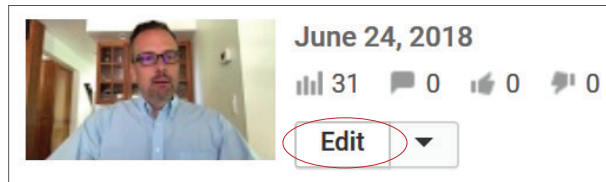
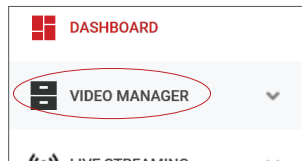


## Using the Video Manager

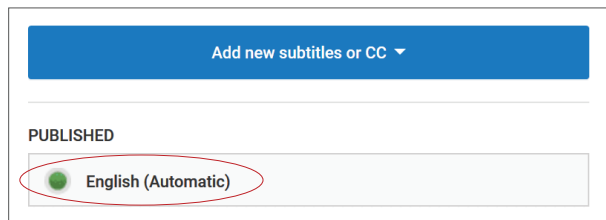
You can add and edit captions for videos owned by your YouTube account.

1. Go to the **Video Manager** and click the **Edit** button for the video you want to caption.



2. Click the **Subtitles/CC** tab at the top of the page.
3. YouTube may have already auto-captioned your video. If so, **Published: English (Automatic)** (or the language of your video) will appear to the right of your video.

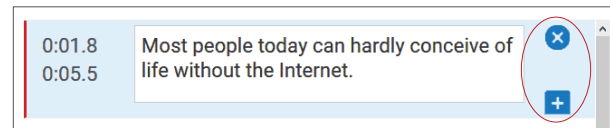
Using speech recognition technology, YouTube can generate captions automatically for videos in English, Dutch, French, German, Italian, Japanese, Korean, Portuguese, Russian, or Spanish. Results are best when the audio is clear, the speaker's voice is distinct, and ambient noise is minimized. Even when recorded under optimal conditions, though, most videos need some manual edits to ensure accuracy.



## Editing Automatic Captions

### Generating Captions

1. Click the **English (Automatic)** option if available.
2. Test the captions for accuracy by playing the video and observing the captions. You will probably need to add punctuation to separate sentences.
3. To edit captions, click the **Edit** button (upper right). Select the line that needs repair in the captioning editor text box, and make the edits.
4. If needed, you can alter the timing by changing the timecode values, or by clicking and dragging the vertical dividers below the video.
5. If desired, click the **Add below (+)** or **Remove (X)** icons to add or remove caption segments.



6. Repeat these steps until you are satisfied with the captions.
7. Click **Publish**, and a new English caption track will be created.

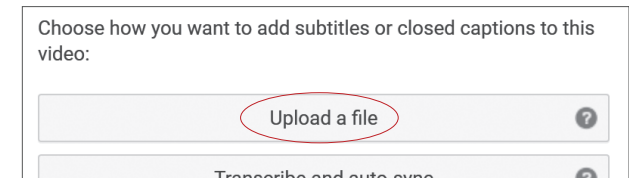
### Removing Inaccurate Captions

To remove a caption track entirely:

1. Under the **Subtitles/CC** tab, select the original automatic caption file.
2. At the upper right, click **Unpublish** and then **Delete draft**.
3. You can then **Add new subtitles or CC** as you wish.

## Uploading Caption or Transcript Files

If you already have a transcript or caption file, we recommend simply uploading that file to YouTube.



### Uploading a Caption File

**Caption files** contain both text and time codes.

1. Click **Upload a File**. Select **Subtitles** file type and click **Browse**. After choosing a file, click **Upload**.
2. Preview the captions in the editor and make any necessary edits, then click **Publish**.

### Uploading a Transcript File

**Transcript files** only contain text, and are saved as plain text files (.txt). YouTube can automatically synchronize your transcript with the video to create a caption file.

1. Click **Upload a File**. Select **Transcript** file type and click **Browse**. After choosing a file, click **Upload**.
2. Your transcript text will appear alongside the video. To synchronize it with the video, click **Set timings**. This automatically aligns the timings of your transcript to your video within YouTube. This will take a few minutes. Once the captioning file is available, review the timing to ensure accuracy, and click **Publish**.

## Finding Captioned Media

Captioned videos are identified with **CC**. However, this does not guarantee the quality of the captions.

To limit a YouTube search to captioned videos only, perform a search as usual, and then click **Filter** (upper right), and under Features, click **Subtitles/CC**.

You can also type your search terms into the YouTube search bar, followed by a comma and the letters **cc** (e.g. "web accessibility, cc").