



## How to Record Videos in the Green Screen Room.

1. First, plug in the audio recorder to the camera located on the left side of the camera. The audio usually is the corded lapel microphone we use. If the person has a beard, make sure the lapel microphone is not rubbing against the beard. If only recording one person, set the other half of the microphone on a table/not on the figure.



2. Turn on the camera (pink circle) by moving the switch to on. Set the camera to video recording mode for best results (red circle) by turning the dial. Then when aiming the camera at the subject, push the red record button to record video (blue). To stop recording, push the record again.



3. If you need to attach the camera on the tripod, or the projector, all you do is screw the camera on the steel screw on either tripod or projector.



4. Turn on all the lights in the room, including any umbrella lights you may see with the on and off switch. Leave the lights on for 5 minutes so they have time to reach their full brightness.



5. This is what your average video recording looks like.



6. In the editing phase, I crop the figure in a box, and then remove anything with the colour green to replace it with a background. Make sure the subject is not wearing any green as it will be removed.



# Basic Lighting Concepts for Videos

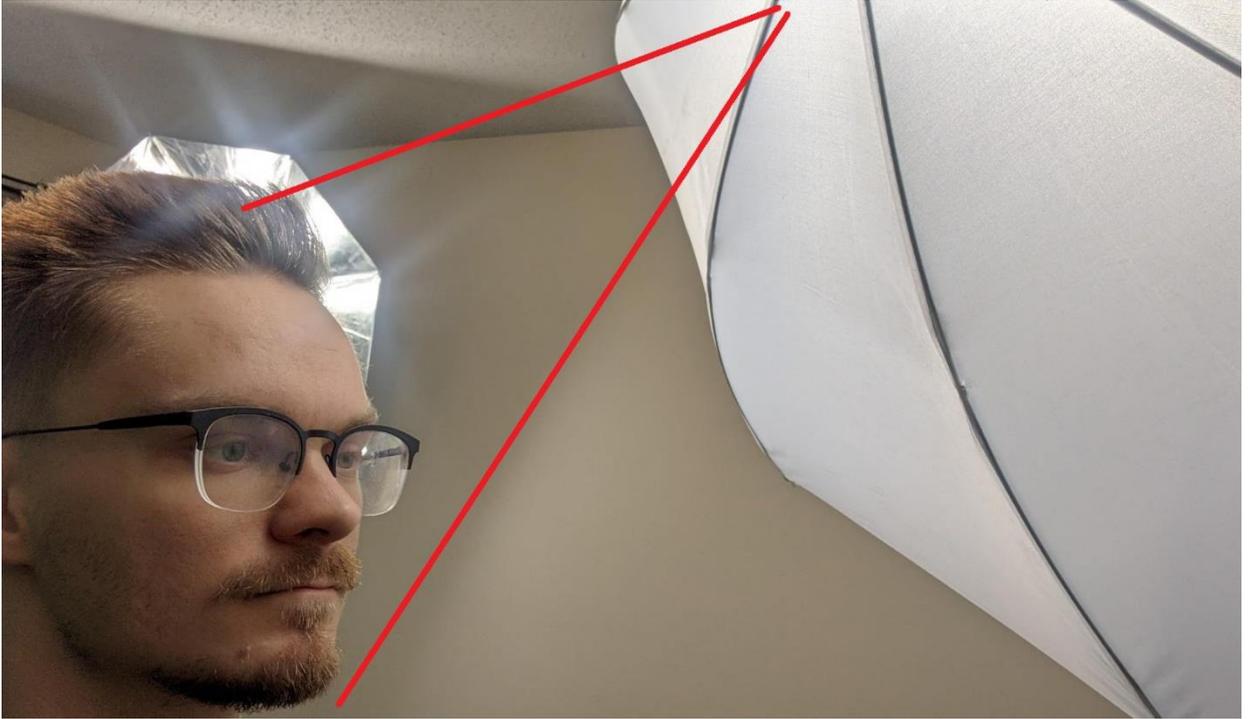
1. If light bulbs are aimed or below the figure, the figure will appear very dark.



2. If the lights are aimed directly at the figure straight on, the figure will be very bright, and there will be a large shiny reflection on their glasses. If you see glasses have reflections in them, the lights are not high enough.



3. If a light is above the subject, and aimed down, the figure will be fully lighted.



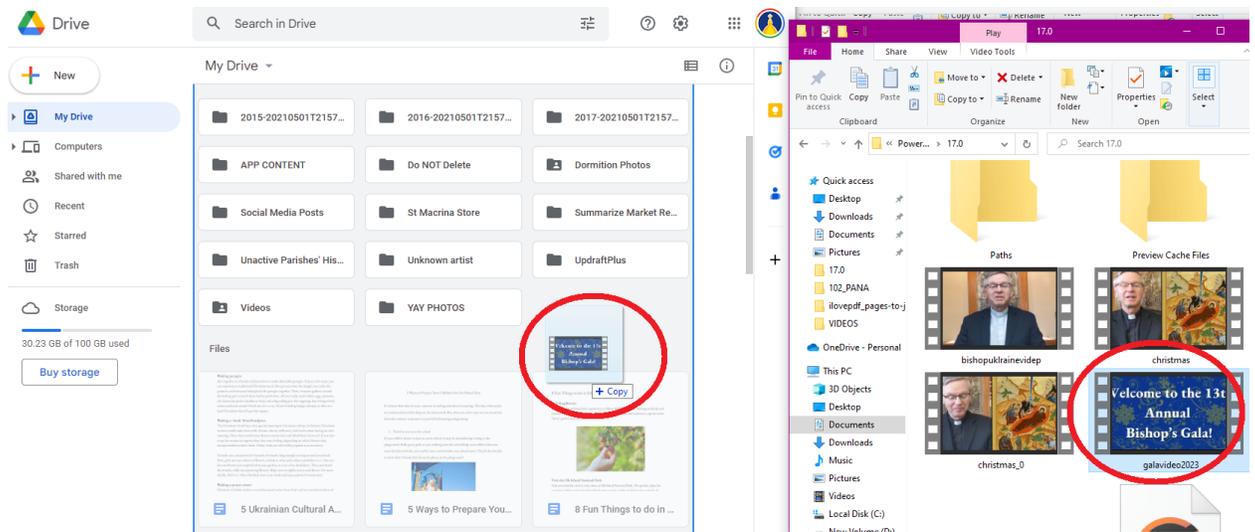
4. White umbrellas create a soft and evenly lit subject. The white umbrellas should always be facing the subject as they will evenly disperse the light.
5. The shiny foil umbrellas are used to reflect light, and the foil side should face the subject. The foil umbrellas reflect a hard light and will light up the subject significantly more than a white umbrella will.

# Sending Videos For Edits

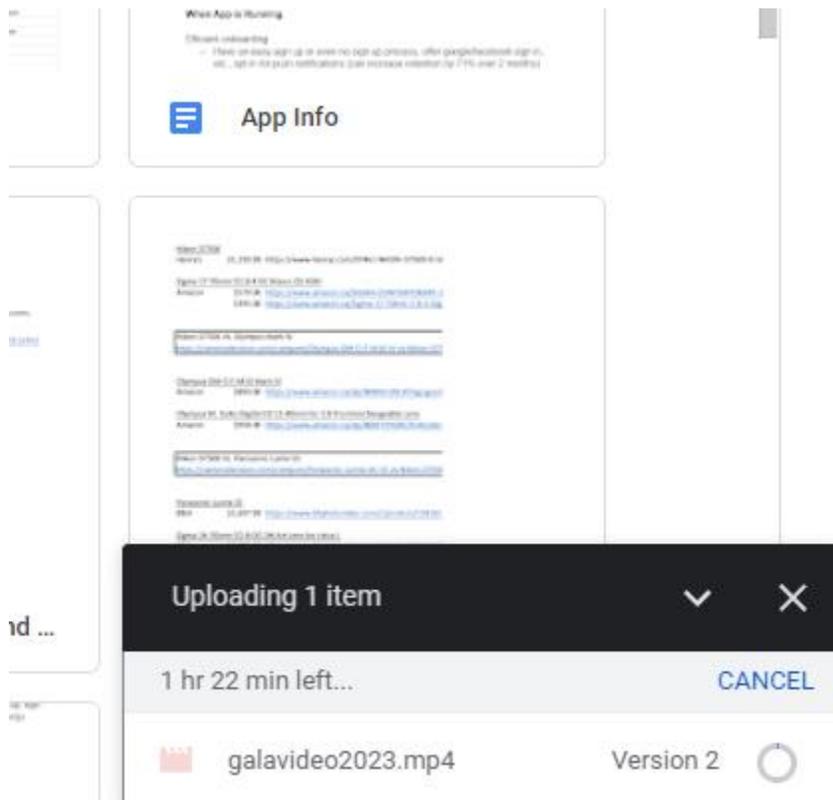
1. Remove the SD card from the very bottom of the camera where the battery is located.



2. Plug the SD card into a computer, if no computer has an SD card reader, you can get a SD to USB reader for around \$40 at the Source.
3. Go to the files on your computer, "This PC", and you will find a device that is listed as an SD Card. Double click on that, and likely click on the DCIM folder, and either the first folder or the second folder that appears next. This will vary depending on what SD card and camera you are using.
4. Copy and paste the video from the SD card onto your desktop/anywhere on your computer.
5. Login to Google drive with the following information:  
<https://accounts.google.com/v3/signin/identifier?dsh=S1392856583%3A1674534193517266&continue=https%3A%2F%2Fdrive.google.com%2Fdrive%2Fu%2F0%2Fmy-drive&followup=https%3A%2F%2Fdrive.google.com%2Fdrive%2Fu%2F0%2Fmy-drive&osid=1&passive=1209600&service=wise&flowName=GlifWebSignIn&flowEntry=ServiceLogin&ifkv=AWnogHfXMnRjzYDNHEIrFcrVAzJRC4BFEQbLtjYyjYAKChNWqdtKVwaiHwsAwn9uIn3iLYCf9kTwpA>  
**Username:** eeparchy  
**Password:** Josaphat9685
6. You will be led to a Google Drive screen. Simply click and drag the video from the computer anywhere on the Google Drive screen where it will light up blue.



7. You know you did it right when the bottom right of the screen demonstrates the video is uploading and the time it takes to upload.



8. That's it! I can now access any video/photo/audio/document you drag into the Google Drive.