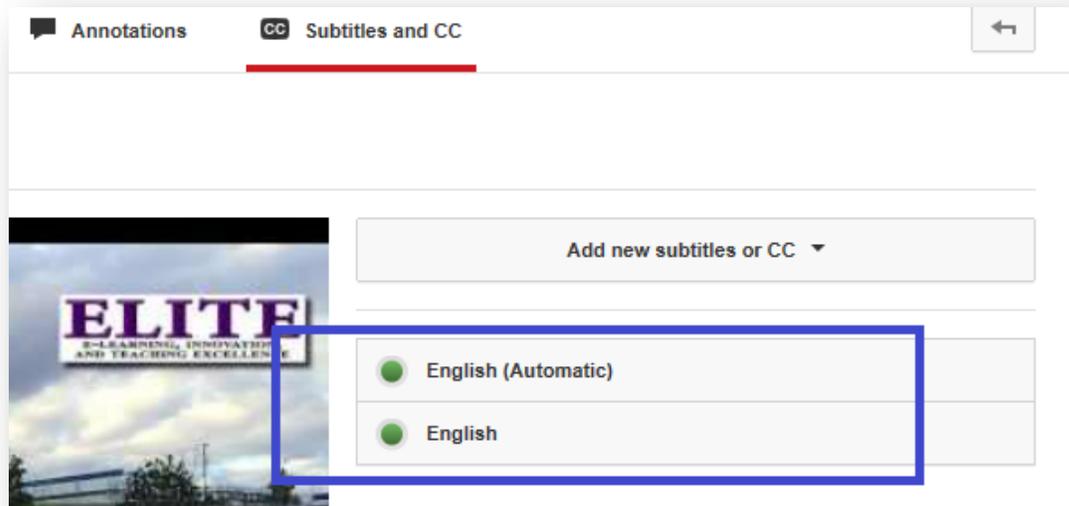


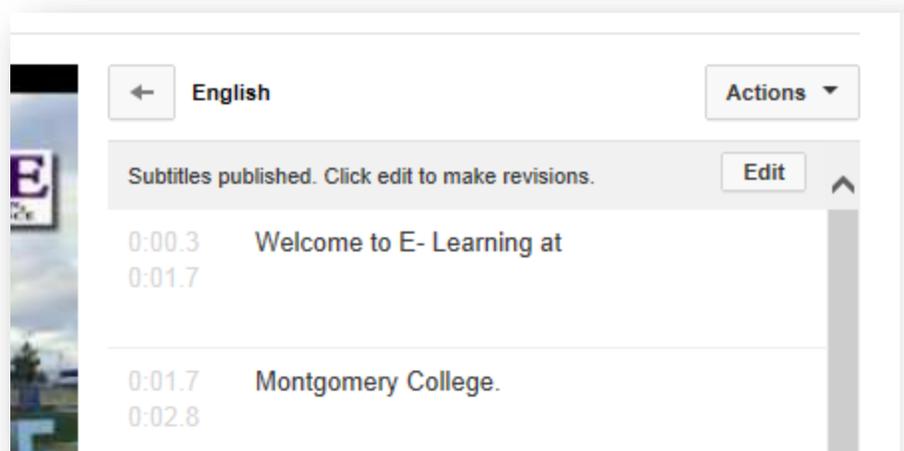
Instructions on How to Enable, Disable, and Delete Caption File

1. Under where it says **Add new subtitles or CC**, you should see a list of caption files. Depending on how many you have, you should see **English (Automatic)** and/or **English**.

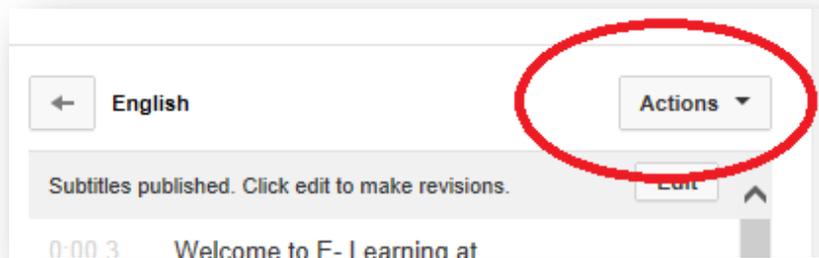


To disable a caption file to not show up when viewers are watching your video, simply click on the caption you want to disable. For this tutorial, I will select **ENGLISH**, the caption file I have edited within the Automatic Caption feature.

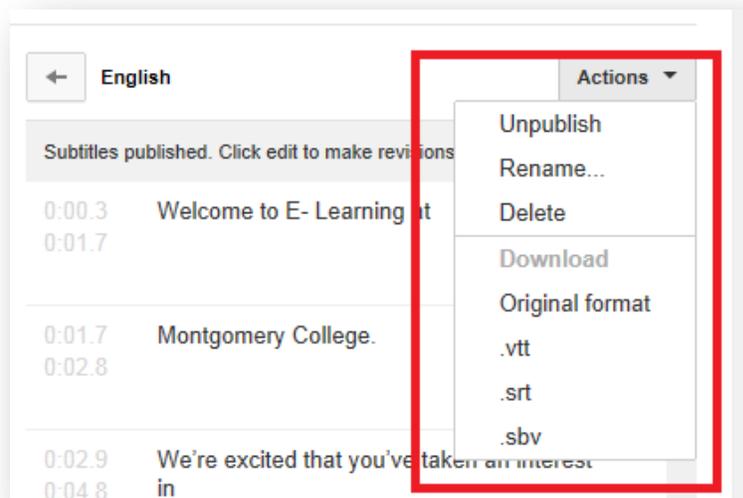
2. Once you click on English, you should see the caption editing screen as before.



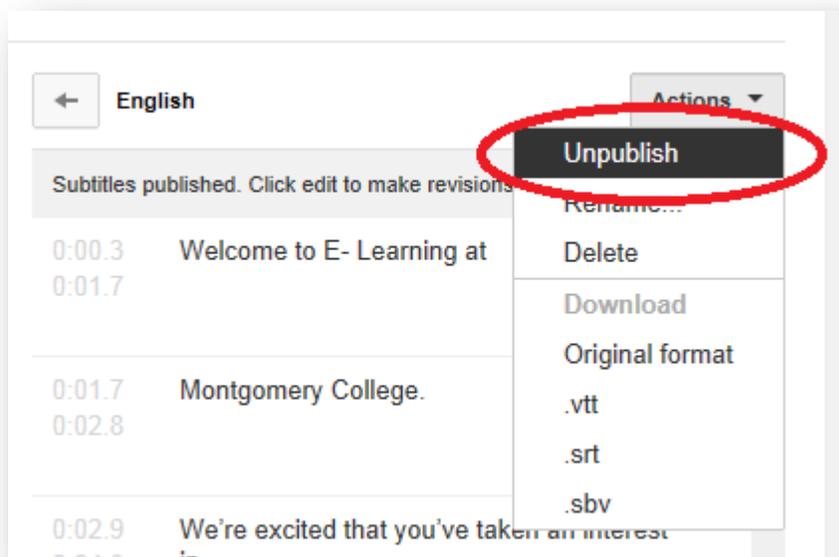
3. Go to where it says **ACTIONS** and click on the down arrow.



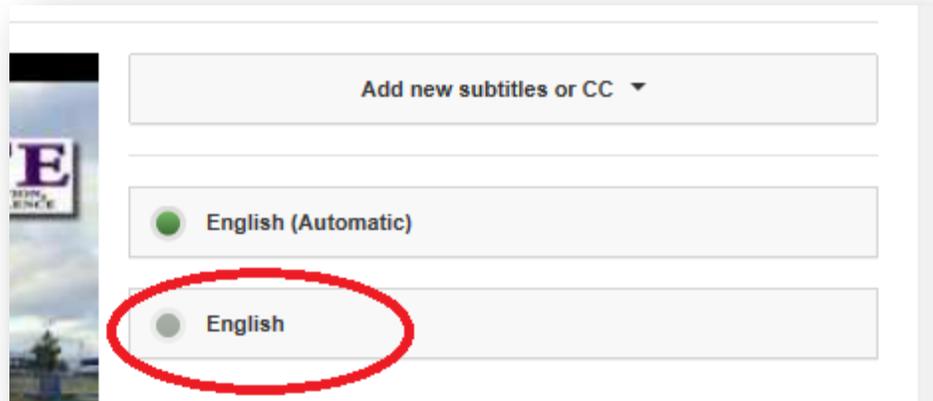
4. After you click the down arrow, you should see a list of options for you.



To disable the caption file, select **UNPUBLISH**.



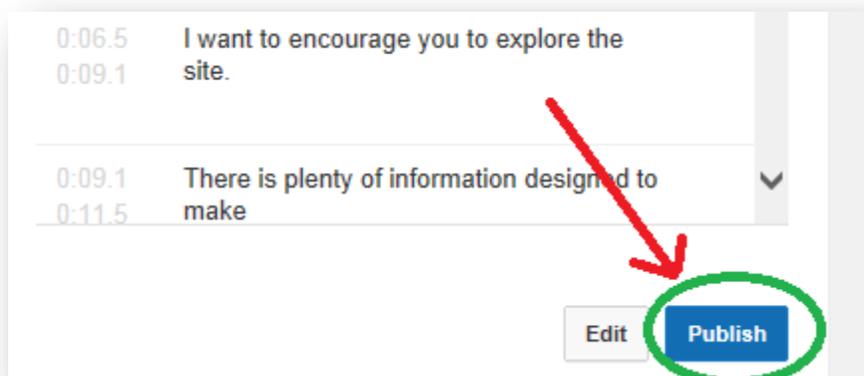
The screen will reload and take you back to the Subtitles and CC main screen. The English caption file should be grayed out.



Viewers will not see this caption file option when they view the video. The only Closed Caption they will see is the English (Automatic) selection.

5. To enable the caption file, simply click on the English caption file. You will be taken back to the Actions screen as before.

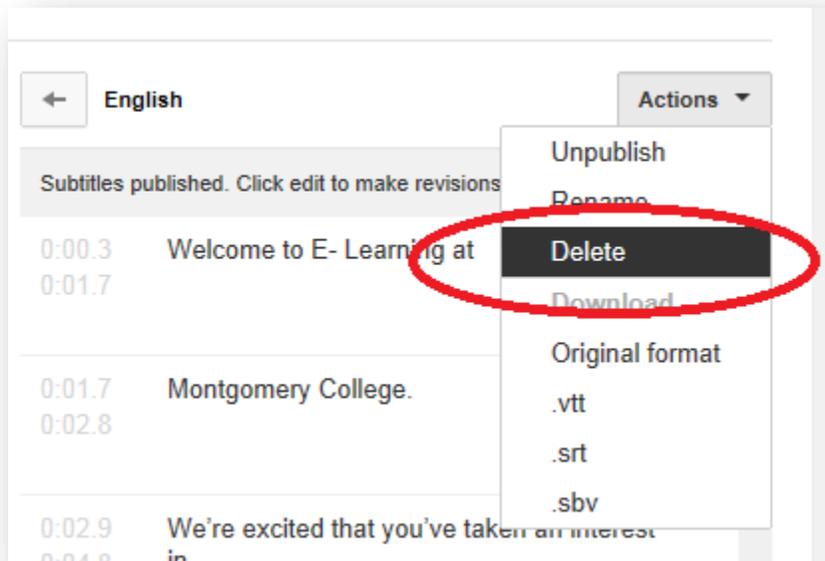
Once you get to the caption editing screen, there is a button at the bottom of the screen that says **PUBLISH**.



Click the Publish button to enable your caption file.

6. To delete any caption file, just click on the **DELETE** selection under the **ACTIONS** button.

Note: The only thing you cannot delete is the **English (Automatic)** caption file. Any other caption files within the video can be deleted except this file.



WARNING: I do not recommend using this option unless you are 100 % sure you DO NOT need this caption file. It's better to disable the caption file than to completely delete it because once you delete, you CANNOT get the file back!