








Best Practices for Captioning Videos

Live captions with poor: *speaker identification, legibility, placement, contrast, spelling, grammar, accuracy, delay* and *speed* can present barriers for hearing, hard-of-hearing, deaf participants, people following along in silent or noisy environments and other learners who wish to read and follow along with virtual sessions.

	Don't	Do
 <p>Avoid Background Noise for clearest quality audio</p>	<ul style="list-style-type: none"> Film in a location with a lot of background noise. 	<ul style="list-style-type: none"> Choose a quiet location with limited distractions.
 <p>Provide slides that are easy to read and understand</p>	<ul style="list-style-type: none"> Provide material with poor contrast Forget to check the accuracy of your slides 	<ul style="list-style-type: none"> Provide text with good contrast Use size and bolding to indicate important concepts Check accuracy, spelling, and grammar
 <p>Do not rely on colour to communicate concepts</p>	<ul style="list-style-type: none"> Refer to the colour on a slide, e.g. a red slice of the pie chart compared to the blue slice in the pie chart. 	<ul style="list-style-type: none"> Give full details related to an image, e.g. the red slice of the pie chart is 30 percent and the blue slice in the pie chart is 70 percent.
 <p>Describe images and graphics (<u>and important sounds</u>) so that others can form a mental image from reading the text</p>	<ul style="list-style-type: none"> Ignore visual cues that might add more detail to your class or call. 	<ul style="list-style-type: none"> Describe what is happening, e.g. four people's faces showing in an online call to quickly describe an image's purpose or upbeat music is playing in the background to describe audio in a video.
 <p>Make sure links make sense when said aloud.</p>	<ul style="list-style-type: none"> Don't say, "Click here" or "Follow the link to learn more." 	<ul style="list-style-type: none"> Say, "We will now follow the link to the Education Commons website." Provide URLs in support text.
 <p>Take turns talking and announce your name when speaking.</p>	<ul style="list-style-type: none"> Speaking without either identifying yourself or have the person speaking before you say your name. 	<ul style="list-style-type: none"> "I will now pass the mic to Chris to share about ... "
 <p>List difficult words</p>	<ul style="list-style-type: none"> Leave someone who is captioning guessing about acronyms and terms. 	<ul style="list-style-type: none"> Provide a list of difficult words, terminology, and acronyms to help the person doing the transcribing.

Five caption terms to become familiar with

- **Re-speaking, interpreting, and subtitles:** Captions where audio is translated from one spoken language to another language or text on the screen. Sometimes subtitles and captions are used interchangeably though they are different.
- **Closed captions:** Accessible captions that can also be saved in a text file for editing and, they can be turned on and off by viewers.
- **Open captions:** Captions that are burnt into or part of the video are difficult to edit and cannot be turned on and off by viewers.
- **CART or Communication Access Realtime Translation:** Live captions that are edited by human beings. This is different than real-time captioning, real-time text, auto-captions and speech-to-text done solely by artificial intelligence.
- **Caption files:** Refers to several file types that contain the text of what is said. These files can be edited for quality using a text editor, and they are used to create a transcript.

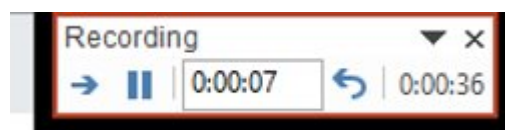


PowerPoint Best Practices

- Use Presenter View as a **teleprompter** to improve quality of script and delivery. Include notes to remind yourself of important concepts to mention. Note: Presenter View can support 2 monitors
- **Rehearse timings** to adjust delivery of your presentation
- Dictate in in PowerPoint **to discover difficult to caption words** and practice speaking clearly
- Check **accessibility** of presentation using **Tools > Accessibility**
- Include content on the slides for terminology, abbreviations and names that may be difficult to auto caption or auto transcribe. Adding difficult to pronounce terms on the slides can also assist the person correcting captions

Use PowerPoint to Rehearse your Presentation

1. Select **Slide Show > Rehearse Timings**.
2. Select **Next** by clicking the mouse or press the right arrow to go to the next slide.
3. Time shown are whole presentation (left) and current slide (right).
4. **Pause** or **Resume Recording**.
5. **Yes** to save the slide timings, or **No** to discard them.
6. **Esc** to stop the recording and exit the presentation.



View the timings

Select **View > Slide Sorter**. Time allotted to a slide is shown at bottom-right of the slide.

Turn off recorded slide timings before you give a presentation

To prevent slides from automatically advancing, set up timings follows:

1. Select **Set Up > Slide Show**.
2. Clear the **Use Timings** or **Use Rehearsed Timings** check box.
3. To turn the slide timings on again, select **Use Timings**.

PRESENTER COACH

PowerPoint has a built-in coach to help you deliver a more effective presentation. It evaluates pacing, pitch, your use of filler words, informal speech and more. Available with **on-line version**.

To open Presenter Coach

1. Go to the **Slide Show** tab > **Rehearse** group and select **Rehearse with Coach**.
2. Select **Start Rehearsing** in the dialog box.
3. Check off **Show real-time feedback**.
4. Wait until you see **Listening** to speak.
5. Coach will give you guidance as you speak.
6. When finished, exit the full-screen view.
7. Coach will open a Rehearsal Report summarizing and offering recommendations.

WORD TIPS

MS Word as a Teleprompter

- Use Word as a **teleprompter** to improve quality of script and delivery
- **Dictate** in Word to discover difficult to caption words and practice speaking clearly
- **Dictate** for Word preview to create captions/transcripts by attendees
- **Accessibility checker** can be used with Word document, for difficult to caption terms, abbreviations, and languages in advance to attendees Helps fix barriers before presenting.
- List of **difficult terms** made available to person editing transcriptions
- NOTE: Transcribe is not available at present

How to use Word as a Teleprompter

1. Copy and paste the text you want to read for your video in Word.
2. Highlight the text and change the size to one that is easy for you to see.
3. Optional, depending on your preferences:
 - Change font to white and page colour to black (under Page Layout) to black.
 - Centre text
4. Adjust text size or line spacing so paragraphs stay together on a page. Start new pages on a new sentence.
5. Put cursor at top of page and click the scroll wheel. Move it down and it will start.
6. Speed up scrolling by moving cursor down or slow down the speed by moving the cursor back up.

Video on How to use Word as a Teleprompter: <https://www.youtube.com/watch?v=6AR8SuehATQ>