



WeVideo Time Savers

This document shows WeVideo keyboard and production shortcuts to help users save time producing a digital story

Keyboard Shortcuts

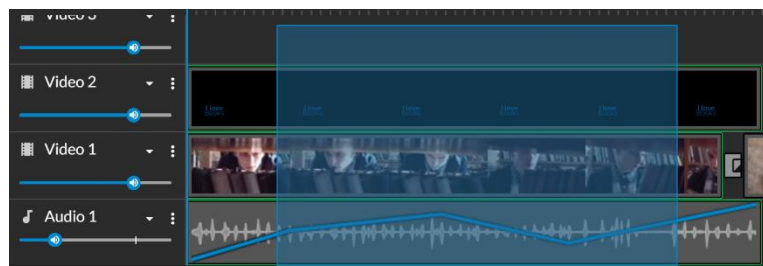
- If a track was accidentally deleted or moved no need to worry. To undo a mistake, click control or command + Z.
- If there is a video or audio clip that wants to be in multiple parts of the video, there is a way to replicate them. To make copies of video or audio clips quickly enter control or command +C then left click to where the clip is desired and then to paste the clip enter control or command +V
- To avoid having to click in the center of the preview screen every time to pause or play a preview of the video, instead just press the space bar.

WeVideo Shortcuts

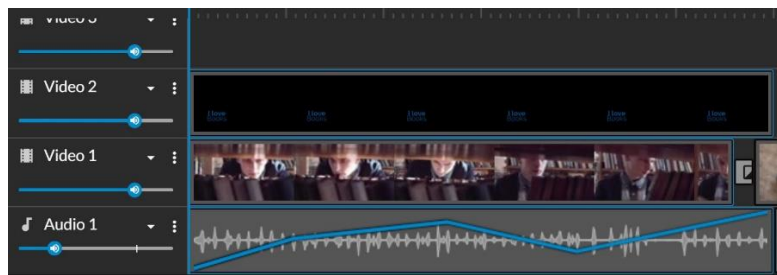
- If the timeline window appears to be too small or too big then use the icon at the bottom right of the screen to zoom the timeline window in and out.



- If there are multiple audio or video clips that needs to be deleted or relocated to a different track, left click a black empty track, hold and drag the cursor over the desired clips until they are outlined in green.

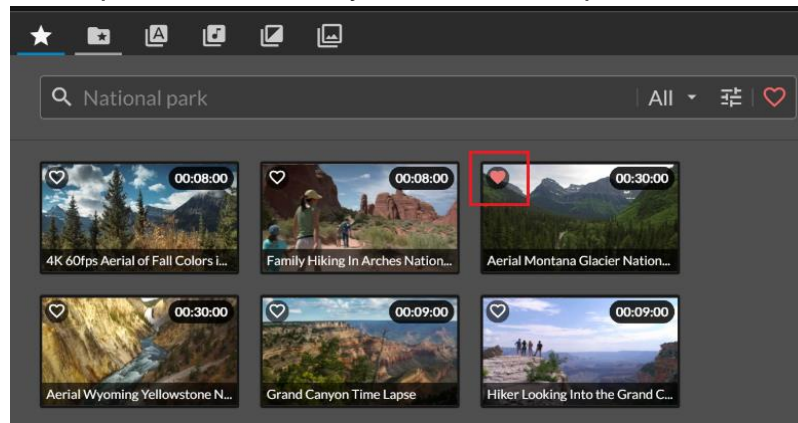


- Then release the left click of the highlighted clips (now outlined in blue) and left click the clips to drag them to their new location or enter delete to remove the selected video or audio clips.

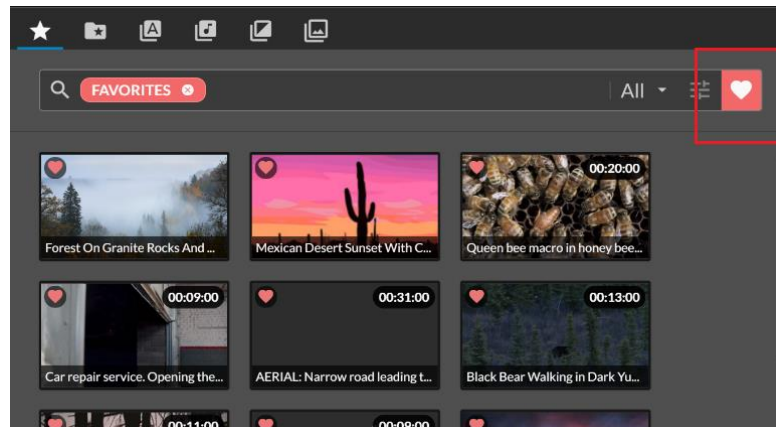


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- To search for frequently used media, select favorite clips in the Stock Media tab by clicking the heart icon located in the top left corner of any stock media clip.



- To find the favorited media clips by clicking the heart icon to the right of the search bar to open the favorites folder.



Production Shortcuts

- Prepare the environment for recording or filming based on; outside noise, scenery, lighting, subjects, and duration, so the story's message is conveyed appropriately
- Audio is vital in making a quality video so do multiple takes, and film longer than expected so that there is extra material to use while revising and editing your story
- When filming with a cell phone, position the phone horizontally instead of vertically because a horizontal format provides a full screen view