

Captioning Your Video Using YouTube

Online Accessibility Series

This document will show you how to use YouTube to add captions to a video, making it accessible to individuals who are deaf or hard of hearing. In order to post videos on YouTube, you must have created the video or have permission from the copyright holder to post it on YouTube.

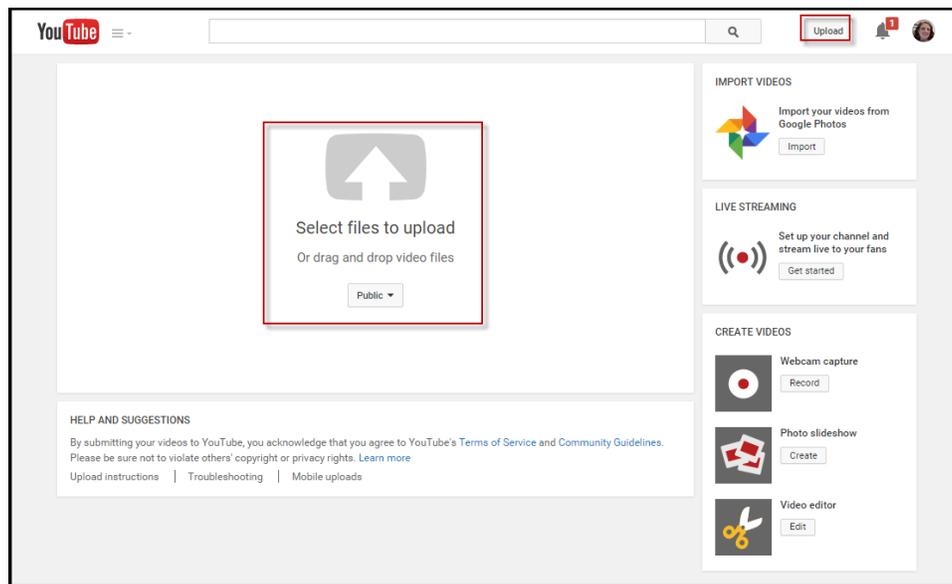
There are three steps to creating captions, regardless of the method used.

- 1) Creating the verbatim transcript.
- 2) Formatting the transcript (line breaks).
- 3) Synchronizing the transcript with the video.

First, though, you need to upload the video to YouTube.

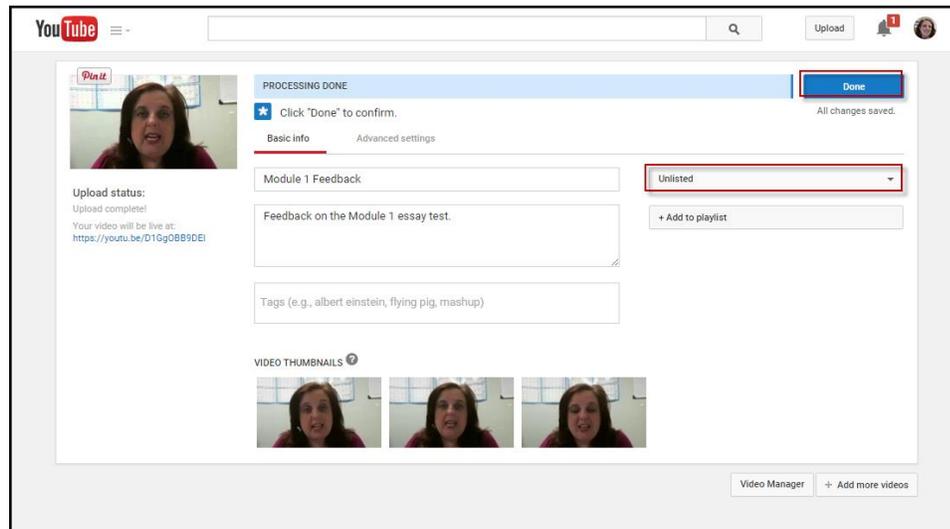
Uploading Your Video to YouTube

- 1) You will need a YouTube or Google account. If you do not have an account, go to <http://youtube.com>, click **Sign In** in the upper right corner of the page, choose **Create Account** and follow the instructions.
- 2)



Once logged into your account, choose **Upload** from the upper right corner, then click on the large arrow in the center of the page to browse and select your video, or you can drag and drop it into the center box.

3)



On the next screen, you can add some details about your video, such as a title and description. You can also choose whether to make the video Public, Unlisted, or Private. For classroom videos, we recommend Unlisted.

- a. Public – anyone can search and find the video from YouTube.
 - b. Unlisted – anyone with the URL (web address) of the video can see it, but it cannot be found through searching.
 - c. Private – only you and those who you have given permission can see it.
- 4) Once you have customized the information, click **Done**. It will take a few minutes for YouTube to process your video, then it will become available on your YouTube channel.

Create and Format the Transcript

After your video is complete, you will need to create and format the transcript. The following are some basic guideline for how to format the transcript, but a more detailed guide can be found at <http://www.captioningkey.org/>. These guidelines have been researched and shown to improve readability of captions.

YouTube's automatic captions are not recommended. On average, the accuracy of the transcript is 65%. In addition, it does not capitalize, use punctuation, or follow the rules for line breaks.

- 1) Use a plain text editor, such as Notepad, instead of a word processor such as Word. Word processors use a lot of hidden code to format the document which can cause problems when you import the file into YouTube.
- 2) The transcript should be verbatim, which includes vocalizations like "Umm".

- 3) Break up the transcript into “chunks”, or what will appear on the screen at one time, using the rules that follow. Put two blank lines between each chunk.
- 4) Include off-screen noises and sound effects when they are essential to the plot or add meaning. Put these in brackets (for example, [dog barking] or [audience laughing]).
- 5) If it is not obvious who is speaking, identify the speaker by putting their name or descriptor in parenthesis on a line above the caption.

(John)
Good morning, class.

(male teacher)
Good morning, class.

- 6) Keep lines to 32 characters or less, including spaces.
- 7) Try to have no more than 2 lines per caption. You can go to three in some circumstances, but never more than 3.
- 8) Line breaks:
 - a. Do not separate modifiers from the word it modifies

Inappropriate	Appropriate
Mark pushed his black truck.	Mark pushed his black truck.

- b. Do not break prepositional phrases.

Inappropriate	Appropriate
Mary scampered under the table.	Mary scampered under the table.

- c. Do not separate a person’s name or title from the name.

Inappropriate	Appropriate
Bob and Susan Smythe are at the movies.	Bob and Susan Smythe are at the movies.

- d. Do not break a line after a conjunction.

Inappropriate	Appropriate
In seconds she arrived, and he ordered a drink.	In seconds she arrived, and he ordered a drink.

- e. Do not separate auxiliary (helping) verbs from the verb it modifies.

Inappropriate	Appropriate
Mom said I could have gone to the movies.	Mom said I could have gone to the movies.

- f. Never end a sentence and begin the next sentence on the same line unless they are short, related sentences containing one or two words.

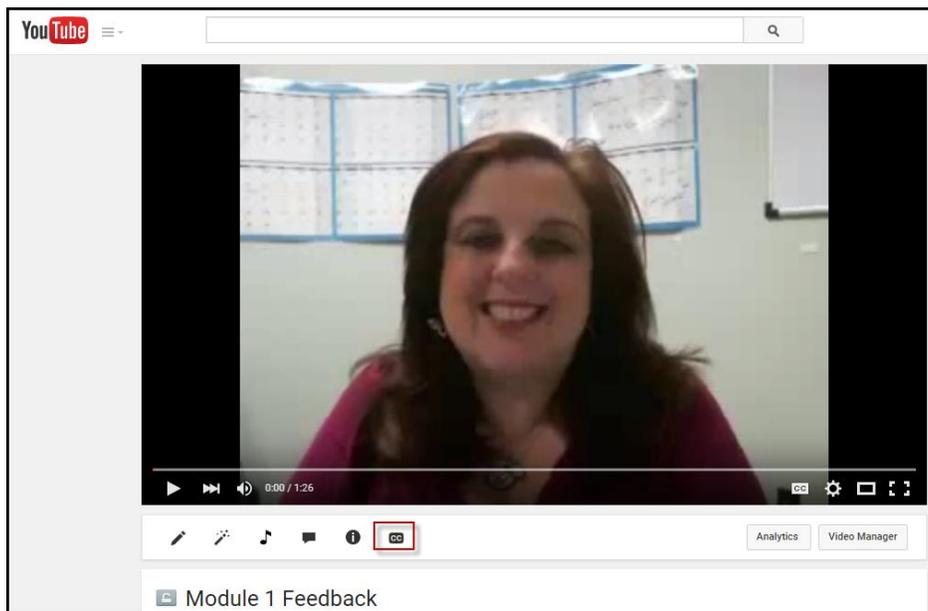
Inappropriate	Appropriate
He suspected that his face turned pale. He knew he wouldn't be able to speak if spoken to. Running toward the void, he halted...	He suspected that his face turned pale. He knew he wouldn't be able to speak if spoken to. Running toward the void, he halted...

- 9) Use standard rules for spelling and punctuation as much as possible. Because people usually do not speak in Standard English, use punctuation to clarify meaning.

- 10) If you can see people talking, but there's no sound, or if there are long periods with no sound, caption it as [no audio].

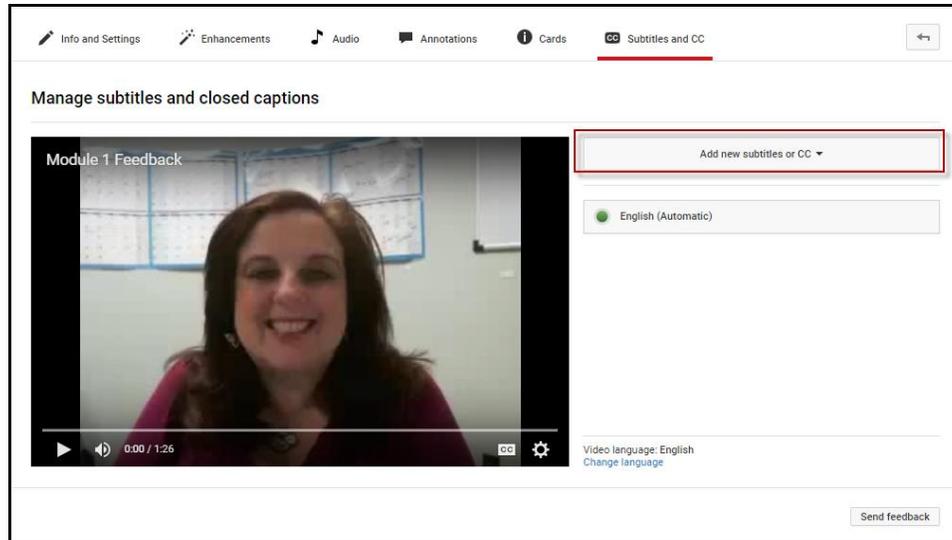
Synchronizing the Transcript and Video

1)



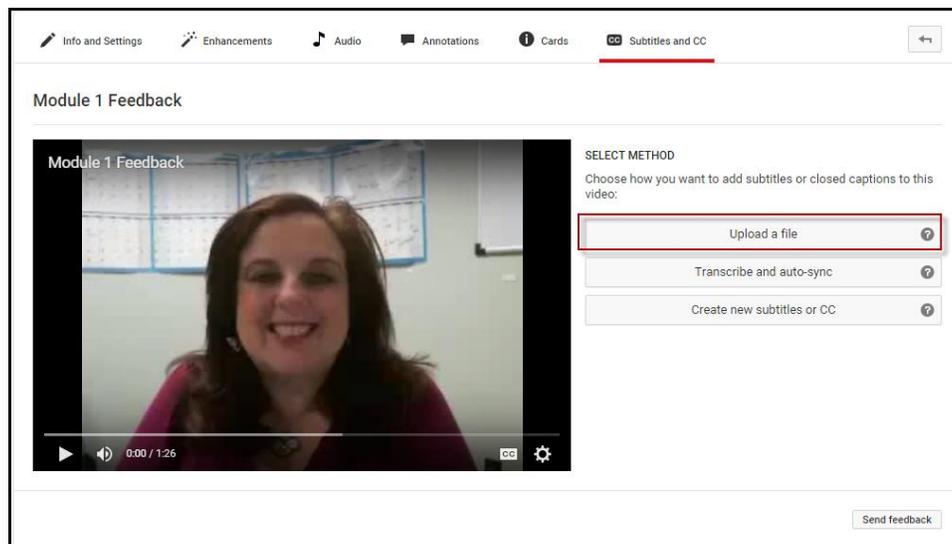
Go to your video's page on YouTube. Underneath the video, click on the **CC** button. The "CC" stands for Closed Captions. Note: This will only work with videos on your YouTube account. If you want to add captions to a video on someone else's YouTube account, you will need to use another tool. Please see the handout entitled **Captioning Videos with Amara**.

2)



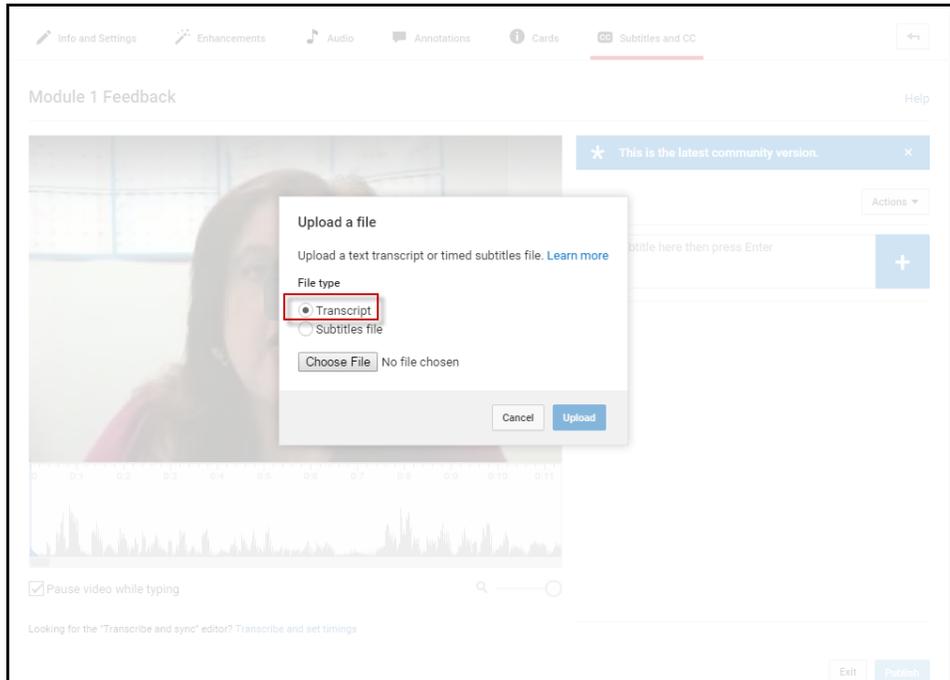
Choose **Add new subtitles or CC** and choose the language of your video.

3)



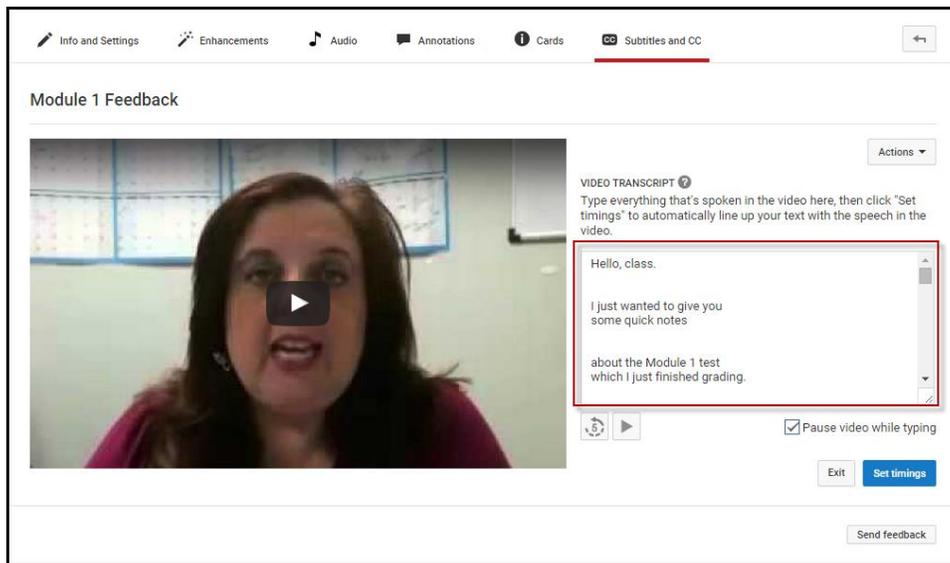
Choose **Upload a file**.

4)



Choose **Transcript** and browse to select your transcript file.

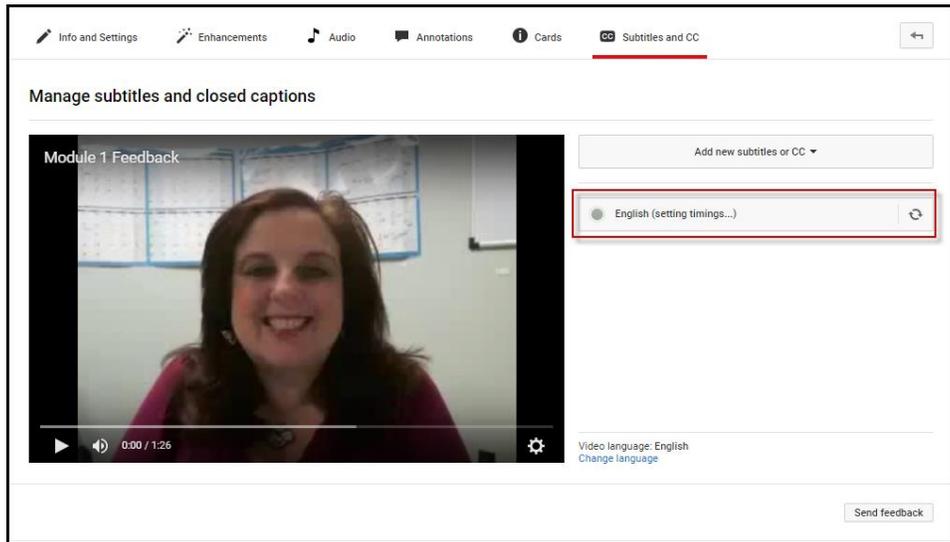
5)



Your transcript will appear in the box to the right of the video. You can look through it for any mistakes, then click **Set timings**.

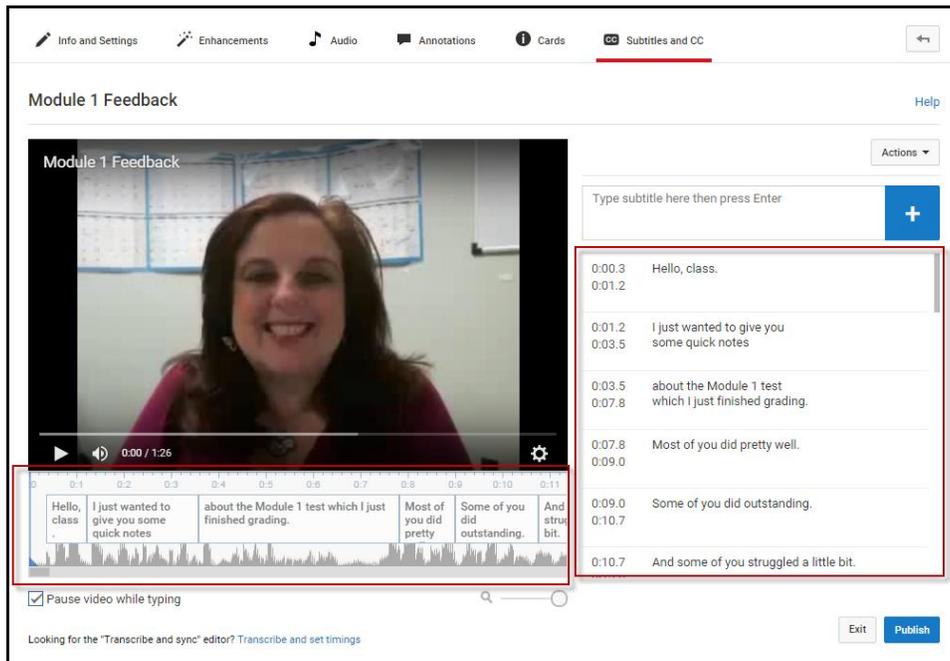
6) It will take YouTube a few minutes, but it tries to match the words of the transcript to the audio from the video. It does a pretty good job, but needs to be reviewed.

7)



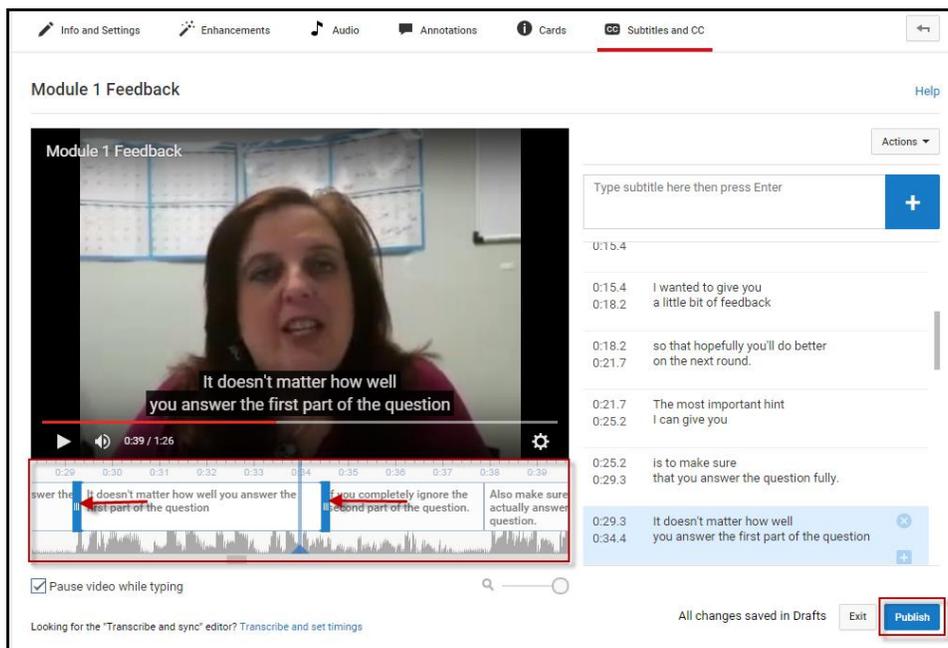
After a few minutes, click on **English** even if it still says “setting timings”. If it is not done, it will tell you it’s still processing. Otherwise, you will see the transcript with time codes.

8)



Play the video and make sure that the displayed captions match the audio. If you notice any mistakes in the text, you can edit them to the right of the video.

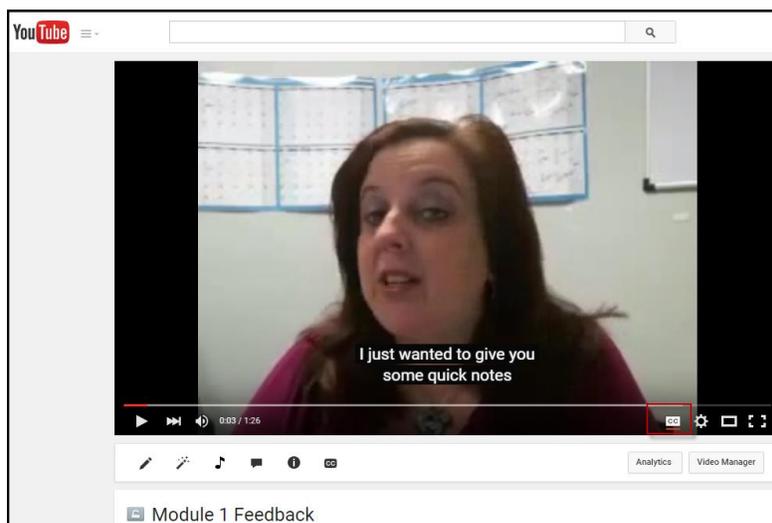
9)



If you need to make adjustments, the timing can easily be edited by dragging the edges of the text boxes under the video. The blue lines appear when you mouse over the edges of the text box. It is also possible to adjust the time codes manually on the right, but this is more difficult. Be aware that the timing for two captions cannot overlap.

10) Once you are happy with the timing, click **Publish** in the lower right hand corner.

11)



Your video now has captions! If they are not appearing, make sure the **CC** button in the lower right hand corner is selected.