



# Video Editing in Windows Movie Maker

## Keep in mind:

- A clean copy of **Original files**
- At least **three** backup copies
- Put all your multimedia files and your Windows Movie Maker project in the **same folder**.
- **Save** often.

## Video editing process:

- Collect footage, audio, or images files.
- Import all multimedia files to Windows Movie Maker.
- Edit movie:
  - Trim, split, and combine clips
  - Transitions
  - Effects
  - Audio volumes
  - Title and credits
  - Others ...
- Publish movie
  - The finished movie is the Windows Media Video (.wmv) file can be played using Windows Media Player.

## Supported file types

You can import files with the following file name extensions into Windows Movie Maker:

- **Audio files:** .aif, .aifc, .aiff, .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, and .wma
- **Picture files:** .bmp, .dib, .emf, .gif, .jiff, .jpe, .jpeg, .jpg, .png, .tif, .tiff, and .wmf
- **Video files:** .asf, .avi, .m1v, .mp2, .mp2v, .mpe, .mpeg, .mpg, .mpv2, .wm, and .wmv

## Additional assistance:

Fuss Technology for Learning Center (TLC):

**Where:** Library 101B (inside Lowe Student Lab);

**When:** Monday through Wednesday: 11AM - 3 PM

## Getting started

Before starting your video project, please make sure you always keep your **original** video, audio, and still image files in a safe place so that they will not be overwritten. In this way you can always go back to get your original file in case some careless editing occurs. It is also worth taking time to always keep at least **three backup copies** of your project.

To begin the editing process:

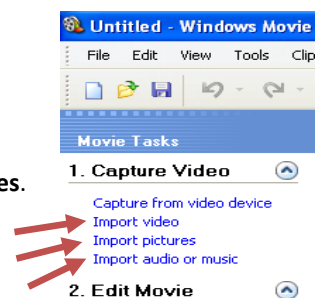
1. Turn on the computer and log in.
2. Create a video project folder on the **Desktop** (e.g. "JSmith Video Project").
3. Locate your video clips, still images, or audio files that you want to put into your project (these files may be in your T web folder, CD, or your USB device), and copy/paste them to this folder.
4. Open Moviemaker software.
  - a. Start -> Programs -> Accessories
  - b. Windows Movie Maker.
  - c. On the **File** menu, click **New Project**.
5. **Save your project.**
  - a. Save the project into your video project folder on the desktop (so your \*.mswmm project file is at the same folder as other files of video clips, images, and audio).
    - a. On the **File** menu, click **Save Project As**.
    - b. A new window will appear, create a name for your movie.
    - c. Click **Save**.
  - b. During your video editing process, click "Save Project" on the **File** menu very often to save your work.
  - c. Before logging out of the computer, make sure you copy/paste your video project folder (e.g. "JSmith Video Project") to your USB device, CD/DVD or onto the Thor web drive.

## To Import Existing Digital Media Files

1. On the **File** menu, click **Import into Collections** or do one of the following, depending on what type of digital media file you want to import:
  - To import video click **Import video**.
  - To import pictures click **Import pictures**.
  - To import audio/music click **Import audio or music**.
2. In the browse window, locate the file you want to import, and click **Import**.

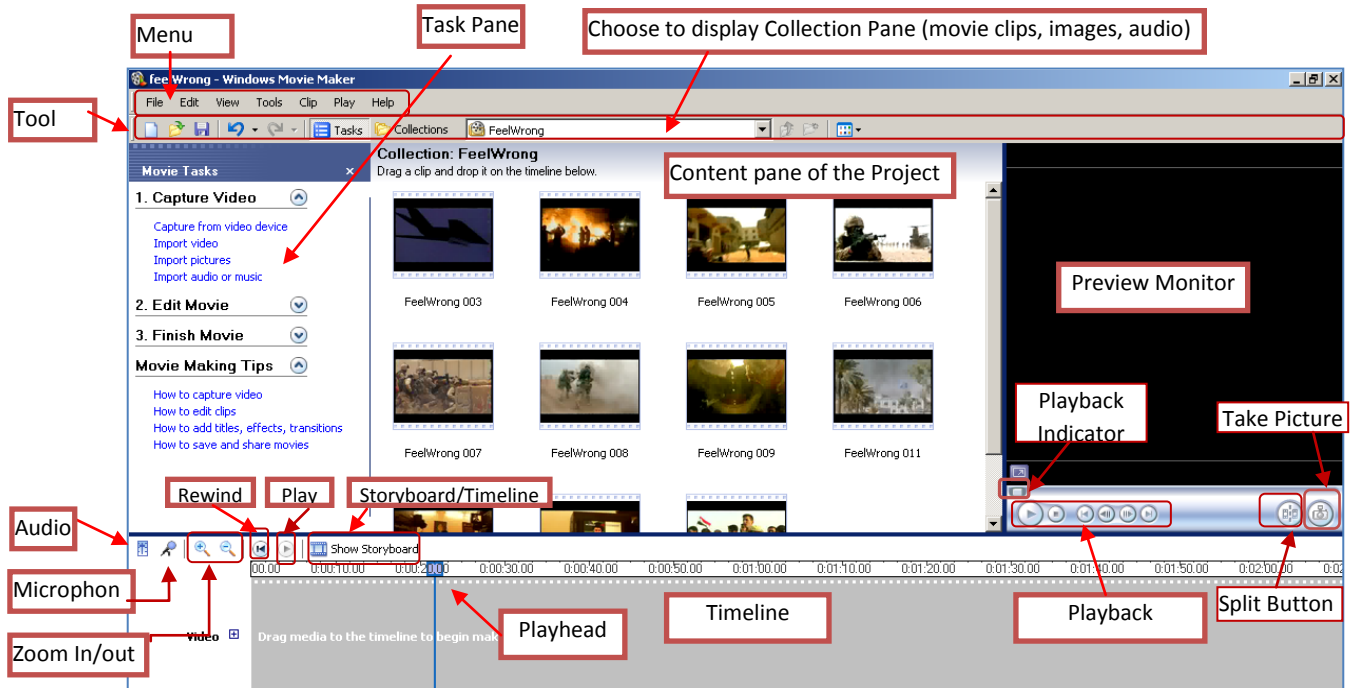
**Tips:** When importing the video file, if you don't want the system help you divide the whole video clip into several smaller clips, for "Import options:" at the bottom of the browse window, please uncheck the "Create clips for video files" checkbox.

3. All these imported files will be added into the Collection.



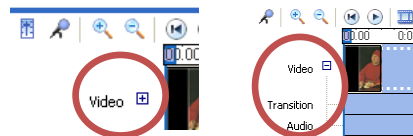


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### Adding the Video Clips to the Movie

1. In the Collections dropdown, click the collection that contains the clip you want to add to your project. Then in the Content pane, click the clip you want to add.
2. Select a clip from the **Content Pane** and drag it to the **Video Timeline** or on the **Clip** menu, click **Add to Storyboard** or **Add to Timeline** (depending on the view you are working in).
3. On the Timeline, if you click the plus icon next to Video label, you will see the expanded **Transition track** and **Audio track** associated with the video clip.
4. Play the clip. Use the space bar on the keyboard to start and stop the playback.



### Adding the Still Images to the Movie

1. In the Collections dropdown, click the collection that contains the still image you want to add to your project; then in the Content pane, click the image you want to add.
2. Drag the image to the **Video Timeline** and place it to the point you would like to add that image or on the **Clip** menu, click **Add to Timeline** then the image will add at the end of video track.

### Adding the Audio Clip (pre-recorded audio or other music clip) to the Movie

1. In the Collections dropdown, click the collection that contains the audio clip you want to add to your project. Then in the Content pane, click the audio clip you want to add. On the **Clip** menu, click **Add to Timeline** or drag it to the Timeline.
2. The audio clip will be added into Audio/Music track of the Timeline.
3. Notes: It is hard to add BOTH a music and voice track to the same movie. That's because Movie Maker only comes with a single audio track, which means you have to choose between one or the other. Some workarounds can be found at <http://www.windowsmoviemakers.net/Tutorials/HowToAudioTracks.aspx>

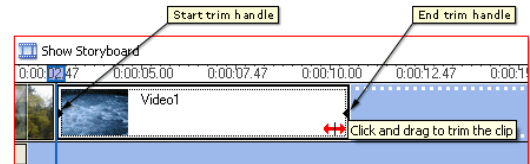


## Editing the Clips

### To trim a clip

By trimming clips, you can hide unwanted parts of an audio or video clip, so the information is not removed and it is just hidden from your audience. When trimming, you can set the start and end trim points. The start trim point determines when the clip will begin to play, and the end trim point determines when the clip will stop playing in your project.


- On the timeline, click the clip that you want to trim. You can drag the trim handles to set the start and end trim points. Trim handles appear as small black triangles at the beginning and end of a clip after you click the clip on the timeline. When you hold your pointer over a trim handle, the pointer changes to a red double-headed arrow.
- To undo a trimmed clip, click the trimmed clip on the timeline, click the **Clip** menu, and then click **Clear Trim Points**.
- For image clips, you cannot set the start trim point. But you can drag the end trim point to decide images' display time.



Tip: You may need to click the **Zoom Timeline In** button one or more times to see clips more clearly on the timeline. Click the **Zoom Timeline Out** button to return to normal view.

### To split a clip

You can also manually split video and audio clips into smaller clips to make your clips easier to work with. For example when you want to insert transitions or delete part of the clip, you have to split the original clip first. When you split an audio or video clip, you divide it into two clips. You can then split one or both of those clips again into smaller clips, and so on.

1. Position the playhead at the Timeline to the point you want to split the clip.
2. Click **Clip** menu and select **Split**. Or click the Split button  on the Monitor.
3. To delete the unwanted clip, select it and use the **Delete** key on your keyboard.
4. Repeat steps 1 to 4 until all the excess footages are deleted.
5. Sequence the clips by clicking and dragging the clips along the Video Timeline if needed.

### To combine clips

You can also combine contiguous clips to a bigger clip.

1. On the timeline, hold down the CTRL key on your keyboard, and then click the contiguous clips you want to combine.
2. Click **Clip** menu, and then click **Combine**.  
The name and property information of the first clip in the group is used for the new clip and the time is adjusted accordingly.

### To add and edit the video transition

1. From the **Tools** menu the **Collections** dropdown, select **Video Transitions**. All available transitions will be displayed in the content pane. Select any transition and preview it at the Preview Monitor.
2. On the Timeline move the playhead to the space between two clips.
3. Drag the desired transition to the timeline. The transition will be added to the Transition track.
4. To change the video transition duration  
On the Transition track of the video timeline, do one of the following:



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- To increase the transition duration, drag the beginning of the transition towards the beginning of the timeline.
  - To decrease the transition duration, drag the beginning of the transition towards the end of the timeline.
5. To remove a video transition
- On the timeline, click the transition that you want to remove on the Transition track.
  - On the **Edit** menu, click **Delete**. Or use the **Delete** key on your keyboard.

### To add and edit the video effect

1. Click **Tools** menu or the **Collections** dropdown, select **Video Effects**.
2. From the storyboard/timeline, select the video clip to which you would like to add the effect.
3. Drag the video effect onto the video clip in the storyboard/timeline and you will see a start at the top of the clip.
4. To remove a video effect
  - Select the video clip or picture in the storyboard/timeline from which you want to remove a video effect.
  - On the **Clip** menu, point to **Video**, and then click **Video effects**. "Add or Remove Video Effects" window will pop up.
  - In the **Displayed effects** area, click the effect you want to remove, and then click **Remove**.

### To adjust the volume of an audio clip

1. On the Audio or Audio/Music track of the timeline, select the audio clip that you want to adjust the volume for.
2. On the **Clip** menu, click **Audio**, and then click **Volume**.
3. To adjust the volume, do one of the following:
  - To reduce the volume, move the **Audio volume level** slider to the left.
  - To increase the volume, move the **Audio volume level** slider to the right.
  - To mute the clip, select the **Mute clip** check box.
  - To reset the volume to the original volume, click **Reset**.

### To add audio effects

1. On the Audio or Audio/Music track of the timeline, select the audio clip.
2. Do one of the following:
  - To fade in the audio, on the **Clip** menu, point to **Audio**, and then click **Fade In**.
  - To fade out the audio, on the **Clip** menu, point to **Audio**, and then click **Fade Out**.

## Adding Text and Titles

Titles and credits let you enhance your movie by adding text-based information to your movie. You can add whatever text you want, but you may want to include information such as the title of your movie, your name, the date, and so forth.

You can add a title to various places in your movie: at the beginning or end of a movie, before or after a clip, or overlaying a clip.



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### To add a title or credit

1. To add a title page, click **Make Titles or Credits** under **Edit Movie** on the **Task Pane** or **Titles and Credits** in the **Tools** Menu.
2. In the list of **Where do you want to add a title?** Click the link that corresponds to where the title will be placed.
3. The add title page appears; then type the title you want into the boxes.
4. Under **More Options**, you can change the title color and font and animation.
5. When you're finished, click **Done, add title to movie**.

### To edit an existing title

1. On the **Timeline**, select the title you want to edit.
2. On the **Edit** menu, click **Edit Title**.

### Publish Movie

When all editing work done, besides saving your Windows Movie Maker project (\*.mswmm), you also need to publish your video project as a Window Media Video (.wmv) file. To present your movie to the class, you can play the .wmv movie file in Windows Media Player.

1. From **File** Menu, select **Save Movie File**.
2. On the Save Movie Wizard Page, select **My Computer** and click **Next**.
3. Type a name for your movie in **Enter a file name for your saved movie**.
4. In **Choose a place to save your movie box**, click **Browse** to choose the place (e.g. the video project folder you created on the desktop), click **Next**.
5. On the **Movie Setting**, select **Best quality for playback on my computer**. To use a different movie setting, click **Show more choices**. Click **Next**.
6. The "Saving Movie" page appears showing the time remaining. It will take a few minutes.
7. Once completed, click **Finish**.

### Need More Help?

If you want to know more about Windows Movie Maker, please try to use the **Help** tool from Windows Movie Maker (Click **Help** menu, click **Help Topic** to search your interested topic. For additional assistance, please contact the Technology for Learning Center (TLC) located inside Lowe Student Lab, Library 101B.

Because the codec of video footages you took using the Flip Video Camera is new, you may get the error message when you want to import your AVI file into Windows Movie Maker.

- For your own computer, try to download and install the new codec from the site below:  
<http://www.softpedia.com/get/Multimedia/Video/Codec-Packs-Video-Codecs/Advanced-Vista-Codec-Package.shtml>
- Currently all computers on campus have been installed the new codec. But if you still experience the codec problem, please contact Student Service Desk and the technology assistant will help you install the codec.



## Next Step Video Editing in Windows Movie Maker

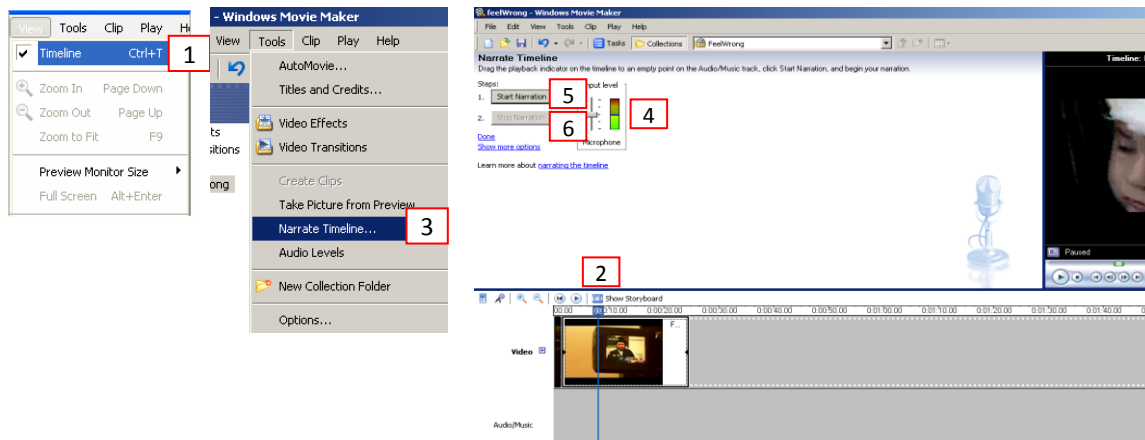
### Taking a Picture from Video in the Monitor

1. In the Contents pane or on the storyboard/timeline, select the video clip you want to take a picture from.
2. On the monitor, move the playback indicator on the seek bar to the frame of the video that you want to capture as a picture.
3. On the **Tools** menu, click Take Picture from or on the monitor, click the Take Picture button.
4. In the **File name** box, enter a name for the picture file, and then click **Save**.
5. Pictures you capture in Windows Movie Maker are saved as JPEG files, with a .jpg file name extension.

### Adding Narration (Voiceover)

If you would like to add your narrations to the project but you didn't pre-record your voice, you can do it in Windows Movie Maker.

1. Click **View** menu and select **Timeline**.
2. On the Timeline, move the playhead to an empty track where you want to begin the narration.
3. Click **Tools** and select **Narrate Timeline** or click the **Microphone** on the Timeline.



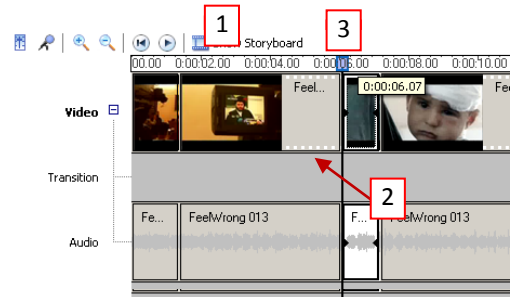
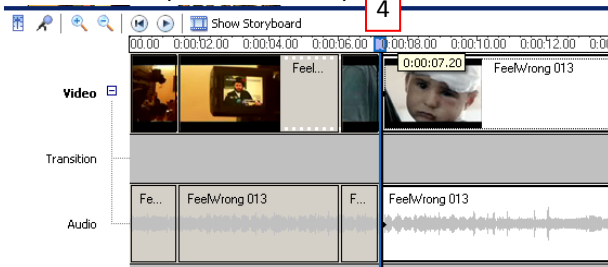
4. Test the sound level and adjust the volume by moving the **Input level slider**. (**Note:** Select Mute Speakers to avoid unwanted audio from playing over the speakers).
5. Click **Start Narration** to start recording.
6. Click **Stop Narration** after completing the recording.
7. In the **File name** box, type a name for the captured audio narration.
8. Click **Save**, and choose to save it at the same folder as other files of video clips, images, and audio.
9. The narration captured is the Windows Media Audio file (.wma). You can add it to the audio/music track to your video project.




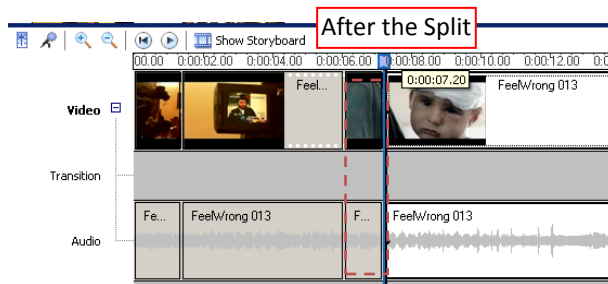
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**Adding Still Images (Picture Files) to the Project (To add a picture to your video timeline but keep the same voice from the original video clip).**

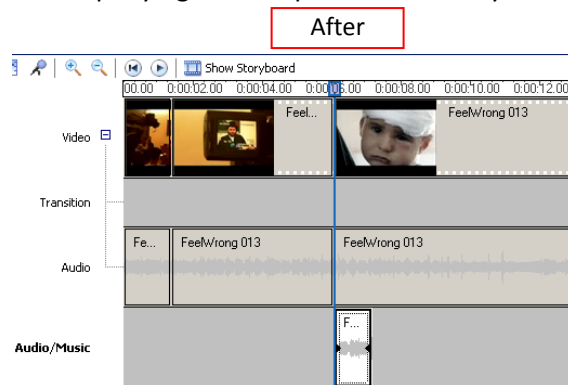
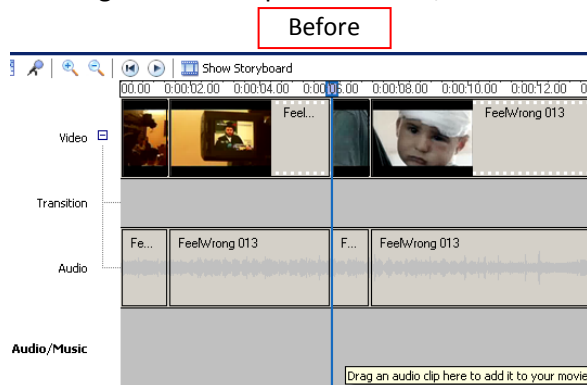
1. Select the **Timeline Viewer**.
2. Select the video clip with narration where you want to add a still picture.
3. Drag the playhead to the start point where the picture would appear during the narration (ex. 0:00:06.07).
4. Move the mouse pointer to the end point where the picture will appear during the narration. Take note of the end time (ex. 0:00:07:20).



5. Click **Clip** menu and select **Split**. Or on the monitor, click the  button.



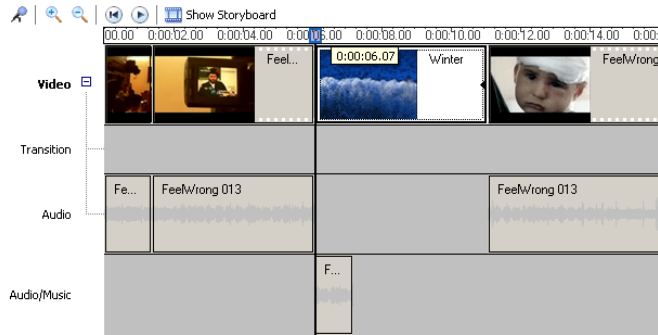
6. Drag the audio clip where the picture would appear down to the Audio/Music Track. (**Note:** Once you drag the audio clip to the Audio/Music Track, the accompanying video clip is automatically deleted).




7. From the Collections Pane, select the picture to be added to the timeline.
8. Drag the picture to the start point in the timeline where it will appear during the narration (ex. 0:00:06.07).

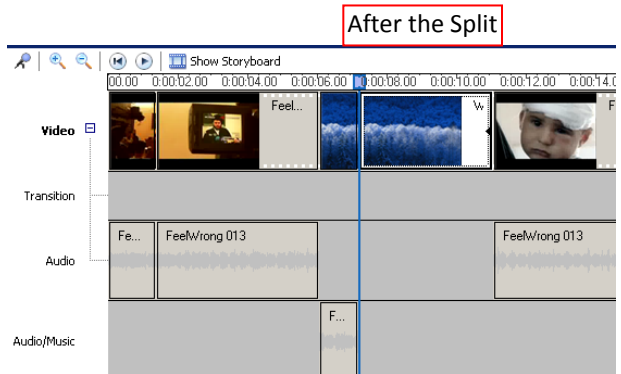


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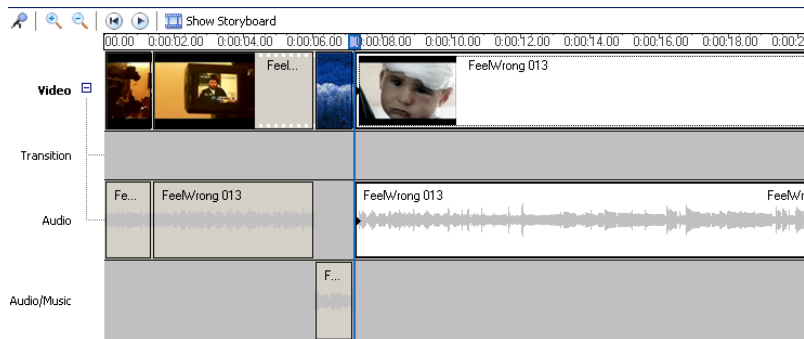


9. Drag the playhead to the end point where the picture will appear during the narration (ex. 0:00:07.60).

10. Click **Clip** menu and select **Split**. Or on the monitor, click the  button.



11. Click **Edit** and select **Cut** or press the **Delete** key to remove the unwanted clip.







## Appendix A

### Introduction to Video Production with Flip Video

#### Shooting basics:

1. Set up the camera in a space with good light. Light should be on the subject's face. Avoid shooting inside with a window in the background.
2. Keep the camera as level as possible. Use the tripod to stabilize your shot. The tripod screws into the bottom of the camera.
3. Make sure there is not too much ambient noise. Make sure the subject is facing the camera. The camera should be 3 to 6 feet from the subject.
4. Always **practice** and **test** before real shooting.

#### Using the Flip Camera:

1. Power On/Off button is on the right side.
2. Press the red button to record.
3. The top and bottom buttons zoom in and out.
4. Press the red button again to stop the recording.
5. The play button replays your recording.
6. The delete button throws it out.
7. The Flip camera holds up to an hour of footage. Check the memory before a long shoot to make sure that you have enough space.
8. **Save your footage to a computer and a USB drive before returning the camera!**





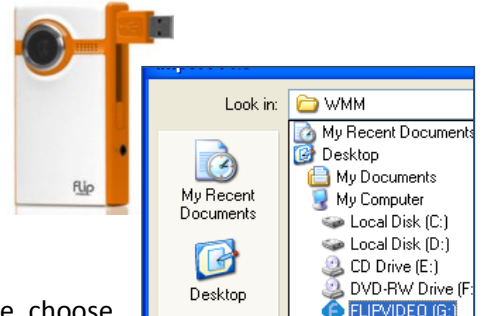
## Video Editing in Windows Movie Maker

### Appendix B

#### Saving Footage to T Network Drive (*Web\_Folders\_Thor\$* on 'Thor'(T:))

##### Getting Started:

1. Turn on the computer and log in.
2. Insert Flip Camera's USB into Computer's USB port.
3. Double-click *My Computer* on your desktop (or press **[Window]-E**).
4. FLIPVIDEO will show up as one of the drives under "My Computer".
5. Double click the FLIPVIDEO drive.
6. Under DIMC, Video100, highlight your filename, right click your mouse, choose *Edit, Copy* (or press **[CTRL]-C**).



#### Placing Files in your student\_work Folders from On-Campus Using the T server on a Windows operating system (computers in the library, classrooms, or computer labs)

##### Copy files using Windows Explorer or My Computer

1. Double-click the "T" drive (*Web\_Folders\_Thor\$* on 'Thor'(T:))
2. Double-click the folder for the current semester/term.
3. Double-click on the folder that corresponds to your course number and section.
4. Double-click your personal folder.
5. Select *Edit, Paste* (or press **[CTRL]-V**).
6. Now the footage from the Flip Camera is saved into your personal folder in the T drive.
7. It's also a good idea to also back up your files into your flash drive or CD.

#### Placing Files in your student\_work Folders from On-Campus on a Mac OSX

##### Copy files using Finder

To copy many files (and/or many different types of files) into the *student\_work* folder from on-campus:

- Locate the files you want to copy.
- Select the files, and select *Edit Copy* from the Finder menu
- Select the *Go* menu and click *Connect to Server...*
- Select *smb://thor/web\_folders\_Thor\$* from the list of servers (or type it into the *Server Address:* box). Click *Connect*.
- Click through the folders to */[semester] Courses/[course]/[your\_name]*
- Select *Edit Paste* from the Finder menu