# HOW TO CAPTION YOUTUBE VIDEOS WITH AUTOMATIC CAPTIONS

Step 1

After uploading your video, you should be brought back to the "Channel content" page. Give the automatic captions time to process – we waited approximately an hour to an hour and a half for YouTube to process the automatic captions. However, due to increased demand due to COVID it has been found that *it can take from a few hours to a few days* to complete. Be patient, the captions should process. If the automatic captions have showed up, you're all set proceed to the next step. If they have not showed up please see the document entitled "Automatic Captions Troubleshooting Guide". If all else fails, please see the document titled "How to Manually Caption your YouTube Videos".

Step 2

If you are not already signed in, log into your YouTube account now. From your YouTube homepage click your letter or photo in the top right of the page followed by "Your channel".
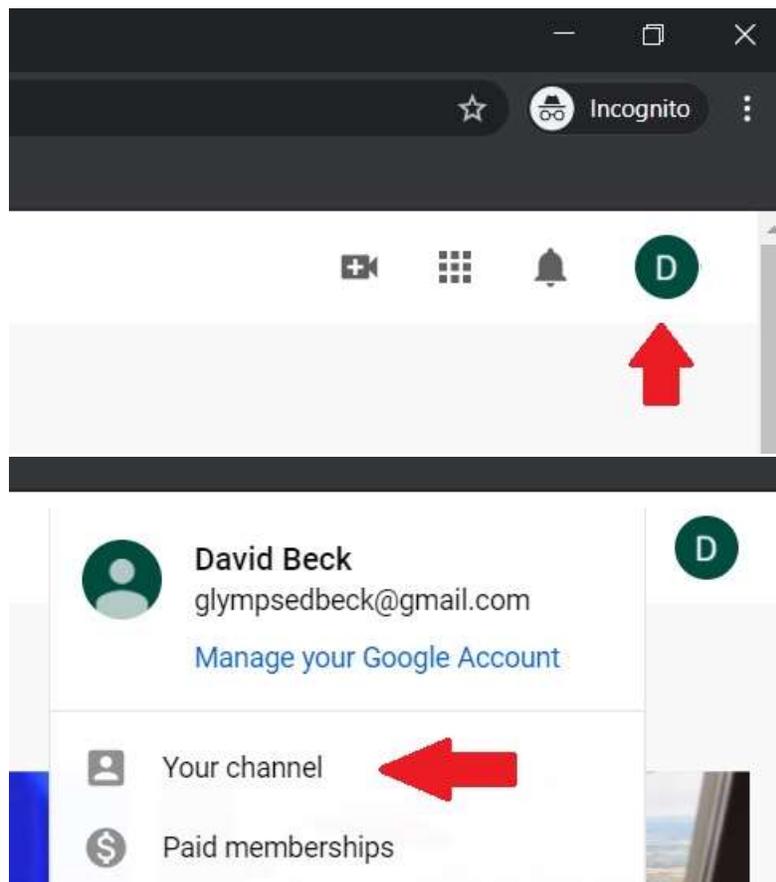
Step 3

Click "MANAGE VIDEOS".
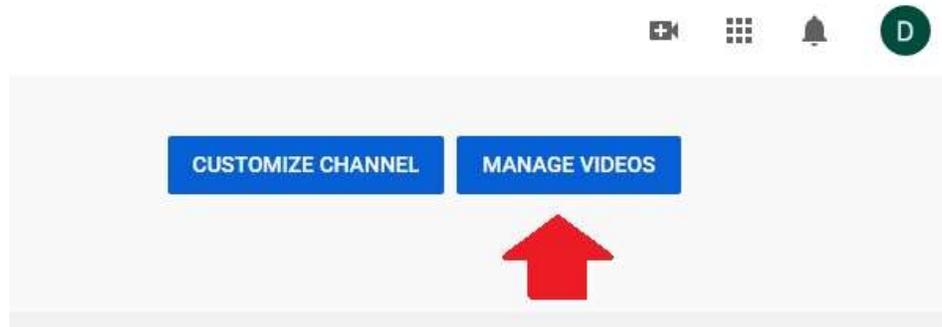
Step 4

Now that you are on the "Channel content" page, hover over the title of the video you wish to caption and click the first option on the left, the pencil icon labeled "Details".

Step 5

Select the "Subtitles" option from the menu on the left.

Step 6

Click on "Duplicate and Edit" on the right side of the page.

Step 7

The new window that opens will allow you to edit the automatic captions that YouTube made for your video. Watch your video. As you watch, you can edit the content of your captions in the text field provided just like you would in your Word Processing software.
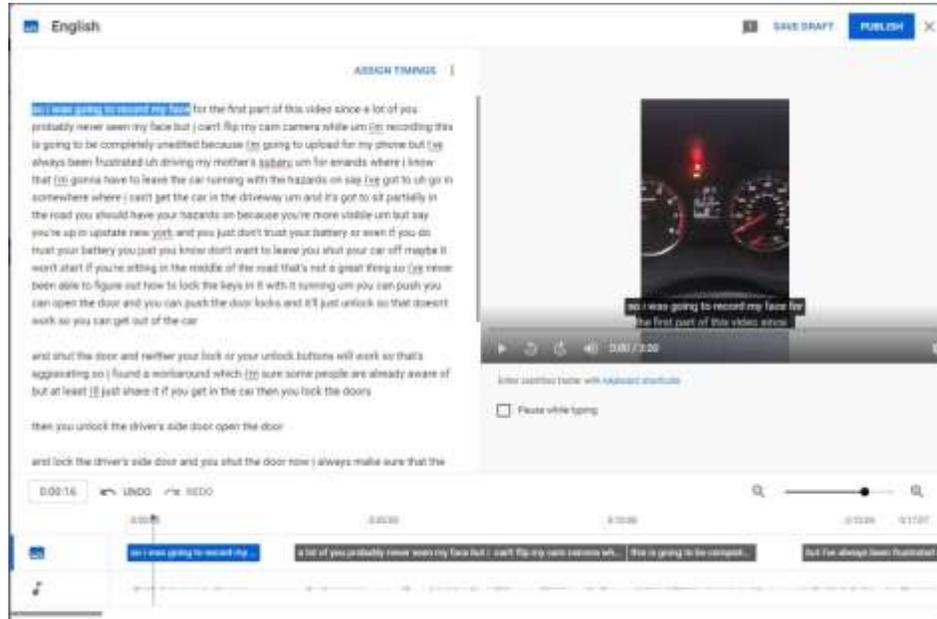
Under your video, you can adjust the caption timing by dragging the ends of the blue captions box (place your cursor so that a double arrow appears – this can be somewhat tricky to accomplish) to the left or right or grabbing the caption and dragging the whole thing (this keeps the timing intact) by getting a four-sided arrow (this is accomplished by hovering anywhere over the caption). I did not make any edits to the text above. It is not perfect but it is not too far off either.

Step 8

Once you have sufficiently proofed your captions, click the "PUBLISH" button in the top right of the editing box.
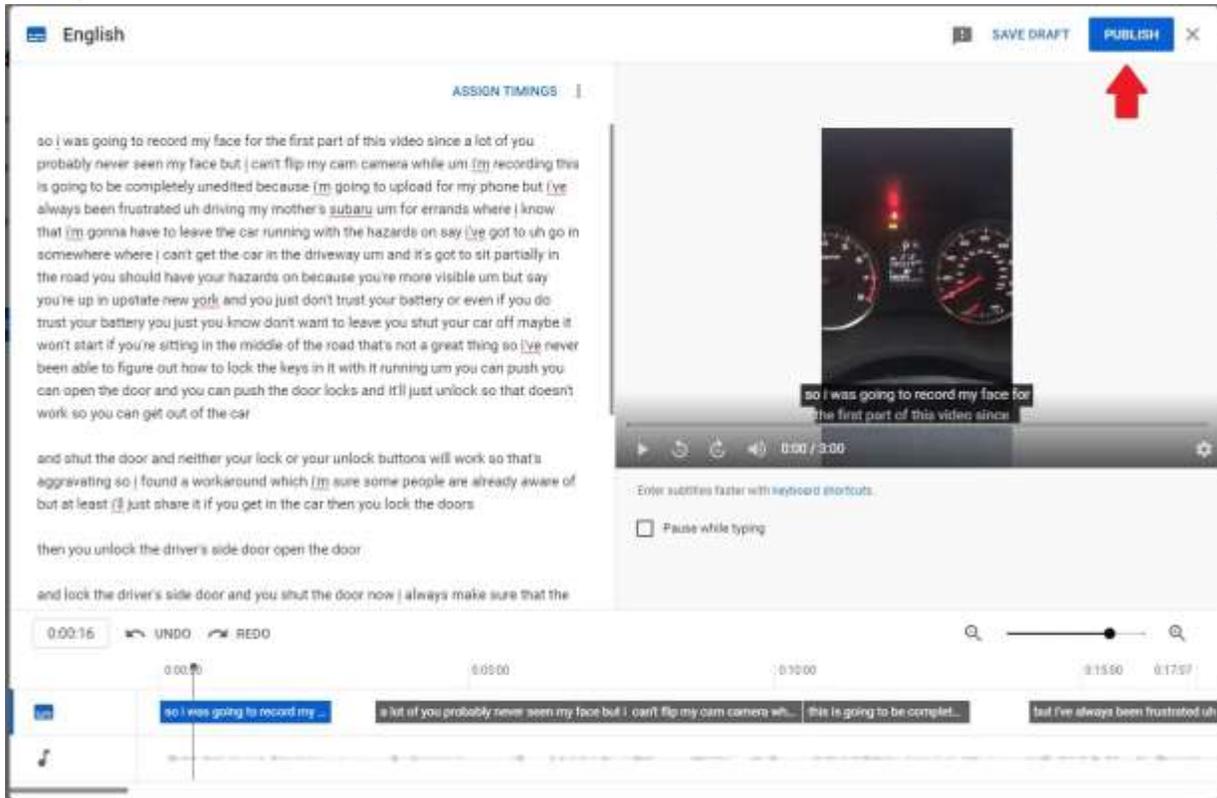
Step 9

Once you've successfully saved your captions you can close this tab.

Step 10

You have successfully proofed YouTube's automatic captioning. Congratulations, your video is ready for viewing!

PLEASE NOTE: If you have difficulty captioning your videos please get in touch with the Office of Accessibility Resources at oar@mvcc.edu or call us at 315-792-5644 and leave a message. We will get back to you as soon as time permits.