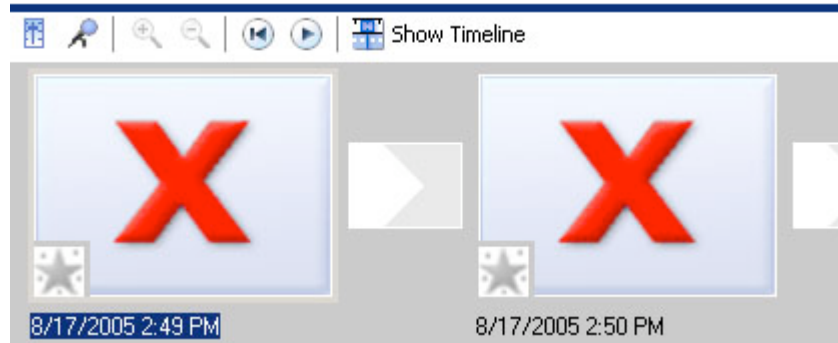


How To Set Up Your Windows Movie Maker Project

If you're working on a video project in one of our ITC labs, and you need more than one session to complete the project: *Don't rely on the default choices Windows Movie Maker gives you!* **If you don't follow these instructions you cannot edit your project on another computer. You'll see this:**

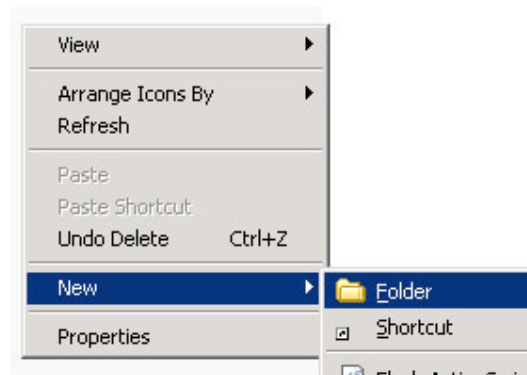


To avoid the Big Scary Red Xs and make sure you can move your project from one computer to another as you work on it, follow one simple rule: save *everything* you use in the project – captured video, audio files (music, voiceovers, sound effects), pictures (JPEG photos, GIF graphics files, etc), imported video clips, *everything you use in the video* – and **save it all in one folder**. It's best to make that folder **first**. Follow these steps:

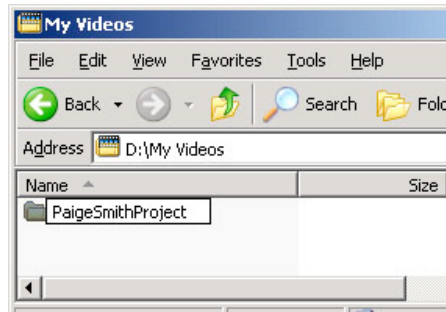
Getting Started

If you're on an ITC computer, do this:

- go to the My Videos folder in the My Documents folder on the D:/ drive
- right click, and choose New > Folder



Name the folder *YourNameProject*



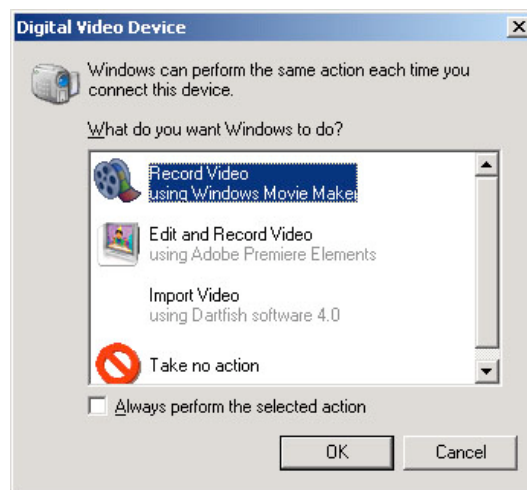
Capture Video

Connect your DV camera to the FireWire connector on the computer (*not USB; USB will not work!*).

The system should recognize the camera:

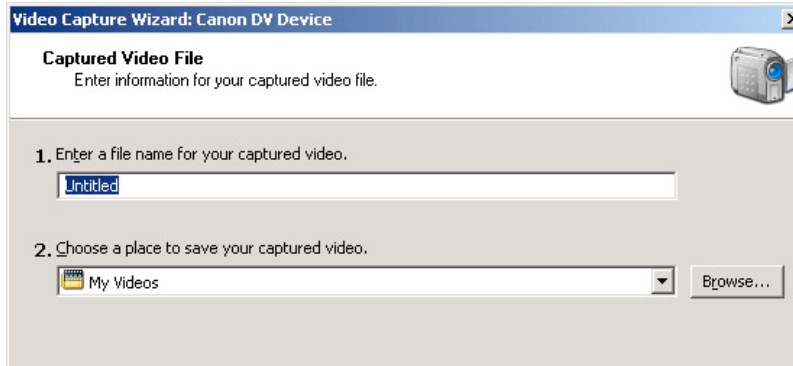


The system should then ask you what you'd like to do:

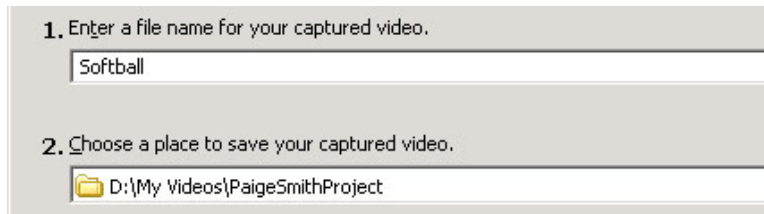


Click **OK**.

Windows Movie Maker will open and present you with an (absurdly big) dialog box demanding two pieces of information:

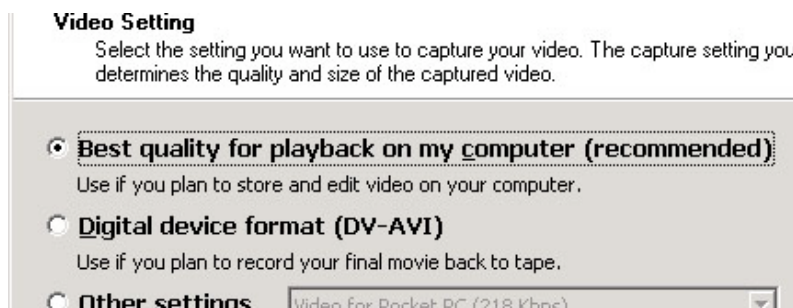


1. A name for your captured video. *Don't call it "Video."* Give it a name that will make sense in a day or three: "Student Teaching" or "Softball" or "Handball" or something related to the subject of the video itself.
2. A place to save it. Click the **Browse...** button and save it to the folder you created in Step 1, the folder named *YourNameProject*. If you don't save it there, you can't edit this project on another machine later.



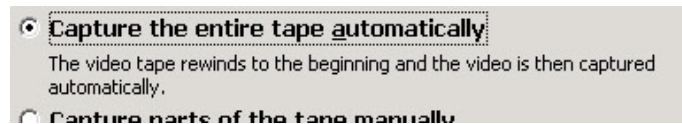
If you capture more than one clip, you need to make sure you capture to this folder – *every time*. If you save to the default location that Movie Maker offers you – My Videos – you'll have trouble on another machine. (Remember the Red Xs?) Click **Next**.

Movie Maker will ask you about Video Settings. Stick with the default settings:

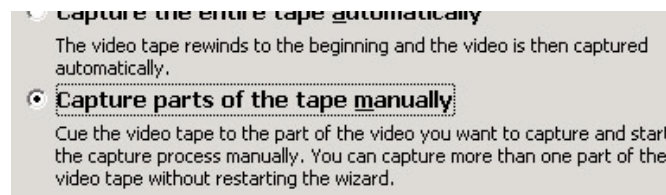


Click **Next**.

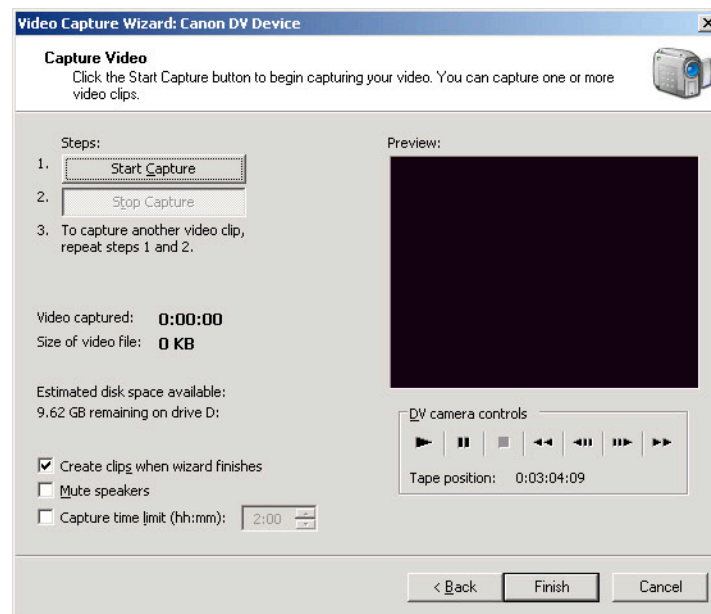
If you need all the video on the tape (unlikely), then choose Capture the entire tape automatically.



For most editing jobs, you'll want only part of your video. You should watch the video tape and make notes, based on the time display of the starting and ending times of the scenes or clips that you want. Then, at this point in the wizard, choose **Capture parts of the tape manually**.

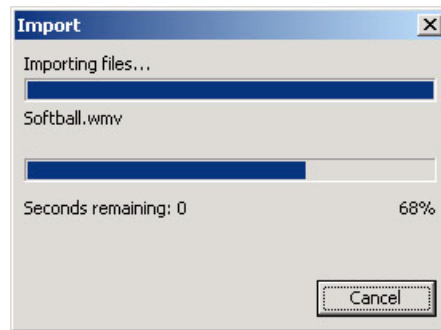


Movie Maker will then show this screen:



The buttons under the Preview screen let you control the camera: fast forward, rewind, play, stop, etc. If your tape is cued up to your first clip, click **Start Capture**. You'll be able to see your clip playing in the Preview part of the window. When you're finished with that clip, click **Stop Capture**. You can fast forward to the next one on the tape. When you're finished with all the clips on that tape, click **Finish**.

Movie Maker will import the clips, converting them to the Windows Media format:



Your clips will show up in the middle portion of the Movie Maker window, under Collections.

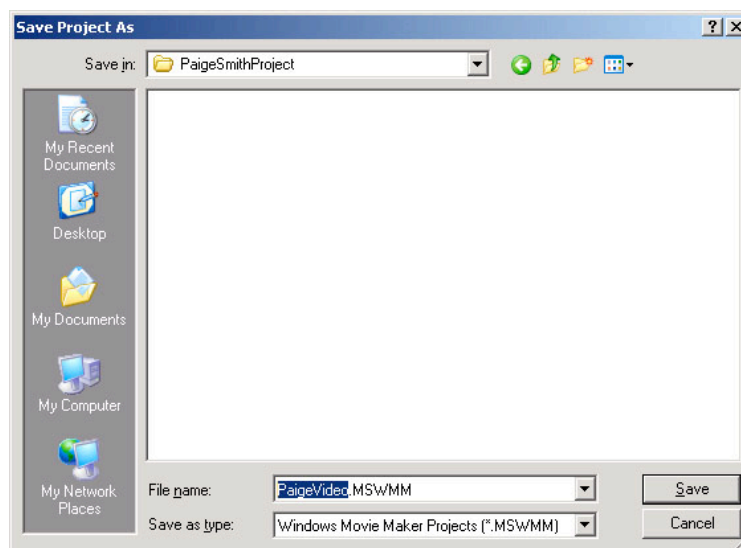


Each capture session will have its own Collection, but you can use any clips from any Collection in any video project.

Save Your Project

Once you've captured your video, save your project. Choose **File > Save Project As...** and in the File name area, name it *YourNameVideo.MSWMM*.

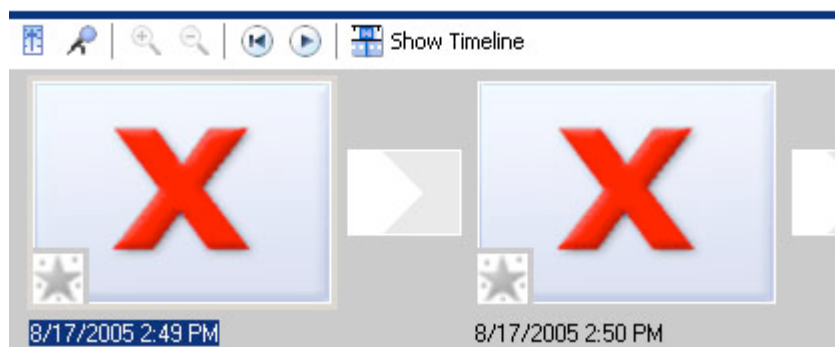
As for location, Movie Maker assumes you'll want to save it to the My Videos folder; *don't save it there*. Save this project file in the exact same place as your video captures: the *YourNameProject* folder.



Okay, here's the **most important thing to remember about Windows Movie Maker Project**:

“MSWMM” is the file extension that tells the computer what kind of file it is: a Windows Movie Maker Project. The MSWMM project file *is not* the same as your clip files and it *does not contain your video clips*. A *Project* file is similar to a Windows shortcut file; it's not the file, but a pointer to it you can keep in a separate place. It could also be called a “reference file” or a “pointer file”- all it does is keep track of things: changes you want to make to the clips you capture, which parts you want to play and which you don't, what order you want to play them, the titles or effects you want to add, the music or photos you add in, and so on. You won't have a movie that includes all these changes until you follow the steps in Finish Movie.

If you don't save it all in the same folder, you'll see the Big Scary Red Xs. Remember these?



Importing Pictures, Video, and Sound Files

To use other media in your video – pictures for a freeze frame or a slide show, music for the background or for a music video, video already captured from another project – use one of the import commands under **1. Capture Video** in the **Movie Tasks** list on the left of the Movie Maker screen. Click **Import pictures**, for example. Movie Maker assumes you want picture from the My Pictures folder. This is another tricky part: you can import pictures from the My Pictures folder to the project and put them in the timeline, but *if they are not in your Project folder, they won't be available if you move to another machine*. That means the Scary Red Xs.

What's the solution? **Before importing other media** (pictures or sound files or previously captured video) into the project, **copy them into your Project folder**. Then, when you import them, the Movie Maker Project file knows where they are and will keep track of them even if you move to another computer.

Saving Your Project for Next Time

When you're done with your editing session, save your project file and Exit Movie Maker. Copy the entire Project folder to your backup media: CD-ROM, USB drive, Zip Disk. Make sure it's the entire folder with all your media. The Red Xs will show up after you've moved your project to another machine if you don't save everything properly.

Sometimes, they'll show up anyway. If you're sure you saved everything in the same folder, here's the fix. First, **make sure your "missing" files are in your Project folder.** Then, **right-click** on one of the missing clips, and choose **Browse for Missing File.** In the dialog box, browse to your Project folder and choose the file whose name you right-clicked on. Then click Open, and voila, your pictures are reconnected with your project. Save the project.

Good luck!