



 **CapCut**

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

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

**CAPCUT
VIDEOS**

eMotion Video
VIDEO & MEDIA TRAINING

Introduction

Welcome to the beginner's mobile video editing course!

In this course, you'll learn how to create stunning videos using just your smartphone. Whether you're looking to edit videos for social media, personal projects or professional content, this manual will show you how to use your device's built-in editing tools and popular mobile apps to make your videos come to life. You'll learn how to import and organise your footage, add music, special effects, and transitions, and export your final product for sharing.

With this course, you'll be able to create high-quality videos no matter where you are and with just the tools in your pocket! Get ready to up your video editing game and create amazing content with your phone.

Social Media Video Editors | Instant Video Creation

9:16 Vertical Videos - Reels, Shorts, Stories and more!

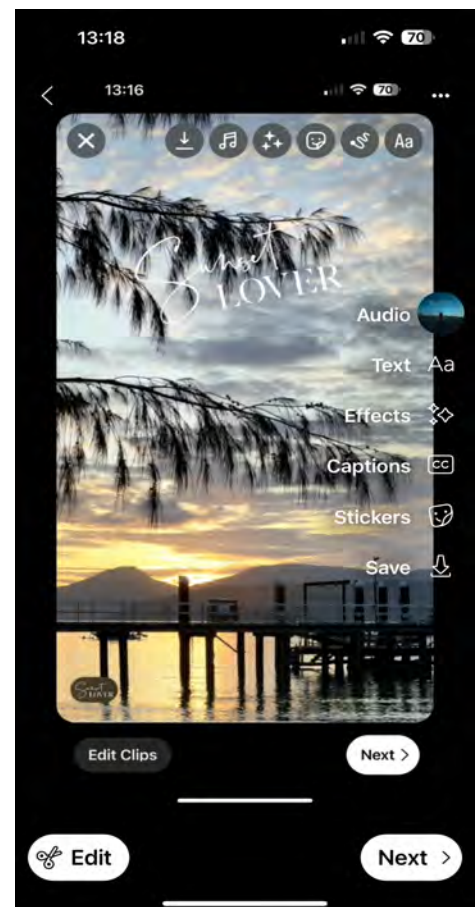
Short form vertical videos (ratio of 9:16) are great options to create a video quickly and are ranking highly on all social media platforms since the rise of TikTok due to their full screen immersive nature.

What are they called?

Instagram - Reels & Stories
Facebook - Reels & Stories
YouTube – Shorts
LinkedIn – no name
TikTok – no name
Twitter – no name

All social media applications have a in-built video recorder and basic editor. These editors are great for the creation of fast turnaround content. However, they may not be ideal for the creation of long-form videos or projects that require multiple editing sessions or videos that you do not complete in one sitting

They are the newest and hottest form of video engagement and hence each platform is adding and upgrading features literally every week!



CapCut

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 at the moment.

Video editing applications are super-hot 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.

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 phone's age and model. eMotion Video & Media Training acknowledges not all smartphones have the same buttons as described in this guide and some buttons may be called something different.

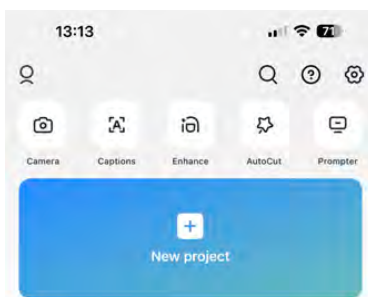
There are some functions with the word PRO on them. These are paid effects.

Time to Launch CapCut

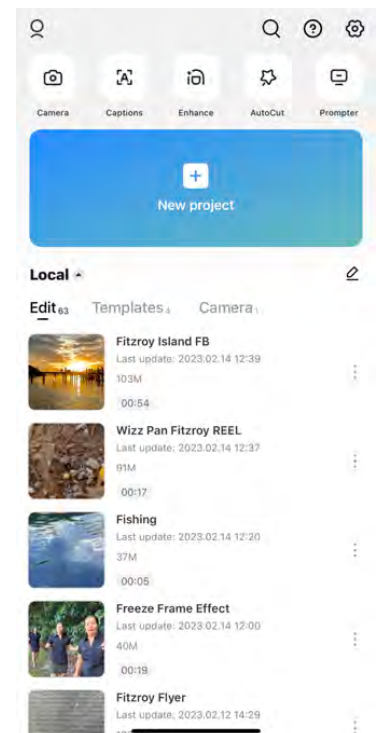
The CapCut Home Screen

The Home Screen starts your editing journey. You can start a new project, use previous projects (they are saved automatically as you edit) or choose one of the functions at the top of the screen.

Top Section



The top five buttons (Camera, Captions, Enhance, AutoCut and Prompter) are quick buttons to access different functions of CapCut.



Camera – this button is similar to IG/FB apps (great for quick videos)

- You can access the 'Teleprompter' from here
- Best for quick on the go edits
- Popular 'Effect' (button at bottom left) > Green Screen – first two (photo/video)
- Popular 'Effect' > Appearance – third row 1st box

Captions – will transcribe audio into text of any video

- 'Dynamic Captions' reveals the words when said
- Once transcribed you can edit how the captions look (ensure 'Select All' is highlighted)
- When back in the timeline select 'Batch Edit' to correct the transcription if required

Enhance – Retouches your face and can put your makeup on for you

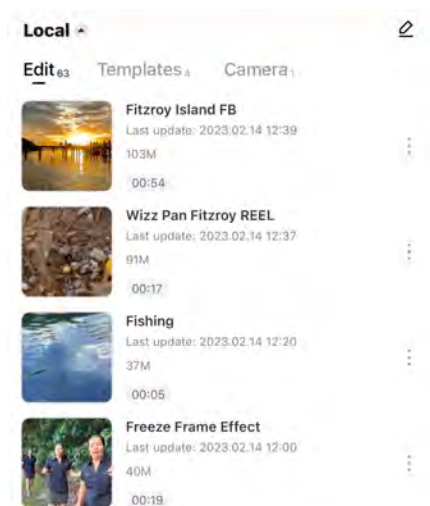
AutoCut – Creates the video for you with pre-made templates

- Puts CapCut logo on your video
- **POWER TIP** – Once created, select EDIT then EDIT DRAFT to remove CapCut logo!
- You can edit the template but it is limiting
- You can also use templates from TikTok directly but cannot remove the logo – they also take a long time to perfect

Prompter – another way to access the Teleprompter

Settings Cog: Turn off the ‘Add default ending’ button so you do not get a CapCut logo at the end of every video. You will want to ‘Clear Cache’ from time to time to free up space on your phone as well. The Cache is the space that CapCut needs to create the transitions, text and other effects for your video. It is not the original footage you import.

New Project - Select ‘NEW PROJECT’ on the CapCut Home Screen

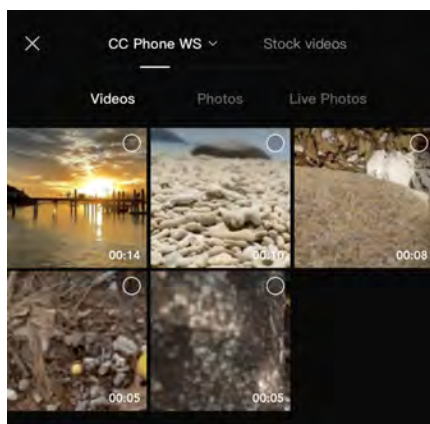


The rest of the Home Screen below the big blue ‘New Project’ button is all the video editing projects that you have created previously.

It is separated into your ‘Edits’ you create from scratch, ‘Templates’ you use with the AutoCut feature and ‘Camera’ recordings you have created with CapCut’s ‘Camera’ button above.

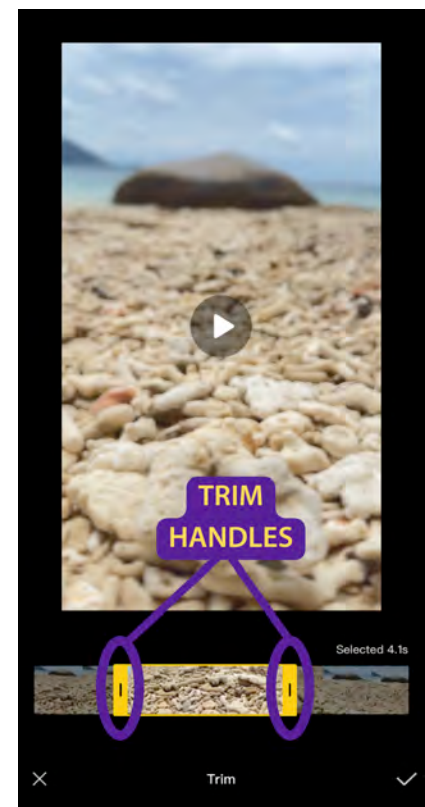
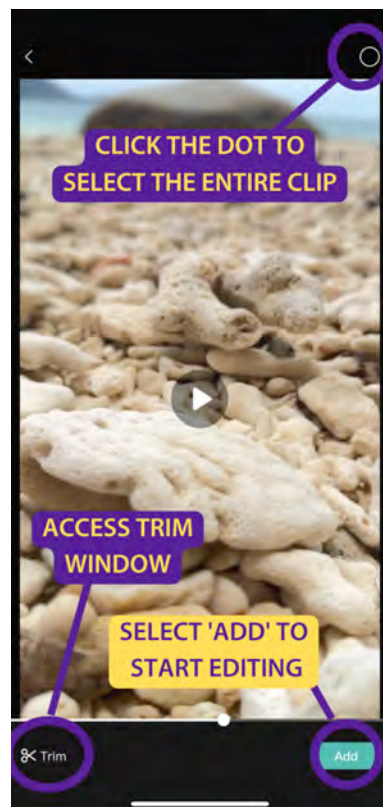
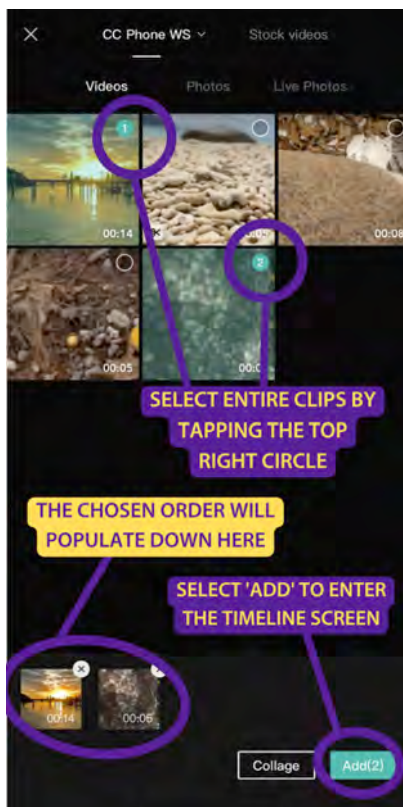
You can rename, duplicate or delete each project with the three dots on the far right of the screen

Thumbnail Preview Screen



After selecting ‘NEW PROJECT’ you will be taken to the *Thumbnail Screen* where you need to choose at least one video (or photo) to start editing with. This will generally be your main clip

Top Left of image: Your phone’s Photo albums | Top Right of image: Stock videos. Below that is the option to use videos, photos or live photos (iPhone only). You can also drill down your library to albums where you may have organised your editing assets.



THUMBNAILS WINDOW (above left image): select more than one clip: Tap the top right circle of the video thumbnail. The chosen thumbnail video then appears at the bottom of the screen ready to be imported. Select as many videos as you wish to import, but its best to only do a few at a time. You can always come back and import more clips later.

COLLAGE (above left image again): At the bottom of the video thumbnail screen is the 'Collage' option. Once you have selected Collage, all the chosen videos will be put into one screen as a video. To adjust the video from here you can hold and drag to swap videos around. Quick tap to rotate, flip, mirror & replace the video. Tap RATIO at the bottom of the screen to select the correct aspect for your desired output.

PREVIEW WINDOW (above centre image): Tap the middle of a clip in the Thumbnail view to open the Preview Window **before** you add it to the import list. Swipe left and right to view more clips from your camera library. Tap the top right circle to add to your videos to import (do not get sucked in by the aqua 'Add' box – this will open the timeline). Select TRIM to shorten the clip.

PREVIEW TRIM (above right image): It is often a good idea to trim your videos before bringing them into the timeline edit. Trimming makes the editing process easier for you so we recommended trimming your clips here. Position the yellow bars to select the portion of the clip you want to import. Tick the checkbox when finished trimming and you will return to the Thumbnails Window.

NOTE: Trimming clips in the preview window does not delete the remaining video. (You will learn more about 'timeline trimming' soon).

Time to Start Editing!

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

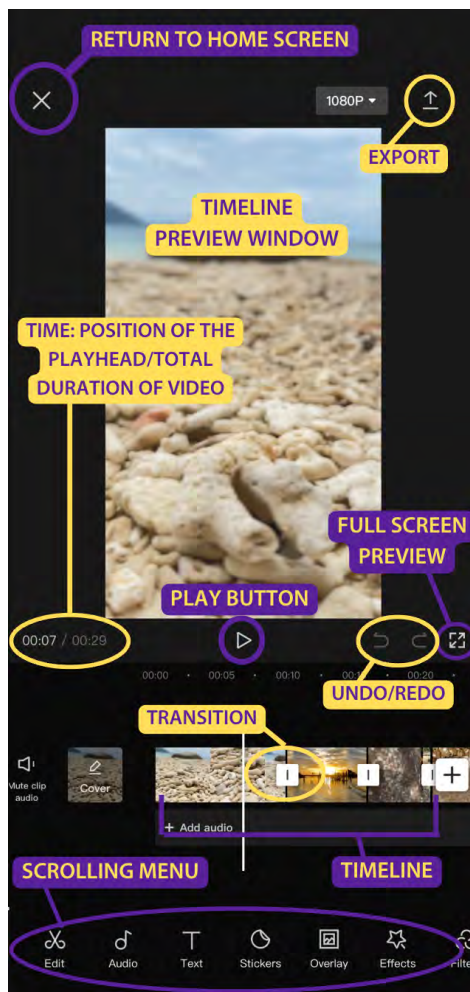
Timeline Screen

CapCut 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 while you are editing, head down to the **FORMAT** button at the bottom of the screen. If you want two versions of the video you can duplicate the project in the Home Screen.

Main Interface



VIDEO PREVIEW: The top large video is the preview of what you are creating.

TIME/DURATION: On the left is two timers (eg. 00:05/00:19). The first number is your current position in the video and the second number is the total duration. Play the video to watch the first number increase if you need help to understand.

PLAY BUTTON: Play the video

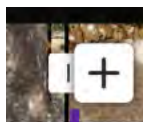
UNDO/REDO & FULL FRAME: Buttons to right of the player.

MAXIMISE: Makes your video full screen to review your video.

TIMELINE: This is our editing timeline where we control the duration and location of individual video clips and effects

TIMELINE BAR: The white line in the middle of the time line represents the image we see.

TRANSITION BOX: The white box between each clip is the transition box. Tap on these boxes to create a transition – see below on how to use.



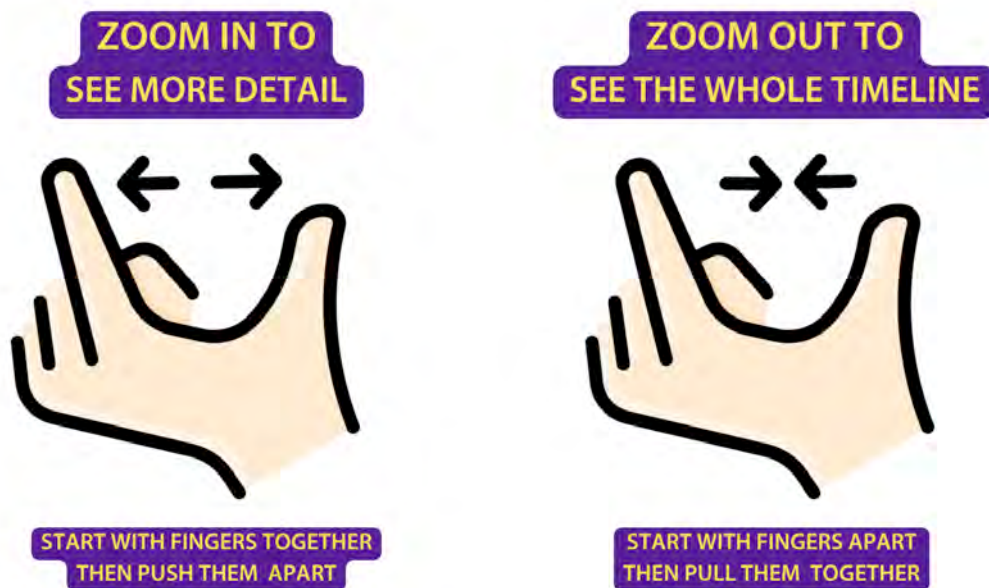
PLUS BUTTON: Right of the timeline is a white box with a plus. This is how we add more video or photos to the project's MAIN timeline.

SCROLLING MENU BAR: The bottom row allows access to all tools for editing. The Scrolling Menu will show different buttons depending on what you are doing at the time.

Basic Editing Operations

PINCH AND ZOOM: Editing is all about precise cuts (AKA edits) and reviewing those cuts. Pinching and zooming is an extremely common process when editing. If you zoom in and out on photos or text on your phone, this is the same concept.

Horizontally pinching out will zoom in, horizontally pinching in will zoom out. Do this anywhere around the timeline area to gain more control of your video editing.



The more you PINCH & ZOOM the easier your editing will be. Trust me!

SCROLLING: Scroll left or right with the corresponding swipe action. Do this on the Timeline and Scrolling Menu.

REARRANGING CLIPS: HOLD a clip you want to relocate elsewhere in your edit and wait for CapCut to show a single frame of each clip on your timeline. THEN drag your clip to relocate it.

TRIM: Selecting any clip gives you control to trim the video in the timeline, either making it longer or shorter (remember when I said you would learn more about timeline trimming?). Press down on the white trim handles at the start or end of a clip and move left or right to change where the clip starts or finishes. You can extend the clip to the full length of the recorded video.

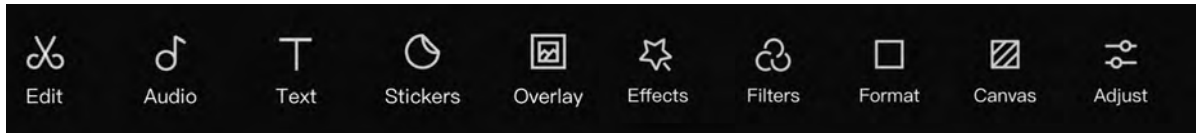
SPLIT: Another way to trim a clip is to SPLIT it then delete the portion you do not want. To do this, position the Timeline Bar at the point you want to trim the clip. Selecting the clip will then bring up the EDIT menu options. Select the 'Split' button to create the cut then delete what you do not want (the trash can icon in the edit menu).

TRANSITIONS: Select the white box between clips on the main layer and choose your preferred transition. You can also change the speed and choose to 'Apply to all' transitions on the MAIN timeline.

Scrolling Menu Bar

The Scrolling Menu Bar allows us to add audio, text, loads of stickers and innovative effects, resize the video, colour the background and create colour and filter adjustments. The Scrolling Bar will look different depending on what clip or effect is selected at the time.

When no clips are selected, the home Scrolling Menu Bar looks like this -



When you select one of the Menu buttons you will enter the options for that menu. The Edit Menu (scissors icon) has the most extensive with 25 editing options. Take the time to experiment with each menu item to make incredible videos.



If you become lost in a menu return by selecting the arrows on the left side of the menu bar.

One arrow means you are 1 menu in and two arrows means you are two menus in.

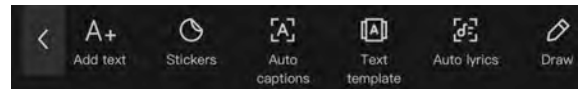


We will go through a few of the more popular menu items a little later on in this manual but here is a quick familiarisation of some of the menus for you.

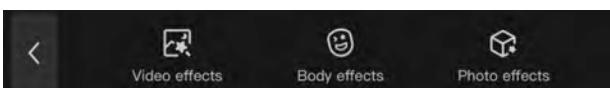
Audio Menu



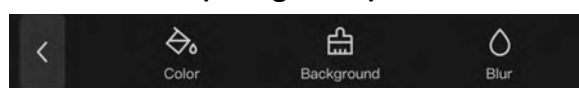
Text Menu



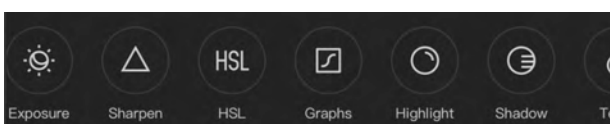
Effects Menu



Canvas Menu (Background)



Adjustment Menu



Video Effects Menu (inside Effects Menu)

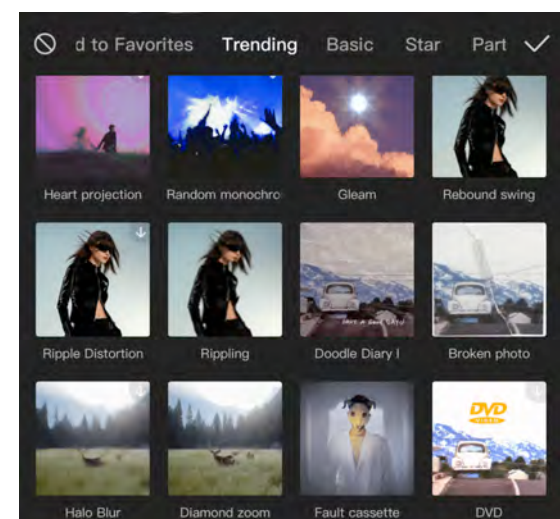
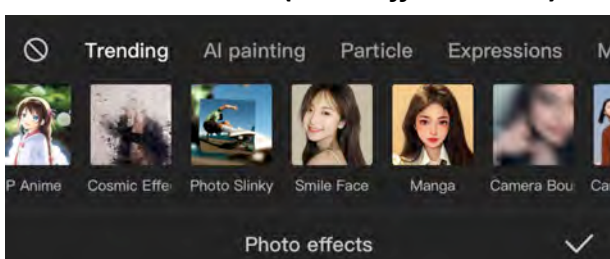


Photo Effects Menu (inside Effects Menu)

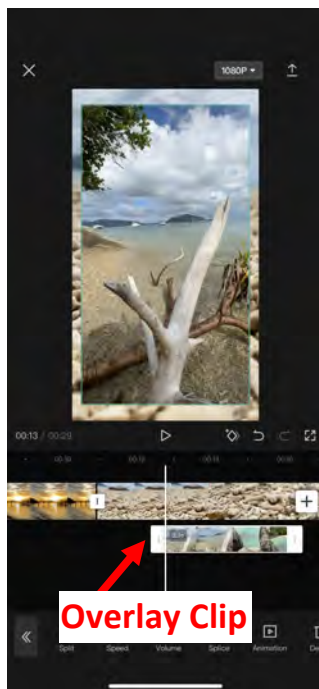
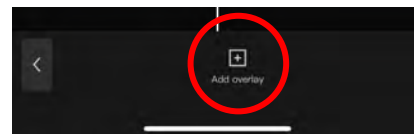
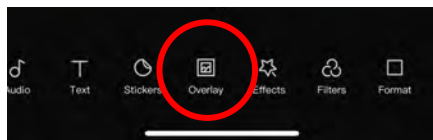


ADDING DEPTH TO YOUR VIDEOS

Overlay | B-Roll

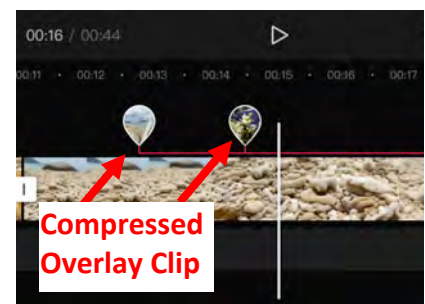
These are common terminologies for clips that are placed over the top of other clips to help break up the video for the viewer but still HEAR the bottom layer. Overlay is the term CapCut uses.

ADDING OVERLAY: Tap 'Overlay' in the main scrolling menu, then 'Add Overlay' in the next menu. This will take you to your video library. Choose and trim a clip then click 'Add'.



LAYERS: The newly added Overlay clip is not yet full frame on your video. If you do not want to see the video behind you need to pinch the clip and make it reach the edges of the video preview window. Or you can reduce the size to see both video clips.

LOST OVERLAY CLIPS: If the overlay layer disappears from the timeline, you are now seeing the compressed view of the timeline and overlay. Head to the main menu (selecting the arrows on the far left of the Scrolling Menu Bar). The overlay clips will be little bubbles above the main track. Tap on them to reopen the overlay clips.



Overlay clips work a little differently than the MAIN track.

MULTIPLE OVERLAY LAYERS: You can have more than one overlay layer

OVERLAY TRANSITIONS: You create a transition differently on an overlay clip to a main track clip. Use the 'Animation' menu.

Edit Menu Tools

SPEED: Speed up or slow down your clip. **Normal** is a constant speed and **Curve** is an *editable* speed ramping option. Select 'Pitch' to avoid the 'chipmunk' or 'sad monster' effect

ANIMATION: Similar to a transition. Animate in or animate out. You can animate throughout the duration of the video clip. Select 'None' if you change your mind and do not want any animation.

STYLE: Mainly works on photos. It can put smiles on faces, or make you disappear!

DELETE: Deletes a clip

VOLUME: Adjust the volume of individual clips. Click '**Loudness adjustment**' to automatically adjust all clips to play at the same level.

CUTOUT: Removes background

EDIT: Rotate, mirror and crops clips

FILTERS: Colour grades the clip

ADJUST: Colour corrects the clip

ENHANCE: Changes the shapes of faces and bodies

OVERLAY: Adds clips over MAIN timeline track

REPLACE: Replaces current clip with another clip of your choice

OPACITY: Makes the video clip transparent

VOICE EFFECTS: Distorts voices

COPY: Duplicates the clip and places it after the original in the timeline

FREEZE: Freezes the clip at the frame the timeline bar was at and creates cuts either side

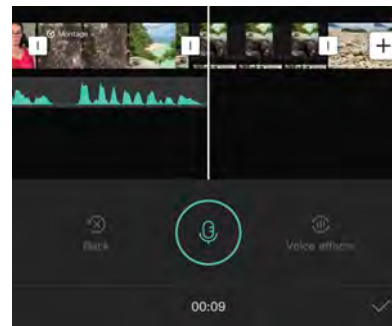
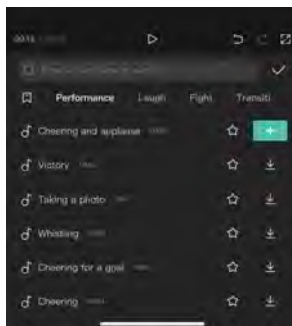
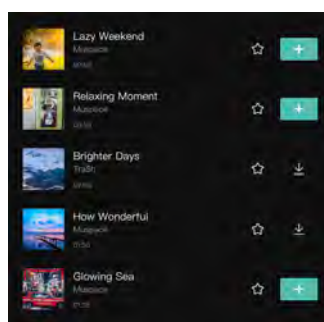
Audio Menu Tools

SOUNDS: Choose your tunes here. Optional: Connect to TikTok to use your favoured music.

EFFECTS: Sound effects to enhance the video

EXTRACTED: Extracts the audio from a video in your library

VOICEOVER: Will record your voice at the point the timeline bar is positioned. You can then add voice effects to it



A NOTE ON COPYRIGHT MUSIC TRACKS

The use of licensed music is a hard area to navigate and is changing every day. CapCut and TikTok have a partnership where all songs in the CapCut music library can be used on TikTok. If you intend to publish the video elsewhere, be careful that you are not using licensed music. Short videos should be okay to be published on most platforms but YouTube will only allow 10 seconds of copyrighted music before you may not be able to publish or monetise your video.

The current best policy regarding using music in videos is to export videos without music and when you upload your video to a platform, choose the music there or you can pay a subscription to a music license website and use those.

Text Menu Tools

ADD TEXT: The basic text menu. Complete flexibility

AUTO CAPTIONS: Voice to text AI tool

TEXT TEMPLATE: Allows you to change the text but not colour/font etc

AUTO LYRICS: Same as Auto Captions but for lyrics

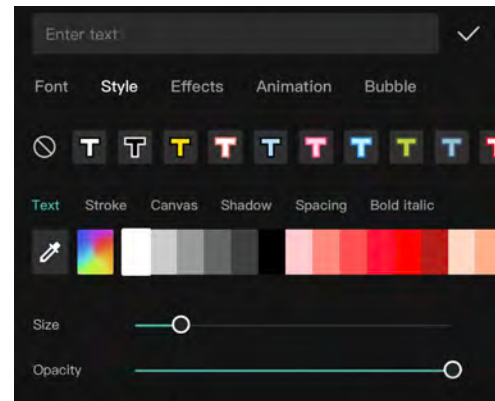
DRAW: Free hand drawing

Understanding the Basic Text Functions

FONT: Use a system font or import your brands font

STYLE: The most flexible text menu of them all

- Text – The main body of the text
- Stroke – An outline around each letter
- Canvas – A block background behind the text
- Shadow – Drop shadow behind the text with options such as Opacity, Blur, Distance from the text and Angle
- Spacing – Justifies the text and can make space between each letter and line
- Bold Italic – Bold, Italic or Underline options
-



EFFECTS: Premade text styles that are limited in manipulating

ANIMATION: Template animations that occur as the text comes on, off or throughout

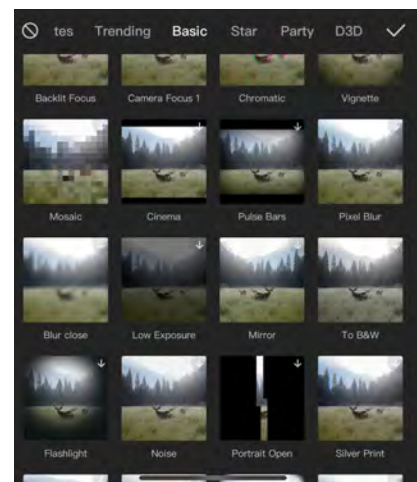
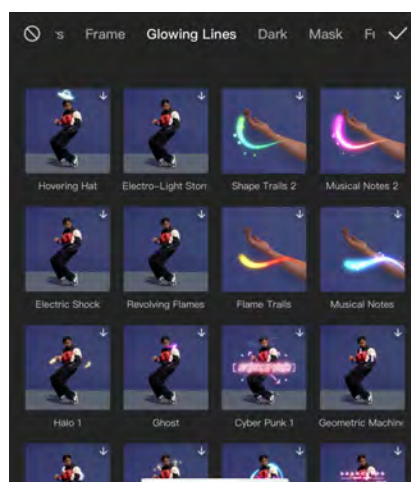
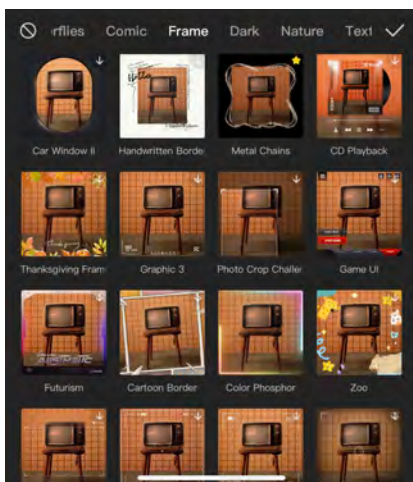
BUBBLE: A selection of bubble style templates

Effects Menu Tools

VIDEO EFFECTS: A huge range of AI and special effects to enhance the video

BODY EFFECTS: Apply these effects to clips with clear bodies for best results

PHOTO EFFECTS: Only works on photos and mainly headshot photos



Viral Special Effects & Animation

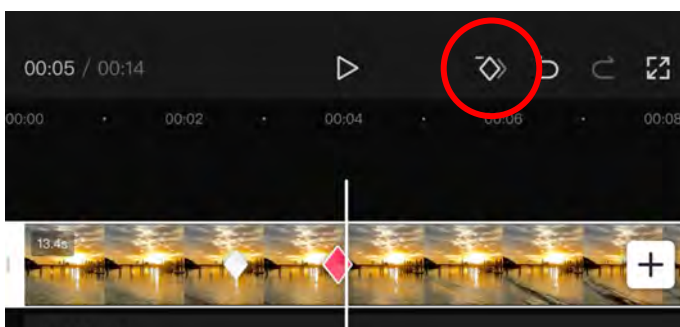
Spend time playing with the below effects as they are both amazing AI effects and trending.

- **3D Zoom & 3D Zoom Pro** – Edit>Style>Motion
- **Collage** – New Project>pick at least 2 videos and 'Collage' will appear at the bottom (hold and drag to swap videos around/quick tap to rotate, flip, mirror & replace the video)
- **Remove Background** – Edit>Cutout>Remove background
- **Frame** – Main Menu>Effects>Video effects>scroll across to Frame
- **Particle**- (with a photo) Edit>Style>Particle
- **Freeze Frame** – Edit>Style Video effect
- **Mirror** – (Great to fix back to front text in the video) Edit>Edit>Mirror
- **Synth** - Edit>Voice effects>Synth
- **Comic Effect** - Photo Effects>Particle Displacement
- **Add Beats** (to help cut video to the beat of music) – Highlight music track>Match Cut>Auto Generate > choose between Beat 1 & Beat 2 then there will be yellow dots on the audio track
- **Canvas** - Main menu>Canvas - create a colour or pattern background

Animating Clips with Keyframes

Keyframes are like magic points that tell the phone how to change a clip over time in a video. You need two keyframes to make the movement.

An easy example of when to use keyframes would be when you want to slowly zoom into a video. You need a start keyframe and an end keyframe to create the zoom. To create the VERY FIRST keyframe you activate the diamond circled below. Any changes to the clip after creating the first keyframe will automatically create another keyframe.



Cover Photo and Exporting

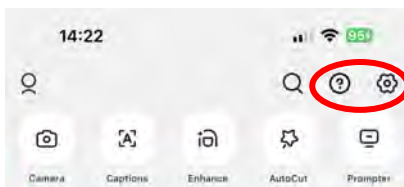
Cover Photo

Before final export you can create a Cover Photo. There is a small thumbnail at the beginning of the timeline. When you select it, you can 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. Hit the export button and the video will render a copy to your phone's video library. DO NOT use the Ready to share window (with the social icons) 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.

Tutorials and Settings



Back on the Home Screen and in the top right is a question mark button that is a few tutorials made by CapCut that can help you further along your journey with editing in CapCut. There is also the settings cog. Jump in there and turn off the Add default ending option (this takes away the CapCut logo at the end of every video).

From time to time it is best practise to also Clear Cache so you do not fill up your phone with video. Lastly, update the app regularly. It is evolving and improving every day.

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 ie. Portrait, widescreen, square etc

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

Edit/Cuts/Cutpoint: The start and finish of clips

Transitions: Movement in between different video clips

Cutout: Removes background

Masks: Similar to Cutout but generally. 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