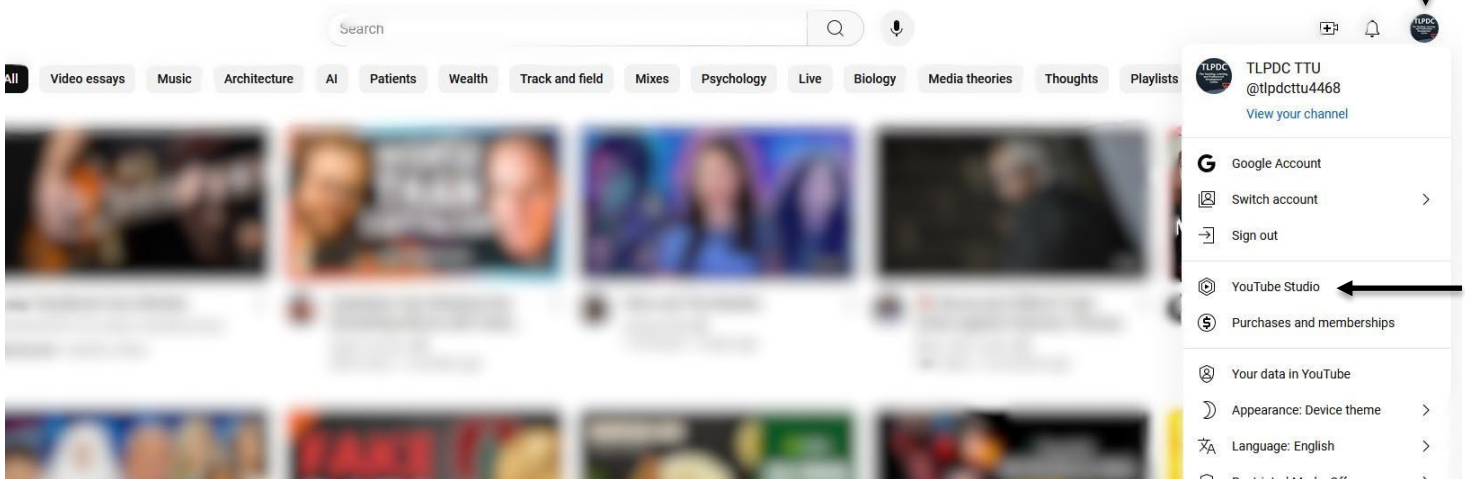


# A TLPDC QUICK TIP SHEET

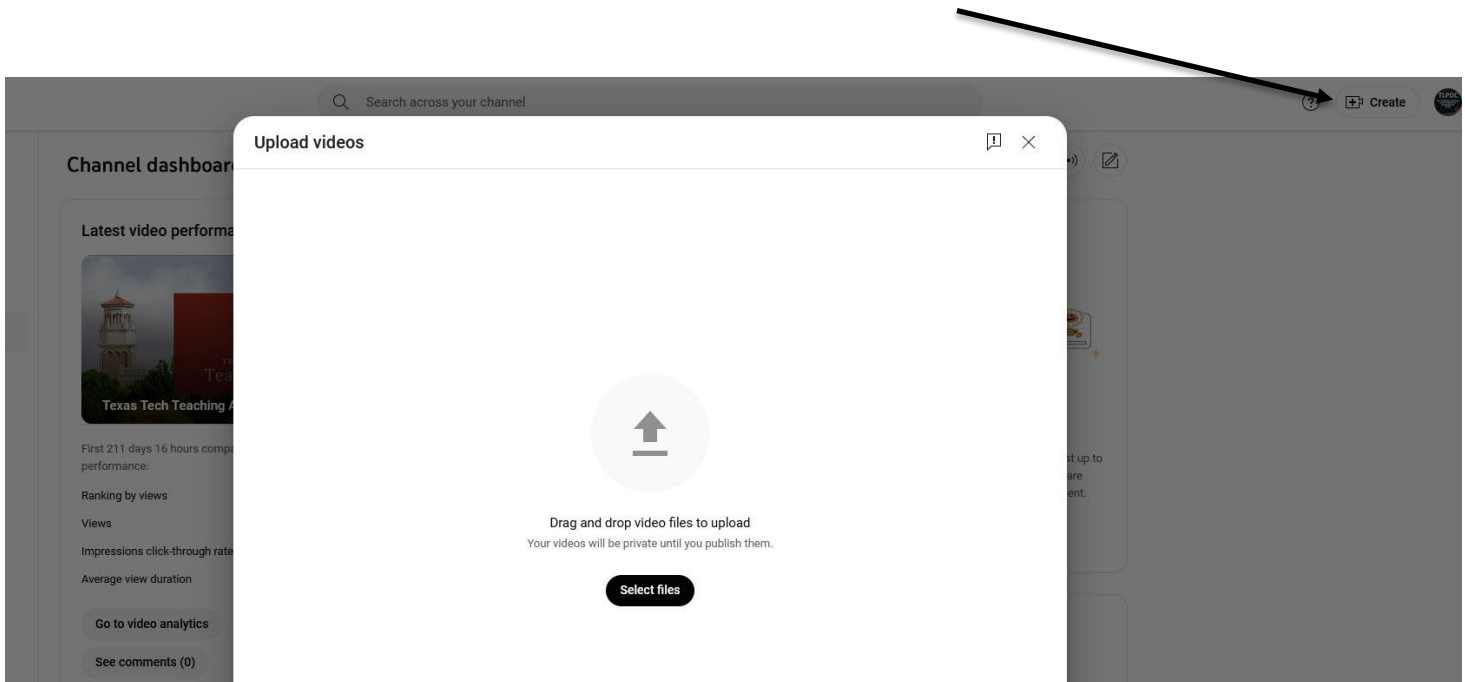
## How to use YouTube to add closed captions to a video

### TO UPLOAD A RECORDING TO YOUTUBE:

1. Visit <https://www.youtube.com/> and log in using Google or create an account.
2. Select the account icon in the top right corner, then click "YouTube Studio".



3. Once you're on the dashboard, click "Create" in the top right corner, then drag your MP4 file to the upload window.



\*Studio will take you through several steps to edit the title, description, thumbnail, and publishing preferences. You can save your updates while the video is being processed.

## TO ADD CAPTIONS TO A VIDEO:

1. Once the video processing is complete, you will see it listed under “Content” on the left side of the page. Click the desired video to edit.

The screenshot shows the YouTube Studio interface. On the left, the 'Content' tab is selected in the sidebar. The main area displays a list of videos under the 'Channel content' tab. The first video, 'Tutorial', is highlighted with a red arrow pointing to its thumbnail. The video details table shows the following information:

Video	Visibility	Restrictions	Date
<input type="checkbox"/> Tutorial Add description	Unlisted	None	Jul 10, 2024 Uploaded
<input type="checkbox"/> Divergent Minds, Inspired Designs: Crafting Neuroinclusive Experiences ... Neurodivergent learners must navigate an academic world established for those with neurotypical cognitive processing. This results in learners who...	Unlisted	None	Apr 8, 2024 Uploaded
<input type="checkbox"/> Divergent Minds, Inspired Designs: Crafting Neuroinclusive Experiences ...	Unlisted	None	Apr 8, 2024

2. Select the “Subtitles” option on the left side of the page.
3. You'll want to work with the item labeled (automatic captions). If you are working with a large MP4 file, it may take some time for this option to become available.

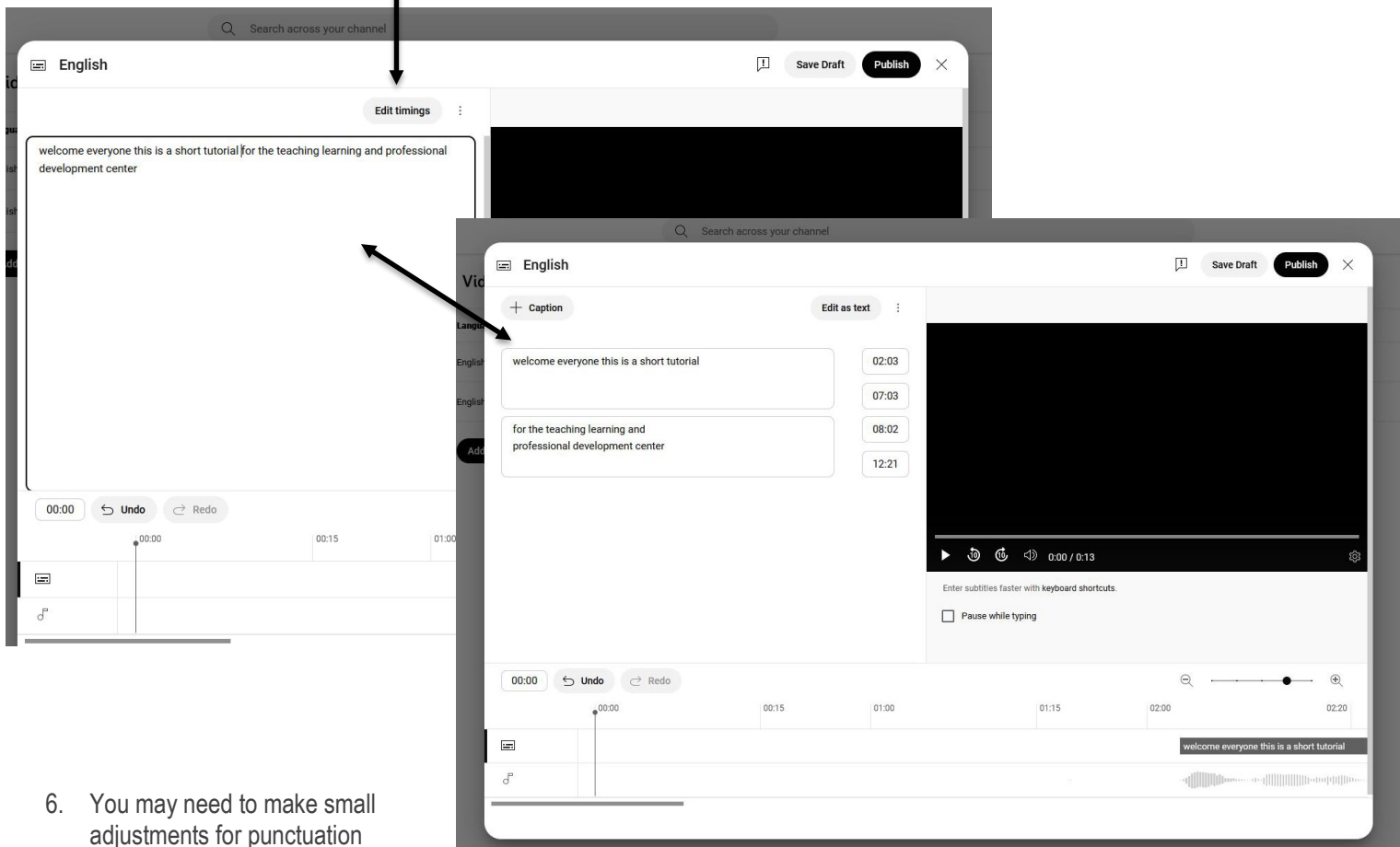
The screenshot shows the YouTube Studio interface for editing video subtitles. The left sidebar has 'Subtitles' selected. The main area displays a table of subtitles for the video 'Tutorial'. The table has columns for Language, Subtitles, and Title & description. The 'English (automatic captions)' entry is highlighted in yellow, and an arrow points to its 'Published' date.

Language	Subtitles	Title & description
English (video language)	--	Published Jul 10, 2024
English (automatic captions)	Published Jul 10, 2024 Automatic	Ineligible

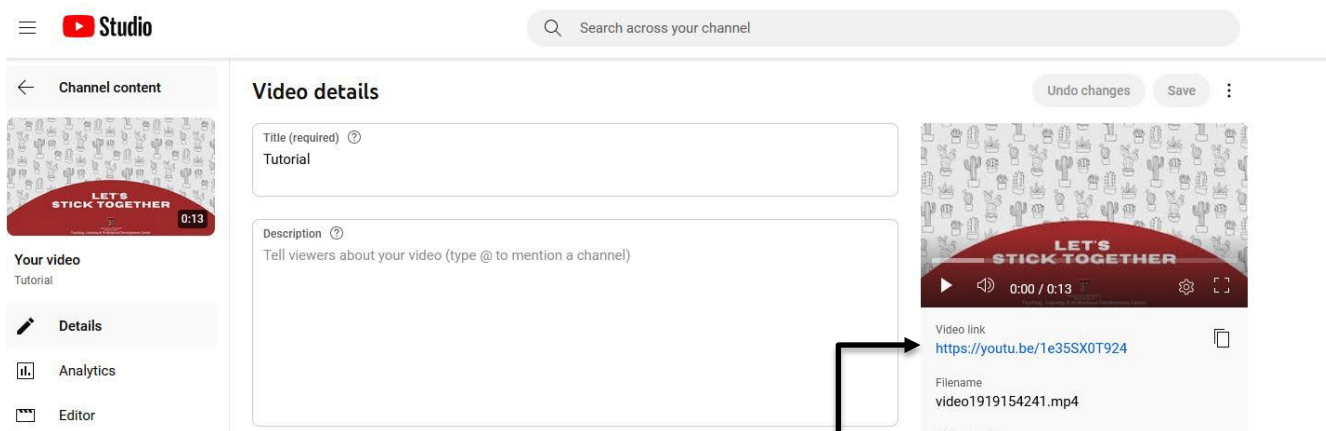
Below the table is an 'Add language' button.

4. Hover over the published date and click on the edit icon once it appears.

5. Automatic captions will detect the spoken language and generate text. Click “Edit timings” to confirm the text matches the timing of the audio



6. You may need to make small adjustments for punctuation
7. Once you've made any necessary edits, you can publish the subtitles. Once published, the closed captions will be available to anyone viewing your video.



8. You can find a shareable link for your video under “Details”.



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