

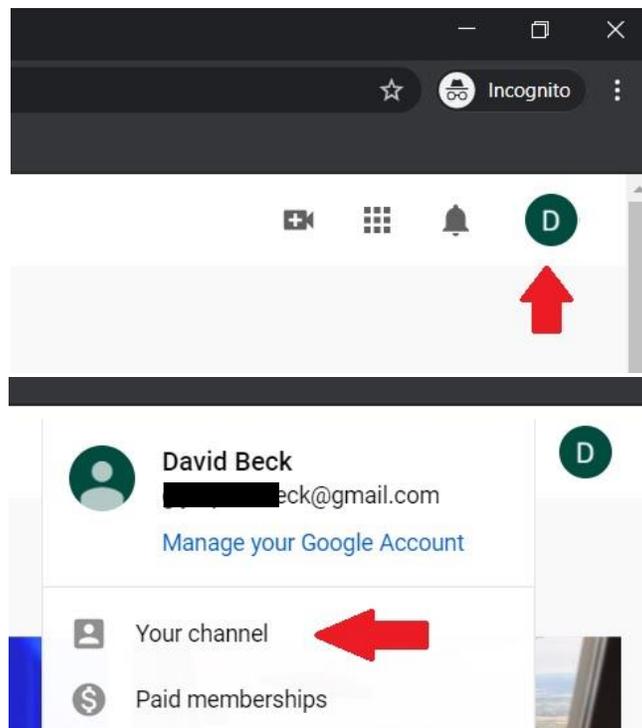
## How to Caption Your YouTube Videos

### Step 1

After uploading your video, you should be brought back to the creator studio video page. If you are already on this page skip to step #5. If not get back to the creator studio video page by following from step #2.

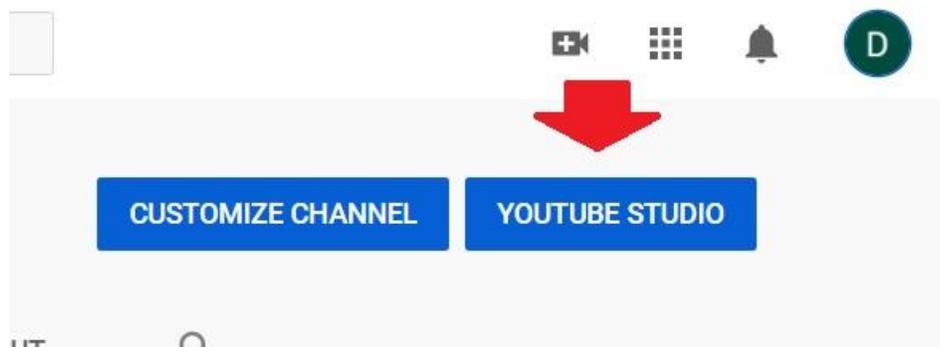
### Step 2

From your YouTube homepage click your letter or photo in the top right of the page followed by “Your channel”.



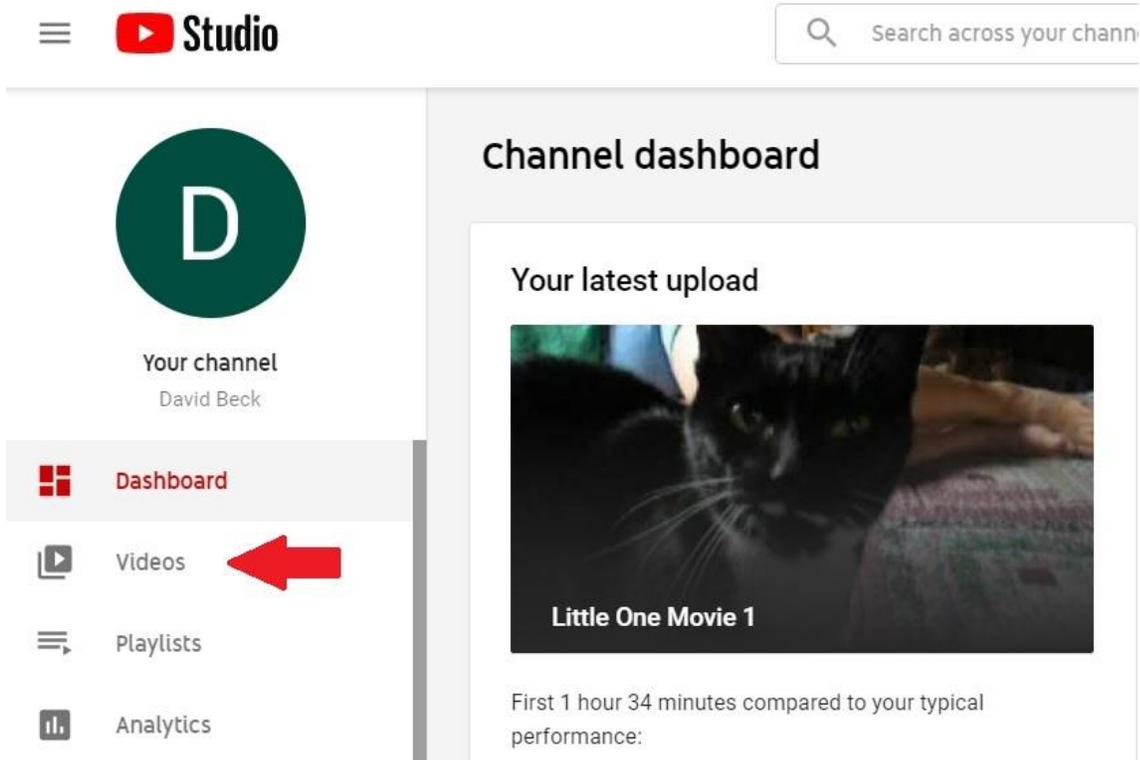
### Step 3

Click “YOUTUBE STUDIO”.



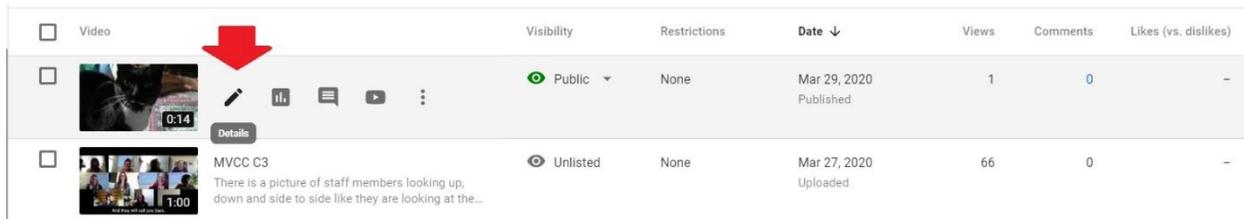
### Step 4

Click on “Videos” in the navigation menu on the left side of the page.



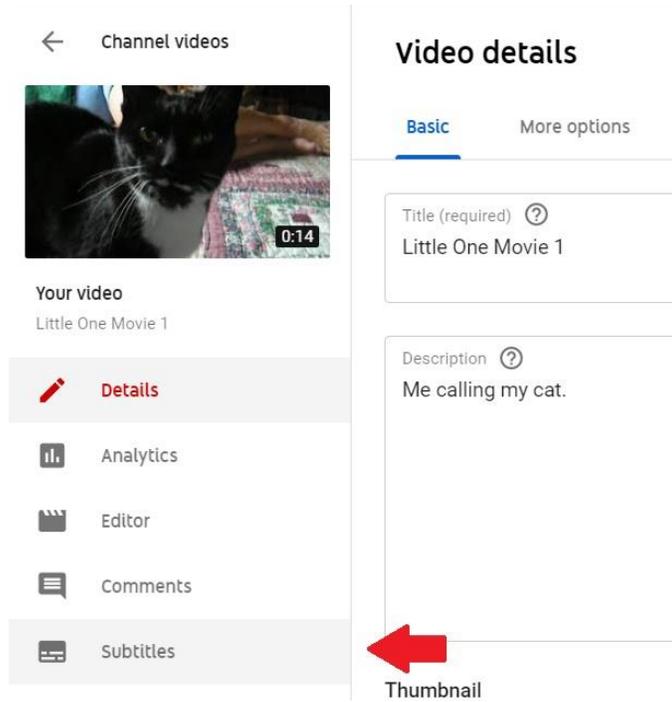
### Step 5

Now that you are on (or are back on) the creator studio video page hover over the title of the video you wish to caption and click the first option on the left, the pencil icon labeled “Details”.



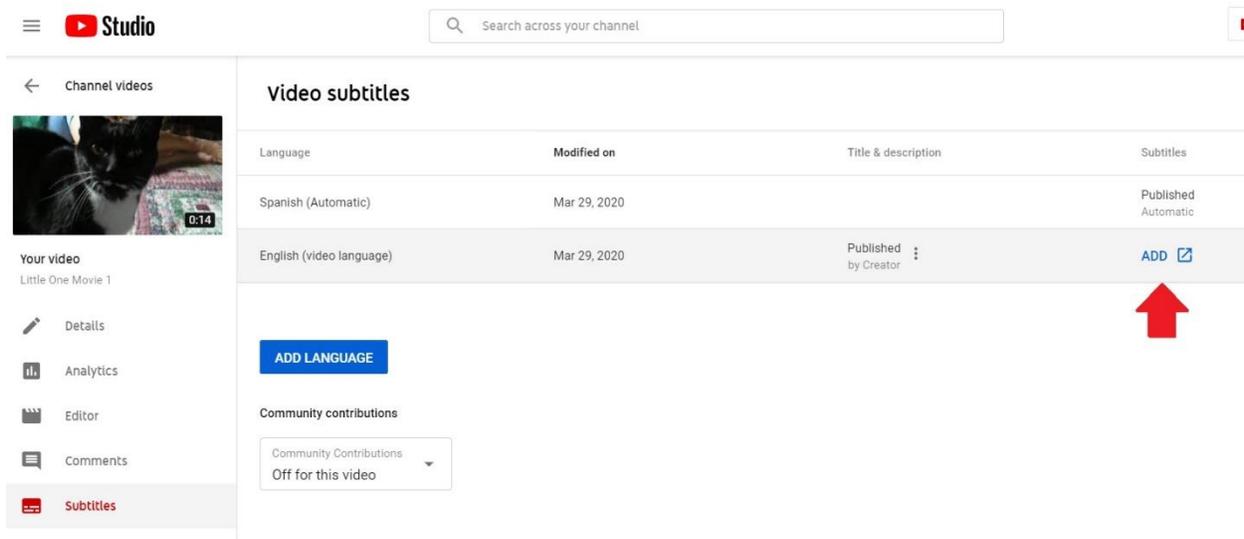
### Step 6

Select the “Subtitles” option from the menu on the left.



### Step 7

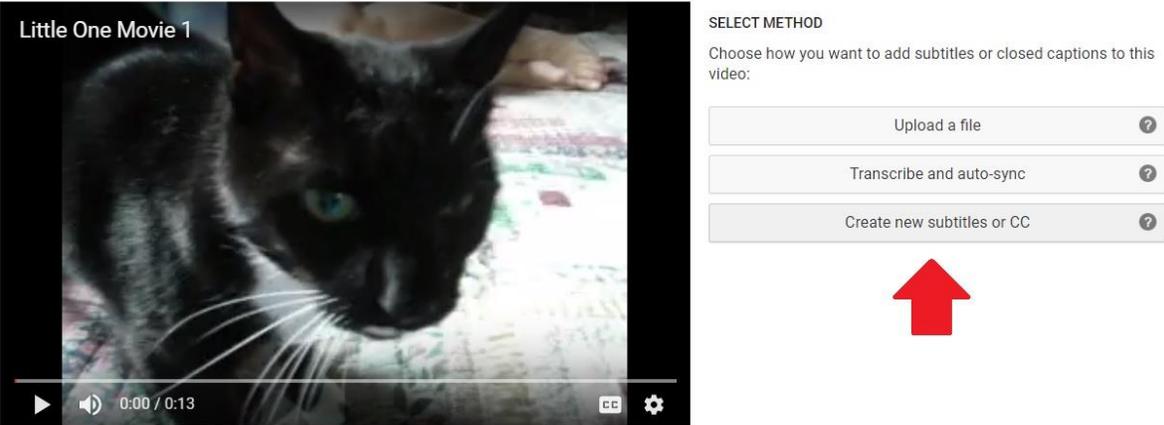
Under “Video Subtitles”, “English (video language)”, click “ADD” on the far right hand side of the “Subtitles” heading.



## Step 8

In the new tab that opens click “Create new subtitles or CC”.

Manage subtitles and closed captions: English



Little One Movie 1

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

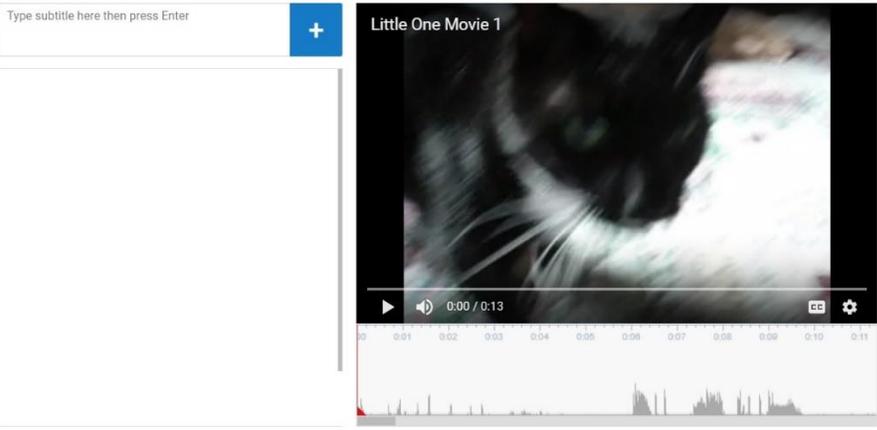
Within the window that opens you will see the following screen:

Transcribe and set timings: English

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

Actions Keyboard shortcuts | Help

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



Little One Movie 1

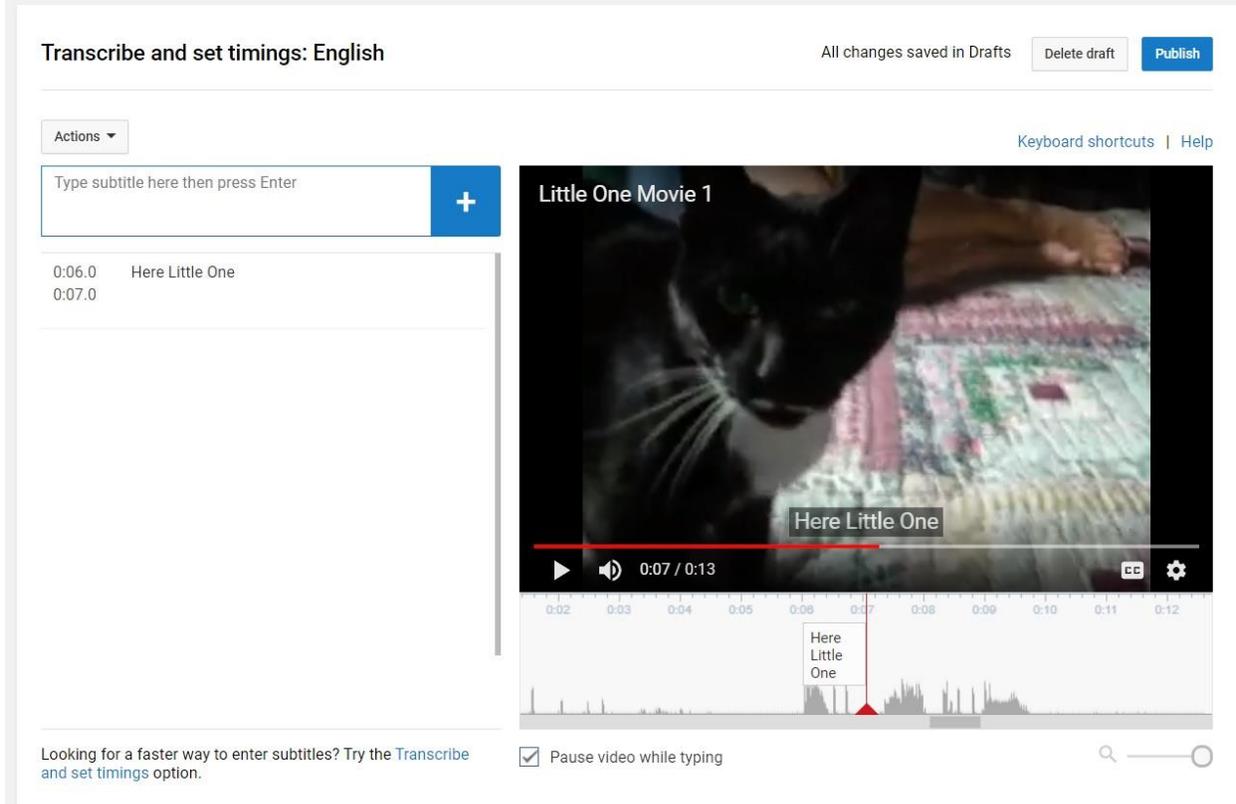
00 0:01 0:02 0:03 0:04 0:05 0:06 0:07 0:08 0:09 0:10 0:11

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

Pause video while typing

## Step 9

Click within the “Type subtitles here then press enter box” to activate your cursor. Hover your mouse over your video and click. Listen to a portion of the video and click your mouse again to pause the video. Type what you heard in the box and click enter. After entering one caption your screen should look similar to the one below:



The screenshot shows a video transcription interface. At the top, it says "Transcribe and set timings: English" and "All changes saved in Drafts". There are buttons for "Delete draft" and "Publish". Below this is an "Actions" dropdown menu. A text input box contains "Type subtitle here then press Enter" with a blue "+" button. To the right of the input box are links for "Keyboard shortcuts" and "Help". The video player shows a black and white cat with the subtitle "Here Little One" overlaid. The video title is "Little One Movie 1". The video player controls show a play button, a volume icon, and a progress bar at 0:07 / 0:13. Below the video player is a waveform and a list of subtitles: "0:06.0 Here Little One" and "0:07.0". At the bottom, there is a checkbox for "Pause video while typing" which is checked, and a search icon.

Continue watching your video and entering captions until you have reached the end of your video (or you feel like you want to take a break). As you enter captions it is a good idea to go back through your video and see if the timing of the captions is lined up. You can use the sound waves and sound to help you in this process.

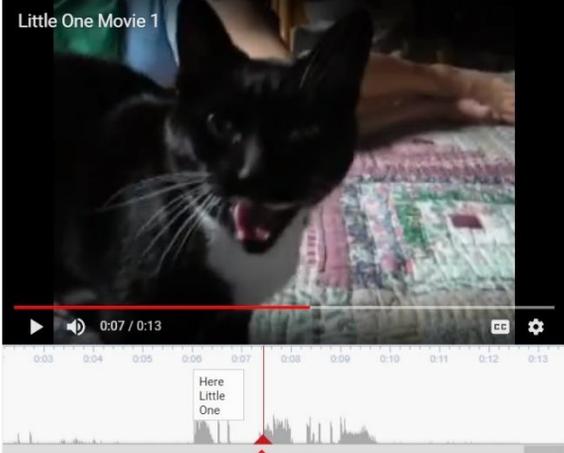
To edit the timings go back to the section of your video that needs addressing and watch that part again. You can use the red play head (shown in the first screenshot) to get to the exact location you would like to edit by dragging it. If the timing needs to be corrected hover of the caption in question and drag the handles either direction (shows in the second screenshot).

Transcribe and set timings: English All changes saved in Drafts [Delete draft](#) [Publish](#)

Actions ▾ Keyboard shortcuts | Help

Type subtitle here then press Enter +

0:06.0 Here Little One  
0:07.0



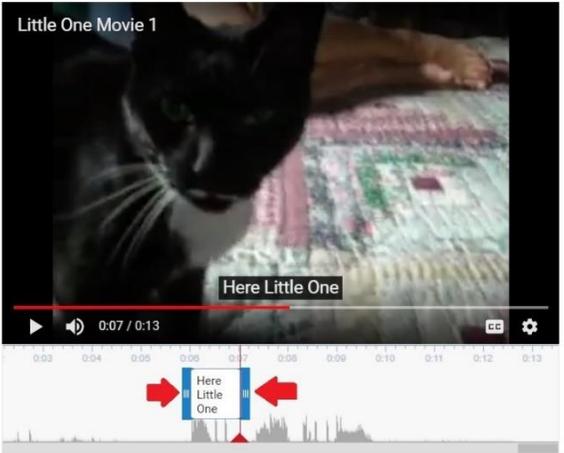
Looking for a faster way to enter subtitles? Try the [Transcribe and set timings](#) option.  Pause video while typing 🔍

Transcribe and set timings: English All changes saved in Drafts [Delete draft](#) [Publish](#)

Actions ▾ Keyboard shortcuts | Help

Type subtitle here then press Enter +

0:06.0 Here Little One ✖  
0:07.0 +



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

## Step 10

When you're ready click "Publish" in the top right of the captioning box.

Transcribe and set timings: English

All changes saved in Drafts

Delete draft

Publish

Actions ▾

Type subtitle here then press Enter



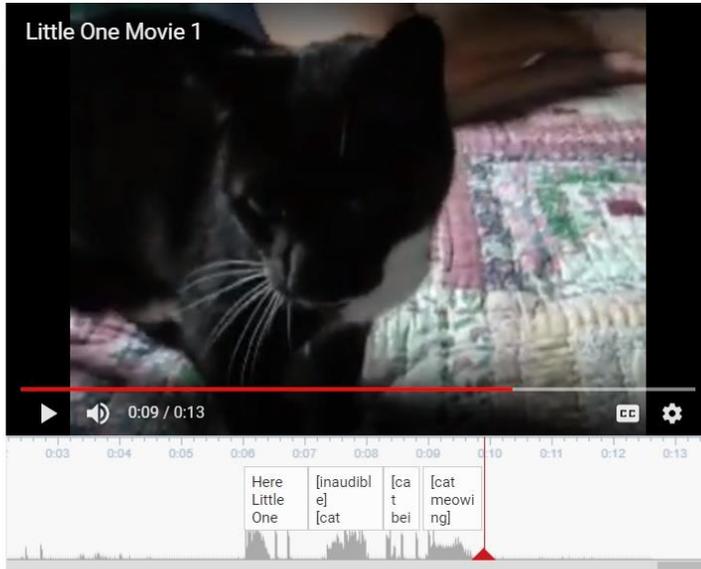
0:06.0 Here Little One  
0:07.0

0:07.0 [inaudible]  
0:08.2 [cat meowing]

0:08.2 [cat being called with click click click of a  
0:08.8 tongue]

0:08.9 [cat meowing]  
0:09.8

Little One Movie 1



Keyboard shortcuts | Help

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

Pause video while typing



## Step 11

If your captions successfully post you should see the following page:

Manage subtitles and closed captions

✓ Subtitles published.
✕

Add new subtitles or CC ▾

PUBLISHED

● English

Community contributions: Off Turn on

Video language: English Change language

You can now close this tab.

## Step 12

You have successfully captioned your YouTube video. If you would like to see the video that I captioned during this tutorial please see the link below. Don't forget to click the "CC" button in the video player!

<https://www.youtube.com/watch?v=P4i-Q3OScgY>

**PLEASE NOTE:** If you have difficulty captioning your videos please get in touch with the Office of Accessibility Resources at [oar@mvcc.edu](mailto:oar@mvcc.edu) or call us at 315-792-5644 and leave a message. We will get back to you as soon as time permits.