Video Captioning

ADA compliant captions:

- Are one to three (preferably two) lines of text that appear on-screen all at once
  - Have no more than 32 characters to a line
- Appear on screen for 2 to 6 seconds
- Are timed to synchronize with the audio
- Should not cover up graphics and other essential visual elements of the picture
- Require the use of upper and lowercase letters
- Must have good resolution

Captions, Transcripts and Subtitles

Captions

Captions are a text transcript synchronized to its corresponding video. They contain dialog and all other audible information (phones ringing, dogs barking, rain falling, doorbells) from the sound track of the video.

A Transcript

A text document of what was said and any other relevant sound in the media (often posted with audio recordings).

Subtitles

Subtitles are similar to captions but they only include dialog information. Subtitles are often used for watching foreign films, and the viewer who isn’t deaf can still can hear the phone ringing, the dog barking etc. but they don’t understand the foreign dialog.

Windows 7 Speech to Text software

If you are creating content on your personal computer, or a dedicated work computer, take the time to “Train your computer to understand your voice”. There two ways you can approach this:

- Click on “Control Panel > Ease of Access > Speech Recognition > Take Speech Tutorial”. This one time process will take approximately 45 minutes. Highly recommended!
- The first time you click on “speech-to-text in Camtasia you will get the “Start voice training” on the pop-up. This one time process will take approximately 45 minutes. Highly recommended!
The Speech-to-text voice training works best with audio created from the voice used in the training on that PC. If you import audio files from a person who has not completed the voice training on the computer used for captioning, the captions are not as accurate and require extensive editing.

Preparing a Caption File Using Camtasia

Requirements for this process include a copy of Camtasia 7.1 and Windows 7 installed on the PC. This process uses the Speech-To-Text feature available in Windows 7 so it will not work on a Mac installation of Camtasia 7.1

- Either create or import your video into Camtasia
- Click on the “More” button in the control panel of Camtasia and select “Captions”.
- Click the “Speech-to-text” button
- If you are creating content on your personal computer, or dedicated work computer, take the time to “Train your computer to understand your voice” by clicking on the “Start voice training” on the pop-up. This one time process will take approximately 45 minutes. Highly recommended!
- You can also set up your microphone and add words to the speech recognition dictionary if you are using words specific to your subject area that may not be in the normal vocabulary.
- Click Continue
- If prompted, select the Audio track you want to transcribe, typically Audio 1. Click Continue
- Progress bars will appear during the two transcription processes. Depending on how long your audio track is, it could take some time. (average 6 minute video can take up to 11 minutes)
- When the process is complete, you can start proofing and editing each caption
- NOTE: Punctuation and capitalization are not transcribed by Camtasia.

Writing Captions in Logical Phrases

To a hearing person, as long as the words on the screen match the words they hear, the captions look right. But to a deaf person, who only gets each chunk of information through reading the text, it's more important that the text is broken up in way that can be grasped immediately by the user. As a quick test, try watching your video with the sound off - are there any parts where the phrasing makes it difficult to understand what is going on in the video? If it's difficult to keep up or you find yourself having to read and re-read in order to understand what is happening, try quickly revising the captions according to the following guidelines:

Break into logical phrases rather than at a random point

Try reading both sides of this example taken from Media Access Group Caption FAQ. Which one is easier to read?
Use conventional usage

Here are a few usages that you will likely run into. For complete reference, check out the DCMP Captioning Key.

Speaker Identification: establish the identity of who is speaking

- Narrator: Here comes Sally.
- Sally: Hi, I'm Sally
- Narrator: Isn't she great?

Sound effects: if a sound is necessary to understand the video, include it in brackets

- [horses galloping]

Editing captions in Camtasia

- Each caption will be displayed on the preview area of Camtasia and also on the left. In the left caption area, each will be contained in a bubble like space with the “timing” location to the left.
- Starting at the top of the caption list, click the first caption bubble to draw focus.
- Click the play button. This will play the audio for that text, allowing you to decide if corrections are needed.
- You edit the text in the caption bubble until it matches, then click the next and continue until all are complete
- While editing you may exceed the limit for one caption space.
To resolve the above situation, where editing the caption has caused it to go beyond the limits, the red text, merge the short caption below the red text to free up space on the timeline.

- Right click a caption on the timeline
- Select “Merge text with previous caption

- Next click “Add New” to split the combined red text into an additional caption. (Clicking “Add New” before merging will produce an error with suggestions.)
- Repeat this for each caption, as needed.
- SAVE often!

Adding captions using a prepared script file:

Adding Closed Captions Synchronizing Text and Audio: The easiest way to add captions is to have a script that you followed during recording.

1. Copy your script to the clipboard (word file OK)
2. Click the Captions tab
3. In the caption pane, you will see a bubble that says “Click to paste script or add caption”.

4. Go ahead and click it!
5. Paste your script text into the area
6. The first 3 lines will be black, they are going to be in the first caption box. The remainder of the test is red, waiting to be broken up into the remaining caption boxes.

7. Begin playing your video, when you hear the word “set” (in the example above), click the “Add New” button. You have now set the second caption timing.
8. Continue to set captions until all the text changes to black.

### Producing your video in Camtasia

If you have a short video you intend to upload to SPOT and link to:

- Have your captioned video open in Camtasia
- There are two options for placement of captions, “On Video” and “Under Video”. Select “Under Video”, this will place a black band at the bottom of your video with clear contrast with white text. This option will also assure that none of the content of your video will be covered up by the captions.

    ![Produce and Share](image)

- Click “Produce and Share”
- The default of “Web” is recommended.
- Fill in a “Production name” and point to the location you want the files stored.
- Click “Finish”.
- Once your production is complete you can upload the entire folder to your SPOT or D2L account and create a link to the html document in order to share with students.