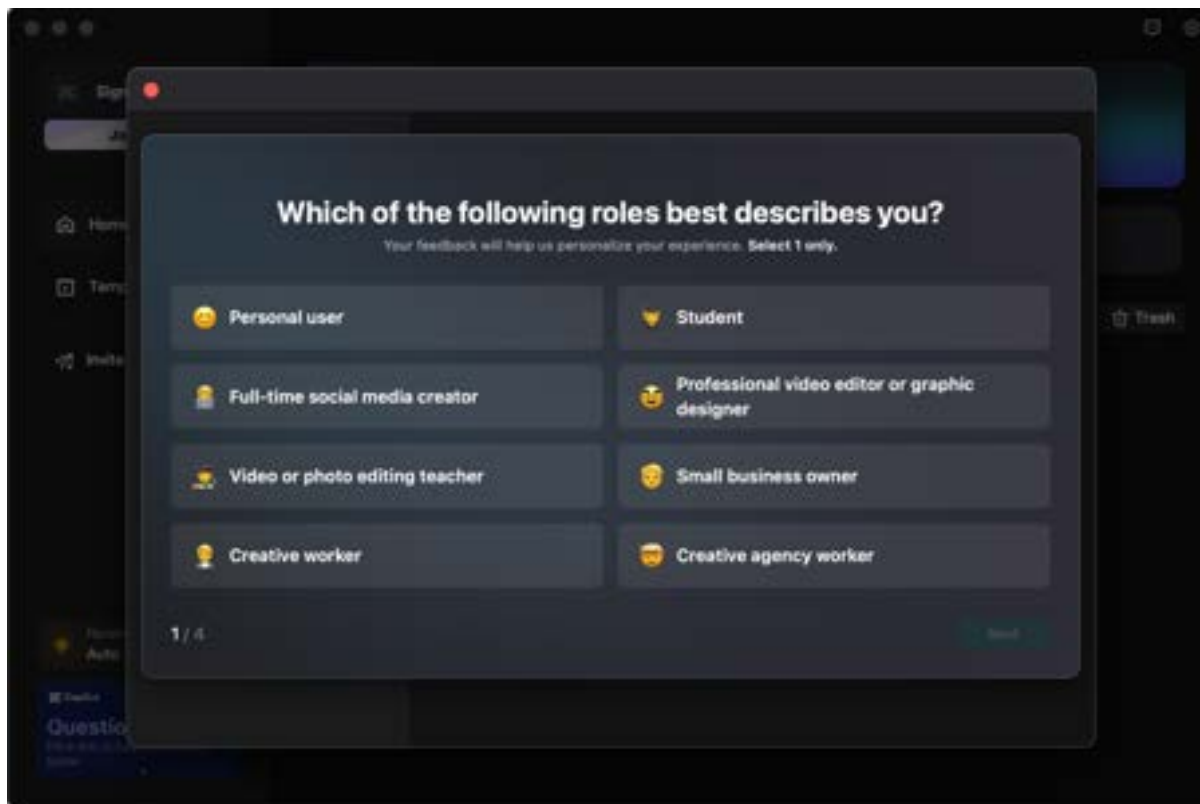


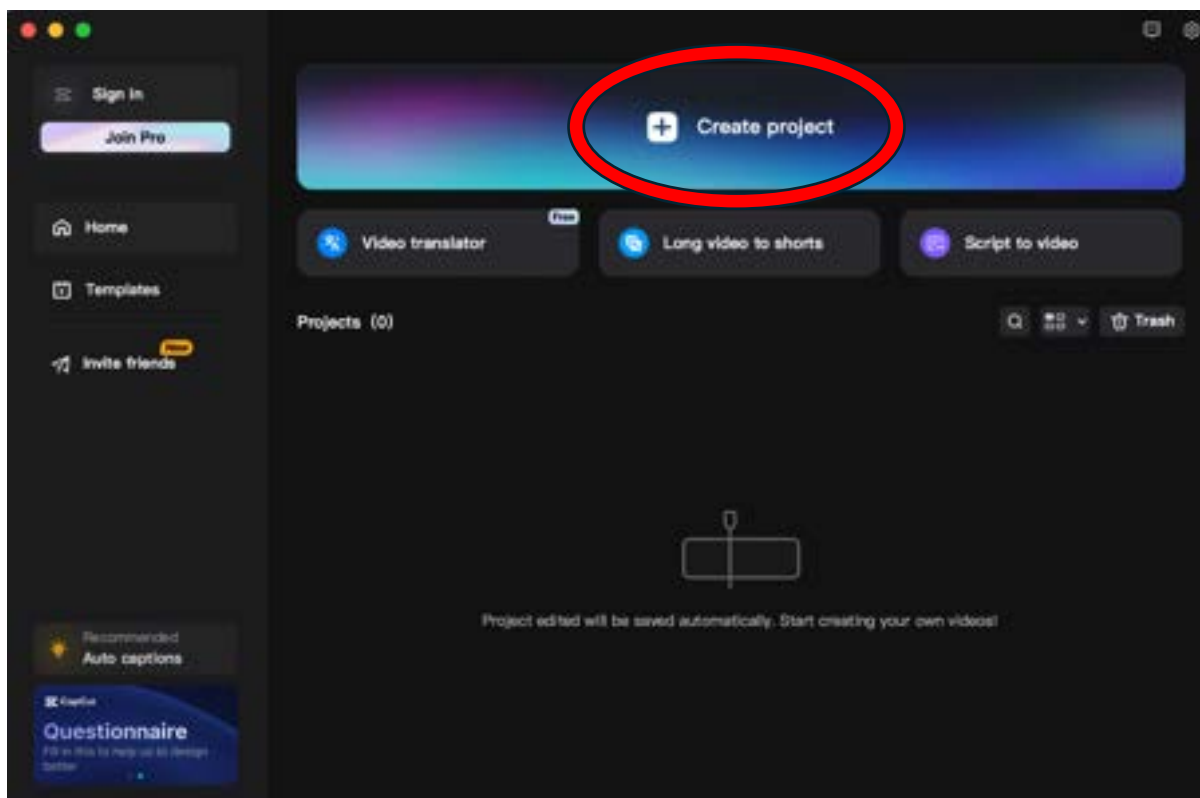
## CapCut – a ‘how-to’ guide

### 1. Opening the application

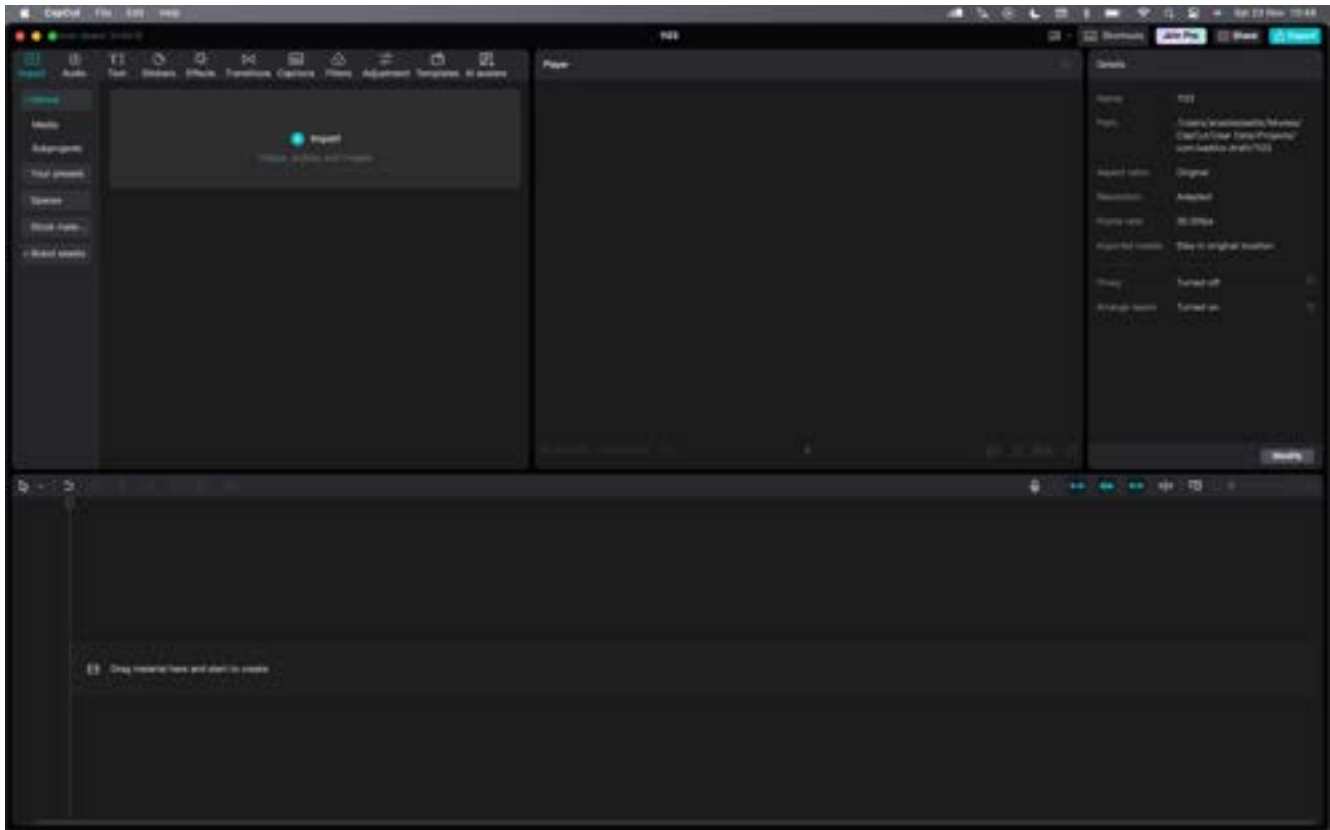
If this is your first time opening up CapCut – you may see a message like this. Just tick the boxes that best describe you.



This is what CapCut looks like when opened. Firstly, click on Create project.

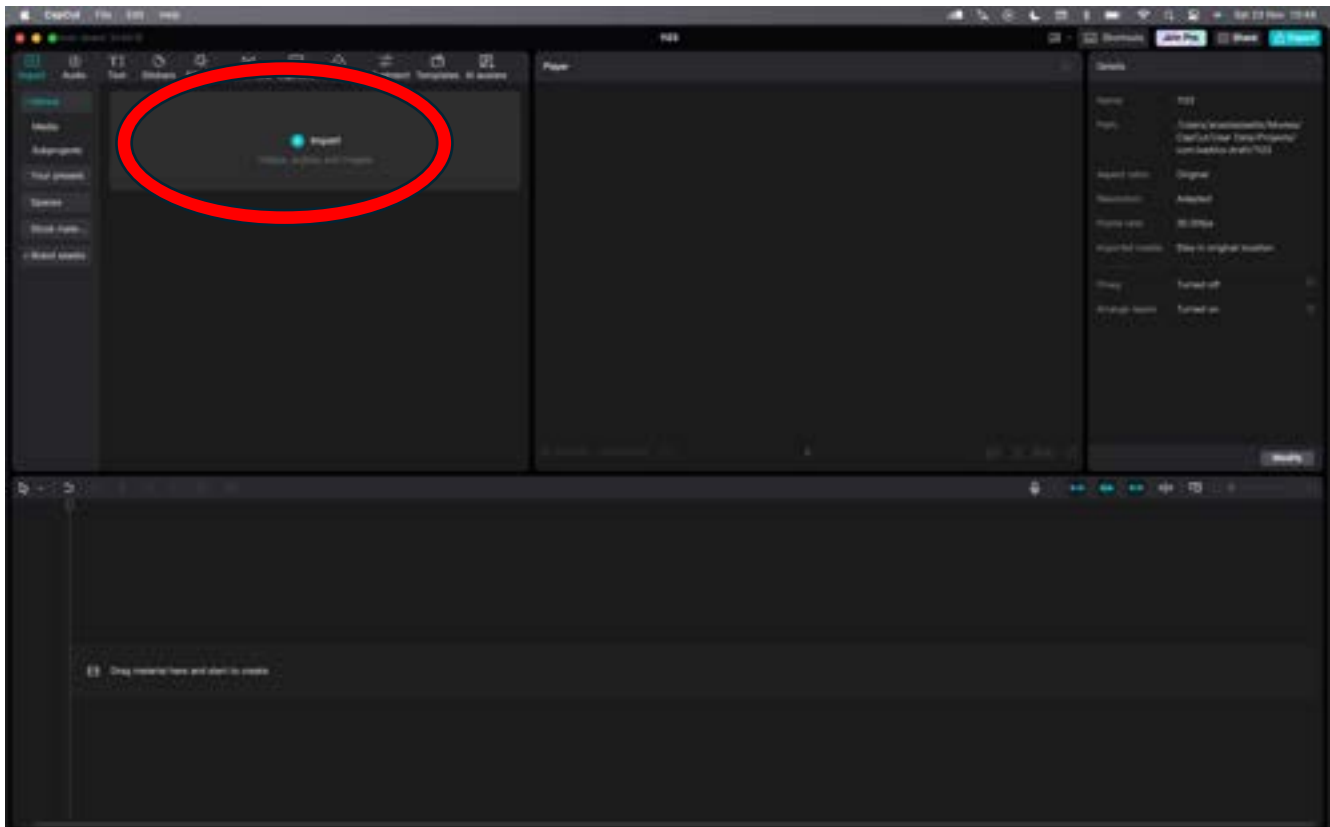


After you have created your first project you will see a screen like this. This window is split into four sections.

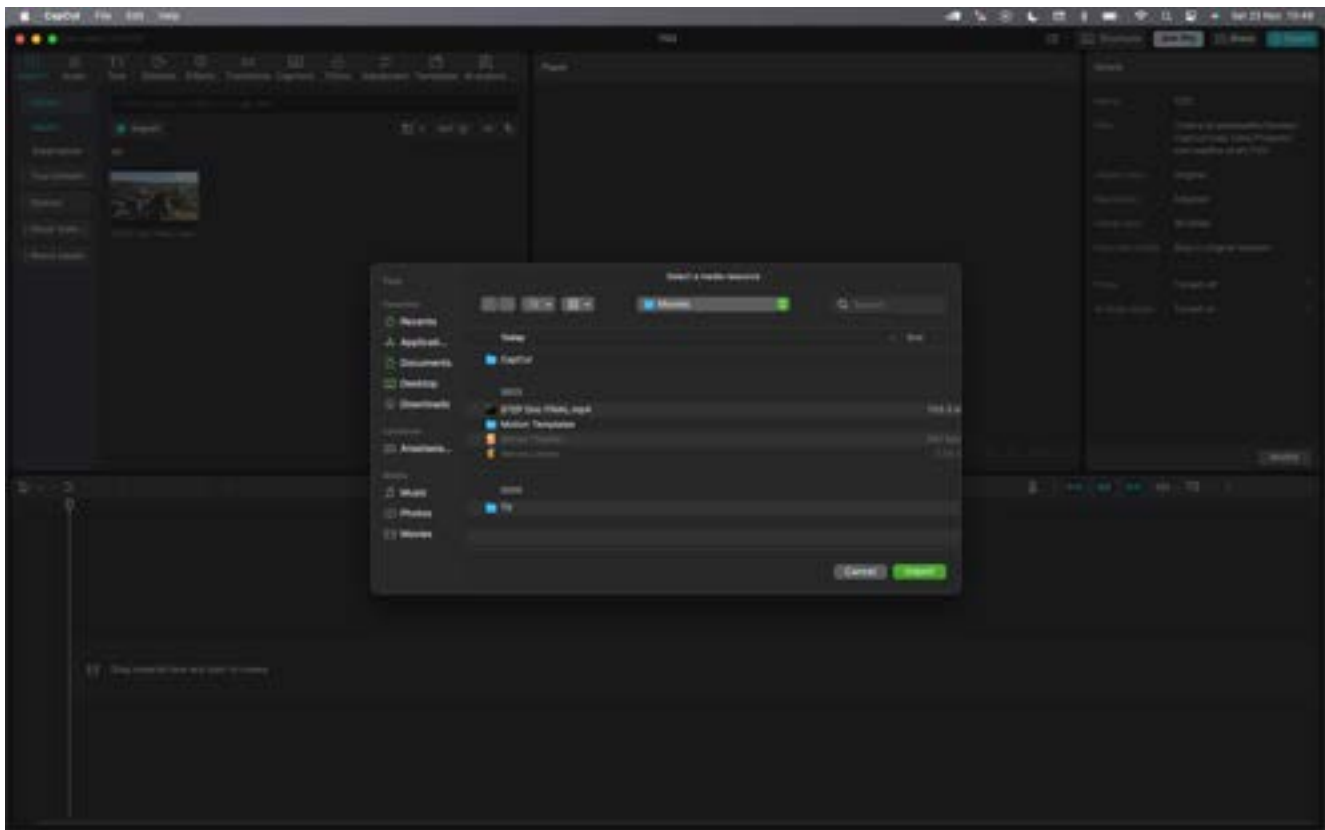


## 2. Importing your media

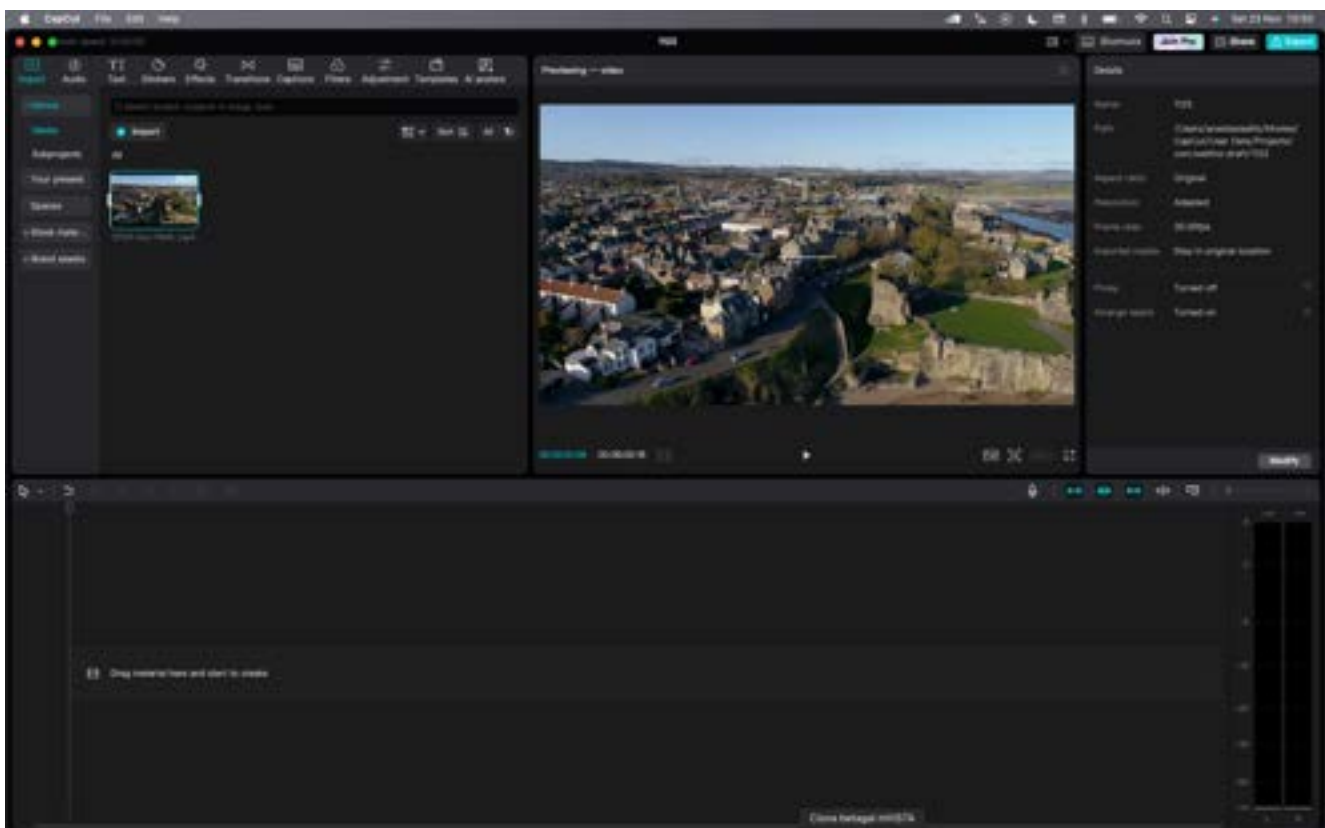
You can import media (videos, photos and music that is **on your computer**) into CapCut, by clicking Import



Next you would navigate to the files you want to import and then click Import

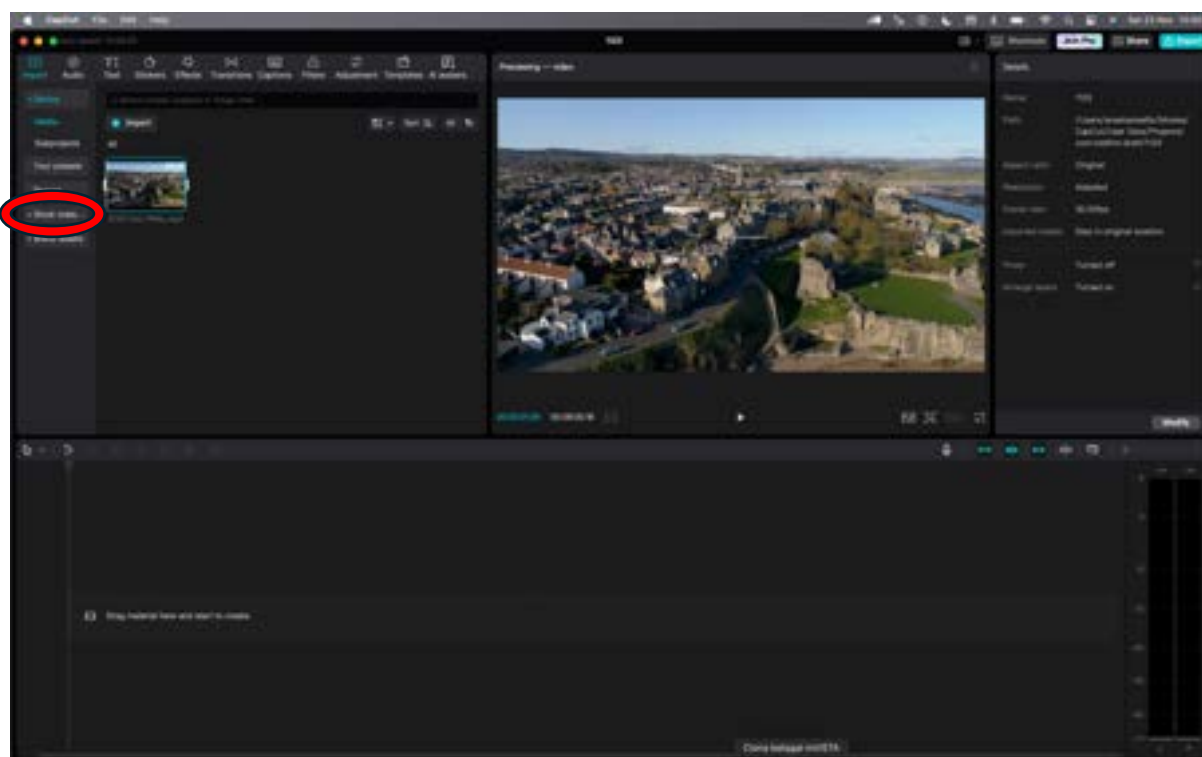


Once you click Import you will see a small square icon in the top left-hand section of your CapCut workspace. If you click on this icon it will play the video clip in the preview section (top – middle section)

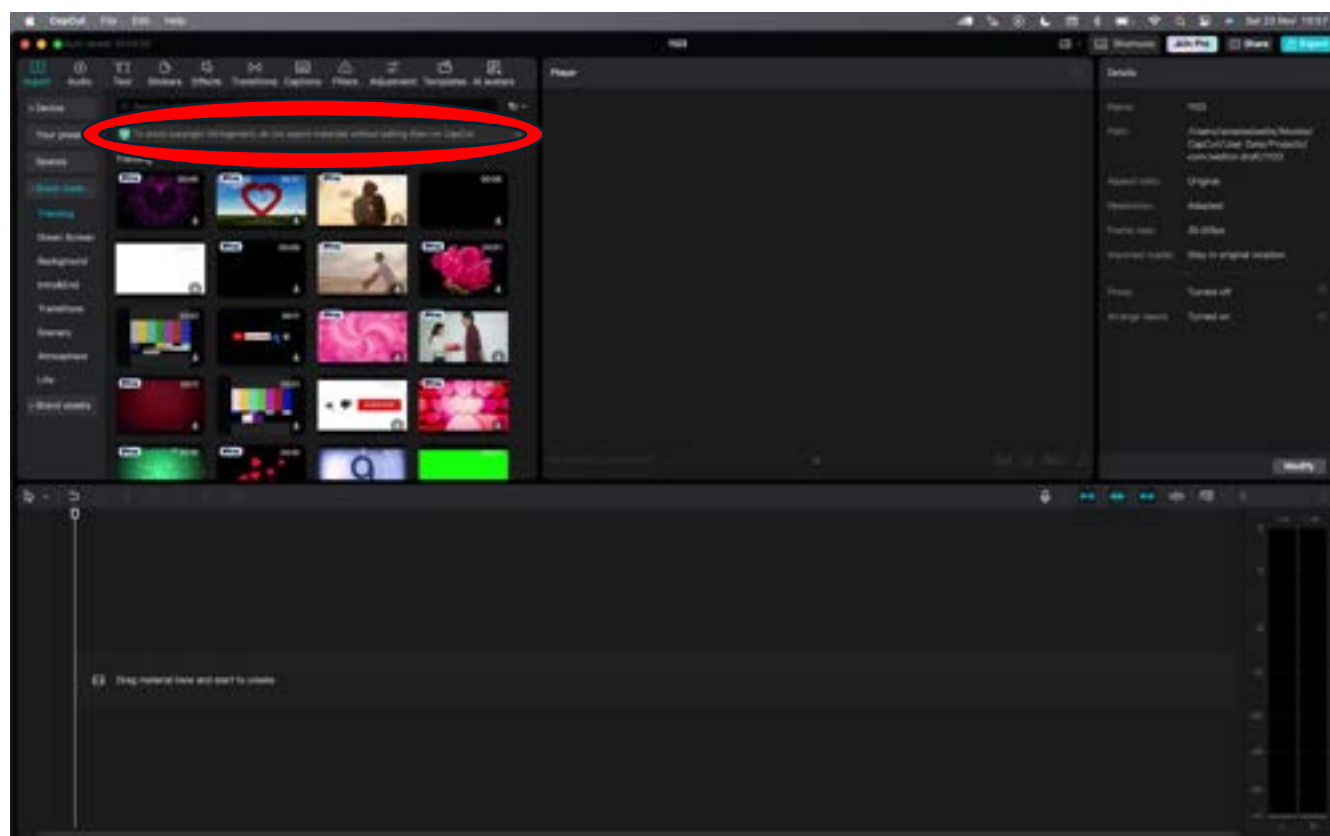


### 3. Using the media library on CapCut

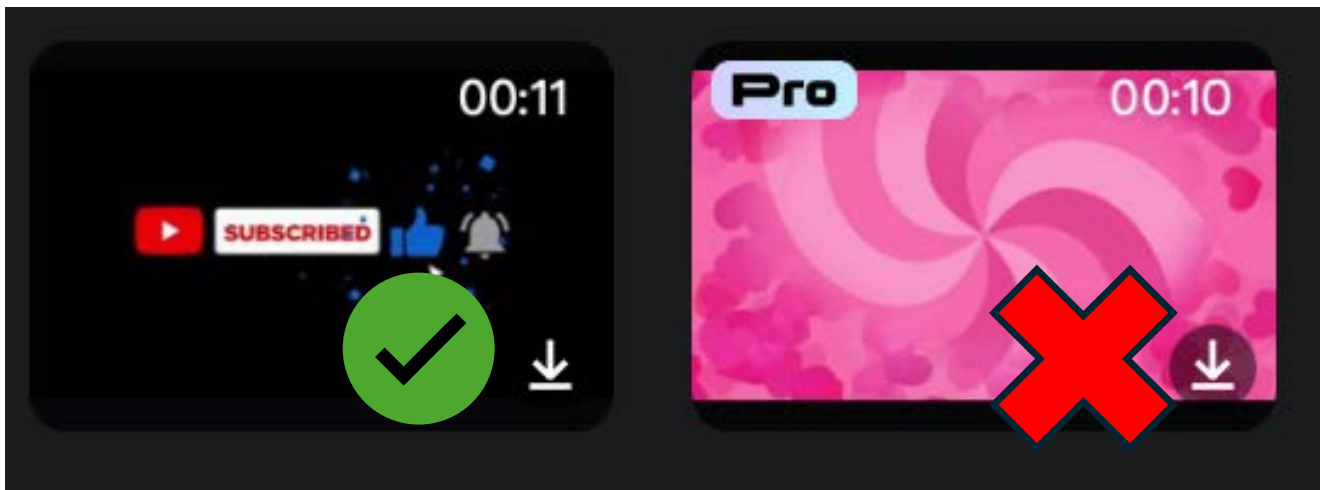
If you do not have any media that you wish to use in your video you can browse the stock footage library in CapCut! On the left-hand side of your screen click Stock materials



You will see a library of stock footage that you can browse. You can streamline your search by typing into the search bar what kind of footage you are looking for.



**Note:** If the video icon includes the word PRO in the top left-hand corner you will not be able to use it without a paid subscription to CapCut – so avoid this for now!

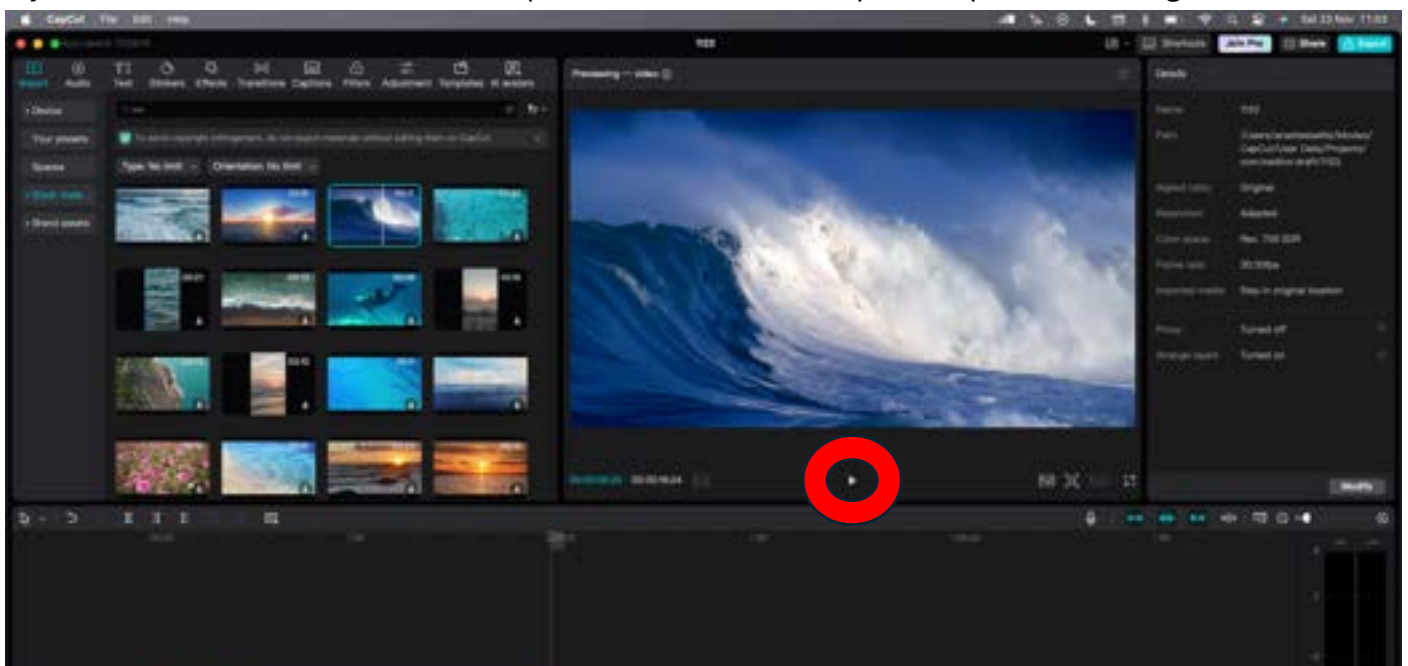


For example the video on the left is fine to use, the video on the right is only available for the paid version of CapCut

You can also search for specific terms – such as **“sea”**

You will see a library of sea-related videos.

If you click on a video of interest it will preview the video in the preview panel on the right-hand side



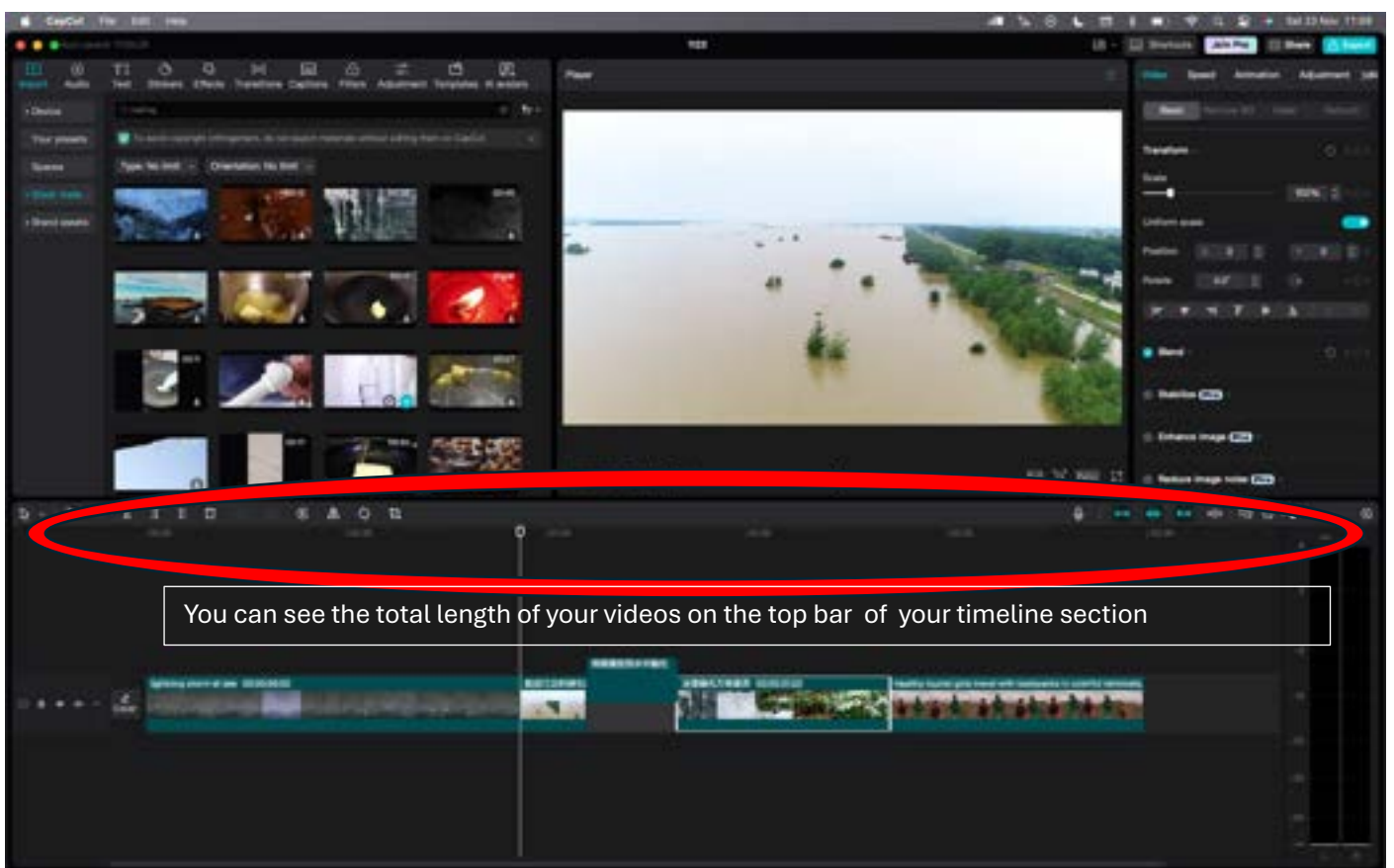
Once you have identified which videos you like you can click and drag it down onto your timeline.

**Note** – once you have started adding in your videos/music/photos you can preview your film at any time during this process by clicking on the play button in your preview section. Make sure your timeline marker is pulled back to the beginning of your timeline!





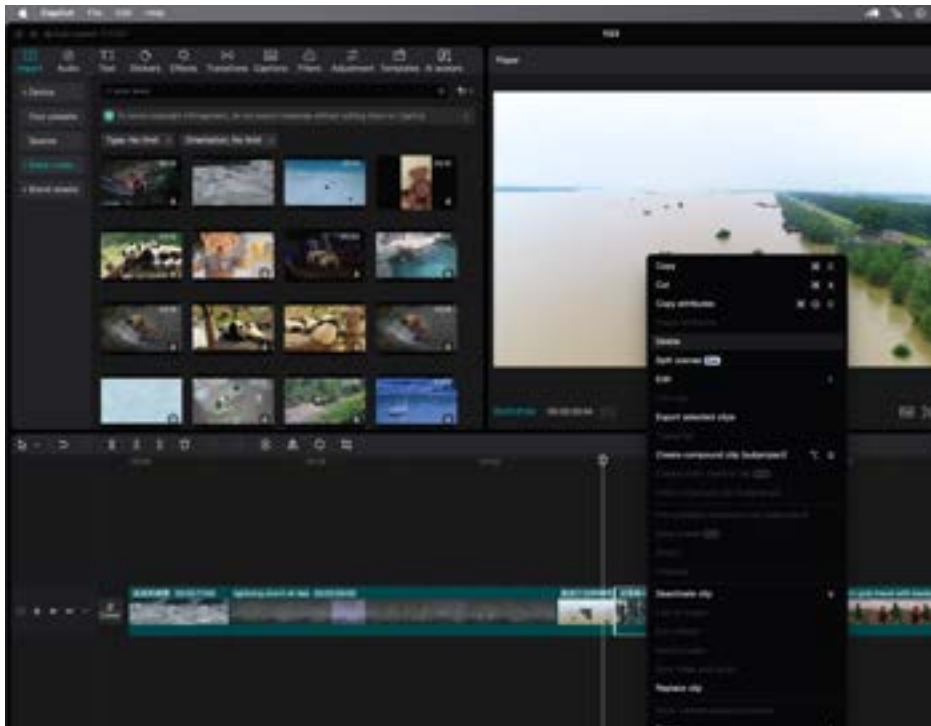
Keep adding in the film clips you want to include in your timeline until you have enough video for ~30s (you will need more than 30s worth of video as you will be shortening your clips – so aim for 1-1.5 mins)



Note- you will need to add your videos to the same line in your timeline. Try not to have multiple video tracks – keep all of your videos on one line.

#### 4. Deleting a video clip

If you change your mind and want to delete a video clip, right click on the clip you don't want and select delete

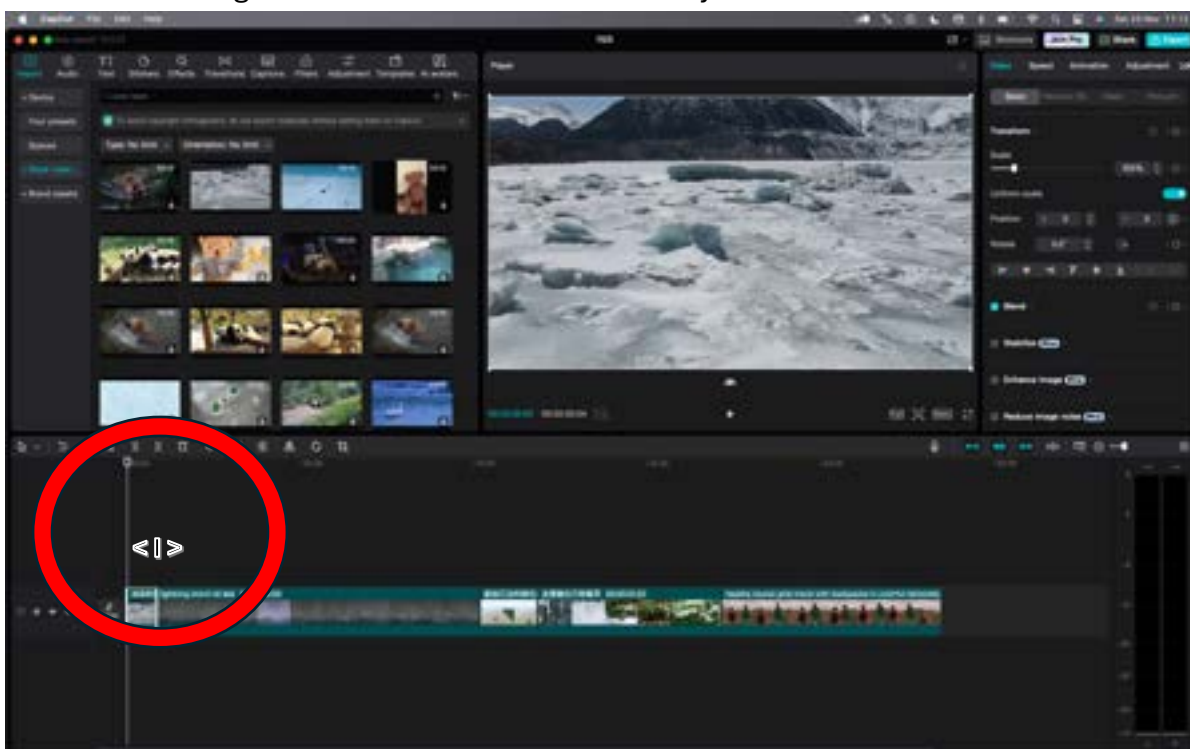


#### 5. Trimming/Shortening a video

You may want to trim an individual video clip that is too long. To do this go to the \*very\* end of the video clip and hover over it until an icon like this shows up:

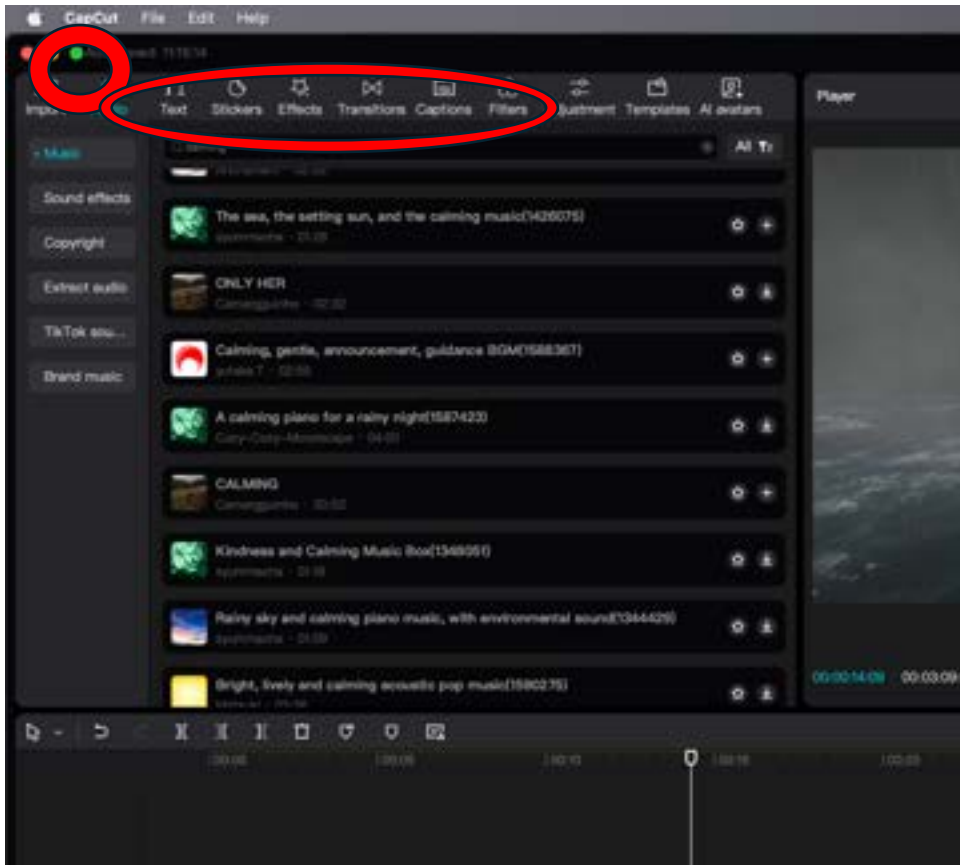


You can then drag the end of the video to wherever you wish to trim the video too.



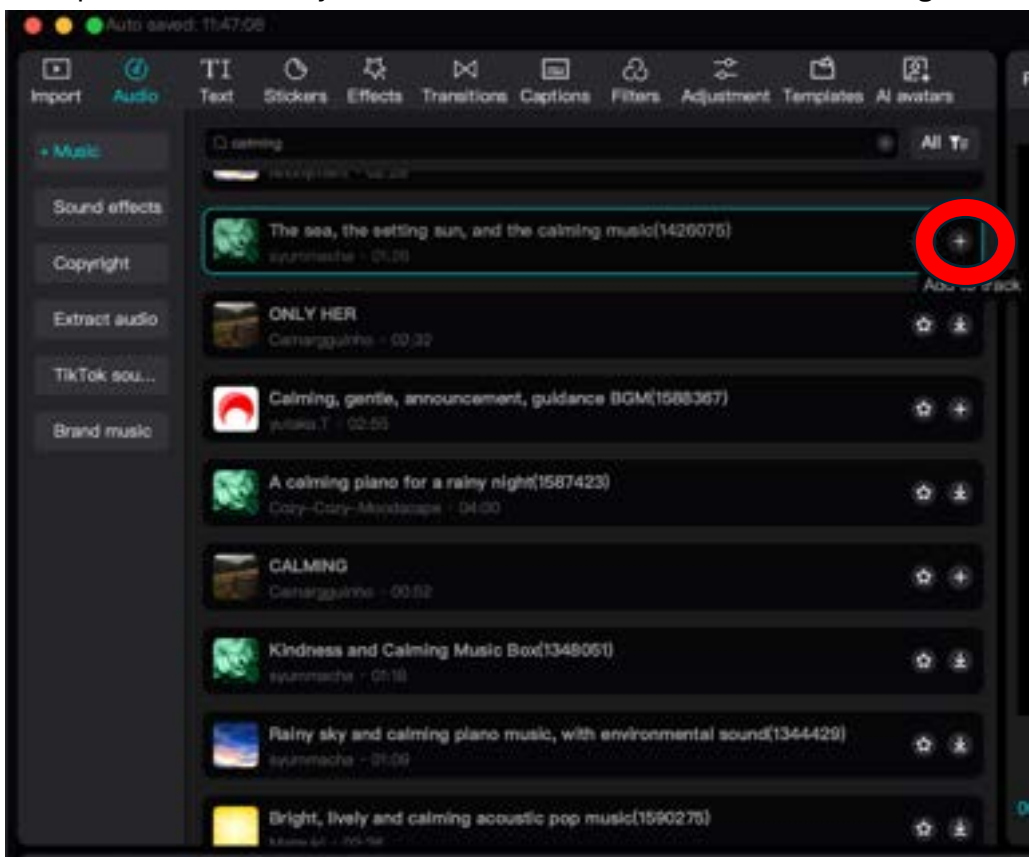
## 6. Adding music

We will use the CapCut library to source music for our video. First click on **Audio** (top left-hand side)



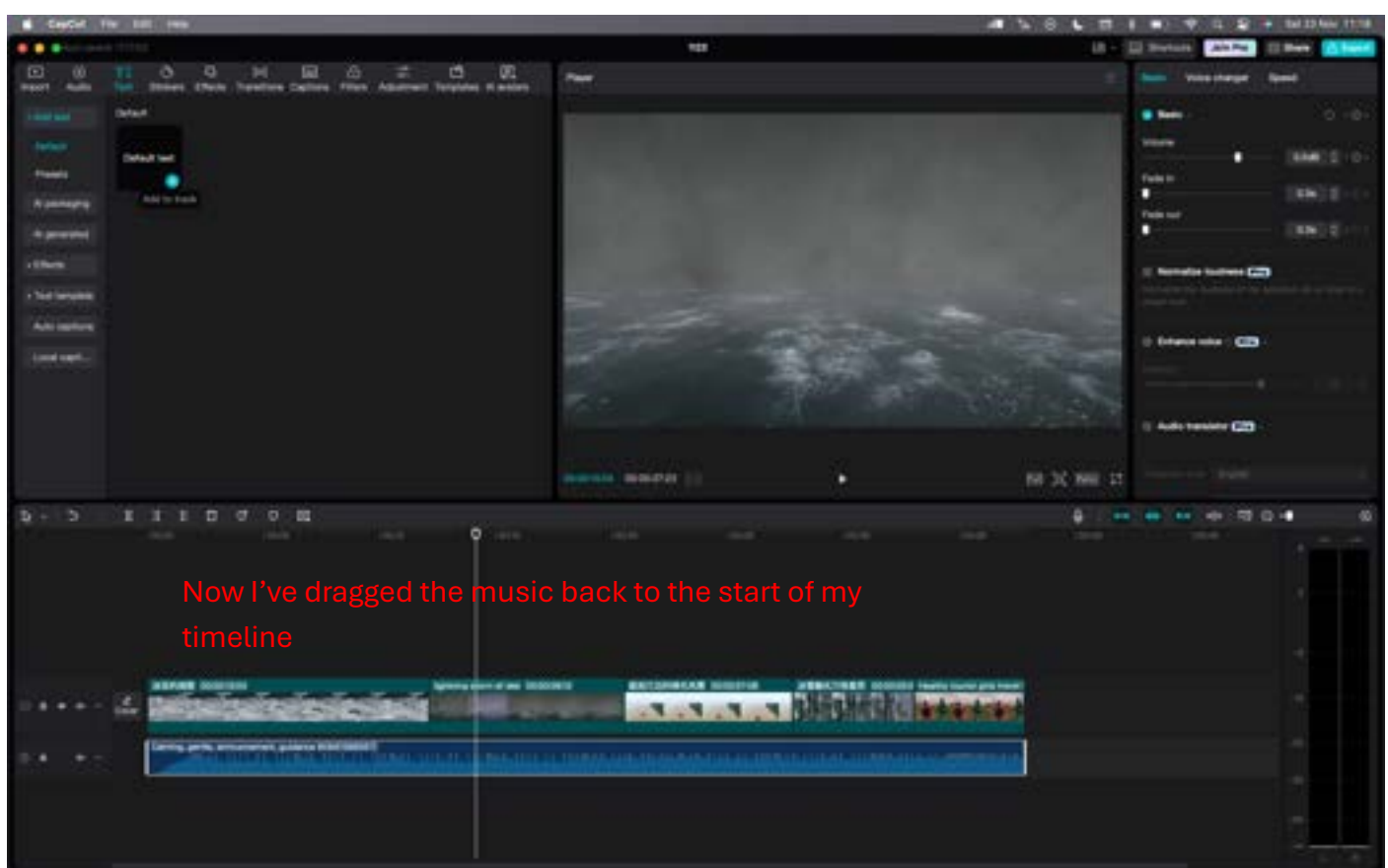
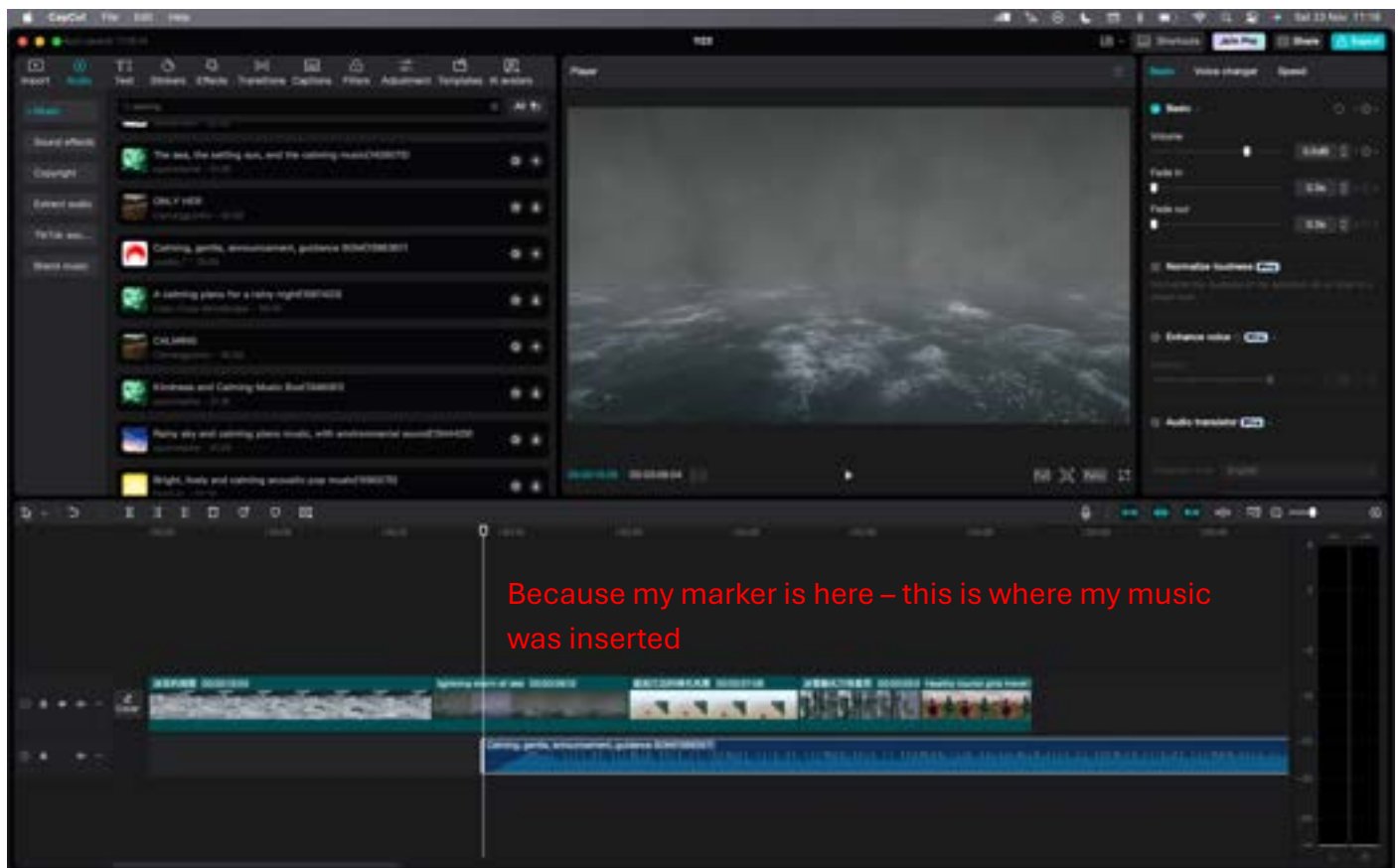
You will see a library of songs and again you can specify what type of music you would like to use. The search bar is next to the **Audio** icon. I've typed in "calming".

To import the music to your timeline click the + icon next to the song title



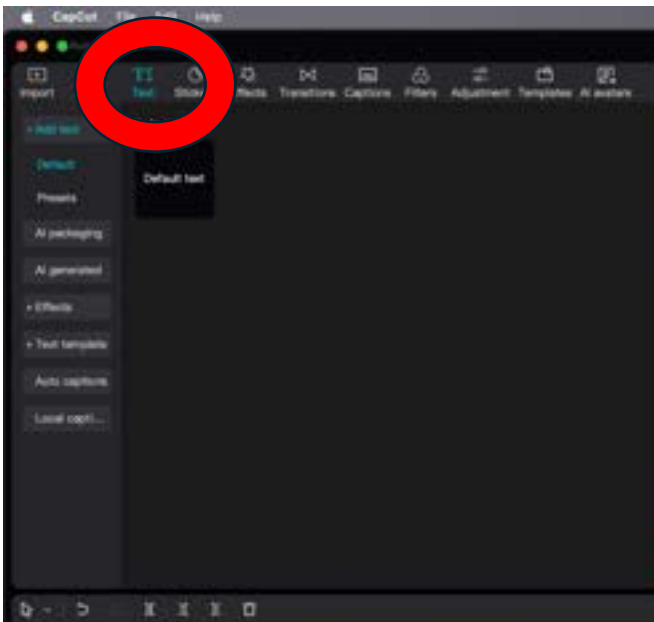


Wherever your marker is, in your timeline, that's where your music will be inserted. But you can easily drag it to the beginning (or where you want music)



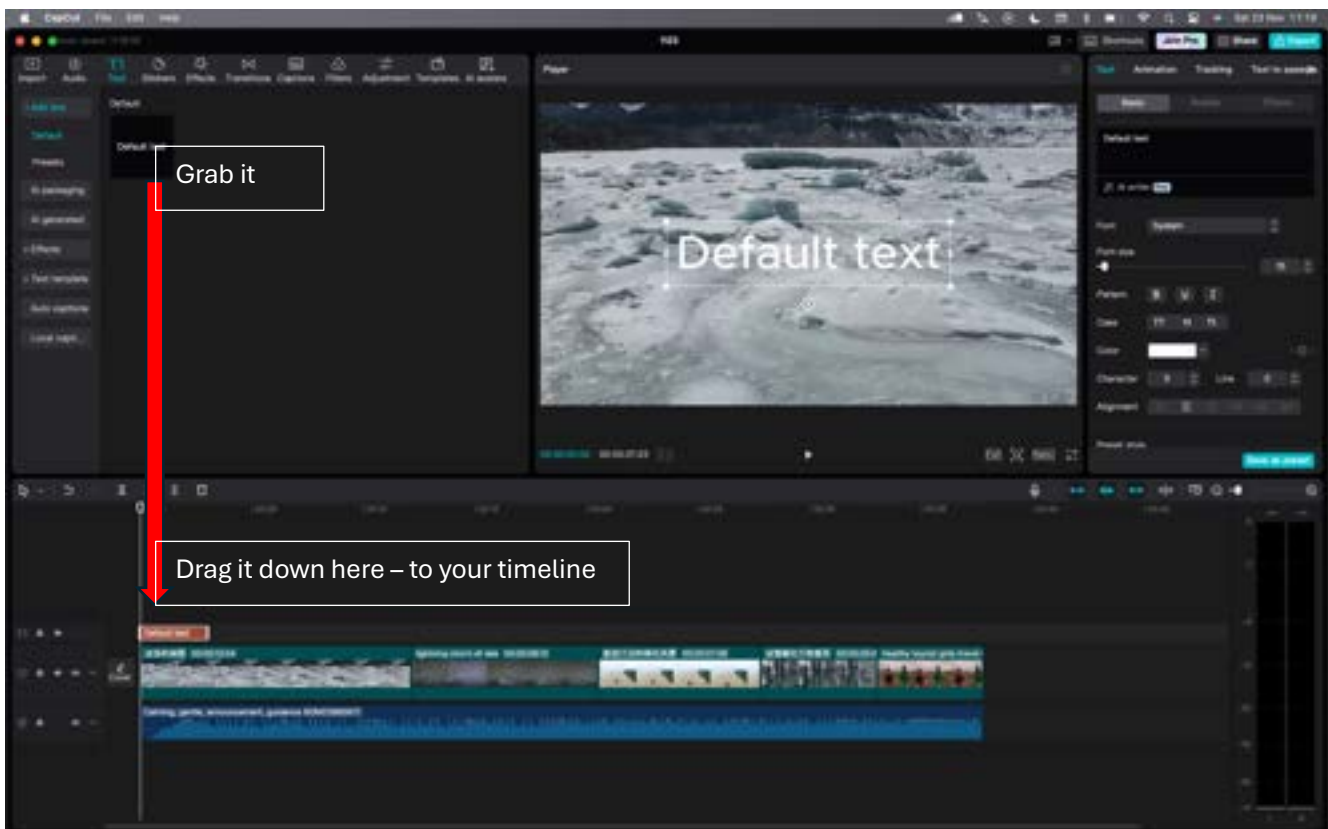
You may need to trim/shorten your music track – exactly the same way as you trim/shorten your video!

## 7. Adding text



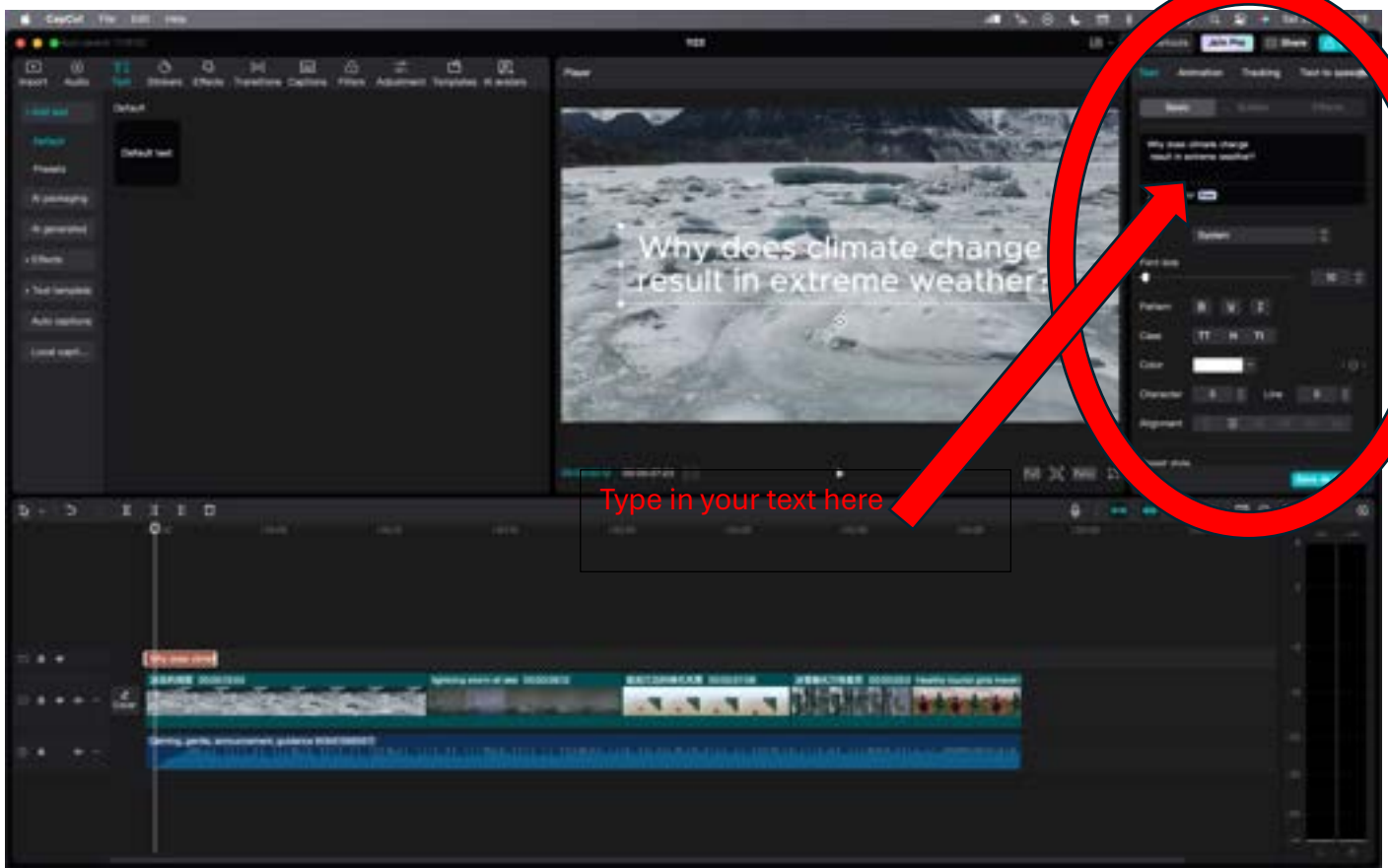
Most tiktok videos and Instagram reels include text or captions for the video. To create some text to overlay on your video, click **Text** (top left-hand corner).

Again drag and drop Default text onto your timeline – you'll see the creation of an additional track ontop of your video track

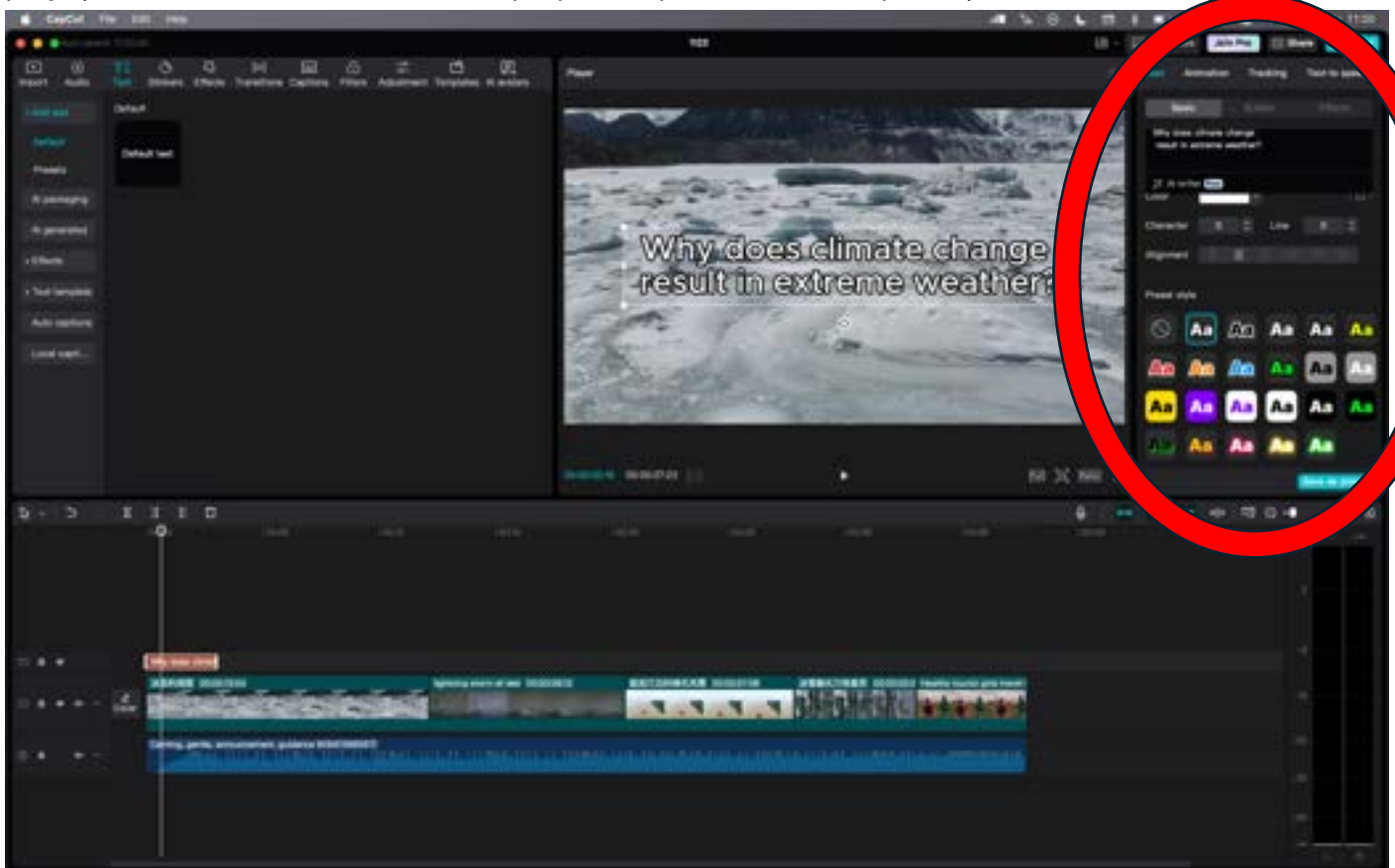


Once you have dragged your text box down – you will see a text box on top of your video saying:  
**Default text**

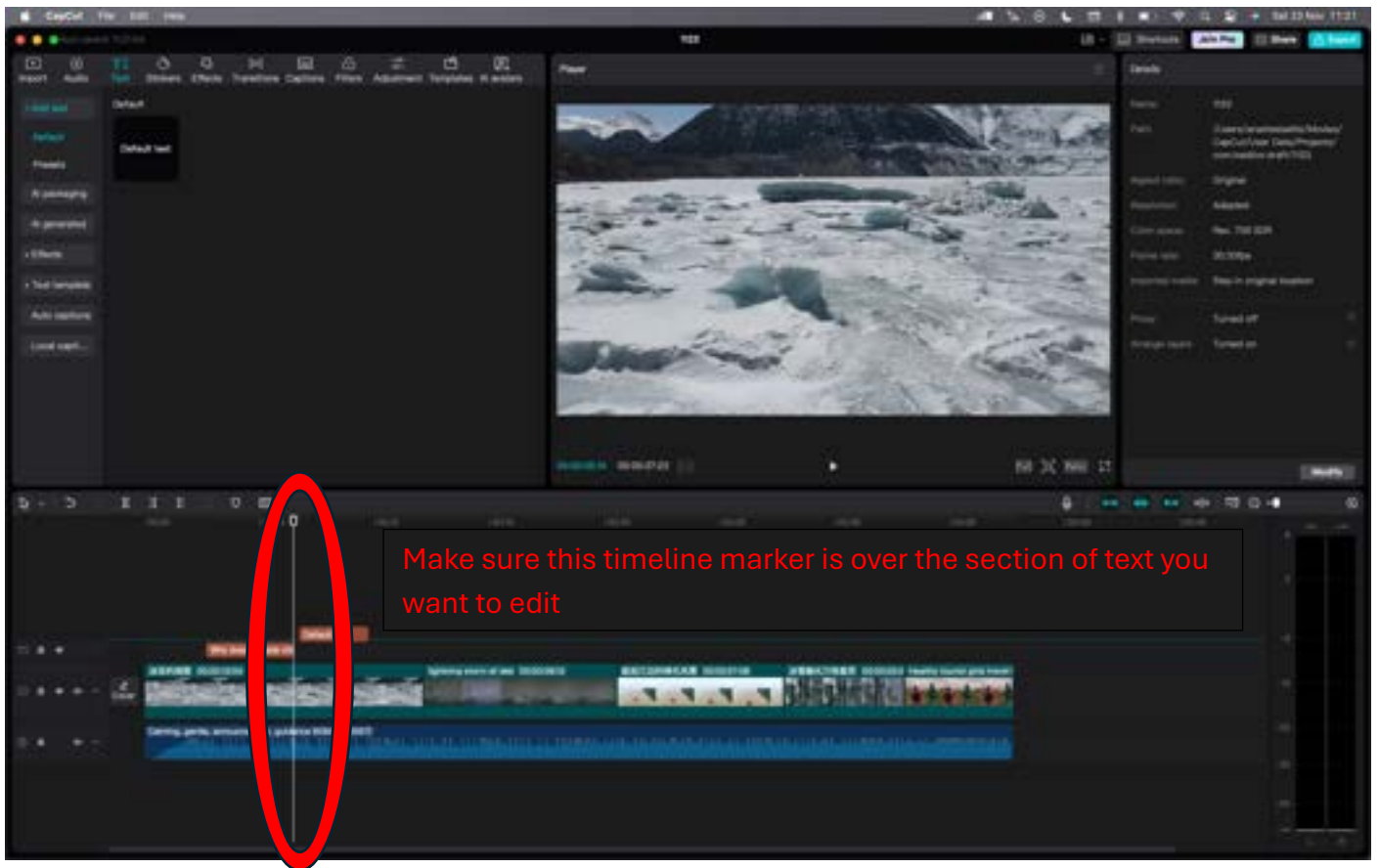
Next you can type in the text you want in this text box in the far-right text properties panel



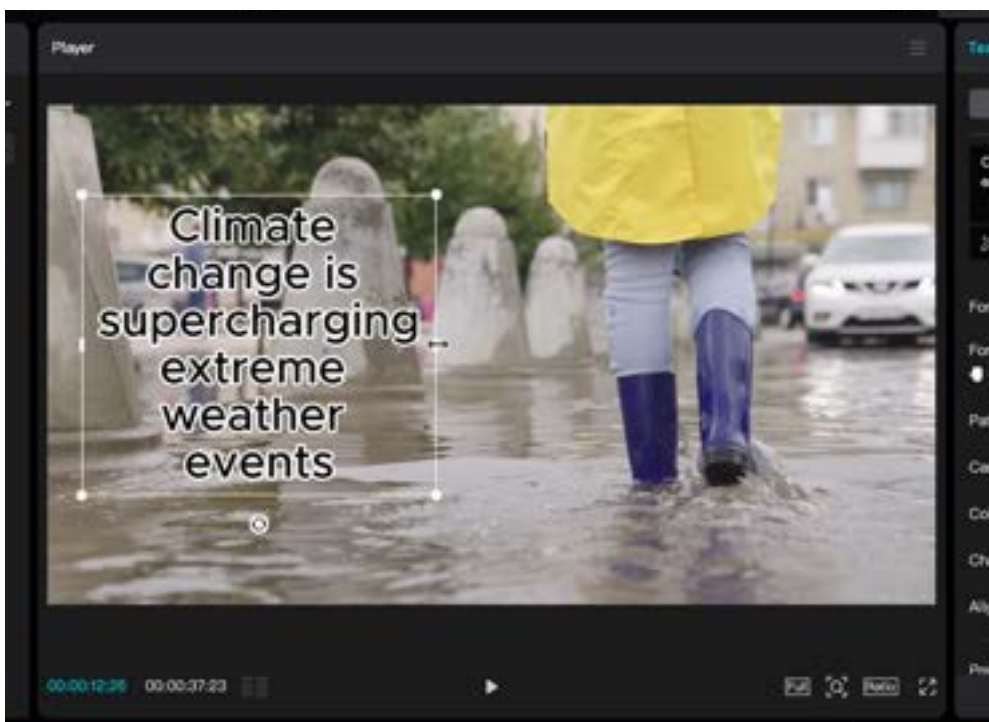
You can play around with the presets and type face; fonts style of text in this Properties box. Have a play! (You can scroll down in this text properties panel for more options)



You can add in multiple text boxes to your film. To increase/decrease the length of time that your text is displayed you can extend or shorten the box in the timeline (very similar to how to shorten a clip)



Note – Once you make several text boxes on your timeline, you have to have your timeline marker within the Textbox section you want to edit!! Otherwise you will be editing a different text section.



Note – if you text ‘runs-off’ the video you can adjust the size of the text box by clicking on the text box and adjusting the size of the box (the points in the corners of the box) as well as its location – just drag the box to the location you want



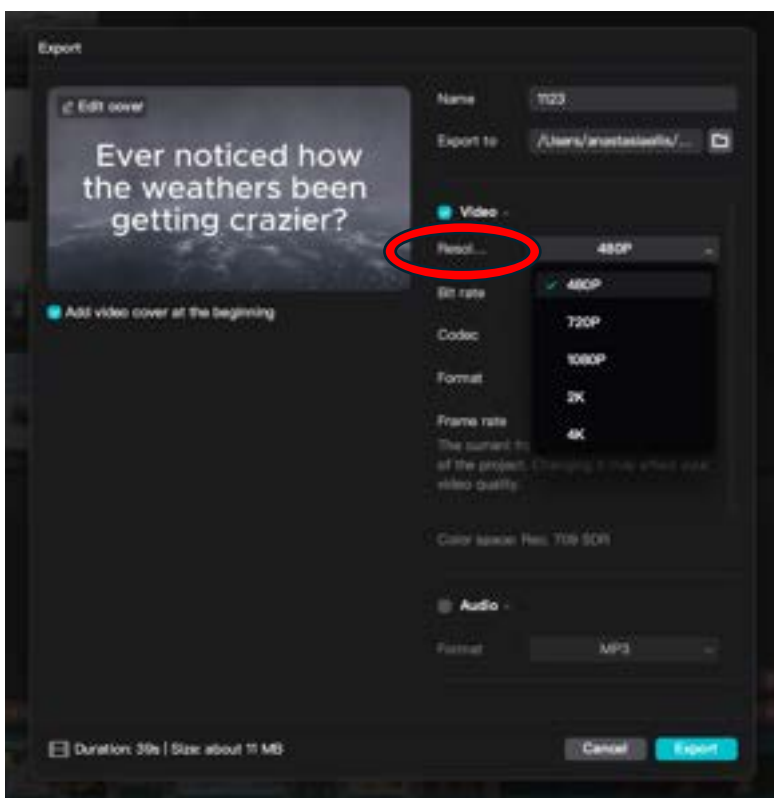
## 8. Exporting your video

Once you have finished making your video – you will need to export it (and then share it!)

To export – click **Export** in the top right hand corner of the window (bright blue button)

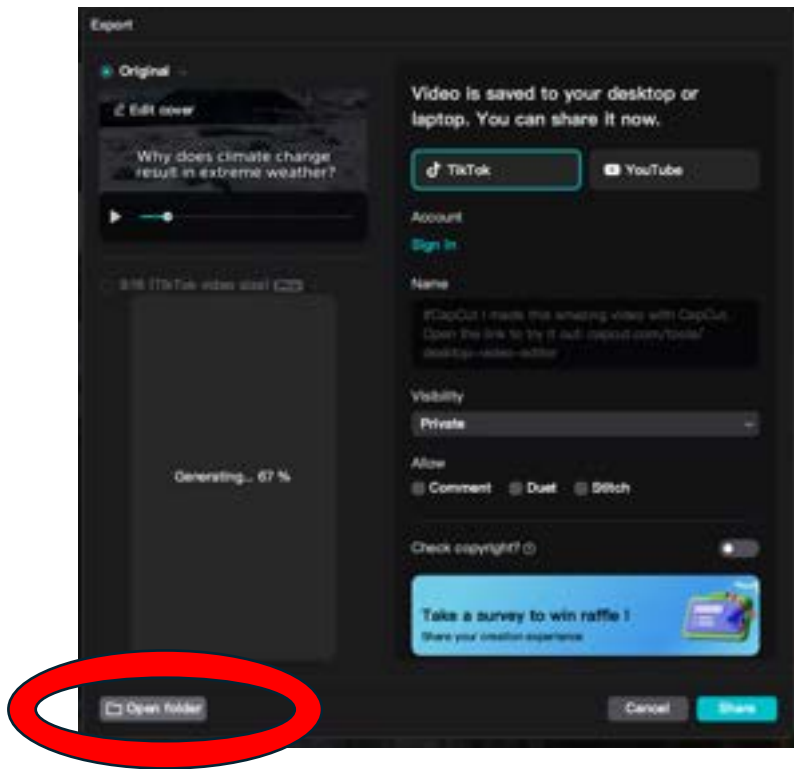


You will see a pop-up box asking you to name your video, export it to (where this video will be saved) and the resolution size.

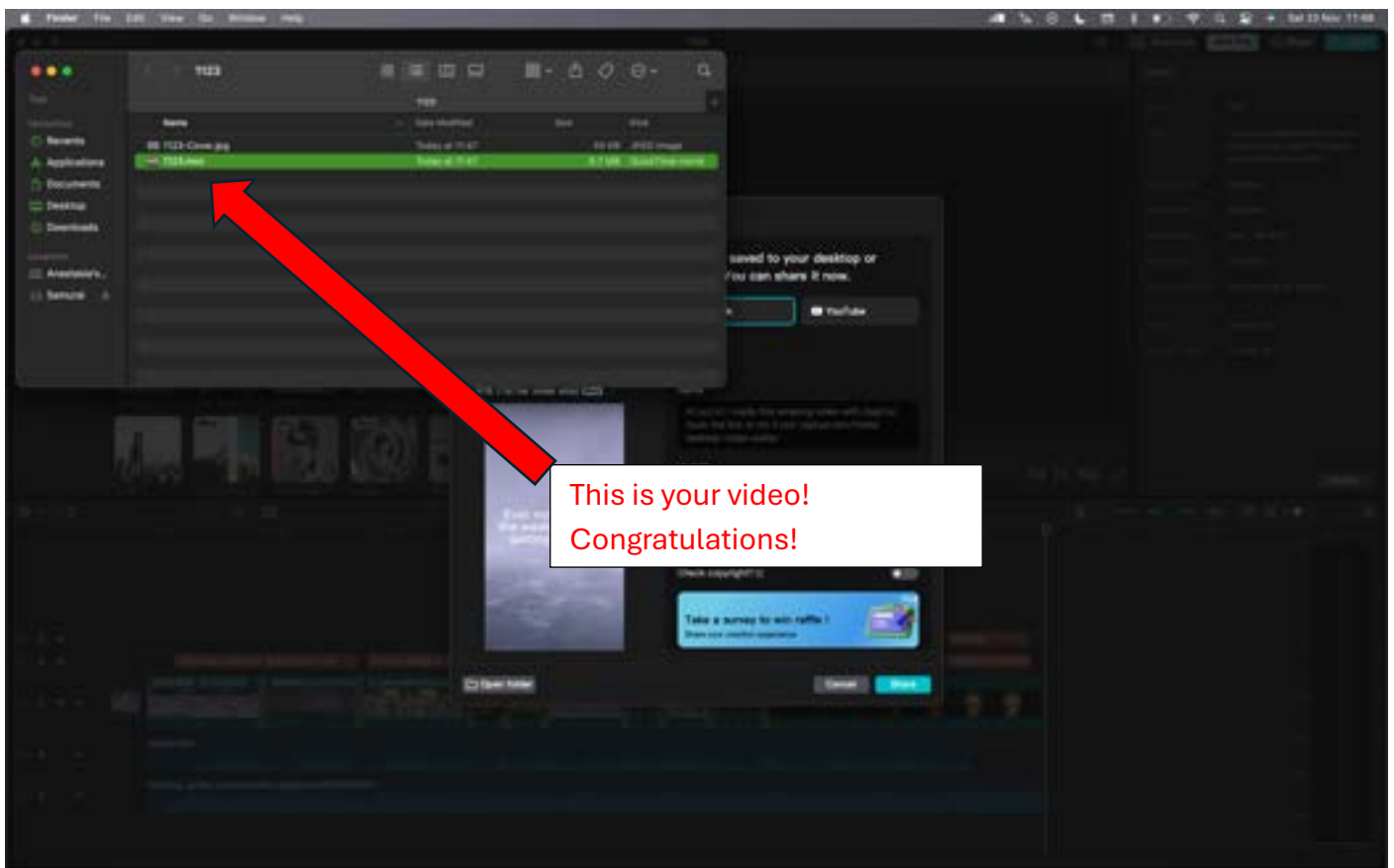


For this workshop export it at a lower resolution of 480P and leave the other settings.

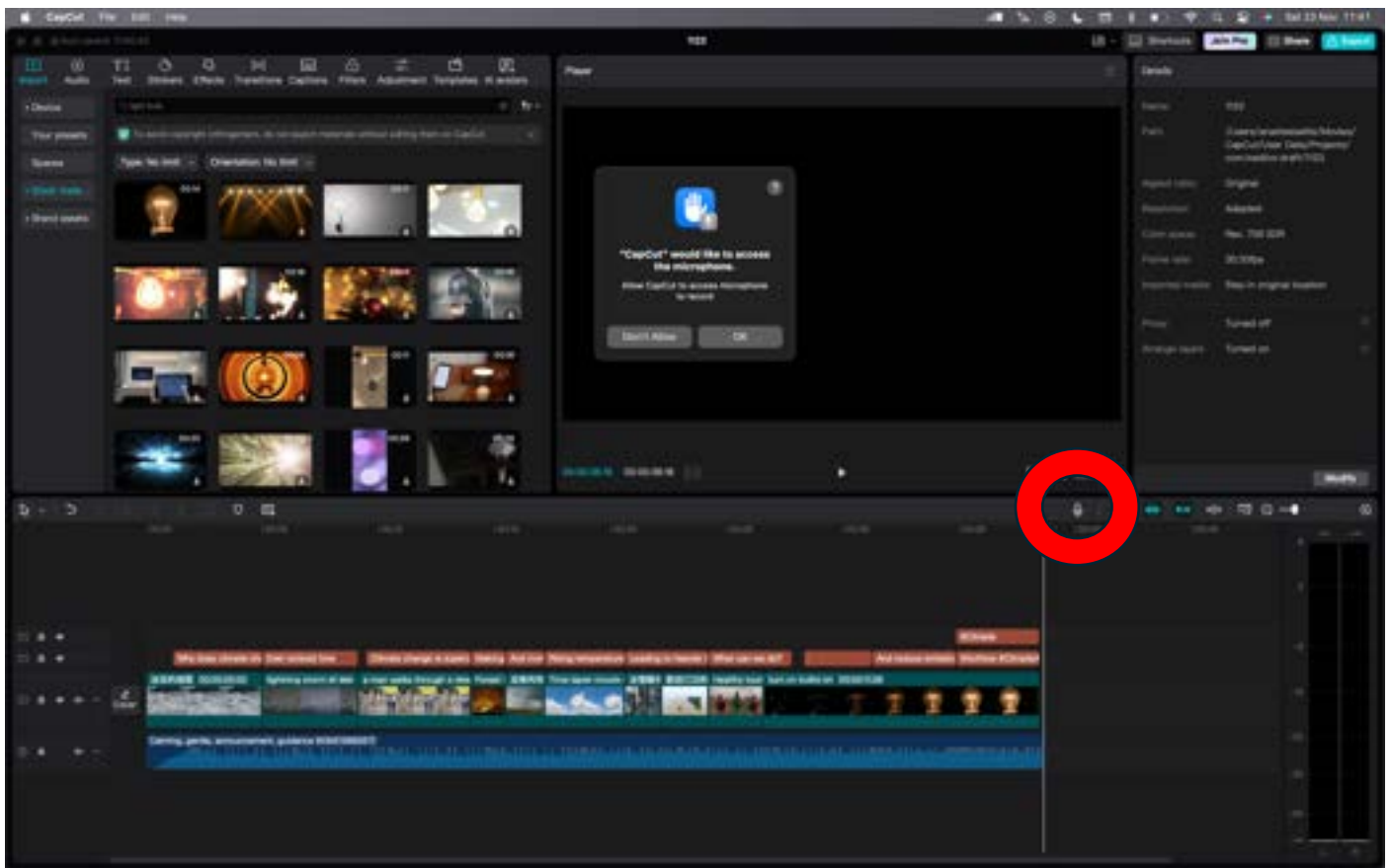




You'll see a new pop-up box and you can now view your video by clicking on **Open folder**

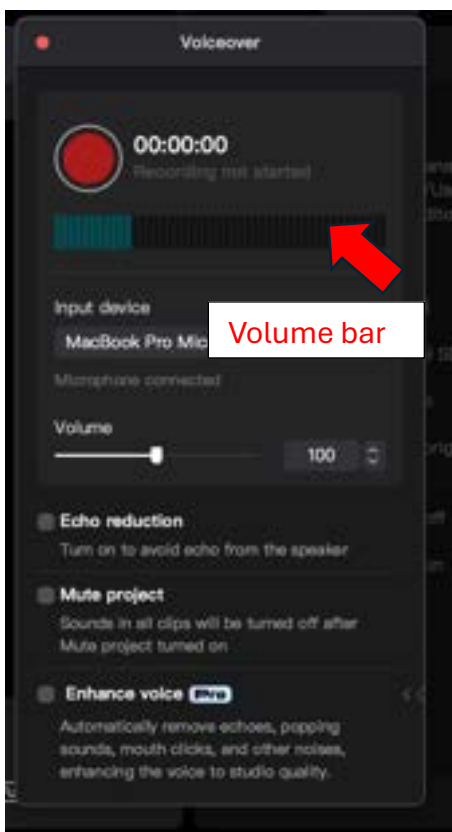


## 9. Voice over (Stretch goal!)



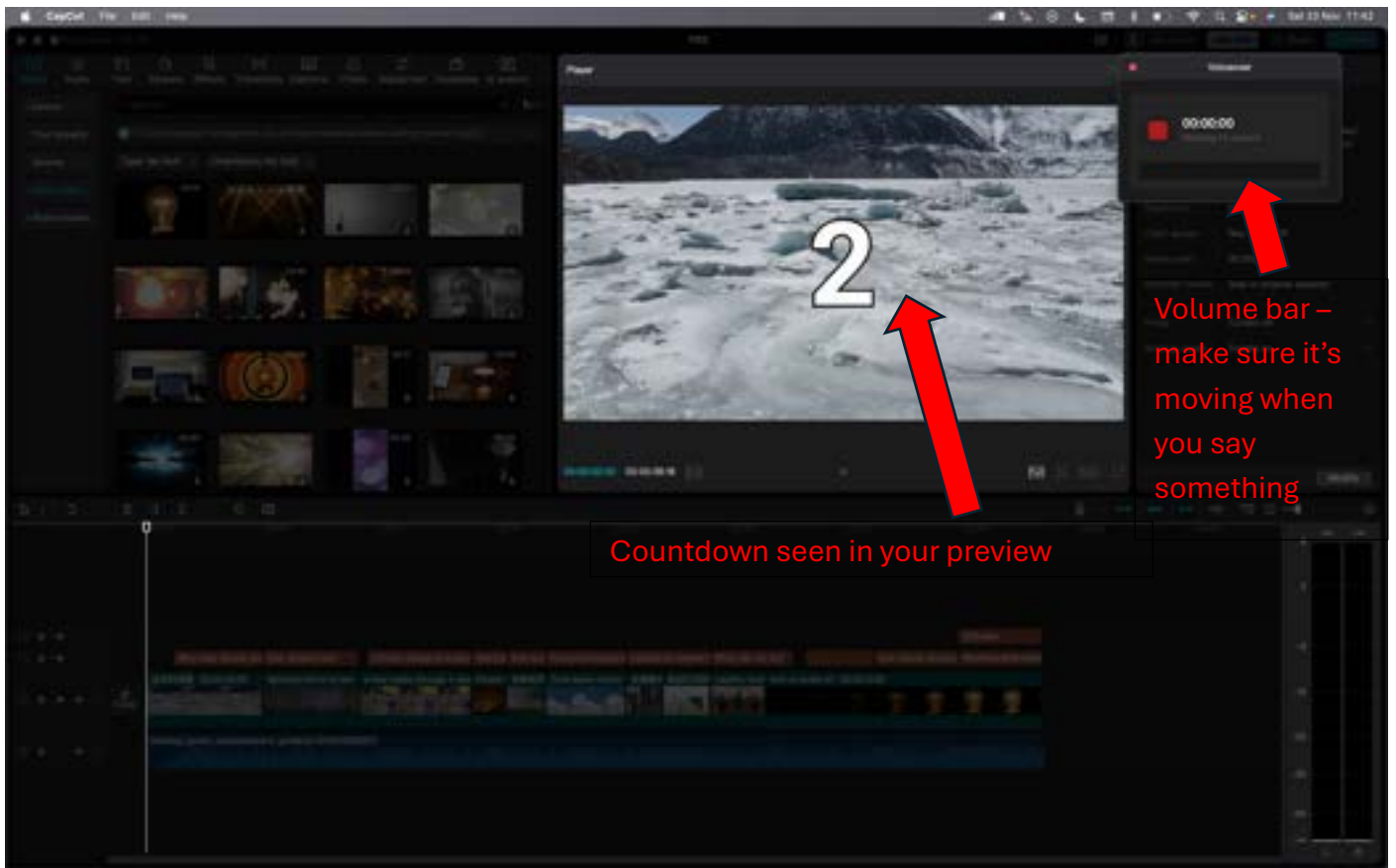
You can also record voice overs! To do this you click on the microphone icon above your timeline.

Note – you will most likely see an access request message – just say OK



A pop-up Voiceover box will appear. If you say something now you will see the volume bar move as you speak.

When you are ready to record your voice over press the RED button and you will see a countdown start in your preview panel and then it will record your voice whilst your video is playing



Once you have recorded your voiceover you will see an additional track in your timeline:

