Tutorial 06 – How to Upload Your Own Caption File

If you have created your own video caption, you can upload the file into your YouTube video. It is recommended that you save your caption file as an SRT file format in your video editor.

The following instructions will guide you on how to upload your own caption file for your video.

In the Video subtitles screen, click on **Add** under subtitles. If you don't see the Add under subtitles, you can click on **Add Language** to add your caption.

inguage	Modified on	Title & description	Subtitles
nglish (video language)	Mar 12, 2020	Published by Creator	ADD 🖸

If you click on Add under subtitles, you will be taken to the Manage subtitles and closed captions screen.

istance Learning Testimonial Brandon Wallace Test	SELECT METHOD Choose how you want to add subtitles or closed caption video:	ons to this
	Upload a file	0
	Transcribe and auto-sync	0
	Create new subtitles or CC	0

If you click on Add Language, select the language for your caption you are uploading.



You will see a file added to Video Subtitles list. Click Add under Subtitles.

Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Published by Creator
English (United States)		ADD	ADD 🔀

You will be taken to the same Manage subtitles and Closed Captions screen.

stance Learning Testimonial Brandon Wallace Test	SELECT METHOD Choose how you want to add subtitles or closed caption video:	ons to this
	Upload a file	0
	Transcribe and auto-sync	0
	Create new subtitles or CC	0

To add caption file, click on **Upload a file** under Select Method.

SELECT METHOD Choose how you want to add for closed capt video:	tions to this
Upload a file	0
Transcribe and auto-sync	0
Create new subtitles or CC	0

You will see the Upload a file window. Select **Subtitles file** and click on **Choose File**.



A Windows Explorer window will open up. Locate the folder where you store your SRT caption file and select that file. Click **Open**.

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	*	Name	Date	Туре
		퉬 Captivate	9/19/2019 16:17 PM	File folder
		퉬 Docx	4/25/2016 11:20 AM	File folder
		퉬 Games	4/25/2016 11:20 AM	File folder
	-	퉬 Images	4/25/2016 11:20 AM	File folder
	=	퉬 Indesign	5/9/2019 10:56 AM	File folder
		🌗 Music	12/17/2018 16:32 PM	File folder
		퉬 PDF	4/25/2016 11:21 AM	File folder
		퉬 РРТХ	4/25/2016 11:21 AM	File folder
		퉬 Program	6/22/2018 11:58 AM	er
		🌗 Publisher	9/28/2016 11:52 AM	er
		🌗 Videos	4/25/2016 11:21 AM	
		🌗 Xslx	4/25/2016 11:24 AM	
		📗 zip	4/24/2019 10:52 AM	Fit.
		english	3/12/2020 14:45 PM	SRT File
	-	•		
1			✓ All Files	•
			Open	Cancel



You will be see the Transcribe and set timings screen. Go over and click on Save Changes.

ransci	ibe and set timings: English	Delete draft Save changes
Actions <	•	Keyboard sha
	is transcript may contain additional rmatting that can get lost if overwritten.	× Distance Learning Testimonial Brandon Wallace Test
Type sul	btitle here then press Enter	
0:00.0 0:03.6	Good morning, my name is Professor Brendan Wallace and I'm an associate	
):03.6):07.5	professor here at Montgomery College within the School of Education. Distance	
):07.5):11.6	learning, especially for me, has been quite rewarding. I'm able to advise	
):11.6):16.1	students on multiple different platforms, and it's really important that we	▶ ● 0:00 / 3:05 □ # 10 0.01 0:02 0:03 0:04 0:05 0:06 0:07 0:08 0:09 0:10 0:11
):16.1):20.3	connect with our students and meet them where they are, and a lot of our students	Good morning, my name is Professor Brendan Wallace and I'm an Within the School of Education.
:20.3 :25.2	are super more technology savvy than any of us could be, and so it's really really	Pause video while typing
1.25.2	cool when they kind of show you what	

You should now see your caption file under Published in the Manage subtitles and closed captions screen.

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Add new subtitles or CC 🔻	
ISHED	
English	
	English

You can close the current tab. In the Video Subtitles screen, click on Refresh.

Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Refresh C

You will see Published under Subtitles, which mean you have uploaded a caption file for your video.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Published by Creator

• If you still see the English (Automatic) caption in your list of subtitles, remember to hide or delete the file, since you don't need viewer to see this subtitle option when they view your video. You want them to only see the correct caption file you've created.