



Multimedia Workshops

Workshop # 1: Using MS Paint to Edit Images

1) Create a multimedia folder on your desktop using the steps below:

- Right click on the desktop and select "New Folder."
- Name the folder properly (8 characters—no capital letters, no spaces).

2) Open your picture in MS Paint by doing the following: [No picture there? Use a friend's, with permission, of course!!]

- Go to <http://s595.photobucket.com/albums/tt33/handy4class/tech09/> and download your picture from the Photo Gallery into your folder by:
 - Clicking on your picture
 - Selecting **Download** from the tools
 - Then save the image into your multimedia folder on your desktop.
- Open MS Paint (**Start>All Programs>Accessories>Paint**)
- Click on **File>Open** and browse to the image in your multimedia folder. Click **OPEN**.
- Experiment with the Paint tools in order to color up your hair and add a bow-tie below your chin. Remember that **Edit>Undo** or **CTRL-Z** will undo the last action.

2) **Save your picture** by clicking on **File>Save As**, selecting your multimedia folder, giving your file a new name, and saving as a **JPG**.

Workshop #2: Optimizing Digital Images

Digital images from a digital camera may be too large to use in eBooks or on the Internet in wikis or blogs. They must be optimized.

TRY THIS!

1) **Download a picture** (located in SAKAI under Resources>Week5 Module>Image Workshop) into this folder.



2) **Optimize the picture, if needed,** using the steps below.)

- Open your multimedia folder so you can view the files contained in the folder.
- Place the cursor over the image file you downloaded and right-click. Select **Properties**.
- If the size of the file is over 250KB, you must optimize. If not, your image is ready to use.
- To optimize the image, go to <http://webresizer.com/resizer/> and follow the directions there.
- Save the optimized image into your multimedia folder—ready to use in your multimedia projects!

Workshop #3: Taking Screen Shots of Your Computer Screen

TRY THIS!

1) Take a screen shot using the steps below:

- Open Internet Explorer
- Locate a web site that you might like to share with your classmates.
- Take a screen shot by pressing the **PrntScrn** button on your keyboard (usually located in the upper right-hand corner of the keyboard.)

NOTE: The computer places a copy of what is currently displayed on your computer screen on its internal clipboard and will keep it there until it is replaced by another screen shot or you turn off the computer.

2) Paste the screen shot into a document (this can be a MS Word document, a MS PowerPoint presentation, or other multimedia.)

- Open a MS Word document
- Use **Edit>Paste** on the menubar to paste the screen shot there.
- Use your Picture tools (View>Toolbars>Picture) to crop and resize the image so that everything fits nicely on one page!
- Save the document into your multimedia folder.



Sound Workshops

Workshop # 1: Download and edit MP3 or WAV files

Remember! 30 seconds is the allowed length of sound file that can be used in teacher/student-created products.

1) Download a sound file from the Internet.

See the steps below.

- Be sure to turn up your volume on your lab computer (right-click on sound icon in taskbar tray across the lower portion of your screen!)
- Go to **SAKAI>Resources>Week5 Module>Sound Workshop.**
- Right-click on the link called "background_audio" and select **Save Target As**
- Save the file into your multimedia folder using proper naming protocols to rename the sound file (8 characters, no spaces, no capital letters).

2) Use Audacity to clip off the end of the music to 15 seconds (30 seconds are allowed

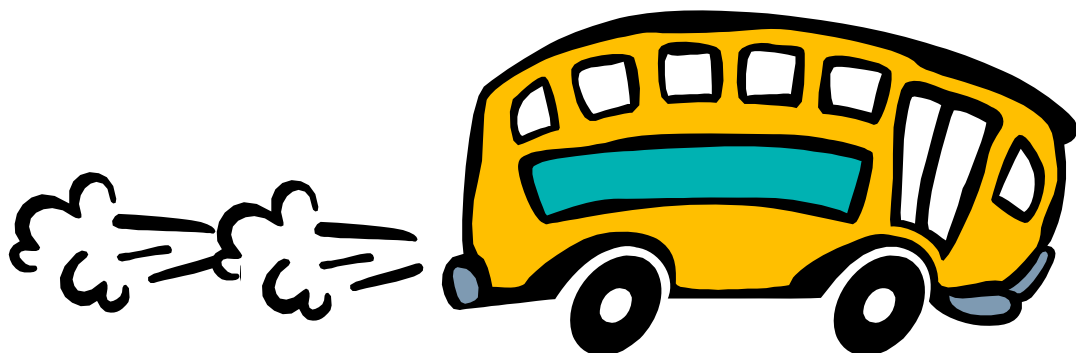
by copyright) by doing the following:

- Open Audacity and use **File>Open** to open your sound file.
- Click at the end of the music track and notice the cursor turns into a hand.
- Hold and drag the hand to exact point where you want to stop the music. (For our purposes today, drag the hand over to approximately the 16.0 mark).
- Press the delete key OR use **Edit>Delete** from the menubar



3) Save the file into your multimedia folder.

- Use **File>Export** as a WAV to save the file into your multimedia folder.



Workshop #2: Creating a Podcast by Adding Narration

Try This!

1) Write your 'narration' script:

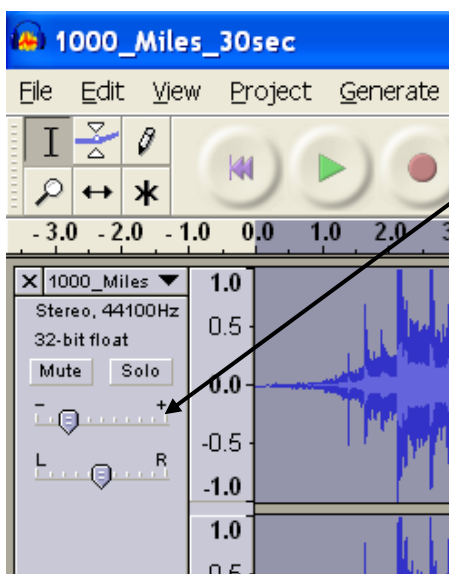
- Normally, you would write out the script to be read as you record. But for our purposes in this project, you will read the script below:

Script: Welcome to the world of 21st century learners. Multimedia is an excellent teaching tool teachers use to meet the special needs, learning styles, and interests of these digital natives.




2) Plug in your headset to the computer so that you can speak into the microphone.

3) Open your edited WAV file in Audacity (Use File>Open and browse to the multimedia file on your desktop).

3) Prepare the first track by moving the volume control lever of the first track to the left so that it is low enough you can hear yourself as you begin to talk.



4) Record the script by:

- Clicking on the double arrows  to be sure that you are completely at the beginning.
- Then, click the red "record" button to start recording.
- Click the square orange "stop" button  to stop your recording. A new track will be added.
- Click the play button  to hear the recording with background.
- Adjust the volume level of your narration as needed; Delete the track if you wish to re-do the narration by clicking on the X in the upper left corner to delete the track.



5) Export the clip as a WAV file by selecting File>Export as a WAV and save the podcast file in your multimedia folder.



Video Workshops

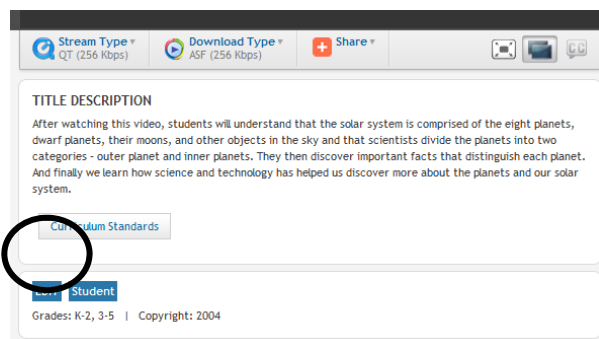
Before starting, read the **NOTE** below!

Workshop # 1 : Editing a Video Clip

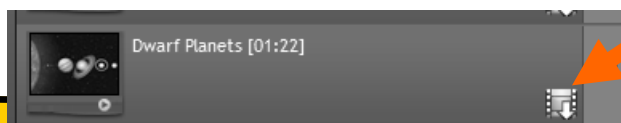
Step # 1 : Download a video to be edited

- 1) Go to <http://www.discoveryeducation.com/Canada/>
- 2) Click on the tab that says 'Passcode/New User'
- 3) Type in the following passcode to create your own account:
Hamilton Campus Users Pass Code is 4D4F 2926
St. Catharines Campus Users Pass Code is 4D14 2926
- 4) **Select and download a video** that you would like to crop to 30 seconds by doing the following:
 - Search for an editable video by looking through the subject areas OR by specific age of student

NOTE: You know it is an editable video because you will see the EDIT tab below the video information—see below—you may need to scroll down the page a bit!:



- Download the file by clicking on the segment download button and saving to your multimedia folder—try to find shorter segments for this!!



Step #2: Set up the video project

- 1) Open MovieMaker 2
(Start>Programs>MovieMaker)
- 2) Click on the "Tasks" button if you cannot see the list of tasks in the left hand column.
- 3) Import your movie by following the steps below.
 - Click on the "Import video" link under the Capture Video menu and browse to your multimedia folder.
 - Select the movie you downloaded.
- 4) Your imported artifacts will show up in the "Collections"

NOTE: You may see that MovieMaker breaks your movie into smaller clips. That's OK, too! You can do the next section with more than one clip!

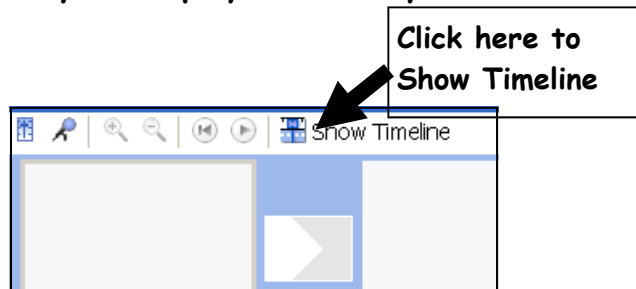
NOTE: One thing to remember about using MovieMaker is that the tool imports your files into another area of the computer and accesses them from there. You should finish all of these workshops on the SAME computer and, if possible, do them all in one sitting!

Download Button

Step #2: Build Your Video

TRY THIS!

- 1) Click on the "Show Timeline" button if your display is in Storyboard mode.



NOTE: Now your screen looks like this:




- 2) Click on your video in the Collections area and drag it down to the Video Track where you will drop it. Watch the timeline to see if you need to drag more clips to the timeline to equal over 30 seconds.

3) Clip the video by doing the following:

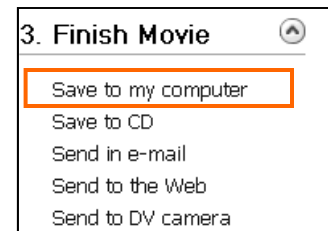
- Place your cursor over the end of the clip. A red, two-headed arrow will appear. You will also see:

Click and drag to trim clip

- Hold down the mouse and drag the cursor to the left to clip off the end of the video. You may need to use the  zoom out or zoom in tools so you can see how long your video clip actually is!
- Clip the video down to 30 seconds.

4) Save the new clip as a video by:

- Clicking on the Finish Movie tool (see below) and selecting 'Save to my computer.'



- Enter a name for your movie and select a place to save your movie. This should be your multimedia folder on your desktop. Click Next.
- Use the default settings for the Movie Setting and click Next.
- Your movie will 'render,' which is a process of building the movie and saving it to your computer as a stand-alone file. Click Finish when prompted.



Video Workshops

Workshop #2: Building a Video from Images & Small Clips

Remember! 30 seconds is the allowed length of a video file that can be used in teacher/student-created products.

Step #1: Setting up the Video Project

1) Open MovieMaker 2

(Start>Programs>MovieMaker)

2) Click on the "Tasks" button if you cannot see the list of tasks in the left hand column.

3) Import your pictures, video, and music by following these steps:

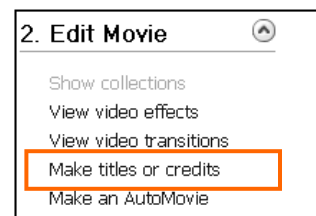
- Click on the "Import pictures" link and browse to your multimedia folder.
- Select the image you created by painting it in Image Workshop #1.
- Click on the "Import audio" link and browse to your multimedia folder.
- Select the WAV file you created by clipping it down to 15 seconds in Sound Workshop #2.
- Click on the "Import video" link and browse to your multimedia folder.
- Select the video you created in Video Workshop #1.

4) Your imported artifacts will show up in the "Collections" window.

Step #2: Build Your Video

1) Add your Title slide by doing these steps:

- Click on the "Show Storyboard" button if your display is in Timeline mode.
- Click on **Edit Movie** tool (see below) and select 'Make Titles or Credits.'



- Select 'Add Title at Beginning of Move' and type in a title, such as "My First Video" and add your name. Click **DONE** when you are finished.

2) Add your image to the video by doing these steps:

- Drag your image down and drop it onto the next box in the Storyboard Track.
- Click on the image to select it.

3) Create another title slide by doing the following:

- Again, click on **Edit Movie** tool (see below) and select 'Make Titles or Credits.'
- Select 'Add Title after Selected Clip on the Storyboard' and type in a title, such as "My Video Clip" and add your name. Click **DONE** when you are finished.

NOTE: This is called a 'silent screen' slide after the way the old silent movies would use title slides to 'move the

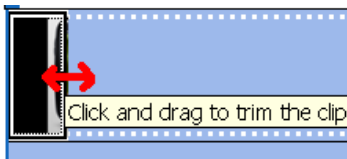
Step #2: Build Your Video (continued)

4) Add your video clip by doing the following:

- Drag your video clip down to the storyboard after the 'silent screen' slide introducing it.

5) Add your audio by doing the following:

- Click on the 'Show Timeline' button to move into Timeline view.
- Drag your audio down and drop it onto the Audio Track BELOW the image (the narration will occur while the image is displayed.)
- Stretch your image so that it is the same length as the audio by:
 - Clicking on the image in the timeline.
 - Then, place your cursor on the right edge of the image. The cursor will turn into a double red arrow.

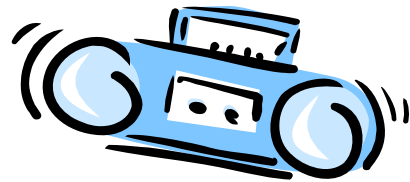


- Drag the edge of the image to the right until it is the same length as the audio track.

Step #3: Add Effects to Your Video & Audio (OPTIONAL)

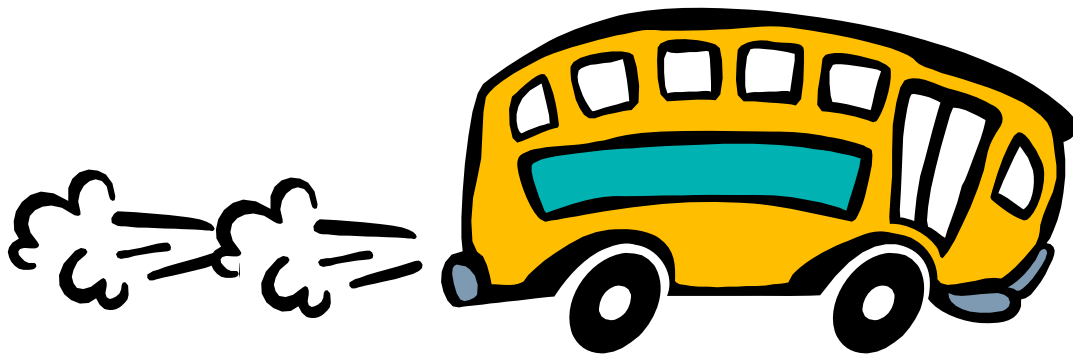
1) Make your video fade out by following the steps below.

- Click on the link in the "Tasks" window that says "View video effects"
- Place your cursor over "Fade out, To Black" and drag the effect to your image in the video timeline and drop it on it. The "effect" will render.
- Click the play button in the Display window to see how the effect works.



2) Make your music fade out by following the steps below.

- Click on the music clip in the audio timeline.
- Use Clip>Audio>FadeOut from the menubar
- Click the play button in the Display window to see how your total adjustments have worked.



When you finish today...

▶ When you finish today, you will move your whole multimedia folder into your flash drive OR your Z drive.

<http://www.handy4class.com>

A final NOTE.....

MovieMaker will save your file as a WMV file that may be viewed in MS PowerPoint and other tools. However, this file format is not useable in other applications! In order to use this file on the Internet and in other applications, you must convert it to an AVI using <http://www.zamzar.com>!

Step#4: Exporting Your Movie as a Video File

- 1) Select "Finish Movie: Save to my computer" link in the Tasks bar. The Save Movie wizard will open.
- 2) In the first screen, browse to your multimedia folder as the location for your saved finished movie. Click Next.

- 3) In the next (Movie Settings) screen, use the default that says "Best quality for playback on my computer" and click Next.

Your video file is now available in your multimedia as a standalone file that can be inserted into MS PowerPoint and other multimedia applications. This is the file you will submit to SAKAI for credit. All of the other materials are there for your review and use.



OPTIONAL IMAGE WORKSHOP

#4: Working with Images in MS Word

Remember! All images inserted or pasted into MS Word appear as "inline" graphics. You must convert them to "floating" graphics for maximum control and placement.

1) Change images to "floating" graphics (See the steps below.)

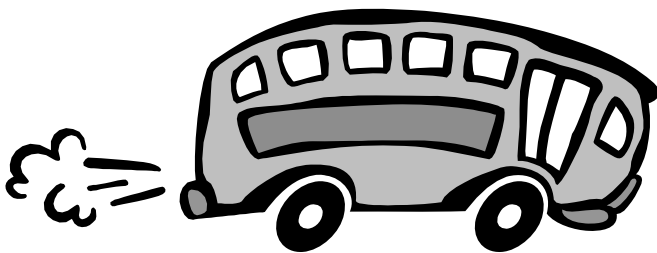
- Open a MS Word document.
- Use **Insert>Picture>Clipart** to insert a picture.
- Click on the image. You will see black squares (handles) in each corner.
- Double click to pull up the "Format Picture" box.
- Click on the Layout tab and select "Square." You'll notice the handles are now white circles. You can drag and drop the image anywhere on the page now.

2) Insert an image from file using the steps below.

- Use **Insert>Picture>From File** to insert the image you painted in Workshop #1.
- Change the image to a "floating" graphic (see Step #1 above).

3) Use the Picture Tools to crop and resize images in MS Word using the steps below:

- Click on your picture to select it (white handles appear). Hold down the CTRL key, then click and hold



the mouse on a corner handle, and while holding down the mouse, drag the corner handle toward the opposite corner—this will resize the picture proportionately smaller.

- Use **View>Toolbars>Picture** to pull up the Picture tools.
- Click on the Crop tool in the Picture toolbar to crop parts of the picture out, if needed.

4) Layer your images.

- Drag your resized/cropped picture next to the clipart image you inserted into your document.

- NOTE: You may need to use **Draw>Move to Front** or **Move to Back** to make one picture float on top of the other. You may also need to double-click the background object and select **Move Behind Text**.



4) Group the images together into one picture using the steps below:

- Click on one image. Hold down the Shift key and click on the other. (White handles should appear on both images)
- Click on the Draw button on the Draw toolbar (across the bottom of the screen) and select "Group".

NOTE: If the draw tools are not visible, use **View>Toolbars>Draw** to see them.

6) SAVE the document again into your multimedia folder!