## 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.

<u>These guidelines only address how to create subtitles when a transcript of the video is available</u>. 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".

Fest video		Saved as draft	!	$\times$
Details	Video elements	Visibility		
Details				
Title (required) Test video		Uploading video		
Description ⑦ Tell viewers about you	ır video			
		Video link https://youtu.be/oMEhzbW2whU	D	
		Filename UNOG-MSG HRC President Elisabeth	ı Ti	
	Audience			
	Is this video made for kids? (required)			
	Regardless of your location, you're legally required to co Privacy Protection Act (COPPA) and/or other laws. You'r videos are made for kids. What's content made for kids?	re required to tell us whether your		
	O Yes, it's made for kids			
	No, it's not made for kids			

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

Details Video elements		Visibility	
Visibility Choose when to publish and who can see your vide	20		
<ul> <li>Save or publish Make your video public, unlisted, or privat</li> <li>Private Only you and people you choose car</li> <li>Unlisted Anyone with the video link can watch</li> </ul>	1 watch your video	Processing video	
Public     Everyone can watch your video     Set as instant Premiere @		Test video Video link https://youtu.be/WwCJ8j5BCal	0

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

viac	rideo processing				
Your pi	ivate video is still	processing standard definition (SD).			
	8:55	Test video			
50	0% processed				

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 processina

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".

	$\leftarrow$	Channel videos
□ II E E E B:55 Details	Your v Test vi	
	-	Details
	11.	Analytics
		Editor
	Ę	Comments
Select "add" and then "Upload a file". On the next screen, 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 🔀

Upload a file Upload a text transcript or timed subtitles file. Lea	irn n
<ul> <li>Uploading a file will overwrite this version of Er</li> </ul>	nglisl
File type     Transcript	
Subtitles file	
Choose File No file chosen	
to	<ul> <li>Upload a text transcript or timed subtitles file. Lea</li> <li>Uploading a file will overwrite this version of En</li> <li>Uploading a file will overwrite this version of En</li> <li>Transcript</li> <li>Subtitles file</li> </ul>

- 9. Upload the transcript <u>as a plain text (.txt) file</u>. 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.	g elit, 🔺			
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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.

MY DRAFTS	
English (United Kingdom) (setting timings)	Ð
MY DRAFTS	

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	All changes saved in Drafts	Delete draft Save	changes	
Actions •	•			Keyboard shortcut	s   Help
Type sub	otitle 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	0 0:01 0:02 0:03	0:04 0:05 0:08 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 gentlemen, honorable members of parliament,	welcome you to this webinar on	make the Human Rights Council cooperate even better	with nati to thank

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		ivilege and a pleasure to e you to this webinar on how to	
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0:14.7 0:18.1		ice of the high commissioner for rights and the secretariat of the	
0:18.1 0:22.3		commonwealth for the brilliant idea of organizing this webinar and i very	
0:22.3 0:26.9		thank the secretary general of the martin chung gong for inviting me	

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

🛓 Test video.mp4	MP4 File
Test video.srt	SRT File

- 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