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# Importance of Captioning

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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

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MovieCaptioner is a QuickTime based software designed to make videos accessible by creating 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

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- 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
  - Windows Vista
  - Windows 7
  - Windows 8
  - QuickTime for Windows (must be installed prior to installing MovieCaptioner)
- **For MAC**
  - Mac OSX 10.6 through 10.9
  - QuickTime Player 7 (must be installed prior to installing MovieCaptioner)

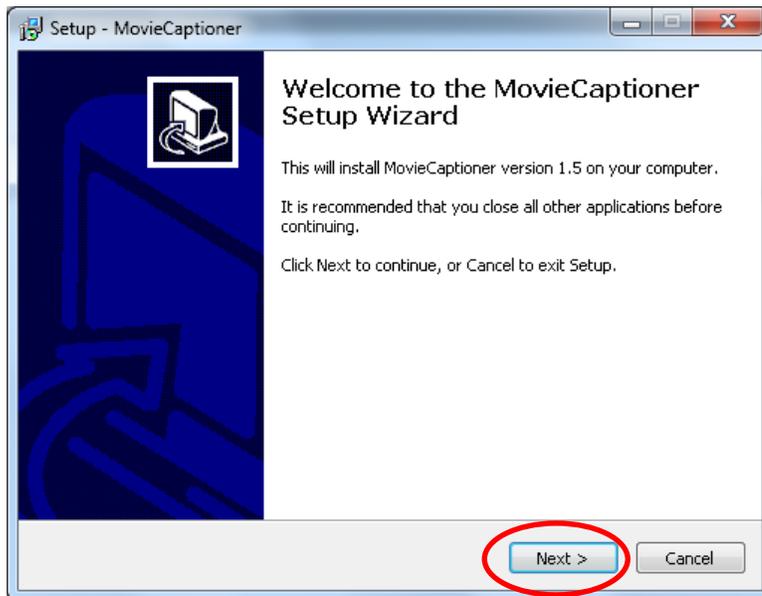
## **Optional:**

- **For Windows**
  - Freemake Video Converter (free)
  - Cloudconvert.org
  - Prism Video Converter
- **For MAC**
  - QuickTime Pro 7.6.6 or higher to embed caption tracks and exporting movies.
  - Flip4mac- Free plugin required for loading Windows Media movies to create SAMI captions.
  - Perian- Free plugin for QuickTime to load FLV movies.
  - ClosedCaptionImporter- Free plugin for QuickTime to create SCC captions.

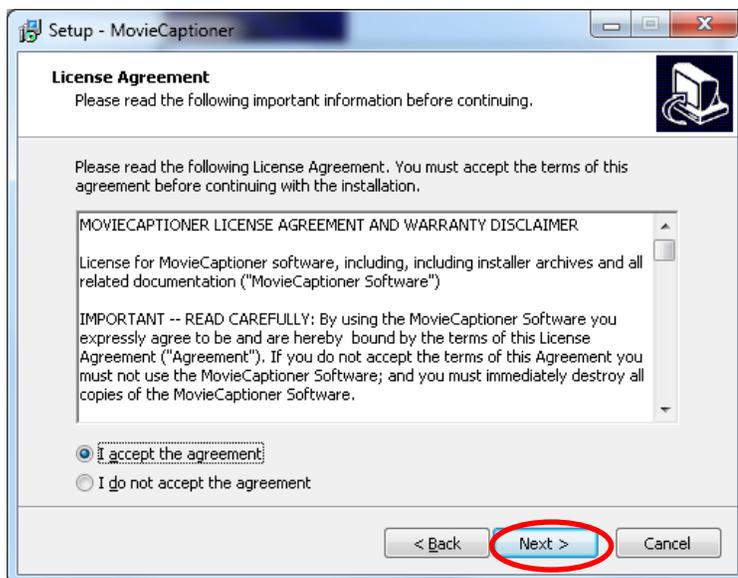
# Installation

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

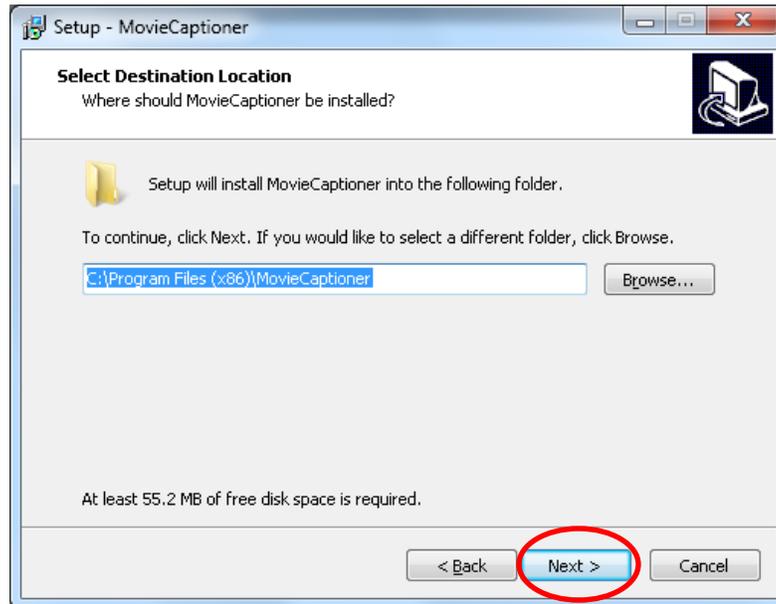
- 1) The MovieCaptioner Setup Wizard will pop up. Click next.



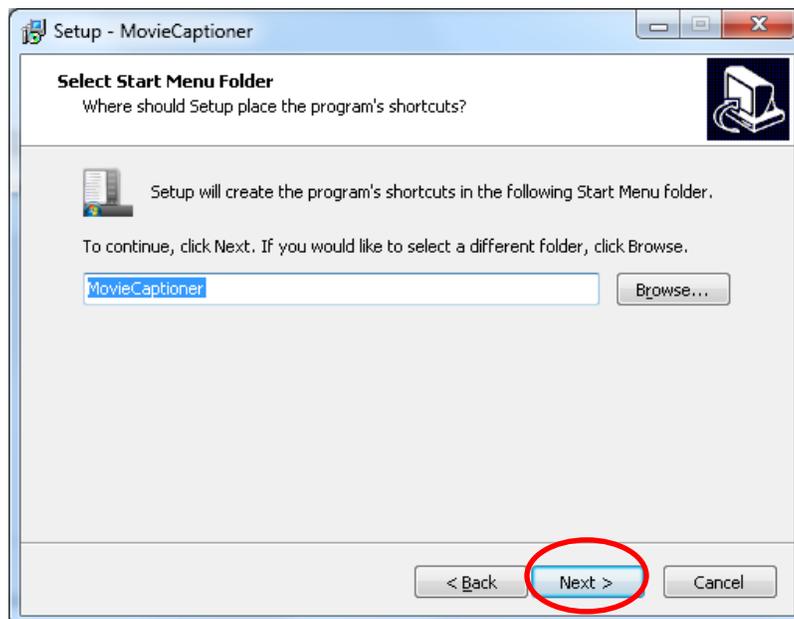
- 2) Accept the License Agreement and click next.



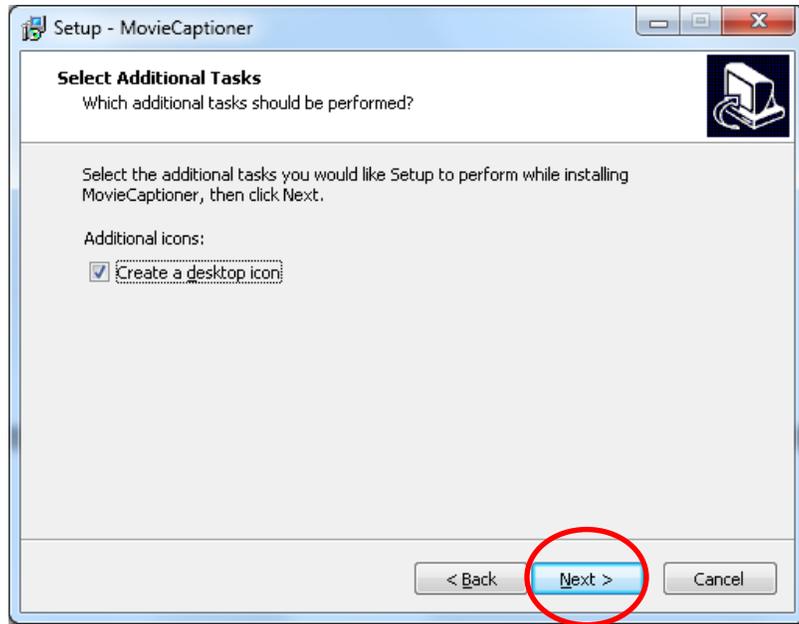
3) Click Next.



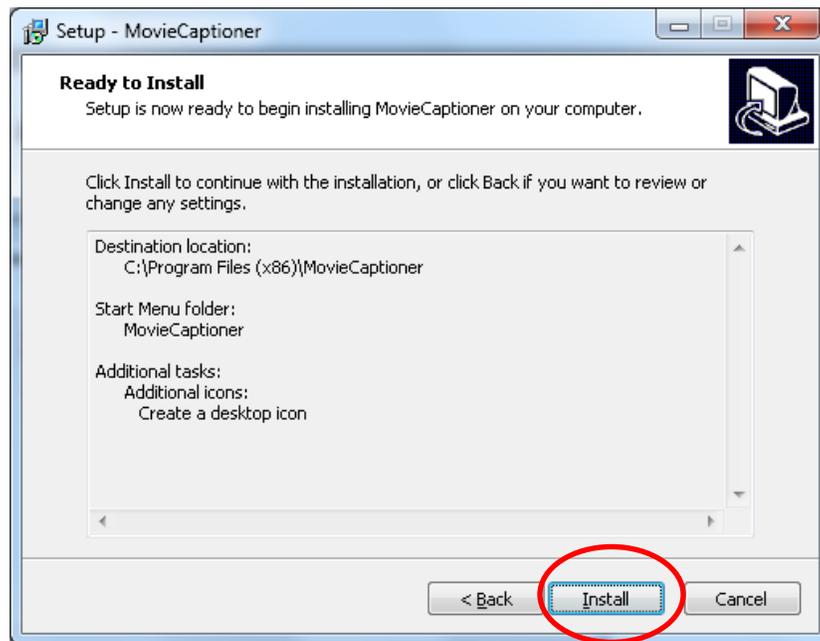
4) Click Next.



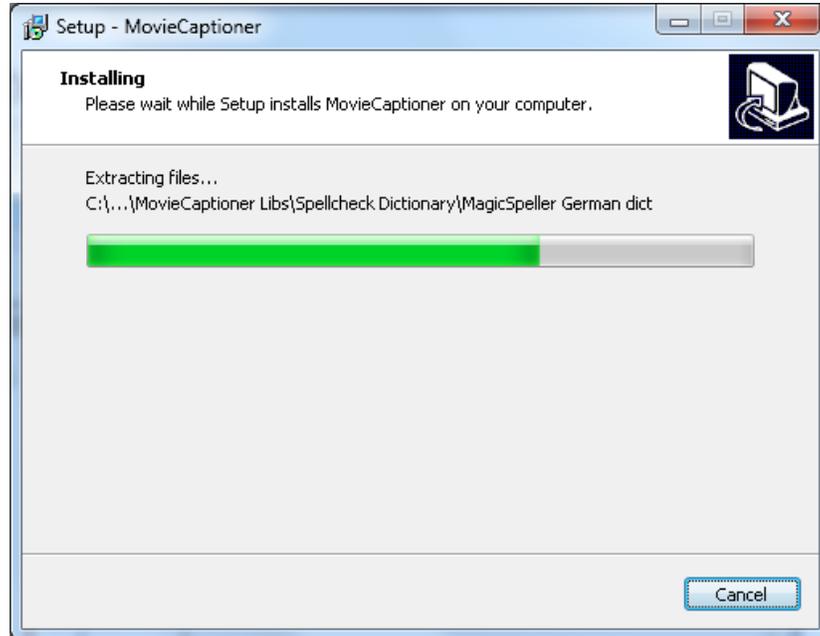
5) Check “Create a Desktop Icon” and click next.



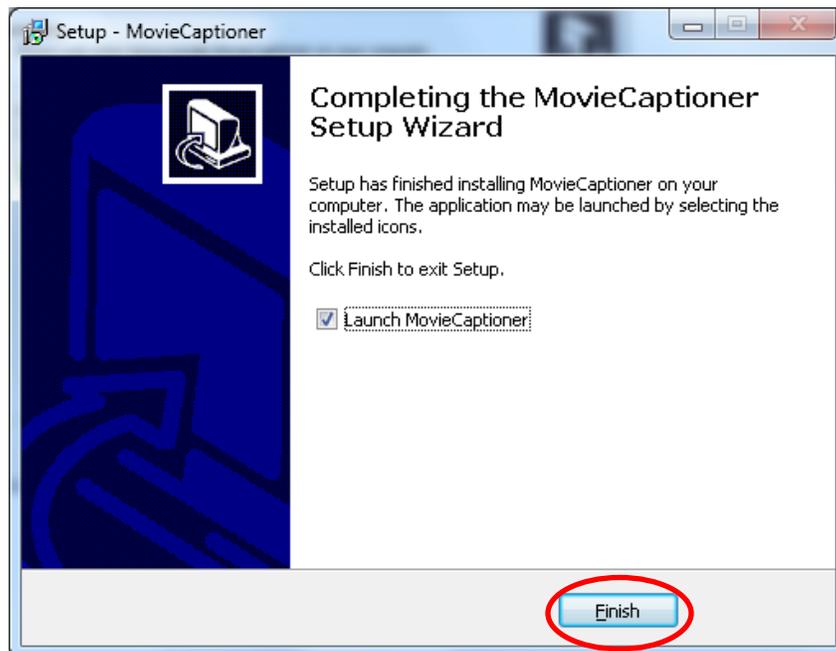
6) Click Install.



7) The progress window should pop up.



8) Click Finish to complete the installation.



# Captioning Process

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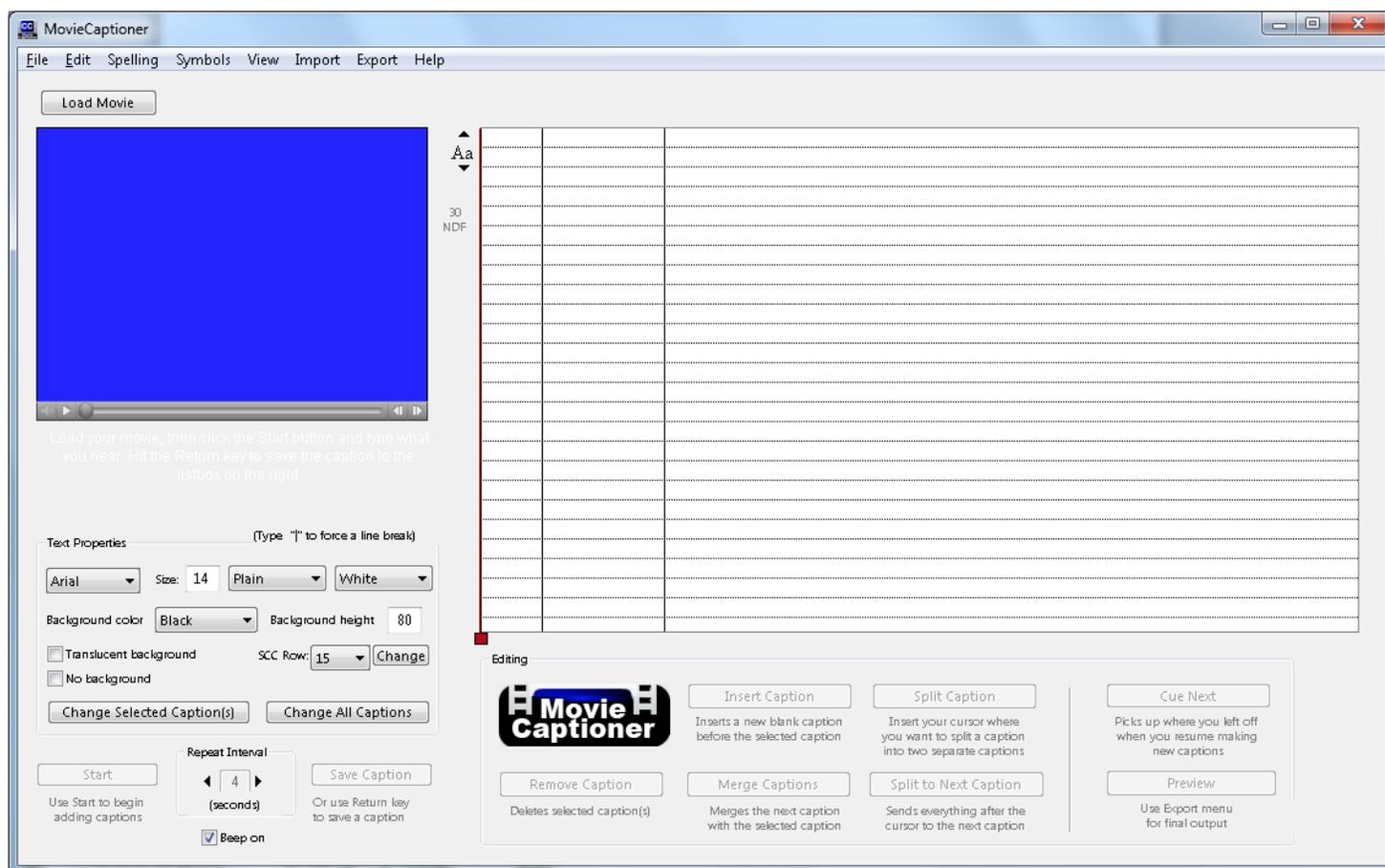
# Captioning Guidelines

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- One to three lines of text appear onscreen at a time.
- Viewable for three to seven seconds, and then be replaced by another caption.
- Timed to synchronize with the audio.
- Do not cover up graphics and other essential visual elements of the picture.
- Require the use of upper and lowercase letters.
- Use a font similar to Helvetica medium.
- Have good resolution.
- Include no more than 32-characters-per-line.
- Non-verbal sounds, such as music, laughter, or clapping, should be added in square brackets. I.e.: [MUSIC], [LAUGHTER], [APPLAUSE].
- Spelling should be accurate.
- When there is more than one speaker present, identify who is speaking.
- Use italics when a new word is being defined or a word is heavily emphasized in speech.
- Spell out any number that begins a sentence as well as any related numbers.
- If line division is required, the sentence should be broken at a logical point where speech normally pauses unless it would exceed the 32-characters-per-line requirement.
- Do not caption stuttering or hesitation.

Source: [http://www.dcmp.org/captioningkey/quality\\_captioning.html](http://www.dcmp.org/captioningkey/quality_captioning.html)

# How to Use MovieCaptioner



Before you begin captioning, make sure you have QuickTime 7 installed. Also make sure your videos are in .mp4, .m4v, or .mov format. It is recommended to use Freemake Video Converter OR [cloudconvert.org](http://cloudconvert.org) to convert to the correct file format.

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 the 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 you are able to edit your captions.

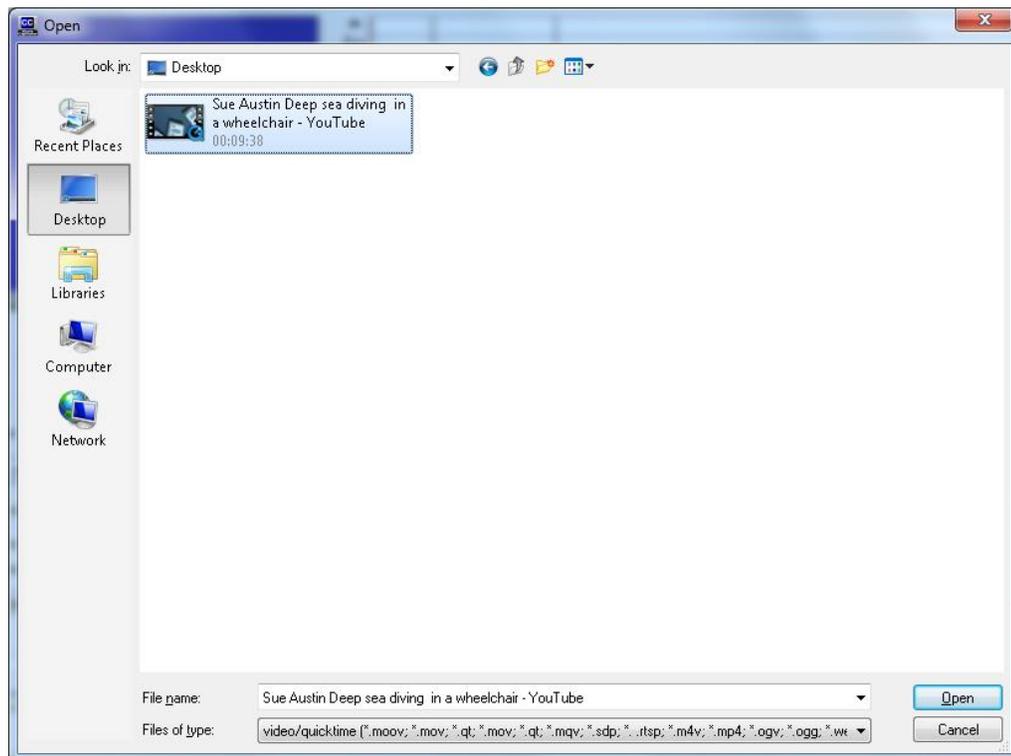
# Loading Your Video

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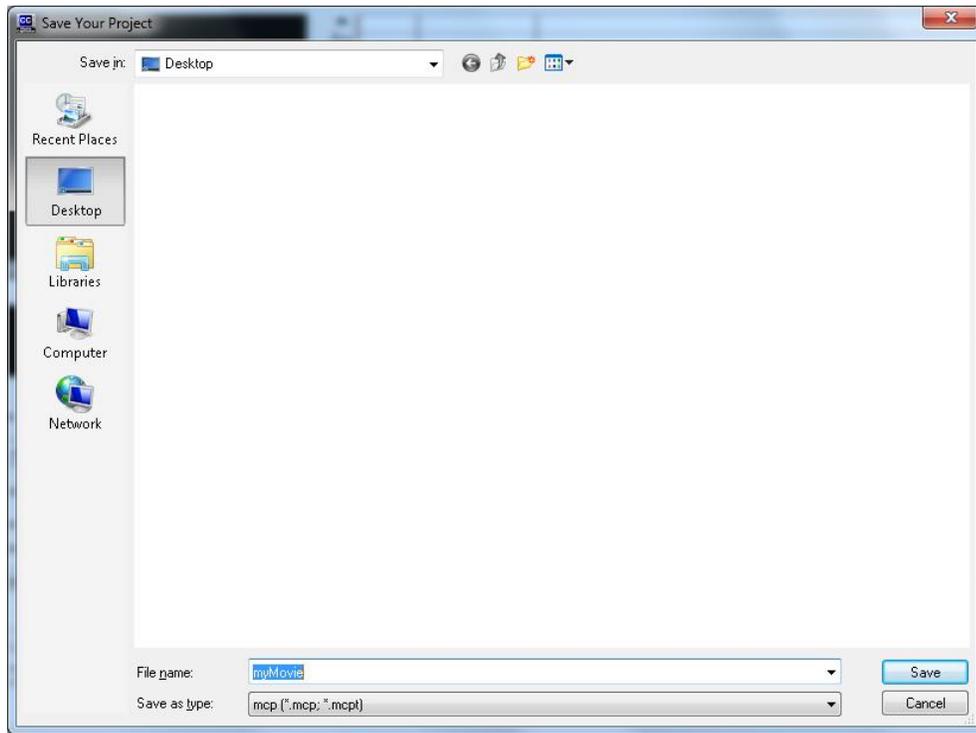
1) Click on Load Movie located at the top left corner.



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



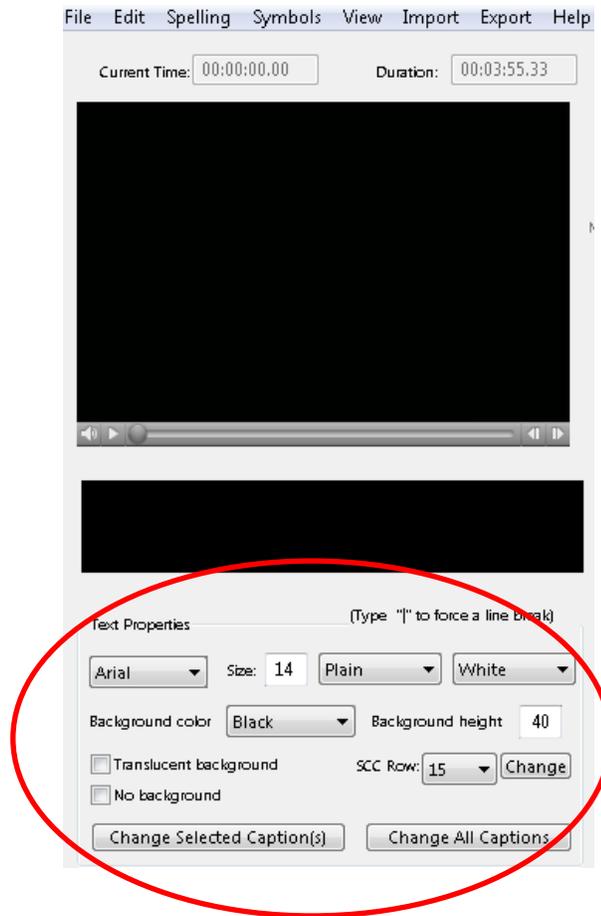
3) After choosing a video, you are prompted to save the video as a moviecaptioner project file (.mcp). Name and save the file.



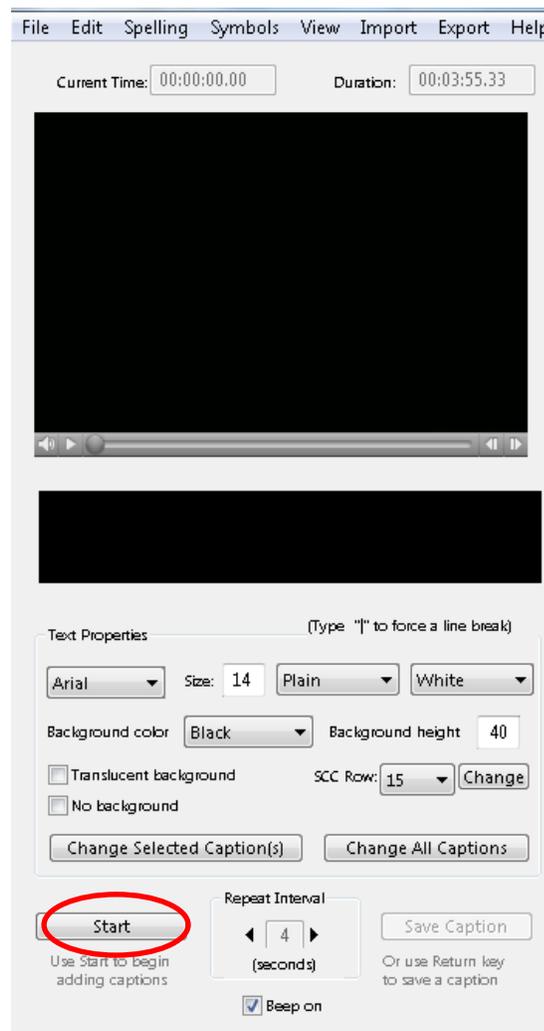
# Starting to Caption

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- 1) 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 either “Change Selected Caption(s)” to change a caption you selected, or “Change all Captions” to change all the captions.



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



- 3) You can adjust the amount of seconds being looped by clicking on the arrows under “Repeat Interval”. As you type, the video will continue looping. You can also choose to have MovieCaptioner beep whenever it loops by having “beep on” checked.



- 4) 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). MovieCaptioner will automatically continue playing the next amount of seconds.

The screenshot shows the MovieCaptioner application window. At the top, there is a menu bar with 'File', 'Edit', 'Spelling', 'Symbols', 'View', 'Import', 'Export', and 'Help'. Below the menu bar, the 'Current Time' is 00:00:32.68 and the 'Duration' is 00:09:38.50. A video player on the left shows a group of people in an audience. Below the video player, a black box contains the caption: "When I started using the wheelchair, it was a tremendous new freedom".

To the right of the video player is a 'Text Properties' panel with the following settings:
 

- Font: Arial, Size: 18, Style: Plain, Color: White
- Background color: Black, Background height: 80
- Translucent background:
- No background:
- SCC Row: 15

 Buttons include 'Change Selected Caption(s)' and 'Change All Captions'.

Below the text properties is a 'Repeat Interval' section with a 'Start' button, a 'Repeat Interval' of 6 seconds, and a 'Save Caption' button. There is also a 'Beep off' checkbox.

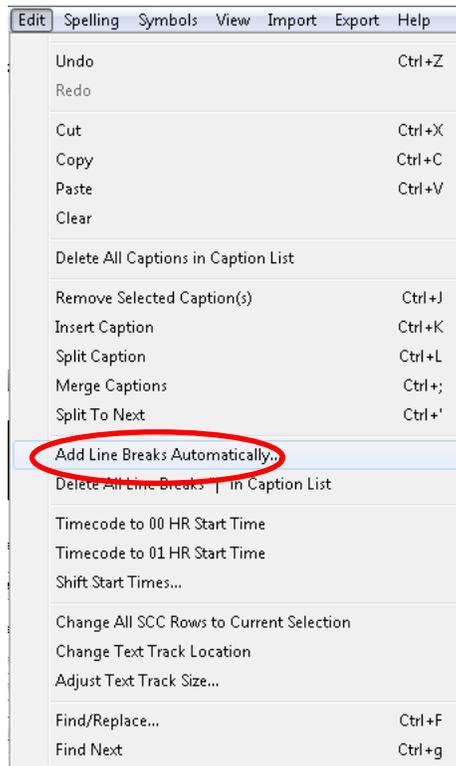
The main area on the right is a list of captions with columns for line number, start time, end time, and text. The first seven lines are populated:
 

1	00:00:00.00		
2	00:00:12.02		[applause]
3	00:00:16.17		It's wonderful to be here, to talk about my journey...
4	00:00:20.32		To talk about the wheelchair and the freedom it has brought me.
5	00:00:24.47		I started using a wheelchair sixteen years ago
6	00:00:28.00		when an extended illness changed the way I could access the world.
7	00:00:32.68		When I started using the wheelchair, it was a tremendous new freedom

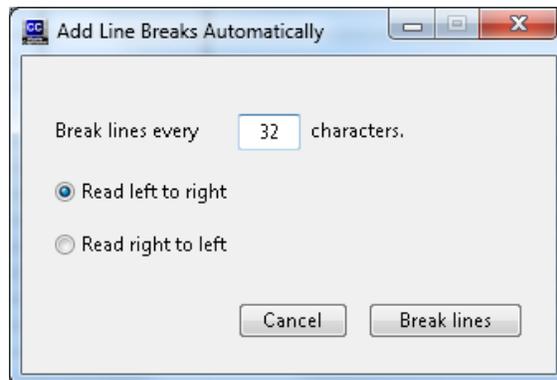
At the bottom of the window is an 'Editing' panel with several buttons:
 

- Remove Caption**: Deletes selected caption(s)
- Insert Caption**: Inserts a new blank caption before the selected caption
- Merge Captions**: Merges the next caption with the selected caption
- Split Caption**: Insert your cursor where you want to split a caption into two separate captions
- Split to Next Caption**: Sends everything after the cursor to the next caption
- Cue Next**: Picks up where you left off when you resume making new captions
- Preview**: Use Export menu for final output

5) In order to have 32 characters per line in your captions automatically, go to “Edit” located at the top left, and click “Add Line Breaks Automatically”.



6) Enter the number 32 to break the lines every 32 characters. “Read left to right” should be selected.

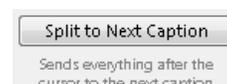


# Editing Captions

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



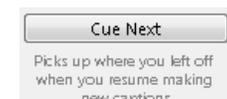
- Select a caption to remove it



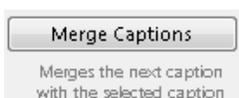
- Insert your cursor to where you want to split the caption to a next caption



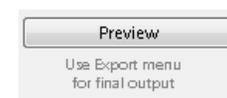
- Select a caption to insert a new blank caption before it



- Select a caption where you left off to resume making new captions



- Select a caption to merge with the next caption



- Preview your captioned video

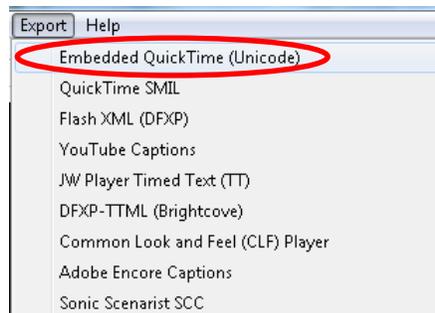


- Insert your cursor to where you want to split your caption

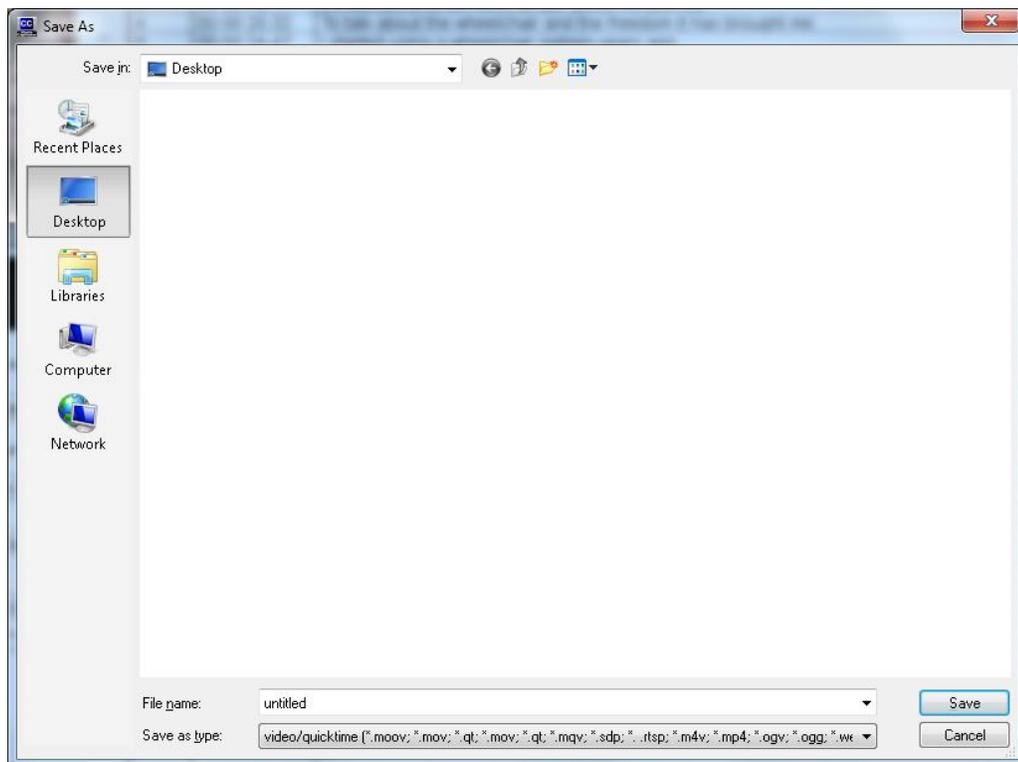
# Saving Captions to Your Video

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- 1) In order to save your video with the captions, click on “Export” at the top right. It is recommended to export your video in Embedded QuickTime (Unicode).



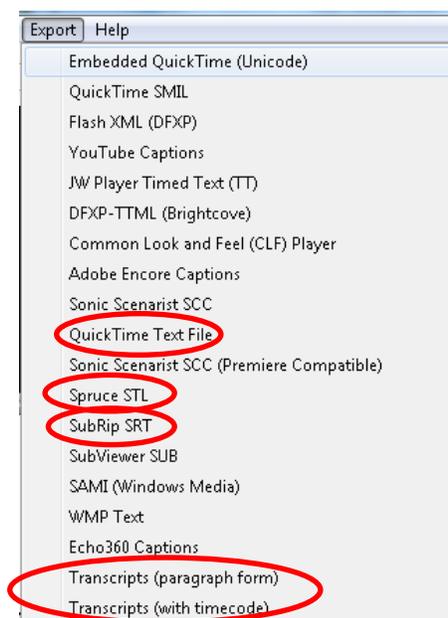
- 2) A window will pop up prompting you to save in QuickTime format. Name and save your video.



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



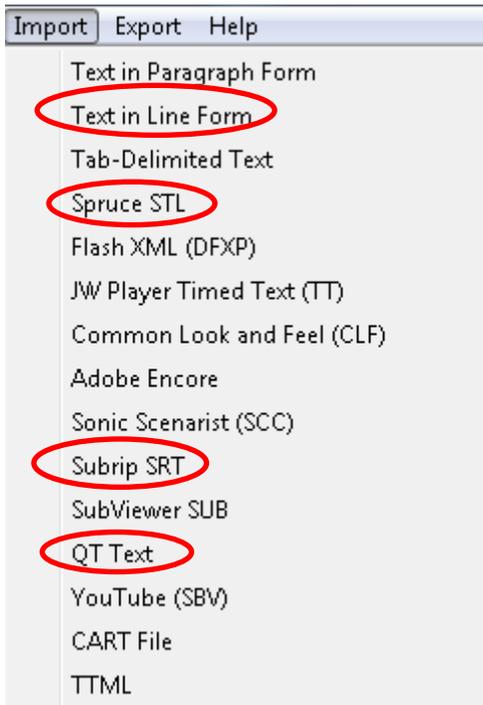
4) To save just the transcript, click on “Export” at the top right, and click on either Transcripts (paragraph form) or Transcripts (with timecode). Exporting a transcript with the timecode makes it easier to import into MovieCaptioner. Other recommended transcripts to export in are STL, SRT, and QuickTime Text.



# Importing Captions

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In order to import a transcript into MovieCaptioner, click on “Import” at the top right and select which format you would like to import in. It is recommended to import in Text in Line Form, STL, SRT, and QT Text.



# Caption File Formats

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**SRT** – YouTube and other web players

**DFXP** – Flash Players

**SCC** – iPods, iTunes, DVD encoding

**SAMI** – Windows Media

**QT** – QuickTime

**STL** – DVD Studio Pro

**CPT.XML** – Captionate

**SBV** – YouTube

**RT** – Real Media

**WebVTT** – Emerging HTML5



# Approximate Production Time

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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

# Helpful Links

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<http://www.synchrimedia.com/help.html>

<http://www.synchrimedia.com/tutorials.html>

<http://www.synchrimedia.com/How%20to%20Use%20MovieCaptioner.pdf> - (MAC)

<http://www.synchrimedia.com/How%20to%20Use%20MovieCaptioner%20for%20Windows.pdf> - (PC)

<http://web.mit.edu/atic/www/accessibility/video.html>

<http://www.unimelb.edu.au/accessibility/captioning/moviecaptioner.htm>

<http://deafness.about.com/od/captioning/a/captionbenefits.htm>

[http://www.dcmp.org/captioningkey/quality\\_captioning.html](http://www.dcmp.org/captioningkey/quality_captioning.html)