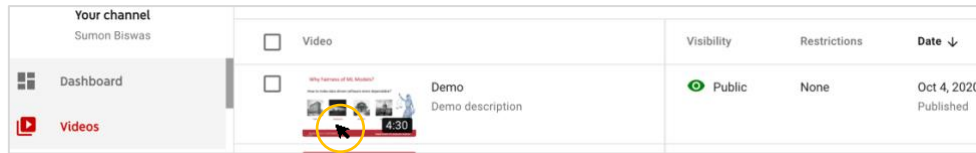
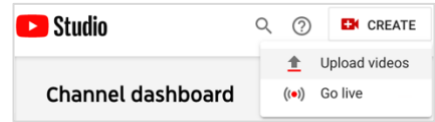


How to Add Closed Captions in Your Video Talk

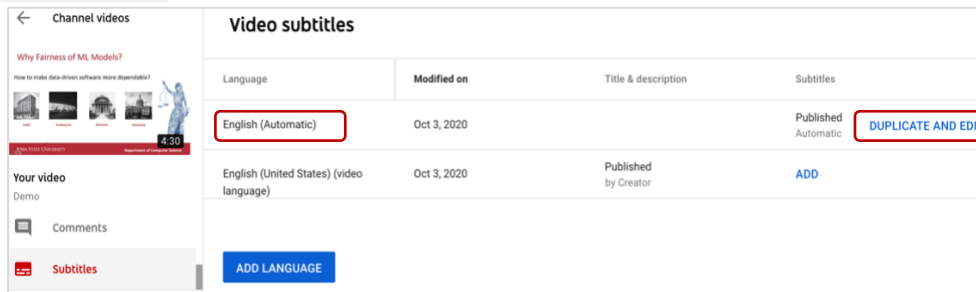
Sumon Biswas, Iowa State University

YouTube Studio can be used to generate closed captions for your talk following these simple steps:

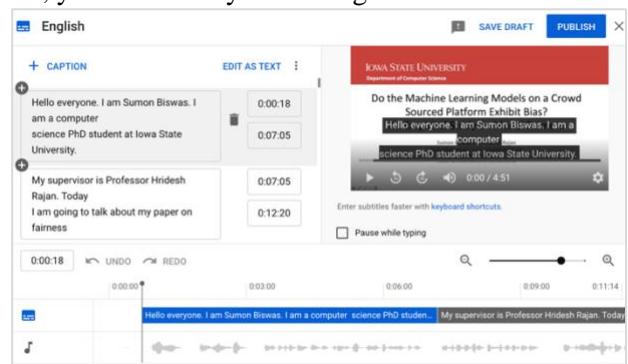
1. First, record the video of the talk. The video should have a clear voice recording.
2. Sign in to [YouTube Studio](#).
3. Click on CREATE > Upload videos. Then upload the recorded talk and fill the standard options (title, description, etc.). Finish the upload and publish it private mode. It will take some time to process the video. For a video of length around 15 minutes, automatic caption should be available in one hour.
4. After the video is published, select Videos menu from the left menu and click on the video. It will open the video editing options.



5. Click Subtitles from the left menu. You should see English (Automatic) subtitle option there. Click DUPLICATE AND EDIT.



6. You should see automatically generated text from the speech. You have two options to finalize the captions:
 - a. Edit the text to make corrections: adding punctuations, capitalization, misspelled words, etc. The text will be automatically synced with the timing. However, you can modify the timings too.
 - b. Alternatively, you can delete the automatically generated text and add your text manually by clicking on +CAPTION. Then write the text, start time, and end time.
7. Save the draft and click PUBLISH.
8. Finally, click on Options beside the EDIT button and click Download. Then select .srt format. Thus, you get your closed caption for your talk in a .srt file.



Here is an [example talk](#) with closed captions. Click on the CC button if the closed captions are not enabled.

Apart from YouTube Studio, there are other tools too for generating captions (.srt). For example, [Otter.ai](#) can be used to do the task with its paid version. You can find the [instructions here](#).

You can test your captions by playing the video locally by enabling subtitle and using the generated caption.

Finally, submit both the video file (e.g., mp4) and the caption file (.srt) to your talk venue.

