How to Caption Videos in YouTube

Why Caption? Video captions are helpful to students with auditory issues, learning disabilities, as well as non-native English speakers.

YouTube automatically creates captions, unless your video is:
- Too short
- Has bad sound quality
- Has a speaker with a strong accent
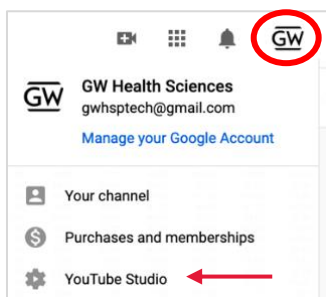- Has multiple people speaking.

To make captioning easier, while recording remember to:
- Enunciate
- Slow down
- Keep bottom the portion of video clear (captions will take up space).

But auto-captioning is not completely accurate and does not include punctuation. So, auto-captions must be edited.

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 Google Email Accounts. So, you'll need to sign-in to a non-GW Google account in a browser where you have not signed-in to any GW accounts. Sign-in to the account where the YouTube video you want to caption was uploaded.

Locate Your Video

- First, click on your avatar in the top right corner of the screen.
- In the drop-down menu, click "YouTube Studio" (see figure).

Once in the YouTube Studio,
- Click on "Content" in the left-hand column.
- Click on the video for which you would like to edit captions.

Editing Auto Captions

- Click on "Subtitles" in the left-hand column.
- Find the automatically created English captions.
- Click on "Duplicate and Edit."
- The caption editor will open, with the transcript on the left and a timeline on the bottom, (see figure).
- Select "Pause while typing."
- Press play on the video and begin editing the transcript.
- The captions synchronized with the video in the timeline at the bottom will be updated in real time with your corrections.
- If you need to leave the window before you finish, click Save Draft.
- When you have finished, click Publish.

Need more assistance?

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