

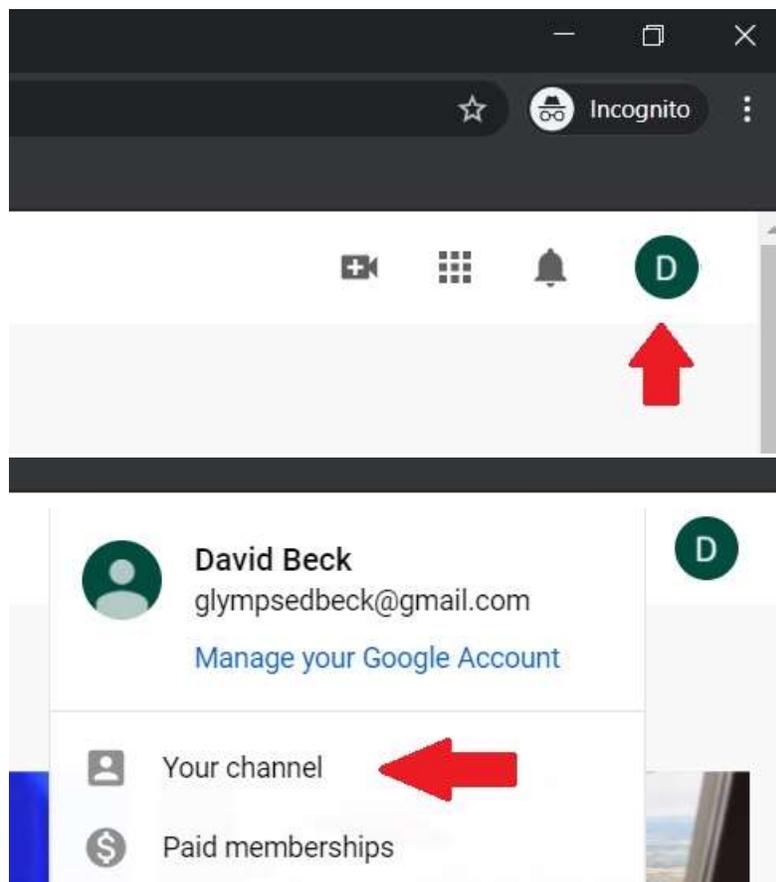
HOW TO CAPTION YOUTUBE VIDEOS WITH AUTOMATIC CAPTIONS

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).

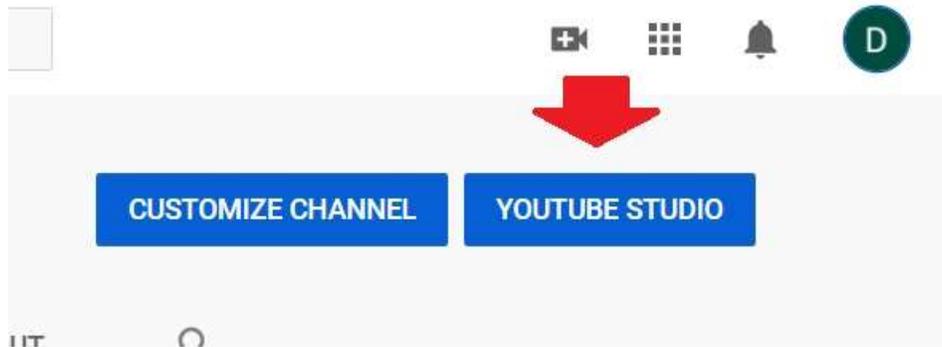
Step 2

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".



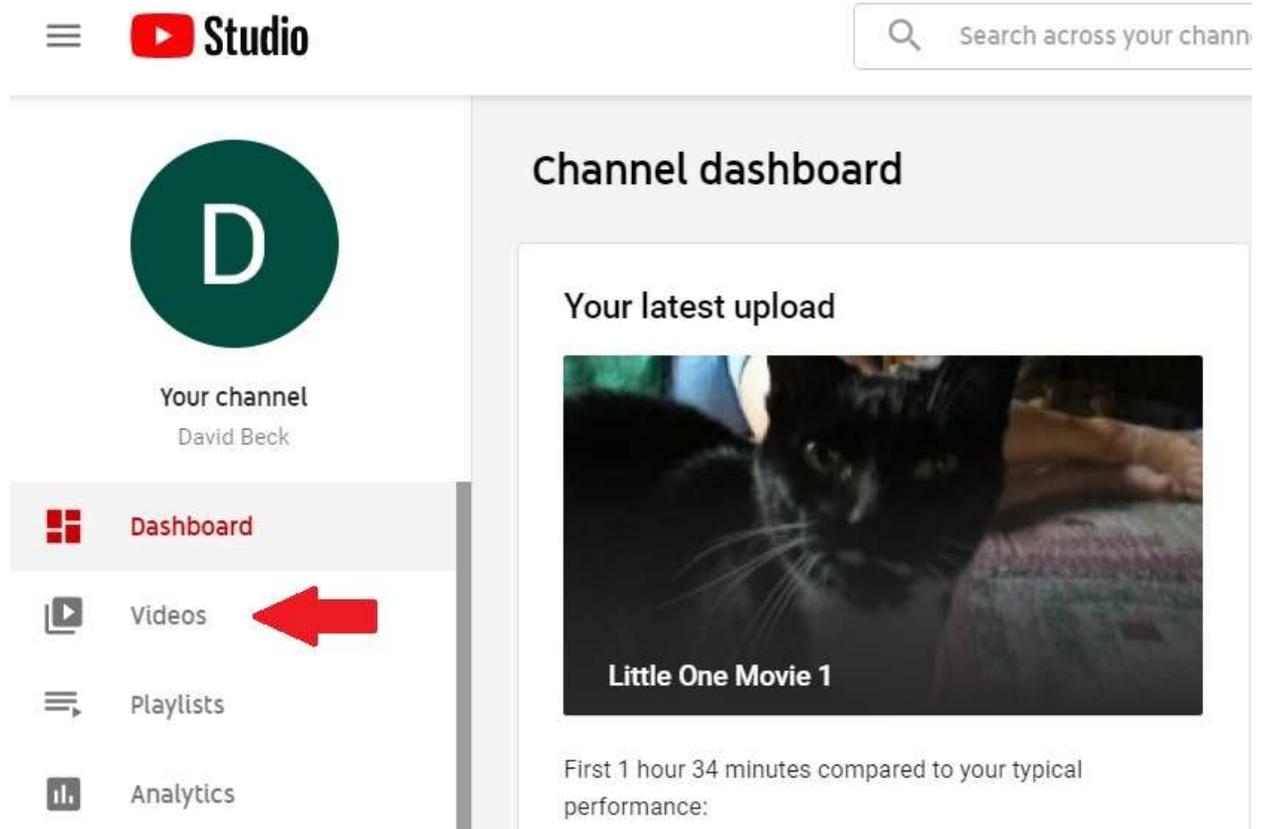
Step 3

Click "YOUTUBE STUDIO".



Step 4

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



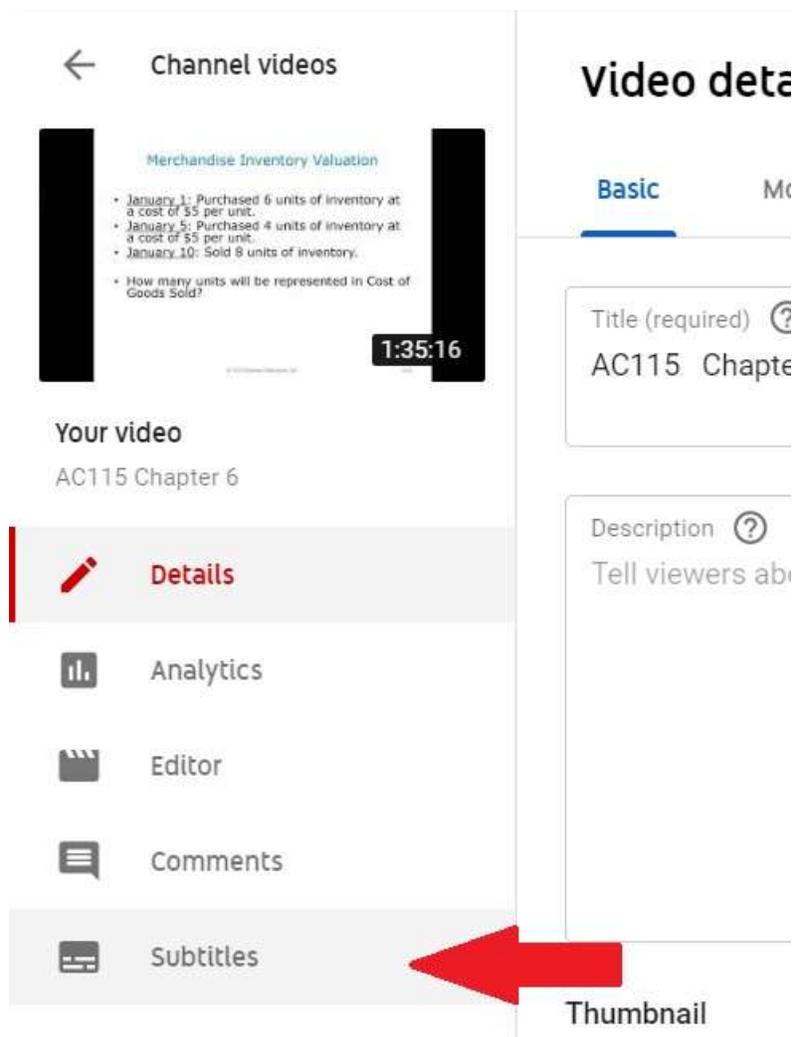
Step 5

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”.



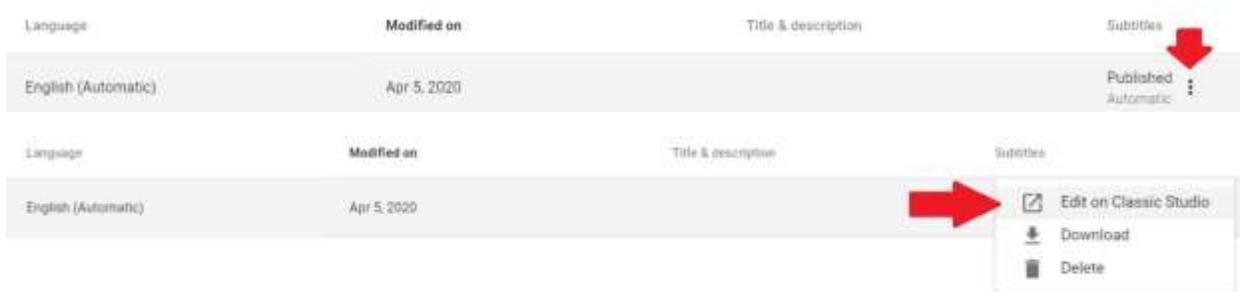
Step 6

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



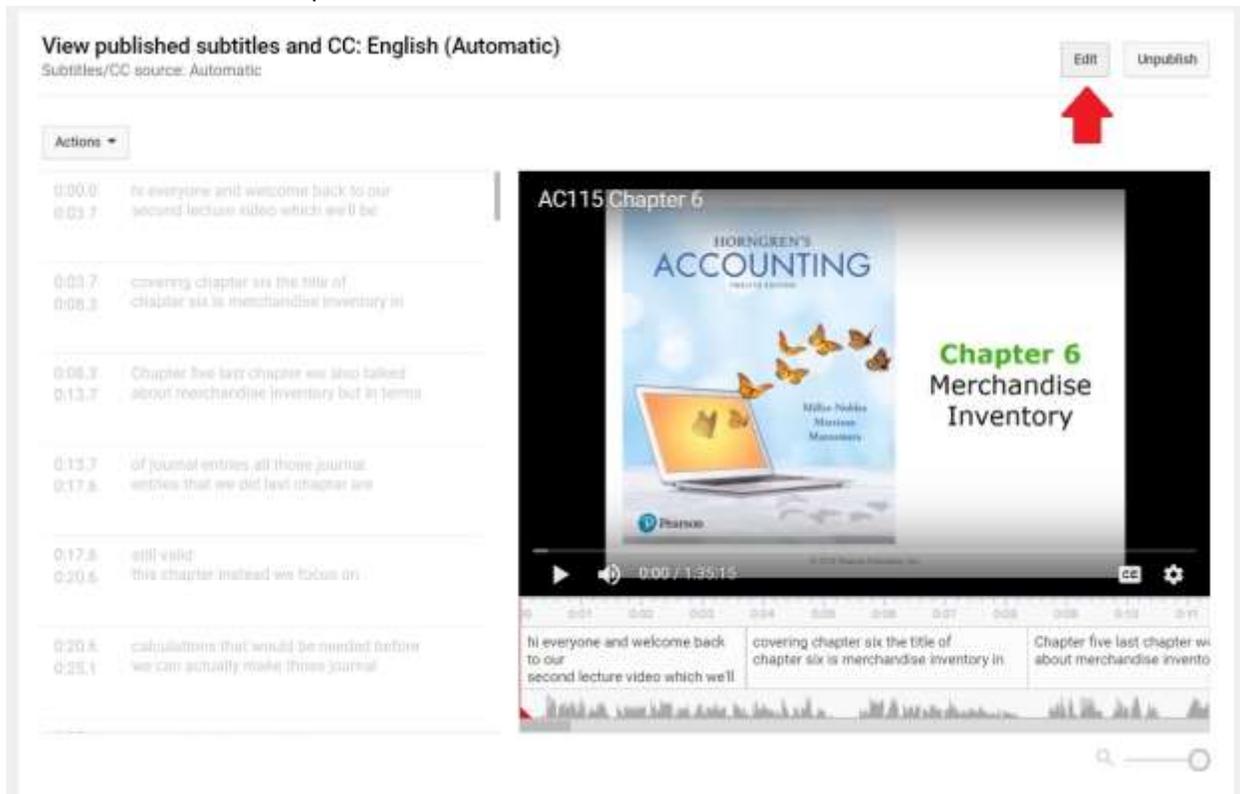
Step 7

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



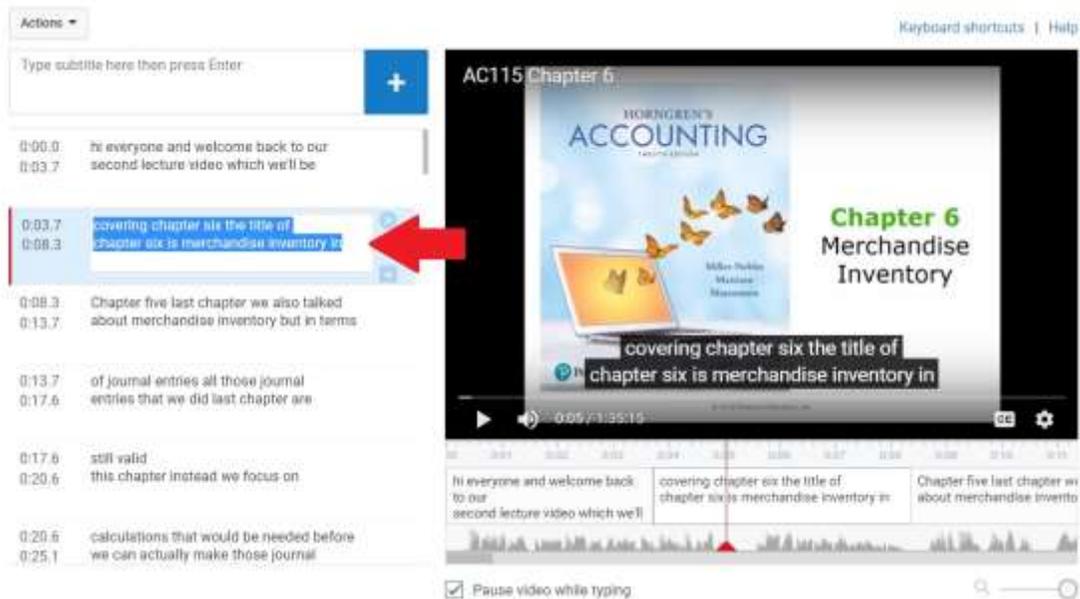
Step 8

In the new window that opens click "Edit".



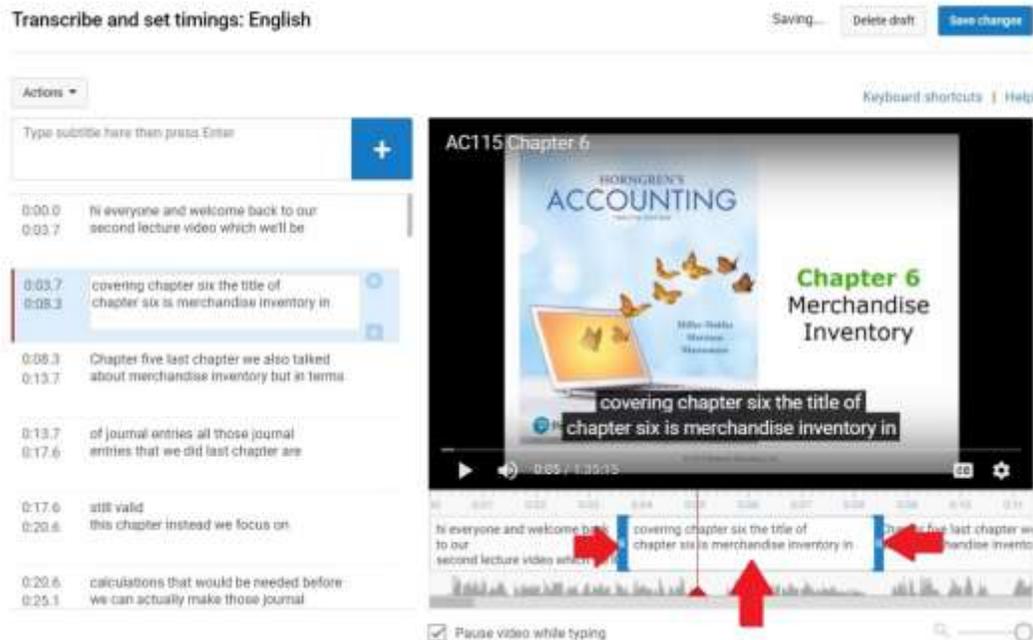
Step 9

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 caption at 0:03.7 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 reads "covering chapter six the title of chapter six is merchandise inventory in". The video player has a progress bar and a "Pause video while typing" checkbox.

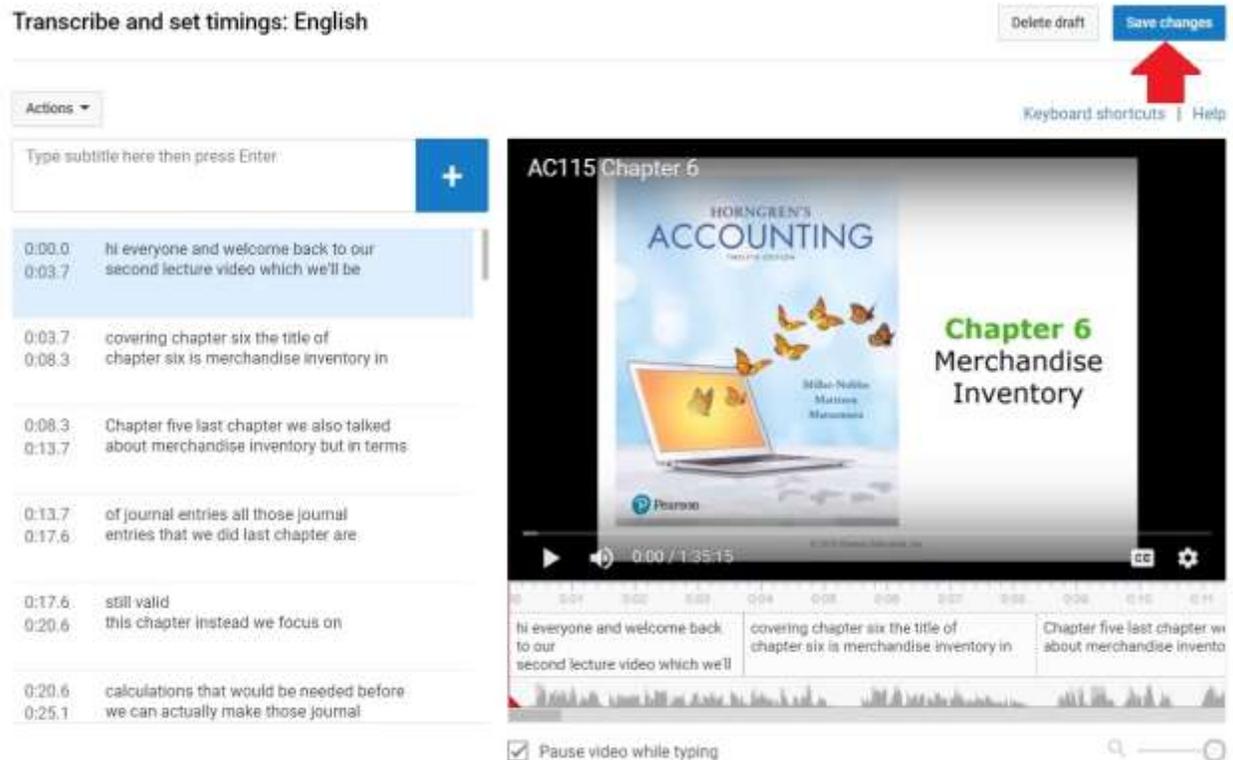
And on the right, under your video, you can adjust the caption timing by dragging the blue handles to the left or right or grabbing the whole caption and dragging the caption (while keeping the timing intact).



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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 buttons for "Delete draft" and "Save changes", with a red arrow pointing to the "Save changes" button. Below the title "Transcribe and set timings: English", there is an "Actions" dropdown menu and a text input field with a plus sign. The main area is a list of captions with their start and end times and the text of the captions. The video player on the right shows the video content, which is a slide titled "AC115 Chapter 6" with the text "Chapter 6 Merchandise Inventory". The video player has a progress bar and a volume icon. At the bottom, there is a checkbox for "Pause video while typing" and a search icon.

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 and CC in Tamara Mariotti 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.