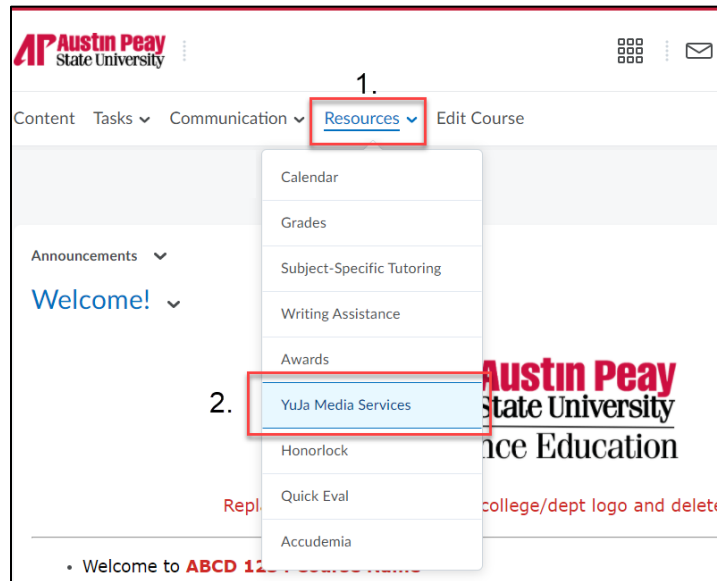


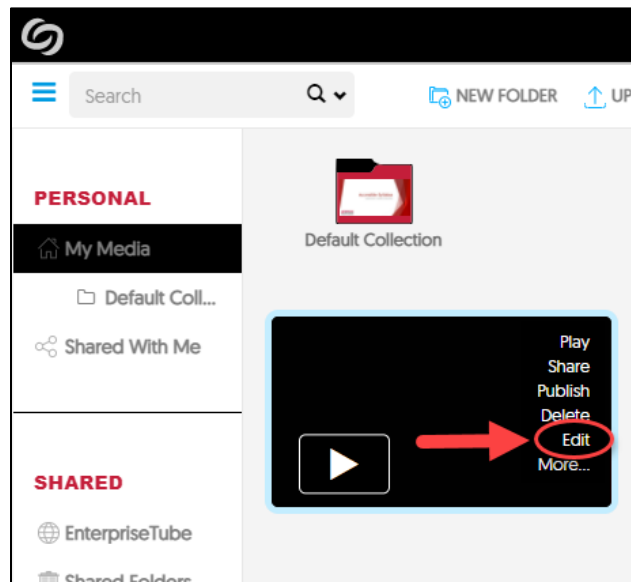
Editing Captions in YuJa

YuJa will automatically machine caption all videos. This process takes anywhere from a few minutes to a few hours depending on the length of each video. Although the captioning is fairly accurate, it is possible to go in and edit any mistakes the machine makes. Please follow the steps below to edit the YuJa machine captions.

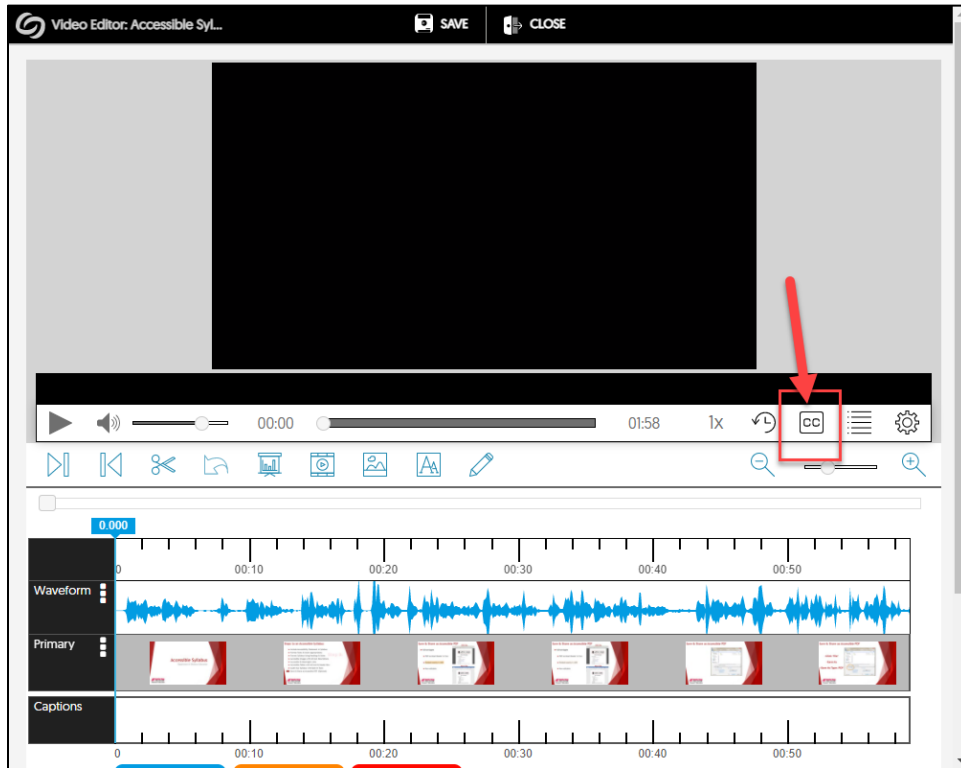
1. Access your YuJa account through D2L by going to a course, selecting Resources from the top menu bar, and then YuJa Media Services.



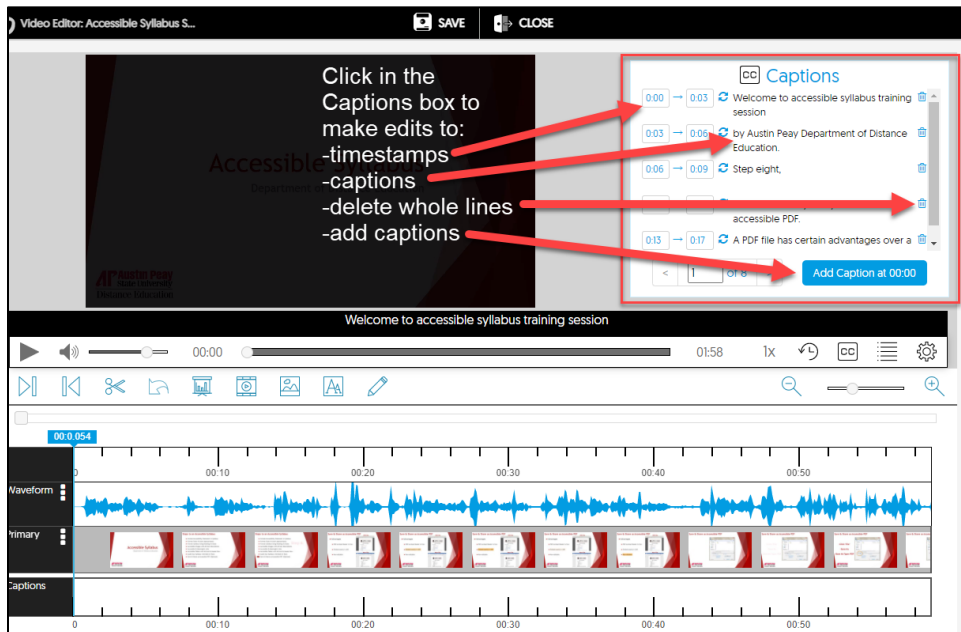
2. Find the video for which you want to edit the captions and hover over the video thumbnail in YuJa until a list of options appear and click on "Edit".



3. Click the CC (closed captioning) button on the right side of the video editor.



4. Click within the closed captioning box to make all your captioning edits including adjusting the timestamp of when the caption line will appear, editing the captions, deleting lines of captions, or adding captions as needed.



5. Once all changes to the captions have been made, click “Save” at the top of the screen. A popup window will appear.
 - **Title Field** – YuJa automatically adds “_edited” to the video if you choose to “Replace Existing Video” or “Save as New Video”.
 - **Description Field** – Optional place to add a description of the video.
 - **Update Index and Transcript with Caption edits** – Ensure this is set to “Yes” and shaded green so the other files like the transcript will be updated with the changes you made to the captions.
 - **Exit without Saving** – All changes to the video and captions will be lost, even if the “Update Index and Transcript with Caption Edits” is set to “Yes” as shown in the image below.
 - **Replace Existing Video** – All changes to the video and captions will be saved and the previous version without the edits will no longer be available.
 - **Save as New Video** – All changes to the video and captions will be saved as a new file in YuJa. The previous version without the edits will still be available as its own media file.

