



## Using iMovie

1. If you are transferring footage from a camera/camcorder, plug the device into the iMac with a USB cable. iMovie should launch automatically into the “Import” window. Your device will appear on the left hand side. You might need to set your device to Playback/Review mode. iMovie uses libraries to organize all of the project files and finished clips you create to keep these files together.

At the top of the screen, you are given the option to import the media into a library with today’s date selected; you can click this option to rename or choose a different library. Select the files (video, audio, image) you wish to import and click “Import” or import all clips by clicking “Import All”.

If the files you want to work with are already saved on the iMac or an external storage device, select the storage under Devices on the left hand side of the screen and either select separate files and then click “Import” or import all by clicking “Import All”. If iMovie does not launch automatically, launch iMovie from the Dock and go to File>Import Media to get to the Import window.
2. Click “Projects” to begin creating either a movie or a trailer. Choose a theme from the selection window or choose no theme and then click “Create”. Choose a name for your movie. Once your movie has been created, you can select the library of imported media you just imported on the left hand side of the screen under “Libraries”. You don’t need to use footage from one particular library; you can select your movie under “Project Media” and bring in footage from different libraries.
3. Any clips you have imported will appear in the Clip Browser window found in the upper left hand corner. Scrub your cursor over a clip to see a preview of that footage in the Preview window to the right. Click and drag on a clip to select the portion of the clip you wish to use. This will create a yellow border around your selection. To select an entire clip, double-click on the clip. Once selected, drag the clip down to the Timeline to add it to your movie. You can also click the Plus sign to add the clip to the timeline. To split a clip in two, find the part you want in the clip and right-click; select “Split Clip”.

Double click a clip to rate the clip as a Favorite or Reject the clip. Rejected clips will not be deleted, but they will be hidden from the Clip Browser. To find them again, change the view in the Clip Browser from Hide Rejected to All Clips. Also note that when a clip is added to the timeline, the portion of the clip which appears in the timeline will be denoted with an orange line in the Clip Browser. Favorite clips will have a green line at the top and rejected clips will appear with a red line.

4. Still images are added just like video. They can be imported into iMovie in a library or imported afterwards. They appear in the Clip Browser window alongside video clips. Drag and drop the image directly onto the Timeline to add it to your movie. If you wish to add an image between clips, drag and drop the image directly onto the clip in the timeline. Doing so will give you options to insert the image into the middle of the clip or replace the video clip with the image. Note that inserting a clip in this manner will stop the audio from the video clip for the duration of the image. To add an image and continue the audio (for a voiceover effect) drag the image above the clip on the timeline and release. This will insert the image but continue audio from the video clip.  
To edit clips or images you have added to your timeline, select the clip or image in the timeline (or a portion of the clip). Once selected, edit options will be activated for that clip above the Preview Window. These include Color Balance, Color Correction, Cropping, Stabilization, Volume, Noise Reduction and Equalization, Speed, Clip Filter and Clip Information. Clicking on each of these gives control over that type of edit. When an edit has been applied in a section, the corresponding edit icon will turn blue to let you know that there is an active edit. Click “Reset All” to the right of the icons to remove all edits. You can also reset each edit option individually.
5. To add audio to your movie, import music into your Library like you would video or images. The music will be available in the Clip Browser window alongside video and images. You can drag music into two sections in the Timeline. Dragging onto your clips will place the audio with that clip; moving the clip will move the music alongside with it. Dragging music into the Background Music bar at the bottom of the Timeline window will add the sound as a background track; it will be independent of the clips and can be moved around without altering the location of the clips.  
To hear sounds as you move through the Timeline, go to View>Audio Skimming. You can detach sounds from clips by double-clicking on a clip in your Timeline and selecting “Detach Audio”. If you can’t see the sound waveforms on the clips (these appear directly below each clip), click the “Settings” button directly under the Preview Window and select Audio>Show Waveforms.
6. iMovie has an option to add a live narration track as the video is playing. Under the Preview Window, click the Microphone icon. Position the playhead on the Timeline where you want the narration to begin and click the red Record button. When finished, click the button again. This will add an audio track to your project which can then be edited as you wish.
7. Titles can be added to your project by clicking “Titles” above the Clip Browser window. Scrubbing the cursor over each title will show a preview of the title in the Preview Window. As with still images, you can drag a title either on top of a clip or before or after a clip. Adding the title on top of the clip will overlay the title and title effect on to the clip. Dropping the title before or after a clip will create the title effect on a black background. Once a title is added a “Title Settings” option will appear with the other Edit options above the Preview Window. Click this icon to change font types.
8. To add transitions to your movie (between clips), click the Transition text above the Clip Browser window. Scrubbing over each transition will give you a preview of the transition. Click and drag the transition you wish to use directly to the spot in your Timeline where you want it to appear. For precise editing, double-click the transition in the Timeline to enter the Precision Editor. From here you can determine where exactly the transition occurs in the clip. Similarly, double-click clips to enter the Clip Trimmer which also gives you precise control over the clip editing. You can also add Backgrounds to your project. Titles can be added over these backgrounds, which is useful for openings or credits.



9. Make sure you save your project so your progress isn't lost. If your session has ended and you wish to come back later to continue to work on it, you will need to save all of the project files you have been working with. If you don't, you will not have the elements you need to continue your project. Go to File and click "Consolidate Media". This will consolidate your video clips, enabling you to move anything used in the project to an external storage device. To do so, close iMovie and open the Finder. In the "Movies" folder there are two folders you need to pay attention to: iMovie Library and iMovie Theatre. Copy these folders over to an external hard drive to save your project files.
10. When you return to continue your project, you will need to move all of these files back to the Movies folder on the iMac to continue in iMovie. Once you have moved the folders back, open iMovie and import your Project file. You should then be able to see all of the elements you were working with in iMovie. As an alternative, you can also select your Library from your external drive when importing files into iMovie.
11. When your movie is completely finished, you will need to export it so that it can be viewed. To do so, go to File and click "Share". There are a number of options for exporting your movie to a finished file. To save a copy to an external hard drive, click "File". Select the options you wish and click "Next". This will only save a copy of whatever is in your timeline; it will not save your project. To do so, you need to follow the steps in Step 9.