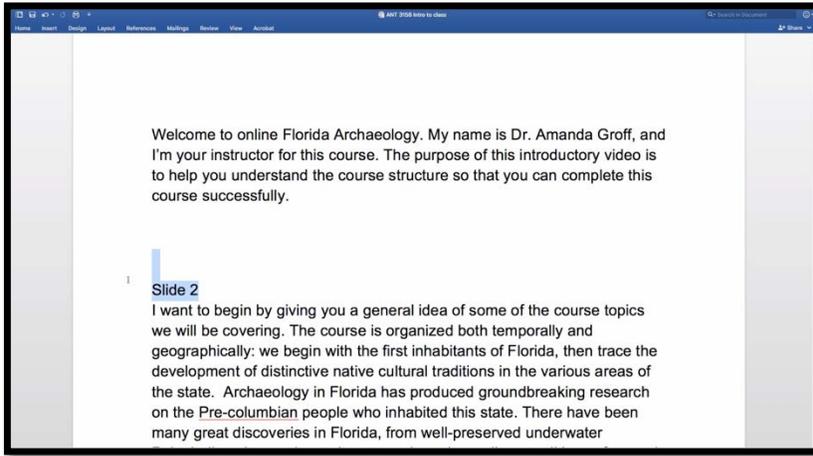
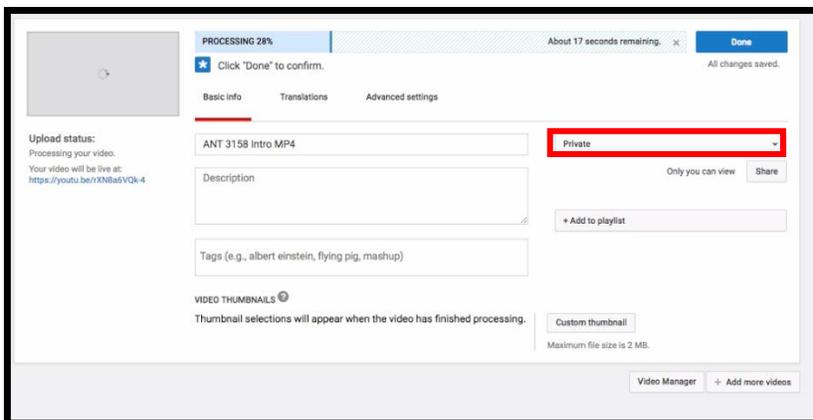
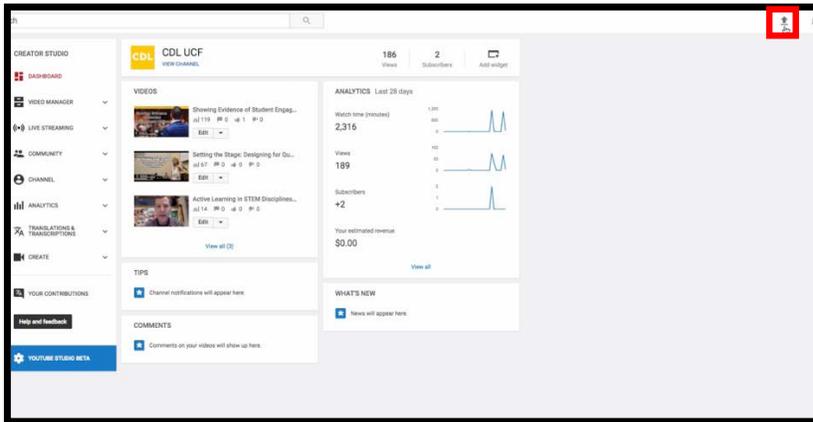


# CREATING CLOSED CAPTIONS USING YOUTUBE

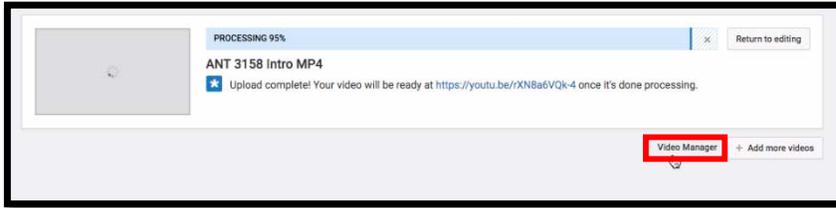
1. Open transcript and erase any headings or titles.



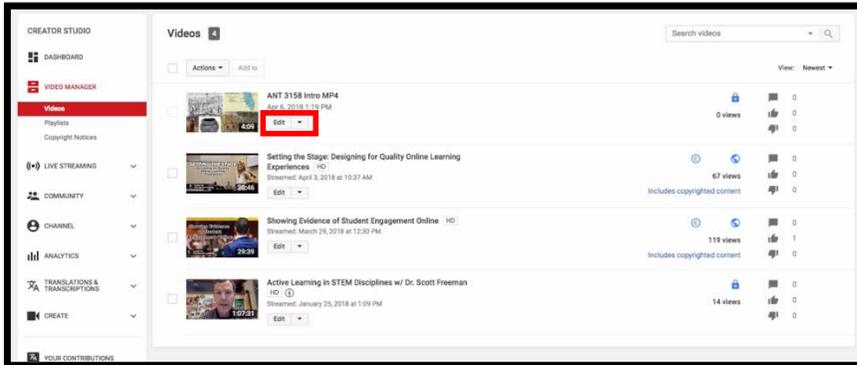
2. Upload video into YouTube and allow for processing. (Please set video to private if you do not wish to share it publicly)



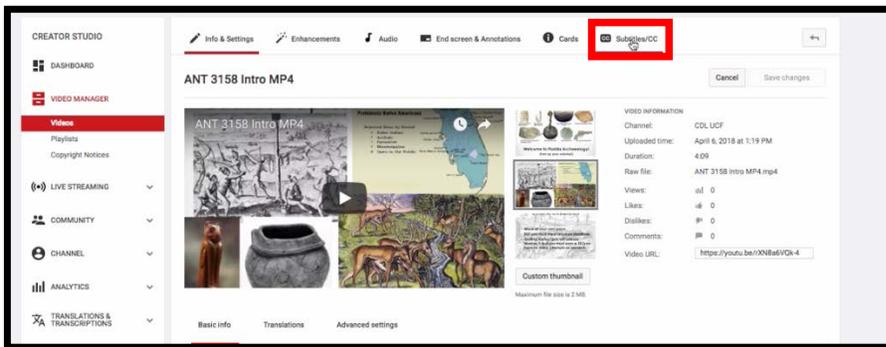
3. Click on 'Video Manager' below the processing window.



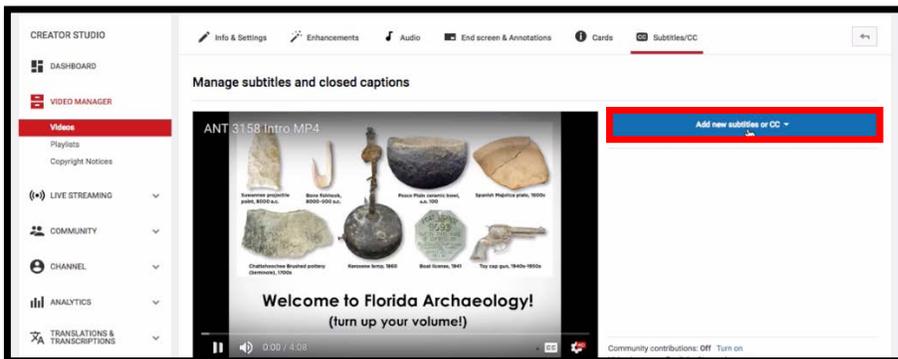
4. Click on 'Edit' on the video.



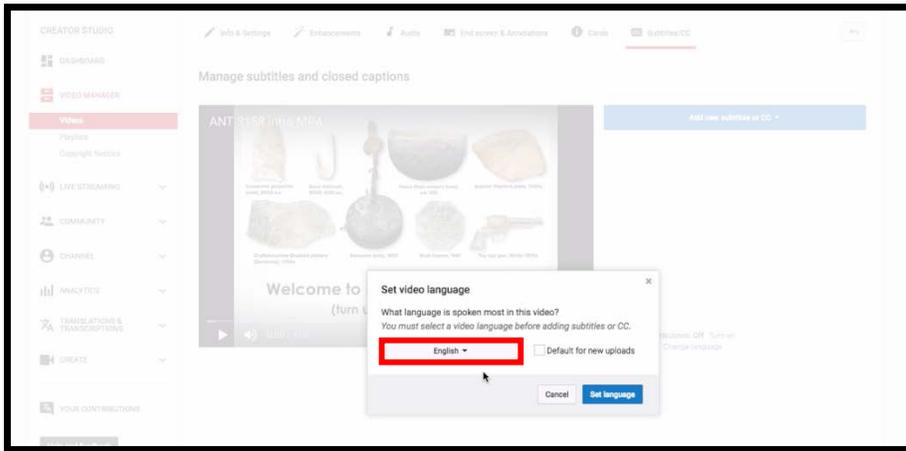
5. Select 'Subtitles/CC' from the top menu bar.



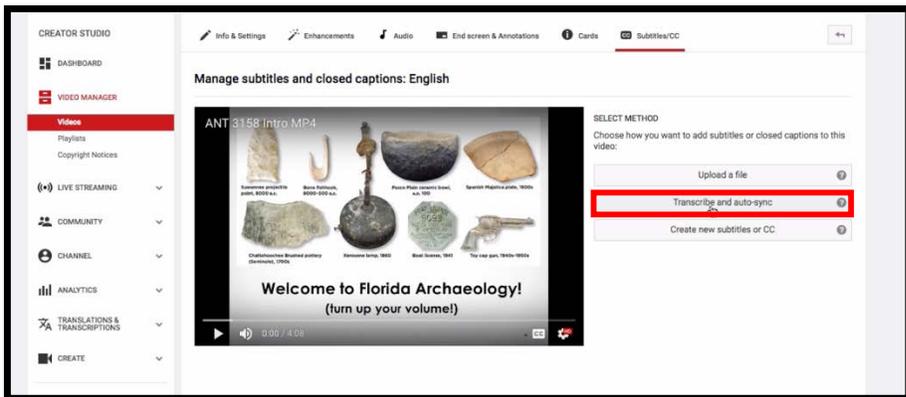
6. Click the 'Add new subtitles or CC' button.



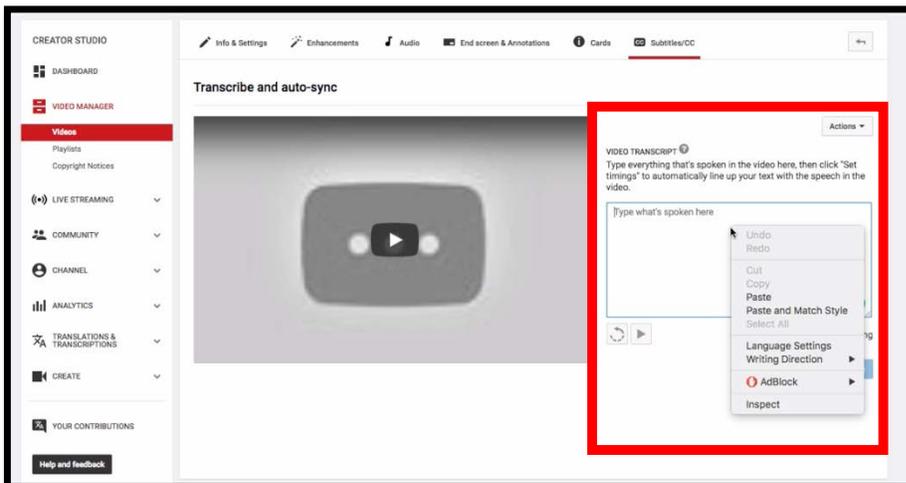
7. Select 'English' as language.



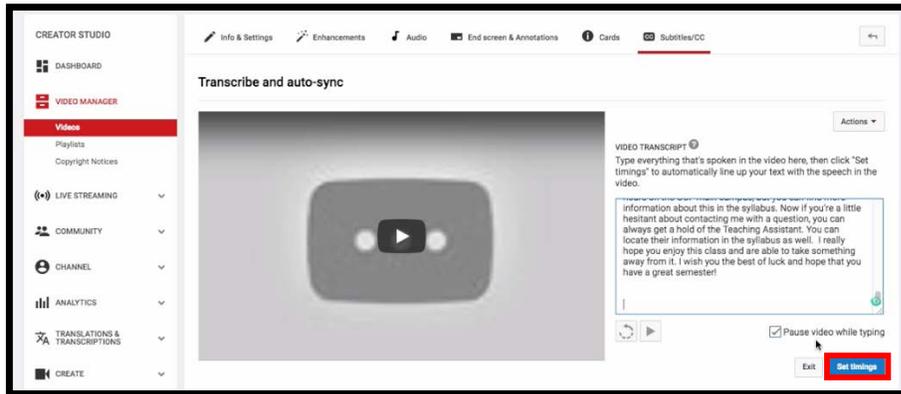
8. Select the 'Transcribe and auto-sync' button in the middle.



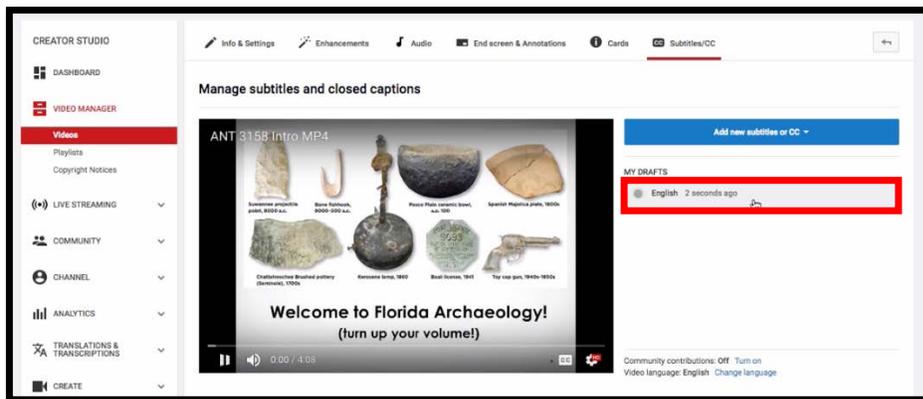
9. Copy/Paste your transcript into space provided and edit any text errors.



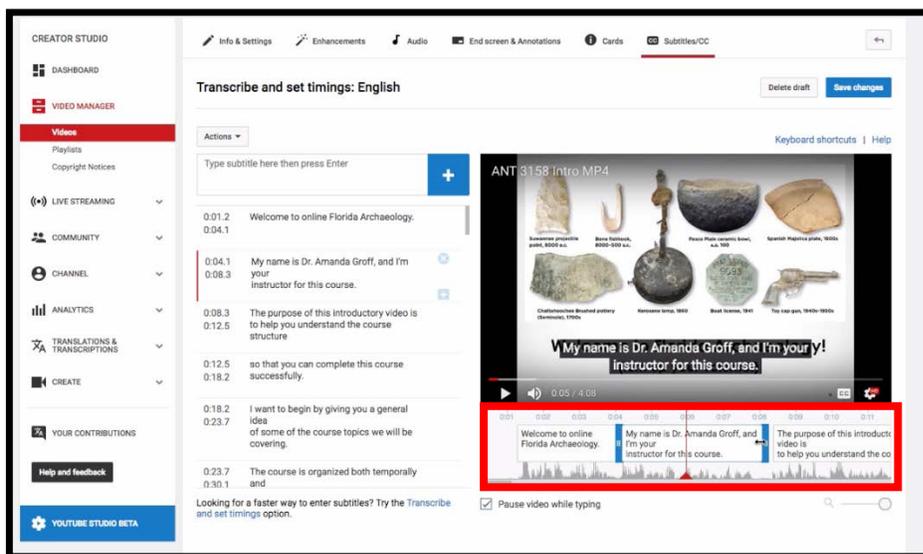
10. Click 'Set timings' and check back in a few minutes.



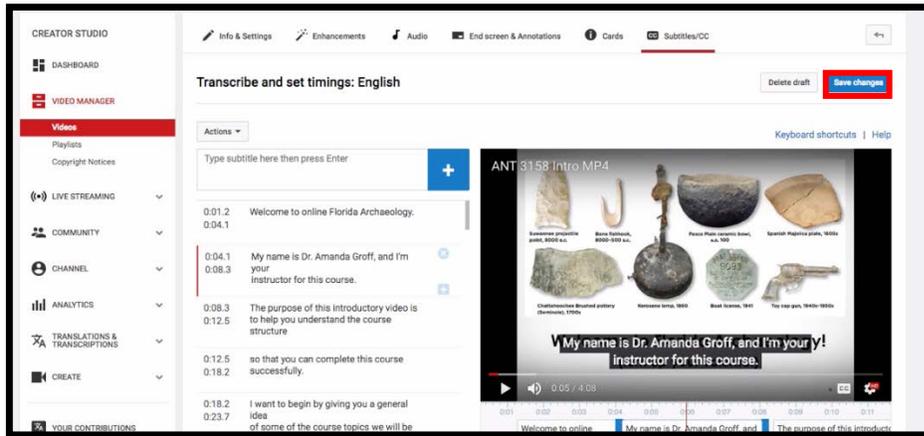
11. Click on the 'English' link under 'My Drafts' to set timings.



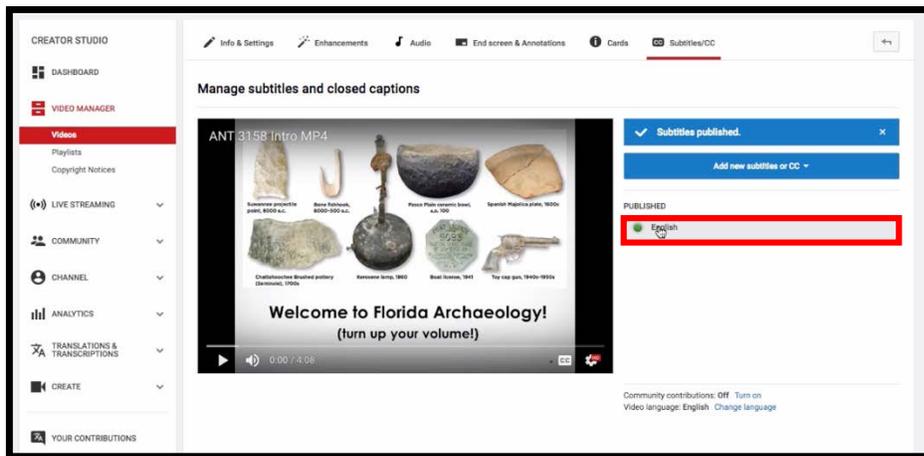
12. Watch the video to check that the text is synced properly and make any necessary adjustments by sliding the blue handles under the video.



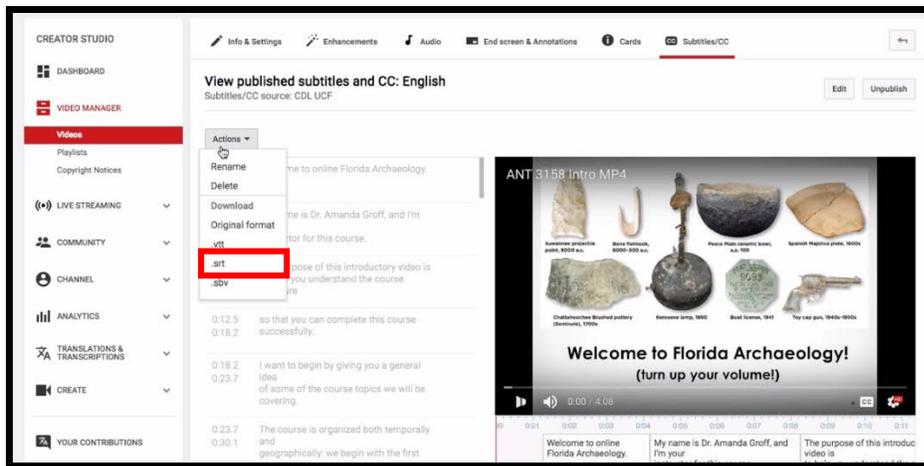
13. Click save changes



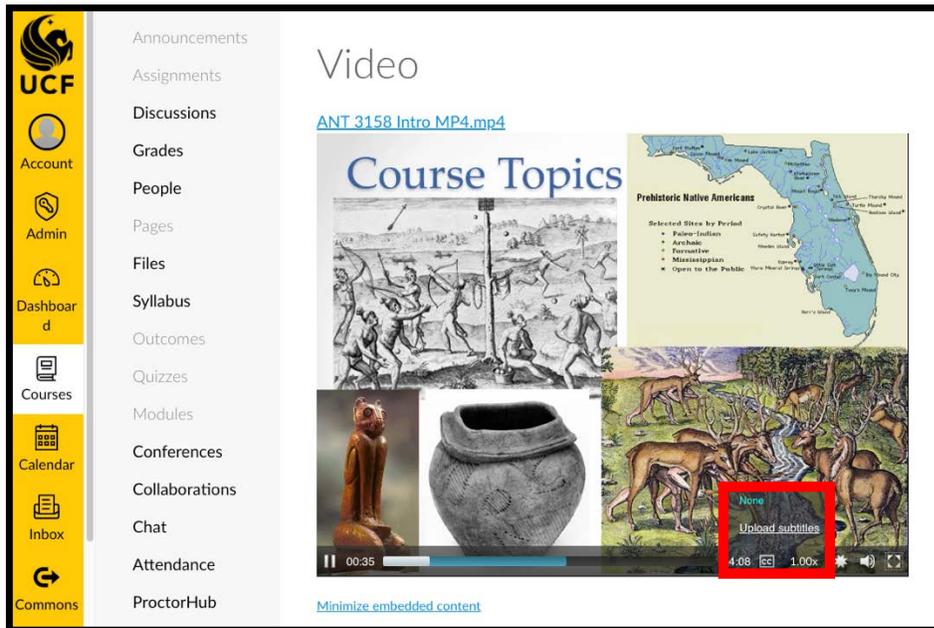
14. Your subtitles are now published. If you would like to download the .SRT file and upload it to Webcourses@UCF, click on 'English' under the 'Published' section.



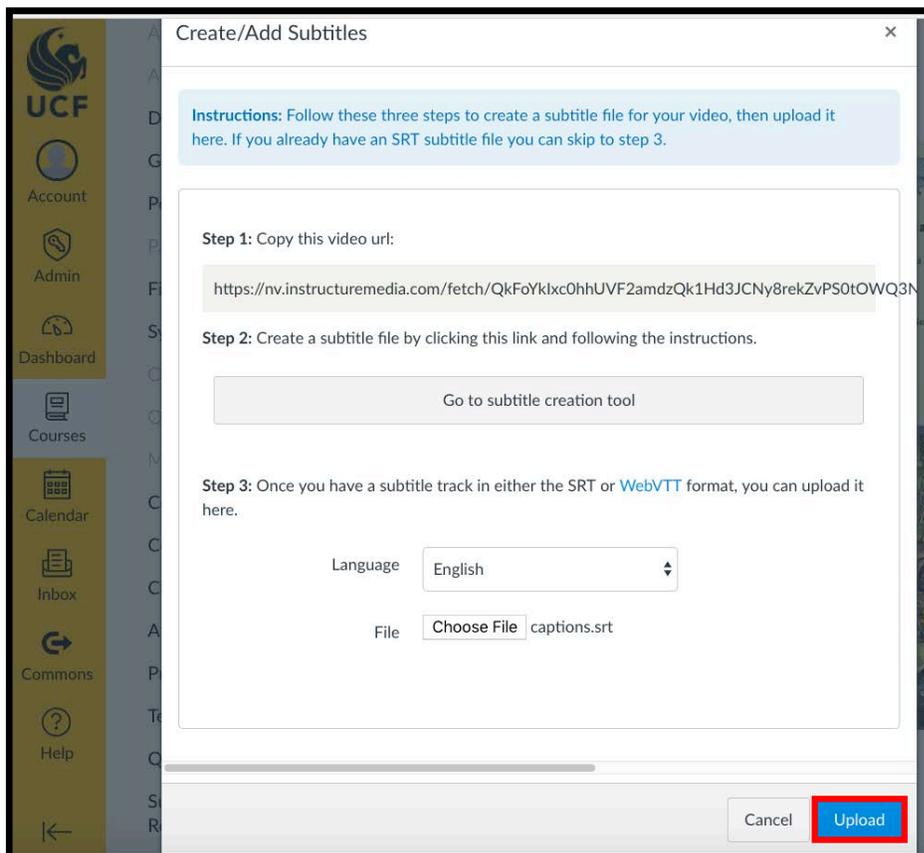
15. Click the 'Actions' dropdown box and select '.srt' and save the file.



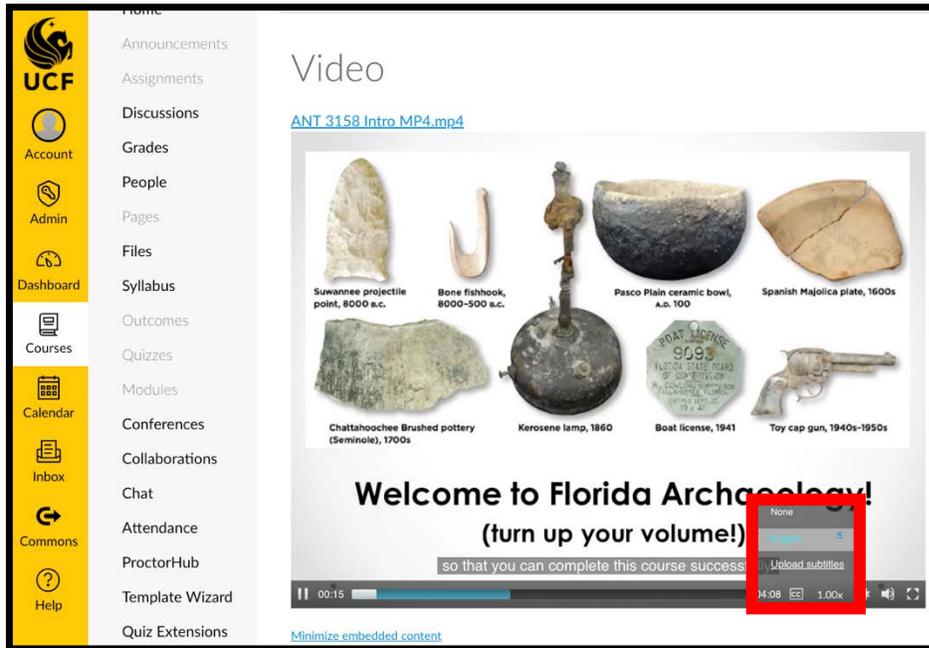
16. Locate the video within your course Webcourses@UCF and click 'CC' at the bottom of the play, then click 'Upload Subtitles' from the menu that pops up.



17. Skip to Step 3, select the language, the file, and hit the 'Upload' button.



18. Your video embedded in Webcourses@UCF now has closed-captions.



Thank you for making your course more accessible!