


Captioning Video in YouTube

[Caption it Yourself](#) contains basic guidelines on captioning, as well as additional information.

[DCMP Captioning Key](#) includes best practices in captioning.



Creating a YouTube Channel

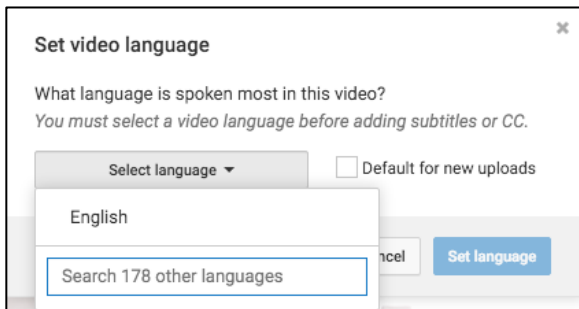
To create a YouTube Channel for videos:

1. Create a Google account
2. Attempt to upload a video, post a comment, or create a playlist
3. At the prompt, confirm to create your new channel
4. Upload video to your channel 

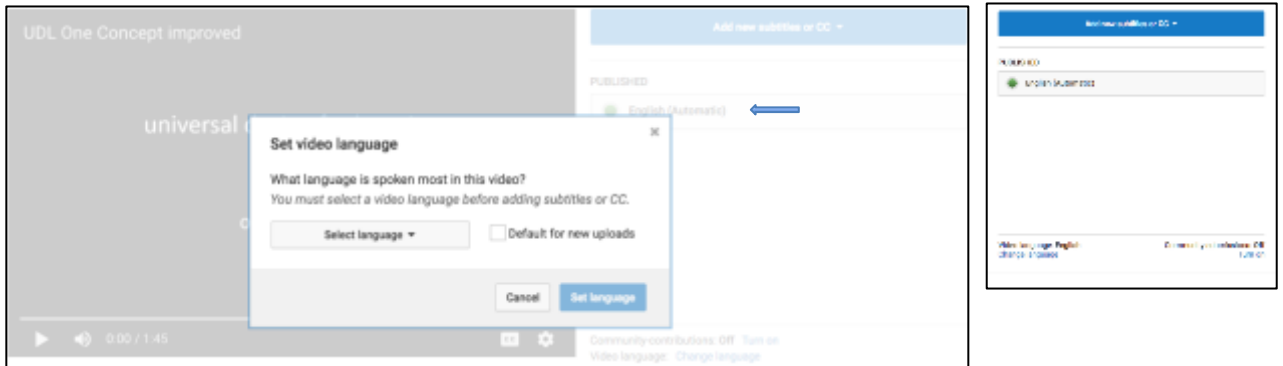
Captioning in YouTube

Adding Automatic Captions

1. Go to YouTube
2. Select MyChannel from the YouTube drop-down menu 
3. Click on your Video Manager
4. Click on the drop-down menu next to the video you wish to edit 
5. Select Subtitles and CC
6. Set the language



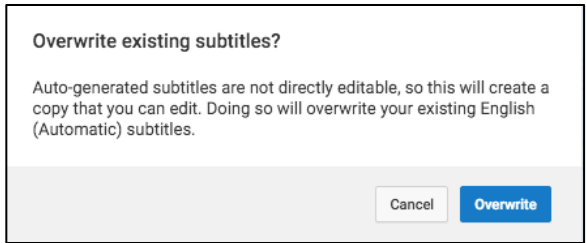
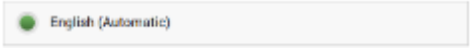
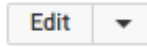
If/when automatic captions are available; you'll see English (Automatic) as your selection on the screen. It may take some time for the completion of auto captioning.



NOTE: Please do not place videos in YouTube expecting the viewer to use the automatic captions. Although the option is quick and easy, the captioning can be far from precise. If you chose to use YouTube you will need to edit your captions.

Editing Automatic Captions

1. Go to your Video Manager
2. Click on the drop-down menu next to the video you wish to edit
3. Select Subtitles and CC
4. Open the captions by clicking on the language
5. Click on Edit
6. Select overwrite



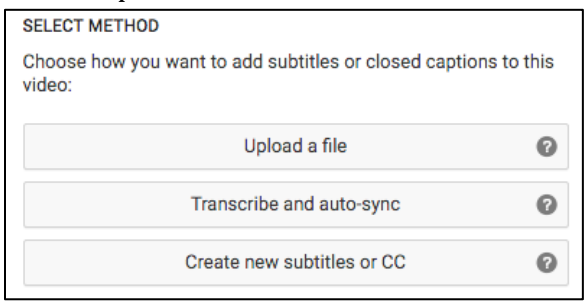
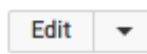
7. Select the captioning text you wish to edit. Edit as desired.



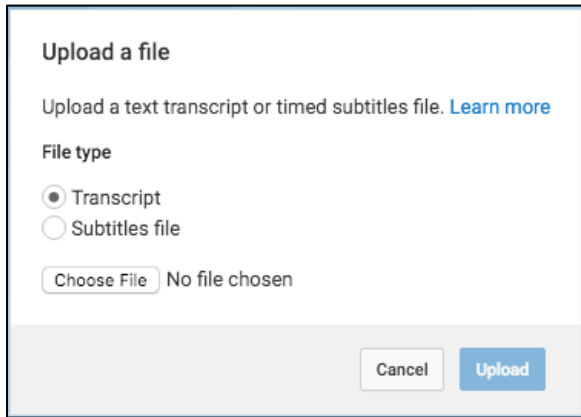
8. Select Publish Edits to save changes

Uploading Transcripts (Scripts)

1. Go to the Video Manager
2. Click on the drop-down menu next to the video you wish to edit
3. Select Subtitles and CC
4. Click on Add New Subtitles or CC
5. Select the language
6. Choose Upload a File

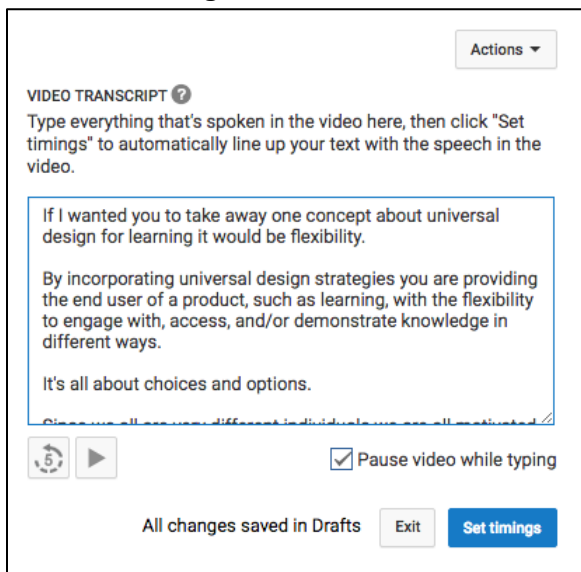


7. Select the file type and choose the file to upload. Click on Upload.

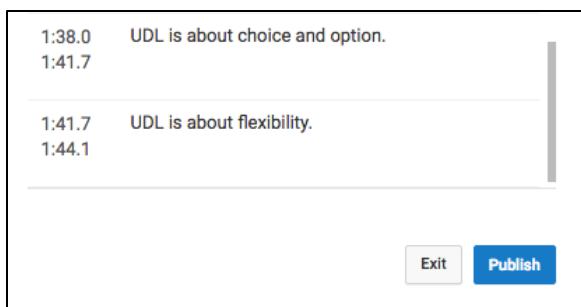


NOTE: If you have created your script using Microsoft Word, save the file as a .txt file. You also may use SubRip (.srt) or SubViewer (.sbv). They only require basic timing information, and can be edited using any plain text editing software, such as NotePad or Sublime Text.

8. Use the editor to make changes to the text.
9. Select Set Timings.



10. Select Publish



11. The next screen will indicate that your captioned video has been published.



Creating a Transcript

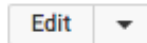
1. Type the text of what is said in the video in a text editor, such as Notepad or Sublime Text
 - a. Use a blank line to force the start of a new caption
 - b. Use square brackets to designate background sounds, i.e. [music] or [laughter]
 - c. Add >> to identify speakers or change of speaker

```
>> DEB: Hello, my name is Deb and this is Ashley  
  
>> ASHLEY: and we work in CELT.  
  
>> DEB: Today we are going to teach you how to caption your video.  
[intro music]
```

2. Save the file as a plain text file (.txt)

Transcribing and Setting Timings (faster)

1. Go to the Video Manager
2. Click on the drop-down menu next to the video you wish to edit
3. Select Subtitles and CC
4. Click on Add New Subtitles or CC
5. Choose the language
6. Select Create New Subtitles or CC



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 or CC ?

7. Type all spoken audio in the text field

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.

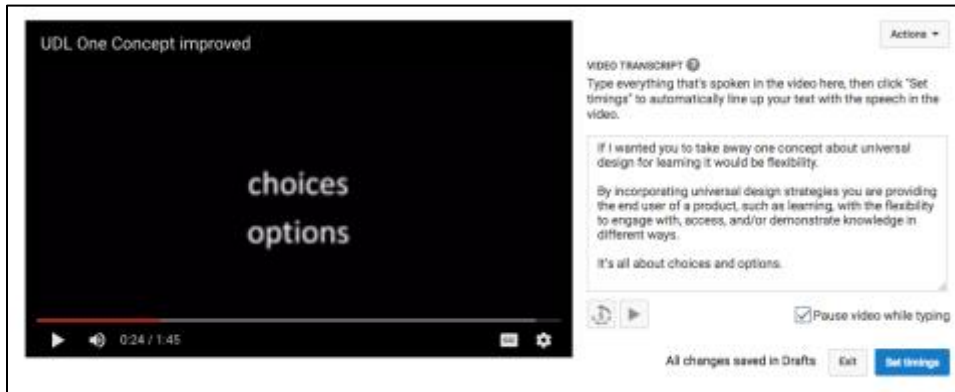
Type what's spoken here

Pause video while typing

Exit Set timings

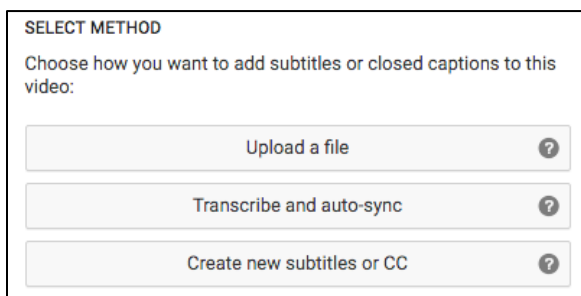
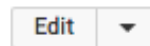
NOTE: incorporate sound cues like [music] or [applause] to identify background sounds.

- Click Set Timings to save/sync your captions

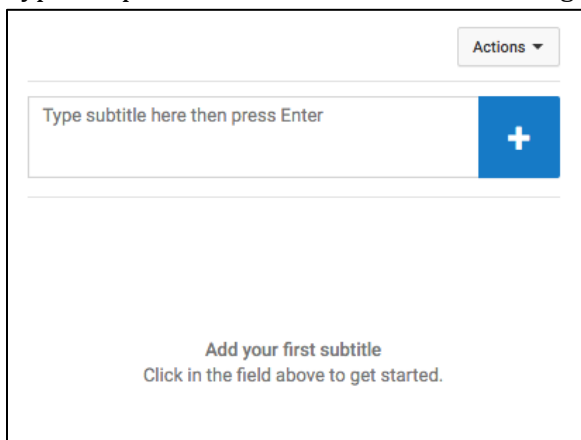


Transcribing and Setting Timings (slower)

- Go to the Video Manager
- Click on the drop-down menu next to the video you wish to edit
- Select Subtitles and CC
- Click on Add New Subtitles or CC
- Choose the language
- Select Create New Subtitles or CC



- Type all spoken audio in the text field clicking on the plus (+) sign to add each caption


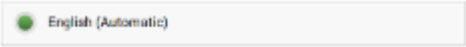


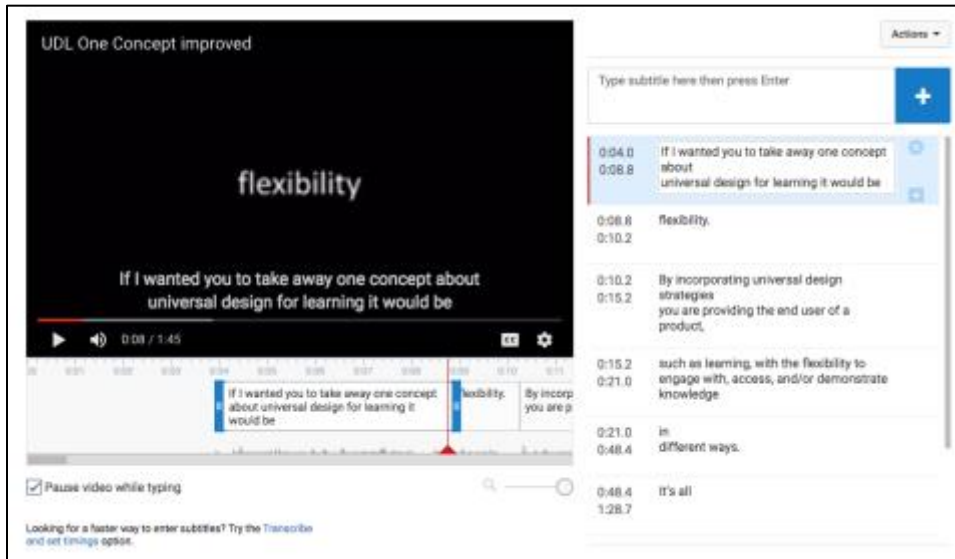
NOTE: incorporate sound cues like [music] or [applause] to identify background sounds.

- Click Publish to save your captions

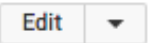
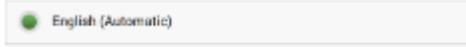
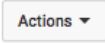
Editing Caption Timing

YouTube

1. Go to your Video Manager
2. Click on the drop-down menu next to the video you wish to edit 
3. Select Subtitles and CC
4. Open the captions by clicking on the language 
5. Click on the caption track you wish to edit. Hover over the blue handle (representing the starting point or ending point) you wish to adjust until you get the double arrow. Click and drag the blue handle to the left or the right to adjust the timing. If you wish to drag the entire captioning block hover over the block. Click and drag when you see the pointing hand.



Downloading & Editing Plain Text

1. Go to your Video Manager
2. Click on the drop-down menu next to the video you wish to edit 
3. Select Subtitles and CC
4. Open the captions by clicking on the language 
5. Select the caption track you wish to download
6. Click on the Actions drop-down menu 
7. Select the file format needed (.srt is suggested)
8. Edit the file in Word and Save As a .txt file or edit and Save the file using a text editor such as NotePad or Sublime Text
9. Follow the instructions to upload the transcript

Searching for Video with Captions

Videos with captions available will have a CC icon underneath the video summary in the YouTube search results. If you'd like search results to show only videos with closed captions, enter the key word(s) or phrase in the YouTube search field, followed by a comma and the letters "cc" (no spaces before or after cc).

Resource/Reference

What is a caption?

- Sometimes called “subtitles,” captions are the textual representation of a video's soundtrack; subtitles, however, only include what is being said and do not include information about background activity
- Time coded text to coincide with video
- Open captions are burned into the video, whereas closed captions can be turned on and off. Real-time captioning is performed by stenographers who transcribe live
- Captions provide access to content for:
 - Individuals who are deaf or hard of hearing
 - Individuals who speak different languages
 - Individuals with learning disabilities
 - Individuals when sound is not an option or available
- Captions also can be [indexed for searching](#) (Video)

What is a transcript?

- Written, printed, or typed copy, usually of dictated or recorded material
- What was said; easily created from an original script adding descriptions of any background activity that is critical to the viewer/listener
- Note: when a transcript is provided to accompany video, it can be difficult to watch and read simultaneously, therefore, some may choose to review solely the transcript, if provided.

Additional information:

- [Captions and transcripts in YouTube](#)
- [Automatic captions in YouTube](#)
- [Viewing video with captions](#)
- [File types supported by YouTube](#)
- [Perkins School for the Blind UDL video with audio descriptions](#)
- [Learn more about captioning on the Mac](#)
- [Learn how to create ADA compliant captions](#)
- [Captioning techniques](#)
- [Caption planning, how-to's, links](#)
- [Accessible video & audio](#)

Captioning Tools

[YouTube](#)

- Will auto-caption (speech-to-text/speech recognition technology), however the captions must be edited – both actual text and placement/syncing
- Scripts and transcripts also can be uploaded and manually synced to video
- Macintosh version requires manual transcription

[Camtasia](#) (speech-to-text training)

- PC version will create speech-to-text captions that must be edited
- If you are the sole user you can train the voice recognition software to your voice and create more accurate captions/transcripts; can be as accurate as 95%
- Macintosh version requires manual transcription

[Dragon Dictation/Dragon Naturally Speaking](#)

- Dragon software can be used to create transcripts that can be uploaded to YouTube or incorporated in Camtasia, as well as other tools for syncing

Canvas Learning Management System

- [Canvas](#) and [ScreenFlow](#) (as well as other online resources), allow you to transcribe your video by typing (in the rich text editor) as you are listening to create the captions. This feature also is available in YouTube.

[MagPie](#)

- Original free caption- and audio-description authoring tool for the PC.

[Amara](#)

- Web-based subtitle editor for captioning and translating video. Also, host volunteer captioning and translation teams and provide complete professional tools and services for captioning.

[iSubtitle](#)

- Macintosh software option for searching, downloading, and syncing soft subtitles with applications that play QuickTime Movies.

[Movie Captioner](#)

- Captioning software for Macintosh or PC available for purchase.