

# YouTube Subtitle and Closed Caption Tutorial

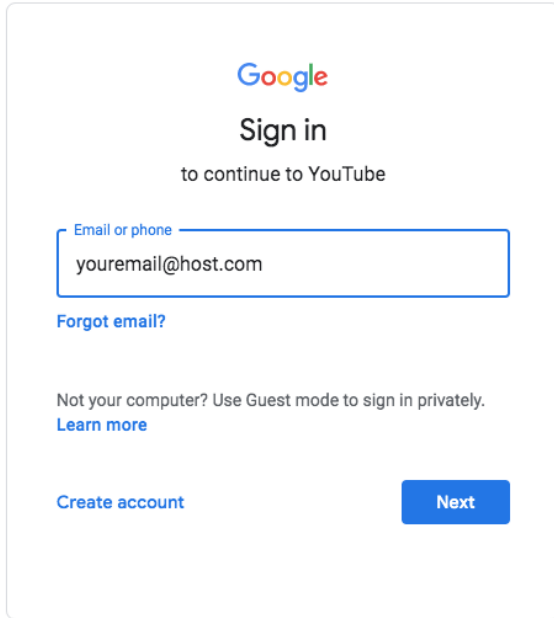
Use the following table of contents to quickly reference steps during the process of captioning your YouTube video(s).

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## Step One

Go to [YouTube.com](https://www.youtube.com) and sign into your account. (figure 1.1)



English (United States) ▾ Help Privacy Terms  
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)

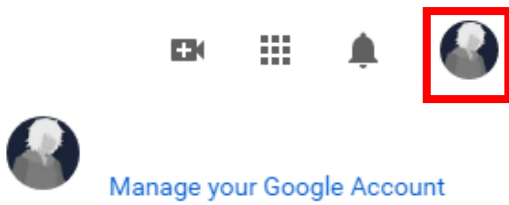
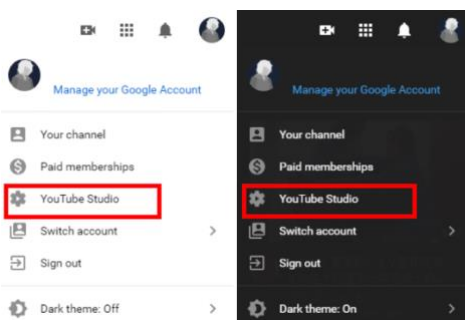


Figure 1.2: Youtube Pull Down Menu Location

## 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)

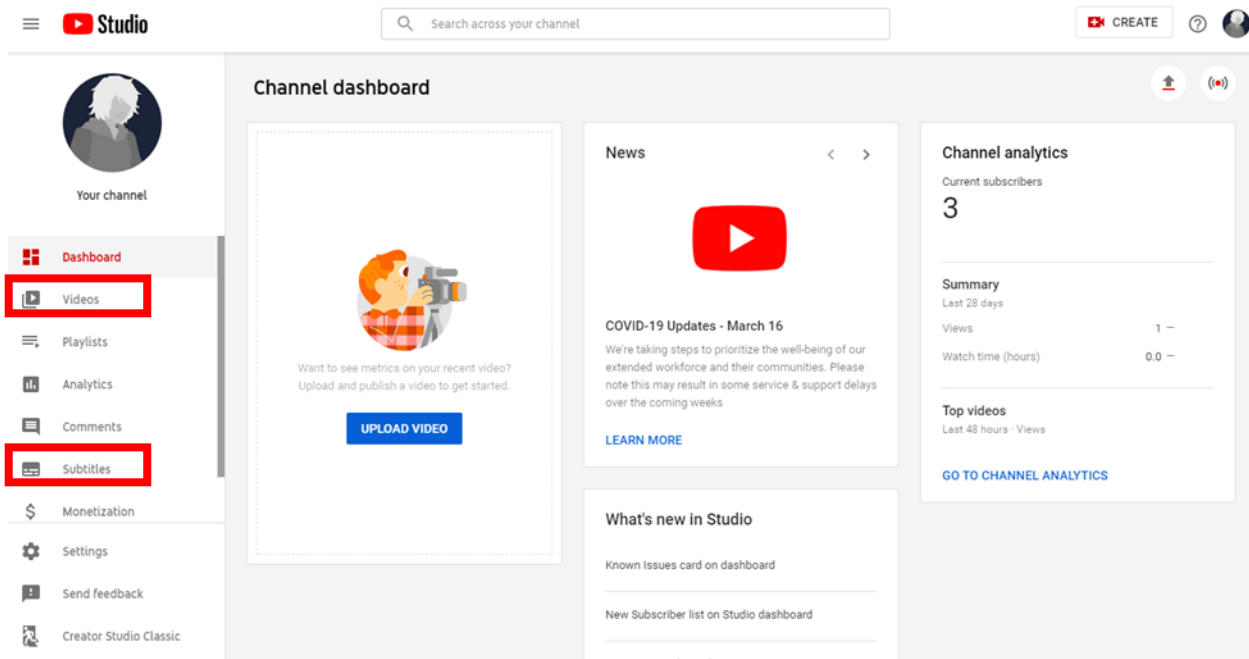


Figure 1.5: Youtube Account Dashboard

## 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.

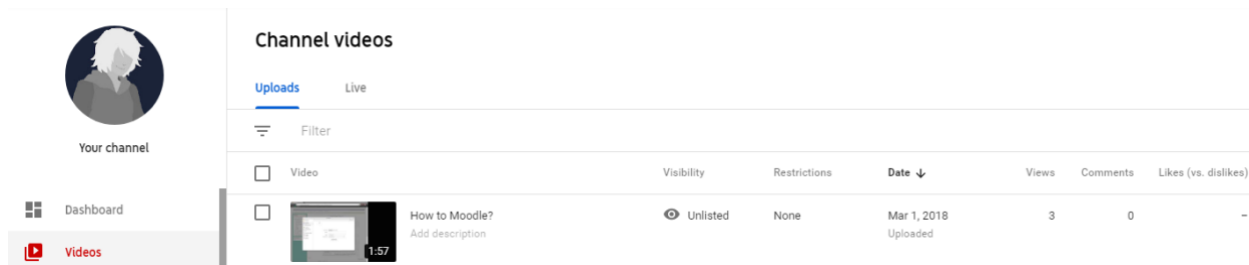


Figure 1.6: Channel Videos Page

## 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)

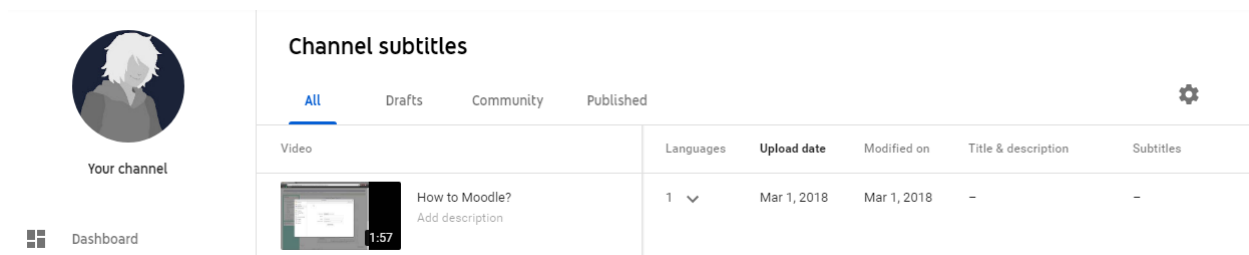


Figure 1.7: Channel Subtitles Page

## 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)

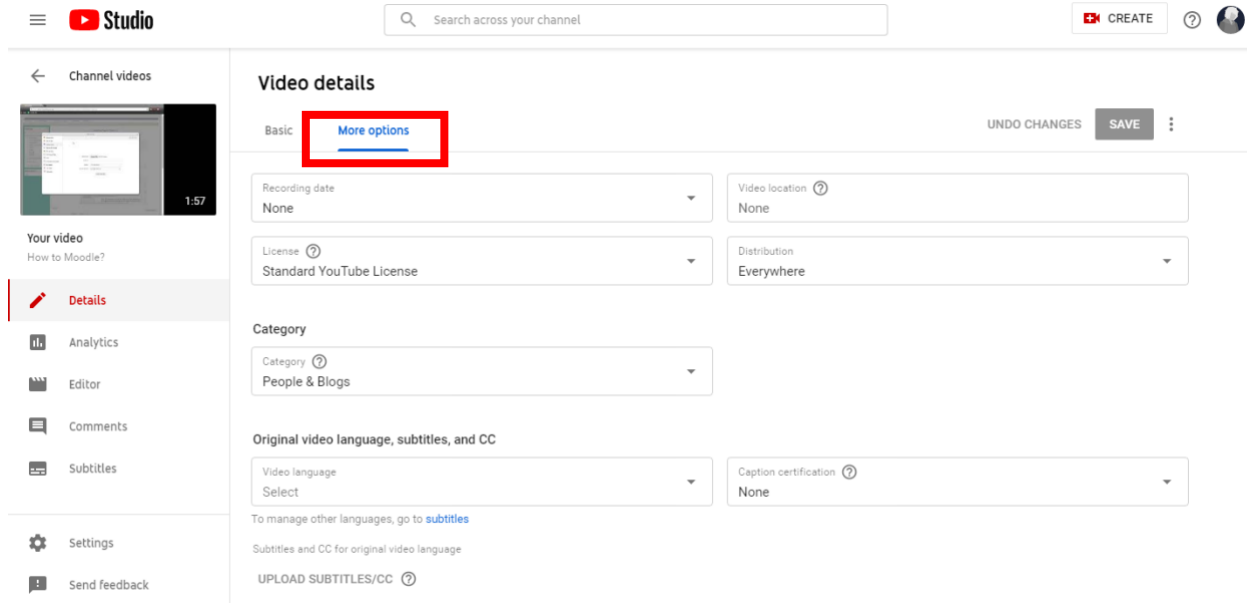


Figure 1.8: Video Details Page

## 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

Video language  
English

To manage other languages, go to [subtitles](#)

Subtitles and CC for original video language

English by YouTube (automatic) ⋮

[UPLOAD SUBTITLES/CC](#) ?

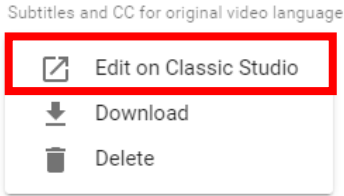
Figure 1.9: Captioning Youtube Video

### 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)



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)

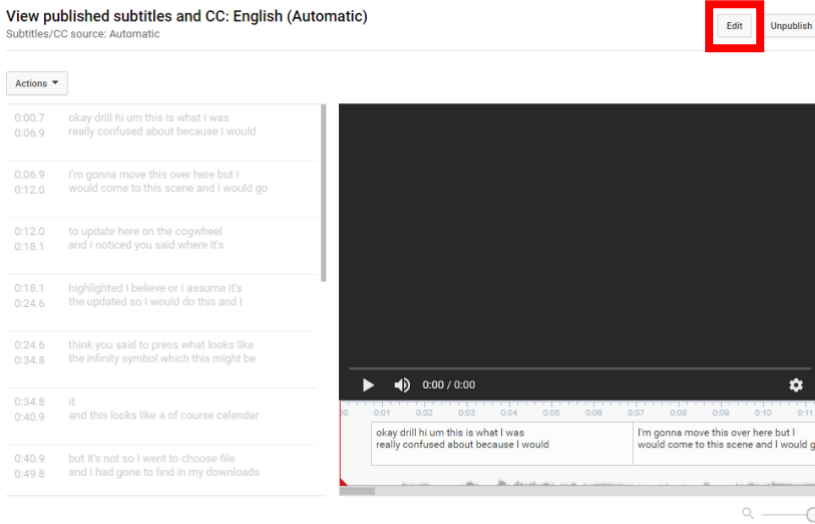


Figure 1.11: Caption Preview Mode

## 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)

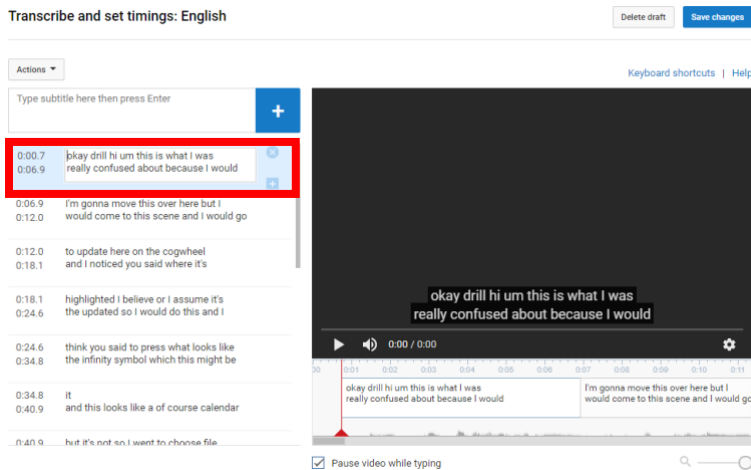


Figure 1.12: Editing a Caption Text Box

## 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)



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)

Transcribe and set timings: English

All changes saved in Drafts

Delete draft

Save changes

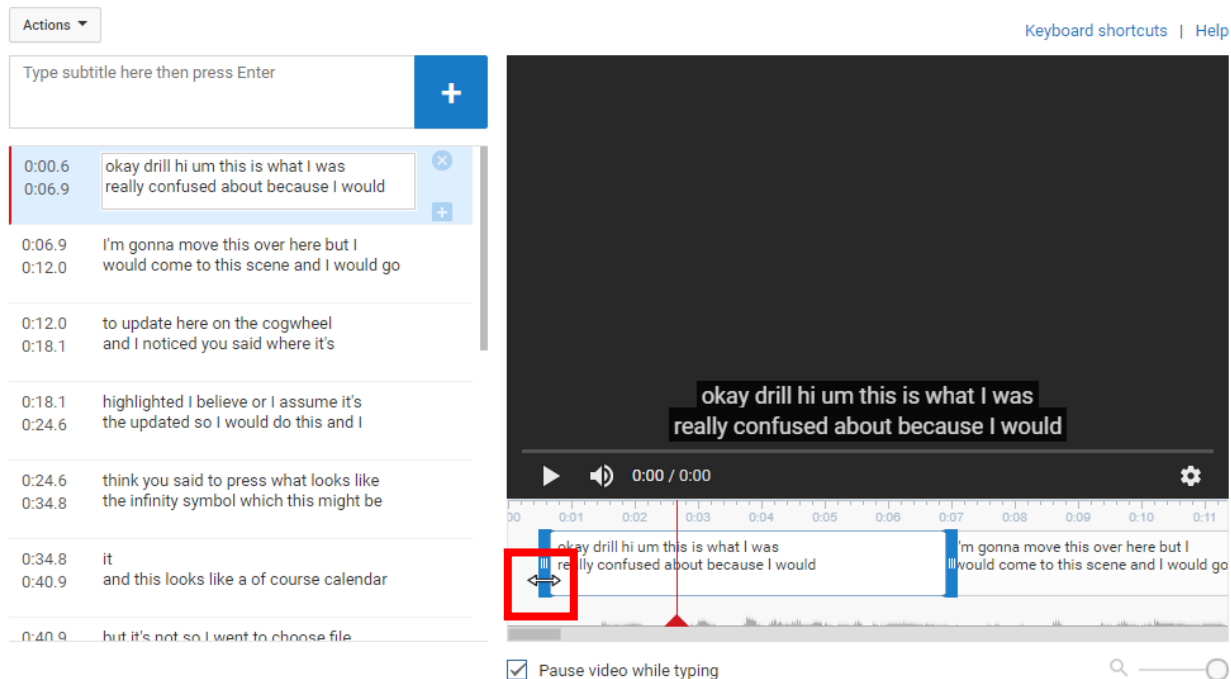


Figure 1.14: Editing a Youtube Video Timeline

## 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)

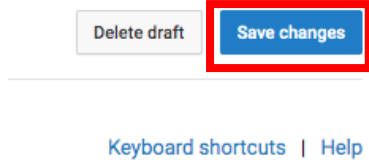


Figure 1.15: Save Changes

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

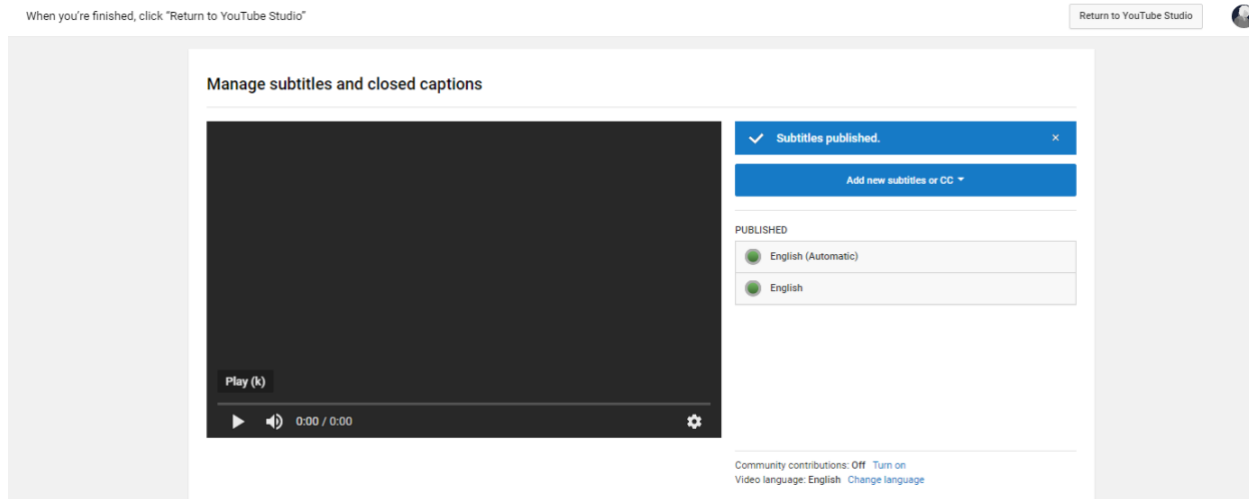


Figure 1.16: Published Video Page

## 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.

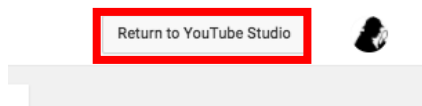


Figure 1.17: Return to YouTube Studio

## 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)

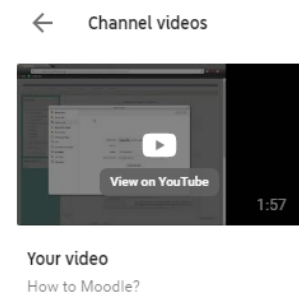


Figure 1.18: View on YouTube

## 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)

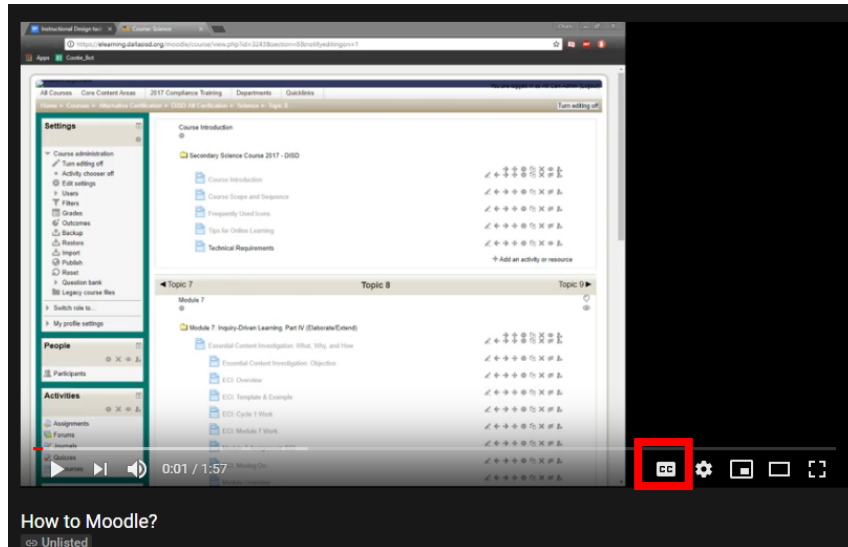


Figure 1.19: CC Icon on YouTube Video

## 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)

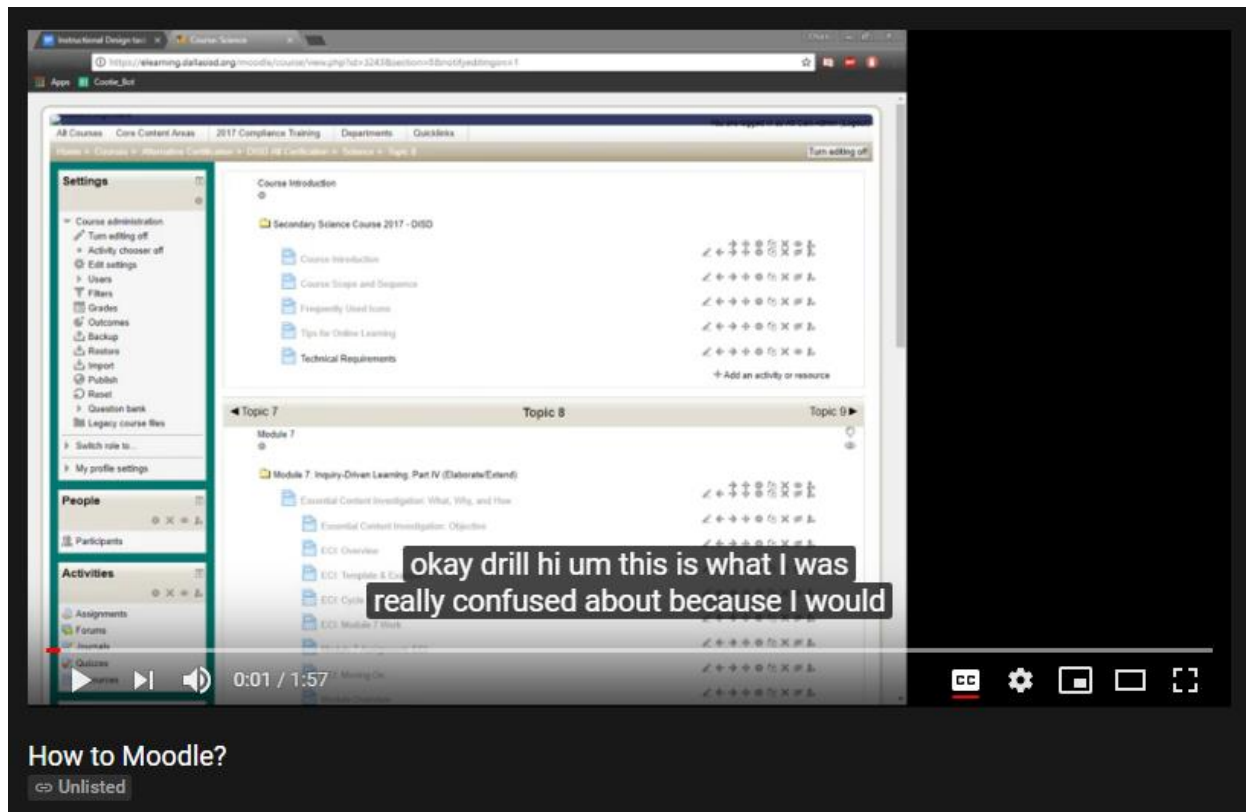


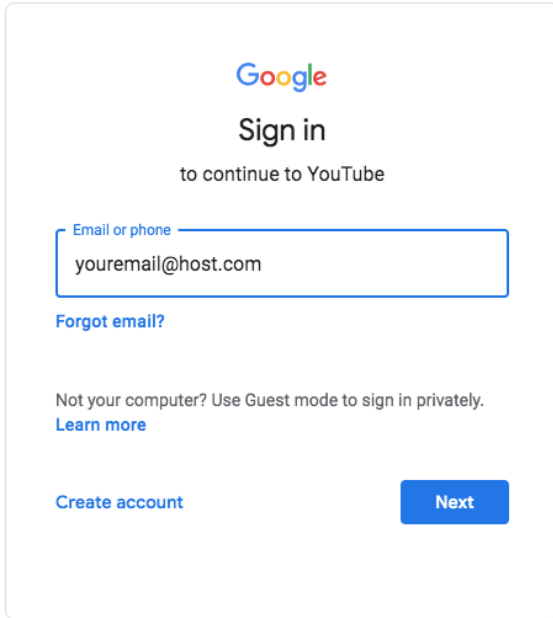
Figure 1.20: YouTube Video with Captions Turned On



# Alternative Methods for Captioning YouTube Videos

## Step One

Go to [YouTube.com](https://www.youtube.com) and sign into your account. (figure 1.1)



English (United States) ▾ Help Privacy Terms  
Figure 1.1: Signing into Youtube

## Step Two

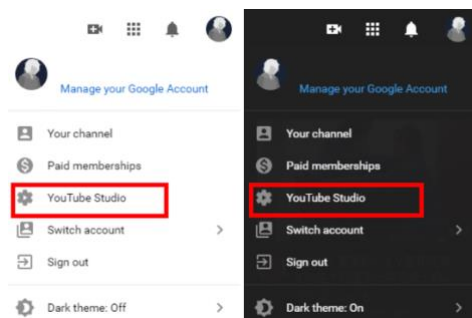
Once you are signed in, select the upper right hand icon. A pull down menu should appear. **Note:** The sample images are with Dark theme off and on). (figure 1.2)



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)

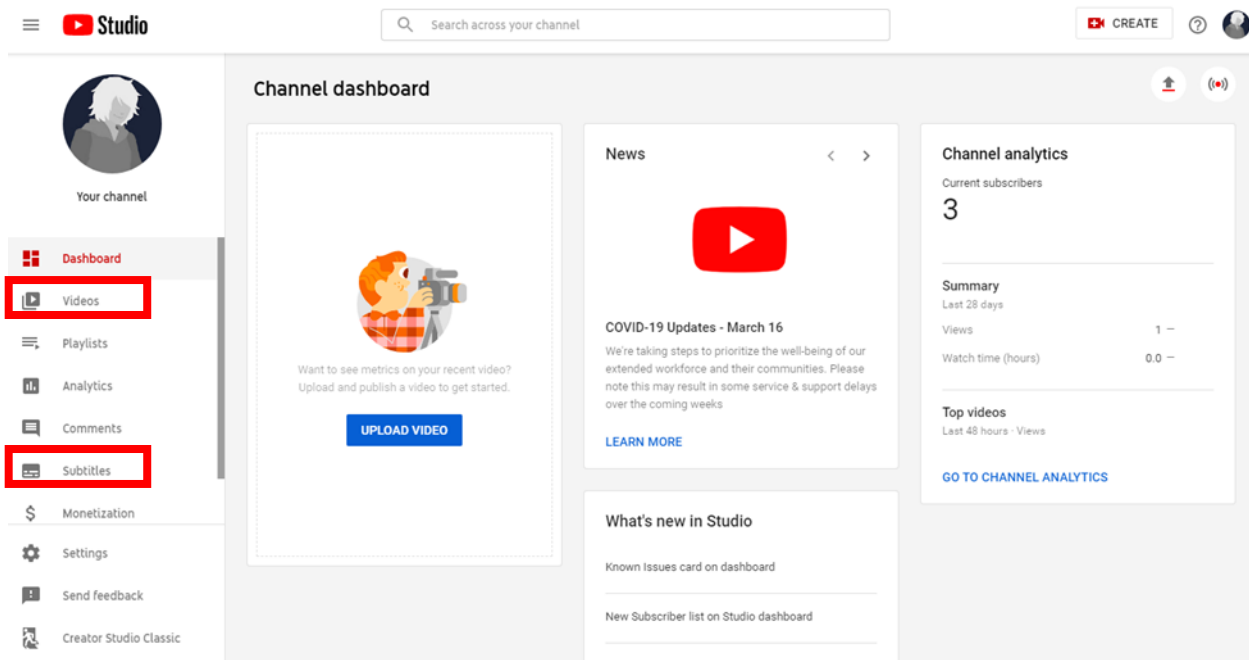


Figure 1.5: Youtube Account Dashboard

## 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)

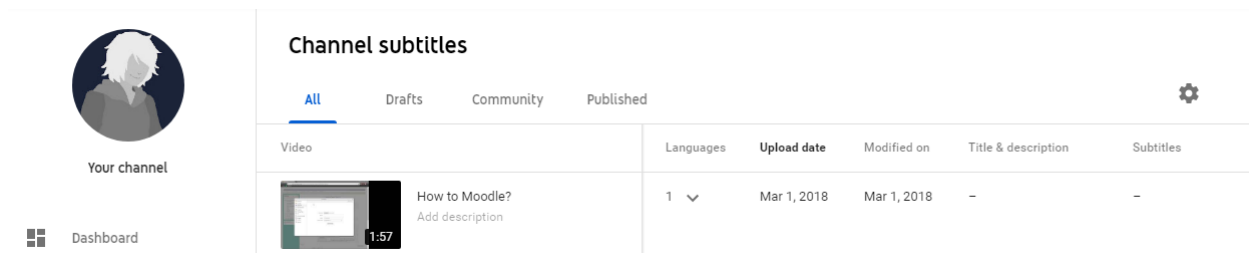


Figure 1.7: Channel Subtitles Page

## 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.*

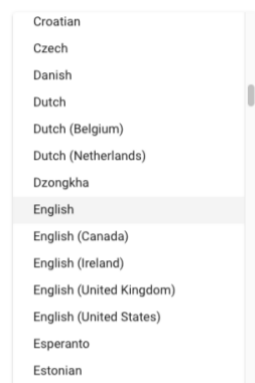


Figure 1.21: Selecting a Language

## Step Seven

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

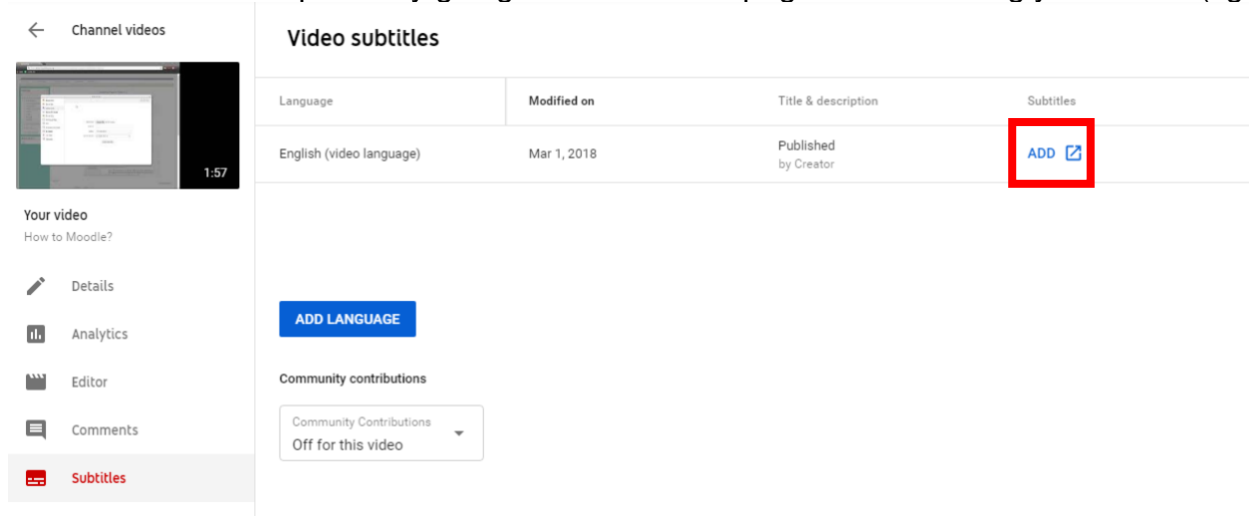


Figure 1.22: Adding Subtitles on the Subtitles Page

## 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)

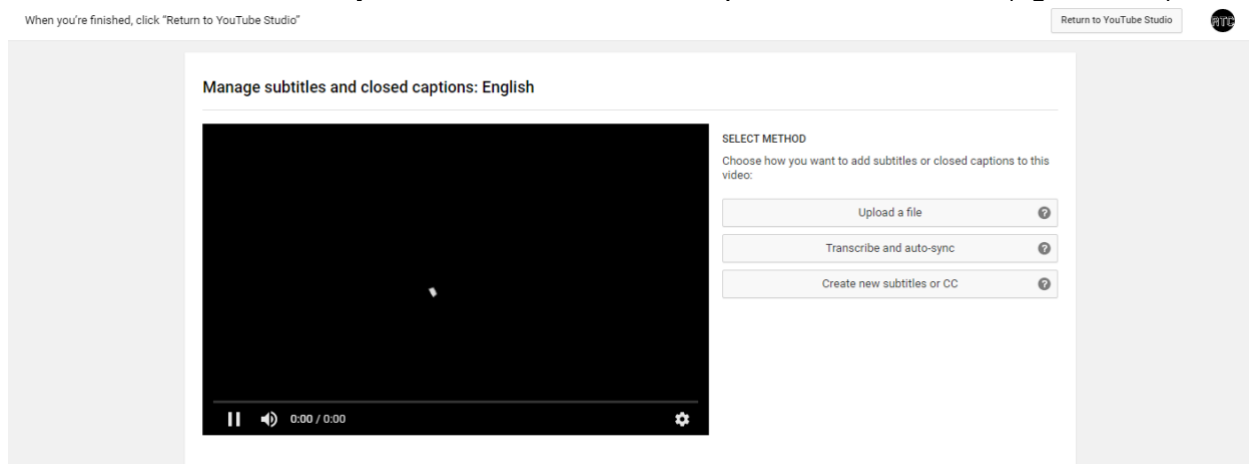


Figure 1.23: Caption Options

## Important Note

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

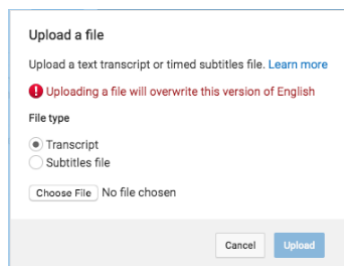


Figure 1.24: Selecting a Transcript File to Upload

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)

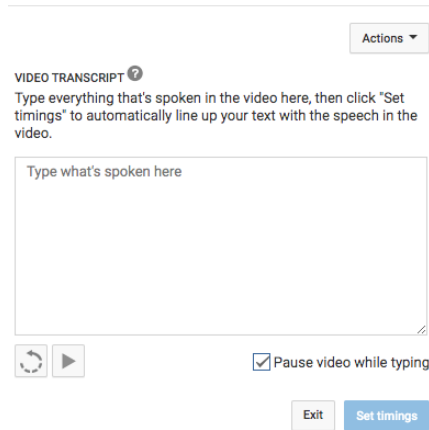


Figure 1.25: Adding Transcript for Auto-Sync

**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

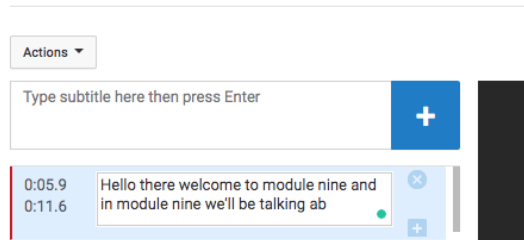


Figure 1.26: Adding Captions as YouTube Video Plays