



Production of videos with subtitles in English

Optional guidelines

1. Create your PowerPoint presentation preferably written in English.
2. Add narration (speech) in your native language (Italian) to the slides you have created ([video 1](#), [video 2](#)). Save the presentation for possible changes.
3. Export your PowerPoint presentation with narration as an MP4 video file ([video](#)).
4. Create the transcript (transformation of video voice to text) of your MP4 video in your native language (e.g. Italian) by using Transcribe online application (<https://transcribe.wreally.com/>). Some minor costs may occur.
5. Check the language of the created transcript, and correct possible mistakes. We suggest using Microsoft Note as the text editor. Do not erase or change the numbers, timings, and empty lines.
6. Translate the transcript in the native language (e.g. Italian) into English. As a tool, you can use Google Translate, however, check the grammar and spelling. Again, we suggest using Microsoft Note as the text editor. Save the file.
7. In the next step, join together the video (see bullet 2) and the text for subtitles in English (.srt file from bullet 6). Use the online application available at <https://www.kapwing.com/subtitles>. For videos up to 7 minutes of length and a maximum of 250 MB, you can use it for free.
8. Download the video with the subtitles and check it.
9. In case the video and the subtitles are of good quality, submit the file to [Google Drive](#).