factsheet 07

Editing

While specific editing techniques are highly dependant on the software you choose, there are best practices when embarking on the *process* of editing. Below, we outline two types of editors and a common editing process that will save you time.

1 Software

The video editing software you choose will influence your editing abilities and process. There are two basic kinds of video editors:

1. Destructive editors
2. Non-destructive editors

DESTRUCTIVE EDITORS

These are simple editing programmes (Kaltura, Window Movie Maker, etc) that allow you to edit a single video clip quickly. However, you are editing the video directly, which means that anything you delete will be deleted **permanently**. Use these if you need to make minor, permanent changes (trim the beginning or end of a clip and add captions).

If you are using one of these programmes, **first** save a copy of the clip you wish to edit so you always have a raw version or back up.

NON-DESTRUCTIVE EDITORS

These editing programmes (Camtasia, Adobe Premier Pro, etc) allow you to edit multiple videos or tracks in a project file or session. Use these if you wish to do anything more advanced, such as adjusting audio, adding transitions, merging multiple videos or adding text and images on your videos.

These video editors do not alter the original video clips, but rather keep track of where you wanted the cuts and transitions within the project file. The benefits are that you can always fix any editing mistakes. The disadvantage is that this process can be time consuming and takes a lot of computer memory.

EDITING PROCESS FOR NON-DESTRUCTIVE EDITORS

Regardless of the specific editing software you use, consider this process:

1 **Listen to the whole clip before you start editing. Then decide what needs to be done.**

2 **Start a new project / session file**

Open a new project / session. If your software allows you to set dimensions, ensure it is set at the highest quality that your video clips will allow (min 720).
Import all your clips into the Clip Bin, and add the first one to the timeline.

3 **Name and save your project / session**

- Video editing takes time and computer power. Things might fail or stall, so it is essential to save often.
- More importantly, at the end of editing you should have two products: 1. Your final video (mp4, avi, etc) AND 2. an editing project file with all the clips (.sess, .cproj, etc), so don't forget to save your project otherwise you won't be able to re-edit your video - this is a common rookie mistake.

4 **Audio adjustment**

- Before you edit the video into smaller bit, first check your audio.
- Is your audio too low? Boost it now using the increase volume setting in Audio.
- Does it have a hiss below everything? Use noise reduction (carefully) before you edit anything else. This will save you time in the long run.

5 **Rough editing**

- Now, complete the rough editing of mistakes and repetitions. Don't worry yet about making it all look and sound perfect - get the video length right and make sure it communicates your message as concisely as possible.
- Listen again, is it took long? Can you cut more? If so, do so.
- Are you missing information? Now is the best time to get it.

6 **Add secondary visuals and clips**

- Do you need cartoons, drawings, or other slides? This is the time to add them (if your software allows that).

7 **Transitions and fine editing**

- Go back through your video and look at where you have made rough cuts and edits – are these clean or jerky? Now is the time to polish the production. Add transitions such as:
- Fading
- Transitions
- Zoom and pan to slide
- Cut to slide / animation

8 **Title and end slides**

- Adding a title slide is important to introduce the film
- Likewise, an end slide thanking the production team or contributors (if you have used music, images from others, etc.) is important.

9 **Music and sound effects**

- Only once your video is complete should you add music.
- Music must be royalty-free unless you have the license. You can find excellent creative commons music through Google.

10 **Publish / Share your video**

- Once you are done, save your project file again, and then click on Publish/ Share/Export (depending on your software).

COMMON EDITING MISTAKES

- Importing clips and images with a lower resolution than your intended video
- Forgetting to save your project/session file AND all its clips in the same place
- Not saving regularly or keeping backups
- Wasting time by focussing too much on fine editing early on
- Leaving adjusting audio to the last moment

For tips on how to edit in Kaltura specifically, go here.
For tips on editing in Camtasia go here (Windows) and here (Mac).

PROS AND CONS: SOFTWARE TABLE

PRODUCT	LEVEL	OUTPUT	MULTI-TRACK EDITING	AUDIO EDITING	VISUAL EFFECTS	HARDWARE REQUIREMENTS	BEST FEATURE	WORST FEATURE
ADOBE PREMIERE PRO	expert	all needed formats	unlimited tracks	good filtering cross-fades, effects +	multiple and complex	high- 4Gb RAM 10 Gb HDD	very versatile	very complex
FINAL CUT PRO X	expert	all formats	yes	reasonable	good	medium - 1 Gb RAM 4 Gb HDD	versatile and fast	less versatile than Premiere Expensive & Mac only
CAMTASIA	beginner to medium	AVI, MP4, smart MP4, windows media	yes	reasonable filtering, fading, level adjust-ment	reasonable transitions, green screen, callouts & layering	medium	easy to use but versatile enough	rendering time and some audio issues with recording
I-MOVIE	beginner	MP4	2 tracks only	limited sound effect, fading & levels	limited transitions, callouts & titles	medium - 1 Gb RAM 5 Gb HDD	quick and easy for limited tasks	limited and basic mac only
WINDOWS MOVIE MAKER	beginner	window media only	no destruc-tive editing	limited	limited but does include video stabilisa-tion	low - 128 Mb RAM 10 Mb HDD	very easy	limited in editing and output
KALTURA	beginner	MP4, MOV	no destruc-tive editing	none	none	extremely low	very easy, allows quizzes, and linked to VLE	limited, destruc-tive editing

video editors features table