



# YOUR EDITING CHEAT SHEET

by

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# SWEET SHEET / CHEAT SHEET

## ***Hey VideoStar!***

In this cheat sheet, you're getting a bite-sized list of the 15 editing steps, from the training video.

*Use as you will!*

And as always...

Dream up,



Sarah Michelle Brown  
Your Virtual Video Director

# YOUR 15 EDITING STEPS

## Cheat Sheet

1. **CHOOSE YOUR SOFTWARE** – All have similar editing features; grab ones with free trials if you want to start learning the basics.
2. **GATHER YOUR GOODIES** – Transfer + organize all the files you'll need into ONE place; store it on an external hard drive + make a copy of your hard drive.
3. **IMPORT TIME** – Import ALL the files you'll need into your editing program.
4. **GET THE GOLD** – Gather together your best takes/moments.
5. **BUILDING THE FOUNDATION** – Go section by section and insert the “gold” clips one at a time to create a rough draft of your video.
6. **TRIM + CLEAN UP** – trim the head and tail of your clips and delete the spaces.
7. **TRANSITIONS, BABY!** – Use the KISS rule (keep it simple superstar).
8. **MUSIC TIME** – use music to enhance the impact of your videos; use Royalty Free music (see Sarah's Recommended Resources); get free previews of the music you like; music shouldn't be too loud.
9. **ROCK 'N' B-ROLL** – B-Roll is meant to help enhance your videos and your audience's learning by adding visual cues; can hide mistakes, awkward cuts and cover your voice-over sections.
10. **WATCH IT, HEAR IT, SEE IT** – When you're finished with the music and the B-Roll, watch the whole video again without stopping; use your different senses; take notes and make changes.
11. **FEEDBACK** – Export your video and send it to trusted peers and/or post it in our group and ask for feedback.
12. **CHANGES BASED ON THE FEEDBACK** – Decide what advice to take, and make the necessary changes; watch it once more then export it in a format compatible with the web.
13. **ONE LAST DANCE** – Watch the exported version one last time - you may have missed something that becomes clear in the export; if you find any hiccups, make those changes, export it and watch the exported video once more.
14. **UPLOAD** to Vimeo, Youtube, etc.
15. **SHARE + CELEBRATE.**



*Be sure to share your  
questions and ah-hahs in the  
Facebook group!*