



# VOICES FROM THE IAL video series

## How to upload and subtitle your video on YouTube

- 1) Go to YouTube.com and sign in
- 2) Open your channel by clicking on your profile icon in the upper right corner
- 3) Click on "YouTube studio"
- 4) Click "Create" and choose "Upload"
- 5) Select the video from your files
- 6) Once your video is uploaded, choose or correct a title for it
- 7) Check the box next to not made for kids (however please make sure that your video contains no content that would not be suitable for children)
- 8) Choose the original language that the video is in
- 9) Choose this "content has never aired on television in the US"
- 10) Skip all other options, click "Next"
- 11) Do not add any video elements, click "Next"
- 12) Under the "Publish" drop-down menu choose "unlisted"
- 13) Click "Done and your video will now be published on YouTube"
- 14) Click your new video from the list in your channel
- 15) Click on "Creator Studio Classic" in lower left menu
- 16) Click on subtitles tab
- 17) Click on the original language listed
- 18) Click "Edit" in upper right and then correct the subtitle text in the timecoded boxes on the left to ensure accuracy
- 19) Click "Save changes"
- 20) Click "Add new subtitles", then click on "English" (It may take a few moments for the 'English' option to load.)
- 21) Click "Create new subtitles or CC"

- 22) Click "Autotranslate"
- 23) Check accuracy of English subtitles
- 24) Click "Save changes"
- 25) Return to YouTube studio, click on the url for your video and check everything works.
- 26) Send us the url link