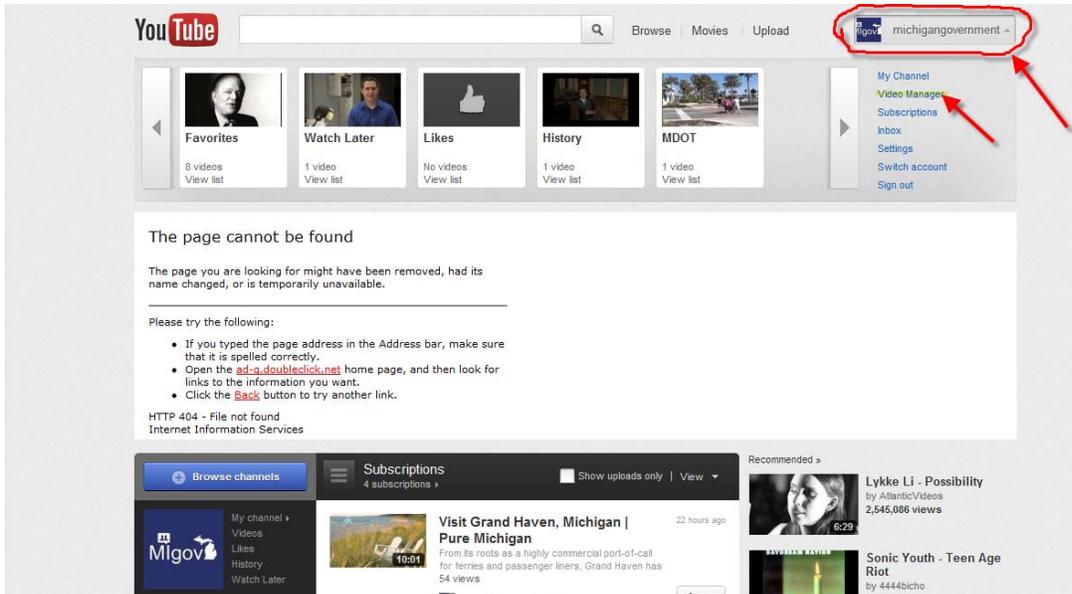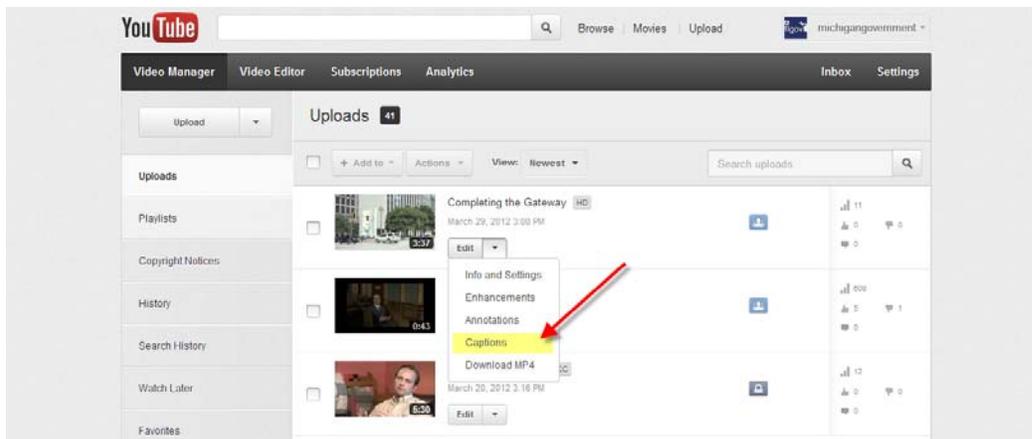# Closed Captioning on YouTube

1. Upload video to authorized YouTube account.

2. Click agency name/logo button in top right corner then click the "Video Manger" link from the exposed menu.


3. Find the video you desire to add captions to and click the arrow next to the "edit" button below the video.

4. Click the "Captions" link from the exposed drop down menu.

5. A screen will appear with a preview of your video and a list of "Available Caption Tracks". Most YouTube videos will automatically be captioned by their own "Machine Transcription". You can double check the accuracy of the "Machine Transcription" by clicking the "English" link next to the "green button".
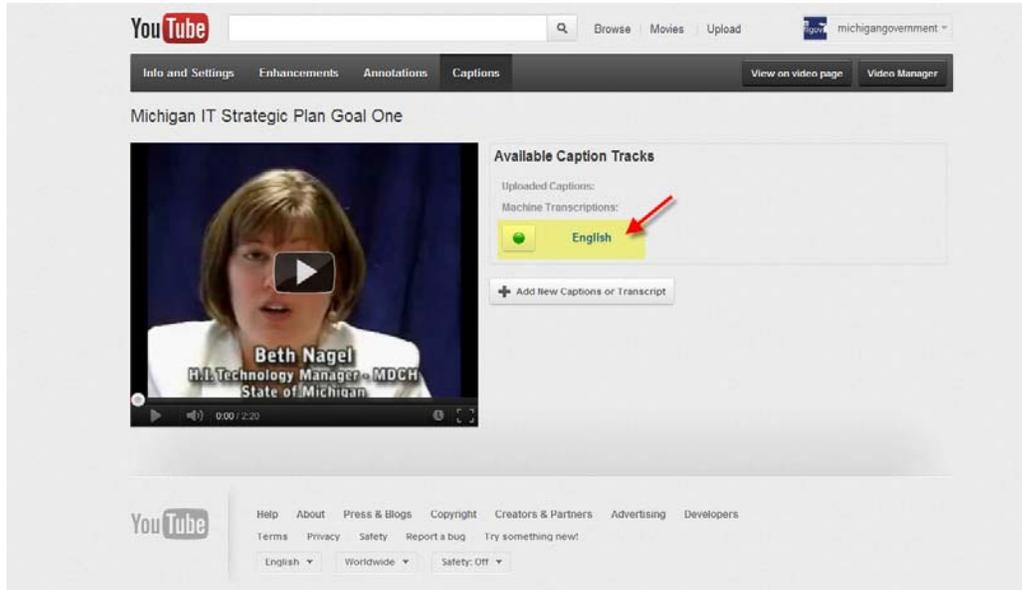
6. Once you have clicked the "English" link you will be taken to a screen that gives you a second by second breakdown preview of the captioned text. You can scroll through this transcript as well as preview it live on the video on the left.
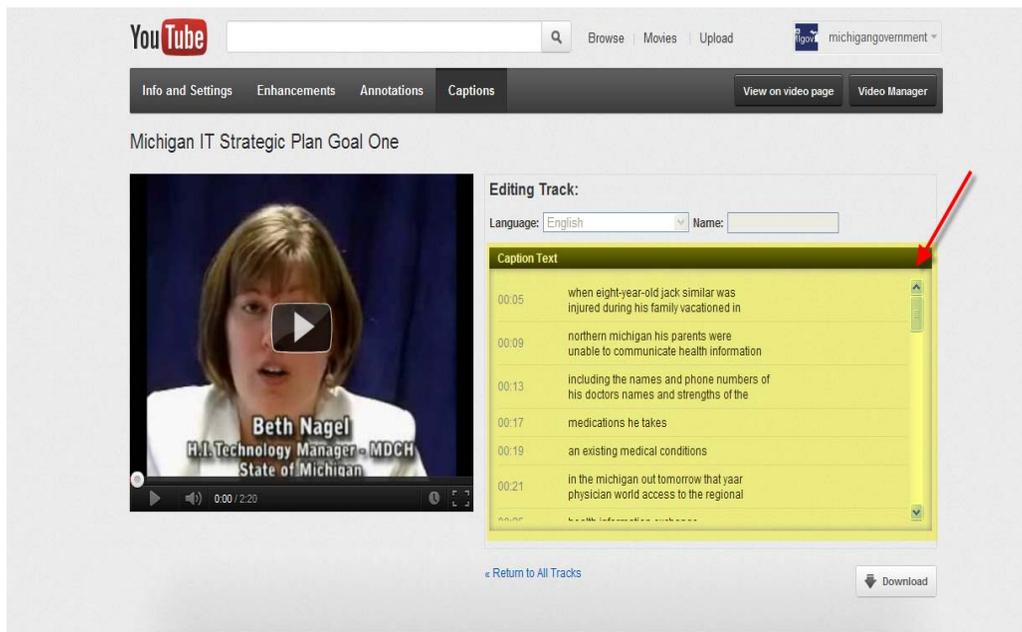
7. Errors in the "Machine Tran scripted" text are very common and something that must be corrected by hand. To do so click the "Download" button located below the "Caption Text" preview.

8. Once the "Download" button has been clicked a ".sbv" file containing the "Machine Transcription" will be downloaded. Open this file a simple text editor such as notepad.

9. The file will open to reveal a mess of numbers (which are time stamps) and the transcribed text.

10. Line the notepad window and the video you are editing the captions for side by side. Go through line by line, frame by frame and manually correct the errors in the transcript. Be sure to not edit or delete the time stamps in the text. This will cause the captions to show up at the wrong time of the video.

11. Once you are sure the transcript is 100% accurate, save the document. Make sure you are saving the document in the same ".sbv" file format.

12. Return to the "Captions" screen and click the "Add New Captions or Transcripts" button.
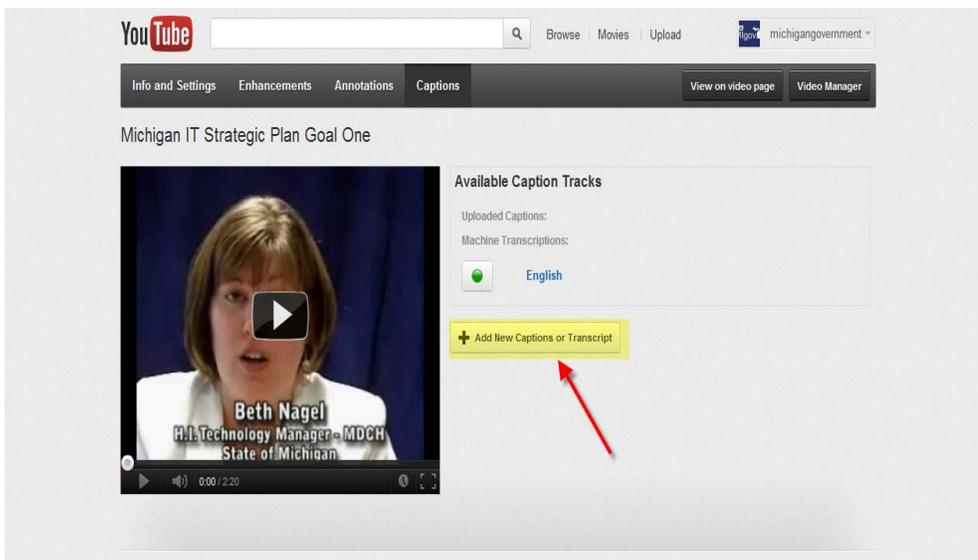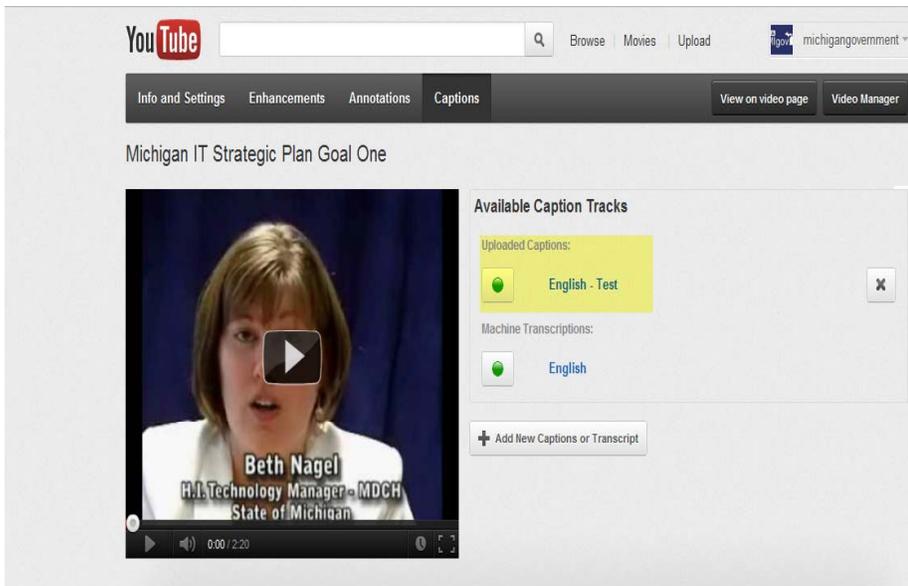
13. On the next screen select the "Choose File" button and navigate to the file you just edited and saved.
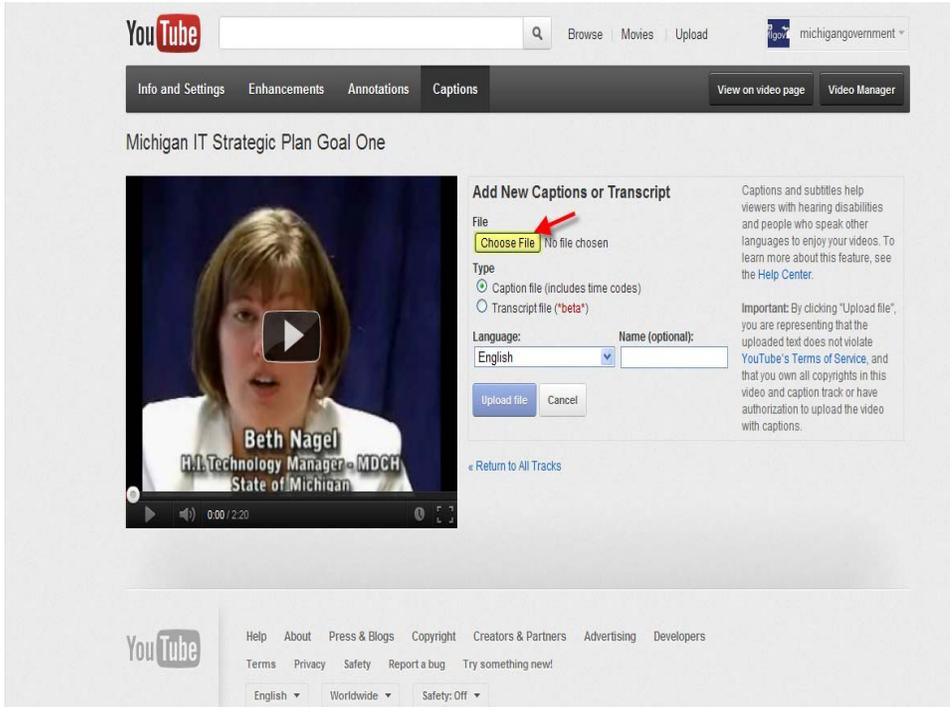
14. Add a custom name to the file if you want and then click the "Upload" button.

15. At the "Captions" main page you will see a new section under the "Available Caption Tracks" titled "Uploaded Captions". Underneath that new title should be the file you just uploaded.

16. The newly uploaded file will automatically be an active option for your videos closed captioning. To turn the other transcript off simply click the "Green" button. The button should then go gray indicating that transcript file is not active.
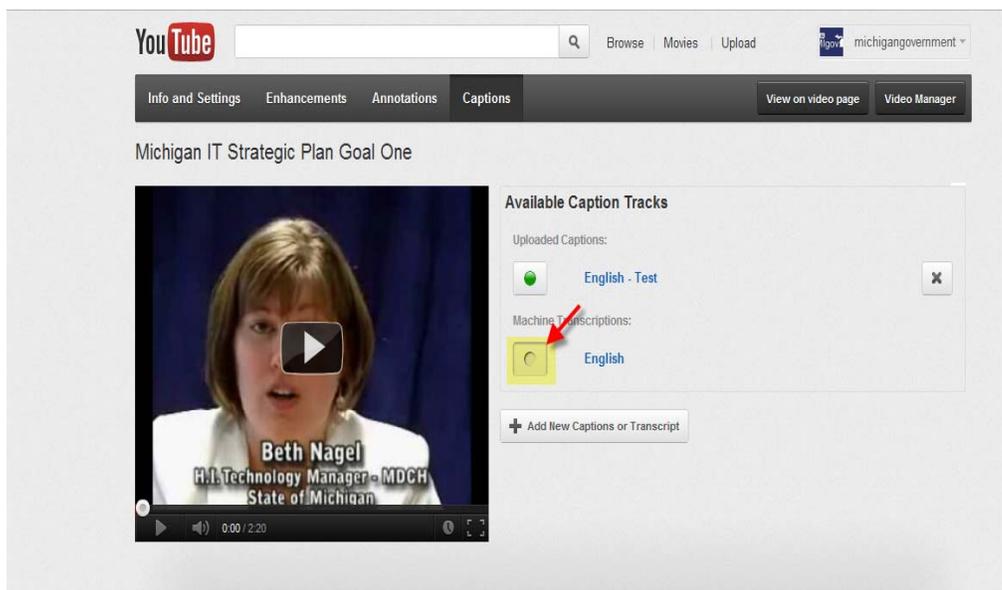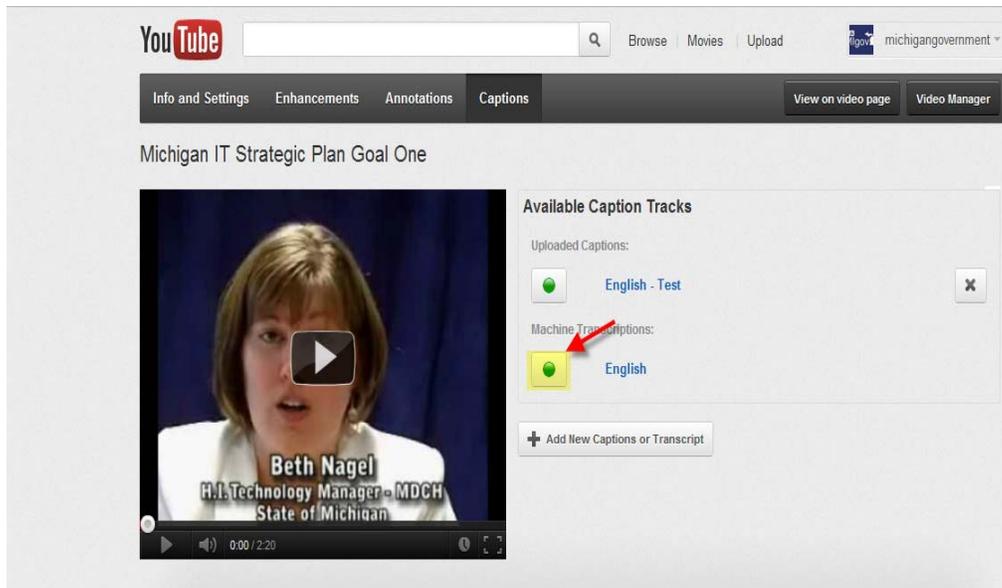
17. Return to the videos page and play the video to test that your closed caption transcript is working correctly. If the closed caption text is not showing click the "CC" logo button on the videos control tool bar.
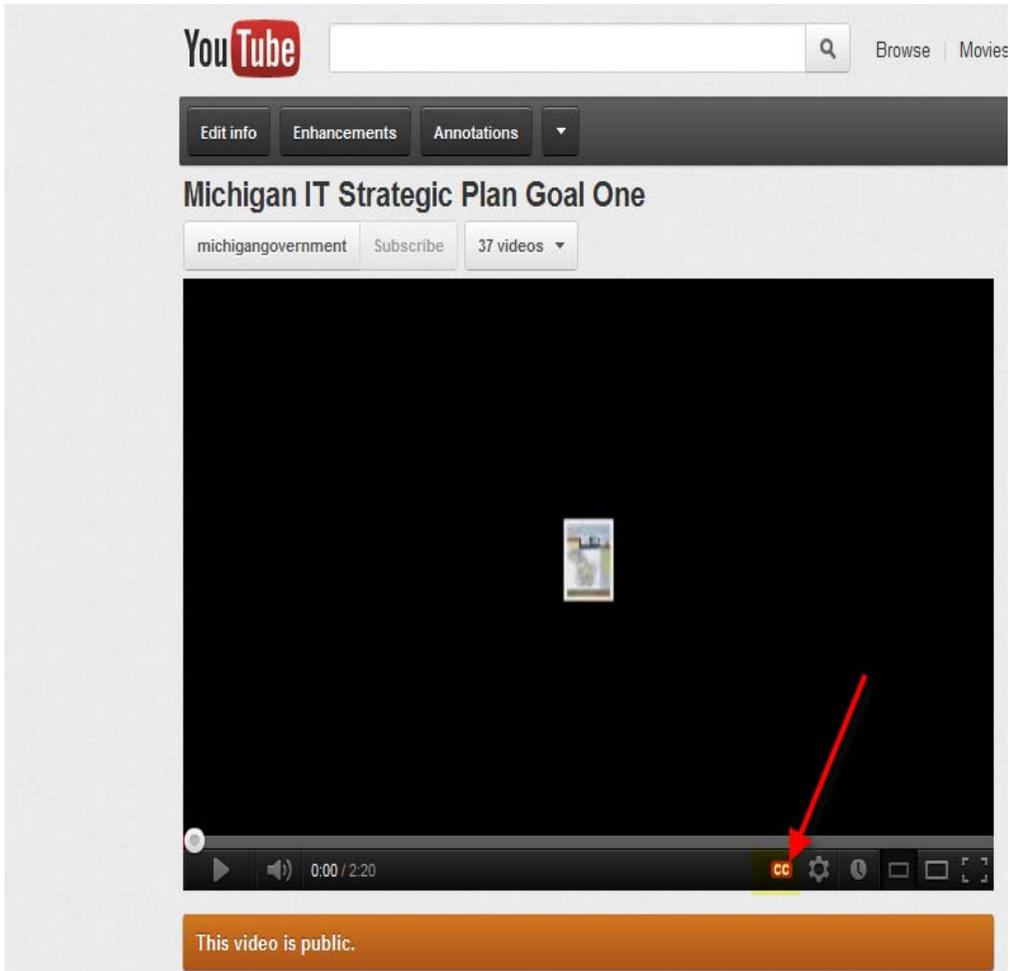
18. YouTube also gives you the option on this page to add new transcripts you have created yourself or in other languages. To add these other transcripts you click the "Add New Captions or Transcript" button and follow steps 13-17.