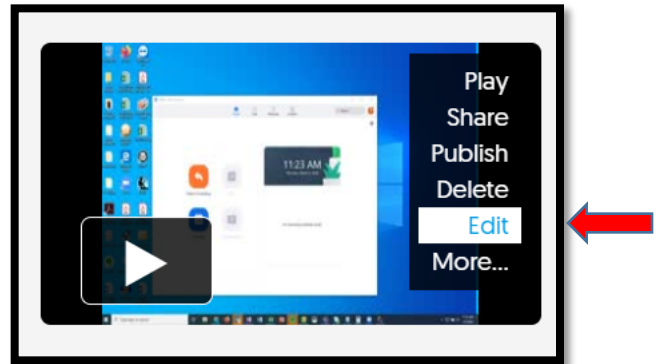## How to edit captions for a Yuja video

Sign in to the Yuja web portal
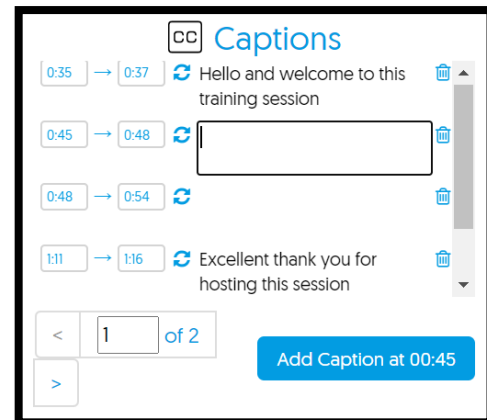https://uci.yuja.com using your UCInetID
credentials

Hover the mouse over the video that contains
the captions you would like to edit and click
Edit

Click on the **CC** icon located below the video preview

Proceed to edit the captions as necessary

If you are going to make any other edits to a recording,
Such as trimming the recording duration, make those
edits before you work on your captions; always work
on your captions last, after any other edits are done,
to avoid losing your work. Remember to click the **Save**
button when finished to preserve the changes