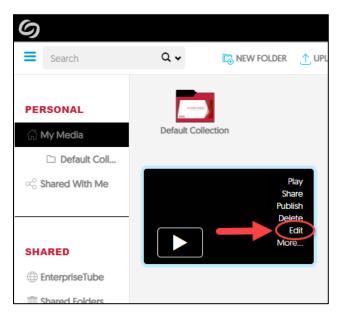
Editing Captions in YuJa

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.

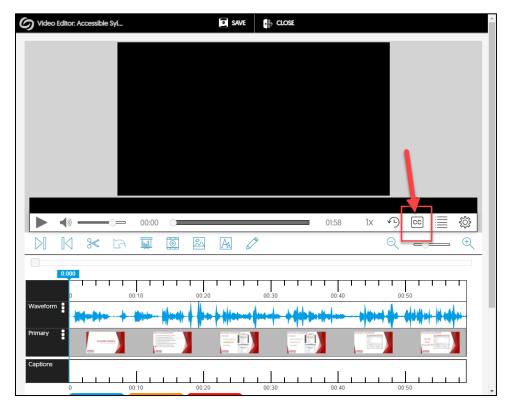
1. Access your YuJa account through D2L by going to a course, selecting Resources from the top menu bar, and then YuJa Media Services.

Austin Peay State University	1.			
Content Tasks - Communication - Resources - Edit Course				
	Calendar			
	Grades			
Announcements 🗸	Subject-Specific Tutoring			
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2.	YuJa Media Services	Austin Peay tate University		
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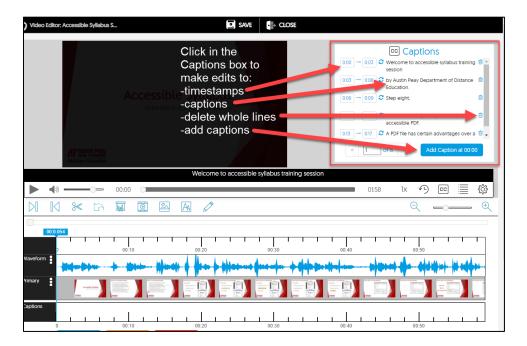
2. Find the video for which you want to edit the captions and hover over the video thumbnail in YuJa until a list of options appear and click on "Edit".



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.

Save Edits CC Captil Please specify how you would like to apply the edits you've made to this video. Title Accessible Syllabus Step 8- Save and Export as PDF_edited Description Update Index and Transcript with Caption Edits		
Please specify how you would like to apply the edits you've made to this video. Title Accessible Syllabus Step 8- Save and Export as PDF_edited Description Update Index and Transcript with Caption Edits Ext wthout Saving Replace Existing Video Save as New Video	Save Edits] Captions
Intie Accessible Syllabus Step 8- Save and Export as PDF_edited 0.06 → 0.09 C Step eight, Description 0.09 → 0.13 C save and share your syllabus as an accurate of the section and share your syllabus as an accurate of the section advantages over Update Index and Transcript with Caption Edits 1.013 → 0.17 C A PDF file has certain advantages over < 1.018 Exit without Saving Replace Exiting Video Save as New Video	ase specify how you would like to apply the edits you've made to this video.	
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