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# Using Movie Maker to Create Public Service Announcements (PSAs)

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## Accessing Movie Maker

If you have a Windows operating system on your school computers, Movie Maker should be included in the "All Programs" list on your machines; otherwise, you will need to download it from: <http://www.microsoft.com/windowsxp/downloads/updates/moviemaker2.msp>.

Please note that some earlier versions of Movie Maker do not include the ability to use transitions or video effects described below; if you want to use these tools, you should download the most recent version of the software.

## Using Movie Maker

If you need to stop and want to come back to your movie later, you must click **Save Project as** and either save it on the computer or a disc. Then when you reopen it, all your images and the timeline will be saved.

1. Open Windows Movie Maker.
2. You will work using the Movie Tasks on the left side of the screen. If this isn't showing, go to the View menu and click on Task Pane.
3. Under Capture Video on Movie Tasks, click on Import Video.
4. Search for your video. Download it into the program. It will show up on the collection screen. If you have saved your video in a series of video clips, download all of these. They will show up in the collection screen to the right of the Movie Tasks list.
5. Make sure your Storyboard is showing at the bottom of the page. If it isn't, click on the View menu and then on Storyboard.
6. Once the storyboard is showing, click and drag the video onto the timeline. If you have saved your video as a series of small clips, click and drag the individual clips onto the timeline in order.
7. This is where you can cut and edit your video. Ideally, a PSA shouldn't be more than a minute and a half, so you may need to delete portions of scenes to keep the length down.
8. Transitions can be added to a picture by going to the Movie Tasks on the left side of the screen and clicking on Edit Movie and then View Video Transitions. This move will bring all available transitions onto the screen. In order to try out a transition, simply click and drag it into the space between two photos on the storyboard. To delete a transition, right-click on it in the storyboard and click Cut.

Effects can be added by clicking on View Video Effects. To insert an effect, click and drag the effect onto the photo. When you apply an effect, the star on the photo will turn blue. To delete an effect, right-click on the star and click Cut.

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9. Previewing effects and transitions in your movie is easy. Simply press play on the movie screen on the right side of the screen. If the screen is not visible, click on the Play menu and then Play Clip. (Once you play your movie, your storyboard at the bottom may change into a timeline. You can click on Storyboard in the View menu to get it back.)
10. Once you are satisfied with all of your effects and transitions, it's time to add text. Click on Make Titles or Credits in the Movie Tasks list. This allows you to place text before, on, or after a picture. If you want to add some words to the movie right on the pictures, you can do that. If you want to add the words between, you can choose to place them before or after the picture.
11. **Music Option:** Use steps 12–14 if you wish to add a music soundtrack. You can do this either by importing the music from a disc or by saving it to a file in your computer. Download it to Movie Maker by clicking on Import Audio and Music in the Movie Tasks list.
12. On your storyboard, click on the Show Timeline button.
13. Click and drag the music icon to the Audio Music line on the timeline. Once the music is added to your timeline, it will show up on the Audio/Music line. You can select as much or as little as you want. In addition, you can reposition the images, lengthening or shortening the time they are shown. Be careful when repositioning, because sometimes the transitions can shift on the timeline. If they do, just click and drag them back. Remember, you can preview at anytime.
14. When you are satisfied, it's time to create your movie! Go to Movie Tasks and Finish Movie. If you have a very large file, it's best to click Save it to my Computer first. Then once the movie is rendered, you can resave it any way you like. While saving your movie, you can create a large-size copy by simply clicking on Best fit to file size. However, these files are very large and won't usually fit into e-mails or open easily on slow computers. Therefore, it's best to click on Other Settings and scroll down to High quality video – small.
15. Video Options. You can save your movie to a recordable CD, as a small file to send in an e-mail, as a movie to send to a video hosting provider on the web, or as a DV to show with your DV camera or on a TV.