

Creating Accessible Course Content

Training Manual



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Microsoft Accessibility

Microsoft Word Accessibility Checklist

Style

- Simple
- Little use of color
- Ensure that color is not the only means of conveying information
- Ensure that there is sufficient color contrast (black text on white background is best)
- Use a Sans Serif font (Arial, Helvetica, Verdana)
- Avoid using text boxes
- Do not use acronyms

Formatting

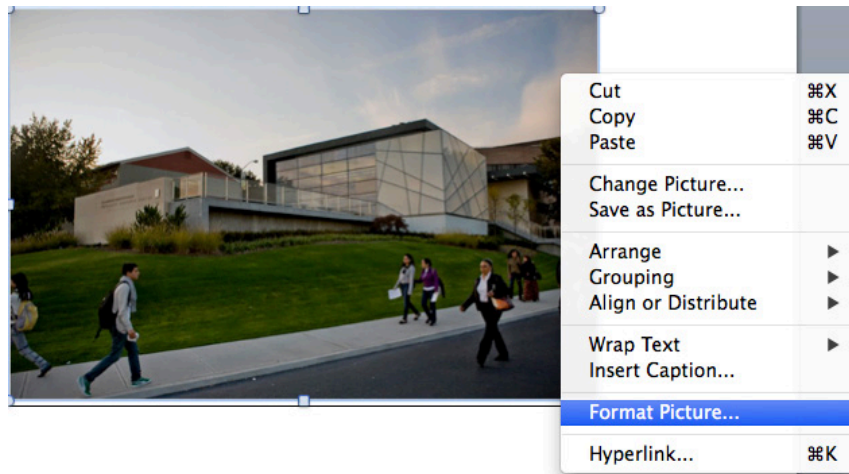
- Use tab instead of space when indenting
- Use heading styles for structure and consistency
- Provide a descriptive link for hyperlinks rather than just the url or only saying “click here”
- Provide alternate text for images
- Use simple tables
- Use the Accessibility Checker – Available for Office 2010, 2013, and 365
- Not available in Office 2011 for Mac

Creating an Accessible Word Document

*Instructions are the same for Mac and PC unless noted otherwise

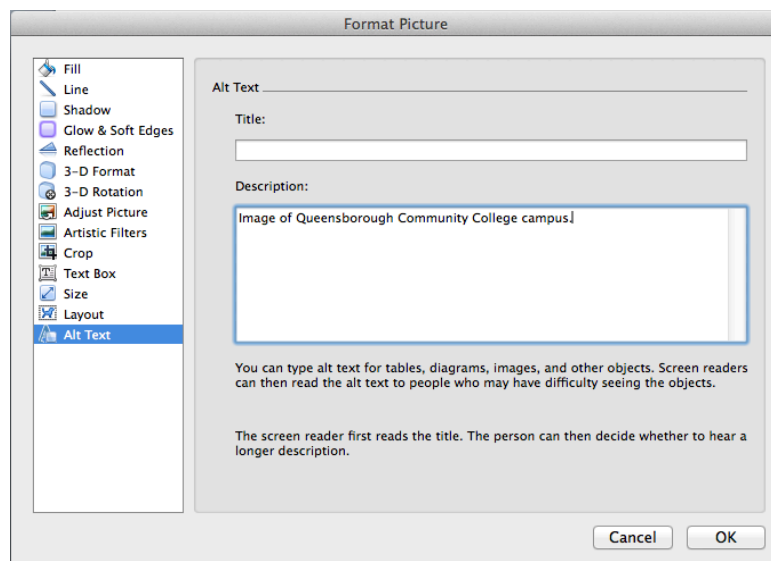
Adding Alternate Text to an Image

1) Right click on the image and click on format picture.



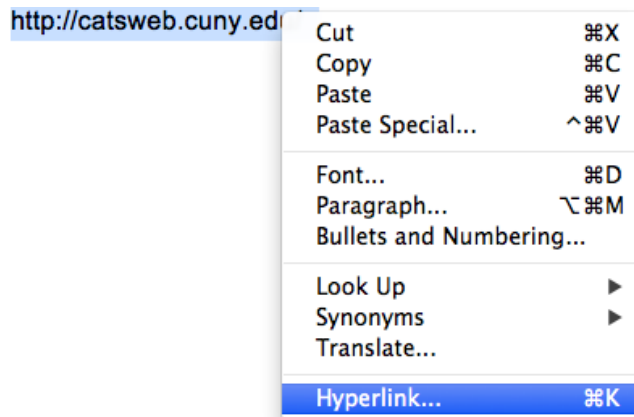
2) Click on Alt Text towards the bottom, provide a description of the image, and click ok.

Note: There is no need to enter information in the title field.

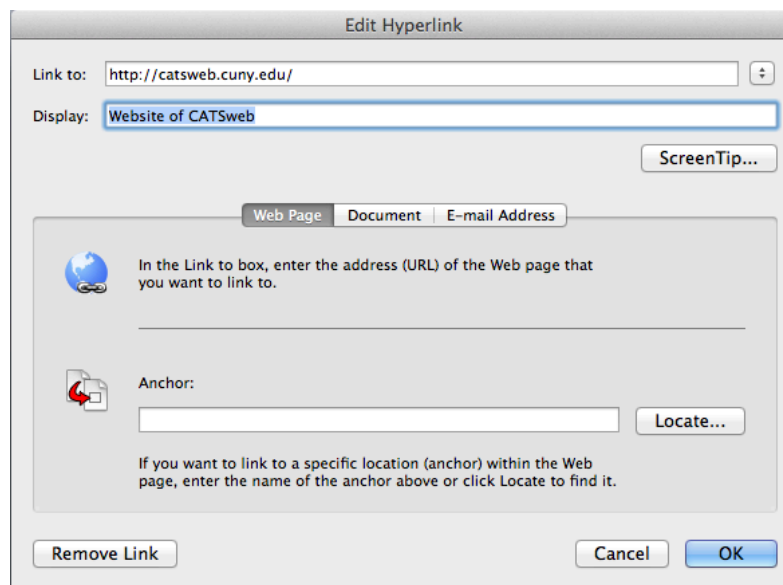


Adding a Descriptive Link

1) Highlight the url, right click, and click hyperlink.



2) Enter the url where it says “Link to” (on a PC it will say “Address”), and a description of the url where it says “Display” (on a PC, it will say “Text to Display”), and click ok.



3) The website will now look similar to this.

[Website of CATSweb](http://catsweb.cuny.edu/)

Using Styles

1) Highlight the text you would like to make into a heading.

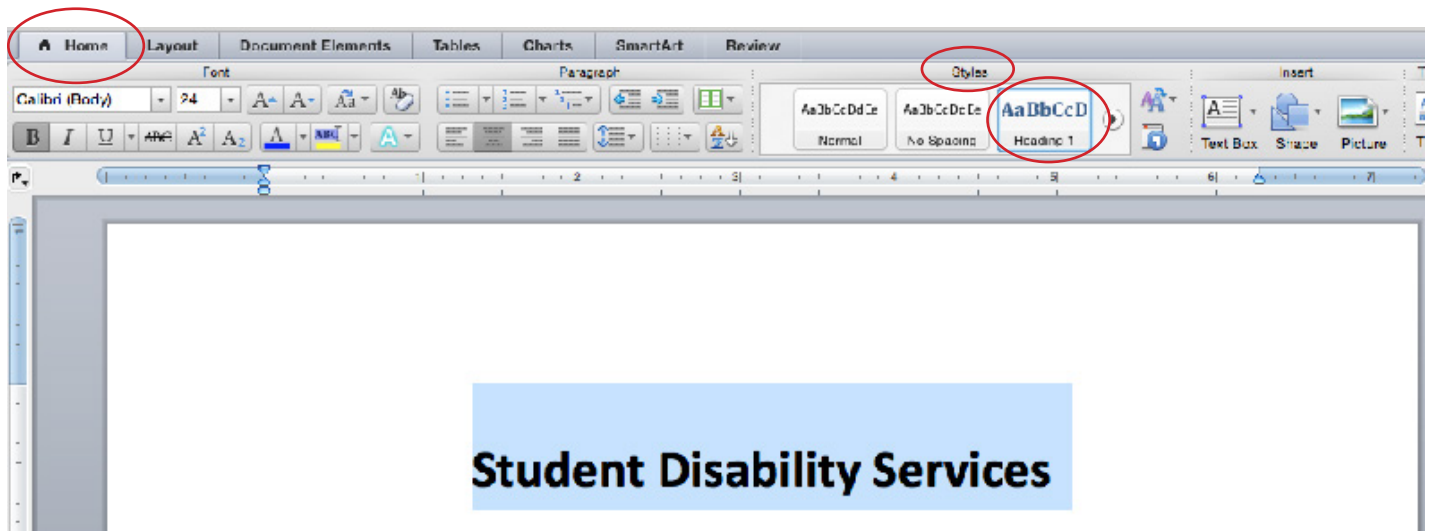
Student Disability Services

Essay Writing in 8 Steps

Step 1: Get to grips with the scale of the task

This is important because it's much harder to cut down to the required word count if you have written too much than to plan carefully and write the right amount in the first place. Scale is also important because it will dictate the amount of detail you can include.

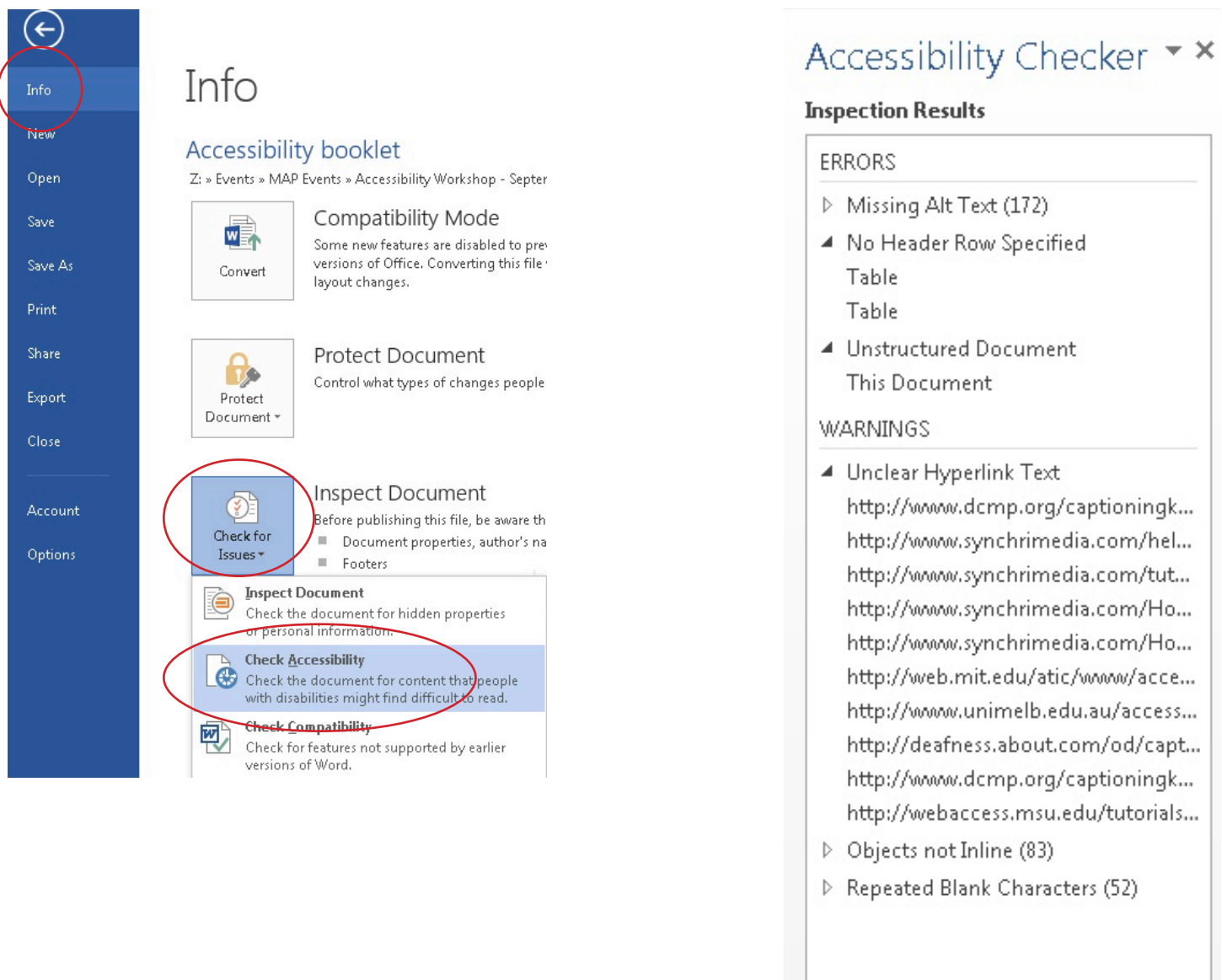
2) Make sure you are on the Home tab, then go to the Styles group, and choose the correct style group. In this case, it's Heading 1.



Accessibility Checker

1) To open the accessibility checker, click on File > Info, then click on “Check For Issues”, and select “Check Accessibility”. The Accessibility Checker will pop up, showing you errors, warnings, and tips.

Note: The Accessibility Checker is not available for Microsoft Office for Mac.



The screenshot illustrates the process of opening the Accessibility Checker in Microsoft Word. On the left, the Word ribbon is shown with the 'Info' tab selected. The 'Check for Issues' button is circled, and its dropdown menu is open, with 'Check Accessibility' highlighted. To the right, the Accessibility Checker window is displayed, showing the following results:

Accessibility Checker

Inspection Results

ERRORS

- Missing Alt Text (172)
 - No Header Row Specified Table
 - Unstructured Document This Document

WARNINGS

- Unclear Hyperlink Text
 - <http://www.dcmp.org/captioningk...>
 - <http://www.synchrimedia.com/hel...>
 - <http://www.synchrimedia.com/tut...>
 - <http://www.synchrimedia.com/Ho...>
 - <http://www.synchrimedia.com/Ho...>
 - <http://web.mit.edu/atic/www/acce...>
 - <http://www.unimelb.edu.au/access...>
 - <http://deafness.about.com/od/capt...>
 - <http://www.dcmp.org/captioningk...>
 - <http://webaccess.msu.edu/tutorials...>
- Objects not Inline (83)
- Repeated Blank Characters (52)

Microsoft PowerPoint Accessibility Checklist

Style

- Use a simple theme
- Little use of color
- Ensure that color is not the only means of conveying information
- Ensure that there is sufficient color contrast (black text on white background is best)
- Avoid transitions and animations unless they are pedagogical
- Use a Sans Serif font (Arial, Helvetica, Verdana)
- Use font size 32 for slide's main points and at least size 18 for regular text
- Do not use acronyms

Formatting

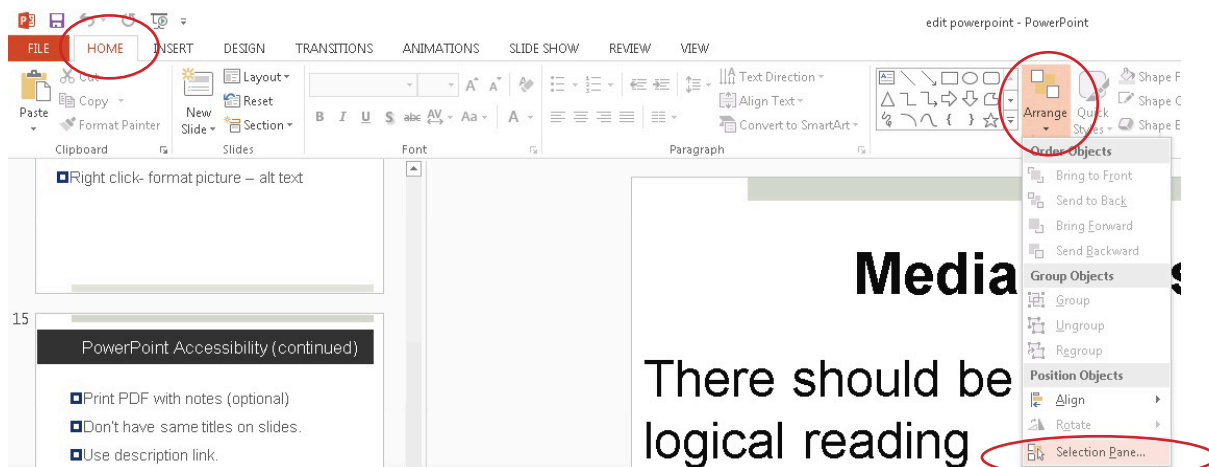
- Avoid too much text on each slide
- Check the reading order of text boxes and other content in slides
- Ensure that each slide has a unique title
- Provide a descriptive link for hyperlinks rather than just the url or only saying "click here"
- Provide alternate text for images
- Use simple tables
- Use the Accessibility Checker – Available for Office 2010, 2013, and 365
- Not available in Office 2011 for Mac

Creating an Accessible PowerPoint Document

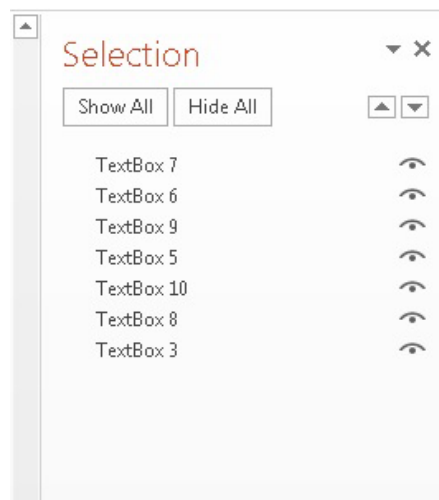
*Instructions are the same for Mac and PC unless noted otherwise

Reading Order

1) To ensure the reading order of the text boxes in the slides are logical, make sure you are in the Home tab, then click on Arrange > Selection Pane. (On a Mac, it will say Arrange > Reorder Objects).



2) To the right, you will see a section called “Selection” pop up. Here, you are able to drag and drop the order of the text boxes in the slide.

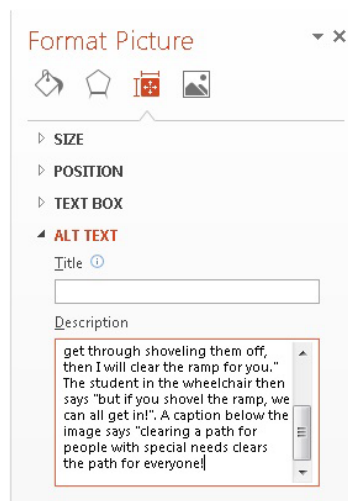


Adding Alternate Text to an Image

1) Right click on the image, select format picture, and then select Alt Text.



2) Enter a description of the image in the Description section. Leave the title section blank.



Accessibility Checker

1) To open the accessibility checker, click on File > Info, then click on “Check For Issues”, and select “Check Accessibility”. The Accessibility Checker will pop up, showing you errors, warnings, and tips.

Note: The Accessibility Checker is not available for Microsoft Office for Mac.

The image shows two side-by-side screenshots from the Microsoft PowerPoint application. The left screenshot displays the 'Info' pane on the right side of the ribbon, with the 'Check for Issues' button circled in red. Below it, the 'Check Accessibility' option is also circled in red. The right screenshot shows the 'Accessibility Checker' pane, which is divided into three sections: 'ERRORS', 'WARNINGS', and 'TIPS'. The 'ERRORS' section lists several items, including 'Missing Alt Text' for various elements on slides 22, 25, and 38, and 'Missing Slide Title' for slides 16 and 34. The 'WARNINGS' section lists 'Unclear Hyperlink Text' for content placeholders on slides 29, 30, and 31. The 'TIPS' section lists 'Duplicate Slide Title' for several slides and 'Check Reading Order' for slides 4 and 16.

Info

edit powerpoint

Z:\Events » MAP Events » Accessibility Workshop - September 1

Protect Presentation
Control what types of changes people can

Inspect Presentation
Before publishing this file, be aware that it

- Document properties, author's name
- Presentation notes

Check for Issues

Inspect Document
Check the presentation for hidden properties or personal information.

Check Accessibility
Check the presentation for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of PowerPoint.

Accessibility Checker

Inspection Results

ERRORS

- Missing Alt Text
 - Picture 6 (Slide 22)
 - Straight Arrow Connector 5 (Slide 22)
 - Straight Arrow Connector 7 (Slide 22)
 - Straight Arrow Connector 9 (Slide 22)
 - Picture 3 (Slide 25)
 - Content Placeholder 7 (Slide 34)
 - Picture 8 (Slide 38)
- Missing Slide Title
 - Slide 16
 - Slide 34

WARNINGS

- Unclear Hyperlink Text
 - Content Placeholder 2 (Slide 29)
 - Content Placeholder 2 (Slide 30)
 - Content Placeholder 2 (Slide 31)

TIPS

- Duplicate Slide Title
 - Microsoft Word Accessibility Check List (...)
 - PowerPoint Accessibility Check List (cont...)
 - PowerPoint Accessibility Check List (cont...)
 - Importance of Captioning (continued) (S...
 - Guidelines (Continued) (Slide 31)
 - Guidelines (continued) (Slide 32)
- Check Reading Order
 - Slide 4
 - Slide 16

PDF Accessibility

PDF Accessibility Checklist

It is best to create accessible PDFs by first creating the document in Microsoft Word and then export as a PDF. This process ensures that there are no errors and retains accessibility. However, if you are scanning a document into Adobe Acrobat Pro, follow the guideline below for creating an accessible PDF.

- OCR the document to turn the text into readable, editable text
- Provide alternate text for images
- Ensure that hyperlinks have descriptive text and they link to the correct website
- Ensure that the document is tagged in the correct order
- If the PDF has form fields, ensure that they are accessible by Adobe Reader
- Use the built in accessibility checker

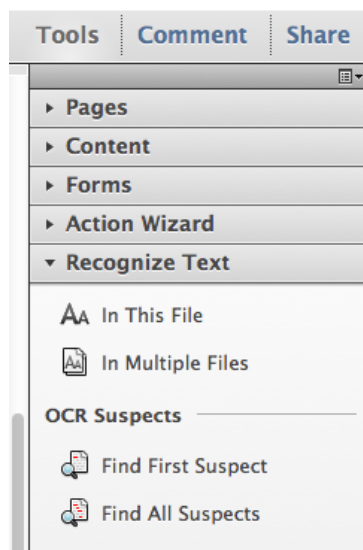
Creating An Accessible PDF

Using Adobe Acrobat XI Pro

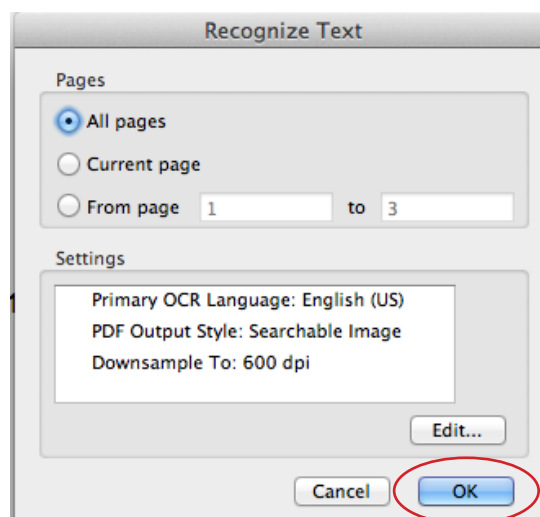
*Instructions are the same for Mac and PC unless noted otherwise

Optical Character Recognition

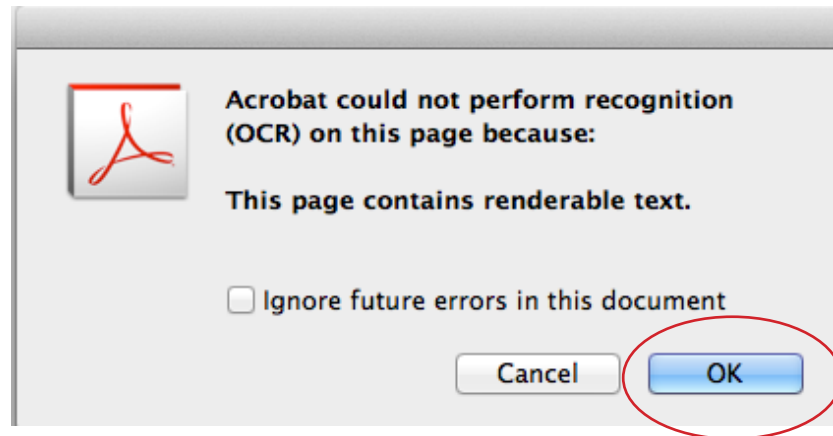
1) To OCR the pdf, go to Tools > Recognize Text (or Text Recognition) > In This File.



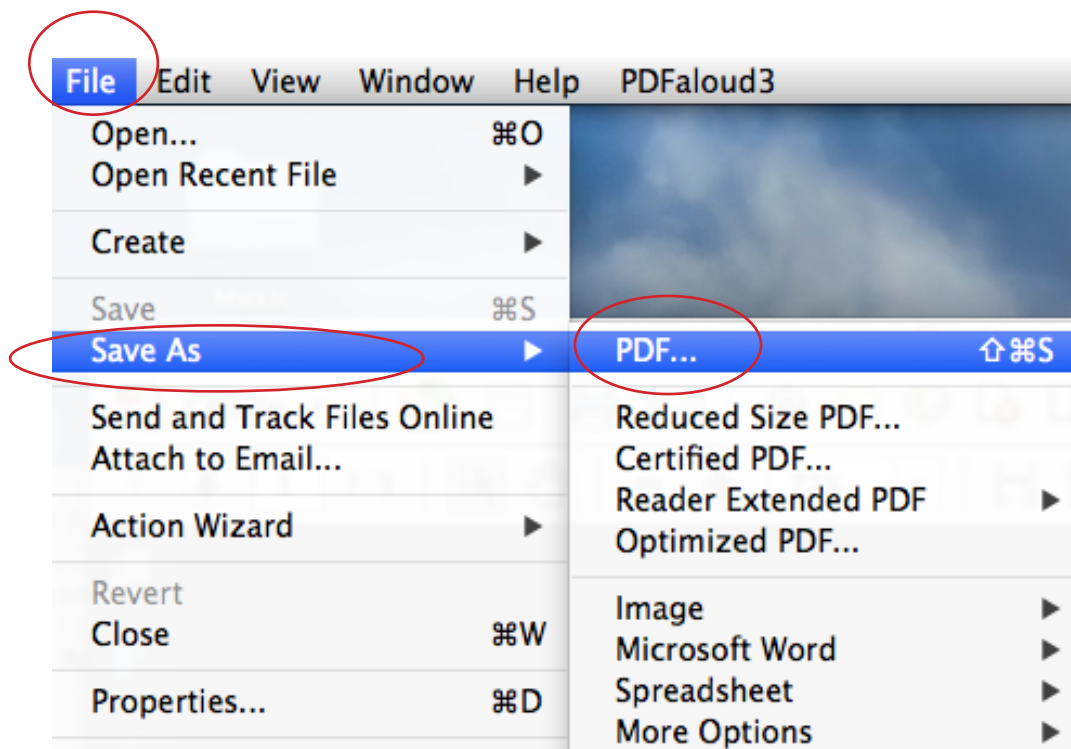
2) A “Recognize Text” window will pop up. Make sure “All pages” is checked, and click OK.



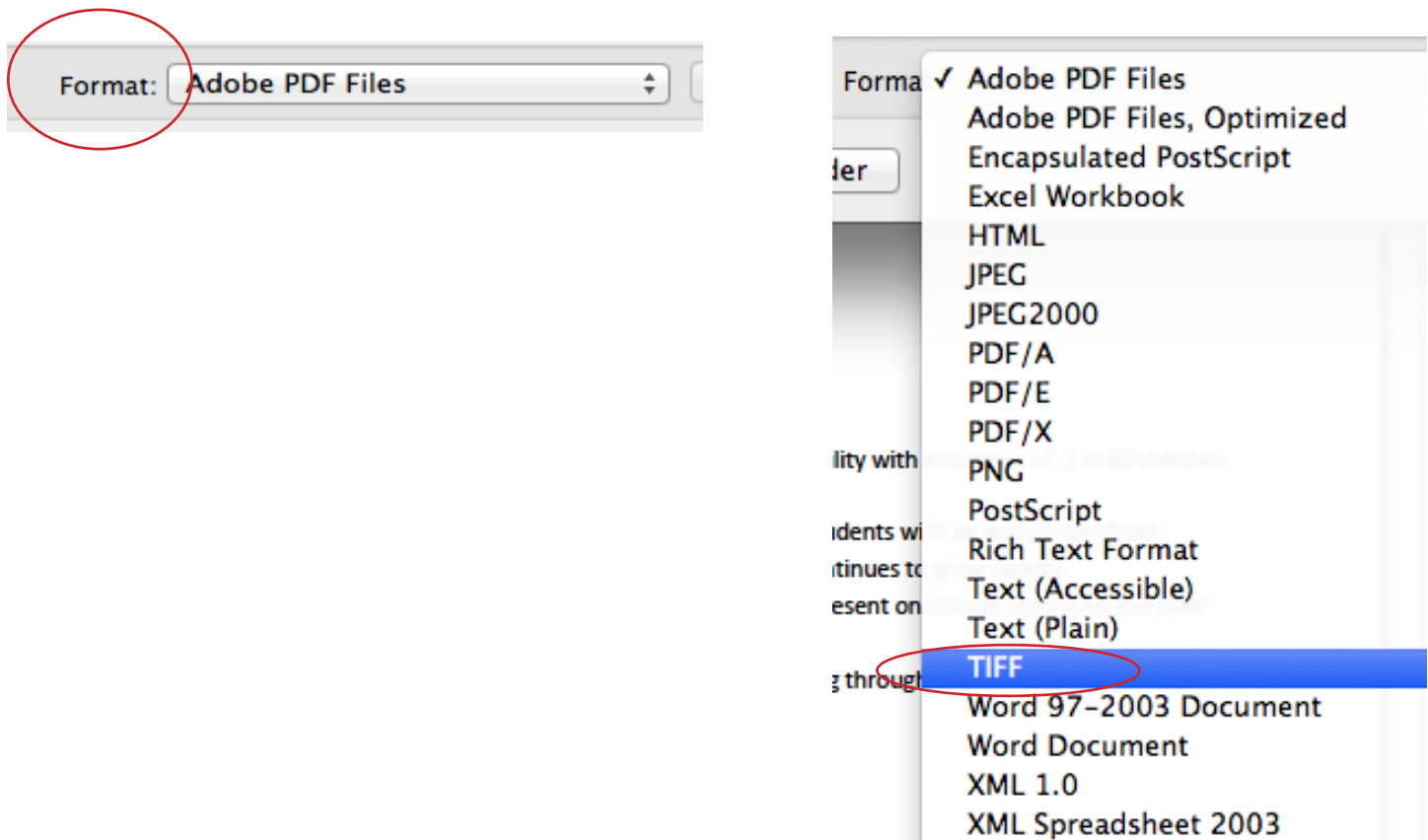
3) You may come across an error that says “Acrobat could not perform recognition (OCR) on this page because this page contains renderable text.” Click OK.



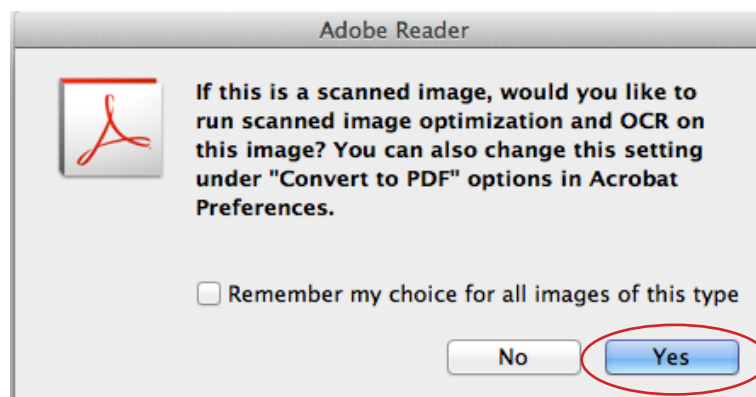
4) To overcome this problem, go to File > Save As > PDF



5) Change the format to TIFF.



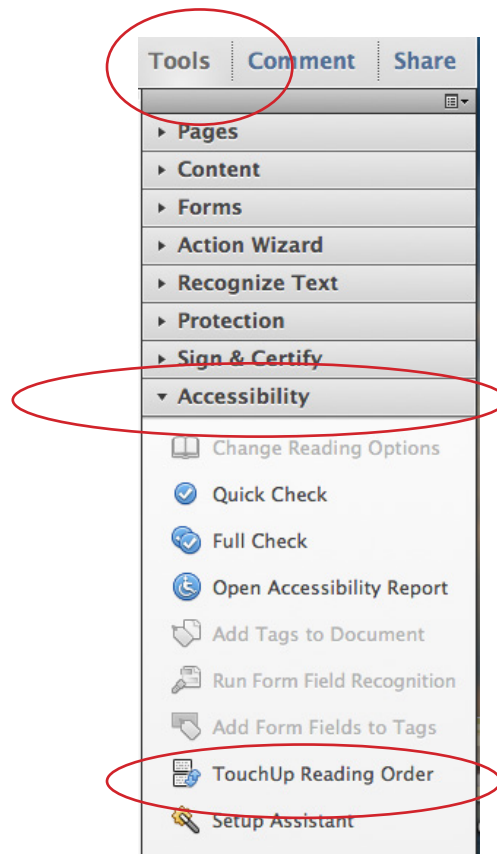
6) Each page of the pdf will be saved as a separate TIFF file. Open the first page of the TIFF file by right clicking on the file, selecting open with, and selecting Adobe Acrobat Pro. A window will pop up asking if you would like to OCR the image. Click “Yes”.



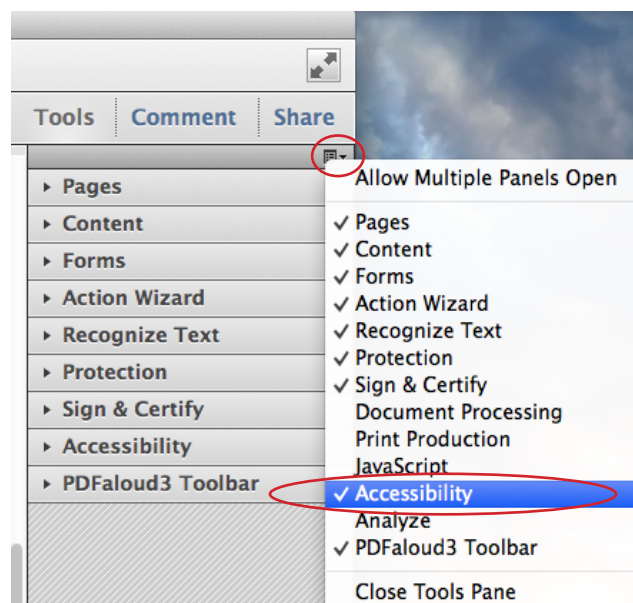
7) After the file OCRs, drag and drop the other TIFF files into the page thumbnails. Those pages will automatically OCR.

Tagging the PDF

1) Click on Tools > Accessibility > TouchUp Reading Order.



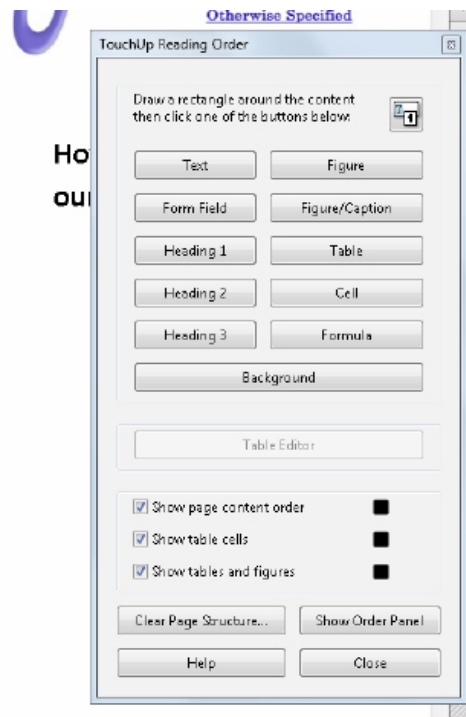
2) If you don't see Accessibility in the menu, click on the little arrow at the top right of the menu, and check Accessibility.



3) Adobe Acrobat Pro may or may not automatically tag the pdf. To tag the pdf if it doesn't, highlight the text or the image, and choose the appropriate tag.

Autism: Knowing it when you see it:

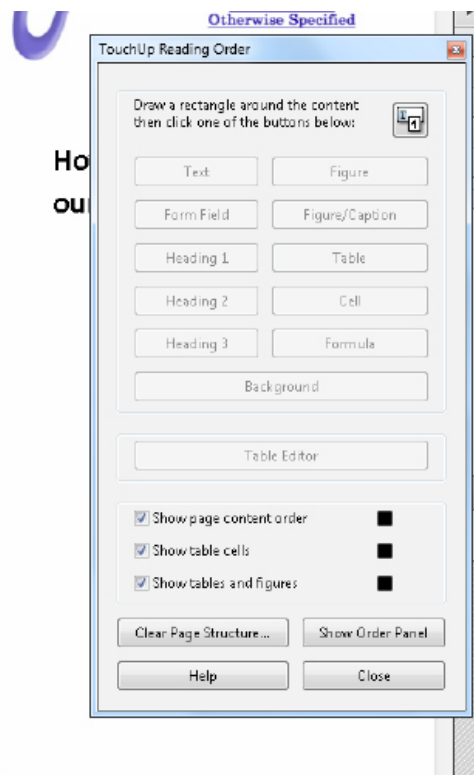
- May see ritualistic/repetitive behaviors (i.e. body rocking when stressed)
- Trouble staying on topic and maintaining conversation
- Literal interpretation of words
- Difficulty understanding nonverbal/social cues
- Has sensory sensitivity/sensory integration problems
- Has a flat affect and unusual prosody
- Avoids eye contact
- Exhibits an unusual, awkward gait



How
ou

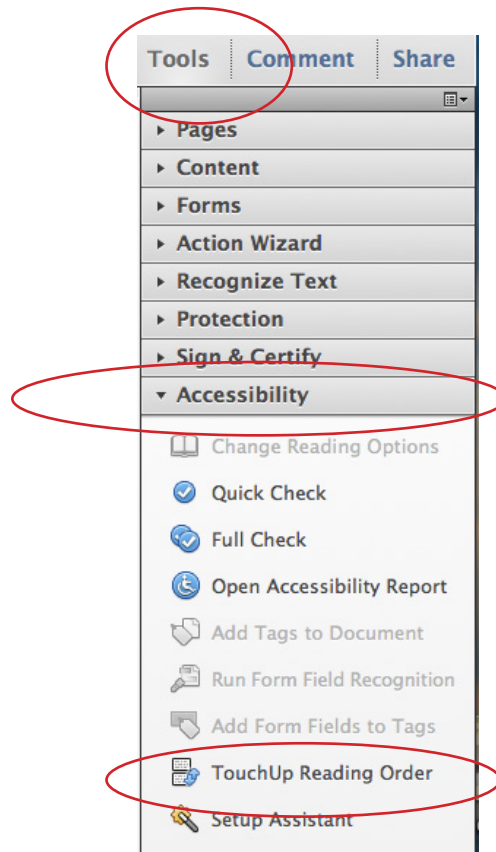
1 Autism: Knowing it when you see it:

- May see ritualistic/repetitive behaviors (i.e. body rocking when stressed)
- Trouble staying on topic and maintaining conversation
- Literal interpretation of words
- Difficulty understanding nonverbal/social cues
- Has sensory sensitivity/sensory integration problems
- Has a flat affect and unusual prosody
- Avoids eye contact
- Exhibits an unusual, awkward gait

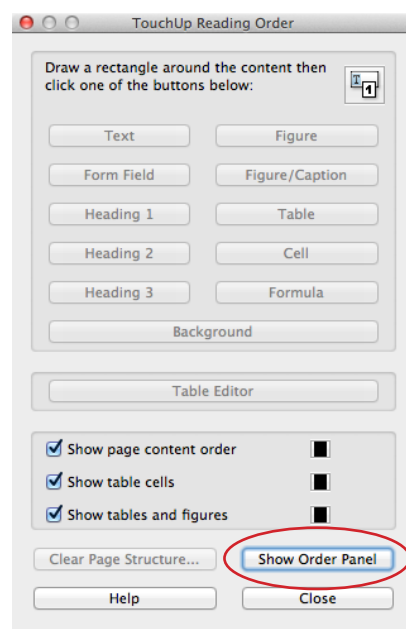


How
ou

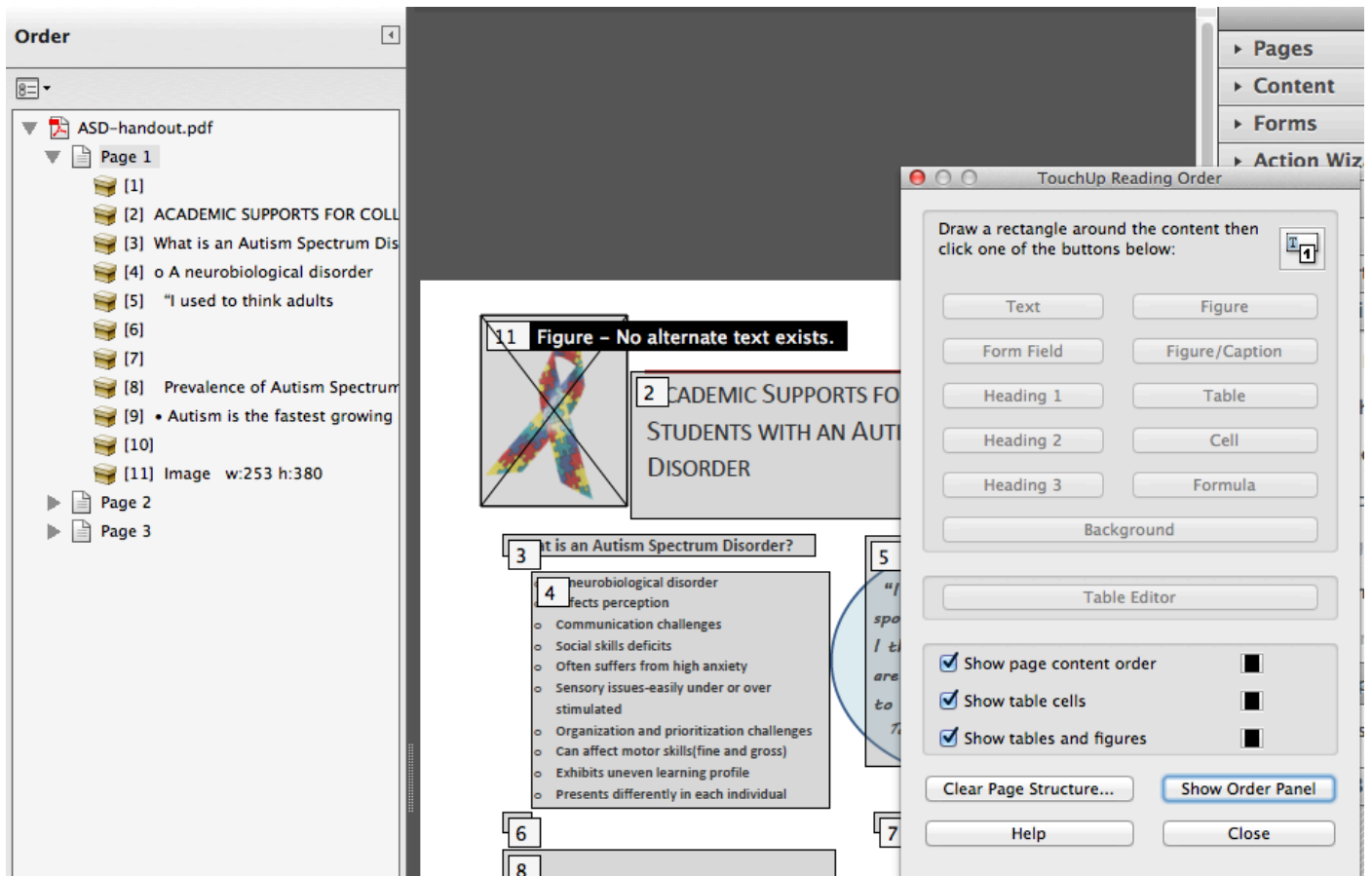
4) You may have to change the order of the tags in order for screen readers to read the PDF in the correct order. To change the order of the tags, go to Tools > Accessibility > TouchUp Reading Order.



5) Click on “Show Order Panel”.



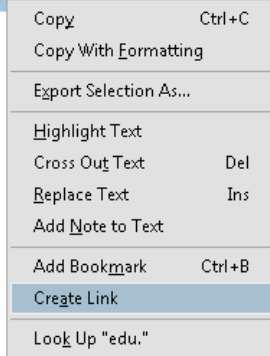
6) The order panel will appear on the left, and you will be able to change the order of the tags by dragging and dropping them to the position you want them to be read.



Creating an Accessible Link

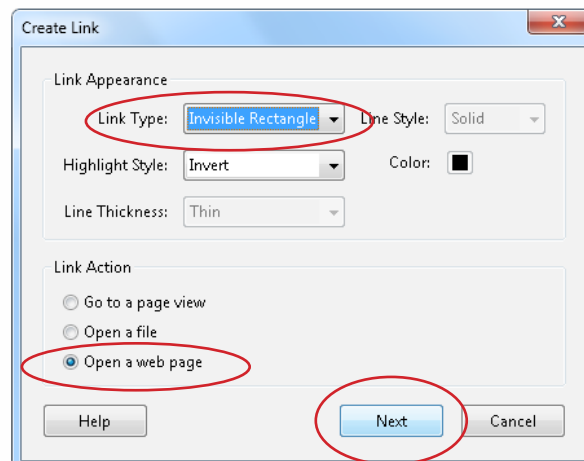
1) Highlight the text you want to make an accessible link, right click, and select “Create Link”.

For more information on accessibility, please visit the website www.catsweb.cuny.edu.



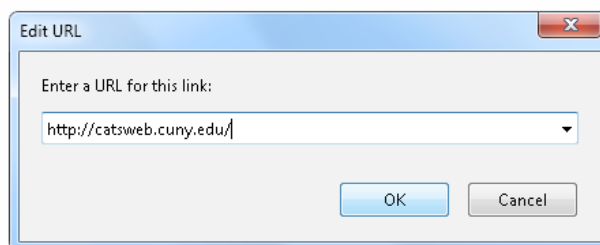
2) Next to “Link Type”, select “Invisible Rectangle”. Under “Link Action”, select “Open a web page”. Click next.

For more information on accessibility, please visit the website www.catsweb.cuny.edu.



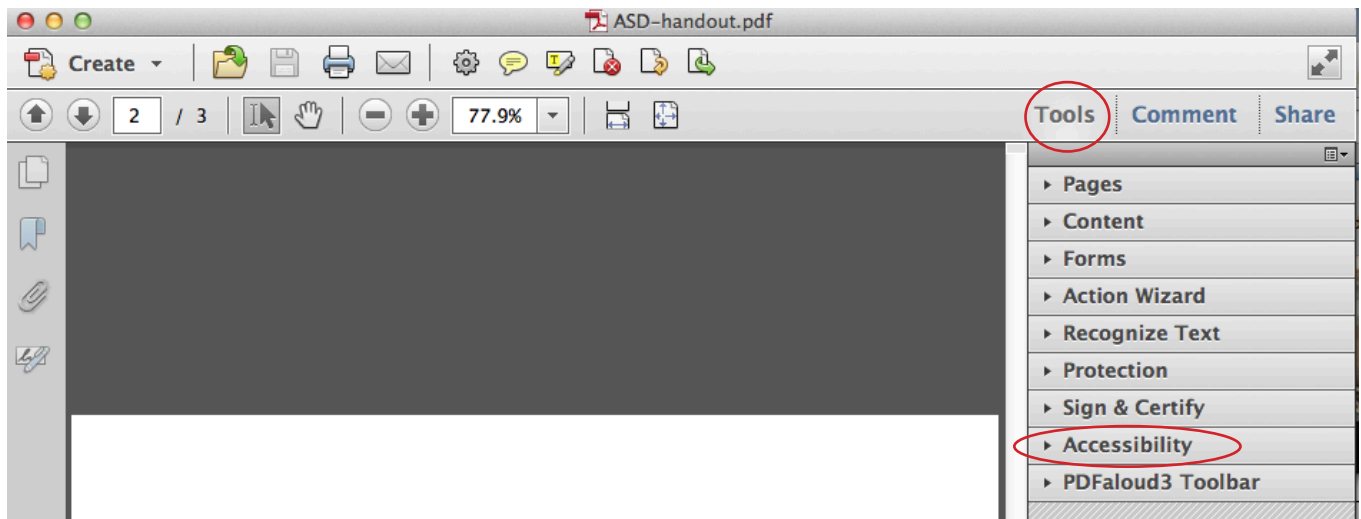
3) Enter the url and click ok. It is recommended to copy and paste the url from the browser rather than typing it in.

For more information on accessibility, please visit the website www.catsweb.cuny.edu.

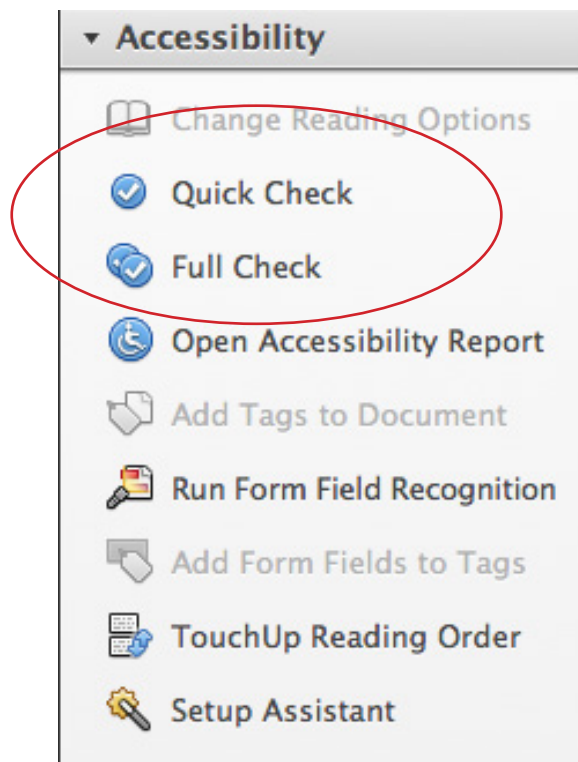


Accessibility Checker

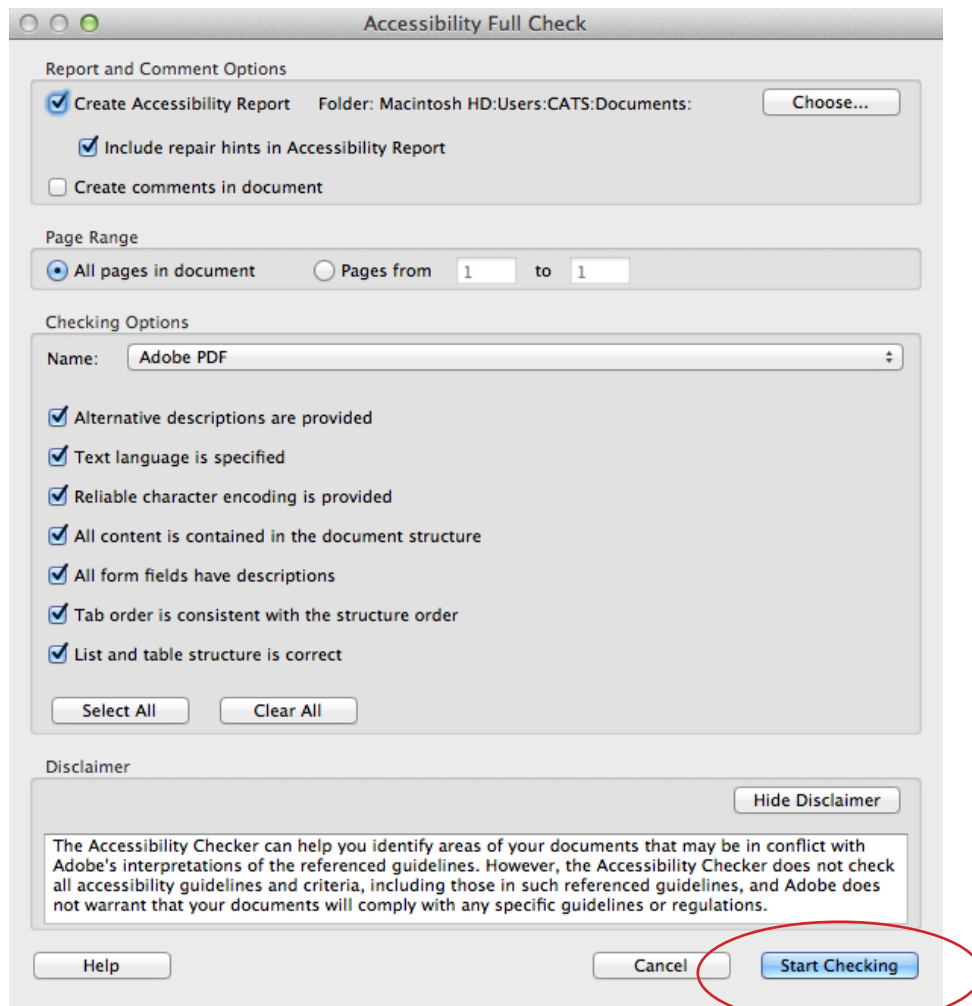
1) Go to Tools > Accessibility.



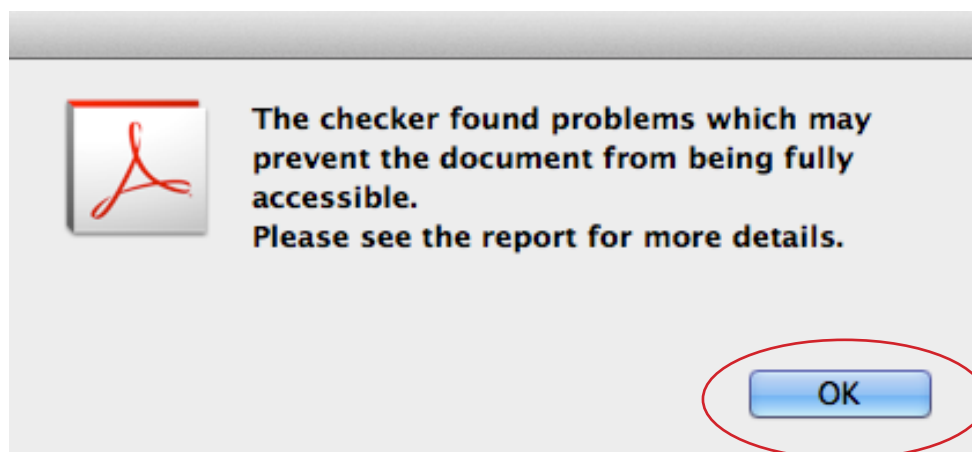
2) When you click open Accessibility, you will see Quick Check and Full Check. It is recommended to do Full Check.



3) Click on Full Check, and then click on Start Checking.



4) A diagram will pop up if your pdf is not accessible. Click ok to show the Accessibility Report.



Video Accessibility

Importance of Captioning

Captioning makes videos accessible not only to those who are deaf, hard of hearing, or who are learning disabled, but to everyone as well. Making videos accessible helps those who are learning a new language, those who cannot turn up the volume (such as being in a library), and those who are in a noisy area and do not have access to headphones. By broadening your audience, you are making your videos accessible to all in any environment. Also, viewing captions on videos helps the viewer's engagement, comprehension, and retention of information.

Part of Section 508 of the Rehabilitation Act of 1973 requires captioning of multimedia products. In addition, colleges, universities, and other post-secondary programs must provide effective communication for deaf and hard of hearing students to continue to receive federal funding. Lecture capture recordings, academic materials, or anything else that is being used in class must be made accessible to students with disabilities and provide equal opportunity to those without disabilities.

MovieCaptioner



MovieCaptioner is a QuickTime based software designed to make videos and audio files accessible by creating closed captions. It is not only a quick and easy tool to create captions, but also an easy way to export into different caption/transcript files and formats. Having the knowledge and tools to provide captions for videos is an important step to take towards accessibility.

MovieCaptioner Requirements

MovieCaptioner is available for both Mac and PC.

Note: Make sure the computer you are captioning on has at least 3.00 GB of ram. The more ram, the faster the program will respond. If you have less than 3.00 GB of ram, you may experience freezing or lagging.

For Windows:

- Windows XP, Vista, 7, 8
- QuickTime 7 (must be installed prior to installing MovieCaptioner)

Optional:

- Freemake Video Converter (free)
- Miro Video Converter
- MPEG Streamclip
- Cloudconvert.org
- HandBrake

For Mac:

- Mac OSX 10.5 or newer
- QuickTime 7 (must be installed prior to installing MovieCaptioner)

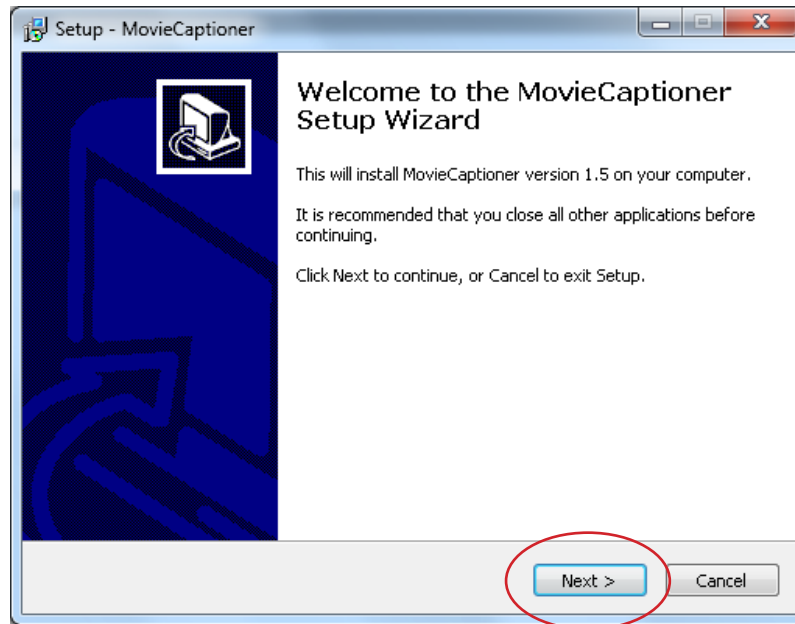
Optional:

- MEG Streamclip
- HandBrake
- Miro Video Converter
- Perian

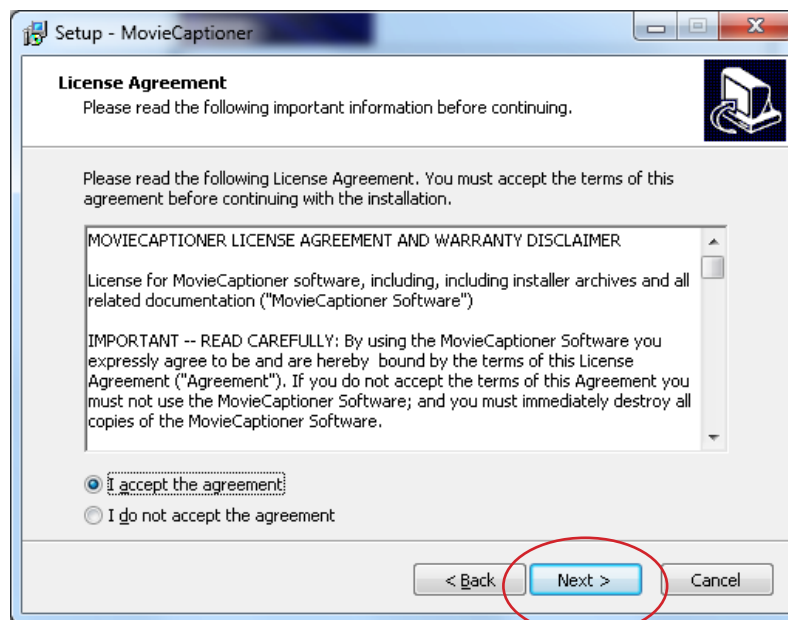
Installation

Make sure you have QuickTime 7 installed before you begin the installation.

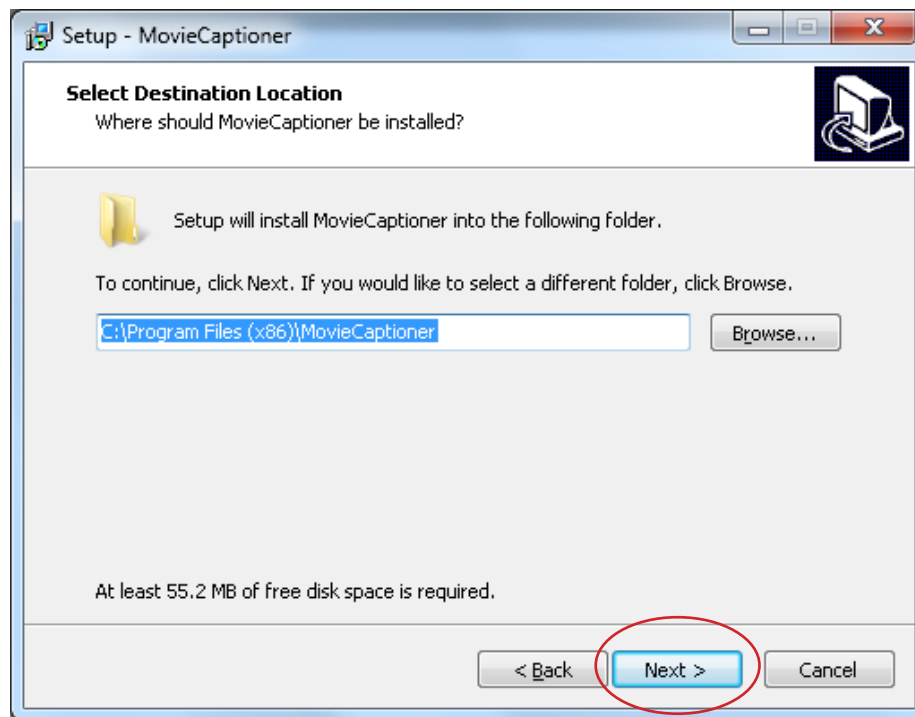
1) The MovieCaptioner Setup Wizard will pop up. Click next.



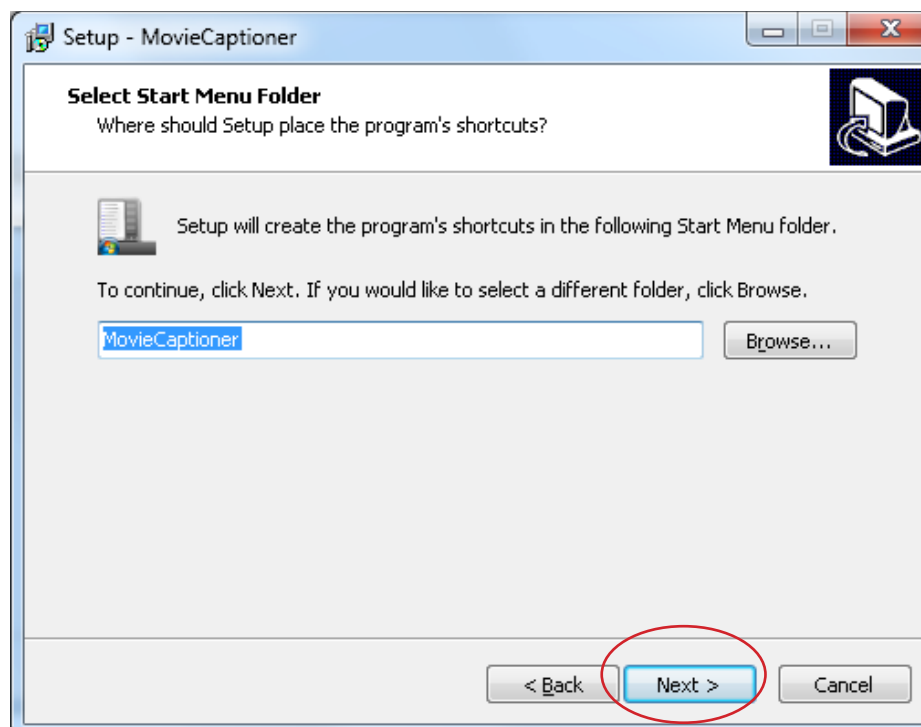
2) Accept the License Agreement and click next.



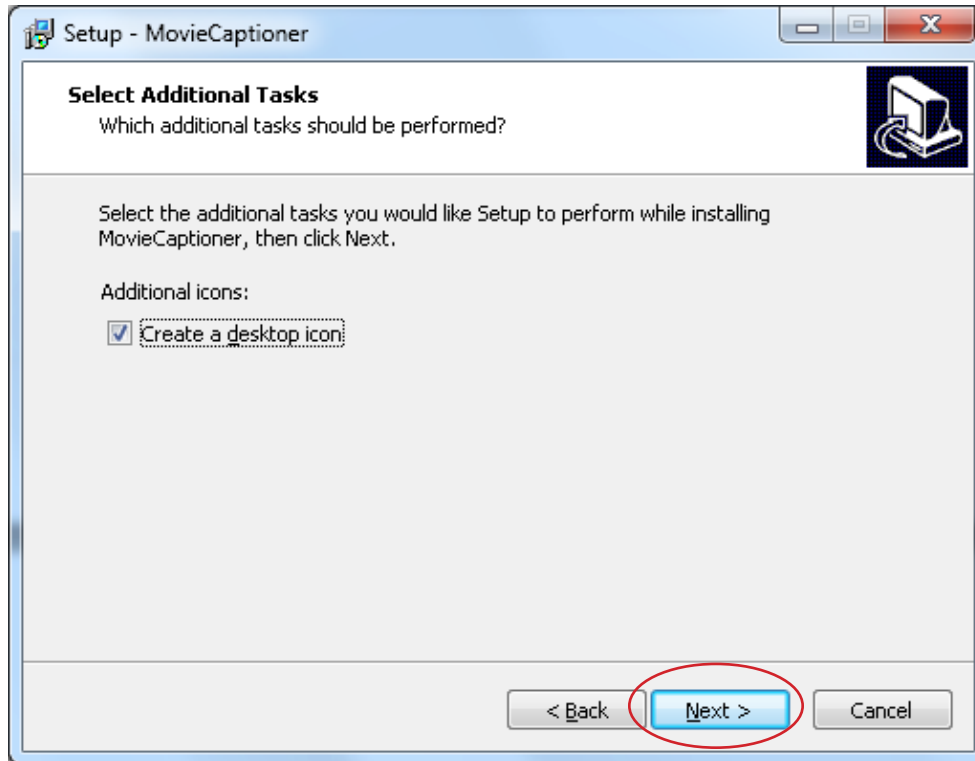
3) Click next.



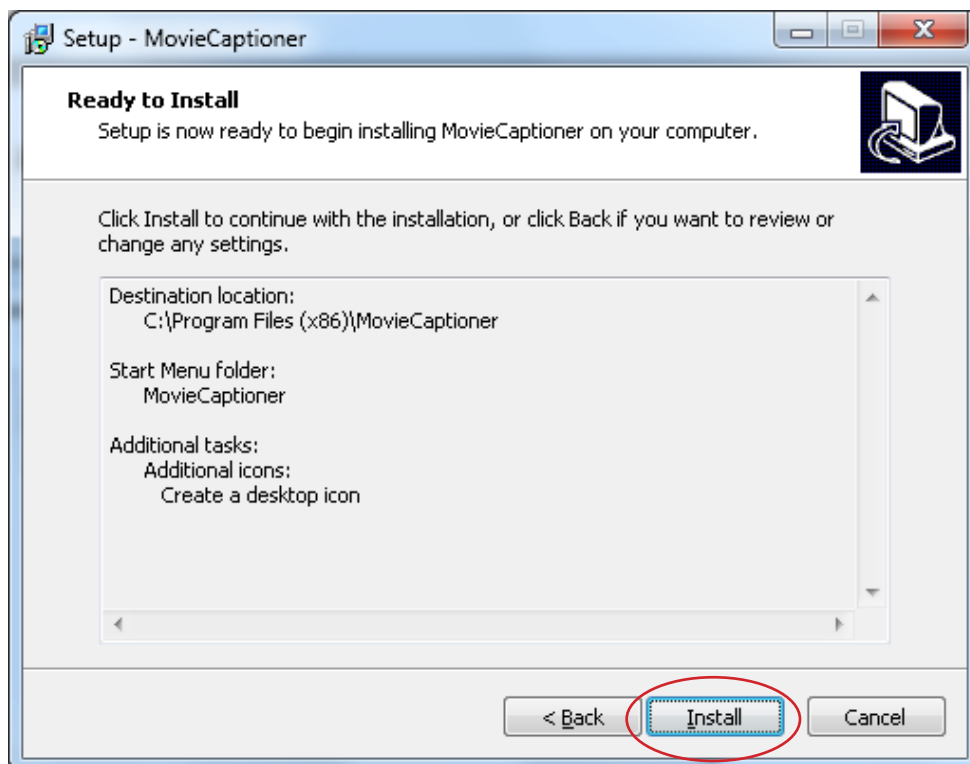
4) Click next.



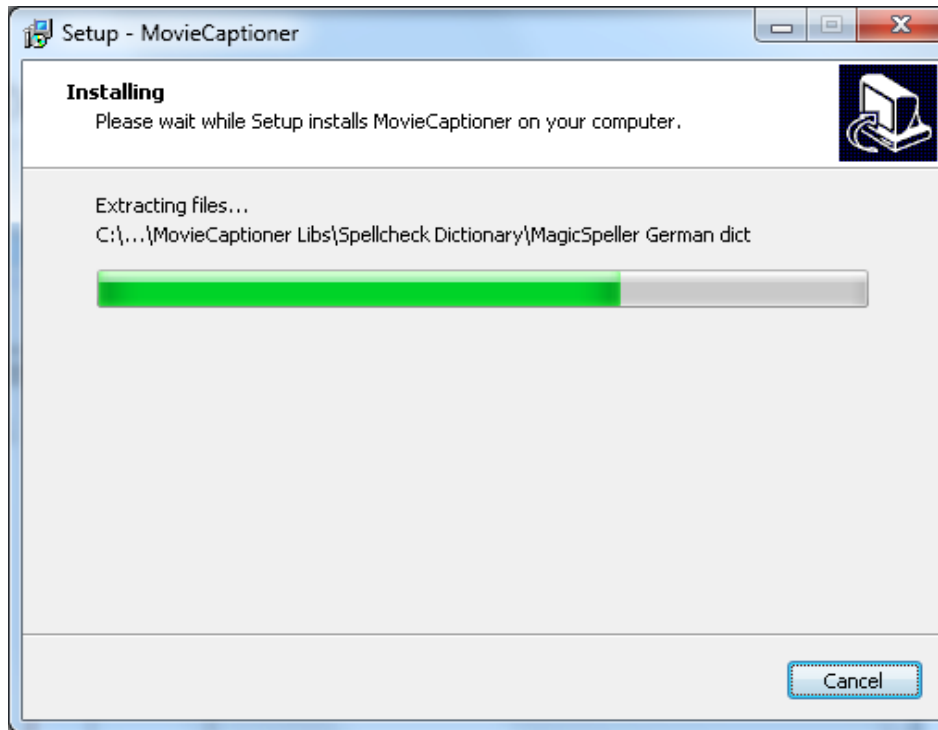
5) Check “Create a Desktop Icon” and click next.



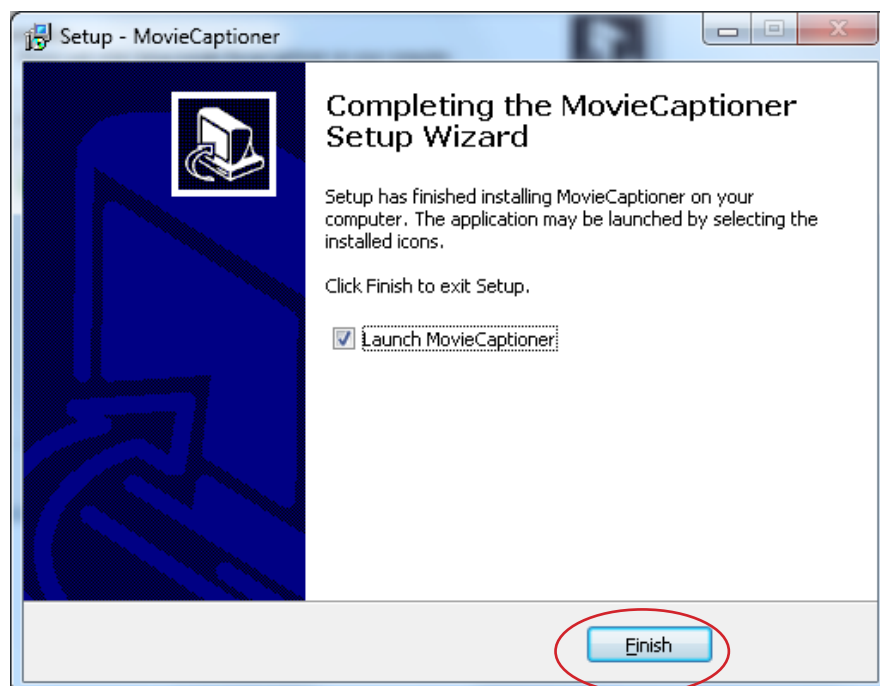
6) Click Install.



7) The progress window should pop up.



8) Click Finish to complete the installation.



Captioning Guideline

Timing and Positioning

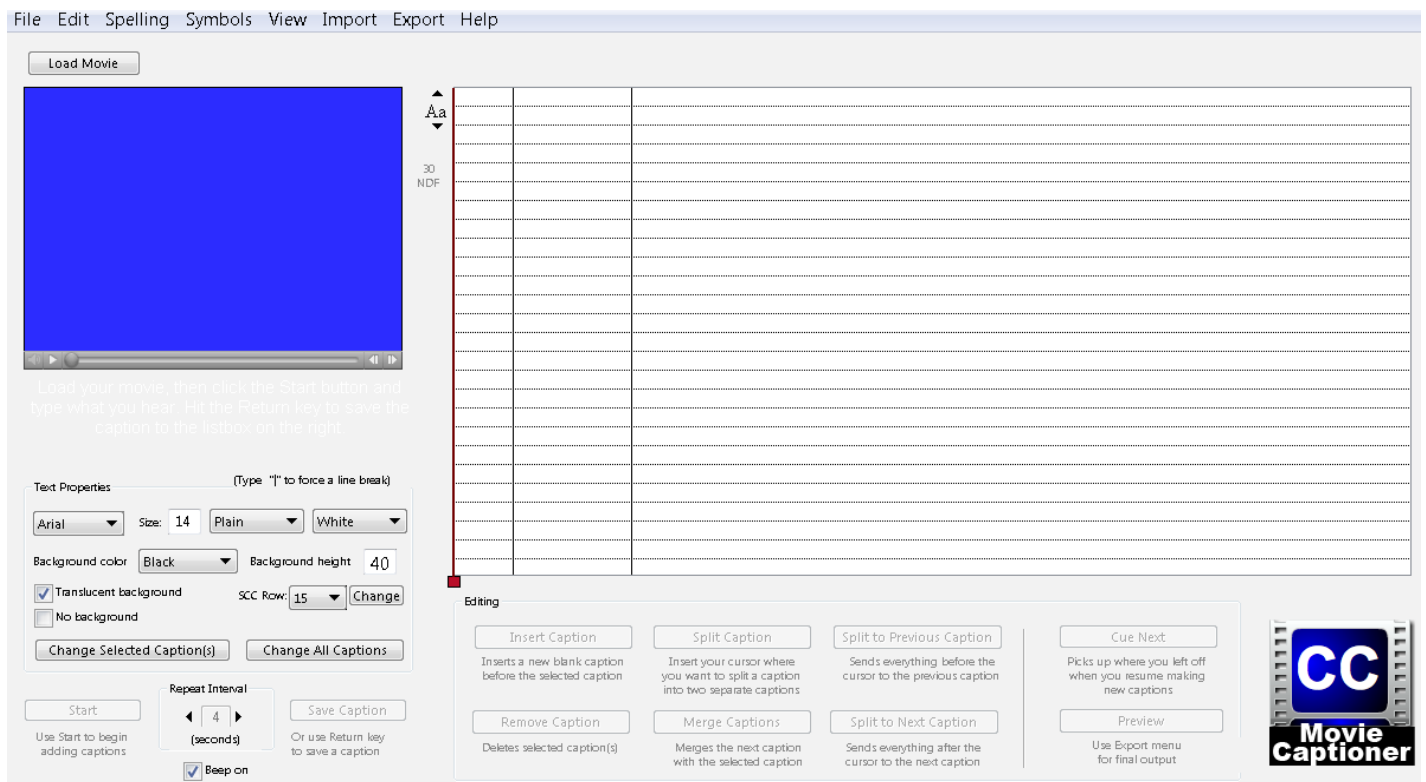
- One to three lines of text should appear onscreen at a time
- Each caption should be viewable for three to seven seconds
- Each caption should be synchronized with the audio
- Captions should not cover graphics and other essential visual elements of the picture
- Each caption should not exceed 32 characters per line; however, where line division is required, it should be broken at a logical point where speech normally pauses

Style and Formatting

- Use a Sans Serif font (such as Arial, Helvetica, Veranda)
- Use upper and lowercase letters
- Spelling should be accurate
- When there is more than one speaker present, identify who is speaking
- Use italics when a word is being defined or a word is heavily emphasized
- Numbers one through ten should be spelled out. Use numerals for numbers over ten
- Sound effects or any non-verbal sounds should be captioned in square brackets
- Do not caption stuttering or hesitation

Source: captioningkey.org

How to Use MovieCaptioner

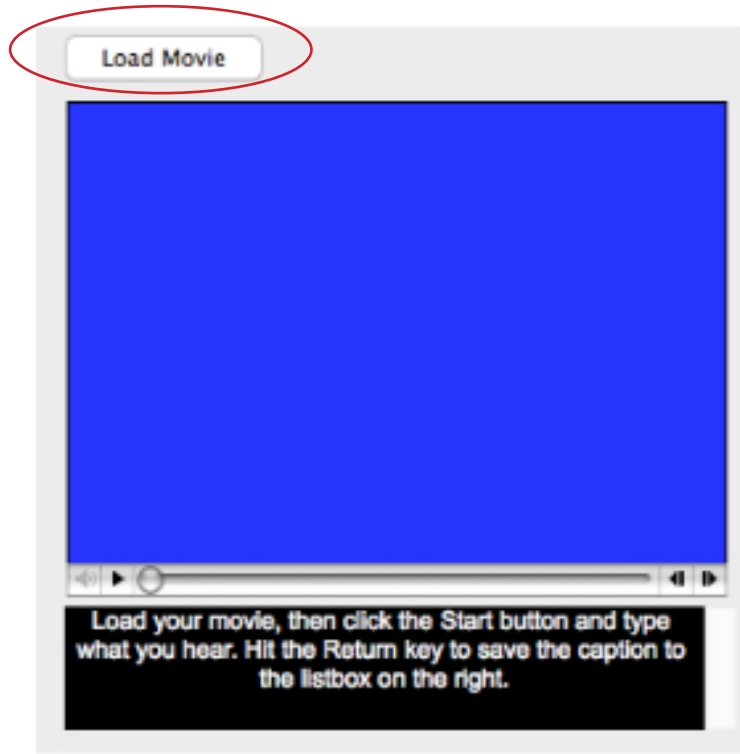


Before you begin captioning, make sure your videos are in .mp4, .m4v, or .mov format. It is recommended to use Freemake Video Converter OR cloudconvert.org to convert to the correct file format. For Mac users, Handbrake is another tool. When you have the correct format, it is recommended to have your movie on your main hard drive (such as your desktop) instead of an external hard drive or flash drive for best results.

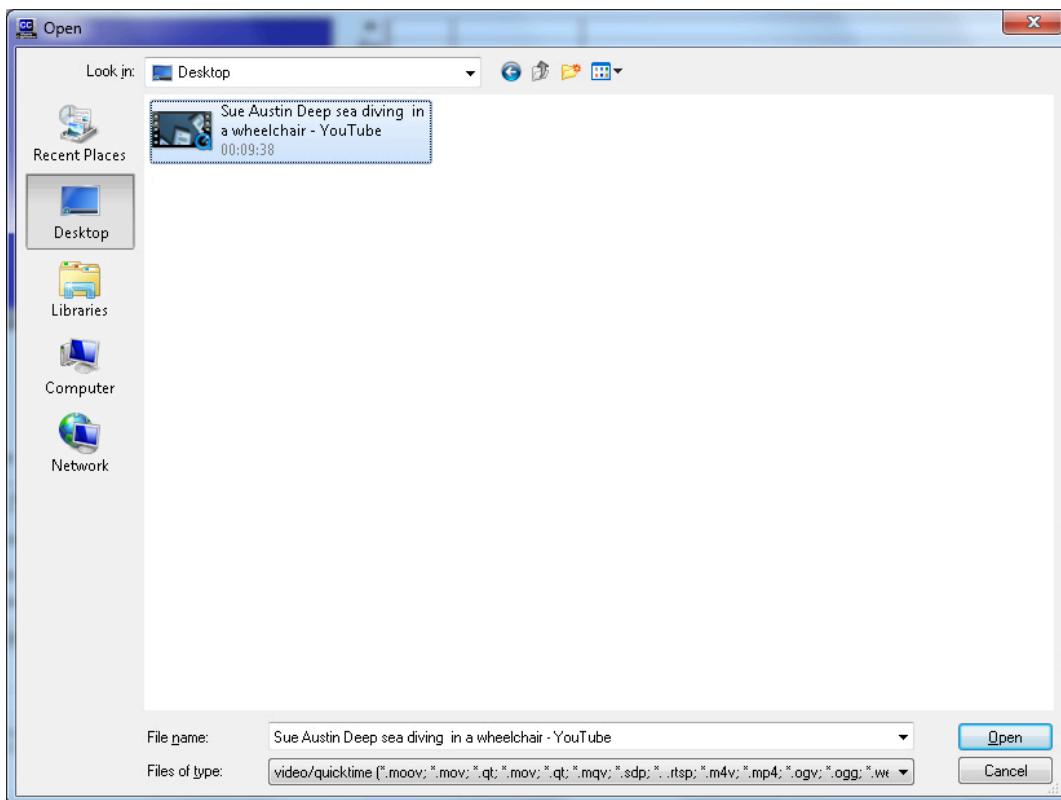
When you first open MovieCaptioner, you will see this layout. The blue screen to the left is where your video will be seen as you are captioning. The columns and rows to the right is where your captions will show up. On the bottom of the blue screen are the text properties where you are able to change the text and background properties. Between the blue screen and the text properties is where you will be typing the captions. On the bottom of the columns and rows are the editing options where are able to edit your captions.

Loading Your Video

1) Click on Load Movie located at the top left corner.

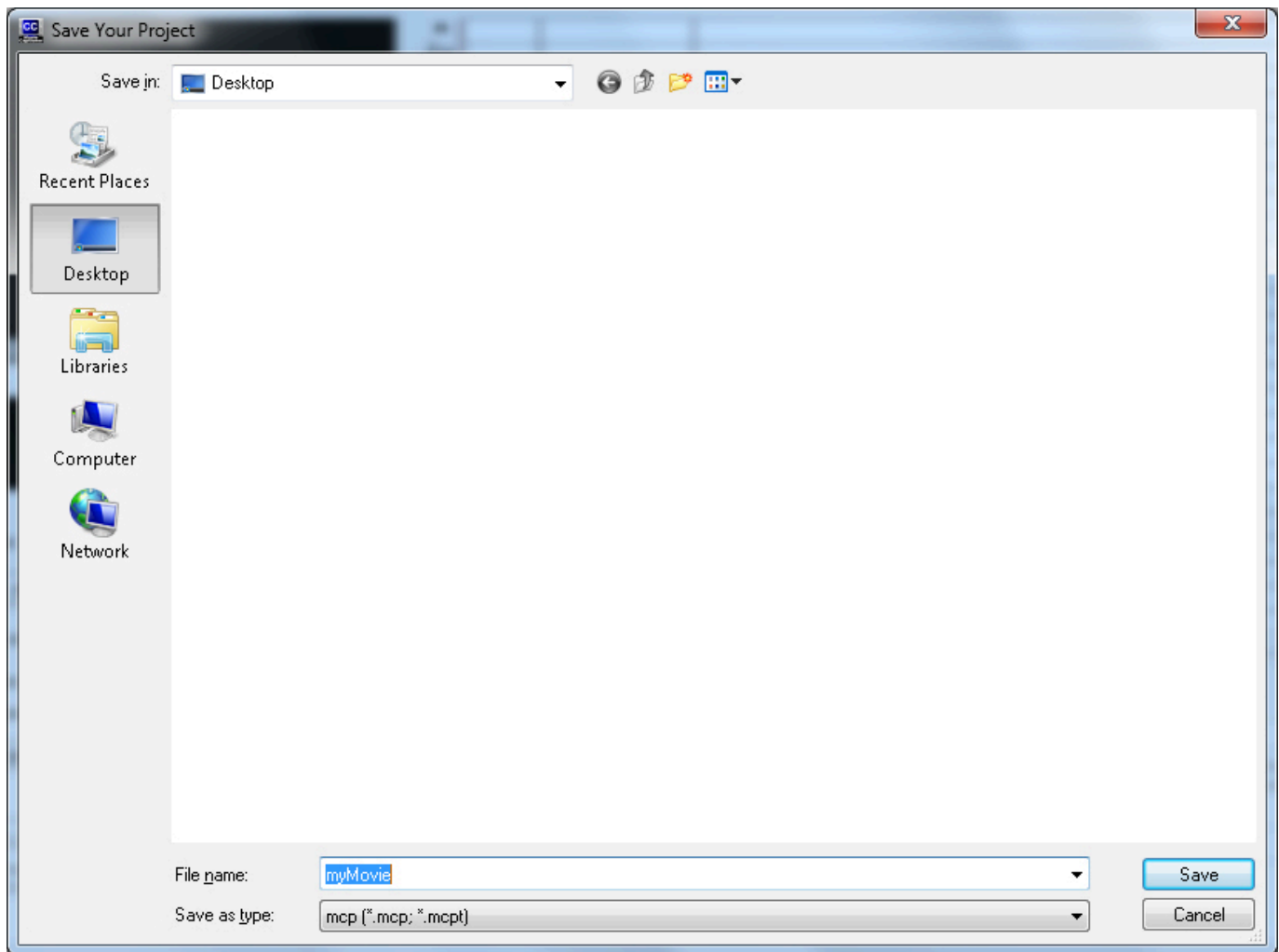


2) Search for the video you would like to caption and click open.



3) After choosing a video, you are prompted to save the video as a moviecaptioner project file (.mcp). This is so that MovieCaptioner can automatically save your project as you are captioning. Name and save the file.

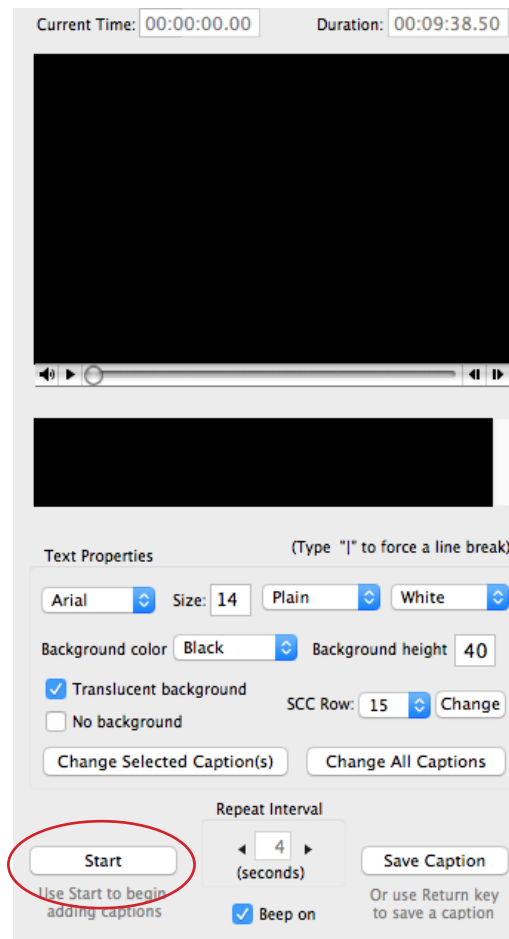
Tip: It is recommended to have the original video, the .mcp file, and the exported files all in one folder on the desktop. More on exporting on page



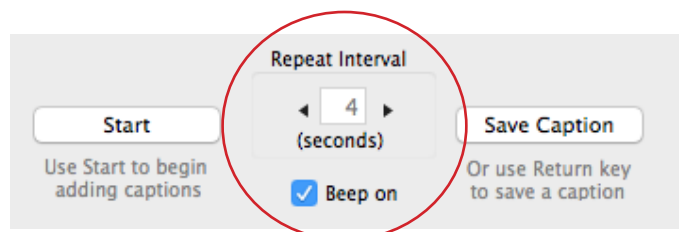
Starting to Caption

1) Click on the Start button located at the bottom left to start typing your captions. This will start the video to loop ever 4 seconds.

Tip: Don't click on the play button right below the video! That will play the whole video without using the loop feature. This is used to review the video.



2) You can adjust the amount of seconds being looped by clicking on the arrows under "Repeat Interval". As you type, the video will repeat the amount of seconds you set it at. You can also choose to have MovieCaptioner beep whenever it loops by having "Beep on" checked.



3) As the video is looping, you can type your captions in the black box below the video playing. Press enter to save your caption. (Saved captions will appear to the right with its timecode). MoveCaptioner will automatically continue playing the next amount of seconds.

The screenshot displays the MoveCaptioner software interface. At the top, there are two timecode fields: "Current Time" (00:00:12.56) and "Duration" (00:09:18.50). Below these is a video player showing a crowd of people. To the right of the video player is a list of captions with their timecodes and text. The current caption being edited is highlighted in blue.

Line	Timecode	Text
1	00:00:00.00	
2	00:00:14.01	[applause]
3	00:00:16.18	It's wonderful to be here, to talk about my journey, to talk about the wheelchair
4	00:00:22.29	and the freedom it has brought me.
5	00:00:24.41	I started using a wheelchair 16 years ago
6	00:00:27.46	when an extended illness changed the way I could access the world.
7	00:00:32.56	When I started using the wheelchair, it was a tremendous new freedom.

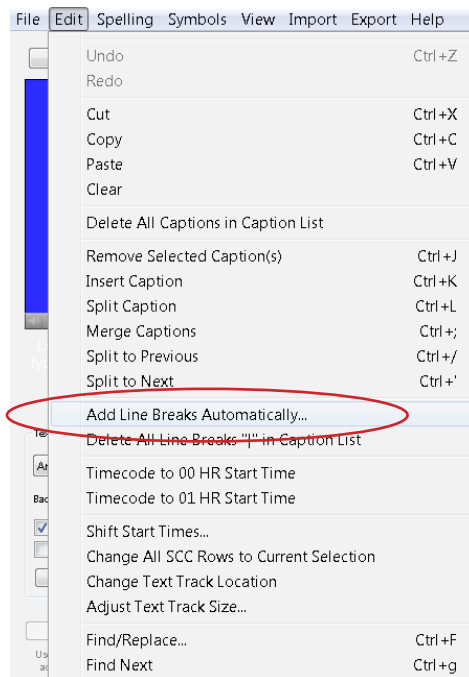
Below the video player, there is a preview window showing the current caption: "When I started using the wheelchair, it was a tremendous new freedom." Below this are settings for the caption: "Text Properties" (Arial, Size: 20, Color: White, Background color: Black, Background height: 60) and "Caption Properties" (Background: No background, SCS Row: 11, Change). There are buttons for "Change Selected Caption(s)" and "Change All Captions".

At the bottom left, there are buttons for "Start" (Use Start to begin adding captions), "Repeat interval" (4 seconds), "Stop" (Stop on), and "Save Caption" (Or use Return key to save a caption).

At the bottom right, there is a "Editing" section with buttons: "Insert Caption" (inserts a new blank caption before the selected caption), "Split Caption" (insert your cursor where you want to split a caption into two separate captions), "Split to Previous Caption" (Sends everything before the cursor to the previous caption), "Remove Caption" (Deletes selected caption(s)), "Merge Captions" (Merges the next caption with the selected caption), "Split to Next Caption" (Sends everything after the cursor to the next caption), "Cut back" (Picks up where you left off when you resume making new captions), and "Preview" (Use Export menu for final output).

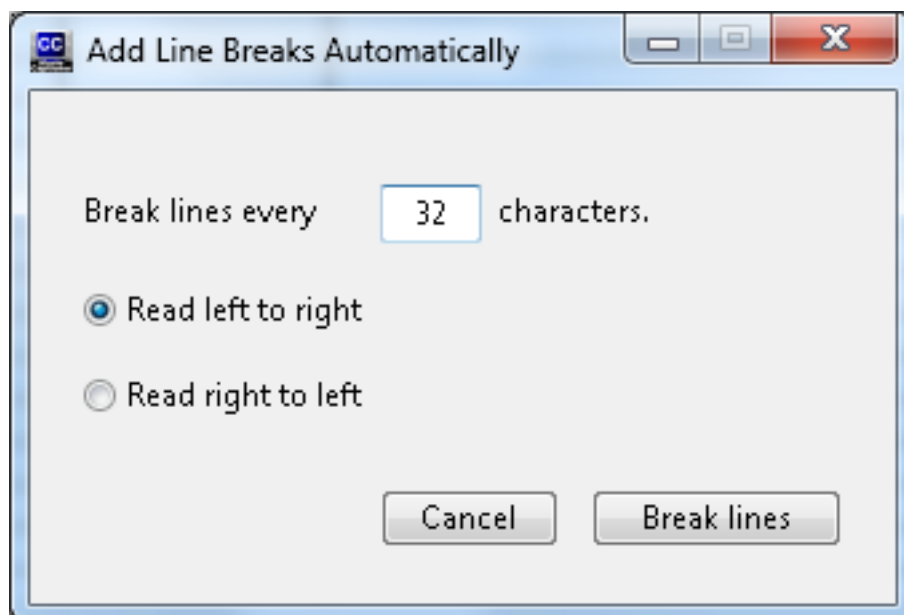
The MoveCaptioner logo is visible in the bottom right corner.

4) In order to have 32 characters per line in your captions, go to Edit > Add Line Breaks Automatically.



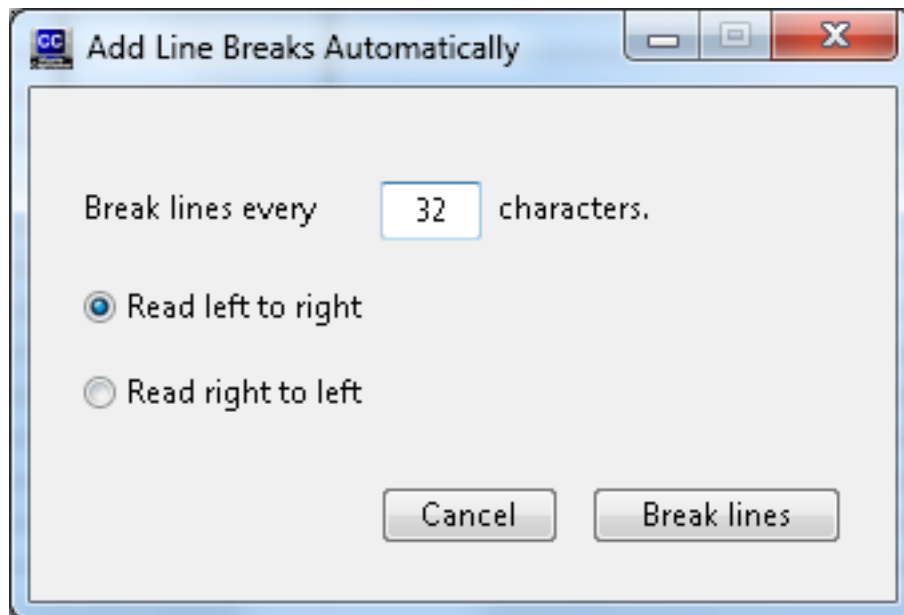
5) Enter the number 32 to break the lines every 32 characters. “Read left to right” should be selected. Click on Break lines.

Tip: It is recommended to add line breaks after you have finished captioning your video.



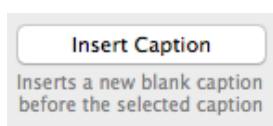
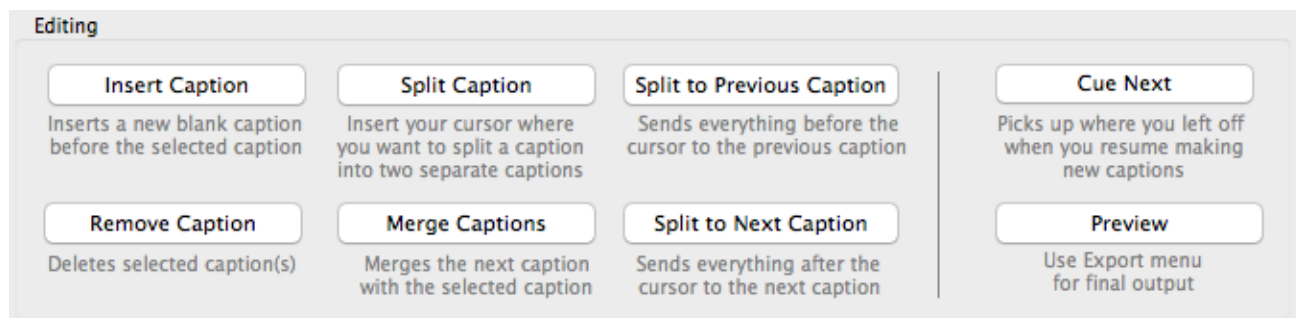
6) Under Text Properties, you can change the font, size of text, and color of text. You can also change the color and height of the background the captions will appear on. If you change the text properties after you type your captions, click on “Change All Captions” to change all the captions.

Tip: It is recommended to change the text properties after you are finished captioning your video.

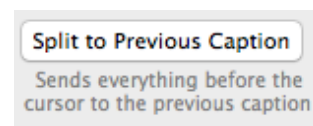


Editing Captions

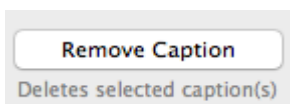
1) Under the editing section, you are able to edit your captions.



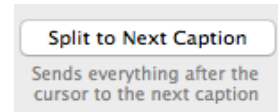
Select a caption to insert a new blank caption before it.



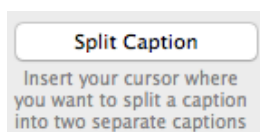
Insert your cursor to where you want to split the caption to the previous caption.



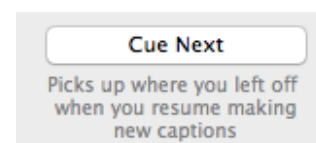
Select a caption to remove it.



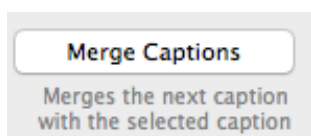
Insert your cursor to where you want to split the caption to the next caption.



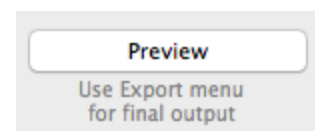
Insert your cursor to where you want to split your caption.



Select the caption where you left off to resume making new captions.



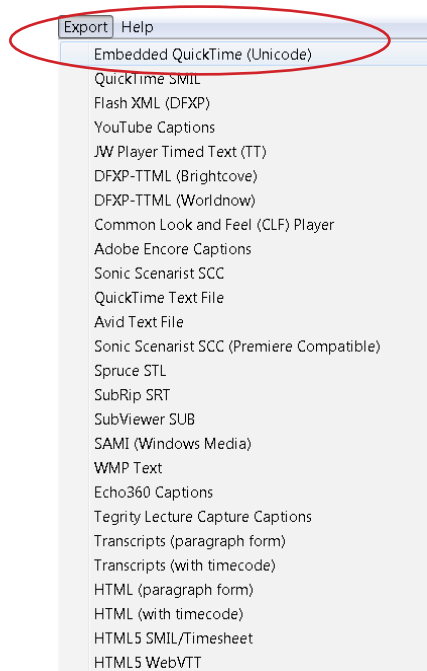
Select a caption to merge with the next caption.



Preview your captioned video.

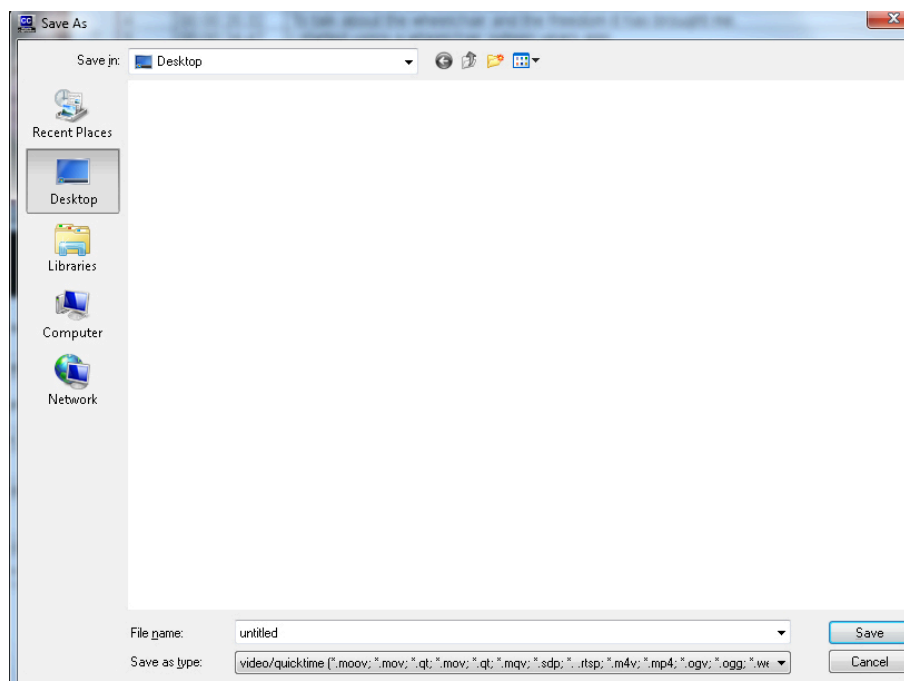
Exporting Captions to Your Video

1) In order to save your video with the captions, click on Export > Embedded QuickTime (Unicode).



2) A window will pop up prompting you to save in QuickTime format. Name and save your video.

Tip: It is recommended to name the video the same as the original, along with “captioned”.



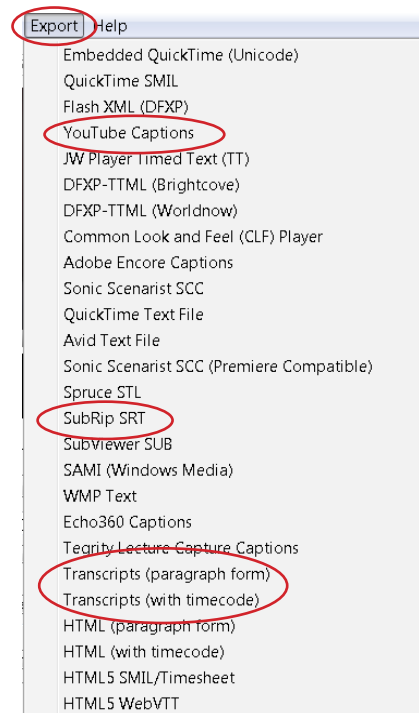
3) After saving your video, it will pop up in QuickTime Player with your captions.



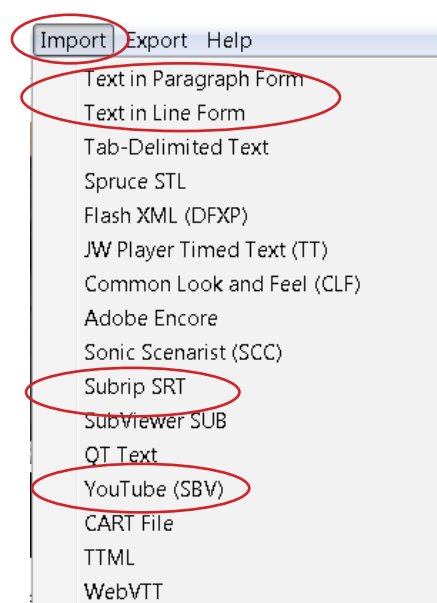
Exporting and Importing Captions

1) To export transcript files, click on Export. The most common transcript file format is .SRT, however you can also export .TXT file formats by exporting transcripts (paragraph form) or transcripts (with timecode).

Note: YouTube Captions and SubRip SRT are both .SRT files formats.



2) In order to import a transcript into MovieCaptioner, click on Import, and select which format you would like to import in. It is recommended to import in Text in Line Form, SRT, and QT Text.



Note: Text in Paragraph Form and Text in Line Form are both .TXT file formats.

Caption File Formats

SRT - YouTube and other web players

SBV - YouTube caption file

DFXP - Flash Players

SCC - iPods, iTunes, DVD encoding

SAMI - Windows Media

Frequently Asked Questions

1) What's the difference between open and closed captions?

Open captions are embedded into the movie; they can't be turned off. Closed captions give the viewer the option to turn the captions on or off.

2) After using MovieCaptioner, will my captions show up in Windows Media Player?

Since MovieCaptioner is a QuickTime based software, captions will not appear in Windows Media Player.

3) Will MovieCaptioner work with ZoomText?

Yes, MovieCaptioner will work with ZoomText. The faster and better the specs of your computer, the faster both programs will respond.

4) Will MovieCaptioner work with Dragon Naturally Speaking?

It depends. Dragon is a big program that uses a lot of RAM and CPU power. If you use both programs at the same time, you will experience lagging and freezing, unless you use a very powerful computer.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Approximate Production Time

Production time may vary depending on the captionist's typing ability and speed, and specs and speed of the computer.

1 minute video = 5 minutes of captioning

5 minute video = 25-30 minutes of captioning

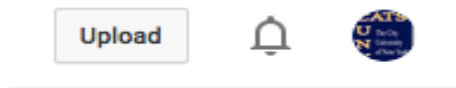
10 minute video = 50-60 minutes of captioning

30 minute video = 2-3 hours of captioning

1 hour video = 5-7 hours of captioning

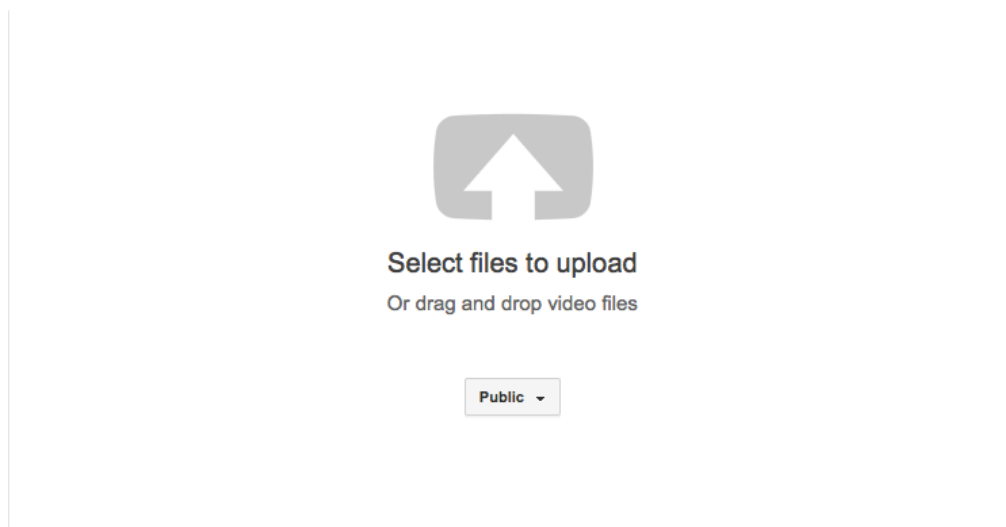
Uploading to Youtube

1) Go to YouTube and log in to your account. After you have logged in, click on the upload button at the top right.




Note: Since MovieCaptioner creates closed captions, which are not embedded into the video, you will have to upload the transcript file separately.

2) First, upload the original video by clicking on “select files to upload”.




3) Wait until your video finished uploading and processing.



 Your video is still uploading. Please keep this page open until it's done.



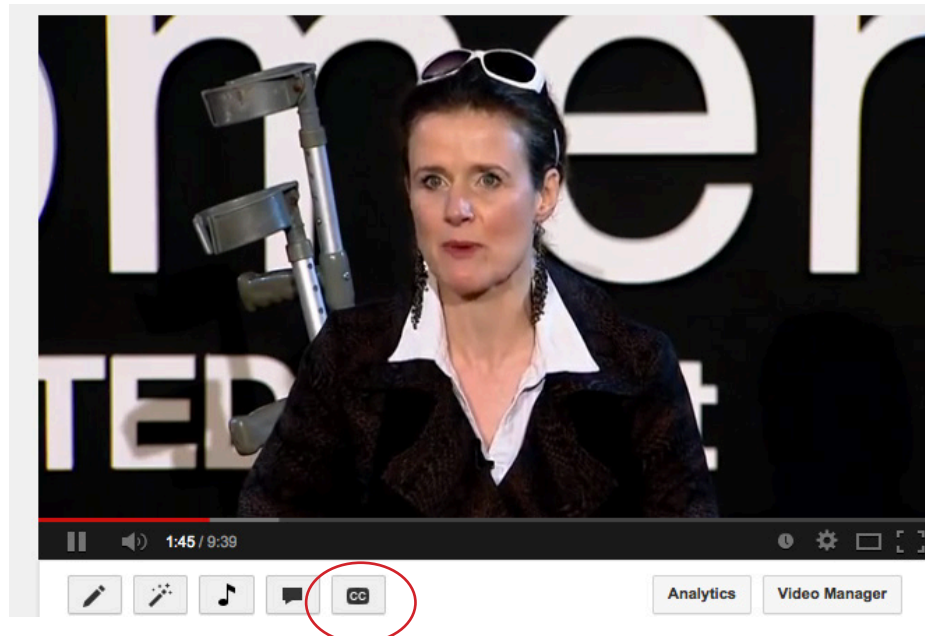
 Upload complete! Your video will be ready at <http://youtu.be/JmEbULGYu0U> once it's done processing.

4) Click on the link to your video when it is finished uploading and processing.

Sue Austin Deep sea diving in a wheelchair YouTube

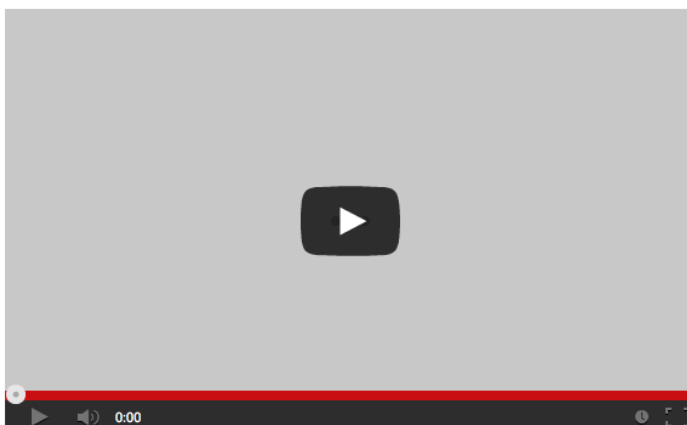
✓ Your video is now ready at <http://youtu.be/JmEbULGYu0U>

5) Click on the CC logo at the bottom of the video to add the captions.



6) Select the video language.

Sue Austin Deep sea diving in a wheelchair YouTube



ORIGINAL LANGUAGE OF VIDEO

What language is this video in? Select the language below to enable new features for adding subtitles and closed captions.

Note: Subtitles and closed captions you've already created are still enabled. They will show up after selecting a language.

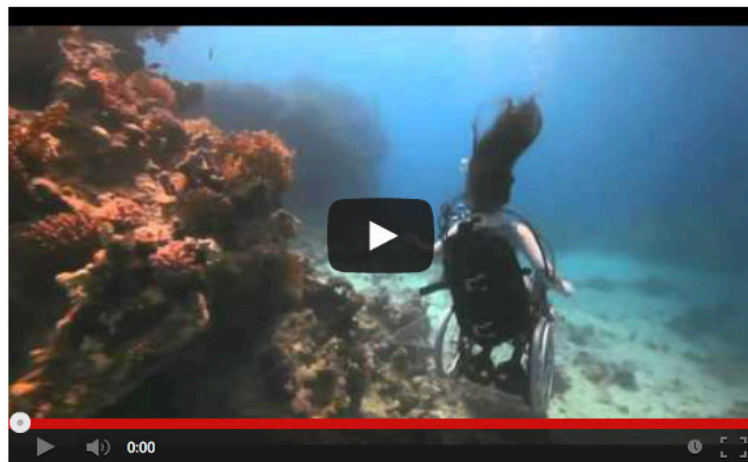
Select video language ▾

English

Search 160 other languages

7) Click on “add subtitles or CC” and then select the language.

Sue Austin Deep sea diving in a wheelchair YouTube



Add subtitles or CC ▾

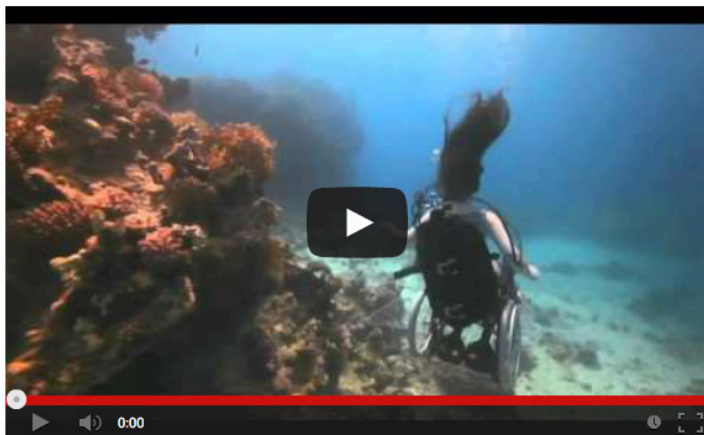
English

Search 160 other languages

Video language: English
[Change language](#)

8) Under “select method”, choose “upload a file”.

Sue Austin Deep sea diving in a wheelchair YouTube



← English

SELECT METHOD

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

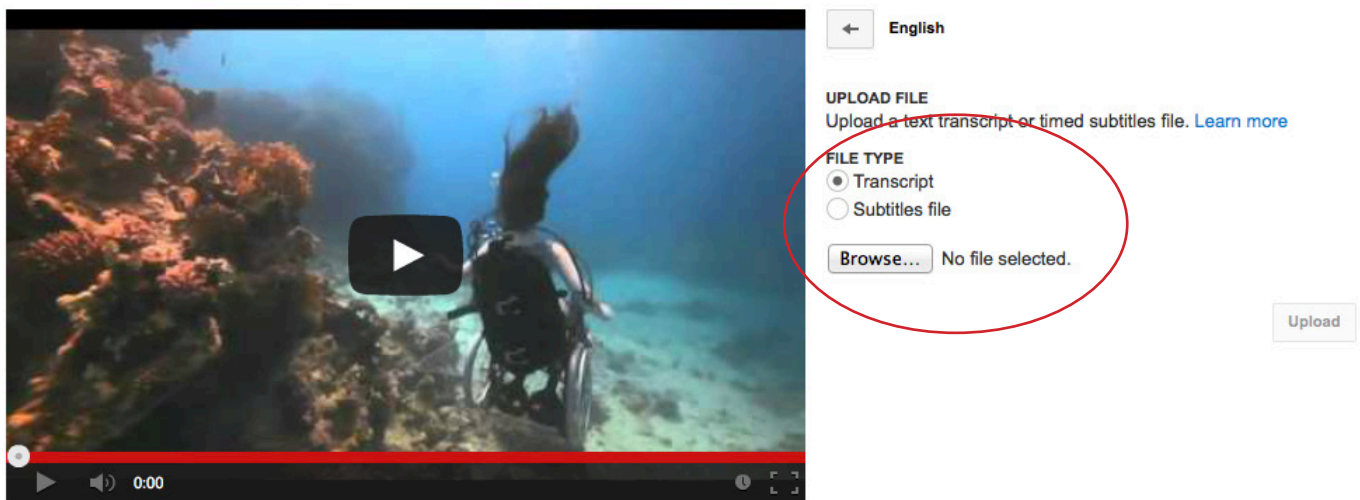
Upload a file ?

Transcribe and set timings ?

Create new subtitles or CC ?

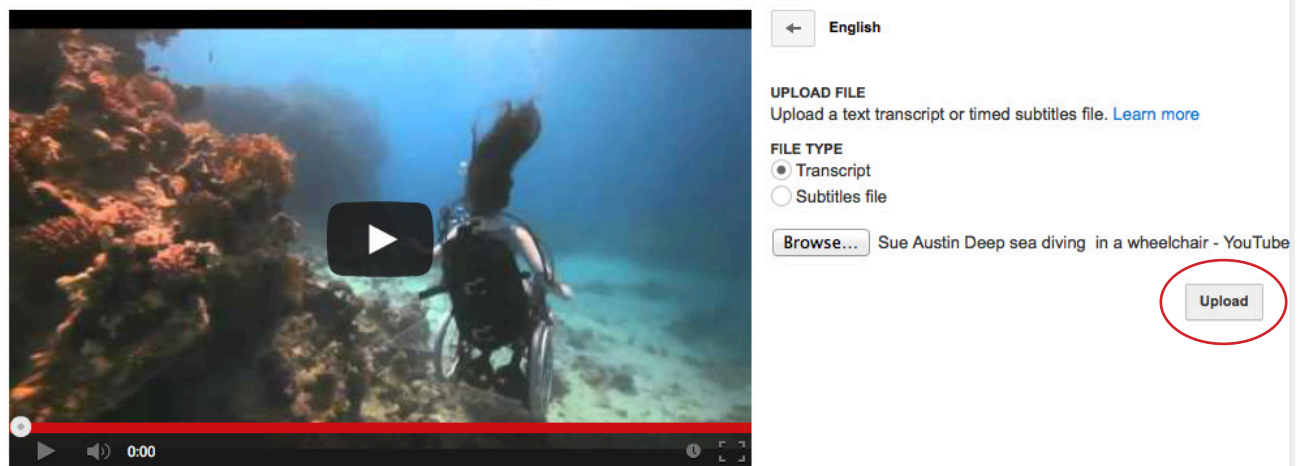
9) You can select either transcript or subtitles file, then browse for the file.

Sue Austin Deep sea diving in a wheelchair YouTube




10) Click on upload on the bottom right.

Sue Austin Deep sea diving in a wheelchair YouTube



11) Once you upload the transcript, you are able to edit them. If no edits are needed, proceed by clicking on “set timings”.

Sue Austin Deep sea diving in a wheelchair YouTube



English

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.


1	00:00:00,000 --> 00:00:13,990
2	00:00:14,010 --> 00:00:16,160 [Applause]
3	00:00:16,180 --> 00:00:22,270

5

☒ Pause video while typing

Saved **Set timings**

12) Click on English.



Add subtitles or CC

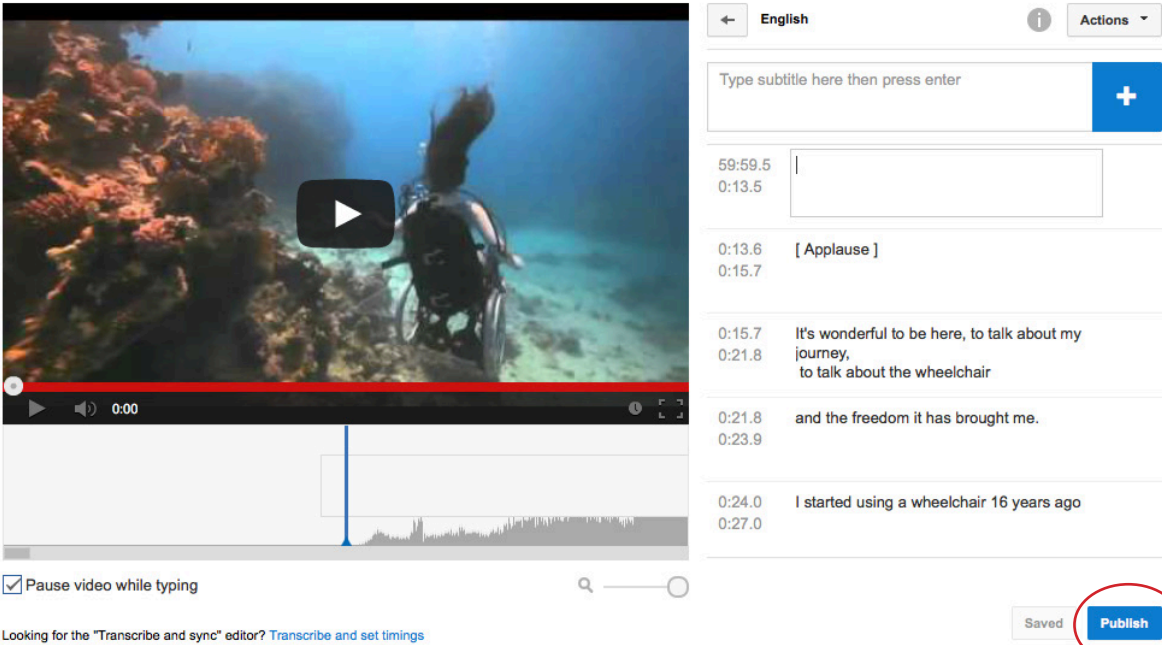
English

Video language: English
[Change language](#)

[Send feedback](#)

13) Click on publish at the bottom right.

Sue Austin Deep sea diving in a wheelchair YouTube



English English Actions

Type subtitle here then press enter +

59:59.5
0:13.5

0:13.6 [Applause]
0:15.7

0:15.7 It's wonderful to be here, to talk about my
0:21.8 journey,
0:21.8 to talk about the wheelchair

0:21.8 and the freedom it has brought me.
0:23.9

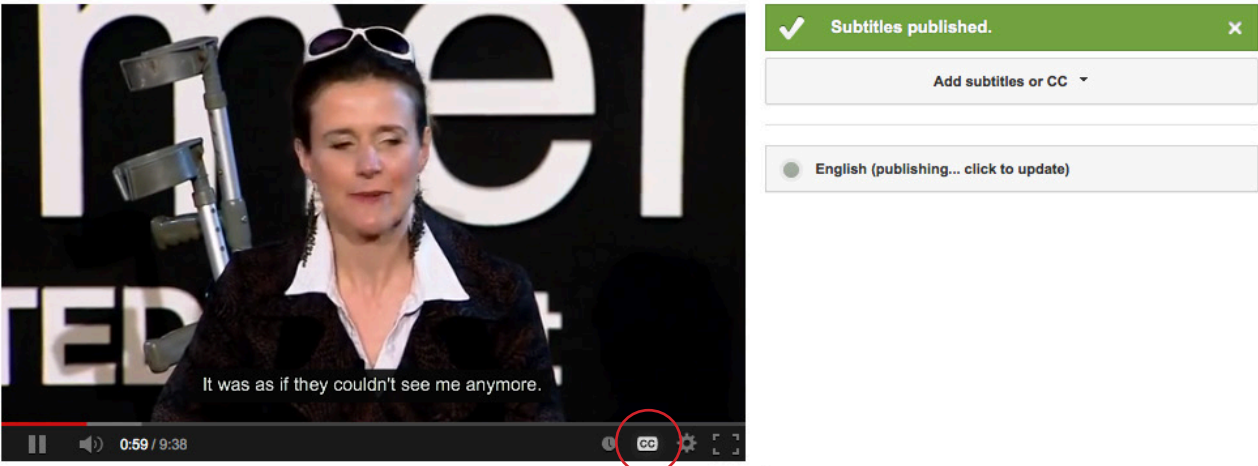
0:24.0 I started using a wheelchair 16 years ago
0:27.0

☒ Pause video while typing

Looking for the "Transcribe and sync" editor? [Transcribe and set timings](#)

Saved **Publish**

14) You now have captions on your video. To enable them, click on the CC button on the video, and select "on".



It was as if they couldn't see me anymore.

0:59 / 9:38

CC

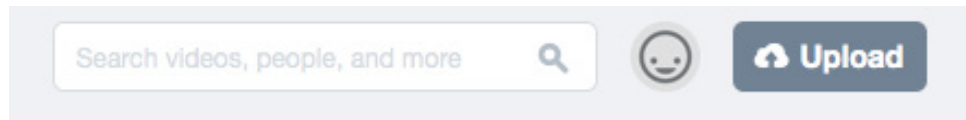
✓ Subtitles published. ×

Add subtitles or CC ▼

English (publishing... click to update)

Uploading to Vimeo

1) Go to Vimeo and log in to your account. After you have logged in, click on “upload” at the top right to upload your video, or click on “upload a video” to the right of the page.



↑ Upload a video

2) Click on “Choose a Video to Upload”. Browse for your video, then click on “upload selected videos”.

Upload Your Video

Please follow these rules:

1. Upload only videos you created yourself. [+ More](#)
2. Certain types of content are not allowed on Vimeo. [+ More](#)
3. Commercial and business videos can only be uploaded with Vimeo PRO.. [+ More](#)


Still have questions? Read the full [Vimeo Guidelines](#).

↑ Choose a Video to Upload

↑ Upload Selected Videos

3) Wait for your video to load, then click on “Done! Go to video”.

Upload Your Video



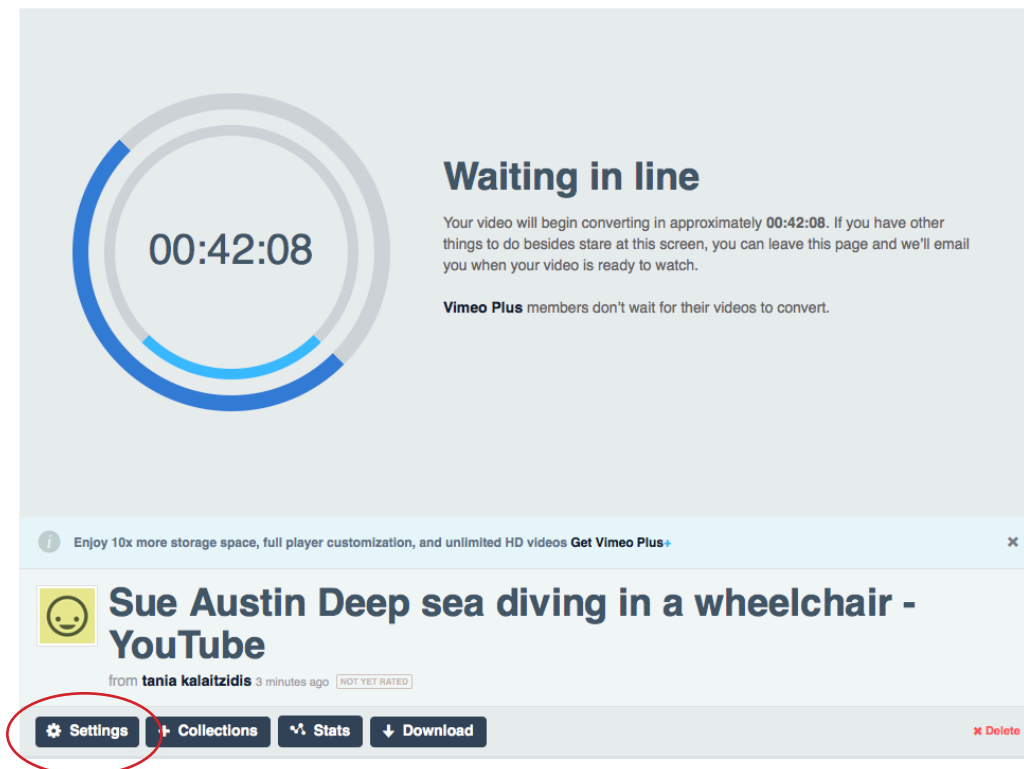
UPLOADING 49%

Sue Austin Deep sea diving In a whe... / 66.53MB of 136.07MB / 00:06 Remaining Cancel

Basic Privacy Collections Advanced Upgrade

✓ DONE! GO TO VIDEO

4) As you wait for your video to convert, start uploading your captions by clicking on settings.




Waiting in line





Your video will begin converting in approximately **00:42:08**. If you have other things to do besides stare at this screen, you can leave this page and we'll email you when your video is ready to watch.

Vimeo Plus members don't wait for their videos to convert.

Enjoy 10x more storage space, full player customization, and unlimited HD videos [Get Vimeo Plus+](#)

 **Sue Austin Deep sea diving in a wheelchair - YouTube**

from **tania kalaitzidis** 3 minutes ago NOT YET RATED

 **Settings**  **Collections**  **Stats**  **Download** ✕ Delete

5) Click on advanced.

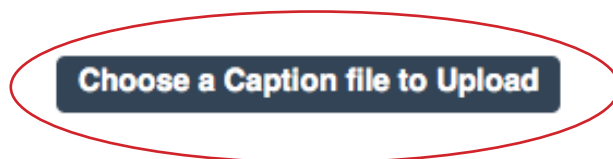
Video Settings / Basic Info



6) Click on “choose a caption file to upload” under “add captions and subtitles”, and browse for your caption file.

Add Captions & Subtitles

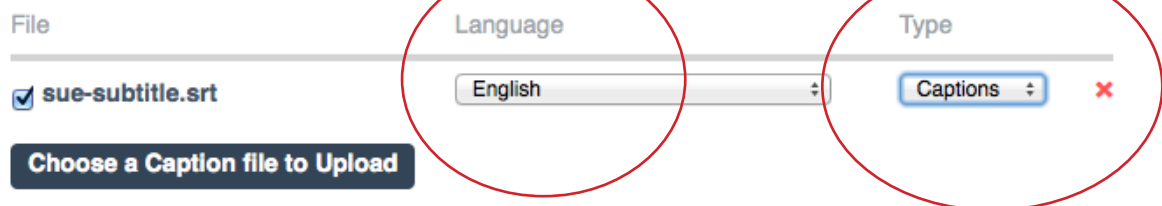
Upload your caption or subtitle file below. Learn more about video accessibility in our FAQ.



7) When your caption file uploads, select the language, and select “captions” for the type.

Add Captions & Subtitles

Upload your caption or subtitle file below. Learn more about video accessibility in our FAQ.



8) Click on save changes when you are finished. You now have captions uploaded to your video. By clicking on the CC button on the bottom right, you are able to toggle the captions on or off.

A dark blue rectangular button with rounded corners, containing the text "Save Changes" in white, bold, sans-serif font.

Save Changes