

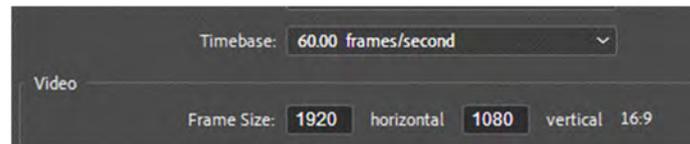
Create Captions in Adobe Premiere

There are two types of captions:

- CC-closed captions. These are captions that may be turned on or off. A separate side-car file is created for the captions. The recommended standard is CEA-708. It is very important that the timebase for captions and video match.
- Open captions are embedded in the video. They are permanently displayed as part of the video—similar to Titles. Open captions are preferred for social media.

Before you begin consider preparing the text beforehand. Type the captions into a text file such as Notepad and then copy/paste the text into Premiere's caption blocks. It may be more time consuming and difficult to play the video in Premiere, stop the video, and then, from memory, type the text for each new caption.

1. Open the Captions editing window: Select Window > Captions
2. The captions settings must match the project's sequence framerate and video frame size. Select the video clip on the timeline. Select the video clip on the timeline. From the top line menu select Sequence > Sequence settings. Example for this exercise below.

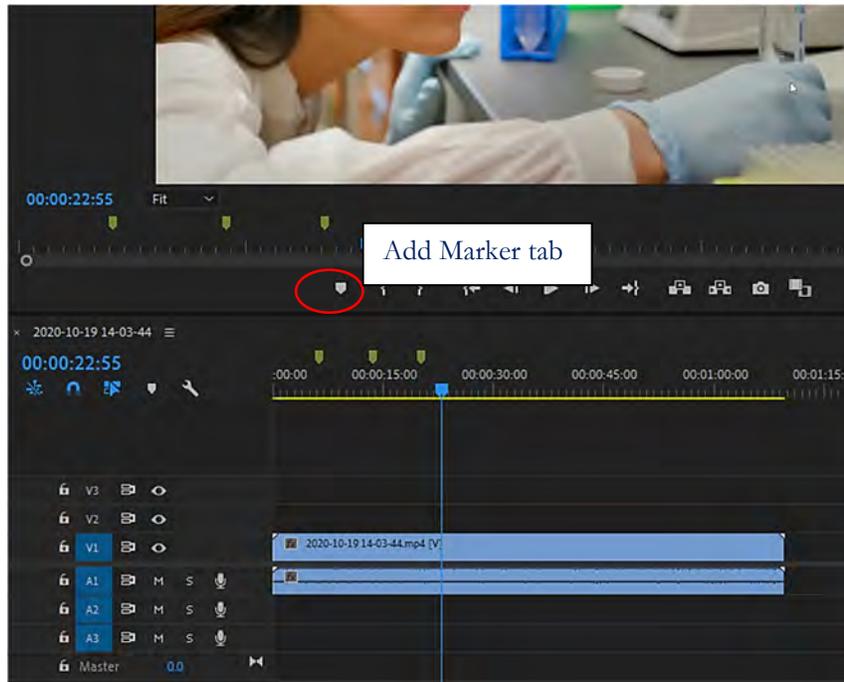


TIP: While you work you may unintentionally change the workspace layout.

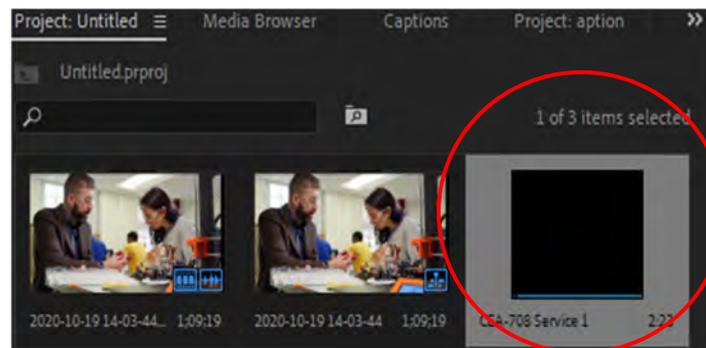
To return to the original panel layout, select Window > Workspaces > Reset to Saved Layout.

3. Before creating captions, it may be beneficial to mark the beginning of each caption on the timeline. This is an option; marking is not required. Confirm you do not have any tracks selected on the sequence. Display both the text file and Premiere.

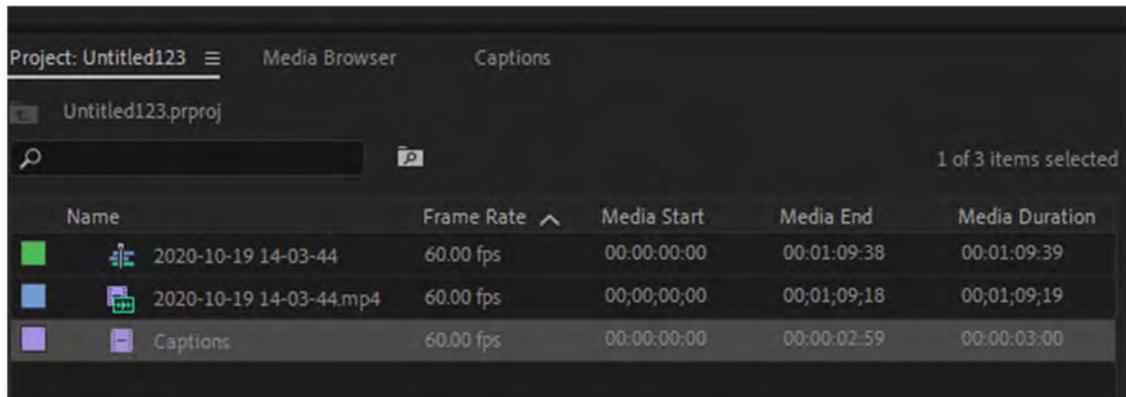
Play the video and each time you want to start a new caption, press M to create a marker or press the Add Marker tab under the monitor. Green tabs on the timeline represent a marker. Shift/M advances to the next marker and Ctrl/Shift/m will go to the previous marker. Markers may be manually relocated.



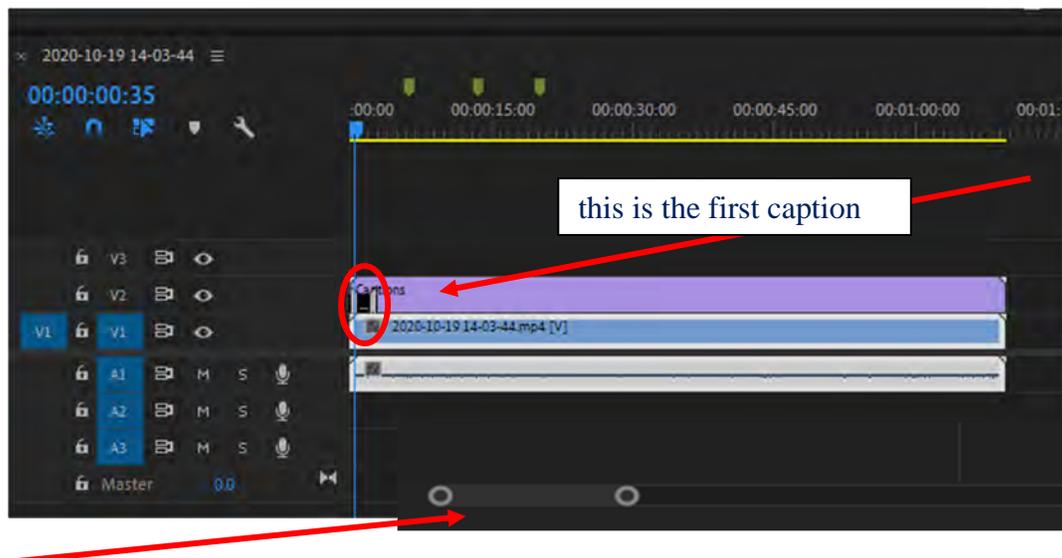
4. Select the video clip on the timeline. Select File > New > Captions. Select Open Captions or CEA-708 for Closed Captions. A caption block displays in the Project panel.



5. Drag the caption onto the timeline above the video track. If you have difficulty, it may be easier if the clips are displayed in a list not as icons in the Project panel.

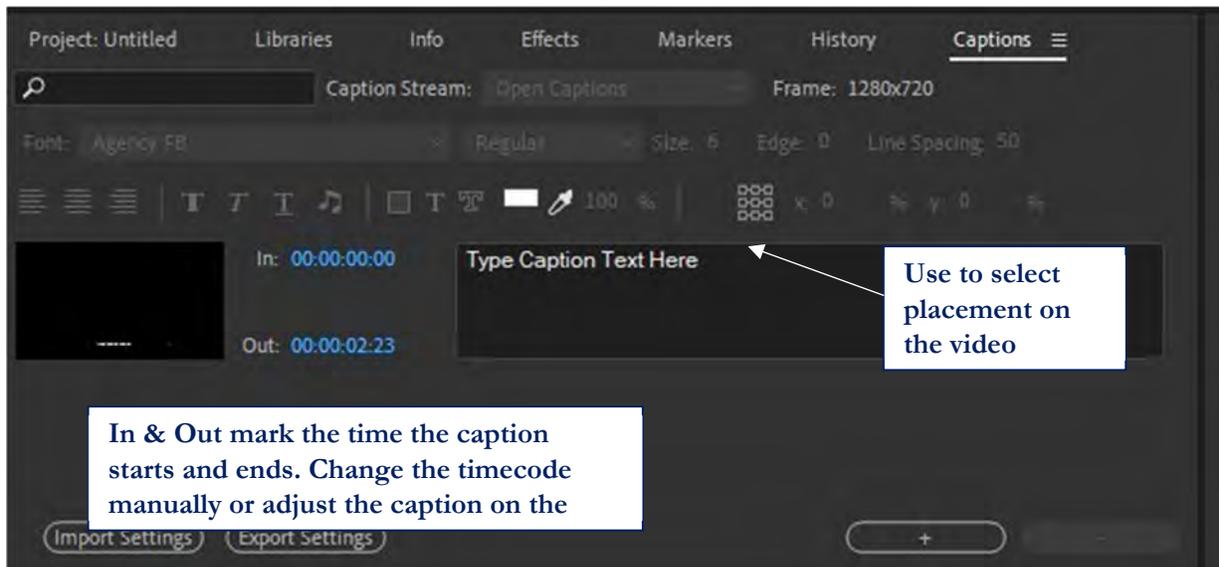


6. Drag the caption layer to expand it to the end of the video matching the video duration.

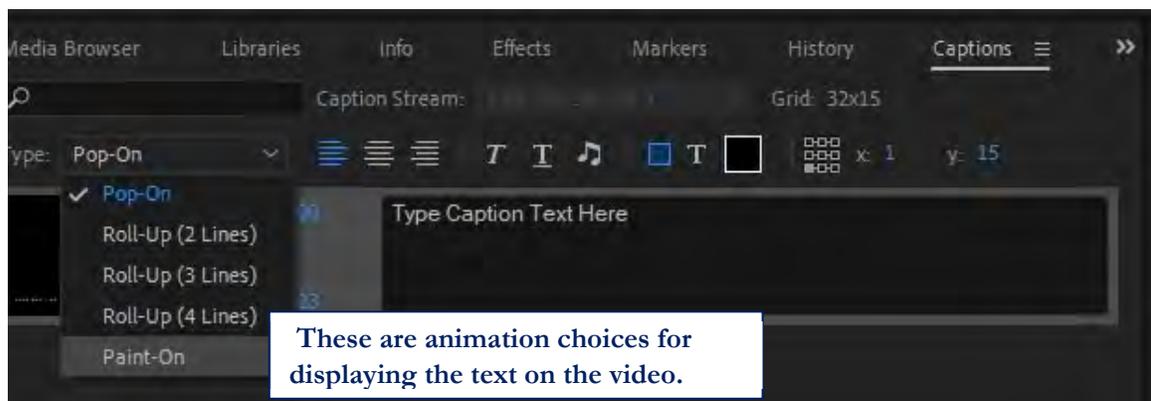


7. Zoom in on the sequence to better view where each caption is placed.
8. To add and format text, double click on Captions in the Project panel. Confirm that the entire caption panel is visible by moving the right border of the panel to the right. The Y axis or Line spacing will be visible.
9. Type the text or copy paste from a text document. Chose the background, text size, color and position. More font options are available for Open Captions than Closed Captions. Use the musical note to indicate sound effects and music.

Following is a screenshot of Open captions.

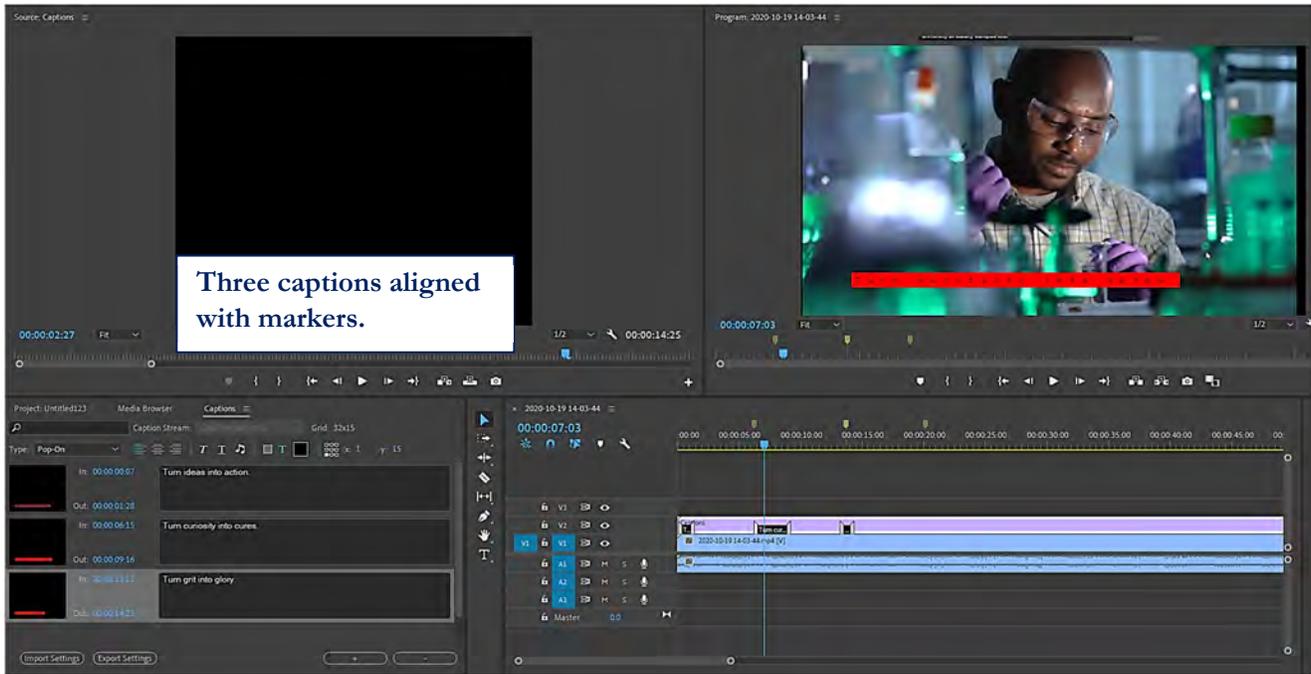


It is important that you create the text size, position, font and background in your first caption, preview it and then make changes if necessary. The selections are automatically applied to each caption block. Following is a screenshot of closed captions.



10. To preview captions, the caption view must be turned on. Select the Settings/Wrench icon below the Program Monitor. Select Closed Captions Display > Enabled. Confirm that the settings standard and stream are correct.
11. If you used markers, start each caption block at a Marker. Select the Sequence panel prior to advancing to a marker. Use Shift/m to advance to the next marker and Ctrl/Shift/m to go to the previous marker.

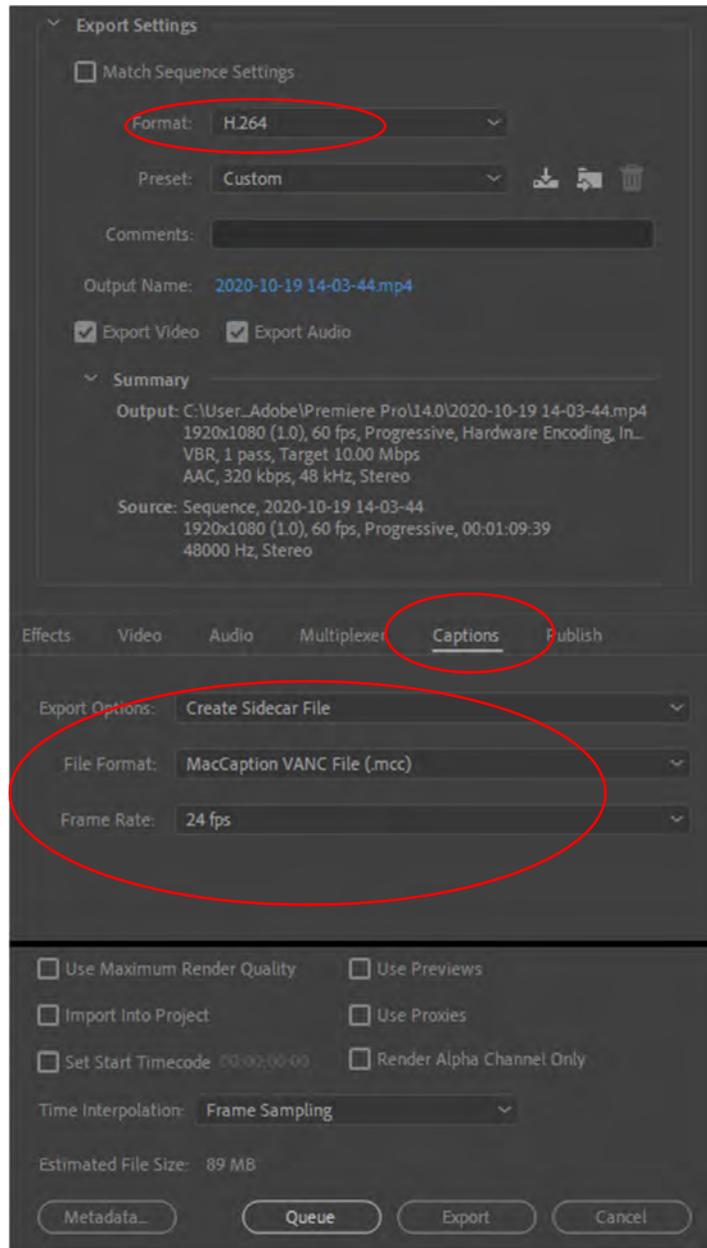
12. To add and delete caption blocks use + and – at the bottom of the captions panel. If you cannot see all the text in a caption, manually add a line break. Go to the caption panel and press enter to move text to the next line. Or, place the text in a new caption block.
13. Change the timing of captions by moving and resizing the captions on the timeline or by adjusting the in and out points in the captions panel.



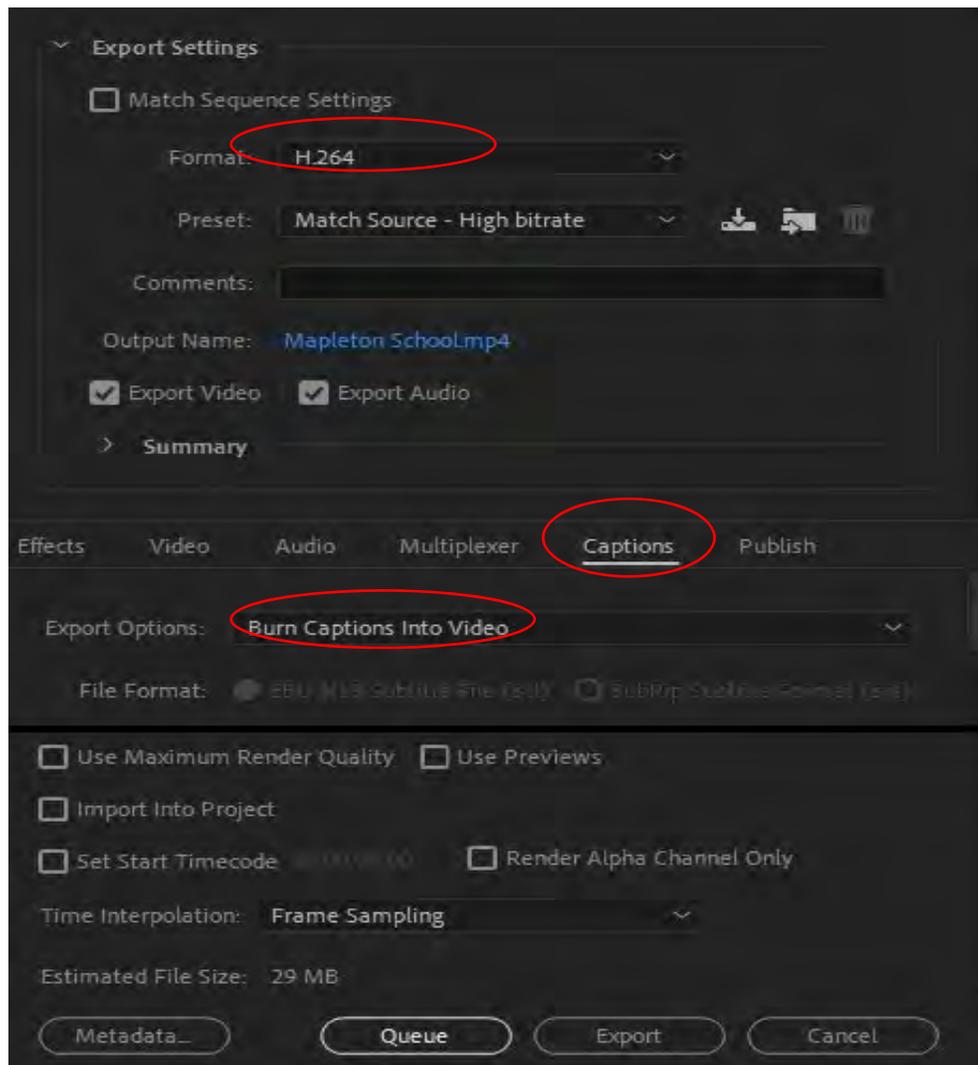
Export the Video with Captions

1. Select the sequence panel and save the project.
2. Select File > Export > Media
3. The recommended export settings format is the H.264 codec; this is the most universal format.
4. Select the Captions tab. See export options next.

**Closed Captions -
Create Sidecar File; Select format
Confirm frame rate matches the video .srt is
recommended for YouTube**



Open Captions- Burn Captions into Video



Export only the Captions as a separate sidecar file

1. Select the caption in the Project panel
2. Select File > Export > Captions
3. Select the file format

<https://www.youtube.com/watch?v=fAEimfxKH5I> video used in handout

Written by Regina Testa, Head, IMC, Innovate Make Create Center, 10/2020
This work is licensed under the Creative Commons Attribution 4.0 International License.
To view a copy of this license, visit <https://creativecommons.org/licenses/by/4.0>

