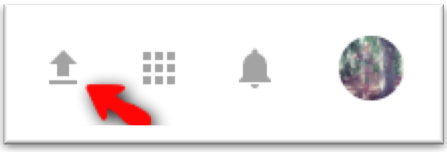
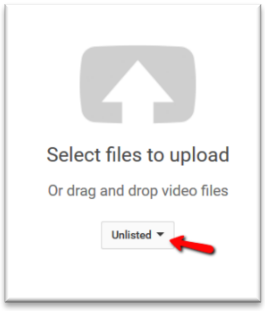
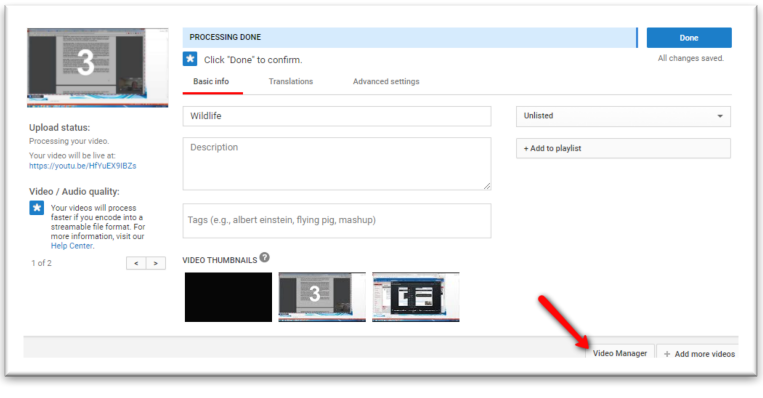
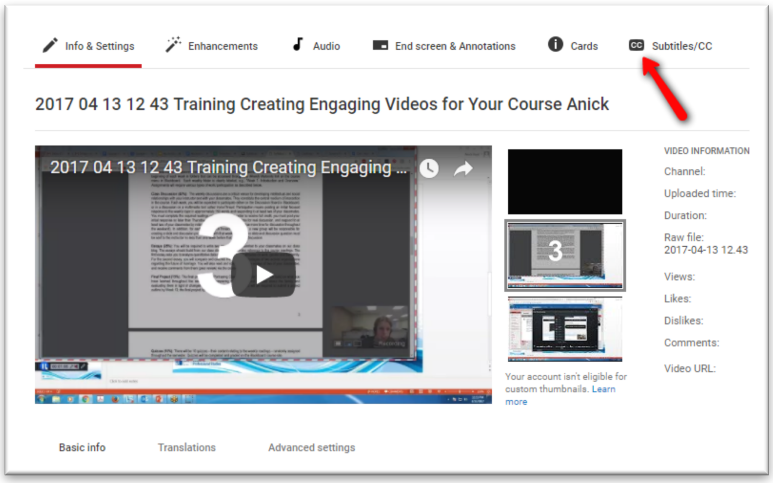
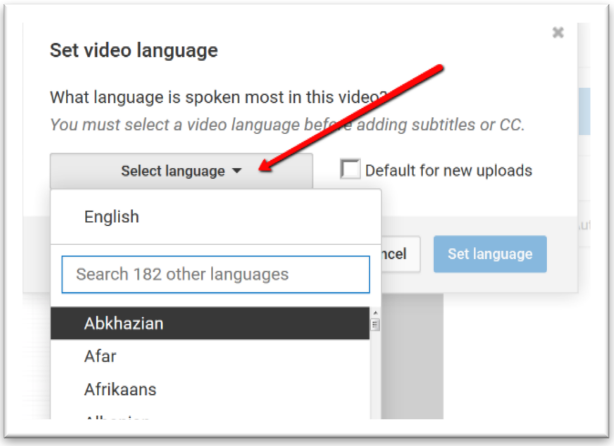
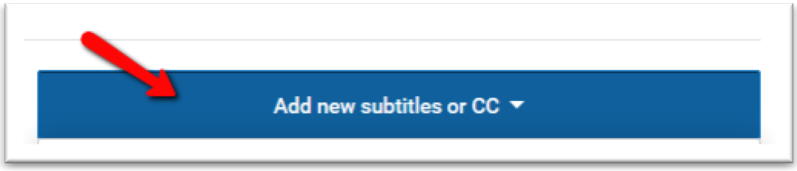
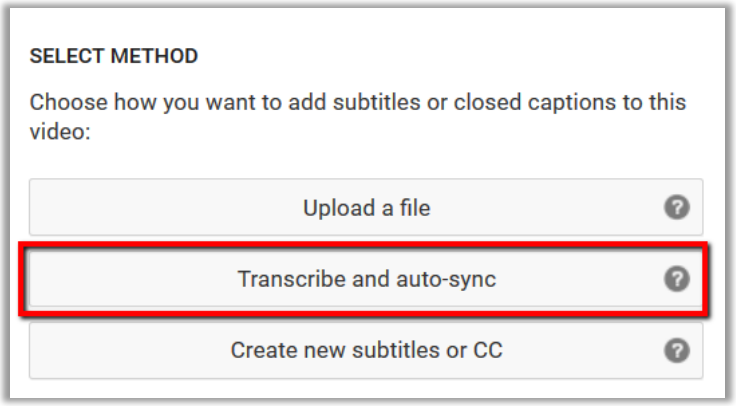
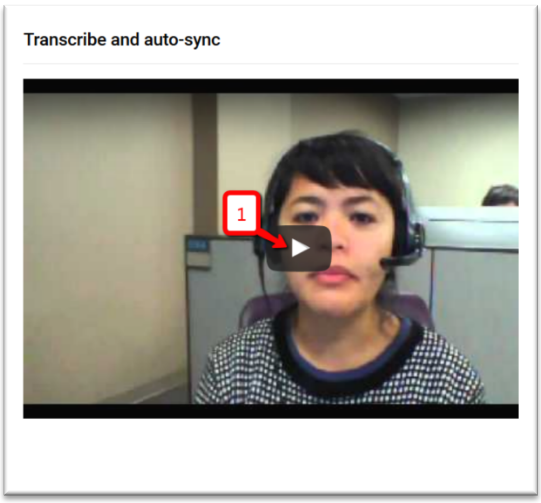
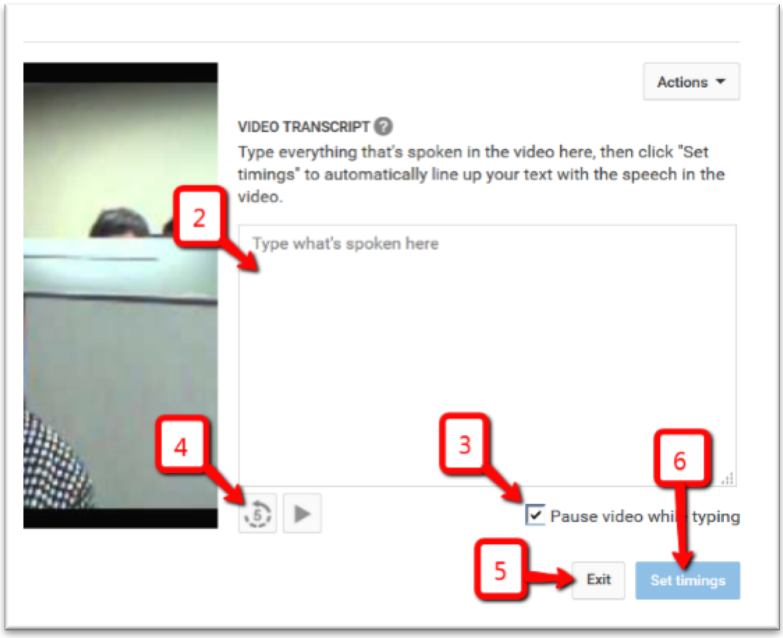
# Captioning Videos on YouTube

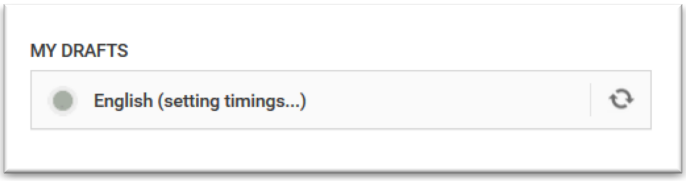
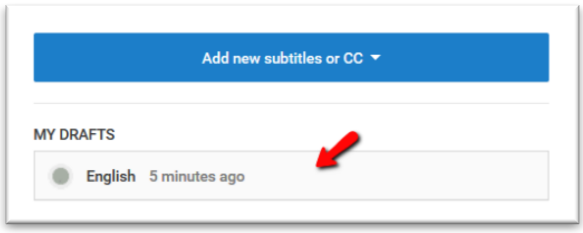
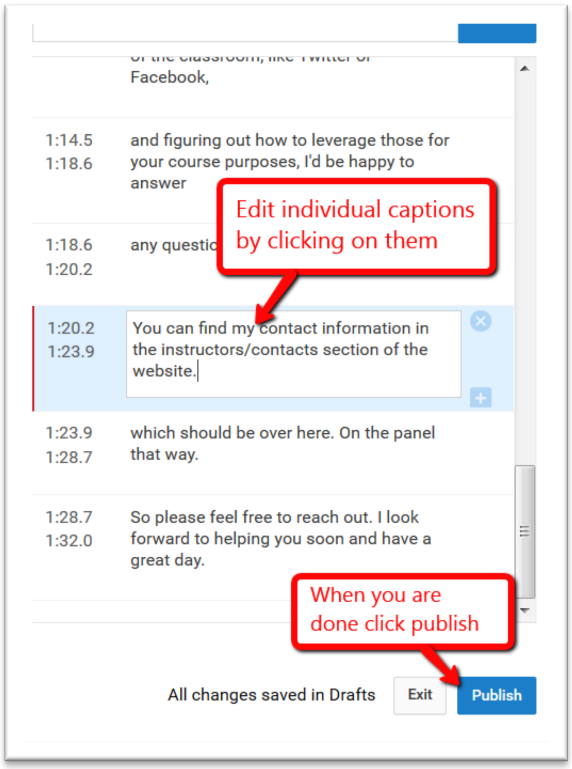
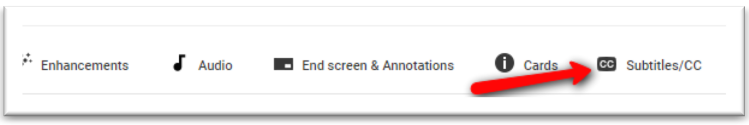
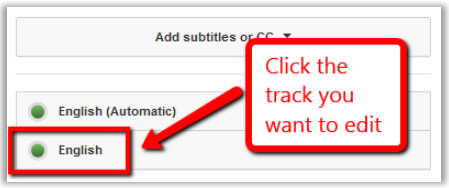
All instructional videos should include captions and/or a text transcript to provide access to the video to all students. Adding captions and creating a transcript is especially easy if you start by working with a script. This guide provides a brief introduction to the captioning tool on YouTube.

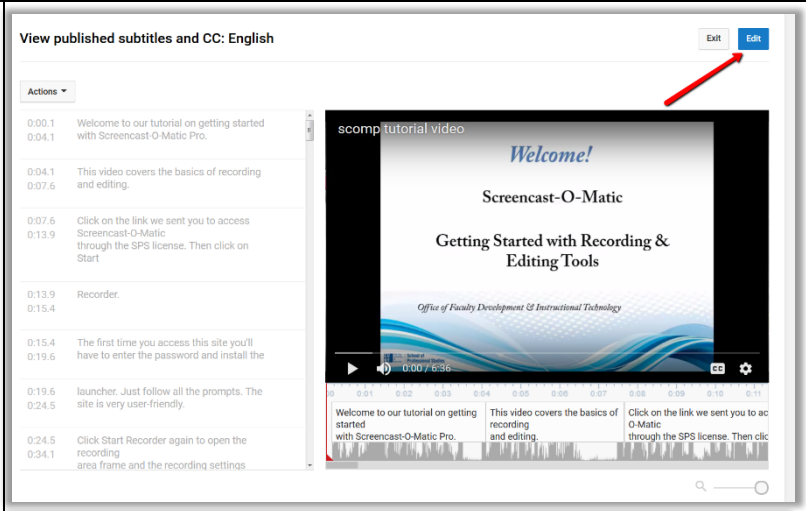
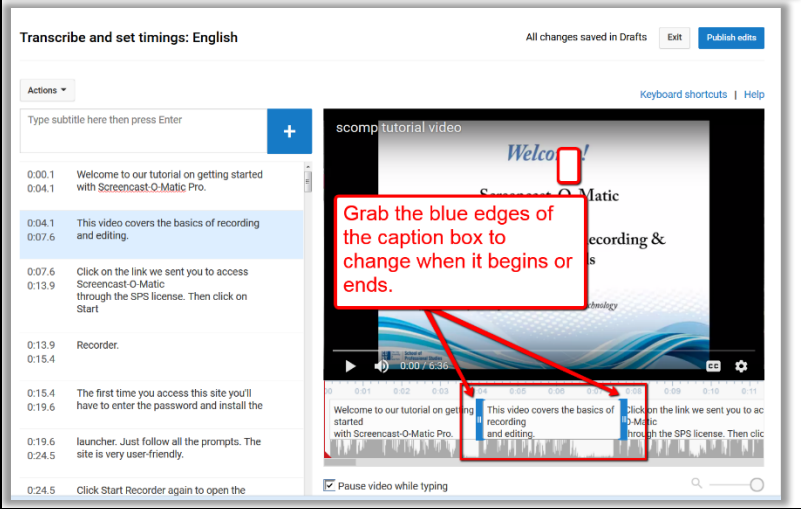
This guide assumes that you already have a YouTube account and a channel. To create a YouTube account, go to www.youtube.com, click on "Sign in" in the upper right hand corner, click on "Add account" on the next screen and then "Create account" on the next one. Once you have created an account and signed in, click on "My Channel" on the upper-left hand side, and follow the instructions for setting up a channel.

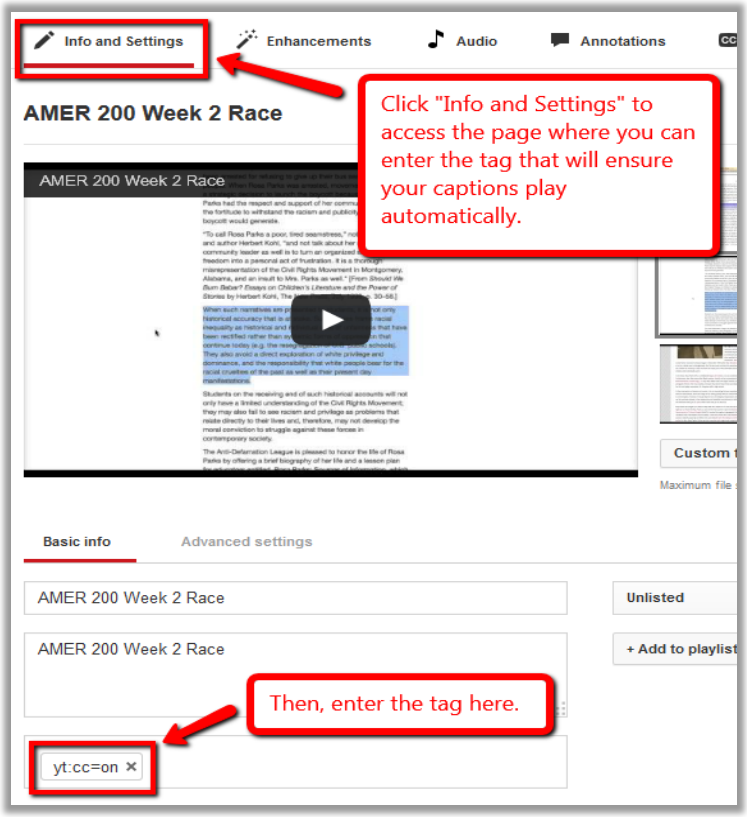
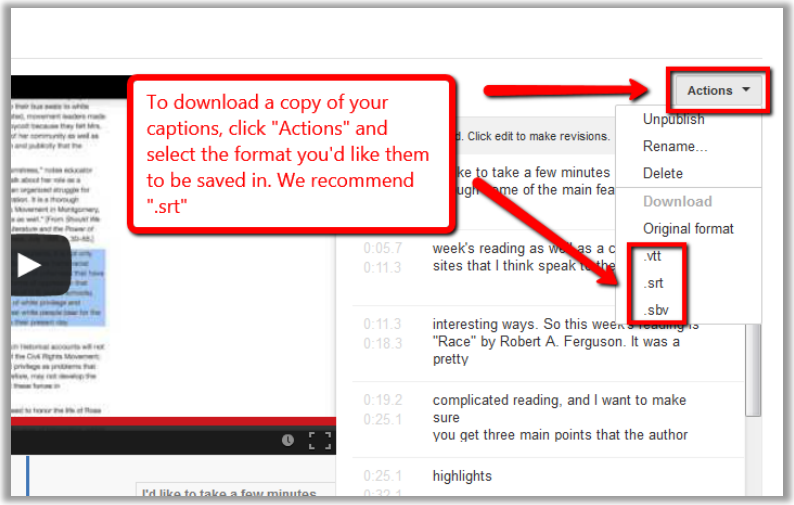
| Step Number and Description | Screenshot |
|---|---|
| **Step 1**<br><br>**Upload the video** you'd like to caption to your YouTube channel. If you are uploading a video from your computer's hard drive, go to youtube.com and click on the "***Upload***" button that appears in the upper right hand corner of all YouTube pages. |  <br><br>Note: Screencast-O-Matic can be linked directly to your YouTube account, allowing you to upload videos to your channel from within the program. For more information on how to use this tool and how to link it to your YouTube account, please see the "Introduction to Screencast-O-Matic" quick guide posted here: http://spsfaculty.commons.gc.cuny.edu/quick-guides/ |
| **Step 2**<br><br>You can then click on the Select Files icon, browse your computer's files and select the video you want to upload, or drag and drop your files. Be sure that you set your course videos to "***Unlisted***." |  |
| **Step 3**<br><br>Once you have uploaded your video to YouTube, **access your videos** by clicking on "***Video Manager***" on the bottom right of the upload status box.<br><br>Click on the video you'd like to work with on the next screen. |  |

| Step Number and Description | Screenshot |
|---|---|
| **Step 4**<br><br>Your video will appear in the center of the screen. To get started adding captions, **click on the "*CC*"** icon on the editing bar at the top of your video. |  |
| **Step 5**<br><br>**On the drop-down menu that appears, Select English (or another language).**<br><br>On the next screen, in the box to the right of your video, click "Add new subtitles or CC." You will be prompted to select the language again. |  <br>  |
| **Step 6**<br>On the next screen, under "***Select Method,***" select "***Transcribe and auto-sync***." |  |

| Step Number and Description | Screenshot |
|---|---|
| **Step 7**<br><br>On the next page you can use your script as the basis for new captions or type captions from scratch.<br><br>If **you used a script** to record your video:<br>• **Copy and paste your script into the box [2]**.<br>• Press enter between words if you would like to force the next caption to begin with that word—this can be useful to ensure that a new sentence begins with its own caption.<br>• Finally **click "*Set timings*" [6]**.<br><br>To create captions **from scratch**:<br>1. Press the "***Play***" button to play the video **[1].**<br>2. **Type your captions** into the box on the right **[2].**<br>3. The video will pause while you are typing and start again when you stop.<br>4. You can click the "Back 5 sec" button underneath the textbox to rewind the video in 5 second increments **[4].**<br>5. YouTube automatically saves your work, so you can select ***Exit*** and return later to continue **[5]**.<br>6. If you are finished transcribing the video, click on "Set timings." YouTube will sync your captions to your video. This can take a few minutes.<br>**NOTE: DO NOT** click "**Set timings"** until you are finished transcribing the video. |  <br>  |

| Step Number and Description | Screenshot |
|---|---|
| **Step 8**<br><br>After you click on Set timings, you will be returned to your video's "Subtitles and CC" page, where under the heading "My Drafts" you will see that YouTube is setting the timings for your captions.<br><br>When set timings is finished, click on the **"*English*"** button on the subtitles page to check your captions. |  <br>  |
| **Step 9**<br><br>Play the video to check that the captions are accurate and synced correctly.<br><br>To make corrections to your CC text, in the sidebar next to your video, click on the caption you want to edit and make any necessary changes.<br><br>If the timing of a caption needs to be adjusted, see the options in Step 11.<br><br>When you are finished, click on **[*Publish*]**. |  |
| **Step 10**<br><br>You can **edit your captions** after they are published by clicking on the [*CC*] icon at the top of your video.<br><br>Select the track you would like to edit. |  <br>  |

| Step Number and Description | Screenshot |
|---|---|
| **Step 11**<br><br>A screen will open with your captions arranged according to the time they are displayed. Click [***Edit***] to **edit your captions**. You can then play your video and change the text and duration of your captions. As your video plays, the corresponding caption will appear in the video, in the box next to the video and in the scroll bar below the video.<br><br>As in step 7, you can play the video and change the text of your captions in the box along the side of the video.<br><br>You can also change the length of time that a caption is displayed by using the scroll bar. To change the duration of a caption, hover over it in the timeline along the bottom of the video. Blue "handles" will appear on either end of the caption box. Drag these handles to where you'd like the caption to begin and end.<br><br>When you're done, click [***Publish edits***]. |  <br>  |

| Step Number and Description | Screenshot |
|---|---|
| **Step 12**<br><br>To ensure that your captions play automatically, you must add a tag to your video. To do so, click on “Info and Settings” at the top of the “edit” screen from Steps 10-11. On the next screen, enter the tag “yt:cc=on” into the bottom field under “Basic Info.”<br><br>When you’re done, click “Save Changes.”<br><br>You can also get to “Info and Settings” from the video playback screen by clicking on the pencil icon at the left end of the edit tools menu below the video, or in Video Manager, in the drop-down menu beside the video title. |  |
| **Optional: Step 13**<br><br>After you have published them, you may want to download a copy of your captions. If you ever delete your video from YouTube or want to use it with another platform, you can associate the captions file with the video file to avoid having to make new captions. To download a copy of the captions, click “Actions” in the upper right hand corner of the edit screen (see Steps 10-11), and select the file format in which you’d like your captions to be saved. We recommend using “.srt” because it works with a wide variety of web players.<br><br>Note: this file will not be readable except by video playing programs. |  |