

A FILM BY KEN BURNS
THE NATIONAL PARKS
America's Best Idea

**Quick Guide to
LET'S START EDITING**

This quick guide should be used in conjunction with the educast *Let's Get Started!*. These materials introduce you to some video editing software options and have you import your source material so you can start editing in Windows MovieMaker.

Step 1: Deciding on Software

- 1a) Macintosh computers: iMovie (bundled in OS for free), Final Cut Express, Final Cut Pro (information at www.apple.com)
- 1b) For Windows OS (Wintel): Windows MovieMaker (bundled in OS for free), Adobe Premiere Elements, Adobe Premiere Pro (information at www.adobe.com)

Step 2: Understanding the Windows MovieMaker Desktop Space

- 2a) Review three main work areas
 - “Collections” holds imported content, transitions and effects, including the Movie Tasks menu when toggled on
 - “Monitor” is for viewing or previewing all media in timeline or in collections
 - “Timeline” is for building out your digital story using the five available tracks:
 - Video
 - Transitions
 - Audio (only available in conjunction with video)
 - Audio/Music
 - Title Overlay
- 2b) Explore sub-navigation buttons above the timeline by selecting each icon to display function or feature, left to right
 - Set or change audio levels
 - Activate audio capture
 - Zoom in and zoom out of timeline
 - Rewind timeline
 - Play timeline
 - Show timeline or storyboard view (toggle switch)

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Step 3: Importing Single-Track Media

- 3a) Toggle on Movie Tasks menu
- 3b) Expand Movie Task 1: "Capture Video"
- 3c) Select "Import audio or music"
- 3d) Browse to voiceover file on hard drive
- 3e) Select "Import"
- 3f) Select "Import pictures"
- 3g) Browse to image files on hard drive
- 3h) Select one or more consecutive files by holding down the Shift key
- 3i) Select "Import"

Step 4: Editing to Audio

- 4a) Drag and drop voiceover file into "Audio/Music" track
- 4b) Place playhead at beginning of track, click "Play" icon to confirm track is correct
- 4c) Click "Rewind timeline" icon to listen again to determine image that best matches words and meaning of voiceover
- 4d) Dismiss "Movie Tasks" menu to have more room to view images
- 4e) Select appropriate picture, drag and drop into "Video Track" on timeline
- 4f) Pull playhead back a couple of seconds and press "Play" to assess timing
- 4g) Grab red timing handles on right side of image in timeline to adjust timing—pull back to shorten, drag out to lengthen
- 4h) Pull playhead back a couple of seconds to test
- 4i) Press "Play" to confirm timing works
- 4j) Continue process by (i) listening to voiceover, (ii) reviewing and choosing images, (iii) dragging and dropping into timeline, (iv) listening and watching to determine if voiceover and image match, and (v) adjusting timing

Step 5: Importing Multitrack Media

- 5a) Toggle on Movie Tasks menu
- 5b) Select "Import video"
- 5c) Browse to video files on hard drive
- 5d) Select "Import"
- 5e) Drag and drop thumbnail into timeline
- 5f) Pull playhead back a couple of seconds to test
- 5g) Press "Play" to confirm timing works