

Step 8 – Edit Video – Part A - Trim Options.

- I will explain the Trim Options and after that I will show how to do the Trim Options.**
- One reason to Trim Video is if you don't want to show part of that at the beginning or at the end. It is similar to Movie Maker.**
- As I mentioned in Movie Maker, you can do things like Split in Movie Maker for other options.**
- Next explains the Movie Maker options that you do with Duplicate a Slide with Video and Trim different, so it is like Split.**

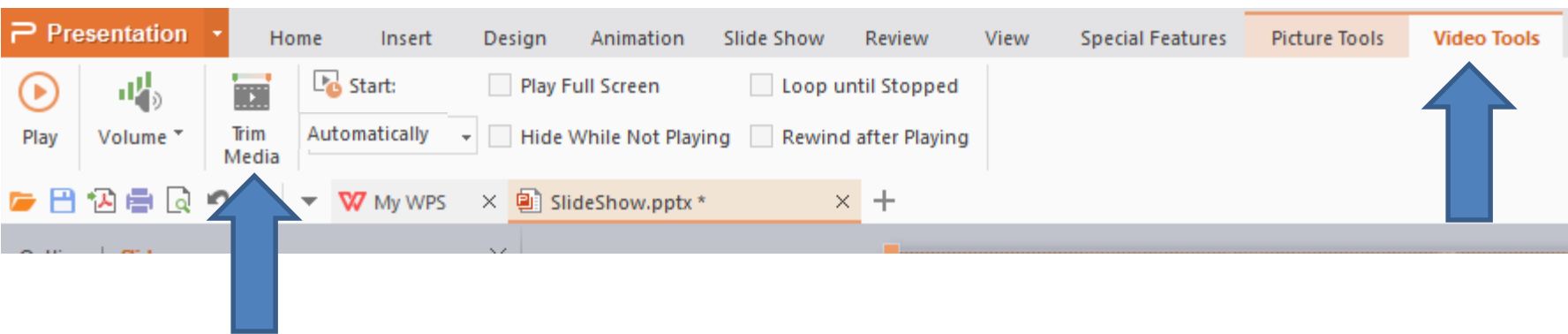
Step 8 – Edit Video – Part A - Trim Options.

- You can also add Title or Photo between the two videos that you Duplicated. The reason for Title is if your Video is Vacation in different places and you want to explain the other location with a Title. The reason for Photo is if it is similar then the Video. I will show you a sample of adding a Photo in the Tip – Snapshot a Video.**
- If you add Title, you may want add your own Voice, which is Step 6 - Part C. If you have Music on your Video and want the same Music on the Title or Photo, you have to extract the Music from the Video, which is Step 8 - Part C.**
- Next is other options.**

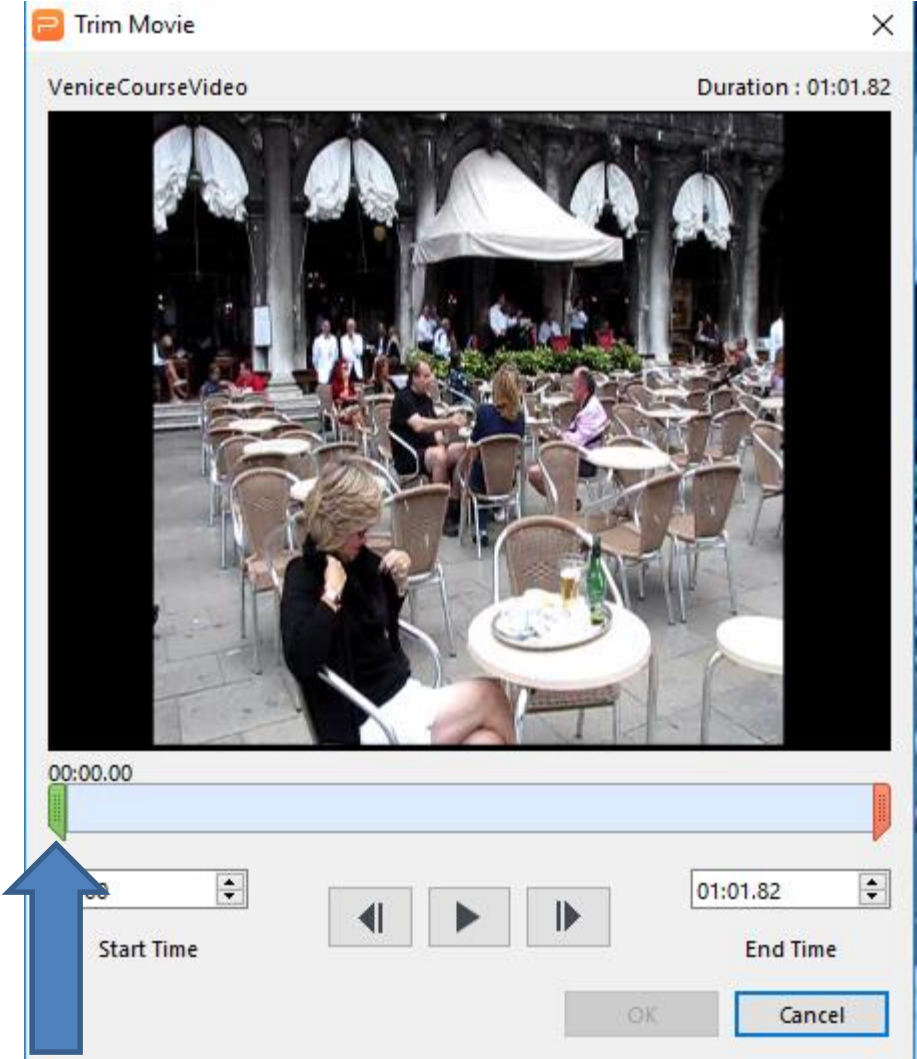
Step 8 – Edit Video – Part A - Trim Options.

- **The other option, like Split in Movie Maker, is if you want to remove some portions of the video.**
- **The last reason is you can remove sound on part of the Video, which I will show you later in Step 8 - Part B.**
- **Next is how to Trim at the beginning.**

- You may see Video Tools. If not, click on the Video and the Video Tools page opens. Then click on Trim Media in the upper left.
- Next is what happens.



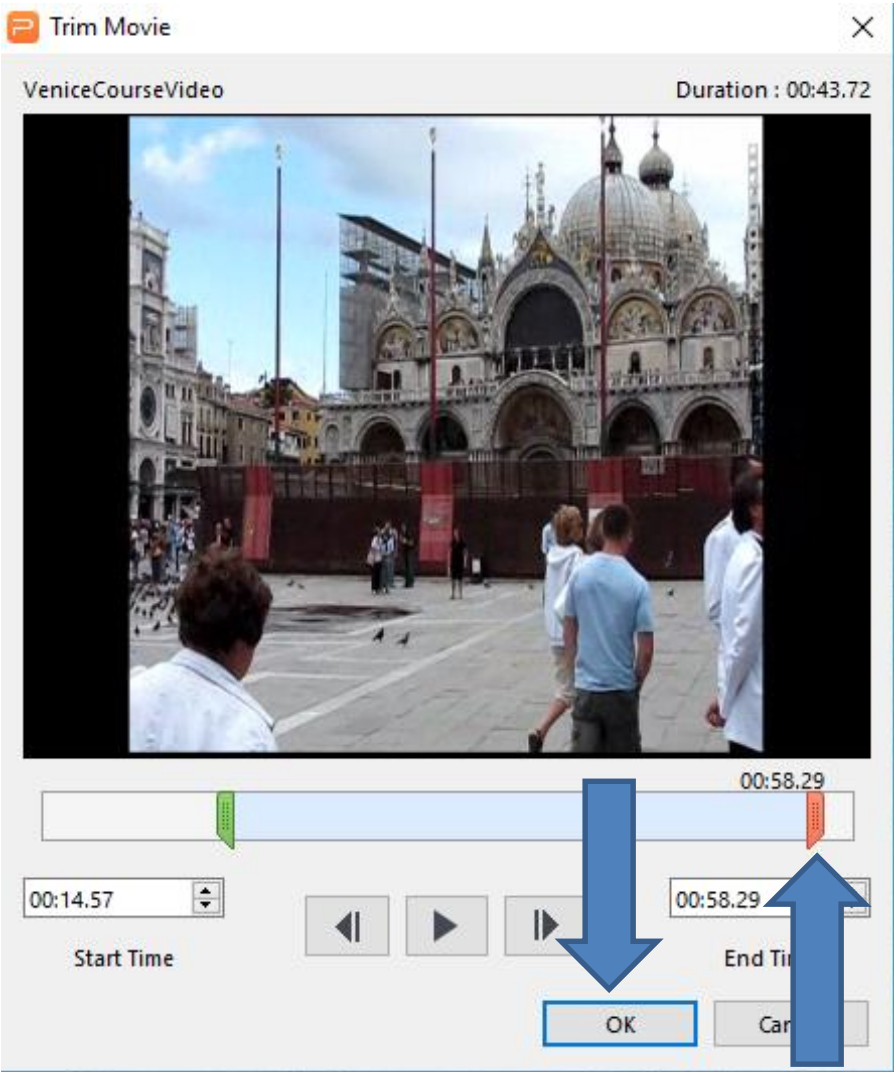
- A new window opens. You then left click on the icon in the left and hold it down and drag it to the right. Next is a sample.



- Here is a sample of dragging it to the right. You then can click on the Icon on the right and drag it to the left if you want. Next is a sample.



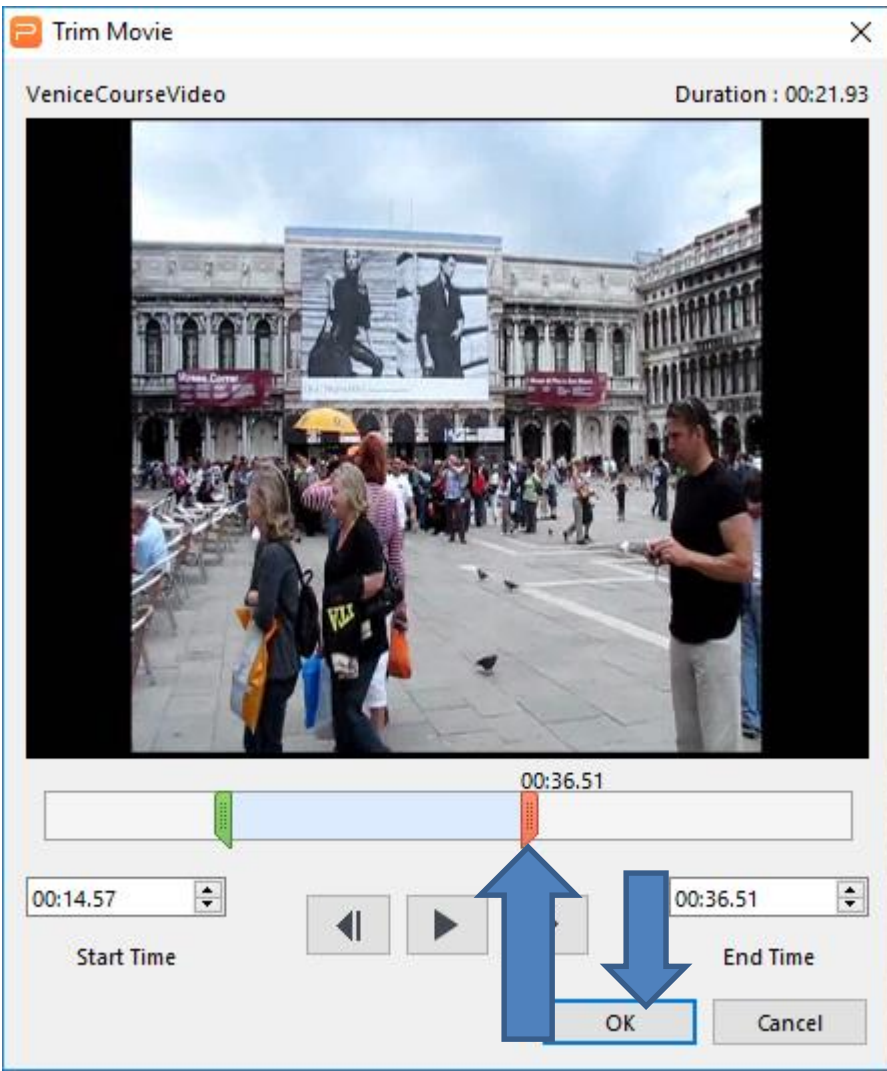
- Here is a sample of dragging it to the left. I decided to drag it to the end. Once complete, click on OK and next is what happens.



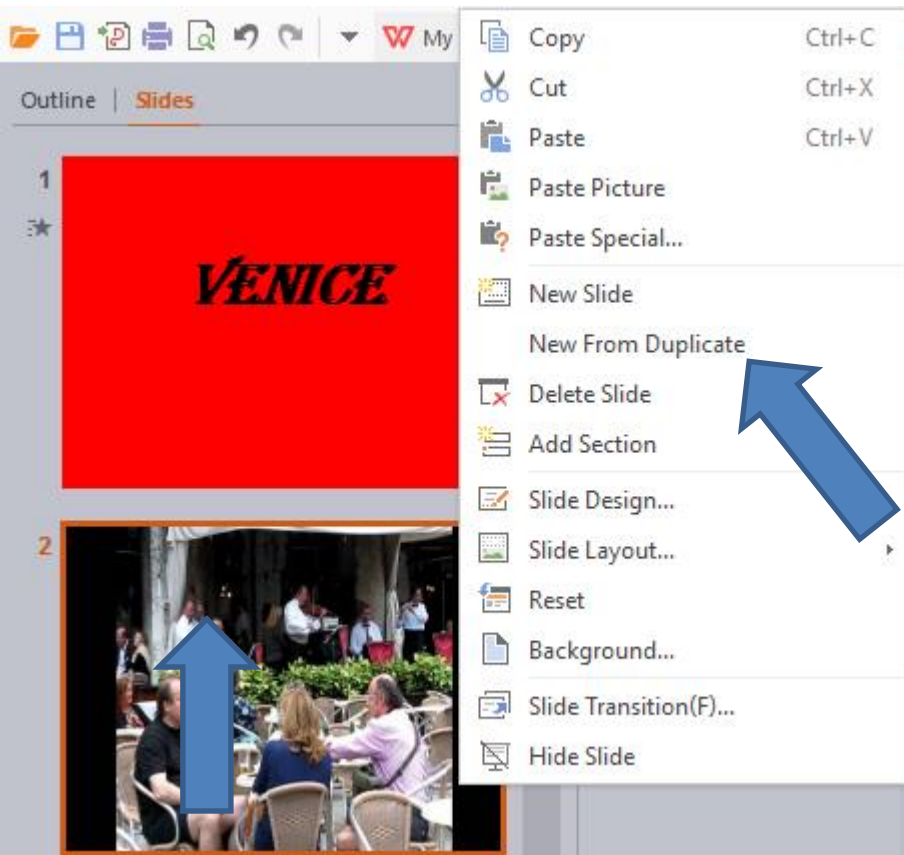
- You then see the Video and it does not start at the beginning. Next is how to remove part of the Middle.

The screenshot displays the WPS Presentation application interface. At the top, the menu bar includes 'Presentation', 'Home', 'Insert', 'Design', 'Animation', 'Slide Show', 'Review', 'View', 'Special Features', 'Picture Tools', and 'Video Tools'. The 'Video Tools' tab is active, showing options for 'Start' (Play Full Screen, Loop until Stopped), 'On Click', 'Hide While Not Playing', and 'Rewind after Playing'. The main workspace shows a slide with a video player. The video content depicts a band performing in an outdoor cafe setting. The left sidebar contains a slide outline with four slides: Slide 1 (red background with 'VENICE'), Slide 2 (the video), Slide 3 (a street scene), and Slide 4 (another street scene). The bottom status bar shows 'Slide 2 / 9', 'Office Theme', and a 90% zoom level.

- To remove part of the Middle, you have to follow the same process to drag the icon on the right to the left find the begging of the middle to remove. Here is a sample. Once complete, click on OK again.
- Next is to Duplicate the slide.



- You right click on the slide on the left and you see a list and then click on New From Duplicate.
- Next is to what happens.



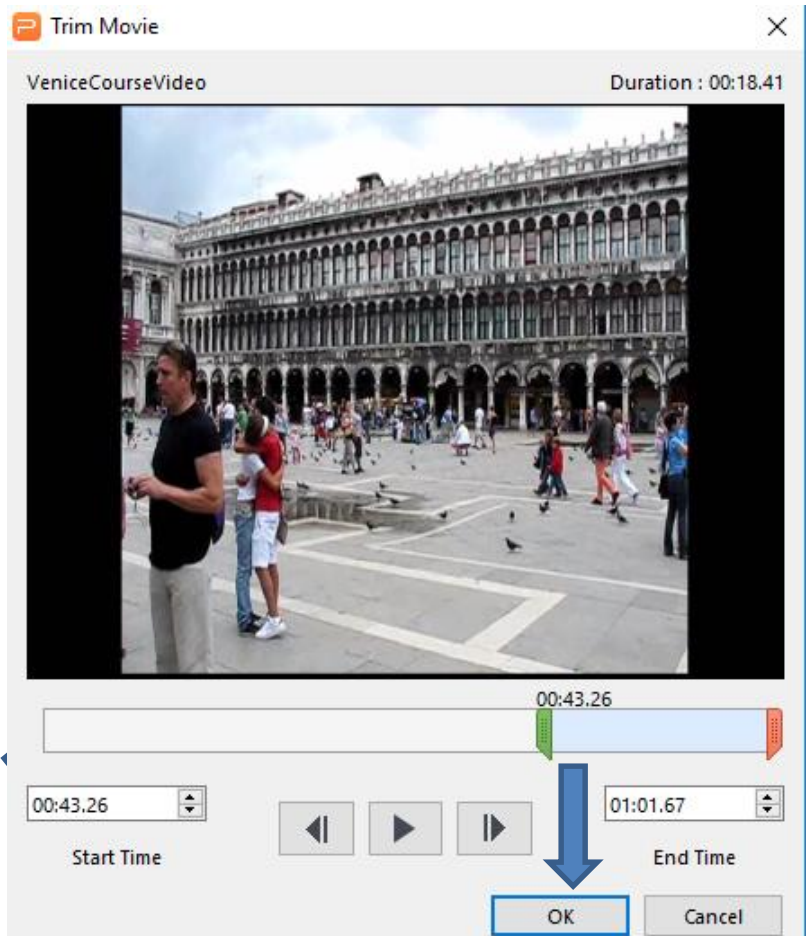
- You see the second slide. You have to click on the Video again are the right and follow the same process to Trim again. Next is to what happens.

The screenshot displays the WPS Presentation interface. The top menu bar includes 'Presentation', 'Home', 'Insert', 'Design', 'Animation', 'Slide Show', 'Review', 'View', and 'Special Features'. The ribbon contains various tools like 'Cut', 'Copy', 'Format Painter', 'From Current Slide', 'New Slide', 'Layout', 'Section', 'Text Box', 'Shapes', 'Arrange', 'Outline', 'Find', 'Replace', 'Selection Pane', and 'Settings'. The main workspace shows a slide with a video of a band performing at an outdoor cafe. The video is currently playing. A blue arrow points from the video thumbnail in the slide list on the left to the video on the main slide. The status bar at the bottom indicates 'Slide 3 / 10', 'Office Theme', and a 90% zoom level.

- **When you click on Trim Media again, you see the same as the first slide. You then drag the Icon on the right to the end and drag the Icon on the left to the point to remove in the Middle. Next is a sample.**

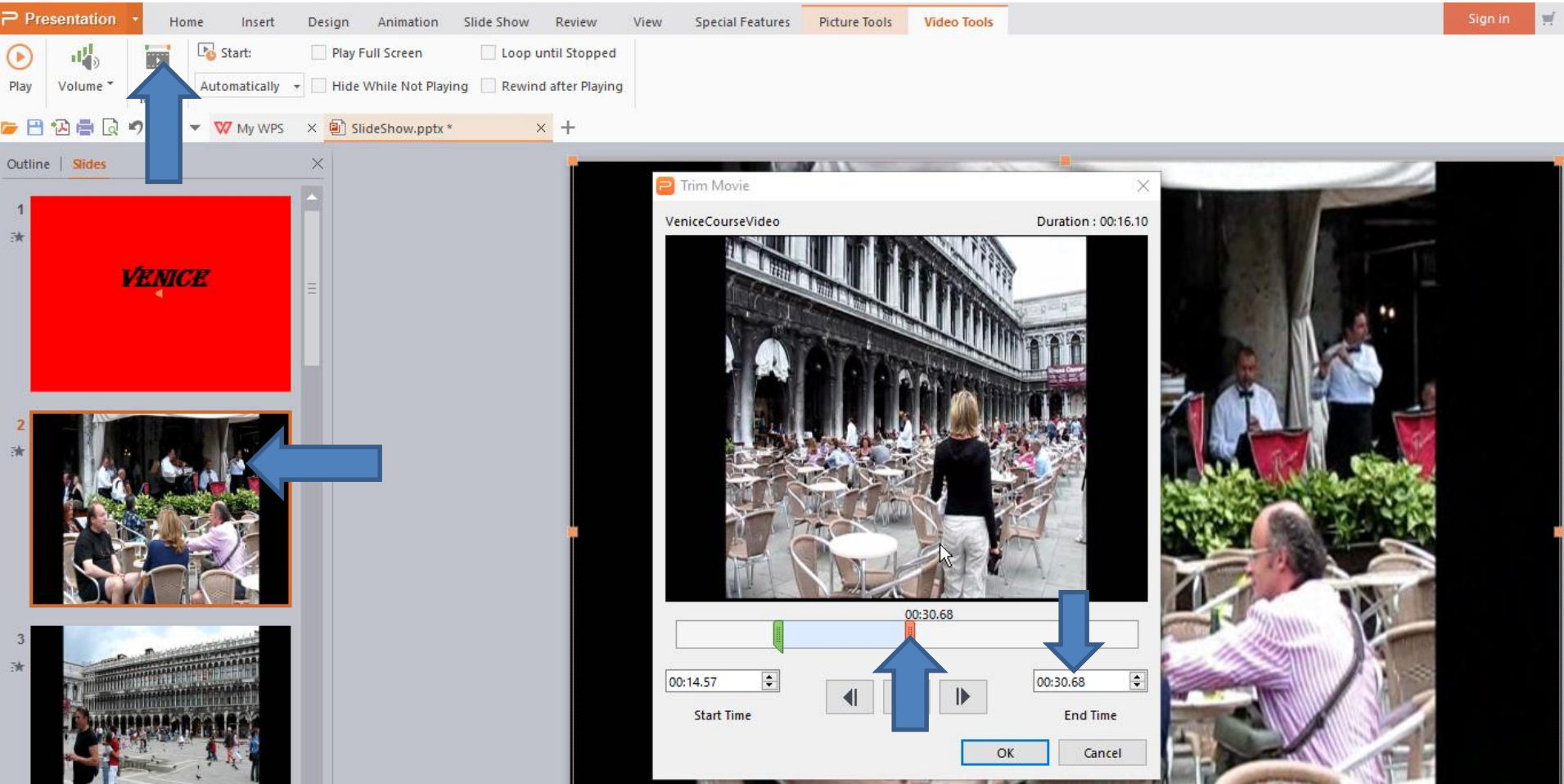


- Here is a sample of dragging the one on the right to the end and dragging the one on the left to the right past the Middle on the first slide. Once complete, click on OK again. Next explains it.



- **Once you click on OK again and you play a slide show, the videos play together and you don't see the one in the middle.**
- **Next is how to Trim different to add a Title or Photo between the two Videos that we Duplicated.**

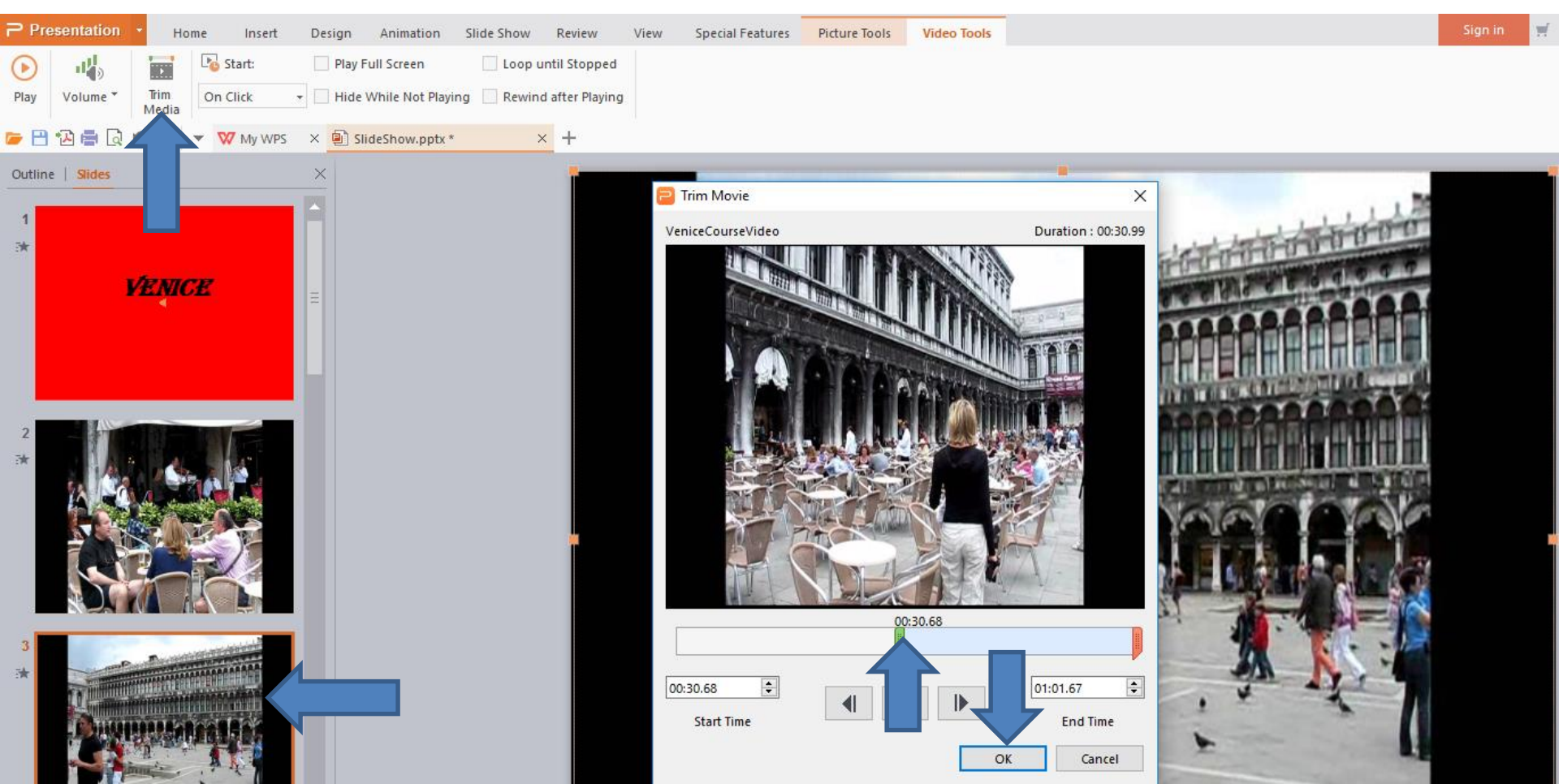
- Click on the first Video slide and then click on the Video and click on Trim Media and drag the one on the right to the location you want to add a Title or Photo. You can right down or copy the End Time.



- Once complete, click on OK.
- Next is to go to the second Video.

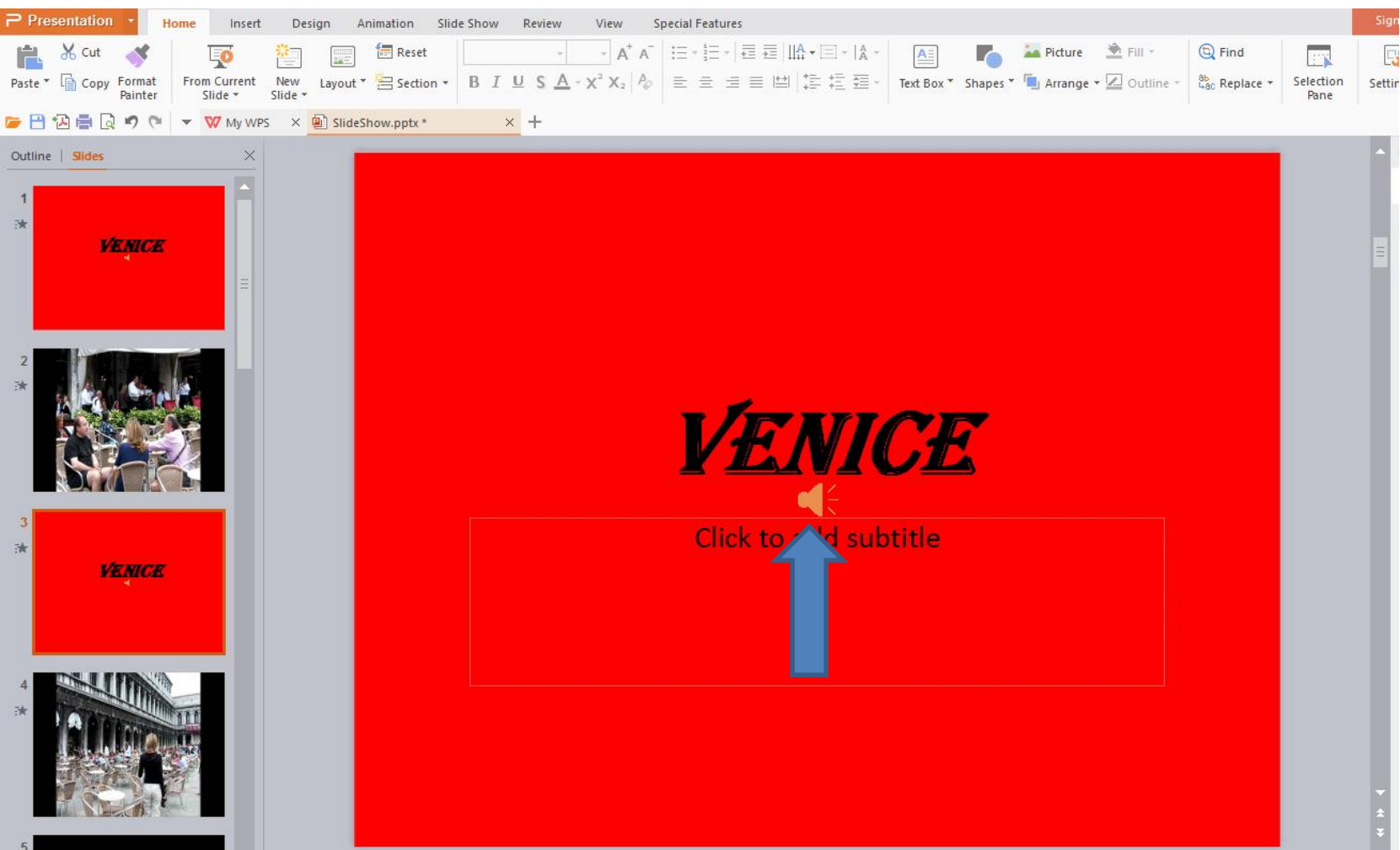
The screenshot displays the WPS Presentation software interface. The top menu bar includes 'Presentation', 'Home', 'Insert', 'Design', 'Animation', 'Slide Show', 'Review', 'View', 'Special Features', 'Picture Tools', and 'Video Tools'. The 'Video Tools' tab is active, showing options for 'Start' (Automatically), 'Play Full Screen', 'Loop until Stopped', 'Hide While Not Playing', and 'Rewind after Playing'. The main workspace shows a slide titled 'VENICE' with a red background. A video player window titled 'Trim Movie' is open, showing a video of a cafe in Venice. The video player has a progress bar and a 'Trim' button. The 'Start Time' is set to 00:14.57 and the 'End Time' is set to 00:30.68. A blue arrow points to the 'OK' button. The video player also shows the current time as 00:30.68. The video player is overlaid on a slide showing a cafe scene. A blue arrow points from the 'OK' button to the 'Trim' button in the video player.

- Click on the second Video slide and then click on the Video and click on Trim Media and drag the one on the left to the same location on the first Video. Then click on OK. Next is to add Title.

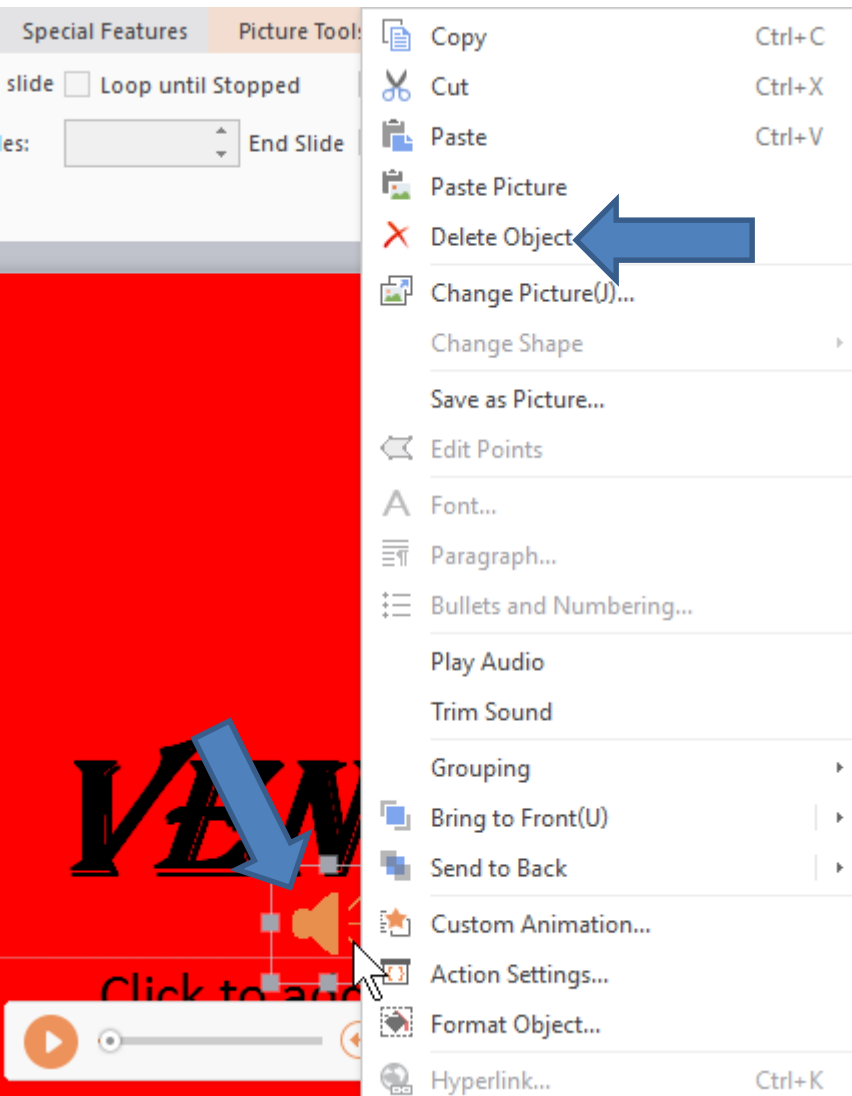


- **I recommend you Duplicate the First Title and drag it between the two Video Slides. The reason is it is the same background and size. You then can just change the Title. If you have the Title, click on the first Video slide and make sure you are on the Home page and click on New Slide as I showed you before.**
- **Next is a sample of Duplicate the First Title and drag it between the two Video Slides.**

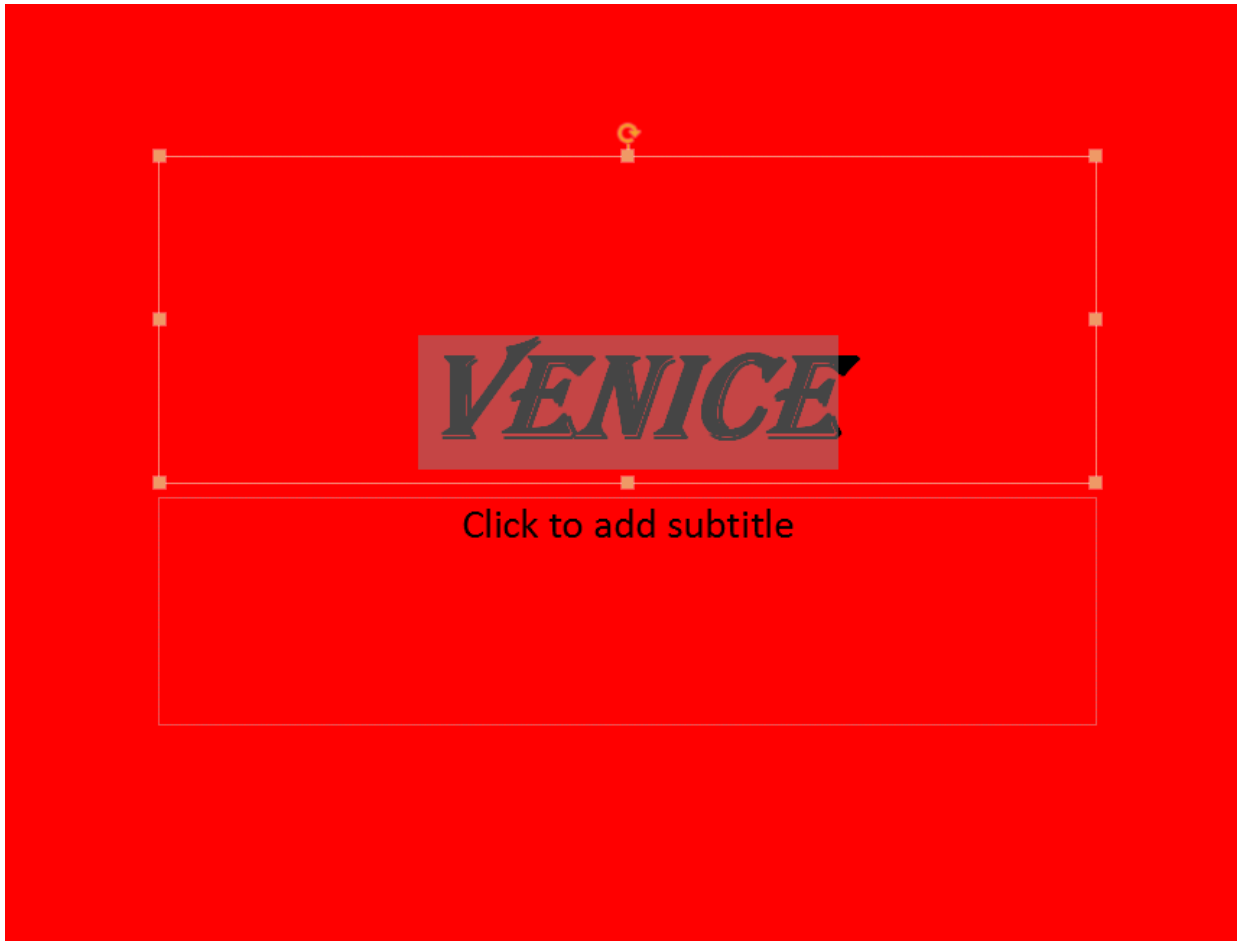
- Here is a sample. Because I added my own Voice on the First one, it shows on the second one. You can delete it, which is next.



- You right click on the Music Icon and you see a list and click on Delete Object.
- Next is what happens.



- You don't see the Music Icon. You then Highlight the Text and type in a new Text
- Next is a sample.



- Here is a sample of typing other text. You can add your own voice as I mentioned before, use Step 6 – Part C.
- This is the End of Step 8 – Part A.

