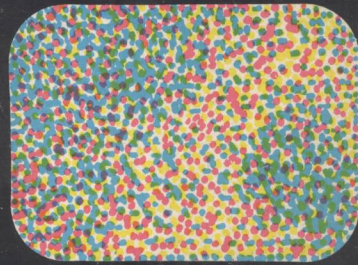


VIDEO USER'S HANDBOOK

Peter Utz



For the layman or professional --
an easy-to-understand guide to the use and
maintenance of video equipment.

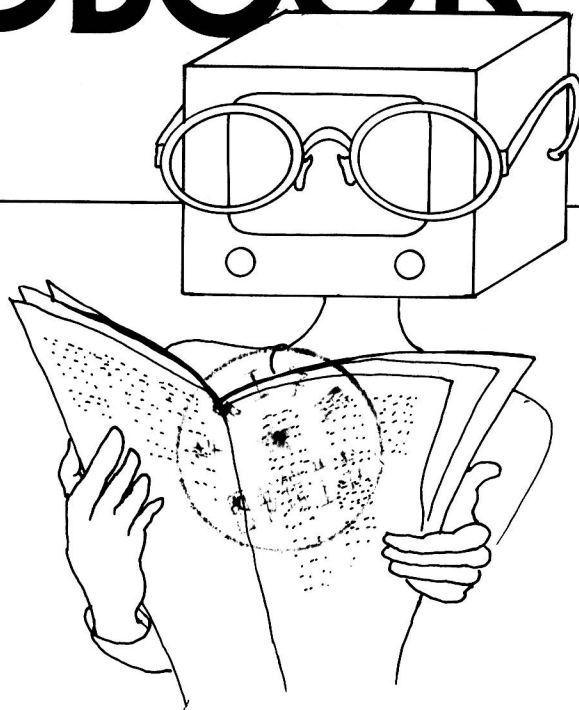


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Peter Utz, media supervisor at the County College of Morris, Randolph Township, New Jersey, produced and directed more than 500 instructional-TV productions for Kingsborough Community College of the City University of New York.

To Barbara, who tlyped the frist driftS oF THis manuscript.

Preface

This book teaches you how to use various pieces of television equipment. It shows how to operate TV cameras, video tape recorders, monitor/receivers, and other devices. It includes information on such skills as editing, sound, lighting, graphics, color, special effects, maintenance, purchasing, and creative production techniques and shortcuts.

Video User's Handbook differs from most other TV texts in the way it is written. First, it starts *very easy* and slowly progresses through fundamental skills before it forges into advanced and complicated TV work. *That makes this the kind of book you can rely on when there's nobody around to help you.* No prior knowledge is assumed. Everything (I hope) is included, no matter how elementary. Second, this TV manual

requires no electronic understanding whatsoever. In addition, *no electronics is taught.* This book is written for the non-mechanically inclined and includes a minimum of technical language.

Video User's Handbook is of special interest to the following audiences:

- 1 Media directors who contemplate their school's expansion into the area of television.
- 2 Media technicians who have acquired television as a new responsibility.
- 3 Industrial users, just beginning to use TV for instruction or employee development.
- 4 Training managers who desire the independence and confidence of knowing how

to use their own equipment rather than depending on their technicians.

5 Teachers who wish to develop instructional materials themselves.

6 Veteran video directors and producers who need help training aides and assistants in equipment operation.

7 Security organizations using television for surveillance.

8 Librarians who deal also with media, including television.

9 Amateurs and video experimenters who would like to learn video but are intimidated by the electronics taught in other video books.

10 Instructors using it as a classroom text for educational-media classes that include television-equipment operation as part of the course content.

The top race-car drivers personally know every nut and bolt in their vehicles. Similarly, astronauts are not just pilots, but scientists and engineers as well. The top people in each field often get to the top by knowing everything about that field. If your livelihood is to be instructional or industrial television, then you should resign yourself to learning the workings of the electronic devices upon which you will constantly depend. It is likely that the more television electronics and mechanics you understand, the more flexible and successful you'll be.

On the other hand, Grandma Jones from down the street takes great pleasure in driving to the market, to church, and to the Off-Track Betting parlor without the faintest idea of what makes her car go. She knows only what she needs to know in order to get the most use out of her machine.

This book is written for the person who wants to know only what he needs to

know in order to operate TV equipment. It is a gentle first step into television, designed to leave the reader with the ability to *do* something after each chapter. The chapters are arranged according to the difficulty of the tasks to be performed. The easiest tasks are explained first and are followed by more-difficult ones until, at the end of the chapter, all the simple steps add together to make one complicated (or so it seemed at the beginning) activity.

Although the masculine gender is generally used throughout this book, it is meant in the generic sense. There is no skill in television that a man can inherently perform better than a woman.

As you page through this book, you may notice that certain terms are printed in SMALL CAPITALS. The terms are printed differently in order to indicate that they are professional language worthy of remembering. Learn these terms. You will come across them again and again. Perhaps the special capitals will help you to remember them.

Acknowledgments

Appreciation is gratefully extended to a most capable expert in this field, Joseph Brier, chief engineer at Windsor Total Video, for examining and confirming the accuracy of the technical details in this book.

Thanks also go to Ms. Theresa Ciccone, who patiently allowed me to shoot endless photographs of her for the figures in this book.

Many thanks are also due Ms. Mary Woolf, managing editor of *Educational & Industrial Television*, for her editorial advice.

The illustrations were prepared by Olive Volsky.

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