

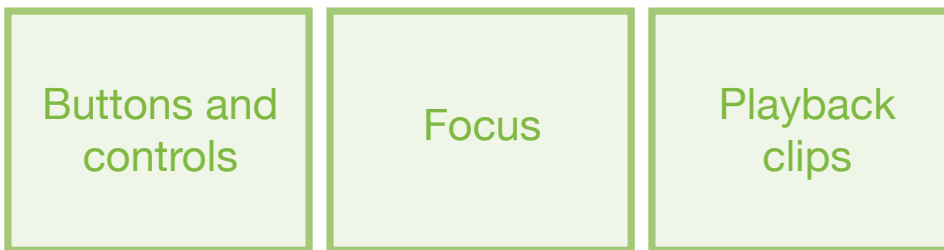
# VIDEO PRODUCTION

Use this help guide to refresh what you have learned in one of our workshops.

HELP  
GUIDE

*Click -or- tap the squares to navigate*

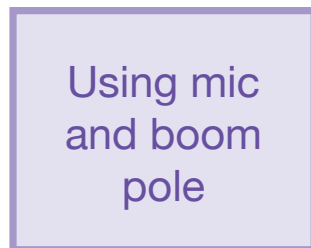
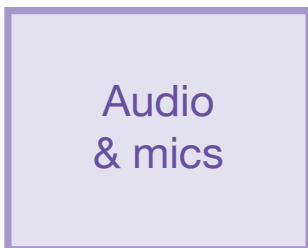
*Using camera*



*Setup for filming*



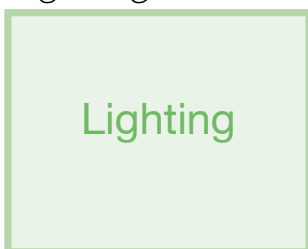
*Audio and microphones*



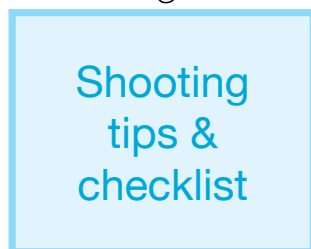
*Framing*



*Lighting*



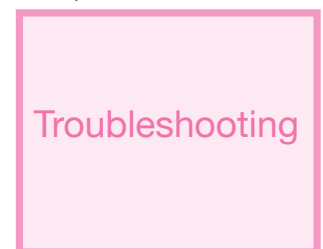
*Shooting*



*Interviews*



*Help*



# Using the Canon 80D



# How to focus while filming

On the lens, make sure to change the focus switch to select the focus mode you are wanting to use.

**AF** - Auto focus

**MF** - Manual focus



## Manual focus

Turn this lens ring clockwise or anti-clockwise.



## Auto focus

Tap the screen to auto focus.



# How to review a photo/video

**1** - Review 'play' button

**2** - images/videos will appear on the LCD screen



**3** - Use wheel/pad to cycle through files. The 'Set' button selects images/videos to view

**4** - To zoom in on an image, press - or +

**5** - Press the rubbish bin button to delete an image or video. Press 'SET' to confirm.



**To exit review mode**  
Press the 'play' button again.

[Return to contents page](#)

# 'BESAFE'

Background

Eye line

Support

Audio

Framing

Exposure (light)

'BESAFE' is an acronym that can help you remember all of the important elements to check to ensure a great video shoot. When setting up, it's helpful to run through this checklist before recording.



# Background

Backgrounds can help keep your viewer engaged. Aim to keep your backgrounds interesting, unique and if possible, related to your subject matter.



✗ BORING



✓ INTERESTING



✗ BORING



✓ INTERESTING

Nature documentary



✓ + MATCHES SUBJECT  
+ INTERESTING

Music production documentary



✓ + MATCHES SUBJECT  
+ INTERESTING

# Background

Distractions can be something you only notice once you're in the editing stage of your project. So when filming, check to make sure the camera isn't picking up something in the background.



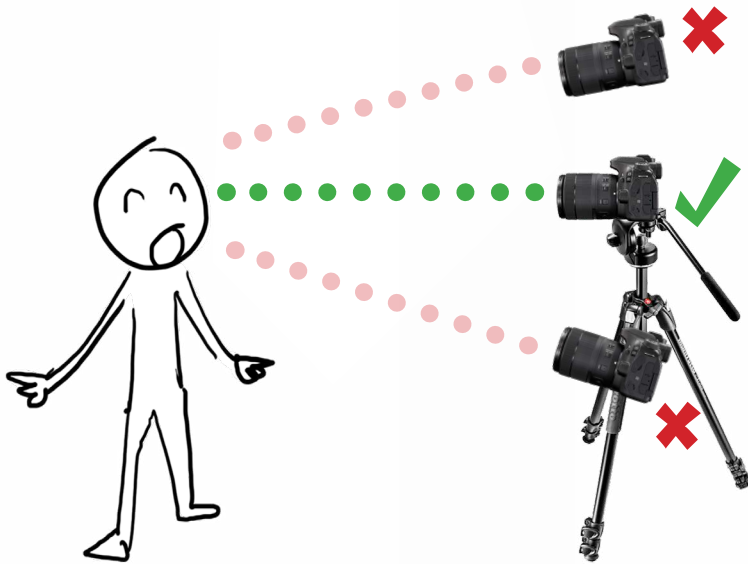
✘ DISTRACTING HUMAN



✘ PLANT HEAD/HAIR?



# Eye line



When filming an interview in both documentary and piece to camera style, eye line is important to make the interview feel natural to the viewer. Aim to have the camera at the eye level of the interviewee.

This means making the tripod/camera very low if they are sitting, or much higher if they are tall.



Too high ❌



Eye level ✅



Too low ❌

Background

Eye line

▶ Support

Audio

Framing

Exposure (light)

# Support

## Tripod free support



If a tripod isn't available, hold your camera with two hands, bring your elbows in and rest them on your body like a 'tripod'



Safe object ✓



Questionable object ✗

You can also try leaning on a steady object to give your camera extra stability.



Background

Eye line

▶ Support

Audio

Framing

Exposure (light)

# Support

## Tripod

A Tripod is a very reliable way to get a steady shot when filming. The tripod is heavy, is supported by three extendable legs, and has rotation and tilting motions.

When extending the legs for level ground, make sure they are all even lengths otherwise the tripod might fall over damaging itself or the camera.



### Using the tripod on uneven ground.



If you are shooting on uneven ground, adjust the legs to ensure the tripod centre is level.

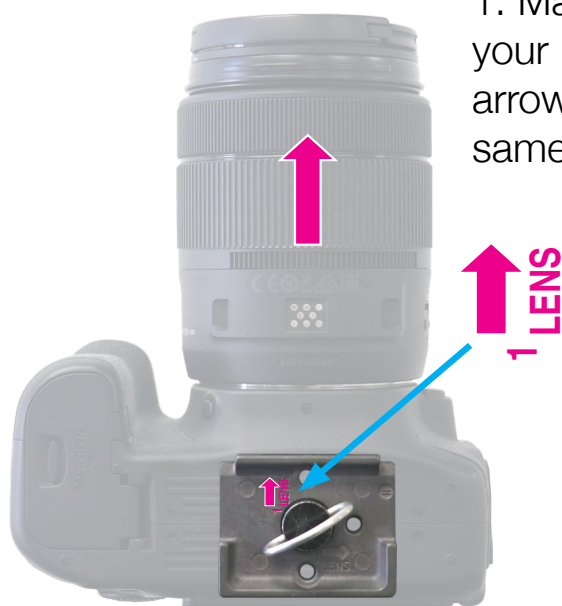
## Tripod plate

The plate is what connects the camera to the top of the tripod. This is the only way to securely attach the camera to the tripod,

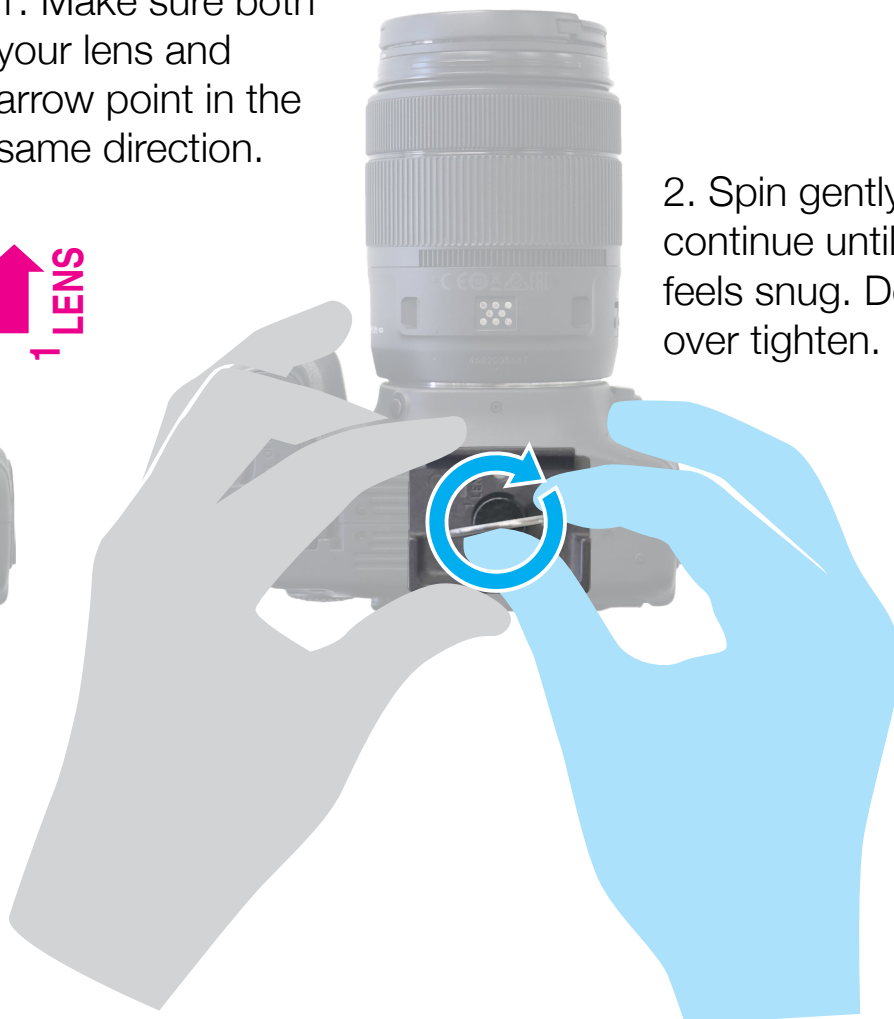
so take some extra time when attaching it to make sure it's done right! Then you can shoot without worry.

### How to attach the plate

1. Make sure both your lens and arrow point in the same direction.

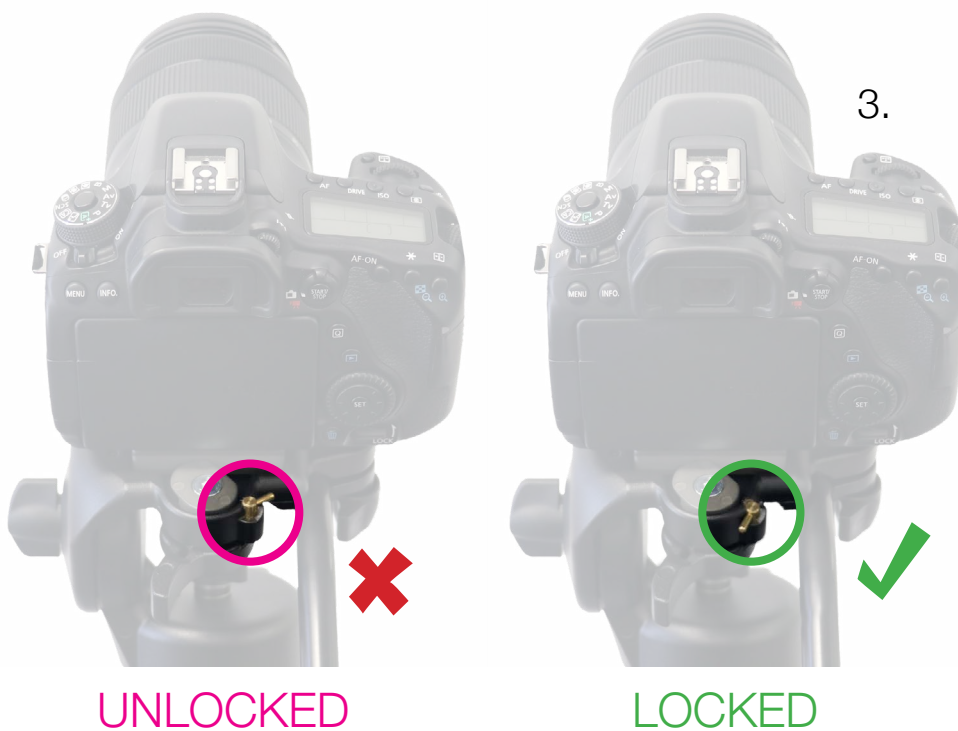


2. Spin gently, and continue until it feels snug. Don't over tighten.



## Tripod plate (cont'd)

Push the front of the tripod plate into the space, then press the camera down to be level. If done correctly, you will hear the 'click' of the securing wheel.



To finally secure the plate, spin the gold switch downwards so it is pointing away from the camera. If this is not done, the tripod plate can be bumped and unlocked accidentally.



Background

Eye line

▶ Support

Audio

Framing

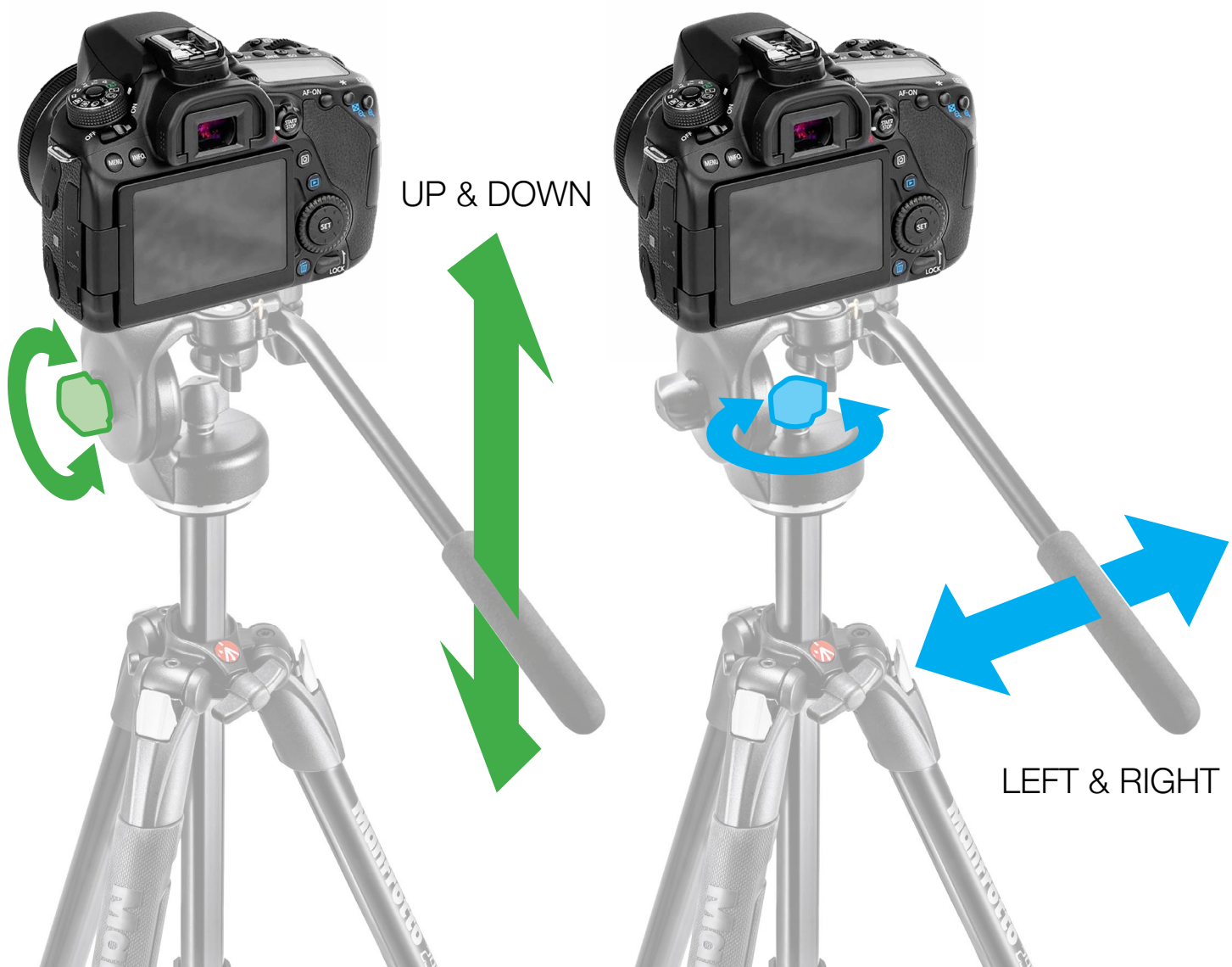
Exposure (light)

# Support

## Tripod movement

To tilt and rotate the tripod, first slightly loosen the respective dial, position your tripod, then gently tighten the dial to lock the tripod in position.

You can also keep a dial slightly loose, which will give you a gentle movement to your tilting or panning while recording. Find a balance of dial tightness to make the movement as smooth as possible.



[Return to contents page](#)

## Audio

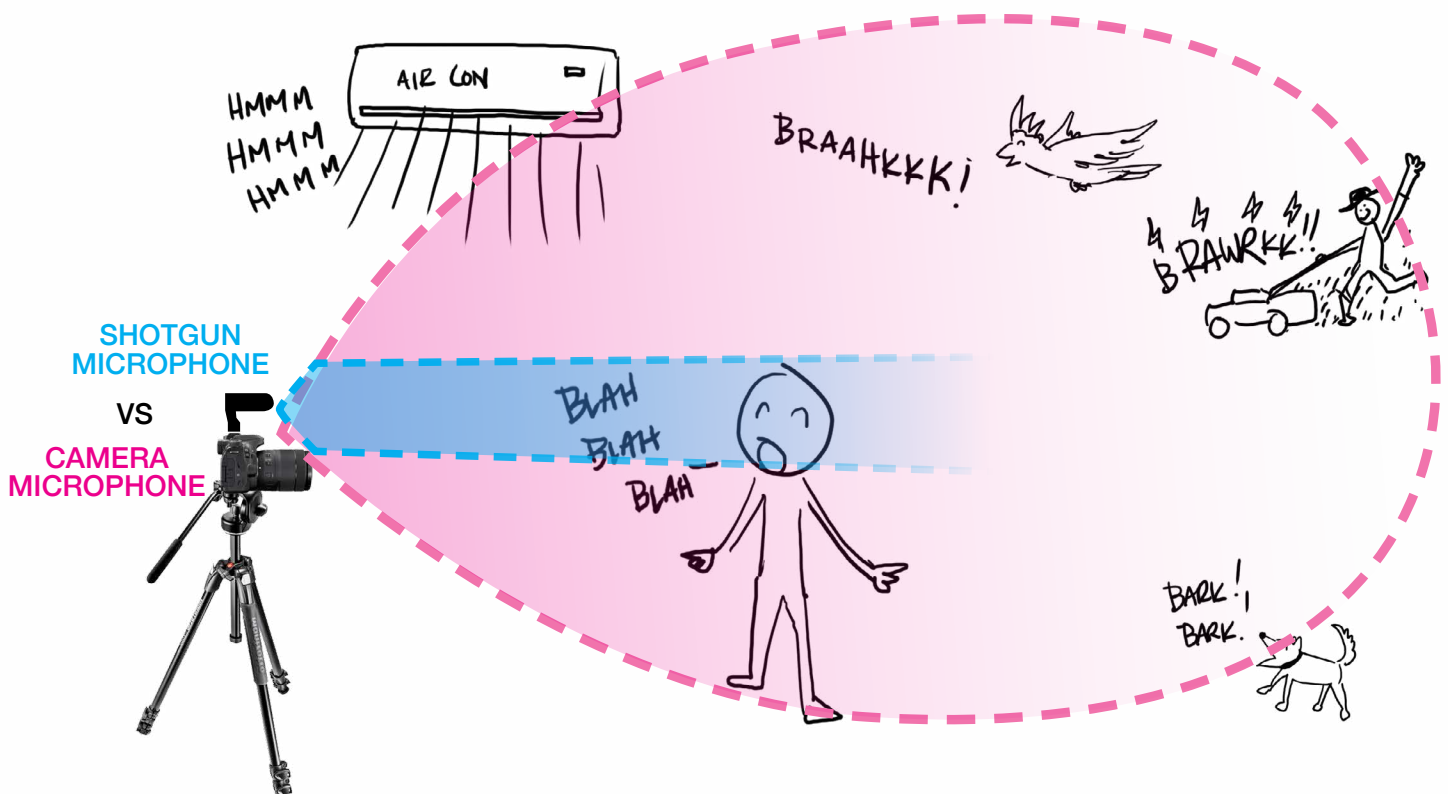
The camera is very good at recording sounds, which can also mean that it records distracting background sounds that you might not even notice yourself.

It is recommended to always have headphones on while filming, to make sure you're hearing what the camera is hearing. That way you can keep an ear out for any background sounds you might want to avoid.

### Using the shotgun mic

To isolate your subject from potential background noises, use the shotgun microphone.

You can see how it is very directed, and will capture a clearer audio recording.



Background

Eye line

Support

▶ Audio

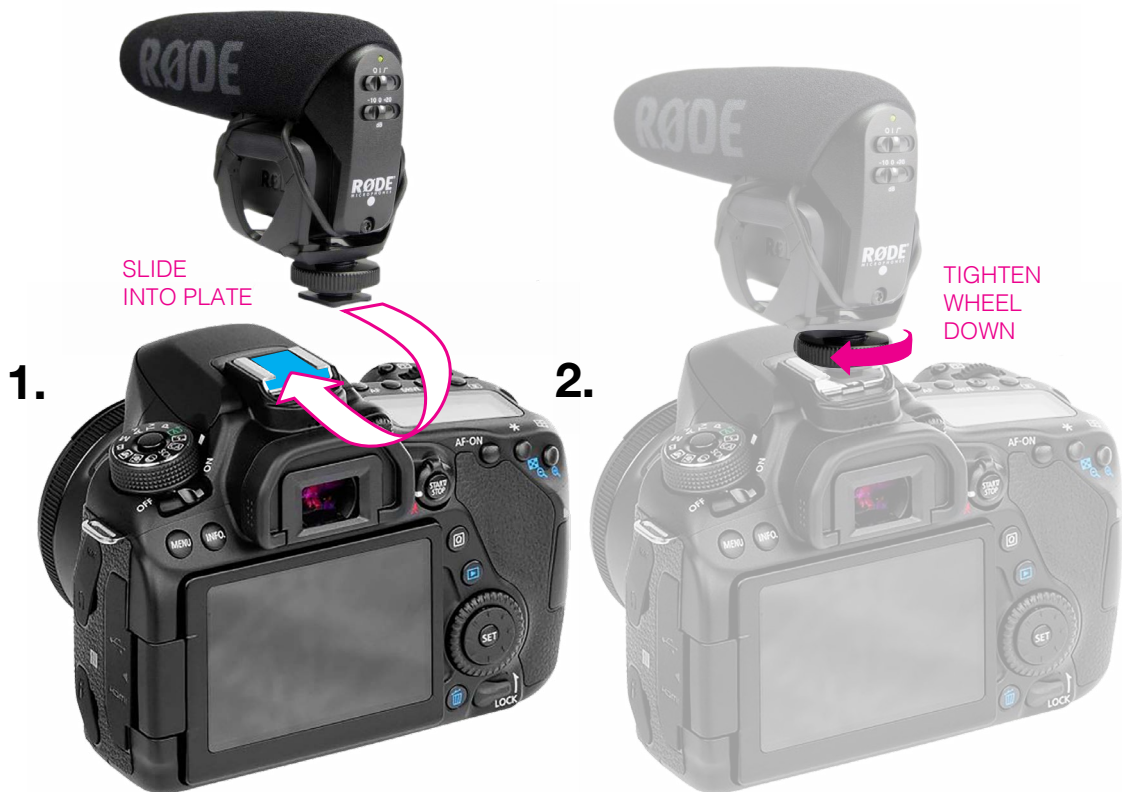
Framing

Exposure (light)

# Audio

## Audio (cont'd)

### Attaching the RODE Shotgun mic



Make sure you feel the 'click' to indicate the plug is all the way in!



# Audio

## Audio (cont'd)

### Turning on and monitoring the RODE Shotgun mic



This switch turn the mic on or off.

This switch can make the mic less or more sensitive. We recommend '0'.

Follow these steps to adjust the volume of the headphones. (NOTE: This is NOT adjusting the microphone volume sensitivity).

1. Press 'Q'
2. Adjust



## Audio (cont'd)

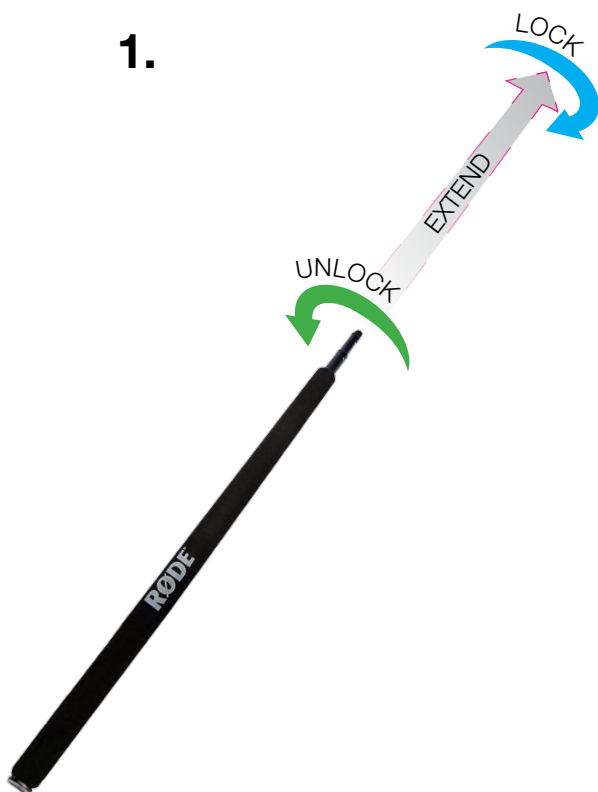
### Recording with the RODE shotgun mic.



Having the mic closer to the subject will help make the audio the best possible.

Use the following steps to attach the mic to the boom pole and extension cable.

1.



2.



# Audio

## Audio (cont'd)

Connecting the RODE and boom pole to camera.





# Framing

Framing your subject is specific to the style of interview or talent speaking you are aiming to capture.

## Framing for piece to camera



When filming a piece to camera (The speaker is looking directly to the camera), this framing is good to use as a guide.

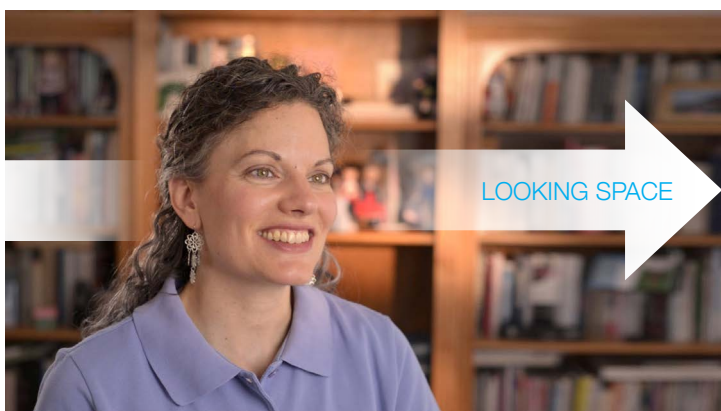
The pink shapes show the space that should be left, to give the subject room within the frame.

## Framing for documentary style



When filming a documentary style interview, (where the speaker is NOT looking at the camera), leave two types of space.

1. Room above the head and to the side of the outer shoulder



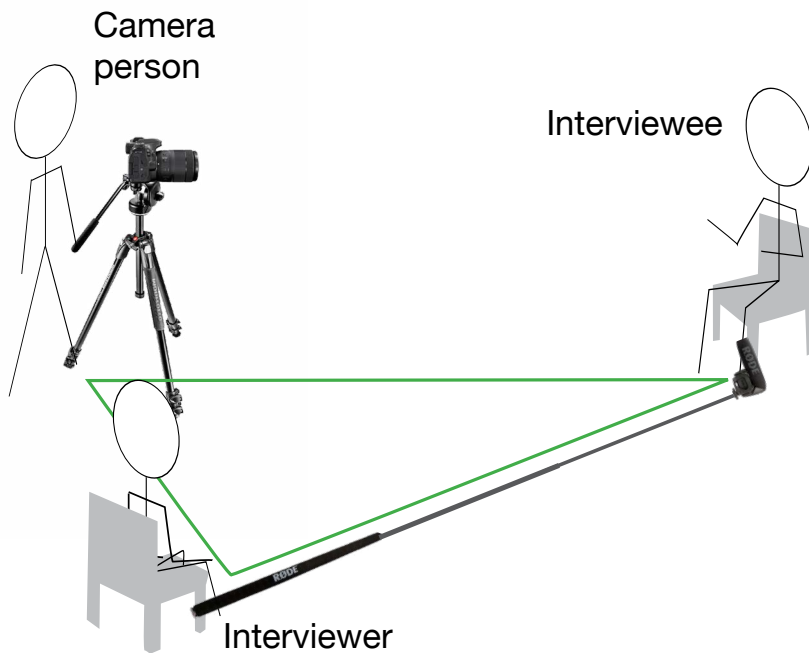
2. **'Looking space'**.

This helps make a more comfortable shot for the viewer, and implies the feeling of watching a conversation unfold.

# Framing (cont'd)

## Documentary style interview setup

Setting up ahead of time for a documentary style interview is very helpful to allow you to get great results with your footage.

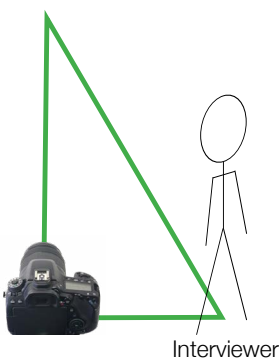
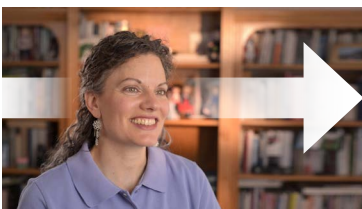


## Documentary 'triangle'

Take note of the placement of the elements, and recreate this when filming a documentary style interview.

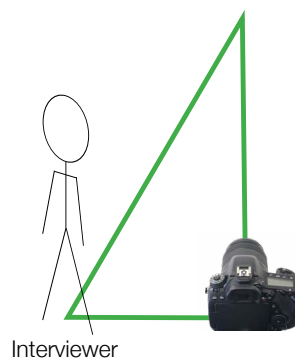
### Right triangle

Right looking space



### Left triangle

Left looking space



## Looking space

There are two types of triangle setups to use, make sure you have the looking space on the correct side to match your triangle setup.

Background

Eye line

Support

Audio

Framing

► Exposure (light)

# Exposure (light)



DIRECT SUN ❌



SHADE ✅

## Outdoor lighting

Cameras handle light differently to our eyes which means sometimes a scene can have too much difference between light and dark.

As a guide, it is recommended to aim to shoot in the shade. This will allow the camera to achieve a nice balanced level of lighting.

Also keep note of any potential for light to change (eg: clouds moving in front of the sun). This can make your shots look different, or even change the lighting while filming.



Background

Eye line

Support

Audio

Framing

▶ Exposure (light)

# Exposure (light)

## Indoor lighting

Windows can be great light opportunities. But take care to make sure the light is 'falling' on your subject.



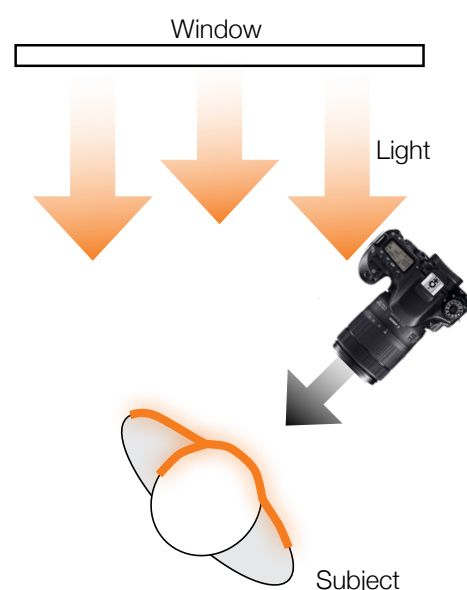
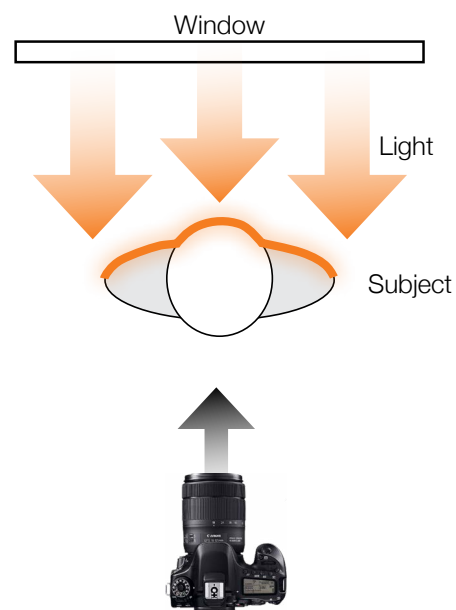
Too dark

Notice how the light is coming from BEHIND the subject? This means the camera adjusts to the bright window background, making the subject dark.



Balanced

Look at the diagrams on the right side to notice how the position of the subject and camera in relation to the light, make the light 'fall' on your subject and look much better.



[Return to contents page](#)

# Shooting

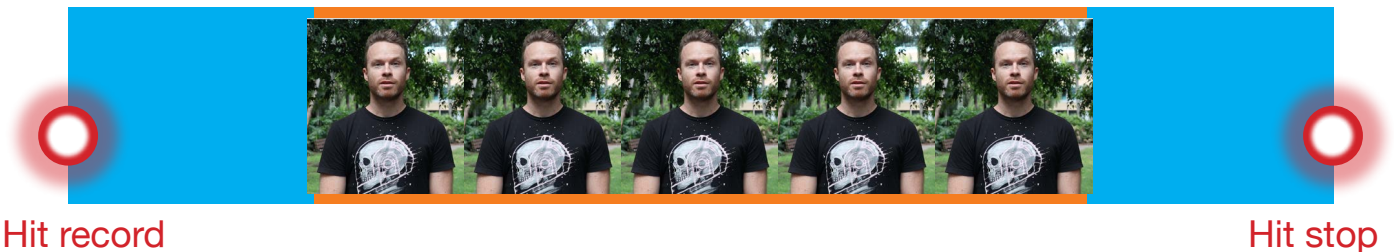
## Interview 5 second pre-roll

When recording any footage, try to record 5 seconds before and after the main action of your clip. This will make sure you don't accidentally cut off action, and give you space on either side to use as spare footage when editing.

5 4 3 . .

(speaking / action)

Wait 5 secs



## Cutaway shot length

When filming cutaway, it is recommended to film at least 5-10 seconds of time. This means you will have more footage time in your shot to choose from when editing into your video.



For example for this establishing shot, it was filmed for 10 seconds. With people walking and passing by, these 10 seconds of footage allow us to have more editing freedom to choose exactly the good portion of the clip..

# Checklist - shooting

When filming, use these checklists to make sure everything is all set!

## INTERVIEW - Piece to camera style

---



- Camera securely on tripod
- Eye level camera
- Framing (centred) with head room
- Elbows cut off
- Microphone plugged in
- Check audio with headphones
- 5 second pre/post roll

## INTERVIEW - Documentary style

---



- Camera secured to tripod
- Person NOT centred, with head and shoulder room
- Looking space
- Eye level camera
- Elbows cut off
- Microphone plugged in
- Check audio with headphones
- 5 second pre/post roll



# Interview preparation

## Creating a comfortable interview is worth the effort!

### Build rapport

Your interviewee can make or break the quality of your footage. So it's worth the time to make sure they're comfortable. From the moment they arrive, try to connect with them. Tell them a little bit about yourself, the project you're producing and the things that you're looking to get during the shoot.

Picture yourself as the interviewee and what would make YOU feel comfortable.

You can also be honest about your hopes for the shoot. Eg: "When we chat about your situation, don't hold back emotionally, I'm keen to share true and real reactions!".

Lastly share why you're looking for the answers they will give. Your interviewee is most likely new to the project, so explain where you're coming from, which will help them be able to give clearer answers.

### Asking questions

You can start questions with "Tell me about...."

For example instead of asking "What is your job?" try saying "Tell me about your job?".

This will encourage the interviewee to give a more detailed and natural answer.

Another idea is to give indicators of the things you're looking for in the answer:

*"What about this town do you love? Is it the food, the people, the weather, or anything you can think of?"*

This helps your interviewee have mind jogging ideas which can help them give a more detailed answer.

# Interview preparation

## **Make them smile!**

Your interviewee may be nervous about being on camera, worried that they might not give good answers.

It may be difficult, but try and get them to smile (naturally!) Be comfortable yourself. Smile, laugh and relax. If you're visibly relaxed and enjoying the interview then chances are they will reflect that too.

## **Using hands**

Some people use their hands a lot when they talk. It's a natural way for them to express themselves. If people feel they can't do that in an interview, they might feel uncomfortable or restricted.

Make sure they feel comfortable to use their hands while talking, it will make them come across more naturally on camera, and provide you with better interview footage!

## **Chat and have conversation**

If you are doing a documentary style interview, try to get the interviewee in a conversation. Of course you don't want to have your questions and responses to overlap their answers!

So engage with them, listen closely and if you feel an answer of theirs can spawn a conversation, follow

that. It's much easier for them to have a conversation that just answer questions in front of a camera.

It will help you get even more natural and animated answers. And make the interview more fulfilling for both of you!

# Interview checklist

## **While filming your interview, keep an eye out for these details.**

### **Full sentence answers -**

Make sure the answers feel like full sentences that have a start and finish. Don't be afraid to say:

*“That was great, could you say it again for me and add a finish to the sentence?”*

### **Avoid “so...um...ah” -**

Some interviewees can unknowingly say many ums and ahs, or begin sentences with ‘So...’. This can be from nerves, or just how the person usually speaks.

You can tactfully explain that these can slow down the flow of the answer for camera, and your talent may be able to lessen them. If they accidentally keep using these words, you can remind them once again about this. But avoid making it a rule and making them feel bad for saying them.

### **Looking at camera -**

Watch that the interviewee isn't looking back and forth to the camera. Some people do this without realising, but it will make your footage almost unusable.

Without making them feel bad, encourage them to try and keep looking at you the interviewer. If you develop a good conversation style technique to the interviews, the interviewee will be more engaged with you and look to the camera less.

### **How to interrupt talent -**

Sometimes during an interview you may need to stop the talent mid sentence.

There may be sudden background noise, or they looked at the camera. Calmly interrupt and explain why, then encourage them to begin again.

# Trouble shooting

Use the list below to help solve any issues you are having

## LCD only shows information (no image)

1. Make sure the function dial is clicked to the **RED** camera icon (not the white camera photo mode icon).



## No info details on LCD

1. Press the 'info' button to cycle through adding little details, more details or no details to the viewfinder.



## The camera isn't focussing

1. Check that the focus switch is set to Auto or Manual to suit the focussing you are trying to use.
2. The camera may be on standby mode. Tap the shutter button once to wake the camera.





# Trouble shooting

Use the list below to help solve any issues you are having

## Footage is dark

### Solutions

- Ensure the camera is on 'AUTO' mode
- Check to see where light is coming from. Change position of the camera so the light lands ON your subject (and not coming to the camera from behind your subject)
- Move to a new location with more light



## My camera isn't working but it is switched on

- Your camera may be on standby mode. Press the shutter button once to wake it up
- Check your battery connection and possibly recharge it
- Turn the camera off, then back on again

## I can't hear audio through the headphones

### Solutions

- Unplug and re-plug in headphones
- Check headphones volume

## The mic isn't working

### Solutions

- Unplug and re-plug all of the microphone connections
- Unplug and re-plug in headphones
- Check plugs are in correct mic/headphone ports
- Check headphones volume
- Check mic battery