

# Windows Movie Maker Handout



**i**

What you will be doing in the practical session

You will be creating a Movie of your choice using text, images, video clips and sound

Before you start your Movie Maker Project ensure that you have some images and video files available

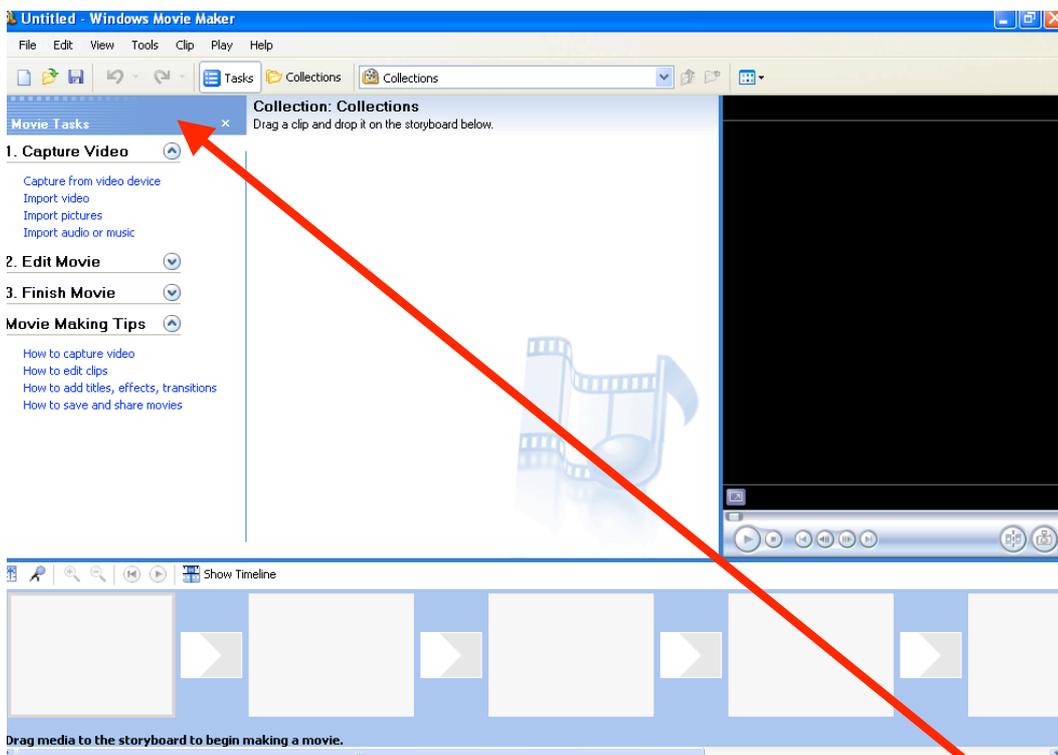
You can also use MP3 sound files to enhance your presentation, but today you will have a chance to record your voice and narrate the timeline of your project

**1**

To access Movie Maker

1. To open the program go to:

- Start**
- Programs**
- Accessories**
- Entertainment**
- Windows Movie Maker**

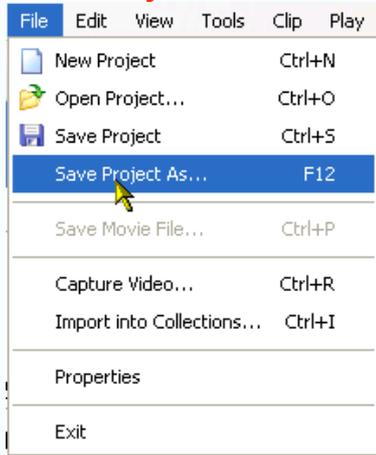


*Before you start composing your first project, familiarise yourself with the Movie Tasks: Capture Video, Edit Movie and Finish Movie*

## 2

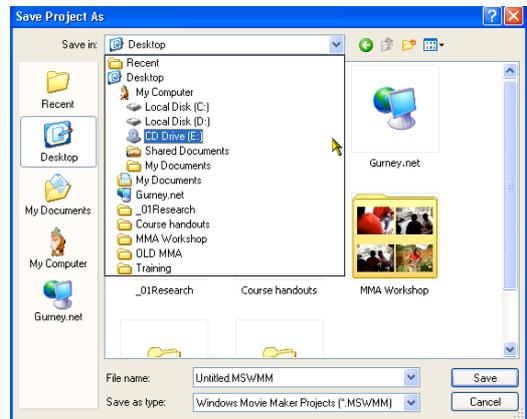
### Save Project<sup>1</sup>

1. Go to **File** menu and select **Save Project As**



2. Select your folder and give your new project a meaningful name

3. Click **Save**



4. To save additional changes just click the save icon



## 3

### Import Files

1. From the **Movie Tasks** menu, press the  icon next to **Capture Video** and click **Import video**



2. Select the file you wish to import and click **Import**

**Note:** when inserting movie clips Movie Maker will split the file into smaller clips that you can use within your project

3. The file will appear under the heading **Collection**



4. Repeat the process to import more videos, or alternatively, select **Import pictures** or **Import audio or music** to import pictures or audio files

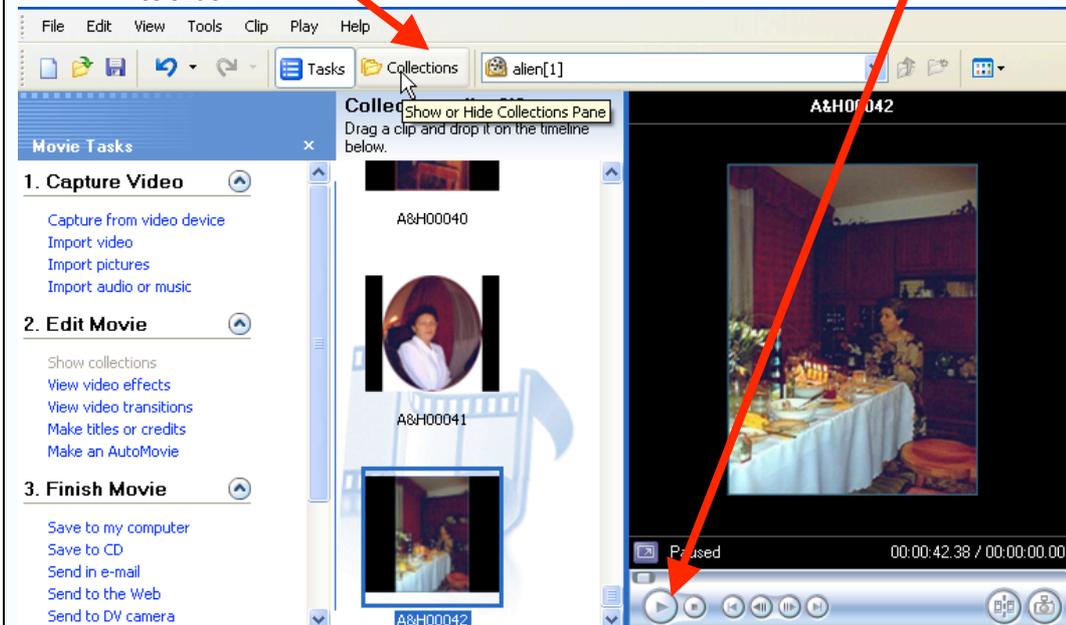
<sup>1</sup> Saving project is not the same as saving the movie. It is recommended to save your work early on as computers like to crash, and you do not want to lose your 2 hours' work accidentally. We will save the project as a movie when the project is completed.

# 4

## Organising your Collections

1. To view your collections select the **Collections** icon from the toolbar

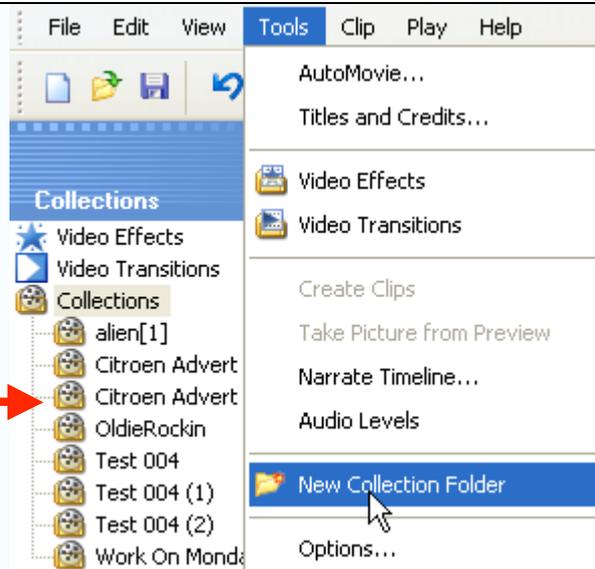
2. Select the clip you want to preview and use the **Play** button to preview the video or audio clip



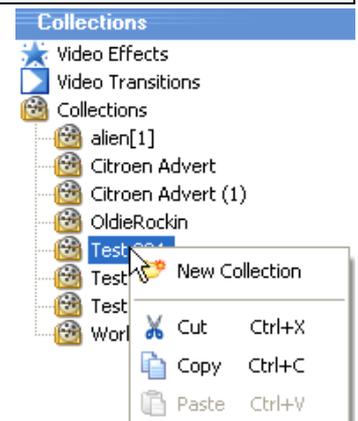
# 5

## Creating a New Collection Folder

1. Make sure that the **Collections Pane** is shown
2. Select **Collections** folder, if other subfolder is selected a new folder will appear inside the selected subfolder
3. Select **Tools** menu, and click **New Collection Folder**
4. Give it a meaningful name



**Note:** to edit any of the folders, select the folder first, then use **Edit** menu to **Delete**, **Copy** or **Paste**. Alternatively use the right click of your mouse and select these options from the menu



# 6

## Creating a Timeline

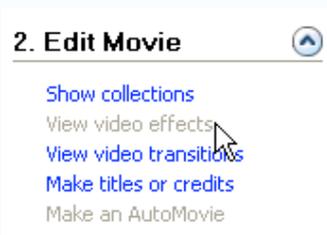
1. Drag and drop files from the collection to the storyboard



2. You can add special effects to each image and different transitions between images



3. Select the **Edit Movie** option from the **Movie Tasks**



4. View the effects and transitions and apply them to your images, using the same drag and drop technique

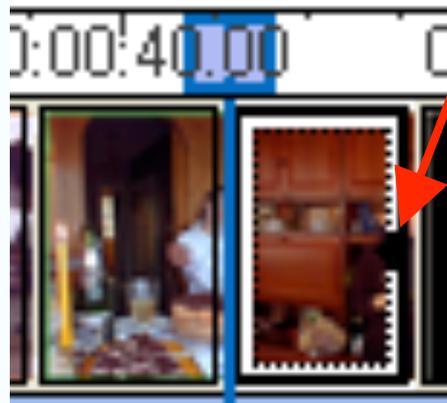
# 7

## Trimming a clip

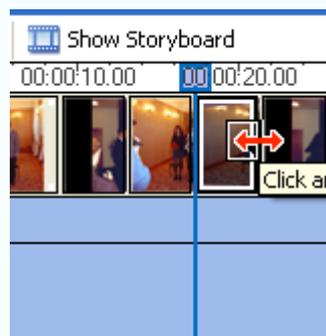
1. Select **Show Timeline**



2. Your storyboard has been replaced with the timeline view, where you can edit clips, add sound and record narration
3. To edit your clips select one frame
4. You will see a space on the right hand side of the image



5. When you place the mouse cursor over this space a red arrow will appear



6. Click and drag the mouse to adjust the time of the individual clips/images
7. You can also split or combine individual clips

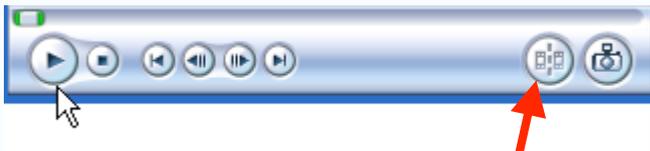
# 8

## Splitting a Clip

1. You might want to add a video transition or an image in the middle of your movie clip
2. Select the movie clip that you would like to split (either in the content or on a storyboard)



3. Click **Play**



4. Click **Pause** to pause the video at the point where you want to split the clip



5. Click the **Split** button; this will break the movie into two clips

# 9

## Combining Clips

1. You can combine two or more consecutive clips. These clips should be contiguous – the end time of one clip should be the same as the start time of the next one
2. Press and hold the CTRL<sup>2</sup> key on your keyboard and select clips that you wish to combine



3. Select **Click Combine** from the menu

Clip	Play	Help
Add to Timeline		Ctrl+D
Audio		▶
Video		▶
Set Start Trim Point		Ctrl+Shift+I
Set End Trim Point		Ctrl+Shift+O
Clear Trim Points		Ctrl+Shift+Del
Split		Ctrl+L
<b>Combine</b>		<b>Ctrl+M</b>
Nudge Left		Ctrl+Shift+B
Nudge Right		Ctrl+Shift+N

<sup>2</sup> Use SHIFT key to select a number of clips: Select the first clips, hold the SHIFT key and press the last clip

# 10

## Narrating your Timeline

1. Click on the Microphone Icon



or go to

**Tools**

**Narrate Timeline**

### Narrate Timeline

Drag the playback indicator on the timeline to an em begin your narration.

Steps:

1. **Start Narration**
2. **Stop Narration**

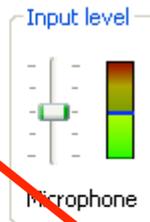
[Done](#)

Learn more about [narrating the timeline](#)

Narration captured: **00:00:00**

Time available: **--:--:--**

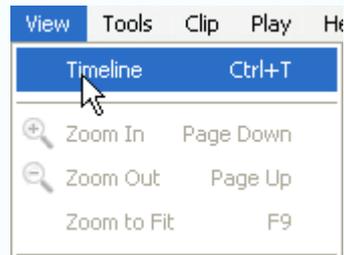
- Limit narration to available free space on Audio/Music track
- Mute speakers



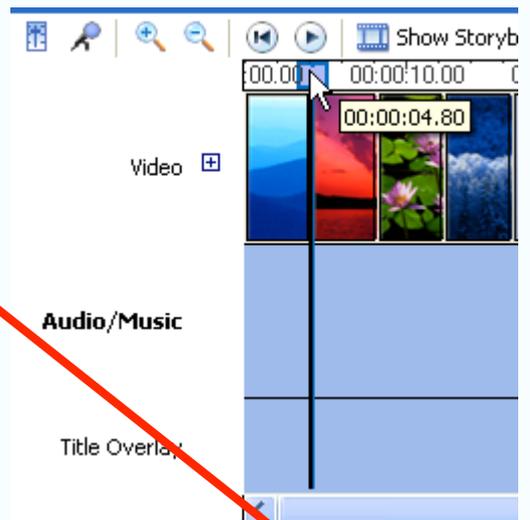
**Note:** if you want to limit your narration to available space only, select: **Limit narration to available free space on Audio/Music track**. Useful when you have already added some sounds and do not want them to move/shift.

2. Before you begin capturing your narration, make sure that:

- you are in the **timeline view** and



- the playback indicator on the timeline is at the **correct position**



3. When you ready click **Start Narration** to begin narrating the content on the timeline
4. Click **Stop Narration** after you have finished narrating

# 11

## Adding Audio Effects

1. Select the audio or music clip on the timeline

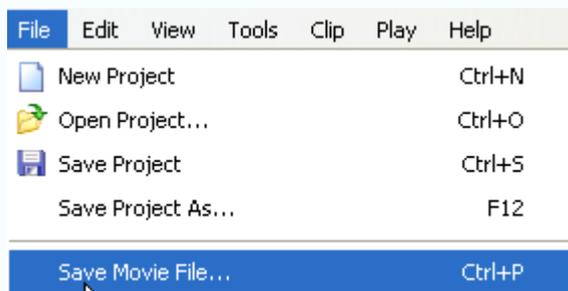
2. Select **Clip** menu

3. Select **Audio** and choose the **Fade In** or **Fade Out** option

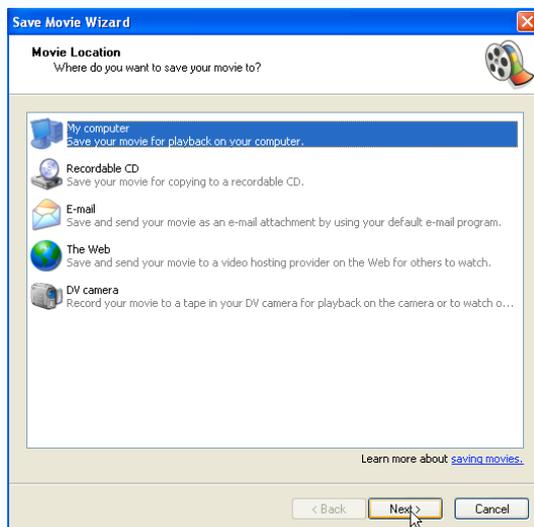
# 12

## Saving your project as a movie

1. After you have saved your project you can save it as a movie file .wmv or .avi. This will allow you to play your movie from a single file with embedded videos, images, text and sound.
2. Select **File** menu and select **Save Movie File** or use **Ctrl +P**

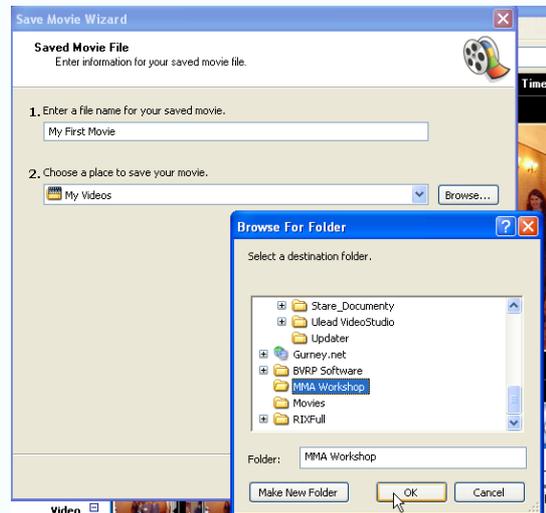


3. **Save Movie Wizard** window will open

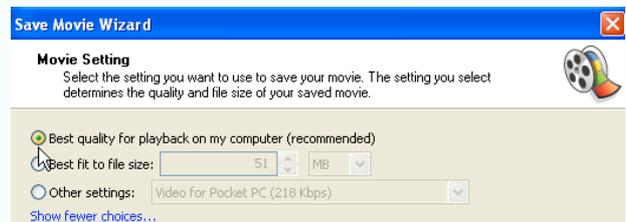


4. Select where you want to save the file and click **Next**

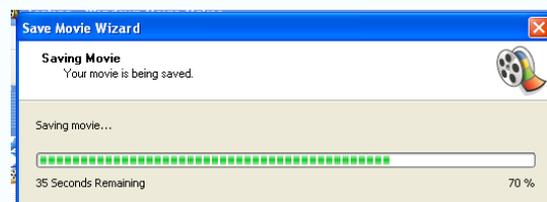
5. Give your movie a **meaningful name**
6. Click **Browse** to select the place to save your new movie
7. Click **OK and Next**



8. Select the setting (select the first option – recommended). If you wish to play this movie using other systems choose other settings from the menu



9. Click **Next**
10. Your movie is being saved



11. When the process is complete click **Finish**

