

# Introduction to Windows Movie Maker 3



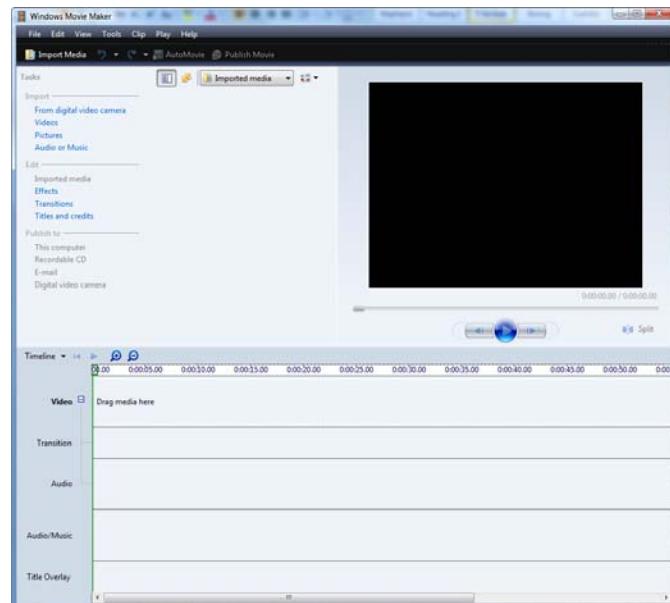
## 1. Introduction

This paper tutorial is designed as a basic introduction to Microsoft's digital video editing program, Windows Movie Maker 3 (MM3).

To begin, this tutorial will provide a general overview of MM3 functions, settings, and tools. Next, with the aid of graphics from the MM3 interface, a brief explanation of how to capture or import video, pictures, audio or music into the program will be defined. In addition, you will also learn how to edit your movie, add effects and transitions, title and credits, or how to add narration.

## 2. Overview

The process of creating a movie or a slideshow in MM3 consists of importing media such as video, pictures, audio, or music into the program and then manipulating these same elements to create a specific product. The interface is designed to provide visual access and management of imported elements in the collections pane. Items from this area can be dragged into either a storyboard or timeline window and then edited. From the monitor window, changes or additions made to the project can be sampled through playback. Once the desired effect has been achieved the combined project can be saved to the computer, to a CD, or sent to e-mail, to the web, or a DV (digital video) camera.

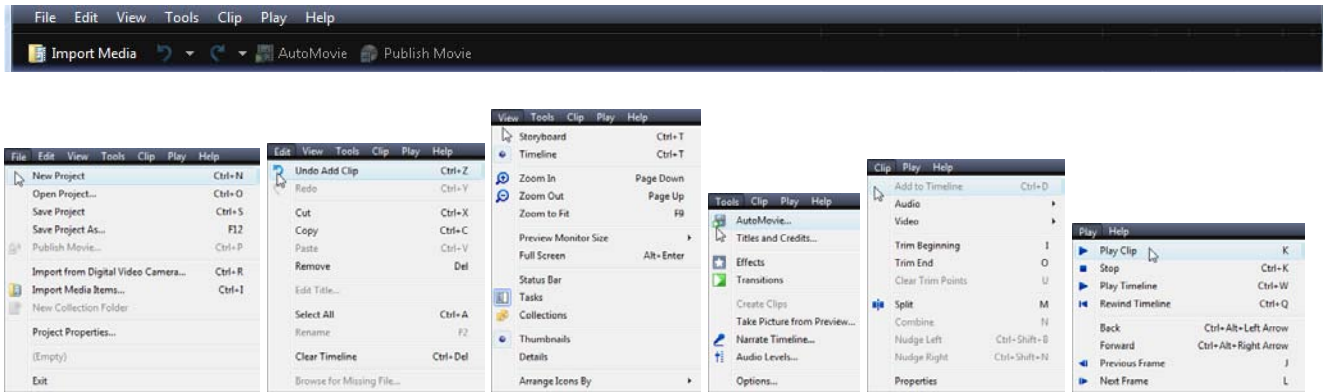


At the right is an image of the MM3 interface—components of this interface are detailed below.

## 3. Interface

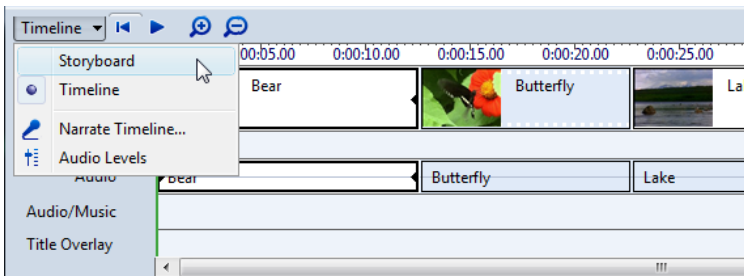
### Menus

The menus in MM3 give access to important program functions. Below is a graphic of the main menu header as well as six dropdown menus for file, edit, view, tools, clip, and play. In MM3, access to most program functions can be reached through more than one location.

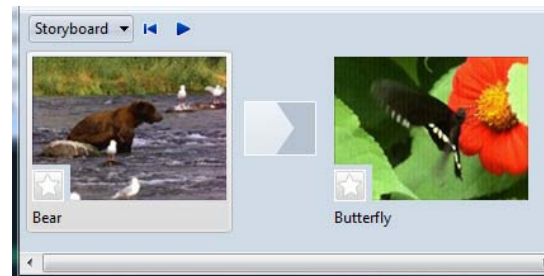


## Timeline/Storyboard

In MM3, the Storyboard and Timeline windows are utilized for controlling placement of media. From the Timeline window, all of a project's elements can be viewed in tracks along a linear (from left to right) layout. By selecting the plus (+) or minus (-) magnifying glass at the upper left of the Timeline window, a project can be viewed from its extended length in minute increments or narrowly focused down to tenths of a second. The project can be played by clicking on play/stop buttons. To narrate a timeline, click on the microphone icon and to adjust volume, click on Audio Levels. To toggle between views, click the dropdown menu and select either "Storyboard" or "Timeline."



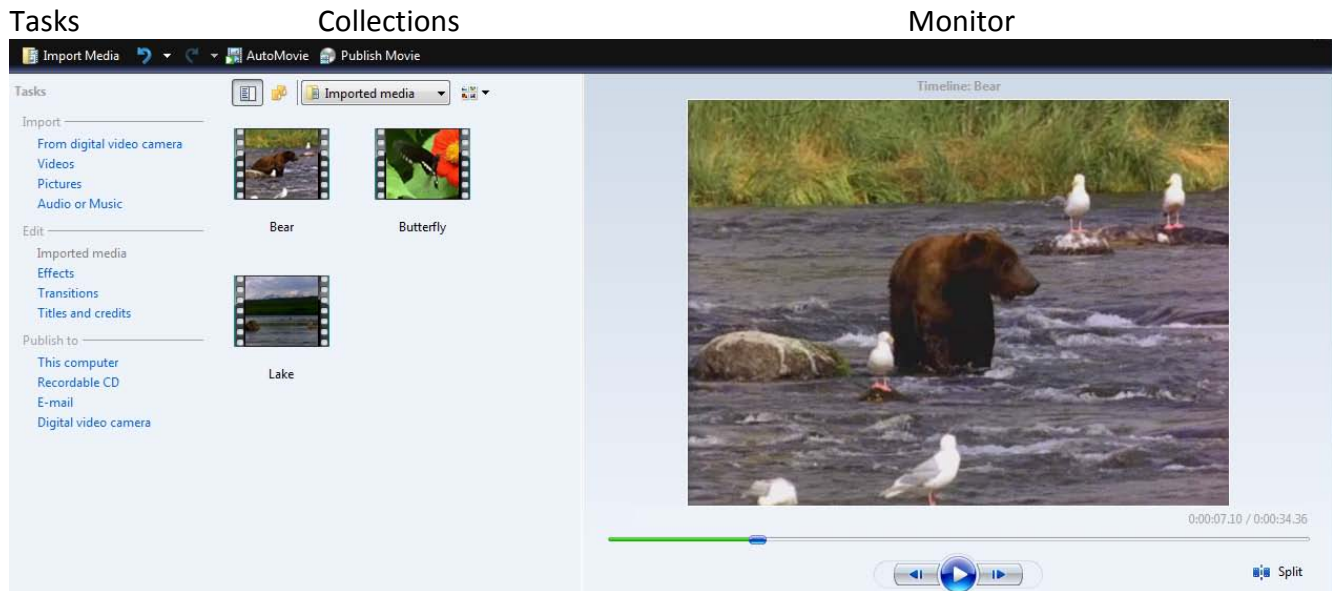
**Timeline**



**Storyboard**

## Movie Tasks, Collections, and Monitor

On the next page is a graphic of MM3's interface including the Tasks pane, the Collection pane, and Monitor window. First, the Tasks pane provides an access point to capture video, edit your movie, and save your movie, as well as providing movie making tips. The links in the pane are fairly intuitive and follow, from top to bottom, the basic outline of the movie making process from start to finish. Next, the Collections pane provides a thumbnail view of videos, pictures, and even music that have been imported into MM3 for use on your movie project. From the Collections pane you select and drag clips into the storyboard or timeline to create a movie. As will be discussed later, clips can be manipulated to create a desired effect. Last, in the Monitor window you can test or preview your movie. From the function buttons at the bottom of the window (also along the top of the timeline/storyboard) you can play, stop, forward, or rewind your movie (or manually use the seek slider), or split a clip (Figure 1).



**Figure 1**

#### 4. Set-up

Before beginning any project, it is important to establish and set a number of program options, as well as save your project.

- **Step 1:** Select the *Tools* menu from the menu bar at the top of the interface.
- **Step 2:** Select *Options* at the bottom of the menu.
- **Step 3:** From the *Options* window, select the *General* tab (Figure 2) and modify options accordingly. In the *Save AutoRecover* box you are given the option of having your project backed-up anywhere between one and sixty minutes. The program defaults to ten minutes; you may change this according to preference.

**Note:** As a video editing program can consume a lot of computer processing power and is susceptible to “crashing,” it is always important to manually save your project often.

- **Step 4:** From the *Options* window, select the *Advanced* tab (Figure 3) and modify options accordingly. The picture duration and transition duration settings specify how long (in seconds) a picture or transition will last. This setting will be applied to the entire project. The editing section of this tutorial will show how to manipulate these settings on an individual frame-by-frame basis.
- **Step 5:** From the same *advanced* tab, the video properties settings default to NTSC format and a 4:3 aspect ratio. If you have video recorded as widescreen, change this setting to 16:9.
- **Step 6:** Now, before beginning, from the menu bar select *File* and *Save Project*. Simply give your project a *file name*, and then select save.

**Note:** If you are unsure about what settings to select, simply use the MM3 default settings.

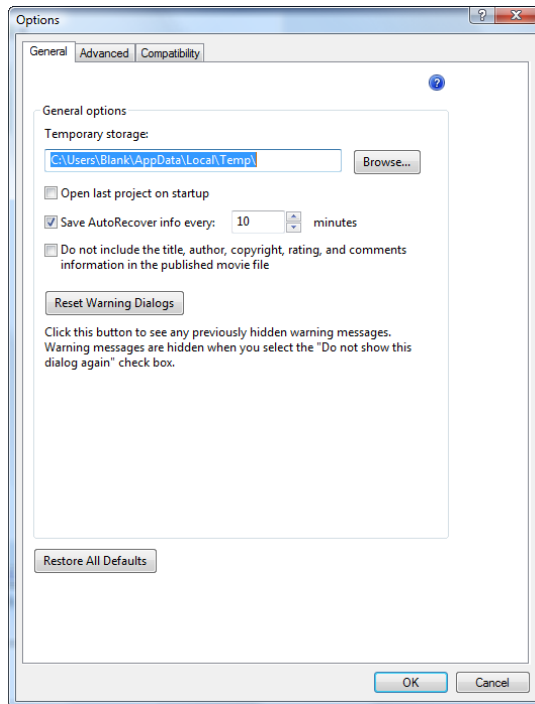


Figure 2

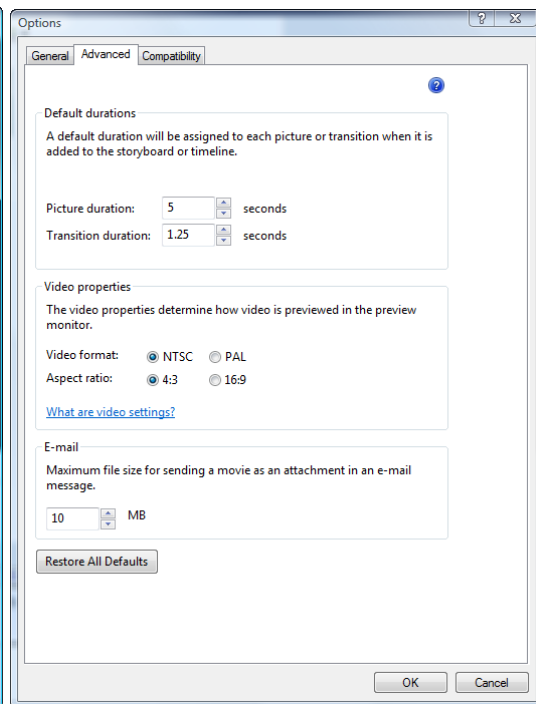


Figure 3

## 5. Import

To begin building your movie or slideshow project you must first import your video, picture, audio or music files into MM3. To do so, follow the steps below:

### To Import Video, Photographs, Audio or Music

- **Step 1:** From the *Tasks* pane, under *Import*, select the appropriate link to import video from a camera, video from the computer, photographs, audio or music into MM3 (Figure 4).

**Note:** MM3 will allow you to import the following file formats:

- 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, .m1v, .mp2, .mp2v, .mpe, .mpeg, .mpg, .mpv2, .wm, and .wmv

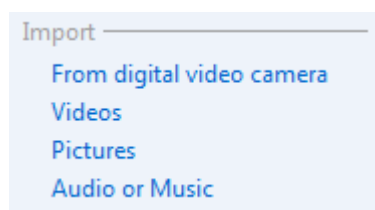


Figure 4

- **Step 2:** You are now ready to begin the creation of your project.

## Import: From digital video camera

- **Step 1:** To capture video from an external device you must first attach the device to the computer via a FireWire cable.
- **Step 2:** From the *Tasks* pane under *Import*, select *From digital video camera*, then select *Capture from video device*.
- **Step 3:** On the *Capture Video File* window, enter the name for your captured video, select the place to save your captured video and click *Next*.
- **Step 4:** From the *Video Settings* window, select *Digital device format (DV-AVI)* for uncompressed capture (or choose *Best quality* for compressed capture) and then click *Next*. Note: Uncompressed capture will provide the highest quality capture of your video, but will also consume a large amount of file space. By selecting different file options, the *Video Settings* window will display the *setting details* and the *video file size* for that option. You must take into consideration the quality of video you want and file storage space available to you.
- **Step 5:** From the *Capture Video* window you can choose to have MM3 turn your movie into video clips, mute speakers, or set a capture time limit. If you wish, you may also create clips after the video has been captured by right clicking on the video icon in the *Collections* pane and selecting *Create clips*, MM3 will randomly separate the video into segments.
- **Step 6:** At the *Capture Video* window, click *Start Capture* and press play on your device and the program will begin capturing your video.
- **Step 7:** When completed select *Stop capture* and *Finish*. Your captured video will be automatically inserted into the *Collections* pane.

## 6. Edit

Once you have imported video, music, or photographs into your collections, these items can be dragged from the *Collections* pane into either the *Storyboard* or *Timeline* to begin the creation of your project. Items can be adjusted or moved anywhere in the *Timeline* or *Storyboard* accordingly. After you have positioned these elements where you want them you can use MM3's edit functions to manipulate your project.

### Split

One of the most useful functions in MM3 is the option of splitting a clip, either to adjust for effects or to remove undesirable elements. To split a clip, follow these steps:

- **Step 1:** First, in the *Timeline*, move the green vertical play head marker over the desired location to split (Figure 5).
- **Step 2:** From the *Clip* menu at the top of the interface, select *Split* and the clip will become two separate pieces (Figure 6). You can also split a clip in the *Monitor* by selecting the *Split* icon at the lower right of the window.
- **Step 3:** If you desire to delete one of the new portions, click on that portion (highlighted in white) and either right click and select *delete* or press *delete* on the keyboard.

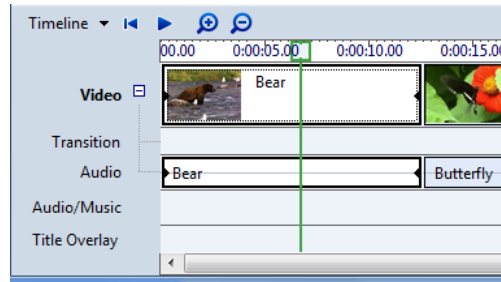


Figure 5

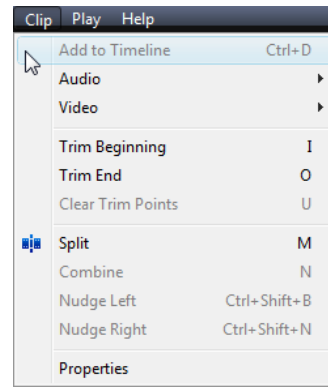
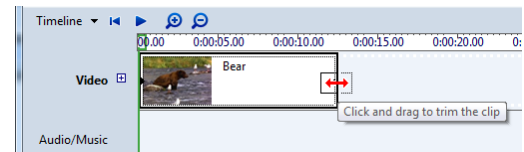


Figure 6

## Trim

The *Trim* function serves as a manual length editing tool. In the timeline window, you can manipulate the length (duration) of images, videos, audio or music. Trim works to primarily reduce the length of videos, audio or music, but for images, trim can also be used to extend or increase duration.

- **Step 1:** Toggle to the Timeline window.
- **Step 2:** Select the image, video, audio or music clip that you desire to manipulate.
- **Step 3:** Place the arrowhead over the right end of the clip and a double red arrowhead will appear. Click and drag to trim the clip.



## Undo/Redo and Delete

MM3 gives you the option of undoing and deleting actions. By clicking on the *Undo* or *Redo* icons at the top of the interface you may remove or redo an action (Figure 7). By selecting the arrow at the right of the icon you may undo or redo a desired amount of actions. By right clicking on a transition or clip you can *Cut*, *Copy*, or *Delete* specific items (Figure 8). In the Timeline window, you can also select a set of clips or other elements to delete by placing the arrowhead at a specific point and, while holding down the left mouse key, draw a selection around your clips and then press delete.



Figure 7

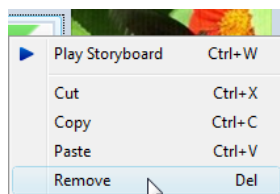


Figure 8

## Audio Adjustment

After inserting audio, MM3 provides a number of options for adjusting transitions between music clips, adjusting the volume of a clip, and adjusting the audio strength between video and music.

- **Step 1:** Between the junction of two music clips, select the right clip, drag clip left over preceding clip and release (Figure 9). This will create a transition between the two clips, and as one clip ends the following clip will fade in.
- **Step 2:** To adjust audio levels, select the desired clip.
- **Step 3:** From the menu bar select *Clip*, then *Audio*, and last, *Volume*.
- **Step 4:** In the Audio Clip Volume window, move the slider left or right to decrease or increase volume, then select OK (Figure 10).
- **Step 5:** At the top left of the Timeline or Storyboard windows, select the volume icon and the Audio Levels window will appear.
- **Step 6:** In the Audio Levels window, move the slider left or right to decrease or increase volume between video and music, then select OK (Figure 11).

**Note:** By splitting a clip you can adjust audio or music volume within a desired range. If you desire, you may also mute the audio from a video clip and allow only music to play.

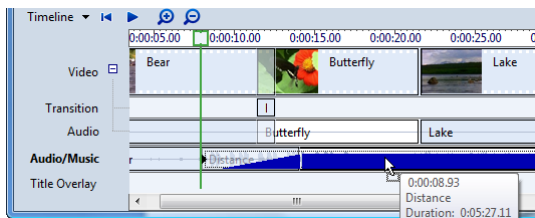


Figure 9

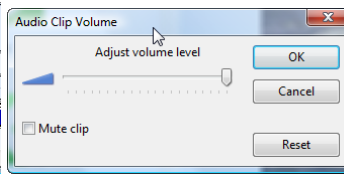


Figure 10

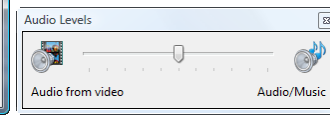


Figure 11

## Effects

In MM3 you can add various effects to a project to enhance the outcome of your movie. Some of MM3's effects include; blurring, increasing or decreasing brightness, speeding up or slowing down frames, rotating images or video clips, fading in or fading out, and more.

Effects can be added to a project both in the Storyboard and Timeline windows. In the Timeline, effects can either be dragged into a specific track or by right clicking on a desired image, selecting *Effects*, and then adding or removing desired effects.

To add basic transitions follow these steps:

- **Step 1:** From the *Tasks* pane, under *Edit*, select *Effects*.
- **Step 2:** Choose the desired effect, select and drag into the Storyboard or Timeline over the desired clips. On individual clips in the Timeline you can also right click on a specific clip and add or remove effects. MM3 will allow you to add up to six different (or the same) effects on each clip.
- **Step 3:** After inserting an effect, sample the change in the preview screen to determine if the effect works in the way you desire.



## Transitions

MM3 offers sixty-three different video transitions. When applied, transitions provide a unique way to smooth the exchange between clips in your project. To insert a transition follow these steps:

- **Step 1:** From the *Tasks* pane, under *Edit*, select *Transitions*.
- **Step 2:** Choose the desired transition, select and drag into Storyboard between desired clips (Figure 12) .
- **Step 3:** After inserting a transition, sample the change in the Monitor to determine if it works in the way you desire.
- **Step 4:** To change a transition you can either *Undo* the action, right click on the transition in the Storyboard and select *delete*, or simply drag a new transition over the old transition.

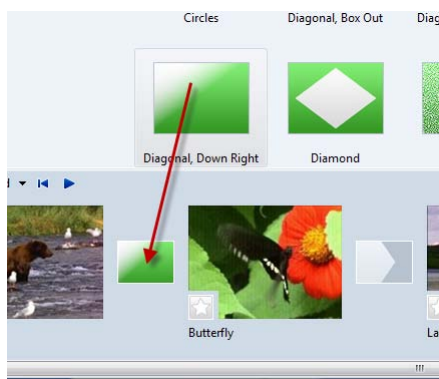


Figure 12

## Titles & credits

To add titles or credits to your movie or slide show MM3 provides a number of font and animation options. To add text, perform the following steps:

- **Step 1:** From the *Tasks* pane, under *Edit*, select *Titles or credits*.
- **Step 2:** Determine where you want to add a title and select that option.
- **Step 3:** In the text box which appears, enter your desired text.
- **Step 4:** At the bottom of the text box, MM3 provides options for changing text font style, size, and color (Figure 13). Text animation can also be manipulated through clicking on *Change the title animation* and selecting the desired options (Figure 14).
- **Step 5:** As text additions are made, a sample of the changes can be seen in the Monitor. When completed, select *Add Title* and the text will be added to the timeline.

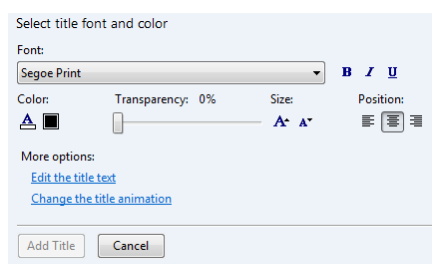


Figure 13

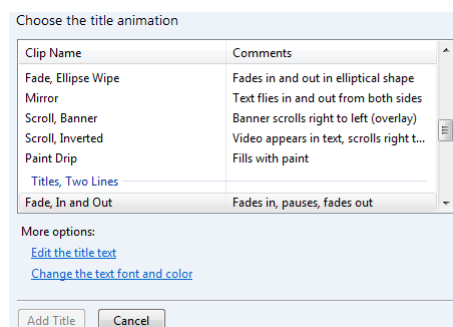


Figure 14



## Narration

To add an additional element to your movie or slide show, MM3 provides for recording and inserting audio into the Timeline. This process of narration can be accomplished by:

- **Step 1:** First, attach microphone to computer.
- **Step 2:** To narrate, either select the *Tools* menu and then *Narrate Timeline* or select the microphone icon under the Timeline dropdown.
- **Step 3:** From the *Narrate Timeline* window, select *Start Narration* and the program will begin recording. To stop the process simply select *Stop Narration*.
- **Step 4:** Once stopped, you will be directed to save your narration. Give your narration a name and select *save*. The narration will appear on the Timeline's Audio/Music track and as a file in the Collections pane.
- **Step 5:** Select *Close* when done. As with video, title, and photograph elements, your created narration can also be moved or edited within the Timeline.
- **Step 6:** Click *Play* on the Monitor (or top left of the Timeline/Storyboard) and sample your narration.

## 7. Save

Once you have completed your project, depending on what type of finished movie you select (save to my computer, save to CD, etc), there are a number of options to choose from. From this point some consideration must be given to the file size of your project, as well as your intended media application. CDs typically hold up to 700 megabytes of data, while standard DVDs can hold 4.7 gigabytes (double layer DVDs up to 8.5 gigabytes). On average, one hour worth of imported video can consume 12 gigabytes (uncompressed) of storage space. Windows Movie Maker has a number of different settings for saving your movie. Each setting has some combination of different bit rates, display sizes, and frames per second. If you are sending your project to a DV camera, you may choose to save it uncompressed. Standard miniDV tapes in SP mode can record, on average, sixty minutes of video. If you are planning on sending your project in email or to the web, consider first the size of the project and the limitations of transmitting and opening large files.

As a sample, follow the steps below to save your project to the computer or external drive:

- **Step 1:** From the *Tasks* pane, under *Publish to*, select *This computer*.
- **Step 2:** In the *Publish Movie* window, enter a name for your completed movie, and select the destination that the file will be saved.
- **Step 3:** At the bottom right of the window select *Next*.
- **Step 4:** In the *Movie Settings* window, select *Show more options* and then *Other settings*.
- **Step 5:** From the drop down menu you are given the option of selecting one of the settings. If you are unsure which option to select, under *Settings Details* at the bottom right of the *Movie Setting* window, you can review the estimated file size of your project. By selecting different file options, the file size will change accordingly.  
**Note:** Some DVD burning software will not support the WMV file format. In such a case, you must save your project as an DV-AVI file.
- **Step 6:** Once you have made your selection, select *Next* and the file will be saved.
- **Step 7:** Once you have saved your project as a finished movie, you will not be able to make changes to the movie. You can, however, reopen your Windows Movie Maker project file, makes additions or changes and then save the project again as a finished movie.