

WeVideo: Add subtitles to a video

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You can **add embedded subtitles in WeVideo** by adding text to the top track of your timeline. Note that these subtitles are permanent; viewers cannot hide them during playback. (If you want captions that viewers can hide, export your finished video and upload it to [Panopto to add captions](#) instead.)

Before you start, you need the following:

- [a Bryn Mawr WeVideo account](#)
- [at least one WeVideo video or podcast project](#)

1. Log into WeVideo.
2. Click **Projects**, then click on your project.
3. Make sure you have a **blank track** for the subtitles as the **top** layer of your timeline. (You can use the default **Text 1** track if it's empty or click **+ Track** and create a new one). Placing it on top ensures the subtitles appear on top of all other content.
4. Click **Text**, scroll down to **Special**, and find the media element that reads "Sample subtitles for your video."
5. Drag that element onto the blank track at the top of your timeline, then double-click on its thumbnail to edit it.
6. Under **Edit Clip**, type in your subtitle and select the font, font size, text position, then click **Done**.
7. Repeat steps 4-6 for each video clip containing speech.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) 

Email: help@brynmawr.edu | [Service catalog](#) 

Location: Canaday Library 1st floor
