**How to Edit Video Using Windows Movie Maker**

1. Click Start, Programs, and find Windows Movie Maker. Open the program.
2. Click the “Show Timeline” Button found above the white boxes if necessary.

**Step One: Import Video**

1. Click “File” then click “Import Into Collections”
2. Select your video file and then click “Import”
3. Once the file has been imported, you may see that it has automatically split several parts of the clip for you. Do not worry, you have not lost any footage.
4. Drag each video clip down into the VIDEO section of your timeline. Be sure to drag them in order.

**Step Two: Split Clips**

1. In order to edit footage, you must first split your video clips.
2. Click on a video file in your timeline. Press “Play” on the preview screen until you find a place that you need to split your clip. Press “Pause.”
3. Click the “Split Clip” button found just below your preview screen. Now you have two video clips where you once had one.
4. Split clips wherever necessary.
5. To DELETE clips, click on the clip that you would like to delete, then press the “Delete” button on your keyboard.

**Step Three: Add Titles**

1. Click the “Tools” menu on your navigation menu.
2. Click “Titles and Credits”
3. Choose which type of title you would like to use (ex: Title at the Beginning, Title Before the Selected Clip, Title On the Selected Clip, and Credits at the End).
4. Click “Change the title animation” link to change the effects that the title will use to fly in or out
5. Click “Change the text font and color” link to change the color of the title background and font colors and designs.
6. Click “Add title” when finished. Your title will appear on your timeline.

**Step Four: Video Transitions**

1. Click the “Tools” menu on your navigation menu
2. Click “Transitions”
3. You will now see several transitions that you can choose from.
4. Drag your chosen transition from the menu screen down to your timeline between the clips that you want your transition to take place on.
5. You can add transitions between each video clip on your timeline.

**Step Five: Video Effects**

1. Click the “Tools” menu on your navigation menus
2. Click “Effects”
3. You will now see several effects that you can choose from.
4. Drag your chosen effect from the menu screen down onto your timeline on whichever video clip you would like the effect to be present on.
5. You can add multiple effects for each video clip.
6. **TO REMOVE EFFECTS:** Right click on the video clip. Click “Effects…” and Remove any undesired effects.

**Step Six: Add Audio**

1. Click “File” and “Import Into Collections”
2. Go to the “My Music” folder or wherever you have your audio file saved
3. Click “Import”
4. Drag your audio file to the “Audio/Music” Section of your Timeline

**To Change the Volume:**

1. To adjust the volume of your audio clip, right click your audio click and then click “Volume”
2. To adjust the volume of your VIDEO clip, right click the audio clip directly under your video. Click “Volume” and adjust.

**Step Seven: Add Narration**

1. Click “Tools”
2. Click “Narrate Timeline”
3. Plug in a microphone to your computer
4. Click record and begin speaking.
5. Click stop to stop record.
6. Your Narration should show up in your timeline

**Step Eight: Save as a MOVIE File**

1. When you are completely finished editing your video, click “File”
2. Click “Save Movie File…”
3. Click “My Computer”, then click “Next”
4. Type in a file name in your file name field. Be sure to have your NAME in part of your file name
5. Click the “Browse…” button. Choose either the Thaw Space or your Flash Drive as your save destination
6. Click “Next”
7. Click “Next” again

**Step Nine: Turn in Your Work**

1. Open up Internet Explorer
2. Your homepage should be <http://wmmsdragonmedia.weebly.com>
3. Click the “Assignments” tab
4. Fill in the fields below the “Turn in Assignment Files Here” section
5. Be sure to add your Class Day (Green or White) and your Grade Level (6, 7, or 8).
6. Under the “Upload File” section click “Browse…”
7. Find your video file and click “Open”
8. Click “Submit”
9. Wait for the site to tell you that your Assignment has Been Submitted