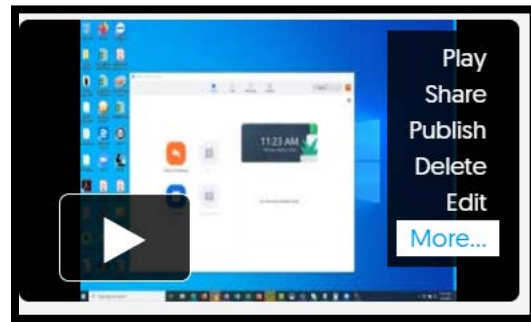


**How to upload captions for a Yuja video**

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 **More**

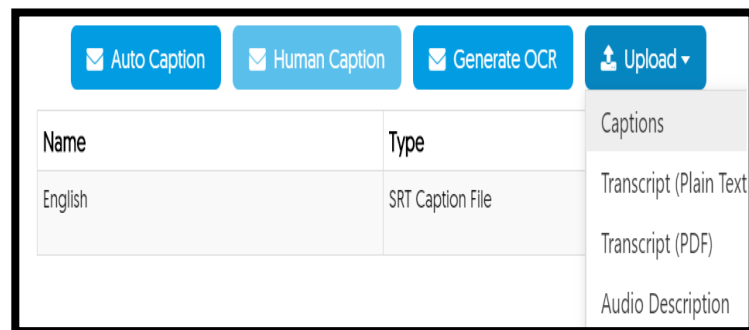


Locate and click on the **Accessibility** tab on the menu displayed on the left hand side



Click on the **Upload** icon and choose from the following options depending on the format of the captions you would like to upload

- Captions – Use this SRT files
- Transcript Plain text – use this for .txt files
- Transcript PDF – use this for PDF files
- Audio Description – This allows you to upload an audio description of the file



Make sure to click on **Save Accessibility** when finished

