How to use the Video Editor in Windows

This manual introduces you to the Video Editor integrated in Windows. With this tool you can edit and prepare your screencasts (recordings of your screen with sound) or videos.

You will find the editor when you start typing Video Editor in your Windows search bar. The first few letters are often sufficient and the program will be suggested to you.

Open the Editor.

You will now see this window. If you have already worked on videos, you will see them here. But there are no projects yet, so open New Video Project. A window will open automatically
in which you can **name** your video. Once you have done this, you will get to this screen:

With the pencil symbol next to the title of your project (here: *Beispielvideo*) you can change the title afterwards.

You can now **add the clips** that are supposed to be used in this project to the *Project Library*. You can insert multiple videos here and append them to each other or simply insert a single video. You can take the video clips from your PC, but you can also use videos from the web (not a problem with your own videos or Leuphana content, otherwise please respect copyright!)

**Insert your clips!**

Here there are two screencast clips which should be attached to each other.

In the *storyboard* you can see the elements your final video will consist of.
If you want to **insert a title card** (a kind of title slide that is shown before the video starts) click **Insert Title Card**.

Now you can design your title slide using the editing options **Duration, Text and Background**. Use **Text** to enter the text you want and specify how long you want this slide to appear in the video. Different styles and layouts are suggested.

Click **Done** when you are satisfied with your title card.
You can add more than one title card, not only at the beginning, but also in between your video clips.

Now **drag the video clips into your storyboard** in the order you want them to appear!

The numbers you see on the clips in the storyboard are the times of the individual videos, in the upper right corner you can see the current total video with the time (here only 33 seconds). You can watch your video at any editing time and check the current status!

Click on one of the video clips in the storyboard to open the **editing options**: You can *trim* the clips, *split* them, *add text*, *add a motion*, use *3D effects*, apply *filters* or edit the *speed*. 
If you want to trim your clip, click the Trim and Edit Video Length field in the area that opens:

By dragging the blue bar, you can **trim** either at the end or the beginning of the video. In this case, a few seconds are just removed at the end. You close the window by clicking *Done*. The sample clip is now 3 seconds shorter.

If you want to **split a longer clip into two clips** (and place them in different places on the storyboard, for example), use the *Split function*.

Place the cursor at the point where you want to split the video (here at 4.67 seconds) and click *Done*. 
Here you can see the new storyboard with the title card, the first short clip from the video split, then the clip shortened by trimming and the second short clip. You can move clips around the storyboard by clicking and dragging them.

You can insert text into a clip.

Click *Text* and select your layout as you did when you created the title card. An example:

Use the blue bar to set how long the sample text will be displayed during the clip.

Use the *Motion icon* to fly in clips similar to a PowerPoint presentation. This is a stylistic device that may appear rather hectic under certain circumstances. *3D effects and filters* are also possibilities to optimize the "look" of the video. All three editing options are easy to
perform without detailed instructions; the layout options are suggested as with the title card on the right.

Under Speed you can set the speed of your video.

At the top right above your video clip, you will see the Background Music and Custom Audio editing options. If you probably already have an audio track in your clips, these options are not important. The Background Music button also allows you to add only a generic beat to it, which is not necessary for educational videos. However, in the Custom Audio section you can add your own audio files and place them at the desired place in the video clip.

Here a sample audio recording is inserted into the back half of the video:

These were the main features in the Video Editor. You can insert a final title card, watch the video again in its entirety and finalize it by clicking Finish Video.
You will be asked again for the desired video quality - High is the best choice if there are no problems with the storage capacity. You can then save the video in the desired folder on your PC.

Feel free to experiment with the editing options, this tutorial did not explain some options in detail due to length.

If you have any further questions, please feel free to contact our support team at: digi-support@leuphana.de.