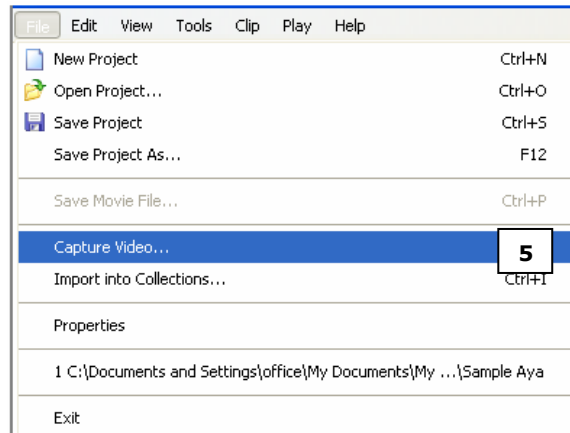


## Importing Video

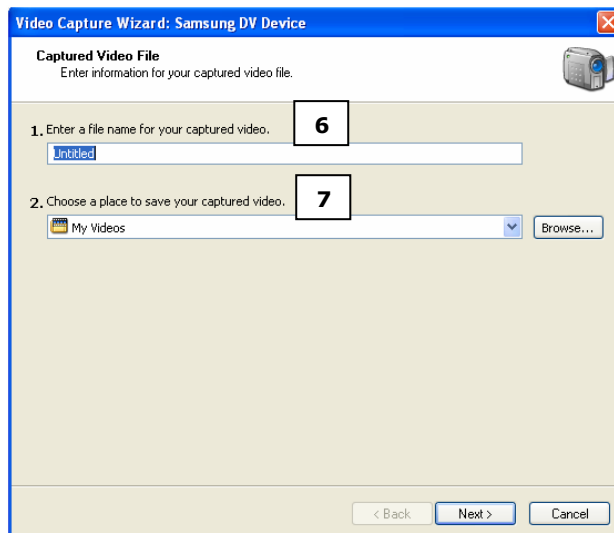
(Transfer the footage from the camera to the computer)

1. Plug-in the Battery Pack or AC Power Adaptor to the camcorder.
2. Connect the camcorder and the computer with a FireWire cable.

3. Set the camcorder to VCR or VTR mode.
4. Double-click on Windows Movie Maker.
5. Click on **File** and select **Capture Video**. (**Note:** The Video Capture Wizard dialog box appears).

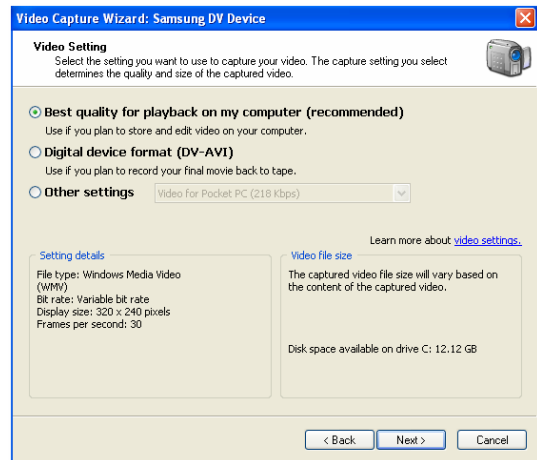


6. Type a file name for the captured video file in the **Enter a file name for your captured video** text box.
7. In **Choose a Place to Save Your Captured Video**, select a location where you want the video to be saved or click on Browse to select a location.
8. Click Next.

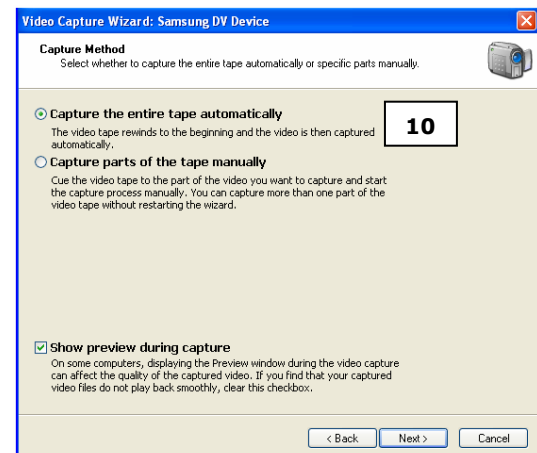


# Windows Movie Maker

9. In the **Video Setting** page, select the video setting to capture the video and/or audio.

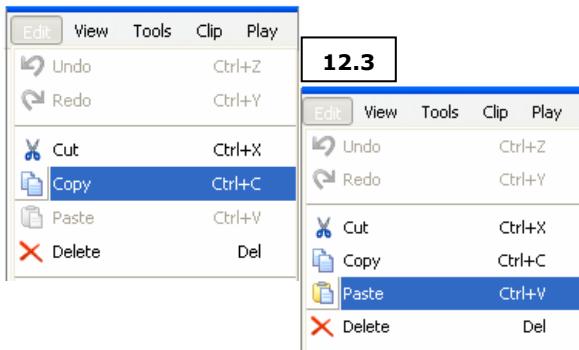
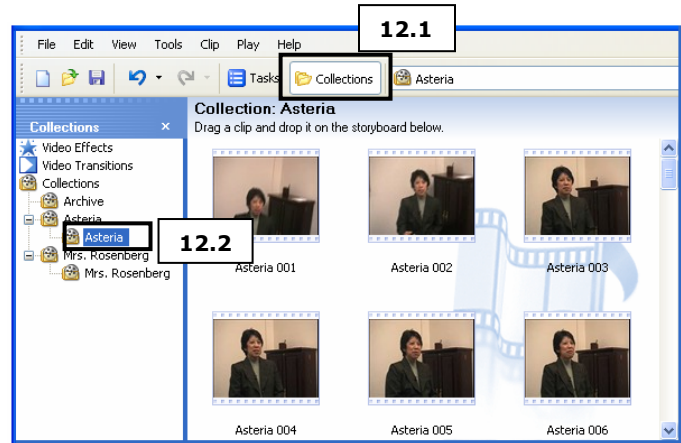


10. In **Capture Method** page, click **Capture the entire tape automatically**. (NOTE: The tape in the DV camera rewinds. The capturing of the tape starts automatically and ends when the video tape ends).
11. Click **Finish** to close the Video Capture Wizard. The captured content is imported into a new collection.

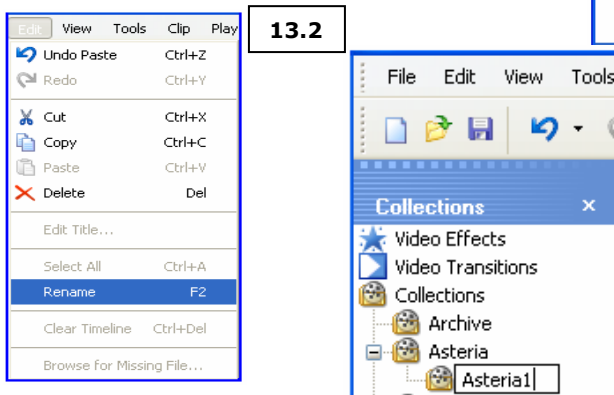
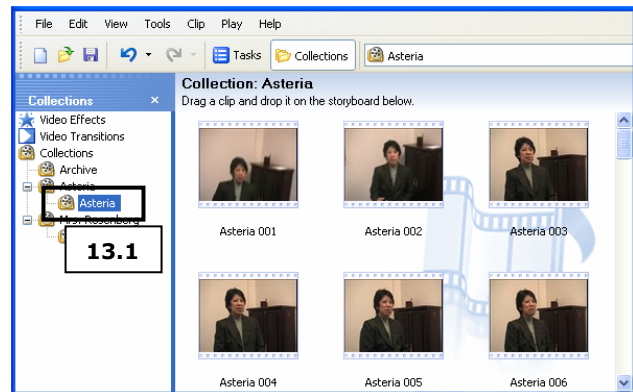


# Windows Movie Maker

12. Make a backup of the captured video.
  - 12.1 Click **Collections** icon.
  - 12.2 Select the Video collection to be copied.
  - 12.3 Click **Edit** and select **Copy**, then, click **Edit** and Select **Paste**. (**Note:** The backup video name remains the same).

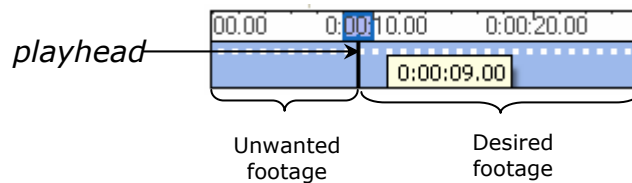


13. Rename the backup file.
  - 13.1 Click the back up video file name.
  - 13.2 Click **Edit** and select **Rename**. (**Note:** Rename the project by adding version 1 in the original file name, for example, "Asteria1").



## Editing the Video Clips (Removing Unwanted Footage)

1. Select a clip from the **Collections Pane** and drag it to the **Video Timeline**.
2. Play the clip. Use the space bar on the keyboard to start and stop the playback.
3. Position the **Playhead** between the end of the excess footage and the beginning of the desired footage.



4. Click **Clip** menu and select **Split**.

**Before split**



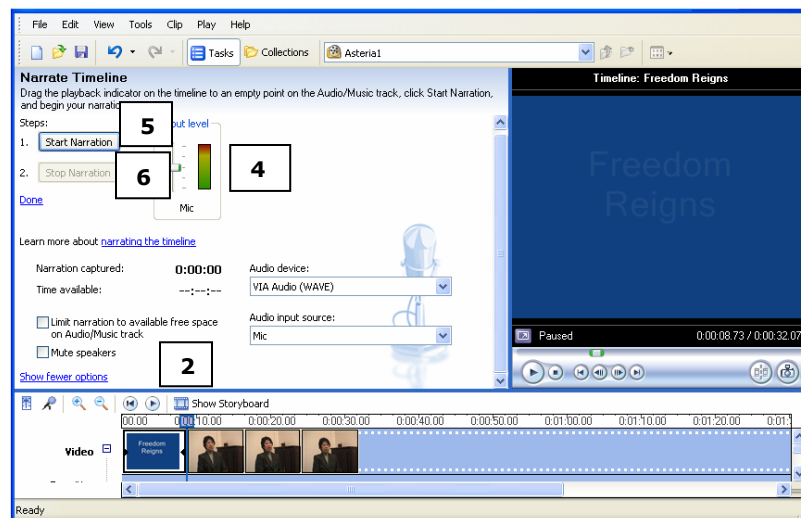
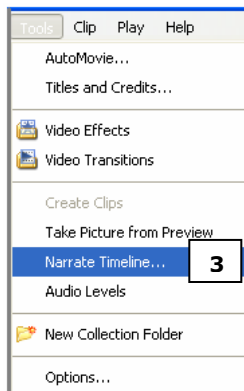
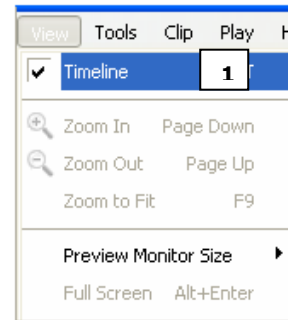
**After split**



5. Select the clip with the unwanted footage and click the **Delete** key.
6. Repeat steps 1 to 4 until all the excess footages are deleted.
7. Write down the name and nature of the clip on a sheet of paper.
8. Sequence the clips by clicking and dragging the clips along the Video Timeline.

## Adding Narration (Voiceover)

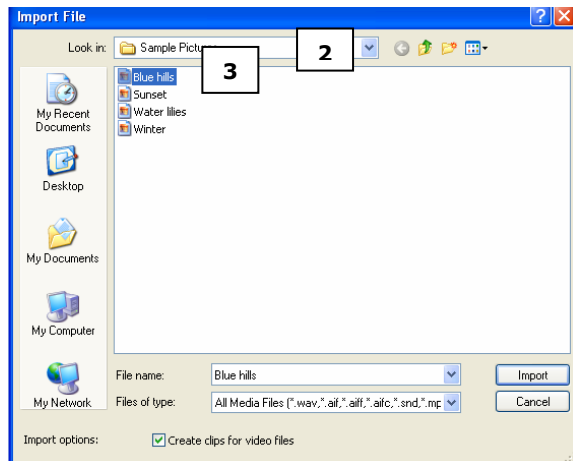
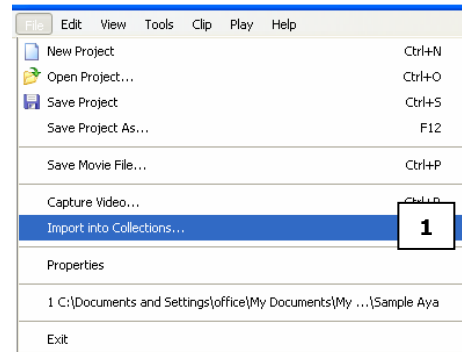
1. Click **View** and select **Timeline**.
2. On the Timeline, move the playback indicator to an empty track where you want to begin the audio narration.
3. Click **Tools** and select **Narrate Timeline** or click the microphone on the Timeline.



4. Test the sound level and adjust the volume by moving the **Input level slider**. (**Note:** Select Mute Speakers to avoid unwanted audio from playing over the speakers).
5. Click **Start Narration** to start recording.
6. Click **Stop Narration** after completing the recording.
7. In the **File name** box, type a name for the captured audio narration and click **Save**.

## Adding Still Images (Picture Files) to the Collection

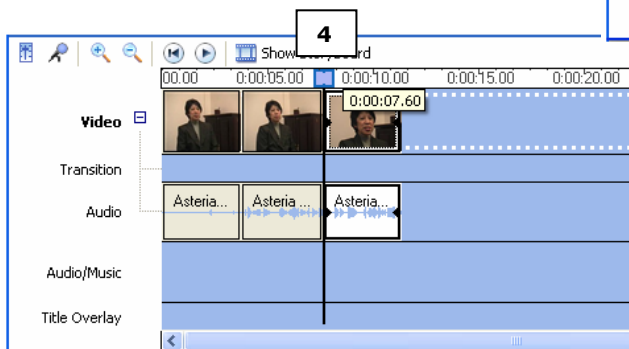
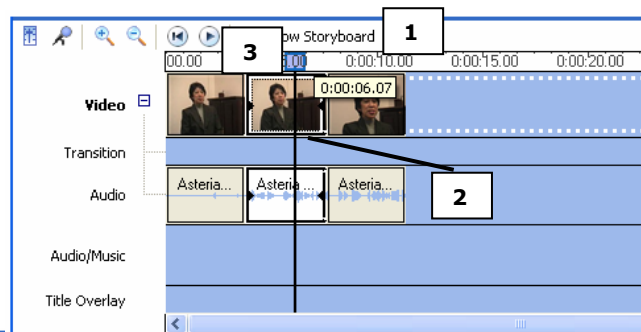
1. Click **File** and select **Import into Collections**.
2. Select the folder where the Picture Files are stored. (Example, My Pictures folder).
3. Click the picture file and click **Import**.  
(**Note:** The imported audio file is added to the Collections Pane).



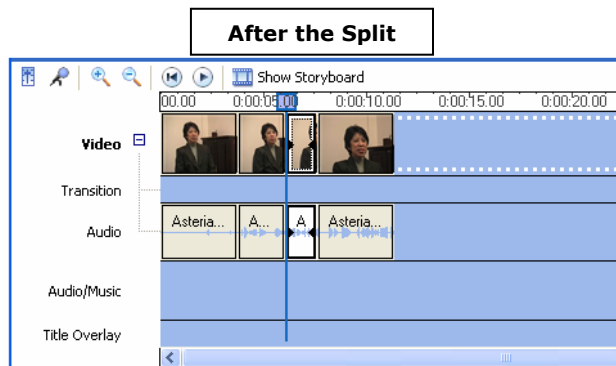
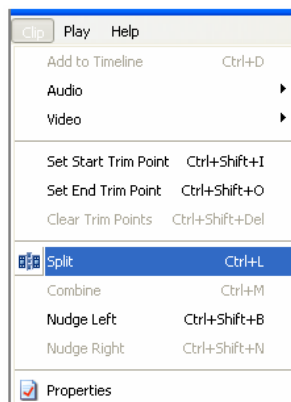
## Adding Still Images (Picture Files) to the Movie

(To add a picture to your video timeline but keep the same voice from the original video clip).

1. Select the **Timeline Viewer**.
2. Select the video clip with narration where you want to add a still picture.
3. Drag the playhead to the start point where the picture would appear during the narration (ex. 0:00:06.07).
4. Move the mouse pointer to the end point where the picture will appear during the narration. Take note of the end time (ex. 0:00:07:60).



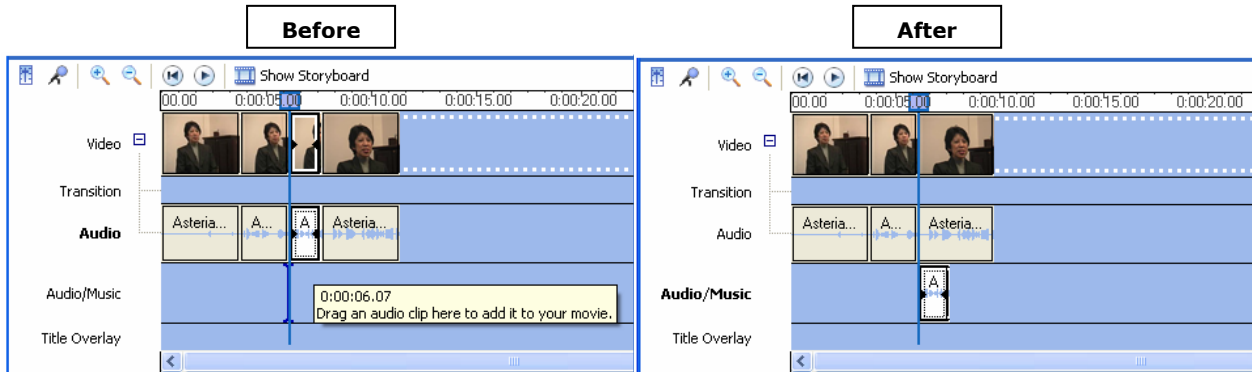
5. Click **Clip** menu and select **Split**.





# Windows Movie Maker

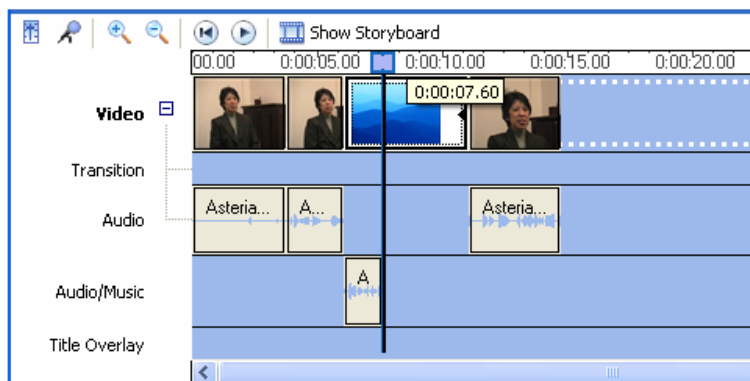
6. Drag the audio clip where the picture would appear down to the Audio/Music Track. (**Note:** Once you drag the audio clip to the Audio/Music Track, the accompanying video clip is automatically deleted).



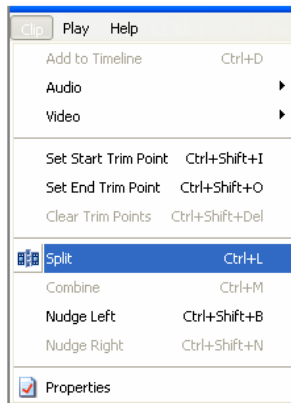
7. From the Collections Pane, select the picture to be added to the timeline.
8. Drag the picture to the start point in the timeline where it will appear during the narration (ex. 0:00:06.07).



9. Drag the playhead to the end point where the picture will appear during the narration (ex. 0:00:07.60).



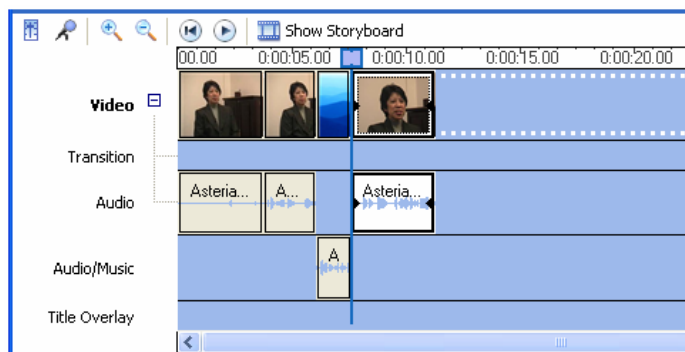
10. Click **Clip** menu and select **Split**.



After the Split

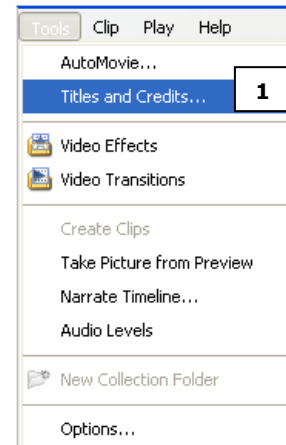


11. Click **Edit** and select **Cut** or press the **Delete** key to remove the unwanted clip.

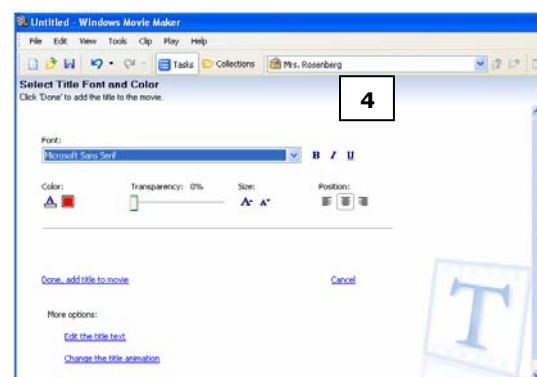
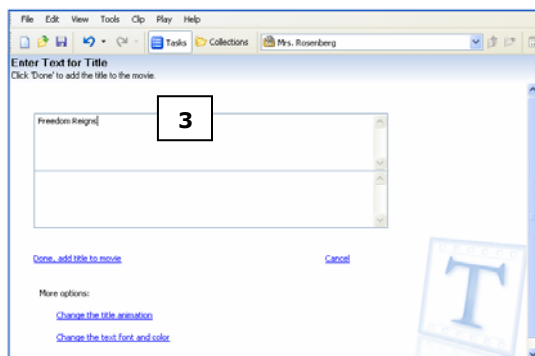


## Adding Text and Titles

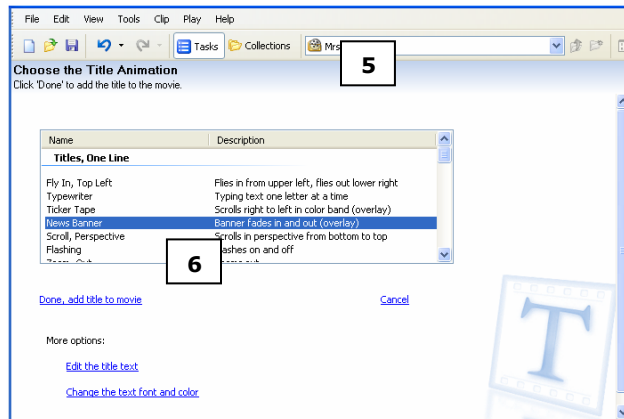
1. Click **Titles and Credits** in the **Tools** Menu.
2. The add title page appears. In the list of **Where do you want to add a title?** Click the link that corresponds to where the title will be placed.



3. Type the title in **Enter Text for Title** box.
4. Click **Change the text and font color**. The Select Title Font and Color page appears. Select the options to change the font (Font style, color, size and alignment).



5. Click **Choose the title Animation** and select the animation option for the title.

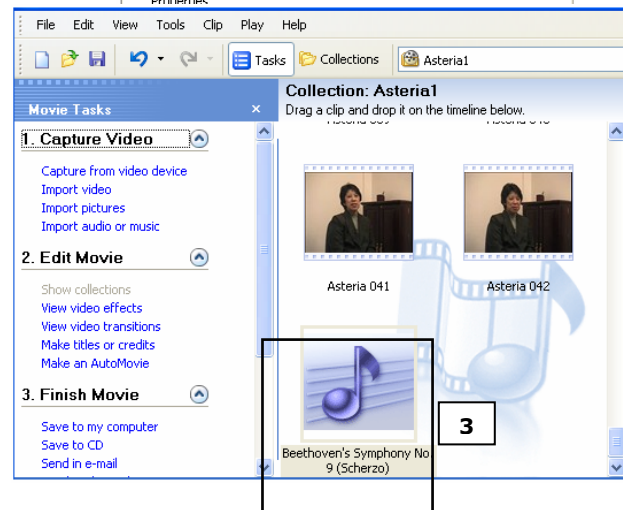
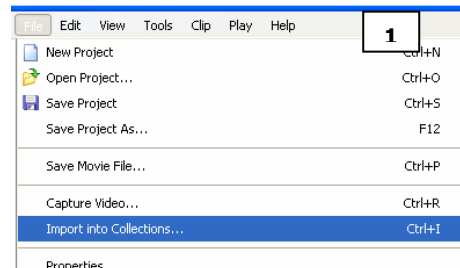
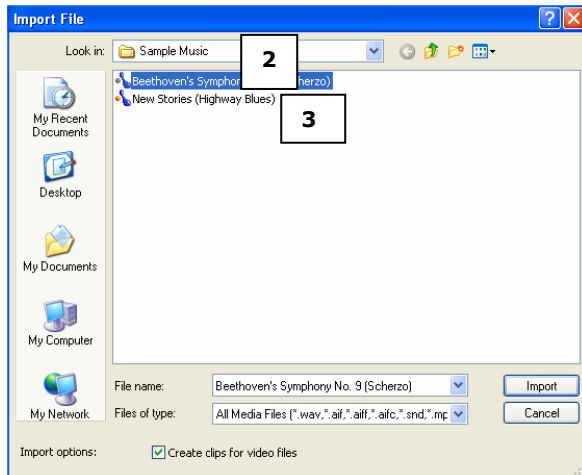


6. Click **Done, add title to the movie.**



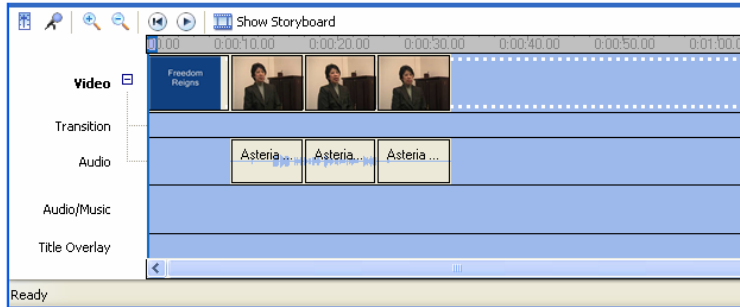
## Adding Audio or Music Files to the Collection

1. Click **File** and select **Import into Collections**.
2. Select the folder where the Audio or Music Files are stored. (Example, My Music folder).
3. Click the audio file and click **Import**.  
(**Note:** The imported audio file is added to the Collections Pane).

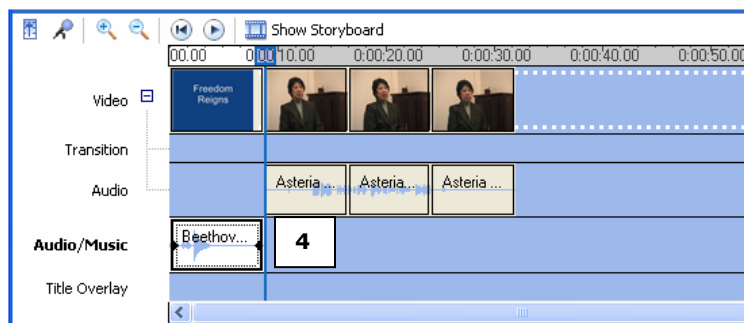
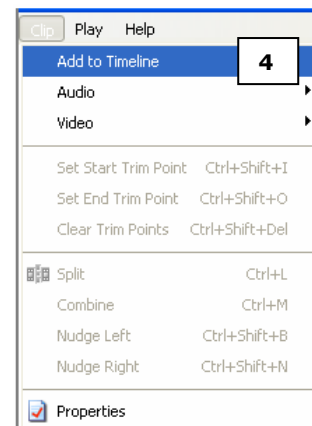
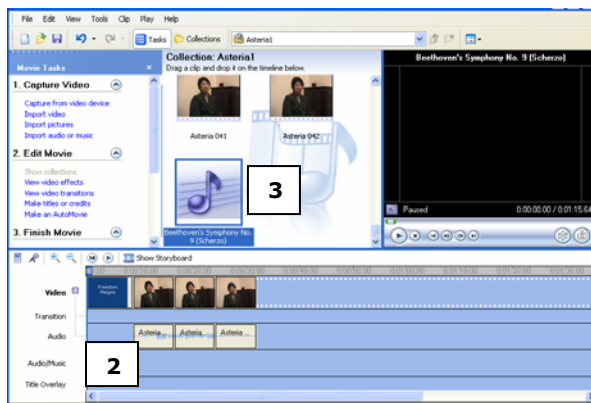


## Adding Audio or Music Files to the Movie

1. Select the Timeline Viewer.

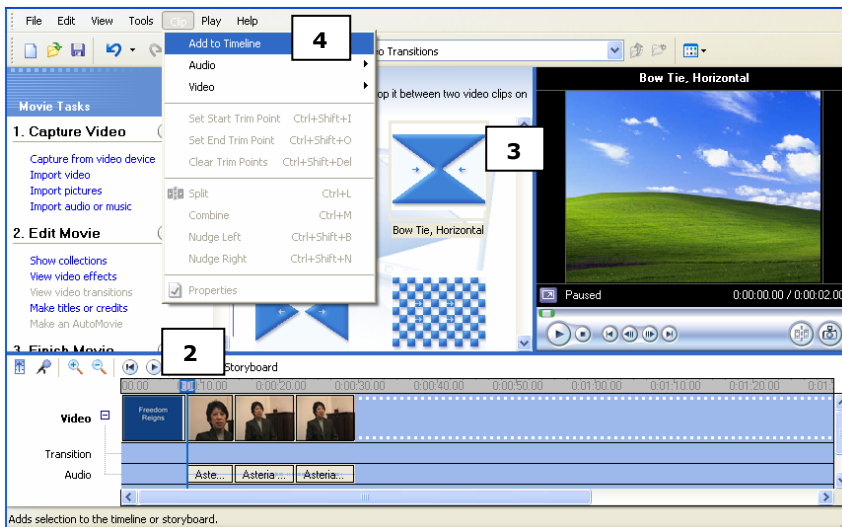
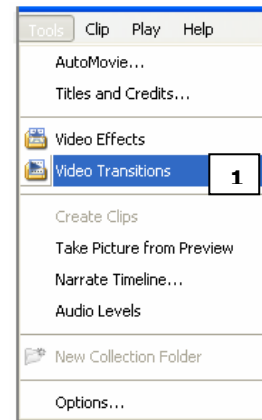


2. Move the playback to the location where the audio will be added.
3. Select the audio file from the Collections Pane.
4. Click **Clip** and select **Add to Timeline**. (**Note:** The imported clip is added to the Audio/Music Timeline).



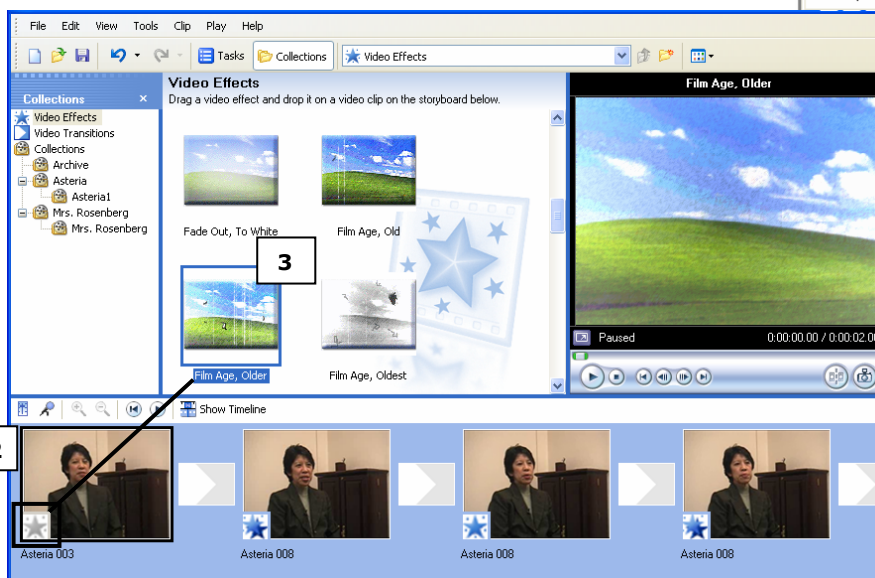
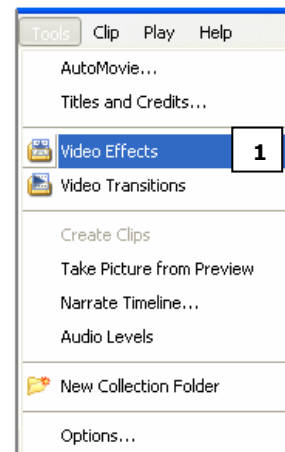
## Adding Transitions

1. Click **Tools** and select **Video Transitions**.
2. On the **Storyboard/Timeline** move the playback to the space between two clips.
3. From the **Collections Pane**, click the video transition to be added to the timeline.
4. From the **Clip** menu, select **Add to Timeline**.



## Adding Effects

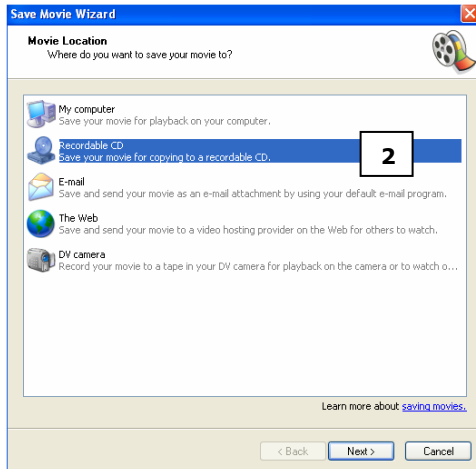
1. Click **Tools** and select **Video Effects**.
2. From the storyboard/timeline, select the video clip to add the effect to.
3. Drag the video effect onto the video clip in the storyboard/timeline and place it on top of the star in the lower left-hand corner of the clip.



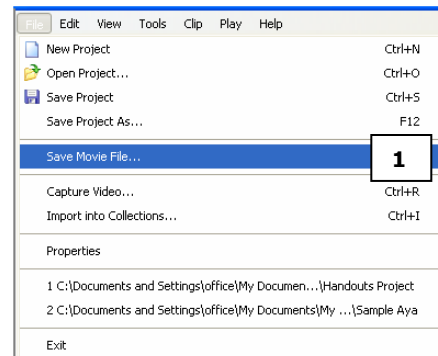
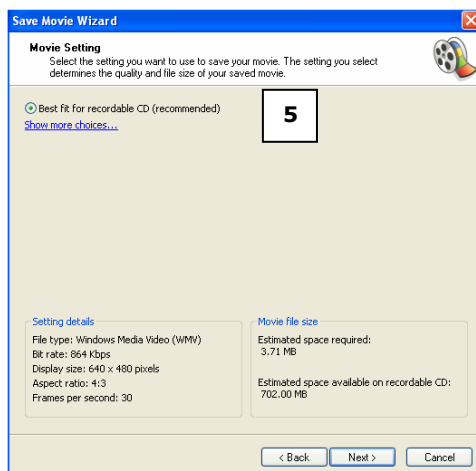


## Save a Movie to a CD-ROM

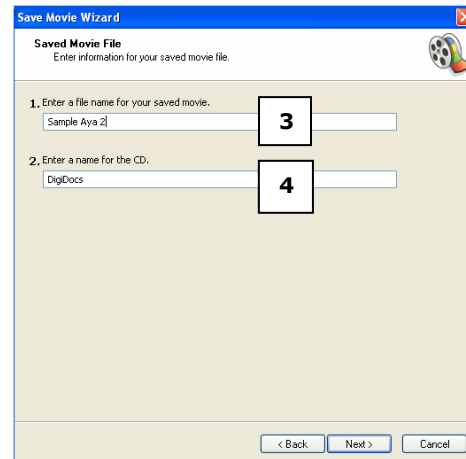
1. From **File Menu**, select **Save Movie File**.
2. On the Save Movie Wizard Page, select **Recordable CD** and click **Next**.



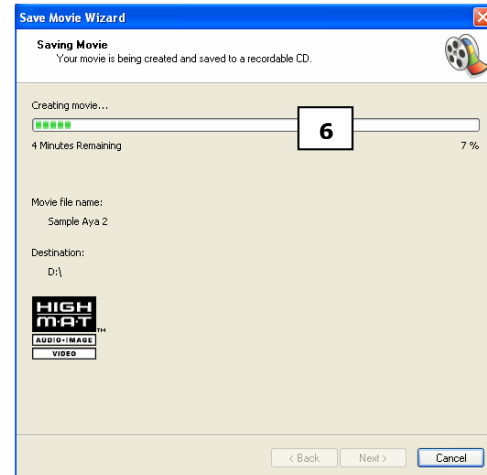
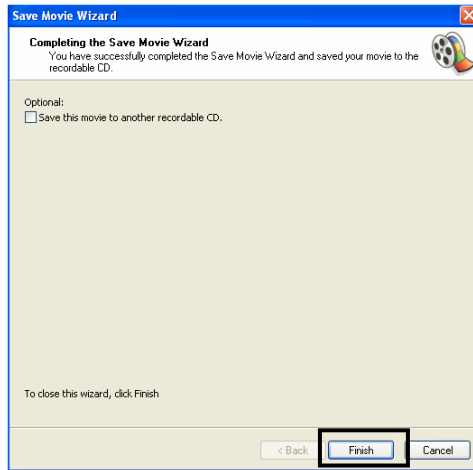
5. On the **Movie Setting**, select **Best fit for recordable CD (recommended)**. To use a different movie setting, click **Show more choices**. Click **Next**.



3. Type a name for your movie in **Enter a file name for your saved movie**.
4. Type a name for the CD in **Enter a name for the CD** and click **Next**.

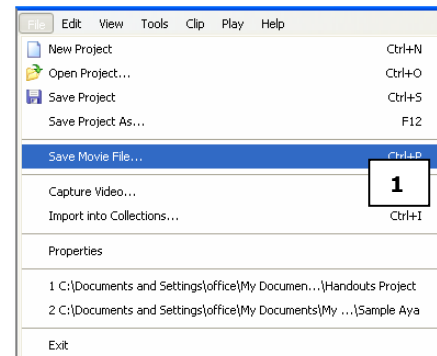


6. The Saving Movie page appears showing the time remaining. Once completed, click **Finish**. If the CD is not ejected automatically from the recordable CD drive, press the eject button on the recordable CD drive.

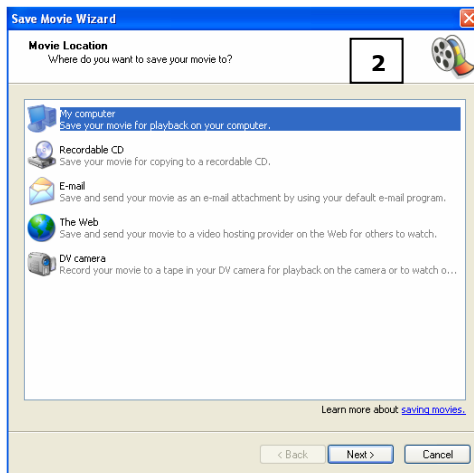


## Save a Movie to the Computer

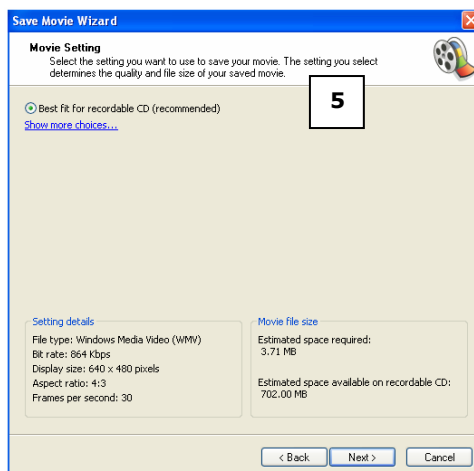
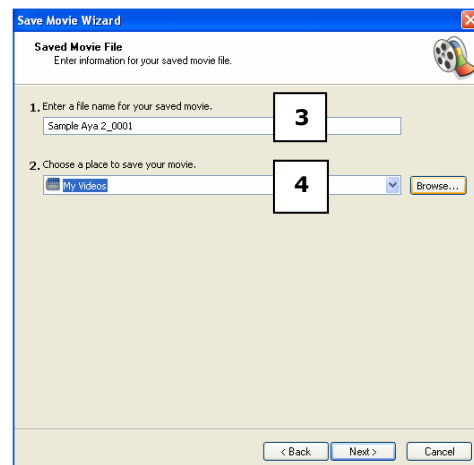
1. From **File Menu**, select **Save Movie File**.
2. On the Save Movie Wizard Page, select **My Computer** and click **Next**.



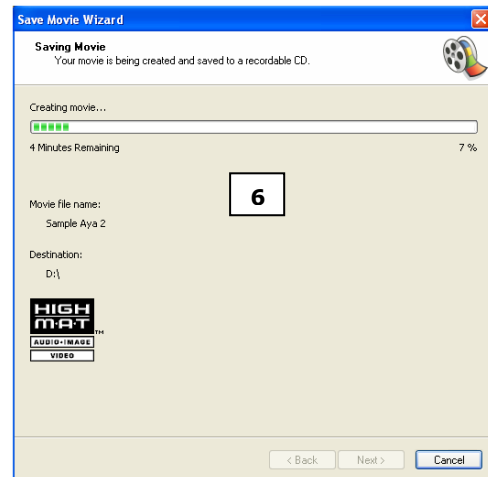
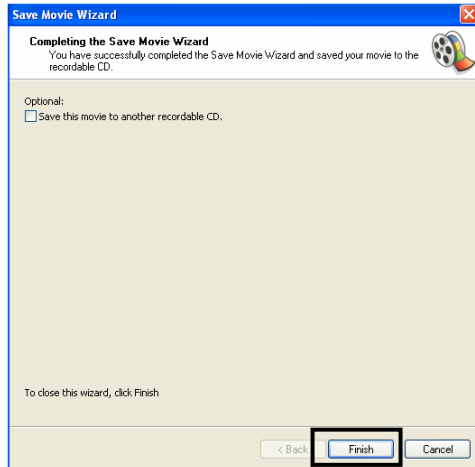
3. Type a name for your movie in **Enter a file name** for your saved movie.
4. In **Choose a place to save your movie** box, click Next if the movie will be saved in **My Videos** (the default setting). If not, **Browse** to choose a new place click **Next**.



5. On the **Movie Setting**, select **Best fit for recordable CD (recommended)**. To use a different movie setting, click **Show more choices**. Click **Next**.

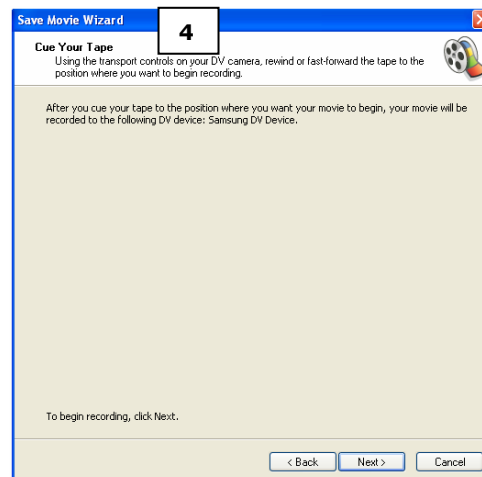
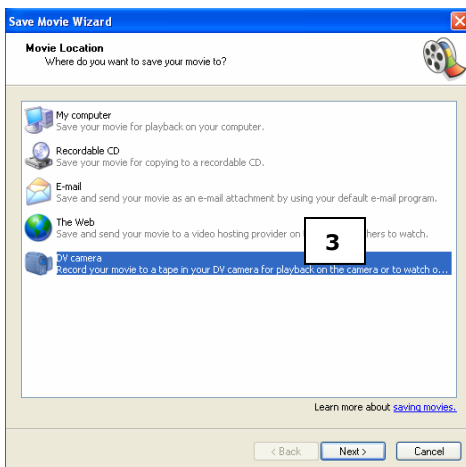
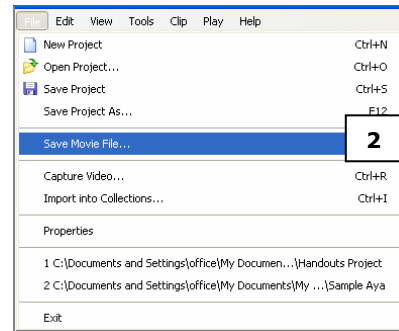


6. The Saving Movie page appears showing the time remaining. Once completed, click **Finish**.



## Save a Movie to the DV Tape

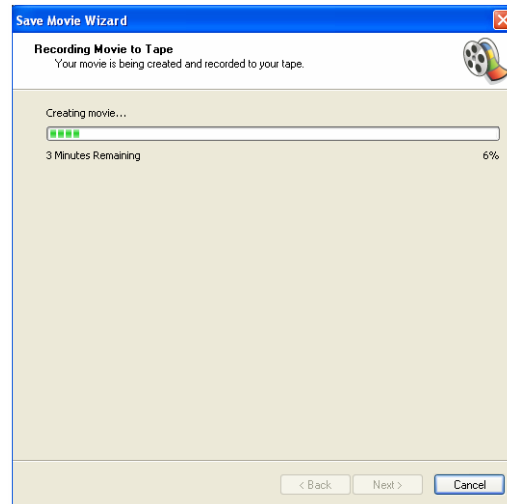
1. Connect the DV Camera to the computer. Switch the DV camera on and set to playback mode or VCR mode.
2. From **File Menu**, select **Save Movie File**.
3. On the Save Movie Wizard Page, select **DV Camera** and click **Next**.
4. Follow the message in **Cue Your Tape** by rewinding or positioning the tape to where the recording would begin. Click **Next**.



5. Respond to the prompt that indicates whether you want the content of your tape to be overwritten and lost.

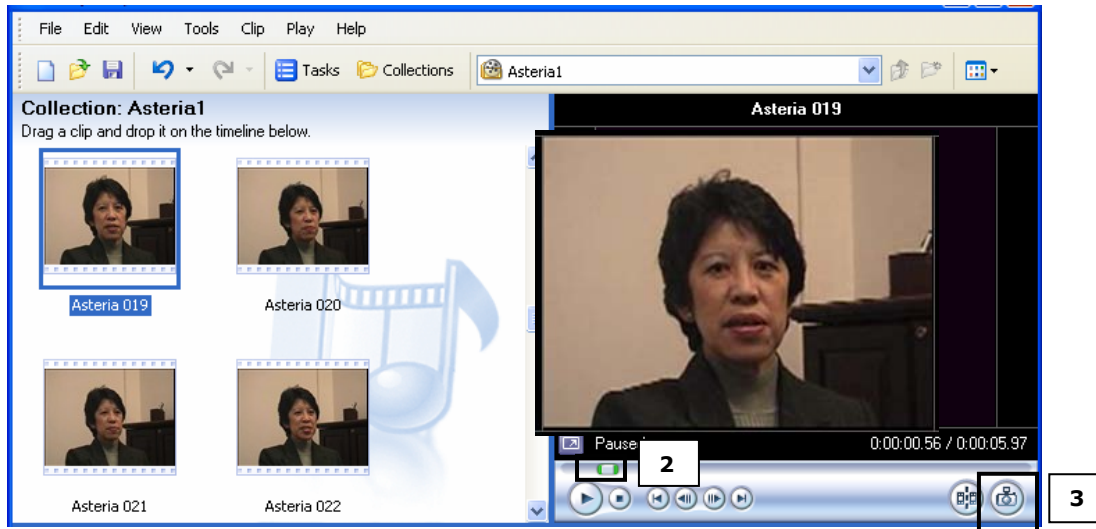


6. **The Recording Movie to Tape** page appears showing the time remaining. Once completed, click **Finish**.

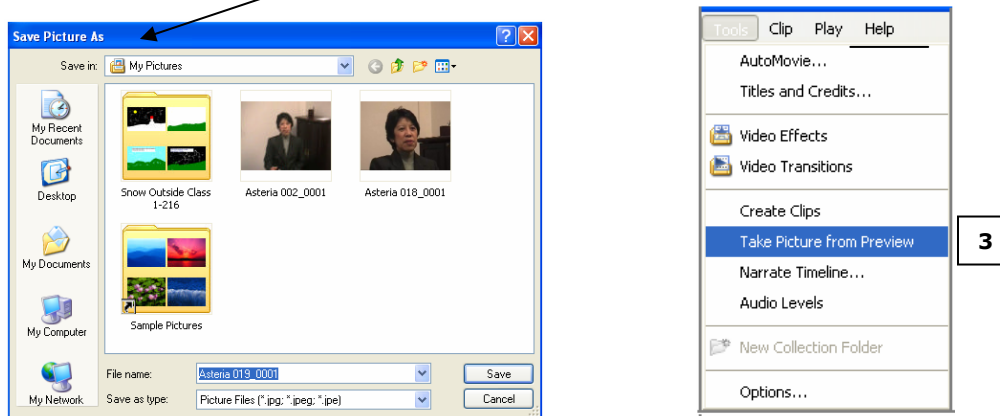


## Create a Still Image from a Movie

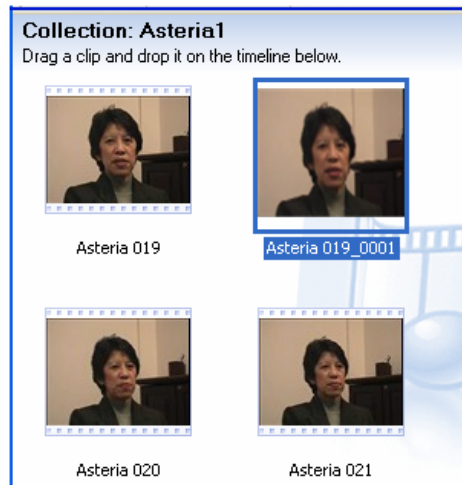
1. In the Contents pane or on the storyboard/timeline, select the video clip you want to take a picture from.



2. On the monitor move the playback indicator to the frame of the video that you want to capture as picture.
3. Click **the Tools menu** and click **Take Picture from Preview** or click the **Take Picture button** on the monitor. (**Note:** The Save Picture as page automatically appears).



4. In the **File name** box, enter a name for the picture file and click **Save**. The picture is added to the Collection Pane.

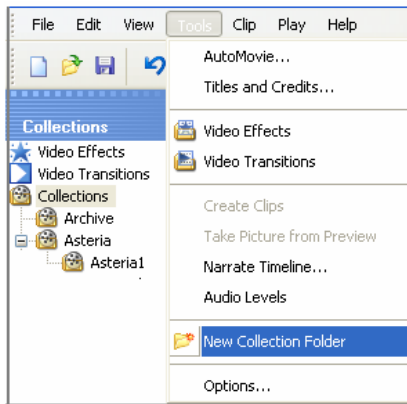




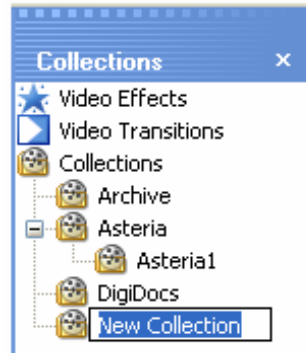
## Managing Media Collection

### A. Create a Collection

1. Switch the left frame/pane to Collections Pane. Click the collection folder you want to add your new collection to.
2. Click the **Tools** menu and select **New Collection Folder**.

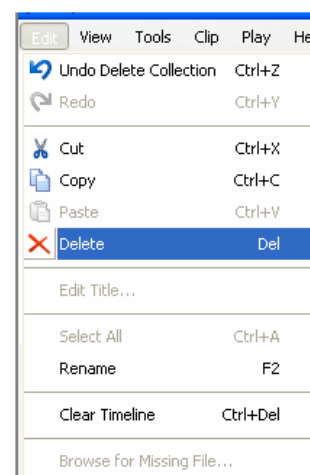
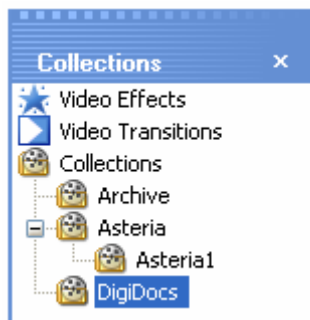


3. Type the name of the new collection folder.



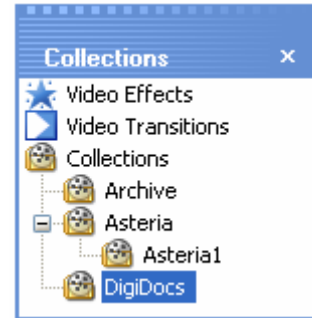
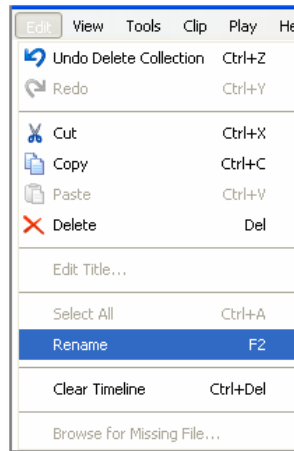
### B. Delete a Collection

1. Switch the left frame/pane to Collections pane and click the collection you want to delete.
2. On the **Edit** menu, click **Delete**.



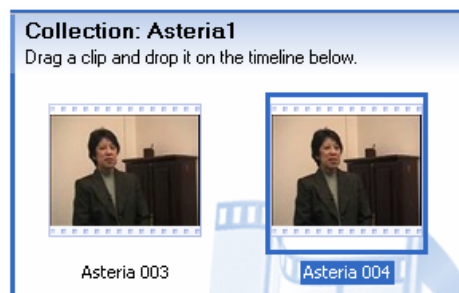
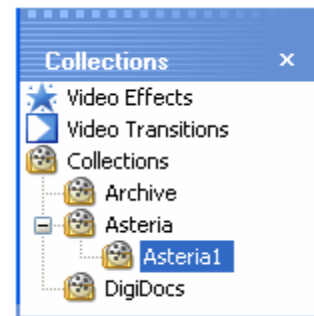
## C. Rename a Collection

1. Switch the left frame/pane to Collections pane and click the collection you want to rename.
2. Click the **Edit** menu and select **Rename**.
3. Type a new name.



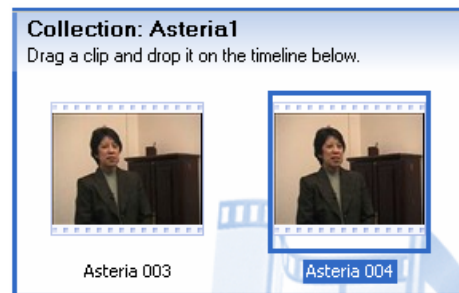
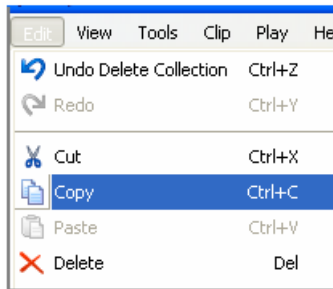
## D. Delete a Clip from a Collection

1. Switch the left frame/pane to Collections pane and click the collection that contains the clip you want to delete.
2. In the Contents pane, click the clip to be deleted.
3. On the **Edit** menu, click **Delete**.

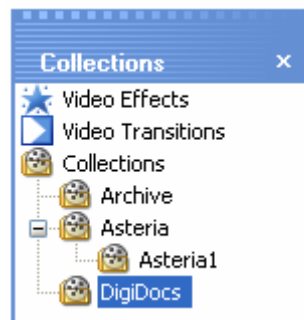


## E. Copy a Clip in a Collection

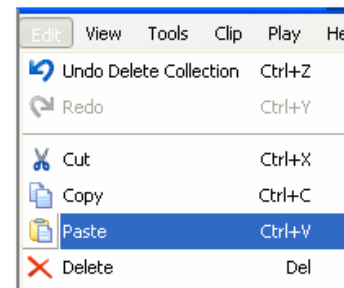
1. In the Contents pane, click the clip or clips that you want to copy.
2. On the **Edit** menu, click **Copy**.



3. In the Collections pane, click the collection that you want to copy the clips to, and then click in the Contents pane.



4. On the **Edit** menu, click **Paste**.



**Note:** To **copy multiple consecutive clips** in the Content Pane, click the first clip then hold down the SHIFT key and click the last clip. To **copy clips that are not in consecutive order** in the Content Pane, click the first clip then hold down the CTRL key and click the different clips to be copied.

# Quick & Easy Guide to Windows Movie Maker

## Create a New Project

File → New Project

## Open a Project

File → Open Project → File Name → Open

## Capture Entire Video from DV Camera

Set Camera to Play → File → Capture Video → DV Camera → Enter a File Name → Choose a Place to Save captured video → Capture Method select Capture the Entire Tape Automatically → Finish

## Add a Clip to a Project

Collection → Contents → Select the Clip → Clip -->Add to Storyboard or Add to Timeline

## Remove a Clip from a Project

Click the clip in the Storyboard/Timeline → Edit → Delete

## Preview a Project

Add clips to storyboard/timeline → Rewind Storyboard → Play Storyboard

## Trim a Clip

View → Timeline → Click the clip from the Collections/Contents pane → Clip → Add to Timeline, select the clip → click the playback indicator, drag to the point to trim the clip

## Preview a Clip

Click clip from Contents Pane → Play → Play Clip

## Split a Video or Audio Clip

In Contents Pane, click the clip → Play → Play Clip → Pause Clip (point you want to split the clip) → Clip → Split

## Move a Clip on the Storyboard/Timeline

Select the clip from the storyboard/timeline → Edit → Cut → Click empty shell on the storyboard → Edit → Paste

## Clear the Storyboard/Timeline

Edit → Clear Timeline or Clear Storyboard

## Create Clips from Existing Video Clip

Select Video clip from Contents Pane → Tools → Create Clips

## Switch the View of the Project

View → Storyboard

View → Timeline

## Add Video Transitions

Select the clip on the storyboard/timeline → Tools → Video Transitions → select the video transition in the Contents Pane → Clip → Add to Timeline or Add to Storyboard

## Remove Video Transition

On the storyboard, select the transition cell → Edit → Delete or On the timeline, click the transition → Edit → Delete

## Add a Title or Credit

Tools → Titles and Credits → Add Title, Animations and Change Text Font and Color

## Edit an Existing Title

Select the title on the storyboard/timeline → Edit → Edit Title → Type the new text, animation or text font and color

## Remove the Title

Select the title on the storyboard/timeline → Edit → Delete

## Add Narration

View → Timeline → Move playback indicator on the timeline where you want to begin the audio narration

## Adjust Audio Levels

Tools → Audio Levels → Increase Audio Level (Drag slider bar towards Audio/Music) or Decrease Audio Level (Drag slider bar towards Audio from video)

## Add an Audio Effect

Select audio clip from audio or audio music track of the timeline → Clip → Audio → Fade In (to fade in the audio) or Clip → Audio → Fade Out (to fade out the audio)

## Remove an Audio Effect

Select audio clip from audio or audio music track of the timeline → Clip → Audio → Clear select effect

## Create a Collection

From Collections pane → Click the folder to add new collection → Tools → New Collection Folder and type a name for the collection

## Delete a Collection

From Collections pane → Click the collection to be deleted → Edit → Delete

## Delete a Clip from a Collection

From Collections pane → Click the collection with clips to be deleted → Switch to Contents pane → Click the clip → Edit → Delete

## Copy a Clip in a Collection

From Contents pane → Clip the clip to be copied → Edit → Copy – Switch to Collections pane → Click the collection you want to copy the clips to → Click Contents pane → Edit → Paste

## Change the Clip View

View → Thumbnails (view the title and bitmap image) or View → Details (view properties of each clip)

## Arrange Clips in Contents Pane

From Collections pane → Click the folder that contains the clips → View → Arrange Icons By → Choose the property to arrange the clips by

## Play Video in Full-Screen Mode

Select video on the storyboard/timeline → View → Full Screen

## Zoom In and Out on the Timeline

View → Timeline → Zoom In (more detailed view) or Zoom Out (less detailed view)

## Fit the Timeline on the Screen

View → Zoom to Fit

## Saving a Movie to a CD-R or CD-RW

File → Save Movie File → Recordable CD → Type Name for CD → Movie Setting(optional) → Save to CD

## Record a Movie Back to Tape

Switch DV camera to Playback Mode (Rewind or Fast Forward Tape, if necessary) → File → Save Movie File → Click DV Camera → Follow Wizard → Click Finish when completed

