



Creating Captions – Amara.org

Captions on videos are an integral part of ensuring content access to all users regardless of ability levels. Captions are also required for all content that will be posted on blackboard or shown in class. The website Amara enables people to create captions for content from YouTube and other video hosting sites. The following guide will explain how to create and edit captions using the Amara website.

- 1) Go to www.amara.org and create an account. Once you have created this account stay logged in.
- 2) Select the video that needs captions and copy the URL of the webpage.|
- 3) Return to www.amara.org, scroll down the page, and click the get started button on the left side of the screen.
- 4) In this new page scroll down to the window titled ‘Subtitle a Video’, paste the URL in the Box, and click begin.
- 5) The page will refresh and your video will appear in a new window.
 - a. If your video was processed from that URL previously, the video will appear with captions on this new page. An English-language label will be present on the left side to confirm the presence of English captions.
- 6) Click the ‘Add a new language!’ option to the right of the video to begin adding subtitles.
- 7) Select the language of the subtitles and click the ‘Continue’ button.
 - a. This step cannot be undone, so be sure to select the correct language or there will be multiple English captions with varied accuracy and value.
- 8) Follow the on-screen instructions to add captions to the video.
- 9) Once the subtitles are complete click the ‘Yes, start syncing’ button to begin aligning the text with the audio.
- 10) Once the subtitles and video audio have been synced, select the review and complete option to complete the video.

The video has now been captioned and can be distributed in class by sharing the appropriate Amara link. The captions will remain with the Amara copy of the video, so long as the URL does not change.

Remember: it is *your responsibility* to ensure that all captioning is accurate and complete. If you require assistance in evaluating this, please reach out to ITS. Failure to do so can put MSU Denver at risk of being out of compliance. Accessibility is everyone's responsibility at MSU Denver.