Using YouTube to Caption Office Mix Videos

Contents

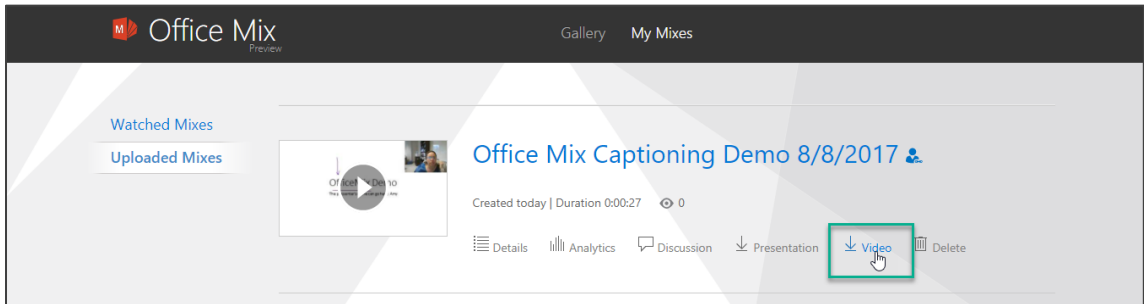# Overview of Office Mix Captioning Process:

1. In Office Mix, download an MP4 of your mix.

2. Upload the MP4 to YouTube.

3. Caption the YouTube video by either:

   - uploading a transcript or

   - transcribing the video.

4. In YouTube, download the captioned video's .srt file.

5. Convert the .srt file to a .ttml file (Rev Caption Converter: rev.com/captionconverter)

6. In Office Mix, upload the .ttml file to mix.

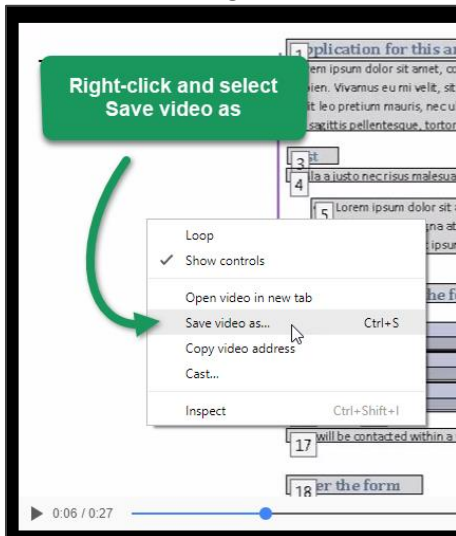# Phase I: Downloading a Video from Office Mix and Uploading it to YouTube

In the first phase of captioning your Office Mix video, you will need download the MP4, or video file, of your Mix. You will then upload the video to YouTube.

How to Download a Video from Office Mix

1. Sign in to officemix.com, and locate the mix you wish to caption. Near the video's thumbnail, click **Video**.
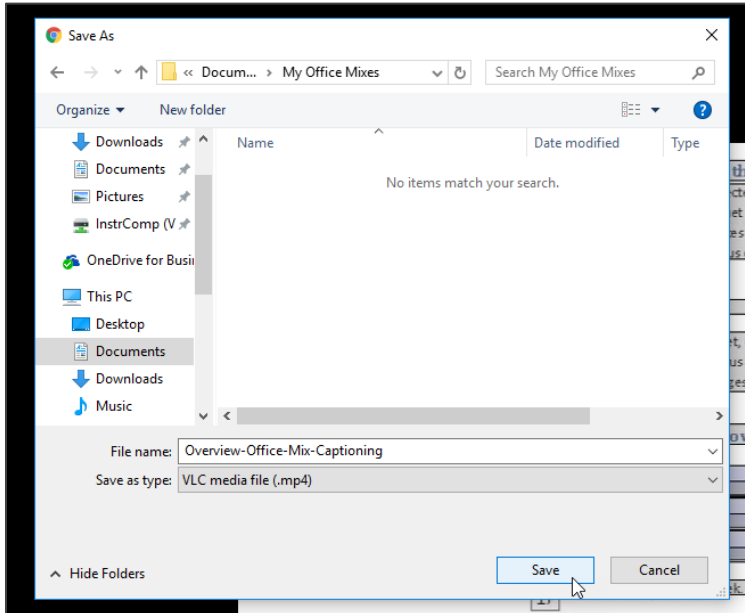

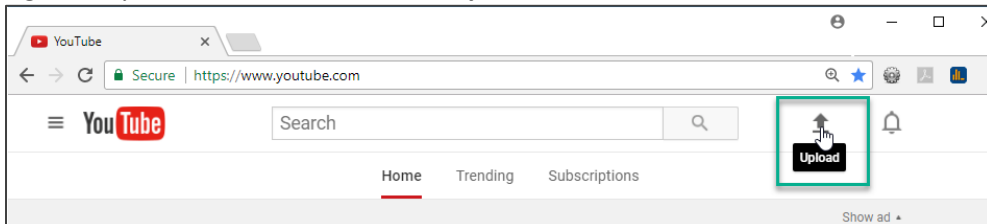2. The video loads. Right-click on the video, and select **Save video as**.

3. You computer's File Manager appears. Select a **location** for the video, give it a **descriptive file name**, and click **Save**.
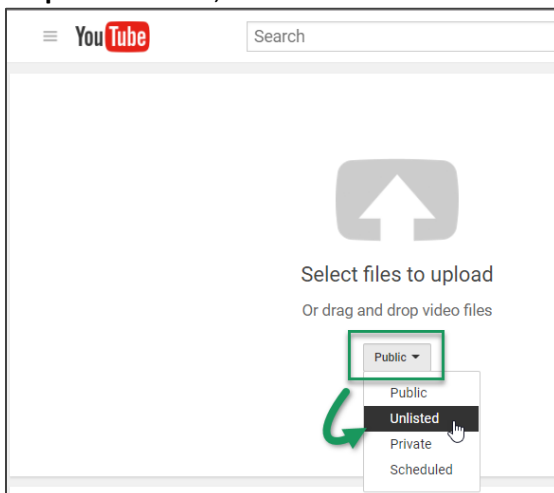

4. The video is downloaded.

How to Upload a Video File to YouTube

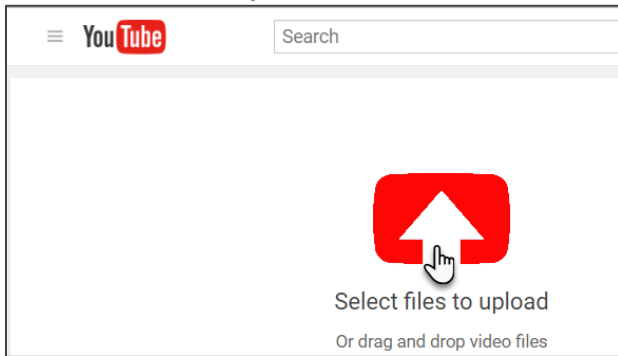1. **Sign in** to youtube.com, and click the **Upload** button.

2. To ensure the video remains unavailable until you are ready for it to be public, click the **Public drop-down** menu, and select **Unlisted**.
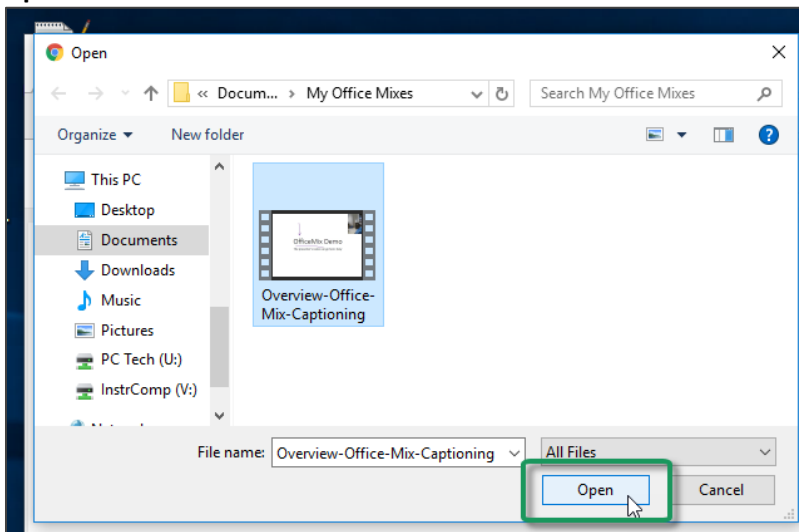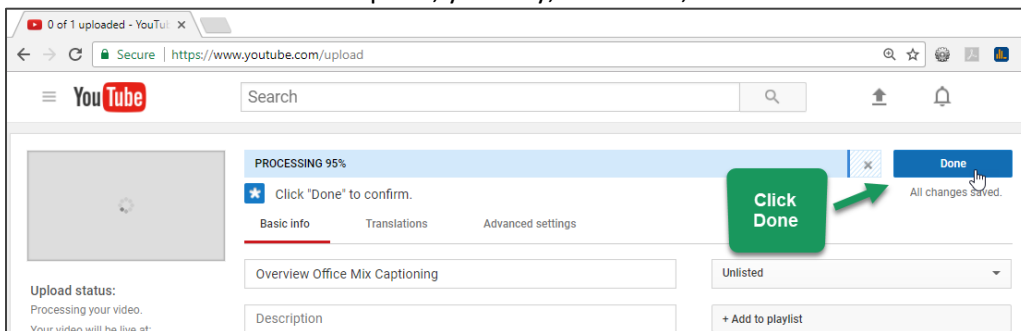
3. Click **Select files to upload**.

4. Your computer's File Manager appears. Locate and select the **video** you wish to upload. Click **Open**.

5. YouTube's video editor appears and indicates that the video is processing. If you wish to change the video's title or add a description, you may, otherwise, click **Done**.

6. The video is uploaded.

Phase II: Captioning a Video in YouTube

The second phase of captioning your Office Mix video is to create the captions in YouTube. YouTube provides several captioning options; however, two methods are widely practiced: uploading a transcript and transcribing.

These instructions provide information on how to prepare and upload a transcript, transcribe a video, and format captions.

What is a Transcript?

If you used a **script** to record your Office Mix presentation, it is likely that your script can also serve as the video's **transcript** and can be used to caption the video. The main difference between a script and a transcript is that a script contains all of a video's dialog and is used **during** the production of your video. A simple transcript contains all of a video's dialog and is typed **after** a video has been created. Ideally, the transcript should also include important visual cues/actions appearing on screen that were not already part of the narration, but are important for comprehension.
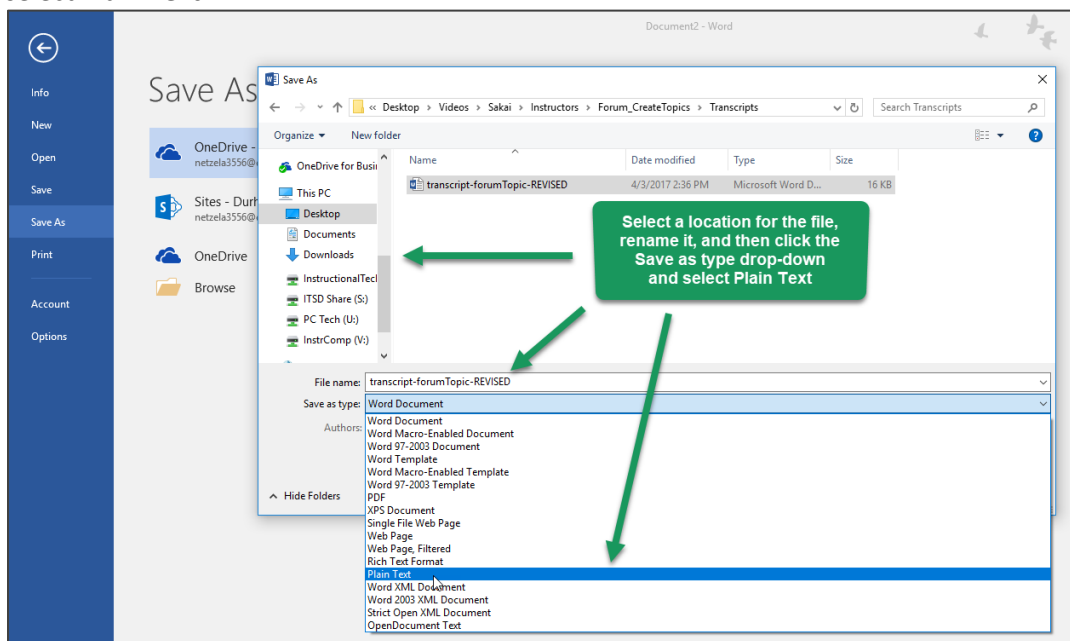
Converting Your Script into a Transcript

Check your script for accuracy by playing your video and reading the script. Type any omitted words, and make any necessary corrections to spelling, punctuation, and capitalization. Include important visual cues/actions that were not already part of the narration.

It is important to save the transcript in a text format that is easy for YouTube to process. YouTube does not recognize Word documents, so you will need to save the document as a plain text file.
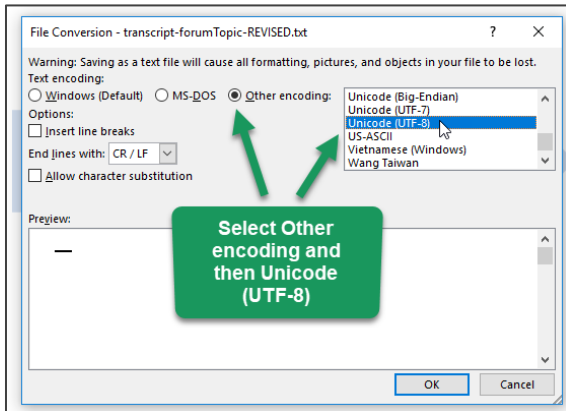
How to Save a Word Document as a Plain Text file

1. Click **File** and then **Save As**. Select a location to save the file. We suggest saving this file **near the original script**. The File Manager appears. Click the drop-down menu next to **Save as type** and select **Plain Text**.
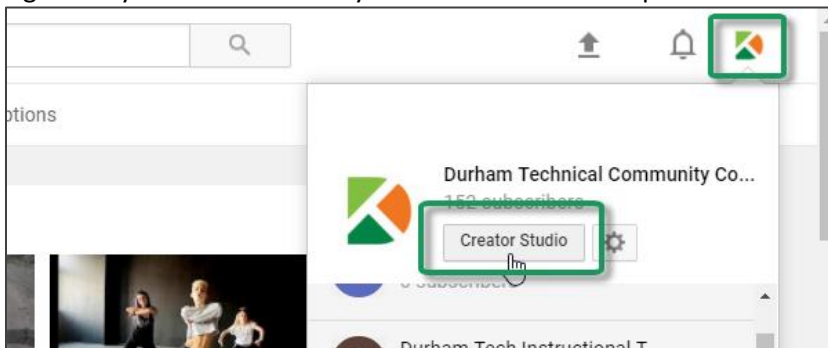
2. Click **Save** and the File Conversion dialog box appears. Under **Text encoding**, select **Other encoding** and in the list of other encoding options, scroll down and select **Unicode (UTF-8)**. Click **OK**.
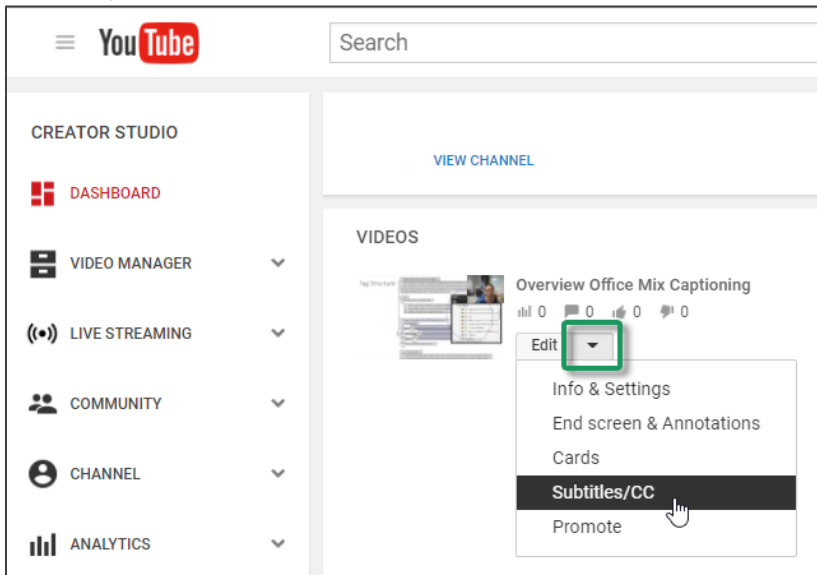

3. The plain text file is created.

How to Use a Transcript to Create Captions

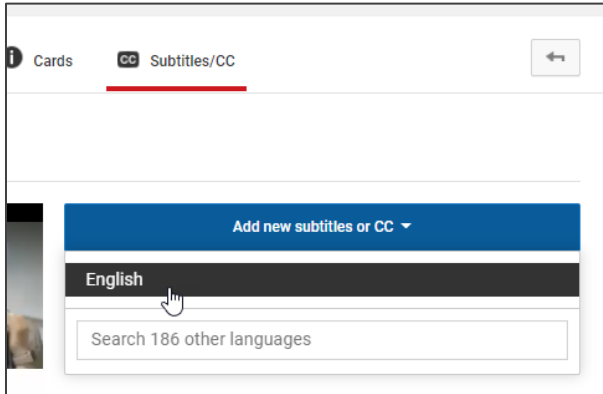1. Sign in to youtube.com. Click your **account icon** and open **Creator Studio**.

2. Locate the **video** you wish to caption. Click the **drop-down arrow** next to **Edit** and select **Subtitles/CC**.
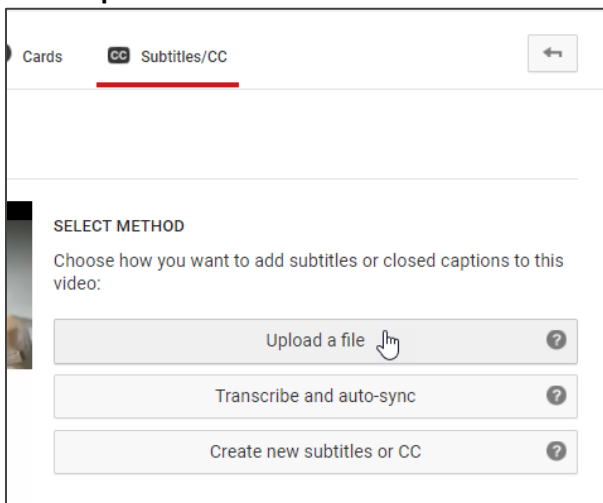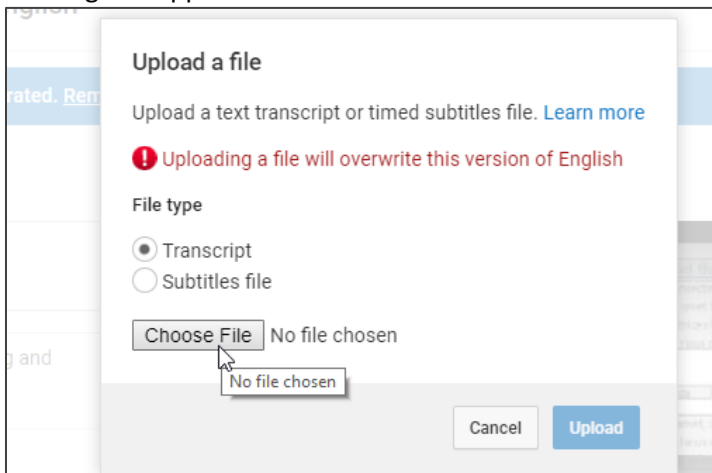
3. A new screen appears, click **Add new subtitles or CC**, and select **English** (if the video's language is not English, type the appropriate language in the search box).
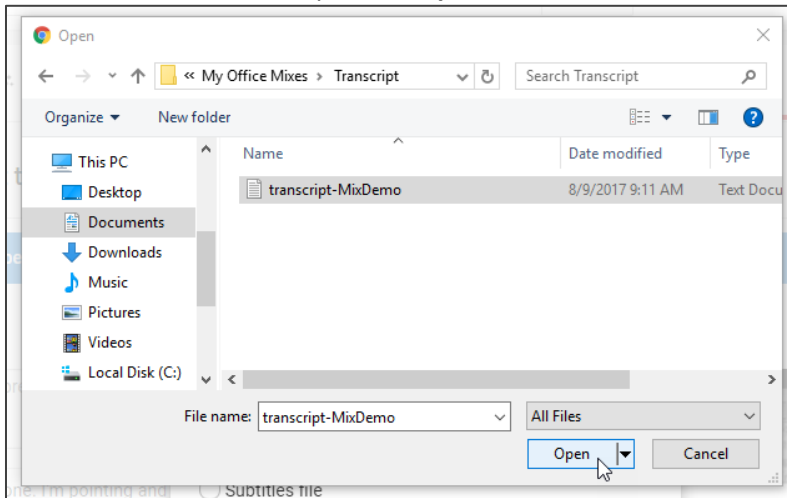

4. Select **Upload a file**.
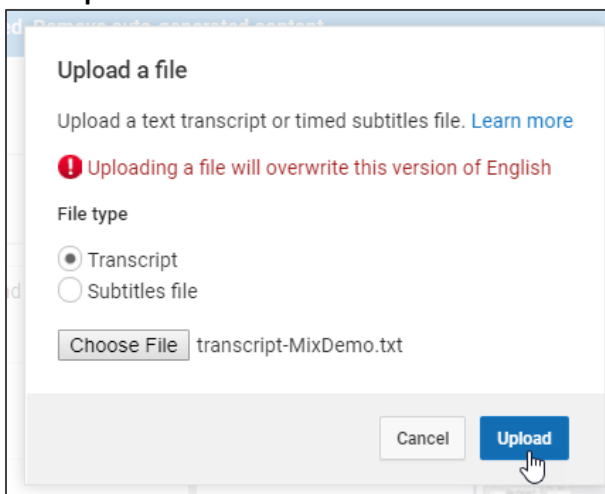

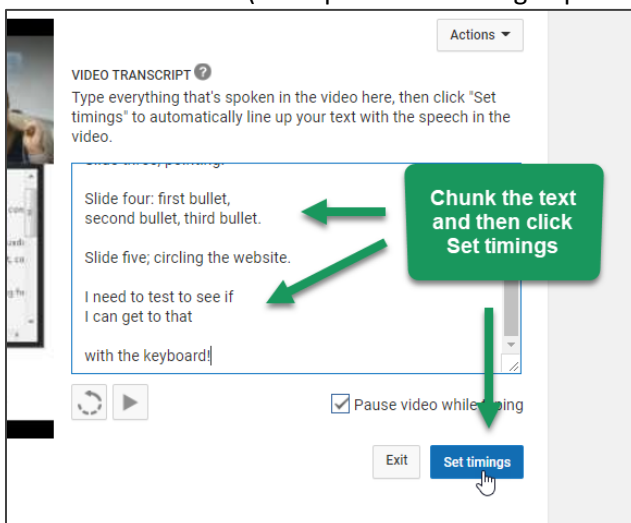5. A dialog box appears. Click **Choose File**.

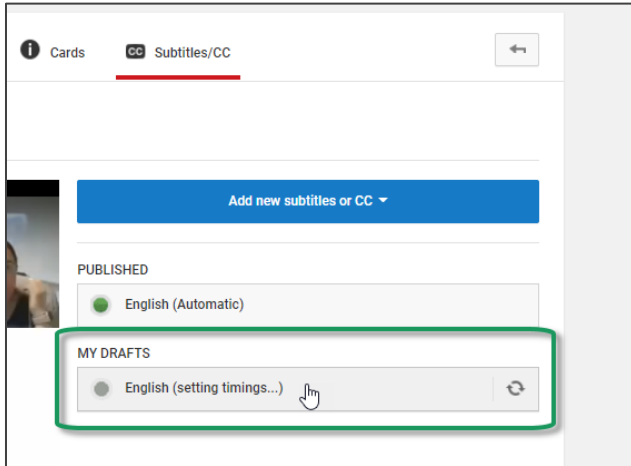6. Locate the video's transcript. Click **Open**.

7. Click **Upload**.

8. The Transcribe and auto-sync screen appears. The transcript text appears in the Video Transcript box. **Chunk the text** (see Tips on Formatting Captions), and then click **Set timings**.
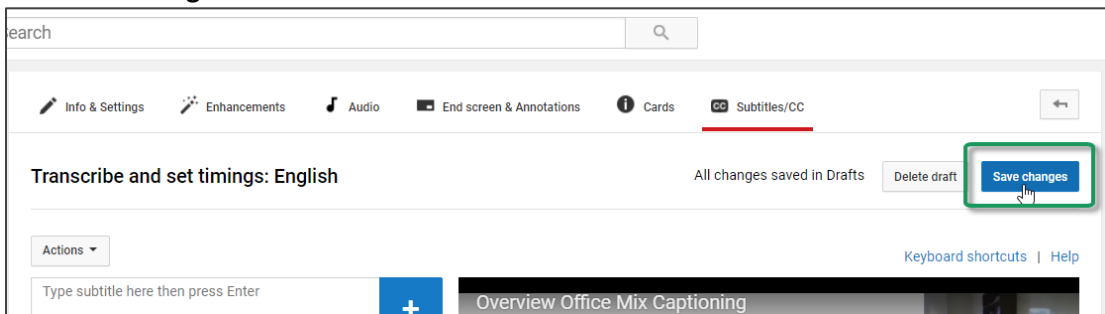
9. YouTube begins synchronizing the captions with the video. After a few moments, click the **English (setting timings…)** button.

10. The Transcribe and set timings screen appears. **Fine-tune** the caption timings so that they appear only when there is **corresponding audio**. Locate the **caption boxes** under the video. **Play** the video and click a caption box to **modify the length of time** it appears onscreen. A smaller box appears for a shorter period of time and a wider box appears for a longer period of time.
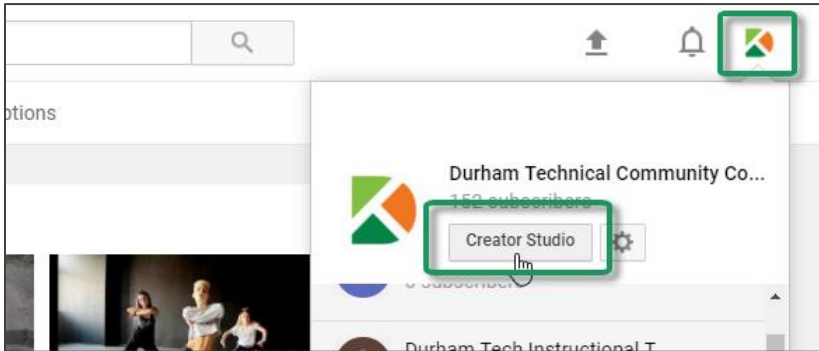

11. Click **Save changes**.

12. The video is captioned.
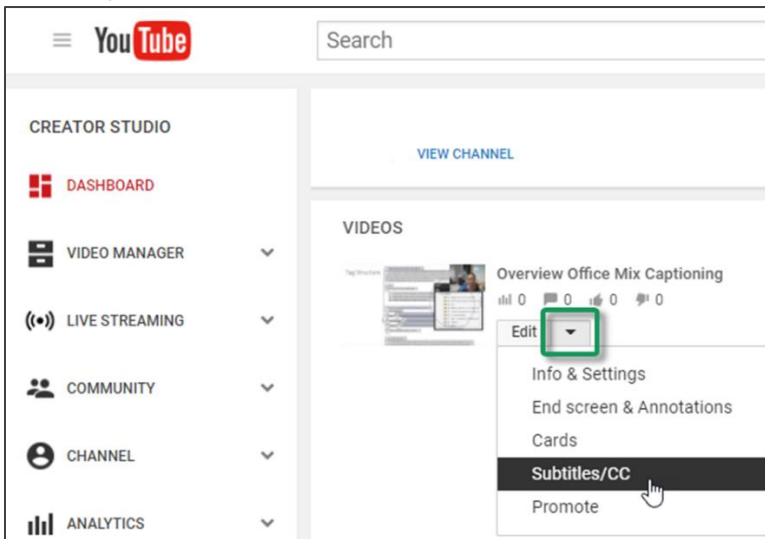
What is Transcribing?

Transcribing is the process of **converting** a video's **audio into a text** document. Audio may include spoken word, music, animal sounds, and sound effects. Often, important visual elements are included in a transcript; however, when using YouTube, it is recommended that you transcribe spoken words and then later edit the captions to include additional audio context.

How to Transcribe a Video to Create Captions

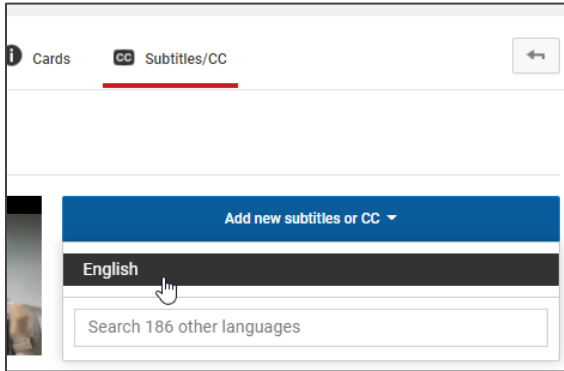1. Sign in to youtube.com. Click your **account icon** and open **Creator Studio**.

2. Locate the **video** you wish to caption. Click the drop-down arrow next to **Edit** and select **Subtitles/CC**.
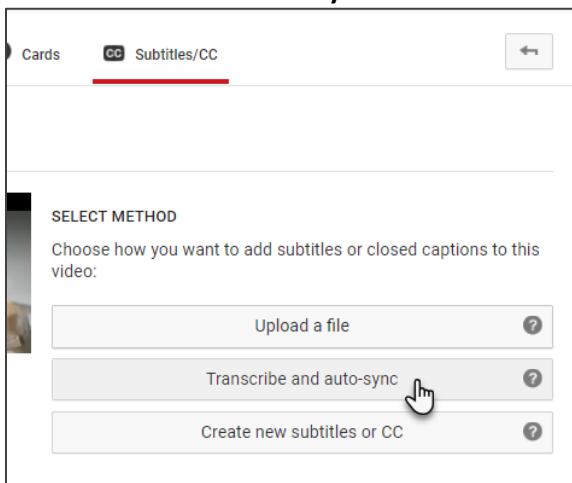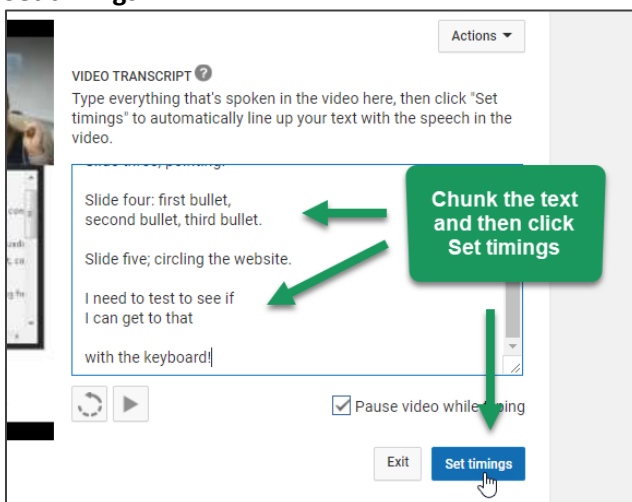
3. A new screen appears, click **Add new subtitles or CC**, and select **English** (if the video's language is not English, type the appropriate language in the search box).
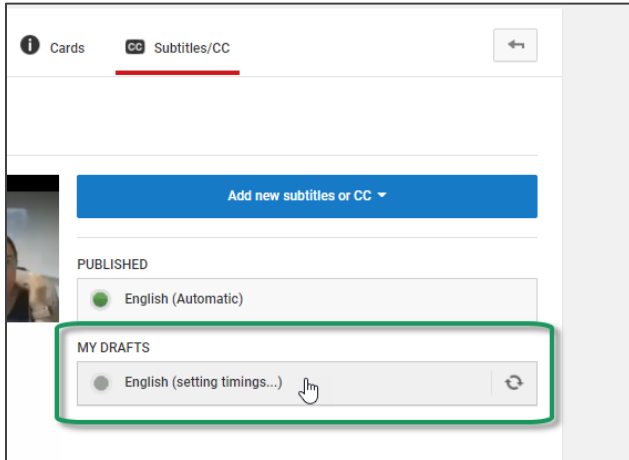

4. Click **Transcribe and auto-sync**.

5. The Transcribe and auto-sync screen appears. **Play** the video, and in the Video Transcript box, **type the video's audio content**. **Chunk the text** (see Tips on Formatting Captions), and then click **Set timings**.
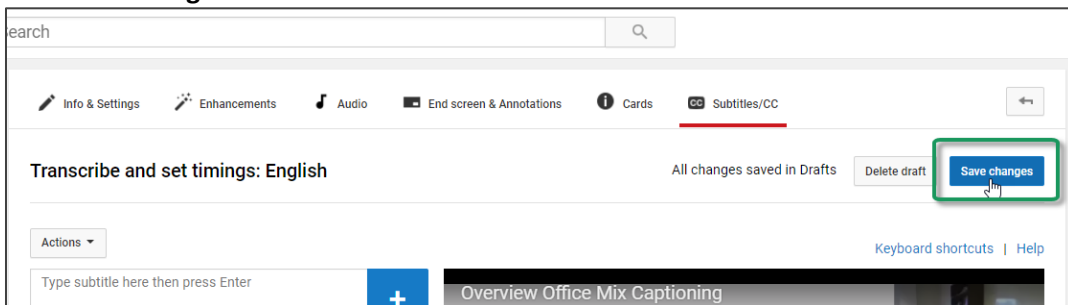
6. YouTube begins synchronizing the captions with the video. After a few moments, click the **English (setting timings…)** button.

7. The Transcribe and set timings screen appears. **Fine-tune** the caption timings so that they appear only when there is **corresponding audio**. Locate the **caption boxes** under the video. **Play** the video and click a caption box to **modify the length of time** it appears onscreen. A smaller box appears for a shorter period of time and a wider box appears for a longer period of time.

8. Click **Save changes**.

9. The video is captioned.

Tips on Formatting Captions

- Break a caption line at a logical point where speech normally pauses.
- Do not break a prepositional phrase.
- Do not break a line after a conjunction.
- A caption line should end at a period or a comma.
- Do not start a new sentence on the same line.
- Captioning numbers:
  - Spell out numbers from one to ten. Use numerals for numbers over ten
  - Spell out any number that begins a sentence
  - Numerals with four digits can have a comma or not (whichever option you choose, be consistent)
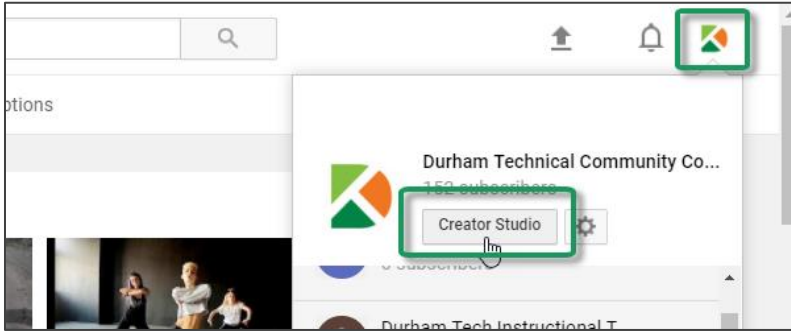 - Numerals with five or more digits require a comma

For additional information, visit Described and Captioned Media Program's Captioning Key [http://www.captioningkey.org/about_c.html].
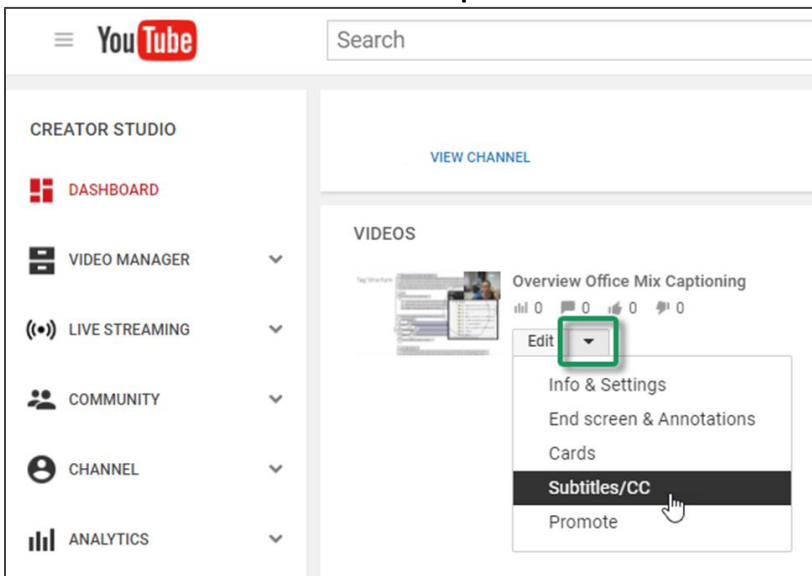
Phase III: Downloading and Converting the Caption File

Office Mix accepts a special type of **caption file** called a **.ttml** file. A .ttml file contains all of the caption timings. In this phase, you'll download **YouTube's .srt** caption file and convert it to a .ttml file.

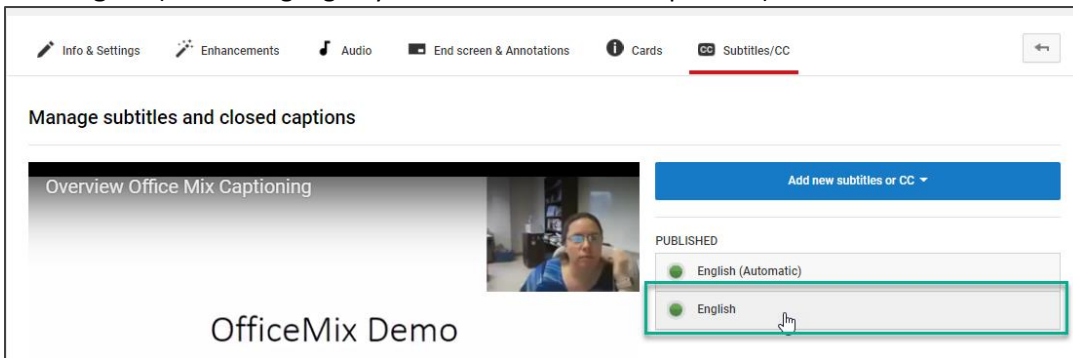### How to Download YouTube's Caption File

1. Sign in to youtube.com. Click your **account icon** and open **Creator Studio**.

2. Locate the desired **video**. Click the **drop-down arrow** next to **Edit** and select **Subtitles/CC**.
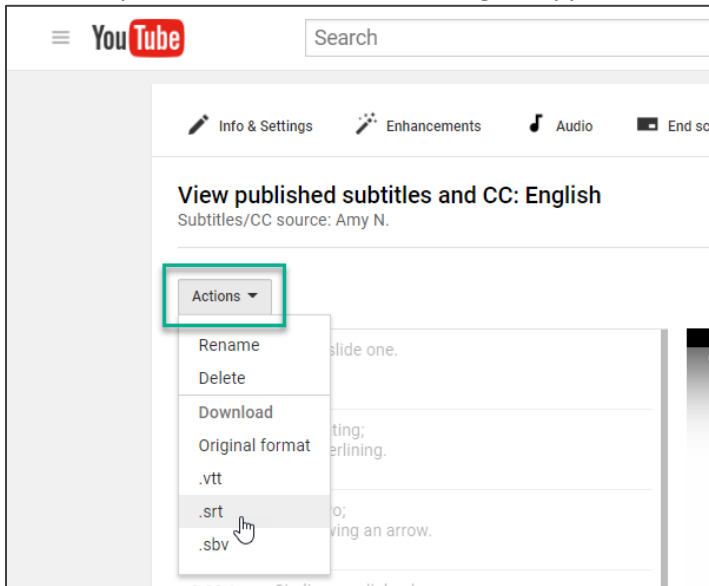

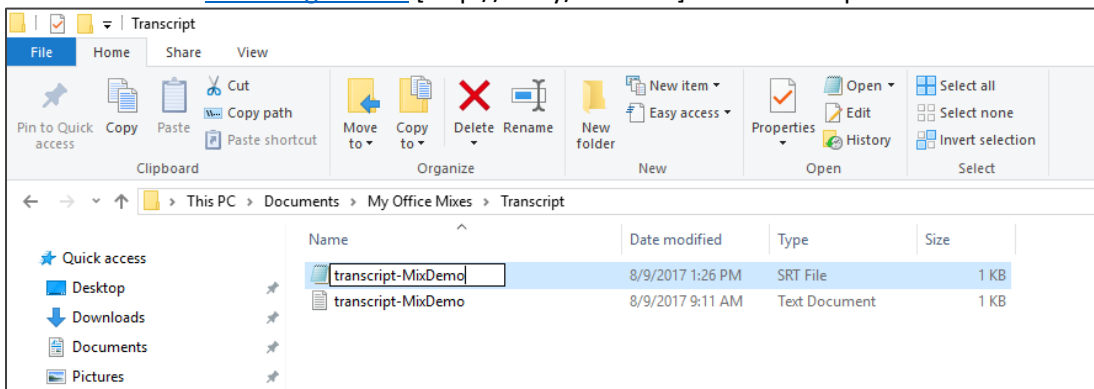3. Click **English** (or the language by which the video was captioned).

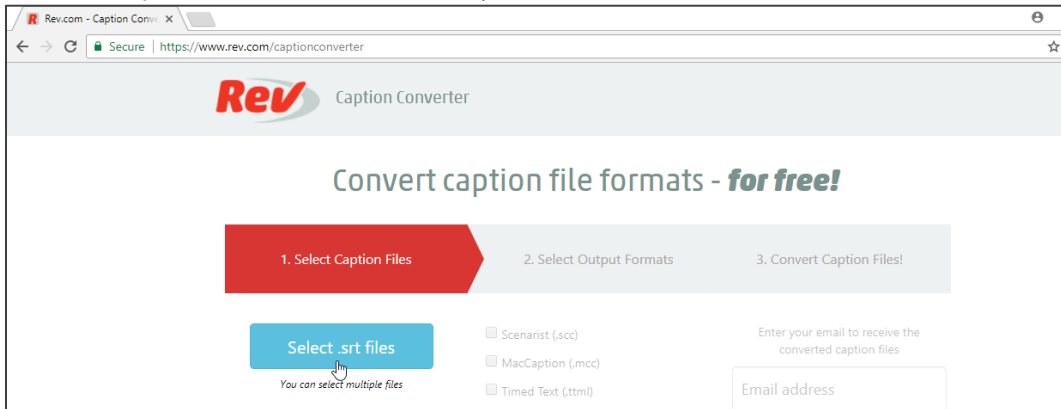4. The View published subtitles and CC: English appears. Click **Actions** and select **.srt**.

5. The file downloads to your computer's Downloads folder [http://bit.ly/2vnim3p]. We recommend moving the file [http://bit.ly/2uHnMUF] from your Downloads folder to your Mix's video folder and renaming the file [http://bit.ly/2vOFr14] with a descriptive name.
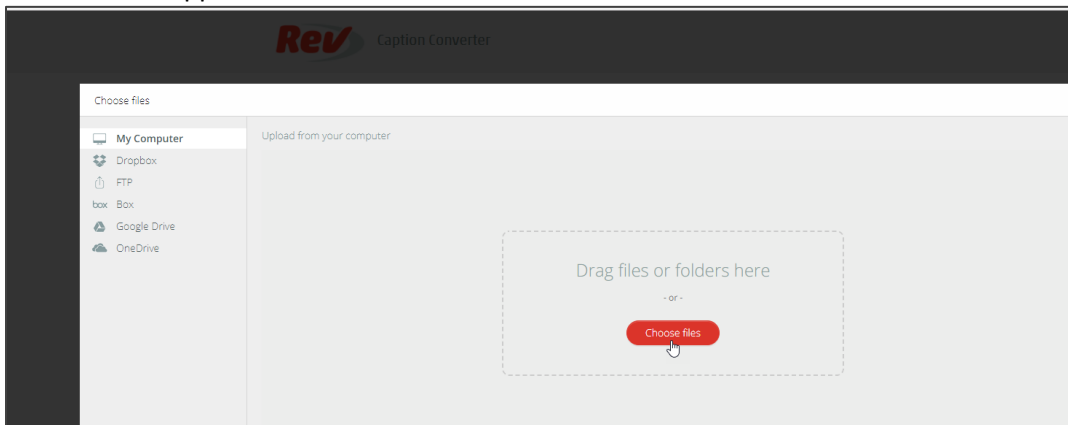
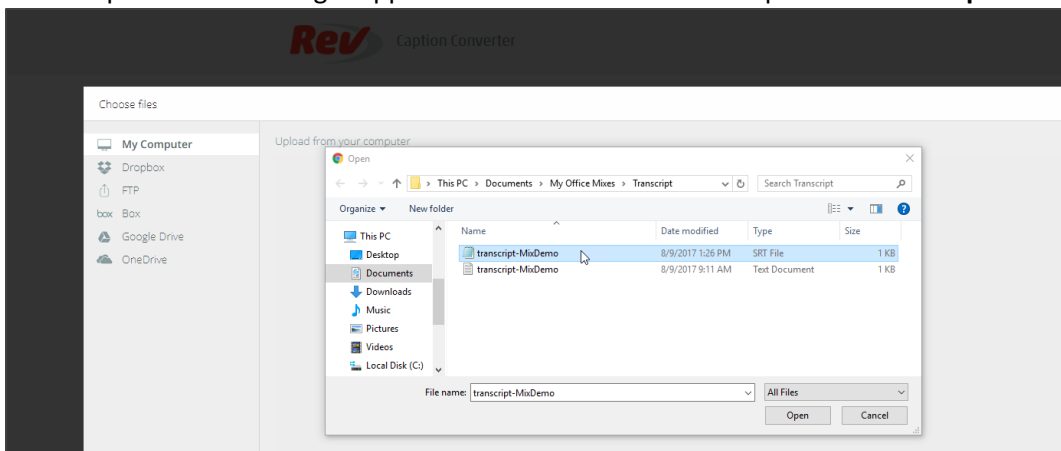## How to Convert an .srt Caption File into a .ttml Caption File

1. Visit Rev Caption Converter [rev.com/captionconverter] and click the **Select .srt files** button.

2. A new screen appears. Click the **Choose files** button.
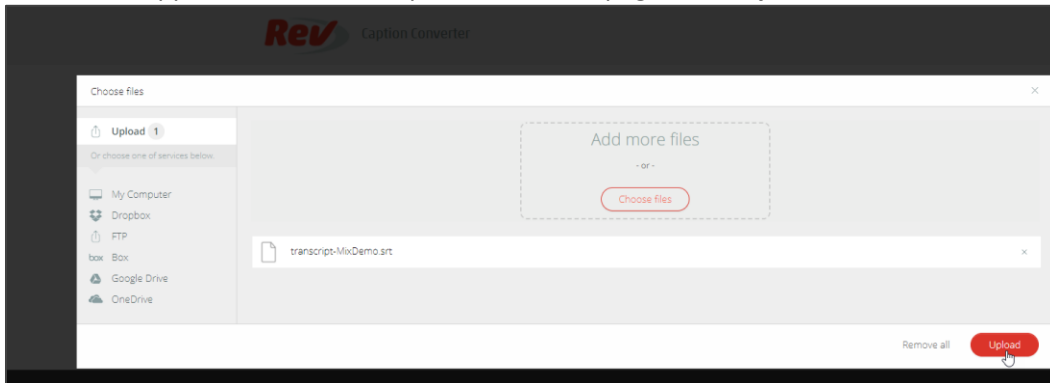

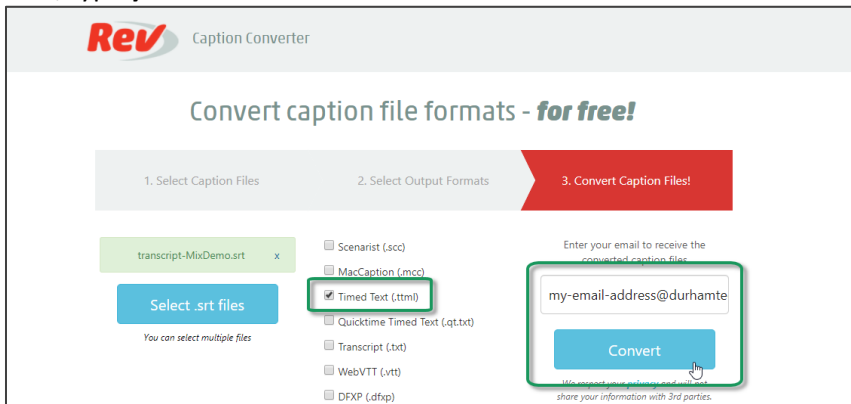3. You computer's File Manager appears. Locate the video's **.srt** caption file. Click **Open**.
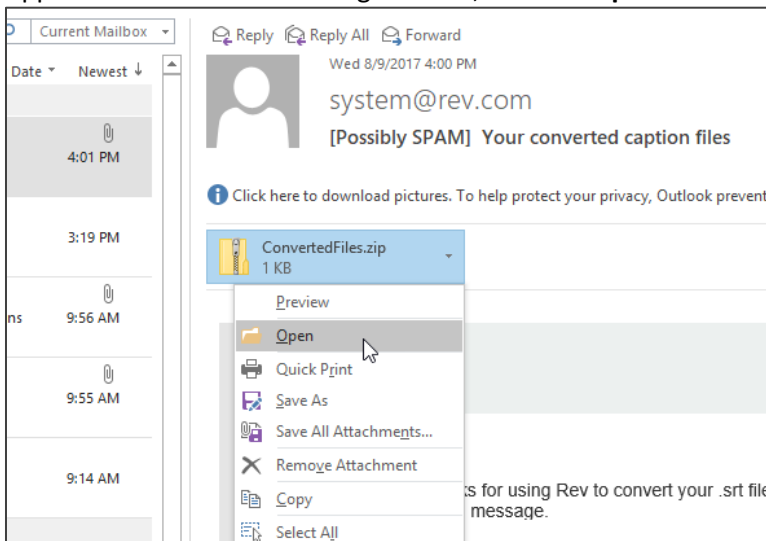
4. The .srt file appears on the Rev Caption Converter page. Click **Upload**.

5. Under Select Output Formats, place a check next to **Timed Text (.ttml)**. Under Convert Caption Files, type **your email address** and click **Convert**.
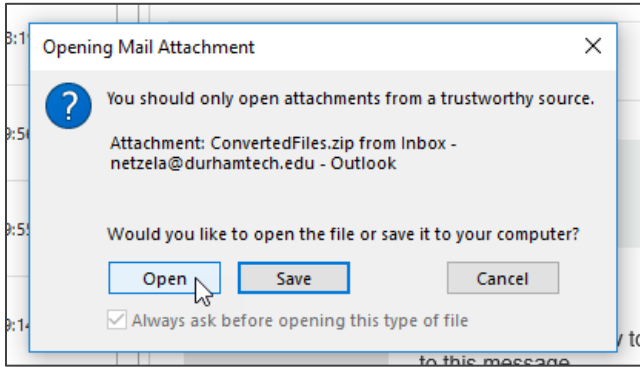

6. **Check your email** for a message from system@rev.com. Open the email. It should contain a zipped file attachment. If using Outlook, click the **zip file's down arrow** and select **Open**.
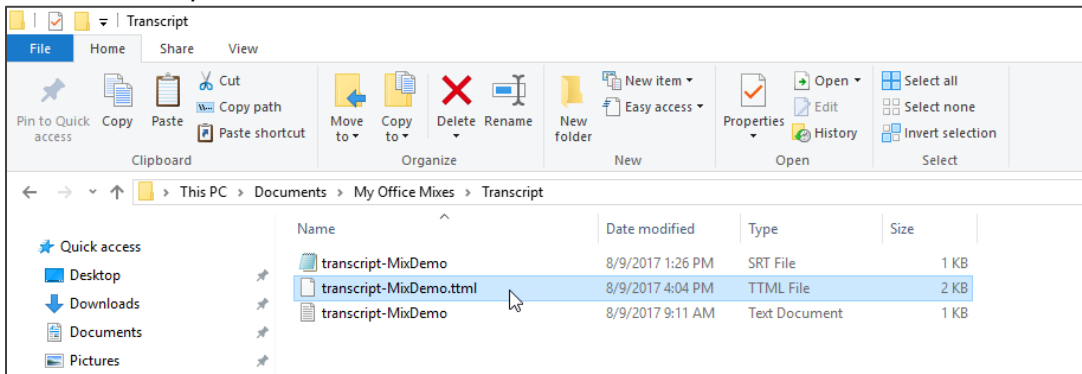
7. Your email client may ask if you wish to Open or Save the file. Select **Open**.

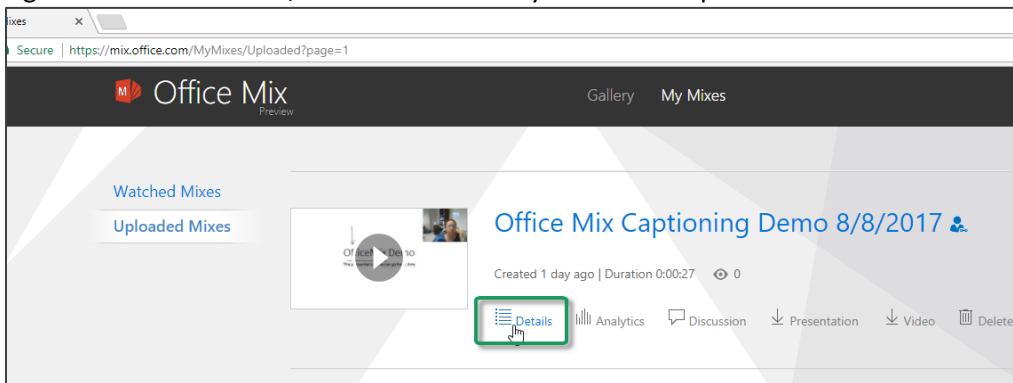8. The .ttml caption file appears. We recommend moving the file [http://bit.ly/2uHnMUF] from this location to your Mix's video folder.
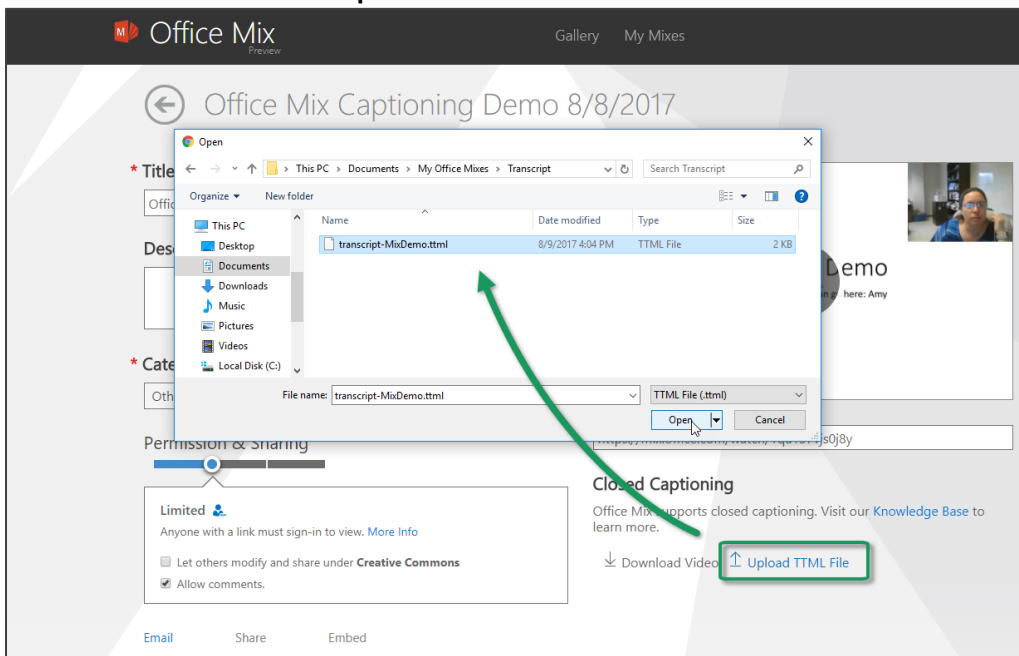
Phase IV: Uploading a Caption File to Office Mix

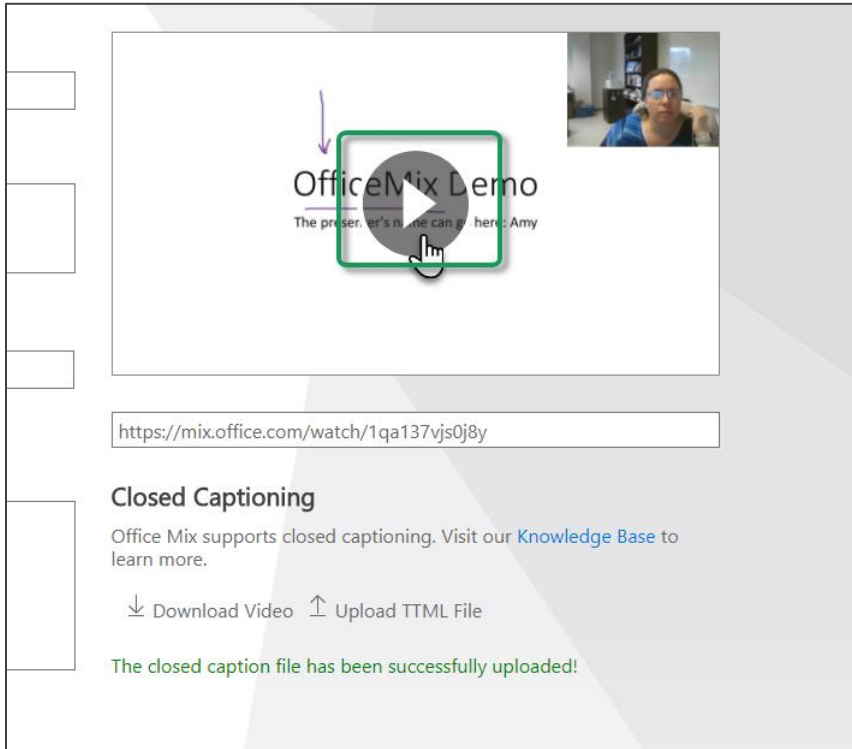1. Sign in to officemix.com, and locate the mix you wish to caption. Click **Details**.

2. A new screen appears. Click **Upload TTML file**. Your computer's File Manager appears. Locate the Mix's .ttml file and click **Open**.

3. Your mix is captioned. To check the captions, click the Mix's **play** button.

4. A new screen appears. Click the **CC** button to toggle the captions on and off.