



American Friends Service Committee

Area Office of the Carolinas

DIGITAL YOUTH ACTIVIST PROJECT

Updated July 2014

HANDBOOK

*Using 21st Century Technology to tell
YOUR STORIES in YOUR WORDS*



American Friends Service Committee (AFSC) Area Office of the Carolinas
529-D College Rd. Greensboro, NC 27410
336.854.0633 LKhamala@afsc.org
www.afsc.org/greensboro
www.facebook.com/afscnc
See all of our digital stories at: www.youtube.com/afscnc

Digital Youth Activist Project Handbook

Contents

Digital Storytelling Checklist.....	3
What is a Story?.....	4
Writing Your Story & Giving Feedback.....	6
Choosing Your Music (copyright free).....	7
Recording Your Story.....	8
Audacity Screen Shot	9
Audacity Audio Editing Software Self Tutorial	10
Deciding on your Images & Basic Storyboarding	14
Finding and/or Shooting Your Images (copyright free)	16
Windows Movie Maker Screen Shot	17
Windows Movie Maker Self Tutorial	18
Windows Movie Maker Subtitles- Tips.....	23

Addendum: Forms to fill out and return

- Pre-evaluation
- Documentation permission form
- Project release form
- Post-evaluation



Digital Storytelling Checklist

There are many steps to complete to create your digital story. During this workshop, you will learn to do all of them. Keep track of your progress here!

Activity	Complete?
<p>1) WRITE YOUR STORY <i>About 300 words/ 1 page double-spaced. Choose one story or moment to focus on. Who is your audience? What do you want to communicate? What is the emotional core of your story?</i></p>	
<p>2) RECORD YOURSELF READING YOUR STORY <i>We use basic equipment and programs to record your narrative. There are also good, free downloadable programs.</i></p>	
<p>3) PLAN OUT YOUR IMAGES <i>Create a simple storyboard to identify what imagery goes with your concepts. Think about symbolic images, not just pictures that illustrate individual words.</i></p>	
<p>4) CHOOSE YOUR MUSIC (COPYRIGHT FREE) <i>Check out our list of links to copyright-free music.</i></p>	
<p>5) EDIT YOUR AUDIO <i>We use Audacity audio editing software, a free download.</i></p>	
<p>6) FIND YOUR IMAGES (COPYRIGHT FREE) OR SHOOT YOUR PICTURES/VIDEO <i>We recommend that beginners use still images only. It's best if you use pictures that you take yourself, but you can also look up copyright-free images online. See our list below.</i></p>	
<p>7) BRING IT ALL TOGETHER / VIDEO EDITING <i>There are lots of different programs you can use, though we usually use Windows Movie Maker as a simple and free option. We have a tutorial. It's important to get your timing right.</i></p>	
<p>8) SHARE IT! <i>Once your video is complete, get it out there! We can also help share your film online and in presentations.</i></p>	



What is a Story?



Everyone has an important story to share. In a modern world, many people think the only stories that matter are the ones we see on TV and in the movies. But our lives and stories should be shared for our own sake, and for others. The experiences of youth, people of color and immigrants are a key part of this nation's bigger story, but are not well represented in the mainstream media. AFSC believes that telling and sharing stories is transformative for the teller AND the listener.

Your stories are especially important to lift up today, because of the pervasive hostility towards these groups. We hope the stories told in this workshop will be shared with the wider American public to share your challenges, hopes, dreams, and journeys.

By sharing your stories digitally, you will touch your viewers' hearts and remind us that despite our diverse backgrounds, we are all human.

All of the below information is taken directly from the Center for Digital Storytelling and their "Digital Storytelling Cookbook." We are infinitely grateful for the CDS' vision and wealth of experience.

A Digital Story is a short, first-person video-narrative created by combining recorded voice, still and moving images, and music or other sounds.

A Digital Storyteller is anyone who has a desire to document life experience, ideas, or feelings through the use of story and digital media.

A Story

A story can be as short as explaining why you bought your first car or house, or as long as *War and Peace*. Your own desires in life, the kinds of struggles you have faced, and most importantly, the number and depth of realizations you have taken from your experience all shape your natural abilities as an effective storyteller.

Translating those realizations into stories...is mainly about time. You need time to put the raw material before you, time to learn procedures and approaches for crafting the story, and time to listen to the feedback and improve upon your effort.

When we hear stories, we listen for answers that we can relate to our own lives...All stories... can really be boiled down to one of two types:

- 1) "A stranger came to town..." or
- 2) "We went on a vacation."

In other words, change came to you or you went towards change.

Finding and clarifying the insight and emotions of the story can be the most challenging and rewarding part of the storytelling process....

Consider: **What was the moment when things changed?** Were you aware of it at the time? If not, what was the moment you became aware that things had changed?...Audiences like to hear about change because they're looking for answers about change in their own lives.



Kinds of Stories

There are all kinds of stories in our lives that we can develop into multimedia pieces.

The Story About Someone Important

- *Character Stories:* How we love, are inspired by, want to recognize, and find meaning in our relationships are all aspects of our lives that are deeply important to us.
- *Memorial Stories:* Honoring and remembering people who have passed is an essential part of the grieving.

The Story About an Event in My Life

- *Adventure Stories:* One of the reasons we travel is to break away from the normalcy of our lives and create new vivid memories. All of us who travel know that the experience is usually an invitation to challenge ourselves, to change our perspective about our lives, and to reassess meaning.
- *Accomplishment Stories:* Accomplishment stories are about achieving a goal, like graduating from school, landing a major contract, or being on the winning team in a sporting event.

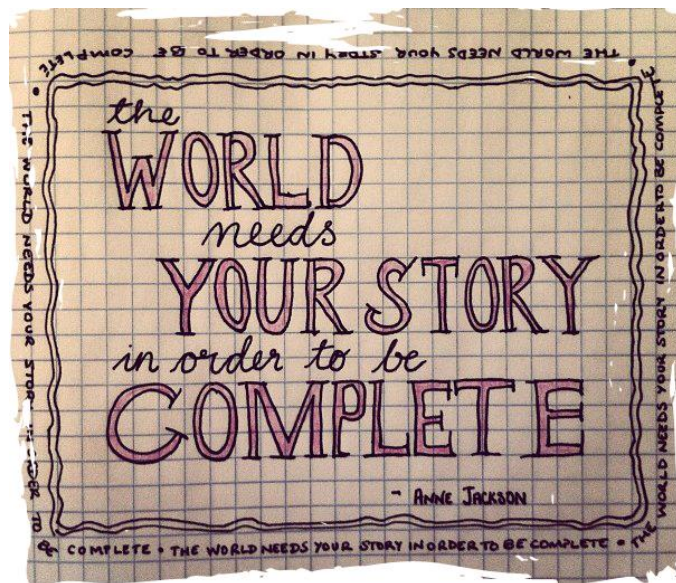
The Story About a Place in My Life:

You may have a story about your current home, an ancestral home, a town, a park, a mountain or forest you love, a restaurant, store, or gathering place. Your insights into place give us insight about your sense of values and connection to community.

The Story About What I Do:

For many people with professional careers, a life story is shaped by their job. A good story often comes from looking at the familiar in a new way and with a new meaning. The details of the tasks, the culture of the characters that inhabit our workplace, or our spiritual or philosophical relationship to our work or vocation can lead us into many stories.

Other Personal Stories: Recovery Stories, Love Stories, Discovery Stories





Writing Your Story and Giving Feedback

Your story is what you will read out as a narration during your short film. It is the heart of this whole process. We try to keep our digital stories to three minutes, which comes out to about 300 words, or about one page typed double-spaced. That's not many words! So editing is very important.

The construction of your narrative is the most important thing you will do, and it will likely go through several edits. You can start with a longer story that can be edited down, but be conscious of choosing only the most important elements of your story that you want to communicate.

When writing your narrative, here are some things to consider:

- **WHO is your audience?** Is it the general American public? Is it your family? Is it other people in your situation?
- **What do you want your audience to take away from your film?** What is the most important thing you want to convey to your audience?
- **What is the central idea you want to communicate?** What is the emotion that idea makes you feel? The most effective stories connect with the emotions of the audience.
- **Choose ONE story or moment to focus on;** we only have a very short time. Remember, this is just one of the many digital stories you will hopefully create in your life!
- **A good way to decide on what to focus on is to identify “the moment of change.”** In storytelling, there is always a “moment of change” in which things shift from what the protagonist originally thinks. When did you realize things would end up like they did? How did you feel?
- **Personal details really help move the audience.**

- **Think about universal themes that your audience will relate to, like love of family, fear of separation, desire to better one's self, etc.**
- **When you are writing, try to maintain a conversational tone,** as if you are talking to a friend, rather than writing a paper for school.
- **Once you have a draft, think about a strong opening sentence** that will hook the audience from the beginning. But don't let the quest for the perfect opening stifle you; write out your story and then come back to the first sentence.
- **Edit! Edit! Edit!** Work with partners and staff to help edit it. Editors should listen carefully and should share what most stood out to them. They should try to offer suggestions which retain the life and feeling of YOUR story.
- **But don't worry about being perfect!** Just share some of your story, work with someone to edit it for maximum effectiveness, and it will be great!

Offering Feedback

As you listen to others' stories, consider the following questions:

- What moved you? What was emotional about the story?
- What produced an image in your mind?
- Which universal values did it touch on?
- What did you want to hear more about?
- Were there unnecessary details? Were there questions raised that weren't answered?



Choosing Your Music (copyright free)



Music is often used in digital stories to set the mood of the story or to have a nice background effect. Make sure that the music you pick is copyright free or that you have permission to use it.

“Creative Commons” refers to images and music that are available for others to reuse and are not copyrighted. You still need to make sure you have permission to use the music or image in the way that you want to, but in general, you can use most Creative Commons works.

Tips

- You can choose to have music just at the beginning and end, or music throughout your whole narrative.
- If you play music throughout your whole narrative, you should adjust the volume to be louder at the beginning and end and significantly quieter while you are speaking. Remember, your story in your voice is the most important part of the film.
- Music should be instrumental and not have lyrics, which might distract your audience.
- You can also choose sound effects to accompany your story (some that have been used include: sound of a plane taking off, or ocean waves)
- Don't forget to keep track of all sources of your music and sound effects, so that you can give credit at the end, even if you use Creative Commons licensed material. Note websites, composers, song titles, etc. as you go along; **you must include the source of everything you use in your credits.**

SUGGESTED SITES TO SEARCH FOR USABLE MUSIC AND SOUNDS

Freeplay music: searchable & downloadable music:

www.freeplaymusic.com

1) Click the top Left link for “Browse catalog”.



2) Then choose a category under “Browse by” on the Left panel (examples: Style → Jazz Blues OR Feeling → Airy OR Instruments → Acoustic Guitar).

3) Once you decide what you want, click, “Add to cart.”

4) Then click on the picture of the Shopping Cart in the upper Right part of the screen.

5) In the drop down box, choose “Personal Use on Youtube,” since this is your personal video that will hopefully go on youtube.

6) Click “Proceed to checkout” and give your name and email and Agree to the terms. Then your free music will download.

Free Music Archive – lots of Creative Commons licensed music (you need to check for CC licensing)

<http://freemusicarchive.org/>

Other Creative Commons music sites:

<http://creativecommons.org/music-communities>

Sound effects:

<http://www.partnersinrhyme.com/pir/PIRSfx.shtml>

<http://www.pacdv.com/sounds/index.html>

<http://www.findsounds.com/>

More resources here:

<http://info.storychasers.org/home/resources/audio>



Recording Your Story



To prepare for recording, you need to practice reading it out loud first, multiple times.

Here are some tips as you practice reading.

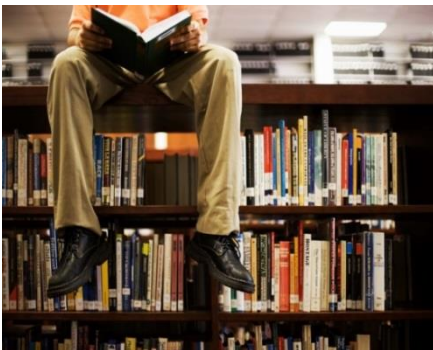
Practicing Reading

- The more you practice, the more comfortable you will feel when you record.
- Read over your story silently at least once to remember what you have written.
- Read your story aloud to another person or in the mirror at least twice.
- Read in a conversational tone. This is not a speech. It is your personal story.
- Circle any words that give you trouble and practice saying them aloud as much as possible. Underline words you want to emphasize.
- Read your story aloud again. This time use your voice to show emotion and meaning. This will happen naturally if you just think about what you felt while each part of your story was happening.
- Read slowly and with meaning. Enunciate your words clearly, that is, take your time to read each word separately, and pause when you need to.
- Use a watch or timer to find out how long it takes to read your story.
- If you can, record the story (on your cell phone or mp3 player) and play it back so you can hear yourself. Take notes on any changes you want to make based on what you hear.



Recording

- Relax! If you have practiced, you will have no trouble recording your story.
- Drink water all day before you record to make sure your vocal cords are lubricated.
- Sit or stand in a comfortable position
- Talk as if talking to a friend or loved one.
- Remember that this is the first time your audience will hear your story, so read it as if it were the first time you have ever told it.
- Do not yell into the microphone. It will pick up your normal speaking voice.
- Don't worry about messing up. We can always stop and start recording again.
- Record multiple times to get the best outcome.
- Congratulate yourself on a job well done!



Audacity Screen Shot

Overview of Audacity Audio Editing

Selection Tool

Envelope Tool to adjust volume at different points within a track

Time Shift Tool to move entire tracks, i.e. so that narration can start after music

Audio Control Bar for Recording and Playback

Editing Tool Bar

Cut Tool

Undo Tool

Zoom

Volume control for whole track

Delete whole track

Mute track while you edit other tracks

***Note:** You cannot edit a selection when you are "paused", only when you are "stopped".

To begin: Click on "Project", "Import Audio" to import files (i.e. your story narration, music, and sound effects. In some older versions of Audacity, you would click on "File" to do this.

To end: Click on "File", "Export as Mp3" to save your Audacity file as an mp3 file.



Audacity Audio Editing Software Self Tutorial

To Download Audacity: <http://audacity.sourceforge.net/download/>. You must also download the companion program LAME for Audacity: <http://lame1.buanzo.com.ar/#lamewindl> (looks sketchy but it is okay. Click on "Jump straight to [LAME for Windows](#) download," then click on the first option: "For FFmpeg/LAME on Windows: [Lame v3.99.3 for Windows.exe](#)"

Files: First, insert flash drive; copy and paste "My Folder" & all files onto the computer desktop. It is very important to keep all your files related to your movie all together in one folder.

Open Audacity & Save Your Program

1. On Windows 7, Open Start Menu and locate Audacity. From Windows 8 home screen, start typing "Audacity". Click on it when it appears. OR from Desktop view, Click on Start, All Programs, Audacity.
2. Click on File, Save Project As. Name it and save it in your folder.

Recording in Audacity

You can record an audio track in Audacity by plugging in a microphone and clicking on the round red button in the Audio Control bar.



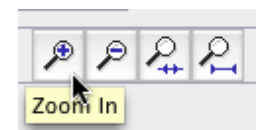
Tracks

In Audacity, you will work with multiple tracks. Each audio clip you import or record is a new track. For example, in our digital storytelling projects, you will have at least two tracks: your story narrative and your background music. You may also choose to have sound effects, like a plane taking off, ocean waves, clock ticking, etc. Each one would be a separate track.

Import Audio Track #1

If you did not record in Audacity or recorded previously and need to import your audio:

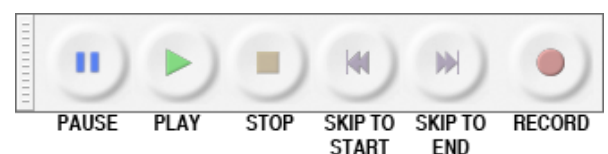
1. Click on File, Import Audio.
2. Find and open your folder (it should be on the desktop). Find your audio narrative, and click Open.
3. When it is time to import additional files, you will do the same thing and Audacity will automatically add a new track.



Familiarize yourself with basic playback functions

1. **Zoom tool** (right hand side): The Zoom tool controls in what time increments (how many seconds) of our project that you are viewing on the screen. This tool is essential for seeing your whole project or for working with detailed portions. Practice adjusting the zoom so that you can see differing portions of your project until you find one you are comfortable with.

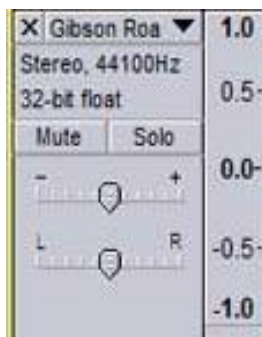
2. On the **Audio Control Bar**, click on play, pause, play, back, forward, play, and stop buttons.



3. **Please note that you cannot edit a selection when you are paused, only when you are stopped.**

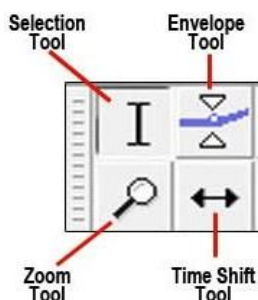
Tools to control an entire track

On the lefthand side box of each track, there are a number of controls that affect the entire track.



- 1) **Volume control:** You can raise or lower the volume of the whole track using this control. This is useful if you have background music in your track; you don't want it to be louder than the speaking, so you would make the entire track of music much quieter. Be careful raising the volume, because it will also heighten interference and unwanted sounds. Practice adjusting the volume of the entire track and play back a portion.
- 2) **Delete whole track:** Clicking the "x" in the upper lefthand corner of the track control box will delete the entire track. Find the X.
- 3) **Mute whole track:** Clicking on the "mute" button will silence this track until you click on it again. This is useful when you have multiple tracks and you need to listen to one only to edit it.

Learning to use the main editing tools



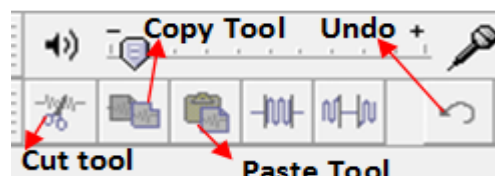
1. **Selecting:** By default, the "Selection Tool" is selected. Practice selecting a portion of your audio narration by clicking on the middle of your track (on the blue audio waves) and dragging until your desired section is selected. You may need to zoom in or out to be able to select what you want. While a portion is selected, if you use the Audio Controls, it will play only the selected portion. This is useful if you are trying to isolate one small sound bite.

2. **Cut tool:** You can use this tool to cut out portions of your audio that you do not want, for example, throat clearing sounds, or interference, or a sentence that was repeated. Select a small portion of your project that you want to remove. Then click on Cut (scissors image) or just hit delete on your keyboard.

3. **Time Shift:** Clicking on the "Time Shift Tool" allows you to move your entire track. This is useful if you have music in the background and you want the music to start first, you can move your narration track to start 15 seconds or so after your music has been playing. Practice time-shifting your track. Remember to click on the Selection Tool when you are done with the Time Shift Tool so you don't accidentally change the placement of your track.

4. **Undo tool:** The Undo tool may be your greatest friend!

**View the audacity screen shot on page 10 for more helpful hints.*



(Continued on next page)

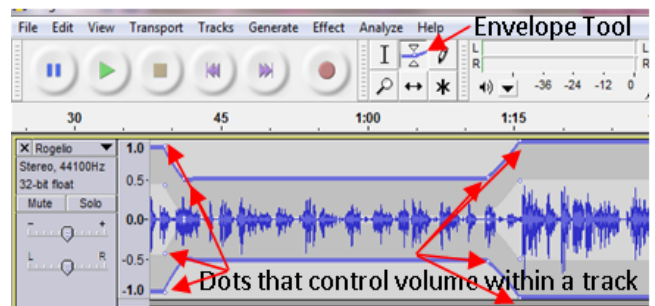


Import Audio Track #2

1. Click on Project, Import Audio.
2. Find and open your folder (it should be on the desktop). Find the music you want to use, and click Open.
3. Practice some of the various things you have learned with both tracks, including Mute, Time Shift, and Volume Control.
4. Cutting music at end: You may also want to cut the end of the music is too long for your narrative. You might have to add more music, if the music is not long enough.
5. Leave extra music: Always leave at least 30 seconds of music at the end for your credits.
6. Fade out: If you want your music to fade out in the end, select the portion that you want to fade, then click on Effect, Fade Out.

Envelope tool:

This is a useful but somewhat difficult tool that is used to control the volume within a track. For example, you may decide that you want your background music to be loud for the opening 15 seconds, then very quiet during your story narrative, then loud again during the credits. Here is how you would do that.



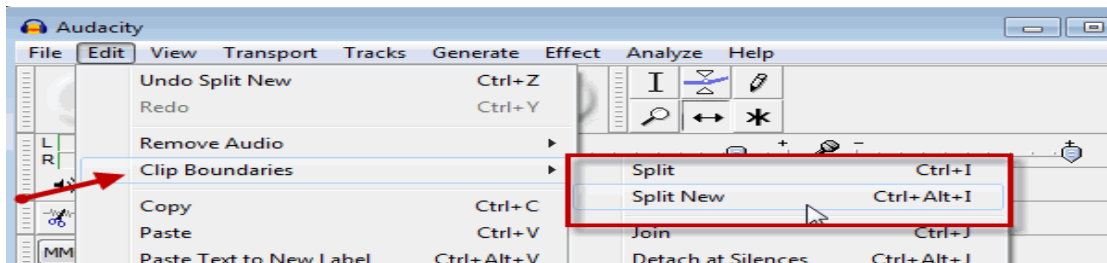
1. Zoom in to your comfortable level.
2. Click on your Envelope Tool button (two little arrows pointing in). Note: Each time you click on your track when you are using the Envelope Tool, it will create some little dots to indicate where the change in volume happens.
3. Click on the track you are editing a few seconds BEFORE you start speaking. Now click on the track right about where you begin speaking.
4. Now you can click on the little dots and drag them up or down to adjust the volume.
5. Scroll across in your project until where you stop speaking. Again, click on the track right around where you stop speaking and then a few seconds after you stop speaking.
6. Now you can click on the little dots to adjust the volume as you wish.
7. Remember to click on the Selection Tool when you are done with the Envelope Tool so you don't accidentally mess up your volume.

Splitting clips

You may want to split or separate an audio clip. This would be one way of easily adjusting the volume of separate pieces of a track. To do this: *(Continued on next page)*



1. Select the portion of the clip that you want to make into a new track.
2. From the Edit menu, Choose Clip Boundaries → Split.
3. The portion that you selected will be removed and added as a new track. It will leave blank silence in the original track, which you can then select and delete if you no longer want it there, or leave it so that you can adjust the new portion as you desire.



View

If you have a lot of tracks, or a few long tracks, it can get difficult to have to keep scrolling up and down or side to side to see all the tracks. To be able to see all the pieces of your project at once:

1. Click on the View menu, then click “Fit to Window.”
2. Click on the View menu, then click “Fit Vertically.”

Exporting your file

To be able to use your edited audio file in Windows Movie Maker (or in any other program besides Audacity), you must convert it into a .wav or .mp3 file. We usually use mp3 files. So, when you are completely finished editing:

1. Click on the File Menu.
2. Choose Export as mp3.
3. “Ok” that the tracks will be mixed.
4. Save your file in your desktop folder.



Deciding on your Images & Basic Storyboarding



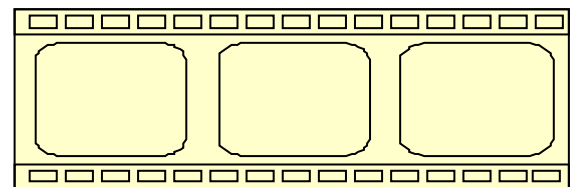
As you are writing your narrative, take note of what images come to your mind. The strongest part of your short film will be your story told in your voice. But the digital storytelling medium also allows you to express yourself visually by accompanying your narrative with images.

Do not skip this step! Planning out your images through a basic storyboard is essential.

It makes the image finding and editing go much, much faster. Once you have done this, you can go ahead and start working on Step number 6 at the same time as you move forward with the next steps.

Some tips

- Don't choose too many images. Keep the focus on the voice. Images can hold for five to ten seconds. Inserting too many images distracts the audience from your story in your voice, and makes it too jumpy.
- As you start to locate your images, keep in mind that they need to either be images you take yourself or be copyright-free.

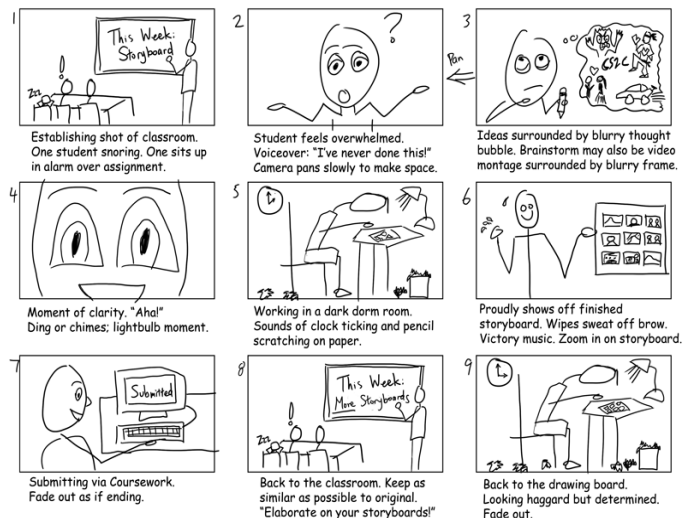


- Consider symbolic imagery, not just illustrations of your words. Too many simple illustrative images (i.e. talk about a dog, show a picture of a dog), makes people focus on the images and not the words of the story. Before you start your storyboard, think about what symbolic images come to mind that you might use as a motif in your story. Examples:
 - One digital story (found online here: <http://vimeo.com/28907229>) used the image of a crack in the sidewalk to represent her family being torn apart by immigration policies. Throughout her video, she keeps coming back to that image.
 - A story about identity as a Muslim woman might use the image of a hijab, a traditional head scarf, zooming in on patterns and showing close-ups of the scarf detail.
 - A story about an undocumented student might choose to zoom in on individual features (eye, back of head, etc) but never show her full face.

Storyboarding

Real filmmakers use very detailed and complex Storyboards that include every film shot paired with dialogue, sound effects, video effects, lighting, props, etc. There are lots of examples online. A "real" storyboard looks something like this:

"CS2C: Fun with Storyboards" by Kenneth Chan



(Continued on next page)



But for our purposes, we usually use a very basic Storyboard format. You can do it one of two ways.

- 1) Use post-it notes to represent your images. Cut out pieces of your printed story and tape them below the image that you have in mind.



- 2) Write a basic storyboard, chart-style. List your narrative text on one side of the paper and your image ideas and any effects on the corresponding side. Here is an example of a very simple chart-style Storyboard:

Narrative	Image
My name is Lori and I live in Greensboro.	Pic of me, holding Let's Learn NC sign
I support the Let's Learn NC campaign because I have a lot of friends who grew up here in NC, like I did, that are so smart, talented, and have so much to offer our whole community.	Map of NC, zoom in Pic of Dreamers holding signs
But because of their immigration status, many of them haven't been able to go to college. Being undocumented means that you can't get the same financial aid like I got when I went to college. And I don't think that's fair.	Pic of a university setting, zoom in
NC will be a better place for the contributions of my friends.	Pic of large group of people looking like friends
LET'S LEARN NC, for fairness and equality for NC students.	Pic of kid holding Let's Learn NC sign w website



Finding and/or Shooting Your Images (copyright free)



We recommend that people new to digital storytelling and film making start by using still images only. You can use moving images or video, but it takes much longer to edit (and the audio portion gets complicated if you are using a basic program like Windows Movie Maker). You could also choose to use silent video, i.e. a shot of cars going by as an image behind your narrative.

Whenever possible, you should take your own pictures (or video), or use family photos. This makes the story even more your own and also eliminates the problem of copyright. Of course, sometimes it's hard to take a picture of a desert, if that's what you need!

While you might find great photos with an Internet search, the items you find are likely to be copyrighted and not available for free use. When looking for photos online, you need to ensure that they are licensed for reuse through Creative Commons.

"Creative Commons" refers to images and music that are available for others to reuse and are not copyrighted. You still need to make sure you have permission to use the music or image in the way that you want to, but in general, you can use most Creative Commons works.

If you use someone else's image, you must give them credit, even if you use Creative Commons licensed material. Note websites, photographers, photo title, etc. (anything that can identify the image) as you go along; you must include the source of everything you use in your credits.

If you need to find usable images online, here are some places to look:

[CC Search Portal](#)

(<http://search.creativecommons.org/>) offers convenient access to search services provided by independent organizations, such as Flickr, Google, and Wikimedia Commons (media repository for articles featured on Wikipedia).

[Flickr Advanced Image Search:](#)

www.flickr.com → Search → Advanced Search → click "Only search within Creative Commons-licensed content"

[Google Advanced Image Search:](#)

http://www.google.com/advanced_image_search
Specify options under "Usage Rights"

[Yahoo! Advanced Image Search:](#)

<http://images.search.yahoo.com/images/advanced>
Specify options under "Creative Commons License"

[Free Images:](http://www.freeimages.co.uk/) <http://www.freeimages.co.uk/>

[Free Graphics:](http://freegraphics.com/) <http://freegraphics.com/>

MOVING FOOTAGE

Internet Archive (www.archive.org) is a good place to look for copyright free moving footage (be sure to check for CC licensing)

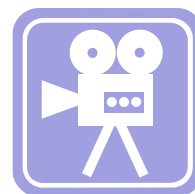
PAYING FOR IMAGES/MUSIC

Another option for images or music is affordable stock image and stock music sites (pay once, use forever). Here are some examples:

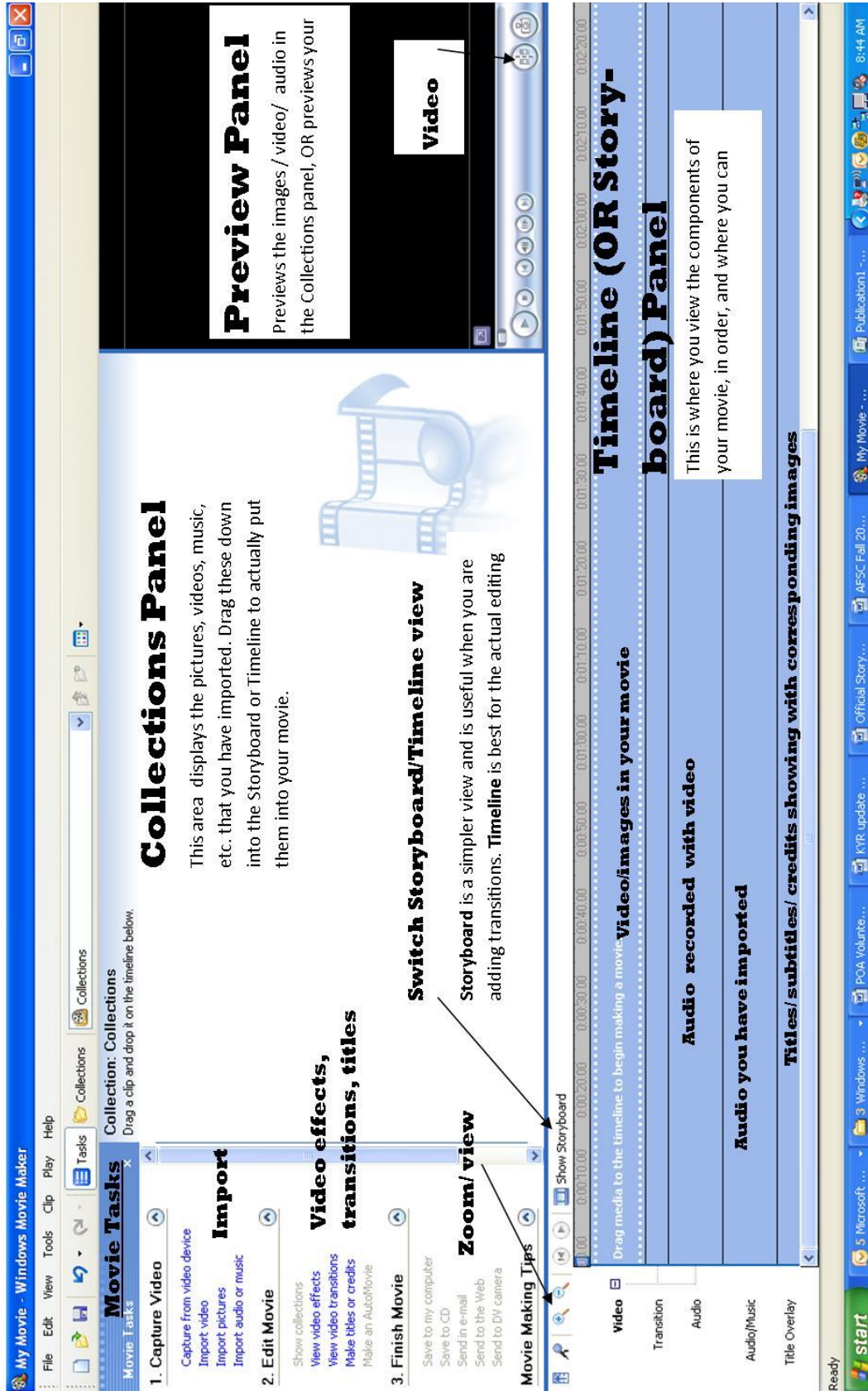
<https://www.stockmusic.net/>

<http://www.stock-music.com/>

<http://www.istockphoto.com/>



Introduction to Windows Movie Maker



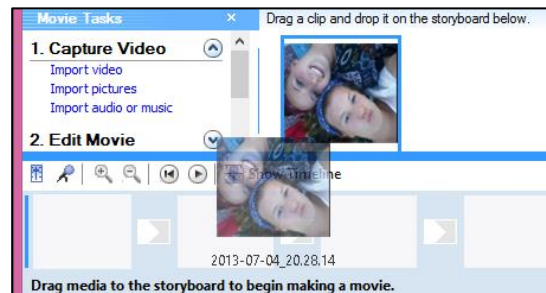
Windows Movie Maker Self Tutorial

To Download Windows Movie Maker 2.6 (NOT Windows Movie Maker Live):
<http://www.microsoft.com/en-us/download/details.aspx?id=34>

Files: First, insert flash drive; copy and paste “My Folder” & all files onto the computer desktop. You must keep all your files related to your movie all together in one folder. Otherwise, Windows Movie Maker will get confused.

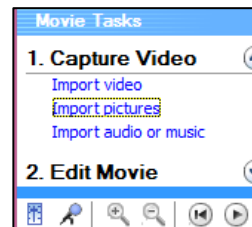
Open Windows Movie Maker & Save Your Movie

1. Click on Start, All Programs, Windows Movie Maker.
2. Save As, My Movie Practice (in MY folder on desktop).



Import Pictures

1. Under Movie Tasks (on the left side of your screen), under “Capture Video”, click on “Import Pictures”.
2. Find and open your folder (it should be on the desktop).
3. Open up the “Sample Pictures” folder.
4. Click on the picture you want to add to your movie and click “Import”. To choose more than one image at a time: hold down the Ctrl key and click on each file you want. Or hold down Ctrl + A to select all, then hit Enter to import all. However, sometimes it is easier for the computer to just import one at a time.
5. Click on the picture and drag it into the Timeline/ Storyboard panel.
6. SAVE often!



Practice Different Views & Working in the Timeline

1. Click on Storyboard and Timeline View to see both formats. Practice importing pictures in both formats.
2. Resize Panels: In timeline view, practice making the Timeline Panel larger by positioning your mouse at the top of the panel until you see arrows, and then clicking and dragging it to make it larger or smaller. You can also make your Preview Panel larger or smaller using the same technique.



(Continued on next page)



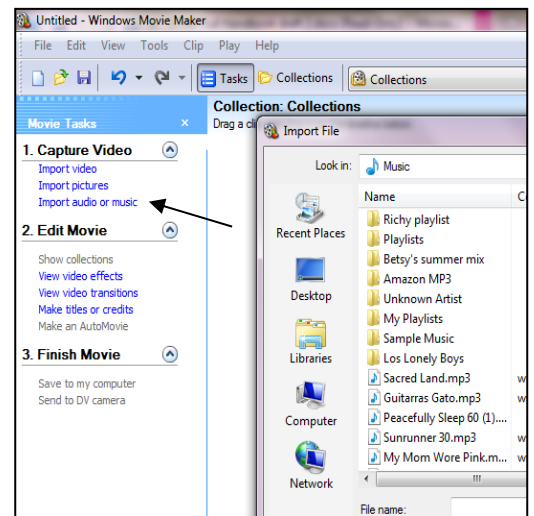
3. Zoom: In Timeline view, practice using the Zoom to see the timing (in seconds) in more or less detail.
4. Play your movie: In the Preview Panel, click on the Triangle (Play) to view your movie as it develops. (First you should click on the first picture in your movie to start from the beginning.)
5. Re-order images: Click on an image in your movie and practice moving it before or after another image:
Click, Drag, Drop. (Click and while holding it down, move it to the place you want it to go, then release).
6. Change the timing of your images: Click and hold the edge of one of the pictures and practice stretching it out and making it smaller to change the length of time that the image is shown.

7. SAVE often!!

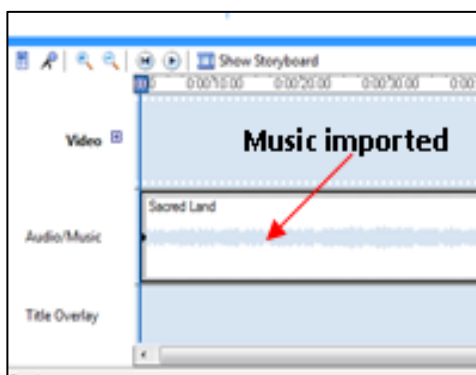


Import Audio

1. Under Movie Tasks on the left side, under “Capture Video”, click on “Import Audio or Music”.
2. Find and open your folder (it should be on the desktop).
3. Open up the “Sample Music” folder.
4. Click on the music track you want to import and click Import. To choose more than one file at a time: hold down the Ctrl key and click on each file you want. Or hold down Ctrl + A to select all, then hit Enter to import all. However, sometimes it is easier for the computer to just import one at a time.
5. Once in the “Collections” pane, you can click on each piece of music to hear how it sounds.
6. Once you choose the music that you want for your sample movie, click on it and drag it down to the Timeline (you can only import audio in the Timeline view, not the Storyboard view).
7. Look at the “Audio/Music” section of the Timeline Panel to see your music imported; this is where you can



edit your music. Position the music to start at the beginning (click and drag it far to the Left).



8. Practice making the audio selection shorter by clicking, holding and dragging the Right edge of the music.

9. You can split the music if you want by dragging the blue line (click from the top of the Timeline view, where it shows the Seconds) to the place where you want to split it, and clicking on the “Video Splitter”. You can then move around your different pieces of music, or delete a piece.

10. Practice splitting and moving music.

11. SAVE often!

(Continued on next page)

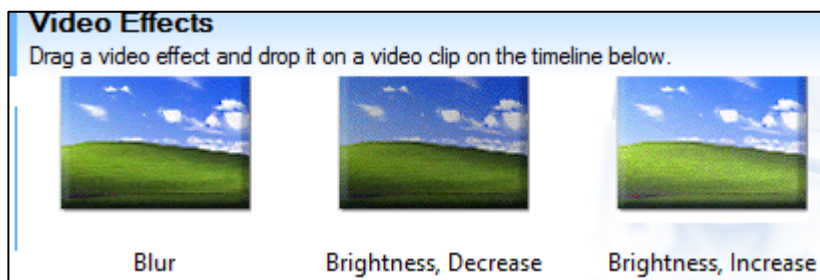


Note: In Windows Movie Maker you can only import ONE audio file in addition to audio that is recorded with video that you import. This is why we edit all the tracks together in Audacity first.



Adding Video Effects

1. Video effects can be added to images to make the image more interesting or emphasize different parts of the image. Examples include: zoom in, fade to black, change colors, flip upside down or make it look old.
2. For adding transitions and effects, it may be easiest to work in Storyboard view, so click on “Show Storyboard” if you are not already in that View mode.
3. Under “Movie Tasks” (left side of your screen), under “Edit Movie”, click on “View Video Effects”.
4. Experiment with the different video effects available by clicking on the examples in the Collections Panel and clicking on Play in the Preview Panel.



5. When you choose a video effect that you like, click on it in the “Collections Panel” and drag it down onto the image that you want to add it to.
6. To remove an effect, right click on the image, and choose “Delete effect”.
7. Practice adding and removing and viewing different effects.
8. SAVE often!



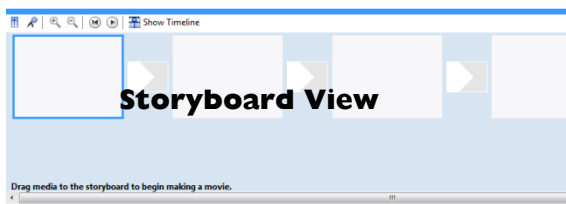
Adding Video Transitions

1. Video transitions are added to enhance the transition from one image to the next, sometimes in different shapes or wiping down or to the side. In general, using just one transition helps keep the video more consistent, but it is fun to try many different kinds of transitions.

(Continued on next page)

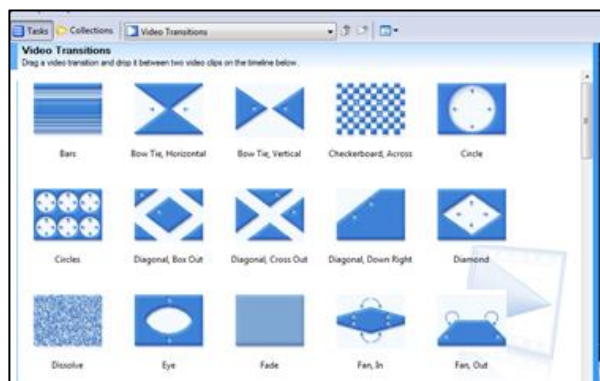


2. Work in Storyboard mode (Click on “Show Storyboard” if you are working in Timeline mode).



3. Under Movie Tasks (on the left side of the screen), under “Edit Movie”, click on “View Video Transitions”.

4. Experiment with different video transitions by clicking on the examples in the Collections Panel and clicking on Play in the Preview Panel.



5. When you choose a Video Transition you like, click on it and drag it down to the small box in between two images in the Storyboard view.

6. To delete a video transition, right click on it in the Storyboard view and choose Delete.

7. Practice adding and viewing different transitions.

8. SAVE often!

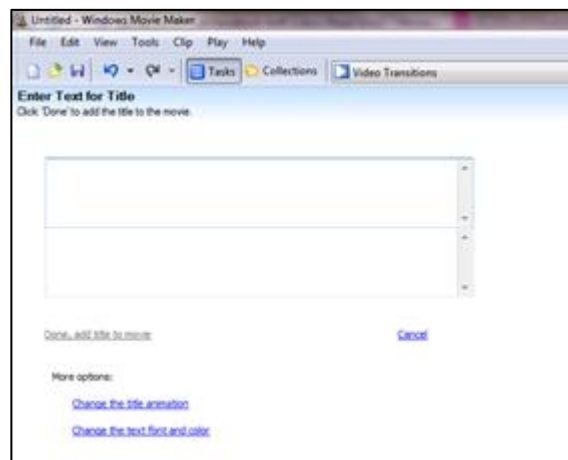
Adding Titles, Credits, and Subtitles

1. Under “Movie Tasks” (on the left side of the screen), under “Edit Movie”, click on “Make Titles or Credits”.

2. For your Movie Title (the first screen that will show of your movie with the title), click on “Add title at beginning of movie”. In the space provided, write your movie title, for example “Explorations of Nature” (enter) “A short film by Lori Khamala”. Then, click on “Done. Add title to movie.”

3. For Movie credits at the end, click on “Add credits at end of movie”. And do the same thing as described above. Here you will give credit to the American Friends Service Committee, any other sponsoring organizations of this workshop, and all the places where you got the photos, and these will run up the screen at the very end of your movie.

4. You can add a text panel into your movie (a screen just with words or an explanation) by clicking on “Add title before the selected clip” or “Add title after the selected clip”.



(Continued on next page)



5. Subtitles: First, click on the image to which you want to add subtitles, then click on “Make Titles or Credits”. Then choose, “Add title on the selected clip.” Write the subtitle or text that you want to appear on that image. Then click on “Done. Add title to movie.” You will have to do this with every single screen.

[SEE SUBTITLE TIPS.]

6. Play that clip in the preview pane to make sure it is how you want it.

7. Practice adding titles, credits, and subtitles.

8. SAVE often!

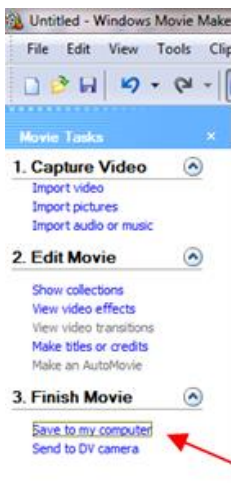


Editing



Practice viewing your movie and editing for timing so that it flows like you want it to. You will have to constantly adjust the timing of the images to match up with the music and the narration (we didn't do that in this practice session). Make sure the transitions are like you want them. SAVE OFTEN and Have fun!!

Finishing your Movie

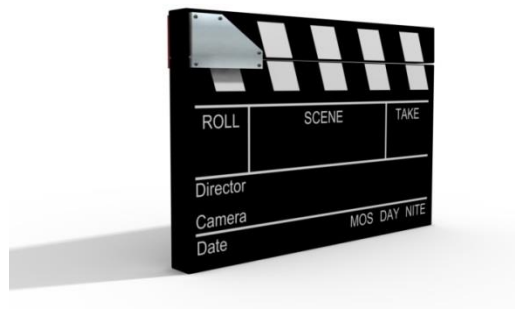


When you are satisfied with your movie and are totally finished, you need to save your film as a movie file so you that you can watch it using movie viewing programs, upload it to youtube, etc.

1. Under “Movie Tasks”(on the left side of the screen), under “Finish Movie,” click on “Save to my computer”.
2. Follow the directions and note where you are saving it to.
3. Then, you will be able to open your film with movie viewing programs, upload it to youtube, or do whatever else you want with it!

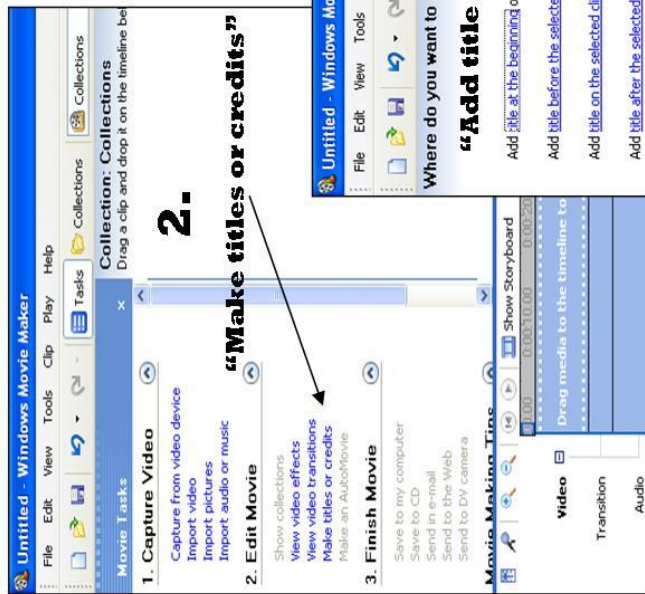
You can still edit your movie in Windows Movie Maker, but once it is saved as a movie, you cannot edit the movie file.

Congratulations on completing your movie!!



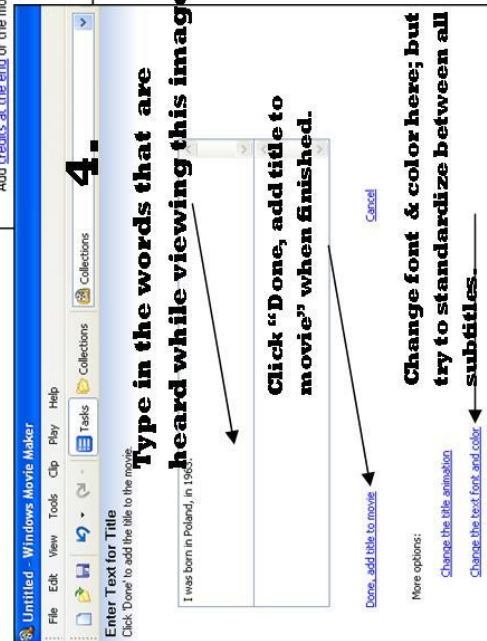
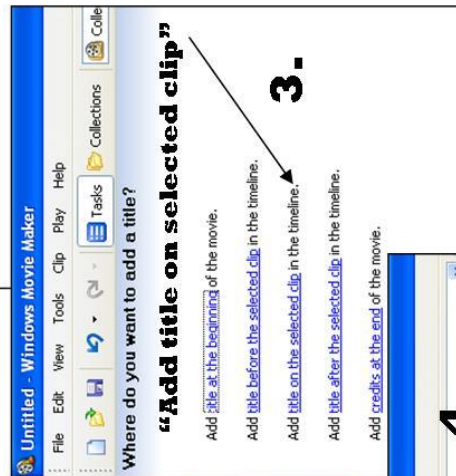
Tips for Creating Subtitles for your Movie

1. Click on the image you want to add your subtitle to.



All of your movies will have subtitles, but it is time consuming to add them. Here are some tips that may help you:

- Type up your narrative in advance.
- Listen to your narrative while reading the written version on the computer, and separate out each line to pair it up with the corresponding image. For example:
 1. Map image: I was born in Poland in 1963
 2. Photo of family: I was raised by my aunt
 3. Photo of boat: In 1968, my family was forced out of our town and we escaped to a neighboring community; Etc. etc.



- Click on your first image and follow the process outlined on the Left to add the subtitles.
- Next, in Timeline view, click on the subtitle you have written. Right click, copy, then paste. Double click on the copy of the subtitle and add the new text to correspond with the next image. Then move the subtitle within your timeline to the correct location.
- You can copy and paste from the document you created pairing up the text with the image.