

Video Captioning

Facebook Live, Zoom and Instagram Live are all great ways to reach your audience if in-person meetings are not feasible. But be careful, while live videos are not required to be captioned, if you save the video to a timeline, or somewhere it can be viewed later, UF policy is it must be captioned to comply with Americans with Disabilities Act standards.

NOTE: auto-captioning through YouTube and Zoom are accurate about 90% of the time, so be sure to check those captions and edit for any major errors.

YouTube

If your video is on YouTube, [here is a video tutorial on how to activate captions:](#)

Facebook Live

- After the video airs, download the file from Facebook
- Upload it to YouTube
- YouTube will then machine caption it for you
- Review and correct the transcript and then save (instructions on the link above)
- Export the .srt file that YouTube generates and add that to the original Facebook live video file/post.
- Confused? It's actually easier than you think!

Instagram Live

- After the video ends, hit the save button in the top right corner. Next hit done and you'll be able to access your video in your camera roll.
- If you want to keep this video, you will need to burn in captions. This can be done with headliner, which is a free service. [View tutorial](#)

Stream a Zoom meeting to Facebook

- Open the Zoom app from your desktop.
- Click the gear icon in the top right
- Click "View More Settings at the bottom" – your browser should open.
- In that browser window, click settings on the left.
- Then click "In Meeting (Advanced)"
- Next, scroll down to list to find "Allow Live Streaming Meetings", flip the switch and click ALL four options on.
- Start a meeting in Zoom and hit record
- On the control panel, click "..."
- Select Live on Facebook – your browser will open to Facebook
- You can then pick where you want the video to land – timeline, in a group, in an event • If you're ready, click "Go Live" in the bottom right.
- Zoom will send you a confirmation that you are live.
- Confused? [Read a tutorial](#) or [watch a tutorial](#) on streaming live to Facebook or YouTube.

Adding captions to zoom videos

Before you begin your webinar

- Open your web browser and log into zoom
- Go to "my account"
- Settings
- Meeting
- Ensure closed captions are enabled

After your webinar ends

After a video ends, there is a way for Zoom to provide a transcript. You can accept the transcript as a .vtt file or you also have the option of displaying the transcript inside the video, similar to a closed caption.

View more information. View tutorial*note this is browser view.