

Editing YouTube's Automatic Captioning


When uploading a new video to YouTube, you need to set the video language. Select **MORE OPTIONS** at the bottom of the Details pop-up. The Video language options are located under **Language, subtitles, and closed captions (CC)**.

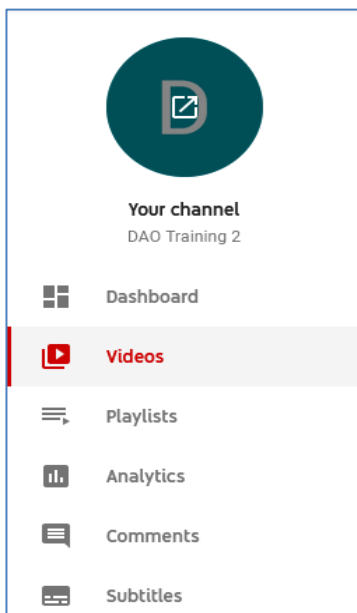
Automatic captions appear as "English by YouTube (automatic)." You'll need to allow up to 24 hours for automatic captions to appear after a video is uploaded.

Step 1: Log in to YouTube

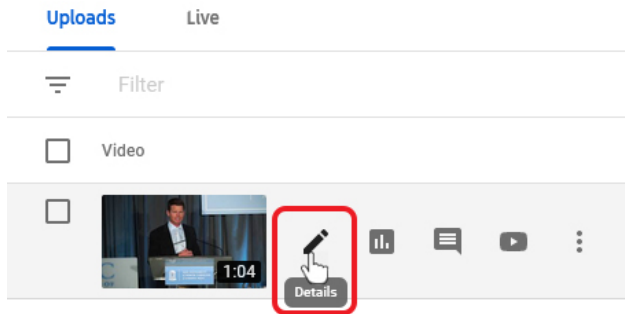
- a. Go to [YouTube](#) and click **Sign In** in the very top right of the screen.
- b. Sign in with the training account you were provided in the Zoom chat window.
 - If YouTube/Google needs to request an authentication code, please let us know. We will prompt you to request the code and then get it to you in the Zoom chat window.

Step 2: Go to your Studio

- a. Click on the circular icon in the very top right hand of the screen that looks like:

- b. Click on **YouTube Studio**
- c. On the Your Channel menu along the far-left side of the screen, select **Videos** or **Content**. It should be the second option. Your menu might look one of two ways. The below images show that and highlights the option you want to click.

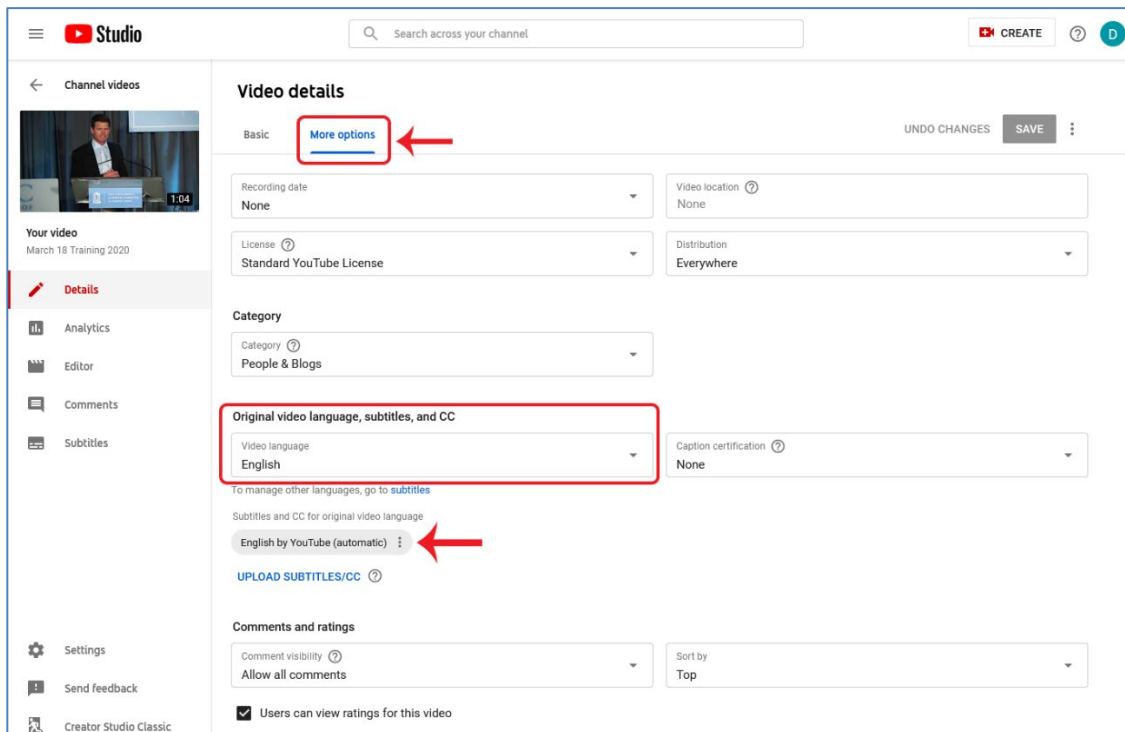


- d. Hover over the only video in the list to reveal more options. Click the **Details** icon that looks like a pencil (see image below)



Step 3: Accessing Automatic Captions

- a. Select the **More options** tab to access the automatic captions.
b. They are located halfway down the page under **Original video language, subtitles, and CC.**



Step 4: Edit Captions Using the Classic Editor

- a. Click on the **English by YouTube (automatic)** captions file and select **Edit on Classic Studio**.
b. Click **Edit** to begin a new caption draft
c. You can use the keyboard shortcuts listed below or the editor's built-in tools such as the X button to delete a caption section or the blue sliders on the end of each caption section to change duration.

It's a good idea to save frequently by clicking **Save changes**. You can get back to your work by clicking **English** under the **PUBLISHED** list.

Keyboard Shortcuts

- **Enter**: Add new subtitle section
- **Shift + Enter**: Add a new line
- **Shift + Down arrow**: Edit next subtitle
- **Shift + Up arrow**: Edit previous subtitle
- **Shift + Space**: Pause or play the video
- **Shift + Left arrow**: Seek back 1 second
- **Shift + Right arrow**: Seek forward 1 second

Complete the following tasks:

Task 1: Add sound description for the applause

The audience applauds for first five (5) seconds of the video. Add a sound description using square brackets to let viewers know what's happening on screen at the beginning of the video.

Task 2: Choose a speaker and add speaker identification

There are 3 speakers in this video:

1. Kevin Guskiewicz
2. Jim Shuford
3. Carol Folt

Listen to the video's audio and choose one speaker's section to edit. Identify your chosen speaker using square brackets around their name at the start of their speech.

Task 3: Add punctuation to one of the speakers' sections

Add punctuation to your chosen speaker's section based on their natural pauses and your best judgement based on what you hear in the audio.

Task 4: Ensure the captions are synchronized with the speakers

Using your chosen speaker again, ensure the timing of the captions matches what they are saying on screen.

You may need to break up the automatic captions to synchronize better with the audio or to ensure viewers will have enough time to read the captions.

Remember to create meaningful sections. Our preference is not to end caption sections with conjunctions like and or for.