

PURPOSE

This is a guide is specific to video recording on iOS devices using the standard camera and the iMovie application (app). The guide goes over renaming, trimming, and combining videos and photos into a single file. This Job Aid is intended to show some of the ways a company might use the iOS 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.

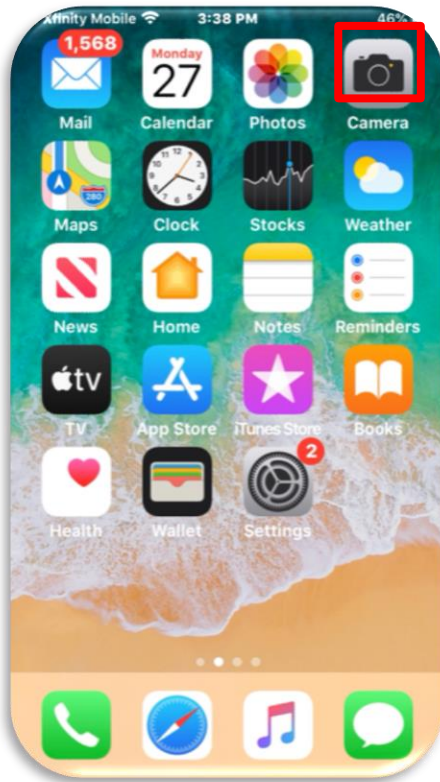
GENERAL INFORMATION

- iMovie for iOS is a free mobile editing app available on the Apple App store
- Must have an iOS device
- Check Camera Settings, refer to *Remote Inspection by Video Program Contractor Upload Job Aid*
- Make sure you follow the required naming conventions for files
 - Permit number, inspection code and date of inspection

PROCEDURE

A. Create Video and Take Photos Using iPad or iPhone Camera

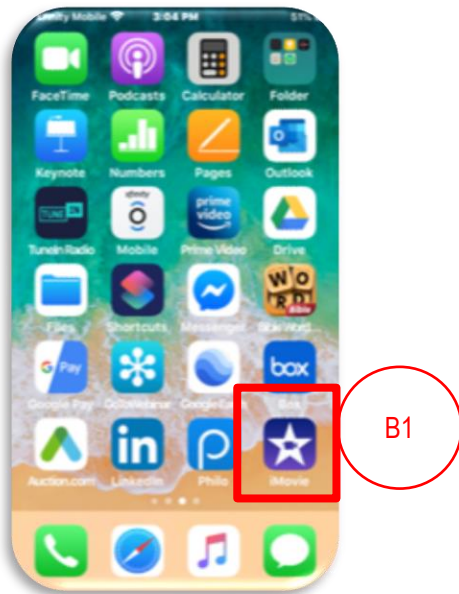
1. Click camera icon on your device.
2. Create video and take photos of project installation.



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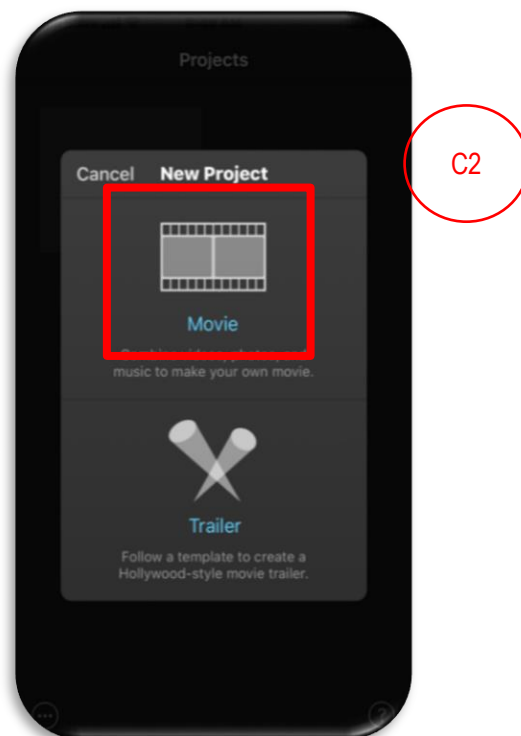
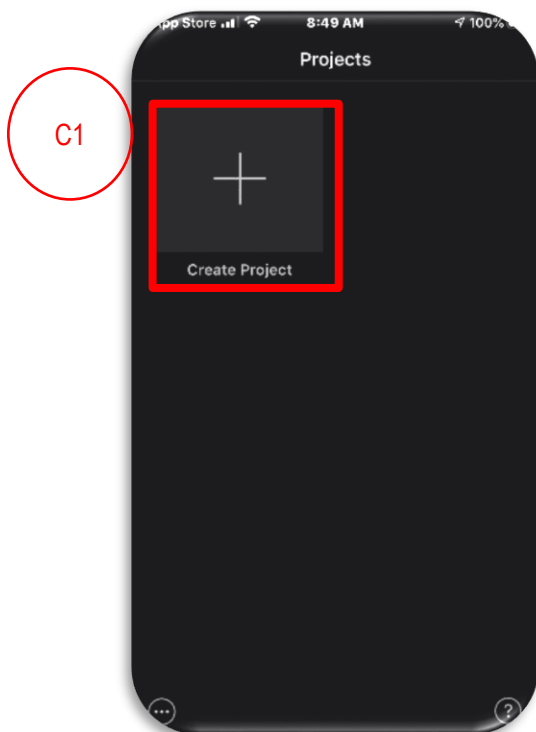
B. Open iMovie application on you iPhone or iPad:

1. Click iMovie icon on iPhone.



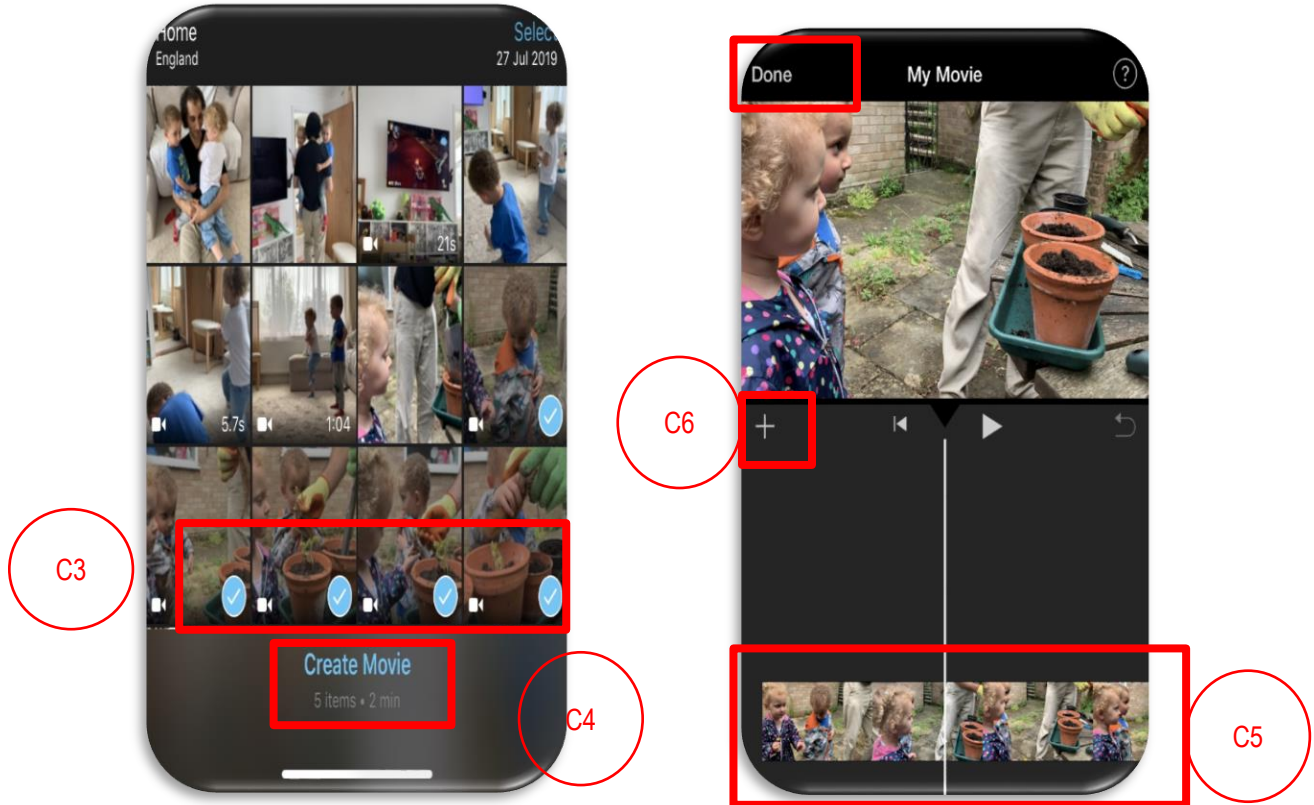
C. Create an iMovie

1. Tap Create a Project.
2. Tap Movie.



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

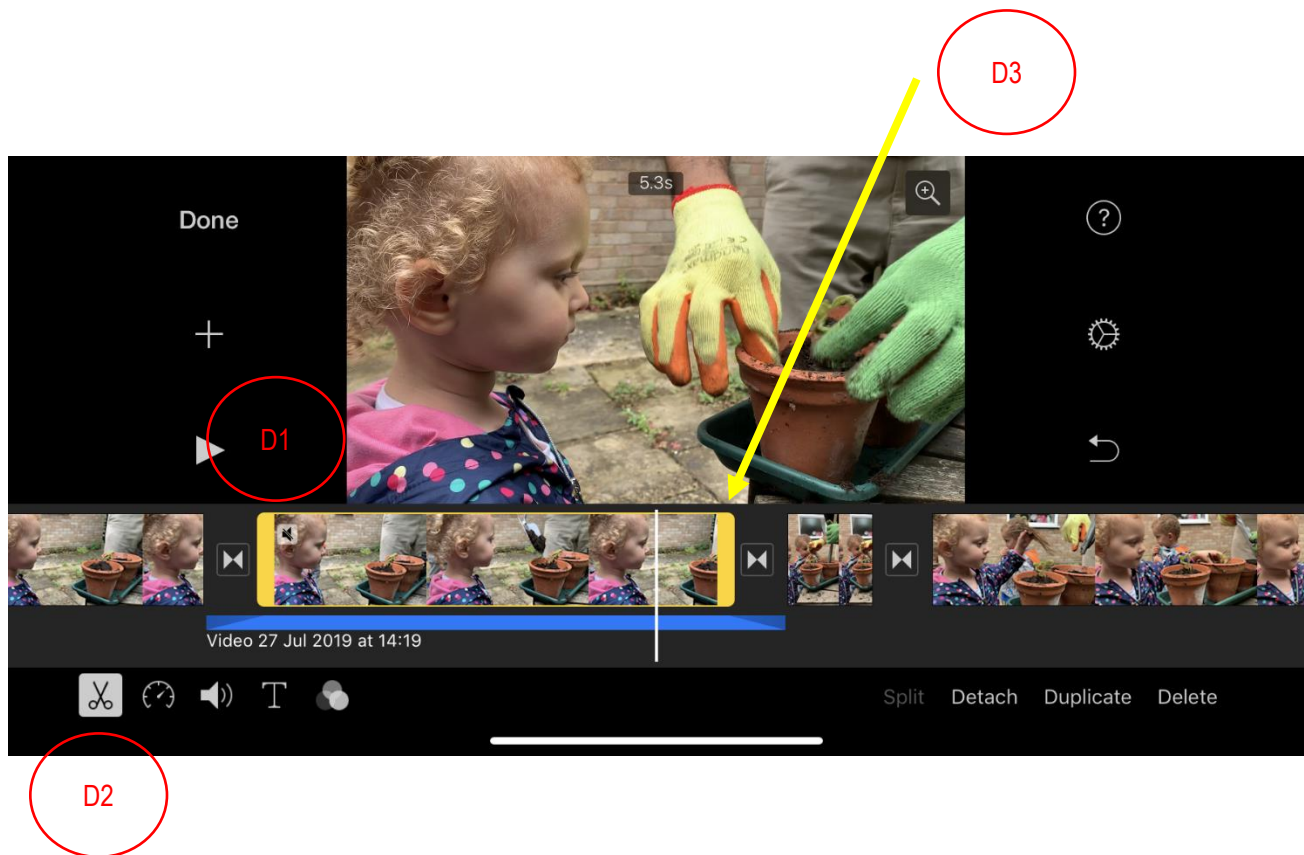
3. Tap on the videos or photos you want to use for the movie.
4. Tap Create Movie.



5. iMovie will automatically arrange your videos and photos in sequential order on a timeline (the strip at the bottom of the screen). It will add transitions between each clip that makes them blend together smoothly.
6. To add more videos or photos click the Plus + sign.
7. Tap the photo or video that you want to add, then tap the Plus + sign and they will be added to the end of the video timeline.
8. To reposition slides, drag and drop it to the position you want it to be placed.

D. Shorten a video in iMovie

1. Tap on the video in the timeline – the video is now outlined in yellow.
2. Make sure that the scissor icon is selected in the bottom right.
3. Press and hold the thick yellow bar at the beginning or end of the video to drag it to a new start or stop point.



E. Renaming, and Sending iMovies

1. To rename a file, click the file name while on the edit project screen. Rename using the Permit#.InspectionCode.Date format.
2. Click the share icon at bottom of the screen to send videos.
3. If your phone is connected to a Cloud account, you can upload the video directly from this menu. In this example we can upload directly to our Box account. From here you could also email, text, or airdrop the file depending on your need.

