

Closed Caption Styling Tip Sheet:

Here are a few quick guidelines to follow when creating Closed Captions for a video:

- Identify your speakers. There are a couple ways to identify your speakers.
 - First occurrence of the speaker:
 - If the name is known, you'll want to type out their first and last name, followed by a colon, followed by their spoken words.
 - If the name is unknown, you may use Speaker 1, Speaker 2, etc., or another identifiable name (Announcer, Host, etc.)
 - Any subsequent occurrence of the speaker:
 - It is not necessary to re-identify the speaker using their full name. Alternatively, you may also use the following methods:
 - First & Last Initial
 - First Name Only
 - S1, S2, S3 (for Speaker 1, Speaker 2, Speaker 3)
- Transcribe the dialogue as it's spoken.
 - You do not need to necessarily transcribe "verbatim". Uhms, Likes, etc. can be safely removed from your transcription.
- You'll want to identify other occurrences such as applause, or music, by labeling them in square brackets, for example: [applause], and [music]

You may also wish to consult with [Humber's Captioning Style Guide](#) created within the School of Media Studies & Information Technology.