Captioning YouTube Videos

Contents

Methods for Captioning YouTube Videos

Captions can be added to YouTube videos that you own in the following ways:
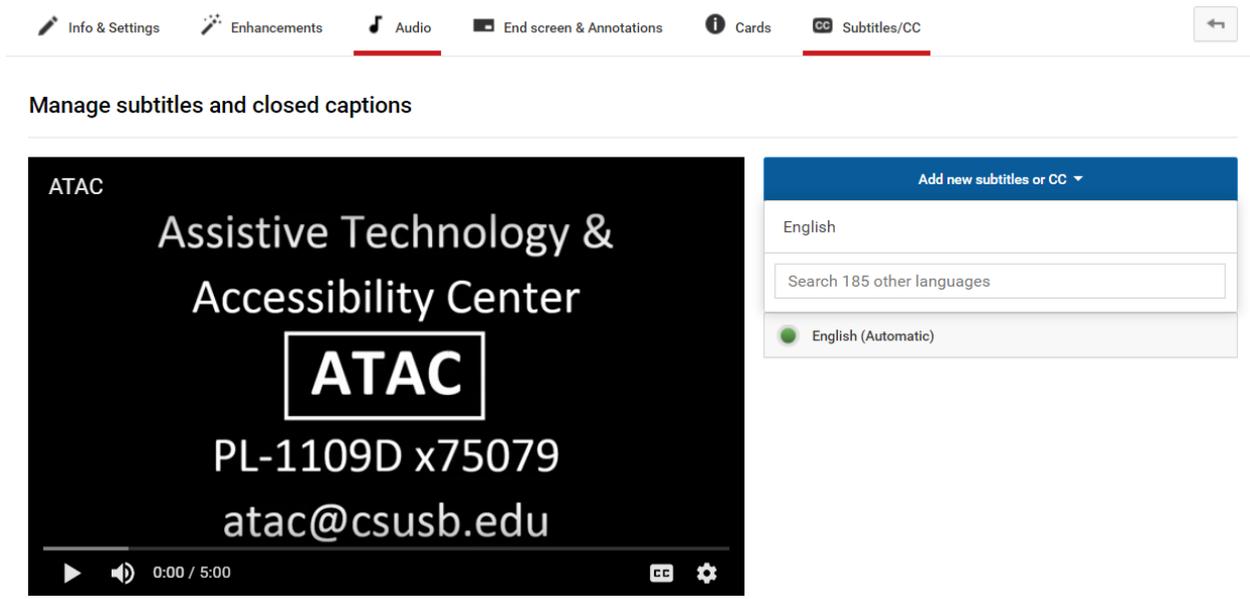
- Uploading a transcript and setting timings
- Typing a transcript while watching the video and setting timings
- Editing captions automatically generated by YouTube
- Requesting captioning service from the Assistive Technology and Accessibility Center

To begin editing your video, click on the "CC" button in the Edit bar:

Uploading an Existing Transcript or Typing a Transcript in YouTube

If the video you uploaded used a script, you can upload a copy of it into YouTube. Before uploading, convert the file into plain text (.txt).

Select "Add new subtitles or CC" and the language.

For videos that have a pre-existing transcript, choose "Upload a file". For videos that you wish to transcribe within YouTube, select "Transcribe and auto-sync".

If you are using a transcript, YouTube will prompt you to upload a file. If you don't already have a time-stamped caption file, select "Transcript", then upload the .txt file.

If you have a transcript file: YouTube will import your file into the Video Transcript window pictured below. Make any necessary edits to the script, as certain symbols don't convert well to plain text. Click "Set timings".
If you are typing a transcript in YouTube, type what you hear in the video into the Video Transcript window pictured below. Click "Set timings".

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.
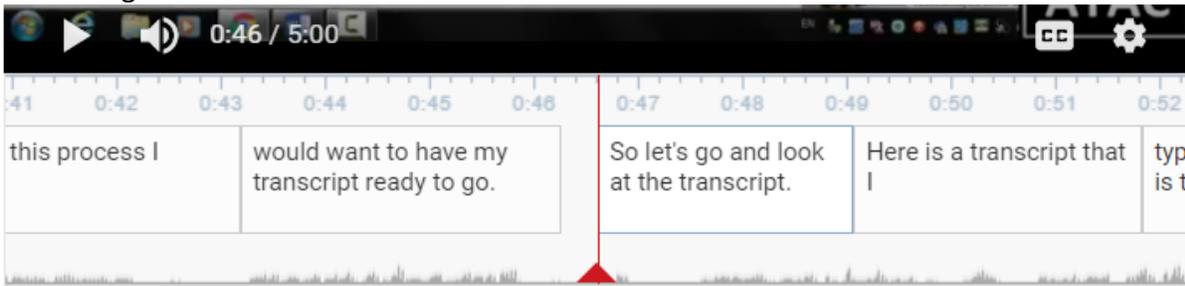
Type what's spoken here

↻ ▶

☑ Pause video while typing

Exit   Set timings

After a few minutes, your script and video will timed. If you find that the captions don't correspond with the words being spoken, you may adjust the timings by clicking and dragging the timing bar at the bottom of the video.

▶ 🔊 0:46 / 5:00

:41   0:42   0:43   0:44   0:45   0:46   0:47   0:48   0:49   0:50   0:51   0:52

| this process I | would want to have my transcript ready to go. | So let's go and look at the transcript. | Here is a transcript that I | typ is tl |

Click "Save Changes" once you are satisfied with your captions.

Delete draft   Save changes

Uploading Caption Files to Your YouTube Account

Unlike transcripts, caption files are already set with the timings of the video. If you request and receive a caption file (these files usually end in .SRT) from the ATAC, use the steps listed under "Uploading a Transcript", but choose "Subtitles file" as your file type. The file will open in the editor window, as shown below. Make any changes, then click "Save changes".

Editing Automatically-Generated Captions

YouTube typically automatically generates captions for all videos using voice recognition software. These captions are notoriously unreliable and their accuracy can vary wildly due to audio quality, speech clarity, or specialized terminology used. Additionally, auto-generated captions don't utilize punctuation, which can compromise the context and flow of information. However, these captions can make a good starting point for creating accurate caption files in the absence of a transcript. It is important to note that it sometimes takes several hours for the automatic captions to become available after a video is uploaded.

If the captions automatically generated for your video are generally good, you can easily edit them for spelling, punctuation, and grammar.

After clicking on the "CC" button in the Edit Bar, choose "English (Automatic)".

The Caption Editor window will appear. Choose "Edit"

YouTube will confirm that you want to overwrite the auto-generated captions.

Overwrite existing subtitles?
Auto-generated subtitles are not directly editable, so this will create a copy that you can edit. Doing so will overwrite your existing English (Automatic) subtitles.

Cancel   **Overwrite**

You can now make changes to the automated captions. Press play and you can listen to the video as you make corrections. Pay special attention to grammar, punctuation, and proper names. The video will automatically pause every time you begin typing.
If you find that the timing of the captions don't correspond with the words being spoken, you may adjust the timings by clicking and dragging the timing bar at the bottom of the video.

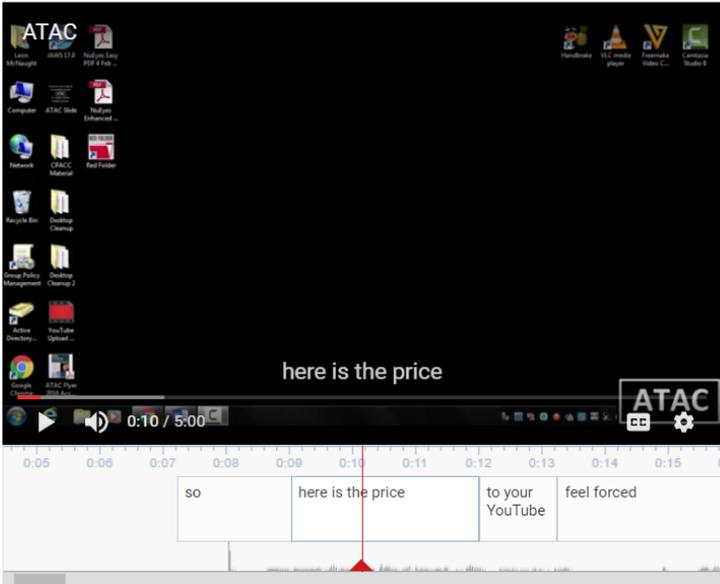**Transcribe and set timings: English**

Delete draft   **Save changes**

Actions ▼

Keyboard shortcuts | Help

Type subtitle here then press Enter   **+**

0:07.2 0:09.0	so
0:09.0 0:12.0	here is the price
0:12.0 0:13.2	to your YouTube
0:13.2 0:16.1	feel forced
0:16.1 0:22.4	make sure you're logged in to YouTube and you are the owner of the video so
0:22.4 0:30.3	she could be your channel see the video that you want to add captions to click
0:30.3	on my video here and you'll see right

here is the price

0:10 / 5:00

| 0:05 | 0:06 | 0:07 | 0:08 | 0:09 | 0:10 | 0:11 | 0:12 | 0:13 | 0:14 | 0:15 |

so   here is the price   to your YouTube   feel forced

☑ Pause video while typing

When you are satisfied with your captions, click "Save changes".

Delete draft   Save changes

Captioning Physical Content and Digital Content that Isn't Yours

The Assistive Technology and Accessibility Center ATAC)can help with creating or obtaining captions for any videos that are used as instructional materials. Please contact us at x75079 or atac@csusb.edu, or submit a captioning request form.

The Accessible Technology Initiative at CSUSB

The Accessible Technology Initiative reflects the California State University's commitment to provide access to information resources and technologies to individuals with disabilities. This commitment is articulated in Executive Order 926 (EO 926), the CSU Board of Trustees Policy on Disability Support and Accommodations. The initiative will facilitate improvements in the following three priorities:

1. Web accessibility
2. Instructional materials
3. Procurement of Electronic & Information Technology (E&IT)

For more information on the Accessible Technology Initiative at CSUSB email accessibility@csusb.edu or call 909.537.5079

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