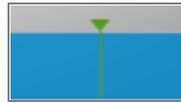


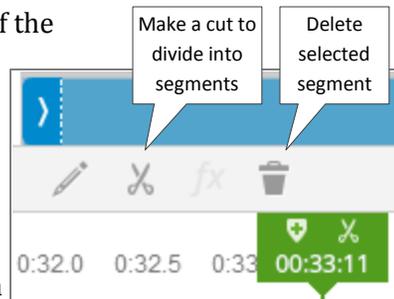
Editing Video Clips

To edit a video's length, watch the video in the preview window and use the marker to identify where you want to trim the clip.

Green line shows time marker



Make cuts at the beginning and/or end of the portion you want to delete by clicking on the **scissor icon**, found under the preview window or on the marker in the track window.



Trimming off the beginning or end of a clip only requires one cut, but removing a portion in the middle requires two cuts. When a cut is made, the video will separate into segments.

Delete an unwanted segment by selecting it and clicking the **trashcan icon**. The video on the main track will always adjust left after a portion is removed.

Exiting Picture and Text Edit Modes

Click the green "Done editing" button to return to the home screen.

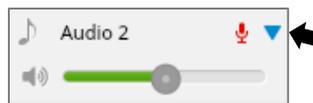


Layering images and effects

The main track must be populated continuously and will adjust automatically. Extend and shorten segments using the trim tool. The main track will be the background. Add additional images and special effects by layering segments on top, using video tracks.

Sound

You can adjust the sound of video clips from the edit window (select the segment and click the pencil icon). Select the sound tab, then adjust volume levels or mute the video.



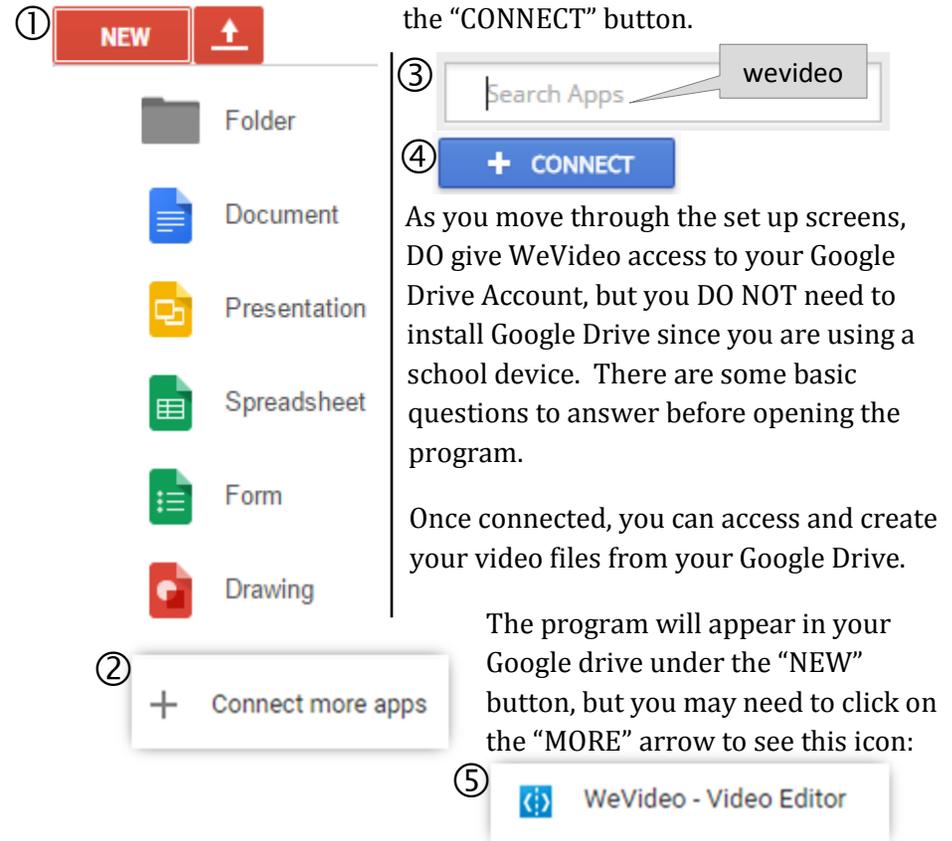
Adjust music levels in sound tracks by clicking the carat on the audio or theme track and selecting "Show levels." Click on the grey line to position the volume level high or low and create fade effects or transitions between tracks. Use the red mic link to record voice audio.



Using WeVideo

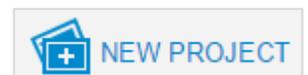
Initial Set-up (this part is only done the first time you connect an app)

From the "NEW" button in your Google Drive, find the "Connect more apps" link at the bottom; browse for WeVideo using the search bar; click the "CONNECT" button.



Creating Projects & Videos

In WeVideo, you can create PROJECT folders and within those folders, you can create



new VIDEO files. You must make a folder first, then you will be able to create a video. Click on "NEW PROJECT" to make a new folder. Click on "CREATE NEW VIDEO" to start a new video project.



Toolbars

Main Menu
Open, save, and delete files; Select Storyboard or Timeline Mode

Home Tab
Return to editing screen; Change file name

Upload Tab
Add media files from your computer or devices

Theme Menu
Quickly apply themed picture filters, transitions and soundtracks

Publish Tab
Save your video as an mp4 file for easy sharing

Media Folder
Access files you have uploaded and add more

Graphics
Add backgrounds, frames and overlays

Music
Choose from a variety of music and sound effects

Transitions
Add special effects between images and videos

Text
Add titles, subtitles, credits, and other visuals

Uploading Media

You can upload (add) picture and video files from a connected device (thumbdrive, phone or digital camera), your student network drive (on a school computer), or the computer's hard drive (you can temporarily save a file to the desktop so you can access it).

Upload media from the "Upload" tab or your **media folder**. Use the BROWSE window to access and select files for upload. Each file will be uploaded and processed, then they will appear in your **media folder**.

Add media to movie by dragging and dropping the file into a track. The **main track** must be used first, but you can add images and special effects in additional (overlapping) video layers. You will see a theme music track only if you use a theme; **add sound files** from the music folder or your media to the audio tracks.

Editing Pictures

Click on a picture or video clip to select it (a blue outline shows which media file is currently selected). Use the icons on the file tab or under the preview window to edit the selected file.

The pencil opens the editor.
The *fx* icon links to themes.

Add text captions

Rotate, flip

Adjust size, location, orientation, and movement across the screen

Adjust color

Slide the side to adjust image display length (time)

Animation

1. Start 2. End

Scale 0.09

Position x: 74 y: 249

(You can also drag the media to the right using the Hand icon)

Fade In/Out

Editing Titles & Captions

Use the tools to adjust the style, color and size of your text. On the preview window, drag the text box to desired position.

Font menu: Roboto

Font color

Background color

Text alignment

Font size: 24 px

Position: 210 130

(You can also drag the media to the right using the Hand icon)