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DIY Recording Guide

A do-it-yourself guide on how to check out, setup and operate video equipment in order to videotape your meeting, class, or event.

Permission to Film

Before you even get started it is important to consider what you are recording, whom you are recording and where you are recording. Permission and signed releases are necessary from every individual you videotape as well as from a representative of the location/property you are recording on. If these permissions/releases are not obtained then it is illegal for you to capture and display the footage. Furthermore, it is illegal to videotape copyrighted material such as performances of copyrighted music/plays without the proper licensing and/or permission. Central Rivers AEA Release forms can be obtained from the Central Rivers AEA Video Production office in Cedar Falls. Contact the Video Production Office at 319-268-7610.

Checking Out Equipment

Video equipment can be reserved through the Central Rivers AEA Media Center. You can reserve equipment on the media center section of our website or by contacting a Central Rivers AEA media specialist.

Equipment needed:



JVC Everio Camcorder



Tripod

Basics of Operating the Camera

Within the camcorder kit, you will find the camcorder, instruction materials, and a ziplock bag containing all of the camcorder components.

To power on the camcorder:

- Locate the battery in the ziplock bag and insert it into the back of the camcorder
- Power the camcorder on by pulling open the LCD screen.



To access the camcorder menu:

- Hover your finger over the circle button labeled menu at the bottom right of the LCD screen
- Move your finger along the scroll bar to scroll through the menu options
- Hover your finger over the circle button labeled OK in order to make a selection



To zoom in and out:

-There is a small gray lever located at the top of the camera that can be pushed to the left to zoom out and to the right to zoom in



To record footage:

-press the record button located at the back of the camera to the right of the battery or hover your finger over the button right below the REC indicator located on the LCD screen.



Camera Settings

There are several settings to check before you begin filming.

Set the camcorder to VIDEO MODE:

-To be in video mode, the small blue switch located behind the LCD screen must be switched to the left toward the icon indicating a video camera.



Set the camcorder to AUTO:

-At the bottom of the screen, you will see a small icon with the letter A and the letter M, this stands for Automatic and Manual. To switch between auto and manual modes, hover your finger over the button below the icon, the mode that you select will appear in large letters briefly on the screen

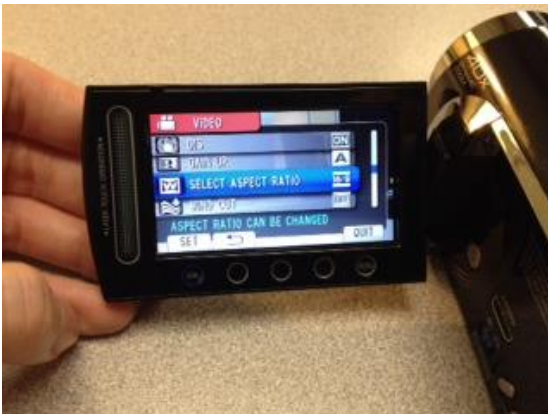


Set video quality and screen size:

-access the menu, scroll down and select VIDEO QUALITY, set video quality to ULTRA FINE

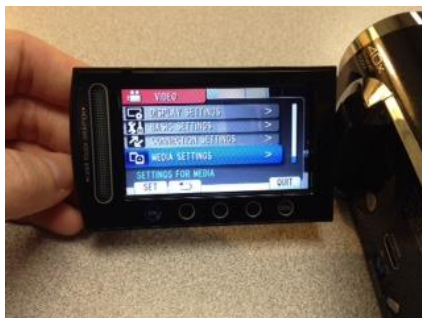


-access the menu, scroll down and select SELECT ASPECT RATIO, set ratio to 16:9



Set video to record to the camcorder's hard drive:

-access the menu, scroll down and select MEDIA SETTINGS, select RECORD MEDIA FOR VIDEO, select HDD (this will record all footage to the camcorder hard drive, the hard drive has much more space available than the SD card, so this option is better when recording long events)



Format/erase the hard drive:

-access the menu, scroll down and select MEDIA SETTINGS, select FORMAT HDD, select FILE, a message will appear asking "Do you want to format hard disk drive? All data will be erased," select YES (this will clear the hard drive ensuring you have plenty of space to record)



Setting up for Filming

Before your meeting, class, or event begins, find a good location to set up the camcorder and tripod.

Tips for setting up:

- pick a location near an outlet so you can plug in the camcorder
- make sure the camcorder/tripod is in a safe location where it won't be easily knocked over, bumped, or blocking any entrances/exits
- pick a location that has the best vantage point for capturing what you want to record
- keep in mind that the farther away the camcorder is from the subject, the quieter the audio will be

Setting up equipment:

-Setup the tripod to whatever height is necessary for your filming and attach the camcorder by screwing on the tripod plate to the bottom of the camcorder. If the tripod has no plate, simply screw the camera onto the top of the tripod.



-Locate the black power cord in the plastic bag within the Camcorder kit. Plug the power cord into the camcorder, the input is located directly above the battery. Plug the other end into an outlet. Now you're ready to start recording!



Dealing with the Footage

The ziplock bag in the camcorder kit contains a light gray USB cable that will allow you to transfer your footage to a computer where you can edit and complete your project.



If you do not have a computer or editing software available to deal with the footage, you can contact the Central Rivers AEA Video Production office for assistance.

Contact the Video Production Office at 319-268-7610