TOOL SHEET

CapCut - AI Voiceover & Auto Captions

DIFFICULTY: Easy

Page 1: general description and practical task walkthrough

A. General Description

TOOL NAME	CapCut
LINK	https://www.capcut.com/
TYPE	Tool
BEST FOR	Free AI voiceovers & captions for short video
LANGUAGES	Multilingual; voices vary by language/region
FREE/PAID	Freemium: core Text To Speech (TTS), basic editing and auto captions are free. Pro unlocks extra voices, effects, templates and AI tools.
KEYWORDS	Video, audio, TTS, voiceover, captions, reels

1. What is this tool?

CapCut is a web, desktop and mobile video editor. Free users can use core AI text-to-speech, automatic captions and basic editing to make short social videos. Use only options that are not marked Pro.

B. Practical Task & Step-by-Step

2. Practical task

Create a 20-30 second 9:16 RefillGo promo using only free CapCut features: your own visuals, a free AI voiceover and automatic captions. Export it without upgrading.

3. Scenario / example business

RefillGo - reusable bottles for students and young professionals (18–30).
Tone: fresh, friendly, confident.
Goal: a 9:16 Reel/TikTok that introduces the product and one benefit.

4. Before you start

Prepare: 3-5 clips/photos, a 45-60 word script, optional logo/brand colours and a free CapCut account. Use 9:16 and avoid copyrighted music or anything marked Pro.

#	Action	Instruction
1	**Open tool**	Open Online CapCut Editor, sign in and start a blank project “Create new”. Avoid Pro templates/assets.
2	**Choose format**	Set 9:16. Upload your own photos/clips and place them on the timeline.
3	**Use AI feature**	Choose Auto Captions under Captions
5	**Edit result**	Correct pronunciation, captions and timing. Adjust volume. Customise the Subtitle Style. Use only free fonts/effects.
6	**Export/share**	Export with settings not marked Pro. Delete any CapCut ending clip and confirm there are no Pro elements.

Expected final result

A 20–30 second vertical promo with your own visuals, a free AI voiceover and captions, exported without CapCut Pro.

C. Tips & Complementary Information

Page 2: tips and complementary information

7. Example prompts / inputs

Voiceover script example:
“Meet RefillGo – a reusable bottle made for busy student days. Refill it, take it to class and reduce single-use plastic without changing your routine. Simple, practical and ready to go wherever you do. Refill. Reuse. Repeat.”

Adapt it: “[Brand] helps [audience] to [benefit]. Here is how…”

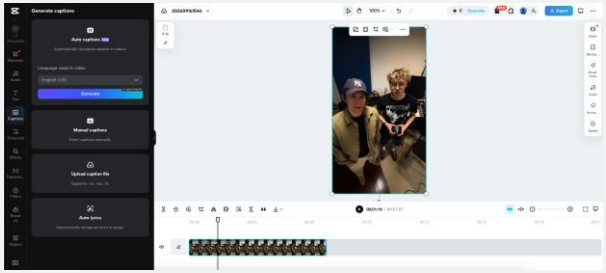
8. Tips for better results

1. Keep the voiceover short: about 45–60 words for a 20–30 second video.
2. Preview 2–3 FREE voices and choose the clearest one for your audience.
3. Edit captions manually after AI generation – especially names, brands and numbers.
4. Build from a blank project with your own media to reduce Pro/watermark issues.

9. Common mistakes to avoid

1. Selecting a voice, template, effect or AI feature marked Pro and discovering the paywall only at export.
2. Using a long script or very fast speech that is difficult to follow.
3. Trusting auto captions without checking spelling and timing.
4. Adding music or stock assets without checking whether their licence allows your intended use.

10. Screenshot / visual example



11. Supporting material

CapCut – Free AI Text to Speech:
https://www.capcut.com/tools/ai-text-to-speech
Explains the free core TTS workflow, voice choices and export.

CapCut – AI Caption Generator:
https://www.capcut.com/resource/add-captions-with-ai
Shows how to generate and edit AI captions.

12. Responsible AI / trainer notes

Do not clone or imitate a real person’s voice without permission. Always review AI-generated speech and captions for errors. Free availability can vary by device/region: if an item shows Pro/Upgrade, choose another free option and do not start a paid trial.

CapCut states its TTS audio can be used commercially, but stock music/assets can have separate licences – use your own media or check the asset licence.

Time: 25–40 min. Individual or pairs. Core task should require no payment.