

# How to Caption a YouTube Video

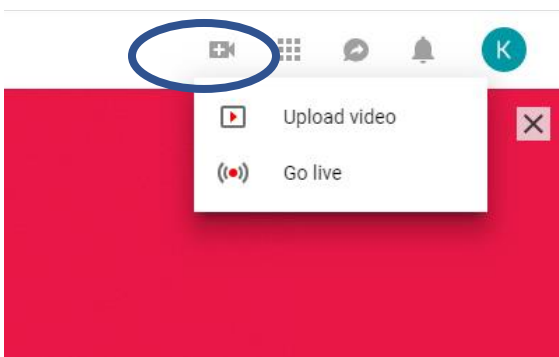
## 1. Sign in to YouTube account:

If you do not have a YouTube Sign in, you will need to create a google account to do this....



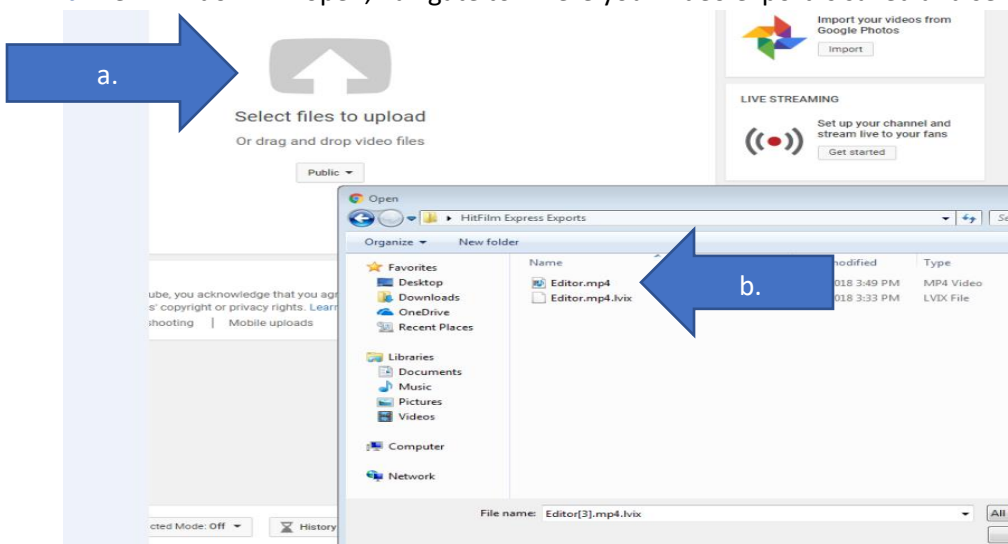
## 2. Upload video:

- Click on camera with plus sign in upper right-hand corner.
- Next click on Upload Video



## 3. Upload video file from saved file:

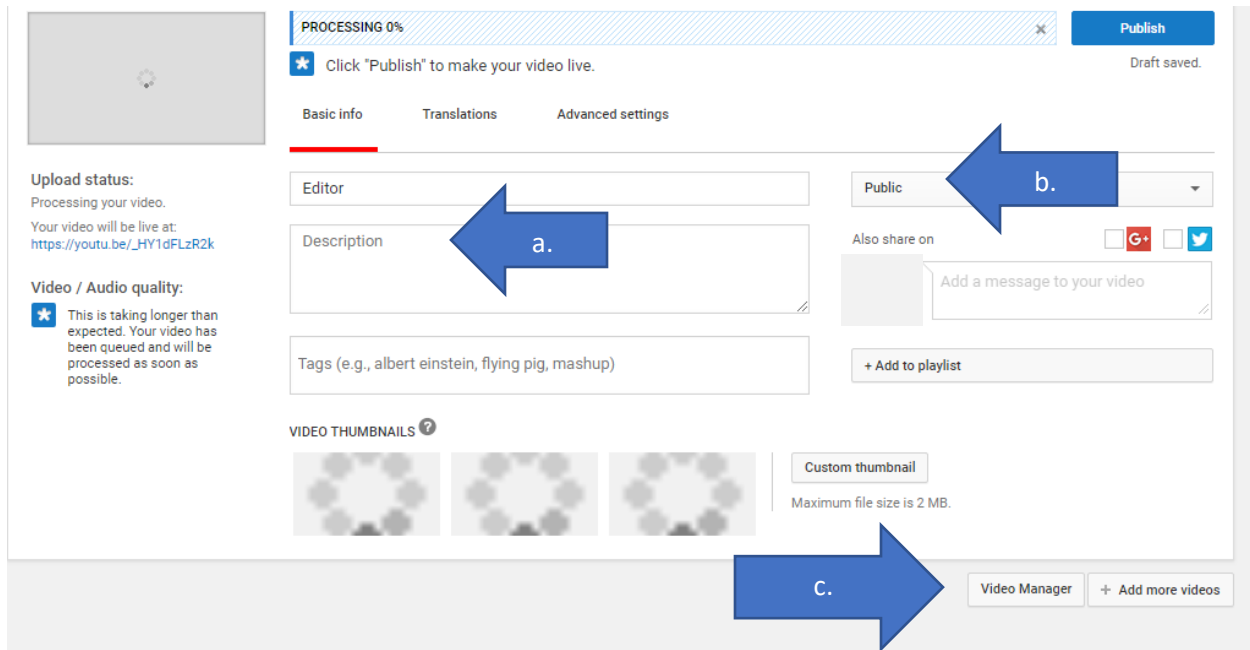
- Click "Select files to upload"
- New window will open, navigate to where your video export is saved and select. Double click.



#### 4. Complete Upload.

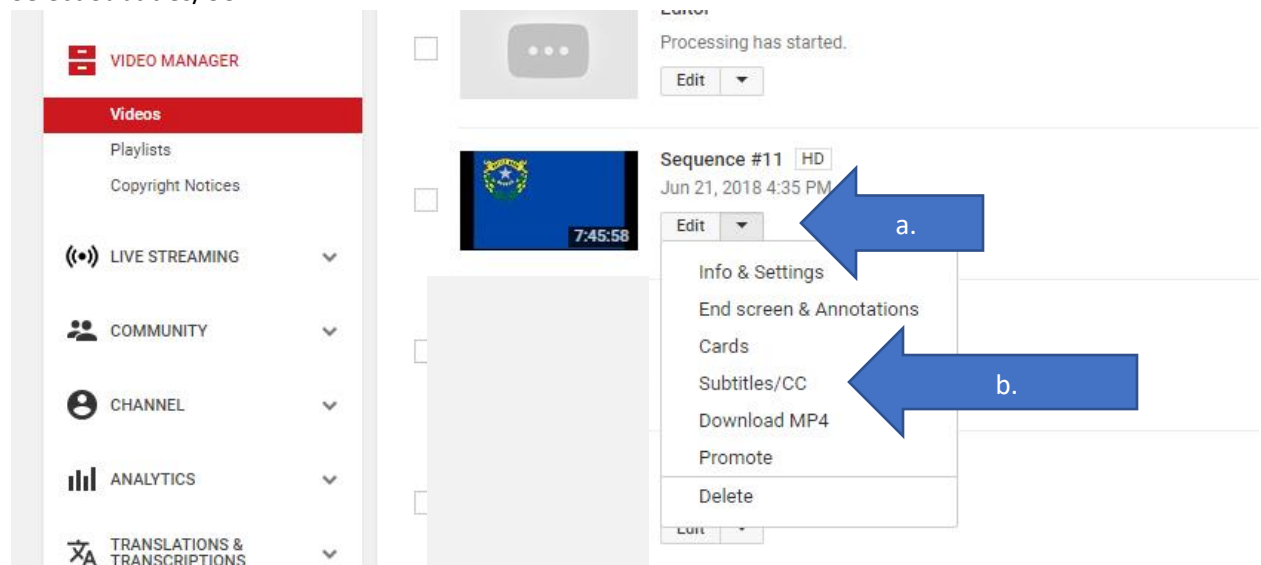
While video is processing:

- a. Enter description of audio/video file.
- b. Select Public.
- c. When video processing is done:  
(this may take a while, depending on length of video).  
Click "Video Manager"



#### 5. Manage Video for Captioning

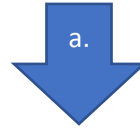
- a. Click on edit down arrow
- b. Select Subtitles/CC



If Subtitles/CC is not an option, you may need to wait 24 hours and check again.

## 6. Manage subtitles and Closed Captions

- Click "Add new subtitles or CC"
- Select English language
- Select Transcribe and auto-sync



Manage subtitles and closed captions

Sequence #11

0:00 / 7:45:57

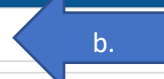
Add new subtitles or CC

English

Search 189 other languages

Community contributions: On Turn off

Video language: English Change language



Sequence #11

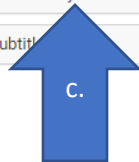
SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

Upload a file

Transcribe and auto-sync

Create new subtitles from transcript



## 7. Begin Transcribing

- Listen to audio and begin transcribing what you hear.
- Click set timing when you have finished transcribing all audio.

Transcribe and auto-sync

Actions

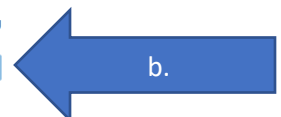
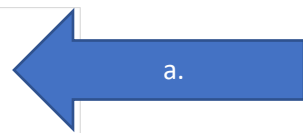
VIDEO TRANSCRIPT

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 here

Pause video while typing

Exit Set timings



## 8. Publish Video

- a. After the timing has finished processing (this may take several hours) Click Publish

Transcribe and set timings: English


Delete draft **Publish**

Actions

Type subtitle here then press Enter +

0:02.6 0:07.8	Today is January 18, 2018 and this the annual planning meeting for the Nevada Deferred Compensation
0:07.8 0:08.8	committee.
0:08.8 0:10.2	Rob, would you please call roll.
0:10.2 0:11.8	Yes, I will Mr. Chairman.
0:11.8 0:19.3	Mr Byler, here Mr. Corley, here, vice chair Ervin, here, Chair stevens here ummm Mr. Chairman
0:19.3 0:20.7	we have a quorum.

Sequence #11



Keyboard shortcuts | Help

Looking for a faster way to enter subtitles? Try the [Transcribe and set timings](#) option.  Pause video while typing

**Note:** Closed Captioning "CC" must be selected on video to view subtitles after publishing.

