Creating a workflow for accessible videos

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Editing the subtitles and closed captions in YouTube

YouTube automatic closed captioning is a helpful tool but to insure your captions are correct they must be proofread and edited. Things like grammar, punctuation and spelling of names are all things that the automatic closed caption has trouble with.

1. log into your YouTube account
2. go to **Video Manager** in creator studio
3. find the video you want to edit captions for, click **Edit**
4. click **Subtitles/CC** in top menu
5. click **English (Automatic)** under Published
6. click **Edit** in top right corner
7. make changes to closed captions
8. click **Publish edit** in top right corner

Adding Closed Captions to Facebook using YouTube .srt file

Facebook videos do not automatically create closed captioning but it is possible to apply the captioning created by YouTube to Facebook videos. This process is much easier if you are working in **Chrome** and not Safari.

1. log into your YouTube account
2. go to **Video Manager** in creator studio
3. find the video you want to edit captions for, click **Edit**
4. click **Subtitles/CC** in top menu
5. click **English** under Published, not on English (Automatic)
6. click **Actions**
7. scroll down and click **.srt**; this will add the file to your download folder
8. rename the .srt file to include **.en_US.srt**
9. log into your Facebook account
10. locate video you want to add the captions to
11. click on the downward arrow and then click **Edit Post**
12. under the captions tab click **Upload SRT File**
13. find the .srt file that you downloaded and renamed
14. under default language click **English (US): en_US**
15. click **Save** in lower right-hand corner

Editing an .srt file in TextEdit

Even if you are using a service to transcribe the video and create the .srt file you still may want to proofread it to check the spelling of names.

1. open the .srt file using the **TextEdit**
2. proofread and make any corrections
3. save the document
4. rename the .srt file to include **.en_US.srt**

Notes on accessible video

Subtitles provide viewers with a video's dialogue in written form.

Captions include subtitles plus a written description of what is occurring in their videos for viewers who might not be able to hear or understand the sound.

Helpful links

https://help.vimeo.com/hc/en-us/articles/224968828-Captions-and-subtitles

https://support.google.com/youtube/topic/3014331?hl=en&ref_topic=4355169

https://www.facebook.com/help/273947702950567/?helpref=hc_fnav