Captionist Guide to Editing Automatic Captions on YouTube

YouTube has the capacity to generate automatic captions for videos uploaded in the NCOD Media Captioning channel.

You are responsible for editing the automatic captioning, so the captions are accurate and correct.

When a video is ready, Scott will send you a YouTube link. Each YouTube link will have automatic captions.

Here is a step by step guide on how to edit automatic captions on a YouTube video.

**Before You Start**

Make sure you have a Google account. If you do not have a Google account, [click here](#) to create one.

**Step 1**

Receive YouTube link (you will be prompted to sign in your Google account) from Scott.

**Step 2**

Select “English” (do not select English – United States). “English” will provide the automatically generated captions.
Step 3

Play the video and listen to the speaker(s). Watch the captions to see if they match the speaker(s).

If the captions are incorrect:

- Pause the video
- Click over the error (spelling, word, punctuation, etc.) in the left panel (where all the captions are seen).
- Correct the error
- Continue playing the video

When you are doing editing the captions:

1. Click “Submit Contribution” (blue button) on top right corner.
2. A dialog box will show asking “Are the subtitles done?”
3. Click Yes – They’re ready to be reviewed.
4. Click Submit
5. Click “Close” to finish your work.
6. Click “Exit.”
7. Email Scott the exact title of your video, i.e., “RUS 101 – Professor Ji” or respond to the email you received from Scott.

You are done! Thank you!