

# Video: Editing and post- production





## The small print

### Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through LinkedIn Learning can be accessed by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don't have an environment where you can do this learning, you can come along to one of our LinkedIn Learning sessions. These are a quiet space where you can work through videos or other workshop resources.

If you arrive for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

### Copyright

Kieran Suchet makes this booklet and the accompanying slides available under a Creative Commons licence (BY-NC-SA: Attribution-NonCommercial-ShareAlike).

The Oxford University crest and logo and IT Services logo are copyright of the University of Oxford and may only be used by members of the University in accordance with the University's branding guidelines.

### About the workshop designer

Kieran Suchet has more than twenty years' experience teaching across the UK and Europe. His effective use of communicating ideas through text and digital media has benefitted clients ranging from university students to top level government officials and industrialists. In tandem with his work in bespoke tutoring, Kieran works as an actor, presenter and writer.

### Revision history

Version	Date	Author	Comments
1.1	January 2023	Kieran Suchet	Course book updated
1.0	June 2022	Kieran Suchet	Created

## About this workshop

This course is a practical introduction to the creation of a video. You will have the opportunity to edit video footage and be shown techniques which can make a short video stand out from the crowd.

### What you will learn

This course will teach you the basics of producing a professional-looking short video. You'll learn everything from importing video files, to organising and adjusting clips, to adding visual and sound effects. It will give you a solid knowledge of the basics of editing video to a high-quality finish.

In this session we will cover the following topics:

- Importing footage
- Trimming and cutting clips
- Adding titles, logos and credits
- Adding transitions
- Adding audio & visual effects
- Rendering and sharing your work

### What you need to know

You do not need to have any prior experience in editing video.

If you need to review these activities, LinkedIn Learning is a great place to get guidance. There is an activity with relevant videos in the IT Learning Portfolio: visit [IT Learning Portfolio | IT Learning Centre \(ox.ac.uk\)](#) and search for “Video editing”.

### The resources you need

Exercise instruction and equipment will be provided in class and you will use the techniques taught to edit your footage. The given exercises are easy and effective and have a step-by-step approach that many will find useful.

Note: You will need an Adobe account to use Adobe Rush.

### Links to further resources

[Create or update your Adobe ID](#)

[Stock photos, royalty-free images, graphics, vectors & videos | Adobe Stock](#)

[A comprehensive list of all the keyboard shortcuts in Adobe Premiere Rush.](#)

[Branding toolkit | University of Oxford](#)

[Free Stock Photos, Royalty Free Stock Images & Copyright Free Pictures · Pexels](#)

[Jamendo Music | Free music downloads](#)

[Download FREE Sound Effects \(zapsplat.com\)](#)

[How To...Create Rolling Credits in PowerPoint 2010 - YouTube](#)

[Adobe Creative Cloud Express](#)



## Learning Objectives

This workshop has the following learning objectives:

Learning Objective One – Import and organise clips in the project timeline

Learning Objective Two - Trim and split clips to required length

Learning Objective Three – Add logo(s) and title(s)

Learning Objective Four - Adjust colour schemes

Learning Objective Five - Apply advanced editing techniques:

- i) Cropping (aka digital zoom in)
- ii) Pan & Zoom (aka Ken Burns effect)
- iii) Speed (slow-motion)
- iv) Overlay (picture-in-picture)

Learning Objective Six - Add transitions and end credits

Learning Objective Seven - Add, edit and enhance audio

Learning objective Eight – Export and share project

## Import and organise clips in the project timeline

Launch Adobe Rush and click on

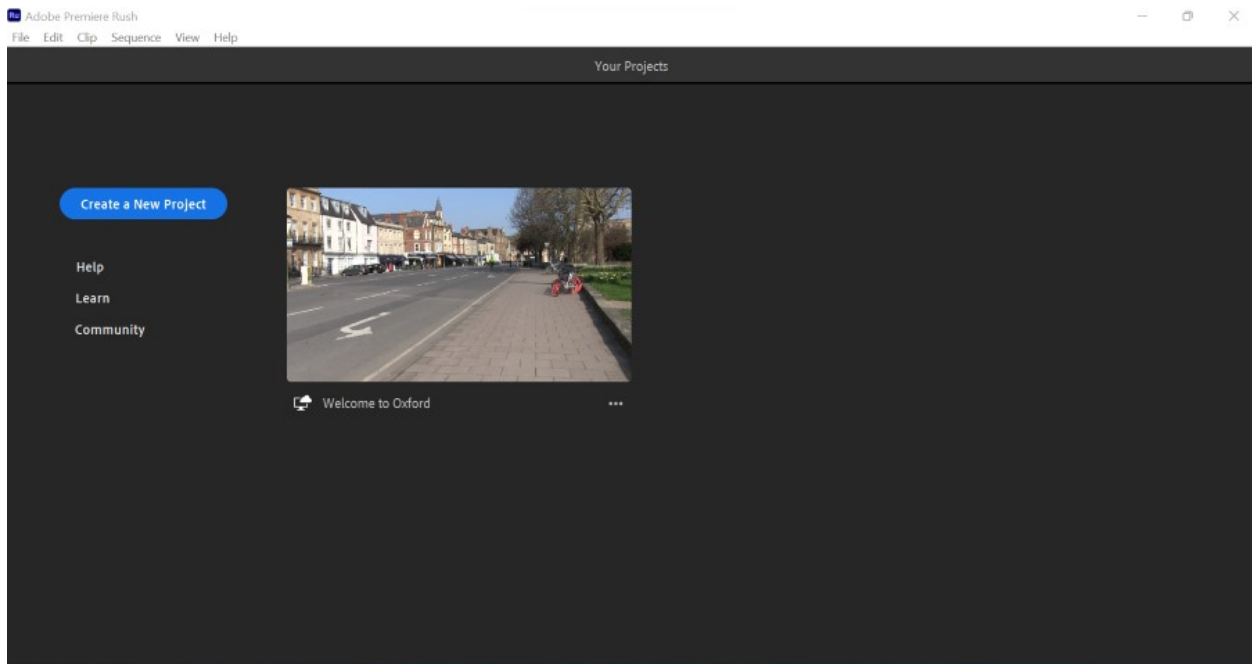
Create a New Project

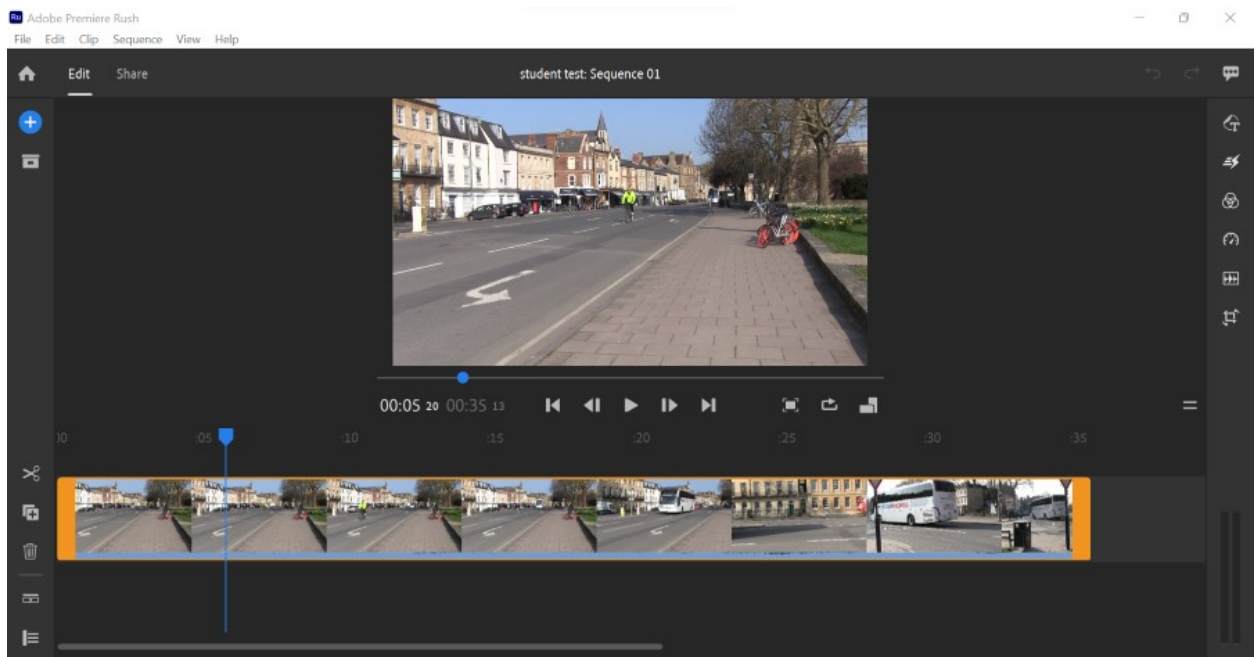
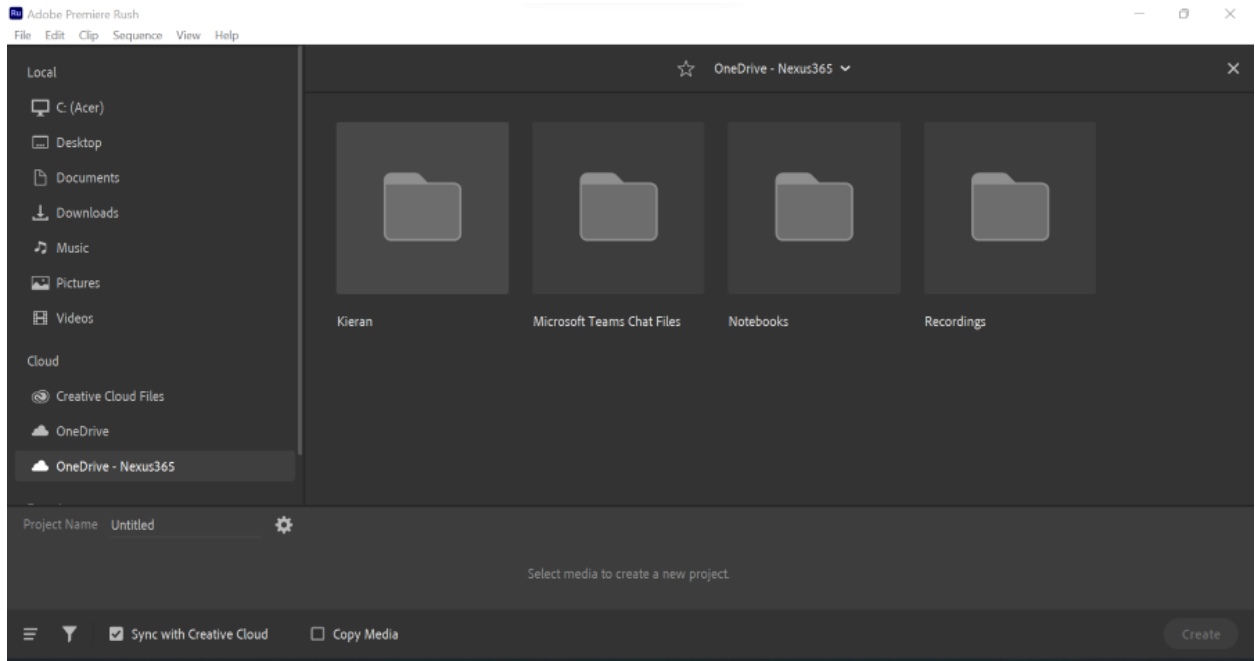
Give your project a name

Navigate to the folder 'Oxford footage to edit' on the computer desktop

Add all the numbered clips (1-17) to the Project Timeline in the correct order

(NB. Adding clips can be done in more than one go and once in the Timeline clips can be moved around manually to achieve the correct running order if required)







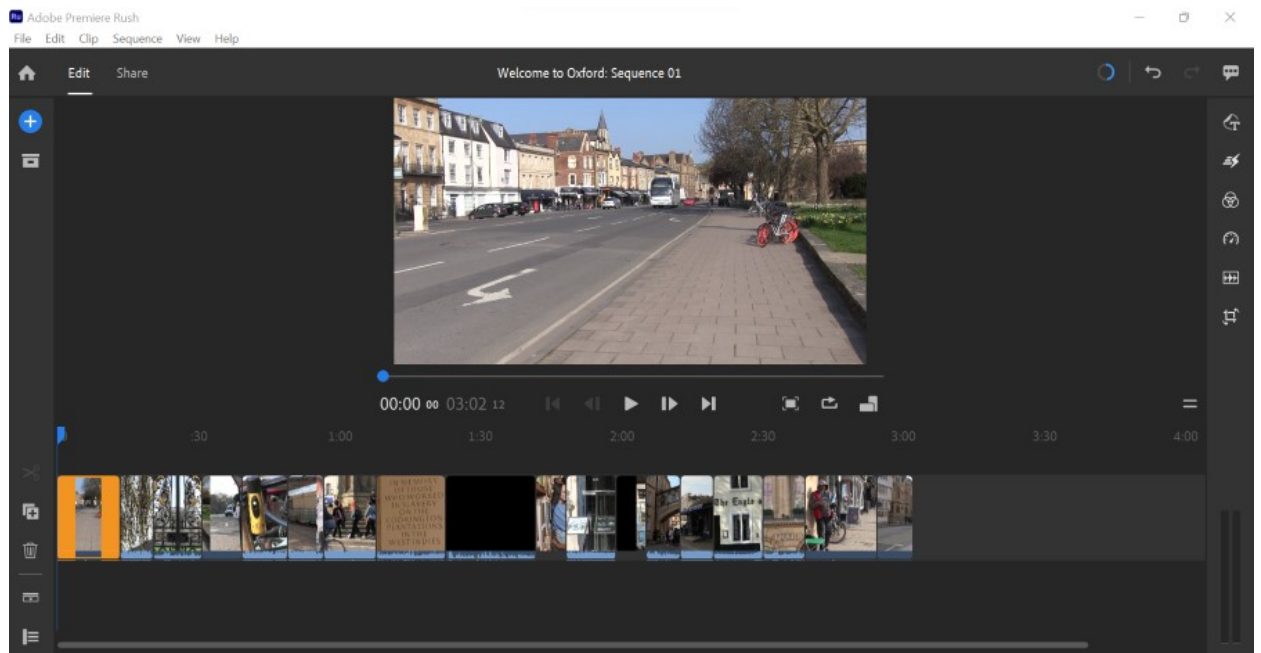
## Trim and split clips to required length

<https://ox.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=3fa7472f-3fb3-42be-996d-ae9f00c15950>

Using the 'Welcome to Oxford' video link above, trim the clips down to approx. the same length as the edits in the video.

Also split (scissors tool) clip 1 (Woodstock Rd) to also be clip 4

(No need to adjust duration of any still images in the Timeline)



## Add logo and title

Place the playhead over clip #1

Click the blue + sign in top left and choose Your Media

Navigate to 'Ox Uni logo' and add to project timeline. It'll appear as clip 2 in the project timeline

Drag the clip from main video track to above clip #1 (overlay)

In the preview window, click on logo, shrink to desired size and place in desired location of the screen.

In project timeline, stretch logo to desired duration (or select clip and use speed icon to manually type in Duration)

Still with the playhead over clip #1

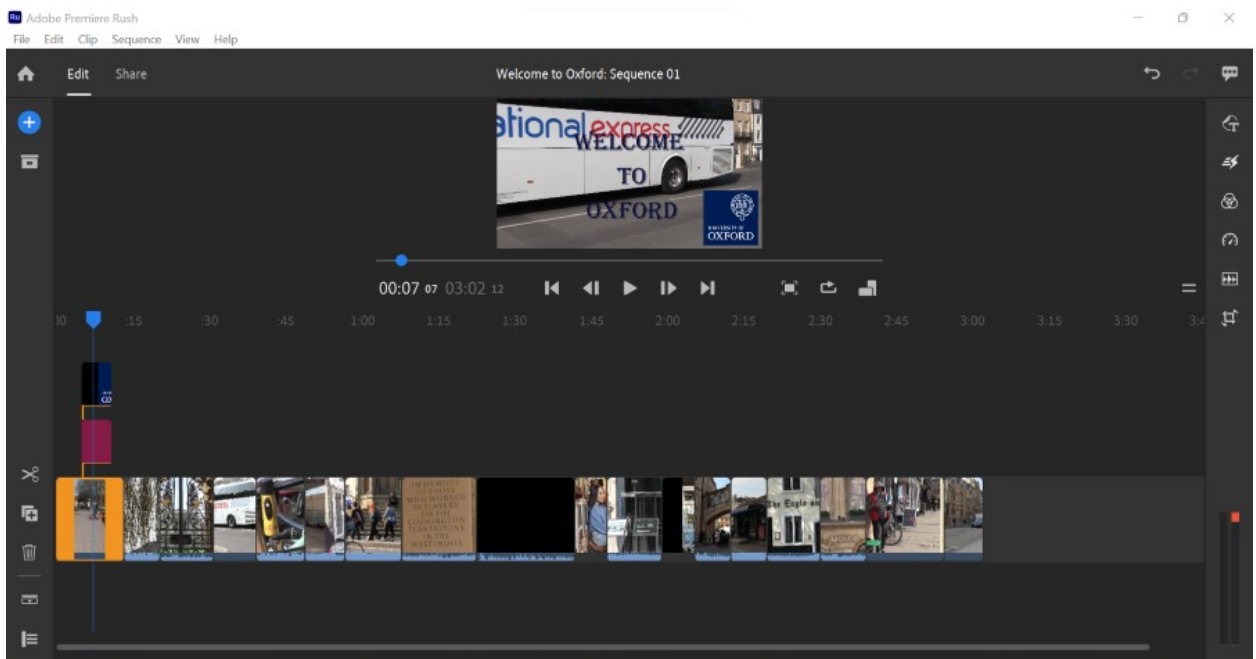
Click Graphics icon in top right and choose ADD GRAPHIC

Under BROWSE ALL choose Title and scroll thru styles, or type in the search box Eg. 'Basic' or 'wipe'

Click Add

In the right bar, edit the style and content of your title

In project timeline, stretch title to desired duration (or select clip and use speed icon to manually type in Duration)



## Adjust colour schemes

In the Project Timeline, click on the Bridge of Sighs clip

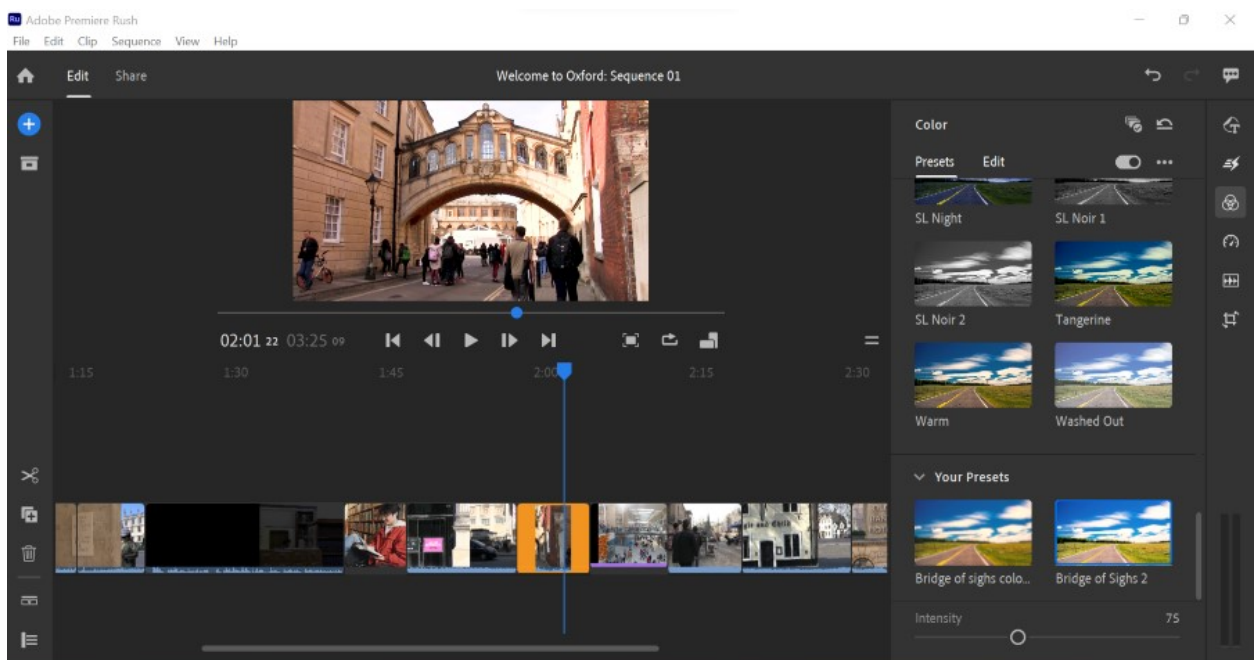
In the right toolbar click on the Colour icon

Click on a preset to test how it effects the clip (use the before & after tab to compare with the original)

Double click on your chosen preset to fine tune its settings.

Click on ellipsis (...), create preset, name and save. Your preset will appear at the bottom of the presets bar and can be applied to other clips with one click.

Navigate back to All Souls plaque. Split clip about halfway and (repeating the colouring process) make the first half of All Souls Plaque mono (or another of your choice)



## Apply advanced editing techniques

### 1) Cropping (aka Digital zoom in)

Click on the Quod zoom out clip and play/scrub through to nearly its end.

Click on preview/playback screen so the clip has a thin blue frame.

Hold left click on centre-right (white) button in the blue frame and drag right until the individual holding handbag is removed from shot.

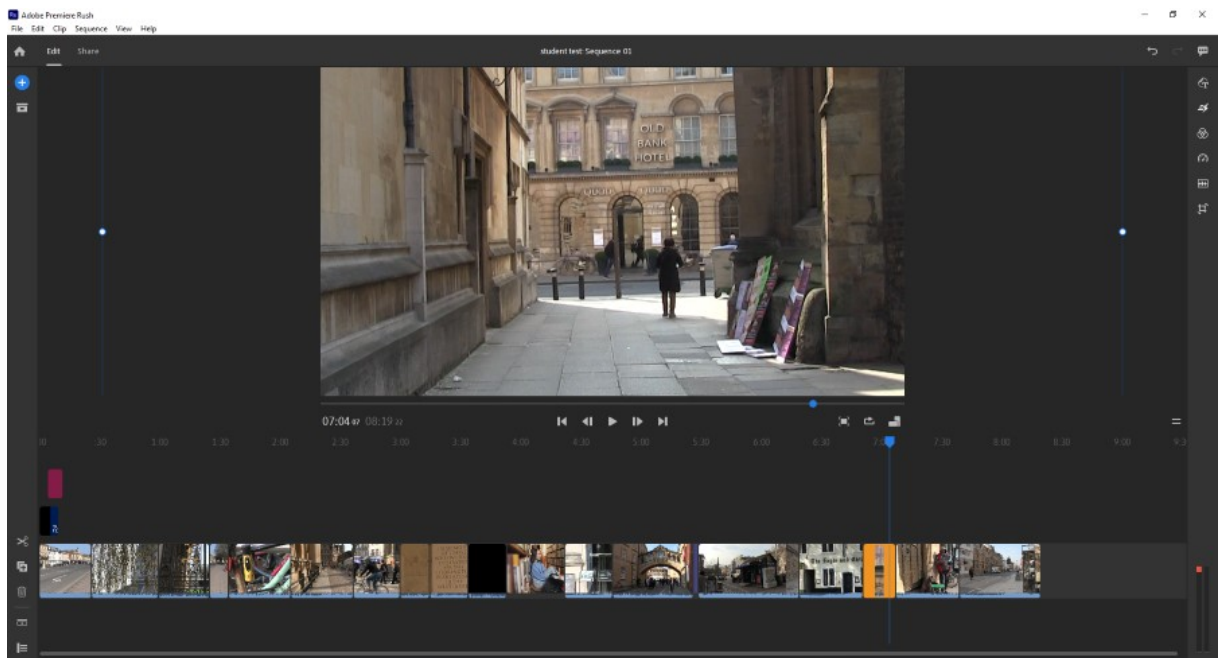
Replay shot to check

Click on High St clip and play/scrub through to nearly its end.

Hold left click on centre-right (white) button in the blue frame and drag right until large rubbish bin is removed from shot.

Replay shot to check

(NB: Editing software achieves cropping by zooming in. Extensive cropping can therefore result in pixilation)



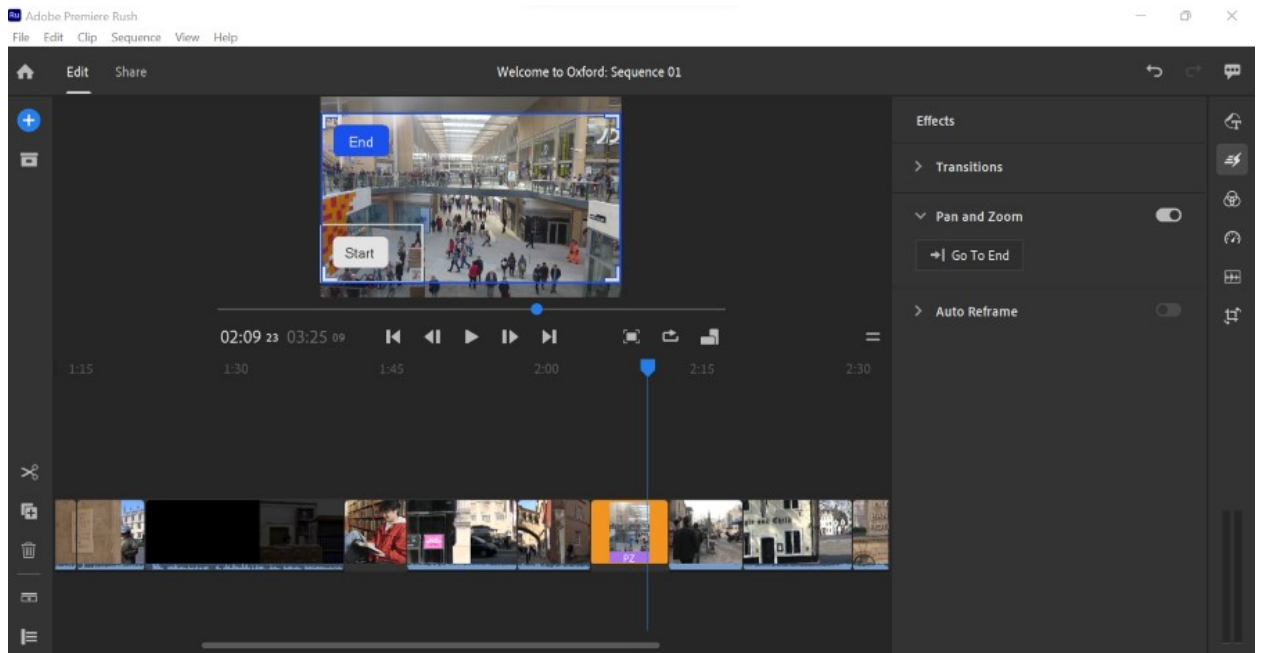
## 2) Pan & Zoom (aka Ken Burns effect)

Click on the Westgate Centre image (jpg)

In the right toolbar click on the Speed icon and increase the clip duration to 7 seconds.

Next, in the right toolbar click on the Effects icon, toggle the Pan and Zoom icon 'on' and place the Start and End zoom points where desired.

Replay shot to check



### 3) Speed (slow motion)

Click on the Food Kiosk clip.

In the right toolbar click on the Speed icon .

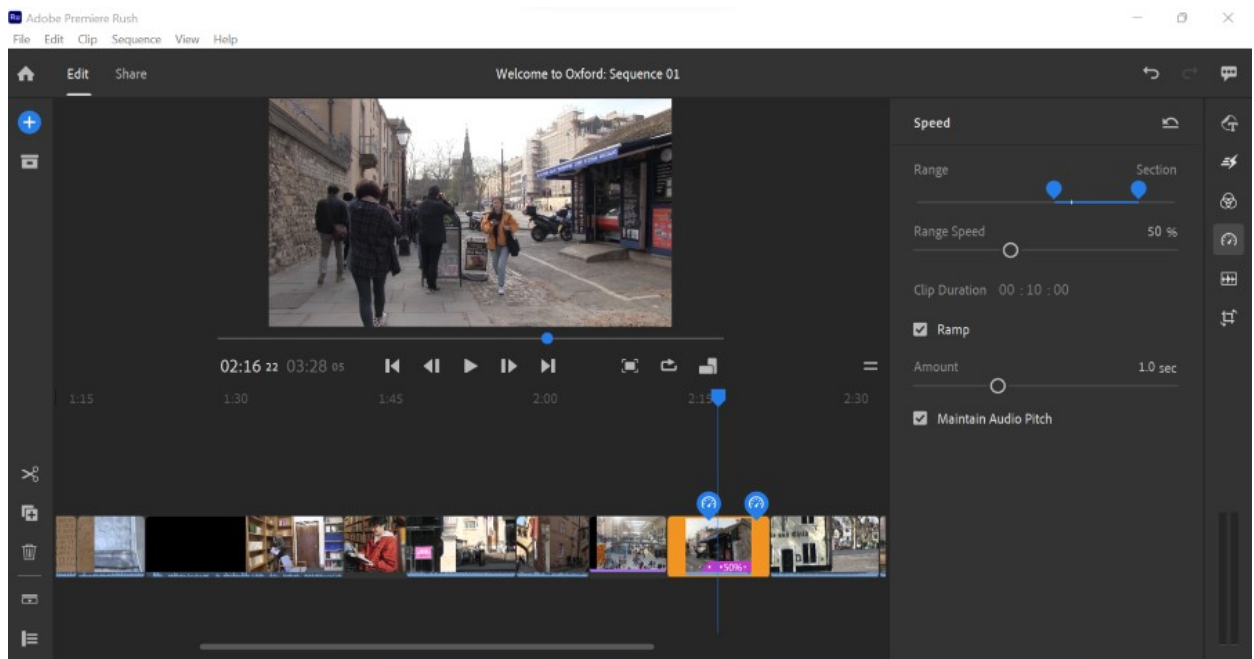
Choose the range (selection) of the clip where you want to change the speed.

Choose the range speed (approx 40%).

Choose Ramp duration (optional)

Ramp is acceleration/deceleration to and from the set speed change

Select Maintain Audio Pitch



#### 4) Overlay (picture-in-picture)

Navigate/place Playhead to the Ashmol zoom out clip.

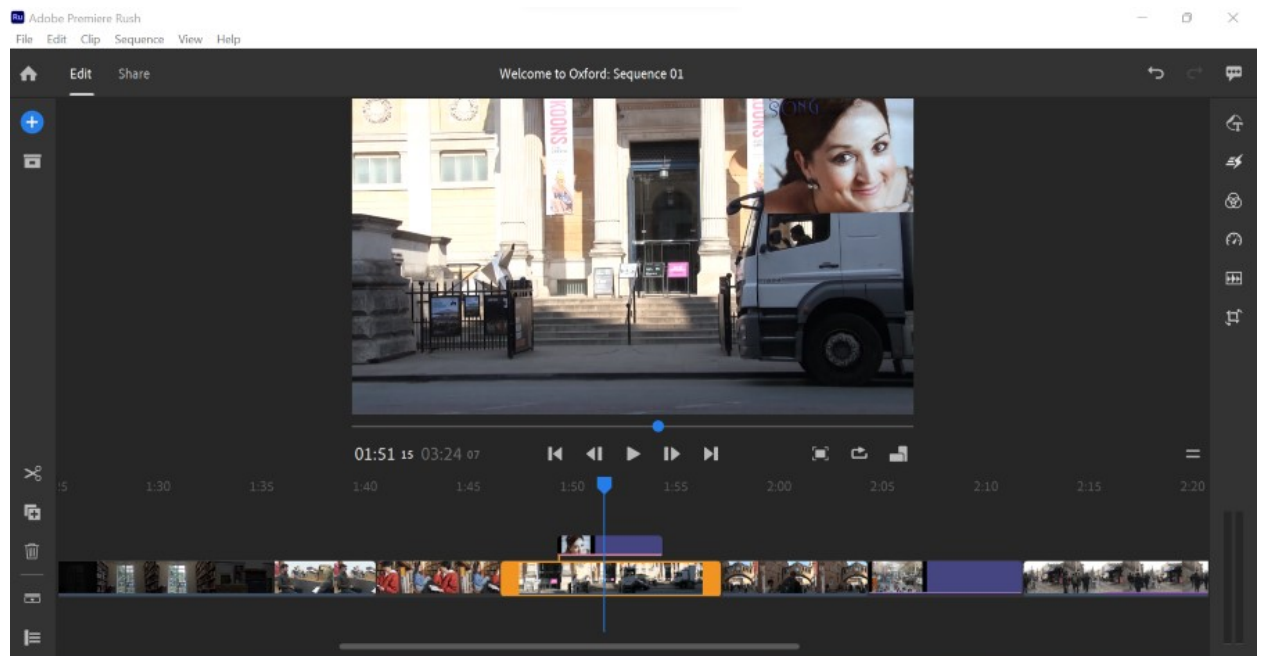
Click the blue + sign in top left and choose Your Media

Click on Event image overlay and click Add

Drag the clip from main video track to above Ashmol clip (overlay)

Stretch image to required duration.

In the preview/playback window, click on image, shrink to desired size and place in desired location of the screen.



## Add Transitions and End credits

In the right toolbar click the Effects icon

Holding left click drag and drop a 'Dissolve' transition at the beginning of the main video track

In the Effects toolbar increase the duration of the transition to 2 seconds

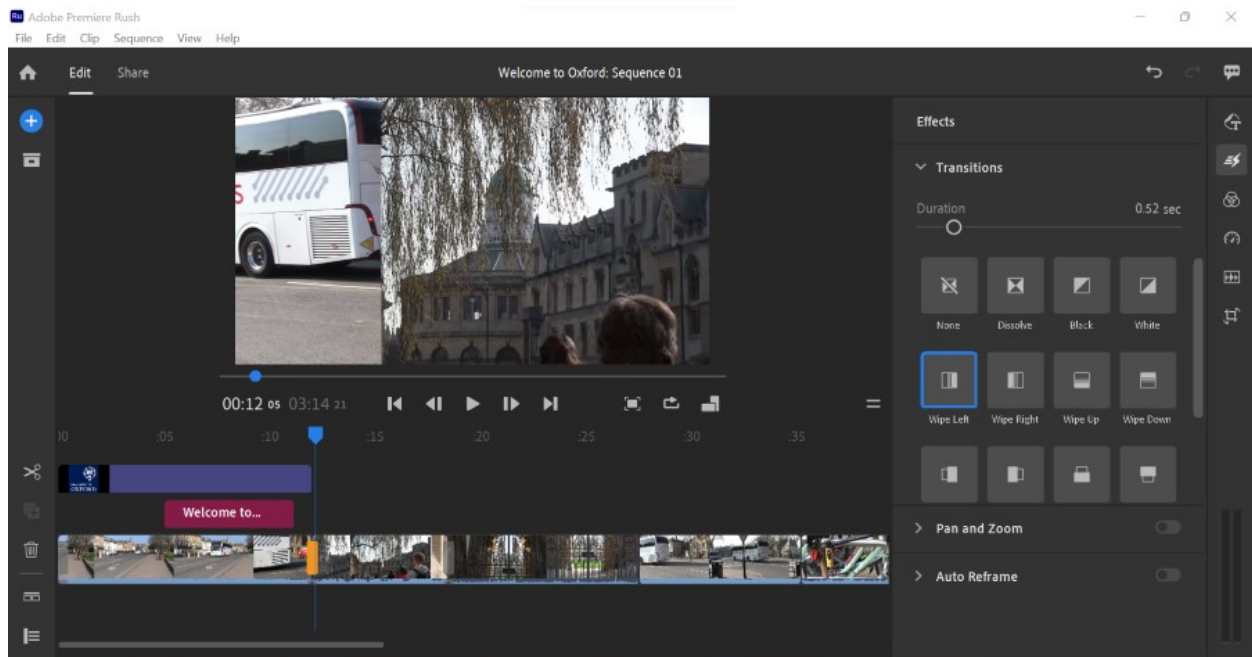
Now drag a 'Wipe Left' 2 second transition and drop between clips 1 and 2

Now add a 'Wipe Up' 2 second transition and drop between clips 2 and 3

Now add a 'Wipe Right' 2 second transition and drop between clips 3 and 4

Now add a (Fade to) Black 3 second transition to the end of the High St clip

Keep adding transitions as required





Position Playhead at end of Project Timeline

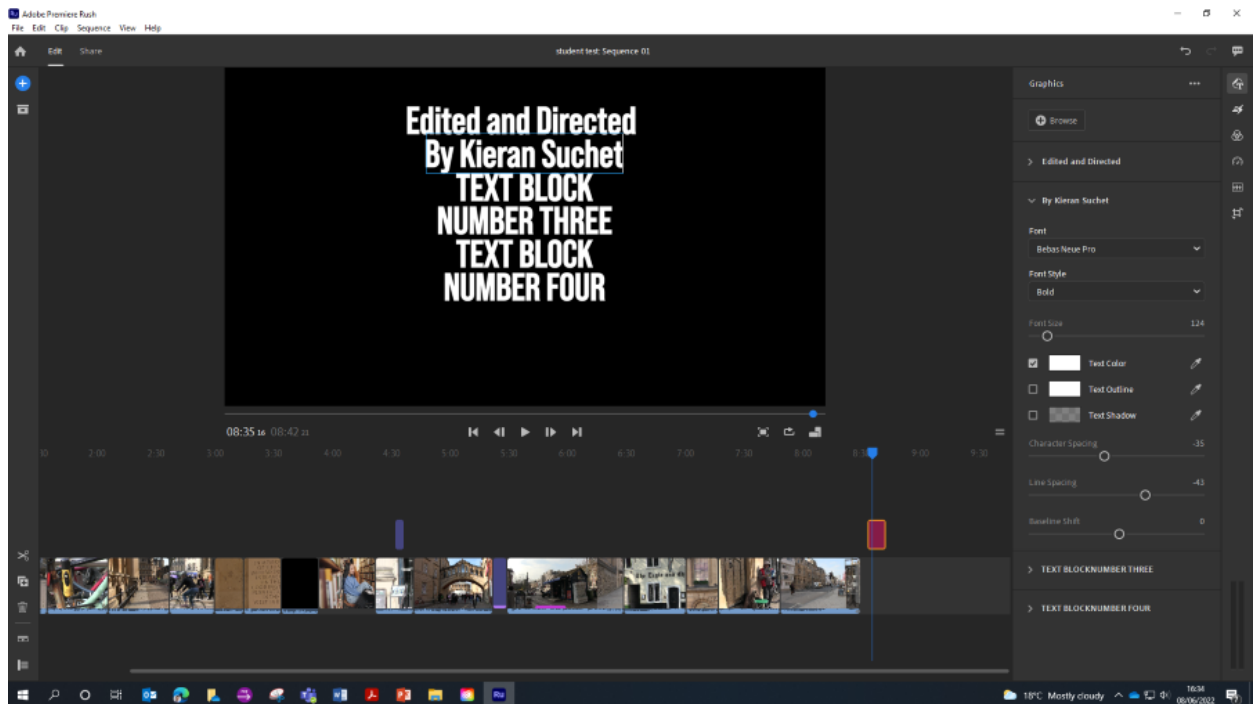
Click Graphics icon in top right and choose ADD GRAPHIC

Under BROWSE ALL dropdown choose Title and type in the search box Eg 'title' or 'end'

Select a Credits style and edit in the Graphics toolbar on the right

(\*Rolling end credits are currently unavailable within Rush. You can download end credits templates (Eg: Text Block Slam Title) at <https://stock.adobe.com/uk>

Alternatively create rolling end credits in PowerPoint, export as an MP4 file and add to your Rush project timeline. (Hyperlink to YouTube video in Links to Further Resources at beginning of this course book)



## Add, edit and enhance audio

In the right toolbar click the Audio icon.

Click Browse audio and choose Soundtracks. Then search for and select a track. Add track to project timeline.

With the audio track selected in the Project Timeline, in the right (Audio) toolbar select the (overall) clip volume you require (slider)

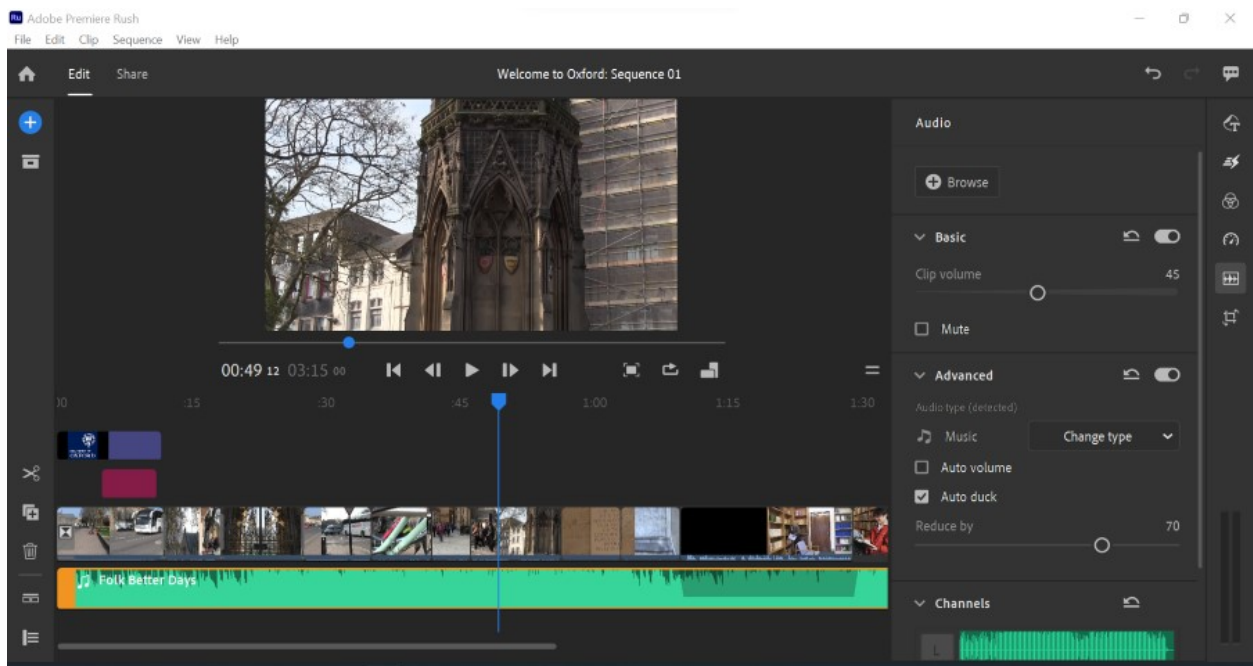
Also select Auto duck and choose level of ducking using 'reduce by' slider

To extend duration of soundtrack, right click on it, choose duplicate and place newly created soundtrack next to the original

Use the cutting tool where you want the second soundtrack to finish and delete any excess music.

In the right toolbar click the Effects icon, drag and drop a Dissolve where the track finishes to fade out the music volume.

Extend duration of dissolve as required.

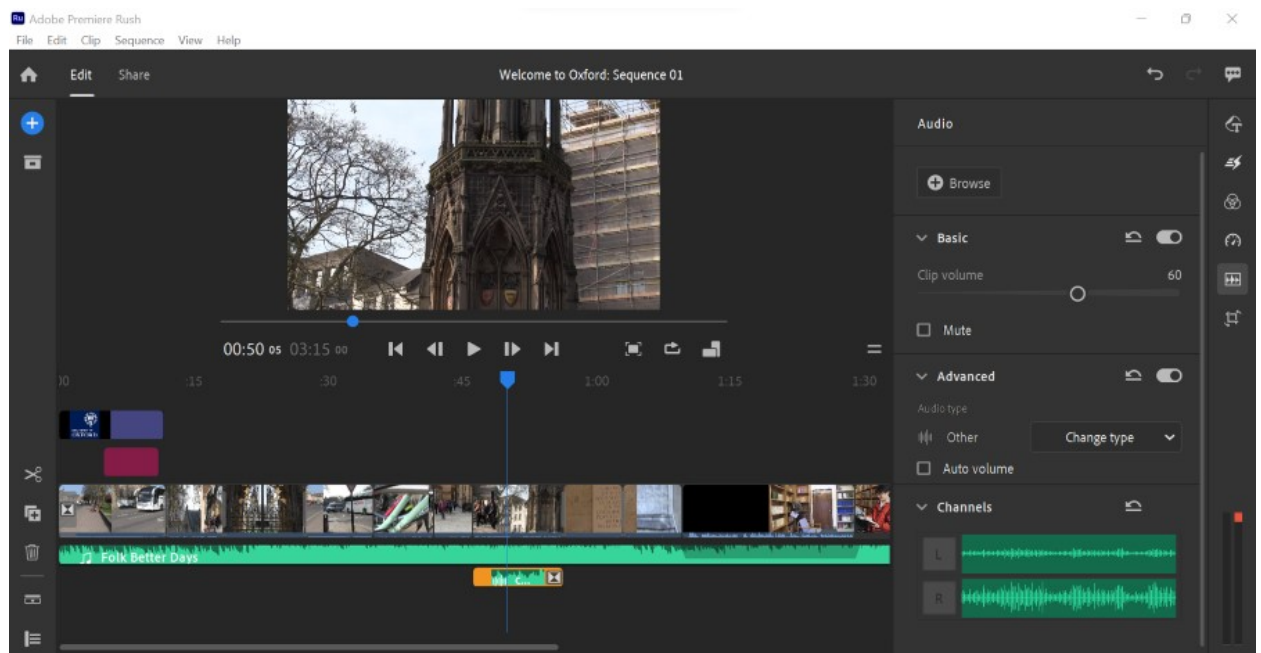


In the right toolbar click the Audio icon.

Click Browse audio and choose Sound Effects. Then search for and select an effect. Add effect under required clip in the project timeline.

With the audio track selected in the Project Timeline, in the right (Audio) toolbar select the (overall) clip volume you require (slider)

Under Advanced, make sure music type is 'other'. If required, add audio dissolves as before (NB. Free Creative Commons sound effects can be found at [Zapsplat.com](https://www.zapsplat.com) - Free account required. Please obey licence stipulations).



Click the blue + sign in top left and choose Voiceover

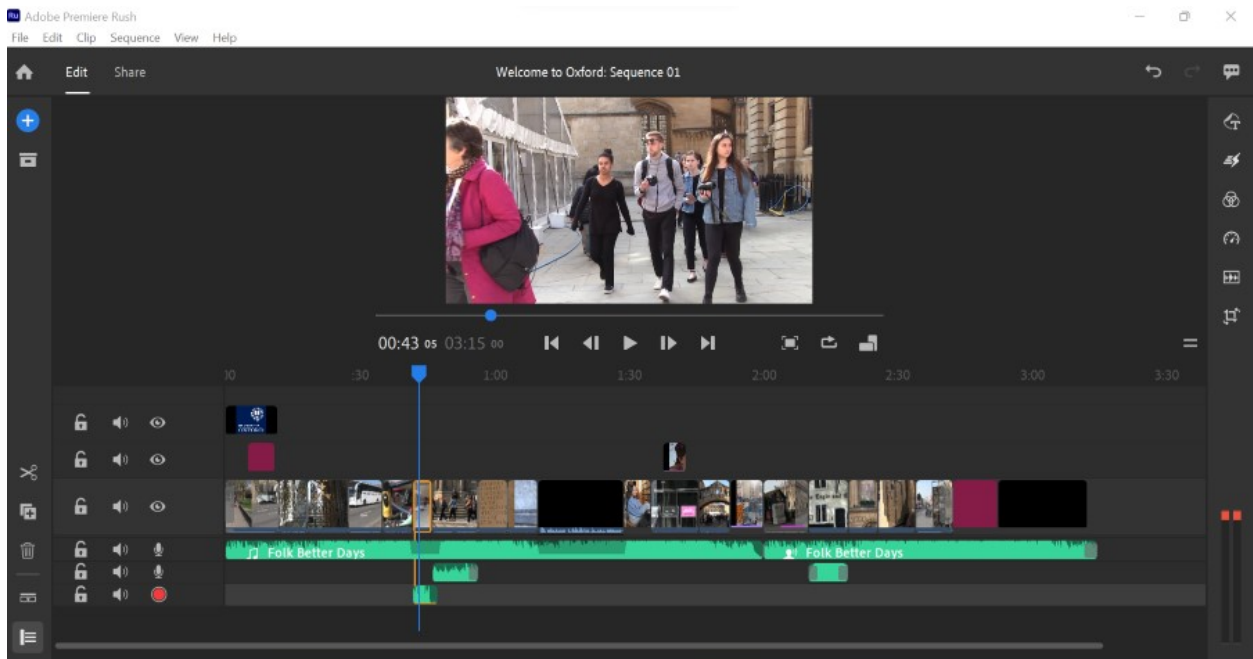
Place play head over required clip. Click red record button to begin countdown.

Record your Voice-over, then hit the record button again to stop.

With the VO track selected in the Project Timeline, in the right (Audio) toolbar select the (overall) clip volume you require (slider)

Under Advanced, make sure music type is 'voice'. If required, choose an advanced setting(s), eg: Reduce background noise,

And select level of intensity



## Export and share project

Near the top left of window, click Share

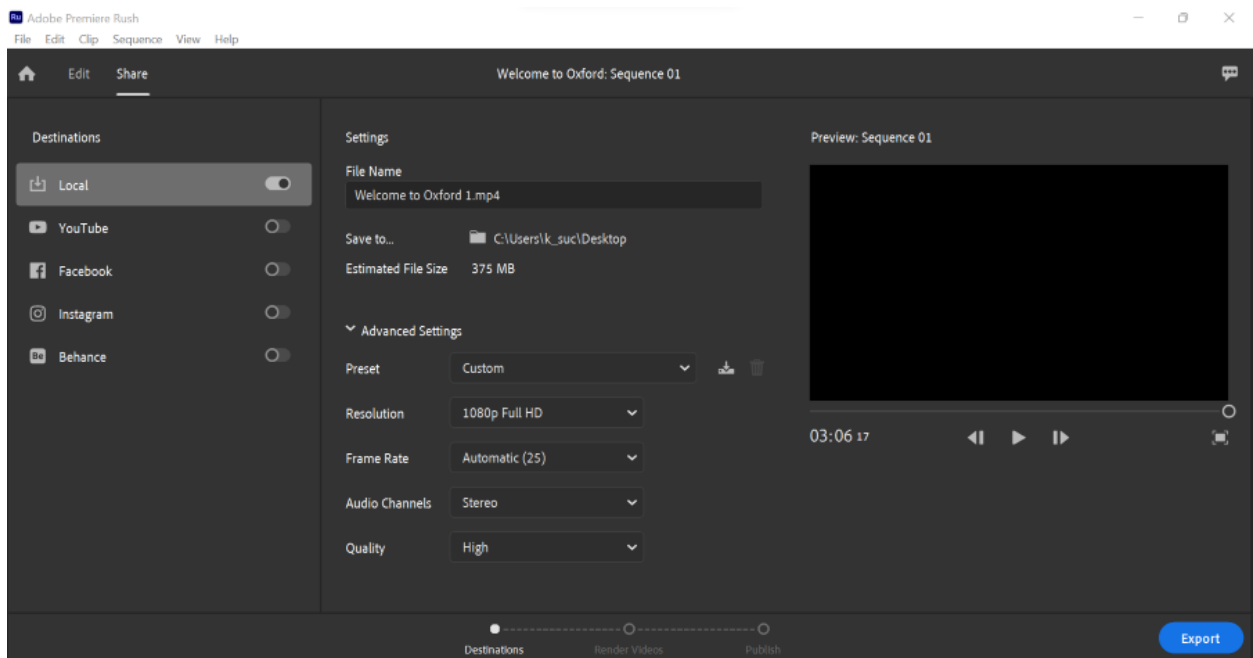
Give your project a name and choose the save location.

If required, change advanced settings (Eg a social media custom preset)

Click Export

When your video has finished rendering click Done and then Edit to return to your project.

(NB. Captions can be added automatically via your MS Streams account, YouTube and Panopto)



## Further information

### Getting extra help

#### Course Clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice.

### Study Videos from LinkedIn Learning

On our website, you will find our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit [skills.it.ox.ac.uk/linkedin-learning](https://skills.it.ox.ac.uk/linkedin-learning) and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch the online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

### About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at [skills.it.ox.ac.uk/it-learning-portfolio](https://skills.it.ox.ac.uk/it-learning-portfolio).

Find the pre-course activity for this course in the IT Learning Portfolio: visit [skills.it.ox.ac.uk/it-learning-portfolio](https://skills.it.ox.ac.uk/it-learning-portfolio) and search for “editing activity”.

### About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through LinkedIn Learning

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at [courses@it.ox.ac.uk](mailto:courses@it.ox.ac.uk).

### About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.



IT Centre Learning **IT**

## Video: Editing & post-production

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kieran.suchet@it.ox.ac.uk



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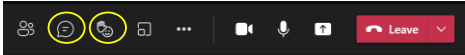
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## Ready to learn?

Today's session takes place in a video-call using *Teams*



You can turn on Live Captions 

Don't plan to multi-task 

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## Resources for your learning

Activities for you to practice today  
In the coursebook  
Work at your own pace!  
Be selective



Videos with today's topics 

Follow-up work  
Continue with exercises after the session  
Bookable Course Clinics later

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Your safety and comfort are important

Where is the fire exit?

Please tell us if anything doesn't work

The welcome area has vending machines and a water cooler

The toilets are along the corridor outside the teaching rooms



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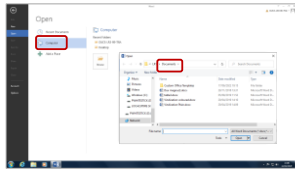
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Today, the exercise files are in the **Documents** folder



[Word 2019] in teaching rooms

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This session will cover ...

Importing footage

Organising clips

Editing clips

Adding effects

Exporting your project

Having fun!



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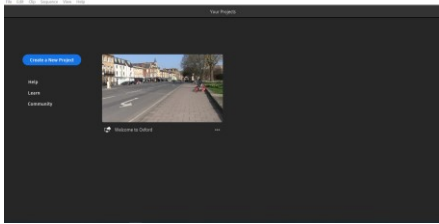
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### Launching Rush - Creating Project



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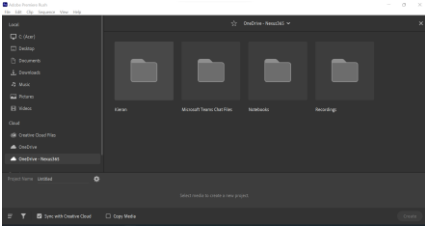
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### Creating project- Importing footage



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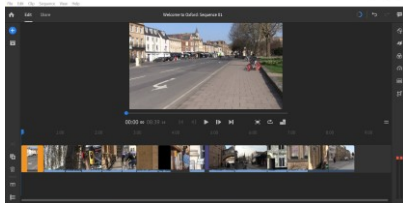
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### Adding clips - Icons overview



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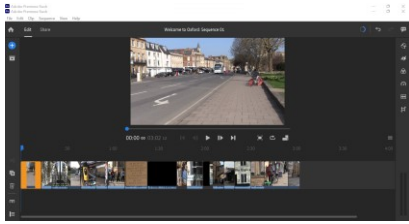
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### Adding clips - Trimming and cutting



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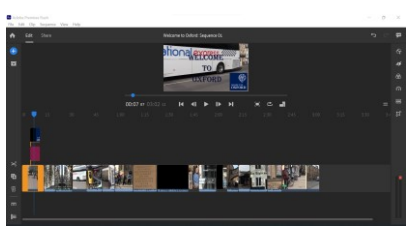
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### Overlays- Adding logo and title



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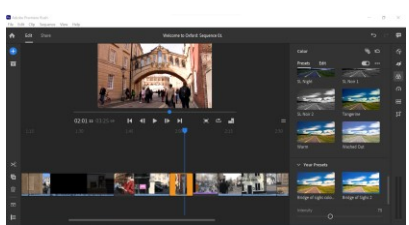
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### Adjusting colour - Using Presets



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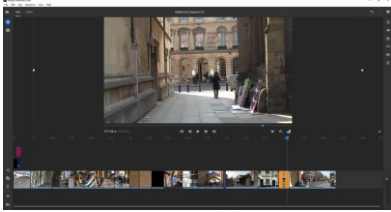
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### Advanced editing- Cropping



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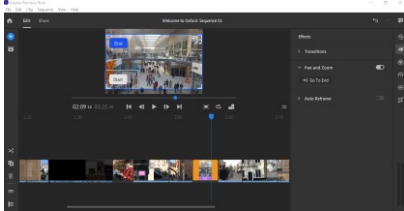
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### Advanced editing- Pan & Zoom (Ken Burns)



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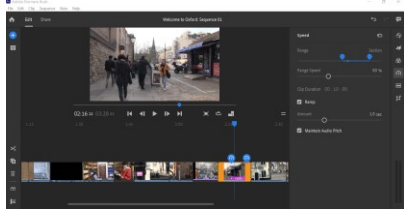
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### Advanced editing- Speed (slo-mo)



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### Advanced editing- Overlay (picture-in-picture)



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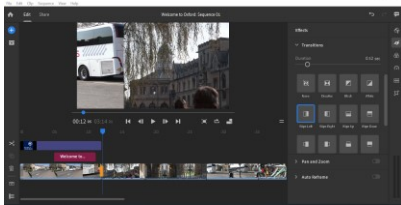
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### Visual effects- Transitions



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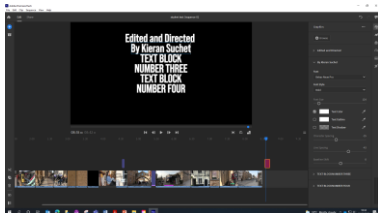
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### Visual effects- End credits



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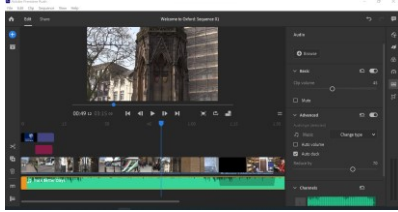
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### Audio pt1 – Adding Soundtrack



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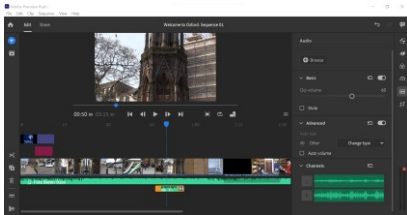
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### Audio pt2 – Adding Sound Effects



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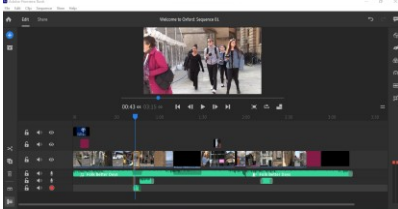
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### Audio pt3 – Adding Voice-over



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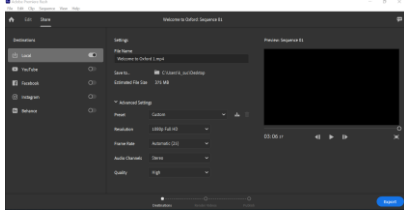
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### Finishing project- Exporting and sharing



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Find the resources for this workshop in our IT Learning Portfolio Download the files (and more) from the IT Learning Portfolio at

[skills.it.ox.ac.uk/it-learning-portfolio](https://skills.it.ox.ac.uk/it-learning-portfolio)



23

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kieran.suchet@it.ox.ac.uk



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