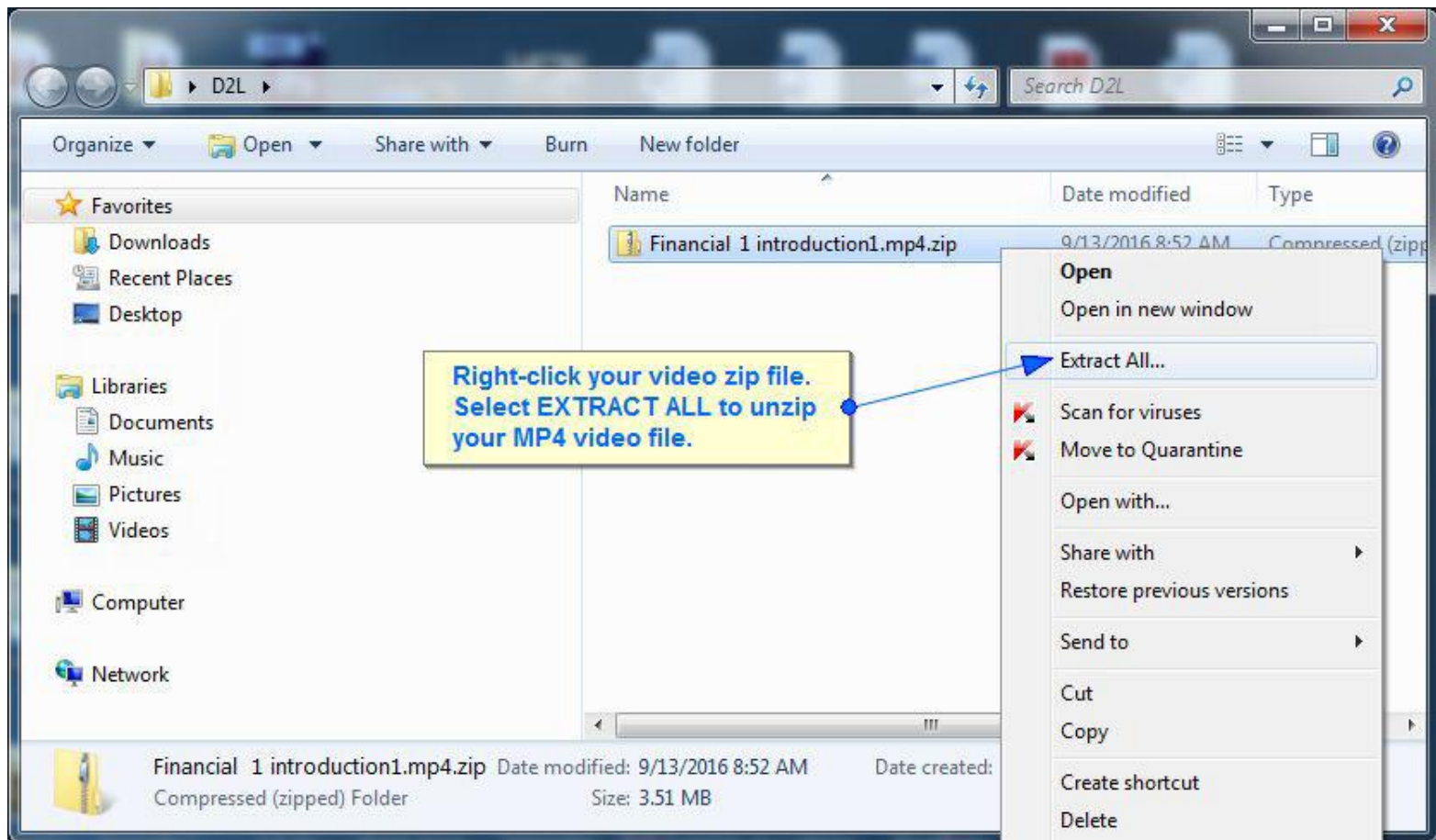


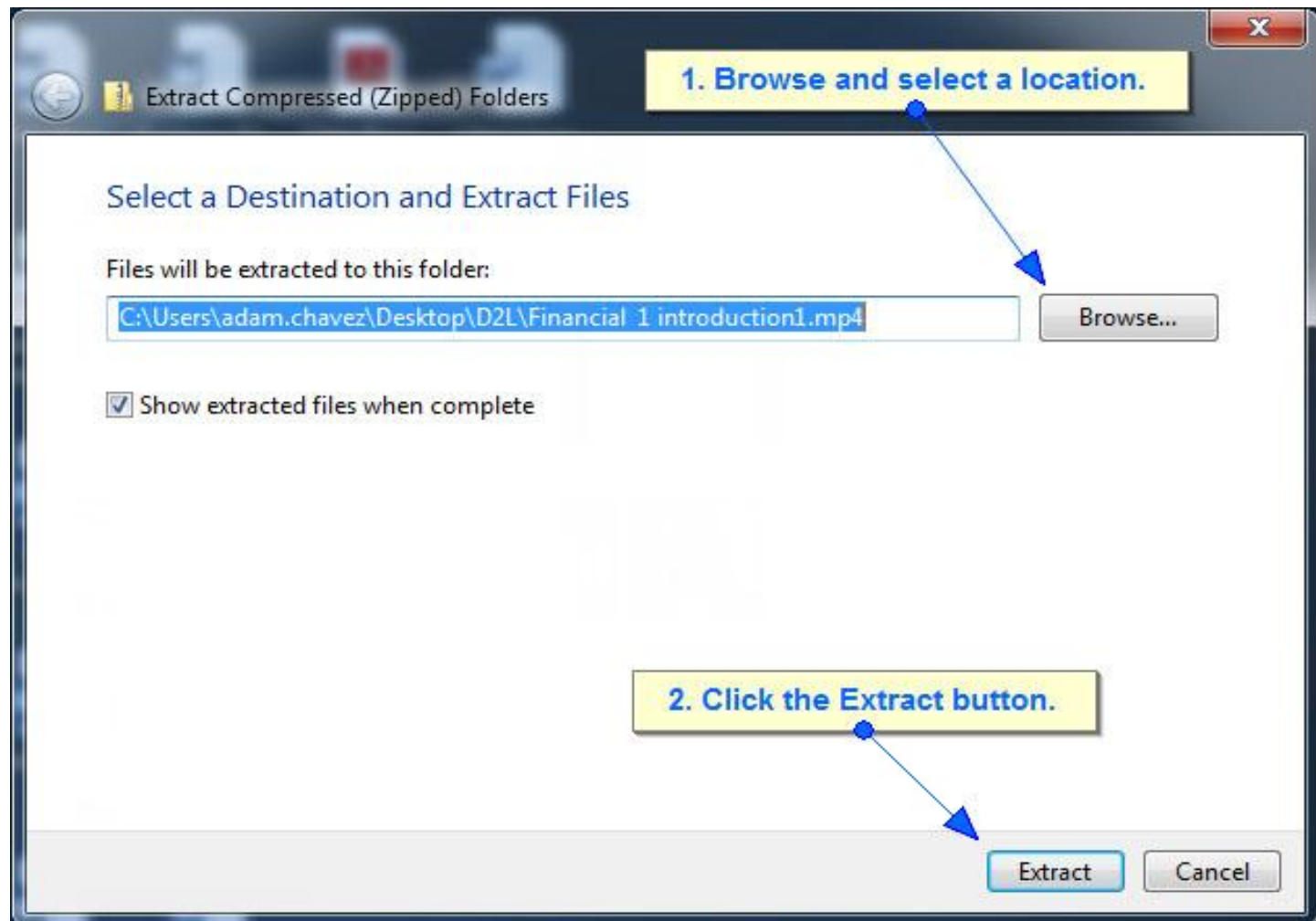
How to add Closed Captioning to YouTube videos

Prepare Video for Uploading

1. If video is saved as a **ZIP file**, you must **unzip** (extract file) before uploading to YouTube.
2. Located your file, right-click with your mouse and select **Extract All**.

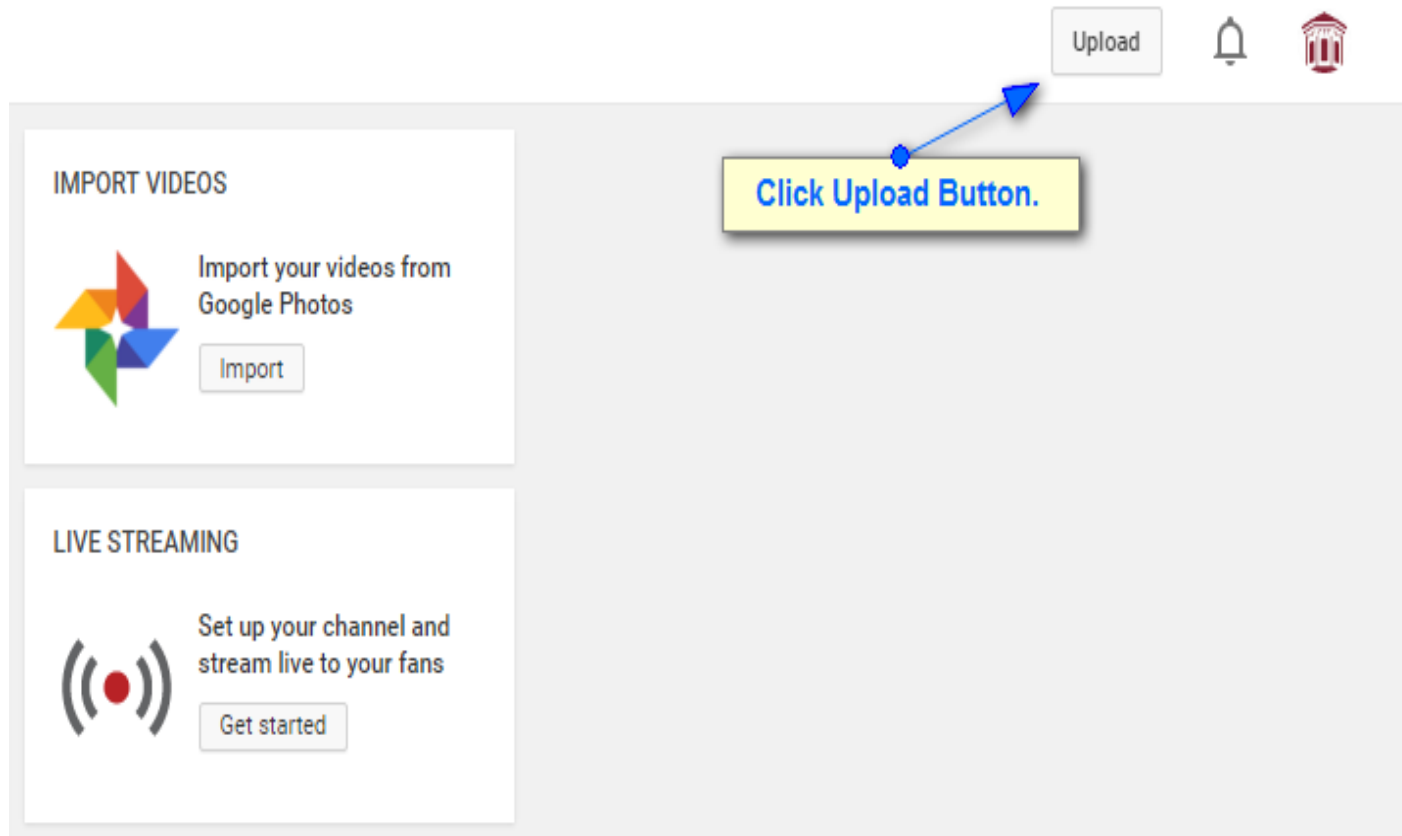


3. A prompt will appear to browse where you want to save the extracted file. Once you've selected a location, click the **Extract** button.



Upload videos to YouTube from your computer

1. Sign into your YouTube account using your MSU email.
2. Click on the **Upload** button (located on the top right toolbar).



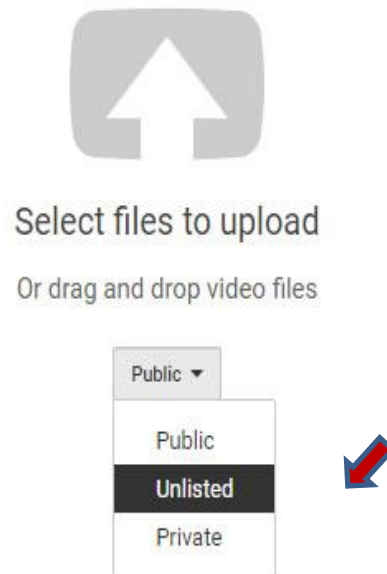
3. Before you start uploading the video you must chose one of 3 video privacy settings.

1.Public: Searchable for anyone on YouTube.

2.Unlisted: You provide a link to anyone who wants to view it.

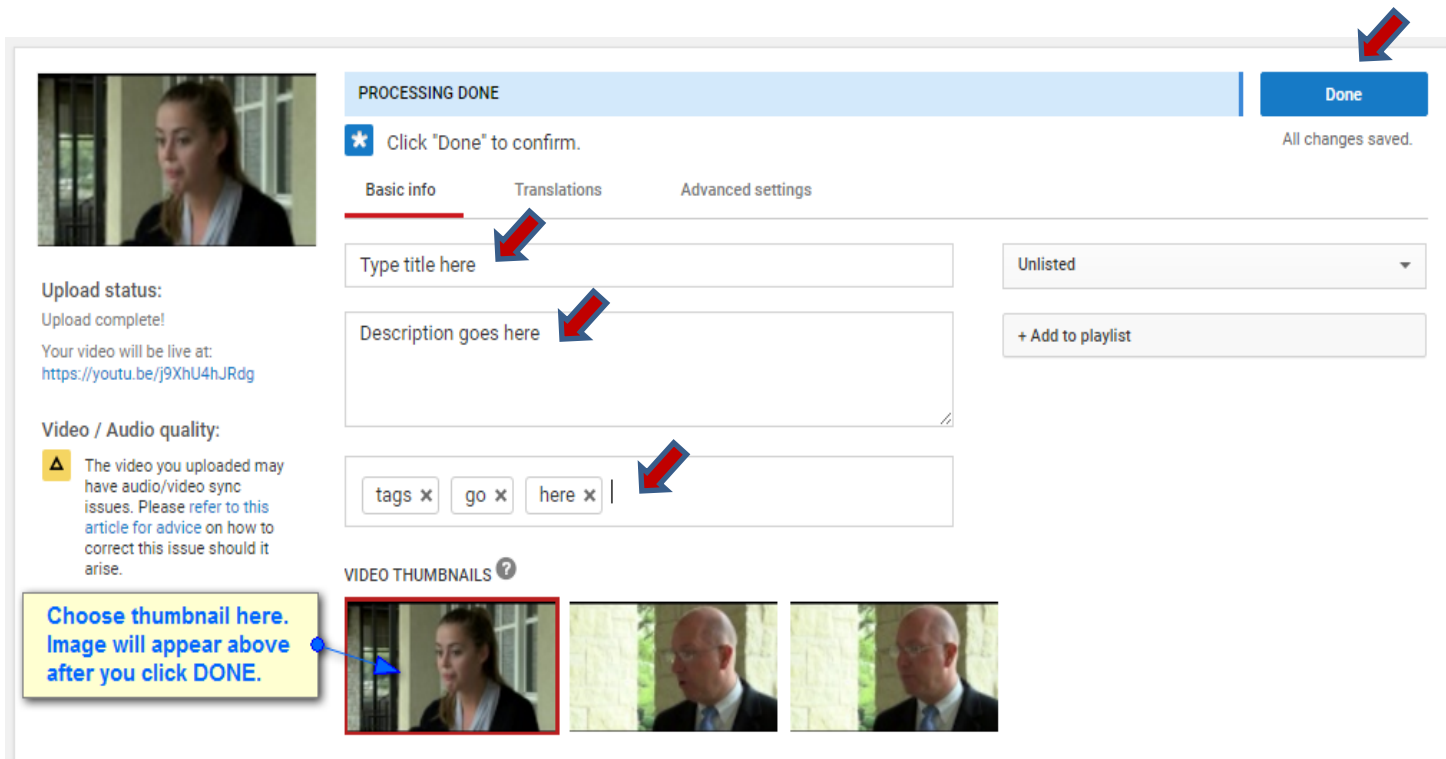
(Recommended setting).

3.Private: You can only share link by *email invite* through YouTube.



4. Select the video you prepared (unzipped) to upload from your computer.

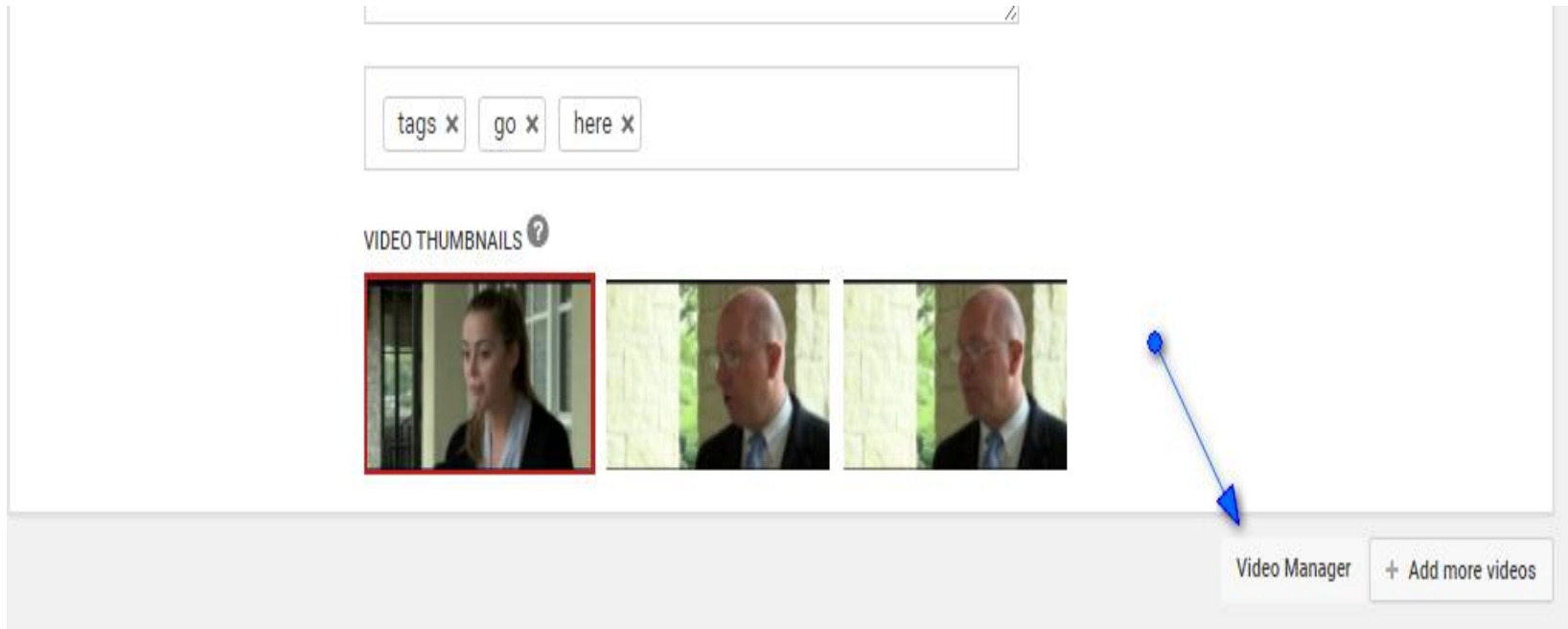
5. As the video is uploading you can edit and add a **Title**, **Description** and **Tag** under the Basic Info tab. For every tag inserted, you must click the Enter key on your keyboard (tags are keywords which users can type to locate your video).



The screenshot shows the YouTube video upload interface. At the top, a blue bar indicates 'PROCESSING DONE'. A blue 'Done' button is in the top right corner, with a red arrow pointing to it. Below the bar, a message says 'Click "Done" to confirm.' and 'All changes saved.' The interface has three tabs: 'Basic info', 'Translations', and 'Advanced settings'. The 'Basic info' tab is active. It contains a video thumbnail placeholder on the left, which has a blue box with the text 'Choose thumbnail here. Image will appear above after you click DONE.' and a blue arrow pointing to it. The main area has three input fields: 'Type title here', 'Description goes here', and a tag input field with 'tags x', 'go x', and 'here x' already entered. Red arrows point to each of these three input fields. To the right of the input fields is a dropdown menu set to 'Unlisted' and a '+ Add to playlist' button. At the bottom, there is a 'VIDEO THUMBNAILS' section with three thumbnail images; the first one is highlighted with a red border and a blue arrow pointing to it.

6. Click the **Done** button once the processing is completed (varies depending on length). Be sure to choose a video thumbnail to best represent your video content.

7. Click the **Video Manager** button to edit your video then add closed captioning.



8. Click the drop down menu next to the video you want to add captions or subtitles to, then click the **Edit** button. Select **Subtitles & CC**.

CREATOR STUDIO

DASHBOARD

VIDEO MANAGER

Videos

Playlists

LIVE STREAMING

COMMUNITY

CHANNEL

ANALYTICS

CREATE

Help and feedback

Videos 2

Actions Add to

Advice for Students: Jim Ginnings HD
Jul 28, 2016 4:31 PM
Edit

Energy Capital Conference 2016 HD CC
Jul 28, 2016 10:50 AM
Edit

Info & Settings
Enhancements
Audio
Annotations
Cards
Subtitles & CC
Download MP4
Promote
Delete

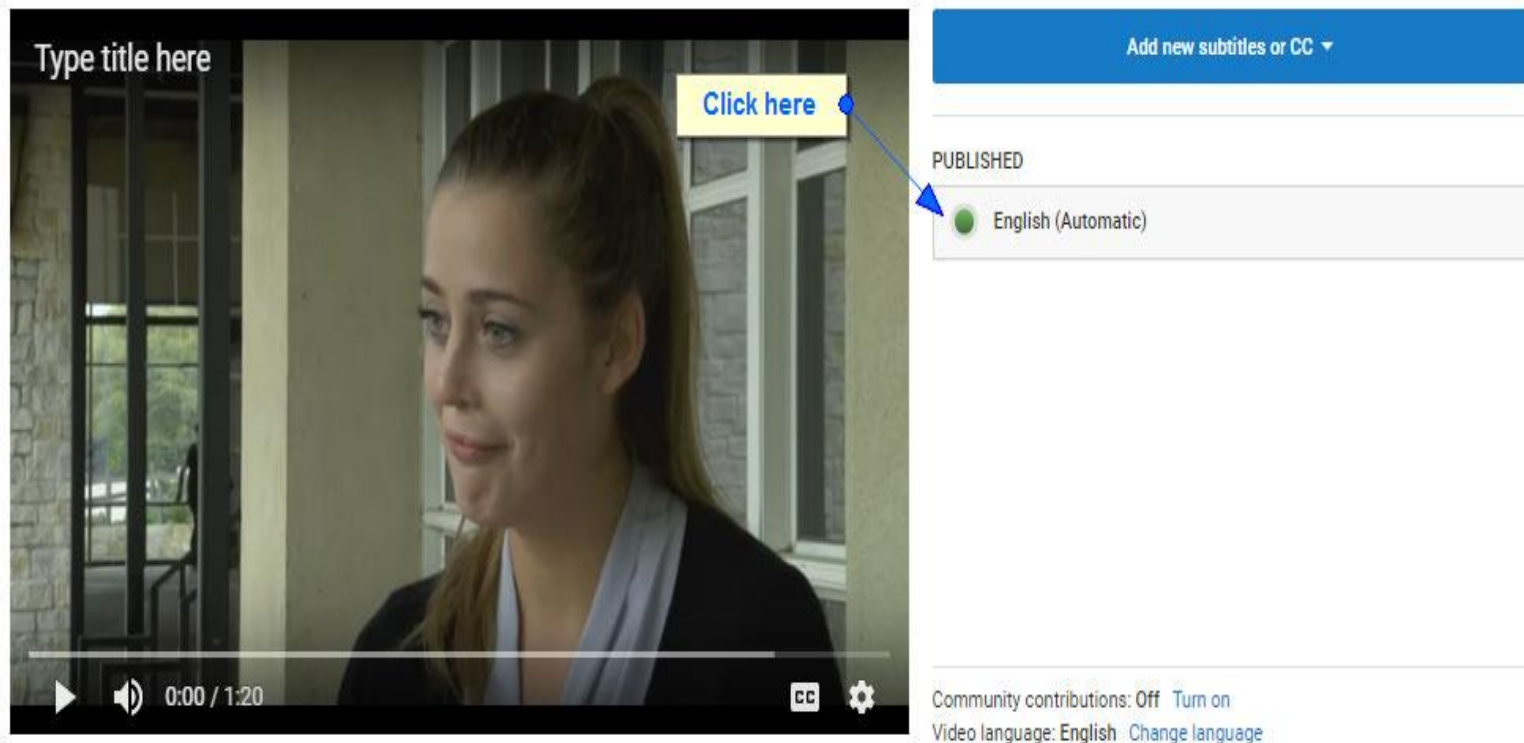
Speech Recognition Captioning: English vs. English (Automatic)

Some videos may be *automatically recognized* (captioned) by YouTube. If captioning is available, you'll see **English (Automatic)** under the Published section to the right of the video. With this option, you will need to review captioning and edit any misinterpreted words and grammar.

If your video *doesn't generate automatic captions*, it could be due to one or more of the following reasons:

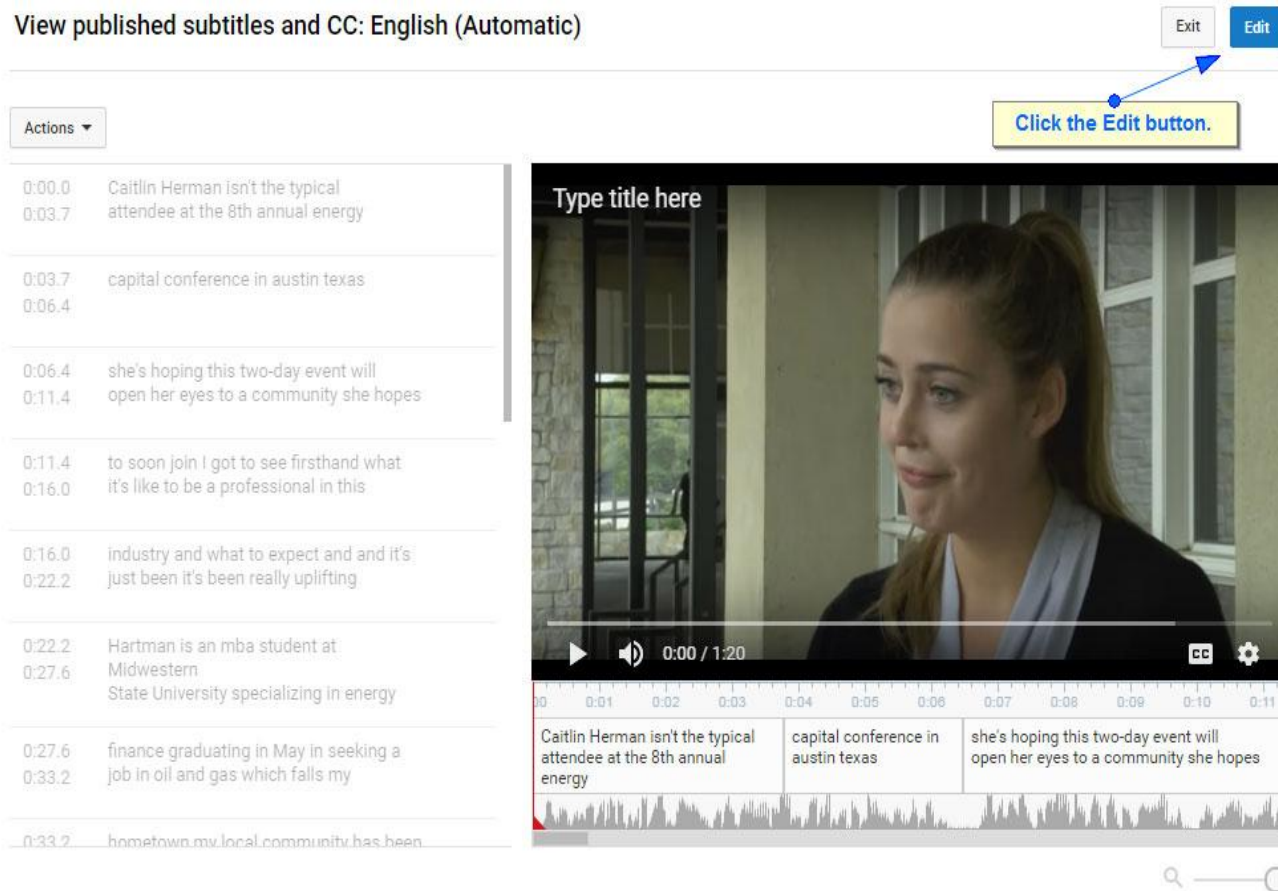
- The captions aren't available yet due to processing complex audio in the video.
 - Once video has been uploaded, processed, and saved, it is recommended logging back into YouTube at a later time to confirm if **English (Automatic)** is available.
- The language in the video is not yet supported by automatic captions.
- The video is too long.
 - The time for YouTube to determine if it is able to utilize **English (Automatic)** will vary depending on the length of video.
- The video has poor sound quality or contains speech that YouTube doesn't recognize.
- There is a long period of silence at the beginning of the video.
- There are multiple speakers whose speech overlaps.

9a. If audio is clearly recognized by YouTube after the file has been uploaded and published, you will see **English (Automatic)** available under the Published section. Click on this option to review and edit captioning by following steps **9b** and **9c**.



9b. Click the **Edit** button on the top right.

View published subtitles and CC: English (Automatic)



The screenshot shows the YouTube video subtitle editor interface. At the top right, there are two buttons: "Exit" (light gray) and "Edit" (blue). A blue arrow points from a yellow callout box labeled "Click the Edit button." to the "Edit" button. On the left, there is a list of subtitle entries with time ranges and text. The video player on the right shows a woman speaking, with a timeline and subtitle tracks below it.

Actions ▾

0:00.0 0:03.7	Caitlin Herman isn't the typical attendee at the 8th annual energy
0:03.7 0:06.4	capital conference in austin texas
0:06.4 0:11.4	she's hoping this two-day event will open her eyes to a community she hopes
0:11.4 0:16.0	to soon join I got to see firsthand what it's like to be a professional in this
0:16.0 0:22.2	industry and what to expect and and it's just been it's been really uplifting
0:22.2 0:27.6	Hartman is an mba student at Midwestern State University specializing in energy
0:27.6 0:33.2	finance graduating in May in seeking a job in oil and gas which falls my
0:33.2	hometown.mw.local community has been

Type title here

0:00 / 1:20

00 0:01 0:02 0:03 0:04 0:05 0:06 0:07 0:08 0:09 0:10 0:11

Caitlin Herman isn't the typical attendee at the 8th annual energy capital conference in austin texas she's hoping this two-day event will open her eyes to a community she hopes

hometown.mw.local community has been

9c. Edit or remove captions by selecting the appropriate timeline segment –each will provide options to delete or add by the icons located to the right side. You can also adjust the timing of each frame below the video.

a.) Click Play button to watch and review content

b.) Edit captions by clicking each timeline segment

c.) Delete segments by clicking the **X** icon to the right of the text.

d.) Click the **+** icon to add a new caption.

e.) You can adjust time duration of each frame by clicking and dragging the blue bar left or right.

Transcribe and set timings: English

Exit Publish edits

Actions ▾ b.) Edit caption

Type subtitle here then press Enter

d.) Add new caption

c.) Delete caption

a.) Play and review

e.) Edit time duration

Keyboard shortcuts | Help

Type title here

Caitlin Herman isn't the typical attendee at the 8th annual energy capital conference in austin texas

she's hoping this two-day event will open her eyes to a community she hopes

to soon join I got to see firsthand what it's like to be a professional in this

industry and what to expect and and it's just been it's been really uplifting

Hartman is an mba student at Midwestern State University specializing in energy

finance graduating in May in seeking a job in oil and gas which falls my

0:00.0 0:03.7

0:03.7 0:06.4

0:06.4 0:11.4

0:11.4 0:16.0

0:16.0 0:22.2

0:22.2 0:27.6

0:27.6 0:33.2

0:00 / 1:20

0:00 0:01 0:02 0:03 0:04 0:05 0:06 0:07 0:08 0:09 0:10 0:11

Caitlin Herman isn't the typical attendee at the 8th annual energy capital conference in austin texas she's hoping this two-day event will open her eyes to a community she hopes

☒ Pause video while typing

9d. When you're finished editing, click the **Publish Edits** button. Then move on to **Step 11**.



10a. If the audio/speech was *not recognized*, you will need to add captions *manually* by selecting **Add new subtitles or CC.**

Manage subtitles and closed captions

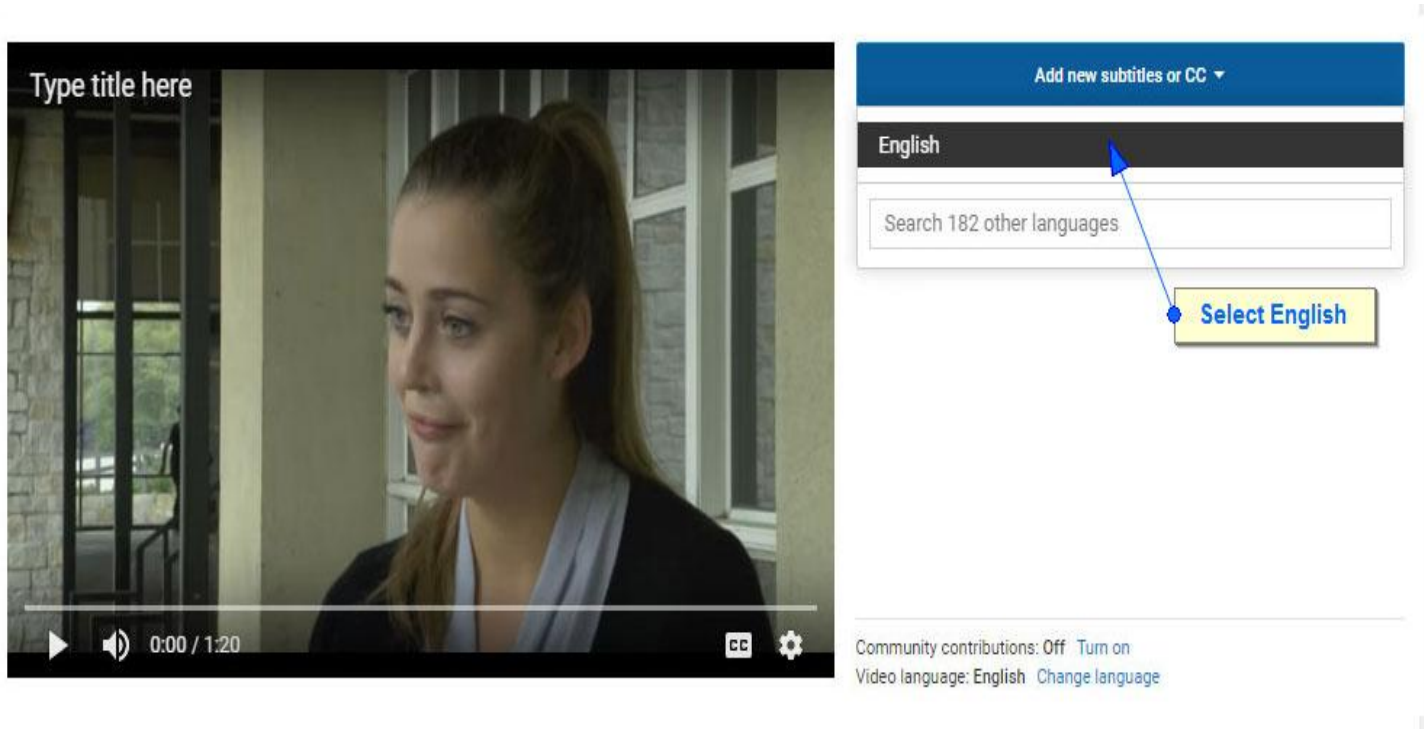
Click Add New Subtitles or CC.



Add new subtitles or CC ▾

Community contributions: Off [Turn on](#)
Video language: English [Change language](#)

10b. Then select **English** as your language.



The image shows a video player interface. On the left is a video frame with a woman's face. The video player controls at the bottom include a play button, a volume icon, a progress bar showing 0:00 / 1:20, a CC icon, and a settings gear icon. On the right is a subtitle language selection menu. The menu has a blue header bar that says "Add new subtitles or CC". Below this, "English" is selected and highlighted in a dark bar. Underneath is a search box that says "Search 182 other languages". A blue arrow points from a yellow button labeled "Select English" to the "English" option in the menu. At the bottom of the menu, there are two lines of text: "Community contributions: Off Turn on" and "Video language: English Change language".

Type title here

Add new subtitles or CC

English

Search 182 other languages

Select English

Community contributions: Off Turn on

Video language: English Change language

10c. Select Transcribe and Auto-Sync.

Manage subtitles and closed captions: English

[Click Transcribe and Auto-Sync.](#)



SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

Upload a file



Transcribe and auto-sync



Create new subtitles or CC



10d. Begin playing video and typing what you hear. Video will pause as you type, then continue playing when you stop typing. If you need to replay or rewind, simply click the controls located below the video itself.

Type title here

VIDEO TRANSCRIPT ?

Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Begin typing here

Type what's spoken here

Play button

Rewind

Auto-pause

☒ Pause video while typing

All changes saved in Drafts

Exit

Set timings

10e. Once you are finished with transcribing, click the **Set Timings** button to create a timeline (this may take a few minutes to complete).



VIDEO TRANSCRIPT ?

Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Caitlyn Harmon isn't the typical attendee. At the 8th Annual Energy Conference in Austin, Texas. She's hoping this two day event will open her eyes to a community she hopes to soon join. I got to see first hand what it's like to be a professional in this industry and what to expect and uh it's been it's been really uplifting.

Click Set Timings

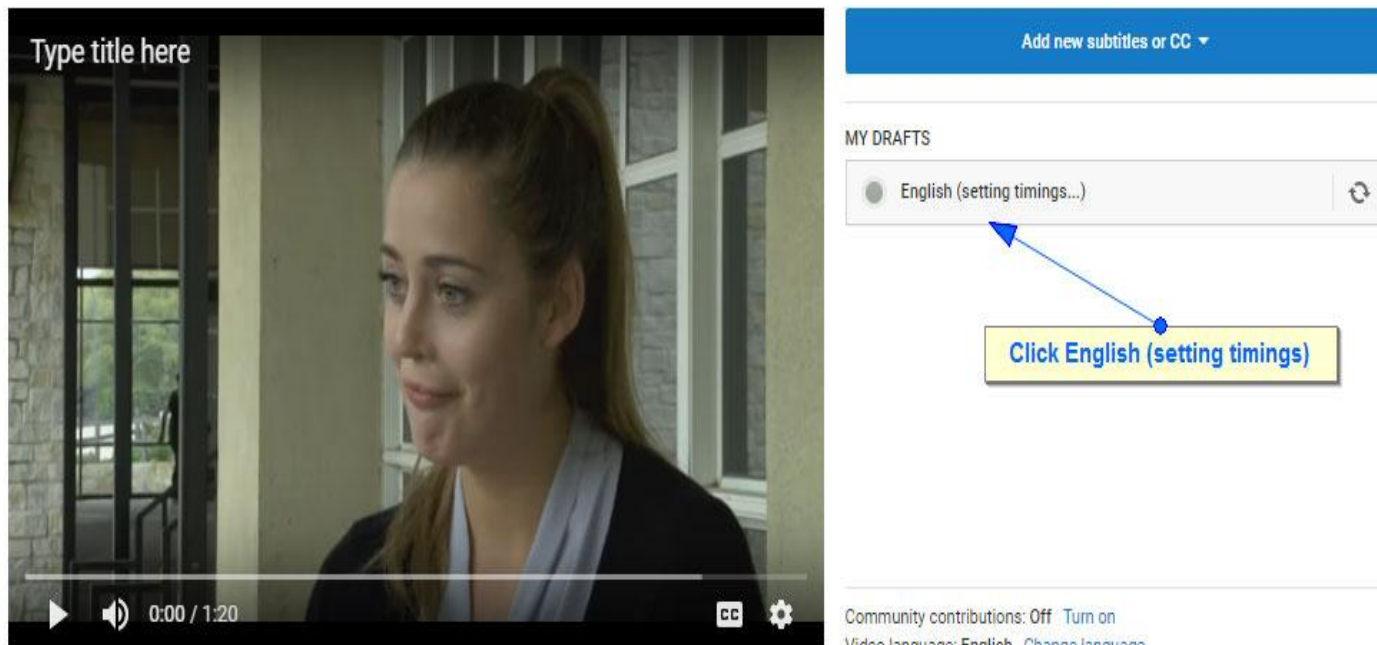
☒ Pause video while typing

All changes saved in Drafts

Exit

Set timings

10f. You should now see a draft of your English transcription appear. Click **English** to review your transcription and timing.



The image shows a YouTube video player interface. On the left is a video player with a woman's face. The video title area says "Type title here". The video progress bar shows "0:00 / 1:20". Below the video player are icons for play, volume, closed captions (CC), and settings. On the right is a sidebar with a blue button "Add new subtitles or CC". Below that is a section "MY DRAFTS" containing a single draft: "English (setting timings...)" with a circular progress indicator and a refresh icon. A blue arrow points from a yellow callout box "Click English (setting timings)" to the draft. At the bottom of the sidebar, it says "Community contributions: Off Turn on" and "Video language: English Change language".

10g. Review your captioning and edit if needed.

Transcribe and set timings: English

Exit Publish edits

Keyboard shortcuts | Help

a.) Play and review

b.) Edit caption

Type subtitle here then press Enter

d.) Add new caption

c.) Delete caption

0:00.0 Caitlin Herman isn't the typical
0:03.7 attendee at the 8th annual energy

0:03.7 capital conference in austin texas
0:06.4

0:06.4 she's hoping this two-day event will
0:11.4 open her eyes to a community she hopes

0:11.4 to soon join I got to see firsthand what
0:16.0 it's like to be a professional in this

0:16.0 industry and what to expect and and it's
0:22.2 just been it's been really uplifting

0:22.2 Hartman is an mba student at
0:27.6 Midwestern
State University specializing in energy

0:27.6 finance graduating in May in seeking a
0:33.2 job in oil and gas which falls my

Type title here

Caitlin Herman isn't the typical
attendee at the 8th annual energy

0:00 / 1:20

0:00 0:01 0:02 0:03 0:04 0:05 0:06 0:07 0:08 0:09 0:10 0:11

Caitlin Herman isn't the typical
attendee at the 8th annual
energy

capital conference in
austin texas

she's hoping this two-day event will
open her eyes to a community she hopes

☒ Pause video while typing

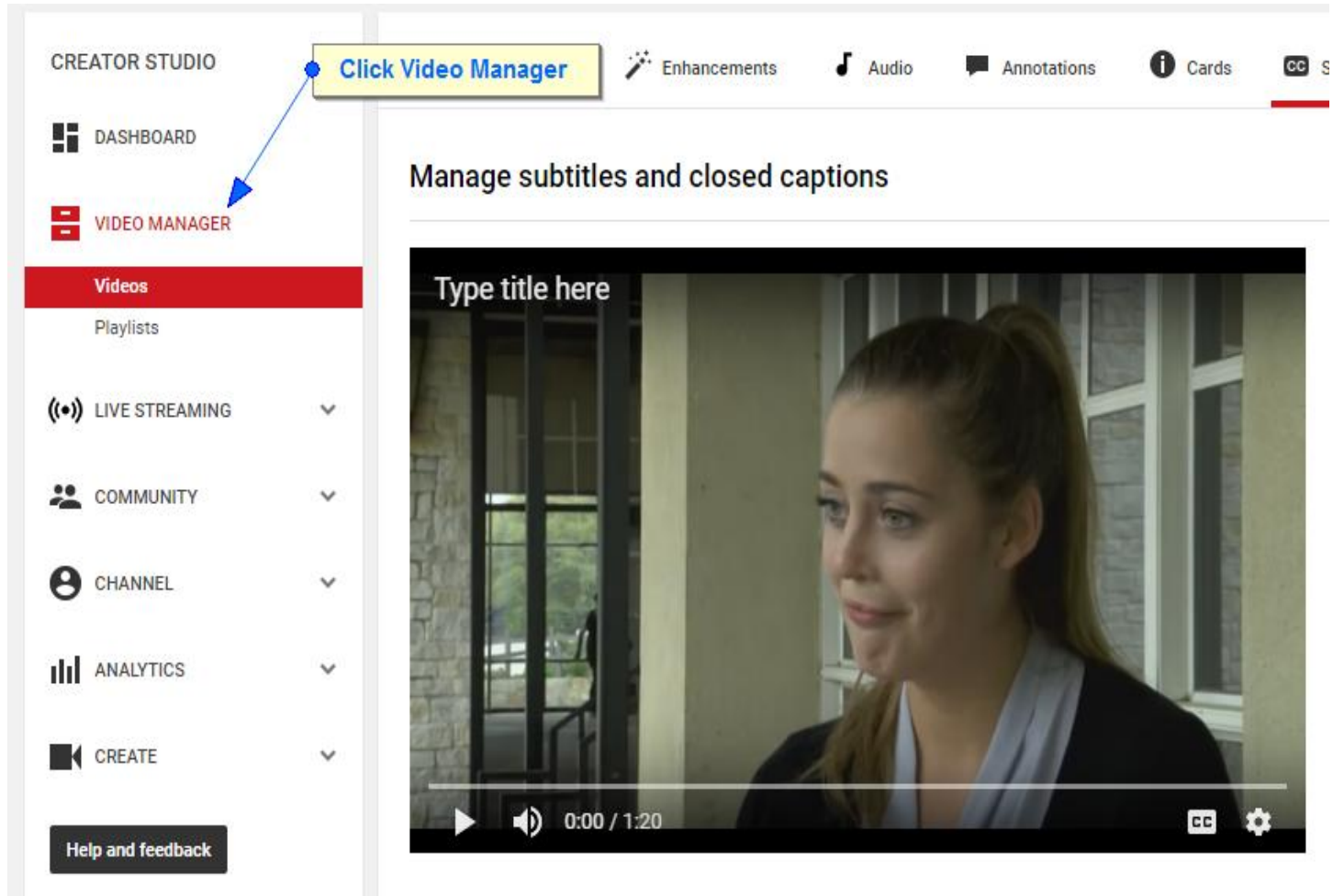
e.) Edit time duration

The image shows a video captioning software interface. On the left is a list of transcribed captions with their start and end times. On the right is a video player showing a woman speaking, with a selected caption overlaid. Annotations a-e point to specific features: 'a.) Play and review' points to the video play button; 'b.) Edit caption' points to the text input field for a caption; 'c.) Delete caption' points to a minus icon; 'd.) Add new caption' points to a plus icon; and 'e.) Edit time duration' points to the timeline bar. The interface includes buttons for 'Exit' and 'Publish edits' at the top right, and 'Keyboard shortcuts' and 'Help' links.

10h. Click the **Publish Edits** button when finished editing.



11. Click **Video Manager** on the left menu.



The screenshot displays the YouTube Creator Studio interface. On the left sidebar, the 'VIDEO MANAGER' option is highlighted in red, and a blue arrow points to it from a yellow callout box labeled 'Click Video Manager'. The main content area is titled 'Manage subtitles and closed captions' and features a video player. The video player shows a woman with blonde hair in a ponytail, looking slightly to the side. The video title 'Type title here' is visible at the top of the player. The video progress bar at the bottom indicates '0:00 / 1:20'. The top navigation bar includes links for 'Enhancements', 'Audio', 'Annotations', 'Cards', and 'CC S'.

CREATOR STUDIO

Click Video Manager

DASHBOARD

VIDEO MANAGER

Videos

Playlists

LIVE STREAMING

COMMUNITY

CHANNEL

ANALYTICS

CREATE

Help and feedback

Manage subtitles and closed captions

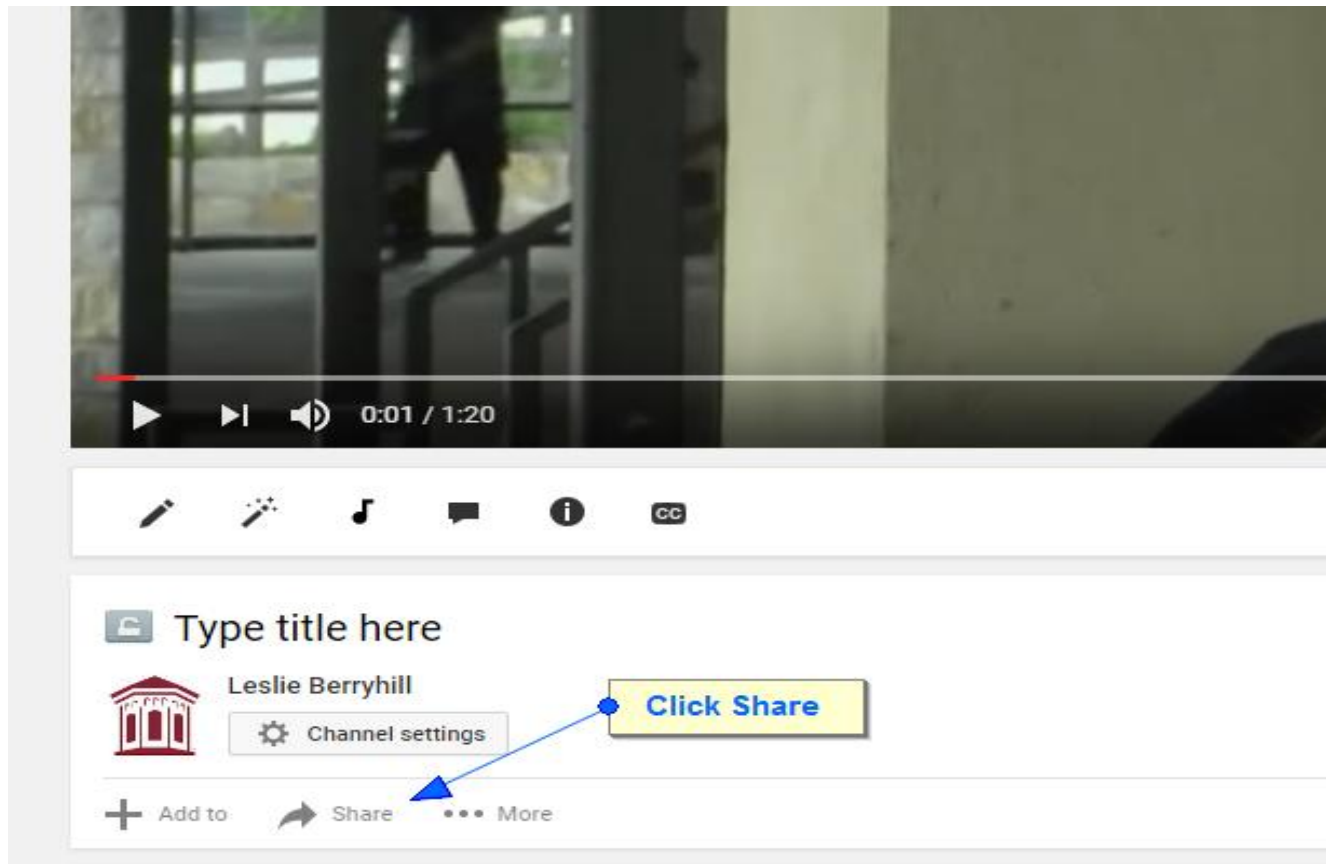
Type title here

0:00 / 1:20

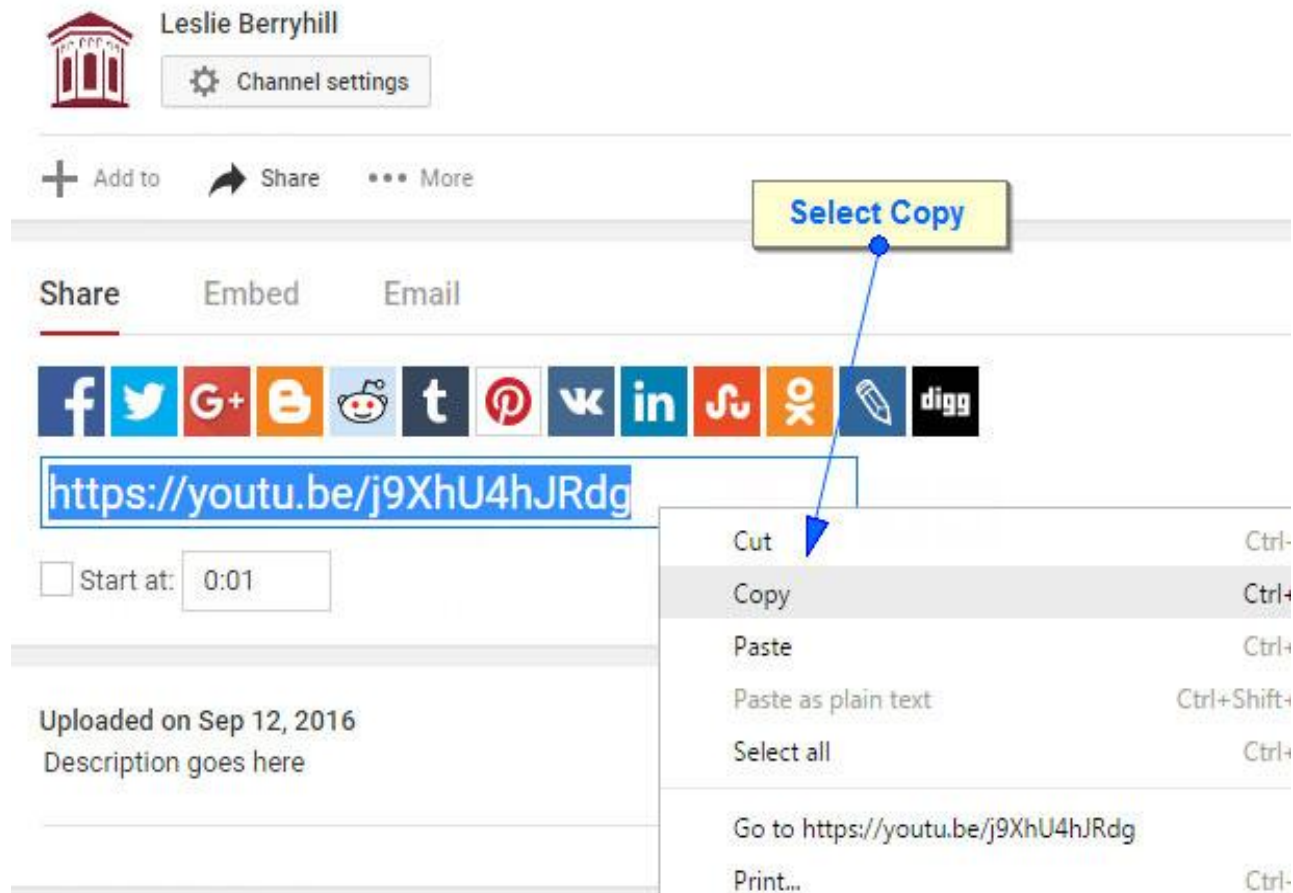
12. Click the **video thumbnail**.

The screenshot displays the YouTube Creator Studio interface. On the left is a sidebar with the following navigation options: CREATOR STUDIO, DASHBOARD, VIDEO MANAGER, Videos (highlighted in red), Playlists, LIVE STREAMING, COMMUNITY, and CHANNEL. The main content area is titled 'Videos' with a badge indicating 1 video. Below the title are 'Actions' and 'Add to' buttons. A video entry is shown with a thumbnail of a woman, a title 'Type title here', a duration of 1:21, and a date/time of 'Sep 12, 2016 4:14 PM'. A yellow callout box with the text 'Click video thumbnail' and a blue arrow points to the video thumbnail. The video entry also includes an 'Edit' button and a dropdown menu.

13. Click the **Share** link, located below the video, on the left side.



14. The share tab will expand and display your YouTube video link. Select or highlight link with your mouse, then right-click once again with your mouse and choose **Copy**. You can now Paste your link in any email or Word document.



Remember, we're here to help!

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Crystal Boyle crystal.boyle@mwsu.edu/extension: 4868

James Morris james.morris@mwsu.edu /extension: 4726

