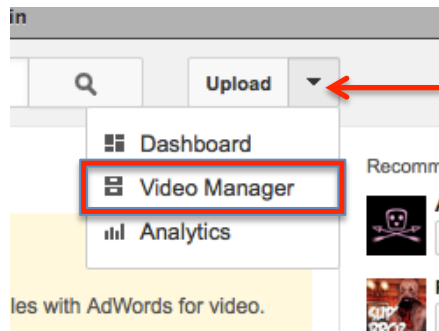
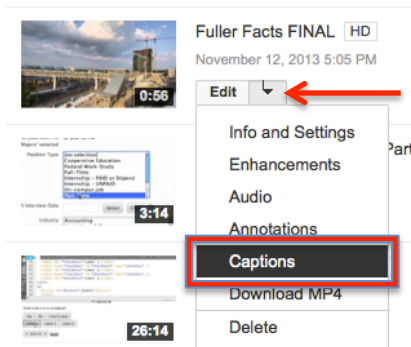


YouTube: Adding Captions Files or Transcripts

1. Log into your **YouTube** Account.
2. Click the drop-down menu next to the Upload button and then click Video Manager.



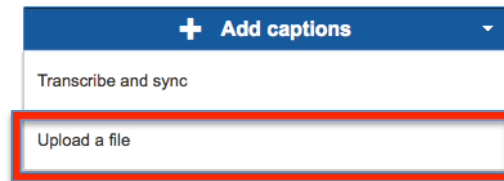
3. Visit your Video Manager and click the **drop-down menu** next to the “Edit” button for the video you’d like to add captions to. Next, click **Captions**.



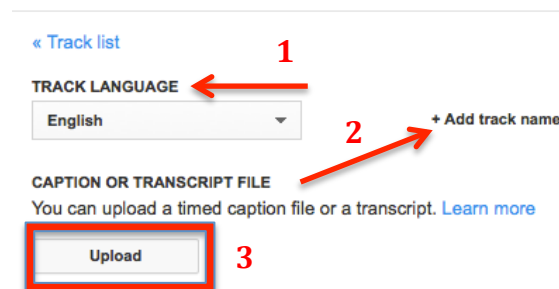
4. If you haven’t added captions before, click the **Add captions** button. Or, if you’ve already added a caption, click the **Add a new track** button

Uploading Captions Files to your videos

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



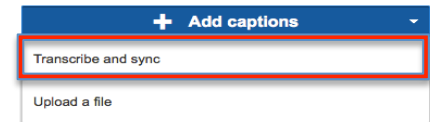
2. Set your track language. If you'd like you can also add a track name, then click **Upload**.



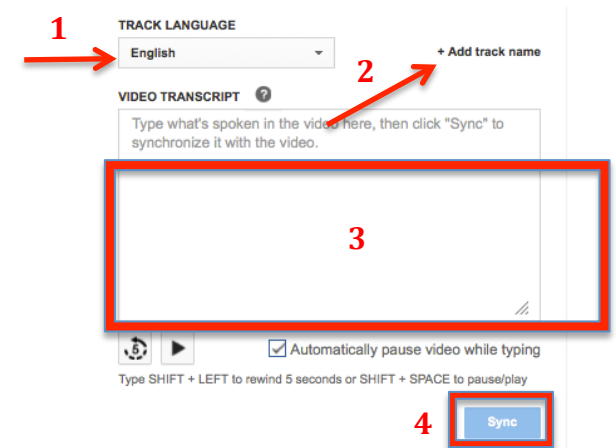
3. Select your caption or transcript file and click **Open**.

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.