

YouTube Captioning

Worksheet

Although YouTube continues to work on speech recognition technology, the auto-captioning feature doesn't always allow for linguistic nuances or unique words or names.

To fix this problem, create your own captions for accurate and clear results.

The more accessible your content is, the more people can enjoy it.



1. Create Copy

First, grab the copy for your caption by clicking **More** on the right, in the description. This opens the window. Scroll to **Show Transcript**.



2. Pull From Transcript

Click **Show Transcript** and the transcript will pop up on the right side of the video window so you can copy and paste it into a text document.



3. Use Your YouTube Studio

You'll want to start in your YouTube Studio page on your channel dashboard. Scroll down to subtitles and choose the video you'll be captioning. Choose your language (in this case, it is English) and click **Details**.



4. Subtitles Tab

On the right-hand side of your screen, under **Visibility** and **Restrictions**, click **Subtitles**. This will bring you to your editing window where you will choose **Auto-sync**.



5. Use Text Editor

Find in the timings where the captions start and paste in the caption text. YouTube recommends a text editor like Notepad to get rid of any weird formatting.



6. Create Paragraphs to Sync

Make carriage returns where the paragraphs should begin and end. You'll see once you play it, YouTube has it synced to how the subject is speaking. Click **Done**.



7. Set Language

Don't forget to go to the **Closed Caption** icon next to the settings button and click on **Subtitles**. This will set your language from auto-generated to the language you chose.



8. Review Captions

Review by watching on YouTube. Now your captions will run instead of YouTube's auto-generated ones.