

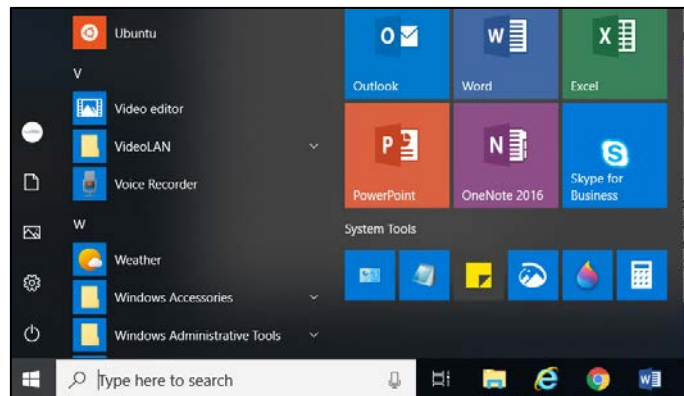
Editing Videos Using Microsoft software

Upload

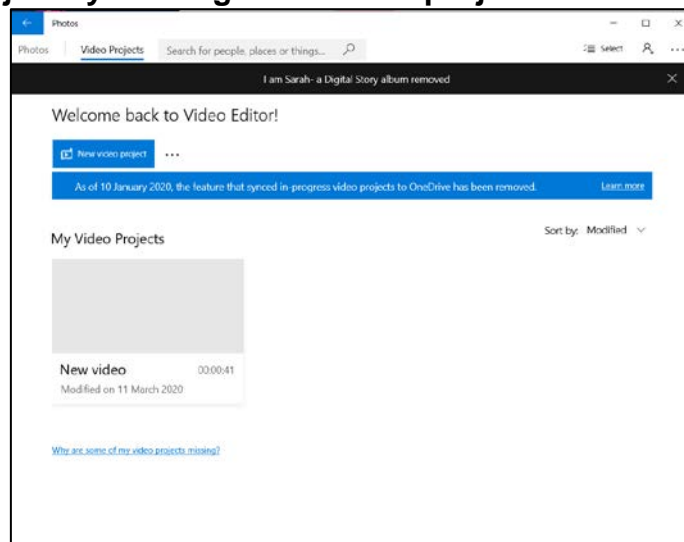
- Upload videos to an appropriate folder on your PC or Laptop
- Open your folder and double click on the clip you wish to edit
- In the bottom right hand corner there is an editing tool (pen shaped)
- Click this and select the trim option – a new window will open
- You can now use the slider along the bottom of the screen to trim your clips to the remove unwanted footage
- Once done, click the save as button (top right) to make a new shorter copy
- Choose a folder to save it to

Editing using Windows Video Editor

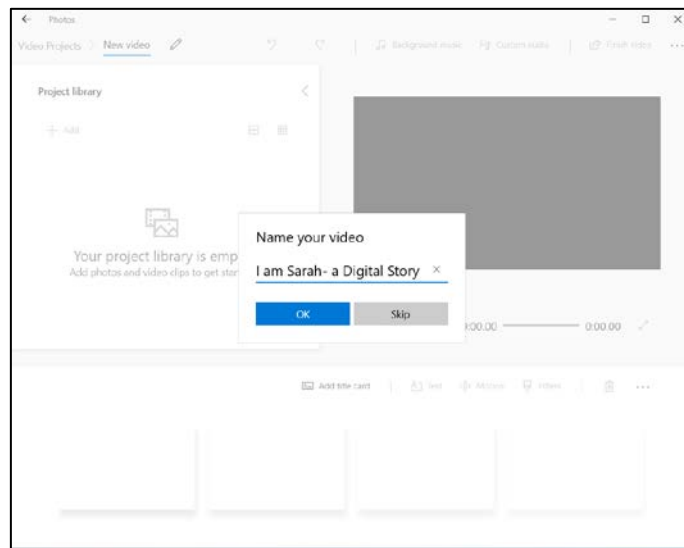
You can find the Windows Video Editor software from the main menu in the bottom left corner.



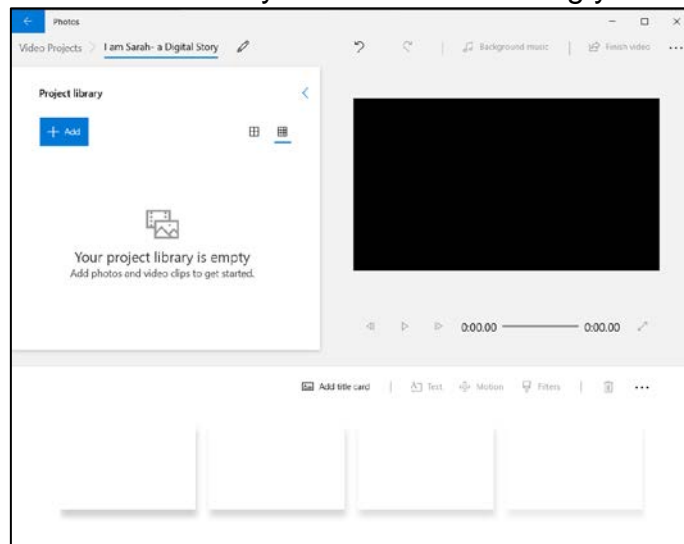
Start a blank project by clicking “New video project”



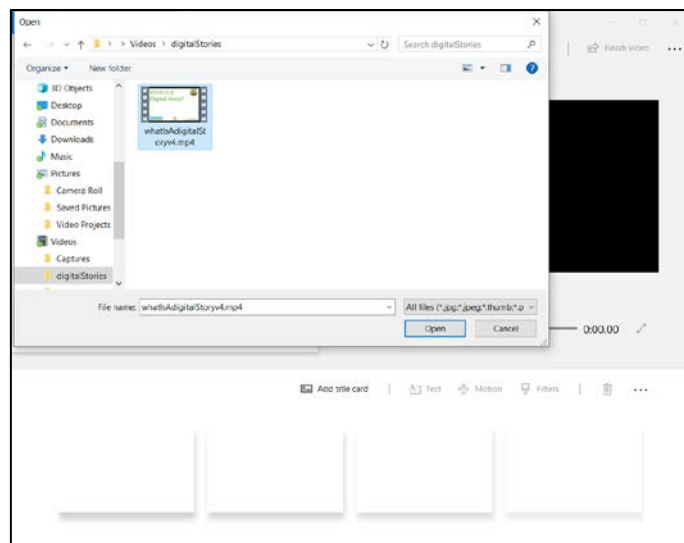
Name the video (I am - a digital Story)



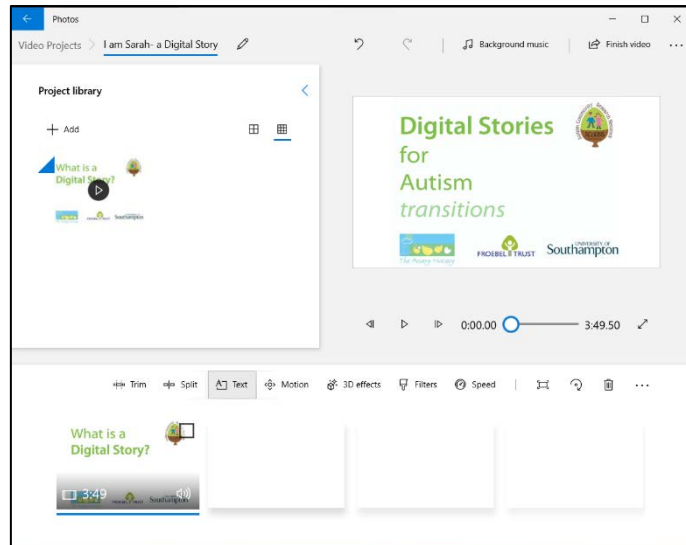
The top left of the screen is the project library, which clips are added to
The top right is the viewing screen
The row along the bottom is the story board for assembling your video timeline



Add your trimmed clips to the project library from your folder

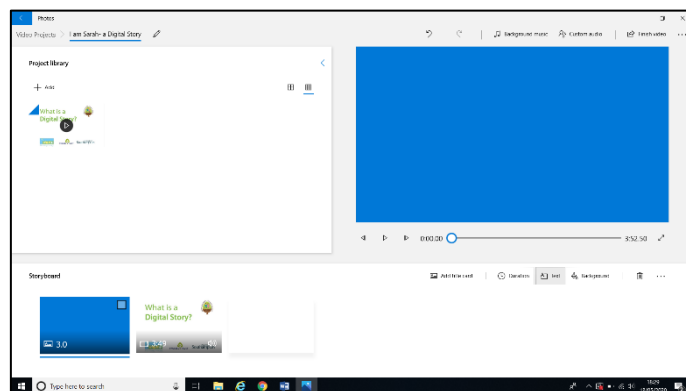
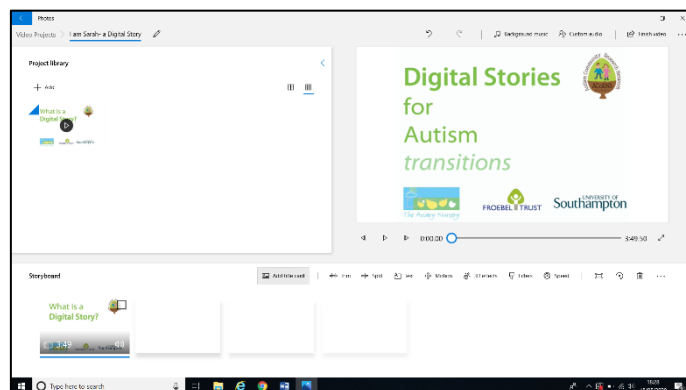


From there drag the clips to the storyboard

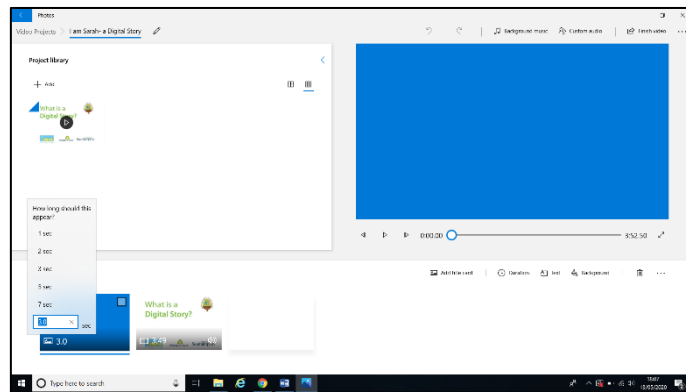


Using the storyboard, you can:

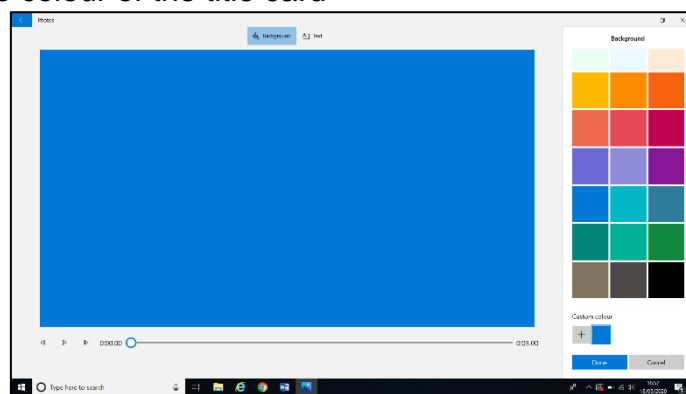
- Add a title card to write your digital story statements. Click on the title card, click text, and write in the box on the top right.



- Change the duration of the title card



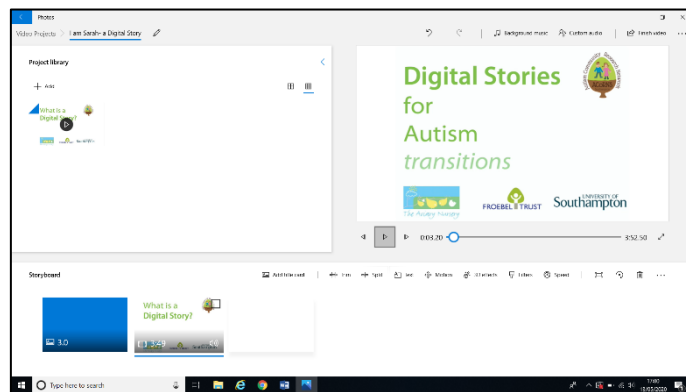
- Change the colour of the title card



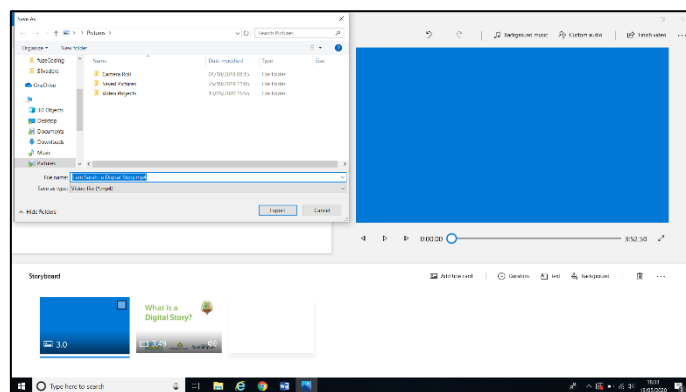
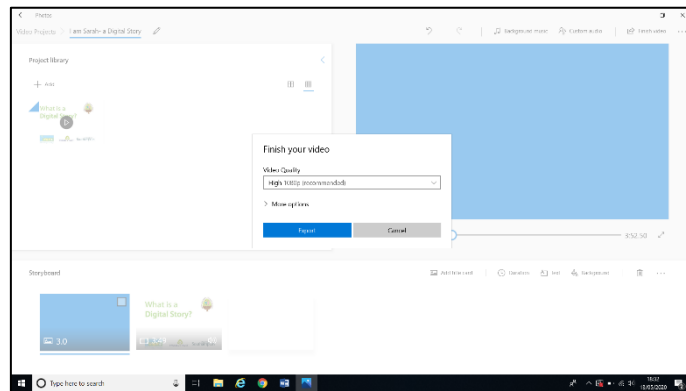
- Trim clips further if needs be. Click on the video clip, select trim. You can also add text and effects from here

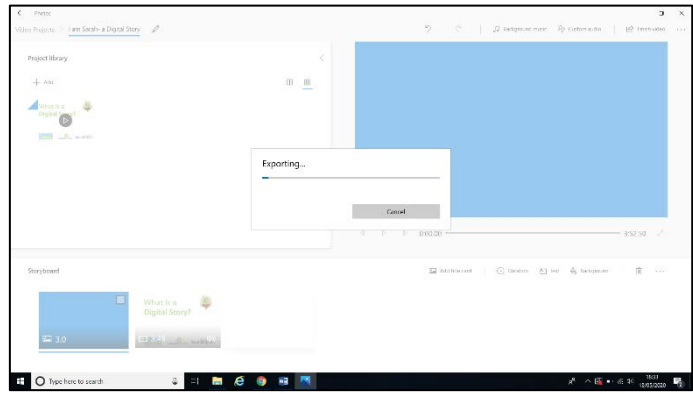


Double check how the storyboard looks, by watching your video in the viewing screen – this can be expanded to full screen by clicking on the double arrow on the right-hand side (and again to go back to small).



If you're happy with your edited video, click finish video (top right) and export to an appropriate folder.





You now have a finished digital story to share.

