

YouTube Captioning or Transcribing

Through Google's voice recognition technology YouTube provides automatic captions for your uploaded videos. The automatic generated captions contain mistakes due to the speech clarity of the speakers or unique terms. However, you have the capability to fix the mistakes and upload the video again with the corrected captions.

This documentation covers: 1) how to access your YouTube account; 2) how to upload your video file; 3) how to view, create or edit the captions or transcriptions; and 4) how to share or keep your videos private for your selected audience.

Access Your YouTube Account

YouTube is one of the Google Apps that comes with your SJSU Google account. There are two different ways to access your SJSU YouTube account. They are:

1. Enter **youtube.com** in any of your browser. Click the **Sign in** button at the upper right corner. Enter **your SJSU email address** in the Email box then click the **Sign in** button. Use your SJSU ID and password to login to your SJSU YouTube account.
2. Or, after you login to your SJSU email, calendar or Google docs/drive account, go to the Google Apps black bar on the top and click the down arrow next to the **More** menu. Select **YouTube** from the list. Click the **Sign in** button at the upper right corner to access your YouTube account.

Upload a Video

1. Click the **Upload** button next to the Search box on the top. Follow instructions to set up your YouTube Channel if you do not have one. YouTube requires you to create a channel to upload videos.
2. Either drag your video file from your computer or a source location and drop it into this **Upload video files** box; or, click the **Select files to**

upload with an upward arrow to upload your video to YouTube.

3. As your video file is being uploaded, enter Title, Description, Tags, Privacy Settings and Category information for your video. This information will increase the searching capability or search engine optimization of your video.

Notes prior to uploading YouTube videos:

1. By default, you can upload videos that are 15 minutes long or 2 GB file size although you are able to upload longer or larger video files. Click the **Increase your limit** at the bottom of your Upload video files window and follow the instructions.
2. Use the latest version of the browsers and Internet Explorer with Silverlight to ensure success.
3. Upload video files which are supported by YouTube such as, .WMV (Windows), .MOV (Mac) or MP4, .AVI (Windows), .FLV (Adobe Flash), etc. More information on [YouTube supported file format](#) is available at <http://support.google.com/youtube/bin/answer.py?hl=en&answer=55744>
4. For more details on [how to upload videos](#), click **Uploading Help** on the right pane or visit <http://support.google.com/youtube/bin/answer.py?hl=en&answer=57924>.

To View, Create, or Edit Captions or Transcriptions

Using YouTube's built-in voice recognition technology to generate captions for your uploaded video may take several hours or longer for captions to be displayed. Be patient and check back later to view the automatically generated captions. Adding captions will optimize the search engine to locate your video hence broaden the audience for and increase the learning of your video.

Captions are text versions of the spoken words which may be displayed at the bottom of your video. Transcripts are text files of your video content which may be attached as separate files to the video. Transcripts don't have to be verbatim but contain

important descriptions or comments of the video content. For content with audio only, transcript should be provided. More information on [web captioning overview](#) is available at <http://webaim.org/techniques/captions/>. Below are instructions to view, create, or edit captions or transcriptions.

To view captions:

1. Click the down arrow next to the **Upload** button and select **Video Manager** to view the list of your uploaded videos.
2. Check the box of the video you want to watch.
3. Click the **CC** icon at the bottom of your video screen and select **English (automatic captions)** to view the captions of your video.

To create caption file or transcript

First, use either 1) Notepad (on Windows) or TextEdit (on Mac); or 2) the MovCaptioner software for the Mac at the Center for Faculty Development Lab in IRC 202 to create your caption/transcript file. Once done, upload it to YouTube.

1. Click the **Captions** tab on top of your video.
2. Click the **Upload caption file or transcript** button to locate your caption or transcript file on your computer or from a source location and upload the file.

To edit or fix the mistakes on the caption file:

1. Click the **Captions** tab on top of your video.
2. Click the **English automatic captions** button, you will see the **Caption text** displayed line by line with time code on the right.
3. Play back the video and correct the wrong captions one line at a time. Repeat this process until done. Click **Done** button when you finish the editing.
4. Or, click the **Download** button at the upper right corner of **Caption text** box to download the entire caption file on your computer. Play back the video and correct the wrong captions until you are done with the editing.
5. Follow steps in the previous section to upload your caption or transcript file.

For more details, visit [Overview of Captions and Transcriptions page](#) at

<http://support.google.com/youtube/bin/static.py?hl=en&page=guide.cs&guide=2734661>

Sharing your videos

How to share the video

Each video file has a unique web address or an URL. To share your video with others,

1. Click the **Share** link under your video to locate this URL.
2. Click the **Email** link, enter the email addresses of your viewers, add notes or modify the automatic generated message.
3. Click **Send Email** when you are ready.

To keep the video private or unlisted

1. If you wish to keep the video private or unlisted, click the down arrow next to the **Upload** button and select **Video Manager**.
2. Go to the down arrow next to the **Edit** button of your desirable video clip and select **Info and Settings** from the drop down list.
3. At the lower right area of your video information, you will find **Privacy Settings** option. Click the down arrow next to the **Privacy Settings** and make your decision whether you want to keep this video **Public, Private or Unlisted**.
4. Click **Save Changes** button at the lower right corner when done.

For more information on [Private and unlisted videos](#) see <http://support.google.com/youtube/bin/answer.py?hl=en&answer=157177&topic=16647&ctx=topic>.

YouTube Help

Visit [YouTubeHelp page](#) at

<https://www.youtube.com/user/YouTubeHelp/> to learn more trouble shooting tips, tutorials, or educational videos.