
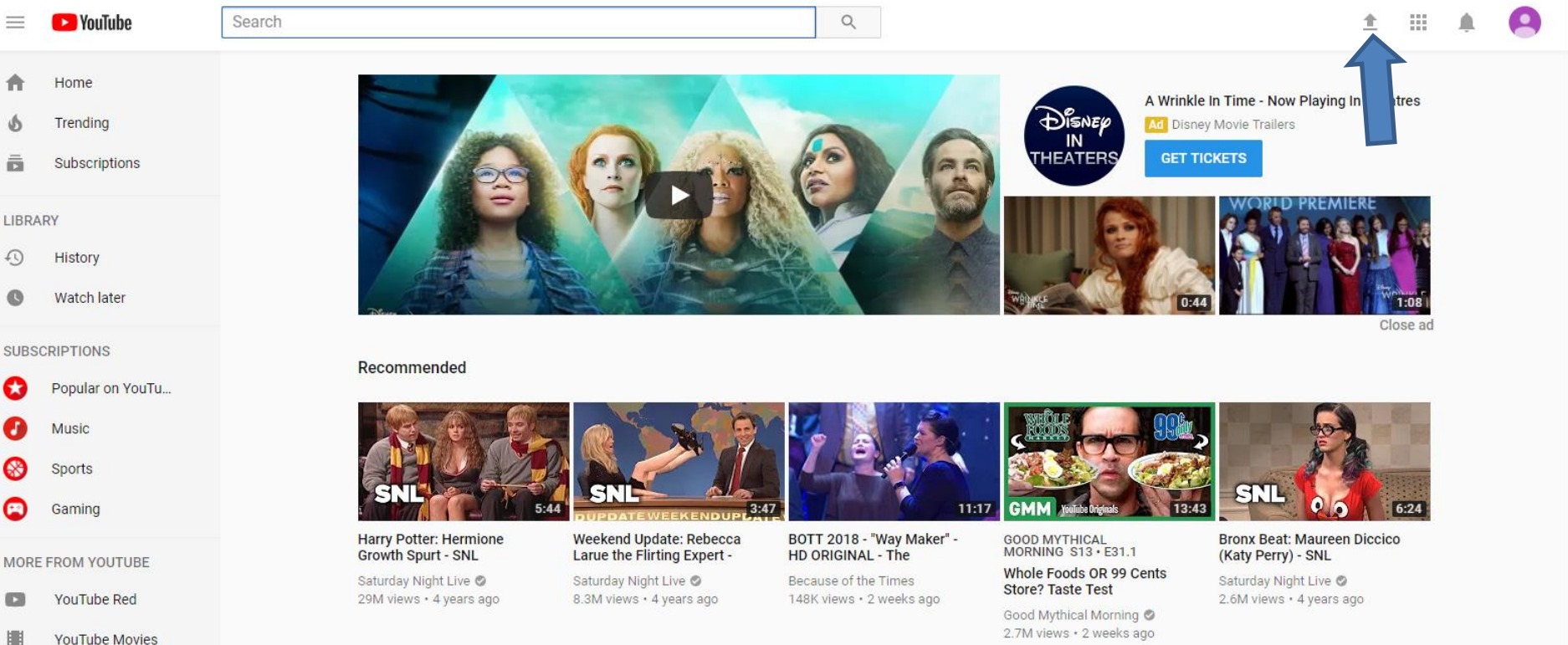




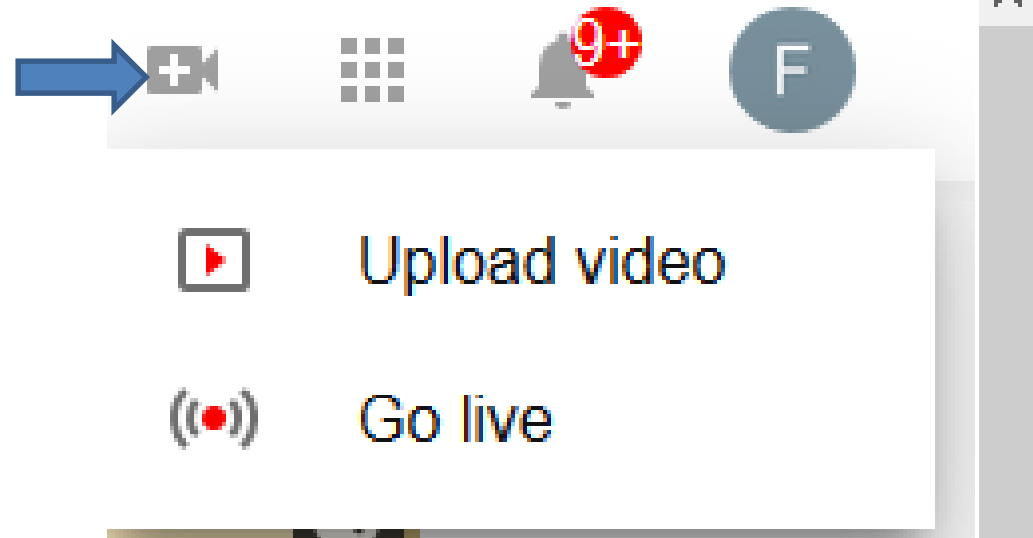
Step 3 – How to upload a Video to YouTube

- You need a YouTube account to upload a Video to YouTube. If you don't have a YouTube account, Step 2 shows you how to create an account.**
- If you already have Gmail or a YouTube account, Step 1 shows you how to get to YouTube.**
- Next is a sample of a YouTube account and how to upload a Video.**
- Note – it only allows 15 minutes on the Video. But, you can change it longer on your account, which is Page 28. If your Video is more than 15 minutes, you want to forward to Page 28 in this PDF file. Once complete go back to Page 2.**

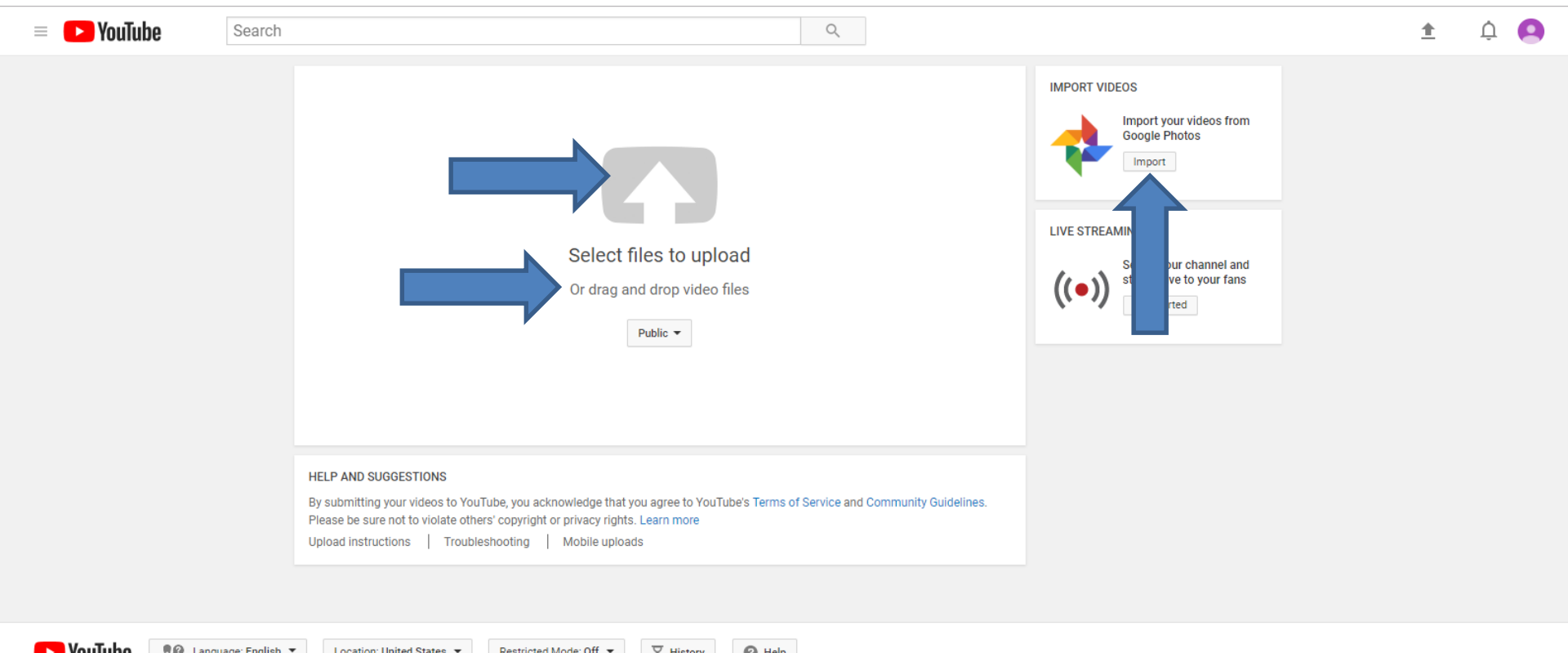
• When you go to your YouTube with your account, sometimes you see this Upload Icon  in the upper right. When you click on it, I will show you later what happens. Sometimes it shows another Icon, which is next.



- Here is a different Icon  in the upper right. If you click on it, you see a list and then click on Upload video. Next is what happens when you click on it or the other Icon  I showed you before.




- **Page changes and you have some options to Upload. I will explain them next.**



- **The first option is to click on the Select files to Upload Icon in the middle. Next page shows that.**
- **The second option is drag and drop from the File Explorer or your Desktop, but it is not easy. But, I will show you a sample in Page 10.**
- **The last option is on the right and it shows Import your video from Google Photos. Google Photos is a Backup for your computer for Photos and Videos. I used it and I will show you a sample starting in Part 13.**


- You click on the Icon above the Select files to upload and next is what happens.



Select files to upload
Or drag and drop video files

Public ▾


IMPORT VIDEOS



Import your videos from Google Photos

Import

LIVE STREAMING



Set up your channel and stream live to your fans

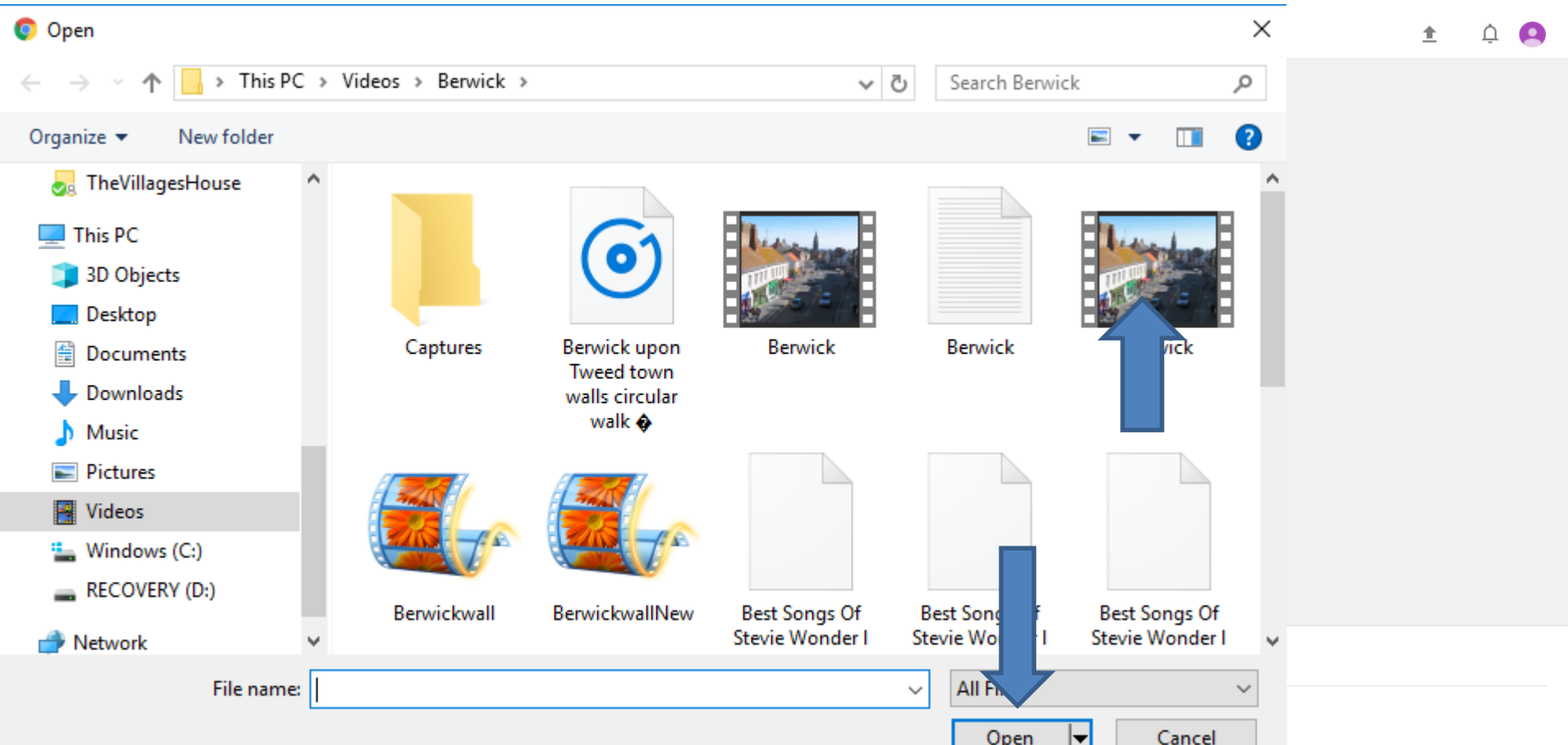
Get started

HELP AND SUGGESTIONS

By submitting your videos to YouTube, you acknowledge that you agree to YouTube's [Terms of Service](#) and [Community Guidelines](#). Please be sure not to violate others' copyright or privacy rights. [Learn more](#)

[Upload instructions](#) | [Troubleshooting](#) | [Mobile uploads](#)

- A new window opens, like File Explorer and you find the Folder with the Video you want to upload. Below is a sample of finding the Folder. You then double click on the Video or just click on it and click on Open and next is what happens.



- **Window closes and you see it in process. Next is what happens when it is complete.**

UPLOADING 15% About 18 seconds remaining. **Publish**

*** Your video is still uploading. Please keep this page open until it's done.**

Translations Advanced settings

Be...

Des...

Public

Also share on

Add a message to your video

+ Add to playlist

Tags (e.g., albert einstein, flying pig, mashup)

VIDEO THUMBNAILS ?

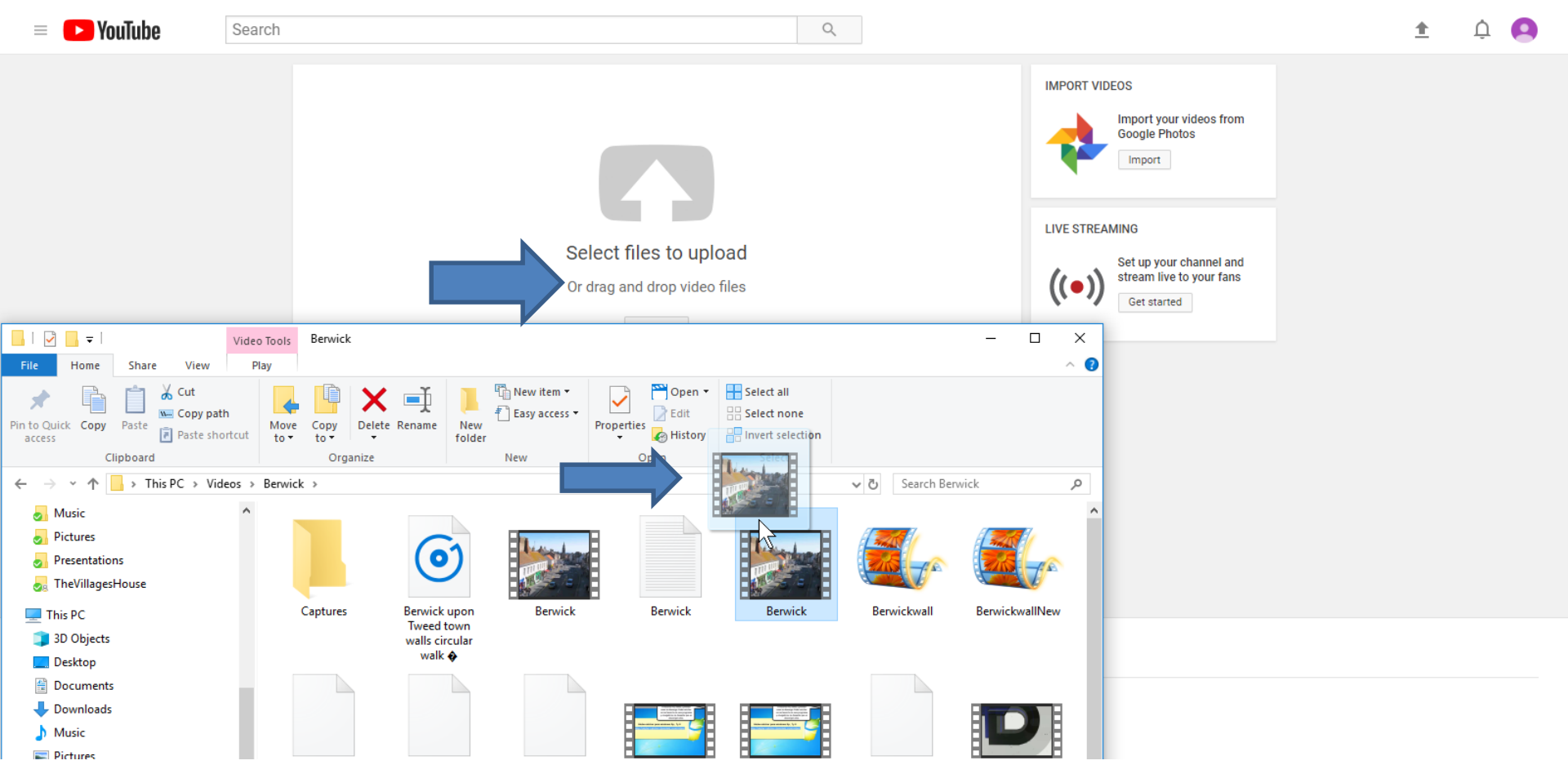
Thumbnail selections will appear when the video has finished processing.

Video Manager + Add more videos

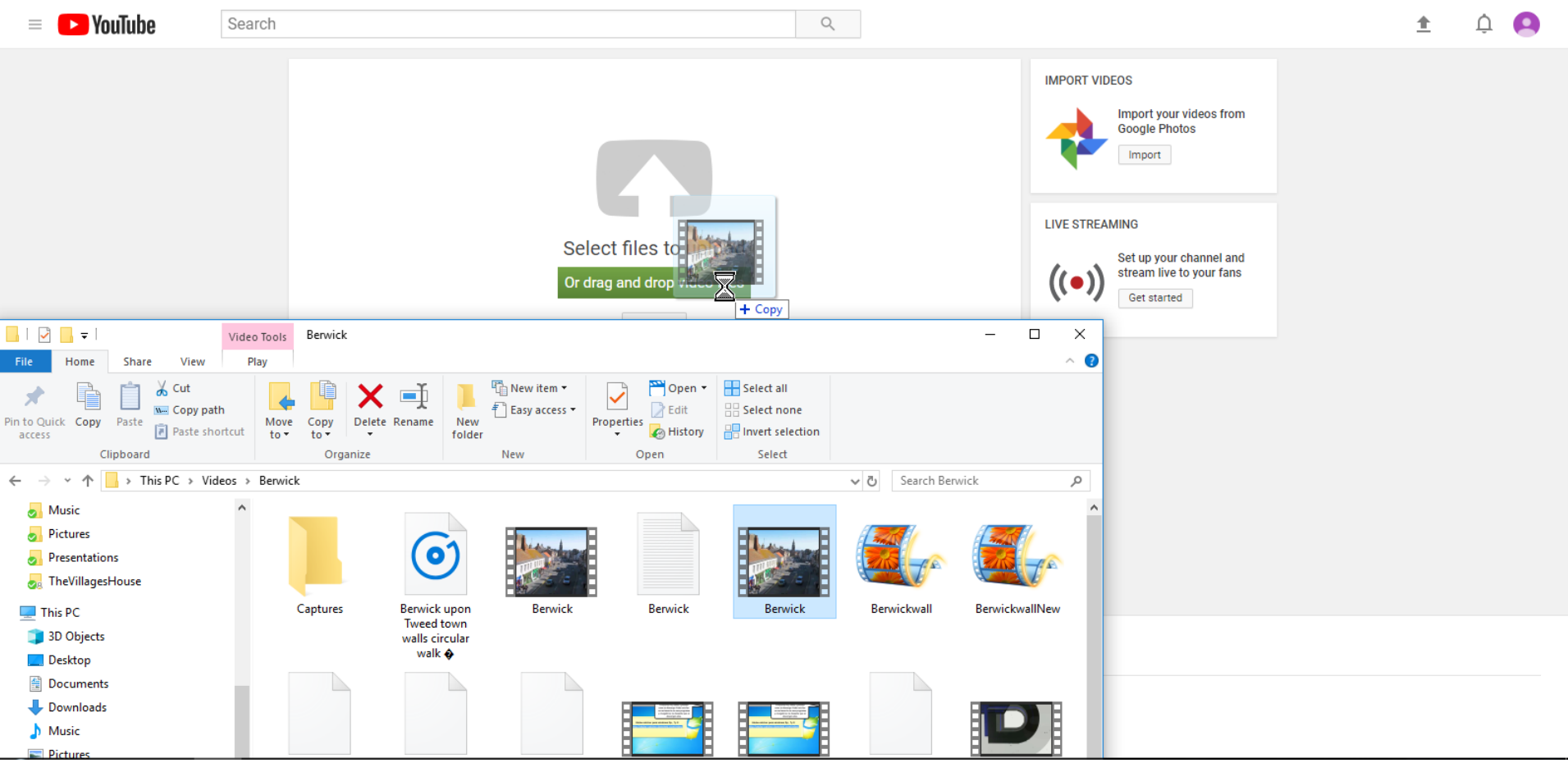
- Here is what it looks like when it is complete. You then have options to make name, etc., which is in the Page 19 in this PDF file. You may want to forward to that Page, unless you want to see Drag and Drop, which is next.

The screenshot shows the YouTube video upload interface. At the top, there is a search bar and navigation icons. The main content area is titled 'PROCESSING DONE' and includes a 'Publish' button. Below this, there are tabs for 'Basic info', 'Translations', and 'Advanced settings'. The 'Basic info' tab is active, showing fields for 'Title' (Berwick), 'Description', and 'Tags' (e.g., albert einstein, flying pig, mashup). There is also a 'Public' dropdown menu, an 'Also share on' section with social media icons, and a '+ Add to playlist' button. A 'VIDEO THUMBNAILS' section shows three thumbnail options. On the left, there is an 'Upload status' section indicating 'Upload complete!' and a 'Video / Audio quality' section with a warning icon and text: 'We did not recognize the audio format for this file, but we will try to process it anyway. See this article on recommended formats for more information.'

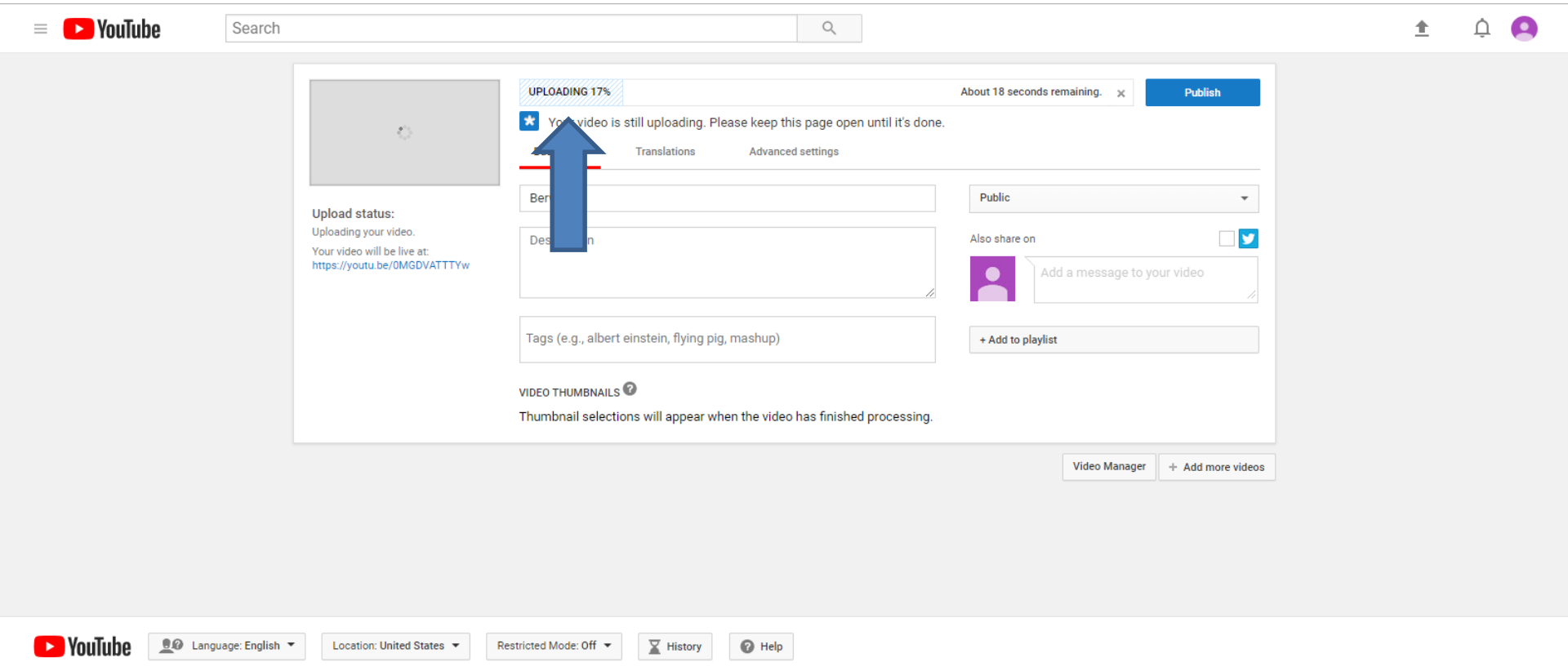
• You have to open File Explorer and find the Folder with the Video you want. Then left click on the Video and hold it down and start dragging which is below. Next is a sample of dragging it on to YouTube.



- Here is a sample of dragging it up and you see Or drag and drop is highlighted and then let it go and next is what happens.



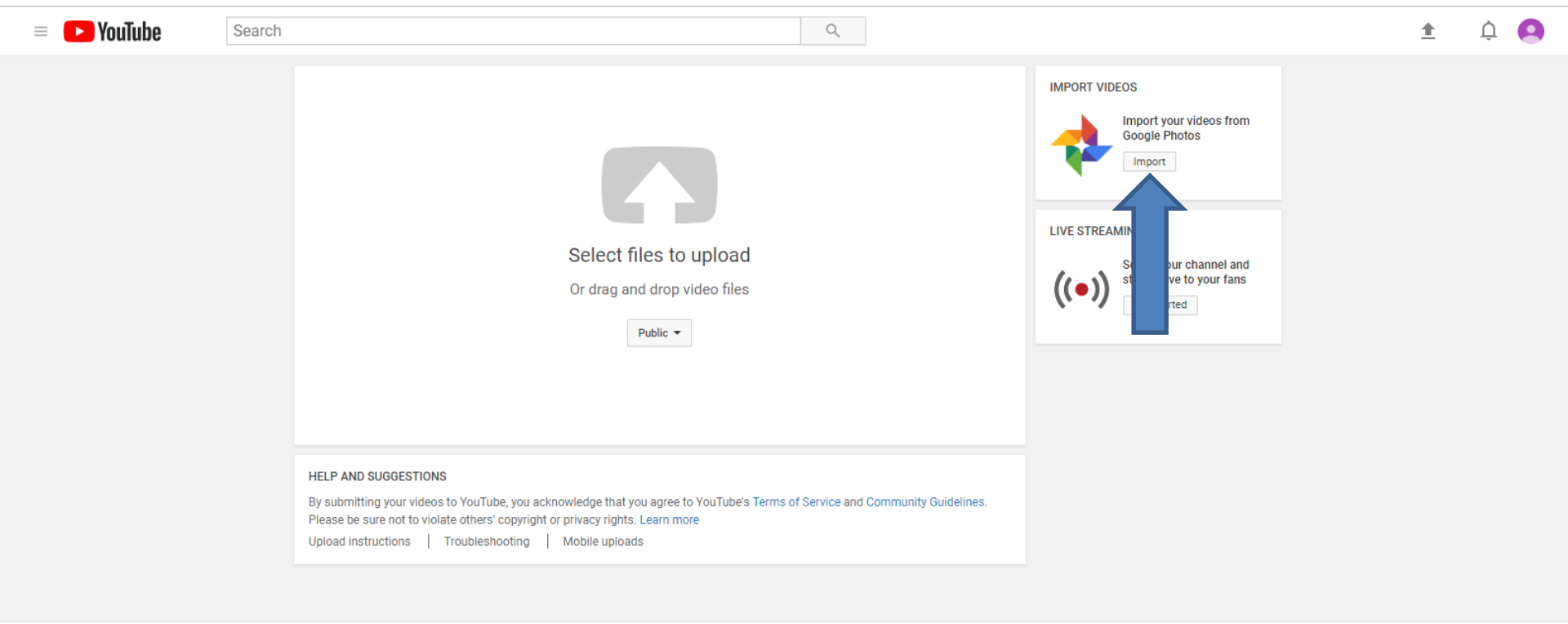
- **Window closes and you see it in process again.**
Next is what happens when it is complete again.



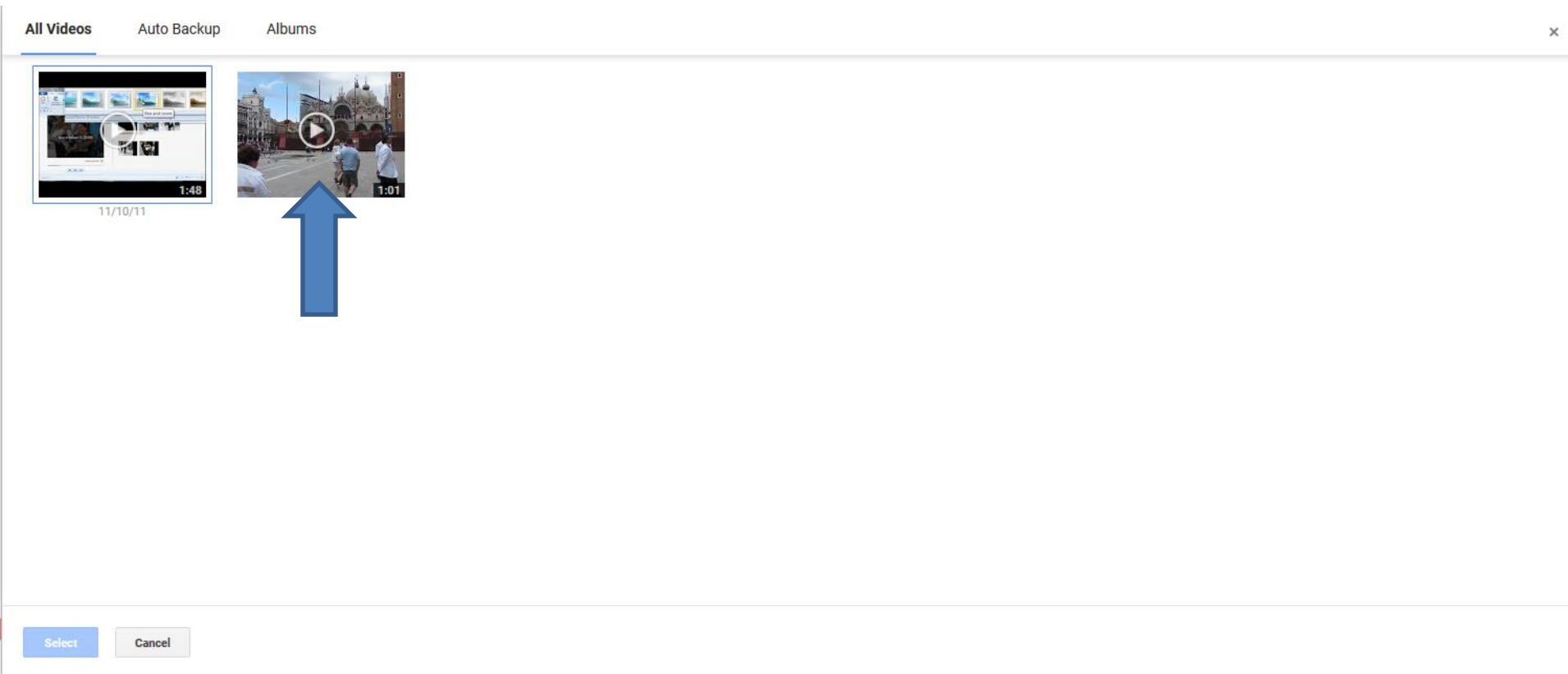
- Here is what it looks like when it is complete. You then have options to make name, etc., which is in the Page 19 in this PDF file. You may want to forward to that Page, unless you want to see the Google Photos option, which is next.

The screenshot shows the YouTube video upload interface. At the top, there is a navigation bar with the YouTube logo, a search bar, and icons for upload, notifications, and profile. The main content area is titled 'PROCESSING DONE' and features a blue 'Publish' button. Below this, a message reads: 'Click "Publish" to make your video live.' and 'Draft saved.' The interface is divided into three tabs: 'Basic info', 'Translations', and 'Advanced settings'. The 'Basic info' tab is active, showing a video thumbnail of a stone building, the title 'Berwick', a description field, and a tags field containing 'Tags (e.g., albert einstein, flying pig, mashup)'. A blue arrow points to the 'Publish' button. On the right, there are options for privacy (set to 'Public'), sharing (with social media icons), and adding to a playlist. A warning message under 'Video / Audio quality' states: 'We did not recognize the audio format for this file, but we will try to process it anyway. See this article on recommended formats for more information.' At the bottom, there are 'VIDEO THUMBNAILS' with three options, including one with the text 'Puckbank Place © 2012. SJM'. A 'Video Manager' button and '+ Add more videos' link are at the bottom right.

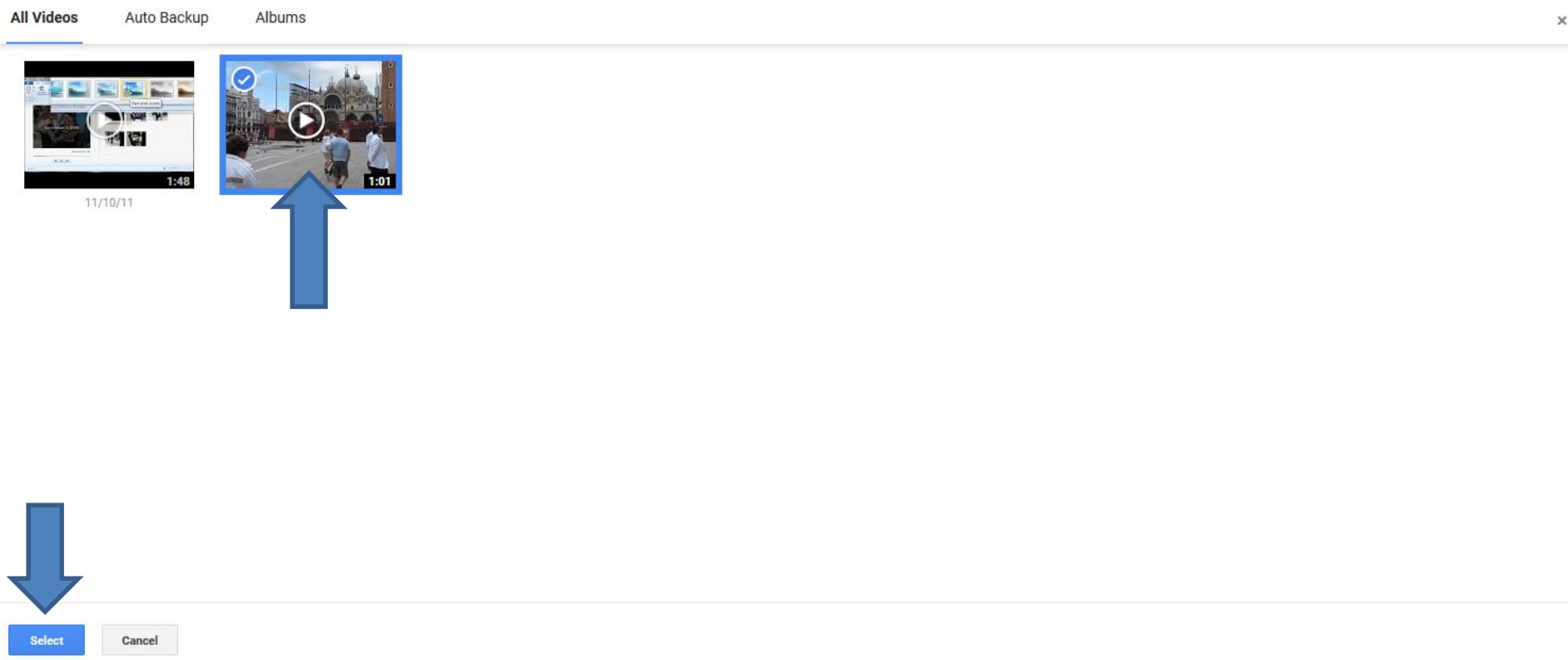
- On the right, it shows Import your video from Google Photos. Google Photos is a Backup for your computer for Photos and Videos. I used it and next is what happens when you click on Import.



- A new window opens with All Videos that I did with Google Photos. Then click on one you want and next is a sample.



- Here is a sample of clicking on one and you see it highlighted and then click on Select in the bottom on the left and next is what happens.



- **Window closes and you see it in process again.**
Next is what happens when it is complete. Note – because it is was on Google Photos, it goes fast.

The screenshot shows the YouTube video upload page. At the top, there is a search bar and the YouTube logo. The main content area is a form for uploading a video. On the left, there is a thumbnail placeholder and the text: "Upload status: Processing your video. Your video will be live at: <https://youtu.be/wUGukf42-48>". The main form has tabs for "Basic info", "Translations", and "Advanced settings". A blue arrow points to a blue bar at the top of the form that says "PROCESSING 0%". Below this bar, there is a blue star icon and the text "Click 'Publish' to make your video live." To the right of this bar is a blue "Publish" button and the text "Draft saved.". The form fields include: "Cruise20... .AVI" (title), "Description" (text area), "Tags (e.g., albert einstein, flying pig, mashup)" (text area), "Public" (visibility dropdown), "Also share on" (checkboxes for Google+, Facebook, and Twitter), "Add a message to your video" (text area), "+ Add to playlist" (button), "VIDEO THUMBNAILS" (section header), "Thumbnail selections will appear when the video has finished processing." (text), "Custom thumbnail" (button), and "Maximum file size is 2 MB." (text). At the bottom right of the form are "Video Manager" and "+ Add more videos" buttons.

- Here is what it looks like when it is complete. You then have options to make name, etc., which is next with the first option video. Because, I did settings a few years ago, and you see Custom thumbnail. Page shows how to do it.

The screenshot displays the YouTube video upload page. At the top, there's a navigation bar with the YouTube logo, a search bar, and user icons. The main content area is titled 'PROCESSING DONE' and includes a 'Publish' button. Below this, there are tabs for 'Basic info', 'Translations', and 'Advanced settings'. The 'Basic info' tab is active, showing the video title 'Cruise2009 059.AVI', a 'Public' privacy setting, and a 'Description' field. There are also options to 'Also share on' (Google+, Twitter) and '+ Add to playlist'. A 'VIDEO THUMBNAILS' section shows three thumbnail options, with the 'Custom thumbnail' button highlighted by a blue arrow. The button text is 'Custom thumbnail' and it notes 'Maximum size is 2 MB.' At the bottom right, there are 'Video Manager' and '+ Add more videos' buttons.

- You can click Public and you see a list and I click on Unlisted so when people search they will not see it. Private is to share with just people and they will need a Google Account. Next is a sample of clicking on Unlisted.




Upload status:


Upload complete!

Your video will be live at:
<https://youtu.be/JyAa5Rnm76g>

Video / Audio quality:

 We did not recognize the audio format for this file, but we will try to process it anyway. See [this article](#) on recommended formats for more information.

PROCESSING DONE Publish


 Click "Publish" to make your video live. Draft saved.


Basic info Translations Advanced settings

Berwick

Description

Tags (e.g., albert einstein, flying pig, mashup)

VIDEO THUMBNAILS 


Public 

Public

Unlisted

Private

Scheduled



+ Add to playlist

- Here is a sample of click on Unlisted. The list closed and you see Unlisted. It also changed Publish to Done in the upper right. Next is a sample of changing the name of the Video.

The screenshot shows the YouTube video upload settings page. At the top, a blue bar indicates "PROCESSING DONE". To the right of this bar is a blue "Done" button with the text "All changes saved." below it. A blue arrow points from the "Done" button to the "Unlisted" dropdown menu. Below the "Done" button is a blue asterisk icon and the text "Click 'Done' to confirm." Below this are three tabs: "Basic info" (selected), "Translations", and "Advanced settings". The "Basic info" tab contains several input fields: "Title" (containing "Berwick"), "Description" (containing "Berwick"), "Tags" (containing "Berwick"), and "Video thumbnails" (containing three thumbnails). A blue arrow points from the "Description" field to the "Unlisted" dropdown menu. The "Unlisted" dropdown menu is currently open, showing "Unlisted" and "Add to playlist". A blue arrow points from the "Unlisted" dropdown menu to the "Done" button. On the left side of the page, there is a video thumbnail, "Upload status" (Upload complete!), "Video / Audio quality" (warning icon), and "VIDEO THUMBNAILS" section.


- Here is a sample of changing the name Berwick to Berwick Upon Tweed. Next is a sample of typing in Text in Description.



Upload status:

Upload complete!
Your video will be live at:
<https://youtu.be/JyAa5Rnm76g>

Video / Audio quality:

 We did not recognize the audio format for this file, but we will try to process it anyway. See [this article](#) on recommended formats for more information.

PROCESSING DONE Done

 Click "Done" to confirm. All changes saved.

Basic info Translations Advanced settings


Berwick Upon Tweed

Unlisted

Description

+ Add to playlist

Tags (e.g., albert einstein, flying pig, mashup)

VIDEO THUMBNAILS 



- Here is a sample of typing Text in Description. Next is what happens when you click on Translations.




Upload status:

Upload complete!

Your video will be live at:
<https://youtu.be/JyAa5Rnm76g>

Video / Audio quality:


 We did not recognize the audio format for this file, but we will try to process it anyway. See [this article](#) on recommended formats for more information.

PROCESSING DONE Done

 Click "Done" to confirm. Some changes are not yet saved.

Basic info **Translations** Advanced settings

Berwick Upon Tweed

Unlisted 

This is a Video that shows Berwick Upon Tweed

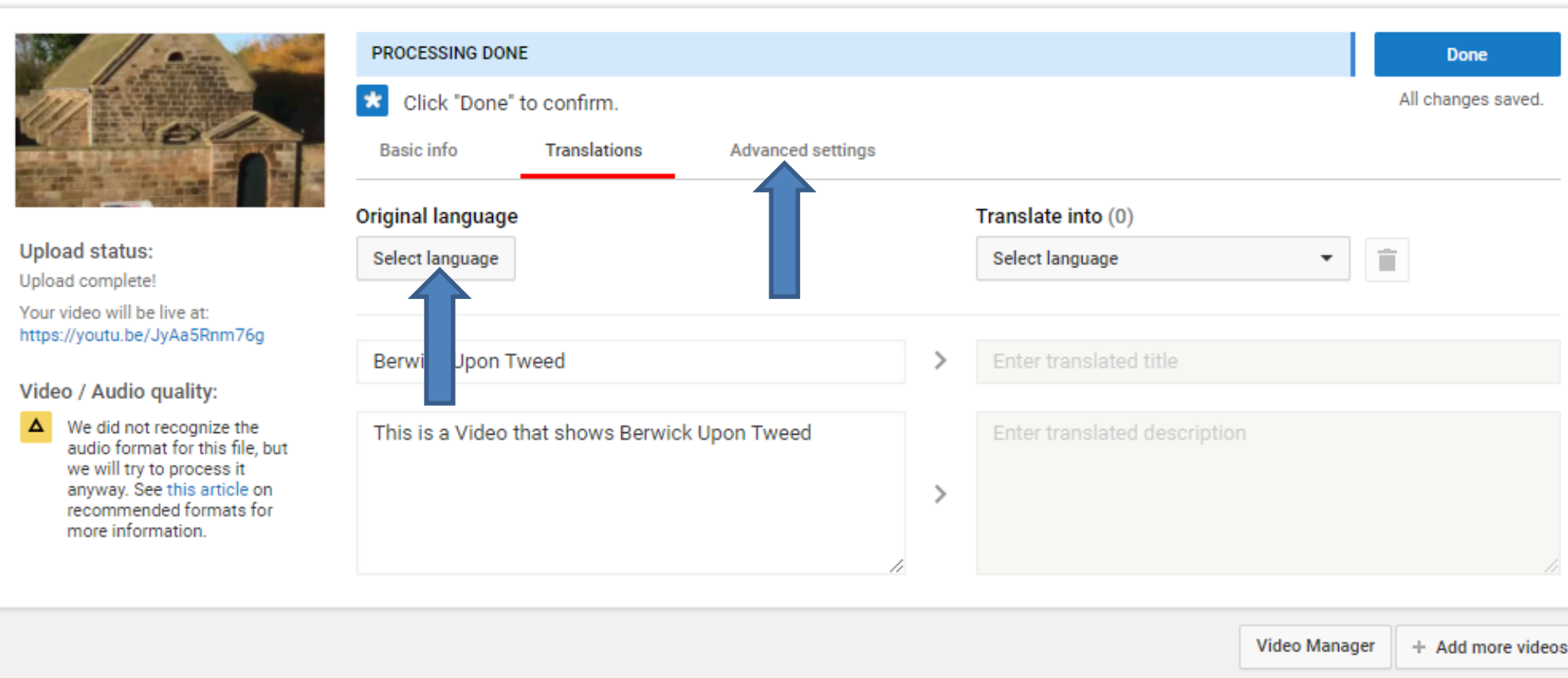
+ Add to playlist

Tags (e.g., albert einstein flying pig, mashup)

VIDEO THUMBNAILS 



- **When you click on Translations, you see that you can Select language. I decided not to change the language. Next is what happens when you click on Advanced settings.**



PROCESSING DONE Done

* Click "Done" to confirm. All changes saved.

Basic info **Translations** Advanced settings

Original language

Select language

Berwick Upon Tweed

This is a Video that shows Berwick Upon Tweed

Translate into (0)

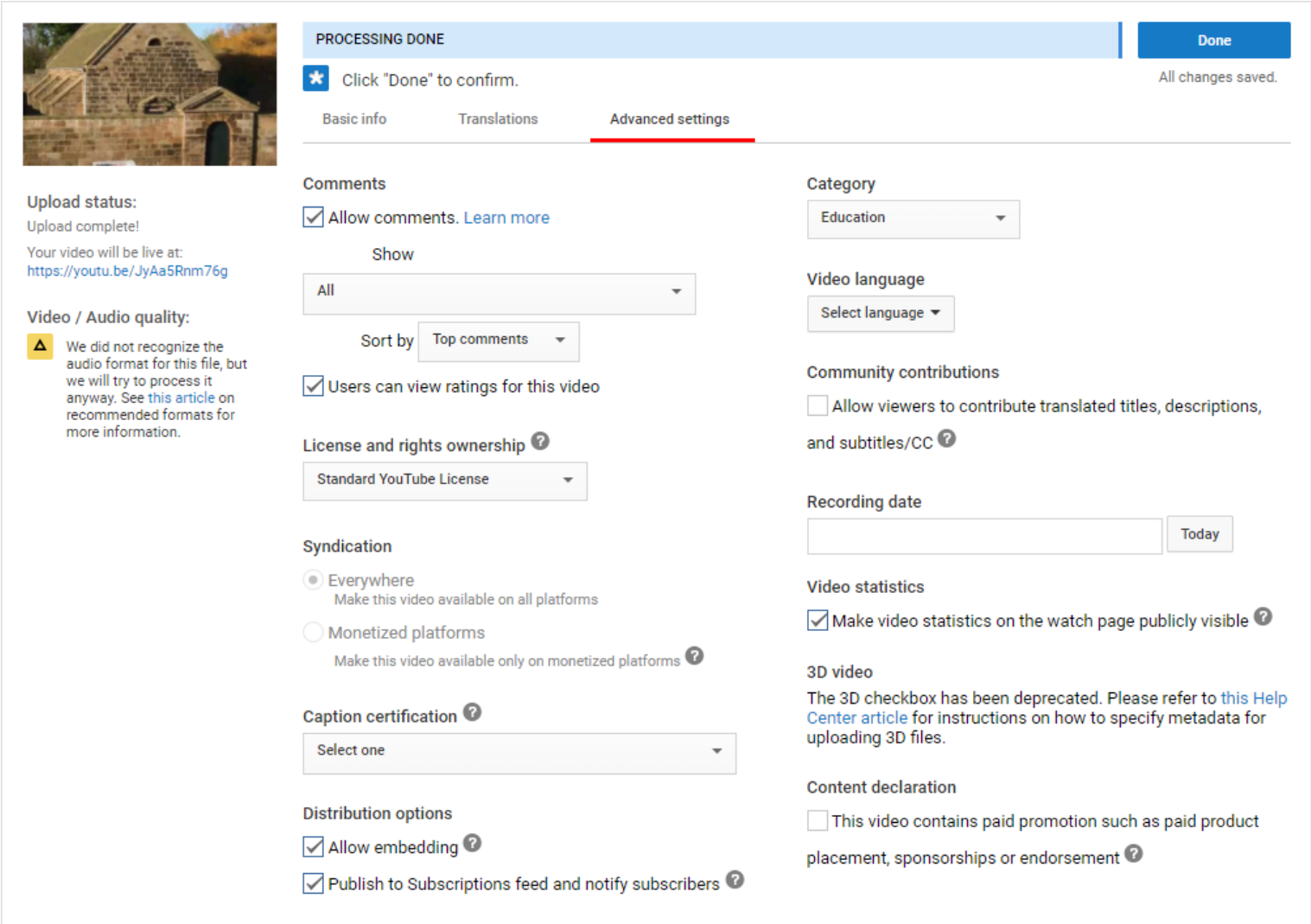
Select language

Enter translated title

Enter translated description

Video Manager + Add more videos

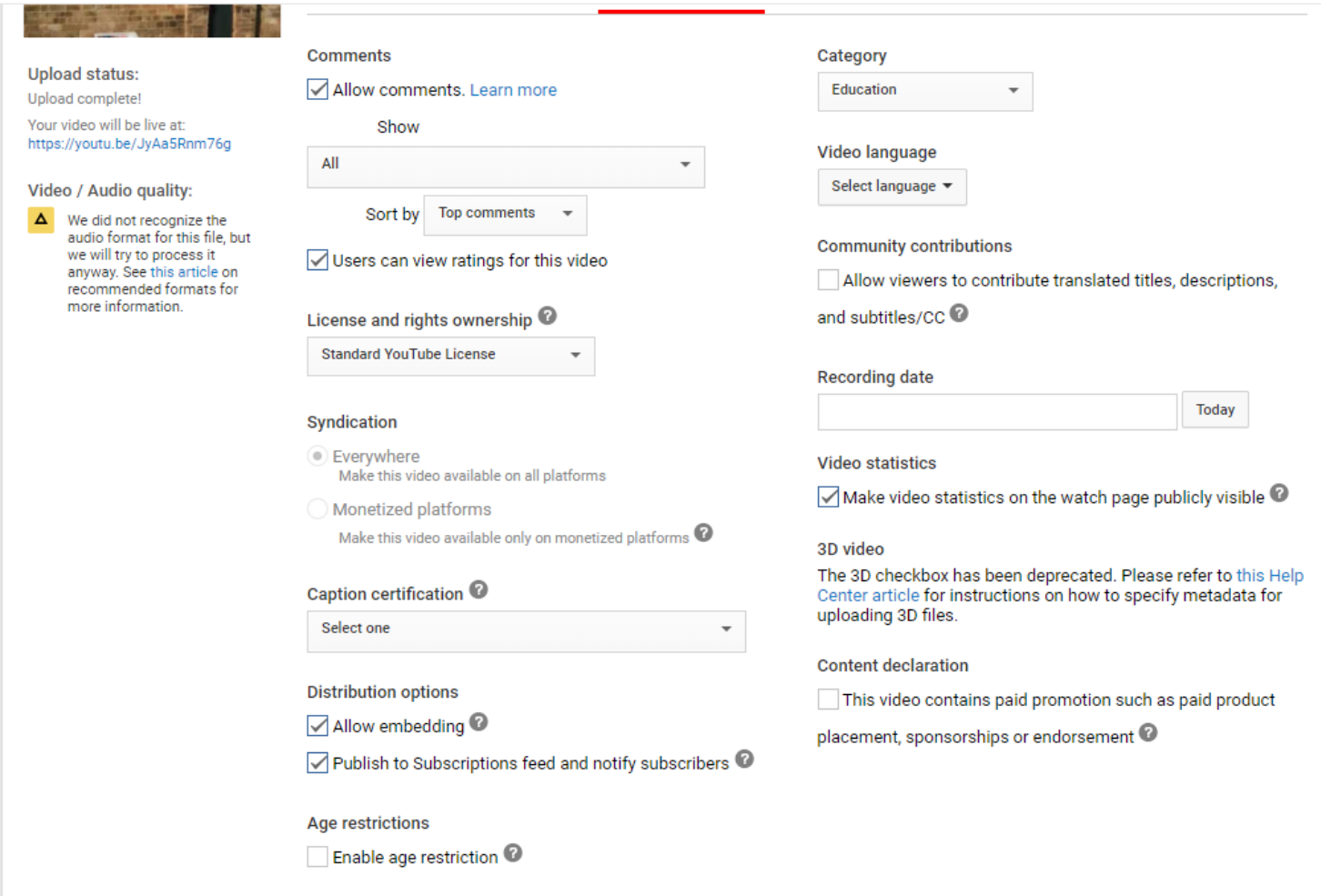
- Here is what it looks like when you click on **Advanced settings**. You can scroll down to see more, which is next.



The screenshot shows the YouTube video upload settings page, specifically the 'Advanced settings' tab. At the top, a blue bar indicates 'PROCESSING DONE' with a 'Done' button and the text 'All changes saved.' Below this, a navigation bar shows 'Basic info', 'Translations', and 'Advanced settings' (which is underlined in red). The main content area is divided into several sections:

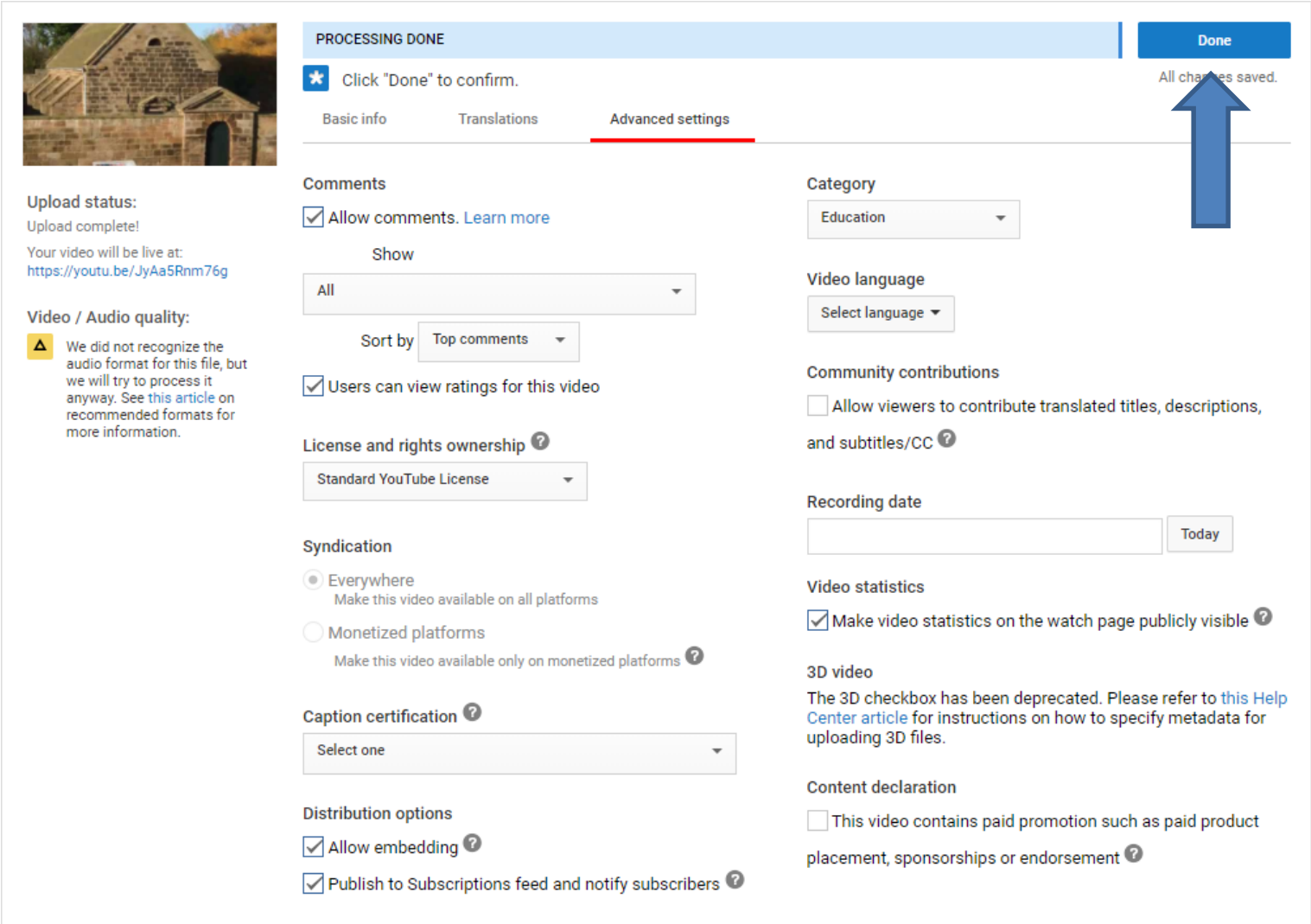
- Upload status:** Shows 'Upload complete!' and the video URL: <https://youtu.be/JyAa5Rnm76g>.
- Video / Audio quality:** A warning icon indicates that the audio format was not recognized, but the video will be processed anyway. A link to a help article is provided.
- Comments:** Includes a checked checkbox for 'Allow comments', a 'Show' dropdown menu set to 'All', and a 'Sort by' dropdown menu set to 'Top comments'.
- License and rights ownership:** A dropdown menu is set to 'Standard YouTube License'.
- Syndication:** Two radio button options: 'Everywhere' (selected) and 'Monetized platforms'.
- Caption certification:** A dropdown menu set to 'Select one'.
- Distribution options:** Two checked checkboxes: 'Allow embedding' and 'Publish to Subscriptions feed and notify subscribers'.
- Category:** A dropdown menu set to 'Education'.
- Video language:** A dropdown menu set to 'Select language'.
- Community contributions:** A checkbox for 'Allow viewers to contribute translated titles, descriptions, and subtitles/CC' is unchecked.
- Recording date:** A text input field with a 'Today' button.
- Video statistics:** A checked checkbox for 'Make video statistics on the watch page publicly visible'.
- 3D video:** A note stating that the 3D checkbox has been deprecated and refers to a help article.
- Content declaration:** A checkbox for 'This video contains paid promotion such as paid product placement, sponsorships or endorsement' is unchecked.

- Here is a sample of scrolling down. I decided not to make any changes. Next is to scroll up, which is next.



The screenshot shows the YouTube video upload settings page. On the left, there is a video thumbnail and a status message: "Upload status: Upload complete! Your video will be live at: https://youtu.be/JyAa5Rnm76g". Below this is a warning about audio quality: "Video / Audio quality: We did not recognize the audio format for this file, but we will try to process it anyway. See this article on recommended formats for more information." The main settings area is divided into several sections: "Comments" (with "Allow comments" checked), "Show" (set to "All"), "Sort by" (set to "Top comments"), "License and rights ownership" (set to "Standard YouTube License"), "Syndication" (with "Everywhere" selected), "Caption certification" (set to "Select one"), "Distribution options" (with "Allow embedding" and "Publish to Subscriptions feed and notify subscribers" checked), and "Age restrictions" (with "Enable age restriction" unchecked). On the right side, there are settings for "Category" (set to "Education"), "Video language" (set to "Select language"), "Community contributions" (with "Allow viewers to contribute translated titles, descriptions, and subtitles/CC" unchecked), "Recording date" (set to "Today"), "Video statistics" (with "Make video statistics on the watch page publicly visible" checked), "3D video" (with a deprecation notice), and "Content declaration" (with "This video contains paid promotion such as paid product placement, sponsorships or endorsement" unchecked).

- Once complete, click on Done in the upper right. If you did not click on Unlisted, it shows Publish vs. Done. Next is what happens.



The screenshot shows the YouTube video upload settings page. At the top, a blue bar indicates 'PROCESSING DONE'. A blue button labeled 'Done' is in the upper right corner, with a blue arrow pointing to it. Below the bar, a message says 'Click "Done" to confirm.' and 'All changes saved.' is visible. The 'Advanced settings' tab is selected. The page is divided into several sections: 'Upload status' (Upload complete!), 'Video / Audio quality' (warning about unrecognized audio format), 'Comments' (checkbox for 'Allow comments'), 'Category' (Education), 'Video language' (Select language), 'Community contributions' (checkbox for 'Allow viewers to contribute translated titles, descriptions, and subtitles/CC'), 'Recording date' (Today), 'Video statistics' (checkbox for 'Make video statistics on the watch page publicly visible'), '3D video' (deprecation notice), 'Content declaration' (checkbox for 'This video contains paid promotion'), 'License and rights ownership' (Standard YouTube License), 'Syndication' (radio buttons for 'Everywhere' and 'Monetized platforms'), 'Caption certification' (Select one), and 'Distribution options' (checkboxes for 'Allow embedding' and 'Publish to Subscriptions feed and notify subscribers').

- **Page changes and you see the URL that you can share as I showed you in Step 1. Next is how to change so you can upload larger Video.**



Search



Berwick Upon Tweed

Return to editing

Share Embed Email



<https://youtu.be/JyAa5Rnm76g>



Video Manager

+ Add more videos

- **As I mentioned before it only allows 15 minutes on the Video.**
- **You can make it longer. When you make it longer, the maximum file size that you can upload is 128 GB or 12 hours, whichever is less. They changed the limits on uploads in the past, so you may see older videos that are longer than 12 hours.**
- **To make it longer, and when you are in your Browser with your YouTube account, I recommend you add a new tab and type in youtube.com/verify and click on the Enter Key. Next is what happens and how to make it longer.**

- This is a sample of the youtube.com/verify page. I recommend you click on the Box left of Call me with automated voice message and next is what happens.

YouTube

Search

Account verification (step 1 of 2)

Verifying your account by phone lets you unlock additional features on YouTube, and helps us make sure you're a real YouTuber, not a robot. [Learn more](#)

Select your country

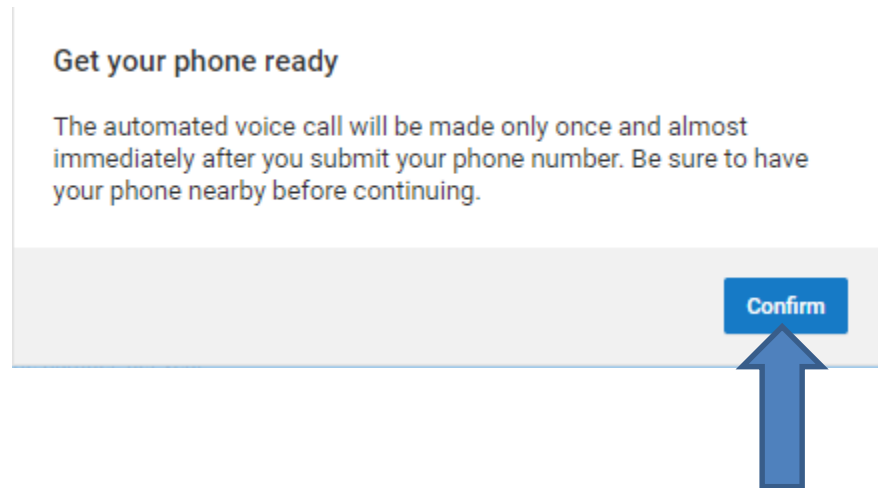
United States

How should we deliver the verification code to you?

Call me with an automated voice message

Text me the verification code

- **A new window opens and you click on Confirm at the bottom right and next is what happens.**



- **Window closes and the youtube.com/verify page changes and you type in your phone number. Once complete, you click on Submit at the bottom and you automatically calls you on your phone and next is what happens.**

YouTube

Search

Account verification (step 1 of 2)

Verifying your account by phone lets you unlock additional features on YouTube, and helps us make sure you're a real YouTuber, not a robot. [Learn more](#)

Select your country

United States

How should we deliver the verification code to you?

Call me with an automated voice message

Text me the verification code

Which language should we use to send you the verification code?

English (US) [change language](#)

What is your phone number?

For example: (201) 555-5555

Important: Up to two accounts can be verified per phone number, per year.

Submit

- Page changes and you when you get the call, it tells you the code. You then type in the code and then click on Submit at the bottom again and next is what happens.

YouTube

Search

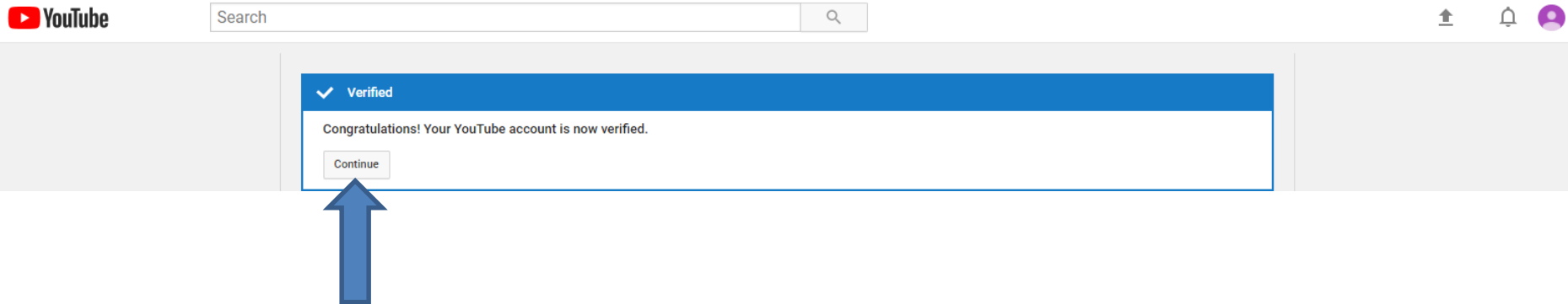
Account verification (step 2 of 2)

Please enter your 6-digit verification code from our latest automated voice call.

Enter your 6-digit verification code

Submit

- You then see Verified checked and Congratulations! Your YouTube account is now verified. Then click on Continue at the bottom and next is what happens.



- Page changes to your account and you see **Uploading Enabled and Longer Videos Enabled**. I recommend you scroll down to see others, which is next.

The screenshot shows the YouTube Creator Studio interface for a user named wigan103. The left sidebar contains navigation options: CREATOR STUDIO, DASHBOARD, VIDEO MANAGER, LIVE STREAMING, COMMUNITY, CHANNEL, Status and features (highlighted), ANALYTICS, TRANSLATIONS & TRANSCRIPTIONS, CREATE, and YOUR CONTRIBUTIONS. The main content area is titled 'Status and Features' and shows the user's profile picture and name. Below this, there are two progress bars: 'Copyright Status' and 'Community Guidelines Status', both showing a green bar with a red smiley face icon, indicating no strikes. The 'Status and features' section is expanded, showing a list of features and their status:

Feature	Status
Uploading	Enabled
Monetization	Eligible <input type="button" value="Enable"/>
Live streaming	Eligible <input type="button" value="Enable"/>
Embed live streams	Ineligible
Longer videos	Enabled
Unlisted and private videos	Lets you have unlisted and private videos. Learn more
Custom thumbnails	Choose your video's thumbnail by uploading your own. Learn more
External annotations	Lets you link annotations to external sites or merch partners. Learn more
Super Chat	Your channel must have at least 1000 subscribers before you can enable Super Chat. Learn more
Custom URL	You're ineligible for a custom URL. See eligibility requirements here .

- **When you scroll down, you see 3 more Enabled. As I mentioned before, you then can Custom thumbnails when you upload a Video. Next is a sample when you upload a Video again.**

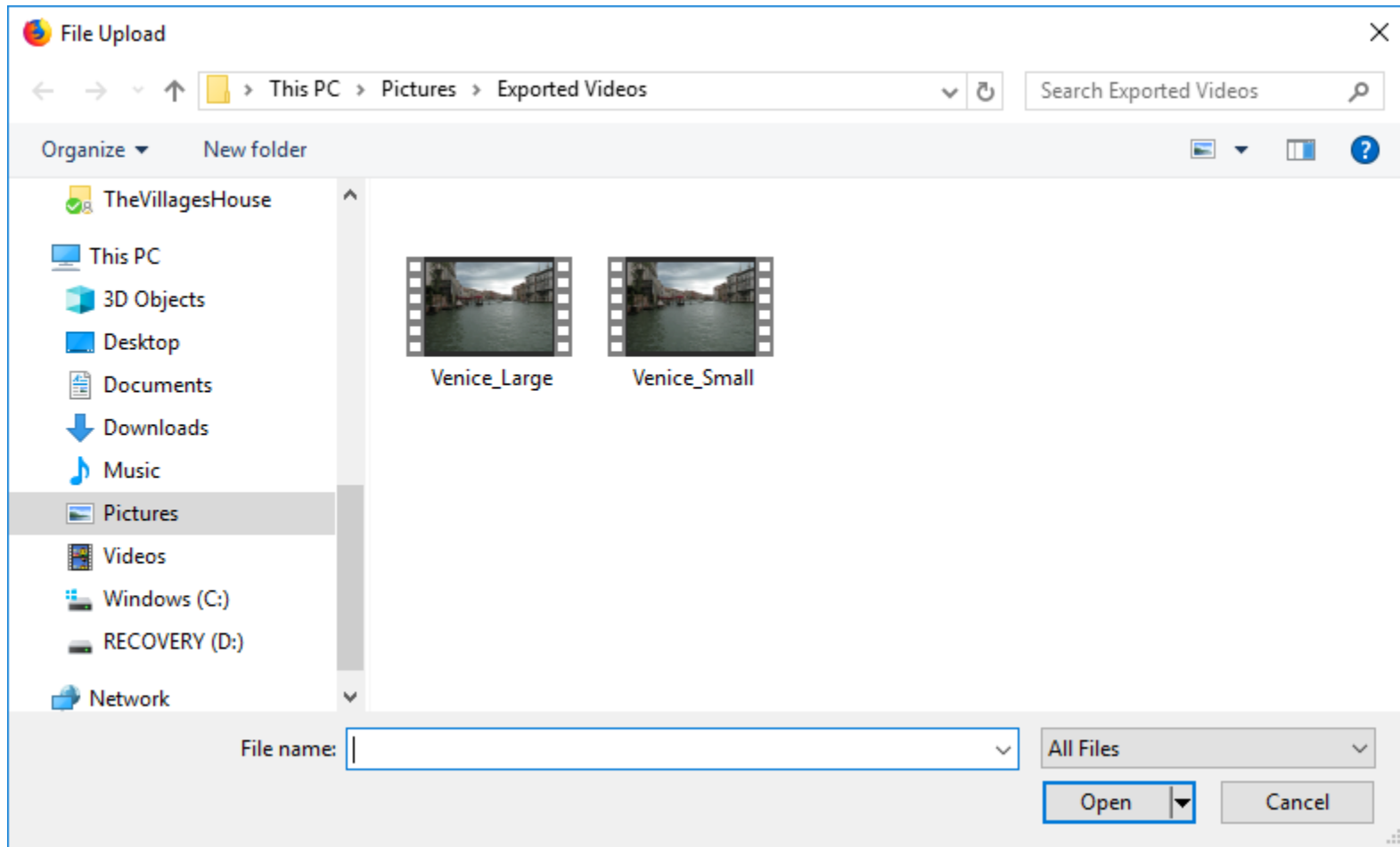
The screenshot displays the YouTube Studio Beta interface. On the left is a navigation sidebar with categories: COMMUNITY, CHANNEL (selected), ANALYTICS, TRANSLATIONS & TRANSCRIPTIONS, CREATE, YOUR CONTRIBUTIONS, and a settings icon for YOUTUBE STUDIO BETA. The main content area is divided into two status sections: Copyright Status and Community Guidelines Status. Both show a progress bar with four icons, the last of which is a red smiley face, indicating a status of 'Enabled'. Below these are two rows of feature cards. The first row includes: 'Uploading' (Enabled), 'Monetization' (Eligible), 'Live streaming' (Eligible), 'Embed live streams' (Ineligible), and 'Longer videos' (Enabled). The second row includes: 'Unlisted and private videos' (Enabled), 'Custom thumbnails' (Enabled), 'External annotations' (Enabled), 'Super Chat' (Ineligible), and 'Custom URL' (Ineligible). A third row at the bottom shows 'Content ID appeals' (Enabled) and 'Sponsorships' (Ineligible). Blue arrows point from the 'Uploading', 'Monetization', and 'Live streaming' cards to the 'Unlisted and private videos', 'Custom thumbnails', and 'External annotations' cards respectively.

Feature	Status
Uploading	Enabled
Monetization	Eligible
Live streaming	Eligible
Embed live streams	Ineligible
Longer videos	Enabled
Unlisted and private videos	Enabled
Custom thumbnails	Enabled
External annotations	Enabled
Super Chat	Ineligible
Custom URL	Ineligible
Content ID appeals	Enabled
Sponsorships	Ineligible

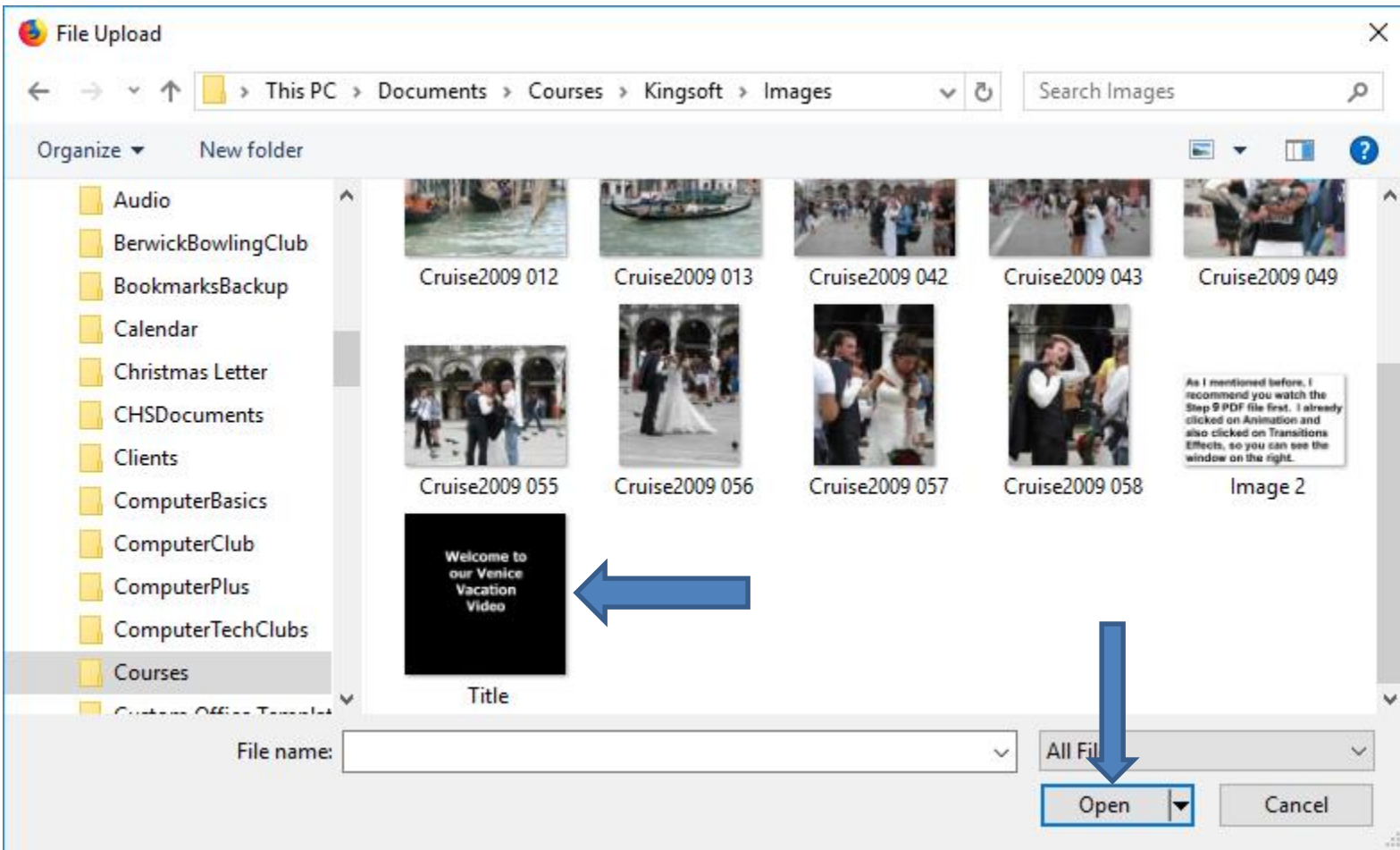
- You then see Custom thumbnails in my older account. You click on it and next is what happens.

The screenshot shows the YouTube video upload interface. At the top left is the YouTube logo and a search bar. On the right are icons for home, notifications, and profile. The main content area is titled 'PROCESSING DONE' and includes a 'Publish' button. Below this is a message: 'Click "Publish" to make your video live.' and 'Draft saved.' There are three tabs: 'Basic info', 'Translations', and 'Advanced settings'. The 'Basic info' tab is active and contains fields for 'Title' (Cruise2009 059), 'Description', and 'Tags' (e.g., albert einstein, flying pig, mashup). A dropdown menu is set to 'Public'. There are also options to 'Also share on' (with a Twitter icon), 'Add a message to your video', and '+ Add to playlist'. A large blue arrow points from the 'Add a message to your video' area down to the 'Custom thumbnail' button. Below the 'Custom thumbnail' button, it says 'Maximum file size is 2 MB.' At the bottom right, there are buttons for 'Video Manager' and '+ Add more videos'. On the left side of the main content area, there is a video thumbnail and 'Upload status' information: 'Upload complete! Your video will be live at: https://youtu.be/woRntaHQkJc'. Below the main content area, there is a 'VIDEO THUMBNAILS' section with three thumbnail images.

- A new window opens, like File Explorer again and find a Folder with a Picture you want to add. Next is a sample.



- Here is a sample of finding a Picture. You double click on it or click on it and click on Open. Next is what happens.



- Window closes and you see added and changed.
- This the End of Step 3.

The screenshot displays the YouTube video upload interface. At the top, the YouTube logo and search bar are visible. The main content area shows the video upload progress, which is now complete. A blue arrow points to a video thumbnail on the left, and another blue arrow points to a video thumbnail on the right. The interface includes a 'Publish' button, a 'Draft saved' notification, and various settings tabs like 'Basic info', 'Translations', and 'Advanced settings'. The video title is 'Welcome to our Venice Vacation Video'. The upload status is 'Upload complete!' and the video will be live at the URL <https://youtu.be/-7wu6kC-0tw>. The video is set to be 'Public'. There are also options to share on Google+ and Twitter, and a '+ Add to playlist' button. The bottom of the page shows the YouTube logo, language settings (English), location (United States), restricted mode (Off), history, and help links.