**Guide to Using and Distributing Rehearsal Videos**

**Step 1 – Record Your Content**

Using either a mobile phone or action camera, record the sections you wish to share

**Step 2 – Create A Shared Folder on OneDrive**

Log into OneDrive in a web browser. From here Select the option to create a new folder and name it as required.

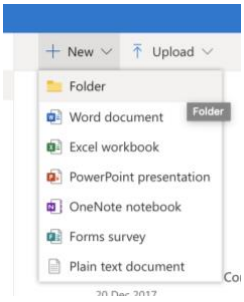



**Fig 2.1 Select New, Folder**

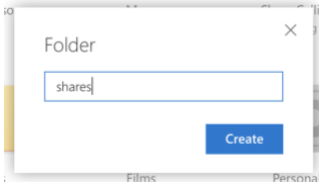



**Fig 2.2 Name the folder**

Once you have created the folder, select it. To do this, click on the white tick in the top right corner. Clicking on the folder will open it directly.

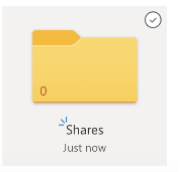



**Fig 2.3 White Tick**

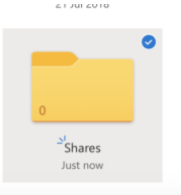



**Fig 2.4 Selected Folder**

Select 'Share' from the top of the screen

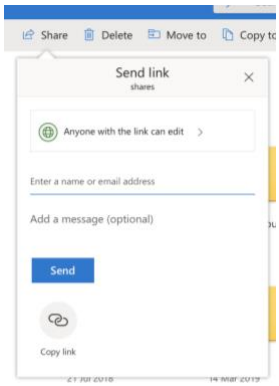



**Fig 2.5 Share Menu**

From the Share menu, click on ‘Anyone with the link can edit’ which will open the detailed shared menu.

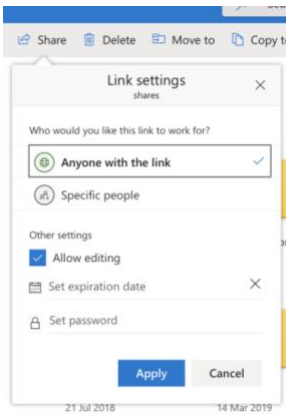



**Fig 2.6 Detailed Share Menu**

From this menu, you can chose options. I usually untick ‘Allow Editing’ to stop people inadvertently deleting my files. I will also set an expiration date (press night) and depending on the show I might set a password. I personally don’t select ‘Specific People’ as this can sometimes end up taking more time to administer if people don’t have access.

Once you have chosen the settings you want, select ‘Apply’

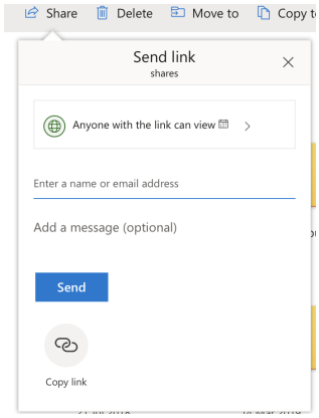



**Fig 2.7 Share Menu**

You’ll then return to the Share Menu. Here you can either enter all the email addresses of who you wish to share with into the email box OR select copy link. I use copy link to then create an email myself in which I explain what I will add to it, and send to the distribution list.

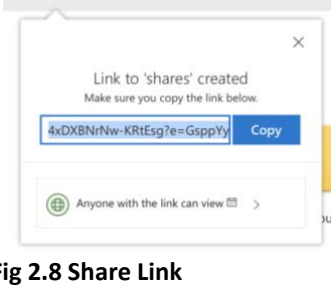



**Fig 2.8 Share Link**

**Step 3 – Edit Content (if required)**

You may find that either you need to trim your video file, or combine several videos into one file. To do this, open the video file in QuickTime.

To Trim the video, play the video (or move the playback head) to the correct place in the video




**Fig 3.1 Line up Playback**

Select 'Split Clip' from the Edit Menu

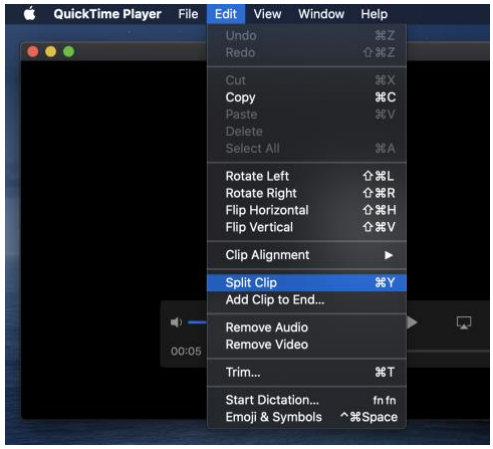



**Fig 3.2 Split Clip**

The playback head will now change to a timeline showing two sections, either side of the split

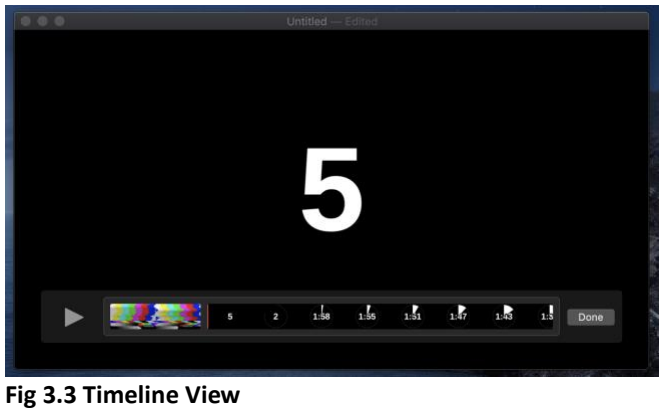



**Fig 3.3 Timeline View**

From here you can click on which segment you wish to delete and select the delete button.




**Fig 3.4 Segment Selected**




**Fig 3.5 Segment Deleted**

Once you have deleted any parts of the video you wish to remove, select Done.

Finally you will need to Export the clip. Select 'File' and 'Export As'. I usually export video files for rehearsals at 720, but if you want more detail choose 1080 or smaller file size 480




**Fig 3.6 Export As**

Save the file on your computer in the location of the shared folder. If OneDrive is installed on your computer, this file will then automatically be uploaded and shared.

**Step 4 – Combine Videos (if required)**

You may find that your videos are separated. Action cameras often split longer videos into ten minute sections. You might find that you want to combine them into a single file. I usually combine Act 1 files into one, then Act 2 into one.

To do this, open the first video in the sequence in QuickTime as before. Resize the video file down slightly so you can see the video AND the folder containing all the video files.

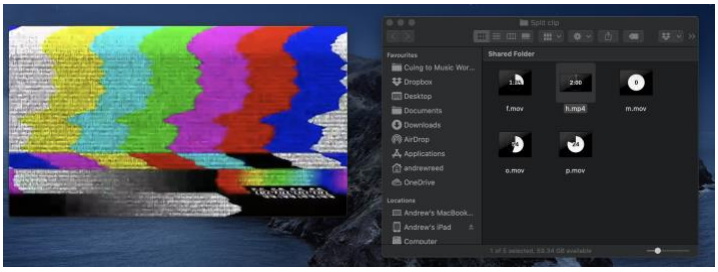


**Fig 4.1 Video & Folder opened**

Now find the subsequent video in the sequence from the folder. Click on it, and drag it ONTO the video file in QuickTime. The playback head will once again change to the timeline view. Drop the video file to the right hand of the timeline.




**Fig 4.2 Drop the video to the right of the timeline**

Repeat this process adding all the clips you wish to add.

You may well also wish to crop the beginning and end of the recordings. I try and also remove any space at either end of the video if time allows.

Now click export as above and save the file in your shared folder.

**Step 5 – Sharing Directly from an iPhone/iPad etc**

If you have installed OneDrive on your tablet/smartphone, you can also share directly to the shared folder from here. Instructions vary between device, but for an iOS product, select the video to share and select the actions button. From here scroll to OneDrive(you may need to add this option if not present). Your account will then be shown with a 'Files' button. From here navigate to the correct folder and select 'Upload to OneDrive'. This video will now be automatically be shared.




**Fig 5.1 Sharing in iOS**

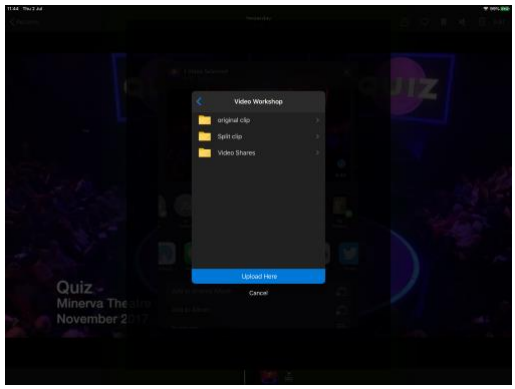



**Fig 5.2 Sharing in iOS**