VALENCIA

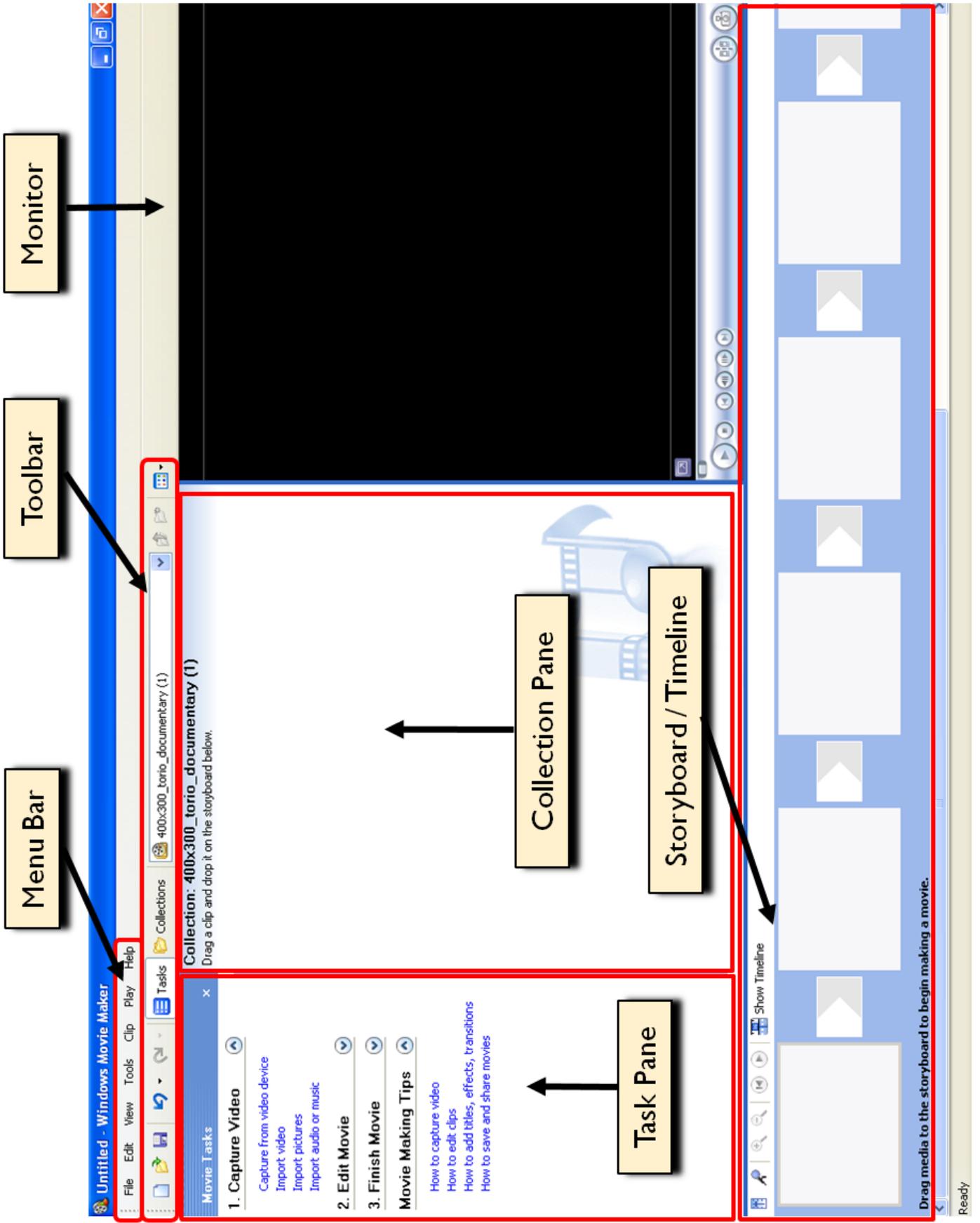## Valencia College Library

Computer Access Lab—West Campus

Windows Movie Maker 2.6

Quick Reference Guide

WORKSHOP GOALS

At the successful completion of this workshop, the participant will be able to:

- Create a movie using video, pictures or sound.

- Enhance a movie by adding transitions and special effects.

- Perform movie editing operations.

- Use Help command to learn other Excel features and functions.

Monitor

Toolbar

Menu Bar

Collection Pane

Storyboard / Timeline

Task Pane

Untitled - Windows Movie Maker

File Edit View Tools Clip Play Help

Tasks Collections 400x300_torio_documentary (1)

Collection: 400x300_torio_documentary (1)
Drag a clip and drop it on the storyboard below.

Movie Tasks

1. Capture Video
   Capture from video device
   Import video
   Import pictures
   Import audio or music

2. Edit Movie

3. Finish Movie

Movie Making Tips
   How to capture video
   How to edit clips
   How to add titles, effects, transitions
   How to save and share movies

Show Timeline

Drag media to the storyboard to begin making a movie.

Ready

2

FILE FORMATS

Audio			Video			Picture		
.aif	.aifc	.aiff	.bmp	.dib	.emf	.asf	.avi	.m1v
.asf	.au	.mp2	.gif	.jfif	.jpe	.mp2	.mp2v	.mpe
.mp3	.mpa	.snd	.jpeg	.jpg	.png	.mpeg	.mpg	.mpv2
.wav	.wma		.tif	.tiff	.wmf	.wm	.wmv	

IMPORTING VIDEO, PICTURES, OR AUDIO

1. In the **Task Pane**, click to select the appropriate link (**Import Picture**, **Import Video**, or **Import Audio or Music)** under the **Capture Video** step
2. In the **Import File** dialog box, navigate to the location of the file to be imported, and then **double-click** on the file name.
3. Drag each clip in the **Collection Pane** into the appropriate cell in the **Storyboard/ Timeline**.

EDITING

Splitting Clips
1. Using the monitor, play the clip to be split.
2. At the point where the split is to occur, click on the **Split the Clip** button on the monitor toolbar..

Combining Clips
1. In the **Collection Pane**, press [**Ctrl**] and click on each clip to be combined.
2. Select the **Clip** menu, and then select the **Combine** option.

Trimming Clips
1. Switch to the **Timeline** view by pressing [**Ctrl**] + **T** (or by going to **View** and selecting **Timeline**).
2. Select the clip to be trimmed.
3. Drag the trim handles to set the start and the end trim points.

ADDING TRANSITIONS

1. On the **Toolbar**, click on the **Locations** dropdown arrow, and then select the **Video Transitions** folder.
2. Press [**Ctrl**] + **T** to toggle to the **Storyboard** view (or go to **View** and select **Storyboard**).
3. Drag the desired video transition from the **Collection Pane** to the video transition cell between two video clips or pictures.
4. Repeat **step 3** until the desired transitions have been added.
5. Play the clips to see the transitions.

ADDING EFFECTS

1. On the **Toolbar**, click on the **Locations** dropdown arrow, and then select the **Video Effects** folder.
2. Press [**Ctrl**] + **T** to toggle to the **Storyboard** view (or go to **View** and select **Storyboard**).
3. Drag the desired video effect from the **Collection Pane** to the target clip or picture.
4. Repeat **step 3** until all the desired effects have been added.
5. Play the clips to see the effects.

Titles

1. Click the **Make titles or credits** link in the **Edit Movies** section of the **Task Pane**.
2. Click on one of the following options to add a title in a specific location:
   - Title at the beginning
   - Title before the selected clip
   - Title on the selected clip
   - Title after the selected clip
3. Type the text for the title.
4. Select an animation style for the title.
5. Select a cont and color for the title.
6. Click the "**Done, add title to movie"** link.

Credits

1. Click the **Make titles or credits** link in the **Edit Movies** section of the **Task Pane**.
2. Click on the **Add credits at the end of the movie** link.
3. Type a title for the credits.
4. Press the [**Tab**] key and type a name.
5. Press the [**Tab**] key and type the title.
6. Repeat **steps 4 and 5** until all names and titles have been added.
3. Select an animation style for the title.
4. Select a cont and color for the title.
5. Click the "**Done, add title to movie"** link.

1. In the **Movie Task Pane**, under **Finish Movie**, click on the **Save to my computer** link.
2. Type a name for the movie in the **Enter a file name for your saved movie** field.
3. In the **Choose a place to save your movie** field, choose a path and folder name from the drop-down box or use **Browse**.
4. Click the **Next** button.
5. Click the **Next** button on the **Movie Settings** page.
6. After the movie is saved, click **Finish**.
7. Movie file may be viewed using Windows Media Player.

Task	Shortcut key	Task	Shortcut key
Create a new project	CTRL+N	Show/hide storyboard/timeline	CTRL+T
Open an existing project	CTRL+O	Zoom in timeline	PAGE DOWN
Save a project	CTRL+S	Zoom out timeline	PAGE UP
Save/name new project	F12	Play video in full screen	ALT+ENTER
Save a movie	CTRL+P	Set start trim point	CTRL+SHIFT+I
Import media file	CTRL+I	Set end trim point	CTRL+SHIFT+O
Undo the last action	CTRL+Z	Clear trim points	CTRL+SHIFT+DELETE
Redo the last undone action	CTRL+Y	Split a clip	CTRL+L
Select all clips	CTRL+A	Combine contiguous clips	CTRL+M
Rename a collection or clip	F2	Play or pause clip	SPACEBAR