

# Lands and Resources Training Manual

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## Lands Planning Background

Over the last 20 years, First Nations have been asked to conduct Lands Planning with various processes. In 1999, as part of the “Lands for Life” planning process, the MNR produced “Ontario’s Living Legacy Land Use Strategy” which documented land use policies for Crown Land in Ontario. Ontario’s Living Legacy Land Use Strategy provided broad land use classifications, and created many new parks, conservation areas, and enhanced management areas. It outlined the intended strategic direction for the management of 39 million hectares of Crown lands and waters in an area covering 45% of the province<sup>1</sup>.

The Lands for Life planning process had four (4) objectives:

1. Complete Ontario’s system of parks and protected areas.
2. Recognize land use needs of the resource-based tourism industry.
3. Provide resource industries with greater land and resource certainty.
4. Enhance Ontario fishing, hunting, and other Crown Land recreation opportunities.

A number of maps were created and people were interviewed. There is little to show from that process except for the designation of Woodland Caribou Provincial Park and other protected areas. The information that was collected about the community and the land was lost except for a few maps that list the traditional place names and some photos. Interview information is on VHS tapes, cassettes and hand written notes were lost and there was little progress in increasing First Nation ownership of the land. How can the current process be any different? The maps that are made can be updated and kept in the First Nation, but the software is expensive to update. Will it be kept safe and can it be updated and used in the future?

The Far North Act was passed in 2010 requiring First Nations to complete a Land Use Plan before any major development can occur. Half of the Far North or 225,000 km<sup>2</sup> was to be designated as protected. Interconnected parks are to follow waterways that provide protection for unique species and plants in the area. First Nations are to be the leaders in the process. In 2007 the NAN Chiefs created the Northern Table as a way to develop a new understanding and better relationship with the Ontario and Canadian governments. The Table focused on four areas: parks, land use planning, licenses and permits & mining. The Table was later renamed Oski-Machiitawin (New Beginning) and included more issues including: impact and benefit agreements, respect for First Nation moratoria, consultation, accommodation, and consent & resource revenue sharing<sup>2</sup>. Nishnawbe Aski Nation rejected the Far North Act as its revisions requested were not included in the final Act.

The Ipperwash Inquiry resulted in the creation of the New Relationship Fund in order for the Ontario government to work in partnership with First Nations and Métis to improve the quality of life for Aboriginal communities in Ontario. The tragic death of Anthony O'Brien (Dudley) George at Ipperwash Park showed the great need for a new relationship between Aboriginal

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<sup>1</sup> <http://ontora.ca/ref/gov/mnr-policies-procedures/ontarios-living-legacy/>

<sup>2</sup> <http://www.nan.on.ca>

people and government based on respect and reconciliation. The creation of Ministry of Aboriginal Affairs in 2007 was one of the key recommendations of the report<sup>3</sup>.

The lands planning process with government began again in 2008 with funding from MAA's New Relationship Fund. KO partner First Nations began by discussing the community priorities for lands planning and passing on traditional knowledge from Elders to youth. Two full-time jobs were created in each First Nation (Lands Planner & Lands Technician) including funds for Elders, activities and travel on the land. The MNR Land Use Planning process was also examined to see what the government's intentions are. Training was completed in gathering Aboriginal Traditional Knowledge within Negahneewin College and introduction to mapping. Training was also completed in the First Nation regarding facilitating and talking with government. Regular video conferences occurred where experts shared their experiences and gave advice. Lands Planners also share experiences and best practices with each other online.

The goal of the current Lands Process is to establish a Lands Planning office in each community with trained staff so that the leadership has the information it needs to make decisions on lands issues.

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<sup>3</sup> <http://www.aboriginalaffairs.gov.on.ca>

## Interview Guidebook – Things to Remember

This guidebook was created by the KO Lands Planners to provide a tool for completing the Aboriginal Traditional Knowledge collection by the community for Lands Planning. The guidebook provides direction for designing an appropriate process with the leadership and community and carrying it out. The checklist is intended to ensure consistent, high-quality collection and organization of ATK so that it can continue to be updated and passed from generation to generation. The checklist should also help facilitate a positive working relationship grounded on respect, trust, and cooperation.

Lands Planner should keep the following in mind when planning to share stories with community members:

- *Quality Control* – Assesses and monitors the archival process to ensure compliance with the expressed wishes of the First Nation.
- *Data Integrity* – Maintain high-quality data including accurate records of TK source and time/date of collection as well as electronic back-up sources.
- *Data Review* – Ensure the right of the First Nation to review and inspect the process at any stage and reserve the right to for the First Nation to suspend ATK archiving if the project is in violation of any terms or conditions of any associated agreements.
- *Accessibility* – Archived ATK should be readily accessible to the people of the originating First Nation both in terms of physical/electronic accessibility and lingual accessibility.
- *Training* – Encourage a training component in order to develop research skills for those participating First Nations.
- *Respect* – Show respect and cultural sensitivity to the elder or TK holder at all times and respect his or her wishes if they determine only portions of the TK shared can be archived. Archival of TK must be in accordance with governing laws of the First Nation.
- *Local Human Resources* – Hire and train indigenous people to assist in the archiving process.
- *Language* – Use native languages, as feasible, whenever English is the second language. Ensure that the TK of a First Nation is properly conveyed via adequate and accurate interpretation.
- *Project Management* – For traditional knowledge research to be effective, indigenous community members must direct and control all stages of research projects, including personnel, project planning and design, budget development, fundraising, data collection, analysis, data and report verification, and report writing. (Ownership, Control, Access, Possession)
- *Storage* – Consider what local capacity exists to hold research results and/or artifacts, as well as ways of establishing and augmenting local capacity for traditional knowledge archives. Analyze opportunities to carry out an inventory of existing traditional knowledge holdings and related financial implications for storing traditional knowledge archive results.

- *Format* – Consider how communities might access and use research results. Typical formats of documentation (audio tape, video, digital, hardcopy) should recognize community limits.
- *Dispute Resolution* – Consider mechanisms to deal with dispute resolution.

For the Interview:

- *Full Disclosure* – Advise participants of:
  - The purpose and intent of the ATK archive;
  - The goals of the First Nation in participating in ATK archiving and the goals of the planner in collecting ATK into a database as stated in the Confidentiality Agreement;
  - The data-gathering techniques;
  - The timeframe of the archiving; and
  - The positive and negative implications of the archive, including who stands to benefit
- *Informed Consent & Confidentiality* – Obtain informed consent from both the appropriate authority and any individual holder of ATK interviewed prior to archiving using the Confidentiality Agreement.

### **Getting Started – What You Need**

Prepare a summary of the project so that you can refer to your notes or the participant can read the handout. Ensure your technical equipment is working properly. Bring markers, pens, pencils and a notepad. Find a quiet room with a table and chairs where the participant is comfortable and can talk with you without being interrupted. Make sure elders are comfortable and that you have some snacks available. Keep in mind that elders may be diabetic, so provide healthy snacks. You may want to try the interview on the land at a camp fire. Try out your interview questions with someone you know and practice on your co-workers.

Be sure you have:

1. Project Summary Sheet
2. Informed Consent Sheet
3. Interview Guide (Questionnaire) – one for you, one for the participant
4. Maps of the area to be discussed
5. Detailed Data Table
  - Hunting
  - Trapping
  - Guiding
  - Cabins, Tents, Sites and Structures
  - Travel Routes
  - Fish and Wildlife
  - Harvesting/Gathering
  - Cultural Heritage

**LAND USE PLANNING QUESTIONNAIRE – Permission Form**

**NAME OF INTERVIEWEE:** \_\_\_\_\_

**DATE OF INTERVIEW:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**BASE MAP NOS:** \_\_\_\_\_

**INTERVIEWED BY:** \_\_\_\_\_

The leadership has directed us to talk to people about how we use the land.

I am going to ask you to show me some things on these maps. Please take your time and make sure you are comfortable. What you show me on the map will be kept secret to you. No one will know that it was you who showed me these places. The maps you make today will be added with all the other people to show the land is important to us. No one can use your maps unless you write a letter to say it can be used. There is an honorarium to thank you for your time.

The purpose is to map our use of natural and cultural resources within a person’s lifetime. The information is to be used for planning and management of resources on our traditional territory, and to support our title, rights, jurisdiction and interests.

I agree to participate in the map survey. I agree that First Nation leadership may use the information for First Nation planning, resource management, title, rights, jurisdiction and interests.

Signature \_\_\_\_\_

Meegwetch.

## BAND COUNCIL RESOLUTION - SAMPLE

**WHEREAS;** First Nation Chief and Council are doing a use-and-occupancy map survey, the purpose of which is to provide a baseline of how living members of FN have used and occupied the land and water of their territory, and to provide quality information for resource management, preserving cultural heritage, education, negotiations, and court, and

**WHEREAS;** FN Chief and Council encourage the support and participation of our members and wish to address concerns members might have regarding confidentiality of information;

**THEREFORE BE IT RESOLVED;** that the following provisions regarding confidentiality of use and occupancy information be used;

No person may look at a respondent's individual maps or listen to a respondent's individual map session audiocassettes without the respondent's written permission. The only exception to this pertains to people hired by the FN to work on the map survey.

All people hired by the FN to conduct the map interviews or to put the collected information in a form that can be used, are bound by legal contract to honor strict rules of confidentiality.

The final set of maps will not have any person's name on it.

The report that goes with the maps will have people's names on it, but access to it will be strictly controlled by the FN Chief and Council. It will be used only for advancing FN resource management, cultural heritage, education, negotiations, court, and advancing FN jurisdiction and interests.

## **Use and Occupancy Questionnaire - SAMPLE**

### **Kill Sites**

Have you ever, in your memory, killed a moose to feed your family? If yes, please show me where on the map.

### **Fur Sites**

Have you ever, in your memory, killed a beaver to use or sell the fur? If yes, please show me where on the map. Is there a trapline route that connected the beaver kill sites? If so please show me on the map. Carefully connect the beaver kill sites with a line.

### **Habitat Sites**

Do you know of a location where caribou feed in the winter? If yes, please show me where on the map. If you need to draw a shape, use dots first where the person has seen caribou or evidence of caribou feeding and carefully draw a shape around the dots.

### **Harvesting**

Have you ever collected plants to use or give to someone to use for medicinal purposes? If yes, please show me where on the map.

### **Shelters**

Have you ever stayed overnight in a cabin? If so, please show me where on the map.

Do you know of a location of a cabin where your parents or grandparents stayed overnight, but is no longer in use? If so, please show me where on the map.

### **Travel Routes**

Can you remember your canoe routes? If yes, please show me routes that you have ever traveled in a canoe. If you need to draw lines, include portages and draw them carefully so that they connect portages and overnight locations if applicable.

### **Cultural Sites**

Do you know of a location where someone is buried? If yes, please show me where on the map.



<b>Item</b>	<b>Code</b>	<b>Translation</b>	<b>Picture</b>
<b>Big Game Kill Sites</b>	<b>100</b>		
Moose	101		
Deer	102		
Black Bear	103		
Wood Land Caribou	104		
Barren Land Caribou	105		
Wolf	106		
	107		
<b>Small Game Sites</b>			
Rabbit	108		
Beaver	109		
Martin	110		
Fox	111		
Mink	112		
Muskrat	113		
	114		
<b>Birds</b>			
Goose	115		
Duck	116		
Grouse	117		
Ptarmigan	118		

	119		
<b>Fishing</b>			
Northern Pike / Jack fish	120		
Walleye	121		
Whitefish	122		
Trout	123		
Sucker	124		
Sturgeon	125		
Bass	126		
Ling	127		
Perch	128		
<b>Habitat</b>	200		
Caribou Calving	201		
Caribou Summer	202		
Caribou Winter + (Migration Direction)	203		
Wolverine Tracks, Sighting, Feces	204		
Sturgeon Spawning	205		
	206		
<b>Harvesting</b>	300		
Berry Picking	301		
Medicinal Plants	302		

Fire Wood	303		
Food Plant	304		
Plants for Crafts & Equipment	305		
	306		
<b>Shelters</b>	<b>400</b>		
Active Cabin	401		
Historical Overnight Site	402		
Tent Frame	403		
Daytime Camp Site	404		
	405		
<b>Travel Routes</b>	<b>500</b>		
Canoe Route	501		
Portage	502		
Skidoo Trail	503		
Walking Trail	504		
ATV Trail	505		
Dog Sled	506		
Wood Cutting Trail	507		
	508		
<b>Fixed Cultural Sites</b>	<b>600</b>		
Settlement	601		
Gathering Site	602		

Burial Site	603		
Ceremonial Site	604		
Pictograph	605		
Birth Site	606		
	607		

## **Terry Tobias Lands and Resources Training – Fort Severn September 26-30, 2011**

The approach of Lands and Values Mapping over the last 20 years has been to promote the government agenda. The discussion during the training about the current Far North Act and Community Land Use Planning was that the MNDM is looking for areas where mining companies can work without getting into trouble and the MNR can find areas where they can setup parks for animals. The recommendation by the facilitator was to take advantage of the process by insisting on western science studies that the First Nation can do themselves and use for their own priorities right away and in the future.

Too often maps are used once and controlled by someone else for the government's purposes. Use and occupancy mapping was presented by Terry Tobias as an example of scientific research that the government understands and that First Nations can use in court and other negotiations to show "The Land Is Important To Us". Use-and-occupancy mapping isn't done in the traditional way, it's done with western science methods, however it is respected by government and can be used in court. It was suggested that the government doesn't want First Nations to use western science because then it can be used against them. Standards have been missing in terms of the governments expectations with the mapping programs. Government throws money at the first nations, tells them to do research and then gets them to bring the maps to the table knowing the funding was not enough to produce quality maps that will hold up in a court of law. Standards must be met by the first nations themselves.

### **Recommendations**

Follow a longer-term plan with several steps so that everyone can see why the interviews are important. This will also avoid interviewing people for the same thing every few years. If these projects are done without a long-term plan, the maps will only be used for one purpose and people will get tired of doing the mapping over and over each time a new project comes up. The information is often lost, all that is left is a nice looking map that was printed for one specific purpose and can't be used again.

Focus on one or two things that can be mapped. If your mapping project involves too much, interviews get confusing, you may rush or skip some steps and not get accurate information. If the information can't be proven as accurate, then you can't use the facts that are mapped for future negotiations. MNR says that TEK is enough, just make your designations and then they will get the protected areas that they want. To get something the First Nation can use in the future, narrow the scope and take the time to focus on getting a good mapping project.

## Top Priorities of Research Strategies

Every research program you take on should be designed on the strengths you already have. Research undertaken by communities owned by the same aboriginal groups should be using the same protocol and terminology. For example, all KO communities should be using the same mapping protocol and terminology in order to maintain consistency throughout the KO tribal council mapping program.

## First Steps

### Research Meeting

- Find out who is interested in the project
- get support from Chief and Council
- find out what you want to research with a long-term plan. The long-term plan is based on your own vision for your own people. What do you want your community to look like in 100 years?
- plan for each step, and find out what is realistic this year.

Training – find out what is needed to do the first step of your mapping project. Don't rush the training. Without good methods, the information you collect won't be accurate and can't be proven to the government as the truth.

Equipment – get the maps, recorders and computers you need to collect, keep and maintain the data so you can use it again, otherwise it will only be used once and for one purpose.

Write your questionnaire based on what you want to collect. Decide what information you want to collect. What do you want to use it for? Then start with the most important and plan to collect the rest in future stages.

The land is important to us

This is how far we travel and how much of the land we use

This is what we use it for (food, income, culture, heritage)

This is how we can prove it – data layers (fixed cultural sites, animal & plant harvest sites)

Categories (tent frame, cabin, burial, sacred area, etc.) (moose, caribou, berries, medicine plant, etc.)

Question: Did you, in your lifetime, ever kill a moose to feed your family? If yes, show me where on the map.

## **Types of maps**

1. biography – one person’s story will all their locations marked
2. category – all respondents locations of one question (moose kill sites)
3. thematic – all respondents of one category (big game kill sites)
4. hodgepodge - all respondents with all locations (showing the land is important to us)

## **Define your land-occupancy mapping process**

Framework – what is our process – science-based for negotiations  
(or traditional) oral storytelling to share with the future youth

Method – how are we going to get the information – map use-and-occupancy  
(or traditional) Elders sharing through interviews

Parameters – what are we doing, for who, why – map-occupancy for negotiation  
(or traditional) Pass on stories for kids

Tools – data collection manual for consistency – maps, pens, questionnaire  
(or traditional) video camera and some basic questions to get stories started

Outcome – maps and information that can be proven to be the truth that shows the people use  
the land  
(or traditional) stories that can teach youth about the traditional ways.

Both outcomes are important, but decide which you would like. It is possible to do both  
projects, just do them separately, knowing how the outcomes will be different. Traditional  
stories will not convince the government were they can and cannot put a mine or park today  
and in the future.

## **What do we do next?**

KO is working on a package to provide a research guide with sample confidentiality statement,  
BCR, data layers and different options for collecting information. The book “Living Proof” also  
has samples of questionnaires and realistic research projects. The MNR will be asking for  
progress with the interviews, be careful with how much you try and do. Plan in stages, don’t  
rush and get good interview information that your community can use now and in the future to  
show “The Land Is Important To Us”.

## Key Terms

**False capacity** – thinking you have the skill sets required to properly do the mapping and data collection and working on false pretense. This is dangerous and will lead to unusable data/maps

**Technology-driven** – GPS precision is not necessary and is more geared towards collecting data for other industry, not necessary for this type of data collection.

*Quality* – What makes a map good?

*Aesthetics of a map VS actual depth and quality of information* - These are not the same thing and are independent from each other.

Quality of map comes from the data that is collected in interviews ... the set data that you collect will determine the quality of your map.

Credibility/quality indicators: must be designed consciously in the questionnaire and training

8 measures of quality

- 1) **Objectivity** –
- 2) **Reliability** –
- 3) **Validity** – The questionnaire must have certain elements which are phrased to make sure your motivations line up with your questions and the data you get reflects it.
- 4) **Accuracy** – Refers to the difference between your mapping data and its actual location.
- 5) **Precision** - The function of your instruments which you use to measure something. For example, the width of your pen in scale with the map that you're marking is an important factor.
- 6) **Data Integrity** – ability to trace data back to its original individual source (ex/ digital recordings)
- 7) **Representativeness** – your maps represent your whole communities interest not just the interest of the individuals who provided the information. On your hodgepodge map try to have many categories representing a deep rich connection to the land. For example, have categories for all the different ways your people use the land and show them on the map.
- 8) **Audit ability** – transparency, an official research record called a methodology report which describes in great detail how you collected the data, what your plans were, discrepancies between the plan and the actual results. A very detailed report of the entire data collection process. I.e. Methodology report



## Research Principles:

- 1) **Focus** – Don't place far too many expectations on the interviewee for the questionnaire, if you put too much into it. When you are interviewing you have to use key words which are specific and leave nothing to be vague and questioned. You need focus and repetitiveness
- 2) **Qualities of interviewer** - Sense that the interviewer respects them, sense that the interviewer is qualified and knows his stuff, the interviewer should be organized, set up and ready to go, report is very important, you must establish it quickly and maintain it, when you learn to do this your interviews will be successful every time, report is not just your manner and communication but the tools you use, are they appropriate?

For **overlapping territories**, try to focus on overlap between land occupancy, not land use, as land use is much broader and spans a very large geographic location. For example, there is less overlap in the location of grave sites of two neighboring First Nation than in moose kill sites. Methodology is important so that people can see where your maps come from and then when you go to use them people know where they came from.

## The Questionnaire – Things to be careful of

The questionnaire has to be specific with clear questions. Dots should only be used to show locations. Lines are allowed if the lines are drawn carefully and for a reason including traplines or travel routes. Shapes are allowed if carefully drawn for habitat or migration. People want to stay in their trap line boundary, they are intimidated and do not want to stray out of the trap lines. Don't put the trap lines on the map and explain confidentiality and the need to show all possible points to demonstrate connection to the land. Sending out the interviewers without proper training where they have to make things up as they go along is unfair to the interviewer. Once the interviewer is out of control, the quality of the data you get suffers greatly.

Confidentiality is very important in creating a sense of safety, so that they feel comfortable placing data onto a map no matter where it is geographically. Additionally, you must create a sense of purpose within the interview so that they know the information is going to benefit the greater good of the community. They need to understand why they are doing the interview. If you need to do interviews again in the future, make sure its not to repeat the same questions, plan well so that the next interview is about another step in the process. People have to understand the reason for the interview and see progress.

## **GPS - Hooking up to a Computer**

### **Step 1 – Installing & Updating the Software**

- Use the disc that came with the GPS unit to install the software on your computer
- Once the software is installed, make sure its up to date. To do this, you will need a connection to the internet.
- Click on Help -> Check for Software Updates
- The Software will automatically check for updates, and install them.
- Keep clicking on Check for Software Updates until it tells you there are no updates available.

### **Step 2 – Hooking up the GPS**

- Once the software is installed, power on your GPS unit & computer, and connect the GPS to the computer using the (A to Mini AB) USB cord that came with the unit.
- Windows will automatically install the driver for the GPS unit. Wait until you get a notification at the bottom right hand corner of your screen that tells you that the device has been successfully installed.
- After you see that message, open up the Garmin Map Source software program. Make sure your device is still powered on.

### **Step 3 – Transferring Information to the GPS unit**

- At the top of MapSource software, select the Transfer option.
- Your device should be listed in the device list, if not click the “Find Device” button. Once your device is selected, you have two options; Send to Device & Receive from Device.
- If you select the Send to Device option, any way-points, routes or other information that you have placed on the map will be sent to the GPS unit for on-the-fly use.

### **Step 4 – Receiving Information From the GPS Unit**

- At the top of MapSource software, select the Transfer option.
- You have two options; send to Device & Receive from Device.

- If you select the Receive from Device option, any data such as way points, routes or any other information that is stored on the GPS will be sent to the map software on the computer.
- Once the information is transferred from the GPS, you can use the software to print, edit or further detail your GPS data.

### **Step 5 – Additional Features**

- For any of the Waypoint, Route or Tracking information, you can add or edit additional information relating to the points. For example, you can provide a specific name, symbol or comment for any particular waypoint. Additionally, you could add estimated time for routes and change the color of a specific route.
- All of this information is editable in the user data tab, which is located on the very left hand side of the software.
- Once finished editing, you can send the info back to the GPS unit (Step 3) for additional detail in your unit.
- Additional map information is shown in the software if you select view on the menu, then Map Detail, then Highest. This will give you additional geographic data.
- Using the Distance/Bearing Tool (ruler icon), you can calculate the distance and bearings of potential trips, for on the fly information on potential routes. All information is displayed at the bottom of software.
- You can purchase maps with additional data from Garmin. Including topographic data, routable roads, trails, rivers, lakes, etc. TOPO Canada is a good example of an extremely detailed Canadian package.
- <https://buy.garmin.com/shop/shop.do?pid=1016>

## Making Videos - Filming & Editing Tutorial

### Filming - Using the Camera

- **GPS**
  - Many Sony Handy cams' come equipped with a GPS unit. Simply slide the GPS switch to the on position, and wait to see the satellite icon on the touch screen. When activated, you can view your location on a map within the camera menu, and also your shooting locations will be marked and saved, so when you send your footage to your computer later, it will have GPS information attached to it.

### Filming – Tips & Techniques

- Try to have a plan before you start filming. For example, think of what you are trying to showcase in your video, and plan your shots so that they will best represent the idea you are trying to convey.
- Make sure you have the shot that you want before leaving your location. It's easier to check footage on your camera screen, than to get all the way home only to realize you have to scrap everything you shot.
- Use zoom as little as possible. When you zoom, the picture quality suffers, and also the chance of footage being shaky increases. This is especially true if you do not have a tripod.
- Use a tripod as much as possible. If you cannot find a tripod, use your leg, a stump, a bench, anything to hold the camera steady.
- Make sure you have an extra battery or charger just in case. When you are stuck in a situation where you are out of battery, a whole day's work can be compromised.
- **More Tips**
  - <http://www.dreamations.ca/Filming%20Tips.html>
  - [http://www.camcorderinfo.com/content/ten\\_steps\\_better\\_video.html](http://www.camcorderinfo.com/content/ten_steps_better_video.html)
  - <http://www.desktop-video-guide.com/shoot-video.html>

## **Filming – Outdoor Filming**

- Film when you have light. The best light for shooting with a camcorder will be just before dawn or dusk. The worst time to shoot is midday, when the sun is overhead. Sun at midday is harsh on digital cameras and will also leave dark shadows.
- Watch out for shadows across your subject. When shooting outdoors, it is likely that you will encounter plenty of shadows. Make sure whatever your shooting is not covered in shadows as it will interfere with the focus and brightness of your shot.
- Manually adjust your focus. Most camcorders have autofocus features, but they often backfire when you are filming outdoors because there are objects that can easily interfere with the autofocus feature. Practice manually focusing your camcorder for more control over what comes into sharp focus when you're filming.
- It's extremely important to know exactly what direction the sunlight is coming from. If you record footage that catches a beam of sunlight, the camera will record a horrible glare that will make the image useless. When you are filming, keep the sunlight on your back, or back left/right. This will help light your subject and keep it focused.

## **Indoor/Interview Filming**

- Find a suitable background to place the interviewee in front of. Make sure that the background is not too complicated. Always make sure the interviewee is brighter than the background. Use the following tips:
  - Never position the interviewee with a window behind them
  - Try to have light facing the interviewee (a window or a lamp which is directed at them would work). This will make sure they are properly lighted.
- Position the interviewee slightly off center, to the right or to the left.
- Make sure the interviewee is always looking at the interviewer and not the camera.
- The eyes of the person you are focusing on should be about 1/3 down from the top of the screen
- Frame out and focus your shot before you start recording the interview.
- Once the interview has begun, do not use zoom or change the position of the camera unless it is necessary. Use a tripod if you have one.

- Make sure you check the sound quality. Viewers are often less tolerant of bad sound than bad video. If the camera is not properly picking up the audio, connect an external microphone to record the interview. The end result will be much clearer audio.

### **Editing - Transferring Footage to Computer**

- You need two essential things to transfer footage from your camera to computer; luckily both come with the camera.
  - 1) A USB cord: A to Mini AB type
  - 2) The Sony software CD (we have copies for anyone who needs them)
- First, install the Sony software from the CD onto your computer. Once it's installed, hook your camera up using the USB cable to your computer. After the camera is plugged into the computer, a screen will pop up asking you which footage you would like to transfer.
- Once the footage is imported from the camera to your computer, you have the option of converting it into more compatible formats.
- Simply right click on the clip you want, and select convert. From there you will get many different options, but the most compatible formats are WMV and MPEG2.
- If you plan on editing your footage in more detail, convert the clips you want to edit into one of those two formats (WMV or MPEG2).
- These settings will retain quality and have moderate file size.

### **Editing – Editing Software**

- Once you have converted your footage to a suitable format, you can use video editing software to edit the footage into a comprehensive video.
- It's as simple as dragging and dropping the video clips into the software. From there you can chop the video clips up, re-arrange them, add music and titles, and much more.
- Examples of software include: Windows Movie Maker (Free), Adobe Premier, CyberLink PowerDirector

### **Editing – Editing Tips & Techniques**

- By following some simple rules for video editing you can make your movies flow together smoothly, in a classic style, without resorting to multiple transitions.
- While rules are made to be broken, the following tips help provide a good foundation for people new to editing video.
- B-Roll – Refers to footage that is taken which can be used to set the scene, help reveal details, or enhance the story. For example, take extra footage of things related to the subject of your video. You can then use this footage in the editing process in voiceovers, scene transitions and many other uses.
- Don't jump – A jump occurs when you have a scene with the same location, subject and camera setup, but you cut a section out of the clip, leaving the audience jarred by the sudden change in position of the subject. Try not to jump.
- Cut on Motion – Motion distracts the eye from noticing editing cuts. So, when cutting from one image to another, always try to do it when the subject is in motion. For example, cutting from a turning head to a opening door is much smoother than cutting from a still head to a door about to be opened.
- Change Focal Lengths – When you have two shots of the same subject, it's easy to cut between close and wide angles of that shot.

### **Editing – Final Copy**

- When exporting your final video from the editing software, make sure you export the video into a format which will not sacrifice the quality too much.
- AVI is a good format as it can be both compressed and uncompressed. If you compress an AVI you can make the file size somewhat small without sacrificing too much quality. If you leave the AVI file uncompressed you can get great quality. However, the file size will be extremely large.