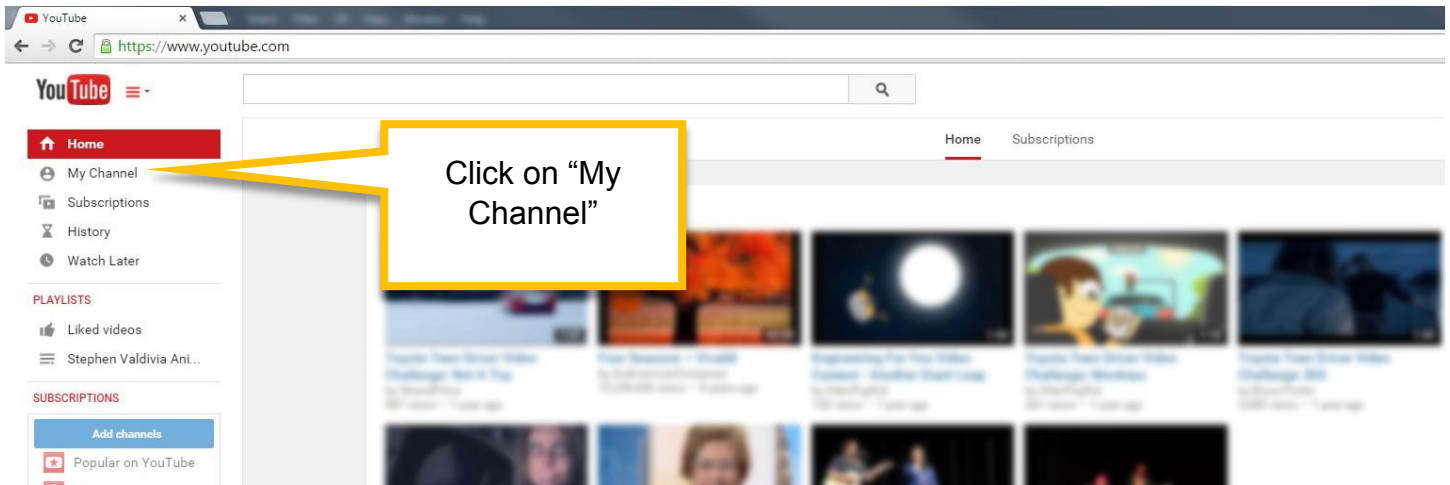# Add Subtitles and Closed Captions
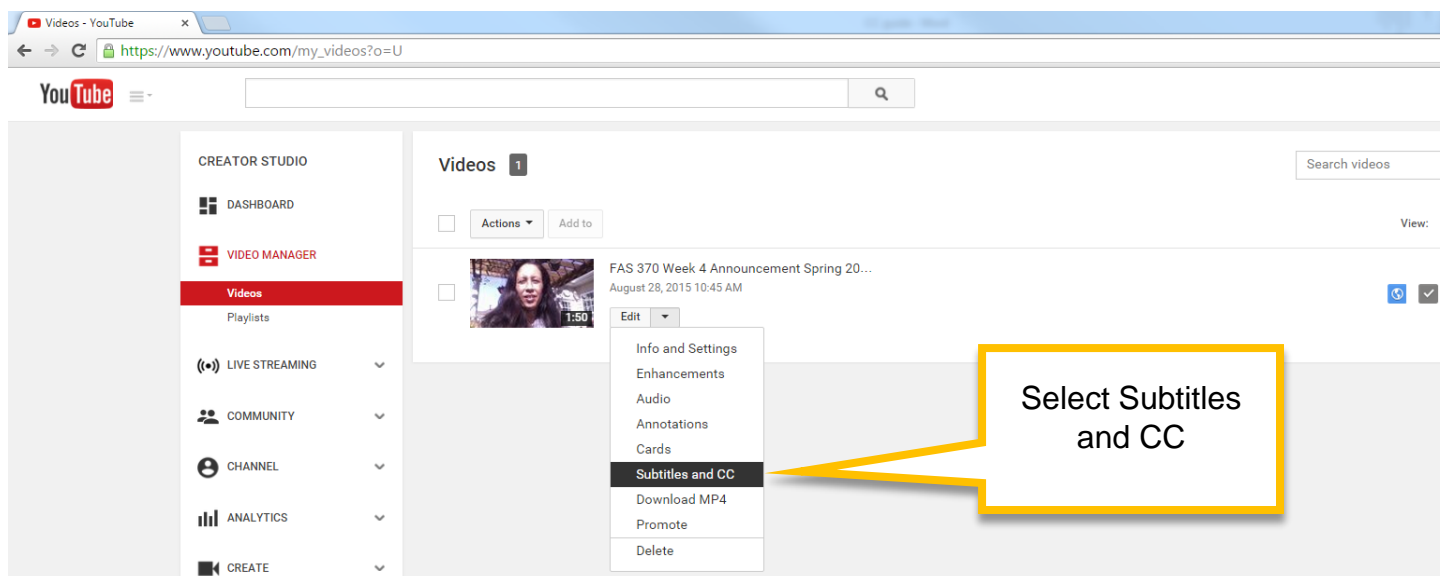
1. **Go to your video manager by clicking on My Channel.**
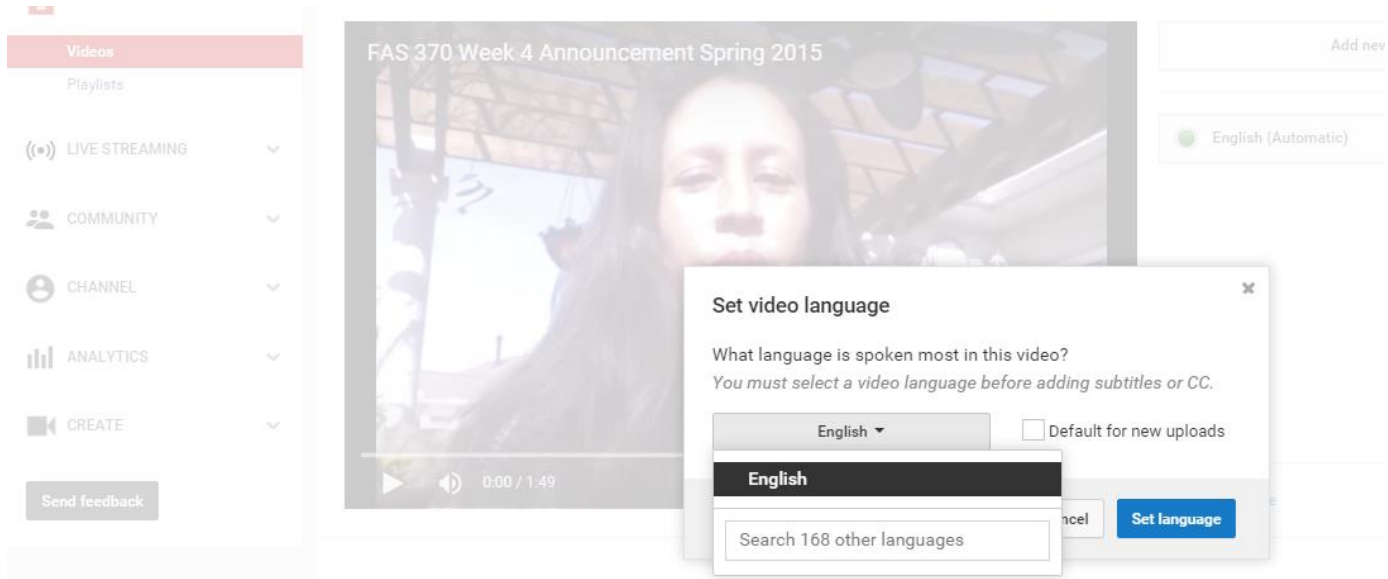

Click on "My Channel"

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

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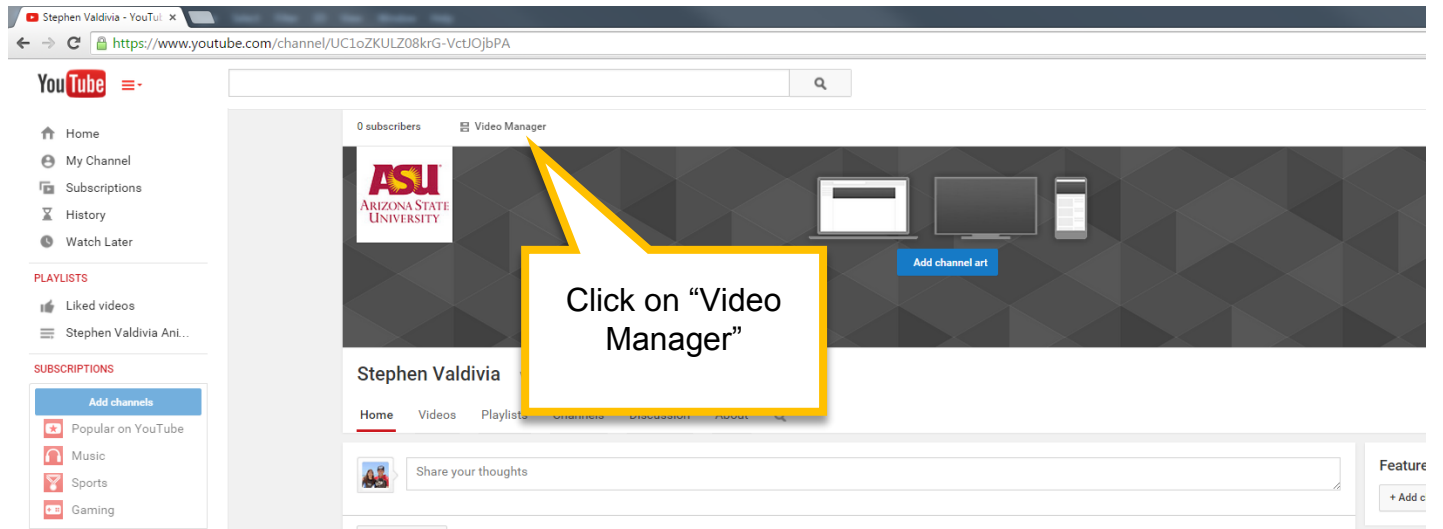
3. **Next to the video you want to add captions or subtitles to, click the drop-down menu next to the Edit button. Then select Subtitles and CC.**


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.**
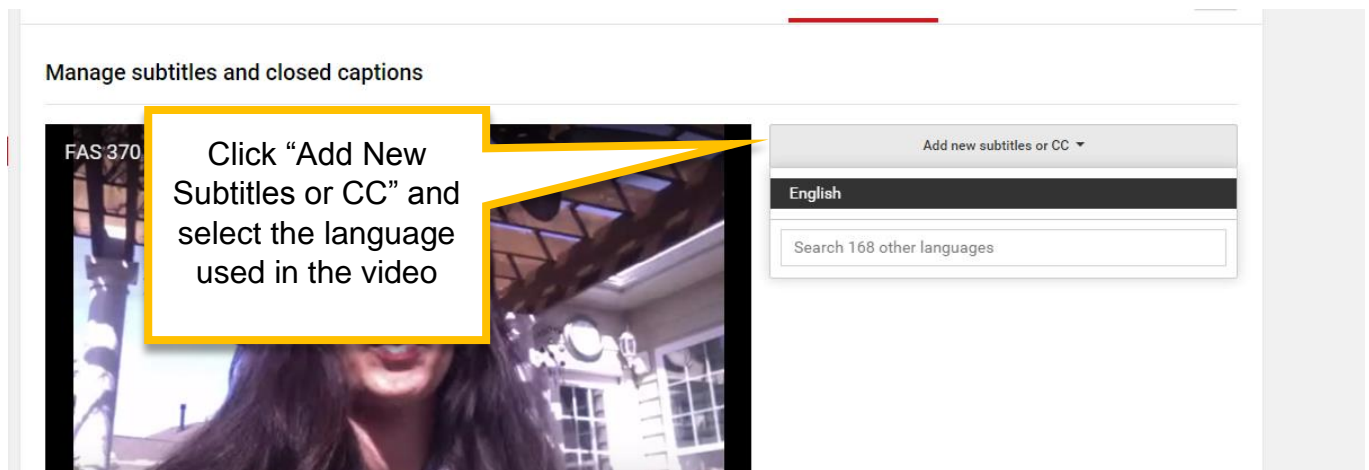
6. **Choose how you want to add subtitles or closed captions to your video. There are three options:**
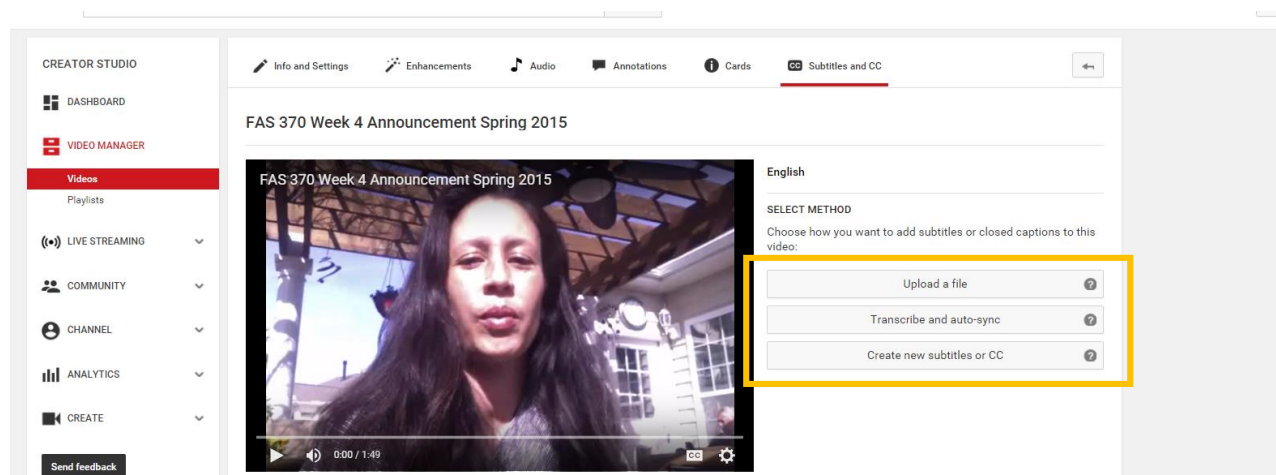
1. **Upload a File:** **If you have a subtitle and closed caption file, you can upload it to your video. These types of files contain both the text and time codes for when each line of text should be displayed.**
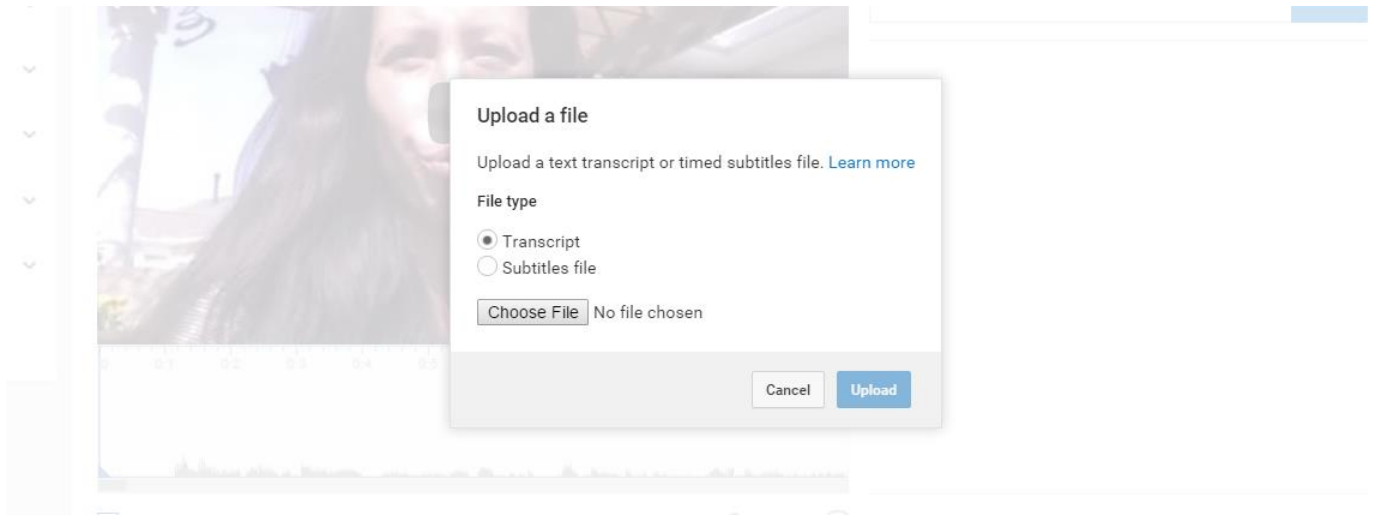
How to Upload a File:
1. **Click Upload a file.**
2. **Choose the type of file you have to upload.**
3. **Click Choose file > Upload.**
4. **Use the editor to make any needed adjustments to the text and timing of your new subtitle or closed caption.**
5. **Click Publish.**

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.

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0:07 / 1:49

English   Actions ▾

VIDEO TRANSCRIPT ❓
Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Hey I am in North Carolina this week

☑ Pause video while typing

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

...nges saved in Drafts   Exit   **Set timings**

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.

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FAS 370 Week 4 Announcement Spring 2015   Help

FAS 370 Week 4

English   Actions ▾

Hey I am North Carolina this week   **+**

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

Hey I am North Carolina this week

0:00 / 1:49

0:1   0:2   0:3   0:4   0:5   0:6   0:7   0:8   0:9   0:10   0:11

☑ Pause video while typing

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0:00.9
0:03.0

Hey I am in North Carolina this week

Hey I am in North Carolina this week

Hey I am in
North Carolina
this week

You can then move the subtitles on the timeline and change the start/end points to match the audio in the video.

☑ Pause video while typing

Looking for the "Transcribe and sync" editor? Transcribe and set timings

All changes saved in Drafts   Exit   Publish

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.

arolina this week so a
f scenery here but it's

Subtitles/CC

CC

1. Click "CC"

Carolina this week so
of scenery here but it's

Subtitles/CC   Options

Off

✓ English (auto-generated)

Translate...

3. Under "Subtitles/CC", Select (auto-generated)

CC

2. Click "Settings"