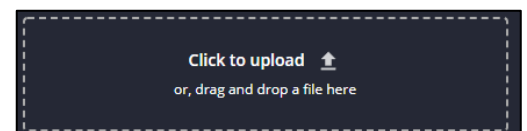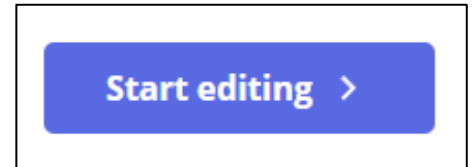# Creating a Kapwing Video

Kapwing is an online video editing website. It's free.

IMPORTANT: you **can't save your work** in progress, so you need to make sure that you complete the work and export it in one go

Creating the Video

1. Go to the **Kapwing** website
2. Click the **Start editing** button
3. Press **Click to Upload** to bring in your first piece of video

This opens up a **timeline view** – the bar at the bottom is the key part. There are lots of things you can do here.
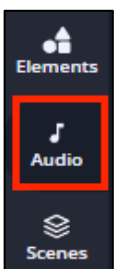
To play the video:

• Click the **Play** button on the **left** of the timeline
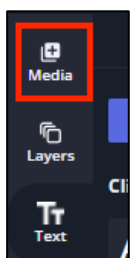
Adding Media to the Video

To add audio:

• Click **Audio** on the **left** > **Click to upload audio** > choose audio to upload
  The audio will be put straight into the **timeline at the bottom**. You can **drag** it around to the right spot in the video
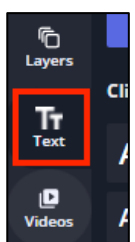 You can add multiple pieces of audio to the same video

To add still images:

• Click **Media** at the left (**top left** – images don't work the same way)
• **Click to upload** and choose the still image you want to add to the timeline
  You can drag the image around and fade it in or out

Adding text titles:

• Click **Text** on the **left**
• **Choose** the type of text to add from the list – this adds a text box
• **Change** the text, colour and font. The **Text Outline option** is really useful

Editing the Video

To remove audio already part of the video:

- **<u>Right click</u>** on the video timeline at the bottom > **detach audio** > this pops the audio out into a separate section of the timeline
- Click on the audio section of the timeline > **right click** > **delete**

Trimming, splitting and deleting video (or audio):

- You can **trim** a piece of video by **dragging it** from either end
- You can **split** the video by **clicking at the spot you want to cut it** and pressing the **Split button** near the Play button
- You can delete a video by right click > delete
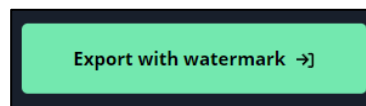 The same things work with audio and still images.

To fade audio:

- Click on the audio track in the timeline
- Click Effects at the <u>top right</u>
- Choose **Fade** – and then choose intro, outro or both

Export the Video

IMPORTANT: To use the video you'll need to export it.

1. Click **Export Video** at the **<u>top right</u>**
2. You will have to export it with a watermark, so **click the next box**

   The download might take a little while to render a preview

3. **IMPORTANT:** Click **Download file** on the **<u>right</u>** – the work doesn't download until you do this!
4. Make sure you **move** the video to your One Drive. It might be a good idea to **change the filename**