



## Progressive Palaeontology 2021

### Subtitles Tutorial

#### Captions/Subtitles

Captions are the text version of the phrases spoken during a video presentation. Their presence greatly improves the ability of the participants to follow what you are talking about. For example, captions make your video presentation accessible to people with audio impairment, or people whose native language is not English.

We want the content of ProgPal 2021 to be accessible to everyone and so in that context, **we are making captions obligatory** for all video presentations (lightning and full talks). If you are giving a talk, you have to provide us with both a video of your presentation (.mp4 or .avi format) and a subtitle/caption file.

The subtitle file format should be one of the formats accepted by YouTube ([more info here](#)), for example, .srt, .vtt and.sbv. Making the subtitles file takes place after you have exported your narrated presentation into a video (.mp4 format or other suitable for YouTube).

#### Unsure of how to make a subtitles file ?

Don't worry, we have made a (hopefully) easy to follow step-by-step guide. Of course, there are different ways to make this file so feel free to use your preferred method.

You could make the subtitle file **manually** (see guide [here](#)). **Alternatively, you could use this quick and easy way, using the built-in feature of subtitle auto-syncing from YouTube.** For this, you will need to put everything you are saying in text format, upload your video presentation privately on YouTube (nobody will be able to see it but you), sync your text with your voice using YouTube's auto-sync feature, and download the subtitle file. It's simpler than it reads.

Below follows the step-by-step process and **we also made a video tutorial for you – you can watch it [HERE](#).**

#### 1. Put your talking into writing.

Write down everything you are saying during your talk in a document (can be a word document, a text file etc.). Note that you can also skip this and write your text directly on YouTube's interface ([see step 3](#)).

## 2. Upload your video presentation into your personal YouTube channel.

Everyone that has a Gmail account, has a personal YouTube channel. You can access your channel from the [YouTube studio](#).

**2.1** Upload your video presentation by going to the top-right corner, click Create > Upload videos and select your presentation (.mp4 or .avi) or drag-and-drop it there.

**2.2** While waiting for it to get uploaded, in the **Details tab** go to **Audience** and pick either “Yes, it’s made for kids” or “No, it’s not”. Your choice doesn’t matter as no one outside of the conference will see this video, but YouTube won’t let you upload it unless you pick one.

**2.3** Then go to the **Visibility tab** and pick **Private**, like that, only you will be able to see this video.

**2.4** When the video is done uploading, click **Save** at the bottom-right

## 3. Make the subtitles/closed captions file.

**3.1** Go back to the main page of [YouTube studio](#). On the left-hand menu, click **Subtitles**

**3.2** Click on the video you just uploaded

**3.3** Click on the **Add Language** (if you don’t see any) or **ADD** under the Subtitles column and a new window will appear

**3.4** Click on **Auto-sync**

**3.5** Paste the text you have written from the document (**see step 1**)

**3.6** Click **Assign Timings**. This will automatically sync your text with your voice. Make sure to check whether YouTube has done its job properly, you can make modifications (additional info [here](#))

**3.7** Once you are happy with the subtitles and made sure they are properly synced with your voice, click on the **three vertical dots (Options)** in the mid-top of the window > **Download subtitles**. This will download your subtitles in a .sbv format that is readable by YouTube.

Send us your subtitle/captions file when you send us your video presentation (.mp4 or .avi format).

**Congrats!**

**You have helped make ProgPal 2021 more accessible to people!**

