Use the captions editor in Canvas (legacy)

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This article is designated for all users.

About

The captions editor lets you review and edit existing captions for your media. You can edit closed captions generated by REACH, uploaded files, or captions created manually.

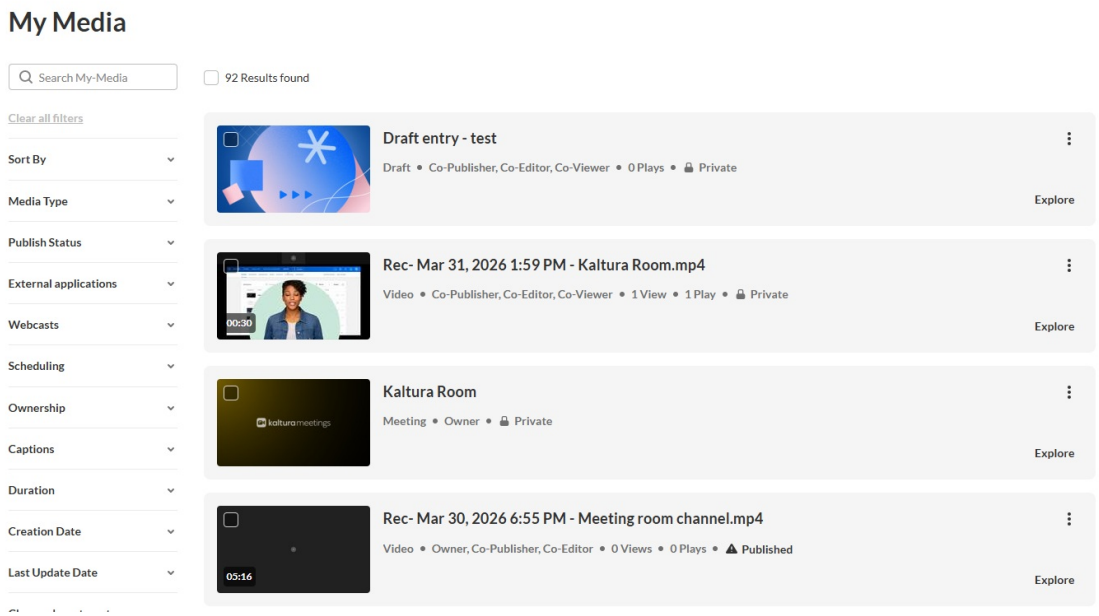
Use the editor to update caption text, adjust timing, and add speaker names. If the transcript plugin is enabled, your changes are reflected in the transcript automatically.

The editor also includes features such as auto-scroll, timestamp editing, and search and replace, helping you improve caption accuracy. This is especially useful for refining machine-generated captions (ASR).

REACH must be enabled on your account, and you must have the required permissions to use these features.

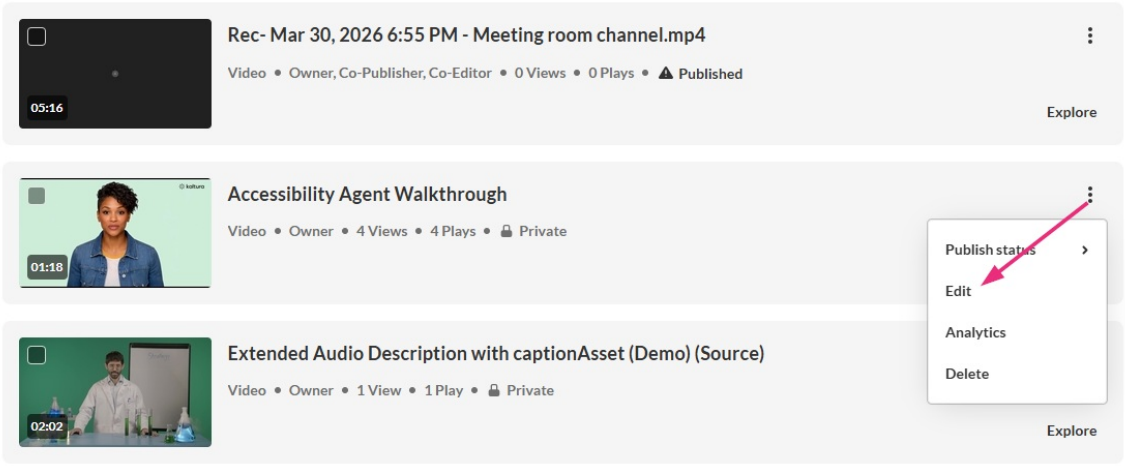
Access the captions editor

1. Go to your **My Media**.

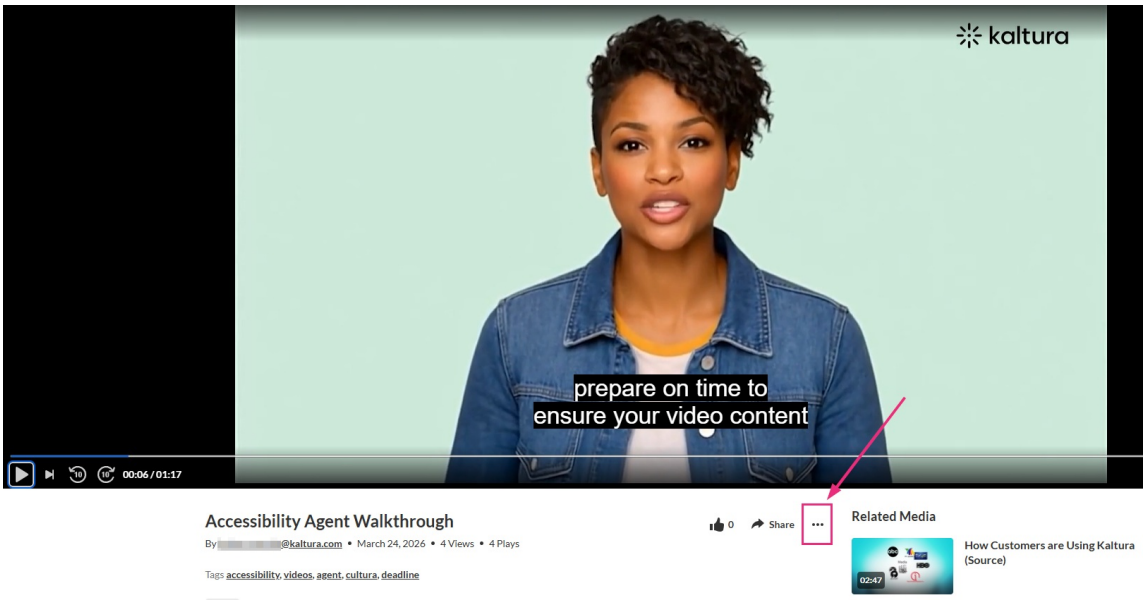


2. Click the **three dots** to the right of the desired media and select **Edit**.

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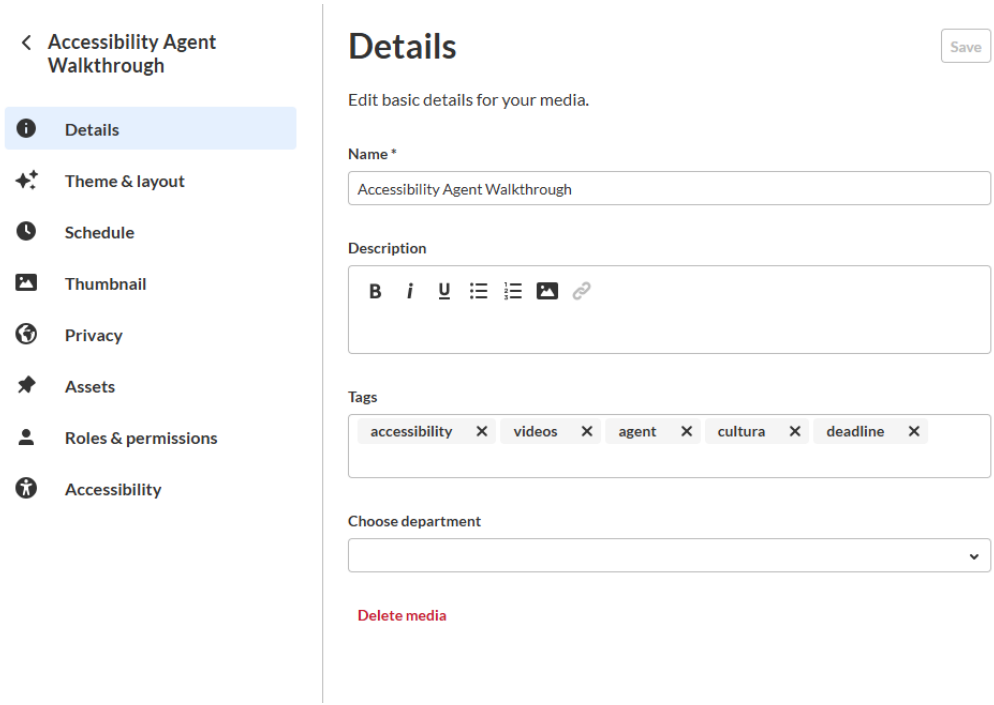


Alternatively, you can access the edit page from the **media page** by clicking the **three-dot menu** and selecting **Edit**.

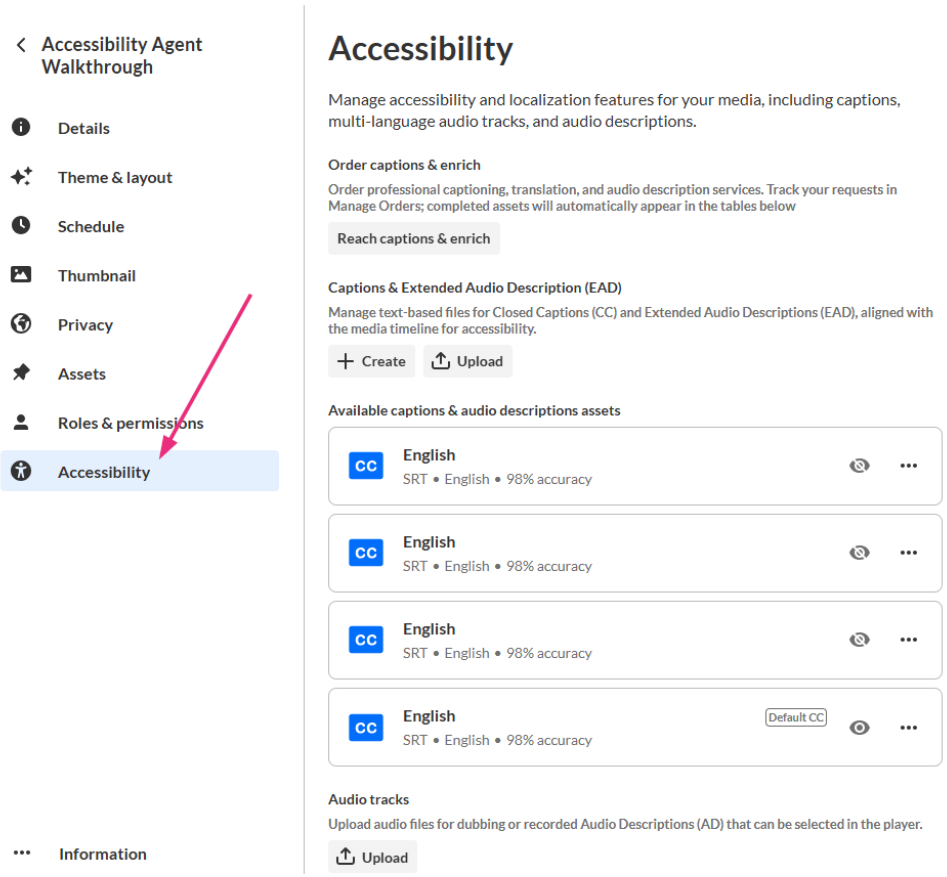


The edit media page opens on the **Details** tab by default, with a left-hand navigation.

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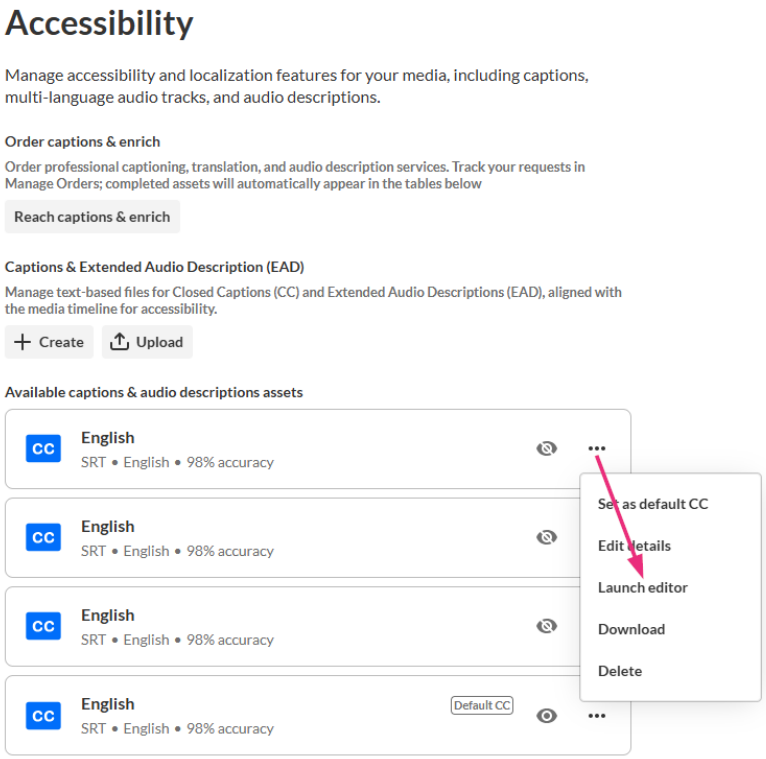
3. In the left navigation, click the **Accessibility** tab to display the 'Accessibility' page.



Available features depend on your site configuration. Some features are shown only if enabled for your site.

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4. In the **Available captions & audio descriptions assets** section, locate the desired caption file.
5. Click the **three dots** next to the caption and select **Launch editor**.



The closed captions editor opens.

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