Guidelines: creating captions using YouTube

The purpose of these guidelines is to explain how to use YouTube to caption video messages. We recommend its use as an example of a quick, simple and free solution to increase the accessibility of Council sessions, but stakeholders are encouraged to use any means of their choosing to add subtitles to video messages.

These guidelines only address how to create subtitles when a transcript of the video is available. YouTube also generates automatic captions, but this falls beyond the scope of these guidelines.

- 1. Go to <u>www.youtube.com</u> and log in or sign up using a Google account.
- 2. In the upper-right corner, click on the camera icon 🎫 and select "Upload video".
- 3. Select the video file.
- 4. The following screen appears. As the video will not be made public on YouTube, most details are not relevant. The only required fields are the title and the indication that the video is not meant for children. Complete them and click "Next".

	Test video			Saved as draft		×
	Details		Video elements	Visibility		
	Details					
	Title (required) Test video					
	Description ② Tell viewers about you	ur video		Uploading video		
				Video link https://youtu.be/oMEhzbW2whU	Ū	
				Filename UNOG-MSG HRC President Elisabet	h Ti	
	A	Audience				
	ŀ	s this video made for kids? (re	quired)			
	F	Regardless of your location, you Privacy Protection Act (COPPA) videos are made for kids. What	and/or other laws. You're r			
	(Yes, it's made for kids				
	(No, it's not made for ki	ds			
5. Click "Next	t" on the "Video	elements" tab. Or	n the "Visibility"	tab, select "Private" a	and c	lick on "Save".
	Details		Video elements	Visi	bility	
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v	isibility					
	noose when to publish and wh	ho can see your video				
	• Save or publish					

 Save or publish Make your video public, unlisted, or private Private Only you and people you choose can watch your video Unlisted Anyone with the video link can watch your video 	Processing video	
Public Everyone can watch your video Set as instant Premiere ③	Test video Video link https://youtu.be/WwCJ8j5BCal]

6. After the video has finished uploading, it might be necessary to wait some minutes while it is being processed (capture below). Processing time depends on several factors, such as the format and size of the original file,

as well as YouTube's own upload traffic. As a rule of thumb, it can take around one minute of processing for each minute of video – and more than that for higher-resolution video. The progress bar is usually not linear: 0% takes a long time, and from there it jumps to almost completion. A few minutes at 0% does not mean that the processing is frozen.

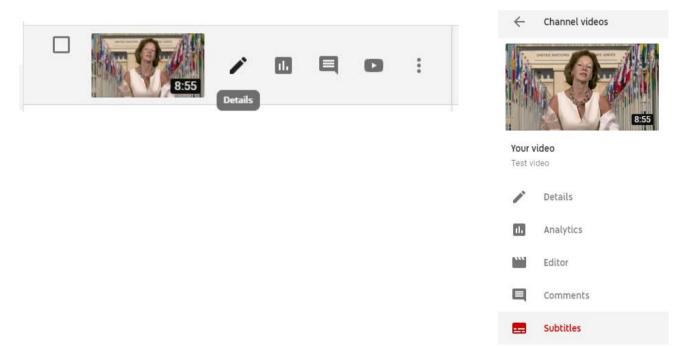
Video processing

Your private video is still processing standard definition (SD).

		Test video
	8:55	
50	0% processed	

CLOSE

Go back to the dashboard by clicking on the Studio icon on the upper-left side. On the left-hand column, select Videos. Click on "Details" next to the video to caption. After that, select "Subtitles".



8. Select "add" and then "Upload a file". On the next screen, select "Transcript" as the file type. There might be a warning mentioning that "Uploading a file will overwrite this version of English". This means that YouTube has already generated automatic captions for this video, which will now be overwritten.

Language	Modified on	Title & description	Subtitles
English (video language)	Aug 28, 2020	Published by Creator	ADD 🔀
ELECT METHOD hoose how you want to add subtitles or ideo:	closed captions to this	Upload a file Upload a text transcript or timed sub	titles file. Learn mo
Upload a file Transcribe and auto-s	g sync g	Uploading a file will overwrite this File type	version of English
Create new subtitles o	or CC 🕜	Transcript Subtitles file	
		Choose File No file chosen	Cancel Upload

- 9. Upload the transcript *as a plain text (.txt) file*. Using a Word document will not work properly. Before uploading it, edit the file so as to include only what is actually said in the video, without bullet points, headers or footnotes.
- 10. The transcript will appear in the following box. Click on "Set timings".

	Actions -
VIDEO TRANSCRIPT	
Type everything that's spoken in the video here, then timings" to automatically line up your text with the sp video.	
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Exit	Set timings

11. YouTube will now transform the transcript in timestamped subtitles. For a 7-minute video, this takes 2 to 3 minutes on average. *YouTube does not refresh the page automatically when this process has finished*; so refresh the page after a few minutes to check whether it is finished (refreshing the page before it is complete *does not* reset the progress). When it is done, click on the draft.

English (United Kingdom) (setting timings)	Ð
MY DRAFTS	
English 1 minute ago	

12. It is possible to check and edit the subtitles at this stage, changing the wording or timing if needed. After this, click on "Save changes".

Transcr	ibe and set timings: English (United	Kingdom)	All changes	saved in Drafts	Delete draft	Save changes
Actions 🔻					Keyboard s	hortcuts Help
Type sub	title here then press Enter	- Test video				
0:00.5 0:03.6	Ladies and gentlemen, honorable members of parliament,	1.00				
0:03.6 0:07.5	it is a privilege and a pleasure to welcome you to this webinar on how to					
0:07.5 0:10.4	make the Human Rights Council cooperate even better					
0:10.4 0:14.7	with national parliaments. I would like to thank the Inter-Parliamentary Union,					
0:14.7 0:18.1	the Office of the High Commissioner for Human Rights and the Secretariat of the		:03 0:04 0:05	0:06 0:07	0:08 0:09	0:10 0:11
0:18.1 0:22.3	Commonwealth for the brilliant idea of organizing this webinar, and I very	Ladies and gentleme honorable members of parliament,	n, it is a privilege an welcome you to th how to	nis webinar on 0	make the Human Council cooperat better	

Actions 🔻				
Rename	and gentlemen, honorable			
Delete	rs ament.	13. Select again the edited subti	tles Click on "Activ	ons" and
Download		-		
Original format	t ivilege and a pleasure to e you to this webinar on how to	download the captions as a <u>.srt file</u> . So		file name
.vtt		as the video, as shown in the capture	e below.	
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	national parliaments i would like nank the inter-parliamentary union	Test video.srt	SRT File	
	office of the high commissioner for nan rights and the secretariat of the			
	monwealth for the brilliant idea rganizing this webinar and i very			
	ch thank the secretary general of the mr martin chung gong for inviting me			

- 14. That is it! To test it, open the video file using a player that supports subtitles, such as VLC Media Player. Provided that both files have the exact same name and are saved on the same folder, captions should be displayed automatically.
- 15. Kindly send the *.srt* subtitle file when sharing the video file with the Secretariat.