Windows Movie Maker / Microsoft Photo Story Digital Video
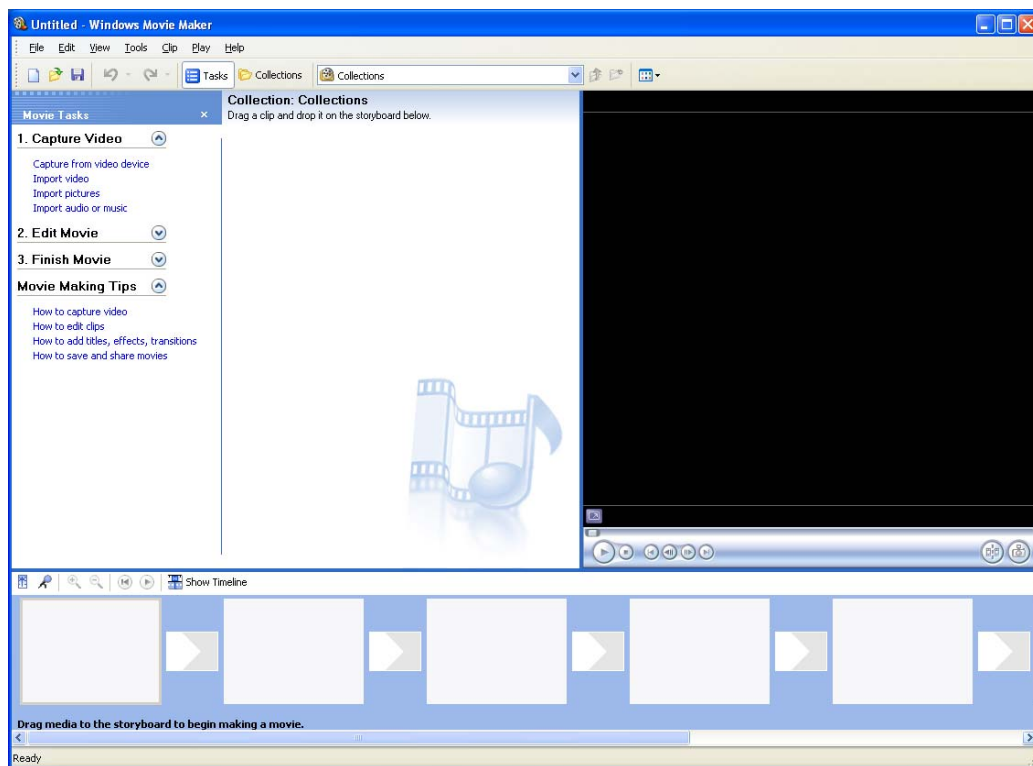
http://intranet/technology/index.html
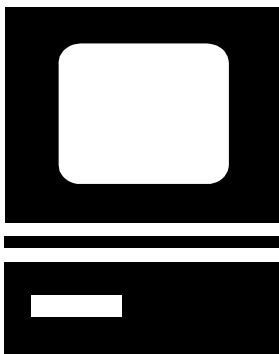
TRC HELP DESK
X5092

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Microsoft Photo Story 3 allows you to create fantastic multimedia video presentations using still images combined with text, narration and music. Photo Story is a free program available for download at http://www.microsoft.com/windowsxp/using/digitalphotography/photostory/default.mspx. In today's workshop, we will put together a very simple project utilizing this software.
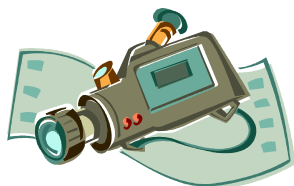
Getting Started

Microsoft Photo Story 3 runs on a wizard that will take you step by step through the process of creating your own multimedia video file. Remember to **SAVE PROJECT** after each step of the process so you don't lose all of your work.

Photo Story 3 for Windows   Windows Movie Maker

1. Select **Start**> **Programs**>**Microsoft Photo Story 3 for Windows**.
2. You can elect to **Play** a story that you have created previously, **Edit** an existing project to make modifications or **Begin** a new story. Today we will select **Begin a new story**. Click **Next**.
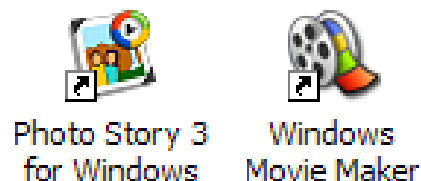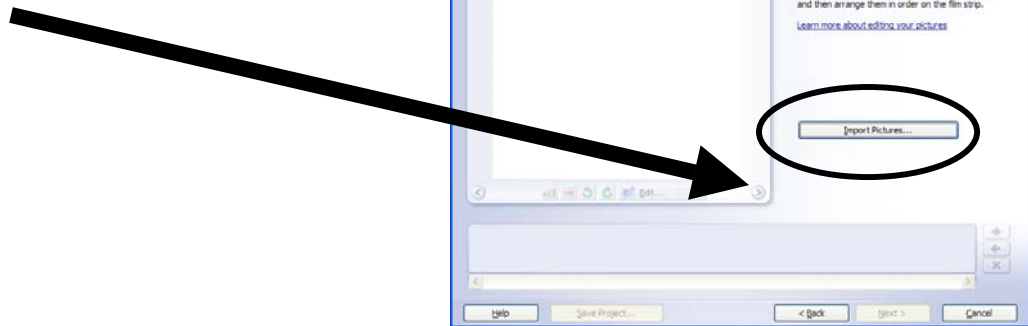
Importing and Editing Images

You can use still images that you have downloaded from a digital camera, scanned, or saved from the web. When searching for images from the web don't forget to check out Microsoft Encarta online which has a great range of copyright free images for you to use.

http://encarta.msn.com/

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1. Click **Import Pictures**.

2. From the directory, open your workshop CD and navigate to the *Tulum Photos* folder.
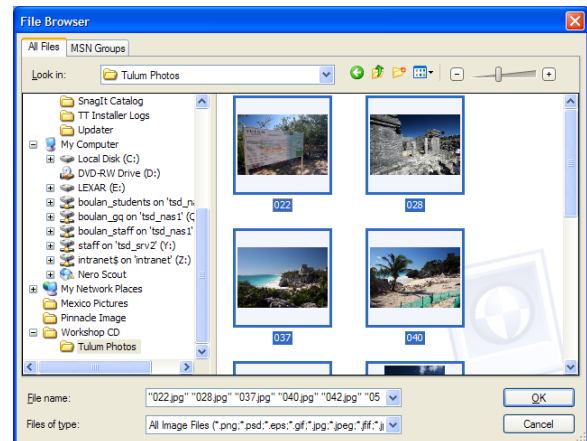
3. Select all of the images in this folder by using the keyboard shortcut **Ctrl** + **A**. Click the **OK** button.

4. Your images will be imported to the timeline. You can adjust the order of your images by dragging and dropping them on the timeline or by highlighting the image and using the left and right arrows to move its position.

5. Microsoft Photo Story has several image editing options including the ability to adjust the color levels, crop or rotate the image, remove red eye, and apply effects such as black and white or watercolor filters. Photo Story will even remove the black borders from your images to optimize the appearance of your final product.
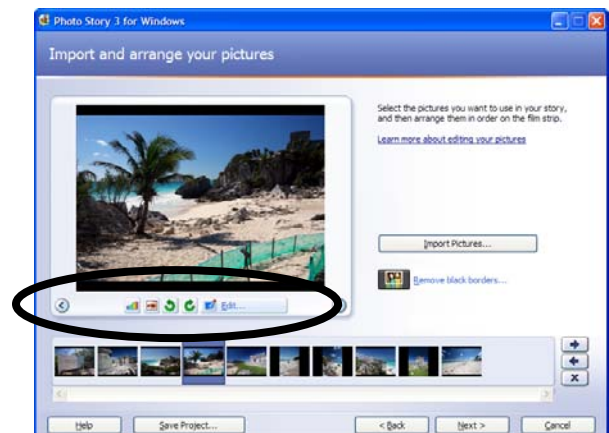
6. Click the **Next** button. You may get a warning message that appears regarding removing black borders. We will ignore this for now.

Adding Text

We will now add text to your images such as a title for your presentation.

1. Select the first image on your timeline and type "**Welcome to Tulum!**"
2. Adjust the font, color and position of the text to your liking.
3. When you have completed adding text, select **Next**.
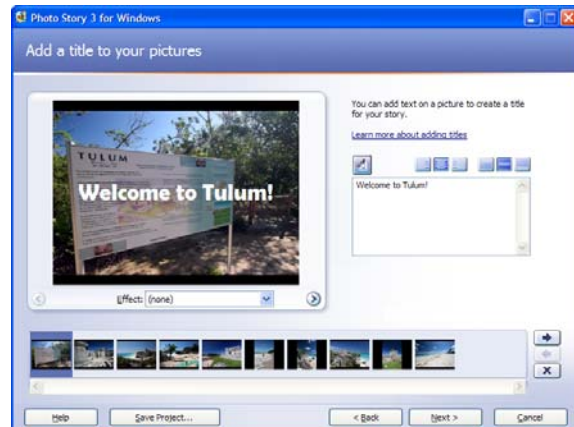
Recording Narration / Customizing Motion

You will now be presented with the option to record narration to accompany each slide, set the zooming and panning effects for your images, and apply transition effects. It is often a good idea to record your narration before setting your motion effects as the duration of your narration can have an impact on the speed of your zooms and pans.

In today's workshop, we will not have time to record real narration. The procedure to do this process is included below for your reference in the future:
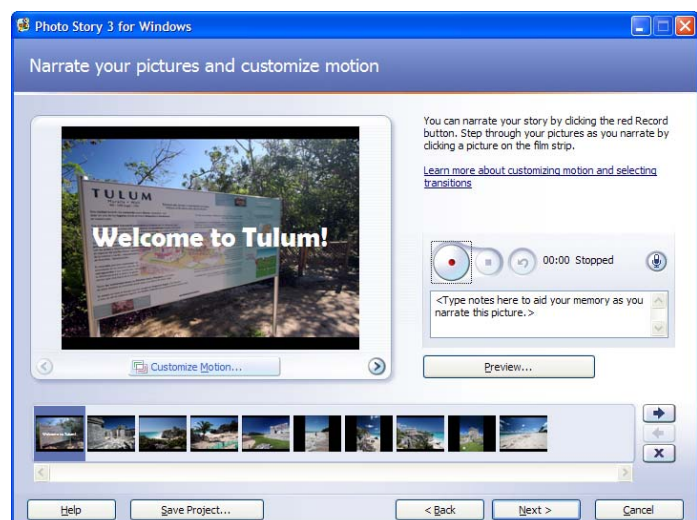
1. Type in the notes for your narration. You can also copy and paste your text from other documents such as Microsoft Word.
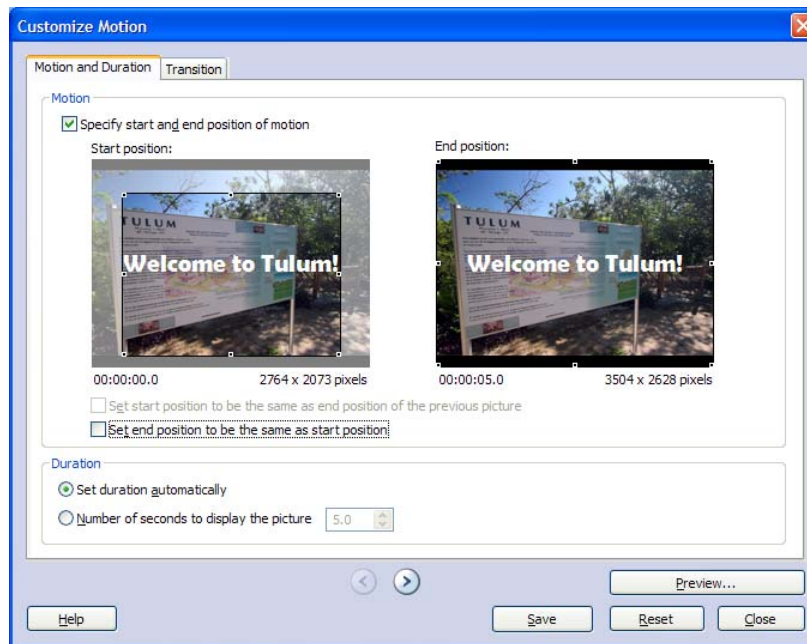2. Plug your microphone into the front of your computer.
3. Click the red **Record** button and speak clearly into the microphone.
4. Select **Preview** when you are finished to view your project.
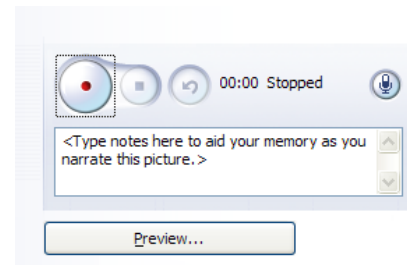
Customizing Motion and Transitions

Now we will work with our images to set the pan and zoom motions.

1. Click the **Customize Motion** button below the selected image in your dialog box.

2. Two copies of your image are displayed where your image will start and finish. You may like to stay with the suggestion that the program has made for you. Alternatively, you can select **Specify start and end position of motion**. Adjust the start and end position by dragging and resizing each image to suit.
3. You can elect to have the program choose the duration that the motion will take or alternatively, you may like to adjust this yourself. If you have recorded narration, the duration of the motion cannot be less than the length of the recording.

4. Click on the **Transition** tab.
5. View the many different transition effects by clicking on them. Once you have chosen a transition to suit, click **Save**.
6. Continue to add transitions to each of your images. Once you have finished adding transition and motions, click **Close**, and then click **Next**.

Adding Background Music

Adding music is a great way to add mood to your project. You may like to use a music file that you have saved to file, or create your own masterpiece within the program.

1. To add a piece of music that you have saved to file, click **Select Music**.
2. Locate you music file from the directory and click **Open**.
3. You can select several different pieces of music to play throughout your project. Click on the image on the timeline that you would like the second piece of music to begin from and click **Select Music** to open the second music file you would like to import. Each time you add another piece of music, the color bar on the time line will change to distinguish each individual file.
4. You may like to compose your own piece of music to accompany your project by clicking **Create Music**. Select a genre, style, band and mood to suit your needs. Click **OK** to insert your composition onto the timeline.
5. Adjust the volume of the music as necessary. If you have included a recorded narration, you will need to adjust the volume lower so that your voice can be heard over the music. By selecting **Preview** and viewing your presentation in play mode, you will be able to make those fine-tuning adjustments so that your project is just right.
6. Click the **Next** button when finished.
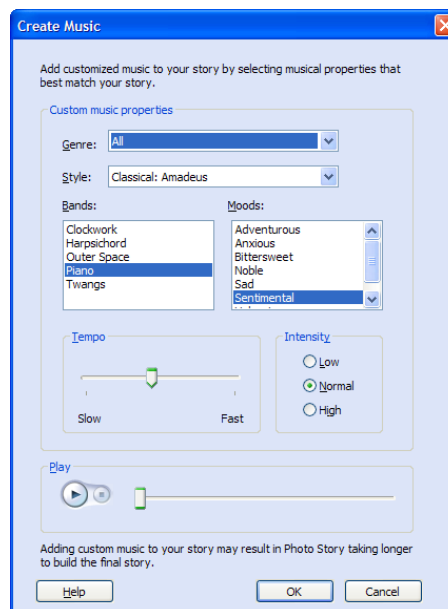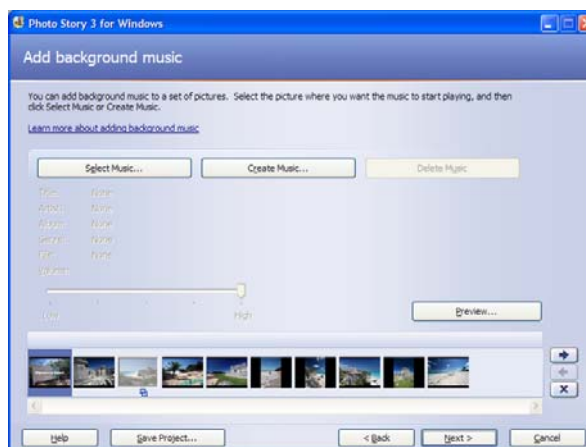
Now we have completed the hard part and it is time to save our project. Photo Story publishes your completed project as a **.wmv** file. There are a number of save settings to choose from depending on how and where you would like your file to be viewed.
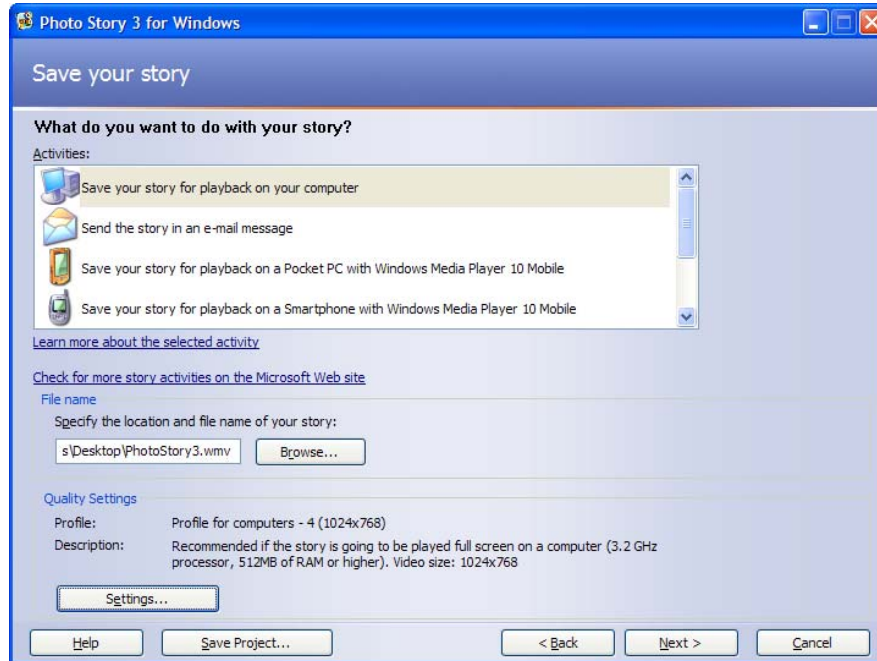
1. Select what you would like to do with your story from the list of options. Normally, the first option is best.
2. Click **Browse** and select your network folder to save your story to.
3. Give your story a name and select **Save**.
4. If you want to make specific changes to the quality and size of the completed file, select **Settings**; otherwise leave it on the default setting.
5. Click **Next**.

Photo Story will now publish your completed story in the format that you have selected. You will be given the option to view the file. Let's go ahead and see our finished product! When finished viewing your project, close Photo Story.

Now it's on to Windows Movie Maker!

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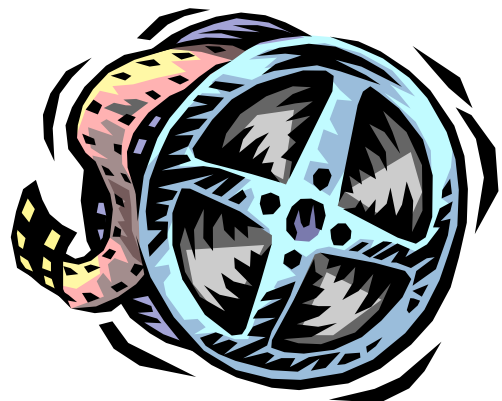
Windows Movie Maker 2.1 is a free video-editing program available to all users of Windows XP. As it is part of the basic operating system, there is no need to download the application if you are a licensed user of XP.

In today's workshop, you will get an overview of the possibilities when using this tool. Movie Maker is capable of capturing video from a camcorder as well as importing video/still shots/music from other sources. For more information on Movie Maker (including samples) please visit the following website:

http://www.microsoft.com/windowsxp/downloads/updates/moviemaker2.mspx

Overview and Workspace

Before ever beginning a new Movie Maker project, it is important for you to **create a dedicated folder** that will be used for storing all of the assets (video clips/photos/music etc.) necessary to complete the job.


Windows
Movie Maker

1. **Right-click** on your desktop and create a new folder. Name the folder *Mexico Video*.
2. **Open** Movie Maker by double-clicking on its shortcut from the desktop or by navigating through the **Start** menu (**Start**>**Programs**>**Accessories**>**Entertainment**>**Windows Movie Maker**).
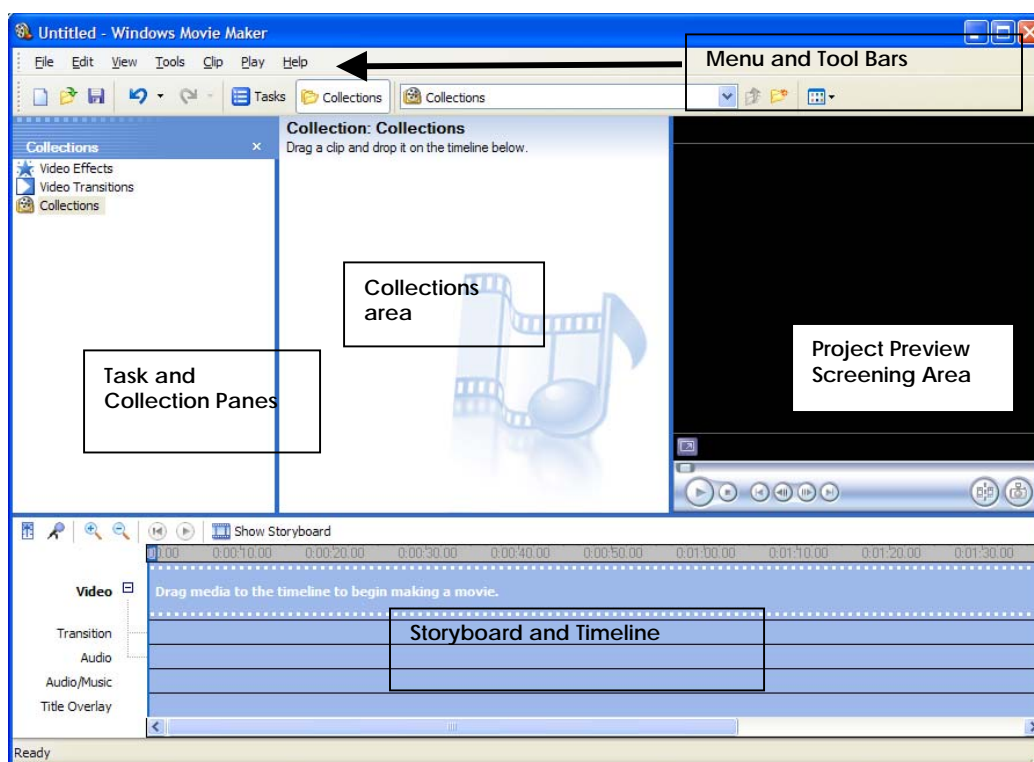
Take some time to explore the various menus in the menu bar. Note the many options available to you during the movie making process.

3. The Movie **Tasks** pane lists common tasks that you may need to perform when making a movie. Corresponding functions can be found on the Menu Tool bar.
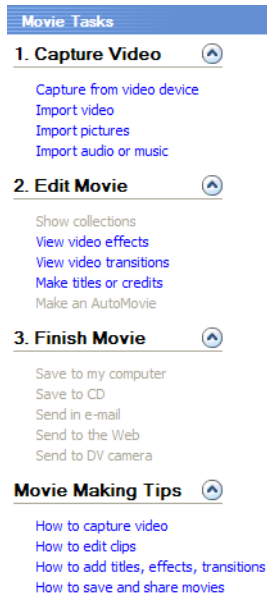
a. **Capture Video**: Provides options to begin making a movie, such as capturing video and importing existing video, pictures, or audio.

b. **Edit Movie**: Provides options for making a movie, such as viewing existing video, pictures, audio, video effects, or adding movie titles and credits. You can also start an *AutoMovie* to begin making a movie automatically.

c. **Finish Movie**: Provides options for saving your final movie, such as to your computer, to a recordable CD, to send as an attachment in e-mail message, to the Web, or to a tape in a DV camera.

4. The **Collections** pane displays the items you have IMPORTED into Movie Maker for your project. Collections are actually libraries that contain the different audio, images, and video content that you have imported or captured into Movie Maker.

5. The **Monitor** pane is used to view individual clips or an entire project. By using the monitor, you can preview your project before saving it as a movie. You can also use the buttons on the monitor to perform functions such as SPLITTING a video or audio clip into two smaller clips or taking a picture of the current frame that is displayed in the monitor.
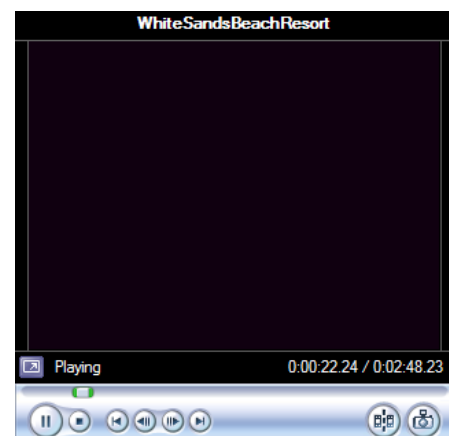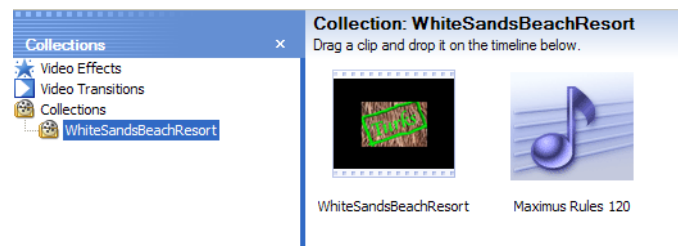
Creating the Project

The sounds and images needed for student projects can be gathered in a number of ways:

- Scanning student hand-drawn illustrations
- Student generated sound effects added during the narration process
- Personally taken images/video from cameras
- From the Internet

1. **Open** Windows Movie Maker if it is not already on your desktop. Choose **File**, **Save As** and save the project file to the *Mexico Video* folder on your desktop. Give your project file the name " *Mexico Video Project.*"
2. From the Tasks pane on the left side of the screen, click **Import Pictures**.
3. Browse to your workshop cd and select all of the *Tulum Photos.* Click the **Import** button. You will now see the photos in your <u>Collections</u> window.
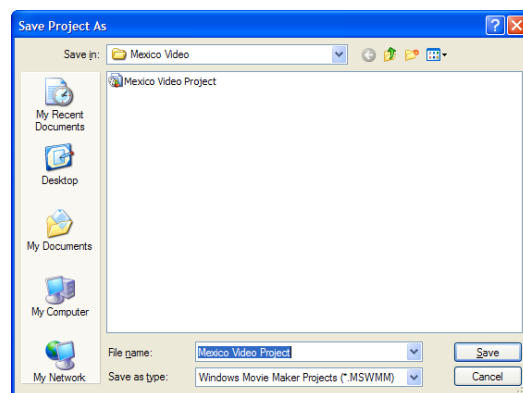
A great site for free photos can be found at http://www.pics4learning.com

Now we need to find some music to go with our project. A great website for free music is at **Free Play Music**. The website address is http://www.freeplaymusic.com. Let's go to this site now after minimizing our Movie Maker screen.

4. Do a search for *Island.* You should find one song that matches this search.
5. **Preview** the *MP3* file for this song.
6. If you like this song, you can download it for use in your movie. **Right-click** on the *1:55* length *MP3* file and choose **Save Target As**. Save this sound file to your *Mexico Video* folder on the desktop.
7. Let's go ahead and import this song now into our project. From the **Tasks** pane, click **Import audio or music**. Now browse and select the file.
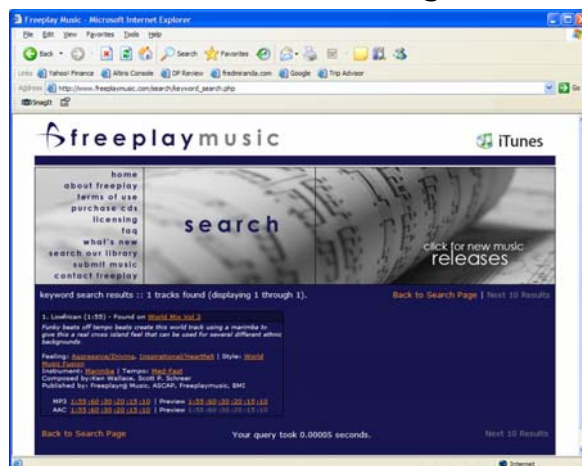
8. Your Movie Maker screen should now look like this:
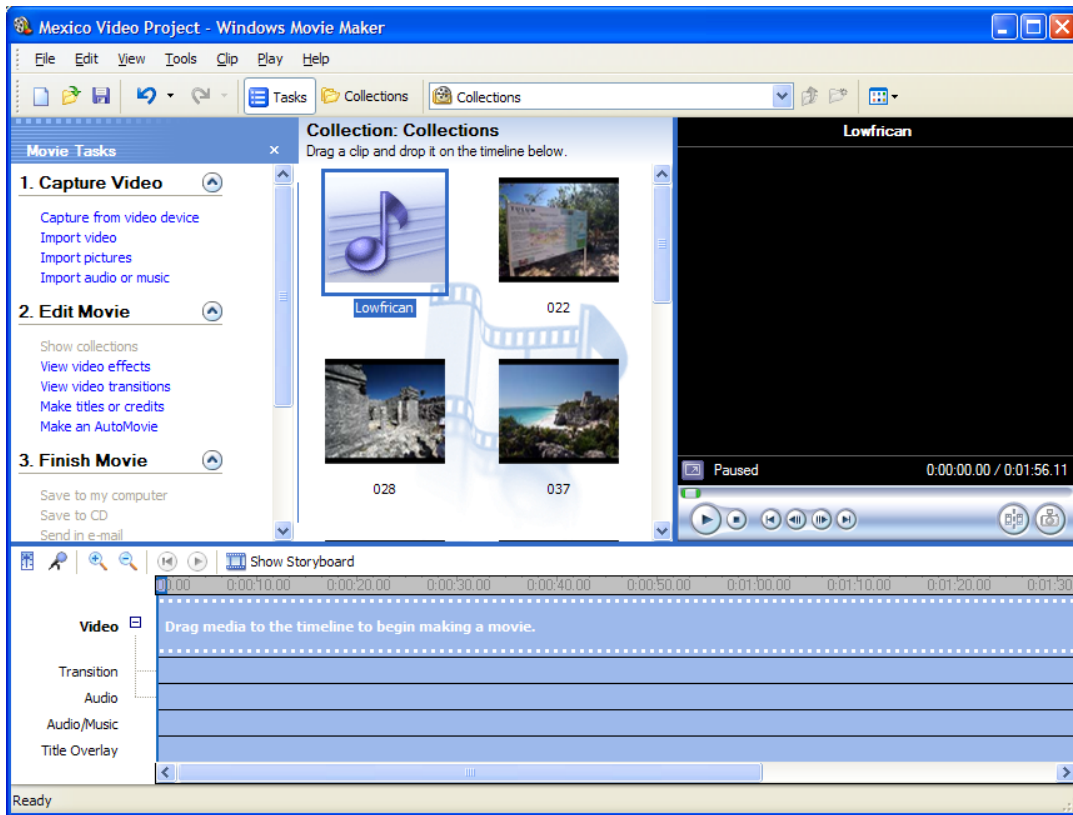
At this point we want to focus on some video action. Video can be obtained from a number of sources:

- From a tape in a DV camcorder.
- Capturing live video
- Importing video from the Internet (royalty free or with permission to use granted).

Always be sure to follow the set up procedures listed in the documentation that came with the camcorder you will be using. Double check to see if you have an IEEE 1394 adapter (firewire) on your PC an IEEE 1394 cable to connect your camera to the computer. Both are necessary if you wish to download video into your Movie Maker project.

*In today's workshop, we will not be using camcorders to capture video. When you <u>do</u> perform this operation, you will be selecting the **Capture from video device** option from the Movie T asks pane. You would then be able to control your camcorder from the Movie Maker application (Stop, Play, Fast Forward etc.)*

Since we do not have access to "live" video, we will be using the other method of getting video into our project – **IMPORTING**.
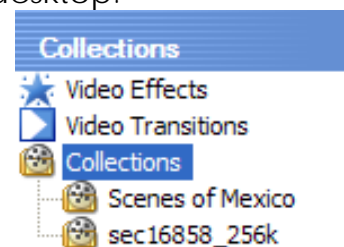
9. From the Movie Tasks pane, click **Import video**. Browse to your workshop cd and select the *Scenes of Mexico* video. Click the **Import** button.
10. You will now see the video appear in your Collections pane. **Preview** the video in the preview screening area.

You will note that Movie Maker creates a new collection each time a video is captured or imported into the program. The name of the collection will be the same as the file name of the video.

11. We would also like to have some additional footage from United Streaming. Go to www.unitedstreaming.com.
12. Log in to United Streaming using your account information.
13. Do a keyword search for *Mexico*. Follow your instructors' steps for downloading video on to your hard drive.
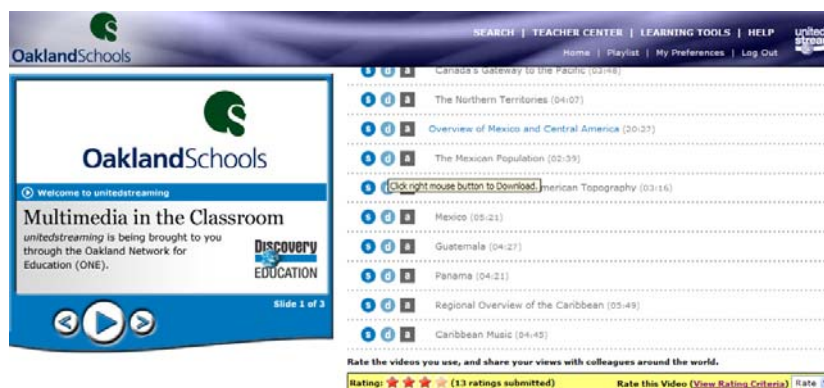
14. Save the video to your *Mexico Video* folder on the desktop.
15. Now **import** this video into your project as we did earlier. Note that this video was split into clips. Also note that a new collection was created for this video. **Close** your web browser.
16. You can easily rename your collections to make better sense. **Right-click** on the United Streaming collection and rename it to *US Video*.
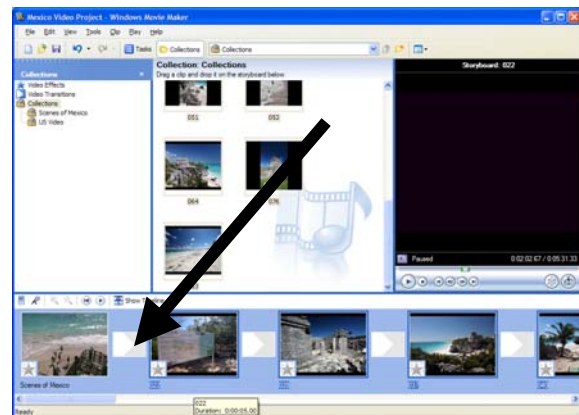17. Now let us put our video on our **storyboard**. In the early stages of project building, it is usually easier to place clips on the storyboard rather than the timeline. Make sure you are viewing your storyboard by clicking on its button near the bottom of the screen.

18. **Drag all of your clips on to the storyboard**. Now you will see the individual clips, which can be edited and re-arranged as we work through our project. **Click** on various clips and preview them.

19. Now let's add some photos to our movie.

    - **Select** all of the photos in our collection that we added earlier.
    - **Drag** the selected items into the storyboard <u>BETWEEN</u> the first and start of the second video series.
   - **Rearrange** the order of the photos to suit your needs.
    Drag and drop can be used for video and still photo movement on the storyboard. Drag the item that needs to be moved and release your mouse in the spot you need it.
    - **Note** that a thumbnail image has been COPIED and placed on the storyboard, while the original photo remains in the Collections panel.

20. <u>Transitions</u> can be added between images and video using the storyboard. From the **Tasks** pane, click the **View video transitions** button.

    - The video transitions will appear in the middle panel of your workspace. Notice the scroll bar. Use it to view all of Movie Maker's awesome effect choices.
    - **Left mouse click** and **drag** the selected transition onto a small square between two image or video files.
    - **Preview** the effects in your movie. Add several transitions to your movie.
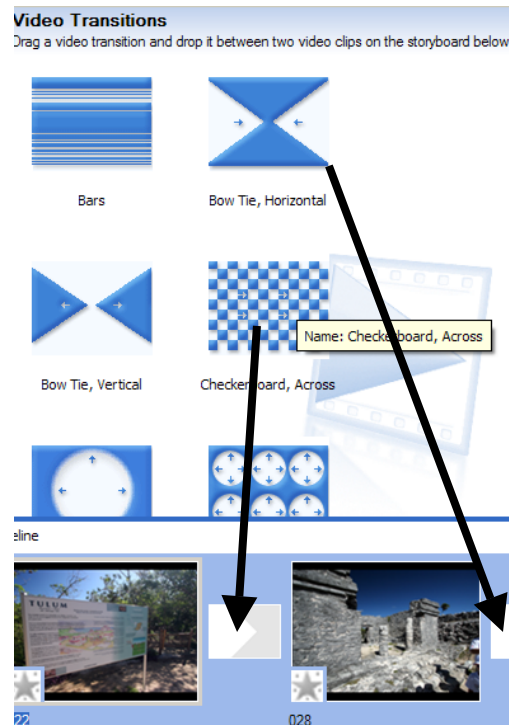
21. Video <u>Effects</u> can add interesting elements to your clips. Adding them is very similar to transitions except that the effect is placed directly on the clip rather than between.

- From the **Tasks** pane, click the **View video effects** link.
- Note that a new set of effects appear in the center workspace.
- Use the scroll bar to view all of the available options.
- **Left-click** and **drag** the selected effect to the <u>small starred square</u>, located in the images lower left-hand corner.
- Notice how the star changes color, indicating that an effect has been used for that particular image. Place your cursor on the effect to double check what has been placed there.
- Add several effects to your clips and preview them in the monitor.
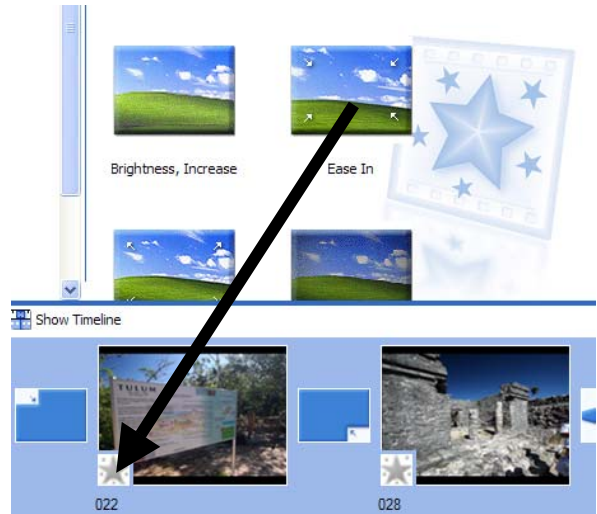
## <u>To remove Transitions or Effects:</u>

- **Right-click** on the effect you wish to remove.
- A context menu will appear. **Left-click** on the **Delete** option to remove.

Now that we made a number of different changes to our project, it would be a good time to save everything.

22. From the **File** menu in Movie Maker, select **Save Project As**.
23. Navigate to your **Mexico Video** folder on the desktop. Save the video project as *Mexico Video Project*. Click **OK** if asked to overwrite.

We will now switch our view to timeline. The timeline feature is used to perform tasks such as zooming in or out on details of your project, recording narration, or adjusting the audio levels and timing. The time is displayed as **hours:minutes:seconds.hundredths** of a second. Click on the **Show Timeline** button now.
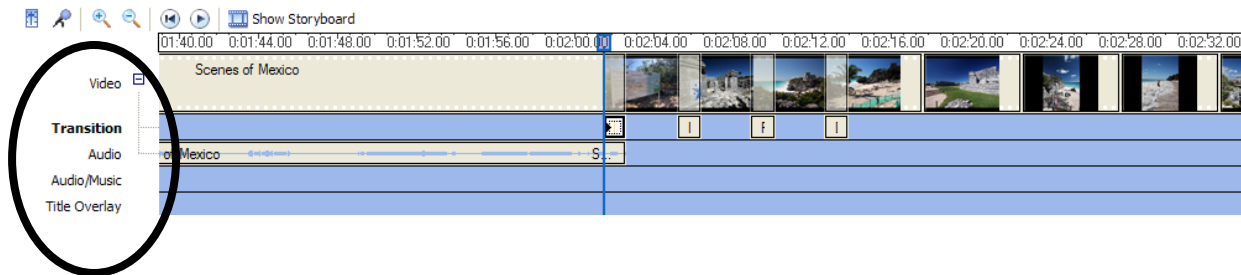
The timeline displays tracks to indicate what type of files you have added to your current project. Notice that you have 2 audio tracks – one is for the audio on the video clip and the other is to add music or sound effects.

The timeline is also great for lengthening or shortening clips. To trim unwanted portions of your clip, use the **Trim Handles** that appear when you select a clip and hover your mouse over the right edge. You can drag in or out to change its duration. If you wish to edit out a piece of video in the <u>middle</u> of a clip, you would need to use the **Split Clip** command button from the **Preview** monitor. Simply "scrub" to the point at which you want to edit and click the **Split Clip** button. From this point, you can fine-tune your edit by using the **Trim Handles**.
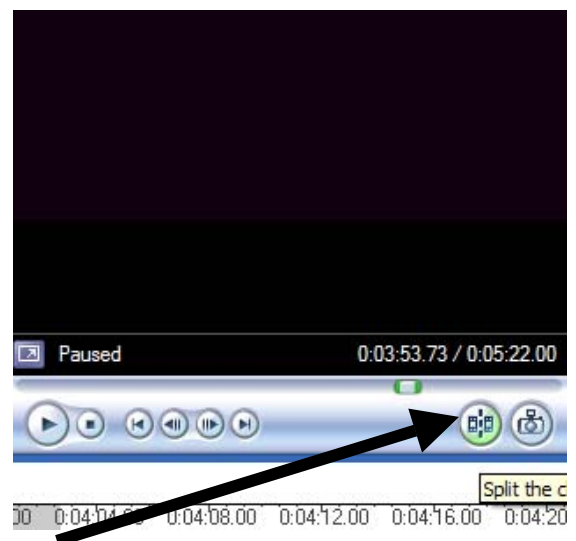

If time permits, spend a few minutes trying to split and shorten some of your clips.

Now that we have clipped, trimmed and enhanced our video, it is time to add some music!

24. From the **Collections** pane, click on the audio file we imported earlier and drag it on to the **Audio/Music** section of the timeline.
25. Place the sound clip directly underneath the video clip you wish it to play with.
26. If you wish to trim an audio clip, **select** the clip on the timeline and preview the movie. When the audio reaches the point to where you wish to end the music, pause the play using the **Pause** button. From this point select **Clip**>**Set End Trim Point**. All pieces of the music will be removed after the end point. Note: <u>You can only shorten music</u>. You cannot lengthen clips.

27. Splitting audio clips is also possible. Click on the audio to be edited and play to the spot you wish to split. From the menu, select **Clip**>**Split**. The audio file is cut in two and can be moved or edited independently.
28. At times you may wish to add some effects to music clips and/or change volume. **Select** an audio clip on your timeline.
29. **Right-click** on the clip you wish to add a fade in or out effect to. The context menu appears listing your options. Choose **Fade In** and **Fade Out** on the same clip.
30. **Right-click** on the audio that came with your video on the timeline and select **Mute**. This will allow your music to be heard and avoid interference with the distracting audio that came on the tape. **Preview** the effect in your Preview monitor. Note that you can also adjust the volume from the context menu.
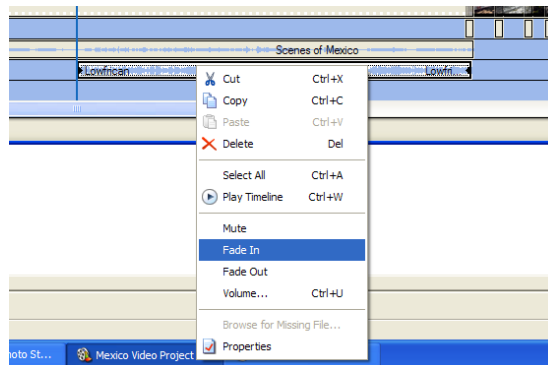
When creating a movie, it is often a nice touch to add a Title slide to the beginning announcing your movie.

31. From the **Tasks** pane, select **Make titles or credits**.
32. You will now need to make a decision as to where you wish the title to appear. Let's select **title at the beginning**.
33. Now we will enter the title text.
    a. Key in the title for your movie. Call it **Welcome to Mexico!**
    b. Click on the **Change the text font and color** link and experiment with the many options available. Note that you can also add an *animation* to the title slide.
    c. Click **Done** to add the title slide to the front of your movie.
    d. If time permits, add several more title slides to your timeline at various points.
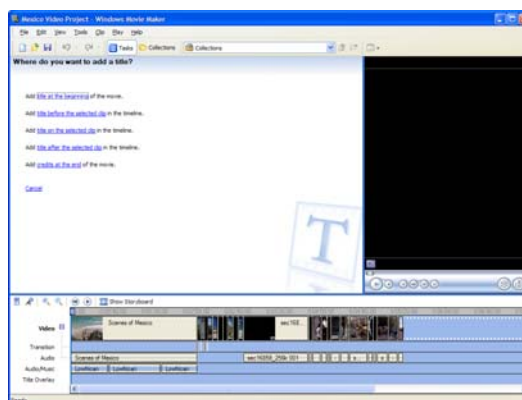
Narration

In today's workshop, we will not be adding any real narration. However, at some time you may wish to do this as it adds a nice touch to many different multimedia productions. The following section will describe how this is done in Windows Movie Maker.

a. Add any video clips, pictures, titles, or credits that you want to display in your project to the storyboard/timeline.
b. On the **Tools** menu, click **Narrate Timeline**. A screen similar to the one at right appears.
c. Place the blue indicator bar TO THE RIGHT of any other sound file that may be already residing on the audio/music track. *You will NOT be able to record your narration if the time indicator is touching or is anywhere near another sound file.*
d. Click the **Start Narration** button and begin talking! When finished, click the **Stop Narration** button.
e. A save box will appear. You will need to give your audio narration file a name and then save it to the folder used for all of your media files in the project.
f. The narration will be imported automatically into the current collection and the narration is automatically added to the Audio/Music track.
g. You may need to "tweak" images and video on the timeline to match the narrated text.
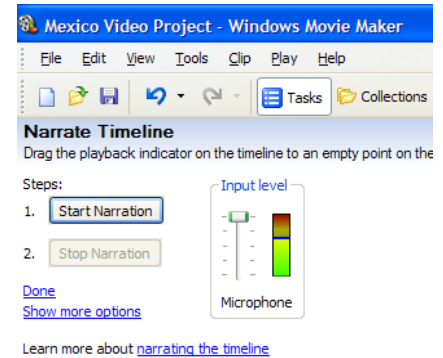
Tip: To prevent unwanted audio from being captured in your narration when you are narrating video on the timeline, consider using headphones when adding and capturing your audio narration. This lets you hear the audio of a video clip you might be narrating at the same time you are capturing your audio narration, while simultaneously preventing the audio of the video clip from being captured unintentionally in the narration.

Finishing things up

Let's add a credits slide at the end of our movie.

34. From the Tasks pane, select **Make titles or credits**.
35. Click **Add credits at the end of the movie**.
36. **Left-click** in the top cell and key in the appropriate text. Continue entering by keying in both job responsibility and name of person.

37. Explore some of the various options to add animations and different font effects.
38. Click **Done** when finished and preview the credits in the monitor.
39. **Save** your project to make sure we do not lose all of our hard work before the final step.

We now must convert out project into a form that we can distribute and play outside of Windows Movie Maker. The most popular choice will be as a Windows Media Video (**.WMV**) file.

40. From the **Tasks** pane, click **Save to my computer**.
41. Give the movie the name *Mexico Video* and save to your **Desktop**.
42. Click the **Next** button.
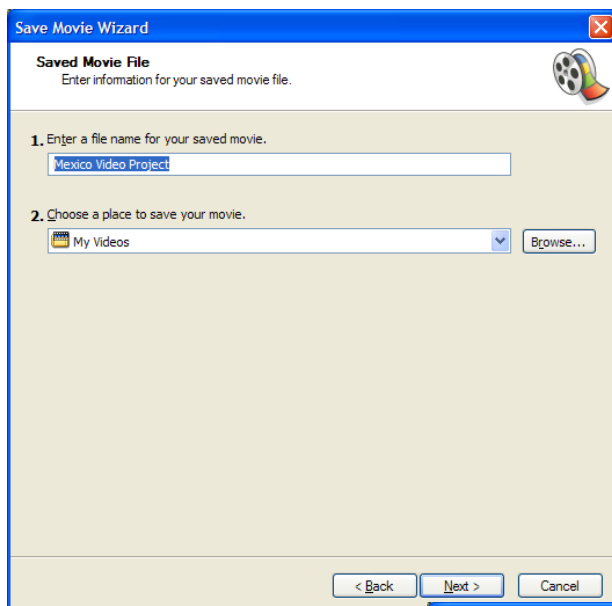
43. In the Movie Setting page, click the radio button next to **Best quality for playback on my computer**. Note that there are many other options available depending on the final destination for your product.
44. Click the **Next** button.
45. Your project will now be saved.
46. View your final project!!