Quick & Dirty Guide to Movie Maker

NOTES:

---Save ALL pieces of the movie (i.e. pictures, video, narration, music, movie itself) to ONE folder. This way you can copy the folder to a disk or flash drive. If the pieces are NOT saved to one folder, then you will lose pieces when you try to transport it.

---Save A LOT! Movie Maker crashes so you need to make sure that you save often.

---You may want to complete your movie in the following order: cut Video and add to timeline, add pictures, add transitions, add titles and/or text overlays, add music and/or voiceovers. If you change the order, check to make sure all titles and sound are where they are supposed to be; if they are not, drag them to the correct location.

---There is ONLY 1 audio track, so you can add music or voiceovers, but you can not play music while a voiceover is active.

---You **MUST FINISH MOVIE** in order to play it for others. You can then burn it to a CD or put it in a PowerPoint. Save it as a **.avi to play almost anywhere (but this can be a large file), or a .wmv**

TO IMPORT PICTURES
1. Click **IMPORT PICTURES**
2. Find the pictures you want to import (supports: .bmp, .dib, .emf, .gif, .jfif, .jpe, .jpeg, .jpg, .png, .tif, .tiff, and .wmf files)
3. Select multiple pictures by holding down the **SHIFT KEY** and clicking on each picture
4. Click **IMPORT** (they will show up on the right side of the screen)
5. Make sure that the **STORYBOARD** is showing
6. Click and drag the pictures to the storyboard in the order you want them to appear

TO IMPORT VIDEO
1. Click **IMPORT VIDEO**
2. Find the video you want to import (supports: .asf, .avi, .m1v, .mp2, .mp2v, .mpe, .mpeg, .mpg, .mpv2, .wm, and .wmv files)
3. Click **IMPORT** (the video will show up on the right side of the screen)
4. Make sure that the **STORYBOARD** is showing
5. Click and drag the pictures to the storyboard in the order you want them to appear

TO CUT/SLICE VIDEO
1. Click on **SHOW TIMELINE**
2. Move **PLAYHEAD** to where you want to split video
3. Pull down **CLIP**
4. Select **SPLIT**-it will split the video into 2 pieces

To ADD SOUND (A VOICEOVER of the facts)
1. Click on **TIMELINE** view
2. Click on the **MICROPHONE**
3. Click **START NARRATION**
4. **SPEAK**

5. When you are done speaking click **STOP NARRATION**
6. Give it a name (i.e. first computer) and navigate to the correct folder and click **SAVE**

TO ADD MUSIC
1. Click on **TIMELINE** view
2. Click **IMPORT AUDIO OR MUSIC**
3. Find the music clip (supports:. aif, .aifc, .aiff .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, and .wma files)
4. Click IMPORT
5. Drag music clip to AUDIO/MUSIC track
6. You can lengthen or shorten music by clicking and dragging end of song
7. To fade in and/or out, RIGHT click on music clip track and select FADE IN or FADE OUT

TO ADD TRANSITIONS
1. Click **EDIT MOVIE**
2. Click **VIEW VIDEO TRANSITIONS**
3. Click on transitions on RIGHT and click PLAY button to preview
4. Drag desired transition to box **BETWEEN** Slides-click play to see it

TO MAKE TITLE SLIDES
1. Click **EDIT MOVIE**
2. Click **MAKE TITLES OR CREDITS**
3. Select TYPE of title to add
4. Type in text
5. Click on **CHANGE THE TITLE ANIMATION** to change title movement
6. Click on **CHANGE THE TEXT FONT AND COLOR** to make changes to font, background, etc.
7. Click **DONE, ADD TITLE TO MOVIE**

TO DELETE PICTURE or SLIDE TRANSITION
1. Click on **SHOW STORYBOARD**
2. Click on picture or transition and press **DELETE** on your keyboard

TO DELETE SOUND OR TITLE OVERLAY
1. Click on **SHOW TIMELINE**
2. Click on sound or title overlay
3. Press **DELETE** on your keyboard

TO SAVE
1. Click on **FINISH MOVIE**
2. Click on **SAVE TO MY COMPUTER**
3. Enter a **NAME** for you movie
4. Click BROWSE and save to the desired location
5. Click **OK**
6. **You can select OTHER SETTINGS, if needed** (a DV-AVI (NTSC) can play almost anywhere and is a good quality video, but other selections save as a .wmv file)
7. Click **NEXT**
8. Click **NEXT** again