1. CREATE A FOLDER: open your flash drives (yes, both of them) and make a folder for the biography film using the name of the person you are making a biography for.

2 You will need to gather the following information, in as much detail as possible about your Georgia Artist:
1. Name and stage name if they have one
2. Name of parents and siblings and spouse
3. Where Born, where lived, where went to school..
4. Filmography or discography or Bibliography (what is the body of their work)
5. Include quotes of the person talking about their career
6. Include quotes of somebody talking about your person
7. Some interesting facts about their life
8. Any awards or recognitions for their work
9. Information about the town in Georgia where they lived during the time (years) they lived there.
10. A Georgia Map showing the town where they lived.
11. turn this information into a voice over. You will need to write out the information in expository form. Remember to write in a way to make this information interesting. Maybe find personal stories or something else to say WITH the facts to interest your audience. Your job is to entertain even with expository information. (Documentary Film is like Expository Essay)
    a. Open audacity on your computer.
    b. Plug in a headset, press the red button to record what you need to say.
    c. Save – go to file – export as wav and save the file in your folder.

3. FIND PICTURES THROUGH GOOGLE SEARCH of your Georgia Artist, The Town they lived in, a Georgia Map showing the town where they lived. Pictures of their family, of them accepting or holding awards they won. Your job is to turn the research into something Visual. YOU NEED a **minimum** of 30 pictures. Find the picture online that you want and right click on it. Open the video files folder. Open your folder. Click save as and save it in your folder.

4. **This is HOMEWORK:** FIND AN APPROPRIATE VIDEO CLIP of this person performing from YouTube or some other video compilation source. You will need to download a good youtube downloader from the internet. You can find one by doing a google search for free youtube downloaders.
Some suggestions:
1. for windows or mac: http://download.cnet.com/Free-YouTube-Downloader/3000-2071_4-75219434.html
2. http://features.en.softonic.com/top-5-youtube-downloaders
hint if you save this document on your flashdrive these links will show when you open this document at home as working hyperlinks. (which means it will open the website if you click the blue words)

5. **This is HOMEWORK for the other partner:** Bring music from home, or find music in the music folder in the video files folder that will work as background music to the documentary short film. If your Georgia Artist is a musician, the music should be the music of that artist. If not, make sure the music you use fits the Documentary format and doesn't distract from, but enhances the sharing of your information about this Artist.

6. OPEN Wondershare Video Editor, AND IMPORT THE DATA (PICTURES, VIDEO, SOUND) YOU HAVE JUST SAVED. To import a picture, click import picture. Import video, click import video. Import music, click import audio or music. Sometimes, it is corrupted—it won't upload and cannot be fixed. If this happens try re downloading the file.

7. Make sure the pictures match the audio, make sure the transitions are visually appealing. Remember, your job is to inform but in an entertaining way!

7. DRAG THE PICTURES, VIDEO , voice over AND MUSIC DOWN INTO THE TIMELINE AND ARRANGE IN THE ORDER YOU WANT FOR YOUR FILM.

12. To save, click **EXPORT** and follow the prompts that it will give you.

<u>How To Edit Using WonderShare Video Editor</u>

To Import A Video:
1. Open WonderShare Video Editor
2. Click On Full Feature Mode
3. Click on the 'Import' down arrow to locate your video
4. Double click on the video
5. Click on the video and drag it into the editing bar under 'Video'

To Import A Picture:
- Follow steps 1-5, except click on picture files instead of video files, and drag under, 'PIP1' or 'PIP2'

To Import Audio:
- Follow steps 1-5, except click on audio/music files instead on video files, and drag under 'Sound'

To Import Music:
- Follow steps 1-5, except click on audio/music files instead on video files, and drag under 'Music'

To Use A Transition:
1. You should have WonderShare open at this point
2. Click on the tab labeled 'Transition'
3. Click and drag the transition you want after a photo or video, and preview it by pressing the play button

To Add An Effect or Filter:
1. You should have WonderShare opened by this point
2. Click on the **tab** labeled 'Effect'
3. Click and drag the effect under the video or picture desired under **the editing bar** labeled 'Effect'.

To Add Text:
1. You should have WonderShare opened by this point
2. Click on the **tab** labeled 'Text'
3. Click and drag the desired text design under **the editing bar** labeled 'Text'
4. Right click on the text square in the bar to edit the text… You can edit the font, color, size and animation for the text, or leave it as is

To Make A Photo, Text, Effect, Video, Transition, Sound Or Music File Shorter or Longer:
1. You should have WonderShare opened by this point
2. Content should already be in the editing bar

3. To make something longer; click on the photo, text, video, transition, etc; and go to the end of the file – proceed to click and drag the arrows on the file outwards until the desired length
4. To make something shorter; click on the photo, video, transition, etc; and go to the end of the file – proceed to click and drag the arrows on the file inwards until the desired shortened length