

Add Subtitles in Multiple Languages

You can use this in tandem with my screencast if it is helpful for you!



1. Download Notepad ++ (for a PC) or Sublime Text (for a Mac)
2. **On one screen**, open the video you are creating subtitles for, Word 365 and either Notepad++ or Sublime Text
3. Play the video while using the dictation feature on Word 365 to transcribe your video.
4. Go to Notepad++ or Sublime Text.
 - a. On the first line type WEBVTT, then skip a line
 - b. On line 3, type the following time stamp code: 00:00:00.000 --> (this stands for hours, minutes, seconds, milliseconds – **make sure there is a period between seconds and milliseconds, not a colon!!!!**)
5. Play your video and listen for a natural stopping point. Click pause and note the time on your video.
6. Go to Notepad++ or Sublime Text.
 - a. Enter the time after the arrow you placed in line 3. For example, if you stopped your video at 5 seconds, your code would look like this: 00:00:00.000 -->
00:00:05.000
 - b. Copy the transcribed portion of your video for those 5 seconds from Word 365 and paste it under your code on line 4.
 - c. Skip to line 6 and enter your last time stamp code (or copy and paste it). Based on our example above, you would start with 00:00:05.000 -->





7. In Word 365, separate the first 5 seconds of text from the rest with a couple of spaces
8. Start your video again and stop it at the next natural stopping point. For example, at 10 seconds.
9. Go to Notepad ++ or Sublime Text.
 - a. Your code on line 6 would look like this: 00:00:05.000 --> 00:00:10.000
 - b. Copy the transcribed portion of your video from Word 365 and paste it under your code on line 7.
 - c. Skip to line 9 and enter your last time stamp code 00:00:10.000 -->
10. In Word 365, separate the text you just pasted from the rest with a couple of spaces.
11. Repeat this process until your entire video is coded in Notepad ++ or Sublime Text, and make sure that you have separated all of your text in Word 365 based on your coding in Notepad++ or Sublime Text.
12. Save your time stamp coding file with **.vtt** at the end of the title. For example:


ParentVideo.**vtt**
13. Go to Word 365
 - a. Click on 'Review'
 - b. Click on 'Translate'
 - c. Select 'Entire Document' and choose the language you want from the drop-down menu.
 - d. Copy and paste each section of the translated document into the appropriate time stamp code line.

- e. Select 'Save As' and save it with the language in the title. For example,
ParentVideoSpanish.vtt
 - f. Repeat this process for all of the languages you wish to add subtitles for.
14. Once you have all your coded language files saved, you can upload them for your video on your platform of choice.

Upload Your Subtitles in YouTube



1. Upload your video to your YouTube channel
2. Select your video in the Studio
3. Click the 'Subtitles' button on the left side 
4. Click on 'Add Language'  and select the language for your caption upload from the drop-down menu.
5. Click 'Add'  on the far right
6. Click 'Upload a File'
7. Click 'Subtitles File' (because you are a coding master)  Subtitles file and then

'Choose File' 
8. Select your file, click 'Open', and then 'Upload'

9. Once your file has been uploaded, you can view your video with the subtitles to make sure everything is aligned the way you would like it.

10. Then click 'Save Changes'  and you are good to go!

Happy Coding!!

