

CapCut Video Editing for Creators — Workbook

This workbook turns the course into a working short-form video system. You will set up a correct vertical project, build a hook-first edit, generate and clean accurate captions, layer B-roll and sound, and finish with a clean watermark-free export. Keep the included templates open as you work — they are designed to become your permanent hook bank, B-roll and sound library, and pre-publish export checklist so every future video starts from a proven, repeatable process instead of a blank timeline.

Getting Set Up in CapCut for Short-Form Video

Set up a correct 1080x1920 vertical project, learn the four core timeline actions, and lock the export settings that decide final quality.

Worksheet: Project Setup Sheet

Fill this in before you start editing, then confirm each value inside CapCut. Getting the canvas and export right now prevents a frustrating rebuild later.

Where I will edit (mobile / desktop / both)

Aspect ratio (should be 9:16 vertical)

Target final frame size (should be 1080x1920)

Footage filmed vertically? (Y/N — if N, plan to scale/blur/crop)

Export resolution (1080p)

Export frame rate (30fps, or match footage)

Export quality (High / Recommended)

Export format (MP4)

Exercise: Four Core Actions Drill

Before making anything real, practice the four timeline actions on three random clips until they are muscle memory. Note where each tool lives.

- Select a clip and watch the toolbar change to show clip-specific tools.
 - Move the playhead to a moment and Split the clip into two, then Delete the middle piece.
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- Drag the white edge handles to trim dead air off the front of each clip.
- Press and drag clips to reorder them, then drag one onto an upper track to layer it as B-roll.

Checklist: Import-to-Export Sanity Check

- Imported the sharpest available clips, filmed vertically where possible
- Project confirmed at 9:16 and footage fills the frame (no black bars)
- Resolution set to 1080p before export
- Frame rate set to 30fps or matched to the footage
- Quality set to High and format set to MP4
- Exported file watched start to finish before any upload

Building a Retention-First Edit: Hook, Pace, and Cuts

Make the first three seconds earn attention, cut to the beat, and structure the whole video for watch-through and a clean loop.

Worksheet: Hook Builder

Write your hook before you cut the rest of the video. Draft the opening promise, the hook frame, and the first cut so the opening survives the swipe test.

Hook type (promise / curiosity / result-first / pattern interrupt)

Hook text on screen (6 words or fewer)

Best moment to lead with (which clip goes first)

When the first cut happens (aim for 2-3 seconds)

What I am trimming off the front (pause / breath / wind-up)

The promise this hook makes (one sentence)

Exercise: Cut to the Beat

Use CapCut's beat detection to give the edit rhythm, then trim every shot to the bone.

- Add a music track, select it, open Beats, and turn on automatic beat detection.
- Move the playhead to a beat marker and Split your video so a new shot starts on the beat.
- Trim every shot so none sits on screen longer than it needs to (most run 1-4 seconds).
- Watch the rough cut once and mark every spot where your attention dips, then tighten those shots.

Worksheet: Video Structure Map

Lay out the whole short before finalizing so it delivers on the hook and loops cleanly. Fill one line per stage.

Hook (0-3s): the promise in words and visual

Setup (3-8s): the minimum context needed

Payoff: the one idea this video delivers

Ending (final 2-3s): conclusion + one clear call to action

Loop plan: how the last frame flows back into the first

Total target length (aim 15-30s unless every second holds)

Checklist: Retention Edit Check

- First cut happens within 2-3 seconds (no slow intro)
- Hook text states a clear promise from frame one
- Throat-clearing, ums, and pauses trimmed out of speech
- Shots cut or timed to the beat where music is used
- One idea per video — extra points cut
- Ending lands a call to action and the loop restarts cleanly

Captions, B-Roll, Sound, and Transitions

Add accurate on-brand captions, layer B-roll and sound effects that reinforce the point, and use transitions and motion with restraint.

Worksheet: Caption Style Sheet

Define your reusable caption look once, then save it as a template in CapCut so every future video matches. Run Auto Captions, then proofread against what you actually said. Spoken language set for transcription

Caption font (clean, bold)

Text color + outline/shadow (high contrast)

Words per screen (often one short phrase)

Safe-zone placement (middle-to-upper, off bottom/right edges)

Animation style (word-by-word / phrase-by-phrase / static)

Misheard words I corrected (names, jargon, homophones)

Exercise: B-Roll and Sound Layering

Layer cutaway footage and sound to show your point and cover cuts. Keep voice, music, and effects on separate audio tracks.

- Add a B-roll clip via Overlay > Add overlay and drag it over the words it illustrates.
- Trim the B-roll to 1-3 seconds and mute its own audio so your voice keeps playing underneath.
- From Audio > Sound effects, place one whoosh on a cut and one pop or ding on a key point.

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- Lower the music so your voice is always clearly louder, balancing the three audio tracks.
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Exercise: Transitions and Keyframe Motion

Add transitions and one or two motion moments that guide the eye instead of showing off.

- Tap the seam between two clips, choose a transition, and set its duration to roughly 0.2-0.5 seconds.
 - Keyframe a still photo from 100 percent to 110 percent scale to create a slow push-in (Ken Burns).
 - Keyframe a text overlay's opacity from 0 to 100, or slide it in from off-screen, for a clean reveal.
 - Watch the edit in context and remove any transition or animation that only shows off the effect.
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Checklist: Layering Check

- Auto Captions proofread word-for-word against the actual speech
- Captions sit inside the safe zone and never cover the face
- B-roll trimmed to length with its own audio muted
- Voice clearly louder than music; effects used sparingly
- Transitions mostly hard cuts; flashy ones reserved for key moments
- No more than one or two motion moments per video

AI Tools, Templates, and Publishing Clean

Apply AI tools where they solve a real problem, use templates for speed without becoming generic, and finish with a clean watermark-free export and cleared music.

Worksheet: AI Tool Decision Sheet

For your current video, decide which AI tools solve a real problem versus which are gimmicks you should skip. Confirm whether each needs CapCut Pro.

Auto Captions needed? (Y/N — use on every talking video)

Background removal needed? (Y/N — and is lighting/separation good enough)

Retouch needed? (keep light, or skip)

Enhance needed? (only for marginal footage — cannot rescue bad source)

Auto-cut / script tools used? (treat result as a draft to refine)

Which of the above require CapCut Pro on my plan

Exercise: Template Speed Run

Use the Templates feed to produce a trend-ready edit fast, then customize it so it does not look like everyone else's.

- Pick a template that fits your clip count, tap Use template, and add your media in the expected order.
 - Tap Edit to swap clips, fix the text, and adjust timing instead of accepting all defaults.
 - Swap the template's text and colors for your own so the video looks like your brand.
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- Check the export for a template-added watermark and confirm the sound is cleared for your platform.

Checklist: Watermark-Free Export Gate

- Scrolled to the end of the timeline and deleted the CapCut outro/end-card clip
- Confirmed no template embedded a watermark within the edit
- Export set to 1080p, 30fps (or matched), High quality, MP4
- Vertical 9:16 file under the target platform's length limit
- Captions confirmed inside the safe zone (app UI does not cover them)
- Final file watched once, checking the corners and last second for any logo

Checklist: Music & Commercial-Use Gate

- For songs, added the track inside the target app's music library where possible (not burned into the export)
- If posting as a business, used royalty-free or platform-cleared commercial music
- Confirmed the chosen track will not get the video muted or limited for copyright
- Premium CapCut effects, stock, and music confirmed permitted for my plan and use
- Followed CapCut's terms for commercial projects

Your Action Plan

1. Day 1: Create a 9:16 vertical project, import your sharpest vertical clips, and practice split, trim, and reorder on three clips until they are second nature.
2. Day 2: Write a hook from the Hook Builder, drag your best moment to the front, add a six-word hook text overlay, and trim the throat-clearing so the first cut lands within three seconds.
3. Day 3: Add a music track, turn on beat detection, cut shots to the beat, and trim every shot to the bone until the rough cut has no dead air.
4. Day 4: Map the video structure — hook, setup, payoff, ending with a call to action — and arrange the edit so the last frame loops cleanly into the first.
5. Day 5: Run Auto Captions, proofread every line against what you said, and style them into a reusable caption template placed inside the safe zone.
6. Day 6: Layer two or three B-roll cutaways over your talking-head, mute their audio, add one whoosh and one ding, and balance voice above music.
7. Day 7: Add restrained transitions (mostly hard cuts) and one keyframe push-in on a still, removing any effect that only shows off.
8. Day 8: Decide which AI tools your video actually needs, optionally try a template for speed, then run the watermark-free export gate and the music gate and post your first clean video.
9. Ongoing: Collect a few seconds of B-roll whenever you film, and start every new video from your saved hook bank, caption style, and proven structure instead of a blank timeline.
10. Monthly: Review which hooks and formats earned the best watch-through, retire the weak ones, refresh your sound and B-roll library, and re-confirm your music is cleared for how you post.

