	How to Record, Combine Files and Trim Videos on an Android Device Video Inspections Job Aid

PURPOSE

This is a guide is specific to video recording on Android devices using the standard camera and YouCut – Video Editor application (app). The guide goes over recording, stopping, pausing, trimming video, and combining files. This Job Aid is intended to show some of the ways a company might use the Android devices they have to successfully deliver recorded videos to the program's BOX account. The software and hardware mentioned is for example only; individual companies are solely responsible for selecting the business tools that meet their individual needs.

GENERAL INFORMATION

➢ Must have Android device.
➢ YouCut is a free video editing app. Not required to purchase the Pro version. For more information watch following video: https://www.youtube.com/watch?v=t5a7dCRlVlo
➢ Screen shots are from a Samsung A50.
➢ This guide does not go over installing applications in detail. Must know how to install from app store (i.e. Google Play) on your device.
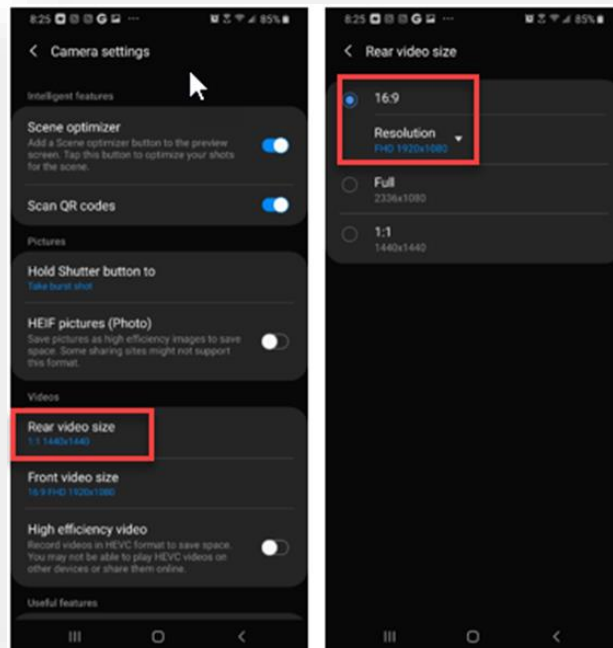➢ This guide does not go over apps for sharing files.

Contents

PROCEDURE

A. Camera Settings

Before recording inspections for the first time, review and change settings.
1. **Open Camera.**
2. **Select Setting Cogwheel**.

3. **Select Rear Video Size.**
4. **Select Resolution 16:9** and **FHD 1920 X 1080.**

B. To Record, Pause, and Stop

1. **Review the video inspection checklist.** Each checklist has an Introduction section.
2. **Find a location on the property** to begin recording, such as a mailbox or an address sign.
3. **Open Camera App.**
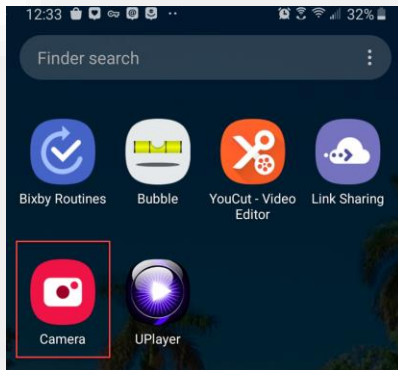
4. **Hold your phone horizontally** and **Select Video.**
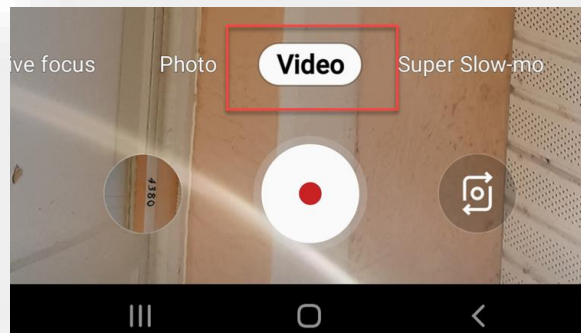
5. **Click Record** button. Follow checklists and introduction requirements.

   a. While Recording:
      i. Hold device steady.
      ii. Speak loud and clear.
      iii. Provide ample lighting and use video flashlight if needed.
         1. Low light camera setting if available.
      iv. Avoid filming personal household items.
         1. Point the camera down while inside homes.
   b. Video Introduction Requirements:
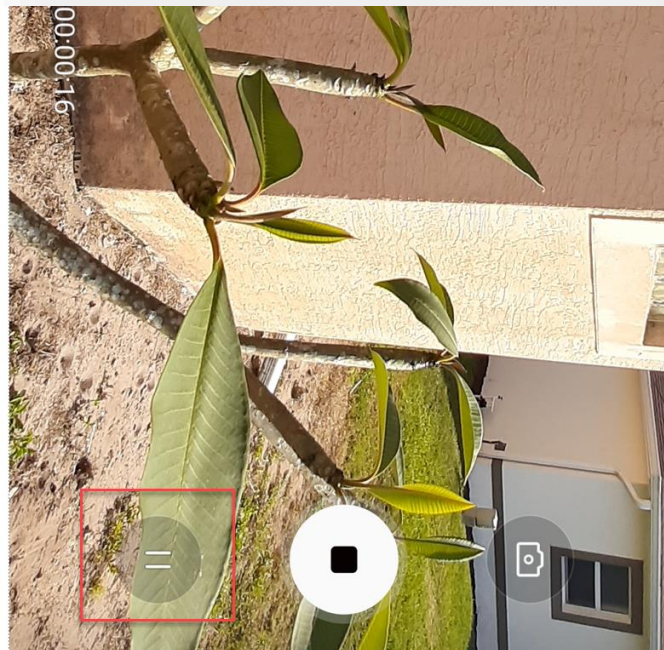   i. State your name, company, date, and time you begin the video inspection.

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ii. Where possible, start video at driveway showing entire building, continue to the front of building, and provide a close-up of address numbers.

iii. Permit information (Permit Card must be displayed on jobsite) show close-up of permit card/receipt with Record Number and address and description of work. For emergency installations, please state that this was an emergency installation and the permit card was not available at the time of recording.
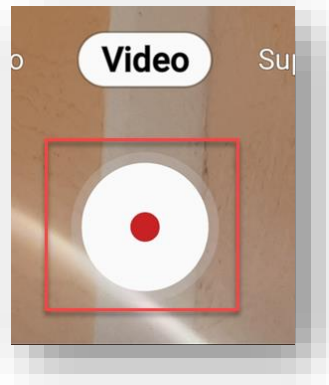
6. **Click Pause** button when necessary.
   a. You may want to perform this function when navigating to inspection destination will take longer than a couple minutes.

7. **Click Record** button when you are ready to begin recording again.
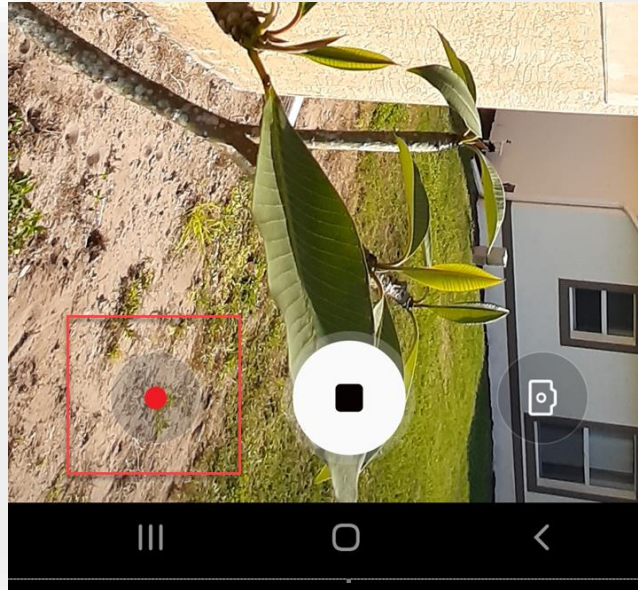
8. **Click Stop** button when you are finished recording.
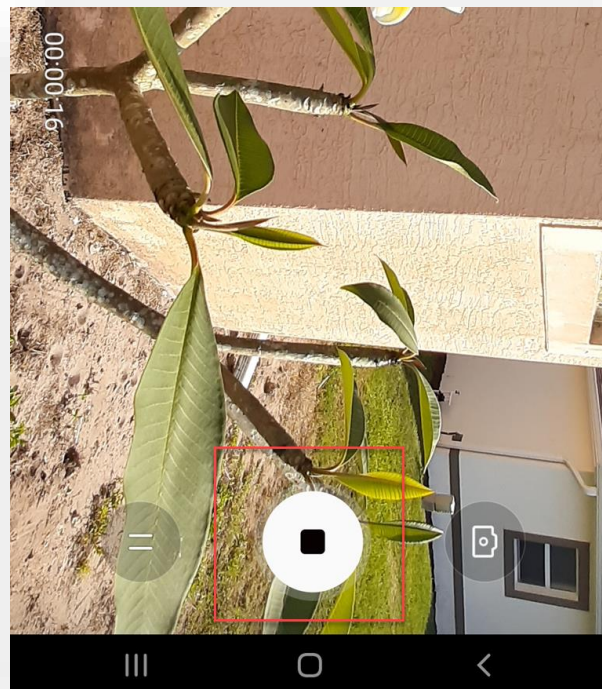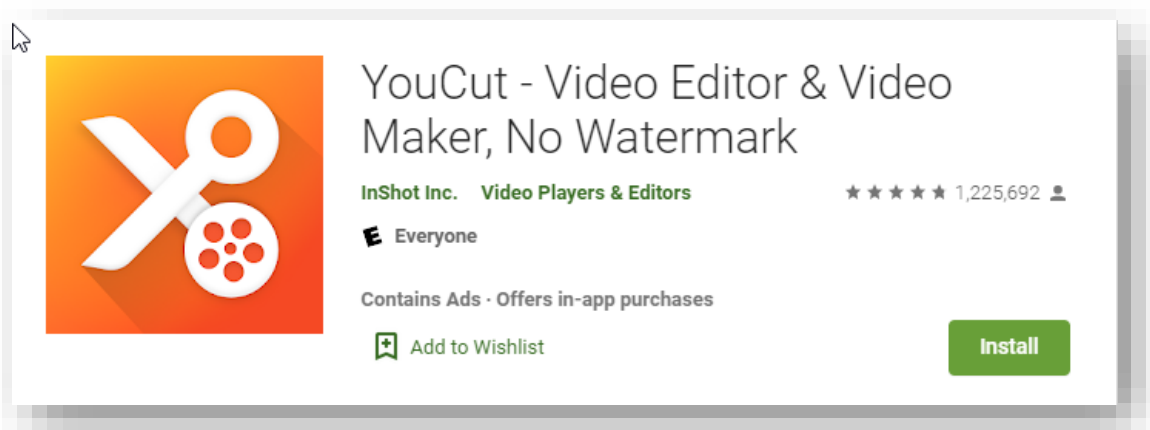
C. To take a photo while recording
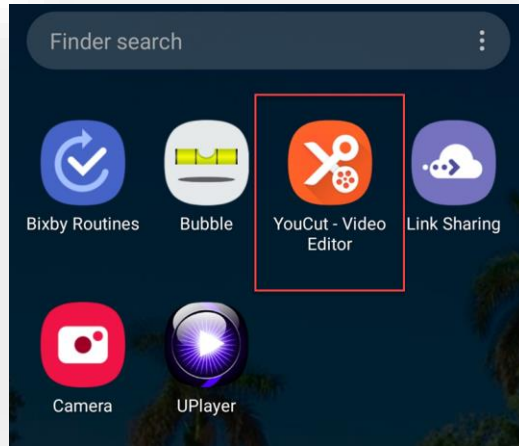
1. **Click Camera** button anytime during the recording.
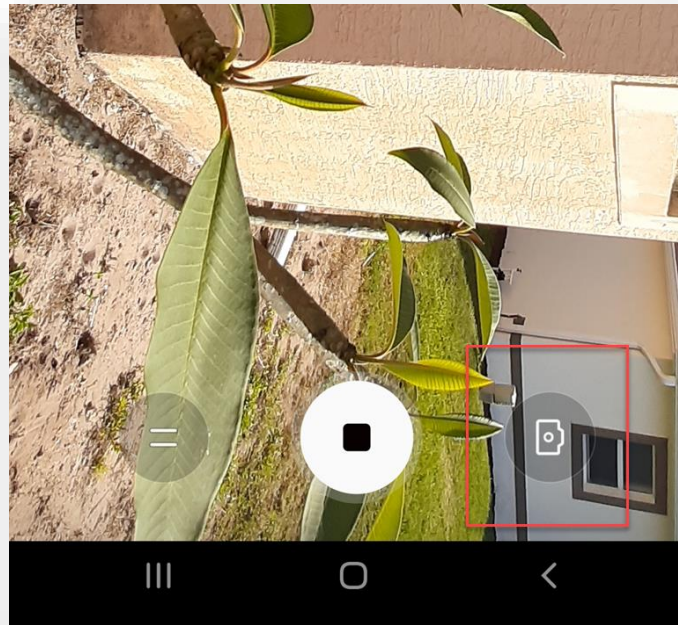
D. To combine multiple video files and photos.

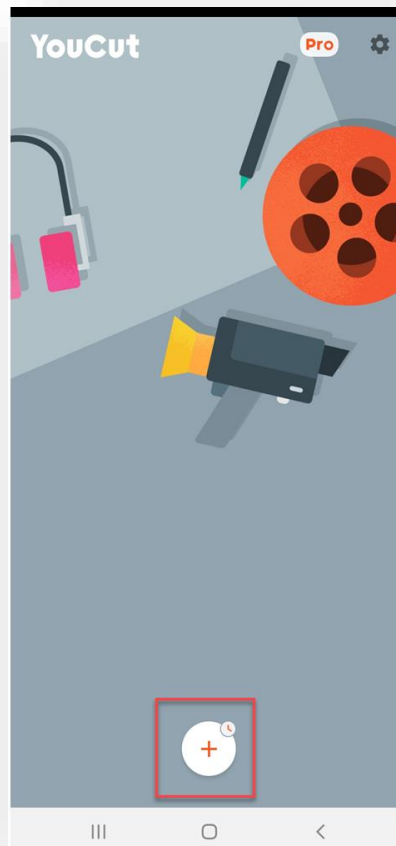1. Install **YOUCUT – Video Editor** app from app store if you have not done so.

2. **Open YouCut** app.

3. **Click + button**.

4. Select **NEW PROJECT**.
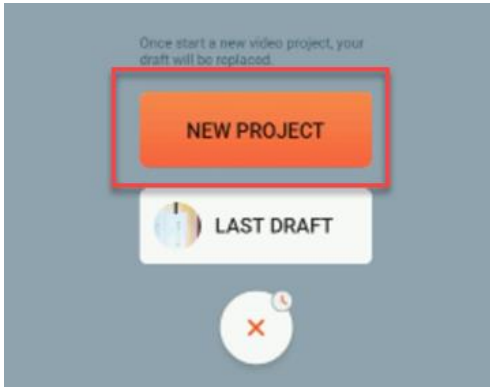
5. **Select videos and photos** you would like to combine.
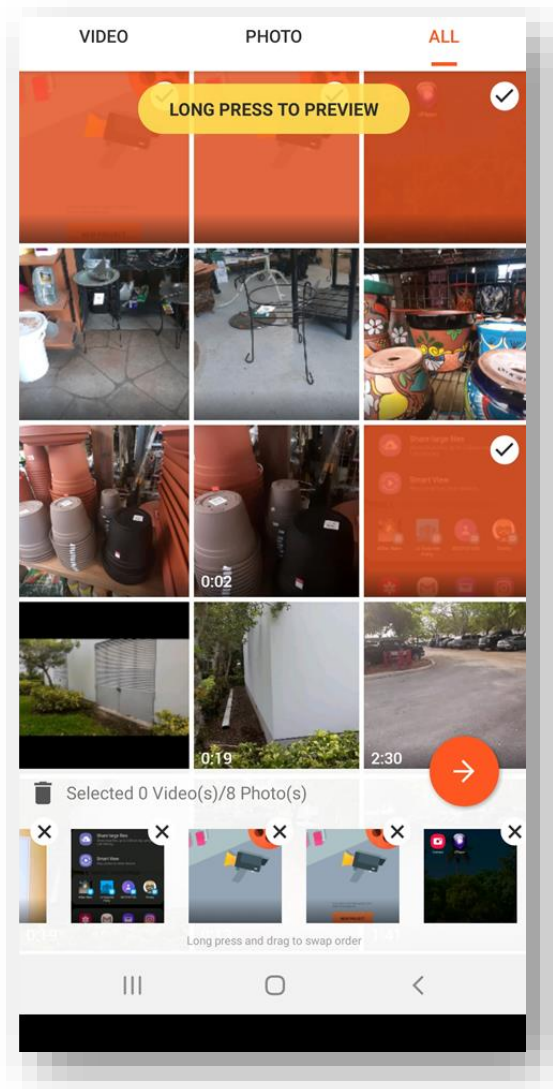
6. **Click Arrow** button when finished selecting videos and photos.
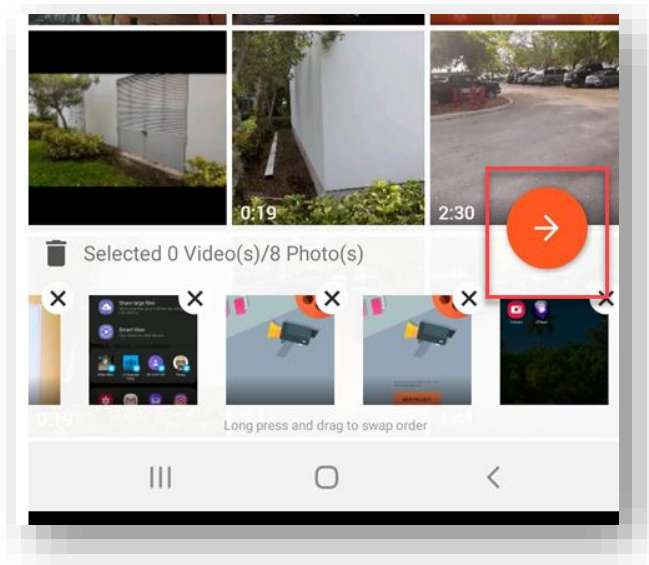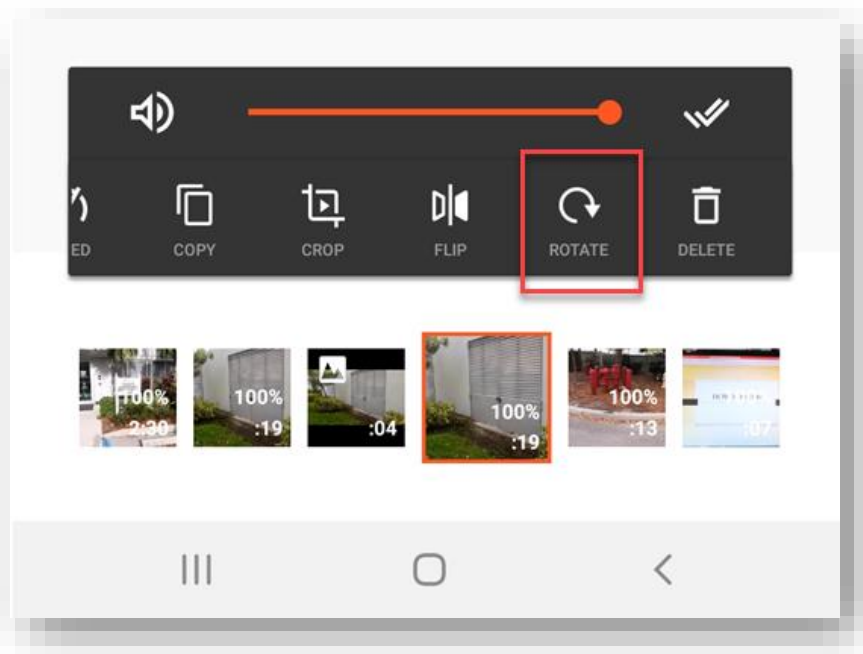

7. To organize video and photos, **tap on any image**.
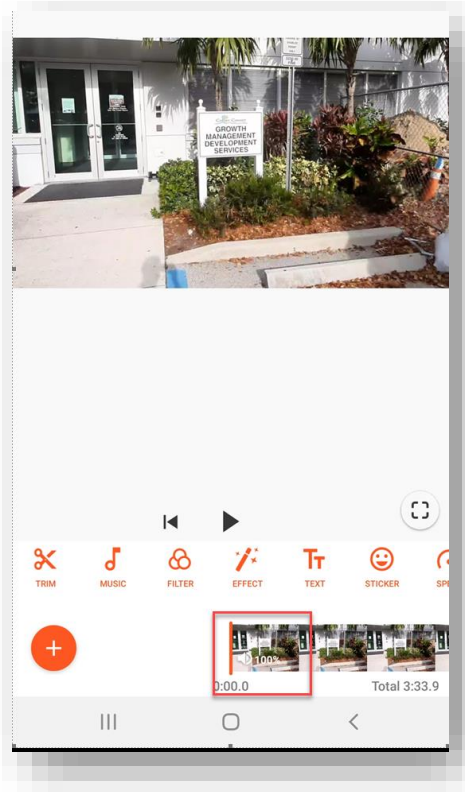
8. On this screen, **select and drag the image to organize** in an order that will make sense to the inspector reviewing.
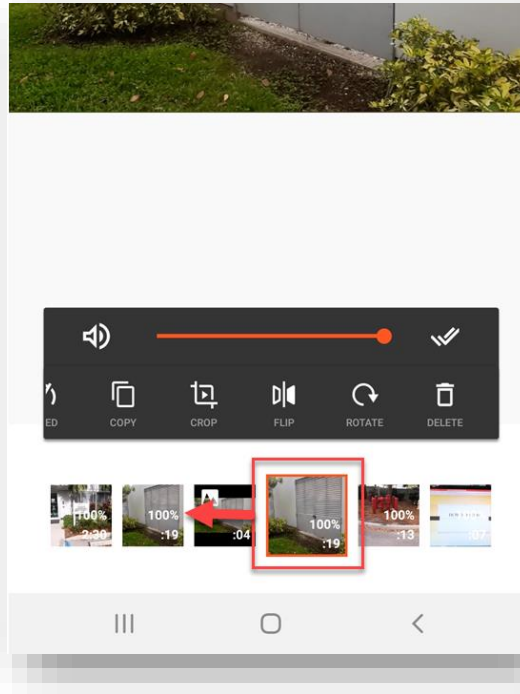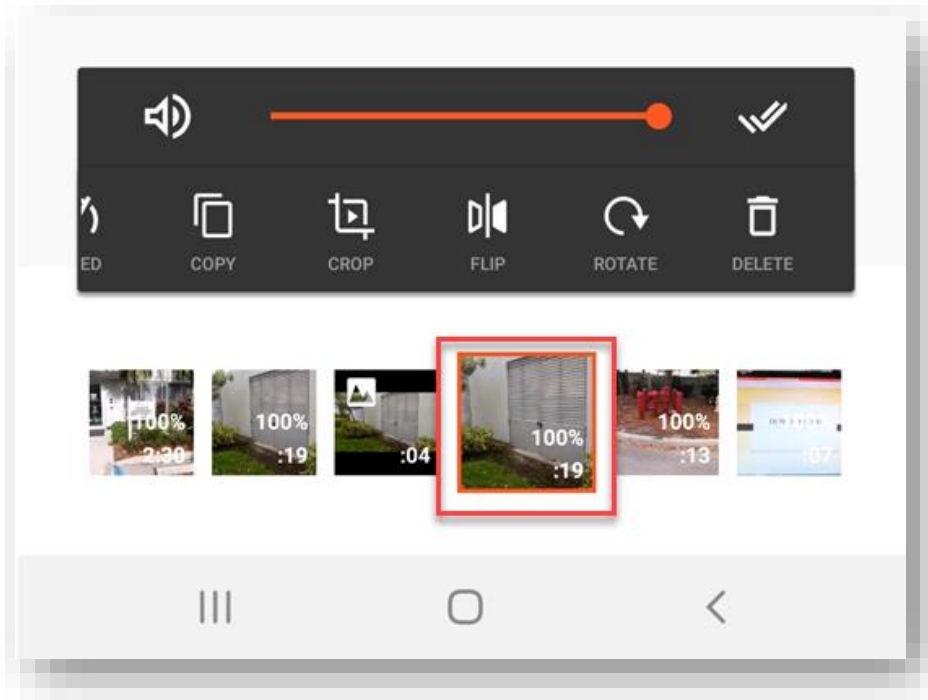

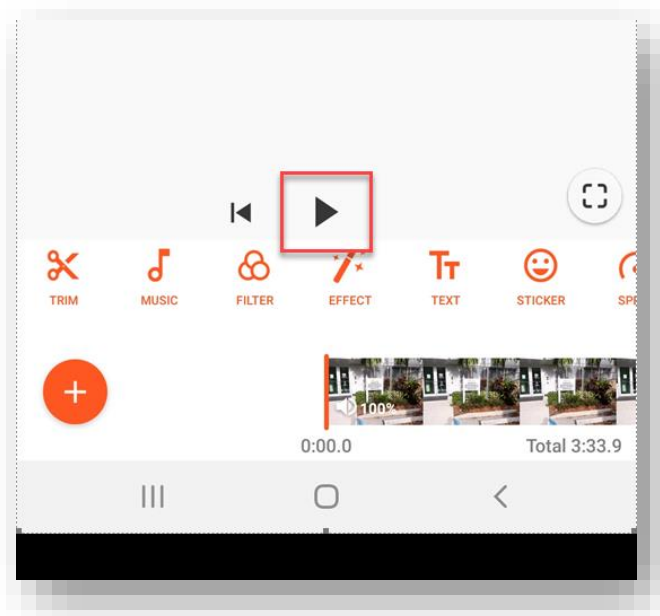9. **Rotate photos or videos** when necessary.

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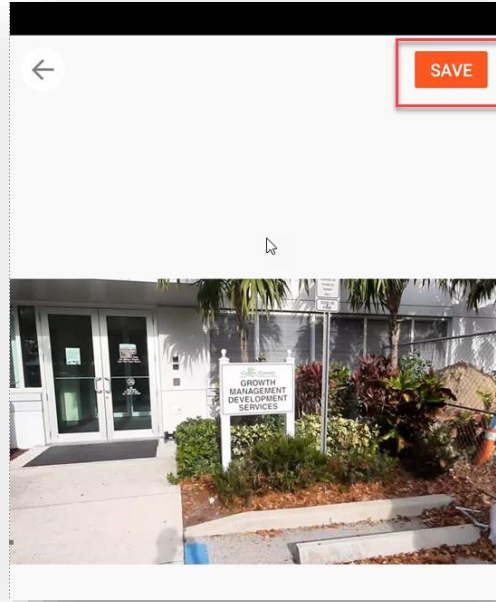10. Once organizing and rotating is complete, double tap on any image. You will return to save screen.

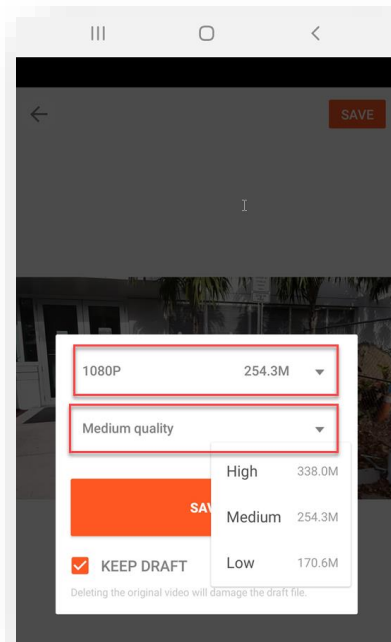

11. To review video/slideshow, **click Play** button.

12. Click **Save** button when you are done viewing and editing video/slideshow.

13. **Select 1080P, Medium Quality**.

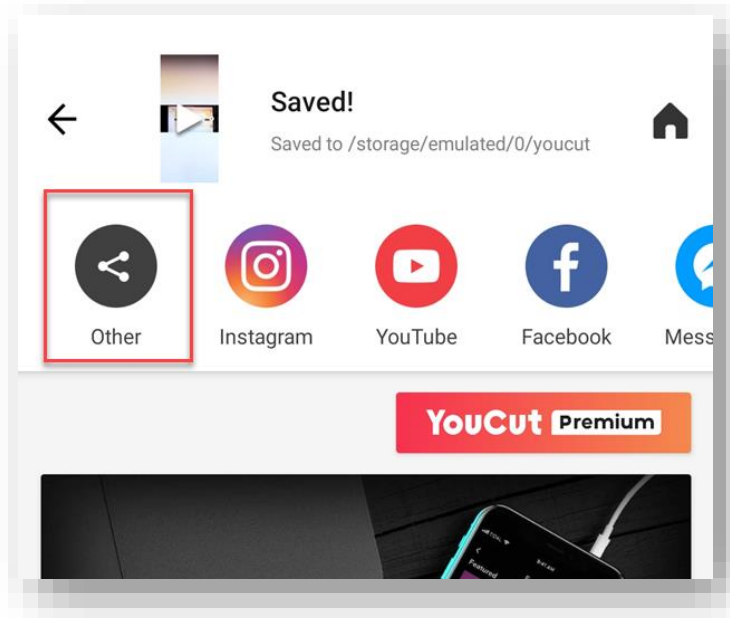14. **Click Save** button. At this time, the files will be combined and converted into one file.
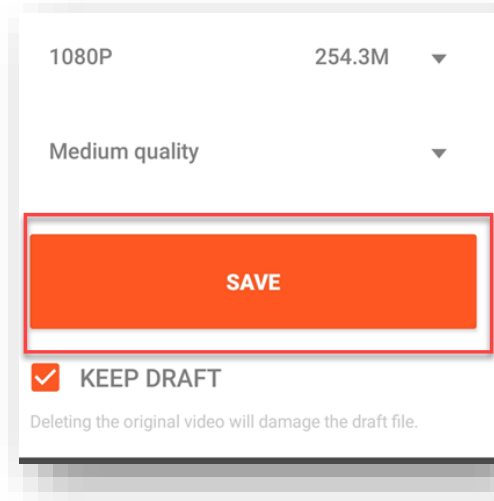
15. From the saved screen, **click the prefer app** to share video or upload directly to BOX.
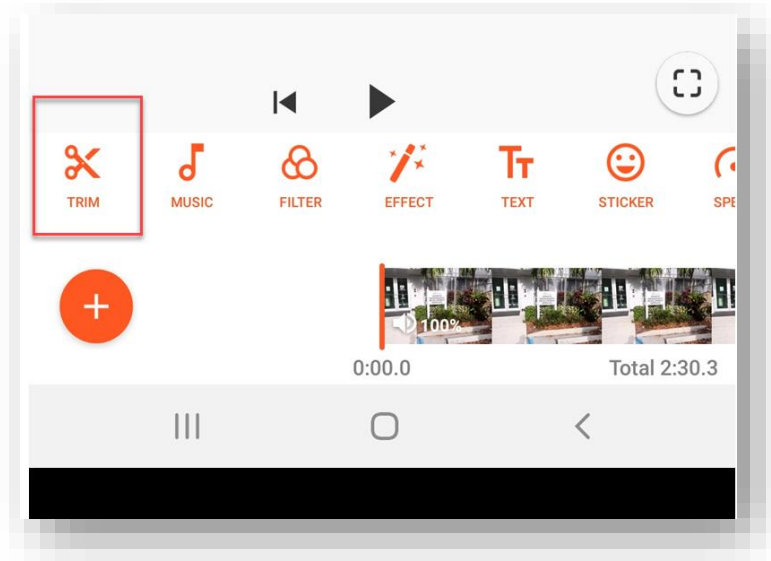   a. Trouble sharing large files, research into link sharing or cloud base apps.

E. To Trim or Cut video file.

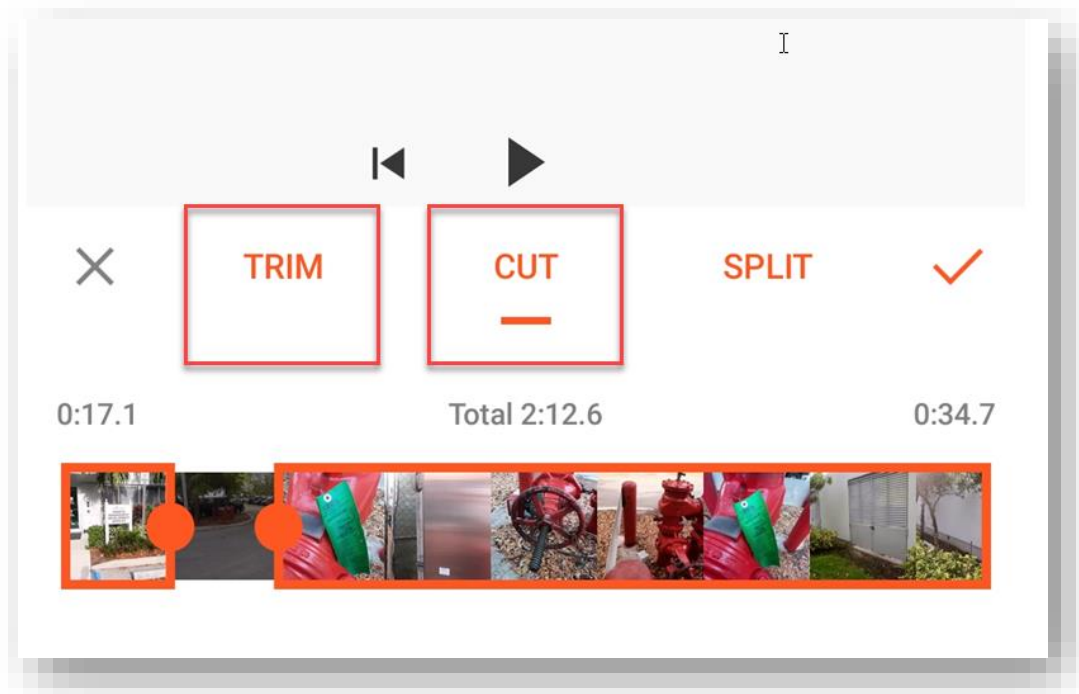This will allow to remove any unnecessary footage. This process is done using YouCut app.
1. Open YouCut app.

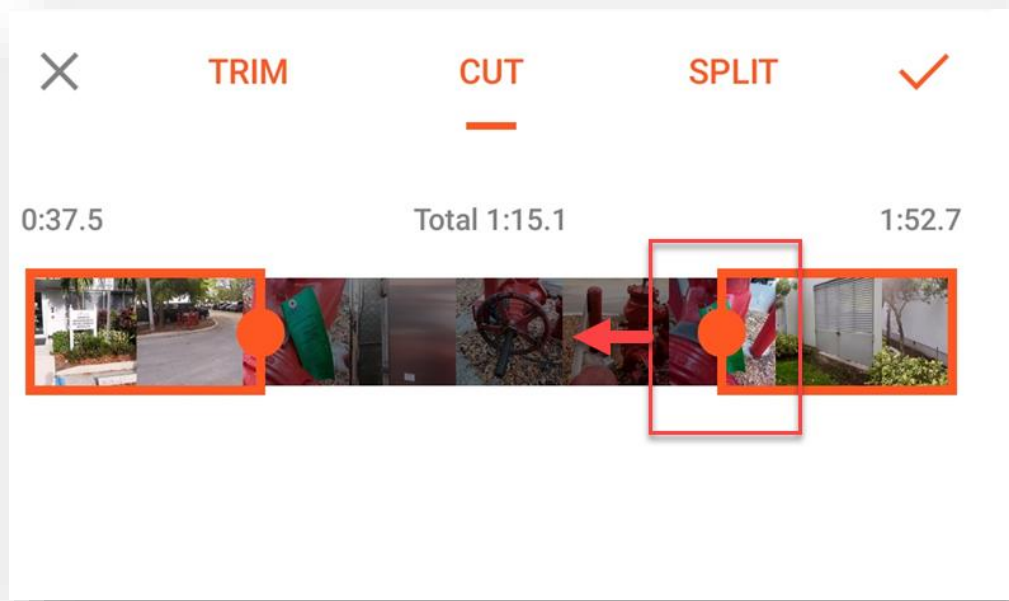2. Select video to trim or cut.
3. Click Trim button.

4. Select Trim or Cut.
   a. Trim will allow to remove any unnecessary footage at the beginning or end of video.
   b. Cut will allow to remove any unnecessary footage anywhere in-between footage.

5. Move dots and drag to choose how much to remove.

6. Click Check Mark when done.