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**Connecta**

**LEARNING PACK 6 | EDITING**



**Contents**

1. What is video editing? 1
2. Editing software 1
3. Lightworks tutorial - Creating a new project 1-2

Interface and log tab 3

Importing media 3-5

The edit tab 5-6

The project contents bin 6

The timeline 6-7

Creating clips 7-8

Tracks 8-10

Undo/redo 11

Timeline clipping 11-12

Trimming 13-15

Duration 15-16

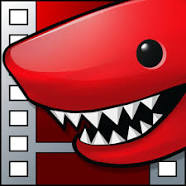
Cutting 16-18

1. Glossary 18-19
2. Self-assessment 19
3. References 19-20
4. **What is video editing?**

Video editing is the process of changing, altering and rearranging your video into a final structure that will be presented to an audience. The purpose of editing is to produce a finished film that flows and presents a coherent story that the audience can understand. The best place to start, is to rearrange the footage so it matches your screenplay and storyboard. Sometimes a film can change dramatically at this stage because viewing what you have recorded may be different to what you had in your mind. Video editing is achieved by using editing software.

**2. Editing software**

There are many free and accessible editing tools available to use such as iMovie on Mac and Windows Movie Maker on Windows. There are other free editing programmes available online such as: Filmora, Open Source and Lumen5. For the purposes of this project we have chosen to use **Lightworks** as it can be used on Mac, Windows and Linux and it is free and easy to use.



You can access Lightworks via this link <https://www.lwks.com/>. From here, you can download the programme and register for it. In the next section we have included a step by step guide to using certain features of Lightworks. Please note that this guide is accompanied by a video tutorial, which explains the process in more detail.

**3. Lightworks Tutorial**

Here we have compiled a short guide to import, rearrange and cut your video clips and images on the editing software Lightworks.

**Creating a new project**

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| Once you have downloaded the editing program via this link: <https://www.lwks.com/>. and have opened the programme, you will see this screen. |
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| Here you will find your project/s. As this is your first time using this software, all the squares will be empty.   * Click on ‘create project’ (you will be prompted to name your project) * Select the frame rate that your film was shot at (this should be 24 fps) |
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**Interface and Log tab**

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| **Interface**  The editing programme splits the project into four tabs; ‘log’, ‘edit’, ‘vfx’ and ‘audio’. Your screen will automatically show the ‘log’ tab.    **Log Tab**  The log tab features a project contents bin on the left half of the window. This is where you can import and store various media files, including video, audio, and still images. |
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**Importing media**

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| Before you can start editing, you need to import some media.   * Go to the menu that sits at the top of the log, then click ‘local Files’ (it will show you all the various media files you have stored on your computer) * You can also click on ‘Places’, just under the log menu. * Once you find a file you want to use in your video, double click on the file thumbnail.   Tip: we recommend that you store all files for your film into one folder to save searching through all of your documents. |
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| The file will appear in a viewing panel at the top right of the window, and the word ‘Imported’ will appear next to the thumbnail. This means your file has been imported into your log.  Repeat these steps until all files you need have been imported.  Tip: at this stage, you should only import video and image files, we’ll guide you through the special effects and audio in ‘Learning Pack 7 – Adding Sound and Music’. |
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| Once your files have been imported, you can click the ‘Edit’ tab to check that all files are listed in the project content bin. |
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**The edit tab**

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| **Edit tab**  The editing tab is where you can mix your video, image and audio files to create a finished video.  Familiarise yourself with the three main features of this window:   * The **project contents bin** in the top left, which contains all your imported files. * The **timeline media viewer** in the top right, where you can view all the media in the timeline. * The **timeline** at the bottom, which is where you can arrange all media files in a chronological sequence. |
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**The project contents bin**

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| **Project contents bin**  If you double click on one of the files in the project contents bin, a second window will appear in between the project contents bin and the timeline media viewer (top-middle) which we will refer to as the source media viewer. This is where you can view and edit your media from the project contents bin before you add them into the timeline. |
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**The timeline**

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| **The timeline**   * The **timeline** is your workspace. * To add a file from the **project contents bin** into the **timeline**, click on the file you want and drag it into the **timeline**. * If you click on the file you’ve added to the **timeline** it will appear in the **timeline media viewer** on the top-right. * If you click and hold the vertical red line you can move it back and forth. You will notice the file in the **timeline media viewer** will also move to where the red line is on the **timeline**. |
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| **Tracks**   * ‘V1’, ‘A1’, ‘A2’, ‘A3’ and ‘A4’ are called **tracks**. The ‘V’ stands for video and the ‘A’ stands for audio. * The numbers that follow either ‘V’ or ‘A’ correspond to the number of **tracks** there are for video or audio. * By default, video has one **track** and audio has four **tracks**, but we will show you how to add more on this later. |

**Creating clips**

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| **Creating clips**  As an example, I have long a clip of beauty products being displayed in an exhibition on my **project contents bin**. Let’s say I wanted to use only 15 seconds of this clip in the **timeline:**   * By viewing the clip in the **source** **media** **viewer**, I can place the red cursor to the position where I want the 15 second clip to begin and press ‘i’ on my keyboard (or this  symbol just below the **source** **media** **viewer**), this marks the ‘in’ point (where the clip begins). * I play the clip from this point for 15 seconds, after 15 seconds I stop the clip and then press ‘o’ on my keyboard (or this symbol just below the **source** **media** **viewer)**, this marks the ‘out’ point (where the clip ends). * To add this short clip into the timeline, I click on this  symbol, just below the **source** **media** **viewer** and the clip will be inserted into the **timeline**. |

**Tracks**

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| **Tracks**  Most cameras that record video, including smartphones and tablets record audio as well. So, when you drag video media into the timeline, it will come embedded with audio. The video will be on the ‘V1’ track and the audio will be under the ‘A1’ and ‘A2’ tracks.  Tip: If you prefer to give your tracks different names, hover over the name of the track you wish to change and right click, then choose ‘rename’ from the menu. |
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| You can add additional tracks to the timeline if you want to create space for more clips:   * Right click where the tracks are named and select ‘sequence commands’ from the menu, then select ‘tracks’ and select ‘add video’ or ‘add audio’. |
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| Tip: Lightworks also allows you to lock **tracks**. This is particularly useful if you 1) want to unlink video from the audio, or 2) don’t want to accidently move a clip out of place. To do this, just click on the name of the track. For example, if you want to lock track ‘V1’, click on ‘V1’ and the track will visually grey out. |
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| Now that the video on the ‘V1’ track is locked, you can move its audio around to a different spot by dragging it or delete the audio by right clicking on it and selecting ‘delete’. This is useful if you want different sounds to go with a particular video or if you want the audio of a clip to be played elsewhere on the **timeline**. |

**Undo/redo**

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| **Undo/redo**  If you accidently delete or remove something, hold down the command button (⌘) on your keyboard and press Z (if using a Mac) or hold control (Ctrl) and press Z (if using Windows).  Alternatively, at the bottom of the **timeline media viewer**, on the far right there will be two symbols. Click  to **undo** and  to **redo**. **Undo**, undoes an action by one move and **redo**, redoes an action by one move.  IMPORTANT: when moving clips in the timeline, if you drag one clip over another, it will delete information from the clip underneath.  For example, perhaps you want to add some sound to a video clip, but you accidentally dragged it onto the video clip itself rather than to the clip above. When you drag the audio clip back again, you’ll see that a chunk of the bottom video clip is now missing. Don’t worry, just press Command > Z (or Control > Z) to restore the data. |

**Timeline clipping**

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| **Timeline** c**lipping**  So, you have created a clip using the **source** **media** **viewer**? Well, there is another way to cut sections out of video and audio clips in the **timeline**.   * First, move the vertical red line in the **timeline** across a clip until it reaches the beginning of the section you want to cut. You can do this by clicking play on the **timeline** **media** **viewer**, or by simply dragging the red vertical line on the **timeline**. * Once you have the vertical red line at the beginning point, click the Blue ‘in’ control  at the bottom of the **timeline** **media** **viewer** to mark that point, just like you did in the **source** **media** **viewer** earlier. * Now click play again or drag the red vertical line to the end point of the section and click the blue ‘out’ control  to mark that point. |
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| * If you’d like to delete the section you just selected, you can click on the ‘remove’ tool in the **timeline** **media** **viewer** controls . * When you click ‘remove’, it will delete that section and leave a gap in your clip down in the Timeline. |
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| If you do not want a gap, and prefer to have the remaining segments of the clip joined together, simply click the ‘delete’ control in the **timeline** **media** **viewer** controls . |

**Trimming**

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| **Trimming**   * If you move your mouse cursor over the edges of a clip in the **timeline**, white brackets will appear. Depending on where you move the cursor, you may see the brackets appear inside the clip or outside. * To trim a clip, you need to use the inside brackets. |
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| * Click on the white brackets and they should turn yellow. |
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| * The yellow brackets allow you to trim information away from either end of a clip. * Once you have trimmed the clip, click outside the clip and the yellow brackets will turn white or disappear. |

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| Tip: There is another way to make the yellow trimming brackets appear.   * Move your mouse cursor to the edges of a clip until you see the white brackets. Then, right click and choose “Trim In” from the menu. |
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| * Now you’ll see the brackets turn yellow. Trim accordingly, then click outside of the clip for the brackets to turn white again. |

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| Trimmed sections of the clip do not completely disappear, they are just hidden. If you would like to view what you have trimmed:   * Hover and click to make the yellow brackets appear at the beginning of a clip, then hover and click to make the trimmer appear at the end (both ends will be highlighted with yellow brackets). |
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| * Drag the clip left and right to view the trimmed parts. * As you drag the clip left and right, you’ll see the action moving back and forth in the **timeline** **media** **viewer**.   Tip: putting the yellow brackets at both ends of a clip is a simple way to select the precise section of a clip that you need. |

**Duration**

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| **Duration**  Perhaps you have a video clip that you would love to use, but it is too long. Maybe it is a 30 second opening sequence but you only have room for 15 seconds.   * To speed up or slow down a clip, simply right-click on that clip in the timeline, then choose ‘speed’ from the menu. |
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| * Once the adjustment panel opens, you can adjust the percentage to alter the playing speed of the clip. |
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| Tip: if you go above 100%, that makes the clip play faster, and below 100% slows it down.   * Once you adjust the speed, you can click play on the **timeline** **media** **viewer** and see how it looks.   This concludes the step-by-step guide for importing, rearranging and cutting your video clips and images on the editing software **Lightworks**. Don’t forget to watch the video tutorial, which explains the process live and in more detail. |

**4. Cutting**

Cutting is the name given when a video clip changes from one clip to another clip. The term refers to the time when actual film rolls were cut, rearranged and then put back together. It is said among video editors that the best cuts are the ones that are ‘invisible’, in other words, cuts that the audience doesn’t notice. To perform ‘invisible’ cuts, there are several things you can do:

1. **Cut to match action**

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| Cutting to match the action means changing a shot when a character is moving. In this example above, the shot on the left, which is a **long shot** transitions into a **medium long shot**. Notice how the man motions to hand the woman a piece of paper on the left and the shot on the right continues the same action. If done correctly, the audience wouldn’t notice the shot change from a long to a medium long shot. | |

2. **Shot reverse shot**

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| The **shot reverse shot** is used when people are having a conversation (this can be more than two people). Switching shots between people speaking isn’t noticeable because the camera and the audience is following the sound. However, switching to whoever is speaking can become too predictable and boring, occasionally it’s good practice to switch to characters after they have started speaking so the camera follows the speaker and not the other way around. | |

**3. Cut to match camera movement**

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| In this particular shot, the camera tilts upwards as the bone in the image on the left is thrown into the air. As it falls, the camera follows it downwards. As the bone continues to fall, the film cuts to a spaceship in space. The movement of the camera and the similar shape of the objects allow for a smooth cut. | |

**4. Cut to match visuals**

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| Both of the shots above feature an adult hugging a child in matching compositions. Also notice how the colours are similar, with the warm yellows of the incandescent bulbs in the lampshades on the picture on the left and the car headlights in the picture on the right. As the two shots are similar, the cut is less noticeable. | |

**4. Glossary**

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| **English** | **Español** | **Français** | **Deutsch** |
| Video editing | Montaje / Edición | Le montage vidéo | die Videobearbeitung |
| Editing software | Programa de edición | Logiciel de montage | die Videobearbeitungssoftware |
| Camera movement | Movimiento de cámara | Mouvement de camera | die Kamerabewegung |
| To change | Cambiar | Changer | ändern/ tauschen |
| To alter | Alterar | Modifier | ändern |
| To rearrange | Reorganizar | Réarranger | neu anordnen |
| To edit | Editar / Montar | Faire le montage | bearbeiten |
| Timeline | Cronología | Timeline | die Zeitleiste |
| Audio | Audio | Audio | der Ton |
| Track | Pista | Piste | die Spur |
| Trim | Recorte / Recortar | Découper | das Kürzen/Zuschneiden |
| Cut | Corte / Cortar | Couper | der Schnitt |
| Clip | Clip | Clip | der Clip |
| Footage | Metraje | Séquence | Filmmaterial |
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**5. Self-assessment**

After editing your film, tick the column that best represents how you feel about the following statements:

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| --- | --- | --- | --- |
|  | **Not at all confident** | **Nearly there** | **Very confident** |
| 1 I understand what the term video editing means and when it occurs in the filmmaking process. |  |  |  |
| 2 I understand why a video must be edited to create a film. |  |  |  |
| 3 I know what video editing software is for and which one to use. |  |  |  |
| 4 I understand how to import, rearrange and cut video files with the video editing software Lightworks. |  |  |  |
| 5 I am aware of how to achieve ‘invisible cuts’. |  |  |  |

**6. References**

* Keet, J. (2018). *How to Use Lightworks 14 for Beginner Video Editors*. [online] TEACHER'S TECH. Available at: http://teachers.tech/ [Accessed 16 Feb. 2019].
* Lightworks. (2018). EditShare LLC.
* *North by Northwest*. (1959). [film] Directed by A. Hitchcock. Hollywood: Metro-Goldwyn-Mayer.
* *Stranger Things*. (2016). [DVD] Created by M. Duffer and R. Duffer. Hollywood: Netflix.
* *2001: A Space Odyssey*. (1968). [film] Directed by S. Kubrick. Hollywood: Metro-Goldwyn-Mayer.