

CapCut Edit Checklist

Essential Edits Before You Export

These are the only edits you need to make a complete, shareable learner story video. You do not need music, titles, transitions, or colour grading. A clean, trimmed video with accurate captions is a finished video.

Getting Started in CapCut

Open CapCut. Tap 'New Project.' Select your video clip from your camera roll. Tap 'Add.' Your clip appears in the timeline at the bottom of the screen. You are ready to edit.

Work through each question in order. If you answer "No" to any question, stop and take the indicated action before continuing.

	Edit	How To Do It In CapCut	Done When
<input type="checkbox"/>	Trim the start	Tap the clip in the timeline. Drag the left white handle to the right until the fumbling or silence is removed.	The video opens with the learner already present and settled.
<input type="checkbox"/>	Trim the end	Drag the right white handle to the left until the trailing silence or movement is removed.	The video ends cleanly on the last meaningful word.
<input type="checkbox"/>	Cut a section (optional)	Move the playhead to where the section starts. Tap 'Split.' Move to where it ends. Tap 'Split' again. Tap the middle section. Tap 'Delete.'	Any section the learner asked to remove is gone.
<input type="checkbox"/>	Add auto-captions	Tap 'Text' in the toolbar. Tap 'Auto Captions.' Choose language. Tap 'Start.' Wait for processing to complete.	Captions appear across the full video.
<input type="checkbox"/>	Review every caption	Tap each caption block. Read it against what you hear. Correct any errors — especially names, places, and program terms.	All captions are accurate. No words have been changed from what the learner said.
<input type="checkbox"/>	Check caption style	Tap a caption block. Tap 'Style.' Choose white text with a dark background or shadow for readability.	Captions are readable against both light and dark parts of the video.



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<input type="checkbox"/>	Adjust volume if needed	Tap the clip. Tap 'Volume.' Increase if the learner's voice is too quiet.	The learner's voice is clearly audible without the viewer turning up their device.
<input type="checkbox"/>	Watch the full video once	Tap the play button from the beginning. Watch the whole thing.	One complete watch-through done. Any remaining issues fixed.
<input type="checkbox"/>	Export	Tap the export icon (top right corner). Select 1080p. Tap 'Export.' Video saves to camera roll as MP4.	Video exported and saved.

A Note on Captions for Multilingual Learners

Auto-captions fail more often on accented speech. When reviewing captions for a multilingual learner:

- Correct technical errors — words that are wrong, missing, or reversed
- Do not correct the learner's grammar, syntax, or phrasing — their voice is part of the story
- Do not change informal expressions or colloquialisms to more formal English
- If the learner uses a word from another language, caption it as spoken — do not translate

You Do Not Need To

- Add background music
- Add title cards or lower thirds
- Include your organization's logo inside the video
- Colour-correct the footage
- Add transitions between clips

Remember:

A simple, honest video that tells a clear story with accurate captions is more powerful than a heavily produced video with a weak story. Finish the edit. Export. Share it.