Adding and Editing Captions in YouTube

For online accessibility in Open Educational Resources

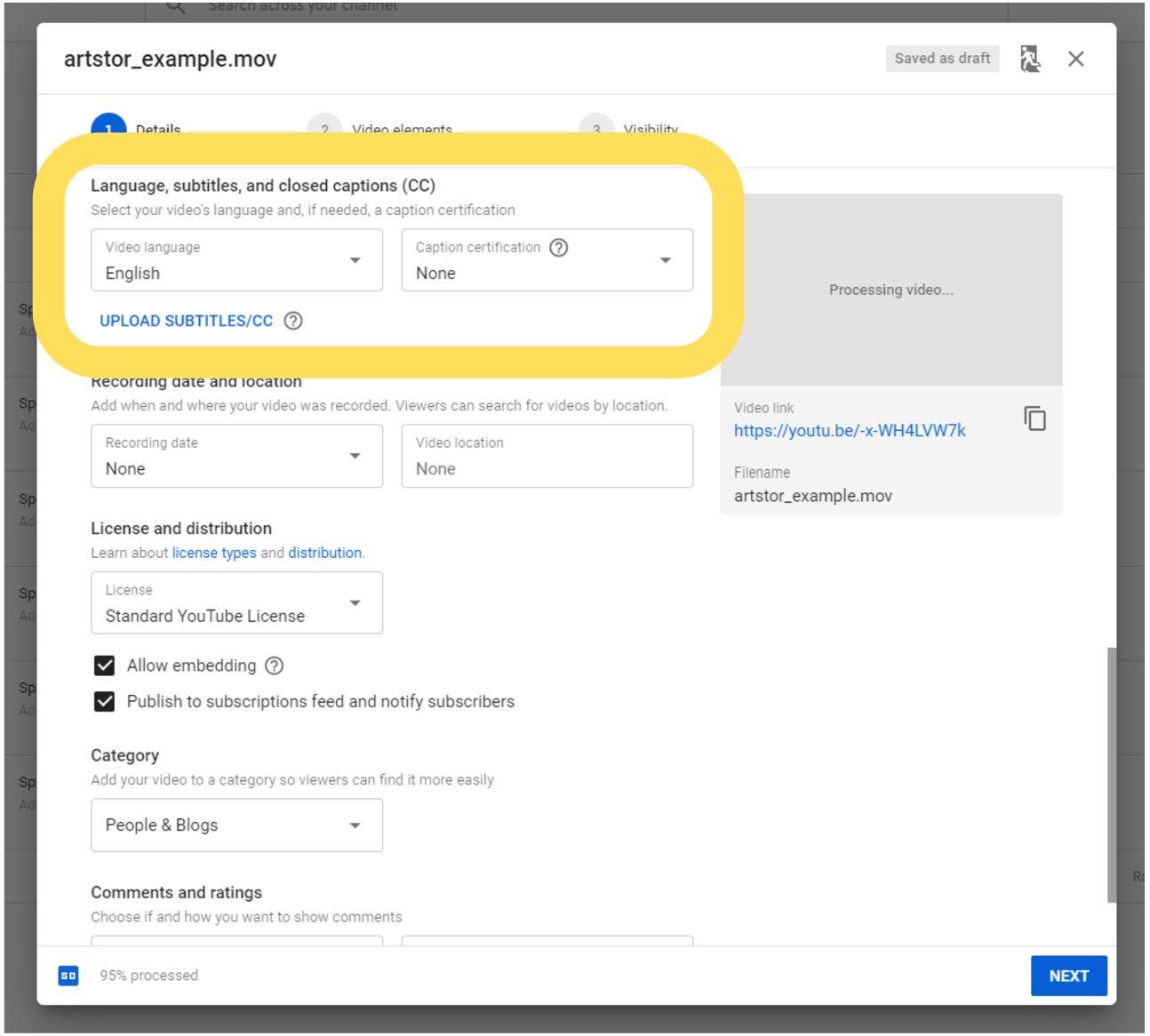
Paula DuPont
Librarian/Instructor
pdupon@dcc.edu

Delgado Community College Libraries

Affordable Learning LOUISiana Spring Webinar Series

Uploading

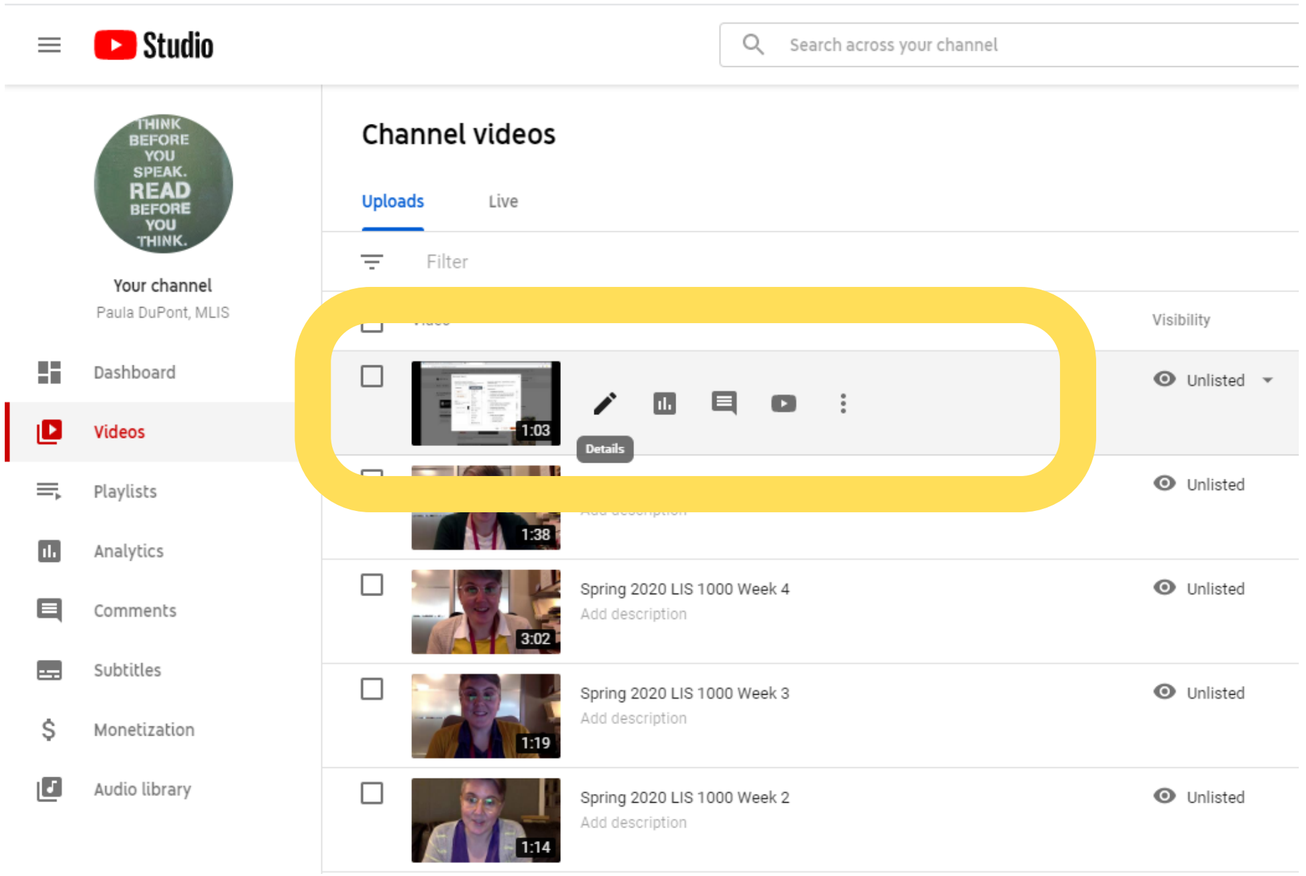
Choose a video language. If you would like to include translations in other languages, we'll do that in a later step.



Editing

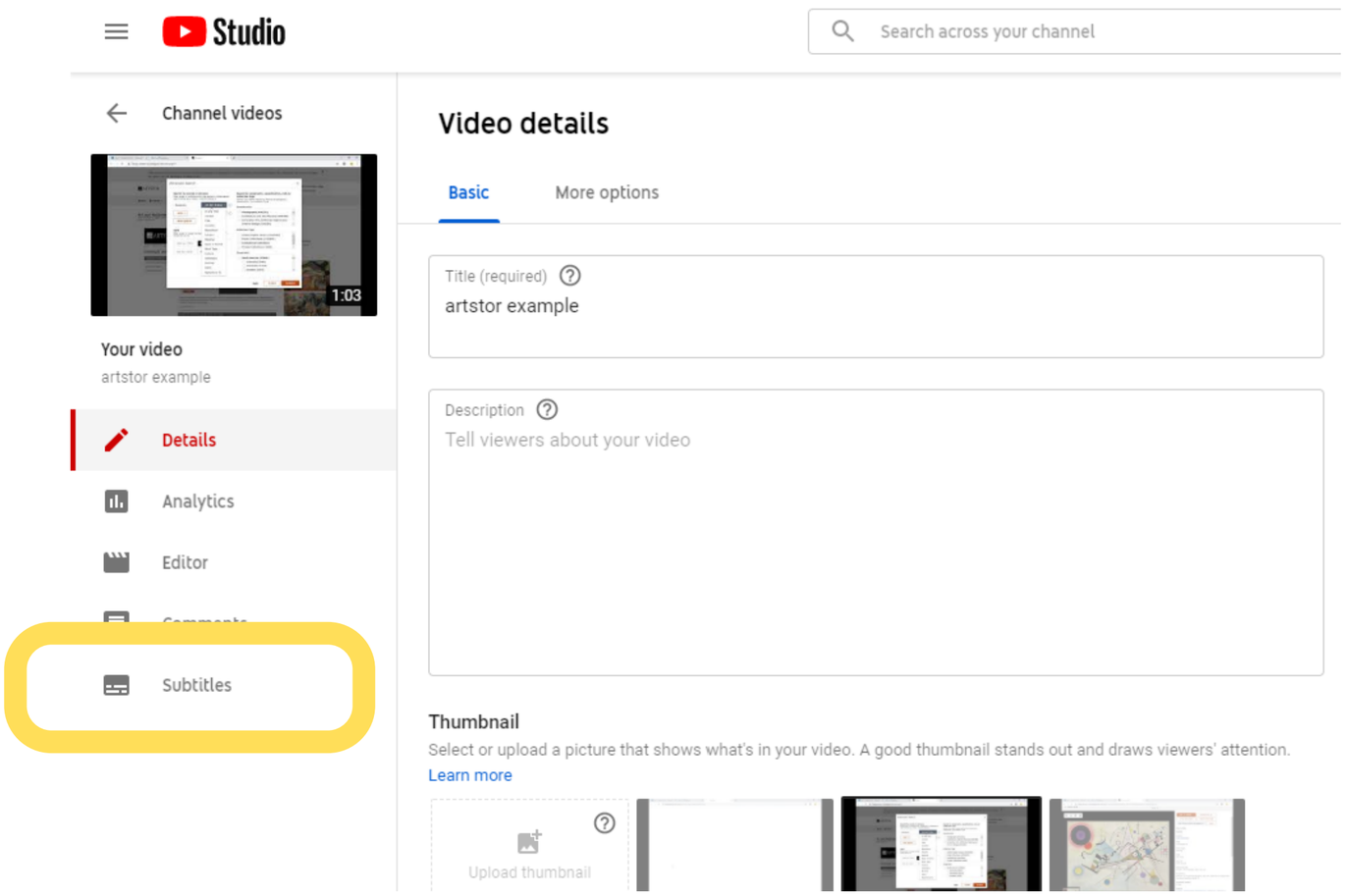
Find the video you just uploaded in your list of videos, and hover over the title.

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



Editing

In the Video Details panel, click Subtitles.

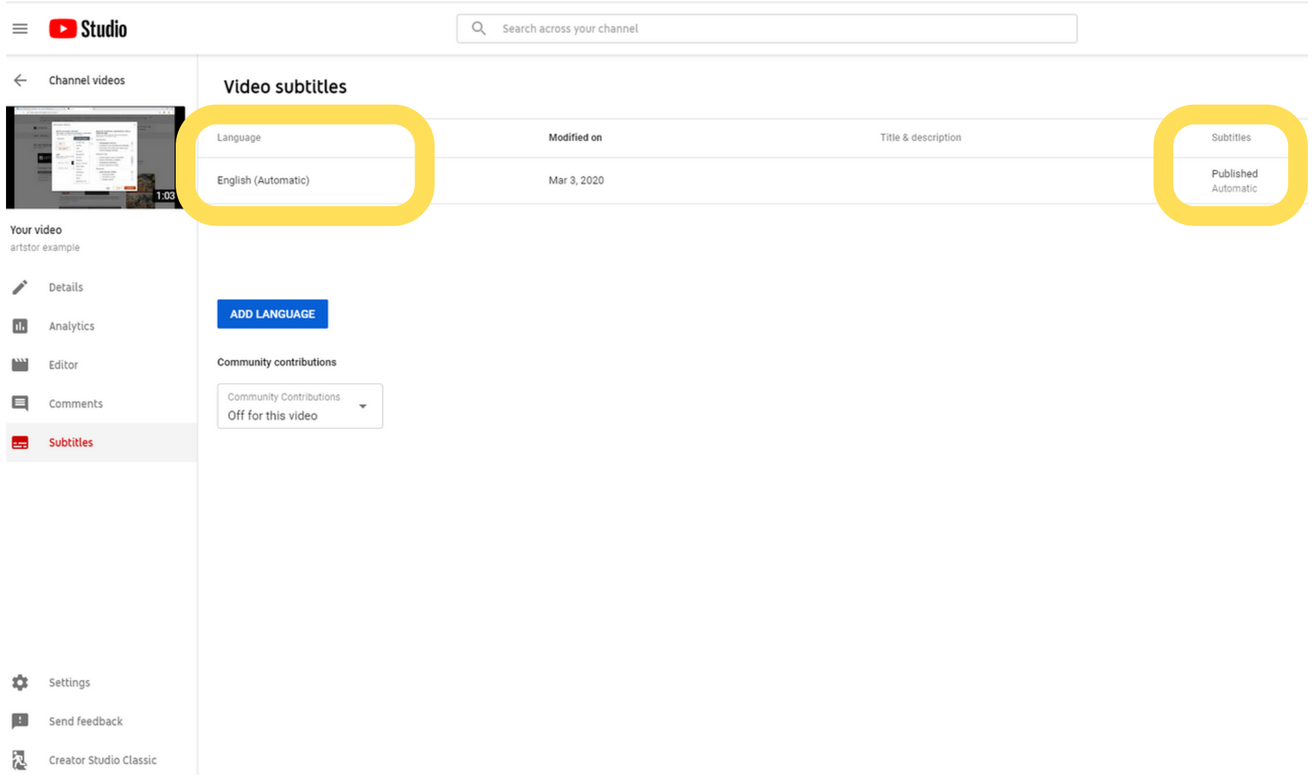


Auto Subtitles

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

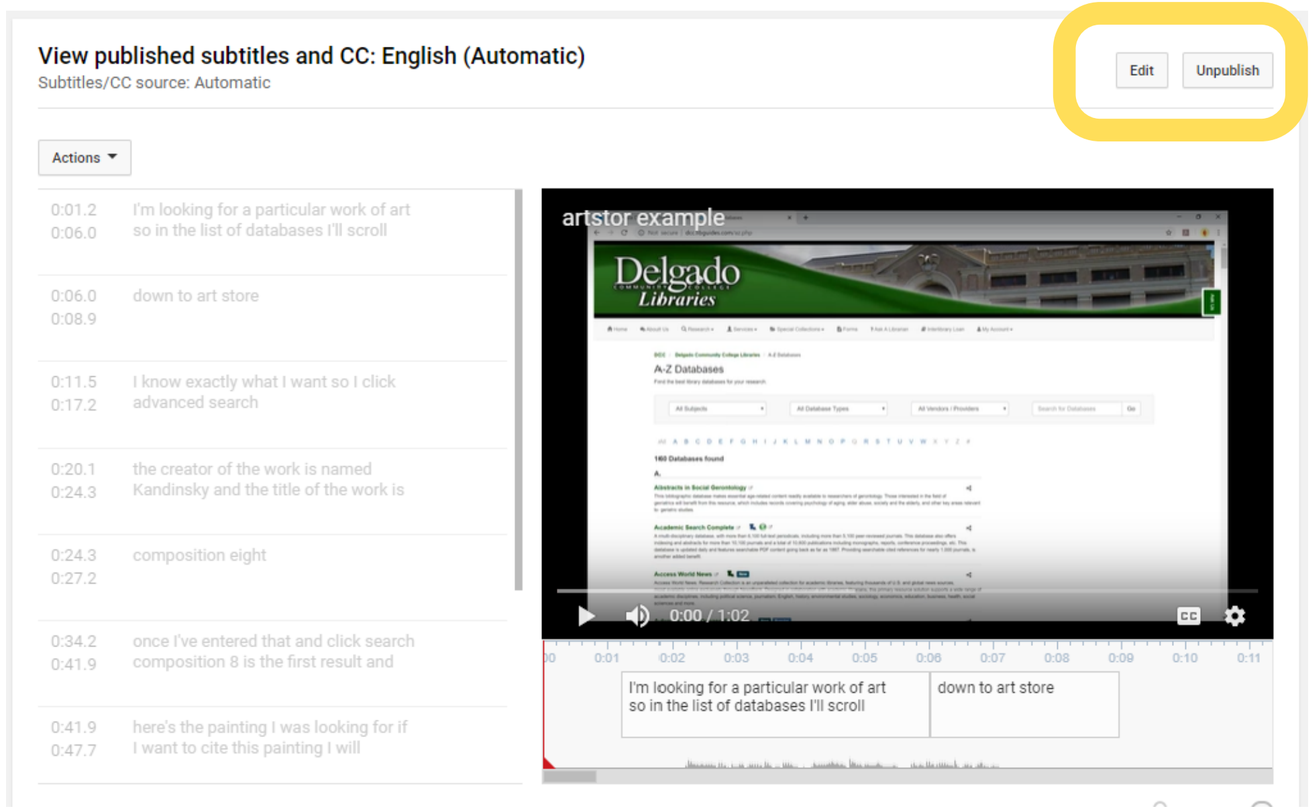
If you don't see your automatic captions, refresh the page, click inside the far-right column underneath Subtitles, or come back later.

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



Auto Subtitles

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

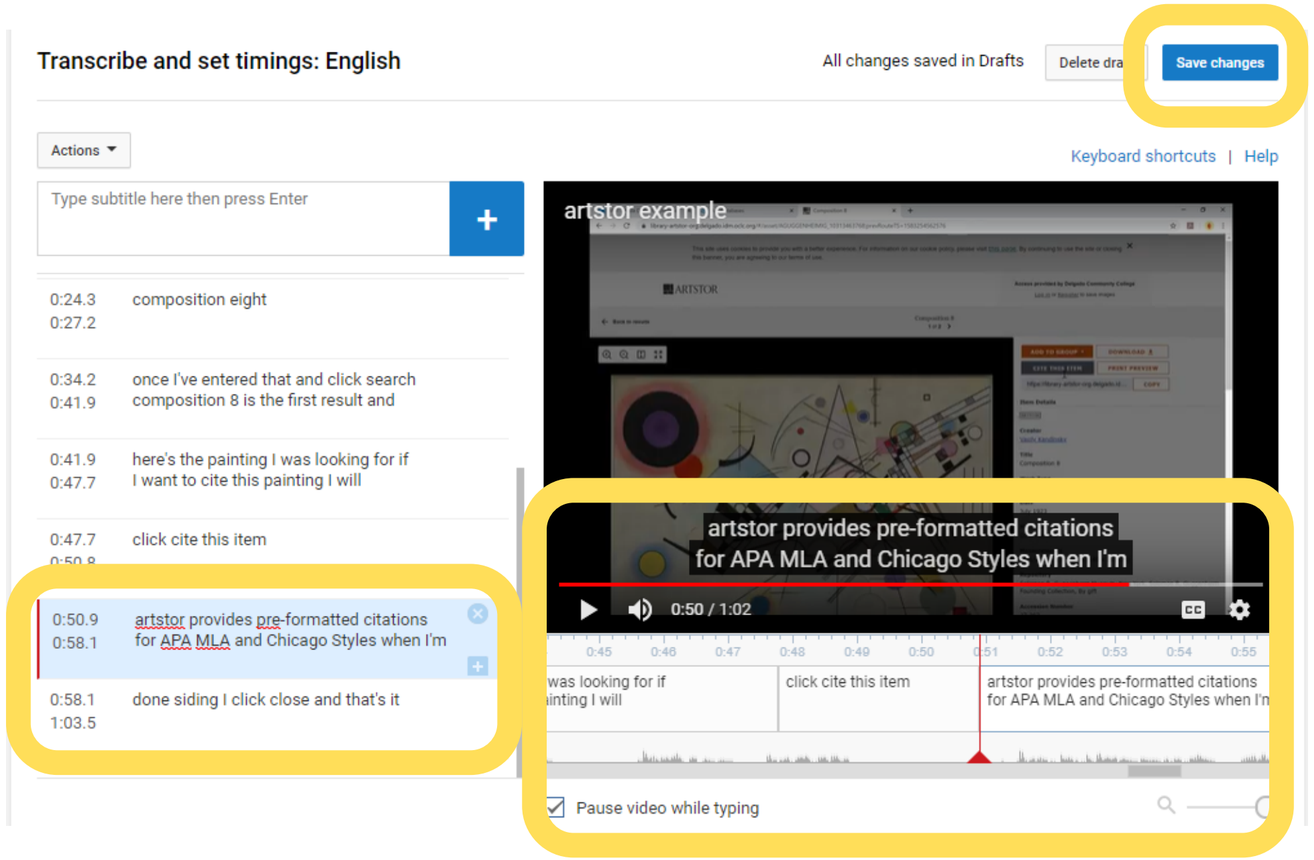


Auto Subtitles

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.

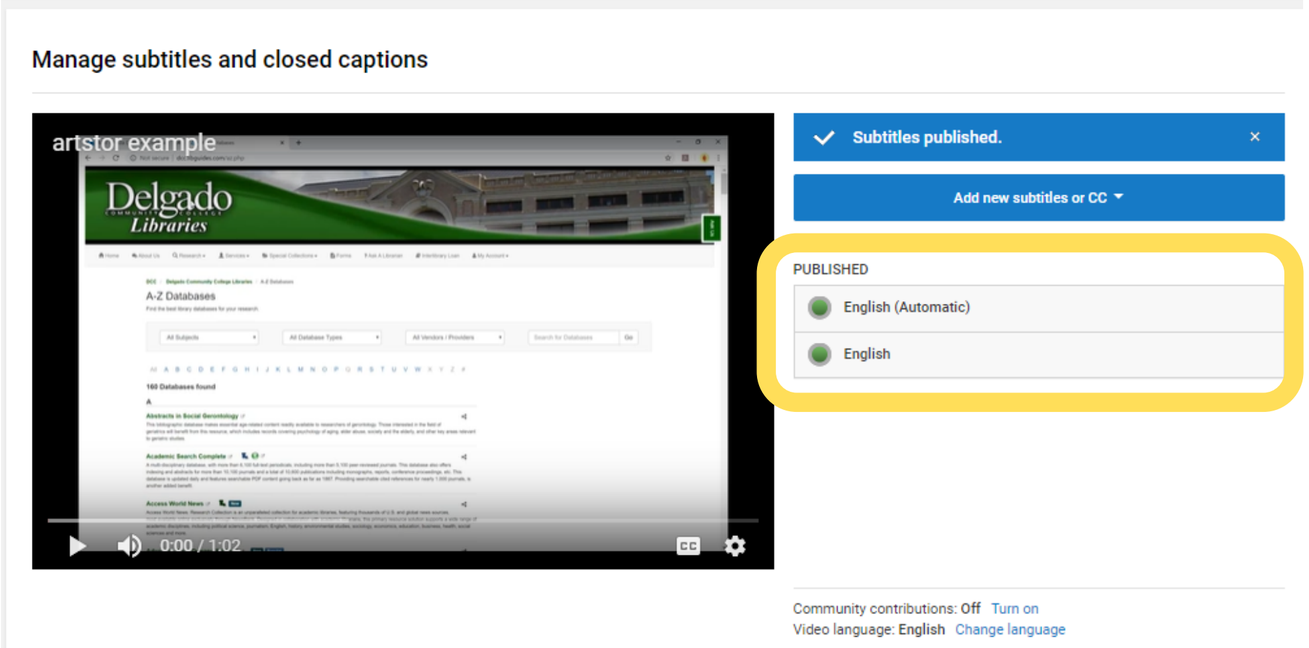
When you're done, click Save Changes.



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.

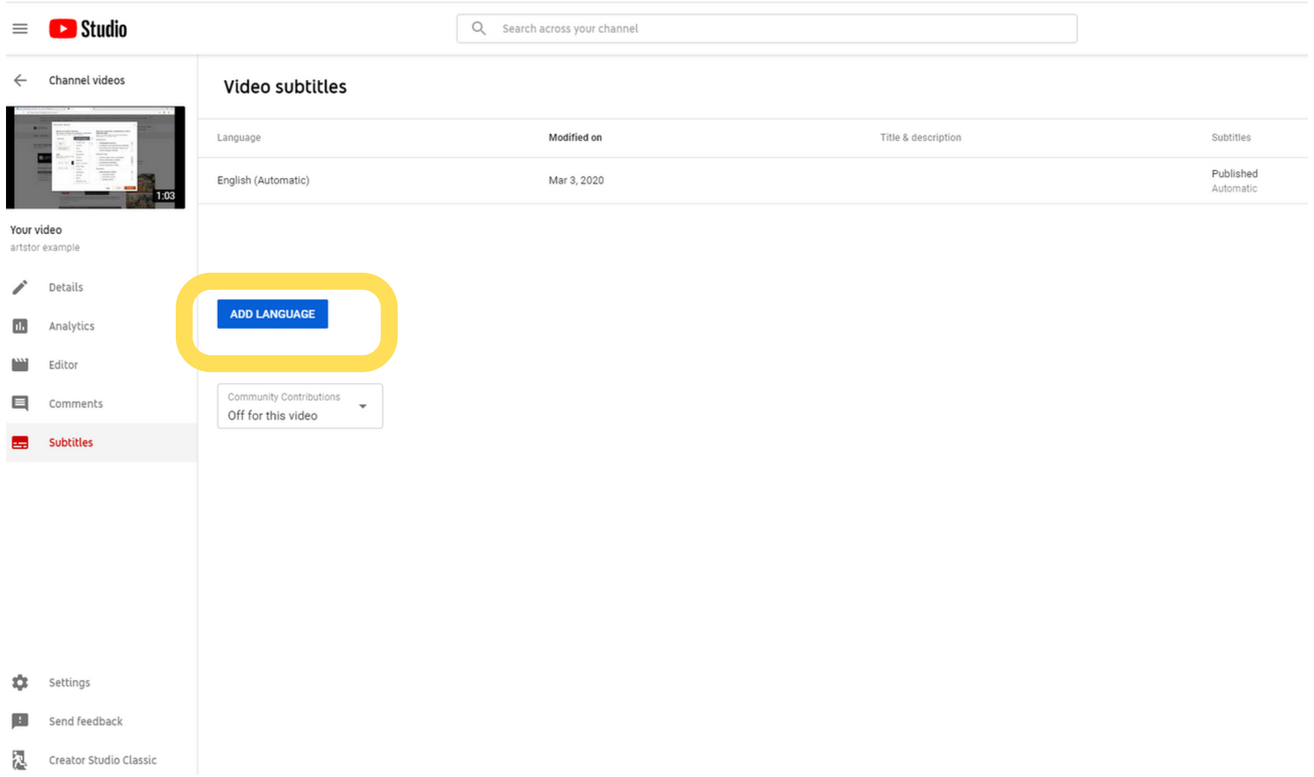
Next we'll add captions by uploading a transcript.



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.

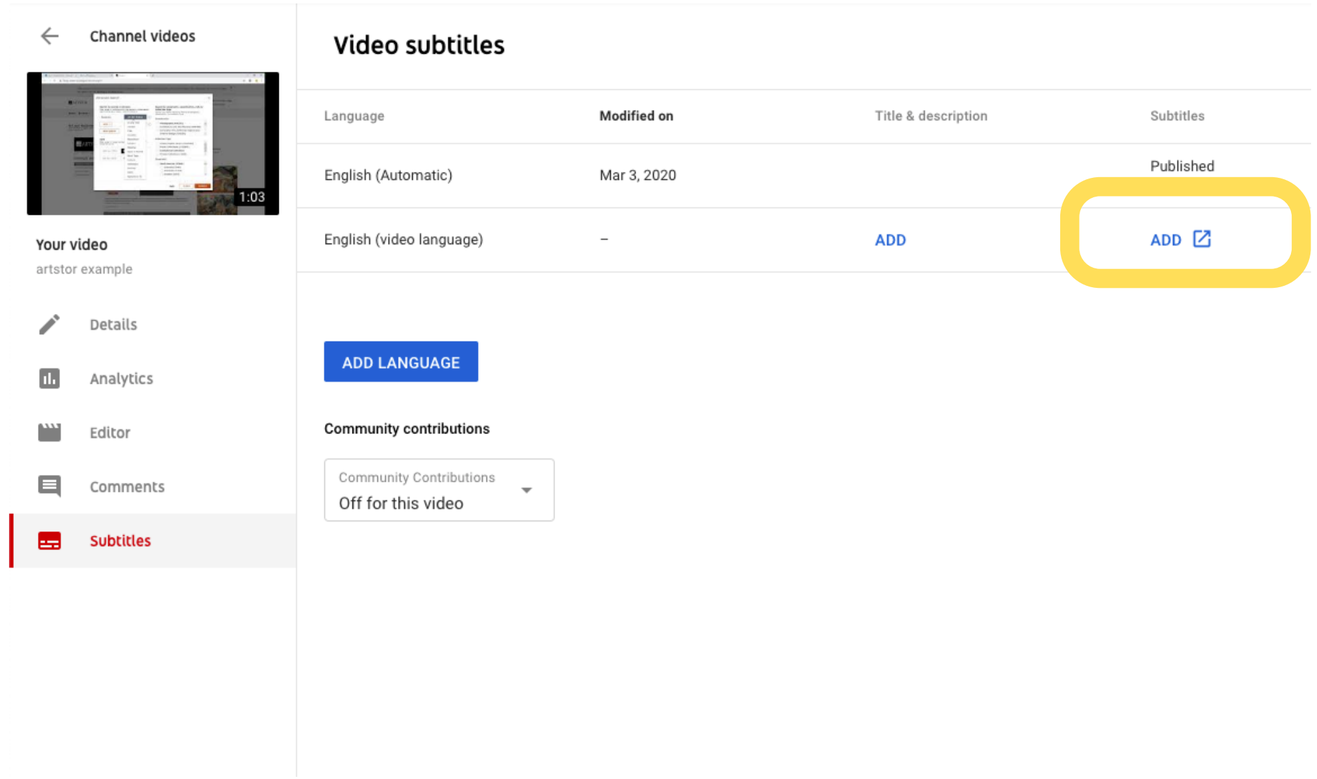
Back at the Video Subtitles panel, click Add Language.



Transcripts

Now you have two subtitles files.

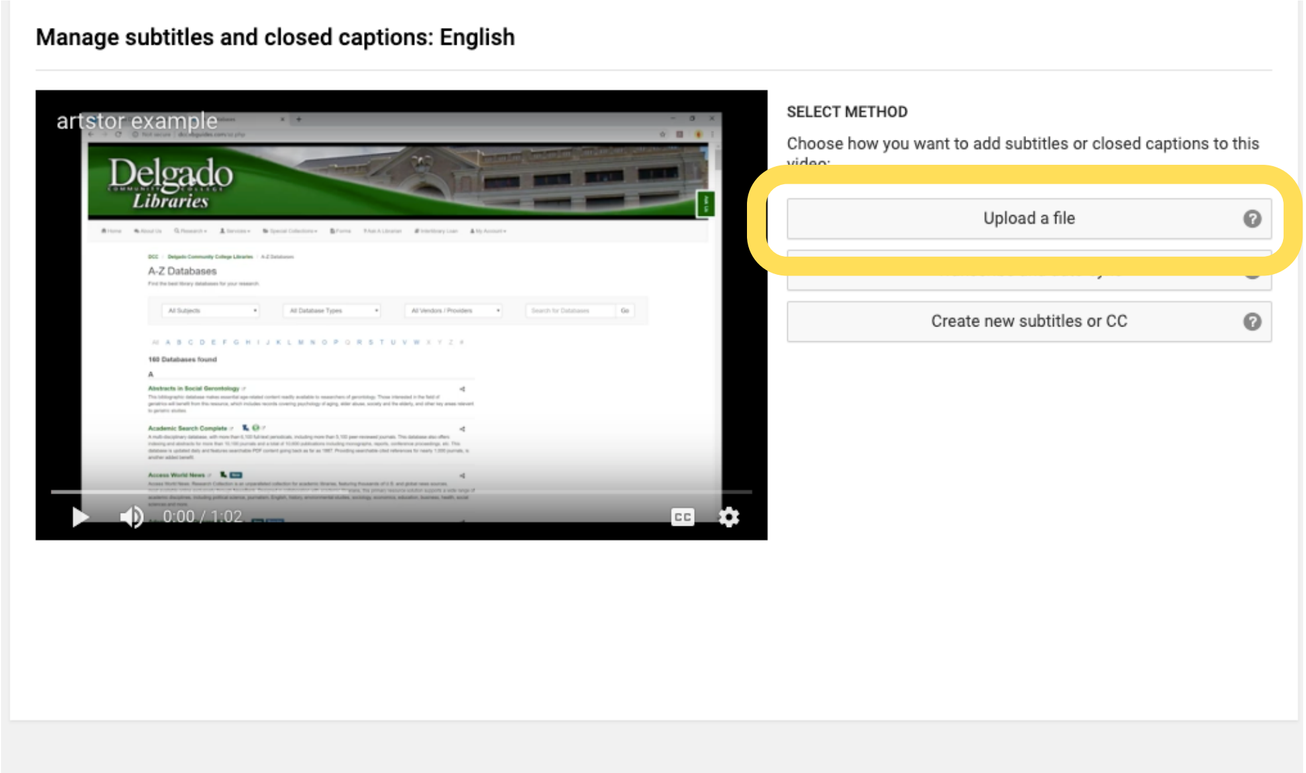
Click Add on the new subtitles file you just created to get started.



Transcripts

On the next screen, click Upload a File.

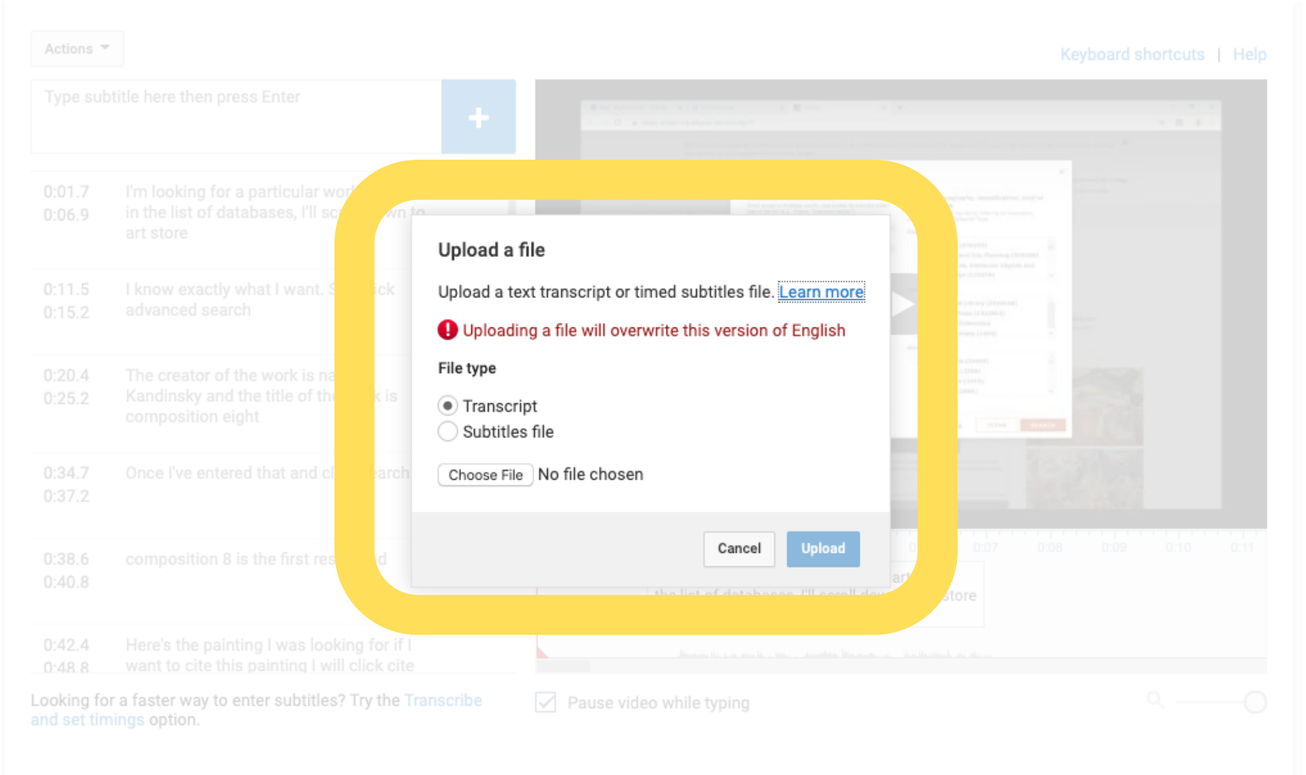
Your transcript should be in plain TXT format. You may have heard that it's a good idea to provide students with video transcripts in DOCX file format, and that's true, but YouTube with get confused by the text formatting in the file.



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.

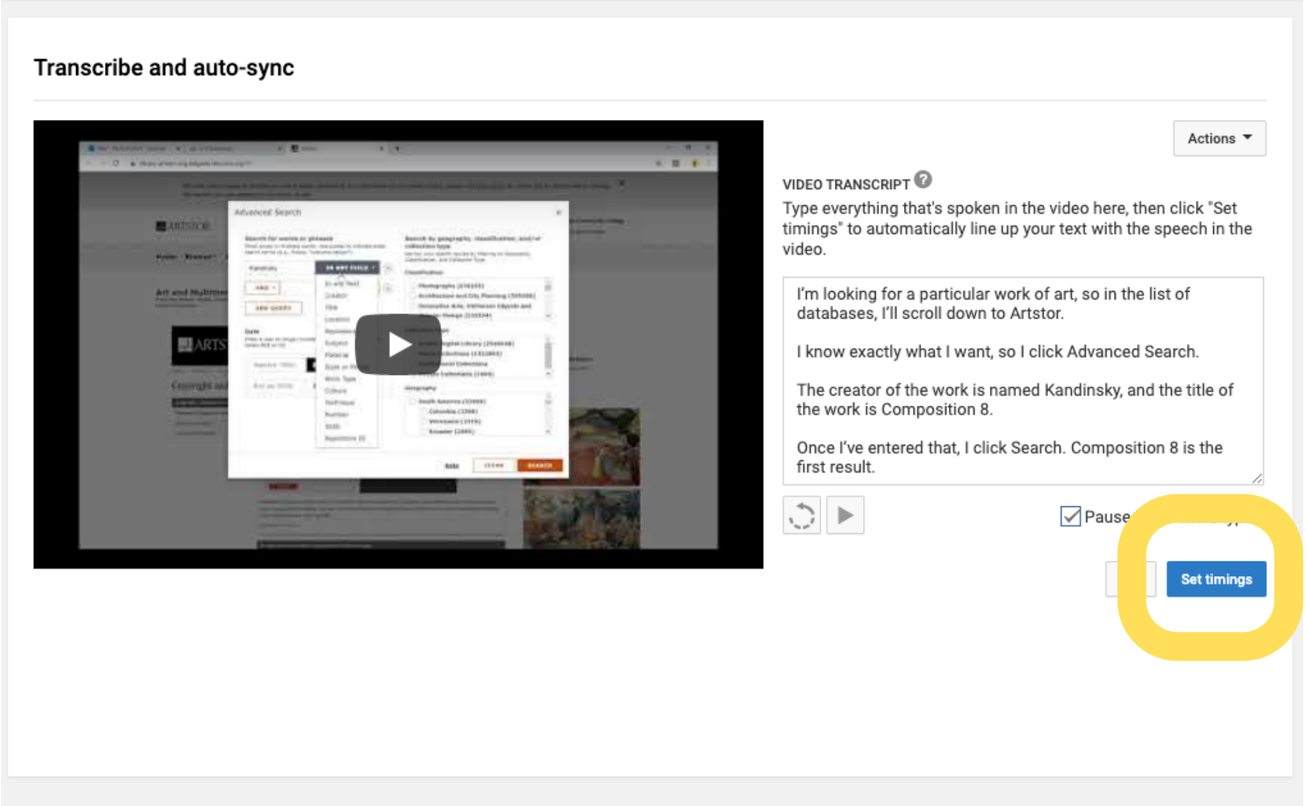
Otherwise, select File Type: Transcript, choose your TXT file, and click Upload.



Transcripts

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

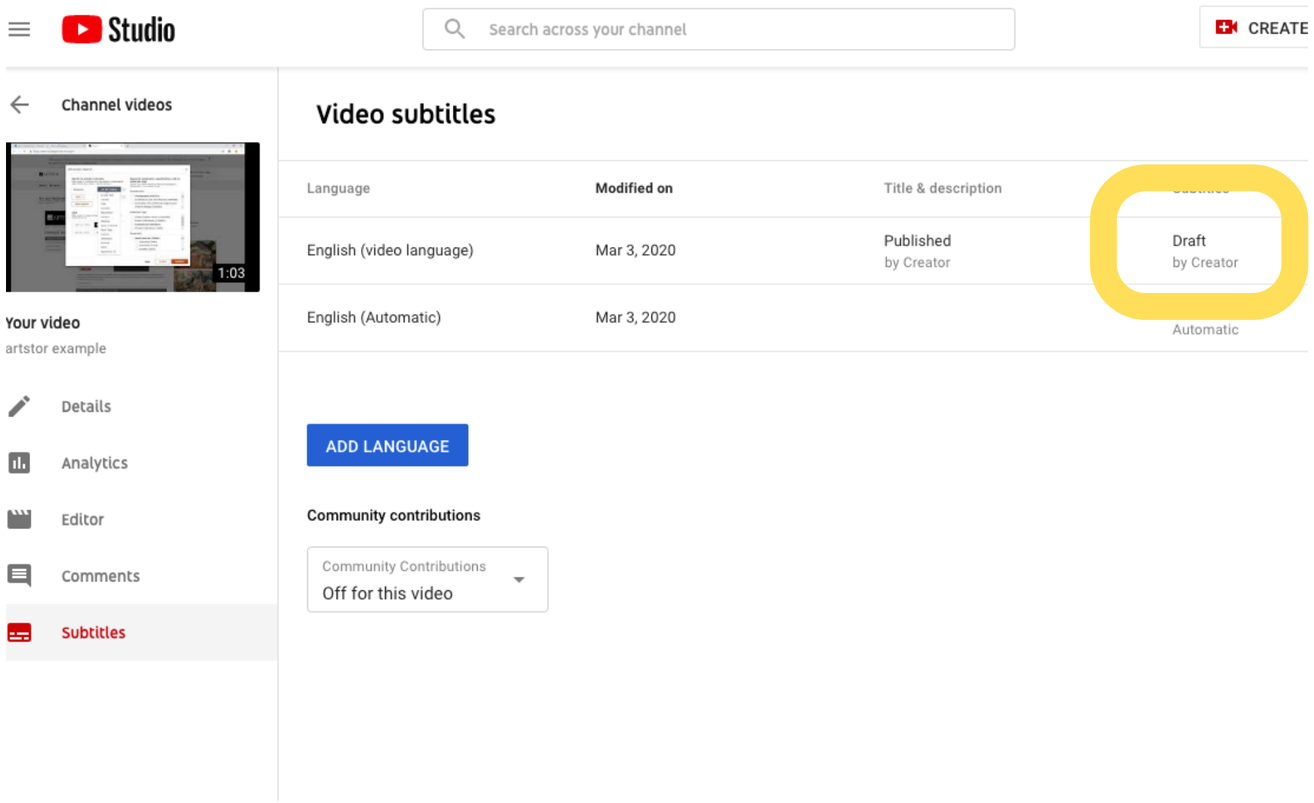
When you're ready, click Set Timings. YouTube will begin matching the text you've entered to the audio in your video. This can take several minutes, so you may want to come back later.



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.

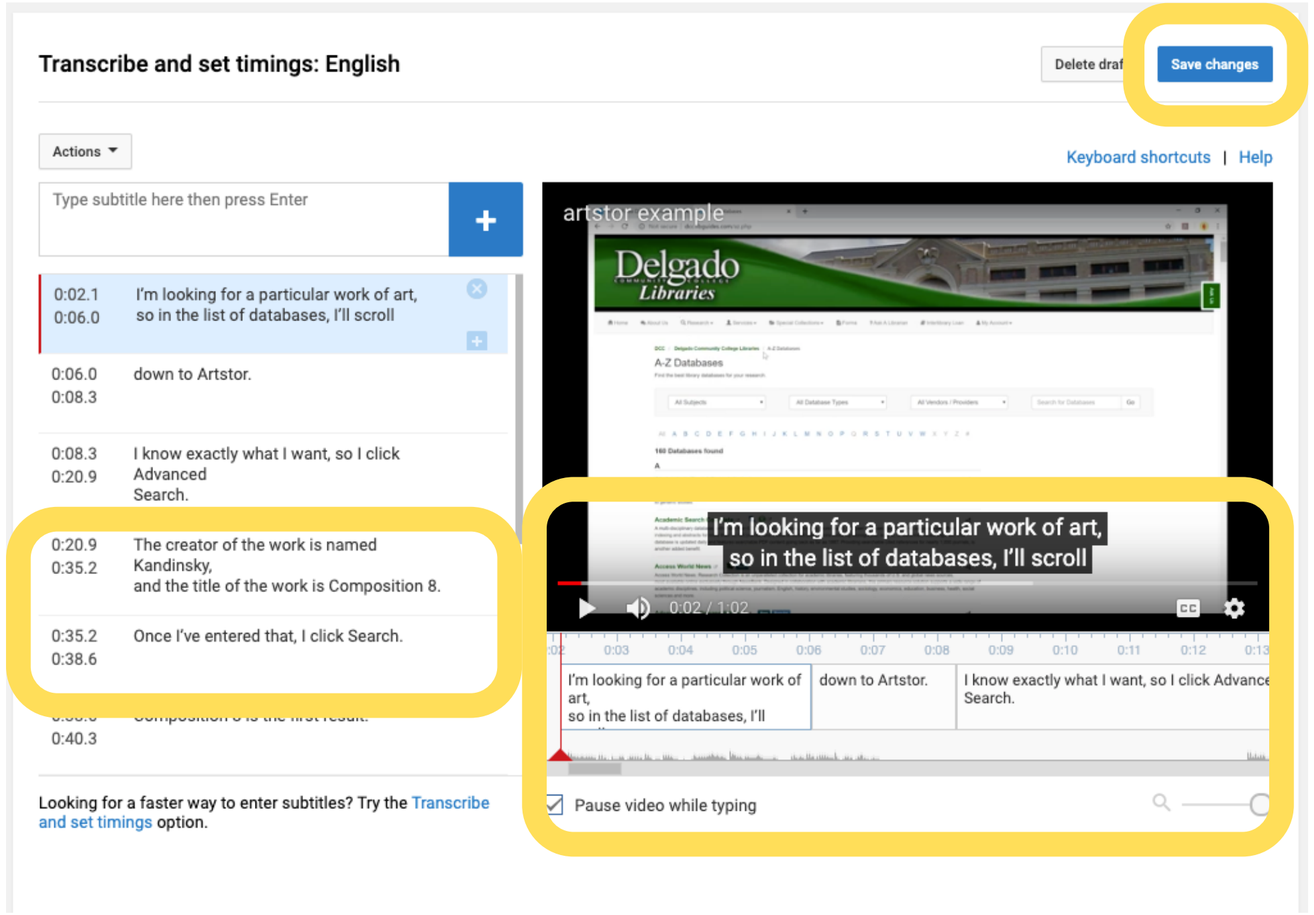


Transcripts

Now you can edit your new captions.

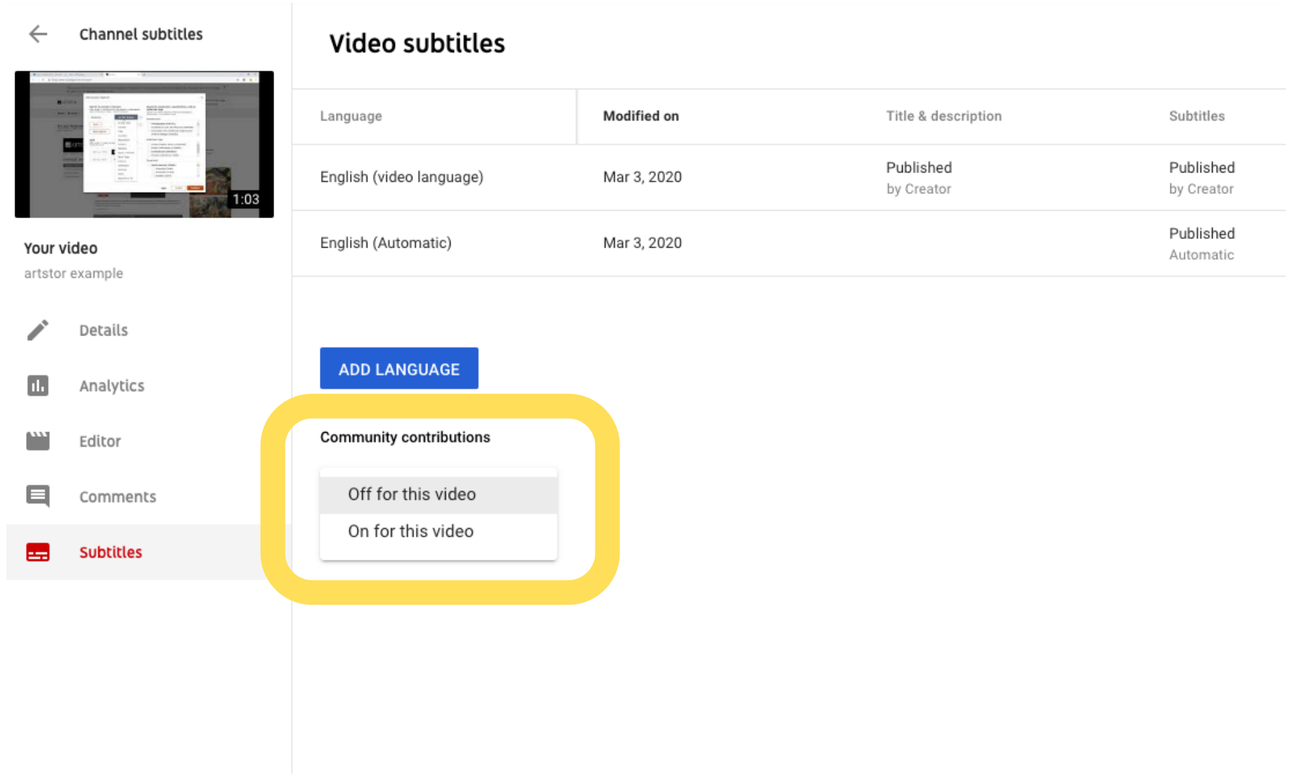
There will be weird line breaks, just like we saw with automatic captioning, and the timing usually needs to be tweaked, but there won't be any of the errors generated by the YouTube speech recognition software.

When you're done, click Save Changes.



One last thing...

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



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 Associaltion for the Deaf: What is Captioning?