

Captioning Your Videos: Options and Best Practices



Michelle Morgan, PhD
Digital Accessibility Specialist
Yale University

Captions and subtitles and audio descriptions, oh my!



Captions:

- Are particularly useful to people who are Deaf/HoH
- Includes background noises, speaker differentiation, and other information translated from sound to text
 - Closed Captions: Can be turned on and off by the viewer
 - Open Captions: Cannot be turned off



Subtitles:

- Assume viewers can hear and are typically used when the viewer doesn't know the language
- Are timed transcripts of the audio files and are typically developed before the release of a movie or tv show



Audio Description:

- An additional narration track intended primarily for blind and visually impaired consumers of visual media
- Describes the actions, motions, and other non-verbal information present in video
 - Example: https://www.youtube.com/watch?v=i_GrYOruY7w

Welcome to the Jungle: Caption Format Acronyms

Web Caption Formats ▾

Formats

DFXP (.xml) CPTXML (.cptxml)
QT (.txt) RT (.rt)
SRT (.srt) SMI (.smi)
SBV (.sbv) WMP TXT (.txt)
WEBVTT (.vtt) PPT XML (.xml)
QuickTime XML (.qtxml) Facebook SRT (.srt)
WebVTT with no blank frames (.vtt)

First Caption Frame Start Time :

SMPTE Caption Formats ▾

SCC (.scc) STL (.stl)
ADBE (.adbe) Avid DS Subtitles (.txt)
iTunes SCC (.scc) SMPTE-TT (.xml)
STL-RTF (.rtf) Netflix SMPTE-TT (.xml)
Hulu SMPTE-TT (.tt) Amazon SMPTE-TT (.xml)
iTunes SMPTE Caption Format (.itt)

SMPTE Starting Timecode

Frame Rate Settings

Most Common:

SRT (.srt):
SubRip Subtitle

WEBVTT (.vtt):
Web Video Text Tracks

SCC (.scc):
Scenarist Closed Captions

```
1
00:00:00,000 --> 00:00:02,827

2
00:00:02,827 --> 00:00:04,910
BARRY LINK: The next time
you're watching a video,

3
00:00:04,910 --> 00:00:07,340
take the audio down.

4
00:00:07,340 --> 00:00:10,530
Imagine you're hearing impaired.
```

```
01:00:00:00      942c
01:00:01:19      9420 9440 9723 c2c1
5252 d920 4c49 cecb ba20 5468 e520 6ee5
f8f4 20f4 e96d e580 94f2 79ef 75a7 f2e5
20f7 61f4 e368 e96e 6720 6120 76e9 64e5
ef2c 942c 8080 8080 942f
01:00:04:08      9420 94f2 97a2 f461
6be5 20f4 68e5 2061 7564 e9ef 2064 eff7
6eae 942c 8080 8080 942f
01:00:06:16      9420 94e0 496d 6167
e96e e520 79ef 75a7 f2e5 2068 e561 f2e9
6e67 20e9 6d70 61e9 f2e5 64ae 942c 8080
8080 942f
```

```
00:00:00.000 --> 00:00:02.827 align:middle line:844
00:00:02.827 --> 00:00:04.910 align:middle line:904
BARRY LINK: The next time
you're watching a video,
00:00:04.910 --> 00:00:07.340 align:middle line:844
take the audio down.
00:00:07.340 --> 00:00:10.530 align:middle line:844
Imagine you're hearing impaired.
00:00:10.530 --> 00:00:14.400 align:middle line:904
Think about that world
that we-- is so rich to us
```

3Play Media's breakdown of the most common types and their differences:
<https://bit.ly/2wPwa89>

Captioning formats, con't

Caption file types are categorized under Web Caption formats and SMPTE Caption formats.

SMPTE is the acronym for Society for Motion Picture and Television Engineers

The screenshot shows two sections of a settings interface. The top section, 'Web Caption Formats', is underlined in red and contains a grid of buttons for various formats: DFXP (.xml), CPTXML (.cptxml), QT (.txt), RT (.rt), SRT (.srt), SMI (.smi), SBV (.sbv), WMP TXT (.txt), WEBVTT (.vtt), PPT XML (.xml), QuickTime XML (.qtxml), Facebook SRT (.srt), and WebVTT with no blank frames (.vtt). Below this is a 'First Caption Frame Start Time' field set to '00 : 00.000'. The bottom section, 'SMPTE Caption Formats', is also underlined in red and contains buttons for: SCC (.scc), STL (.stl), ADBE (.adbe), Avid DS Subtitles (.txt), iTunes SCC (.scc), SMPTE-TT (.xml), STL-RTF (.rtf), Netflix SMPTE-TT (.xml), Hulu SMPTE-TT (.tt), Amazon SMPTE-TT (.xml), and iTunes SMPTE Caption Format (.itt). Below these are fields for 'SMPTE Starting Timecode' (00:00:00:00) and 'Frame Rate Settings' (Default), along with 'Reset' and 'Default Caption Settings' buttons.

YouTube prefers .scc. Check with your video player to see which file type is preferred.

The screenshot shows a YouTube Help page with the title 'Supported subtitle and closed caption files'. It includes an introductory paragraph, a lightbulb icon with the text 'Just getting started? Try adding captions directly in your video using our captions editor.', and three expandable sections: 'Basic file formats', 'Advanced file formats', and 'Broadcast file formats (TV and movies)'. A yellow warning box at the bottom states: 'Scenarist Closed Caption (.scc file extension) files are our preferred file format. These files have an exact representation of CEA-608 data, which is the preferred format whenever captions are based on CEA-608 features.'

How do I get a caption file?



Free:

Create the caption file in YouTube



Create the caption file in Panopto/Media Library in Canvas

Paid:

Two preferred vendors



3Play Media

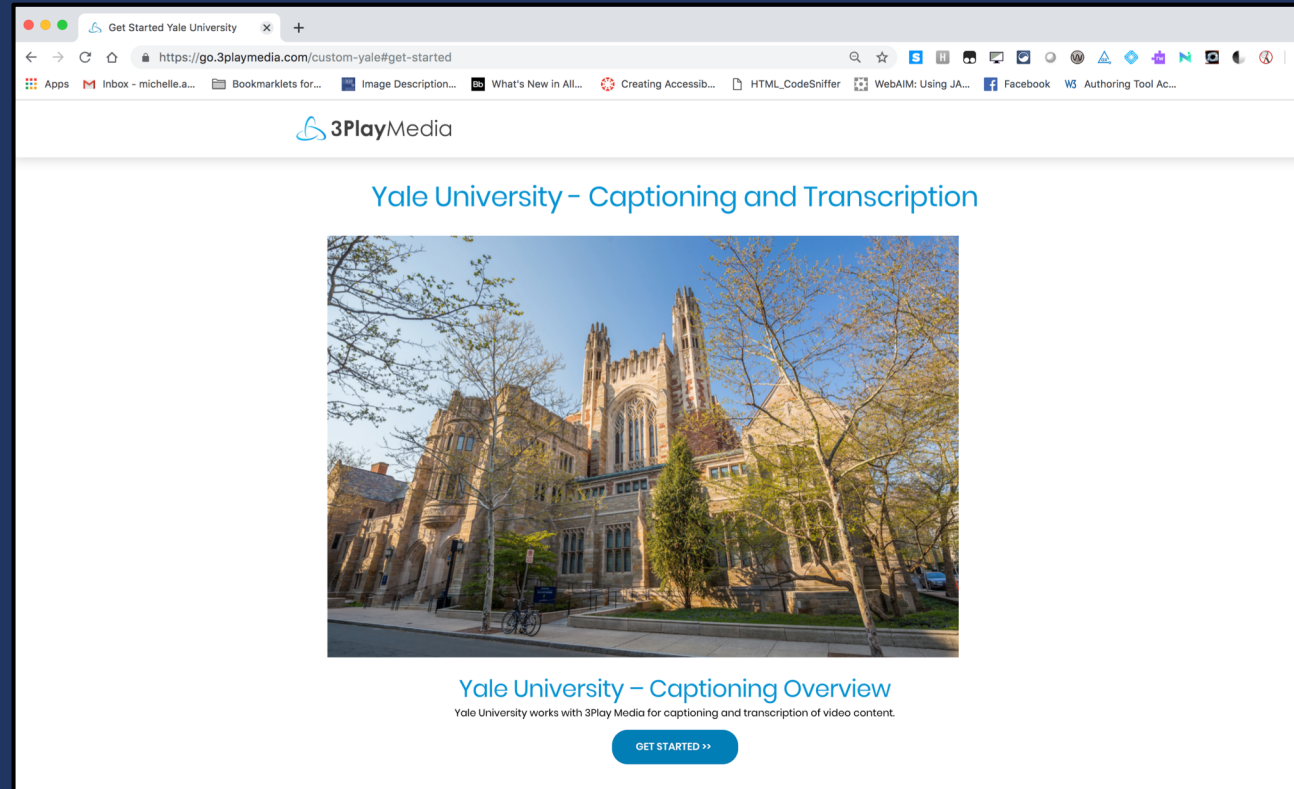
- Use for HIPAA protected information
- Extremely accurate captions
- Can audio describe your videos
- Many extra features



Rev.com

- Cheaper and faster than 3Play
- Fewer chances to correct and edit
- No Audio Description available

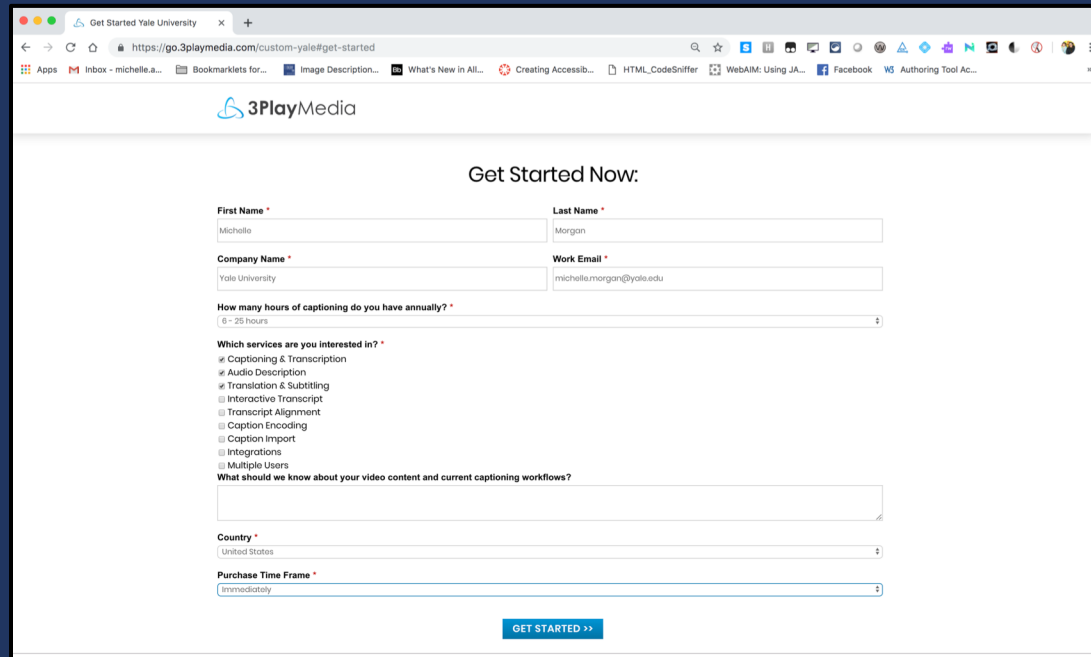
Requesting Captions from 3Play Media: Step 1



1. Visit Yale's "Getting Started" page. This will ensure you receive the preferred captioning rate.

<https://go.3playmedia.com/custom-yale#get-started>

Requesting Captions from 3Play Media: Steps 2 & 3



The screenshot shows a web browser window with the URL <https://go.3playmedia.com/custom-yale#get-started>. The page features the 3PlayMedia logo and a "Get Started Now:" heading. The form contains the following fields:

- First Name ***: Michelle
- Last Name ***: Morgan
- Company Name ***: Yale University
- Work Email ***: michelle.morgan@yale.edu
- How many hours of captioning do you have annually? ***: 8 - 25 hours
- Which services are you interested in? ***:
 - Captioning & Transcription
 - Audio Description
 - Translation & Subtitling
 - Interactive Transcript
 - Transcript Alignment
 - Caption Encoding
 - Caption Import
 - Integrations
 - Multiple Users
- What should we know about your video content and current captioning workflows?**: (Empty text area)
- Country ***: United States
- Purchase Time Frame ***: Immediately

A blue "GET STARTED >>" button is located at the bottom of the form.

2. Enter the appropriate information in the Get Started Now form.

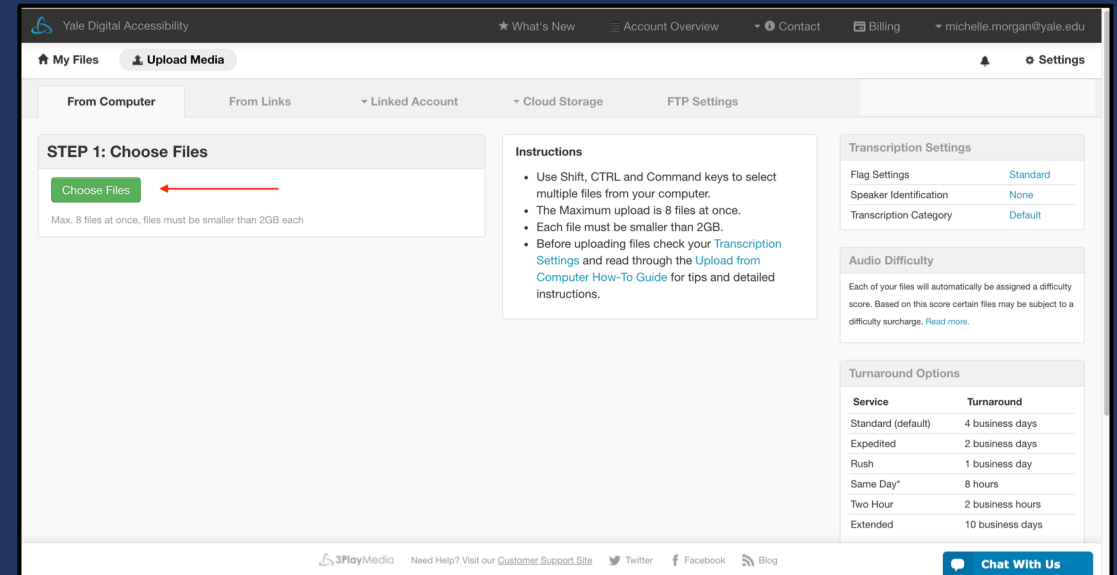
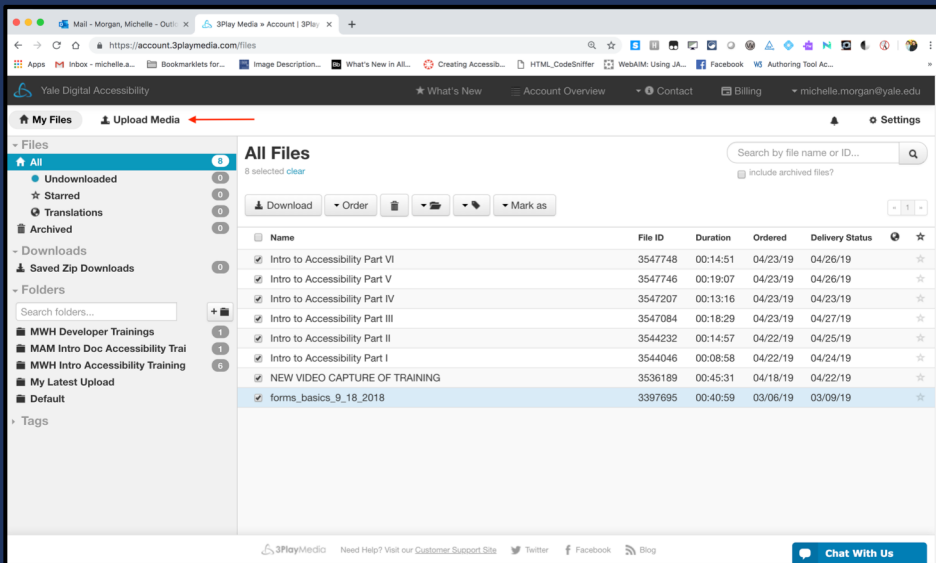
3. Wait! 3Play Media will email you shortly with your new account information.

Requesting Captions from 3Play Media: Steps 4, 5, & 6

4. Log into your new account according to the email instructions you've received from 3Play Media.

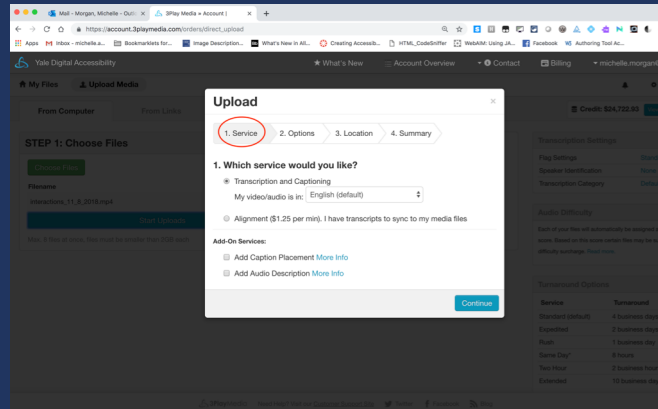
5. Your dashboard will look similar to the version here. Select the "Upload Media" button.

6. Select the "Choose File" button.

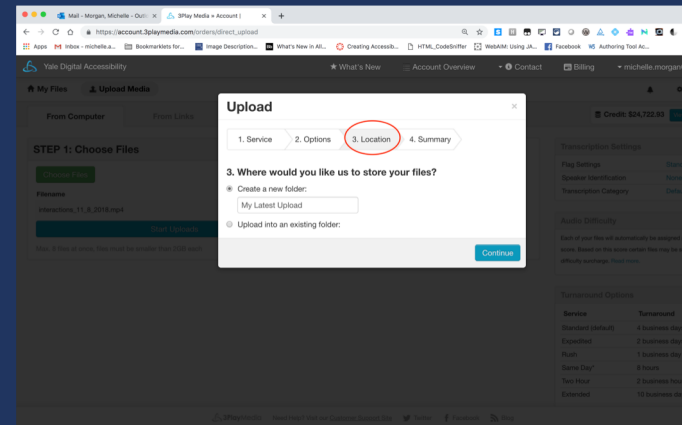


Requesting Captions from 3Play Media: Steps 7 -10

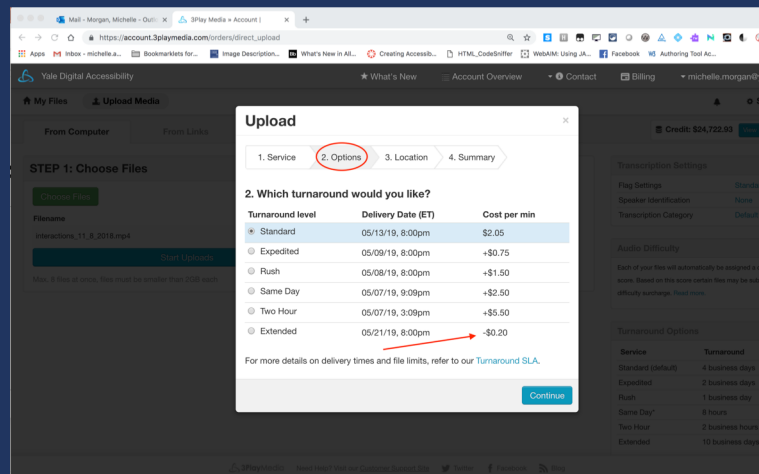
7. Choose the service.



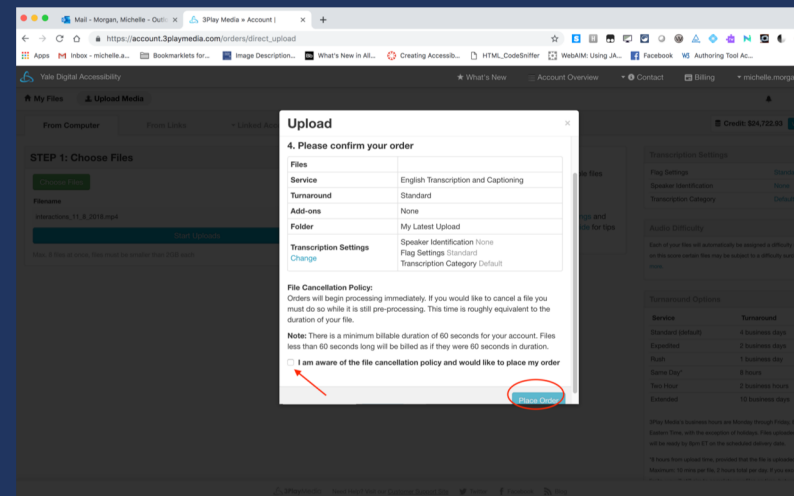
9. Choose where you'd like the caption file saved once it is processed.



8. Choose your turnaround time. Please note that if you aren't in a rush, you can select a discounted rate!



10. Agree to the cancellation policy & place your order.



Requesting Captions from 3Play Media: Steps 11 & 12

11. As soon as your file is uploaded, you will see it in your dashboard. Please note that as long as the file status is “Pending” you can upload cheat sheets (of difficult names/spellings or specialized terminology) and also cancel or upgrade the service/delivery date.

12. You’ll receive an email from 3Play Media when your file is finished. You can also track its progress in the main dashboard.

The screenshot shows the 3Play Media dashboard. A green success message at the top reads: "Success! Your order is being processed! Remember to add or edit any cheat sheets (optional) while your file is still in pending." Below this, the "Transcription Services" section is active, showing a table with one entry: "Interactions Part I" with File ID 3587517, Duration 00:14:51, Ordered 05/07/19, and Delivery Status "Due 05/21/19". The "Upgrade" button for this entry is circled in red. A red arrow points from the success message to the "Add Cheat Sheet/Glossary" button. The left sidebar shows "Transcripts Pending" selected.

Name	File ID	Duration	Ordered	Delivery Status
Interactions Part I	3587517	00:14:51	05/07/19	Due 05/21/19

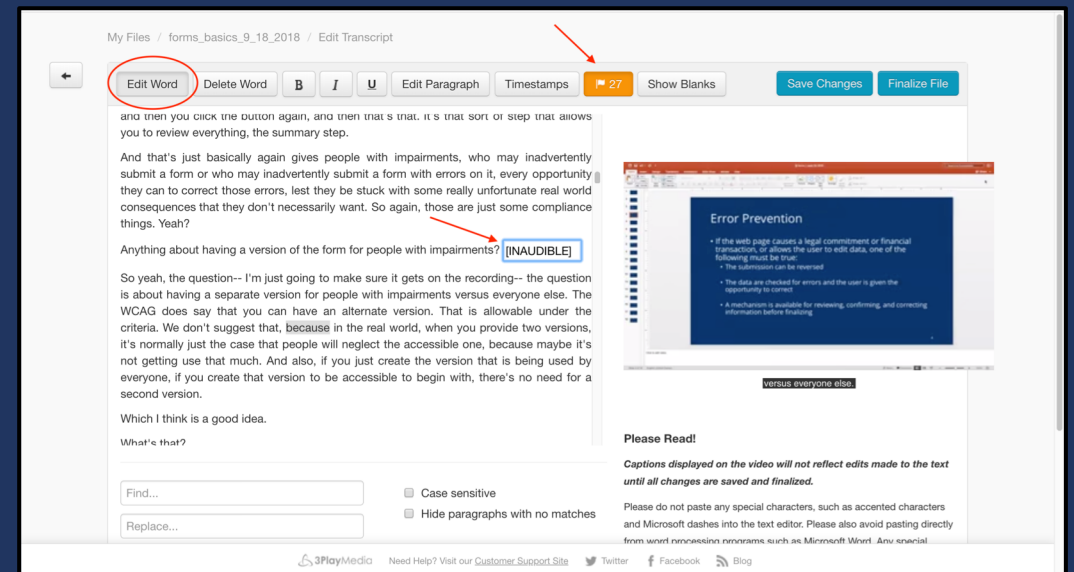
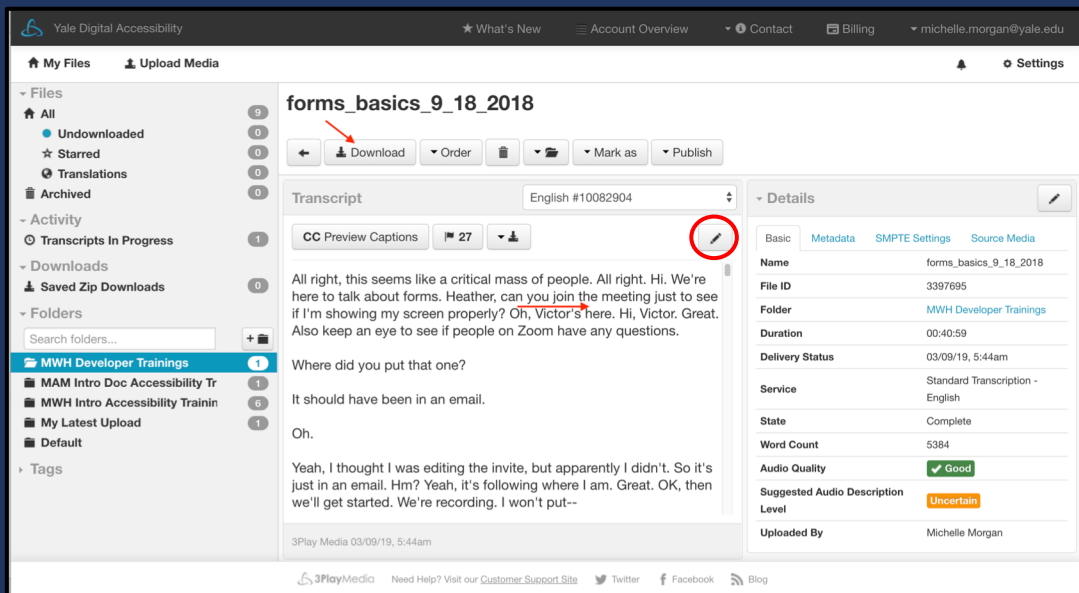
The screenshot shows the "All Files" section of the 3Play Media dashboard. A table lists various files with columns for Name, File ID, Duration, Ordered, and Delivery Status. The "Interactions Part I" file is highlighted with a red arrow pointing to its File ID (3587517). The "Upgrade" button for this file is also circled in red. The table includes several other files, such as "Intro to Accessibility Part VI" through "Part I", and "NEW VIDEO CAPTURE OF TRAINING".

Name	File ID	Duration	Ordered	Delivery Status
Interactions Part I	3587517	00:14:51	05/07/19	Due 05/21/19
Intro to Accessibility Part VI	3547748	00:14:51	04/23/19	04/26/19
Intro to Accessibility Part V	3547746	00:19:07	04/23/19	04/26/19
Intro to Accessibility Part IV	3547207	00:13:16	04/23/19	04/23/19
Intro to Accessibility Part III	3547084	00:18:29	04/23/19	04/27/19
Intro to Accessibility Part II	3544232	00:14:57	04/22/19	04/25/19
Intro to Accessibility Part I	3544046	00:08:58	04/22/19	04/24/19
NEW VIDEO CAPTURE OF TRAINING	3536189	00:45:31	04/18/19	04/22/19
forms_basics_9_18_2018	3397695	00:40:59	03/06/19	03/09/19

Requesting Captions from 3Play Media: Steps 13 & 14

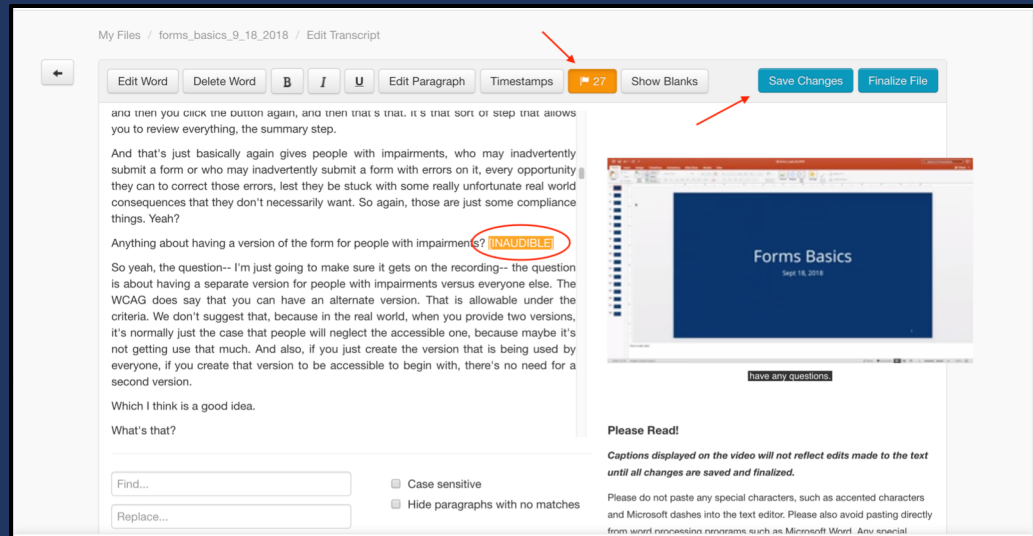
13. Your finished caption file can be downloaded a bunch of different ways. If you select the file you'd like to download and select "Download," the editing screen will open. You will need to select the "edit" icon, which looks like a pen, to begin editing. A new screen for editing will open.

14. The first thing you should check for are Flags. 3Play flags anything the transcriber was unsure of or wasn't audible. Clicking the flag icon will walk you through all the flagged words in the transcript. When you arrive at one, choose the "Edit Word" tool to overwrite the caption. This will also bring you to the corresponding point in the audio file so you can listen to the word in question.



Requesting Captions from 3Play Media: Steps 15 & 16

15. You can now edit the word as needed. Save your changes when you're finished.



16. When you're done editing finalize your changes.



Requesting Captions from 3Play Media: Step 17

17. You can now download the caption file. 3Play presents you with multiple options. Whichever format you choose, it will download immediately to your computer. Upload the file alongside your video on whatever video player you're using.

The screenshot displays the 3Play Media interface for downloading captions. It is divided into two main sections: 'Transcript Preview' and 'Web Caption Formats'.

Transcript Preview: This section shows a sample transcript with a table of Yale degrees. The text includes: 'So the last big topic I want to talk about is tables. So when we think about tables, we have two choices. We have these things called layout tables, and we have these things called data tables. Layout tables are there to achieve look and feel. You like things in a grid, so you're going to use tables and put them in a grid. There's no logic to how the columns or rows are divided. It's just, again, because you think the grids are pretty. Some photo galleries, you might want to do that. We call this a layout table, and we really discourage using them. Data tables feel like a spreadsheet. They have logical column headings. Things are logically grouped into rows. And we encourage you to use this kind of thing. So for example, we have a-- this is a table of Yale degrees that were awarded between 2015 and 2016 that I got from the Yale website. And you can see that like the columns and the rows are divided very logically. There are column headers, degrees, men, women, total percent international. There are rows for, you know, bachelors, masters, doctorate, professional degrees, research degrees, things like that, and then a row from the totals. So this feels like a spreadsheet. Things are sorted logically. When we say data tables, people think data, and that has to mean numbers. But it doesn't have to be numbers. It can be like text, too. You know, first name, last name, email, that is a perfectly acceptable use for a data table, because again, it feels like a spreadsheet. I have a table up here that's like first name, last name, email, so that makes sense. Denotes where frames start for caption downloads.

Clipping: This section allows users to select a portion of the transcript. It features a horizontal slider and two timecode input fields: 'Clip Start Time' (00 : 00.000) and 'Clip End Time' (14 : 51.254). A note at the bottom states: 'Highlight the transcript text or move the sliders to create a clipped download.'

Web Caption Formats: This section provides various download options, categorized into 'Formats' and 'SMPTE Caption Formats'.
Formats: DFXP (.xml), CPTXML (.cpbxml), QT (.txt), RT (.rt), SRT (.srt), SMI (.smi), SBV (.sbv), WMP TXT (.txt), WEBVTT (.vtt), PPT XML (.xml), QuickTime XML (.qtxml), Facebook SRT (.srt), WebVTT with no blank frames (.vtt). A 'First Caption Frame Start Time' field is set to 00 : 00.000.
SMPTE Caption Formats: SCC (.scc), STL (.stl), ADBE (.adbe), Avid DS Subtitles (.txt), iTunes SCC (.scc), SMPTE-TT (.xml), STL-RTF (.rtf), Netflix SMPTE-TT (.xml), Hulu SMPTE-TT (.tt), Amazon SMPTE-TT (.xml), iTunes SMPTE Caption Format (.itt). An 'SMPTE Starting Timecode' field is set to 00:00:00:00. A 'Frame Rate Settings' dropdown is set to 'Default'. A 'Reset' button and a 'Default Caption Settings' button are also present.

Requesting Captions from Rev: Steps 1 & 2

- Create an account. Once you've been assigned an account from Rev, login.
- Choose the service you need from the drop-down menu.

Rev

Create Account

Already have an account? [SIGN IN](#)

FIRST NAME*

LAST NAME*

EMAIL ADDRESS*

PASSWORD*

minimum 8 characters

COMPANY

[CREATE ACCOUNT](#)

protected by reCAPTCHA
Privacy · Terms

[View our Privacy Policy](#)

Rev Services Enterprise About Contact Hi Michelle

My Files

Search

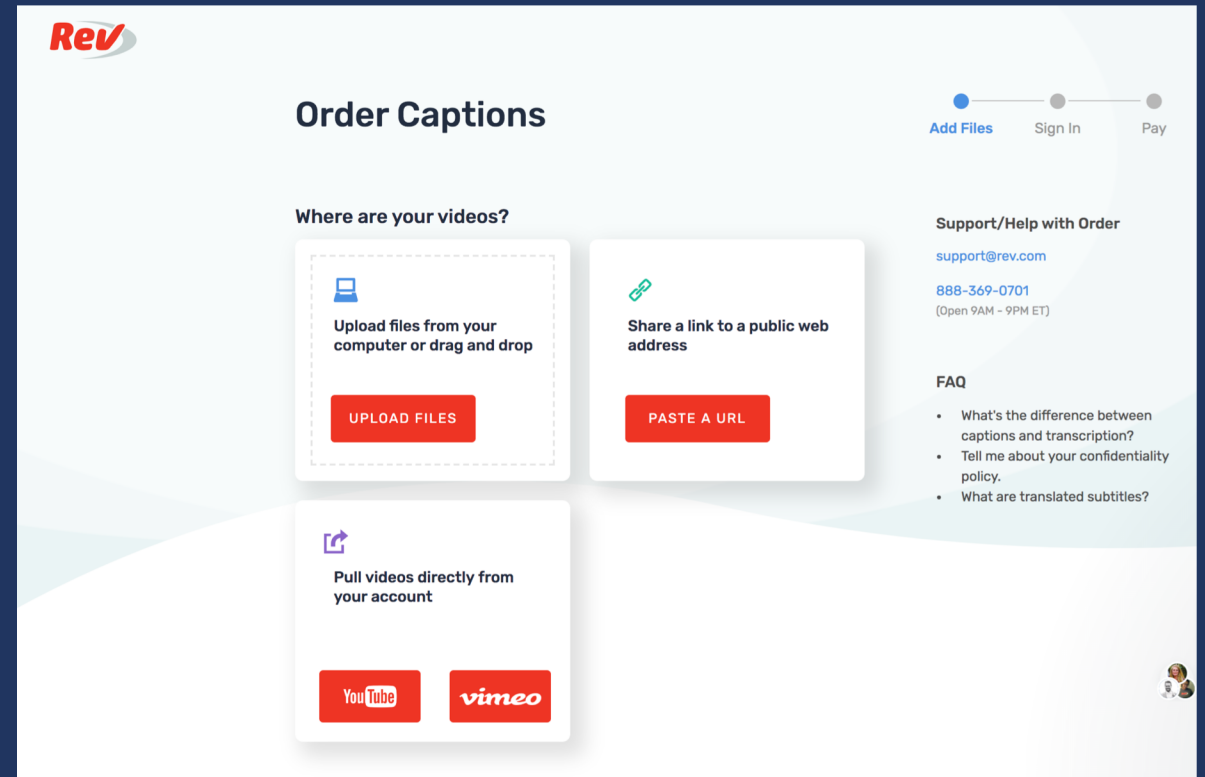
[PLACE NEW ORDER](#)

- Transcription
- Automated Transcription
- Captions
- Subtitles
- Translation

Name	Uploaded	Length		
e76b2ba5-fa40-4bba-ba27-aa63011e6963	Jun 5, 2019	1m 54s	Complete	...
Introduction to Business Continuity Planning	Mar 7, 2019	13m 8s	Complete	...
YYGS MENA Scholarship Video	Nov 9, 2017	3m 17s	Complete	...
YYGS Instructor Video	Oct 24, 2017	4m 39s	Complete	...

Requesting Captions from Rev: Step 3

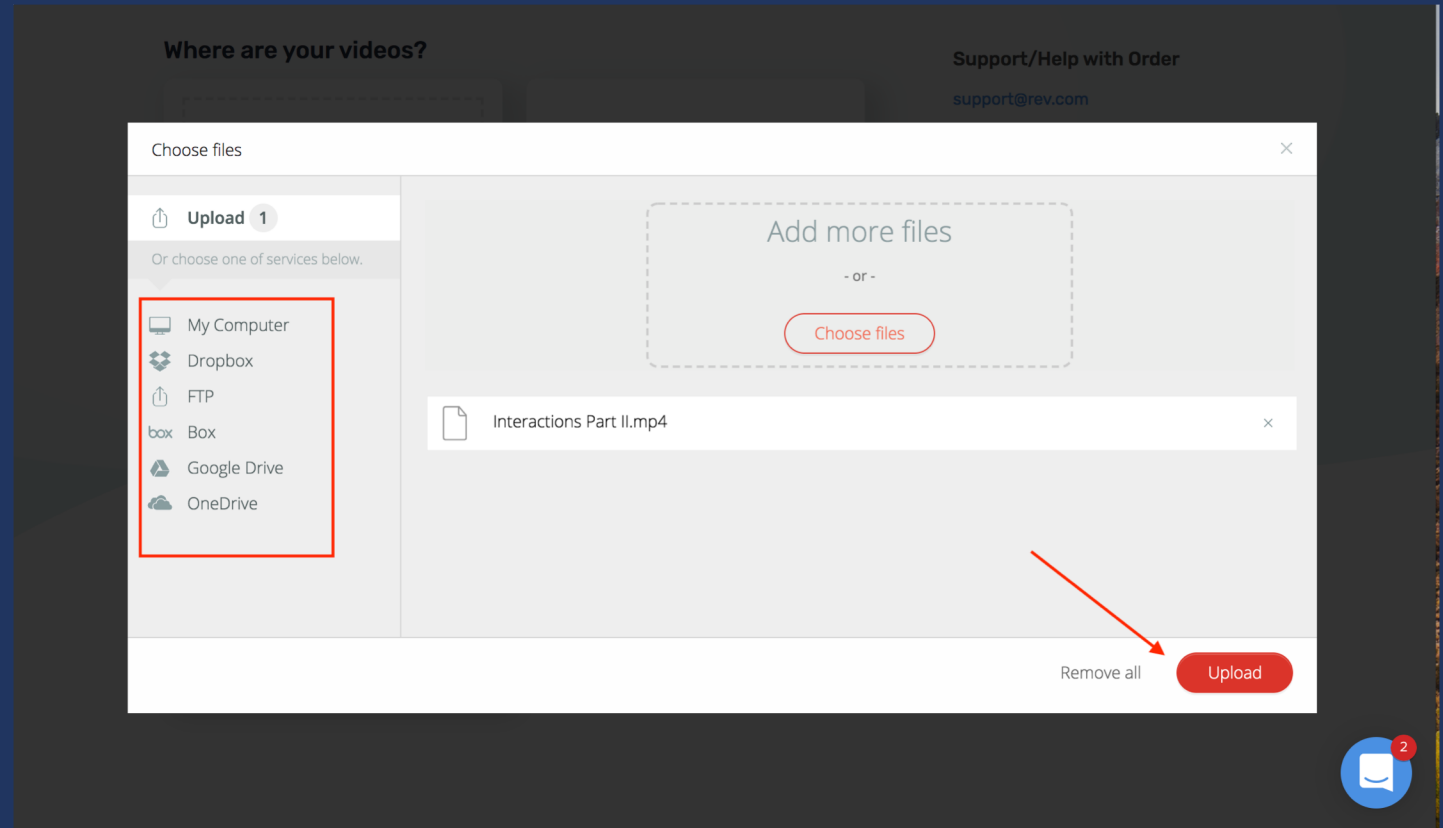
- Upload your media file. Note you can directly upload a file, share a URL from a public website, or pull videos directly from your YouTube or Vimeo account.



The screenshot shows the Rev 'Order Captions' interface. At the top left is the Rev logo. The main heading is 'Order Captions'. To the right, a progress bar shows three steps: 'Add Files' (active), 'Sign In', and 'Pay'. Below the heading, the question 'Where are your videos?' is followed by three options: 1) 'Upload files from your computer or drag and drop' with an 'UPLOAD FILES' button; 2) 'Share a link to a public web address' with a 'PASTE A URL' button; and 3) 'Pull videos directly from your account' with buttons for 'YouTube' and 'vimeo'. On the right side, there is a 'Support/Help with Order' section with contact information: 'support@rev.com', '888-369-0701', and '(Open 9AM - 9PM ET)'. Below that is an 'FAQ' section with three questions: 'What's the difference between captions and transcription?', 'Tell me about your confidentiality policy.', and 'What are translated subtitles?'. A small profile icon is visible in the bottom right corner.

Requesting Captions from Rev: Step 4

- In this example, I've uploaded a file directly from my computer. Note the other options available in the side menu on the left.



Requesting Captions from Rev: Step 5

- After you've uploaded your file, you are given multiple options. You can upload more files or paste more URLs. You can choose the caption format type. And, if you have a PO, you can enter that, as well.

Order Captions

[Add Files](#) [Sign In](#) [Pay](#)

[UPLOAD MORE FILES](#) [PASTE MORE URLs](#)

Video(s)	Minutes	Cost
Interactions Part II.mp4	33	\$33.00
ENGLISH CAPTION TOTAL	33 min	\$33.00
<input type="checkbox"/> Add foreign language subtitles (starting at \$3.00/min per language) ⓘ		
ORDER TOTAL		\$33.00

Note that captions for files/URLs over 30 minutes may take longer than 24 hours. ⓘ

Output File Format(s) SubRip (.srt) ⓘ

PO NUMBER

Optional information ⓘ

TOTAL \$33.00

[CHECKOUT](#)

Secure and Encrypted

Support/Help with Order

support@rev.com

888-369-0701
(Open 9AM - 9PM ET)

FAQ

- What's the difference between captions and transcription?
- Tell me about your confidentiality policy.
- What are translated subtitles?

TOTAL \$33.00

[CHECKOUT](#)

Requesting Captions from Rev: Steps 6 & 7

- Rev offers 3 ways to pay— by invoice, credit card, or PayPal.

- Rev will contact you when your caption files has been created.

Rev

Payment Details

Progress: Add Files → Sign In → **Pay**

Payment Information

Invoice, balance of \$1.92
Invoiced To: [Redacted]
Yale University
150 Munson Street, New Haven, CT 06511

VISA Mastercard American Express Discover

PayPal

By clicking "Place Order", I agree to the [Terms of service](#)

PLACE ORDER

My Order [EDIT >](#)

Interactions Part II.mp4	\$33.00
SUBTOTAL	\$33.00
TOTAL	\$33.00

(Delivery Estimate: 48 hours or less)

Do you need help?
Explore our [FAQ](#) or [Contact us](#)

Rev Services Enterprise About Contact Hi Michelle

Thank you. Your order was successful!

Your order has been processed. A confirmation email has been sent to michelle.morgan@yale.edu. When your caption file is ready, we will notify you by email.

Please help us improve the quality of your order by adding [Glossaries](#), [Speaker Names](#), and [Scripts](#).

[Check the status of my order.](#)

Order Details

ORDER NUMBER: CPO271466284	6/7/2019
Interactions Part II.mp4	\$33.00
SUBTOTAL	\$33.00
TOTAL	\$33.00

Payment Details

AMOUNT INVOICED: \$33.00

INVOICED TO: [Redacted]

ORDER SUMMARY: Format SubRip
Order Total \$33.00

CONTACT EMAILS: michelle.morgan@yale.edu

CREATE ANOTHER ORDER

Support/Help with Order

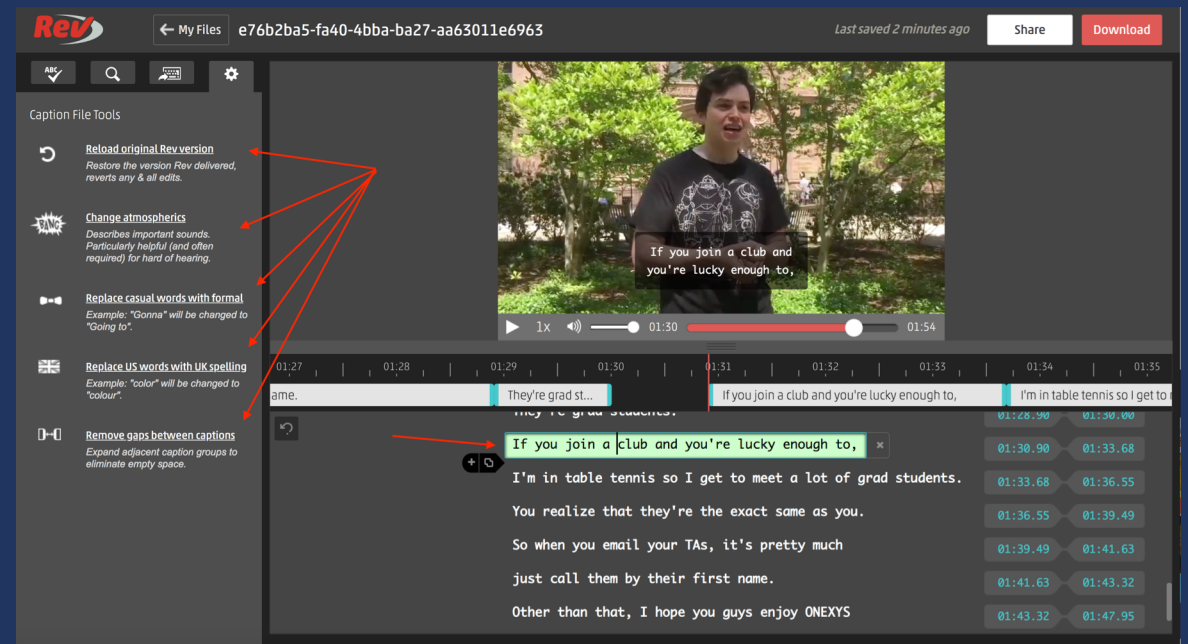
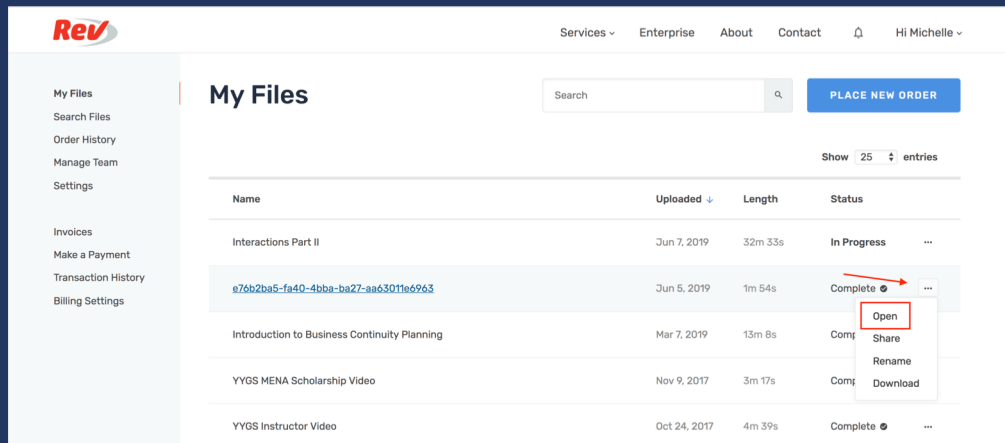
support@rev.com
888-369-0701
(Open 9AM - 9PM ET)

FAQ

- What's the difference between captions and transcription?
- Tell me about your confidentiality policy.
- What are translated subtitles?

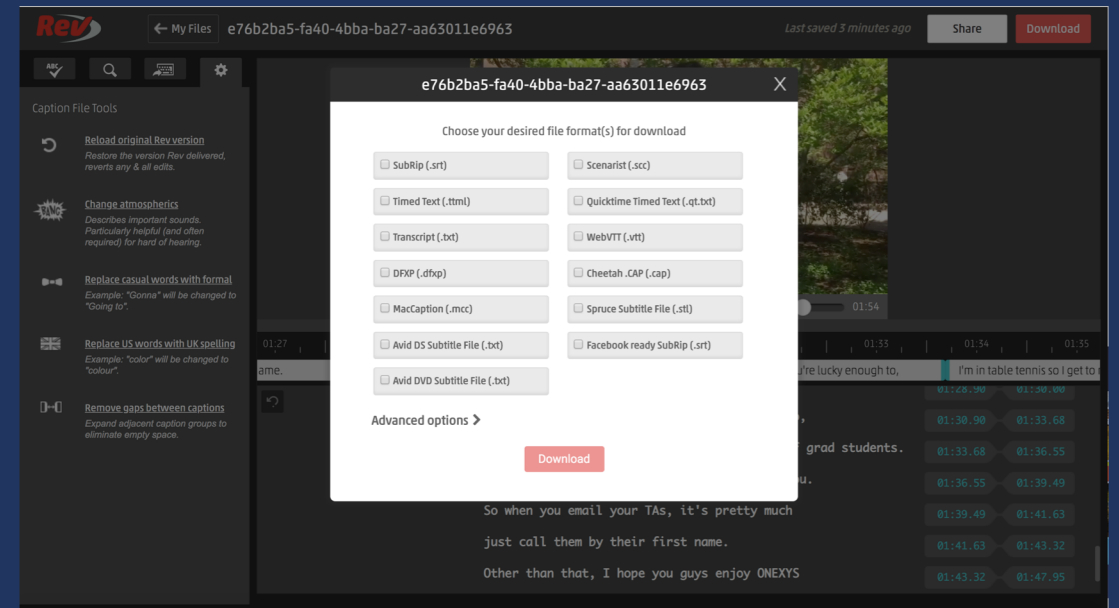
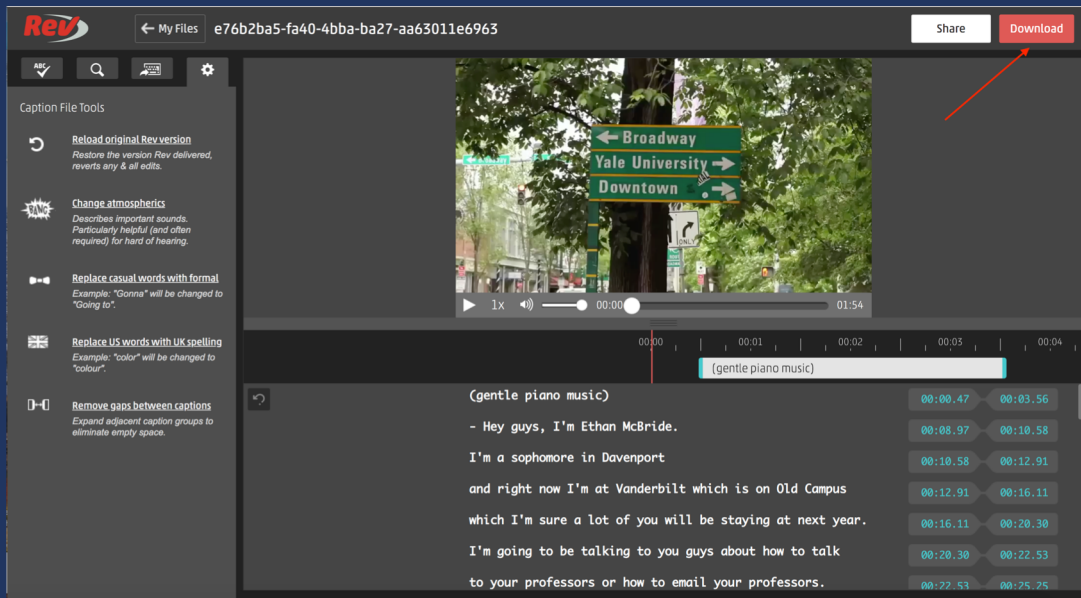
Requesting Captions from Rev: Steps 8 & 9

- From your Files area, you can open a finished caption file for editing, share it, rename it, or download it.
- To edit the captions, click “Open.” Your media will open in the editor as shown below. You have a lot of options here. For basic editing place your cursor in the text. Rev autosaves like Word.



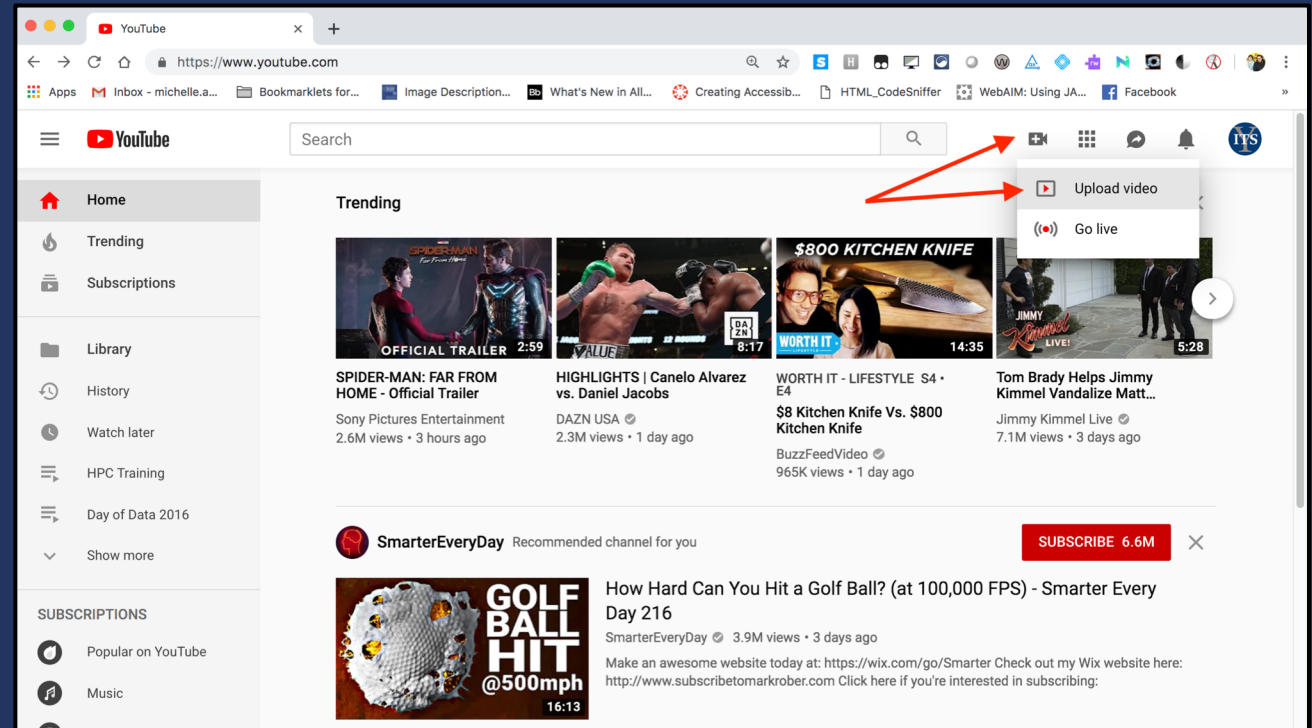
Requesting Captions from Rev: Steps 10 & 11

- When you've finished editing the file, choose Download.
- You'll be given many options for file types. Choose the type you need, and then upload them to your video player as appropriate.



Captioning on YouTube: Steps 1 & 2

1. Open up your YouTube account
2. Select the Upload Video Icon and “Upload Video” from the Drop Down Menu

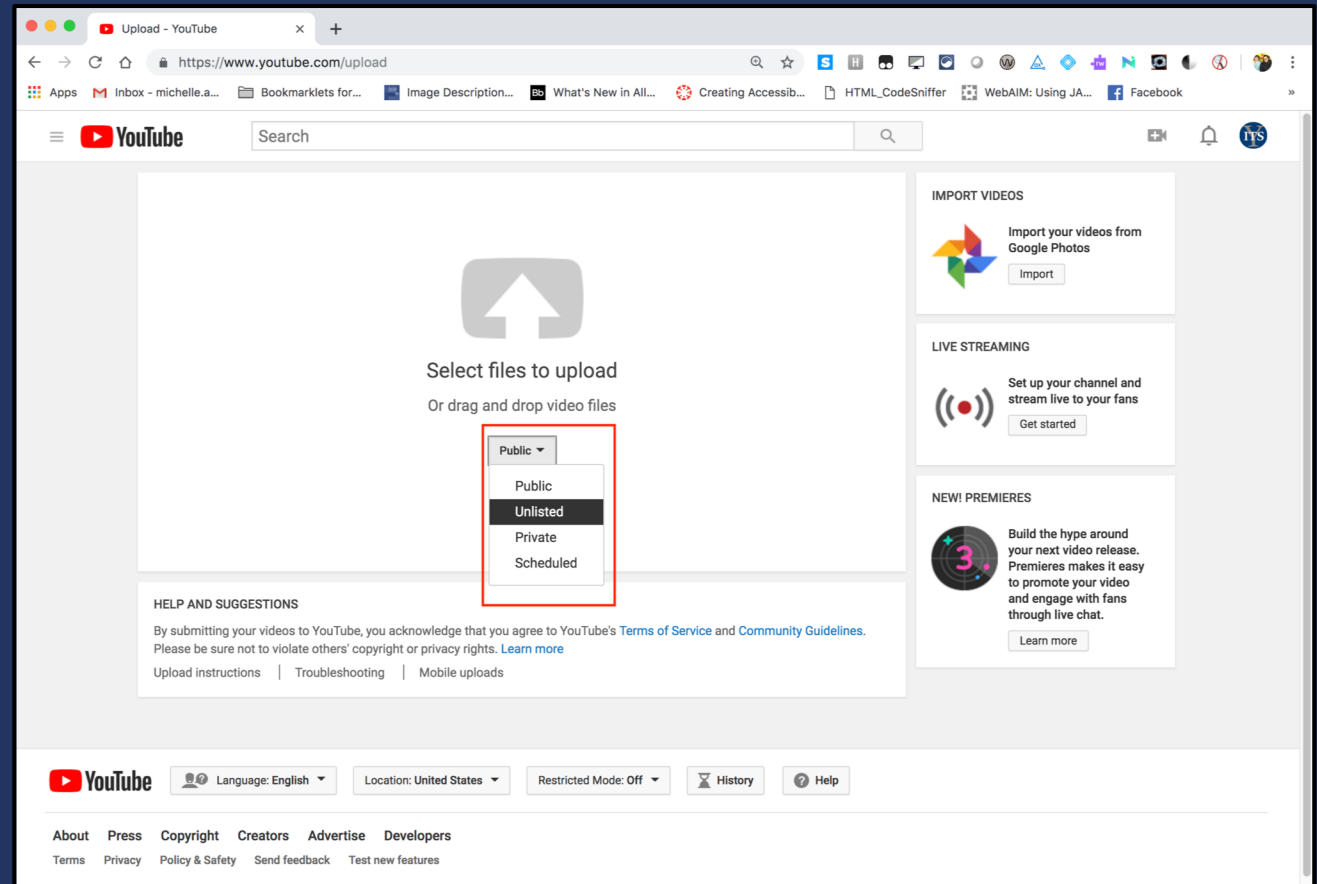


Captioning on YouTube: Steps 3 & 4

3. Select the correct listing for your video.

- Public will be visible to everyone.
- Private will only be visible to you.
- Unlisted will only be visible to people with the exact link.
- Scheduled will allow you to que a video for publication on YouTube at a later date.

4. Drag the video file you want to caption into the file area, or upload it via the upload button.

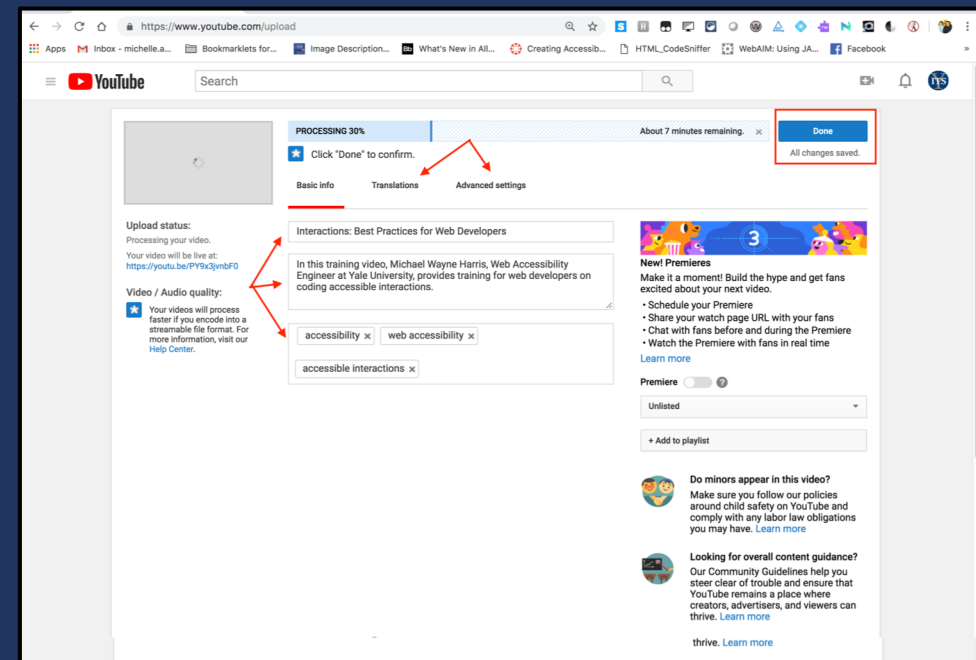
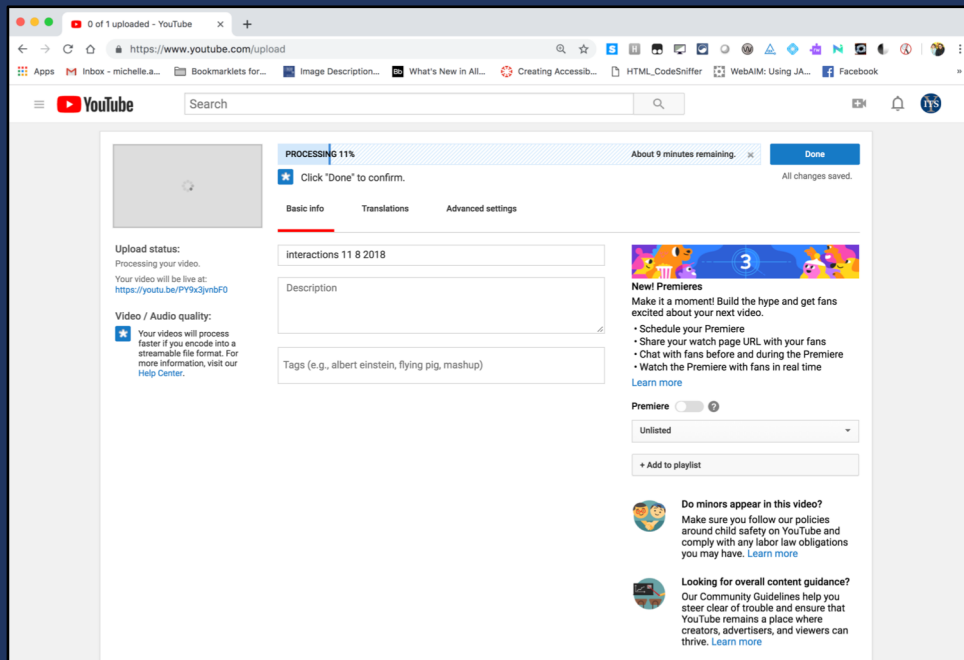


Captioning on YouTube: Steps 5, 6, & 7

5. As soon as you upload your file it will automatically start processing.

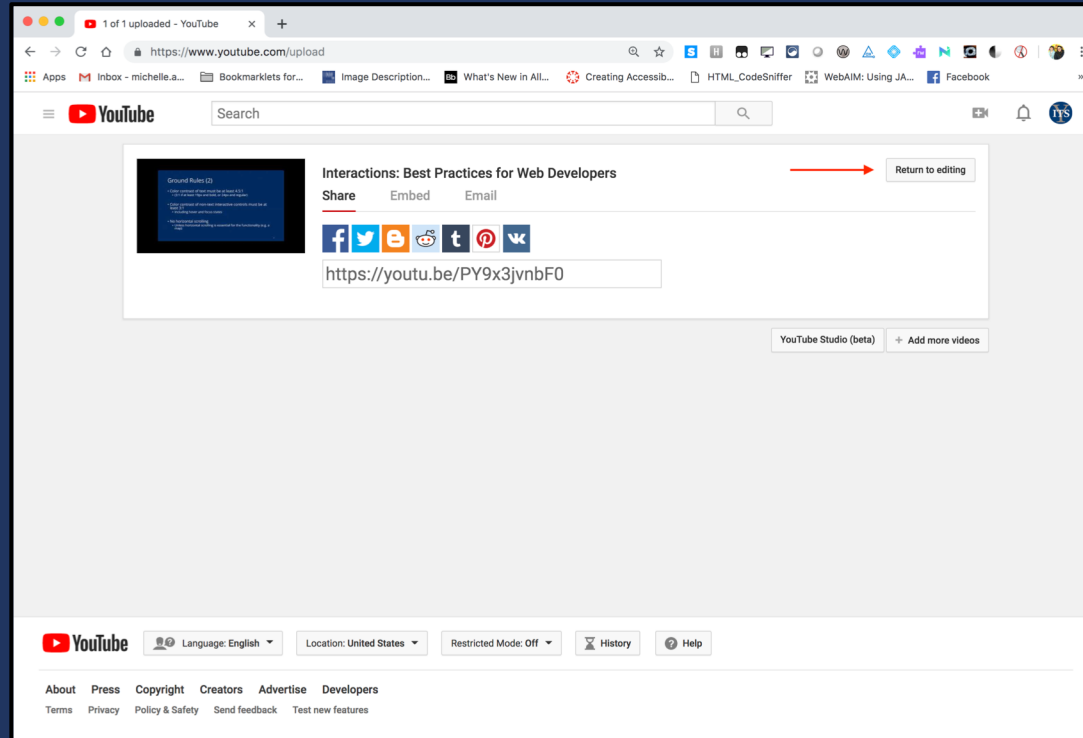
6. While the video processes, you can enter the correct Title, Description, and Tags in those fields.

7. Select the “Done” button when the video has finished processing.

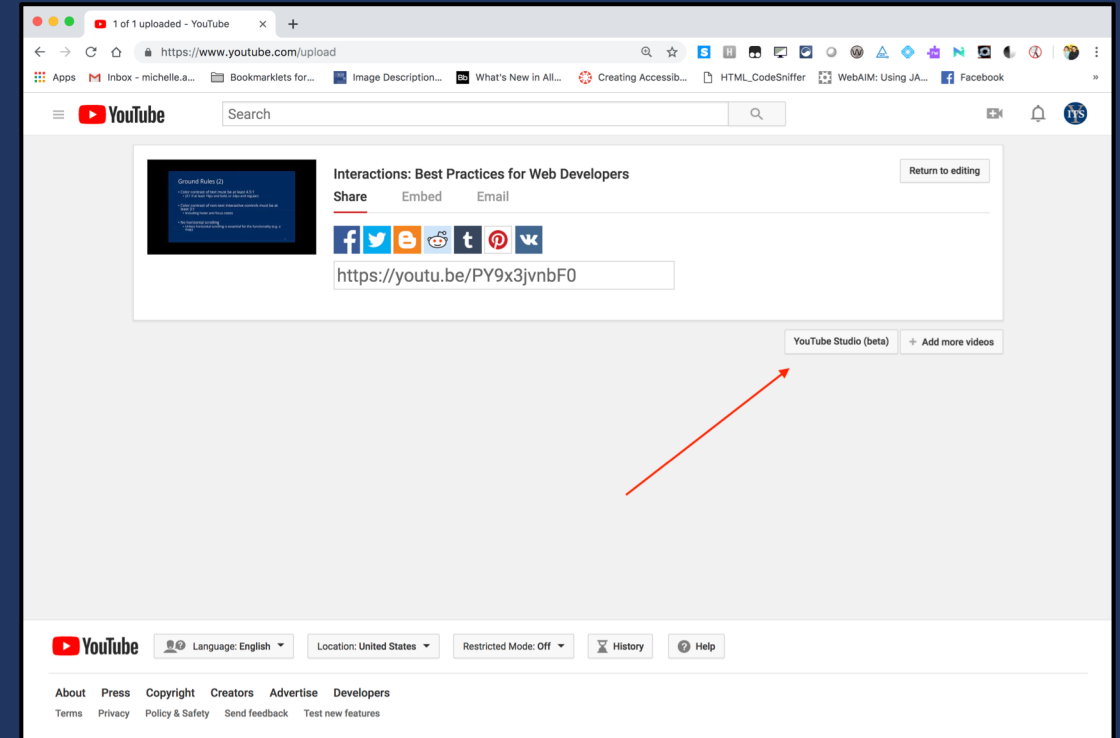


Captioning on YouTube: Steps 8 & 9

8. As soon as you click “Done” a new screen appears. This screen provides a link to your video. You can also “Return to editing” on this page.

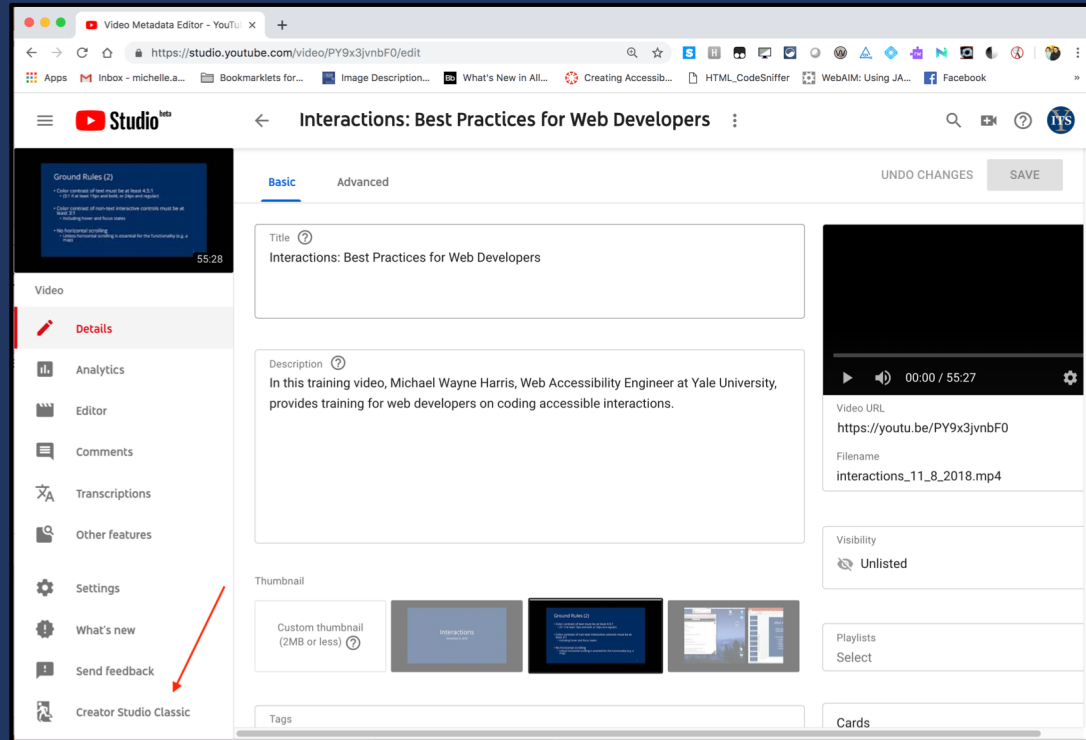


9. Click on YouTube Studio (Beta)

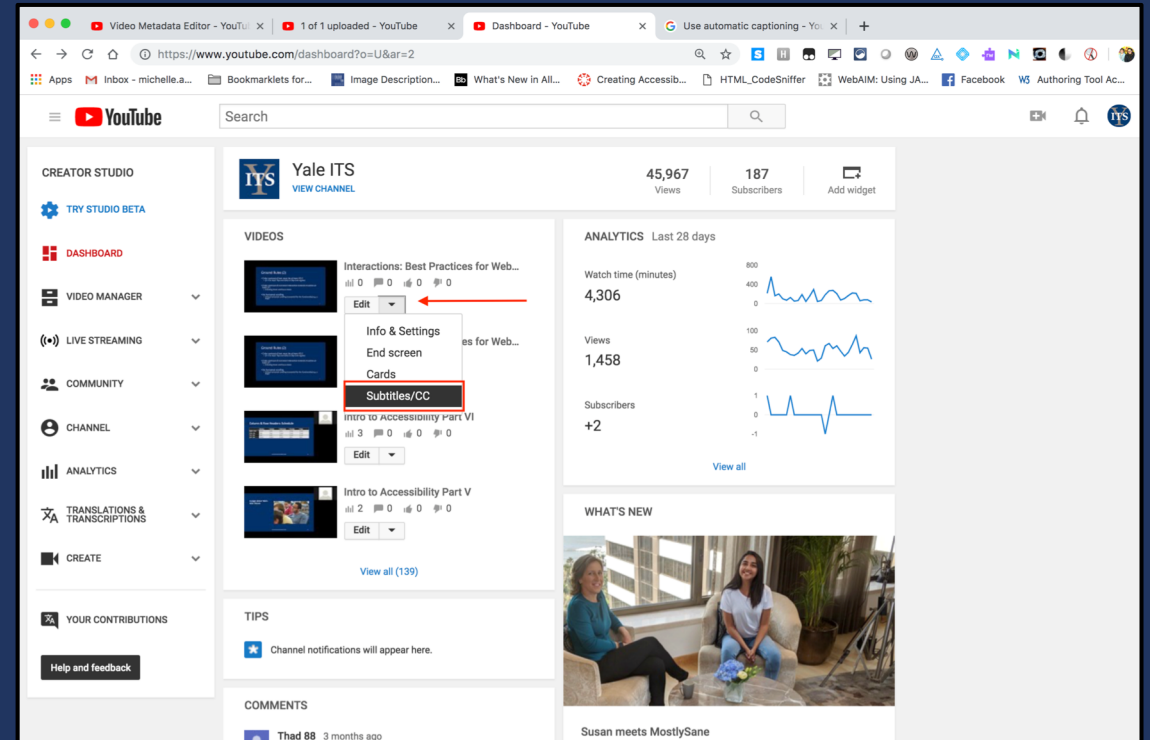


Captioning on YouTube: Steps 10 & 11

10. YouTube Beta does not yet support auto-captioning. You'll have to choose the Creator Studio Classic option from the side menu.

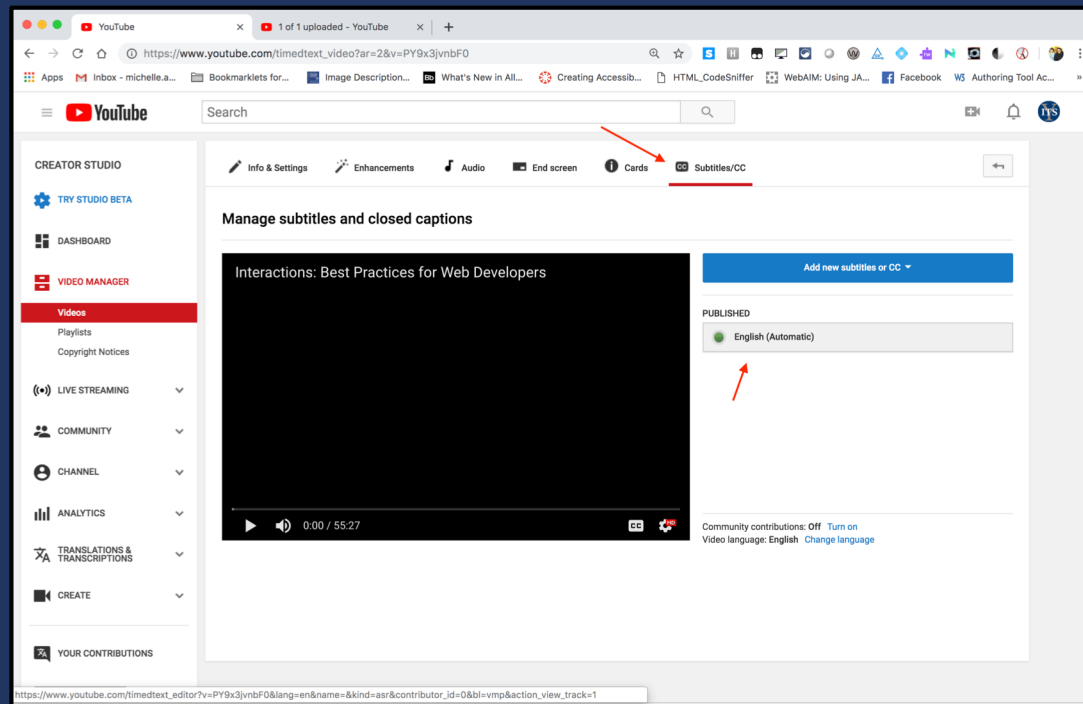


11. Once you're in Creator Studio Classic, find the video you'd like to auto-caption and select the down arrow next to Edit. Choose Subtitles/CC from the drop-down menu.

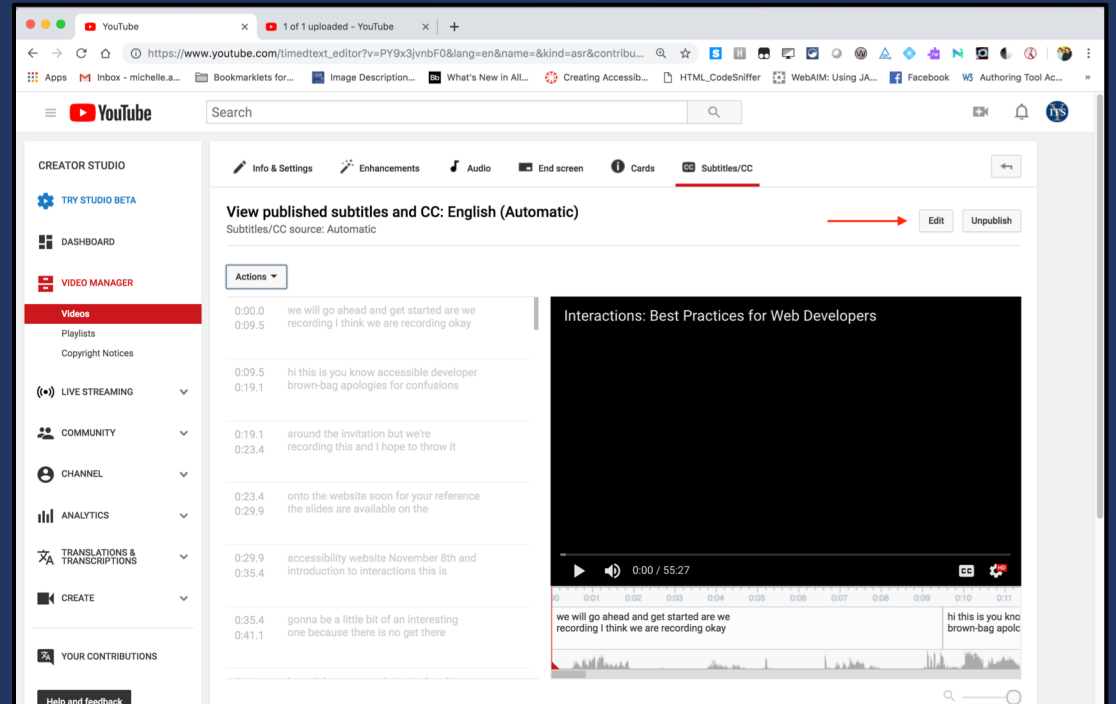


Captioning on YouTube: Steps 12 & 13

12. Your video will open in the Video Manager, and Subtitles/CC will be underlined in red. To add auto-captions, select “Published: English (Automatic).”



13. Your video will open in the Subtitles/CC Editor. From here, select the Edit button to edit the auto-generated captions.



Captioning on YouTube: Step 14

14. In the editor you can now edit the captions and adjust the timing. When you are finished editing the captions select “Save Changes.”

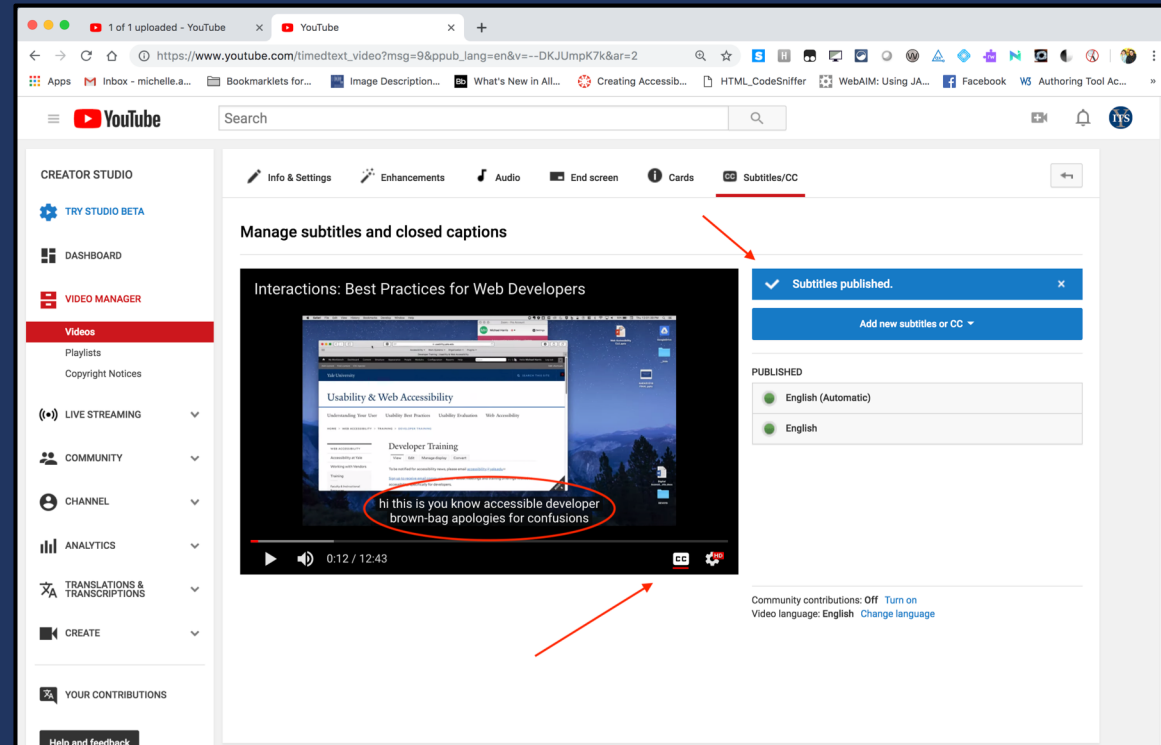
The screenshot shows the YouTube Subtitles/CC editor interface. The left sidebar contains navigation options: CREATOR STUDIO, TRY STUDIO BETA, DASHBOARD, VIDEO MANAGER, Videos, Playlists, Copyright Notices, LIVE STREAMING, COMMUNITY, CHANNEL, ANALYTICS, TRANSLATIONS & TRANSCRIPTIONS, CREATE, and YOUR CONTRIBUTIONS. The main content area is titled 'Transcribe and set timings: English' and features a 'Delete draft' button and a 'Save changes' button. A red arrow points to the 'Save changes' button. Below the title, there is an 'Actions' dropdown and a text input field with a '+' button. The subtitle list is as follows:

Start Time	End Time	Text
0:00.0	0:09.5	we will go ahead and get started are we recording I think we are recording okay
0:09.5	0:19.1	hi this is you know accessible developer brown-bag apologies for confusions
0:19.1	0:23.4	around the invitation but we're recording this and I hope to throw it
0:23.4	0:29.9	onto the website soon for your reference the slides are available on the
0:29.9	0:35.4	accessibility website November 8th and introduction to interactions this is
0:35.4	0:41.1	gonna be a little bit of an interesting one because there is no get there

The video player on the right shows the video title 'Interactions: Best Practices for Web Developers' and a progress bar at 0:00 / 55:27. The video player also displays the subtitle text for the first two entries.

Captioning on YouTube: Step 15

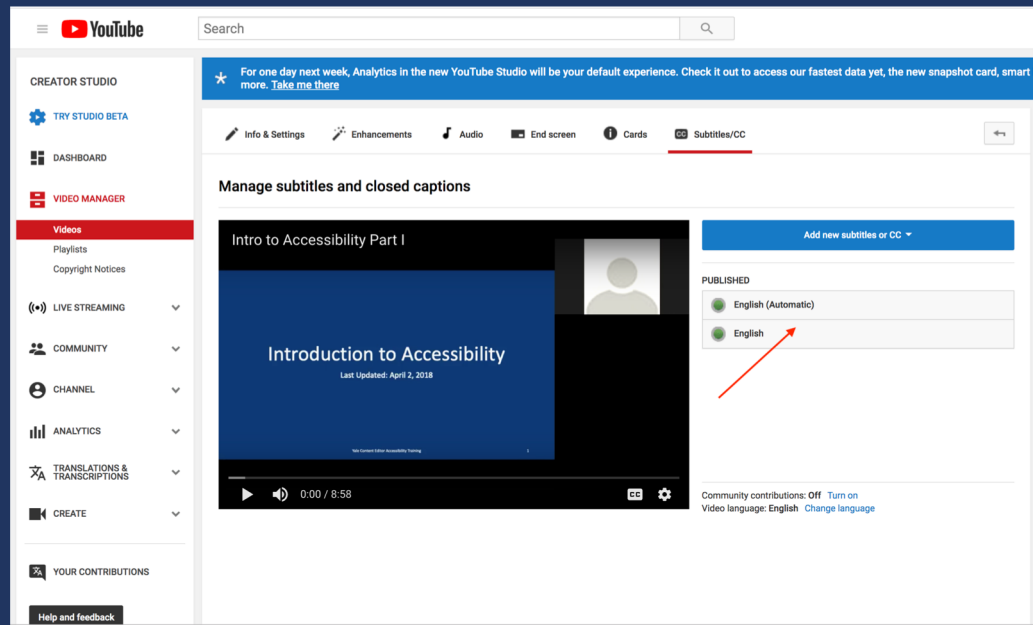
15. “Save Changes” will open your video back up in the Video Manager. “Subtitles Published” will be checked off. You can select the “CC” icon at the bottom of the video to make sure the subtitles appear.



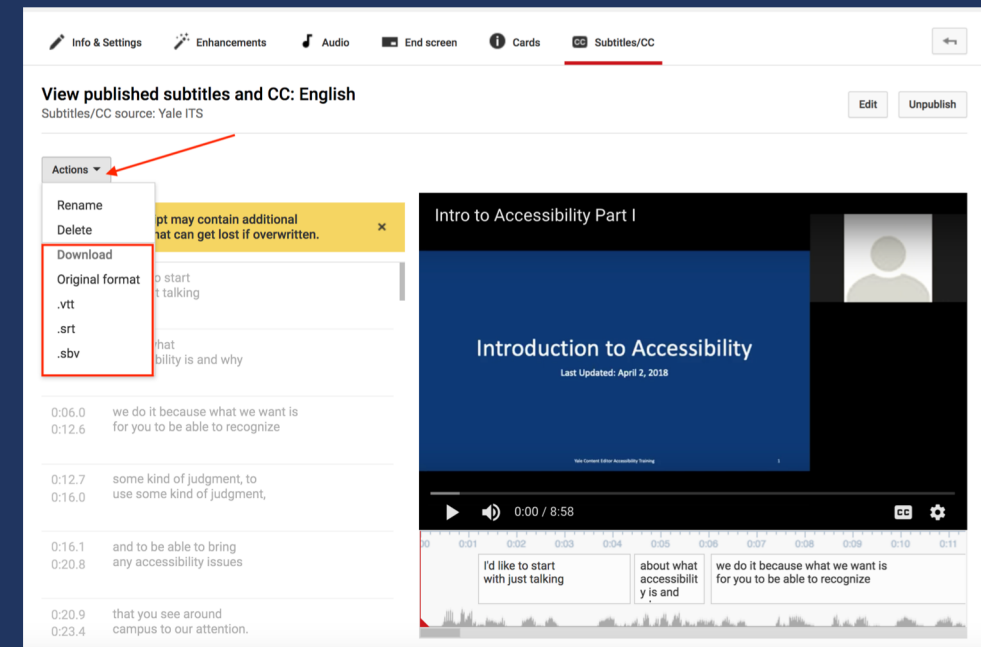
The screenshot displays the YouTube Creator Studio interface for managing subtitles. The main heading is "Manage subtitles and closed captions". A video player is embedded, showing a video titled "Interactions: Best Practices for Web Developers". A red circle highlights the "CC" icon in the video player's bottom right corner, with a red arrow pointing to it. To the right of the video player, a blue notification box says "Subtitles published." with a checkmark and a close button. Below this, there is a button "Add new subtitles or CC". Under the "PUBLISHED" section, two subtitle tracks are listed: "English (Automatic)" and "English". At the bottom right, there is a section for "Community contributions" with a toggle set to "Off" and a "Turn on" link, and "Video language: English" with a "Change language" link. The left sidebar shows the "VIDEO MANAGER" section with "Videos" selected.

Captioning on YouTube: Steps 16 & 17

16. If you want to download a caption file created by YouTube, choose the published version.



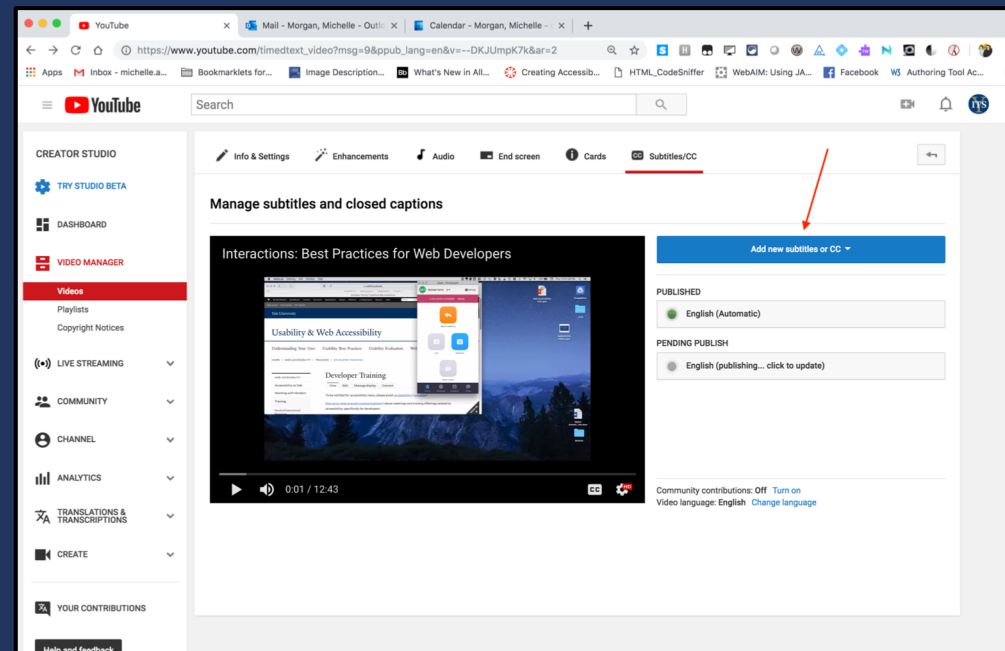
17. Under Actions, you can download the caption file for your video and use it in whatever player you want.



Uploading a caption file to YouTube: Step 1

Use this option when you've had a vendor professionally caption a video you want to post to YouTube. Follow steps 1-10 to upload your video to YouTube.

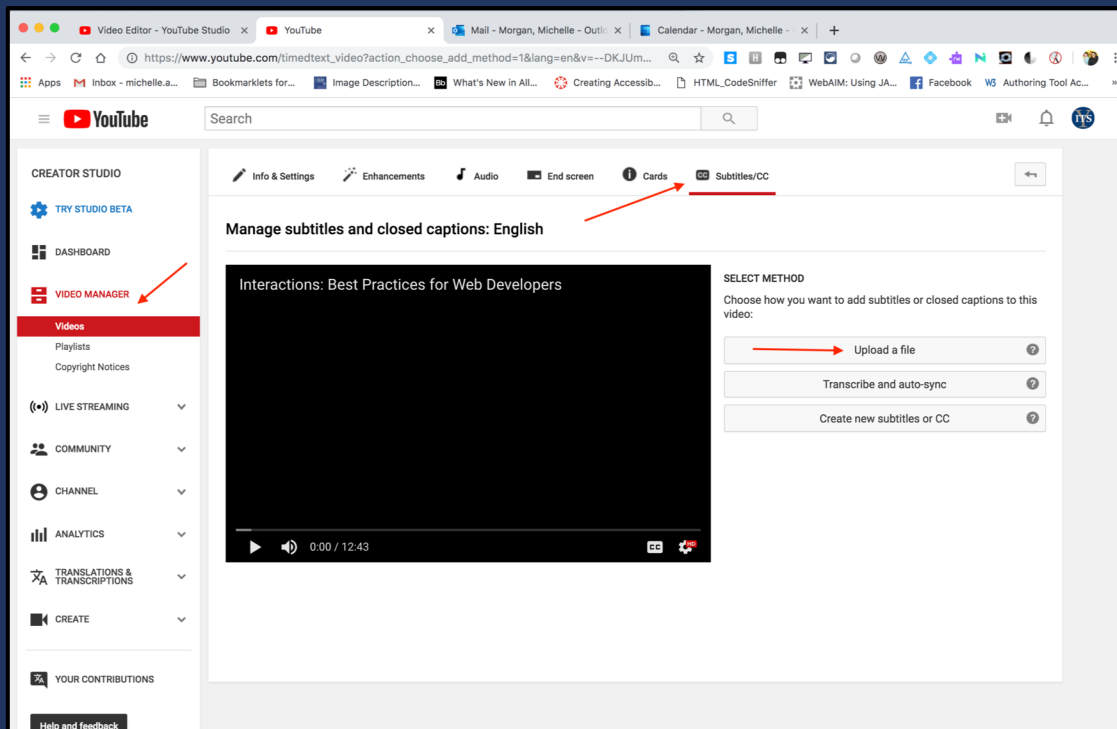
Then, instead of selecting "Published: English (Automatic)," select "Add new captions or subtitles."



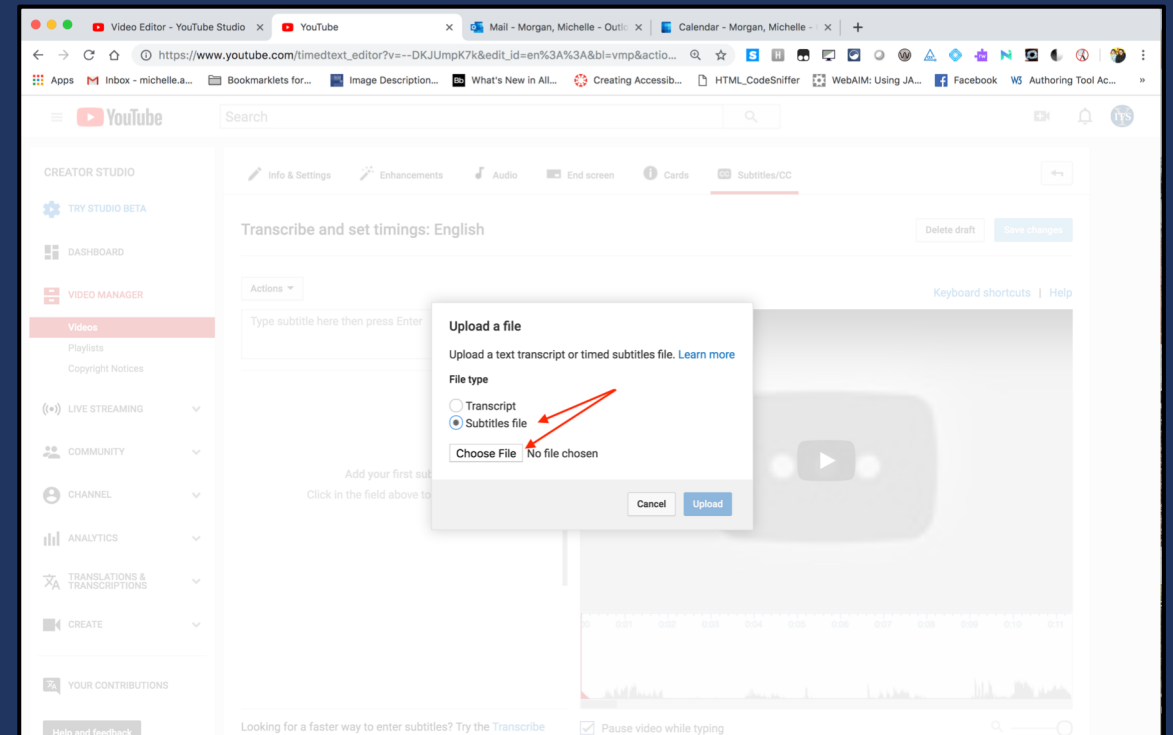
Uploading a caption file to YouTube: Steps 2 & 3

2. Select “Upload a file.”

- You’ll notice that you can also create new subtitles or CC. This option allows you to type in your own text and timings. We don’t recommend this option.



3. In the pop-up box, select “Subtitles file” and “Choose File.”



Uploading a caption file to YouTube: Step 4

The screenshot shows the YouTube Creator Studio interface for editing subtitles. The left sidebar contains navigation options like 'Info & Settings', 'Enhancements', 'Audio', 'End screen', 'Cards', and 'Subtitles/CC'. The main area is titled 'Transcribe and set timings: English' and features a 'Delete draft' button and a 'Save changes' button. A warning message states: 'This transcript may contain additional formatting that can get lost if overwritten.' Below this is a text input field with the placeholder 'Type subtitle here then press Enter'. A list of subtitle lines is shown, with a red box highlighting the following entries:

0:00.7	Hello, everyone.
0:01.9	
0:02.0	My name is Michelle Morgan.
0:04.1	
0:04.2	And I am doing a video
0:07.4	cast here of a workshop
0:07.5	that I give across campus called
0:11.6	Accessible Word Documents,
0:11.7	PowerPoint and PDFs, Basics.
0:14.2	
0:14.3	What you should know before
0:18.2	you go ahead and take this

The video player on the right shows the video 'Interactions: Best Practices for Web Developers' with a timeline and a 'Pause video while typing' checkbox.

4. After you've uploaded a caption file, your video will open immediately in the caption editor. Make any changes you need to make and choose "Save Changes."

This will publish your captions to your video.

Voila! You've Captioned Your Video

There are a million other editors and players— this is just a beginning!

For more information or guidance:

Email: accessibility@yale.edu

Web: accessibility.yale.edu