WeVideo Basics

WeVideo is an online video editor that allows users to create and edit videos in the cloud. WeVideo connects seamlessly with Google Drive by allowing users to import media directly from Drive and store projects in Drive.

Get Started

Log In with Your Glenbrook Account

1. Go to the apps launcher and locate WeVideo or go to www.wevideo.com.
2. Sign in with your Glenbrook Google Apps account. If you do not already have a WeVideo account you may need to create an account with your glenbrook email.

Uploading and Managing Media

1. To import media files from your local computer, click on the "**Upload**" tab and then the "**Browse files**" button. Media can also be imported from the web such as files from Google Drive by clicking on the Drive button under "**Import from Social Sites**"
2. Once files are selected, click "**Upload**". Depending on the number and size of the files, it may take some time to upload.
   Note! You can import several media clips at once. For consecutive clips, click the first media clip in the list, press and hold down the SHIFT key, and then click the last clip in the list. For media clips that are not consecutive, press and hold down the CTRL/CMD key, and then click each clip that you want to import into WeVideo.

Create a New Project

To create a new project, hit the add new project button in the "Projects" tab. Add a name to your project and your new project will appear in your project folder list.

Create a New Video within a Project
To create a new video, click the "Create video" button. Then the WeVideo Web Editor will launch.

Video Editing

Storyboard, Timeline and Advanced Editing Modes
When editing, you can choose to edit on the Storyboard, Timeline or Advanced Editing Mode. To select and change your Editing Mode, click on the "Settings" wheel ⚙ in the upper right of the WeVideo Web-Editor.

Insert Media in Project
n the Media Picker, select the clip which you want to edit. Click the plus icon (+) in the middle of the clip. This will add the clip to the area below known as the Storyboard / Timeline. You can also drag and drop the clip down to the Storyboard / Timeline.

For additional tutorials and support, visit the WeVideo Help Center at https://wevideo.desk.com/

Trim a Clip
To trim, or shorten, a clip you have to select it, then hover over the beginning or end of the clip and then drag the blue handle to adjust the in- and out-point.

Rotate or flip a clip on the Storyboard/Timeline
In all Editing Modes, you can flip or rotate video and image clips by selecting a clip and then clicking on the "Edit" button showing on the Storyboard/Timeline. Then the Editing Window is appearing and you must click on the "Transform" tab to the left. Here you can rotate and flip video and image clips.

Adding Text (Titles)
In all the three Editing Modes, you can add text to a video or image clip. The text will become part of the clip property. Text is added to each clip by hovering over the clip, and then clicking Edit. Then you can either add a Title, Caption or Tag that will appear on that video clip.
- Titles appear at the beginning of the video only.
- Tags are presented as a title bar or "lower-third", overlaying the video clip and are usually used to introduce a person or location.
- Captions are presented differently in each theme, but are meant to describe the action on the screen.

Delete a Clip on the Storyboard/Timeline
In the Storyboard Editing Mode you delete a clip by clicking on the "Trashcan" button that appears when you select a clip. In the Timeline Editing Modes you delete a selected clip by dragging it from the Timeline over to the Preview Window in the upper right corner.

Transitions
To manually add transitions, you have to use one of the Timeline Editing Modes. Transitions can only be added to the Main video and image track. To add transitions, drag and drop them in between clips on the timeline from the Transitions tab in the Media Picker.

Voiceover and Audio

Record and Add Voiceover
You have to be in one of the Timeline Editing Modes to use audio recording. Scroll down to the track on your timeline titled, "Voiceover". Then place the Playhead where you want the recording to start on the timeline and hit the "Microphone" icon to begin recording.

Adjust the Volume of a Clip
You adjust the volume by selecting a clip and clicking on the "Edit" button. The Editing Window appears. Click on the "Volume" tab to the left. Here you can adjust the volume by moving the audio volume slider.

Saving Your Video

WeVideo continually saves your work, every minute. To name your video or to manually save, click on the Video Project Menu in the upper right corner of your screen - just left of the Settings wheel   . To change the name of your edit, retype the name you want it to be saved as before hitting "Save".