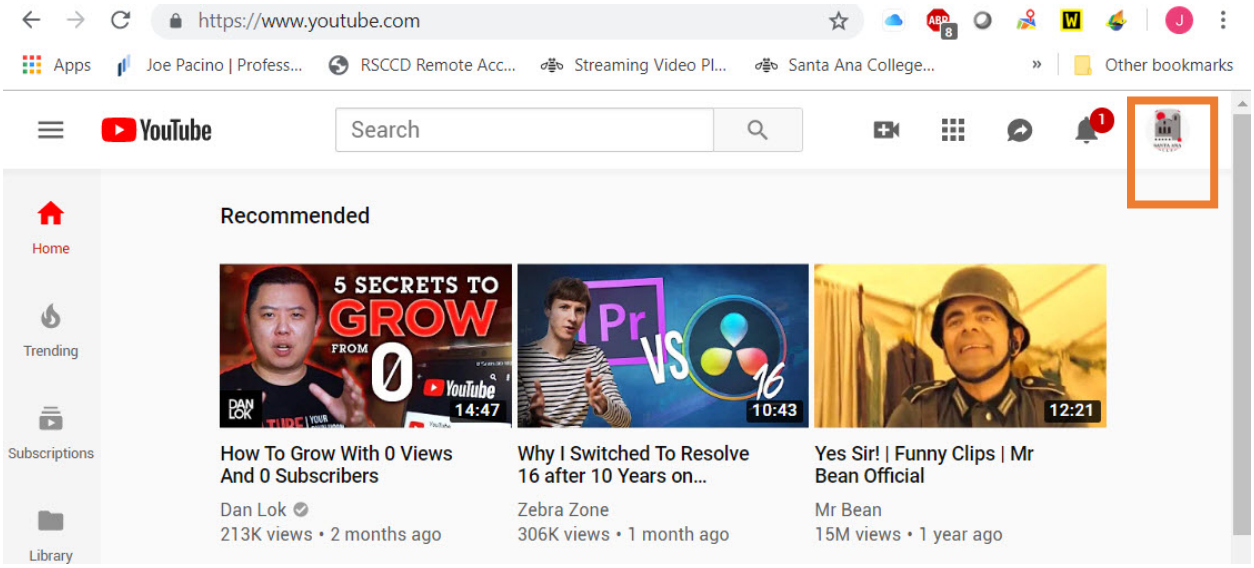
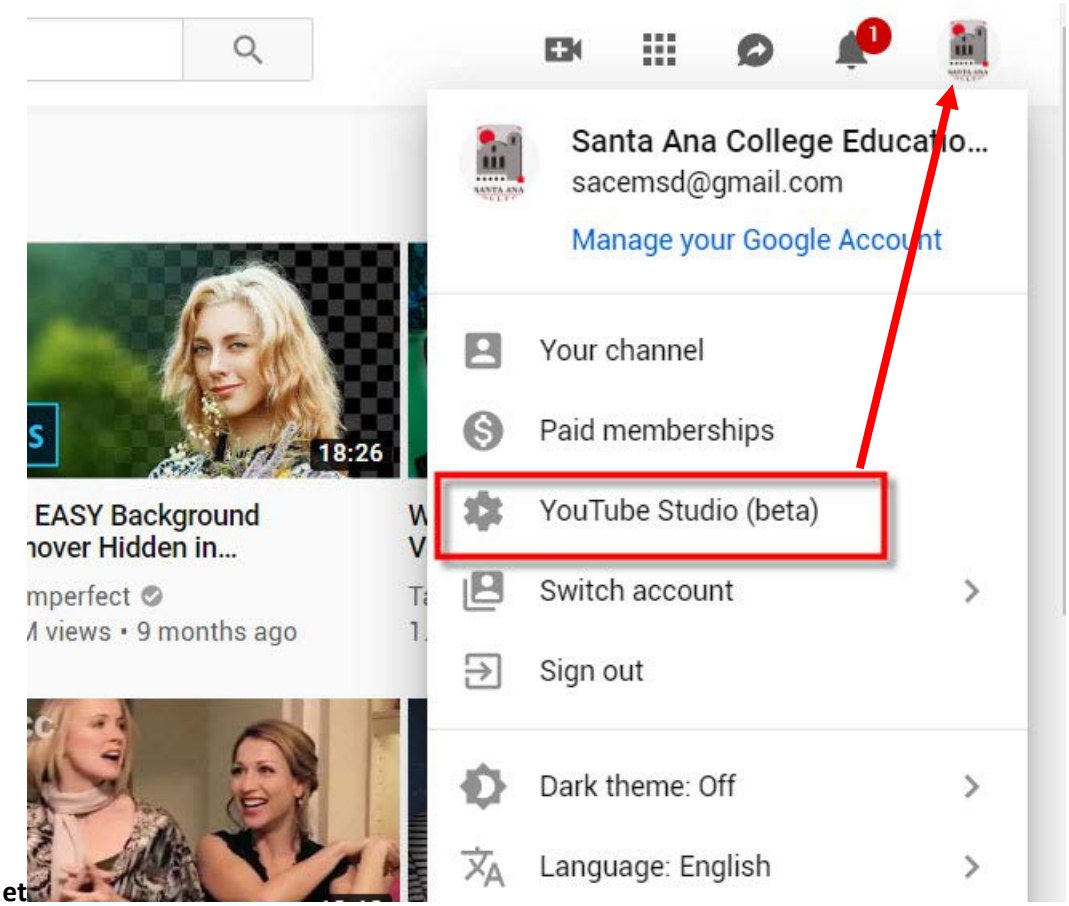
Editing Captions in YouTube Studio

Log into YouTube with your Google account.



From the drop down menu under the symbol for your account, select **YouTube Studio Beta.**



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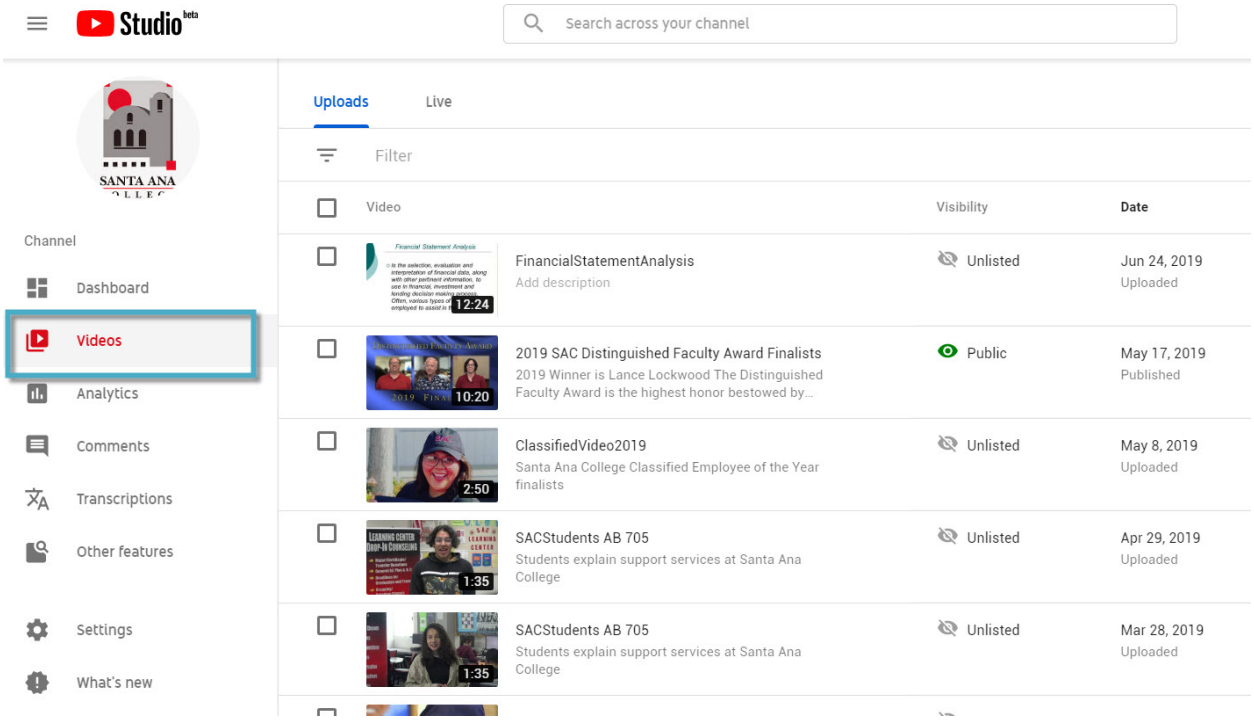
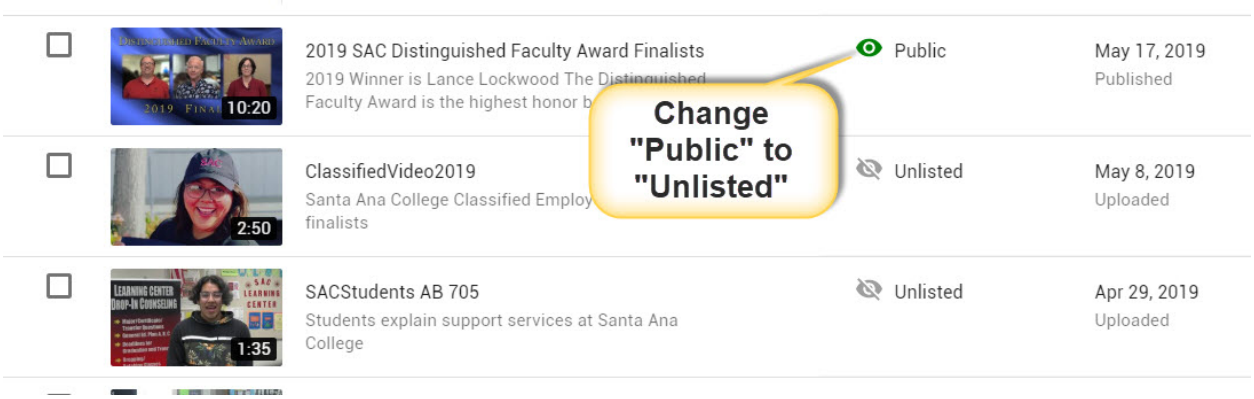
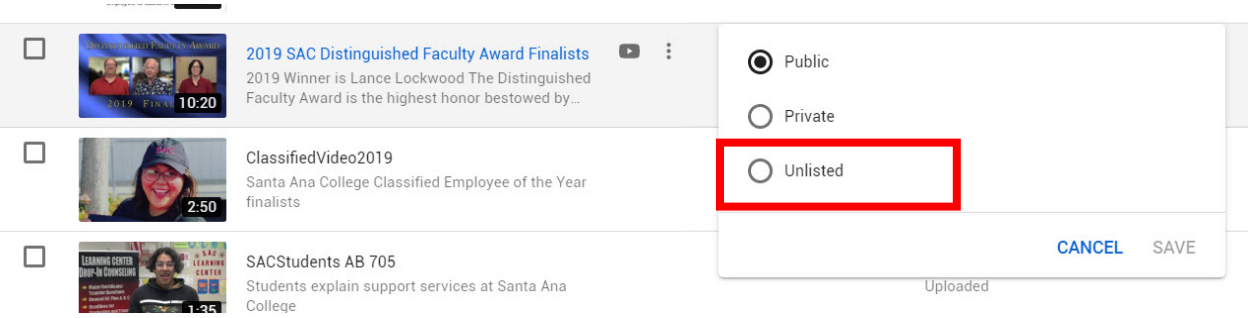
The YouTube Studio Beta interface opens and displays its main menu on the left. Selecting the **Videos menu** displays all the files available in your account. The visibility column on the right indicates whether a video is available to everyone in **Public** mode or in **Unlisted** mode which restricts it only to those who have the URL address.

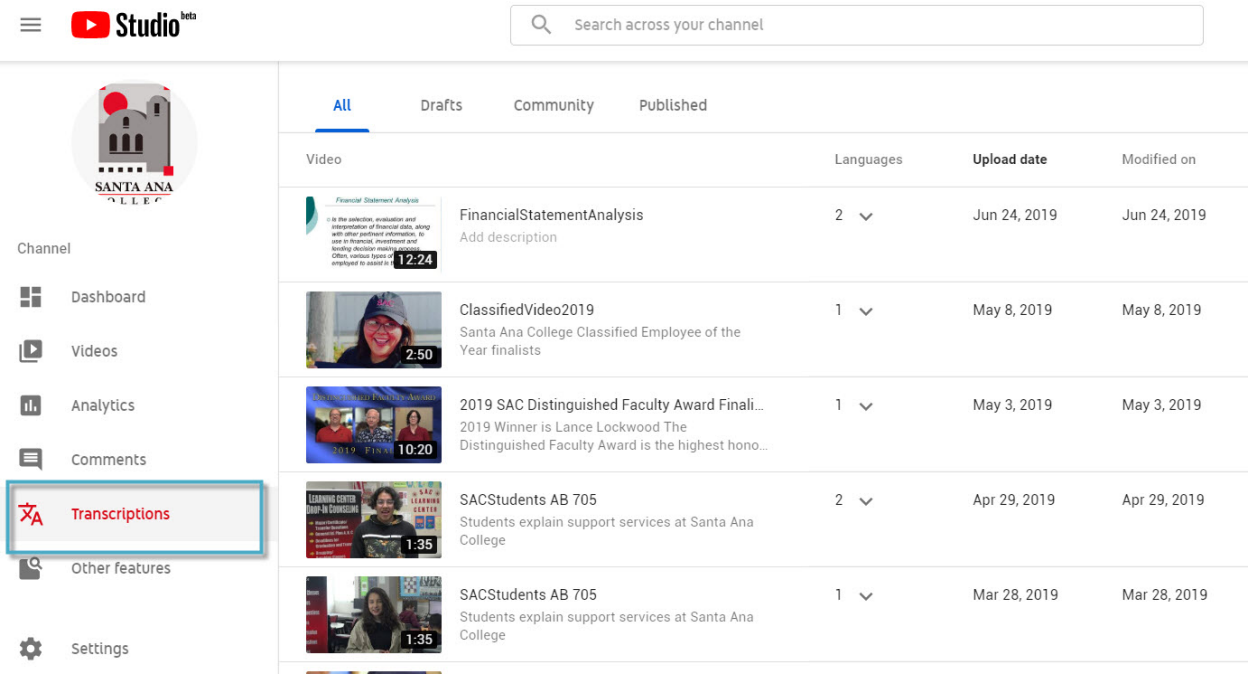


Click on **Public** and change it to **Unlisted.** The Unlisted setting can also be set during the initial video uploading stage.

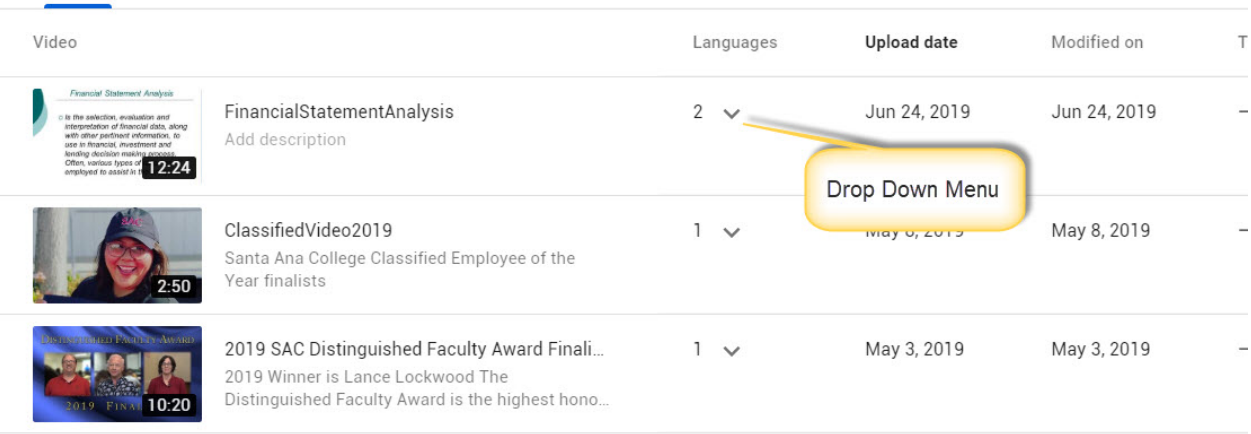




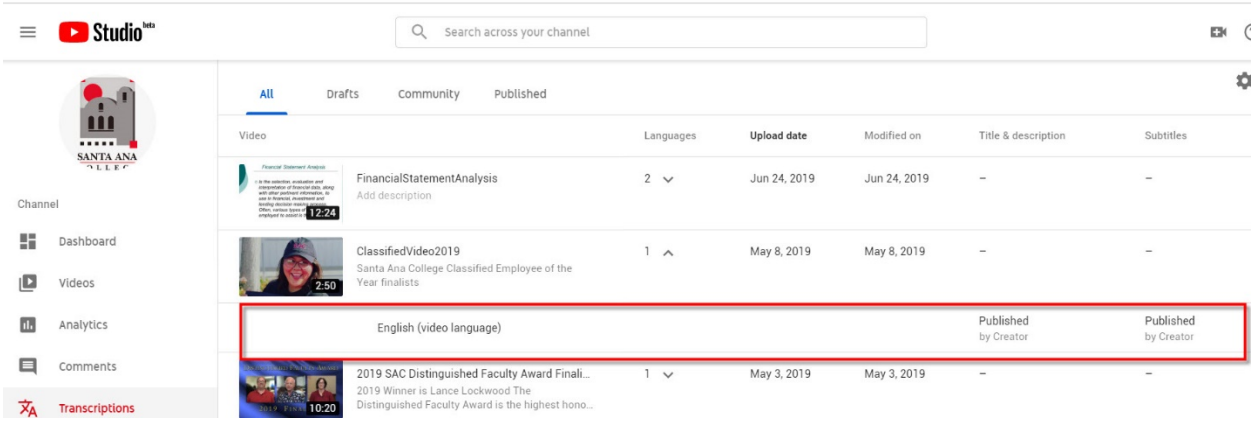
Return to the main menu on the left and click **Transcriptions** to access the automatic captions generated by YouTube.



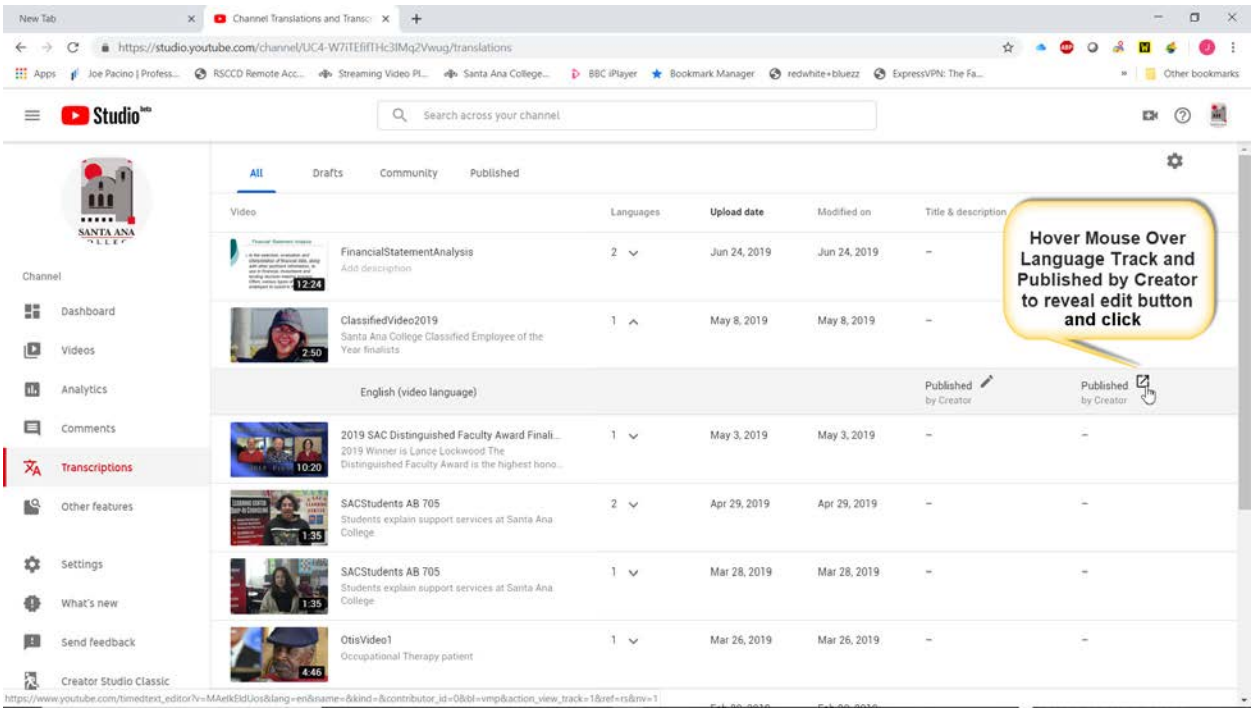
The language track is hidden below the video and slides out when the drop down arrow is clicked.



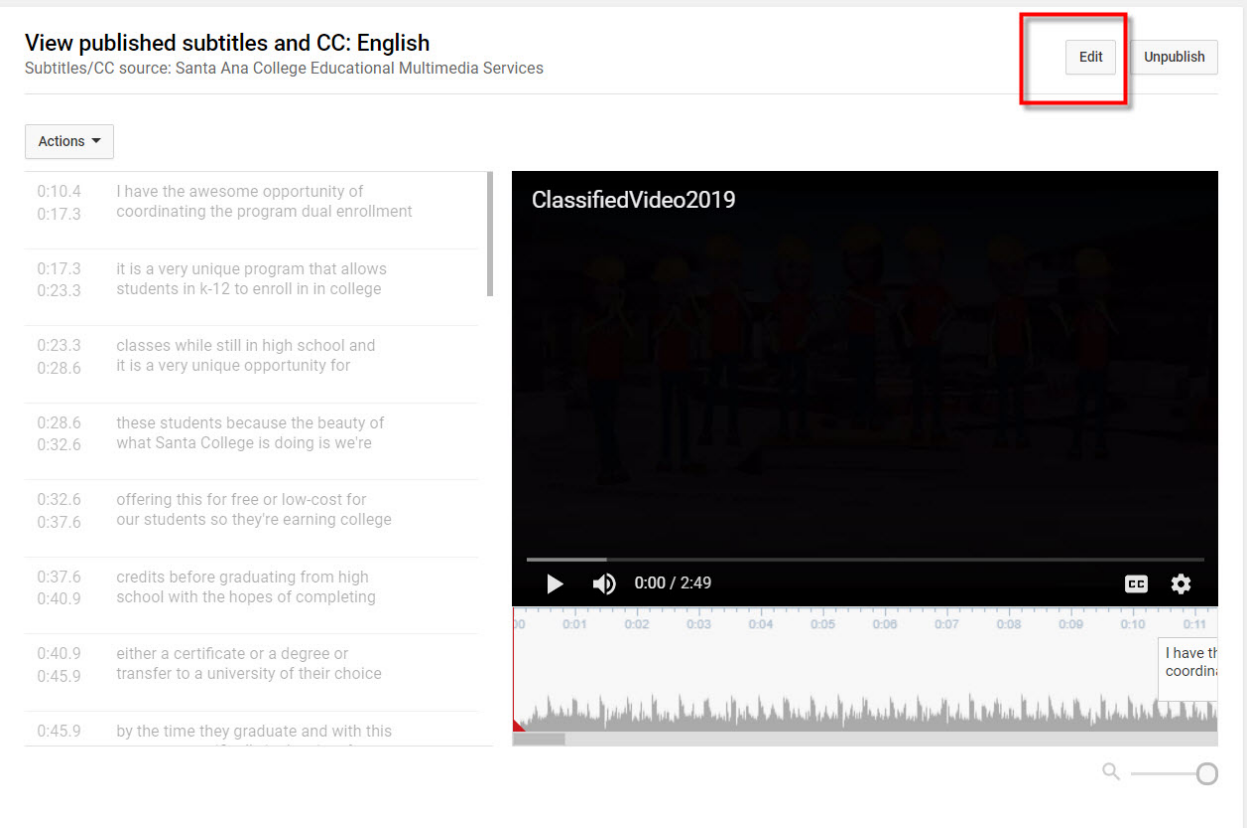
The language track appears just below the video.



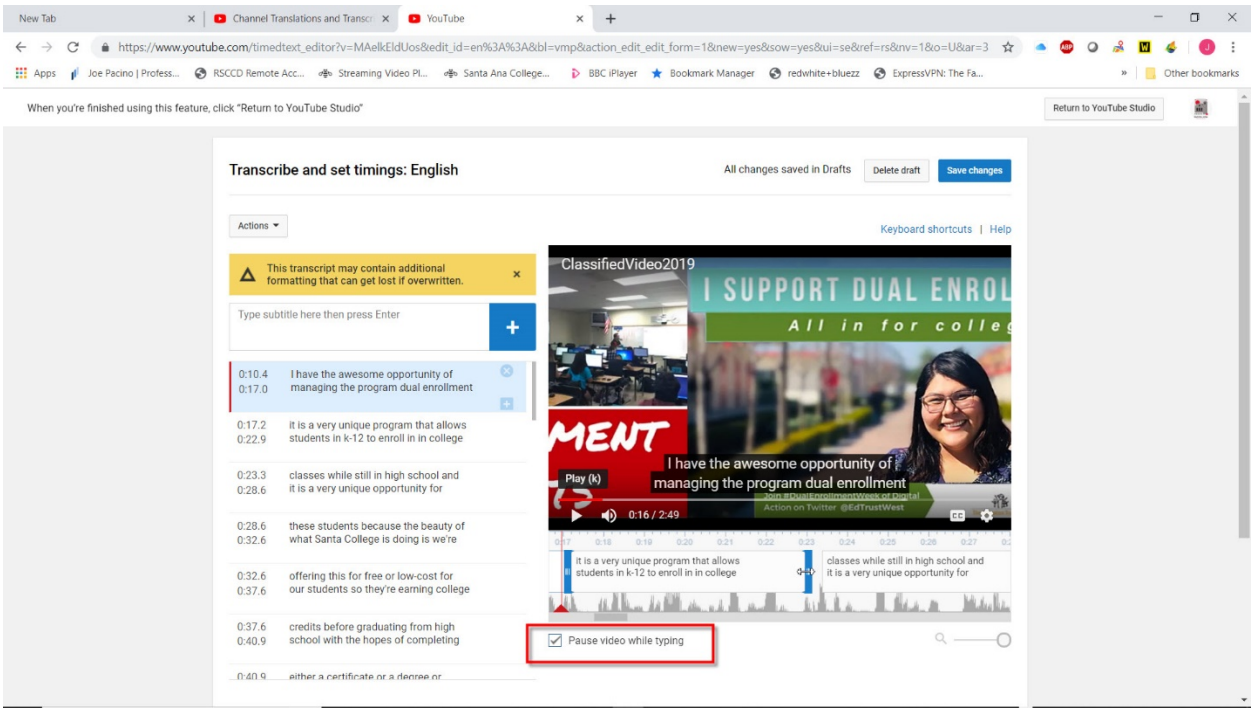
Now **hover the mouse** over the language track and **over the published by creator** section under the subtitles column.



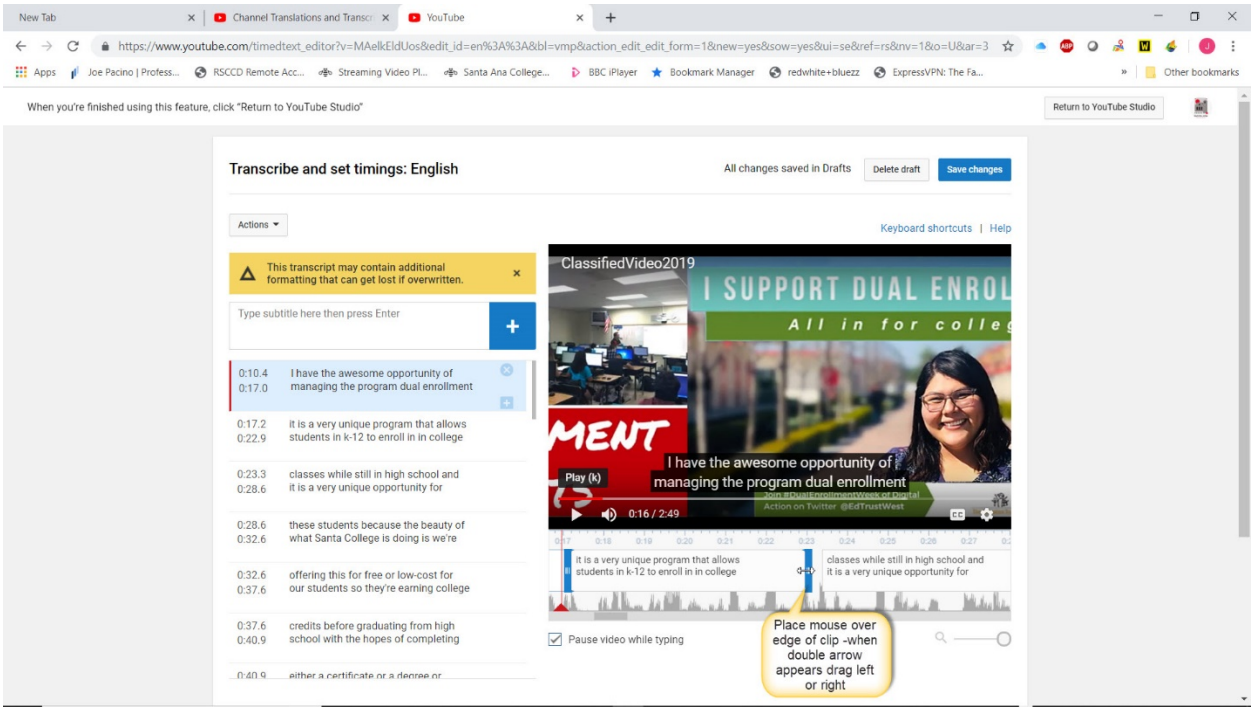
Click the **Edit** button on the top right corner.



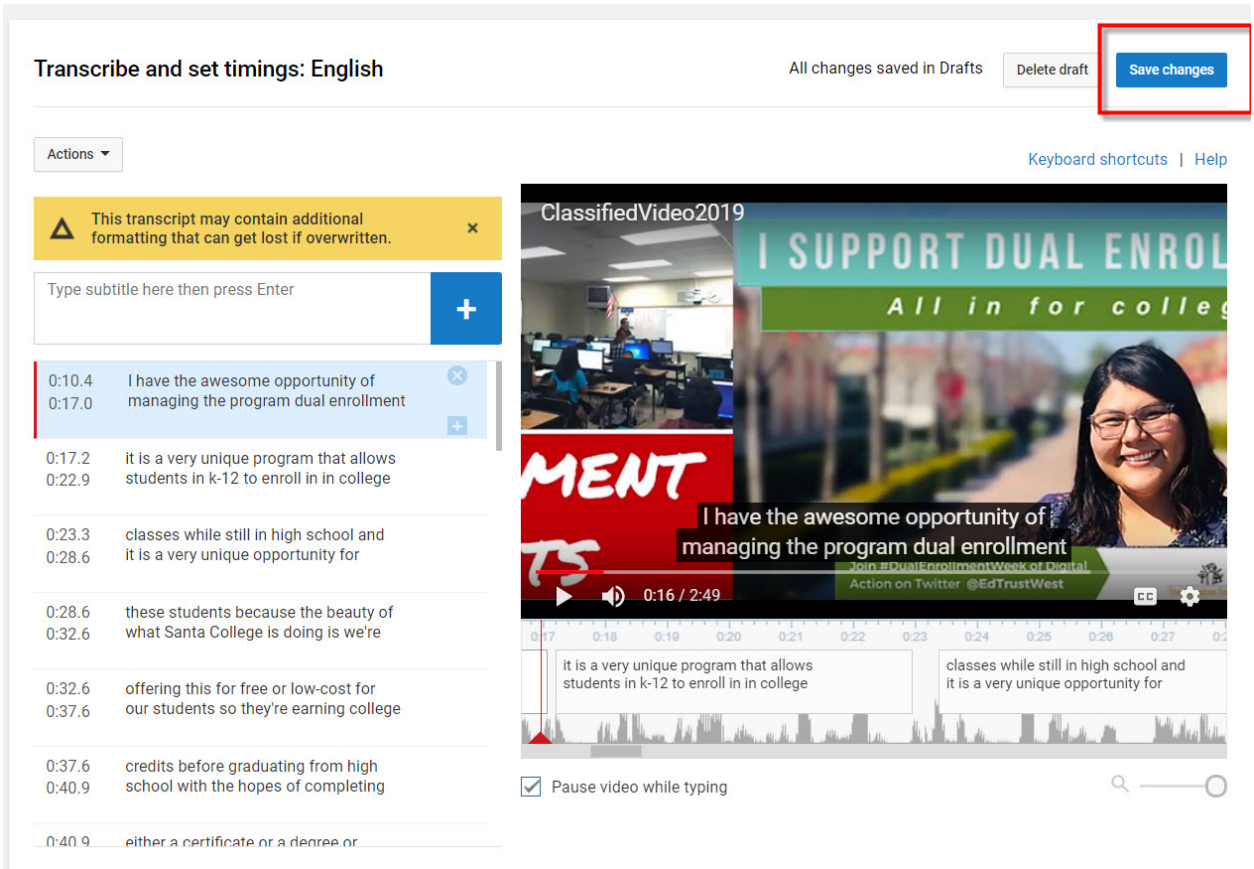
Place a checkmark by **Pause video while typing**. You may then type in the text area to correct it.



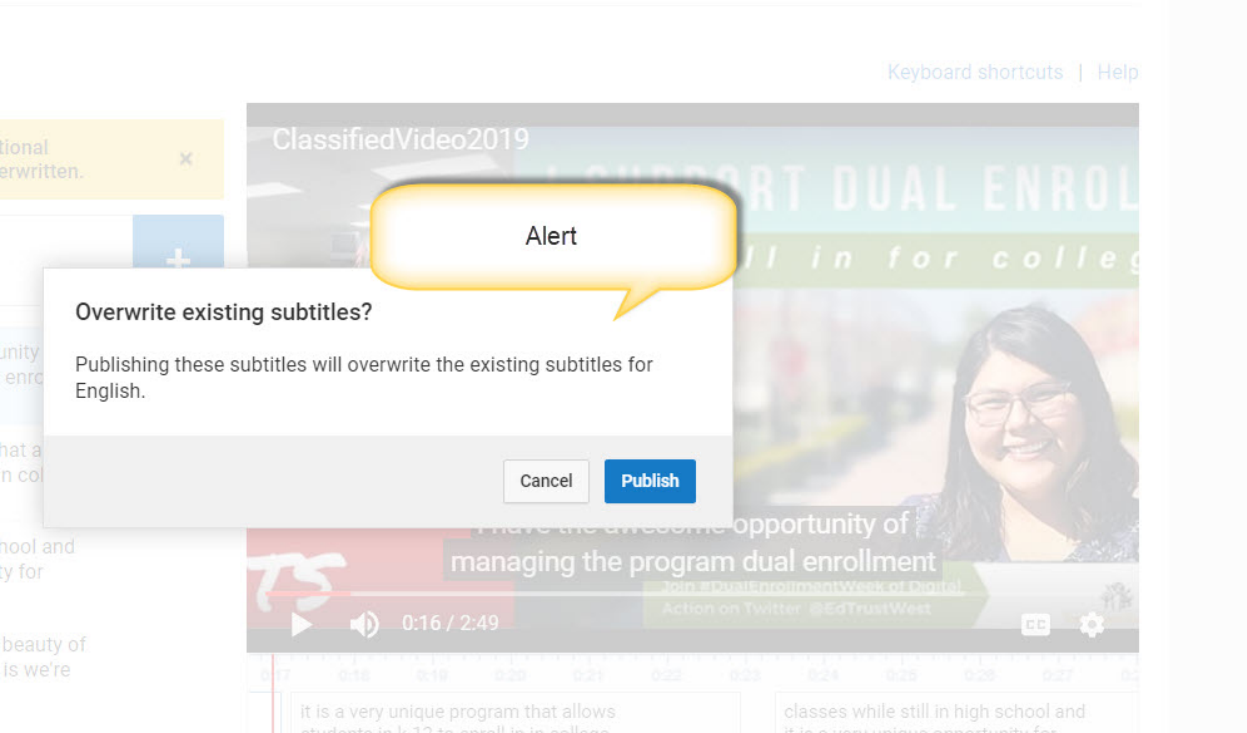
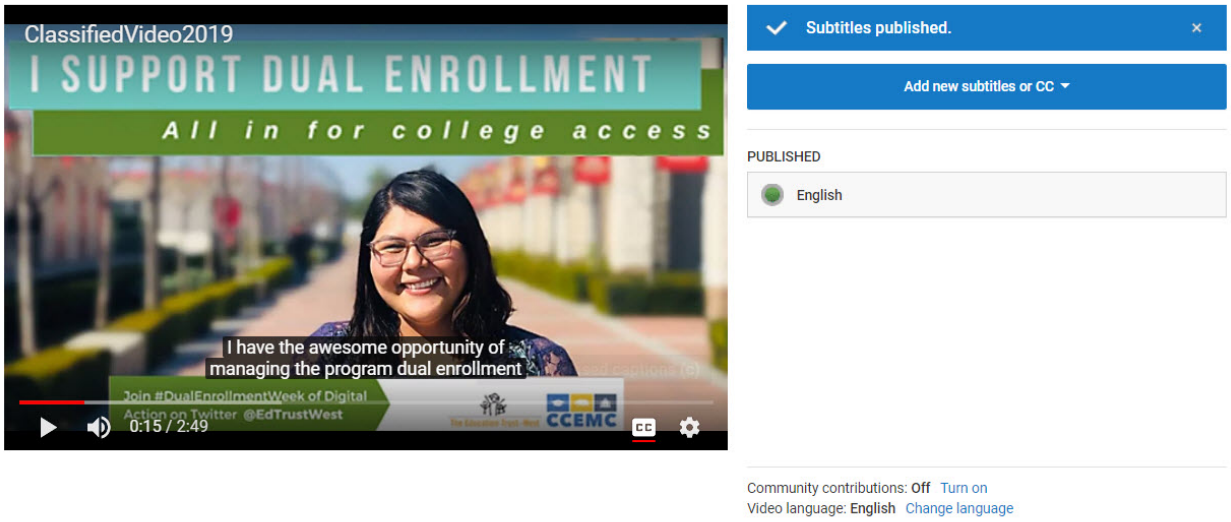
You can change the timing of each caption by adjusting the edge markers around each clip.



When done make sure you click the **Save button.**



An Alert screen will ask you to confirm if you want to overwrite the previous captions. Click **Publish.**



Manage subtitles and closed captions