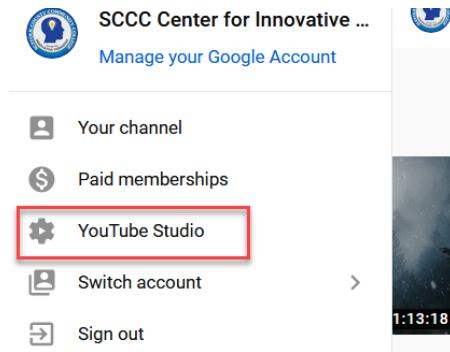


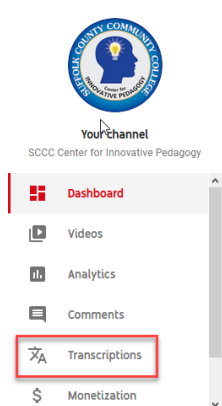
Using YouTube to Create Captions

YouTube can be used to create captions for existing videos. Even if you don't want to host the videos on YouTube, you can download the caption files for use in other applications, such as Camtasia. You will need to create a YouTube account, or, if you have a Gmail account, you can use the YouTube account associated with it.

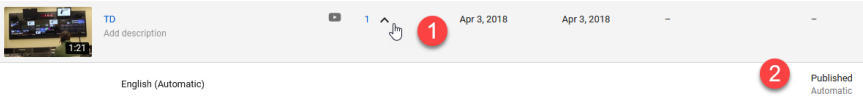
1. Log into your YouTube channel. Click on the round profile avatar at the top right of the page and then click on **YouTube Studio**.



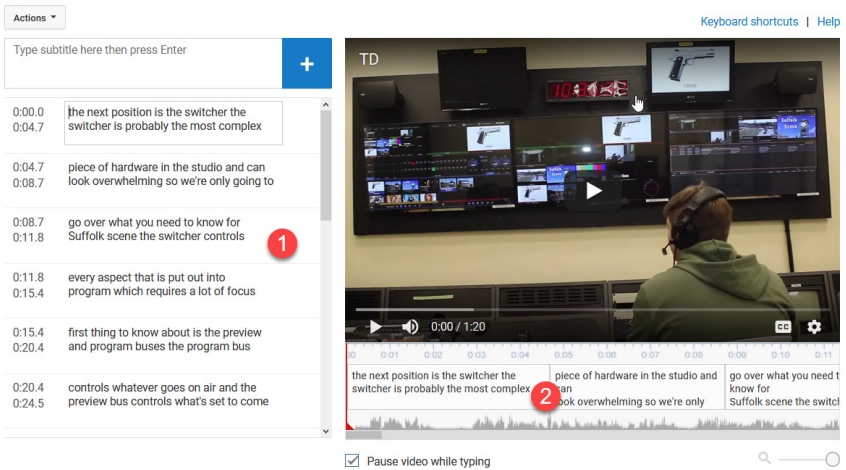
2. Next, click on Transcriptions on the left pane.



- Find your video on the list and click on the down arrow next to the number **1**. The number 1 refers to the captions that YouTube automatically generated. Then, click on **Published Automatic**.



- The caption editing window will open. You'll see the captions greyed out on the left side of the page. To edit them, click on **Edit** in the upper right. You'll then see that the captions will become editable. Make your edits by writing in the caption fields (1) and adjusting the timing according to the waveform underneath the video preview (2) window.



- To save your changes and publish the video with the edited captions, click on **Save changes**. To download the caption file, click on **Actions**, then **Download**.

