

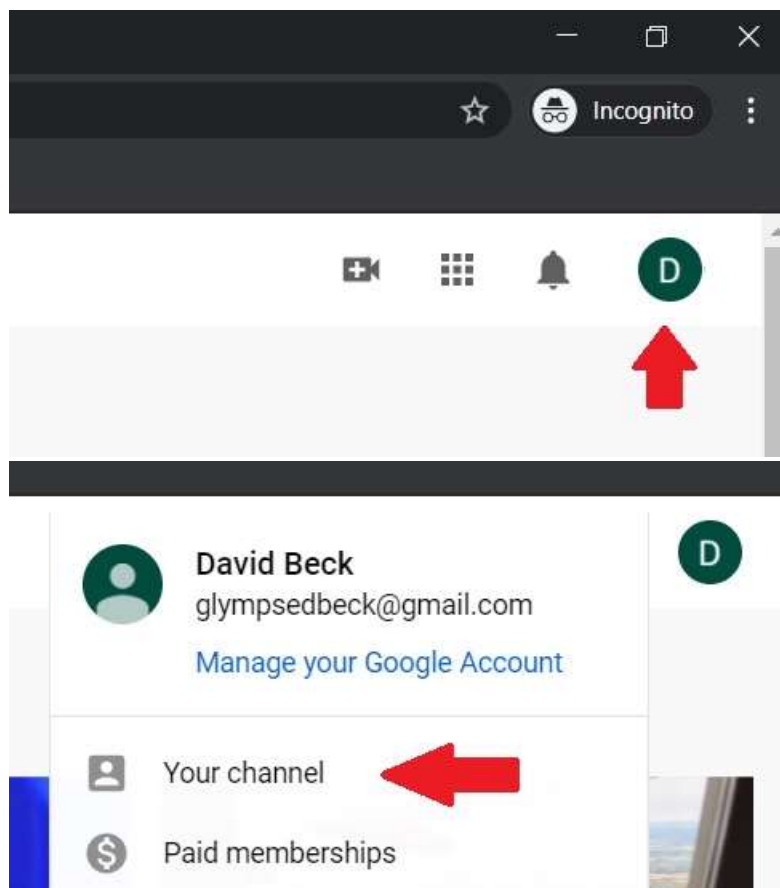
## HOW TO CAPTION YOUTUBE VIDEOS WITH AUTOMATIC CAPTIONS

### Step 1

After uploading your video, you should be brought back to the creator studio video page. Give the automatic captions time to process – we waited approximately an hour to an hour and a half for YouTube to process the automatic captions. However, due to increased demand due to COVID it has been found that it can take from a few hours to a few days. Be patient, the captions should process. If the automatic captions have showed up, you're all set proceed to the next step. If they have not showed up please see the document entitled "Automatic Captions Troubleshooting Guide". If all else fails, please request the document titled "How to Manually Caption your YouTube Videos" from OAR (see contact information at the bottom of this document).

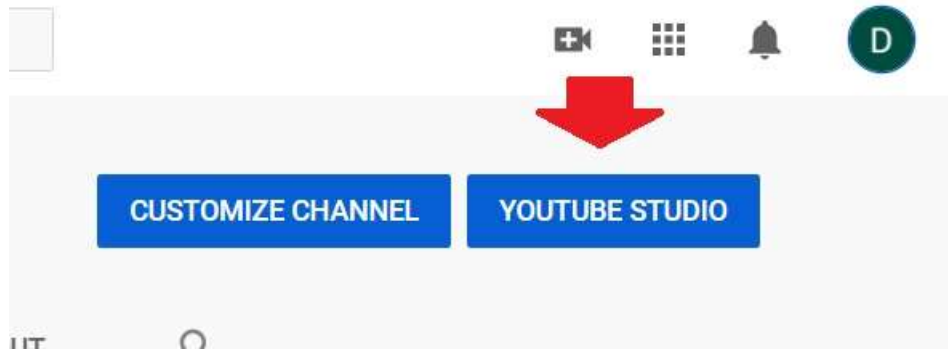
### Step 2

If you are not already signed in, log into your YouTube account now. From your YouTube homepage click your letter or photo in the top right of the page followed by "Your channel".



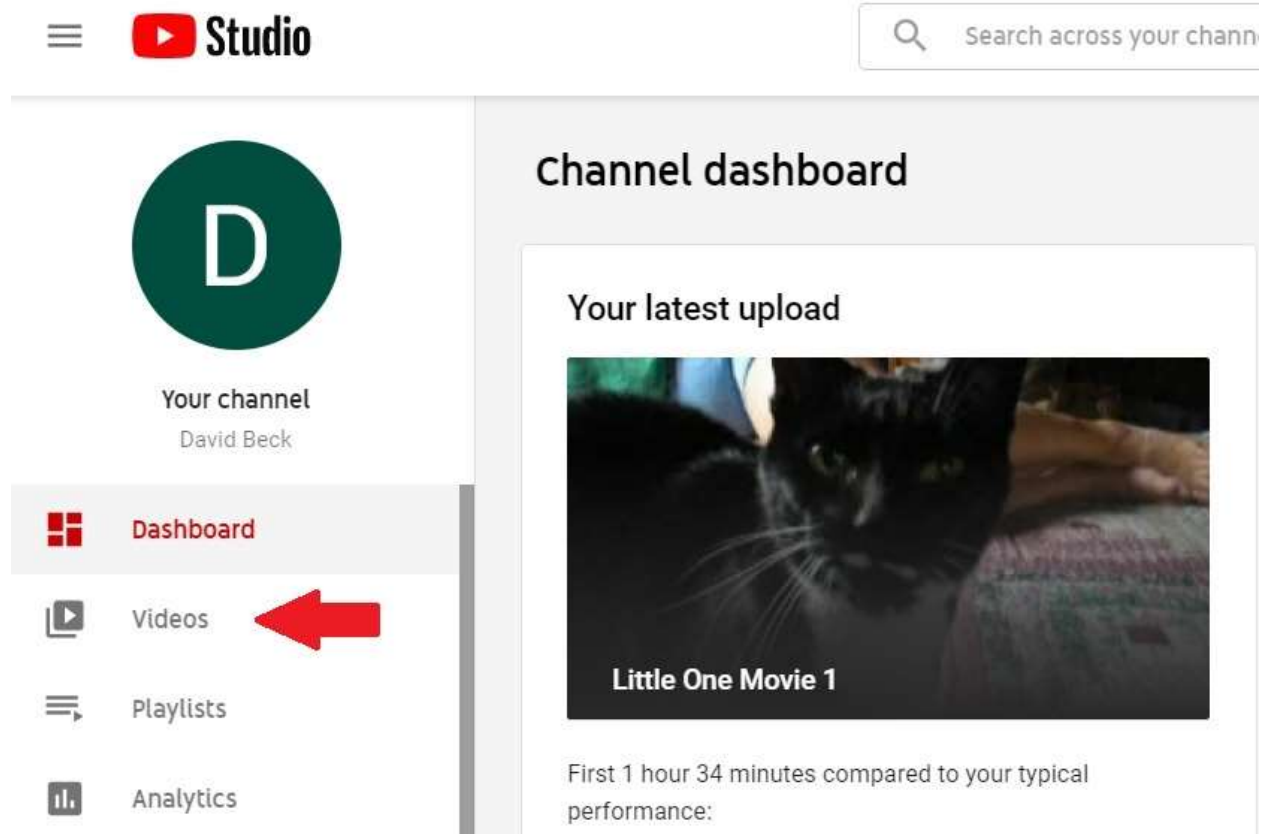
### Step 3

Click "YOUTUBE STUDIO".



### Step 4

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



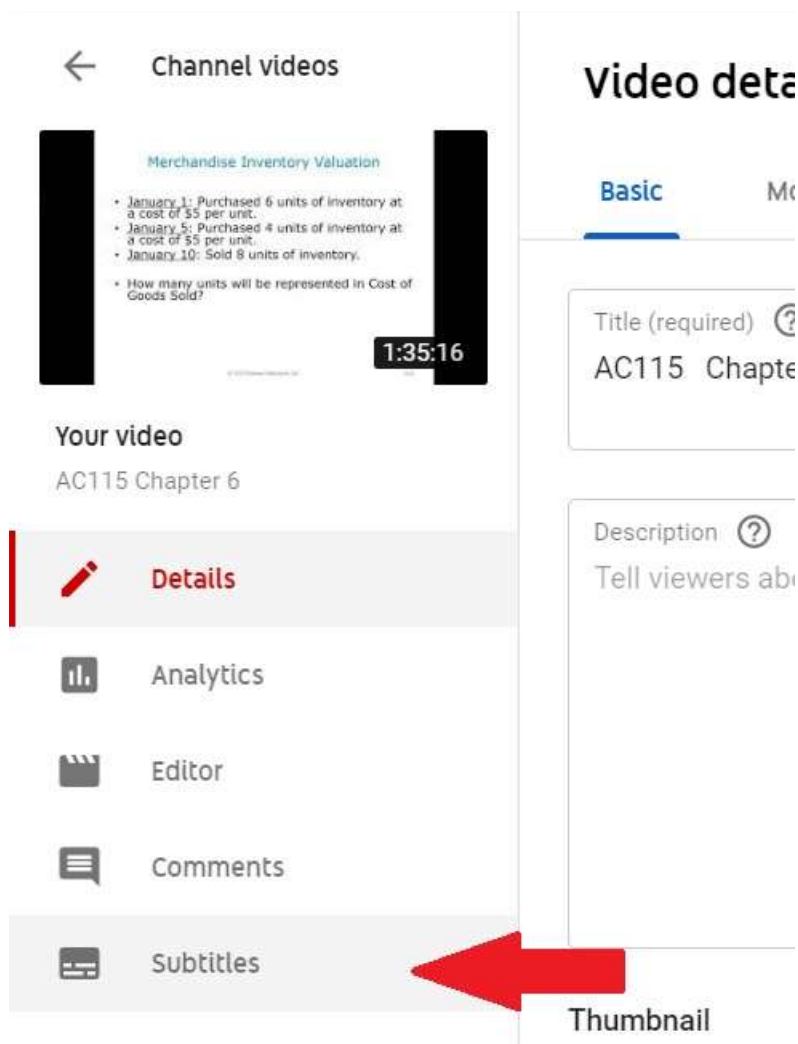
## Step 5

Now that you are on 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”.



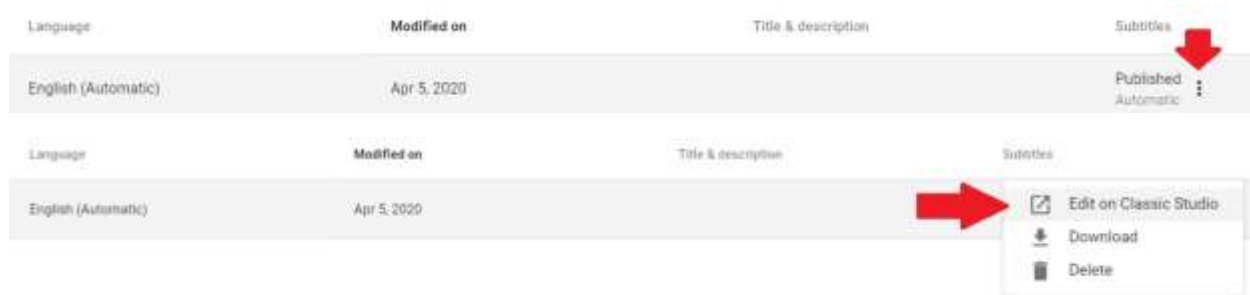
## Step 6

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



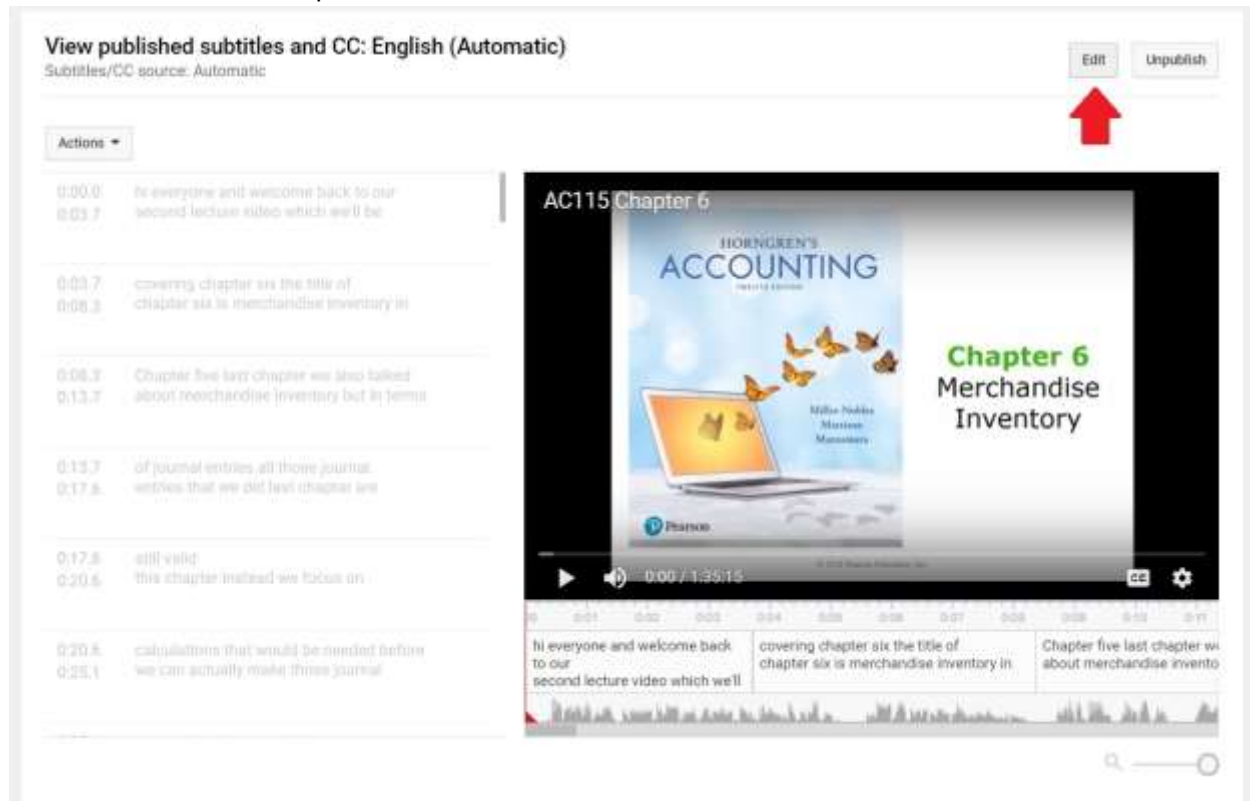
## Step 7

Click on the three dots next to "Published - Automatic" and then select "Edit on Classic Studio".



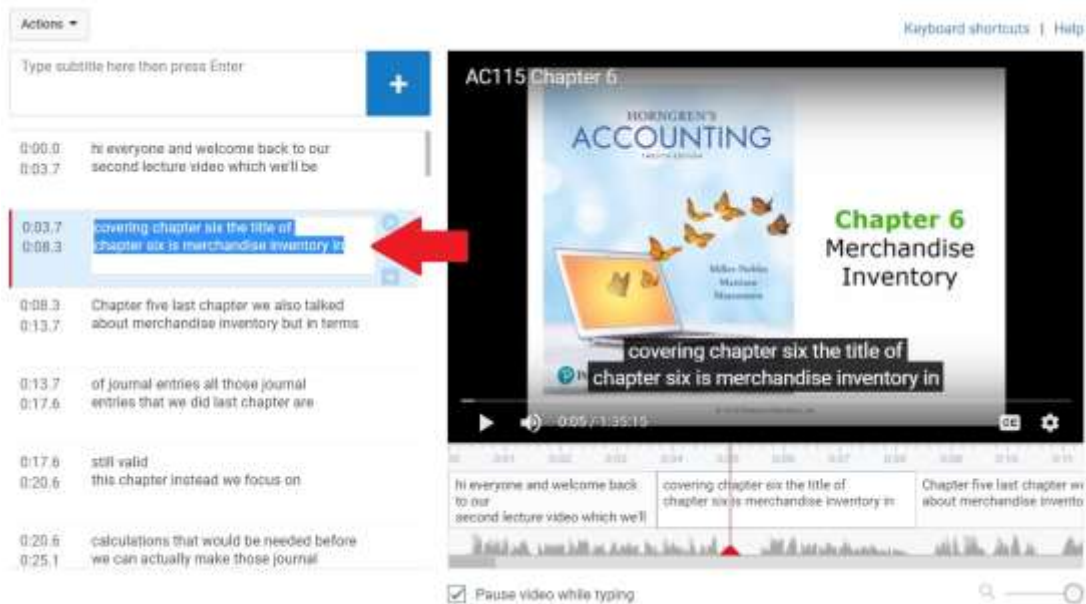
## Step 8

In the new window that opens click "Edit".



## Step 9

Clicking this will put you into edit mode. Watch your video. As you watch, you can edit the content of your captions in the captions by typing your edits in the text field within list on the left:



The screenshot shows a video player interface. On the left, there is a list of captions with their start and end times. The second caption is highlighted, and a red arrow points to it. The video player on the right shows a video titled "AC115 Chapter 6" with a subtitle that matches the highlighted caption. The video player has a progress bar and a "Pause video while typing" checkbox.

Start Time	End Time	Caption Text
0:00.0	0:03.7	Hi everyone and welcome back to our second lecture video which we'll be
0:03.7	0:08.3	covering chapter six the title of chapter six is merchandise inventory in
0:08.3	0:13.7	Chapter five last chapter we also talked about merchandise inventory but in terms
0:13.7	0:17.6	of journal entries all those journal entries that we did last chapter are
0:17.6	0:20.6	still valid this chapter instead we focus on
0:20.6	0:25.1	calculations that would be needed before we can actually make those journal

And on the right, under your video, you can adjust the caption timing by dragging the blue handles to the left or right or grabbing the whole caption and dragging the caption (while keeping the timing intact).



The screenshot shows the same video player interface as above, but with red arrows pointing to the caption list and the video player. The video player has a progress bar and a "Pause video while typing" checkbox.

Start Time	End Time	Caption Text
0:00.0	0:03.7	Hi everyone and welcome back to our second lecture video which we'll be
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## Step 10

Once you have sufficiently proofed your captions, click the “Save changes” button in the top right of the editing box.

The screenshot shows the YouTube video editor interface. At the top right, there are two buttons: "Delete draft" and "Save changes". A red arrow points to the "Save changes" button. Below the buttons, there is a "Keyboard shortcuts | Help" link. On the left side, there is a list of captions with their start and end times. The video player on the right shows the video content, which is a slide titled "Chapter 6 Merchandise Inventory" from a video titled "AC115 Chapter 6". The video player has a progress bar at the bottom showing 0:00 / 1:35:15. Below the video player, there is a checkbox labeled "Pause video while typing" which is checked.

Transcribe and set timings: English

Delete draft Save changes

Keyboard shortcuts | Help

Actions

Type subtitle here then press Enter

0:00.0 hi everyone and welcome back to our  
0:03.7 second lecture video which we'll be

0:03.7 covering chapter six the title of  
0:08.3 chapter six is merchandise inventory in

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0:20.6 this chapter instead we focus on

0:20.6 calculations that would be needed before  
0:25.1 we can actually make those journal

AC115 Chapter 6

HORNGREN'S  
ACCOUNTING  
THE FIRST COURSE

Chapter 6  
Merchandise  
Inventory

0:00 / 1:35:15

Pause video while typing

## Step 11

Once you've successfully saved your captions you can close this tab.

## Step 12

You have successfully proofed YouTube's automatic captioning. Congratulations, your video is ready for viewing!

**PLEASE NOTE:** If you have difficulty captioning your videos please contact David Beck [dbeck@mvcc.edu](mailto:dbeck@mvcc.edu) and CC in Tamara Mariotti [tmariotti@mvcc.edu](mailto:tmariotti@mvcc.edu). David should get back to you within two business days. If you need faster assistance Tamara will reach out to David who will respond sooner if time permits.