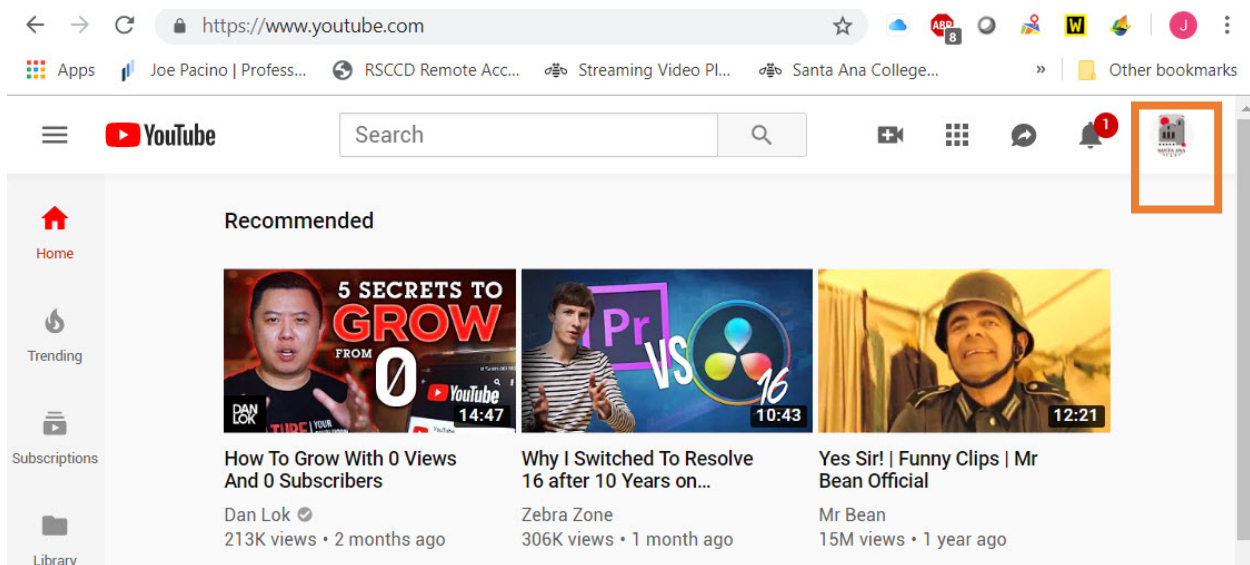
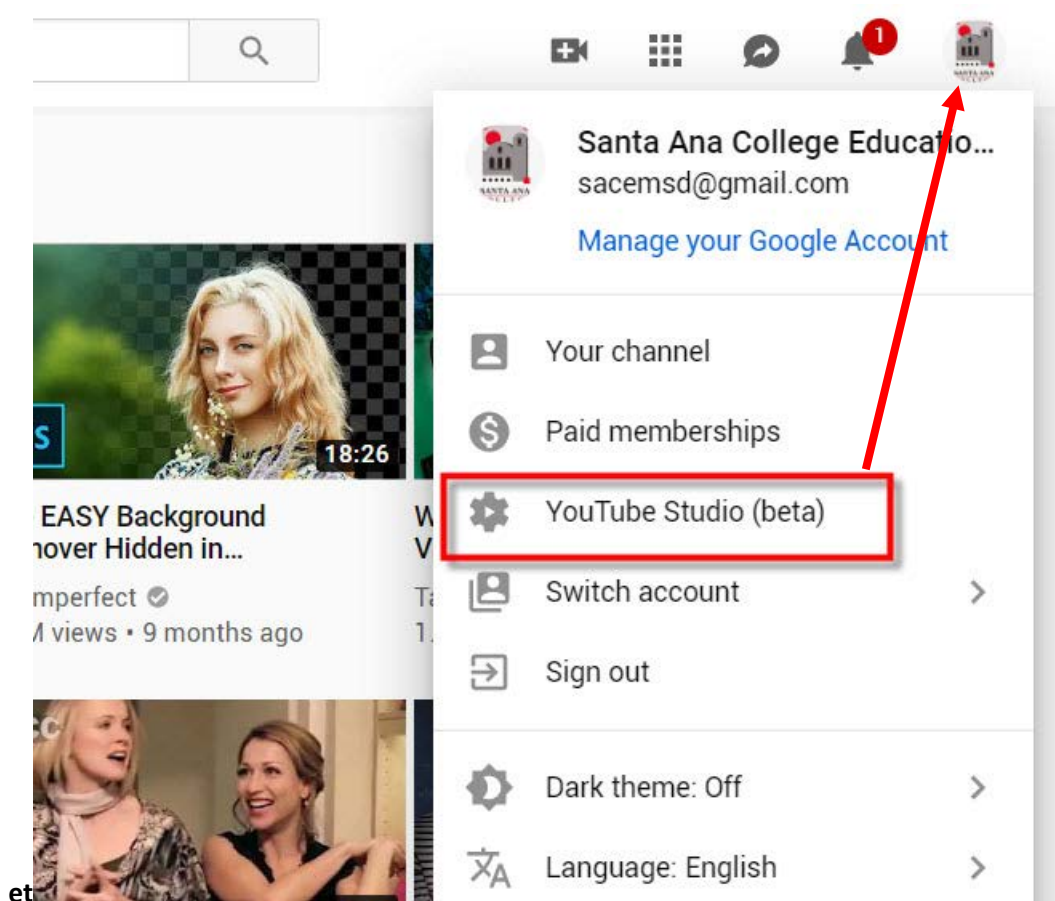


Editing Captions in YouTube Studio

Log into YouTube with your Google account.



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



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.




The screenshot shows the YouTube Studio Beta interface. On the left is a sidebar menu with options: Channel, Dashboard, **Videos** (highlighted), Analytics, Comments, Transcriptions, Other features, Settings, and What's new. The main area shows a list of uploads under the 'Uploads' tab. The list has columns for video thumbnails, titles, visibility settings, and dates.

Video	Visibility	Date
Financial Statement Analysis Add description	Unlisted	Jun 24, 2019 Uploaded
2019 SAC Distinguished Faculty Award Finalists 2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest honor bestowed by...	Public	May 17, 2019 Published
ClassifiedVideo2019 Santa Ana College Classified Employee of the Year finalists	Unlisted	May 8, 2019 Uploaded
SACStudents AB 705 Students explain support services at Santa Ana College	Unlisted	Apr 29, 2019 Uploaded
SACStudents AB 705 Students explain support services at Santa Ana College	Unlisted	Mar 28, 2019 Uploaded

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

This close-up view highlights the visibility settings for the video '2019 SAC Distinguished Faculty Award Finalists'. A yellow callout box with a speech bubble points to the 'Public' visibility icon, containing the text: **Change "Public" to "Unlisted"**. The video list below shows the 'Public' setting for this video and 'Unlisted' for the others.



	2019 SAC Distinguished Faculty Award Finalists 2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest honor b...	Public	May 17, 2019 Published
	ClassifiedVideo2019 Santa Ana College Classified Emplo... finalists	Unlisted	May 8, 2019 Uploaded
	SACStudents AB 705 Students explain support services at Santa Ana College	Unlisted	Apr 29, 2019 Uploaded


<input type="checkbox"/>		2019 SAC Distinguished Faculty Award Finalists 2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest honor bestowed by...	<input checked="" type="radio"/> Public <input type="radio"/> Private <input type="radio"/> Unlisted
<input type="checkbox"/>		ClassifiedVideo2019 Santa Ana College Classified Employee of the Year finalists	<input type="radio"/> Unlisted
<input type="checkbox"/>		SACStudents AB 705 Students explain support services at Santa Ana College	<input type="radio"/> Unlisted

CANCEL SAVE

Uploaded








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








SANTA ANA COLLEGE

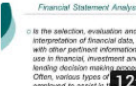


Channel

-  Dashboard
-  Videos
-  Analytics
-  Comments
-  **Transcriptions**
-  Other features
-  Settings

All
Drafts
Community
Published

Video	Languages	Upload date	Modified on
 <div style="display: flex; flex-direction: column;"> <div style="font-size: x-small; margin-bottom: 5px;">Financial Statement Analysis</div> <div style="font-size: x-small; margin-bottom: 5px;">In the selection, evaluation and interpretation of financial data, along with other pertinent information, to use in financial statement analysis, lending decision making, and other financial statement analysis. Other various types of financial statements employed to assist in...</div> <div style="font-weight: bold; font-size: x-small;">12:24</div> </div>	2 ▾	Jun 24, 2019	Jun 24, 2019
 <div style="display: flex; flex-direction: column;"> <div style="font-weight: bold; font-size: x-small;">ClassifiedVideo2019</div> <div style="font-size: x-small; margin-bottom: 5px;">Santa Ana College Classified Employee of the Year finalists</div> <div style="font-weight: bold; font-size: x-small;">2:50</div> </div>	1 ▾	May 8, 2019	May 8, 2019
 <div style="display: flex; flex-direction: column;"> <div style="font-size: x-small; margin-bottom: 5px;">2019 SAC Distinguished Faculty Award Finalists</div> <div style="font-size: x-small; margin-bottom: 5px;">2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest honor...</div> <div style="font-weight: bold; font-size: x-small;">10:20</div> </div>	1 ▾	May 3, 2019	May 3, 2019
 <div style="display: flex; flex-direction: column;"> <div style="font-size: x-small; margin-bottom: 5px;">SACStudents AB 705</div> <div style="font-size: x-small; margin-bottom: 5px;">Students explain support services at Santa Ana College</div> <div style="font-weight: bold; font-size: x-small;">1:35</div> </div>	2 ▾	Apr 29, 2019	Apr 29, 2019
 <div style="display: flex; flex-direction: column;"> <div style="font-size: x-small; margin-bottom: 5px;">SACStudents AB 705</div> <div style="font-size: x-small; margin-bottom: 5px;">Students explain support services at Santa Ana College</div> <div style="font-weight: bold; font-size: x-small;">1:35</div> </div>	1 ▾	Mar 28, 2019	Mar 28, 2019

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

Video	Languages	Upload date	Modified on
 <div style="display: flex; flex-direction: column;"> <div style="font-size: x-small; margin-bottom: 5px;">Financial Statement Analysis</div> <div style="font-size: x-small; margin-bottom: 5px;">In the selection, evaluation and interpretation of financial data, along with other pertinent information, to use in financial statement analysis, lending decision making, and other financial statement analysis. Other various types of financial statements employed to assist in...</div> <div style="font-weight: bold; font-size: x-small;">12:24</div> </div>	2 ▾	Jun 24, 2019	Jun 24, 2019
 <div style="display: flex; flex-direction: column;"> <div style="font-weight: bold; font-size: x-small;">ClassifiedVideo2019</div> <div style="font-size: x-small; margin-bottom: 5px;">Santa Ana College Classified Employee of the Year finalists</div> <div style="font-weight: bold; font-size: x-small;">2:50</div> </div>	1 ▾	May 8, 2019	May 8, 2019
 <div style="display: flex; flex-direction: column;"> <div style="font-size: x-small; margin-bottom: 5px;">2019 SAC Distinguished Faculty Award Finalists</div> <div style="font-size: x-small; margin-bottom: 5px;">2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest honor...</div> <div style="font-weight: bold; font-size: x-small;">10:20</div> </div>	1 ▾	May 3, 2019	May 3, 2019

The language track appears just below the video.

The screenshot shows the YouTube Studio interface for a channel named 'SANTA ANA'. The 'Transcriptions' tab is selected in the left sidebar. The main content area displays a table of videos. A red box highlights the 'English (video language)' track and the 'Published by Creator' buttons for the video '2019 SAC Distinguished Faculty Award Final...'. The table has columns for 'Video', 'Languages', 'Upload date', 'Modified on', 'Title & description', and 'Subtitles'.

Video	Languages	Upload date	Modified on	Title & description	Subtitles
FinancialStatementAnalysis Add description 12:24	2	Jun 24, 2019	Jun 24, 2019	-	-
ClassifiedVideo2019 Santa Ana College Classified Employee of the Year finalists 2:50	1	May 8, 2019	May 8, 2019	-	-
English (video language)					
2019 SAC Distinguished Faculty Award Final... 2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest hono... 10:20	1	May 3, 2019	May 3, 2019	Published by Creator	Published by Creator
SACStudents AB 705 Students explain support services at Santa Ana College. 1:35	2	Apr 29, 2019	Apr 29, 2019	-	-
SACStudents AB 705 Students explain support services at Santa Ana College. 1:35	1	Mar 28, 2019	Mar 28, 2019	-	-
OtisVideo1 Occupational Therapy patient 4:46	1	Mar 26, 2019	Mar 26, 2019	-	-

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

This screenshot is similar to the previous one but includes a yellow callout box with the text: "Hover Mouse Over Language Track and Published by Creator to reveal edit button and click". The callout points to the 'English (video language)' track and the 'Published by Creator' button in the 'Subtitles' column for the video '2019 SAC Distinguished Faculty Award Final...'. The 'Transcriptions' tab is still selected in the sidebar.

https://www.youtube.com/timedtext_editor?v=MAAtkDdJ0s&lang=en&name=&kind=&contributor_id=0&bl=vmpl&action_view_track=1&ref=rs&mr=1

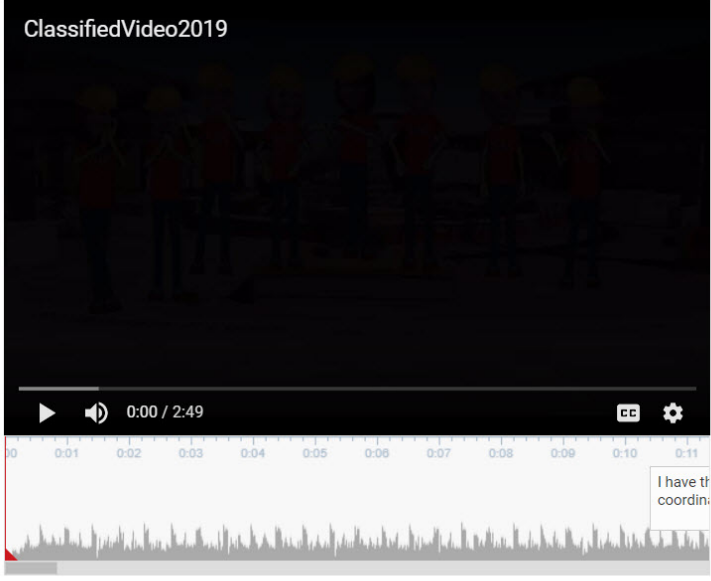
Click the **Edit** button on the top right corner.

View published subtitles and CC: English
Subtitles/CC source: Santa Ana College Educational Multimedia Services

Edit **Unpublish**

Actions

0:10.4 0:17.3	I have the awesome opportunity of coordinating the program dual enrollment
0:17.3 0:23.3	it is a very unique program that allows students in k-12 to enroll in in college
0:23.3 0:28.6	classes while still in high school and it is a very unique opportunity for
0:28.6 0:32.6	these students because the beauty of what Santa College is doing is we're
0:32.6 0:37.6	offering this for free or low-cost for our students so they're earning college
0:37.6 0:40.9	credits before graduating from high school with the hopes of completing
0:40.9 0:45.9	either a certificate or a degree or transfer to a university of their choice
0:45.9	by the time they graduate and with this



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

New Tab x Channel Translations and Transc... x YouTube x +

https://www.youtube.com/timedtext_editor?v=MAaekIdUos&edit_id=en%3A%3A&bl=vmp&action_edit_edit_form=1&new=yes&show=yes&ui=se&ref=rs&rv=1&co=U&ar=3

When you're finished using this feature, click "Return to YouTube Studio"

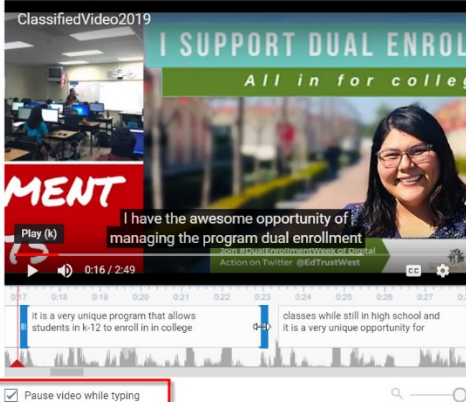
Transcribe and set timings: English All changes saved in Drafts **Delete draft** **Save changes**

Actions Keyboard shortcuts | Help

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

Type subtitle here then press Enter **+**

0:10.4 0:17.0	I have the awesome opportunity of managing the program dual enrollment
0:17.2 0:22.9	it is a very unique program that allows students in k-12 to enroll in in college
0:23.3 0:28.6	classes while still in high school and it is a very unique opportunity for
0:28.6 0:32.6	these students because the beauty of what Santa College is doing is we're
0:32.6 0:37.6	offering this for free or low-cost for our students so they're earning college
0:37.6 0:40.9	credits before graduating from high school with the hopes of completing
0:40.9	either a certificate or a degree or



Pause video while typing

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

Transcribe and set timings: English

All changes saved in Drafts [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 [+](#)

- 0:10.4 I have the awesome opportunity of managing the program dual enrollment
- 0:17.0
- 0:17.2 it is a very unique program that allows students in k-12 to enroll in college
- 0:22.9
- 0:23.3 classes while still in high school and it is a very unique opportunity for
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- 0:28.6 these students because the beauty of what Santa College is doing is we're
- 0:32.6 offering this for free or low-cost for our students so they're earning college
- 0:37.6 credits before graduating from high school with the hopes of completing
- 0:40.9
- 0:40.9 either a certificate or a degree or

Place mouse over edge of clip -when double arrow appears drag left or right

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

Transcribe and set timings: English

All changes saved in Drafts [Delete draft](#) [Save changes](#)

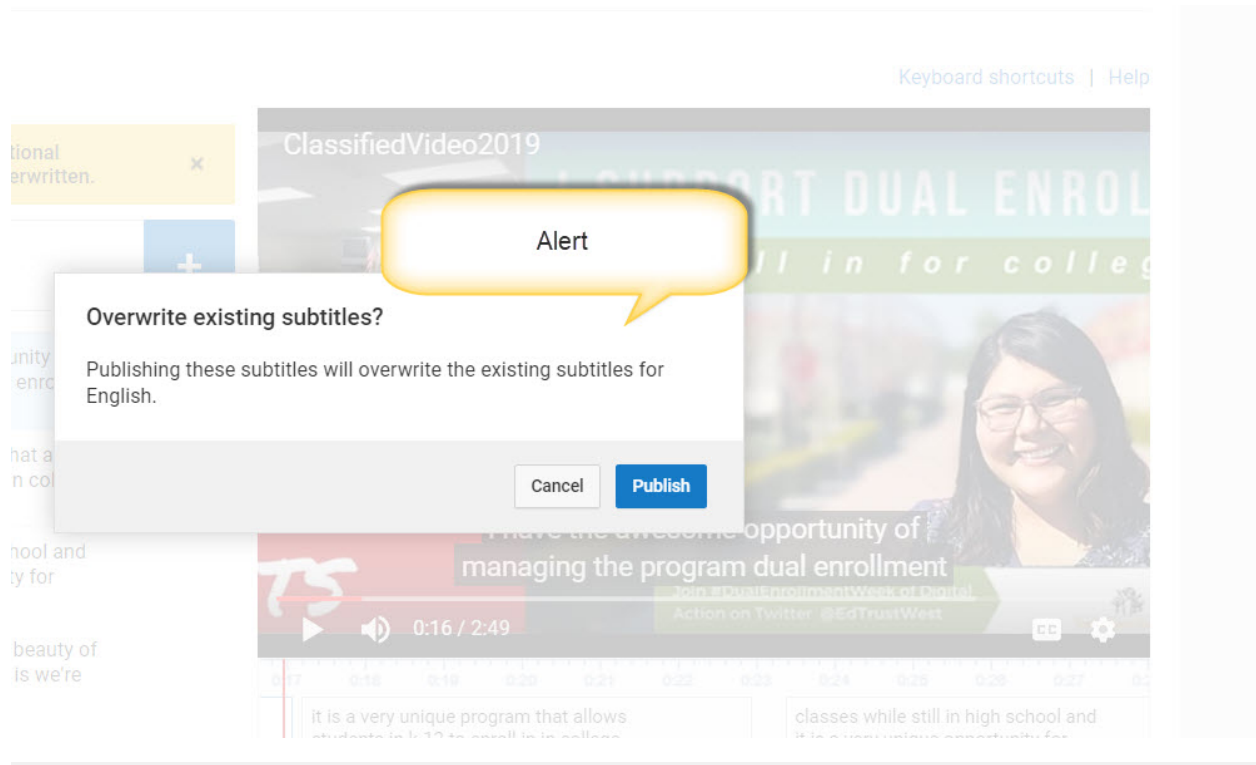
Actions ▾ Keyboard shortcuts | Help

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

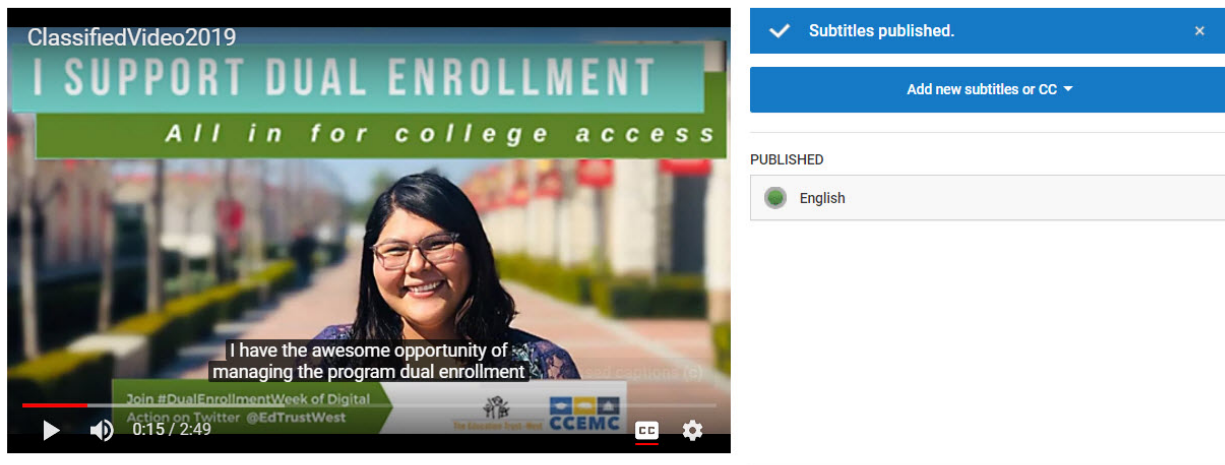
Type subtitle here then press Enter [+](#)

- 0:10.4 I have the awesome opportunity of managing the program dual enrollment
- 0:17.0
- 0:17.2 it is a very unique program that allows students in k-12 to enroll in college
- 0:22.9
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- 0:37.6 credits before graduating from high school with the hopes of completing
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- 0:40.9 either a certificate or a degree or

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



Manage subtitles and closed captions



Community contributions: [Off](#) [Turn on](#)
Video language: [English](#) [Change language](#)