



## MEDIA SALES AND LICENSING

### HD CLIP DOWNLOAD VIA IWM FILM WEBSITE USER GUIDANCE NOTES

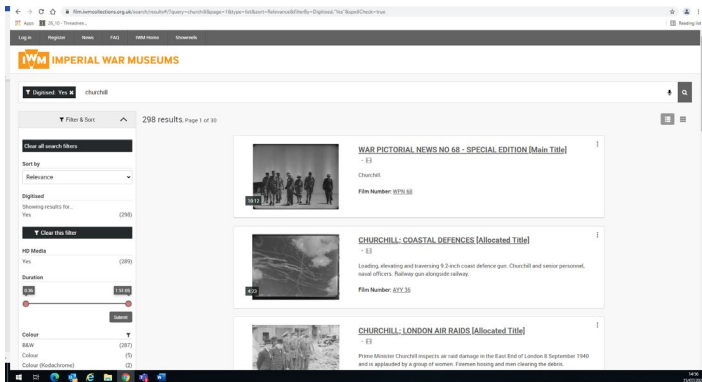
Register or Log in to <https://www.iwm.org.uk/film>

(Please see **FAQ** for further details of this offer including available file formats)

To order HD clips - please select and save the required clips in a collection.

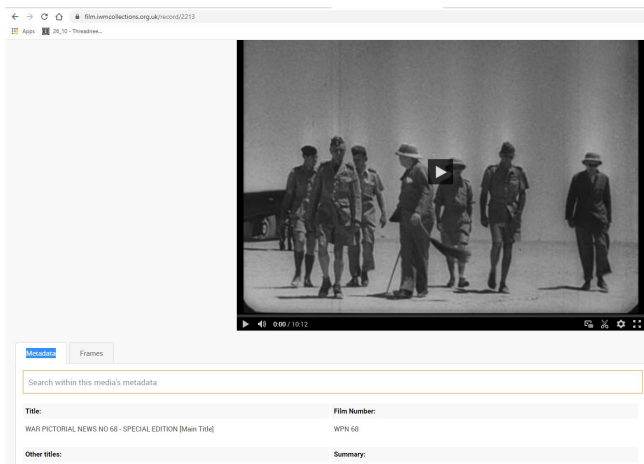
1. Search for films:

- Enter search information in **Search bar** to search and use the Filter & Sort options to refine your search (*for more search tips see FAQ*).
- For HD clip download option- **Filter** search results: **Digitised=Yes** and **HD Media=Yes**

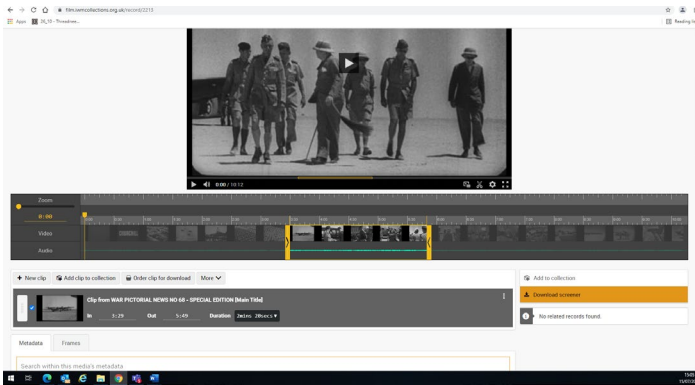


2. Select clips and save in a **collection**:

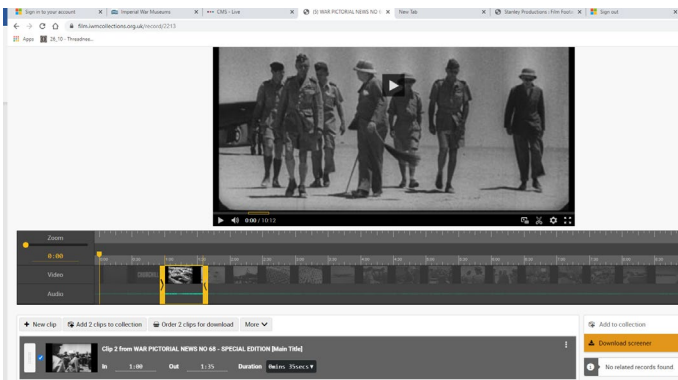
- Click on thumbnail image or film title to access the film record page and click on the scissor icon on the bottom right-hand corner of the media player to create clips.



Select clips using the **sliders** to indicate the in and out points of the required clip or



click on **+New Clip** and enter the time-codes **manually** i.e., IN 11:00 OUT 11:35



- once you have selected your clip, choose **Add clip to collection** or **More** then add clips to an **Existing collection** or name and add to a **new collection**.

Add the required clips for each order to one **collection** (to a maximum of approx. 20 clips).

**3.**To proceed with your order, access **Your collections** via **Your Account**, select the relevant collection, click on **⋮** and select **Enquire**.

**4.**Complete the **Enquire form** with all the requested details and **Submit**.

**5.**A member of the IWM Film Curator team will contact you regarding your order as soon as possible (UK standard working days).

**6.**If ordering for a new production you will be sent our Terms and Conditions document to be signed and returned. On receipt of a signed copy and payment of our invoice for the supply fees, the requested clips will be authorised.

**7.**If ordering for an existing production, the requested clips will be authorised and you will be invoiced for the supply fees.

**8.**Once authorised, your HD downloads will appear in **Your orders** in **Your Account** -click on **⋮** to the right of the clip title to **Download clip**

**9.**On completion of your edit please send a declaration of use to [filmcommercial@iwm.org.uk](mailto:filmcommercial@iwm.org.uk) IWM will then invoice for licence fees due and issue a Licence for the agreed distribution.

**For any questions regarding this HD clip supply offer, details of licence and supply fees or advice about the IWM film collection – please contact the IWM Film curator team [filmcommercial@iwm.org.uk](mailto:filmcommercial@iwm.org.uk)**