



digitization station

CREATING SLIDESHOWS AND MOVIES



North Vancouver  **City Library**

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CREATING SLIDESHOWS & MOVIES

With Microsoft MovieMaker 2012

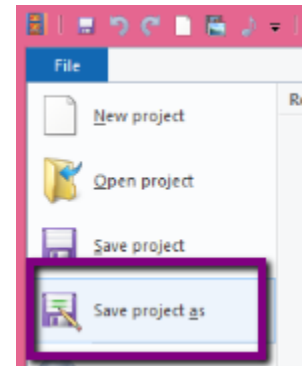
With Microsoft MovieMaker you can do basic editing of the video you've captured, combine multiple video clips, and even create movies from your still photos, complete with captions and music. Movie Maker also makes it easy for you to share your creations via Facebook, YouTube, and Flickr.



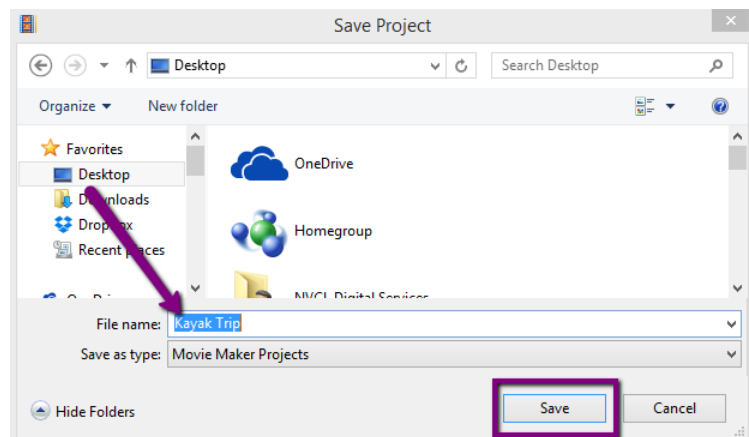
PART I: MOVIEMAKER BASICS

1. Creating & Saving a New Project

When Movie Maker opens, a new project will be created for you. Start by saving the new project and giving it a name. Go to **File** and choose **Save Project As**. Give your new project a name, and save it either to the Desktop, or directly to your own Personal Storage Device.



Your project will be saved as a **.wmp** file – this is a Movie Maker Project file. Keep in mind that a *project* file isn't the same as a *movie* file. You'll be doing all your **work** in the project file, and when it's finished you'll export and save it as a movie file.



2. Content

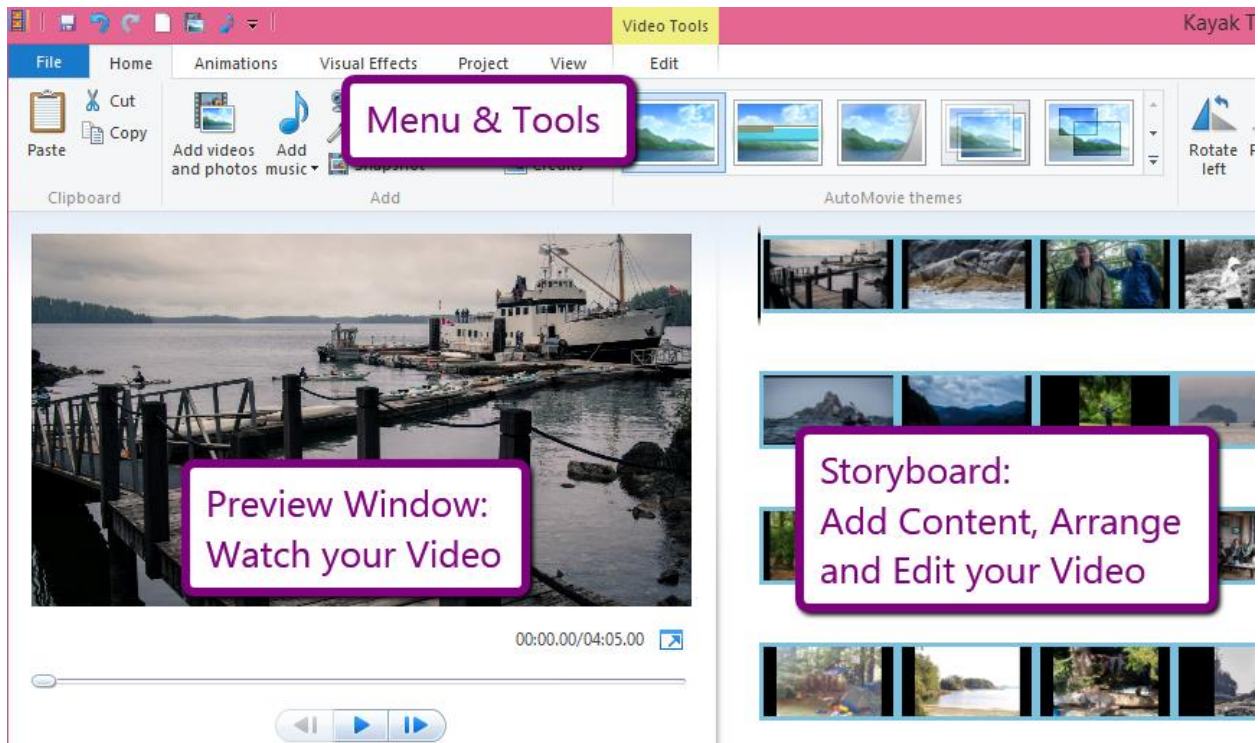
Make sure that you have all the files that you want to include in your movie saved to the computer or your storage device before you start! Movie Maker can work with a variety of file types, and can create movies from any combination of Video, Picture, and/or Audio Files:

- **Video Files:** .wmv, .asf., .mov., .avi, mp4, and more.
 - *Note that Movie Maker does **not** handle **.mpeg/.mpg** files well!*
- **Picture Files:** .jpg, .tif, .gif, .bmp, .png and more
- **Audio Files:** .wma, .aif, .wav, .m4a, .mp3, .asf and more

3. Interface:

The Movie Maker interface has three basic areas:

- **Menu & Tools:** the ribbon at the top has all of the tools and effects you'll work with to piece together and enhance your creation.
- **Preview Window:** where you can preview the movie and check your edits.
- **Storyboard:** where you collect and organize all of the content you're including. It will also display any audio, transitions, animations, and captions you've added.

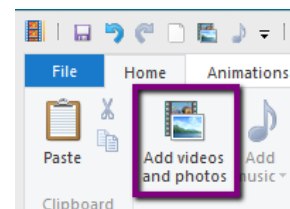


PART II: ADDING CONTENT TO YOUR STORYBOARD

1. Adding Videos & Photos

There are two ways to add Videos and Photos to your project:

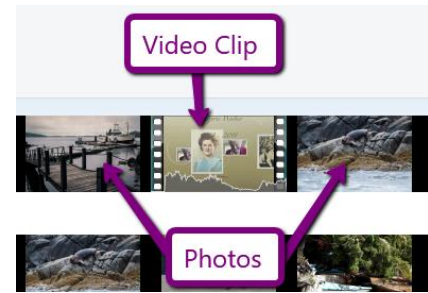
1. Open File Explorer and **Drag and Drop** your files (e.g. photos) into the Storyboard area.
2. Click **Add Videos and Photos** in the toolbar, find and select your files, and click **Open**.



Once you've used one of these methods, you'll see all of your video and/or photo clips in the Storyboard. If you are adding a lengthy video it may take some time to load.

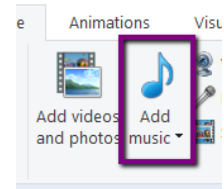
Photos will appear with a **black bar on the right and left side** of them.

Video clips will have **film strip** images on the right and left of them.

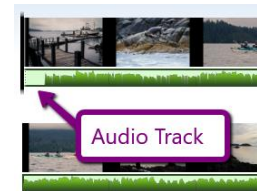


2. Adding Music / Audio Tracks

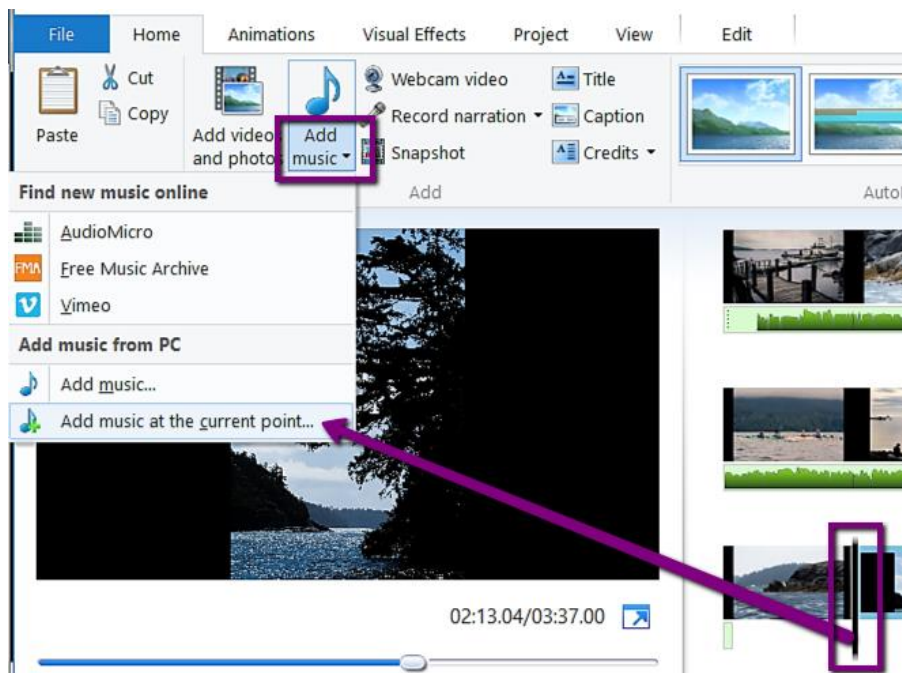
To add background music to your movie, go to the menu ribbon, and click **Add Music**. Locate the song/audio track on your computer, and click **Open**. By default, Movie Maker will place the audio track to start on the first slide or video clip in your Storyboard:



The audio track will be green, and will run underneath your photos/video clips for the length of the song or the entirety of your slideshow, whichever is shorter.



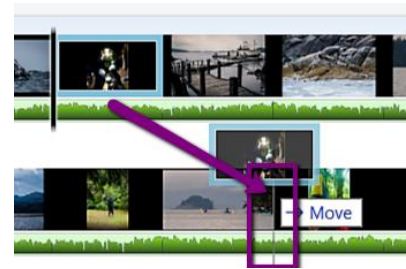
If you want to add an additional audio track, **place the cursor in the video segment** where you want it to start (see image below). The **vertical black line** that indicates your position in the movie will appear where you clicked. Then go up to the **menu ribbon**, and click the **Arrow** next to **Add Music**. Then select **Add music at the current point**, and find the track on your computer and click **Open**. The new audio track will appear on your storyboard.



PART III: ORGANIZING AND ARRANGING CONTENT

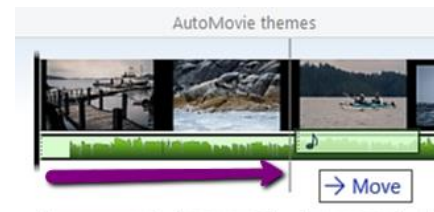
2. Arranging Video & Photos

The order in which Movie Maker placed your photos on the storyboard may not be exactly the order you want them in. To rearrange them, **select the photo or video clip** you want to move – a blue outline will appear around it - and **then drag and drop it** where you want it to go - a grey line will appear where you are dropping it.



2. Arranging Audio Tracks

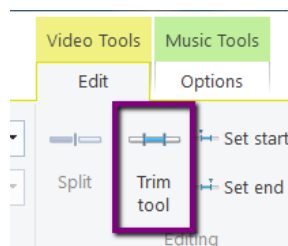
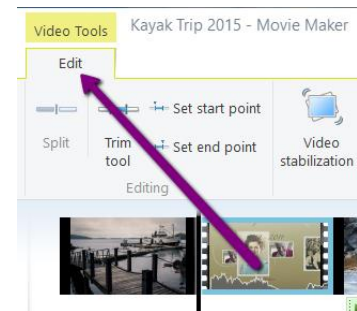
You can move the **start point** of your audio track by **clicking and dragging** it to the position where you want it to start on:



PART IV: EDITING VIDEO AND AUDIO

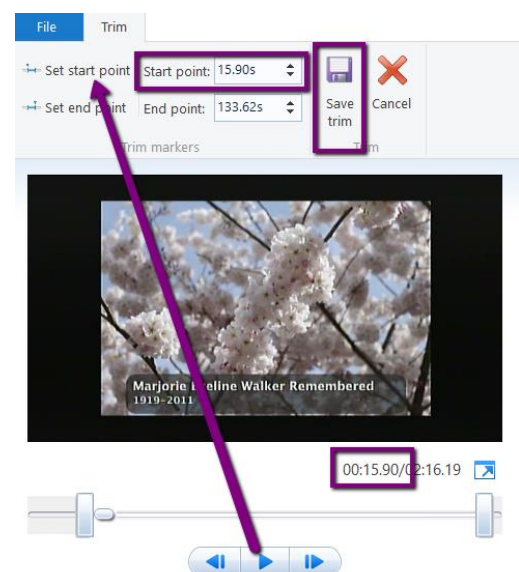
1. Trimming Video Beginning and/or End

If you need to trim off the beginning or end of a video clip, click once on the video clip (a blue outline will appear when it's selected), then, under **Video Tools**, click **Edit**.



Click the **Trim Tool**, and then use the playback in the Preview Screen to find the exact **Time** where you want to set the **Start Point** (see below).

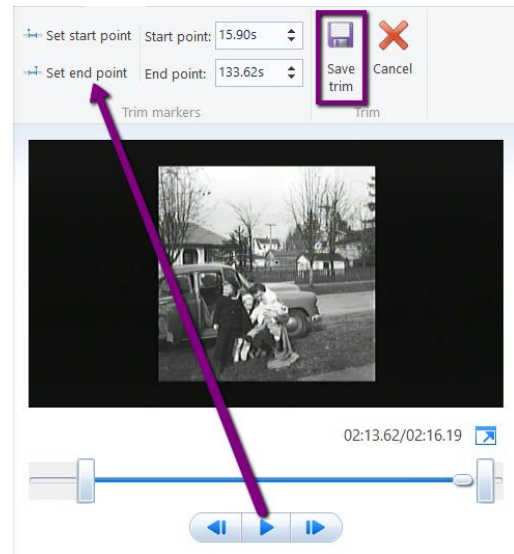
TIP: Play through the video clip using the **preview screen**, and when you get to the place where you want to set your Start Point, click **Pause**. Then, click **Set Start Point**. You can use the time listed below the screen as reference to get more granular control over the Start Point Time that's displayed next to **Start Point** – perhaps a few seconds before you clicked pause. When you're happy with the Start Point, click **Save Trim**. Movie Maker will remove everything in your clip before the start time.



For your **End Point**, let the video clip play through to where you want to stop it. Press **Pause** on the playback, and then click **Set End Point**. Then, **Save Trim**.

Other Useful Video Editing Tools:

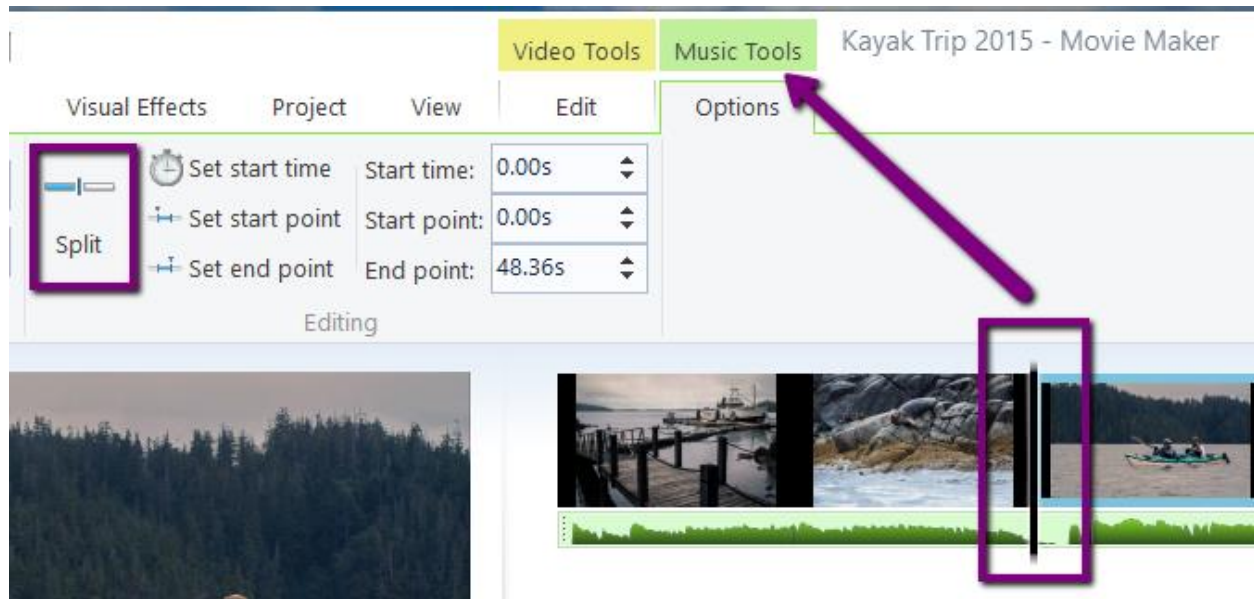
- **Split** your video into multiple segments so you can insert still pictures in between segments.
- Adjust the **Volume** on your Video clip.
- **Fade** the volume in and/or out.



2. Editing Audio

While you can't "trim" audio in the same way you can video, you can use the **Split** tool to cut up an audio track into separate parts and delete the parts you don't want, or move the parts around.

To **Split** an audio track, place the cursor on the **Storyboard Panel** where you want to split the audio track (see black bar in image below). If the audio track is over a series of still photos, the split must be at the beginning or end of a slide. Next, click **Music Tools**, and choose **Split**:

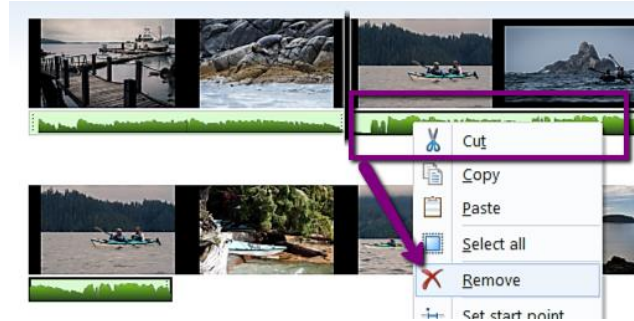


You'll now see two sets of dotted lines appear where the track was split:



You can now **move** the second half of your track to a later time in your slideshow by clicking on the dotted lines and dragging it.

Or you can **delete** the second half of the audio track by clicking on it (a black outline will appear on the audio track), then **right-clicking**, and choosing "**Remove.**"



Other Useful Audio Editing Tools:

- Adjust the audio track's **Volume**
- Have the audio track **Fade In** or **Fade Out**

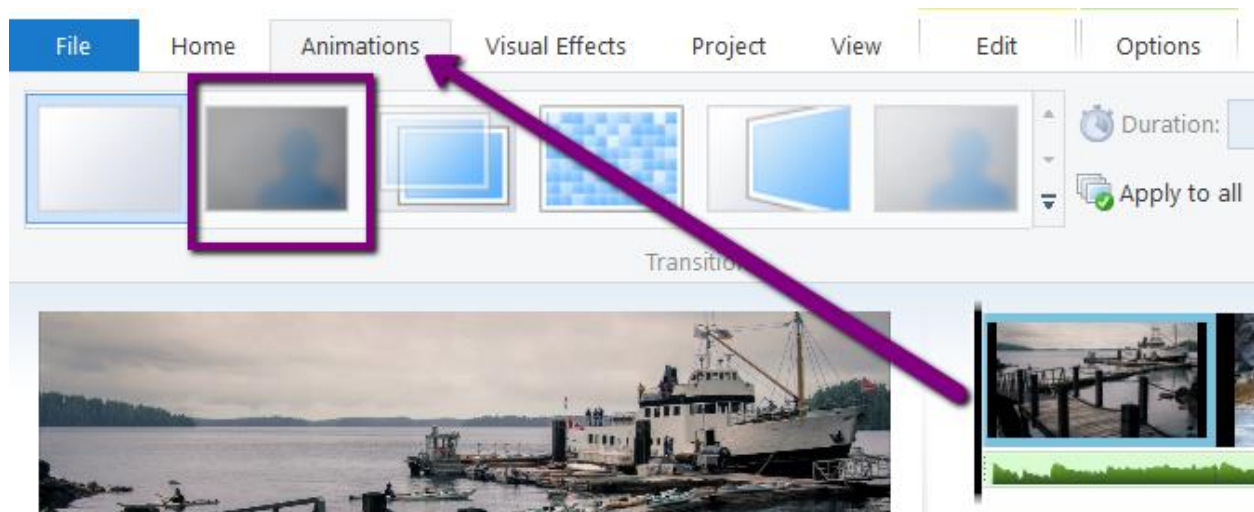
PART IV: ADJUSTING TIMING AND ADDING TRANSITIONS

1. Transitions

When you are working with a photo slideshow, you may want to add **Transitions** so that the changes between your photos is not so sudden.

To add transitions, place your cursor on the slide that you want to add the transition to. A blue box will appear around that slide. Note that the transition will be added to the **beginning** of that slide.

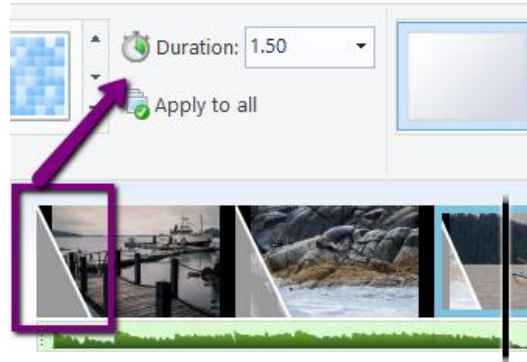
Click **Animations**, and view the various transitions. You can **preview** them by pressing **Play** in your **Preview Screen**, and holding your mouse over various transition options:



To select a transition, click on it once. You'll see a grey triangle added to the left side of your photo – that represents a transition having been added:

Use the **Duration** option to set the amount of time that the transition itself takes.

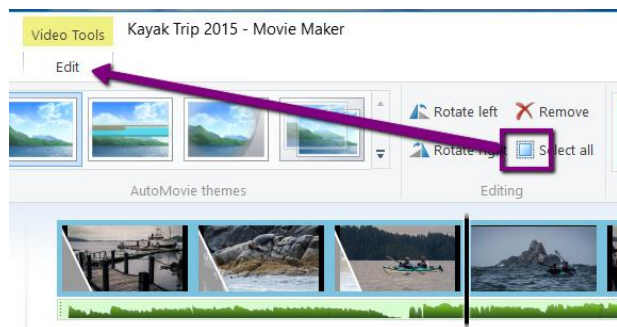
Use the **Apply to all** button to use the transition you've selected on all the slides in your movie.



Adjusting Slide Duration

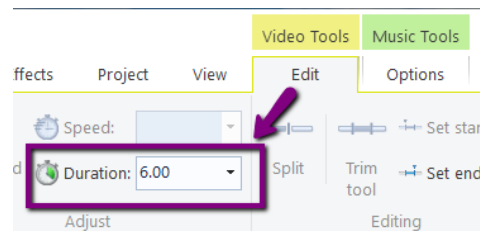
With a **series of photos**, Movie Maker defaults to showing each slide for approximately **7 seconds**, which may be too much or too little – especially if you are adding captions or narrations later, so you may want to adjust the amount of time your slides display for.

To adjust the time an individual slide shows for, select that slide. Or select all your slides by using the **“select all”** button in the Editing bar. Then click **Video Tools > Edit**:



In the Video Edit ribbon, use the **Duration** drop-down menu to change the number of seconds that the slide will show for.

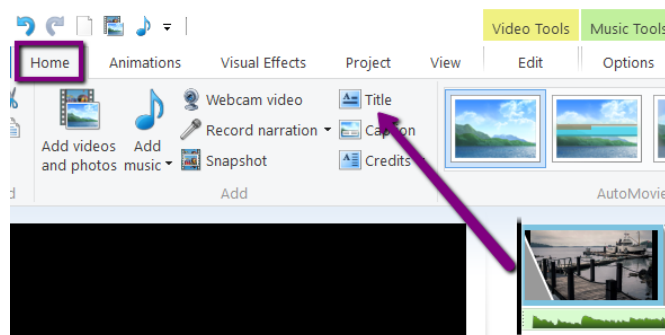
Note that if you have transitions set, you also may want to adjust the amount of time that the transitions take (see above).



PART V: ADDING TITLES AND CAPTIONS

Adding Title Slides

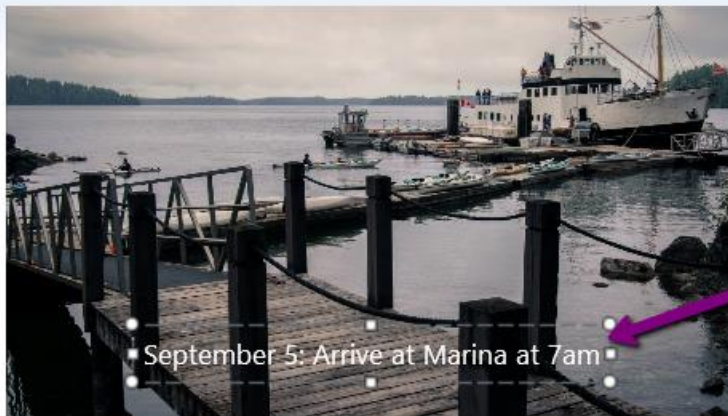
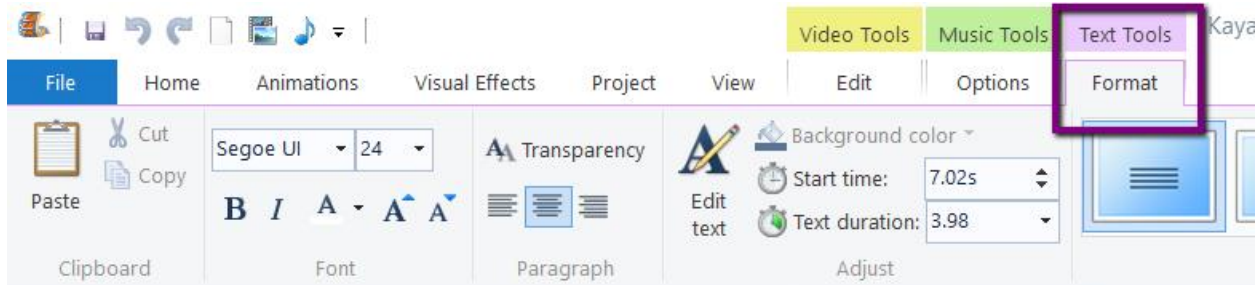
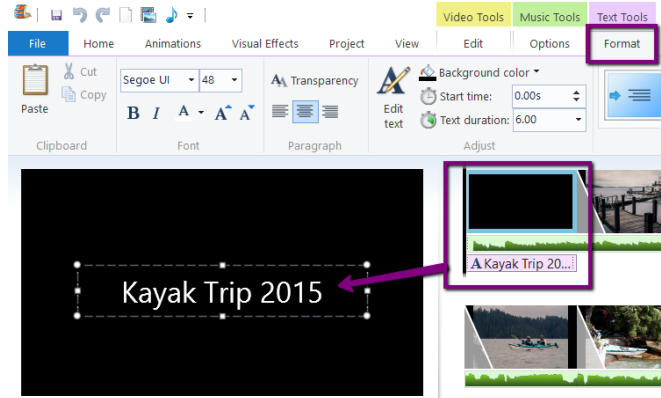
To insert a title slide into your movie, select the slide that you want to add the title screen **before**. Then go to the **Home** ribbon, and in the **Add** section, click **Title**:



Movie Maker will insert a black slide, and you can type whatever you'd like onto that slide.

Use the options in the **Format** ribbon to edit and apply effects to your text:

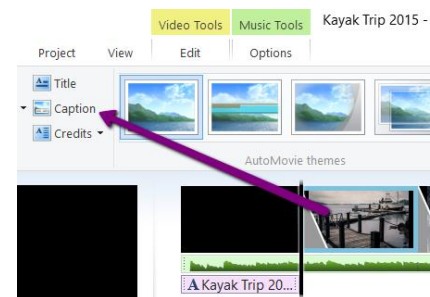
- Adjust the font size and colour
- Change the background colour
- Add entrances or emphasis
- Change title slide duration



Adding Captions

To add a caption onto an existing slide, **select** that slide from the Storyboard, and in the **Home** ribbon, click **Caption**:

A text box will appear on the slide, and you can type your caption into it. Use the **Text Tools > Format** ribbon to edit and apply effects to your text, just like you did with the title slide.



PART VI: SAVING AS A MOVIE FILE

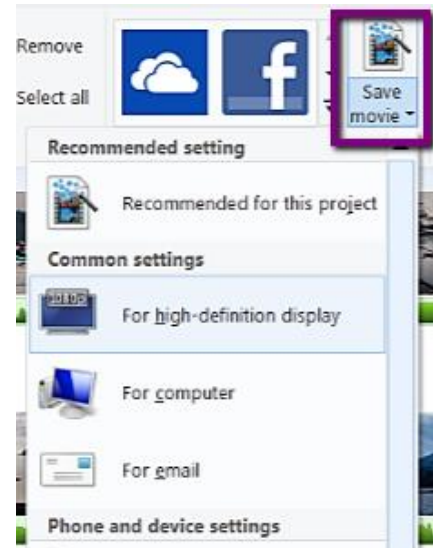
When you're finished creating and editing your slideshow/movie, you'll need to save it in a **Movie Format**. Remember that while you're working on it, Movie Maker is just saving it to a **Project** File Format. But it needs to be in a **Movie** format for you to be able to show and share it outside of the Movie Maker software.

To save your project to a movie file, click the **Arrow** next to **Save Movie** to bring up the format drop-down. You'll get a number of different options, for a number of different devices. Which one you choose depends on what you want to do with it.

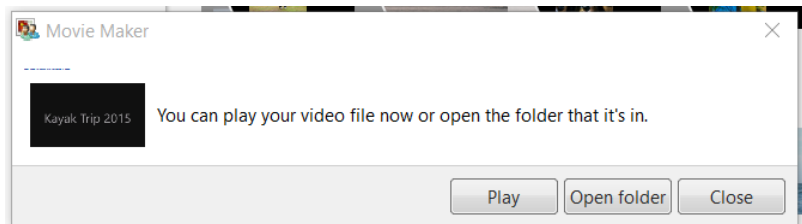
For High-Definition Display is the highest quality – use this if you're planning on burning your movie to DVD and/or showing your movie on a television screen. This is the largest file type.

If you're planning on sending this to family and friends through email, you may want to use the **For Email**; the picture won't be as high quality, but the file size will be much smaller so it will be easier to send to people online.

For Computer is in between – use this if you're planning on saving it to a mobile device as you'll still get a good quality image, without the massive file type that High-Definition creates.



Give your movie a name, and then click **Save**. Movie Maker will begin exporting your file, and when it's finished you can **Play** it right away, or click **Open Folder** to view where it's stored.



Note: Movies created in Movie Maker tend to play best on **Windows Media Player**. If you're seeing irregularities in your playback (e.g. green bars), try Windows Media Player instead.

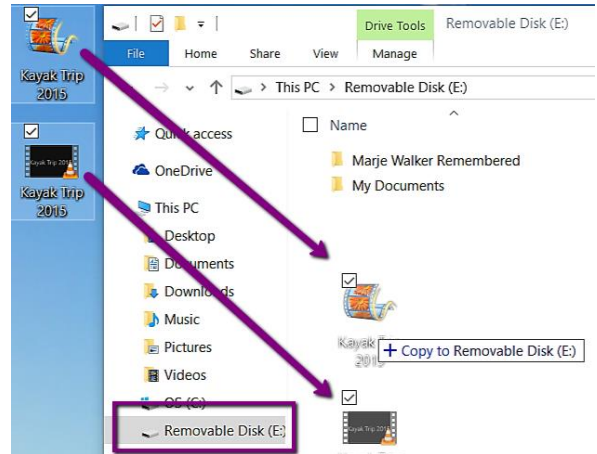
PART VII: TRANSFERRING YOUR FILES TO YOUR PERSONAL STORAGE DEVICE

When you've finished exporting your movie file, you can exit Movie Maker. It will ask you if you want to **Save** your project – make sure you say **Yes**, as you'll want to have a copy of your original project file along with your movie file in case you want to make any changes to the movie later.

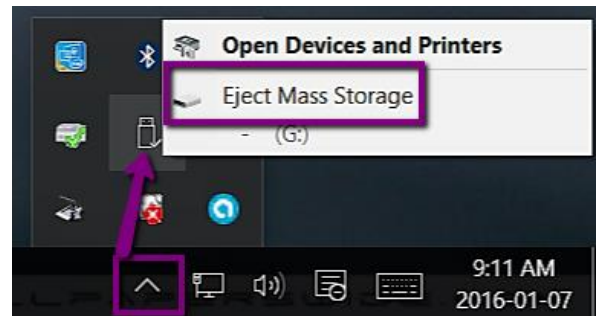
The next step is to transfer both your final **Movie** file, as well as your **Project** file to your personal storage device (the Digitization Station will not store your files once you've logged off).

To transfer your files, plug in your storage device to the USB port on the left side of the PC. Next, click **"This PC"** – this will bring up the File Explorer, and you should see your storage device listed under **"This PC"** on the left menu (it may just say **"Removable Drive"** or **"Removable Disk"**).

Click your **Removable Disk** so you can see its contents in the File Explorer. Then locate your **Movie** and **Project** file on the desktop, and **drag and drop** them into your Removable Disk. Windows will begin copying the files to your disk.



When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the **"Safely Remove Hardware..."** icon and choose **"Eject Mass Storage."** You can now remove your device.



PART VIII: MORE MOVIE MAKER 2012 RESOURCES

Movie Maker 2012 is a free program. You can download it from:

<http://windows.microsoft.com/en-ca/windows-live/essentials>

For more help and instructions on Movie Maker, see the **Lynda.com** tutorials. Lynda.com is a Library paid-for Subscription Service with professional video tutorials on computer software:

- **Basics:** Creating a movie with Windows Live Movie Maker – <http://www.lynda.com/Windows-tutorials/Creating-movie-Windows-Live-Movie-Maker/57005/58251-4.html>
- **Full Course:** Movie Maker Essential Training – <http://www.lynda.com/Windows-Movie-Maker-tutorials/essential-training/71928-2.html>