Lectora

Lectora Video Editor Information Center

Welcome to the Lectora Video Editor Information Center

The Video Editor Information Center was designed so that you can quickly find the information you need and continue working on editing video for your titles.

The Information Center is divided into the following main sections. Click a topic in the Contents to get started.

- [Getting Started](#)
  View important information that you should know before using the Video Editor
- [Saving editing changes](#)
  Explains how to save your changes while using the Video Editor.
- [Using the playback controls](#)
  Provides information about using the controls for controlling the video playback.
- [Creating new video](#)
  Provides details about creating new video within the Video Editor.
- [Opening an existing video](#)
  Explains how to open and edit an existing video file.
- [Converting video](#)
  Describes how to convert video into other supported formats.
- [Trimming video](#)
  Explains how to trim unnecessary portions of the video.
- [Cutting, copying, and pasting](#)
  Provides information about using the clipboard to edit the video.
- [Undoing and redoing](#)
  Explains how to undo and redo commands sequences.
- [Adding and managing events](#)
  Describes how to add and use events to trigger actions within the video.

Getting started

Familiarize yourself with these general tasks to get the most out of the Video Editor.

- [Starting the Video Editor](#)
- [Touring the interface](#)
- [Configuring the Video Editor](#)
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Starting the Video Editor

The Video Editor starts when you edit a video object.

To start the Video Editor within the Publisher, do one of the following:

- In the Title Explorer, double-click the ▶ video graphic, then click the 🖊 **Edit** graphic in the **Video** group on the **Properties** ribbon.
- In the Title Explorer, right-click the ▶ video graphic and select **Edit**.
- In the Title Explorer, select the video and type **Shift + Enter**.

- In the work area, double-click the video and click the 🖊 **Edit** graphic in the **Video** group on the **Properties** ribbon.
- In the work area, right-click the video and select **Edit**.
- In the work area, select the video and type **Shift + Enter**.

The Video Editor opens.

Touring the interface

Here's a top-down look at the Video Editor interface:

Quick-access toolbar

Contains icons representing common tasks you perform most often, such as saving your work and undoing or redoing the last program request. You can customize the contents of the toolbar or show it below the ribbon.

File ribbon

Contains commands for file management, such as **New**, **Save**, and **Close**.

Home ribbon

Contains the main editing commands, such as **Trimming to Selection**, **Fade In**, **Fade Out**, and **Adjust Volume**.

Minimize the Ribbon

Toggles between minimizing and maximizing the ribbon area. You can also toggle between minimizing and maximizing the ribbon area by pressing **Ctrl**+**F1**.

Help menu

Contains menu items to open the Information Center and view the About window. The About window displays the program's version number, copyright and copyright year, and a link to additional information.

Work area

Shows the timeline of the current video, including the level depths of the video as it plays from left to right.

Zoom slider

Contains a slider for zooming the video within the current timeline.

Timeline scroller

Contains a horizontal scroller for navigating along the timeline.

Selection, duration, and position information

Contains timing position information, including the start and end selection position, the selected duration, the cursor position, and the total duration.

Play controls

Contains the main video controls, such as Stop, Play, Rewind, Forward, and Record.

Setup

Click this to configure the Video Editor.

Configuring the Video Editor

Configure the Video Editor by select the appropriate microphone and camera that are attached to the computer.

To select the audio and video devices:

1. Click the ⚙ Setup graphic in the lower-right corner. The Device Settings window opens.

2. Use the **Audio devices** field to select the appropriate microphone and use the **Video devices** field to select the appropriate camera.

3. Click **OK**.

Customizing the quick-access toolbar

Load the quick-access toolbar with your most-used commands to save time and frustration. The quick-access toolbar is the area of the title bar in the top-left corner of the Video Editor workspace window. The toolbar contains handy default options to save, undo, and redo, along with the ability to add and remove options of your choice. You can also move the toolbar below the ribbon, if desired.

Click the appropriate graphic on the toolbar to execute the corresponding command. For example, to quickly save your title, click the Save 💾 graphic.

The following commands are loaded by default:

Command	Description
🖼 Window Management	Provides commands to manage the workspace window, such as moving, sizing, minimizing and maximizing.
💾 Save	Saves your current title
↩ Undo	Select this to undo your unsaved changes one-at-a-time.

Redo   Select this to redo your unsaved changes one-at-a-time.

You can add and remove commands from the quick-access toolbar. For example, if you are creating several video files, you can add the Open graphic.

To add and remove commands:

1. Click the drop-down list ⬇ graphic located at the end of the quick-access toolbar and enable and disable commands or select **More Commands** to add more commands. The Options window opens.

2. Select options in the **Choose commands from** drop-down list to populate the **Commands** box.

3. To add a command to the quick-access toolbar , select the command from the **Commands** list and click **Add**. The command you selected is added to the box on the right.

4. To remove a command from the quick-access toolbar , select the command from the box on the right and click **Remove**. The command you selected is removed from the box on the right. The default commands can be removed, if desired.

5. If you need to restore your changes, click **Reset**.

6. When you are finished adding and removing commands, click **OK**.

The quick-access toolbar is updated with your changes.

You can move the quick-access toolbar below the ribbon, if desired.

To move it below the ribbon,click the drop-down list ⬇ graphic located at the end of the quick-access toolbar and select **Show Below the Ribbon**. The bar is moved below the ribbon. To move the toolbar back, click the drop-down list ⬇ graphic and select **Show Above the Ribbon**.

You can also move the quick-access toolbar using a control on the quick-access toolbar options window. Here's how:

1. Click the drop-down list ⬇ graphic located at the end of the quick-access toolbar and select **More Commands**. The Options window opens.

2. Enable the **Show Quick Access Toolbar below the Ribbon** check box to show the toolbar below the ribbon. Disable the check box to show the toolbar above the ribbon.

3. Click **OK**.

Accessing Help

The Information Center is a browser-based system that provides Help topics of the tasks you can complete using the Video Editor. To access the Help, click the ⓘ Help pull-down and the **Help** buttons where available. You can also select Contents from the Help menu within Publisher or any of the Suite tools.

The Help menu item corresponds with clicking the toolbar graphic or pressing the **F1** key.

Navigating the Information Center

To navigate the Information Center, click the plus sign (+) to the left of the section name to expand the section. Click the title of the topic to display the topic. Click the minus sign (-) to collapse a section.

Click the **Index** tab to access the Information Center Index. To quickly navigate the Index, type in a keyword in the keyword field at the top of the Index. Topics matching the Index words appear in the navigation pane. Click the title of the topic to display the topic.

Click the **Search** tab to enter words or phrases to quickly find topics. Topics containing the search words or phrases appear in the navigation pane. Click the title of the topic to display the topic.

Click the **Favorites** tab to topics saved as favorite topics. To add a topic to the **Favorites** tab, navigate to the topic you want to add as a favorite and click **Add**. Use **Remove** to remove old favorites and **Display** to display a topic.

> To improve your search, use quotation marks around a phrase, such as "Group Object". Only those topics containing all words in the phrase are displayed.

Exiting the Video Editor

Exit the Video Editor when you are done editing video and return to developing the title.

To exit the Video Editor, click **Close** from the **File** ribbon.

Saving editing changes

After making changes, you can save a video file within the Video Editor.

To save a video file, click **Open** or type **Ctrl** +**S**.

Continue editing the video file, open another video file, or close the Video Editor.

Using the video controls

Use the video controls to control the playing of the video.

Use the controls as follows:

Stops the video while in either playback or record mode.

Rewinds the playback of the video.

Fast-forwards the playback of the video.

Plays the video. This button is replaced by the Pause button when the playback is paused.

⏸	Pauses the playback of the video. This button is replaced by the Play button when the playback is playing.
🔴	Records new video.

Creating new video

You can create a new video file within the Video Editor. When you select to create a new video file, the Video Editor will immediately begin recording.

To create a new video file:

1. Save the current video file.
2. From the **File** ribbon, click **New** or type **Ctrl** + **N**. The Recording window opens and the Video Editor starts recording the new video.
3. When you are finished recording, click the ⏹ Stop button.
4. Save the new recording.

The new video file is created and loaded into the Video Editor.

Opening an existing video

You can open an existing video file within the Video Editor.

To open an existing video file:

1. Save the current video file.
2. From the **File** ribbon, click **Open** or type **Ctrl** + **O**. Navigate and select the existing video file.

The video file is loaded into the Video Editor. Edit it as necessary.

Converting video

Converting video to reduce the required file space. This might be handy when transferring titles that contain several large video files.

You can convert to the following file types:

- Flash Video File (*.flv*)
- Windows Media Video (*.wmv*, *.asf*)
- MP4 (*.mp4*)
- AVI (*.avi*)

To convert a video file:

1. Save the video file.
2. From the **File** ribbon, click **Save As**. The Save Video File window opens.
3. Use the **Save as type** drop-down list to select the appropriate file type.
4. Click **Save**.

The video file is converted.

Trimming video

Trim the video to remove unnecessary portions. You must first select the portion to retain before you can trim.

To trim the video:

1. On the timeline, click and move the green starting marker of the portion to save.

2. Click and move the red stopping marker of the portion to save.

3. Click **Trim to Selection**.

The existing video is replaced by the highlighted portion.

Cutting, copying and pasting video

You can cut, copy, and paste portions of a video file. This allows you to remove unwanted portions, repeat portions, and create a video file from a portion of existing video.

To cut a portion of video:

1. On the timeline, use the green starting marker and the red stopping marker to select the portion of the video. The portion is highlighted.

2. Click **Cut**.

The highlighted portion is removed from the existing video and saved to the clipboard. The portion can be pasted to a new location within the existing video or saved as a new video file.

To copy a portion of video:

1. On the timeline, use the green starting marker and the red stopping marker to select the portion of the video. The portion is highlighted.

2. Click **Copy**.

The highlighted portion remains in the existing video and saved to the clipboard. The portion can be pasted to a new location within the existing video or saved as a new video file.

To paste a cut or copied portion of video:

1. On the timeline, use the green starting marker and the red stopping marker to select the portion of the video. The portion is highlighted.

2. Click **Paste**.

The cut or copied portion of video is pasted into the location within the existing video.

Undoing and redoing

You can undo and redo command sequences within the Video Editor.

To undo a command, click Undo. Alternatively, you can click Undo from the Quick Access toolbar.

To redo a command, click **Redo**.

Adding and managing events

Events, also known as script commands, set within a video file can be used within a title to trigger actions while the video is playing. This is especially useful when synchronized captioning is needed for video.

You can add events directly from the work area or from the Events window.

To set an event:

1. On the timeline, move the timeline cursor to the location for the event.

2. Click **Add**. The Update Event window opens.

3. Use the **Name** field to specify the name of the event and use the **Time** fields to adjust the precise location of the event.

The event is set and added to the Events window. The location is marked on the slider with the marker.

Viewing the events list

To view the list of current events, click the drop-down list under **Event** and select **View Event List**. The Events window opens. Use this window to manage events.

To edit an event, select it and click the **Edit**. The event details are displayed. Edit the details as necessary.

To remove an event, select it and click **Remove**.

To add a new event, click **Add** to open the Update Event window. Specify the details of the new event and click **OK**.

When you add the video file into a title, and if events are present within the video, you can use **Sync Events** in the **Playback Options** group on the **Properties** ribbon to execute specified actions. Using the **Sync Events** option, select the event label from the Synchronize Event window and specify the action that should be executed when the video has reached the time of the event. For details about synchronizing events, see "Associating actions with video events" in the *Lectora Information Center*.