

Creating Accessible Video Content

Content adapted with permission from the [University of Washington's Accessible Technology webpages](#), January 2018.

Video content should be produced and delivered in ways that ensure that all members of the audience can access their content. An accessible video includes captions, a transcript, and audio description and is delivered in an accessible media player.

Carthage College expects faculty to think about captions and transcripts when including video content in their classes. If faculty use videos that are not accessible, the student has the right to request the video be made available to them in an accessible format. Please contact Learning Accessibility Services (dschowalter1@carthage.edu) or the Hedberg Library Information Desk (help@carthage.edu) if you need assistance creating accessible video content or a student is requesting an accommodation.

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Captions

Captions are text versions of audio content, synchronized with the video being presented. They are essential for ensuring your video is accessible. They also help non-native English speakers to understand the video, make it possible to search for content within the video, help all students learn the spelling of technical terms spoken in the video, and make it possible to generate an interactive transcript where users can click anywhere in the transcript to watch the video where that text is spoken.

Most caption files created are plain text files with time codes indicating the start and stop times. Once you have a caption file, the final step is to add this file to your video. How you do this, and the types of caption file supported, depends on where your video is hosted.

Transcripts

A transcript is a text version of the video content. A transcript should capture all the spoken audio, plus on-screen text and descriptions of key visual information that wouldn't otherwise be accessible without seeing the video. Transcripts make video content accessible to everyone, including people who are unable to view the video due to accessibility problems or technical limitations. They are also helpful for people who want to quickly scan or search a video's content but do not have the time to watch the entire video.

If you have captioned your video, a transcript is available as one of the optional output formats produced by the closed captioning process. This is true of both the free online tools and the commercial service providers. To make the transcript available simply link to it from your web page, wherever you link to or display the associated video.

Using YouTube Videos

Captions

YouTube automatically captions uploaded videos. To add captions, you must be the owner of the YouTube account where the video is hosted. Automatic captions may not be ready at the time that you upload a video because processing time depends on the complexity of the video's audio.

Sometimes automatic captions might misrepresent the spoken content. You should always review automatic captions and edit any parts that haven't been properly transcribed.

Review and edit automatic captions for videos you've uploaded:

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."
4. If automatic captions are available, you'll see Language (Automatic) in the "Published" section to the right of the video.
5. Review automatic captions and edit if needed.
6. To edit automatic captions, go to your Video Manager > Edit > Subtitles and CC.
7. Click the caption you want to edit and change the text.
8. Click "Save changes."

Transcripts

Transcripts are a simple way of creating captions. They only contain the text of what is said in the video and you don't need to enter any time codes. Transcripts work best with videos that are less than an hour long with good sound quality and clear speech.

Type the text of what was said in your video and save it as a plain text file (.txt). You can convert other formats (like Microsoft Word, HTML, PDF) into a plain text file or you can use native programs on your computer like TextEdit or Notepad.

In order to get the best results, use these formatting tips:

- Use a blank line to force the start of a new caption.
- Use square brackets to designate background sounds. For example, [music] or [laughter].
- Add >> to identify speakers or change of speaker.

Here's an example of what your transcript file might look like:

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>> ALICE: Hi, my name is Alice Miller and this is John Brown
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>> JOHN: and we're the owners of Miller Bakery.
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>> ALICE: Today we'll be teaching you how to make  
our famous chocolate chip cookies!
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[intro music]
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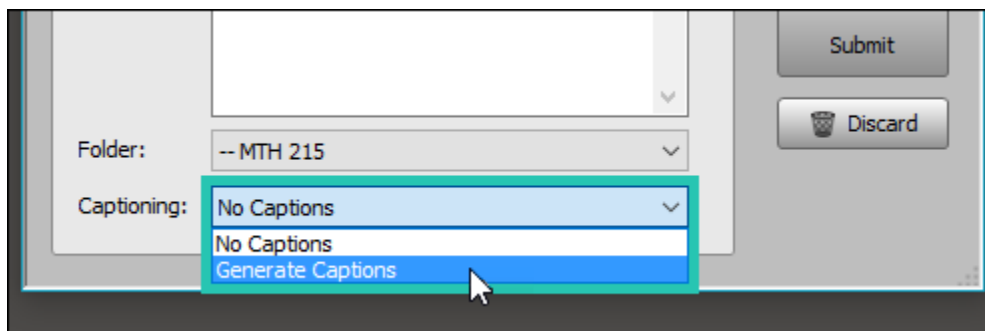
Okay, so we have all the ingredients laid out here

Upload your transcription file to your video.

1. Select “Add new subtitles or CC.”
2. Select “Upload a file” and choose the type of file you have to upload.
3. Select Choose file > Upload.
4. Use the editor to make any needed adjustments to the text and timing of your new subtitle or closed caption.
5. Select “Publish.”

Using TechSmith Relay videos

TechSmith Relay will create captions of your video content. Before submitting your recording, select the “Generate Captions” option in the submission window.



To add captions for a video that already exists on TechSmith Relay, navigate to the video and click the “Closed Captioning” option. Here the software gives you the option of adding captions manually (via a .txt caption file) or to generate captions automatically.

Quizzing Analytics Reset Data Closed Captioning Privacy

CC

There are no captions associated with this video. Learn about the [Captioning in TechSmith Relay](#).

Generate Captions Add Captions Manually Add Assignee

TechSmith Relay will create the citation draft that you may then edit by navigating to the Activity menu and clicking the “Edit Captions” button under “Status” for that video.

MY LIBRARY MY GROUPS **ACTIVITY** SITE ADMIN

Showing 1 - 20 of 47 pieces of media

Actions: Add/Change Assignee Apply Show: In Progress

NAME	ASSIGNEE	STATUS
11: Transferring Media Own... TechSmith Customer Care	-	Processing
Derivatives of Logarithmic F... Megan Carnaghi	Megan Carnaghi	Edit Captions

Make any changes to the captions that are needed and click the “Publish” button.