

# How to Add Captions

---

## Add Captions to YouTube

1. Log into YouTube account
2. Go to Video Manager
3. Select video and click “edit” button
4. Once in video editor → selection click captions on bar at the top
5. Do not trust automatic captions they are usually wrong
6. Select the “English” button NOT the “English automatic captions”
7. Press play on the video and the caption boxes will change on the right-hand side as the video progresses. This is to alert you what section of the video occurs in the specific time frame so that you can add the appropriate captions.
8. Finally, listen through your video and following the outline on the right-hand side of the screen, type captions to your video

**Helpful link:** <https://www.youtube.com/watch?v=qYcj85tBje4>

## Add Captions to Facebook

1. Upload video to YouTube and add captions as described above
2. Click “Actions” and under the download section select “.srt” this saves the file
3. Once downloaded, rename to \*\*\*\_en\_US.srt (\*\*\* can be whatever you would like to name it)
4. Go into your Facebook and upload video
5. Click “captions” tab and select upload SRT file (You can make an SRT file outside of YouTube but the easiest way is to go through YouTube)
6. Change default language to the version you just uploaded (English\_en\_US)

### OR

1. Upload your video to Facebook (may have to wait for up to an hour for this option to become available)
2. Select edit post
3. Click Captions
4. Select “Generate”
  - a. This allows Facebook to generate automatic captions HOWEVER this is usually wrong
5. You will now need to listen to your video and correct the captions in the right-hand window to be accurate

**Helpful link:** <https://www.youtube.com/watch?v=nldTF2WcuKY&frags=pl%2Cwn>