

# AV INSTRUCTIONAL GUIDE

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## *Using a Digital Camera*

### Introduction

Digital cameras don't use film; instead they record images on an electric light sensor, which is made up of millions of tiny points called pixels. The light sensor "sees" what a frame of film in a traditional camera sees through the lens with the shutter open. The light collected by the sensor is then converted into data and stored on the camera's memory card. The image can then be viewed on the camera's display, downloaded onto a computer, edited, stored or printed in photographic quality.

### Terminology

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| Term                  | Definition  |
|-----------------------|---|
| JPEG                  | The standard for image compression in digital imaging devices.  |
| Shutter               | The shutter opens and closes very rapidly to control the amount of light passing through the aperture.            |
| USB cable             | The cable used to connect the camera to a computer, which enables the transfer of images from camera to computer. |
| Menu/Function Buttons | Digital cameras use menus and function buttons for altering settings and modes.                                   |

### What's in the bag

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|---------------------|--|
| ✓ Digital Camera    | ✓ Video cable  |
| ✓ USB cable         | ✓ Operating instructions, or Audiovisual Instructional Guide |
| ✓ Battery & Charger | ✓ CDRom(s)   |

Items may vary depending on make and model of the equipment.

### Care

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- ✓ Keep away from extreme temperatures, heat, cold and moisture.
- ✓ Delicate camera parts can be broken or taken out of alignment if the camera is bumped, dropped or knocked about.
- ✓ Use only lens cleaning tissue or soft lint less cloth to clean lens.

### Get familiar with these parts of the Equipment

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|                   |                        |                        |                       |
|-------------------|------------------------|------------------------|-----------------------|
| On/Off            | Battery Compartment    | USB cable              | Menu function buttons |
| Flash Mode button | Battery Release button | Viewfinder/LCD monitor | Shutter Release       |

## Basic Operation

This is intended as a general guideline. Consult the Camera's Operating Manual for specific camera functions.

- Step 1** *Select Power Source:* Either battery or AC power. AC power requires the adapter.
- Step 2** *Turn camera ON:*
- Step 3** *Set Camera Modes:* Adjust camera settings for desired options, e.g. picture quality, flash mode, macro/telephoto setting, exposure compensation.
- Step 4** *Take Photograph:* The images will be automatically saved to the camera's internal memory system. Most digital cameras allow the option of viewing your stored photo on the camera's LCD display.
- Step 5** *Connect your camera to your computer:* Connect the USB cable to the camera and connect to your computer.
- Step 6** *Download your images to a computer:* Open MY Computer and look for the camera as a **Removable device**. The exact folder name where your images are stored will vary for every camera. Search for JPEG files.
- Step 7** *Saving images to your computer:* On your computer, decide what folder you want to save your images. Click on the first image you want to save. Holding down the shift key, Right click on the last image you want to save. Choose Copy from the short-cut menu. Go to the folder where you want to save your images. Right click & choose Paste.
- Step 8** *Delete images from the camera. Power OFF* the camera. Use **Properly Stop USB Device** procedures before unplugging the camera from computer.

## Operating Tips

- ✓ Always Stop USB Devices properly before unplugging from computer. Failure to do so may cause the device to stop working properly or file corruption.
- ✓ Battery life is determined by the type of battery, and operations performed. Using the LCD, zoom etc. will consume battery power quickly. Turn LCD off when not needed.
- ✓ Allow for lots of light. Over compensate and allow for more lighting with digital cameras than traditional film cameras. Prepare for delays. On digital cameras when you press the shutter button, there is a shutter lag. This is because more work goes into focusing and calibrating than on traditional film cameras.
- ✓ Movies are recorded in MPEG format. Still images are recorded in JPEG format.

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## Advanced Features/Instructions

Consult the accompanying User's manual for the following advanced Features:

- ✓ Movie Mode
- ✓ Using preset scene settings

## Troubleshooting

Please call the Audiovisual Technician at the campus nearest you, or return the equipment to the Audiovisual Technician for assistance.

Camera does not Power ON Check battery installation or Adapter connections.

Error msg when camera is connected to computer. Check USB cable connections.

## Training

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If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.

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|-------------------|---------------|-----------------|----------------|
| Langley campus    | (604)599-3209 | Richmond campus | (604) 599-2582 |
| Cloverdale campus | (604)598-6041 | Surrey campus   | (604) 599-2216 |

