Creating Accessible Audio and Video Productions

Below you will find instructions for creating captions in YouTube, Camtasia, and Kaltura. For audio productions, create a transcript.

Captioning with YouTube
Adapted from YouTube’s captioning pages linked below.

Use automatic captioning in YouTube
When you upload your video to YouTube, captions will be automatically created (for some languages), but they may take some time to process depending on the length and complexity of the video. These captions won’t be perfect, so they should be reviewed to make sure that you haven’t misrepresented what you meant to say.

Here’s how you can review automatic captions and make changes, if needed:
1. Go to your Video Manager by clicking your account in the top right > Creator Studio > Video Manager > Videos.
2. Next to the video you want to add captions or subtitles to, click the drop-down menu next to the Edit button.
3. Select Subtitles and CC.
4. If automatic captions are available, you’ll see Language (Automatic) in the “Published” section to the right of the video. Click on Published.
5. The subtitles and your video will appear. Click on the Edit button. You will then be able to listen to the sound and edit your captioning.
6. When you are done, click Save Changes
7. Go to YouTube’s Help page for more help with Editing or Removing Captions or Use Automatic Captioning.

Creating or uploading your own captions in YouTube
You can also create your own subtitles or captions, upload a file, and sync your captions with the video. YouTube provides current help at Add your own subtitles & closed captions.

Captioning with Camtasia
In Camtasia, it is recommended that you do not add captions until you have completed all other editing. We provide steps for two methods, Speech-to-Text, which works with Windows Voice Recognition software and manually entering captions. Other methods are importing or syncing captions. Use Camtasia’s Help menu to find out more about these other options. Also, check out Camtasia’s v.8 YouTube videos or Camtasia’s v.9 YouTube videos.
Speech-to-Text in Camtasia

One way to add captions is using the automatic Speech-to-Text tool.

1. Click on Tools in the menu bar and select captions.
2. Select the audio track(s) you want to caption (Track 1 at the bottom of the image below)
3. Select the Speech-to-Text button
4. Follow the steps on the dialog box that pops up:

5. Once you’ve followed those tips/steps, a dialog box appears indicating that Camtasia is preparing the audio for transcription. Then, second dialog box appears letting you know that the transcribing is occurring.
6. When the process is complete, proofread and edit your transcription.
7. Double-click a transcription to open it in the Captions task page for editing.
8. For more help, see Camtasia’s Captions page.

Creating captions with Kaltura
To add captions to your video in Camtasia, follow these steps.
1. Open your project in Camtasia
2. Select Captions from the Tools menu
3. Select the Add caption media button
4. Type the desired caption (press enter to hear audio while typing). I sometimes have to hit enter twice. The next 5 seconds of the video will play.
5. Select the next empty captioning box that appears to hear the next section of the video and to type your caption.
6. For more help with captioning, see Kaltura’s Captions page. Please note: only select the Add caption media button to *BEGIN* captioning. Selecting it once you’ve already started typing a caption will delete that caption. Select the next empty captioning area to move to the next 5 second section of video to caption.

Captioning with Kaltura
Coming soon
Creating transcripts for audio productions

If you want to create an audio production, you can use a free tool, such as Audacity. To create a transcript at the same time you are recording your voice in Audacity, you can open a Google Document and use the voice typing tool. The steps below are adapted from Google Voice typing documents.

Step 1: Turn on your microphone
To use voice typing or voice commands, your computer microphone needs to be on and working. Devices and microphones vary, so check your computer manual for instructions. Microphone settings are typically in the System Preferences on a Mac, or the Control Panel on a PC.

Step 2: Use voice typing
Start voice typing in a document
1. Check that your microphone works.
2. Open a document in Google Docs with a Chrome browser.
3. Click Tools > Voice typing. A microphone box appears.
4. When you're ready to speak, click the microphone.
5. Speak clearly, at a normal volume and pace (see below for more information on using punctuation).
6. When you're done, click the microphone again.

For more help, check out Google support documents.