

Workflow Camera and audio

Equipment

- Video camera full HD
- Attachment microphone + cable
- Tripod
- Spare battery for microphone (9 Volt – code: 6LR61)
- Main power supply
- SD card 64 GB 10 (2 per city)
- Headphones [optional]
- Battery tester [optional]
- Extension cord [if necessary]

The interview (technical)

On location

1. Set up the tripod (Adjust the legs, check the levels)
2. Take camera + attachment microphone
3. Attach microphone on top of the camera to the hot shoe and screw it on to tighten. Plug the cord into camera where it says "MIC PLUG IN POWER"
4. Insert SD card at the bottom of the camera
5. Place camera + microphone on tripod (on horizontal level on the camera attachment)
6. Connect the camera to the main power supply (if necessary with extension cable)
7. Set up tripod + camera
 - Distance to the interviewee about 1.5 meters
 - Set up the camera to the right next to the interviewer so that LCD monitor is still visible for the interviewer. If you want to sit closer to the interviewee, then rotate the LCD-monitor 180° and put the monitor back to the body of the camera
 - Keep the camera on eye level of the respondent
 - Zoom in for an ideal frame - ensure adequate head and arm space and background
 - Do not zoom in and out during the interview
8. Turn the microphone on (lights up green)
9. Record a test video
10. Control test video (with headphones for audio control)
11. Start recording - start interview
12. Red light camera goes on indicating recording - check this a number of times and make sure the scene counter is running (displays the elapsed time of the video).
13. Stop recording
14. Turn off the microphone
15. Dismantle the camera, microphone and tripod

Home

16. Upload SD card on your own computer
17. Make a second back-up on another computer or external hard disk
18. Use software to join the video files in one file and convert them into MP4
19. Rename the interview, with specific code (initials interviewer, number interview, city etc).
20. Transcribe the interview with the available software (e.g. Subtitle Edit)
21. Save the subtitle file *.srt in the same directory as the interview file