

## Chapter 10

# Quick Start VideoStudio Instructions

In this chapter we explain the *basic* steps for creating a digital story using Corel VideoStudio X2. We assume you already have some familiarity with VideoStudio or at least some experience using some other video editing software. If you don't, then we recommend that you do the full tutorial in the next chapter instead. That chapter will give you a great introduction to using VideoStudio for any purpose.

To speed things up, we've provided some video clips, still images and audio files for building a story called "All About Me". If you want to use your own video clips, images or audio clips feel free to do so.

We cover many of the features of VideoStudio, but by no means all of them. We suggest you look at the next chapter for more program options or the VideoStudio manual or help screens for more information. By the way, if you hover the mouse over most of the icons and buttons in VideoStudio, a tool tip will pop up telling you the name of that tool.

You will work with both video clips and still pictures in this tutorial. Because recorded narration and music are such an important part of digital storytelling, we offer some useful information on how to work with audio in your production. We wrap up the chapter by laying out how you can share your digital story with the world, using output options such as digital movie files, uploading to the Web and burning it onto a DVD.

As you work through the tutorial you might want to note the printing formatting that we use:

- We represent commands and buttons by putting them in a bold san-serif font (**like this**).
- The names of files are in *italics*.
- Menu commands are represented with the > symbol. For example **File>Save** would mean to click on the File menu and then to drag down to select the File command.

## Create a space for the pieces

It's important to know where you've put your stuff. By stuff we mean the files (assets) that will be part of your digital story movie project. The easiest way to keep track of it all is to keep it all in one place; that is all in one folder.

When you work on video you should not work over a network. Things run more smoothly if you save to a hard drive, either a built in drive or an external one. Video projects can easily occupy gigabytes of space, so be sure you've got enough room on your drive for your project.

Before you start capturing your video or working in VideoStudio you should create a folder for your project and place any pieces (image files, audio files, video clips, etc.) that you've already prepared within this folder.

1. Create a folder on a local hard drive (not a network drive). You can use the tutorial folder for this exercise if you wish.
2. Copy any video, still photo and audio files you will be using to that folder.
3. Save your project to that same folder.

Assuming you've got the pieces and a place to put them, let's get down to editing your digital story.

### Step 1 – The Launcher

After launching VideoStudio, you will see a window that gives you three options. The VideoStudio Editor is the usual way you begin. This gives you access to the full editing features of the program.

1. Startup Corel VideoStudio from the Start menu.
2. Click on the VideoStudio option.

### Step 2 – Understanding VideoStudio's User Interface

The Step Panel contains the buttons that guide you through the video editing process. You can click on each one to note how the user interface changes in each step. You might also notice that there are three main phases to using the program: Capture, Edit and Share and that Edit has five parts. You work with these steps pretty much in that order.

The Preview Window is where you can view the currently selected video clip, effect or title or you can watch the entire production.

The Project Timeline is a visual representation of all of the pieces that make up your production. As you play back your movie the timeline will scroll along.

The Library is the place where you select video clips or still to drag into the timeline. As you use other tabs, you will also see a library of effects or options that can be selected for that tool. You might think of the library as your toolbox that holds the pieces that can make up your movie.

### Step 3 – Library & Preferences

Before we start building our production, let's make sure we've got the project and the program set up the way we want it.

1. Select **File>Preferences**. This is where you customize how VideoStudio functions.
2. It's a good habit to get into saving your work often. So, select **File>Save**.

You will want to save your project in the same folder that contains your video clips, still images and audio files. When you import files into a VideoStudio project they stay in their original location and are just *linked* to the original file.

### Step 4 – Capturing and Adding Clips & Pictures

Your digital story will be composed of a collection of video clips and/or still picture files. You can capture the video from a digital video camera, DVD or import clips or pictures from existing files.

Files can be imported into the Library or directly to the Timeline. Usually you will want to bring them into the Library before you drag them into the Timeline.

1. Select **File>Insert Media File to Library...>Insert Video**.
2. Press down in the **Files of type** box and notice the many type of video files that VideoStudio can import. Keep the type as *All Formats*.
3. Browse to find a desired file.
4. Click the **Open** button.
5. Notice that the file is now shown in the Library.
6. **Select File>Insert Media File to Library...>Insert Image.**

7. Browse to find a desired file.
8. Click the **Open** button.

You can import more than one file at a time

1. Select **File>Insert Media File to Library...>Insert Image**.
2. Hold down the *Control* key on your keyboard and click once on several different files.
3. Click the **Open** button. All selected pictures are added to the Library.

## Viewing a Clip –

You preview clips and your project in the Preview Window.

1. Click once on a video clip in the Library.
2. In the left of the Navigation Panel click on the word **Clip**. This determines whether you want to preview the entire movie project or just the selected clip.
3. Click the first **Triangle button** to play the clip.
4. Experiment with controlling playback of the clip using the other controller buttons in that row.

When you have a long clip, you might not want to watch the whole clip play. You can control this with Jog Slider. This allows you to **scrub** through parts of a clip or sequence and locate parts of the video quickly.

1. Drag the **red triangle** above the playback buttons to the left or right to move through the video clip.

## Step 5 – Trimming Clips

You will want to trim down your clips to get them short enough to just show the essential information. There are several ways to mark in and out points in VideoStudio.

1. **Click** on a *clip* in the Library to view the clip in the *Preview Window*. Notice that there is a bunch of footage before the main action. We want to get rid of that part.
2. Under the Jog Slider are two Trim Handles. Drag the left Trim Handle to just before the girl starts playing.
3. You can drag the right Trim Handle to cut off the end of the clip, but here's another way. Move the Jog Slider to where you want the video to end. Click the Mark Out icon (near the right side of the Preview Window).
4. Click the Scissors icon to trim the clip to the in and out points.

5. By the way, in VideoStudio you can usually back out of the last move you've made by clicking the Undo button in the Toolbar. Try it now.
6. You can normally undo the last ten actions or until you save the project. Click the Redo button to undo the undo.

If an *in* point or *out* point is not marked, then the beginning and end of the clip will be automatically used as the respective *in* or *out* point.

If you change your mind about what parts of a clip should be cropped, don't worry! You are performing "non-destructive" editing, which means that you are not changing the original clip that is stored as a file on the hard drive. You may change the in and out points of a clip after it is on the Timeline, or even use a completely different portion of the clip somewhere else in your movie.

## Step 6 – Working on the Timeline

To build a movie you drag your video clips and/or images into the Timeline. This panel, which stretches across the bottom of the VideoStudio window, is where you will assemble your sequence.

VideoStudio lets you view the Timeline in three different modes: Storyboard view, Timeline view and Audio view.

1. Click the Storyboard View icon on the left side of the screen. This is a simple, if limited way to view your sequence.
2. Click the Timeline View icon. This mode allows you to see the durations of the clips represented as bars extending along a timeline.
3. Click the third view icon to go into Audio View.
4. To add a trimmed clip to the sequence simply drag it into the Timeline.

You may use the same clip more than once in the *Timeline*, either to repeat an action, or to use different parts of a single clip in different places.

### Scrubbing –

1. To use the *Monitor Timeline*, **click** and **hold** on the little polygon attached to a red vertical line that sits on the top of the bar – this is called the *Playhead*. Then continue **holding** down the mouse and **drag** the *Playhead* toward the right along the *Scrubber Bar*. You will see the video in the clip go by very quickly, as if you were fast-forwarding.

2. Now, **drag** the *Playhead* back toward the beginning of the clip (to the left). You can **scrub** both forward and backward!
3. To use the *Zoom Slider*, **click** the little handle in the center of the slider and move it left to zoom out and right to zoom in.

## Step 7 – Working with Audio

The bottom two tracks in the Timeline are audio tracks. These tracks allow you to add sounds to your movie, such as music or narration, and combine or mix these sounds with the sound from the video clips.

### Voice Track

1. Select File>Insert Media File to Timeline. Drag over to select to Insert Audio>To Voice Track.
2. Click once on your narration clip and drag it a few seconds to the right.

### Music Track

You can import a music clip from a CD or a digital file, or use one of the music tracks that comes with VideoStudio.

1. Click the Audio tab in the Steps panel near the top of the screen..
2. The first 14 clips are music clips. The rest are sound effects. Click once on one of the first 14 clips.
3. Click the Play button in the Preview window to listen to the selected clip.
4. Try some other clips. When you find one you like, drag it's icon down to the beginning of the Music track in the Timeline (in reality you can have any kind of audio file in each audio track).

### Adjusting Volumes

1. In the Preview Window click on the word Project. This will let you listen to both audio tracks at once.
2. To lower the volume of the music, click the Attribute tab at the top of the Audio panel.
3. Drag the Clip Volume Control slider up or down to adjust the volume of the entire clip. You can go from 0 to 500. Setting it at 0 would completely silence the clip. 100 would keep it at its original volume. 200 would double the volume.
4. What if you only want to adjust the volume in part of a clip? You can do this with handles. Click anywhere on the green line in the Music track. This puts down a volume adjustment handle.
5. Drag that handle down to lower the volume a bit.
6. Add some more volume handles and adjust other parts of the music.

7. Use the Preview window to monitor the sound mix.
8. You can use SmartSound Music clips that can be purchased over the Internet.

### Recording Your Voice

You can use the sound that was on the original video recording or add a “voice over” narration while you are editing your story in VideoStudio. You can also record narration separately in another program and insert it into your project as an audio file. Adding voice over narration is super easy.

VideoStudio has the ability to record directly from a microphone into a project.

1. Click on Timeline View
2. Move to after the pre-recorded narration and click in the Voice track
3. Move the *playhead* to the beginning of the *Timeline*. Narration begins recording wherever the *playhead* is placed.
4. Click the Record Voice button. Now you can set the recording volume and make sure your mike is working. Once you have selected the microphone, speak into it. You should see the audio meter at the left changing with your voice. The level should come close to the top of the meter, but not all the way. Adjust the volume slider next to the meter to adjust it if your voice is too loud or too quiet.
5. Click **Start** to begin recording. VideoStudio creates a new clip to the right of the existing audio in the **Voice Track** on the Timeline.
6. To stop recording, **click** the *Stop* button (the square button).
7. To listen back, **click** the *Play* button – you should hear your voice.
8. **Save** your project.

By the way, the *Digital Storytelling Construction Kit* has a folder full of sound effects and short musical themes that might come in handy in building stories. It’s called *Music\_Clips*.

## Step 8 – Working with Stills

It’s perfectly OK to make a digital story completely from still images. VideoStudio gives you the ability to pan and zoom a still, making it almost appear to be a video clip. Let’s begin by importing some stills and then adding some motion to them.

1. Select Insert>Media and navigate to your photo file.

2. Images become part of the VideoStudio file, so the original graphic files do not need to be kept or copied with the video story file.

Since photos and other image files do not have any time duration like video clips, they are automatically imported as 3 second clips that can be **cropped** to be shorter and **extended** to be longer in the *Timeline*.

### **To Pan and Zoom a Still Photo...**

You can make your still photos almost appear as if they were video clips by having VideoStudio apply a zoom and/or pan across a still photo. An effective technique is to start on a close up of a detail in the photo and then zoom out to display more of the photo. You can also apply a pan left, right, up or down to move across different portions of a photo. This is a good technique to move across different people in a group photo as the narration talks about them. You can also use this to do a “tilt” across a still photo that was taken in the vertical format but needs to be displayed in the horizontal television frame. VideoStudio has many preset movement effects.

You can also combine movements; for example, panning while zooming. VideoStudio allows you to set “keyframes” to pause or change the movement during the clip.

1. Click on a still image in the Timeline.
2. Click on the Image tab in the Options Panel.
3. Click in the Pan and Zoom button.
4. Click the down arrow next to the button. This shows you several pre-set pan and zoom effects. Select the first one,
5. Click on the word Clip in the Preview window and click the Play button to check out the effect.
6. Hmm. Maybe we should adjust the motion. Click on the word Customize in the Options panel.
7. Now the Pan and Zoom window comes up. Drag the slider all the way to the left to move to the start of the still clip.
8. Drag a yellow corner handle to zoom way in on a detail in the picture.
9. Drag the cross around to center in on the detail. Notice that your new zoom is displayed on the right half of the window.
10. Now drag the slider all the way to the right to get to the end of the clip.
11. Drag a yellow corner handle to zoom out on the picture.
12. Center it by dragging the cross.
13. There are many more options than we have time to play with right now, so click OK to apply the settings.

## **Using PaintShop Pro and Painter**

A great way to personalize a digital story is to create your own illustrations with a paint program. You can paint pictures using PaintShop Pro or Painter (available separately from Corel). Simply save the pictures as JPG files using the File>Save As command and bring them into the VideoStudio project the same way you would any other image file.

### **Painting on a Still Photo in VideoStudio...**

The latest version of VideoStudio allows you to paint right over your video using the Painting Creator tool. The movement of the brush can be saved as an animated movie to overlay other images. You might paint a line over a map to show the path of something in the story or you might add details on an object or you might change something just for fun.

## **Step 9 – Adding Transitions**

After you have sequenced your images and have the timings adjusted, VideoStudio allows you to adjust how one image transitions into another.

Instead of just a straight cut, VideoStudio offers many types of transitions including cross-fades (called a dissolve) and wipes (where one image appears to “push” the other image off the screen).

Let’s add a *cross dissolve* between *Clip1* and *Clip8*.

1. **Scroll** the *Sceneline* so that you can see the first three video clips.
2. **Click** the *Cross Dissolve* thumbnail in the list of *transitions* and **drag** it to the transition box between *two clips*. You will see a thumbnail of the transition appear in the box when you release it.
3. **Play** the *Timeline* through the new transition – it will look grainy because it requires rendering, but you can get a sense of timing from the low-resolution preview. Transitions have a 1-second duration by default. It looks fine, but might be nicer if the *Cross Dissolve* was a little longer.
4. **Click once** on the *Cross Dissolve* in the *Sceneline* to select it. The properties for the *Cross Dissolve* transition will display in the *Properties Panel*.
5. **Drag** the *Duration* icon to the right. This lengthens the duration of the transition, causing it to happen more slowly.

6. Here's a shortcut for adding a cross-dissolve transition. Drag a clip from the Library into the Timeline, having it overlap a little with the end of the previous clip. By default VideoStudio makes this overlap a cross dissolve.

## Step 10 – Adding special effects

Corel VideoStudio allows you to apply exciting effects to your still images or video clips. In an image editing program these effects are often called “filters”. Use these effects sparingly or they will become gimmicky.

1. Switch back to *Sceneline* mode (or you can remain in *Timeline* mode if you are more comfortable using it).
2. Click the Edit tab near the top of your screen.
3. In the Gallery box, pull down to select Video Filter and then over to All.
4. Notice the many different filters available. You can scroll down to see even more.
5. In the Gallery box, pull down to change All to Nature Painting. Now we have a more manageable number of effects to deal with.
6. Click on the Oil Paint filter. The Preview window doesn't really show you the effect too well until you apply the filter to a clip.
7. Drag the Oil Paint icon onto one of the clips in the Timeline. Now the Preview shows you the effect effectively.
8. There's even more options... Click on the words Customize Filter in the Options box.
9. Now a new window pops up where you can change the options of the effect. Go ahead and experiment with them and then click the OK button to apply the effect.
10. Click the Replace Last Filter option to prevent your next filter to be added to the first filter.
11. Take some time to try the various effects supplied in VideoStudio. Each effect will have a variety of controls to make it perform its particular task. Also, *Effects* can be changed over the length of a clip using *keyframes*, just like you did to make the still images move on the screen.

Sometimes you'll want to apply a filter not to add a special effect, but to improve the look of the clip. Let's fix the exposure and color balance of a clip.

1. Pull down the Gallery box to select Darkroom.
2. Select the third filter... Brightness and Contrast.
3. Drag the sliders to tweak the exposure. Click the OK button.

VideoStudio has some filters to make images look like old movies or other special looks. This can come in handy in digital storytelling to portray something from the past.

1. NewBlue Film Effects.
2. Click on the Film Pro filter.
3. Click on Customize Filter
4. Wow! So many choices. Feel free to play with some of these. Now you get an idea of some of the expressive tools that this software has to help you tell your story.

## Slow and Fast Motion

It's really easy to change the speed of a clip in VideoStudio. Slow motion can be used to give an emotional feel to a clip. Fast motion sometimes gives a comical feel or can be used to just speed up the action.

1. Be in Timeline View in the Timeline.
2. Drag over to find the right edge of any video clip (you can't change the speed of a still image).
3. Hold down the space bar of your keyboard while you drag the right edge of the clip. If you drag it to the right you will slow the motion and if you drag it left you will speed the motion up.
4. For more precise speed control do this. Have a video clip selected in the Timeline.
5. Click on the words Playback Speed in the Options panel.
6. In the dialog box, drag the slider to change the speed. Notice how you can see the duration of the clip. You could also just select a particular time for the clip.
7. Click the Preview button to test out your change.
8. When you're satisfied with the speed change, click the OK button. Remember you can click the Undo button in the Toolbar to back out of a change.
9. **Save** the project. It's good practice to save after applying a couple of effects.
10. **Removing Effects:** You may decide later that you do not want one or more Effects that have been applied to a clip. Removing an Effect is very straightforward – select the clip in the Timeline to display its properties in the Properties Panel. Click the effect that you want to remove, then either click the little Trash Can at the bottom of the Properties Panel or press Delete on the keyboard. The Effect is removed.

## Creating a Split Screen

You can add other clips on top of existing ones by placing them on the Overlay track. You can have several overlay tracks. This is an effective tool for having a narrator appear over some background images. You can even add transitions on the Overlay track. You can

use the green screen technique (chroma key) to overlay one scene over a totally different one.

1. Select a video or still clip from the Library and drag it to the Overlay Track
2. Grab one of the handles of the overlaid image and shrink it down to about ¼ size.
3. Use the move tool to position the overlaid in one of the corners of the frame.
4. Click the Project option in the Preview window and watch both tracks being played as a split screen.

## Step 11 – Adding Titles & Captions

It's hard to find a film or TV program that doesn't use titles in some way. The most basic reason is to announce the title of the program, but in a digital story, text can be used for emphasis or to explain things without having to use narration. Captions can be used to identify a person, date or place. You will probably want to add text credits at the beginning or end of your production.

In VideoStudio, text is placed on a special track called a Title Track. You can have two Title Tracks in a production. Text can be displayed over video clips or over a colored background. VideoStudio comes with several animated text effects that move the words around on the screen. Let's add an opening title, a caption and closing titles.

### Create an Opening Title

1. Click the Title tab near the top of the screen.
2. Scroll through the gallery of title effect options
3. Try changing the font, size and other attributes in the options panel
4. You can drag the title around to position it.
5. When you've got the title the way you want it, drag it into the Title track in the Timeline.
6. Stretch the title clip in the Timeline to extend the duration of the title.

### Adding a Caption

If you watch an interview on TV you will probably see the name of the person overlaid on the screen. This is a common graphic called a "bottom third", because that is where you usually place the caption

### Adding Closing Credits

See if you can figure out how to add some closing titles at the end of the production.

You can generate a plain colored background by pulling down the Gallery box to select Color.

Your movie is beginning to look sharp! Let's try a superimposed title over *Clip6* next.

1. Locate *Clip6* in the *Timeline*. Make sure you can see the *Video 2* track.

## Finishing Your Movie

Throughout this tutorial you have been learning and using most of the tools that are available for editing a movie in VideoStudio. But our digital story is not finished yet. You may want to refine your movie. Perhaps the images and the voice over do not always match. Perhaps you might want to trim or extend an edit. You might even want to replace some of the images with other clips. Perhaps the music interferes with the narration in places. You might want to tweak the audio mix. Perhaps you might want to add some transitions or special effects to jazz up the look of your production.

1. Take a few minutes to refine your movie if you wish.
2. Add a fade up at the beginning of your movie.
3. Add a fade out at the end.

When you are happy with the movie, save the project. We will learn what to do with a finished movie next. You can use the **Smart Package** feature to package all of your project's files into one folder to move to another computer.

## Step 12 – Sharing Your Story

When you've got your movie in finished form it is time to share your story with the world. You will want to export it to a commonly used file format or to put it on a disk. You might want to put it on a DVD or prepare it to be viewed on the Internet. Corel VideoStudio has built in DVD authoring capabilities.

1. Click the Share tab near the upper right of your screen.
2. Click on the words Create Video File. This will make a digital movie file.
3. Drag down to examine some of the many options. Wow! Too many choices. Let's make a small movie file in Flash video format for showing on the Web.
4. Drag down to select FLV>320x240. That will make the video smaller than ¼ screen.

5. In the dialog box type in a name for your movie file and specify a place to save it (perhaps the Desktop).
6. Click OK. It can take several minutes for the computer to process and compress your movie.

If you wanted to make a DVD of your digital story you would do this.

1. Click the Create Disk option in the Options panel
2. Drag down to select DVD.
3. Now a whole new window opens. You can explore the many options in DVD authoring or you might refer to the VideoStudio's User Guide or Help screens for more information.
4. Click the Next button at the bottom of the first screen to preview the many cool opening menus that VideoStudio can create for you.
5. Click the Close button; we won't make a DVD right now.

## **Presenting your story**

Stories are made to be shared. By connecting a projector to a computer or DVD player, a digital story can be presented to a class or other group. If you put your story on a DVD, anyone with a DVD player can watch it on their TV set. You can put a whole group of digital stories on one DVD. Stories distributed on the Internet can include e-mail links for viewers to reply with comments and questions.