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.

ATIMason

Home	Videos	Playlists	Channels	Discussion	About	Q

 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.**

ORIGINAL LANGUAGE OF VIDEO

What language is this video in? Select the language below to enable new features for adding subtitles and closed captions.

Note: Subtitles and closed captions you've already created are still enabled. They will show up after selecting a language.

Select video language 👻				
English				
Search 160 other languages				

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

	Add subtitles or CC 👻
English	
Search 160 of	ner languages

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





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- English

SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

Upload a file	0
Transcribe and set timings	0
Create new subtitles or CC	0

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





← En	glish () Actions -
Type sul	title here then press enter
0:00.5 0:05.9	Mania is for story tell I am a senior majoring in accounting at George Mason University,
0:06.0 0:11.6	developed a special interest in hiding after taking my hot in class, which I did really well and
0:11.6 0:15.6	I had gained to ask my analytical teamwork and communication skills

Uploading Transcript Files

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



SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

Upload a file	0	
Transcribe and set timings	•	_
Create new subtitles or CC	Ø	

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



Turning Captions On/Off

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



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



Guide to Creating Accessible Electronic Materials Contact us at <u>ati@gmu.edu</u> or 703-993-4329 5-5-2015