Creating ADA Compliant Instructional Material for Online Courses

Darshana Juvale, Pinar Celik, & Rebecca O'Connell

Executive Summary

This document includes information on designing ADA (Americans for Disabilities Act) compliant content for online courses. It is a work in progress put together by a group of instructional designers at Engineering-LAS Online Learning (ELO). Its primary audience includes instructional designers and instructors interested in teaching online. It is not a comprehensive guide on designing online courses for ADA compliance, nor is it certified by Iowa State University (ISU). However, initial exploration has shown that in order to achieve compliance from all instructors, the institution needs multiple approaches – educating faculty on UDL, providing faculty with Do-It-Yourself ADA tips and resources, and signing up with a captioning service.

Email the ELO Design Team at elodesign@iastate.edu with your suggestions for improvement.

BACKGROUND INFORMATION

This document is a work in progress initiated by a group of instructional designers at Engineering-LAS Learning Online (ELO). The motivation for this work stemmed from the designers' desire to create quality online courses that are pedagogically sound and accessible to a diverse audience.

After extensive research and testing, ELO designers have developed Do-It-Yourself (DIY) tips and techniques for designing ADA compliant instructional materials, like images, documents, and audio/videos. These tips and techniques need to be continually updated.

Additionally, in order to achieve compliancy from all instructors, it is recommended that ISU educates faculty in UDL (Universal Design for Learning) best practices and invests in a commercial captioning service. CELT has developed a <u>Blackboard course on UDL</u> that faculty can enroll in to learn ways of making their course accessible to a diverse audience. Also available is <u>AccessDL</u> (The Center on Accessible Distance Learning) funded by the U.S. Dept of Education that provides guidance on making distance learning courses and programs accessible to students and instructors with disabilities. A list of vendors for closed captioning is included in Appendix A.

This document is organized into two sections: 1) Laws Impacting Web Accessibility and 2) Tips for Creating Accessible Media

LAWS IMPACTING WEB ACCESSIBILITY

There are state and federal laws requiring the University to assure online material is accessible to current and prospective students and employees. This document deals with ways to make online courses accessible to all people, regardless of their impairments or situation. Additionally, this document is designed to help assure the University is meeting its legal obligations when it comes to web accessibility. Increasing accessibility while managing legal risk is the twofold goal of this guidance.

At the federal level, the Americans with Disabilities Act (ADA), as amended, is an anti-discrimination statute designed to ensure equal access to opportunities, programs, and benefits for qualified individuals with disabilities in education, employment, and other areas.

At the state level, the Iowa Civil Rights Act (ICRA) prohibits discrimination on the basis of disability in both employment and education. This incorporates the right to access information in education, employment, and other areas.

Common problems with web accessibility create legal risks under both the ADA and the ICRA.

TIPS FOR CREATING ACCESSIBLE MEDIA SECTION INCLUDES:

- 1. Audio/Video Accessibility
- 2. Document Accessibility
- 3. Image Accessibility
- 4. Website Accessibility

1) Audio/Video Accessibility Tips

Audio and videos need to incorporate features that make them accessible to everyone. Providing transcripts that can be downloaded and/or closed captions with audio and video are two of the main ways of making audio/video accessible to hearing and/or vision impaired users. More and more, closed captioning is becoming a preferred method.

Closed Captioning of Online Audio and Videos: Closed captions, also known as subtitles, provide text equivalents of the spoken part in a video. Closed captions are synchronized with the audio and usually appear at the bottom of the screen. If only audio is available, a transcript is made available for download.

ADA/ICRA compliance tips: The following are some best practices for closed captions:

Content

- Captions should be accurate. They should fully represent the audio, including speaker identification and non-speech information. When a speaker stutters, caption what is said.
- Equal Meaning and intention of the material is completely preserved.

Language

- Spelling and Capitalization Be consistent in the spelling of words.
- Punctuation and Grammar Follow conventional rules of Standard English.
- Hyphens and Dashes
- Nonessential information that needs special emphasis should be conveyed by double hyphens or a single long dash.

Format

- Consistent Uniformity in style and presentation. Use a font similar to Helvetica medium with clear resolution.
- Text Considerate Case Mixed case characters are preferred.

Display

- Closed captions should be timed to synchronize with the audio. To check for compliancy, select the Captions options drop down > Show non-compliant duration. This option highlights any captions in red whose duration is not between three and seven seconds.
- Only one to three lines of text should appear on the screen all at once, stay there for three to seven seconds, and then replaced by another caption.
- Include not more than 32-charcters per line.
- Lines should be broken at logical points where speech normally pauses, unless it exceeds the 32-characters-per-line requirement.
- Readable Displayed with enough time to be read completely.
- Placed properly and must not interfere with existing important information. Captions should not cover up graphics and other essential visual elements of the picture

Creating Closed Captioning: There are multiple ways for creating closed captions. These include hiring individuals for this purpose, signing up with commercial vendors and/or Do It Yourself (DIY) options.

- You can outsource the whole process and have commercial vendors create the transcript, insert time codes to sync with the audio, and upload to the video server. See a list of vendors in Appendix A.
- Outsource part of the project either create the transcript and send it to a vendor for creating time codes and then upload the transcript with the time codes to the video server, or
- Do it Yourself (DIY). See accompanying document "Do It Yourself Guide on Creating Closed Captions".

2) Document Accessibility concerns the proper formatting of documents for screen readers. (See more information on Kurweil 3000 screen reader used by ISU Student Disability Office in Appendix A). Always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

Resources for creating ADA Compliant PDF, DOC, PPT Files

- The National Center on Disability and Access to Education has developed a one-page accessibility <u>"cheat-sheet"</u> to assist in creating accessible content.
- "How to make a Word Document Accessible" by Portland Community College.
- "<u>MS Word: Headings</u>" video by Portland Community College
- "<u>Acrobat DC</u>" tools make it easy to create accessible PDFs and let you check the accessibility of existing PDFs.
- Ways to make an accessible PDF on Mac: (Resource WAMOE)
 - Start with a well-structured, accessible word document or presentation.
 - \circ Click the file tab and select save as. In the Save as type field, select PDF.
 - Enter a file name in the File name field.
 - Click on options button and make sure the documents structure tags for accessibility checkbox is checked.
 - Click OK.
 - Click Save. This will tag all of the text formatting so page headings and lists are correctly interpreted by a screen reader.
- Scanning a Document to a PDF: Scanning a document means taking a photo of it. Since a photo of text is not accessible, you will need to run optical character recognition (OCR) on the scan. This will make the text on the scan readable by assistive technologies.
 - How to run OCR on a PDF using Adobe Acrobat Pro:
 - Open your PDF file.
 - Open the Tools panel (click "Tools" in top right) and click "Recognize text".
 - Click "In this File" and click the "Edit" button to adjust your OCR settings.
 - Select the "Language" of the text.
 - For the output style, choose "searchable image" for PDF output style and down-same too 600 dpi.
 - Click Ok when done
- Fonts Tips on use of fonts while creating ADA compliant documents:
 - Ensure your text is readable by using at least 10px san serif fonts, such as Arial, Helvetica or Verdana. These font types will magnify well for those who have low vision.
 - If there is an image with text in it, make sure to put the text in the alternative text [opens in new window], so it will be accessible to blind students.
 - Refrain from using floating text boxes, track changes or commenting, because these features are not accessible.

3) Image Accessibility typically involves adding text description to images that can be read by screen readers, because screen readers typically skip images on a web page. Adding an image that constitutes an important part of the content without its text equivalent puts the student with visual impairment at a disadvantage. Possible solutions include:

- Adding a text equivalent to every image, which will enable a user with a vision disability to understand what it is. The text equivalent can be in the form of:
 - An alt text description, which is detected by screen readers, but is not visible to other users.
 - Captions for images that describe the image
 - A description in the text surrounding the image. See examples of <u>Alternative Text</u> <u>Descriptions for Images</u>
- Try not to use only images and/or graphics to convey important content. Images and graphics should be used to enhance existing text and not constitute the main content.

4) Website Accessibility tips - see images and audio/video accessibility tips

Use <u>WAVE</u> to check websites for basic levels of accessibility. WAVE is a free designed Web Accessibility Evaluation Tool.

"Tips for Using WAVE for ADA Compliance" by Temple University Libraries.

- Adding Alternative Text to an image makes that image accessible to the blind. Successful alternative text description for the image either could be:
 - o in the surrounding paragraph text
 - \circ an alt text description,
 - o a long description or
 - o a caption
- Providing the text format for audio files makes them accessible to those with hearing disability.
- For colorblind users, the visuals can be tested by converting them to grayscale. As long as visual elements have hierarchy, they should be comprehensive for those individuals. Check "<u>Colour Blind Awareness</u>" website for more in- formation regarding the use of colors in your website.
- Websites should be designed so they can be viewed with the color and font sizes set in users' web browsers and operating systems.

Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing. (See options for making videos accessible in the next section).

See <u>US Department of Health and Human Services Guidelines on Creating an ADA-Compliant</u> <u>Website</u>.

APPENDIX A

CLOSED CAPTIONING SERVICES

- Caption Solutions (877-674-5800) -wanda@captionsolutions.com
- Automatic Sync Technologies, LLC (877-AST-SYNC), <u>www.automaticsync.com/caption</u>, <u>info@automaticsync.com</u>
- RAMP, <u>www.ramp.com</u>
- REV, <u>www.rev.com</u>
- Cielo24, <u>https://cielo24.com/</u>
- 3PlayMedia, <u>http://www.3playmedia.com/</u>
- **ProTranscript**, <u>http://protranscript.com/faq.html</u>

SCREEN READERS

Screen readers are assistive technology that help users with poor vision navigate a website by reading aloud text displayed on the computer screen. Kurzweil 3000 is the screen reader used at Iowa State University. Kurzweil 3000 is an integrated scan and read software program that provides multi- sensory access to reading material with powerful tools for reading, writing, test-taking and learning. Kurzweil 3000-firefly provides four platform options:

- 1. Windows
- 2. Mac
- 3. ipad app
- 4. Web App accessible via web browser

If you need Kurzweil 3000 software on your computer, you can download and install it from one of these locations:

- For Macintosh
- For Windows

You can use firefly to browse through your Universal Library and read Kurzweil or text files directly from a computer's web browser.

Do It Yourself Guide on Creating Closed Captions

Creating closed captioning is a 3-step process.

- 1. Create an accurate transcript with punctuation
- 2. Insert time codes to sync with audio
- 3. Upload to the video server

This document includes instructions on creating closed captions using the following software:

- 1. YouTube
- 2. Camtasia
- 3. Dragon Naturally Speaking
- 4. Voicethread
- 5. Built-in Dictation tool in Mac

YouTube

YouTube's closed captioning tool can be useful not only for creating captions for use in YouTube, but also to export for use in other applications. Below are instructions for adding closed captions in YouTube and exporting the caption file for use elsewhere.

Part 1: Accessing YouTube

First, you will navigate to YouTube and log in.

1. Go to <u>YouTube</u> and log in. If you do not have a Google account, you will need to sign up for one. (You will not be able to use your Iowa State CyMail account to post videos to YouTube.)



Part 2: Uploading and accessing your video

Once you've logged in to YouTube, you will upload your video and YouTube will process it.

1. Once you are signed in, look at the upper right corner to locate the *Upload* button (see image below). Click *Upload* in order to upload your video.

You Tube =	Ŧ	Q		Upload
		_	-	

2. Once you click upload, you will be directed to a new page where you can either browse your computer to upload your video and/or you can drag and drop the file that you would like to upload to your browser (see image below).



YouTube requires video files, such as MP4s. If you are using Camtasia or any other screen recording tool that produces a video project file (i.e., .camproj or .prproj), you will need to export your screen recording as an MP4 file before uploading it to YouTube.

Be sure to set your video's privacy settings according to your own needs and preferences. We recommend either the "Unlisted" or "Private" setting if you do not want the world to view your videos (see image below).



3. Once you've selected a video file to upload, it will take some time for YouTube to upload and process your video file (see image below). How long this process takes depends on the Internet connection speed that you are using and the length of your video. **Stay on the upload page until the video has finished uploading or the upload will stop.**

You Tube =-		Q Upload <u></u>
	UPLOADING 17%	1 minute remaining. X Done
0	Your video is still uploading. Please keep this page open until it's done. Basic info Advanced settings	
Upload status:	Module 1 Odds 3	Private -
Uploading your video.	Description	+ Add names circles or email addresses

4. Once the upload stage is complete and the processing stage has started, it is safe to close your browser window. YouTube will process your video on its servers.

You Tube =-		Q Upload 🚊 🔮
0	PROCESSING 91% ★ Click "Done" to confirm. Basic info Advanced settings	1 minute remaining. * Done All changes saved.
Upload status: Processing your video. Your video will be live at: http://youtu.be/Manc9g7DOIY	Module 1 Odds 3 Description	Private

5. You can access your video through the Creator Studio, available through the user icon in the top right.

Q	Upload	ộ 🙎
Change	0 subscribers Creator Studio	\$
Add acco	unt	Sign out

Your video will appear in the list of videos in your YouTube Video Manager.

You Tube =-		Q, Upload	ộ 🔋
CREATOR STUDIO	Videos 3	Search videos	₹ Q
DASHBOARD	Actions Add to	View: Newest -	
	Module 1 Odds 3 March 27, 2015 11:20 AM	a	ili]0 1∰0 ∯⊫0
Videos	8:06 Edit -		0

Once processing is complete, the video image will be replaced with an image from the video.

You can also access your video by clicking the "Done" button next to the status indicator when processing has been completed. This will take you to the summary screen shown

You Tube =-		QU	pload <u></u>
ं	Module 1 Odds 3 Vour video is now ready at http://youtu.be/Msnc9g7DOIY		Return to editing
		Video Manage	r + Add more videos

Adding closed captioning

Once your video has been processed, you will closed caption it. To do this:

1. Edit the video's settings. You can access the video's "Info and Settings" screen by clicking either the video's "Edit" button in the Video Manager, or the "Return to Editing" button on the video's summary screen.

You Tube =-		Q, Upload	¢ (•
CREATOR STUDIO	Videos 3	Search videos	-	Q
DASHBOARD	Actions Add to	View: Newest	• 11	II
VIDEO MANAGER	Modul 20dds 3 March 215 11:20 AM		itil 0 i∰ 0 ∰	∰= 0

Accessing the Edit Settings screen, option 1: The "Edit" button in the Video Manager

You Tube =-		Q Upload 🗘 🙎
0	Module 1 Odds 3 Vour video is now ready at http://youtu.be/Msnc9g7DOIY	Return to editing
		Video Manager + Add more videos

Accessing the Edit Settings screen, option 2: The "Return to editing" button on the video's summary screen

2. On the "Info and Settings" screen, click the "Subtitles and CC" button in the top right portion of the screen.



3. On the "Subtitles and CC" page, you will be asked to select a language. Select English or the language of your choice. Once you have selected a language, click the "Set Language" button in the bottom right portion of the dialog box.

You Tube 😑 -				Q,	Upload	ļ 🧕
🧨 Info and Settings	🖉 Enhancements	🕈 Audio 🔎 Annotations 🕕 Cards	C Subtitles	and CC		47
Module 1 Odds 3						
		Set video language What language is spoken most in this video? You must ealert a video language before adding subtite Select language Cetaut for new English Search 165 other languages bet Abshazian	36 s or CC. r uploads	Add new s	ublities or CC v	

4. YouTube will attempt to create an automated captioning of your video. When it is finished, the automated captioning will appear as a button below the section "Add new subtitles or CC". It will be listed as "English (automatic)". Automated captions are only 80% accurate; accuracy decreases with the increase in technical terms in the video. However, the YouTube generated transcript serves as a useful starting place for further editing.

Click on the "English (Automated)" bar to edit your automated captions.



The "Subtitles and CC" page with automated captioning completed

5. This will direct you to the transcription page. The video is shown on the left, while the captions are on the right. Each caption is time stamped.

dule 1 Law of Large Numbers	> < / = = < • ? <	← Eng	jlish	Actio
		Subtitles p	published. Click edit to make revisions.	Edi
Theoretical Probabi Proportion of fime	s an event should	0:01.8 0:03.4	Okay. This is the first	
happon		0:03.4 0:06.5	video for MATH 104 online.	
- Die toss a 2 shows	up 1/2 of the time	0:06.5 0:10.1	And what we're going to talk about	
 (1) 0:00 / 5:09 	• • • • : :	0:10.1 0:13.6	in this video is theoretical probability	
	Okay. This video for MATH 10 online.	0:13.6 0:18.4	and empirical probability,	
	the second by the second	0:18.4	and the connection between the two.	So

6. Click the edit button to make changes to the captions/subtitles.

e 1 Odds 3	5 c / 🔳 🛛 < 🖕 🕈	< ← ■	nglish	Act
	103%	Subtitles	s published. Click edit to make revisions.	E
Odds are categ	orized as odds for	0:02.8 0:05.6	okay in the studio we are going to discuss something that is	
and odds aga	inst Quality of	0:05.6 0:09.3	related to probability but it's not exactly the same	
Odds for an evi	ent = Event Probability agains	0:09.3 0:13.6	and unfortunately in everyday speech many people	
■() 0:00 / 8:05	Event 10 00 \$	0:13.6 0:18.0	use one place and the other so we're talking about artist	
	okay in the studio are going to discu something that is	0:18.0 we ss	and you'll hear people say are jar	
	the formation of the	0:22.1 0:27.1	or to their high arts for this for high odds against us	

7. First, adjust the text. To do this, click the text you wish to adjust. The text will become editable. After you have made your changes, click outside of the textbox to save your changes.



- 8. Next, adjust the timings if needed. There are two ways to do this.
 - Edit the timing text next to the text items. Click the time you wish to adjust and type in a new start or end time. The start time cannot overlap with the end time of the previous caption, and the end time cannot overlap with the start time of the next caption.



• Or, select the item whose time you wish to adjust in the caption bar below the video. Blue bars will appear to the left and right of it. Drag the bars to adjust the times.



9. After you are done with your modifications, click the Publish button at the bottom of the screen to save your changes. If you do not do this, all of your changes will disappear.

● ↓) 0:02 / 8:05	ر. ا	• @ ‡ []	0:13.6 0:18.0	use one place and the other so we're talking about artist
	okay in the studio we are going to discuss something that is	related to probability but it's not exactly the same	0:18.0 0:22.1	and you'll hear people say are jar
Pause video while typing		م0		Discard edits Publish edits

Exporting your closed captions for use elsewhere

YouTube captions can be downloaded in a standard captioning file format for use in other video production applications and in video streaming sites such as Vimeo. Caption files contain captioning information about a video. The caption file is stored separately from the video file.

 Click "Actions" button on the upper right hand corner of the page. This will open a drop down menu where you can choose one of several captioning file formats to download. The .vtt format is a good choice, because it can be used by many applications and video streaming services.

← En	glish		Actions -
Subtitles	published. Click edit to make revisions	Unput Renar	olish ne
0:01.8 0:03.4	Okay. This is the first	Delete Down	load
0:03.4 0:06.5	video for MATH 104 online.	.vtt .srt	ai tormat
0:06.5 0:10.1	And what we're going to talk about	.sbv	
0:10.1 0:13.6	in this video is theoretical proba	ability	
0:13.6 0:18.4	and empirical probability,		
0:18.4 0:22.9	and the connection between th	e two. So)
		Edit	Published

- 2. When you select the file format in the "Actions" menu, a file will be downloaded to your default downloads folder. You will be able to see it in your browser's list of downloads.
- 3. Store the video file and the captioning file together for future use.

Camtasia - screen recording software

<u>Camtasia</u> is a screen recording software that supports both manual and auto captioning. Auto captioning uses speech-to-text technology that automatically creates captions from audio in the timeline. Click on the links below for details on creating closed captions in Camtasia.

- <u>How to create captions using speech-to-text</u>
- <u>How to create captions manually</u>
- Export caption files when you are finished

Transcribing a video using Dragon Naturally Speaking

Dragon Naturally Speaking can be used to create transcripts that can be fed into YouTube to add time codes. Transcribing a video using Dragon NaturallySpeaking requires the following steps:

- 1. <u>Extract an audio file from your video recording.</u> You can do this using either Camtasia or the free media viewer VLC.
- 2. <u>Select a Dragon NaturallySpeaking profile, or create one if you don't already have one.</u>
- 3. <u>Transcribe an audio file with Dragon Naturally Speaking</u> and save the transcription as text file.
- 4. <u>Polishing the transcript</u>.
 - a. [optional] <u>Increase the accuracy of Dragon NatuallySpeaking's transcription</u> and <u>re-transcribe the audio file</u>.
 - b. <u>Read the transcript and make final corrections</u>.

1. Extracting audio from a video

There are two ways to extract audio from a video file and save it as an audio file. You can either use Camtasia or the VLC Player for this task.

Camtasia

To create an audio file containing the sound from a Camtasia project:

1. Open a .camproj file in Camtasia and select File->Produce special->Export audio as...



2. Save the audio file in .mp3 format. Be sure to save it in a location where you will be able to locate it later.



3. When the process is complete, your file will appear in the folder you specified.



Using VLC to extract audio from an existing video

VLC is a free media player and will allow you to export audio from an existing .mp4 video file. VLC can be downloaded from <u>VideoLAN</u>. To export audio from an .mp4 video file, do the following:

1. Open the VLC media player.



2. Select Media->Convert/Save.

4				VLC	C media	olayer			-		×
M	edia	Playback	Audio	Video	Subtitle	Tools	View	Help			
	0	pen File			Ctrl+C)					
	0	pen Multiple	Files		Ctrl+S	hift+0					
	0	pen Folder			Ctrl+F						
) 0	pen Disc			Ctrl+D)					
	0	pen Network	Stream		Ctrl+N	1					
	(O	pen Capture	Device		Ctrl+C	:					
	0	pen Locatior	n from clip	pboard	Ctrl+V						
	0	pen Recent N	Media			•					
	Sa	ve Playlist to	File		Ctrl+Y						
	Co	onvert / Save		-	Ctrl+R						:
((•))) St	ream			Ctrl+S			<)»	1009	6	
	Q	uit at the end	d of playli	st				_			
ŀ	Q	uit			Ctrl+C	۱ ۱					

3. Click the "Add" button.

<u> </u>			Open Media		? ×
▶ File	O Disc	^{₿₿} Network	📑 Capture De	vice	
File Sele You can	ction select local fil	es with the follow	ving list and button	s,	
					Add
Use	a subtitle file				-
					Browse
Show mo	ore options				
				Convert / Sa	ave 🔻 Cancel

4. Select the .mp4 containing the audio and click "Open".

A .	Open Media	? ×	
A	Select one or multiple files		×
🔄 🍥 🔻 🕇 🚺 🕨 This PC	C → Downloads → v (Search Downloads	P
Organize 🔻 New folder		≡ • 🗐	0
Desktop	Name Using the ACM template and EasyCha Using the ACM template and EasyCha Using the ACM template and EasyCha	Date modified Typ ^ 5/20/2015 11:04 AM MP 5/4/2015 11:46 AM Apr 5/4/2015 11:46 AM MP 5/4/2015 11:46 AM MP	
File name:	Using the ACM template and EasyChair to se	」 ✓ All Files (*.*) Open Cancel	•
Show more options	Convert / Save 🔻	Cancel	

5. Click "Convert/Save" at the bottom of the window. You do not need to make a selection from the drop down menu beside the "Convert/Save" button.

<u> </u>			Open Media		?	×
F	le 💿 Disc	Network	📑 Capture Dev	ice		
File	Selection can select local files	with the follow	ing list and buttons			
C:	Users\elodesign\l	Downloads\Us	ing the ACM tem	plate and EasyC	Add Remove	
	lse a subtitle file				Browse	
Show	v more options			Convert /	Save 💌 Can	cel

6. Select "Audio - MP3" from the "Profile" menu.

		Convert		? ×
Source Source: Type:	template and EasyC	hair to submit full-length SIGDOC confer	ence	submissions (1).mp4
Settings Conv Disponsion 	/ert play the output			
Profil	le	Video - H. 264 + MP3 (MP4) Video - MPEG-2 + MPGA (TS)	-	X I
	p raw input	Video - WMV + WMA (ASF) Video - DIV3 + MP3 (ASF) Audio - Vorbis (OGG)		
Destinati Destinati	on ion file:	Audio - MP3 Audio - MP3 (MP4) Audio - FLAC Audio - CD Video for MPEC4 7200 TV/device		Browse

7. Click the "Browse" button next to "Destination file" in the area at the bottom of the window.

		Convert		? ×
Source				
Source: ter	mplate and EasyChair t	o submit full-length SIG	DOC conference submissio	ns (1).mp4
Type: file	:			
Settings				
Convert	t			
Display	v the output			
	rlace			
Profile		Audio - MP3	- 🕺 🕺	
O Dump ra	aw input			
Destination				
2000100011	-			•
Destination	file:			Browse
			Start	Cancel
			Start	Cancel

8. In the window that appears, select the folder that will contain the audio file, enter the name you want the audio file to have, and click "Save".

A	Convert		?	×			
A		Save file					×
€ ⋺ - ↑	Desktop	~ (Ċ	Search D	esktop		P
Organize 👻 Ne	ew folder					— — —	0
Box Sync Desktop Downloads	Select a des	stination folder)				< >
File name: Save as type: Alide Folders	audioForTranscription	Give your file a	a na	sa	ve	Click save	
Destination file:		Start	Browse	el			

9. Click "Start" to begin the conversion process. When you do this, you will be returned to the VLC media player, which should display a progress bar as your audio file is being generated.

•	Convert ? ×	
Source		
Source	template and EasyChair to submit full-length SIGDOC conference submissions (1).mp4	
Type:	file	
Setting		
Cor	vert	
	to a vito ut	
	interlace	
Pro	ile 🛛 Audio - MP3 👻 🔀 💼	
🔿 Dur	ip raw input	
Destina	ion	
Destina	ion flay Cultionerstaladorine/Dackton/sudiaEasTransmintion mo?	
Desuna	tion nie: C: Users leiddesign pesktop laddor or nanscription.mps	
	Start Cancel	
	Streaming - VLC media player 📃 🗖	×
ledia P	ayback Audio Video Subtitle Tools View Help	
	_	
	_	
2:21		04.5
2:31		04:5



10. When the process is complete, your file will appear in the folder you specified.

2. Selecting or creating a profile in Dragon NatuallySpeaking

The first time you use Dragon NaturallySpeaking, you will need to create a user profile. Your user profile is created using your/a recording of your voice. It allows Dragon to recognize your voice and speaking style.

1. When you first open Dragon NaturallySpeaking, the "Open User Profile" dialog box will appear. If you already have a profile, select the profile name, click "Open," and skip to "Transcribe the audio file with Dragon Naturally Speaking".

G	Open User Profile	×
User Profile	*	Open
elodesign Jane Doe		Cancel
Rebecca		Properties
		New
		Help
Location of user profile: <c< td=""><td>)efault></td><td>V Browse</td></c<>)efault>	V Browse

2. If you do not have a profile, click "New" to create a new profile and follow the steps below.



3. The "Welcome" dialog box will appear. This is the first in a series of dialog boxes that will guide you through the profile creation process. Click "Next" to continue.



4. Give your profile a name. This is the name that will appear in the list of user profiles.



5. Select the region you are from and your accent.

Anoose your speech options ase select your region and accent so that Dragon can understand you ext your region: ted States add ted Knace add ted Knace add ted Knace Speech Options Noose your speech options ase select your region and accent so that Dragon can understand you	< Back	Next >	Advanced Cancel
sct your region: ted States	< Back	Next >	Advanced Cancel
nada ted Kingdom stralia W Zealand Ian Subcontinent tytheast Asia Speech Options Noose your speech options ase select your region and accent so that Dragon can understand you	< Back	Next >	Advanced Cancel
Speech Options Speech options see select your region and accent so that Dragon can understand you	< Back	Next >	Advanced
Speech Options Toose your speech options ase select your region and accent so that Dragon can understand you	< Back	Next >	Cancel
Speech Options NOOSE YOUR SPEECH OptiONS ase select your region and accent so that Dragon can understand you			
noose your speech options ase select your region and accent so that Dragon can understand you			
	ı better.		?
ct your region:			
ted States 🗸			
ct your accent:			
ndard v ndard Itralian accented English ish accented English istani accented English istani accented English			
intreast Asian accented English them US inish accented English ens ent not otherwise specified			Advanced

6. Select an audio device. You want "Microphone: High Definition Audio Device", as this will be the most similar to the device that you used to create your audio.

Choose an Audio Device	
Choose an audio device	(?
Microphone: High Definition Audio Device (Front Jack)	
Other available audio devices:	
Oragon Remote Microphone Application	
Dragon Remote Microphone Application Handheld or smartphone with recording application	
Dragon Remote Microphone Application Handheld or smartphone with recording application Digital audio recorder (includes .wav, .mp3, .wma, .dss, .ds2)	
Dragon Remote Microphone Application Handheld or smartphone with recording application Digital audio recorder (includes .wav, .mp3, .wma, .dss, .ds2)	

7. Position your microphone as recommended. You will be using it to record a brief test recording. Click "Next".



8. Click "Start", and read the text shown. When Dragon NatuallySpeaking has heard enough, a check mark with the word "Complete" will appear at the bottom of the dialog box and the "Next" button will become active. Click the button to continue.



9. Dragon will process your sample recording and automatically move on to a dialog box in which it asks if you want to send data about your usage practices to the company that makes Dragon. Select the options you want and click "Next".

Processing ×	Accuracy
Dragon is customizing itself for you	Help us improve Dragon
Preparing user profile: Jane Doe	Tou can improve oragon by sensing your loage data to periodically. We keep your data secure and confidential Data Collection sends speech, text, and associated data to Nuance Communications, inc., a United States company, to tune, enhance and improve the speech recognition and other components of this and future products and services.
Once this step is complete, Dragon will move to the next step automatically.	Tel me more Spend my usage data Do not send my usage data Do not send my usage data Do not send my usage data
	If you are in the U.S.: <u>Read our privacy statement here</u> If you are outside of the U.S.: <u>Read our privacy statement here</u>
< Back Next >	< Back Next > Cancel

10. Click "Finish" to complete the profile setup process.



3. Transcribe the audio file with Dragon NaturallySpeaking and save the transcript as text file

In this step, you will create a text transcription file in Dragon NaturallySpeaking's DragonPad and save the resulting text as a plain text document. You will need a plain text document to upload to video captioning services such as YouTube.

Transcribing your audio file in DragonPad

1. Once you've created or opened your profile(s), a small interface will appear at the top of your screen. Hover over the interface to see the full Dragon NatuallySpeaking menu.



- 2. By default, Dragon NatuallySpeaking will only add punctuation when a punctuation command such as "period" or "comma" is uttered. There is a formatting option that you can turn on that will tell Dragon to add periods and commas based on the length of your pauses. It is very important to activate this option when you are transcribing audio from a video recording. To activate the "add commas and periods" option:
 - a. Select "Auto-Formatting Options" from the "Tools" menu.



b. Select "Automatically add commas and periods" and click "OK".

7	Auto-Form	atting
✓ Auto	omatically format text	
-	Web and e-mail addresses	✓ Units of measure
•	Street addresses	ISO currency codes
~	Abbreviate titles	Phone numbers
-	Dates	Prices
	Dates As Spoken \vee	✓ Times
	Common abbreviations	UK and Canadian postcodes
	Expand contractions	 Other numbers
•	"million" instead of ",000,000"	US Social Security Numbers
•	Numbers, if greater than or equa	I to 10 🗸
🖌 Auto	matically add commas and periods	
Inser	t two spaces after period	
Allov	v pauses in formatted phrases	
Cape	Lock key overrides capitalization	commands
		Restore defaults
	OK Cancel	Help

3. To begin transcribing your recording, select "Transcribe Recording" from the Tools menu.

6	6	••	(\mathbf{P})	A			?	Now listening for Dictation & Command	, ,
	DragonBar	Profile	Tools	Vocabulary	Y	Audio	Help		8
	Drago	nPad							
	Dictati	on Box							
	Transc	ribe Recordin	ıg						
	Add N	ew Comman	d						
	Comm	and Browser.							
	Recog	nition History	<i></i>						
	Admin	istrative Setti	ngs						
	Auto-F	ormatting O	ptions						
	Optior	15							

4. Dragon NaturallySpeaking will ask you how you wish to transcribe your document. Select "Transcribe text into DragonPad" and "Only Dictation commands". Click "Next" to continue.

•	Transcribe	×
I	Personalize how you transcribe	?
D	ragon can <u>transcribe your text</u> into DragonPad or a window that you choose:	
	hoose the <u>commands</u> that Dragon will recognize when transcribing your text: Only Dictation commands ('New Line", "All Caps", etc., see Help for full list) Dictation commands plus "Scratch That" and "Resume with" All commands (not recommended)	
N	ote: If you aren't sure what to select here, just accept the defaults. You can also modify these pions by selecting the "Options" button on the next screen.	
S	ee Help for more information about these settings and other important options that affect accuracy.	
] Don't show this screen again.	
	Next	

5. Click "Browse to locate file". Dragon NatuallySpeaking will display a dialog box where you can navigate to the audio file that you created in "Extracting audio from a video" step earlier. Select the file and click "Open".

•	Transcribe	×
Transcr	ibe a recorded audio file	?
Select the au File n After you cho If you would li you'll see text you'll be giver or mouse whill See Help for n	dio file you would like Dragon to transcribe. ame: Browse to locate file ose a file, select "Transcribe" to begin the transcription process. Ike to change options that affect transcription, select "Dptions". Transcribe Options may be a slight delay after you select "Transcribe". DragonPad will appear and transcribed into it. If you chose to transcribe to a different window, transcribed into it. If you chose to transcribe to a different window, transcribes to that window. more information.	
		Cancel
	E, Transcribe	×
	Transcribe a recorded audio file Select the audio file you would like Dragon to transcribe. File name: Browse to locate file Browse to locate file	Ţ
6	Open ×	
	Desktop v C Search Desktop P	
Organize 🔻	New folder	
Favorites	audioForTranscription MP3 Format Sound 4.56 MB Box Sync Shortcut 1.50 KB CI IST23 Audia	Cancel
	File name: Audio Files (*.wav; *.mp3; *.wm v Open Cancel	

6. Click "Transcribe" to begin transcribing the audio file.

•	Transcribe
	Transcribe a recorded audio file
	Select the audio file you would like Dragon to transcribe. File name: C:\Users\elodesign\Desktop\audio Browse to locate file
	After you choose a file, select "Transcribe" to begin the transcription process. If you would like to change options that affect transcription, select "Options".
	Note: There may be a slight delay after you select "Transcribe". DragonPad will appear and you'll see text transcribed into it. If you chose to transcribe to a different window.
	you'll be given the opportunity to select it first. It's important not to use your keyboard or mouse while Dragon transcribes to that window.
	See Help for more information.
	Cancel

7. The transcribed text will appear in Dragon NaturallySpeaking's built-in text editor, DragonPad. DragonPad will appear automatically when transcription starts. When transcription is complete, the "Transcribing" message window will clear.



Exporting a text file containing your transcribed text

1. To save the text in DragonPad, click File->Save.

a. Select the folder that you want the transcript to be saved to, and select "Text Document" from the "Save as type" options.



b. Give your transcript a name and click "Save".

8	DragonPad -	Document	- 🗆 🛛
File Edit View For	mat Help		_
8	Save As	×	
€ ∋ - ↑ 🚺	Fhis PC → Desktop → ✓ C	Search Desktop 🔎	
Organize 🔻 Ne	ew folder)II • 🛞	7 .
☆ Favorites	^ Name	Date modified Type	bu submitted the vou've logged into
📕 Box Sync	Ch13-Reflexive pronouns	10/7/2014 2:39 PM File fol	submission in the
Desktop	Stat 226 Delete on ∆unust 1st ✓ <	9/11/2014 10:51 ΔM File fol ♥	on on the right side ation about
File name:	transcriptOfAudio	Ŷ	ion that is not may have Artie been
Save as type:	Text Document	Ŷ	filled out if they
Hide Folders		Save Cancel	he same keywords conference. The list fit with your ssions authors
check all items the updated your infor- screen. Next, sub- menu on the left will have there is an existin submitted your up have completed	hat apply. The category indicates what ty similary our Microsoft Word document. If you will your Microsoft Word document. If you will have an add file option if you upload we an update file option select, choose fil ng document the Microsoft Word document pdated file, you'll receive a confirmation the process	vpe of submission you're submi omit your updates, you will be te uo take your initial proposal in ti ed a file containing your initial p ile and then select your Microse nent you are uploading will repla email. Once you have your cor	itting. Once you aken to confirmation he abstract field. The proposal. The menu off Word document. If ace it. Once you have firmation email. If you
(Jane Doe

c. When the "You are about to save the document in text-only format..." message displays, click the "Text Document" button to confirm that you want a plain text document.



d. Your newly created file will appear in the folder you specified.

4. Polishing the Transcript

Increasing the accuracy of Dragon NatuallySpeaking's transcription

A document transcribed using the technique described above should have good recognition, but it will not be perfect. Potential problem areas include:

- Acronyms
- Specialized terminology
- Dragon NaturallySpeaking misinterpreting specific words

These issues can be addressed by adding words and acronyms that Dragon NaturallySpeaking isn't recognizing to Dragon NaturallySpeaking's Vocabulary Editor. The Vocabulary Editor can also be used to train Dragon NaturallySpeaking to recognize how you say certain words.

Adding words to Dragon NaturallySpeaking's Vocabulary Editor

When you first transcribe your audio, you may find that Dragon NaturallySpeaking misinterprets certain words and acronyms. In the sample recording used for this document, for example "SIGDOC" (pronounced "sig doc") is typically transcribed as "sick." and ACM is transcribed as "ACN" or "ICM". To prevent this from happening "SIGDOC" and "ACM" will need to be added to Dragon NaturallySpeaking's Vocabulary Editor.

To add a word to the Vocabulary Editor:

1. In the Dragon NaturallySpeaking menu, click Vocabulary->Open Vocabulary Editor.



2. A window containing a list of currently available vocabulary will be displayed. Click "Add" to add a new vocabulary term.

earch for:			
			Close
Written form	Spoken form	^	
Vanek	Vanek		
vanes	vanes		
Vanessa	Vanessa		
VanFleet	VanFleet		
VanFossen	VanFossen		
Vang	Vang		
Vangie	Vangie		
Vanguard	Vanguard		
vanguard	vanguard		
vanguards	vanguards		
VanHorn	VanHorn		Auu
Vanhorn	Vanhorn		Delete
Vani	Vani		Delete
Vania	Vania		Train
Vanier	Vanier		
vanilla	vanilla		Properties
Vaniqa	Vaniqa		
vanish	vanish	~	Help

3. You will be asked to enter two forms of the word: the spelled version and the spoken form. For SIGDOC, the spelled version of the word, which goes in the first text field, would be "SIGDOC". The "spoken form", which goes in the second text field, would be "sig doc".

			Close
Written form	Spoken form	^	
kraft	kraft		
Kraft Foods	Kraft Foods		
Kraq	ragen		
spelled v	ersion word or phrase	spoken t	form 📕
Spell or type the word(s) SIGDOC	add to the vocabulary: Spoken form (if difference) sig doc	erent): 🔶	
Spell or type the word(st SIGDOC] I want to train the pronu	add to the vocabulary: Spoken form (if diff sig doc nciation of this word or phrase Add	erent): 🔸	Help
Spell or type the word(st SIGDOC I I want to train the pronu Kraków	add to the vocabulary: Spoken form (if diff sig doc nciation of this word or phrase Add C Kraków	erent): 🔸	Help
Spell or type the word(st SIGDOC I want to train the pronu Kraków Kraków	add to the vocabulary: Spoken form (if diff sig doc nciation of this word or phrase Add Kraków Kraków	erent):	Help Delete
Spell or type the word(st SIGDOC I want to train the pronu Kraków Krakowski Kral	add to the vocabulary: Spoken form (if diff sig doc nciation of this word or phrase Add Kraków Krakówski Kral	erent):	Help Delete Train
Spell or type the word(st SIGDOC I I want to train the pronu Kraków Krakowski Kral Kral	add to the vocabulary: Spoken form (if diff sig doc nciation of this word or phrase Add Kraków Krakowski Kral Krall	erent):	Help Delete Train Properties

4. If the "Add" button is dimmed after you've added both the spelled and spoken versions of the word, this means that there is already an entry in the Vocabulary Editor that matches the entry you are attempting to add.

		_	Class
			CIUSE
Written form	Spoken form	^	
kraft	kraft		
Kraft Foods	Kraft Foods		
Kragen	Kragen		
5	Add word or phrase		
Spell or type the word(s) to a SIGDOC	add to the vocabulary: Spoken form (if different): sig doc		
Spell or type the word(s) to a SIGDOC] I want to train the pronur	add to the vocabulary: Spoken form (if different): sig doc nciation of this word or phrase Add Cancel		Help
Spell or type the word(s) to a SIGDOC I want to train the pronur Kraków	add to the vocabulary: Spoken form (if different): sig doc nciation of this word or phrase Add Cancel Kraków		Help
Spell or type the word(s) to a SIGDOC I want to train the pronur Kraków Krakówski	add to the vocabulary: Spoken form (if different): sig doc nciation of this word or phrase Add Cancel Kraków Krakowski		Help Delete
Spell or type the word(s) to a SIGDOC I want to train the pronur Kraków Krakowski Kral	add to the vocabulary: Spoken form (if different): sig doc nciation of this word or phrase Add Cancel Kraków Krakowski Kral		Help Delete Train
Spell or type the word(s) to a SIGDOC I want to train the pronur Kraków Krakowski Kral Kral	add to the vocabulary: Spoken form (if different): sig doc nciation of this word or phrase Add Cancel Kraków Krakowski Kral Kral		Help Delete Train Properties
Spell or type the word(s) to a SIGDOC I want to train the pronur Kraków Krakowski Kral Kral Kral	add to the vocabulary: Spoken form (if different): sig doc nciation of this word or phrase Add Cancel Kraków Krakowski Kral Kral Kral Kram		Help Delete Train Properties

Training Dragon NaturallySpeaking to recognize how you say certain words

In addition to adding words to the dictionary, you can also train Dragon NaturallySpeaking to recognize how you say certain words. This can be helpful when you add a new term or when there is a word or term that Dragon NaturallySpeaking is consistently getting wrong.

To train Dragon NaturallySpeaking to recognize how you say a word:

1. In the Vocabulary Editor, search for the word you want to train. If it exists, select the word you want to train and click the "Train" button on the right.

IGDOC		Class
Vritten form	Spoken form	
SIGDOC	sig doc	
		Add
		Delete
	_	Train
		Properties.

2. The "Train Words" dialog box will appear. Make sure your microphone is attached to your computer and click "Go" to begin recording.

1		Vocabulary Editor		
Search for:				
SIGDOC				Close
Written for	rm	Spoken form		
+ SIGE	<u>^</u>	Train Words	×	
	Click Go to begin recordin	g your speech.		
	sig doc			
		•		
	Go	Cancel	Help	d
		Done	Done & Train Another	lete
				iin
			Pr	operties
				Help

3. If your voice is being recorded correctly, you will see a green bar as you record. If you don't see this bar, you will need to check your microphone setup.

		1		Close
Written fo	orm	Spoken form		
- 3/61		Train Words	×	
	Please say:			
	sig doc			
	-	•		
	Pause	Cancel	Help	d
		Done	Done & Train Another	lete
				iin
			Pro	perties

4. After you have recorded the word, click "Done".

SIGDOC				Close
Written f	iorm	Spoken form		
+ SIGF	<u></u>	Train Words	×	
	Please say:			
	sig doc			
	-	•		
	Pause	Cancel	Help	d
	_	Done	Done & Train Another	lete
L			Pro	In
				Hale

5. If the term you want to train does not exist, add the term, and check the checkbox next to "I want to train the pronunciation of this word or phrase". When you click "Add", the "Train Words" dialog box will appear. You can then train your word as described in the previous steps.

ACM		Clo
Written	form Spoken form	
ACM	ACM	
Acm Acm	ia Acma ie Acme	
3	Add word or phrase	
Spell or	type the word(s) to add to the vocabulary: Spoken form (if different):	
ACM	ACM	
🗹 i war	nt to train the pronunciation of this word or phrase	
1	Add Cancel	He
•		De
		Tra
		Prope
		Н
Display:	Vocabulary Editor	
Display:	Vocabulary Editor	
Display: Search fr ACM	Vocabulary Editor	Clo
Search fr ACM Written	Vocabulary Editor or: form Spoken form	Clo
Search fr ACM Written ACM	Vocabulary Editor or. form Spoken form Train Words	Cla
Search for ACM Written ACM + ACM Acm Acm	Vocabulary Editor or form Spoken form Train Words Click Go to begin recording your speech.	Cle
Search fr ACM Written ACM ACM ACM ACM ACM ACM ACM	Vocabulary Editor or: form Spoken form Train Words Click Go to begin recording your speech. A C M	Ck
Search fr ACM Written ACM + ACM Acm Acm Acm Acm	Vocabulary Editor or: form Spoken form Train Words Click Go to begin recording your speech. A C M	Ck
Search fr ACM Written ACM + ACM Acm Acm Ach	Vocabulary Editor or: form Spoken form Train Words Click Go to begin recording your speech. A C M	Ck
Search fr ACM Written ACM + ACh Acm ACh	Vocabulary Editor or: form Spoken form Train Words Click Go to begin recording your speech. A C M Go Cancel Help	Cle
Search fr ACM Written ACM + ACI ACI ACI ACI	Vocabulary Editor or: form Spoken form Click Go to begin recording your speech. Go Cancel Help Done Done A Train Ano	Ck ×
Search fr ACM Written ACM + ACM Acm Acm Acm	Vocabulary Editor or: form Spoken form Train Words Click Go to begin recording your speech. A C M Go Cancel Help Done Done & Train Ano	Clo ×
Search fr ACM Written ACM + ACM Acm ACM	Vocabulary Editor or: form Spoken form Train Words Click Go to begin recording your speech. Go Go Cancel Help Done Done & Train Ano	Clo X ther

Re-transcribe the audio file

Once you've trained the words that Dragon NaturallySpeaking was getting wrong most frequently, you will want to re-transcribe your audio file using the steps in "<u>Transcribe the audio file with Dragon NaturallySpeaking</u>".

Read the transcript and make final corrections

Dragon NaturallySpeaking will generally do a good job of creating transcriptions, but it is not perfect. Even with training, some corrections to the transcript will be needed to get it to a finished state.

To complete the transcription process:

- 1. Read the transcript in DragonPad, making corrections where necessary.
- 2. Export a text file containing the transcript, as described in "Exporting a text file containing your transcribed text".

External Tools and Accessibility

VoiceThread

VoiceThread offers VoiceThread universal, which is an alternative VoiceThread interface "specially designed to be used with screen-reading software and other assistive technologies" [VoiceThread Accessiblity home]. It can be viewed here.

VoiceThread Universal	All threads owned by me
VoiceThread is an application designed for people to have discussions about shared digital media.	Please choose a thread:
Each VoiceThread discussion consists of slides - just like a presentation - and each slide contains a piece of digital media, like an image, video, or document. These slides can be commented on by anyone with permission to access to the VoiceThread discussion.	ABE Test for Voice Thread
Go to My Threads	untitled
Sign out of this account (elodesign@iastate.edu)	
VoiceThread Universal Guide	test
Use VoiceThread Universal as my default site	
Go to My Account	Personal Introductions
Visit the Standard VoiceThread Site	Go back to main category listing.
vt universal	
1 The first parameters	2 The "My Threade" near

1. The first page you see

2. The "My Threads" page

Personal Introductions	Personal Introductions - Slide 1.
Start playing this thread.	Thread overview
Slide 1.	
Back to previous list.	
vt universal	French 378 French Film Studies in English
A voice i nread	
	Madisun says
	Michelle Schoening says
	Elli Rigolle says
	Paige says
	megan says
	Shane Cooney says
	Brittany says
	kevin says
	Allison says
	Sylvina says
	More comments
	Add a new text comment
	Add a new voice comment
	Go back to the thread overview.

VoiceThread and Captioning

You can add captions to VoiceThread files within VoiceThread. You have to have editing rights to do so, so commenters can't add captions to video or audio comments.

From VoiceThread help:http://docs.voicethread.com/web-application/accessibility-webapplication/closed-captioning/

How to add a caption file

Only the person who created a VoiceThread or someone who has editing rights for that VoiceThread may add captions to a video slide.

- 1. Navigate to the slide that contains the video.
- 2. Hover your mouse over the video icon on the left side of the page.
- 3. Click on the CC button in the drawer that slides out.



- 5. Click "Add captions".
- 6. Select your caption file.
- 7. Click "OK".

File types accepted

- DFXP
- SRT
- SAMI
- SCC
- SBV

Viewing captions

Captions will always be displayed when you are viewing a VoiceThread slide at VT Universal. If you're viewing the slide from the standard VoiceThread site, turn on closed captioning by clicking on the "CC" button in the top-right corner of the VoiceThread, and selecting "On".



Dictation

With Dictation , you can use your voice instead of typing text. Use these steps to turn Dictation on or off:

- 1. From the Apple menu, choose System Preferences
- 2. From the View menu, choose Dictation and Speech to view Dictation Preferences.
- 3. Click On to enable Dictation, or Off to disable it

Table 1. Do-it-Yourself (DIY) Closed Captioning Software Specifications

Tools	Auto Transcribe	MP3	MP4	Timecode & Sync	Languages	OS	Pros	Cons
YouTube. Free	X		X	X		Web	Cost free and easily available. All you need is a Google account. Easy to edit transcription and time codes with built in tools Downloadable transcripts in different formats (.vtt, .srt, .sbv) Transcripts with time codes can be downloaded and imported into other video streaming service, like Vimeo	Can take time to render the video. The larger the size of the video, the longer the render time. 80% transcription accuracy if standard English. The accuracy level decreases with the technical complexity of the language. Not reliable – inconsistent time taken to render files and in some instances failed to produce a transcript. Searchable even if unlisted or mad private.
Vimeo. Free and Paid versions			Х			Web	Vimeo has a free and a paid version. Both versions support closed captioning	No transcribing service No auto transcribing Will need other tools to create closed captions
Dragon Naturally Speaking Premium	X	X			English, French, German, Italian, Spanish, Dutch, Japanese	WIN	Efficient and quick Trainable Supports multiple user profiles that can be shared on more than 1 computer.	WIN only
Camtasia Free 30-day trial. \$199	X		Х	X		WIN	Create, sync, and export captions	WIN only

Built-in Dictation Tool for MAC	Х			MAC	No set up required - it comes with OS	
Naturally Dictate	Х	Х		MAC		