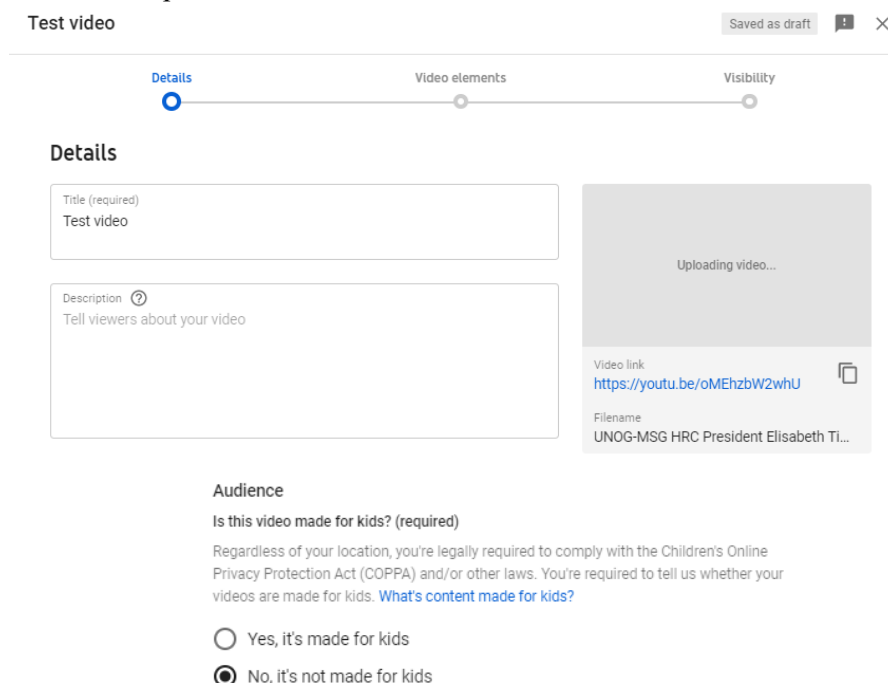# ANNEX II

## GUIDELINES ON 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 www.youtube.com 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".
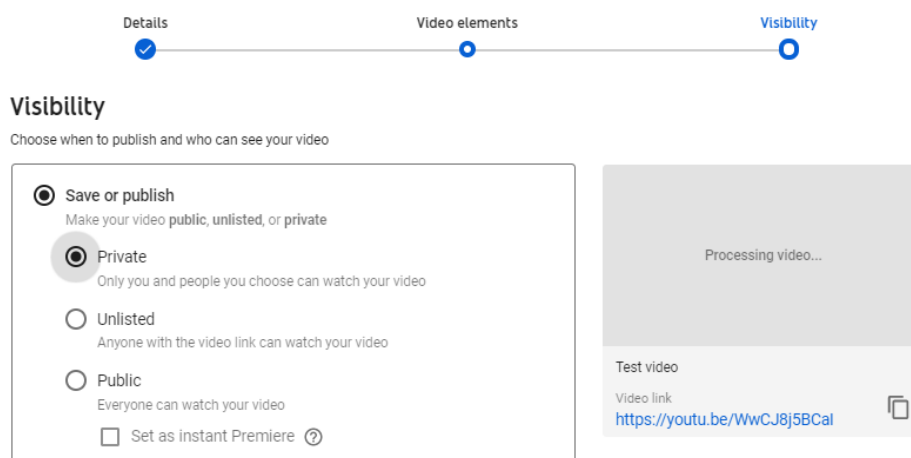


5. Click "Next" on the "Video elements" tab. On the "Visibility" tab, select "Private" and click on "Save".

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

**Video processing**

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

Test video

8:55

0% processed

CLOSE

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.

7. 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".
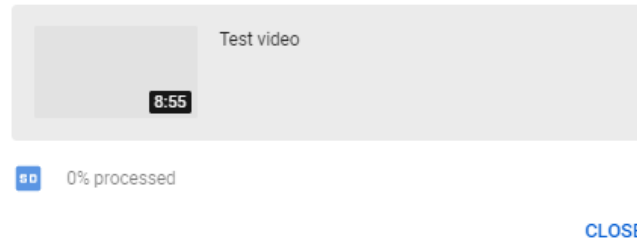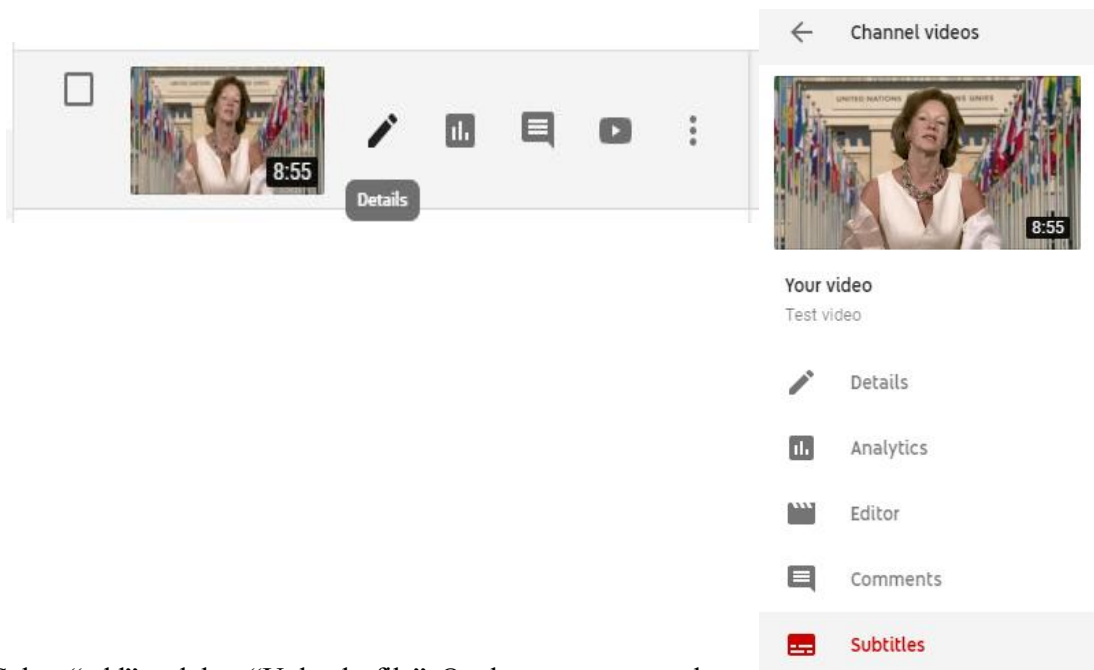


← Channel videos

Your video
Test video

✏ Details

📊 Analytics

🎬 Editor

💬 Comments

🔲 **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 ☑ |

**SELECT METHOD**

Choose how you want to add subtitles or closed captions to this video:

| Upload a file | ❓ |
| Transcribe and auto-sync | ❓ |
| Create new subtitles or CC | ❓ |

**Upload a file**

Upload a text transcript or timed subtitles file. Learn more

🚫 Uploading a file will overwrite this version of English

File type

⦿ Transcript
◯ Subtitles file

[ Choose File ] No file chosen

[ Cancel ] [ **Upload** ]
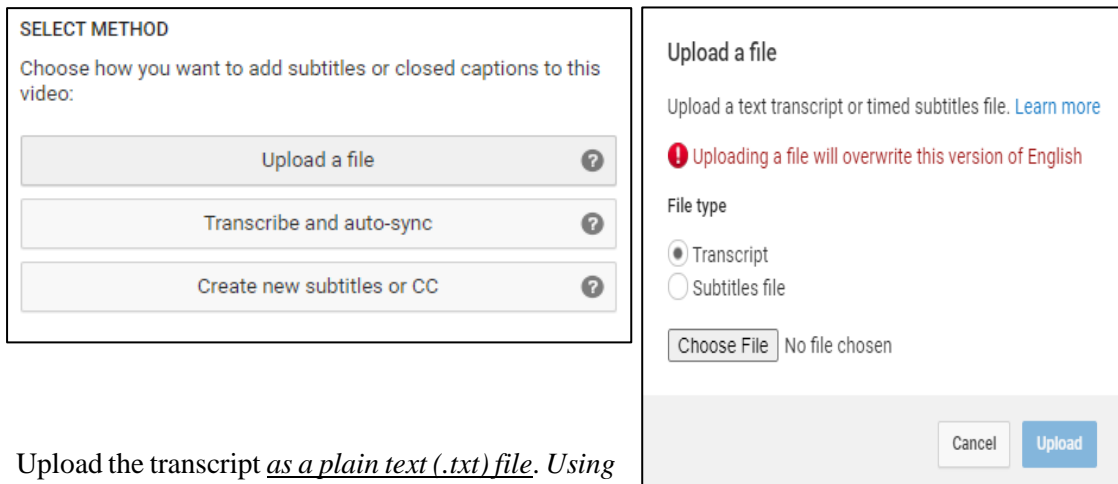
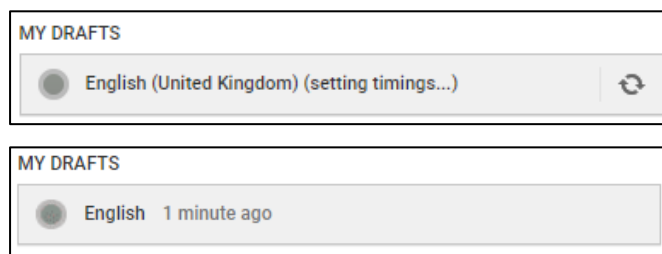9. Upload the transcript *as a plain text (.txt) file*. *Using a Word document will not work properly*. Before uploading it, edit the file so as to include only what is actually said in the video, without bullet points, headers or footnotes.

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 click "Set timings" to automatically line up your text with the speech in the video.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Nulla aliquet enim tortor at auctor. Elementum integer enim neque volutpat. Tortor consequat id porta nibh venenatis cras sed felis eget. Commodo sed egestas egestas fringilla phasellus. Posuere urna nec tincidunt praesent semper feugiat nibh sed pulvinar. Sit amet risus nullam eget felis eget nunc. Morbi tristique senectus et netus et. Diam phasellus vestibulum lorem sed risus ultricies tristique. Sed felis eget velit aliquet

☑ Pause video while typing

[ 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.



**MY DRAFTS**

⬤ English (United Kingdom) (setting timings...)   ↻

**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".

13. Select again the edited subtitles. Click on "Actions" and download the captions as a *.srt file*. Save it with the same file name as the video, as shown in the capture below.
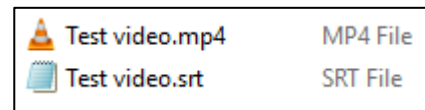


14. To test it, open the video file using a player that supports subtitles, such as VLC Media Player. Provided that both files have the exact same name and are saved on the same folder, captions should be displayed automatically.
15. Kindly upload the *.srt* subtitle file when uploading the video and related files on WeTransfer