Before you start, you need the following:

- A premium WeVideo account. Create an account under the Bryn Mawr license, and if you have a free account, contact the Help Desk to receive the membership code to be added to Bryn Mawr's paid account.

Note: WeVideo's embeds text into the video, so captions cannot be toggled on and off during playback.

1. Login to your WeVideo account.
2. Start by creating a new WeVideo: Create a new video project video or choose an already pre-existing video.
3. Click the Text tab on the left, and then under Special choose the frame that reads: Sample subtitles for your video.
4. Drag and drop the Subtitle text box onto the top Video/Text track in your timeline at the timestamp that you want it to appear. Be default, there should be a track labeled Text when you create a new video. For already-existing projects, you can add another video/text track for your text, whose default name will be "Video 3". You can rename the track to Text, but this is optional. The tracks are intentionally layered so the subtitles must be placed in the top track to be visible in your video.
5. Double-click on the Subtitle frame in the track. Type your caption in the text box under Edit Clip on the left side of your screen. and select your font, font size, text position. Your selections will appear on the right side of the screen in the preview frame.
6. When you finish editing you caption, click the blue Done button on the upper right corner of your window.
7. Repeat the process for each video clip containing speech in your video project.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440 | Library and Help Desk hours
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