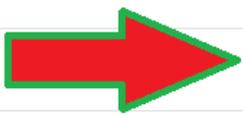


Tutorial 4 – Turn Hidden Caption File Back On

The following instructions will guide you on how to enable the caption file you've hidden.

To turn your caption file back on, in the **Video Subtitles** screen, you should see **Draft** under your subtitle file. Anything you hide your caption file, you will see the word Draft designated for the file.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Draft by Creator



Click on the three dots (**Options**).

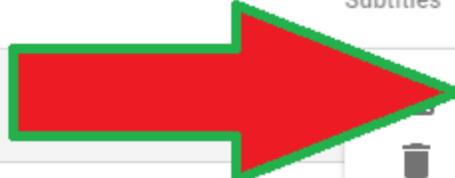
Title & description	Subtitles
Published by Creator	Draft by Creator



Options

Then select **Edit in Classic Studio**.

Title & description	Subtitles
Published by Creator	Edit on Classic Studio



Delete

You will be taken to the **Transcribe and set timings** screen.

Transcribe and set timings: English Delete draft Save changes

Actions Keyboard shortcuts | Help

⚠ This transcript may contain additional formatting that can get lost if overwritten. ✕

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	

Distance Learning Testimonial Brandon Wallace Test

Good morning, my name is Professor
Brendan Wallace and I'm an associate

0:00 / 3:05 CC

0 0.01 0.02 0.03 0.04 0.05 0.06 0.07 0.08 0.09 0.10 0.11

Good morning, my name is Professor Brendan Wallace and I'm an	professor here at Montgomery College within the School of Education.	learning, especially for me, has been quite rewarding. I'm able to advise
---	--	--

To enable (turn on) the caption file, click on **Save Changes**. If you need to make changes to your captions, you can also do it before you select Save Changes.

Delete draft Save changes

[Keyboard shortcuts](#) | [Help](#)

Distance Learning Testimonial Brandon Wallace Test

You will be taken to the **Manage subtitles and closed captions** screen. Under **Published**, you will see your caption file.

Manage subtitles and closed captions



✓ Subtitles published.
✕

Add new subtitles or CC ▾

PUBLISHED

English

Community contributions: Off [Turn on](#)

Video language: English [Change language](#)

It will have a **green dot** in front of it, which means the file is not hidden. If it is a **gray dot**, then it means your caption file is hidden.

You can close out the browser tab to go back to the Video Subtitles tab. Click on **Refresh** under subtitles.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Refresh 

Your caption file will go from **Draft** to **Published**.

Video subtitles			
Language	Modified on	Title & description	Subtitles
English (video language)	Mar 12, 2020	Published by Creator	Published by Creator