

Use and operation of the Everio Video Camera for putting unedited videos on YouTube.
These instructions are for the AudioVisual Services Everio cameras only.

The process is to:
Record your interview
Transfer the recorded video to a computer
Transfer the computer file to your YouTube account
Arrange the security of your YouTube video so that it is private
Inform your instructor of the location of your Video Assignment.



Set the scene –



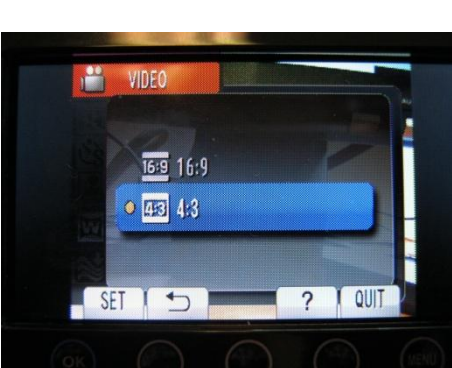

- Chairs should be facing each other, the camera is only an observer to the interview.
- Ensure that the windows are closed to reduce external sounds and that bright lights are not shining through the windows.
- Remember to speak in a clear conversational voice. If you whisper or are soft spoken the microphone will have trouble picking you up.

Recording your interview

Opening the viewfinder on the side of the camera turns the unit on.
You may need to open the lens cap which is a switch located on the right side of the camera near the front of the camera lens



If you plan to transfer the video to YouTube, you MUST change the SELECT ASPECT RATIO to 4:3

| | |
|--|--|
| <p>Start by pressing the MENU button on the viewfinder. The screen will come up with an image of menu items.</p> |  |
| <p>You will need to slide your thumb down the Laser Touch panel to move the menus to SELECT ASPECT RATIO. Press the SET button to choose SELECT ASPECT RATIO</p> |  |
| <p>Again use the Laser Touch panel to choose 4:3. This will stop your image from looking squished on YouTube. Press MENU button to quit this screen.</p> |  |
| <p>If desired, you can flip the viewfinder so that you can see the image being recorded. Press the record button, a silver and red button on the back of the camera, to begin recording. Press the record button again to stop or pause the recording. Closing the viewfinder will turn off the camera</p> |  |

Transfer the recorded Video to a computer

Connect the camera to a computer via a USB cable
When the computer and the camera communicate and instruction screen will appear on the camera.
Use the Up, Down, and OK/Info buttons to control the screen information



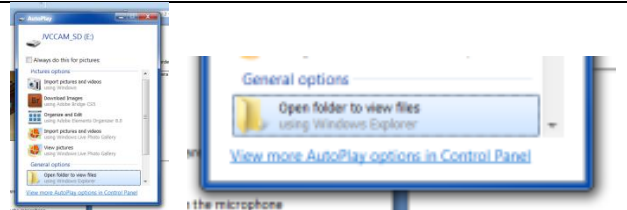
On the first screen select Export to Library and press OK button under the word SET



Once the computer has connected with the camera the EXPORT TO LIBRARY screen will appear

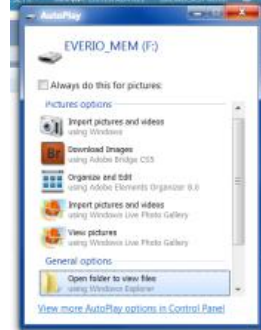


A selection menu will appear on the computer screen.
Select **Open Folder to view files** under the general options.

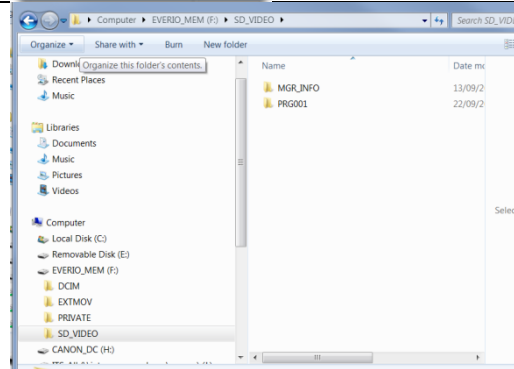


From this point you can save the video file to your computer.
This is done by the following steps

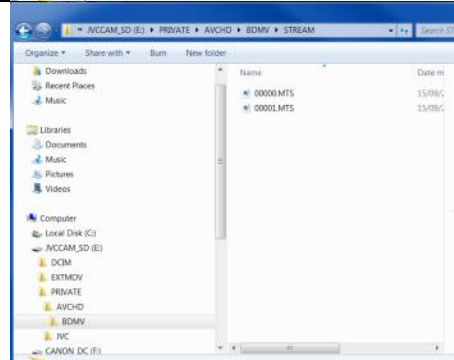
Locate the file by going into the file manager and finding the folder for the EVERIO_MEM
You will need the file folder marked SD_VIDEO



In the SD_VIDEO folder select the PRG001 subfolder



In the PRG001 folder you will find a selection of videos. You can click on any of them with a .MOD extension to play or preview the video.
Choose your video and drag it over to the folder where you would like to store it. A personal directory or thumb drive works best.
If it is for short term storage you can place the file in the VIDEOS folder in the Libraries collection.



You need only do this if you want to keep a copy of the video.

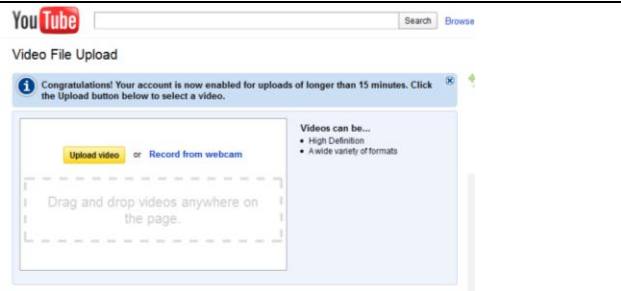
To upload your video to YouTube you can follow these steps.

Transfer the computer file to your YouTube account

Establish your own YouTube Account and sign into it.

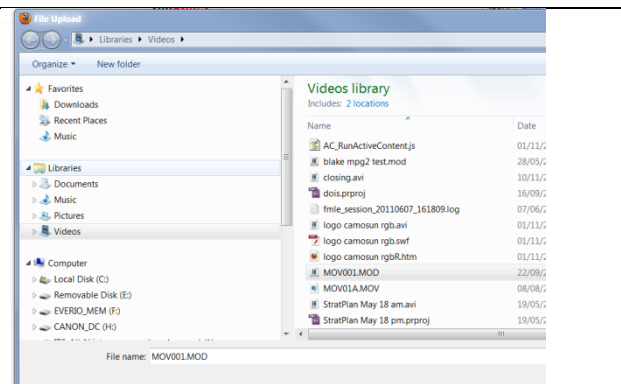
On the top line you will see a place to UPLOAD.

In the selection window choose the yellow Upload Video button



From either the Camera or from the location you stored your file, Select your video. It most likely will have a .MOD extension

You will get a green bar at the top of the YouTube screen which will tell you the location of your video.



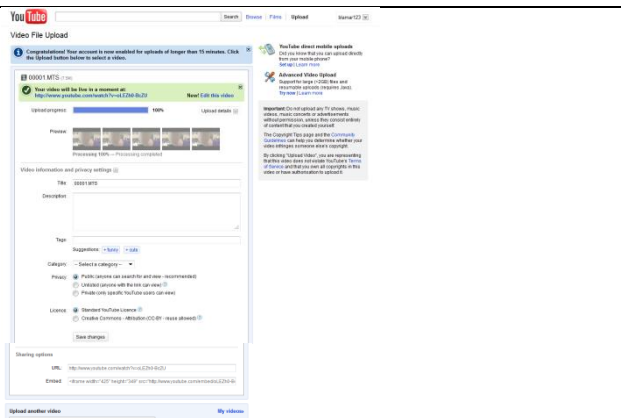
Arrange the security of your YouTube video so that it can only be seen by people

While the video is uploading you can alter the security and title of your video.

On this page you can change the Title of the video, Add a description of the interview, Add Tags if you wish but it will affect the privacy of the video,

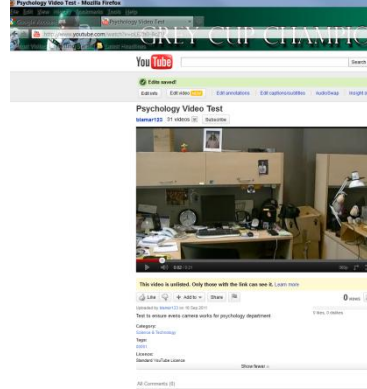
In the Privacy area you can choose to make the video Unlisted – which means no one will see the video unless you give them the address.

Make sure you click the “Save Settings” box at the bottom of the screen before proceeding.



Inform your instructor of the location of your Video Assignment.

Click the double headed down arrow beside your user name in the top left corner of the YouTube Screen.
Click the tab marked Videos then select your video
It will immediately play in a play screen.
You can then copy the URL Web address and e-mail it to your instructor.



And that should finish your video creation part of the assignment.