Camera Techs must check how many camcorders are at this center. Divide the cameras equitably. You will need to complete 3 tasks:

1. Know your camera: You will identify and locate each of the items on your camcorder.
2. Camera Operation: You will do some simple recording.
3. Camera Movements: You will try some basic camera movements.

Task #1: Know Your Camera

The first rule of thumb: Know your camera! Identify and locate each of the items below on your camcorder.

**Lens:** The lens assembly handles all the light that comes into the camera. It is similar to a still camera in its construction. You can add special lenses to get special effects. This is the part of the camera that will focus and zoom.

**Remote Control:** Many of the newer models of camcorders have remote controls that can record, pause, playback and have many special effects that you can incorporate during video production.

**Internal Microphone:** Records sound on the tape. There may also be an input plug for another external microphone.
Record Button: The record button enables you to record and to pause during the recording. Many camcorders power up with this button.

LCD Viewfinder: The newer models of camcorders will have a new LCD monitor. This monitor is the viewfinder and allows you to see what you are taping.

Battery: Most batteries are rechargeable. You can purchase a larger battery that will supply power longer. Some “batteries” can also plug directly into a wall outlet. Batteries must be faithfully recharged after each use.

Viewfinder: The viewfinder allows you to see what you are taping (most display in black and white, however) and, in some models, it lets you play back and review what you have taped. It also displays various indicators to tell you if you are recording, if the light is adequate, if the battery is charged, and other information.

Power Zoom: This two-way button enables you to zoom the camera lens in and out. It is sometimes marked “T” for telephoto and “W” for wide angle.

Task #2: Camera Operation

1. You are now ready for some simple recording. Connect the camcorder to a power source or make sure the battery is on the camera.
2. Set the Power Switch to Camera.
3. Insert a cassette into the camera.
4. Place camera on your tripod. Rule of thumb: great video is done on a tripod.
5. Using the viewfinder select an item in the room to focus on or focus on one of the other Camera Techs at this center.
6. Use the record/pause button and press record.

Task #3: Camera Movements

Once you begin taping, you will want to change the picture in the frame. A full minute of a single shot can be boring! Framing a shot and the various camera shots will be taught by the “Talent” person in your crew. There are also several camera moves that are available to you when you are using a tripod.

Make sure you have at least one camera on a tripod. Try each of these camera movements:

- **Zoom:** This is accomplished smoothly by pressing the zoom toggle button “T” for telephoto which allows you to zoom in. The “W” side for wide angle allows you to zoom out. If you have trouble remembering that “T” is for telephoto and “W” is for wide-angle, they should remember that “T” is for toward the subject and the “W” is for a-Way from the subject.
- **Dolly in or out**: Used as a verb, to dolly means to physically move the whole camera and tripod toward or away from the subject. This is accomplished most smoothly when the camera is mounted on a steady object such as a tripod or dolly.

- **Pan**: To pivot the camera from side to side (right to left or left to right). Practice doing this slowly and smoothly. Try counting ten-fifteen seconds when panning to avoid that dizzying effect in your final production.

- **Truck or Crab**: To physically move the camera left to right to follow the subject. (This is best done without the tripod).

- **Tilt**: To move the camera up (tilt up) or to move the camera down (tilt down).

- **Boom or Pedestal**: The camera moves up or down. If the camera is on a tripod, the pedestal moves up and down.