

Potsdam Public Library

Digital Literacy Services

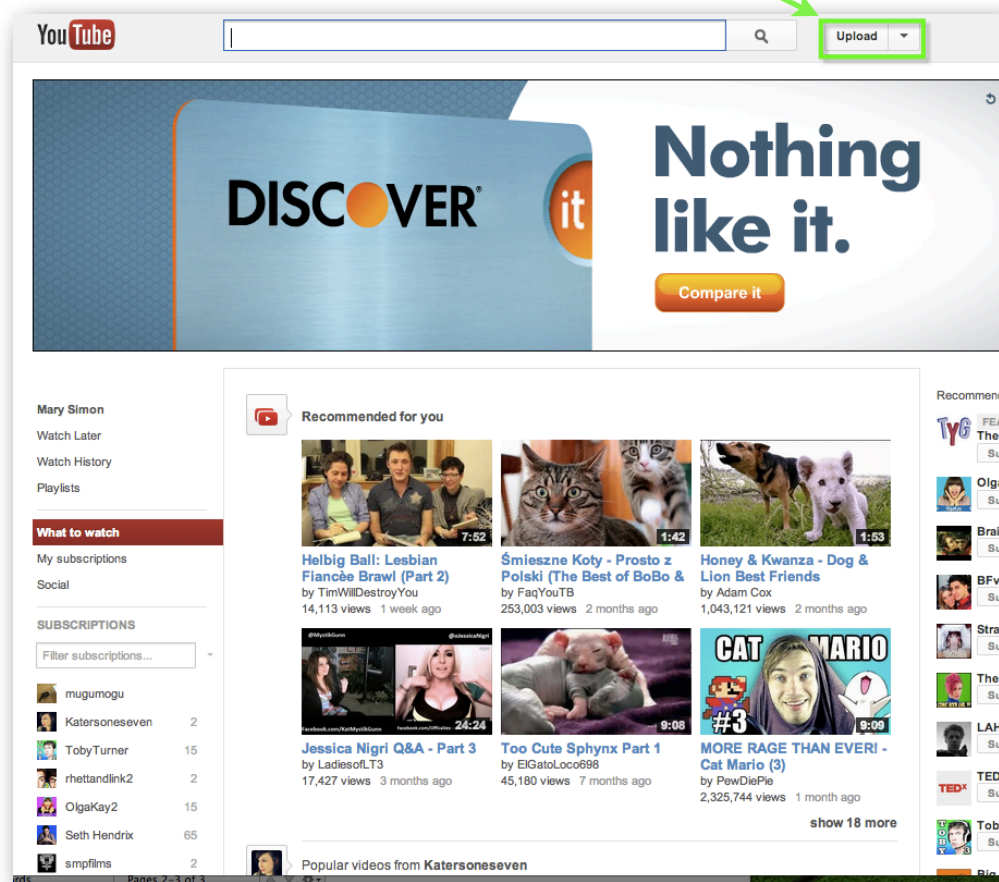
Basic YouTube

Video Editing

Video Editor

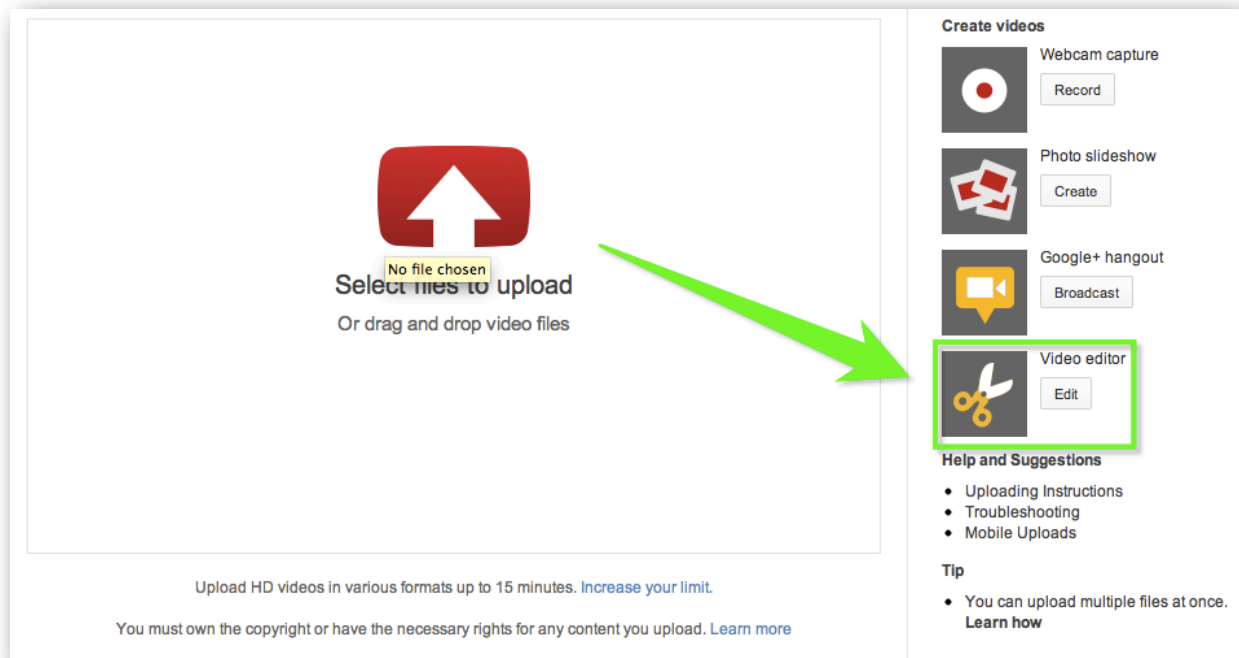
In this handout, we will go over how to **Trim** your video clips to custom lengths, how to **Add music** from a library of approved tracks, and add **Annotations** to your video.

1. To get to the video editor, **Sign in** to your YouTube account.
2. Click the **Upload** button at the top of the page.



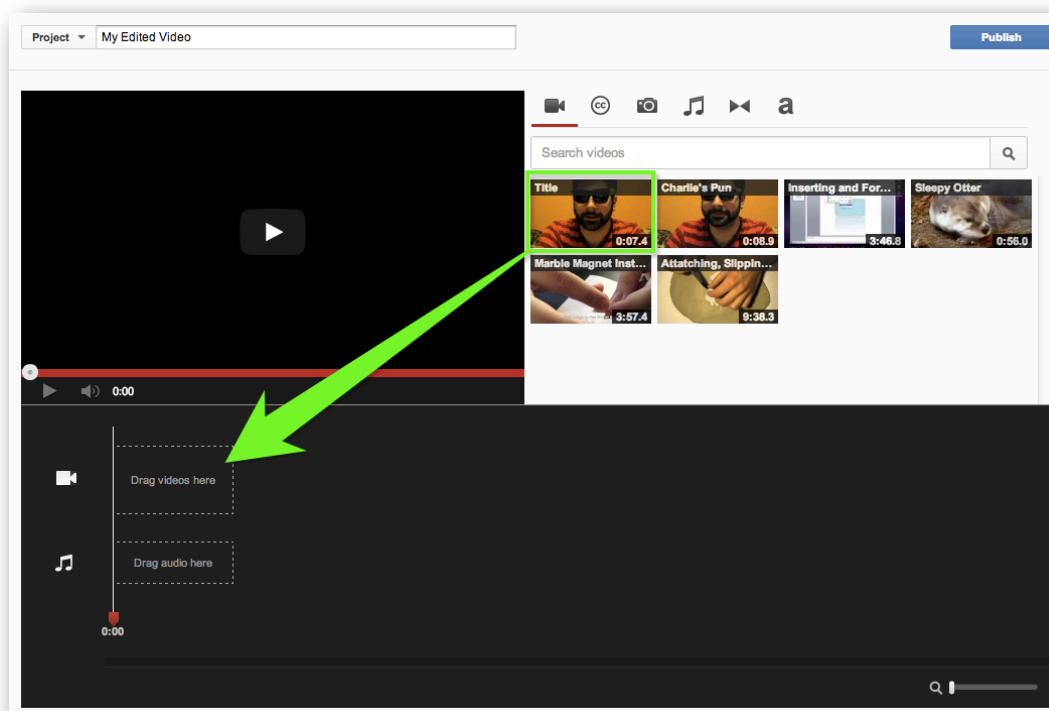
Upload Button on the YouTube Homepage

3. Click **Edit** on the right of the upload page, under **Video Editor**.



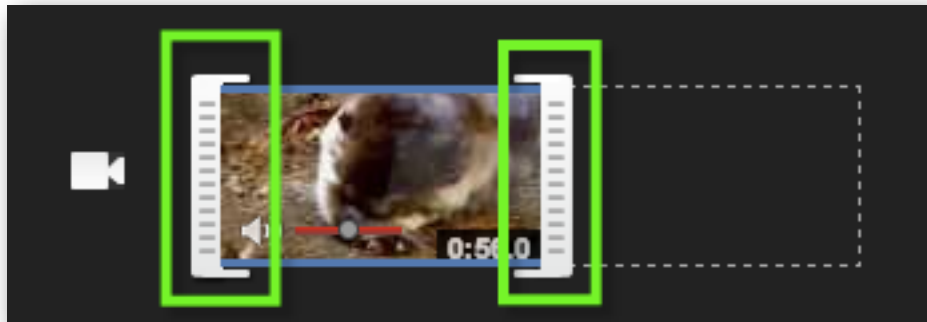
Video Editor Edit Button

4. Now you will see the Video Editing page. Select the video clip that you would like to work with by **clicking, dragging and dropping** the clip onto the box that says “**Drag videos here.**” This is also called the **Timeline**.



Trimming Clips

Now you are ready to work with your video. To **Trim**, or **cut** the length of your clip, move your cursor over the edges of the video. Drag the **handles** towards the center of the video to shorten.

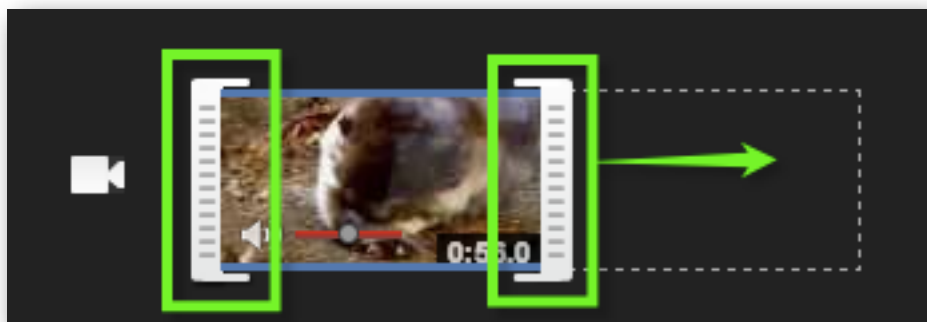


Trim Handles

Lengthening Clips

Drag the handles outward from the center of the video to lengthen.

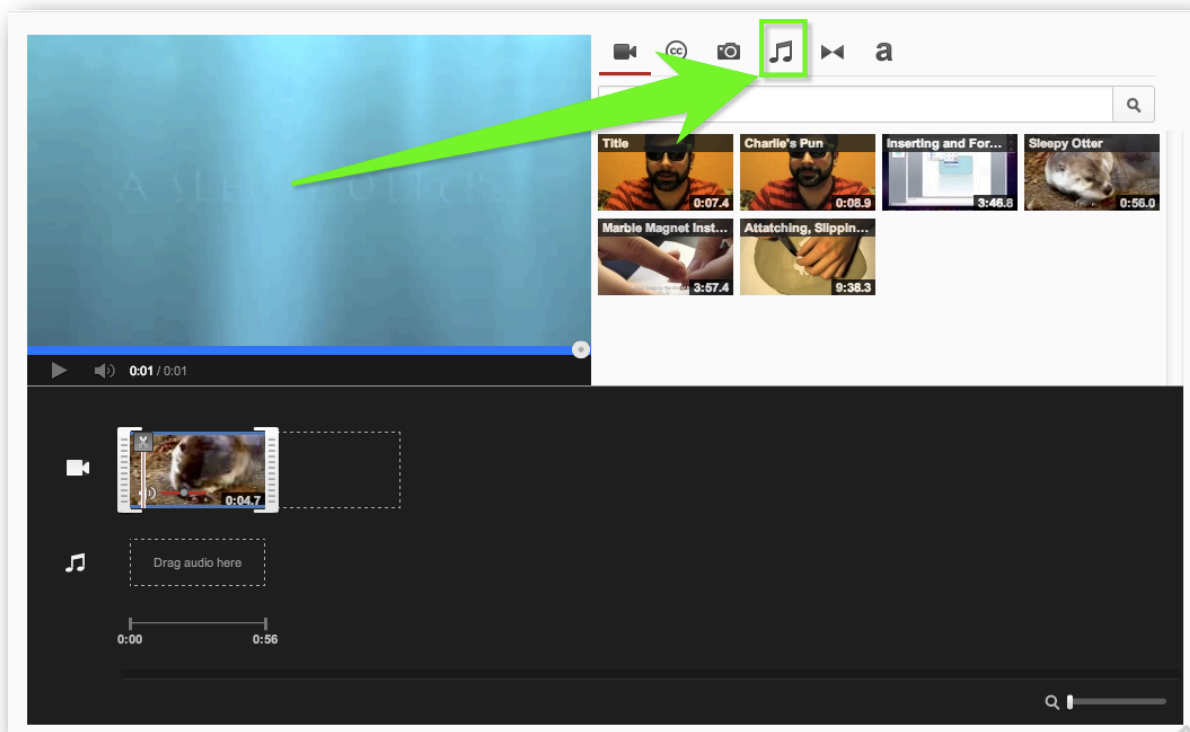
* You cannot lengthen past the video's original length.



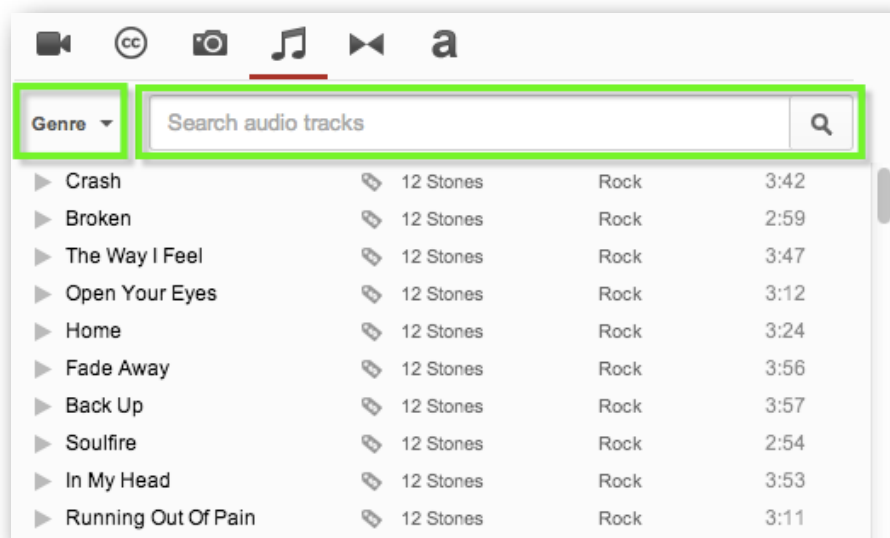
Lengthening Clip with Handles

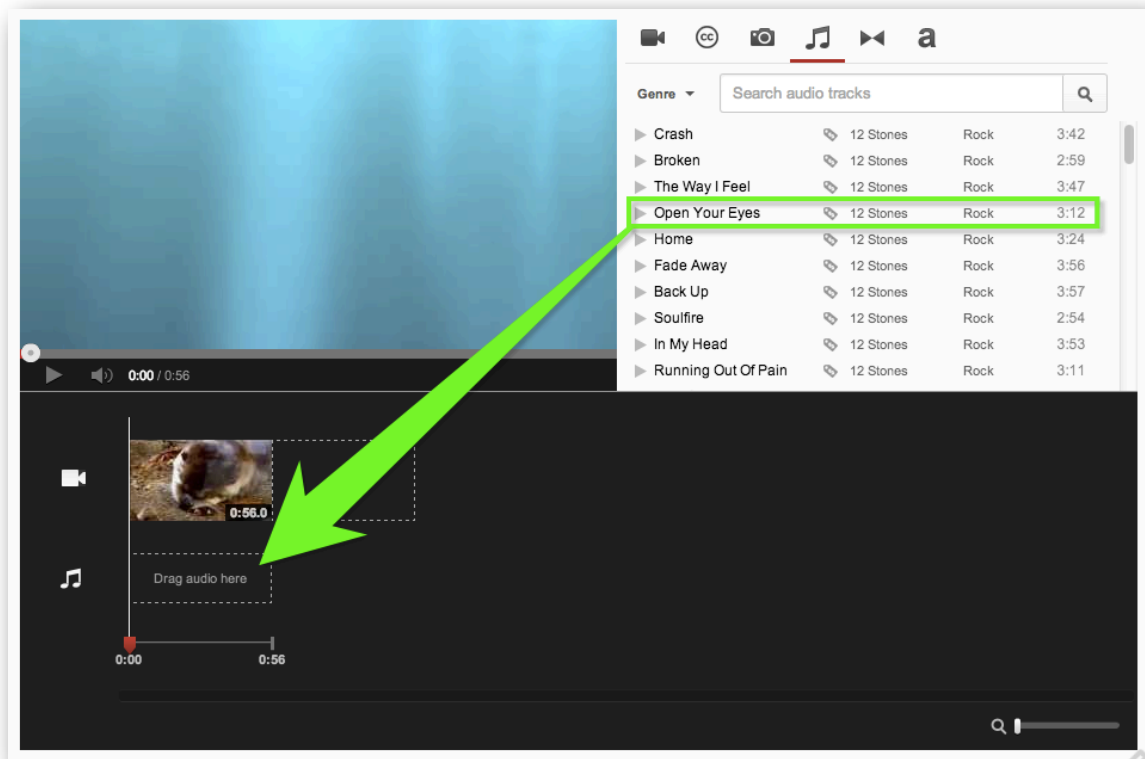
Adding Music

1. You can add a new audio track to your video. Click the **music note** button in the upper left of the editor to bring up YouTube's library of pre-approved songs.



2. Browse the tracks by searching or filtering by artist and genre. When you have found a song you like, drag it into the **timeline**. Multiple tracks can be added to a project by dragging the song into the **timeline**.

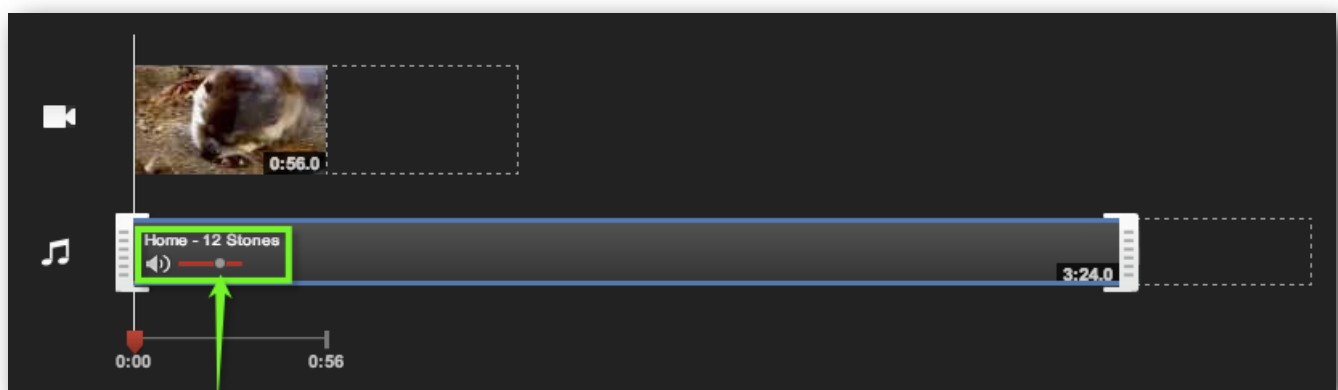




Dragging Music to Timeline

* Songs cannot overlap - they can only come one before or after each other.

3. The audio from an added track will overlap or replace your clips' audio by default. To **customize the volume** at which an audio track plays over your clips, adjust the volume slider to the far right of the name of the track to your preferred setting.



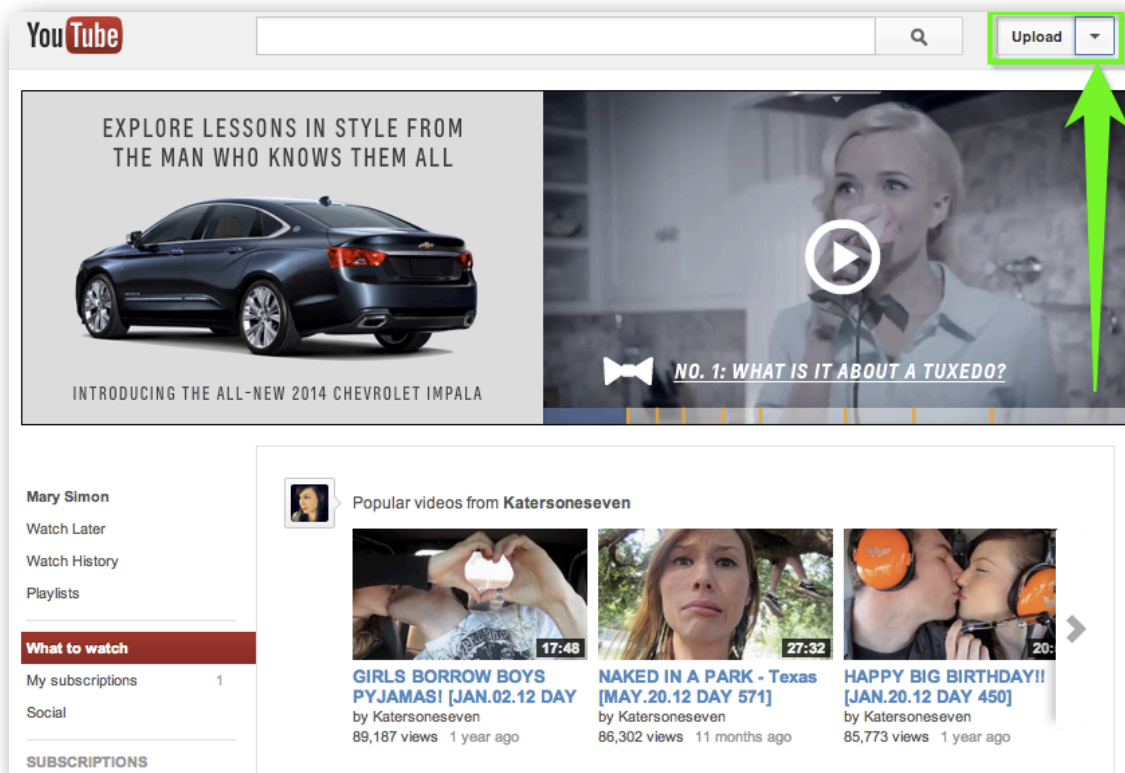
Adjusting Audio Volume

Adding Annotations

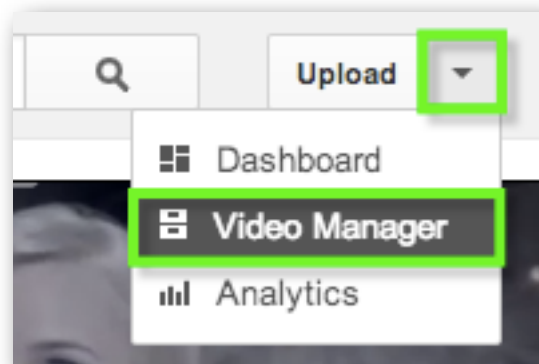
With annotations, you can layer text, links, and hotspots over your video. They help you enrich the video experience by adding information, interactivity and engagement.

In this handout, we will focus on adding **text** to your video.

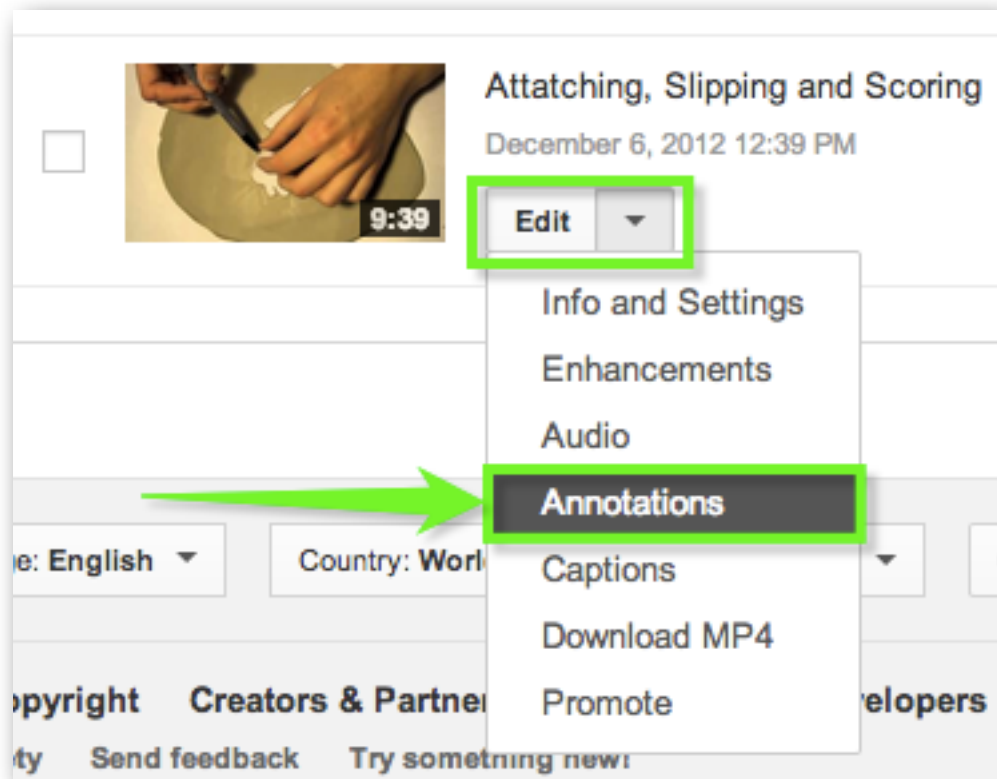
1. To access annotations and add them to your video, click the **arrow next to the Upload** button at that top of any YouTube page.



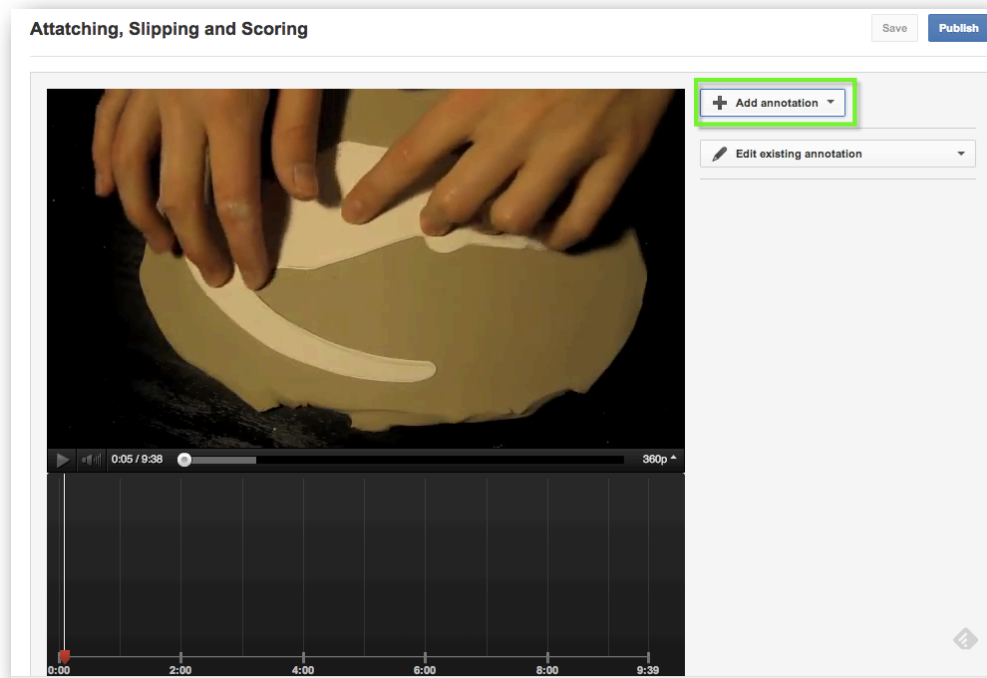
2. Select **Video Manager** from the drop down menu.



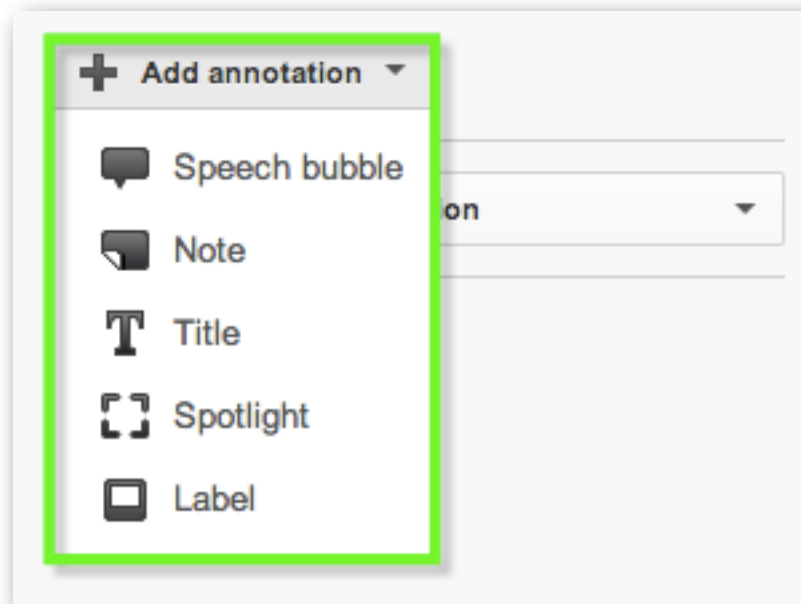
3. Next to the video you wish to edit, click the **down arrow** to the right of the **Edit** button and select **Annotations**.



4. Click the **Add Annotation** button on the right.



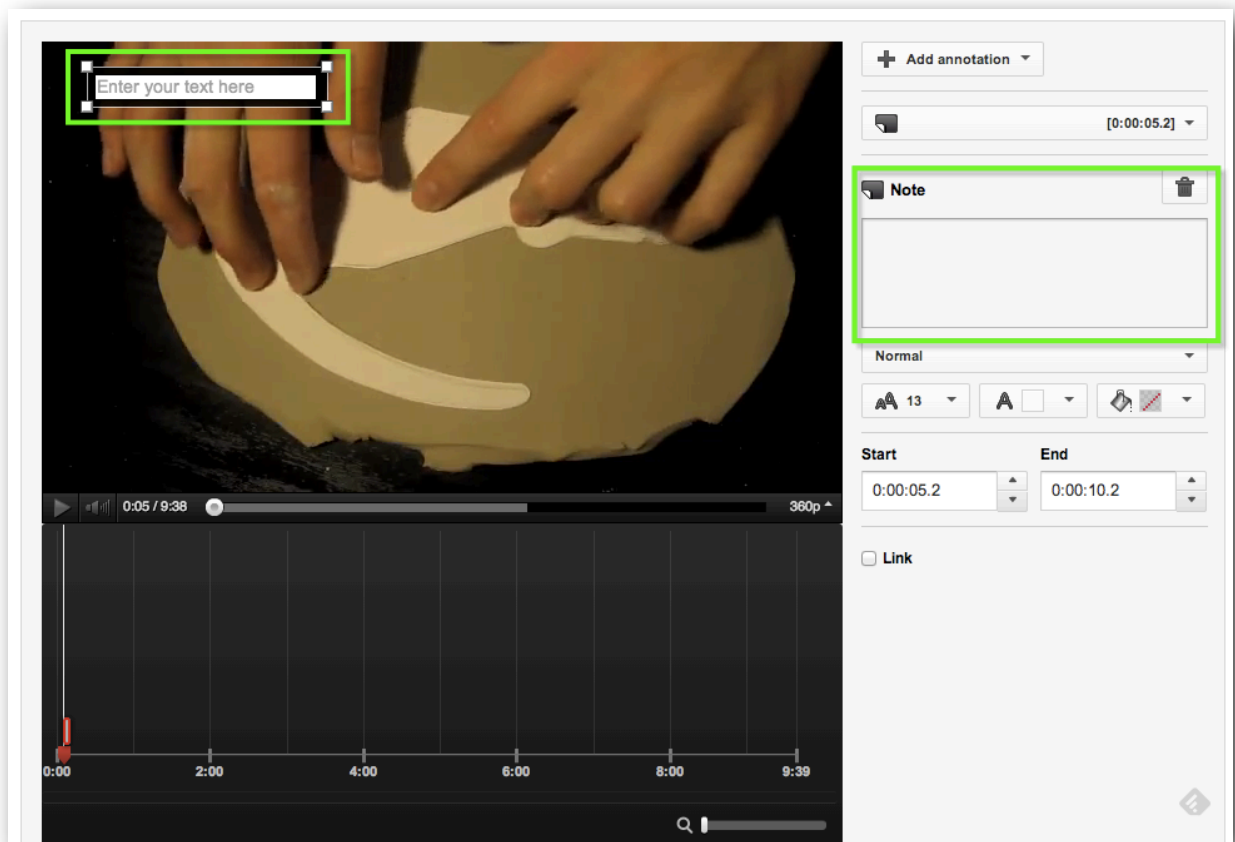
5. Select which **style** you would like for your annotation.



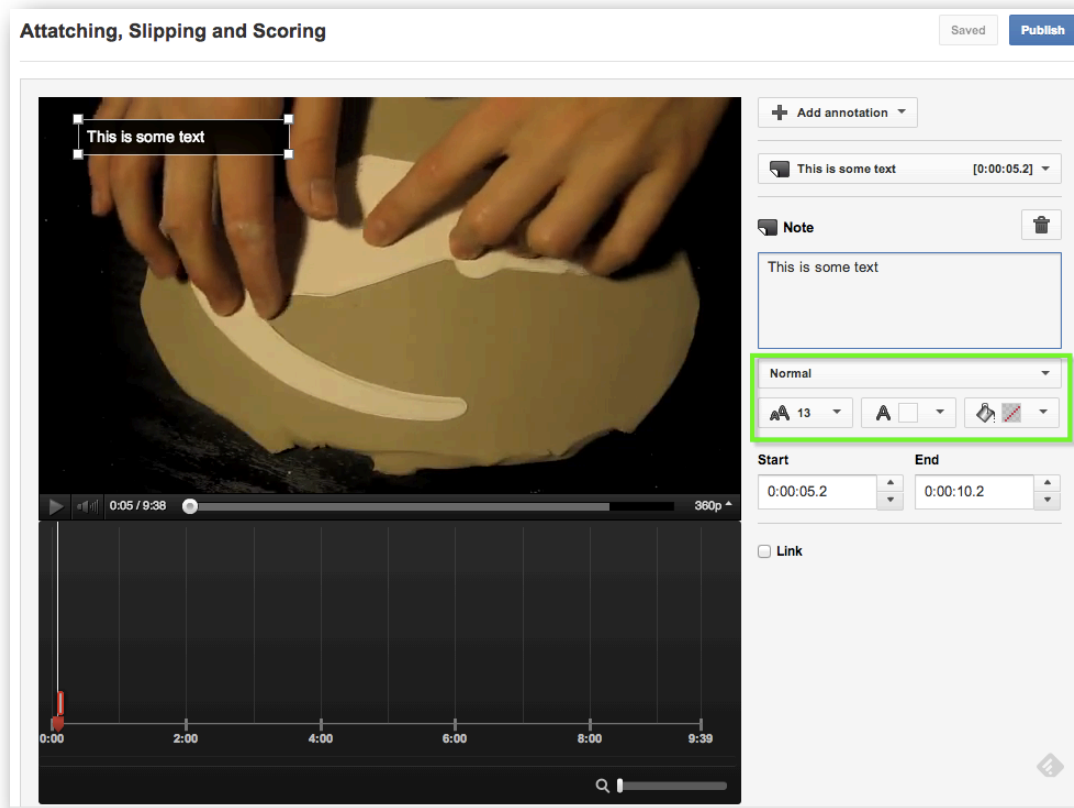
Different Styles:

- **Speech bubble:** for creating pop-up speech bubbles with text.
- **Spotlight:** for highlighting areas in a video; when the user moves the mouse over these areas the text you enter will appear.
- **Note:** for creating pop-up boxes containing text.
- **Title:** for creating a text overlay to title your video.
- **Label:** for creating a label to call out and name a specific part of your video.

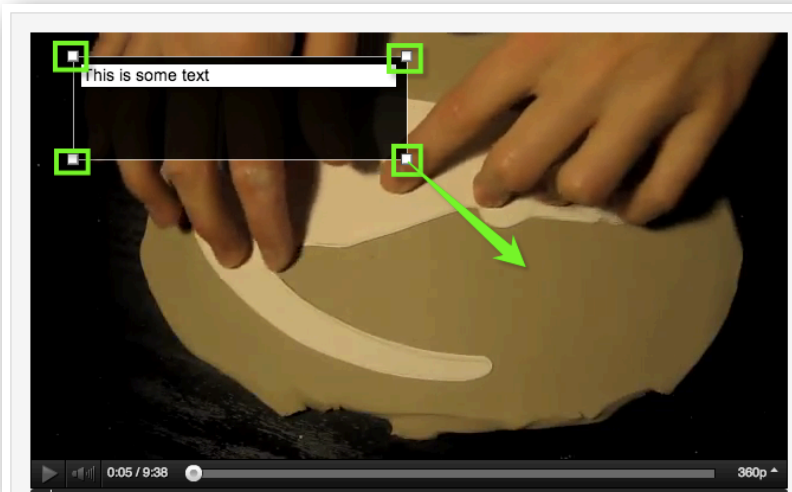
6. Once you select a style, a text box will show on your video that will say **enter your text here**. You can enter your text in this text box, or in the box under **note**.



7. Below the text box on the right (under **note**), you will see options for **font style**, **font size**, **font color**, and **color fill**. The **color fill** will change the color of the annotation box show on your video.



8. Position the annotation on the video by **dragging and dropping** it within the video player. Use the **small white squares** on the **corners** of the annotation to make them bigger or smaller.



9. Determine when you want the annotation to appear by using the **"Start" and "End" settings** on the right side. Or, you can **move** by clicking and dragging the annotations around on the **timeline** underneath the video.

