

# Tip Sheet: Closed Captioning

Do you know the difference between **Subtitles**, **Transcriptions** and **Captions**? **Subtitles** are a written translation of spoken words into another language, and are intended for people who do not understand the language they are listening to. **Transcription** refers to the process by which audio is converted into written text, and will not differentiate between speakers. **Captioning**, on the other hand, is written in the same language that is spoken and will be synchronized with the timing of the audio and differentiated by speaker. Captioning will also include a description of other sounds and noises in the audio. Closed captioning services are widely available and help those who are hard of hearing or deaf. There are two different forms of captioning: Closed Captioning and Open Captioning. Closed Captioning can be turned on or off by the viewer, whereas Open Captioning cannot be turned off because they are embedded into the video. There is also Live Captioning, whereby someone is typing in real time, either in person or remotely. Finally, there is Automatic Captioning which is computer generated.

## Tips for users



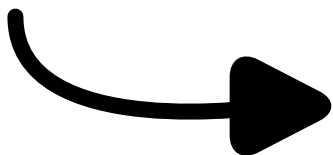
Inform the organizers of the event that you require captioning. Let them know that Hear Quebec can help.

Ask for priority seating to ensure you can see the captions on screen.

Activate closed captioning on your TV or streaming service, as well as on your computer and in video conferencing software like Zoom or Google Meet.

Download a transcription app on your smartphone for emergency captioning needs.

Keep an eye out for **this** symbol



Contact **Hear Quebec** to find out more information about captioning and other accessibility at your event.

### References

<https://cielo24.com/2016/12/captions-and-subtitles-difference/>  
<https://www.3playmedia.com/blog/transcription-vs-captioning/#:~:text=Transcription%20refers%20to%20the%20process,process%20has%20respective%20use%20cases.>

## Tips for organizers



The search for a closed captioning service should start weeks in advance of your event. This is essential as some captioning services may not be available on the date of your event.

Ensure that the text is light and the background is dark, as this contrast is easier to see.

Ensure that the screen is well positioned for the caption readers, and that they have priority seating.

Create a list of names, places or terminology that you may use during the event and share with the captioning service in advance. This will help them with spelling and acronyms.

Set up early to make sure everything works prior to your event. If you would like to have remote captioning, test it out before your show. Make sure your internet connection is reliable and that the microphone is connected and transmitting through the video platform.

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