

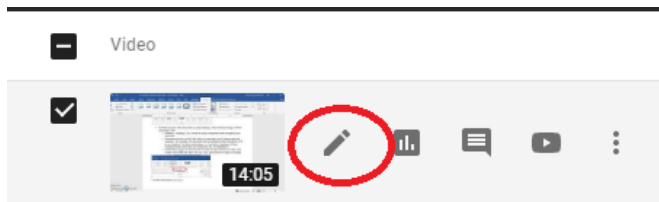
Creating Captions in YouTube (Meant for Self-Created Videos)

[Adding Captions, Upon Uploading the Video](#)

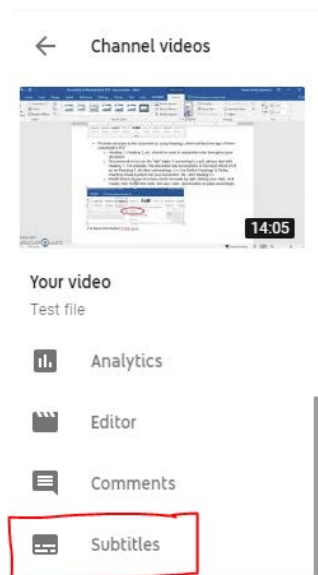
[Adding Captions to a Video Previously Uploaded](#)

Adding Captions, Upon Uploading the Video

1. Upload new video within personal (departmental) YouTube account.
2. Select the edit (details) tool, found by hovering your cursor over the name and description of file.




3. To the Left of your screen, find and click subtitles, by scrolling down through the navigation box under your video.

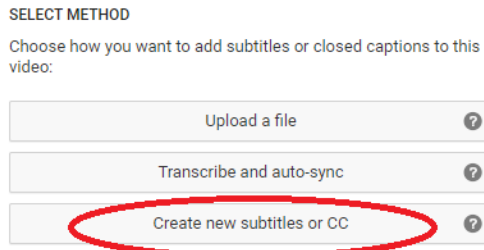


4. Click, ADD, found under Subtitles.

Video subtitles

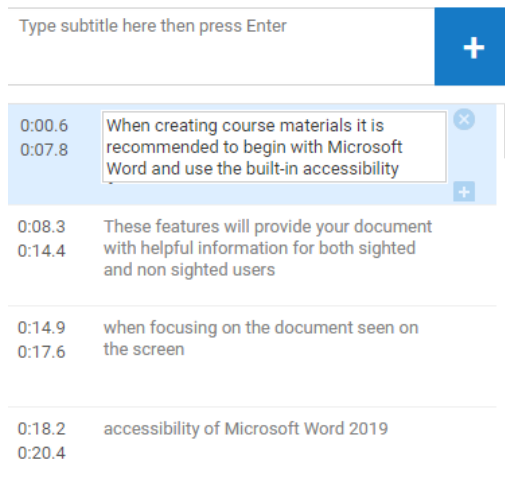
Language	Modified on	Title & description	Subtitles
English (video language)	Feb 28, 2020	Published by Creator	ADD 

5. Click, Create new subtitles or CC.

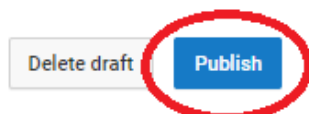


Special Note: It may take time for the audio recognition to take effect. Should you click the button and nothing show, take a break and return, repeat step 5.

6. You will see text with time stamp as seen below. Listen to the video and fix the audio-generated captions. Take note of grammar and verifying the captions match the audio. YouTube will automatically correct the time stamp.



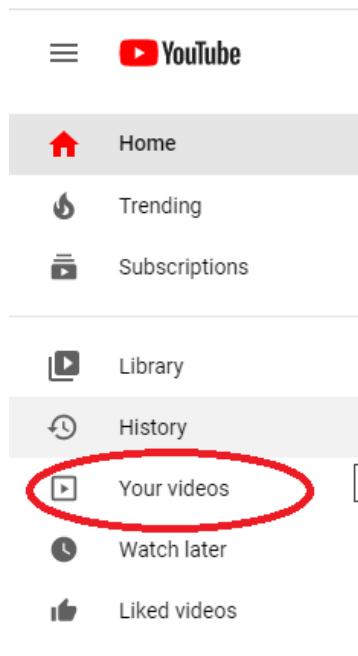
7. When completed, Select publish found in the upper right corner.



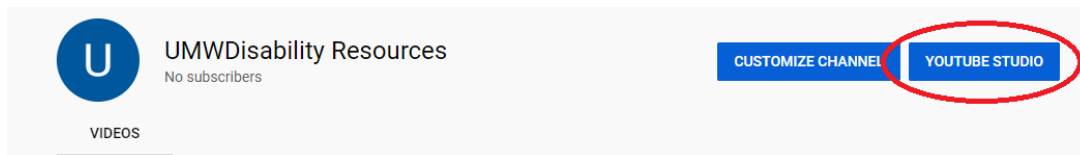
Special Note: It is always recommended to watch your video within the YouTube platform, with captions on, to verify the edited closed captions were updated.

Adding Captions to a Video Previously Uploaded

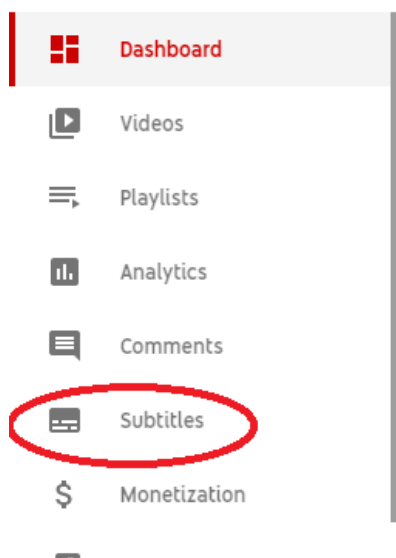
1. Log-in to personal or departmental YouTube account.
2. To the left of your screen choose Your Videos in the menu.



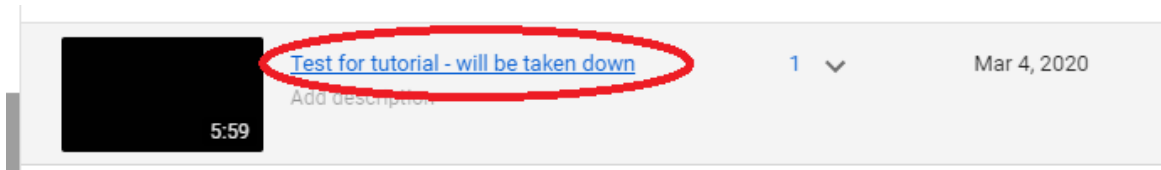
3. Click YOUTUBE STUDIO, found in the upper right corner.



4. Click Subtitles, found on the navigation menu to the left of your screen.



5. Open Video, in which you want Captions Added.



6. [Follow Steps 4 through 7 found above.](#)