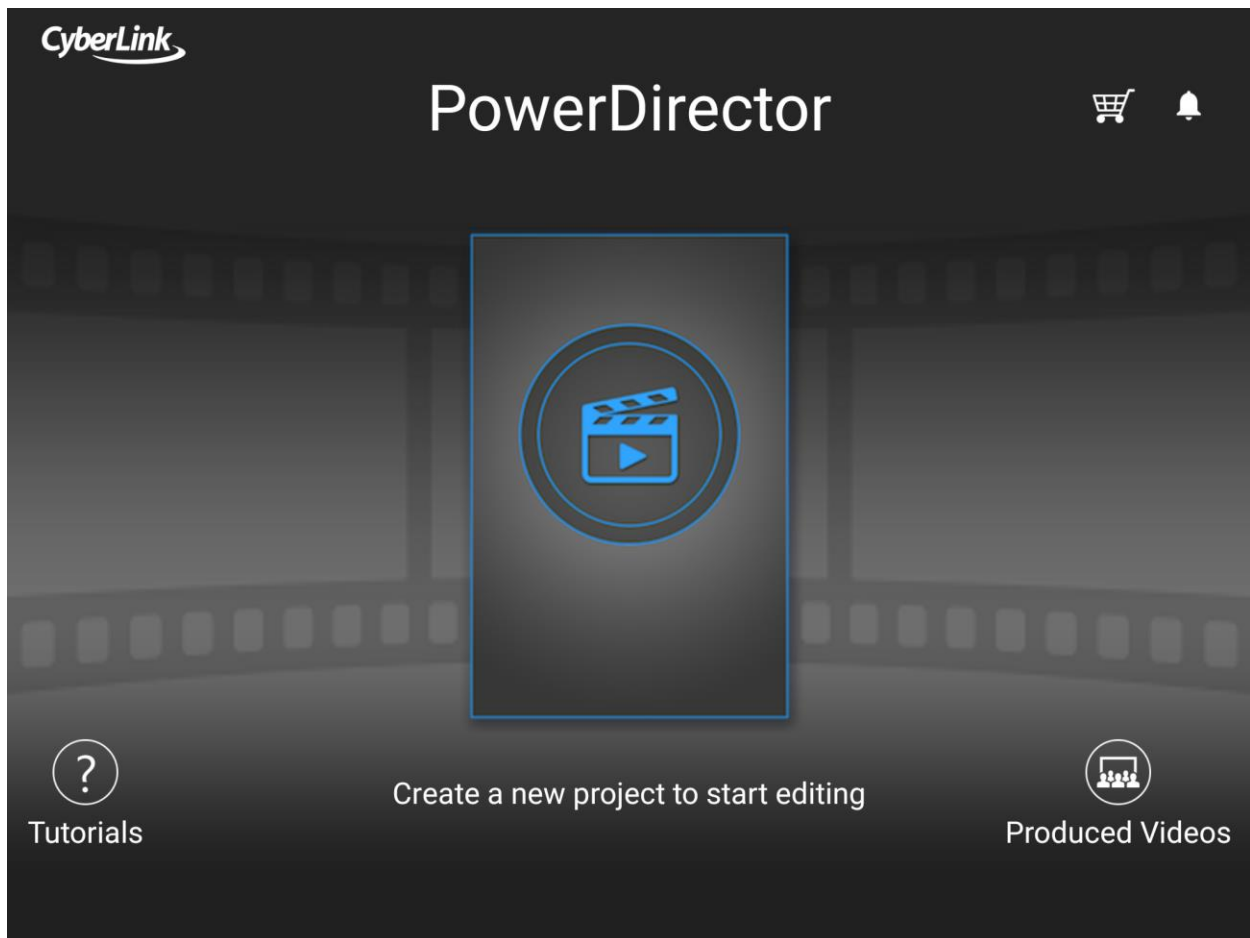


## PowerDirector “How to” guide for DOT

All the filming, and any of the editing that we do in the DOT (Deaf Ownership Translation) Program, is done utilizing Android tablets and the film editing app, PowerDirector. This guide will walk you through the functions of PowerDirector that we use for DOT events and the standard format template that the videos should follow.

1. This is the first screen you will come to when opening PowerDirector. To begin, just click the button in the middle to create a Project. A new project will be created for each chapter that is filmed.



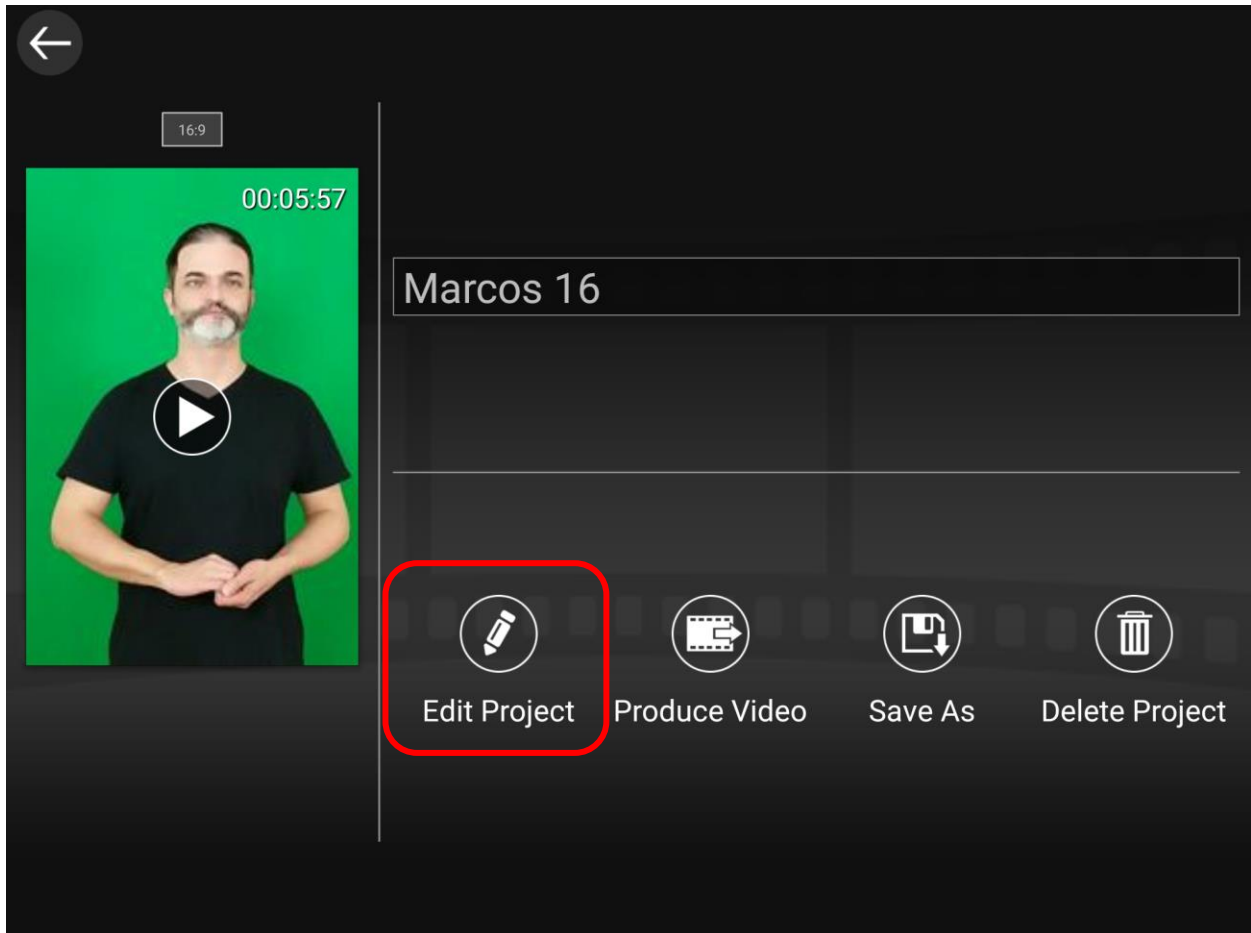
2. The project name should be the name of the chapter that is in the project. For this guide, we will use Mark 16 from our workshop in Brazil.
  - The aspect ratio for the project should always be 16:9



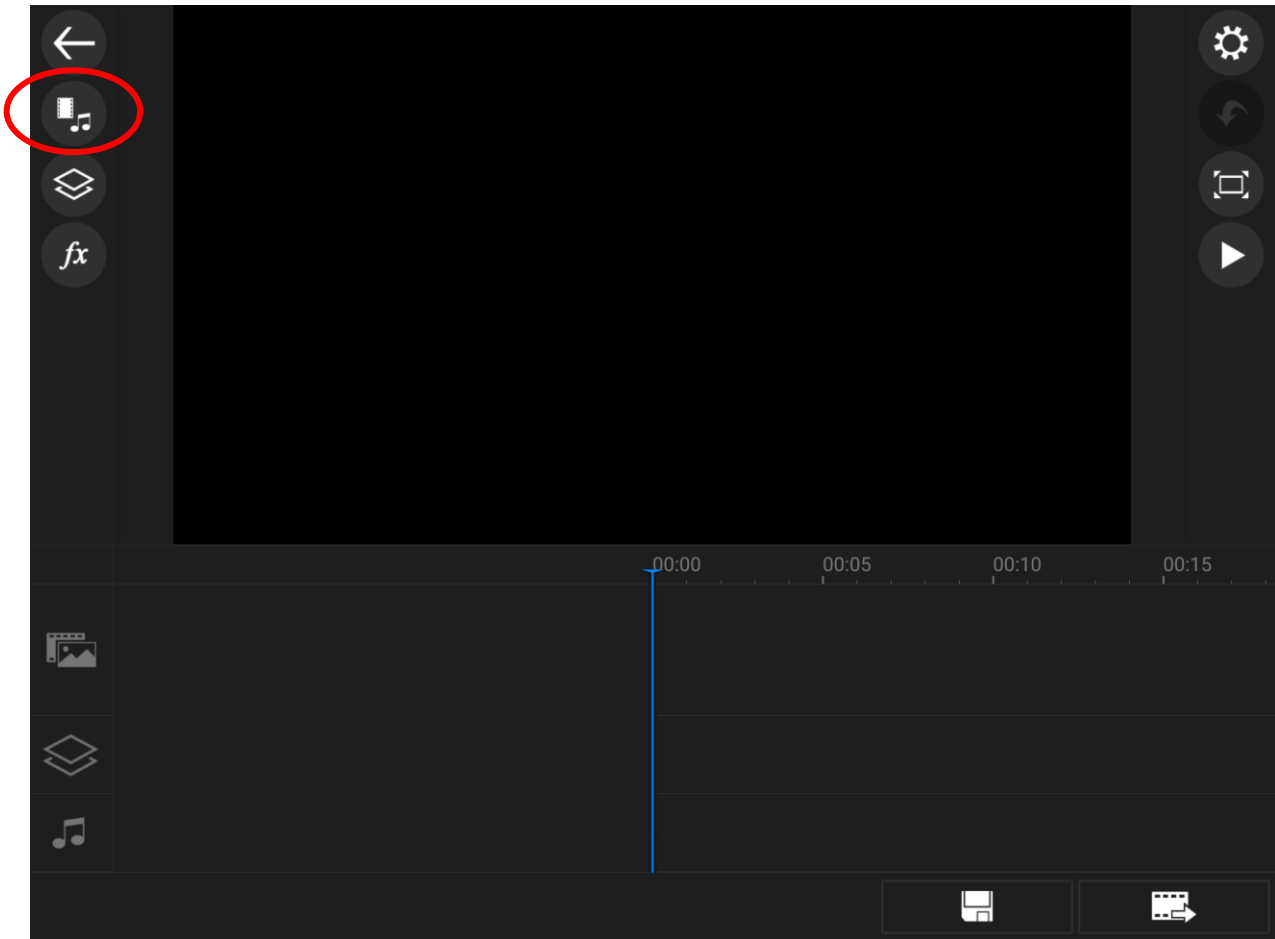
- After a project has been started and saved, it will show up on the opening screen like this.
- All the projects saved on a tablet will show up next to each other on this screen. This tablet only has one project saved.
- If you want to continue working on the chapter that you were previously in, tap on the **project**
- If you are ready to start working on a new chapter, tap on **new project** at the bottom.



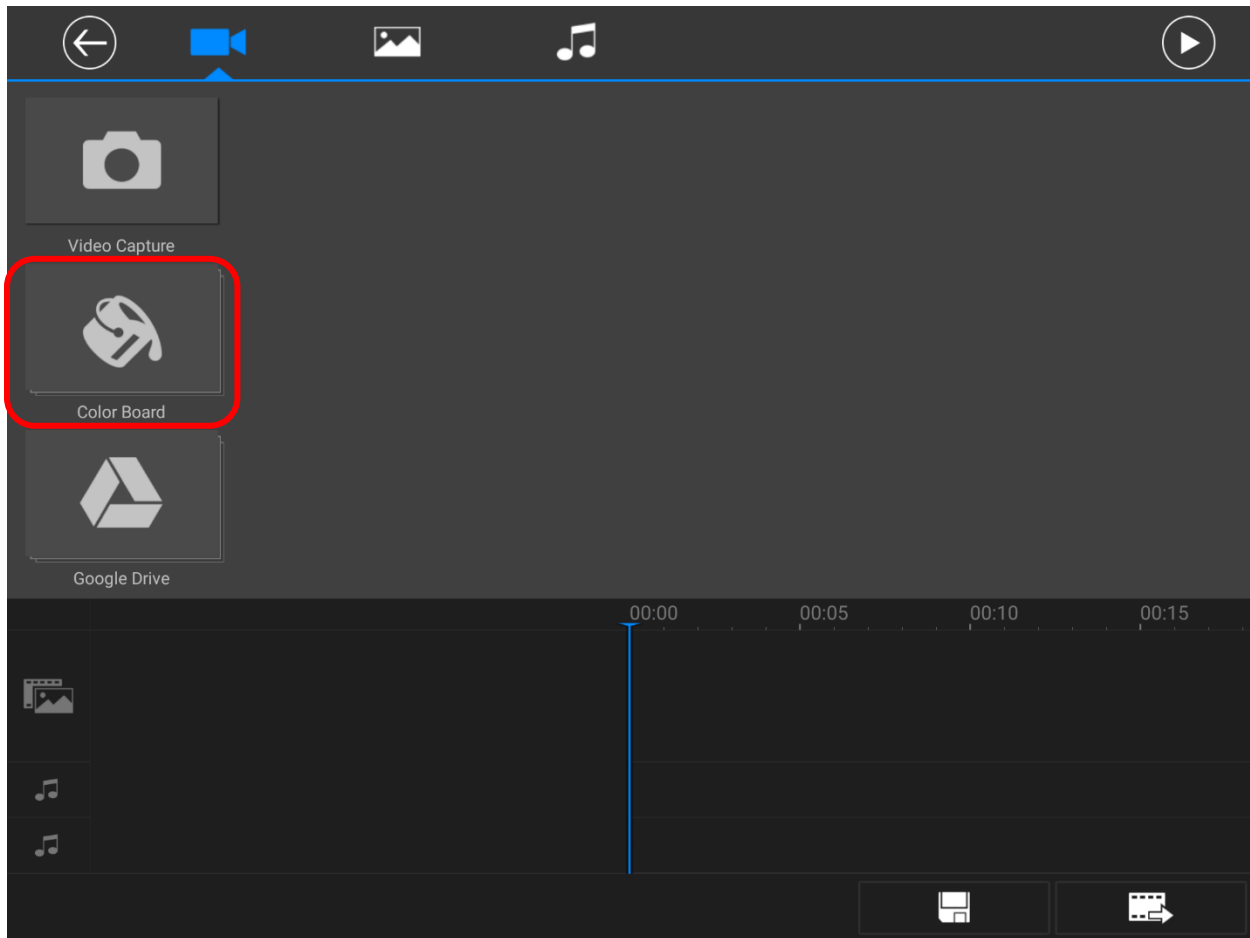
- Once you tap on a project, it will show you this screen. Just click on **Edit Project** to pick up where you last saved.



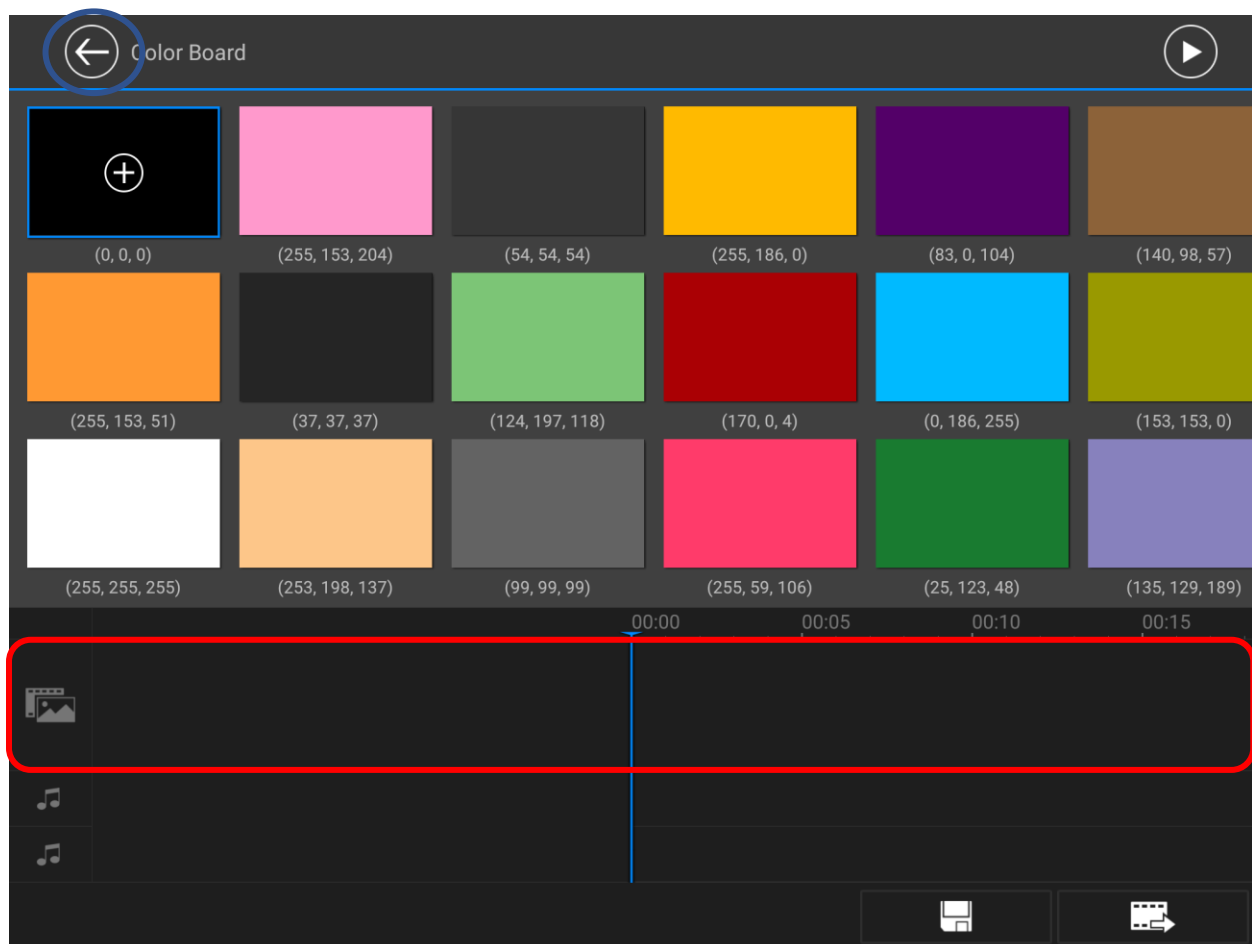
3. This is what the empty project screen looks like. To begin, you will always need to click on the **media** icon in the top left corner



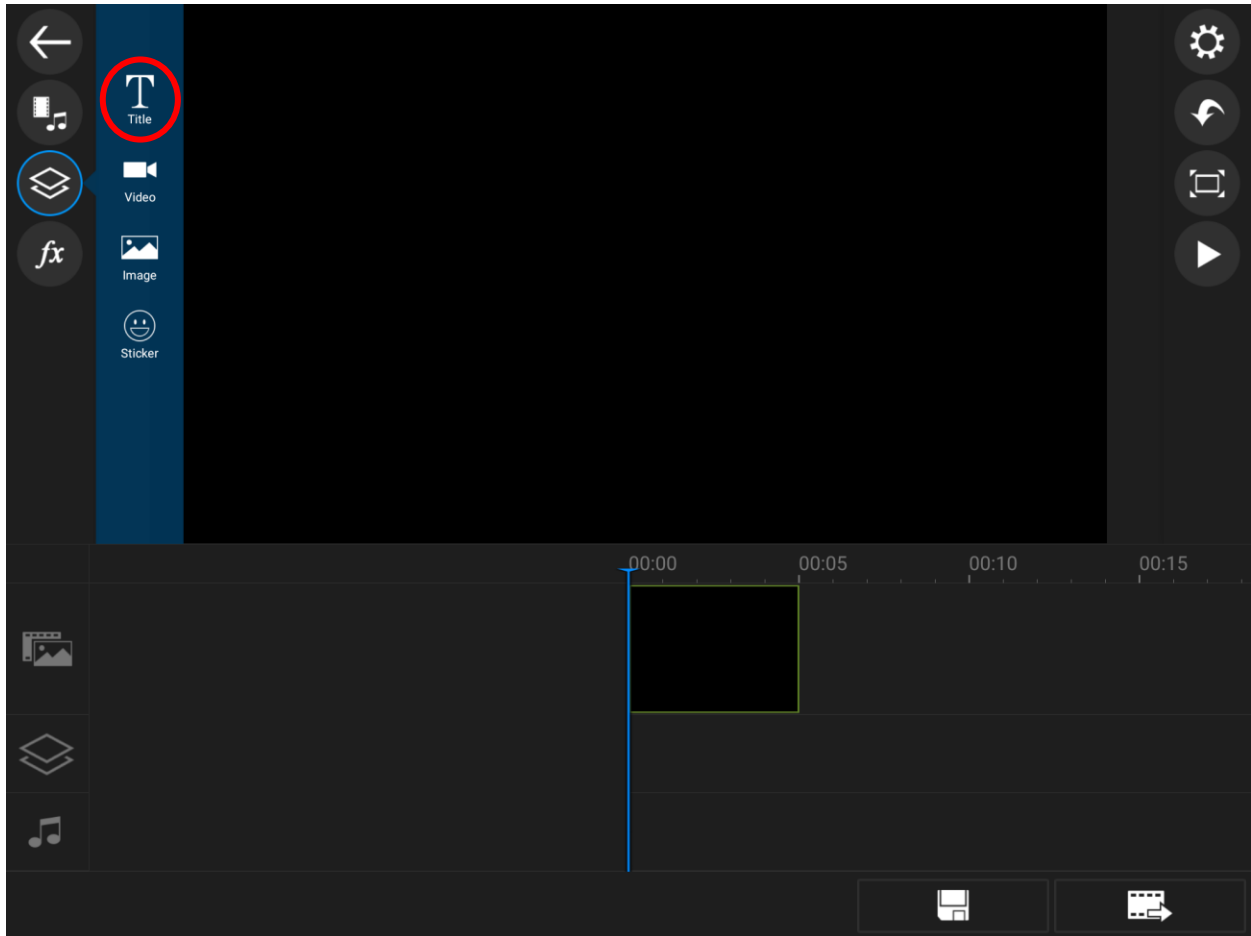
4. The media page is where you can bring videos or pictures into your project. If there are no videos on the tablet, the page will look blank like this. Before we move on to videos however, we want to make sure that the content in our project is clearly labeled so that someone who does not know the sign language will still be able to identify which portions of scripture are being translated.
  - The first step in labeling is to select a **color board**



5. PowerDirector gives a lot of room for making projects fancy and creative, which can be distracting. Our goal in DOT is to equip and train the national translators to use these tools so that they can make clear and professional looking recordings of scripture. For that purpose, we will generally use some of the plainer options during our workshops, so that we can teach the basics, and if they want a flashier video, the deaf community and local churches can make those decisions down the road.
  - Select the black color board. After selecting it, a white plus sign appears. If the white plus sign is selected again, the item that is selected will automatically be added to the end of the **video track** on the timeline.
  - After adding the color board, hit the **back button** twice to return to the main project screen.

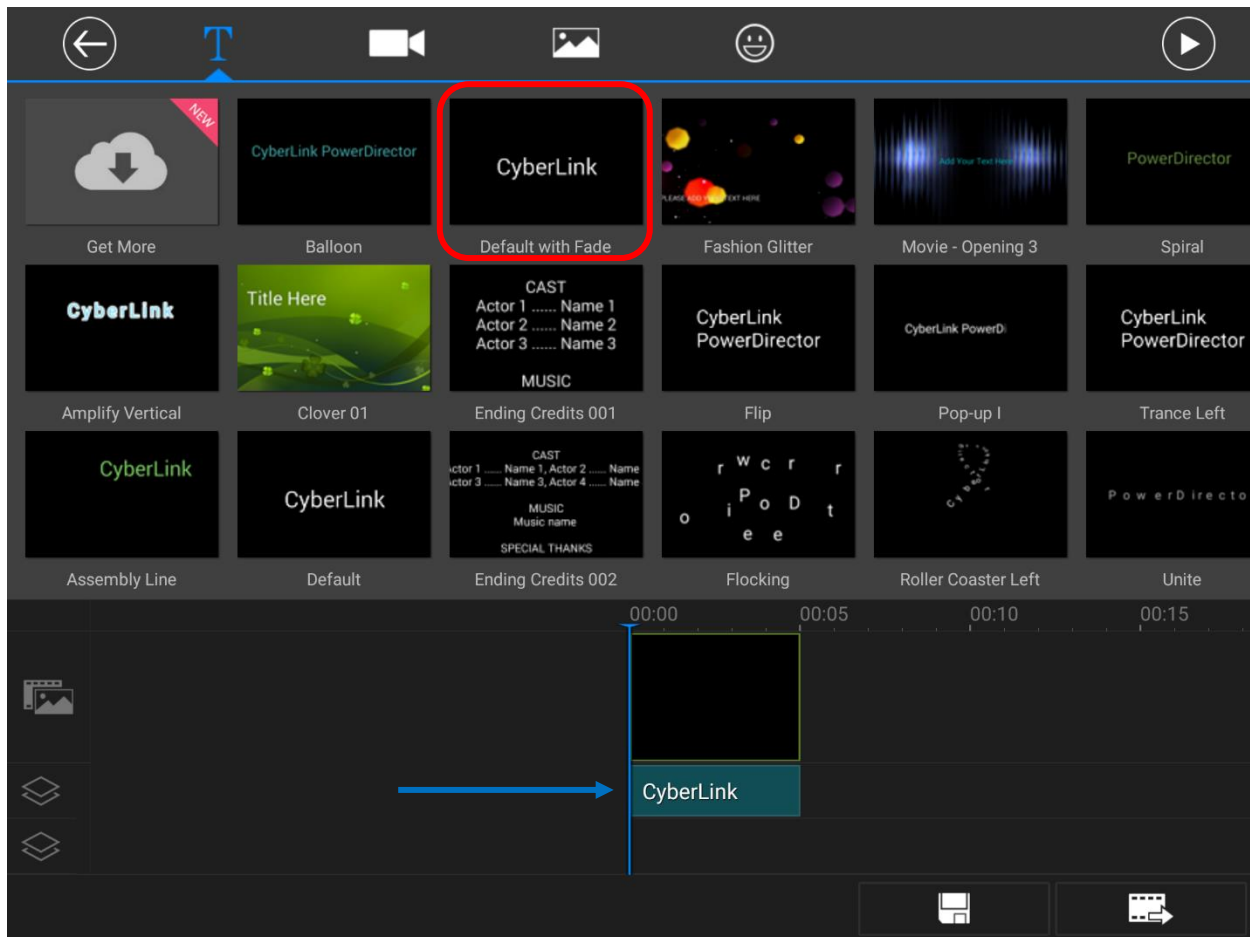


6. After the color board is added, we will need to layer a title over it to label the reference. Select the **layer** icon on the side.
  - Choose **Title** from the layer menu that pops up.

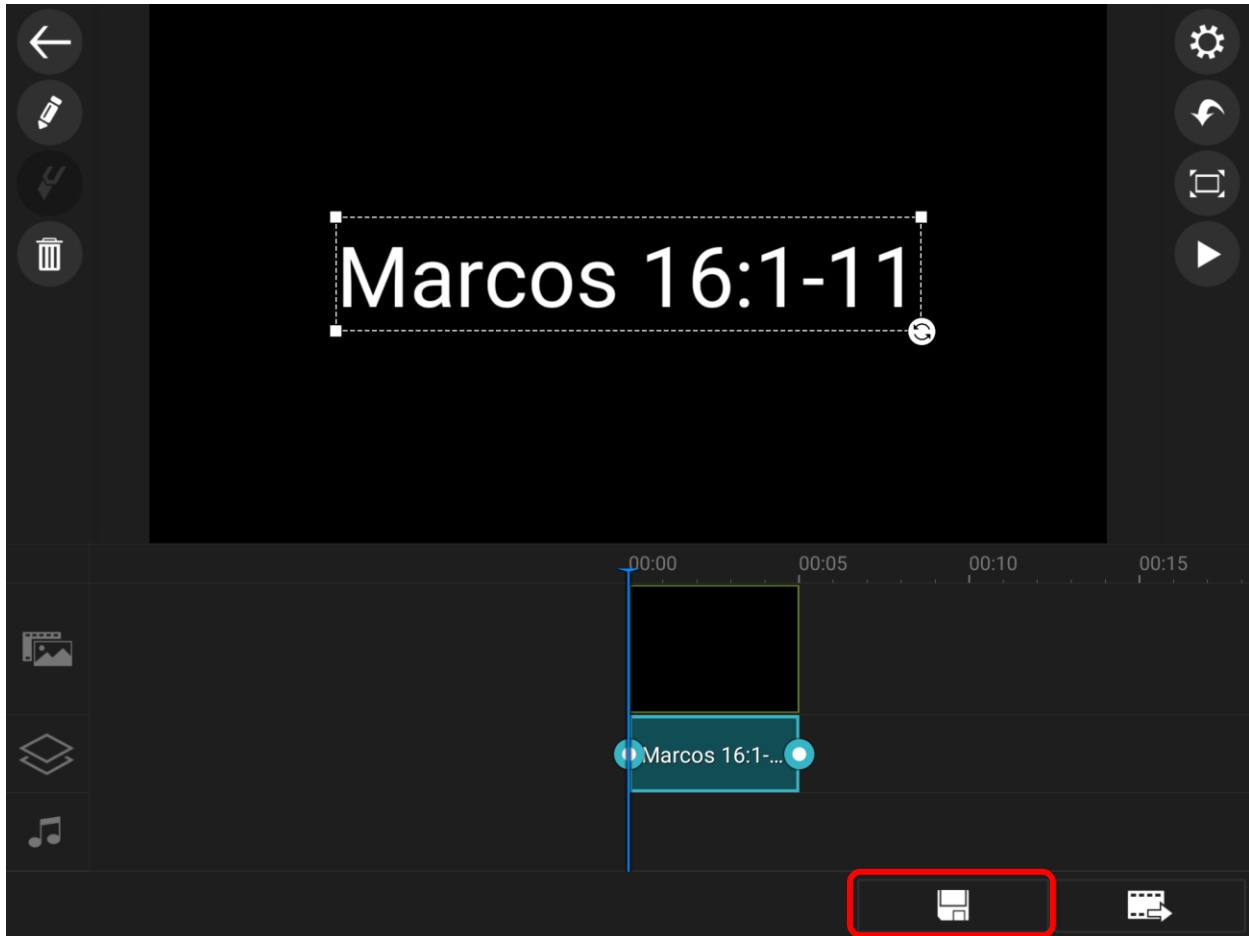




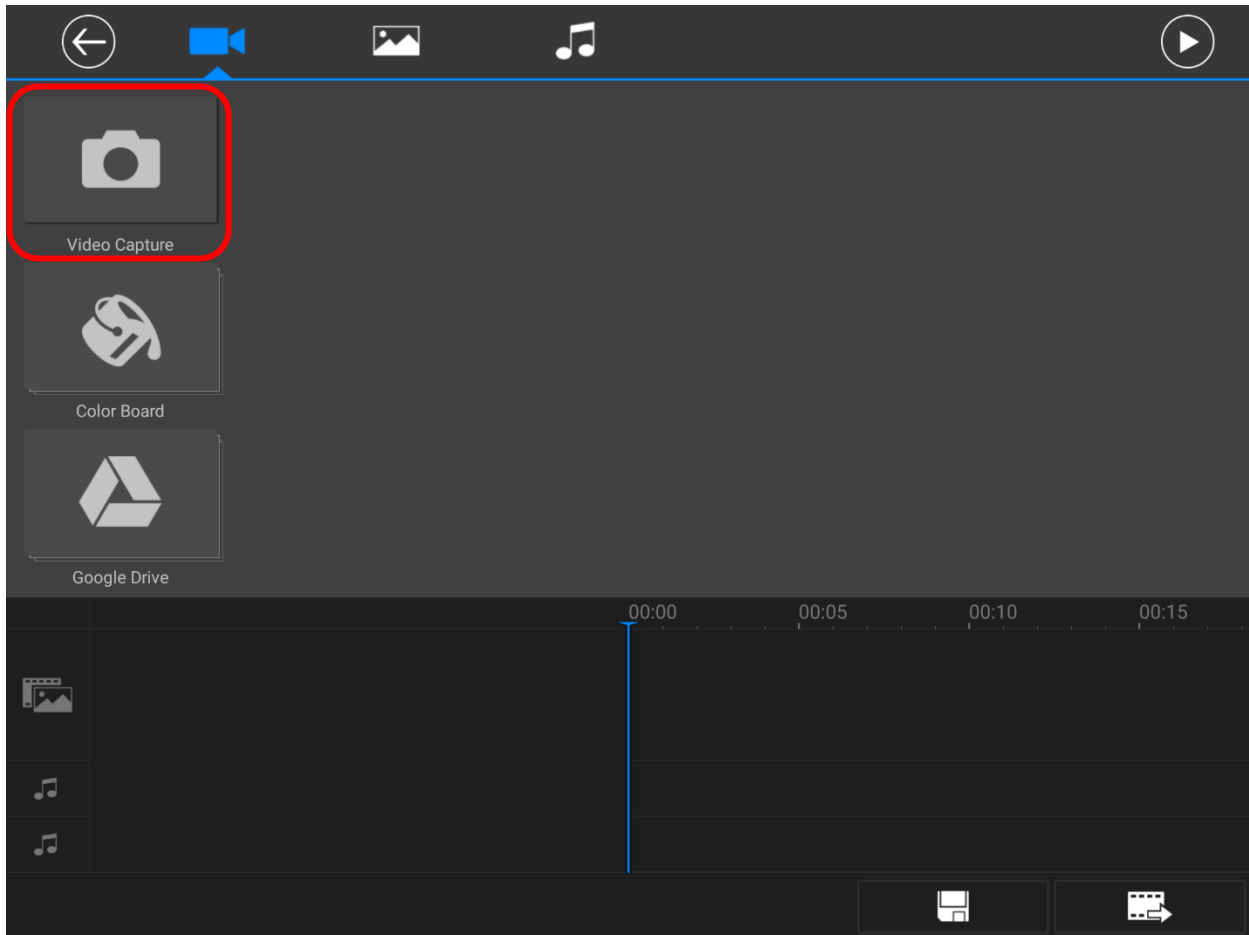
7. Once again, we are faced with a selection of flashy options, but to minimize distractions, at DOT events, we will select the **Default with Fade** title.
- Unlike media, which will always go to the end of the file, any titles that are added with the plus button will go to the location of the blue cursor. The **title** goes below the main media line onto the first layer line.



8. Tap on the title box on the line and type in the reference of the chunk being signed.
  - Hit the back button to return to the main project screen and select the media icon again
  - Remember to **save your work** often!



- Now that you have your reference in place, you can film the chunk. Select the **video capture** icon on the side.



10. This will take you to the tablet's camera. Hit the record button to video. After the video is taken, there will be the option to review it and then two choices of "OK" or "RETRY" at the top.

- If "RETRY" is selected, the video that was just shot will be deleted and it will take you back to the camera.
- If "OK" is selected, it will take you to a screen where you can add the video to your project.

**Remember the framing guidelines:**

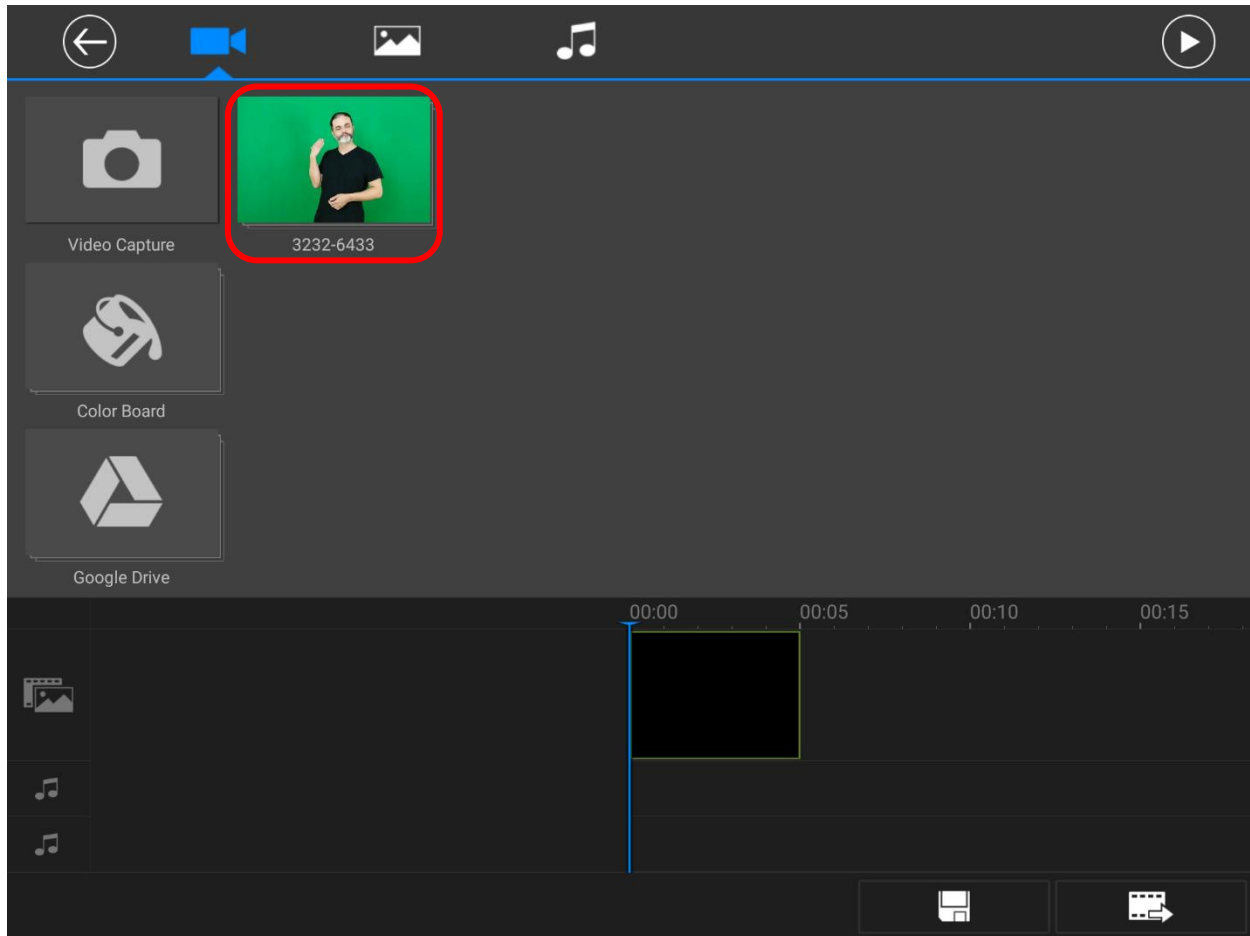
- The bottom of the screen should be just below the translator's waist.
- The top of the screen should be about six inches above the translator's head.
- If this is a final film on the green screen, the sides of the green screen should not be visible.



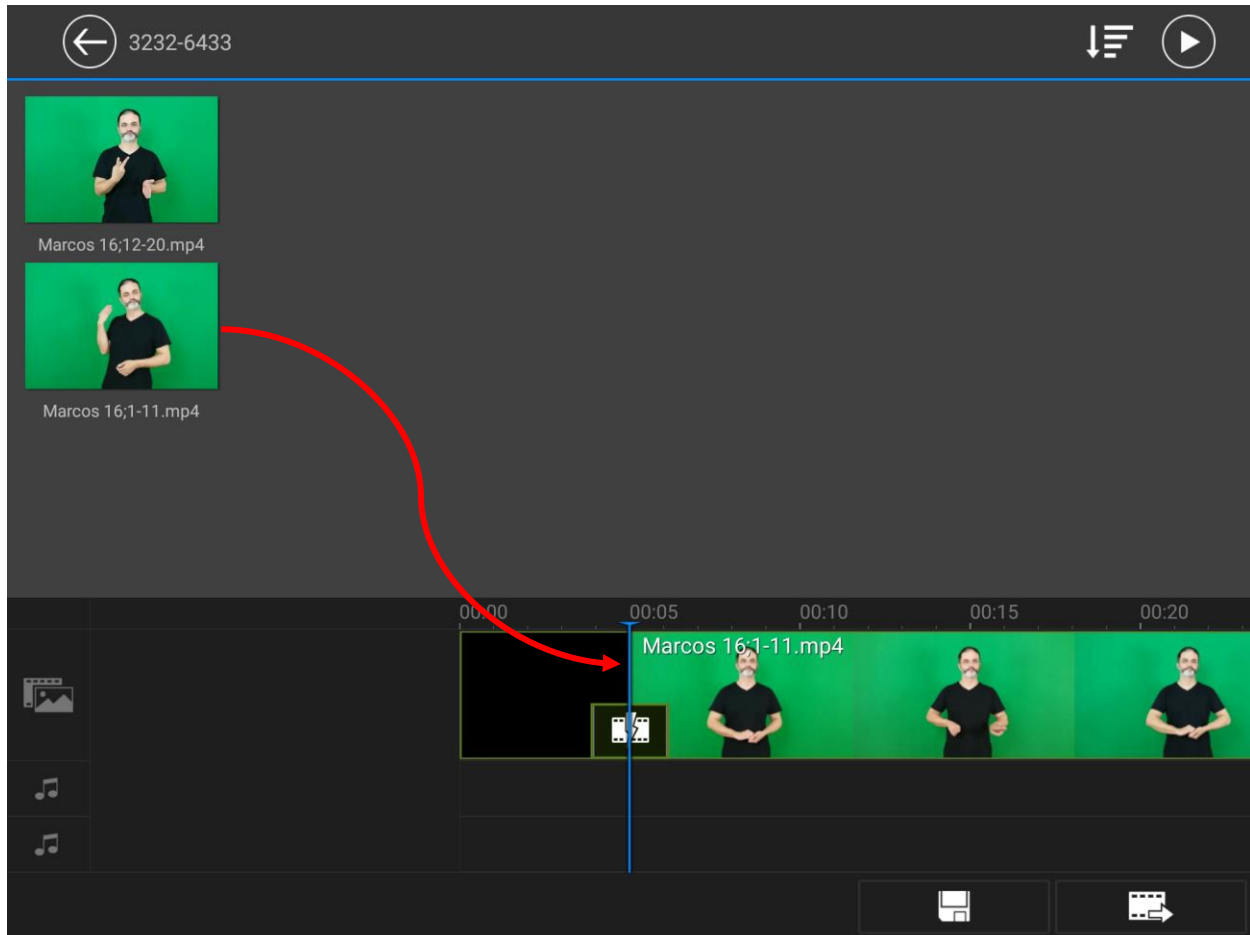
**Other final filming notes and guidelines:**

- The translator's hands need to begin and end either in a neutral position as pictured above, or at their sides.
- The neutral position must be held for a *minimum* of two full seconds before they start signing. After they sign the reference for the chunk, they must return to the neutral position for another minimum of two seconds before signing the chunk. Their hands must return to the *same* position after the chunk for two seconds. (While this is only mandatory for the final filming, it is good practice for the translator to do this during drafting as well)
- They should wear a solid colored shirt. Preferably black, but depending on skin tone, something lighter might be necessary. They should never wear green or red.
- No flashy jewelry, distracting hair styles, watches, etc. They must also wear the same clothes and hair style for the entirety of a chapter, even if it is filmed over multiple days.

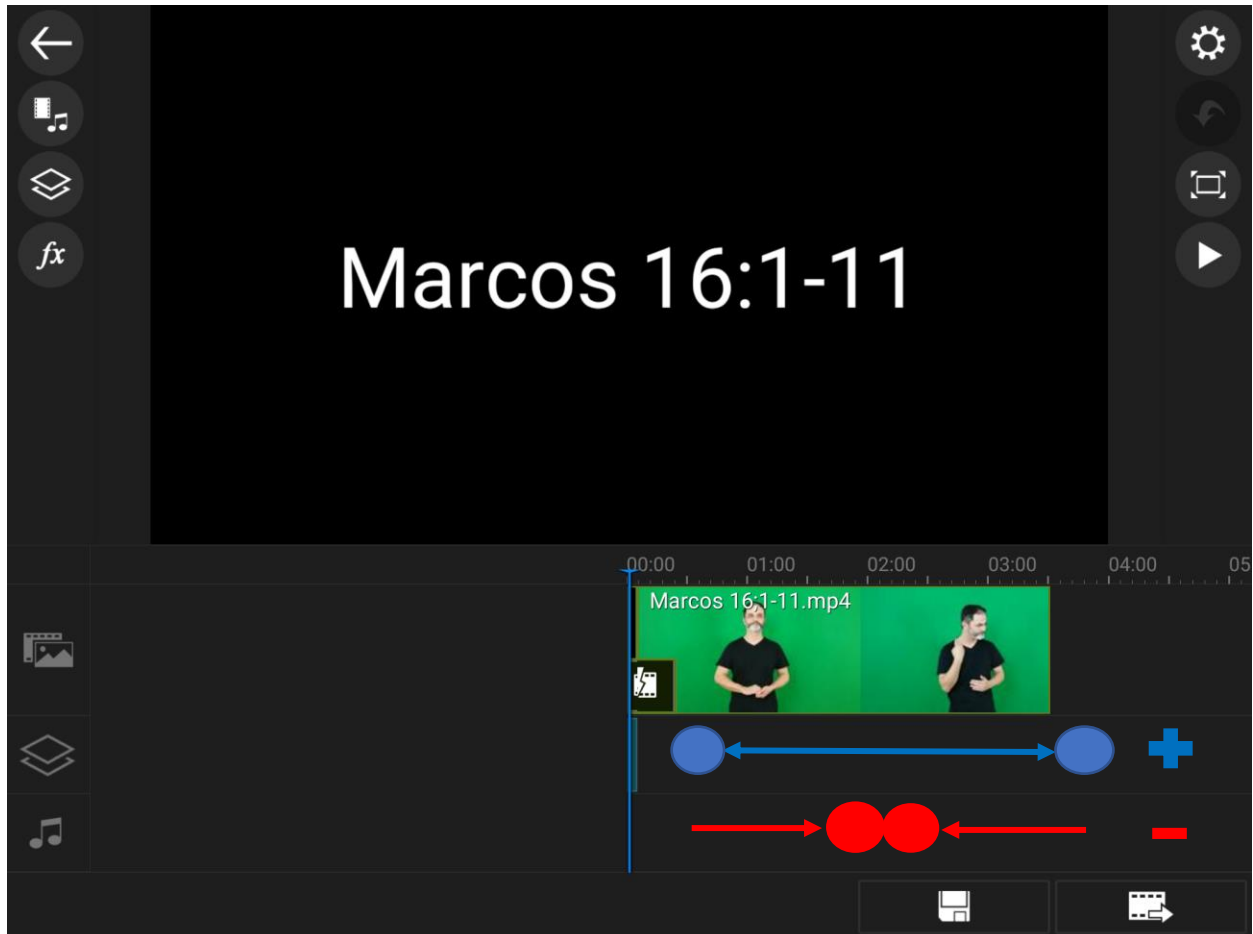
11. When you return to the media tab, there should be a **folder** with the video or videos that you shot.
- If you have taken and saved multiple videos, they will still show up in one folder like this, but will all be visible when you tap into the folder.



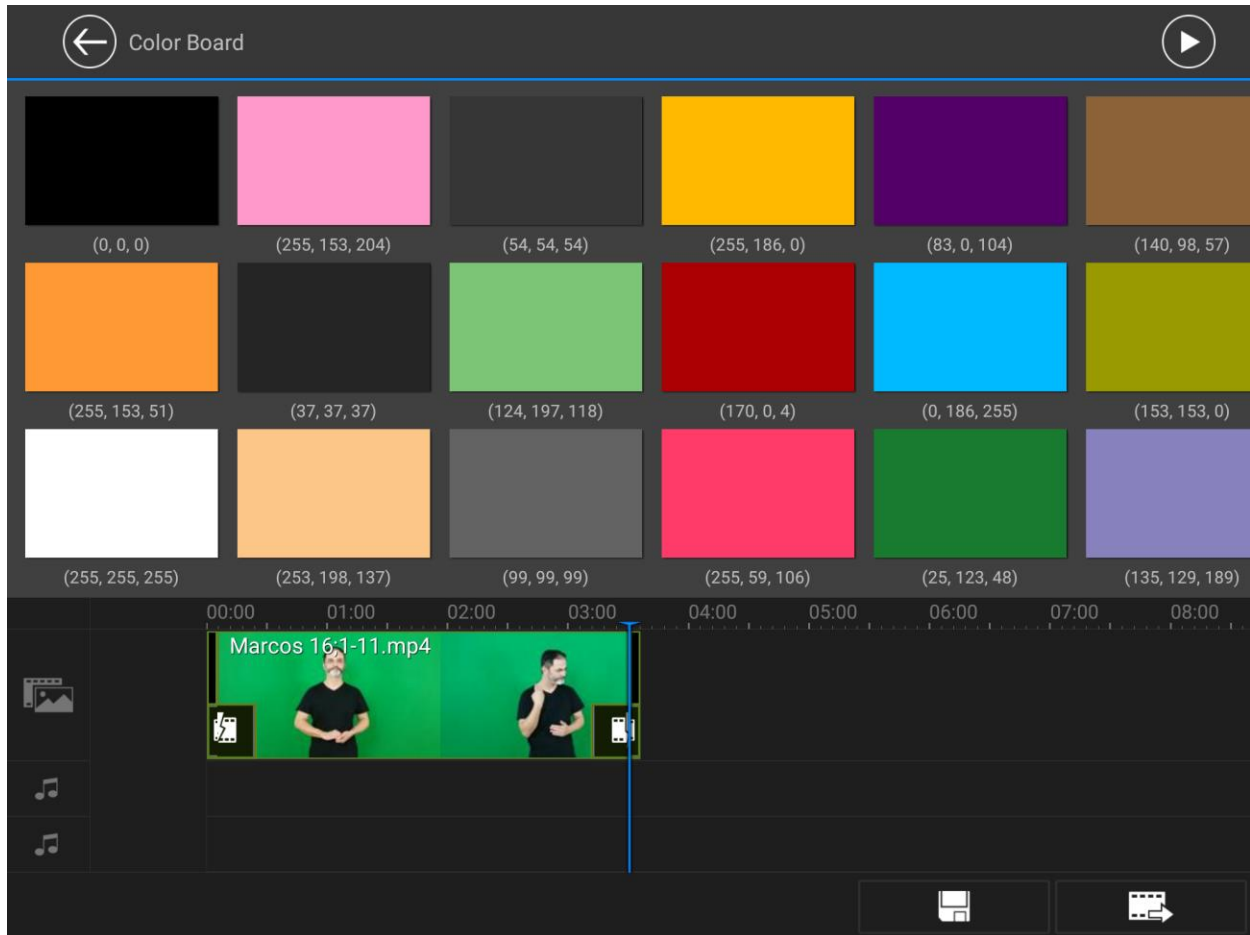
12. Inside the folder, all the videos that have been shot with the camera will show up
- Note: the videos will not have the names like they do in this sample, but will probably be labeled with random numbers. The most recently filmed video will always appear on top.
  - To add a video, just select it and hit the plus sign to add it to the timeline.



13. Quick editing note: by pressing two fingers in the bottom half of the project screen and either **separating them** or **pinching them together**, you can **zoom in** and **out** on the timeline, much like zooming in or out on a picture on many phones or tablets.
- **Zooming out** will allow you to see the entire project from start to finish and navigate easily between chunks.
  - **Zooming in** will allow you to pin point certain spots and if editing is necessary, it will allow for much more accuracy.



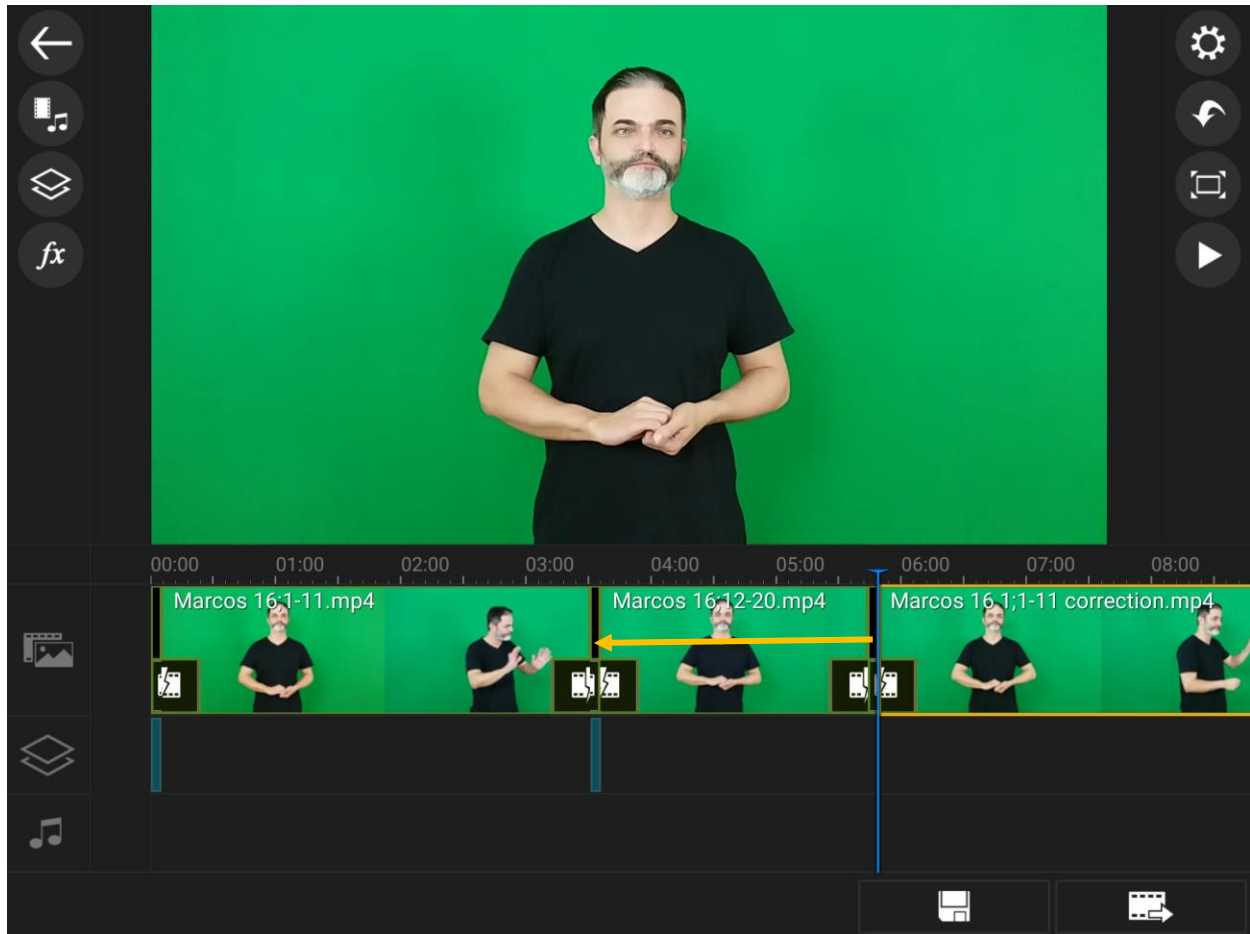
14. These are all the steps that you need to do for each chunk. After the first chunk is labeled and filmed, add another color board for the next chunk's reference and repeat the steps.



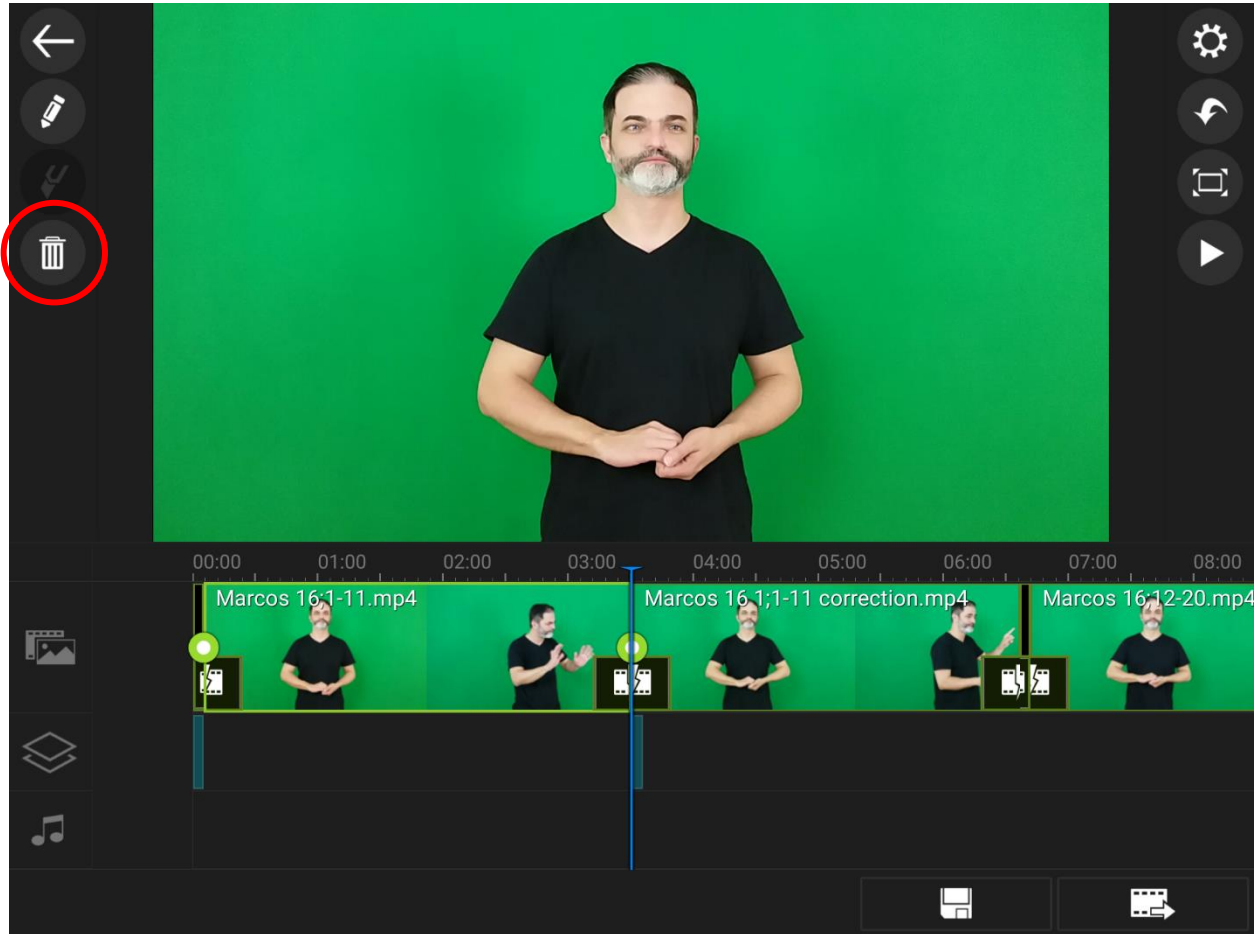


15. When you get to the 8<sup>th</sup> DOT step: Second draft filming, you will need to replace the original memory draft video with the new revised draft.

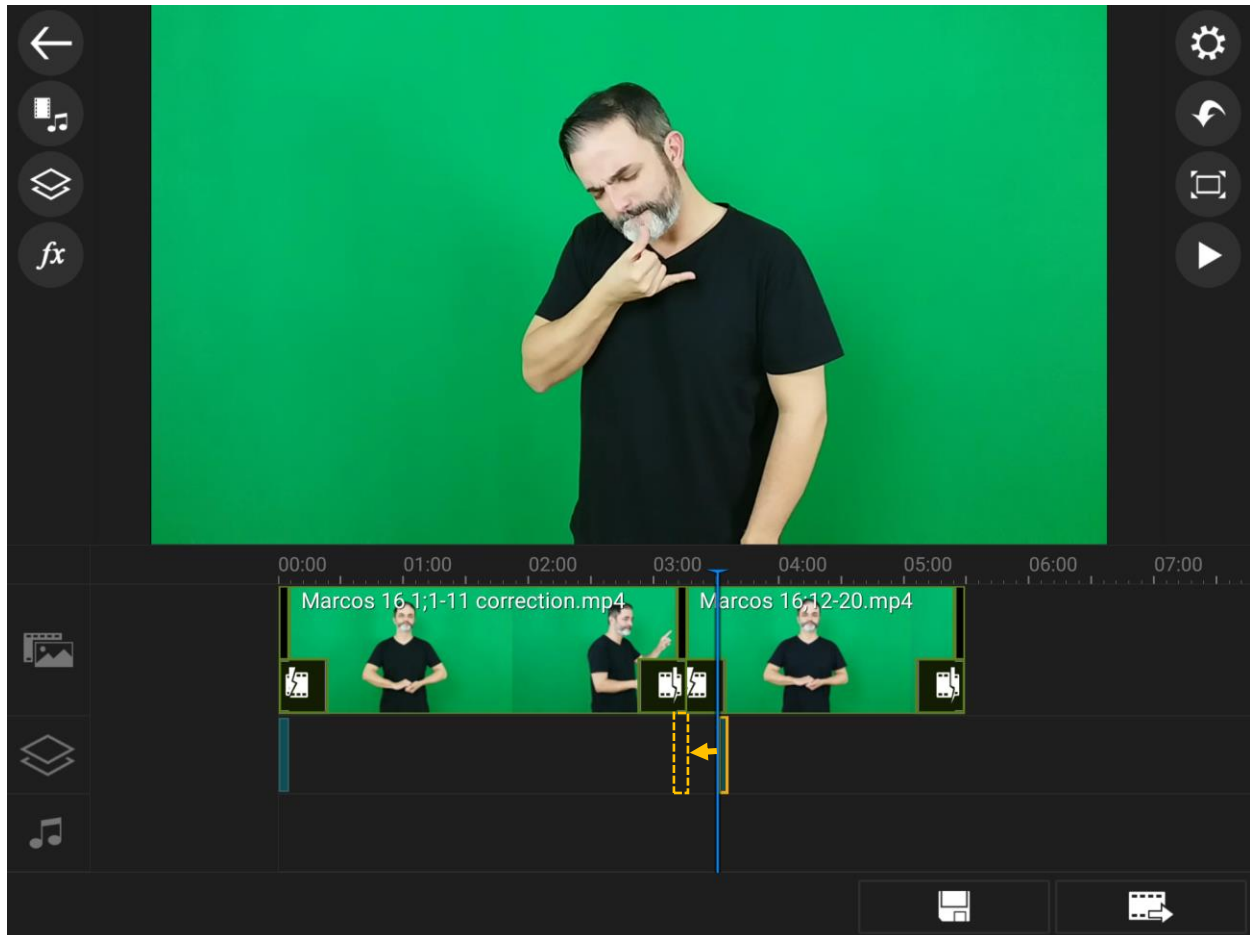
- Add the video to the video to the timeline through the media folder just like you did with the original memory draft.
- Hold your finger down on the new video. After a moment, an orange outline will appear around the video, and then you will be able to drag it to the position it needs to be in the timeline.



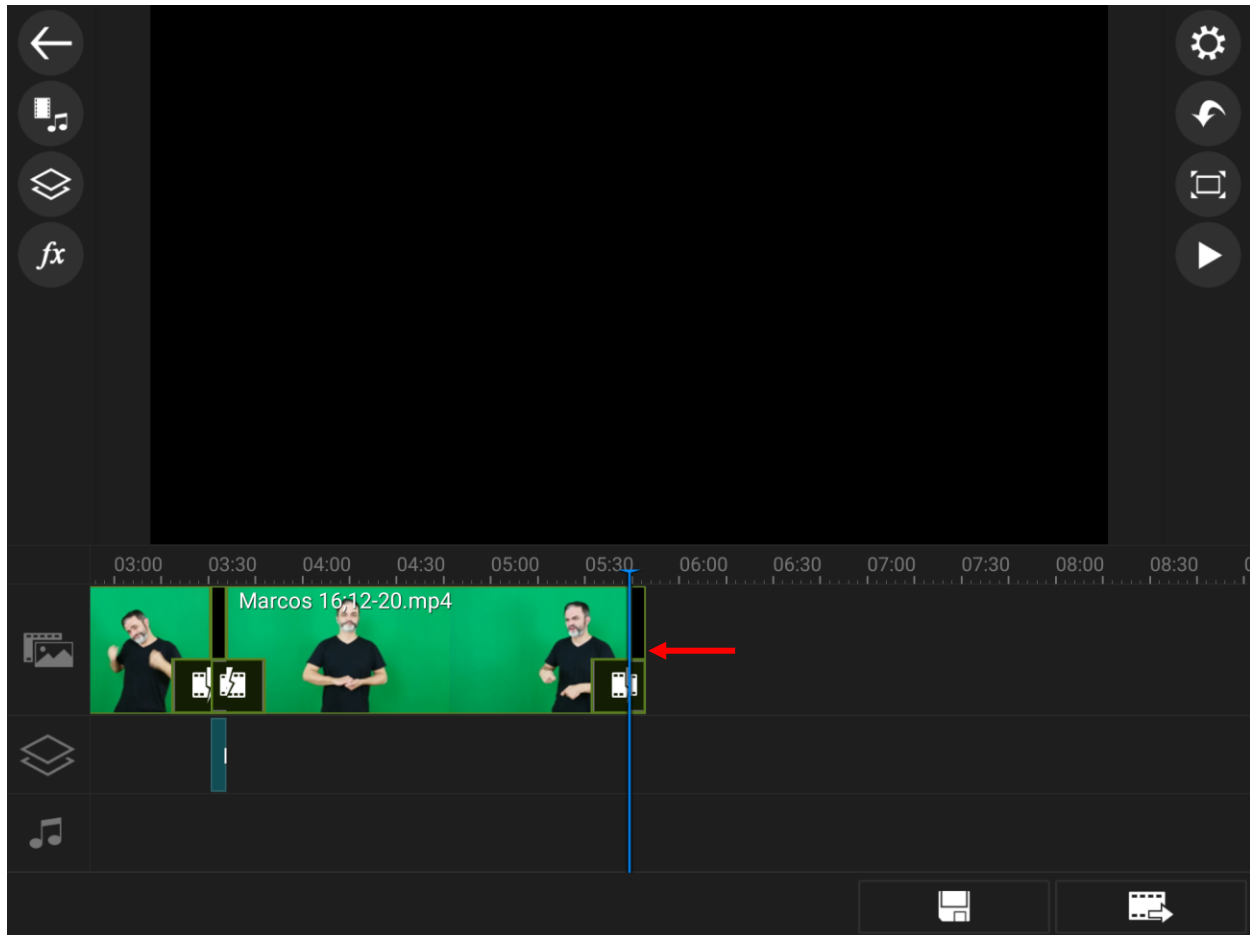
16. When the new video is in place, select the original memory draft by tapping on it.
- When a video is selected, new options show up on the side for editing or deleting that video. Tap the **trash can** to delete the original memory draft



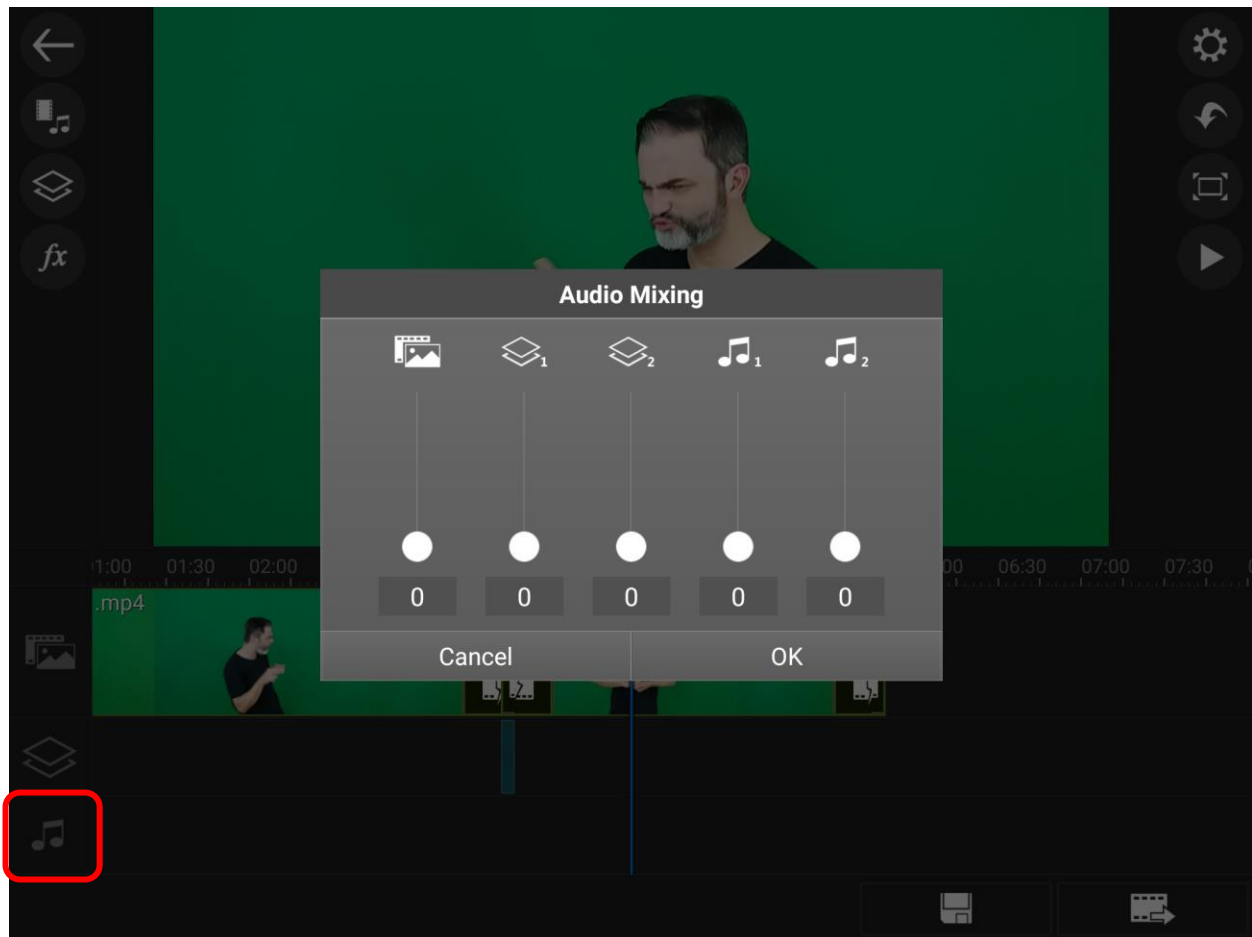
17. If the new video is not the same length as the original memory draft that it replaced, some of the references won't line up with their color boards.
- Hold your finger over the reference to highlight it in orange, and move it to the proper spot just like you did with the video. The videos on separate layers are pretty good about snapping into place where they are supposed to be if you are close.



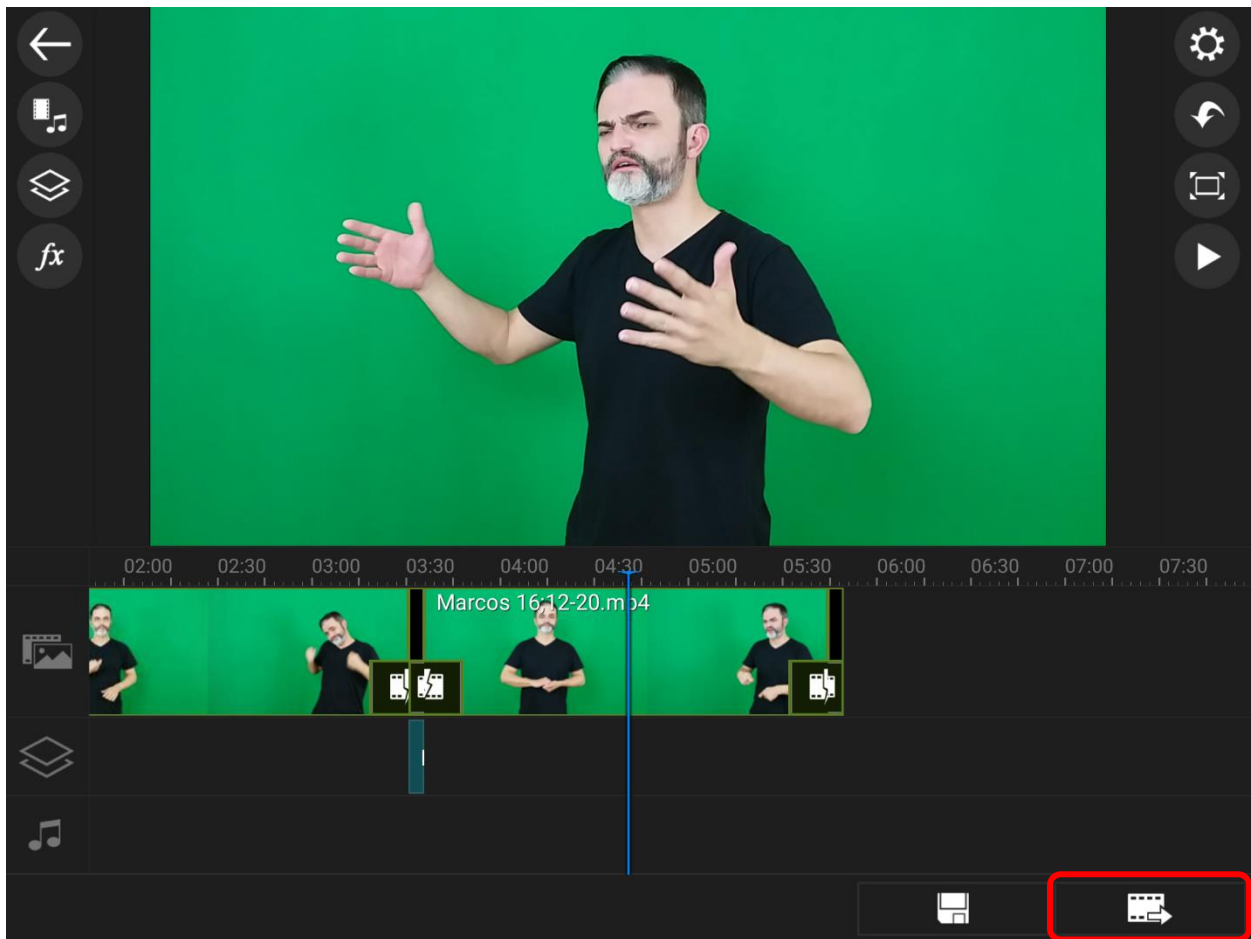
18. After all the chunks for the chapter have been completed, add one more black color board to the end of the timeline. This is just so that when the video ends, the screen will not stay frozen on the last image of the translator which can look awkward.
- This step and the following ones are not necessary for drafting stages, but do need to be done for final filming stages before a video is produced.



19. Before exporting a completed video, open the audio mixing menu by tapping on one of the **music note** in the bottom left of the screen.
- Simply slide all the audio track bars to zero. Since there is no audio that anyone will need to hear in the video, this just takes out background sounds that may make the video seem sloppy and unprofessional.

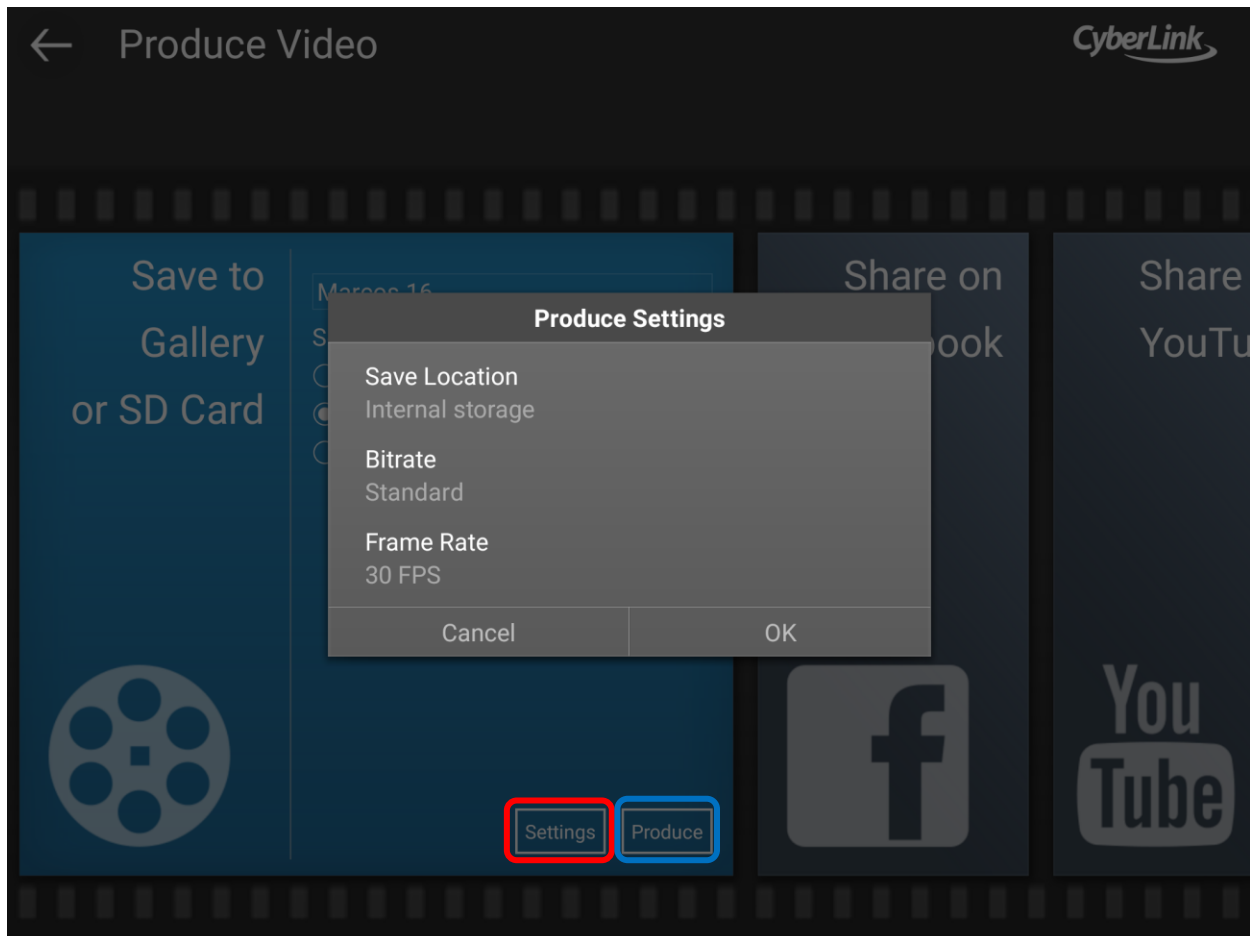


20. Finally, when everything else is finished, tap the bottom right icon to **produce the video**.

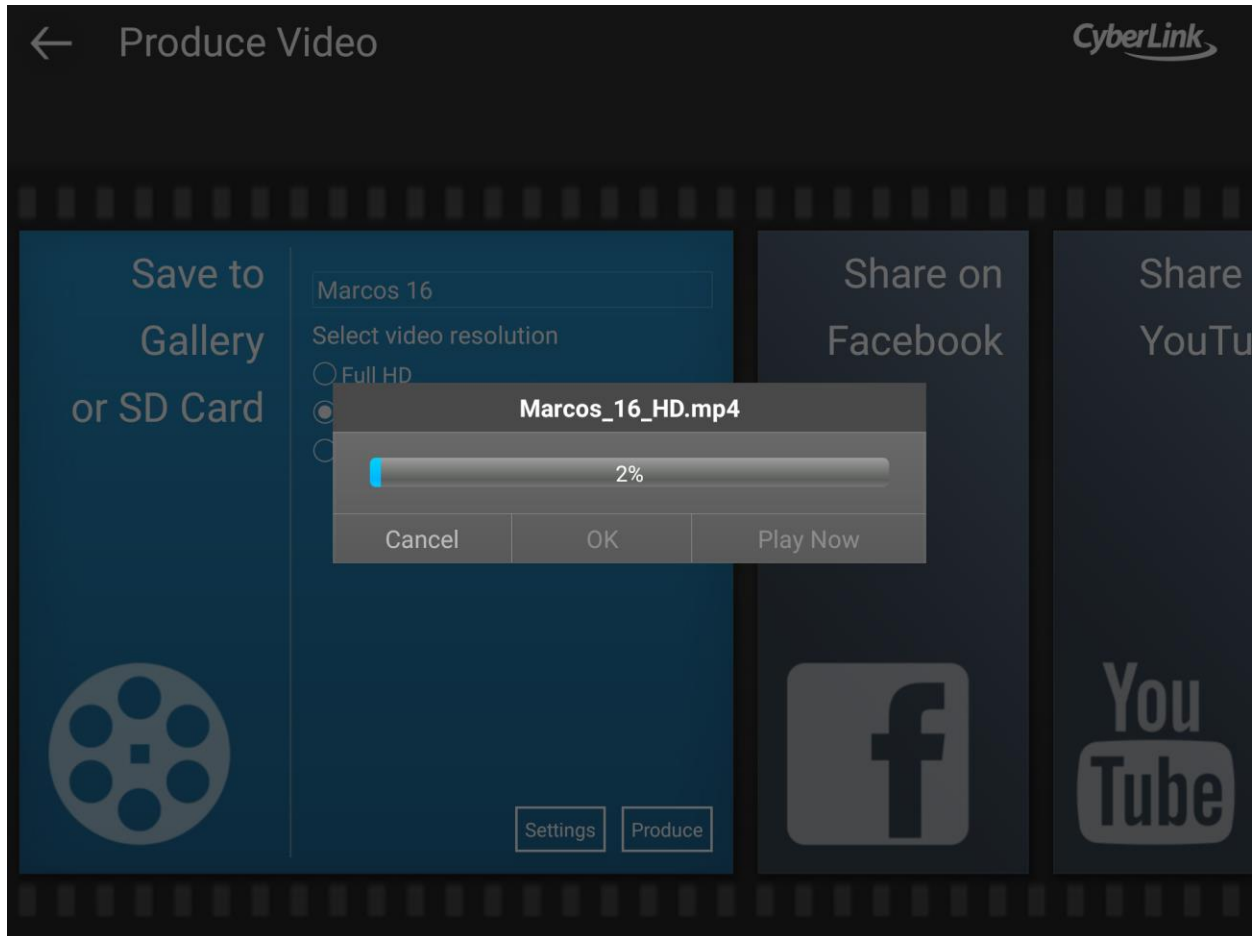


21. Select the first option to Save to Gallery or SD Card.

- For video resolution, select HD. For an unknown reason, when videos are exported in full HD, they sometimes have glitches in them, so we avoid using that option.
- Under **settings**, you can select to save the video to either internal storage, or to external storage, which would be an SD card. It is much easier to find the video and back it up in an organized way to save it to internal storage and find the video in the gallery.
- After checking the settings, tap on **Produce**.



22. Depending on the length of the video, producing it can take a long time. It is important to produce and back up chapters as soon as they are finished, so there should always be another final filming tablet on stand-by at the studio so that another translator can film while the chapter is being produced.





23. When a video is produced, it will be automatically saved to a PowerDirector folder that you can view in the Gallery app on the tablet. The videos should be backed up to an SD card as well and then copies also stored on a computer or hard drive.

