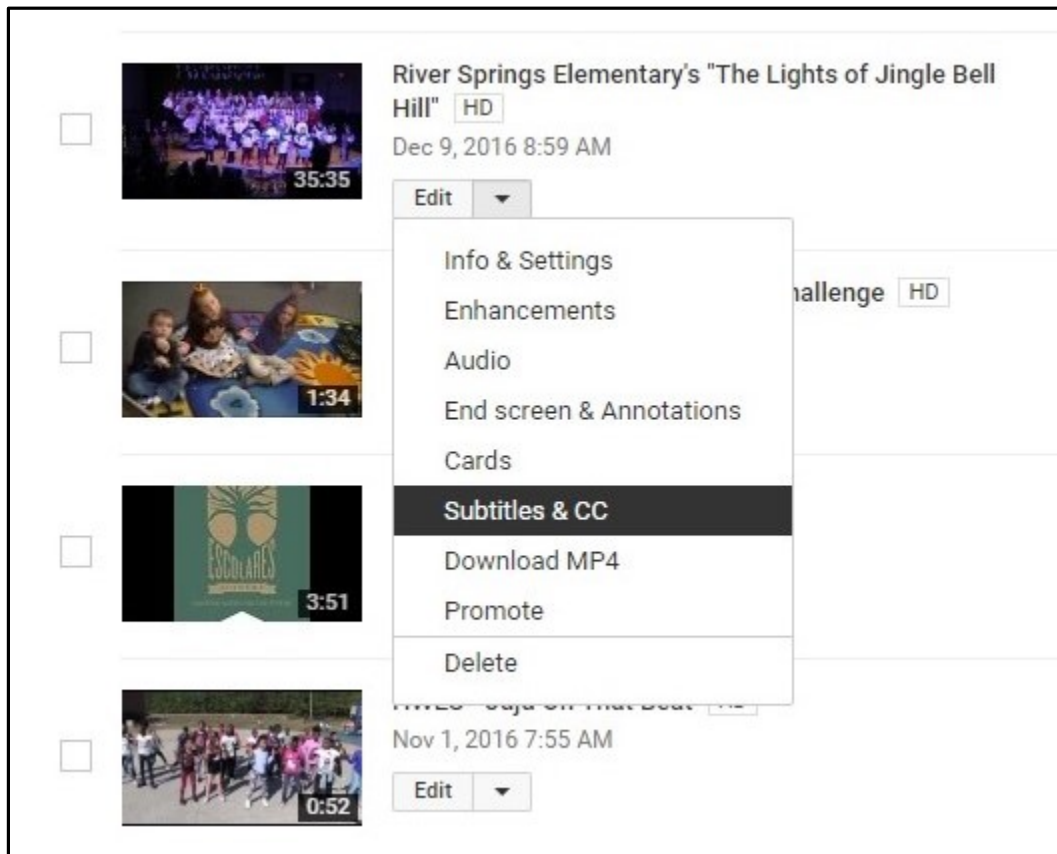


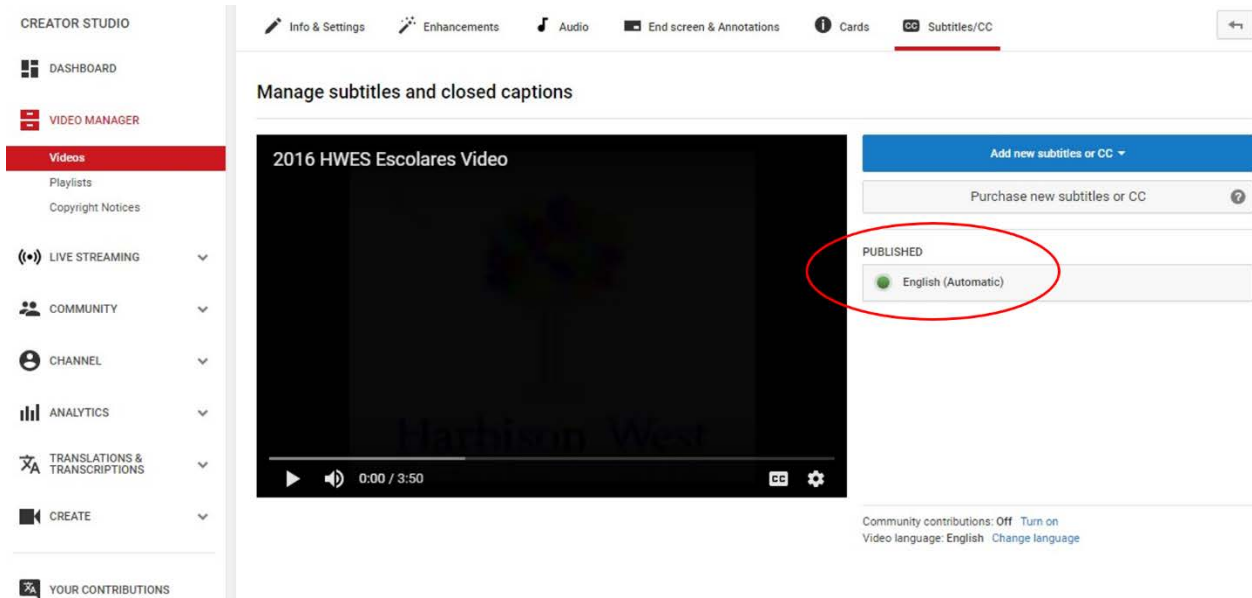
Guide to Make YouTube Videos ADA Compliant

- ***Please note that any informational video (with audio voices) that you upload and intend on posting or embedding to your website MUST have captions in order to be ADA Compliant!***
- **The following instructions are used once your YouTube video is uploaded!**
- **Turn on and Edit Captions** – Captions are important to add to any uploaded video so that a person who is visually impaired or deaf can understand what the video is about.
 - First you must upload your video to YouTube. To edit the caption text on your YouTube video, go to your Video Manager > Next, find the video you want to edit captions for, click Edit > click Subtitles and CC (see image below).

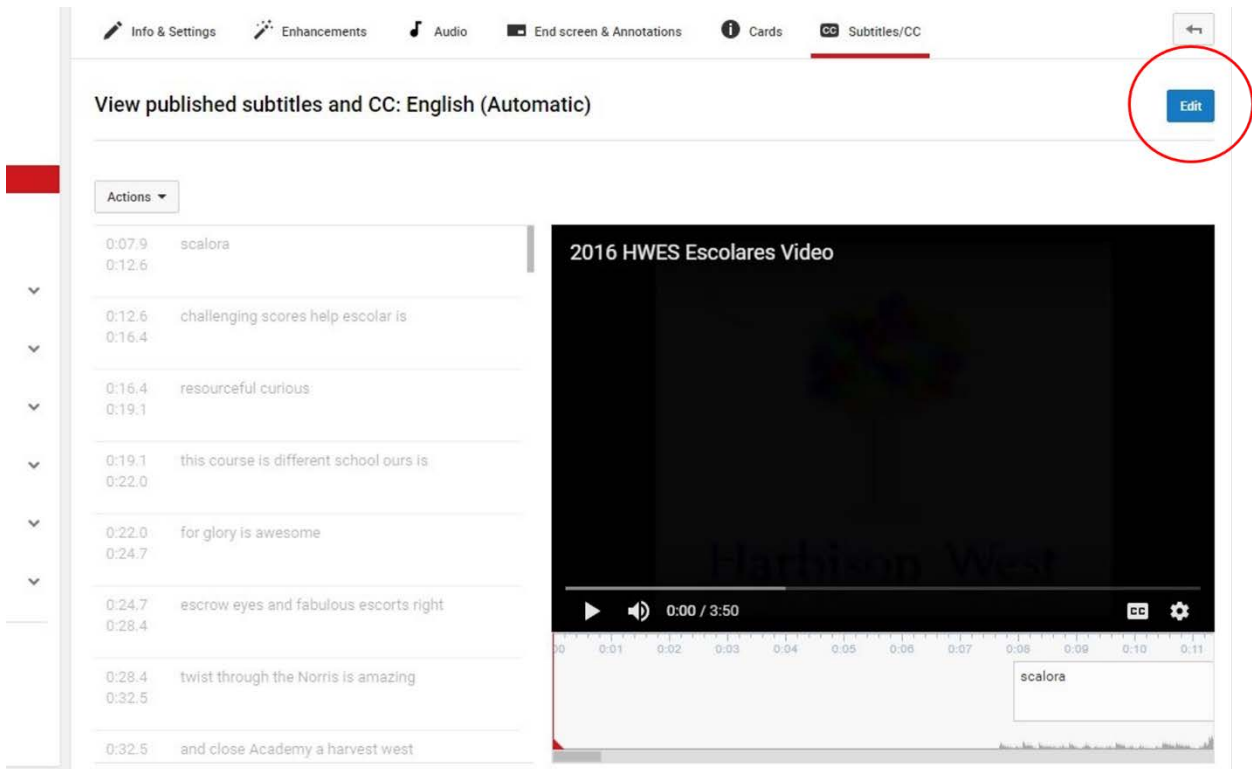


- Once you click Subtitles & CC it will take you to the video and a "Set Video Language" pop up window will appear. Select English then hit the blue Set Language button at the bottom of the pop u window.

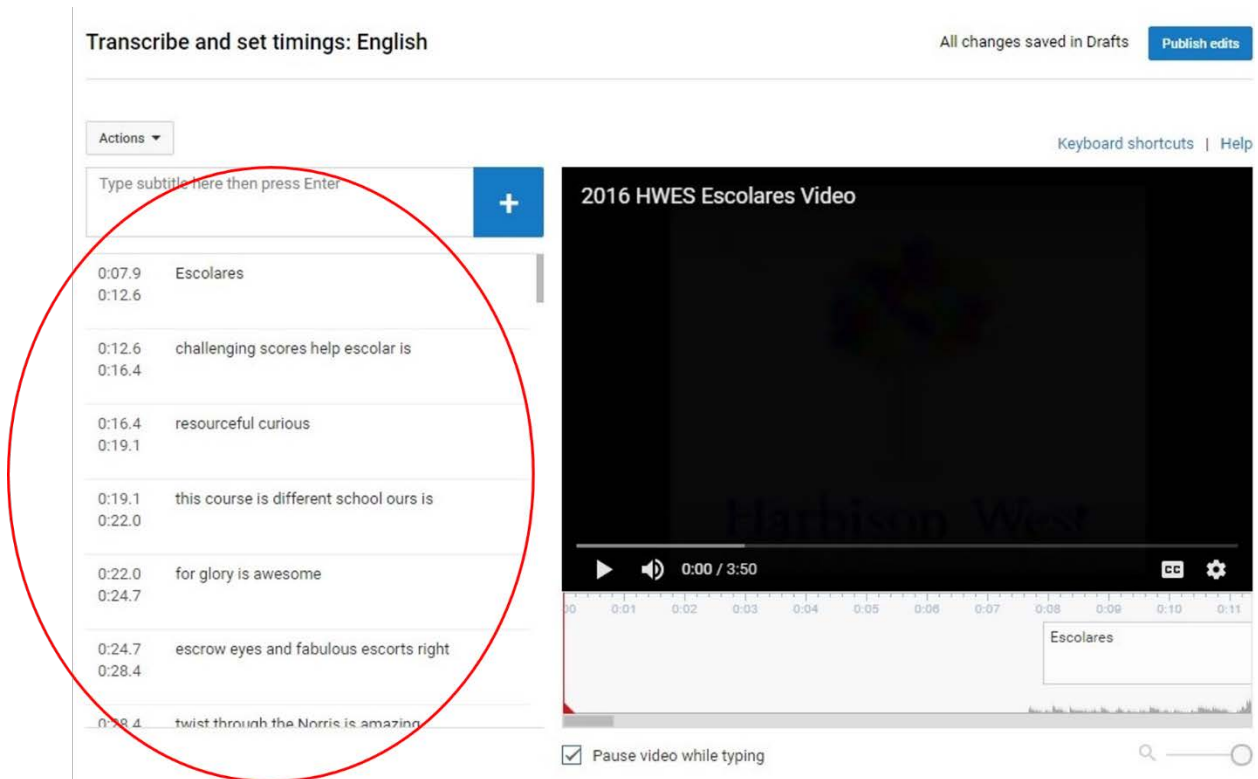
- Next, click on the “PUBLISHED English (Automatic)” button to the right of your video to view the captions track (see image below).



- This will take you to a line by line display of the current captions YouTube has picked up on your video (you will see them broken down by the time they are displayed in the video). Click the blue Edit button at the top right of your displayed video in order to be able to edit each track.



- This will allow you to click inside any line in the caption track panel and edit the text (see image below).



- Please note from the above image how off the captions can be. The second line should say “challenging. Escolares is helpful. Escolares is”
- Once you have gone through your video be sure to save your changes by hitting the blue Publish edits button at the top right of your video.
- **Download and Edit Captions as a File** – You may find it difficult or time consuming to go line by line using the method above. YouTube gives you the ability to download their proposed captions as a file for you to edit and then re-upload (you also have the ability to transcribe your own captions in a file then upload it to your video).
 - To do this you will follow all the same instructions as before all the way up to the last image shown where you can edit the captions line by line.
 - However, instead you will click the “Actions” button above your captions (it brings down a drop down menu) > and click Download.
 - It will download a “.sbv” file which you should be able to open with the Notepad program or something like it.
 - This brings up the captions displayed line by line and allows you to edit the file on your desktop instead of your YouTube Channel.

- Once you have made your edits you can navigate back to the Edit Captions screen and click the Actions drop down menu again, and hit “Upload file”. Your newly uploaded file will replace all the old captions with the ones you just created!
- Once you have done this remember to hit the blue “Publish edits” button at the top right of your video to apply the changes to your video!
- ***Please note that any video you upload and intend on posting or embedding to your website MUST have captions in order to be ADA Compliant!***

For more help on YouTube Accessibility you can visit [Google's](#) step-by-step walkthrough on how to ensure your YouTube video is ADA Compliant!