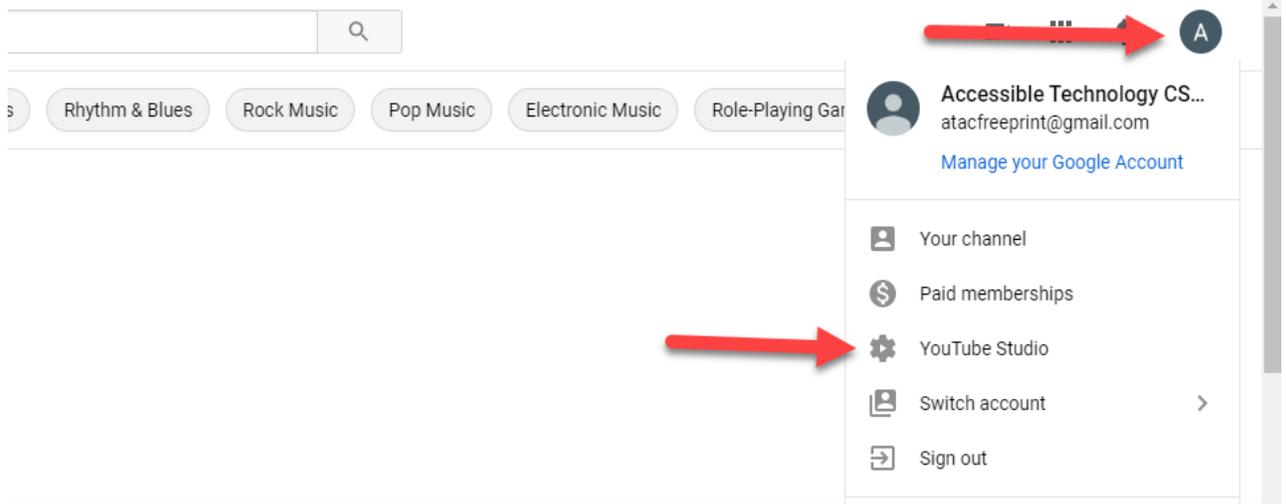
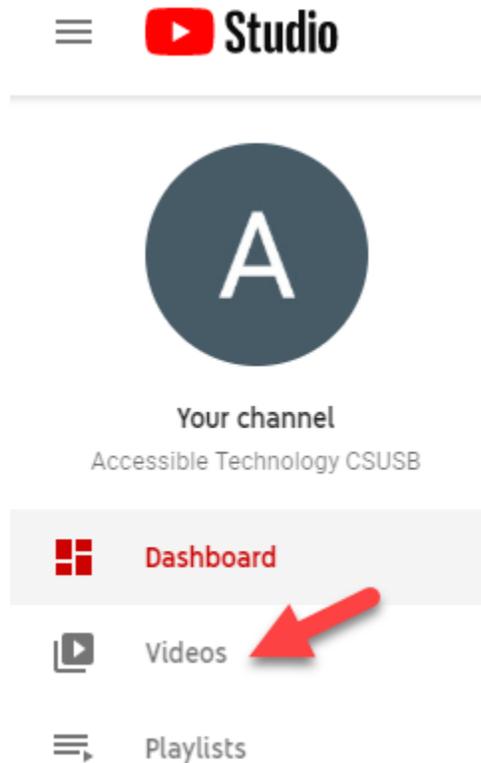


## Editing YouTube's Automatic Captions

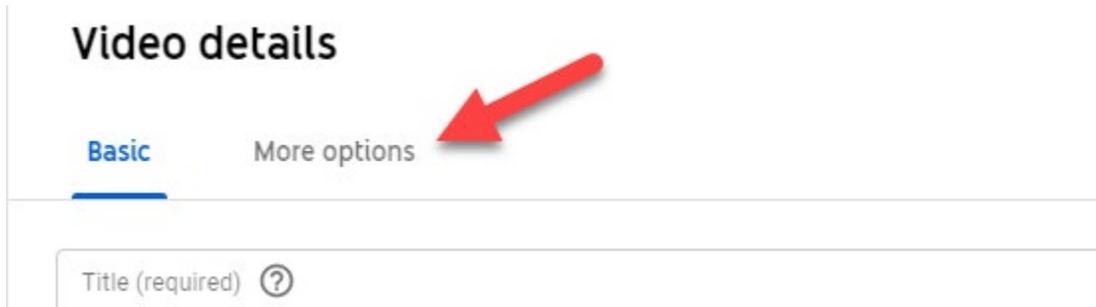
1. Access YouTube Studio by opening your account menu and selecting "YouTube Studio".



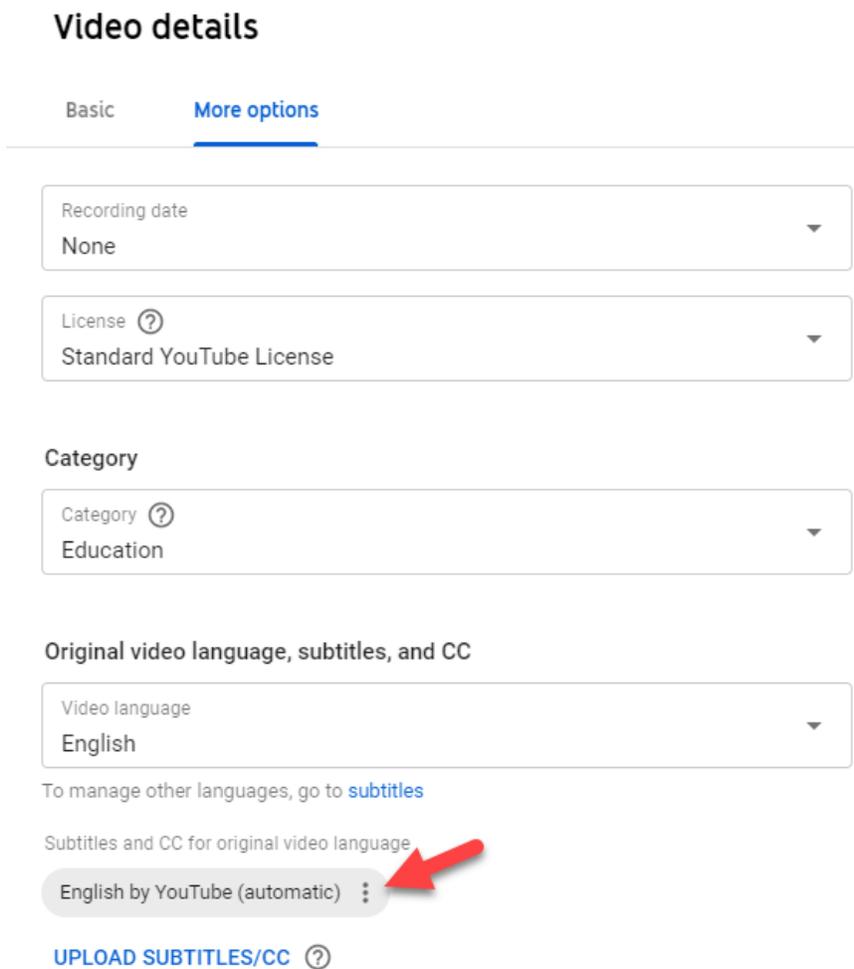
2. Select "Videos" from the "Your Channel" menu located on the left side.



3. On the Video details screen, select the “More Options” tab.



4. Ensure your video language is correct. Under “Subtitles and CC for original language”, select the three dots next to “English by YouTube (automatic)”.



5. Select "Edit on Classic Studio" from the drop-down menu.

**Original video language, subtitles, and CC**

Video language  
English

To manage other languages, go to [subtitles](#)

Subtitles and CC for original video language

-  Edit on Classic Studio
-  Download
-  Delete

**Comments and ratings**

6. The caption editor will open. Click the "Edit" button on the right side.

**View published subtitles and CC: English (Automatic)** Edit Unpublish

Subtitles/CC source: Automatic

Actions ▾

0:02.7 0:07.7	one area we want to emphasize is a particular leadership skill and
0:07.7 0:12.0	that is about managing conflict that may arise
0:12.0 0:16.1	when dealing with diversity issues earlier we talked about how diversity
0:16.1 0:18.8	and involves conflict both constructive and
0:18.8 0:21.6	destructive a leader has to be prepared to manage
0:21.6 0:23.9	both
0:24.0 0:28.3	establishing a system for managing complaints or grievances

PA 619 Module 9 Part 2

**Module 9**  
**Leadership/Ethics/Complaints**

0:00 / 3:02

one area we want to emphasize  
is a particular leadership skill and

that is about  
managing conflict that may arise

7. Correct any grammar, spelling, or capitalization issues within the caption blocks. Play the video as you go; it will stop automatically when you type to make corrections. Once complete, select "Publish edits".

Transcribe and set timings: English Delete draft Publish edits

Actions Keyboard shortcuts | Help

Type subtitle here then press Enter +

0:02.7 one area we want to emphasize  
0:07.7 is a particular leadership skill and

0:07.7 that is about  
0:12.0 managing conflict that may arise

0:12.0 when dealing with diversity issues  
0:16.1 earlier we talked about how diversity

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0:21.6 both  
0:23.9

0:24.0 establishing a system for managing



PA 619 Module 9 Part 2

Module 9  
Leadership/Ethics/Complaints

PA619  
Module 9

one area we want to emphasize  
is a particular leadership skill and

0:02 / 3:02

Pause video while typing

8. You have added captions to your video! If you need support, please email [accessibility@csusb.edu](mailto:accessibility@csusb.edu)