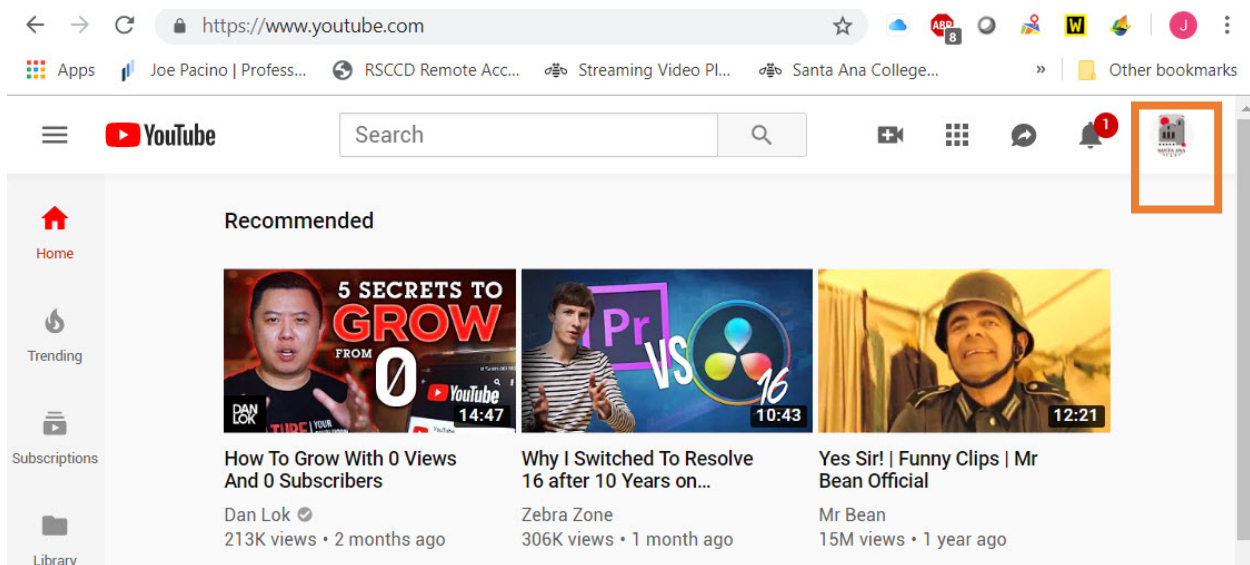
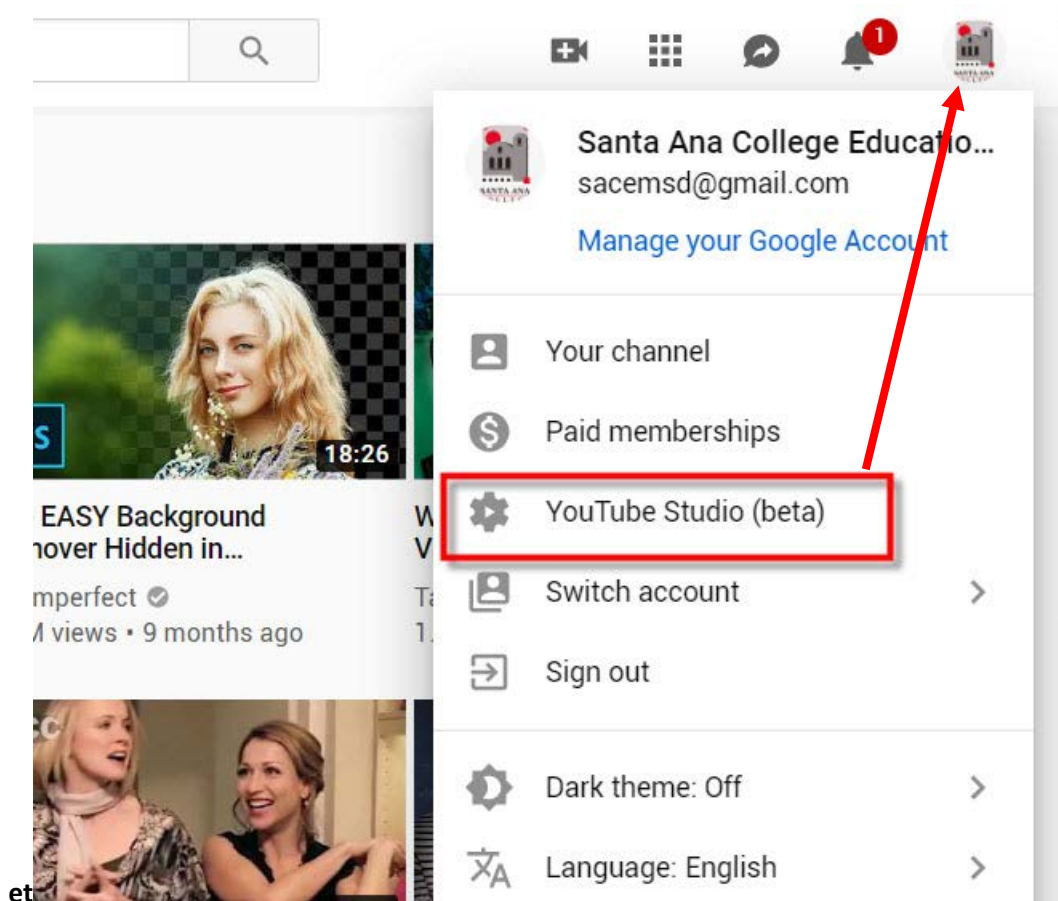


## Editing Captions in YouTube Studio

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 checkboxes, video thumbnails, titles, visibility settings, and dates.

	Video	Visibility	Date
<input type="checkbox"/>	Financial Statement Analysis Add description	Unlisted	Jun 24, 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...	Public	May 17, 2019 Published
<input type="checkbox"/>	ClassifiedVideo2019 Santa Ana College Classified Employee of the Year finalists	Unlisted	May 8, 2019 Uploaded
<input type="checkbox"/>	SACStudents AB 705 Students explain support services at Santa Ana College	Unlisted	Apr 29, 2019 Uploaded
<input type="checkbox"/>	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 highlights the '2019 SAC Distinguished Faculty Award Finalists' video. A yellow callout bubble with a pointer to the 'Public' icon contains the text: "Change 'Public' to 'Unlisted'".



<input type="checkbox"/>	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
<input type="checkbox"/>	ClassifiedVideo2019 Santa Ana College Classified Employee finalists	Unlisted	May 8, 2019 Uploaded
<input type="checkbox"/>	SACStudents AB 705 Students explain support services at Santa Ana College	Unlisted	Apr 29, 2019 Uploaded


<input type="checkbox"/>		<b>2019 SAC Distinguished Faculty Award Finalists</b> 2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest honor bestowed by...	<input checked="" type="radio"/> Public
<input type="checkbox"/>		<b>ClassifiedVideo2019</b> Santa Ana College Classified Employee of the Year finalists	<input type="radio"/> Private
<input type="checkbox"/>		<b>SACStudents AB 705</b> 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. Other various types of lending decision making processes employed to assist in...</div> <div style="font-weight: bold; font-size: x-small;">12:24</div> </div>	FinancialStatementAnalysis Add description	2 ▾	Jun 24, 2019 Jun 24, 2019
	<b>ClassifiedVideo2019</b> Santa Ana College Classified Employee of the Year finalists	1 ▾	May 8, 2019 May 8, 2019
	<b>2019 SAC Distinguished Faculty Award Finalists</b> 2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest honor...	1 ▾	May 3, 2019 May 3, 2019
	<b>SACStudents AB 705</b> Students explain support services at Santa Ana College	2 ▾	Apr 29, 2019 Apr 29, 2019
	<b>SACStudents AB 705</b> Students explain support services at Santa Ana College	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. Other various types of lending decision making processes employed to assist in...</div> <div style="font-weight: bold; font-size: x-small;">12:24</div> </div>	FinancialStatementAnalysis Add description	2 ▾	Jun 24, 2019 Jun 24, 2019
	<b>ClassifiedVideo2019</b> Santa Ana College Classified Employee of the Year finalists	1 ▾	May 8, 2019 May 8, 2019
	<b>2019 SAC Distinguished Faculty Award Finalists</b> 2019 Winner is Lance Lockwood The Distinguished Faculty Award is the highest hono...	1 ▾	May 3, 2019 May 3, 2019

Drop Down Menu

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' status under the 'Subtitles' column for the video '2019 SAC Distinguished Faculty Award Final...'. The table has the following structure:

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)					Published by Creator
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	-	-

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

This screenshot shows the same YouTube Studio interface as the previous one, but with a yellow callout box highlighting the 'English (video language)' track and the 'Published by Creator' status under the 'Subtitles' column. The callout box contains the text: 'Hover Mouse Over Language Track and Published by Creator to reveal edit button and click'. The table structure is identical to the previous screenshot.

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

**ClassifiedVideo2019**

0:00 / 2:49

I have the awesome opportunity of coordinating the program dual enrollment

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

**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**

**ClassifiedVideo2019**

I SUPPORT DUAL ENROLLMENT  
All in for college

I have the awesome opportunity of managing the program dual enrollment

0:16 / 2:49

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

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  
0:28.6

0:28.6 these students because the beauty of what Santa College is doing is we're  
0:32.6

0:32.6 offering this for free or low-cost for our students so they're earning college  
0:37.6

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

ClassifiedVideo2019

I SUPPORT DUAL ENROLLMENT  
All in for college

I have the awesome opportunity of managing the program dual enrollment

0:16 / 2:49

Pause video while typing

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

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  
0:28.6

0:28.6 these students because the beauty of what Santa College is doing is we're  
0:32.6

0:32.6 offering this for free or low-cost for our students so they're earning college  
0:37.6

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

ClassifiedVideo2019

I SUPPORT DUAL ENROLLMENT  
All in for college

I have the awesome opportunity of managing the program dual enrollment

0:16 / 2:49

Pause video while typing

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

Keyboard shortcuts | Help

ClassifiedVideo2019

Alert

Overwrite existing subtitles?

Publishing these subtitles will overwrite the existing subtitles for English.

Cancel Publish

I have the awesome opportunity of managing the program dual enrollment

Join #DualEnrollmentWeek of Digital Action on Twitter @EdTrustWest

0:16 / 2:49

it is a very unique program that allows students to be able to enroll in college classes while still in high school and it is a great opportunity for

### Manage subtitles and closed captions

ClassifiedVideo2019

I SUPPORT DUAL ENROLLMENT

All in for college access

I have the awesome opportunity of managing the program dual enrollment

Join #DualEnrollmentWeek of Digital Action on Twitter @EdTrustWest

0:15 / 2:49

CC

✓ Subtitles published. ×

Add new subtitles or CC ▾

PUBLISHED

English

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