

Adding and Editing Captions in YouTube

For online
accessibility
in Open
Educational
Resources

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Delgado Community
College Libraries

Affordable Learning LOUISiana
Spring Webinar Series

Uploading

Choose a video language. If you would like to include translations in other languages, we'll do that in a later step.

The screenshot shows the YouTube video upload interface for a file named 'artstor_example.mov'. The interface is divided into three main sections: 'Details', 'Video elements', and 'Visibility'. The 'Details' section is currently active and highlighted with a yellow rounded rectangle. It contains the following fields and options:

- Language, subtitles, and closed captions (CC):** Select your video's language and, if needed, a caption certification.
 - Video language: English
 - Caption certification: None
 - UPLOAD SUBTITLES/CC ?
- Recording date and location:** Add when and where your video was recorded. Viewers can search for videos by location.
 - Recording date: None
 - Video location: None
- License and distribution:** Learn about [license types](#) and [distribution](#).
 - License: Standard YouTube License
 - Allow embedding ?
 - Publish to subscriptions feed and notify subscribers
- Category:** Add your video to a category so viewers can find it more easily.
 - Category: People & Blogs
- Comments and ratings:** Choose if and how you want to show comments.

At the bottom of the interface, there is a progress indicator showing '95% processed' and a blue 'NEXT' button. On the right side, there is a 'Processing video...' status box and a 'Video link' section with the URL <https://youtu.be/-x-WH4LVW7k> and a 'Filename' section with the name 'artstor_example.mov'.

Editing

Find the video you just uploaded in your list of videos, and hover over the title.

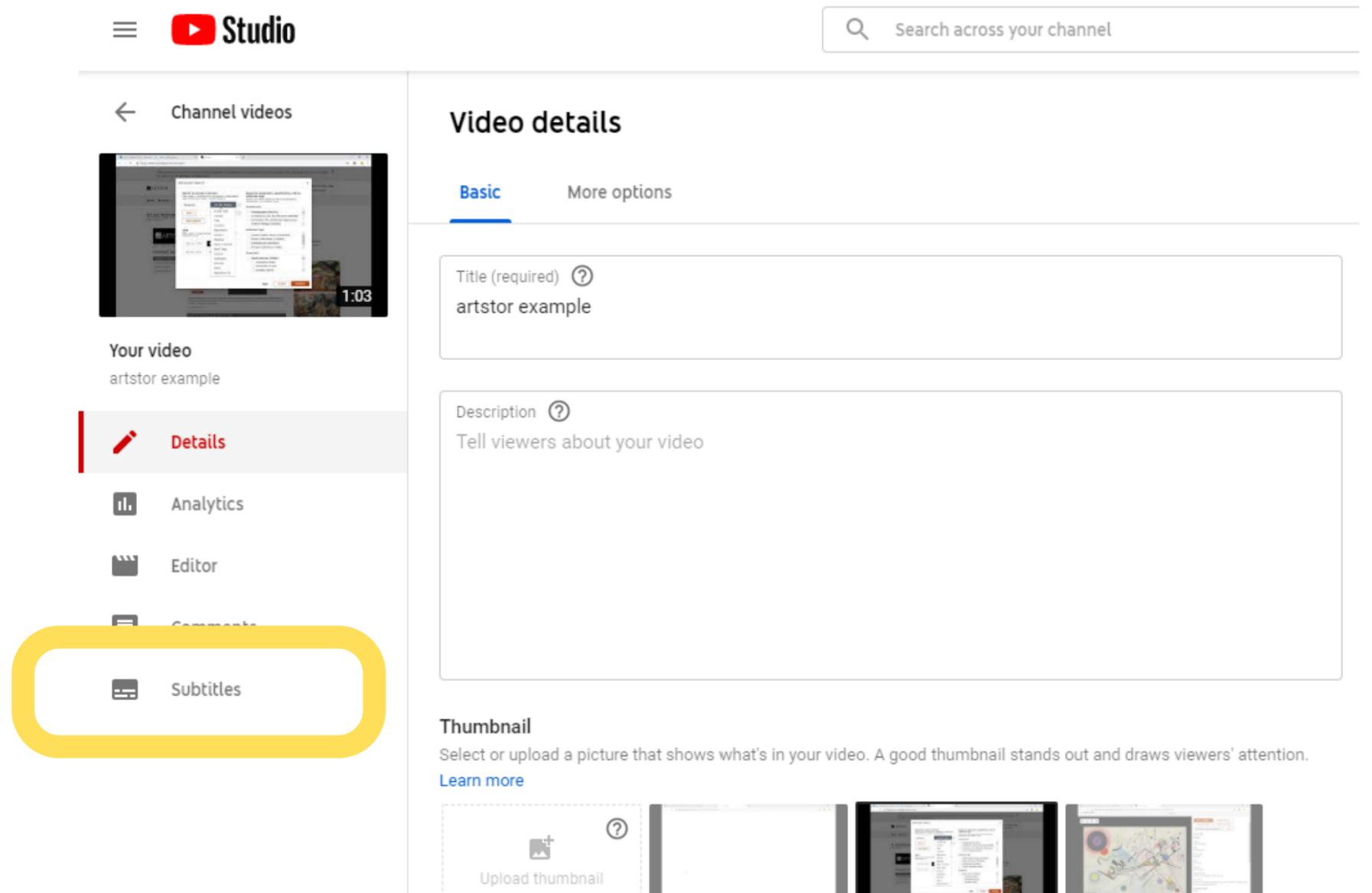
Click the Pencil icon to edit the video details, including the subtitles.

The screenshot shows the YouTube Studio interface. On the left is a navigation sidebar with options: Dashboard, Videos (highlighted), Playlists, Analytics, Comments, Subtitles, Monetization, and Audio library. The main area is titled 'Channel videos' and has tabs for 'Uploads' and 'Live'. Below the tabs is a 'Filter' button. A list of videos is shown, with the first video highlighted by a yellow rounded rectangle. This video has a duration of 1:03 and a 'Details' button. The video editing options (pencil, list, chat, play, and menu icons) are visible for this video. The visibility of the video is set to 'Unlisted'.

Video	Duration	Visibility
[Video thumbnail]	1:03	Unlisted
[Video thumbnail]	1:38	Unlisted
[Video thumbnail]	3:02	Unlisted
[Video thumbnail]	1:19	Unlisted
[Video thumbnail]	1:14	Unlisted

Editing

In the Video Details panel, click Subtitles.



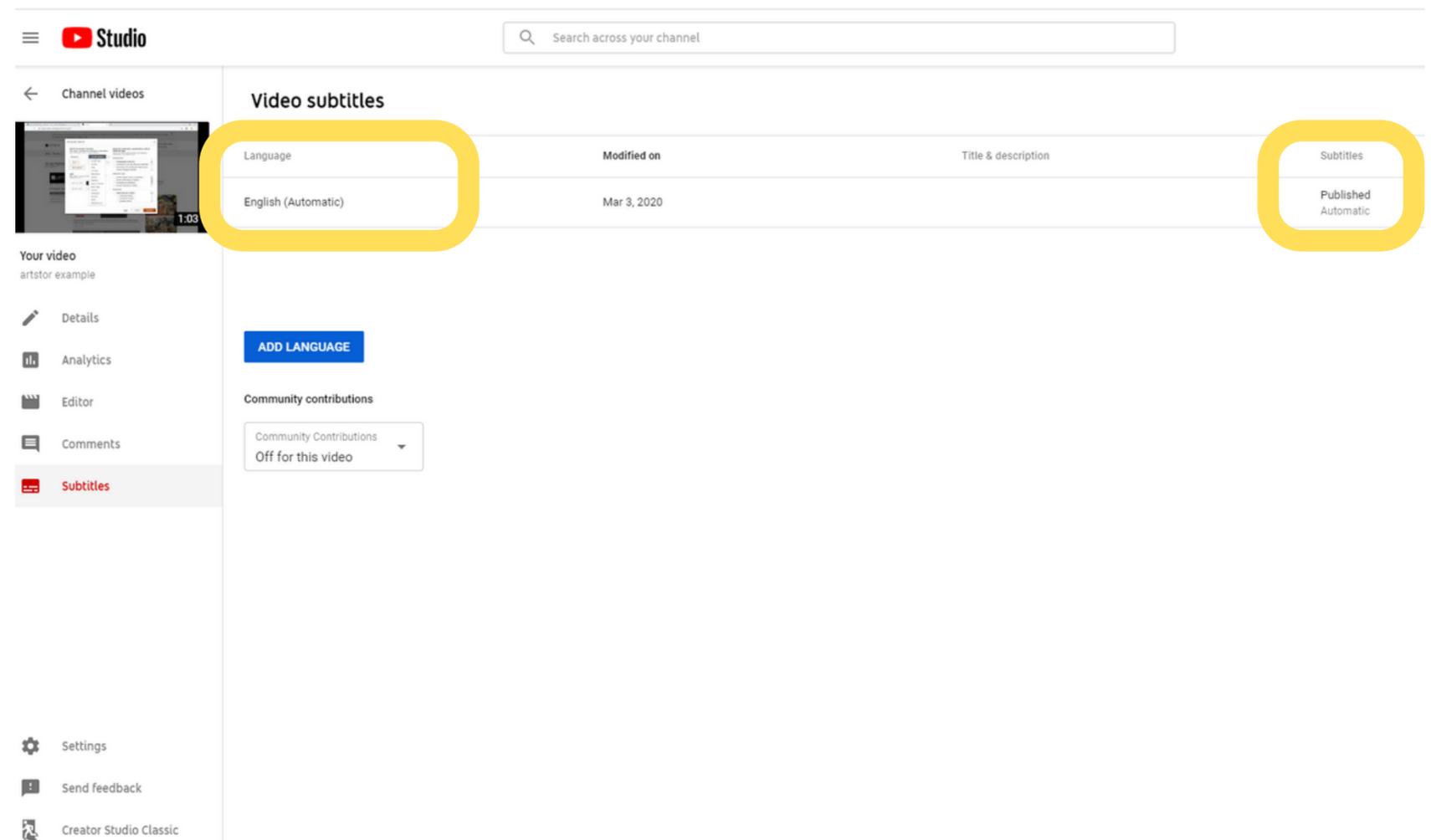
The screenshot displays the YouTube Studio interface. At the top left, there is a menu icon and the text "Studio". To the right is a search bar labeled "Search across your channel". Below the header, the left sidebar shows "Channel videos" with a back arrow. A video thumbnail is shown with the title "Your video" and "artstor example". Below the thumbnail is a navigation menu with options: "Details" (highlighted with a red bar), "Analytics", "Editor", "Comments", and "Subtitles" (highlighted with a yellow rounded rectangle). The main content area is titled "Video details" and has two tabs: "Basic" (selected) and "More options". Under the "Basic" tab, there are two text input fields: "Title (required) ?" containing "artstor example" and "Description ?" with the placeholder text "Tell viewers about your video". Below these is a "Thumbnail" section with the text "Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention." and a link "Learn more". At the bottom of the thumbnail section, there is an "Upload thumbnail" button and three thumbnail preview images.

Auto Subtitles

YouTube creates automatic captions for English and a few other languages.

If you don't see your automatic captions, refresh the page, click inside the far-right column underneath Subtitles, or come back later.

Once your automatic captions have been generated, click "Published Automatic."



The screenshot shows the YouTube Studio interface for a video. The top navigation bar includes the YouTube Studio logo and a search bar. The main content area is titled "Video subtitles" and displays a table of subtitle tracks. The table has columns for "Language", "Modified on", "Title & description", and "Subtitles". A row is visible with the language "English (Automatic)", a modification date of "Mar 3, 2020", and a status of "Published Automatic". The "Language" and "Published Automatic" cells are highlighted with yellow rounded rectangles. Below the table, there is a blue "ADD LANGUAGE" button and a "Community contributions" section with a dropdown menu set to "Off for this video". The left sidebar contains navigation options: "Your video", "Details", "Analytics", "Editor", "Comments", "Subtitles" (highlighted), "Settings", "Send feedback", and "Creator Studio Classic".

Language	Modified on	Title & description	Subtitles
English (Automatic)	Mar 3, 2020		Published Automatic

Auto Subtitles

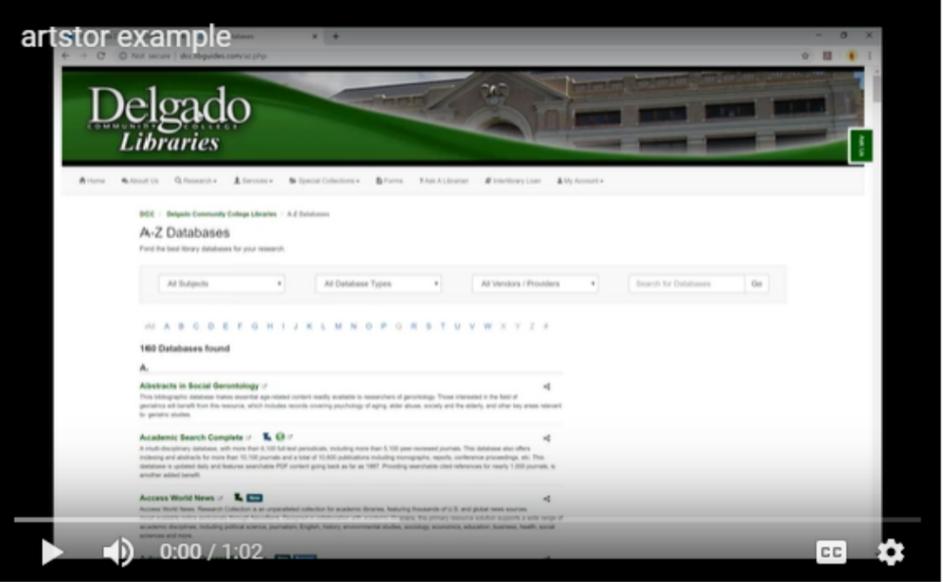
From here, you can either edit or unpublish and delete your automatic captions.

View published subtitles and CC: English (Automatic)
Subtitles/CC source: Automatic

Actions ▾

0:01.2 0:06.0	I'm looking for a particular work of art so in the list of databases I'll scroll
0:06.0 0:08.9	down to art store
0:11.5 0:17.2	I know exactly what I want so I click advanced search
0:20.1 0:24.3	the creator of the work is named Kandinsky and the title of the work is
0:24.3 0:27.2	composition eight
0:34.2 0:41.9	once I've entered that and click search composition 8 is the first result and
0:41.9 0:47.7	here's the painting I was looking for if I want to cite this painting I will

artstor example



The screenshot shows the Delgado Community College Libraries website. The page title is 'Delgado Community College Libraries'. Below the header, there is a navigation menu with links for Home, About Us, Research, Services, Special Collections, Forms, Ask a Librarian, Library Loan, and My Account. The main content area is titled 'A-Z Databases' and includes a search bar with dropdown menus for 'All Subjects', 'All Database Types', and 'All Vendors / Providers'. Below the search bar, there is a list of databases under the heading '160 Databases found'. The first result is 'Abstracts in Social Gerontology', followed by 'Academic Search Complete' and 'Access World News'. The video player shows a timeline from 0:00 to 0:11, with subtitles for the first two segments: 'I'm looking for a particular work of art so in the list of databases I'll scroll' and 'down to art store'.

Edit Unpublish

Auto Subtitles

The automatic captions are good, but they sometimes have trouble with accents, slang, and names. They also miss punctuation and break in odd places.

You can edit the text of your captions in the column to the left and set timings for captions to the left or using the caption sliders below the video.

When you're done, click Save Changes.

Transcribe and set timings: English

All changes saved in Drafts [Delete draft](#) [Save changes](#)

Actions ▾

Type subtitle here then press Enter [+](#)

0:24.3 composition eight
0:27.2

0:34.2 once I've entered that and click search
0:41.9 composition 8 is the first result and

0:41.9 here's the painting I was looking for if
0:47.7 I want to cite this painting I will

0:47.7 click cite this item
0:50.9

0:50.9 artstor provides pre-formatted citations
0:58.1 for APA MLA and Chicago Styles when I'm [+](#)

0:58.1 done siding I click close and that's it
1:03.5

artstor example

artstor provides pre-formatted citations for APA MLA and Chicago Styles when I'm

0:50 / 1:02

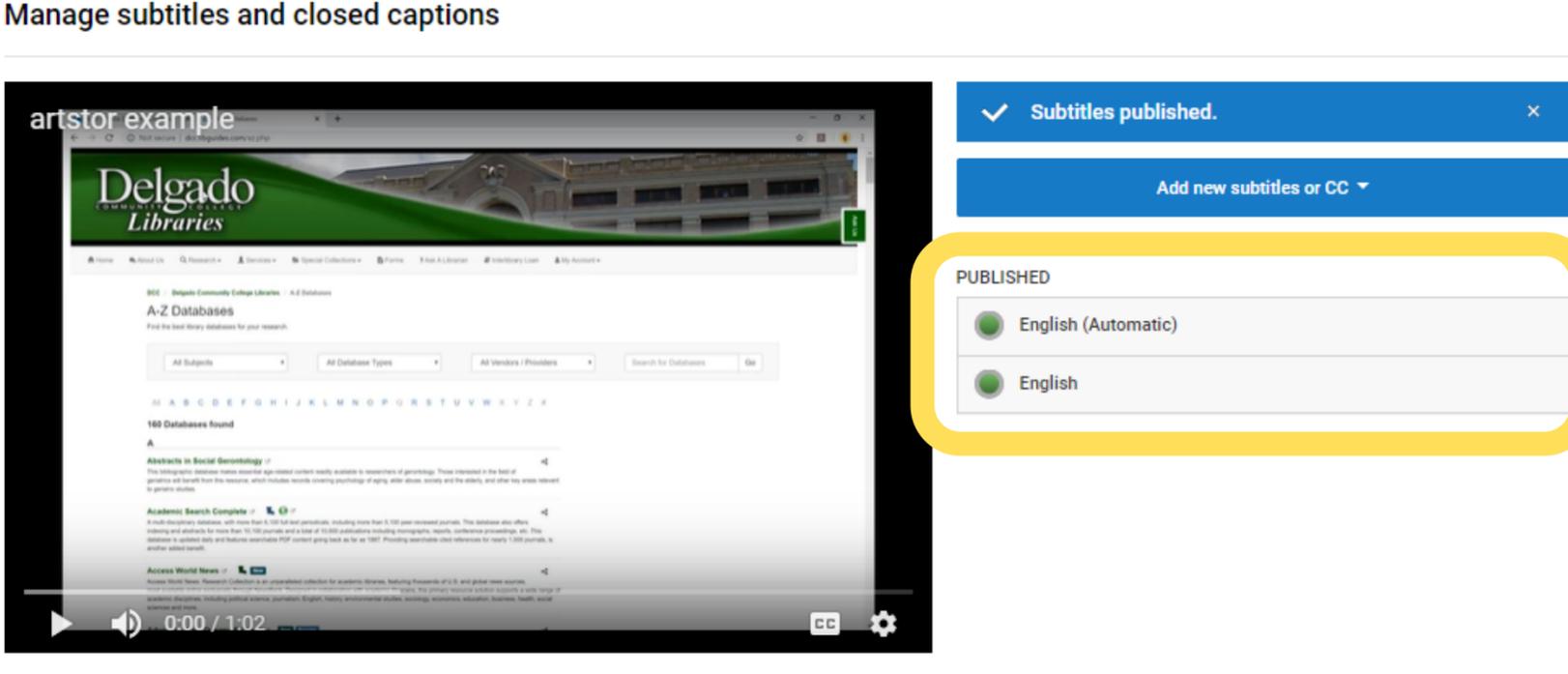
Pause video while typing

Auto Subtitles

Your edited captions will be saved as a new subtitles file. You can now click on the automated captions and delete those if you would like, leaving just your edited and corrected captions.

Next we'll add captions by uploading a transcript.

Manage subtitles and closed captions



Subtitles published.

Add new subtitles or CC

PUBLISHED

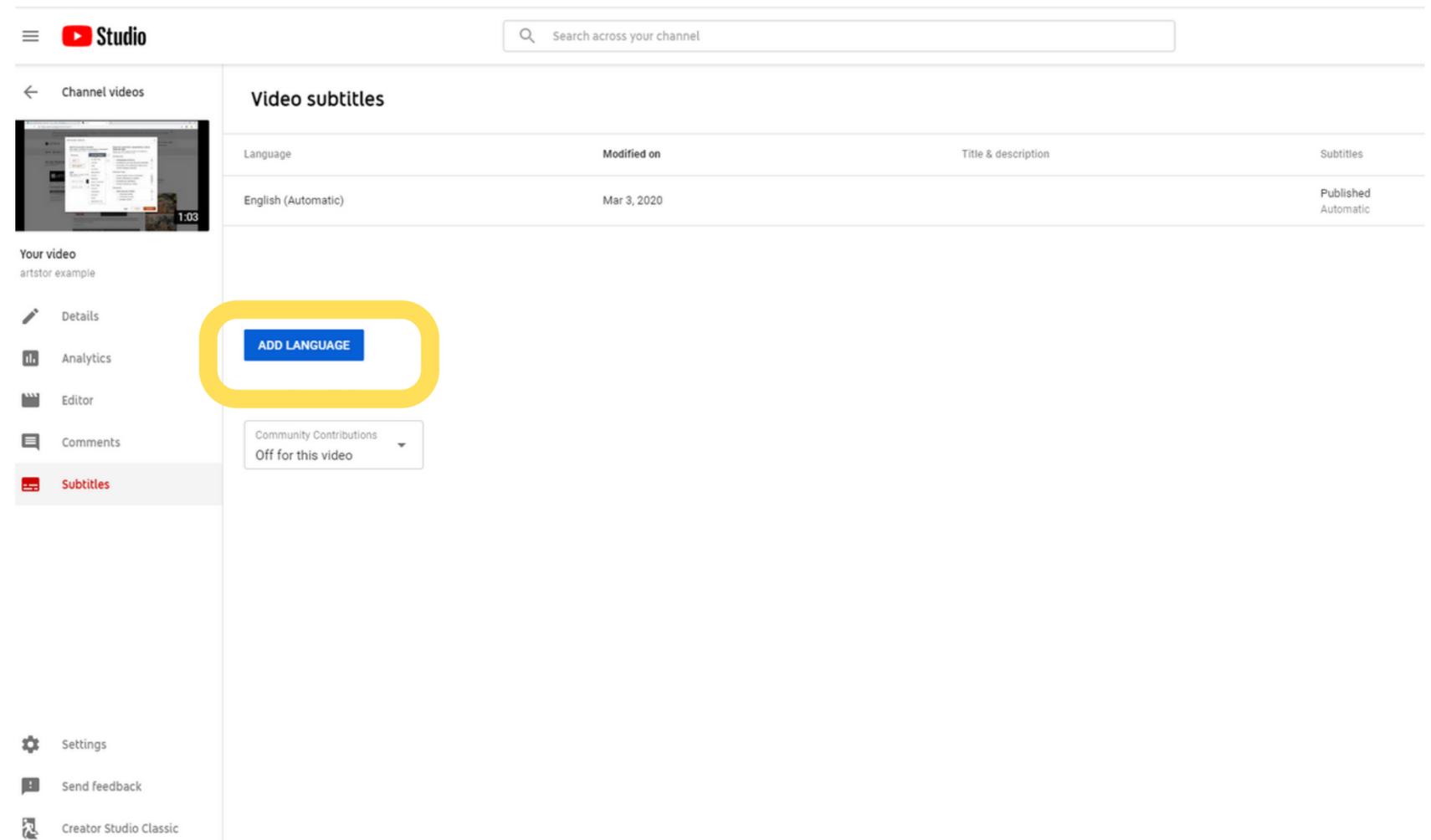
- English (Automatic)
- English

Community contributions: Off [Turn on](#)
Video language: English [Change language](#)

Transcripts

Transcripts work best for scripted videos. If you prepared a script or have a transcript, you can upload the text file instead of editing the mistakes made by automatic captions, saving yourself some time.

Back at the Video Subtitles panel, click Add Language.



The screenshot shows the YouTube Studio interface for video subtitles. At the top, there's a search bar and a navigation menu. The main content area is titled 'Video subtitles' and contains a table with columns for Language, Modified on, Title & description, and Subtitles. A table entry shows 'English (Automatic)' with a modification date of 'Mar 3, 2020' and a status of 'Published Automatic'. Below the table, there is a blue 'ADD LANGUAGE' button, which is highlighted with a yellow rounded rectangle. To the right of this button is a dropdown menu for 'Community Contributions' set to 'Off for this video'. On the left side of the interface, there is a sidebar with navigation options: 'Your video', 'Details', 'Analytics', 'Editor', 'Comments', 'Subtitles' (highlighted), 'Settings', 'Send feedback', and 'Creator Studio Classic'.

Language	Modified on	Title & description	Subtitles
English (Automatic)	Mar 3, 2020		Published Automatic

Transcripts

Now you have two subtitles files.

Click Add on the new subtitles file you just created to get started.

Channel videos

Your video
artstor example

- Details
- Analytics
- Editor
- Comments
- Subtitles**

Video subtitles

Language	Modified on	Title & description	Subtitles
English (Automatic)	Mar 3, 2020		Published
English (video language)	-	ADD	ADD

[ADD LANGUAGE](#)

Community contributions

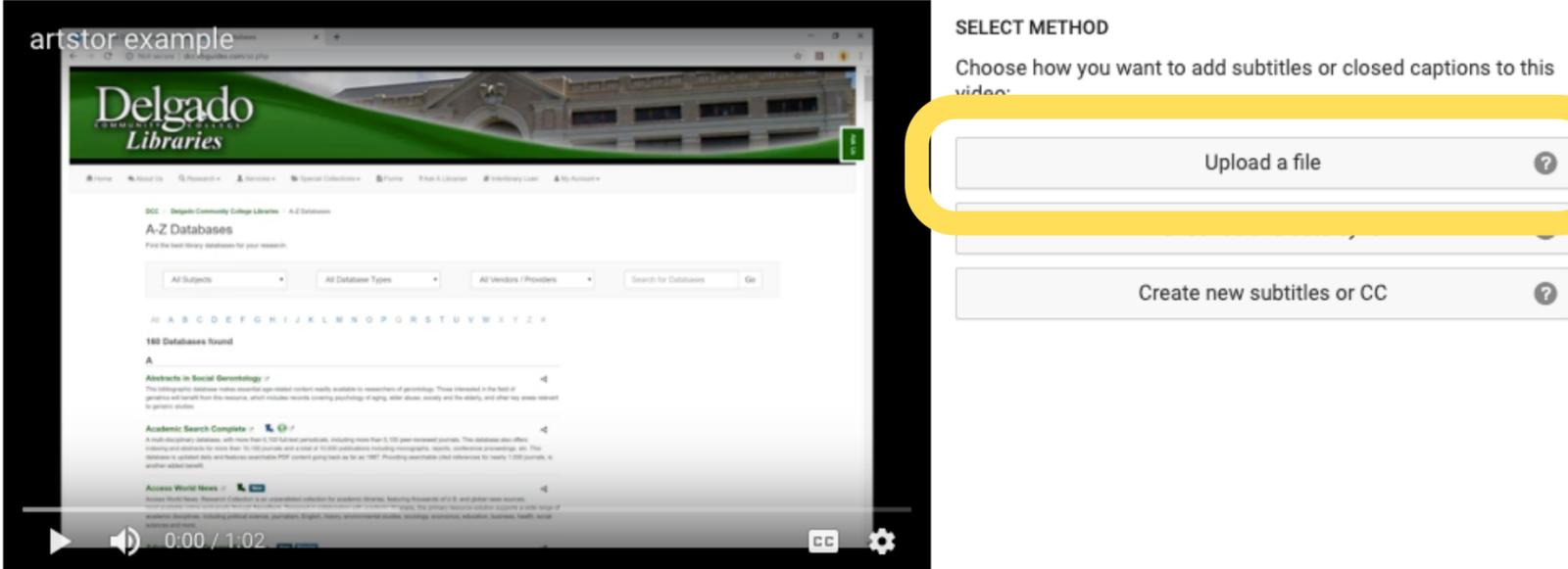
Community Contributions
Off for this video

Transcripts

On the next screen, click Upload a File.

Your transcript should be in plain TXT format. You may have heard that it's a good idea to provide students with video transcripts in DOCX file format, and that's true, but YouTube will get confused by the text formatting in the file.

Manage subtitles and closed captions: English

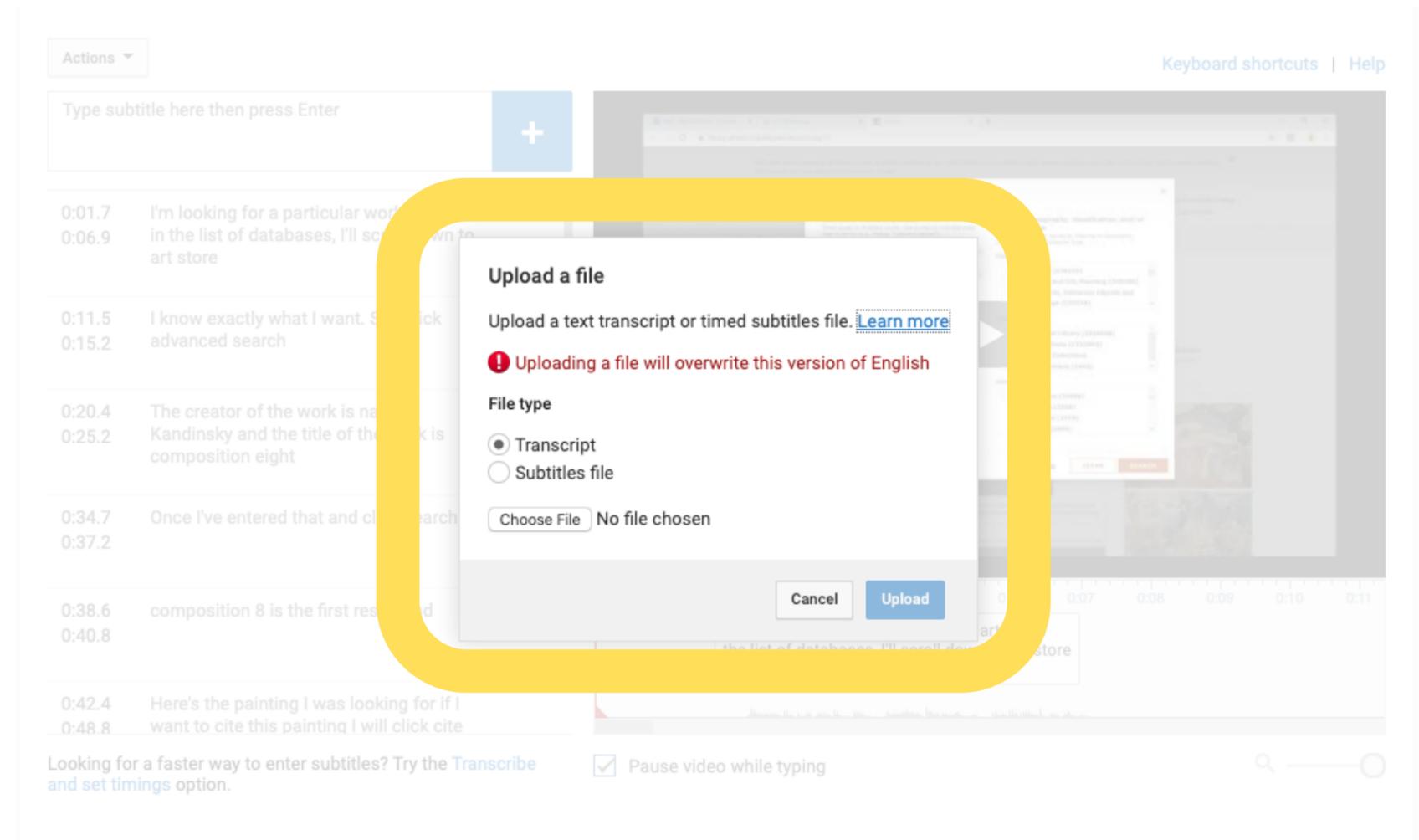


The screenshot shows the YouTube interface for managing subtitles. On the left is a video player with a thumbnail of the 'Delgado Libraries' website. On the right, under the heading 'SELECT METHOD', there are two options: 'Upload a file' and 'Create new subtitles or CC'. The 'Upload a file' button is highlighted with a yellow rounded rectangle. The video player shows a progress bar at 0:00 / 1:02 and a CC icon in the bottom right corner.

Transcripts

Some video creation tools help you create subtitles files, such as SRT files. If you have a subtitles file, you can upload that here.

Otherwise, select File Type: Transcript, choose your TXT file, and click Upload.

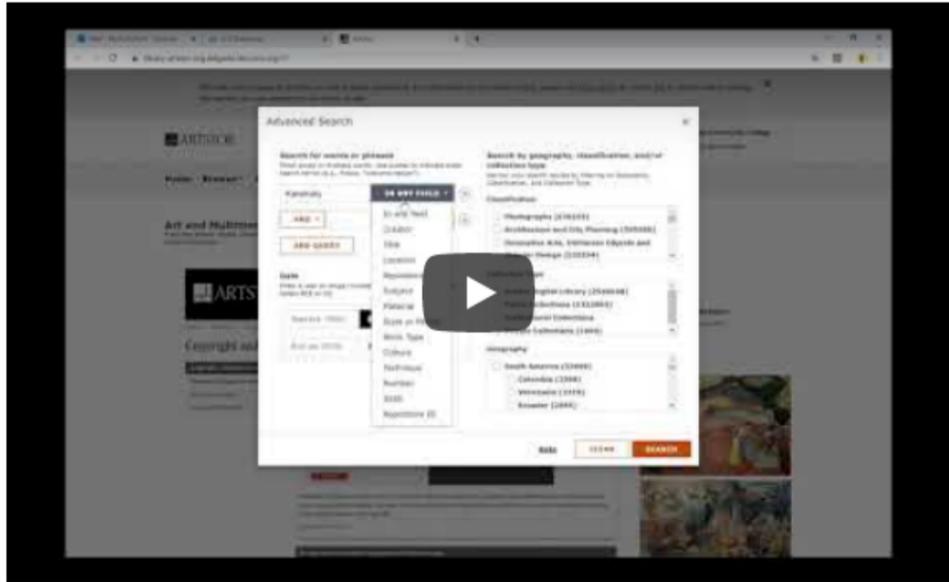


Transcripts

The text of your transcript will appear in the field to the right of your video.

When you're ready, click Set Timings. YouTube will begin matching the text you've entered to the audio in your video. This can take several minutes, so you may want to come back later.

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.

I'm looking for a particular work of art, so in the list of databases, I'll scroll down to Artstor.

I know exactly what I want, so I click Advanced Search.

The creator of the work is named Kandinsky, and the title of the work is Composition 8.

Once I've entered that, I click Search. Composition 8 is the first result.

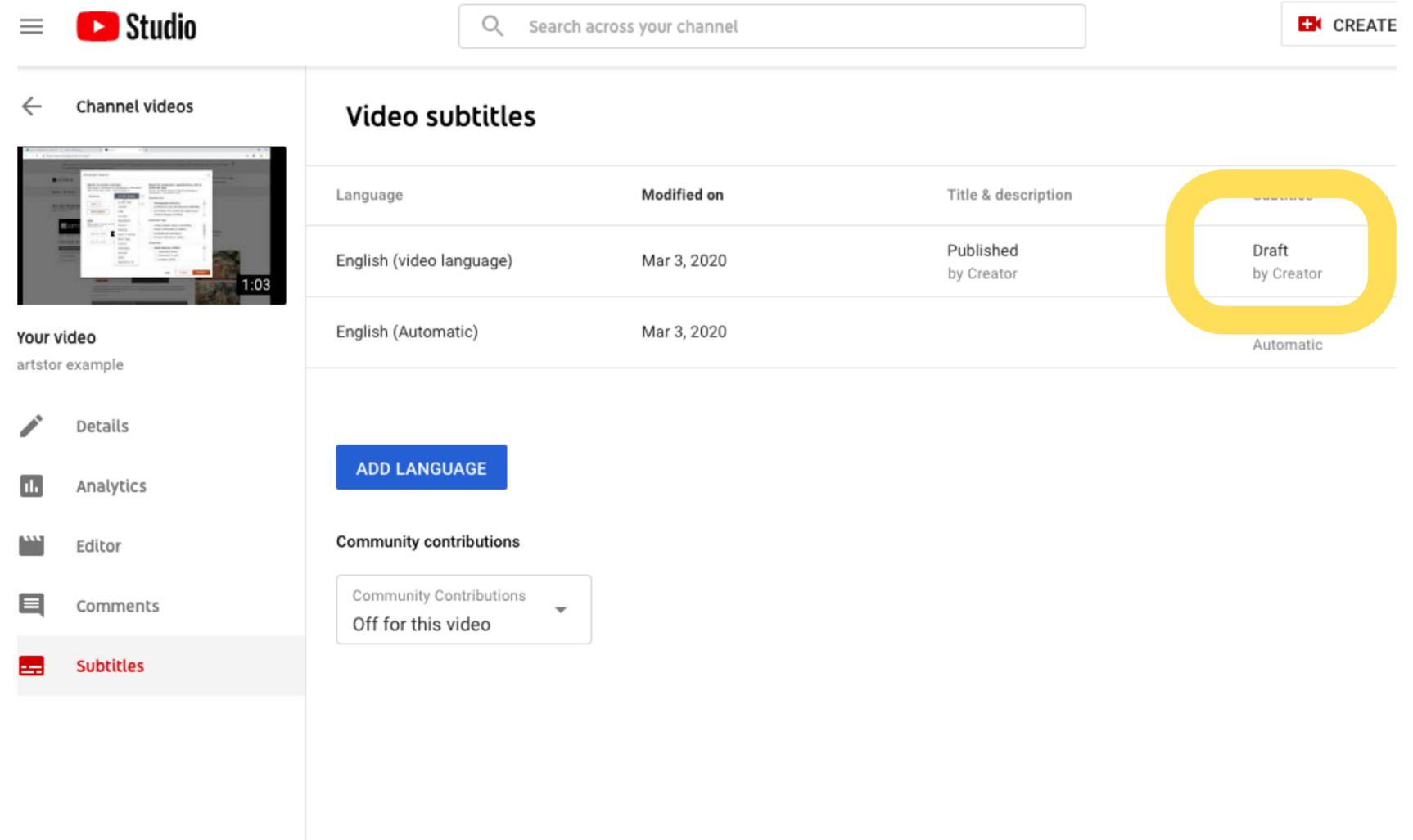
Pause

Set timings

Transcripts

When YouTube has finished setting the timings on your new transcript subtitles file, you will see your captions have been put into Draft mode.

Click where it says Draft.



The screenshot shows the YouTube Studio interface. At the top, there is a search bar and a 'CREATE' button. The main content area is titled 'Video subtitles' and contains a table with the following data:

Language	Modified on	Title & description	Status
English (video language)	Mar 3, 2020	Published by Creator	Draft by Creator
English (Automatic)	Mar 3, 2020		Automatic

A yellow circle highlights the 'Draft by Creator' status in the first row. Below the table, there is an 'ADD LANGUAGE' button and a 'Community contributions' section with a dropdown menu set to 'Off for this video'. On the left sidebar, the 'Subtitles' option is highlighted.

Transcripts

Now you can edit your new captions.

There will be weird line breaks, just like we saw with automatic captioning, and the timing usually needs to be tweaked, but there won't be any of the errors generated by the YouTube speech recognition software.

When you're done, click Save Changes.

The screenshot displays the YouTube transcription interface. At the top, it says "Transcribe and set timings: English" with a "Delete draft" button and a "Save changes" button (highlighted with a yellow circle). Below this is an "Actions" dropdown and a text input field with a plus sign. The main area shows a list of captions with their start and end times and the text of the caption. One caption is highlighted with a yellow circle:

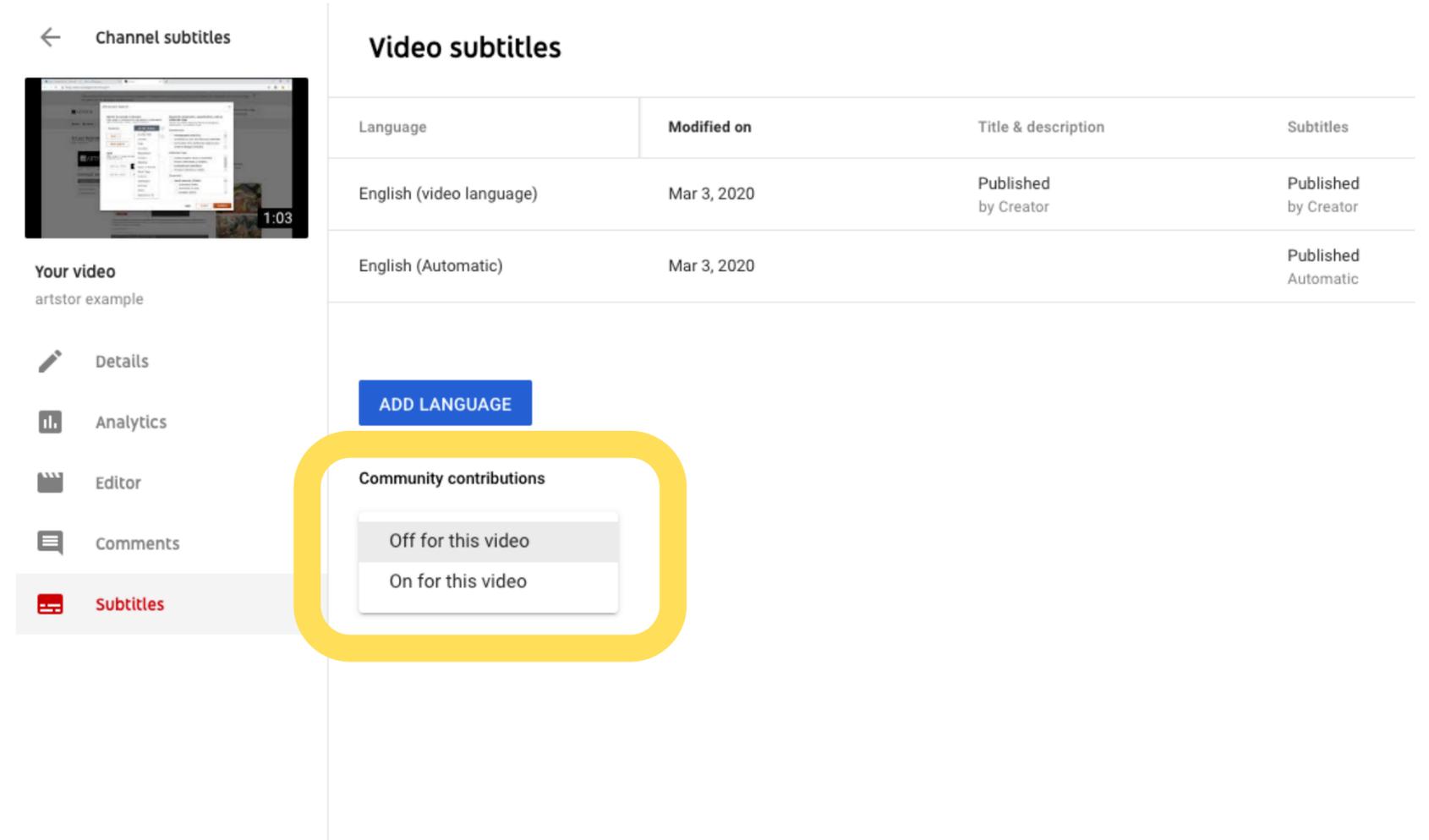
0:02.1	I'm looking for a particular work of art, so in the list of databases, I'll scroll
0:06.0	down to Artstor.
0:08.3	I know exactly what I want, so I click Advanced Search.
0:20.9	The creator of the work is named Kandinsky, and the title of the work is Composition 8.
0:35.2	Once I've entered that, I click Search.
0:38.6	
0:39.8	Composition 8 is the first result.
0:40.3	

Below the list is a link: "Looking for a faster way to enter subtitles? Try the [Transcribe and set timings](#) option."

On the right, a video player is shown. The video title is "artstor example" and the channel is "Delgado Community College Libraries". The video player has a yellow circle around the video area, and a yellow box highlights the video player's controls and the caption track. The video player shows the video at 0:02 / 1:02. The caption track shows the same caption as the list: "I'm looking for a particular work of art, so in the list of databases, I'll scroll". The video player also has a "Pause video while typing" checkbox checked.

One last thing...

If you'd like help captioning your video in other languages, you can allow Community Contributions.



The screenshot shows the YouTube Channel subtitles management interface. On the left, a sidebar lists navigation options: Details, Analytics, Editor, Comments, and Subtitles (highlighted). The main content area is titled "Channel subtitles" and features a video player thumbnail for "artstor example" with a duration of 1:03. Below the video player, there is a blue "ADD LANGUAGE" button. Underneath that, a "Community contributions" section is highlighted with a yellow rounded rectangle, containing two options: "Off for this video" and "On for this video". To the right of the video player, a table titled "Video subtitles" displays the following data:

Language	Modified on	Title & description	Subtitles
English (video language)	Mar 3, 2020	Published by Creator	Published by Creator
English (Automatic)	Mar 3, 2020		Published Automatic

Additional Resources

[Enabling Community Contributions ft. Tom Scott](#)

This video talks about using Community Contributions for translations, but it also addresses the necessity of captions for universal access.

[YouTube Help: Add Your Own Subtitles](#)

[National Association for the Deaf: What is Captioning?](#)