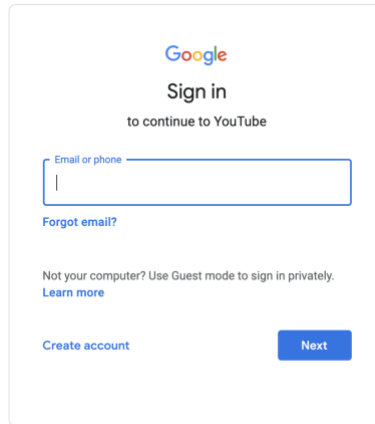


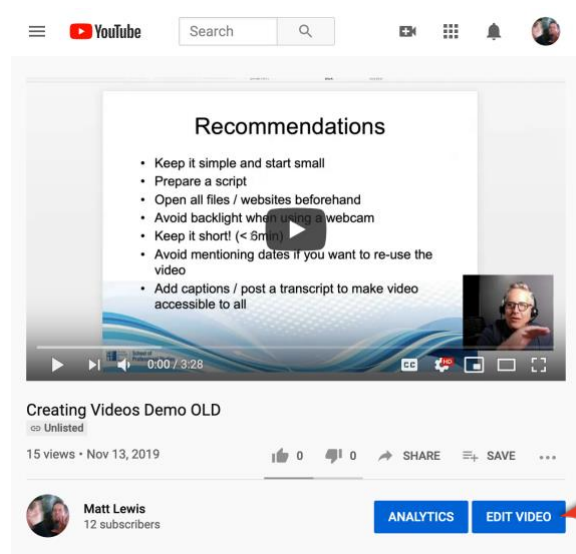
How to Upload a Caption File (.SRT) to YouTube

Follow the steps below after receiving a .SRT caption file from OFDIT. The steps will show you how to upload this file into YouTube so your CC/subtitles appear in your video. When you receive the captioning file (.SRT) be sure to save it to your computer and remember where you saved it. There is no need to open this file as it may not open on your computer. Final Note: The instructions presented below is one way to upload CC/Subtitle files. YouTube's video manager allows for several pathways to access the subtitle/CC menus.

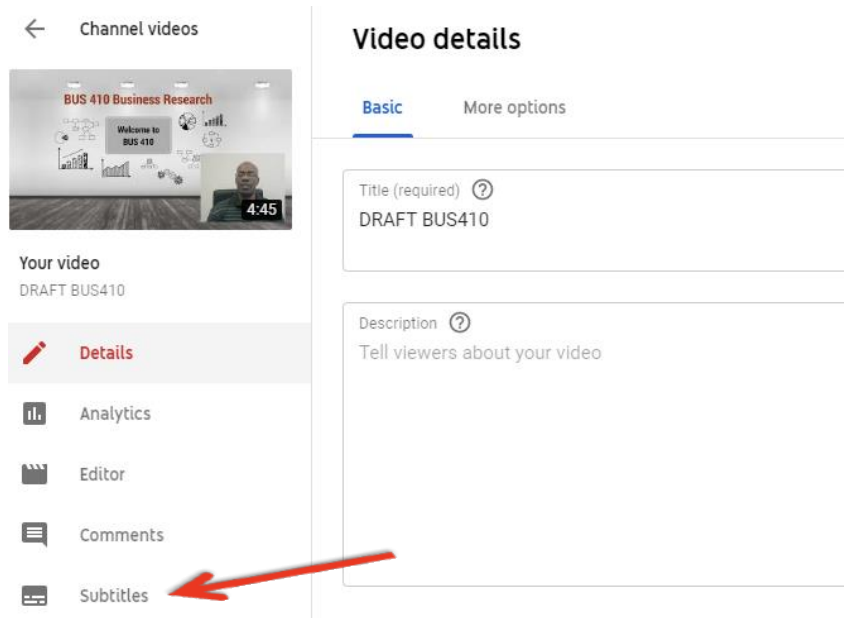
Step 1: Log into your YouTube account.



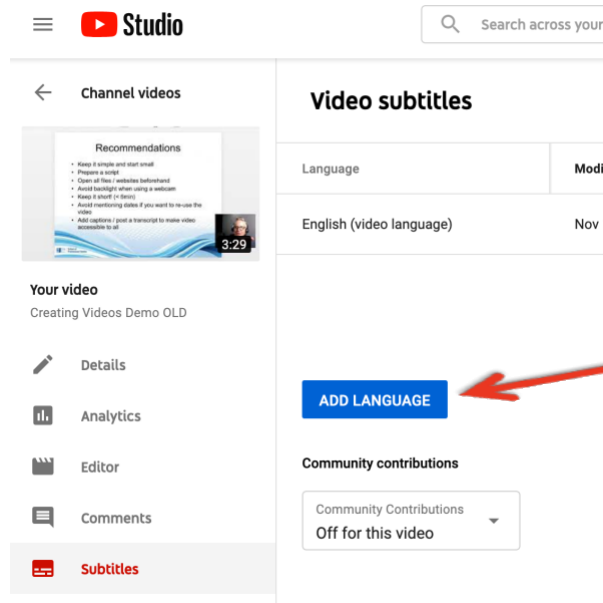
Step 2: Go to the video page for the video you'd like to add captions. Under the video look for a blue button "Edit Video" and click this button.



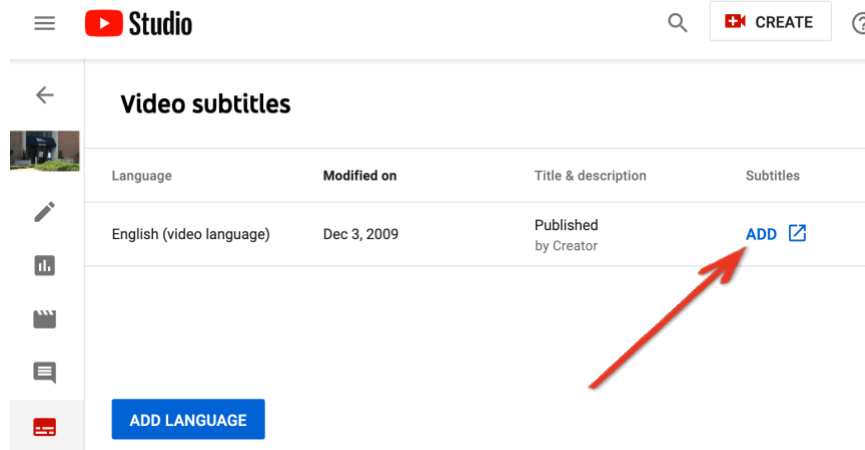
Step 3: You'll be taken to the video details page, look on the left menu for "Subtitles" and click it.



Step 4: Click "Add Language" and choose "English United States." (Assuming that English is the language of your video). If English is already added move to the next step.

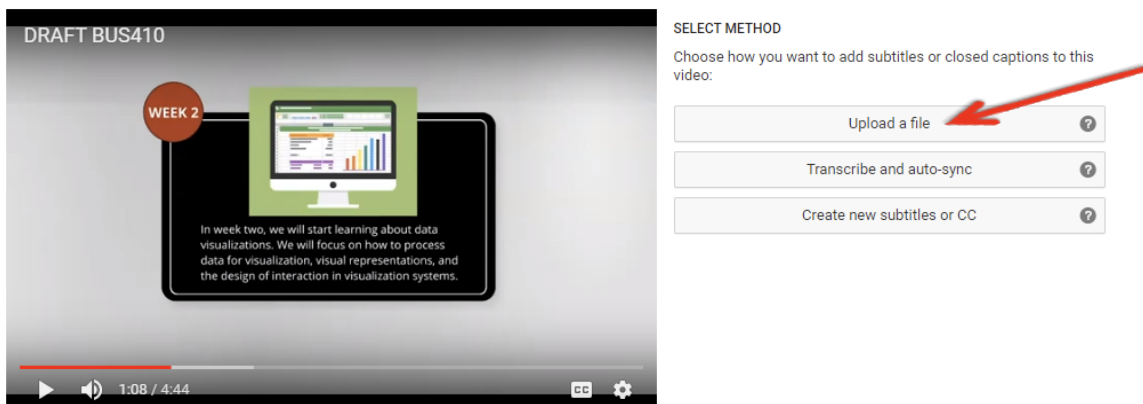


Step 5: Click the “ADD” button.

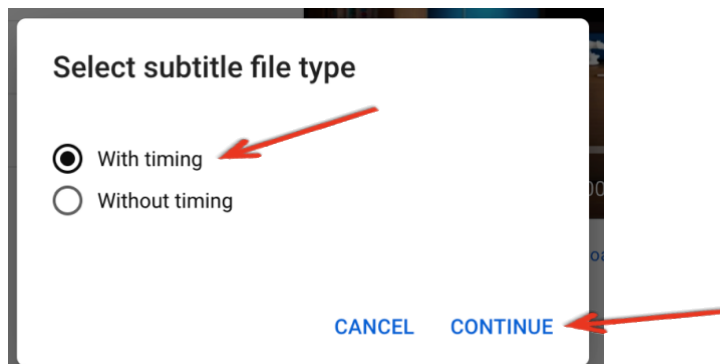


Step 6: In the following window you'll see a preview of the video. Look to the right of the video for a button that says "Upload a file" and click the upload a file button.

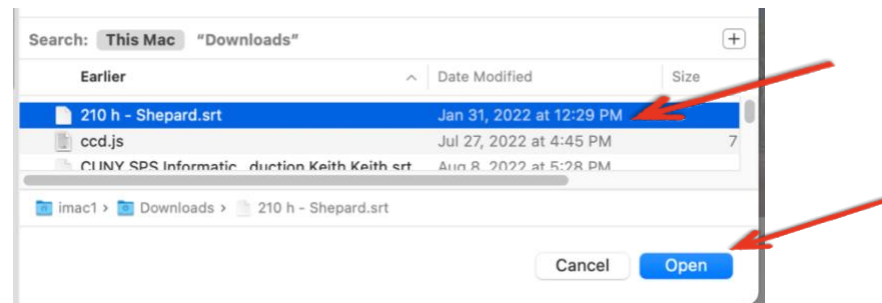
Manage subtitles and closed captions: English (United States)



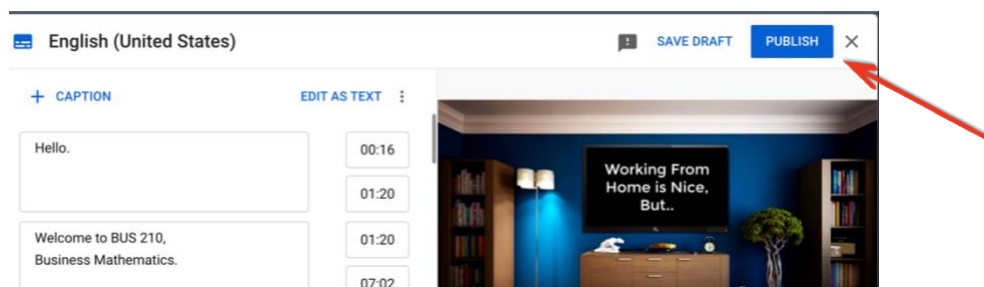
Step 7: In the next pop up box, choose “With Timing” and then click "Continue"



Step 8: Then navigate to .SRT file sent by OFDIT. After choosing this file, click “Open”



Step 9: Once uploaded/added click the "Publish" button on top right.



You've successfully added captions to your video.