



Windows Movie Maker

Instruction Sheet

Accessing Movie Maker

If you have a Windows operating system on your school computers, Movie Maker should be included in the “All Programs” list or in the “Accessories” folder on your machines; otherwise, you will need to download it from:

<http://www.microsoft.com/windowsxp/downloads/updates/moviemaker2.msp>.

Please note that some earlier versions of Movie Maker do not include the ability to use transitions or video effects described below; if you want to use these tools, you should download the most recent version of the software.

Using Movie Maker

Note: If you need to stop and want to come back to your movie later, you must click **Save Project as** and either save it on the computer or a disc. Then when you reopen it, all your images and the timeline will be saved.

1. Open Windows Movie Maker.
2. You will work using the Movie Tasks on the left side of the screen. If this isn't showing, go to the **View** menu and click on **Task Pane**.
3. Under **Capture Video** in the Movie Tasks list, click on **Import Pictures**.
4. Search for your photos (they should either be saved on your computer or on a disk that you insert). Download them into the program. They will show up in the collection screen to the right of the Movie Tasks list.
5. Make sure your Storyboard is showing at the bottom of the page. If it isn't, click on the **View** menu and then on **Storyboard**.
6. Once the storyboard is showing, click and drag photos into the squares.
7. Once you are satisfied with your arrangement, you are ready to try out some effects and transitions.
8. Transitions can be added to a picture by going to the Movie Tasks on the left side of the screen and clicking on **Edit Movie** and then **View Video Transitions**. This move will bring all available transitions onto the screen. In order to try out a transition, simply click and drag it into the space between two photos on the storyboard. To delete a transition, right-click on it in the storyboard and click **Cut**.
9. Effects can be added by clicking on **View Video Effects**. To insert an effect, click and drag the effect onto the photo. When you apply an effect, the star on the photo will turn blue. To delete an effect, right-click on the star and click **Cut**.
10. Previewing effects and transitions in your movie is easy. Simply press **Play** on the movie screen on the right side of the screen. If the screen is not visible, click on the **Play** menu and then **Play Clip**. (Once you play your movie, your storyboard at the bottom may change into a timeline. You can click on **Storyboard** in the View menu to get it back.)

11. Once you are satisfied with all of your effects and transitions, it's time to add text. Click on **Make Titles or Credits** in the Movie Tasks list. This allows you to place text before, on, or after a picture. If you want to add some words to the movie right on the pictures, you can do that. If you want to add the words between, you can choose to place them before or after the picture.
12. If you decide to add narration, first check to ensure your "pages" show long enough to read the text. If not, you can lengthen them on the timeline. When you are satisfied with the length of the images, go to **Tools** and click on **Narrate Timeline**. You need to be in Timeline view to narrate. Using a microphone, have students narrate their stories as the slides progress. Adjust the volume switch and click on **Start Narration**. If you have difficulties, click on **Narrating the Timeline**. The instructions will guide you through the process.
13. When you are satisfied, it's time to create your book! Go to Movie Tasks and **Finish Movie**. If you have a very large file, it's best to click **Save it to my Computer** first. Then once the movie is rendered, you can resave it any way you like. While saving your movie, you can create a large-size copy by simply clicking on **Best fit to file size**. However, these files are very large and won't usually fit into e-mails or open easily on slow computers. Therefore, it's best to click on **Other Settings** and scroll down to **High quality video – small**.
14. Congratulations! You are officially the proud creator of a digital "book"!