

# How to Upload and Caption Videos on YouTube

## Criteria:

- Must have a gmail account to upload a video
- Video

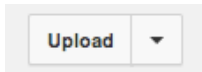
## Sign In:

- Launch YouTube.com
- Click on Sign In and login with your gmail account and password



## Uploading Videos:

1. Click on the Upload button located at the top right of the page.



2. Click on the grey arrow and choose a video file to upload from your computer or drag and drop your files on 'Select files to upload' icon
3. You can change the privacy settings of the video in this section or choose to do so later.



Select files to upload

Or drag and drop video files

Privacy: **Public** ▾

By uploading, you acknowledge that your use of YouTube is subject to the [Terms of Service](#) and [Community Guidelines](#).  
Please be sure not to violate others' copyright or privacy rights. [Learn more](#)

4. Your video will begin to upload immediately. While it's processing,
  - a. Add or change the **Title** of the video
  - b. Add a **Description** – at least two sentences
  - c. Add **Tags** – important as this will rank your video in YouTube search
  - d. Change **Privacy settings** to Private until all video tweaks are done
  - e. Choose a **Category** – always keep the same category to keep your channel to be an authority in a specific category. Clicking on advanced setting will give you more options for regulating comments and other settings. (This is information of how people are going to find you.)
  - f. Click **+ Add to** button – this adds your video to a playlist
  - g. **Advanced settings** – add additional information such as Video Location and Recording Date

Uploaded 0 of 1 videos Video Manager + Add more videos

**13375 Homecoming Kickoff and Lion Photo Youtube** + Add to X Cancel

Uploading your video. 12 minutes remaining. Your video will be live at: <http://youtu.be/gw31En3UQM8>

3%

**Basic info** Advanced settings 🔒

**Title** Privacy settings ?

13375 Homecoming Kickoff and Lion Photo Youtube Unlisted

Anyone with the link can view

**Description** Category

Education

**Tags ?**

Tags (e.g., albert einstein, flying pig, mashup)

+Lion +Team +Dance +Pic +Photography

**Video thumbnails ?**

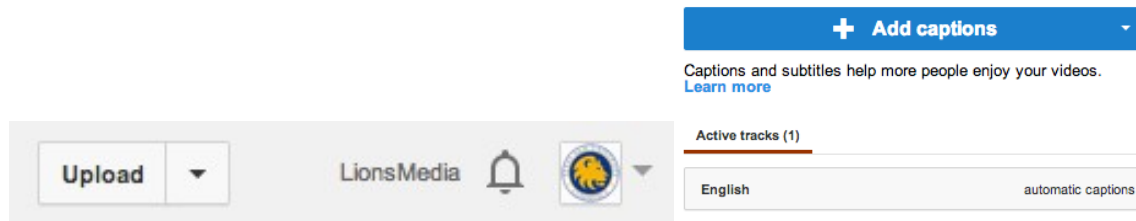
Thumbnail selections will appear when the video has finished processing. Custom thumbnail

Maximum file size is 2MB.

5. Once your video has finished uploading, you can choose a **Thumbnail** to represent your video content or select a custom thumbnail.
6. Last step: You can now watch your video on YouTube!
  - a. Double check your work

- b. Change your privacy setting from private to public and select save
7. How long does it take to upload a video? It depends on video file size and how fast your internet connection is.
  8. If you would like to caption your video, you will have to wait for the automatic captioning software to go over the video. This process is done automatically so you can work on something else return to YouTube later to begin captioning.

## Captioning or subtitles for YouTube Videos:

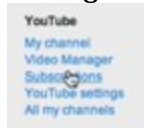


## Sign In:

- Launch YouTube.com
- Click on Sign In with you gmail account and password



1. To add transcription move your mouse to upper right corner click on either of the small triangle buttons to drop down a menu and select "Video Manager."

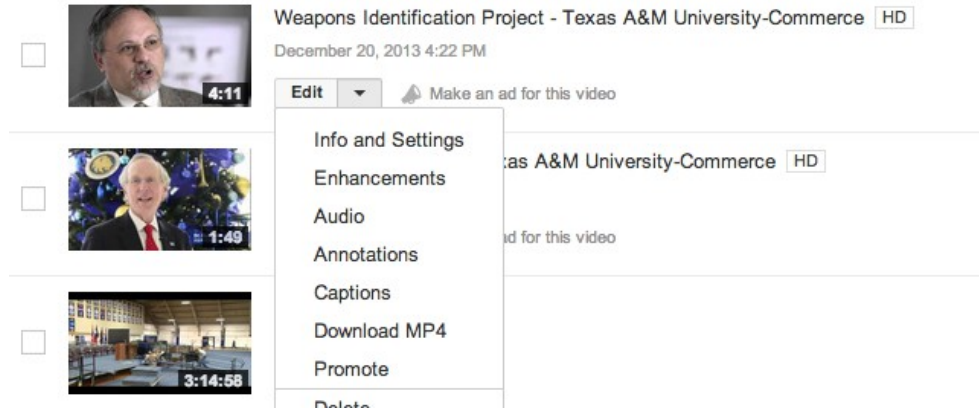


2. Select the video and click the **Edit** button to add transcription

- a. Check which videos are not captioned. Captioned videos have a



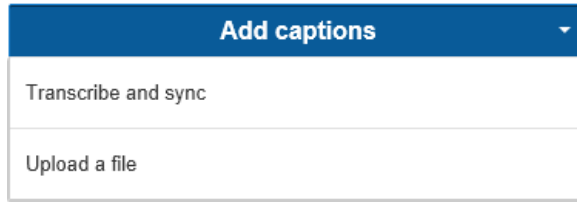
3. Once you've found a video that is not captioned, click on the triangle button next to **Edit**. This will drop down a menu. Click on **Captions**.



The screenshot displays a video player interface with three video thumbnails on the left, each with a checkbox to its left. The first thumbnail shows a man speaking, with a duration of 4:11. The second thumbnail shows a man in a suit, with a duration of 1:49. The third thumbnail shows a workshop or laboratory, with a duration of 3:14:58. To the right of the first thumbnail, the video title is "Weapons Identification Project - Texas A&M University-Commerce" and the date is "December 20, 2013 4:22 PM". Below the title is an "Edit" button with a downward arrow and a "Make an ad for this video" button. The "Edit" menu is open, showing options: "Info and Settings", "Enhancements", "Audio", "Annotations", "Captions", "Download MP4", "Promote", and "Delete".

## Automatic Captioning Not Provided

4. If automatic captioning is not provided click on the **down arrow** on Add captions and select **Transcribe and sync**.



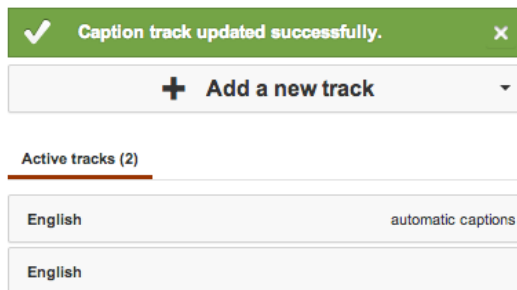
5. You can upload a file containing captioning. Use a plain text document, (file extension.txt) and upload the file. After the file is uploaded, check to see that it has synced up properly with the video. Use the same functions as listed through steps 7 – 10.

6. Play the video and as you start typing it stops the video.

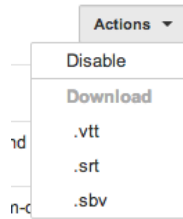


- a. If you press **Shift+Left arrow** it takes it back 5 second.
  - b. To pause video, press **Shift+space key**
7. When video is transcribed, click the **Sync** button

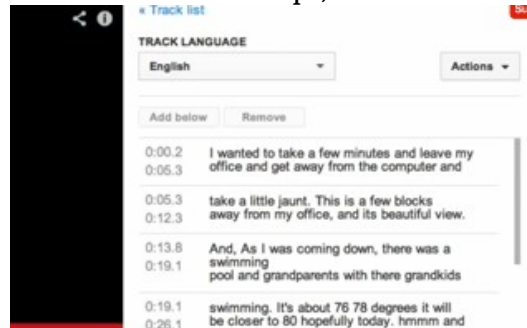
8. Now you have two active tracks



9. Now, you need to get rid of the automatic captions by clicking on **Actions** and click on **Disable**



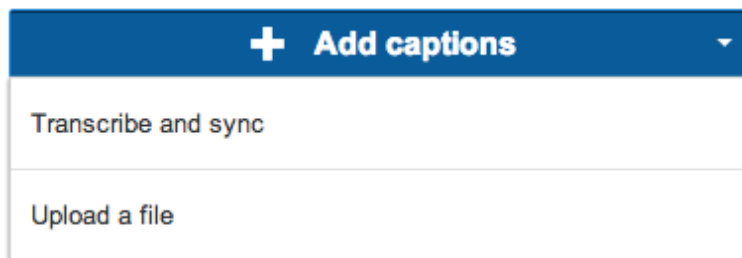
10. Let's review the transcript, click on **Active tracks** and press **Play**



11. Listen to the video and correct any spelling or grammar mistakes as you go. If you need to change a time stamp, make sure that the new time does not overlap the other. For example, if the new start time for a caption slot is 15.3 seconds, make sure the end time slot on the previous caption slot is 15.3 or earlier.

12. When you are done captioning the video. Click **Save changes**.

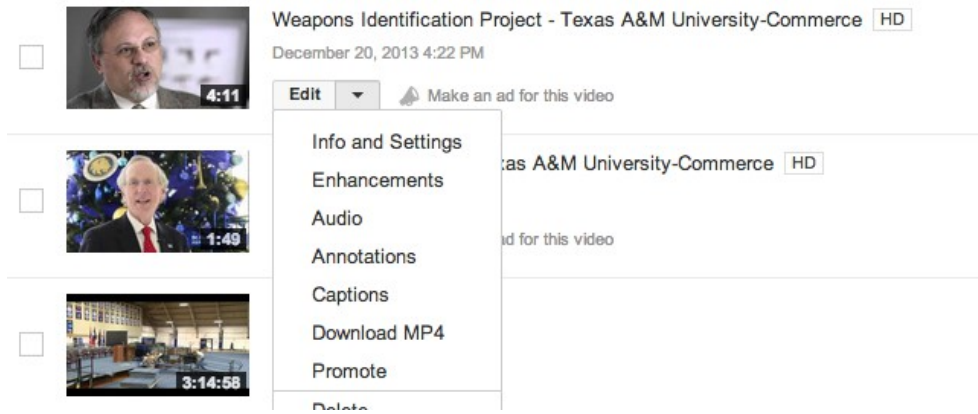
13. If no captions show up or if you have a script you can upload the file, just Click "**Add Captions**" and "**Upload a file.**"



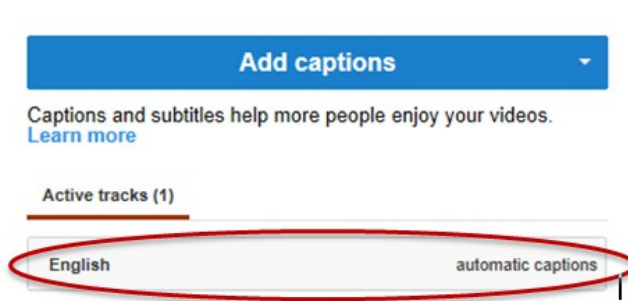
14. Use a plain text document, (file extension .txt), and upload the file. After the file is uploaded, check to see that it has synced up properly with the video. Use the same saving functions as listed through steps 12-13.

## Automatic Captioning Provided

15. Once you've found a video that is not captioned, click on the triangle button next to **Edit**. This will drop down a menu. Click on **Captions**.



Once you've found a video that is not captioned, click on the triangle button next to **Edit**. This will drop down a menu. Click on **Captions**.



16. Listen to the video and correct any spelling or grammar mistakes as you go. If you need to change a time stamp, make sure that the new time does not overlap the other.
- For example, if the new start time for a caption slot is 15.3 seconds, make sure the end time slot on the previous caption slot is 15.3 or earlier.



17. You will note the automatic closed caption is not accurate. Let's clean up the caption.

AUTOMATIC CAPTIONS: ENGLISH ?

Actions ▾

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Add below Remove

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0:00.0 hi ready to upload a YouTube video  
0:04.0 really very easy

---

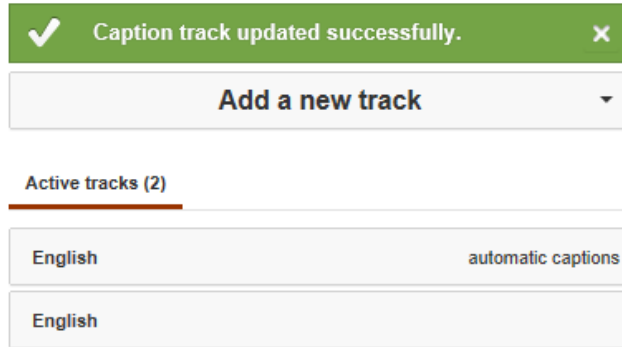
0:04.0 pot you'll find out howie yeah lot to  
0:07.9 learn

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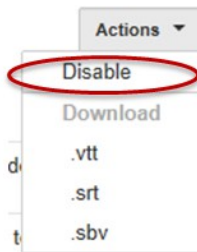
- Click on the play button and listen to the audio.
- Click anywhere on the captioning text window and began editing. This will automatically stop the audio/video.
- Often, the automatic captioning in YouTube captured will provide incoherent sentences. It is important to enunciate your words or you may simply edit the caption.
- When you are done captioning the video save your work. Click on the 'Save a copy' button.

The screenshot shows a YouTube video player on the left and a captioning interface on the right. The video player shows a woman with glasses speaking, with a caption at the bottom that reads "pot you'll find out howie yeah lot to learn". The captioning interface on the right shows two tracks. The first track is highlighted and contains the text "Hi, Learning to upload a YouTube video is really very easy." The second track contains the text "pot you'll find out howie yeah lot to learn". The interface includes buttons for "Add below" and "Remove", and a "Track list" link at the top.

18. You will now see a second caption slot on the active tracks. Note, this will take a few minutes for YouTube to upload the new track.



19. Click on the “English automatic captions” again
20. Select the ‘Action’ button and click on “Disable” to disable the automatic captions.



21. This will take you back to the captions that are disabled. Click the new active track that you just made and name it “Good” using the actions menu. Save this and you are done!
22. If you do not see any captions, you may have to write your own. You will need to use the same functions for ‘Automatic Captioning not provided’ beginning with Step 4.