


Creating Captions in YouTube

You can add your own captions to your videos. First, you will need a Google account where you can upload your videos to YouTube. You do not have to leave your videos there once they are captioned. Once you have the captions, you can load the video and the downloaded .srt file into ShareStream and students will be able to view it within the security of BlazeView.

Upload a video in YouTube

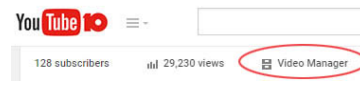
1. Once you have a Google account, go to www.youtube.com.
2. In the upper right corner, click on [Sign In](#). 
3. Sign in using your Google email address and password.
4. In the upper right corner, click on [Upload](#).
5. Click on the large arrow to select a file to upload. We recommend setting the video to [Private](#) until it is completed.

6. The blue bar will show [Processing](#) until it is completely uploaded. Once it is loaded, YouTube will provide a link to the video. Click on the [CC logo](#) under the video to begin adding captions.

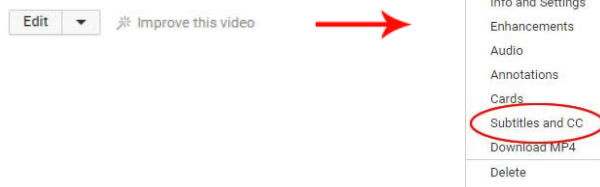


How to add new subtitles or closed captions

1. If you have not recently uploaded the video you will be working on, click on [Video Manager](#).

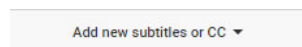


2. Next to your video, click the drop-down arrow next to the [Edit](#) button, then select [Subtitles and CC](#).



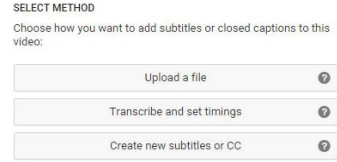
3. If requested, select the original language of the video from the drop-down menu (160 languages). Once you set your default, you will not have to select the language again.

4. Click the [Add subtitles or CC button](#).



5. Choose the language of the subtitles or CC you would like to create.
6. If you have already started working on that language, you will be brought directly to your draft.

- Otherwise, choose one of the following options: [Create new subtitles or CC](#), [Transcribe and set timings](#), or [Upload a file](#). Details below.

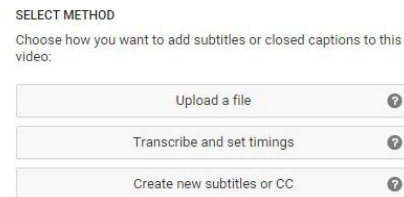


If you change the setting for the original language of your video, your published and draft subtitles and closed captions will not be affected. However, all future translated subtitles will use the new language as the source for translations.

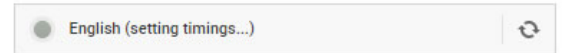
Upload a file

You will need to upload a text file. Since most of us use Word to create our documents, you will need to save your document as a plain text (.txt) file. When you save a Word document as a text file, be sure to check [Allow Character Substitution](#) to minimize the editing you will have to do.

- Click [Upload a file](#).
- Choose the type of file to upload. You will most likely upload a transcript (not a caption file) and it must be in .txt format.
- Click [Choose file](#).
- Click [Upload](#).
- Click [Set timings](#). Wait. This will take a few minutes. When it's finished, it may not automatically take you to the captions.



To check if it's done, you can click on [English \(setting timings...\)](#).



If it is finished, it will take you to the captions. If not, it will prompt you to wait.

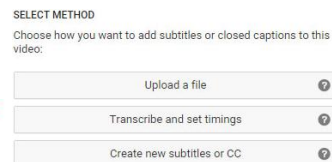
- Use the caption boxes in the timeline to modify the starts, ends, and durations of each caption. (See above, Create New Subtitles and CC #3)
- Be sure to click [Publish](#) when you are finished.



Transcribe and set timings

This feature allows you to automatically align the timings of a transcript of your video. Transcripts contain the text of what is said in the video, and no time code information. Since the text is automatically synchronized to your video, the transcript must be in a language supported by our speech recognition technology, and in the same language as is spoken in the video. Transcripts are not recommended for videos that are over an hour long or have poor audio quality.

- Select [Transcribe and set timings](#). Place your cursor in the box to the right of the video.

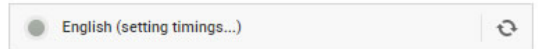


2. Play the video. Type all of the spoken audio in the text field. If you have selected *Pause video while typing*, the video will pause when you start typing, and stay paused until you stop typing or use delete/backspace. If you are creating closed captions, incorporate sound cues like [music] or [applause] to identify background sounds. Pause video while typing



3. When you have finished typing everything said in the video, click *Set timings* to sync your transcript with the video. You will be brought back to the video tracklist. Wait. This will take a few minutes. It may not automatically take you to the captions.

To check if it's done, you can click on English (*setting timings...*).



If it is finished, it will take you to the captions. If not, it will prompt you to wait.

4. Use the caption boxes in the timeline to modify the starts, ends, and durations of each caption. (See above, Create New Subtitles and CC #3)

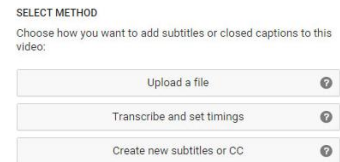
5. Be sure to click *Publish* when you are finished.



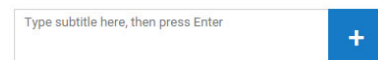
Create new subtitles or CC

This feature allows you to create new subtitles or closed captions from scratch.

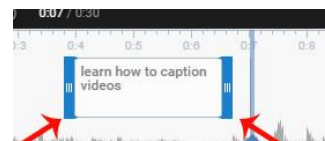
1. Select *Create new subtitles or CC*. Place your cursor in the box to the right of the video.



2. Type your subtitle into the box that says *Type subtitles here*. Click the blue button or press Enter to create it and begin a new caption. You'll see it show up in the transcript, and on the timeline below the video.



3. Adjust when the subtitle starts and ends by dragging its handles. You may also drag the entire box by using a single click, holding the mouse, and dragging the box to a new location. Repeat the process for all spoken words in the video. For closed captions: Also add text describing sounds like [applause] or [thunder].



4. Be sure to click *Publish* when you are finished.



Adapted from Google Help (<https://support.google.com/youtube/answer/2734796?hl=en>)

** For more information about guidelines for captioning, go to <https://dcmp.org/captioningkey/>. **

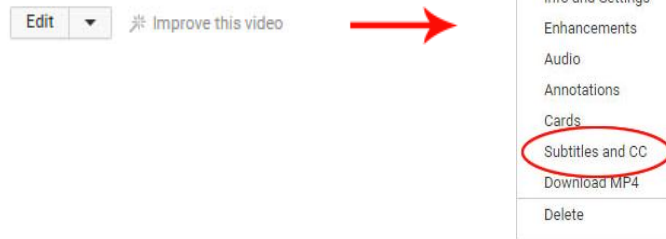
Editing Captions in YouTube

Whether you're editing captions automatically generated by YouTube or tweaking captions you've added yourself, the captions in-line editor allows you to quickly and easily make changes to both the text and time codes of your captions.

Editing text

To edit the text of your captions:

1. Visit your [Video Manager](#).
2. Next to your video, click the drop-down arrow next to the [Edit](#) button, then select [Subtitles and CC](#).



3. Click on [Edit](#).



4. Place your cursor inside the caption box you would like to edit and click to begin editing.

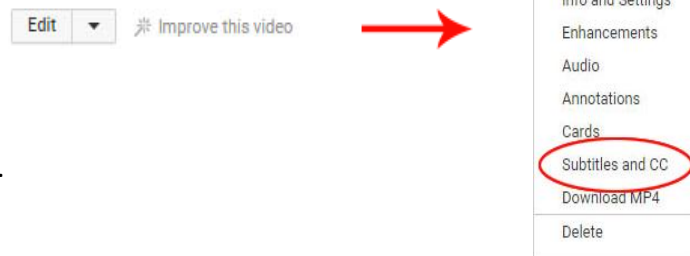
5. Remember to click [Publish edits](#) when you're finished.



Editing time codes

There are a few different ways to edit time codes on your caption tracks. The easiest method is to edit the time codes directly in the YouTube captions editor:

1. Visit your [Video Manager](#).
2. Next to your video, click the drop-down arrow next to the [Edit](#) button, then select [Subtitles and CC](#).



3. To edit the text, click on the caption track you would like to edit.

4. To edit timings, adjust when the subtitle starts and ends by dragging its handles. You may also drag the entire box by using a single click, holding the mouse, and dragging the box to a new location. Repeat the process for all spoken words in the video. For closed captions: Also add text describing sounds like [applause] or [thunder].



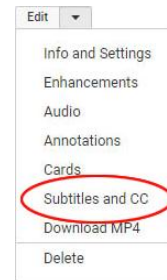
5. Remember to click [Publish edits](#) when you're finished.



You can also edit time codes by downloading the caption file and using a plain text (.txt) editing program like TextEdit or Notepad to edit the captions manually. This is much more complicated and may result in a higher level of error.

To download your captions:

1. Visit your [Video Manager](#).



2. Next to your video, click the drop-down arrow next to the [Edit](#) button, then select [Subtitles and CC](#).

3. Select the caption track you would like to download.

4. Click the [Actions](#) drop-down menu.



5. Click the captions file format you would like.
For BlazeView/ShareStream, .srt format is generally the best option.

6. Your browser will download a file containing the captions track. All files are called captions.srt when downloaded, or a variation on that name such as captions (1).srt. You may want to rename the file immediately after you download it to ensure you can find it more easily later.

When you're done editing, simply upload the captions back to your video.

Adapted from Google Help (<https://support.google.com/youtube/answer/2734705?hl=en>)