

This guide aims to support you to create subtitles for voice commentary on pre-recorded videos to help you meet current accessibility legislation.<sup>1</sup>

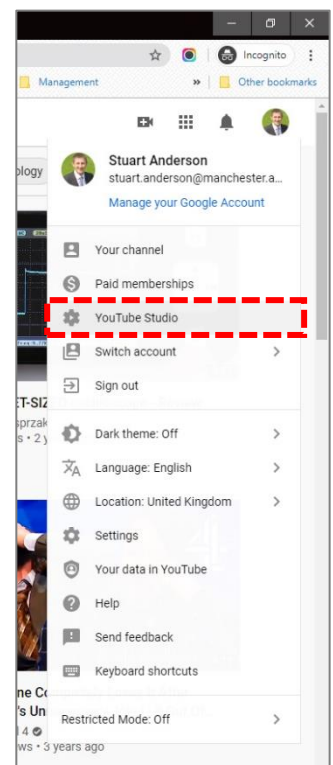
We will use the free **YouTube** web app as it provides a simple clean tool to support **manual captioning** and tools to convert subtitle files to different subtitle formats. YouTube also provides the best available free solution for **auto generated subtitling** (better quality translation than the service linked to the University Video Portal service). However, even the best auto generated caption tools do not accurately transcribe technical language and struggle with heavily accented English. Corrections, or even manual transcribing of *all* your commentary, may be required.

In this guide, the following is assumed:

- You already have an account with Google to use their products. If not, you will need to create one. Advice and support on this is available the [Create a Google Account](#) support page.
- You already have your recorded video file in a format [supported by YouTube](#) and also [supported by the Video Portal](#) service. If needed, this video is already edited to the correct length and no further editing is required (editing later on will push subtitling timings out).

## Part 1 – How to upload your video to YouTube

1. Sign into the YouTube service at <https://www.youtube.com>.
2. Select your login profile icon in the top-right to access the account options. Select the **YouTube Studio** menu option. *Note:* Switching to YouTube Studio now will give you access to the subtitling options we need later.
3. From the Channel dashboard, select the **UPLOAD VIDEOS** option or alternatively select the “Create > **Upload Videos**” in the top-right. Both lead to the same upload video dialog.
4. Select the video file you wish to upload and create captions for. Wait a few moments for the start of the video file to be read, it will continue to be uploaded in the background.
5. If you wish to you can give the video a new meaningful title so you can recognise it later on.
6. Scroll down the options. Under the “**Audience**” options you must complete the mandatory “**Is this video Made for Kids?**” field – if you won’t be distributing the video on YouTube, it doesn’t matter which option you select.
7. Select **Next**. Ignore the “**Video elements**” options and select **Next** again.
8. Under the “**Visibility**” options, unless you wish your video to be published and discoverable by anyone, select either **Private** or **Unlisted**. You can change this setting later on if you need to.
9. Select **Save** to complete the video upload stage.



<sup>1</sup> Providing subtitles to videos is a requirement of Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. These regulations state that websites, apps and documents meet a European standard called EN 301 549, which is aligned to **WCAG 2.1 Level AA**. The relevant W3C guidelines are outlined at the following link where we in this guide are only concerned with item **1.2.2 - Captions (Pre-recorded) Level A**:  
<https://www.w3.org/WAI/WCAG21/quickref/#captions-prerecorded>

## Part 2 – Creating captions using YouTube

The auto generated subtitling service from YouTube rarely provides perfectly accurate speech to text translation, but for clear English language speakers, it can provide a good starting point. Technical language, mispronounced words and especially heavily accented English will lead to incorrect auto generated subtitling translation. Also, YouTube's auto generated subtitling does not currently insert punctuation into sentences. If you already know YouTube performs poorly at translating your own speech/subject area language, it is recommended you don't waste your time fixing YouTube's bad auto generated subtitles. Instead use YouTube to manually create new subtitles (or delegate this task to another!).

To evaluate the performance of YouTube's auto generated subtitling, you will need to **wait** 30-60 minutes (or more) after uploading your video before the subtitles are created. View your video and enable subtitles. Decide if the translation is sufficiently accurate enough that applying minor fixes will be less effort than manually transcribing your own subtitles. Note that you will be slow at this the first time until you become familiar with the software.

In all cases, you should note the **Elements of Quality Captioning**<sup>2</sup> and note in particular the importance of **d) Readable** and **e) Equal**:

- a) **Accurate** - Errorless captions are the goal for each production.
- b) **Consistent** - Uniformity in style and presentation of all captioning features is crucial for viewer understanding.
- c) **Clear** - A complete textual representation of the audio, including speaker identification and non-speech information, provides clarity.
- d) **Readable** - Captions are displayed with enough time to be read completely, are in synchronization with the audio, and are not obscured by (nor do they obscure) the visual content.
- e) **Equal** - Equal access requires that the meaning and intention of the material is completely preserved.

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<sup>2</sup> The WCAG guidelines direct users to <https://dcmp.org/learn/599-captioning-key---elements-of-quality-captioning> for advice on the Elements of Quality Captioning.

## Fixing YouTube's auto generated subtitling

**Reminder:** You will need to wait 30 mins+ (dependent on the length of the video) before the **English (Automatic)** subtitle track is created.

1. Navigate to the **YouTube Studio** (see Part 1, step 2).
2. From the YouTube Studio left-hand menu, select **"Subtitles"** menu option.
3. Locate the video you have previously uploaded and select it to view a list of the available video subtitles. You may need to set the language for the video if you don't already have a default set. If the auto generated subtitles have been created, you will see this listed in the Language column as **English (Automatic)**.

Under the Subtitles column, open the Options menu and select **Edit on Classic Studio**.


Video subtitles			
Language	Modified on	Title and description	Subtitles
English (Automatic)	16 Jun 2020		<div>  Edit on Classic Studio         </div>
English (United Kingdom) (video language)	16 Jun 2020	Published by Creator	<div>  Download         </div> <div>  Delete         </div>

4. Select the **Edit** button to begin editing the automatically generated subtitles.
5. The caption editing tool works as follows:
  - As the video is played, the currently displayed subtitles are highlighted in the left-hand subtitle editing area.
  - Selecting any subtitled entry in the editing area will make the video playback jump to that entry and you will be able to hear the audio playback.
  - If you need to make an edit to the subtitle text, the video playback will pause while you type allow you to keep up with the spoken audio.
  - If the timing of currently displayed subtitles is out, you can move the start and end times for the subtitled text by adjusting the handles for the entry in the timeline below the video.
  - Use the Keyboard shortcuts for faster control over the playback and editing of subtitles – keyboard shortcuts are listed via the link above the video.
  - Your subtitling progress will be automatically saved to a Draft in the background as you work. You can return to updating these at any time by editing the "English (United Kingdom)" entry in the Video subtitles list as per step 3.
  - Selecting the **Save changes** button will save and publish the subtitles.

## Manually creating subtitles for your video

1. Navigate to the **YouTube Studio** (see Part 1, step 2).
2. From the YouTube Studio left-hand menu, select **"Subtitles"** menu option.
3. Locate the video you have previously uploaded and select it to view a list of the available video subtitles. You may need to set the language for the video if you don't already have a default set.
  - If you see an existing language option for **"English"** - not the "English (Automatic)" - or "English (United Kingdom) (video language)" entries, you will need to delete this if you want to start with an **empty** English language subtitles track. The "English" subtitle track may be present if you have previously experimented with editing the "English (Automatic)" subtitle track.

4. Select the **Add** option for the **"English (video language)"** entry
5. From the options that follow, select **Create new subtitles or CC**.

Video subtitles			
Language	Modified on	Title and description	Subtitles
English (Automatic)	16 Jun 2020		Published Automatic
English (United Kingdom) (video language)	16 Jun 2020	Published by Creator	<div>  Add         </div>

6. The caption editing tool works as follows:

- By default, the timing of when captions should be displayed is auto-generated from the English (Automatic) track if this has already been created. If this doesn't provide a good fit, you can choose to remove these timings by selecting the "**Remove auto-generated timing**" link.
- Position the text cursor into the first empty caption box on the left. Play your video and listen to the audio track. As soon as you've heard a few words, start to type. The video will stop when you type.
- If the timing of a subtitles block is out, you can move the start and end times for subtitled text by adjusting the handles for the entry in the timeline below the video.
- Use the **timeline scrollbar** and **play head line** to fine tune when subtitles should appear and end.
- Use the **Keyboard shortcuts** for faster control over the playback and transcription of subtitles – keyboard shortcuts are listed via the link above the video.
- Your subtitling progress will be automatically saved to a **Draft** in the background as you work. You can return to updating these at any time by editing the "English" entry in the Video subtitles list – note do not select the "English (Automatic)" option.
- Selecting the **Save changes** button will save and publish the subtitles.

After saving your changes to the subtitles, a new English language subtitles entry will be created and will become the **default** subtitle language for the video. Unless you delete it, the **English (Automatic)** entry will still be available in the YouTube video Settings > Subtitles/CC options.

## Part 3 – Downloading subtitles from YouTube and uploading them to the University Video Portal

There are many different types of subtitle file formats, but the University of Manchester Video Portal only accepts one – the Web Video Text Tracks format (WebVTT, also known just as **VTT**). By default, YouTube uses the SubRip text format – commonly called **SRT**. However, YouTube allows you to download subtitle tracks in VTT format.

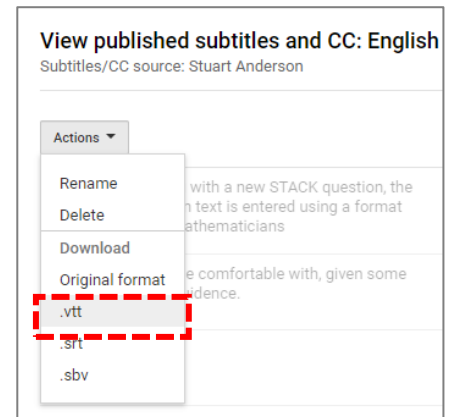
Subtitle editor

Subtitle timeline

At present, the University Video Portal will only allow you to attach a subtitle VTT file when you **initially upload a video**. It cannot be attached later without deleting the video and re-uploading it again. You will therefore need to have your video and subtitle file together before you upload to the University Video Portal service.

## Downloading your subtitles from YouTube

1. Navigate to the **YouTube Studio** (see Part 1, step 2).
2. From the YouTube Studio left-hand menu, select “**Subtitles**” menu option.
3. Locate the video you have previously uploaded and select it to view a list of the available video subtitles.
4. Identify the correct subtitles track entry to be downloaded - most likely “English (United Kingdom) (video language)”. Open the Options menu in the Subtitles column and select **Edit on Classic Studio**.
5. Select the Actions menu and choose the **Download >.vtt** option.
6. **Save** the file to your computer. It is suggested you store the .vtt file in the same directory as your video file since they are related.



## Uploading your subtitles to the University Video Portal

1. Log in to the University Video Portal service at <https://video.manchester.ac.uk>.
2. Select the **My Videos** tab. This will open by default on the **Upload Videos** page.
3. Complete the upload video form as you normally would selecting the video file you created subtitles for and then select the **Advanced Options** button.
4. For the **Subtitle file** option, select the **Choose file** button and select the matching .vtt subtitle file for your video.
5. Select **Submit** and wait for your video to upload with its subtitle file.
6. Check your subtitles have been attached correctly.

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Contact your [eLearning support team](#) if there are any issues.

Upload your videos to your Faculty/School/Course.  
For help see this support article.

\*File:  No file chosen ⓘ

\*Title:  ⓘ

Description:  ⓘ

\*Course/  
Organisation:  ⓘ

\*Visible to:  ⓘ

\*Email:

Author:

\*Date:

\*Time:

Quality:  ⓘ

Subtitle file:  No file chosen ⓘ

Thumbnail:  No file chosen ⓘ

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\*required