

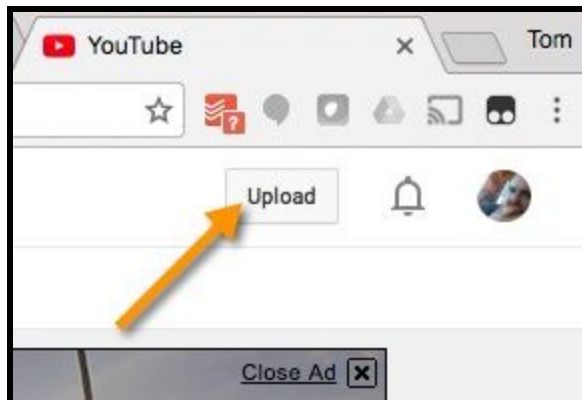
How to use the YouTube Transcribe and Auto-Sync feature

This walkthrough assumes that you already have a YouTube channel. If you don't, check out this [help document on creating a YouTube channel](https://support.google.com/youtube/answer/1646861?hl=en). (full URL: <https://support.google.com/youtube/answer/1646861?hl=en>)

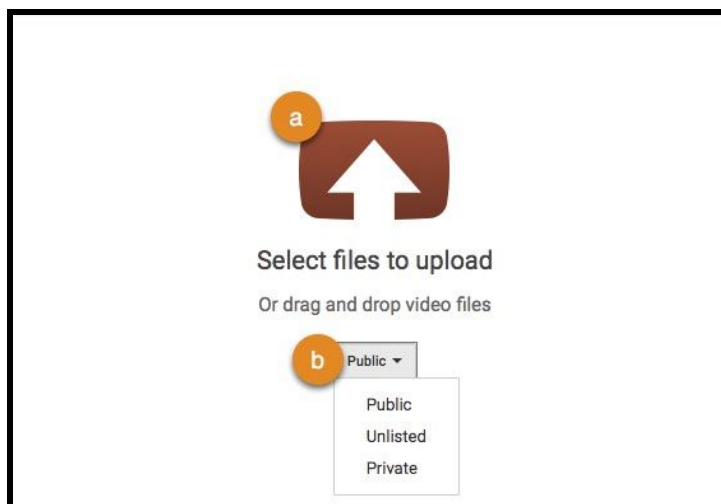
You can watch a video version of this walkthrough here: <https://goo.gl/9D7zCr>

Step 1: Upload your video

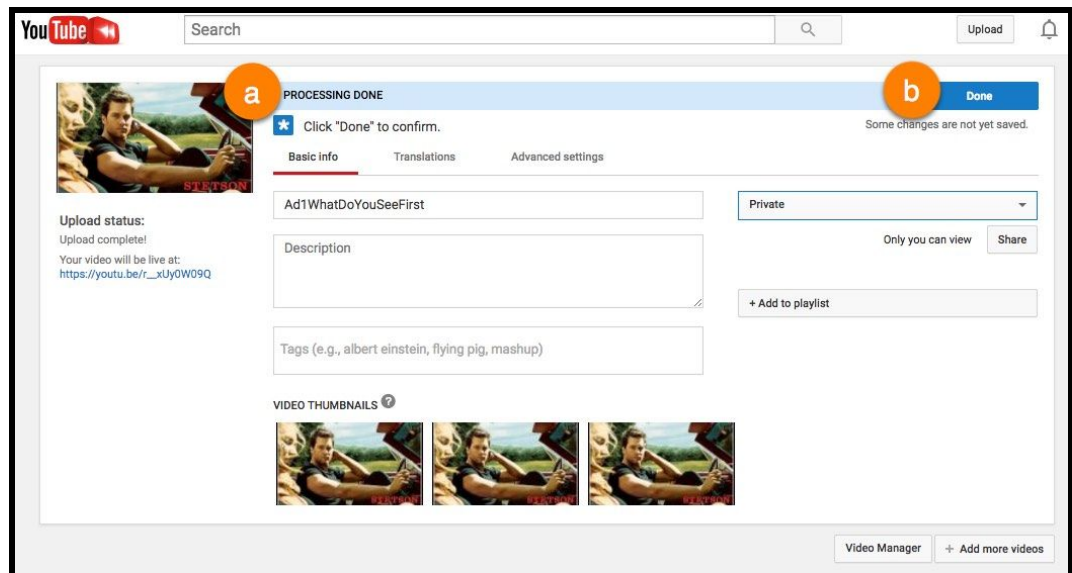
- A. Make sure that you're logged into your YouTube channel. From the front page of YouTube, click the Upload button in the upper right corner.



- B. Drag your video file into the upload window, or click the arrow icon (a) and navigate to where your video file is saved. You can also set the privacy setting for this video (b). You may want to set it to Private until you complete the captioning.



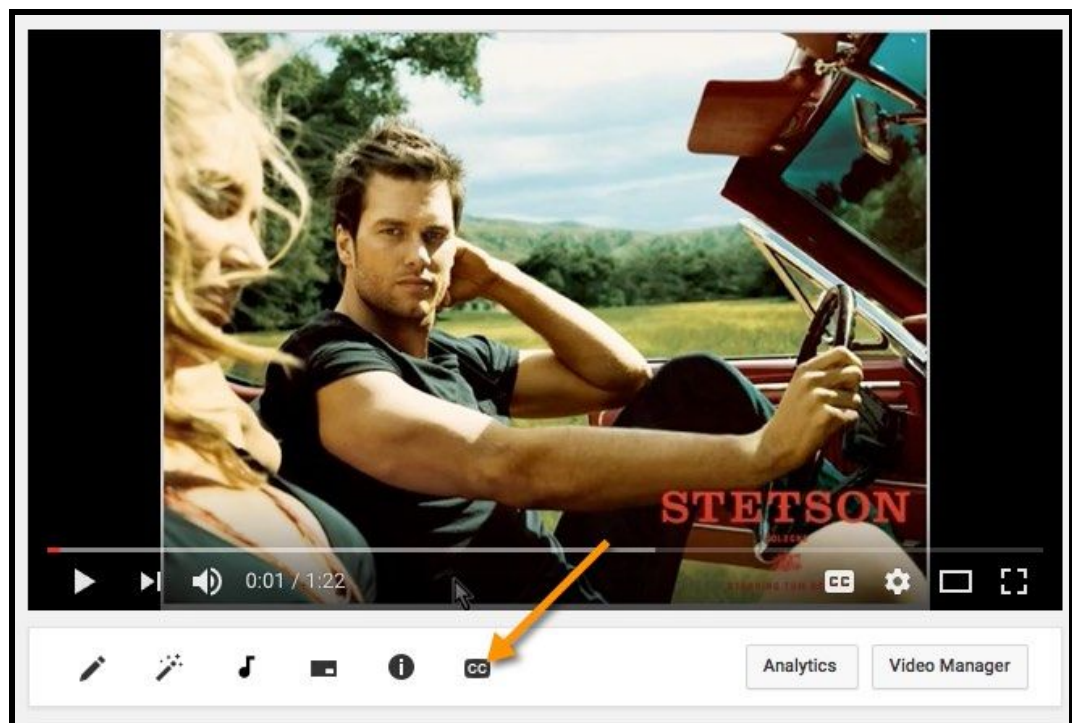
- C. Wait for your video to upload and finish processing (a). Once processing is complete, click Done (b).



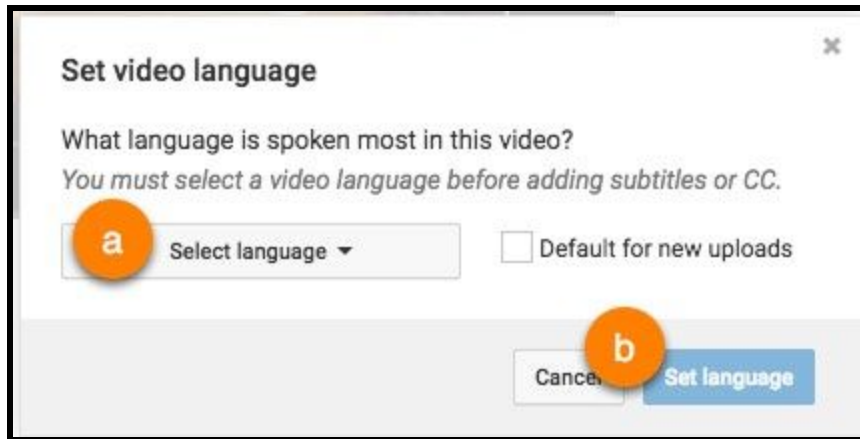
- D. In the next screen, click on the link to access your video.

Step 2: Caption your video

- A. In the view window for your video, click the CC button, located in the row of buttons just below the video.



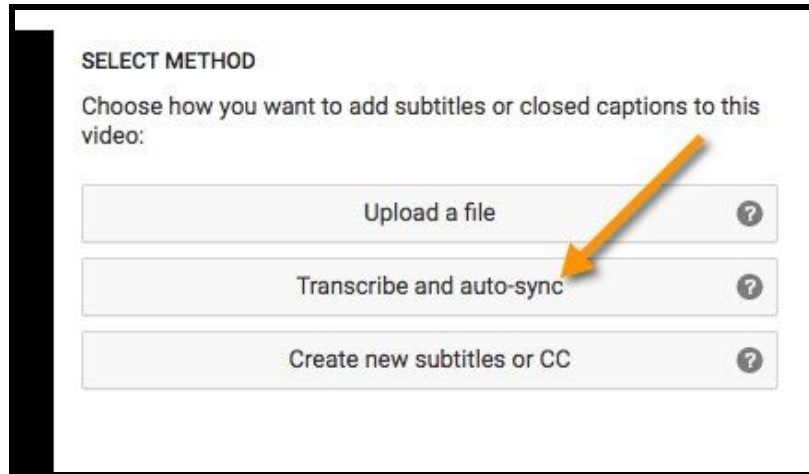
- B. Select the language for your video from the drop-down menu (a) and click Set Language (b).



- C. Click on the Add New Subtitles or CC drop-down menu and select the language for your captions.



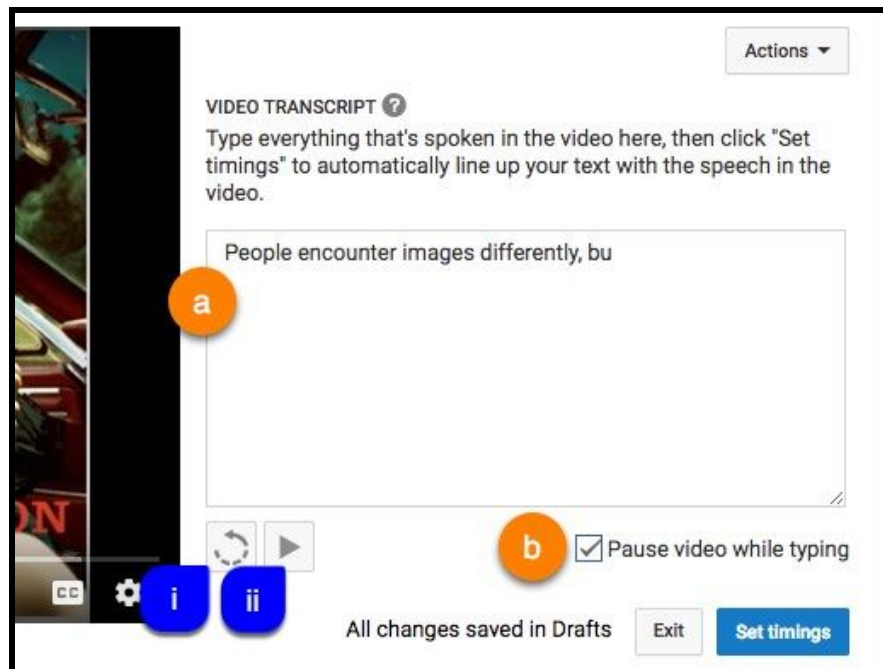
D. In the next window, select Transcribe and Auto-sync



E. Start playing the video. While the video plays, type what is spoken into the transcript box (a). As long as the Pause Video While Typing box is checked (b), the video will pause while you type. If you are a fast typist, you can uncheck this box.

Keystroke commands while you type (can also be accomplished with the buttons located below the transcript window):

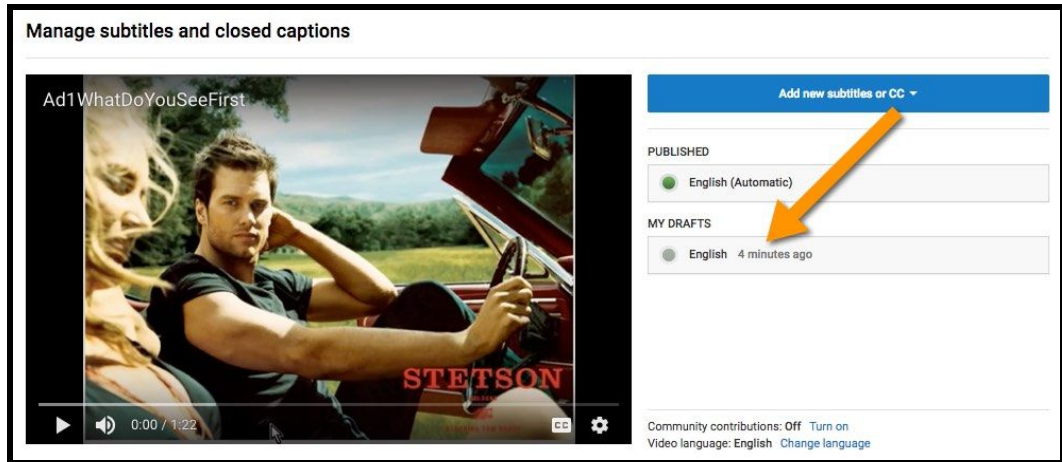
- i. Shift+back arrow = jump back one second
- ii. Shift+spacebar = toggle between play and pause



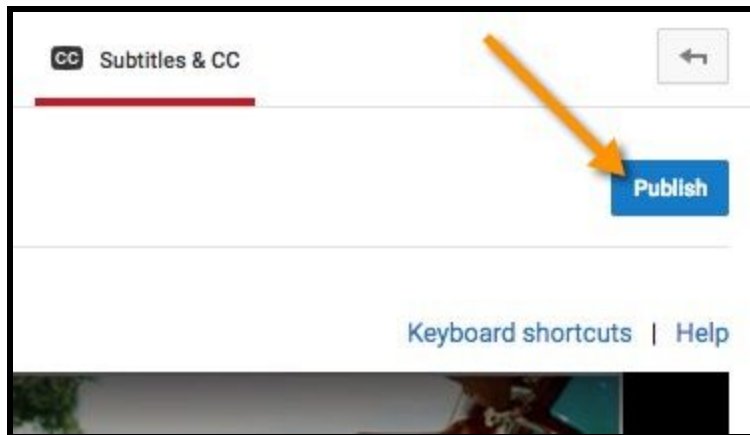
- F. When you're finished, click Set Timings. It will take several minutes for YouTube to set timings.

Step 3: Publish your captions

- A. On the Manage Subtitles and and Closed Captions page, in the My Drafts area, select your captions.

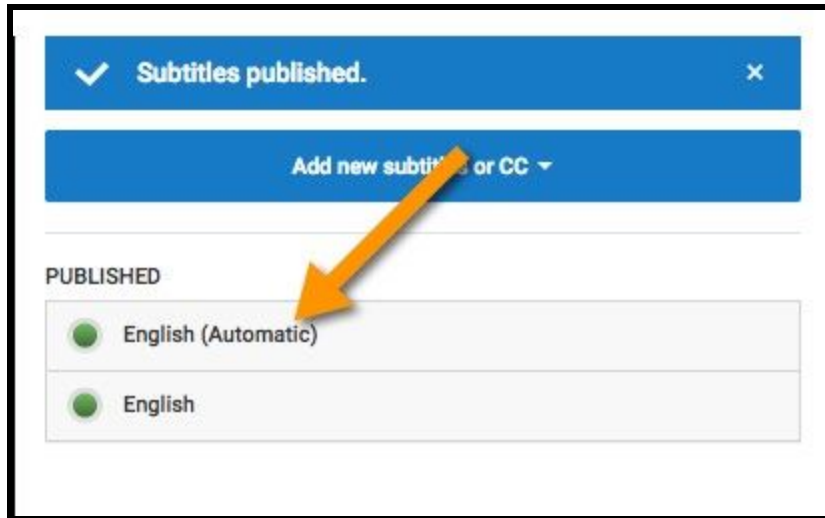


- B. In the Transcribe and Set Timings Window, you can check your captions for accuracy. Once you are satisfied, click the Publish button in the upper right corner.

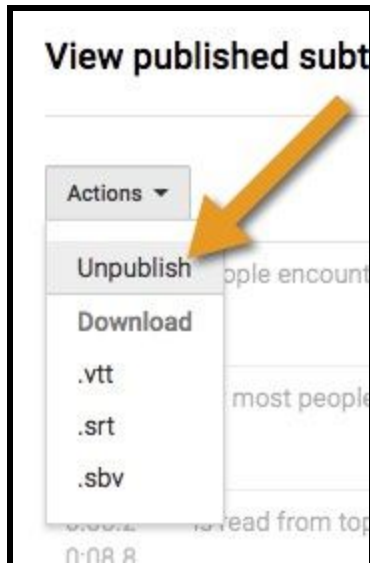


- C. If YouTube has generated automatic captions, you can delete the automatic captions. In the Published area of the Manage Subtitles and and Closed Captions

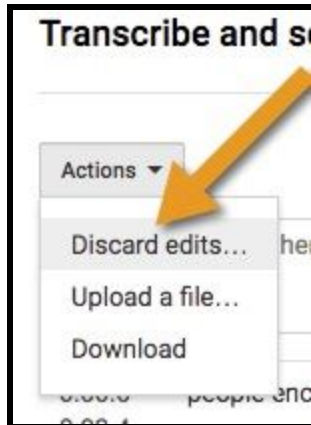
page, select the automatic caption file.



D. In the next window, select the Actions menu, and select Unpublish.



E. Next, select Discard Edits from the Actions menu.



F. In the popup window, click on Discard Edits.

