How to add subtitles to films on YouTube

A creative accessibility guide by Turf Projects
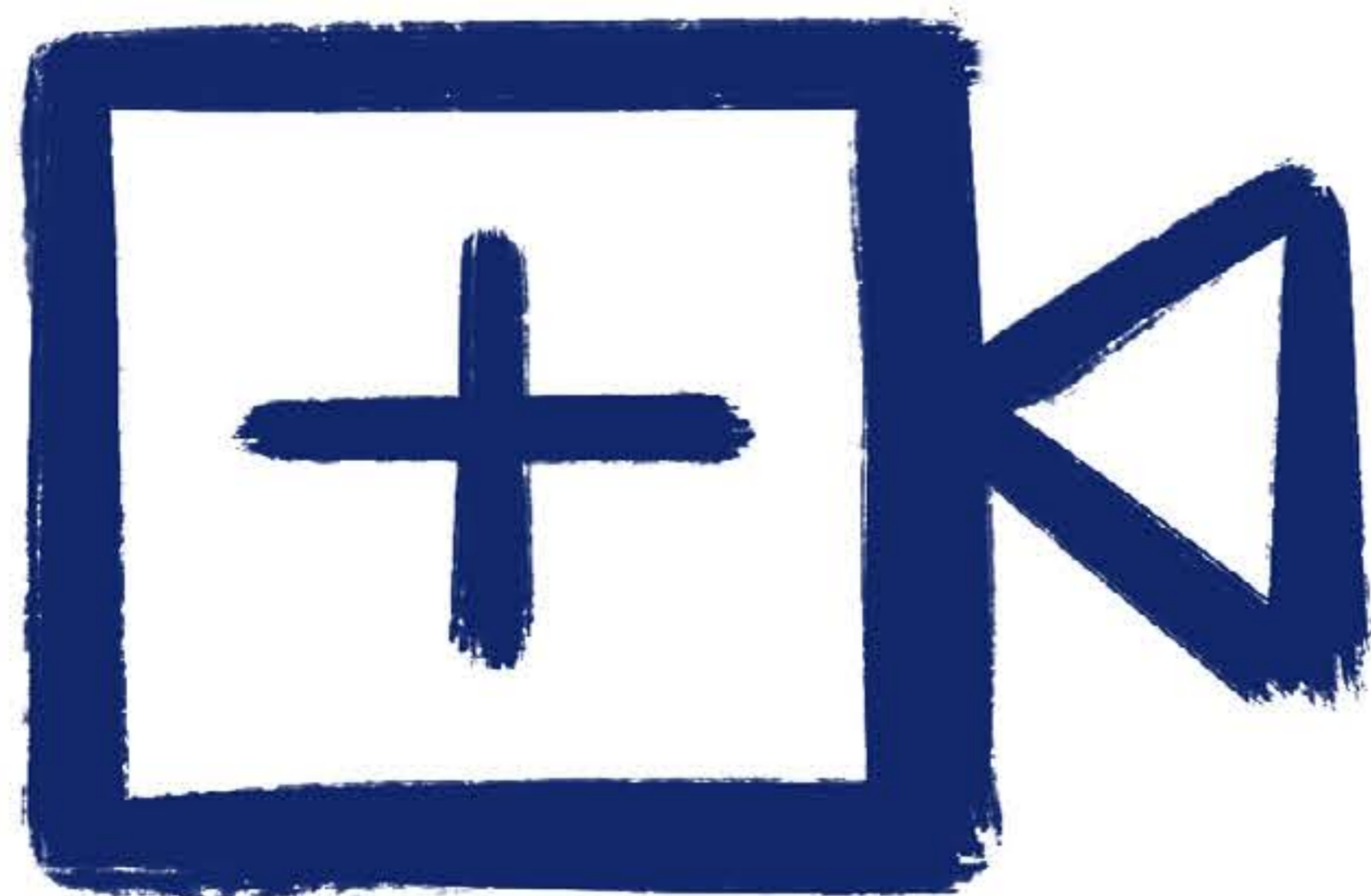
TURF

Step One

Log into your YouTube account.

Step Two

Upload your film to YouTube by clicking on the '+' camera sign, in the top right hand corner of the home screen.

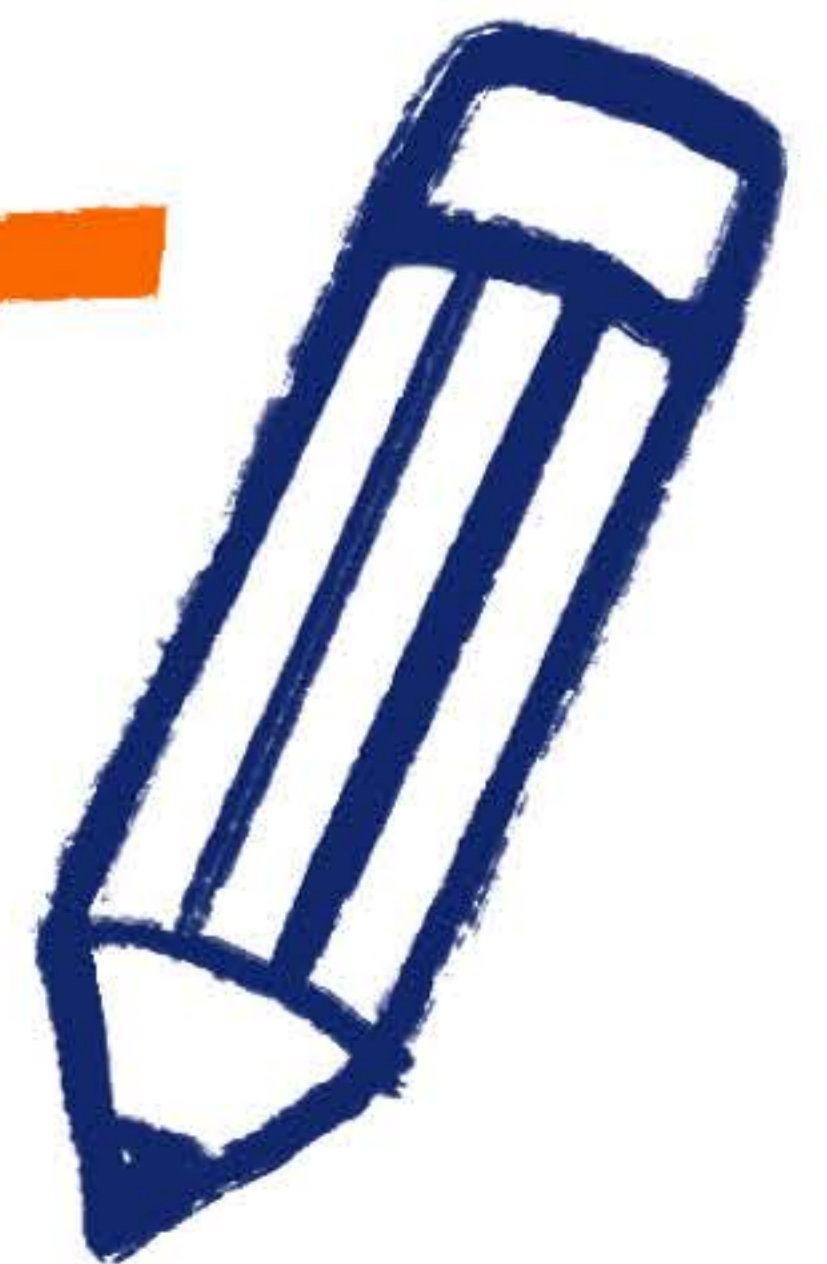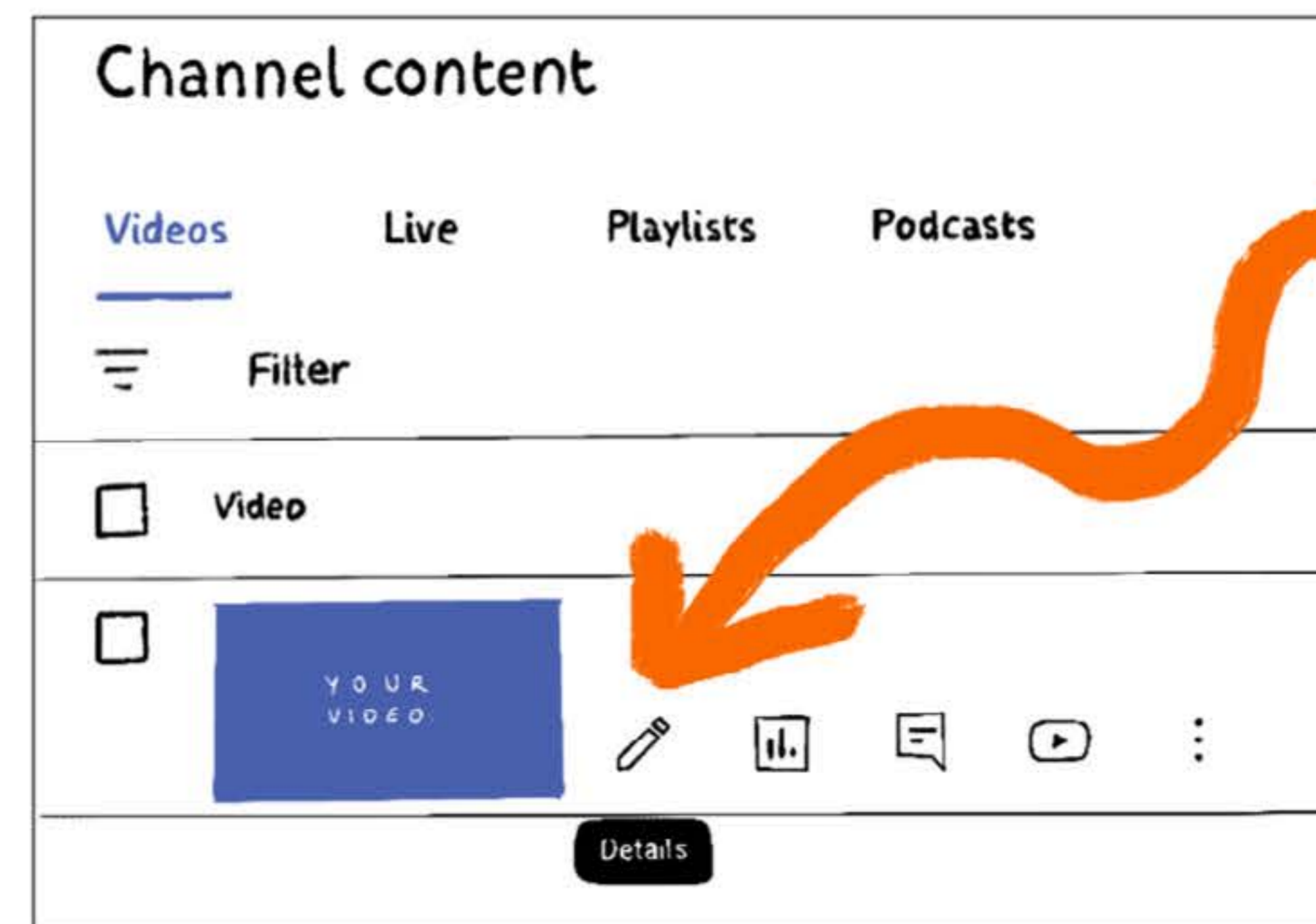Then click 'Upload Video' in the drop down bar.

Or find it to select from your channel if it is already uploaded.

Step Three

Once uploaded for the first time, the screen will take you to the 'Studio' space where you can add the title and description of the film's content.

If it is already uploaded, where your film appears in the Channel contents, click on the pencil 'Edit' symbol beside it to open it in the 'Studio' space.

Step Four

Click on 'Subtitles' from the left-hand side menu and this will take you to a window to select the language from a drop-down menu.

Select the 'Add Language' button and then click 'Confirm' to save.

Click on 'Details' to return to the previous screen.

Step Five

You will return to the studio area of editing your film. Now click on the 'Subtitles' option on the right-hand side to add your captions.

This will open a window to give you 3 options of how you would like to add the text:
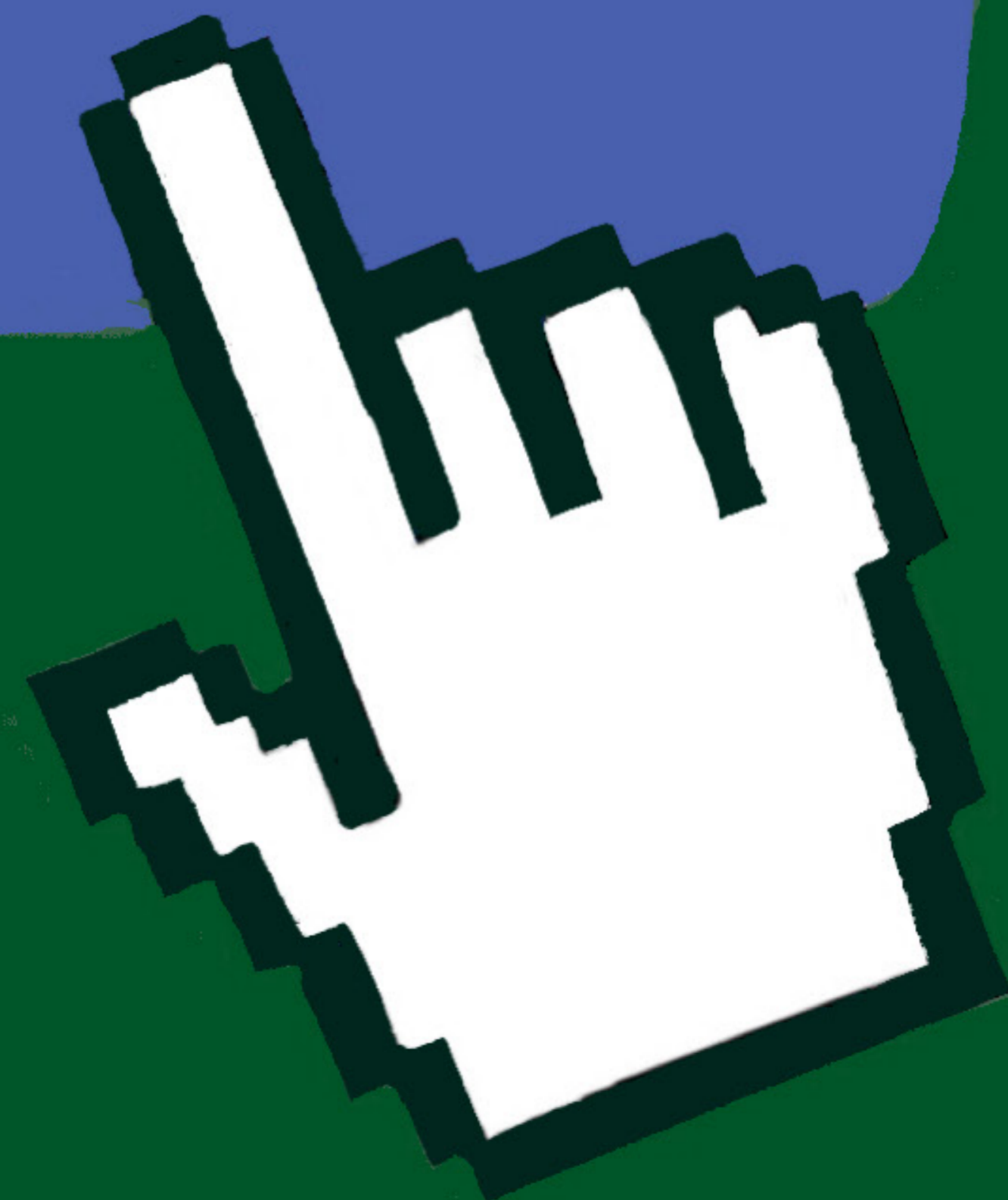
Option 1: Upload a File

Option 2: Autosync

Option 3: Type Manually
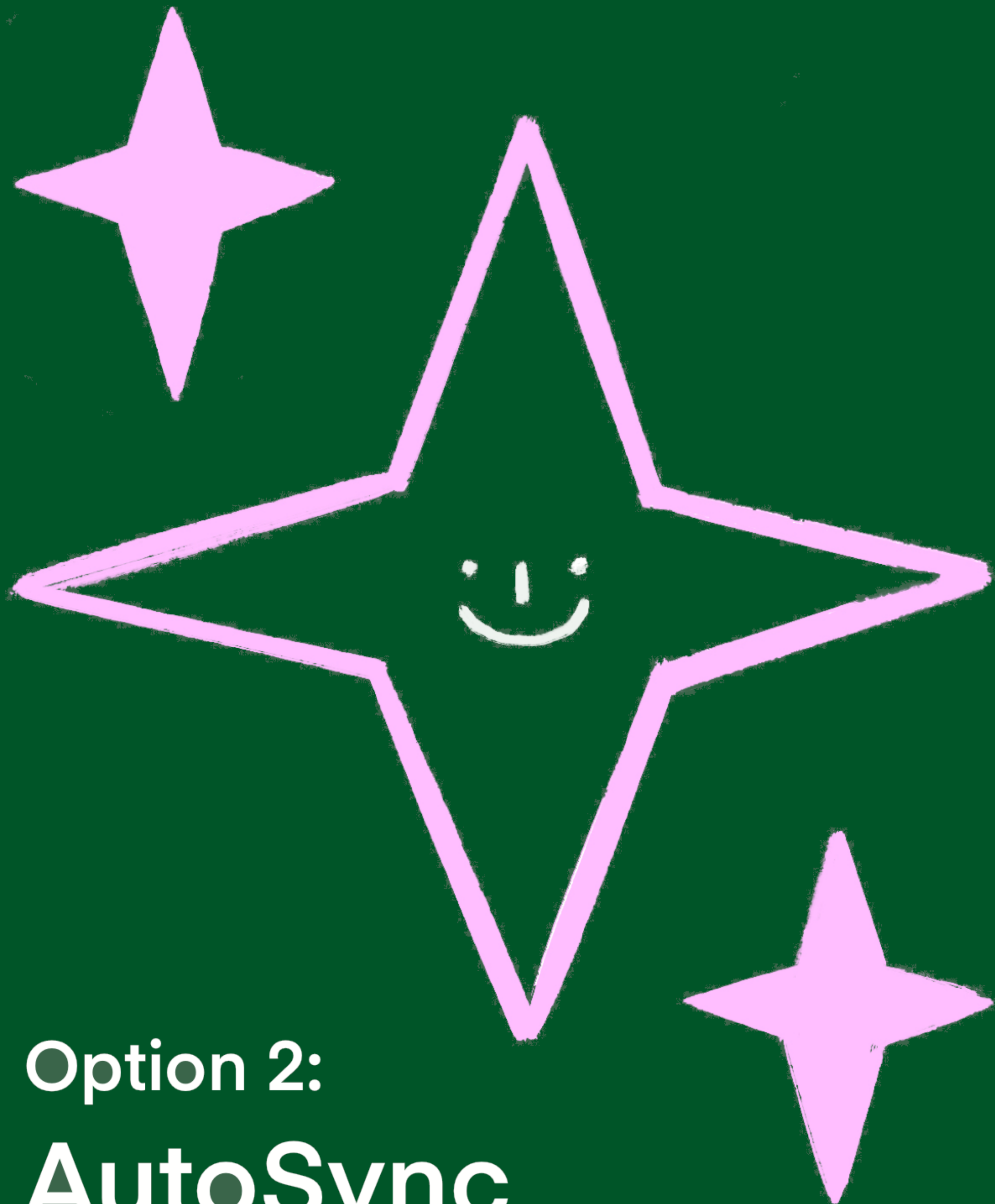
Option One:
Upload A File

Upload A File

When selecting the language, use the language that matches the text you have in your file (eg. 'English (UK)'). If you have a transcript of the film, save this as a text only file ('.txt' file). On zoom, for example, you can save a transcript of your video on professional accounts.

Click on 'Upload A File' and this will load the text into your captions box without any punctuation.

It will ask if you want to load timings or not. Choose the option to not load the timings (unless you have them included in your file!), then it will sync the text with the sound.

Play the film to check where the subtitles sync with the text. If it is mismatched, you can adjust this by editing the text (see below these three options).

Click on save when you are happy the text matches the dialogue.

Option 2:

AutoSync

AutoSync

When selecting the language you will hopefully see an 'autogenerated' version that YouTube has already listed.

On the right-hand side, you will see an option to select called 'Duplicate and Edit' - click on this.

This opens a window with some text that YouTube automatically generates, but this may not be accurate or may be without any punctuation.

Play the video in this option and edit the text to make any corrections.

Click on save when you are happy the text matches the dialogue.

Type Manually

This option might be the most time consuming but worth it if you have a really good transcript of the file. that you can just copy and paste into the text editor.

Once you select this option, the same window will open with the film and a space to the left side of the film, where you can type in your text directly.

There is a box you can select to tick an option that pauses the film when you type into the box, making it slightly easier for you to add text at a pace you are comfortable with.

When you are happy with the text, play the film from start to finish, whilst reading your text, to check it matches. Click save to complete the task.

For further information visit these Google Support guidances:

[Edit or remove captions](#)

[Translate your own videos](#)

[Tips for creating a transcript file](#)

[Supported subtitle and closed caption files](#)

About Turf

Founded in 2013 by Croydon locals, Turf Projects is Croydon's homegrown artist space and the first entirely artist-run contemporary art space in the borough.

A registered charity based in Croydon's Whitgift Shopping Centre, we put on free exhibitions, workshops, facilitate local artist collectives & run artist studios.

We try to make sure that everything we do is as accessible as possible to as many people as possible.

For more info or to get involved, visit turf-projects.com or email us at info@turf-projects.com

@turfprojects   @turfprojects