

# MAKING A TRAINING VIDEO

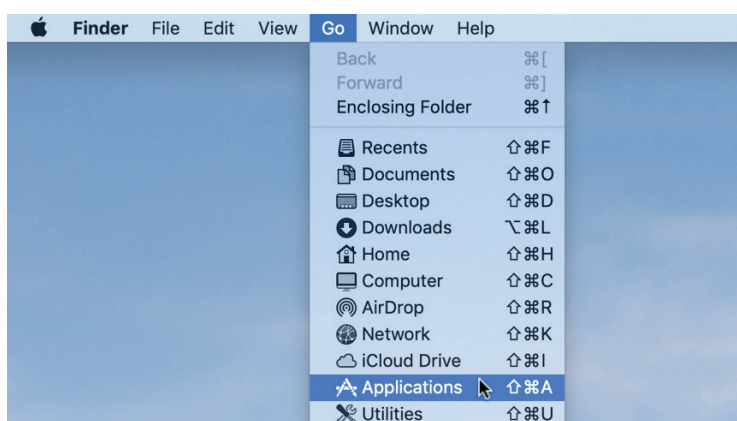
## USING AN APPLE MAC COMPUTER FOR STEPS 5 & 6

JUNE 2019

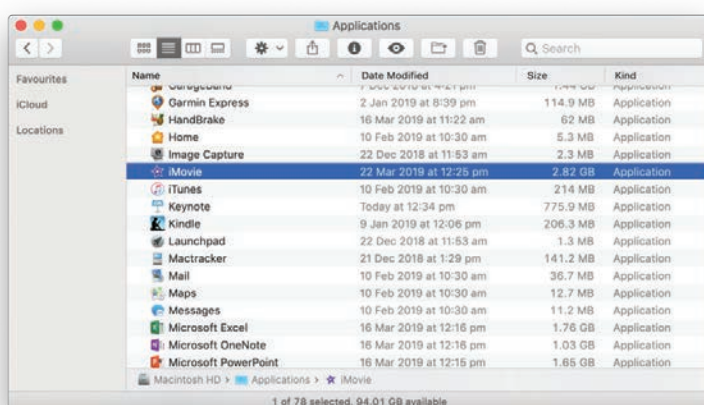
### STEP 5: PUTTING THE VIDEO TOGETHER

#### Let's get started

1. Click anywhere on your desktop and then select '**Go**' in the menu on top of your screen
2. Select '**Applications**' in the menu



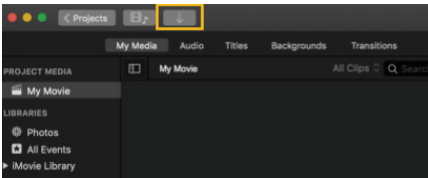
3. In the list that appears, double-click '**iMovie**'



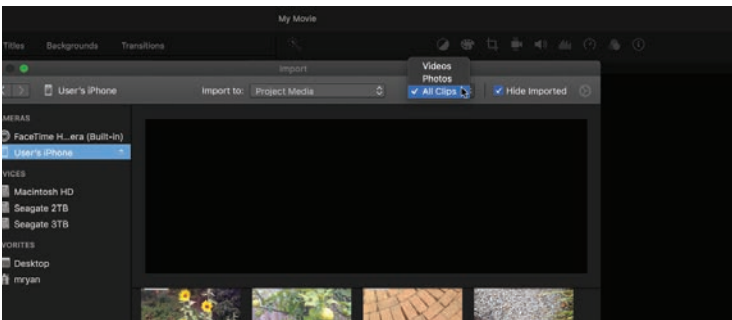
4. Now you're in iMovie

## Importing Media

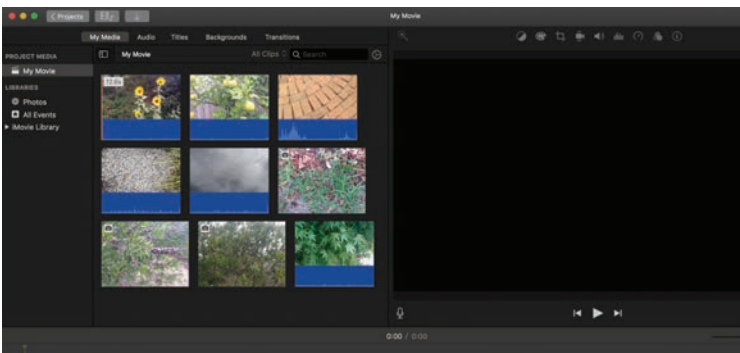
1. Connect the phone or camera that you used to take your photos and videos to your computer. You may need to respond to a question on the camera or phone
2. Click **'Import Media'** at the top of the screen



3. In the window that appears, select your phone or camera from the list on the left
4. Change 'Videos' to **'All Clips'** in the top right

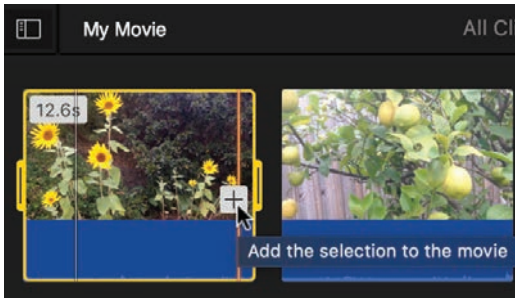


5. You will now be able to see all the photos and videos that are on your camera or phone. Select all the photos and videos you might need in your video by holding the **Command** key and clicking each photo or video. This doesn't add the photos or videos to your movie, so it is a good idea to pick all the photos and videos you think you might need
6. Click **'Import Selected'**. If you want all the photos and videos on your camera or phone in your project, don't select any and click **'Import All'**
7. You will now see your photos and videos in your project

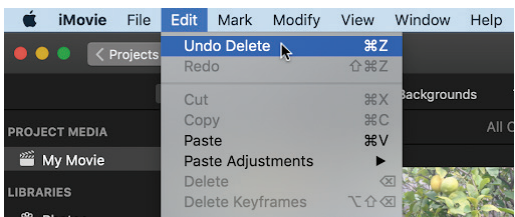


## How to start putting your video together

- Click on the video clip that has the words for your video
- Click on the **'Plus'** sign that appears over the video clip. The video will drop into the timeline



- If you make a mistake, go to **'Edit'** at the top of the screen and then click **'Undo ...'**



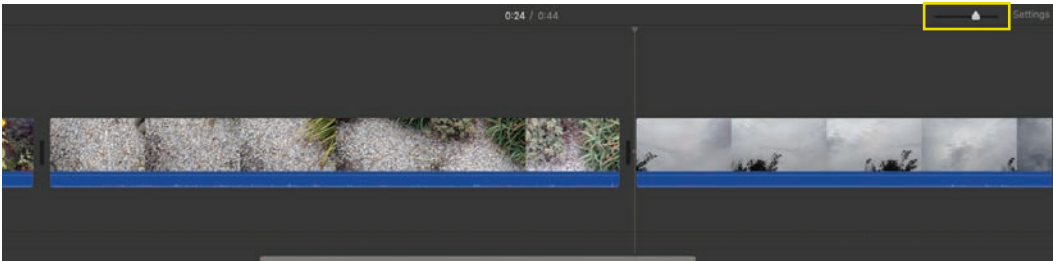
If you want to add a video clip to watch while you are listening to words being said (audio) you can do this. This video clip is called the Cutaway Video

- Drag the photo or video on top of the video you want to listen to in the timeline



## Checking how your video looks so far

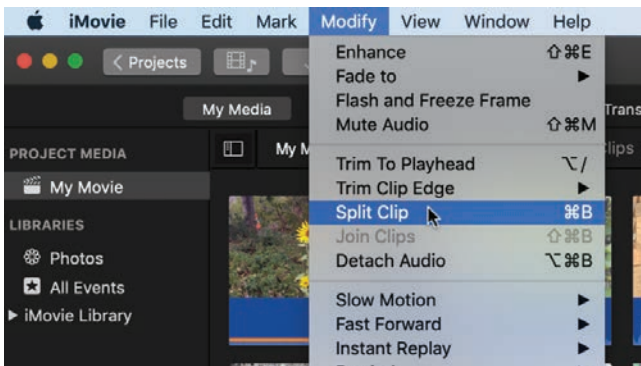
- Drag the slider above the timeline to the left. The timeline will shrink, and you will see everything on your timeline better. You can go back and forward by dragging the scroll bar below the timeline



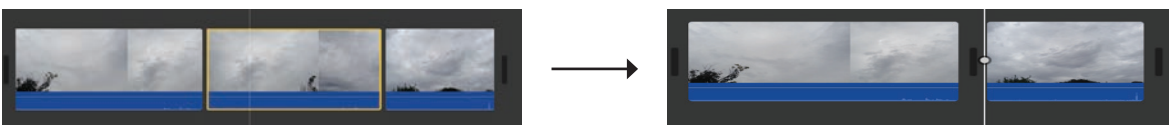
- To remove a clip from the timeline, click it and press the '**Delete**' key

## How to delete part of a video

- Click at the start of the section you want to delete
- Click '**Modify**' at the top of the screen, then '**Split Clip**'



- Click at the end of the section you want to delete
- Click '**Modify**' at the top of the screen, then '**Split Clip**'
- Select the clip that has just been created and press the '**Delete**' key

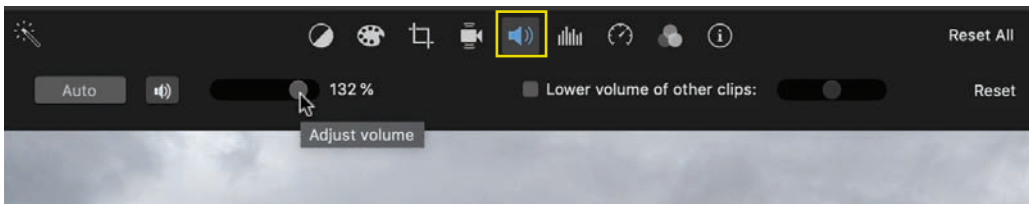


## How to change volume levels

The volume of any clip can be changed. This step makes sure the volume of all clips making up the video are similar to each other.

To change volume, click a clip, then click the **'Volume'** icon above the viewer.

Drag the volume slider left or right. Play it back to hear what it sounds like.

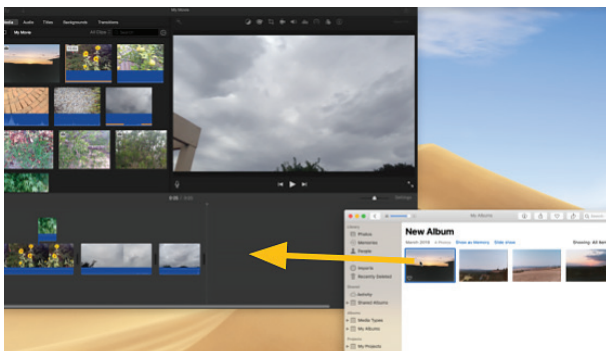


## Adding photos

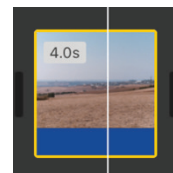
Adding photos is like adding the video clips.

The photos you want to use should already be in your project with your video clips.

If you'd like to use other photos that are on your computer, find them and drag them to the timeline.



You can change how long a photo will play on the video. Click on the photo in the timeline so that it is yellow. Drag the end of the photo in or out. Look on the left of the photo. This says how many seconds it will play for.

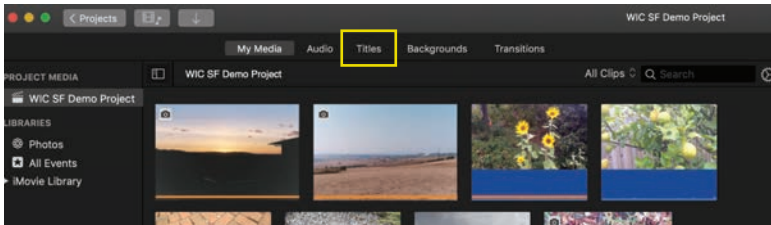


Click on a photo and drag it to a different place in the timeline if you need to.

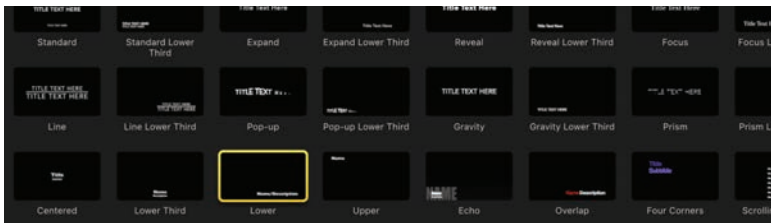
## Adding Captions

You can type captions over a video or photo.

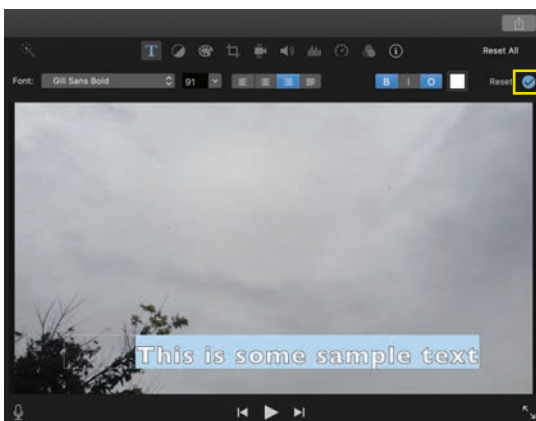
- Click **'Titles'** at the top of the screen



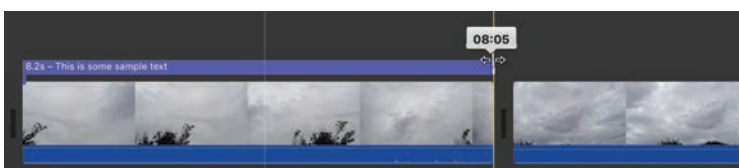
- Click **'Lower'** or another style if you prefer



- Drag it over the clip you want the captions on
- Type the words you want to appear
- Press the tick in the top right of the screen when you are done

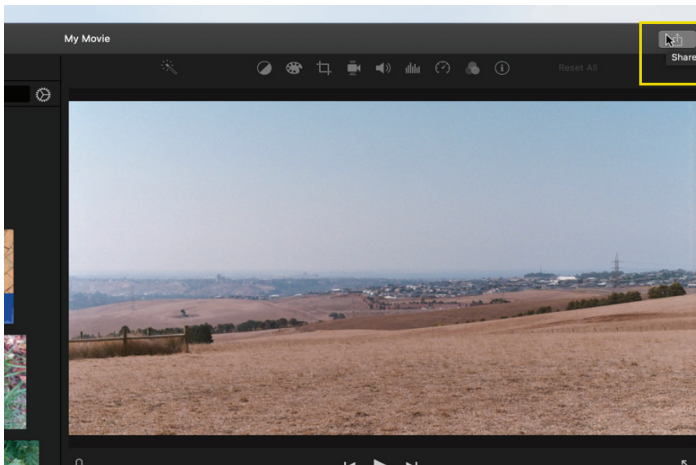


If you want your caption to stay on the screen for longer or shorter, drag the edge of the purple text overlay out or in.

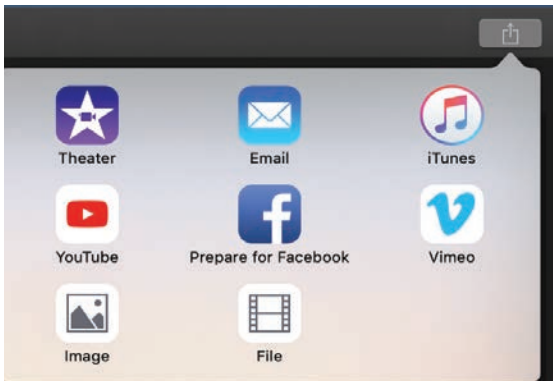


## How to save your video

1. Click **'Share'** at the top right of the screen



2. Select **'File'**



3. You can change the name of your video

4. Select **'720p'** for Resolution

5. Click **'Next'**

Choose where you would like to save the file on your computer



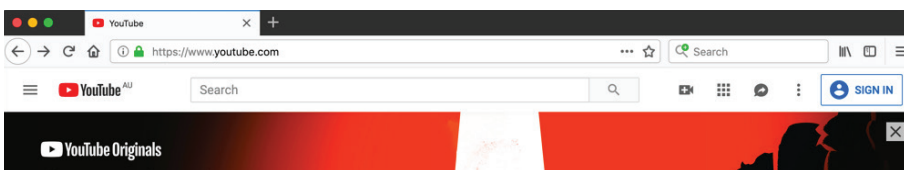
Now you are ready to **share your video**. For iPad & computer

# STEP 6: HOW TO SHARE THE VIDEO

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## Sign in to YouTube

1. Go to [www.youtube.com](http://www.youtube.com)
2. Click '**Sign In**' in the top right of the page. If you don't see it, you are already signed in – skip to *Uploading Your Video*



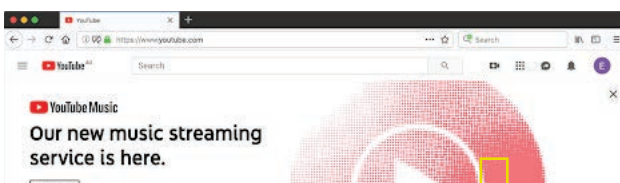
3. Enter your Google/YouTube account then password
4. You are now signed in

## Uploading Your Video

Now that you have an account, you can upload your video to YouTube

**Please Note:** If your video is longer than 15 minutes, you will need to verify your account first. Follow the instructions on this page: <https://support.google.com/youtube/answer/71673>

1. Click the **Camera icon** in the top right of the screen



2. Click '**Upload video**'



3. Select from the drop-down which privacy setting you want

- a. **Public** means that everybody can find your video
- b. **Unlisted** means that only people you give the link to can view your video

c. You can find out more about privacy settings here:

<https://support.google.com/youtube/answer/157177>

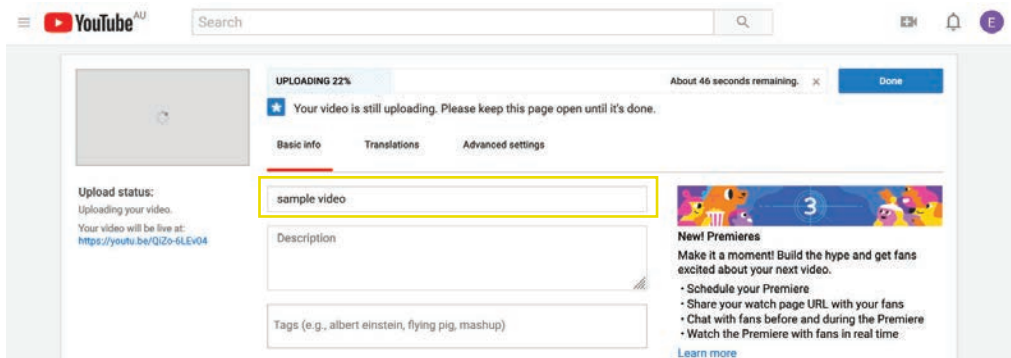
4. Click on the **upload arrow** and select your video on your computer



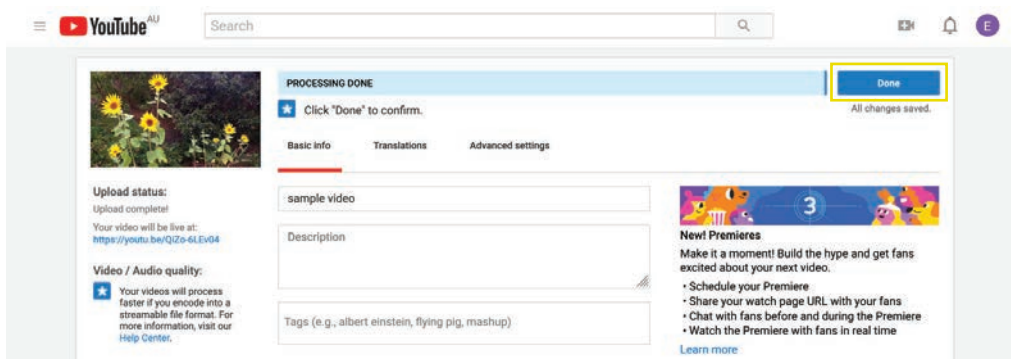
Select files to upload  
Or drag and drop video files



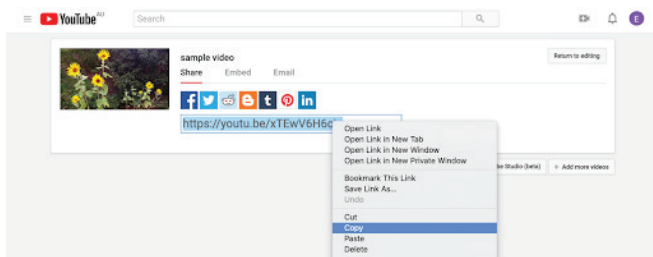
5. Your video might take some time to upload. You can change the title



6. Click '**Done**' when the uploading finishes



After clicking **'Done'**, you will be given a link. Highlight it and copy it



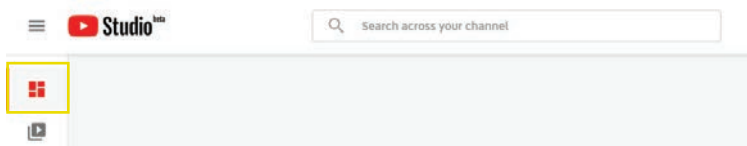
You can now paste this link into a message and send it to whoever you would like to see your video.

If you want to turn commenting on your video off, follow the instructions on this page: <https://support.google.com/youtube/answer/7072797>

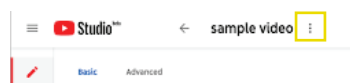
## Deleting your video

If you would like to delete your video from YouTube, you can do this.

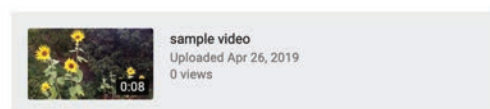
1. Go to **studio.youtube.com**
2. Click **'Videos'** in the sidebar on the left



3. Click on **your video**
4. Click the **three dots** next to the video title
5. Click **'Delete'**
6. Tick the checkbox and click **'Delete Video'**



### Permanently delete this video?



CANCEL DELETE VIDEO

# ABOUT THIS PROJECT

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The aim of this project was to co-design, pilot, evaluate and document a process for facilitating people with disability to lead the production of their own training videos for their support workers. The project specifically targeted ways of working with people who have communication or cognitive barriers so they can educate their support workers while an activity is occurring. A literature review by researchers at La Trobe University<sup>1</sup> reported that participant led training videos will:

- Increase people's choice and control around support services
- Provide more individualised, flexible support
- Be a cost-effective way to increase quality and effectiveness of supports to NDIS participants

Like everyone, the Summer Foundation is constantly learning! We would love to hear from you with any feedback about these resources or any ideas you have after you have made a video with a participant.

You can contact us at: [info@summerfoundation.org.au](mailto:info@summerfoundation.org.au)

## Acknowledgements

We wish to acknowledge the work of the following people as it formed the basis of this project: Dr Mark Ylvisaker, Dr Tim Feeney, Melissa Capo, Shirley Szekeres and Lucie Shanahan for their previous work in the area of self advocacy videos for adolescents and adults with traumatic brain injury.

Thank-you to the following people for kindly sharing their expertise to inform the development of this project: Pilot participants (Terry, Michael, James, Richard, Kirby, Glenn and Sam), their families and support workers, Sue Sloan, Jan Mackey, La Trobe University, Anton at Compnow, Lee at CapturingPassion and Dougal Fanning.

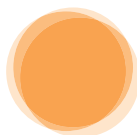
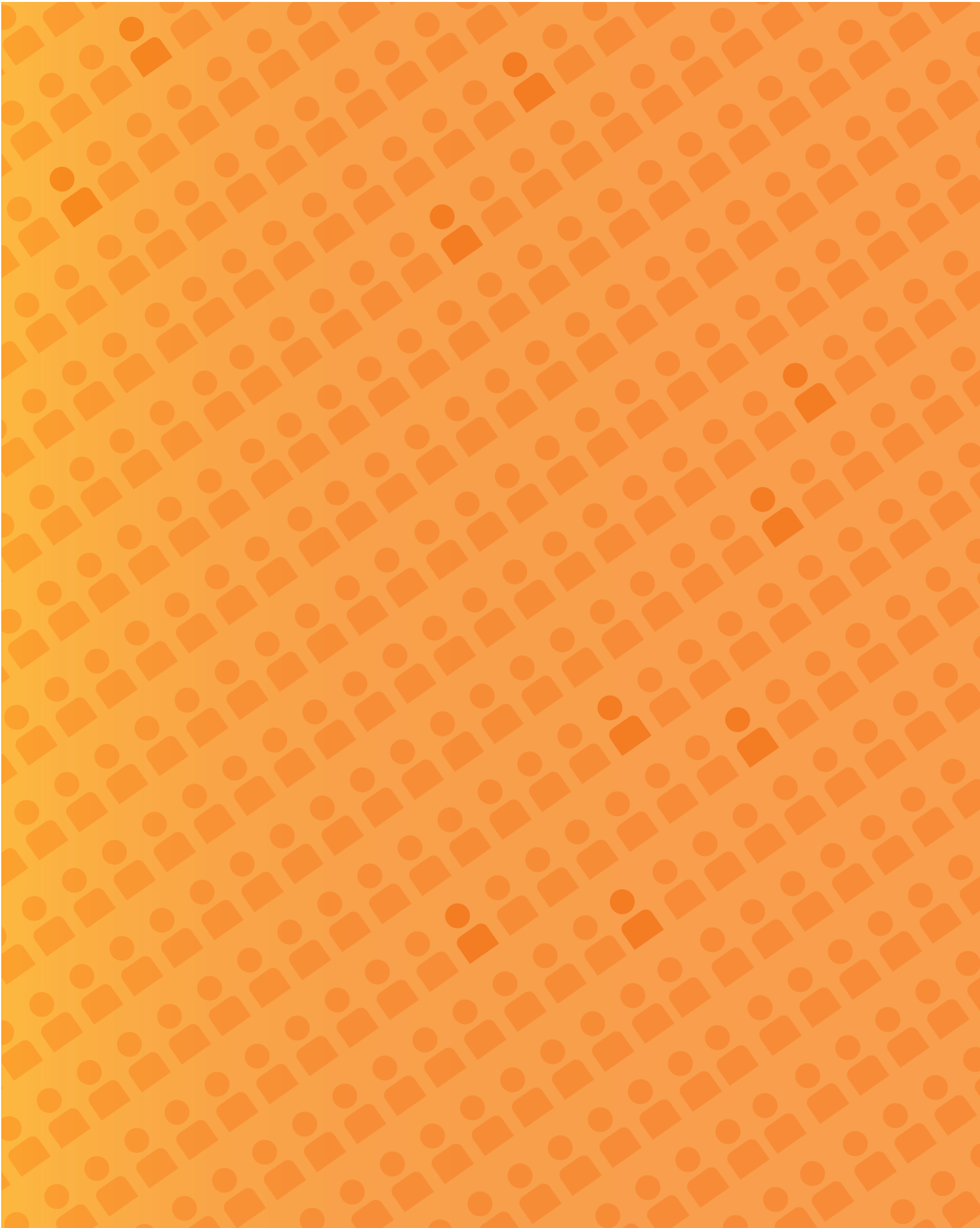
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The opinions or analysis expressed in this document are those of the author[s] and do not necessarily represent the views of the Department, the Minister for Social Services or NDS, and cannot be taken in any way as expressions of government policy.

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1. D'Cruz, K., Lawrence, E., & Douglas, J. (2018). Participant led training video project: Literature review. Melbourne, Australia: Summer Foundation and La Trobe University.



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