

Windows Movie Maker Introduction and Tutorial

Windows Movie Maker is free video-editing software included with Microsoft Windows XP. With Movie Maker, you can turn footage from your digital video camera into movies, share them on the Internet, and burn them to CD or DVD. Downloadable movies from online sources such as Unitedstreaming can also be edited using this software.



Meeting the Maryland Teacher & Student Technology Standards

The state of Maryland recently drafted and passed technology standards for students and teachers. For detailed information regarding the standards, you can view the teacher standards (<http://www.mttsonline.org/standards/>) online or get a printable copy (<http://www.mttsonline.org/standards/MDTchrTechStdsMTTS.pdf>) of the standards and indicators. Here is a link for the student technology standards (<http://www.mcps.k12.md.us/departments/techlit/>).

- **Maryland Teacher Technology Standards:**
 - Standard 2- Communication:
 - *A. Use technology effectively and appropriately to interact electronically.*
 - *B. Use technology to communicate information in a variety of formats.*
 - Standard 3- Legal, Social and Ethical Issues: *Demonstrate an understanding of the legal, social and ethical issues related to technology use.*
 - Standard 4- Assessment for Administration and Instruction: *Use technology to analyze problems and develop data-driven solutions for instructional and school improvement.*
 - Standard 5- Integrating Technology into the Curriculum and Instruction: *Design, implement and assess learning experiences that incorporate use of technology in a curriculum-related instructional activity to support understanding, inquiry, problem solving, communication and/or collaboration.*
 - Standard 6- Assistive Technology: *Understand human, equity and developmental issues surrounding the use of assistive technology to enhance student learning performance and apply that understanding to practice.*
 - Standard 7- Professional Growth: *Develop professional practices that support continual learning and professional growth in technology.*

- **Maryland Technology Literacy Standards for Students:**

- Standard 2- Digital Citizenship: *Demonstrate an understanding of the history of technology and its impact on society, and practice ethical, legal, and responsible use of technology to assure safety.*
- Standard 3- Technology for Learning and Collaboration: *Use a variety of technologies for learning and collaboration.*
- Standard 4- Technology for Communication and Expression: *Use technology to communicate information and express ideas using various media formats.*

What is Movie Maker, and why would I use it?

Movie Maker is an easy-to-use video editing program that allows teachers to create and edit video to enhance classroom instruction and assessment. In order to run Movie Maker you must be using the Windows XP operating system. With the program you can use footage from a digital video camera to create a movie. The program can also be used to edit movie clips from United Streaming to better suit your needs in the classroom. With Movie Maker, you are no longer tied to viewing a whole video segment from United Streaming. Instead you can trim the segment to highlight the objective or teaching point. Movie Maker is a powerful tool to use with students as well. Here is a short list of ideas of how a teacher can utilize Movie Maker in the classroom:

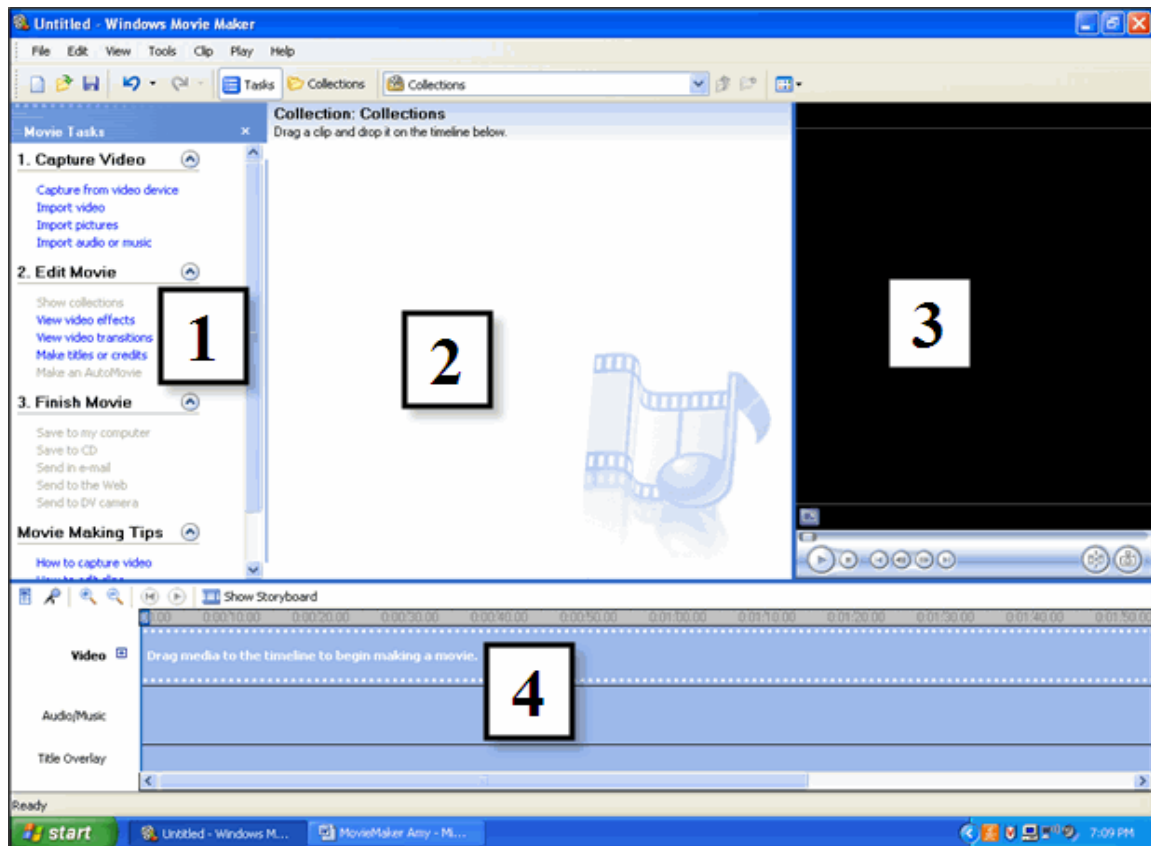
- Interviews
- Theater performances
- Digital photo slideshow
- Video “field trip” tour
- “A Day in the Life of...”
- Photo essays
- Student news shows
- Editing United Streaming videos
- Tour of school or classroom
- Commercials
- Debates
- Demonstrate science experiments
- Digital storytelling
- Timelines
- Documentaries
- Showcase student work
- Book talks
- Open House or Back to School introduction

Before we begin...

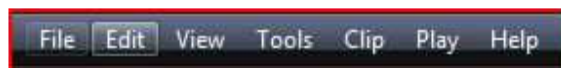
You will need a video clip that relates to your instruction to use with this tutorial. If you do not have one on your computer, you can use a clip from United Streaming. Be sure to save the video clip to a place on your computer where you can find it again easily. A short clip (between 1-2 minutes) will be best when learning how to use the program. By the end of the tutorial, you will have a movie that is trimmed and edited to the objective that you want to highlight in your classroom instruction.

Using Movie Maker

Let's get started. The program is located in the multimedia folder of the application launcher. You will see the screen below when you open Movie Maker.



There are four main sections to the Movie Maker screen. 1: Task Frame; 2: Collection Frame; 3: Media Preview Pane; 4: Storyboard and Timeline Frame. Almost all of the tasks on the main toolbar at the top of the screen can also be accessed using shortcuts found in one of the four frames on the main screen. Here are some of the most popular tasks under the main toolbar.



- **File Menu**
 - Create a project, open a project, save a project, and capture video from digital video camera or from your files.
- **Edit Menu**
 - Undo/redo a command, cut, copy, paste, edit title, select all, and clear timeline.

- **View Menu**
 - View storyboard, view timeline, view status bar, view tasks, view collections, and zoom in and out.
- **Tools Menu**
 - Titles and credits, effects, transitions, narrate timeline, and adjust audio levels
- **Clip Menu**
 - Add clip to timeline, trim clip, split clip, combine clips, nudge clips right or left
- **Play Menu**
 - Play clip, play timeline, rewind timeline, previous frame, next frame
- **Help Menu**
 - Takes you to the help index within the program and on the web

Create a New Project

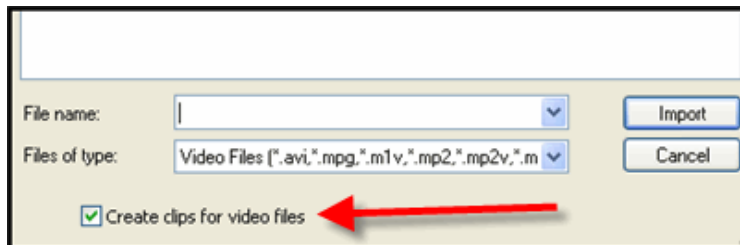
The first step is to create a new project. This will create a Windows Movie Maker file for you to reference.

1. Launch the Windows Movie Maker program
2. Choose File > New Project
3. Choose File > Save Project As
4. Browse to My Documents / My Videos folder.
5. Create a new folder and give it name
6. Give the project a name and click **Save**.

****Be sure that all of your videos are located in the same folder as your Movie Maker project before you begin creating your movie. Otherwise your computer may not know where to find your videos when you open your project for editing at a later time.**

Import Video from Your Computer

1. In the Task Frame under **Capture Video**, click **import video**.
2. The **Import File** window will appear. Browse to where you saved your video clip, and select it. *Notice at the bottom of the **Import File** window, the box is selected to have Movie Maker “**create clips for video files**”. (see figure below)



If you were to select this option, Movie Maker will split the video into short segments so you can manage the clips easier in the collections frame. However, be aware that the program does not always split the video clips in between natural pauses, thus creating more clips than needed. For this tutorial, we will **check** the box that says “**create clips for video files**” so we will have short clips to work with. If you wanted your video to import as one whole segment, you will need to uncheck this box when you import the video.

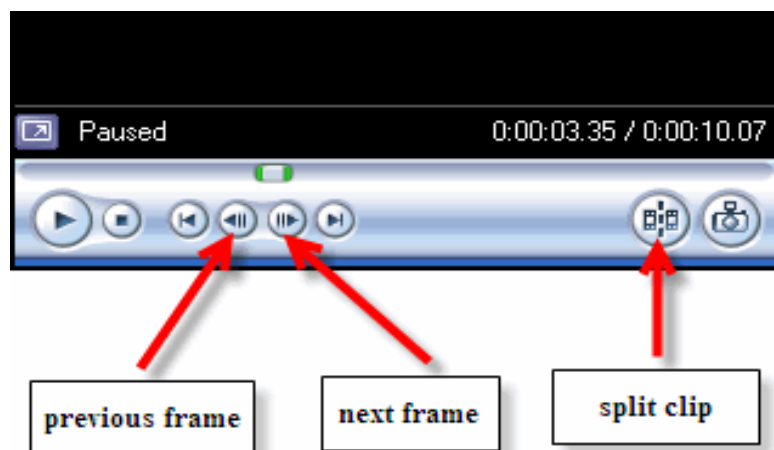
3. Click **Import**. You will now see your video clips appear in the collections frame in the middle of your screen.

****Note:** You can also import **Photostory slideshows** into Movie Maker as a video file. Some people choose to do this so that they have a variety of video transition options. The directions for importing Photostory slideshows as a video are the same as what is listed above.

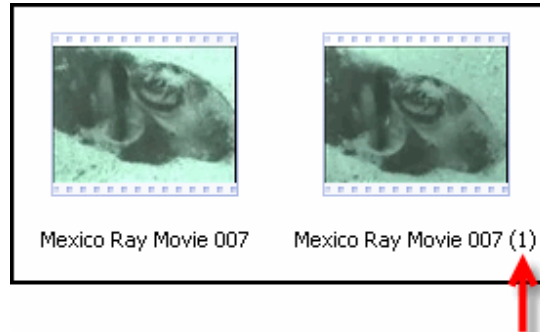
Trimming Clips

Now that you have video clips in the collection frame, you might want to trim them. The clip may be too long for your purposes, or if you imported from a digital video camera, there may be dead footage at the beginning or end of a scene that you want to delete. You can trim clips in the **collections frame** or after they are moved onto the **storyboard**. For this tutorial, we will trim your clips *before* moving them onto the storyboard.

1. Locate a clip that you want to trim a few seconds off of the beginning or the ending. Double click the clip in the **collections frame**. It will play in the **preview pane**.
2. When you come to the point where you want to trim, click the **pause** button on the player. (If you didn't stop on the exact second where you want to clip, click the **previous frame button** or **next frame button** to nudge the clip forward or backward.)
3. Click **split clip** button to cut the clip into two parts.



4. You will see two clips appear in the collections frame now. Both clips will have the same name, but the second part of the clip will have (1) after it.



5. To delete the part that you do not want, click the clip and click **delete** on your keyboard.
6. By using this process, you can select the clips in the collections frame and clean them up by trimming ends or deleting sections you do not want. Now the clips are ready to be placed on the storyboard.

Combining Clips

When you import video into Movie Maker, the program splits them into separate clips for easier editing. If there are two clips that make sense to be together for the purposes of your movie, you can combine them into one clip again.

1. In the **collections frame**, hold down the **control key** and select the two clips you want to combine.
2. Select **clip** from the top menu, and click on **combine**. The two clips will now merge into one clip on the collection pane.

Inserting Pictures

Movie Maker can also import pictures, or still images. When a picture is imported and added to the storyboard, it defaults to playing the image for 5 seconds in your movie. Because of this, you can easily add a series of pictures to make a slideshow in Movie Maker. To add pictures:

1. Under the **Capture Video** heading, select **import pictures**.
2. **Browse** to the pictures you want, **select** them, and click **import**. They will now be added to your **collections frame**.
3. **Drag and drop** them onto your storyboard to add them to your movie. They can be used alone or in combination with video clips.

Inserting a PowerPoint Slide as a Picture in Movie Maker

You can also import PowerPoint slides as images in your Movie Maker project. To do this, you'll need to save your PowerPoint as a .jpg first.

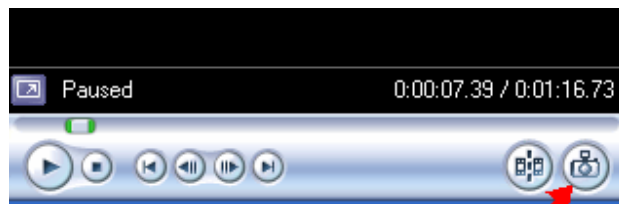
1. After you create your PowerPoint slide, go to **File → Save as**.
2. Type in a name for your slide.
3. Under the section that says “**Save as Type**”, pull down the menu and choose **JPG File Interchange Format**.
4. Your slide is now a .jpg. Now you can import the PowerPoint slide as a picture into Movie Maker.

**Please note: once you save your slide as a .jpg, you cannot change the contents on the slide.

Taking a Still Image from a Movie Clip

Movie Maker has the capability to take a still picture from a video clip that you have imported.

1. **Select** a video clip in the collections frame that you want to use to find a still picture. **Play** the clip so you can view it in the preview pane.
2. When the video comes to the image you want to capture, click the **pause** button. The video will stop and show a still image.
3. Click the **Take Picture** button (it looks like a small camera).



Take Picture button

Movie Maker will automatically take you to the **Save Picture As** window for you to **name** your picture and **save** it in a folder.

4. Once you have saved your picture, it will also be automatically imported into your Movie Maker collection.

Building a Storyboard and Moving Clips

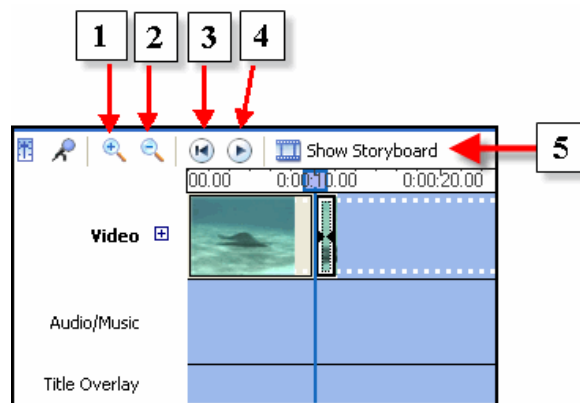
A storyboard is a sequence of video, image, and audio files that comprise your movie. We'll add video clips to the storyboard frame first.

1. View a clip of your video by double clicking it in the **collections frame**. You will see it play in the **preview pane** on the right hand side.
2. Choose a clip to begin your movie. Drag and drop the clip from the **collections frame** onto the first frame of the **storyboard** (begin at the left hand side).
3. Choose 3-4 more clips to include in your movie until you have a sequence that you like. Add them to the **storyboard** by dragging them and dropping them into place.

4. You can rearrange the order of your clips even after you place them on the storyboard. Just click on the clip you want to move, and **drag** it into the new place on the **storyboard**. The clips will switch places after you drag and drop the clip. (Notice how the labels below the clips change to show that you have moved clips.)
5. You are currently in the **storyboard view**. This is what it looks like:



6. You can change to view the timeline by clicking on **Show Timeline**. (see timeline view below.) You can toggle between these views by clicking **Show Timeline** and **Show Storyboard**.



- 1: Zoom In: Allows you to see a closer view of the storyboard
- 2: Zoom Out: Allows you to see a larger view of the storyboard
- 3: Rewind timeline
- 4: Play timeline
- 5: Storyboard/Timeline view: button to toggle between both

For now, let's stay in **storyboard view**.

Understanding Collections

What is a **collection**? A collection refers to a group of video, audio, and pictures that you have imported into Movie Maker. You can use them multiple times in your movie once they are in the collection.

The media in Windows Movie Maker projects are only references to the files that you've imported into the program. When you edit your media in a collection or on the storyboard/timeline in Windows Movie Maker, you do not modify the original source video or audio file. Editing the clips in the program only determines how and when the audio, video, and pictures (as well as the titles, transitions, and effects) are displayed in that particular project. All media on the storyboard/timeline becomes a project. Therefore a Windows Movie Maker project file (which has a .mswmm file name extension) is a file that contains information about what media is used in the project, as well as how the media is displayed and timed in the movie. It does not contain your source files. When you save a project, you can then open it later in the program and make more changes.

Inserting Video Effects

Now that you have trimmed and edited your clips and added them to the storyboard, you are ready to add **video effects** such as: blur, ease in/out, fade in/out, grayscale, film age, speed up/down, slow down, etc.

1. Be sure you are in **storyboard view**.
2. Look under **edit movie** in the **task frame**.
3. Click **view video effects**. Your choices will appear in the collections frame in the middle of the screen.
4. **Click and drag** the effect you want to the clip on the storyboard. The gray star in the corner of the clip will now be bright blue, signaling you have added an effect.
5. To delete an effect, **right-click** the blue star and click "**delete effects**".

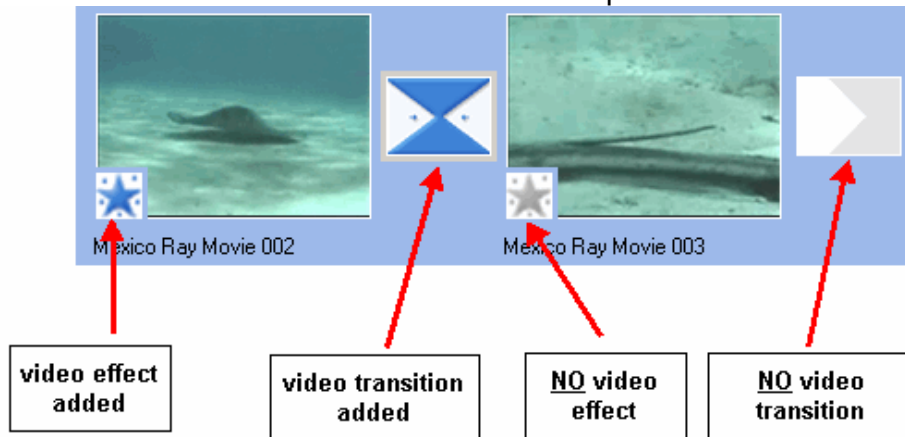
Inserting Video Transitions

You can also insert video transitions at the beginning or end of the movie or between clips. Transitions are similar to slide transitions that you would see in PowerPoint: bars, checkerboard, box in/out, fade in/out, wipe, etc.

1. Be sure you are in **storyboard view**.
2. Look under **edit movie** in the **task frame** and click on **view video transitions**.
3. **Click and drag** the transition to the space between the clips that you want to link. You will see the transition icon appear in the white box.
4. To delete a transition, **right-click** the transition and click **delete**.

Preview video transitions and video effects by playing your movie in the media preview pane.

NOTE: If you have two video clips that have narration and you use a video transition between them, **the audio will sometimes overlap**. If this happens, you may not want to include a transition between those clips.



Inserting Titles, Credits, and Subtitles

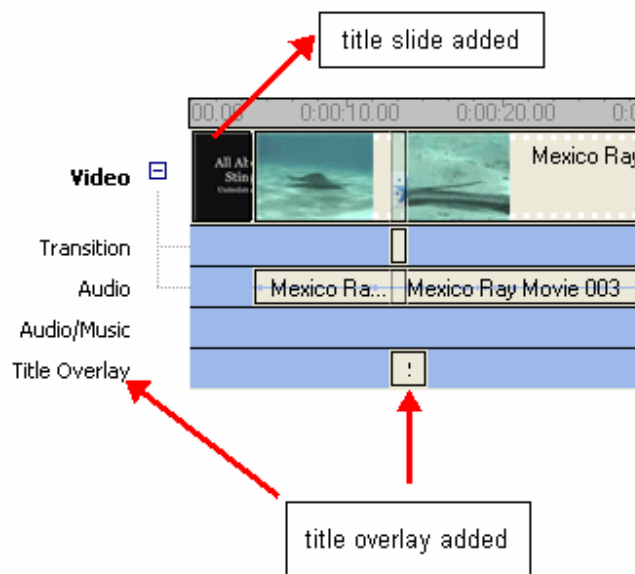
Adding titles and credits gives your movie a more professional look and feel. Use titles to introduce the movie or provide background information. Credits at the end of the movie allow you to list the people who may have been involved in the movie or give special thanks to someone. You can also add a title during the movie before or after selected clips. To add a title to the movie:

1. Look under **edit movie** in the **task frame**. Click **Make titles or credits**. (You will be prompted to **select where** you want your title to go: beginning of the movie, at the end of the movie, on selected clips, before selected clips, or after selected clips.)
2. Click **Title at beginning of movie**. A text box will appear with two panes. The top box is for the main title. The bottom text box is for a subtitle, if you choose to add one.
3. In the top text box, **type a title** that is suitable for your movie. In the bottom box, **type a subtitle**.
4. Click **change the title animation** to add movement to the title and subtitle. Choose the animation that you like.
5. At this time, you also have the option to **change the text font and color** by clicking that link under **more options**. Click the link to see your choices.
6. Under this option, you can change the background color on the title slide. You can alter the font, color, and size of the text as well as its position on the slide and the transparency level.
7. When you have finished, click **Done – Add to Movie**.
8. You will see your title screen appear on the **storyboard**, and it will play when you preview the movie.

9. To add **credits**, you follow the same process, except you click **Add titles or credits**, and then **add credits to the end of the movie**.

Add Titles to Clips within the Movie

Adding titles to clips within the movie follows the same process as outlined above. The only difference is that when you click **Done – Add Title to my Movie**, it will *not* appear as a separate clip on the storyboard. Putting a title over a clip is called an **overlay**. Overlays can only be viewed in the **Timeline** and it appears as a separate line called **Title Overlay**. (See picture below.)

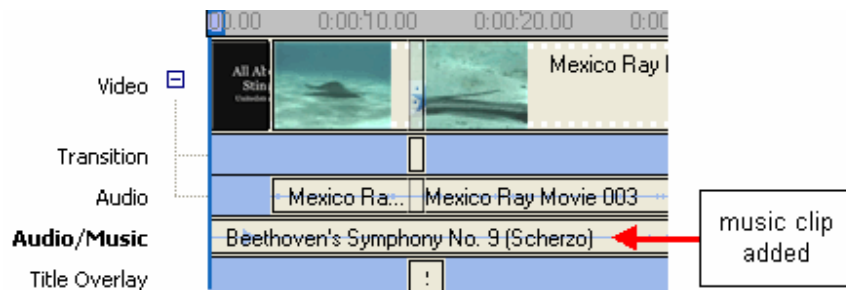


Adding Music to Your Movie

You can add music or audio to your movie. Keep in mind if your movie has narration in it already (such as a video you are editing from Unitedstreaming), music can detract from the film and make the narration harder to hear. However, if you have a movie without narration, music can add a nice element and set the mood of your film. To add a sample clip:

1. Under Capture Video, click **Import Audio or Music** from the menu.
2. The **Import file** window will open to your **sample music** folder. You should see two choices that come with your computer. (If you had other music you wanted to use instead, you would navigate the folders to find the clip at this time.)
3. Click the **Beethoven** clip. Click **Import**. It will appear in the **collections frame**.
4. **Drag and drop** the Beethoven clip from the collections frame onto the **timeline** where it is labeled **Audio/Music**. It will appear on the timeline.

- If the music is not at the beginning of the movie, drag the clip to the beginning of your movie in timeline view. If your music clip is longer than the movie, you can also drag the music clip shorter to line up with the end of your movie. This way the music stops when your movie stops.

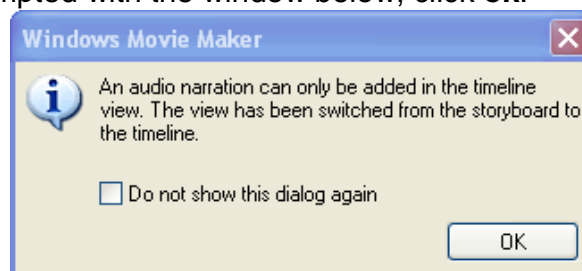


- If the music plays too loud for your clip, you can edit the audio levels by right-clicking on the music clip on the timeline and selecting **volume**. Move the slider on the volume bar higher or lower to adjust the sound levels and click **ok**.

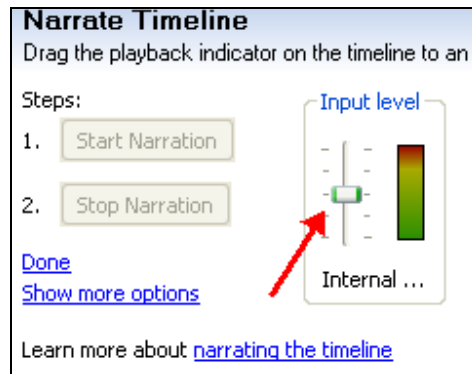
Adding Narration to Your Project

You may want to add a narration to your movie, especially if you have video or pictures without narration to begin with. If you are making a slideshow of still pictures, adding narration keeps the stories you tell with your pictures. The best time to add narration to your project is after you have finished adding media to the storyboard (video, pictures, transitions, effects, titles, and credits). This keeps your timing on track. *NOTE: You have a *choice* to either add narration *or* add a music track to your video since they both occupy the same track on the timeline view in the program. To add narration:

- Connect a microphone to your computer if you do not have a built-in microphone.
- On the **Tools** menu, click **narrate timeline**.
- If you are prompted with the window below, click **ok**.



- Click the clips** on the timeline that you want to narrate. You can narrate one at a time, or the whole movie at once. If you narrate individual clips, you can still rearrange the clips and keep your narration.
- Speak into the microphone normally. Adjust the **input level** so the bar is about $\frac{1}{2}$ up when speaking. (see picture below)



6. Under **Narrate Timeline**, click **Start Narration**. Speak normally into the microphone as the movie plays. When you are finished, click **Stop Narration**.
7. Movie Maker saves your narration as a separate file. In the **Save Windows Media File** box, **type a name** for your narration, and click **save**.
8. Your narration will be added to your video. If you only narrated one clip and want to continue to narrate clips, repeat the steps above.

Saving Your Movie to Edit Later

You may not finish a movie the first time you work on it. You will need to save it as a project so you can edit it later.

1. Click **File** from the menu and select **Save Project As**.
2. **Type** a name for your project. Movie Maker will save your file as a Windows Movie Maker Project (the file extension will be .MSWMM).
3. Open your project at a later time to continue on it.

Saving Your Finished Project into a Movie

Now that you have created your movie, it's time to save it as a finished product. There are several choices for how you can save your movie. We'll cover how to save your movie to the computer, to CD and to DVD.

To Save to Your Computer:

1. Look under the **Task Pane** in the **Finish Movie** area. Select **save to my computer**.
2. The **Save Movie Wizard** appears. **Type a name** for your movie file in line #1. **Browse to a folder** to save your movie in on line #2.
3. In the next screen, keep **best quality for playback on my computer** selected. Click **Next**.

4. The following screen gives you the option to play the movie after saving it. You may uncheck box if you like.

To Save to CD or DVD:

If you have a CD burner or DVD burner on your computer, you can save your movie using this option.

1. Insert a CD or DVD recordable into your computer.
2. Look under the **Task Pane** in the **Finish Movie** area. Select **save to CD** or **save to DVD** (depending on what you have).
3. The Save **Movie Wizard** appears. Follow the directions on screen to create your CD or DVD.

Additional resources

Here are some additional resources you can use to become more proficient with Movie Maker:

- **Microsoft's Movie Maker Page:**
<http://www.microsoft.com/windowsxp/using/moviemaker/create/1stmovie.msp> This page contains various tutorials for the program.
- **Mighty Coach Tutorial on Movie Maker:**
<http://www.mightycoach.com/articles/mm2/index.html>
- **Atomic Learning Tutorial on Movie Maker**
<http://movies.atomiclearning.com/k12/moviemaker2>