

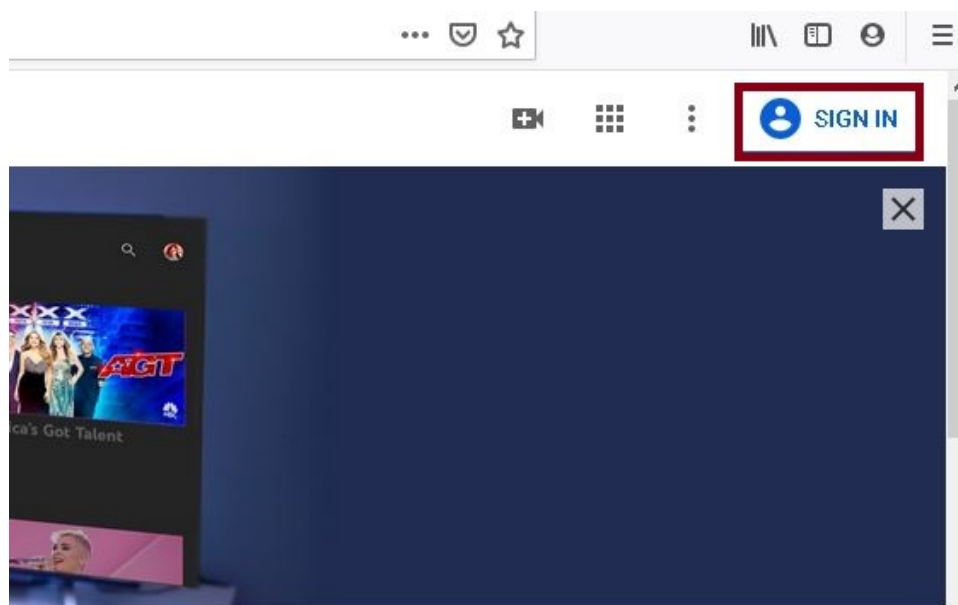
Automated Captions with YouTube-Uploading a Video

This brief tutorial will walk the user through the process of uploading a video to YouTube to have it automatically captioned.

Note: You will need a YouTube account. Go to www.youtube.com, click the "sign in" button at the top right. On the next screen, click "create account" and follow the prompts.

Uploading your video

1. Navigate to www.youtube.com
2. Click Sign In at the top right corner of the page.



3. Enter your e-mail or phone number and click the Next button to enter your password.

Google

Sign in
to continue to YouTube

Email or phone

[Forgot email?](#)

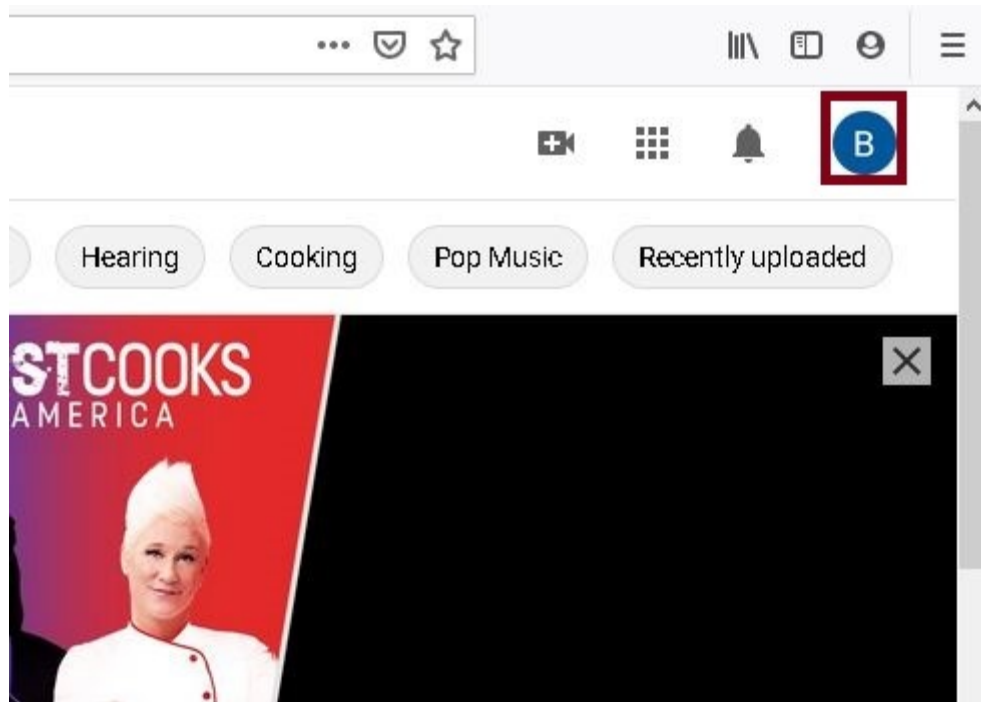
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#)

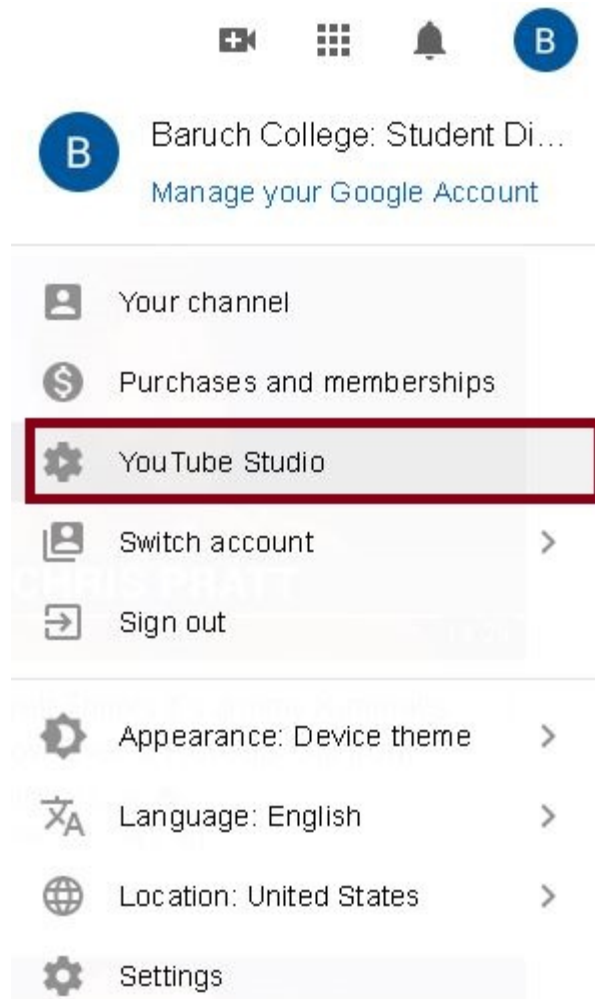
Next

4. Click the Next button again after you have entered your password.

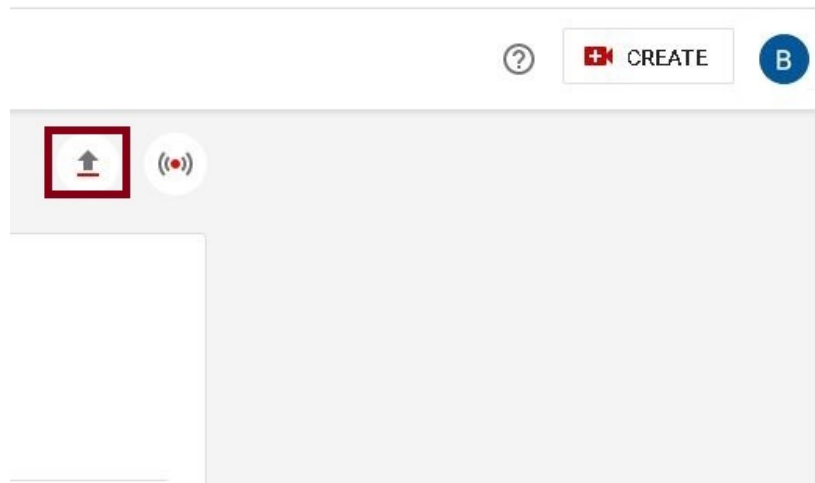
5. Once signed into YouTube, click the account icon located at the top right corner of the screen (it will contain an image you chose or a solid circle with a letter in it).



6. Choose YouTube Studio from the menu.



7. Click the Upload Videos icon located closer to the right of the screen.





8. Choose Select Files to locate and upload the video from a location on your computer.




Drag and drop video files to upload
Your videos will be private until you publish them.





9. Provide a title for the video.
10. Provide a short description about the video.
11. Select one of the default image thumbnails.

Video Upload Test Saved as draft  

Details Video elements Checks  Visibility


Details

Title (required) 
Video Upload Test

Description 
Video Test


Thumbnail




Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)


Upload thumbnail

Playlists

Add your video to one or more playlists. Playlists can help viewers discover your content faster. [Learn more](#)

Select 

   Checks complete. No issues found. NEXT

12. Scroll down to choose the Audience the video is intended for.

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids by you are more likely to be recommended alongside other kids' videos. [Learn more](#)


Yes, it's made for kids

No, it's not made for kids

▼ Age restriction (advanced)

[SHOW MORE](#)

Paid promotion, tags, subtitles, and more

 Checks complete. No issues found.

[NEXT](#)

13. Click Show More

Audience

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[SHOW MORE](#)

Paid promotion, tags, subtitles, and more

 Checks complete. No issues found.

[NEXT](#)

14. Set the video language.

Language and captions certification

Select your video's language and, if needed, a caption certification

Video language English	Caption certification ? None
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15. Scroll down and uncheck "Publish to subscriptions feed and notify subscribers" and "Allow people to sample this content."

Allow embedding ?

Publish to subscriptions feed and notify subscribers

Shorts sampling

Allows people to create Shorts using parts of this video. Not all videos can opt out. [Learn more](#)

Allow people to sample this content

16. Click the Next button at the bottom of the screen.

17. Click the Next button again, located at the bottom of the screen.

18. Once again, click the Next button located at the bottom of the screen.

19. Set the Visibility of the video as Unlisted.

Visibility


Choose when to publish and who can see your video

Save or publish
Make your video **public, unlisted, or private**

Private
Only you and people you choose can watch your video

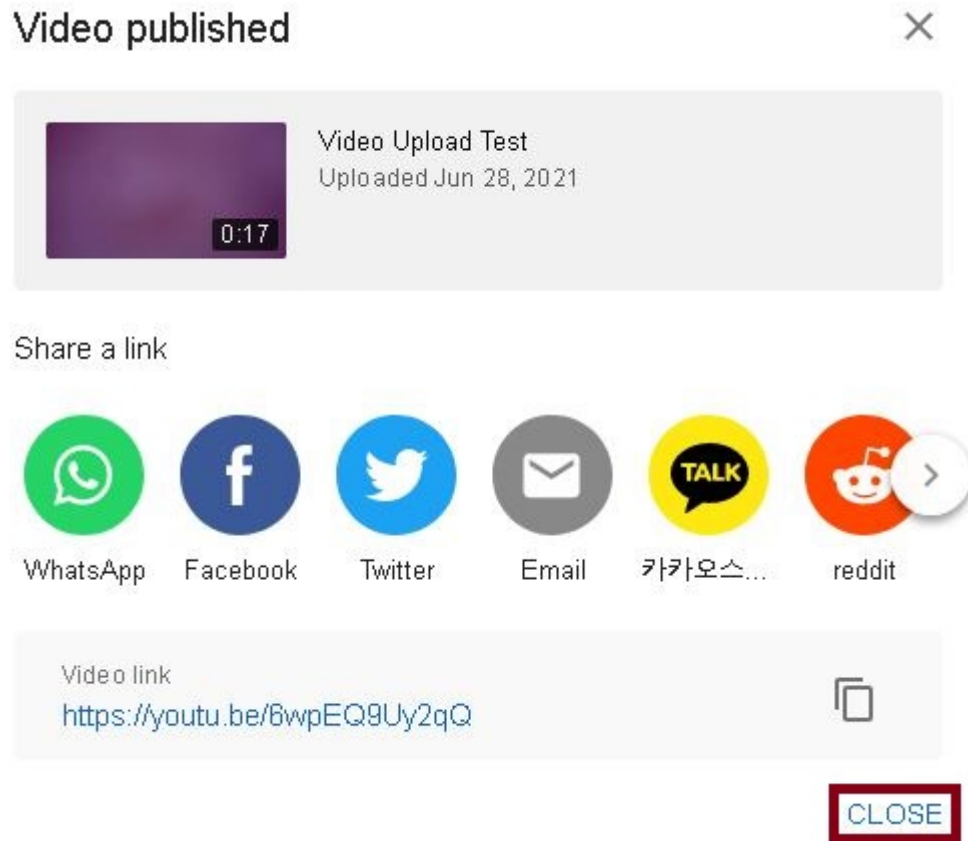
Unlisted
Anyone with the video link can watch your video

Public
Everyone can watch your video

Set as instant Premiere 

20. Click the Save button.

21. Click the Close button at the Video Published screen.



22. Click on Content on the left side navigation to see your uploaded video.

The screenshot shows the YouTube Studio interface. On the left is a navigation menu with options: Dashboard, Content (highlighted with a red box), Playlists, Analytics, Comments, Subtitles, and Copyright. The main area is titled 'Channel content' and has tabs for 'Uploads' and 'Live'. Below the tabs is a 'Filter' button. A table lists uploaded videos with columns for checkboxes, video thumbnails, titles, visibility, restrictions, and dates.

<input type="checkbox"/>	Video	Visibility	Restrictions	Date ↓
<input type="checkbox"/>	Video Upload Test Video Test 0:17	Unlisted	None	Jun 28, 2021 Uploaded
<input type="checkbox"/>	Sonocent Training Example Add description 38:52	Unlisted	None	Aug 26, 2020 Uploaded
<input type="checkbox"/>	Baruch College Celebrating 50 Years with "Love Stories" from Our ... Test for captions 3:31	Unlisted	None	Aug 14, 2020 Uploaded
<input type="checkbox"/>	Baruch College Celebrating 50 Years with "Love Stories" from Our ... Add description 3:31	Unlisted	None	Aug 14, 2020 Uploaded

Note: Depending on the length of the video, it can take anywhere from two to three minutes or up to a day for the captions to appear. A day is very unlikely.

Please see the next tutorial entitled [YouTube Automated Caption Verification](#) to ensure your video has been captioned.