Assembly & Export Checklist

From loose pieces to one finished video. Work top to bottom; most editors make every step a click or two.

Video title: _____ **Editor:** _____

1 · Set up

- ☐ New project set to 16:9 horizontal (9:16 vertical for a Short)
- ☐ Narration, visuals, and music files gathered in one folder

2 · Assemble, in this order

- ☐ Narration first; it sets the length and pace of everything else
- ☐ Visuals placed underneath, matched to the storyboard
- ☐ Slow zoom or pan (Ken Burns) on still images so nothing sits frozen
- ☐ Background music added, well below the narration
- ☐ Auto-captions turned on

3 · Review passes

- ☐ Attention pass: watched start to finish and tightened anywhere my attention drifted
- ☐ Sync pass: what's on screen matches what's being said
- ☐ Caption pass: read every caption and fixed misheard words
- ☐ Audio pass: narration clear, music never competes, no long silences
- ☐ Simple cuts used; no flashy transitions

4 · Export

- ☐ Resolution 1080p (1920 × 1080 for long-form)
- ☐ Format MP4, or the editor's “YouTube” preset
- ☐ Watched the exported file once more before uploading
- ☐ Project file and export backed up

Final length: _____

File name: _____

- ☐ **Milestone 7 complete: FIRST LONG-FORM VIDEO COMPLETED.** Check it off on your Channel Build Tracker.

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