# DIY
# Captioning
## Adding captions or transcripts to your YouTube instructional videos

## WHAT ARE YOUR OPTIONS?

**There are four ways to get closed captions to your YouTube videos**

1. **Use Youtube's Automatic Captioning feature**
   *(Note: depending on the sound quality and language, it can take 30 minutes - a couple of hours for the automatic captioning feature to appear. Sometimes automatic captioning may not appear at all. Give at least 24 hours.)*
2. **Manual YouTube Captioning**
3. **Insert a Transcript/ Insert your own closed caption file** (.SRT, .SRI)
4. **Transcribe & Auto-sync**

**Tips Before you upload!**

**Click on the links below to learn about the following prior to uploading your YouTube videos**

[Captioning Style Guidelines: How should your captions look?](#)

[Supported YouTube File formats](#)

[Supported Captioning Formats](#)

[What is a Transcript?](#)

**Closed-Captions or Open-Captions?**

**Closed captions** are captions that are embedded into the video and cannot be seen unless turned on.
**Open captions** are always visible and cannot be turned off. They are burned directly into the video and are a part of the picture. Allows you to upload your videos directly into your LMS.

**YouTube allows you to add closed-captioning to any of your uploaded videos**

1. Visit YouTube.com
2. Sign-In. *You'll be given the option of signing-in with any email address.* If you do not have a YouTube Account, create a YouTube Account.
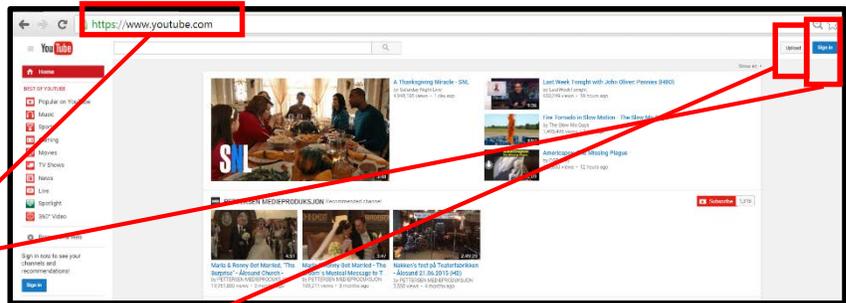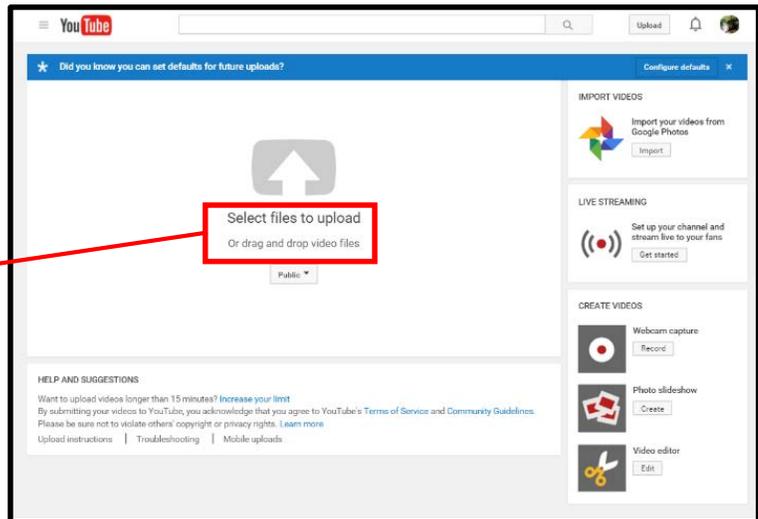
**1. Visit YOUTUBE.COM**

**2. Click SIGN-IN**

**3. Click UPLOAD to bring you to YouTube Upload screen**

**#1** **Upload your instructional material**

**1. Click SELECT FILES TO UPLOAD** or **Drag and drop your videos in the box**
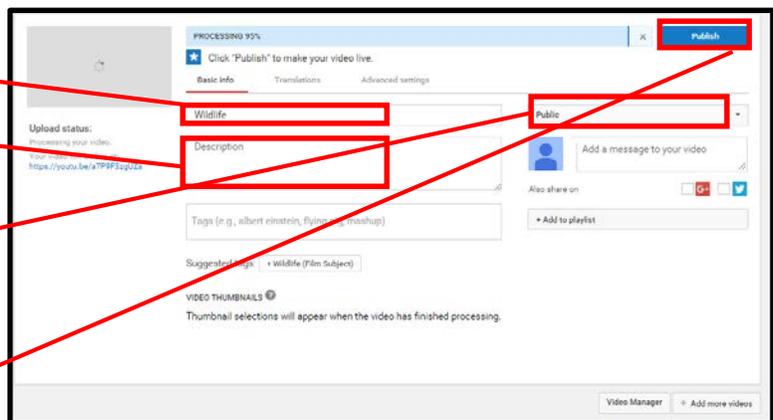
**2A.** Add **Title**

**2B.** Add **Description**

**2C.** If this is an instructional video that *you did not create*, you must set the video on 'Private'

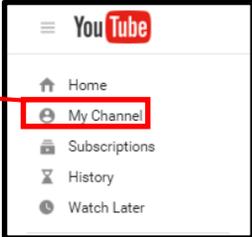**3.** When video is finished loading, then **click** Publish

**CHOOSE One of the following ways!**

**There are four ways to caption in YouTube:**
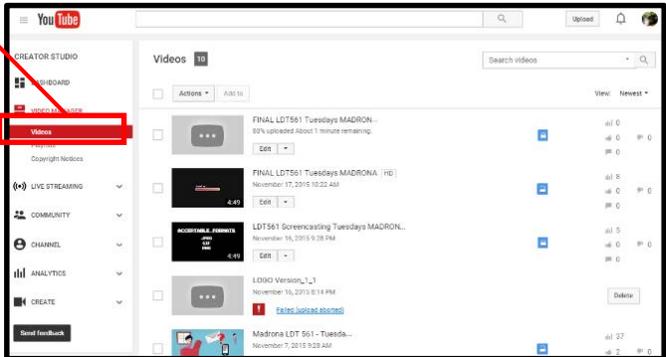Automatic Captioning, Manual Captioning, Insert Transcription/Caption File, *and* Transcribe & auto-sync

You Tube
- Home
- My Channel
- Subscriptions
- History
- Watch Later

**1. Click MY CHANNEL** on YouTube's left-hand module

**2. Click Videos**

**3. Click** video you want to caption

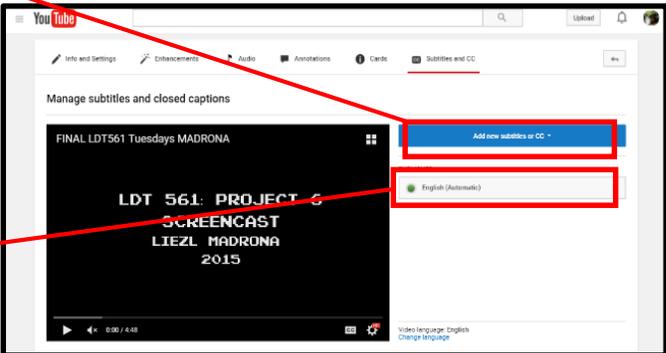**Automatic Captioning**

**4. Click** on CC
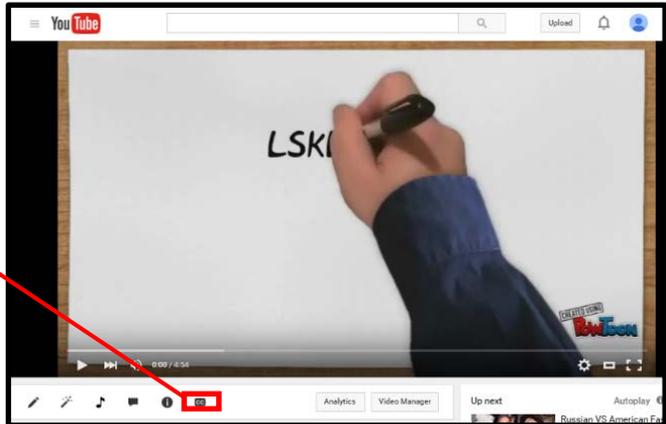
**5. Click on Add new subtitles or CC**

**6. Choose English as language**

**7.** Wait at least 24 hours & hopefully caption will appear

**8. Click** on **English (Automatic)**
If English (automatic) is successful *this bar will appear*. Make sure to watch video because there will most likely be errors!

# How to edit

## Automatic Captioning

**Why doesn't Automatic Captioning always work?**
If the language hasn't initially been set to English during upload or if the audio is particularly poor, auto-caption will not appear.

**1.** If your video has successfully underwent automatic captioning, a CC-mark will appear next to the video of your choice

**2. Click EDIT** dropdown menu, and **click SUBTITLES & CC**

**3. Click English (automatic)**

PUBLISHED

🟢 English (Automatic)

**4. Click EDIT**
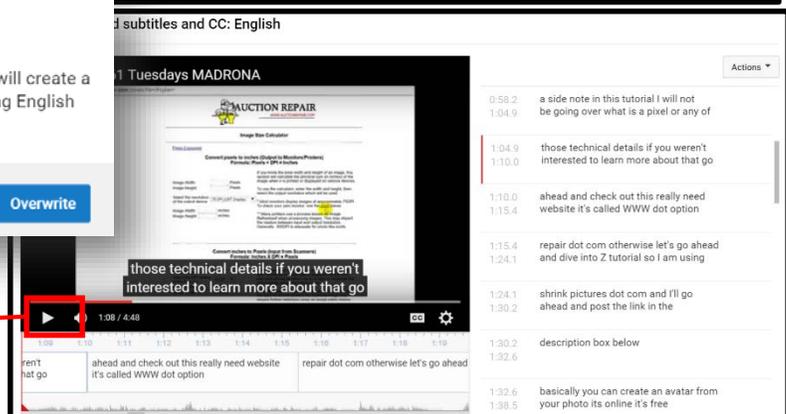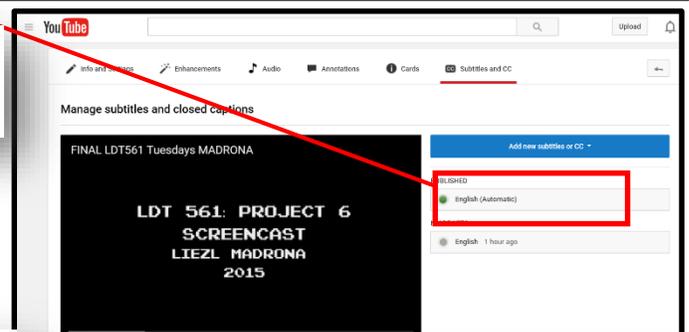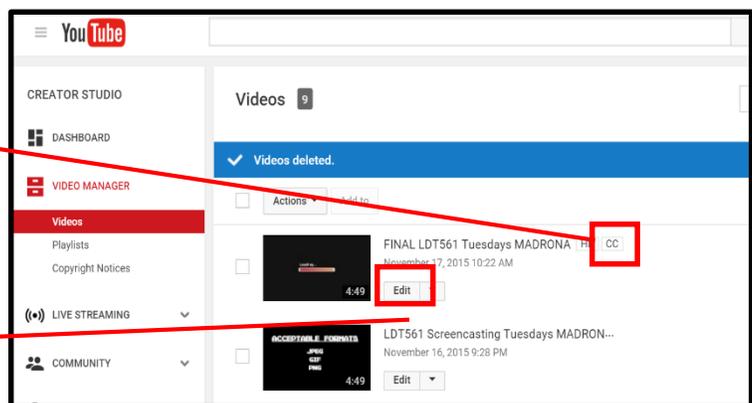
**5. Click OVERWRITE** when this prompt pops up

Overwrite existing subtitles?

Auto-generated subtitles are not directly editable, so this will create a copy that you can edit. Doing so will overwrite your existing English subtitles.

Cancel    Overwrite

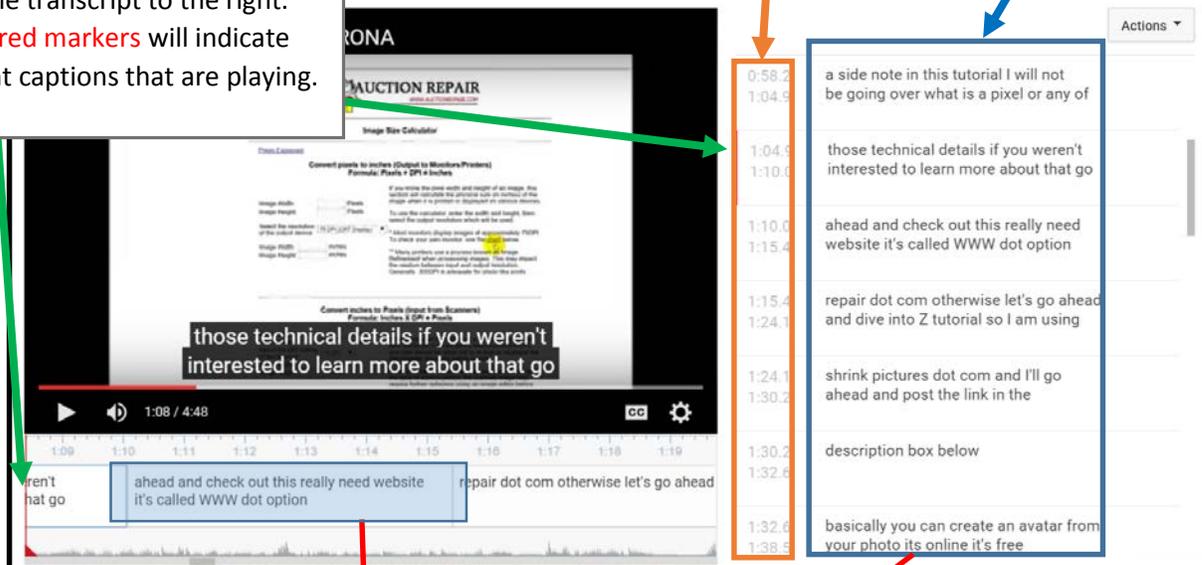**4. Click Play** under video to begin watching your video

# The Anatomy of YouTube Automatic Captioning

**TRANSCRIPT** or your automatic captioning

**Caption Timing** allows you to also edit how long a caption appears on screen

Make sure the caption text syncs with the transcript to the right. These red markers will indicate present captions that are playing.

English

RONA

AUCTION REPAIR

those technical details if you weren't interested to learn more about that go

▶ ◀) 1:08 / 4:48    CC  ⚙

1:09  1:10  1:11  1:12  1:13  1:14  1:15  1:16  1:17  1:18  1:19

ren't    ahead and check out this really need website    repair dot com otherwise let's go ahead
nat go   it's called WWW dot option

Actions ▾

| 0:58.2 1:04.9 | a side note in this tutorial I will not be going over what is a pixel or any of |
| 1:04.9 1:10.0 | those technical details if you weren't interested to learn more about that go |
| 1:10.0 1:15.4 | ahead and check out this really need website it's called WWW dot option |
| 1:15.4 1:24.1 | repair dot com otherwise let's go ahead and dive into Z tutorial so I am using |
| 1:24.1 1:30.2 | shrink pictures dot com and I'll go ahead and post the link in the |
| 1:30.2 1:32.6 | description box below |
| 1:32.6 1:38.5 | basically you can create an avatar from your photo its online it's free |

You can **edit how long a caption** stays on screen here by making the these boxes longer or shorter **on the caption timeline**
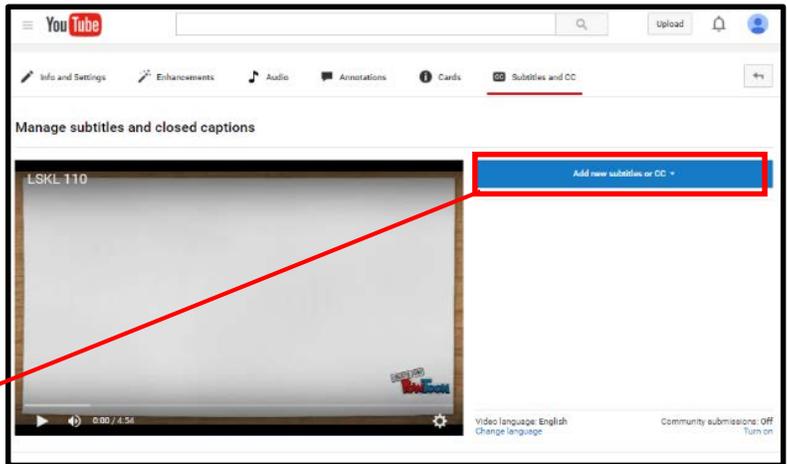
**5.** Listen to audio and edit the text here. Make sure the captions and audio sync!

**6.** After watching the video to make sure the captions are accurate, and you are finished, **click** Publish edits
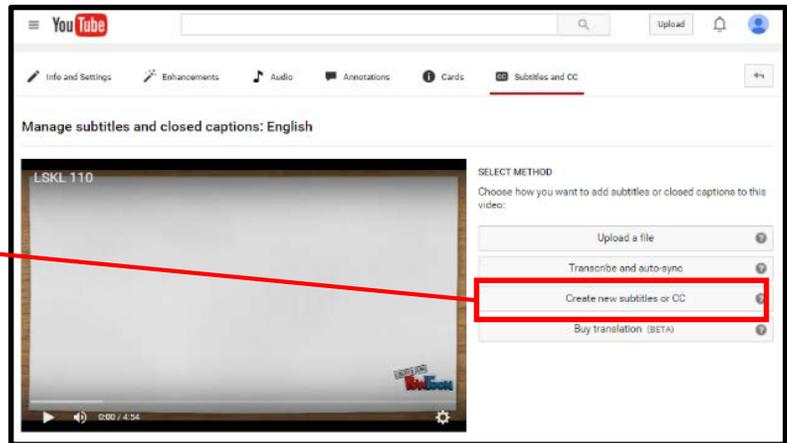
## Manual Captioning



**1.** To **access and edit <u>a specific video</u> that has been uploaded to YouTube**, follow **Steps 1-6** from **PAGE 3**
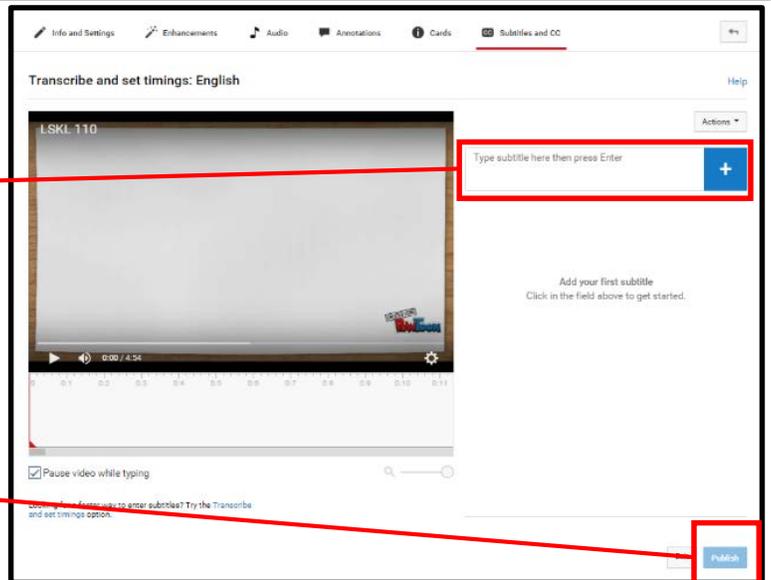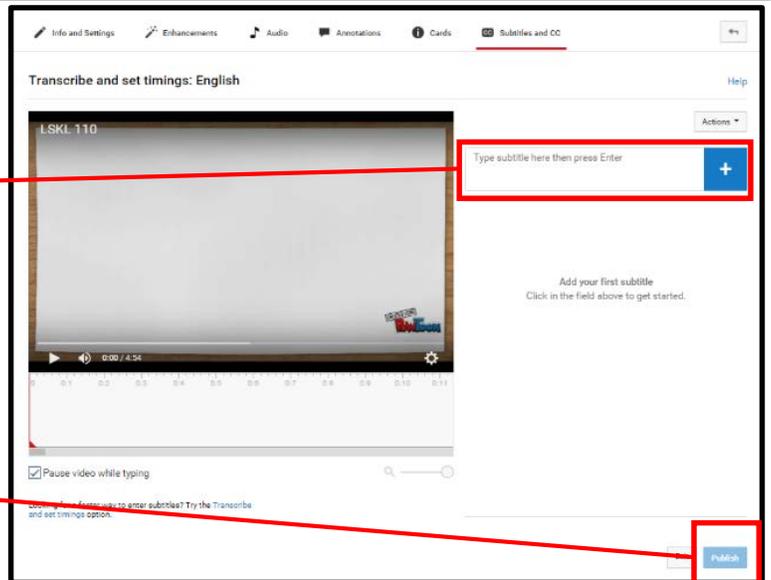
**2. Click** on **Add new subtitles or CC**

**3. Click** on **Create new subtitles or CC**

**4. Begin captioning & Click** [+] **to add caption**

**5. Click Publish**
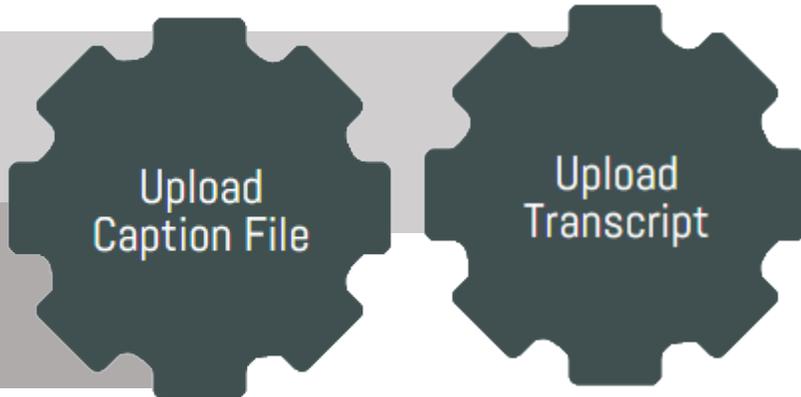
**Upload Caption File**

**Upload Transcript**

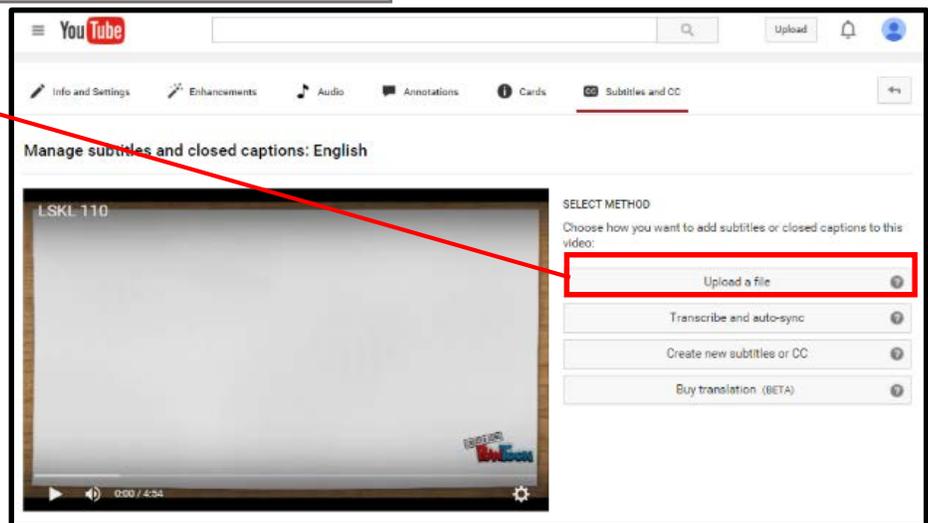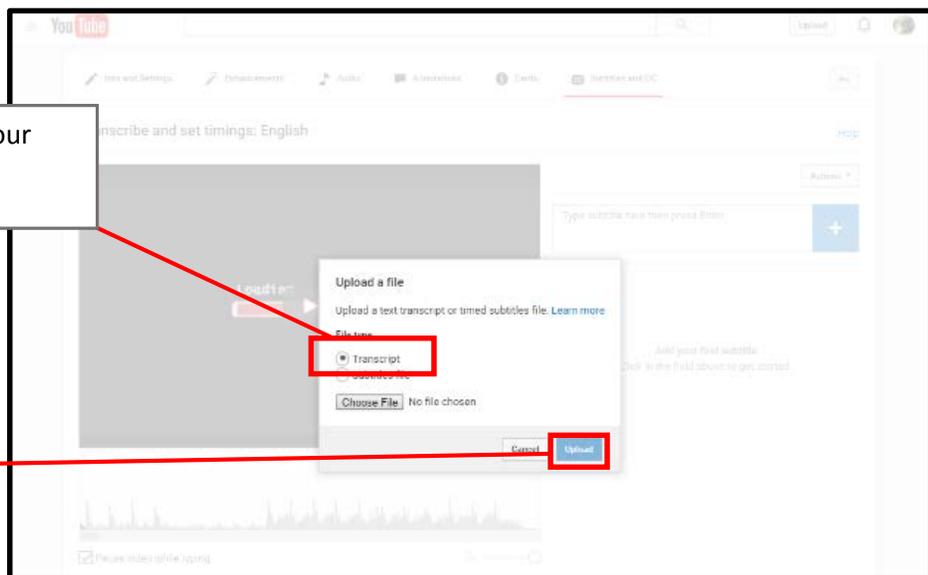**1.** To **access and edit a specific video that has been uploaded to YouTube**, follow **Steps 1-6** from **PAGE 3**

**2. Click** on **Upload a File**



**3. Click** on **Transcript.** Browse in your computer for the appropriate file.

**4. Click** Upload

Transcribe
& Autosync

**1.** To **access and edit** <u>a specific video</u> **that has been uploaded to YouTube**, follow **Steps 1-6** from **PAGE 3**

**2. Click** on **Transcribe & auto-sync**

**3. Click PLAY**



**4.** Begin to type all the spoken audio. If there is background music, add title and artist if known when the music begins. If there are lyrics to the music, you must caption as well.

**5.** Click  Set timings
Wait at least 42 hours for auto-sync to finish.