



Speaking the Same Language: Making Closed Captioning Work

The Session begins at 1:00 pm CST
We will be testing audio quality periodically

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Useful Keyboard Shortcuts

- Full list - *Keyboard Shortcuts* from the *Help* menu on the Menu Bar.
- Speaker level Up:
 - Windows: Ctrl+Alt+Up Arrow
 - Mac: Command-Option-Up Arrow
- Speaker level Down:
 - Windows: Ctrl+Alt+Down Arrow
 - Mac: Command-Option-Down Arrow
- Chat: Move cursor to the Message text box
 - Windows: Ctrl+M
 - Mac: Command-M

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More keyboard shortcuts

- Open Closed-Captioning window
Windows: Ctrl+F8
Mac: Command-F8
- Close Closed-Captioning window
Windows: Alt+F4 or Ctrl+W
Mac: Command-W

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Listening to the Webinar

- The audio for today's webinar is being broadcast through your computer. Please make sure your speakers are turned on or your headphones are plugged in.
- You can control the audio broadcast via the Audio & Video panel. You can adjust the sound by "sliding" the sound bar left or right.
- If you are having sound quality problems check your audio controls by going through the Audio Wizard which is accessed by selecting the microphone icon on the Audio & Video panel



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Listening to the Webinar, *continued*

If you do not have sound capabilities on your computer or prefer to listen by phone, dial:

1-712-432-3066

Pass Code:
148937

This is **not** a Toll Free number

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Listening to the Webinar, *continued*

MOBILE Devices supported include iPhone, iPad, Android Devices, Kindle Fire HD)**

Individuals can download the free Blackboard Collaborate App from the Apple Store, Google Play or Amazon



**Closed Captioning is not visible via the Mobile App and there is limited access to the white board for individual's using voice over technology

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Captioning

- Real-time captioning is provided during this webinar.
- The caption screen can be accessed by choosing the  icon in the Audio & Video panel.

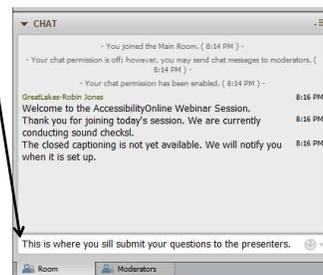


- Once selected you will have the option to resize the captioning window, change the font size and save the transcript.

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Submitting Questions

- **You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area**
- **If you are connected via a mobile device you may submit questions in the chat area within the App**
- **If you are listening by phone and not logged in to the webinar, you may ask questions by emailing them to webinars@ada-audio.org**

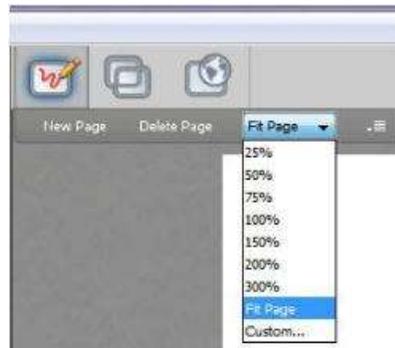


Please note: This webinar is being recorded and can be accessed on the website at www.ada-audio.org within 24 hours after the conclusion of the session.

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Customize Your View

- Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is “fit page”



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Customize Your View *continued*

- Resize/Reposition the Chat, Participant and Audio & Video panels by “detaching” and using your mouse to reposition or “stretch/shrink”. Each panel may be detached using the  icon in the upper right corner of each panel.

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Setting Preferences

- Depending on your system settings you may receive visual and audible notifications when individuals enter/leave the webinar room or when other actions are taken by participants. This can be distracting.

- To turn off notifications (audible/visual)
 - Select “Edit” from the tool bar at the top of your screen
 - From the drop down menu select “Preferences”
 - Scroll down to “General”
 - select “Audible Notifications” Uncheck anything you don’t want to receive and “apply”
 - Select “Visual Notifications” Uncheck anything you don’t want to receive and “apply”
 - For Screen Reader User – Set preferences through the setting options within the Activity Window (Ctrl+slash opens the activity window)

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Technical Assistance

- If you experience any technical difficulties during the webinar:
 1. Submit a message regarding your issue via the chat area and the Moderator will address your concern via a private chat with you and/or refer it to one of the Great Lakes ADA Center IT Staff to contact you off line; or
 2. Email webinars@ada-audio.org; or
 3. Call 877-232-1990 (V/TTY)

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Speaking the Same Language: Making Closed Captioning Work

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Beth Lund

- Technology Accessibility Specialist at Ashford University



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Personal Experience



The Lund Family circa 1985

Grandma Lund



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Captioning in the Classroom

Building awareness and a strong partnership with faculty and instructional designers is imperative

Current State of Videos

- YouTube - 70%
- Kaltura/In-house production – 10%
- Films on Demand - 10%
- Other (Publisher Platform Content) – 9 %
- Vimeo - >1%

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Understanding how to meet your Captioning Needs

- Third-party vendors who caption
- Leveraging YouTube Beta Captioning
- Amara
- QIAT Webinar to learn the 'How's"
- CSUN Copyright Session
- 3 Play Media White Paper

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IMPORTANT ACCESSIBILITY REMINDER!

ALWAYS MAKE SURE THE PLATFORM IN USE CAN INTERACT WITH A
SCREEN READER AND A KEYBOARD

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Players that Provide Accessibility Support

Able Player	Mediasite
JW Player	BBC iPlayer
Video.js	PayPal
YouTube (HTML5 Version)	OzPlayer
Kaltura	Acorn Player

*3 Play Media, 10 Tips on Implementing Accessible Online Media
<http://www.3playmedia.com/resources/webinars/10-tips-02-25-2016>

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Captioning Guidelines for Formats

- 32 characters and 3 lines
- 99% accuracy for spelling
- Identify speakers when multiple are present
- Use upper and lowercase letters
- Non-serif font (such as Helvetica medium)
- Add non-speech elements in square brackets
- Use punctuation for clarity

*3 Play Media (2014) How the ADA Impacts Online Video Accessibility

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Differences between YouTube and Vimeo

- Vimeo uses outside website for captioning editor
 - Amara
 - DotSub
- YouTube has developed Captioning editors within its platform
- Benefits: Amara is very expansive and has a lot of options, although YouTube is not as developed as Amara, it is agile and iterative allowing frequent updates to accessible features
- How to choose?

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Vimeo

Uses Amara and Dotsub to caption

- Upload video
- Get link from video
- Paste Link in Amaras website
(<http://www.amara.org/en/videos/create/>)
- Use caption editor or order captions from Amara
- Upload Caption file to Vimeo platform
- Editing Captions after upload links directly to Amara for caption edits

Vimeo
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Vimeo File Formats

- WebVTT (Recommended)
- SRT
- DFXP/TTML
- SCC
- SAMI

Purchased files will be from Amara will be delivered as WebVTT

Vimeo

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Vimeo Guide

George Mason University :<http://ati.gmu.edu/wp-content/uploads/Guide-to-Creating-Accessible-Electronic-Materials-7-MB-pdf.pdf>

Vimeo: Adding Captions and Subtitles

1. Log into your Vimeo Account. <http://www.vimeo.com>
2. Select the video that you would like to add captions/subtitles to and then click the Settings button.
3. Next, click the Advanced link.
4. Under **Add Captions & Subtitles**, click the **Choose a Caption file to Upload** button. [NOTE: Vimeo currently supports SRT, WebVTT, DFXP/TTML, SCC, and SAMI files.]
5. Once the file is uploaded, check the box to activate it. Uncheck the box to deactivate the file, or click the red x to delete it entirely.

or subtitle track you'd like to see.

2. When the video plays, the captions will overlay your video at the bottom of the screen.

Turning on Captions or Subtitles

1. To turn on captions or subtitles when viewing a video, click the CC button in the player's bottom toolbar. In the menu that appears, select the caption

Vimeo

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How to Use Amara to Caption Videos “How to Guide” available for digital download

How to Use Amara to Caption Videos

- 1) Create an Amara account at <http://amara.org/en/>
- 2) Click the first link in webpage header: “Subtitle Video”
- 3) Generate a link to video content by uploading the video to YouTube or Vimeo
- 4) Ensure that your video privacy setting is left public while using Amara
- 5) Copy and paste the video URL and press Begin
- 6) Under the subheading, “Contribute”, on the left hand side of the webpage click “Add a new language” link
- 7) A popup window will appear. Select language preference by using the “Subtitle into” dropdown.
 - a. Example: English
- 8) Click the Continue button
- 9) Helpful tips will appear; click anywhere on screen to remove the window
- 10) Keyboard controls for Play/Pause, Skip back and inserting a line break can be accessed at the top left corner of the webpage
- 11) Directions on How to Caption are located on the right side of the webpage
- 12) Below the video in the center of page, type what is being dictated in the video
- 13) Multiple edit options exist per subtitle. Hover above icons to view text description.
 - a. Seek to Subtitle
 - b. Insert Subtitle Above
 - c. Insert Subtitle Below
 - d. Delete Subtitle
 - e. Start Note for Subtitle
- 14) Sync/Timing
 - a. Press Play to start sync
 - b. Press keyboard down arrow to sync subtitle with video
- 15) Review and complete edits
- 16) Publish Subtitles
- 17) Download preferred file format or download an embed code
 - a. Use the download dropdown options on the right side
 - b. Select Preferred download file; .ass is recommended
- 18) Upload SRT to platform (Vimeo/YouTube)
 - a. The .ass download from Amara is designed in a Notepad format
 - b. In Notepad, save as (Filename).ass = make sure to use .ASS encoding
 - c. Vimeo - Click settings icon, select Advanced Tab and then select upload File button. Once upload is complete, select Save Changes button
 - d. YouTube - Click Video Manager button, SRT dropdown, click Subtitles and CC, add new Subtitles, select language, then select upload file button

Amara

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How to Use Amara to Caption Videos

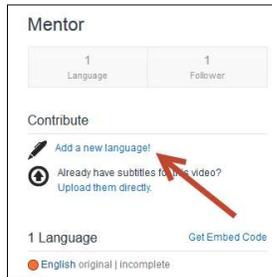
- Create an Amara account at <http://amara.org/en/>
- Click the first link in webpage header “Subtitle Video”
- Generate a link to Video content by uploading the video to YouTube or Vimeo
- Ensure that your video privacy setting is left public while using Amara
- Copy and paste the video URL and press Begin

Amara

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Where to Begin?

1. Click "Add a new language!" link



2. Select Preferred Language from dropdown menu

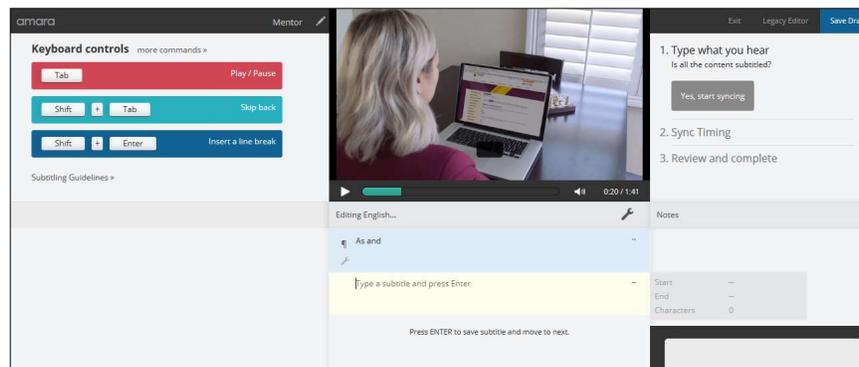


3. Click Continue

Amara

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View of Amara's Caption Editor



Amara

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Helpful Directions, Steps and Tips are available within the editor

Keyboard controls more commands »

Tab Play / Pause

Shift + Tab Skip back

Shift + Enter Insert a line break

1. Type what you hear
2. Sync Timing
3. Review and complete

Watch the video again and verify that the subtitles are complete and correct.
[Edit title and description.](#)

Publish

Editing English, British...

0:00 / 1:41

Show Timeline

- Clear timing
- Clear text
- Revert to last saved version
- Upload subtitles
- Hide Warnings
- Show Tutorial

Press ENTER to add a new subtitle

English (original) Version 3

1. Select a reference language

If you change the reference language, use > Copy Timings to update the translation timing.

0:04:61

0:06:53

0:06:53

Amara
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Caption Editor

As an Ashford University online Student you have

0:04 / 1:41

Editing English...

As an Ashford University online Student you have 0:02:52

- Begin Typing Video Content
- Use Keyboard controls to increase ease

become a mentor for the CHAMPS program, email

Insert subtitle above

Caption field has various edit options

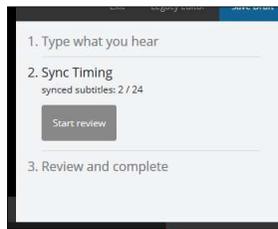
1. Seek to Subtitle
2. Insert Subtitle Above
3. Insert Subtitle Below
4. Delete Subtitle
5. Start Note for Subtitle

Amara
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Review and Sync

- Sync Timing
 - Click Start Review

- Review and Complete
 - Press Play and
 - Sync the next line by pressing the down arrow on your keyboard



Amara

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How to Use Amara

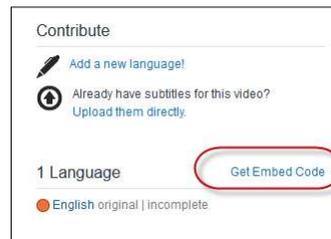
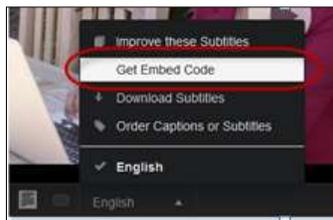
- Amara creates an embed code
 - Embed the code into LMS or classroom
 - The embedded video will have the caption and will use the Amara video player
- Download caption file to upload in another video player
 - Vimeo
 - Kaltura
 - YouTube

Amara

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How to Copy Embed Code

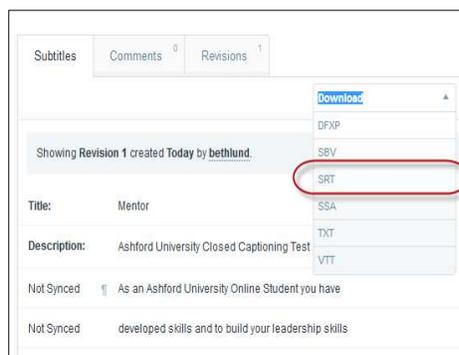
- Outside of Video Editor this is located above the caption file that was created
- Setting Icon also has an option to get the Embed Code



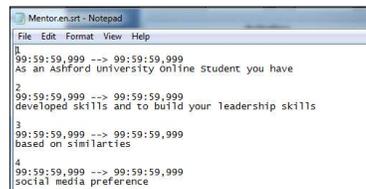
Amara

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How to Download the .SRT



1. Use the download dropdown options on the right side
2. Select Preferred download file, .srt is recommended



3. Upload .SRT to platform ([Vimeo](#)/[YouTube](#))

Amara

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How to Download the .SRT

1. The .srt download from Amara is delivered in a notepad format.
2. In Notepad, save as {Filename}.srt – make sure to use ANSI encoding.

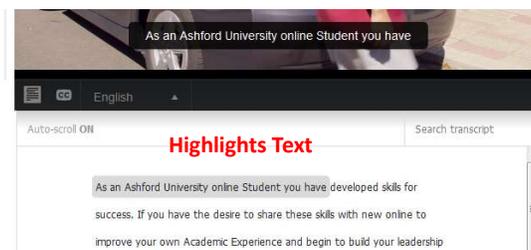
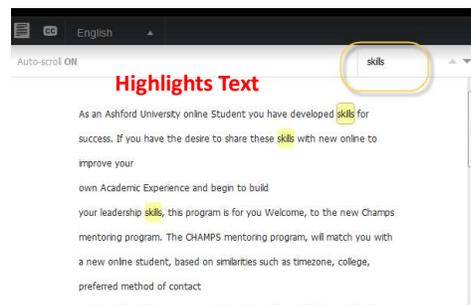
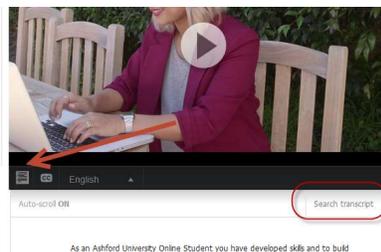
```

Mentor.en.srt - Notepad
File Edit Format View Help
1
99:59:59,999 --> 99:59:59,999
As an Ashford University Online Student you have
2
99:59:59,999 --> 99:59:59,999
developed skills and to build your leadership skills
3
99:59:59,999 --> 99:59:59,999
based on similarities
4
99:59:59,999 --> 99:59:59,999
social media preference
    
```

Amara

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Amara Searchable Transcript



Amara

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Dotsub <https://dotsub.com/>

- Dotsub charges for captioning service at the enterprise level they have a captioning API Dotsub did not have as many download options for the caption file
- Keyboard Shortcuts

Keyboard Shortcuts	
Line Break	SHIFT + RETURN
Toggle Play / Pause	ALT + SHIFT + O
Seek Back -1 Second	ALT + SHIFT + ←
Seek Ahead +1 Second	ALT + SHIFT + →
Set Caption Start Time	ALT + SHIFT + ↑
Set Caption End Time	ALT + SHIFT + ↓

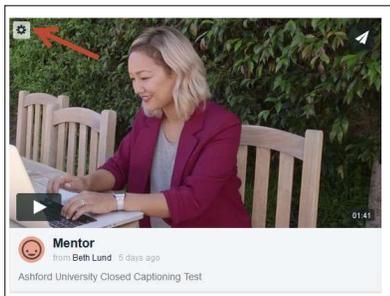


Dotsub

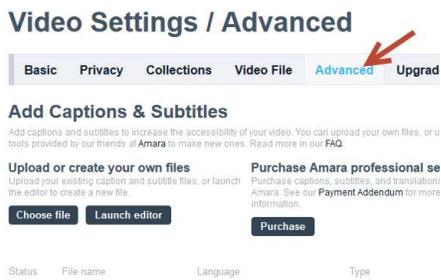
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How to Upload Caption Files

1) Click the settings icon for video management



2) Then click on the Advanced Tab



Vimeo

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How to Upload the .SRT

- Upload caption file
- At the bottom of the page make sure to select, Save Changes

Upload or create your own files
Upload your existing caption and subtitle files, or launch the editor to create a new file.

Purchase Amara professional services
Purchase captions, subtitles, and translations through Amara. See our [Payment Addendum](#) for more information.

Enable Captions & Subtitles

Status	File name	Language	Type
<input checked="" type="checkbox"/> ON	Mentor.en.srt-1.srt.txt	English	Captions

Save Changes **Return to Video**

Vimeo

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Vimeo Resources

- Vimeo has a lot of good information on the Help Page
<https://vimeo.com/help/faq/managing-your-videos/captions-and-subtitles>
- Fair Use - <https://vimeo.com/help/faq/legal-stuff/fair-use>
- Captions and Titles - <https://vimeo.com/help/faq/managing-your-videos/captions-and-subtitles>

Vimeo

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Break for Questions

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YouTube Adding Caption Guide

George Mason University <http://ati.gmu.edu/wp-content/uploads/Guide-to-Creating-Accessible-Electronic-Materials-7-MB-pdf.pdf>

[YouTube – Adding Captions Files or Transcripts](#)

1. Log into your YouTube Account.
2. Click the drop-down menu next to the Upload button and then click Video Manager.
3. Visit your Video Manager and click the drop-down menu next to the 'Edit' button for the video you'd like to add captions to. Next, click Captions.
4. If you haven't added captions before, click the Add captions button. Or, if you've already added

Uploading Captions Files to Videos

1. After following the previous steps, select Upload a file.
2. Set your track language. If you'd like you can also add a track name, then click Upload.

Transcribing and Syncing Text file

1. Following the previous steps, but select Transcribe and sync, instead of Upload.
2. Set your track language. If you'd like you can also add a track name, then click Upload. Type or

1. copy and paste your transcript into the text box. Once your finished, click Sync.
- 2.
- 3.
- 4.

Turning Captions On/Off

1. Open your YouTube video.
2. Under the video, click 'CC' click 'On', and then select 'English' from the track list.
3. To turn off captions, click 'CC' again.

Guide to Creating Accessible Electronic Materials
Contact us at ati@gmu.edu or 703-993-4329
3-24-2014



YouTube

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Features

- Auto-Generated Captions
 - Great for increasing CC awareness!
 - Challenges in terms of accurate content
- Community Submission for Editing
- Interactive Transcripts
- Font Editing

Amara

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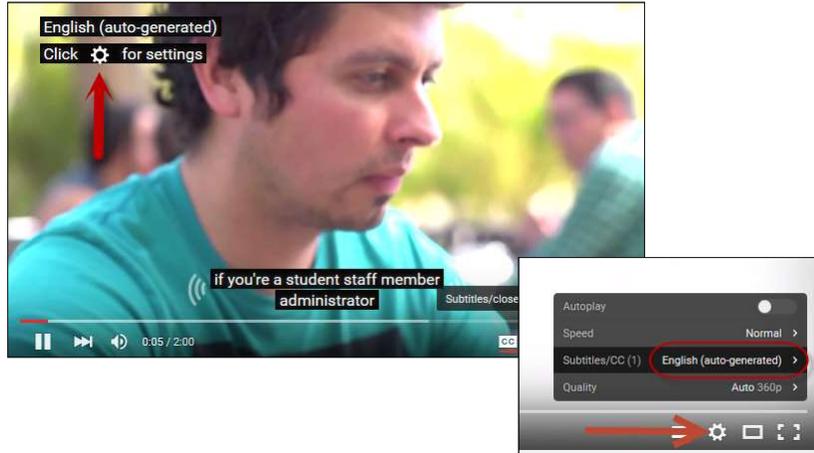
YouTube's Auto-Generated Captions



YouTube

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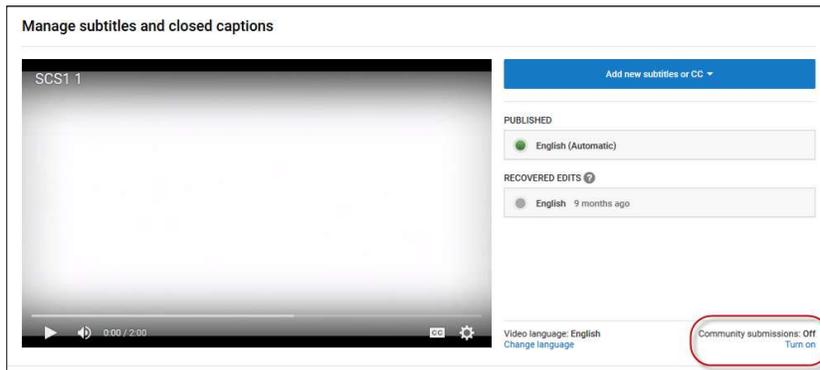
Identify Auto-Generated Captions



YouTube

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Community Submission Feature



YouTube

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Interactive Transcript

Transcripts sync with the video, so when you highlight content the video will sync to the highlighted area

Transcript

English (Automatic Captions)

1:28 to discuss the misconduct in the student community standards

1:32 team member will deliver appropriate sanctions if necessary

1:35 student community standards treats all matters

1:38 in with pools respectfully in theory if you have any questions or concerns

1:43 regarding this process

1:45 checked out the Frequently Asked Questions section of the student

1:48 community standards website

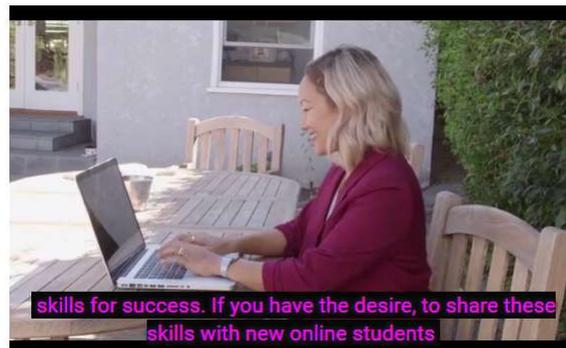
1:50 more email s yes that ashford

1:53 guy %um up

YouTube

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Ability to Edit Font



YouTube

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How to Use YouTube for DIY Captions

- Create transcript
- Set timings with generated SRT file
- Download SRT file
- Use the auto-generated content to save time

YouTube

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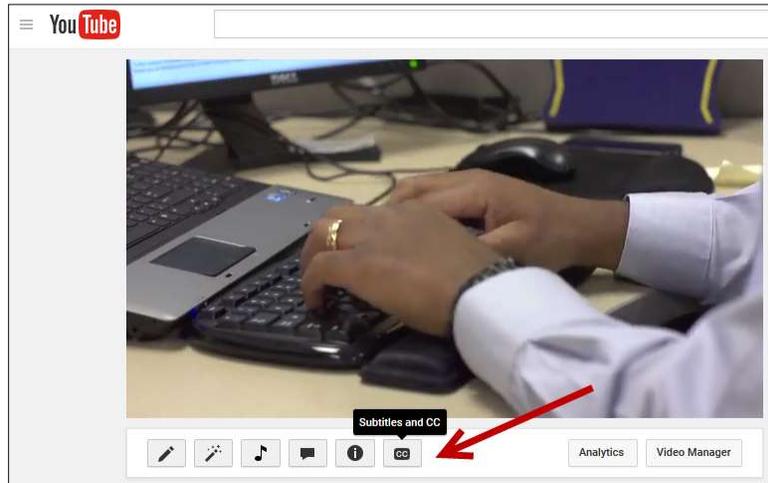
Using YouTube to create a Transcript

- Upload Video
- Auto Sync Captions
- Go to the transcripts button
- Copy and Paste content into a document
- Edit
- Reload into YouTube or other platform

YouTube

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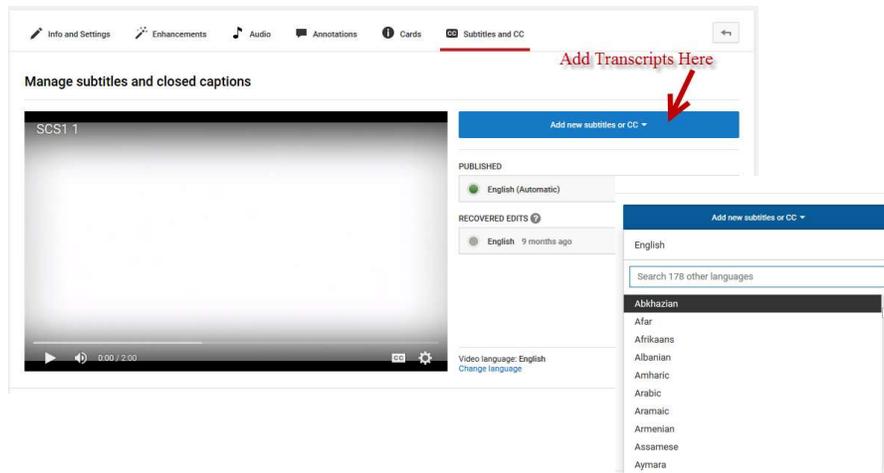
Let's Get Started



YouTube

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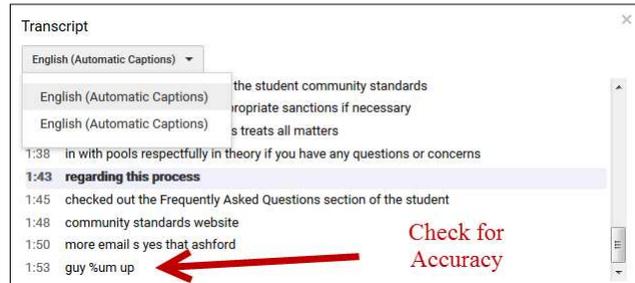
YouTube's Caption Editor



YouTube

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YouTube Review of Transcript

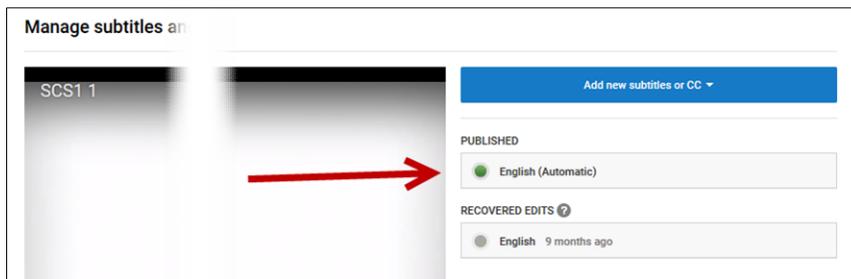


YouTube

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Download Caption File

Click on the English (Automatic) button to enable download options for the SRT and Transcript options

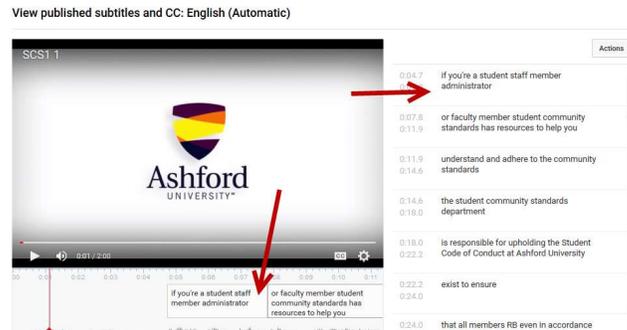


YouTube

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Different Places to Edit

- Either below on the time stamped or to the side by the transcript

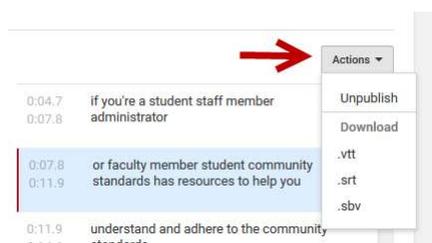


YouTube

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Download Options for Files

- Use the files to burn captions into a media file like Windows Media Player, Kaltura, ect.



.Vtt = Video Text Track
 .Srt = SubRip Text
 .sbv = file format that is YouTube's automatic caption file

YouTube

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Options

- Upload File
 - SRT format
 - Word
- Transcribe
 - Non Time-stamped
- New Subtitles
 - Time-stamp as you type

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

YouTube

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Upload Existing Transcript File

The screenshot shows two overlapping windows from the YouTube upload interface. The background window is titled "Set video language" and asks "What language is spoken most in this video?". It includes a "Select language" dropdown menu with a search bar containing "Search 178 other languages". A list of languages is visible, with "Abkhazian" selected. Other languages include Afar, Afrikaans, Albanian, Amharic, Arabic, and Aramaic. There is a "Set language" button and a checkbox for "Default for new uploads". The foreground window is titled "Upload a file" and shows the "File type" section with "Subtitles file" selected. It includes a "Browse..." button and the text "No file selected." at the bottom.

YouTube

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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.

you will have the opportunity to help someone overcome the obstacles of transitioning into an online learning environment. For more information, or to sign up to become a mentor for the CHAMPS program, email CHAMPS@Ashford.edu.
Your connection to help someone is just an email away!

Pause video while typing

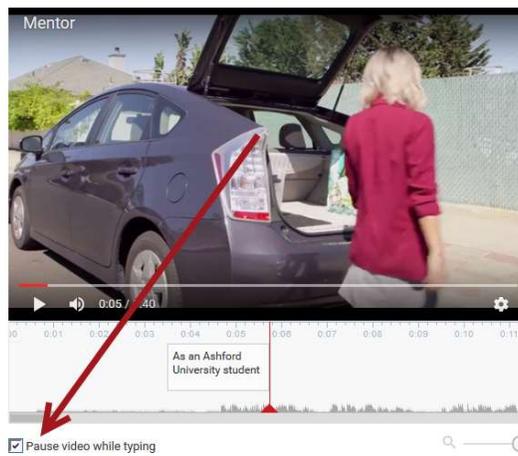
All changes saved in Drafts

YouTube

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Pause video while typing

Mentor



0:05 / 0:40

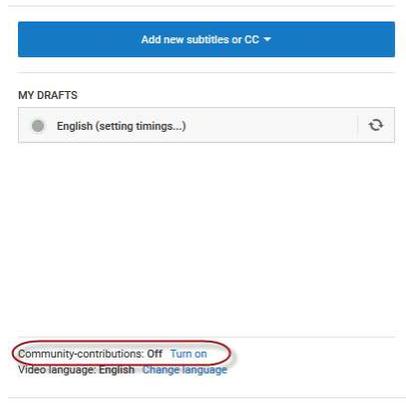
As an Ashford University student

Pause video while typing

YouTube

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Community-Contributions

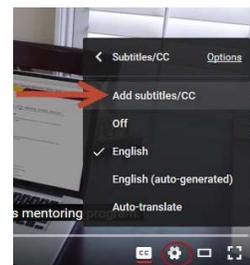
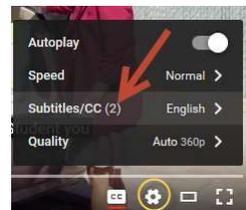


YouTube

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Youtube Community Submission

- Click on the Settings icon
- Click subtitles/CC
- Select Add subtitles/CC (*must be logged into a YouTube and account*)



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Edit Community Submission

- Email Notification
- Check Social Tab for Gmail
- Review

Good news! Somebody just submitted subtitles or closed captions for your video.

What happens now?

- 1. Community editing**
The subtitles or closed captions may get edited and combined with other people's submissions until they're ready for review.
- 2. Community review**
The subtitles or closed captions will then enter community review mode, where people can review and approve them.
- 3. Publishing**
After the subtitles or closed captions get approved by enough people, they'll be published on the video. When that happens, you'll get notified via a weekly email. You can also check on the status of the submission at any time by clicking the button below.
[Learn more about managing subtitles and CC](#)

Want to see all the subtitles and closed captions that your fans have submitted? [Manage subtitles and CC](#)

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Flag Inappropriate Content

Manage subtitles and closed captions

Name	Language	Last modified	Status	Action
Mentor	English	6 minutes ago	In review	Review

See something fishy? Step 2 of 3

Report spam or offensive subtitles by clicking the flag.

0:04.6 - 0:07.2 As an Ashford University online Student you have

Spam, inappropriate, abusive

YouTube

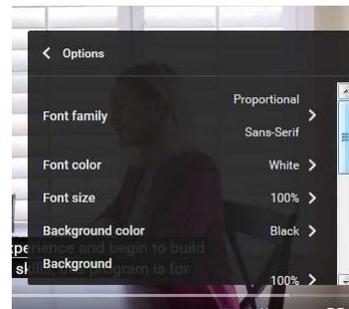
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Format CC



- Font Color
- Font Size
- Background color

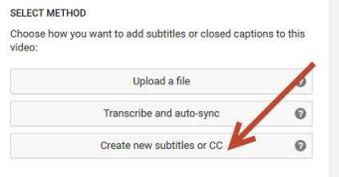
Look for the Options Link under the Settings Icon



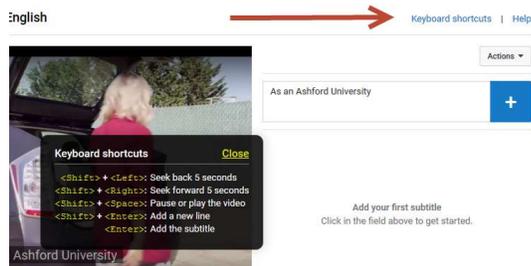
YouTube

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Create New subtitles or CC



Helpful Keyboard Shortcuts



YouTube

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Other Resources

- Webinars
 - EASI <http://easi.cc/clinic.htm>
 - 3 Play <http://www.3playmedia.com/how-it-works/webinars/>
 - Accessibility Online <https://secure71.inmotionhosting.com/~access20/ArchiveAttendance/>

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References

- 3 Play Media (2016) *10 Tips for Implementing Accessible Online Media*, (Slide 7) Accessed on 5/13/15: <http://www.3playmedia.com/resources/webinars/10-tips-02-25-2016/>
- 3 Play Media (2014) *How the ADA Impacts Online Video Accessibility*. Retrieved from <http://infor.3playmedia.com/wp-ana.html> on 4/30/2014.

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Thank you for participating!

NEXT SESSION IS NOVEMBER 17, 2016

**Accessible IT
A status report on legal milestones**

The session today was recorded
and will be archived at

[HTTP://ADA-AUDIO.ORG/ARCHIVES/ACCESSIBLETECH/](http://ada-audio.org/archives/accessibletech/)

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