

WCTE Life as a Farmer

Operations Manual

Important Information	
Technical Support	farmlife@wcte.org
Youtube Website	youtube.com
Youtube Username	WCTEFarmer
Youtube Password	farmlife2011
Max size for clips & videos	15 minutes or 2 GB
“Life as a Farmer” page	wcte.org/farmlife

1. Shoot Your Video

1.1. FlipCam Tips

- 1.1.1. Keep the camera steady and vertical as possible.
- 1.1.2. Stayed zoomed out.
- 1.1.3. Speak loudly and clearly.
- 1.1.4. Keep background noise to a minimum.

1.2. Technique

- 1.2.1. Introduce yourself and your topic.
- 1.2.2. Use a wide shot to establish your area; slowly pan if necessary.
- 1.2.3. Try not to shoot into the sun.
- 1.2.4. Add a second or two to the end of each shot.

1.3. Storytelling

- 1.3.1. Be yourself.
- 1.3.2. Keep it Rated “G”
- 1.3.3. Narrate as if you are teaching a young person.
- 1.3.4. Use relevant anecdotes.

2. Upload your Clips

- 2.1. Plug in your Flipcam to the USB port of your computer
- 2.2. Select “Take No Action” if a window asks you what to do after it recognizes the Flipcam.
- 2.3. Open a web browser, go to Youtube.com, and Sign In:
 - 2.3.1. Username: WCTEFarmer
 - 2.3.2. Password: farmlife2011
- 2.4. Click Upload
- 2.5. Browse to your first clip and click it to begin the upload.
- 2.6. **Video Information & Privacy Settings:**
 - 2.6.1. Give the clip a human title, like “Tilling 1” (add numbers if you have multiple clips)
 - 2.6.2. **Set Privacy to “Private”**

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- 2.6.3. Don't worry about other settings if you are going to assemble multiple clips. If you only have a single clip, you can go to **Section 5** once the video is finished uploading.
- 2.7. Upload your next video clip (if any) and repeat steps 4 - 7 as needed.

3. Assemble Your Video

- 3.1. Open the Youtube video Editor
- 3.2. Find your clip and drag it into the storyboard
- 3.3. To trim the clip, mouse over it and click the scissors.
- 3.4. Set In and Out points by dragging and nudging the grey side bars
- 3.5. Add & trim the next clip
- 3.6. Add Transitions (reccomended):
 - 3.6.1. Click the Transitions tab and drag the transition you want into the space between the clips.
 - 3.6.2. Straight cuts (no transition) are preferred unless you want to show that some time has passed between shots. For example, mowing a field: If clip #1 shows the start of mowing and clip #2 shows the mowed field; a cross-dissolve between clips reinforces the passage of time between clips.
- 3.7. Repeat until you have assembled your clips into a single video.

4. Publish Your Video

- 4.1. Rename the Project to what will become the final title of your video
- 4.2. Click the Publish button
- 4.3. While it is processing, go to "My Videos" to edit the video settings for your assembled video.

5. Edit Your Video Settings

- 5.1. Go to "My Videos"
- 5.2. Click the "Edit" button for your assembled video (or standalone clip)
- 5.3. Video Information ("Info and Settings" tab)**
 - 5.3.1. Title: Keep it short and to the point
 - 5.3.2. Description: Your name and a description of what you a doing in the video.
 - 5.3.3. Tags: Please add: WCTE-TV, Live Green Tennessee, Life as a Farmer, flipforgood, (your city) TN, (your name),(your farm name), (other words or expressions from the description)
 - 5.3.4. Category: People & Blogs
- 5.4. Video Thumbnail (Optional)**
- 5.5. Broadcasting and Sharing Options**
 - 5.5.1. Privacy: Private (only people you choose can view)

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5.6. Date and Map

- 5.6.1. Date: enter the date you shot the video
- 5.6.2. Map Location: enter your zip code and click Search. It will find map location and record location. Category: People & Blogs

5.7. Save Changes

6. Add to Playlist

- 6.1. Go to My Videos
- 6.2. Check the box next to your assembled video
- 6.3. Click the “Add to” button and check the box next to your playlist.
- 6.4. Once you’ve added the video to your playlist, you can email farmlife@wcte.org with the title of your new video.
- 6.5. Once it has been reviewed, it will be made public and posted to the Live Green facebook page.
- 6.6. Each participants playlist will be viewable on wcte.org/livegreen website.

7. Share your Video

- 7.1. Subscribe & share the video and/or playlists on your Youtube channel
- 7.2. Share it on your Facebook page and other social networks of your choice.

Notes: