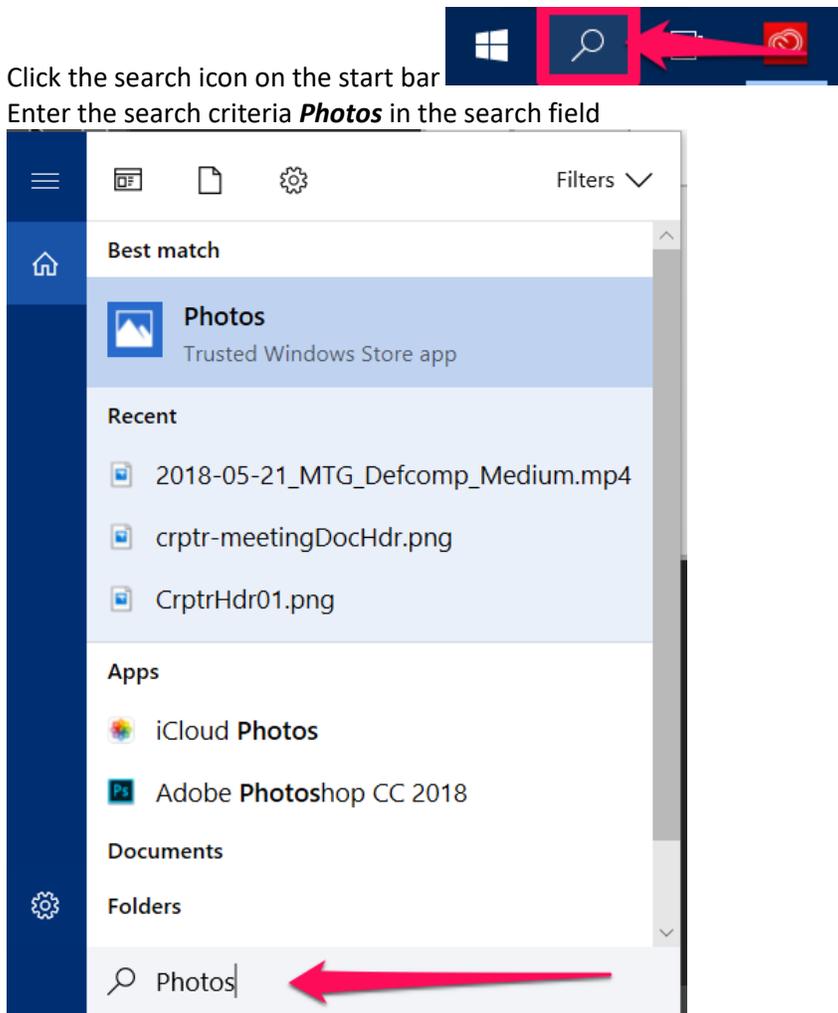# Windows 10 Photos
Convert an MP3 Audio file to an MP4 video file
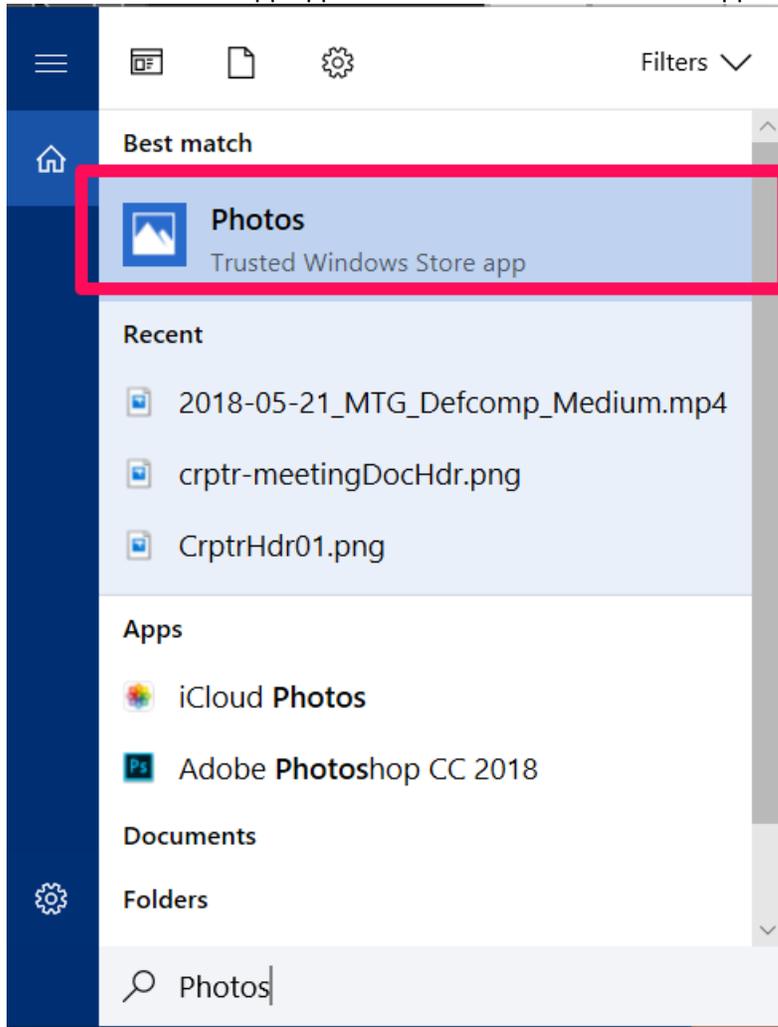# and Caption it in YouTube

1. Open Photos on a Windows 10 computer
2. Import cover page
3. Combine cover page with audio file
4. Export file to desktop
5. Upload to YouTube
6. Caption

Photos

1. Click the search icon on the start bar

2. Enter the search criteria **Photos** in the search field

3. click on the Photos App appears under Best Match when it appears
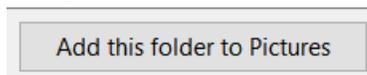

Import the Cover Page

1. If you don't see the image you want to use under collections or folders, click the **IMPORT** button
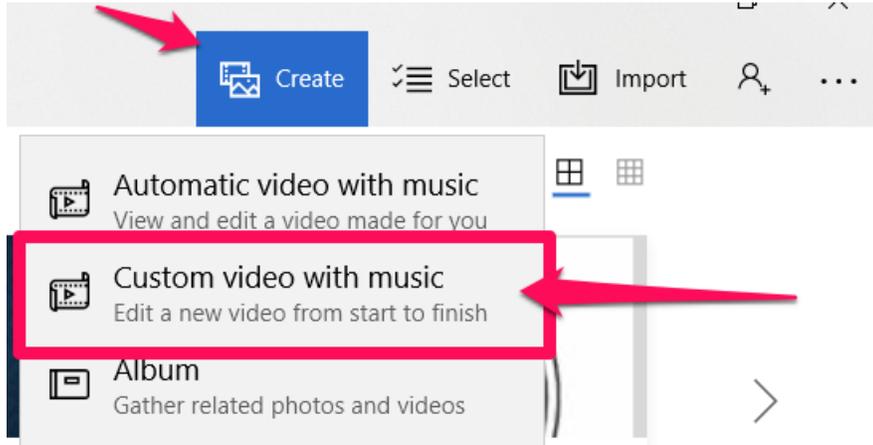

Navigate to the folder the file is in then click the **Add this folder to Pictures** button

Combine cover page with audio file

1. Click the **CREATE** button and choose **Custom video with music** from the drop-down menu.

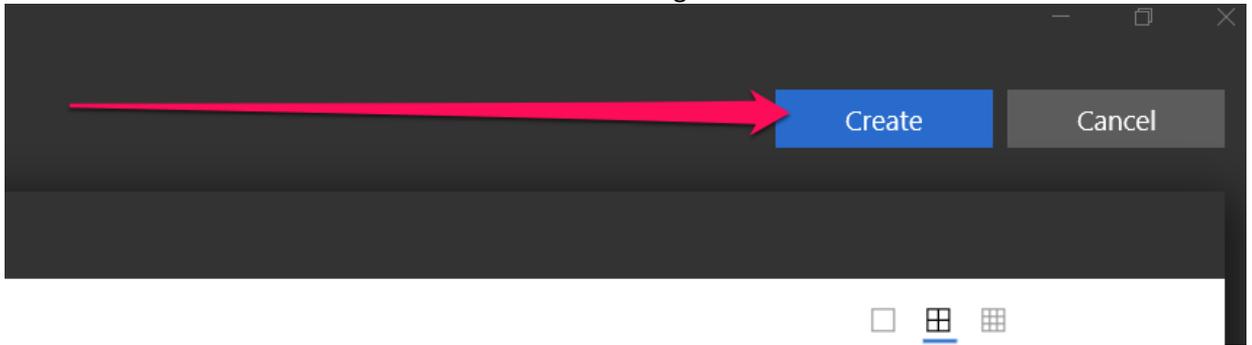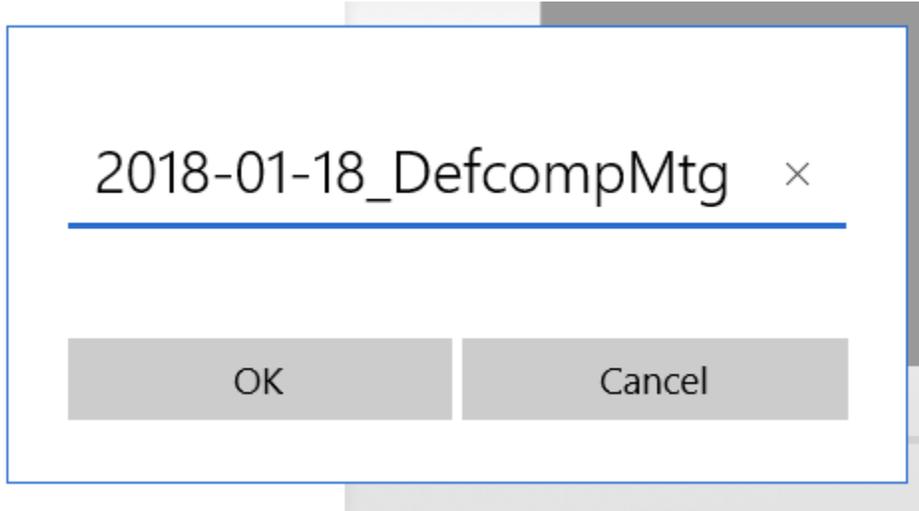2. Choose the cover page image by clicking on it to select it
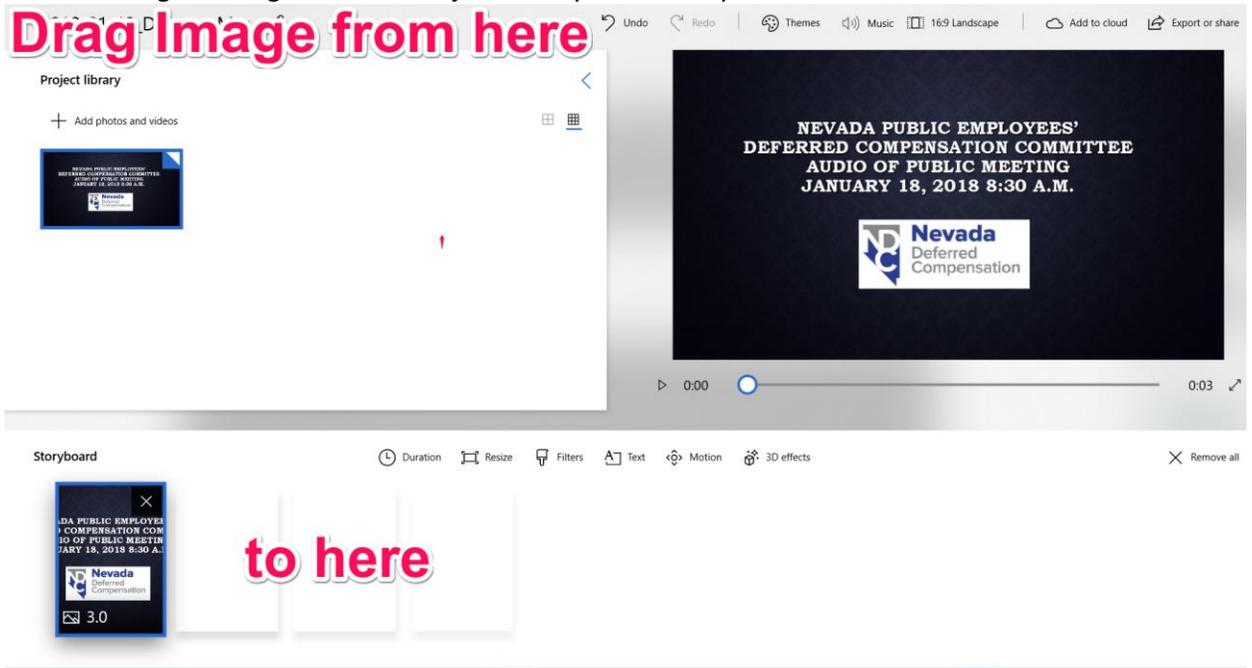
3. Click the **CREATE** button and wait while the video is being created.
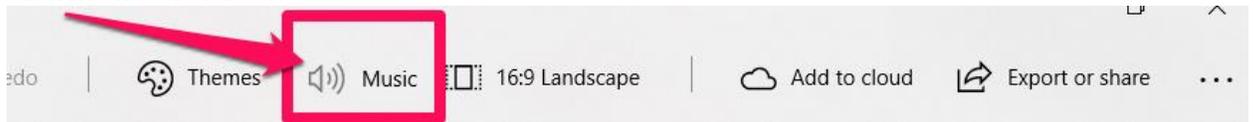

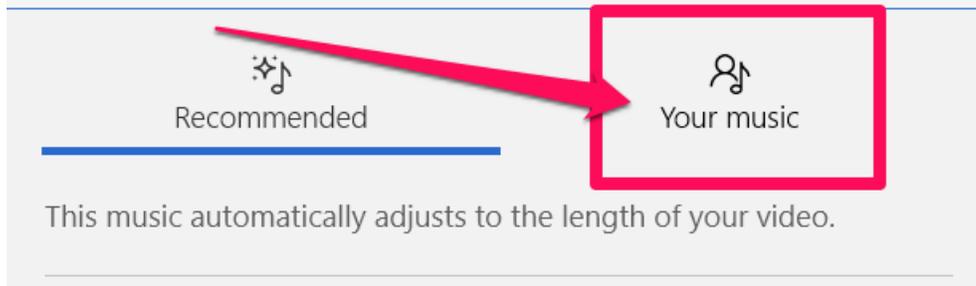4. Name the video and click OK

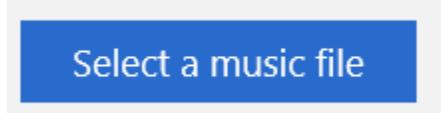5. Click and drag the image from the Project Library to the Storyboard

6. Click the **MUSIC** button


7. Click the **Your Music**

8. Click the **Select a music file** button and navigate to the audio file you want to combine with the cover page. Select the file by clicking on it, then click the **OPEN** button.

9. Click the **DONE** button

10. Go to https://www.inchcalculator.com/convert/hour-to-second/ and enter the hours and minutes that make up the audio file you imported, then click the equal sign to make the conversion to seconds.
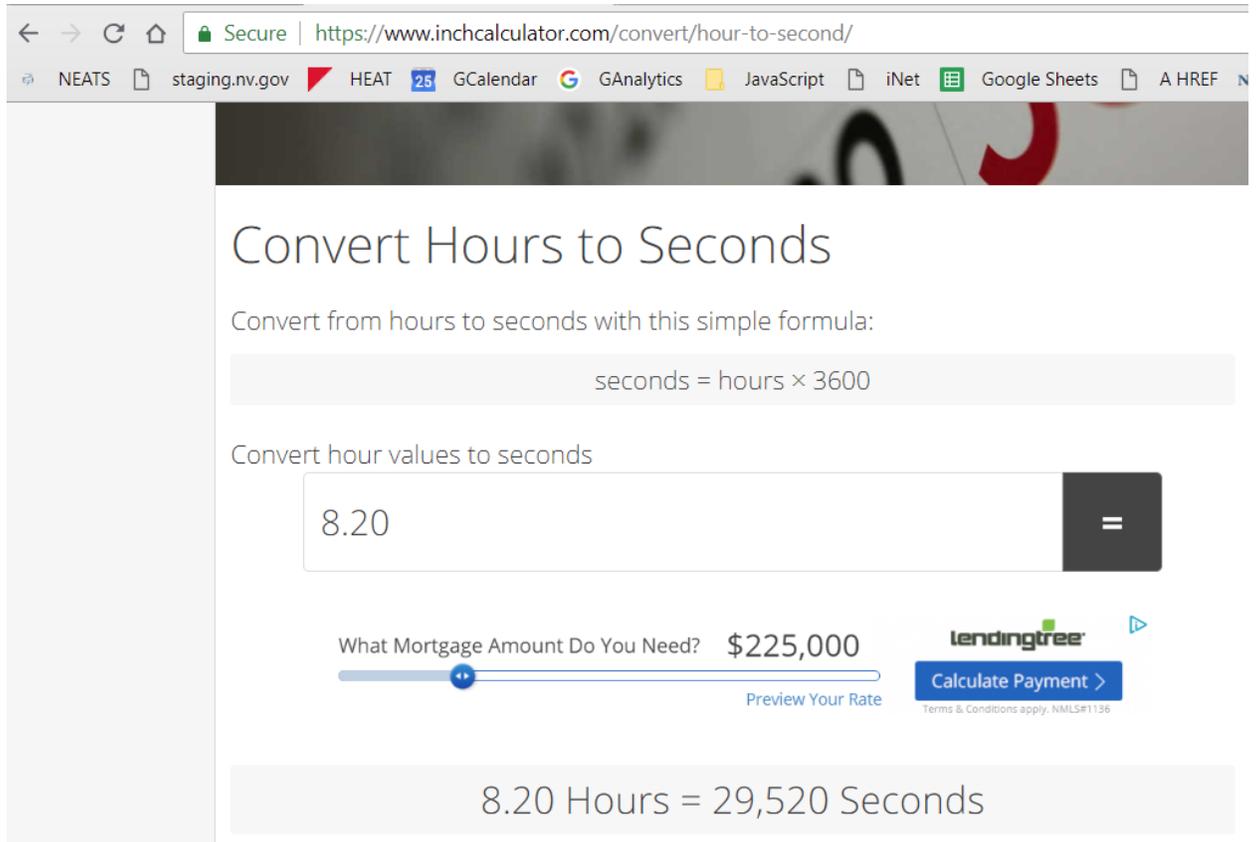
11. Click the **DURATION** button and enter the number of seconds you want the video to be
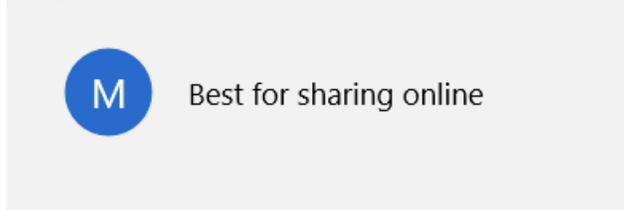

Export file to desktop

1. Click the **Export or share** button

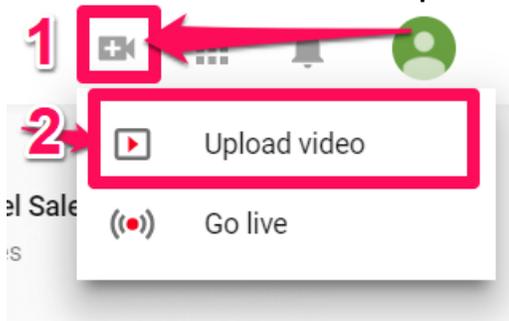2. Click on **BEST FOR SHARING ONLINE.** It will create the video now. It will take a long time to complete.

3. When it asks **view the file in explorer** say YES so you know where to locate the file.
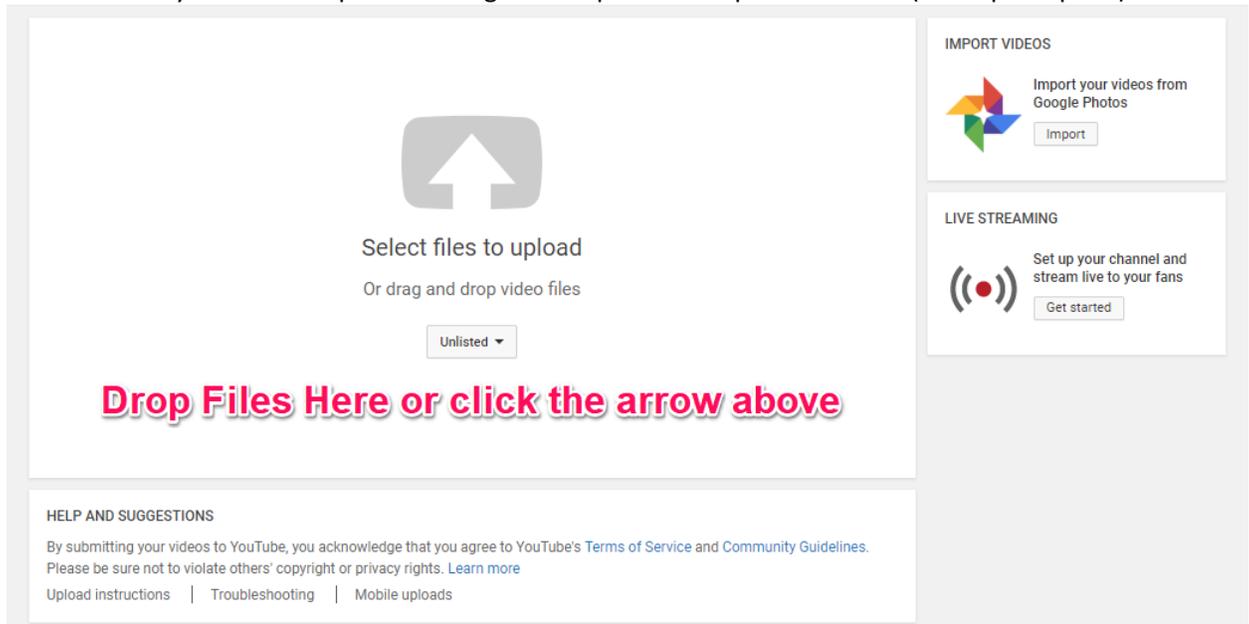
Upload to YouTube

1. Open your Agency or Board YouTube account by going to https://www.youtube.com/

2. Click the **Add** button and choose **Upload video**

3. Select the file you want to upload or drag and drop it to the upload location (the top left pane).

4. While it is uploading enter the following information:
   a. Replace the file name with a title
   b. Add a description of the video

c. Add any tags
d. Change **Unlisted** to **Public** otherwise no one can see the video
e. Add it to a play list if you have more than one committee and want the videos organized by committee or category
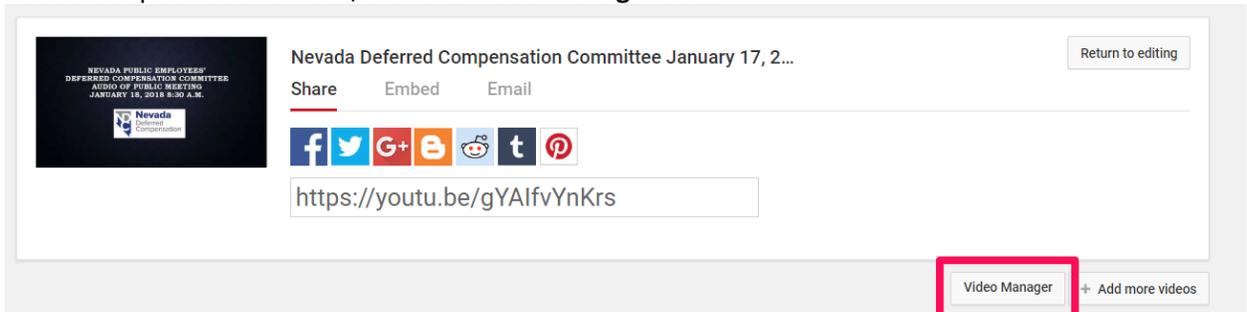

5. Click the **Publish** button

6. Copy the link it provides and save it as it is the link you will use on your website to link to the video.

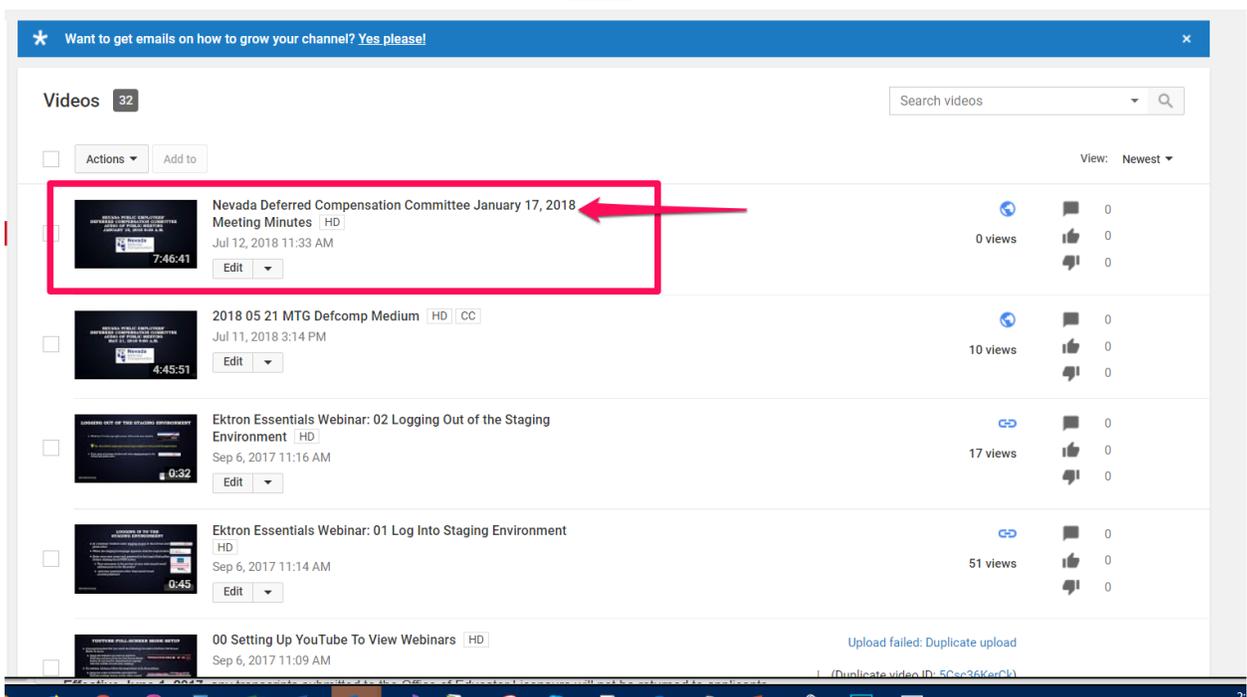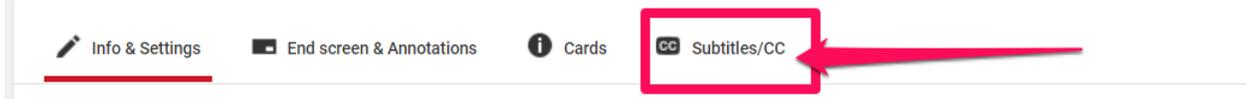## Caption

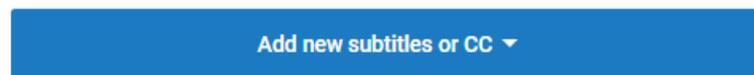1. To add a caption to the video, click the **Video Manager** button

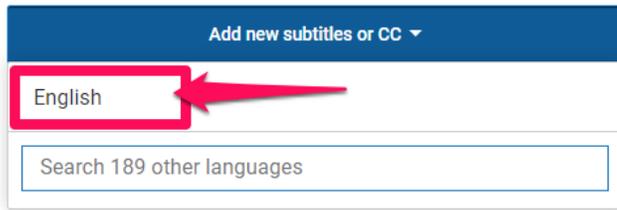2. Click on the icon for the video you wish to caption
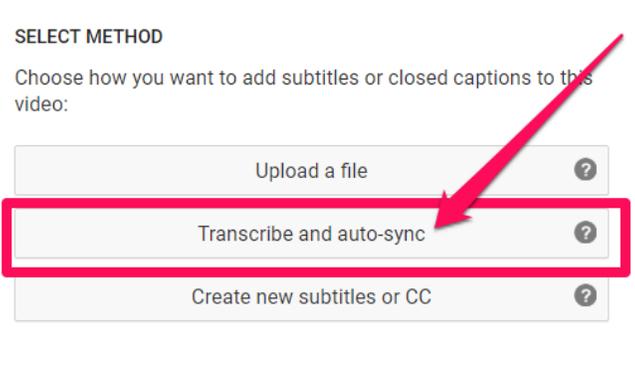

3. Click the **Subtitles/CC** tab
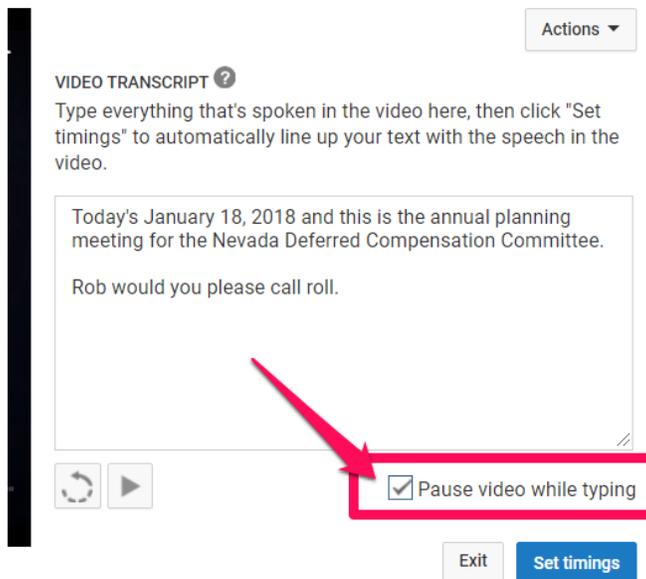

4. Click the **Add new subtitles or cc** button

5. Choose **English** from the drop-down menu

Add new subtitles or CC ▾

English

Search 189 other languages

6. Click the **Transcribe and auto-sync** button

SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

Upload a file ?

Transcribe and auto-sync ?

Create new subtitles or CC ?

7. Click the video to begin. Listen to the audio and begin transcribing what you hear. When you are typing it will pause the video if you have the **pause video while typing** check box checked.

Actions ▾

VIDEO TRANSCRIPT ?

Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Today's January 18, 2018 and this is the annual planning meeting for the Nevada Deferred Compensation Committee.

Rob would you please call roll.

☑ Pause video while typing

Exit   Set timings

8. Once you've finished transcribing all the audio, click the set timing button
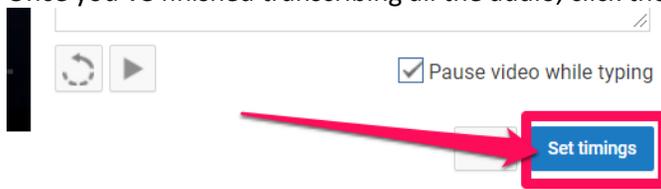
9. It will take some time for the Subtitle timing to be set (this may take several hours). Once that is done, click the **Publish** button

   NOTE: Closed Captioning "CC" must be selected on video to view subtitles after publishing. If you haven't published you will not see any subtitles after clicking the CC (closed captioning) button.