Windows Movie Maker

Introduction to Video Editing on a PC

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This handout based on: Windows Movie Maker

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Introduction

Windows Movie Maker is an easy-to-use video editing application included in recent versions of Microsoft Windows. Movie Maker offers the basic tools needed to import and edit video footage, integrate audio, and apply effects, transitions and titles. This document introduces the interface and basic functionality of Movie Maker.

Organizing Your Files

Windows Movie Maker provides a platform to work with video files, audio files and still images. To keep all of your media organized, you should copy any existing audio, video, and still images into a single folder on your computer's hard drive. If you have a large number of files,you will find it helpful to create sub-folders for the different types of files (e.g.: "Video," "Audio," "Photos," "Versions," "Notes," etc.).

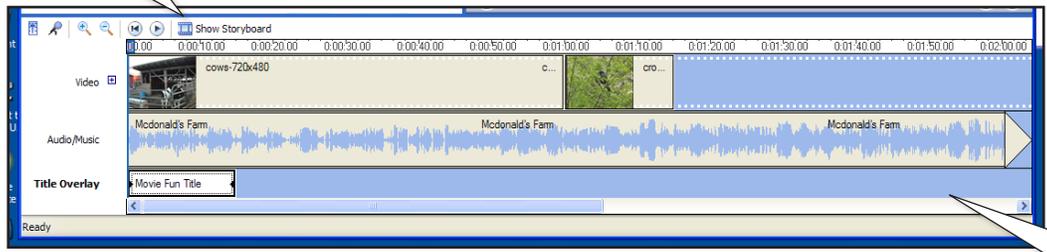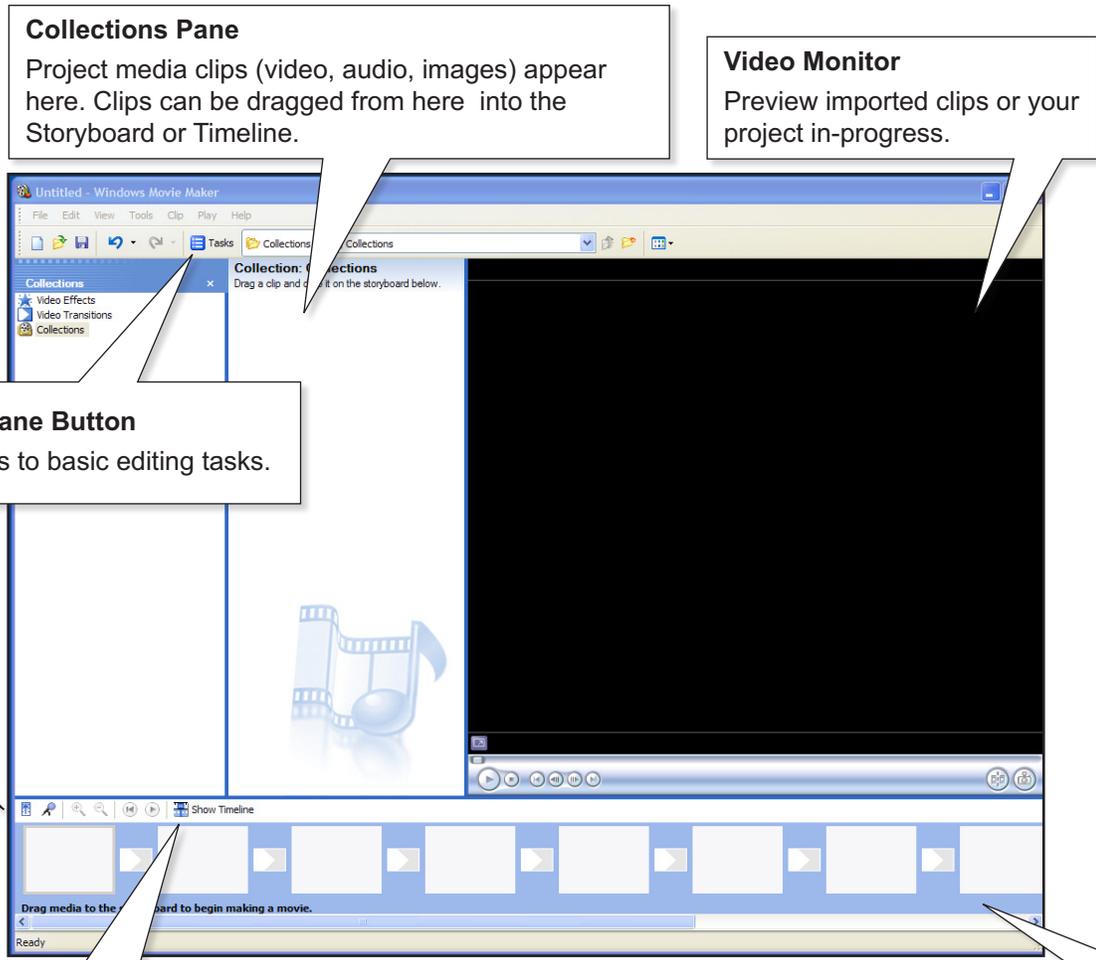See Appendix A: File Hierarchy on page 11 of this document.

Media Storage

One hour of uncompressed, standard definition video requires 13 GB of hard drive space. Before beginning a video project, you should consider investing in an external hard disk drive to store and back-up your digital media and project files.

Open Windows Movie Maker

Windows Movie Maker is located in the Start menu of most Windows computers. Go to **Start > All Programs** and open **Windows Movie Maker** (the exact location may vary from computer to computer).

The Interface

Collections Pane

Project media clips (video, audio, images) appear here. Clips can be dragged from here into the Storyboard or Timeline.

Video Monitor

Preview imported clips or your project in-progress.

Movie Tasks Pane Button

Opens shortcuts to basic editing tasks.

Movie Track Toolbar

Show Storyboard/Timeline Buttons

Switch between *Storyboard* and *Timeline* track views.

Storyboard View - Movie Track

Movie Track view offering easy re-ording of video and image clips.

Timeline View - Movie Track

Movie Track view offering fine-tuned editing of video, image, and audio clips.

Manage Video Clips

Movie Tasks Pane

Click **arrow** to open drop-down menu of tasks.

Import Existing Digital Movies (Clips)

There are several ways to import a digital video file from a location on your computer into Movie Maker:

- Drag the **file** icon directly into the *Collections Pane* from a location on your computer or external hard drive.
- Go to **File > Import into Collections**. In the *Import File* dialog box, browse for the **file** that you want and click **Import**.
- In the *Movie Tasks Pane* click the arrow next to **Capture Video** to open the drop-down menu and choose **Import video**. In the *Import File* dialog box, browse for the **file** that you would like to use in your project and click **Import**.

View Your Clips

Once you have imported media clips into your project, you can view them in the *Video Monitor*:

1. Select a **clip** in the *Collections Pane*. The clip will appear in the *Video Monitor*.
2. Use the VCR-style **Playback Controls** to play, pause, rewind, fast-forward or move through your clip one frame at a time.
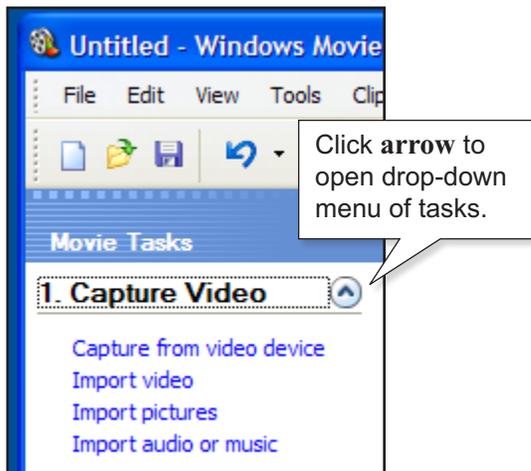
Note:

In the *Timeline View*, a blue vertical line, the *Playhead*, represents your current location in the movie. Click anywhere on the **Scrubber Bar** to move the *Playhead*, or click-and-drag the **Playhead** to scroll through your movie. The *Scrubber Bar* is mirrored in the *Video Monitor*.

Playback Controls

Play Button   **Single Frame Buttons**

Scrubber Bar   **Playhead**

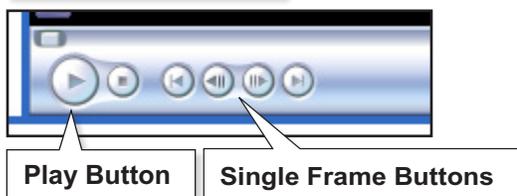**Show Timeline/Storyboard Buttons**

Arrange Your Clips

Click the **Show Timeline/Show Storyboard** button above the *Movie Track* to switch between the *Timeline View* and the *Storyboard View* modes. Items in the *Collections Pane* can be dragged or copied, cut, and/or pasted into either the *Storyboard View* or *Timeline View* of your *Movie Track*.

- Switch between *Storyboard View* and *Timeline View by* clicking the **Show Storyboard** or **Show Timeline** buttons.
- Drag-and-drop **clips** from the *Collections Pane* into the *Movie Track* in the order that you want them to appear in your final movie.
- The *Storyboard View* makes it easy to reorder clips by dragging-and-dropping them in the desired locations.
- The *Timeline View* displays the relative lengths of the clips and makes it easier to make fine-tuning adjustments to clip lengths and audio editing.

Edit Video

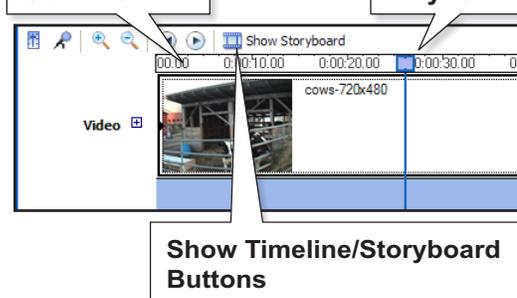Editing is the process of sequencing your video clips into an order that makes sense, eliminating any unnecessary parts, as well as augmenting your project with audio, titles, transitions and effects.
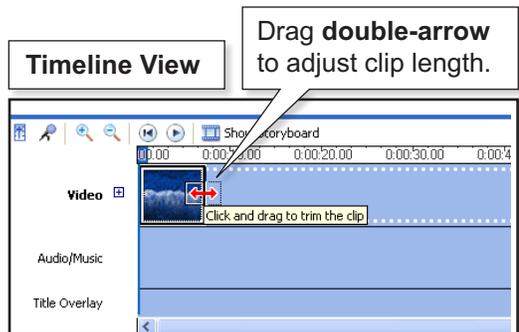
Crop a Clip

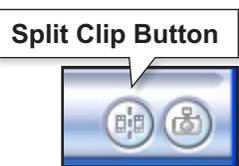You can remove unwanted video at the beginning or end of a clip by trimming it:

1. Click the **Show Timeline** button to switch to the *Timeline View*.
2. Select the **clip** in the *Movie Track*.
3. When you hover over the clip's beginning or end, a line with double red arrows will appear. Drag the **double-arrows** to make the clip shorter (or longer).

Timeline View

Drag **double-arrow** to adjust clip length.

Click and drag to trim the clip

Split a Clip into Two Clips

If you want to remove data from the middle of a clip, you'll need to split the clip into two segments:

1. Double-click your **clip** to open it in the *Video Monitor*.
2. Use the **Playback Controls** to locate the **frame** where you would like to split the clip.
3. Choose **Clip > Split**. Or, you can press the **Split Clip** button on the lower right-hand side of the *Video Monitor*.

The *Storyboard View* and/or *Timeline View* will now display two clips. Either of these clips can be edited separately, as needed.

Split Clip Button

Remove a Clip

To remove a clip from your project or *Movie Track* you can either:

- Highlight the **clip**, and then press the keyboard **delete** key. Or,
- Choose **Edit > Delete** from the top *Menu*.

Non-destructive Editing

Splitting, cropping and deleting clips doesn't affect the original clips that your *Collection Pane* points to. The original clips, in their folders, will be unharmed by your editing decisions.

Capture Video from a DV (Digital Video) Camera

Make sure you have sufficient disk space on your computer for storage and processing. To work with high-quality video, you will need 1 GB of drive space for every 5 minutes of raw SD (Standard Definition) video footage.

Determine whether your DV camera connects to the computer via FireWire or USB. Ensure that your computer has a FireWire (IEEE 1394) port or USB port, as needed.

1. Connect your **DV camera** to your computer using the appropriate **FireWire** or **USB** cable.
2. Set your camera to the **VCR** (or **VTR/Play**) playback setting.
3. Go to the **Movie Tasks Pane** and select **Capture from Video Device** to launch the *Video Capture Wizard*.
4. When prompted by the *Captured Video File* screen, type a **name** for your file and select the **location** where you want it to be saved.
5. Click **Next**.
6. In the *Video Setting* screen, select a **video quality setting** for your project. (See Video Settings Options box on this page.)
7. Click **Next**.
8. In the *Capture Method* screen, select either **Capture the entire tape automatically** or **Capture parts of the tape manually**. Video takes up a lot of hard drive space; only select the automatic method if you really need the entire contents of the tape.
9. In the *Capture Method* screen, select **Show preview during capture** to view the footage as you import it. If your computer is older or slower, you may wish to de-select this option to minimize the drain on processing power.
10. Click **Next**.
11. In the *Video Capture* screen use the VCR-style **Playback Controls** to review your **footage**. Locate the **beginning** of a section of video that you'd like to capture and then click **Start Capture**. When you reach the end of a desired clip, click **Stop Capture**. Continue capturing clips in this way until you've captured everything you need.
12. Click **Finish**. The clips that you have imported will appear in your *Collections Pane*.

Save Your Project

Periodically go to **File > Save Project** to save your current progess and edits to your project. We recommend that you save your project immediately after each clip import.
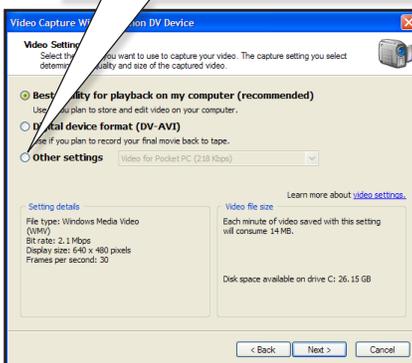

Video Settings Options

Best quality for playback on my computer: moderate quality; ok for media only to be played back on a desktstop computer.
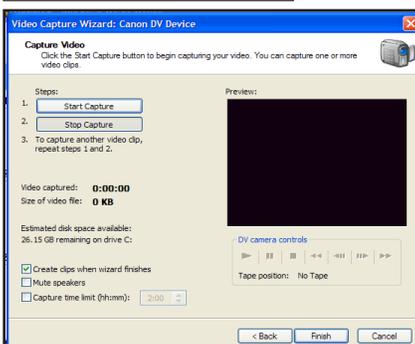
Digital Device Format (DV-AVI): highest quality; offers the flexibility for export to DVD or other types of projection.

Other settings: a variety of settings for specific compression needs.

Select a **Video Setting** for your project. Select **Other settings** to access a drop-down menu with numerous video compression settings.

Video Capture Screen

Manage Images

Import a Still Image (Digital Photo)

There are several ways to import a digital photo into Movie Maker from a location on your computer:

- Drag the **file icon** directly into the *Collections Pane* from a location on your computer or external hard drive.

- Choose **File > Import into Collections**. In the *Import File* dialog box browse for the **file** that you would like to import and select it. Click **Import**.

- In the *Movie Tasks Pane* click the **arrow** next to *Capture Video* to open the *drop-down* menu. Choose **Import pictures**. In the *Import File* dialog box browse for the file that you want to import and select it. Click **Import**.

Create/Export a Still Image from Your Video

You can select a frame in your movie and save it as a still image. You can then add the still image to your movie and use it as you would any digital photo. You can also export the file for use in another application.

To make a still image from your video:

1. Double-click your video **clip** to open it in the *Video Monitor*.
2. Use the **Playback Controls** to locate the **frame** you would like to save as a still image.
3. Click the **Take Picture** button on the lower right-hand side of the *Video Monitor*.
4. In the *Save Picture As* dialog box type a **name** for your image, select a **file type**, and select a **location** for the file to be saved. The image will appear in your project's *Collections Pane* and be saved in the location you selected.
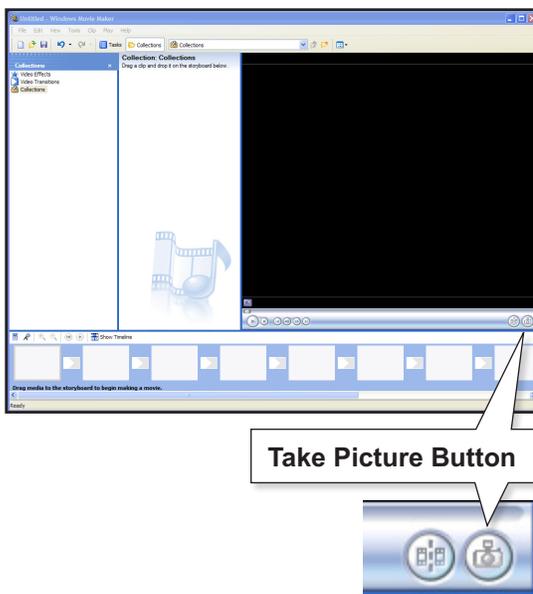
Take Picture Button

Manage Audio

Record a Voice Narration

1. Switch to **Timeline View**.
2. Click the **Narrate Timeline** button, located on the upper left side of the *Movie Track*, to open the *Narrate Timeline* screen.
3. Drag the **playhead** to a position on the *Movie Track* where you would like to begin your voice recording.
4. Click **Start Narration** and begin your narration.
5. Click **Stop Narration** to end the recording. The *Save Windows Media File* dialog box will open. Give your recording a **name** and browse for an appropriate **location** to save the audio file.
6. Repeat steps 3-5 to make additional recordings at this time.
7. Click **Done** to exit the *Narrate Timeline* screen and return to editing your project. Your voice recording(s) will appear on the *Audio/Music* track.
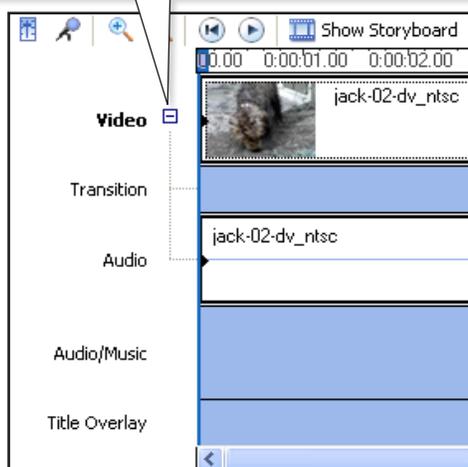
Add Audio

In the *Timeline View* of the *Movie Track* there are four horizontal bands below the video track: *Transition*, *Audio*, *Audio/Music*, and *Title Overlay*. The track labeled *Audio* holds audio attached to any video clips that you have imported and placed on the *Movie Track*. The track labeled *Audio/Music* holds audio that you record from within Movie Maker or independent audio files that you import and place on the *Movie Track*.

Note: If you cannot see the *Transition* and *Audio* tracks, click the **plus sign** that is located to the left of the *Video* track to uncollapse the extra tracks.

There are several ways to import an audio file into Movie Maker:

- Drag the **audio file** icon directly into the *Collections Pane* from a location on your computer or external drive.
- Choose **File> Import into Collections**. In the *Import File* dialog box, browse for the file that you want to import and select it. Click **Import**.
- In the *Movie Tasks Pane* click the **arrow** next to *Capture Video* to open the *drop-down* menu. Choose **Import Audio or Music**. In the *Import File* dialog box browse for the file that you want to import and select it. Click **Import**.

Once you have imported an audio file into your project, drag the file into the Audio/Music track from the Collections Pane. As with video clips, you can drag, reorder, trim and delete audio files.

Audio Tracks

Movie Maker allows only one *Audio/Music* track. You won't be able to record voice narration over an imported audio file.

Movie Track Toolbar

Narrate Timeline Button

Collapse/Uncollapse Audio tracks

Adjust Clip Volume Levels

1. Switch to **Timeline View**.
2. Right-click on the **audio clip** that you would like to adjust and choose **Volume** from the contextual menu. The *Audio Clip Volume* dialog box will open.
3. Move the **Volume Level** slider to the left to reduce volume or to the right to increase volume. (To turn a clip's volume off all together, check-off the **Mute clip** checkbox.)
4. Click **OK**.

Add a Fade In or Fade Out to an Audio Clip

1. Switch to **Timeline View**.
2. Right-click on the **audio clip** that you would like to adjust and choose **Fade In** or **Fade Out** from the contextual menu.

Mixing Audio Levels

To vary the balance of audio levels between the Audio/Music track and the audio connected to the imported video in your project:

1. Click the **Set Audio Levels** button, located on the upper left side of the *Movie Track*, to open the *Audio Levels* dialog box.
2. Move the **Volume Level** slider to the left to make the volume of the *Audio from the video clips* louder than that of the *Audio/ Music* track.
3. Move the **Volume Level** slider to the right to make the volume of the *Audio/Music* track louder than that of the *Audio from the video clips*.
4. Close the *Audio Levels* dialog box to save your settings.

Movie Track Toolbar

Set Audio Levels Button
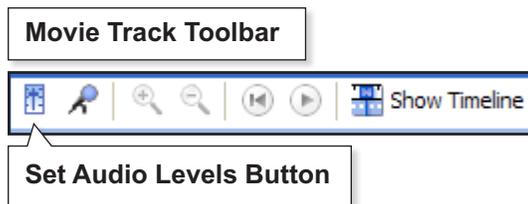
Add Text, Transitions, Effects

Add Titles, Subtitles, Credits, etc.

1. In the *Movie Tasks Pane*, click the **arrow** next to *Edit Movie* to open the drop-down menu.
2. Choose **Make titles or credits**.
3. From the *Text dialog screen*, choose an **option** for where in your movie you would like the title to be placed.
4. In the Text *dialog box*, type your **text**. You can use the *Video Monitor* to preview the appearance of your text.
5. Select **Change the title animation** to alter how text moves on and off screen.
6. Select **Change the text font and color** to choose specific font styles and colors.
7. When you are satisfied with your text, click **Done, add title to movie**.

Add Transitions

1. In the *Movie Tasks Pane,* click the **arrow** next to *Edit Movie* to open the drop-down menu.
2. Choose **View video transitions**.
3. In the *Video Transitions* screen, select a **transition**. You can use the VCR-style **Playback Controls** in the *Video Monitor* to preview a transition style.
4. Drag-and-drop the **transition** between two video clips in the *Movie Track*.

Transition Use

Transitions should be used sparingly. The *Fade* transition is especially practical, providing a smooth fade between one clip and the next or to convey the passing of time.

Remove Transitions

1. Switch to **Storyboard View**.
2. Select the **transition** that is in the small rectangular box between two clips and click **delete** on your keyboard.

Add Effects

1. In the *Movie Tasks Pane,* click the **arrow** next to *Edit Movie* to open the drop-down menu.
2. Choose **View video effects**.
3. In the *Video Effects* screen, select an **effect**. You can use the VCR-style **Playback Controls** in the *Video Monitor* to preview an effects style.
4. Drag-and-drop the **effect** over a video clip in the *Movie Track*.

Effects Use

Effects should be used sparingly. The *Fade In, From Black* and *Fade Out, To Black* effects, used on the first or last clip (respectively) provide a polished look. The *Brighten* and *Darken* effects can improve under- andlor over-exposed video footage.

Ask Yourself the Following Questions Prior to Using ANY Effects or Transitions:

• Do you really need an effect/transition?

• Is the effect/transition consistent with the style (and other effects) in your movie?

• Which effect/transition is appropriate, if any?

Remove Effects

1. Switch to **Storyboard View**.
2. Select the **effect's star icon**, in the bottom left corner of the clip that it was placed on, and click **delete** on your keyboard.

Export Your Movie

Project File vs. Independent Movie File

Your Movie Maker project is where you make all of your editorial decisions. Saving this project will allow you to make changes to your video in the future. However, Movie Maker projects are generally not a useful format for sharing your video. When you've finished editing and you're ready to share your video with an audience, you'll need to render all the clips, stills, transitions, titles, and effects into a single independent movie file that can be viewed.

Save and Export a Movie File

When you've finished your movie project, you can save it in a variety of ways:

- Export a full-quality movie file to miniDV tape for archiving purposes.
- Export a compressed movie file to be shown on DVD.
- Export a compressed movie file to your computer.
- Export a compressed movie file to be shown on CD-Rom.
- Export a compressed movie to be viewed online.

To turn your project into a movie:

1. In the *Movie Tasks Pane* click the **arrow** next to *Finish Movie* to open the drop-down menu and click **Save to my computer**. A *Save Movie Wizard* will walk you through the export steps.
2. Enter a **name** for your movie, and browse for a **location** to save your movie. Click **Next**.
3. Click **Show more choices**, then select **Other settings**.
4. From the drop-down menu select a **file format**, (See *Format Options for Export* below for a detailed explanation of your export options.) and then click **Next**. Your movie will be formated—this may take a good deal of time depending on the length of your video project.

Format Options for Export

To create a file for viewing on a computer screen: choose **Best quality for playback on my computer**.

To create a DVD or archive your video file: choose **Other settings** and **select DV-AVI (NTSC)** from the drop-down menu.

To create a file for uploading and viewing on SPARK: choose **Other settings** and select **High quality video (small)** from the drop-down menu.

To create a file for use in PowerPoint: choose **Other settings** and select **High quality video (small)** from the drop-down menu.
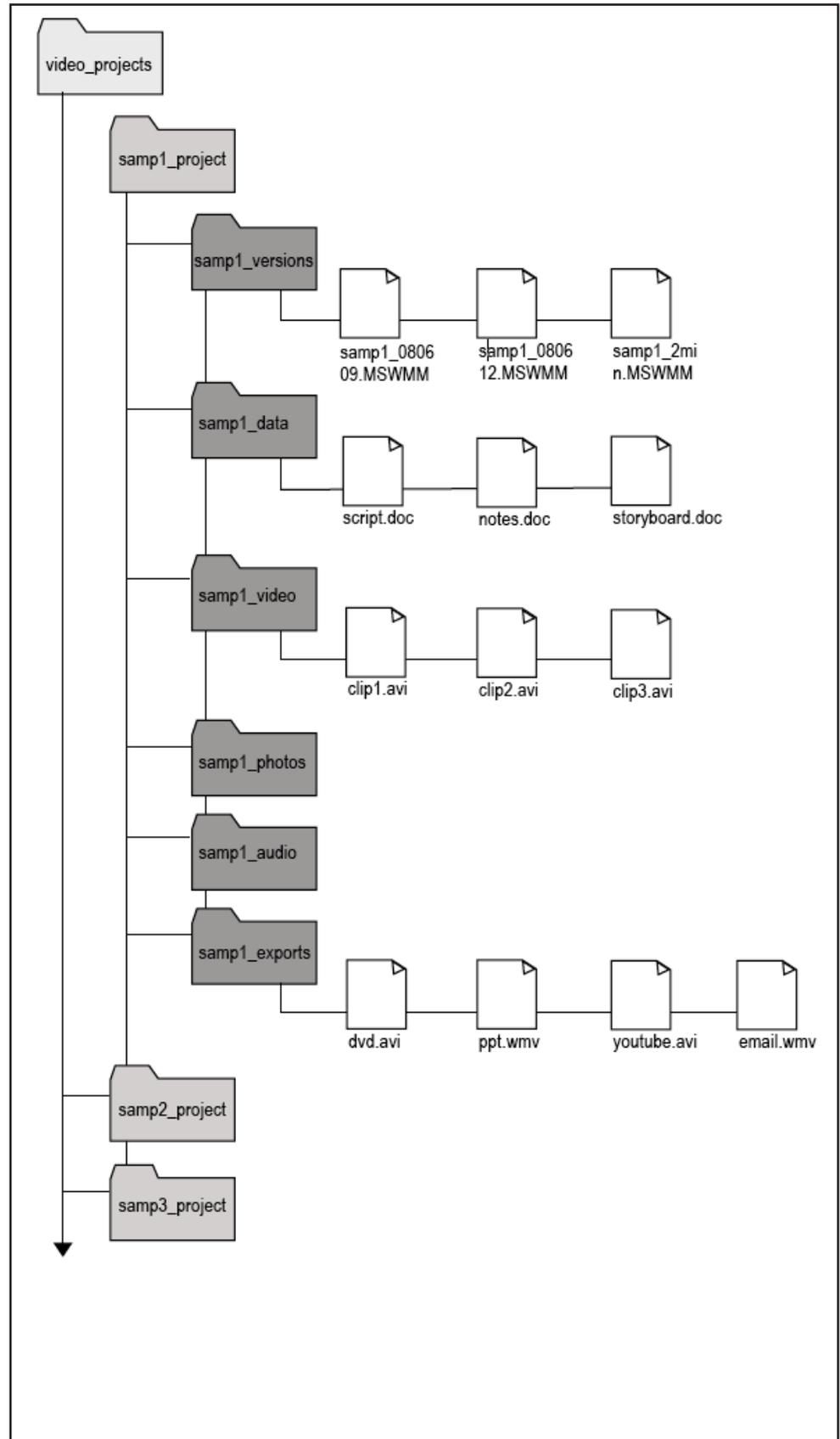

Naming Your Movie File

If you'll be saving several versions of your project for different purposes (i.e., SPARK, PowerPoint, DVD, etc.), it is helpful to have the version name reflect its date of creation and intended use.

For example:
myproject_091228-spark
myproject_091228-ppt
myproject_091228-dvd

Appendix A: File Heirarchy

Appendix B: Supported File Types

You can add content to your Windows Movie Maker project either by capturing content directly in Windows Movie Maker or by importing existing digital media files. The content you capture in Windows Movie Maker is saved in Windows Media Format. However, you can also import existing Windows Media-based content as well as some other common file formats.

You can import files with the following file name extensions into Windows Movie Maker to use in your project:

- Audio files: .aif, .aifc, .aiff .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, and .wma
- Picture files: .bmp, .dib, .emf, .gif, .jfif, .jpe, .jpeg, .jpg, .png, .tif, .tiff, and .wmf
- Video files: .asf, .avi, .ml v, .mp2, .mp2v, .mpe, .mpeg, .mpg, .mpv2, .wm, and .wmv

Appendix C: Keyboard Shortcuts

Shortcut keys are available for many of the commands in Windows Movie Maker. By using shortcut keys, you can quickly accomplish common video editing tasks.

The following list provides an overview of the tasks you can complete by using shortcut keys:

Task	*Shortcut key*
Create a new project	CTRL+N
Open an existing project	CTRL+O
Save a project	CTRL+S
Save a project with a new name	Fl2
Save a movie	CTRL+P
Capture video	CTRL+R
Import an existing digital media file	CTRL+I
Undo the last action	CTRL+Z
Redo the last undone action	CTRL+Y
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Delete	DELETE
Select all clips	CTRL+A
Rename a collection or clip	F2
Clear the storyboardltimeline	CTRL+DELETE
Show or hide the storyboardltimeline	CTRL+T
Zoom in on the timeline	PAGE DOWN
Zoom out on the timeline	PAGE UP
Add selected clips to the storyboardltimeline	CTRL+D
Play video in full screen	ALT+ENTER
Set start trim point	CTRL+SHIFT+I
Set end trim point	CTRL +SHIFT +0
Clear trim points	CTRL+SHIFT+DELETE
Split a clip	CTRL+L
Combine contiguous clips	CTRL+M
Nudges clip to the left	CTRL+SHIFT+B
Nudges clip to the right	CTRL+SHIFT+N

Task	*Shortcut key*
Play or pause clip	SPACEBAR
Stop playback on the storyboard/timeline	CTRL+K
Play content on the storyboardltimeline	CTRL+W
Rewind content on the storyboardltimeline	CTRL+Q
Back	CTRL+ALT+LEFTARROW
Forward	CTRL+ALT +RIGHT ARROW
Previous frame	ALT+LEFT ARROW
Next frame	ALT+RIGHT ARROW
Display Help topics	Fl

On a *Timeline or Storyboard Track* or in the *Contents Pane:*

Select previous item	LEFT ARROW
Select next item	RIGHT ARROW
Go to the first item	UP ARROW
Go to the last item	DOWN ARROW

On a *Timeline Track* or in the *Contents Pane:*

Select item above	HOME
Select item below	END