



## YOUTUBE CAPTIONING FOR TEACHING AND LEARNING

Captioning your YouTube content allows all students and staff to access learning material. Some key benefits of captioning your learning materials include:

- Compliance with legislated accessibility requirements and Web Content Accessibility Guidelines (WCAG 2.0).
- Access for people who are Deaf and Hard of Hearing, have auditory processing disorders or who speak English as a second language.
- Access to content in noisy environments such as cafes, clubs, airports and transit centres.
- Your content is search engine optimised (SEO) and easier for people to find.

### DIY YOUTUBE CAPTIONING

You can add closed captions to your video once you have uploaded it to YouTube. Follow the steps below:

#### Upload a video from your computer

1. Sign into your YouTube account.
2. Click on Upload at the top of the page.
3. Chose the video privacy settings.
4. Select the video you'd like to upload.
5. Edit both the basic information and the advanced settings of the video.
6. Click Publish to finish uploading a public video to YouTube. If you set the video privacy setting to Private or Unlisted, just click Done to finish the upload or click Share to privately share your video.

For more information see <https://support.google.com/youtube/answer/57407?hl=en>

#### Create a transcript

Before adding captions, you will need to create a transcript. There are two ways to do this: create a transcript in YouTube's Video Manager, or upload a file. We suggest uploading a file created in text editor software. To transcribe your content:

1. Play your video and transcribe what you hear (you may need to repeat this step a number of times for accuracy)

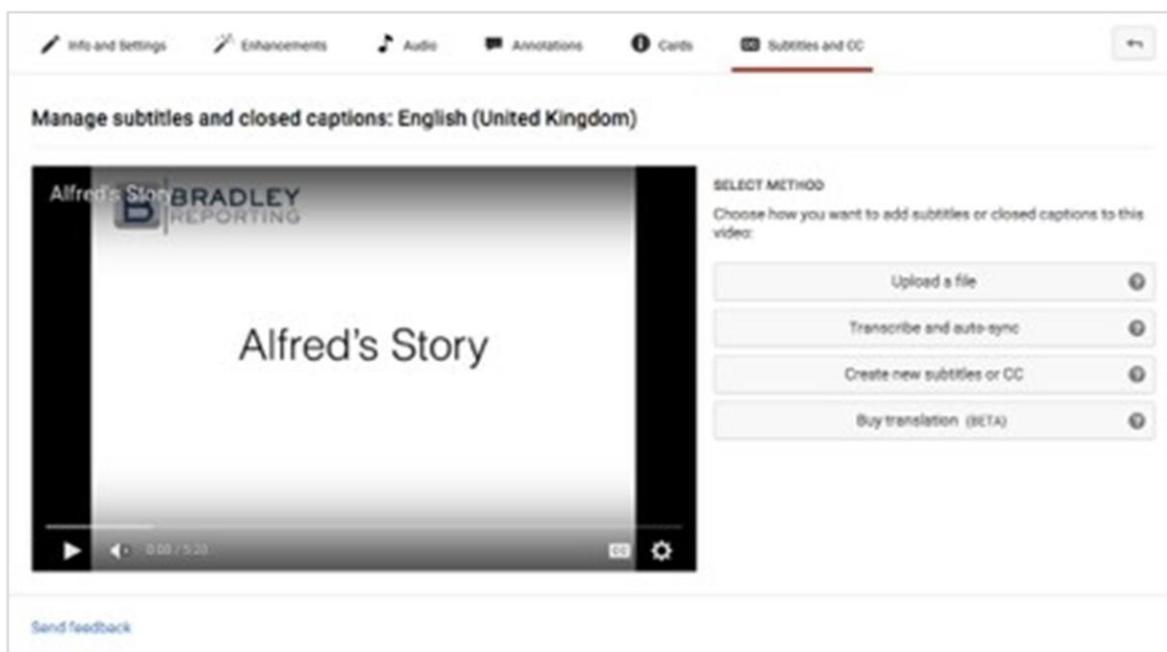
2. Type all dialogue and descriptive sounds using the text editor. Use square brackets for descriptive sounds.
3. Use a blank line for the start of a new caption.
4. Use square brackets for background sounds, e.g. [music] or [laughter].
5. Add >> to identify speakers or change of speaker.
6. Save you file as .txt.

For more information see <https://support.google.com/youtube/answer/2734799?hl=en>

### Upload a file

After you have created a transcript, you can add captions to your content by following these steps:

1. Go to your Video Manager by clicking your account in the top right > Creator Studio > Video Manager > Videos.
2. Next to the video you want to add captions or subtitles to, click the drop-down menu next to the Edit button.
3. Select Subtitles and CC. Click the Add new subtitles or CC button.
4. Select the Actions menu.
5. Select Upload a file and choose the type of file you have to upload.
6. Select Choose file > Upload.



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7. Use the editor to make any needed adjustments to the text and timing of your new subtitle or closed caption.
8. Select Publish.

For more information see [https://support.google.com/youtube/answer/2734796?hl=en&ref\\_topic=3014331](https://support.google.com/youtube/answer/2734796?hl=en&ref_topic=3014331)

## CONTRIBUTE CAPTIONS AND SUBTITLES FOR EXISTING VIDEOS

Some channels now allow you to contribute captions and subtitles for existing videos. This enables users to create and review captions for other Youtube users. For more information see <https://support.google.com/youtube/answer/6054623?hl=en>

## IN-HOUSE CAPTIONING

If you have video clips that require captions, Bradley Reporting can assist you. We can provide standard (48 hours) and express (24 hours) turnaround. Here's how it works:

1. Send us the URL for your Youtube clip
2. Our stenocaptioner transcribes the clip and produces a time coded caption file
3. We send you the caption file
4. You upload the caption file via Youtube's video manager and publish.
5. Your captions are ready for viewing by clicking the CC icon on Youtube's video player. If you need a hand uploading captions to YouTube, we can assist with this too.

## MORE INFORMATION

If you require further information about our subtitling and captioning services please email us at [sales@bradleyreporting.com](mailto:sales@bradleyreporting.com).

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