

# Making video recordings

Remarks, tips and hints for recording video

## Requirements:

- Camera (DV Camcorder)
- Manuals for the devices.
- Sufficient empty media.
- Enough spare batteries or a separate power supply for the recorder.
- Extra external Microphone(s) tripods, windshields, extension cables, wide-angle lenses, cleaning tape for the camcorder, etc.)
- Small headphones for sound checks.
- For digitization: An IEEE ('fire wire') port at the PC / Laptop
- An appropriate digitalization program: 'Adobe Premiere' or 'Adobe Elements'.

## 1. General

- Familiarise yourself with your recording and digitizing equipment. It is very important that train yourself for making high quality recordings.
- Please refer to the manual(s) if something is unclear and also to ensure you are operating the devices correctly.
- Keep your equipment in a dry place when not in use. Humidity can make recording impossible.
- Make sure that you have a fully charged stable power supply, or fresh batteries.
- Make a short test recording. Write the tape label ID and other relevant information on a sheet of white paper and record it, also read the label ID aloud for audio recognition. This is helpful for later identification. Label the media directly after every recording.
- Rewind and check this recording immediately. (In case of trouble; is the external mic. switched on? Check all cables, wiring, settings, protections, etc.)

## 2. Recording video

- If you must record outdoors try to find a quiet and shielded place out of the wind.
- If necessary use windshields for the microphone(s).
- Avoid recording when the background is too bright. Filming towards the sun will bring a camcorder to its limit. Try to find another place and film 'with' the sunlight.
- Do not expose the equipment to the sunlight for too long, as devices may heat up so that the given specifications are no longer valid. Try to find a shaded place.
- • Place the microphone as close as possible, but not too close to the point of interest.
- Be aware about the characteristics of the microphone. Make sure that the microphone is adjusted correctly.
- Do not use long extension cables. Keep the external microphone cable as short as possible.
- Attach the camera to a tripod. If this is not possible use the 'Steady Shot' function to get a stable picture. (refer to device manual)
- Use SP mode (standard play). The audio recording will be set to 48 Khz, 16Bit. (This guaranties linear PCM recording)
- Never use LP (long play mode). This will result in a nonlinear audio recording (32 kHz, 12 Bit)
- Before you begin filming make a white balance calibration, every time you switch between indoor and outdoor filming. (refer to device manual)
- Do not record relevant data in the first 30 seconds and last 30 secods of a tape. This will lead to problems during the digitization process.

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- Make sure that there is a constant video signal recorded on the tape. Do not produce any gaps between the different scenes. A new scene should start directly at the end of the previous one. This can be achieved with the help of the END SEARCH button or other functions available on most camcorders (refer to device manual).
- Do not take pictures and store them onto the tape, use the extra Memory card instead.
- Do not leave the camcorder in standby mode for a longer time than necessary. Some devices will switch off after a certain time automatically. (refer to device manual)
- Be aware of problems that may occur when using the AUTO FOCUS function. Moving objects in the scene can trigger the focus circuit and may cause problems in sharpness, so sometimes it's better to use MANUAL FOCUS.
- Indoor filming may only be possible with an extra wide angle lens to cover the whole scene.
- After every recording check the tape immediately. In case of problems run the cleaning tape.
- You can copy the audio track(s) of the camcorder by using the line out connector and store the audio on other audio media for transcribing. With some camcorders this is only possible with help of special cable.
- Store the recorded tapes in a dry, cool place and set the record save tab to prevent further recordings.

For digitization of video/audio material see the different available A4 guides.