Organize and Create your Content

1

Create a folder on your hard drive or other media such as USB drive.

Move Images
Move images from your digital camera or other locations into the folder that you created.

Move Videos
Move the videos from your flip camera or other locations into the folder that you created.

Move Audio
Move the audio clips that you've created or found into the folder that you created.

Notes:
Make sure to use the same MM Edition when editing.
Create a Folder to Store Content

2

Create Short Audio Clips
In addition to using audio clips you've gotten from the web or other sources you can create your own using the free Windows Sound Recorder. Keep your clips under 3 minutes in length.

To Create Short Audio Clips
1. Click **Start** | **Programs** | **Accessories** | Sound **Recorder**. 2. Make sure you have a microphone plugged in. Click the red **Record button**. Speak into the Microphone. Then click the black square **Stop button**. If necessary play back your recording. 3. Then click the **File** menu and **Save** your audio clip into the appropriate folder.

Create your Movie

3

Start Windows Movie Maker
1. Click **Start** | **Programs** | **Windows Movie Maker**.
Pictures, videos, and audio will be added as needed in the appropriate order on the Storyboard/ Timeline to generate your movie. Note: You can move images, video and sound once they are in the software.

Import.
To Add Audio or Music
1. **From the Add music** Import audio or music. 2. *Locate the folder* where you've stored your audio and/or music files. *Using the Control (Ctrl) Key highlight all of your files* then click **Import**.

To Add Video
1. From the Movies Tasks list click **Add videos and photos**. 2. *Locate the folder* where you've stored your video files. *Using the Control (Ctrl) Key highlight all of your files* then click **Import**.

Splitting a Clip

• Click on the on the **Timeline** where you want the clip to begin playing.
• Click on the **Play** button in the **Monitor**.
• Click on the **Pause** button at the point where the clip is to be split.
• Use the **Next Frame** and **Previous Frame** buttons to find the exact location.
• Click on the **Split Clip** button on the right side of the Monitor Control Panel.

Adding Media to the Timeline

4

Media items in your "Clipboard" can be dragged and dropped into the Timeline.

To Show Timeline
1. If necessary, click the **Show Timeline button** .

To Add Media to the Timeline
1. *Pictures and Video should be dragged to the section labeled Video* in the order you want them to appear. 2. *Audio files should be dragged the section labeled Audio/Music* in the order you want it played.

To Remove Media
1. From the Timeline, *right click the media* you wish to remove then click **Delete**. Or click on media and press **Delete** tab.

To Insert a Title Slide
1. From the Home pane, click **Title,** options are provided to change font, size and color. 2. C*hoose the link that corresponds to the place* where you want the title to appear. 3. *Enter the text* that should appear on the title slide. 4. Use the **Change the title animation** *or* **Change the text font and color link** to modify the title slide if necessary. 5. Then click off the slide**.**

To Insert a Credit Slide
1. From the Home pane, click **Credit**. 2. Click the **credits at the end** link. 3. *Enter the text* to display on the credits. 4. Use the Effects tools to **Change the title animation** *or* **Change the text font and color** link to modify the title slide if necessary. 5. Then click off the slide.

To Remove a Title or Credit Slide
1. From the Timeline, right *click the slide* then click **Delete**.

To Add a Visual Effect
1. In the timeline, click **on Movie** if necessary, then click **Visual Effect**. 2. Click on the video and s*elect the effect* you to apply the effect to. 3. Repeat for any other effects.

To Remove an Effect
1. Click on the media you applied the effect to. 2. Then click on the **Visual Effects** tab and select **No effects** slide.

To Add a Video Animations
1. In the timeline, click on the movie, then click **Animations**. 2. *Select the transition you like, click on the* picture/video you to which you want to apply the transition. 3. Repeat for any other transitions.

To Remove an Animation
1. In the Transition section of the Timeline, *choose* **No Animation.**

To Shorten or Lengthen the Time a Picture or Audio Clip Plays
1. From the Timeline, *click on the* picture/video clip or audio clip. 2. In the menu bar change the **Duration**, change the number higher or lower.

To Save the Windows Movie Maker Project
1. Click **File** on the Menu bar. 2. Then click **Save Project**. 3. *Choose the location and file name* for the project. 4. Then click **Save**.
***Save to your folder with all of the media saved for this project.

Finish, Produce, and Save Movie

5

To Produce the Movie for Playback

From the My Movie menu bar choose **Save Movie** drop down menu2. Choose **For computer**. 3. *Choose a file name and location to save it*. Click **Next**. The movie that is created has the extension ".wmv". This file can be burned to CD, placed on a USB drive. The movie is played using Windows Media Player.

Windows Movie Maker is free! If it is not already on you computer you can download it from the Microsoft Website. windows.microsoft.com/en-us/windows/get-**movie**-**maker**-**download**

Important Terms
• **Project** – The job being worked on, including all of the files that have been imported into Movie Maker.
• **Collection** – the container of video, audio, and other resources for the project.
• **Capture video** – to bring video from a camera or a tape into the computer, converting it to a digital format.
• **Timeline** – The area at the bottom of the screen showing when events occur and how long they last.
• **Storyboard** – The area at the bottom of the screen showing the pictures, videos, and audio.
• **Video effects** – Special ways of changing how the video looks such as a fade in or a fade out.
• **Animations/Transitions** – Special ways of moving from one item to the next such as pan in or pan out.
• **Narration** – The spoken explanation that can be added to the video using a microphone.
- **Pan** - Moving the camera lens to one side or another.
- **Zoom** - It involves changing the focal length of the lens to make the subject appear closer or further away in the frame