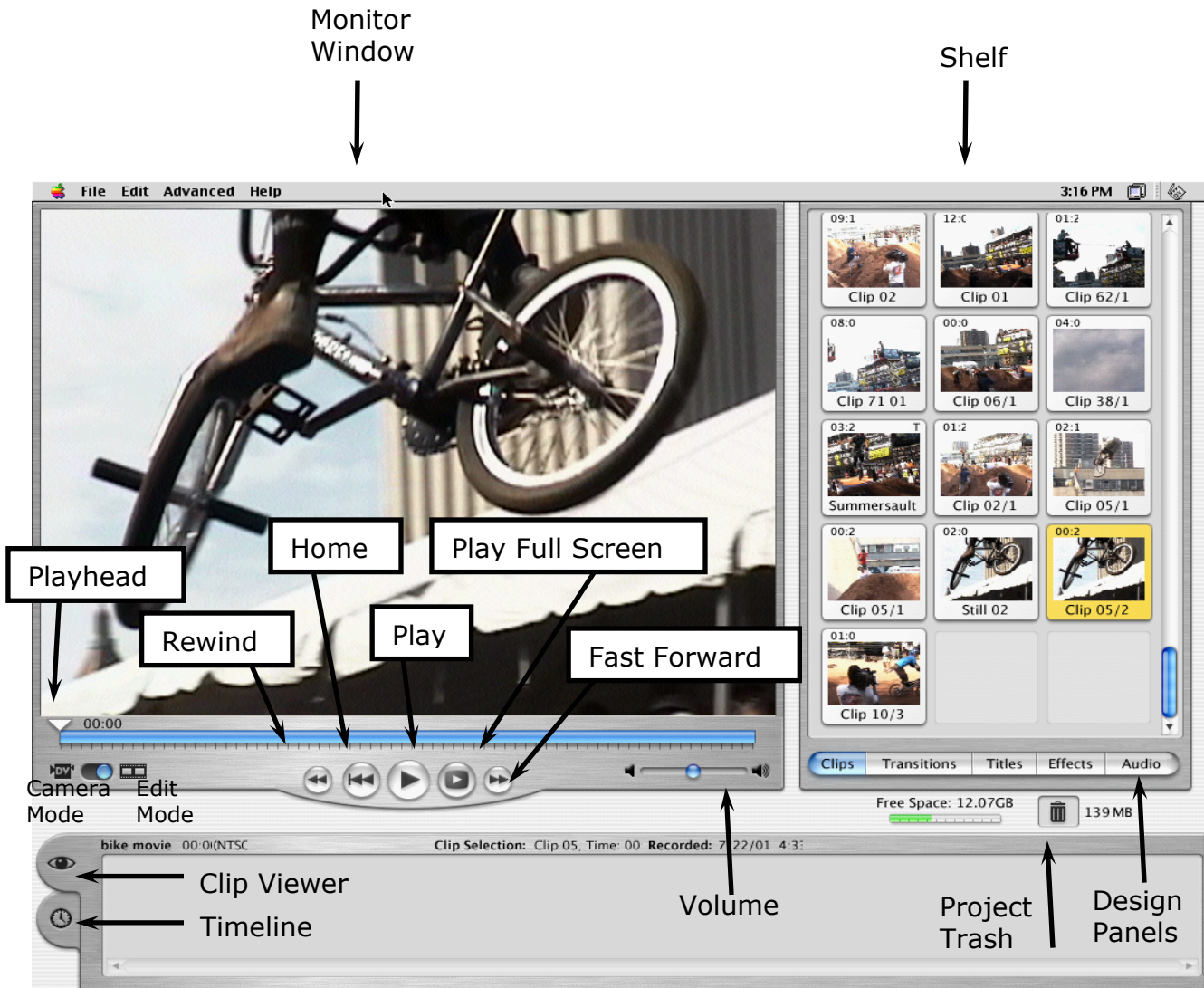


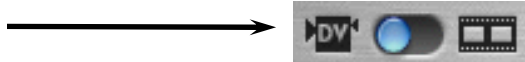
# The iMovie Screen



## Importing Video

### *(Transfer the footage from the camera to the computer)*

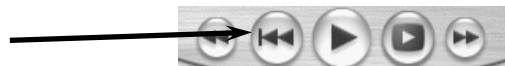
- 1] Plug-in the Battery Pack or AC Power Adaptor to the camcorder.
- 2] Connect the camcorder and the computer with a FireWire cable.
- 3] Set the camcorder to VCR or VTR mode.
- 4] Double-click on the iMovie icon.
- 5] Click on **File** and select **New Project**.
- 6] Name the project (indicate version 1 in the name; for example, "mexico movie 1").
- 7] Switch iMovie to camera mode.



In the Playback screen you should see the message "Camera Connected". You are now ready to transfer the footage.



- 8] At the Play screen, click the rewind button to rewind the tape to the start of the desired footage.



9] Click on File and select Import File to download the video. (Note: iMovie automatically detects the scene breaks and will import them as separate clips).

10] Click File and select Save Project.

11] Make a backup of the initial interview.

12] In the Finder, select the project folder.

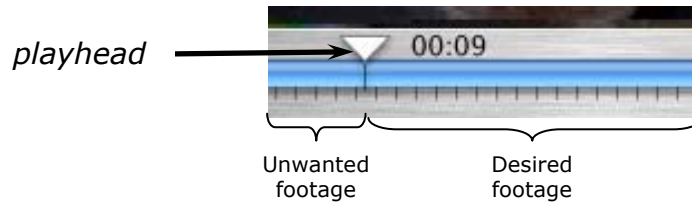


13] Click File and select Duplicate. This will create a copy of the project folder.

## Editing the Video Clips (Removing Unwanted Footage)

1] Select a clip from the Shelf. Play the clip. Use the space bar on the keyboard to start and stop the playback.

2] Position the Playhead between the end of the excess footage and the beginning of the desired footage.



3] Click **Edit** and select **Split Video Clip at Playhead**. This will create an additional clip on the shelf (appended with a number after the clip name; example, "Clip 02/1").

**Before**  
*split*



**After**  
*split*



4] Deselect the two clips. Click **Edit** and **Select None**.

5] Select the clip with the unwanted footage and click delete.

6] Repeat steps 1 to 4 until all the excess footage are deleted.

7] Write down the name and nature of the clip (ex" "Clip 02/1—at the voting table"). (Note: Be sure to empty the trash after each session - EDIT, EMPTY TRASH)

8] Sequence the clips.

9] Identify the order of the clips.

10] Drag the clips from the Shelf and drop them in the Clip Viewer to rearrange the sequence.

## Adding Narration (Voiceover)

- 1] Click **Audio** in the Design Panel.
- 2] Move the playhead to the location where you want the voice track to begin.



- 3] Test the sound level.
- 4] Click **Record Voice** to start recording.



- 5] Click **Stop** after completing the recording.

## Adding Still Images (Picture Files) to the Shelf

1] Click **Clips** in the Design Panel.



2] Click **File** and select **Import File**.

3] Locate the digitized file in your hard drive or desktop and click **Open**.

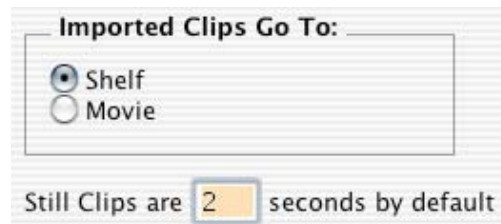
4] The digitized file is added to the Shelf.



## Adding Still Images (Picture Files) to the Movie

1. Set the preferences for assembling the Final Movie.

- 1.1 Click **Edit** and select **Preferences**.
- 1.2 In the Import tab:
  - a. Set "Imported Clips Go To":  
**Shelf**.
  - b. Set "Length of Still Clips" to **2 seconds** (this can be adjusted later).



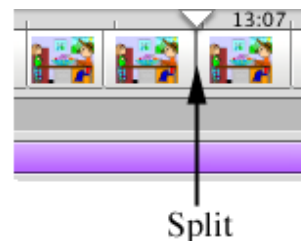
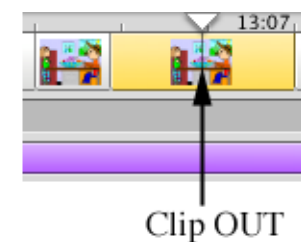
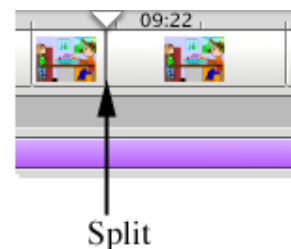
2. Click **File** and select **Import File**.

3. Click on the **Clips** button.



4. Set the points where the still picture will be inserted:

- 4.1 Drag the playhead to the point where the picture will begin (the "**Clip IN**" point) during the narration.
- 4.2 Click **Edit** and select **Split Video Clip at Playhead**.
- 4.3 Drag the playhead to the point where the picture will end (the "**Clip OUT**" point) during the narration.
- 4.4 Click **Edit** and select **Split Video Clip at Playhead**.



- 4.5 The **Clip IN** and **Clip OUT** points will now be marked by splits. The *duration* of the picture is the time between these two points. Select the clip between the two splits. The duration will appear in the *Time field* above the video timeline:

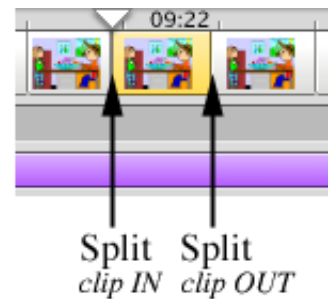


Image Selection: New.Pic.02/1 Time: 00:03:15

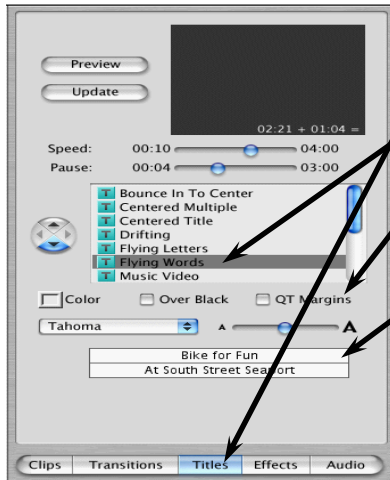
5. Select the picture in the shelf. Enter the desired duration of the clip in the time field and press <return> on the keyboard. **Tip:** if the duration value is entered as frames (ex: 45 frames, iMovie will recalculate it as seconds, etc., 00:01:15).



6. Click on the clip again to make sure it is selected. Click **Edit** and select **Copy**.
7. Move the playhead to the **"Clip In"** point of the inserted clip. **Tip:** Clicking in the middle of the clip will automatically move the playhead to the start of that clip (the "Clip IN" point).
8. Click **Advanced** and select **Paste Over at Playhead**.

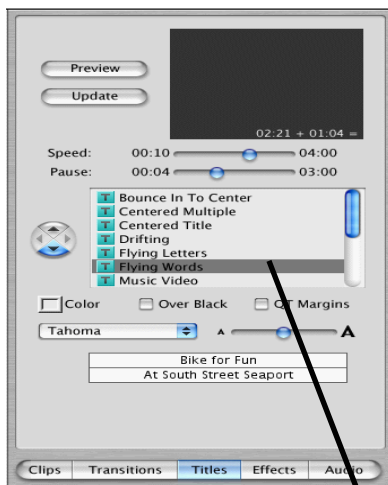


## Adding Text and Titles



- 1] Click **Titles** in the Design Panel.
- 2] Select the **Action** of the Title.
- 3] Choose a **Font Style** and adjust the size by moving the **Font Slider**.
- 4] Type the title or text in the boxes provided.
- 5] Click **Preview** to review the Title settings.

6] Click and drag the selected **Action** of the Title, then drop it on the clip that will hold the title.



## Adding Audio Files



- 1] Select the **Timeline Viewer**.
- 2] Move the playhead to the location where you want the sound effects.



- 3] Click **File** and select **Import File**.
- 4] Locate the audio file in your hard drive or desktop and click **Open**.

## Adding Music from an Audio CD

- 1] Insert the CD into the CD-ROM drive.
- 2] Click **Audio** in the Design Panel.
- 3] Move the playhead where you want the music to start.



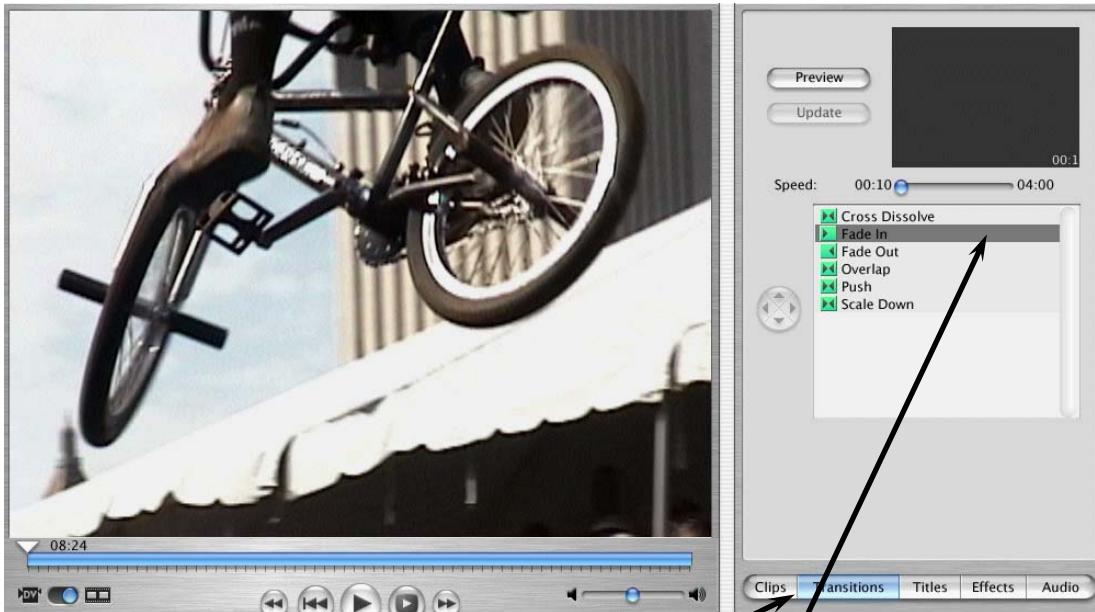
- 4] Select the track.
- 5] Click the **Record Music** button to record an excerpt.
- 6] Click the **Stop** button when the playhead reaches the end-point of the excerpt.



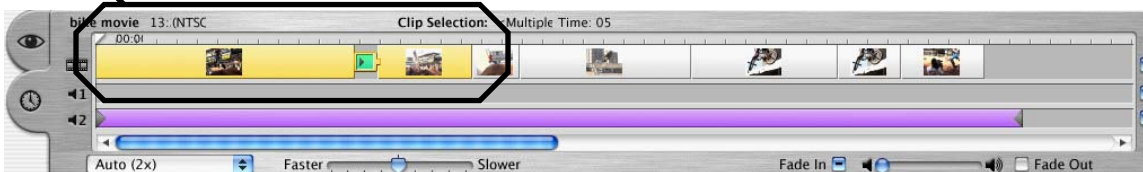
- 7] Click the purple bar of the music file.
- 8] Lower the volume of the audio level by moving the fade button towards **Fade In**.

**Note:** To insert an entire song from the CD, drag the Track No. or name of the song to the audio track in the Timeline Viewer.

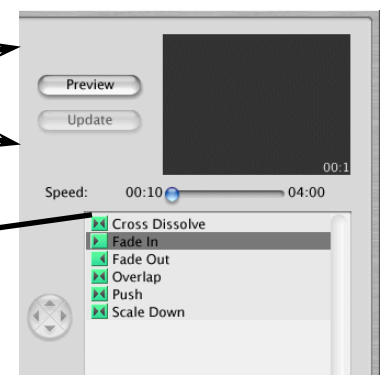
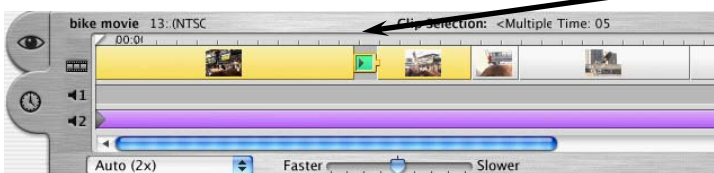
## Adding Transitions



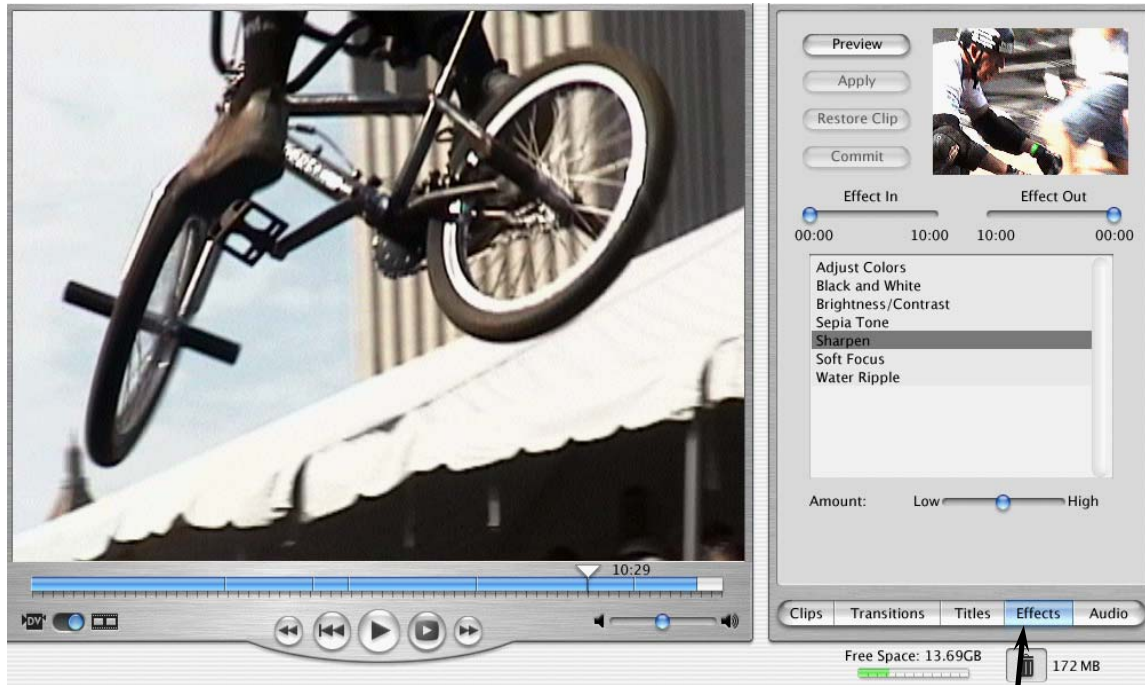
- 1] Click **Transitions** in the Design Panel.
- 2] Click at least two clips and select a transition.



- 3] Adjust the **Speed** slider.
- 4] Click **Preview** to review the transition.
- 5] Click, drag the Transition to the Timeline Viewer and drop it in between the selected clips to be joined.

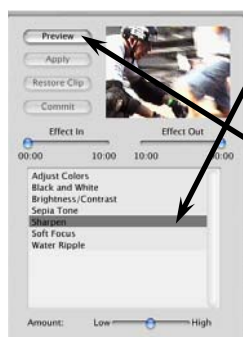


## Adding Effects



1] Click **Effects** in the Design Panel.

2] Select the clip from the Timeline Viewer where the effect is applied.



3] Select the clip effect.

4] Adjust Effect sliders.

5] Click **Preview** to review the settings.

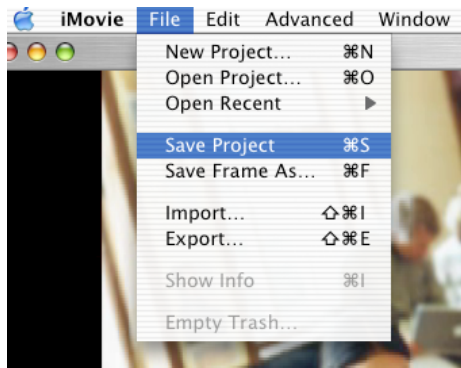
6] Click **Apply**.

## Saving the Movie

There are several ways of saving your movie: on the hard drive (computer), to a CD or to VHS (videotape).

### To the Hard Drive

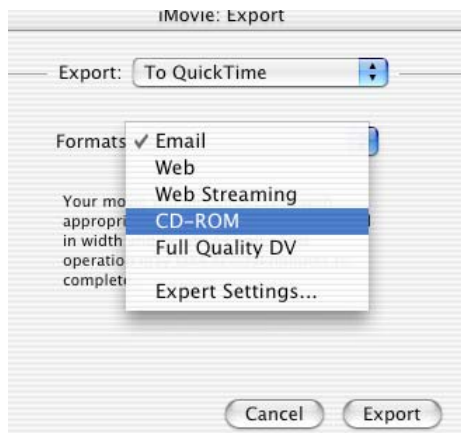
1] Select **File** and choose **Save Project**.



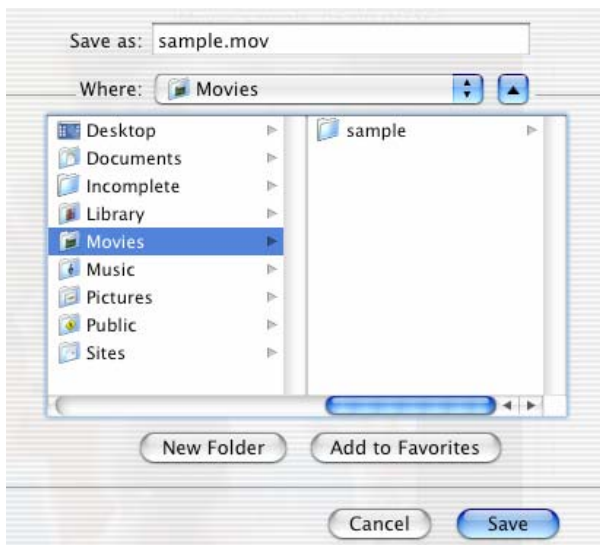
This option will save your movie on the hard drive and will keep it in iMovie format.

### To a CD-Rom

1] Select **File** and choose **Export**.



2] Click **To QuickTime** and select **CD-Rom**.



3] Click on **Export**.

4] Name your movie and click on **Save**.

## To a VHS (video tape)

1] Select **File** and click on **Export**.

2] Select **To Camera** and choose the best options for playback.

3] Make sure your digital video camera is set on **Play**. Push the **Record Button** and then click on **Export**.

4] Once your movie has been saved on the Mini DV tape, connect the camera to a VCR and rewind the Mini DV tape. Press **Play** on your camera and **Record** on the VCR.

