

Windows Movie Maker for Windows 7

- 1) Open Windows Movie Maker from the Programs list in the Start Menu.
- 2) Click **Add videos and photos** from the **Add** group on the **Home** tab.
- 3) Find the video on your computer and click **Open**.
- 4) Change the order of the clips by clicking & dragging the clips around on the storyboard on the right.
- 5) Select a clip by clicking on it. Play the clip in the "Preview Pane".
- 6) To trim a video:
 - a. Play the clip to the beginning of the segment that you want to keep.
 - b. Under **Video Tools** on the **Edit** tab, click **Set start point**.
 - c. Play the clip to the end of the segment that you want to keep.
 - d. Under **Video Tools** on the **Edit** tab, click **Set end point**.
- 7) To split a video:
 - a. Click the video, then drag the playback indicator to the point where you want to split the video.
 - b. Under **Video Tools** on the **Edit** tab, click **Split**.
- 8) To speed up or slow down a video:
 - a. Click the video.
 - b. Under **Video Tools** on the **Edit** tab, click **Speed** and click a speed.
- 9) To add music:
 - a. Click **Add music** from the **Add** group on the **Home** tab.
 - b. Find the music file on your computer and click **Open**.
- 10) To fade the music in or out:
 - a. Under **Music Tools** on the **Options** tab, click **Fade in** or **Fade out** (depending on what you want).
 - b. Set the speed for the music to fade.
- 11) To change the start or end point of the music:
 - a. Click the music and drag the playback indicator on the storyboard to the point in the music where you want it to start or stop playing
 - b. Under **Music Tools** on the **Options** tab, click **Set start point** or **Set end point**.

12) To add a title:

- a. Click **Title** from the **Add** group on the **Home** tab.
- b. Type your title into the text box on the **Format** tab under **Text Tools**.
- c. Format the title any way you like.

13) To add a caption:

- a. Click the video and drag the playback indicator on the storyboard to the point where you want to add a title.
- b. Click **Caption** from the **Add** group on the **Home** tab.
- c. Type your title into the text box on the **Format** tab under **Text Tools**.
- d. Format the caption any way you like.

Note: If you mess up, click Edit -> Undo. You will be saving the file as a new video at the end of this process. This will not delete portions of your original video.

14) When you are ready to save, click **Save movie** from the **Share** group on the **Home** tab.

(You can also get to this menu by clicking the file button and navigating to **Save movie**.)

15) Give your movie file a name and select a location to save your movie file. (Remember this location!) Click **Save**.

Note: Typically, the “Best quality for playback on my computer” is the best choice.

However, if you need to make your video smaller for the purpose of uploading it to the web, click the down arrow under **Save movie**. You can choose to make the movie file fit a certain file size or select one of the predefined choices in “Create a custom setting”.

16) Once the video has finished saving, you will have the option to play it immediately.

Check the box if you wish to do so and click **Finish**. Otherwise, just click **Finish**.

17) The video can now be found in the location you chose when saving it.