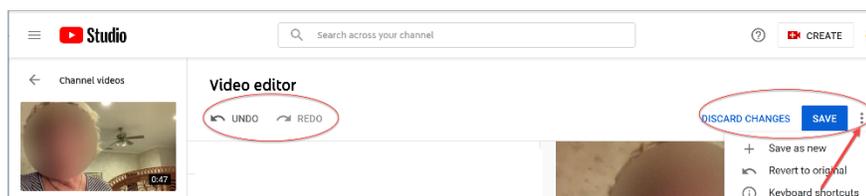Use the Tech-Talk Database frequently (www.tech-talk.com). Login in with your **organization**'s member username and password.

Terms / Techniques

1. *Trimming* is one of the most fundamental elements of editing. It usually refers to taking off either part of the beginning or ending of a video clip. (Sometimes this is referred to as trimming the top or tail.) However, trimming can also refer to cutting out sections.

2. *Audio Mixing* is the process of taking recorded tracks and blending them together. For example, you can Mix the voice track and background music. Edit the volume levels of each if you can so that you get the right balance.

3. *Tracks.* Because it is not possible to put two clips (items such as voice, images, music) in the same place on the same track. If you want to add music to your video, you place them on a separate track. To add a image *overlay* (so that you see the picture instead of what was recorded) it goes on a separate track.

YouTube Tips

4. *Time-Saving Tip*: Put everything you're going to need into a Folder on your Desktop. Move your videos and images that may be stored in iCloud or Google Drive to that folder, getting them off the internet. Also put your thumbnail image and your subtitle captioning script there**.**

5. In YouTube, **be sure you are in the correct *Channel*; then go to Y*ouTube Studio*.** That's where all the editing action takes place. All videos are found in *Content*. Click in the left panel to see your videos, audio, etc.

6. **Upload a Video**: Click on the video icon with a "+" in it. Fill out the Title, Description (you can edit these later easily). **Add the Subtitles / Captions at this point.**
   a. Click on *MORE OPTIONS*
   b. Pick a language (you have to do this for the Subtitle option to appear)
   c. Upload the Subtitle file

7. **IMPORTANT**: You have to *Publish* a video before you can *Edit* it, **so you may want to mark it as *Private* or *Unlisted*** in the left panel first to make changes. Change to Public when done.

8. **CAUTION: Every time you take an action in the video** to make a change, the video will immediately process before you can move forward. (You may think nothing is happening; just wait.)

9. **NOTE: To see the EDITOR** on the left, you have to be *editing* a video. Click on the pencil icon.

10. **Click on EDITOR** to get to the tracks so you can make modifications. Note all the places you can fix your mistakes: *Undo, Redo, Discard Changes, Save as New, Revert to Original.*
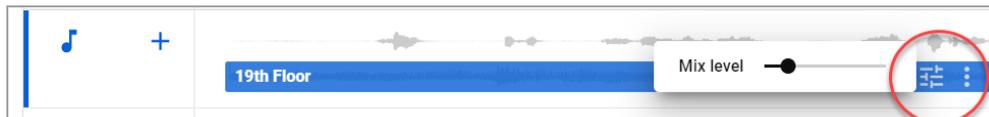
Editing Options

1. **Trim Tip**: Do ALL of your trimming (beginning, ending or splitting [taking out a section]) at once. Otherwise, the visuals and sound "appear" out of sync.
   a. **Click on Trim** to turn it on. It makes the front and back lines dark blue. Drag them in to delete that area.
   b. **To Split** … Put the moving marker at the front or back of the area you want to cut out. Click on Split. A dark blue line appears. Drag it over the section you want removed.
   c. **Preview** … what you want the result to be by 1) click on Preview, 2) click on the video to play, 3) click Preview to get out of it.
   d. **Save …**you have to be *out* of Preview for the SAVE button to be available to use.

Adding Music

1. **Click on the "+" with the music note.** (You'll think nothing happened. Look above, you'll find a list of available music titles.)
2. **Click on the Play button to the left of the title to hear it.** Click on ADD if you want that selection or listen to others. NOTE: You can scroll down for many more. Click on the Audio Library for the entire list.
3. **Move or shorten audio.** Drag to move. Trim either end to shorten.
4. **Mix the audio** by clicking on the icon for multiple tracks, then drag the circle to the *left*. That will trigger processing, so wait until it's done. (Far Left: all voice; Far Right: all music)

YouTube Work-Around

Instead of a *Table of Contents* (TOC) created by markers *within* the video, use the *Description* area to place the TOC labels, along with time stamps.

Other Resources

- **Windows 10 Photo Apps.** Free and easy. Available with all Windows 10 software. See both the Tech-Talk article and the webinar.

- **Creating Video on the Run.** Tech-Talk webinar.

- **Tech-Talk's webinar:** Creating Social Media Accounts (the *YouTube* Section). Shows you what to put in the description, titling so that uploading a new video will have most of that in place so you don't have to do it each time … and you can maximize the impact of your video.

- **Transcribe for Captions.** https://transcribe.wreally.com. **Cost** : $6 per hour of video. **Tip** : Trim off the front and back that you don't need a script for e.g. introductions and closings. Choose the *Subtitle* option format; leave the default settings for the .srt file.