



**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

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

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



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

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

Captioning

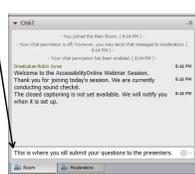
- Real-time captioning is provided during this webinar.
- The caption screen can be accessed by choosing the  icon in the Audio & Video panel.



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

Submitting Questions

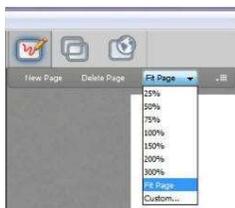
- You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area
- If you are connected via a mobile device you may submit questions in the chat area within the App
- If you are listening by phone and not logged in to the webinar, you may ask questions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

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"



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
- QJAT Webinar to learn the 'How's'
- CSUN Copyright Session
- 3 Play Media White Paper

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IMPORTANT ACCESSIBILTY 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 22

Vimeo File Formats

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

Purchased files will be from Amara will be delivered as WebVTT

Vimeo 23

Vimeo Guide

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

Vimeo 24

How to Use Amara to Caption Videos "How to Guide" available for digital download



Amara
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How to Use Amara to Caption Videos

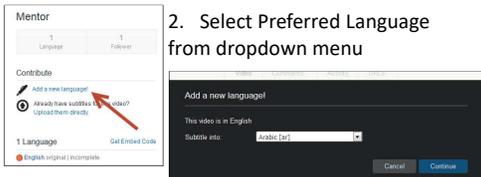
- Create an Amara account at <http://amara.org/en/>
- Click the first link in webpage header 'Subtitle Video'
- Generate a link to video content by uploading the video to YouTube or Vimeo
- Ensure that your video privacy setting is left public while using Amara
- Copy and paste the video URL and press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



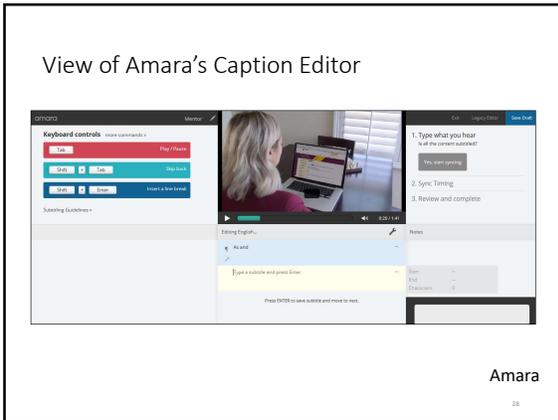
Amara
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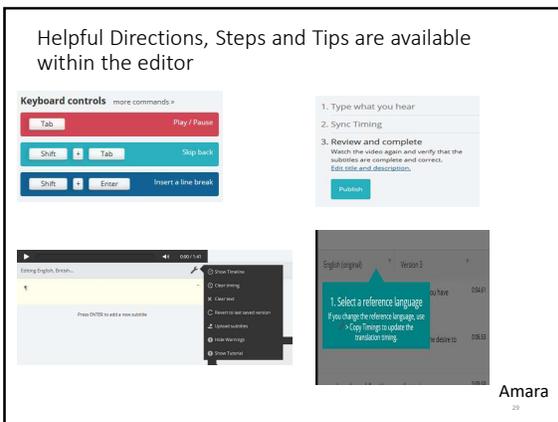
Where to Begin?

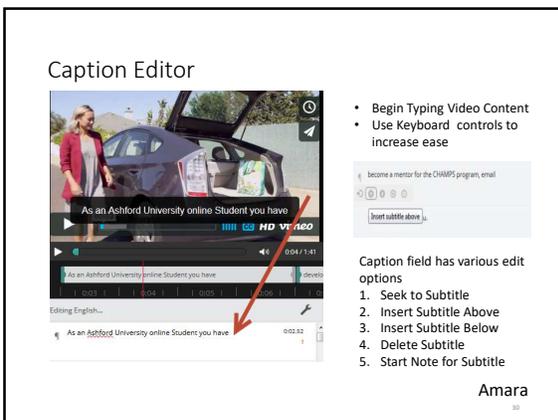
1. Click "Add a new language!" link
2. Select Preferred Language from dropdown menu
3. Click Continue



Amara
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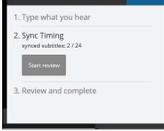






Review and Sync

- 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

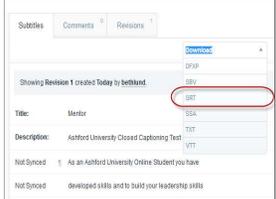
- Outside of Video Editor this is located above the caption file that was created
- Setting Icon also has an option to get the Embed Code



Amara

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How to Download the .SRT

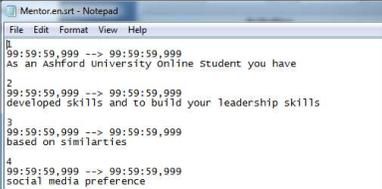


1. Use the download dropdown options on the right side
2. Select Preferred download file, .srt is recommended
3. Upload .SRT to platform ([Vimeo/YouTube](#))

Amara

How to Download the .SRT

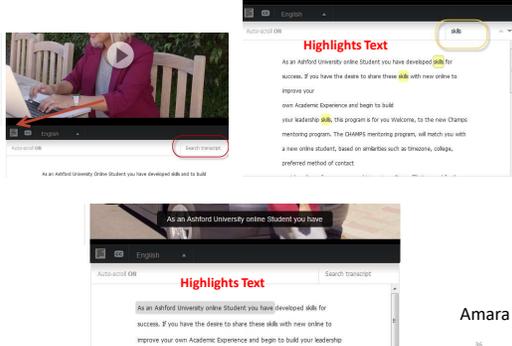
1. The .srt download from Amara is delivered in a notepad format.
2. In Notepad, save as {Filename}.srt – make sure to use ANSI encoding.



```
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

Amara Searchable Transcript



Amara Searchable Transcript

As an Ashford University online Student you have developed skills and to build

As an Ashford University online Student you have developed skills for success. If you have the desire to share these skills with new online to improve your own Academic Experience and begin to build your leadership

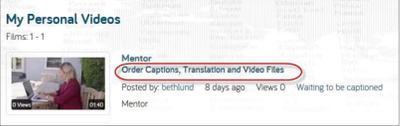
Amara

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

Link Break	SHIFT + RETURN
Toggle Play / Pause	ALT + SHIFT + D
Seek Back -1 Second	ALT + SHIFT + ←
Seek Ahead +1 Second	ALT + SHIFT + →
Set Caption Start Time	ALT + SHIFT + T
Set Caption End Time	ALT + SHIFT + E



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



Video Settings / Advanced

Basic Privacy Collections Video File **Advanced** Upgrade

Add Captions & Subtitles

Add captions and subtitles to increase the accessibility of your video. You can caption your files, or have captions generated for you through Amara. To learn more, see our FAQ.

Upload or create your own files. [Purchase Amara professional services](#) to purchase captions, subtitles, and translations through Amara. See our [Payment Addendum](#) for more information.

[Choose file](#) [Launch editor](#) [Purchase](#)

Status	File name	Language	Type
ON	Mentor.en.srt.txt	English	Captions

[Save Changes](#) [Return to Video](#)

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.

[Choose file](#) [Launch editor](#) [Purchase](#)

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
ON	Mentor.en.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

Break for Questions

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 gear icon (Settings) next to the video player and then click Video Manager
3. Under Video Manager, click the drop-down menu and click the Add Captions button
4. From the video manager, click the Add Captions button

Uploading Captions Files to Videos

1. After following the previous steps, select Upload a File
2. For your track language, click the file you want to add a track name, then click Upload

Turning Captions On/Off

1. Open your YouTube video
2. Click the video, click CC, click the gear icon
3. To turn off captions, click CC, click

George Mason University Accessible Technology Institute

YouTube

Features

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

Amara

YouTube's Auto-Generated Captions



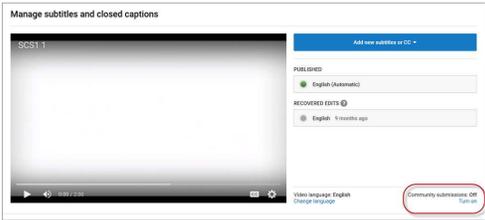
YouTube

Identify Auto-Generated Captions



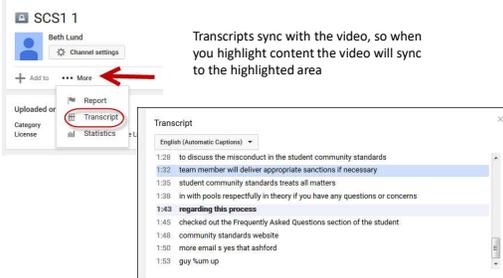
YouTube

Community Submission Feature



YouTube

Interactive Transcript



YouTube

Ability to Edit Font



YouTube

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

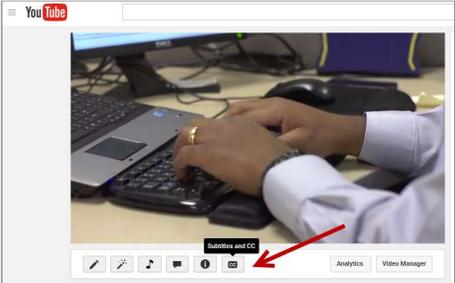
YouTube

Using YouTube to create a Transcript

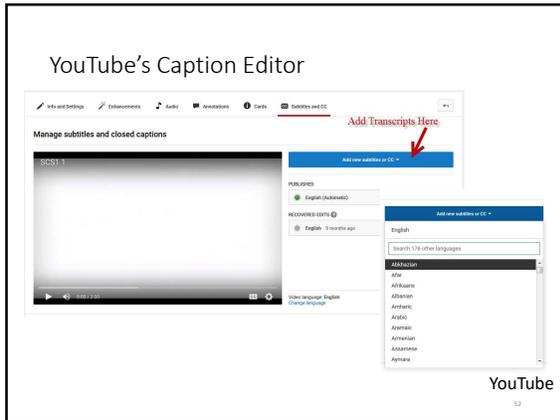
- Upload Video
- Auto Sync Captions
- Go to the transcripts button
- Copy and Paste content into a document
- Edit
- Reload into YouTube or other platform

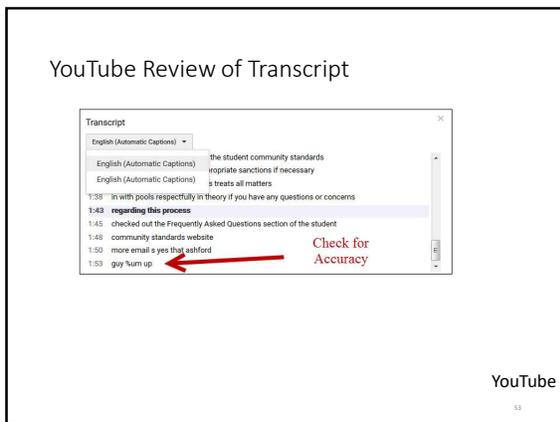
YouTube

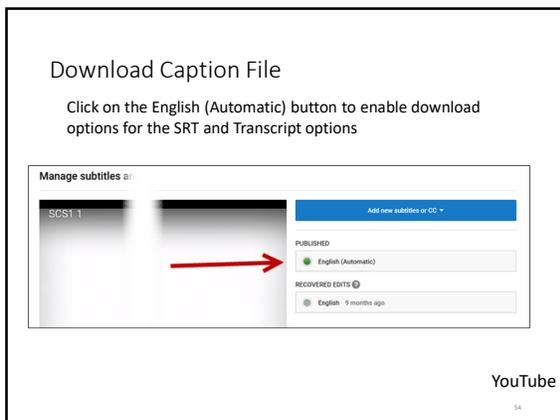
Let's Get Started



YouTube







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.

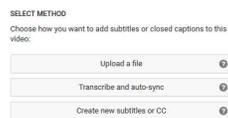


YouTube

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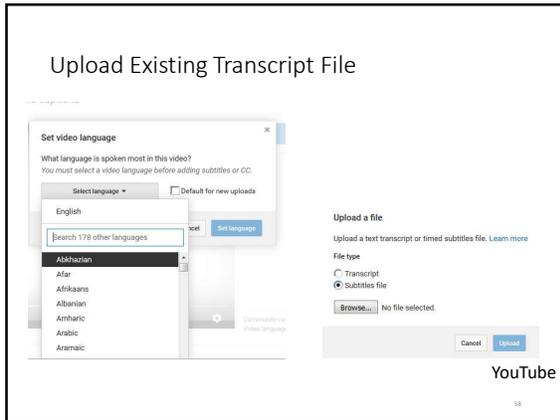
Options

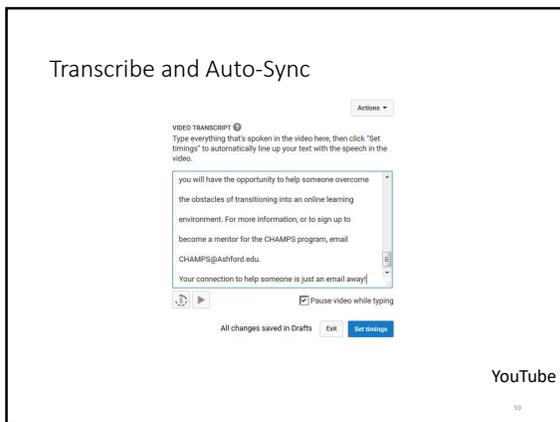
- Upload File
 - SRT format
 - Word
- Transcribe
 - Non Time-stamped
- New Subtitles
 - Time-stamp as you type



YouTube

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Community-Contributions

YouTube

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

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Flag Inappropriate Content

Manage subtitles and closed captions

In review 1 Published

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 As an Ashford University online
0:07.2 Student you
have

Spam, Inappropriate, Abuse

YouTube

Format CC

Look for the Options Link under the Settings Icon

- Font Color
- Font Size
- Background color

YouTube

Create New subtitles or CC

SELECT METHOD

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

- Upload a file
- Transcribe and auto-generate
- Create new subtitles or CC

Helpful Keyboard Shortcuts

English

Keyboard shortcuts

- ⌘/Ctrl + ⌘/Ctrl: Book back 5 seconds
- ⌘/Ctrl + ⌘/Ctrl: Book forward 5 seconds
- ⌘/Ctrl + ⌘/Ctrl: Pause or play the video
- ⌘/Ctrl + ⌘/Ctrl: Add closed captions
- ⌘/Ctrl + ⌘/Ctrl: Add the subtitle

Add your first subtitle

Click in the field above to get started.

YouTube

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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