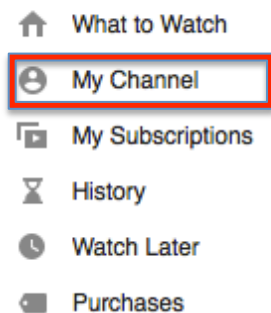
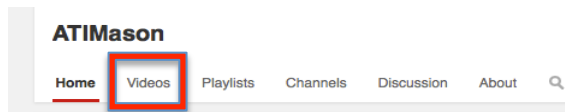


YouTube – Adding Captions Files or Transcripts

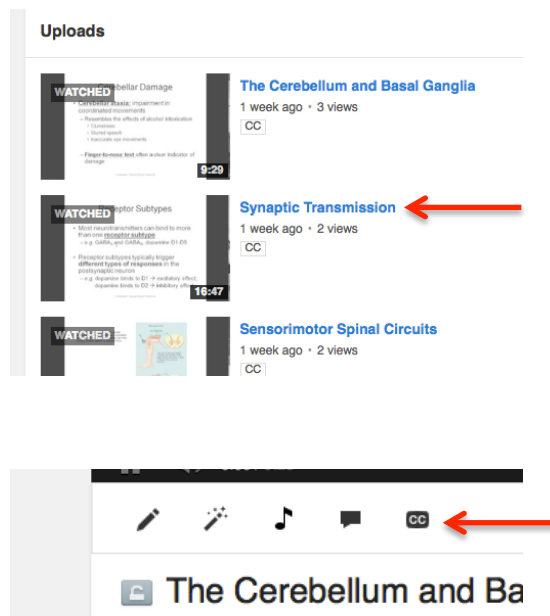
1. Log into your **YouTube** Account.
2. On left-hand side of the screen, click the **My Channel** link.



3. Next, click the **Videos** link underneath the name of your channel.



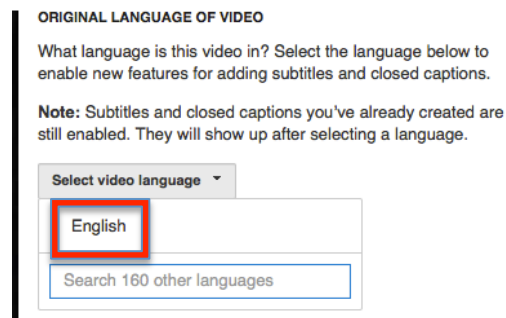
4. Click the name of the video that you would like to add captions to. Next, click the **Subtitles and CC** button underneath the video.



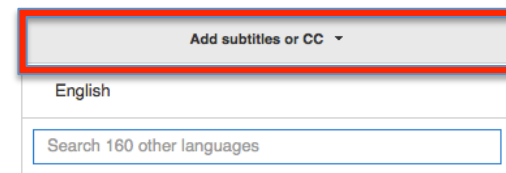
5. Click the **Add subtitles or CC** button.

Uploading Captions Files to Videos

1. If you haven't added captions before, select the language of the video by clicking **English**.

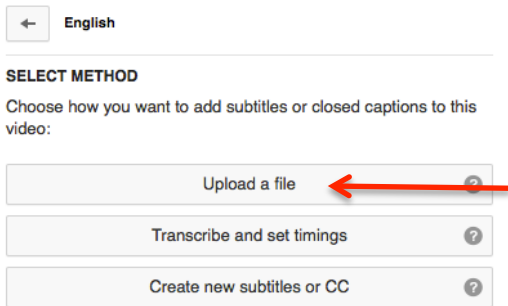


2. Next, click the **Add subtitles or CC** button, then click **English**.

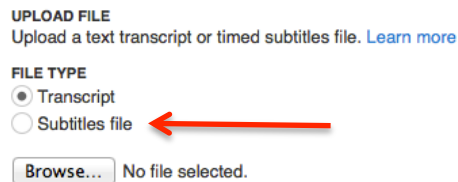


3. Next, select how you want to add subtitles or captions to this video (**Please note**: Since the ATI provides a .srt file, it is suggested that you select **Upload a file**.)

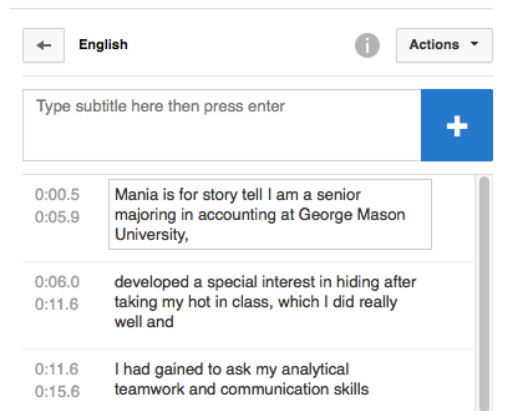
YouTube – Adding Captions Files or Transcripts



- Next, select **Subtitles file** and then browse for the file. Once you have located your file, click the **Upload** button.

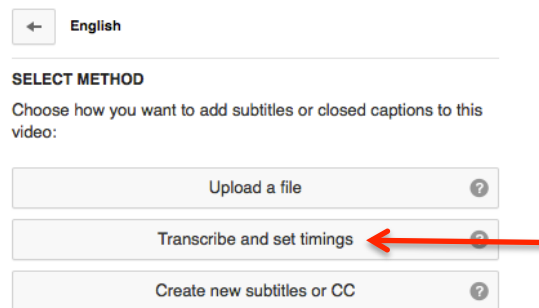


- Once your file is uploaded, you will have an opportunity to review the transcript to make any additional edits. When your edits are complete, click the **Publish**.

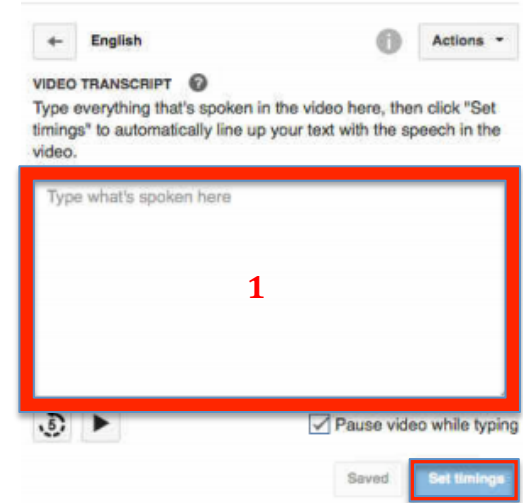


Uploading Transcript Files

- Follow steps 1 and 2 for **Uploading Captions Files**.
- Next, select the **Transcribe and set timings** button.

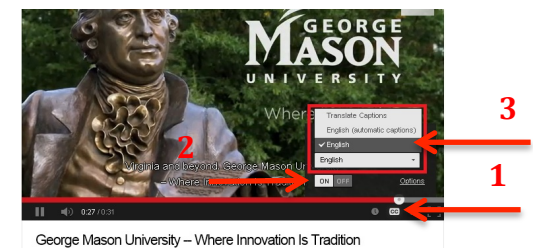


- Type or copy and paste your transcript into the text box. Once your finished, click **Set timings**.



Turning Captions On/Off

- Open your YouTube video.
- Under the video, click 'CC', click 'On', and then select 'English' from the track list.



- To turn off captions, click 'CC' again and click the 'Off' button.