

Topic: Adding Captions Using YouTube

YouTube offers the ability to add captioning to your videos. Adding captions will help your viewers to be able to read what the video is saying when listening to it is not an option.

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YouTube’s Creator Studio > Video Manager

The Creator Studio within YouTube allows you to manage the videos you’ve uploaded to your YouTube Channel. Multiple tools are available for use within the Creator Studio, including the Video Manager. The Video Manager is where you will find the video editing features, including options for adding captions to your videos, the focus of this tutorial.

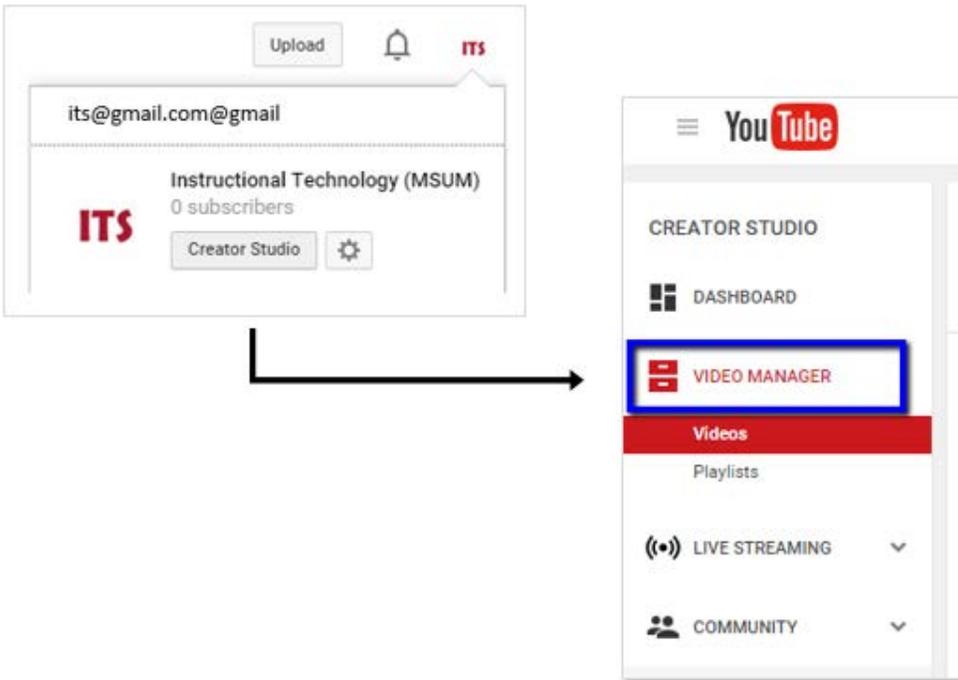
- For further information on the [Creator Studio and Video Manager](https://support.google.com/youtube/answer/6060318?hl=en), visit YouTube’s support page (<https://support.google.com/youtube/answer/6060318?hl=en>).
- Not sure how to [upload a video to YouTube](https://support.google.com/youtube/answer/57407?hl=en)? Visit YouTube’s support page for details (<https://support.google.com/youtube/answer/57407?hl=en>).
- If you do not already have an account on YouTube, visit YouTube’s support page to [create an account](https://support.google.com/youtube/answer/161805?hl=en) (<https://support.google.com/youtube/answer/161805?hl=en>).

Adding Captions in Video Manager

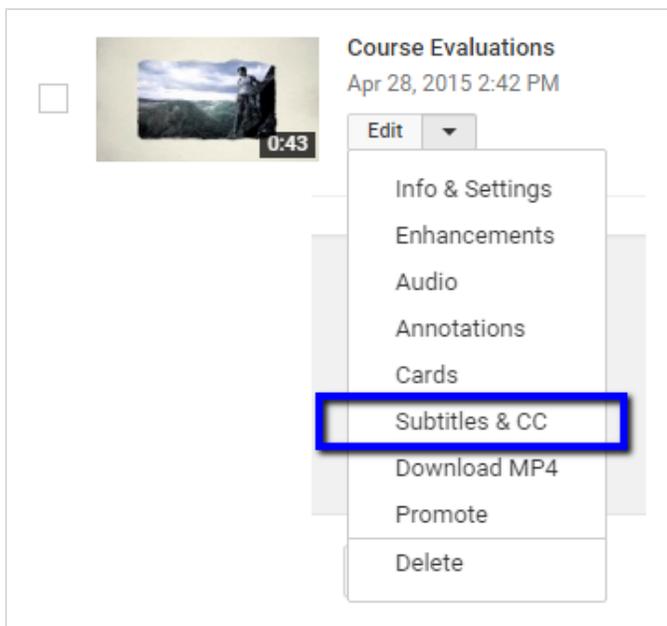
YouTube offers various means for you to add captions to videos you’ve uploaded as MP4s into the Video Manager. These options include: Transcribe & Auto-Sync, Create New Subtitles or CC, and Auto-Caption. YouTube has provided online documentation for these [captioning processes](https://support.google.com/youtube/answer/2734796?hl=en) (<https://support.google.com/youtube/answer/2734796?hl=en>). However, you may also find the tips with screen shots below helpful in your endeavors.



To get started, login to your **YouTube** account, go to **Creator Studio**, and proceed to **Video Manager**. All captioning processes will require you to be in **Video Manager**.



For the video you'd like to begin working on, click the **Edit** button, and select **Subtitles & CC**.

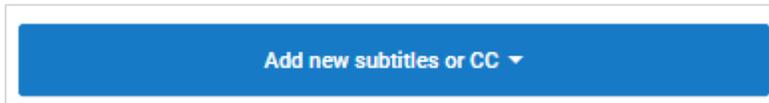


Now, to begin the captioning process, select one of the three options listed here...

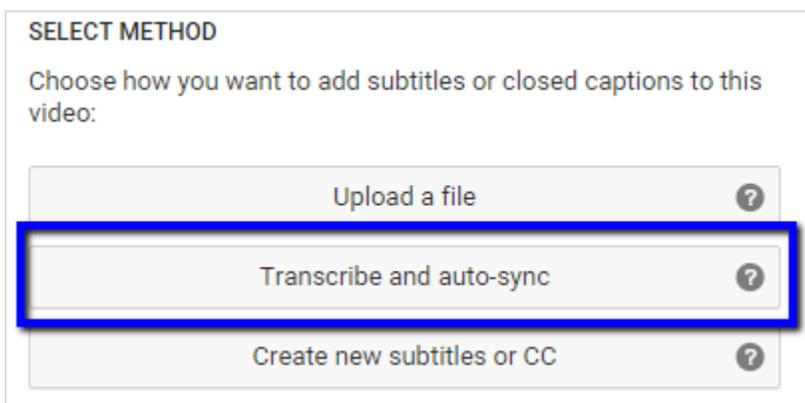
Option 1: Transcribe & auto-sync

With the **Transcribe & auto-sync** option, you will type as you listen to the video or you can paste in text from a script if you used one when recording. This option is ideal for scripted videos! If you paste in a script, you then have the capability to set timing to sync the text with your video.

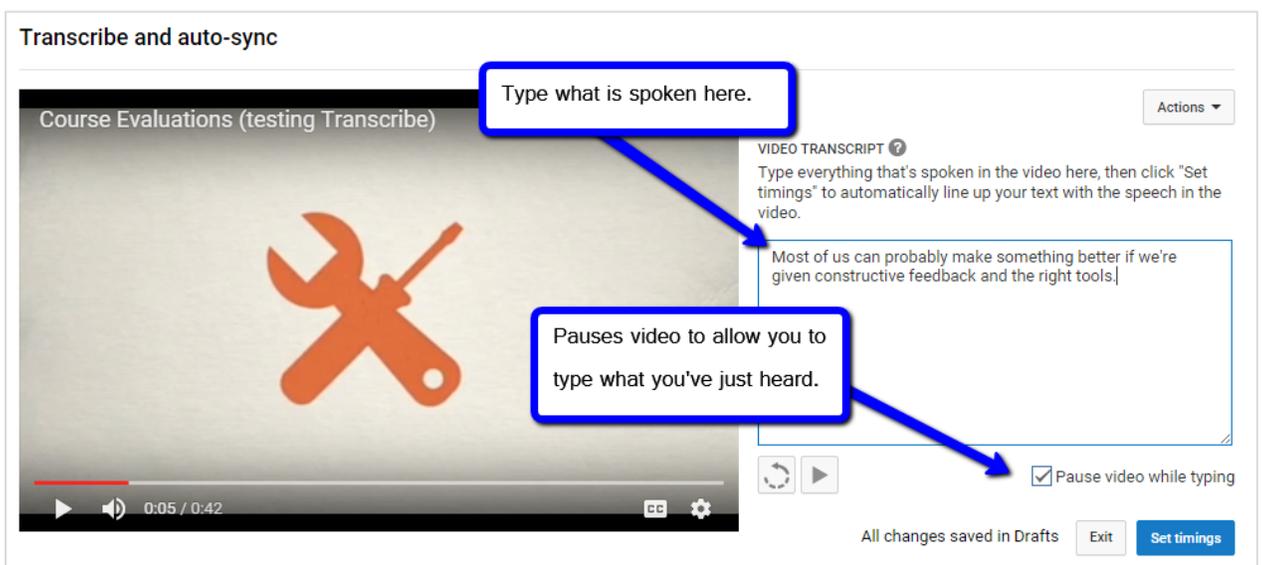
1. Click the **Add new subtitles or CC** button.



2. Choose the language for the subtitles or closed captions you want to create. You can use the search bar to find languages that don't automatically show in the list.
3. Select **Transcribe and auto-sync**.

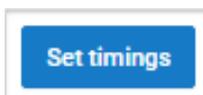


4. In the text box to the right of the video, transcribe as you listen to the video.



5. Make sure to incorporate sound cues like **[music]** or **[applause]** to identify background sounds.

6. Click **Set timings** to sync your transcript with the video.

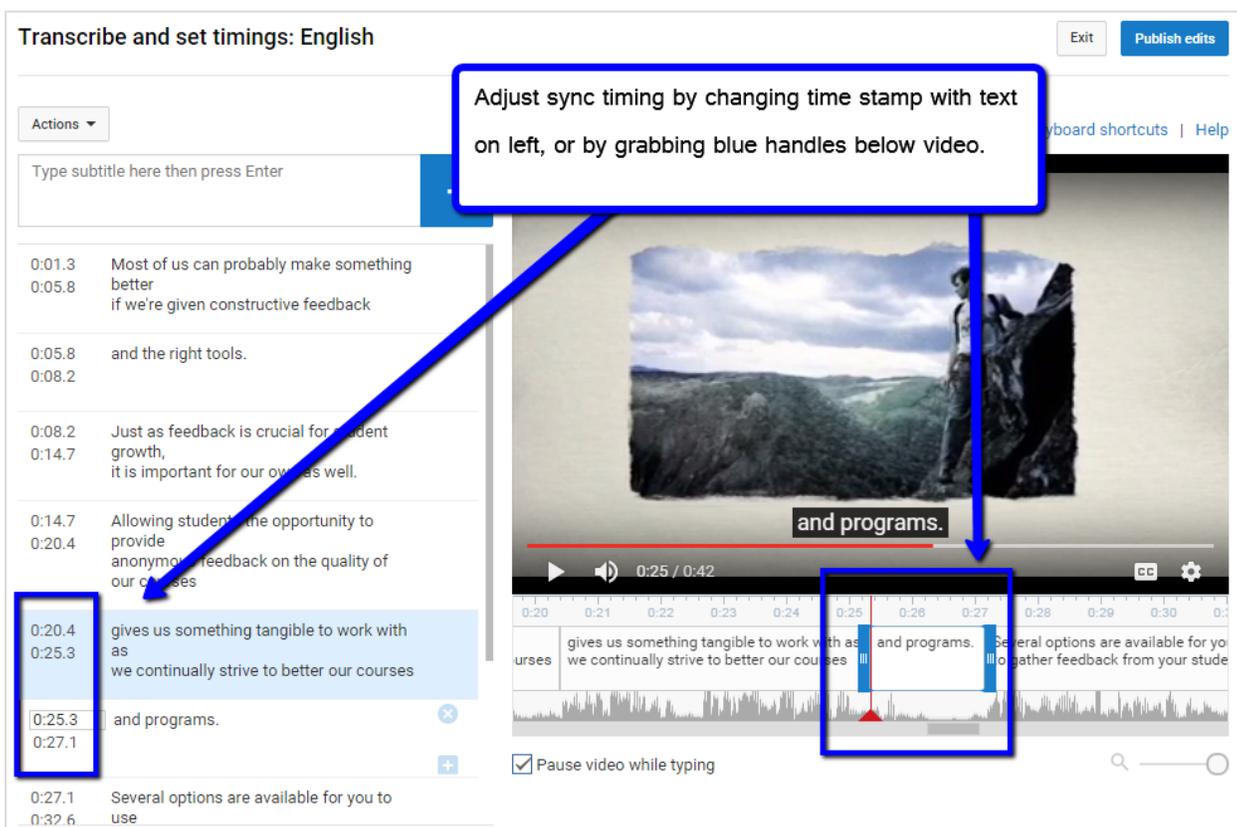


Setting the timings can take a few minutes.

7. Click on the '**setting timings...**' draft of the captions file. you can make edits to the syncing if needed. You can make edits to the syncing if needed.



8. Play the video and watch to ensure the transcript is synced properly. If not, adjust as needed by changing the time stamp with the text or in the timeline below the video. (*Make sure you are in **Edit mode.***)



Transcribe and set timings: English

Exit Publish edits

Actions

Type subtitle here then press Enter

0:01.3 Most of us can probably make something better
0:05.8 if we're given constructive feedback

0:05.8 and the right tools.
0:08.2

0:08.2 Just as feedback is crucial for student growth,
0:14.7 it is important for our own as well.

0:14.7 Allowing students the opportunity to provide
0:20.4 anonymous feedback on the quality of our courses

0:20.4 gives us something tangible to work with as
0:25.3 we continually strive to better our courses

0:25.3 and programs.

0:27.1

0:27.1 Several options are available for you to
0:32.6 use

Adjust sync timing by changing time stamp with text on left, or by grabbing blue handles below video.

and programs.

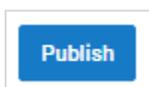
0:25 / 0:42

0:20 0:21 0:22 0:23 0:24 0:25 0:26 0:27 0:28 0:29 0:30 0:31

gives us something tangible to work with as we continually strive to better our courses and programs. Several options are available for you to gather feedback from your students

Pause video while typing

9. Once satisfied, click the **Publish** button.



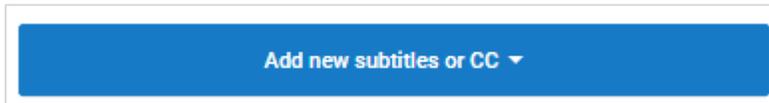
Additional edits can be made after publishing if needed.

*If the video was automatically captioned when uploaded, this transcribed version will **supersede** the original automatic version.*

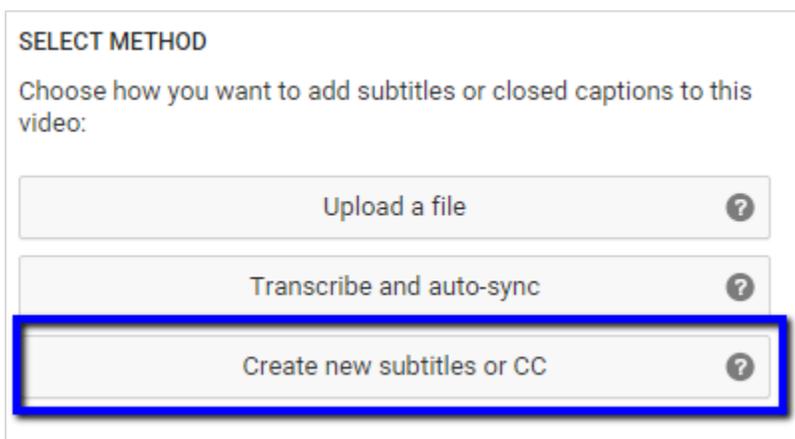
Option 2: Create new subtitles or CC

This option, **Create new subtitles or CC**, is essentially the same as option 1 – you will type as you listen. The main difference is that time stamps will can be adjusted as you type. Also, you will see the captions/subtitles appear on the screen as you type. (See Step 8 of Option 1 for time stamp editing.)

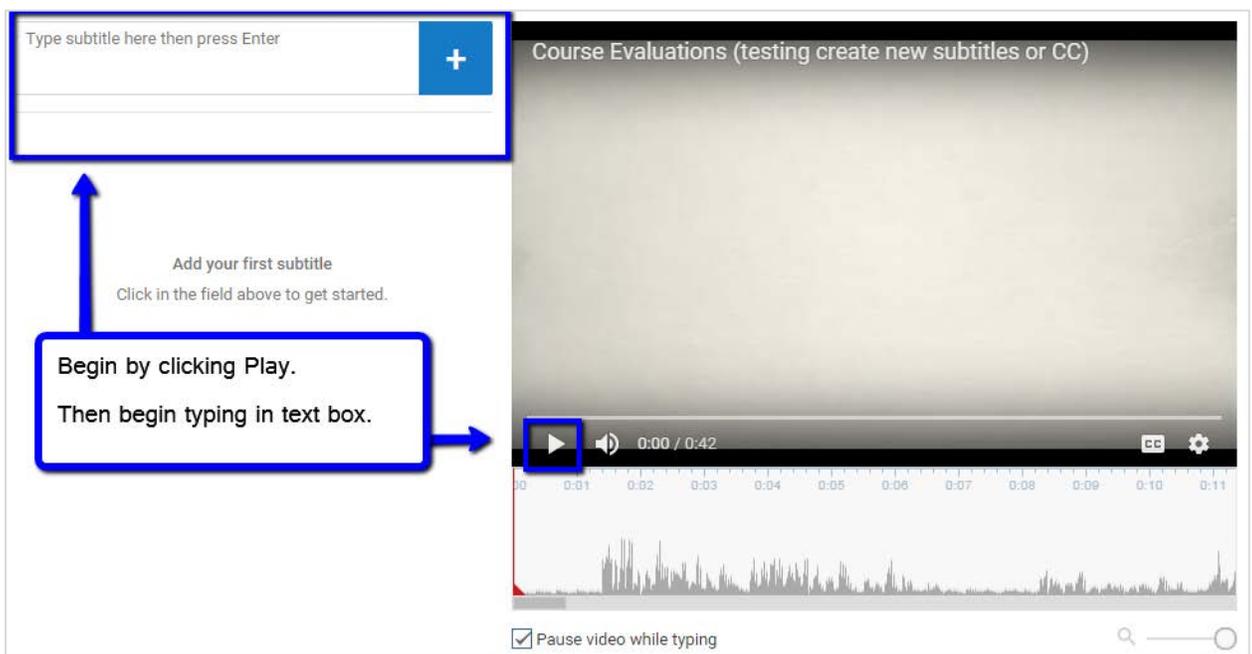
1. Click the **Add new subtitles or CC** button.



2. Choose the language for the subtitles or closed captions you want to create. You can use the search bar to find languages that don't automatically show in the list.
3. Select **Create new subtitles or CC**.



4. In the text box to the left of the video, transcribe as you listen to the video.

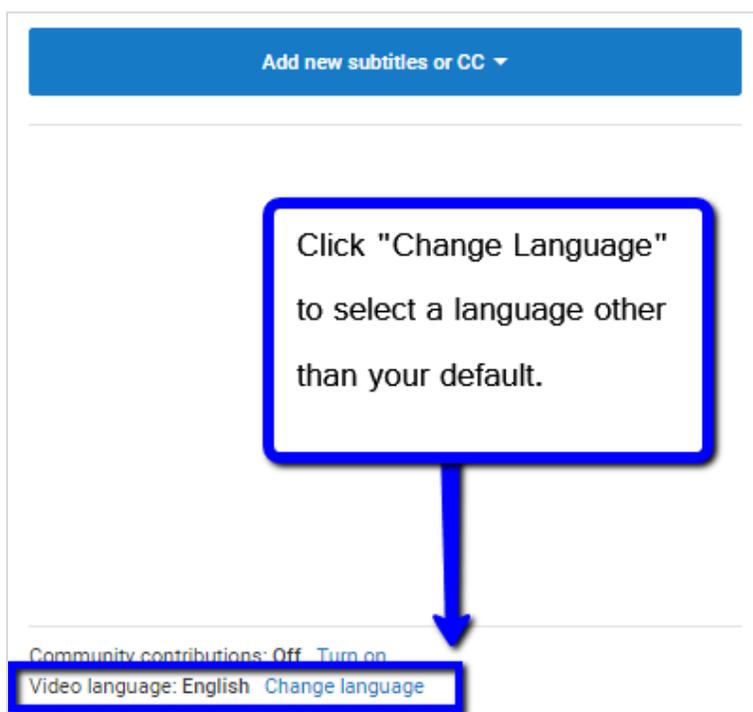


- Press Enter to create a new line of subtitles.
 - Click the play button to resume the video.
5. Once satisfied, click the **Publish** button. (*Additional edits can be made after publishing if needed.*) If the video was automatically captioned when uploaded, this version will supersede the original auto version once published.

Option 3: Auto-Captioning

The Auto-Captioning option uses captions that are automatically created by YouTube, after which you can edit to ensure accuracy. This option will only work if the audio quality is high enough for YouTube to pick up your speaking voice. It works well when the speaking is clear, using common language and there is little use of technical terminology, such as organic chemistry terms.

*Automatic captions are available in English, Dutch, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Spanish. You may change the language recognition of the video in the **Subtitles & CC** tab.*

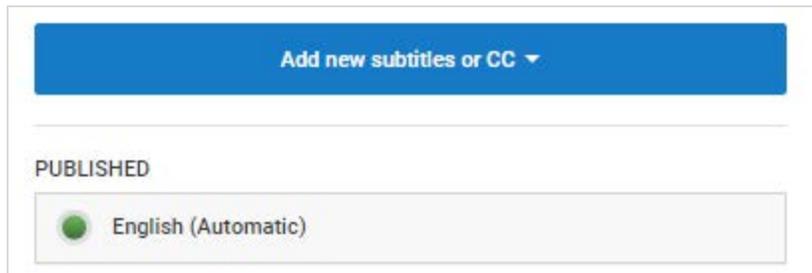


If your video's audio is clear, the automatic captioning process will begin as soon as you upload your video in the **Video Manager**. *However, depending on the length of your video, the Automatic Captions may take a few minutes, up to much longer, to process. You may wish to upload your video, then move on to another task, returning in a few minutes, later in the day, or even the next day! (Be sure to refresh your browser.)*

When the automatic captions have been added, you will see them listed under **Add new subtitles or CC** as **English (Automatic)**.

1. Upload your video.
2. Return to the Video Manager.

3. Select Edit > Subtitles & CC.
4. Wait.
5. Click on the **Automatic** captions file. Check for accuracy.



6. If edits are needed, click **Edit**. Make your updates.

Even if the captions are accurate, you will need to edit for punctuation and check for errors in translation.

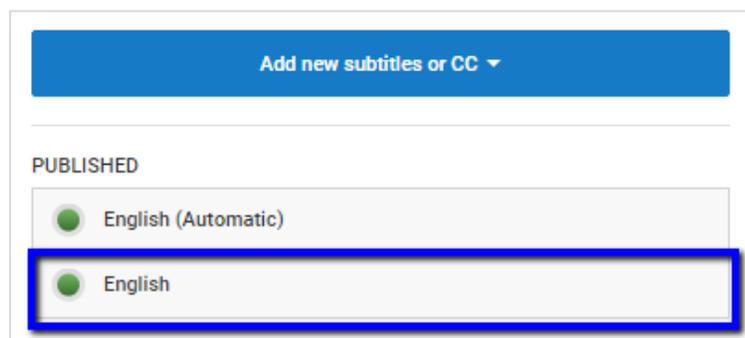
7. **Publish** when done!

Working with SRT Caption Files

If you wish to host your video on a streaming media service other than YouTube (e.g. Kaltura MediaSpace), you have the option to download an SRT caption file from YouTube that can be uploaded into that streaming server as a caption file.

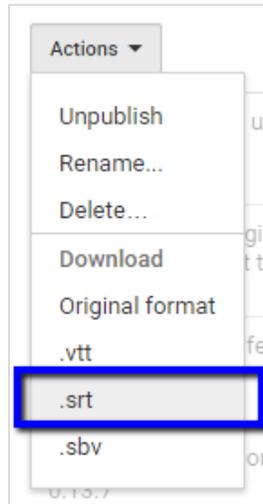
To download an SRT file:

1. From within the **Video Manager**, click the **Edit** dropdown menu for the video.
2. Select **Subtitles & CC** from the menu.
3. Click on the published captions you've just created.



4. Click the **Actions** menu.

5. Select **.srt**.



6. Browse to your **Downloads** folder; there you should find a file called **captions.srt**. This file can be uploaded to any streaming media service that allows uploading of caption files.

If you use Kaltura MediaSpace, find details online for [uploading an SRT file](http://asa.mnscu.edu/educationalinnovations/mediaspace/#closedcaption), provided by Minnesota State's ASA Tech Council (<http://asa.mnscu.edu/educationalinnovations/mediaspace/#closedcaption>).

For More Information

Further tips are available online for [editing your videos and caption files](https://support.google.com/youtube/topic/4355241?hl=en&ref_topic=4355169) within YouTube (https://support.google.com/youtube/topic/4355241?hl=en&ref_topic=4355169).

The NCDAE has also created a great tip sheet for the [captioning process in YouTube](http://ncdae.org/resources/cheatsheets/pdf/youtube.pdf) (<http://ncdae.org/resources/cheatsheets/pdf/youtube.pdf>).