

# 01. Instructions on uploading videos to YouTube

1. The first thing that you will need to do is create a YouTube channel, this is where you will host your video. Go to <http://www.youtube.com/> and at the top right corner hit the 'Create Account' link. This will take you to a form where you enter some basic account information, username (this will become your custom YouTube URL - [youtube.com/yourusername](http://youtube.com/yourusername)), location, postal code, date of birth and gender. Once your username has been confirmed as available and you accept the terms of service you will be asked to either sign in to your Google account or to create one (As YouTube is part of Google you sign in with your Google account).

The screenshot shows the YouTube homepage interface. At the top left is the YouTube logo with the tagline 'Broadcast Yourself™'. To its right is a search bar with a 'Search' button. Further right are links for 'Create Account' and 'Sign In'. Below these are navigation links: 'Home', 'Videos', 'Channels', 'TV Shows', and 'New!'. On the right side, there are links for 'Options', 'History', and a yellow 'Upload' button. A red arrow points to the 'Upload' button. The main content area is divided into several sections: 'Catch Up on the Latest TV' with a grid of video thumbnails; 'Videos Being Watched Now' with a grid of trending videos; and 'What's New' with announcements like 'Improving Accessibility' and 'YouTube 101'. A yellow banner promotes downloading Google Chrome for Mac.

2. Now you should be logged in to your account and you will see your username appear at the top right corner of the page where 'Create Account' was, next to this is 'Sign Out' if you need to leave your account. Also in the top right corner you will see a yellow button that says 'Upload' this will take you to a page where you can begin to upload you content.

This screenshot shows the top right corner of the YouTube homepage for a logged-in user. It displays the user's 'username' with a dropdown arrow, a notification icon with '(1)', and a 'Sign Out' link. Below these are navigation links for 'Subscriptions', 'History', and a yellow 'Upload' button.

3. When you are saving and encoding your videos the best size and format to do them at is 640x360 and in H.264 or MPEG-2 format. These are Quicktime formats but YouTube does also accept Flash and WMV files. You can upload video files up to 2GB in size. YouTube now accepts HD footage which means that you *can* upload your videos in 1920x1080, do note that lower resolutions will perform better on computers running with slower internet speeds and so this will make them more accessible for a wider range of users.

- When you have your video ready to upload click the 'Upload Video' button, which will open up a file browser window, so that you can select the desired file to upload. When you hit 'Select' the upload process will begin and you will be presented with a number of options to do with naming and categorizing the video.

## Video File Upload

The screenshot shows a video upload progress bar at the top with a circular refresh icon, the filename 'test.mov', and the status 'Uploading' with a 'Cancel' link. Below the progress bar, it indicates '8:57 remaining' and '1.87 MB of 78.5 MB'. Underneath is a section titled 'Name, Description and Privacy Settings'. This section contains four labeled fields: 'a' points to the 'Title' field containing 'test.mov'; 'b' points to the 'Description' text area; 'c' points to the 'Tags' text area; and 'd' points to the 'Category' dropdown menu which currently shows 'Please select a category:'.

- First of all you can change the title name, by default it will be the file name which includes the file type (.mov/.mpeg) so you may want to rename it as this will help it to be found by people searching.
  - Next you fill in a description field where you can explain the details of the film, like where it was shot and what it is about.
  - The next field to fill in is the tags field where you can assign keywords to the video.
  - You can then select the category that you would like it to be held in. Next you can set the privacy setting, as the video will be hosted on the WLI site we recommend that you set the privacy setting to 'share your video with the world' otherwise no one will be able to have access to the video once it is embedded on the site. You can then save the changes and wait for the video to finish uploading, the bar at the top will turn green and prompt you with a message that your video has been saved.
- When your video has finished processing it will be ready to watch on your channel. To get to your channel you can either enter the URL into your browser (<http://www.youtube.com/yourusername>) or you can get to it by clicking on your username at the top right corner of the screen. This will take you to your channel where you will see your video displayed with the name and description underneath. You now need to get the code that will embed the video on the WLI site. To do this click on the share link underneath the video and then copy the code that is in the URL field, you need to paste this into the field on 'Submit a wetland' form on the WLI site. You can delete the video at any time and change any of the information using the 'My videos' section of your YouTube account (Illustrated in point 2).

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