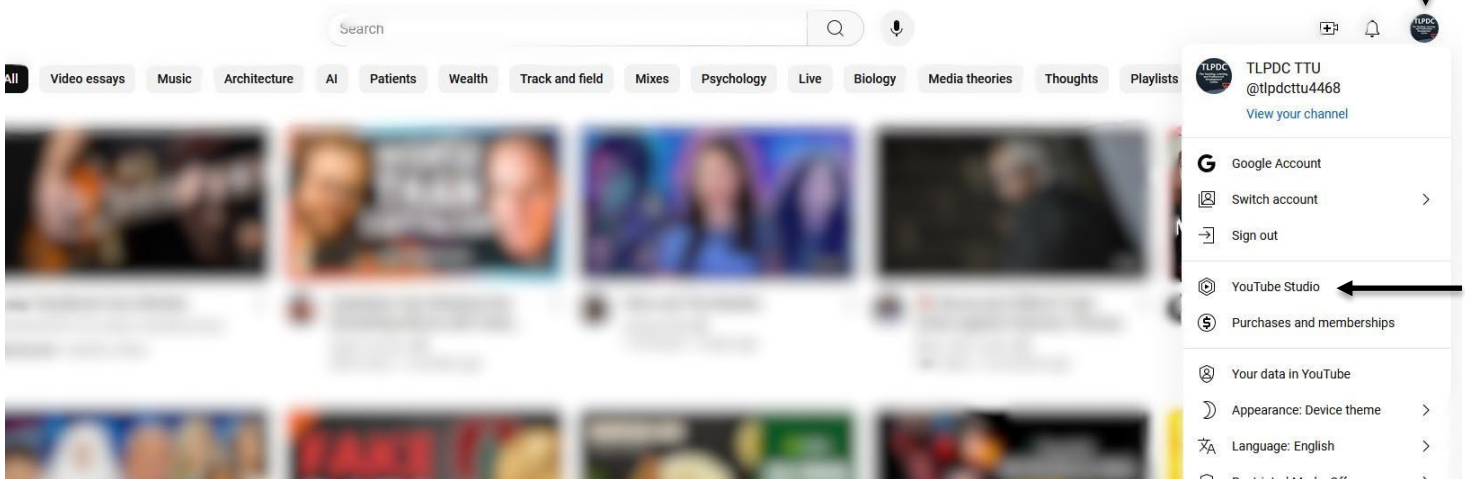# A TLPDC QUICK TIP SHEET
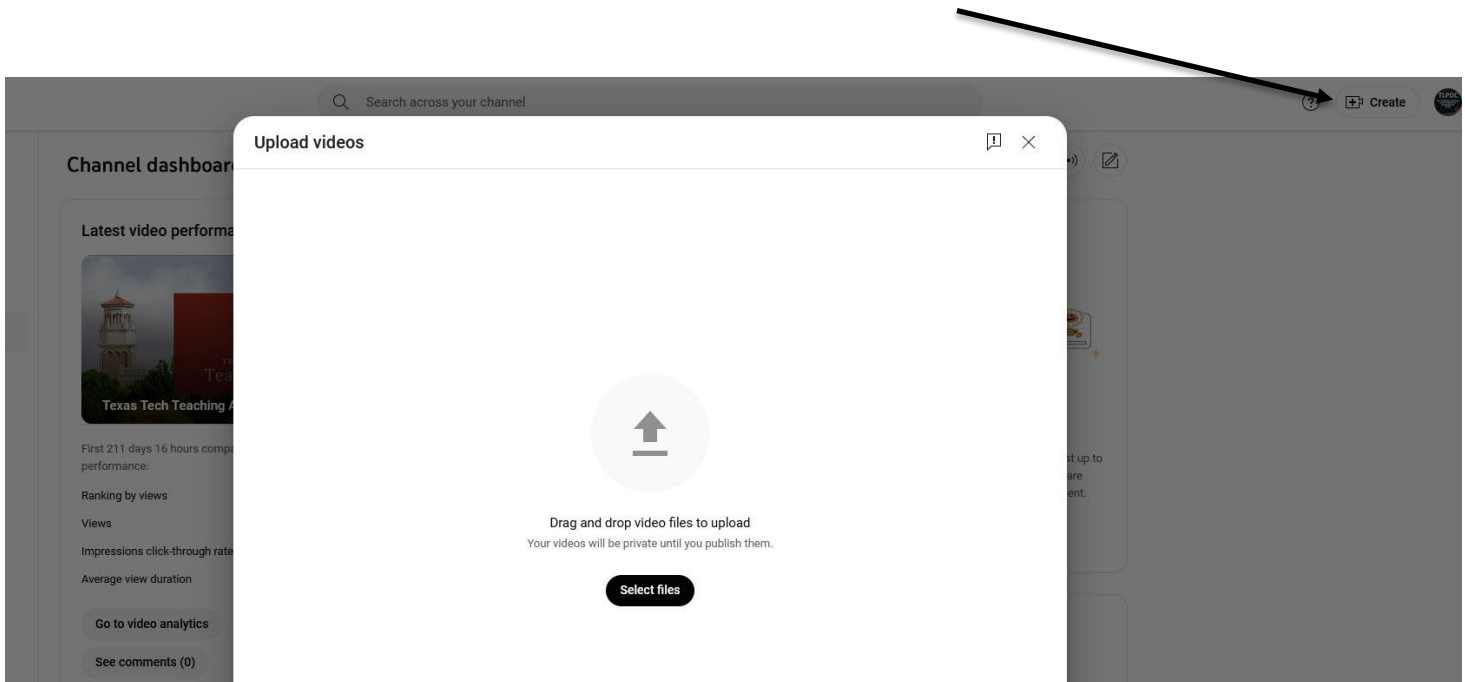
How to use YouTube to add closed captions to a video

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.

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.
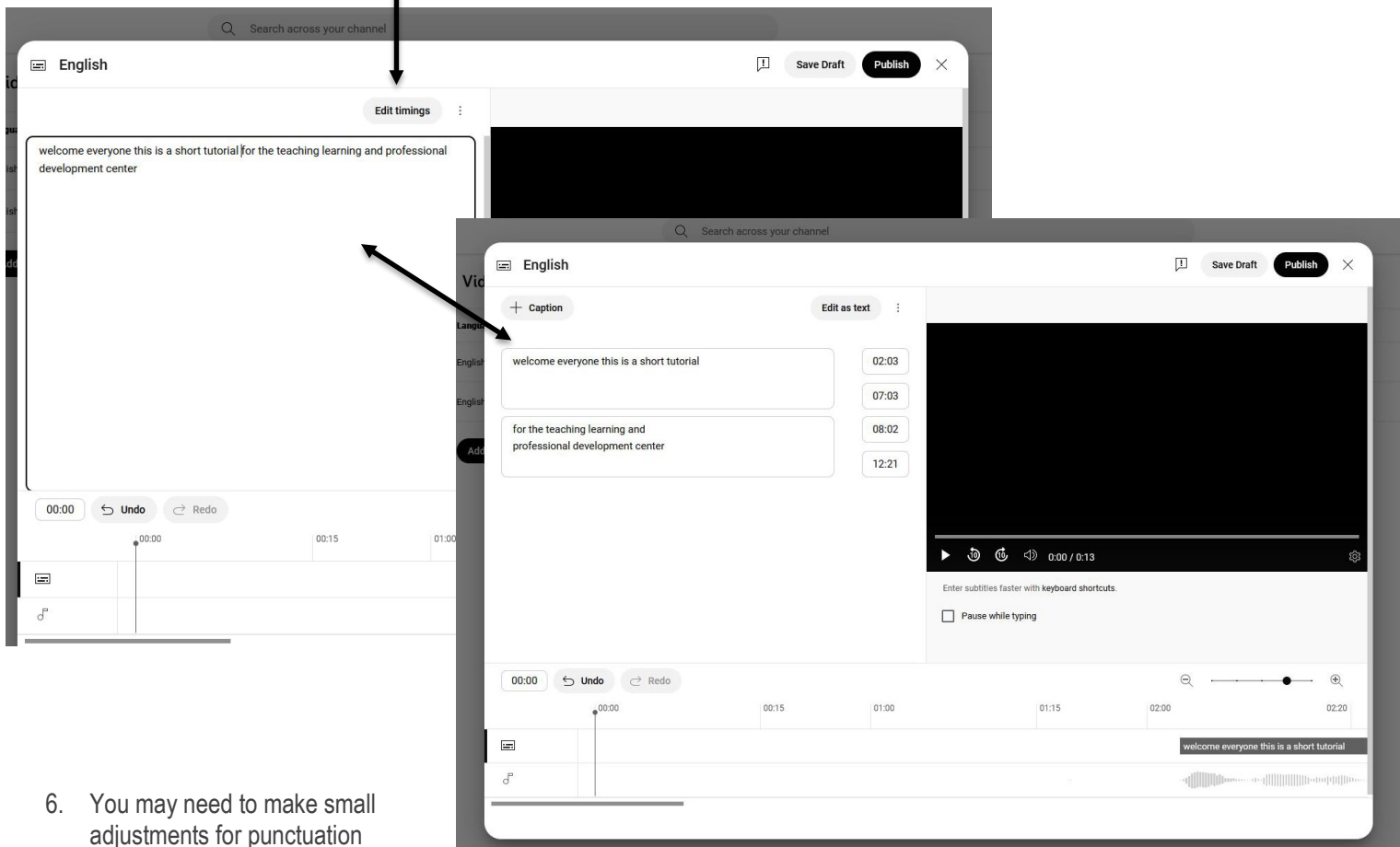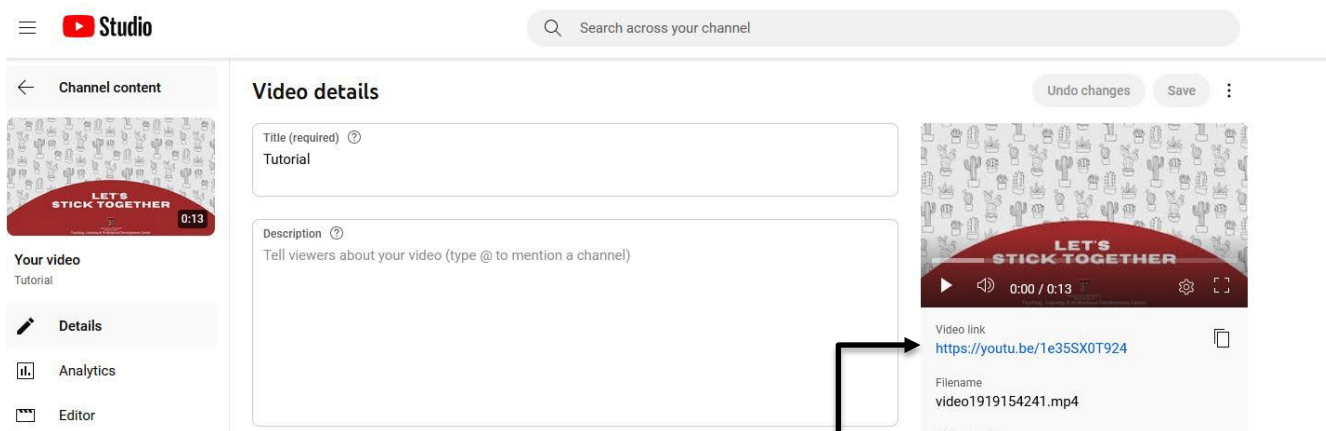

4. Hover over the published date and click on the edit icon once it appears.

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".