What Equipment is Available?

- A recording studio with a video camera, green and gray screens, microphones, and professional lighting
- Four iMac computers (in the studio, in the Computer Center, in the Library, and in the Instructional Design office) with a full complement of multimedia software applications.
- Additional video cameras, audio recording devices, tripods and other accessories for use in or outside the studio. Descriptions of equipment available.
- VCR/DVD deck and a converter to enable capture of analog or digital video.
- Campus iPads – can be signed out by contacting Deborah Sillman (dys100@psu.edu)

Who Can Use the Media Commons?
Media Commons’ resources can be used by all current students, faculty and staff.

Where is the Studio? How do I Reserve Equipment and Studio time?

- The studio is located in room 12B Conference Center and is open during Computer Center hours only.
- To reserve studio time or equipment, use the Media Services Request form.
- Pick up your equipment or the key to the studio at the Computer Center Helpdesk. You must show your PSU ID card at time of pickup. Please return the studio key promptly when your reserved time ends. Equipment must be returned to the Helpdesk within 24 hours of sign-out.
- You can also obtain equipment or request the studio key from the Computer Center helpdesk without reserving first, however the equipment you need may not be available.

Where Should I Save the Video or Audio Files I Create?
Multimedia files can be huge and you should determine where you are going to store these files before you start your project. Media Commons provides online storage space, but be aware that this space is only accessible when you are using the iMac computers on campus. You cannot access this space from any other computer. Note that you can share MC storage space with others so all members of a group have access.

Other options for storing your media files include Box at Penn State, your PASS space, personal cloud services like Dropbox, or personal devices (your own computer, device, flash drive, or an external hard drive).

Be aware that when you create a video project you will be managing both the video files themselves and a ‘project’ file that contains information on how the video is constructed. All these files need to be saved!

Regardless of where you choose to store your media and project files, make sure you copy them to your chosen storage space every time you create or edit media. *Any files left on campus devices, PC’s, or on the iMacs will be erased nightly.*

D. Sillman, 7/23/14
Multimedia Projects - What Should I Do First?

Create a Storyboard! Planning your project may be the single most important step. A storyboard lets you plan before you start recording. Learn more at Media Commons Storyboarding or view some examples of storyboards.

Select a camera. The campus has a variety of equipment that students can sign out at the Computer Center. Remember, you will be asked to present your PSU ID when signing out equipment, and you can reserve equipment ahead of time to make sure what you need is available. Campus iPads can be signed out for a week by contacting Deborah Sillman (dys100@psu.edu). Of course, you are always welcome to use your own device instead!

Think about lighting and audio. Adequate light and a quiet environment during recording can make a big difference in the quality of your project. Take the time to think about these issues before you start. The Media Commons studio has professional lights and soundproofing and is a good choice for recording interviews. You can also add your audio as a voiceover later, while you are editing your video.

I’ve Recorded Some Video – Now What?
Back up your video files to a reliable storage space. Files will be erased from campus cameras, and computers nightly, so be sure you store your original media files and project files in your own storage space (see ‘How do I Save...’ below).

Select an editing platform. You can edit your video on campus iMacs or iPads using iMovie, or on campus PC’s using Windows Movie Maker. You can even do simple editing in YouTube using the YouTube Video Editor. Details will vary depending on the software and hardware you choose. Training on iMovie, Windows Movie Maker, or most other editing software is also available by logging in to http://lynda.psu.edu.

Add music, titles and still images. It’s easy to add these elements to your video, but be sure you observe all copyright restrictions. Plan to use content clearly licensed to share and always indicate where the content is from and who the author is. This handout on Legal Sources of Multimedia Content provides more information and sources of media.

How Do I Save my Work?
Unless you are working on your own device, you need to back up your media and project files to your own storage space. If you are using a campus iMac, here are instructions to backup and restore project and media files. Files can also be saved in Box at Penn State, your PASS space, on a high capacity flash drive or an external hard drive.

How Can I Share My Finished Video Project?
Once you are finished editing, you will need to export your completed video to share. iMovie (and most video editing software) allows you to export your video in a number of formats (.mp4 and .mov are good choices), or directly to YouTube. Your instructor should indicate how they would like you to share your finished project.

How Can I Learn More or Request Help?

Media Commons tutorials: http://mediacommons.psu.edu/instruction/tutorials
Media Commons support page: http://mediacommons.psu.edu/support
Tutorials at lynda.com: http://lynda.psu.edu

Additional questions about Media Commons at Penn State New Kensington can be directed to Deborah Sillman (dys100@psu.edu), or ask at the Computer Center Helpdesk.

D. Sillman, 7/23/14