

# Shotcut User Guide (March 2022)

Shotcut v20.11.28

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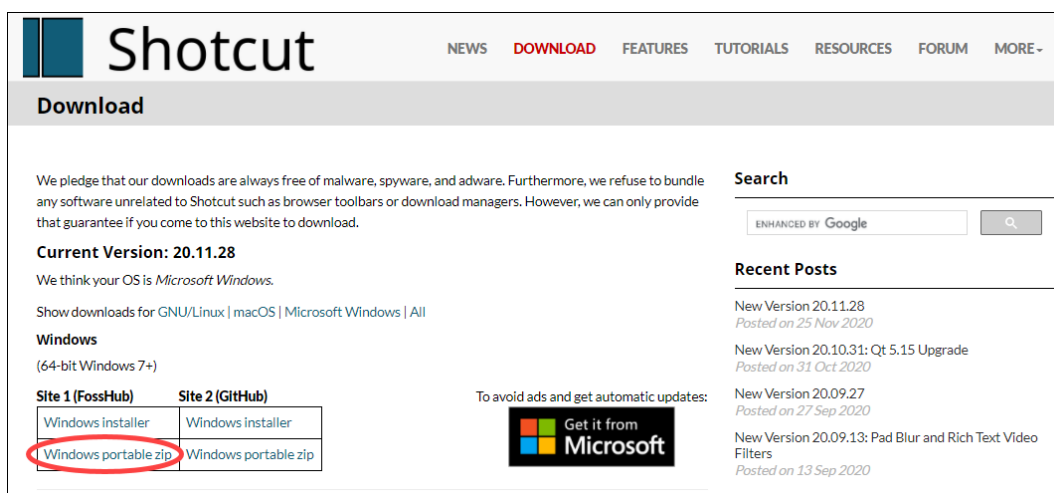
## Install the Latest Version of Shotcut

Shotcut is updated frequently so it's useful if you can install the latest version onto your computer when needed. If you don't have admin rights on your computer, there is a previous version of Shotcut available to download from the University's Software Centre.

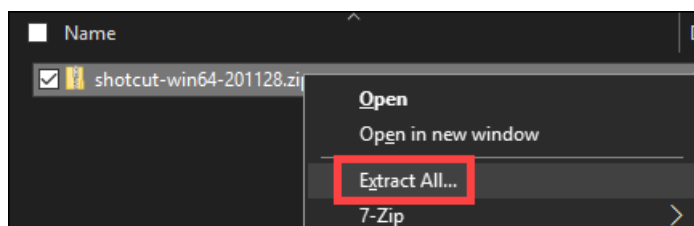
If you have a computer with admin rights, go to <https://shotcut.org/download>, download the Windows installer file and install Shotcut on your computer.

If you don't have admin rights, you can download the Shotcut operating files onto your hard drive / flash drive / external hard drive, then run Shotcut from there. Instructions to do this are as follows.

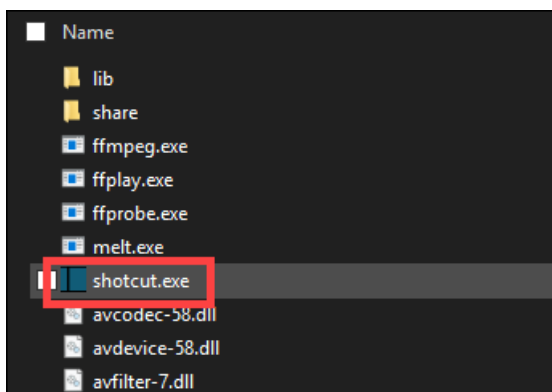
1. Visit <https://shotcut.org/download>.
2. Select the Windows portable zip link and download to your laptop/PC.



3. Locate the download on your computer and right click on the file. Select Extract All... from the pop-up menu.



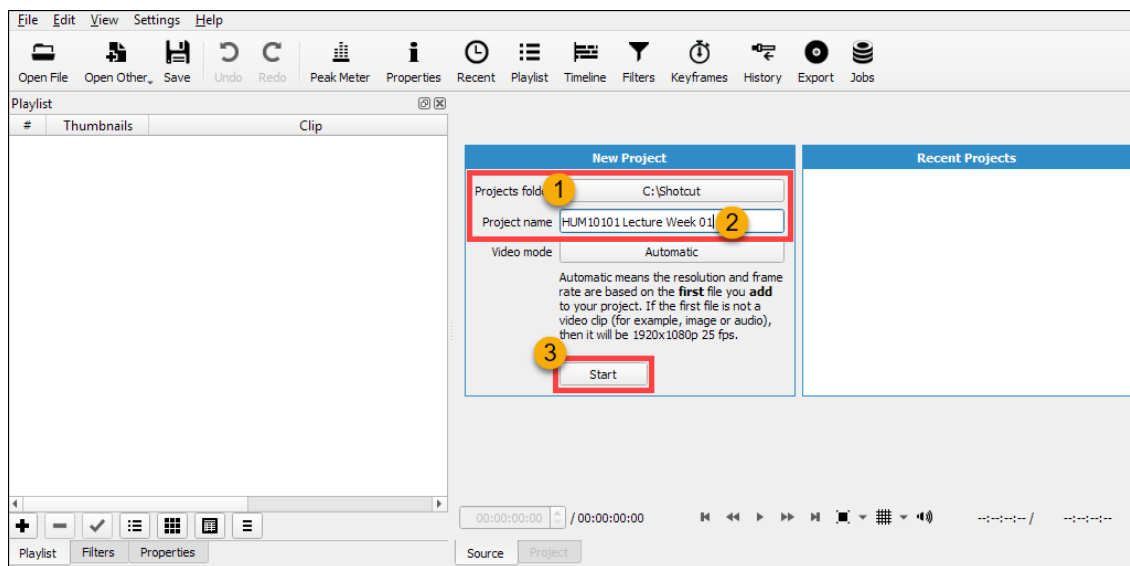
4. When prompted, browse for a suitable folder to copy the files into and click Extract. Depending on where you choose to save to, it could take some time to extract all the files.
5. Once all the files have been extracted and saved onto your computer, go into the folder where you saved them and locate and **open the Shotcut folder**.
6. In this folder there should be a file called **shotcut.exe**. Click this and the programme will open.



## Create a Project

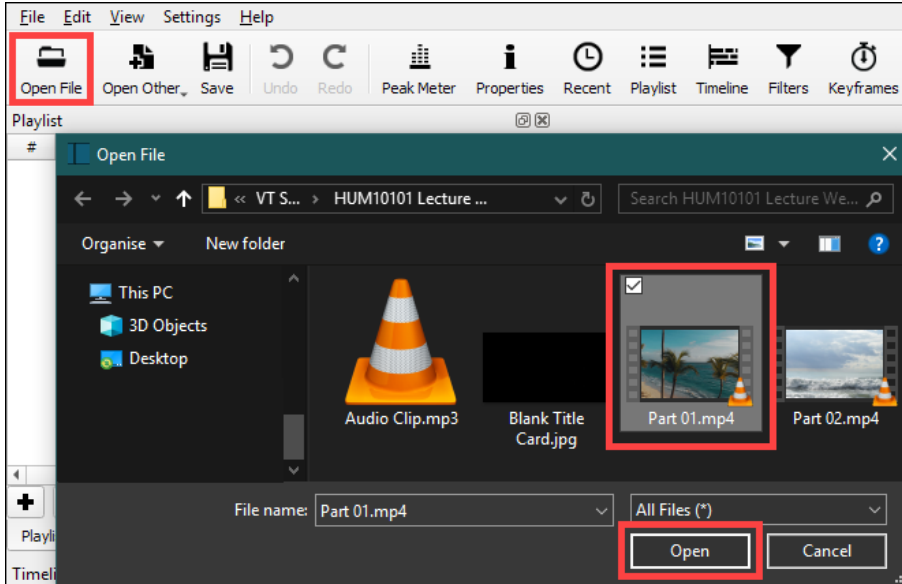
1. Select or create a Project folder by **clicking on the button next to the text**.
2. Give your Project a name.
3. Press Start.

**Note:** Shotcut Projects have the file extension “.mlt”

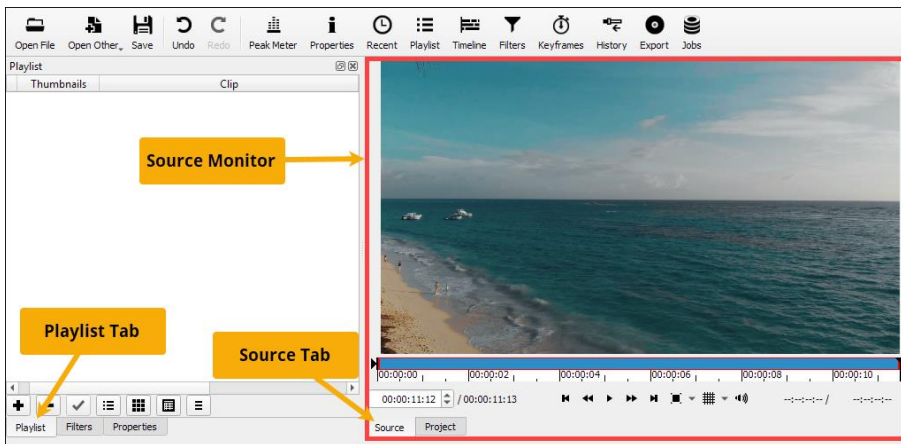


## Import Video into Shotcut

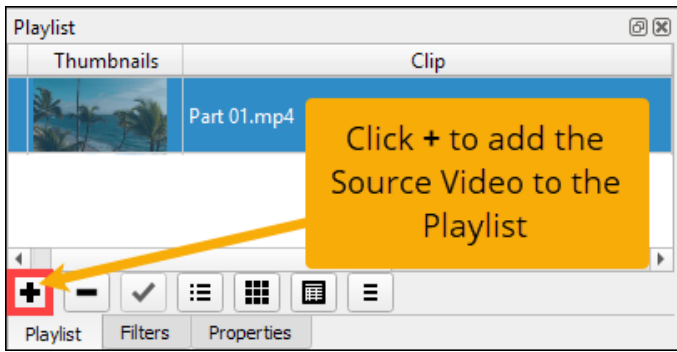
Click the **Open File** icon on the toolbar (or use **File > Open File**). Select your first video and click **Open**.



The video will open in the **Source Monitor** window and start playing automatically.



Click on the **Playlist tab** and then click the **+ button** to add the source video to the playlist.



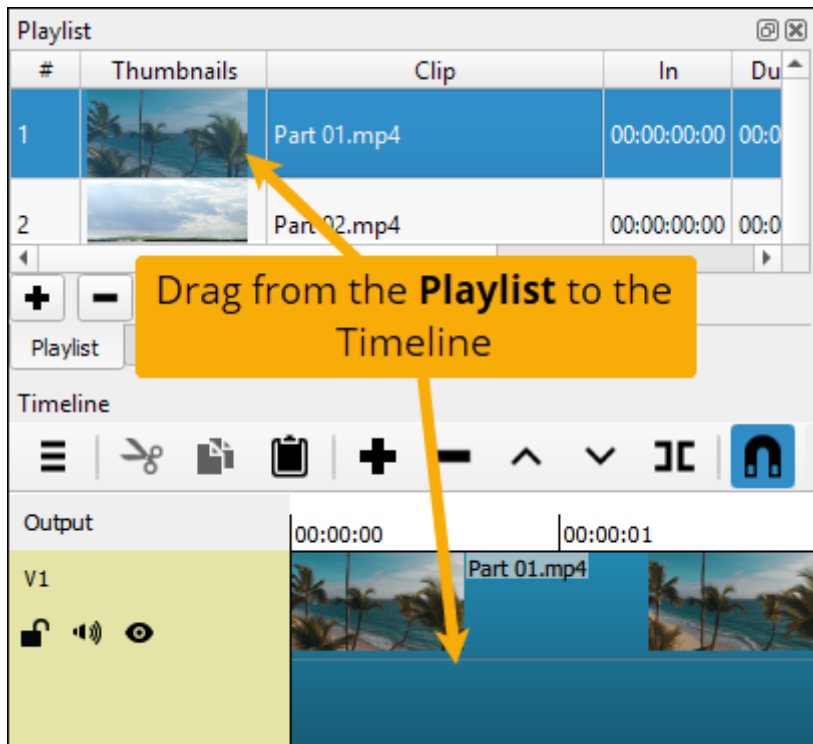
N.B. Shotcut's Playlist is really a 'library of assets' rather than a sequential playlist.

If you want to open multiple files instead of just selecting one video in step 2, select them all. These will all automatically be added to the playlist.

## Add Video to the Timeline

You can either add a **whole video or a clip selected from a video** to the Timeline.

1. To add the **whole** video: **drag and drop** it from the Playlist to the Timeline.



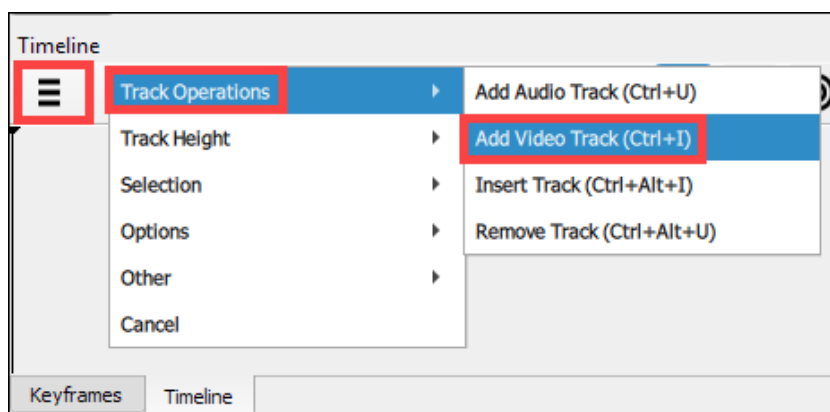
2. To add a **clip** (section of a video):

- a. **Double-click** on the video in the **Playlist** panel to load it into the **Source Monitor** window.

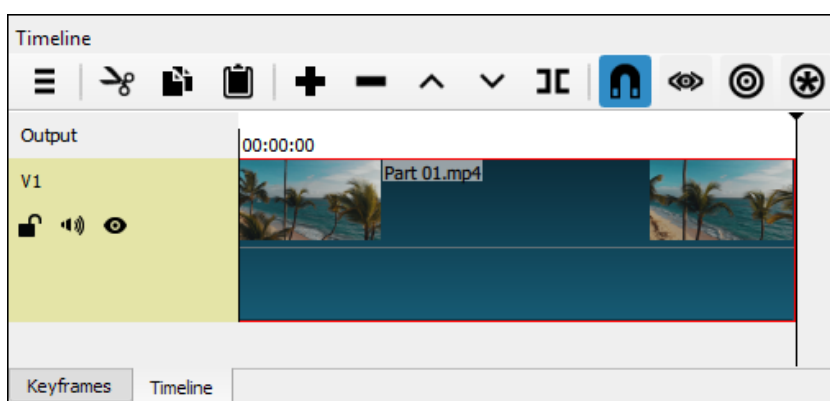
- b. **Drag the in/out markers** (triangular handles either side of the playbar) to mark the **beginning and end** of your clip.



3. From the Timeline menu, select Track Operations > Add Video Track (or press Ctrl+I).



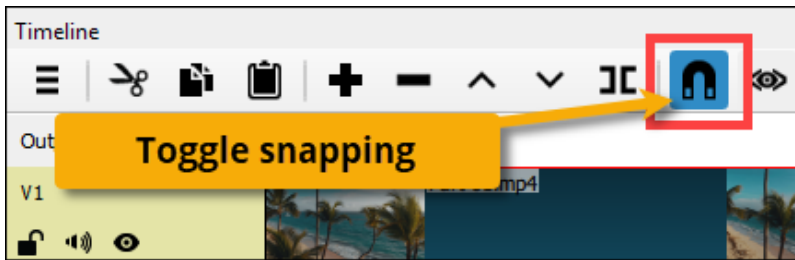
The Timeline will now have a video track (V1).



To add more videos to this track you can:

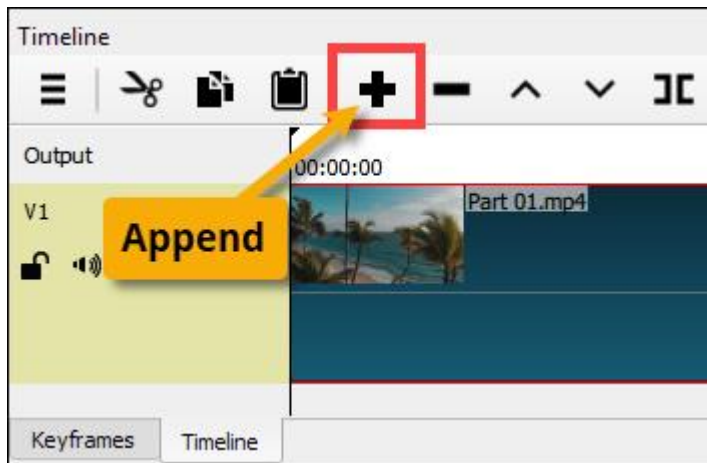
- either add them directly from the Playlist (drag and drop)
- or add a clip/section of video as before.

To add more videos from the Playlist, make sure **Toggle snapping** is selected on the Timeline toolbar and then **drag and drop** from the Playlist to the end of the current clip.



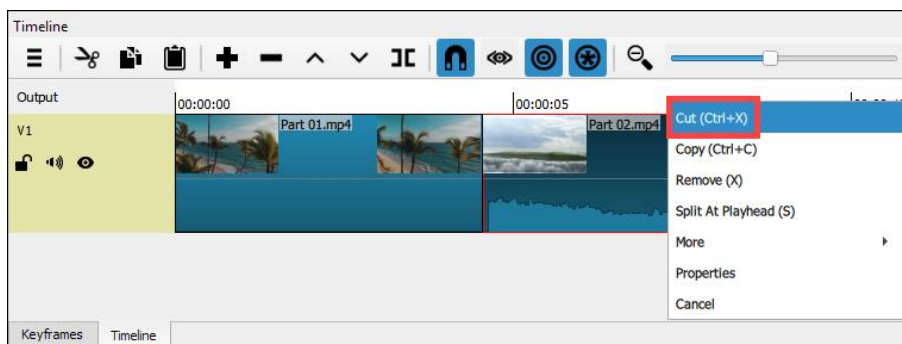
Toggle snapping makes sure that, when you add a new clip to the video track, it 'snaps' to the end of the last clip like a magnet. This avoids any unintentional overlaps or blank video.

To add more selected clips, follow steps 1-2 above and then click the Append (+) button on the Timeline toolbar to add the clip to the Timeline.



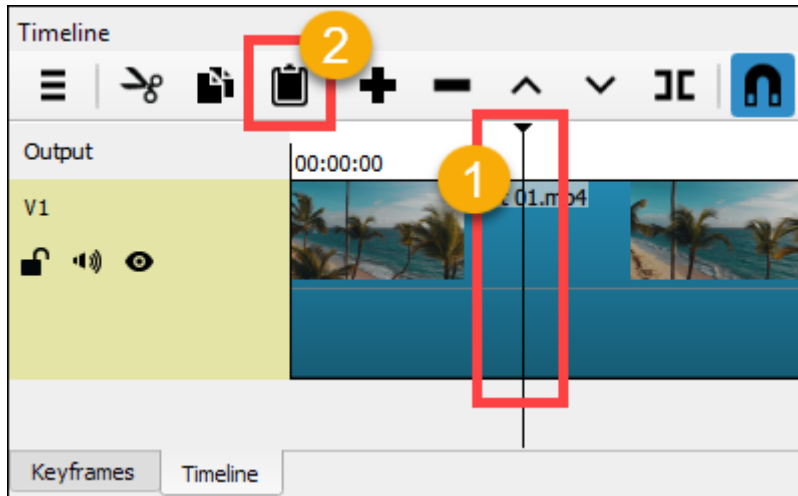
## Change the Order of Clips on the Timeline

On the Timeline, click on a clip to highlight it, right-click it and select **Cut**. This removes the clip from the Timeline and moves clips that came after it to fill the gap.



1. **Position the playhead** on the Timeline at the point you want the clip to appear.

2. Press the **Paste** button on the Timeline toolbar.



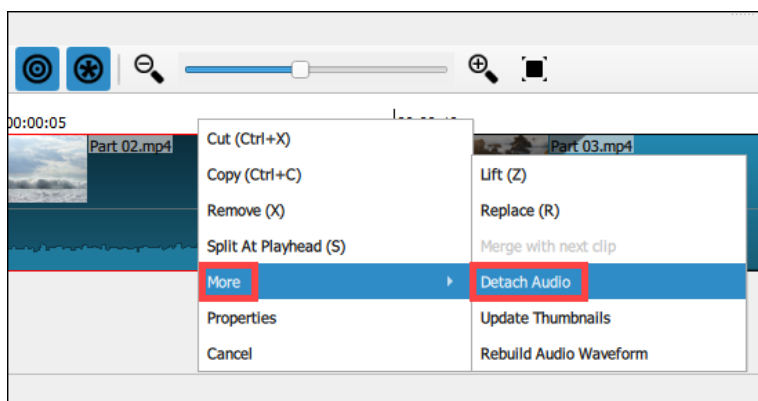


## Audio

### Detach Audio from Video

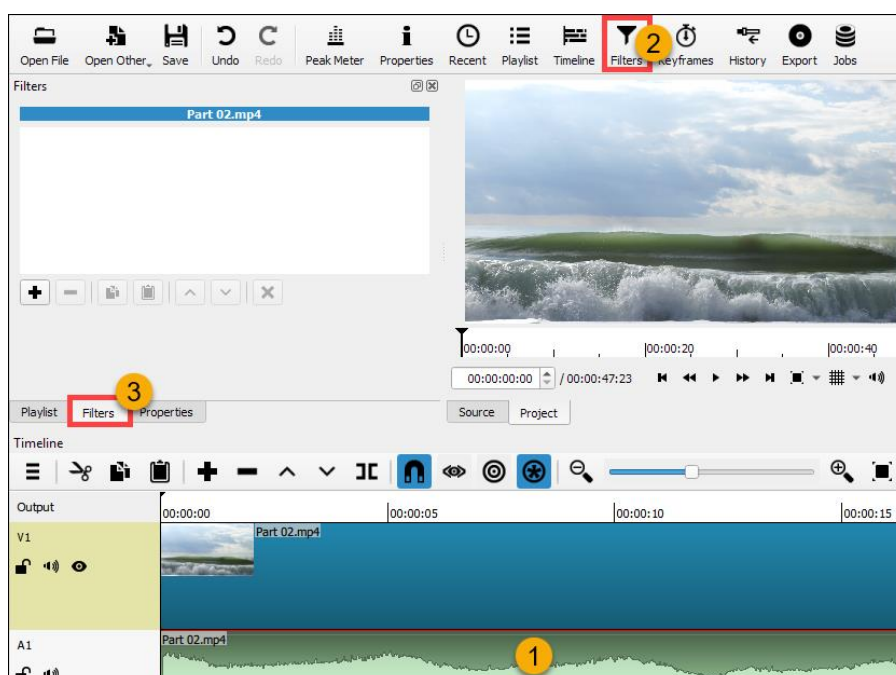
Detaching the audio track from a video clip allows you to have more control over the audio. As a separate track, you can edit the audio independently from the video and apply filters such as adjusting the levels (volume). You can also remove the audio completely and replace it with different audio, e.g. pre-recorded voiceover.

To remove the audio from a clip on the Timeline, **right-click the relevant clip** and select **More > Detach Audio**.

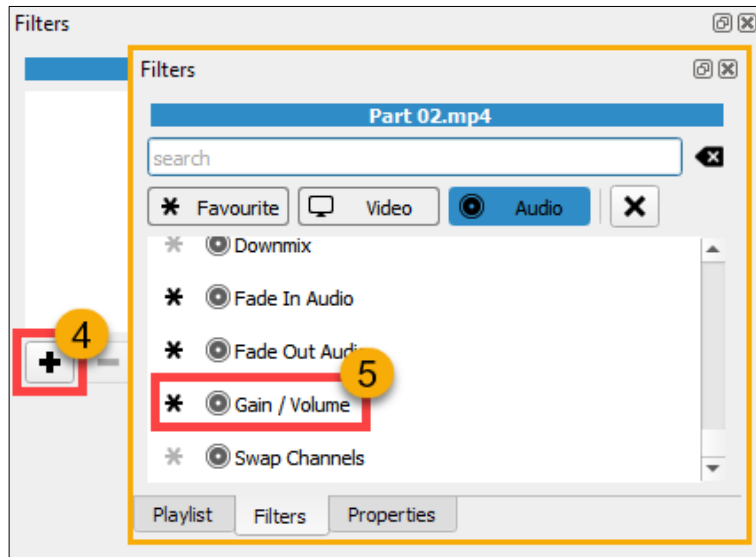


### Adjust the Levels (Volume)

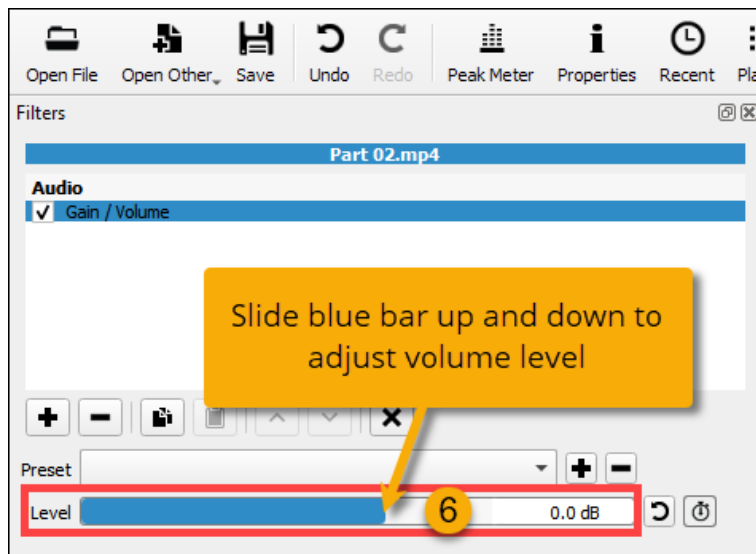
1. On the Timeline, click the clip you want to adjust.
2. Press the **Filters** button on the top toolbar.
3. This adds a Filters tab below the Playlist panel.



**4 and 5:** Press the + button and select **Gain/Volume** from the **Audio** tab.



6. Click and drag the blue bar left to lower levels and right to raise them



## Import Audio Voiceover

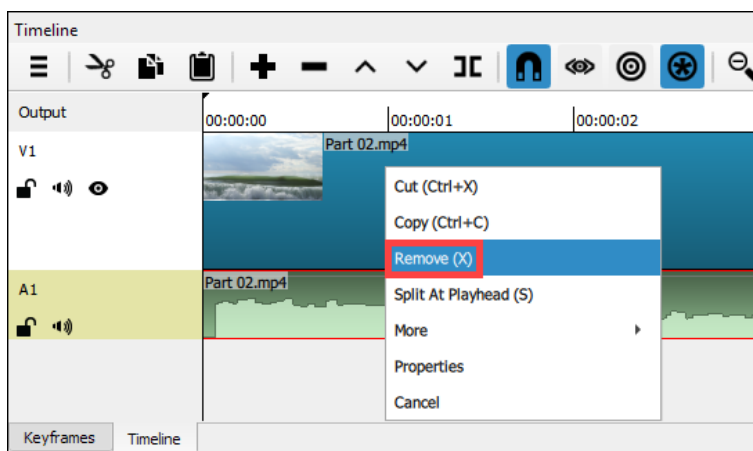
You can record a voiceover track

- either using your mobile phone and emailing the recording to yourself then saving it to your computer
- or by using free software like Audacity on your computer.

In both cases, save the recording in **mp3 format** on your computer.

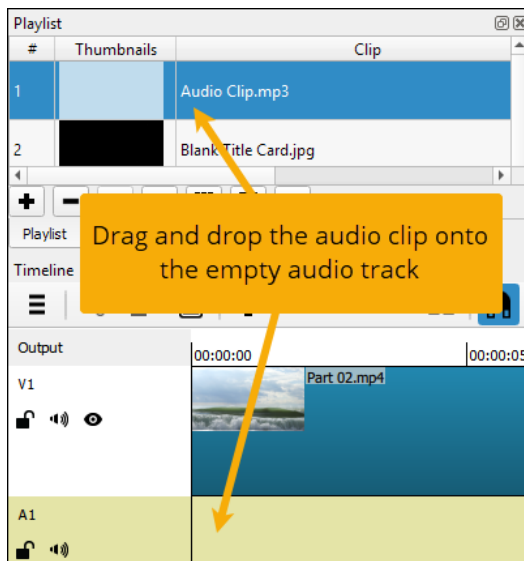
To import an audio file into Shotcut, first detach the unwanted audio from the video ([see above](#)), then follow these steps:

1. Right-click on the audio clip and select Remove.



2. Click the **Open File** icon on the toolbar (or use File > Open File).
3. Select the audio file you saved to your computer and click **Open**. The audio file will open in the Source Monitor window and start playing automatically.
4. Click on the Playlist icon or tab and then click the + button to add the source audio to the playlist.

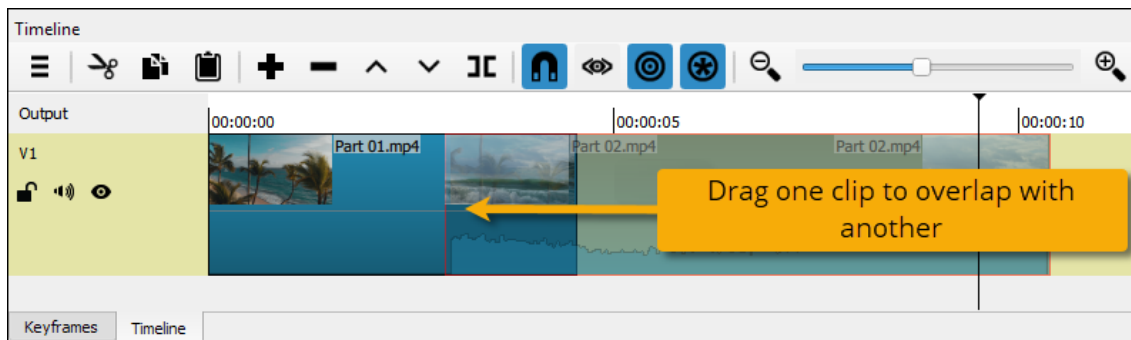
5. Click on the audio track in the playlist and drag it down onto the empty audio track.



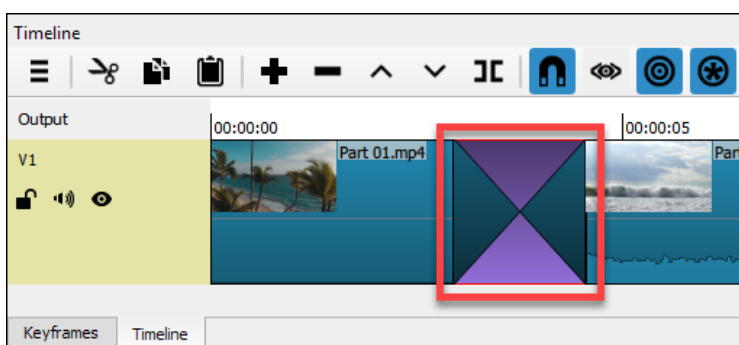
## Transitions

### Cross-dissolve

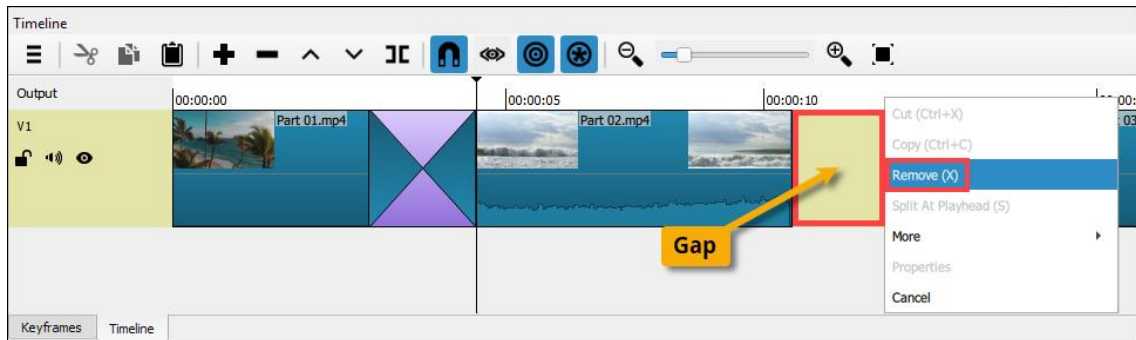
To create a cross-dissolve transition, click on one clip and **drag it** so that it overlaps an adjacent clip, either to the immediate right or left, then release the clip you're dragging.



The dissolve transition looks like this on the Timeline:

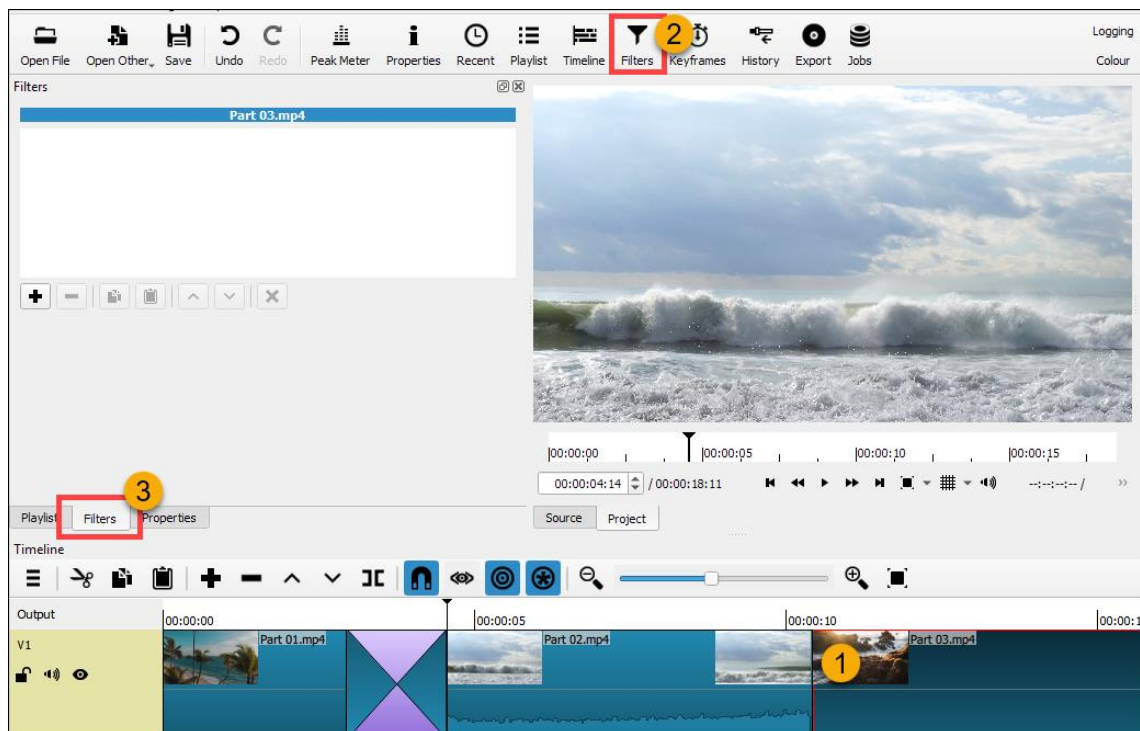


If you end up with a gap between clips, **right-click the gap** and select **Remove**.

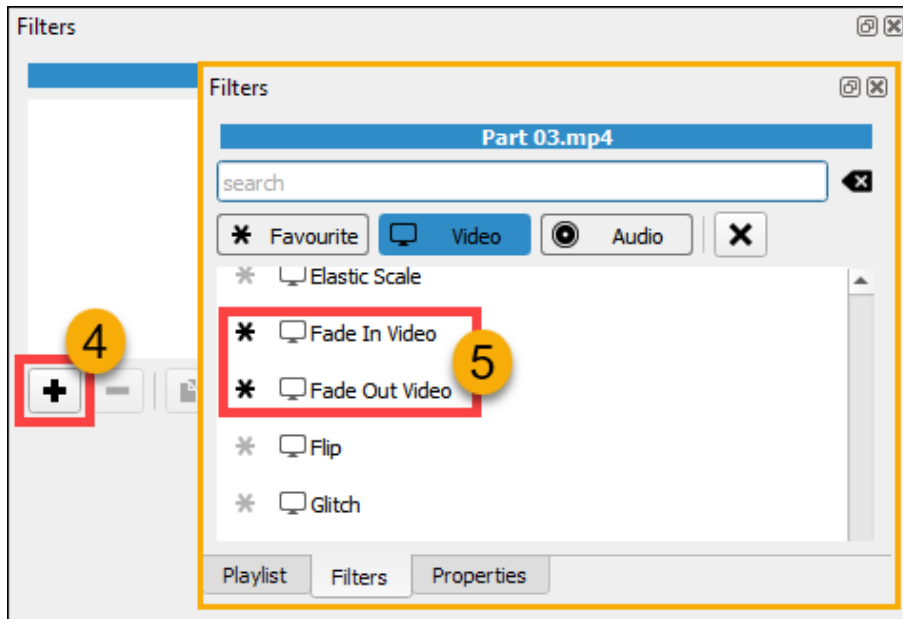


### Fade in/Fade Out (video and audio)

1. On the Timeline, click the clip you want to fade in/out.
2. Press the **Filters** button on the top toolbar.
3. This adds a Filters tab below the Playlist panel.



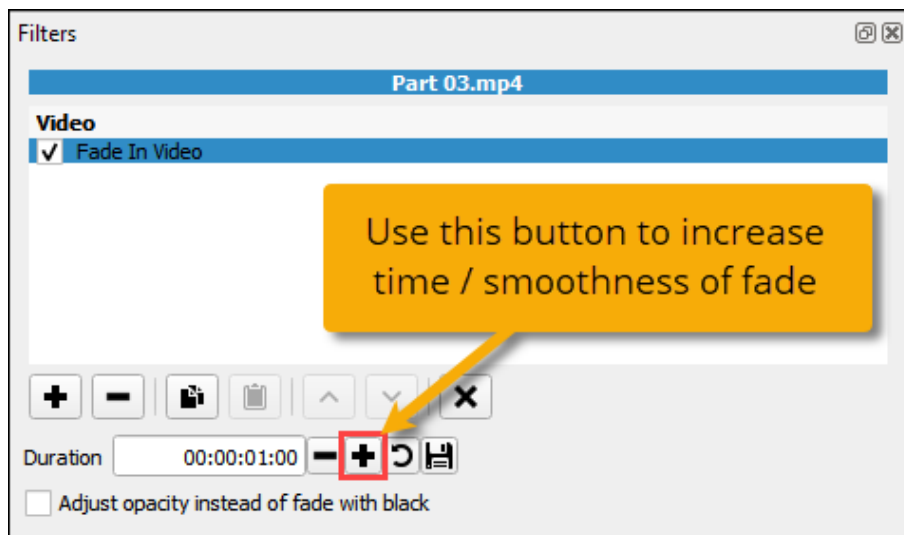
4. Press the **+** button.
5. Select either **Fade In Video** or **Fade Out Video** from the Video tab.



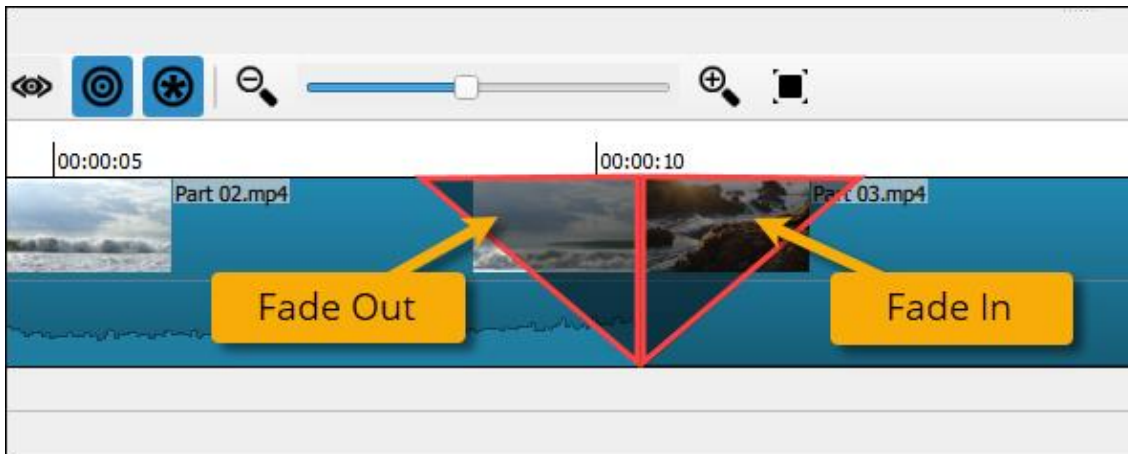
The Filters panel now shows the filter applied to the selected clip on the Timeline.

By default, **fades are 1 second in duration**. You can achieve a smoother fade by increasing its duration.

Press the '+' button next to the duration display until it shows 00:00:02:00 (2 seconds), or more.



The fade filter shows as a slanting triangle on the selected clip on the Timeline.



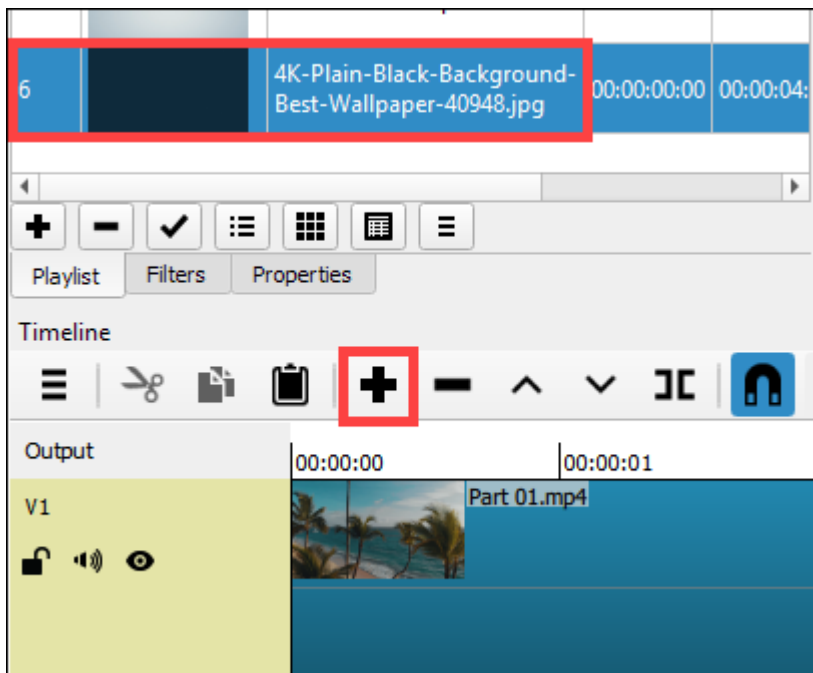
You can also fade audio using the same method and selecting **Fade In / Out Audio** in the Filters list.

## Add Text

### Title Card

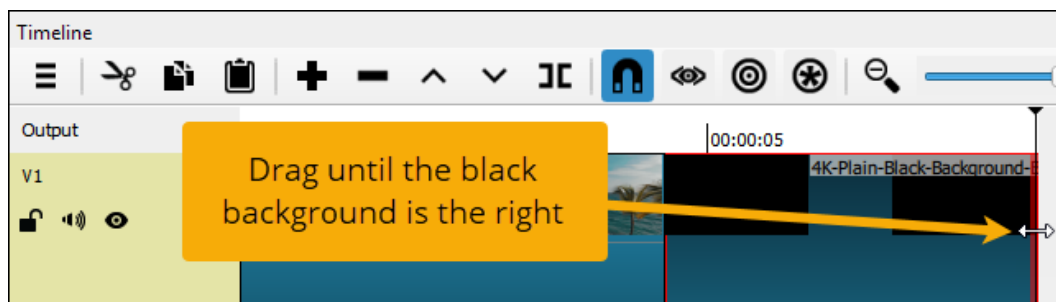
The best way to add a title at the beginning of the Timeline is to add a black image to the project and add text onto it.

1. Create a plain black image (or download one from the internet) and add it to your playlist.
2. Double-click the image in the **Playlist** panel and press the **+** button on the Timeline toolbar.



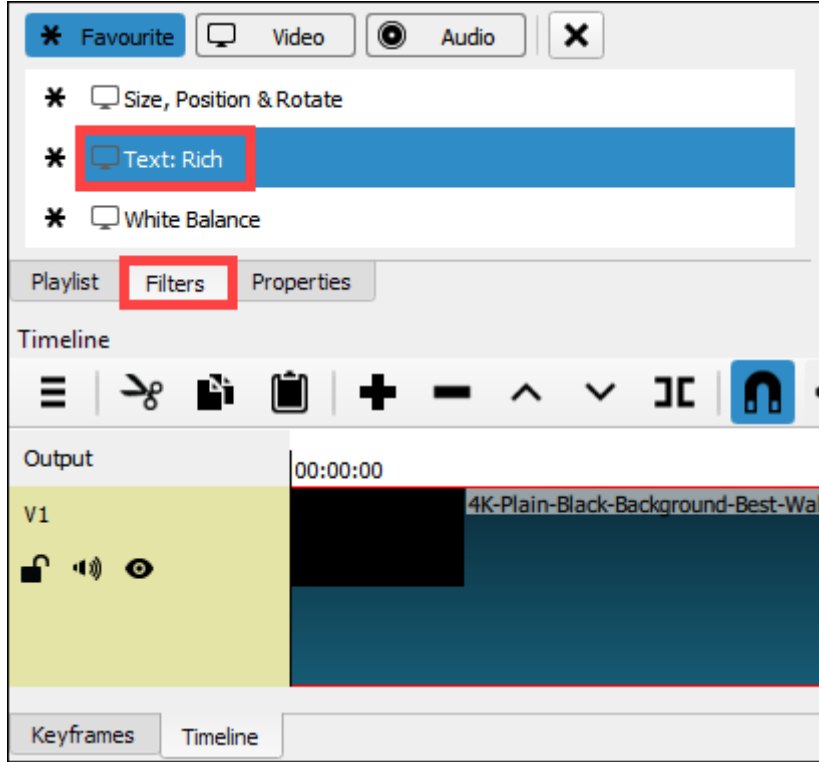
The image will be added to the end of your sequence.

By default, its **duration** will be **4 seconds**. If you want it to be longer than this, drag out the right edge of the black image on the Timeline.

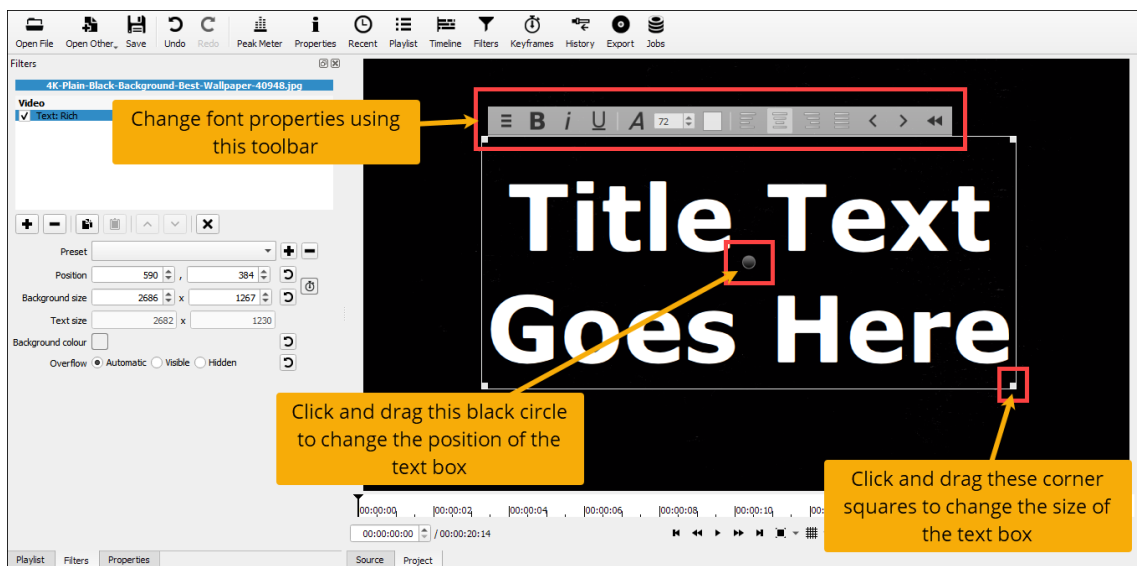




- Right-click on this extended black image and select **Cut**, then drag the playhead to the very beginning of the Timeline and click the **Paste** button on the Timeline. The black image will be inserted at the very beginning of the Timeline, in front of all other clips.
- Select the clip of the black background and go to the **Filters** tab, click on the **plus sign** and select **Text: Rich**.



You will then be presented with a text box which is editable from within the source monitor.

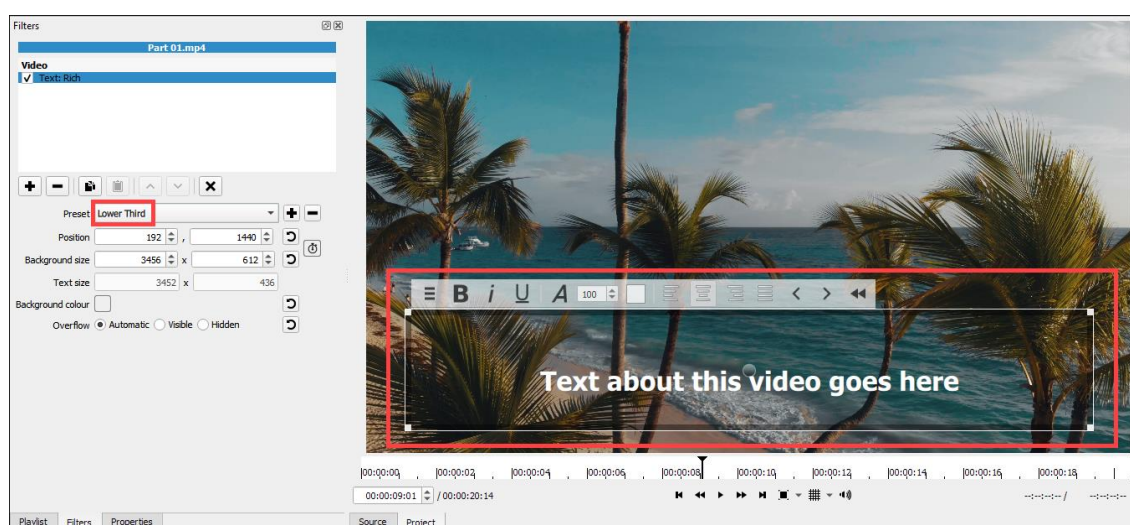


You can type your text directly into the text box and change font properties using the toolbar at the top of the text box. You can also change the size of the text box by clicking and dragging the small squares in each corner, and change the position of the textbox on the screen by clicking and dragging the small circle in the centre.

## Text Over Video

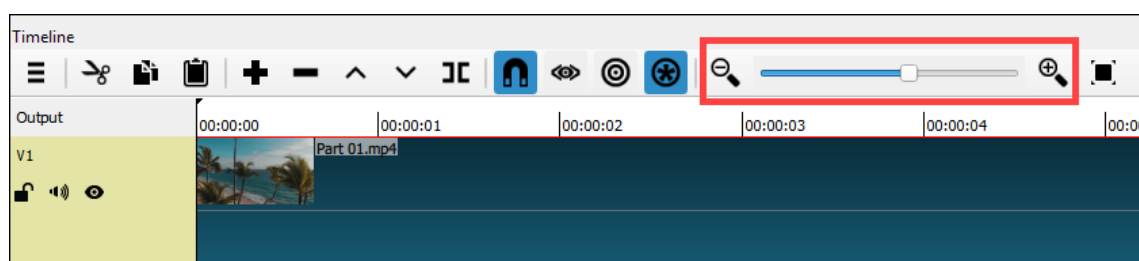
Adding text over your video follows almost the same process as adding a title card but, instead of selecting the black background, you would select the video clip you want to add text to.

Once you get to the Filter settings, there is a handy **Preset** that will position your textbox in the **Lower Third** of the video. However, you can still move and resize the text box if you prefer.

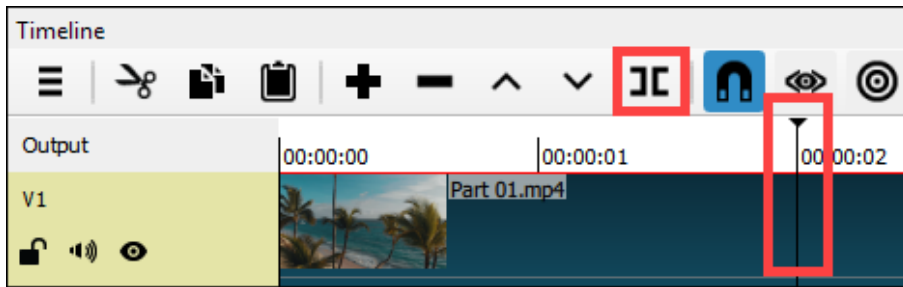


If you only want to display text for part of the video clip, you will need to first split the clip in the Timeline.

1. Before you begin, it's useful to expand the view of the clip on the Timeline by using the **plus and minus magnifiers** on the Timeline Toolbar. Either click on the plus sign or drag the slider until your clip appears as expanded on the Timeline.



2. Drag the playhead to the position in the video. You can use the left and right arrow keys on your keyboard to move frame-by-frame for more accuracy. Mark this point by pressing the **Split at playhead** button on the Timeline Toolbar.



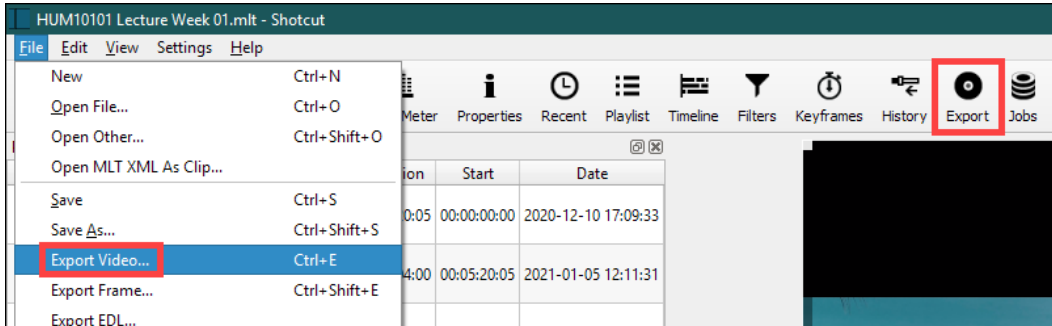
3. Do the same for the point **where you want the text to stop** being displayed in the video. The video has now been split into three separate clips:



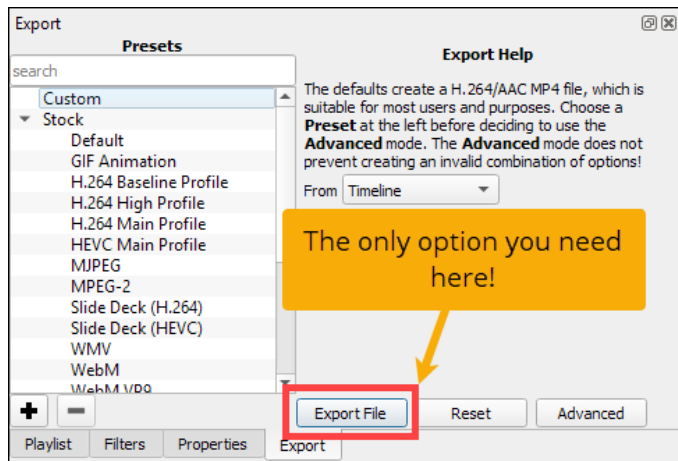
4. Select the clip you want to display the text over and add the **Text: Rich** filter as outlined in the steps above.

## Exporting the Video

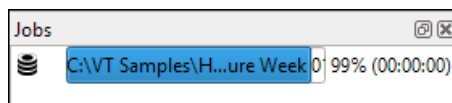
From the Shotcut menu, select **File > Export Video...** or click the **Export button** on the toolbar.



You'll be presented with a number of presets and options but you don't need to change any of these. Just press the **Export File** button and choose where you want to save your video.



It will take some time to process, and you can see the progress of your export in the jobs window that appears to the right of the source monitor.



## Next Steps

Once you have exported and saved your video to your hard drive, you'll probably want to share it with others. The best way to do this is by uploading it to the University **Video Portal**. The Video Portal ensures your video is uploaded to a secure space and, with automatically-generated subtitles, also covers requirements for audio/visual accessibility.

Once your video is up on the Video Portal, you can share it with others either by providing your audience with a link to the video portal page, or by embedding the video directly into your Blackboard course.

Please see the following guidance for further information:

- [Uploading a Video to the Video Portal](#)
- [Linking a Video in Adobe Spark Page](#)
- [Embedding a Video in A Blackboard Course](#)

## Copyright

Please note all the usual copyright restrictions apply regarding the use of commercial and copyrighted media in Shotcut. To learn more about copyright, please visit our [guide to copyright](#) on the eLearning Resources website.

## Glossary

**Cross Dissolve** - the image of the end of one video starts dissolving to reveal the start of the next video.

**Export** – to transfer video data into a format that can be read by standard media player applications.

**Fade** - the end or start of a video fades to black.

**Playhead** - a graphic line in the timeline that represents the position, or frame, of the material you are currently viewing.

**Playlist** - in Shotcut a playlist is used to collect videos into one place for ease of access.

**Project** – where all of your video edits and effects are saved in an editable format before you export the video.

**Snapping (Toggle Snapping)** – the automatic joining of the beginning of a clip to the end of the last clip.

**Source Monitor** - allows you to view clips at full resolution and establish In and Out points.

**Timeline** – a space to line up video clips horizontally, reading from left to right. The timeline also has time code markers indicating the location of each frame.

**Title Card** – filmed or printed text appearing at the beginning or end of a video. Usually containing details about the video and its creators.

**Track** – individual pieces of media on the timeline.

## Keyboard Shortcuts

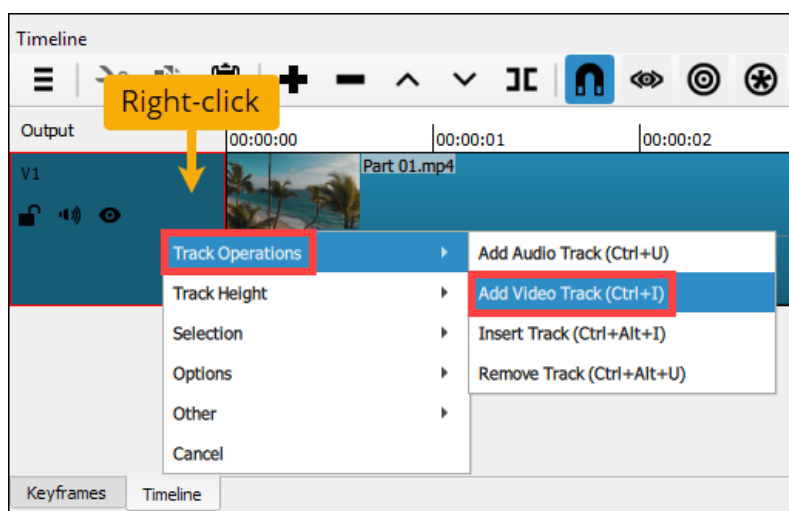
Action	Windows/Linux	macOS
File > Open	Ctrl+O	command+O
File > Save	Ctrl+S	command+S
File > Export Video	Ctrl+E	command+E
Edit > Undo	Ctrl+Z	command+Z
Edit > Redo	Ctrl+Y / Ctrl+Shift+Z	shift+command+Z
Play	L or Space	L or space
Pause	K or Space	K or space
Next Frame	Right Arrow key	Right Arrow key
Previous Frame	Left Arrow key	Left Arrow key
Seek Start	Home	home
Seek End	End	end
Cut	Ctrl+X	command+X
Copy	Ctrl+C or C	command+C or C
Paste	Ctrl+V	command+V
Insert	V	V
Split	S	S

## Optional Advanced Techniques

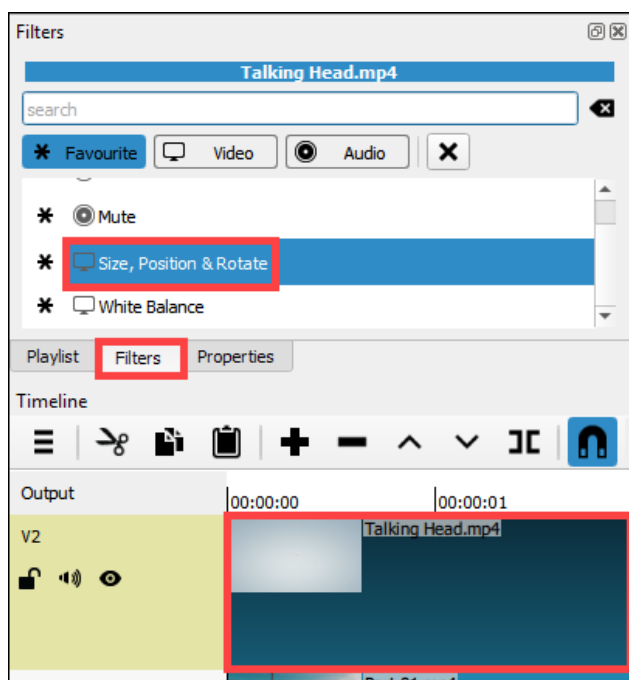
### Split Screen Video

You can create a video with slides on one side of the screen and a talking head on the other. To do this, you will first need to add the two separate video files to your playlist.

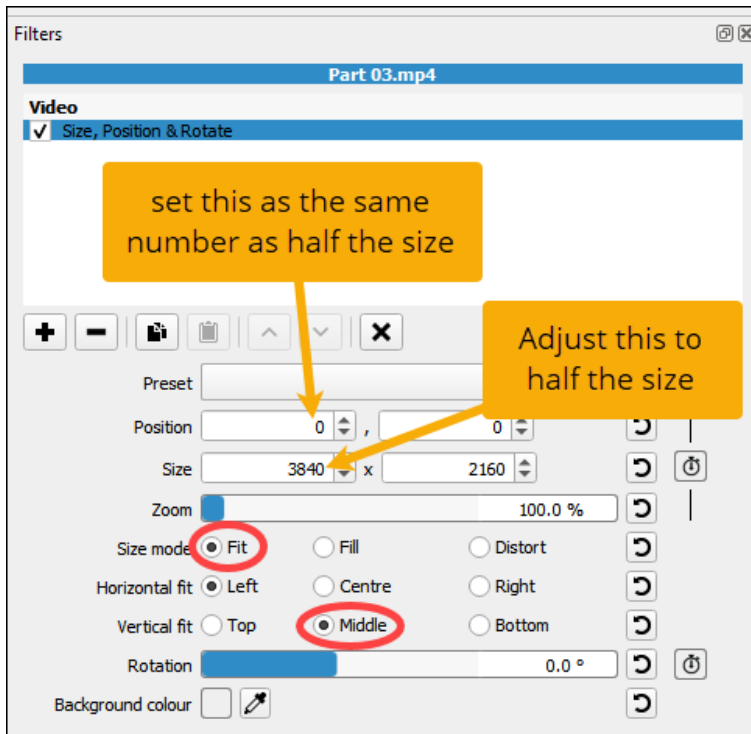
1. Add your first video to the Timeline.
2. Right-click on the video track under **Output** and select **Track Operations > Add Video Track**. This will add a new blank track to the Timeline.



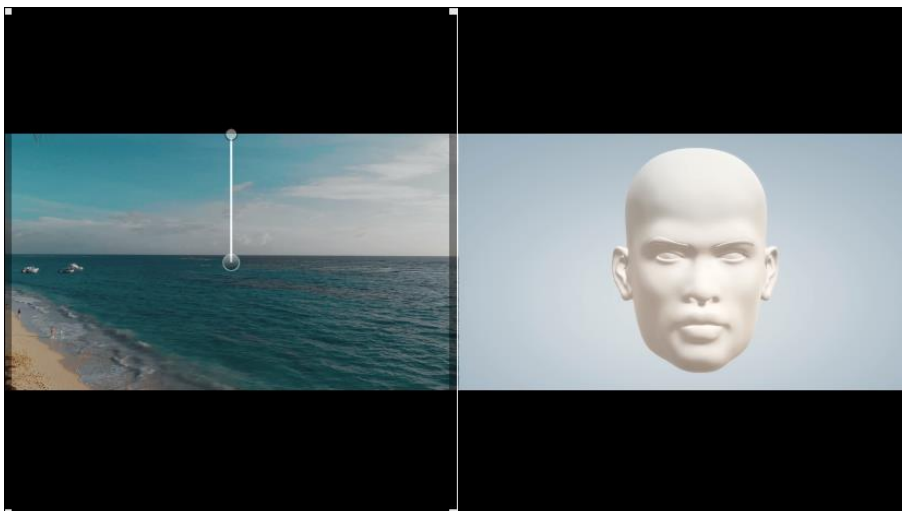
3. Drag and drop your second video onto the new video track.
4. Select the video you want to be on the right-hand side of the screen and go to the **Filters** tab, click on the **+** sign and select **Size, Position and Rotate**.



5. In the filter settings, set **Size mode** to **Fit** and **Vertical fit** to **Middle**.
6. To scale the video to half its original size, **divide the width by 2** and replace this in the first box next to the **Size** setting.
7. To get the video to orient to the right-hand side, input the same number into the first box next to the **Position** setting.



8. To set the left-hand video, go through the same process, **leaving the number in step 7 at 0**.  
Your video should now look like this.

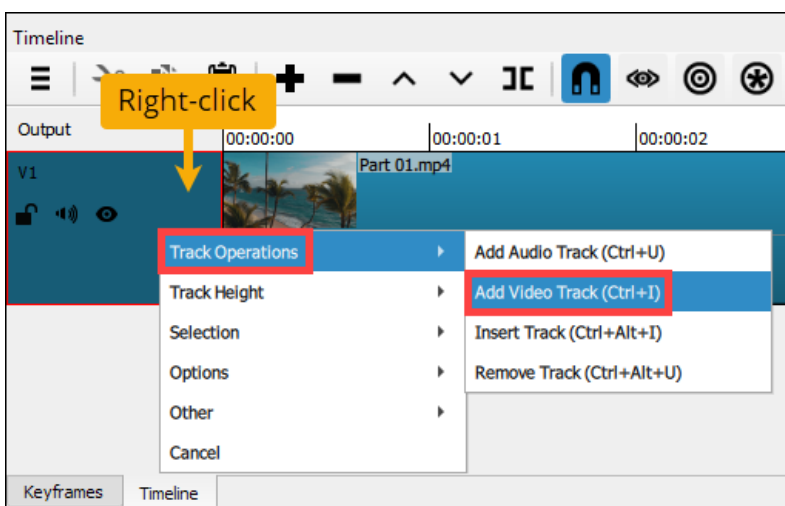




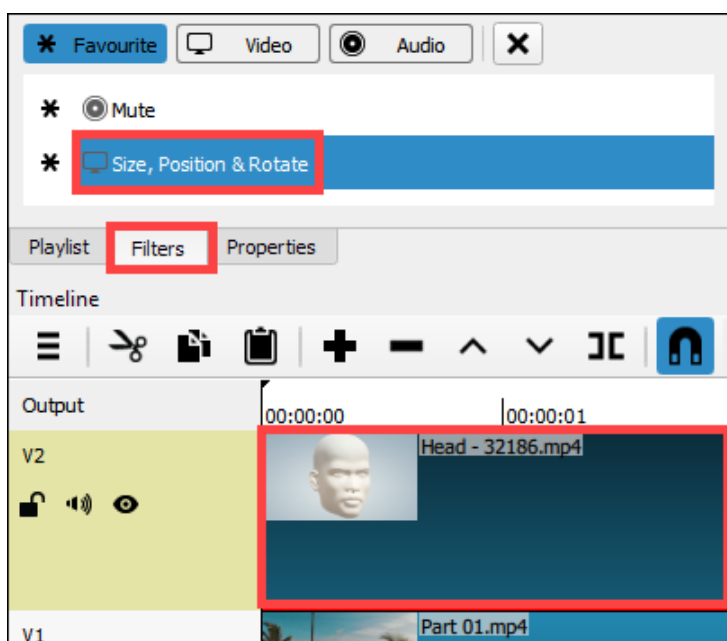
## Picture-in-Picture Video

You can create a video with slides as the focus and a smaller talking head video in a box in one corner. To do this, add your two separate videos to the playlist.

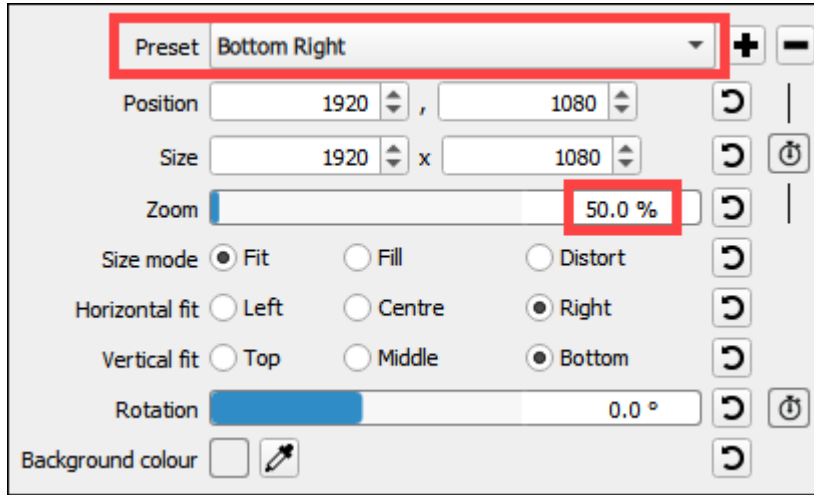
1. First, add your main video to the Timeline.
2. Right-click on the first video track under **Output** and select **Track Operations > Add Video Track**. This will add a new blank track on top of your first video.



3. Drag and drop the video you want to appear as a smaller box to the new blank video track.
4. Select the second video and go to the Filters tab, click on the **+** sign and select Size, Position and Rotate.



- In the Filter settings, select either **Bottom Left**, **Bottom Right**, **Top Left** or **Top Right** (depending on where you want the smaller video to display) from the **Preset** dropdown. You can adjust the size of the video by editing the **Zoom %**.



Your video should now look something like this:

