

WeVideo Tutorial

using the advanced timeline editor

Getting Started



1. Use **Google Chrome** as your web browser and set up an account at [WeVideo.com](https://www.wevideo.com)
2. From the **Home** tab, select the **Create New** button.
3. Use the menu icon at top left to make sure your editing mode is set to **Timeline**.

Uploading, Inserting and Deleting Videos, Images and Audio

WeVideo allows you to upload up to 5 GB of videos, images and audio clips. You should have no problem staying within this maximum for your 30-second video.

To import your media, find the **Media** tab and choose the green **Import Media** button.

Note: Store your files in your group folder on Google Drive. You can either download them to your computer desktop before clicking **Import Media** or upload your files to WeVideo directly from Drive. WeVideo accepts common file types such as PNG, JPG and TIFF for photo files and MP4 and MOV for video files.



To add media to your video, drag your photo or video into the **Video 1** timeline, or drag your audio clip into the **Audio 1** timeline.



Note: You may only use original photos and video for this project. You may borrow audio from WeVideo's offerings in the **Audio** tab or upload borrowed audio with a CC BY, CC BY-SA, or CC0 license. Acknowledge the creator at the end of your video.



To delete a photo, video or audio clip from your timeline, select it then click the red trashcan icon that appears when you hover beside the corresponding timeline name.

Adding Text



DONE EDITING

To add a text frame, open the **Text** tab and browse the available options. Drag the text style of your choice into the **Video 1** timeline.

To edit a text slide, double click it and use the **Text Properties** menu to change the content, font, size, and spacing. Click and drag the text box preview to change its position on the slide. When you're satisfied, click the **Done Editing** button.

To add text on top of a photo or video, insert the text slide into the **Video 2** timeline and position it directly above the image or video.

Adding Transitions and Voice Over



To add a transition between frames, open the **Transitions** tab. Choose from the **Standard** list of options and remember keep your transitions simple. Drag the transition of your choice into the **Video 1** timeline.



To add voice over, go to the **Media** tab, click the microphone icon, then click the red microphone icon that appears at the bottom of your window. Click the red stop button when you have completed your voice recording, then click the checkmark icon at left to save your recording and automatically add it to a new **Voiceover** timeline.



If possible, use an external microphone (not your computer's built-in mic). The Studio on the third floor of the library can loan you a mic and help you use it.



Editing Video, Audio and Images

To edit a video on your timeline, double click it then use the **Transform** and **Volume** tabs to make edits. When you're satisfied, click the **Done Editing** button.



To adjust the fade on a video or audio clip, click the frame to reveal the **Fade Options** button. Adjust the fade lines manually or type in the amount of time you desire for the fade. The blue line fades audio, and the green line fades the video image.



To trim a video on your timeline, click it once to reveal an orange outline around it. Drag the side you want to trim toward the middle of the clip to trim it. Use the blue playhead to help you accurately trim your video.



To edit a photo on your timeline, double click it then use the **Transform** tab to make edits. When you're satisfied, click the **Done Editing** button.



To adjust how long the video will pause on a photo, go to your timeline and click the photo to reveal an orange frame. Drag the right side of the orange frame in or out depending on whether you want to increase or decrease the pause.



WeVideo will not allow you to increase the pause on a photo if other items follow it on the timeline. To extend the pause, temporarily move the photo into the **Video 2** timeline and lengthen the frame there. Drag the photo back into Video 1, your main timeline, and choose **Insert and Push** when prompted.

Previewing and Publishing Your Video



To preview your video, click the play button in the top right preview screen. Use the blue playhead on the timeline to control where the preview starts.



To publish your video, click the **Finish** button at the top of the window. Follow the prompts to title your video and publish it to WeVideo or directly to YouTube. If you publish to WeVideo, you can download your video and publish it to YouTube later.