# National Center on Accessible Educational Materials

# Media

## Video

Closed captioned videos benefit a wide range of learners, including:

* those who are deaf or hard of hearing and need a text alternative for the audio information in the video.
* those learning English as a second language or anyone with limited literacy with the language of the video.
* those who are new to a topic and who may struggle with specialized terms and jargon
* those trying to learn in an environment where the ambient sound is too loud or where they need to be quiet (such as while studying at the library).

Closed captions also help make your content easier to find on the Web, as search engines can index captioned videos for improved discoverability.

One of the easiest ways to caption a video is to [upload it to YouTube and use the automatically-created captions as a starting point](https://support.google.com/youtube/answer/2734705?hl=en).

While the speech recognition feature of YouTube continues to improve, it is important that the captions be edited to add the following:

* Proper punctuation.
* Speaker identification if there are multiple speakers in the video. There are many ways to do this (e.g. >>Jane::, (John):), but the important thing is to be consistent throughout the video.
* Any non-speech sounds that are essential for understanding. These should be set off in brackets (e.g. [crowd cheering], [applause]).

In addition to captions, consider including a transcript in the description for your YouTube video. The transcript will make the information presented in the video more easily accessible to learners who are blind or deaf-blind. For it to be effective, it needs to include descriptions of any action that takes place that is not already described in the video.

A transcript can help with your video production workflow as well. Starting with a transcript can ensure a smoother delivery for voiceover narration, and as a bonus you can [upload the transcript to YouTube and have it add the timings](https://support.google.com/youtube/answer/2734796#upload) required for a closed captioned video. YouTube even has some [helpful tips for creating a transcript file that can be converted into properly formatted captions](https://support.google.com/youtube/answer/2734799?hl=en).

## Audio

Audio files should have a transcript and the transcript should be available from a link located as near to the corresponding audio file as possible. The free online tool [Otranscribe](https://otranscribe.com/) can be used to create a transcript for an audio file.