

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 upload interface for a video titled "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 border. It contains the following fields and options:

- Language, subtitles, and closed captions (CC):** Select your video's language and, if needed, a caption certification. The "Video language" dropdown is set to "English", and the "Caption certification" dropdown is set to "None". There is a link to "UPLOAD SUBTITLES/CC" with a help icon.
- Recording date and location:** Add when and where your video was recorded. Viewers can search for videos by location. The "Recording date" dropdown is set to "None", and the "Video location" field is empty.
- License and distribution:** Learn about [license types](#) and [distribution](#). The "License" dropdown is set to "Standard YouTube License". There are two checked checkboxes: "Allow embedding" and "Publish to subscriptions feed and notify subscribers".
- Category:** Add your video to a category so viewers can find it more easily. The "Category" dropdown is set to "People & Blogs".
- Comments and ratings:** Choose if and how you want to show comments. There are two checkboxes, both of which are currently unchecked.

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

Editing

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

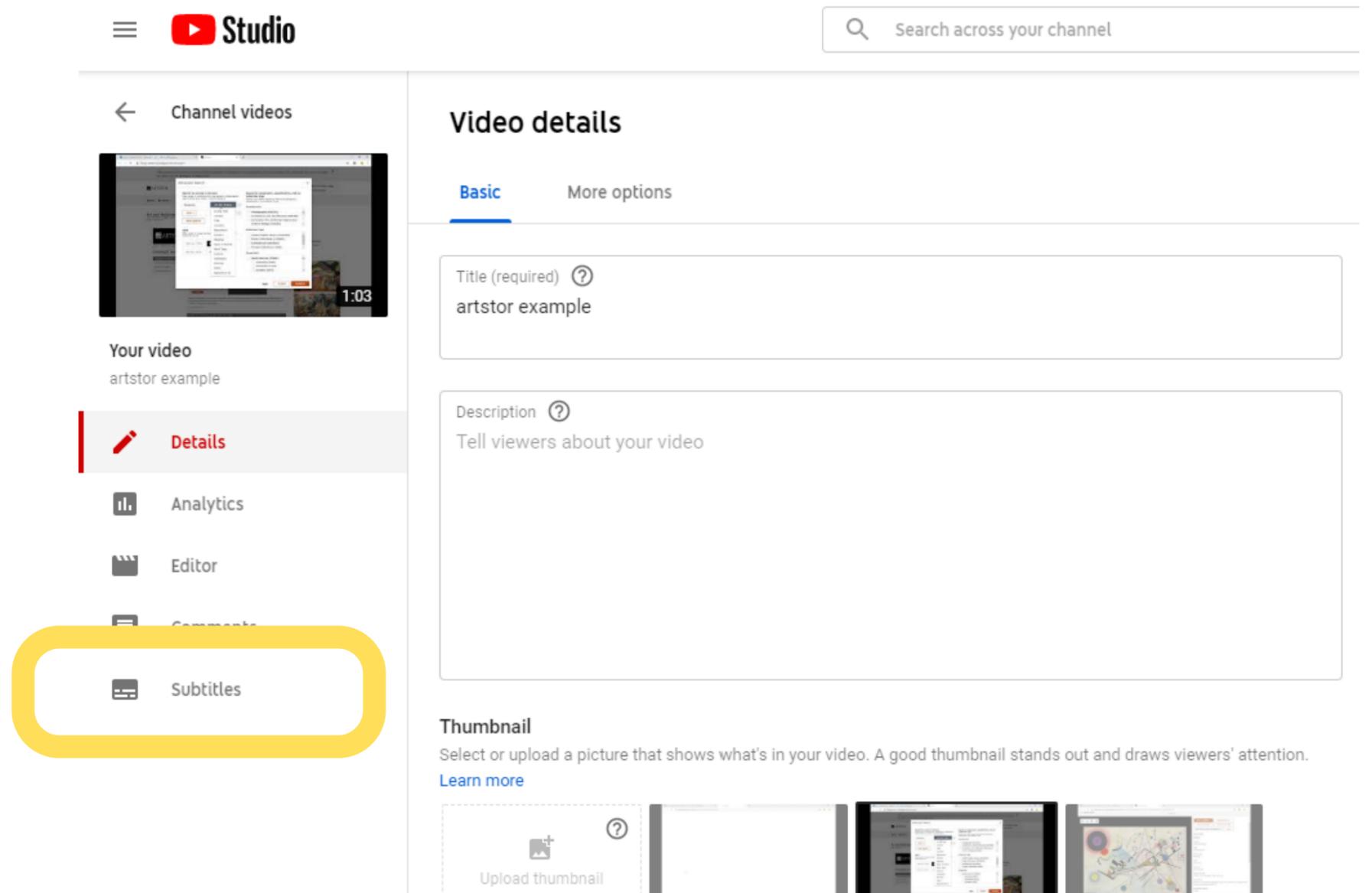
Click the Pencil icon to edit the video details, including the subtitles.

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 displayed, each with a checkbox, a video thumbnail, a duration, a title, a description, and a visibility icon. The first video in the list is highlighted with a yellow rounded rectangle, and its editing options (pencil, list, chat, play, and menu icons) are visible. The visibility icon for this video is set to 'Unlisted'.

Visibility
Unlisted

Editing

In the Video Details panel, click Subtitles.



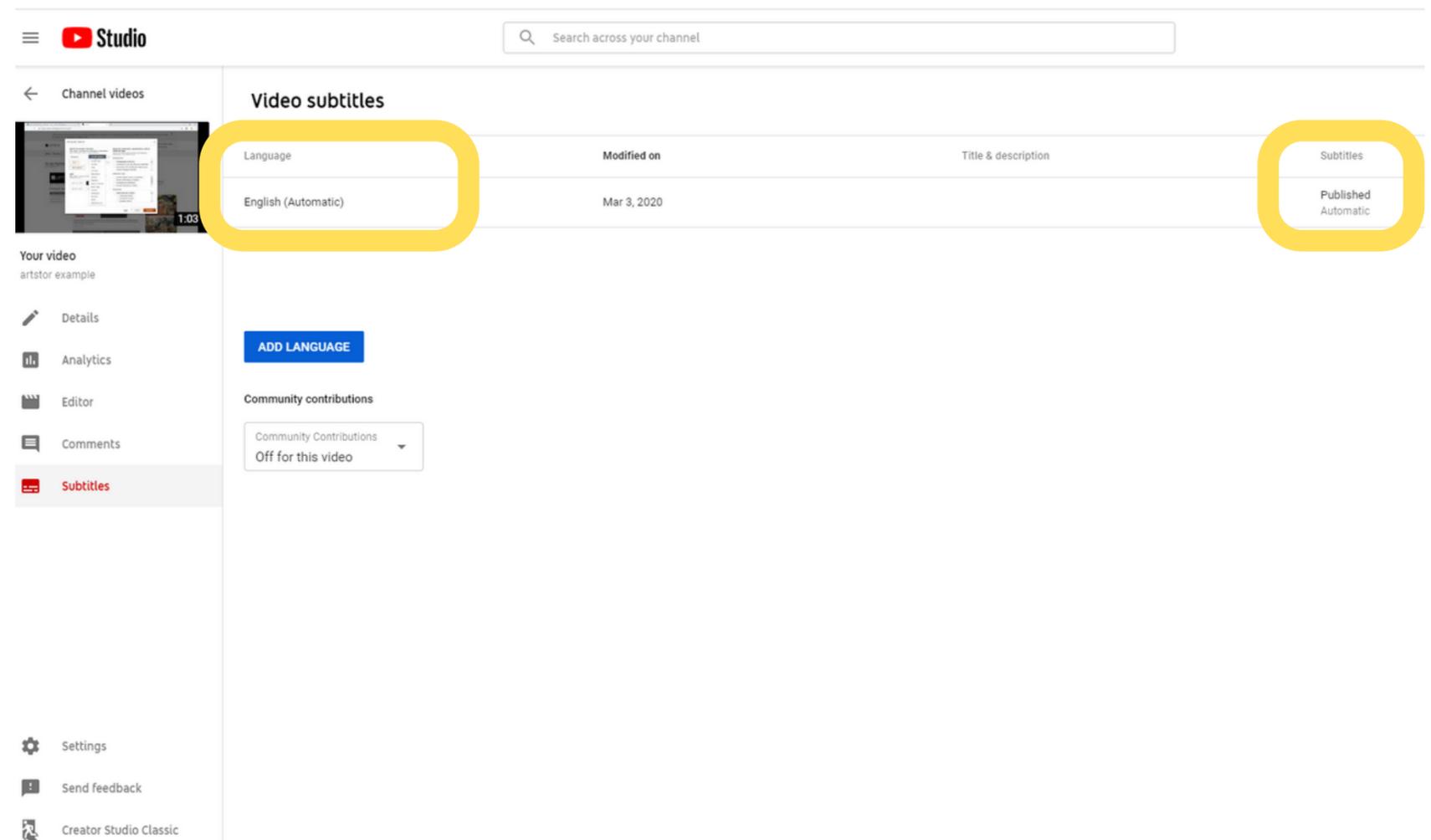
The screenshot displays the YouTube Studio interface. At the top left, there is a menu icon and the 'Studio' logo. A search bar at the top right contains the text 'Search across your channel'. Below the header, the left sidebar shows 'Channel videos' with a back arrow. A video thumbnail is visible with the title 'Your video' and 'artstor example'. The sidebar menu includes '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'. The 'Basic' tab contains a 'Title (required)' field with a question mark icon, containing the text 'artstor example', and a 'Description' field with a question mark icon and the placeholder text 'Tell viewers about your video'. Below this is a 'Thumbnail' section with a question mark icon, a description: 'Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention.', and a 'Learn more' link. At the bottom, there is an 'Upload thumbnail' button with a plus icon and a question mark, followed by 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", "Settings", "Send feedback", and "Creator Studio Classic".

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

Auto Subtitles

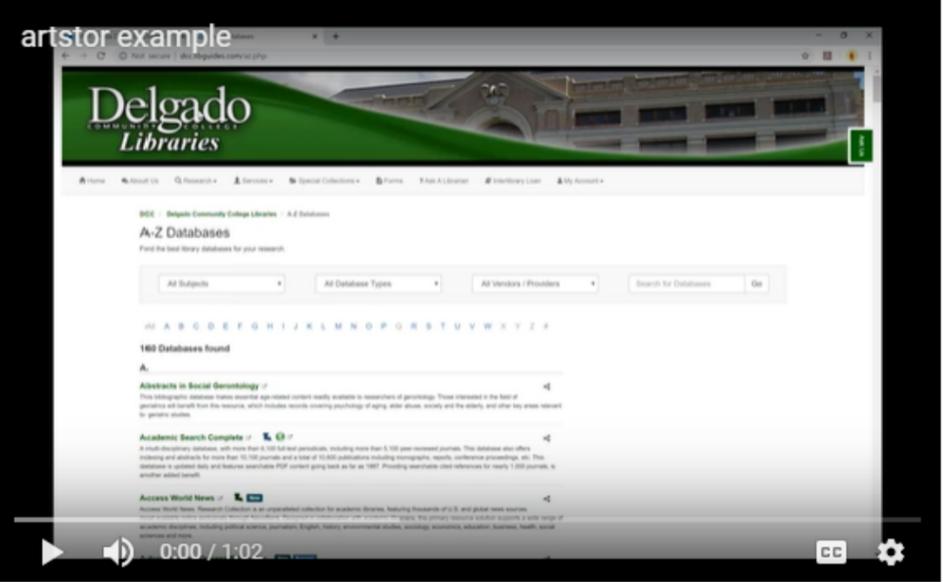
From here, you can either edit or unpublish and delete your automatic captions.

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 filters 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 displayed at the bottom of the video frame.

0:00 / 1:02

I'm looking for a particular work of art so in the list of databases I'll scroll

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
0:50.8

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

was looking for if painting I will

click cite this item

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

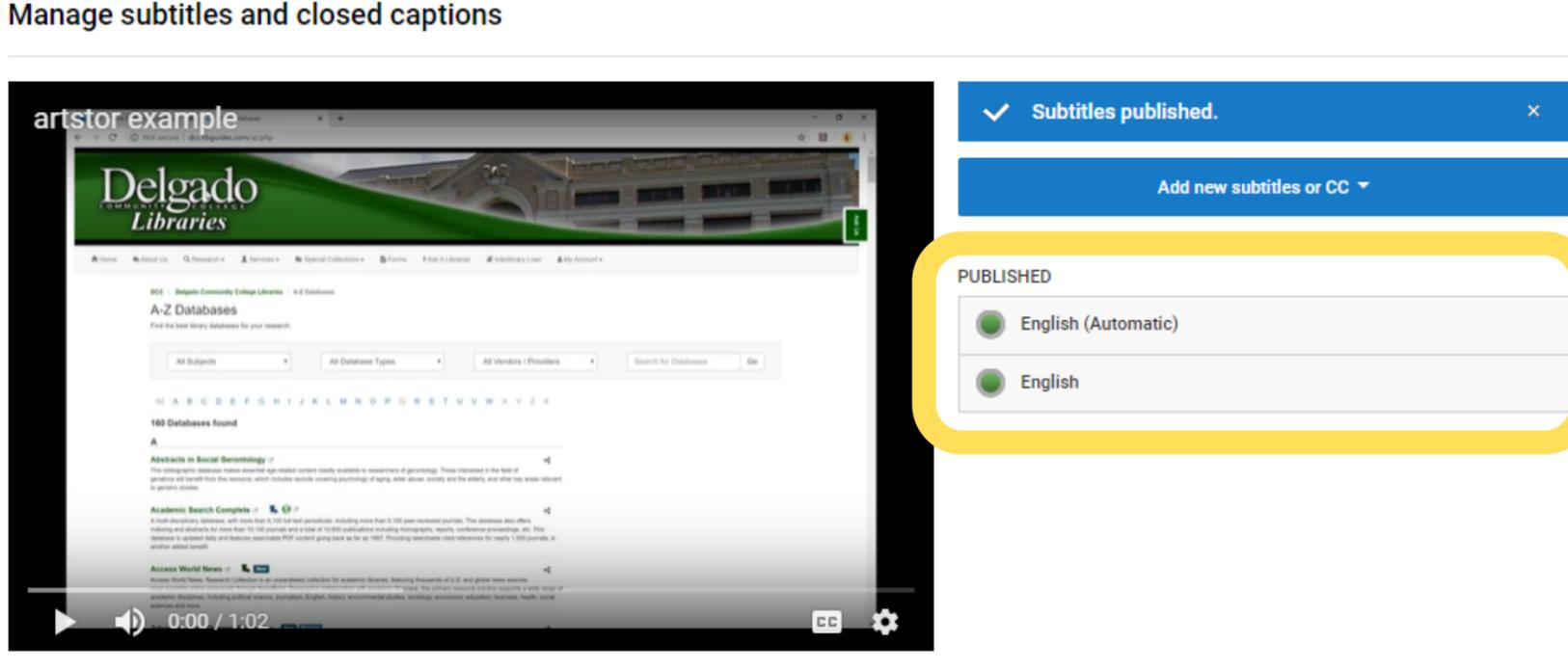
Pause video while typing

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



artstor example

Delgado Community College Libraries

Subtitles published. ✕

Add new subtitles or CC ▾

PUBLISHED

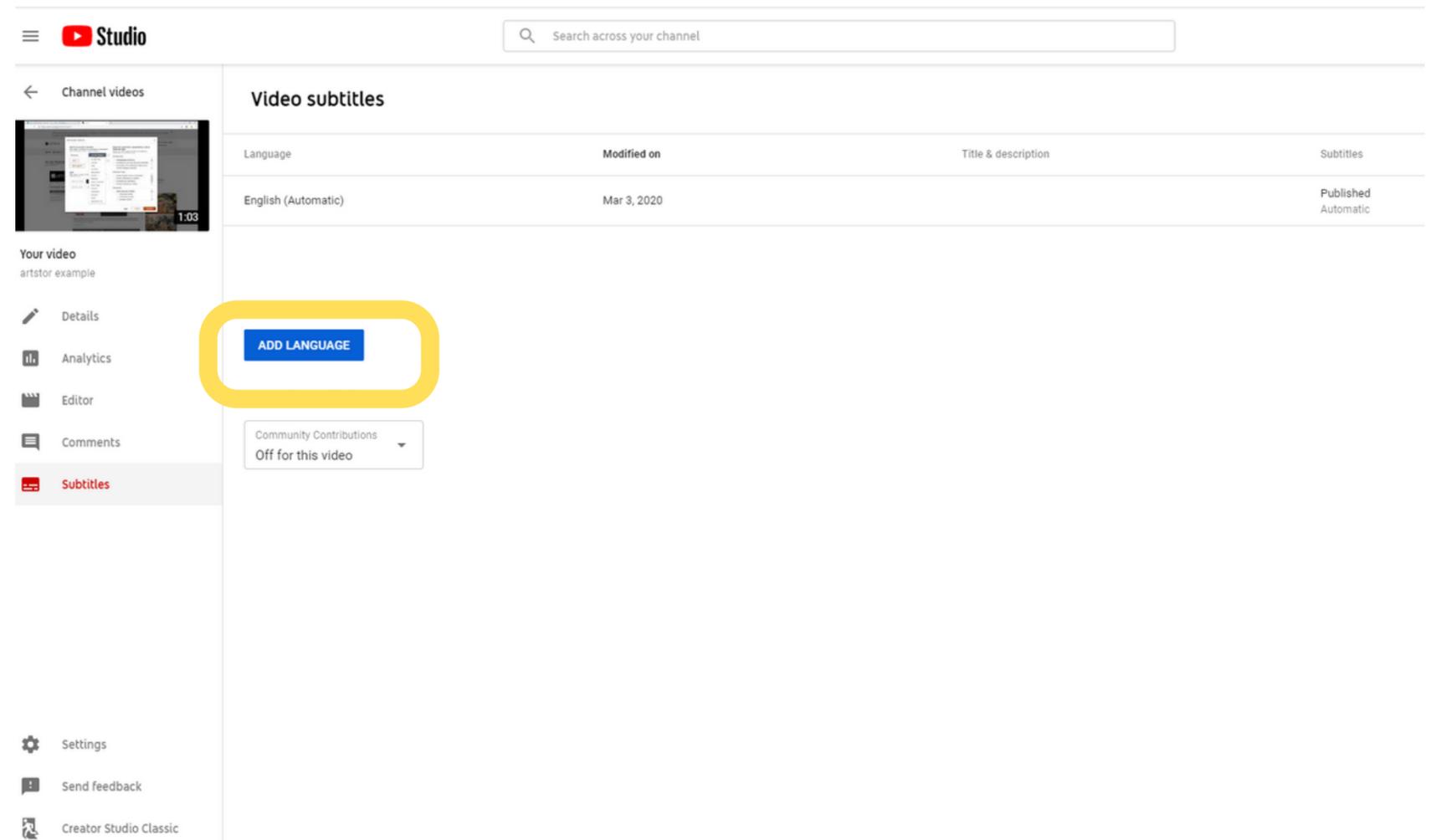
- English (Automatic)
- English

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 the following data:

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

Below the table, there is a blue "ADD LANGUAGE" button, which is highlighted with a yellow rounded rectangle. To its right, there 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".

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

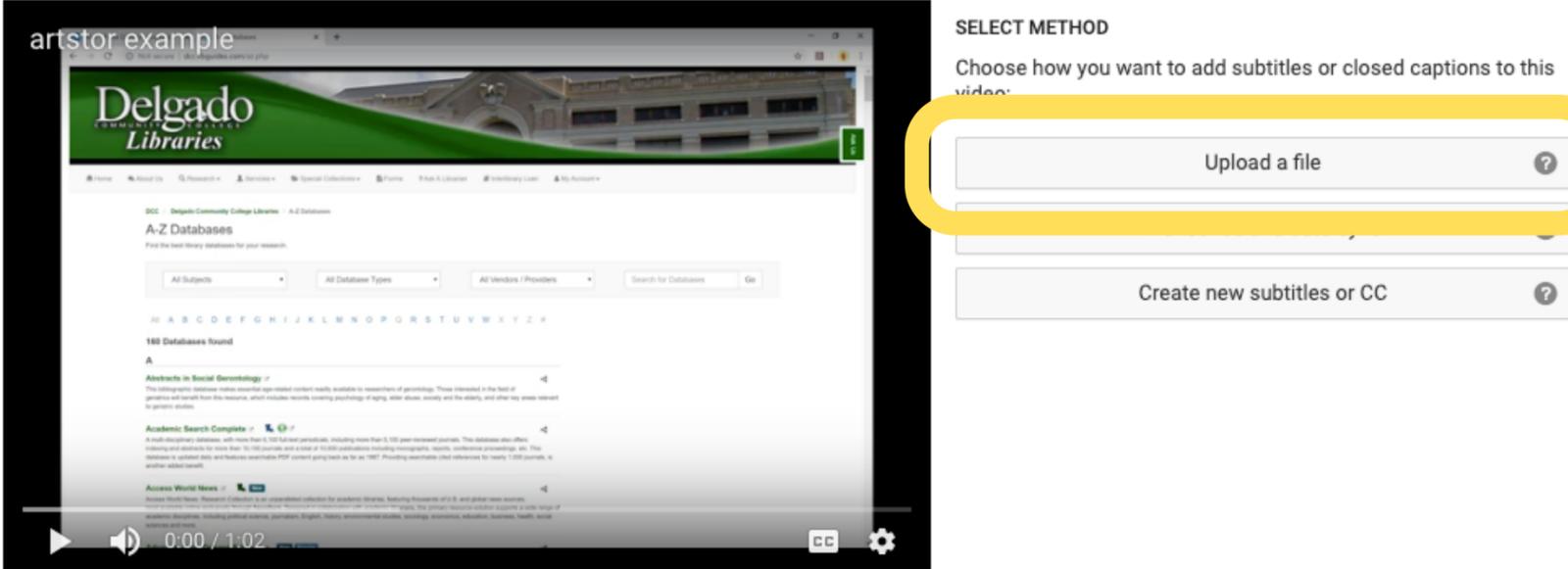
Community Contributions
Off for this video

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

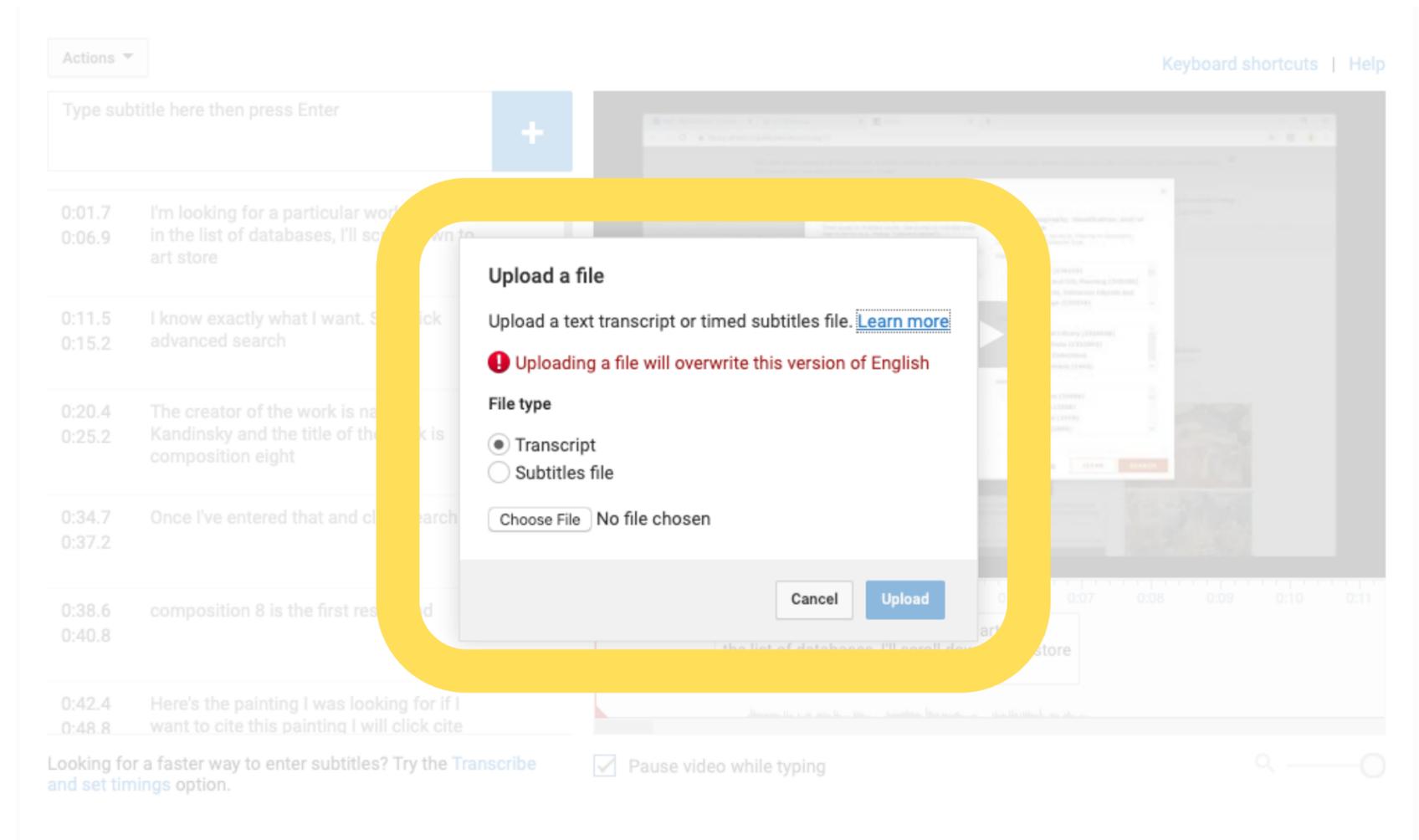


The screenshot shows the YouTube interface for managing subtitles. On the left is a video player with a thumbnail of the 'Delgado Libraries' website. On the right, under the heading 'SELECT METHOD', there are two options: 'Upload a file' and 'Create new subtitles or CC'. The 'Upload a file' button is 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.

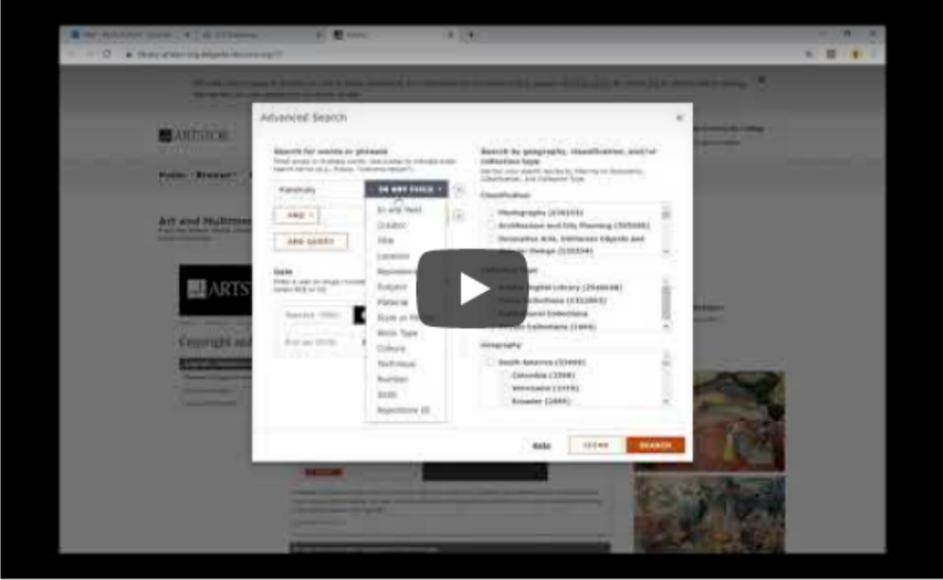


Transcripts

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



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.

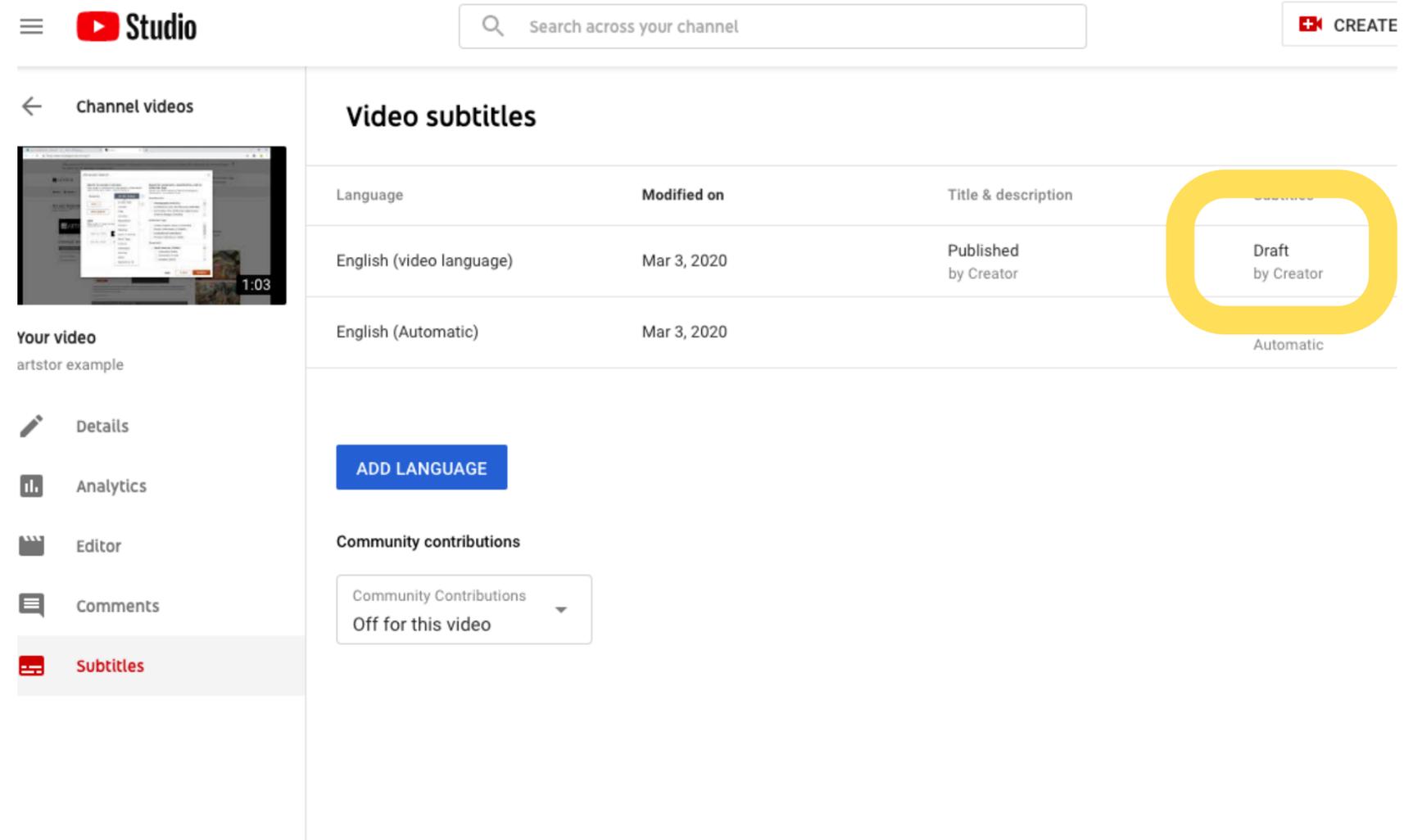
Actions ▾

Pause

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.

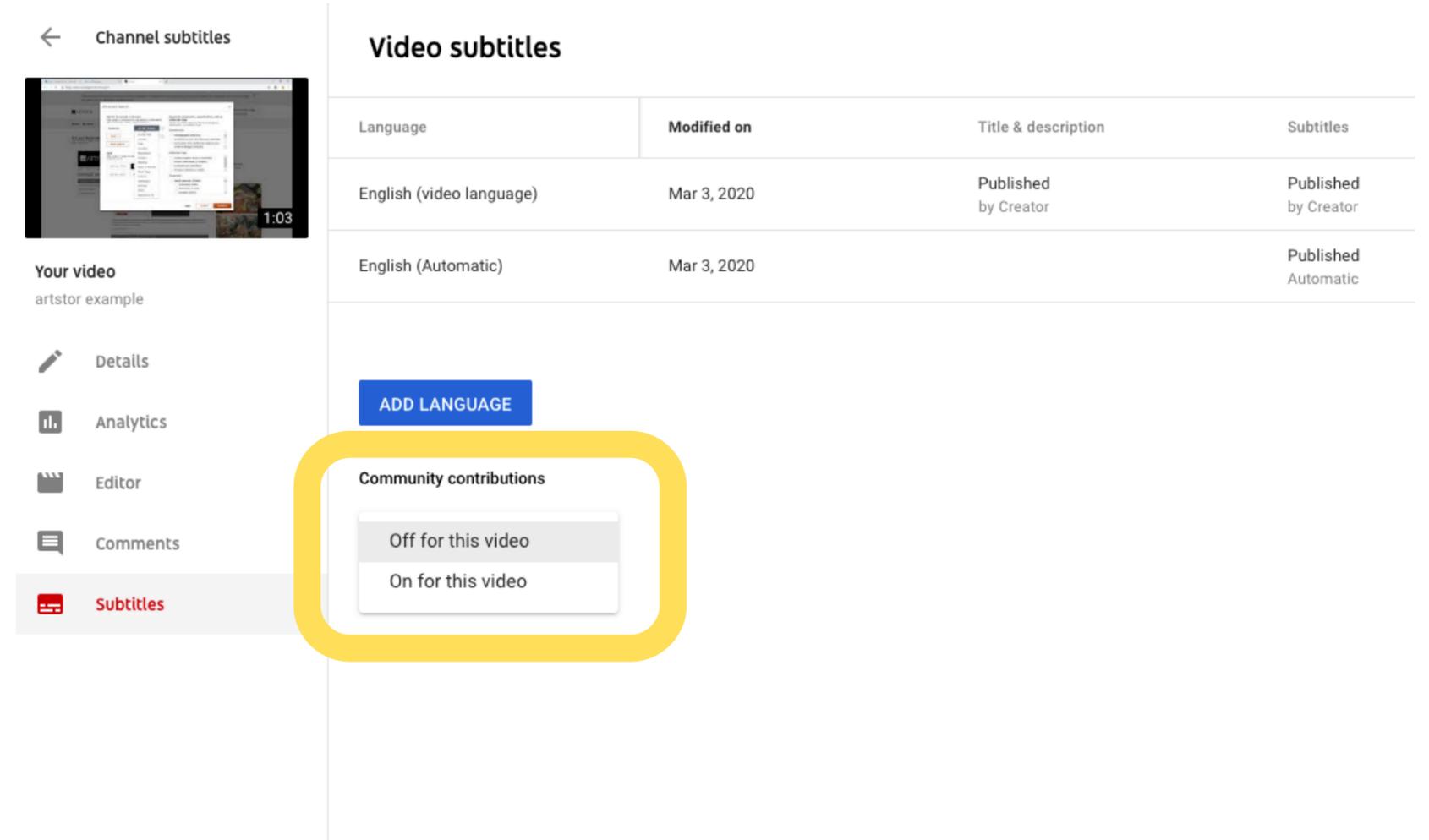
The screenshot displays the YouTube transcription interface. At the top, it says "Transcribe and set timings: English" with a "Delete draft" button and a "Save changes" button highlighted in yellow. Below this is an "Actions" dropdown and a text input field with a plus sign. The main area shows a list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

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

Below the list is a video player showing a screenshot of the Delgado Libraries website. The video player has a yellow highlight around the video content and the caption "I'm looking for a particular work of art, so in the list of databases, I'll scroll". The video player also shows a progress bar and a "Pause video while typing" checkbox.

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 shows a video player thumbnail for "artstor example" with a duration of 1:03. Below the video player, there is a table of video subtitles.

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

Below the table, there is a blue "ADD LANGUAGE" button. Underneath, a yellow rounded rectangle highlights the "Community contributions" section, which contains two options: "Off for this video" and "On for this video".

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?](#)