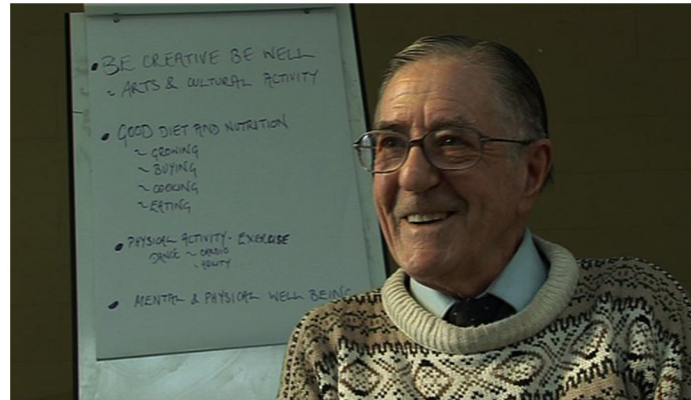


Interview Setup Guide

Positioning - Traditionally, the subject should be positioned in either the left or right third of the frame, looking across the other two thirds towards the interviewer beside the camera. This 'fills' the empty space within the frame with the subject's eyeline.

Exposure - With the iris set to manual, the exposure can be adjusted by eye - generally if the lighting of the image appears correct in the viewfinder, it will record correctly to tape. To check this, switch the iris to automatic to see what the camera judges to be the correct exposure. Again in general, the camera will choose correctly.

In particularly bright sunlight it is advisable to apply a filter, which can be found in the camera's image controls.



Focus - At the start of the interview (and whenever the distance between camera and subject is changed) the camera must be focused. Zoom the lens in to the eyes, as close as it will go. Then adjust the focus control to bring the image into sharp focus. Zoom out to your desired framing (this will not affect the focus).

White Balance - White balance controls vary depending on the camera model. A white sheet of paper should be placed in front of the camera, taking up the whole frame and the white balance control applied to mark that as 'white' in the camera's spectrum. This should be repeated whenever lighting conditions change.



Audio - If using an external microphone, it must be positioned as close to the source of sound as possible while staying out of shot. Audio levels should peak around -12db. If levels reach 0db the sound will be distorted.

Pre / Post Roll - Before action begins the tape must be allowed to run for at least 10 seconds, preferably 30 seconds. Any action that occurs in the first 10 seconds of the tape cannot be read in post-production and will be lost. When action has finished allow the tape to roll for another 30 seconds before cutting.

