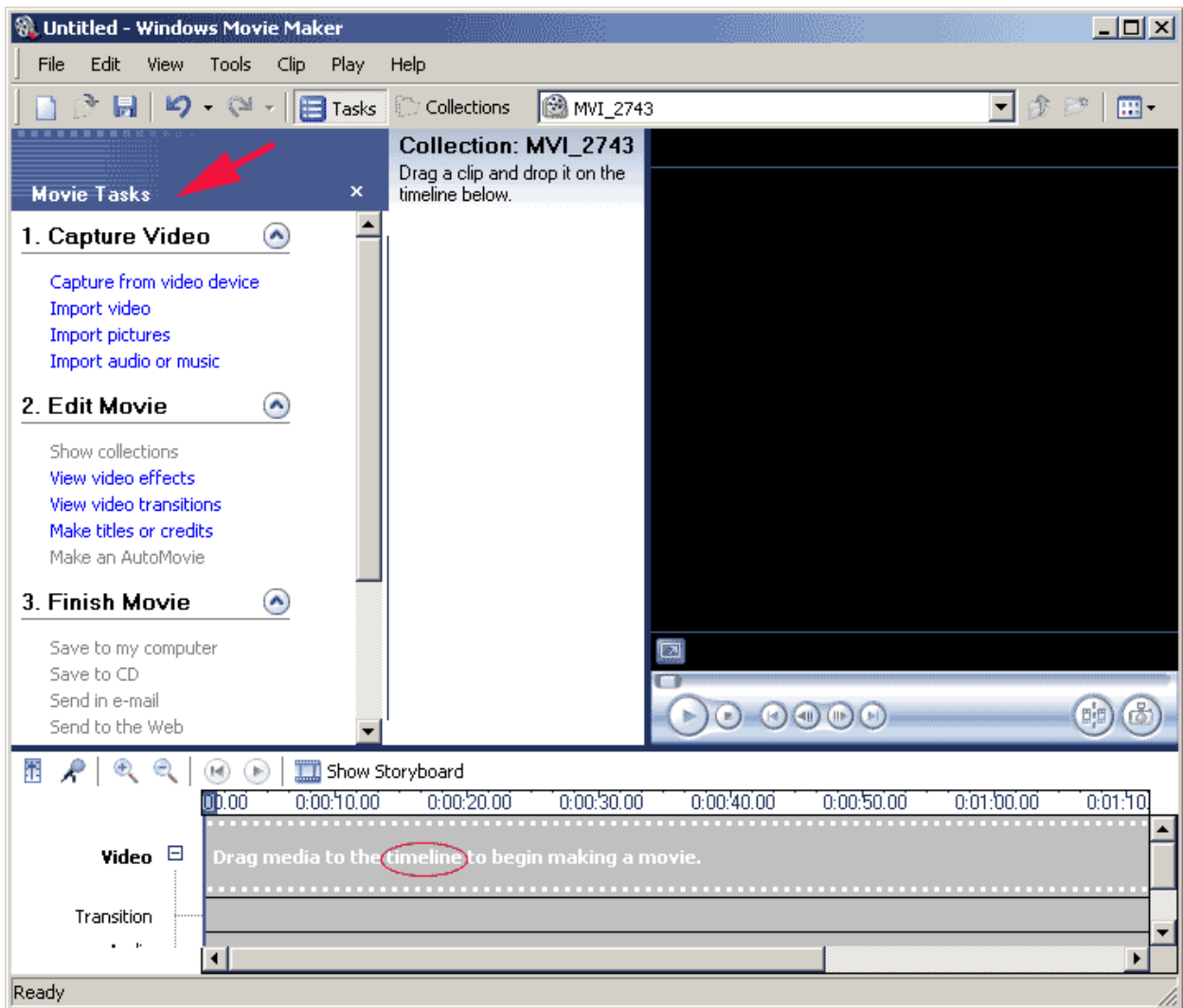


MICROSOFT MOVIE MAKER – Many people have a **Movie** setting on their small fixed lens digital cameras but either don't know it's there or have never tried it. I hope this tutorial encourages you to give it a try! It's addictive! This tutorial will show how to open and edit one movie clip and then save it in a size suitable for e-mail.

SET YOUR POINT & SHOOT CAMERA TO CAPTURE THE LARGEST MOVIE FILE SIZE!

1. Open Movie Maker. (**Start/All Programs/Accessories/Movie Maker**) As with many dialog boxes, you can resize each area of the box by positioning your cursor over the vertical or horizontal divider lines and then just drag to resize.

On the left side of the screen, you want to begin with the **"Tasks"** menu. If you do not see **Tasks**, then look at the top toolbar and click on **"Tasks"**. At the bottom of the screen, you want to see the **"Timeline"**. If it's not showing, just click **"Show Timeline"** which would be just above that area.

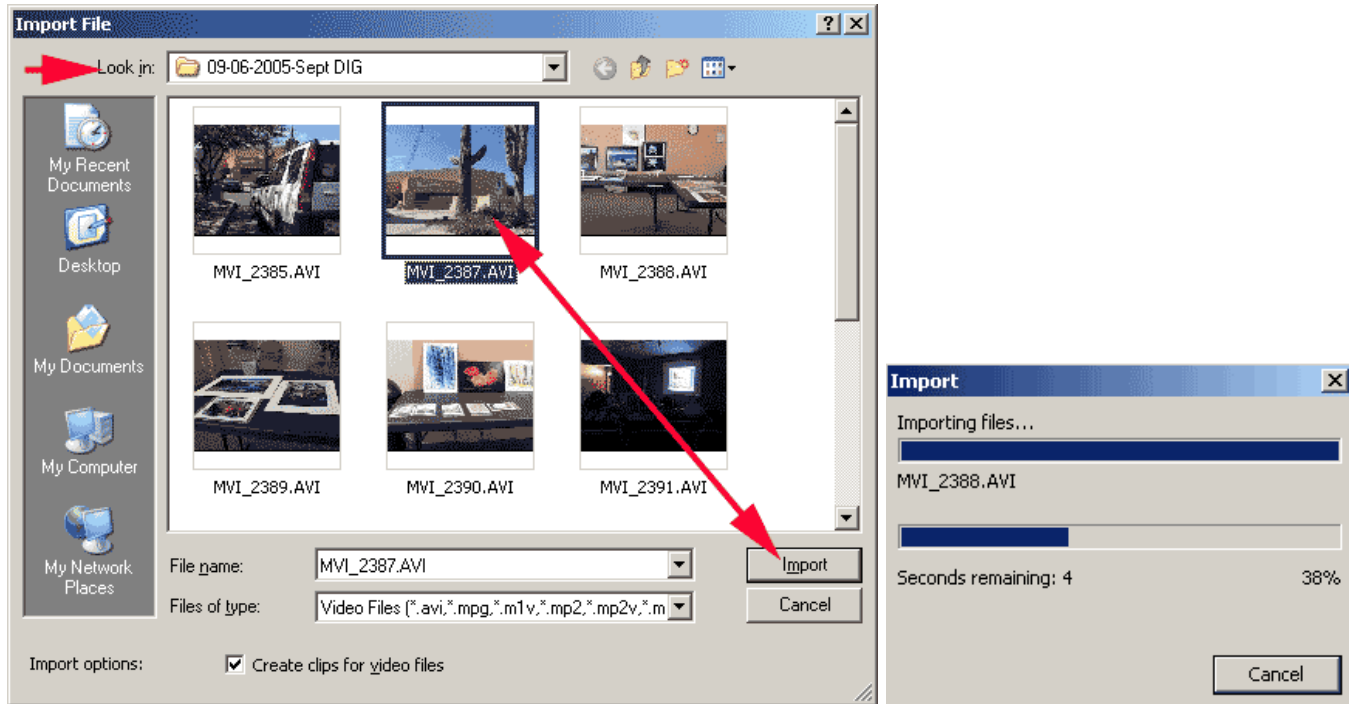


2. Before you proceed, click on **"FILE"** and choose **"SAVE PROJECT AS"**. This will save your movie as a **"Movie Maker"** file which you will be able to edit later. I recommend saving it this way even if you don't think you'll add to the movie. Chances are very likely that you will! By default, Movie Maker saves your projects in the **"My Videos"** folder. If you'd rather create your own folder, do that now.

NOTE: You should know that the Movie Maker format requires that all your movie clips remain in the file folders that they were originally taken from. If you move that folder and try to open and edit a movie that has been saved in the Movie Maker format, you will only see an X and the file name where the movie clip should be.

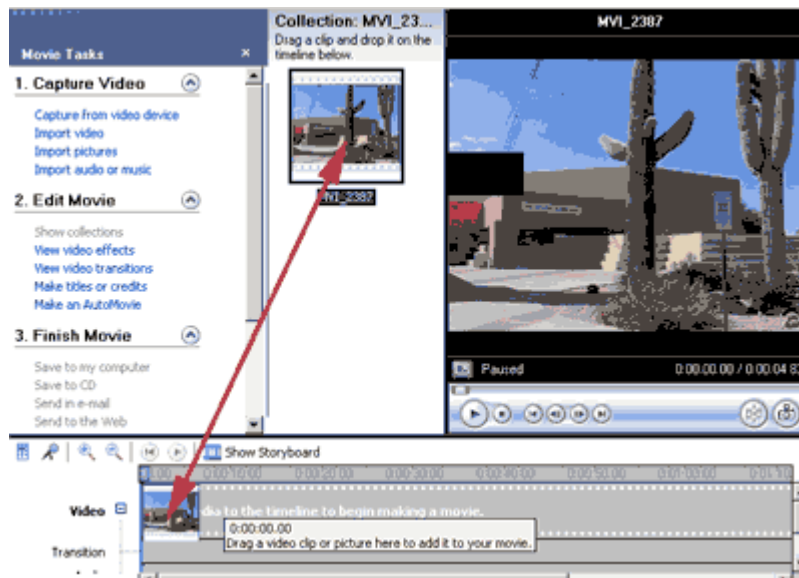
By default, Movie Maker saves its project files in the **"My Videos"** folder so you could create a folder for the original clips in this folder there but that is a personal preference.

- Let's begin! On the **Tasks** menu, notice that there are 3 sections. Below these sections are some tips listed. Starting with the first section, click on "**Import Video**". A box will come up asking you to locate the movie you want to start with. Choose one and then click on "**Import**". The movie will start downloading.



IMPORTANT: SAVE what you've done so far by clicking on File/Save Project. As in Photoshop, **Save and Save Often** is an important step. It will save you from having to start over if your program freezes.

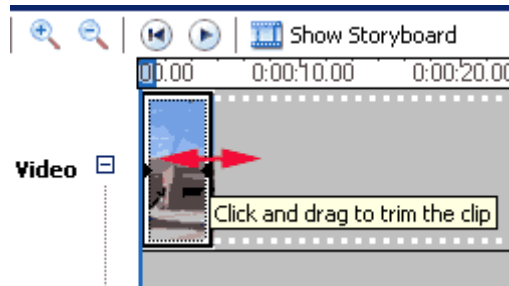
- Next...Click/Hold and drag your movie clip to the Timeline below.



Click on the "Play" button of the movie to check it out. If it's perfect, then proceed to step 6.

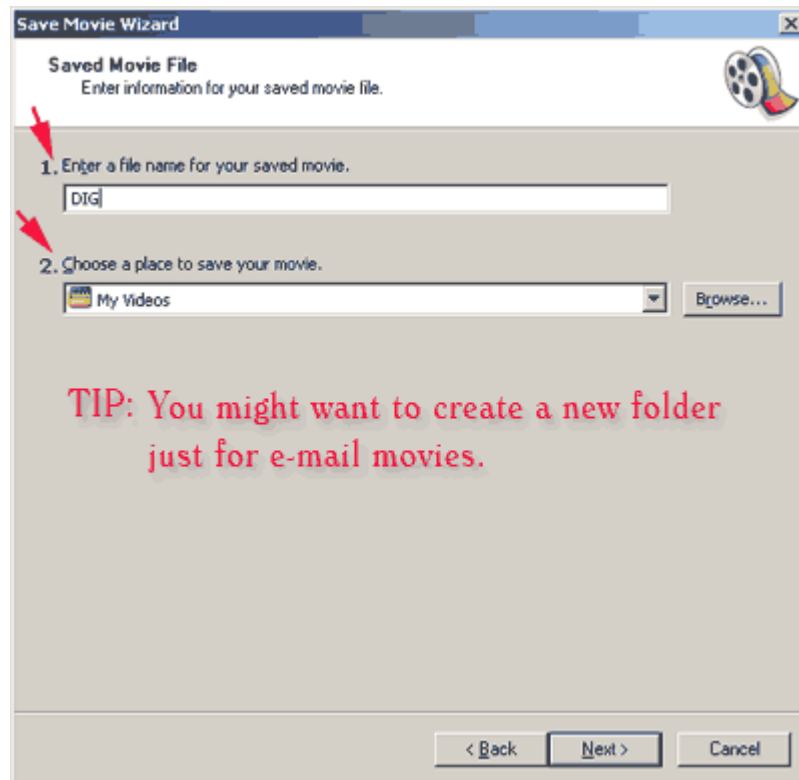
5. If your clip is too long or if you want to save only a small portion of it, you can **TRIM** it. To do this, look at your movie in the TimeLine and note that there is a little black arrow on each side of the clip. Position your cursor over this black arrow to get a double RED arrow. You can click and drag the arrows at the beginning or end of the clip to trim it. As you drag either way, you'll see the result in the preview window.

At first, this will take a while to master. It's especially tricky to get rid of just a tiny bit. Persevere!



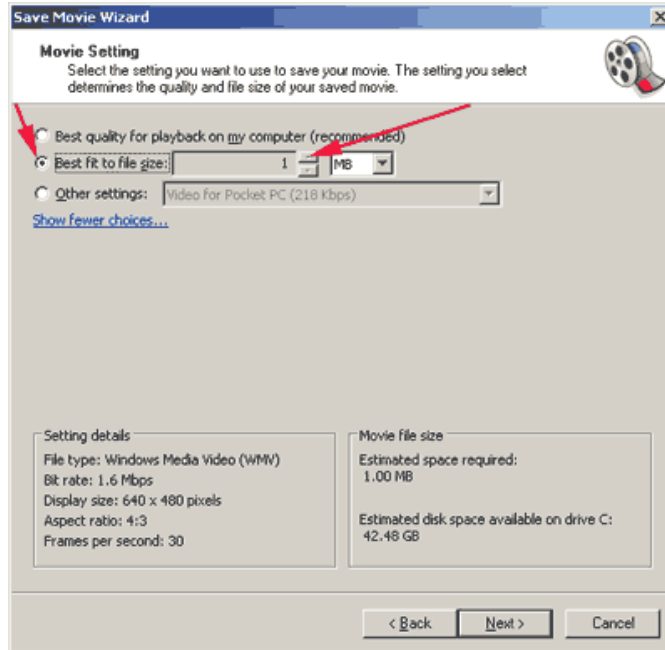
6. Once you have your clip to the length you want, go back to the Tasks menu. Because this tutorial will just show how to save a clip for e-mail, we will skip section 2 and go directly to section 3. Choose "Save to my Computer". (For e-mail, I recommend this over the other choices as you'll have more control).

The first dialog box that opens will ask you to name your file. You will then need to choose a location to save this file. (I personally created a folder specifically for e-mail movies but the choice is yours).

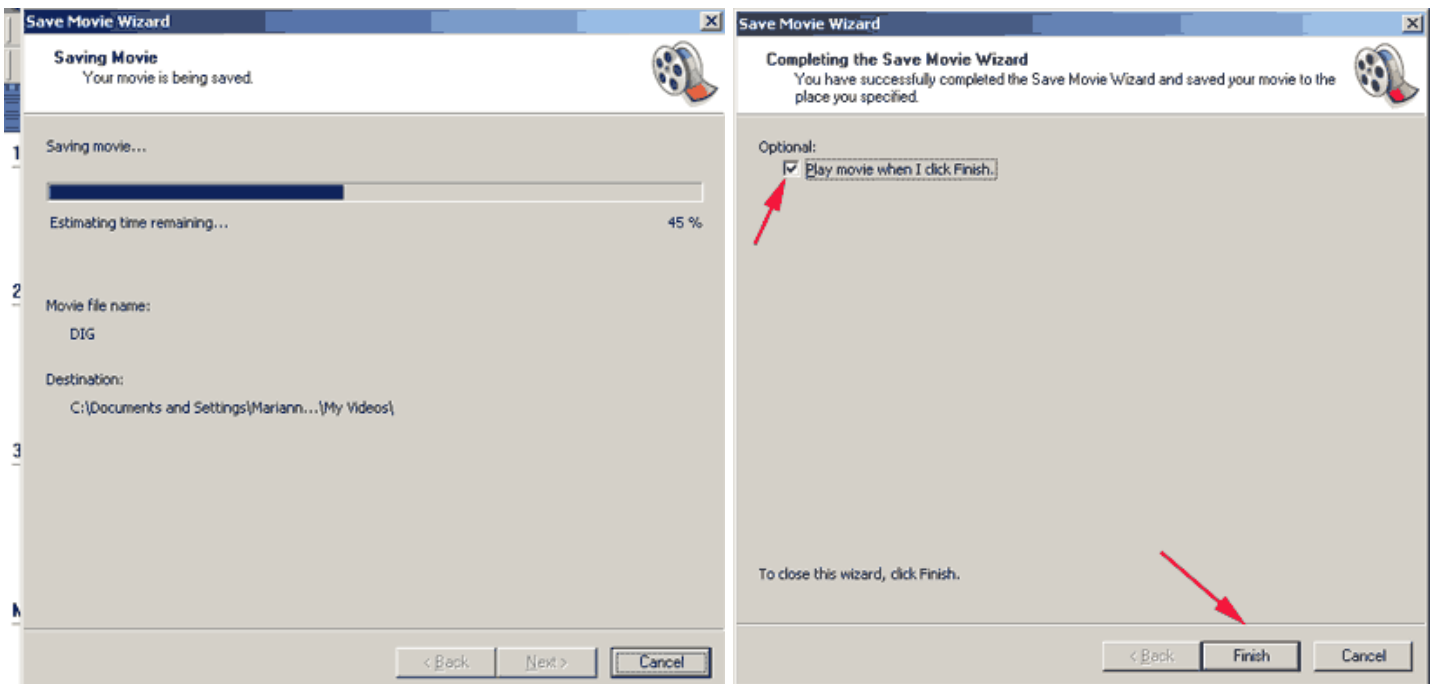


The next box is an important one since it will determine the size of your movie.

7. Click NEXT. In this box, click on "BEST FIT TO FILE SIZE". Here is where you may need to experiment. Keep in mind the internet connection of the person you are sending this clip to. I generally try to keep the size below 3 megabytes for fast connections and 1 megabyte for dial-up. To change the size, simply use the up or down arrows by the file size. I've found that the quality of the clip holds up VERY well even when reduced considerable. Unfortunately, you can't preview the result until you save it.



8. Click "Next". The movie starts saving. When finished saving, you get a final box. Click "Finish" to preview.



If your movie looks good, you are ready to e-mail it! If the quality isn't as you'd like or if the quality is excellent and you think you could reduce the file size further, you will need to start over. Movie Maker should still be open so just go back and start at step 6. If you've already closed Movie Maker, open your saved project (you did save it, didn't you?) Go to step 6 and increase or decrease the file size as desired.

As a final step, be sure that you save your project by clicking on **FILE** and choosing **SAVE PROJECT**. You will then be able to go back later and experiment with adding clips, text, transitions, etc. You CANNOT edit e-mail movies.