**How to Use “Movie Maker”**

**Saving Your Project**

* When you open ***Movie Maker***, it will automatically start a project for you. Before you do anything, rename the project by choosing **“Save Project As”** from the main menu, and save it with the file name **“My Name-Civil Rights”**. (*Save to your number and to your flash drive.*)
* To ensure that you don’t lose any information, **save your project OFTEN** by clicking on the save icon in the upper left-hand corner of your project. **[Note: saving a project and saving a movie are NOT the same thing. You will not “Save Movie” until the very end.]**

**Pictures**

* To import pictures, click on **“Add Videos and Photos”** under the home menu. Find your **“Project Pics”** folder on your flash drive or under your number. Press **“Control + A”** to select all of the pictures in your folder and then click **“Open”** to import them into ***Movie Maker***.
* The pictures will appear in the Storyboard Pane of ***Movie Maker***. Click and drag to put them in the order you want.
* To make your pictures move (pan and zoom) and to add transitions between photos, click on the first picture and press and hold the **“Shift”** key, then click on the last picture before letting up on the Shift key. This will select all pictures. Then click on **“Animations”** and choose one option under **“Pan and Zoom”** and one option under **“Transitions”**. Hover your mouse over any option to preview it on your picture. This will apply your choices to the entire movie.

**Text**

* There are three ways to add text to your movie. All three are under the Home Menu.
  + **TITLE** adds text onto its own blank background, which is great to use for an opening title for your movie.
  + **CAPTIONS** adds text onto the photo on the screen. This could be used as you are begin a new topic.
  + **CREDITS** places a blank slide at the end of your movie (*“The End”, “Thanks for watching”, etc.)*.
* To edit your text, click on the picture where you’ve added text. Under **“Text Tools”** at the top you will find options to format and animate your text.

**Narration**

* You will record your script by clicking on the **“Record Narration”** button. Click the red button and start speaking into your microphone. You can change the volume of your narration by using the **“Music Tools”** tab and clicking on **“Music Volume”.**
* To emphasize your narration over your background music, click on the **“Project”** tab and chose **“Emphasize Narration”**.

**Music**

* Go to **Cobb Digital Library** and search **“Soundzabound”** and open the program.
* Select a track that is at least the length of your video (2-3 minutes). [If you can’t find one long enough, you can apply the same track more than once to create a loop.]
* Right click on the arrow under **“Download”** to save the link to your computer.
* To add background music to your video, click on your title slide (where you want the music to begin) and then click **“Add Music”(from PC).** Look under “downloads” to find the MP3 music file you saved from Soundzabound. Click **“Open”** to add the music to your movie.
* Once you have added a music clip, it shows up as a green bar under your pictures. You can “click and drag” or “delete” your clip just like you would a picture.
* Use the **“Music Tools”** to turn the volume down so the music doesn’t overpower your narration. You can also “fade in” or “fade out” if you’d like.

**Render Your Movie**

This is the final step once you have finished editing your project and are ready to turn it in to your teacher. Click on **“Save Movie”**, **“Recommended for this Project”** to create your actual movie and save it to your “Civil Rights” folder with your pictures. This step will take a few minutes as you are creating a MP4 file.