

YouTube / Google Captioning Instructions

Go to your Channel on the YouTube website:

Sign in with the channel owner's username and password.

Go to "My Videos"

Find the video you wish to caption.

Note the video date (you'll need this later)

Below the link to the video click on the down arrow next to "Insight" and select Captions and Subtitles"

AUTO MACHINE TRANSCRIPTION

If audio is good you may use the machine transcription tool:

Under Machine Transcription click on *Request Processing (English only)*

Once it is complete, you may download the file (save as Text file), and make corrections to the text and/or the timing, and then:

Click *Add New Captions or Transcript*

Browse to select the caption file

Click *Open*

Click *Upload File*

However, if the machine transcription fails, you will need to create one by transcribing the video and adding the time codes. This file must be saved as a text (.txt) file and have no formatting. Each line of text needs to be kept relatively short in order to fit in the space allowed in the video.

Example:

```
0:00:00.900,0:00:03.920  
Hello, I'm Governor Martin O'Malley  
and I want to share some good news with you.
```

```
0:00:03.920,0:00:06.980  
Last month, across all sectors  
of Maryland's Economy
```

```
0:00:06.980,0:00:11.190  
we added another 11,200 jobs  
to Maryland payrolls.
```

If you have an existing transcript, but it does not have the time codes to tell it when to show each line of captions, you may upload the transcript and it will generate the time stamps for you.

- OVER -

Click *Add New Captions or Transcript*
Browse to select the caption file without time stamps
Select *Transcript File (English only)*
Click *Open*
Click *Upload File*

The same as when you do any kind of auto transcription, you will need to make some modifications.

This is also where you will upload a caption file you have created, containing the time codes.

Click *Add New Captions or Transcript*
Browse to select the caption file without time stamps
Click *Open* to select the file
Select *Caption File (includes time codes)*
Click *Upload File*

Sometimes you will get an error message. Go back to your *My Videos* list again and play the video to see if it took the file, and then watch it all the way through and check for errors. If there is an error in a specific line of the captioning it will often tell you the line number where the error is located.

TEST

Whether you get an error message or not you should go back to *My Videos* to test it once you've uploaded the caption file. (Captions are turned on when the *CC* is red. Sometimes you have to click it a couple of times.)

You will need to return to the Captions and Subtitles screen and removed the old file, before uploading the revised caption file following the previous instructions.

To view a demo, you may go to: <http://www.youtube.com/watch?v=kTvHIDKLFqc>.