

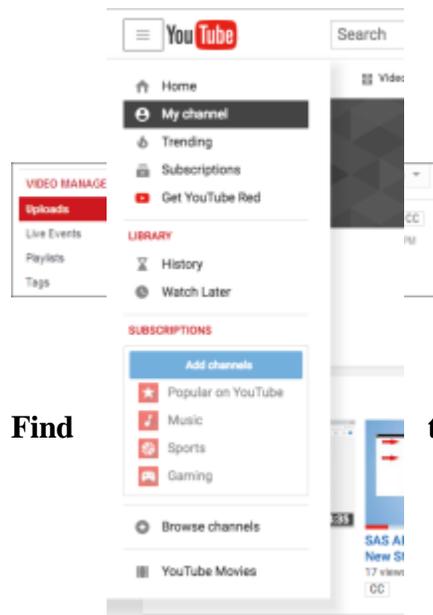


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## Closed Captions for YouTube Videos

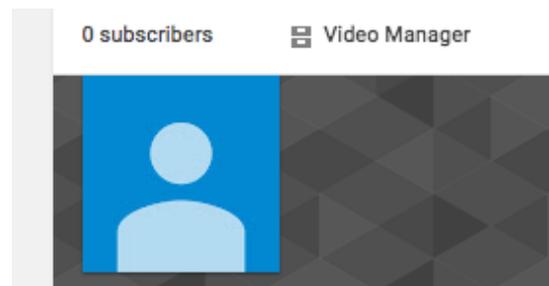
### Adding & Editing Subtitles & Closed Captions for YouTube Videos

1. You ***must be the owner*** of the video ***and have it uploaded*** to Youtube in order to add & edit captions for it



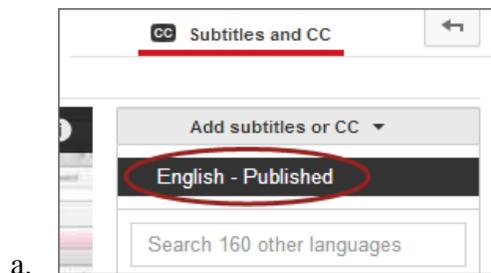
Find

2. Go to the ***Video Manager*** tab in your Youtube account under the ***My Channel*** page



the video you wish to use and click ***edit***

3. On the top navigation bar, click the ***Subtitles & CC*** button
4. Select the ***add subtitles or CC*** button and ***choose your specified language***



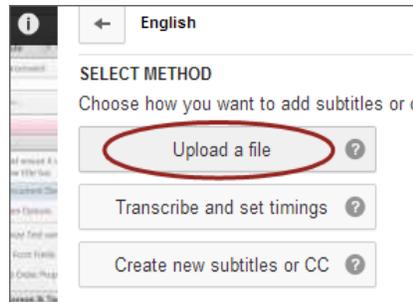
### Uploading Caption Files of Transcript Files to Youtube Videos

- ***Caption files*** contain both text and time codes.
- ***Transcript files*** only contain text and are saved as a plain text file (.txt). However, if the video is in English, YouTube can automatically synchronize your transcript with the video to create a caption file.



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1. If you are using a **caption file**, select **upload a file**. Select the **subtitles file type** and click **Transcribe + AutoSync**. Select under **Actions** button. Preview the captions in the editor and make any necessary edits, then select **publish**.



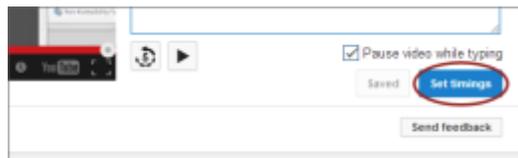
a.

2. If you are using a **transcript file**, choose **transcribe and set timings**. Push **play** to listen to your video and **type the words you hear as you hear them**. The video will automatically pause when you type and resume when you stop typing.



a.

3. This allows you to **automatically align the timings** of your transcript to your video within YouTube. Select the **actions** dropdown menu and choose **upload a file**. Select the **transcript file type** and click **choose file**. Select the **upload button**. Click **set timings** to sync your transcript with the video.



a.

4. Once the captioning file is available, **review the timing** to ensure accuracy and select **publish**. You can edit each transcription at this time as well to make sure it is exactly what the voice is saying

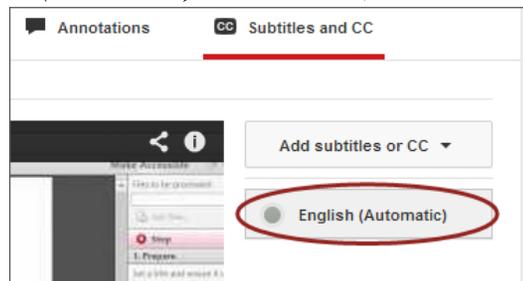


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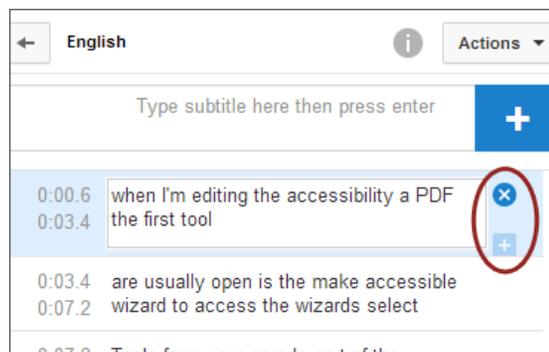
## Automatically Creating Caption Files from YouTube Videos

- *YouTube has provided a way to create caption files from videos you have uploaded (**This option usually had many errors and requires a lot of editing**).*
- *This option usually works best when the audio is very clear with little background interference.*
- *Automatic captioning may not be available for all videos.*

1. In the **subtitles and CC** tab select the **automatic captions** option (usually listed as **“English (Automatic)”** if available).



2. Play the video and review the captions provided. To **edit the captioning file**, select the **edit** button and choose **overwrite**. Then **select the line that needs repair** in the captioning editor text box.
3. Use the **add** and **remove** icons to add and remove captions as needed.



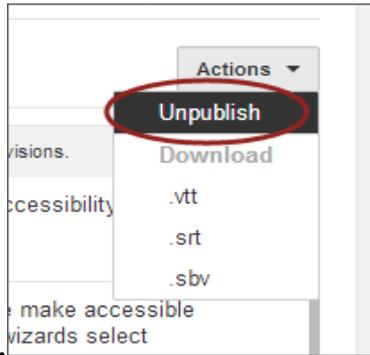
4. After completing the captioning edits, select **publish** to create the new caption file.



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## Removing Inaccurate Captions

1. To *remove the automatic caption track*, under the subtitles and CC tab, select the *original automatic captioned file* and under the actions tab, choose



***unpublish.***