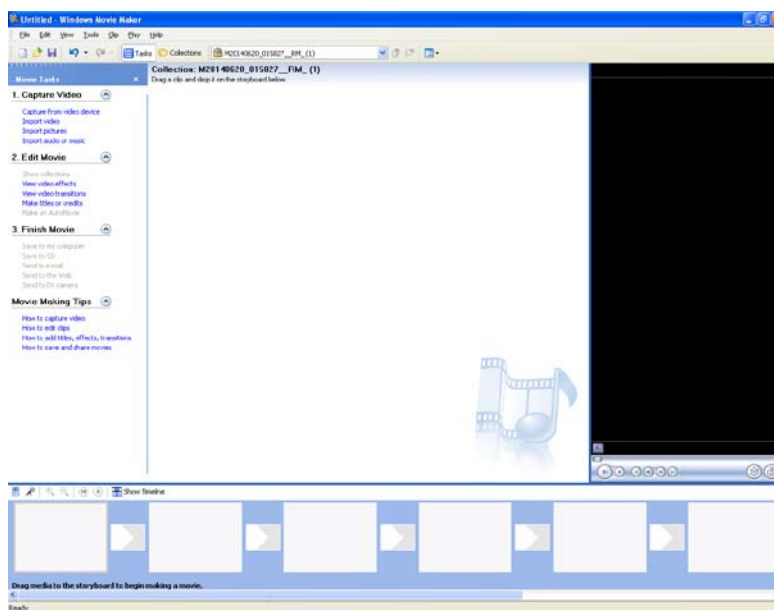
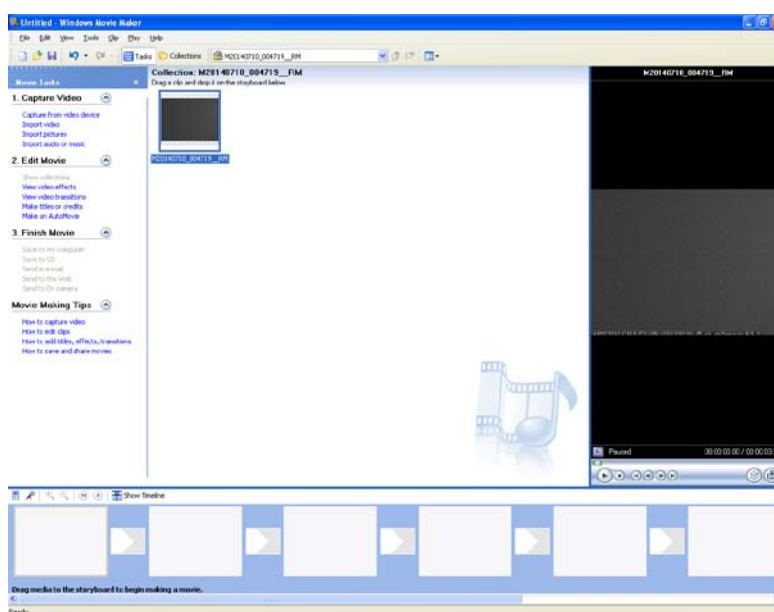


Compressing Videos within Windows XP

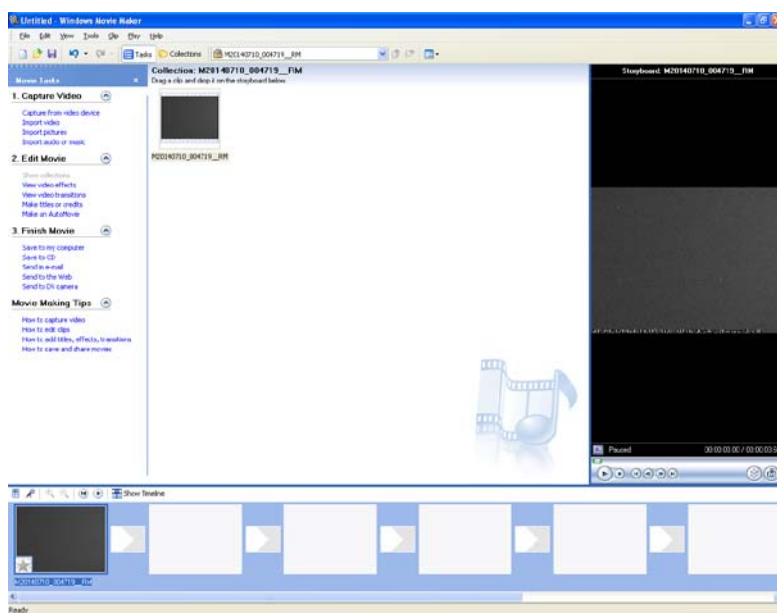
1. Create a folder on the C:\ drive called “*Compressed Videos*”.
2. Navigate to the location of the full size .avi video that you wish compress and copy (*NB copy, do not cut or move*) the video to the “*Compressed Videos*” folder.
3. Select Start | All Programs | Accessories | Windows Movie Maker.
4. In the Windows Movie Maker program, select the “*Import Video*” option from the left hand pane (*Movie Tasks, 1. Capture Video*). Navigate to the “*Compressed Videos*” folder and select the full size .avi video that you have just copied to that location.



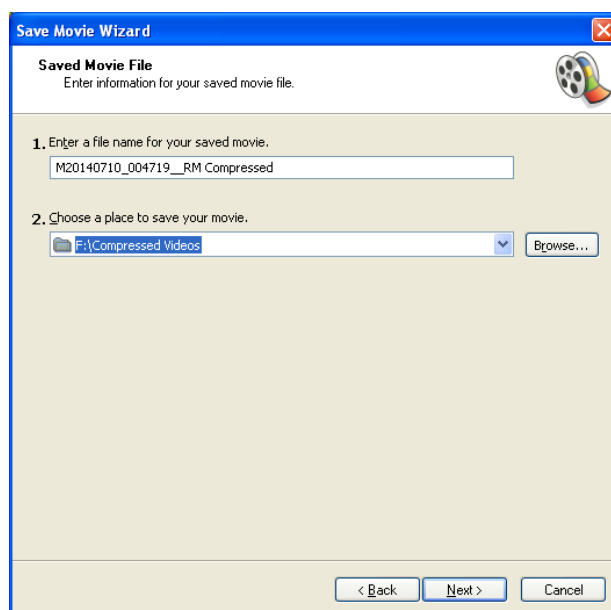
5. An icon representing the video will now appear in the central pane of Windows Movie Maker.



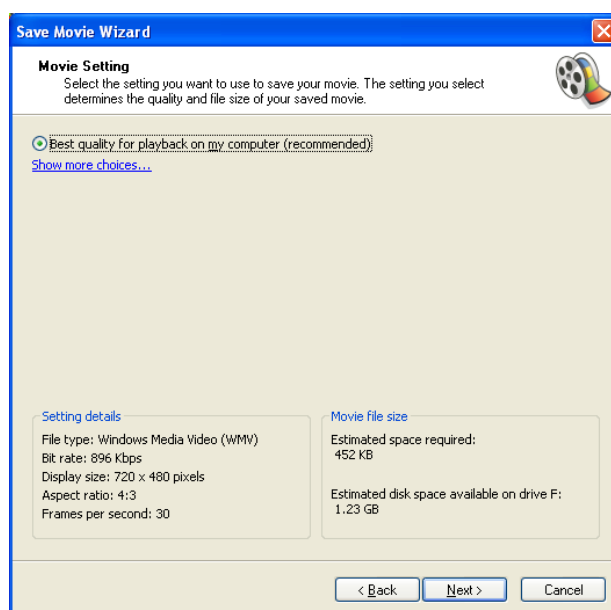
6. Select the icon using the left hand mouse button and, holding down the left mouse button, drag the icon down to the timeline at the bottom of Windows Movie Maker.



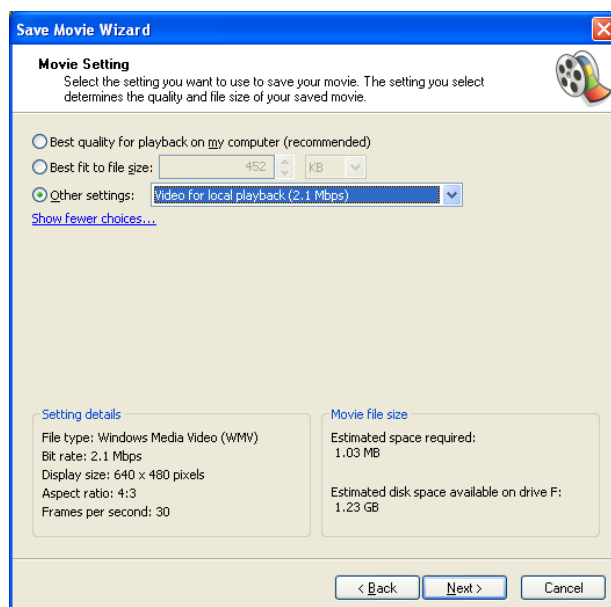
7. In the Windows Movie Maker program, select the “Save to my computer” option from the left hand pane (*Movie Tasks, 3. Finish Movie*).
8. Select an appropriate filename and enter it in “1. Enter a filename for your saved movie.”. It is recommended that the filename is identical to the filename of the original uncompressed .avi video except that you add the word “Compressed” as a suffix – in the above example this will therefore be “M20140710_004719__RM Compressed”. In “2. Choose a place to save your movie” use the “Browse” button to navigate to the “Compressed Videos” folder.



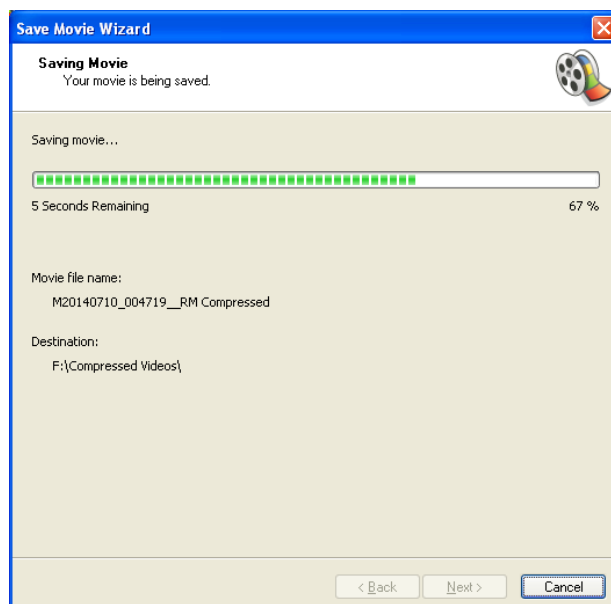
9. Press the “Next” button.
10. Select “Show more choices ...”.



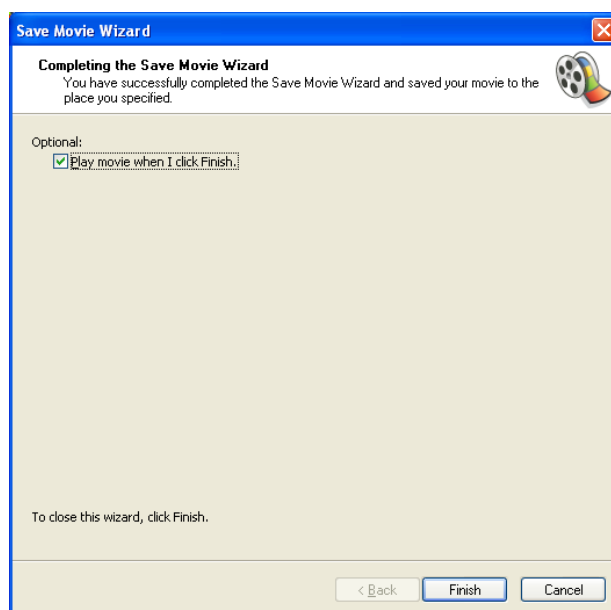
11. Select “Other settings.” and from the drop down list select “Video for local playback (2.1Mbps)”.



12. Press “Next” and wait until the video is saved:



13. At the next screen, ensure that the “Play movie when I click Finish” checkbox is selected and press “Finish”.



14. Check that the video plays correctly.
 15. Navigate to the “Compressed Videos” folder and you will see a compressed version of your video which should be of a file-size that is less than 5MB and hence can be sent as an attachment to an email.

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