How do I make a Playlist?

Here are a few ways to get you started with making Playlists:

From the video watch page:

- 1. Click the **Add to** button under the video you're watching.
- 2. From the drop down menu, type in the name of your new playlist and click the **Create** playlist button.
- 3. You can choose if you want your playlist to be public (viewable by others) or private (only viewable by you).

From Video Manager:

- 1. Sign into your account and click on your username in the upper right corner of your screen. Click on **Video Manager** in the expanded menu.
- 2. Click on the Playlists tab on the left side of the screen.
- 3. Click the **+New Playlist** button and enter in a Playlist title and description.
- 4. Click Create Playlist.

Adding to an existing playlist:

- 1. Click the arrow next to the **Add to** button under the video you're watching.
- 2. From the drop down menu, select the Playlist you want to add your video to.
- 3.

How do I organize the videos in my playlist?

To organize the videos in a playlistt, follow the steps below.

- 1. Sign into your account and click on your username in the upper right corner of your screen. Click on <u>Video Manager</u> in the expanded menu.
- 2. Click on **Playlists** on the lefthand side of the Video Manager. Find the Playlist you want to modify and click **Edit**.
- 3. On the playlist editing page, move your cursor to the area to the left of the video you want to move.
- 4. You'll see a drag-and-drop icon appear. Click and drag the video to the position you want, then let go.
- 5. The list will auto-update as you finish each change.
- 6. Click **Save** at the top of the page to confirm your changes.

How do I remove videos from my Playlists and Favorites? Removing videos from your Playlists

1. Sign into your account and click on your username in the upper right corner of your screen. Click on <u>Video Manager</u> in the expanded menu.

- 2. Click on Playlists near on the left.
- 3. Click the Edit button below the Playlist from which you'd like to remove a video.
- 4. Check off the box to the left of the list you want to remove.
- 5. Click the Actions button at the top of the page, and click **Remove videos from playlist**.
- 6. Click **Save** at the top of the page to confirm your changes.

Instructions on using Channels -

 $\underline{https://support.google.com/youtube/bin/answer.py?hl=en\&answer=1735182\&topic=1735163\&parent=1734705\&rd=1$