

# Production Guide Resources

## UMN SMART COMMONS RESOURCES

Walter Library, Room 204 (2nd floor); 612-624-1584

### 1. Overview of support services and access to production resources in the SMART Learning Commons/Library Media Services.

- Equipment Loans from SMART (I recommend the HD1000, but the CG10 is fine if you do not have to shoot a lot of film, just make sure the battery is charged).
- To request equipment: <http://smart.umn.edu/equipmentreservationform.html> (mention your class name in the “course” field).
- For equipment support please wait for an email confirmation. When you arrive, please ask the student at the desk to walk you through how to use the camera, if you have not done so before.
- Most should know if they indicate they do not please ask them to contact Jenny or Scott (during weekday business hours).
- To schedule a meeting to get production help on your project:  
<http://smart.umn.edu/consultantreservation.phtml>
- (Jenny or I will follow up with you to schedule a time and location (Walter or Wilson SMART))

### 2. Multimedia resources for your project – copyright/fair use consideration

- Here is a link to Creative Commons Collections:  
[http://wiki.creativecommons.org/Content\\_Directories](http://wiki.creativecommons.org/Content_Directories).
- Also, feel free to use any content you find, just make sure to consider whether the amount that you use and the resource itself is appropriate to best communicate your message. Here is a Four Use Factor Analysis to help you consider fair use:  
<http://www.lib.umn.edu/copyright/checklist.phtml>

### 3. Production Process Tips and Tricks

- Quality original video production takes time, start early and plan!!
- Before you start, take some to think about what information/audiovisual resources. i.e., “How would I best represent through audio and visual components this greenroof?”
- There are different editors on Mac/PC. They output and accept different formats in some cases and are not necessarily interchangeable. Windows Movie Maker (Windows Movie Video, .wmv), iMovie (Quicktime, .mov), Adobe Premier/Final Cut Express/Vegas Studio will take multiple formats.
- Select one video editor if at all possible and stick with it in your group. If your group must use more than one editor, then **Media Mill** can be used to convert formats.
- Backup all of your media files in a raw assets folder, and place those aside on a removal disk (and at least a second computer if possible) in case the files get lost or damaged. Make a duplicate of your assets folder as your “Working Assets”. These are the materials you will be editing.

#### 4. Critical: Saving project files

- Make sure to save both your project files as well as your final video file that you outputted from your video editor. The final video file is what you will be using to upload to MediaMill. CRITICAL: if you are using iMovie 08-09 on a public computer (or even to backup off a group computer) save both the iMovie Events and iMovie Projects folders (found in Computer (picture of hard drive)>users (picture of person on folder)>Movies Folder. If you are on a public computer, when you return to use iMovie drag and drop them in the same place. If on a friends computer **do not** do this, instead just drag and drop the specific event and project into each respective folder.
- iMovie 08 Tutorials: <http://www.apple.com/findouthow/movies/imovie08.html>
- iMovie 09 Tutorials: [http://mediacommons.psu.edu/tutorials/tutorialslibrary?tid=All&tid\\_1=All&tid\\_2=All&tid\\_4=2998](http://mediacommons.psu.edu/tutorials/tutorialslibrary?tid=All&tid_1=All&tid_2=All&tid_4=2998)

#### 5. Quality Production Tips and Considerations

- I recommend shooting in **TV SHQ 640 x 480** (standard resolution). If you are using your own camera, make sure it has at least that resolution. If you are checking out a camera from the SMART Commons, *ask my student staff to set it for you and/or show you how to set it. If they suggest they are not certain, please ask them to contact me ([spic0016@umn.edu](mailto:spic0016@umn.edu)) or Jenny Veile ([jeveile@umn.edu](mailto:jeveile@umn.edu)) during business hours or contact us directly.*
- Shoot video in places with a lot of lighting, and try to shoot at mid-chest level if you are shooting an interview. Another rule of thumb is to have the subject on the left or right third of the video, not directly centered.
- Here is a guide with some tips for shooting video: [http://www.camcorderinfo.com/content/ten\\_steps\\_better\\_video.htm](http://www.camcorderinfo.com/content/ten_steps_better_video.htm)
- The built in microphone is good. If you know there is going to be a lot of noise, consider checking out a handheld microphone or digital video recorder.
- If you have any questions related to media/production support, you can contact Jenny or Scott:

#### 6. Contacts: Smart Learning Commons, Walter Library

*To make appointments for production help contact:*

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