

Using the Microsoft Photos app to Clip Videos

Installing the Microsoft Photos app for Windows 10

The Windows 10 operating system does not support Windows Moviemaker. Instead, the ITC recommends using the Photos app to clip videos. The Microsoft Photos app is free to download from the Microsoft Store at <https://www.microsoft.com/en-us/store/p/microsoft-photos/9wzdncrfjbh4>



**Note: The Microsoft Photos app is only available on computers that run Windows 10. It is not available for Macs. The ITC recommends using iMovie for clipping videos on a Mac. iMovie is a free application that can be installed from the Mac App Store.

After Filming

The ITC staff recommends that you import your videos to your device in one of two ways. The first is to remove the SD card from the camera, and insert it into the SD card port on your laptop or desktop. Most Windows and Apple devices have a built-in SD card port.

The second way to import video is through an SD card reader. Use an SD Card Reader when your laptop or desktop does not have a built-in SD card port, or if the port does not recognize the SD card. The SD card reader connects to your computer via a USB port. SD card readers are available for purchase from the ITC or at office supply stores. If you buy one, choose a high speed reader, which will make the process of transferring videos to your computer much faster.



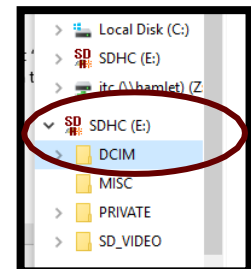
Importing Videos to a Computer

Use the File Explorer to Open the Video Files and Move Them to Your Computer

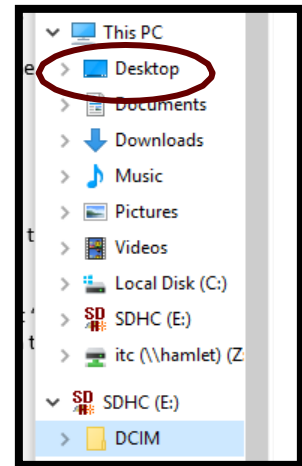
Click on the File Explorer shortcut located on the taskbar at the bottom of the screen to find the SD card.



- Once the File Explorer window is open, **double-click** on the SD Card you have inserted (generally this is the E:, I:, or J: drive).
- **Double-click** on the **DCIM folder** (which contains video and image files)
**Note: If you are using a SD card reader look for the USB drive instead.
- Look for the folder within DCIM which shows the date you recorded your files and **double-click** to open it.



- **Right-click** on the video file
- Choose **Copy**
- **Double-click** on your Desktop to open it
- **Right-click** in the Desktop window
- Choose **Paste**
- This will save the file in your Desktop. We also recommend saving your file in 2-3 different places in case of technological failures. This may include a USB/Thumb Drive, your Google Drive, or an External Hard Drive.

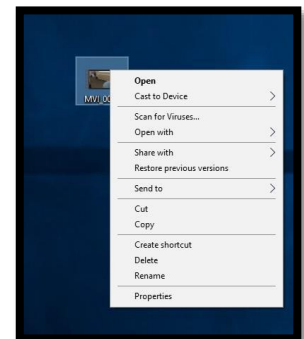


****Note:** A 1 GB file takes approximately 2 minutes to import using a high speed SD Card Reader from the ITC. These readers can be purchased in the ITC.

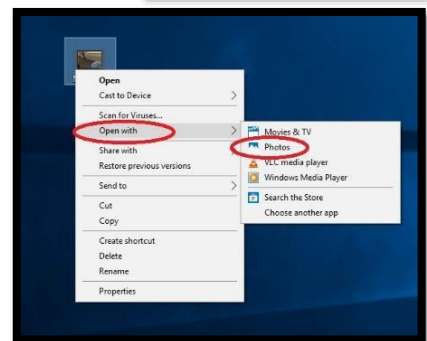
Clipping your Video

****Note:** Please be sure to give yourself a minimum of 30 minutes for the clipping and saving process illustrated in this section. The length of your video is proportionate to the amount of time it will take to complete this process.

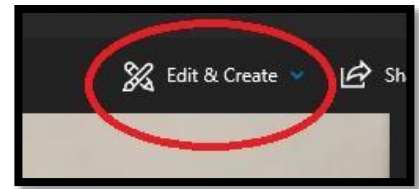
After you have imported your video into the computer, you will then right click the video and select **Open With**.



Choose **Photos** to open the video with the Microsoft Photos app.

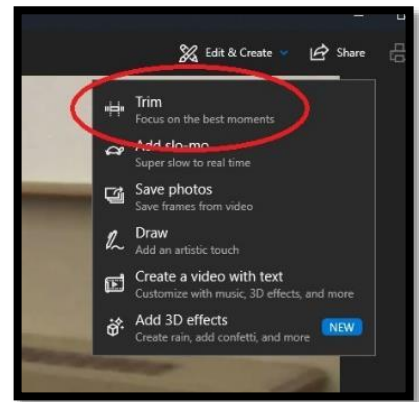


Once you have opened your video in the Microsoft Photos app, click **Edit & Create** in the upper right corner.



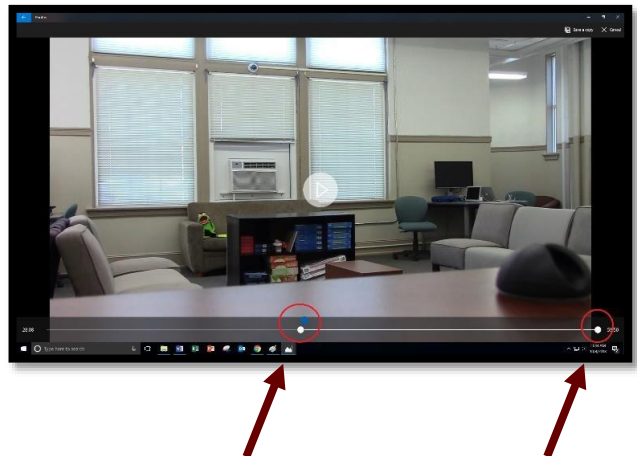
Once you have clicked on **Edit & Create** a drop down menu will appear.

Choose **Trim** from the menu.



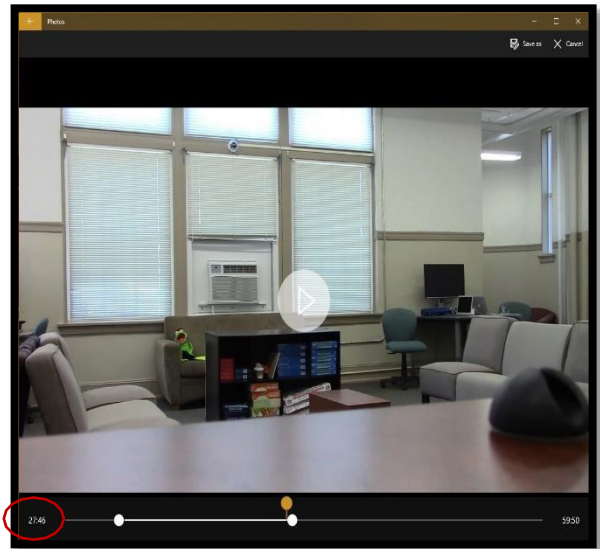
After choosing **Trim** at the bottom of the window, two white dots will appear at the beginning and the end of the video clip.

- These white dots mark the beginning and end of the video clip.
- Slide these white dots to select which part of your video you want to trim out.
 - Slide the left dot to the right to cut out the beginning of the video
 - Slide the right dot to the left to cut out the end of the video

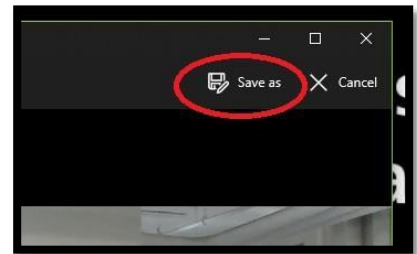


****Note:** For purposes of edTPA and other classes, remember that you are just trimming the video to determine which piece matches the assignment most closely. You will not be splicing multiple video clips together.

****Note:** Pay attention to the time at the bottom left side of the window. This is where you will see how long your video clip is.



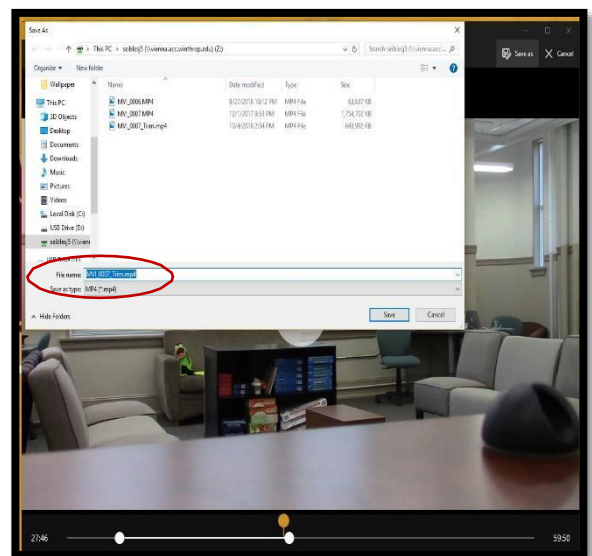
After trimming your video, you will need to save a copy of your clipped video. Click **Save As**, which is in the upper right side of the screen.



Rename the file to note that it has been clipped.

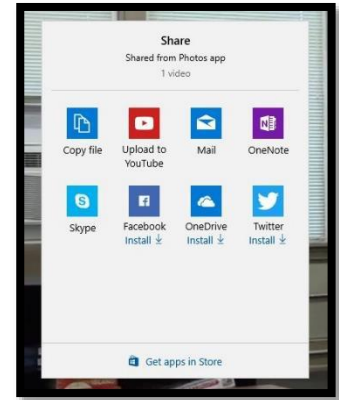
Navigate to your Desktop to save the clipped file.

****Note:** A 45-minute video takes approximately 5 minutes to save.



**For this tutorial, we will be saving the file to our Desktop, however if you would like your clipped video saved in another location, see the instructions below.*

- If you want to save your file to another location, such as a flash drive, click **Share**, which is located in the upper right corner of the window. A menu will appear.
- Click **Copy File**.
- Choose your flash drive (or other folder location).
- Right click inside that folder, then choose **Paste**.



****Note:** The ITC does not recommend saving files to your email due to file sizes potentially being too large. The ITC does recommend that you save the file to at least 2-3 different locations so there are multiple copies in case one is damaged or lost.

****Note:** Your version of the Microsoft Photos app may be different. There may be some variations to the way you import your video and save the file.

To View Your Clipped Video

- Navigate to the Desktop.
- Double click on the video.
- Choose the Microsoft Photos app to view the video.