
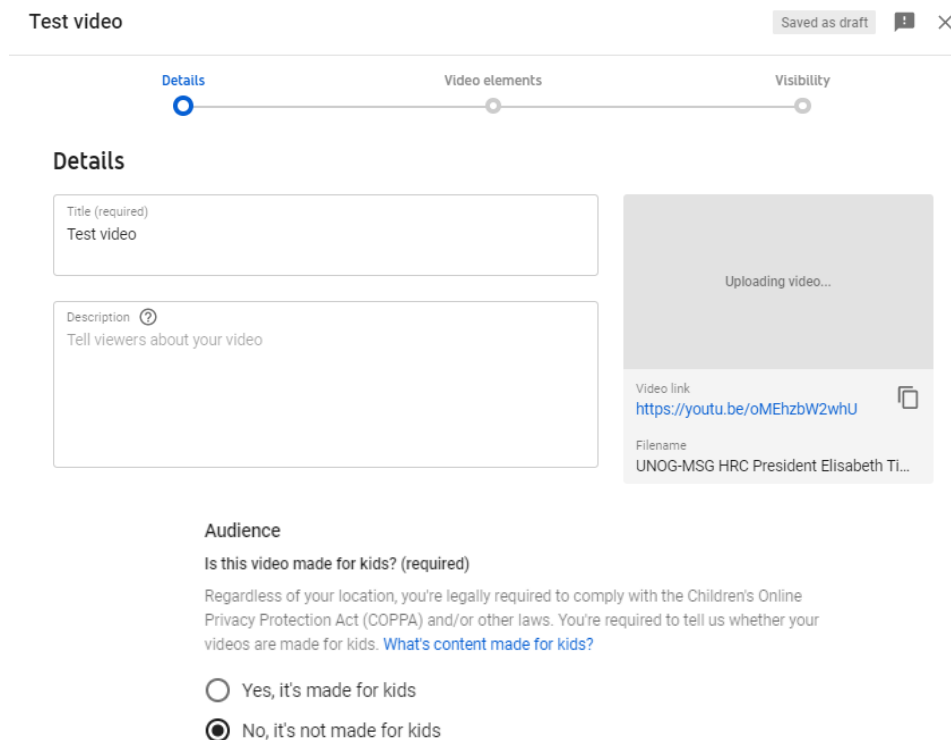




Guidelines: creating captions using YouTube

The purpose of these guidelines is to explain how to use YouTube to caption video messages. We recommend its use as an example of a quick, simple and free solution to increase the accessibility of Council sessions, but stakeholders are encouraged to use any means of their choosing to add subtitles to video messages.

These guidelines only address how to create subtitles when a transcript of the video is available. YouTube also generates automatic captions, but this falls beyond the scope of these guidelines.

1. Go to www.youtube.com and log in or sign up using a Google account.
2. In the upper-right corner, click on the camera icon  and select "Upload video".
3. Select the video file.
4. The following screen appears. As the video will not be made public on YouTube, most details are not relevant. The only required fields are the title and the indication that the video is not meant for children. Complete them and click "Next".




Test video Saved as draft  


Details Video elements Visibility

Details

Title (required)
Test video

Description 
Tell viewers about your video

Uploading video...

Video link
<https://youtu.be/oMEhzbW2whU> 

Filename
UNOG-MSG HRC President Elisabeth TL...

Audience

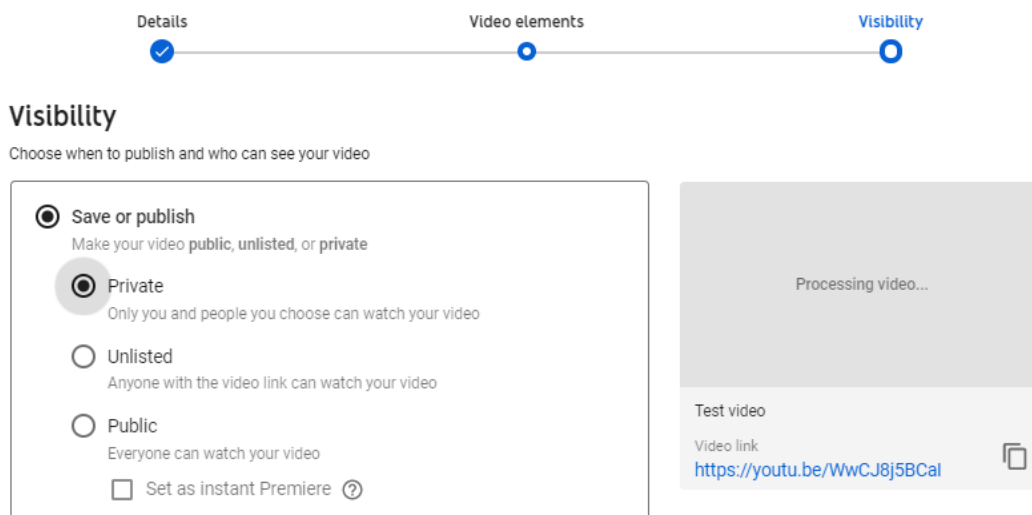
Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

Yes, it's made for kids

No, it's not made for kids

5. Click "Next" on the "Video elements" tab. On the "Visibility" tab, select "Private" and click on "Save".



Details Video elements Visibility

Visibility


Choose when to publish and who can see your video

Save or publish
Make your video public, unlisted, or private

Private
Only you and people you choose can watch your video


Unlisted
Anyone with the video link can watch your video

Public
Everyone can watch your video

Set as instant Premiere 

Processing video...

Test video

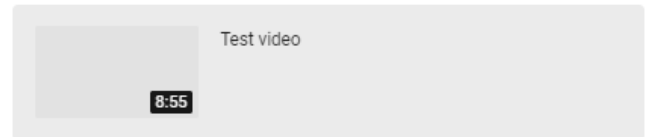
Video link
<https://youtu.be/WwCJ8j5BCal> 

6. After the video has finished uploading, it might be necessary to wait some minutes while it is being processed (capture below). Processing time depends on several factors, such as the format and size of the original file,

as well as YouTube’s own upload traffic. As a rule of thumb, it can take around one minute of processing for each minute of video – and more than that for higher-resolution video. The progress bar is usually not linear: 0% takes a long time, and from there it jumps to almost completion. A few minutes at 0% does not mean that the processing is frozen.

Video processing

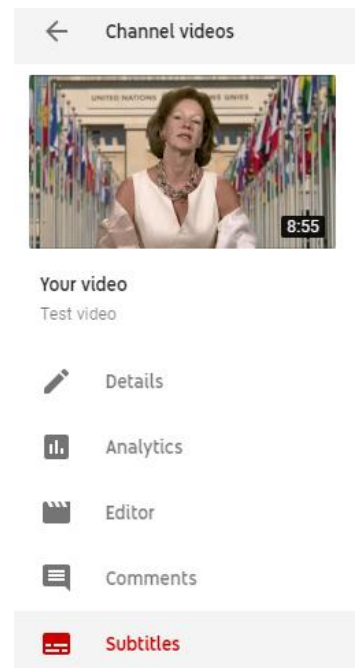
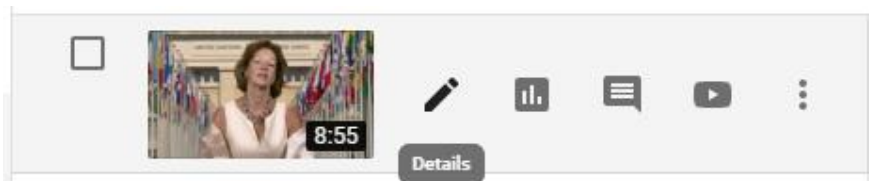
Your private video is still processing standard definition (SD).



SD 0% processed

CLOSE

- Go back to the dashboard by clicking on the icon on the upper-left side. On the left-hand column, select Videos. Click on “Details” next to the video to caption. After that, select “Subtitles”.



- Select “add” and then “Upload a file”. On the next screen, select “Transcript” as the file type. There might be a warning mentioning that “Uploading a file will overwrite this version of English”. This means that YouTube has already generated automatic captions for this video, which will now be overwritten.

Language	Modified on	Title & description	Subtitles
English (video language)	Aug 28, 2020	Published by Creator	ADD

SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

- Upload a file
- Transcribe and auto-sync
- Create new subtitles or CC

Upload a file

Upload a text transcript or timed subtitles file. [Learn more](#)

Uploading a file will overwrite this version of English

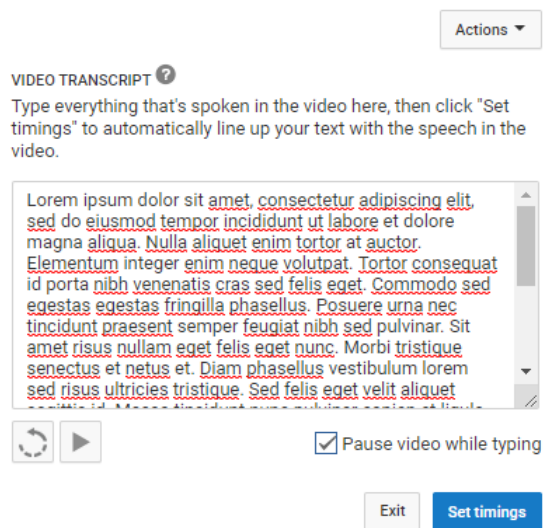
File type

Transcript

Subtitles file

No file chosen

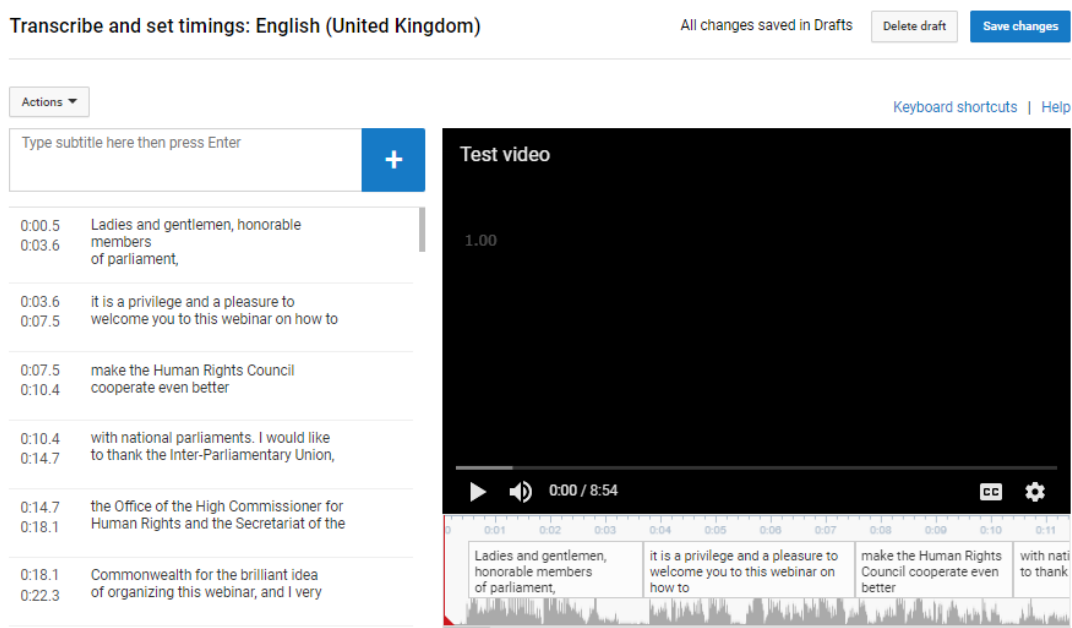
- Upload the transcript *as a plain text (.txt) file*. Using a Word document will not work properly. Before uploading it, edit the file so as to include only what is actually said in the video, without bullet points, headers or footnotes.
- The transcript will appear in the following box. Click on “Set timings”.

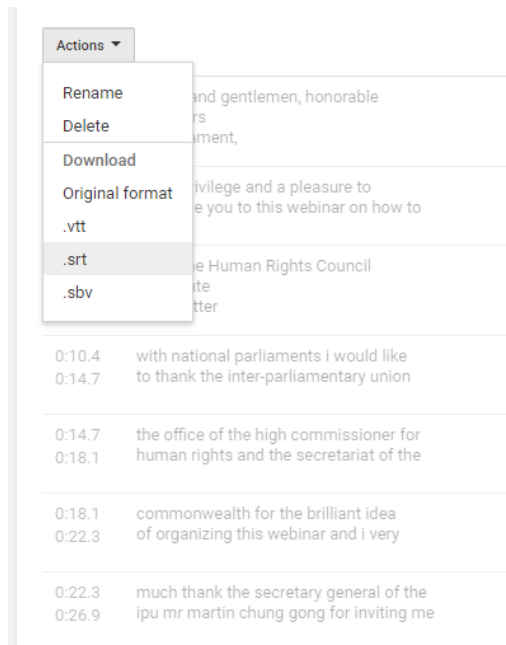


- YouTube will now transform the transcript in timestamped subtitles. For a 7-minute video, this takes 2 to 3 minutes on average. *YouTube does not refresh the page automatically when this process has finished*; so refresh the page after a few minutes to check whether it is finished (refreshing the page before it is complete *does not* reset the progress). When it is done, click on the draft.

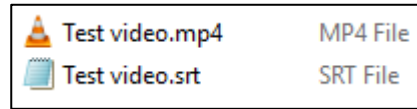


- It is possible to check and edit the subtitles at this stage, changing the wording or timing if needed. After this, click on “Save changes”.





13. Select again the edited subtitles. Click on “Actions” and download the captions as a .srt file. Save it with the same file name as the video, as shown in the capture below.



14. That is it! To test it, open the video file using a player that supports subtitles, such as VLC Media Player. Provided that both files have the exact same name and are saved on the same folder, captions should be displayed automatically.
15. Kindly send the .srt subtitle file when sharing the video file with the Secretariat.