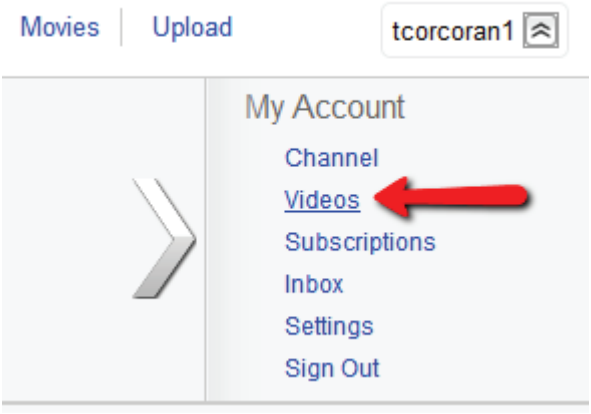
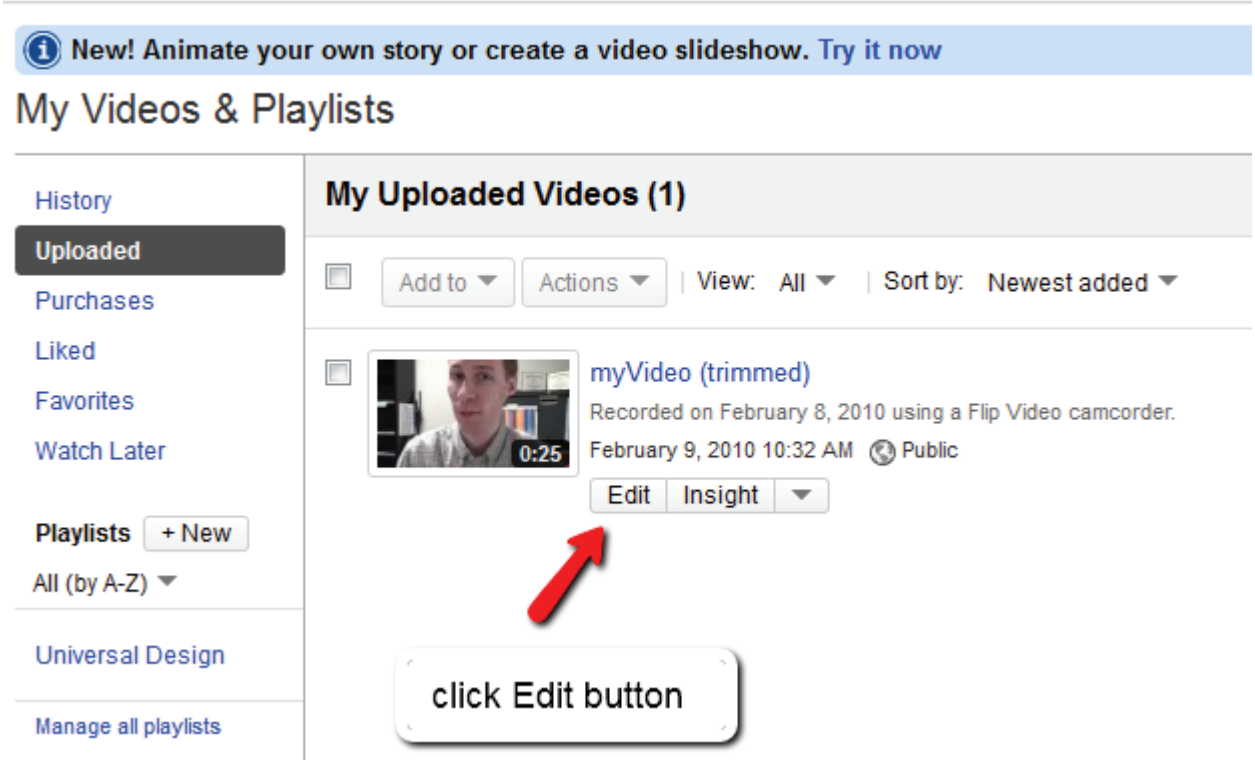
Adding Captions to YouTube video CC

1. Login to your account in YouTube,
2. Click the double chevron drop down menu near your login name (in the upper right of the Web browser),
3. Select Videos.

4. Choose the video you want to caption and click Edit under the description of that video (as shown below).

5. Click the Captions and Subtitles tab (shown at bottom).







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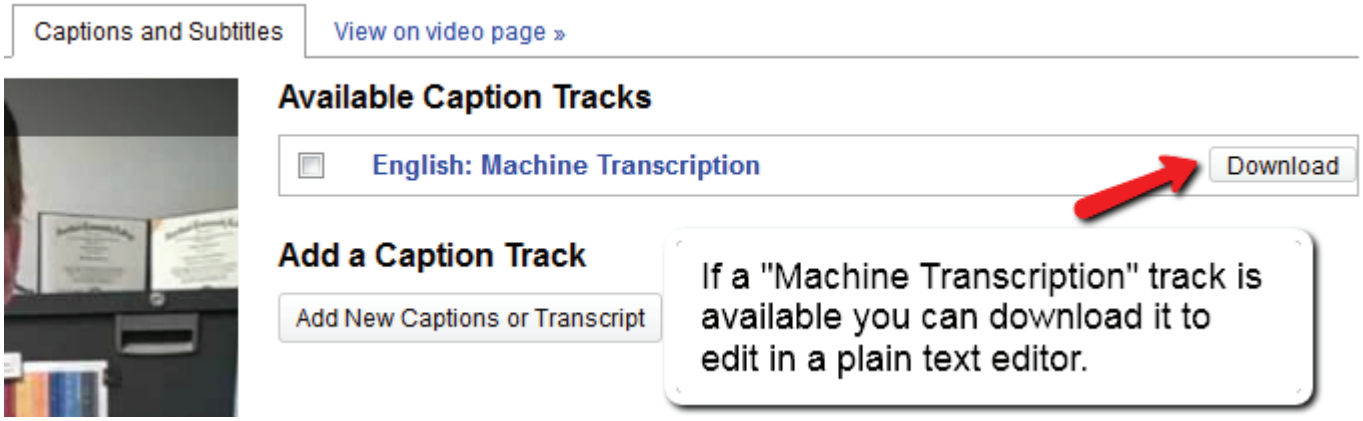
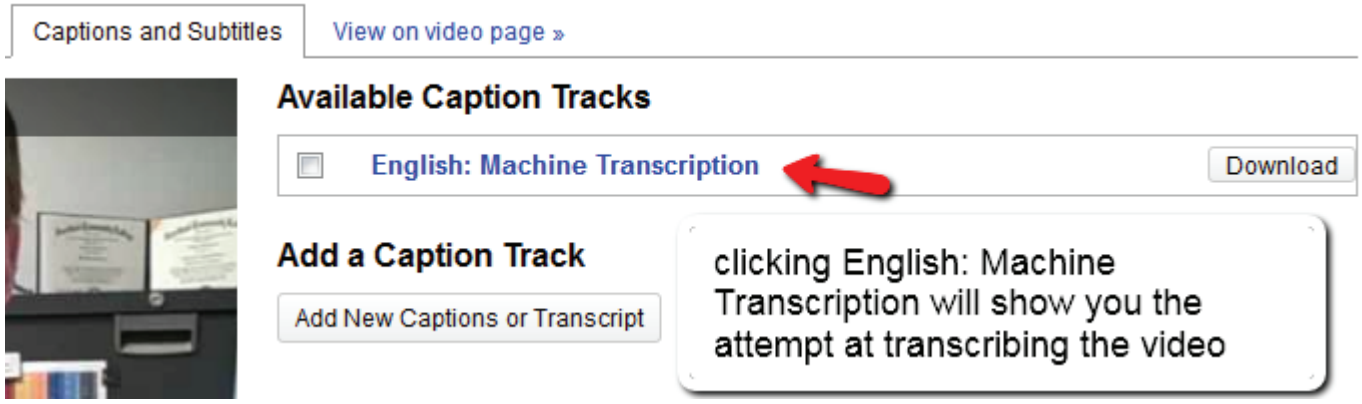
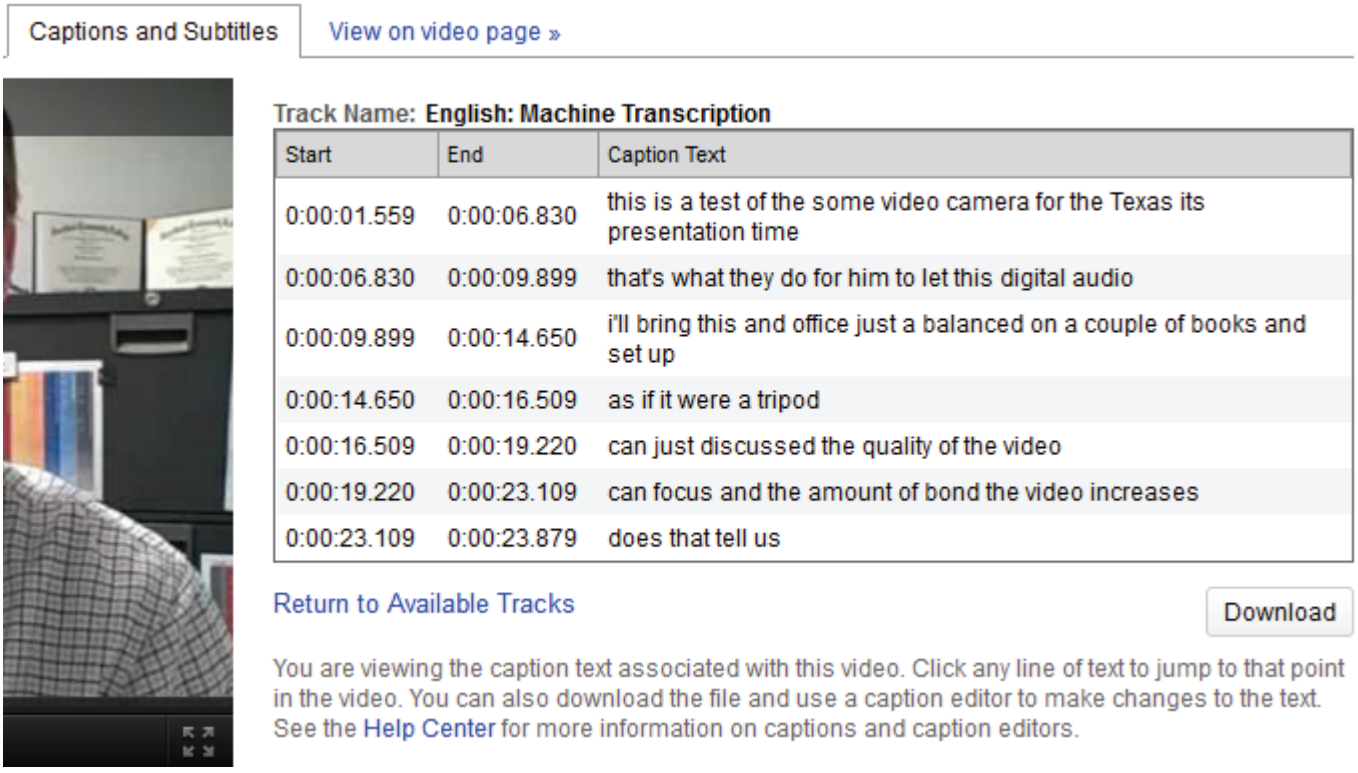
6. If a Machine Transcription track is available click Download and save a copy as a text file to your computer or Click on English: Machine Transcription to view the transcription within YouTube. (NOTE: If no Machine Transcription is available you will need to click Request Machine Transcription)







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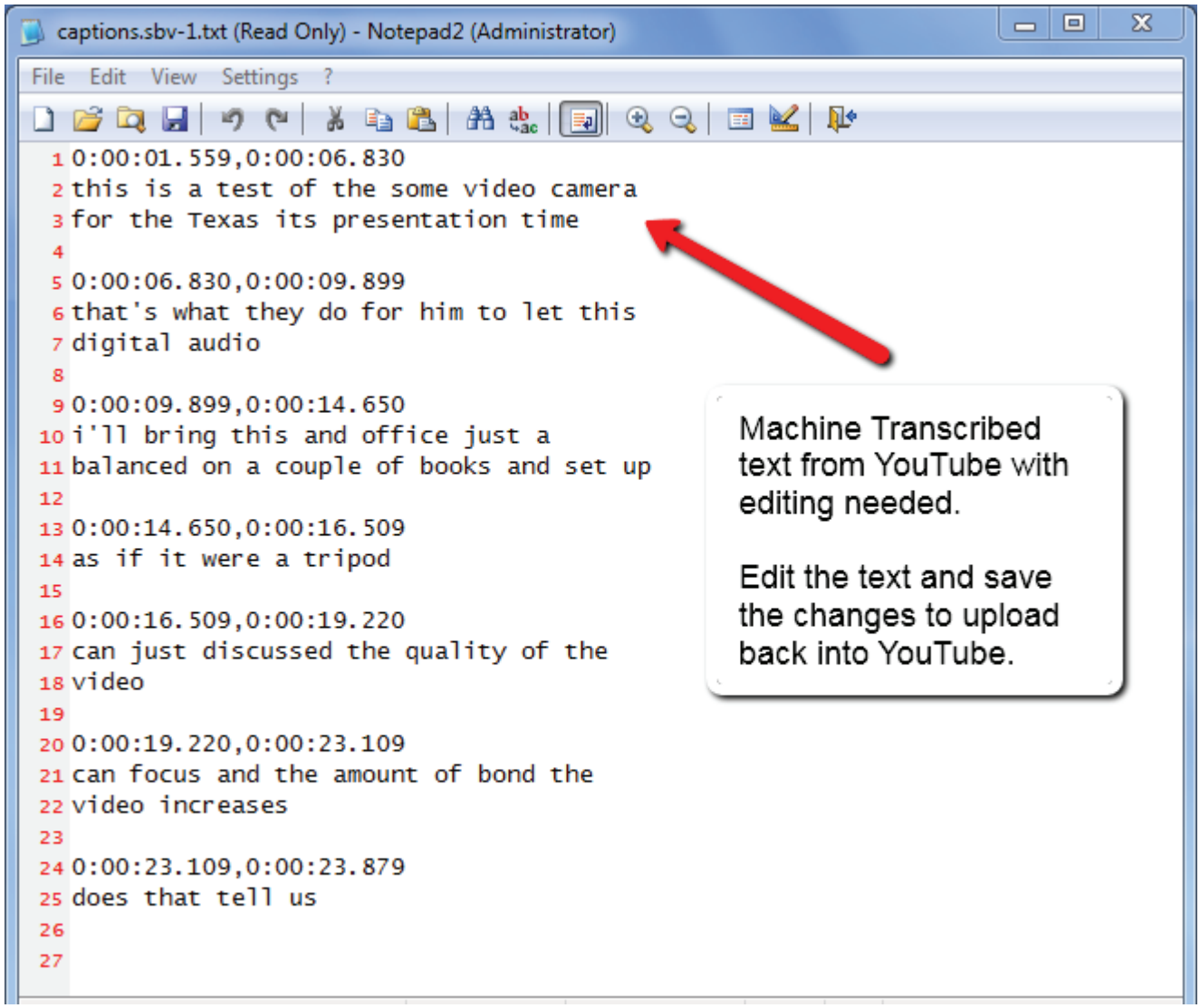
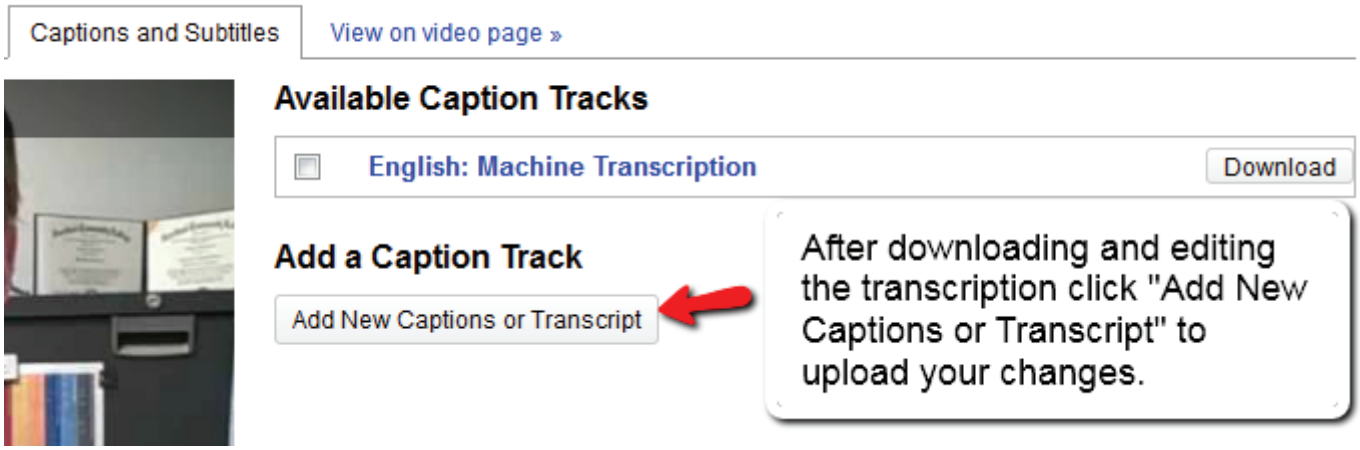
7. If the transcript needs editing you will need to click Download and open the transcription in a plain text editor. Edit the transcript to correct any errors in the machine produced transcript and save the file.

8. If you made corrections to the transcription file you will need to click on the Add New Caption or Transcript button (shown at bottom).





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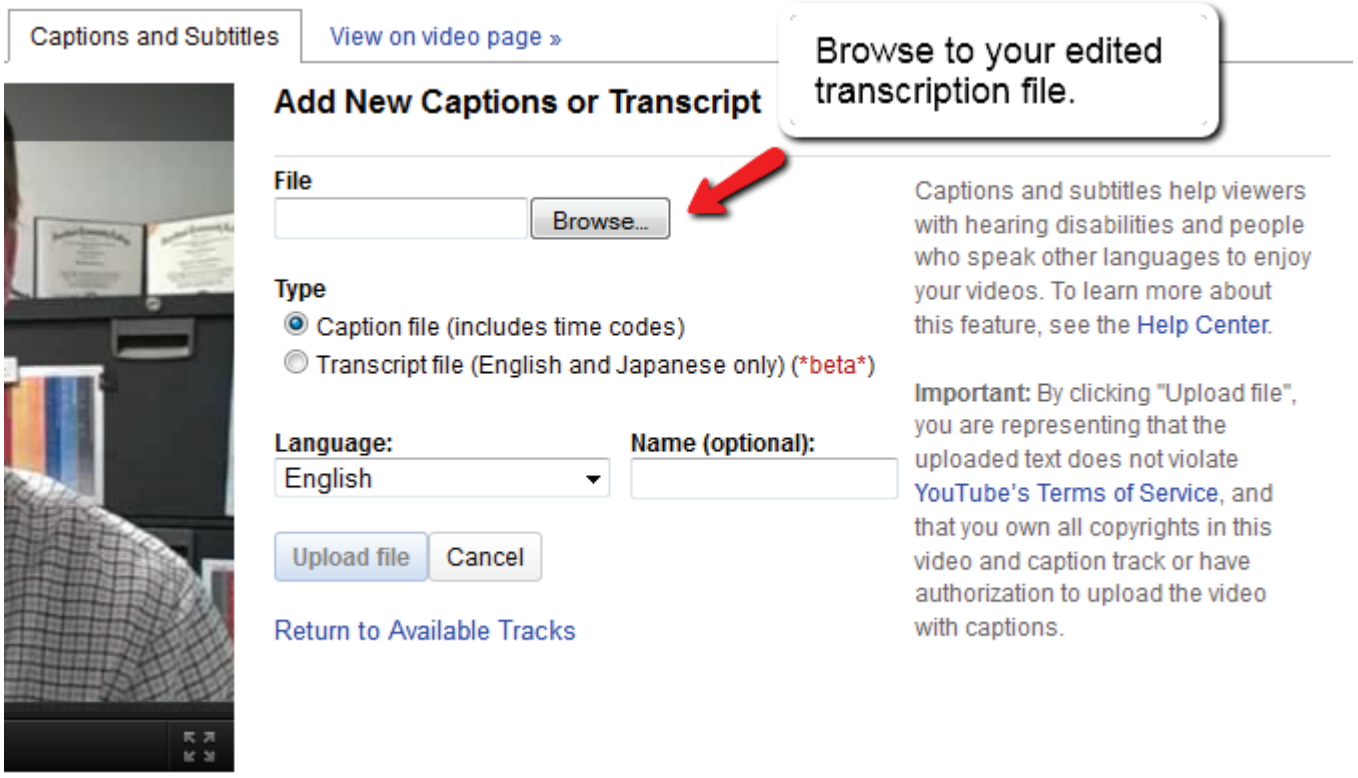
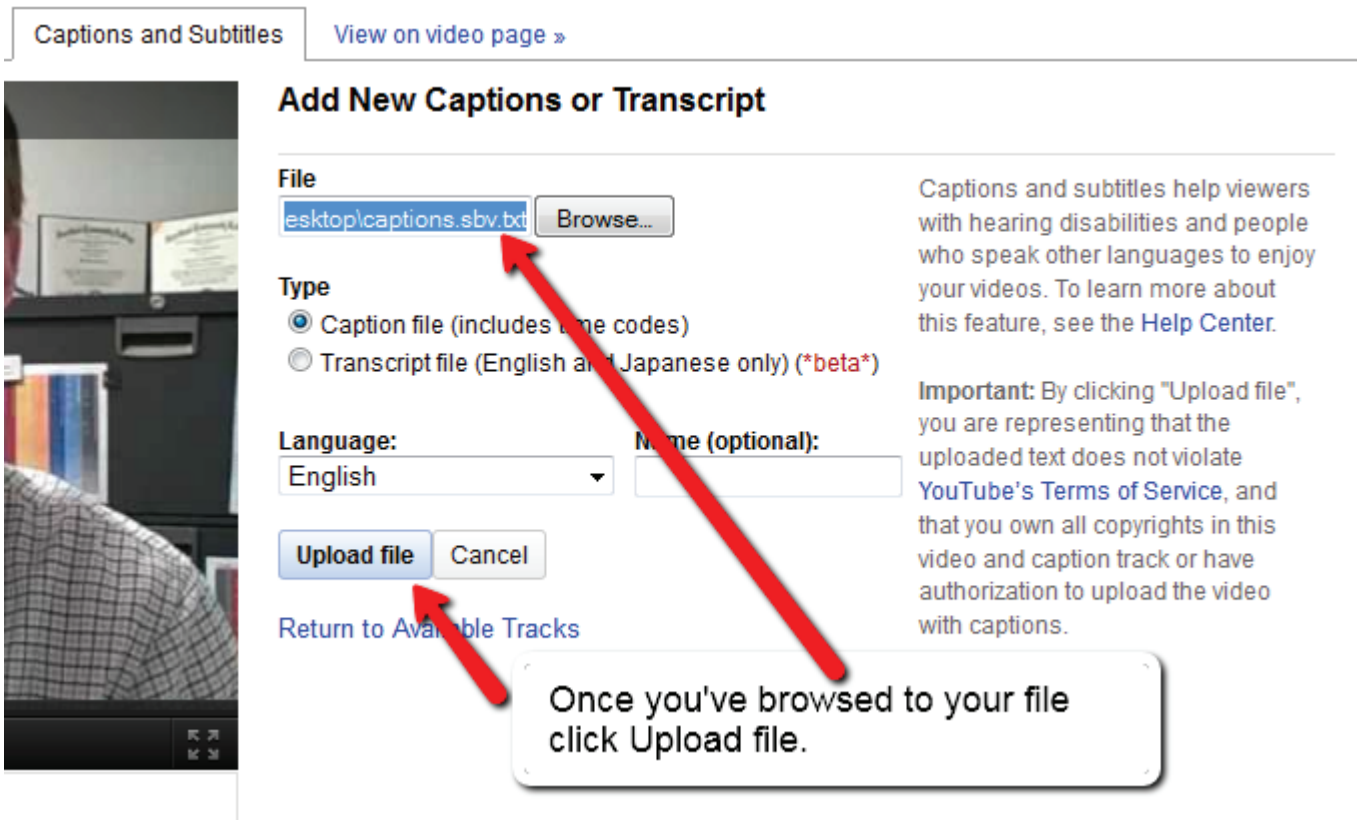
9. Browse to the location of your edited transcript file and choose it. Then click on Upload file.





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10. You will now have your transcription as an Available Caption Track.

In YouTube users can click on the CC button and they will see your captions (shown at bottom).

