Instructions for Uploading Captions to YouTube

Recommendation: Use a prepared script when developing a video. Use the script as a transcript for captions.

Using a Prepared Script (Recommended) or Typing Transcripts in YouTube.

1. Log in to your YouTube account.

2. Click on your account icon in the upper right corner.
3. Click on “Creator Studio.”

4. There you will see a list of videos on your dashboard.

5. To the right of the video you will see an “Edit” button; click the down arrow next to it; and a drop down menu will appear-click “Subtitles/CC.”
6. Click “Add new subtitles or CC.”

7. Select video language – English.
8. Click “Transcribe and auto-sync.”

a. If you do not have a script prepared beforehand, type in captions manually in the text box or see page 8 of this document with additional instructions.

b. If you do have a script, see step 9, and move onto next step.

9. Copy and paste transcript into the text box.
10. Click “Set timings.”

11. Wait for it to sync.

12. Refresh the page and the text you uploaded will appear under “MY DRAFTS”
13. Click on the box under “MY DRAFTS.”

14. Then listen through to make sure the timing and captions are correct; you can change time stamps if needed. If you’re satisfied with the sync, then click on the blue “Save Changes” button in the upper right corner.
15. The captions will publish by clicking on the “Save Changes” button.
Captioning YouTube videos without a script.

1. Upload the video into your YouTube channel. Wait several moments to allow YouTube to create its own captions for the video and then click on Edit Video.

2. Click on Subtitles/CC. If asked which language to use, select English and then click on English (Automatic). If you are asked about overwriting existing subtitles, click the Overwrite button.
3. Click on Edit. If asked about overwriting existing subtitles, click the Overwrite button. Review the automatic captions for accuracy. Remember, spelling, punctuation, context cues and timing are all important. Get as close to 98% accuracy as possible.

A. If the corrections are minimal or easy to fix, you may want to correct them directly in the caption area.
B. If the corrections are more complex, you may want to create a .TXT file of the captions to edit and upload to replace the automatic captions. From the Actions dropdown menu, Select Download. This will create a .SBV file that can be opened using Notepad or WordPad. Save that .TXT file on your hard drive for editing and then upload to be synced.

See steps 9 through step 15 on pages 4 through page 7 for information regarding uploading and synching edited or new captions.