# Transcript for Captioning with Amara

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Amara.org is a free website that you can use to caption videos on the web. A benefit to using Amara over YouTube is, unlike YouTube, with Amara you can caption any public video on YouTube or Vimeo without downloading even if you don’t own the video.

Before you start captioning, copy the url of your video from YouTube or Vimeo.

Type in the words amara.org into your address bar of your browser.

On the Amara home page, click on the “subtitle video” tab in the navigation menu. In the subtitle video page, paste the video link that you copied earlier into the field provided and then press the “begin” button.

Now the video is embedded in Amara or in other words, it is displayed in the Amara player. On the page where the video is displayed are two links. One is titled “Add a new language” and the other is “Upload them directly.” To manually caption a video, click on “Add a new language.”

This video is about manually captioning a video with Amara, so from here, click on the “Add a new language” link. A window will appears asking you to specify the language for the captions. To create closed captioned, select from the drop-down menu the same language that the video was recorded in. If it was recorded in English, select English.

The Amara editor will appear with the video displayed. In addition to the video, there is also a block where you add the captions. I will demonstrate how to add captions in a moment. In the editor there is also a section that gives you tips on how to use the Amara editor.

The easiest way to use the Amara editor is with keyboard shortcuts; thus, Amara has all the keyboard shortcuts displayed right in the editor. Some important shortcuts to know are:

To play and pause the video, click the TAB key. If you missed something or made a mistake then to skip the video back a few seconds, press the SHIFT and TAB keys at the same time. To go to the next line in the captions section press SHIFT and ENTER at the same time. To go to the next block of captions, click ENTER.

There are many more shortcuts you can use with Amara. Simply click on the “More Commands” link to learn about them. Another nice feature of Amara is the subtitle guidelines, which gives you tips on how to properly caption a video.

Also on this editor are the controls. Captioning is essentially a three step process: you transcribe the audio first, which means type out everything you hear. And then there is the syncing step, which is when you align the captions with the audio and then the final step is when you review the captions for mistakes and fix them.

I will just demonstrate these steps briefly. In the captioning section of the screen, there are rectangles. You can add more rectangles by pressing the ENTER key on your keyboard. Each of these rectangles represents what will appear on the screen at one time.

To start transcribing, press the TAB key to start the video. Listen and type what you hear into the first rectangle of captions. If the video is playing a little too fast, press TAB again to pause.

Now, Amara has guidelines on how many words you should have per line and how many lines you should have on the screen at a time. When you exceed those guidelines, Amara will give you a visual warning.

I have typed out a couple rectangles of captions. I am not going to finish this now, but I will show you what I would do if I were finished transcribing this video. The next step is to sync the captions. Click on the “Yes, start synching” button.

When syncing captions, pay attention to the timeline. When it is time in the video for a caption to appear on the screen, press the DOWN ARROW on your keyboard. When another caption is needed then click the DOWN ARROW again. This will automatically stop the previous caption and start your next one. Now, you can simply keep clicking the down arrow throughout this video; however, if you ever want to create a gap between two captions then press the UP ARROW to end a caption instead of the DOWN ARROW. When you press the UP ARROW the next caption doesn’t automatically start.

Once you are finished syncing your captions, the final step is to review the captions for errors. Now, the errors could be in the text or in the syncing. If the captions are slightly out of sync, then you can adjust them using your mouse on the timeline. Once your video is finished, press the published button.

Once your video is published, you’ll be taken out of the editor to a page where your video is displayed. If you play your video, your captions will appear. You’ll also notice that your video now has an interactive transcript, which means you can click on any text in the transcript and the video will skip to that part of the video. Pretty cool, huh?

To get the embed code for your video, click the “Get Embed Code” link and copy and paste the code from Amara into the html editor of wherever you want to display your video.

If you just want to link to the video, copy and paste the URL from your address bar.

Now, there is a lot more you can do with Amara.org, but these are the basic steps on how to caption a video. For more information, I recommend reviewing the help resources provided on the Amara website.