

**According to the Americans with Disabilities Act-Amendments Act and Section 504 of the Rehabilitation Act, Universities are required to provide auxiliary aides to improve access to information. This includes having captions available for all videos shown in class or elsewhere. For all future purchases of videos, please ask for videos with subtitles or captions already encoded on them. For all others, including YouTube and other web based videos, please contact the Disability Resource Center to create a captioned version of the video.**



Disability Resource Center

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## Types of Media

We are currently able to caption the following types of media:

- **VHS/DVDs**
- **Video Files** (ie. .mov, .avi, .dv, etc.) We are not limited by file type. If necessary we can convert to a format we can work with.
- **Web videos** There are several methods for us to caption web videos depending on their source and your desired end product. We should discuss these options in order to provide the best solution for your needs.

## Output formats

These are the formats for the captioned products that we can create:

- **DVDs** Currently all VHS and DVD formats given to us to caption must be returned to you in this form.

## **All of the following options are for video files or web videos only.**

- **Video Files** We can share with you just the individual captioned videos to open up in Windows Media Player or Quicktime, or to use at your discretion.
- **Data Disc** If you require a distributable format for video files that we have captioned, we can put the files on a DVD that can be ripped for sharing the files, or simply played on a computer.

- **Software DVD** This is similar to your home movie DVDs with menu options on it. For example if you require several videos to be captioned all on the same subject, we can put them on a DVD where you can choose to play all of them, or you can go under a chapter menu to choose which video you'd like to view.
- **Transcript File** If you have a video already online, that you have access to to make changes (like your own YouTube channel that you yourself uploaded the video to), then we can give you this already time-stamped transcript file to upload and integrate into the player's closed captions.

## **Requesting Services**

When you call or e-mail us for your captioned services request, please have the following information available so that we can best determine which services you need:

- **What format is your movie currently in?** (See the list of formats we are able to caption above)
- **How would you like to display the captioned media?** Please be as specific as possible so we can determine the appropriate output to produce. ie. Online via YouTube, or "I'd like to be able to click to open the file using Quicktime," etc. (See list of output formats for ideas on the use of each format.)