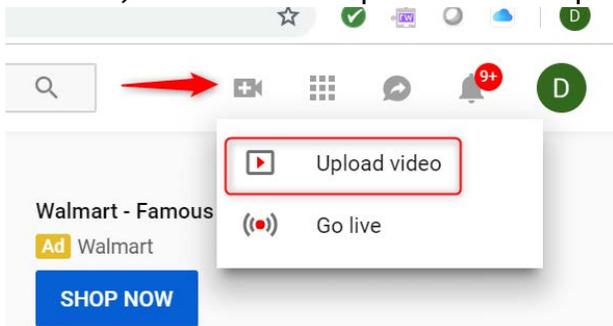


Instructions for uploading a file into YouTube, setting up YouTube's Creator Studio and creating closed captions.

Step 1) Go to YouTube and sign into your Google account.

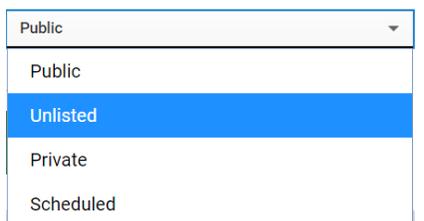
a) Select the add video icon.

b) Choose the Upload video option.

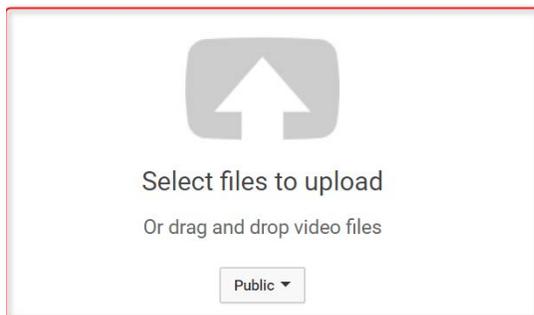


Step 2) The Upload Process:

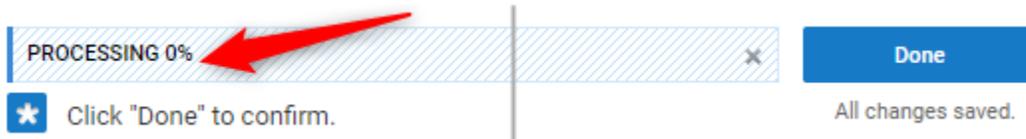
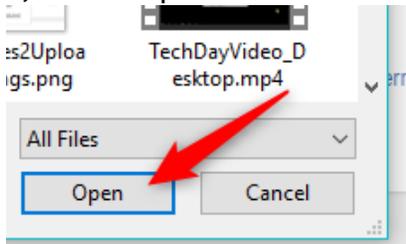
a) Be sure to set your privacy settings before you upload your video. *In most cases the video is set to Unlisted, only those that have the link to video can see the video.*



b) Next, click the large arrow to find your video and select it.



c) Click Open in the routing window and YouTube will begin to process the upload.



Step 4) Click the Done button to complete the upload process for your video.



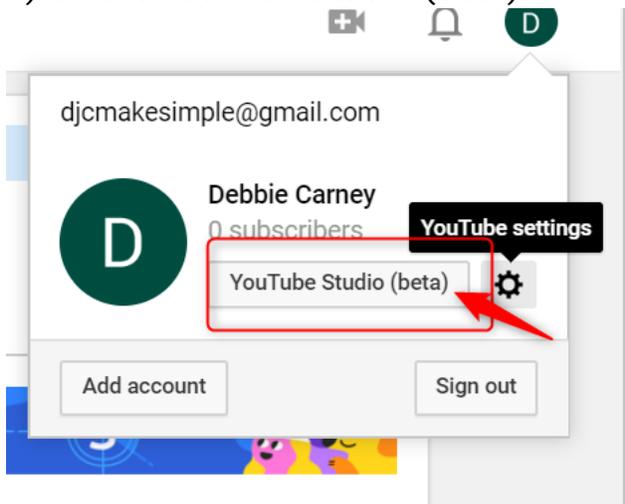
Publishing is finished at this point, however if it is the first time you are creating closed captions for a video make sure you are in Creator Studio. (Note: Currently, YouTube does have two different video processing systems: Creator Studio and YouTube Studio (beta)).

The next set of instructions are to show you how to get from YouTube Studio (beta) to Creator Studio.

At the top-right hand corner of your screen you will see the round icon for your YouTube account, click on the round icon to see what system you are in. If it is the first time you are using YouTube you will most likely be in YouTube Studio (beta). You will need to switch to Creator Studio Classic to add closed captions.

Step 5) If your account is set to YouTube Studio (beta) as shown below, click on the YouTube Studio (beta) button to begin the steps to switch to Creator Studio Classic.

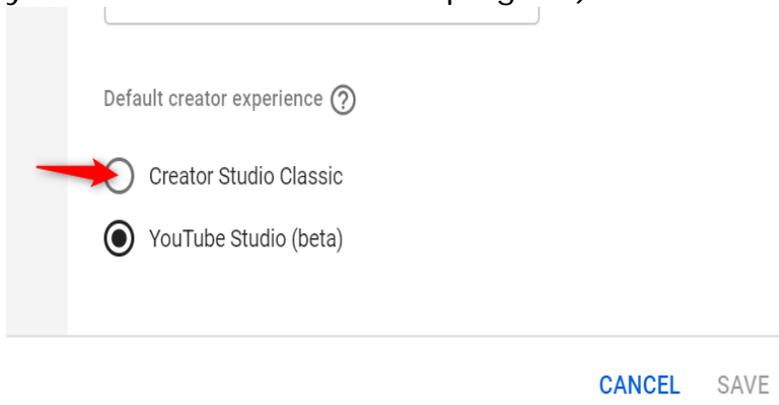
a) Select YouTube Studio (beta).



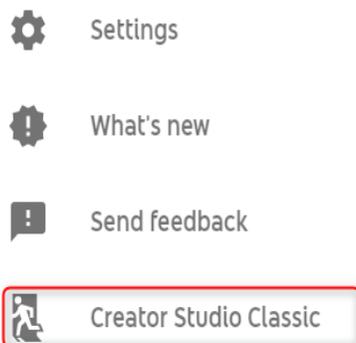
b) Select the Settings button on the left-hand side menu.



c) Click to change your Default creator experience to Creator Studio Classic and then Save. (Note: once you have set your YouTube from Beta to Creator Studio you will not need to set it up again.)

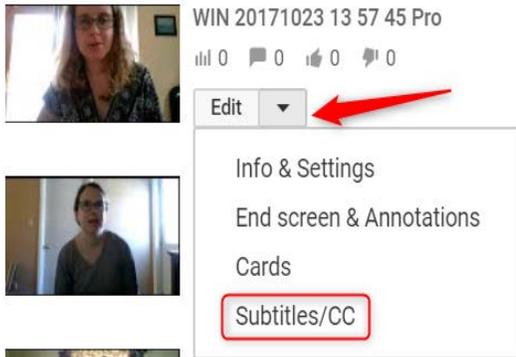


Step 6) On the left-hand menu of the YouTube Studio (beta) screen select Creator Studio Classic.



Step 7) In the Creator Studio, you will see the video you just added. Select Edit from the drop-down menu next to the video and choose Subtitles / CC.

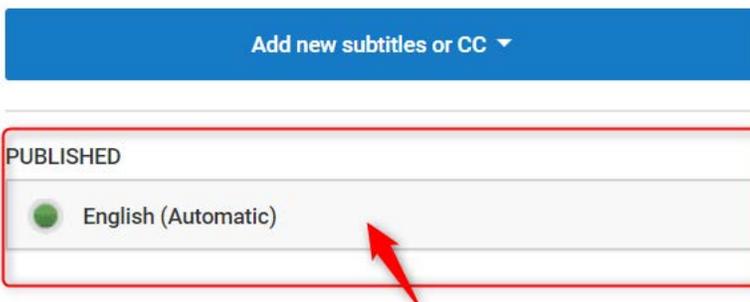
VIDEOS



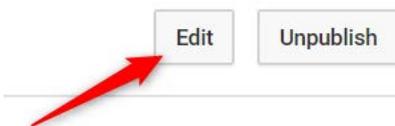
Note: YouTube will automatically generate captions for you, but there is a lag that occurs between the time you upload them and when they appear. The timing is based on the length and complexity of your video.

Step 8) View and Edit the Automatically Generated Captions

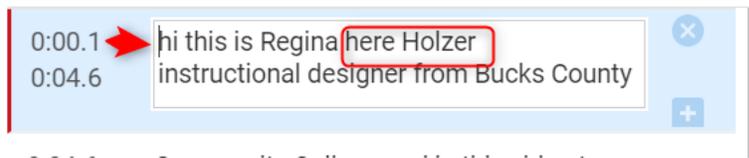
a) Select the English (Automatic) captions to get to the timeline where you can edit your captions.



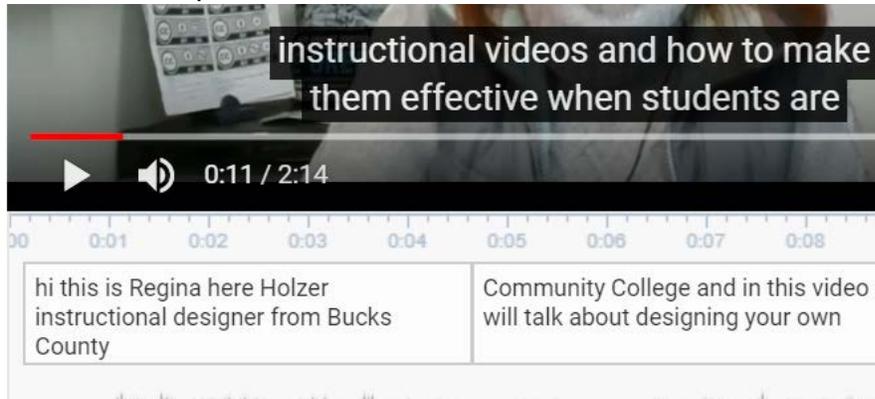
b) Select Edit.



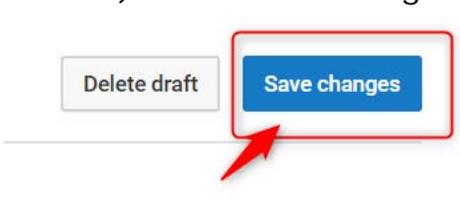
c) Click inside each caption box to make necessary editing changes. Key things to be aware of are any necessary capitalization, punctuation and any inaccurate words.



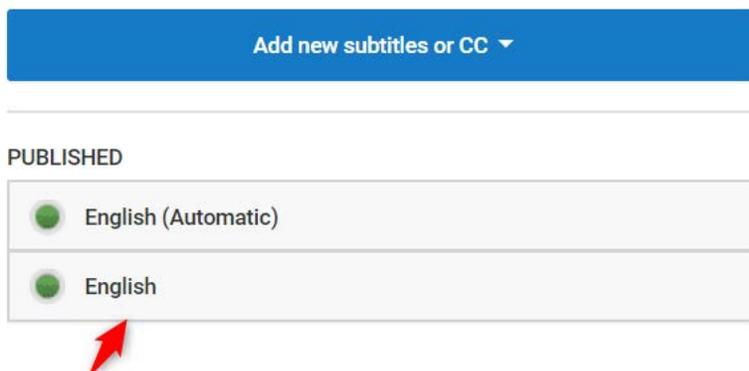
d) You can play your video and view the captions to make sure they are accurate before completing your review. *Note: even if your captions are accurate you will need to add punctuation.*



e) Click Save Changes when you are done with the editing process.

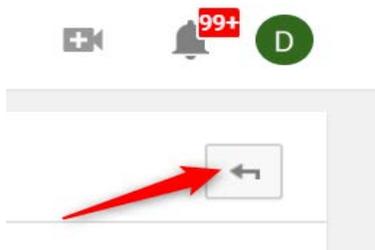


f) Note: you will see that your edited caption file will appear as a separate caption file for your video.

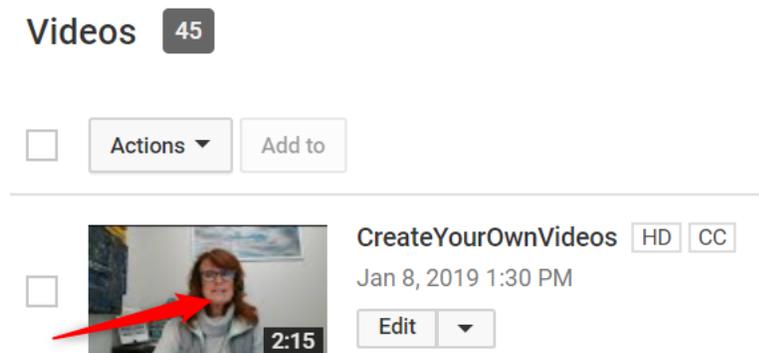


Step 9) View and share completed video

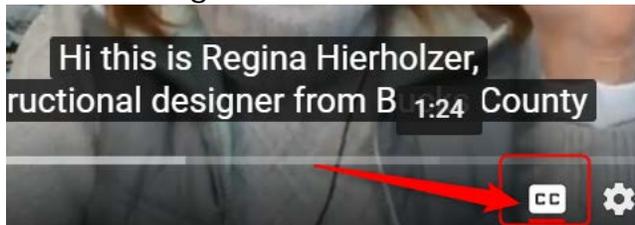
a) Click the back arrow in the upper right-hand corner of the screen to return to your Video Manager.



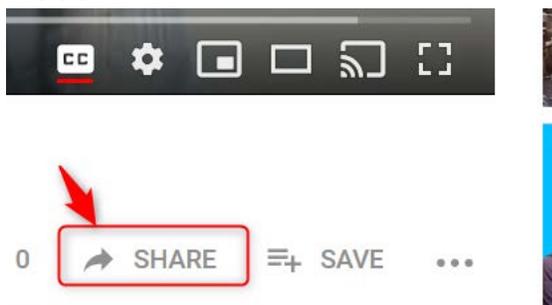
b) Click your video to play it.



c) Your video will play. If the closed captions do not appear, click the CC button in the lower right-hand corner of the video screen.



d) You will be able to share your video by clicking on the Share button below the video.



e) Each YouTube video has a unique URL link that you can share with anyone you want to view your video.

