## Using YouTube to Caption Office Mix Videos

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## **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 (<u>Rev Caption Converter</u>: 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

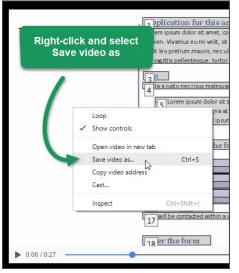
In the first phase of captioning your Office Mix video, you will need download the MP4, or video file, of your Mix. You will then upload the video to YouTube.

## 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.



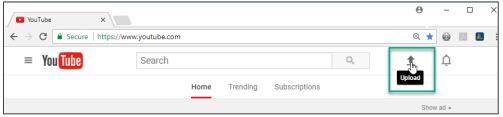
3. You computer's File Manager appears. Select a **location** for the video, give it a **descriptive file name**, and click **Save**.

Save As	×
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∧ Hide Folders	Save Cancel

4. The video is downloaded.

## How to Upload a Video File to YouTube

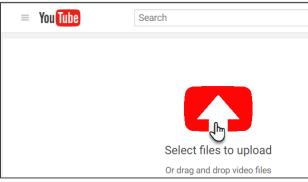
1. Sign in to youtube.com, and click the **Upload** button.



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**.

= You Tube	Search
	Select files to upload
	Or drag and drop video files
	Public Public Unlisted Private Scheduled

3. Click Select files to upload.



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

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File name: Overview-Office-Mix-Captioning V	All Files	∼ Cancel

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**.

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Q	PROCESSING 95%  Click 'Done' to confirm. Basic info Translations Advanced settings		ges saved.
Upload status: Processing your video. Your video will be live at:	Overview Office Mix Captioning Description	Unlisted + Add to playlist	•

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.

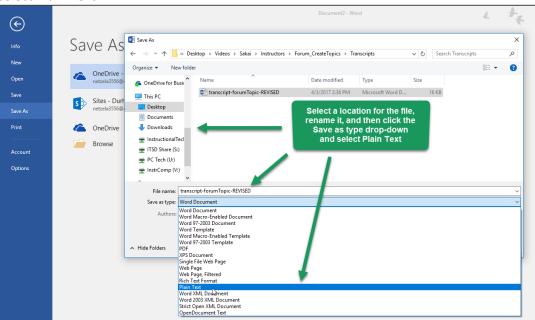
#### **Converting Your Script into a Transcript**

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.

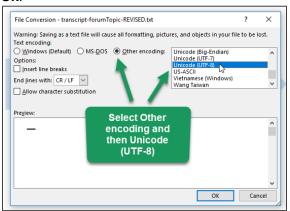
It is important to save the transcript in a text format that is easy for YouTube to process. YouTube does not recognize Word documents, so you will need to save the document as a plain text file.

#### 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**.



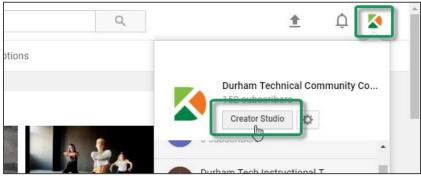
 Click Save and the File Conversion dialog box appears. Under Text encoding, select Other encoding and in the list of other encoding options, scroll down and select Unicode (UTF-8). Click OK.



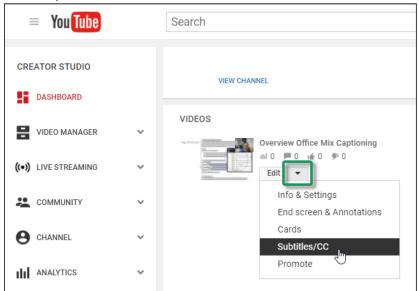
3. The plain text file is created.

#### How to Use a Transcript to Create Captions

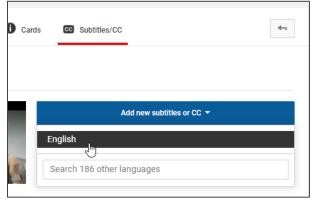
1. Sign in to youtube.com. Click your account icon and open Creator Studio.



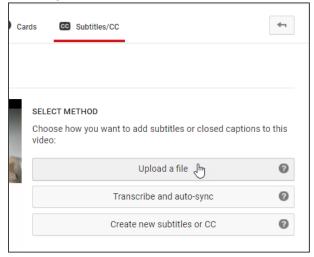
2. Locate the **video** you wish to caption. Click the **drop-down arrow** next to **Edit** and select **Subtitles/CC**.



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.



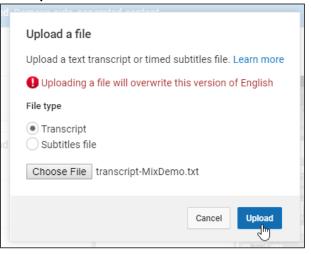
#### 5. A dialog box appears. Click **Choose File**.

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	Uploading a file will overwrite this version of English	
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6. Locate the video's transcript. Click **Open**.

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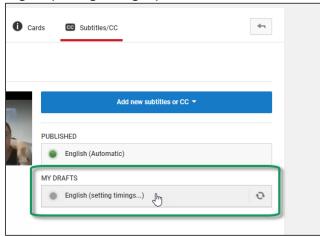
7. Click Upload.



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**.

2	Actions - VIDEO TRANSCRIPT Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.
	Slide four: first bullet, second bullet, third bullet. Slide five; circling the website.
-	I can get to that with the keyboard!
	Exit 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.

0:12.0		
0.112.0		This is slide one.
0:12.0	Slide three; point	▶
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0:15.0	Slide four: first bi synchronization	This is 1'm pointing; I'm, Slide two; Circling my dialog box.
0:21.1	second bullet, thing same.	one.

#### 11. Click Save changes.

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🎢 Info & Settings 🛛 🎢 Enhancements 🛛 🗸 Audio 🗖 End screen & Annotations	Cards	CC Subtitles/CC	<b>4</b>
Transcribe and set timings: English		All changes saved in Drafts	Delete draft
Actions •			Keyboard shortcuts   Help
Type subtitle here then press Enter Overview Office	Mix Capt	ioning	

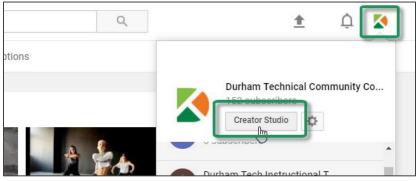
12. The video is captioned.

## What is Transcribing?

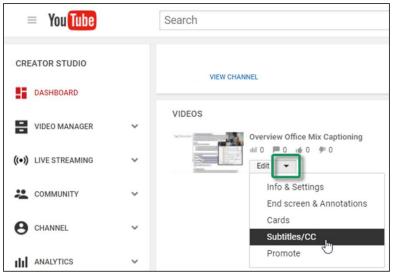
Transcribing is the process of **converting** a video's **audio into a text** document. Audio may include spoken word, music, animal sounds, and sound effects. Often, important visual elements are included in a transcript; however, when using YouTube, it is recommended that you transcribe spoken words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

#### How to Transcribe a Video to Create Captions

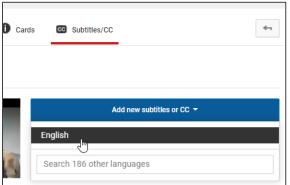
1. Sign in to youtube.com. Click your account icon and open Creator Studio.



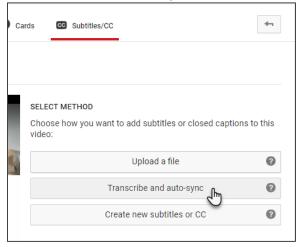
2. Locate the **video** you wish to caption. Click the drop-down arrow next to **Edit** and select **Subtitles/CC**.



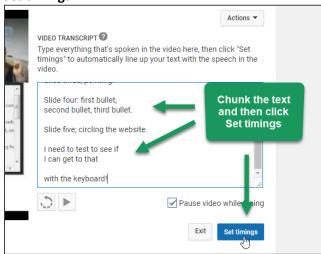
3. A new screen appears, click **Add new subtitles or CC**, and select **English** (if the video's language is not English, type the appropriate language in the search box).



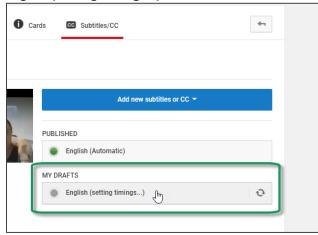
#### 4. Click Transcribe and auto-sync.



 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.

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0:12.0	Slide three; point	• • 0:01 / 0:27
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0:15.0	Slide four: first bu synchronization	This is 1'm pointing; I'm Slide two; Circling my dialog box.
	second bullet, thing panet.	one.

8. Click Save changes.

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Transcribe and set timings: English	All d	changes saved in Drafts	Delete draft Save changes
Actions •			Keyboard shortcuts   Help
Type subtitle here then press Enter Overview Off	fice Mix Caption	ning	

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:
  - $\circ$  ~ 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

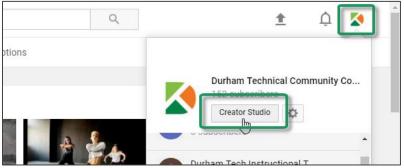
For additional information, visit <u>Described and Captioned Media Program's Captioning Key</u> [http://www.captioningkey.org/about\_c.html].

## 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

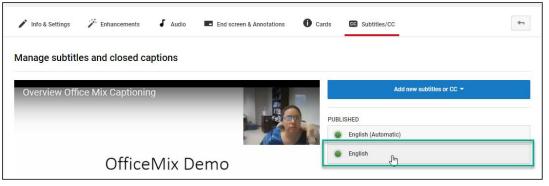
1. Sign in to youtube.com. Click your account icon and open Creator Studio.



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

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CREATOR STUDIO		VIEW CHANNEL
VIDEO MANAGER	~	VIDEOS
((•)) LIVE STREAMING	~	
COMMUNITY	~	Info & Settings End screen & Annotations
CHANNEL	~	Cards Subtitles/CC
ANALYTICS	~	Promote

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.

= You Tu	le s	Search		
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5. The file downloads to your computer's <u>Downloads folder</u> [http://bit.ly/2vnim3p]. We recommend <u>moving the file</u> [http://bit.ly/2uHnMUF] from your Downloads folder to your Mix's video folder and <u>renaming the file</u> [http://bit.ly/2vOFr14] with a descriptive name.

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## How to Convert an .srt Caption File into a .ttml Caption File

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

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<b>Rev</b> Caption Converter								
Convert caption file formats - <b>for free!</b>								
1. Select Caption	Files 2. Select Output Formats	3. Convert Caption Files!						
Select .srt file You can select multiple	MacCaption (.mcc)	Enter your email to receive the converted caption files Email address						

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

Choose files	
<ul> <li>Wy Computer</li> <li>Copbox</li> <li>FTP</li> <li>box Box</li> <li>Google Drive</li> <li>Google Drive</li> <li>OneDrive</li> </ul>	Upload from your computer Drag files or folders here -or- Choose files 201

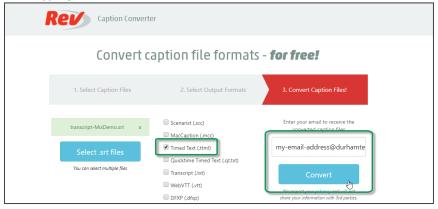
3. You computer's File Manager appears. Locate the video's .srt caption file. Click **Open**.

Choose files						
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box Box Google Drive ConeDrive	Desktop	ame ^	Date modified 8/9/2017 1:26 PM 8/9/2017 9:11 AM	II= Type SRT File Text Document	Size 1KB 1KB	
	File name:	transcript-MixDemo	· · · · · · · · · · · · · · · · · · ·	All Files Open	Cancel	a

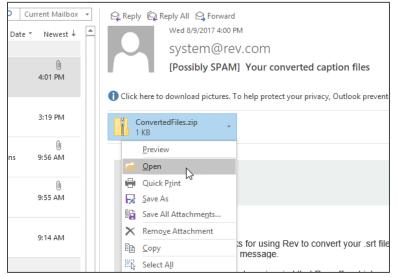
4. The .srt file appears on the Rev Caption Converter page. Click Upload.

Choose files			×
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		Remove all	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**.

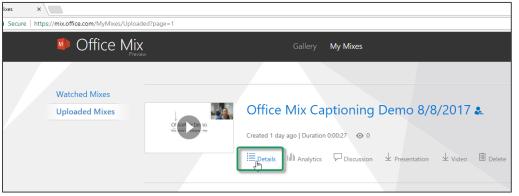


8. The .ttml caption file appears. We recommend <u>moving the file</u> [http://bit.ly/2uHnMUF] from this location to your Mix's video folder.

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	Clipboard			Orga	inize		New		Open	Select	
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## 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**.

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Tł	ne closed caption file has been successfully uploaded!	

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.

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		Terms Privacy & Cookes	Click the CC button to toggle the captions on and off	Submit
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