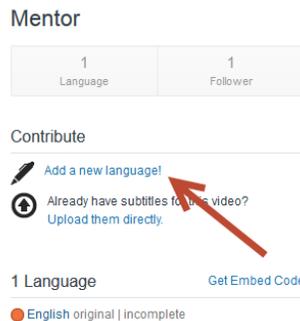


How to Use Amara to Caption Videos

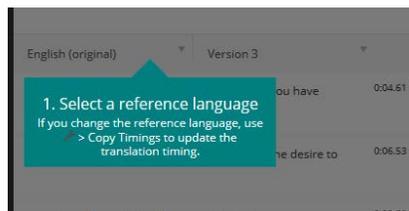
- 1) Create an Amara account at <http://amara.org/en/>
- 2) Click the first link in webpage header "Subtitle Video"
- 3) Generate a link to Video content by uploading the video to YouTube or Vimeo
- 4) Ensure that your video privacy setting is left public while using Amara
- 5) Copy and paste the video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



- 6) Under the subheading, Contribute, on the left hand side of the webpage click "Add a new language!" link



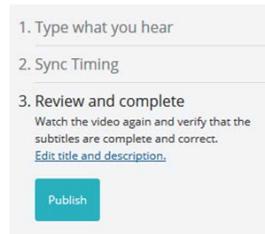
- 7) A pop-up window will appear. Select language preference by using the "Subtitle into" dropdown.
 - a. Example: English
- 8) Click the Continue button
- 9) Helpful Tips will appear, click anywhere on screen to remove the window



- 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



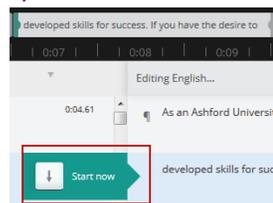
- 12) Below the video in the center of page, type what is being dictated in the video.
- 13) Multiple edit options exist per subtitle. Hover above icons to view text description



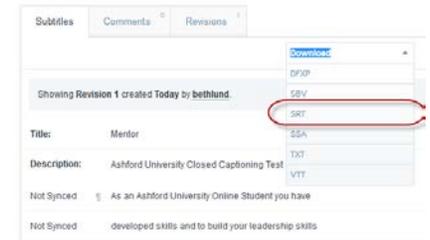
- a. Seek to Subtitle
- b. Insert Subtitle Above
- c. Insert Subtitle Below
- d. Delete Subtitle
- e. Start Note for Subtitle

- 14) Sync Timing

- a. Press Play to start sync
- b. Press keyboard down arrow to sync subtitle with time



- 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, .srt is recommended



- c. Link to the Embed code is located to the right of the Language heading
- 18) Upload .SRT to platform ([Vimeo](https://www.vimeo.com/)/[YouTube](https://www.youtube.com/))

- a. The .srt download from Amara is delivered in a notepad format.
- b. In Notepad, save as {Filename}.srt – make sure to use ANSI 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, Edit Dropdown, click Subtitles and CC, Add New Subtitles, select language, then select Upload file button