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## Closed Captioning

Closed Captioning is different from subtitles in that they are overlaid on the video (able to be turned on and off at will), whereas subtitles are burned into the video (and cannot be turned off or removed). Some sites, like YouTube, offer their own Closed Captioning service on their website offer their own Closed Captioning service on their website – allowing users and creators to add or create their own Closed Captioning.

### Basics of Closed Captioning

1. Include the name of the person (or give them a title such as Doctor, Student, etc.) speaking when multiple people are present in the video shot. Capitalizing each letter of the name/title will help distinguish it from the spoken dialogue.

Example:

[HENRY]

Hey what's going on over there?

2. Include any sounds that can be heard/are relevant. Italicizing and leaving the words lower case can make it clear that these are sounds.

Example:

(dogs barking) (laughter)

3. Include music being played, either by stating that music is being played or by captioning the lyrics. Consider adding ♪ to the start and end of captioning and italicizing the lyrics.

[music starts]

♪ Country road, take me home ♪

4. Be consistent with the captioning of the Digital Story, in terms of capitalization, spelling, formatting, etc.