HOW TO TRANSLATE

This document explains how to translate a YouTube video for the Emmanuel TV Global Translation Project.

ACCESSING THE SUBTITLE SECTION

1) Click on the “wheel” (Settings).
2) Click on “Subtitles”.
3) Click on “Add Subtitles/CC”.

After you have logged into your YouTube account, you will be automatically taken to the subtitle section.
SELECTING THE LANGUAGE

1) Click on “Select Language”.

2) Type the language you want to translate to into the search field.
TRANSLATING ON YOUTUBE

You may choose to generate an auto-translation (if available in your language) and edit the translation or translate without it.

This is how it would look like with the generated auto-translation.
Now you are ready to start translating.

**Go from caption to caption** to edit the auto-translation or enter your translation.

NOTE: Where you did not change the auto-translation, ‘auto-translated’ is written underneath the caption. That is fine. It will not be visible on the video.

**Continue the translation** until the end of the video.
GUIDELINES

1) Only translate videos that already have published English captions.

DON’T

DO:

Video with published English subtitles.
2) Only translate the existing English transcription.

Please base your translation only on the given English transcription. In case you find any mistake in an English transcription, please let us know and we will rectify it.

DON’T:

Do:

Translation extended by what is not in the English transcript

Translation based on English transcription
3) Leave captions as is, without changing the timeline.

DON’T:

DO:
4) Lastly, before submitting, remove the names of the English transcribers in the last caption and replace it with TT (for transcription or translation), your name and date.
HOW TO SUBMIT YOUR TRANSLATION ON YOUTUBE

First download your captions as backup:

You may save it with the title of the video for easy location on your computer:
Click to credit your contribution:

Then click on “Submit Contribution”: 
Select “Yes” and then click on “Submit”:

Translate the Title and Description
1) Click on “Translate”
2) **Translate the title and description:** You can choose to click on “auto-translate” and edit the text or translate without it.

<table>
<thead>
<tr>
<th>Original language</th>
<th>Translate into: German</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRY BONES - RISE AGAIN!!!</td>
<td>TROCKENE KNOCHEN - WEIDER AUFSTIEB!!!</td>
</tr>
</tbody>
</table>

When you are done with the translation, **click on “Submit contribution”**.

That’s it. Thank you for being part of this project!
NOTE: If you later notice that you made a mistake, you can always go back to your submission.

Click on “Edit”, make the changes you wish to make and submit again, following above steps.