

Captioning Video via YouTube

Capturing Video

Things to consider **before recording**:

- Do you know what you're going to say?
- Have either a **script** or **outline** prepared to keep you on track and focused.
- Practice your presentation a few times, just to reduce nerves and figure out the best way to say things that make sense.

Things to consider for **audio**:

- Quiet location (fabric, carpet, isolated space, etc.)
- External microphone (either a headset, audio recorder plugged directly into the computer, or even a USB-microphone).
- If you feel comfortable, consider editing your audio/video capture to remove um's, uh's, and other filler words that might distract when written out.

Things to consider for **video**:

- If capturing with slides:
 - ◆ Are you leaving enough room at the bottom of the frame to see both the text on the slide and captions?
- If capturing yourself speaking
 - ◆ Are you keeping distracting things out of the frame (especially near the bottom of the frame?)
- Recommended that you keep the camera from moving, if possible.

Video broadcasting standards for captions (aka where to put text and why).

USING POWERPOINT FOR TELEVISION - DO's and DON'Ts

FORMAT

TEXT MUST NEVER EXCEED THE PERIMETER OF THESE INNER LINES

- The more text you include the longer the slide has to stay on the screen so better to divide complex text up in to several 'build-up' frames.
- Read the slide aloud in a slow clear manner, and time how long it takes you to read out the slide.
- Longer than 15 seconds is generally too long for the slide to displayed on the screen.

As a general rule try not to use more than 6 words of text per line with 6 lines per slide

CAPTION SAFE

ACTION SAFE

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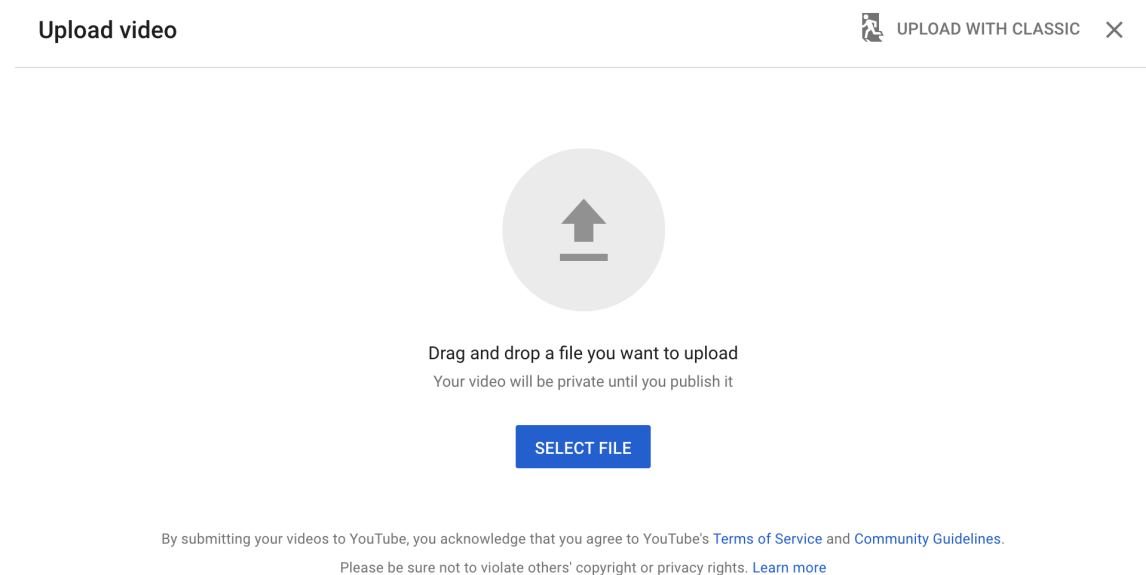
Resource created by Jonathan Siler and Oscar Keyes @ VCU Libraries (2020)

Uploading a Video

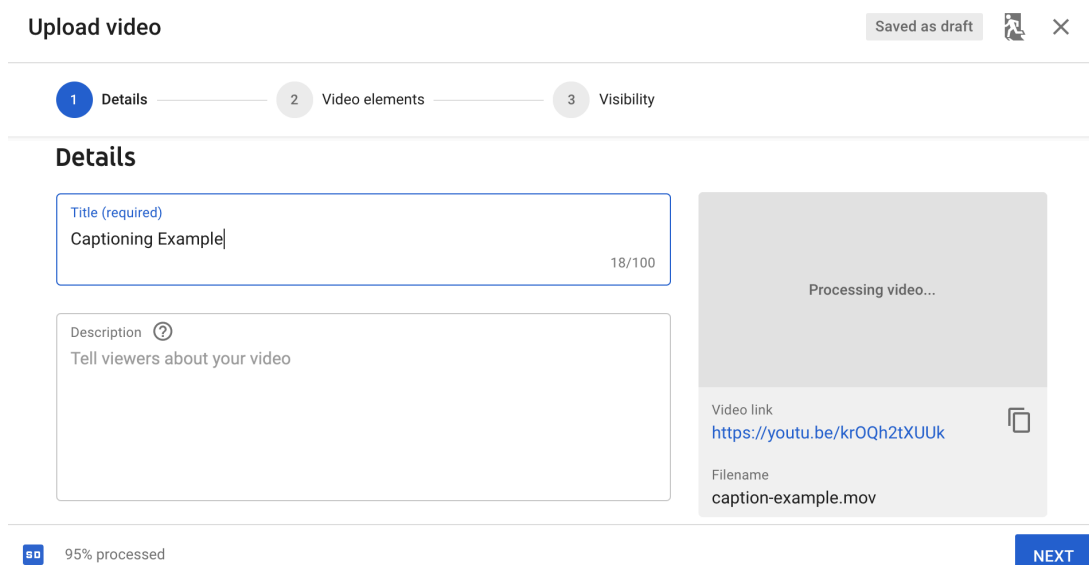
1. Login into YouTube (your VCU email will work, as will any GMAIL account).
2. Select the **Upload Video** icon on the top of the page.



3. Drag and drop the video you want to caption into the browser:



4. Processing your video (time will vary based on length of video).



5. Options for processing your video. When you've filled this out, click **Next**.
 - Title (required)
 - Description
 - Thumbnail
 - Playlists
 - Audience [Is this video made for kids?] (required)
 - **Note:** You can find a mention of language in subtitles under the "More options" tab, but honestly it's just a little disorganized. So we're going to show you another way.


Language, subtitles, and closed captions (CC)

Select your video's language and, if needed, a caption certification

Video language English (United States) ▼	Caption certification (?) This content has never aire... ▼
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UPLOAD SUBTITLES/CC (?)

6. Video elements: YouTube gives you the option to add an end screen or add cards to your video. Feel free to come back and explore this later.
7. Visibility: Who can see your video? We recommend starting with **Unlisted/Private**. Don't select Public, until you've tested your captions.

Upload video Saved as draft  ×

✓ Details — 2 Video elements — 3 **Visibility**

Visibility

Choose when to publish and who can see your video

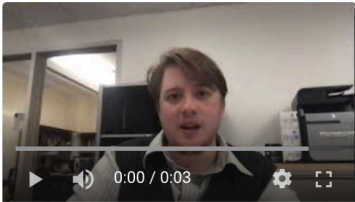
Publish now
Publish your video as soon as it's finished processing

☐ Public
Everyone can see your video
☐ Set as instant Premiere (?)

☒ **Unlisted**
Anyone with the video link can see your video


☐ Private
Only you and people you choose can see your video

Schedule
Select a date and time to publish your video



Captioning Example

Video link
<https://youtu.be/krOQh2tXUuk>

 Finished processing

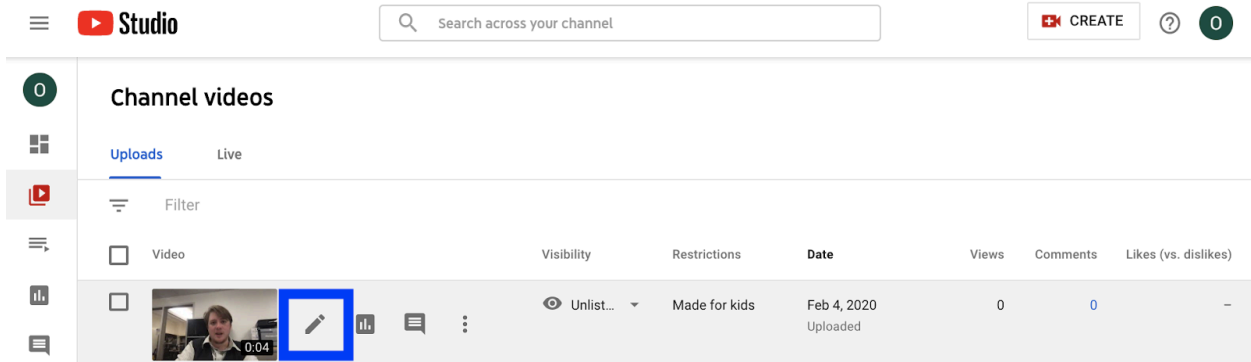
BACK **DONE**

8. Click Done!

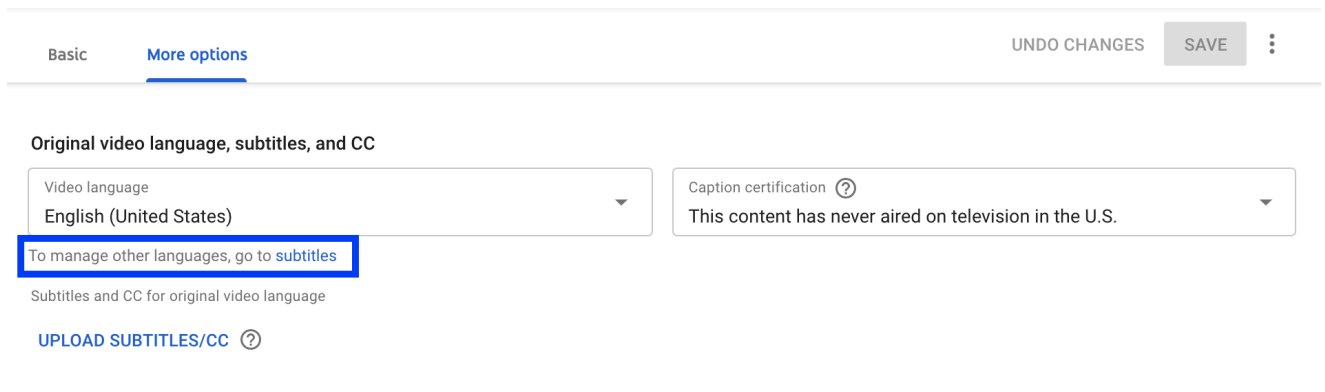
Finding the Caption Options

(They're hidden real good. . .)


1. This will automatically take you to the YouTube Studio page. Here you will see all the videos you've uploaded.
2. Select the "Edit Video" icon on the video that you want to add captions to.



3. There are two ways to navigate to the "Subtitles" options.
 - o Select the **Subtitles** icon (at the bottom of the bar on the left, because clearly YouTube has its priorities listed clearly...)
 - o Select More option > scroll down > select "to manage other languages, go to subtitles."
 - o It is a good idea to select the **Video Language** (region preferred - it helps the algorithms) and the **Caption Certificate** (in most cases it will be "This content has never aired on television in the U.S.")



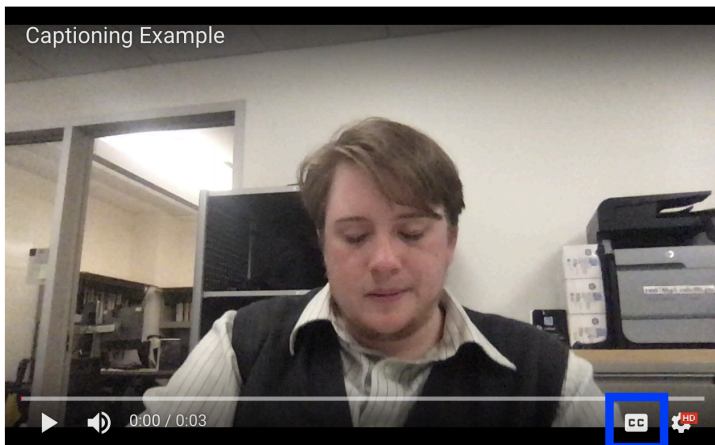
4. This will bring you to the **Subtitles** page, where you need to click **ADD**.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (United States) (video language)	Feb 4, 2020	Published by Creator	ADD 

5. This will bring you to the **Manage subtitles and closed captions** page. Click the **CC icon**, to play the auto-generated captions.

Manage subtitles and closed captions: English (United States)

Captioning Example



0:00 / 0:03

SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

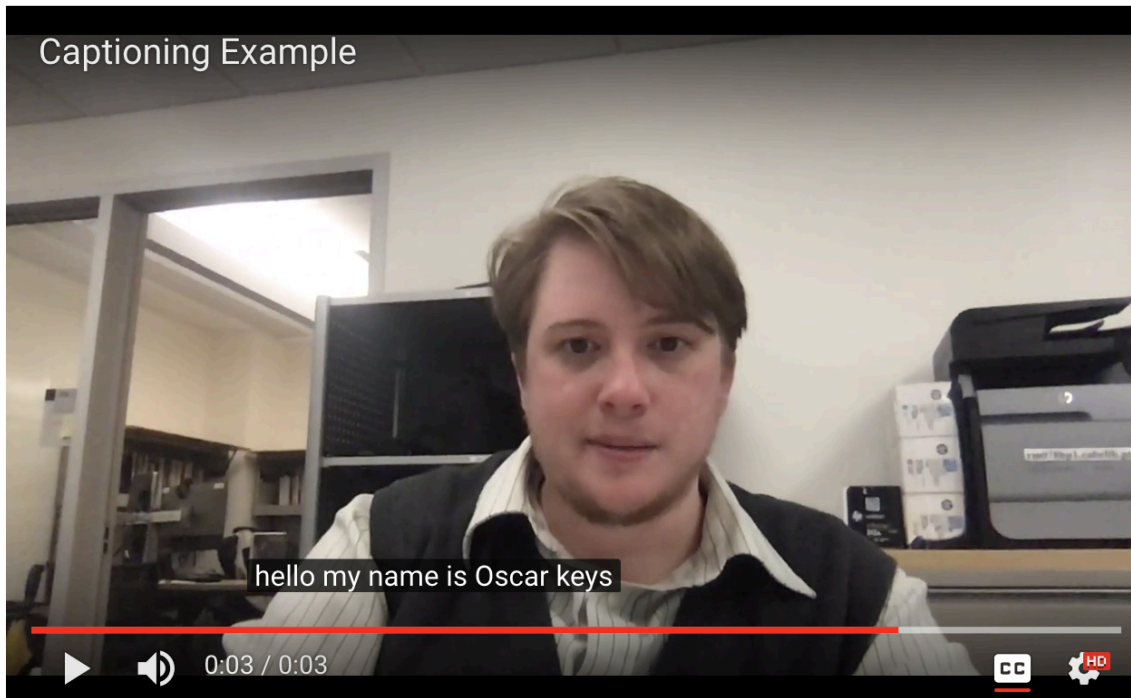
Upload a file ?

Transcribe and auto-sync ?

Create new subtitles or CC ?

Note: It can take a while for the video to generate these captions. Refreshing the page can help, as well as clicking the Upload a file button and then discarding the draft and going back (I have no idea why that is the case, it seems to be a glitch).

Captioning Example



hello my name is Oscar keys

0:03 / 0:03

Once toggled you can see the obvious formatting issues and spelling errors. Remember, YouTube automatic captions typically provides about **60-70% accuracy**, which means that **1 in 3 words can be wrong**.

This accuracy rate will be improved with **good audio quality** and simple content, but worsens when there is background noise, accents, or multi-syllable words. (From University of Minnesota - Duluth's [Improve Accessibility: Correct YouTube Auto-Captions](#))

Different Methods for Captioning

Method 1: Correcting the Auto-Generated Captions

Description: Editing the captions generated by YouTube.

PROS

YouTube does 60-70% of the work for you

Really useful for short, single person videos (with well-recorded audio).

The editor is really intuitive and easy to use.

CONS

30-40% of the work is wrong and it can be time-consuming to change errors.

Terrible for multiple people talking.

Accessing the editor is a little cumbersome.

Method 2: Uploading a Subtitle

Description: Uploading a subtitle file made in other software or received from a service.

PROS

You don't have to do them.

They just work (hopefully!)

CONS

Received from a third-party program or service (aka usually cost money).

Depending on your background and/or skill level, fixing small errors might be difficult.

Method 3: Transcribe and Auto-Sync

Description: Uploading/Typing a complete transcript of the video and allowing YouTube to auto-sync the words to the audio.

PROS

If you read from a script directly, then it might line up nearly perfectly.

A lot of writing is done on the front end, and might save you a lot of time later.

CONS

People don't speak perfectly and sometimes the audio recordings are bad.

Sometimes it can get out of sync, which can be really annoying to fix.

Method 4: Create new subtitles or CC

Description: Creating the captions from scratch by playing the video in small chunks and typing the words as you go.

PROS

Full control and you can make sure everything is right.

CONS



You have to do all of it yourself.

A lot of time and labor.

Method 1: Correcting the Automatic Subtitles

1. Close this tab and return back to the original Subtitles page. You will now see different options under the Video Subtitles.
2. Hover over the English (Automatic) settings and a vertical “...” will appear.

Video subtitles

Language	Modified on	Title & description	Subtitles
English (Automatic)	Feb 4, 2020		Published Automatic 
English (United States) (video language)	Feb 4, 2020	Published by Creator	Refresh 

3. When you select the dots, a submenu will appear. Select “Edit on Classic Studio”.
4. This will open the older version of YouTube Studio. (They have not fully migrated their captioning support to their new Studio suite... Priorities, I guess.)



Edit on Classic Studio



Download



Delete

5. This will open the **View published subtitles and CC** page. Click **Edit**.

View published subtitles and CC: English (Automatic)

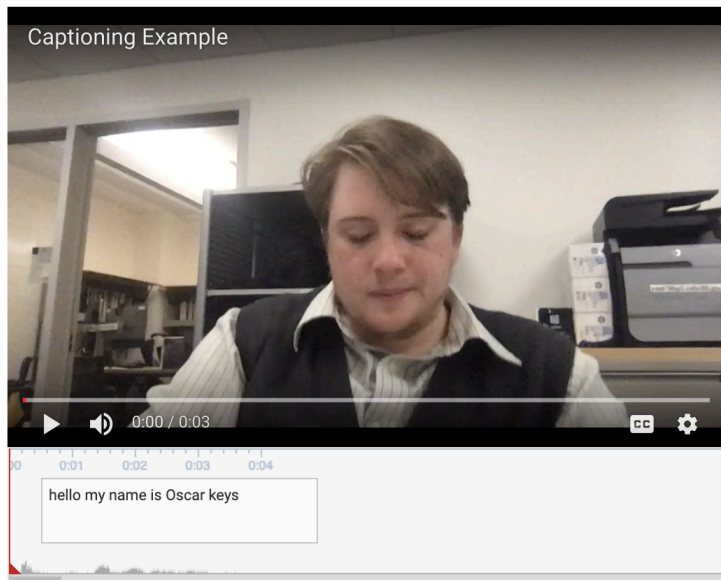
Subtitles/CC source: Automatic

Edit

Unpublish

Actions ▾

0:00.5 hello my name is Oscar keys
0:04.9



6. Now I can go into the window with the automatic caption and correct it.

Transcribe and set timings: English

All changes saved in DraftsDelete draftSave changes

Actions ▾

Type subtitle here then press Enter

+

0:00.5Hello, my name is Oscar Keyes.

×

0:04.9

+

Captioning Example

Hello, my name is Oscar Keyes.

0:00 / 0:03

CC ⚙

000:010:020:030:04

Hello, my name is Oscar Keyes.

☒ Pause video while typing

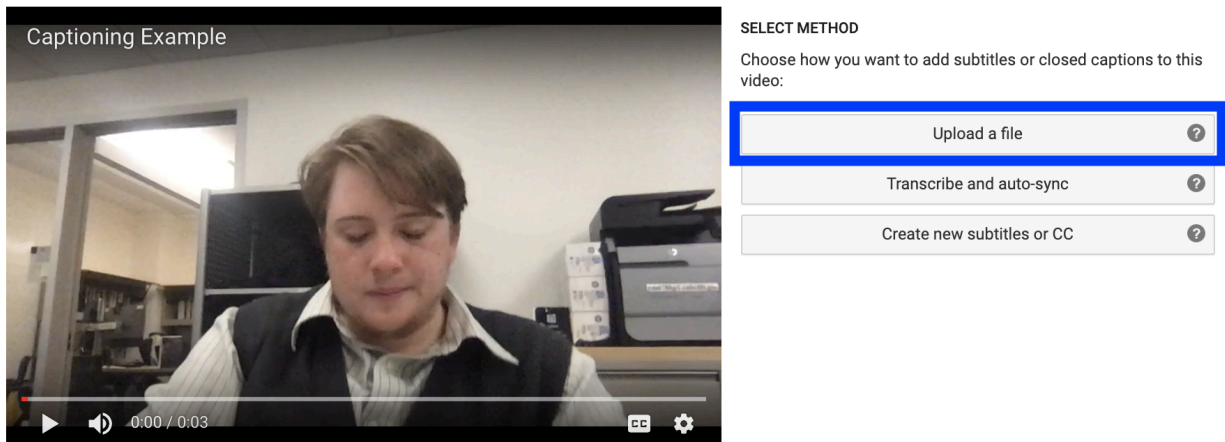
🔍 🔊

7. This is also where you could add new caption lines, change the timing of captions on the screen, as well as adjust when they appear in the edit.
8. Make sure to save changes!
9. Now, when I go back to the Video subtitles page, I can see there is now just a subtitle called “English” that are my corrected titles.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English	Feb 5, 2020	ADD	Published by Creator
English (Automatic)	Feb 4, 2020		Published Automatic
English (United States) (video language)	Feb 4, 2020	Published by Creator	ADD 🔗

Method 2: Upload a file

Manage subtitles and closed captions: English (United States)



1. You receive a file (usually .srt or .sbv) from software/service and you attach it.
2. You can edit these files in a text editor to fix small errors before uploading.
3. The following example is from [YouTube's Support for Subtitle Files section](#).

SubRip (.srt) example

1

00:00:00,599 --> 00:00:04,160

>> ALICE: Hi, my name is Alice Miller and this is John Brown

2

00:00:04,160 --> 00:00:06,770

>> JOHN: and we're the owners of Miller Bakery.

3

00:00:06,770 --> 00:00:10,880

*>> ALICE: Today we'll be teaching you how to make
our famous chocolate chip cookies!*

4

00:00:10,880 --> 00:00:16,700

[intro music]

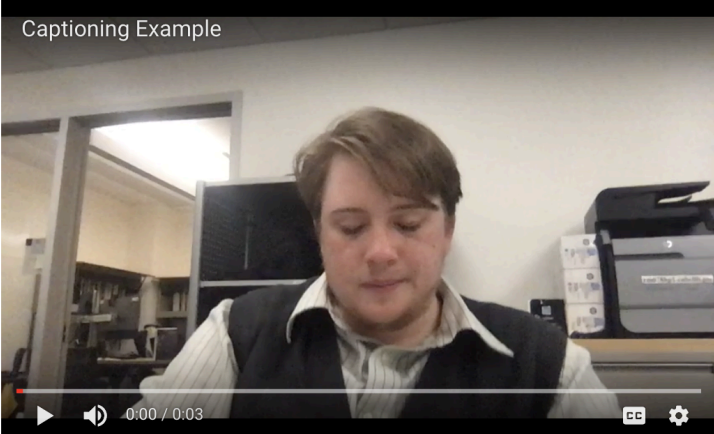
5

00:00:16,700 --> 00:00:21,480

Okay, so we have all the ingredients laid out here

Method 3: Transcribe and auto-sync

Manage subtitles and closed captions: English (United States)



Captioning Example

0:00 / 0:03


SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

- Upload a file ?
- Transcribe and auto-sync ?**
- Create new subtitles or CC ?

1. You can either copy and paste a previously existing transcript into the box or play the video and type as you go.
2. Once the full transcript is in the box, click Set timings and YouTube will sync.

Transcribe and auto-sync



Actions ▾

VIDEO TRANSCRIPT ?

Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Type what's spoken here

☒ Pause video while typing

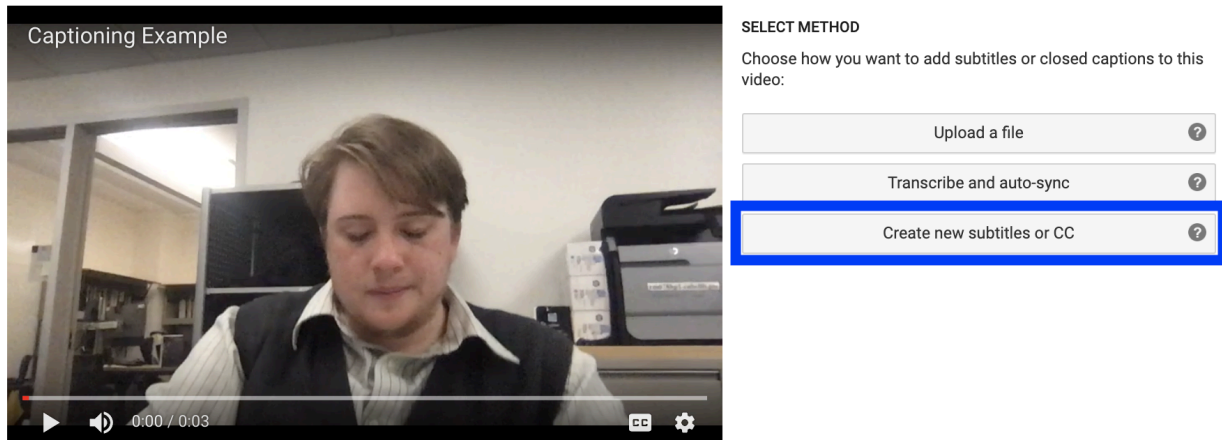
Exit Set timings

3. Always check through the video and captions, especially if you are copying and pasting a transcript. Tangents, pauses, and interrupts can cause lots of errors in syncing that will need to be resolved.

Method 4: Create new subtitles or CC

This method is the same as the one used for correcting auto-generated captions, just without any pre-existing text. It provides a lot of fine-tuning capabilities for editing and can be extremely helpful when all the auto-functions fail.

Manage subtitles and closed captions: English (United States)



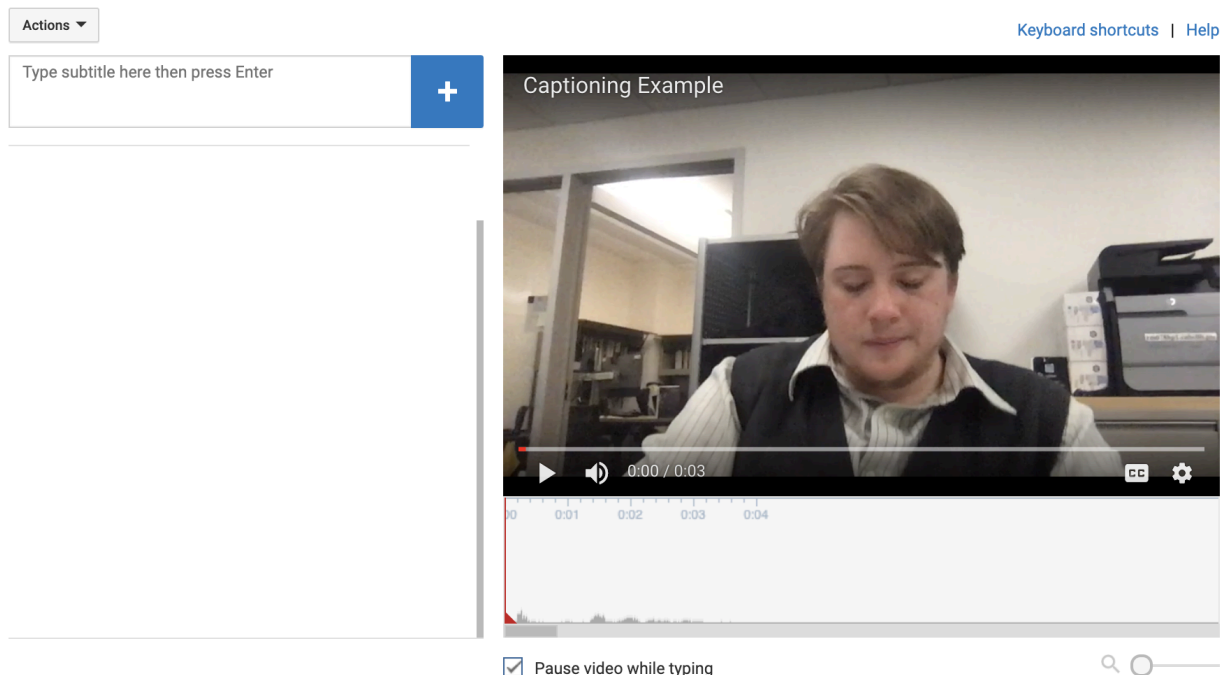
1. Type your caption in the box on the left and hit the “+” or Enter.
2. Adjust the length and placement of the caption in the timeline underneath the video.
3. You can also set the video pause while typing or zoom in/out on the timeline.

Transcribe and set timings: English

All changes saved in Drafts

Delete draft

Save changes



Downloading Captions (To Take to Another Program)

Let's say you've had enough of YouTube, you decide to move your videos to another platform, or perhaps you need to search a transcript for research.

Rather than going through this whole process, again, you can just download your subtitles file directly.

1. Go back to the Subtitles page and select the submenu for the version of captions you'd like to download. In this case I want my corrected "English" captions.
2. Select Download. And a **.sbv** file will download to your computer.

Language	Modified on	Title & description	Subtitles
English	Feb 5, 2020	ADD	<div>Edit on Classic Studio Download Delete</div>
English (Automatic)	Feb 4, 2020		
English (United States) (video language)	Feb 4, 2020	Published by Creator	ADD ↗

3. Select Download. And a **.sbv** file will download to your computer.
4. By default, the file most likely won't open. However, you can right-click (ctrl+click on a Mac) and select Open With... and then force it to open in a Text Editor. You might need to select (All Applications, instead of "Recommended").



5. You can also convert it to any other subtitle format using the online tool [Captions Converter](#).