Windows MovieMaker Guide

This brief guide will provide some tips for basic procedures using Windows MovieMaker.

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1) Launch **Windows MovieMaker**.

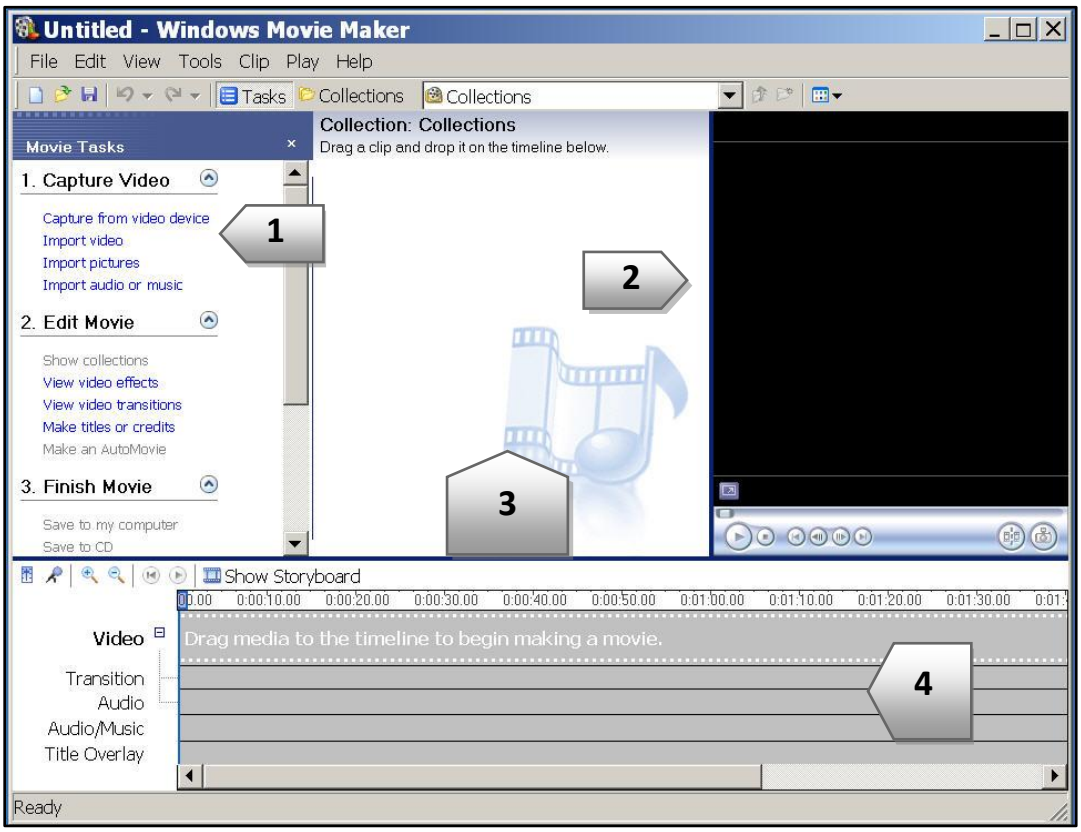

Figure 1

The screen (Figure 1) has a Task List on the left (1, 1), a viewing window on the right (1, 2), and a Collections display area in the center (1, 3). The timeline/storyboard is located below the task and collection areas (1, 4).

The timeline/storyboard area displays the various components of your current project. Audio, titles, transitions and images are placed on the storyboard and assigned a length of time to appear in your project.

Importing pictures or video

1) Click the **Import pictures or import video** link in the **Task** area. (If the Task area is not visible, click the Tasks button on the toolbar).
2) Locate the image or video you want and select it.
3) Click **Import.**
4) The image will be displayed in the Collections area of the screen as a thumbnail and also displayed in the viewing window.
5) Repeat this process for all of the images you want to include in the project.

NOTE: Videos and still images are stored in separate parts of the Collection. To display different collections of images, click the dropdown arrow next to the Collections list box (Figure 2).

Figure 2

Placing an Image into the Movie

1) Click on the image in the **Collection** area.
2) **Drag** it onto the timeline. NOTE: Images must be placed sequentially. That is, place the image you want displayed first in the video first and then place subsequent images.

Reading the Time Indicators on the Timeline

The timeline indicates when and how long a clip will play (Figure 3, 1).
The numbers above a clip show how many seconds the clip will play. In this image, the first picture will appear for approximately 5 seconds before the next image appears.

Figure 3

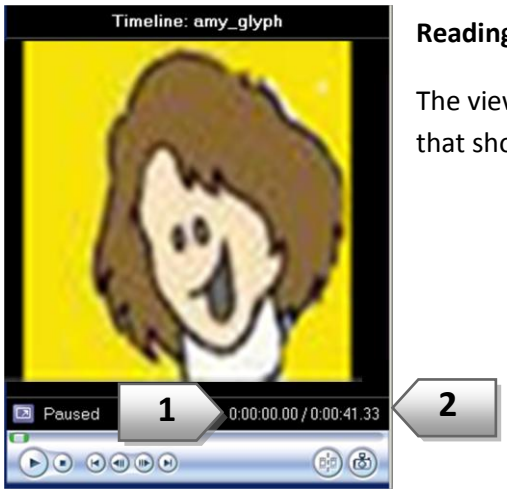

Figure 4

Reading the Time Indicators on the Viewing Area

The viewing area (Figure 4) also has time elapsed indicators (4, 1) and also an indicator that shows the total length of the video (4, 2).

Setting the Length of Time for an Image to Display

1) Select an image on the timeline (Figure 5).
2) Click on the black handle on the center right-hand side of the clip (5, 1). *A red dual-headed arrow will display.*
3) Drag the arrow to the right to extend the length of time the clip will play and to the left to reduce the length of time the clip will play.

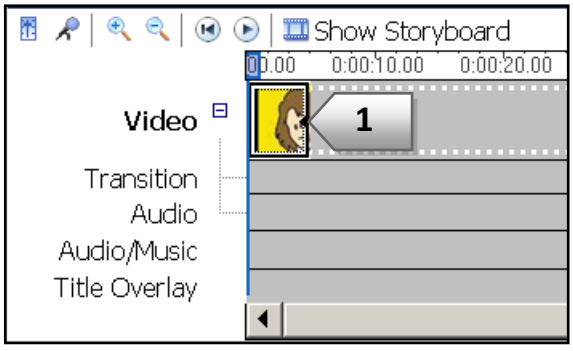

Figure 5

Add Titles

1) Choose **Tools > Title and Credits.**
2) Click the desired link for the titles position i.e. "**Add title at the beginning of the movie**".
3) Type the title text in the box provided.

NOTE: As you type, the text will appear in the title area and in the viewing area on the screen. The default transition for all titles is to fade in and then out.

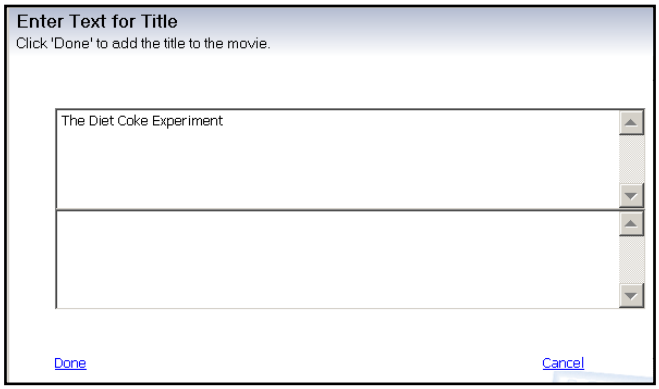

Figure 6

4) Click the link **"Done add title to movie".**
5) The title now appears in the timeline.

Edit Titles

1) Double-click the title you want to edit.
2) Make your changes in the editing window (Figure 6).
3) Click the **Done** link.

Add Transitions

Transitions are video special effects that appear between individual elements in your movie. They include things like fading from one image to another.

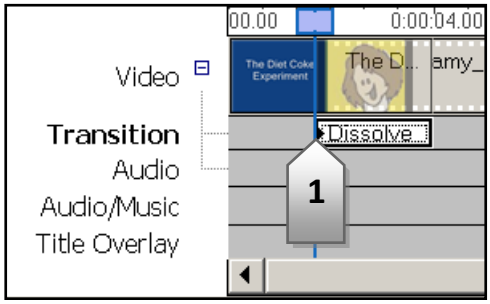

Figure 7

1) Click in the timeline where you want a transition to appear.
2) Choose **Tools >Video Transitions.**
3) Select the transition you want from the palette of transitions.
4) Drag the transition onto the timeline (Figure 7).
5) Adjust the length of the transition by dragging the black handle on the left of the transition box (7, 1).

Saving the Project

1) Choose **File > Save Project.**
2) Type a name for your project.
3) Click **Save**.

Produce the Movie

1. Choose **File > Save Movie File.**
2. Choose which device you want to save to, i.e. My Computer, CD, etc.
3. Click **Next**.
4. Type a name for your movie in the space provided.
5. Click **Next**.
6. Choose a quality of production for your movie or accept the default.
7. Click **Next**. (The movie will be produced after a few minutes).
8. Click **Finish**. Your movie is a Windows Media Player file.