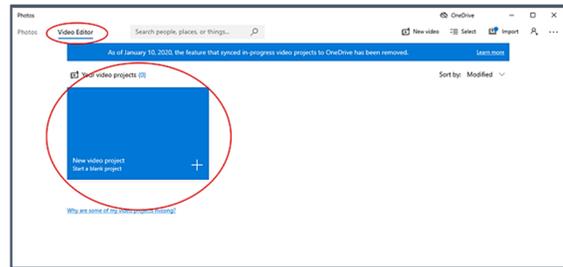
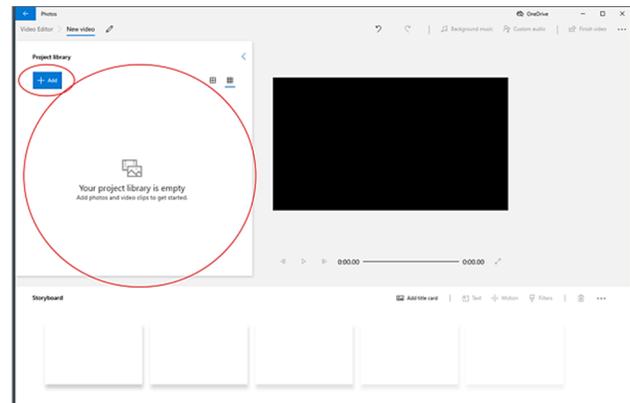


# Making Edits with Windows Video Editor

Windows 10 has a built-in video editor located in the **Photos** app that can be used to make simple cuts and edits to your video projects, presentations, and lessons. From the Start menu, select **Video Editor** or open Photos and select Video Editor.

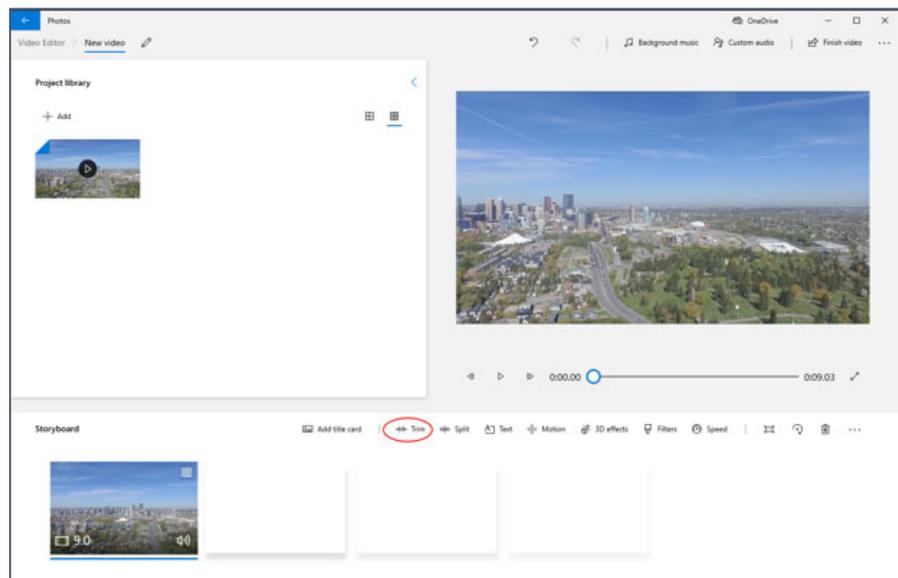


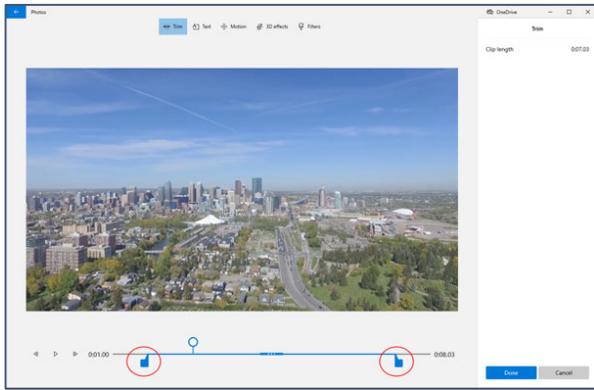
Select **New video project**. Add video and image files by either clicking the **Add** button and finding them, or dragging your file into the **Project Library**. NOTE! Video clips should be moved to the hard drive [or desktop] prior to importing them into the video project.



Drag the clip onto the **Storyboard**. To edit a clip select it. A blue line under the clip indicates it is selected.

To trim a clip, select **Trim**.

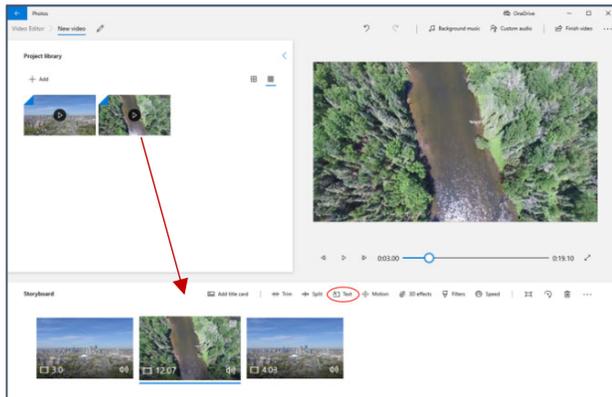
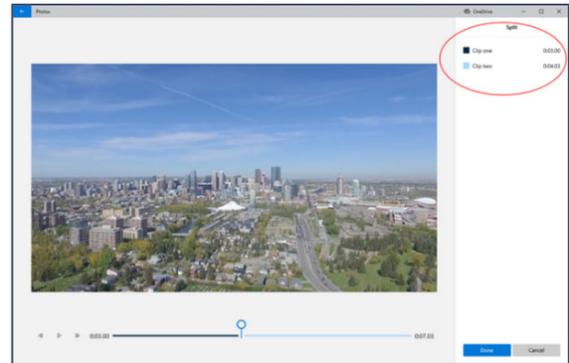




In the **Trim** menu, you can change the In and Out points. The red circles indicate the start and stop points of your clip, while the white circle marker shows where the clip is in the preview window.

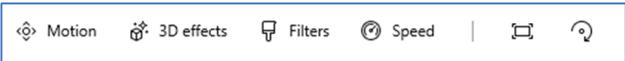
Move the In and Out points to the desired beginning and end of the clip. Press done to trim the clip.

To divide a clip, select the clip on the storyboard. Select **Split**. In the **Split** menu, move the playhead to where you'd like to make your cut. Use the right and left arrow keys on the keyboard to move in small increments. The timeline will show two colors, indicating the split location. The length of both clips is displayed to the right of the preview window.

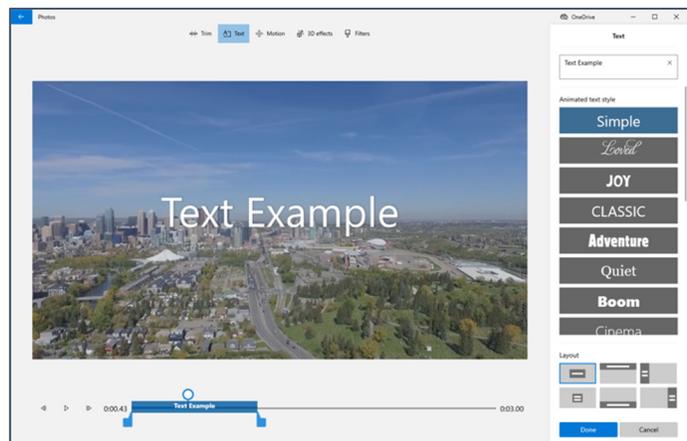


To insert a new clip, image, title card, etc. in between your split clips, simply drag down and insert in the storyboard.

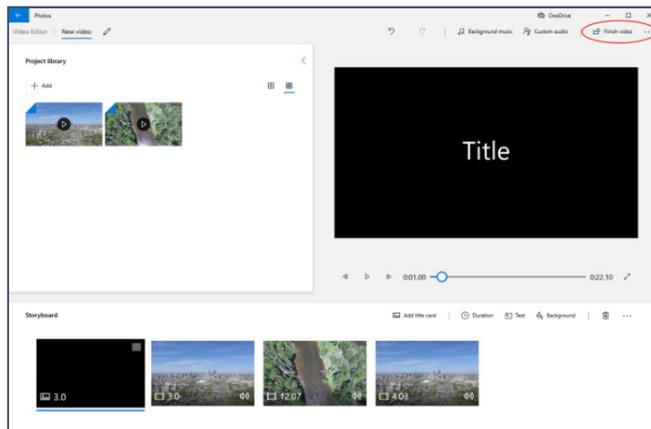
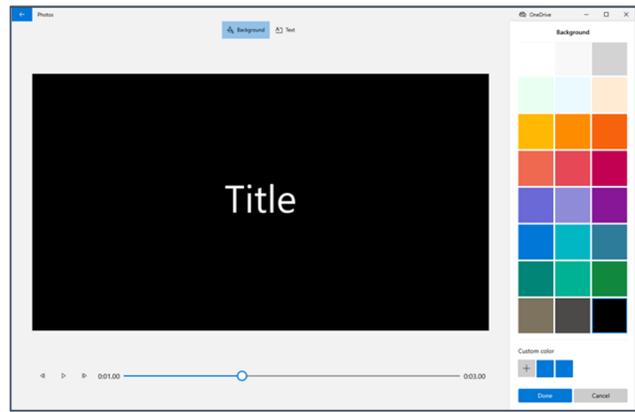
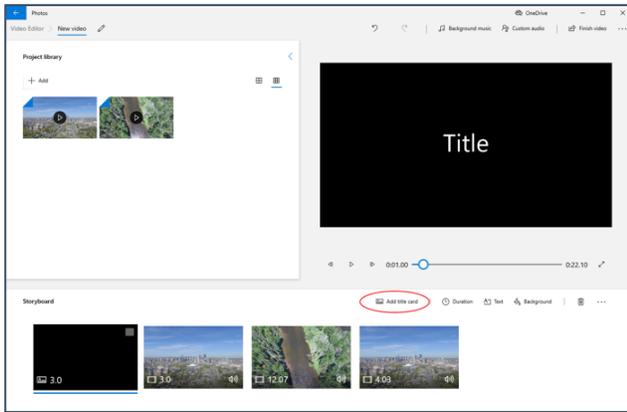
Splitting a clip is also another way of trimming a clip. When a clip is split it is treated as separate clips. You can relocate the split clip or change it by applying any of the available edit options.



To add a simple text layer over a clip, select **Text** with the clip selected. In the menu you'll be able to choose font, placement, and text duration, how long the text will appear over the video.



With no clip selected, you'll have the **Add Title Card** option in the **Storyboard** menu. Using the respective buttons, you'll have the option to change the **Background** color, adjust the **Duration** of the title card, and edit the **Text**.



Once done with your edits, simply click **Finish video** in the top right corner.

Choose the video quality. **High (1080p)** is generally recommended if you have the space on your hard drive, as it will produce a larger file. Always export the video to the hard drive and then copy it to an external drive.

Select **Export**, choose your file destination and voila! Your new MP4 video file will be ready and waiting for you. Note that exporting larger video files can take a bit of time, so it may be a few moments before you can watch.

