YouTube: Adding Captions Files or Transcripts

1. Log into your YouTube Account.

2. Click the drop-down menu next to the Upload button and then click Video Manager.

3. Visit your Video Manager and click the drop-down menu next to the “Edit” button for the video you’d like to add captions to. Next, click Captions.

4. If you haven't added captions before, click the Add captions button. Or, if you’ve already added a caption, click the Add a new track button.

Uploading Captions Files to your videos

1. After following the previous steps, select Upload a file.

2. Set your track language. If you'd like you can also add a track name, then click Upload.

3. Select your caption or transcript file and click Open.

Transcribing and Syncing your text file

1. After following the previous steps, select Upload a file.

2. Set your track language. If you’d like you can also add a track name, then click Upload. Type or copy and paste your transcript into the text box. Once your finished, click Sync.

Contact us at ati@gmu.edu or 703-993-2143 if you have questions or require additional training.