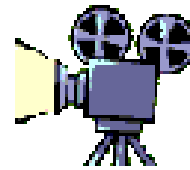
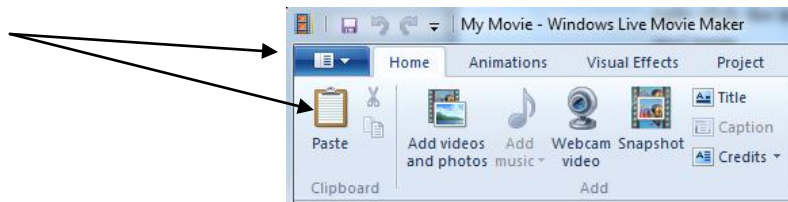


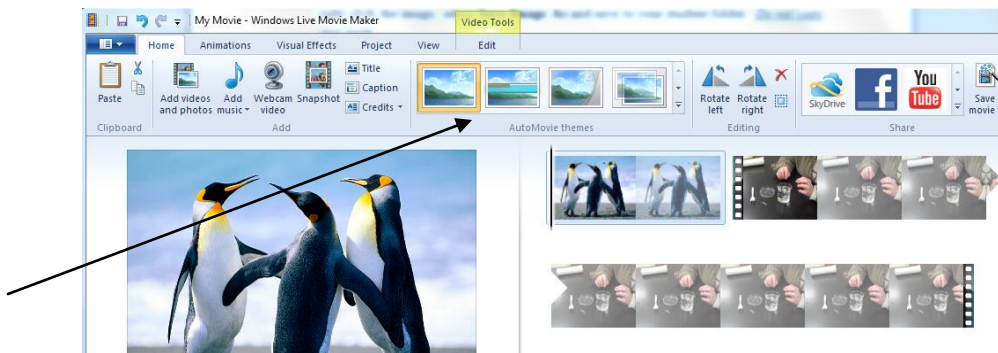
# Windows Movie Maker Cheat Sheet



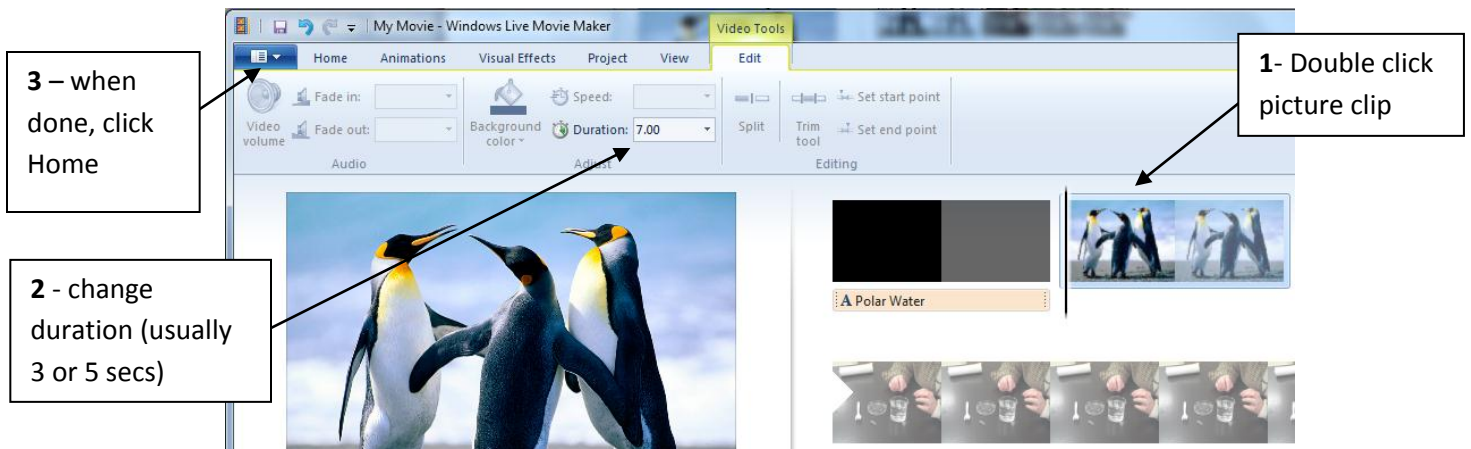
1. Before starting the movie you need to save images to use for your project. Find images, right click the image, select **Save Image As** and save to your student folder. *Do not copy and paste* .
2. Open Movie Maker ( Start → Programs → Windows Live MovieMaker )
3. Under the Home tab, click on **Add Videos and Photos**. Find the image and video files you have saved, and select them.



4. Once the images and/or video clips are inserted, you can select an AutoMovie theme . This is optional – AutoMovie sets up some transitions between clips.

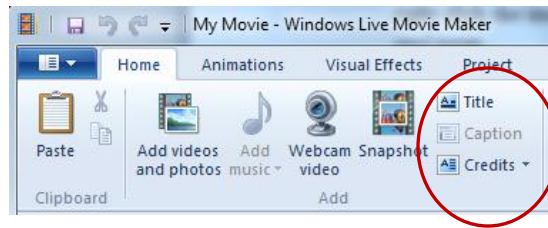


5. Click and drag your clips in the order you want them to play.
6. Change how long a picture is shown in the movie. Double click the picture, change the **Duration** ( 3 or 5 seconds is best ). Click the **Home** tab when done.

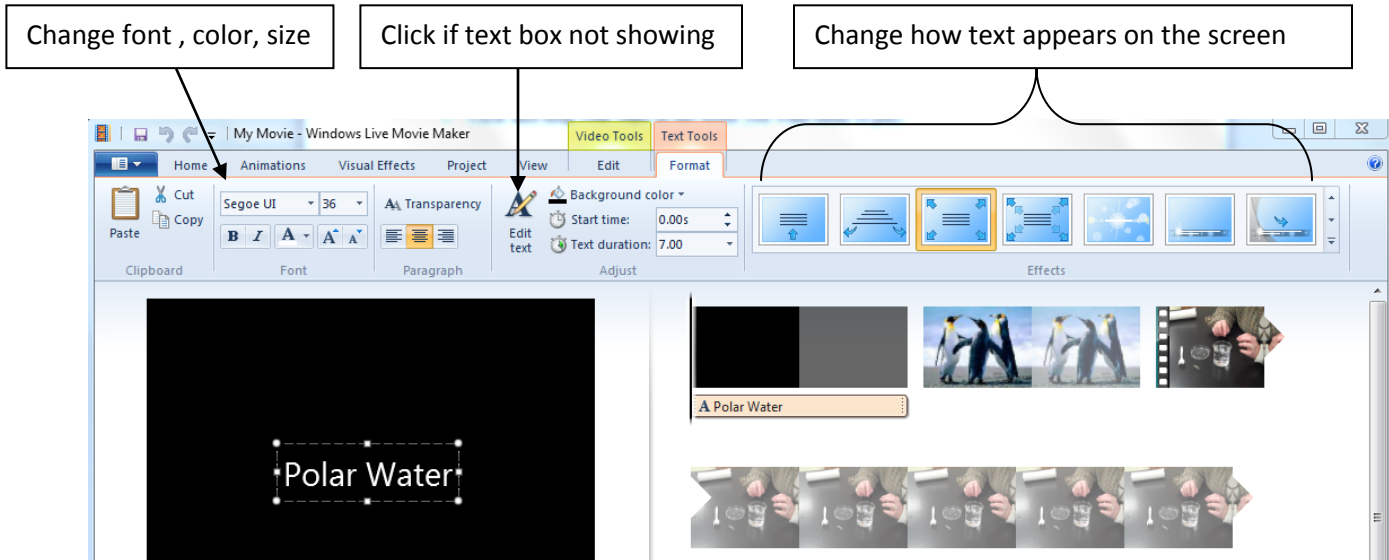


7. To make a title slide, click on **Titles** under the Home movie options.

8. To have text appear on a picture or video clip, click on the image and click on **Captions** under the **Home** movie options.

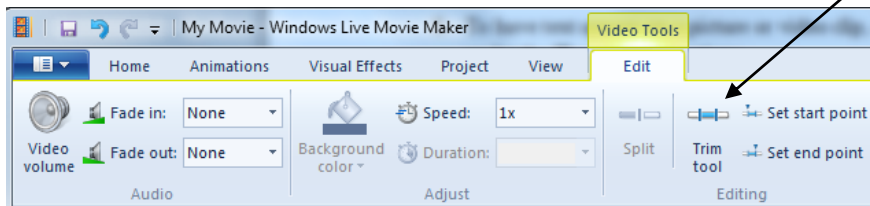


9. To change the amount of time, double click the clip and change the Duration (same as step # 6 ) For other changes, see the image below:



10. To trim a video clip:

- a) Double click on the clip in the timeline
- b) Click on the **Trim** tool



- c) Drag the left slider to the starting point you want, drag the right slider to the ending point
- d) Click **Save Trim**.

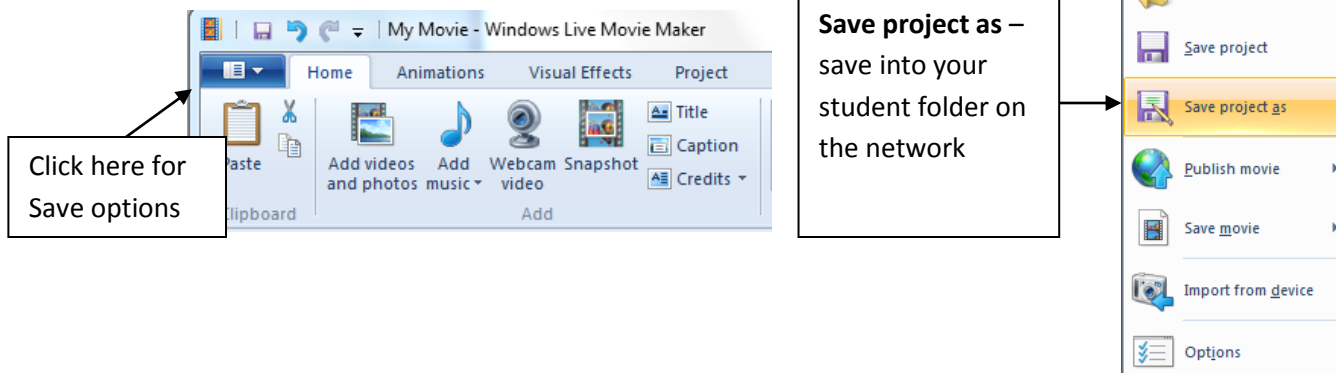
3 - Save Trim

1 - Set new starting point

2 - Set new ending point

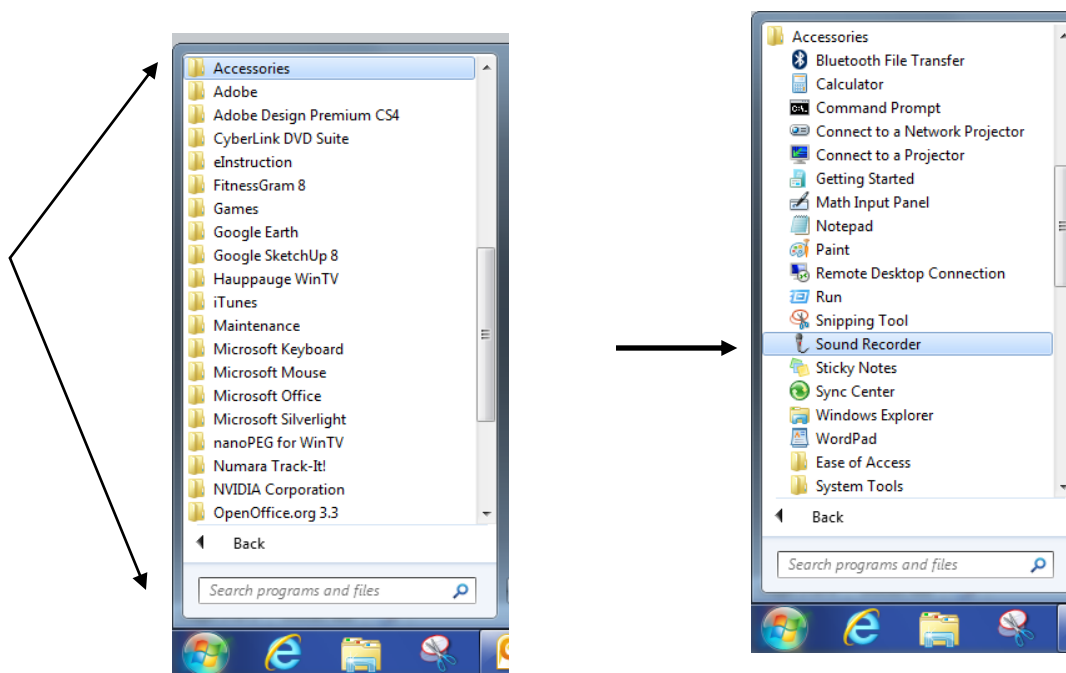


## Save your project (still working on editing)



## How to Add Narration

1. Once you are done with your clips, title screens, and captions, you will be ready to record your narration. Do not record narration until all of your work on images is done!
2. Plug in USB microphone
3. Go to **Start → All Programs → Accessories → Sound Recorder**



4. Click on **Start Recording** to record yourself. Click **Stop Recording** when done.

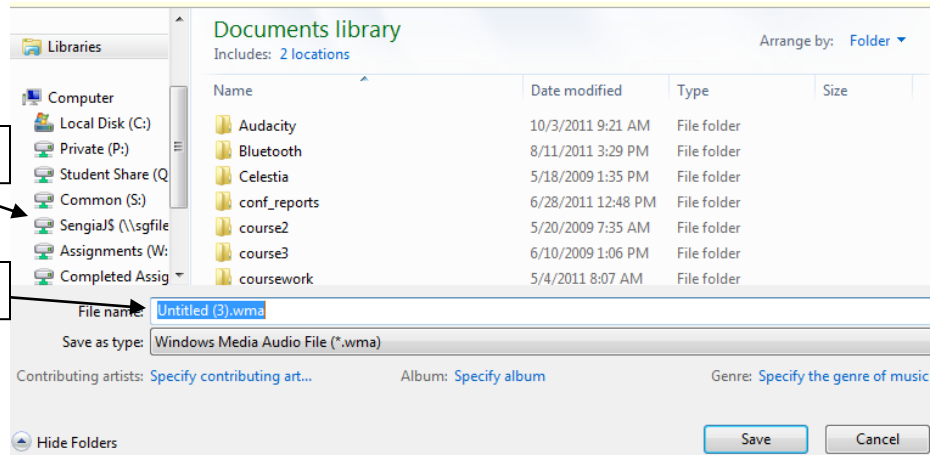
5. A Save Window will open up. Click on your student drive and select your project folder.

6. Name the file  
( Narration1, Narration2, etc ).

7. Click Save

Find your name

Rename file



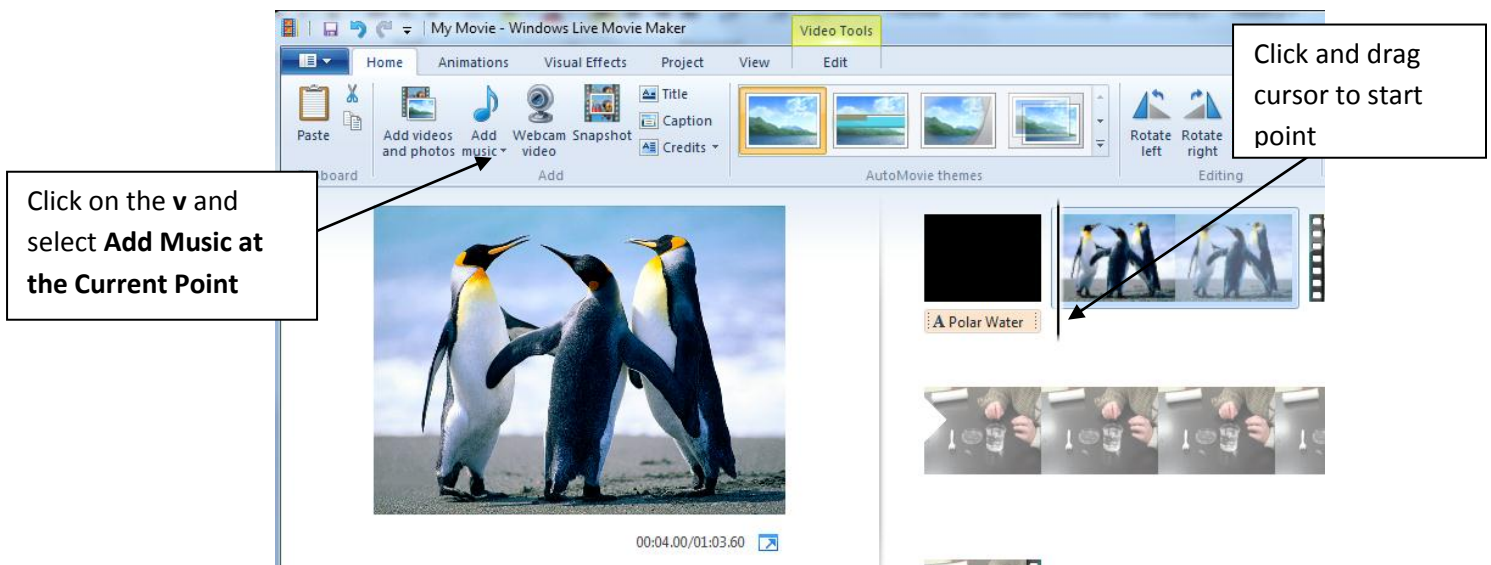
8. Go back to your MovieMaker project.

9. Click and drag the cursor in the timeline view to where you want the narration to begin.

10. Click on the drop down arrow for **Add Music**, select **Add Music at the Current Point**.

11. Go to your student folder. Find the narration file you had saved earlier.

12. Repeat steps 9 to 11 for other narration clips.



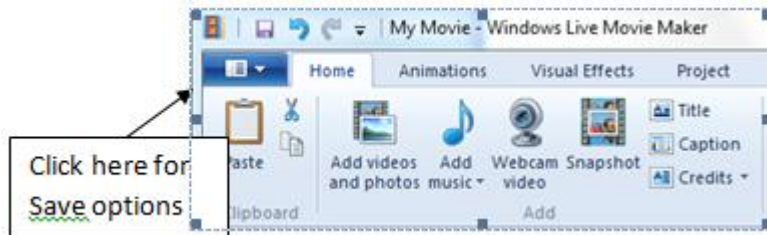
## How to Add Music

1. Search <http://www.freeplaymusic.com/> for music to use in your project. Download the music to your folder ( use the mp3 file) .
2. Follow steps 9 - 11 from the previous section to insert the music into your project.

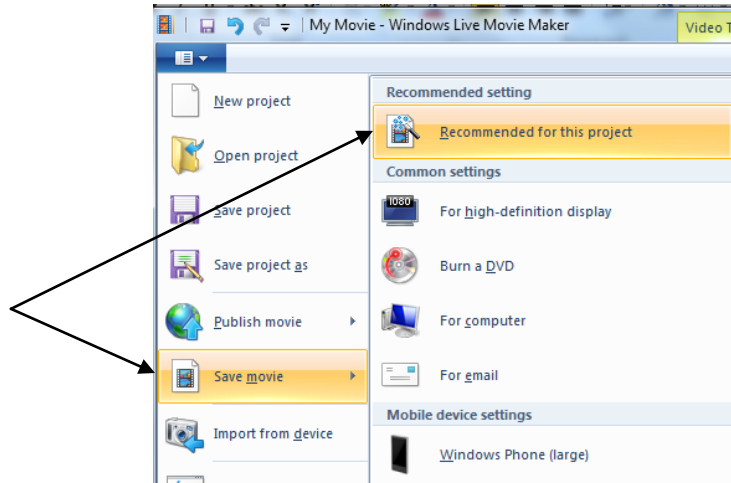
## What to do when you are completely finished

When you are finished with editing your project, you need to save your project as a movie file. This will allow your video to be played on any computer.

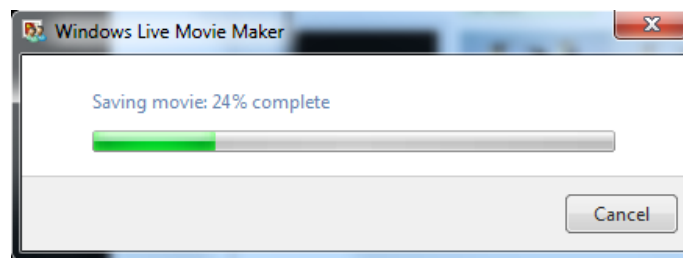
1. Go to the save options and click on **save project as**. Save your project file again.



2. Go to the save options again, and select **Save Movie → Recommended for this Project**



3. Select your student drive and name your movie file.
4. Click **Save**. You will see a progress bar as the movie is saved.



5. Your finished movie file should have **.wmv** at the end of the file name. See the example below –

