

# Video Recording Instructions

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## Video-recording a Volunteer Participant

Ideally, the video of the volunteer participant should be viewed and analyzed in slow motion. This will guarantee you capture all of the movements involved in the worker's job task. There are programs that are available on the internet that can be downloaded for free and are easily downloaded onto a computer desktop. An example of motion analysis software you can use for this is *Yes Software Sport Video Player*.

### ***Operating the digital camera:***

1. Turn on the camera.
2. Put it in video mode.
3. Push the shutter button and release to begin video-recording.
  - Be sure to record the worker from a side view and a front on view (or whatever angles best capture all actions involved in the work task)
  - Be sure to capture what they are doing with their hands, torso and neck.
  - Ideally 2-3 minutes of CONTINUOUS, STEADY video footage of a worker at their work station is best; longer if it takes a worker more than 2-3 minutes to complete a 'cycle' of their work.
4. Once you are done video-recording, press the shutter button again and release to stop recording.
5. After recording, the Ergo-Team investigator members retire to a private location where they will download the video(s) onto a computer and prepare to begin to carry out the job analysis

### ***How to extract the videos from the camera and download them onto the laptop computer:***

1. Create an Ergo Folder (or whatever you want to call it) on the laptop desktop:
  - Right click on the laptop screen
  - Click on "New"
  - Click on "Folder"
  - Rename the new folder, "Ergo"

## 2. Transfer videos from camera to laptop:

- With both the camera and laptop powered on, plug camera into USB port on the laptop
- Windows XP will automatically recognize the camera and will prompt you to open the folder to see the files. Double click on “Open folder to see files”
- Once the folder is open you extract the videos and put them into the Ergo folder, by going into:
  1. Edit (in upper left hand corner)
  2. Select all
  3. Edit
  4. Cut (this removes the videos from the camera completely....this is *very important* as this camera will likely be used by other workers and confidentiality is to be kept in mind at all times)
  5. Close this folder (X in the upper right hand corner of window)
  6. Open the Ergo Folder on the desktop
  7. Click ‘edit’
  8. Click ‘paste’

The videos that are going to be analyzed have to be chosen carefully. Discard small clips of video that are of little use so the team will not be overwhelmed with files (an example of these clips would be those that do not capture a full cycle of the worker’s task). Once the video files have been chosen, they need to be renamed with **.avi** at the end of the file (perhaps a number that coincides with the id # eg. 001-01.avi, 001-02.avi etc. where 001 is the volunteer’s number and 01 and 02 are the video numbers of that same volunteer).

When observing a video at normal speed, it is very difficult to isolate and describe each of the motions involved in a particular job task or work cycle. So the next step is to use some computer software that can allow you to view the video in slow motion. One program with this capacity that is available free on the internet is *QuickTime (Apple)*. This software can be downloaded free of charge at: <http://www.apple.com/quicktime/download/>

*To View the Video File in “QuickTime”:*

1. Open the “QuickTime” program.
2. Open the “Ergo” folder.
3. Left click on the video file you want to view and hold the left click while you drag the video file from the Ergo folder and drop it into the upper grey toolbar in the “QuickTime” window.
4. Under the “Window” tab, select “A/V options”
5. The video viewing speed can then be changed here (regular speed, or ½ speeds).