Adding Subtitles to Videos

**YouTube:**

1. Sign into YouTube.
2. Click Account Icon in upper right corner.

Graphical user interface, text, application, Word

Description automatically generated

1. Click Videos in left side list.

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1. Find video on right. Hover and click pencil to edit.

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1. Click Subtitles in left side list.

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1. If auto captions have been created click DUPLICATE AND EDIT. If auto captions have not been created, either wait until they are (could be 24 hours) or write them yourself.

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1. Edit the block of text while listening to video. Check “Pause while typing” to make this easier.

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1. Click Publish or Save Draft if you aren’t done.

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1. Delete English (Automatic) file.

A picture containing graphical user interface

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1. Click Edit on English (video language) to check your work and ensure subtitles are generally well timed.

A picture containing graphical user interface, application

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1. Click Publish again to exit.
2. Click back arrow to return to list of videos.

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**Download Subtitles File:**

1. Go to YouTube Studio > Content and click on the video you want captions for.
2. Choose Subtitles on the left menu.

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1. Click the hamburger menu next to Edit.

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1. Click Download > .srt

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1. Name the caption file with the same name as the video file. This will allow media players to recognize there is a caption file. Keep the captions file and video file in the same folder.

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