

YouTube Video Settings and Automatic Captioning

YouTube provides automatic captions for your uploaded videos. The automatic generated captions contain mistakes due to the speech clarity of the speakers or unique terms. However, you have the capability to edit the mistakes.

This document covers: how to access your YouTube account, how to upload your video file, how to view and edit the automatic captions and how to share your videos for your selected audience.

Accessing Your YouTube Account

YouTube is one of the Google Apps that comes with your SJSU Google account. There are two different ways to access your SJSU YouTube account. They are:

1. Enter **youtube.com** in any browser. Click the **Sign in** button at the upper right corner. Enter **your SJSU email address** in the Email box then click the **Sign in** button. Use your SJSU ID and password to login to your SJSU YouTube account.
2. Or, after you login to your SJSU email, calendar or Google docs/drive account, go to the Google Apps nine dot menu (or waffle menu) on the top right and scroll down to **YouTube**. Select the **Sign in** button in the upper right corner to access your YouTube account.

Upload a Video

1. Click the **Upload** button next to the Search box on the top. Follow instructions to set up your YouTube Channel if you do not have one. YouTube requires you to create a channel to upload videos.
2. Either drag your video file from your computer or a source location and drop it into this **Upload video files** box; or, click the **Select files to upload** with an upward arrow to upload your video to YouTube.
3. As your video file is being uploaded, enter Title, Description, Tags, Privacy Settings and Category information for your video. This information will increase the searching capability or search engine optimization of your video.
4. Visit [how to upload videos](#) for more detail.

Notes prior to uploading YouTube videos:

1. By default, you can upload videos that are 15 minutes long or 2 GB file size although you are able to upload longer or larger video files. Visit [How to upload videos longer than 15 minutes](#) for steps on how to change your settings.
2. Upload video files which are supported by YouTube such as, .WMV (Windows), .MOV (Mac) or MP4, .AVI (Windows), .FLV (Adobe Flash), etc. More information see [YouTube supported file format](#).

To View and Edit Automatic Captions

Using YouTube's built-in voice recognition technology to generate captions for your uploaded video may take several hours or longer for captions to be displayed. Be patient and check back later to view the

automatically generated captions. For more information, visit [Captions, Transcripts, and Audio Descriptions](#) from WebAim.

To view and edit captions:

1. Automatic captions may take a while to generate. If you don't see them, come back later. Go to your YouTube Studio and select Content. Select the video by clicking on the thumbnail which is the image viewers will see before clicking your video.
2. Select subtitles on the right side of the screen.
3. Edit the captions and click Done.

To download captions from YouTube:

1. In edit mode, click the **Subtitles** tab on the right of your video.
2. Click the three dot menu at the top of the window.
3. Select download subtitles.
4. For more details, visit [Automatic Captioning](#).

Sharing your videos

How to share the video

Each video file has a unique web address or an URL. To share your video with others,

1. In the Content menu of your YouTube Studio, select the three dot menu next to the video you'd like to share.
2. Select "Get Shareable Link". The link will be copied to your clipboard.
3. Paste it in an email, an assignment, or anywhere you'd like to share it.

To keep the video private or unlisted

Private means you'll have to invite people to view your video by entering their email addresses.

Unlisted is recommended as it won't be searchable on YouTube, but will be easily accessible with those who have the link. For more information visit [Private and unlisted videos](#).

1. In the Content menu of your YouTube Studio, locate the column heading entitled "visibility."
2. Use the drop down menu to select Private, Unlisted or Public.
3. Click save in the lower right corner.

YouTube Help

Visit the [YouTubeHelp page](#) for more information.