

# WeVideo: Video and podcast editing basics






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Use WeVideo's editor to **add video clips, images, audio clips, title screens and more** from WeVideo's royalty free media library, **upload your own media files**, layer images and sound, adjust when different elements are visible or heard, and create transitions between them.

**Before you start**, you will need access to the following:

- [a Bryn Mawr WeVideo account](#)
- [at least one WeVideo video or podcast project](#)

📖 See [WeVideo Academy video tutorials](#) for in-depth walkthroughs (Note: WeVideo is updating their interface, some interface elements may look differ from ours.)

1. Log into WeVideo.
2. Click **Projects**, then click a podcast or video project to open it in the editor.
3. Find media elements for your project in the library folders in the sidebar:
  - The **Videos, Images, Audio, Text, Transitions, Extras, and Backgrounds** folders contain royalty-free items from WeVideo. (**Note:** if you don't see them, you may have a free account; see [WeVideo: Create an account on Bryn Mawr's license.](#))
  - To add **your own media**, by click **My Media**, then:
    -  **Import** to upload media files.
    -  **Record** to capture a screencast or webcam video.
    -  **Narrate** to record audio voice-overs.
4. **Click-and-drag** these elements from the library folders onto a **Track** (Text 1, Video 1, Audio 1, etc.) in the timeline pane.
5. **Move the media thumbnails** in the tracks to fine-tune when in the podcast or video they appear or sound:
  - **Click-and-drag a media thumbnail** left and right along a track to move to a new place in the video or podcast.
  - **Select and drag the edges of a thumbnail** to increase or decrease **how long an element appears/sounds**. (**Note:** you can't make an audio or video clip longer that it's recorded length.)
  - **Tracks are layered top to bottom** as they appear in a video or podcast. For example, by default, the Text 1 track is above the Video 1 track, and text you add to it will show up on top of the images in the video track.
6. Use the **buttons above the timeline** to **edit media components and add effects**:
  - **+ Track:** Add more text, video, and audio tracks. (Click on a track name (such as **Video 1**) to rename it.)
  -  **Undo:** Cancel your last action
  -  **Redo:** Repeat your last action
  - **Split:** Divide media into two parts at the blue **Playhead** line.

- **Comment:** Add an editorial comment at the current **Playhead** point (comments don't appear in the actual video)
- **Audio & Opacity:** Adjust the volume and/or transparency of the selected media element
- **Filter:** Add visual effects to the selected media element
- **Edit:** Edit the selected media element
- **Delete:** Remove the selected media element.

7. **View changes in the preview window** by dragging the blue **Playhead** bar to a spot in the timeline and clicking **▶ Play**.

WeVideo saves your changes as you work. Click **Close** to exit your project when you're ready to take a break from editing.

(Use **Finish** if you want to ready to stop editing completely and export a copy to save or upload to a different site.)

## 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](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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