




## Preparing Video for Taskstream Using Windows Movie Maker

**In order to upload video to Taskstream you will need to gather the following:**

- ◆ video footage on a mini-DV tape
- ◆ a PC running Windows XP (Movie Maker comes standard on this operating system)
- ◆ a mini-DV camcorder with a USB port and appropriate USB cord that came with the camcorder

**To locate Movie Maker on your computer:**

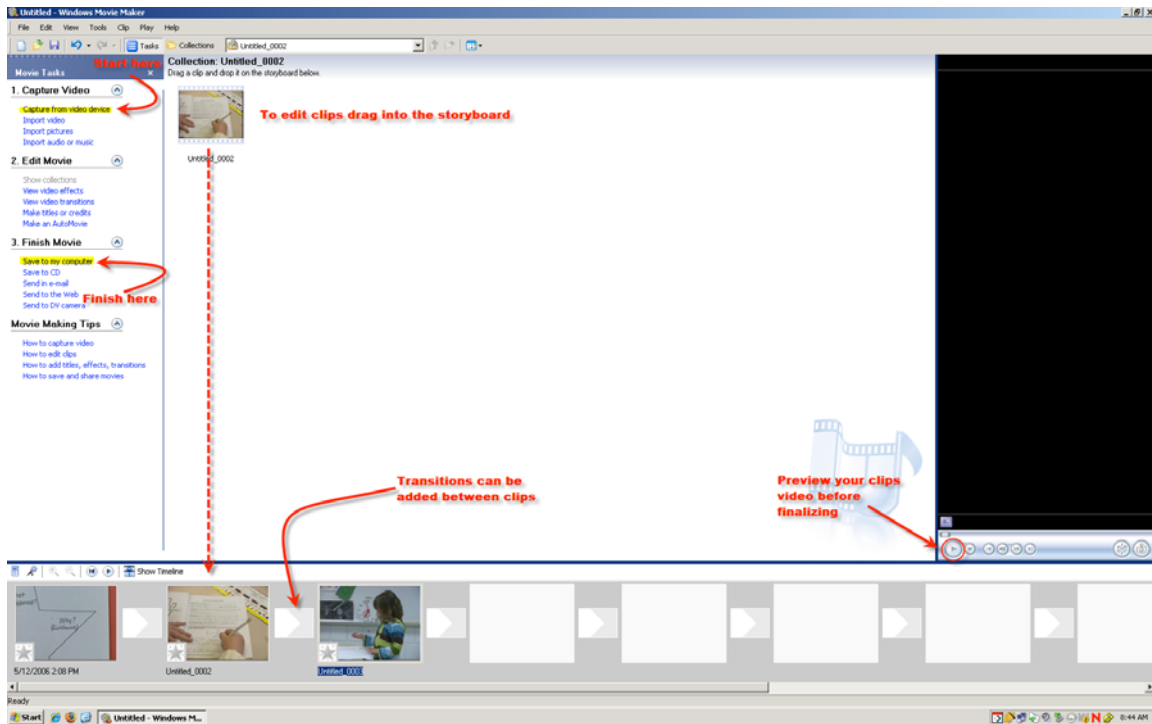
1. Go to “My Computer”
2. Open the C: drive
3. Open the program files
4. Locate and open the folder entitled: “Movie Maker”
5. Double-click the Movie Maker icon () to open the program

**Importing Media into Movie Maker (Step 1)**

1. Turn “ON” the mini-DV camcorder
2. Place the mini-DV tape into the camera
3. Connect the USB cord to the camera and then plug it into a USB port on your PC
4. With Movie Maker open, select the “Capture from video device” option in the top left of your screen.
5. Select the mini-DV camera as your capturing device and click next
6. Enter a file name and location you will remember to store your video files
7. Choose “Best quality playback on my computer”
8. Click Next
9. Select “capture parts of the tape manually” because you only need small clips
10. Click Next
11. Use the VCR controls underneath the small screen to find the start of the footage you want to work with. Once you have found your first clip, press the “play” button and then select “Start Capture.” When you are done capturing your first clip, click “Stop Capturing.” Continue this process until you have captured all the clips you want to use.

**Editing Media in Movie Maker (Step 2)**

- ◆ Now all of your media should appear in the center window
- ◆ Drag the media files into the storyboard at the bottom of the screen in the order you wish for them to appear
- ◆ To add a video transition, click “view video transitions,” select the transition you would like to use and drag it into the storyboard between two clips.
- ◆ Test your movie by using the media player on the right of your screen to ensure that it is looking good



### Finishing/Finalizing Your Movie (Step 3)

- ◆ Under the third Movie Task entitled “Finish Movie” on the left of your screen, select “Save to my computer”
- ◆ Now you will give your completed movie a name and location. Be sure you remember where you are saving this final version.
- ◆ Click next
- ◆ Select “Other Settings” and then “High Quality Video Small.” (This setting will encode the video at a rate of each minute occupying 2.25 MB. Using this method you should be able to upload about 20 minutes worth of total video clips to your Taskstream account.)
- ◆ Click finish and your video will begin the encoding process.
- ◆ Once it has finished encoding you can login to Taskstream and upload your finished video clip.