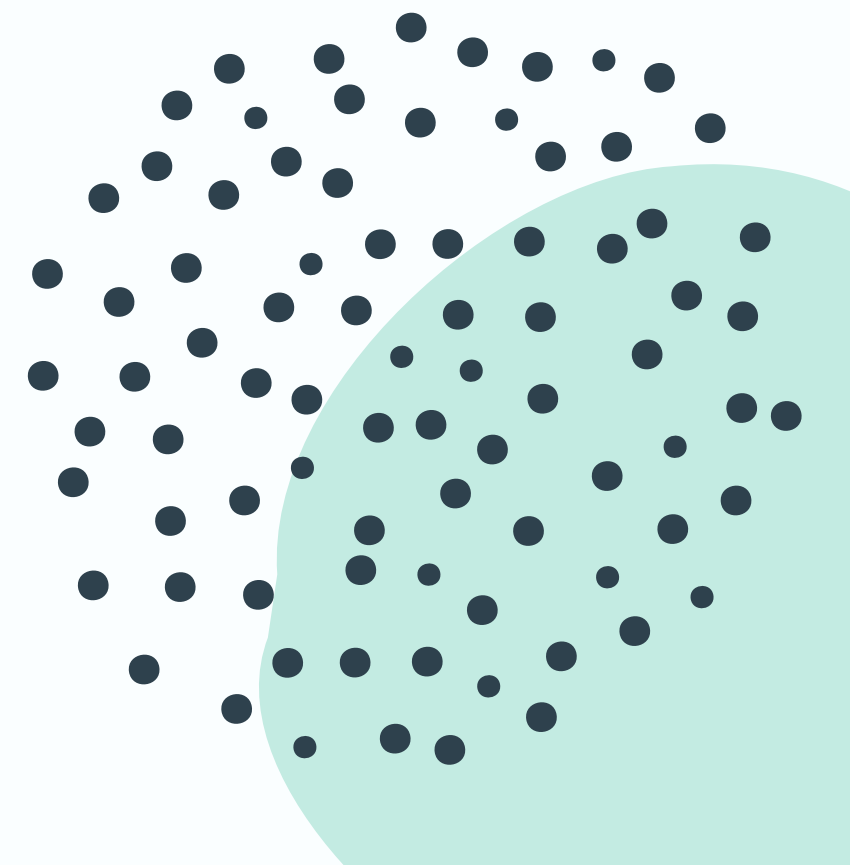


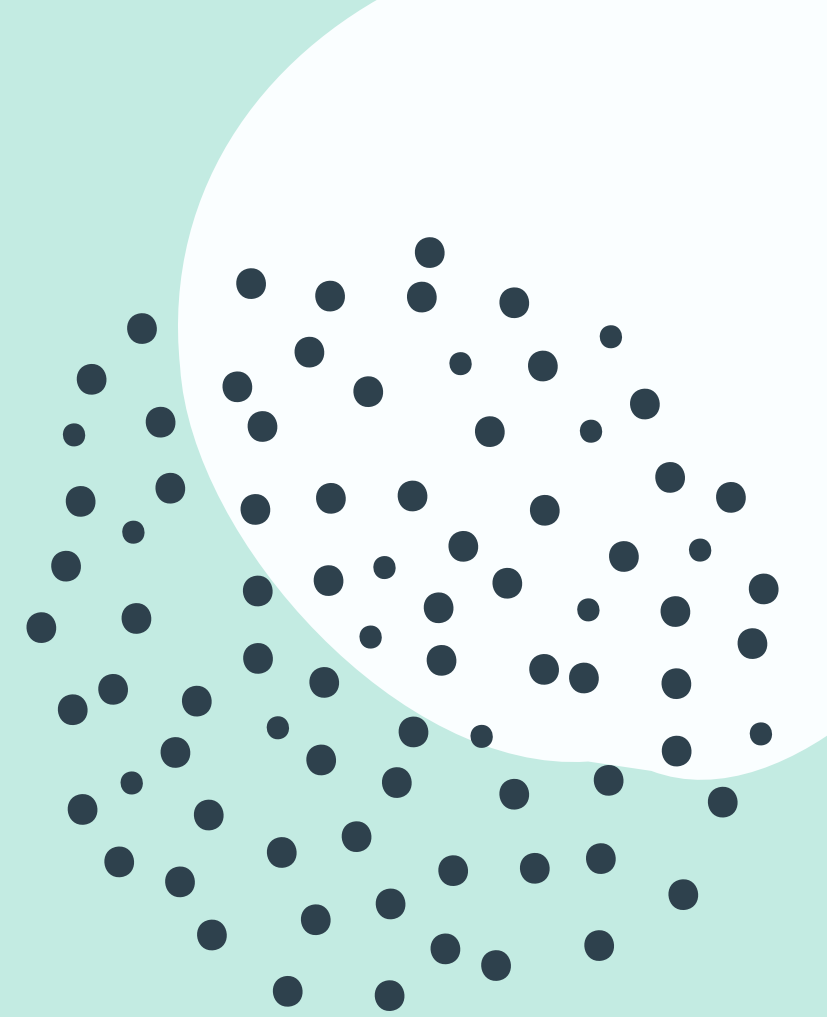
**PODCASTING  
AND VIDEO  
STORIES  
INTENSIVE**

# **CAPTIONING**

Ellen Farr  
Assistive Technology Specialist  
LITS, Bryn Mawr College



# Today's Presentation



## DISCUSSION POINTS

What is it?

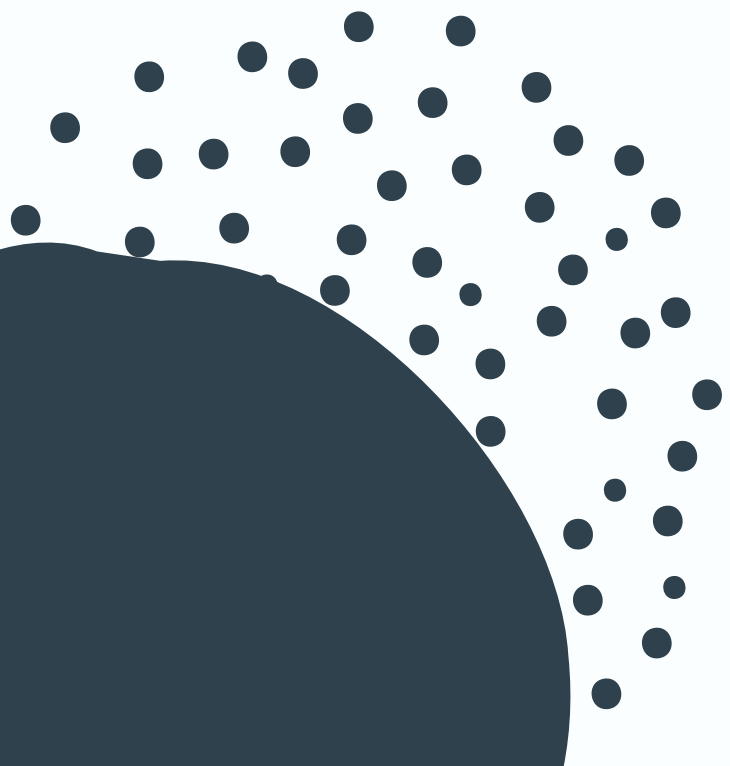
Why is it important?

How can I comply?

Captioning  
Ellen Farr

# What is captioning?

TEXTUAL REPRESENTATION OF AUDIO CONTENT  
IN A VIDEO FORMAT

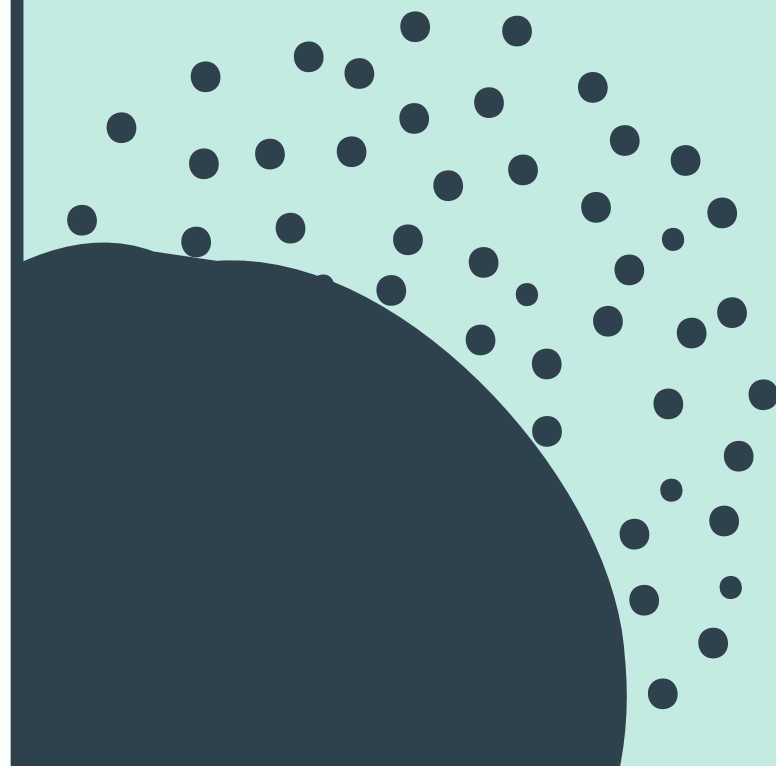


# WHO DOES CAPTIONING HELP?

PROVIDES ESSENTIAL ACCESS FOR THE  
MORE THAN **30 MILLION AMERICANS** WITH  
HEARING LOSS

ALSO SUPPORTS:

- EMERGING READERS
- VISUAL LEARNERS
- NONNATIVE SPEAKERS



# CAPTIONS



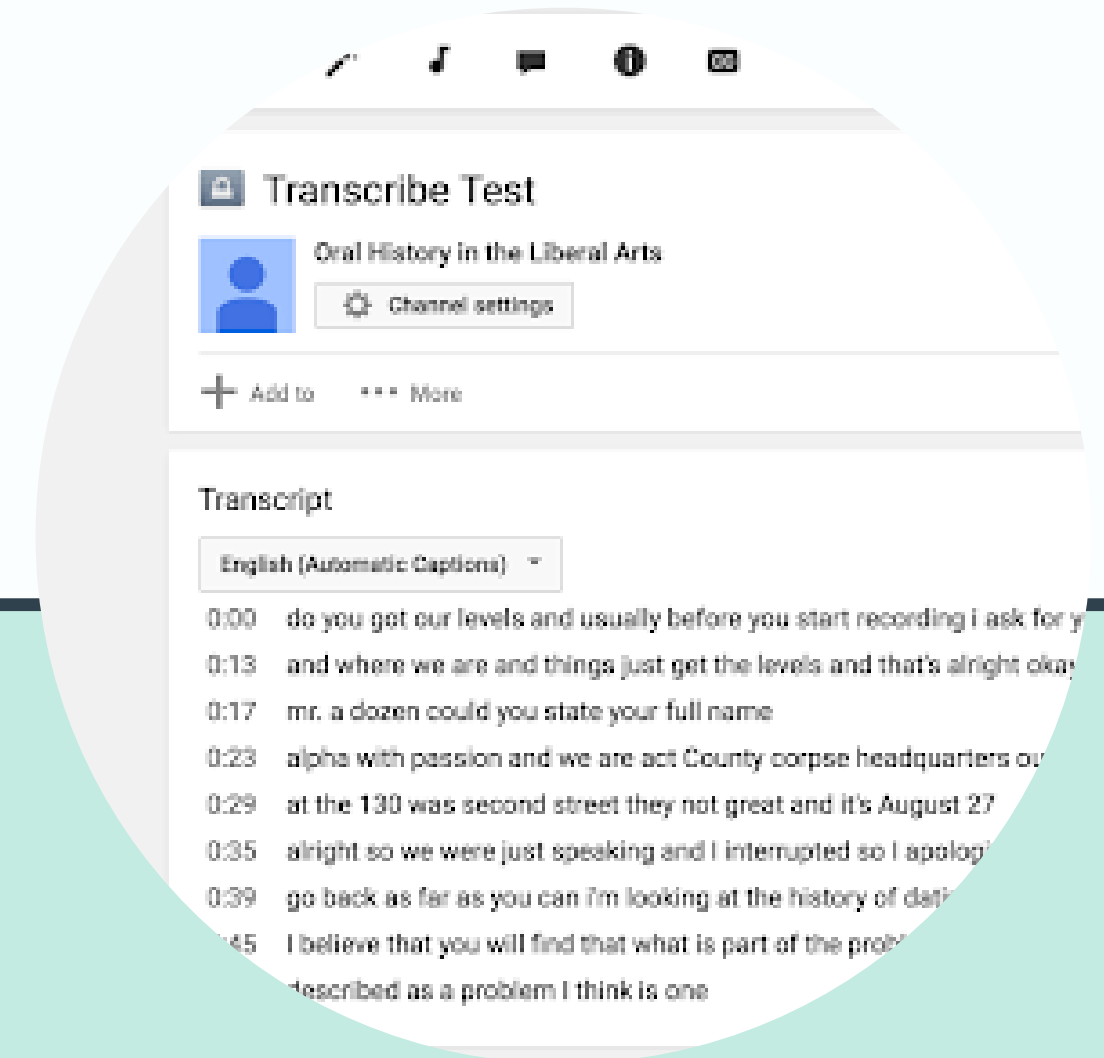
Spoken dialogue,  
sound effects, and  
music

# SUBTITLES



Language translation  
No sounds effects or  
music

# TRANSCRIPT



Typed copy of  
recorded material

# Check that captions are:

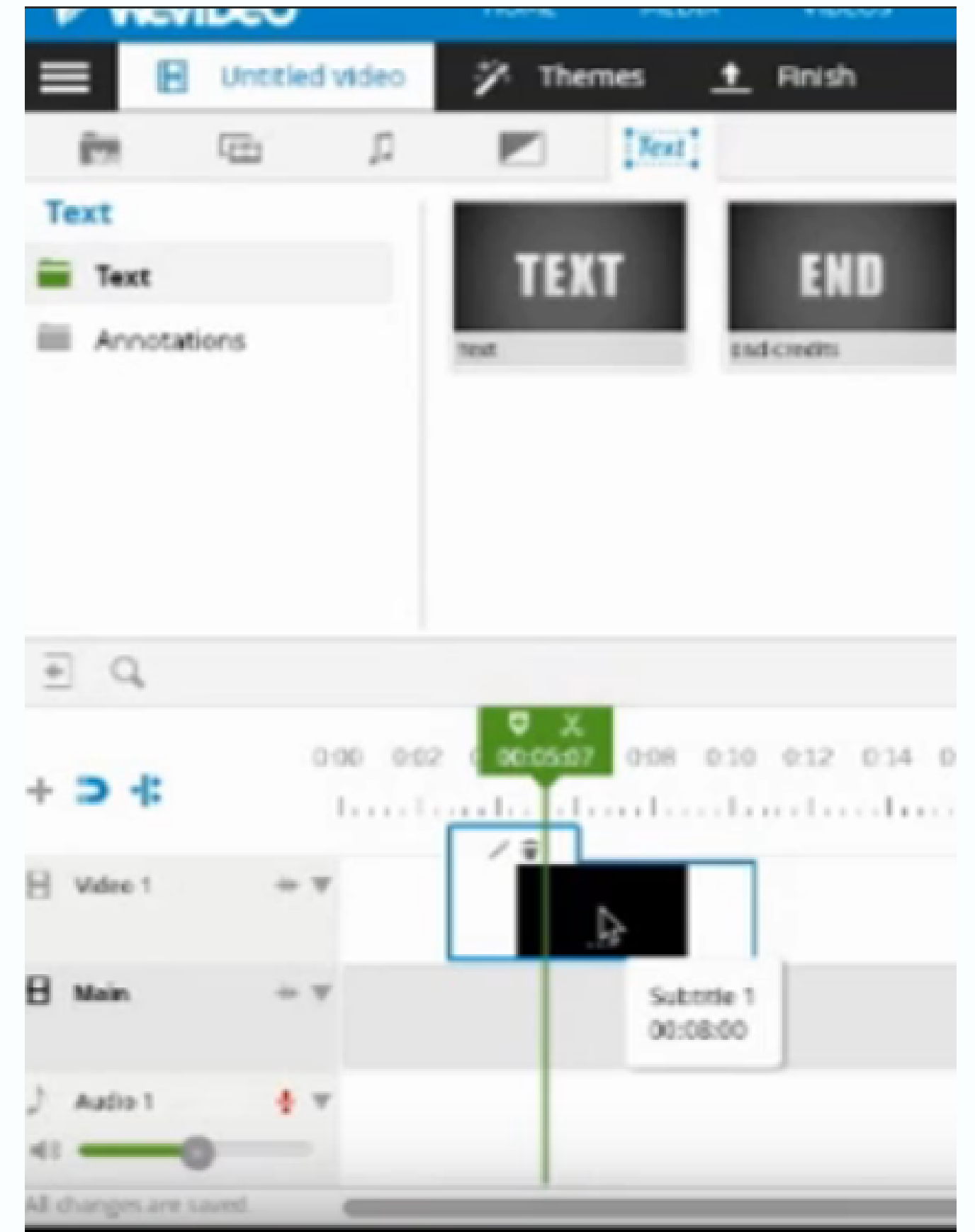


1. **Accurate** Dialogue, music, sounds, proper grammar & punctuation
2. **Synchronized** Video & audio match up
3. **Complete** Runs from beginning to end
4. **Well-placed** Text doesn't block visual content

# How to Caption

WeVideo

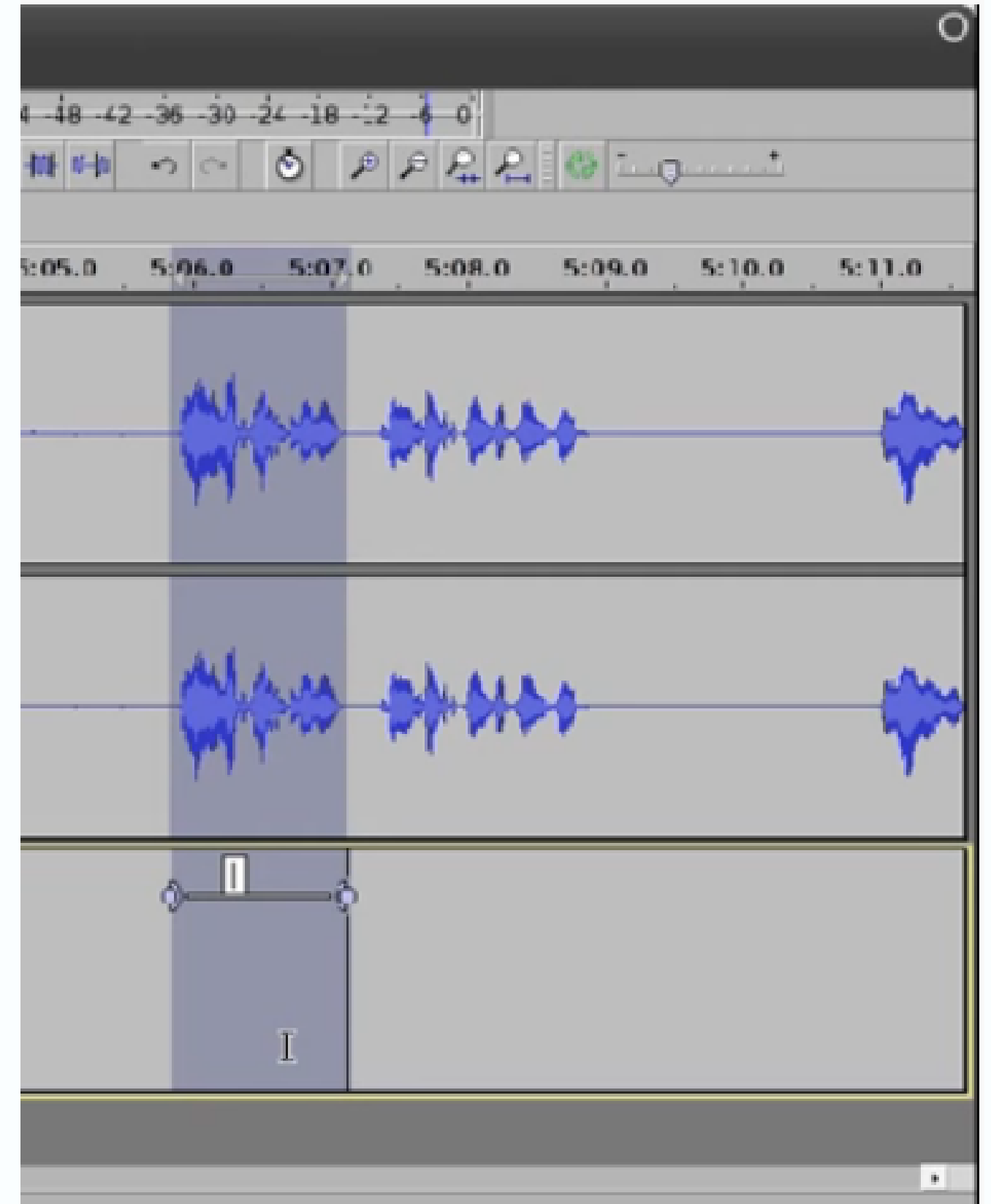
1. Drop video into Main track
2. Click 'text' in menu bar.
3. Drag 'subtitle' into Video 1 track
4. Click on pencil to edit
5. Enter subtitle text.
6. Drag text to sync with video; extend as needed



# How to Caption

Audacity

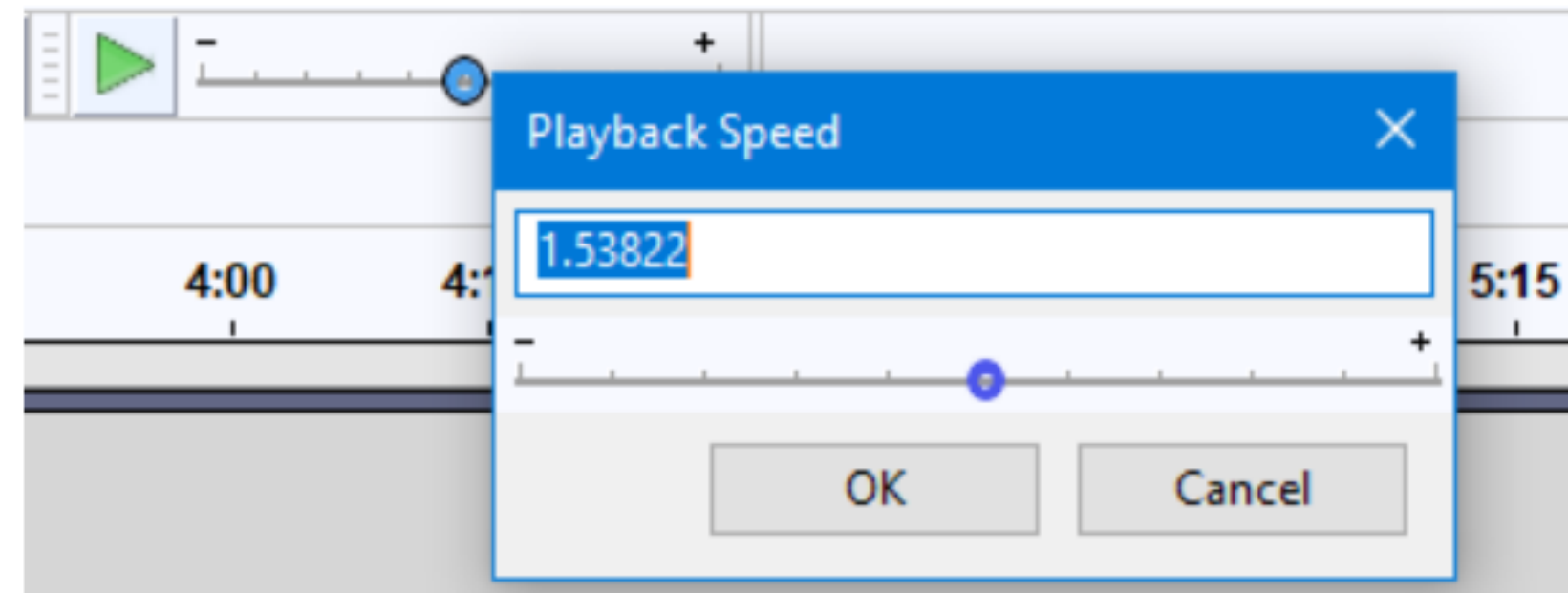
1. Select a portion of the track
2. Hit Ctrl+ B
3. Enter text





# Audacity Captioning Tips

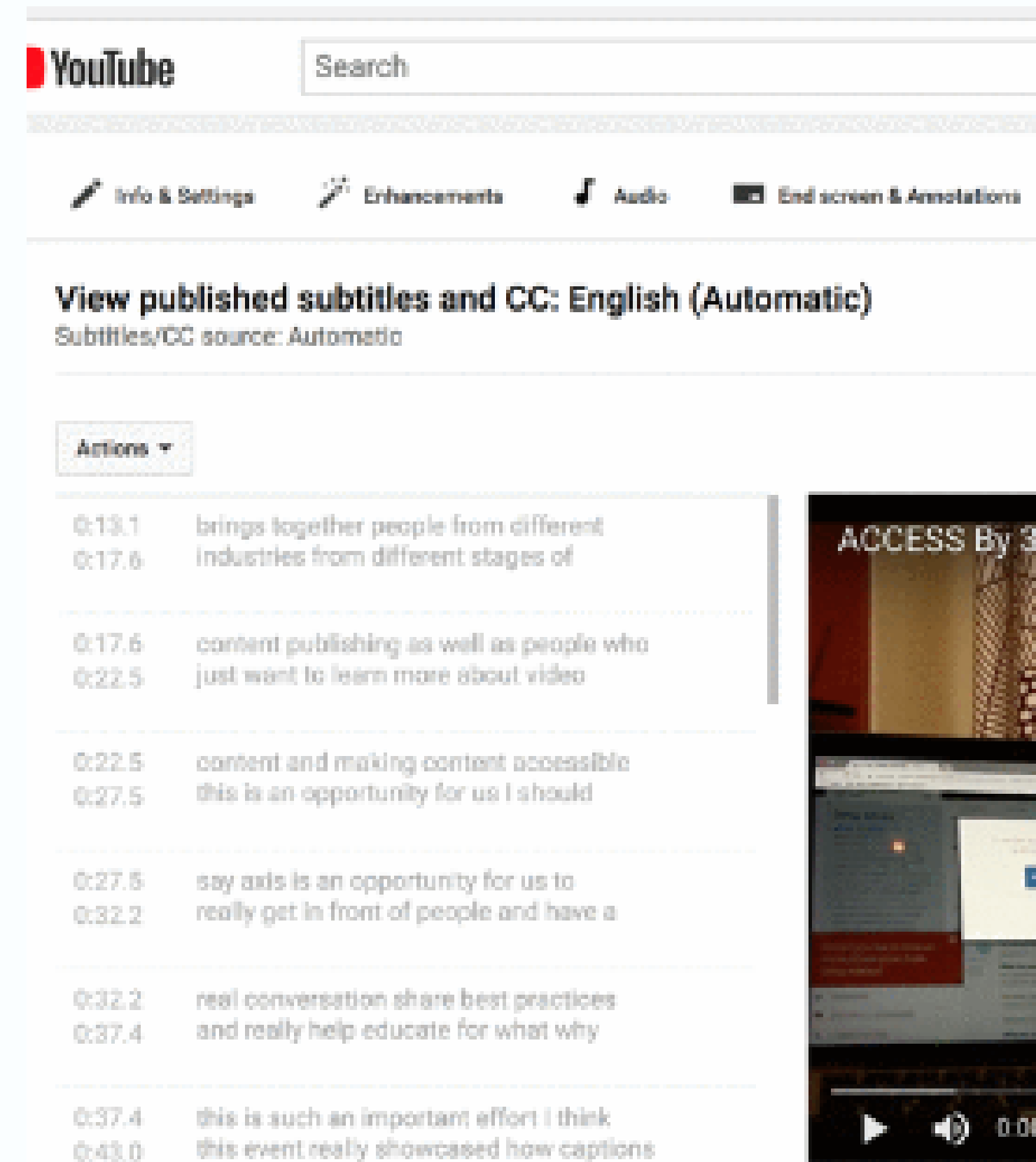
1. Use Play-at-Speed Toolbar to play audio more slowly.
2. Add labels at the playback position using Ctrl + M (or ⌘ + . on Mac) then type into the label. Use File > Export Labels... to export a tab-delimited plain text file containing the text and audio position of each label.



# How to Caption

## YouTube

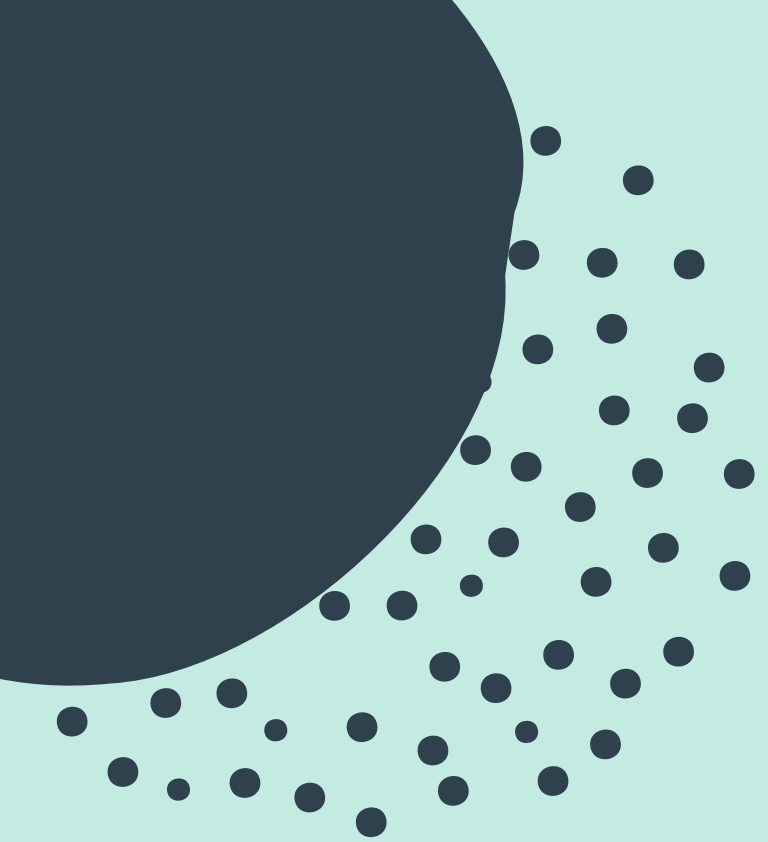
1. From the Video Manager, select your video and click Edit > Subtitles and CC.
2. Click English (Automatic) to pull up the automatic captions.
3. Click Edit. You can now select individual caption frames to edit. Your changes will populate in the video preview.
4. To download the caption file, select Actions > Download. YouTube allows you to download your caption file as a .sbv, .srt, or .vtt.





- [How to 'Bake-in' Subtitles for Instagram Videos! Primal Video](#)
- [The Ullitmate Guide to Captioning 3Play Media](#)
- [The Complete Guide to Closed Captioning AI Media](#)
- [How to Add Captions or Subtitles to Video Tech Smith](#)

# Helpful Resources



CONTACT

# BRYN MAWR

## COLLEGE

OFFICE OF ACCESS SERVICES

610-526-7351

[HTTPS://TECHDOCS.BLOGS.BRYNMAWR.EDU/8901](https://techdocs.blogs.brynmawr.edu/8901)