YouTube Subtitle and Closed Caption Tutorial

Use the following table of contents to quickly reference steps during the process of captioning your YouTube video(s). Table of Contents YouTube Subtitle and Closed Caption Tutorial1 Step Six4 Step Eight......5 Step Ten5 Step Thirteen7 Step Fifteen.....7 Alternative Methods for Captioning YouTube Videos9 Step Three......9

Step One

Go to YouTube.com and sign into your account. (figure 1.1)



Figure 1.1: Signing into Youtube

Step Two

Once you are signed in, select the upper right hand icon. A pull down menu should appear. **Note:** The sample images are with Dark theme off and on). (figure 1.2)



Figure 1.2: Youtube Pull Down Menu Location

Step Three

Select YouTube Studio to go to your Channel Dashboard. (figures 1.3 and 1.4)



Figures 1.3 and 1.4: Accessing Youtube Studio

Step Four

Once you are in your channel's dashboard, you can select either the Videos tab or the Subtitles tab. (figure 1.5)

=	Studio	Q Search across your channe		C C	REATE 🕜 🌑	
		Channel dashboard				(••)
	Your channel		News	< >	Channel analytics Current subscribers 3	
- 55	Dashboard	<u> </u>				
	Videos				Summary Last 28 days	
≡,	Playlists		COVID-19 Updates - March 16 We're taking steps to prioritize the well-	-being of our	Views Watch time (hours)	1 -
11.	Analytics	Want to see metrics on your recent video? Upload and publish a video to get started.	extended workforce and their commun note this may result in some service & s	nities. Please support delays		
	Comments	UPLOAD VIDEO	over the coming weeks		Top videos Last 48 hours - Views	
	Subtitles		LEARN MORE		GO TO CHANNEL ANALYTICS	
\$	Monetization		What's new in Studio			
۵	Settings		Known Issues card on dashboard			
:	Send feedback					
2	Creator Studio Classic		New Subscriber list on Studio dashboa	ard		
Fiau	re 1.5: Youtube Ac	count Dashboard				

Step Five

Select **Videos** to access the **Channel Videos** page. From here you can select the video you want to add your subtitles or closed captions (cc). (figure 1.6) If you do not already have a video, please upload one first.

		Channel videos							
		Uploads Live							
	Your channel	- Filter							
		Video Video		Visibility	Restrictions	Date \downarrow	Views	Comments	Likes (vs. dislikes)
55	Dashboard	How	w to Moodle?	• Unlisted	None	Mar 1, 2018	3	0	-
D	Videos	1:57	Add description			Uploaded			

Figure 1.6: Channel Videos Page

Step Five (alternative)

You can also select **Subtitles** to access the **Channel Subtitles** page. From here you can select the video you want to add your subtitles or closed captions (cc). (figure 1.7)

	Channel subtitles					
	All Drafts Community Publishe	d				\$
Your channel	Video	Languages	Upload date	Modified on	Title & description	Subtitles
Dashboard	How to Moodle? Add description 1.57	1 🗸	Mar 1, 2018	Mar 1, 2018	-	-

Figure 1.7: Channel Subtitles Page

Step Six

Select the video from your list requiring captions. Once you have chosen the video you wish to edit, you will be brought to the **Video Details** page. (figure 1.8)

≡	Studio	Q Search across your channel	🗈 CREATE 🕐 🊱
\leftarrow	Channel videos	Video details	
		Basic More options	UNDO CHANGES SAVE
	1:57	Recording date Video location (2) None None	
Your via How to I	deo Moodle?	License ⑦ Standard YouTube License	•
1	Details		
16	Analytics	Category	
	Editor	Category ⑦ People & Blogs	
	Comments	Original video language, subtitles, and CC	
	Subtitles	Video language Select Caption certification (2) None	Ţ
		To manage other languages, go to subtitles	
\$	Settings	Subtitles and CC for original video language	
	Send feedback	UPLOAD SUBTITLES/CC ①	
Figure	e 1.8: Video Details	s Page	

Step Seven

You have a **Basic** and **More Options** tab. Select the **More Options** tab and scroll down till you see "Original Video Language, Subtitles, and CC." *Make sure to select the language of the video*. In this case, we will select English. It will automatically generate the subtitles and closed captions. (figure 1.9)

Original video language, subtitles, and CC



Important Side Note

The default option for adding captions to Youtube Videos "English by YouTube (automatic)." However, this option is *not always accurate* and may result in misinterpreted words, disjointed sentences, and confusion for your learners.

Step Eight

Select "English by YouTube (automatic)." It will bring up a list that says Edit on Classic Studio, Download, and Delete. (figure 1.10)

Subtitles and CC for original video language



Comments and ratings Figure 1.10: Caption Menu

Step Nine

Select **Edit on Classic Studio**. It will open up a new tab where it displays the captions and time stamps. This is a preview mode. To edit these captions, select Edit in the upper right hand corner. (figure 1.11)

/iew pu Subtitles/C	blished subtitles and CC: English (A C source: Automatic	utomatic)				Edit	Unpublish
Actions 🔻							
0:00.7 0:06.9	okay drill hi um this is what I was really confused about because I would						
0:06.9 0:12.0	I'm gonna move this over here but I would come to this scene and I would go						
0:12.0 0:18.1	to update here on the cogwheel and I noticed you said where it's						
0:18.1 0:24.6	highlighted I believe or I assume it's the updated so I would do this and I	1					
0:24.6 0:34.8	think you said to press what looks like the infinity symbol which this might be	_					
0:34.8 0:40.9	it and this looks like a of course calendar	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	 0:00 / 0:00 0:02 0:03 	0:04 0:05 0	0:06 0:07 0:08	0:09 0:	10 0:11
0:40.9	but it's not so I went to choose file and I had gone to find in my downloads	O re	kay drill hi um this is w eally confused about be	hat I was cause I would	I'm gonna move would come to	this over he this scene a	ere but I nd I would g
			Bararente - Mara	Mar dan di setta an da sa			

Figure 1.11: Caption Preview Mode

Step Ten

The page will refresh and preview the captions on the video. Select the text box on the left hand side you wish to edit. (figure 1.12)



Figure 1.12: Editing a Caption Text Box

Step Eleven

You can remove a text box by selecting the 'x' in the upper corner. You can also add a text box by selecting the '+' in the lower right corner. **Note:** If you want to add content between two text boxes, there must be an empty space for it to fit. (figure 1.13)

1: 1:	47.2 48.1	Enter subtit	le				8	
1:43 lit canc e sure l	1:4 el and l wasn't o	4 1:45 just do doing	1:46	1:47	1-48	1:49 ne wrong i nank you f	1:50 f that ma or your ti	1:51 ikes sen me l'm ç
	ii							

Figure 1.13: Adding or Deleting a Caption Text Box

Step Twelve

While transcribing your video, a timeline appears under your video with your captions. You can slide the text boxes to sync with your video. When you hover the mouse over the left or right side of the text box, the edges will turn blue and your cursor will change to the horizontal cursor (two arrows on either side). Select the edges to slide them, shrink them, or make them appear longer. (figure 1.14)





Important Note: Background Noise

Keep in mind while you are creating Closed Captions to include any and all background noises such as coughing, music, keyboard clicking, or a chair moving as [coughing], [music], [keyboard clicking], or [chair moving]. *Ideally, record your video in a quite environment with a USB headset.*

Step Thirteen

When you believe you have your timestamps and captions completed correctly, select save changes at the upper right hand side of the screen. (figure 1.15)



Figure 1.15: Save Changes

Your browser will refresh to the published video page. (figure 1.16)

When you're finished, click "Retu	rm to YouTube Studio"		Return to YouTube Studio
	Manage subtitles and closed captions		
		✓ Subtitles published. ×	
		Add new subtities or CC 🔻	
		PUBLISHED	
		English	
	Play (k)		
	► 🔹 a:00 / 0:00		
		Community contributions: Off Turn on Video language: English Change language	

Figure 1.16: Published Video Page

Step Fourteen

When you are done, select Return to YouTube Studio in the upper right hand corner next to your icon. (figure 1.17) It will take you back to your dashboard.



Figure 1.17: Return to YouTube Studio

Step Fifteen

Go back to the video you just edited. In the upper left hand corner you can hover your mouse over the thumbnail and View on YouTube will appear. (figure 1.18)





Your video How to Moodle? Figure 1.18: View on YouTube

Step Sixteen

Once you have selected **View on YouTube**, it will open a new tab with your video. Your video should have an icon with "CC" on the right hand side. Select "CC" to turn on Subtitles/Captions. (figure 1.19)



Step Seventeen

Your captions should now appear on your video. Make sure to watch your video with the captions on to see if they synced correctly. Remember, you can go back and edit your captions. (figure 1.20)



Figure 1.20: YouTube Video with Captions Turned On

Alternative Methods for Captioning YouTube Videos

Step One

Go to <u>YouTube.com</u> and sign into your account. (figure 1.1)



Step Two

Once you are signed in, select the upper right hand icon. A pull down menu should appear. **Note:** The sample images are with Dark theme off and on). (figure 1.2)



Figure 1.2: Youtube Pull Down Menu Location

Step Three

Select YouTube Studio to go to your Channel Dashboard. (figures 1.3 and 1.4)



Figures 1.3 and 1.4: Accessing Youtube Studio

Step Four

Once you are in your channel's dashboard, you can select either the Videos tab or the Subtitles tab. (figure 1.5)



Step Five

You can also select **Subtitles** to access the **Channel Subtitles** page. From here you can select the video you want to add your subtitles or closed captions (cc). (figure 1.7)

	Channel subtitles					
	All Drafts Community Publishe	ed				\$
Your channel	Video	Languages	Upload date	Modified on	Title & description	Subtitles
Dashboard	How to Moodle? Add description 1:57	1 🗸	Mar 1, 2018	Mar 1, 2018	-	-

Figure 1.7: Channel Subtitles Page

Step Six

Once again, select your language. We will select English again. (figure 1.21) You may choose to make this the default for your entire channel.

Croatian	
Czech	
Danish	
Dutch	
Dutch (Belgium)	
Dutch (Netherlands)	
Dzongkha	
English	
English (Canada)	
English (Ireland)	
English (United Kingdom)	
English (United States)	
Esperanto	
Estonian	

Figure 1.21: Selecting a Language

Step Seven

You can also add	captions by going to the Subtitles page after choosing your video. (figure 1.22)
← Channel videos	Video subtitles

_					
4 ann 4 annn 4 ann 4 ann 4 ann 4 ann 4 ann 4 ann 4 ann 4 ann 4 ann 4		Language	Modified on	Title & description	Subtitles
	1:57	English (video language)	Mar 1, 2018	Published by Creator	ADD 🖸
Your v How to	ideo Moodle?				
	Details				
1.	Analytics	ADD LANGUAGE			
	Editor	Community contributions			
	Comments	Community Contributions Off for this video			
	Subtitles				

Figure 1.22: Adding Subtitles on the Subtitles Page

Step Eight

Select **Add** on the right side of the **Video Subtitles** screen. It will open a new tab with three selection methods to choose how you want to add closed captions to the video. (figure 1.23)

When you're finished, click "Retu	n to YouTube Studio"		Return to YouTube Studio	ALC
	Manage subtitles and closed captions: English			
		SELECT METHOD Choose how you want to add subtitles or closed captions to this video:		
		Upload a file 🛛 🕜		
		Transcribe and auto-sync 🛛 🔞		
	,	Create new subtitles or CC 🛛 🔞		
	II ◀) 0:00 / 0:00 🔅			

Figure 1.23: Caption Options

Important Note

Upload a File allows you to upload a text transcript or timed subtitles file. Please reference YouTube's <u>Supported Subtitle and Closed Caption Files</u> page, under **Broadcast File Formats (TV and movies)** for additional file format information. (figure 1.24)



Figure 1.24: Selecting a Transcript File to Upload

If you are new to creating caption files, you may want to use SubRip (.srt) or SubViewer (.sbv). They only require basic timing information, and can be edited using any plain text editing software. You can also save a word file as plain text by going to **save as** and selecting **plain text** from the file format list. There are Advanced and Broadcast file formats as well.

Transcribe and Auto-Sync allows you to type or paste in a full transcript of the video and subtitle timings will be set automatically. You should type all of the spoken audio in the text box. If you're making Closed Captions be sure to incorporate sound clues like [music] or other identifiers for background sounds. (figure 1.25)

	Actions 🔻			
VIDEO TRANSCRIPT O Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.				
Type what's spoken h	iere			
*				
	Pause video while typing			

Figure 1.25: Adding Transcript for Auto-Sync

Create New Subtitles or Closed Captions (CC) allows you to create subtitles and closed captions by typing them in as you watch the video. (figure 1.26)

Transcribe and set timings: English

Actions *			
Type sub	title here then press Enter	+	
0:05.9 0:11.6	Hello there welcome to module nine and in module nine we'll be talking ab	8	
		+	

Figure 1.26: Adding Captions as YouTube Video Plays