



Basic Functions of Canon VIXIA HF R500 Digital Camcorder

Step-by-step guide for getting started with basic video camera settings, using an external microphone and importing to iMovie when working with this camera.

Project Type: Digital Media

Group/Individual: Individual

Lesson Plan Audience: Maker, Mentor

Hard Skills: Using a digital video recorder and shotgun microphone, importing footage into iMovie

Age Group: 10 +

Difficulties/Tips:

This is a guide that will help make sure you are getting the clearest picture and best sound when you are working with this camera. It can be used by a mentor as reference when going over camera settings with a program participant, or it can be used by the participant themselves if appropriate for their reading level and learning style.



EXPOSURE

controls the brightness of your shot

1. In **Main Functions Menu**, choose **Exposure**.
 - a. You can only control this option when you are in the **Cinema**, **Scene** or **Programmed AE** Modes.
2. Press the **M** (Manual) button.
3. Use the **slider scale** or the **arrows** at the bottom of the screen to set your Exposure.
 - a. Positive numbers will make your shot lighter, negative numbers will make it darker.
4. Usually you should be OK at 0. You'll mostly need to adjust the exposure if working in particularly dim or bright environments. You might also want to adjust it to achieve a particular effect.
5. Once you have your Exposure set, press the **X button** at the top right corner of the screen.
6. Exposure might need to be adjusted for every shot.



WHITE BALANCE

setting the White Balance will ensure that your camera is accurately capturing colors

1. In **Main Functions Menu**, choose **White Balance (WB)**.
 - a. You can only control this option when you are in the Cinema or Programmed AE Modes.
2. Choose the right-most option, **Custom WB**.
3. Hold a white sheet of paper in front of the camera, making sure all you can see on the LCD monitor is this sheet of paper.
4. Press the **Set WB** button and wait until the **Custom WB symbol** stops blinking in the middle of the screen.
5. Press the **X button** at the top right corner of the screen.
6. White balance needs to be adjusted for almost every shot.



FOCUS

makes the object you're shooting look clear and sharp

1. In **Main Functions Menu**, choose **Focus**.
 - a. You can only control this option when you are in the Cinema, Scene or Programmed AE Modes.
2. Press the **MF (Manual Focus)** button.
3. Aim your camera at your subject and use the **Mountain** and **Person** buttons to make the subject as clear and sharp as possible.
 - a. When you press the **Mountain** and **Person buttons**, **Focus Assistance** will turn on. This means that the camera will zoom in close to your subject as you work on focusing it.
4. Once your Focus is set, press the **X button** on the top right corner of the screen.
5. If your subject is moving towards or away from you while you are recording, you might have to adjust the focus while filming. You would do this in the same way, through the **MF button**, as you would when focusing before recording.
6. Focus needs to be adjusted for almost every shot.



USING AN EXTERNAL MICROPHONE

an external microphone will help you capture higher quality audio

1. Put the **windscreen** on the external mic and make sure the microphone has a battery in it.
2. Connect the external mic to the camera through the **MIC input** underneath the LCD panel.
3. Turn the external mic on.
 - a. For subjects 3-6ft away use the **Normal setting** on the mic.
 - b. For subjects further away use the **Tele setting**.
 - c. **Normal setting** is typically better, because extra fuzziness tends to appear when using the **Tele setting**.
4. Point the microphone at your speaking subjects. The closer the mic is to the subjects, the better the sound quality will be.
5. Make sure that the **Headphone/AV input** is set to **Headphones**
 - a. Menu → Other Settings → Wrench Symbol → AV/Headphones
6. Plug in headphones to the **Headphone/AV input** on the camera. The headphones will help you monitor sound as you record.
7. In **Main Functions Menu**, choose **Mic. Level**.
8. Have your subject speak (say the alphabet, tell you a story, etc.) as you listen through the headphones and use the **arrows** to adjust the **Mic. Level**. You want the sound to peak at around the green dot marked with a 12.
9. Once you're done adjusting the **Mic. Level**, press the **X button** on the top right corner of the screen.



IMPORTING TO iMOVIE

*once you're done filming, get your footage
on the computer so that you can edit it*

1. Remove the memory card from the camera and insert it into the memory card reader on your computer.
2. Open **iMovie** go to File --> Import --> Movies..., choose the clips you want to import and name the Event you want them to be a part of.
3. Click **Import**.

