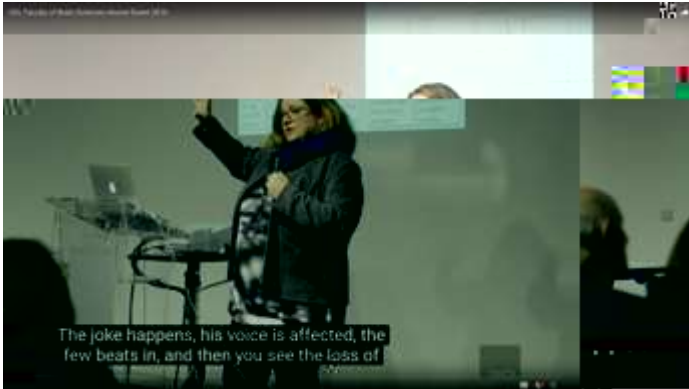


# Creating accessible videos through subtitling.



## What are closed and open captions?



subtitles. The differences are explained below.

**Open captions** are text which are a ‘burned on’ part of the actual video, and can’t be turned off. This often requires additional video editing.

**Closed Captions** are separate text files that can be turned off or on using a ‘cc’ button. Most video streaming sites support it. Closed Captions have their own proprietary file formats such as **.srt**.

editing and are more flexible in their application,  
type of subtitling to use.

This guide will therefore focus on creating closed captions that can be turned on or off.

# Find subtitled video

**Box of Broadcasts** contains content from TV programmes (going back years) which are searchable. Most contain subtitles.

You can create individual clips but this comes at the expense of losing subtitles. So find the section you want and write in the notes which portion you want students to view.



## Create subtitles for your own short video (<6 mins approx)



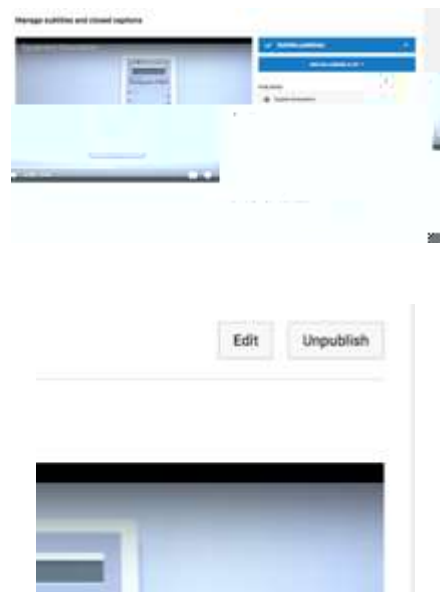
However it is not perfect and each automated caption will likely require some editing. To reduce the amount of editing needed and to improve the automation ensure the speech portion of your video is as clear as possible.

**Video Guide:** A more detailed video walkthrough to this is available here <https://mediacentral.ucl.ac.uk/Play/11201>

### How to do it

## Create subtitles for own video (contd.)

Begin editing captions and adjusting caption time on screen. Playback the video to progress through the subtitles. Pay attention to subtitling conventions (see page 9).



At this point you can then unpublish the automatic transcription to make choosing captions more straightforward. Select the unpublish from the options above the video and delete the draft.

### Downloading captions file

You can download the captions file in a variety of formats to then use in other video streaming sites (such as UCL Media Central)

To do this, choose your edited captions file as

srt.



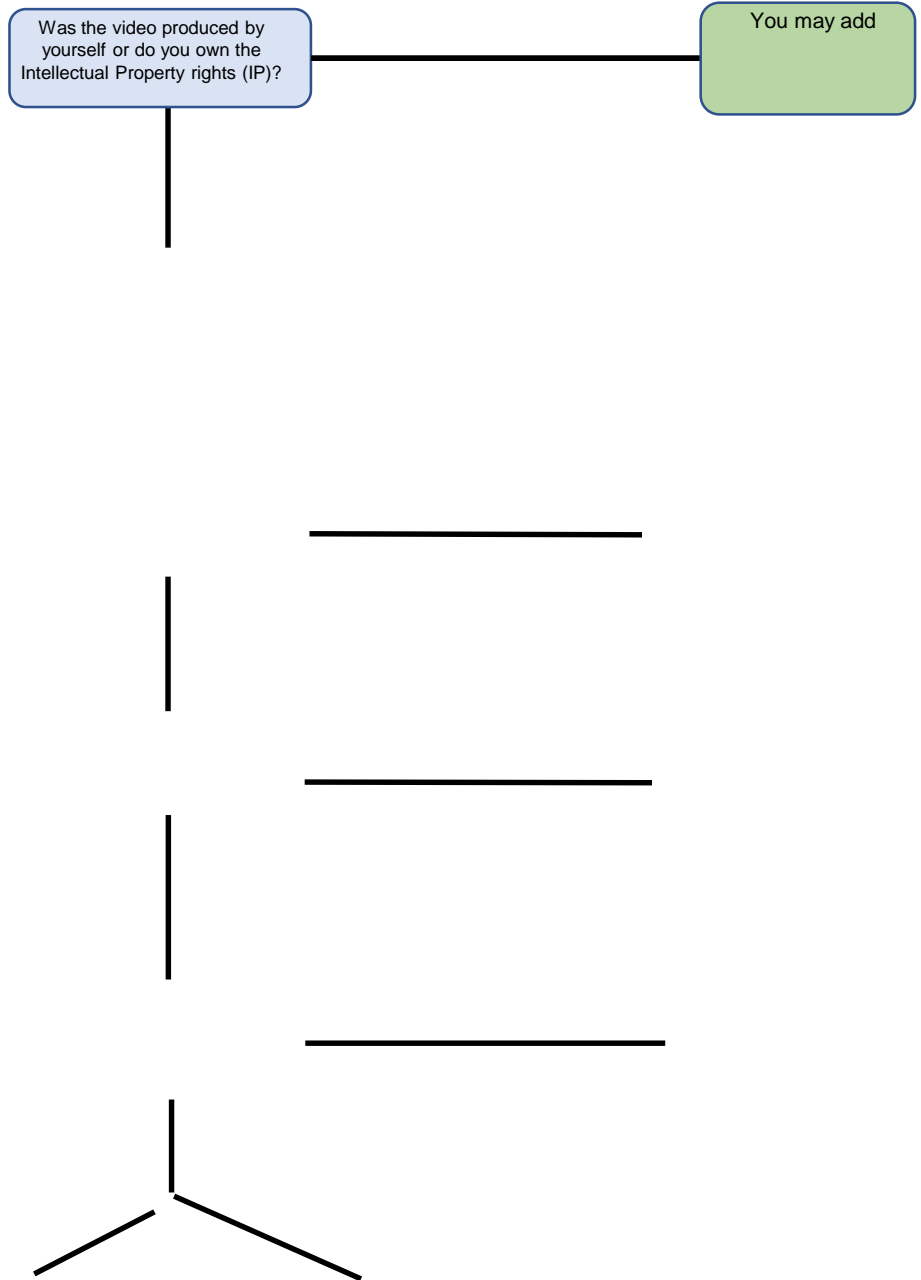
video for students to have the option to read. This is easily done by opening the caption file in text editor, removing all the timecode entries, saving as a **.txt** file and uploading to Moodle.

# Subtitle workflow

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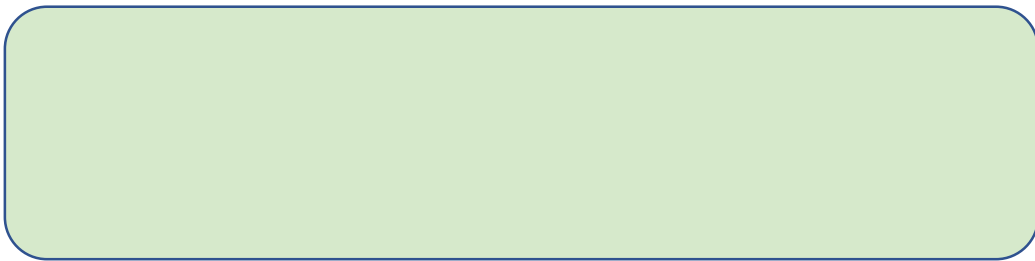
## own?

Use this guide to find out if you can subtitle and share a particular video for educational purposes. This workflow references the [Copyright, Design & Patents Act 1988](#) (CD&PA).



## Paid for service of longer videos

[121 Captions](#) - £4.00 +VAT per minute. Very quick turnaround, supplier details on MyFinance. Request quote from





# Captioning Conventions

Avoid 3 lines or more text at a time. Maximum subtitle length of 2 lines is recommended.

- (dash) Denotes new speaker.

Place names of people in brackets. Use **[Presenter]** or **[Narrator]** if not naming directly.

Denotes music playing.

Must be on screen long enough to read.

Separate subtitle for each new sentence of dialogue. Capitalise new sentences.

As much as possible, don't include caption if no talking.

More detailed caption guide:

<http://bbc.github.io/subtitle-guidelines/>

# Presenting captioned video:

**UCL Media Central** allows  
closed caption uploads



From content manager select edit



# Presenting captioned video (Contd):

## 2. Playing back locally (for presenting)



VLC Media Player

Use VLC Media player to playback video content from your computer with closed captions:

If you haven't already downloaded it, get it from here <https://www.videolan.org/vlc/index.en-GB.html>. When installing, choose the options to make it your default player.

Next take both the video and subtitle file and put them in the same folder. Rename each file so they have the same file name but not extension (.srt or .mp4 for example).

When you play the video through VLC media player (double click media file if VLC is default player or right click and select 'play with...') - the video should play automatically with subtitles on.

# Captioning live lectures

## **Presentation captions with Microsoft Presentation Translator**

Allows for live speech to text transcriptions through automated service.

Participation share QR code for captions on devices and to enable Q&A.

Transcriptions available.

Translation on devices available in 60+ languages.

Internet connection required & subject to fair usage policy (2,000,000 characters per month approx 40 hours?).

Only available on Windows 8 or above. PowerPoint only.

### **Download:**

<https://www.microsoft.com/en-us/download/details.aspx?id=55024>



Microsoft Translator

# Funding for subtitles



Reasonable adjustment central fund will match  
50% £600 - £1000 or 100% > £1000.

Students have personal disability allowance. But funding for  
subtitles comes at benefit for all = **Departmental cost.**

Look to awards / grants for large scale subtitling jobs