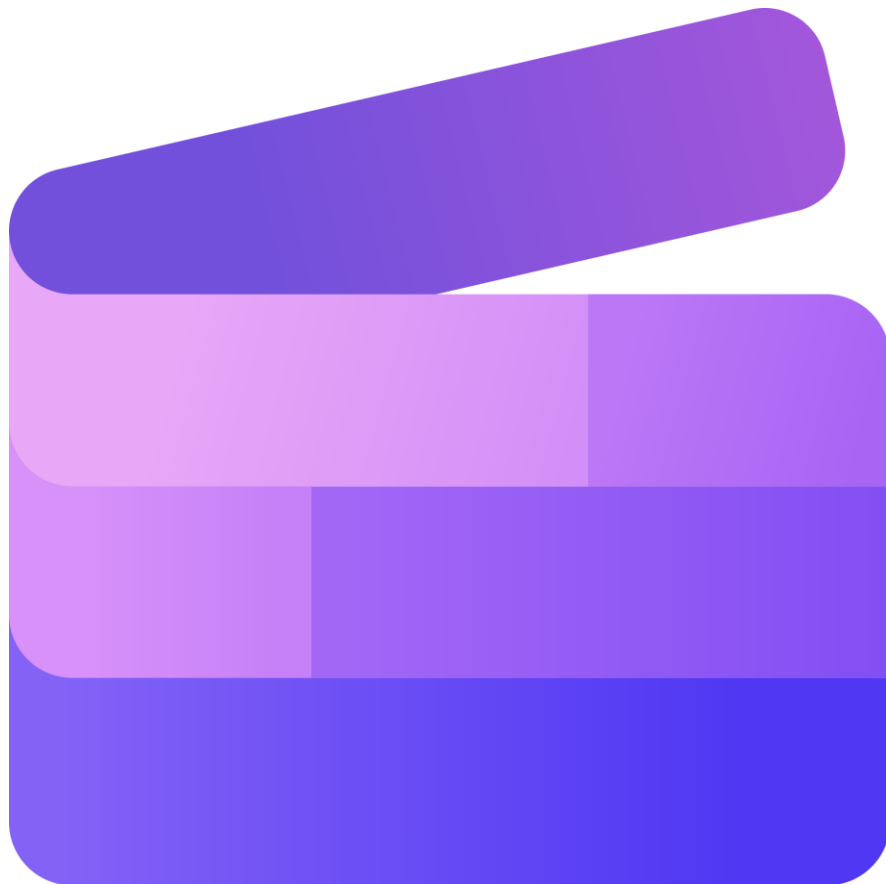# Clipchamp
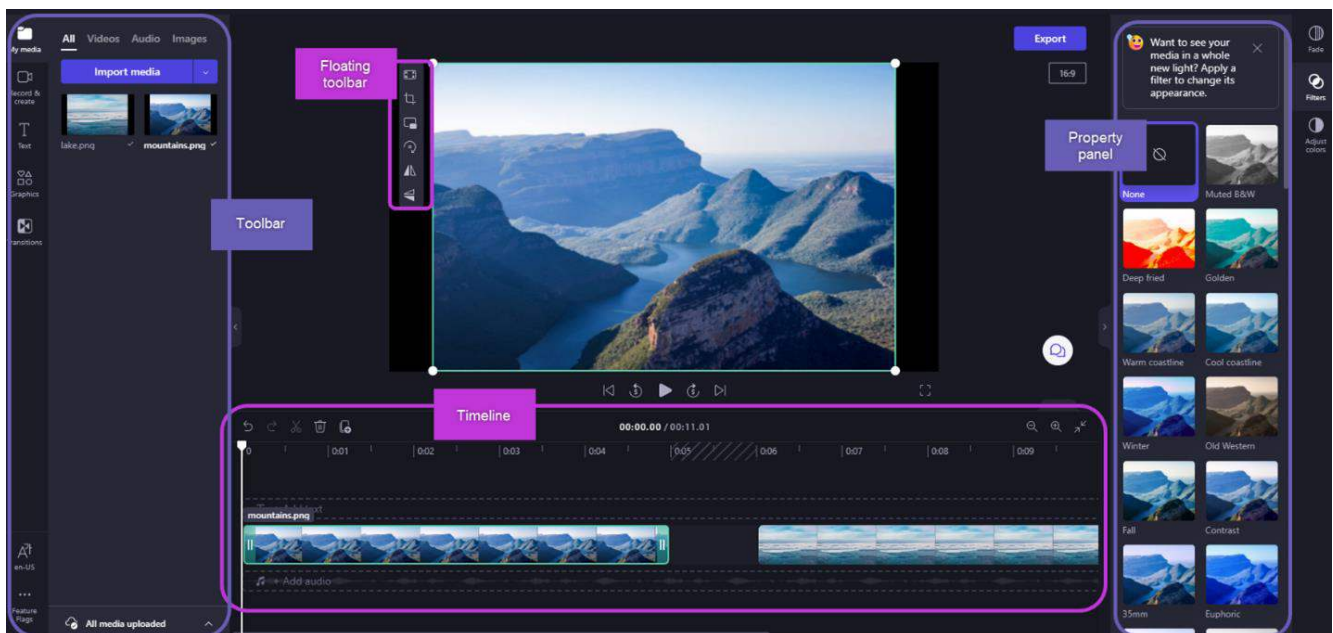
Edit Like a Pro with Microsoft's Newest Video Editing Software

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Clipchamp's Interface

Accessing Clipchamp

There are a variety of ways to access Clipchamp:

- Edge -> App Launcher -> All Apps ->Clipchamp icon -> Create a new video
- https://www.microsoft365.com/launch/clipchamp ->Create a new video
- OneDrive for the web -> *New (blue button)* -> *Clipchamp video (from the list).*

Make sure you're logged in with your Microsoft account.

Add videos to the media library

Before you can start editing your videos, you'll need to add the video files to your media library.

Available options are to

- drag and drop media files from your device,
- select Import media, or
- select the arrow button to import media from your OneDrive.

You can also select **Record & create** to create a recorded screen share for instructional purposes.

You can add video files, images, and audio files. The process is the same for each type of asset.

Add videos to the timeline

To edit your video, drag and drop media onto the timeline at the bottom of the editor. You can also select the + (plus symbol) to add media directly to the timeline.
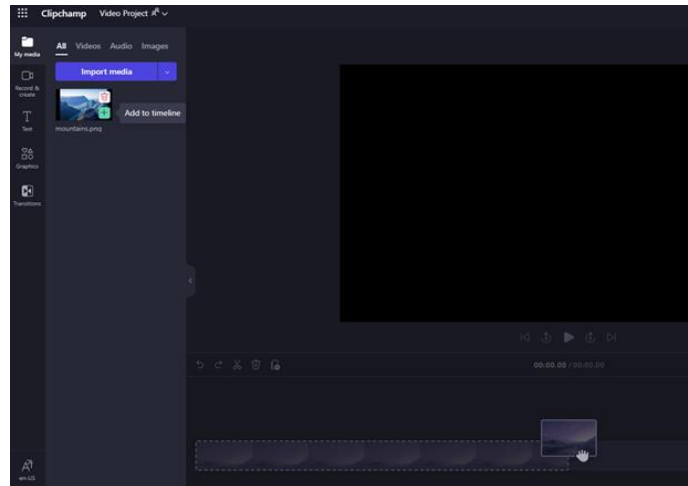
Media can also be added from the Content library. This contains **Audio** as well as **Visuals.** Anything contained here is copyright free media and can be used without penalty.
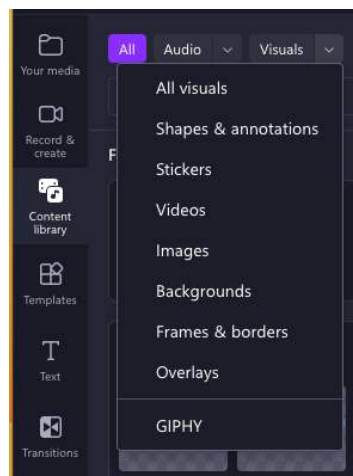
Once added, your timeline should look like this.

If you want to add multiple assets to it, simply repeat the above step. Drag and drop media assets like video, images, audio, and graphics onto the timeline. Media will be added wherever the scrubber (white marker) is located.
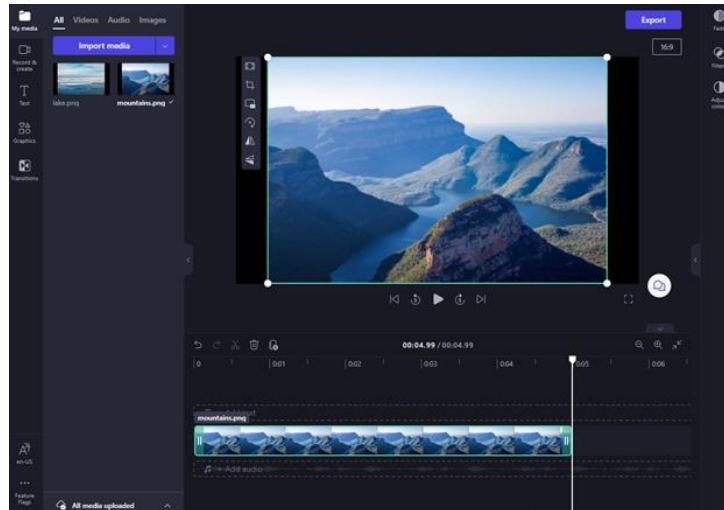
Edit in Clipchamp

Once the clip is on the timeline, there are several editing options that can be done.

- To trim an asset, select it (so it's highlighted), then select and drag the green bars back and forth. This is the same process if you wanted to extend an image or any other asset added.
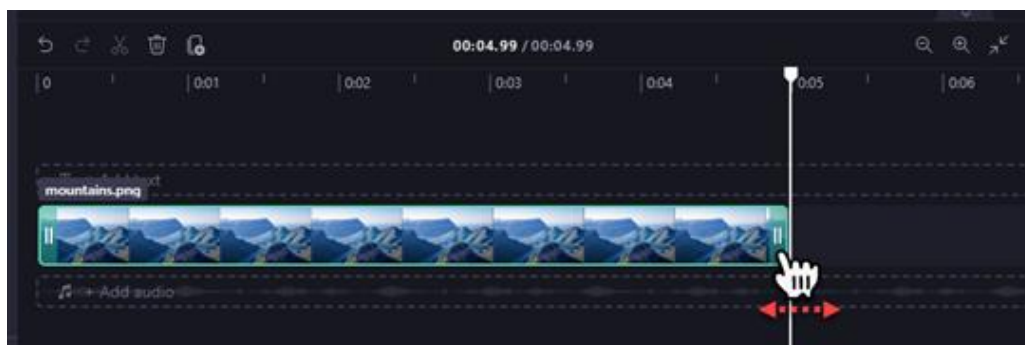
- To split an asset in two, select the clip, then move the scrubber (the white vertical line with the circle on top) so it's positioned where you want to cut the clip, then select the scissor icon in the group of icons.
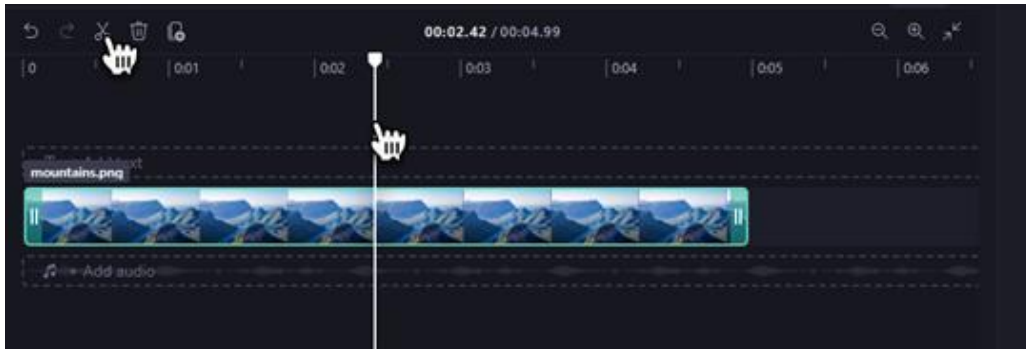
- To delete media from the timeline of your project, select the asset and then select the trash icon (or press the delete key on your keyboard).

- To zoom in and out of the timeline, use the buttons in the top right-hand corner: (+ to zoom in and – to zoom out). Alternatively, use the fit to screen button (–> <–) to fit everything that's on the timeline to the visible area.
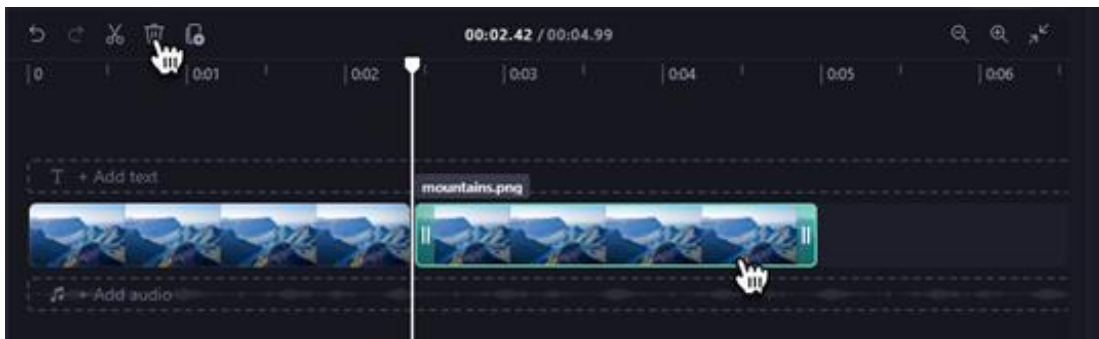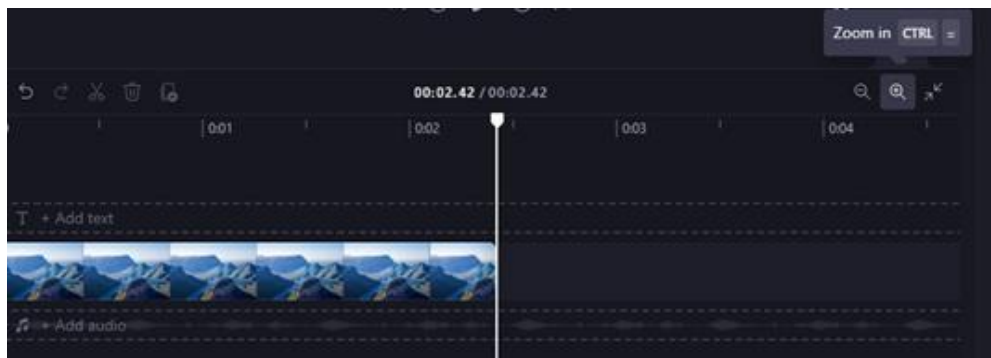

- To fill, crop, create a picture in a picture, rotate, flip horizontal or flip vertical, select the clip (so it's highlighted) and select from the options in the floating toolbar. Use the '…' for more options.
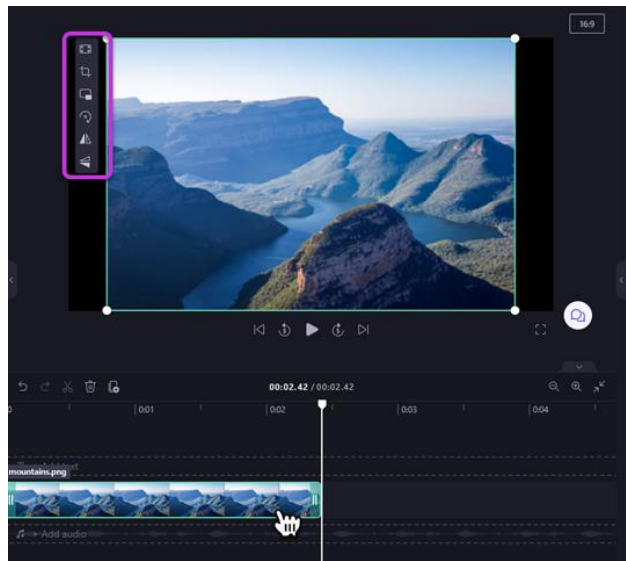
- To [resize, reposition or tilt a clip](#), click on it on the timeline to highlight it then use the handles around the clip in the preview window to complete the process (just like you would do when editing a picture). This can be done with any visuals added to the timeline.

Add/Edit Audio

- To [change the audio level](#) of your music/audio file, select your file, then select **Audio** on the right property panel. Drag the volume slider to the left to turn down the volume, and to the right to make the volume louder.
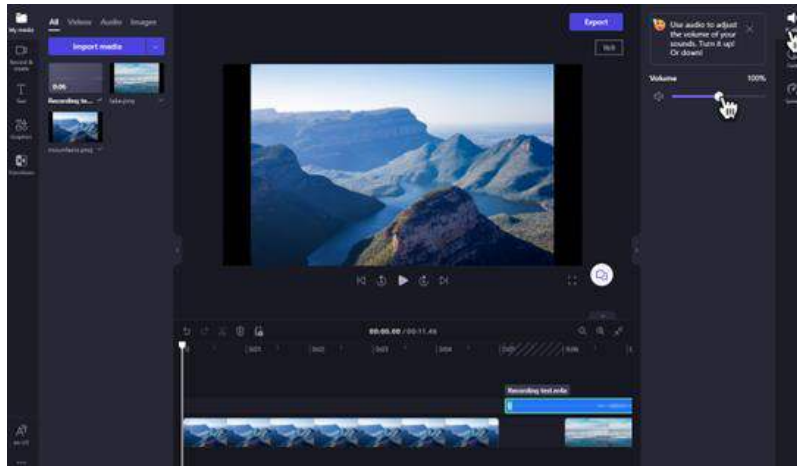
- To detach the audio from a clip so it can be moved independently, right click on the clip -> **Audio -> Detach**. This will now load the audio onto its own track.
- To mute, repeat this process -> **Audio -> Mute**
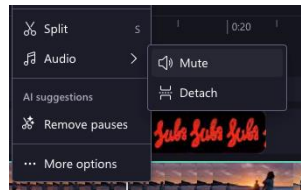
Add Titles

To add a title (text) to your video, select Text from the left toolbar. Drag and drop the text field onto the timeline above your video asset or select the + button to add it. This will automatically add it to the "text" timeline on top of your video. If you do not want it this way, insert a black background where the text will be.
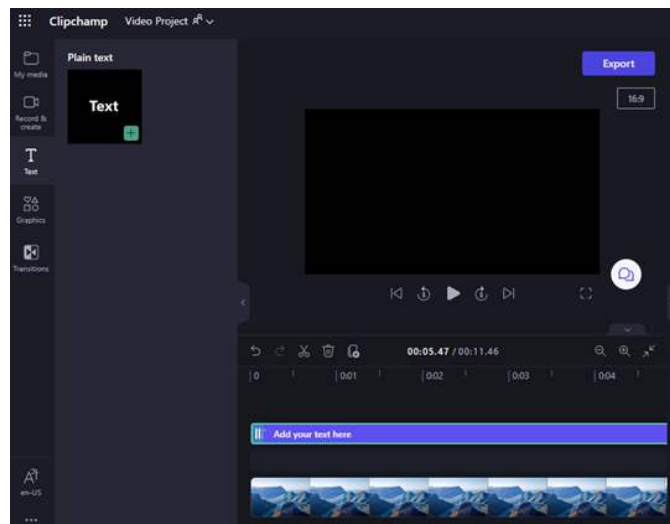
- To edit it, highlight the clip by clicking on it, the click on the "Text" item on the right property panel. This will allow you to change size, font, colour and position.

Add Background and other composites (stickers, overlays, etc)

- To add backgrounds, select **Content Library -> Visuals -> Backgrounds** on the left toolbar. Drag and drop a background onto the timeline.
- This is the same process for any of the composited assets such as stickers, overlays and Shapes & annotations.
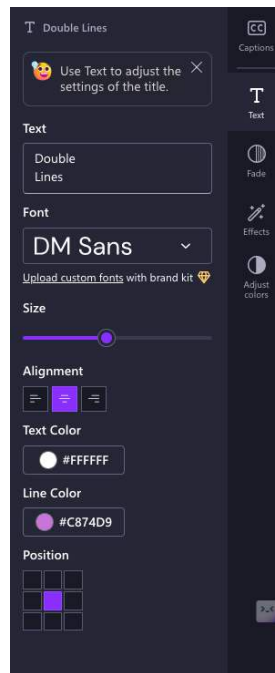- Copyright free Videos and Images are located here as well. Use the search feature to narrow down and filter your search.

Add Filters and Effects

Add filters to your videos or images in a Clipchamp project to change color and contrast, make them black and white, or add blur. You can also add effects like Slow Zoom (similar to a Ken Burns effect), Glitch, Smoke, Filmic Noise, VHS crackle, Blur Fill, or Green Screen.
- Select a clip on the timeline of your editing project, then select the **Filters** or **Effects** tab on the right property pane.
- Drag and drop the desired filter or Effect onto the selected clip. Use the sliders to change the property of the effect or filter.
- To remove it, just select the "None" option.
NOTE: Only ONE filter can be applied but multiple effects can be.
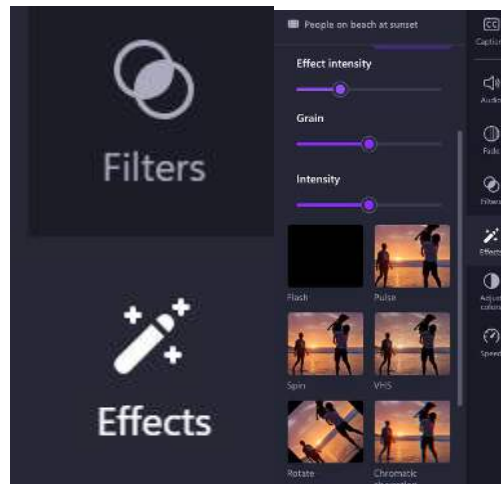
Work with tracks (layers on the timeline)

The timeline can contain multiple **tracks**. For example, video clips will appear in a separate track from audio clips in the timeline. Titles will also appear in their own track. This is so you can layer things like music and titles over your videos.
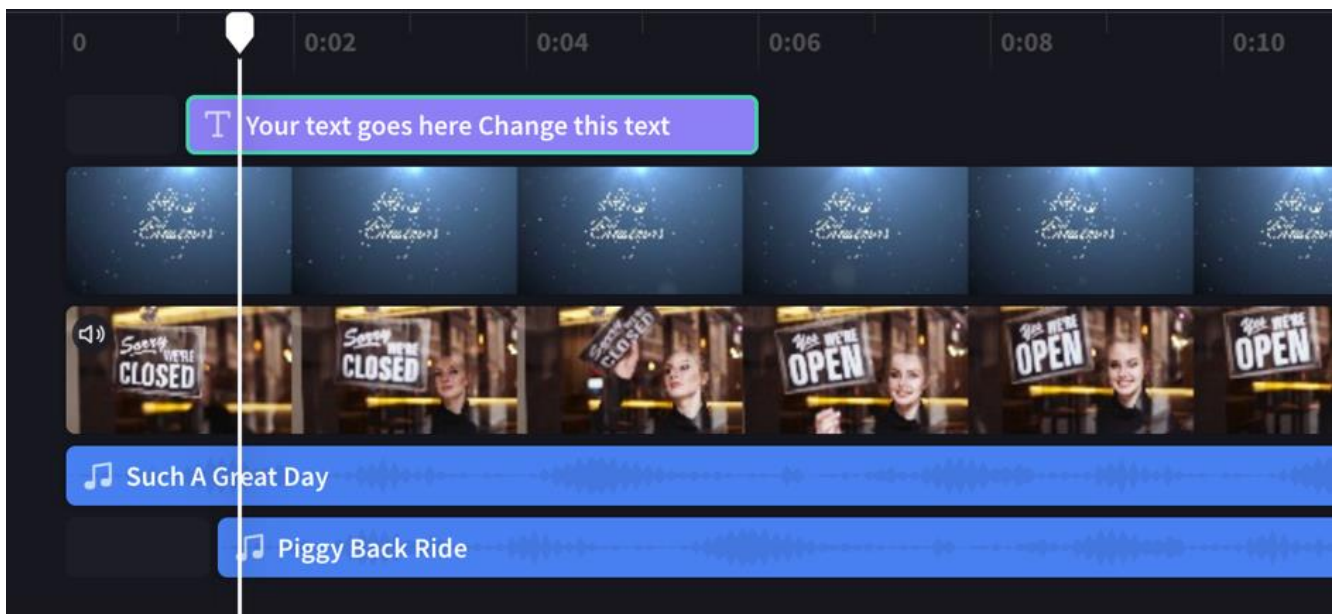
You can have multiple **videos, titles, or audio tracks**. Simply drag a clip up or down to drop it into a new track or to add it to an existing one.

If you have **several visual tracks** (tracks with videos and images in them), the upper track will always be the 'topmost visible one, and lower tracks will be covered (i.e. not visible when there is a clip above them). Their sound will still be heard unless they are muted.

However, if the clip in the upper track **does not fill the entire frame** (e.g. it's a video or image that hasn't been cropped to fill) or is partially transparent (e.g. it's a title or image with a transparent background, a logo, a semi-transparent 'background' or a video that fades) you will see the unobscured parts of the clips in the tracks below it.

Text to Speech

Prepared scripts can automatically be "read" in Clipchamp through the AI text to speech functionality.
- From the left toobar, click ->**Record & create ->text to speech**. The text to speech tab will appear on the right property panel. Make the desired adjustments here including:
  - Language
  - Voice options
  - Pitch
  - Pace
  - Emotion
- Add text to text box. This can be copied and pasted if you have a prepared script. There is a maximum duration of 10 minutes per voice over.
- Select "Save" to add voiceover to the video. It will appear as a separate audio track.
- Edits can be made to the voice over, just be sure to click "Save" to update the timeline.
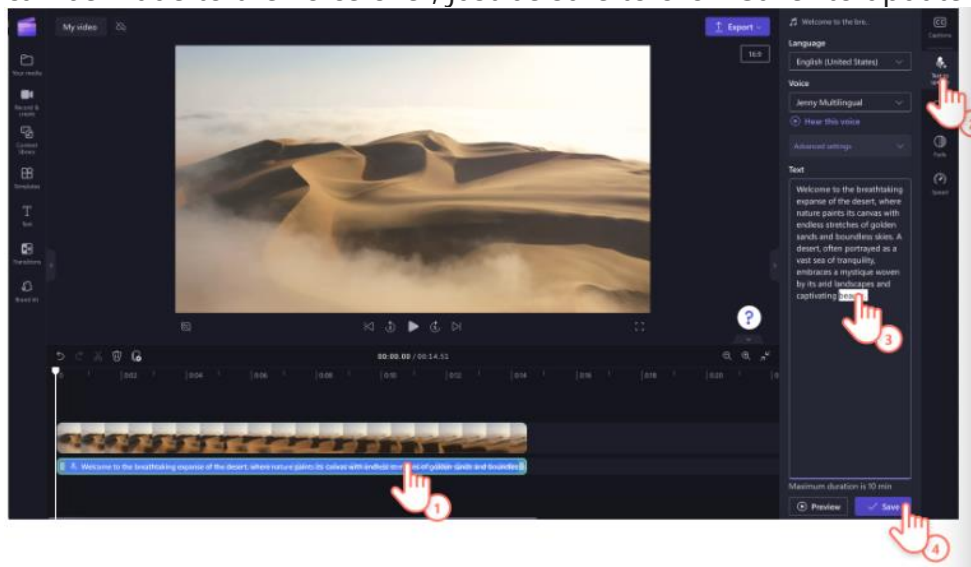

Transcripts and Closed Captioning

Make your videos more accessible and easier to watch on mute by adding subtitles.

- From the right property panel click on **Captions -> Transcribe Media**
- Select the **language** for the transcription to occur –> **Transcribe media.**

Transcription will start automatically. It will be seen from the editor in the right property panel.

- Once your captions have loaded, a transcript will appear in the transcript section of the captions tab on the property panel. Your captions will also appear on the video preview window.
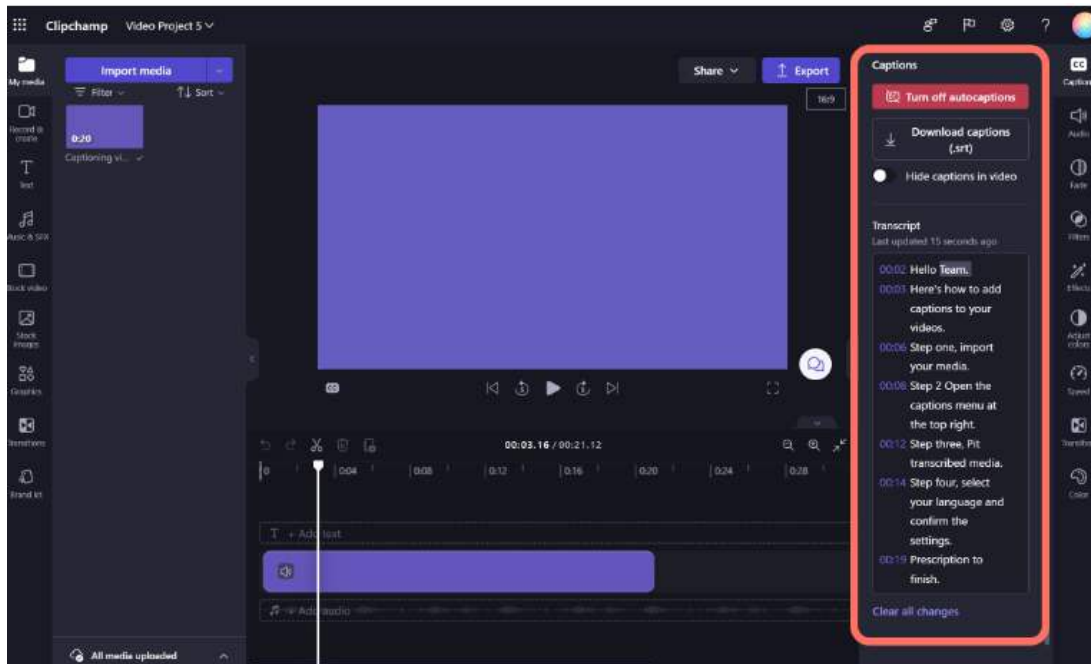
- If a word is misspelled or incorrect in the transcript, select the specific word on the transcript and rewrite the word(s). Additional punctuation can be added here as well if needed.
- To edit the appearance of your subtitles, click on your captions on the video preview. This will open up different options on the property panel in the **text tab**. Here, you can edit the font, size, alignment, colors, and position.
- Captions can also be turned on and off or hidden from this editor's pane.

Export Video

- To export your video, select the purple Export button at the top right corner of the editor. Select a video quality to save your video.
- To reopen a video, select your project on the homepage. The video will automatically open where you left off. Videos you edit are automatically saved while you work, so there is no need to save them before exiting.

This unique technology makes Clipchamp fast and private. However, you'll need to make sure the files aren't removed from the *Assets* folder of the project in your OneDrive *(OneDrive -> videos -> Clipchamp)* .Otherwise, you may be asked to relink your files – so, don't delete the originals!