



# Creating accessible videos through subtitling.

# Introduction

This guide is intended to help make the process of offering subtitled video for students easier.

This guide mainly aims to answer how to go about captioning video that is yours or for which you own the copyright yourself. However Page 7 includes a workflow for ensuring you remain on the right side of the law when assessing if you can subtitle a video for which you do not own the copyright.



There are other ways of achieving the same results, but the tried and tested methods included here have been added to keep things as simple as possible and aim to streamline practice at the Ear Institute.

## Why caption?

### Accessibility:

Captioning video is considered a '[reasonable adjustment](#)' to make for students with a registered disability. The equalities act 2010 states that departments must create accessible material for people with a disability.

### Language barriers & learning:

Creating accessible videos is also beneficial for students who have English as a second language or very specific learning difficulties. They also offer additional ways to learn, for example using a mobile device with the audio off.

### Compliance with Moodle Baseline:

More information can be found on the E-Learning Wiki <https://wiki.ucl.ac.uk/display/UCLLearning/Accessibility#Accessibility-3.Checkyourfilesareaccessible>.

In short – subtitling **benefits everyone.**

## What are closed and open captions?



‘Closed’ and ‘Open’ captions are both types of 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**.

Because they don’t require additional video editing and are more flexible in their application, it’s recommended that closed captions are the 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.

Login via staff single sign on  
<https://learningonscreen.ac.uk/ondemand/>



**Kanopy** hosts documentaries and film.

You can create clips and add to playlists. These clips retain their subtitles. Playlists can be embedded into Moodle or web linked.



You need to create an account to use  
<https://ucl.kanopystreaming.com/>

Use of BOB and Kanopy is made possible through the [Educational Recording Agency \(ERA\)](#) licence.

More on BOB and Kanopy and how they can be used in your teaching:

<https://blogs.ucl.ac.uk/digital-education/2014/11/01/bob-box-of-broadcasts-national/>

<https://blogs.ucl.ac.uk/library-ejournal/2016/10/05/kanopy-video-streaming-at-ucl/>

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

YouTube has its own automated speech to text service adding closed captions to your own video.



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>

**Important:** Due to the processes involved it's recommended that unless you are time rich, only aim to subtitle a video that is under 6 minutes in length yourself. A six minute video from uploading to creating accurate subtitles will take approximately 45 minutes first time around.

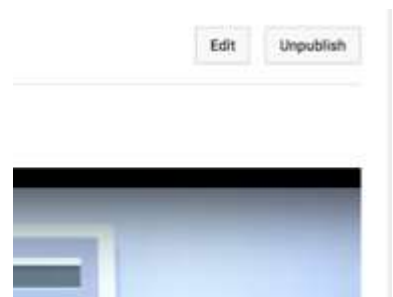
### How to do it

- After uploading your video, go to the top right profile image, click and find 'Creator Studio'. This won't be available straight away after uploading as it takes a few minutes for YouTube to process the audio portion of the video.
- Then find your video, click 'edit' and choose 'Subtitles / CC' from the list across the top.
- Select 'Published English (Automatic)' from the list of published subtitles.
- Choose 'edit' to open the subtitle editor



## 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).
- When happy with the changes select 'save changes' and it will publish the subtitles as 'English'.
- At this point you can then unpublish the automatic transcription to make choosing captions more straightforward. Select the automatic subtitles and choose '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)

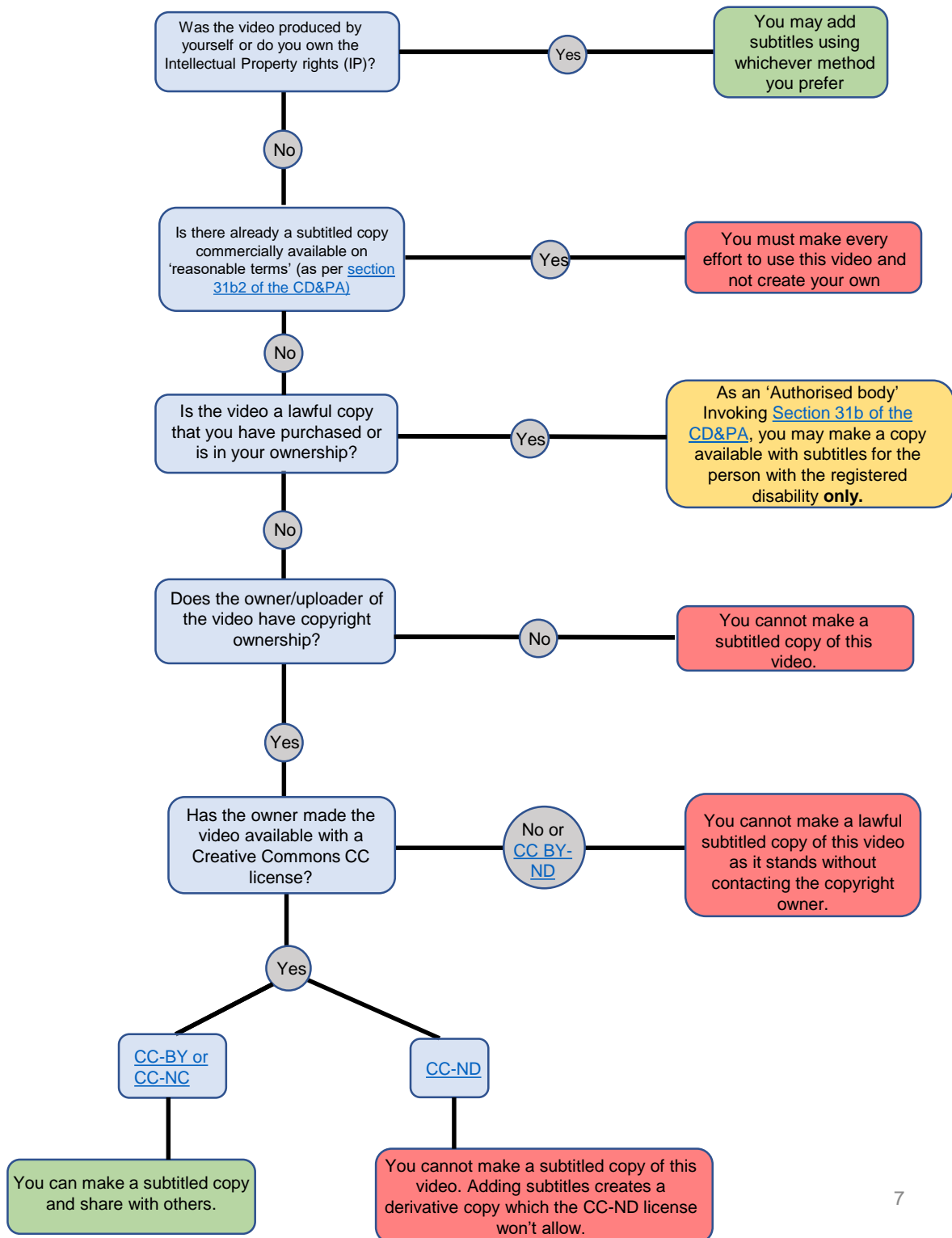
- To do this, choose your edited captions file as in the stages above and select 'download' from the 'actions' button. Choose .srt.



It's important that a text transcript is also uploaded with the 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 – can you caption videos that aren't your 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 [bookings@121captions.com](mailto:bookings@121captions.com)
- [Translation and Media Accessibility Services \(TraMAS\)](#) part of CenTraS £3.50 per minute. Slower turnaround, IDT. Contact [tuan-chi.hsieh.13@ucl.ac.uk](mailto:tuan-chi.hsieh.13@ucl.ac.uk)

Upload to MediaCentral and send the link. Request .srt closed captions file and transcript. Add transcript as an optional download within Moodle.



# 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.
- b 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 there's no talking.

More detailed caption guide:

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

# Presenting captioned video:

## 1. Online streaming services

**UCL Media Central** allows closed caption uploads



- From content manager select edit 'crayon' (on right) next to video you wish to add captions file



- Select 'Associated files' and add your captions file. Then go to Confirm tab to finish.



Important! The captions file needs to have the same timings as the video for it to sync up. If you have changed the length of your video in any way the caption file won't link up correctly.

## **YouTube / other third party services –**

Allows captioned video, data stored outside EEC.

**Lecturecast** – possibility of adding caption files to lecture captures. TBC.

## 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