

Create an Accessible Video

Ensure Closed Captioning and Subtitles

Closed Captioning and/or subtitles are necessary for any video with spoken dialogue or where sound provides contextual meaning, like the sound howling wind conveying a coming storm. One easy way to create subtitles for your video is through uploading it to YouTube. YouTube can automatically generate subtitles which can be edited manually, and has [step-by-step guides on how to add](#) and [edit](#) them.

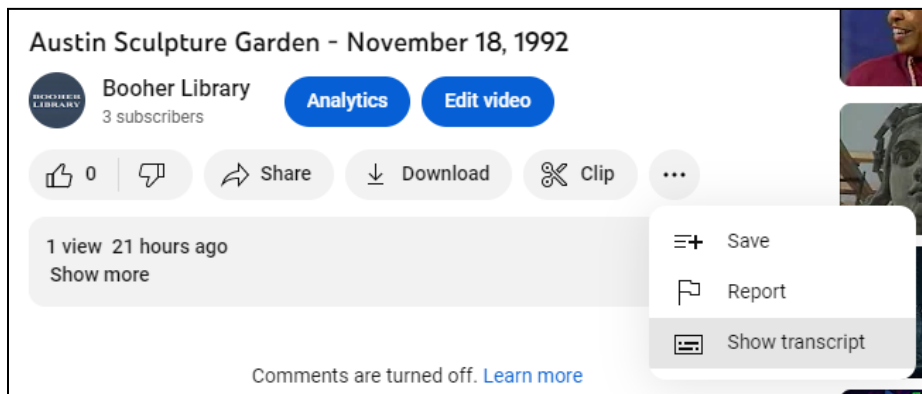
These subtitles will need to be manually reviewed as they can be imperfect, and will not include closed captioning for all non-spoken audio.

When adding and editing closed captions, remember these best practices:

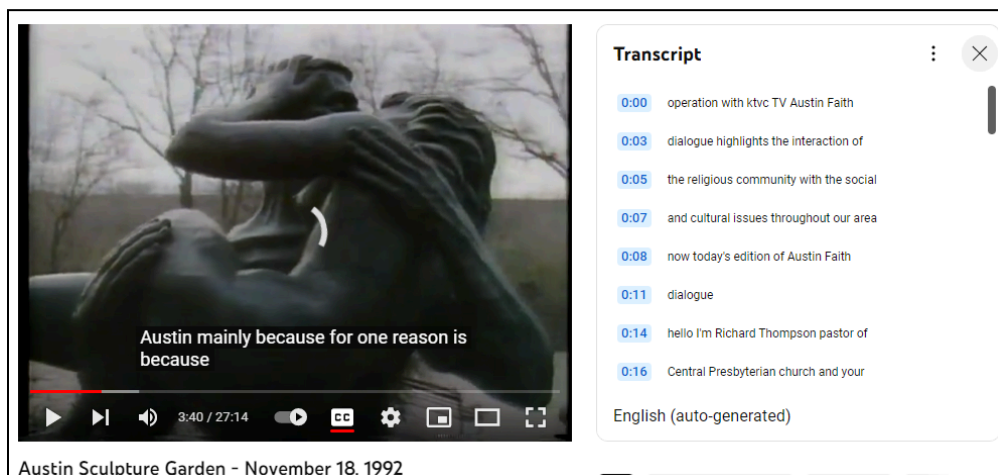
- Ensure that subtitles are on screen long enough for viewers to read them.
- Identify who is speaking each time the speaker changes.
- If characters are speaking from off-screen, include that information in your captions. For example: Nichole: [over the phone] Where are you?
- Write caption information inside square brackets [like this] to distinguish it from spoken audio.
- If nothing appearing on-screen requires subtitles or captions, communicate that through the use of captions, such as: [No sound], [Silence].

Include a Transcript

Transcripts are necessary for those who are unable to view a video to have access to the information conveyed therein. Once your subtitles are created through YouTube, it will automatically create a transcript with timestamps for you. To access your transcript, expand the drop down menu next to the Share, Download and Clip buttons by clicking the three horizontal dots, then selecting “Show Transcript”.



Once selected, a transcript with automatic timestamps will appear to the right of your screen. You can then highlight, copy, and paste this transcript into a word processor to edit and save it.



Make sure that you edit your transcript to include:

- Descriptions of sound effects required to understand the video.
- Explanations of key visuals.
- Dialogue demarcation including quotation marks and the identification of the person speaking.