

How to Make a Book Trailer

(using Microsoft PowerPoint and Windows Movie Maker)

If you know how to use Microsoft PowerPoint ...

First, create your trailer as a slideshow on PowerPoint. When you are done, choose **Save As** and click the down arrow from presentation to **JPEG FILE INTERCHANGE FORMAT**. Select **Every Slide**.

Now skip to Step 9.

If you are unfamiliar with Microsoft PowerPoint ...

1. Click on **Start > Programs > Microsoft Office > Microsoft PowerPoint**.
2. Click the empty box on the slide layout panel (right side of screen).
3. Click **Format > Background > Down Arrow > Fill Effects**. Choose the background you want for your slides. Select **Apply to All**.
4. To add Word Art, click on the blue A at the bottom (or left side) of screen. Choose the Word Art you'd like, type in your text, change the font, and click OK.
5. To add regular text, click on the white box with the A in it at the bottom (or left side) of the screen. Click where you want to your text to begin and start typing.
6. To change the font and/or font color, highlight the font in the text box and click on the down arrow next to the word 'Ariel' in the top toolbar. Choose the font you'd like to use. Change the color by clicking on the down arrow next to the "A" that has a colored rectangle under it. This will give you color options for your font.
7. To insert clip art, click **Insert > Picture > Clip Art**. Type in a search word and see what is available. If you see a picture you want to use, double click it and it will be added to the slide. Do not use any animated clips.
8. To 'animate' an object, think of your slides as pages in a flip book. Start with the object in one place, then on the next slide move it slightly. Do this on several slides so when they are viewed rapidly, the object will appear to be moving.

Using Images

Below are a few places you can visit for royalty free stock images; however, you may type "royalty free images" into your search engine.

- [Dreamstime](#)
- [Fotolia](#)
- [Microsoft Office](#)
- [Photobucket](#)

Once you've decided on images to use, save them to your hard drive in your pictures folder.

9. When you are done, choose **Save As** and click the down arrow from presentation to **JPEG FILE INTERCHANGE FORMAT**. Select **Every Slide**.

Now to convert your slideshow to a trailer ...

1. Click **Start > Programs > Windows Movie Maker**.
2. Click **File > Import into Collection >** then find your slideshow and highlight all.
3. Drag and drop slides into the storyboard at the bottom of the page.
4. To add slide transitions, click on **Collections** at the top and change it to **Video Transitions**. Drag the transition of your choice into the little box between the slides. Leave it empty for no transition (use no transition if you created animated slides in PowerPoint).

*(Remember to **SAVE** your trailer every few minutes)*

To create narration for your trailer

- If you have a desktop computer, connect a microphone. If you have a portable computer, you can use the built-in microphone.
 - Select the **Tools** menu, and then click **Narrate Timeline**.
 - If prompted, click **OK**.
 - On the timeline, click the clip you want to narrate.
 - Under **Narrate Timeline** click **Start Narration** and then **Stop Narration** when you're done.
 - Movie Maker will save your narration as a separate file. In the Save Windows Media File dialog box, type a name for your narration. Then click **Save**.
5. To add your narration or music, click on **File > Import into Collections >** then find your song or narration. At the bottom of the screen, click on **Show Timeline** and then drag and drop your song or narration into the slide where you want it to begin.
 6. To change the length of the slides, you need to be in the **Show Timeline** section at the bottom of the page. Each slide will begin in 5 seconds each, but you can drag the right end of the slide backward or forward to make it shorter or longer.
 7. Preview your presentation.
 8. When it is the way you want it, click **File > Save to My Computer**. Name the trailer. Then click **Next > Next**.