

Windows Movie Maker 2011

User Guide

Download, install and create video presentations using
Windows Movie Maker 2011,
part of the Microsoft Live Essentials package.



Windows Movie Maker 2011

User Guide

Before you Begin:

Users of this Windows Movie Maker 2011 instruction manual are expected to have a basic understanding of the following software and hardware:

- Microsoft Office Word
- Word processing
- Graphic image editing (resizing, cropping and saving to alternate formats)
- Internet download procedures
- File upload from external devices, including digital cameras, digital video cameras, digital voice recorders and smart phones.
- The proper operation of digital media hardware, including digital cameras, digital video cameras, digital voice recorders and smart phones.



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Chapter 1: Getting Started

In this chapter, you will learn the following techniques:

How to download and install Movie Maker 2011

How to organize your files

How to create and save a Movie Maker 2011 project file

Download and install Movie Maker

Movie Maker 2011 is included in the Windows Live Essentials 2011 package along with the following applications: Messenger, Photo Gallery and Windows Live Mesh. Live Essentials is a free download file available from the Microsoft web site. Movie Maker 2011 is not included in the Windows XP, Windows Vista and Windows 7 operating system installations.

System Requirements:

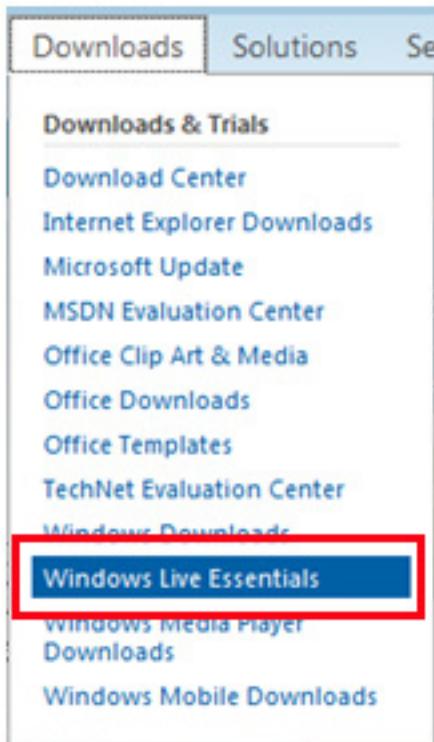
System Component	System Requirements
Operating system	Windows 7 (32- or 64-bit version) Windows Vista Service Pack 2 (32- or 64-bit version) ¹
Processor	1.6 GHz or higher
Memory	1 GB of RAM or higher
Display Resolution	1024 × 576 minimum
Graphics card	Graphics card must supports DirectX 9 or higher and Shader Model 2 or higher.

¹ Windows Vista Service Pack 2 requires the Platform Update for Windows Vista

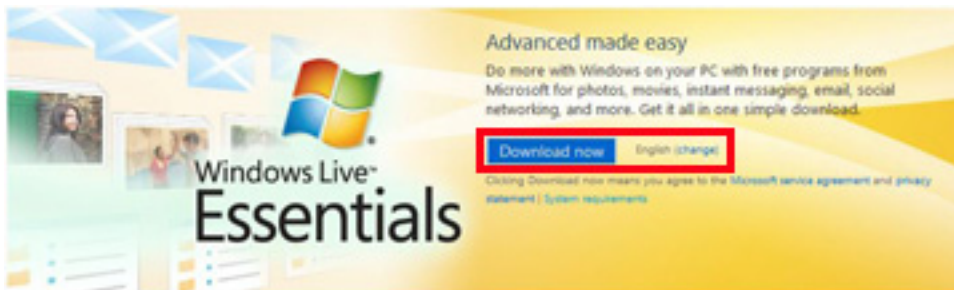
Download and install Windows Live Essentials. Microsoft Movie Maker 2011 is part of the Windows Live Essentials package that can be downloaded from the Microsoft site.

1. Open the Microsoft web site: <http://www.microsoft.com>.

2. Click the **Downloads** link.
3. Select **Windows Live Essentials** from the content menu.

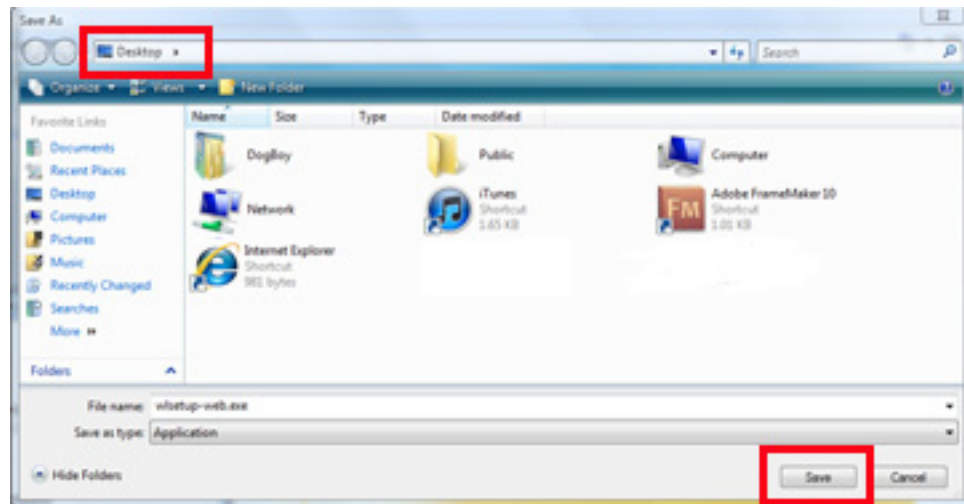


4. Click the **Download now** button to download the entire Windows Live Essentials 2011 package to your computer.



5. Click **Save** when prompted.

6. Save the installation package to your computer's desktop in the **Save As** window.
7. Click **Save**.



8. Click **Close** in the **Download complete** window.

NOTE: You can choose Run to install the Windows Live Essentials 2011 package directly from the Microsoft Downloads web site, but this may take longer depending on the speed of your internet connection.

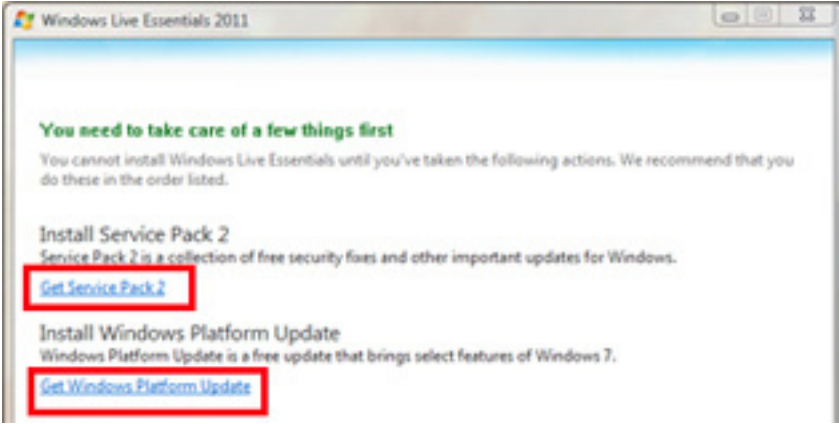
9. Double-click the install icon named **wlsetup-web** saved to your desktop.

10. Click **Continue** if prompted.

IMPORTANT

Install any needed system updates if prompted (Windows Vista Service Pack 1 in the example graphic below). Click the hyperlink below each requested system upgrade for download and installation instructions.

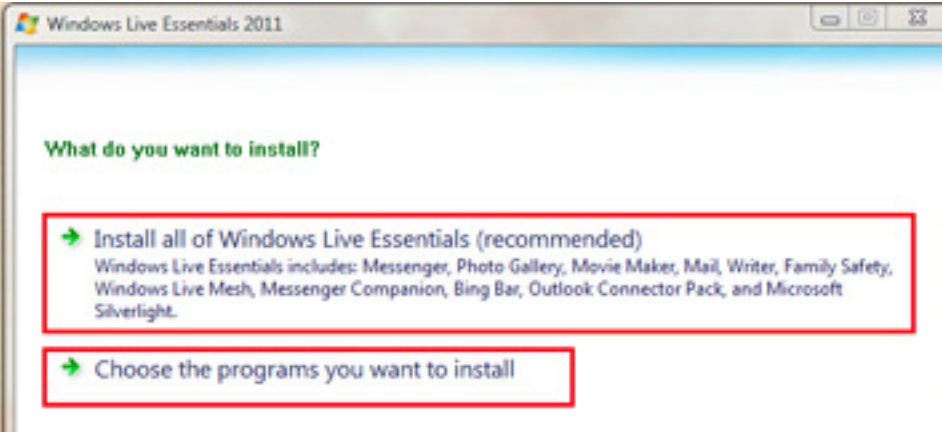
Many of these system updates, especially service pack updates, require a system reboot. Save and close all open files before downloading and installing these updates.



The screenshot shows a window titled "Windows Live Essentials 2011". The main heading is "You need to take care of a few things first". Below this, it states: "You cannot install Windows Live Essentials until you've taken the following actions. We recommend that you do these in the order listed." There are two items listed: "Install Service Pack 2" with a sub-note "Service Pack 2 is a collection of free security fixes and other important updates for Windows." and "Install Windows Platform Update" with a sub-note "Windows Platform Update is a free update that brings select features of Windows 7." Each item has a blue hyperlink below it: "Get Service Pack 2" and "Get Windows Platform Update". Both hyperlinks are enclosed in red rectangular boxes.

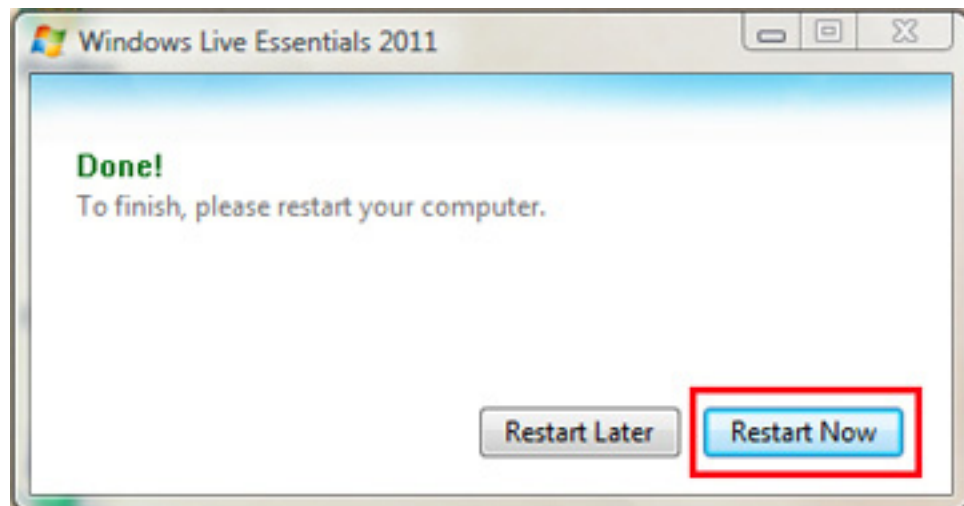
11. Click **Install all of Windows Live Essentials**.

NOTE: You can click Choose the programs you want to install if you want to install the individual components of Windows Live Essentials 2011. This installation option is not recommended by Microsoft.



The screenshot shows a window titled "Windows Live Essentials 2011". The main heading is "What do you want to install?". There are two options listed, each with a green arrow icon to its left. The first option is "Install all of Windows Live Essentials (recommended)" with a sub-note: "Windows Live Essentials includes: Messenger, Photo Gallery, Movie Maker, Mail, Writer, Family Safety, Windows Live Mesh, Messenger Companion, Bing Bar, Outlook Connector Pack, and Microsoft Silverlight." The second option is "Choose the programs you want to install". Both options are enclosed in red rectangular boxes.

12. Click either **Restart Now** or **Restart Later** when the **Done!** prompt appears.



File Organization

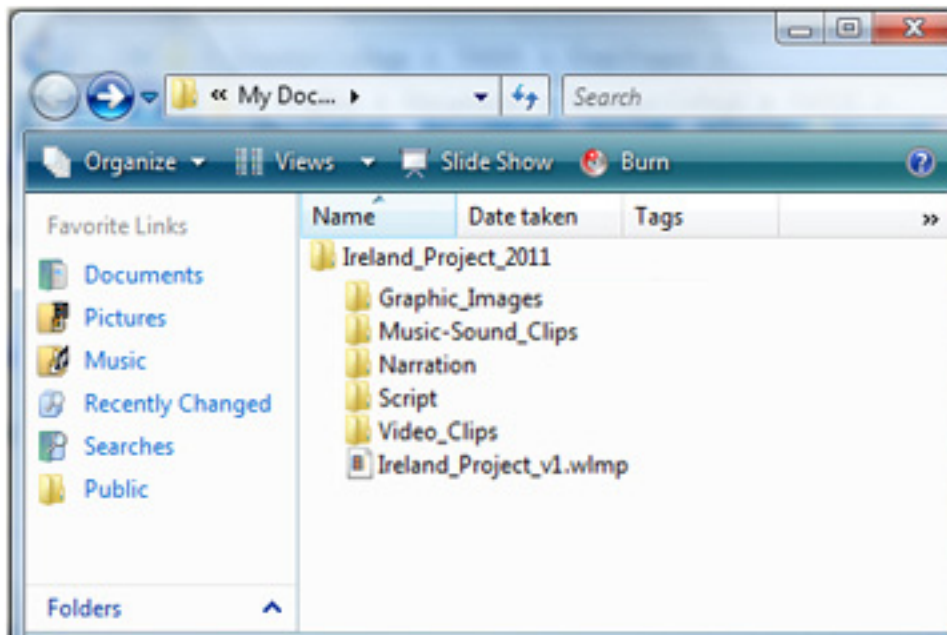
Movie Maker 2011 requires careful file organization. Movie Maker 2011 projects reference all imported graphic, video, audio, narration and text files.

You will have difficulty creating, editing and exporting a Movie Maker 2011 project that is not properly organized.

This is of particular importance if your Movie Maker 2011 project will be copied to multiple computers for editing (this is common in a school setting where students work on a variety of lab or school-provided computers).

File organization guidelines. Follow this file organization template:

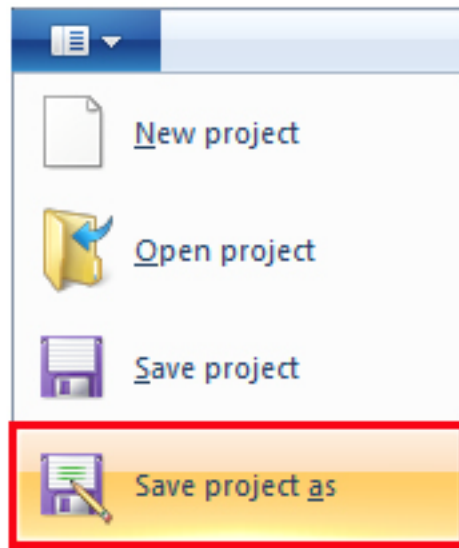
- Create a top-level folder that will contain all of the Movie Maker 2011 project files. Give this folder a short, descriptive name (Ireland_Project_2011 in the example below).
- Create separate folders for each imported element:
 - Graphic images
 - Video Clips
 - Audio files (music and sound clips)
 - Narration
 - Script and other written material
- Save the Movie Maker 2011 project file in the top-level folder (Ireland_Project_2011 in the example below).



Create and save your Movie Maker 2011 project file

You will begin by creating and saving a Project File. Project files are used to create and edit a Movie Maker 2011 project for final export. Project files can be edited and re-exported as needed.

1. Select **Start > Programs > Windows Live Movie Maker** to open the program.
2. Select **Movie Maker Tab > Save project as**. Save your project in your top-level folder as described in “File Organization” on page 10.



IMPORTANT: Save your Project File often. Use the keyboard shortcut **Ctrl + S** for quick saves.



Chapter 2: Script & Narration

In this chapter, you will learn about the following procedures:

- Script preparation guidelines
- Recording and saving narration files

IMPORTANT: There are two important considerations when planning to use audio tracks in your presentation:

- Movie Maker 2011 does not have a built-in narration program. You will have to record the narration track using a separate application or voice recorder hardware.
- Movie Maker 2011 project files will play only one audio track at a time. For example, you cannot have a song playing at the same time as a narration track.

Script Preparation

A thoroughly researched and written narration script will help you organize and edit your project's graphic images, video clips, and audio files.

Review the following rules for writing a narration script and recording your project narration:

- Write your narration script before you begin recording your narration track.
- Organize your narration script using the same structure as you would a written essay. This includes (1) An introduction; (2) Thesis statement; (3) Main points and sub-points, and (4) Conclusion.
- Double- or triple-space your narration script for easier reading during recording. Include phonetic spelling of difficult-to-pronounce words and names.
- Record your narration in a quiet area. Microphones will pick up ambient sound around you.
- Practice recording your narration. You may have to record several takes before you get a quality recording.
- Pay particular attention to microphone placement, breathing control, and your vocal pitch and range. For example, do not narrate in a monotone voice.
- Record your narration in separate “chunks.” You do not have to record your entire narration in one take.

Record your Narration

IMPORTANT: See “Chapter 5: Audio Files” on page 31 for instructions on how to import and edit the narration track in your Movie Maker 2011 project file.

You can install recording software and record your narration directly on your computer, or you may record your narration on a digital voice recorder.

Record narration directly on your computer. Please follow these guidelines for installing and using voice recorder software:

- Attach a microphone to your computer. Please see your microphone or sound input device instructions for more details.

NOTE: Many notebook computers have built-in voice recorder hardware and software.

- A variety of voice recorder software programs are available for free download. Carefully review each program's technical specifications to make sure it is compatible with your computer hardware and software.
- SourceForge's Audacity is a commonly-used voice recording program available for free download. Click here for more information: <http://audacity.sourceforge.net/>
- Save your narration file in MP3 format.
- Copy or save your completed narration file in your project's Narration folder. See “Chapter 5: Audio Files” on page 31 for more information about sound file formats and uploads.

Record narration using a digital voice recorder. Follow these guidelines to successfully record narration using digital voice recorder hardware.

- Carefully read the instructions that came with your digital voice recorder. Make sure it is compatible with your computer hardware and software.
- Make sure your digital voice recorder files can save files in MP3 format.
- Check the type of computer connection that your digital voice recorder uses. Some digital voice recorders connect directly to a computer's USB slot; other recorders require a separate connection cable.
- Save your narration file in MP3 format.
- Copy or save your completed narration file in your project's Narration folder. See “Chapter 5: Audio Files” on page 31 for more information about sound file formats and uploads.



Chapter 3: Graphic Images

In this chapter, you will learn how to use the following design techniques:

- Inserting graphic images into your project file
- Adding transitions and captions
- Inserting title, text and credit slides

Graphic File Specifications

Edit and save graphic images before they are imported into your Movie Maker 2011 project.

File editing. Use a graphic editing program to edit graphic images. Programs include:

- Adobe Photoshop
- Adobe Photoshop Express
- GIMP
- Google Piknik
- Windows Paint.

File formats. Graphic images must be saved in one of the following formats:

- JPEG
- GIF
- TIF

NOTE: JPEG is the preferred file format. It combines image quality with file size compression.

File size. Setting proper graphic file size is essential; large graphic files sizes will slow down production time and create project files that are too large to easily play or post to web sites.

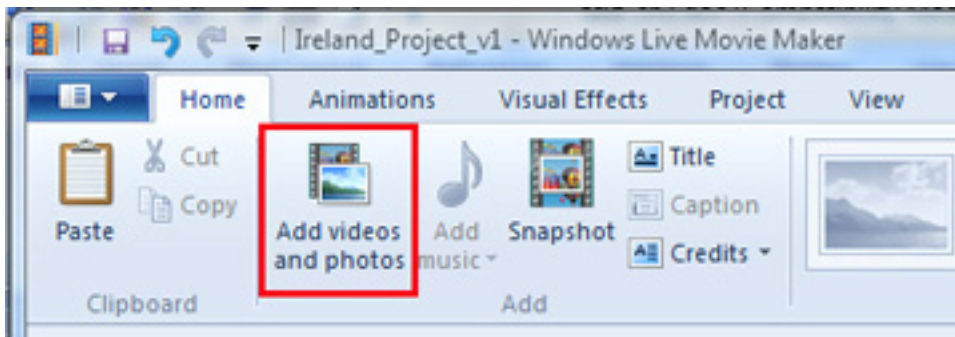
- Image resolution: 72 DPI.
- Image size: Width and height should not exceed 8" x 10".

NOTE: File size is particularly important when you import graphic images from digital cameras. Digital camera resolution is often set to the maximum size of 36" x 24". Images this large will slow processing time when you import, edit, save and export your Movie Maker 2011 project.

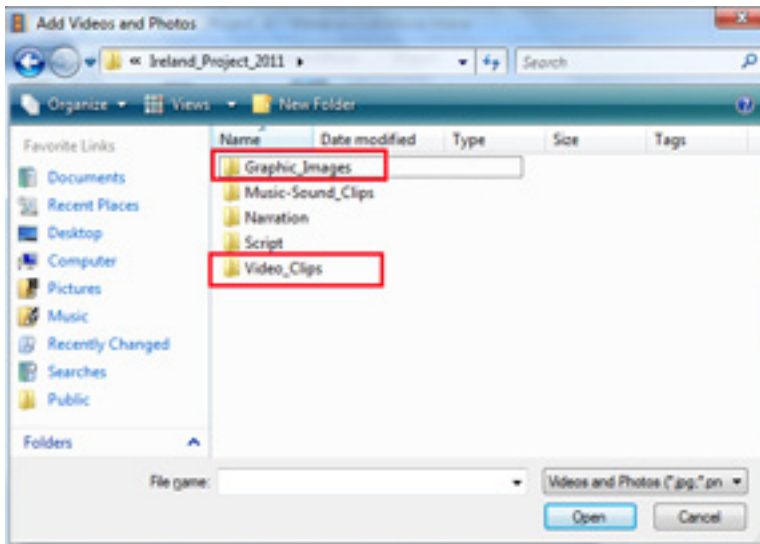
Import Graphic Images

Import and insert the graphic images you uploaded and organized as described in “File Organization” on page 10.

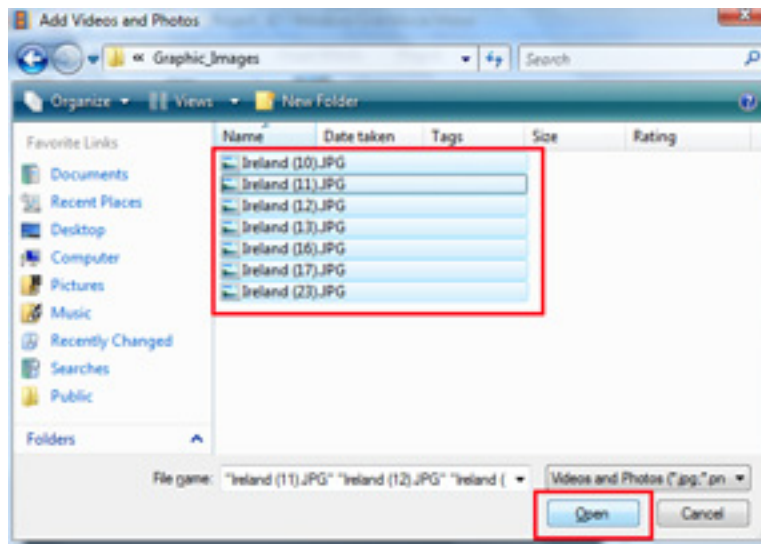
1. Click **Home > Add videos and photos**.



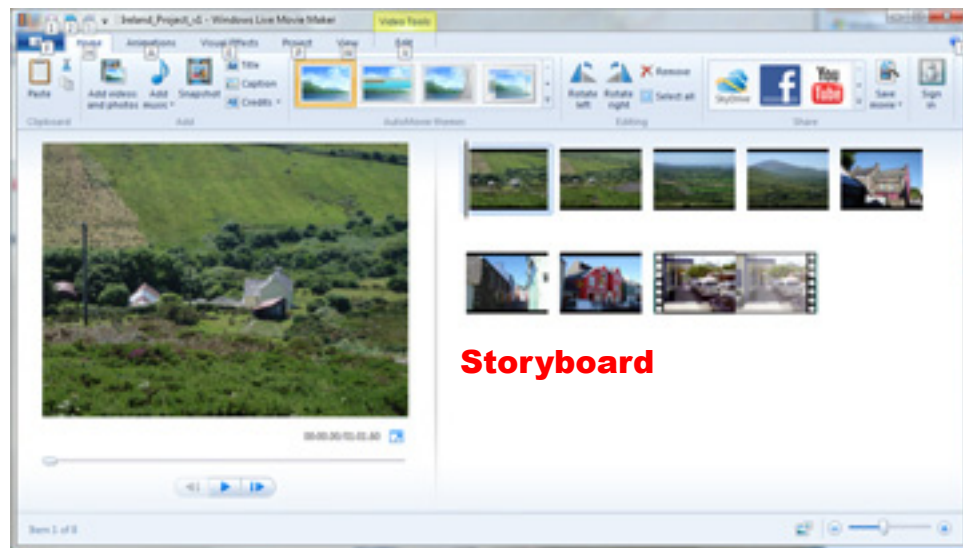
2. Double-click the folder that contains your graphic images.
3. Press the **Ctrl** key and click to select the images and video clips you want to add to your project.



4. Click **Open**.



Imported graphic image thumbnails will be added to the Storyboard on the right side of the Movie Maker 2011 window. The Preview Monitor on the left side of the screen will display individual graphic images and video clips.

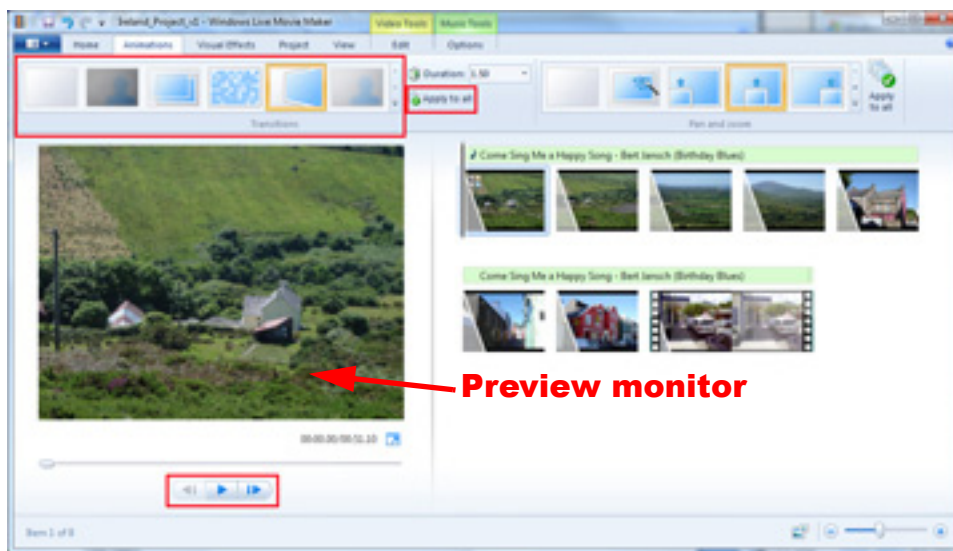


Edit Graphic Images

Apply a variety of visual effects to the graphic images inserted into your Movie Maker 2011 project.

Apply Transitions. You can add transition effects between graphic images and video clips.

1. Click the **Animations** tab.
2. Select a transition effect from the **Transitions** menu at the top-left of the Movie Maker 2011 project window.
3. Click **Apply to all**.
4. Click the **Play** button in the Preview Monitor to preview your transitions.



NOTE: You can press the **Ctrl + Click** keys to select individual graphic images to apply transitions.

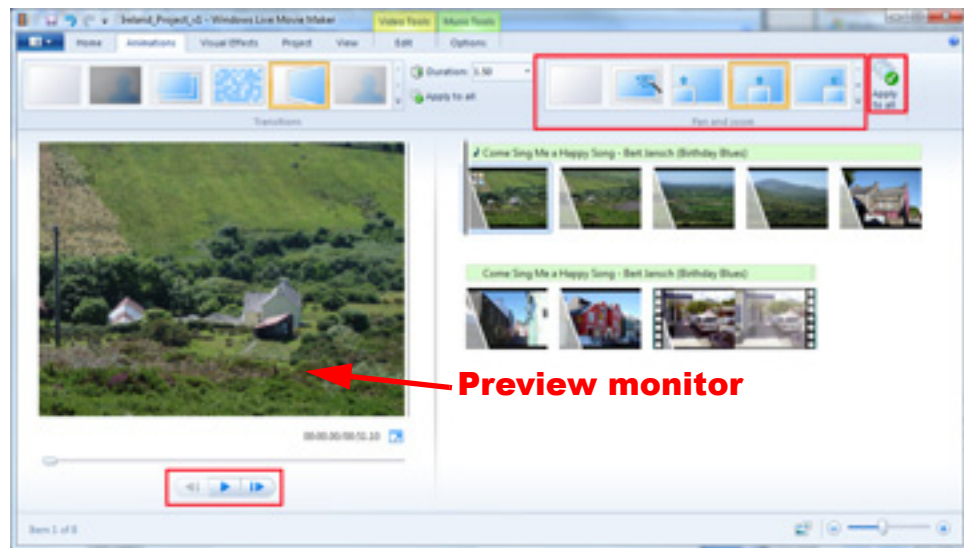
IMPORTANT: Be judicious in your use of transitions. Too many different types of transitions in one project can be distracting and look unprofessional.

Apply Pan and zoom effects. Pan and zoom provides a “Ken Burns” effect to individual images.

NOTE: Not all graphic images are suitable for pan and zoom effects. This should be done on a picture-by-picture basis. Click **Apply to all** if you want the same pan and zoom effect applied to all graphic images.

1. Click the **Animations** tab.
2. Press the **Ctrl** key and click to select an individual graphic image.
3. Select the appropriate pan and zoom effect from the **Pan and zoom** menu at the top-right of the Movie Maker 2011 project window. The effect will be applied automatically.

- Click the **Play** button in the Preview Monitor to preview your transitions.

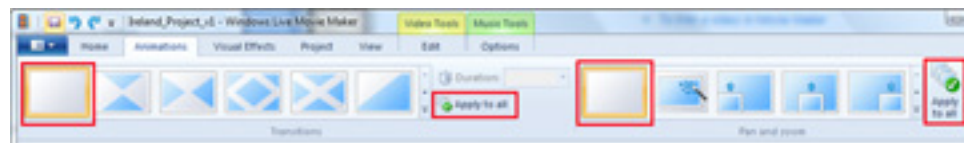


NOTE: Each graphic image and video clip thumbnail will have an icon indicating transition and pan and zoom effects.



Remove animation effects. Remove effect from selected images or all images.

- Select the **Animations** tab.
- Click the **None** effect under **Transitions** or **Pan and zoom** menus.
- Click **Apply to all**, or press the **Ctrl + click** keys to select individual graphic images and video clips.

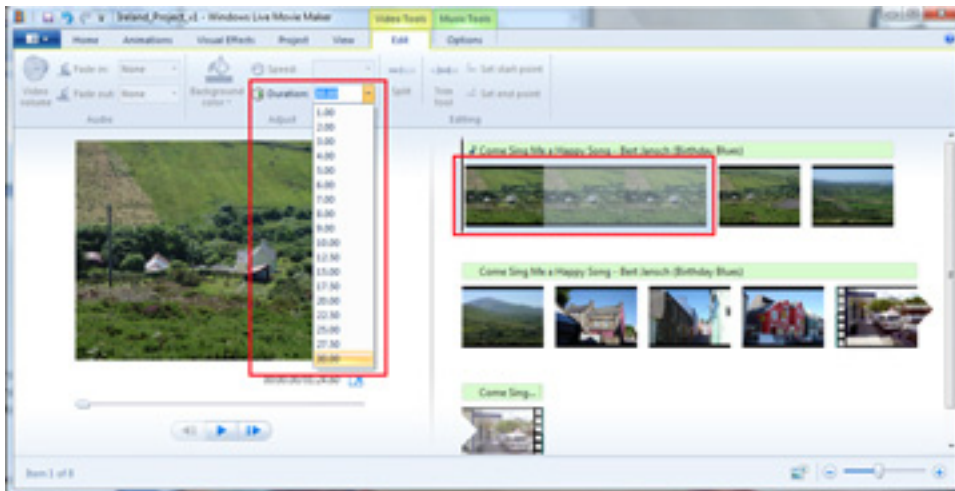


Set graphic image duration. You can control how long a graphic image appears on-screen.

- Click the **Edit** tab. The Edit tab should appear under the Video Tools heading.
- Press the **Ctrl + click** keys to select an individual graphic image.

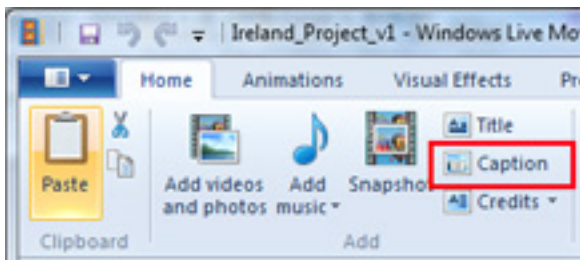
3. Select the appropriate duration time from the **Duration** content menu. Duration is measured in seconds. You can enter a custom duration time in the Duration box.

The length of the selected graphic image thumbnail in the Storyboard will change to reflect the new duration time.



Add captions. Captions can be added directly to graphic images.

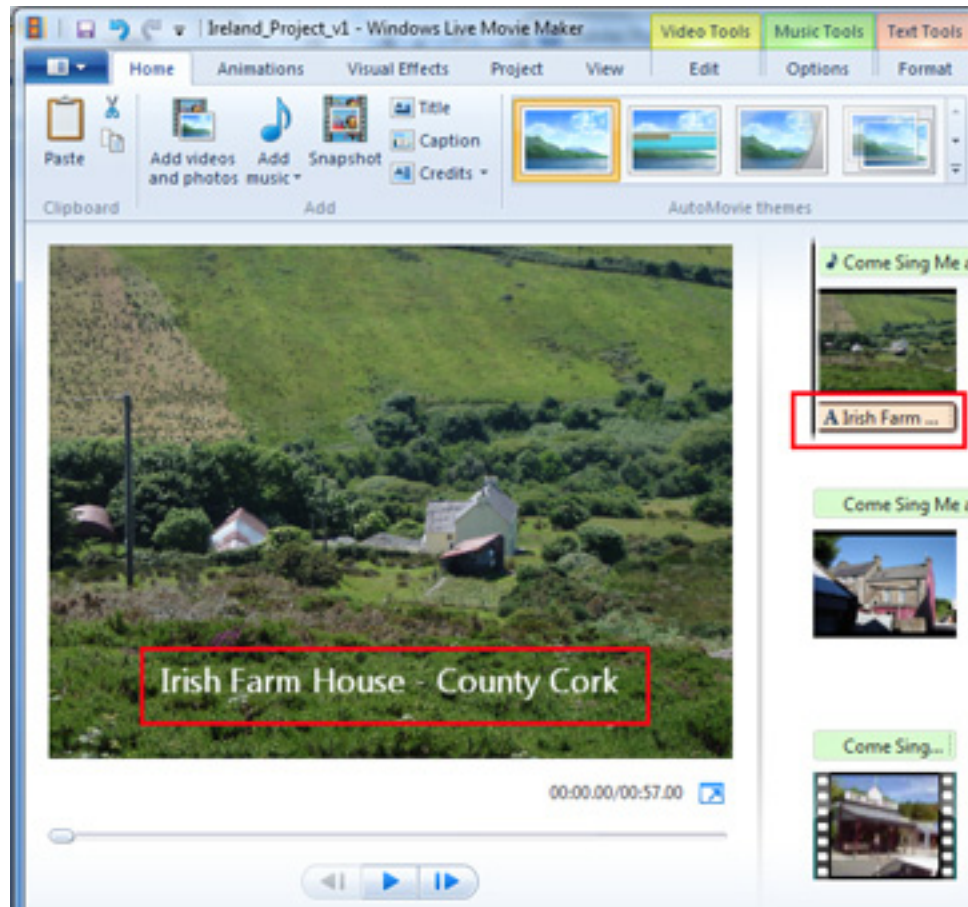
1. Click to select a graphic image in the Storyboard.
2. Click the **Home** tab.
3. Click **Caption** in the **Add** menu.



4. Triple-click to highlight the text box that appears in the Preview Monitor.

5. Enter the desired caption text.

The caption text appears below the graphic image thumbnail in the Storyboard.



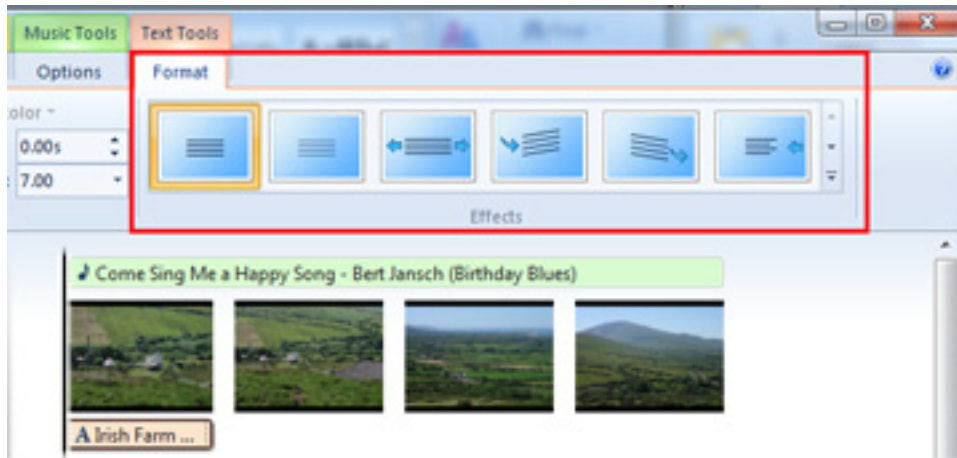
Delete a caption. Delete unwanted captions. Add new captions as described on page 20.

1. Click to select a caption in the Storyboard.
2. Press the keyboard **Delete** key, or right-click and select **Delete**.

Add caption effects. Apply a variety of effects to a graphic image caption.

1. Click to select a graphic image with a caption.
2. Click **Text Tools > Format**.

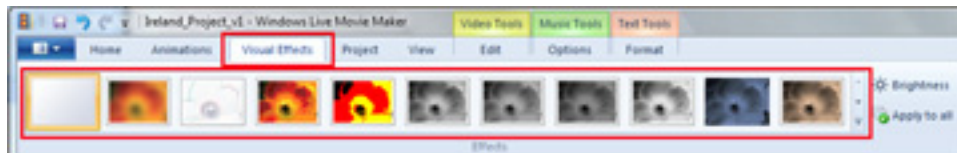
3. Select the appropriate effect from the **Effects** menu. Effects include fade in, spin, and fly-in.



IMPORTANT: Be judicious in your use of text effects. Overuse or too many different effect styles in one project can be distracting and look unprofessional.

Apply effects. A variety of effects, including black and white, sepia tone and pixelate, can be applied to graphic images.

1. Click to select an individual graphic image.
2. Click the **Visual Effects** tab.
3. Select the appropriate effect from the Effects menu.



Click the **No Effect** option to remove an effect.

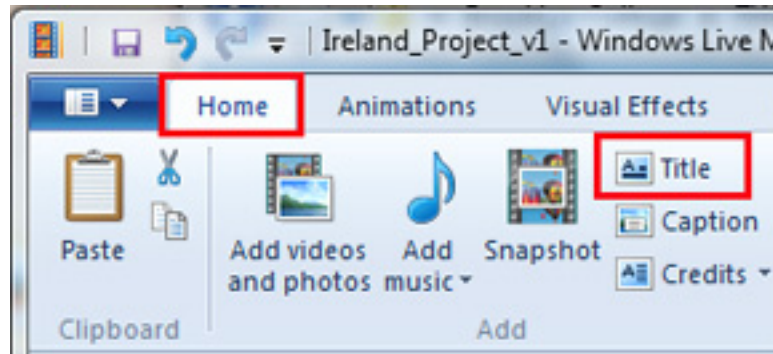
NOTE: Each graphic image and video clip thumbnail will have an icon indicating transition and pan and zoom effects.

Title, Text and Credit Slides

Follow the Graphic Image Duration instructions on page 19 to adjust the length of title, text and credit slides.

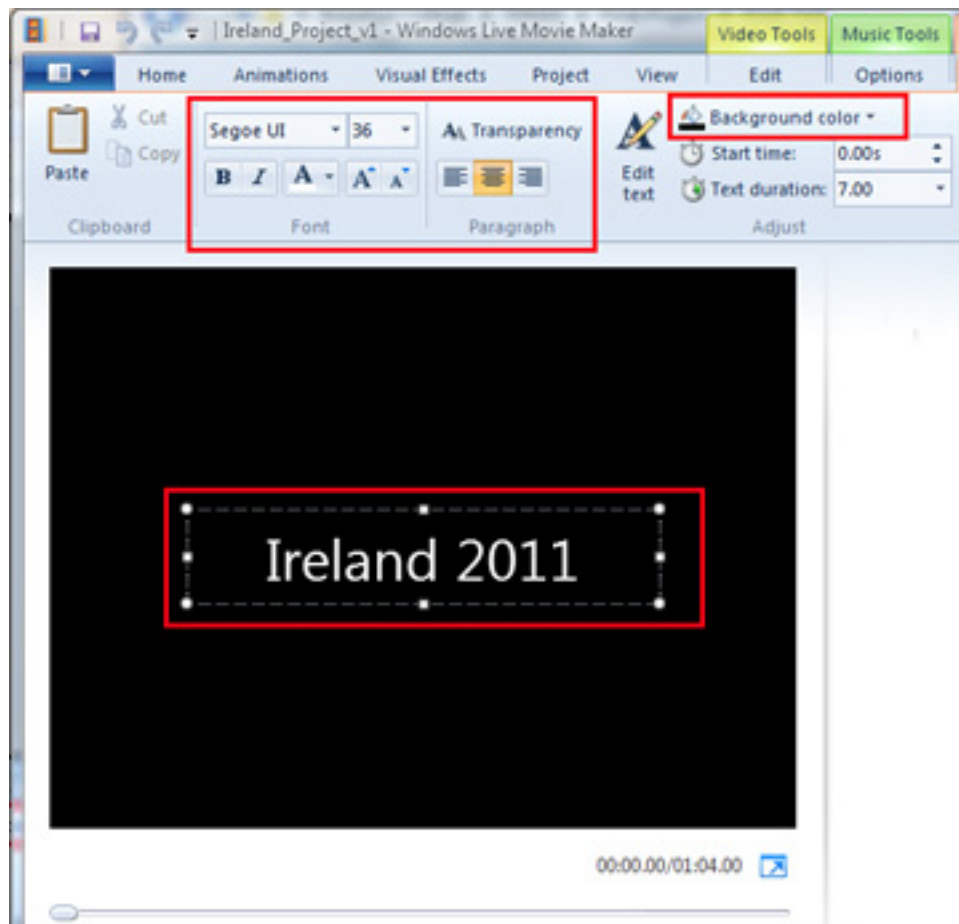
Title slide. Add a title to your project.

1. Click before the first object in the Storyboard.
2. Click the **Home** tab.
3. Click **Title** in the **Add** menu.



4. Triple-click to highlight the text box that appears in the Preview Monitor.
5. Enter the desired title text.
6. Edit title text using the **Font** and **Paragraph** tools in **Text Tools > Format**. You use these tools to edit font type, size, style, and alignment.

7. Edit slide background in **Text Tools > Format > Background color**.



NOTE: You can apply effects to title slide text. See page 22 for instructions.

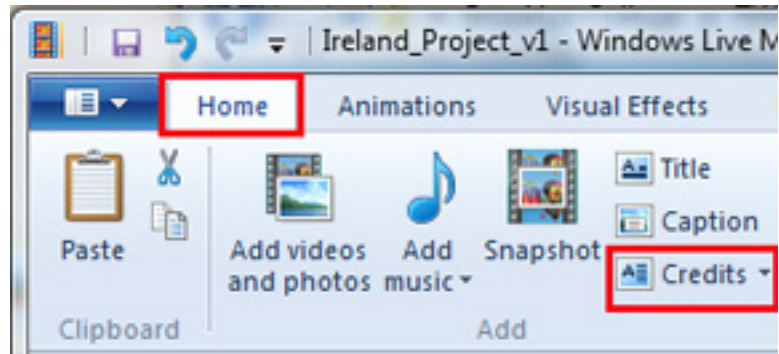
Text slide. You can insert text slides anywhere in your Movie Maker 2011 project.

1. Click an insertion point between graphic or video objects in the Storyboard.
2. Click the **Home** tab.
3. Click **Title** in the **Add** menu.
4. Triple-click to highlight the text box that appears in the Preview Monitor.
5. Enter the desired title text.
6. Edit the text using the **Font** and **Paragraph** tools in **Text Tools > Format**. You use these tools to edit font type, size, style, and alignment.
7. Edit the text slide background in **Text Tools > Format > Background color**.

NOTE: You can apply effects to the slide text. See page 22 for instructions.

Credits. Add a credits slide at the end of your project.

1. Click the **Home** tab.
2. Click **Credits** in the **Add** menu.



3. Triple-click to highlight the text box that appears in the Preview Monitor.
4. Enter the desired title text.
5. Edit title text using the **Font** and **Paragraph** tools in **Text Tools > Format**. You use these tools to edit font type, size, style, and alignment.
6. Edit slide background in **Text Tools > Format > Background color**.

NOTE: You can apply effects to title slide text. See page 22 for instructions.



Chapter 4: Video

In this chapter, you will learn the following video techniques:

- Video formats and specifications
- Importing video clips
- Editing video clips

Video Editing Basics

Video formats. Movie Maker 2011 supports the following video formats:

Format Name	File Extensions
Windows Media files	.asf and .wm)
Apple QuickTime files	.mov and .qt
DV-AVI files	.avi)
Microsoft Recorded TV Show files	.dvr-ms and .wtv
MPEG-4 movie files	.mp4, .mov,.m4v, .3gp, .3g2, and .k3g
MPEG-2 movie files	.mpeg, .mpg, .mpe, .m1v, .mp2, .mpv2, .mod, and .vob
MPEG-1 movie files	.m1v
Motion JPEG files	.avi and .mov

Video sources. Video files can be imported from the following sources:

- Digital cameras
- Digital video cameras
- Mobile phones or smart phones
- Flash memory cards (your computer will require either a built-in or external memory card reader)
- Data CDs or DVDs
- Web site downloads
- Webcam and screen capture programs (many newer laptop computers have built-in webcams)

NOTE: Many video capture devices can be connected directly to your computer with a USB, Fire Wire, or video connection for file upload. Consult your device manual or online documentation.

Video editing programs. Video clips can be edited in your Movie Maker 2011 project file (see “Edit Video Clips” on page 28). You can also pre-edit clips before you import them into your Movie Maker 2011 project folder for easier use. Video editing programs include:

- Adobe Final Cut
- Adobe Premiere
- AVG 2011 (free download)
- Avid FreeDV (free download)
- AVS Video Editor (free download)
- iMovie (Macintosh users)
- Kino (UNIX system users)
- Microsoft Movie Maker (Windows users)
- Pinnacle
- Sony Vegas

Edit Video Clips

Control video clip length, start and end points, and split videos.

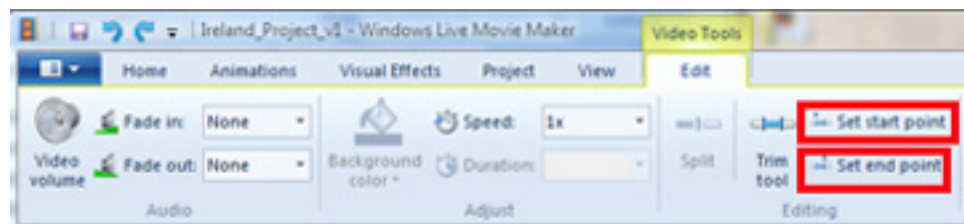
Edit video clip length. You can adjust the start and stop points of imported video clips.

1. Click the **Edit** tab. The Edit tab will appear under the Video Tools heading.
2. Press the **Ctrl + click** keys to select an individual video clip. A vertical slider bar will appear at the left edge of the video clip.

3. Move the slider bar to the right. The Preview Monitor will play the video clip as you move the slider bar.



4. Click the **Set start point** Trim tool. The video clip will begin where the slider bar was set.

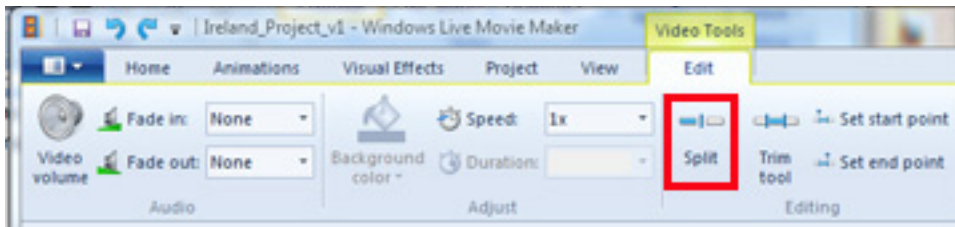


5. Move the slider bar to the right until you reach the desired end point of the video clip. The Preview Monitor will play the video clip as you move the slider bar.
6. Click the **Set end point** Trim tool.
The length of the trimmed video clip thumbnail in the Storyboard will change to reflect the new duration time.

Split a video clip. You can split a video clip into two parts as needed. You may have to do this to insert a graphic image or to show part of the video clip at a different point in the presentation.

1. Click the **Edit** tab. The Edit tab should appear under the Video Tools heading.
2. Press the **Ctrl + click** keys to select an individual video clip. A vertical slider bar will appear at the left edge of the video clip.
3. Move the slider bar to the right until you reach the split point. The Preview Monitor will play the video clip as you move the slider bar.

4. Click the **Split** tool.



The video clip will appear as two separate thumbnail images in the Storyboard.



IMPORTANT

Respect copyright and be careful what you share online. Copying or sharing unauthorized materials violates the Microsoft service agreement.

Audio and video files that are protected with digital rights management (DRM) can't be used in Movie Maker. (Courtesy of Windows Live Movie Maker Help Center, <http://explore.live.com/windows-live-movie-maker-help-center>).



Chapter 5: Audio Files

In this chapter, you will learn the following audio file techniques:

Importing audio files

Editing audio files

Import audio files

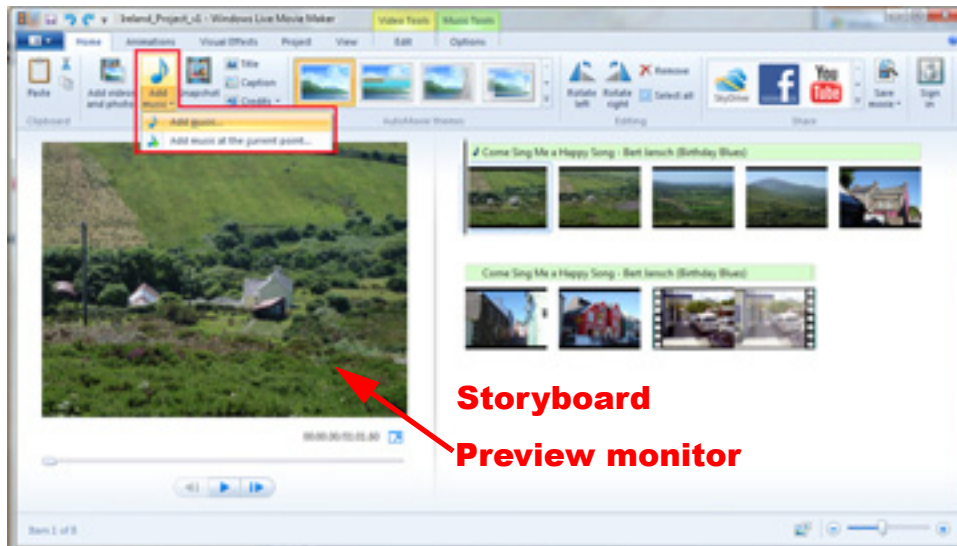
Import and insert the audio files you uploaded and organized as described in “File Organization” on page 10.

IMPORTANT

Movie Maker 2011 project files will play only one audio track at a time. For example, you cannot have a song playing at the same time as a narration track.

1. Click **Home > Add music > Add music**.
2. Double-click the folder that contain your audio files.
3. Press the **Ctrl** key and click to select the audio files you want to add to your project.
4. Click **Open**.

The imported audio files will appear in the Storyboard as a green bar above the imported graphic images and video clips.



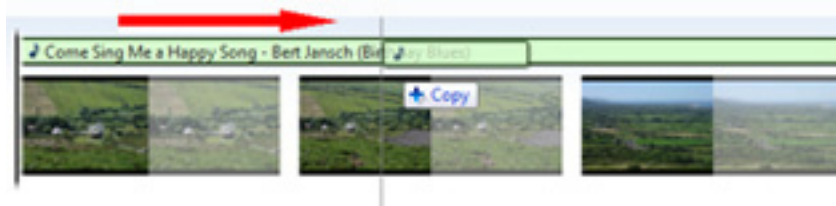
Edit Audio Files

NOTE: You can edit both the start location and the length of an audio file. For example, you may want a song to start playing at the two-minute mark of your project, and you may want the song to start playing at its one-minute mark. Please read the following directions carefully to avoid errors.

Start location. Determine where an audio file will begin playing in your presentation. You may use either (A) the **Click and Drag** method, or (B) the **Start time music tool**.

A. Click and drag method.

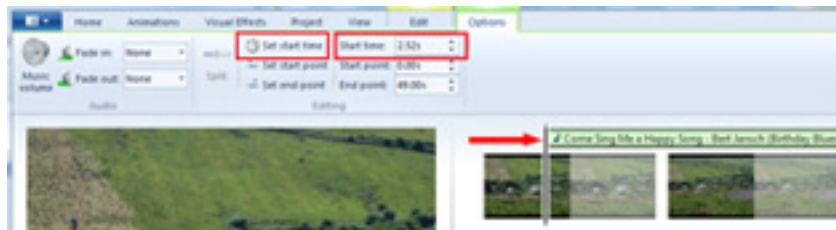
1. Click at the start of the green audio file in the Storyboard.
2. Drag the mouse pointer to the desired start location.



3. The audio file will start at the selected insertion point.
4. Click **Play** in the Preview Monitor to review your changes.

B. Start time music tool.

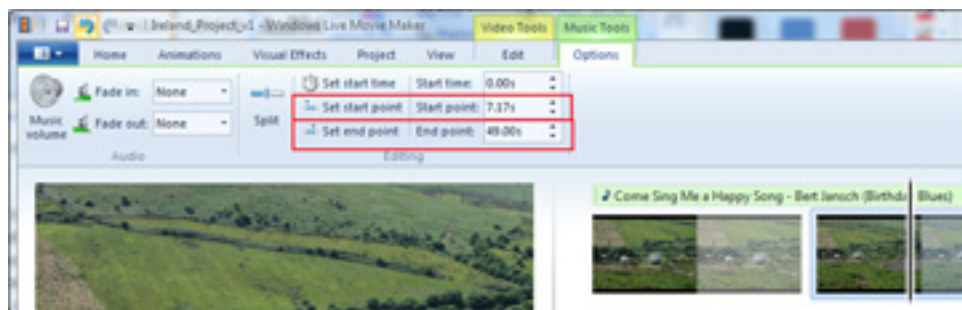
1. Click the **Options** tab. The Options tab will appear under the Music Tools heading.
2. Click to select the green audio file thumbnail in the Storyboard.
3. Type a start time in the **Start time** box. You can use the up and down arrows in the Start time tool to set a start time.
4. Click **Set start time**. The audio file will appear in its new start time setting.



5. Click **Play** in the Preview Monitor to review your changes.

Adjust audio clip length. Determine the length-or what parts-of the audio clip will play in your presentation.

1. Click the **Options** tab. The Options tab will appear under the Music Tools heading.
2. Click to select the green audio file thumbnail in the Storyboard.
3. Type a start point in the **Start point** box. You can also use the up and down arrows to set a start point.
4. Click **Set start point**.
5. Type an end point in the **End point** box. You can also use the up and down arrows to set an end point.
6. Click **Set end point**.



7. Click **Play** in the Preview Monitor to review your changes.

IMPORTANT

Respect copyright and be careful what you share online. Copying or sharing unauthorized materials violates the Microsoft service agreement.

Audio and video files that are protected with digital rights management (DRM) can't be used in Movie Maker. (Courtesy of Windows Live Movie Maker Help Center, <http://explore.live.com/windows-live-movie-maker-help-center>).



Chapter 6: Finish Your Project

This chapter will cover the following procedures:

- Applying AutoMovie themes
- Exporting your Movie Maker 2011 project

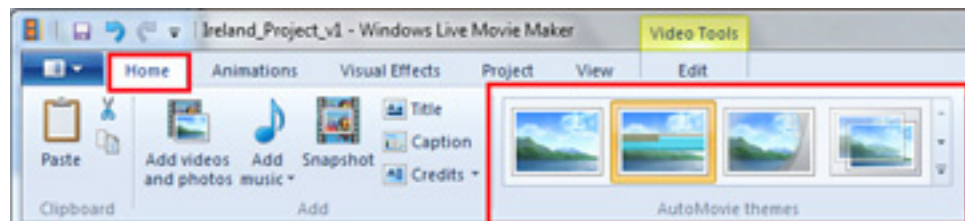
AutoMovie Themes

AutoMovie Themes apply advanced transition, graphic and text effects to your entire Movie Maker 2011 project.

Individual graphic image, title, text and credit slide effects such as transitions and text effects may not integrate with the AutoMovie themes.

Review the various effects in the Preview Monitor before you apply them to your project.

1. Click the **Home** tab.
2. Select the appropriate theme from the **AutoMovie** theme menu.



3. Select **Default** from the **AutoMovie** theme menu to undo a selection.

Export your Movie Maker 2011 Project

When you finish your Windows Movie Maker 2011 project, you have to export the file so it can be played and viewed by others.

Always save your original Movie Maker 2011 project file. You can make revisions as needed, and you can also export the project file in a variety of formats as needed.

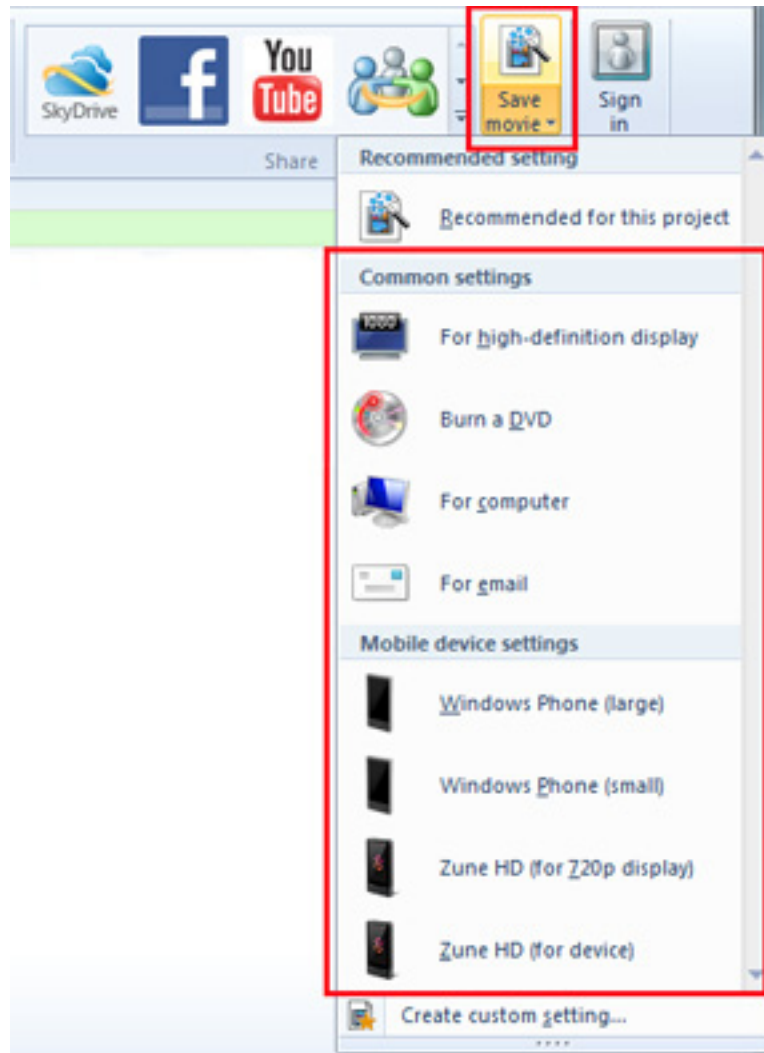
The Save movie setting you choose depends on the end user. Please follow the guidelines below to determine the best Save movie settings.

Save Movie Setting	Frame Pixel Size (Width x Height)	Notes
For computer	640 x 480 29 frames/second	This is the recommended setting. It combines file compression with excellent image quality.
For high-definition display	1440 x 1080 29 frames/second	Use for high-end presentations on HD displays and large-screen projections. File size is typically twice or three times the size of the For computer save option.
For email	320 x 240 29 frames/second	Small file size (typically half or one-third the size of the For computer save option) and reduced image quality. This setting is good for e-mailing review or draft copies, but should not be considered presentation quality.
Windows phone (large)	640 x 480 30 frames/second	Combines file compression with excellent image quality. The higher frames/second speed make this suitable for phone apps.
Windows phone (small)	320 x 240 30 frames/second	Small file size (typically half or one-third the size of the For computer save option) and reduced image quality. This option should be used strictly for phone apps.

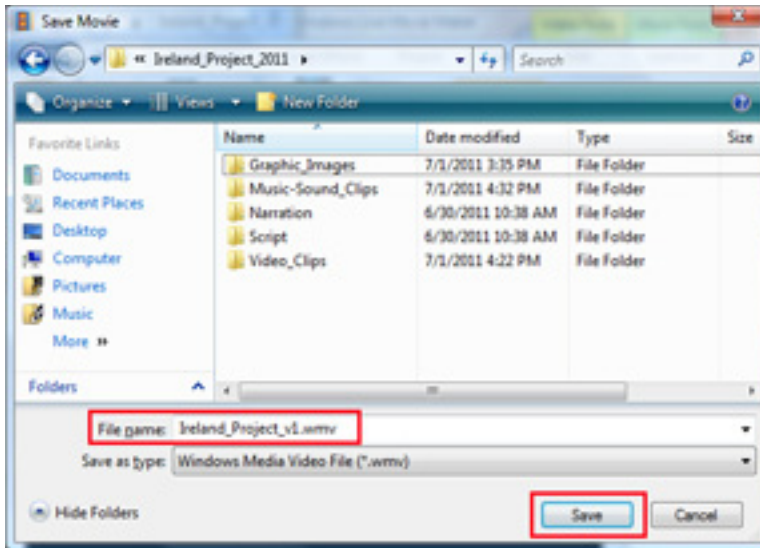
NOTE: All Windows Movie Maker 2011 files save in Windows Media Video File (.wmv) format.

Save movie. Save your completed Movie Maker 2011 project file in the appropriate format.

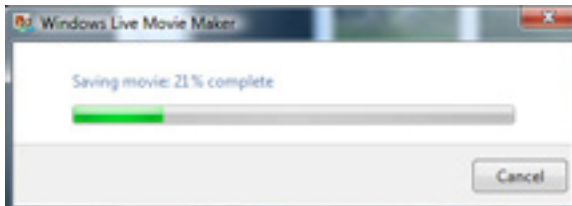
1. Click the **Home** tab.
2. Click the **Save movie content** menu.
3. Select the appropriate setting.



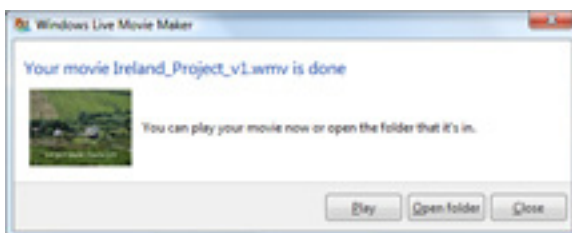
4. Enter a descriptive name in the **File name** box.
5. Click **Save**.



6. The progress bar will appear. The save process can take several minutes to complete.



7. Click **Play**, **Open folder** or **Close** when prompted.



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