VIDEO

How to add subtitles or closed captions in Youtube videos

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# Pre conditions

Create a personal channel in Youtube – sign up for an account.

Upload a video.

# HELP links

Read Google help – <https://support.google.com/youtube/answer/2734796?hl=en>

Explore Youtube Help Channel - <https://www.youtube.com/user/youtubehelp?sub_confirmation=1>

Creating Subtitles and Closed Captions (tutorial) - <https://youtu.be/LCZ-cxfxzvk>

*OBS: Closed captions include, beyond subtitles, descriptions of who is speaking and music.*

# Add captions

## Enter video manager

Click under video screen, the video manager menu

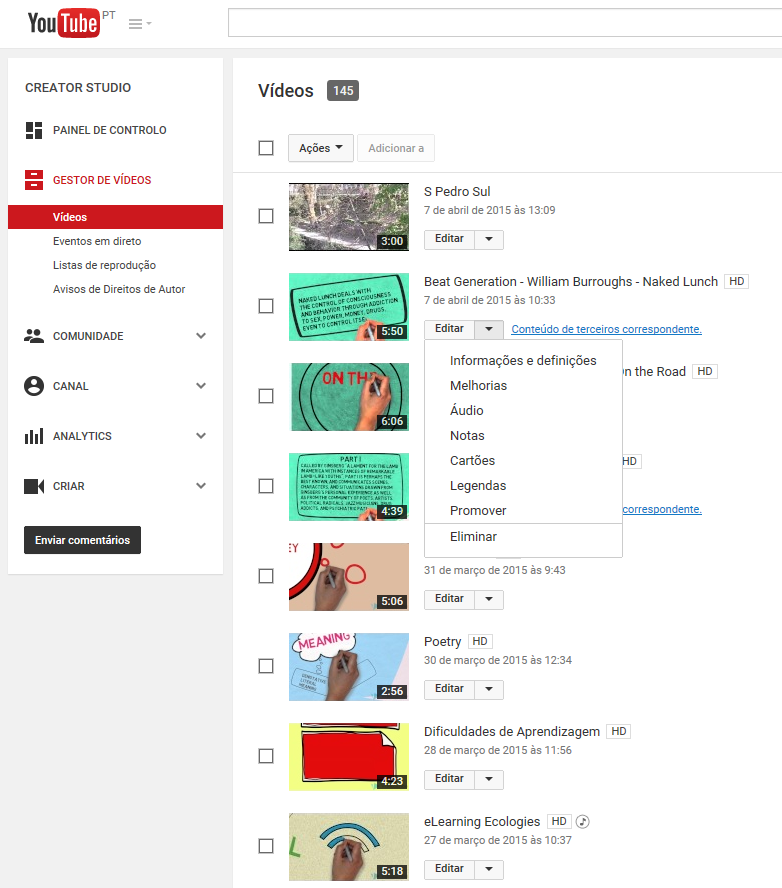


Ilustração 1 - Youtube screen video manager button

**VIDEO MANAGER**

## Edit captions

Click the drop-down menu next to the “Edit” button for the video you’d like to add captions to



**EDIT CAPTIONS**

Ilustração 2 - Youtube screen edit subtitles, captions

## Define/Select language

Select Subtitles and CC

Select the original language of the video from the drop-down menu (160 languages)

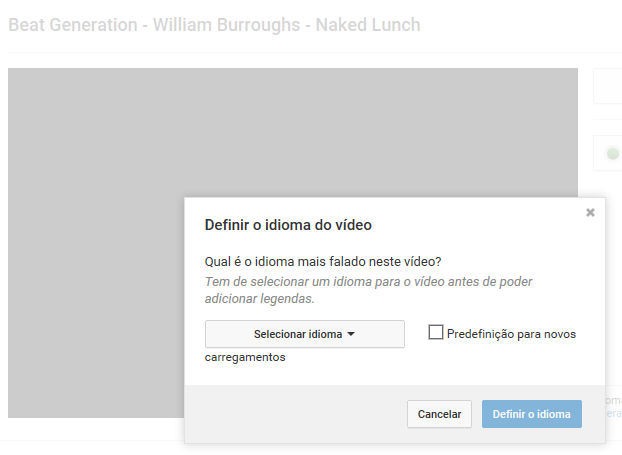


Ilustração 3 - Youtube screen define original language

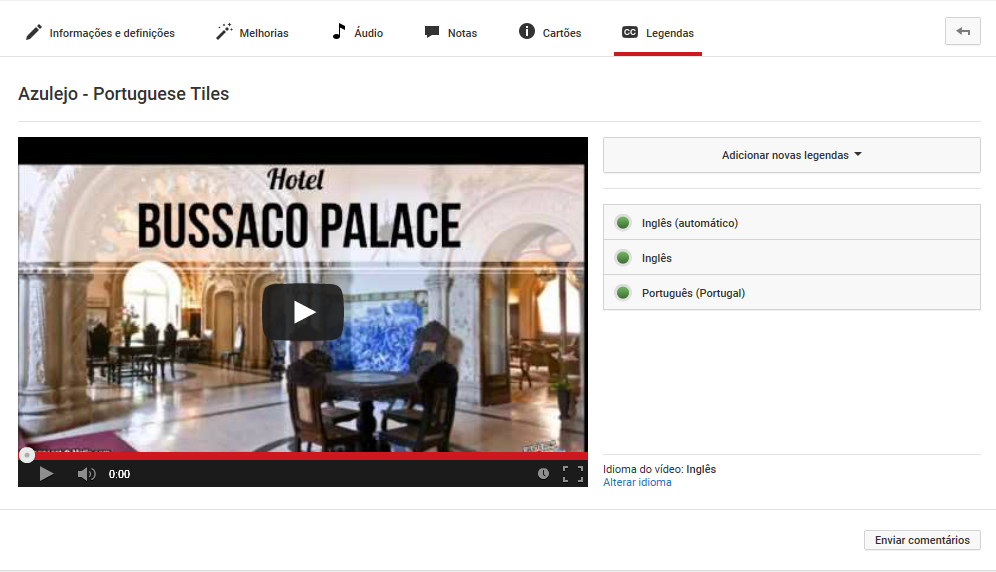
**SELECT LANGUAGE**

## ADD Captions

Click the Add subtitles or CC button

Choose the language of the subtitles or CC you would like to create

If you have already started working on that language, you will be brought directly to your draft



**ADD CAPTIONS**

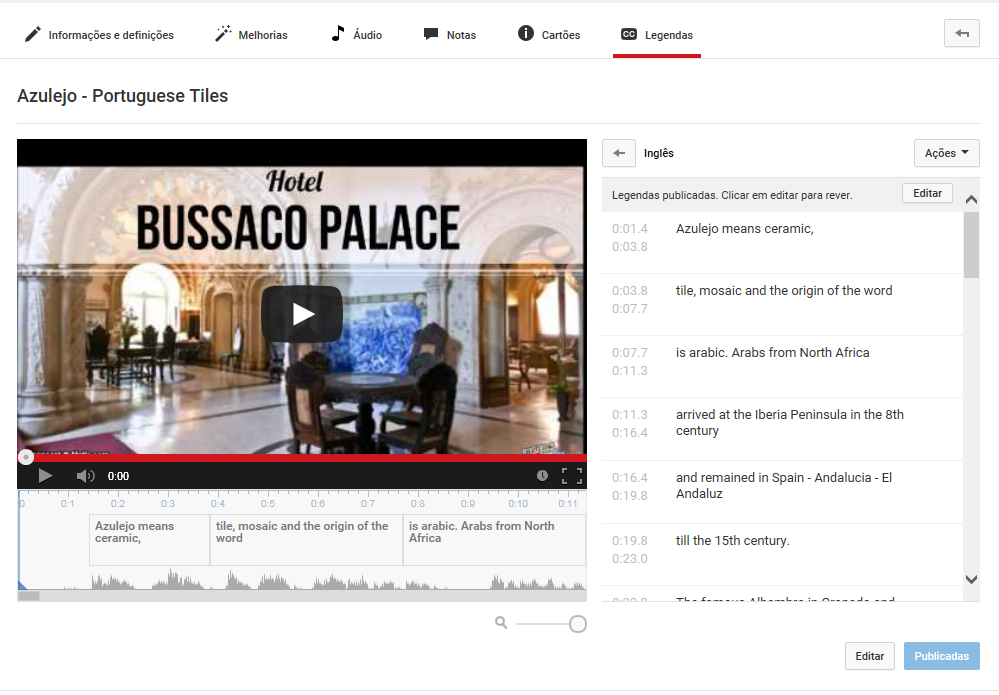
Ilustração 4 - Youtube screen add captions

Write captions.

Check the timeline for synchronization.

Review at the end of introducing all captions.

Publish.



**WRITE CAPTIONS**

Ilustração 5 - Youtube screen write captions, publish

**TIMELINE**

**PUBLISH**

*Obs: Check always for help updates, since tools evolve and new features are added.*