

# How to Caption Videos in YouTube

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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.

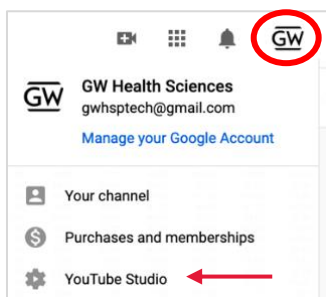
To make captioning easier, while recording remember to:

- 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.

The screenshot shows the YouTube Studio interface for editing video subtitles. On the left sidebar, the 'Subtitles' menu item is highlighted with a red circle. The main content area displays a table of video subtitles. The first row is circled in red, showing 'English (Automatic)' in the 'Language' column and 'Nov 10, 2020' in the 'Modified on' column. In the 'Subtitles' column of this row, the 'DUPLICATE AND EDIT' button is circled in red. Below the table is a blue 'ADD LANGUAGE' button.

Language	Modified on	Title & description	Subtitles
English (Automatic)	Nov 10, 2020		Published Automatic <a href="#">DUPLICATE AND EDIT</a>

## 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.

EDIT

ASSIGN TIMINGS

So that we have an on-demand version and then also just as a test, can people hear me? Yes. Great thanks Joan. Okay, let me just do one thing. I'm just gonna take a list screenshot, so we know who attended, just for my personal team use. Thanks everyone for coming. Today we're gonna talk about looking and sounding your best on video. This is an encore edition we did one earlier this week and we got uh some q a and so i tweaked it a little bit to include some more information so you guys are being the extra special version um so just to start out uh our agenda today we're gonna review kind of what the impact team has been doing we've had a few sessions prior to this that was about smartphone video we went over some some cool thins we're aoina to ao iust a quick review of that so you auvs

00:08:05

UNDO REDO

## Lunch & Learn: Look and Sound Your Best on Video

June 26, 2020

can people hear me? Yes. Great thanks Joan. Okay,  
let me just do one thing. I'm just gonna take a

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IMPACT  
GWU Health SciencesEnter subtitles faster with [keyboard shortcuts](#). Pause while typing

00:00:00

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So that we have an ...

can people hear me? Yes. Great th...

list screenshot, so we kno...

Today w...

This is an e



## Need more assistance?

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