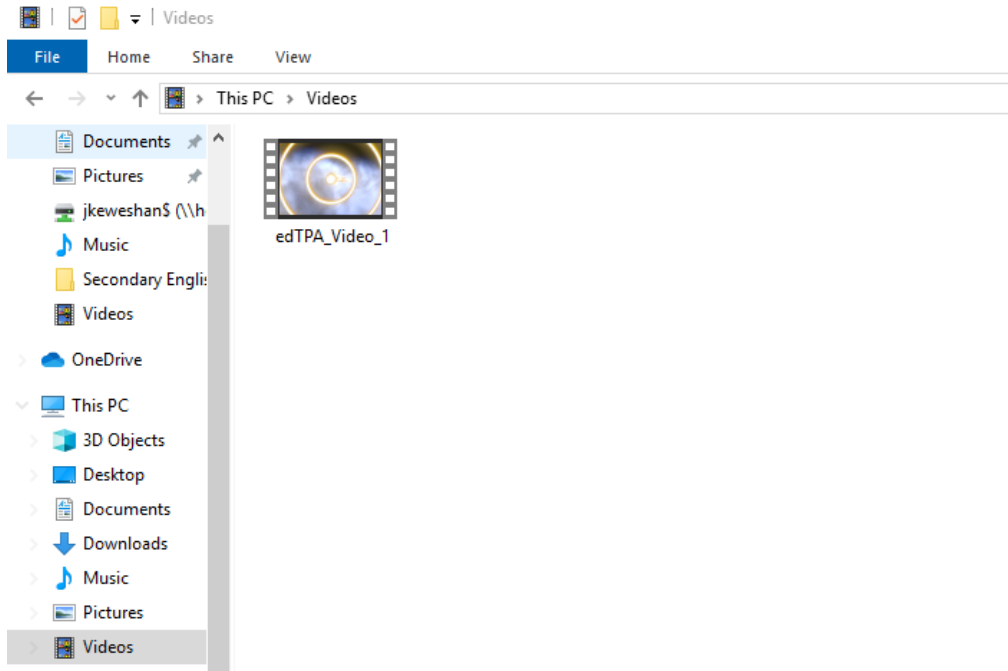# Preparing Video Clips in Windows 10
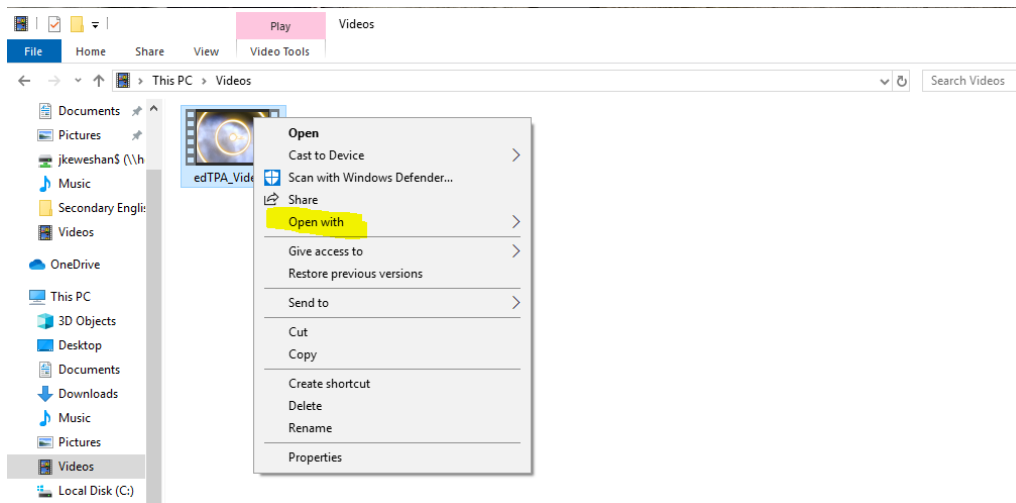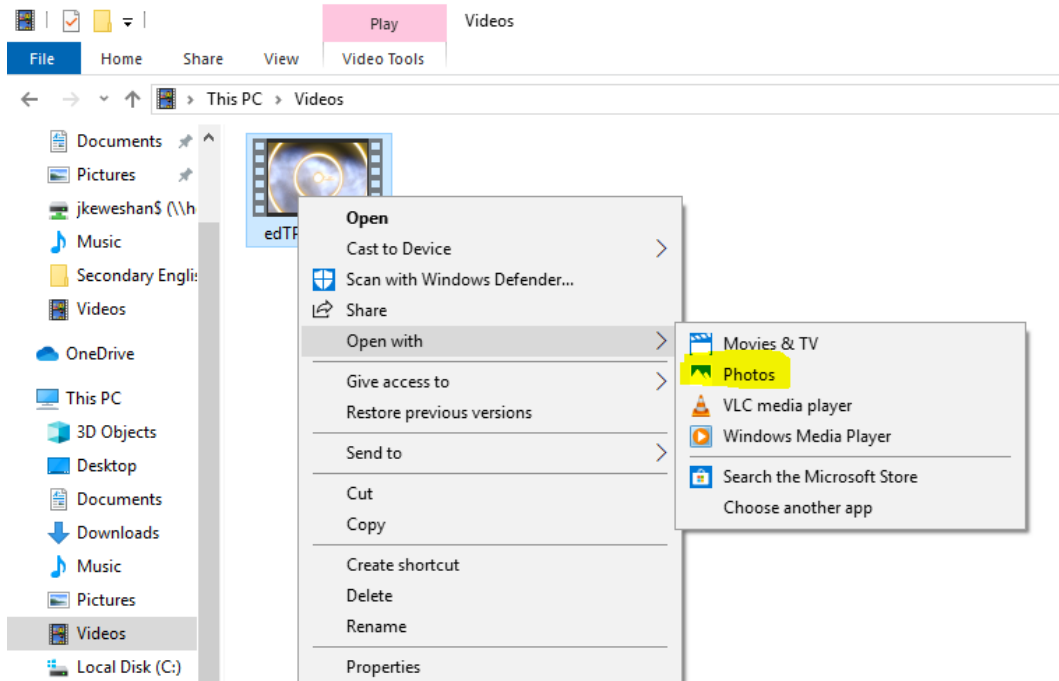
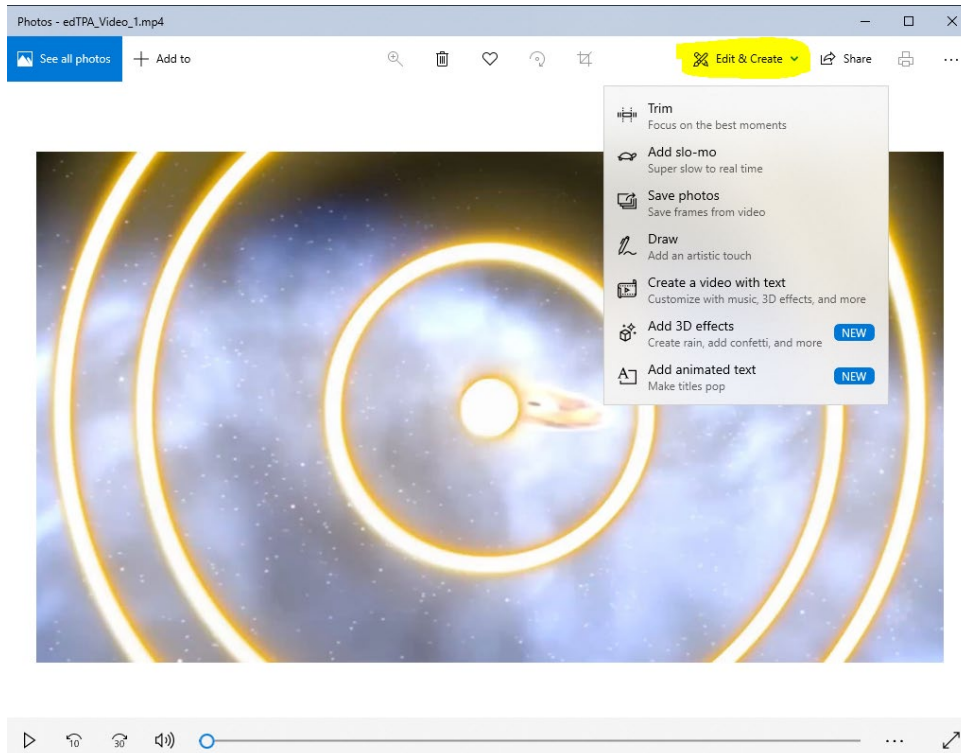## Trimming a Video Clip

1. Locate your video file.

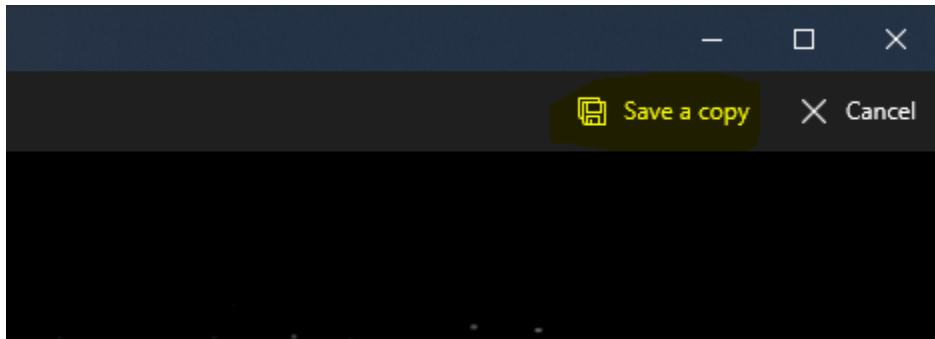2. Right click on the file and select "Open with…"

3. Select "Photos."

4. When the video opens in Photos, select "Edit and Create."

5. Choose "Trim," then move the sliders to the beginning and end of your desired clip.
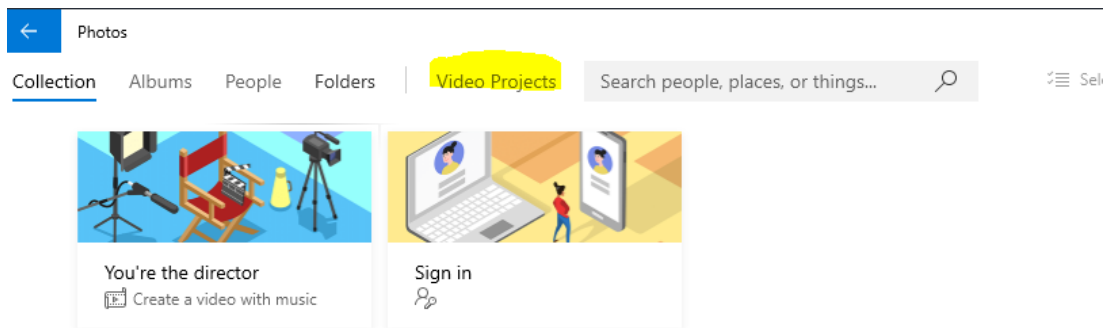
0:07   1:15

6. Then, in the upper right corner, choose "Save a copy."
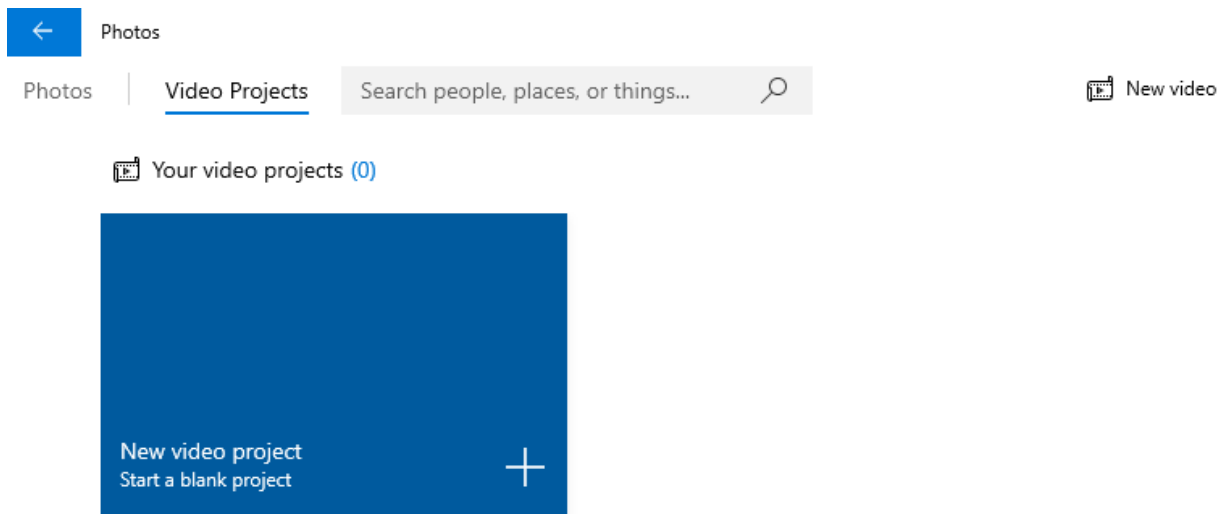
Save a copy   ✕ Cancel

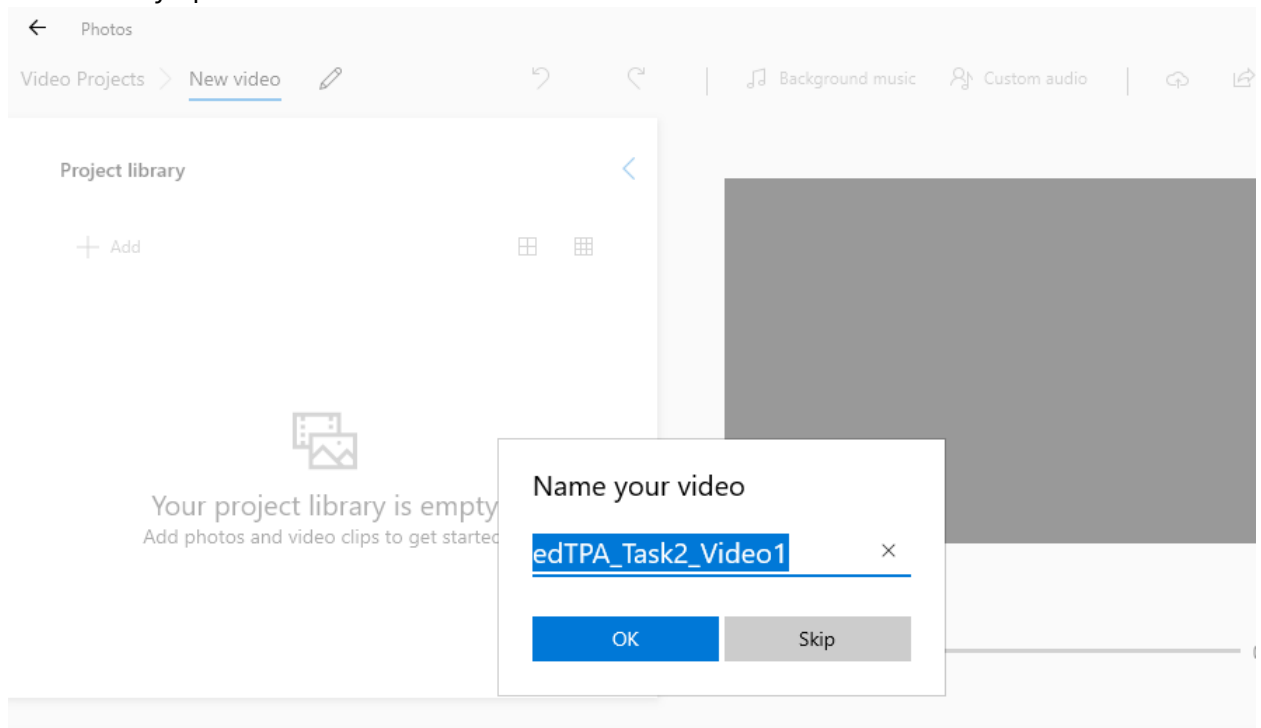**Compressing a Video Clip**

1. From the Start ⊞ menu, open Photos.

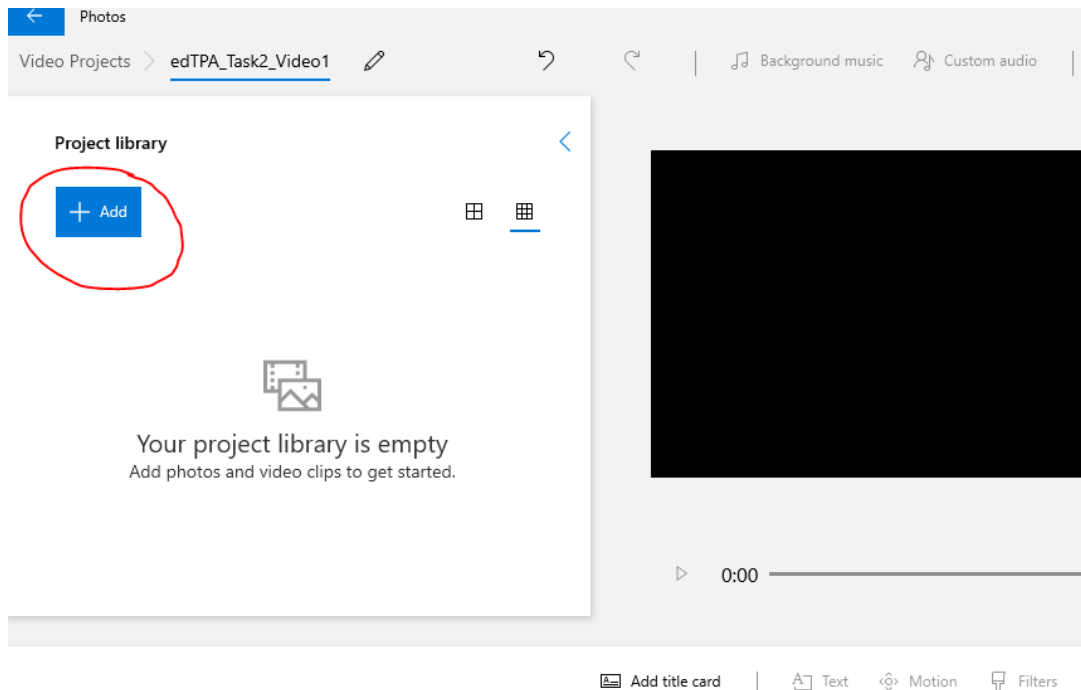2. After opening the Photos program, choose "Video Projects."

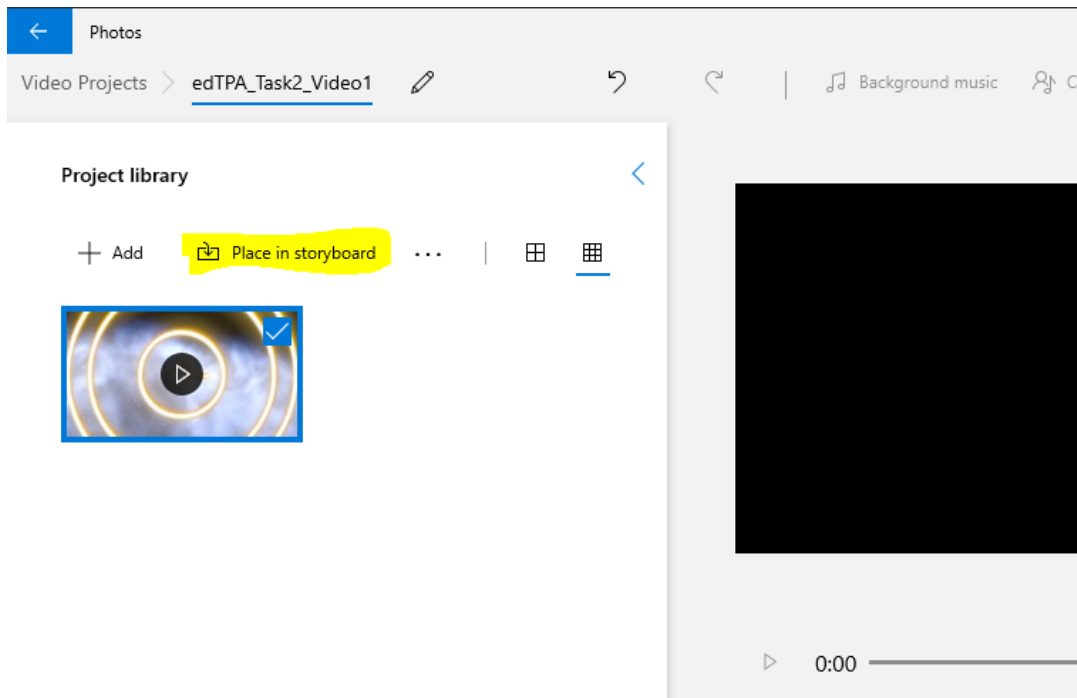3. Choose "New video project – Start a blank project."

4. Choose a name for your video. Make sure that it is easily identifiable and does not contain any special characters.
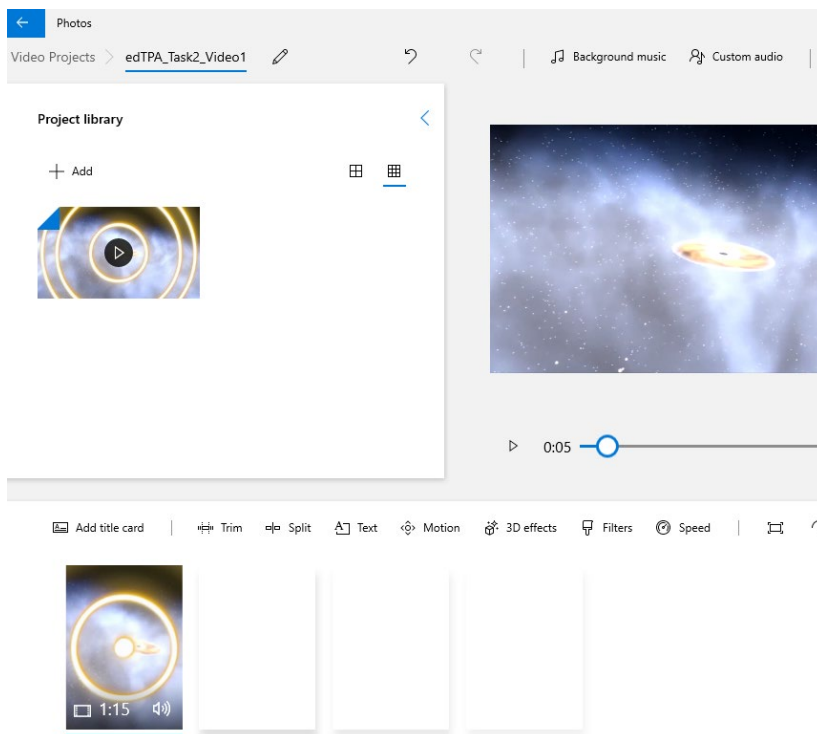

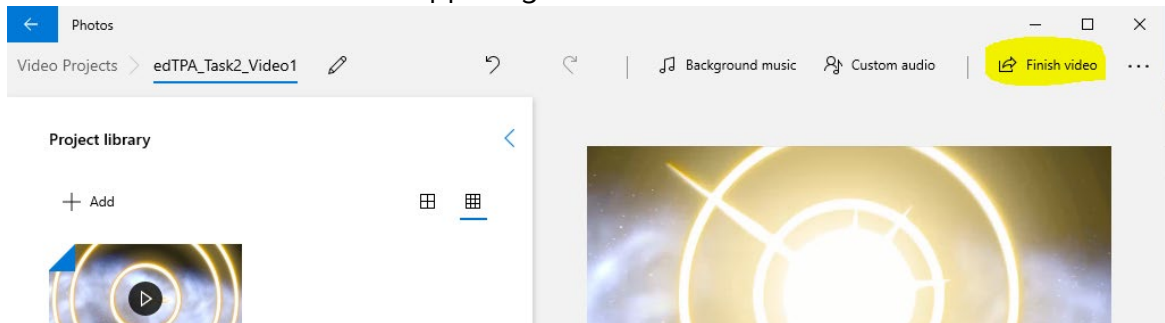5. Use the "Add" button to add the video clip that you have saved and want to compress.

6. The video you choose will appear highlighted and have a check mark next to it. Choose "Place in storyboard."
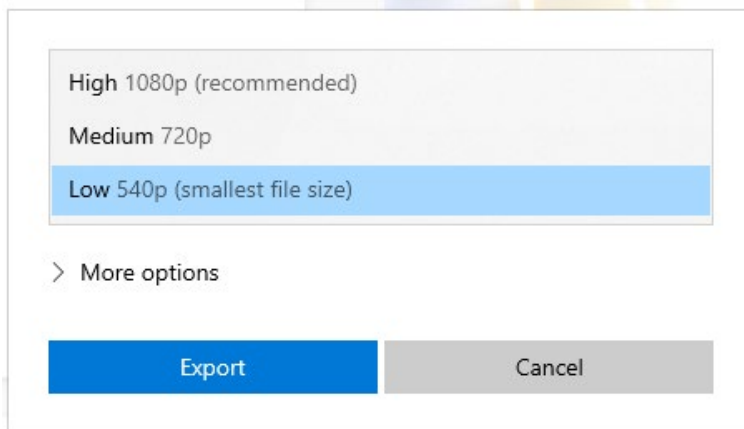

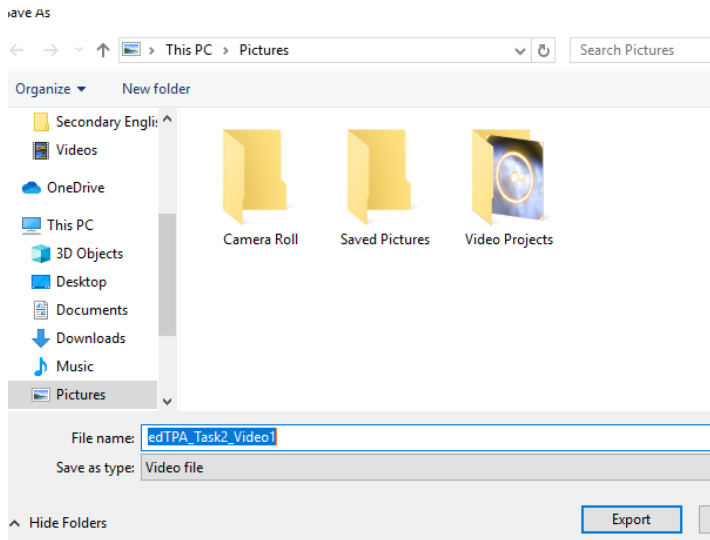7. The video clip will appear in the storyboard at the bottom of the screen.

8. You can trim the clip further using the "Trim" function. **Do not make any edits to the file itself** (no titles, text, filters, etc.) The video clip must be **continuous** (no breaks) and **unedited,** or it will not be scored.

9. Choose "Finish video" in the upper right corner.

10. You will be prompted to choose a video quality. The default is "High 1080p." Change this to "Low 540p (smallest file size). Then select "Export."

11. You will be prompted to choose a destination for the video file.

12. The new file will open automatically. Verify that both the video and audio work properly before you upload the file to Tk20.