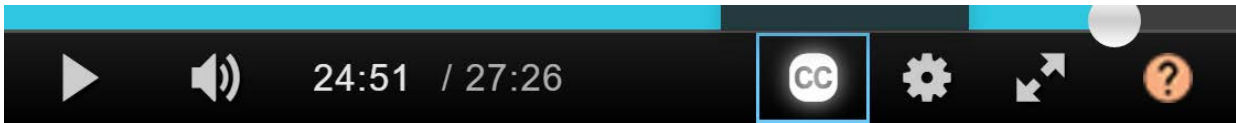# Create and Add Closed Captions to a Video

About Closed Captions:

Captions make a video more accessible for students who are deaf or hearing impaired. They can also be useful for people learning a language, viewing in a loud area or not wanting to disturb others. CC appears in the player tool bar when there are Closed Captions attached. In this context, captions are most effective when:

o   There are a maximum of 2 lines

o   Standard print punctuation is used

o   They break at natural pauses or the end of sentences

o   Words are displayed at a maximum of 3 words per second

Create a SRT Caption File

In any text editor on your PC or Mac:
- Number your captions
- Write the start and finish time for each caption in this format `00:00:00,000`
- Use the minus and greater than (- ->) signs between the timecodes
- Write your captions under the start and finish timecode
- Pause the video to note the timecodes on the video timeline
- Important: save as a Plain Text '.TXT' file to ensure it is in a computer-readable file without formatting as below
- In finder, click rename and manually change the file type to read '.SRT' with no other extensions

Example of a closed caption file:

```
1
00:00:00,000 --> 00:01:00,000
Welcome to this video about Closed Captions.


2
00:01:01,000 --> 00:03:00,000
Timecoding for subtitles is recorded as hh:mm:ss,mms


3
00:04:03,100 --> 00:00:12,500
'mms' stands for milliseconds
```

Video Help for Students and Teachers
Add a Caption File to a Video

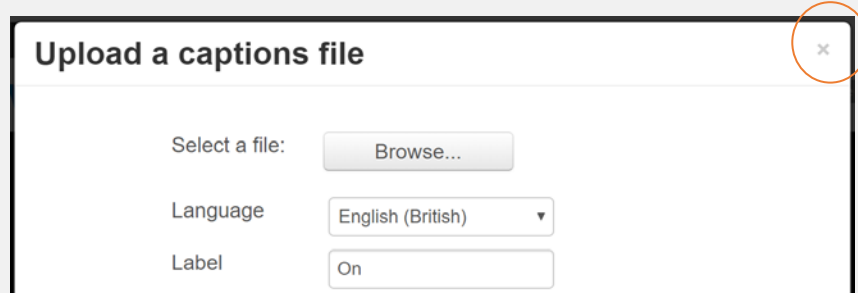Go to *My Media* > Click *Edit* > Open the *Captions* tab

Click [**Upload captions file**]

Select a *.SRT* file from your desktop.

Select a *Language,* this is required.

A *Label* is also required. 'On' is suggested, if only one set of captions is attached, as the label will appear in the player.

Click *Save Changes* and you will need to click the x to close the pop-up window.

Upload a captions file   ×

Select a file: [Browse...]

Language   [English (British)   ▼]

Label   [On]

Go to the *Captions* tab at any time to download, replace or delete your captions files.

[**Upload captions file**]

Language	Label	File type	Actions
English (British)	On	SRT	✔ ✗ ⬇
English (British)	On	SRT	✔ ✗ ⬇
English (American)	On	SRT	✔ ✗ ⬇

All files listed are visible in the player. Click the 'x' to delete captions.

Tips:

- If you click Save Changes more than once it will create duplicate captions.
- If you replace captions, the newest file is added to the bottom of the list.
- If captions become out-of-sync there are tools online for adjusting the timing
- It is better not to duplicate text that appears on screen in the captions
- Captions can also be attached to audio files in My Media
- Check captions do not overlap as below as this causes flickering;

```
1
00:00:00,000 --> 00:00:09,000
Welcome to this video about turtles.

2
00:00:05,000 --> 00:00:20,000
They are fascinating creatures.
```

Look for the help button in My Media and the video player for specific support.