

Video Editing: Windows Movie Maker

Included in this outline...

- Introduction to movie editor basic tools and functions
- Manipulating digital video materials
- Incorporating sound and still images to the movie project
- Publishing (exporting) finished video to submit assignment

I. Preparing the workspace for our practice activity

1. Login to eLearning
2. Follow the link to Video Editing Lab
3. Download the *WinVideo.zip* file for our in-class practice activity (all files in on folder)
4. Find it in the download folder and drag to the desktop.
5. To unzip, right-click on the downloaded file > choose *Extract All*
6. Once unzipped, move the original Zip file to the recycle bin

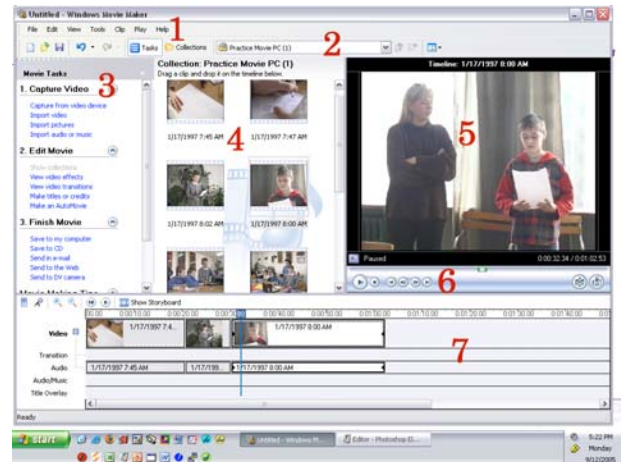
II. Importing the movie *ALL EYES ON YOU*

1. Open Windows Movie Maker via the Start Menu
2. From the Toolbar, choose “**Import Media**” button
3. Navigate to the Desktop > to your movie project folder
(for our in-class practice activity go to: *WinVideo > WMV clips*)
4. Select clips (*control + click to select more than one file*)
5. Click Import

IMPORTANT NOTE: If using a computer other than your own, it is **very important to save all** the clips, sounds, pictures, and narration **files into the same folder** as your Windows Movie Maker file. If you need to transport your project to another computer, all of these files **must be moved together**.

III. Windows Movie Maker overview

1. Menu bar
2. Toolbar
3. Tasks (divided in to three sections)
4. Collections (where all your imported media –pictures, sounds, and selected clips will be displayed)
5. Windows Movie Monitor (displays the selected clips)
6. Playback Controls
7. Storyboard / Timeline Display



IV. Editing the movie

1. Observe video clips collected in the Collections pane
2. **Previewing** clips
 - a. Choose the clip from the Imported media collection
 - b. Click once to select a clip in the Collections pane
 - c. Use Playback Controls to preview
 - d. Use a space bar to pause video playhead
3. Drag the desired clips from the Collections pane to the Storyboard Display
 - a. Drag to rearrange the order of clips in the Storyboard Display

4. **Editing video** clips in the Timeline (select Timeline from the pull down menu)
 - a. **Trimming** (Selecting an area of a clip to hide)
 - On the timeline drag little black triangle at the beginning and/or end of a clip to hide the unwanted part
 - Preview the process in the Windows Movie Monitor
 - Undo if you are not satisfied; use zoom for accuracy
 - b. **Splitting a clip** (to create two separate clips)
 - Select the clip in the Timeline view
 - While previewing in Movie Monitor > drag the playhead (green vertical line on the Timeline) to the position where you want to divide a clip
 - Choose Clip > Split or click on the icon in the Playback Controls bar

V. Saving for the first time

1. File > Save Project
2. Observe the path to your files.
 - a. Navigate to your movie folder (*WinVideo in class*)
3. Name the file with a working title (*Polishschool working file*)
4. Save

GIVE STUDENTS SOME TIME TO SEQUENCE & EDIT THE VIDEO CLIPS

VI. Importing still pictures

1. Click Import Media button
2. Navigate to the image files collected in the movie project folder
(*for our in-class practice activity go to: WinVideo > Practice Photos*)
3. Select images (*use the shift key to select more than one file*)
4. Click Import
5. Imported pictures can be treated like imported video clips

GIVE STUDENTS TIME TO ADD STILL IMAGES TO THEIR TIMELINE

VII. Adding Titles

1. In the Tasks sidebar
 - a. If the Tasks sidebar is collapsed, click on the blue Tasks icon in the Toolbar
2. Go to Edit > Titles and credits
3. Choose one of the options below the heading “Where do you want to add a title”
(*Add title at the beginning of the movie*)
4. Type desired text for the title
(*Cultural Exchange Project, Poland - USA*)
5. Preview in the Windows Movie Monitor
6. To change the title animation, click the appropriate link below the text entry box
 - a. Choose desired animation (*Zoom In*)
7. To change text font and color, click the appropriate link below the text entry box
 - a. Choose desired text and color (remember, it must be legible even in the smaller exported version that you will submit)
 - b. Click “Add title”
 - c. Go to Timeline View and preview your movie

*GIVE STUDENTS TIME TO ADD MORE TITLES TO THEIR MOVIE
SHOW HOW TO ADD TITLES OVER A CLIP AND CREDITS AT THE END*

VIII. Adding Transitions and Effects (*preview the beginning of the movie and notice that transitions from one clip to another are abrupt, rough*)

1. Switch to Storyboard view
2. In the Tasks pane
3. Chose: Edit > **Transitions** (or select transitions from the pull down menu)
 - a. Double click on the transition to preview
 - b. Drag desired transition into the Storyboard Display between the video clips
 - Selected transition will appear in the box between clips
4. Switch to Timeline view
 - a. Expand the video track
 - b. Observe a transition's track
 - You can trim the transition much like you are trimming the clips.

Note: The most professional and safe transitions are Fade and Dissolve
Note: Page Curl works well for many images displayed in a sequence
5. While in the Storyboard view
6. In the Tasks pane
7. Choose: Edit > **Effects**
 - a. Drag the desired effect onto the clip or picture in the Storyboard
 - A blue star will display on the slide
 - *Note: For pictures, try the "Ease In" effect – this is similar to the Ken Burns effect in Apple's iMovie*
8. *Switch to the Storyboard view to see the applied transitions and effects, and then switch back to the Timeline view.*
9. To preview
 - a. In the Timeline position the green playhead at the beginning of the section you want to preview, or move the playhead under Movie Monitor
 - b. Use the Playback Controls to preview (or use space bar to start/stop playback)
 - c. Save changes

IX. Working with Audio

1. Switch to Timeline view
2. Tasks pane > Import > Audio or Music
 - a. Navigate to the sound or music file you wish to import
 - b. Click import
 - Imported audio file will be stored in the subfolder under Imported Media
 - Ctrl click to rename subfolder more descriptively
 - c. Drag desired audio to the Timeline > Audio/Music track
 - d. Recording your own narration
 - e. In the timeline, click on the Timeline pull down menu
 - f. Choose Narrate Timeline... (microphone icon)
 - g. Start narration – record - Stop narration
 - h. Save in your project folder with a descriptive name

3. Adjusting audio levels
 - a. In the timeline expand the video track (+sign next to word Video)
 - b. Right click on the audio track for the options:
 - c. Mute, Fade In, Fade Out, or Volume
 - d. If the video sound is too loud, click the Set Audio Levels button (the first icon in the Timeline) and adjust Audio from video or Audio /Music

X. Publishing your finished video to a Windows Media Video file (.wmv)

1. Tasks pane > Publish to > This computer

Note: Older versions of WMM may have Finish movie > Save to My Computer option

2. Name your movie file descriptively
3. Browse to choose the desired location (project folder) > Click Next
4. Choose “Best quality for playback on my computer”
5. Click the Publish button to save the movie (*The process will take a few minutes*)
 - a. Your file is now saved in the .wmv format

Important notes:

Never open your project and **work directly from a USB** Flash drive. Movie Maker will be slow, unstable and crash.

To be able to open your project the next time you are ready to edit it, **ALL files** used for your project **must be saved within the same folder** (though subfolders within are OK).

Use only copyright friendly materials (preferably your own). Fair use does not apply, because you will be distributing your video to a wide audience via unrestricted web sites. Copyright-protected materials must be used in accordance their terms of use, and the source of all media (including your own original works) must be cited in the video

XI. Publishing YouTube.com and submitting the assignment

6. Go to YouTube.com and sign in or create a new account
7. Upload your video
 - a. Browse for your video file (the one you exported from Movie Maker)
 - b. Insert title
 - c. Short Description including grade level of the intended audience
 - d. Enter four specific tags to help others search for your video:
 - Our common tag: **unietd**
 - Your section number e.g. **031-03**
 - Grade level e.g. **K-2**
 - Subject area e.g. **science**
 - e. Select the education as category from the pull down menu
 - f. Share you video with the World
 - g. Save changes.
8. Play to preview your video in the YouTube
 - a. Copy and paste the URL for your video from the address bar to the Submission box of eLearning Assignments.
 - b. Don't forget to include the reflections in the Assignment Submission box