

A FILM BY KEN BURNS
THE NATIONAL PARKS
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**Quick Guide to
MIXING AUDIO IN WINDOWS MOVIEMAKER**

This quick guide should be used in conjunction with the educast *Mixing Audio in Windows MovieMaker*. These materials demonstrate how to mix audio tracks in Windows MovieMaker. The skills learned here are transferable to other editing programs.

Step 1: Adding the Music

- 1a) Toggle on "Movie Tasks" menu
- 1b) Expand Movie Task 1: "Capture Video"
- 1c) Select "Import audio or music"
- 1d) Browse to music file on hard drive; highlight desired track
- 1e) Select "Import"
- 1f) Drag and drop track into Audio/Music track on timeline
- 1g) Grab handles on side of music clip to adjust length
- 1h) Check to confirm that music ends at appropriate place
- 1i) Reposition any additional audio tracks by dragging them down timeline
- 1j) Click "Rewind timeline" icon to listen and do final tweak

Step 2: Mixing Voice and Music

- 2a) Click "Rewind timeline" icon to listen
- 2b) Highlight music clip to adjust volume
- 2c) Select "Clip->Audio->Volume"
- 2d) Adjust slider to increase or decrease volume
- 2e) Click "OK"
- 2f) Click "Rewind timeline" icon
- 2g) Click "Play" to test
- 2h) To smooth transition, highlight appropriate clip
- 2i) Select "Clip->Audio->Fade Out"
- 2j) Click "Rewind timeline" icon
- 2k) Click "Play" to test

Step 3: Splitting Audio Tracks

- 3a) Click "Rewind timeline" icon to listen
- 3b) Note any audio issues and challenges
- 3c) Click on "+" symbol next to "Video" in top track to see audio that imported with the video
- 3d) Position playhead on timeline to split overlaying audio tracks
- 3e) Select "Clip->Split"

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Step 3: Splitting Audio Tracks, con't

- 3f) Highlight clip to adjust volume
- 3g) Select "Clip->Audio->Volume"
- 3h) Adjust slider to increase or decrease volume
- 3i) Click "OK"
- 3j) Click "Rewind timeline" icon
- 3k) Click "Play" to test
- 3l) To further smooth transition, highlight appropriate clip
- 3m) Select "Clip->Audio->Fade Out"
- 3n) Click "Rewind timeline" icon
- 3o) Click "Play" to test
- 3p) Using the same process, carry out additional audio mixing as required

Step 4: Adding Music to Credits

If music is already in the Collections pane, start at 4f:

If music needs to be imported into Collections pane, start at 4a:

- 4a) Toggle on Tasks Panel
- 4b) Expand Movie Task 1: "Capture Video"
- 4c) Select "Import audio or music"
- 4d) Browse to music file on hard drive; highlight desired track
- 4e) Select "Import"
- 4f) Drag and drop music track into "Audio/Music" track on timeline
- 4g) Grab handles on side of clip to adjust length
- 4h) Select "Clip->Split" to split all overlapping clips
- 4i) Using the same process as above, carry out additional audio splitting and mixing as necessary

Step 5: Trimming the Excess Audio by Splitting Track

- 5a) Position playhead on timeline
- 5b) Click on Split tool at bottom of monitor window
- 5c) Highlight portion to be deleted
- 5d) Select "Edit->Delete"
- 5e) Select "Clip->Audio->Fade Out"
- 5f) Drag playhead back a few seconds
- 5g) Click "Play" to test