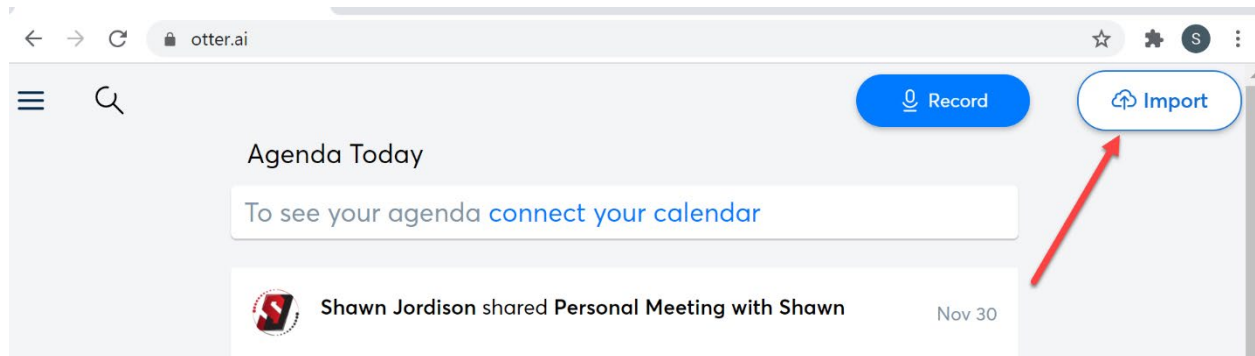


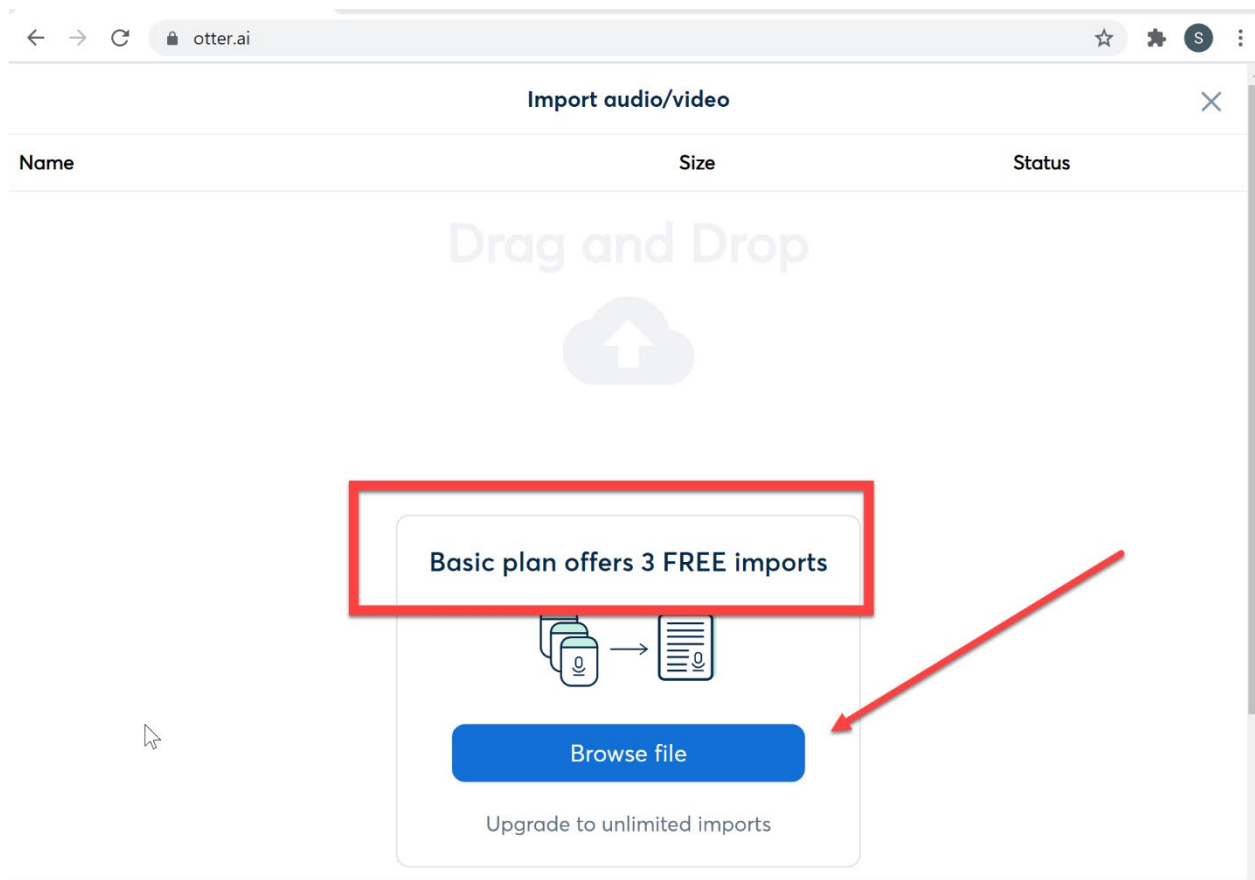
Captioning with Otter.ai for YouTube Upload

Otter.ai is a speech recognition software with great accuracy in transcribing speech to text. You can record your speech and do a live transcription or import video-audio files and transcribe them. We will focus exclusively on importing video files. Unfortunately, the free version only permits three imports hence it is very limited. The paid or school licensed version is preferable.

Open Otter.ai and import the video file from your computer.



Click BROWSE FILE and locate the video file in your computer.



Click the NOTIFY ME option to receive an email notification when Otter has completed the transcriptions process.

Your conversation is processing!



Would you like to be notified
when it's ready?

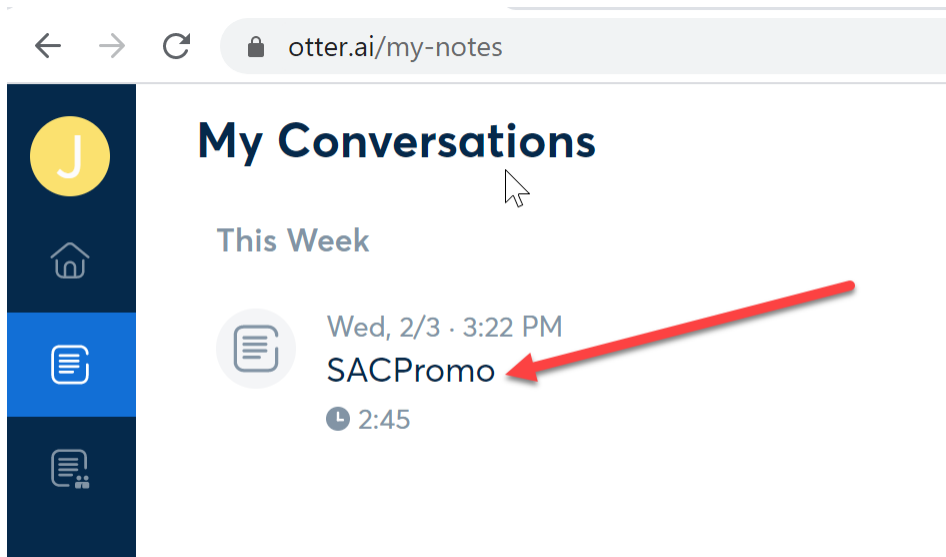
Not now

Notify me

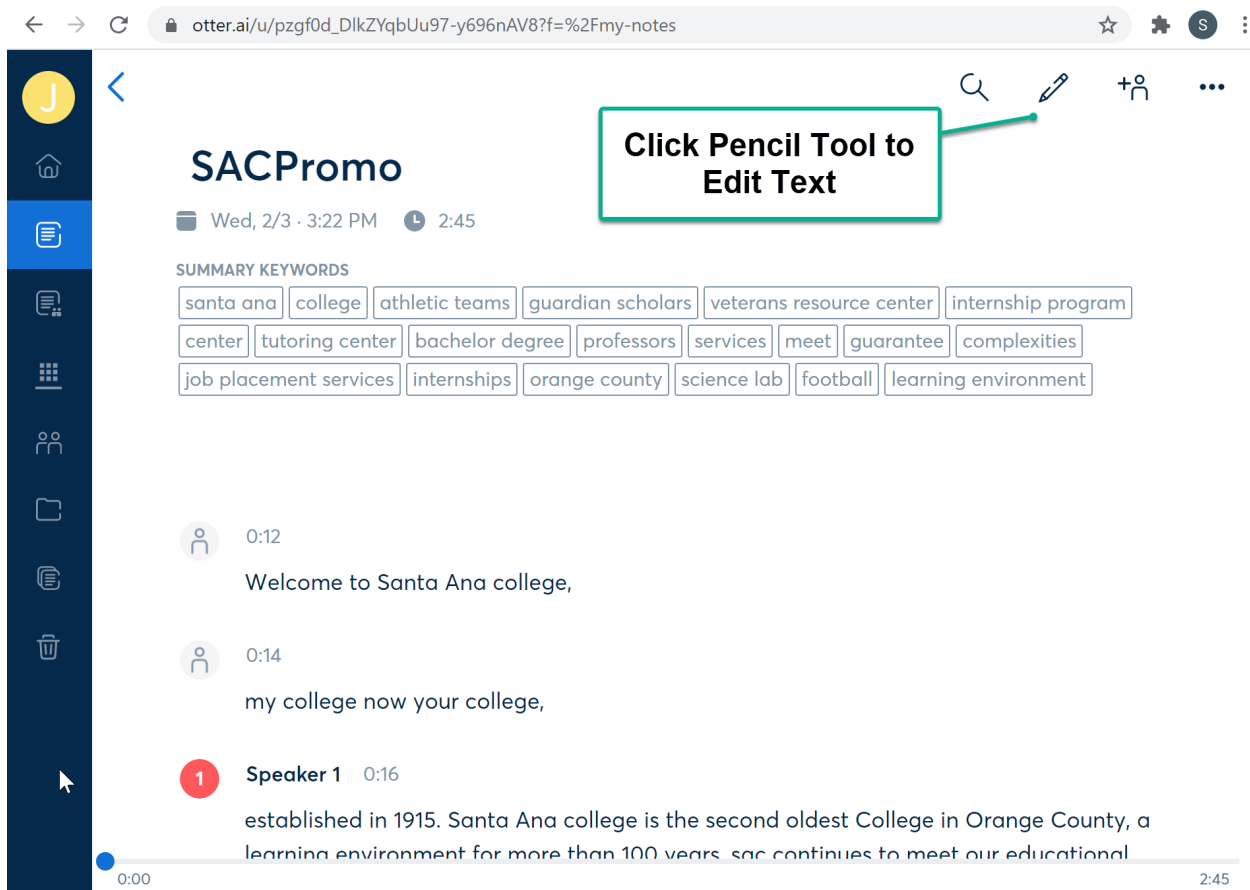
In the menu area on the left click **MY CONVERSATIONS**.

A screenshot of the Otter interface. On the left is a dark blue vertical navigation menu with several icons. The icon for 'My Conversations' (a document with a hand cursor) is highlighted with a red arrow. Below this icon is a grey tooltip that says 'My Conversations'. The main content area is light grey and shows the 'Home' page. It includes a section for 'Agenda Today' with a link to 'connect your calendar', and a 'Recent Activity' section showing a notification from 'Shawn Jordison' about a 'Personal Meeting'.

Open the transcribed file by clicking on it.



Although Otter.ai performs very accurate transcriptions, you will need to make some minor corrections. Click the PENCIL ICON TO EDIT THE TRANSCRIBED TEXT.



0:12
Welcome to Santa Ana college,

0:14
my college now your college,

1 Speaker 1 0:16
established in 1915. Santa Ana college is the second oldest College in Orange County, a learning environment for more than 100 years, sac continues to meet our educational needs and professional goals.

2 Speaker 2 0:30
The college provides a lively environment for lifelong learning. at Santa Ana college we are becoming the next generation of leaders. We understand the complexities of Technology and Society and are prepared to meet the challenges of the 21st century.

Make Corrections Such as Capitalizing Words

When you have completed your corrections, you can export the file.

Click the Three Dots Menu and Select Export Text

1 Speaker 1 0:16
Established in 1915. Santa Ana College is t... ege... m...
learning environment for more than 100 y... m...
needs and professional goals.

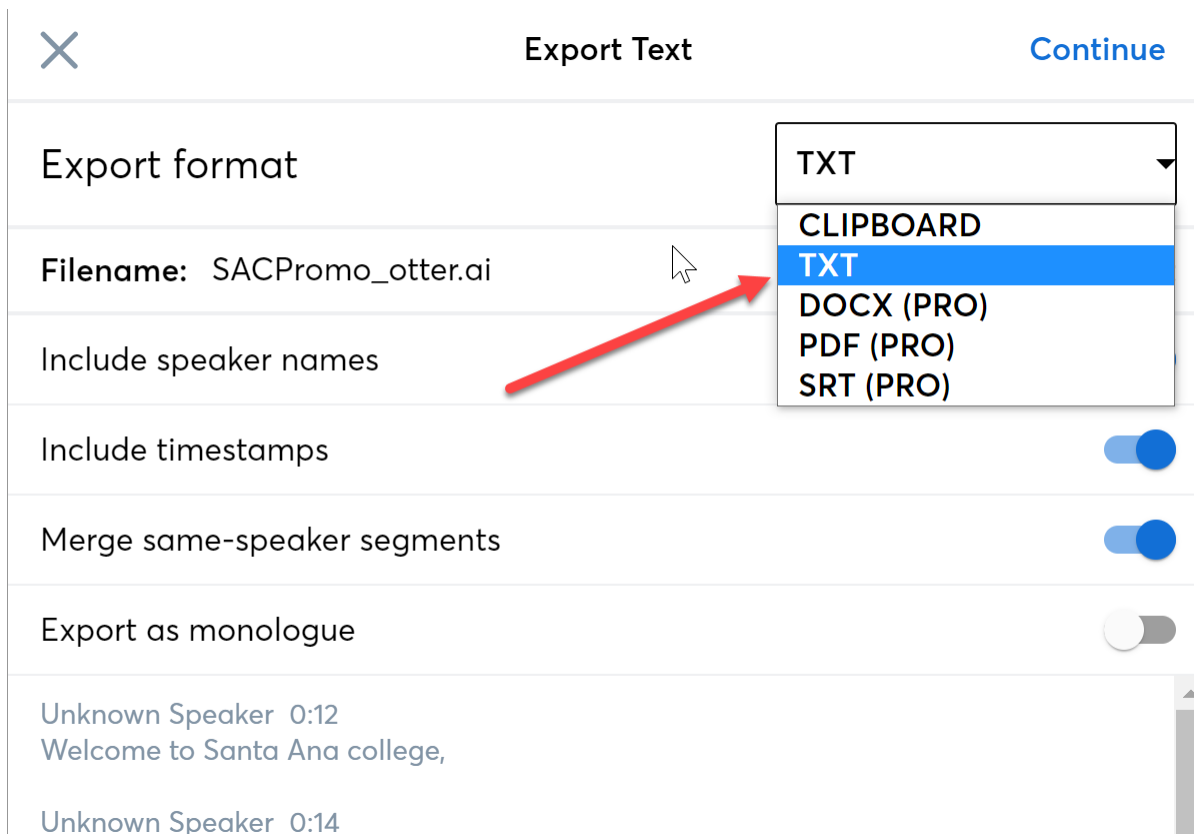
2 Speaker 2 0:30
The college provides a lively environment for lifelong learning. at S...
are becoming the next generation of leaders. We understand the complexities of
Technology and Society and are prepared to meet the challenges of the 21st century.

3 Speaker 3 0:44
The one Treasure I found at Santa Ana College are the professors. I have some really engaged and compassionate professors that are genuinely interested in seeing me succeed. Santa Ana College has over 250 different academic degrees and certificates, and the only Community College in California to offer a bachelor degree in occupational therapy

- Move
- Export text
- Export audio
- Rematch speakers
- Delete

The EXPORT options depend on whether you are using the free or pro version. The free version exports TXT only. In the Pro version you can export an SRT file which adds the TIMINGS determining when the captions should appear in the video. In YouTube you can UPLOAD THE TXT file and let YOUTUBE GENERATE THE TIMINGS. If you have the Pro version then export the SRT file and UPLOAD THE SRT FILE IN YOUTUBE. YouTube will recognize the timings and create the closed captions immediately.

Exporting TXT with free version



The screenshot shows the 'Export Text' interface. At the top left is a close button (X), and at the top right is a 'Continue' button. The main content area has several settings:

- Export format:** A dropdown menu is open, showing options: 'TXT' (selected), 'CLIPBOARD', 'DOCX (PRO)', 'PDF (PRO)', and 'SRT (PRO)'. A red arrow points to the 'TXT' option.
- Filename:** SACPromo_otter.ai
- Include speaker names:** A toggle switch is turned on.
- Include timestamps:** A toggle switch is turned on.
- Merge same-speaker segments:** A toggle switch is turned on.
- Export as monologue:** A toggle switch is turned off.

At the bottom, there is a preview of the exported text:

```
Unknown Speaker 0:12  
Welcome to Santa Ana college,  
  
Unknown Speaker 0:14
```

Exporting SRT with Pro version

✕ Export Text Continue

Export format SRT (PRO) ▾

CLIPBOARD
TXT
DOCX (PRO)
PDF (PRO)
SRT (PRO)

Filename: SACPromo_otter.ai

Include speaker names

Add line breaks automatically

Max number of lines (1-10) 2

Max characters per line (5) 32

With a Paid Account You can export an SRT file which is a finished caption file with the video timings



Export Text

Continue

Export format TXT 

Filename: SACPromo_otter.ai .txt

Include speaker names

Include timestamps

Merge same-speaker segments

Export as monologue

Turn Off "Include Speaker Names"

Unknown Speaker 0:12
Welcome to Santa Ana college,

Unknown Speaker 0:14
My college now your college,

Unknown Speaker 0:16
Established in 1915. Santa Ana College is the second oldest College in Orange
Countv. a learnina environment for more than 100 vears. SAC continues to meet our

✕ Export Text Continue

Export format TXT

Filename: SACPromo_otter.ai .txt

Include speaker names

Include timestamps

Merge same-speaker segments

Export as monologue

0:12 Welcome to Santa Ana college,

0:14 My college now your college,

0:16 Established in 1915. Santa Ana College is the second oldest College in Orange County, a learning environment for more than 100 years, SAC continues to meet our educational needs and professional goals.

0:30 The college provides a lively environment for lifelong learning. at Santa Ana College we are becoming the next generation of leaders. We understand the complexities of

With Speaker Names Turned Off - The Speaker Headings Do not Display

✕ Export Text Continue

Export format

Filename: SACPromo_otter.ai .txt

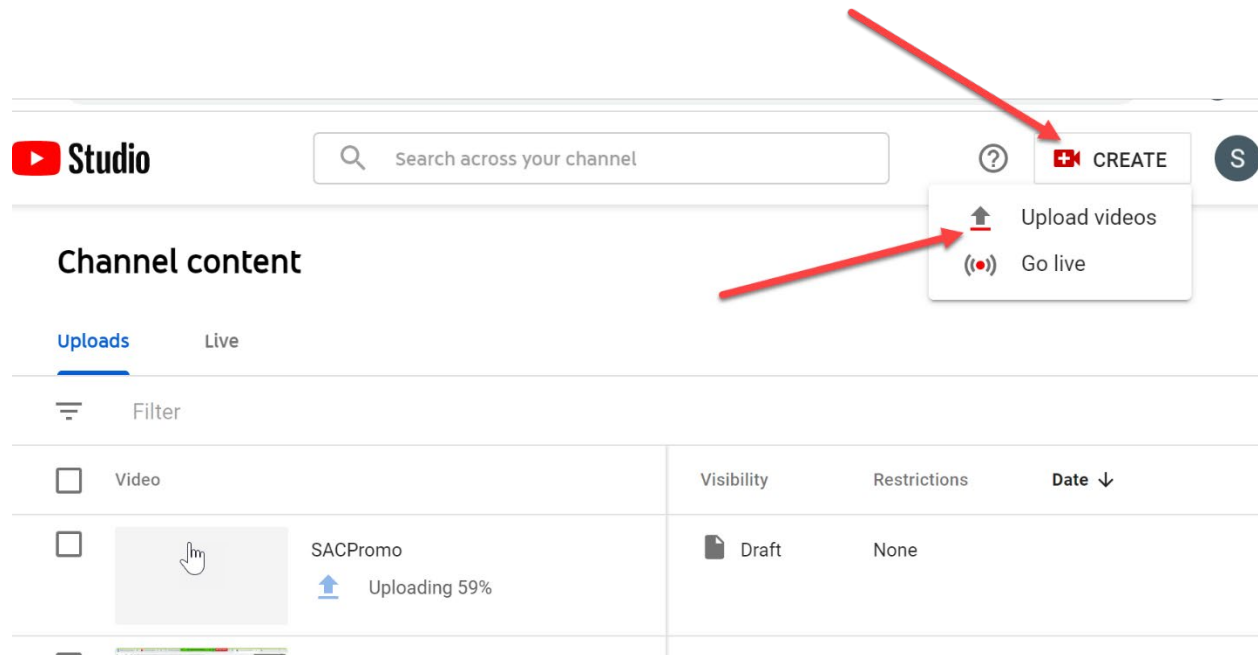
Include speaker names

Click "Continue"

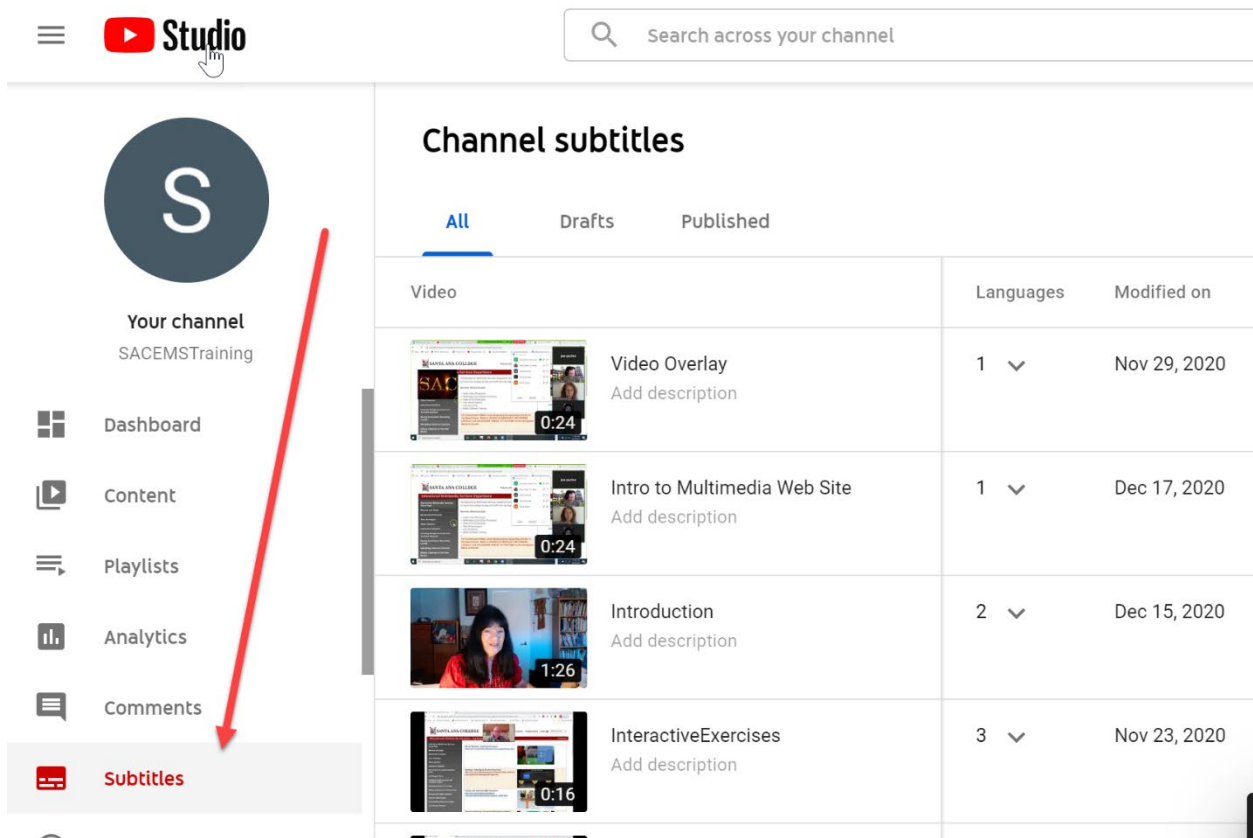
The exported file will be saved to the DOWNLOAD FOLDER with the .AI extension. Change this extension to .TXT **If you exported the .SRT (which we recommend) make sure that the name of the file has the .SRT extension – eliminate the .AI extension and leave the .SRT extension.**

Example: SACPromo.srt or SACPromo.txt.





The next steps will take place in you YouTube Channel where: **first upload the video file** (MP4) saved in your local computer folder from Screencast-O-Matic, then go to your YouTube channel and in the CONTENT FOLDER click the UPLOAD VIDEO – browse in your computer and select the recorded MP4 file

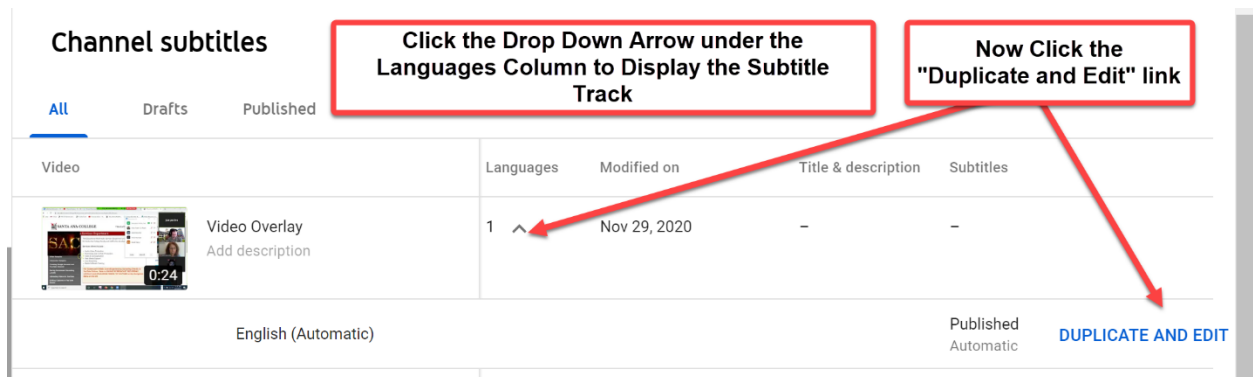


Once the video file is uploaded to the content folder of your YouTube Channel, click SUBTITLES in the left navigation menu of your channel.

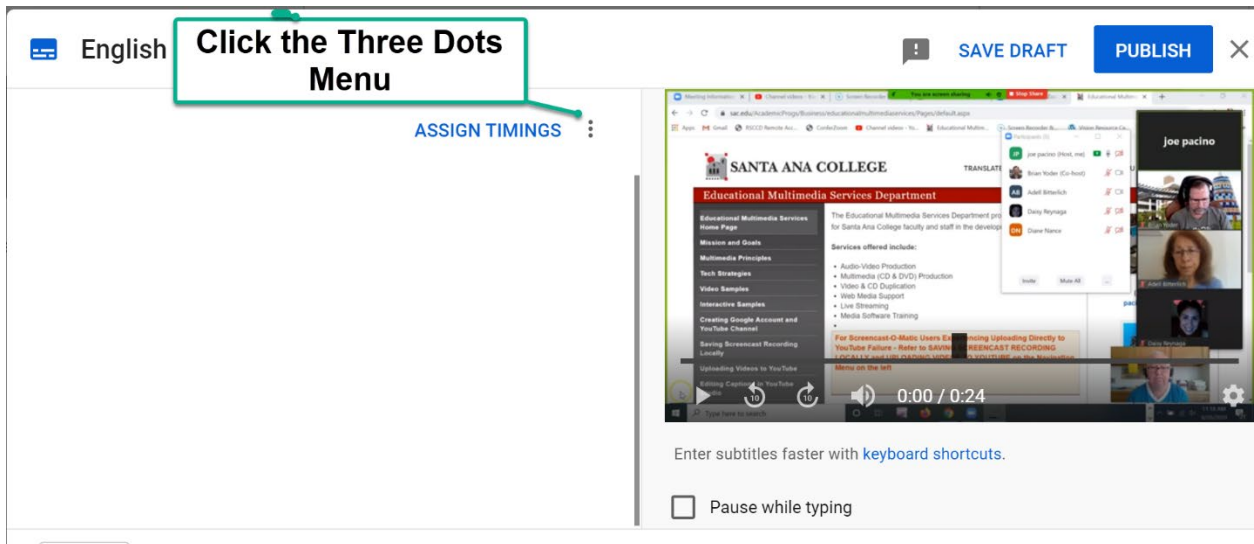


The screenshot shows the YouTube Studio interface. On the left is a navigation menu with 'Subtitles' highlighted. A red arrow points from the 'Subtitles' menu item to the 'Channel subtitles' section on the right. The 'Channel subtitles' section has tabs for 'All', 'Drafts', and 'Published'. Below these tabs is a table listing video subtitles.

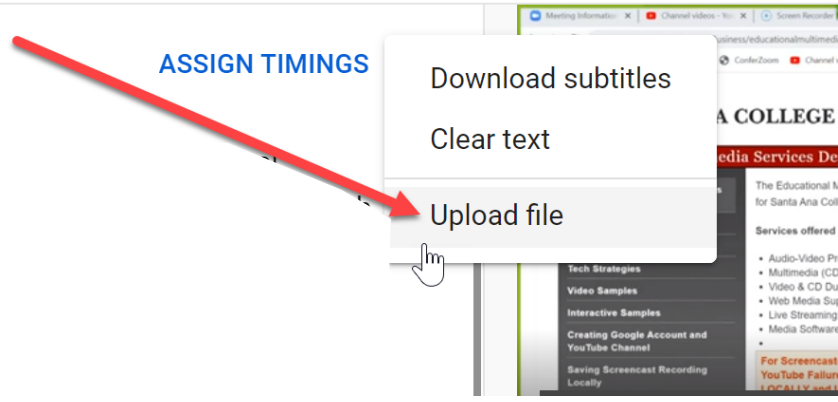
Video	Languages	Modified on
 Video Overlay Add description	1 ▾	Nov 29, 2020
 Intro to Multimedia Web Site Add description	1 ▾	Dec 17, 2020
 Introduction Add description	2 ▾	Dec 15, 2020
 Interactive Exercises Add description	3 ▾	Nov 23, 2020



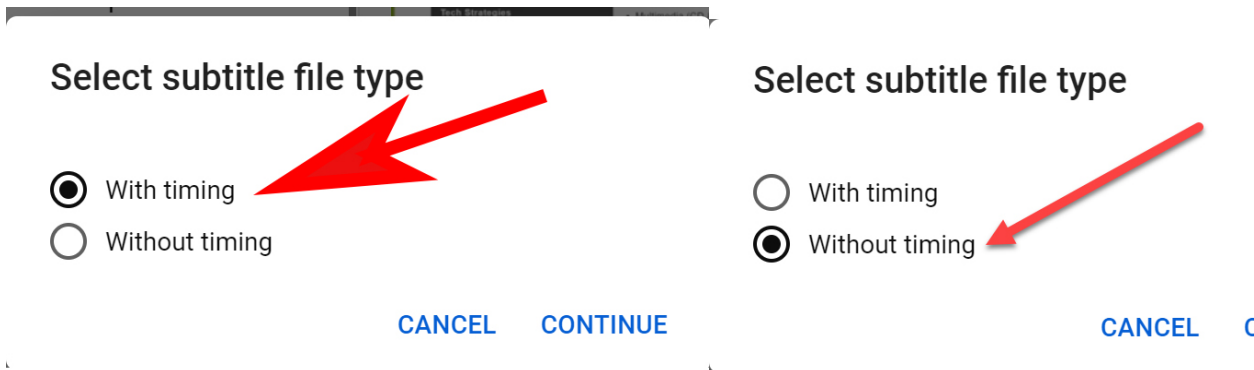
This close-up view of the 'Channel subtitles' table highlights specific actions. A red box around the 'Languages' column header contains the text: 'Click the Drop Down Arrow under the Languages Column to Display the Subtitle Track'. Another red box around the 'DUPLICATE AND EDIT' link contains the text: 'Now Click the "/>



English



If you exported a TXT file from OTTER.AI then choose WITHOUT TIMINGS as the file type. If you exported an .SRT file as we recommend, then choose WITH TIMINGS.



Now click ASSIGN TIMINGS and check if captions need minor corrections.

The screenshot shows the top portion of a video editing interface. On the left, there is a list of captions with their start and end times. A red arrow points from the 'ASSIGN TIMINGS' button to the caption at 2:04. The video player on the right shows a black screen with a progress bar at 0:00 / 2:45. Below the player, there are controls for 'Pause while typing' and a search bar.

English

SAVE DRAFT PUBLISH

ASSIGN TIMINGS

2:04
Santa Ana College has changed my life. Mine as well and it

2:09
can change yours too.

Transcribed by <https://otter.ai>

0:00:00 UNDO REDO

0:00:00 0:02:00 0:04:00 0:06:00 0:07:27

This screenshot shows the same video editing interface as above, but with a callout box highlighting the 'EDIT AS TEXT' button. The callout box contains the text: 'If further corrections are needed, click and edit, otherwise play video and check captions'. The video player on the right shows a screenshot of the Santa Ana College website. The caption list on the left shows three captions with their start and end times.

English

SAVE DRAFT PUBLISH

If further corrections are needed, click and edit, otherwise play video and check captions

+ CAPTION EDIT AS TEXT

0:12
Welcome to Santa Ana college,

0:14
My college now your college,

0:16
Established in 1915.

00:09
01:19
01:19
02:19
02:19

SANTA ANA COLLEGE

Educational Multimedia Services Department

TRANSLATE

0:00 / 0:24

Enter subtitles faster with keyboard shortcuts.

Pause while typing

English **Captions are now Embedded in the Video** SAVE DRAFT PUBLISH

+ CAPTION EDIT AS TEXT

0:12 Welcome to Santa Ana college, 0:11:24

0:14 My college now your college, 0:13:29

0:16 Established 0:15:27

0:12 Welcome to Santa Ana college, 0:12 / 2:45


Enter subtitles faster with [keyboard shortcuts](#).

Pause while typing

Click the **PUBLISH** button. If in the future you need to make further correction, return to the SUBTITLES MENU OPTION and twirl down the tiny arrow next to the LANGUAGES COLUMN and click the EDIT link in the Subtitles column. Make your new corrections and remember to PUBLISH ONCE MORE.

Channel subtitles

All Drafts Published

Video	Languages	Modified on	Title & description	Subtitles
 Video Overlay Add description	2	Feb 3, 2021	-	-
English (video language)			Published by Creator	Generating timings EDIT

New Caption Track Created from Uploaded File

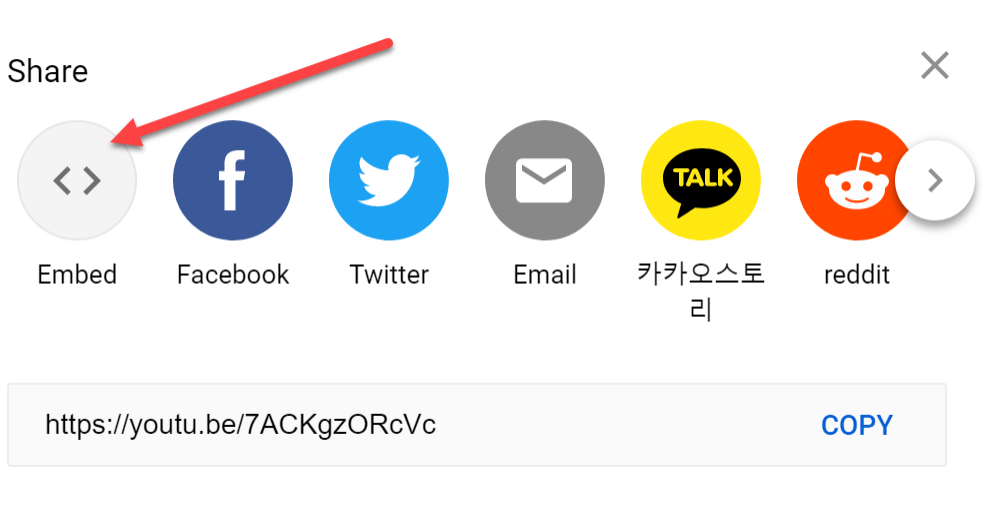
Click Edit to Check Newly Captioned Video

Locate the URL address of your video by clicking the SHARE option below the video when playing it.



The image shows a YouTube video player. The video title is "SACPromo Testing Captions" and it is marked as "Unlisted". The video has "No views" and was uploaded on "Feb 3, 2021". The video player shows a progress bar at 0:02 / 2:44. Below the video player, there are interaction buttons: LIKE, DISLIKE, SHARE, SAVE, and a menu icon. A red arrow points to the SHARE button.

and click the EMBED option and COPY THE ENTIRE EMBED CODE;



The image shows the YouTube share menu. The title is "Share" and there is a close button (X) in the top right corner. The menu contains several sharing options: Embed (with a code icon), Facebook, Twitter, Email, 카카오토크 (KakaoTalk), and reddit. A red arrow points to the Embed option. Below the sharing options, there is a text box containing the URL "https://youtu.be/7ACKgzORcVc" and a "COPY" button.

Embed Video

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/
7ACKgzORcVc" frameborder="0"
allow="accelerometer; autoplay;
clipboard-write; encrypted-media;
gyroscope; picture-in-picture"
allowfullscreen></iframe>
```

Start at 0:02

Drag and Copy all the lines of Embed Code

then in CANVAS click INSERT EMBED CODE.

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area shows a course page with a menu on the left containing items like ConferZoom, Modules, Syllabus, Grades, Announcements, Discussions, Adobe Creative Cloud, Collaborations, and Assignments. The top navigation bar includes Edit, View, Insert, Format, Tools, and Table. The 'Insert' menu is open, showing options like Link, Image, Media, Document, Equation, Table, and Embed. The 'Embed' option is highlighted in red, and a mouse cursor is clicking on it. A red arrow points from the 'Embed' option in the menu to the 'Embed Video' dialog box shown in the previous image.

Embed

Paste Embed Code from YouTube and click SUBMIT

Embed Code

Close Submit