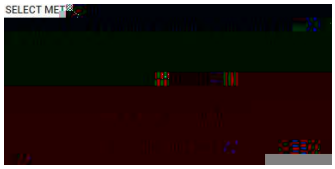
7. Otherwise, choose one of the following options: *Create new subtitles or CC*, *Transcribe and set timings*, or *Upload a file*. Details below.



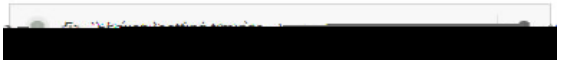
If you change the setting for the original language of your video, your published and draft subtitles and closed captions will not be affected. However, all future translated subtitles will use the new language as the source for translations.

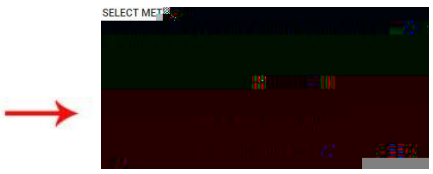
Upload a file

You will need to upload a text file. Since most of us use Word to create our documents, you will need to save your document as a plain text (.txt) file. When you save a Word document as a text file, be sure to check *Allow Character Substitution* to minimize the editing you will have to do.

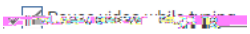
1. Click *Upload a file*.

2. Choose the type of file to upload. You will most likely



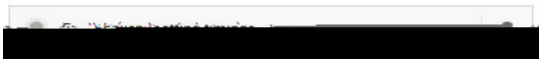


2. Play the video. Type all of the spoken audio in the text field. If you have selected *Pause video while typing*, the video will pause when you start typing, and stay paused until you stop typing or use delete/backspace. If you are creating closed captions, incorporate sound cues like [music] or [applause] to identify background sounds.



3. When you have finished typing everything said in the video, click *Set timings* to sync your transcript with the video. You will be brought back to the video tracklist. Wait. This will take a few minutes. It may not automatically take you to the captions.

To check if it's done, you can click on English *(setting timings...)*.



If it is finished, it will take you to the captions. If not, it will prompt you to wait.

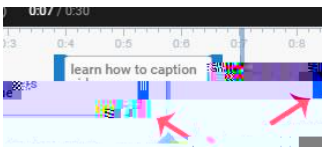
4. Use the caption boxes in the timeline to modify the starts, ends, and durations of each caption. (See above, Create New Subtitles and CC #3)

5. Be sure to click *Publish* when you are finished.

Create new subtitles or CC

This feature allows you to create new subtitles or closed captions from scratch.

1. Select *Create new subtitles or CC*



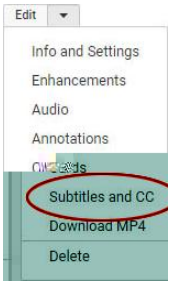
** For more information about guidelines for captioning, go to https://dcmp.org/captioningkey/. **

You can also edit time codes by downloading the caption file and using a plain text (.txt) editing program like TextEdit or Notepad to edit the captions manually. This is much more complicated and may result in a higher level of error.

To download your captions:

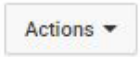
1. Visit your *Video Manager*.

2. Next to your video, click the drop-down arrow next to the *Edit* button, then select *Subtitles and CC*.



3. Select the caption track you would like to download.

4. Click the *Actions* drop-down menu.



5. Click the captions file format you would like.
   For BlazeView/ShareStream, .srt format is generally the best option.

6. Your browser will download a file containing the captions track. All files are called captions.srt when downloaded, or a variation on that name such as captions (1).srt. You may want to rename the file immediately after you download it to ensure you can find it more easily later.

When you're done editing, simply upload the captions back to your video.

Adapted from Google Help (https://support.google.com/youtube/answer/2734705?hl=en)