



Working with iMovie

1. Select a War Letter to work with and plan your project. Start by creating an outline or storyboard so you know exactly what you want to accomplish.
2. Preview the video clips available on ECB's War Letters Web site:
http://www.ecb.org/warletters/ecb_video.htm
3. Select and download the clips you would like to use. Save them to your Desktop or Movies folder for easy access.
4. Open iMovie.
5. There are two views in iMovie, Arranging view and Timeline Editing. Start with the Arranging view (click the lower left icon that looks like a film strip). 
6. Import the clips into iMovie by using the Import command under File.
7. Drag the clips down into the Timeline Viewer in the general order you want them. Don't worry about audio at this point.
8. Don't worry about making a mistake-become familiar with the Undo function under Edit.
9. To edit a clip for length, go to the Timeline Editing view. 
 - a. Click the Editing tab on the lower right-hand side of the screen.
 - b. Move your cursor (playhead) to where you would like to split the clip.
 - c. Go to the Edit menu and select Split Video Clip at Playhead.
 - d. Click on and Delete the portion of the clip you don't need.
10. Edit all video clips before adding transitions or editing the audio.
11. Save your work. Do this often.
12. To add a transition between two clips:
 - a. Select both clips by holding down the Shift key and clicking on each clip, or by dragging across both clips in the Arranging view.
 - b. Click the Editing tab to return to editing mode.
 - c. Click on Transitions in the upper right-hand side of the screen.
 - d. Choose your transition.
 - e. Adjust the speed of your transition using the slider.
 - f. Test your transition.

13. To edit audio in iMovie, first you need to extract the audio from your clips.
 - a. In the Timeline Editing mode, Select All (under Edit).
 - b. Under the Advanced menu, select Extract Audio.
 - c. Your audio will appear in a purple bar underneath your clips in either stereo or mono format, depending on the original material.

14. You can now use the Audio FX editing tools and iTunes sound clips.
 - a. Add sounds and special effects from the Media tab in the lower right-hand corner of your screen. Be sure the cursor (playhead) is at the location you wish the inserted sound clip to start.
 - b. To lower the volume of a particular section of audio, select that area and use the Graphic Equalizer.
 - i. Lower all the sliders to their lowest level.
 - ii. Test your audio to see if the level is what you want.
 - iii. Undo or continue
 - c. To delete a section of audio, click on the audio track and move your cursor (playhead) to the beginning of where you want to cut the audio.
 - d. Under Edit, select Split Audio Clip at Playhead.
 - e. Click on and delete unwanted audio.

15. To record a voiceover, you will need the following tools:
 - a. A microphone (built-in or external).
 - b. *(From iMovie's Help Files)* To record a voiceover:
 - i. Click Media, and then click the Audio tab at the top of the Media pane.
 - ii. Click the Record button and speak into your microphone.
 - iii. Speak clearly. While you are speaking, the input meter should be yellow. If it turns red, you are speaking too loudly.
 - iv. Click the button again to stop recording.
 - c. You can now edit with the Audio FX tools.

16. Test your movie by clicking the Play button before getting it ready to export.

17. Save your work. Do this often.

18. In the Share menu, choose Quicktime and select a compression format for your movie. Your movie can have a final file size no larger than 500 MB.

19. Upload your video to: <http://dropbox.yousendit.com/ecb>
 - a. The larger your file, the longer it will take to upload. Be patient.