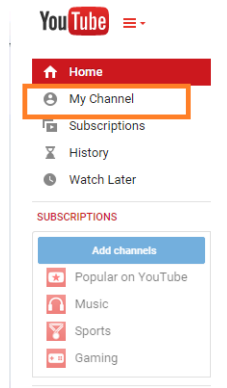


Editing YouTube's Auto-generated Captions

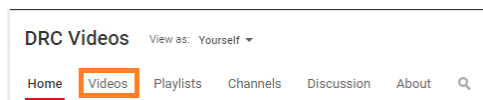
Step 1: Go to YouTube.com and sign into your account by pressing the Sign in button on the top right corner.

Step 2: Navigate to your videos.

On the far left, click on My Channel.

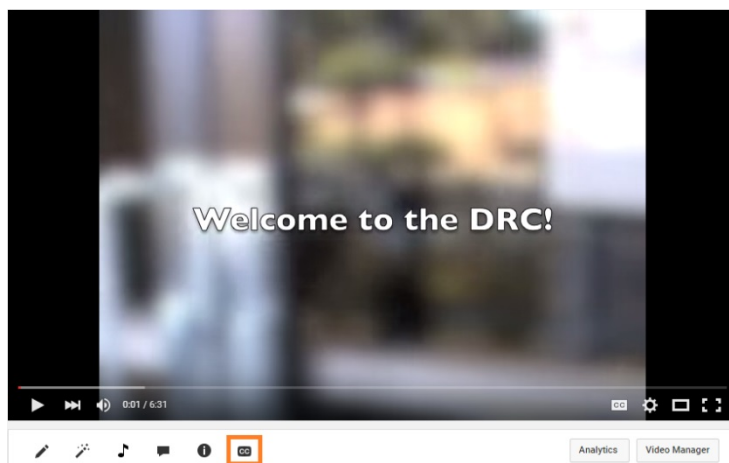


On the next screen, click on videos. This should take you to your video library.



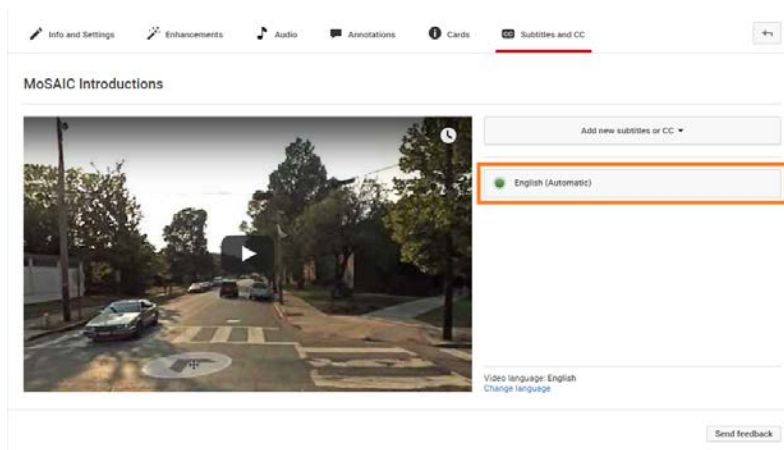
Step 3: Editing the auto-generated captions.

Click on the video you want to work on. On the next screen, click on the CC button below the video's window.



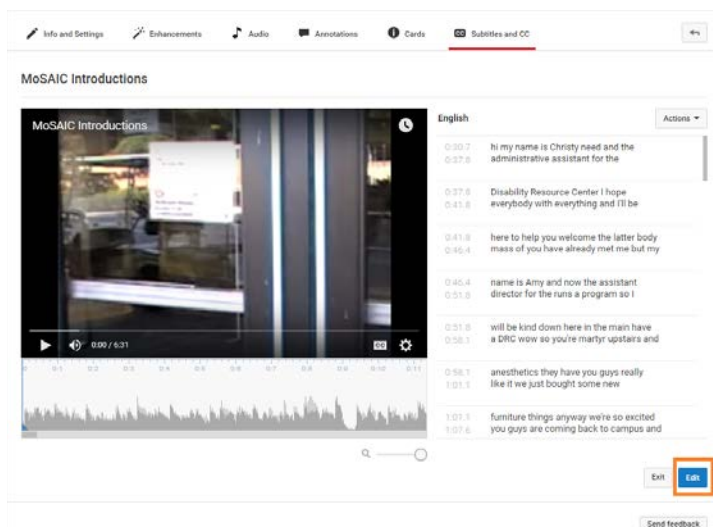
You may be asked to select the primary language that the video is spoken in. Complete that prompt, and continue.

On the next page, click on the English (Automatic) button to access the auto-generated transcript.

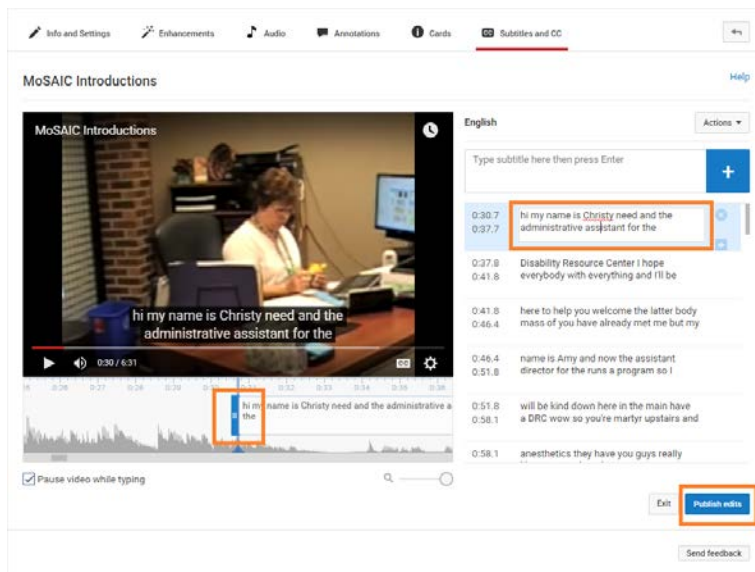


The great part about using the auto-generated transcript is that even though it may require a lot of editing, you don't have to recreate the transcript, and it's already synced for you. All you have to do is edit it.

On the next screen, click the Edit button beneath the transcript.



On the next screen, close any pop-up instructions that may appear. You'll notice then that the first set of captions are open to you to edit. If you click anywhere outside of that box, it'll close and any changes will be saved.



Here you will want to play the video and look at the captions to edit any incorrect words. You'll notice that punctuation needs to be added as well. Pause the video while you make any changes (auto-pause while you type may be selected and may be helpful).

You'll also notice a timeline beneath the video that shows the duration of each caption. You can perfect the duration or location of each caption if you'd like by putting your cursor at the front or end of each block and dragging it to where you'd like it to start or stop. You can also drag the "ruler" part of the timeline to position the video itself where you'd like it to start playing if you want to go back and review a certain part of the video.

If a speaker changes, I recommend making sure their speech starts in a new caption. Make sure the arrow in the timeline is where you'd like for their speech to start, and type their caption on top of the transcript in the box where it says "type subtitle here then press enter". It'll insert the new caption where the arrow is in the timeline, and you may have to adjust its starting and stopping position to make it fit. Also be sure to delete the additional text that already existed for that speaker in the previous caption.

Last tip: if you cannot see the speaker to identify them, be sure to identify them in the text, such as Narrator: or Jones:. You only need to identify them once, each time the speaker changes. So if Jones is speaking and then it changes to the narrator, be sure to identify Narrator: once, and then just continue with their text until the speaker changes again. You do not need to identify the speaker in the text if you can see who's speaking.

Click on Publish edits to save your work. *see note below

Note: It will save the changes as a new caption file, probably called “English”. If you save your work to go back and continue editing later, be sure to edit this new file. It’ll warn you that your new edits will overwrite the existing “English” subtitles. This is what you want to do to continue updating the correct captions.