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Instructions for Uploading Captions to [YouTube](#)

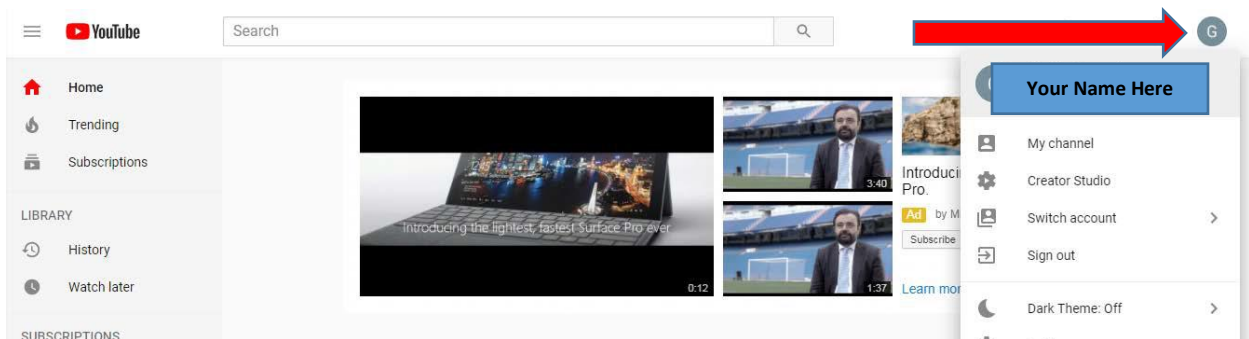
Recommendation: Use a prepared script when developing a video. Use the script as a transcript for captions.

Using a Prepared Script (Recommended) or Typing Transcripts in YouTube.

1. Log in to your [YouTube](#) account.



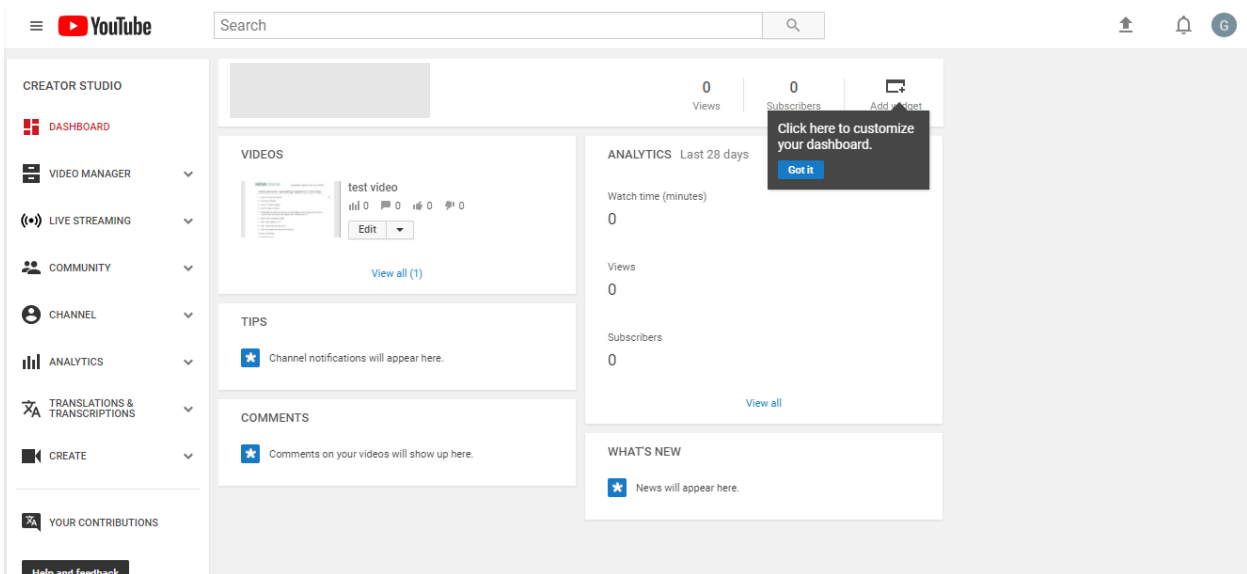
2. Click on your account icon in the upper right corner.



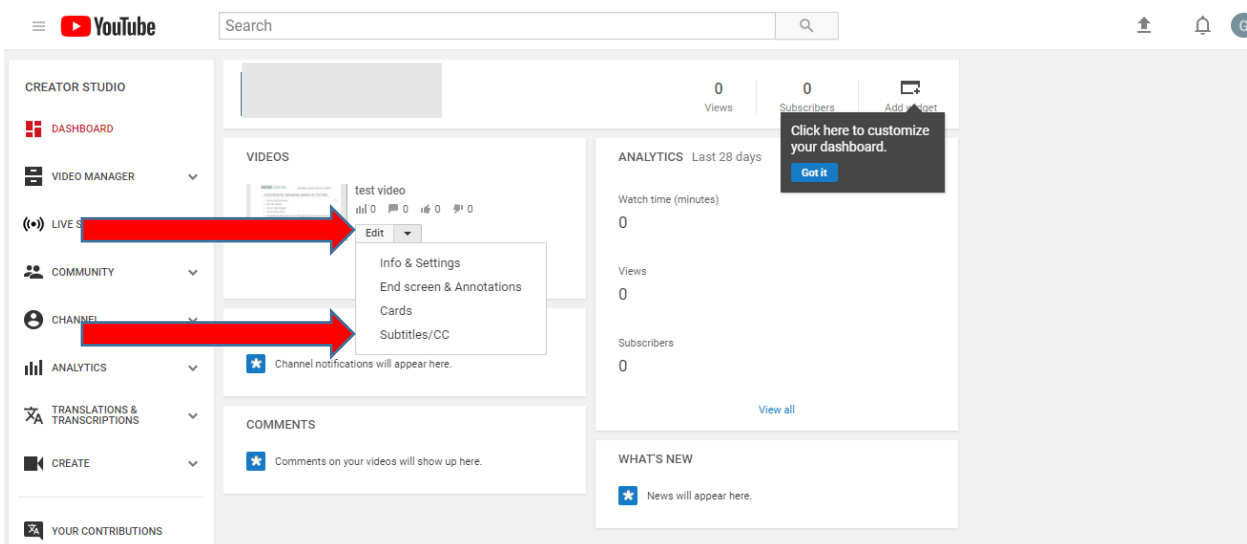
3. Click on “Creator Studio.”



4. There you will see a list of videos on your dashboard.



5. To the right of the video you will see an “Edit” button; click the down arrow next to it; and a drop down menu will appear-click “Subtitles/CC.”



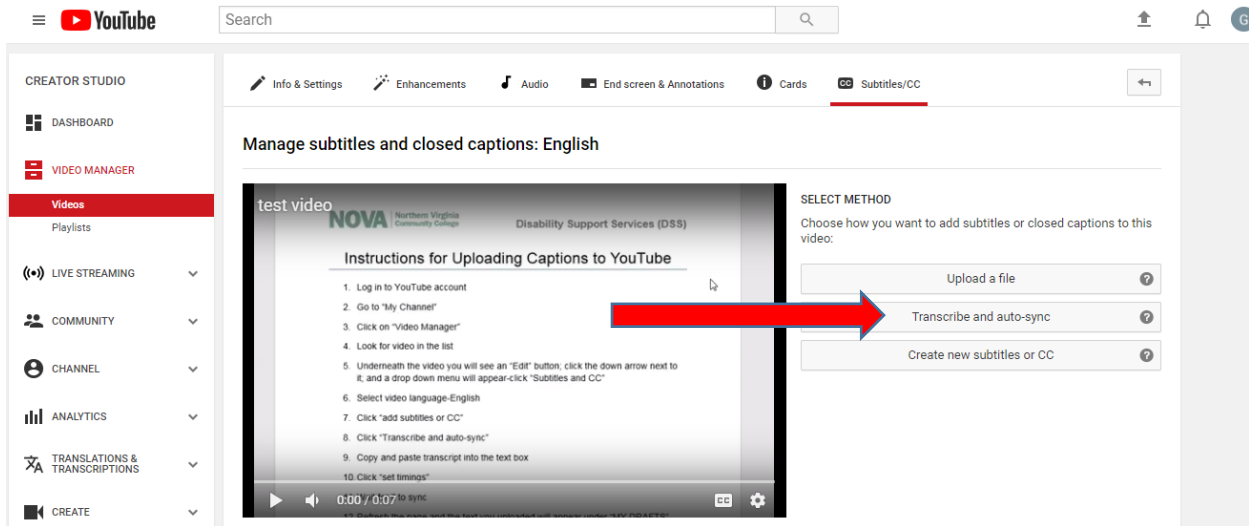
6. Click “Add new subtitles or CC.”

The screenshot shows the YouTube Creator Studio interface. On the left is a navigation sidebar with options like DASHBOARD, VIDEO MANAGER, and VIDEOS. The main area is titled 'Manage subtitles and closed captions' and features a video player. A red arrow points from the video player to a blue button labeled 'Add new subtitles or CC'. Below this button is a dropdown menu showing 'English' and a search box for 'Search 187 other languages'. At the bottom right, there are settings for 'Community contributions: Off' and 'Video language: English'.

7. Select video language – English.

This screenshot is identical to the one above, but the dropdown menu is now open, and 'English' is selected. The search box below it contains the text 'Search 187 other languages'. The rest of the interface, including the video player and navigation sidebar, remains the same.

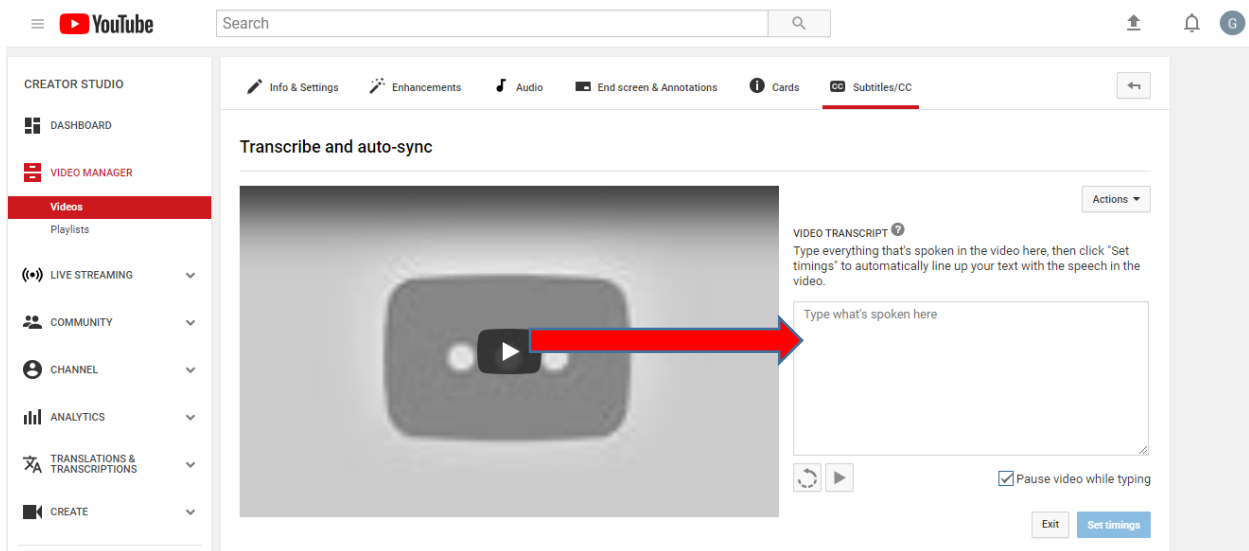
8. Click “Transcribe and auto-sync.”



a. If you do not have a script prepared beforehand, type in captions manually in the text box or see page 8 of this document with additional instructions.

b. If you do have a script, see step 9, and move onto next step.

9. Copy and paste transcript into the text box.



10. Click “Set timings.”

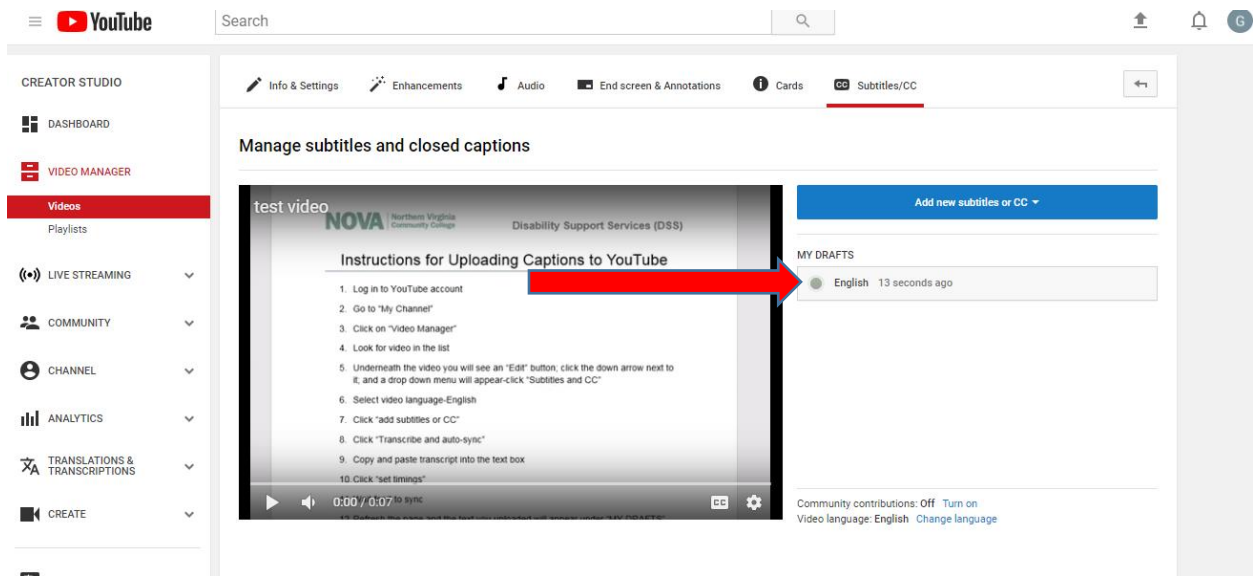
The screenshot shows the YouTube Creator Studio interface. On the left is a navigation sidebar with options like DASHBOARD, VIDEO MANAGER, VIDEOS, PLAYLISTS, LIVE STREAMING, COMMUNITY, CHANNEL, ANALYTICS, TRANSLATIONS & TRANSCRIPTIONS, CREATE, and YOUR CONTRIBUTIONS. The main area is titled 'Transcribe and auto-sync' and features a video player with a play button. To the right of the player is a text box containing 'Sample captions. Sample captions. Sample captions.' Below the text box are controls for 'Pause video while typing' (checked) and a 'Set timings' button. A red arrow points to this button.

11. Wait for it to sync.

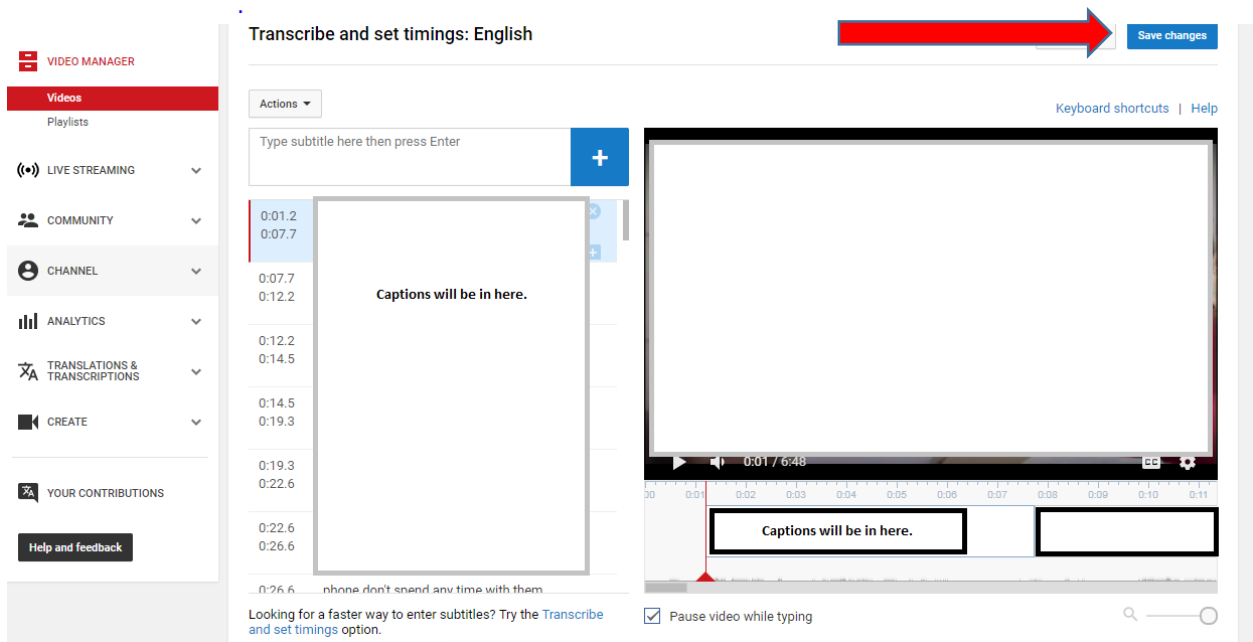
The screenshot shows the YouTube Creator Studio interface. The main area is titled 'Manage subtitles and closed captions'. It features a video player showing a video titled 'test video' with a transcript titled 'Instructions for Uploading Captions to YouTube'. The transcript contains a list of 10 steps. To the right of the video player is a 'MY DRAFTS' section with a draft titled 'English (setting timings...)' and a refresh icon. Below the video player, there are settings for 'Community contributions: Off' and 'Video language: English'.

12. Refresh the page and the text you uploaded will appear under “MY DRAFTS”

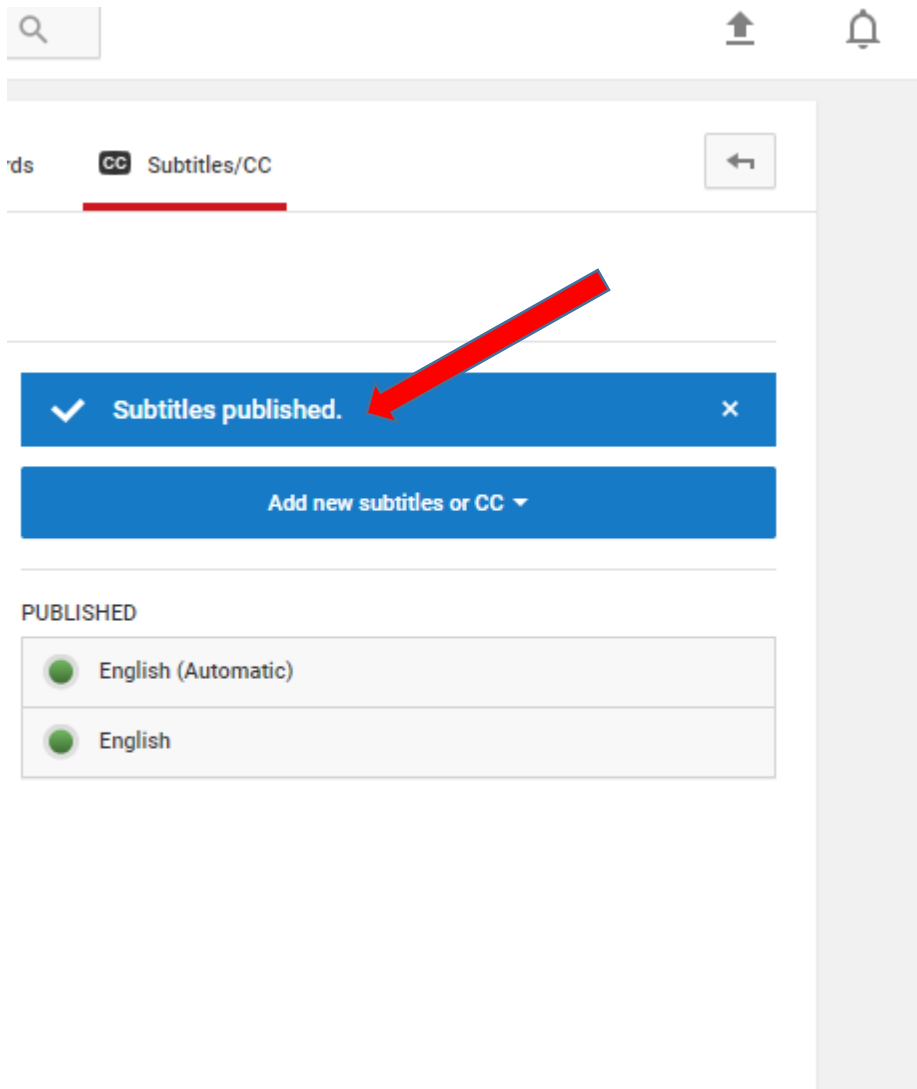
13. Click on the box under “MY DRAFTS.”



14. Then listen through to make sure the timing and captions are correct; you can change time stamps if needed. If you're satisfied with the sync, then click on the blue “Save Changes” button in the upper right corner.



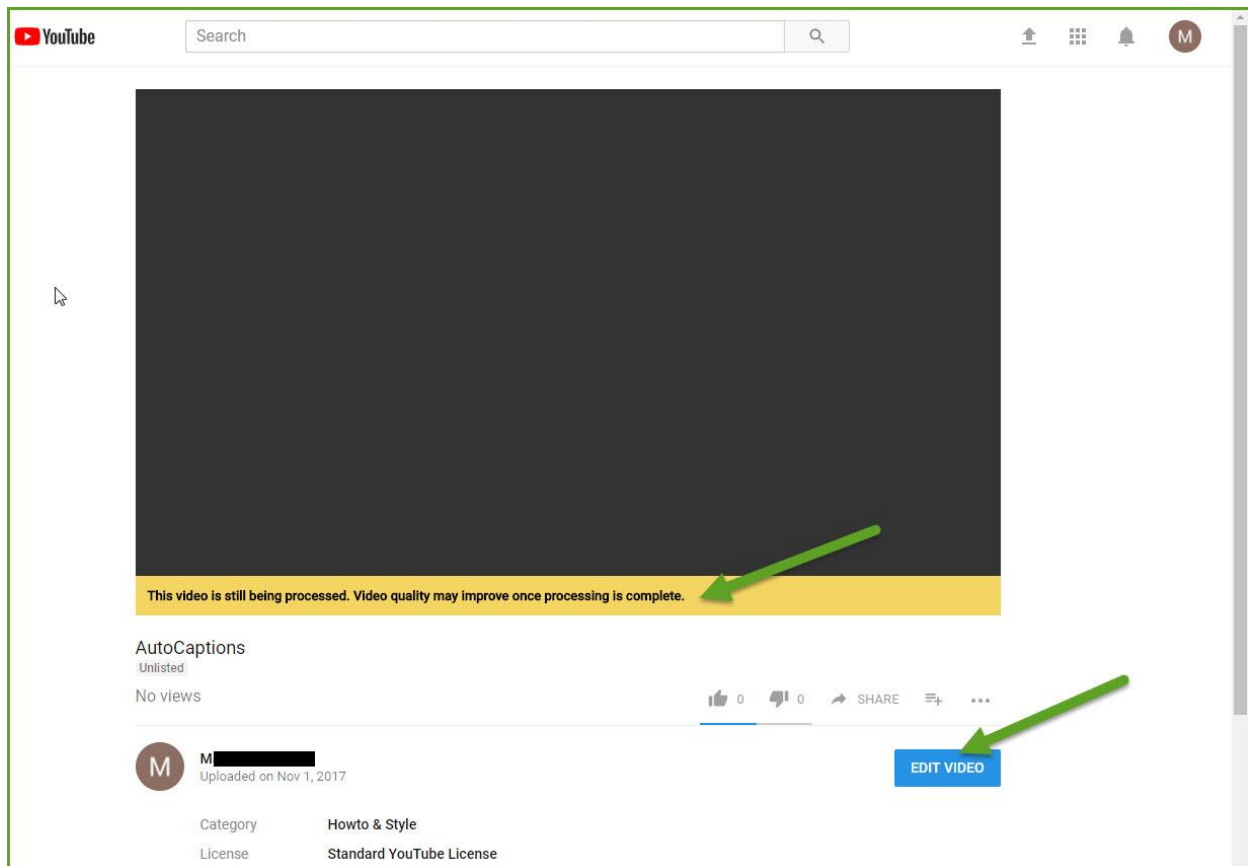
15. The captions will publish by clicking on the “Save Changes” button.



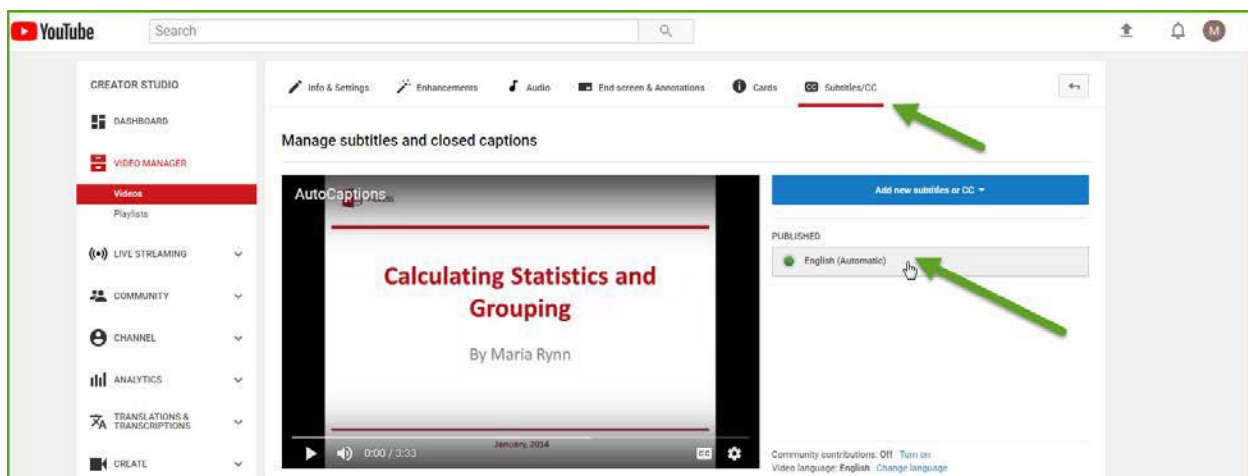
The screenshot shows a video player interface. At the top, there is a search bar on the left and navigation icons (up arrow, bell, and a partial profile icon) on the right. Below the search bar, the text 'ds' is visible, followed by a Creative Commons icon and the text 'Subtitles/CC'. A red underline is present under 'Subtitles/CC'. A blue notification bar with a white checkmark and the text 'Subtitles published.' is displayed, with a red arrow pointing to it. To the right of the notification is a close button (X). Below the notification is a blue button with the text 'Add new subtitles or CC' and a dropdown arrow. Underneath, the word 'PUBLISHED' is shown above a list of two language options: 'English (Automatic)' and 'English', each with a radio button.

Captioning YouTube videos without a script.

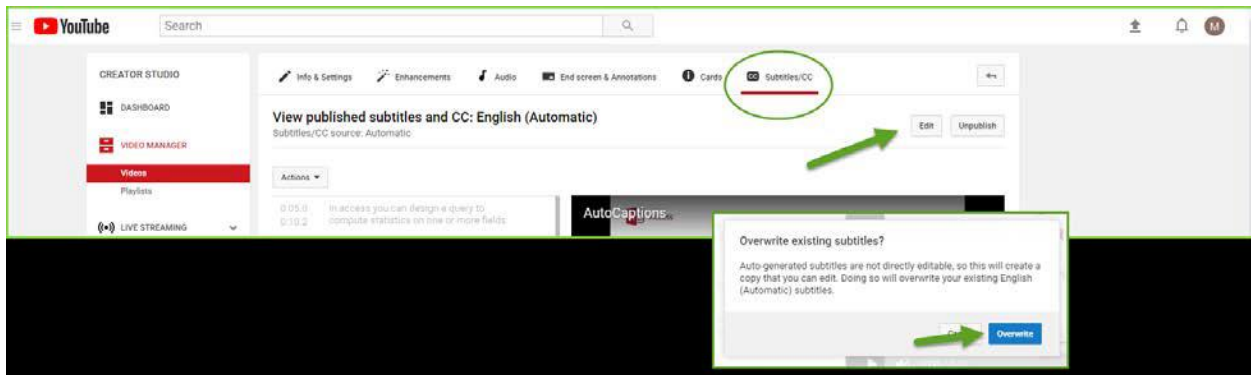
1. Upload the video into your YouTube channel. Wait several moments to allow YouTube to create its own captions for the video and then click on Edit Video.



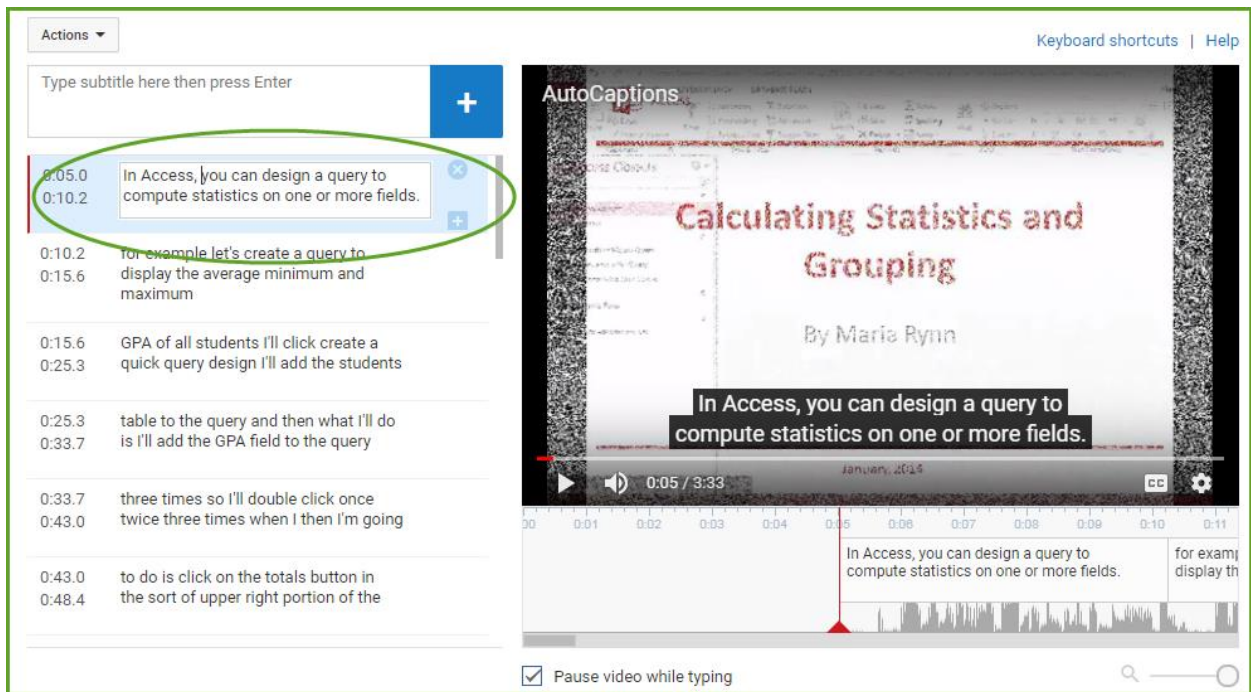
2. Click on Subtitles/CC. If asked which language to use, select English and then click on English (Automatic). If you are asked about overwriting existing subtitles, click the Overwrite button.



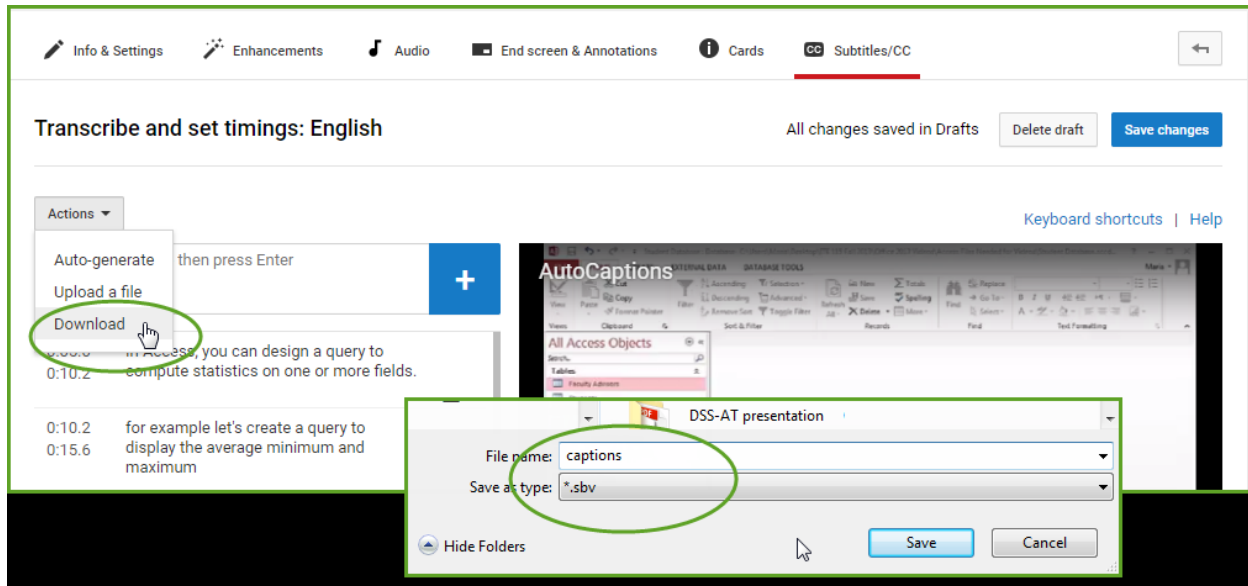
- Click on Edit. If asked about overwriting existing subtitles, click the Overwrite button. Review the automatic captions for accuracy. Remember, spelling, punctuation, context cues and timing are all important. Get as close to 98% accuracy as possible.



- If the corrections are minimal or easy to fix, you may want to correct them directly in the caption area.



- B. If the corrections are more complex, you may want to create a .TXT file of the captions to edit and upload to replace the automatic captions. From the Actions drop-down menu, Select Download. This will create a .SBV file that can be opened using Notepad or WordPad. Save that .TXT file on your hard drive for editing and then upload to be synced.



See steps 9 through step 15 on pages 4 through page 7 for information regarding uploading and syncing edited or new captions.