CapCut Edit Checklist

The seven-step assembly — in order, every video

- [ ] 1 · IMPORT the raw-material folder into a new project
- [ ] 2 · VOICE SPINE: takes in order, flubs cut — this is the video's timing
- [ ] 3 · DEAD AIR: tighten every gap to conversational rhythm (retention edit #1)
- [ ] 4 · VISUALS over the spine by section name — picture changes every 5–10s (retention edit #2)
- [ ] 5 · AUTO-CAPTIONS on; fix misheard words
- [ ] 6 · MUSIC under, ducked low (skippable for tutorial lanes)
- [ ] 7 · WATCH ONCE, fix broken only, EXPORT 1080p MP4

The ship gate

Fix what is BROKEN (cut-off words, caption errors, music over voice, wrong-section visuals). Ship what is FINE. Perfectionism is not a category.

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Time map + improvement notes

Where the hours went (feeds the Pipeline SOP)

Voice spine: ____ min Dead-air pass: ____ min Visuals: ____ min
Captions: ____ min Watch + fix: ____ min Export: ____ min

MY TOP THREE IMPROVEMENT NOTES (from watching as a viewer):

Export settings — set once, never think again

1080p · 30fps (or native) · default bitrate · MP4. 4K doubles upload time for nothing.

Shipped

Signed: _____ **Date:** _____

Save the project as a TEMPLATE before video two — captions, music levels, and export settings carry over.

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What to do with this document

Your next steps

- [ ] Assembly, not artistry: seven steps, in order
- [ ] Care on the two retention edits; everything else ships fine
- [ ] Template saved — every future edit starts half-configured
- [ ] Time map filled — the Pipeline SOP turns it into speed

Keep going (free)

Every lesson of the YouTube Creator Academy is free at braintrain-ai-academy.com/creator-academy — clarity, consistency, and honest expectations, module by module.

A NOTE FOR LATER

Documents like this one grow, module by module, into your Channel Playbook — the complete written plan for your channel. You can build every piece yourself with these lessons. And if you would ever like help designing it around your specific situation, BrainTrain AI Coach can guide you step-by-step. For now: run the worksheet. That is the whole assignment.