



Overview

Windows Movie Maker is a user-friendly, digital-video editing program for Windows PC computers. It is free and is part of the Windows XP Operating System. The program allows you to capture and edit digital video footage, add transitions, special effects, background music, narration, and titles.



To begin, open Windows Movie Maker. From the Start menu, select All Programs, then select Windows Movie Maker. Select File Menu | Save Project As... and give your project a name. If you haven't already, create a folder for yourself in the My Documents folder, and save your project in that folder.

Capture Footage

1. To **capture footage**, first connect the DV camera and computer using a firewire cable. (*Ask the STA/lab monitor for assistance with this step.*)
2. Select "**Capture from Video Device**" in the Capture Video Tasks Menu. (*Alternatively, Movie Maker allows you to import existing video on your computer. Select "Import Video" for this option.*)
3. In the dialog box, **enter a name for your captured video**, and if desired, select a different location for the footage. For example, you may want to save all your captured clips in a personal folder (in the My Documents folder.)
4. Under **Video Settings**, select **Best Quality** if you plan to use your finished clips on a computer, CD or Internet. (Be sure to select the *DV option* if you want to record your video back to tape, e.g., VHS or mini-DV.)
5. Select **Capture parts of the tape manually** as the **Capture Method**.
6. **Locate the clip** you want to capture on your camera using the **DV camera controls** under the preview window.
7. Click the **Start Capture** button, located in the upper left corner of the dialog box, when you are ready to begin importing footage. (Note: It's a good idea to *over-capture*, that is, to capture *more* footage than you intend to use at the end and at the beginning of the segment.)
8. Click the **Stop Capture** button when you are finishing capturing your clip. If you want to capture additional clips, locate the clip and click the **Start Capture** button again. When you are finished capturing your footage, click **Finish** to exit the capture window. (Note: If you want to create a separate *collection* of clips, you must click the **Finish** button, then start again at step 2 above.)
9. The new clip(s) will appear in the **Collection** area in the middle of the screen. Use the **pull-down menu** at the top of the Collections area to access different collections.

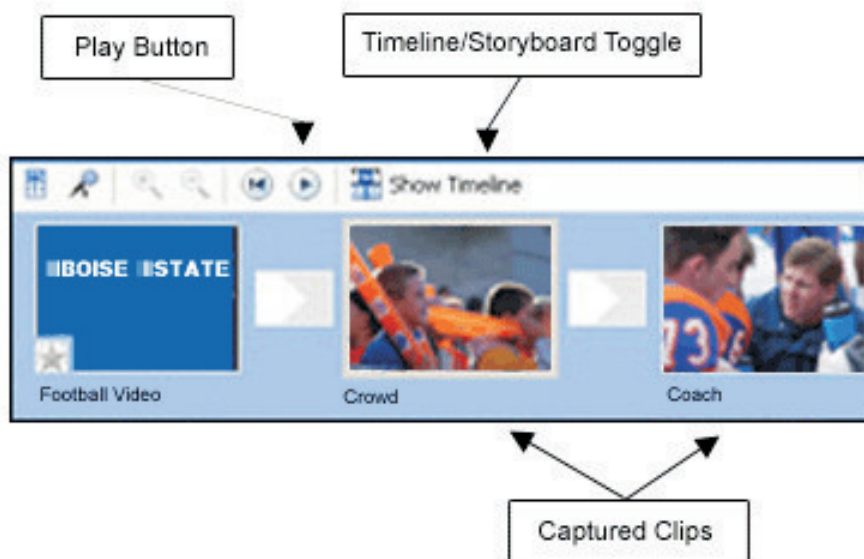
Movie Tasks [X]

- 1. Capture Video** [Up Arrow]
 - Capture from video device
 - Import video
 - Import pictures
 - Import audio or music
- 2. Edit Movie** [Up Arrow]
 - Show collections
 - View video effects
 - View video transitions
 - Make titles or credits
 - Make an AutoMovie
- 3. Finish Movie** [Up Arrow]
 - Save to my computer
 - Save to CD
 - Send in e-mail
 - Send to the Web
 - Send to DV camera

Movie Making Tips [Up Arrow]

- How to capture video
- How to edit clips
- How to add titles, effects, transitions
- How to save and share movies

Edit Your Movie



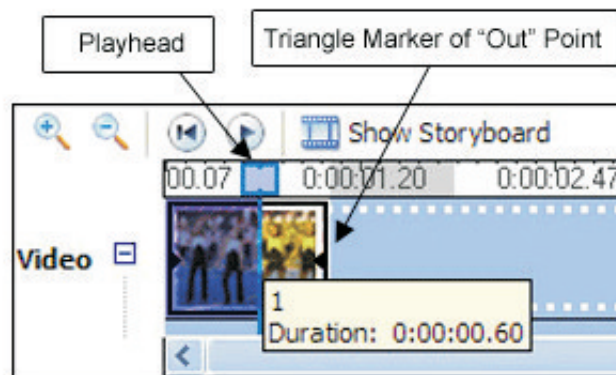
1. To **include clips in your movie**, drag-and-drop the clips from the **Collections** area to the **Storyboard**, located along the bottom of the screen.

2. To **rearrange your clips** in a different order in your movie, simply click-and-drag them to a different location in the sequence.

Crop & Preview

1. To **crop a clip**, that is, to **trim a clip of unwanted footage** at the beginning or end:

- Click the **Show Timeline** option directly above the **Storyboard**. (Note: This option allows you to toggle between the **Storyboard** view and the **Timeline** view of your movie. **See Above.**)
- Position your cursor** over either the beginning or end, to trim the unwanted footage at the beginning or at the end of the clip. There is a **small black triangle** at the beginning and end points.
- When you position your cursor at either end of the clip, the cursor turns **into a large red double-arrow**.
- Click-and-drag the red double-arrow** toward the center of the clip to set the clip's "in" or "out" points, that is, the beginning or the ending frame of the clip.



TIP: If you want to be precise in setting the beginning or end of the clip, you can position the **playhead** (the large blue square directly above the clip in the Timeline) to the frame you want the clip's start (or end) point to be. Select **Clip Menu - Set End Trim Point** (or **Set Start Trim Point**).

2. To preview your movie, click the round **Play button** located directly above the **Storyboard** (or **Timeline**, depending on your view.)

Add Still Images

To include **still images** in your movie:

- Click the **Import Photos** option in the **Capture Video Tasks Menu**.
- Browse to the location (folder) on the computer where your images are located.
- Select the image or images, and click **Import**.
- The images will appear in your **Media Collection** area.
- Click-and-drag the image** from the **Collection** area to the **Storyboard** (or **Timeline**, depending on your current view) just as you did to include video clips in your movie.

Add Audio Tracks

1. To begin **working with audio tracks** in Movie Maker:
 - a. Click the **Show Timeline** option if necessary, to enter the Timeline view of your movie.
 - b. Click the **Plus sign** at the left of the video track to expand the clip and see the audio track as well as the video.
2. To **add audio narration** to your movie:
 - a. Position the **playhead** on the **Timeline** at the position you want the narration to begin.
 - b. Click the **Microphone icon** above the **Timeline**.
 - c. Adjust the **microphone input levels** and, if necessary, select **Microphone** as your **recording device**.
 - d. Click the **Start Narration button** when you are ready to begin.
 - e. Click **Stop Narration** when you are finished, and **give your narration a name**.
 - f. Click the **Done link** to return to the **Tasks view**.
 - g. The narration will automatically appear (as a **musical note**) in the **Timeline** and in the **Media Collection**.



Add a Music Track

3. To **add music or other audio track**:
 - a. Click the **Import Audio or Music** in the **Capture Video Tasks Menu**.
 - b. **Locate and select the audio file** you wish to import.
 - c. Click **Import**
 - d. **Drag the audio file** from the **Collections** area to the position you want it to appear in the **Timeline**.

Adjust Audio Volume

4. To **adjust volume levels of an audio track**:
 - a. Make sure you are in **Timeline** view. (If not, click on the **Show Timeline** option above the **Storyboard**. Expand the video track if necessary (click the **Plus icon** at the left of the track) to see its audio track.
 - b. **Right-click** on the audio track and select **Volume...** (OR select **Clip Menu - Audio - Volume...**). Notice here you can also select **Fade In** or **Fade Out** or **Mute** as alternative audio adjustments.
 - c. **Adjust the slider** to increase or decrease the volume of the selected audio clip.

You can also adjust the **relative volume** of the audio tracks by clicking the **Set Audio Levels "Slider" icon**, located at the far left above the Timeline.

Add Transitions & Effects

1. To include a **transition** between clips:

- Applying transitions is easiest in Storyboard view. (Click **Show Storyboard**, if necessary, to see this view.)
- Click the **View Video Transitions** option in the **Edit Movie Tasks Menu**.
- Click on a transition once to **select** it. **Double-click** the transition to see a **preview** of it.
- Drag the transition** from the **transition pane** to the **Timeline**, and drop it between the clips where you want to apply the transition. (See *screenshot below*.)

2. To apply a **special effect** (such as changing a clip's color or making a clip look like "aged film"):

- Click the **Show Video Effects** option under the **Edit Movie Tasks Menu**.
- Drag the Effect** and drop it **directly on the clip** in the **Timeline** you wish to apply the effect to.
- To **delete an effect**, **right-click** on the clip and select, **Delete Effect**.



Add Titles & Credits

To include **titles or credits** in your movie:

- Click the **Make Titles or Credits** option in the **Edit Movie Tasks Menu**.
- Indicate where you want to position the title (click "**title at the beginning**" or "**credits at the end**.")
- Enter your text** in the text boxes provided. (The number and style of text boxes varies, depending on type of title you chose.)
- Below the title box**, click the options to change the **appearance** (font, color, and style) or **animation style** of your title or credits.

