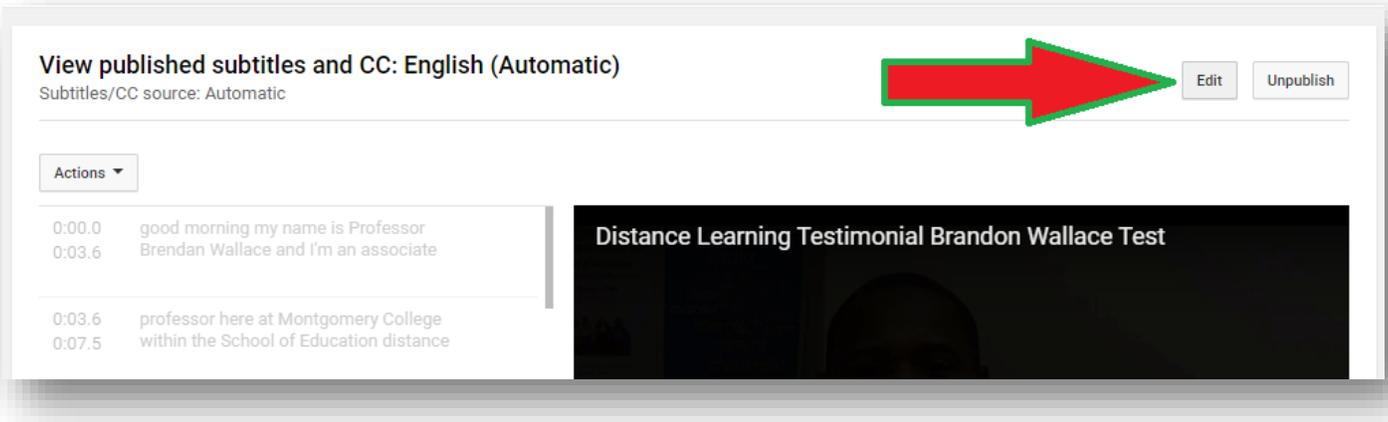


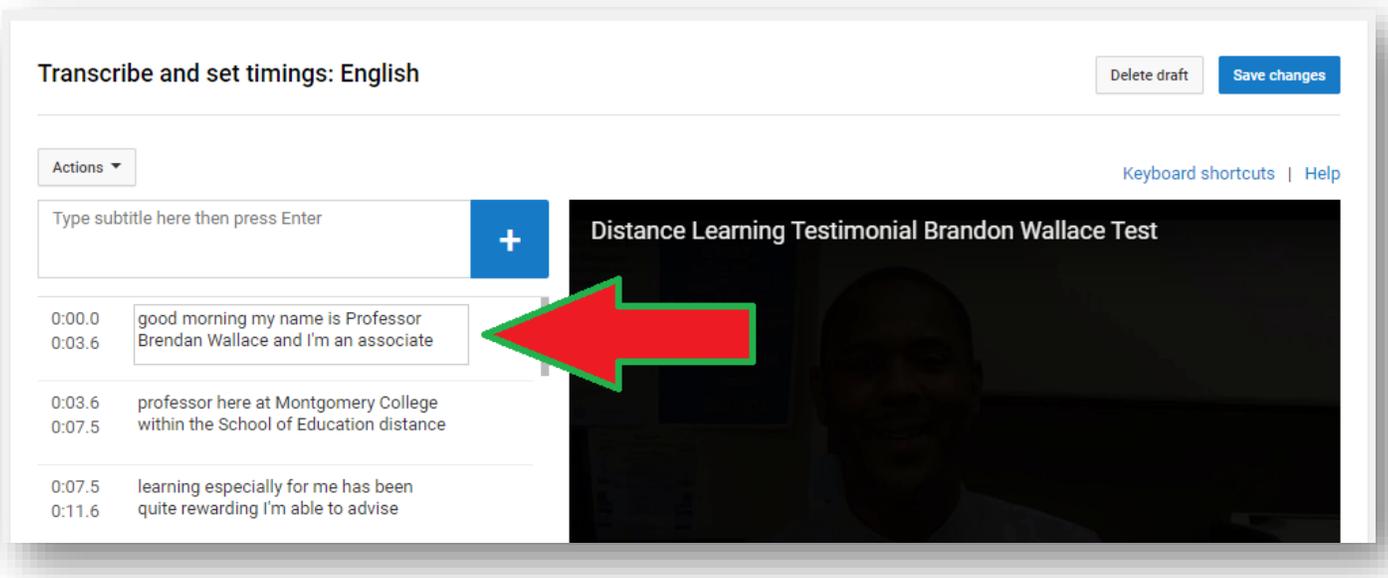
## Tutorial 02 - Editing the Auto Captions

The following instructions will guide you on how to edit the Automatic Captions for your video. Google Chrome was used for this tutorial.

In the **View Published Subtitles and CC: English (Automatic)** page, click on **Edit**.



You will see your video captions. Your job is to fix the captions. You can listen to the video and edit the texts as needed. Click on the caption box to jump to any parts of the captions.



If you have a transcript for the video, you can copy the text and paste into the caption box.

Fix all the captions as needed. Make sure all captions are grammatically correct. Add commas and periods, and identify music playing in the background if there necessary.

Use bracket to identify music and person speaking (if multiple people are talking in the video. Identifying the speaker would help the viewer know, especially if the person who is talking does not appear on the video.

**For examples:**

[ Music Playing in Background ]

[ Professor North Speaking ]

[ Silence ]

[ Water running down in the creek ]

Once you have finished editing the captions, click on **Save Changes**.

Transcribe and set timings: English

Saving... Delete draft **Save changes**

Actions

Type subtitle here then press Enter +

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

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are super more technology savvy than any of us could be, and so it's really really

0:20 / 3:05

You will be taken to the **Manage Subtitles and Closed Captions** page. You will see two caption files for your video. One will say **English** and the other will be the original **English (Automatic)** caption file.

Manage subtitles and closed captions

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Subtitles published.

Add new subtitles or CC

PUBLISHED

- English (Automatic)
- English

Click on **Return to YouTube Studio** to go back to your **Channel Videos**, or just close out the tab.

Back on the **Video Subtitles** screen, click on **Refresh** under **Subtitles** if you see a Refresh icon.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 9, 2020	Published by Creator	 Refresh 

You will see two caption files for your video. One will say **English (video language)** and the other is the original **English (Automatic)** generated for your video.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 9, 2020	Published by Creator	Published by Creator
English (Automatic)	Feb 17, 2020		Published Automatic

You can hide the **English (Automatic)** caption file so that viewers don't see this incorrect caption when they view your video.