How to Caption Videos on YouTube

Why Caption? Captioning videos is helpful to non-native English speakers and students with auditory issues or learning disabilities. YouTube generates auto captions for videos, but they need some editing.

YouTube will not auto-caption your video if it is:
- Very short
- Has bad sound quality
- A speaker with a strong accent
- Multiple people speaking

To make captioning easier, while recording, remember to:
- Enunciate
- Not speak very quickly
- Keep the bottom portion of video clear (captions will take up space)

Sign-in to YouTube
The first step is to sign-in to YouTube.com. YouTube is owned by Google, but GW has disabled the YouTube function for GW gmail accounts. So, you will need to sign-out of GW accounts completely or use a different browser. Then, sign-in with a non-GW Google account. You can use a personal gmail account or we have a Health Sciences google account you can use, just ask. Once you sign in, upload or locate your video.

Locate Your Video
- Click on your avatar in the top right corner of the screen, (see Figure 1).
- In the drop-down menu, click “YouTube Studio.”
- In the menu to the left of your screen, click on Videos, (see Figure 2).
- Click on the video to which you would like to add captions.
- In the left-hand menu, click on Transcriptions, (see Figure 3).
Captioning your Video

- If automatic captions have been created, they will be listed.
- Click on “Published (automatic)” under “Subtitles”
- The captions editor will open (see figure).
- Click on “Edit” to be able to review and change the captions
- Once you finished editing, click “Save Changes”

You can add “edited” to the title (Under Pending Publish) to distinguish your captions from the automatic ones.

Need more assistance?

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