

Beginner class

1. Know Your Basic Video Camera Controls

- a. **Manual Operation** including shutter, iris and exposure value (EV) Best used in situations where the camera is being operated in a consistently lighted scene.
- b. **Automatic Operation** Best in situations where the camera is moving from one lighting condition to another.
- c. **White balance**

Lens operation

- a. **Focus**
- b. **Zoom**

Camera, Lens and Tripod Movement

- a. **Zoom** (through manipulation of camera's optics the focal length can be lengthened and shortened bringing the subject closer or farther to the camera)
- b. **Tilt** (the camera is at a fixed height but moves up and down)
- c. **Pan** (camera is at a fixed point and moves from side to side)
- d. **Dolly** (entire camera moves side to side)
- e. **Beginner Mistakes**

2. Basic Audio Controls

- a. **Microphone Connections**
- b. **Stereo or Multi-track vs. Monaural or Single Track**
- c. **Wear Headphones: Monitoring Sound and the critical importance of a headset or headphones.**
- e. **The camera microphone**

The importance of capturing quality sound

- a. **Microphone placement should be as close to the subject as possible.**
- b. **Controlling ambient sound might be impossible, but you should assess the ambient noise level by using quality headphones, and selecting a microphone that will mitigate the problem.**
- c. **Omni vs. Directional Microphones** Sensitivity is the key factor here. Every ENG kit ideally should contain
 - an omni-directional microphone with 180 degree cone,
 - a directional microphone with a 90 degree cone and engineered to be less sensitive to handling noise and a shotgun or short shotgun that has a 45 degree cone but is sensitive at great distances. It does the best job of screening out ambient noise.

Basic Interior Location Setup using two lights and a reflector

- a. Main Light (primary illumination source)
- b. Fill Light (half power light or reflected light to slightly illuminate shadow areas but not eliminate them)
- c. High Light (used to cut the subject away from the background)

Basic Exterior Location Setup using Sunlight and a reflector

3. Basic Elements of the Camera Setup and Composition

- a. Camera and subject position
- b. Camera Angle, Distance, Establishing Shot {"Master Shot"}, Perspective,

Composition in the frame: RULE OF THIRDS position your subject slightly to the right of the frame never in the center.

- a. Shooting For the Edit or Editing In the Camera
- b. Simulates Depth
- c. Directs the Eye

Head Placement in the frame

- a. The subject's head must be slightly below the top of the frame, and never in the middle of the frame. A common mistake among first-time shooters is to place the head in the middle of the frame. **DO NOT PUT THE HEAD IN THE MIDDLE OF THE FRAME... EVER!** Such poor composition reveals too much wasted space above the subject's head making the person appear too short.
- b. Remember: Draw a horizontal line dividing the frame equally from top to bottom. Make sure the eyes, nose and chin are above that line in the upper half of the frame.

4. Basic Manipulations and Assembling of the Basic Elements

- a. Cutting {a.k.a. Editing}
- b. Invisible Cutting
- c. Shot/Reverse Shot Technique
- d. Montage
- e. Synchronization
- f. Using transitions
- g. Output on DVD and internet like youtube or your website