Suggested Process for Event Transcription & Translation

The below document can be used to establish a transcription and translation process for recorded webinars or events.

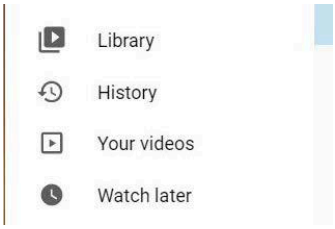
Bookmarks

Process Preparation

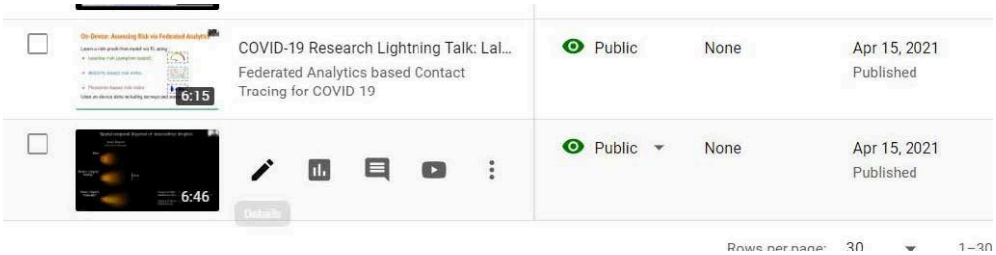
1) Create a spreadsheet which will be used to track the progress of your project over time.
    a) Template here
2) Assuming your event is a YouTube livestream, go to the back end of your YouTube account. Make sure the video is public, has proper tags, descriptions, recording date, and is assigned to the right playlist as applicable. Trim the video length as appropriate.
3) Add links or embed the video to your website as appropriate.

English Part 1- Building

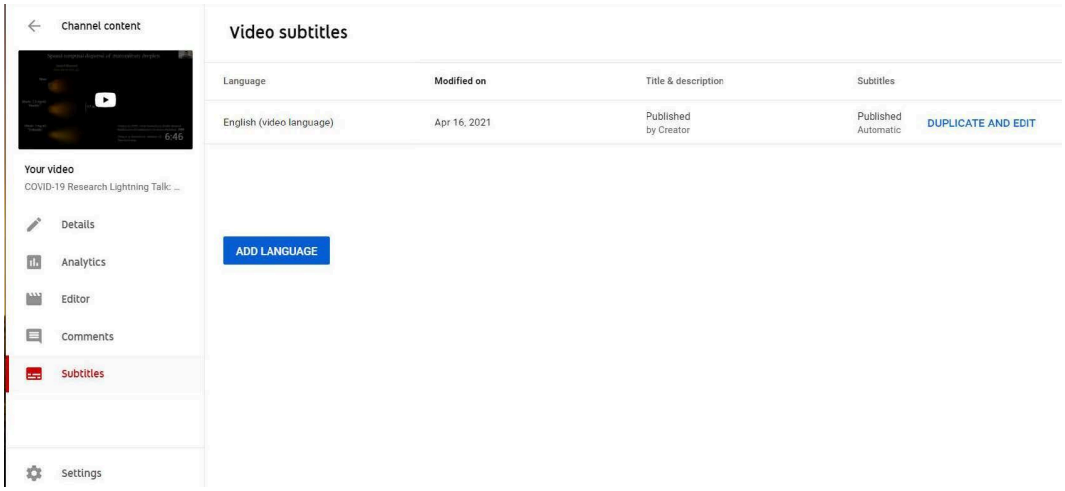
1) Begin editing the transcripts directly on YouTube. Use the Guilford Library's transcription and oral history guide. Pay special attention to their comments about speech patterns, etc.
2) Begin by logging into your Youtube Channel. Go to "Your Channel."
3) On the left hand side panel, click "Your Videos."



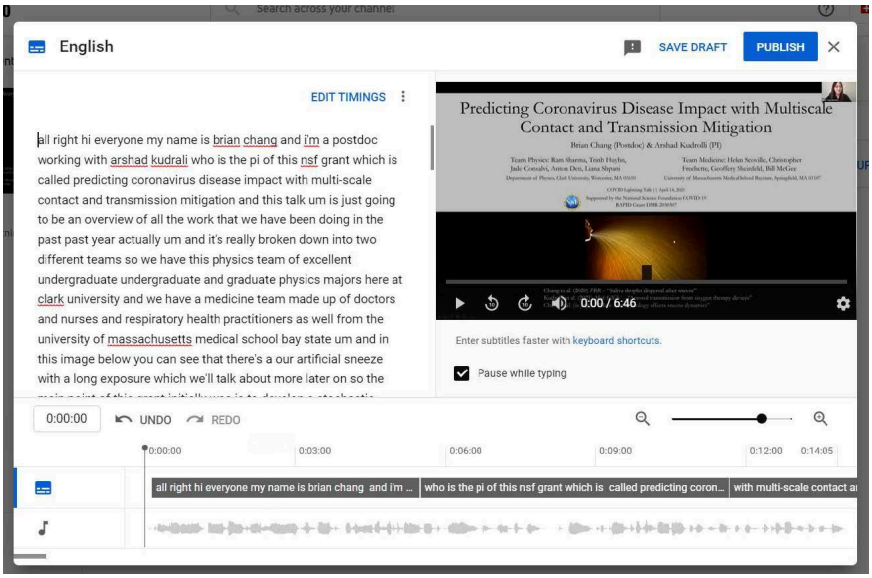
4) Go to the video whose transcript you'd like to edit and click the Details icon (pencil).



5) On the left hand side panel, click Subtitles. Then click “duplicate and edit.”



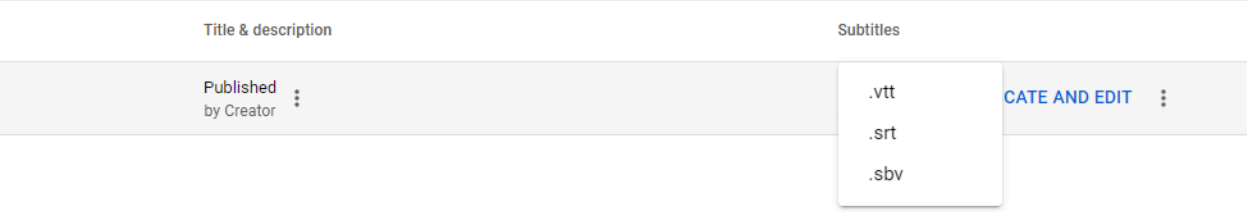
6) Here, you can edit the text that YouTube automatically generated for the video. Make sure to check the "Pause while typing" button so the video will stop when you have an edit. Note that YouTube is not perfect and is easily confused by technical terms.
When you're done, click “Publish.” It may take YouTube a little while to assign the subtitles with appropriate timestamps. That's fine and it will update when finished.



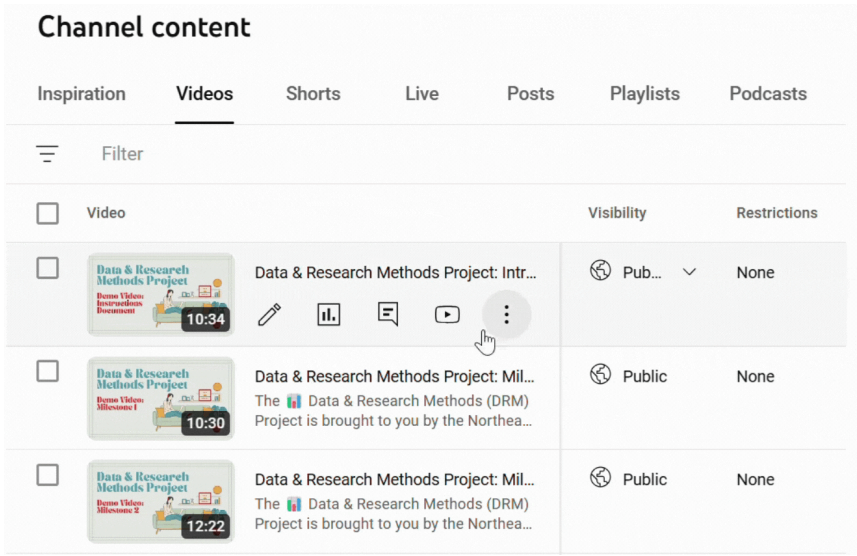
7) You can now create the transcript document by copy/pasting the finalized text. Template here.
8) Format and edit your text in the document. Be consistent in font style and size. Include links as appropriate. You may want to include a photo of the speaker.
9) Save the final transcript in a shared Google folder (or any other database that allows for collaborative work).

English Part 2 - Refinement

1) The transcript editor can now review the transcription, checking spelling and formatting. If there are significant changes to be made to the text, remember to go back into YouTube to make the edits there too.
2) Save the finalized .doc as a .pdf to your desktop.
3) Go back to YouTube and navigate to the transcript editor view. Export the finalized YouTube subtitles as a .vtt file.

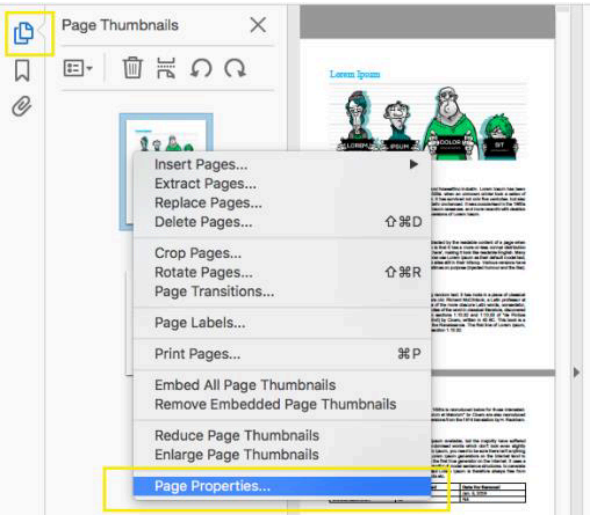


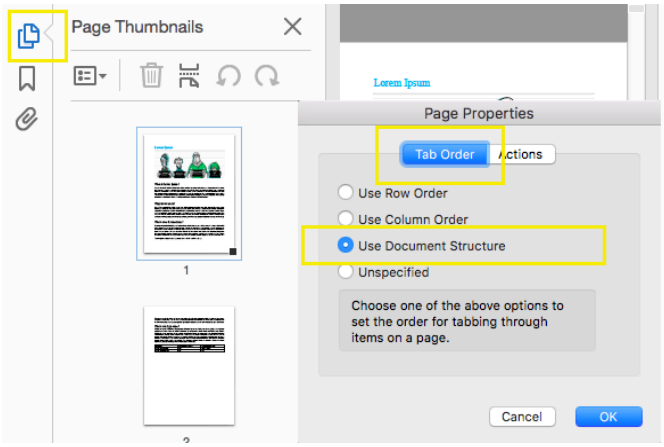
4) On YouTube, go back to the Channel Content tab. Download the video as a .mp4.



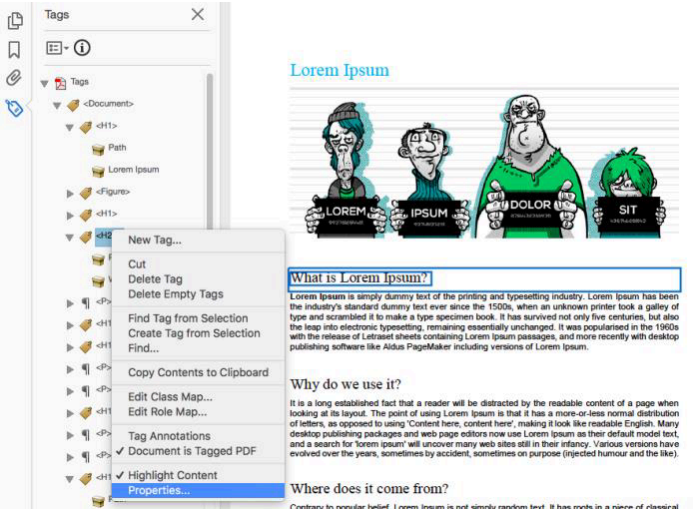
5) Next, open the .pdf in Adobe Acrobat Pro. We will need to make the file accessible.
   a) Open the .pdf. Go to File > Properties > Description. Add info to the Title, Author, and Subject fields. Include keywords relevant to the presentation.
   b) Toggle to the Advanced tab in the Properties window. Note that English is the document language.
   c) Toggle to the Initial view tab and make sure Document Title is selected in the “Show” field.”
   d) Toggle to the Description tab and make sure it says “Yes” next to Tagged pdf. If it says no, add tags by keywords.
   e) Toggle to the Security tab and make sure there are no security restrictions on the pdf.
   f) Close the Properties window.

6) Go to the left hand side of the document and click the Tabs thumbnail. Right click on the first page and click page properties. Select the Tab Order tab and Use Document Structure.

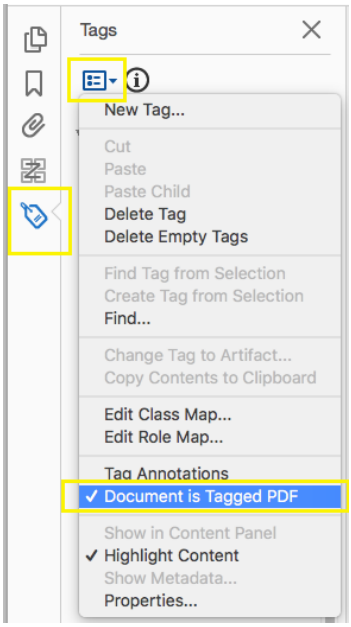




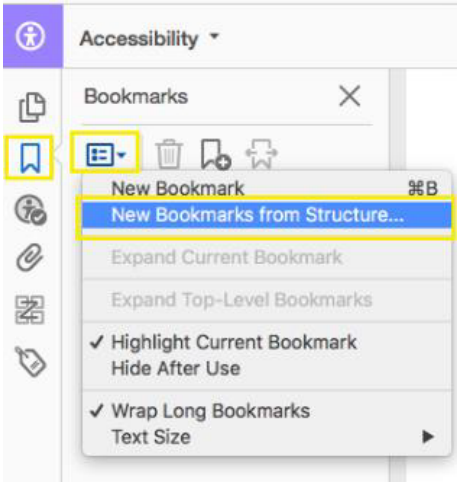
7) Next, go to the Tags tab on the left. Click on each of the tags to see what Adobe has auto generated as main features of your document. The first line of the document header (your title) should be H1 (Header 1), the other elements of the header (below the title, the links, etc.) should be H2 (Header 2), and everything below it is either a figure or a p (paragraph). You can either right click on the individual tags to change the tag type in the Properties tab (see figure below), or simply click the tag once to edit it manually (you'll have type H1, H2, etc.). Delete the tags that don't have any content (e.g., the blank lines separating the slides).

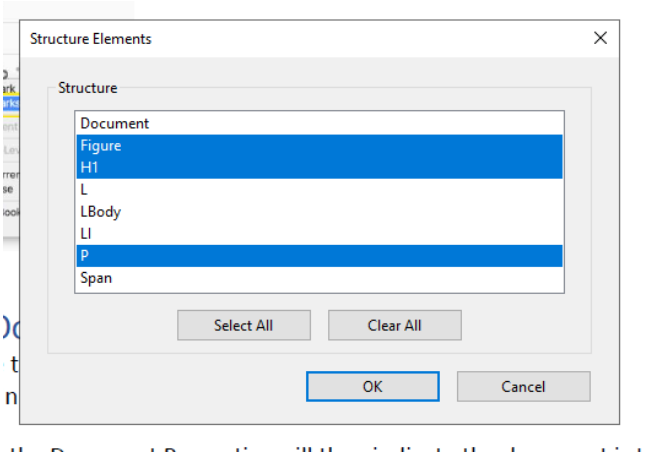


8) Review the tags menu to confirm that Adobe shows the document is a tagged .pdf.



9) Go to the Bookmarks Tab and Add New Bookmarks from Structure. In the popup window, select Figure, H1, H2 (if available), and P.





10) Open the resulting Tree on the left (it will probably be called Untitled). Delete all the bookmarks that are not figures, Slides (*Slide 1, Slide 2*, etc.), or Headers.
11) Run the Accessibility Checker by going to the top menu and clicking Tools > Accessibility. Click Accessibility Check, and click Start Checking in the pop up menu. The results will be on the left again - make sure to add alt text to the figure. Right click on Title and click Fix.
12) Save the .pdf with these new edits. You can now upload the transcript to your website and link to the file in the description of your YouTube video.

Translation Part 1

1) The various translation teams can now begin working on this text, using the English .doc as a starting point.
2) There are a few ways to establish a baseline translation.
   a) To translate content while preserving the formatting, we use ReversoDocuments. If you do not have a paid account, there is a free trial that only requires an email. Upload the English transcript and download the Spanish, French, or Hindi copy.
   b) A rough translation can also be generated with Google Translate, but note that the language may be less accurate overall.
3) Don't forget to translate the top section (headers). If you use Reverso to create a new document, the links and formatting should be retained.
   a) Translate the name of the talk, the date, and the webinar session, but not the speaker's name or their organizational affiliation (e.g., Columbia University).
   b) Adjust the YouTube recording URL as follows to force the subtitles to turn on upon clicking. Using the below formula, replace the VIDEO_ID with the ID of your own video (e.g., "NLoUmOB86UU").
      French: https://www.youtube.com/watch?v=VIDEO_ID&cc_load_policy=1&cc=fr
      Hindi: https://www.youtube.com/watch?v=VIDEO_ID&cc_load_policy=1&cc=hi
      Spanish: https://www.youtube.com/watch?v=VIDEO_ID&cc_load_policy=1&cc=es
4) Next, review the Reverso translation and refine the text.
   a) Technical translations require precise understanding of vocabulary in both languages, so make sure you pay attention to the connotations carried by certain words. If you are uncertain about a translation of a technical term, it is best to check whether that word is used frequently in that context. Linguee.com searches pre-existing published work from external sources.
5) Finalize the translation and hand it to the second reviewer.

Translation Part 2

1) The second reviewer should revise the original translation, checking spelling and the document formatting as well as accuracy.
2) Finish the revisions and save .doc as a .pdf. Then, follow Steps 3-12 in the English Part 2 - Refinement section above.
   a) Remember to select the proper language (French, Hindi, or Spanish) in Step 5b.
3) Next, we need to add the translation as captions on the back end of YouTube. We will need to upload a .vtt file with timings in order to do this.
   a) Open the .doc version of your translation and use that text to populate the Text Editor - Timestamp / VTT Generator spreadsheet
   b) Follow the instructions in this spreadsheet to upload the .vtt file to the back end of YouTube.
4) When all translations are completed, you may wish to email your speakers to let them know that their content is now available online in a digitally accessible format.

Library & Finalizing

1) When you have completed the above processes, you can now share your finalized materials with your colleagues in the Library. Be sure to share both .docs, both .pdfs, both .vtt files, and the one .mp4 file.
2) If your library requires a signed waiver from the speakers to share their content and generate a DOI, you will need to facilitate an introduction between the researchers and library colleagues over email.
    a) If the researchers sign the waiver, your library colleagues will generate DOIs for each presentation. Per institutional policy, they may create a unique DOI for each language provided.
3) When the DOIs have been created and the presentations are made available on the library website, email the researchers with the DOI.
4) Add all DOI links to the website alongside your .pdfs.

Finally, celebrate all of your hard work! You may wish to track with YouTube analytics what caption languages are getting the most use within your digital community. Use that data to guide future accessibility initiatives with your team.