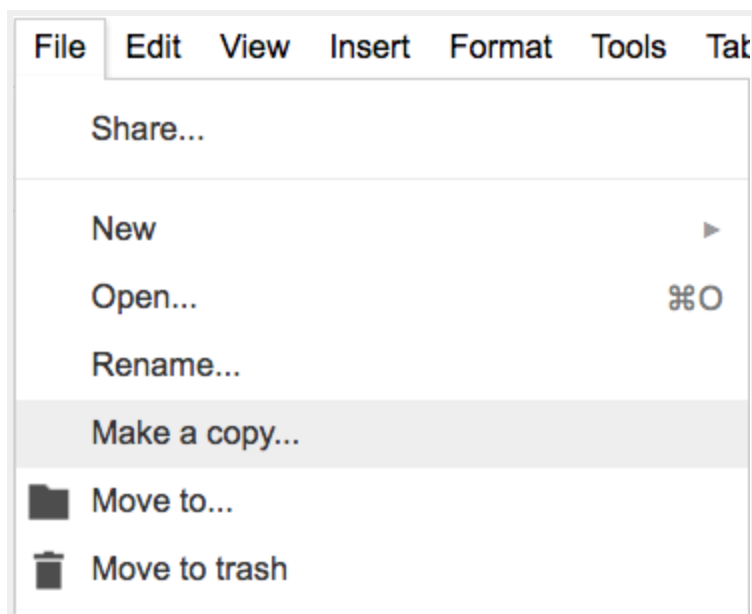


## ***Before we begin***

*To translate, edit or save this guide to your Google Drive, select “Make a copy” from the FILE menu (see below).*



*Have feedback or need help?*

*Contact us at [support@wevideo.com](mailto:support@wevideo.com)*



# Tutorial: Introduction to WeVideo

1st Edition

*Last updated: November 7th, 2016*

# Create your first video

We are so excited that you've joined the WeVideo family of video creators. WeVideo has lots of tools to help you tell incredible visual stories. This quick tutorial will teach you the basics of WeVideo. By the end, you'll have a video to be proud of and the skills to make your next one!

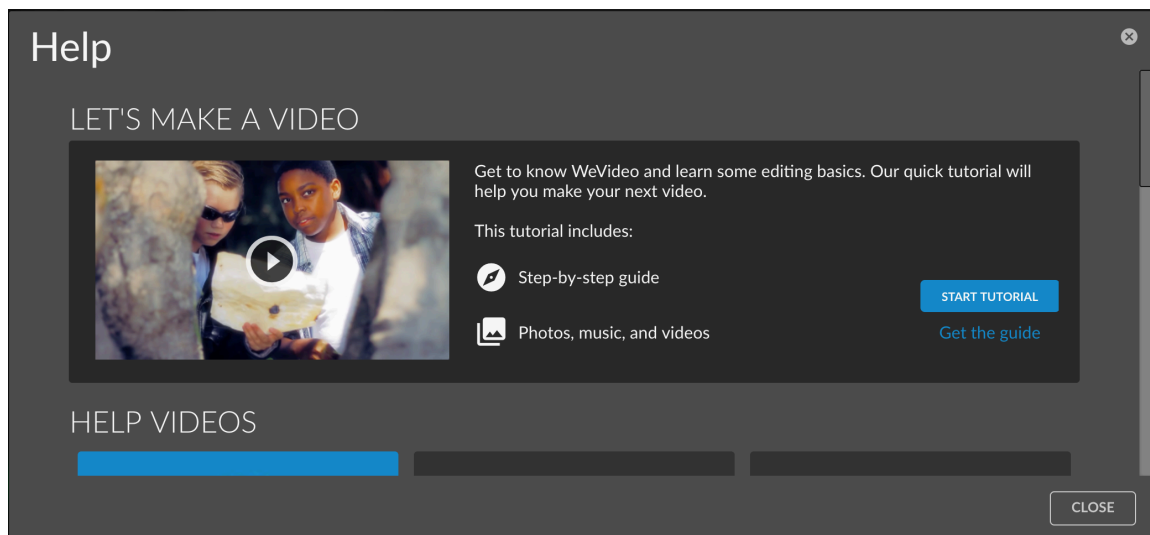
In this tutorial you will learn:

- To browse, preview, and filter footage.
- Basic editing techniques.
- Differences between audio and video tracks.
- How to add text and transitions.
- How to add music and special effects.
- How to preview and save your video.

This tutorial will take you around 30 minutes to complete.

## Get started

Make sure you are logged in to WeVideo and that you have the tutorial project open. If you need to locate the tutorial project, click on the help icon (?) on the top right corner and click on "Start tutorial".



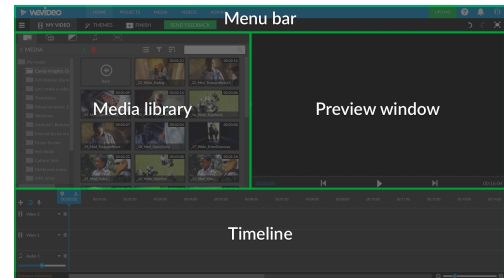
## Get to know the WeVideo editor

We'll create our video in the Timeline editing mode. WeVideo comes with 2 editing modes so, to **make sure you have the correct one selected**, click on the 3 line menu located on the top left corner of the editor. Make sure Timeline mode looks "dimmed down", this means it is selected.

**Pro tip:** If you'd like to close the tutorial project, click on "Close Editor" from the main menu or click on the WeVideo logo. Your progress will be saved automatically. If you decide to continue with the project later, click on "Start Editing" on the Help pop-up as seen in the image above.

The WeVideo editor is divided into four main areas: the *Media library*, the *Preview window*, the *Timeline*, and the *Menu bar*.

- The *Media library* is where you'll find all the pieces of video footage for this demo. There are also tabs for music, transitions and other built-in elements you'll use.
- The *Preview window* is where you can look at the source footage, as well as see your story as you build it.
- The *Timeline* is where you assemble and arrange your story.
- Additional controls and actions (like the undo and redo buttons) are found in the *Menu bar*.



## Helpful tips

- WeVideo saves your work continuously so you don't have to worry about saving as you go. If you want to save manually, press CMD/CTRL + S.
- When you start a new video the default name is "My video". You can personalize the title by clicking on it on the menu bar on the top left.
- If you ever want to undo some of your work as you go along, click on the undo button located on the top right section of the menu bar.



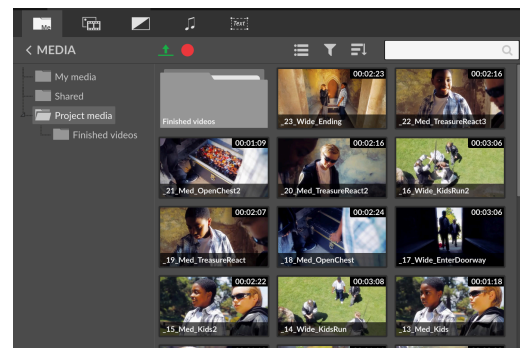
## Start to build your story

In this demo project we'll create a visual story called "Candy Knights." We've provided all the pieces you'll need to create the video. Before you start creating the story, take a moment to identify the video footage.

### Identify and sort the footage

Get to know the footage we will be working with. This will be helpful as you assemble the story.

1. In the media library locate the *MEDIA* tab
2. Then select the *Project media* folder from the folder tree.
3. To easily sort the media, click on the *sort icon* and select *Name* to sort by name.
4. All the clips begin with a number and should now be sorted in numerical order.
5. To preview the clips, click on one to select it, and then click on the play icon under the preview window.



## Assemble the sequence

A sequence is a series of individual pieces of video footage that are put together in the order you want to tell your story. In our case, we will put together the footage for our main story. To create our story, we will drag and drop the clips to the Timeline. The Timeline is a linear representation of the story. As with any story, it starts with the beginning (on the left side of the timeline) and it continues horizontally until you reach the end. The Timeline contains horizontal rows known as *tracks*. The top tracks hold videos, photos, text and graphics. The bottom tracks are for music and sound effects. For this section of the tutorial we will add all of our clips to the track labeled Video 1.

1. In the media library, locate clip #1 called “01\_Wide\_Approach” and click-drag it to the beginning of the timeline (all the way to the left).
2. Then drag clip #2 directly to the right of clip #1 in the timeline. Make sure the clips touch each other.
3. Drag clip #3 to the right of clip #2.
4. To preview your story press SHIFT+ENTER.
5. To stop the preview press the SPACEBAR.
6. For now we will stop at clip #3.

**Pro tip:** WeVideo has many keyboard shortcuts to help you work quickly for example, by pressing on the spacebar you can start or stop the video playback. Find other shortcuts [here](#).

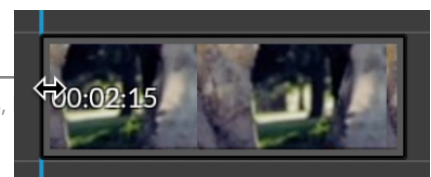
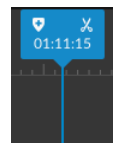
## Make the pieces fit together

### Trim the sequence

Video footage often includes some sections that are not desired. These extra sections can be removed by *trimming* the clips. Don't worry! *Trimming* does not permanently remove the extra bits of video. Trimming simply hides it. Trimming lets us fine-tune the beginning and end of our clips. These are also known as the *In (beginning)* and *Out (end)* points.

In our example, the action in clips #2 and #3 is supposed to match. For this to happen we need to trim the clips.

1. Select clip #2 in the timeline. You should see an orange outline around the clip. The orange outline means that the clip is active.
2. Grab the *Playhead* (the blue rectangle located on top of the Timeline) and move it across clip #2 in the timeline by clicking and holding your mouse button. Moving the Playhead to the left or right will let you preview the clip. We'll use this to locate the section that you do not want.
3. Identify when the kids in the clip reach the trees and then they look between the trees. You should see the back of their heads as they peek between the trees. Move the playhead to that location.
4. Press O on your keyboard (the “O” stands for “out”). This makes a *cut* and removes the end of your clip creating an *Out Point*. This also leaves a *gap* between this clip and clip #3. *Don't worry, we'll fix that soon.*

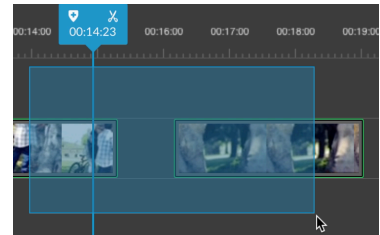


5. To trim the *In Point* (or beginning) of the next clip (Clip #3), we will use a different technique. First, make sure the clip is active by clicking on it. Then move your cursor to the edge of the clip until you see the pointer change from a hand to two arrows (see image).
6. Click the edge of the clip and hold your mouse button as you drag to the right to trim the *In point* of the clip. Now you know two methods that can be used when trimming clips. Choose the one that feels more comfortable to you.
7. Trim the beginning of clip #3 until you see both kids peeking between the trees.
8. To make sure we have a smooth transition between clip #2 and clip #3, we need to connect the clips. Select clip #3 and move it to the left until it touches clip #2.
9. Move the playhead to the beginning of clip #2 then press the SPACEBAR to play the sequence. You should see the backs of the kids as they look between the trees and then see their faces peek between the trees.

## Multi-select and close gaps

As you continue to build your story, you'll notice that some gaps are left behind when you trim clips. To close these we will use two features: *Multi-select* and *Close gaps*.

1. To select the clips, click on the empty track above the clips and drag until you create an outline around all of the clips in the timeline (see image). You'll notice that as you do this a blue overlay will appear and the clips selected will have a green outline. When you release the button on your mouse, a blue outline will appear around all selected clips. *This is Multi-Select.*
2. Move your mouse over one clip and right-click to open the menu and select *Close gaps*.
3. This should move all the selected clips to the left until they connect with each other.



**Pro tip:** The Multi-Select feature and the contextual menus are available in different areas throughout WeVideo. For example, try using them in the Media Library.

## Complete the base sequence

In order, add the rest of the video clips from the media library to the Timeline, except for the file named FinalVideo\_Example. As you add the clips, preview the story. If you see that some videos require trimming, adjust them [using the steps you learned above](#). A good rule of thumb is to start and end each clip on an action, whenever possible. For example in clip #7, trim the beginning until you see the foot on the left corner. Then preview the video, starting with clip #6, and see how the cuts from #6 to #7 work together. The edit should make it feel like the kids watch the door and then run to it as fast as they can.

### Adjust the timeline

As you add more clips you might need to adjust the *timeline zoom* so that you can see all the clips at the same time.




Locate the timeline Zoom Control at the bottom right of the page. Zooming In shows you fewer clips. This helps when you are trimming or lining up clips. Zooming Out shows you more clips. This helps when multi-selecting and moving clips to different positions in the timeline.

**Pro tip:** Double-click on the blue circle in the Zoom Control to quickly see all the clips in the timeline. Zoom back in to see the clips with more detail.

## Adding Music and Sound Effects

By now you should have a complete video sequence that is between 30-60 seconds long. Now we'll add music to help bring the story to life. The Project media folder includes fun sound effects, but first let's locate a music track from the built-in WeVideo music library.

### Add a music track

1. Switch to the Music tab. 
2. From the list, select the folder called Premium Music. Note: Some accounts only come with a free trial version of this content.
3. In the Premium Music open the subfolder called "Suspenseful"
4. Locate the track called "Magical World"
5. Drag it below the main sequence and place it on the first music track (Audio 1). Make sure to place it at the far left, in line with the beginning of the story.
6. Preview your story by pressing SHIFT+ENTER.
7. [Trim the ends](#) of your song so that it ends just a few seconds after the video of your story ends. To do this, make sure the clip is active by clicking on it. Then move your cursor to the edge of the clip on the far right until you see the pointer change from a hand to two arrows. Click the edge of the clip and hold your mouse button as you drag to the left to trim the *Out point* of the clip.

### Create a new track


To make your story even more interesting, we will add a second soundtrack and some sound effects. For this we will need to create two more music tracks.

1. Locate the + icon above the tracks (see image).
2. Press the + icon to open its options.
3. Select the audio option.
4. Press OK.
5. Repeat one more time.

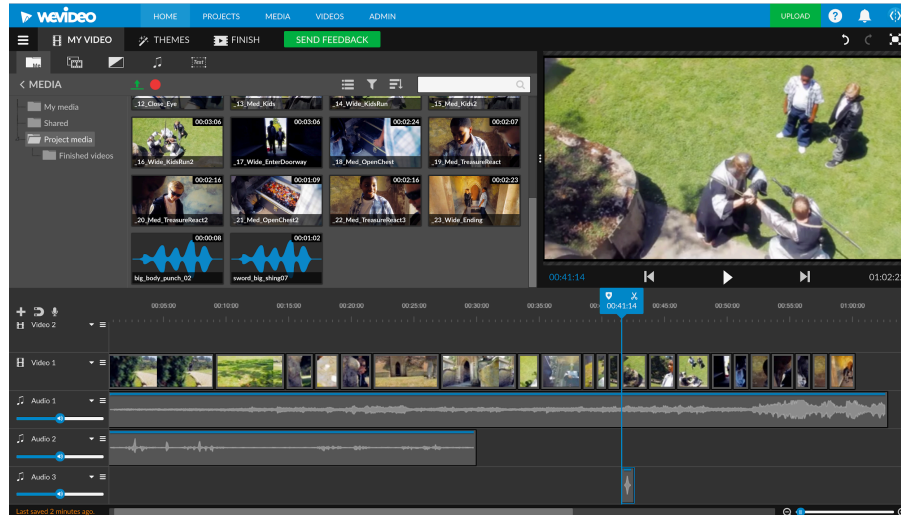


### Add sound effects

WeVideo comes with a folder full of sound effects. Let's add a few of these to give a touch of realism to the story.

1. On the same Music tab we used above, locate the "Sound Effects" folder and open the "Nature" subfolder.
2. Locate the clip called "Summer afternoon"
3. Drag it to the second music track (Audio 2). Make sure the track starts from the beginning of the story.
4. Now switch back to the Media tab and select the Project media folder. 
5. Locate the sound effects that we included in this project named "Big\_body\_punch\_02" and "Sword\_big\_shing07".
6. Drag the playhead to the location in the timeline where the sword fight begins. Then press "M" on your keyboard to add a marker in that location.

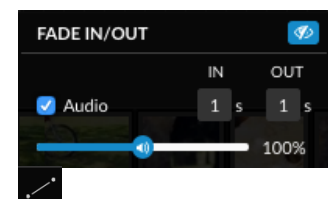
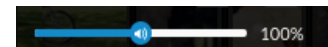
7. Drag the clip called sword\_big\_shing07 to the last music track (Audio 3) make sure the clip's edge is aligned with the marker you just added (see image below for an approximate location). Don't worry. You don't need to place it perfectly, because we will fine tune it during the next section.
8. You should have a sequence that looks like the image below.



## Create the audio mix

Having a good balance between the sound effects and the music is important to creating an enjoyable story. Usually the volume for sound effects is lower than that of music and, if there is dialogue in the clips, we want voices to be higher than any music. To make these adjustments, we will learn how to lower the volume of a track and create a “fade out” on a clip.

1. Identify the *volume sliders* located to the left of each audio track.
2. Using the slider, lower the volume of the second audio track (Audio 2, the one with the “Summer afternoon” SFX) to about 14%.
3. Preview a few seconds of your story and listen to the balance between the different clips.
4. Now lower the last audio track (Audio 3) to about 50%. This track has the sword sound effect.
5. Preview the video a couple of times. Adjust the clip's placement if you need to. The goal is to match the sound effect with the action in the video. Remember that you can Zoom In, using the slide control at the bottom of the screen, to get a closer look and do more precise adjustments.
6. Now let's focus on the actual music track. Select the clip named “Magical World”) and locate the *level lines* icon. It looks like a small diagonal with 2 dots, and is located just above the selected clip (see image).
7. Click on the icon to reveal the volume options (see image).
8. Click on the checkbox next to the word “Audio.” This will automatically create a one-second fade in and fade out on this music clip. To close the options dialogue just click on the clip again.
9. Preview the story and listen to the levels to see if the audio mix is balanced. Repeat the steps above until you are happy with the results.




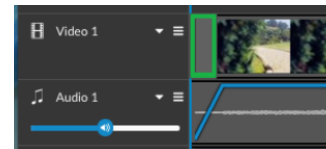


# Adding the Finishing Touches

## Add transitions



*Transitions* help move the story along from one video clip to the next. Most of our clips move seamlessly without needing a transition effect because there is an action in the video that brings them together. There are occasions, however, when adding a transition is beneficial, for example to introduce and close the story. Let's add a transition to the first and last clip of the main sequence.

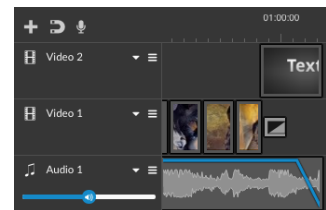
1. Switch to the Transitions tab in the media library. 
2. Locate the transition called "Cross fade."
3. Drag it on top of the beginning of the first clip in the sequence. You should see a green outline indicating that it is safe to drop.
4. Do the same with the last clip and preview the sequence.



## Add text

To complete our video, let's add an "end card." For this, we will use one of the text graphics that are built-in to WeVideo.

1. Switch to the Text tab in the media library. 
2. Locate the asset called "Text."
3. Drag the Text clip to the video track above the main video sequence. It is labeled "Video 2." Place the clip just after the last clip in the "Video 1" track (see image).
4. Click on the Text clip to make it active and then trim the end so that the clip is about the same length as your music (see image).
5. Double click on the clip to open the *clip options*. Here is where we can adjust the color, font, placement and many other formatting options.
6. Type "The End" in the text field.
7. Then select the font "Play ball" from the Font dropdown below it.
8. Align the text to the right by clicking on the alignment button. 
9. Next, we will reposition the text graphic. In the preview window, locate the box that surrounds the text. Click on the box and hold as you drag it. Move the box until the words "The End" are near the bottom right corner.
10. Click *Done editing* to save the changes.



## Preview and finalize

Now that you've done all the editing, it is time to preview the complete video and finalize it.

1. Preview the story one last time and make any changes, if desired.
2. Click FINISH on the main menu.
3. In the message box that pops up, type the title for your video.
4. Click OK.

5. Click on *FINISH VIDEO* on the next page to begin the process. When a video is finalized, all the elements are combined into a single file that you can download or share to social destinations. [Learn more](#).

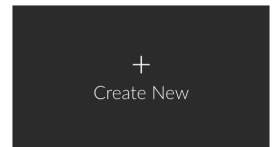
Note: The song named “Magical World” is available for free in all paid accounts. If you have a free account, you’ll need to upgrade to FINISH VIDEO.

To close the tutorial project and go back to your account, click on the WeVideo logo or click “Close editor” on the 3 line menu.

## Ready for More?

We hope you’ve had fun creating your first WeVideo visual story. To create your next video click on the “Create new” button in the *HOME* page.

This is only the beginning of what WeVideo has to offer. Get inspired by checking out our [blog](#). You will also find more tutorials and resources on our [WeVideo Academy](#) page.



## FAQ

### **Do I need to finish the project from start to finish?**

No, you can come back to the project at any time. To locate the tutorial project, click on the help icon (?) on the top right corner and click on “Start editing”.

### **Can I use my own photos, recordings, or media in this project?**

No. We included media specific for this tutorial to help you create a story from beginning to end, while learning the basics of WeVideo. If you are ready to start capturing your own footage, exit the tutorial and click on “Create new” from the main dashboard to create your own video.

### **I’m a teacher, can my students finalize this project and send it to me?**

Yes, they can finalize it and provide a link or download the final video. Please be aware that this is a special tutorial project. Project management in Groups and the main dashboard is not available.

### **Can I send you feedback or ideas for this or other tutorials?**

Sure! Please send us an email to [support@wevideo.com](mailto:support@wevideo.com) with the subject line “Tutorial Ideas”.

### **Can I finalize the video on a Free account?**

You can edit and explore all the WeVideo features with any account. If you want to finalize the video to keep a copy or share, you must have a paid account. The final video will count toward your export and available publish time.