**YouTube & Amara Quick-Start Captioning Guide**

**Adding/Editing Captions for YouTube Videos You Own:**

* **Instructions for editing existing captions on your own YouTube video:** <https://support.google.com/youtube/answer/2734705>  *Under the heading "Edit Captions," select "Edit caption text."*
* **Instructions for adding new captions to your own YouTube video:** <https://support.google.com/youtube/answer/2734796>

**Adding Captions for YouTube/Vimeo Videos You Don't Own:**

Amara.org is a public site that can be used to caption third-party YouTube, Vimeo, and other web-hosted videos. Anyone with a free account can add videos for captioning, add captions to videos, and edit existing captions.

To find or edit captions for a particular video:

1. Create your own free account at <https://amara.org/auth/sign_up/>.
2. Once you have an account, go to <https://amara.org/workspace/>.
3. Click on the green  button.
4. Add the video URL and the main language spoken in the video.
5. If captions have already been added to your video, you will see languages listed under "Completed subtitles" on the right-hand side of the screen. Because Amara captions may be added/edited by anyone with an account, however, you will want to check the captions for quality before using them. To do this, you can either play the video (the captions in the primary video language should automatically be turned on), or go directly to the editor by clicking on one of the languages under "Completed subtitles" and then clicking.

1. If no captions have yet been added, click the  button to go to the editor and begin captioning.
2. For a helpful guide to captioning and using the editor, see <https://support.amara.org/support/solutions/articles/195345-create-captions-and-translations>.
3. When you have completed and published your captions, you can play the video with captions directly from the main page for that Amara video. The captions in the primary video language should be automatically turned on.

**Important Privacy Note:**

Although unlisted YouTube videos can be added to Amara, they will then be searchable to the public via the Amara search engine. Once captions are completed, the transcript will also be available via Google search. If privacy is critical, Amara offers a subscription service where users can maintain their own private library of videos. Some other advantages to the subscription service include:

* Amara captions for copies of videos in your own private library can't be changed by other users
* You can caption a private copy of certain videos that owners will not otherwise allow general Amara users to caption (I have most often come across this with selected TEDx videos)
* You can manage caption workflow with other team members