



## **Movie Maker Audio and Video Editing Instructions**

### **Introduction to Broadcast News**

#### **Getting Started**

1. There are numerous video editing programs that individuals and professionals (including radio people) use. They include Adobe Premier Pro, Sony Vegas, and for Mac users iMovie and Final Cut Pro.
2. A free program on Windows or Vista operating systems (PCs and laptops) is Windows Movie Maker
3. On your computer, go to All Programs and look for Windows Movie Maker
4. If you can't find it there, try this: My Computer---double click on C Drive---open Program Files folder---double click on Movie Maker (it's listed as Movie Maker here, not Windows Movie Maker)
5. Open Movie Maker then click on File then New Project. Give project a name such as 9/11 Anniversary POS Report
6. The three main parts of the Movie Maker interface are:
  - a. Movie Tasks—use to Capture and/or Import video and audio; to create Titles (supers); add Video Transitions, and to Finish the Movie which renders or transforms your video into an mpeg form needed which can then be posted on You Tube or put on a flashdrive
  - b. Scene Bin—video clips go in here that you capture and import
  - c. Storyboard—part at the bottom where you slide clips into for trimming and to sequence the order you choose in the order you choose
7. Regarding the Storyboard, make sure when you start your project that it is showing the Storyboard and not the Timeline. Click on Show Timeline and Show Storyboard to go back and forth, but to create your video, you want to be in the Storyboard which will show the Video and Audio Channel
8. In the Storyboard, the first Video track has a plus (+) next to it. Click on that to open the track so that you see the tracks for Audio and Transitions

#### **Importing Video, Interviews, Stand Ups, etc.**

9. With the “point and click” cameras many of you are using in this class, it's best to upload your video segments to your computer as you would regular photos and NOT via Movie Makers Capture Video tool because Movie Maker may not recognize this type of camera

10. So instead, under **Movie Tasks** on the left side of the screen, click on **Import Video**
11. Then locate the video files wherever you have stored them, in **My Pictures** perhaps, into **Windows Movie Maker**. Click on the video file and it will automatically go into **Movie Maker's Scene Bin**
12. Each video clip may go into a separate **Collection** folder rather than appearing all together in the same **Scene Bin**. That's OK, just know that you need to go to the top of the interface, next to **Collections**, to bring in each individual video to the scene bin

### **Trimming/Editing Clips**

13. Now you can slide each video clip down into the **Storyboard** into the **Video Track**. Again, be sure to click the **+** sign next to **Video** in that track to open it so that you see the **Audio** and **Transition** tracks.
14. To trim your interviews into soundbites, move the cursor over the beginning or end of the clip. You will see red front and back arrows. Slide the cursor along the clip to remove parts you don't want to be heard.
15. Easily restore the removed part by just sliding the cursor back to the beginning or end of the clip
16. You can also trim by playing the clip, then pausing at the point just before where you want the soundbite to begin or end.
17. At this point, go to the toolbar at the top of the screen. Go to **Clip** then click on **Set Start Trim Point (incue)** and **Set End Trim Point** to remove unwanted parts before and after your stand ups, soundbites, etc.
18. Under **Clip** you can also adjust your audio levels. Go to **Volume** to do this.
19. You can also adjust volume and do other functions by right clicking in the storyboard on the clip you want to adjust

### **Titles and Transitions (Note: In Storboard click the + symbol next to Video to open the channel so you see the Transition & Audio channels below the Main video one)**

1. With your stand ups and soundbites, you want to put up names and positions or titles (Examples: **Patrick Harwood/CofC Scene** or **Dr. Beth Goodier/Dept. of Communication Chair**). It looks the best to have the name on one line and then the title/position below the name: **Patrick Harwood**  

**C of C Scene**

The supers should be on screen below the person being identified and it all should be nicely centered
2. To produce the supers go to **Make Titles or Credit** on the left side of the **Movie Maker** interface
3. Choose **Add Title on the Selected Clip**
4. In the **Storyboard** have the curser on the **SU** or **SOT** that the super goes with
5. Write the person's name and position in the box, **Enter Text for Title-** write the name on the top line, then space down to the second line and write the position/title. You only have space for two or three words- no more.
6. Then click **Edit the Title Text-** use **Subtitle at Bottom** or **News Banner-** note with **News Banner** the name and position will be on one line. So do it like

- this: Patrick Harwood- C of C Scene. In News Banner you can change the font color and banner color.
7. Click on Change the Title Animation to change the font style. Keep it conservative with Arial or Times New Roman
  8. Then click Done and your super is added to the Storyboard in the Title Overlay channel
  9. Position by sliding the super to where you want it to start, normally two seconds after the person begins to speak
  10. The super by default is five seconds. You can shorten (or lengthen) it by clicking on it in the Title Overlay box and dragging it to your left to shorten
  11. Once your supers are done, click on Task at the top of the Movie Maker interface to get back to the Movie Tasks setting
  12. If you want to add Transitions which are dissolves, wipes and other effects added between shots, then click on View Video Transitions
  13. The array of options will appear. Drag the Transition you want to use down to the Storyboard and put it between two shots.
  14. Click the cursor just before the Transition to view how it looks. If you don't like it, in the Transition Channel, right click on the Transition to cut it

### **Finishing Your Report**

1. When you have completed your report in the Movie Maker storyboard—play it through and make sure it all sounds the way you want it to sound. Make sure it is smooth, flows well, and that audio levels are even between your voice and all of the sounds bites. You don't want people to have to or want to turn down or turn up the volume during parts of your story because of poor audio levels.
2. When you are happy with the project, the next thing you want to do is Finish/Save to My Computer
3. To do this, go to Finish Movie along the left side of Movie Maker under Movie Tasks
4. Double click on Save to My Computer
5. The Save Movie Wizard will come up
6. Give your finalized report a name such as 9//11 Anniversary POS
7. Next choose where you want your audio report saved on your computer. The default setting is your Videos file which is usually found under Documents
8. Click Next and you go now to the Movie Settings page. This will tell you the size of your audio file in megabytes (MB) and that your audio file will be converted to a Windows Media Audio (WMA) file.
9. Click Next and watch your report being saved as a WMA file
10. When this step is completed, it will ask you if you want to view the report
11. Watch and listen to it to make sure, again, that everything is OK with it.

### **Laying Voice Tracks in Movie Maker**

12. For reports in which you need to record your reporter voice tracks, record yourself with you in it like you are doing a stand up.
13. In Movie Maker import the clip as you would a regular clip.
14. But in the Storyboard put the clip in the Audio/Music track. In here, only your voice will play without the video which is what you want as your narrative will go with the video shots you put in the storyboard

### **Posting Videos on YouTube**

15. In your YouTube channel click on the Upload video link. Follow the steps to bring your video into YouTube.
16. As it's uploading fill out the information lines that go with the posting
17. Give the video a name. Think of a headline that concisely indicates the story topic. Try to include College of Charleston in your title if our school is pertinent to the story
18. Use the information part as if it is your anchor lead. Write one or two sentences to set up what the report is about
19. Successfully uploading videos to YouTube can take a while. You get a bar progress reading. Once it starts loading and you've filled out the information parts, there's nothing you can do
20. YouTube will indicate when the video has successfully uploaded to your channel
21. If you get an error message, make sure you have not tried to upload Movie Maker's project setting instead of its finalized WMA setting—remember the Finish step of saving to your computer.

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