

Adding Captions to Social Media sites

Twitter

Desktop:

- 1) Select a video from your media studio library (**only supports MOV and MP4 video files**)
- 2) Select the **'Subtitles'** tab in the pop-up window (You need a transcript saved as .SRT file)
- 3) Select the **'Upload'** button and select the **.SRT** file from your local computer
- 4) The file is now associated with your video. To update the file, select the pencil icon. (A video cannot be longer than 2 minutes 20 seconds).

Facebook

Desktop:

- 1) Select **'Photo/Video'** at the top of your timeline or news feed, then choose the video you want to upload.
- 2) Once uploaded, click on the **"edit"** button on the upper left corner of the video.
- 3) Navigate to the **"captions"** dropdown menu on the left-hand side of the screen.
- 4) Select **'Choose File'** below and upload the **".SRT"** file that holds the captions.
- 5) Select **'Save'**

App:

- 1) Click the **"+"** icon on the top of the screen and select **"post"**. Then choose the video you want to upload.
- 2) Once uploaded, click on the **"edit"** button on the upper left corner of the video, then select the **"cc"** icon on the top of the screen.
- 3) It automatically transcribes the audio into captions, that can be edited, or you can choose to type in your own captions.
- 4) Select **"Done"** and the captions are saved.
- 5) Select **"Next"** and the video is ready to be posted.



You will have to embed the captions using another program. Instagram only generates automated captions. If your video already has captions, make sure you turn off Instagram's automated captions as they will overlap the video's original captions.

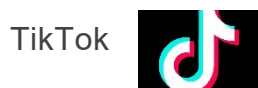
To turn on auto-generated captions on Instagram:

Desktop:

- 1) Click on the “+” icon on the top, upload the video, and press next.
- 2) Navigate to the “**accessibility**” dropdown menu on the right-hand side of the screen.
- 3) Switch on the “**auto-generated captions**” button.
- 4) Click “**share**”.

App:

- 1) Click on the “+” icon on the top, upload the video, and press next.
- 2) Scroll down to and select “**advanced settings**”.
- 3) Navigate to the “**accessibility**” section and turn on the “show captions” button.
- 4) Go back and click “**share**”.



App:

- 1) Upload your TikTok video
- 2) Select the captions icon and let it process automated captions.
- 3) To make changes to the auto generated captions, select the pencil icon, and add or edit your captions.
- 4) Select “**save**” on the top right of the screen to save the captions.
- 5) Click “**next**” and share your video.

YouTube



Desktop:

- 1) Sign in to YouTube Studio
- 2) From the left-hand menu, select **'Subtitles'**
- 3) Select the video that you want to add captions to
- 4) Select **'ADD LANGUAGE'** and select your language
- 5) Under **'subtitles'**, select **'ADD'**

App:

You will need to download the "YouTube Studio" app.

LinkedIn 

Desktop:

- 1) Click on **"video"** button on the middle of the screen to upload the video.
- 2) After uploading the video, automatically a **"captions"** pop up window will appear.
- 3) Two options are shown, **"add captions to the video as soon as they're generated"** for auto-generated captions. Or you can upload a **".SRT"** file to add your own captions to the video.
- 4) You can also choose to be notified before auto-generated captions are added to review them by clicking on **"notify me when the captions are ready, and I'll review them before they're published"**
- 5) Click **"Done"** and post the video.

App:

- 1) Click on the **"+"** at the bottom of the screen to create a post and upload the video.
- 2) Once the video is added, navigate to the tools bar at the bottom of the screen.
- 3) Click on the **"cc"** icon on the bottom.
- 4) Choose **"add captions to the video as soon as they are generated"** or **"notify me when the captions are ready, and I'll review them on LinkedIn website before they're published"**.
- 5) Click **"next"** and post the video.