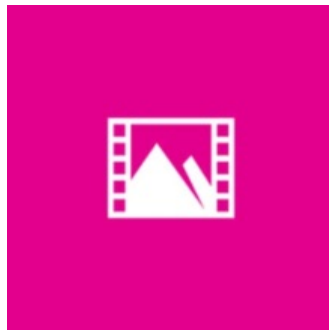Basics of the use of computer and ICT

Video Editor

6

Introduction

The booklet you are reading is part of

a series of booklets.

The series of booklets teaches you how to use

the computer and internet.

The booklets are written using the easy to read

and to understand language.

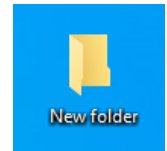Each booklet is about a different topic.

All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard

2. Desktop: move files, create and delete folders

3. Accessibility features - Keyboard shortcuts

4. USB memory

5. Microsoft Word

6. Video Editor

7. Digital safety

8. Google Chrome

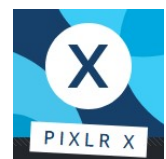9. Google Maps

10. YouTube

11. Gmail

12. Facebook and Messenger

13. Pixlr X

14. Curriculum Vitae Europass

The series of booklets has been written by experts from 7 organizations.

The 7 organizations are:

Associazione Uniamoci Onlus from Italy

Asociacija "Aktyvus Jaunimas"
from Lithuania

Centro Social e Paroquial Santos Martires
from Portugal

Tallinna Tugikeskus JUKS from Estonia

IES El Greco from Spain

Towarzystwo Wspierania Inicjatyw
Spolecznych Alpi from Poland

Università Degli Studi Di Catania from Italy

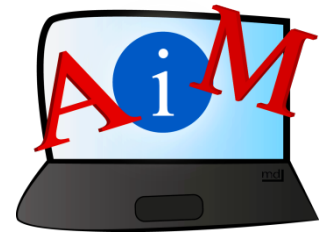You can find more easy to read and to understand information about the project on its website:

https://accessibleinformationmaterial.blogspot.com/

The series of books has been created as a result of an **Erasmus+** project.

This Erasmus+ project is called Accessible Information Material.

VOCABULARY

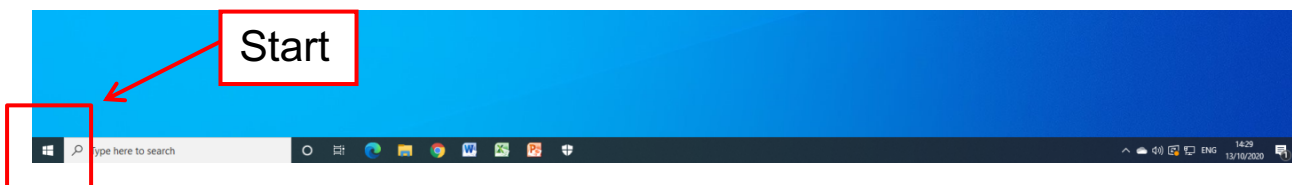**Erasmus+** is a programme of the European Union that funds different kinds of projects.

Editor video is the computer programme

to edit videos from Windows 10 on.

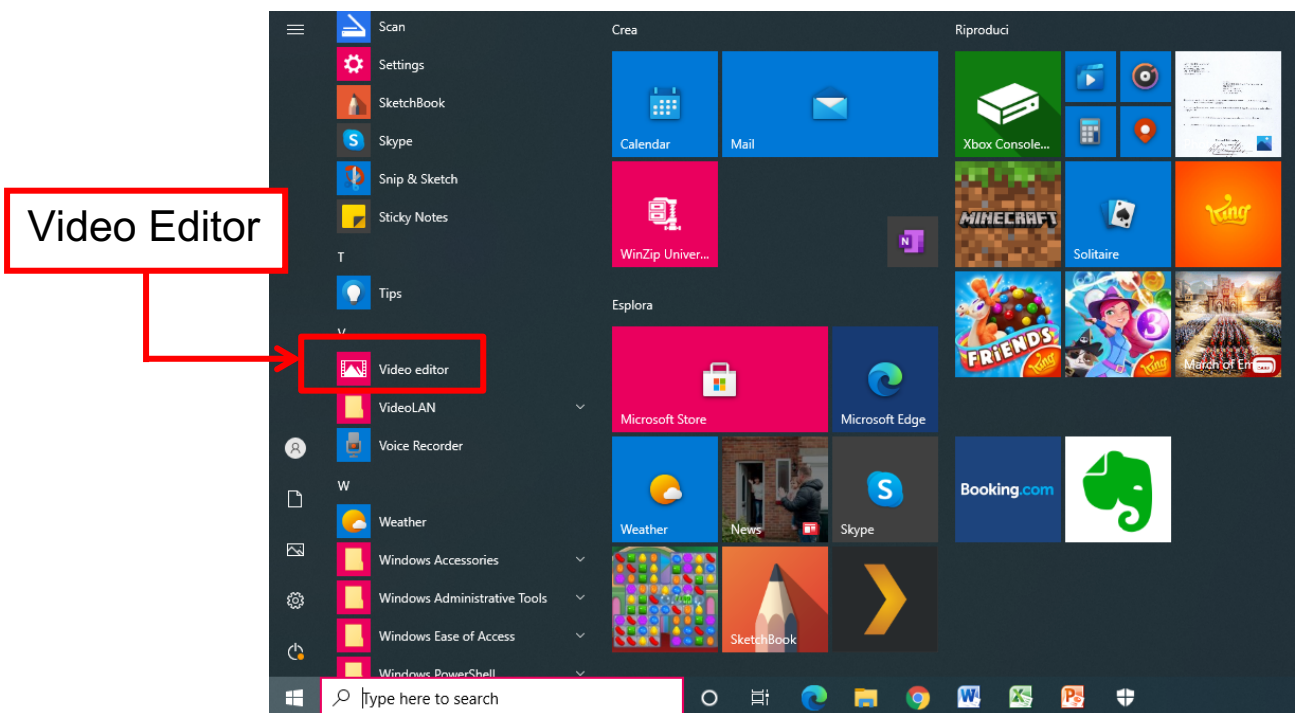**Click on Start** in the bar down on the screen.

Start

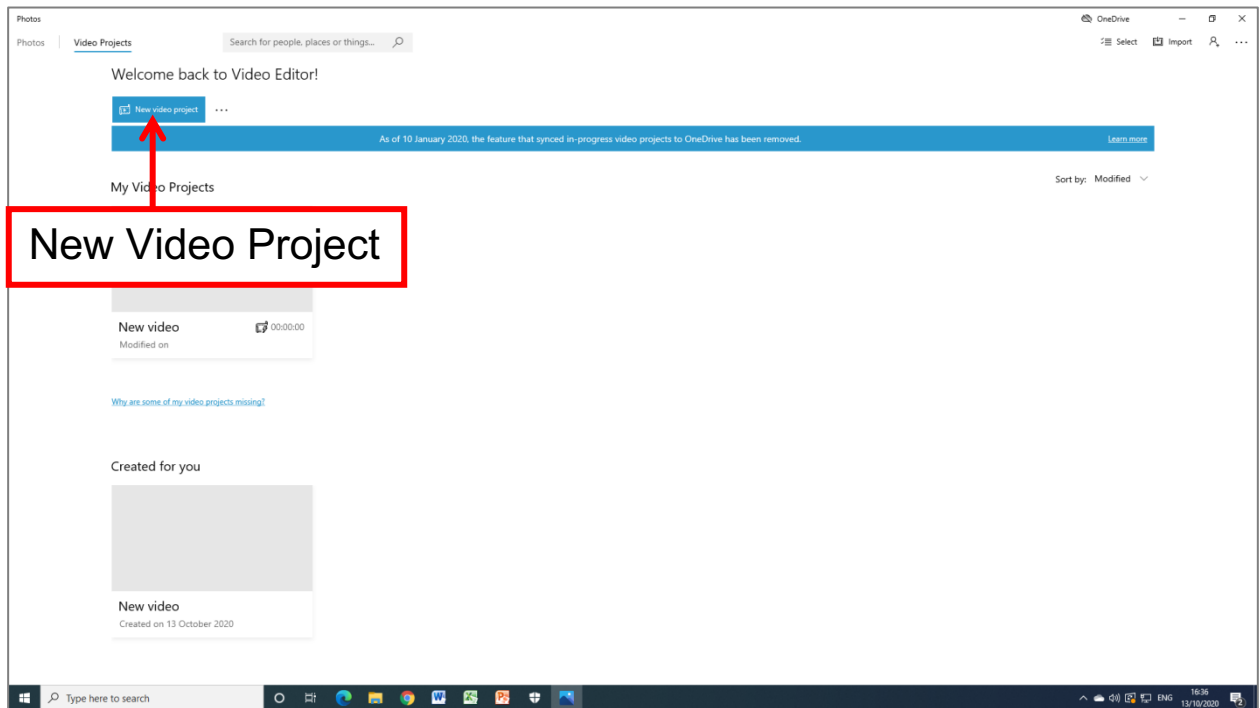You have to look for Video Editor in the menu.

Click on Video Editor.

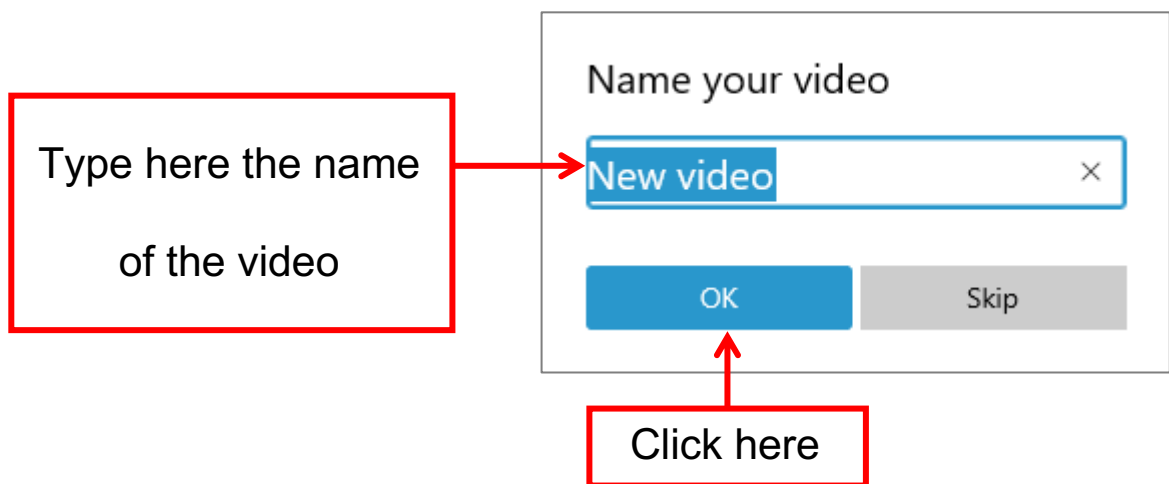Video Editor

A window will open.

Click on New Video Project.

New Video Project

A window will open asking you to give a name to the video.

Type the name over the colored line.

Click on the button **OK**.

Type here the name of the video

Name your video

New video

OK   Skip
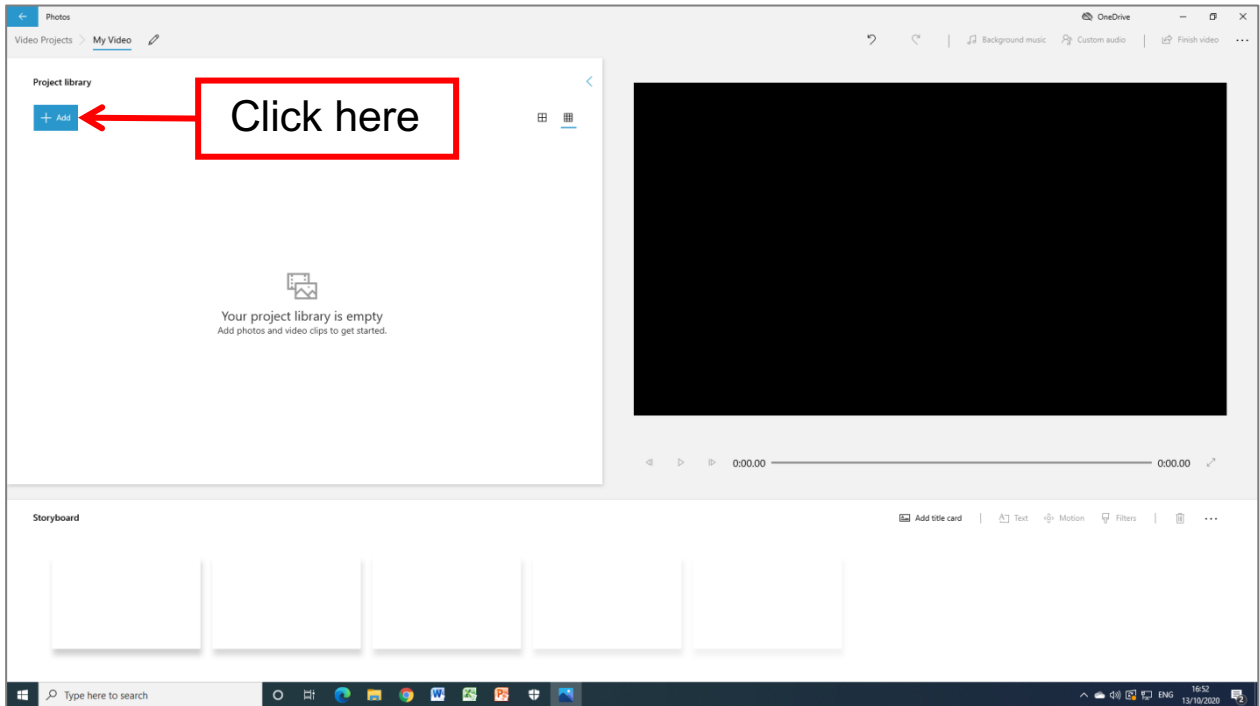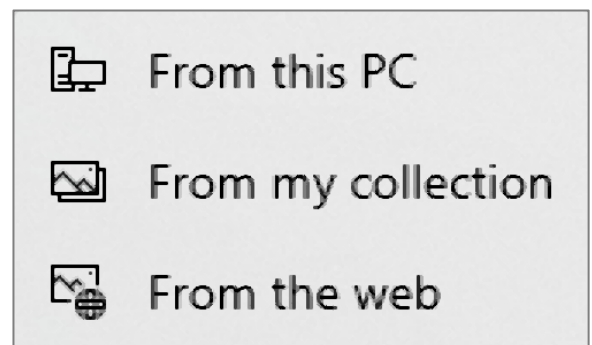
Click here

On the top of the page there is a button with the writing +Add.
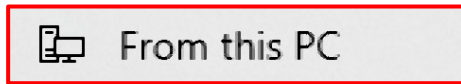
Click the button **+Add**.

This menu will open ———————→

From the menu you have to choose one of the options

accordingly to where you have stored the videos and photos

for your new video.

Click on **From this PC** if you have the photos and videos you

need in a folder in your computer or if they are in your flash drive.
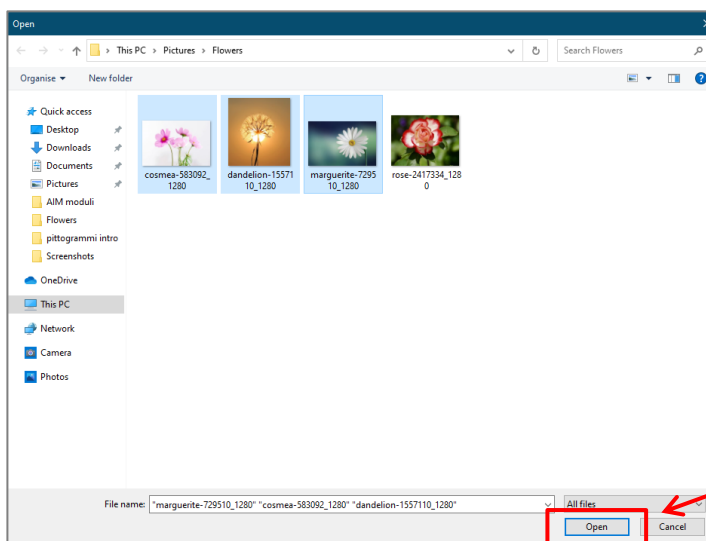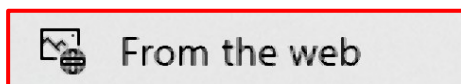

Click on **From my collection** if you have the photo and video

that you need in OneDrive.
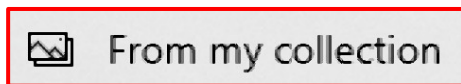
OneDrive is an on-line space where to save

documents, photo and video.

Click on **From the web** if you need to look for the photos and
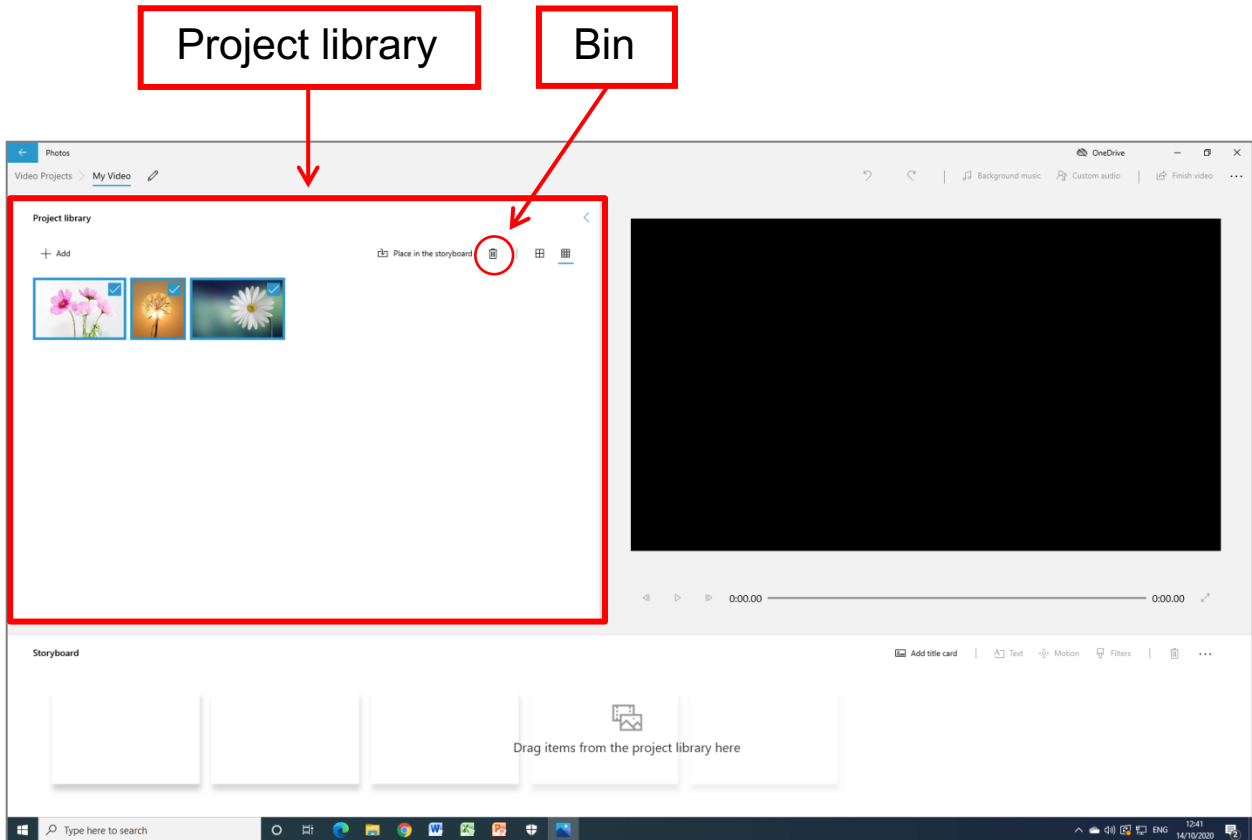
videos on internet.

Look for the photos and

videos you need and

select them.

Then Click on **Open.**
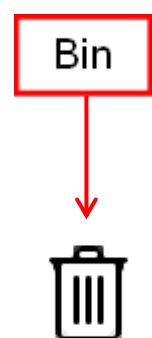
They will appear in the white square on the top of screen.

This white square is called **Project library.**
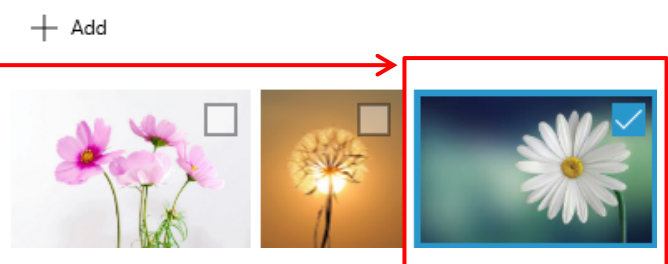

Project library

Bin

If you realize that something is not needed,

you can delete it form the Project library.

To delete something select it by clicking on it

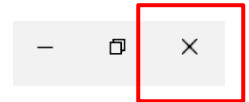and then click on the **bin** on the top of the library.

Bin

Project library

A selected photo

appears like this

To close Video Editor

Click on the **X** on the right top side of the screen.

All the changes will be automatically saved.
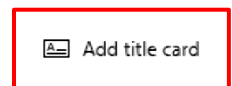
To open your project again

Open Editor Video and click on the preview of the video you were
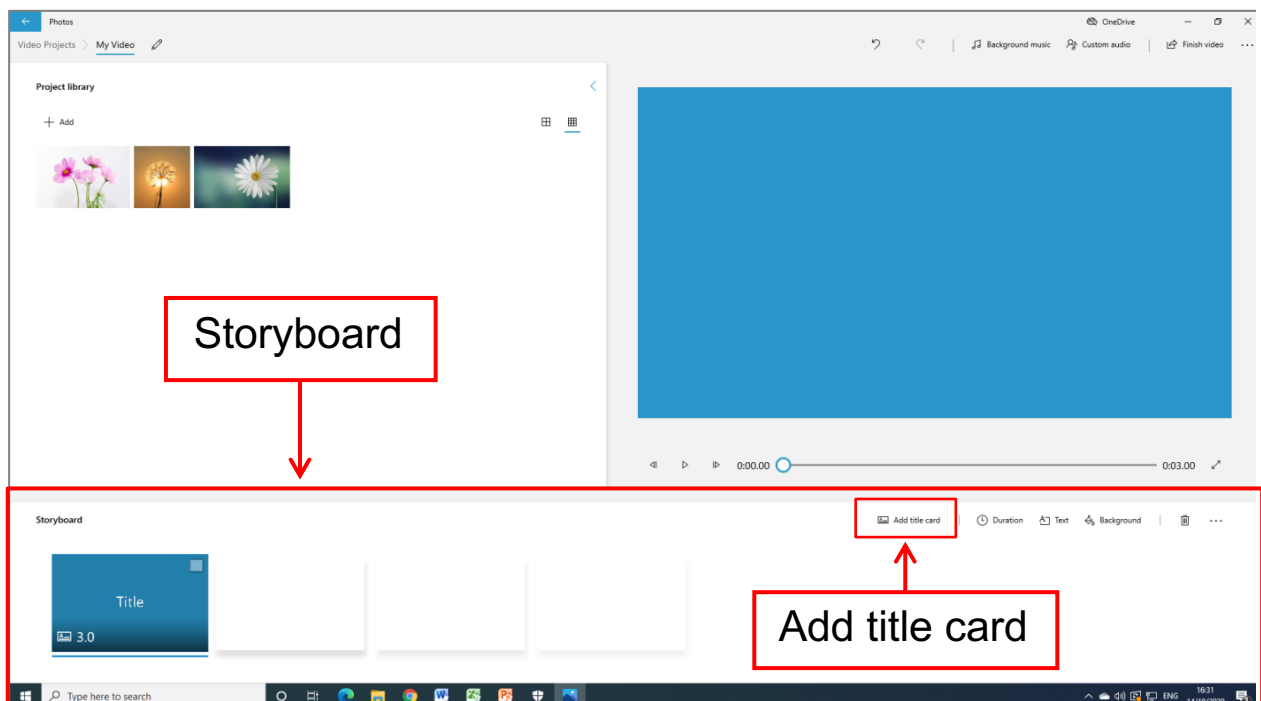
working on.

To create a Title card

The Title card is a slide with a short description of your video.

To create a title card, click on **Add title card.**

A blue empty tab will appear in the Storyboard.

The storyboard is in the lowest part of the screen in Video Editor.

The storyboard contains everything you will add to your video.

Click on Duration next to Add title card.
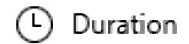
A menu will open where you can select how long this slide has to

stay on the screen during the video.
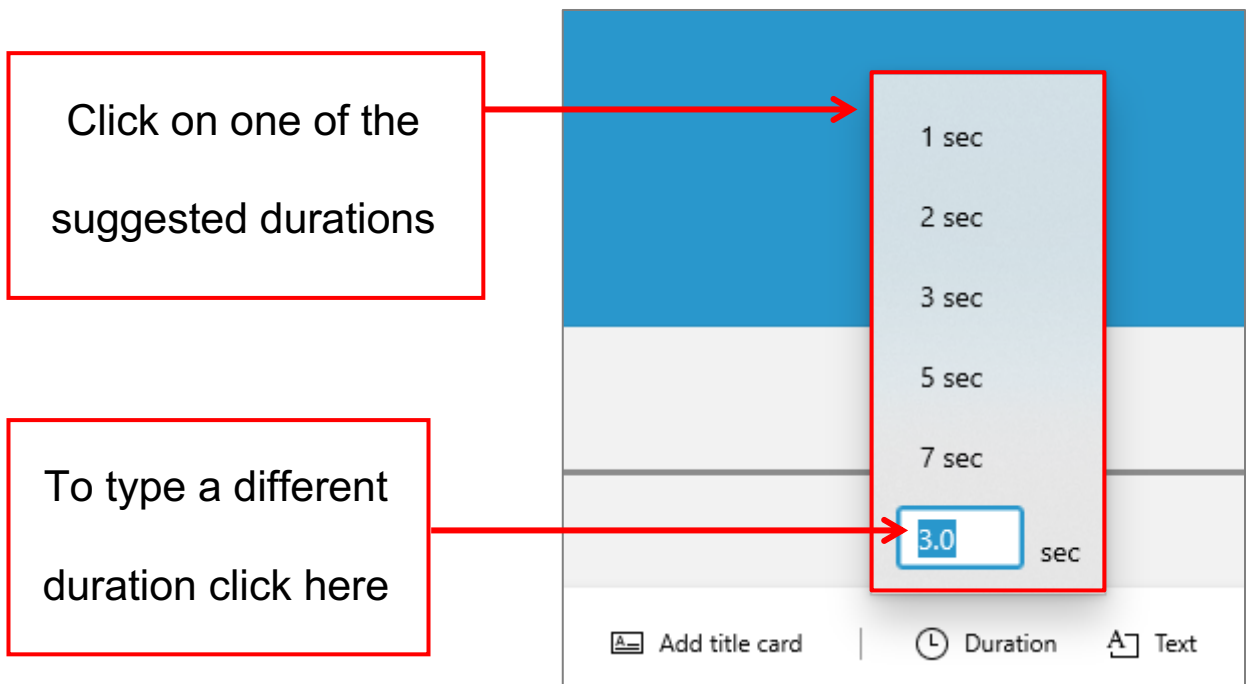
You have the possibility to type a different duration instead the

ones that are suggested, in the last line of the menu.

After typing, press enter on your keyboard.

Click on Text or Background to add or modify the text and the

background of your Title card.

A window will open.

Click on Background to choose the colour of the slide among the ones proposed then **click on the colour you like.**

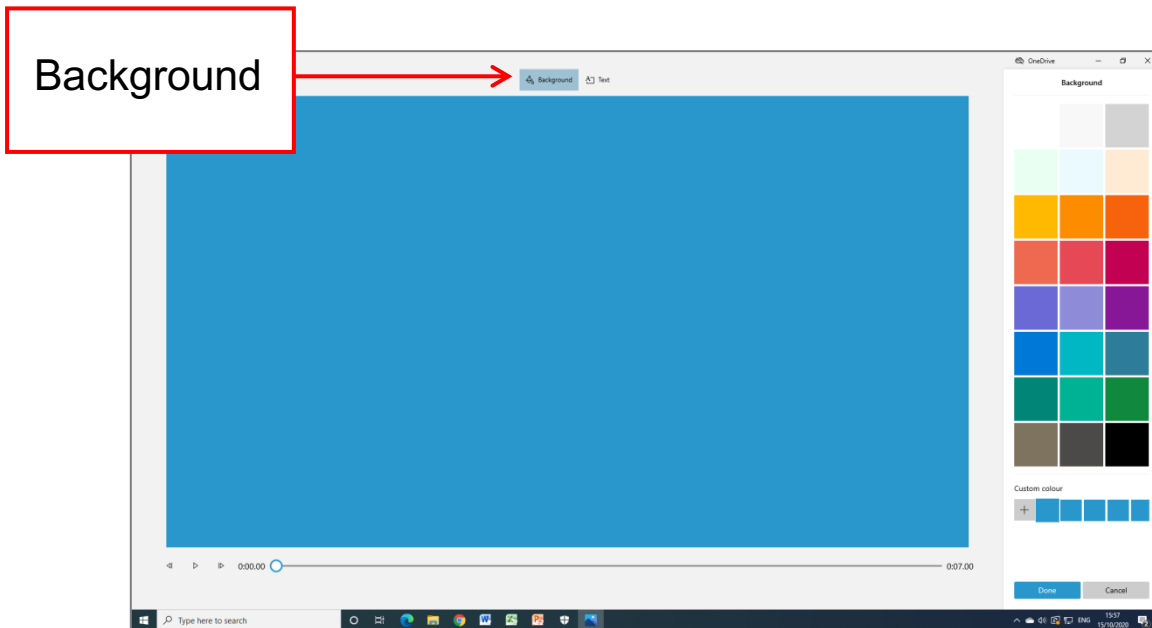If you want to choose other colours click on the button **+** below the proposed colours.
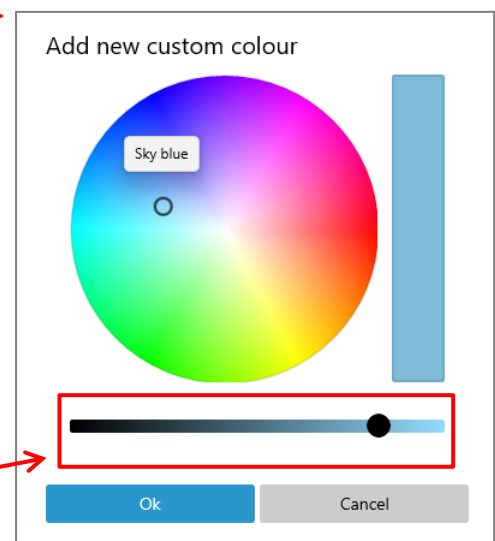

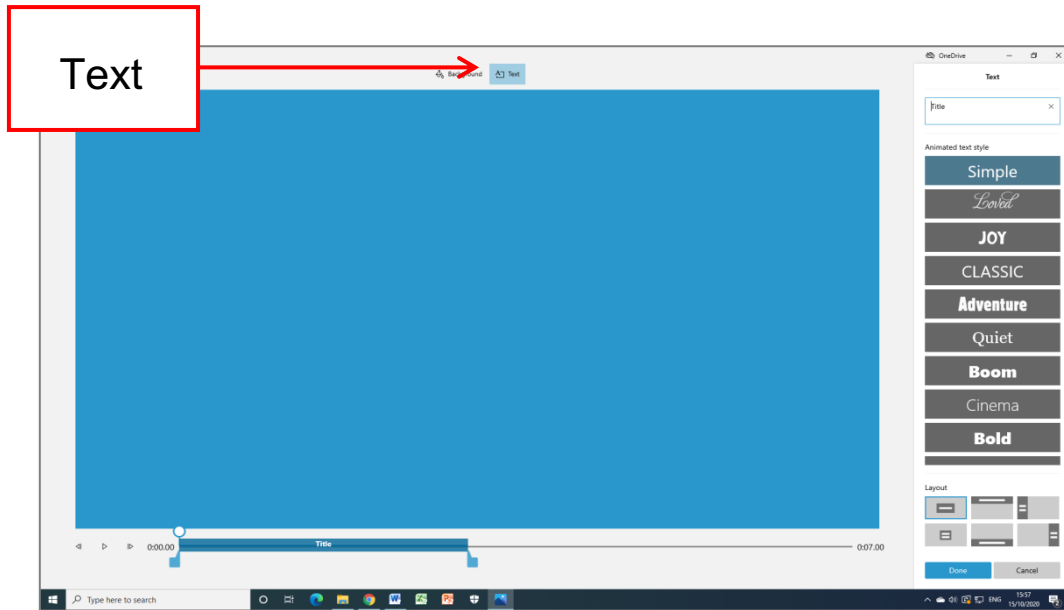
This window will open

click in the area of the circle

with the colour you like.

Under the circle you can choose the intensity by clicking in different parts of the coloured line.

When you find the colour you like, click on OK.

Text

Click on Text to type your title, for example "Colorful Flowers".

Type the title in the white space under the written Text.

Below to the space where to write the text, you can **choose the style of your text.**

You can try the different styles by clicking on each of them. If you scroll down the sidebar with the mouse or if you press the down arrow on your keyboard, you can see other styles.

Be sure that the last style that you click is the one that you want to use.

Below the styles there are the **possibilities of layout.**
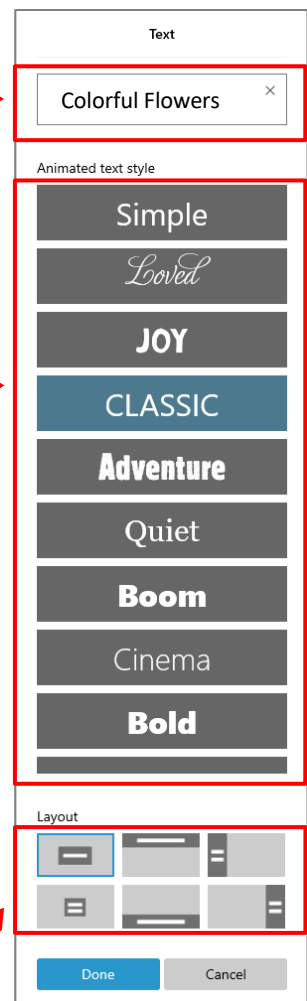
From here you can decide in which part of the screen you want to see the text.

Click on the examples to have a look and choose the one that you like the most.

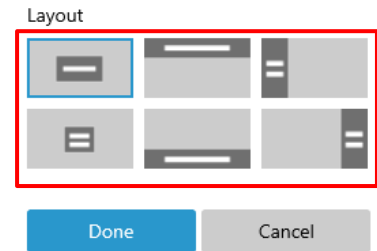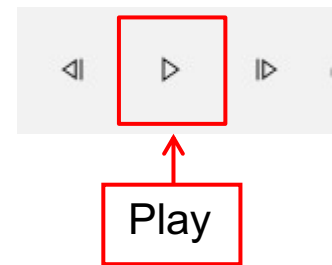To see how the title card will look like in your video, **click on the button Play** under the big panel with the title.

It may happen that you choose a duration of the slide longer than the duration of the title.

To make the duration of the title longer click on the blue right anchor and move it till the white dot.

| Blue left anchor | Blue right anchor | White dot |
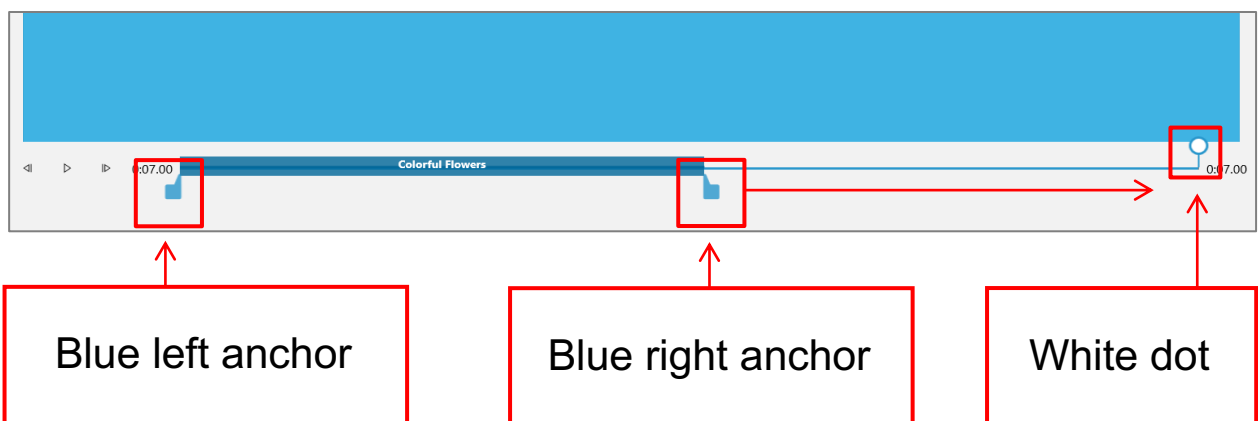
To move the anchor you have to click on it while moving the mouse or click on it and press the buttons with the right or left arrows on your keyboard.

If you want that there is only the background for some seconds before that the title appears, click on the blue left anchor and move it toward the center.

Have a look on the result clicking on Play and make adjustments if needed.

When you are happy with the Title card, click on Done.

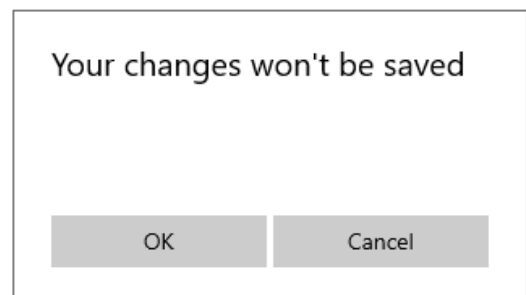You will be back to the storyboard.

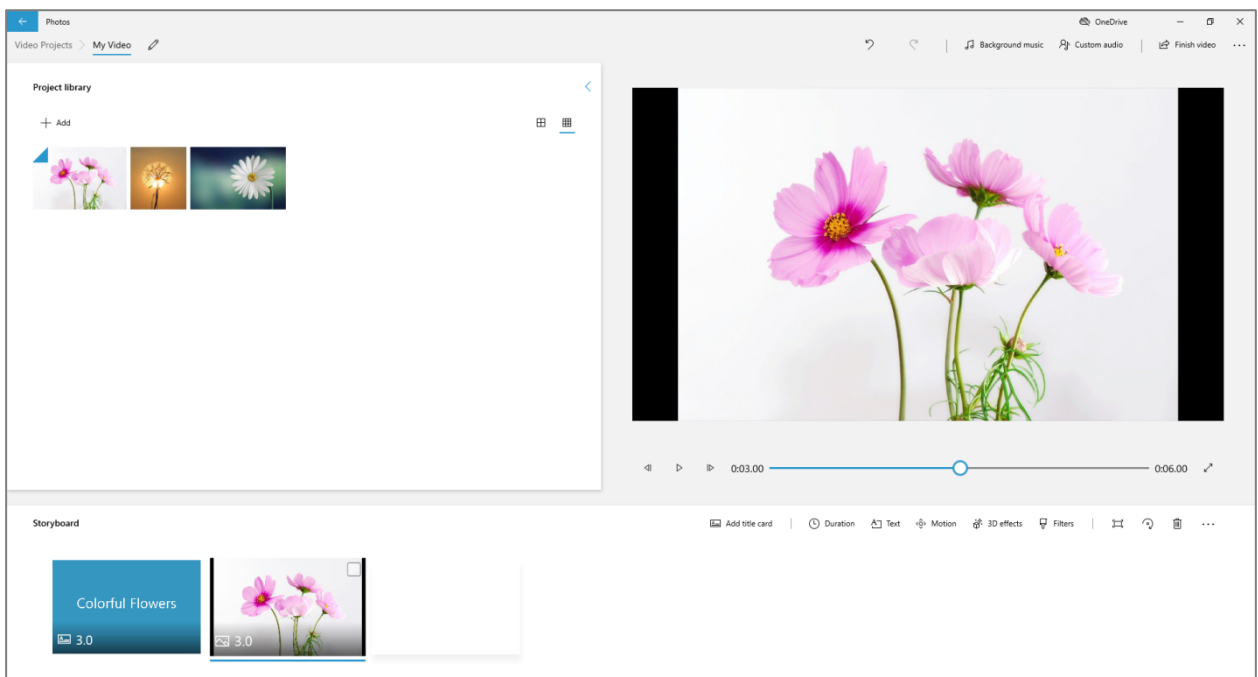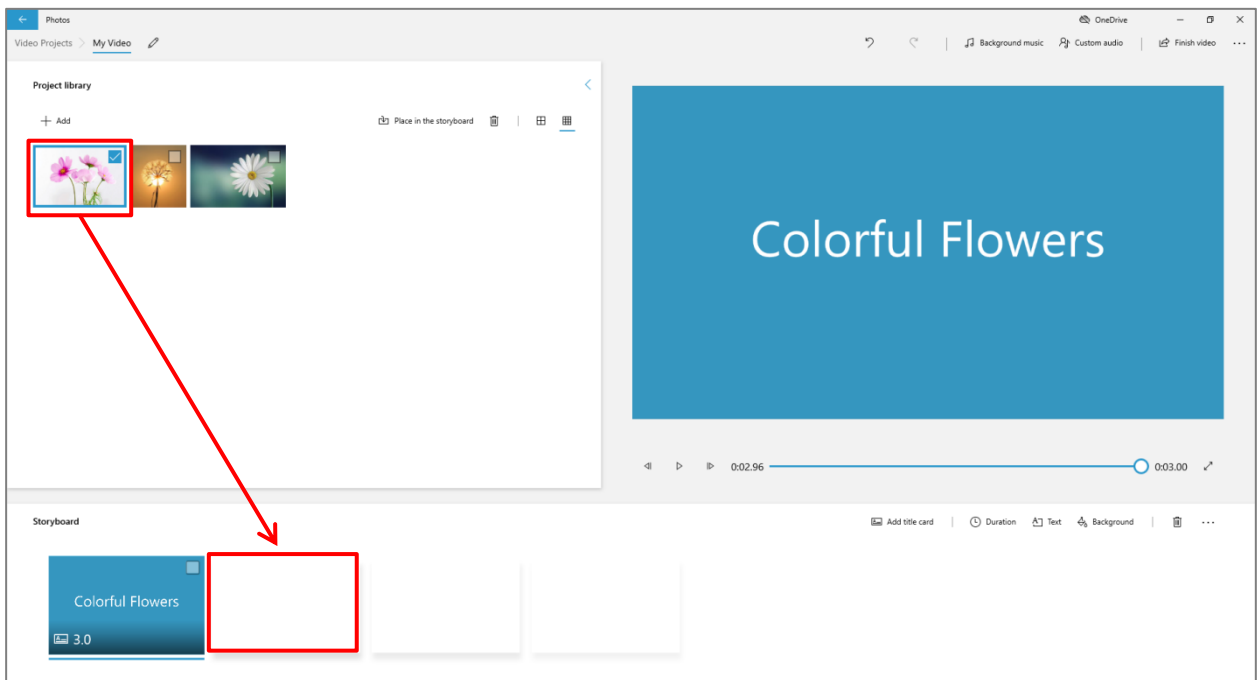If you don't want to have a Title card in your video click on **Cancel.**

This window will open ⟶

Click on the button ok to delete the Title card or click on the button Cancel to go back.

How to add and modify photos

To add photos to the storyboard you have to click on the photo in the library of your project and move it in the storyboard, in the white rectangle.

As for the Title card, for each photo you can choose the duration and you can add text.

There are some other things that you can modify in a photo.

Click on Motion to add a movement to the photo.
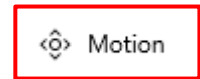
This window will open with your photo on the left and some possibilities on the right.
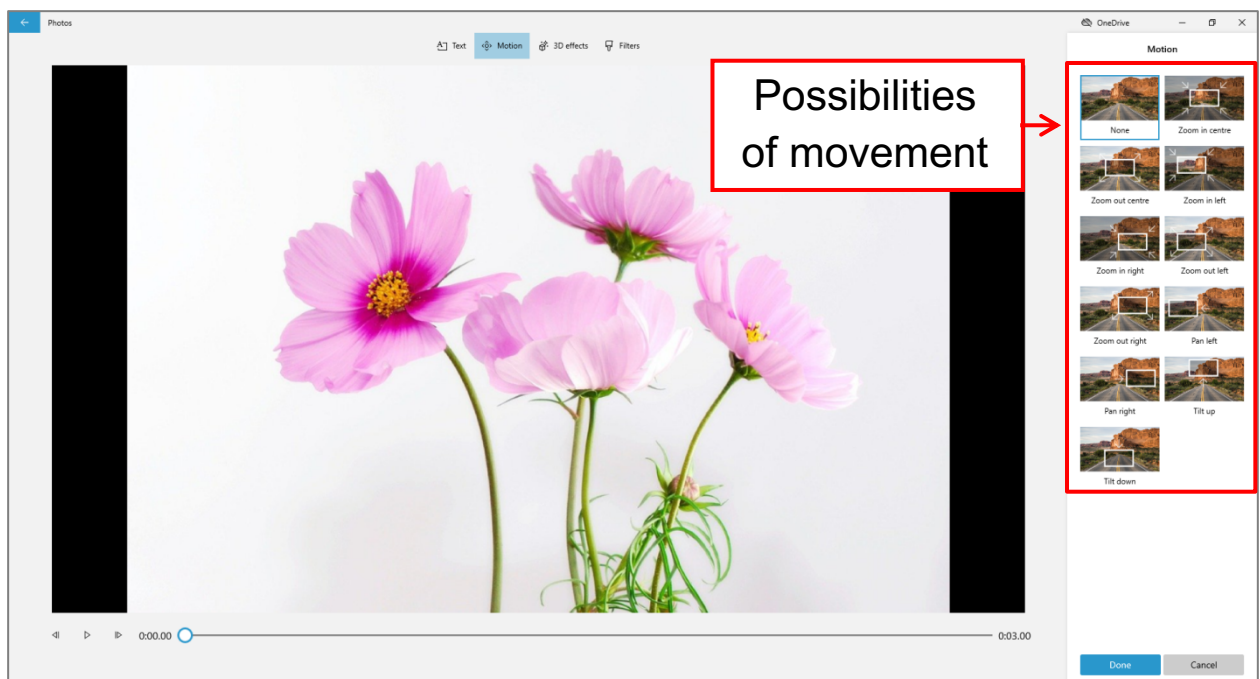
Click on one of the possibilities, then **click on Play** under your photo to see how the effect looks like.

Choose the one you prefer,

click on it and then **click on Done.**

If you don't want to add a Motion, click on Cancel.

Click on 3D effects to add 3D effects to your photo.
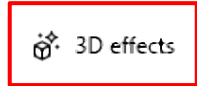
3D effects are for example flying confetti or a light.

When you select one of them you can modify some

features of the effect.
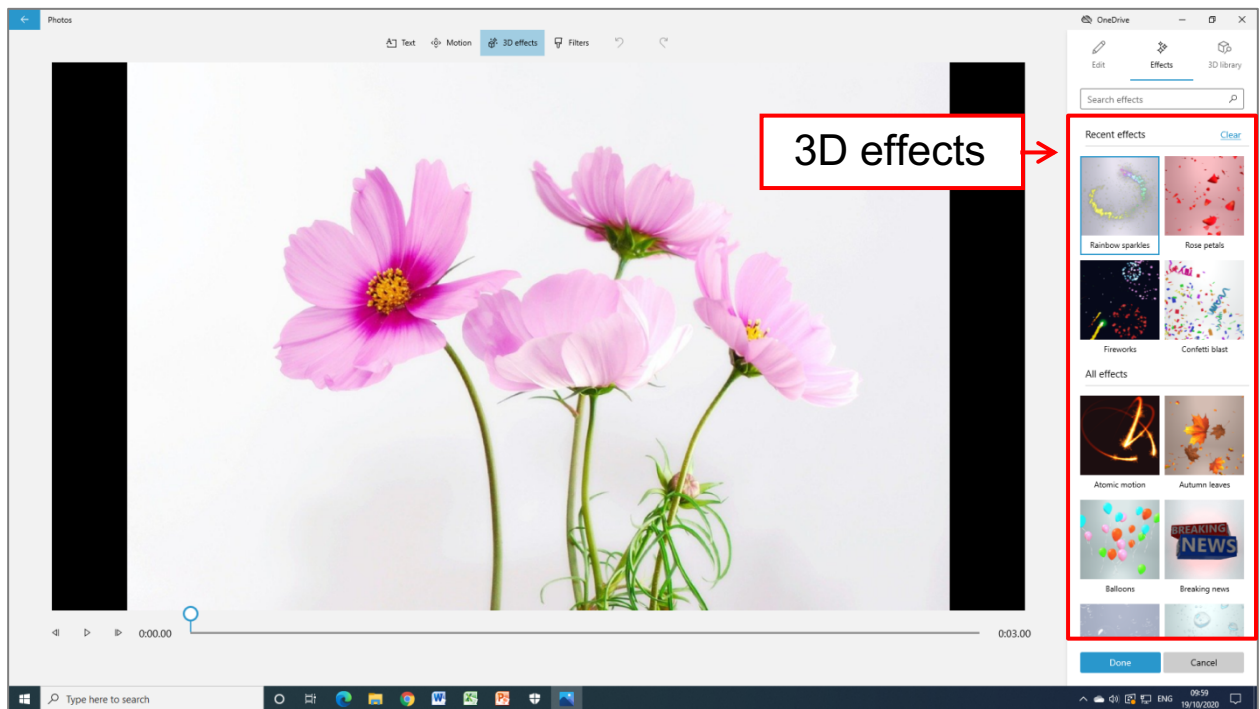
You can edit the **effect's volume** by moving

the anchor under the preview of the effect.

If you move it to the left the volume will be lower,

if you move it to the right the volume will be higher.

On the photo there are some arrows.

Click on one of them while moving the mouse to rotate the effect.

Click on one arrow while moving the mouse to rotate the effect

On the photo there is also a square

with small white squares at the angles.

Click on one of them while moving the mouse
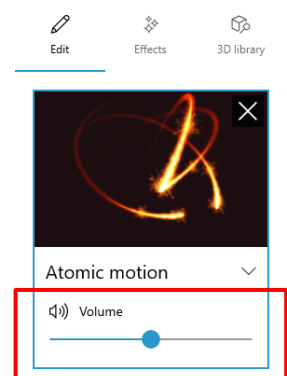
to make the effect area bigger or smaller.
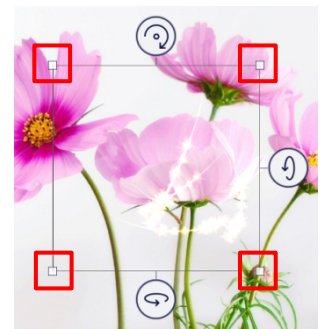
Under the photo there is a blue line.

The blue line represents the length of the effect

compared to the length of the photo.

You can change it, moving the two anchors at the beginning and

at the end of the blue line.

You can check how your effect will look like in the

video by pressing the **Play** button under the photo.

If you don't like the effect, you can choose another one.

To choose a different effect you have to click on **Effects.**

Effects

The button Effects is located above the preview of the current

effect.

When you are happy with your 3D effect click on **Done.**

If you don't want to add the 3D effect click on **Cancel.**

**Click on Filters to add a filter to your photo.**

Filters

Add a filter means to change the combination of colours,

for example making the photo in black and withe.

On the right side of the screen you will see the different examples

of filters that you can choose.

If you click on one of them, you will obtain a preview

of the filter on your photo.

Preview of the filter

Examples of filters
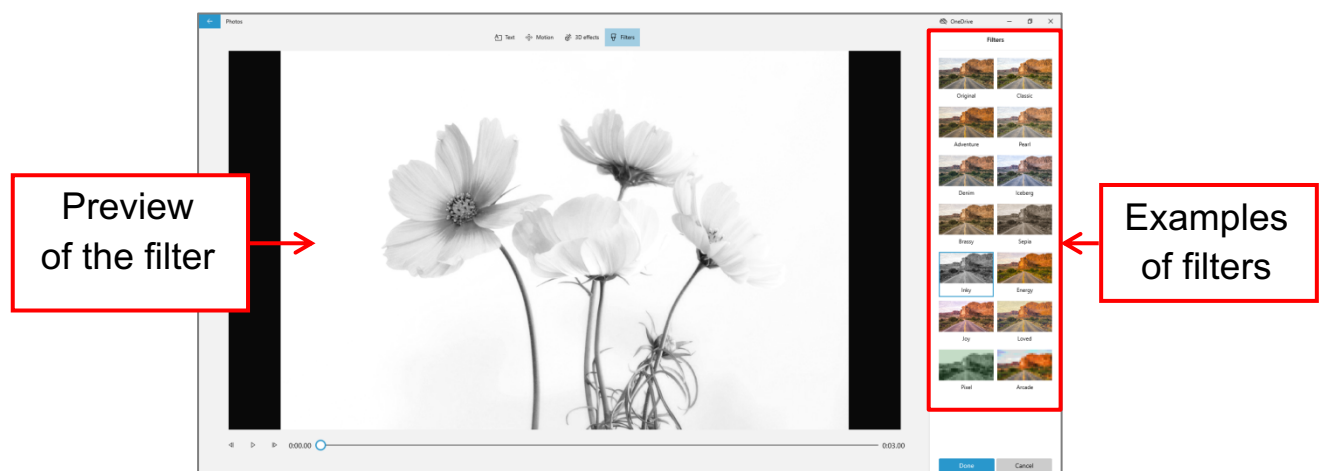
When you are happy with the filter that you have chosen,

click on Done.

If you don't want a filter click on Cancel.

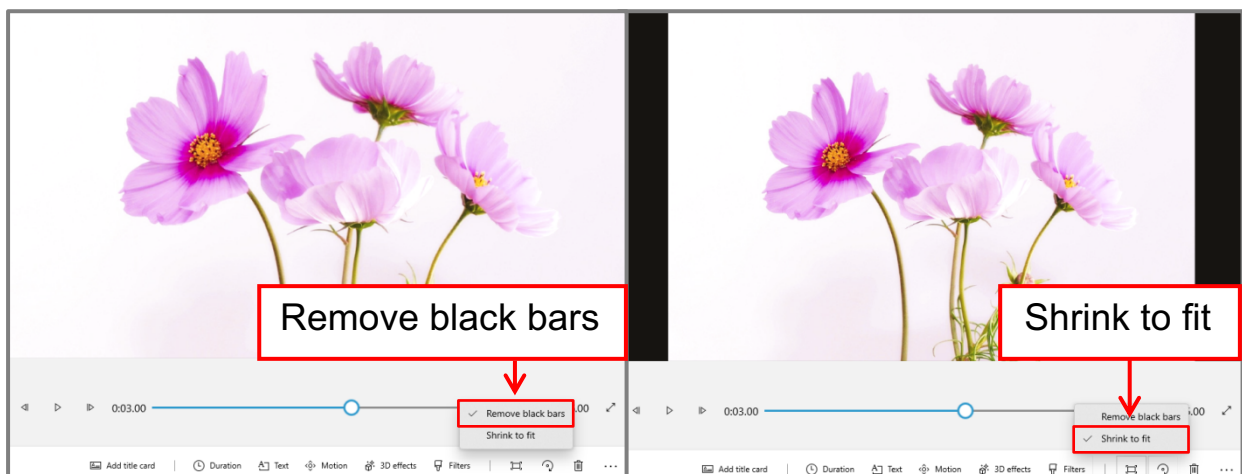**Next to the button Filter there is another button.**

If you click on it you have two options to choose.

Remove black bars is to remove the black space around your

photo in the video.

Shrink to fit is to keep the original size of the photo, so the black

lateral bars may appear.

To try or to choose one option you have to click on the option

that you prefer.

Next to this button there is this other one.

It is for rotating the photo.

If you click the button one time it will rotate a bit.

If you click the button two times the photo will be upside down.
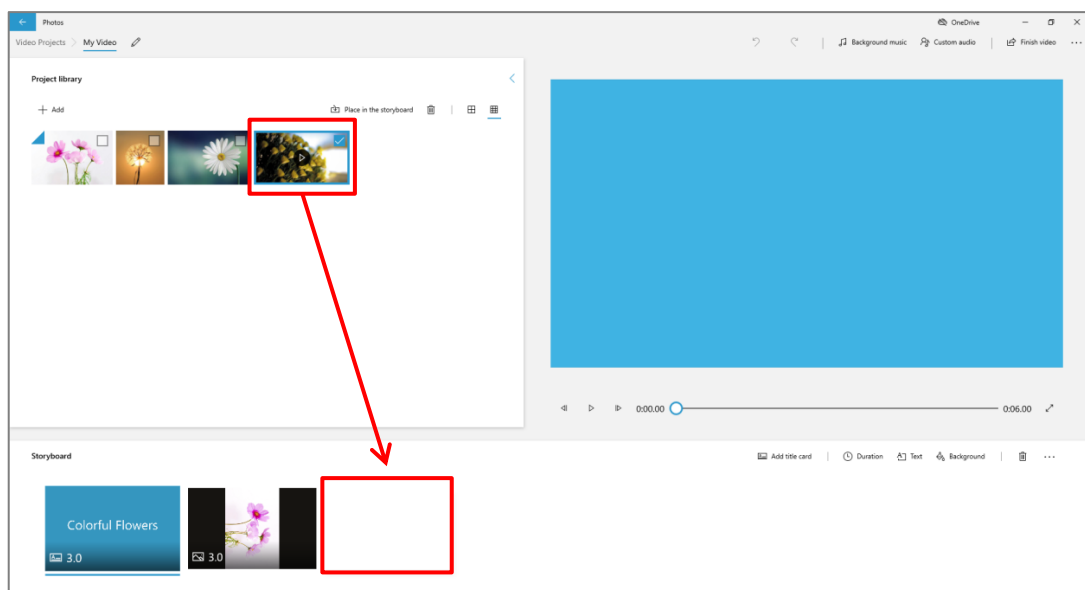
Click on the **bin** to delete the selected photo.

Click on the **three dots** to delete your storyboard.

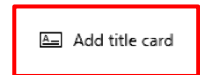**How to add and modify a video**

To add videos to the storyboard you have to click on the video in

the catalogue of your project and move it in the storyboard, in the

white rectangle.

There are several things that you can modify in a video.

The things that you can change are in the buttons next
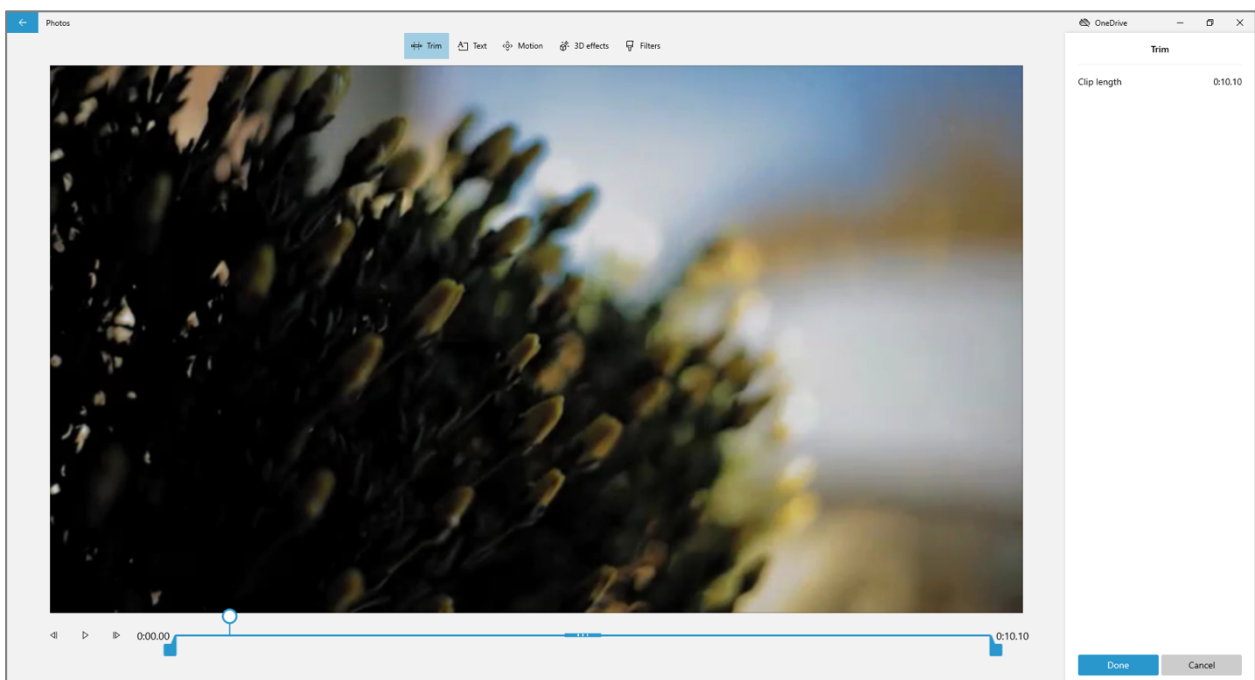
to the writing storyboard.

To add a title card click on Add title card.

To cut the video click on Trim.

A window will open with your video.

Under the video there is a blue line with anchors at the beginning

and at the end of the line.

To cut the beginning of the video click on the left anchor

while moving the mouse to the right.

Or you can click on the left anchor and then you move it by

pressing the arrow on your keyboard.

To cut the end of the video click on the right anchor

while moving the mouse to the left.

Or you can click on the right anchor and then you move it by

pressing the arrow on your keyboard.
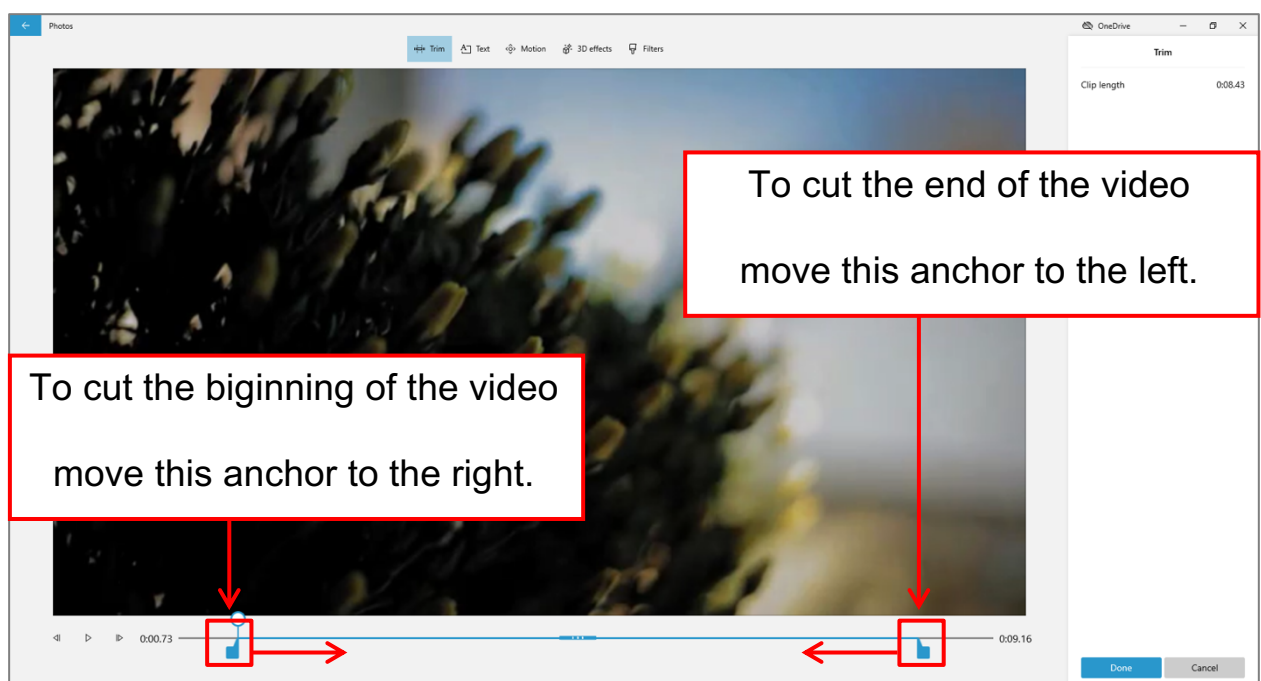
Press the button play to have a preview of the cutted video and

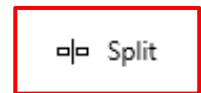to check if it is exactly the part that you wanted to add.

You can move the anchors again and again till you will

obtain the desired cut.

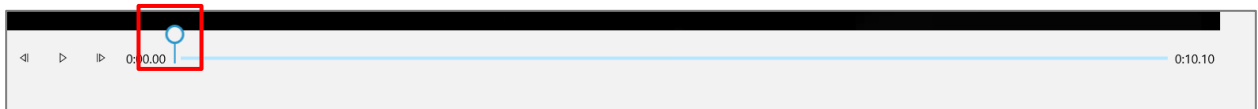When you are happy with your cut, click on **Done.**

To divide the video in two parts click on Split.
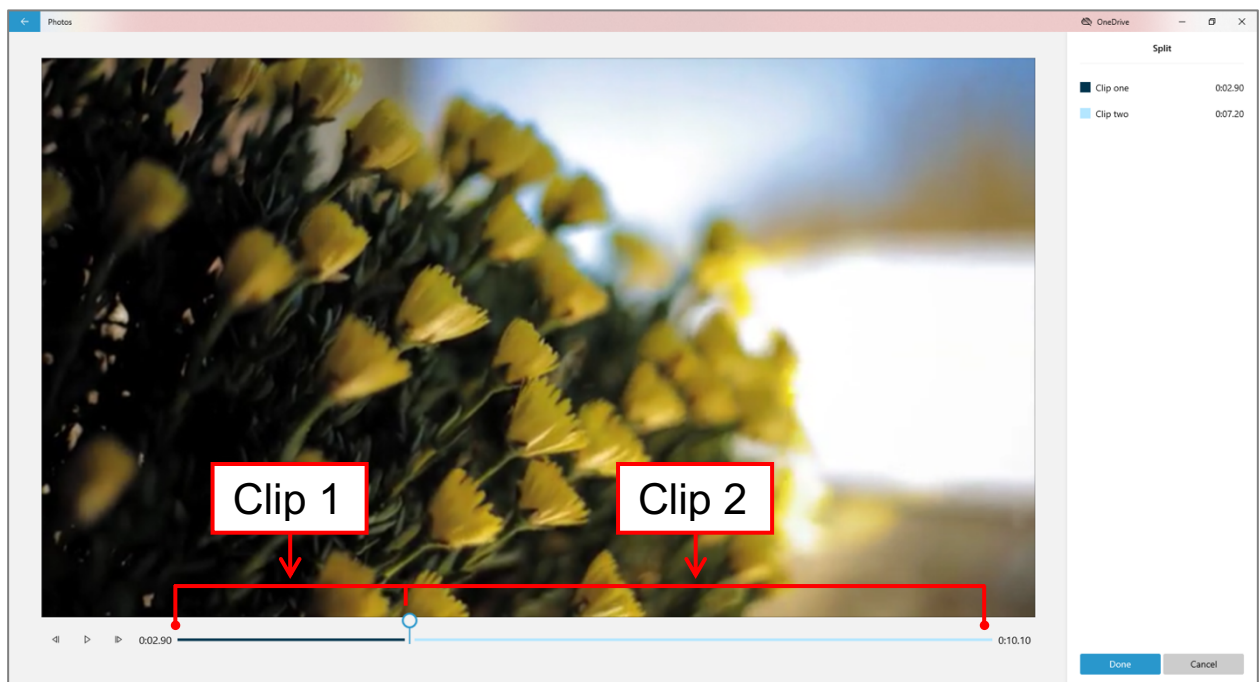

A window will open with your video.

Under your video there is a light blue line with an anchor with a withe dot at the beginning of the line.

Click the button **Play** under the video.

When the video reaches the point where you want to split it, click the button **Pause.**

The part of the video before the white anchor is the **Clip 1.**
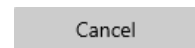
The part of the video after the white anchor is the **Clip 2.**

If you are happy with the two created clips, click on Done.

If not, you can move the anchor using the mouse till the right
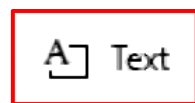
position, then click on **Done.**

Done

If you don't want to divide the video anymore

you have to click on **Cancel.**
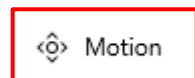
Cancel

You can also Add a text.

Click on the button **Text** and a window will open.

A⅂ Text

The instructions to add a text to a video are the same as the ones

to add a text to the Title card. (See page 13)

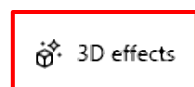**To change the framing of your video**

click on Motion.

⟨⊙⟩ Motion

To change the framing means to focus on different parts

of the image.

The instructions are the same as for changing the movement

to the photo. (See page 19)

To add 3D effects to your clip click on 3D effects

🎊 3D effects

3D effects are for example to add flying confetti or a light.

The instructions are the same as for adding 3D effects to a photo.

(See page 20)

To add a filter to your clip click on filters. Filters

Add a filter means to change the combination of colours,

for example making the video in black and withe.

The instructions about how to add a filter to a clip are the same as

for adding a filter to a photo. (See page 22)

To make your video faster or slower Speed

click on Speed.

When you click on Speed,

a line with an anchor will appear.
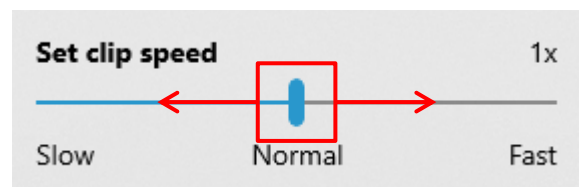
Move the anchor on the line with the mouse or use the arrows on
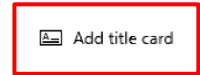
your keyboard to change the speed of your clip.

The other four buttons work as for the photo.

(See pages 23 and 24)

Notice that you can add a title card in any part of your video.

To add it before a photo or a clip click on that photo or clip

and then click on Add title card.

Notice that you can change the order of the elements in your video at any moment.

To change the order of the elements in your video,

click on a photo or a video that you want to move on the

storyboard and while clicking move it to the position that you like.
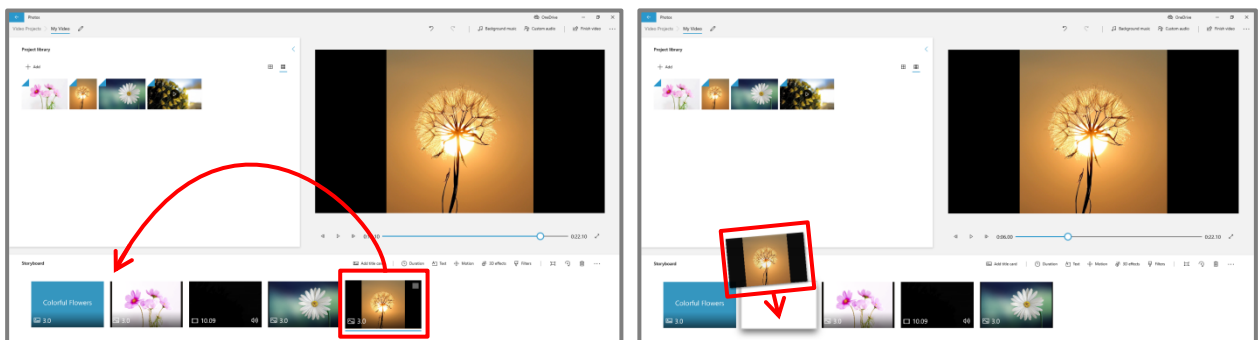
Buttons on the top of the window of Video Editor

Next to the writing Video Projects

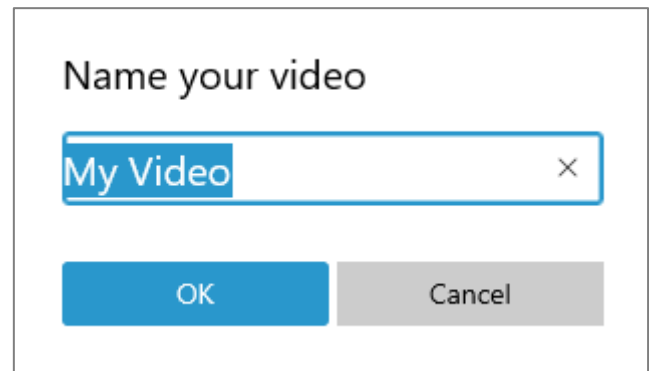you can see the title of your video.
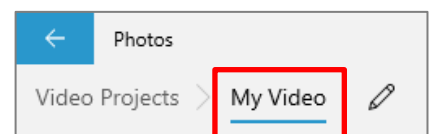
To change the title of your video
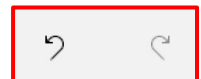
click on the pencil next to the title.

Now you can **type the new title in the window that will open.**

After typing click on **OK**

to save the changes.

Name your video

My Video ×

OK   Cancel

To Undo and Redo a change click on the two arrows.
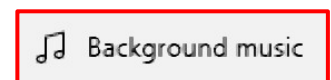
You have to click the first arrow **Undo**

to delete the last change that you made in your video.

You can click it several times to go back change by change.

If you realise that the change you deleted was good instead,

you have to click on the second arrow **Redo.**

To choose a Background music for your video among some

proposals click on Background music.

♫ Background music

A window will open with the titles of some songs.

Click on the button **Play** before each title to hear the music.

Choose the one you prefer.

To hear the music click on Play	

Select background music

Select a music track. The music automatically adjusts to the length of the video. To import and add your own audio tracks, go to Custom audio.

None
▷ Amplified
▷ Anodised
▷ Arcade Party
▷ Blossoming
▷ Clown Parade
▷ Come with Me
▷ Digital Horizon
▷ Distant Ocean

☐ Sync your video to the music's beat

Music volume

Move the blue anchor to choose the volume

| Done | Cancel |

Choose the volume of the music for your video by clicking

on the blue anchor and moving the mouse at the same time.

Or by clicking on the anchor and moving it using the arrows

on your keyboard.

If you move the anchor to the left, the volume will be lower.

If you move the anchor to the right, the volume will be higher.
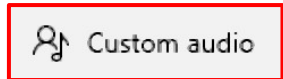
After selecting the music and the volume,

click on Done to save the changes.

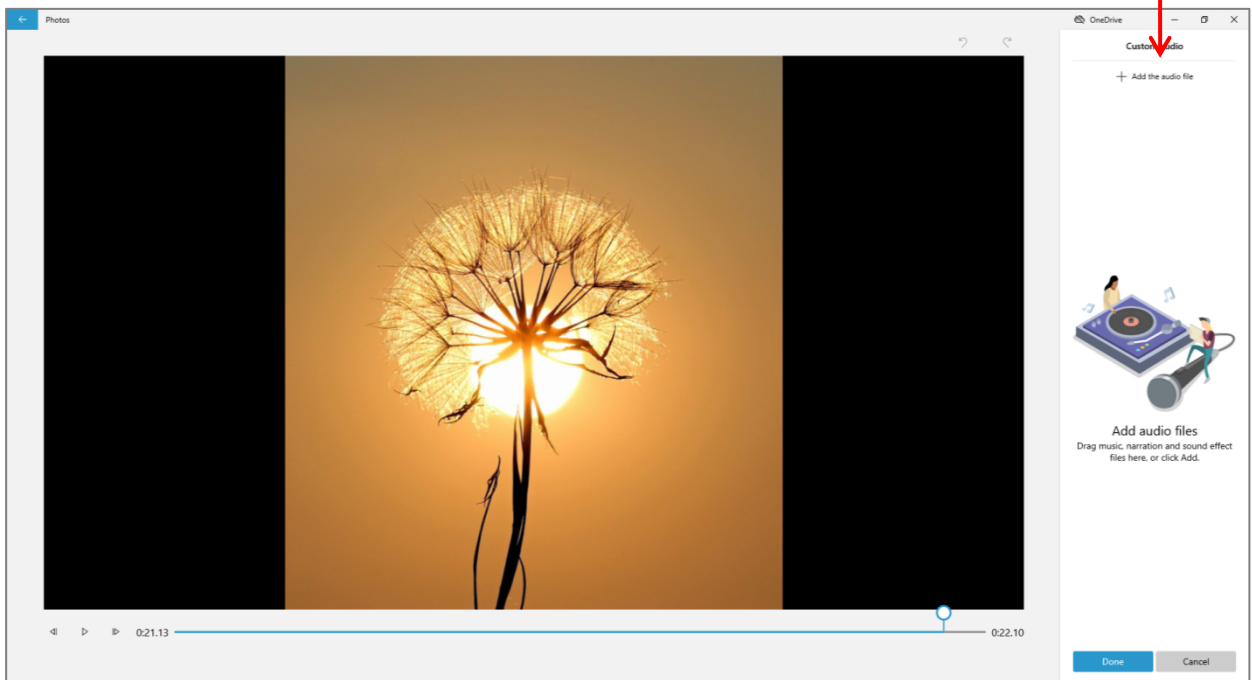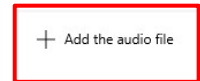**Click on Cancel if you don't want a background music.**

To add music from your computer
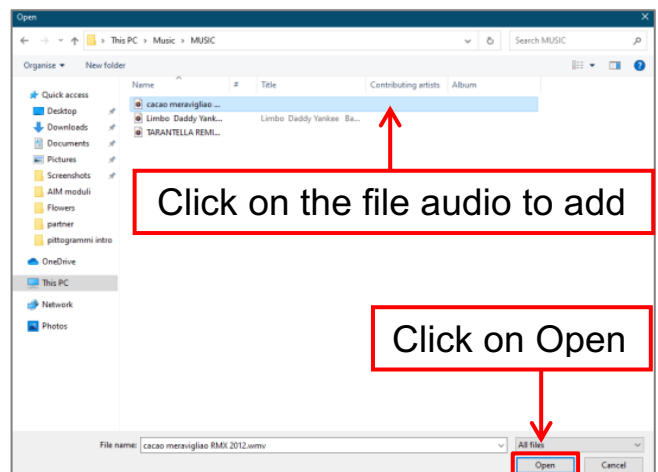
click on Custom audio

A window will open with your video and next to it the button

+Add the audio file. Click on it.

A window will open.

On the left side of the window

you have to click on the folder

where your music is stored.

Click on the file audio to add

Click on Open

The content of the folder will open in the main area of the window.

Click on the file audio that you want to add, then Click on **Open.**

The name of the music will appear in the blue bar

under the video.

If you want the music to start later than the video,

click on the left blue anchor and move the mouse

at the same time to the right.

Or you have to click the left blue anchor and move it using the
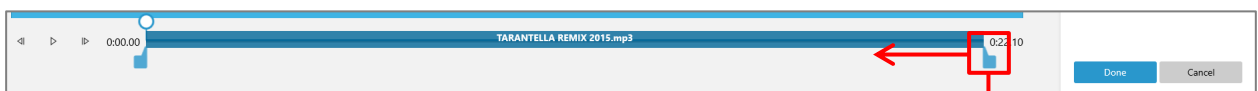
right arrow on your keyboard.

To start later the music move this anchor to the right.

If you want the music to finish before the video,

click on the right blue anchor and move the mouse

at the same time to the left.

Or you have to click the right blue anchor and move it using the

left arrow on your keyboard.

To finish the music before move this anchor to the left.
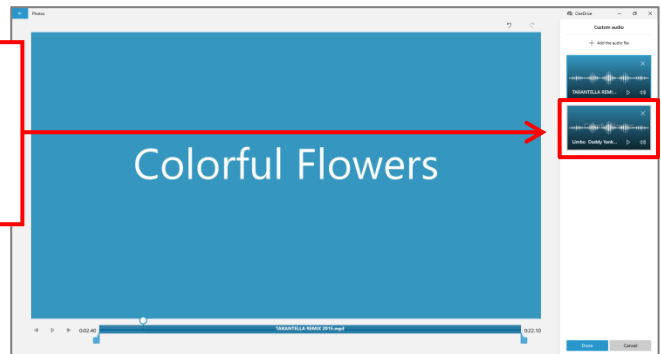
Click Play to see and hear your video.

You can also add another or more musics,

a different music for different parts of the video.

In this case you have to **click on +Add the audio file**

and select the other file you want to add, then **Click on Open.**

The selected file will appear

on the right side of the screen.

If you want to delete one of the files

click on the X on the preview of the file.

Click on the first file and move the anchors in the blue bar under

the video, to establish when that music has to start and finish.

Click on the second one and move the anchors in the blue bar

under the video, to select where that music has to start and finish.
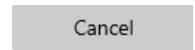
Click Play to see and hear the video.

Adjust the position of the anchors if you made some mistakes.

If you like the music you put, click on Done.

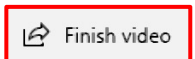If you don't want to have any more personalized audio,

click on Cancel.

A window will open, click on ok.

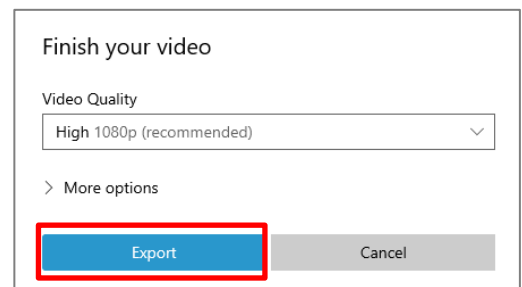You will be back to the storyboard.

When your video is ready, click on Finish video.
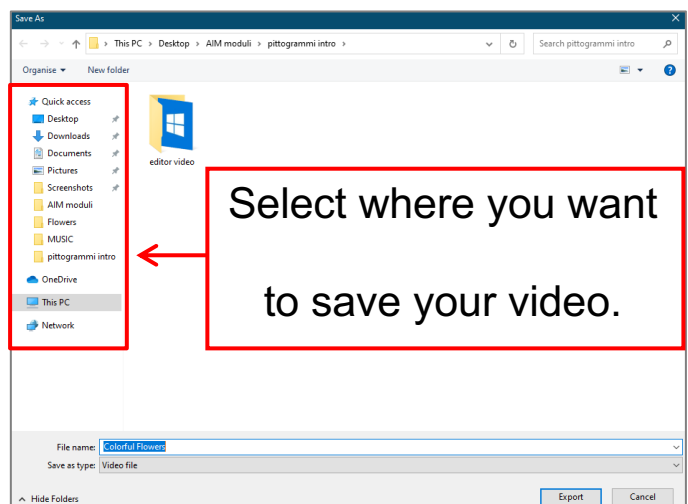

In the window that will open

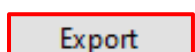**click on Export.**

A window will open.

On the left side of it you

have to select where you

want to save your video,

for example on the Desktop

or in a particular folder.

Click on Export to save the video.

Basics of the use of computer and ICT

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https://accessibleinformationmaterial.blogspot.com