



Instructions for Microsoft Movie Maker

1. Record the clips
2. Copy the clips you would like to use to your computer's hard drive. (Copy or click and drag file.)
3. Add the clips you would like to use IN ORDER.
4. Use the "Trim" ability to cut out unwanted portions at the beginning and/or end of individual clips. (Same thing can be done for music).
5. Insert transitions (if wanted) by clicking on the specific clip desired. Transitions can be lengthened or shortened as well.
6. Insert music and move it to where you would like it to start. There is a fade in or out feature you could use. Again you can also trim the music to desired length.
- ~~7. Go to "Save As Movie" and the desired resolution 1080p or 720p is fine. (This should take a few minutes to save.~~
7. Use traditional "File" "save as" method to save your work while you are working on it.
8. When you are DONE: go to "Save Movie" button and click the 1080p resolution or 720p. (This should take a few minutes to save) But when it is done you can NOT edit this form of the video so only do this when you are done!

- ① make powerpoint
- ② for each slide click Insert → ^{audio} Video → record and record your voice-over
- ③ Click on the  audio icon on each slide & select playback on task bar. Click "Hide" and for start click "automatically"
- ④ For background music you have to have an audio file already downloaded on your computer (this can be bought, or from an email) on the first slide click insert → Audio → Audio on my PC and then select the audio file
- ⑤ click the  audio icon on the slide & select playback on task bar. Click play in background & make sure play across slides & loop until stopped are checked. Under start, click automatically.
- ⑥ Under Slideshow on the task bar click Rehearse Timings. This will play your music + voice overs, but you have to click to ~~change~~ change the slides when each voice over is done. The software will save these timings so when you press play or slideshow → from beginning, the presentation will be continuous