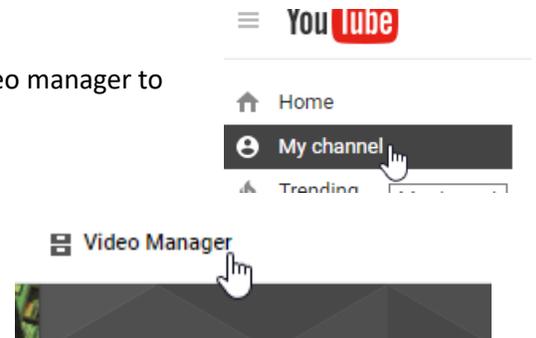


# Adding a Subtitles to a YouTube Video

*A step-by-step guide to add subtitles to a YouTube Video.*

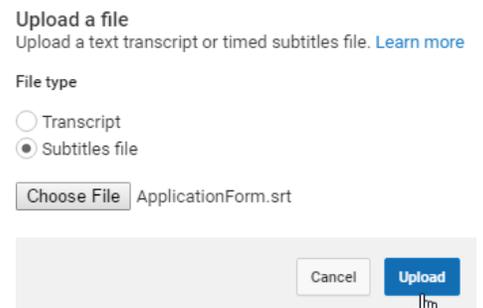
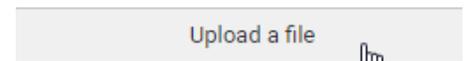
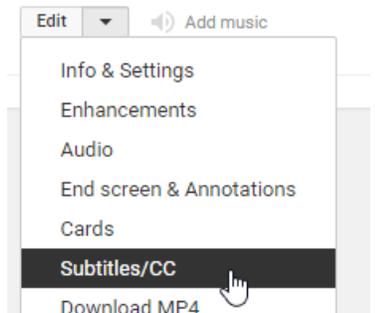
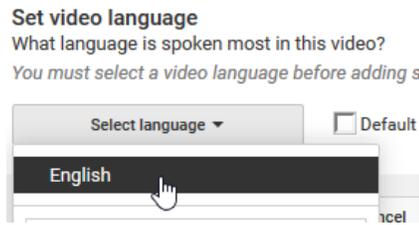
## Getting to the Subtitles/CC for a Video

1. Once the video is uploaded to YouTube, you'll need to go into the video manager to edit the settings of the video.
2. Click on **"My Channel"** in the menu on the right.
3. From there at the top in the middle of the screen there will be a link titled **"Video Manager"** this will take you to all your videos.



## Adding an SRT file to a video

1. In the video manager you'll locate the video you want to add captions to. You'll click the arrow next to the edit button under that video. In that drop down menu you'll select Subtitles/CC.
2. After selecting that button you'll need to set the default language for the subtitles. Typically this is English.
3. Once the page loads you'll click on **"Add new subtitles or CC"** and select the appropriate language.
4. Now you'll click **"Upload a file"**.
5. It will ask if you want to upload a transcript or a subtitles file, you'll select subtitles file and browse for it. Once selected you'll hit upload.



6. A new page will load with the subtitles shown. Hit **"Save Changes"** in the top right and the subtitles will be saved to the video.

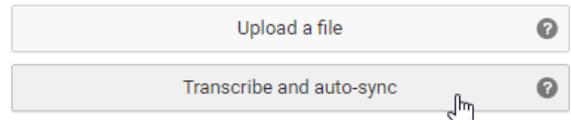


## YouTube Transcription and Auto-sync

1. For this you'll follow steps 1-3, but instead of selecting upload a file in step 4 you'll select "**transcribe and auto-sync**".
2. This allows you to upload a transcript and auto-sync the transcript to what's being said.
3. In the box you can past or type what's spoken on the video and then you'll click on "**Set timings**". After hitting this button there will be a few minutes of wait time while the timings are being set, but once that's complete the subtitles should appear properly, there may just be some small tweaking to be done.

### SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:



The screenshot shows a selection interface with two buttons. The top button is labeled 'Upload a file' and the bottom button is labeled 'Transcribe and auto-sync'. Both buttons have a question mark icon on the right side. A mouse cursor is pointing at the 'Transcribe and auto-sync' button, which is highlighted with a darker background.