

Video Editing - Windows Movie Maker

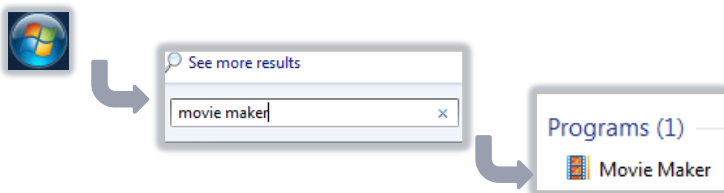
Windows Movie Maker software allows you to edit video files (such as lecture capture recordings) on your Windows PC. It is available to download from the University's Software Center.



For help using the **Software Center**, please see:
www.abdn.ac.uk/staffnet/working-here/software-6048

Launch Windows Movie Maker

- Click the **Start button** on the Task Bar
- Type *Movie Maker* in the **Search** box
- Click *Movie Maker* from the Programs area of the Search results



Note: Once you have found Movie Maker via the Windows search box, you can pin it permanently to your Start Menu by **right-clicking** the Movie Maker icon and choosing **Pin to Start Menu**, or create a shortcut on your desktop by **right-clicking and dragging** it to your desktop, then choosing **Create shortcut here** from the shortcut menu.

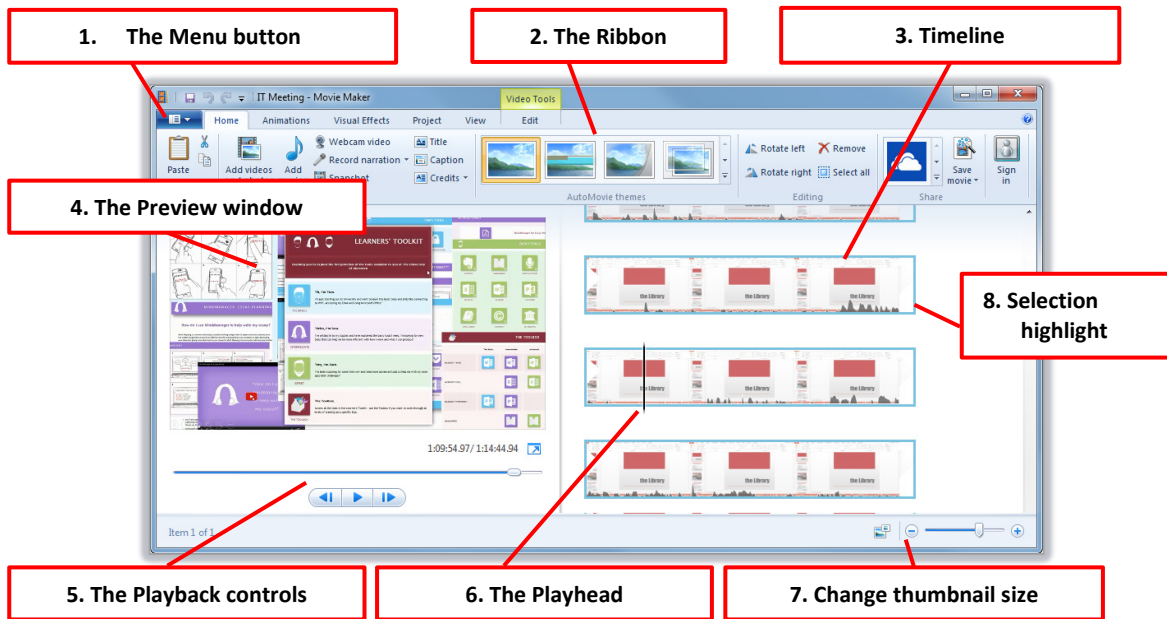
The first time you launch Movie Maker, you will be prompted to Accept the Microsoft Services Agreement. If you receive a message stating that Movie Maker cannot start, please log a call with the IT Service Desk via <https://myit.abdn.ac.uk> or email servicedesk@abdn.ac.uk

The Movie Maker window

Movie Maker has a typical MS Office layout, with a Ribbon toolbar and associated tabs displayed across the top of the window.

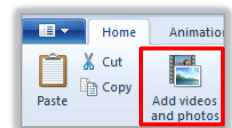
1. The Menu button	Click here to open, save or create a new project
2. The Ribbon	The set of tabs and tools you will use when working with a project
3. The Preview window	Allows you to play the video you are working on
4. The Playback controls	Use these to play/pause/fast forward/rewind the video Note: You can also use the spacebar to play/pause a video
5. The Timeline area	Shows thumbnails of the video clips in a project
6. The Playhead	A black vertical line showing the current, active playback position. You can drag this to navigate through the clips
7. Change thumbnail size	Click the button to choose the size of the video clip thumbnails
8. Selection highlight	Shows the section of the video clip currently selected

See next page for an annotated screenshot of these items



Import a video

1. Click the **Add videos and photos** button on the **Home** tab of the Ribbon.
2. Navigate to the folder on your PC that contains the video you want to edit.
3. Select the file and click **Open**.



Editing a video

Once you have imported a video you can remove parts you don't want to include in the final version.



When you import a video, all the clips are selected as part of the project. If you try to delete one of the video clips, you will delete them all. To avoid this, you need to **split** or **trim** the clips so that you can isolate the section(s) you want to delete.

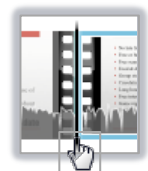
What is the difference between splitting and trimming?

- **Splitting** allows you to divide the video into sections so that you can delete or rearrange individual clips *within* the video.
- **Trimming** allows you to set a start and end point and deletes any clips before or after those points, effectively shortening your video.

Split a video

Insert a split

1. In the Timeline area, drag the playhead to the *start* of the section you want to remove. It's a good idea to press the **Play** button (on the left of the window, under the video Preview) to activate playback so you can check that you have placed the playhead at the



correct part of the video. If the playhead is not in the correct place, drag it to the left or right to reposition it.

2. Once the playhead is in position, click the **Edit** tab on the Ribbon and click **Split**, or press **M** on your keyboard to create the first split.



A **filmstrip border** appears on either side of the playhead to indicate the split.

3. Drag the playhead to the *end* of the section you want to remove and repeat step 2 above.

Delete a section

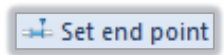
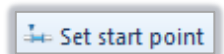
Once you have isolated a section by splitting the video, you can remove it without affecting other parts.

1. Click anywhere within the section you want to delete - make sure that the blue highlight border appears around the section you want to delete.
2. Press the **Delete** key on your keyboard or click the **Remove** button on the **Home** tab.



Trim a video

1. Drag the playhead to the starting point and click **Set start point** on the **Edit** tab.
2. Drag to the playhead to the end point and click **Set end point** on the **Edit** tab.



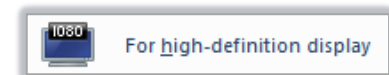
The clips before the start point and after the end point are removed.

Save and Export a video

It is good practice to **save** your project regularly as you edit.

Once you've finished editing, you must **export** it to a different file format so that you can play it outside the Movie Maker software.

1. Click the drop-down arrow on **Save movie** on the **Home** tab of the Ribbon - a menu appears with a list of formats.
2. Click to choose the settings you want.
For best quality, choose the **high-definition display** option.
3. Choose where to save the file on your PC and click **Save**.



Note: Saving the movie file may take some time.

Further information and help

Click on the Help icon at the top right of Movie Maker's toolbar for online help from Microsoft.

Or contact the IT Services Desk. Use MyIT to log calls with the Service Desk: <https://myit.abdn.ac.uk> or email servicedesk@abdn.ac.uk