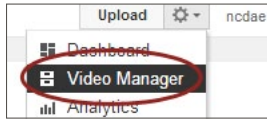




Using the Video Manager

1. To add or edit a captioning file, you must be the **owner of the video** and have the **video uploaded to YouTube**.
2. Go to the **Video Manager** tab in your YouTube account.
3. Find the video to caption, and select the **Edit** button.
4. Using the top navigation bar, click the **Subtitles and CC** tab. This page is where you will choose to upload existing caption or transcript files (*see below*), or create your own automatic captions (*see next column*).
5. When you first upload a video, choose the **video language**.
6. Then, select the **Add subtitles or CC** button, and choose **your specified language** (e.g. English).



Uploading Caption or Transcript Files to YouTube Videos

If a transcript or caption file already exists for a video, simply upload the file to YouTube. **This method is recommended.**

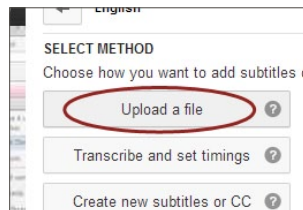
Caption Files vs. Transcript Files

- **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.

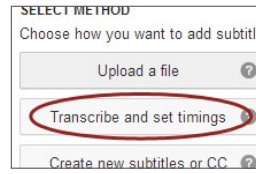
Uploading Caption or Transcript Files

1. **If you have a caption file**, choose **Upload a file**.

Select the **Subtitles File Type** and click **Choose File**. Select the **Upload** button. Preview the captions in the editor and make any necessary edits, then select **Publish**.



2. **If you have a transcript file**, choose **Transcribe and set timings**. This allows you to automatically align the timings of your transcript to your video within YouTube. Select the **Actions** drop down 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. This will take a few minutes. Once the captioning file is available, review the timing to ensure accuracy and select **Publish**.



Automatically Creating Caption Files from YouTube Videos

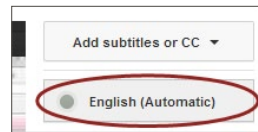
YouTube has provided a way to **create caption files from videos you have uploaded**. However, the quality of the captions is usually poor and you will probably need to edit the caption file manually.

Notes

- Automatic captioning works best when the **audio is clear and easy to understand**. (e.g., background music or speaking in an accent can affect accuracy.)
- The automatic captioning option **may not be available for all videos**.

Creating Caption Files

1. In the **Subtitles and CC** tab, select the automatic captions option (e.g., **English (Automatic)**), if available.
2. Test the captions for accuracy by playing the video and reviewing the text concurrently. 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.



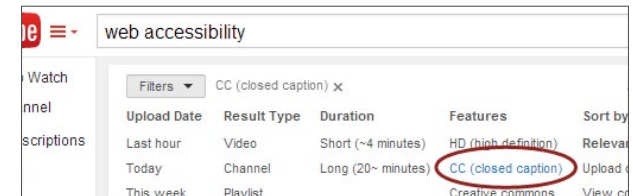
3. Use the **Add below** and **Remove** icons to add/remove captions as needed.
4. After completing the captioning edits, select **Publish** to create a new caption file.



Finding Captioned Media

Just because the CC icon appears on a video **doesn't mean it's been correctly captioned**; this icon also appears when the video has been automatically captioned.

- To search for captioned videos only, type your search terms into the YouTube search bar and hit Enter. Select the **Filter** tab and under **Features**, choose **CC (closed caption)**. Now all YouTube videos displayed should have captioning provided.



- Another option is to type your search terms into the YouTube search bar followed by a comma and then CC (e.g., "web accessibility, CC").

Removing Inaccurate Captions

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**. This ensures viewers will not be able to see the inaccurate version on YouTube.

