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”
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 Pane1
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, 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

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