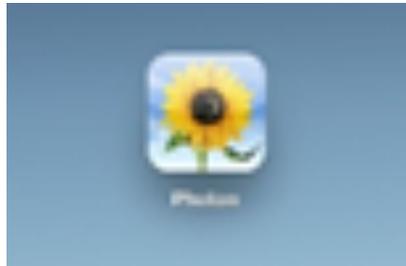


Some things to know about using the camera roll on a school iPad



Getting started

- The school iPads have only 16GB of storage space so you need make sure there will be enough room for your files; **you may need to delete files** left on the camera roll, and/or in the iMovie or Do Ink apps, by previous users before starting your project. If you run out of storage space you may have problems at the very end of the project
- To delete multiple photo/video files from the camera roll, open the Photos app, click on "photos" at the bottom of the screen, click through to the "Collections" page, then click on "select" at the top of the screen, and now you can select groups of files on the right to delete multiple files at once (rather than having to select each individual thumbnail)
- Also, **check the recycle bin** - the iPad saves deleted camera roll files for 30 days so there may be files there taking up memory space that you can delete

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Keep in mind that iMovie has some built-in music and sound effects you can use, so **you can create a film using nothing but the iPad's camera and the iMovie app** (very easy and then all you will need to do is export it off the iPad at the end of the project).

BUT, if you want to use images, audio, or sound from other sources then you will need to understand your options for getting those files onto the iPad wirelessly and keep in mind some copyright issues. . .

Documenting your Sources and Copyright issues

As with any school project, **you must record where you get your stuff from and provide your teacher with your References/Works Cited (APA or MLA style, on paper or as part of your end credits. . . whatever your teacher requests).** **“Your stuff” means everything you use that is not your own original creation** (a quote, info you read or viewed paraphrased in your own words, charts/graphs, images (photos, clip art), video clips, sound effects, music. . . you get the idea).

Copyright laws allow you to make use of legally obtained material in a school project; so if you purchased a song, or got an image from one of our databases, go ahead and use it in your video BUT if you intend to share your creation beyond the walls of the classroom, then different, stricter, rules apply. Just because you found a photo on Google doesn't mean you have the right to use it publicly. Just because you found a clip on YouTube doesn't mean you have the right to put it in your own video and share it with the world.

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For more details on how to find great stuff on the web and use it ethically and legally, and on how to copyright your own creations, take a look at the Copyright page on the library website.

To get you started for now. . .

Go to the "Viewing, Listening and Creating" tab on the CCI library website (www.ccilibrary.ca) and click on "Images and Video Sources" or "Audio Sources" to find links to some helpful sites, such as:

- o *Learn360* for images or film clips
- o *SoundBible* for sound effect clips (applause, bells, laughing, etc.)
- o *Free Music Archive* for instrumental background music clips

To get files ON the iPad

- Use Airdrop to move files from any Apple device to the school iPad. Make sure that Airdrop is set to "everyone" (not just contacts) on both devices.
- Search using the iPad's Safari browser: make sure you have found a copyright friendly image (one you have the rights to use!) then click the upload icon, then choose "save image".
- Another alternative is to navigate to a website with an image you want and take a screen shot by clicking on the Home button and the power button simultaneously. Screen shot pictures are saved automatically to the camera roll (you can edit the picture, for example to crop it, and save it again in the camera roll as needed).

... Use Google Drive

- Save the videos/images in your school Google account ahead of time; then on the school iPad open up the Google Drive app and log into your account. Click on the info ("i") icon on the file you want, choose the "open in" option then choose "save video" or "save image" which will then download the file onto the camera roll.
- Note that on an Apple device, when logged into Drive, you can Airdrop directly from your Google Drive account to another Apple device.
- Don't forget to **ALWAYS "Remove" your Drive account from the iPad** when you are done (or else the next user will have full access to your files!).

Audio files

For audio files (mp3 files are best type to use) saved in your Google account, click the "i" icon, chose "open in" then "open in" again, then finally "open in iMovie". If there are currently more than one iMovie files on the iPad you can choose which one to put the file in, and whether or not you are replacing or adding to audio files already in the movie

Organize your files

Naming and organizing your files (whether you do it before or after you put them on the iPad) can be very helpful especially if you have multiple versions of a file or you filmed in chronological parts; you might want to create folders ("Albums") on the camera roll to help you organize if you have lots of files

To get files OFF the iPad

- Use Airdrop (from school iPad to another iPad or iPhone or Mac computer (receiving device needs to have enough storage room). Make sure that Airdrop is set to "everyone" (not just contacts) on both devices.
- On the iPad, log into your Google Drive account, tap the plus icon (+), choose "upload photos or videos" then choose the file you want to upload from the camera roll (may take some time for a very large file). Don't forget to log out of Drive when you are done.
- Upload your video to YouTube or Vimeo from the camera roll.

Clearing the iPad

- Most apps, like iMovie and Do Ink, work by linking to files saved in the camera roll so if you delete those source files your iMovie or Do Ink in-progress project won't work anymore. Once your project is finished, compressed and converted to a video file, only then is it safe to delete the source files you used.
- Once you have uploaded your finished video off the school iPad camera roll and confirmed that it is safe and works ok, and you know you are done using the school iPad, please delete all your images/videos in the camera roll AND delete your iMovie and/or Do Ink projects within the apps, leaving the iPad clean for the next user.
- Deleting files from the camera roll puts them into the recycle bin for thirty days; to permanently delete the files you must go into the recycle bin and delete them again

Some tips for using the iPad camera

- Have a plan before you start! Write a script and then create a story board where you visually plan out each scene, including props, costumes, camera angles, location, special effects to be added later on, etc.
- Always film in landscape mode, not portrait mode (hold the iPad lengthwise) so that your end result will show well on most screens
- Use a tripod to hold the iPad steady whenever possible (it is hard to hold an iPad completely steady for any length of time! - your teacher can borrow one from the library)

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- Be careful you don't accidentally cover up the microphone and remember that it will pick up all sounds around you so you should film in a place with little background noise, however you can always film with the microphone turned off and then add the audio later on in the editing stage if that would work for the scene
- Filming shorter scenes that you later edit together often works out better in the long run than filming longer scenes that will be harder to cut down in the editing stage

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- Always experiment and do trial runs! In each location, take a photo/do 15 seconds of filming and then look at the results. Check lighting, sound, shot composition etc. for potential problems. You wouldn't want to film for five minutes and only later find out that the lighting was terrible or you couldn't hear anything because of background noise or a speaker who was too quiet.
- Make sure to start filming a few seconds before action/dialogue starts and leave a few seconds at the end; this makes it easier combine film clips and do transitions later on (you can always trim out what you don't need)



- Keep an eye on the power bar and recharge before everything shuts down on you unexpectedly
- Use the Do Ink app for green screen effect in video or photos (the library has a green screen your teacher can borrow or ask the teacher-librarian for help after school one day)
- Use iMovie to add other effects like transitions, title sequence, end credits, etc. to finish off with style!!