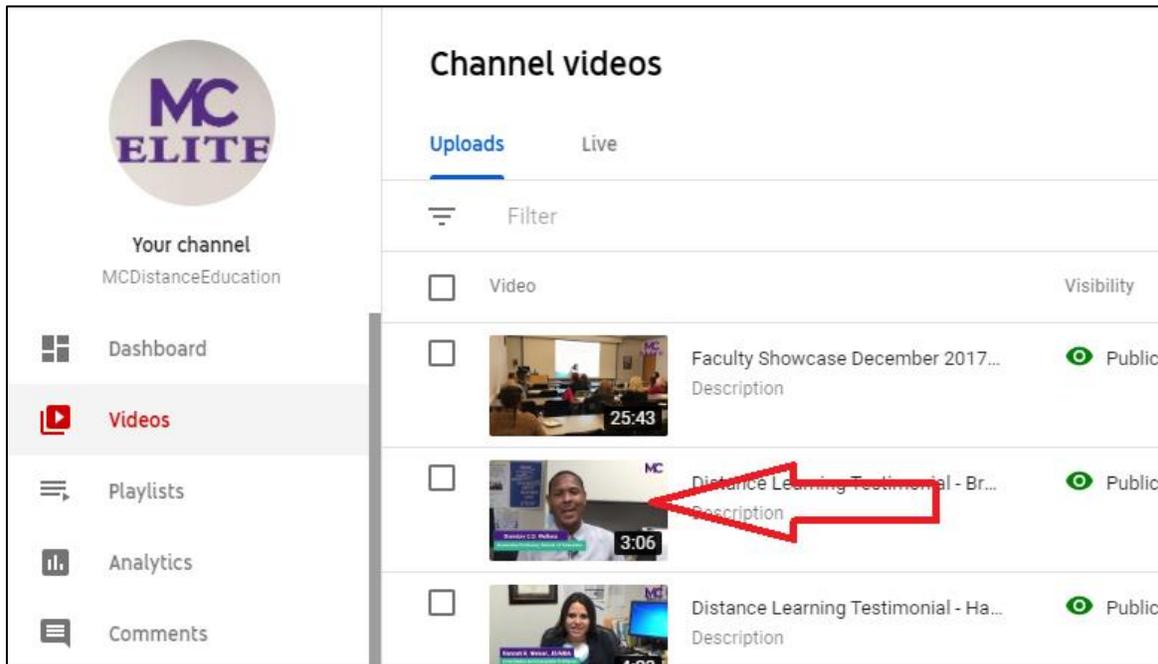


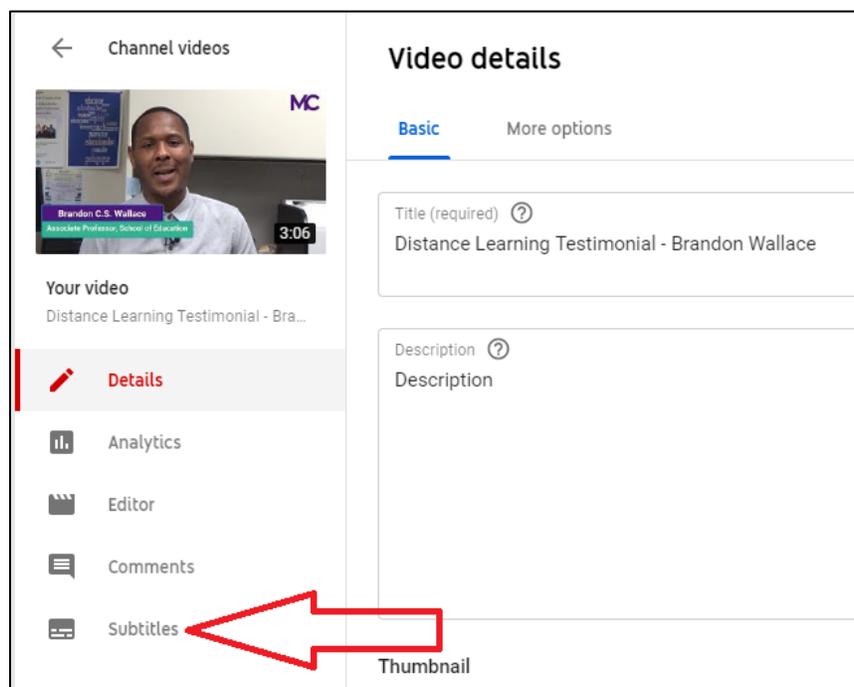
Tutorial 1 – Accessing the Auto Captions

The following instructions will guide you on how to access the Automatic Captions for your video. This tutorial focuses only on how to access the captions screen. Google Chrome was used for this tutorial.

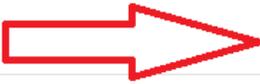
To access the Automatic Captions for any of your videos, select the video you want to view the auto captions by clicking on the video icon.



You will see the *Video Details* screen. On the left-hand menu, select **Subtitles**.

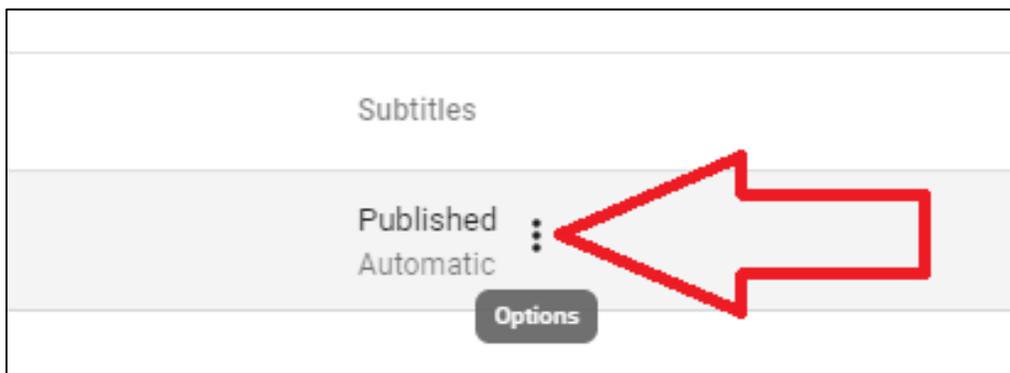


You will be taken to the *Video Subtitles* screen. If your video has the automatic captions generated, under *Subtitles*, it will say **Automatic**.

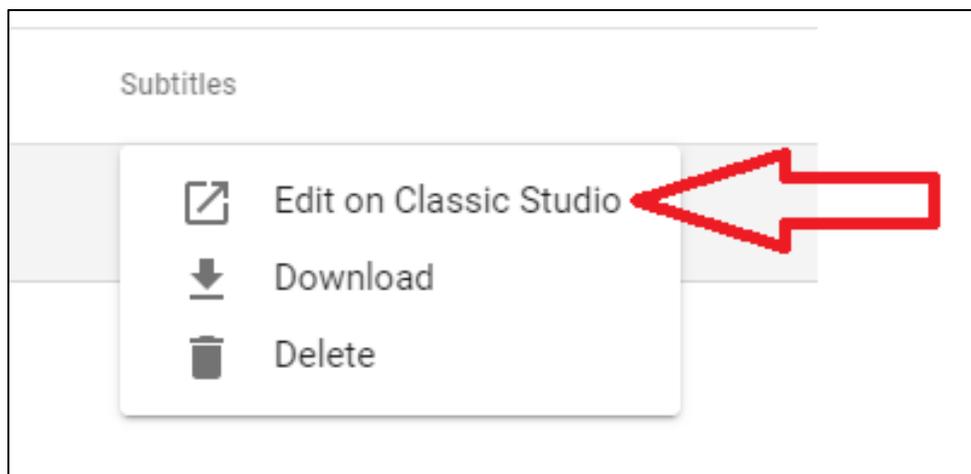
Video subtitles				
Language	Modified on	Title & description	Subtitles	
English (video language)	Jan 29, 2020	Published by Creator		Published Automatic

NOTE: If you don't see an English caption file for your video, YouTube might not have generated a caption file for your video. Make sure your video is not too long, the audio is not too low, and not too many speakers are speaking over each other. Most of the time, if your audio is clear and the runtime for the video is short, then you will have a caption file generated for your video.

To access the Automatic Captions, put your mouse cursor over the words **Published/Automatic**. You will see three dots appear next to the text.



Click on the dots and then select **Edit on Classic Studio**.



Once you select *Edit on Classic Studio*, you will be taken to the **View Published Subtitles and CC** screen.

View published subtitles and CC: English (Automatic)

Subtitles/CC source: Automatic

Edit

Unpublish

Actions ▾

0:00.0 good morning my name is Professor
0:03.6 Brendan Wallace and I'm an associate

0:03.6 professor here at Montgomery College
0:07.5 within the School of Education distance

0:07.5 learning especially for me has been
0:11.6 quite rewarding I'm able to advise

0:11.6 students on multiple different platforms
0:16.1 and it's really important that we

0:16.1 connect with our students and meet them
0:20.3 where they are and a lot of our students

0:20.3 are super more technology savvy than
0:25.2 any
of us could be and so it's really really

0:25.2 cool when they kind of show you what
0:28.9 they know through their opportunities of

Distance Learning Testimonial Brandon Wallace Test

MC

learning especially for me has been quite rewarding I'm able to advise

0:10 / 3:05

0:10 0:11 0:12 0:13 0:14 0:15 0:16 0:17 0:18 0:19 0:20

y for me has been students on multiple different platforms connect with our students and meet are of u
m able to advise and it's really important that we them where they are and a lot of our

This is where the automatic captions file is stored for your video.