

This guide describes how to cut parts from your previous years' podcast videos before sharing with students. The process involves downloading a piece of editing software, importing video into the software, editing the video and exporting it. You can then upload the edited video back to the Video Portal and embed it in Blackboard.

1. Download video editing software

OpenShot is open-source video editing software, available free of charge for Windows, Mac and Linux. This basic guide should get you up and running with OpenShot; however, it does not reflect the full range of features. For a fuller guide, please see: <https://www.openshot.org/user-guide/>

System requirements

The better your machine, the faster and easier video editing and exporting will be. These are the minimum requirements:

- 64-bit Operating System (Linux, OS X, Windows 7/8/10)
- Multi-core processor with 64-bit support
- 4GB of RAM (16GB recommended)
- 500 MB of hard-disk space for installation

You can download OpenShot here: <https://www.openshot.org/download/>

2. Download previous years' podcasts

You can download previous years' podcasts from the Video Portal at <https://video.manchester.ac.uk>

Log in to the Video Portal and navigate to the video you want to download. Select **Download** from the options menu at the bottom right of the video:



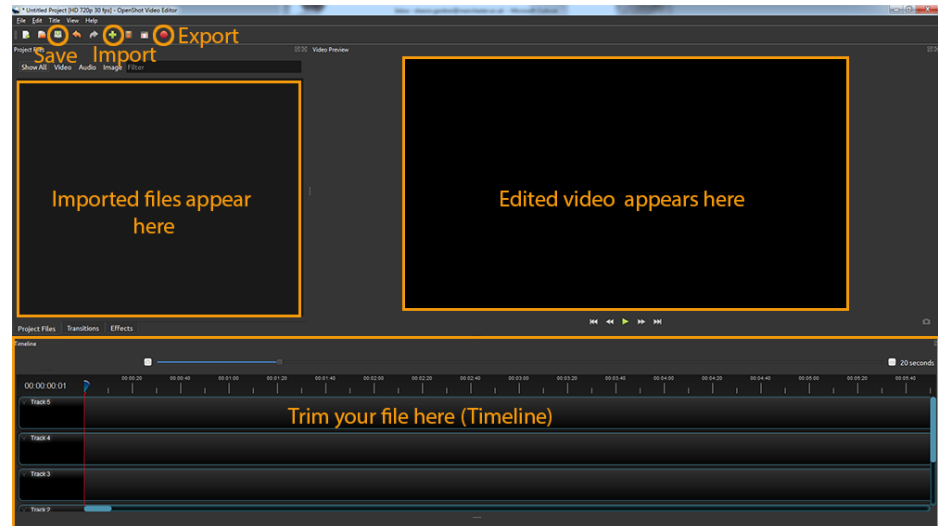
3. Start up OpenShot and save your project

Click on the **Save Project** icon and name your new project.

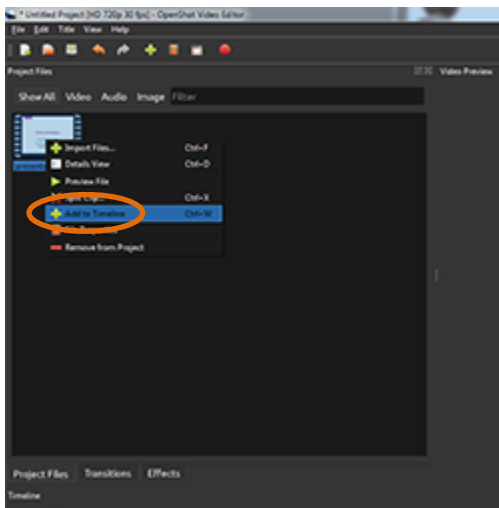
4. Import video

Click the **Import (+)** button on the top menu and select your video file. This will add it to the *Project Files* area.

You can also add files by opening File Explorer and dragging them into the *Project Files* area.



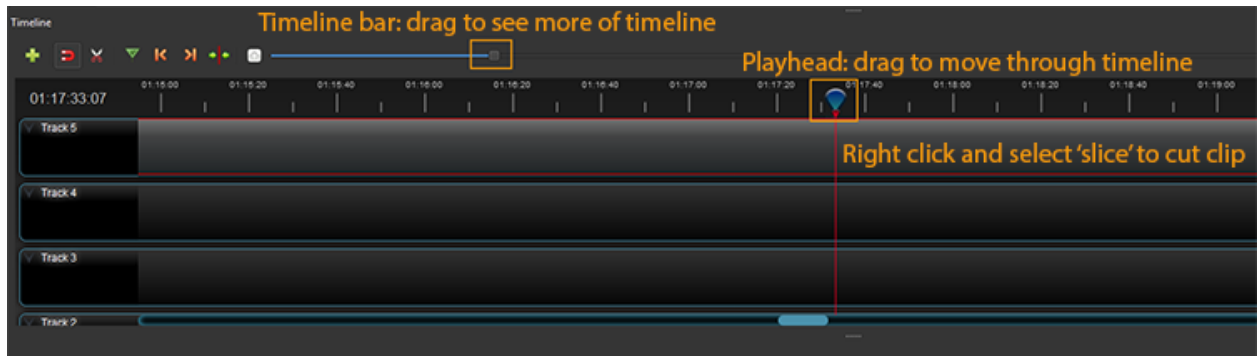
Openshot interface



5. Add the video to the timeline

The editing process takes place on the *Timeline*. To add your video to the Timeline, right click it in the *Project Files* area and select **Add to Timeline** and then click **ok**.

6. Edit video



Edit Controls

You can navigate through the video on the timeline by dragging the **Playhead**.

When you drag the playhead you will see the corresponding part of the video displayed in the *Video Preview Area*. You can also press the **play** button in the Video Preview area. The video will then play and the playhead will move accordingly.

You can show more of the video on the timeline (i.e. zoom out) by dragging the **Timeline bar**. You can zoom in by dragging it to the left.

To remove (trim) a section from the start/end of a video: Drag the **playhead** to the time on the *Timeline* where you want the video to start/end. Right-click on the clip, select **Slice** and then **Keep Right Side/Keep Left Side** respectively. After deleting a section at the start you need to drag the remaining clip back to 0:00 on the timeline (back to the start of the track on the left-hand side). Otherwise, when you export the video there will be a blank section at the start.

To remove a section from the middle of a video: Drag the **playhead** to the start of the section you want to cut. Right click and select **Slice** and then select **Keep Both Sides**. The clip is then split at this point. Drag the **playhead** to the end of the section you want to cut. Right click on the clip and select **Slice** and then select **Keep Both Sides**. Now, select the part of the video (clip) that you want to delete (a red border appears when selected) and click the **delete** button on your keyboard.

Note: after deleting a clip, you need to drag the subsequent clip(s) back into place on the timeline. If you have deleted the start, drag the clip back to 0:00 on the timeline. If you have deleted a part in the middle, drag the subsequent clip(s) up to touch the edge of the previous clip(s). Clips will snap into place when close to the edge. This ensures there are no blank sections in the video. **Any gaps in the timeline will lead to blank sections in the exported video.**

7. Check video

Check in the *Video Preview* pane that the video is as you want it. The next step, exporting the video, can take some time, depending on the length of the video and your equipment. You do not want to have to do this multiple times if it can be avoided.

Also, check through the timeline to verify there are no gaps between your clips (see note above). Gaps will cause blank sections in the exported video.

Everything on your timeline will be exported. There is no option to select only one clip on the timeline and export that.

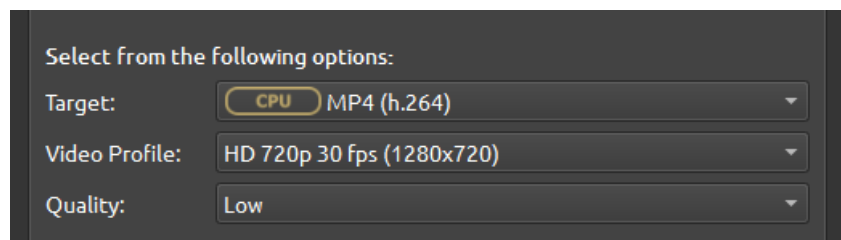
For a simple edit, where you are trimming sections out of the video, ensure you keep all your clips on one track (one bar in the *Timeline* area). Otherwise, you may find that your clips overlap and parts of your video do not appear.

8. Export video

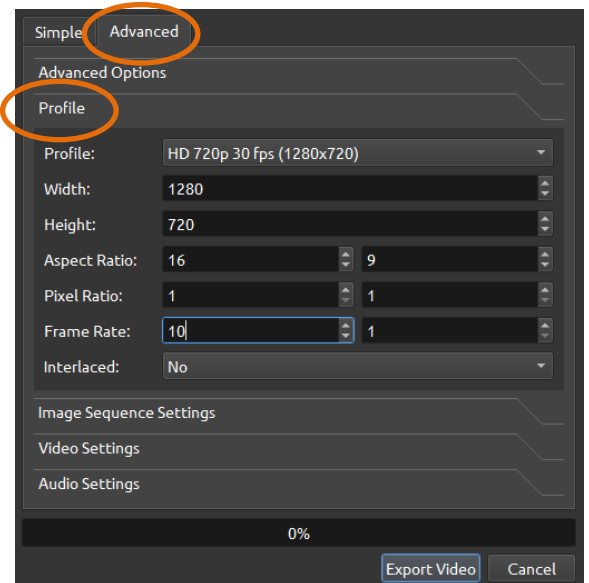
The original podcast videos are saved at the lowest file size they can be while maintaining quality. If you keep the file size small when exporting from OpenShot, it will take less time to upload the file back to the video portal so that your students can stream it from there.

To export, click the **Export** button (red circle on the top menu). To keep the file size as small as possible, use the following settings in the *Export Video* dialogue box:

On the *Simple* tab:

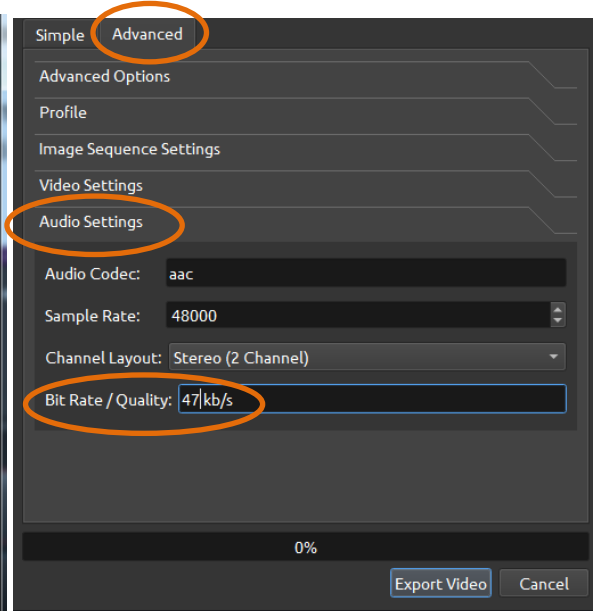
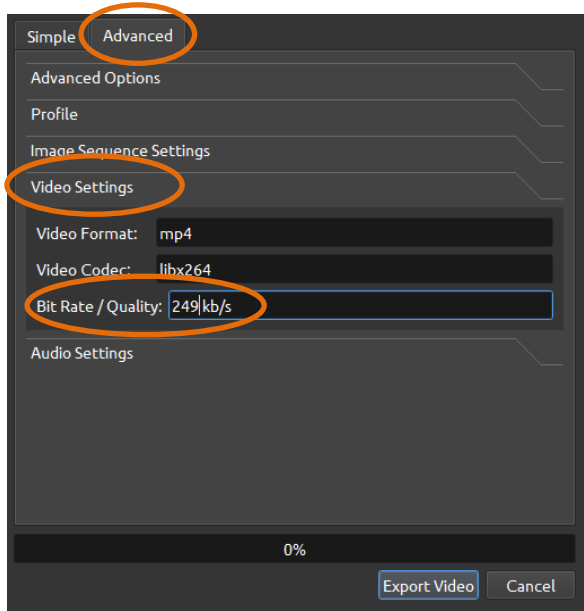


Click on the **Advanced** tab, then click on the **Profile** section and set the *Frame Rate* to **10**.



Click on the **Video Settings** section and set the *Bit Rate/Quality* to **249 kb/s**.

Click on the **Audio Settings** section and set the *Bit Rate/Quality* to **47 kb/s**.



Click **Export Video**. You can see the percentage of the export that is complete in the progress bar. The export can take some time depending on the size of the video and the specification of your machine. You may prefer to do this at a time you are not using your machine and leave it running.

9. Upload video to the video portal

For details on how to upload your edited video to the Video Portal, see this article: [How to upload videos to the video portal](#)

10. Embed video in Blackboard course unit

To embed a video from the Video Portal into your Blackboard course unit, please see the following video guide (follow the instructions from 1:05 to 3:15):

<http://www.elearning.fse.manchester.ac.uk/blog/2020/03/16/how-to-embed-last-years-podcasts-into-this-years-course/>