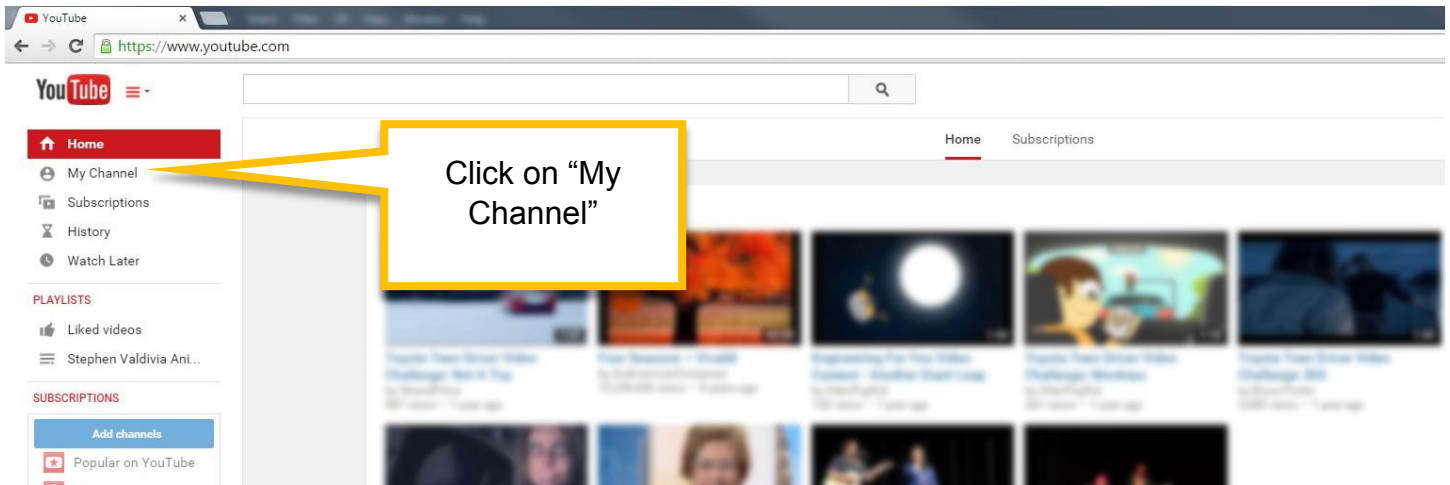
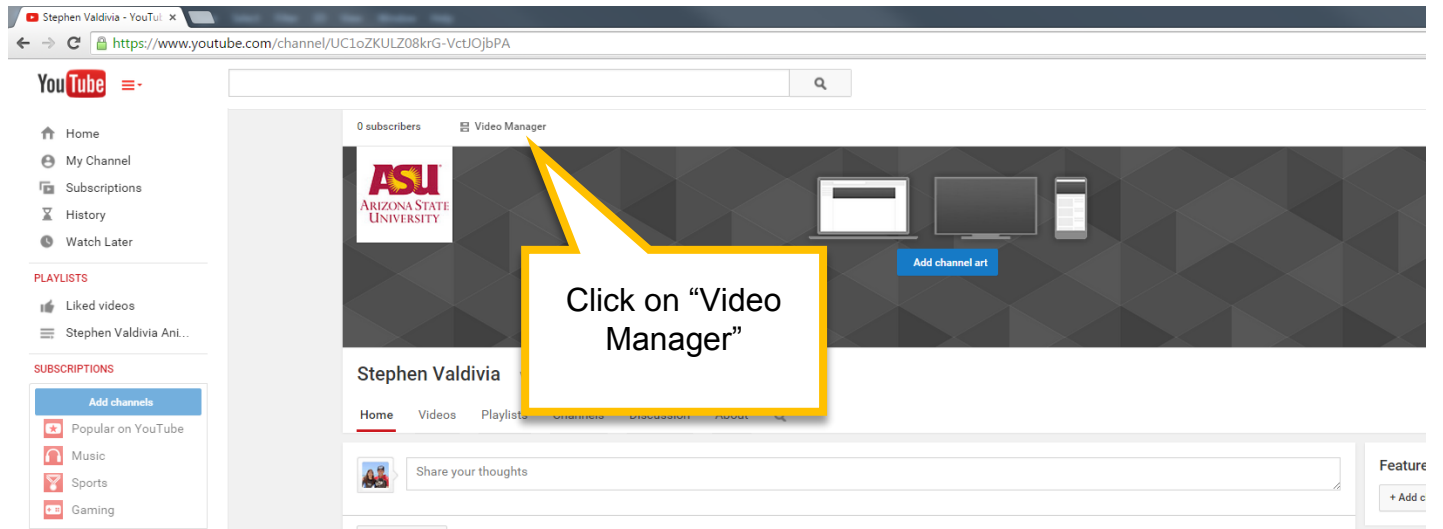


# Add Subtitles and Closed Captions

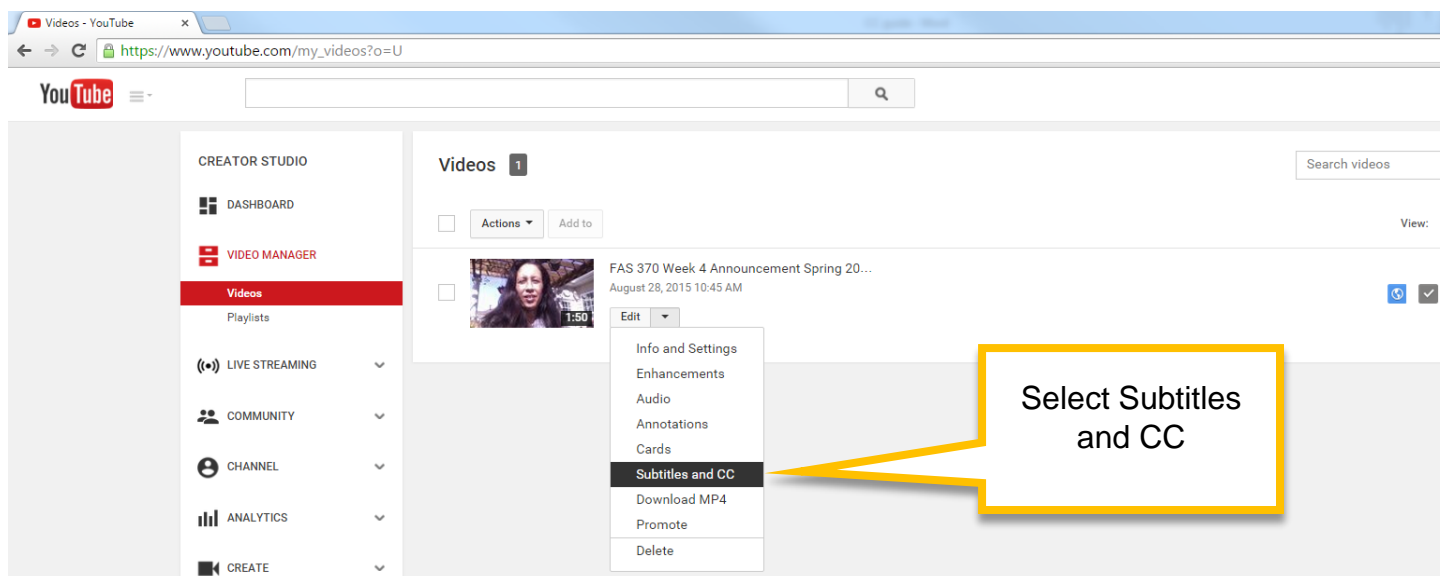
1. Go to your video manager by clicking on My Channel.



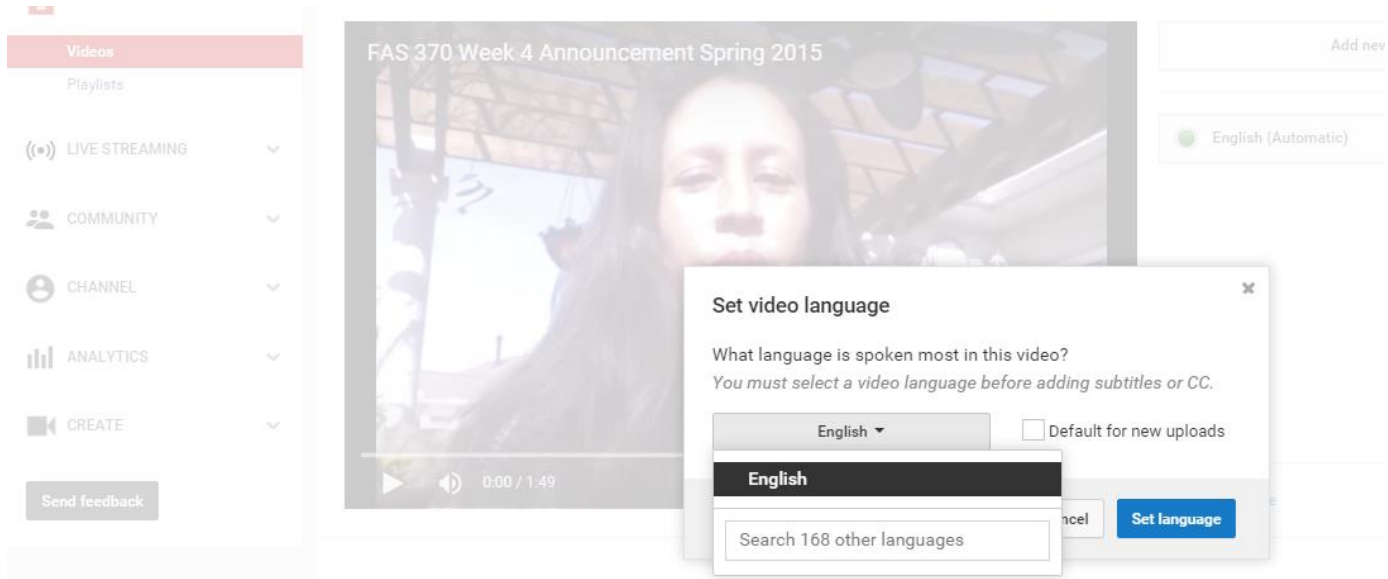
2. At the top of your channel page, click on Video Manager.



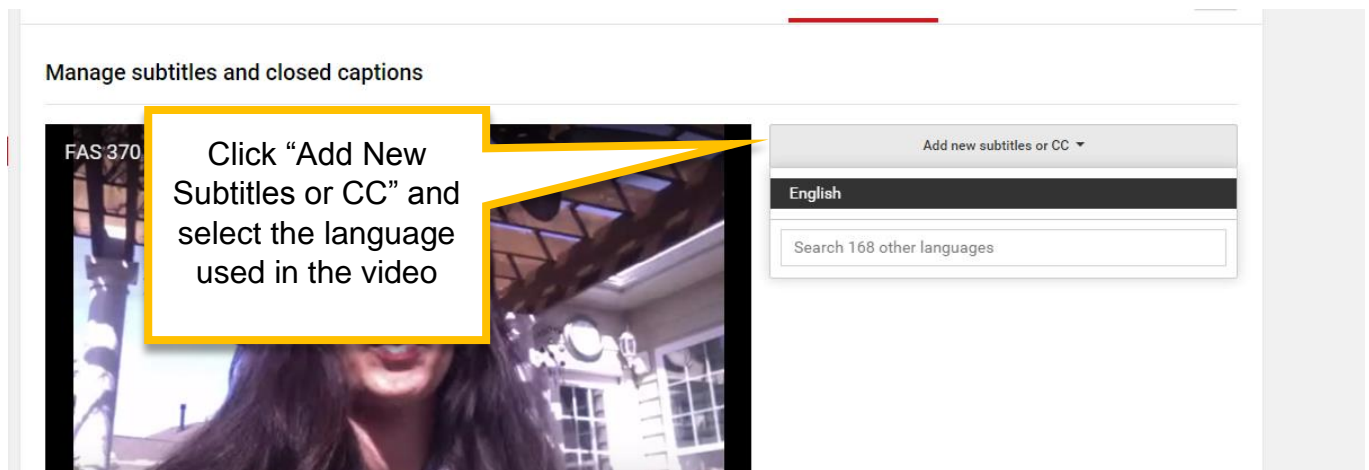
3. Next to the video you want to add captions or subtitles to, click the drop-down menu next to the Edit button. Then select Subtitles and CC.



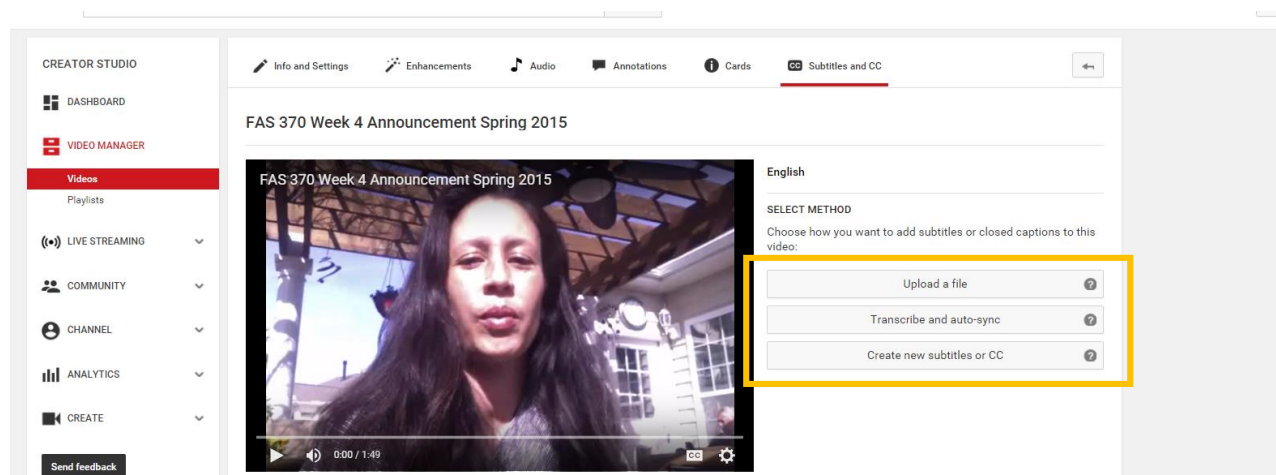
4. In the drop-down menu, choose the language that's spoken most in the video and click Set language.



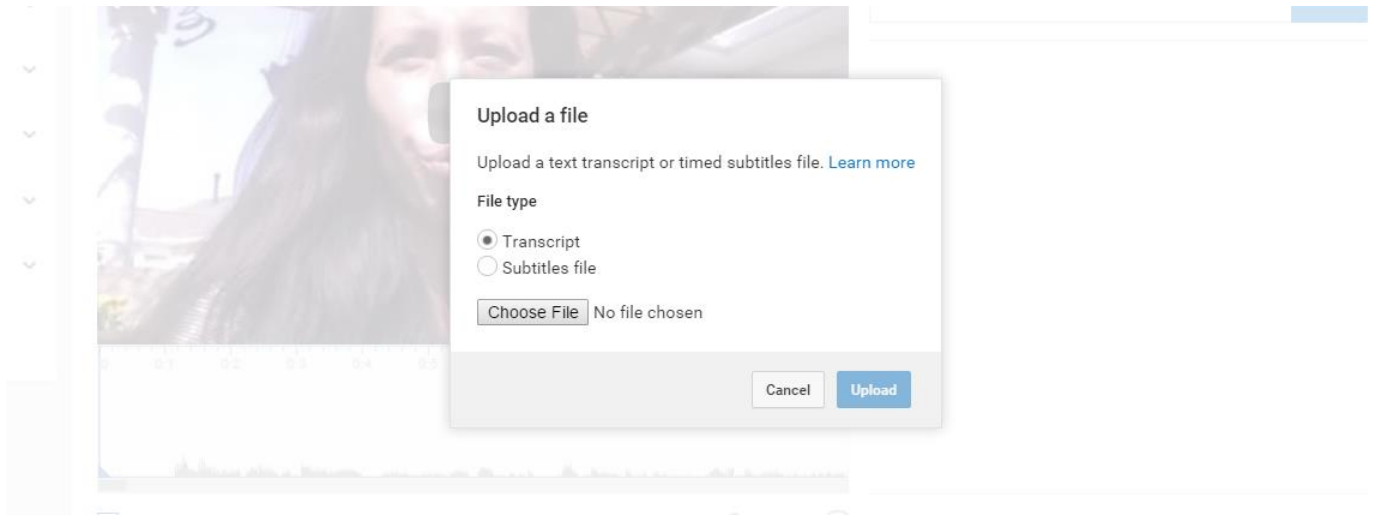
5. Click the Add New Subtitles or CC button. In the drop down menu, choose the language for the subtitles or closed captions you want to create. You can use the search bar to find languages that don't automatically show in the list.



6. Choose how you want to add subtitles or closed captions to your video. There are **three options**:



1. **Upload a File:** If you have a subtitle and closed caption file, you can upload it to your video. These types of files contain both the text and time codes for when each line of text should be displayed.



#### How to Upload a File:

1. Click Upload a file.
2. Choose the type of file you have to upload.
3. Click Choose file > Upload.
4. Use the editor to make any needed adjustments to the text and timing of your new subtitle or closed caption.
5. Click Publish.

**Tip:** If your captions are prepared in a Word Document, you can save it as a .txt file, which can be uploaded as a new CC file in YouTube. YouTube can then sync the text with the video.

- 2. Transcribe and Auto-Sync:** You can type the subtitles and have them automatically synchronized with the audio in the video. Make sure to type the language that is spoken in the video, as speech recognition technology will auto sync the text to the audio. Also make sure to enter the subtitles for the entire video.

The screenshot shows the YouTube Studio interface for a video titled 'FAS 370 Week 4 Announcement Spring 2015'. On the left is a sidebar with navigation options: DASHBOARD, VIDEO MANAGER, Videos (selected), Playlists, LIVE STREAMING, COMMUNITY, CHANNEL, ANALYTICS, and CREATE. A 'Send feedback' button is at the bottom of the sidebar. The main area features a video player with a yellow callout box that reads: 'Type all of the spoken audio in the text field. Remember to type the same language used in the video'. To the right of the video player is a 'VIDEO TRANSCRIPT' section with a language dropdown set to 'English' and an 'Actions' menu. Below the language dropdown is a text input field containing 'Hey I am in North Carolina this week'. At the bottom right of the transcript section are buttons for 'Set timings', 'Exit', and 'Set timings' (disabled). A checkbox labeled 'Pause video while typing' is also present.

Type all of the spoken audio in the text field. Remember to type the same language used in the video

Click Set timings when you're finished. It may take a few minutes to load.

- 3. Create new subtitles or CC:** You can type the subtitles and manually sync them with the audio in the video's timeline. This gives you more control and accuracy.

The screenshot shows the YouTube Studio interface for the same video, 'FAS 370 Week 4 Announcement Spring 2015', but in the 'Subtitles and CC' tab. The sidebar is identical to the previous screenshot. The main area shows a video player with a yellow callout box that reads: 'Pause the video where you want to add a caption. Type the caption here and click the plus to add it'. Below the video player is a timeline with a duration of 0:00 / 1:49. To the right of the video player is a 'Subtitles and CC' section with a language dropdown set to 'English' and an 'Actions' menu. Below the language dropdown is a text input field containing 'Hey I am North Carolina this week'. A blue button with a white plus sign is highlighted with a yellow box. At the bottom left of the subtitle section is a checkbox labeled 'Pause video while typing'.

Pause the video where you want to add a caption. Type the caption here and click the plus to add it

The screenshot shows the YouTube Studio interface. On the left is a sidebar with navigation options: LIVE STREAMING, COMMUNITY, CHANNEL, ANALYTICS, and CREATE. The main area displays a video player with a woman speaking. A subtitle 'Hey I am in North Carolina this week' is visible on the video. Below the video is a timeline with a blue bar indicating the subtitle's duration. A yellow callout box points to the timeline with the text: 'You can then move the subtitles on the timeline and change the start/end points to match the audio in the video.' At the bottom right, there are buttons for 'Exit' and 'Publish'. A yellow callout box points to the 'Publish' button with the text: 'Click publish when you're done with all of the captions'.

**Tip:** Even if you haven't added captions to your video, YouTube can use speech recognition technology to automatically make captions available. Automatic captions are already generated, just go to your video and click "CC" at the bottom of the video and select "(auto-generated)" in the settings.

The screenshot shows a YouTube video player. The video content is partially obscured by a large subtitle: 'Carolina this week so a f scenery here but it's'. In the bottom right corner of the video player, there is a 'Subtitles/CC' button. A yellow callout box points to this button with the text: '1. Click "CC"'.

The screenshot shows the YouTube video player with the 'Subtitles/CC' menu open. The menu has an 'Options' link at the top. Below it, there are three options: 'Off', 'English (auto-generated)' (which is selected with a checkmark), and 'Translate...'. A yellow callout box points to the 'English (auto-generated)' option with the text: '3. Under "Subtitles/CC", Select (auto-generated)'. Another yellow callout box points to the 'CC' button in the bottom right corner of the video player with the text: '2. Click "Settings"'.