# Video cheatsheet

## Transcripts

1. Write the visual descriptions – preface with [VIS]
2. Write the captions – preface with [CAP] (ensure you include all relevant sound, and descriptions of speech)

## Captions

1. Upload video to YouTube
2. Upload transcript to YouTube as “transcript”
3. Set timings using YouTube
4. Fix timings
5. Save as master.vtt
6. Delete visual descriptions
7. Save as captions.vtt
8. Open master.vtt as “subtitles”
9. Delete captions
10. Save as visual-descriptions.vtt

## Audio descriptions

1. Show the microphone on the third audio track
2. Mute the original audio
3. Hit record and record audio descriptions
4. Delete the original video and original audio file
5. Export the file as an MP3