How to Create a Video Using WeVideo

Login

1. Type this link in your web browser: http://www.wevideo.com.
2. In the top right corner of the screen, click the "**Login**" button
3. On the login screen, click the ORANGE "**Login with Office 365**"
4. Enter your lcps username into the Office 365 login screen. Students will use their student **ID number followed by @student.lcps.org** (e.g. **123456@student.lcps.org**). Ignore the password box for now.
   a. Teachers will use their short lead username followed by @lcps.org. (e.g. jdoe@lcps.org)
5. Click the blank password field on the Microsoft login screen. You will be directed to the LCPS Office 365 login screen.
6. Enter your **lcps username and password**. There is **no** need to enter your domain (@lcps.org or @student.lcps.org) at this point.
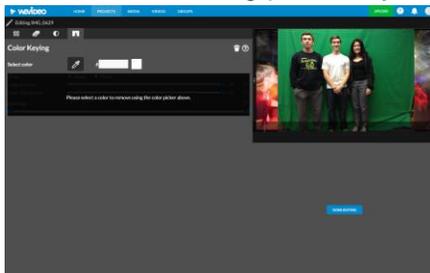7. You will be authenticated into WeVideo and you can now start.

To make/edit a video

1. Click "**+ Create New**"
2. Click "**Project**" and then "Next" and give your project a title and a little description
3. Choose a type of project: **individual** or **group** and click "Next"
4. Click "**Create Video**" and begin to upload media to WeVideo
5. To import media (sound effects, music, pictures & videos) into WeVideo, click green arrow and choose the location of your saved media (your computer, Google Drive, OneDrive…etc).
   a. Click "**Browse to Select Files**" to import your pictures and videos from your computer (student drive) OR click the **OneDrive** cloud or wherever you stored your media.
   b. Follow steps to your desired media file and click open (at the bottom) and wait for it to upload.
6. Go to "**My Media**" (folder with star icon) to see all your videos and pictures that you uploaded and drag and drop them onto the editing **timeline/tracks.**
7. When done, click "**Finish**"
   a. Give it a title; Example: *Class period, your last name, and topic name*
   b. Choose "**standard 480p,**" choose OneDrive & click "Finish" at the bottom
      i. Wait for it to finalize; you will see your finished video under the "Videos" tab after refreshing the webpage.
      ii. A finished copy of your video is also in OneDrive under the "Apps" folder
         • To share, click on **share** and type in teacher's or student's name to share.

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Green Screen & other Functions

Green screen effect is actually using Chroma Key to replace the background behind an actor. In movies such as Gravity, people are put into various scenes without actually being anywhere near that location. By making a selected color transparent, the underlying clips or objects can be superimposed onto any background.

8. **For Green Screen, put the green screen video on the top track and the background video on the bottom. Add music or sound effects on the audio track.**
   a. Be sure to even out all the tracks at the end; It's easy to cut out the track using the scissors icon.
9. To edit, click on the video that is on the track so that the editing pen pops up
10. Click on that editing pen and you will see this color keying screen.

   a. Click the editing pen again to drop it into the green part of the picture to make the green disappear.
11. To add **text**, click on the plus sign (+, above the timeline track) to add another track called Video 3
   a. Click on the text box (with letter A); choose the text templates, & drag and drop it into the video track below green screen track.
   b. Click on the text track so that the editing pen pops up to start typing in your text. Have fun with text colors.
   c. Click "Done Editing"
12. For **narration** with your own voice, click on the **speaker icon** above the timeline track to record and when you are done, click the **check mark** on the left. Put your recorded voice or sound effects on the **audio** track.
13. To preview, click on the triangle (play icon) to play what you have created.
14. To save your project, click on the main menu bar (3 lines) and click "**Save**" to save work.
15. To finalize your project into a final video, click "**Finish**"
   a. Click on **OneDrive** cloud if you would like to save a copy there
   b. Here you may retitle your video; click "**480 faster processing**" and click "**Finish**"