Setting up in the green screen room

Need to use the green screen but don’t know how? Here are some tips to get you started!

Lights

Move the studio lights to point towards where you plan on shooting and find somewhere to plug them in. There’s a giant power bar available to you that will allow you to place the lights anywhere in the room.

Turn **on** the studio lights and turn **off** the main lights in the room. The switch for the studio lights may be located on the cable (or back of the lights), as pictured below.

Position the studio lights to minimize shadows behind your subject, as it will be easier to remove the green background if it is one solid colour.

You may use the dials on the stand to alter the height of the lights. Twist dials left to loosen them and adjust the length of the corresponding portion of the stand. Twist them right to tighten them.
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**Camera**  
**DSLR: Nikon D60**

Check whether the switch on the lens is pushed to M/A (auto focus) or M (manual focus). **In auto focus mode, the camera will focus for you if you press the shutter button half way down.** Once it has focused, press it all the way down to take your picture. In manual mode, spin the dial on the lens to manually adjust the focus of the shot.

You can achieve good results in the green screen room using the automatic settings of the camera but if you are comfortable with the capabilities of DSLR cameras or have time to experiment, you can switch modes using the dial on the top right of the camera body.

- **to adjust everything**
- **to adjust aperture**  
  Will adjust depth of field: how much of your shot is in focus at once.
- **to adjust the speed of the shutter**  
  Higher speed lets in less light but will capture motion clearly. You will not need a very high shutter speed to shoot a still subject, especially if you are using a tripod.
- **to make minor adjustments such as white balance and ISO**  
  White balance is selected to suit type of lighting. Will affect colouring of photos. Higher ISO will allow more light into your shot but will reduce quality through colour noise. The bright studio lights available to you will allow you to use a lower ISO!
- **to use automatic settings**
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**Camera**

**HD Camcorder: Canon VIXIA HF series**

Begin by opening the screen on the left side of the camera to view both your shot and the camera’s settings. Note that this screen tilts and that it is a touch screen. Check to make sure the lens is open! If it isn’t, there’s a small switch next to the lens that will open it.

To adjust the settings, tap the house icon on the top left corner of the screen. This will bring up a list of menus:

**Main Functions**
Frequently used shooting functions

**Shooting Mode**
You can choose automatic settings with Auto, predefined settings with Cinema and Scene options, or a combination of automatic settings and manual options with Programmed AE.

**Recording Setup**
Allows you to choose the format of your video & explains options.

**Other Settings**
Adjust other options like self timer, zoom speed and face detection.
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Action

Now that your lights and camera are set up, it’s time to start shooting! Remember that our DSLR camera does not have a live view function so don’t expect to see your photo on the screen before you take it like you do with your phone, point-and-shoot camera, or other kinds of DSLRs - look through the viewfinder to see your shot!

To take a photo with the DSLR, make sure you are pressing the shutter button all the way down. To begin recording with the HD camcorder, press the silver and red button on the right side of the body.

Once you’ve arranged your shot to your liking and captured it with the DSLR or HD camcorder, it’s important to take a look and make sure everything is as you intended it to be. The playback button for the DSLR is to the left of screen, the camcorder button is behind the fold out screen.

To be extra sure that you are getting the results you were looking for, load test content onto a computer early on. If you didn’t bring your own, feel free to use any of our Media Creation computers in the main Centre – they all have SD card readers on the right side of the monitors!
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Extra Tips

PURPOSE OF THE GREEN SCREEN
The purpose of the green screen wall (and backdrops) is that it is one solid colour that is likely not otherwise in your shot and can be easily edited out and replaced with a background of your choice. While you are welcome to project content onto the green screen, please be aware that this is NOT the intended use and the green wall will be visible behind your projections. We also do not have a projector available for use.

MOVING EQUIPMENT
Feel free to move the desks and chairs as long as you move them back. Do NOT touch the Smart Board, computer, or equipment cart.

PROTECT YOUR FILES
Before you give back the camera, make sure you’ve loaded all of your files off of the SD card and onto your own computer/harddrive/USB key. Then, empty the card before returning the camera. This is courteous to the next person borrowing the camera, as they will have space for their own files. It also protects your privacy by ensuring that no one else has access to your files. Do NOT leave your files on the card in the hopes that they will be there next time you borrow it - staff periodically empty the cards to make room for new content.