

APHA PUBLIC HEALTH FILM FESTIVAL Captioning Your Film

It is APHA's policy to hold meetings, conferences and professional gatherings where physical and communication barriers do not exclude people with disabilities from attending and participating. For this reason, and to reach a broader, global market, APHA requires all films shown at the Public Health Film Festival to be captioned.

Requirements for uploading your film:

- Films must be uploaded as an MP4.
- File can be no larger than 2GB.
- Captions must be "burned in" (hard-coded/embedded) and automatically appear when the film starts. There **should not** be an option to turn them on or off.

How to caption your film

Please feel free to caption your video the way you prefer. For those new to captioning, we have included some information to help educate you about the process and have provided a few resources below.

Step 1: Generate an SRT File

An SRT file (SubRip file) is a plain-text file that contains the text of your audio/video alongside import data such as the start and end time of the text. It is important to note that the SRT file is just the text of your video and not an actual video file. Once you have an SRT file, it needs to be paired with the video itself.

How do I generate an SRT File?

There are a number of sites that generate an SRT file. Those include YouTube (see below), [VEED](#) and [Rev.com](#), or do an online search for Closed Captioning Services. View [this resource](#) for more information.

Generate an SRT file using YouTube.

1. Log into YouTube and click the video camera icon to create a video in your channel.
2. Upload your video. You can mark this video as private. If your video is longer than 15 minutes, verify your profile.
3. Edit any applicable information and click "Video Manager" at the bottom.
4. Select your video. Click the arrow next to edit and select "Subtitles/CC."
5. Click an option to add captions by:
 - a. Uploading the text/script.
 - b. Typing them
 - c. Or waiting for them to generate. (THIS IS THE EASIEST)
6. Select English.
7. After you have typed or generated the captions, edit them for accuracy.
8. Select "action" above the captions and download as an SRT file.

Step 1: Burn the SRT file into your video

Once you have an SRT file, you need to burn or embed that file into the actual video. You can do this using software like iMovie, Windows Movie Maker or an online service like [VEED](#) or [Free Make](#). View this [helpful article](#) about hard-coding captions into your video.

Before you embed your SRT file into your video, proofread the captions. You can make changes to the SRT file if you find errors. APHA will not be able to edit typos.

Make sure your file is an MP4

All films submitted to the Public Health Film Festival must be an MP4. There are resources available to convert your video to an MP4 file. View this free [video conversion tool online](#), or check out the [instructions to convert YouTube videos to MP4](#).