



**DON'T BE AFRAID OF
VIDEO EDITING**

**A BEGINNER'S GUIDE TO
CREATING INCREDIBLE**

**CAPCUT
VIDEOS**

eMotion Video
TRAINING & PRODUCTION

Introduction

Welcome to the beginner's video editing course!

In this course, you will learn the basics of video editing and how to use various tools and techniques to create professional-looking videos. Whether you're looking to edit videos for business or personal projects, or want to start a career in video production, this course will provide you with the foundation you need to get started.

You will learn how to import, organise and edit footage, add music, special effects and transitions, and export your final product. Get ready to unleash your creativity and take your video editing skills to the next level!

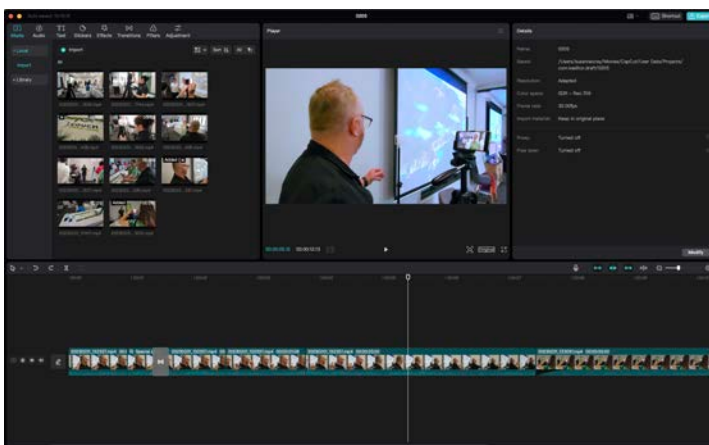
CapCut for Desktop

CapCut is the free all-in-one video editor with smart tools to make your video creation easier. AI tools such as text-to-speech, background removers, creative filters and transcribed subtitles make CapCut the standout editing app for 2023.

Video editing applications are extremely popular this decade and CapCut may be surpassed in the coming years but if you learn how to work CapCut, you will be able to pick up any other video editor and work it too.



CapCut is available on phones, computers and as an online editor.



CapCut Desktop is designed to run on computer desktops and laptops. It offers a more powerful set of editing tools and features compared to the online version, and is suited for users who need more control and precision in their video editing process. CapCut Online is designed to run on web browsers to be more accessible as it can be used on any device with an internet connection. It has a simplified set of editing tools.

You may find your version of CapCut has different buttons and functions to that of your friends. This is dependent on the version of CapCut you are using, your computer's age and whether it's a Mac or PC. eMotion Video Training & Production acknowledges not all computers have the same buttons as described in this guide and some buttons may be called something different.

Time to Launch CapCut Desktop

Before you start creating, you will be greeted with the **Home Interface** of the software, where you can find past video projects, your login window and the application settings.

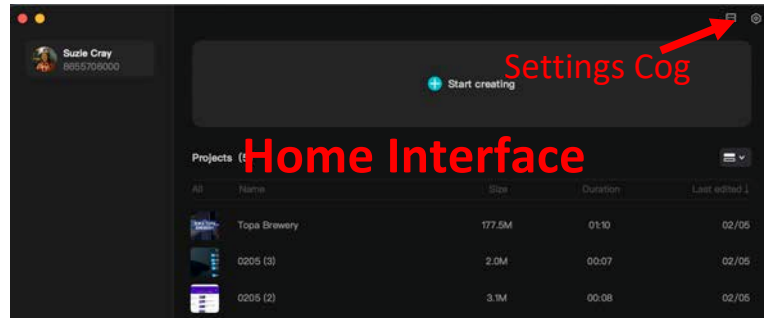
The CapCut Home Interface

Settings

Before we can start creating our video project, we need to adjust some settings with the 'cog' in the top right.

Cache: Set to auto delete 30 days
Edit>Free layer: Tick the checkbox

Now select ' + Start creating ' to access the **video editing interface**.



The CapCut Video Editing Interface



The Four Panels

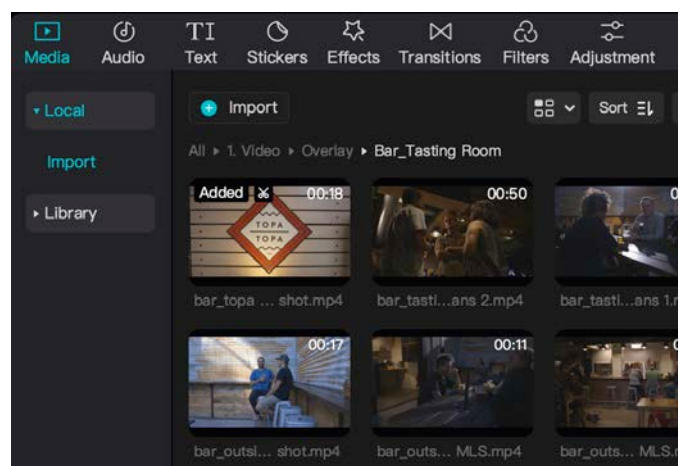
There are four main panels to work with CapCut Desktop.

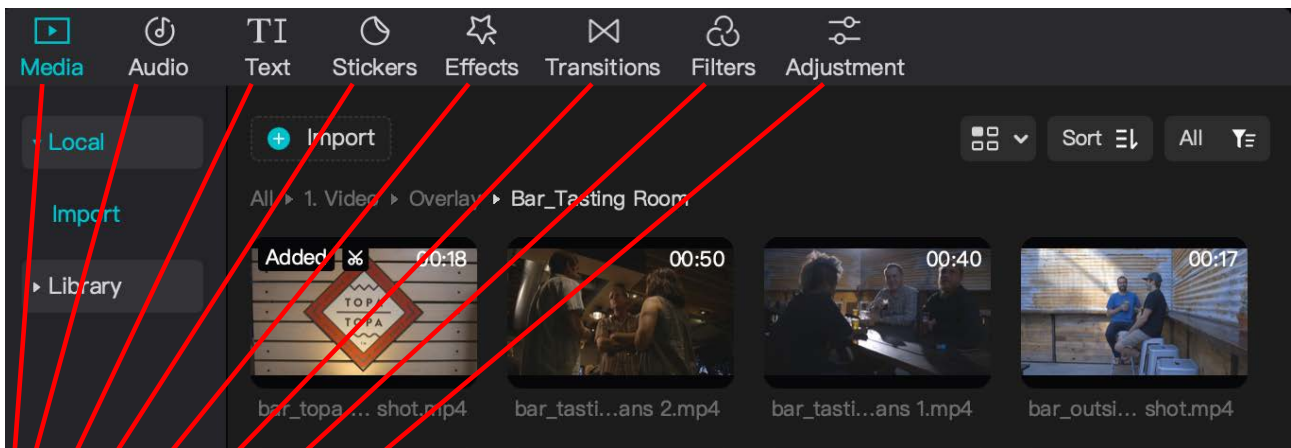
1. Media Library Panel
2. Player Panel
3. Adjustments Panel
4. Timeline Panel

Media Library Panel

The Media Library Panel is a central hub for managing your media files and assets in the video editing process. It allows you to import and organise your video clips, photos, and audio files, and serves as the starting point for all your editing activities.

In the media window, you can preview your files, add special effects, transitions, and audio tracks to enhance your videos. We discuss each of the eight tabs in more detail a little later.

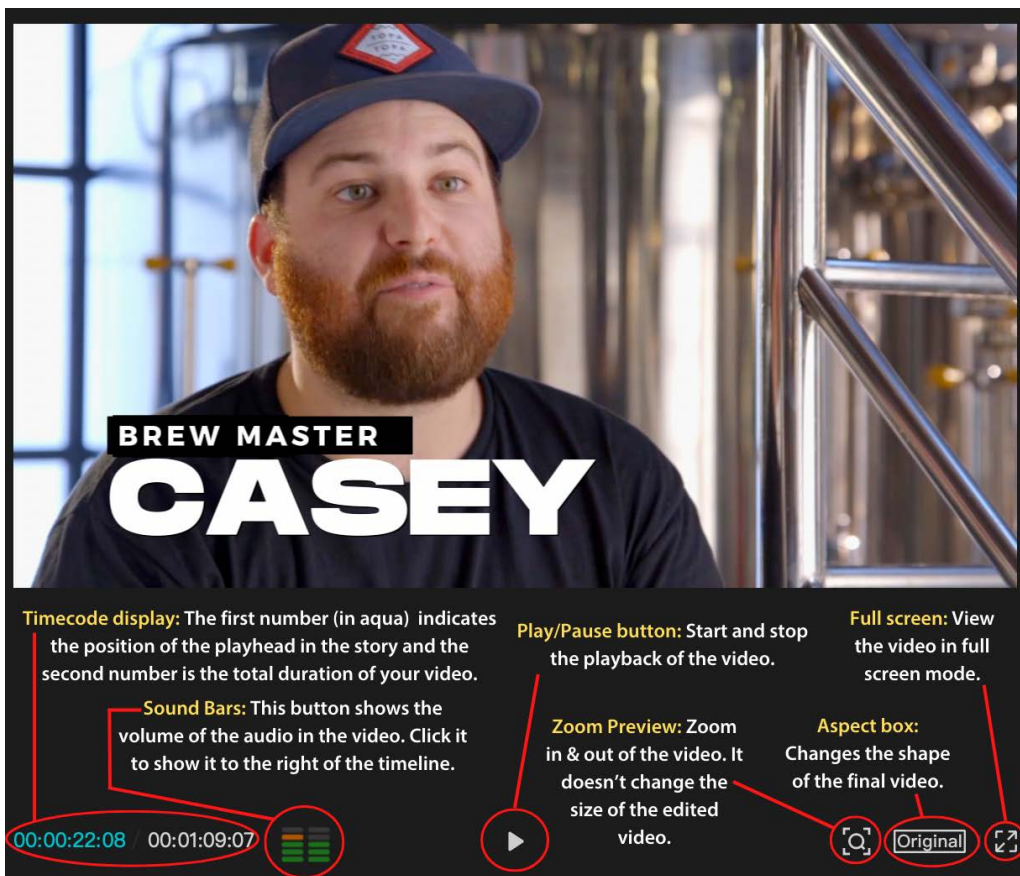




- Media Tab** – Library for your imported and stock videos, images and audio files
- Audio Tab** – Library for music, sound effects, extracted audio (from your videos), and TikTok saves
- Text Tab** – Create text from scratch or templates and creates caption (subtitles)
- Stickers Tab** – Hundreds of emoji style stickers
- Effects Tab** – Video effects and body effects
- Transitions Tab** – Effects in between two clips
- Filters Tab** – Colour grades your clips
- Adjustments Tab** – Adjusts video parameters such as brightness, contrast, saturation and hue.

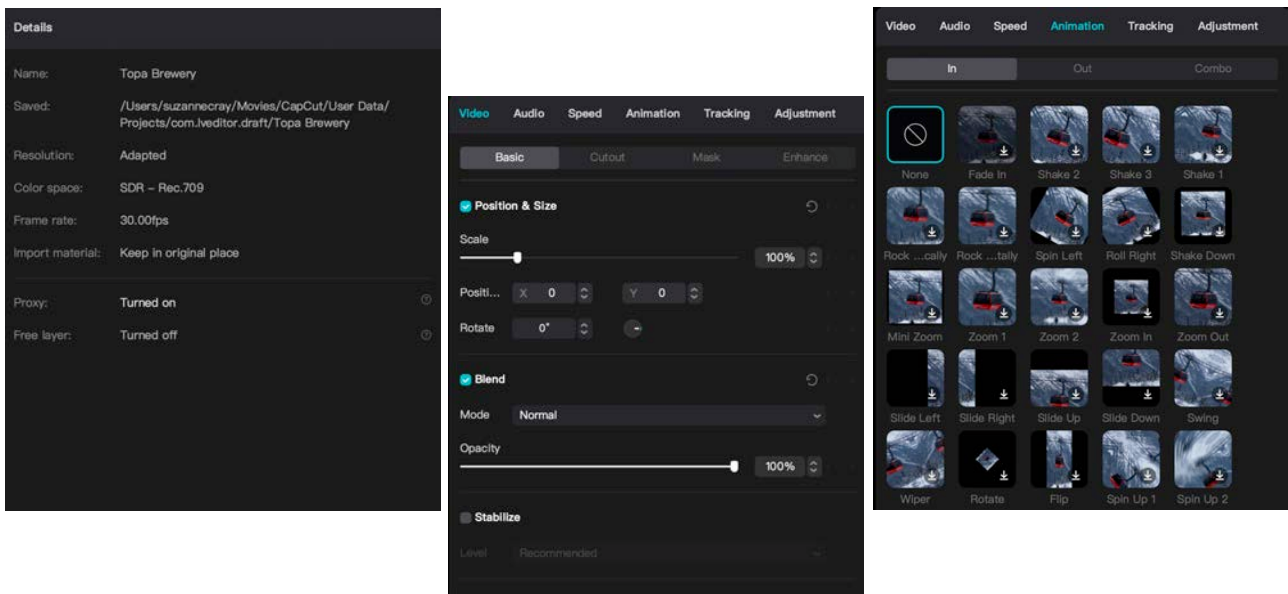
Player Panel

The Player Window in CapCut Desktop is the main interface for playing and previewing your videos.



Adjustments Panel

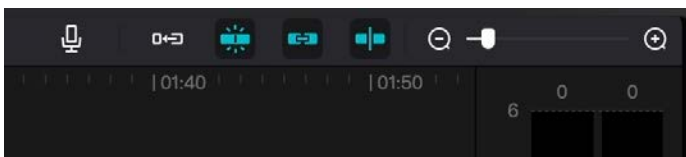
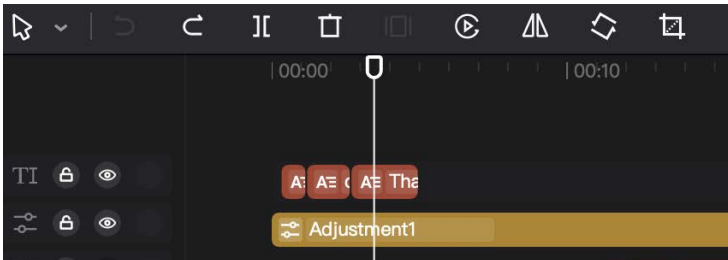
The Adjustment Panel changes depending on what clip you have selected in the timeline. The Adjustment Panel allows you to make fine-tuned adjustments to your video clips, such as colour correction and exposure adjustments. This window provides access to various tools and options that can be used to enhance the overall look and feel of your video.

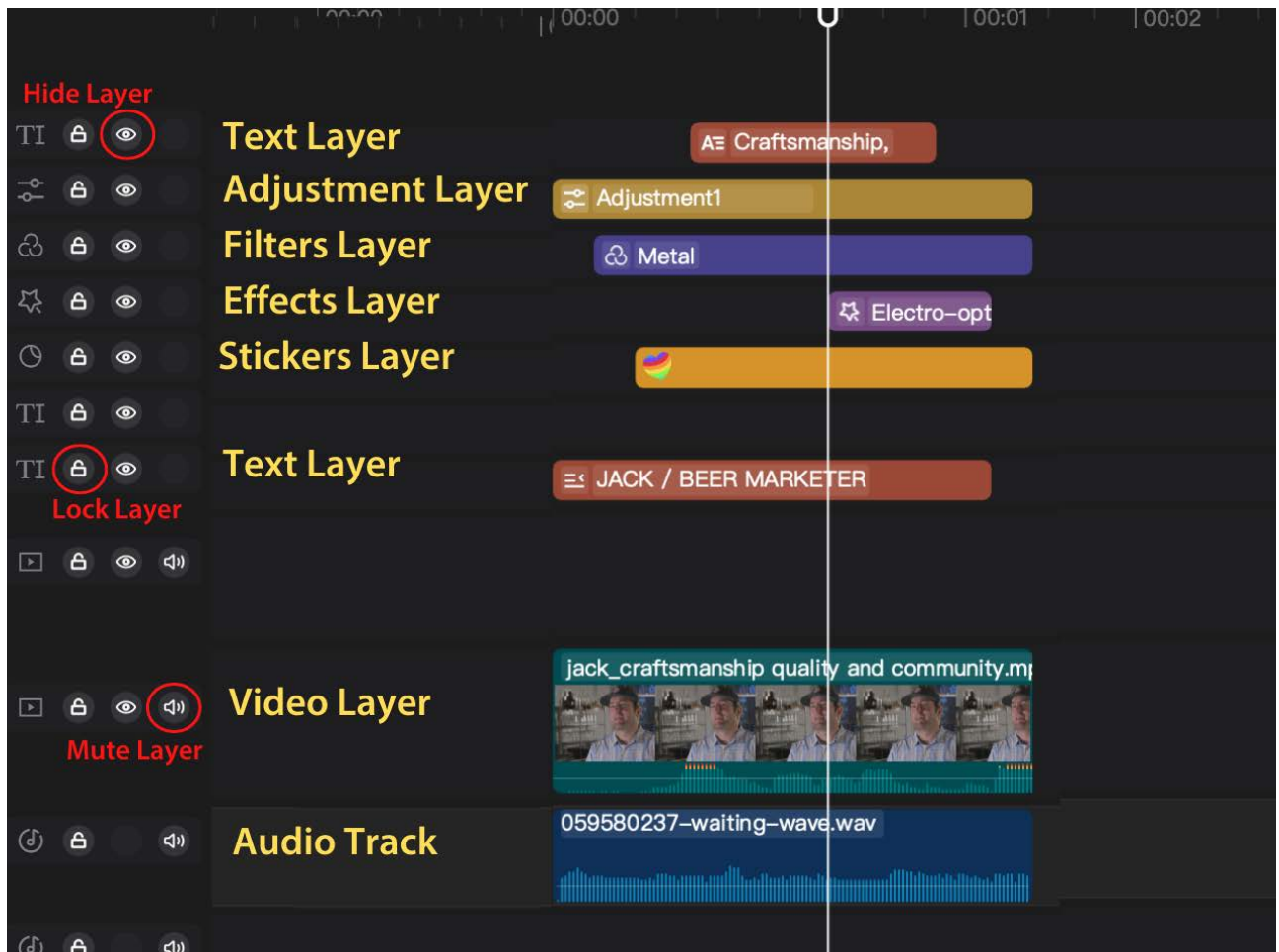


Timeline Panel

The timeline window in CapCut Desktop is the main editing interface where you arrange and manipulate the video clips to create your final video. This window is where you add, edit, and delete clips, as well as add transitions, effects, audio tracks, and other elements. Here's a brief overview of the features available in the timeline window as below:







All the special effects layer will be in order of which one you add to the timeline first. The video and audio tracks will always be at the bottom.

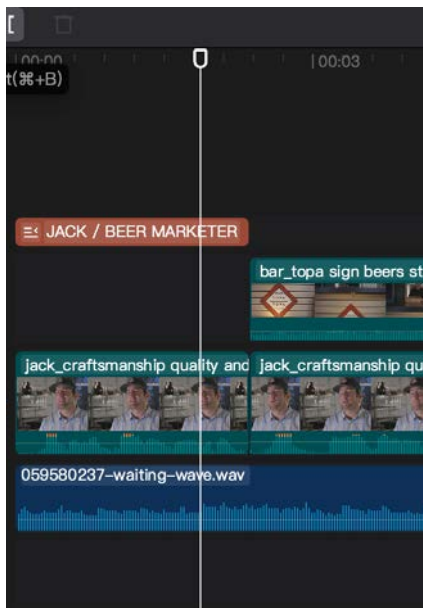
**** IMPORTANT NOTE: EFFECTS ABOVE WILL AFFECT THE ONES BELOW ****

e.g., If you have a red arrow sticker layer under a monochrome filter layer, the red arrow will become monochrome.

Video Tracks: You can add video clips to the timeline by importing them from your media library or by dragging and dropping them from your computer's file explorer. Once added to the timeline, you can rearrange, trim, split, or duplicate the clips to create your desired sequence.

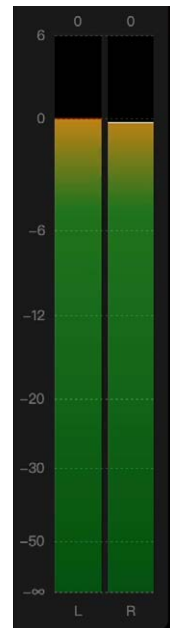
Audio Tracks: You can add audio tracks to your video, such as background music, voiceovers, and sound effects, to enhance the audio quality of your video. You can add audio tracks to the timeline just like video clips and adjust the volume, balance, and other audio settings as needed.

Effects Tracks: You can add various effects to your video clips, such as filters, text, stickers, and animations, to enhance the visual style of your video. CapCut Desktop includes a wide range of built-in effects to choose from, as well as the ability to create custom effects.



Timeline Bar: The timeline bar is a horizontal bar that shows the location of the current video. Users can use the timeline bar to quickly jump to a specific point in the video by clicking and dragging the playhead

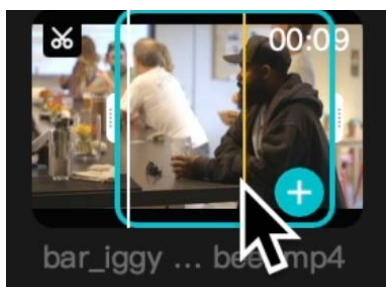
Audio Meters: The audio meters should peak at a value of 0db (decibels) for perfect audio mixing. This bar represents all audio tracks being played at once.



Time to Start Editing!

This is where the magic happens! It is time to edit!

IMPORT: Click the IMPORT button **or drag video directly** into the Media Panel or Timeline Panel. Never delete footage from your computer even when it has been imported as it is needed to edit with in CapCut Desktop.



VIDEO THUMBNAILS: Hover over a video thumbnail and move left and right to preview the video. Click the clip to see the aqua outline. Hover to either side of the thumbnail to trim the video to the footage you want to use. Don't worry about being exact. You can always extend the clip later in the timeline.

Drag the video to the timeline or click the aqua '+ circle' (see left).

CapCut Desktop will match the shape of your first video. For example, if you choose a video you filmed in widescreen, CapCut will make your video widescreen. Same as if you choose a vertical video. If you want to change the shape of the video anytime (for example, from horizontal to square) while you are editing, head to the **bottom right** of the **Player window** and change the word 'Original' to the format you need. If you want two versions of the video you can duplicate the project back in the Home Screen Panel.



Basic Editing Operations

Main Track

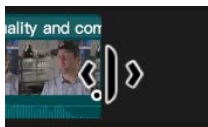
The bottom layer of video on your timeline is called the Main or Base Layer. It will always be at the bottom of all the video and effects layers. This is where your first clip will be placed.

Subsequent clips can be added to your timeline. The video clip will be placed on the timeline depending on where your timeline bar is located.

Swapping, Trimming & Splitting Clips

SWAPPING CLIPS AROUND WITH MAIN TRACK MAGNET SELECTED: Grab any track and try to relocate it to another point in the timeline. The other clips will be rearranged to accommodate the new clip.

SWAPPING CLIPS AROUND WITH MAIN TRACK MAGNET Deselected: Grab any track and try to relocate it to another point in the timeline. The other clips will stay where they are and your relocated clip will be forced to become an *overlay clip* (overlay clips explained later) and will be placed on a layer above.



TRIMMING CLIPS IN THE TIMELINE: Hover over an edit point and your cursor changes. You can now trim or extend a clip.

SPLITTING: Select your clip to split and use the split tool. CapCut Desktop will cut at the point where your timeline bar is.

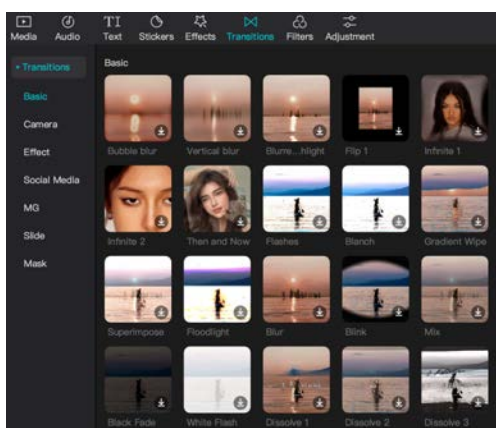


Overlay | B-Roll

Overlay and B-Roll are common terminologies for clips that are placed over the top of other clips to help break up the video for the viewer. Overlay is the term CapCut uses. This editing technique allows you to see the overlay clip but still hear the main track. It is used extensively with interviews, tutorials, demonstrations and testimonials.

ADDING OVERLAY: Drag and drop clips from the Media Panel and place them over the main track.

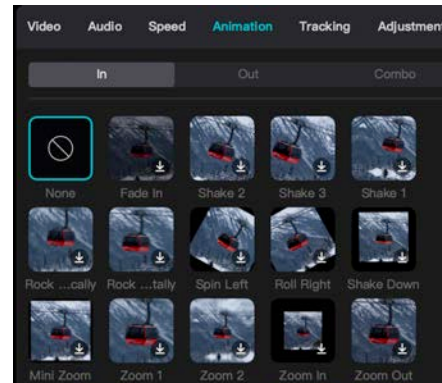
Transitions & Animations:



Transitions (in Media Panel) are applied *between* clips and Animations (in Adjustments Panel) are applied *directly* to clips.

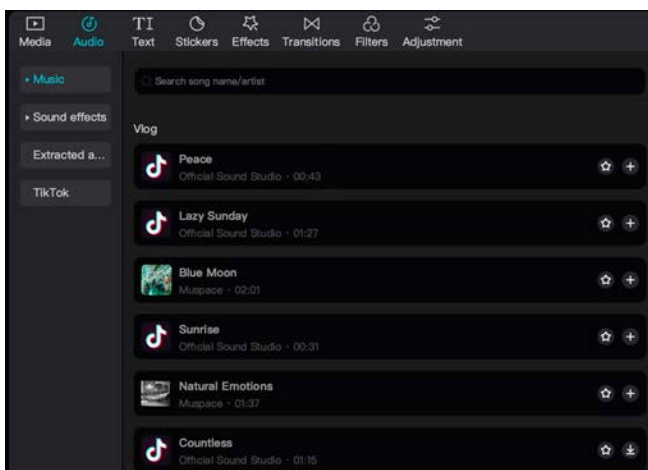
Animations have to be used when there is only one clip to apply the transition to.

Transitions and Animations create a seamless and smooth flow between different shots. CapCut Desktop includes a variety of built-in transitions, such as fade, dissolve, and wipe, as well as the ability to customise your own transitions.



Adding Audio Tracks

You can import audio tracks the same as video or use the Audio Tab in the Media Panel

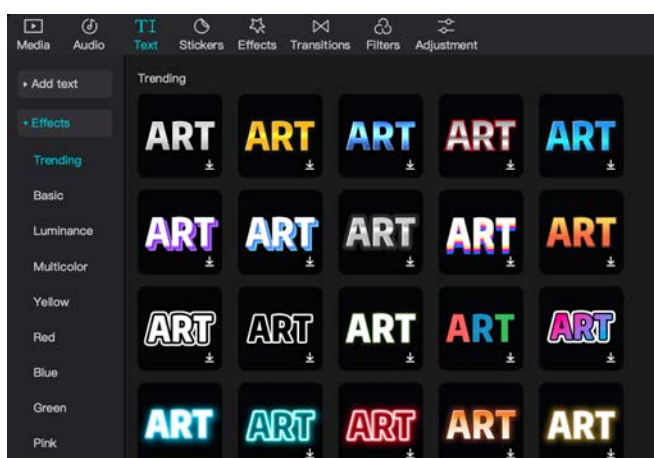


Unfortunately, most music available in CapCut Desktop is copyright exclusive which means some social media platforms will not allow you to upload the video that has that soundtrack on it.

At the moment YouTube allows copyrighted music if it is shorter than 10 seconds. If you are making a video that will go on YouTube and would like to monetise the video it is best to do a test upload with the clip.

Refer to the Music and Stock Footage websites PDF for access to music that you can use free of charge or copyright free.

Text Menu Tools



ADD TEXT (DEFAULT TEXT): The basic text menu with complete flexibility and creative control.

EFFECTS: Stylised text with limitations

TEXT TEMPLATE: Templated text with limitations

AUTO CAPTIONS: Voice to text AI tool

Basic Text Functions

In the Adjustments Panel you will find all the options for editing text to create your own looks.

TEXT: Stylise the text

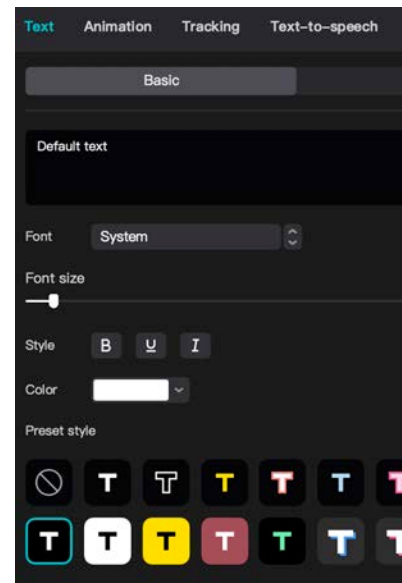
ANIMATION: Animates text in, out or for the duration

TRACKING: Will track movement for the text to follow

TEXT-TO-SPEECH: Will voice your text with an AI voice

The Text Tab

- Text – change the font to anything available on your computer
- Spacing – can space out each letter or line
- Stroke – the border around each letter
- Background– creates a box background to the text
- Shadow – is a drop shadow



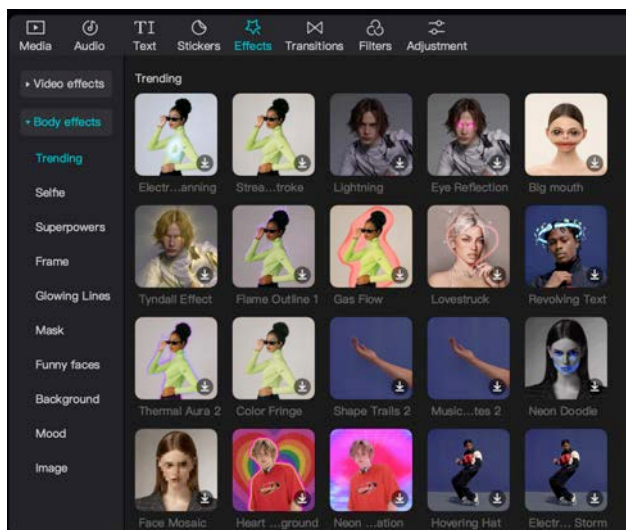
Effects, Filters & Adjustments Menu (in the Media Panel):

VIDEO EFFECTS: Applies effects to the entire video

BODY EFFECTS: Special effects to distort or improve body and face

FILTERS: Similar to most photo editing applications, filters allow you to create a mood with an overlay

ADJUSTMENT: Mainly used to colour correct video but you can also create a look or mood



There are two ways to apply effects. Placing onto a clip or dragging onto a layer (above the clip).

Adding effects *to a clip* means applying an effect to *the entire clip*. The effect will stay with the clip, even if it is moved or edited in other ways.

On the other hand, if you place an effect *on a track* above the clip the effect is applied over *any clip under it*. This is useful for creating effects that go over more than one clip.

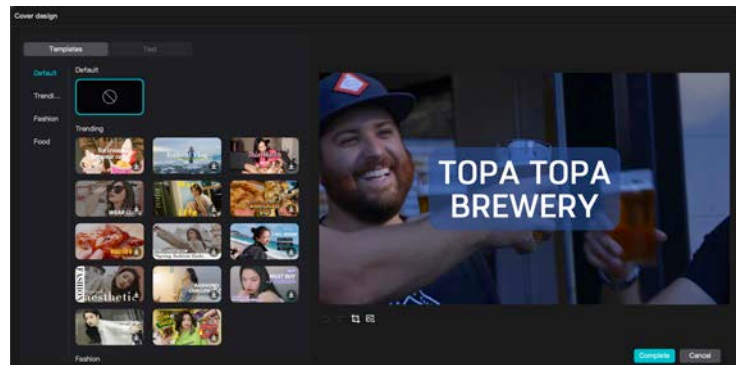
Viral Special Effects & Animation:

- **Remove Background** – Highlight clip>Adjustments Panel>Video>Cutout>Auto Cutout
- **Frame** – Media Panel>Effects>Video effects> Frame
- **Mirror** – (Great to fix back to front text in the video) Select clip<above timeline is two triangle facing each other
- **Synth** – Select clip with audio>Adjustments Panel>Audio>Voice effects

Cover Photo and Exporting

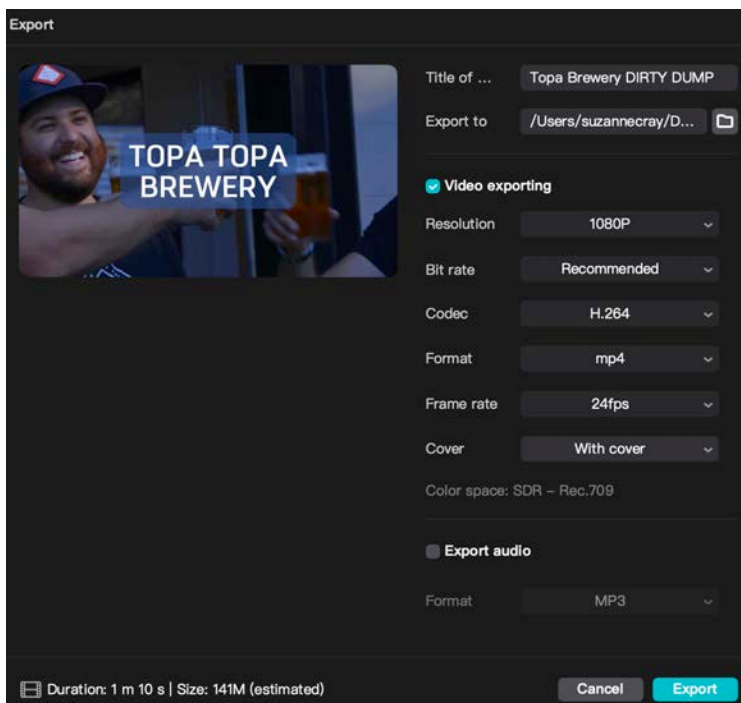
Cover Photo

Before final export you can create a Cover Photo. There is a small thumbnail at the beginning of the timeline. When you select it, the Cover Design window pops up enabling you to create a thumbnail to export with your video. There are also some templates to get you started if you wish.



Exporting

The Export button is in the top right of CapCut.



TITLE: Give your edit a name

EXPORT TO: Saving location of video

RESOLUTION: 1080p is best

CODEC: H.264 is best for YT and socials

FORMAT: Choose mp4

FRAME RATE: Frame rate will be chosen from the first clip you placed on the timeline but you can change it if you know what you are doing.

COVER: CapCut will create a folder with both the video export and the thumbnail inside.

EXPORT AUDIO: Audio is exported attached to the video but if you want an audio version only then select this.

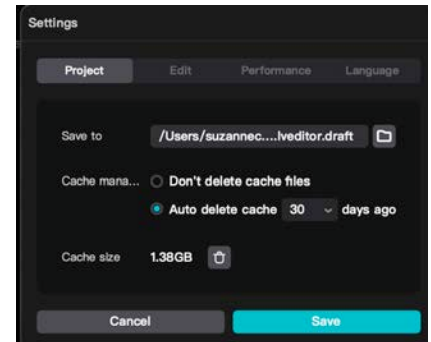
Hit the export button and the video will render a copy to your saved location. **DO NOT** use the **Video Exported. Post it!** Prompt as you will want to check your edit first and it is always best to manually upload videos to all platforms so you have much more control over the final result.

Some Final Words and Video Editing Terms

Now you have learned how to edit videos your computer will quickly start to fill up with videos and audio so make sure you keep your computer tidy.

Clear the cache regularly – the cache is generated video and audio files CapCut has had to create while you have been editing. Every time you create a transition, effect, zoom and anything else, CapCut has to generate these video files so your computer does not lag when you play them.

After you have completed your edit head to **Settings>Project** and check if you need to clean out the Cache



Keep the software updated – CapCut and all editing software are improving every day so make sure you check for the latest updates from time to time so you have the latest and greatest functions, transitions and effects to edit with.

Shortcuts – there is a list of shortcuts to help you edit faster found next to the Export button.

CapCut Help Centre - FAQ's and Video tutorials are found at [CapCut.com](https://www.capcut.com) in their resources section.

Video Editing Terms

Clip: The video clip

Project: The video you are creating with all the cuts, text and music

Frames: A group of 'still photos' that make up the video (eg. 25/30fps)

Ratio: the shape of the video. Eg. Portrait, widescreen, square

Timeline: The visual representation of all the parts of the video edit

Timeline Bar: The white bar in the centre & the frame you are currently viewing

Transitions: an effect between two clips

Cutout: Removes background.

Masks: Similar to Cutout but shape based

Teleprompter (AKA Prompter) – editable scrolling text on your phone for recording in selfie mode

Platform – the social media company that you post to. Eg. Facebook, Instagram, YouTube are all platforms.

Captions: AKA subtitles