

# **Closed Captioning in YouTube**

The image shows a screenshot of the YouTube website. In the top right corner, the user's account menu is open, displaying the email address 'bardprvideo@gmail.com', the channel name 'Bard College' with 180 subscribers, and a 'Creator Studio' button. A red hand icon points to the account icon in the top right and the 'Creator Studio' button. A white text box with a red circle containing the number '1' is overlaid on the page, containing the following text:

**1 Login.**  
Log into your YouTube account, click your **Account Icon** in the upper right corner, and click the **[ Creator Studio ]** button

The background shows the YouTube home page with a search bar, navigation tabs for Home, Trending, and Subscriptions, and a grid of recommended videos. The left sidebar contains navigation options like Home, My channel, Trending, Subscriptions, and Library.

CREATOR STUDIO

DASHBOARD

VIDEO MANAGER

Videos

Playlists

Copyright Notices

LIVE STREAMING

COMMUNITY

CHANNEL

ANALYTICS

TRANSLATIONS & TRANSCRIPTIONS

CREATE

YOUR CONTRIBUTIONS

Help and feedback

Videos 64

Search videos

Actions Add to



Bard College Campus Tour HD CC  
Feb 16, 2017 2:44 PM

- Edit
- Info & Settings
- Enhancements
- Audio
- End screen & Annotations
- Cards
- Subtitles/CC
- Download MP4
- Promote
- Delete



postcard HD



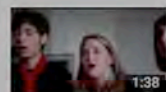
About Bard College HD  
Nov 9, 2016 4:10 PM

Edit



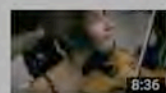
The Bard College Conservatory of Music HD  
Nov 9, 2016 4:08 PM

Edit



Happy Holidays from Bard College HD  
Nov 9, 2016 4:07 PM

Edit



Bard College Conservatory of Music European Tour January 2013 HD  
Nov 9, 2016 4:07 PM

Edit

957 views  
29 views  
68 views  
523 views  
68 views  
52 views  
54 views

## 2 Running AutoCC

Click the **Edit** button associated with the video you want to caption and select **Subtitle/CC**

Manage subtitles and closed captions

Bard Prison Initiative: End of Year Postcard

### 3 Set the Language

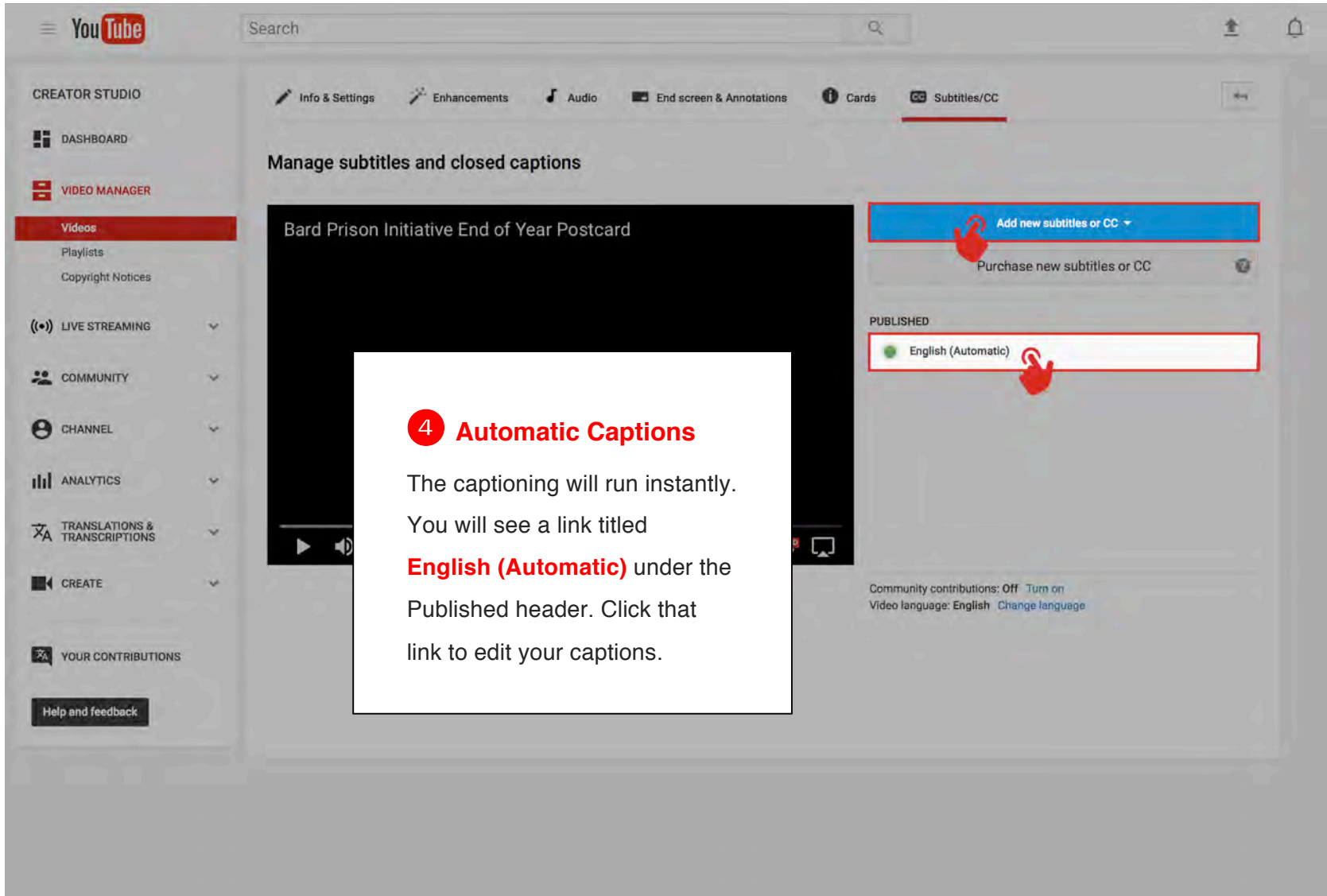
If you haven't already, you may be prompted to select the **language of your video**. Otherwise skip to the next step.

**Set video language** ✕

What language is spoken most in this video?

*You must select a video language before adding subtitles or CC.*

Default for new uploads



**5 Edit or Unpublish Your Captions**

By default, AutoCC immediately published these captions to your live video. I would suggest unpublishing them until you have finished editing. Click the **Unpublish** button and then click the **Edit** button to begin the editing process

The screenshot shows the YouTube Creator Studio interface. The left sidebar contains navigation options: CREATOR STUDIO, DASHBOARD, VIDEO MANAGER (with sub-items: Videos, Playlists, Copyright Notices), LIVE STREAMING, COMMUNITY, CHANNEL, ANALYTICS, TRANSLATIONS & TRANSCRIPTIONS, CREATE, and YOUR CONTRIBUTIONS. The top navigation bar includes: Info & Settings, Enhancements, Audio, End screen & Annotations, Cards, and Subtitles/CC. The main content area is titled 'View published subtitles and CC: English (Automatic)' with a subtitle source of 'Automatic'. Two buttons, 'Edit' and 'Unpublish', are visible in the top right corner of the subtitle editor, with red hand icons pointing to them. A video player is visible in the background, showing a timeline and a transcript of the video content.

The image shows the YouTube Creator Studio interface for editing video captions. On the left is a navigation sidebar with options like DASHBOARD, VIDEO MANAGER, LIVE STREAMING, COMMUNITY, CHANNEL, ANALYTICS, TRANSLATIONS & TRANSCRIPTIONS, CREATE, and YOUR CONTRIBUTIONS. The main area is titled "Transcribe and set timings: English" and contains a list of caption entries with their start and end times. A red box highlights the editor area, which includes a text input field at the top and a video preview at the bottom. A text box overlay on the right explains the editor's components.

**6 The Editor**

In the **left side** of the editor are the individual **Caption Fields**. Within these fields you can correct any typos, change line breaks, and add or delete caption fields.

In the **right side** of the editor is your **Video Preview** where you can stop and start your video to test the caption timing. Below that are your **Key Frames** where you move and change the length of each caption field to better sync with the video.

**7 Adding a New Caption Field**

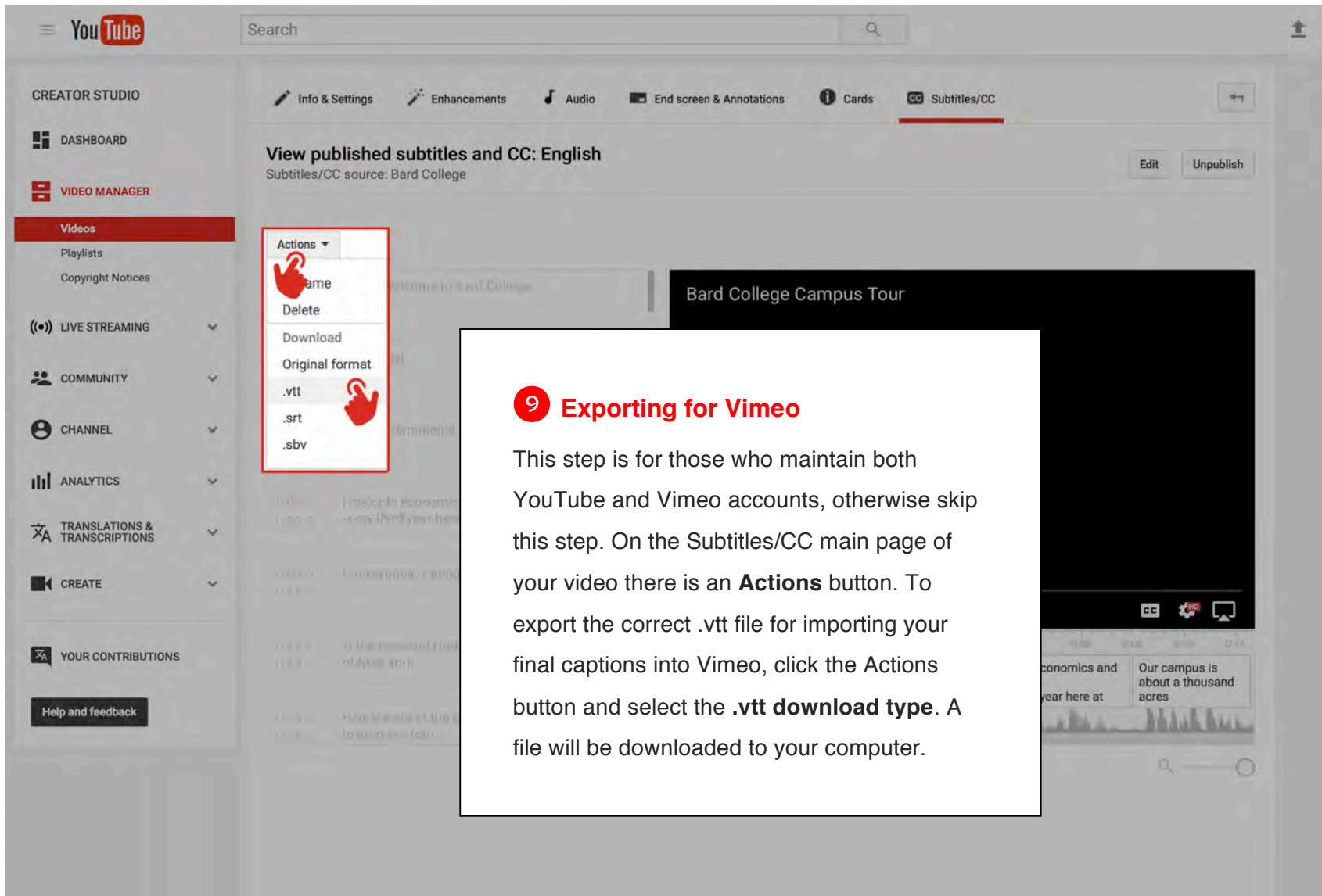
In some cases you might want to break extra long captions into two fields. To do this you use the field above the captions (with the big blue plus sign) to enter the new field content. This field is always inserted above the current field you have selected (see the field in light blue). video.

Start Time	End Time	Text
0:00.0	0:05.0	there's an adage if you knew better you
0:05.0	0:09.5	do better education affordable that
0:09.5	0:14.1	opportunity to know to learn to grow
0:19.5	0:21.0	growing up in Brownsville which is a
0:21.0	0:21.5	New
0:21.5	0:23.5	pretty tough neighborhood we had to be
0:23.5	0:23.5	tough I just remember you know

The image shows the YouTube Creator Studio interface for editing subtitles. The top navigation bar includes 'Info & Settings', 'Enhancements', 'Audio', 'End screen & Annotations', 'Cards', and 'Subtitles/CC'. The 'Subtitles/CC' tab is active, and a red box highlights a left-facing arrow icon in the top right corner. Below the navigation bar, the subtitle editor shows a list of subtitle segments with a 'New' button. A red box highlights the 'All changes saved in Drafts', 'Delete draft', and 'Publish edits' buttons. A text overlay box is centered on the screen, providing instructions on saving and publishing.

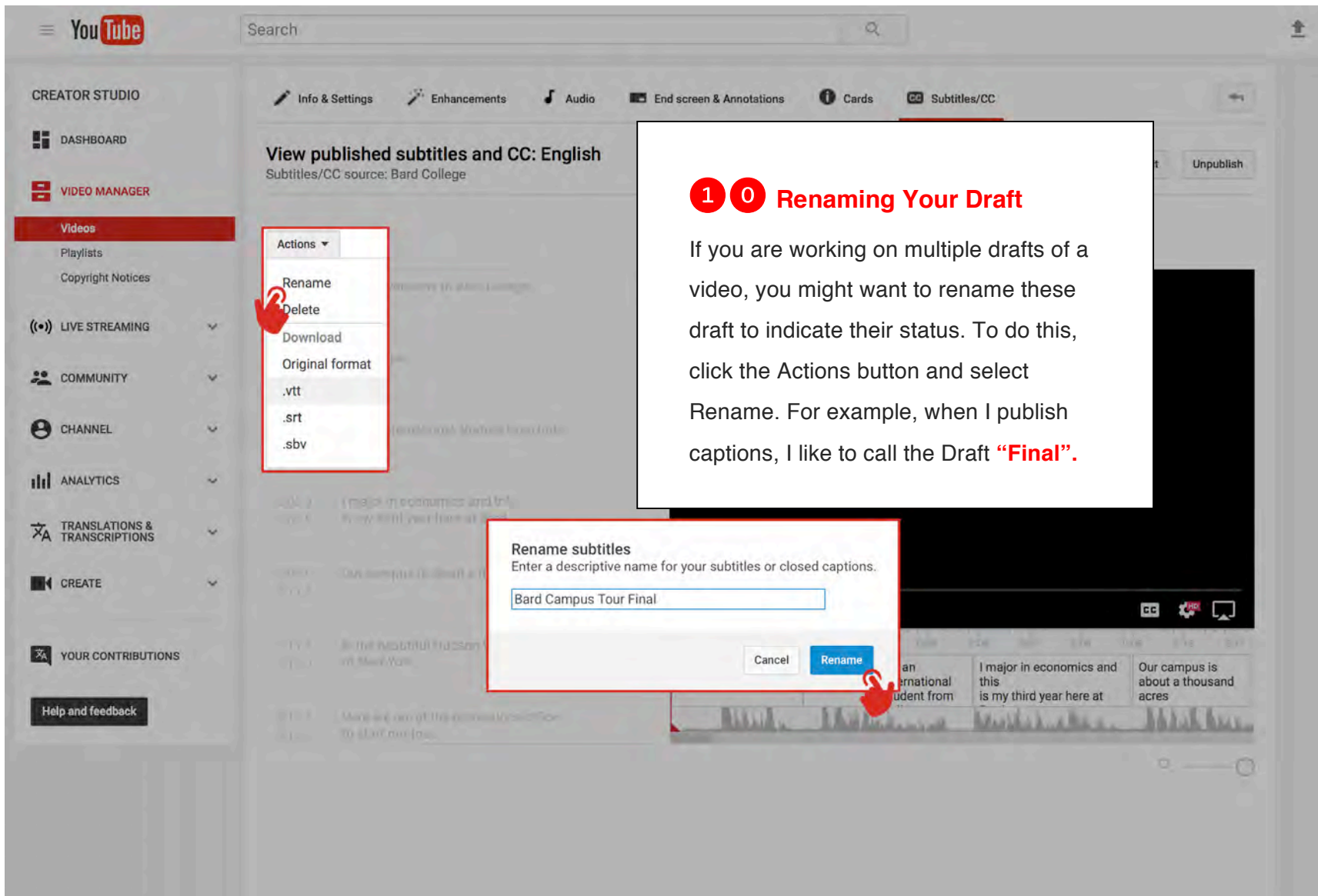
**8 Saving and Publishing**

There is no Save button! As you are working in the Editor all of your changes are automatically saved to your draft. Only click the **Publish** button when you are ready to make your captions live. You can leave at any time and resume editing at later date by clicking the left facing arrow in the upper right corner of the Editor. You can also delete the draft altogether.



### 9 Exporting for Vimeo

This step is for those who maintain both YouTube and Vimeo accounts, otherwise skip this step. On the Subtitles/CC main page of your video there is an **Actions** button. To export the correct .vtt file for importing your final captions into Vimeo, click the Actions button and select the **.vtt download type**. A file will be downloaded to your computer.



## 1 0 Renaming Your Draft

If you are working on multiple drafts of a video, you might want to rename these draft to indicate their status. To do this, click the Actions button and select Rename. For example, when I publish captions, I like to call the Draft “Final”.