

VIDEO EDITING HANDBOOK

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Handbook Outline

- An Introduction to Windows Movie Maker
 - basic overview of the program
 - creating a project
 - importing your video footage
 - basic editing
 - saving your project
 - Tips
- Ideas for Practical Application: Project Examples
 - Heritage Minutes
 - Admakers
 - Video Book Reviews
 - Claymation
 - Music Videos
 - Promotional/ Memory Videos



WINDOWS MOVIE MAKER

Basic Overview:

Windows Movie Maker is a user friendly program that leads you through the steps of creating a movie from capturing your footage, adding transitions, titles and effects to exporting your movie to a variety of output options including saving on a CD or your computer, or exporting to email or VHS.

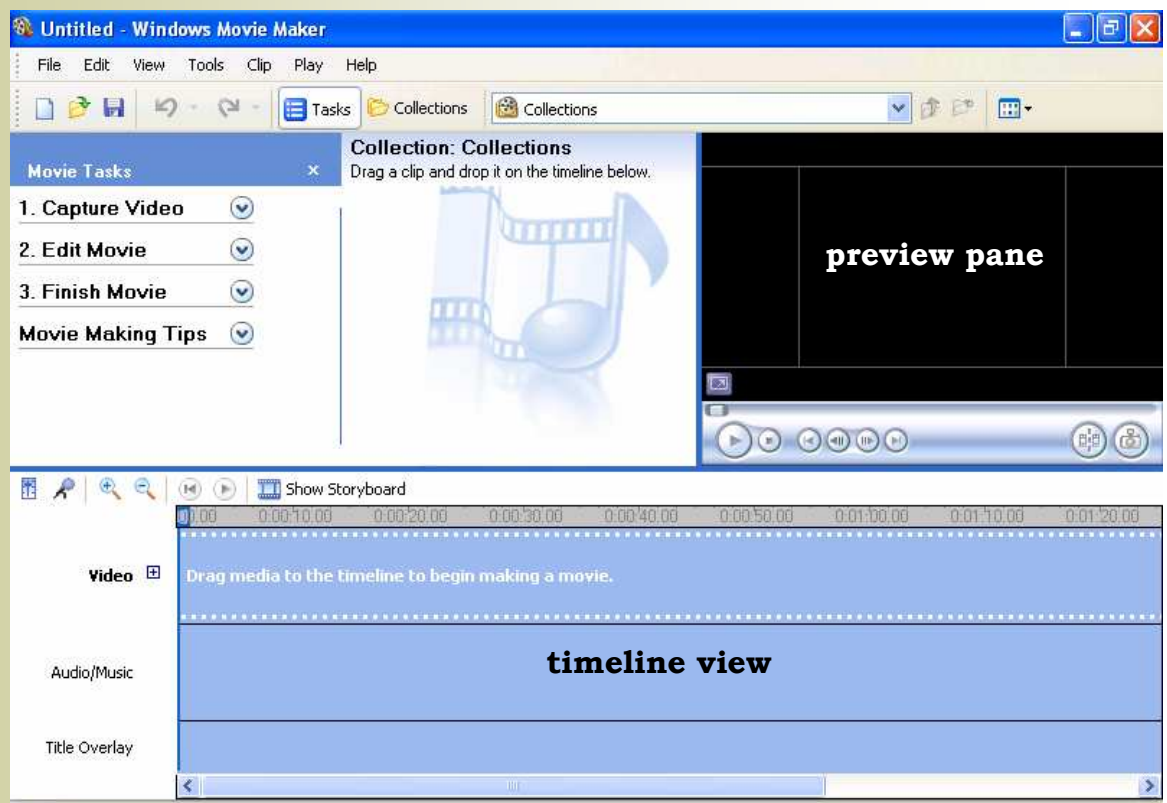
The working area of Windows Movie Maker is comprised of 4 sections. The task pane, the collections pane, the preview pane and the editing pane. The editing pane can be viewed in storyboard or timeline mode.

The task pane has three drop down menus for capturing, editing and finishing your movie.

The collections pane displays your video clips, transitions and effects.

The preview pane allows you to preview your movie as you work on it.

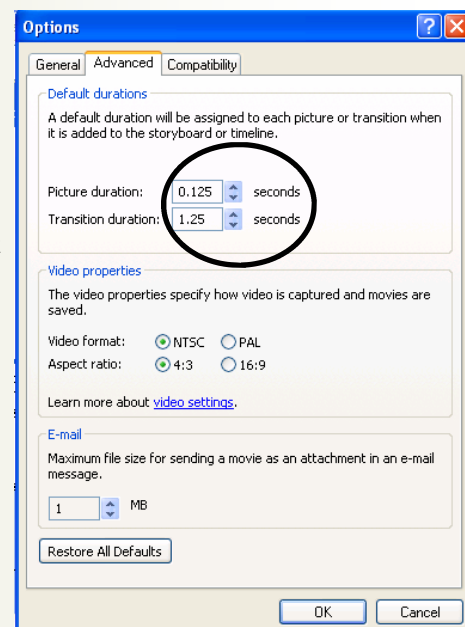
The editing pane is where the work is done on your movie in either timeline or storyboard view.



Fine edits and work with audio are done in timeline view. Adding clips and working with transitions and effects is easier in storyboard view.

Creating a Project:

Open Windows Movie Maker. If you are making a stop motion movie (using still images) you will want to set your picture duration to the shortest possible time (.125 seconds). To do this, on the tools menu click Options. Go to the Advanced tab, change your Picture duration and click OK. If you are making a video movie, this step is unnecessary however, you may want to change the duration of your transitions. This can be done on the same screen. On the File menu click "Save project as". The default folder for Movie Maker is your "My Videos" folder. Name your movie and click Save. It is a good idea to save your project often while working on it. Video editing software has the tendency to shut down unexpectedly.

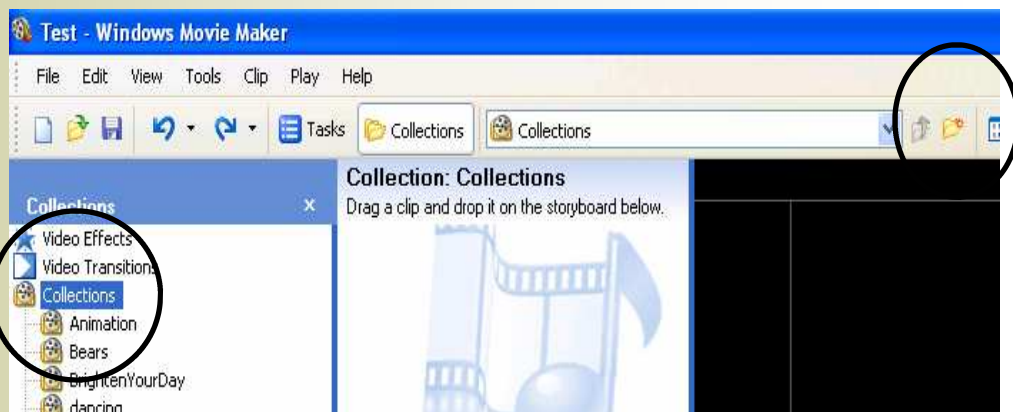


Importing Video Footage or Still Images:

To work with video footage or still images in Movie Maker you first have to import it into a collections folder. You will either capture footage from your video camera or import it from somewhere on your computer.

If you want to use still images in your movie you must first import the images from your digital still camera to your computer using whatever software you usually use to do this. You can save your pictures into your "My Pictures" folder as you usually would. Once your pictures are saved on your computer you can then import them into a collections folder in Movie Maker.

Before beginning an import, create a new folder for it in your collections folder. You do this by selecting Collections from the task bar. You can now navigate through your collections folder on the left. Create a new folder by either right clicking on Collections or by clicking on the new folder icon on the task bar at the top

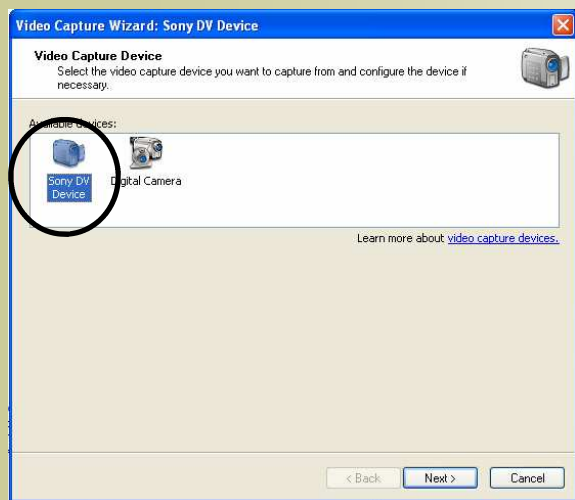


of your screen. You will import all your media into this folder. You can make folders within folders to organize your pictures, video and audio for each project if you like.

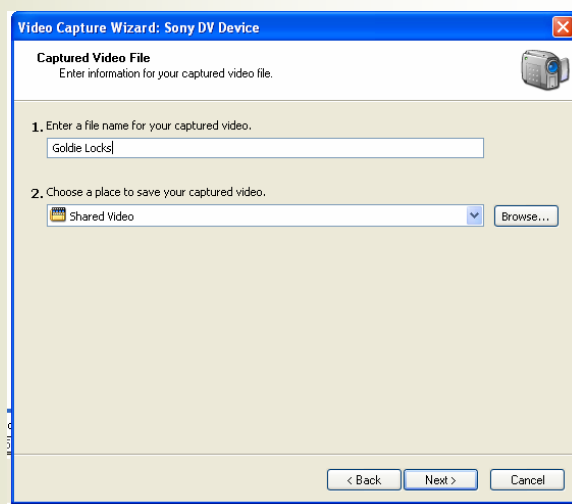
Once you have created your project folder in Collections, go back to the Tasks menu. On the Tasks menu, click on the arrow beside Capture Video to see the whole menu. From this menu click on the action you wish to take. Import video will take you to My Videos; Import pictures will take you to My Pictures; and Import audio or music will take you to My Music, however, you can navigate to wherever the files you want are stored on your computer.

Once you have found the file you want (picture, video or audio) you select it and click Import. You can import several files at once by holding down the Shift key and selecting the files you want. They will be imported into the Collections folder that you have open in Movie Maker.

If you have footage on a video camera, you must first connect your camera to your computer and turn it on. If your computer can read your camera it will take you to the capture video window. From there you select the device that you are using (in this case, Sony DV Device) and click next. The capture Wizard will guide you through the steps.



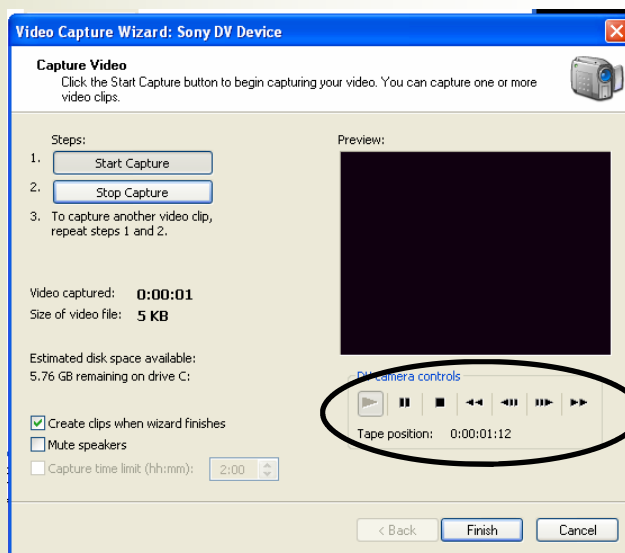
Name your file and select the location on your computer where you want to save it.



Select capture entire tape or only parts of the tape. If you have a lot of unneeded footage on your tape I would suggest capturing only what you need. It makes it easier to work with when editing and saves space on your computer.



Finally, start your capture. You can watch the video on the monitor as it is captured and use the controls on the screen to start and stop your tape, fast forward or rewind. You can start and stop your capture as many times as you need to before you click finish. When you click Finish, the computer creates a folder in your collections folder and imports the files into it.



You are now ready to create your movie.

Basic Editing:

Working with clips, transitions and effects is all click and drag.

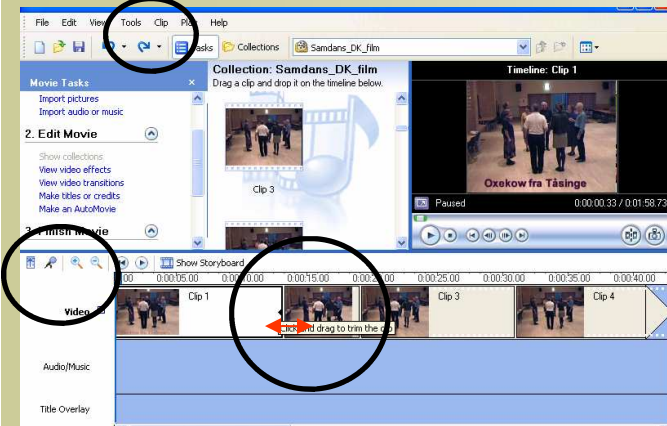
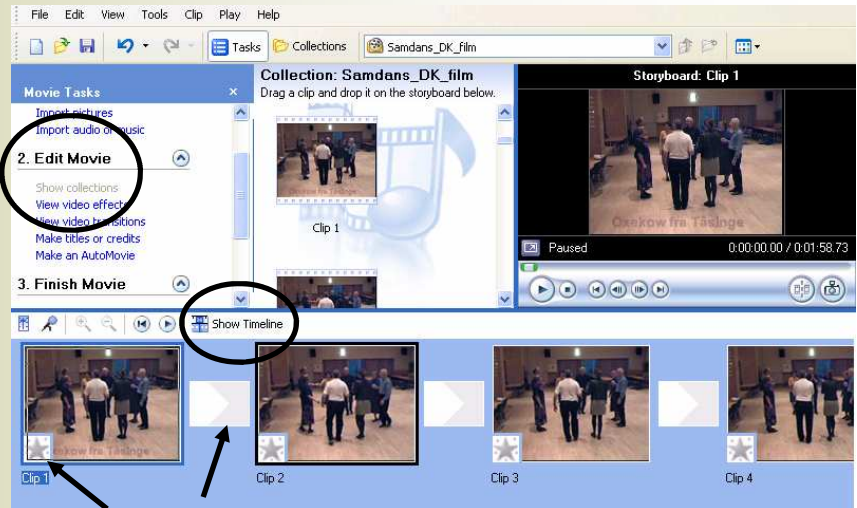
You begin by dragging your clips from the collections folder to the story board.

On the Edit Movie menu select video effects or transitions. The available effects or transitions appear in the collections pane. Those can now be dragged into your movie.

The effects are dragged onto the star at the corner of your clips and transitions onto the rectangle between clips.

Clicking on Make titles or credits takes you to another window in the Tasks pane which then leads you through the steps of creating titles and credits. Add music to your video by dragging the audio file to the audio/music pane in timeline view. Shorten audio clips to fit your video by dragging the clip from the end of the clip to fit your video/picture clips. Volume can be adjusted by clicking the set audio levels button on the top left hand side of the editing pane.

If you are creating a movie from still pictures, your movie is finished.



If you are creating a movie from video clips, before you add transitions and effects you will want to do any fine editing of the clips that you need to do. To do this you will work in the timeline view. Click on Show Timeline to change views.

You edit clips by placing the cursor between clips. A double pointed red arrow will appear. You click and drag this arrow to trim the clip. You can zoom in to make fine edits.

If you need to trim a clip in the middle, you can split the clip from the Clip menu. Set the cursor where you want to trim the clip and select split clip. You can then trim from the front or back of the clip. You can also split the clip on either side of the clip that you don't want to create a new clip. You can then delete the unwanted clip.

If you want to record a voice over to narrate your movie this can only be done where there is not already an audio track in your movie. Movie Maker does not support multiple audio tracks. If you want to add a voice over and music you can create this track in another program (such as Audacity) and import it to Movie Maker.

Once you have finished editing your clips, go back to storyboard view and add your effects and transitions. Your movie is now ready to save to your computer or export to CD, email or DV camera.

Remember to save often as you are editing your movie.

Saving Your Project:

When you are finished your movie and are ready to publish it you have several options. You can save it to your computer, burn it to a CD, send it in an email or to the web or send it to a DV camera so that you can save it to VHS. From the Tasks menu under Finish Movie select the option that you want. The program will guide you through the necessary steps. After you've saved your movie as a movie file, your project files will remain in your My Videos folder. Be sure to save your project once more before closing if you think you may want to change it or add to it in the future. If you won't want to make any other changes to your movie you can delete the files from your computer.

Useful Websites:

Audacity Free Download: <http://audacity.sourceforge.net/>

Atomic Learning Windows Movie Maker 2 Tutorial: <http://www.atomiclearning.com/moviemaker2>

Microsoft Movie Maker 2 Tutorial: <http://www.microsoft.com/windowsxp/using/moviemaker/default.mspx>

Royalty Free/Copyright Allowed Music Sites:

<http://www.goingware.com/tips/legal-downloads.html>

<http://www.freeplaymusic.com/index.php>

<http://creativecommons.org/wired/>

http://www.digitalhistory.uh.edu/music/type_noncopyright.cfm





WINDOWS MOVIE MAKER

Tips:

1. Save your project often. Video editing software has a tendency to shut down unexpectedly. To save yourself a lot of frustration, save your work regularly.
2. Always use a storyboard. Create your storyboard before you begin filming and then use it as a guide during filming and editing. This helps you stay focused on the scene that you are working on and eliminates a lot of unnecessary footage. It also serves as a reminder about lighting and camera angles.
3. Music is very important to the overall effect of your finished project. It sets the tone of your presentation and can make or break your movie.
4. Transitions and special effects are fun to play with. Students can easily get bogged down in the bells and whistles of the editing software. Although you don't want to stifle their creativity, students need very clear instruction on the effective use of these tools.
5. Varying camera angles and lighting creates interest.

Project Ideas:

Heritage Minutes:

This is a project that is ideal for Grade five or six. Students create a one minute video that highlights a significant event in Canadian History. After researching their topic, students create a script. The script is turned into a storyboard. Students use the storyboard to guide their filming and editing. A trip to an appropriate historical site for filming could be added to the project. We did this project with Grade 6 students based on the stories from the “Dear Canada” series.

Admakers:

This was done with a Grade 9 Media Lit class. The students had been studying the elements of advertising and the effects on consumers. Students analyzed several television commercials. They looked at storyline, humour, music, camera angle, lighting, and scenes. (Scenes were defined by a change in camera angle. Most commercials had 18 scenes.) The video assignment was to recreate an existing commercial. Students created a story board of their commercial and then used the storyboard during filming and editing to guide their work.

Video Book Reviews:

This is a good project to do with younger students (Grade 1 or 2). Students write a book review about a favourite book. Film the students, add some quiet background music and the video is done. The video component of this project is quick and easy. The preliminary work, choosing a book, writing a review and practicing the delivery of the review is a fairly major project for younger students. We started this project by showing the students some book reviews from the Reading Rainbow website.

Claymation:

Students create a stop-motion animation using clay models and props and cardboard backgrounds. Students write a script and create a storyboard from their script. Characters, props and backgrounds are created based on the storyboard and the storyboard is used as a guide during filming and editing. Filming is done with a digital still camera on a small tripod. The tripod is important so that the camera angle stays the same for each sequence of shots. A 2 minute stop-motion animation will take about 200 pictures to create. This is a project for older students. (We’ve done it with students in grades 5-8.) It requires a lot of patience and fine editing. Students can add a voice over, music and titles to round out their story.

Music Videos:

Music videos can take several forms. We film band concerts and the holiday concert. A middle years student edits the footage and creates a DVD for the band and music teachers who then show it to all their classes. The kids love to watch themselves after a performance.

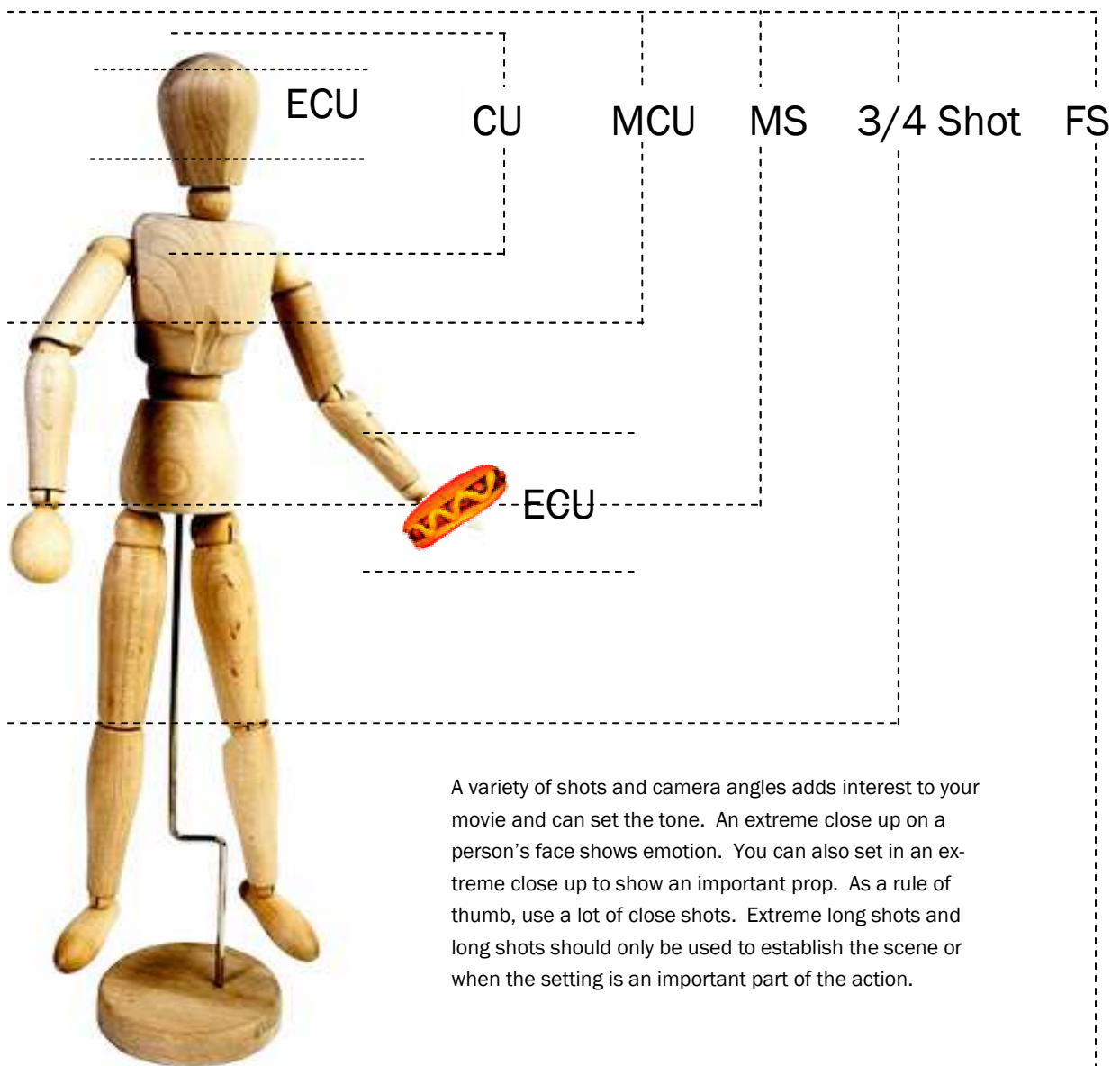
We've made a video of the band playing O Canada that we've used at assemblies. We are currently creating a new O Canada video using Canadian landscape artwork done by the grade 4 class for the image on screen while the band plays O Canada.

Create a music video for a special event. Film the choir singing a song appropriate for the event. Film students "in motion" appropriate to the event. Intersperse shots of the choir and shots of the students with the choir as audio and you have a music video. We created a video of this sort for "I Love To Read" month. We filmed the choir singing a song entitled "I Love To Read" and students reading in various areas of the school and playground. To create the video we went back and forth between footage of the choir and footage of the students reading.

Promotional/Memory Videos: Use videos to promote or celebrate the activities going on in your school. This is a good activity for a video club. Finished videos can be played in the hallway on evenings when parents are visiting the school. The parents love these videos and so do the students.

Other Ideas:

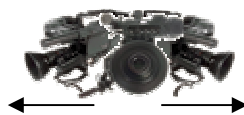
- **New Faces Video:** Create a quick slideshow video of all the new faces in the school to be played at the opening assembly.
- **Kindergarten Video:** Create an "A Day in the Life of Kindergarten" video to be used at the kindergarten information evening.
- **How To Video:** Have students create an instructional video based on a project that they've done. (for example, "How to Build a Robot")
- **Interview Videos:** Students can film interviews with famous people from history or storybook characters.
- **Presentation Video:** Film students during presentations. This is a good teaching tool and doesn't require much editing. Short films can be added to student growth portfolios.



Movement:

Move the camera as little as possible. If the shot requires movement, try to make it as smooth as possible. Using a tripod or dolly is recommended.

Pan



The camera moves horizontally.

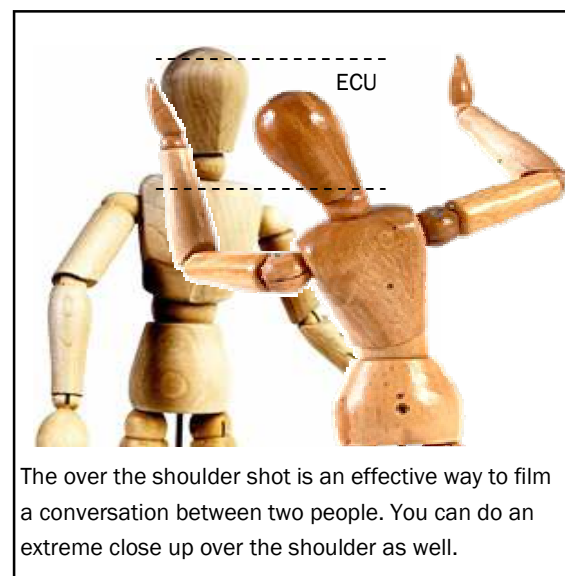
Tilt



The camera moves vertically. (up or down)

Tracking

The camera moves with the subject. (a chair with wheels works well as a dolly)



Project Title: _____

Name: _____

Scene: _____

Audio/Notes/Props

Scene: _____

Audio/Notes/Props

Project Title: _____

Name: _____

Scene: _____

Shot

☐ ECU (extreme close up)

☐ TCU (tight close up)

☐ CU (close up)

☐ MCU (medium close up)

☐ MS (medium shot)

☐ 3/4 (knee shot)

Lighting

☐ Flat

☐ Side

☐ Top

Movement

☐ Pan

☐ Tilt

☐ Tracking

Angle

☐ High (looking down)

☐ Low (looking up)

Audio (music/sound effects)

Notes/Props

Scene: _____

Shot

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Notes/Props