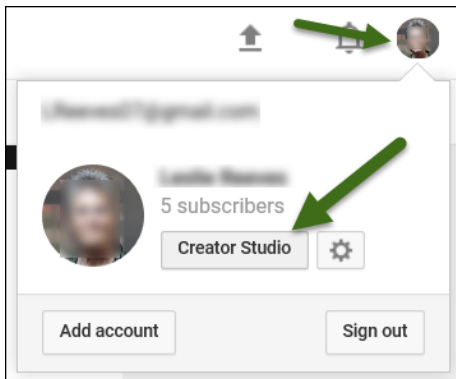# Edit or Upload YouTube Captions
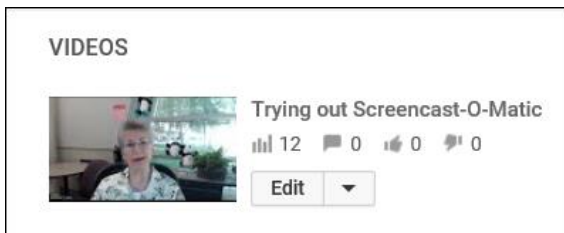
Editing and uploading captions for your YouTube videos has gotten a bit easier. Here is the current process.

Accessing Captions

1. Login to your YouTube account.
2. On the top-right of your screen, click on your account image and then click the **Creator Studio** button as pictured below. **(YouTube now has a beta version of this process for getting to your uploaded videos. See those instructions at the end.)**
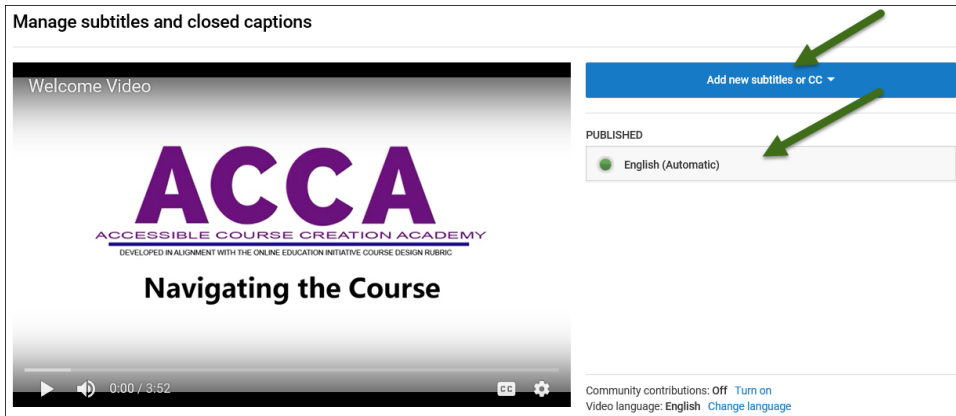

3. You should see the video that was uploaded either by you or by Screencast-O-Matic. Click the Edit button to the right of the thumbnail of the video as pictured below.

4. You will see your video editing tools at the top of the screen. Click the last one in the group, **Subtitles/CC** as pictured below.
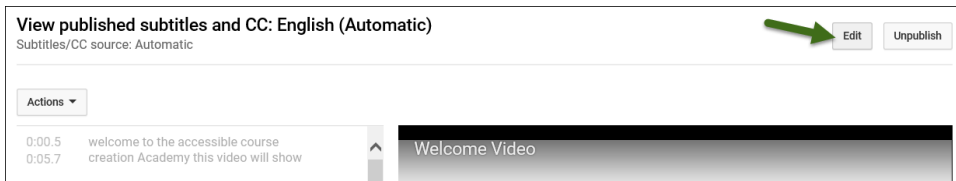
5. You will see to the right of your video there are two choices and they are to **Add new subtitles or CC** or edit the PUBLISHED **English (Automatic)** captions as pictured below.
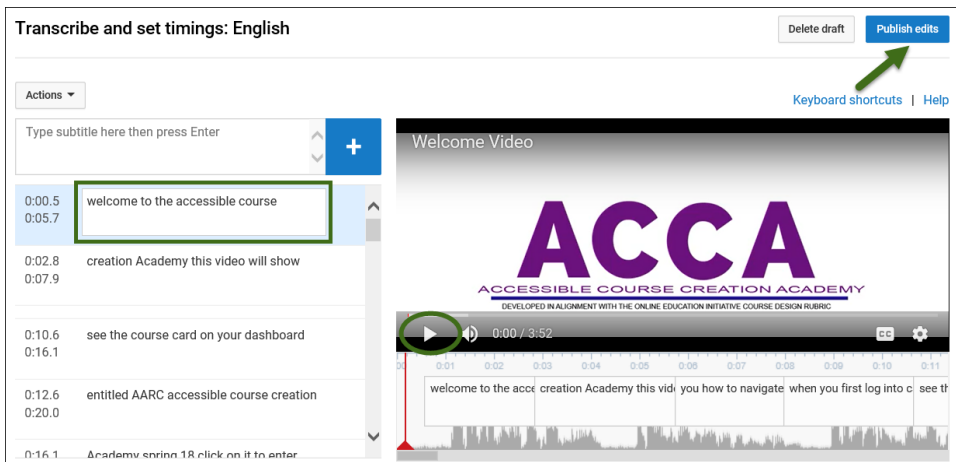

Editing Automatic Captions

Let's first look at the second choice to edit the published captions. This is a good process if the video is less than 5 minutes.

1. Click on the English (Automatic) button as pictured above.
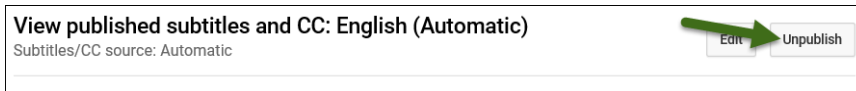2. When the next window opens, click on the Edit button as pictured below.

3. This is where you will repair the automatic captions by typing in each box on the left to capitalize and punctuate as needed. You can play or pause the recording as you are fixing the captions. When you are done, click the **Publish edits** button as pictured below.

4. Now you will see two Published captions. You want to delete the English (Automatic) captions by clicking on the button as pictured below.
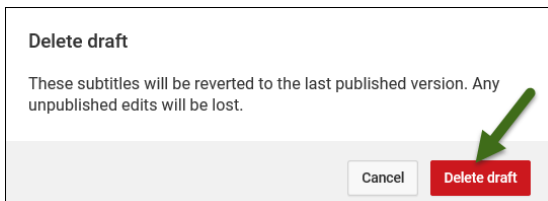

5. In the next window, click **Unpublish** as pictured below.

6. Then click **Delete draft** as pictured below.

7. You will get a message that the subtitles will be reverted to the last published verson. Simply click the Delete draft button as pictured below. It's OK, really.
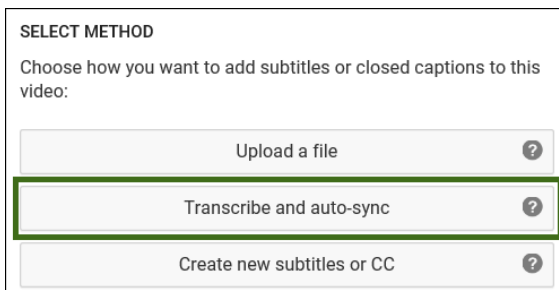

Uploading Captions

This is a much easier process if the video is more than 5 minutes, and you have a typed transcription of the audio portion of the video.
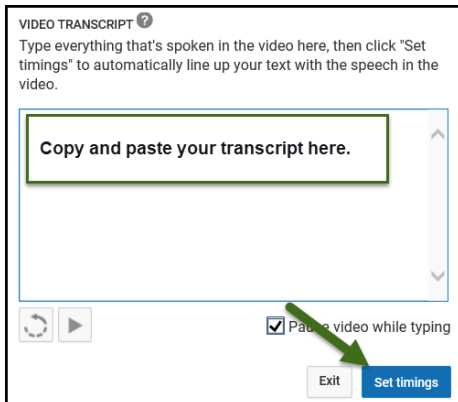
1. Click the **Add new subtitles or CC** button as pictured below.

2. Choose English if asked. Here click on the **Transcribe and auto-sync** button as pictured below.
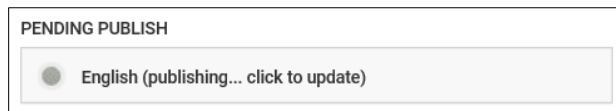
3. In the next box, you will copy the text from your transcript and paste it into the box. Then click the **Set timings** button as pictured below.

4. You will see the message pictured below. It could take a minute or a few and you may want to refresh your browser.
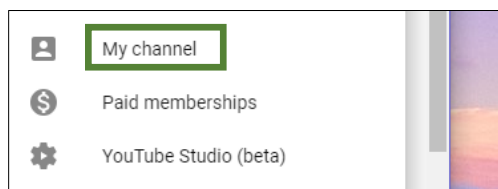

5. When it stops saying **(setting timings…)** as pictured above, click on the button.
6. In the next window you can check the timings if you like, but YouTube is incredibly accurate with this process. Click Publish. You will get the message below and again, this takes a minute or two.
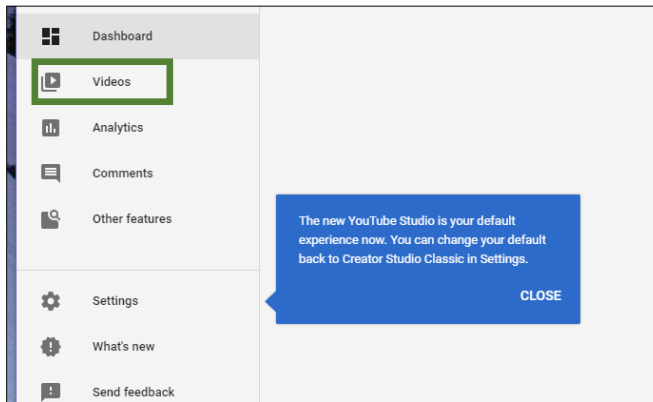

That's it! Now you have 100% Section 508 compliant captions!
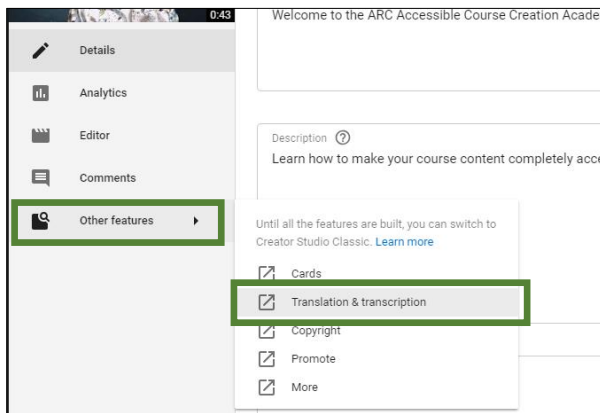
Beta Version

1. After clicking your account image on the top right, select, **My channel** as pictured below.

2. Be sure to click **Videos** on the left to access your videos as pictured below.

3. When you see the video you want to access, click on it. This will bring up further editing tools on the left. Hover over **Other features** and then select **Translation & transcription** as pictured below.

4. Finally, this will take you to your video editing tools at the top of the screen. Click the last one in the group, **Subtitles/CC** as pictured below.

5. Then continue to follow the directions on page 2.