








How to Use the Flip







Turn it on/off:

Press the  button on the side.


Record a video:

1. Press  to start recording.
2. Press  to zoom in and  to zoom out.
3. Press  to stop recording.

Playback a video:

1. Press  to find the video.
2. Press  to play the video.
3. Press  to pause playback.
3. Press  to skip to the next video.
4. Press  or  to adjust the volume.

Delete a video:

Press  and follow the instructions on the screen.



Recharge the Battery

1. Push white switch on side.
2. Plug USB arm into computer.
3. Light on USB arm will blink while charging and stop when done.
4. Recharging takes about 3 hours.

What to Record

PART 1: Please record each of the following in segments of 1 minute or less:

1. A summary of your organization/project.
2. An explanation of how your organization/project contributes to strengthening Hamilton's quality of life.
3. An explanation of the difference HCF support is making to your work. What has the grant enabled you to do?

PART 2: Record a maximum of 12 minutes of footage of your work in action.

This may include footage of exhibits, meetings, programs, relationship building, etc.

Note: HCF may merge interview audio from part 1 with video from part 2. To see a sample video created by HCF, go to http://www.hcf.on.ca/grants_flip.shtml

Please ensure that photo consent forms are obtained for all persons appearing in the video.

See the "Quick Tips" section for tips on capturing great video.

Instructions and Tips



For more information...

To view a video on how to operate the camera, or to view a sample edited video created by HCF, check out the Flip information page on our website at http://www.hcf.on.ca/grants_flip.shtml.

Quick Tips

1. Make sure the camera is charged before you use it. (See instructions on other side).
2. Practice using the camera before filming for real.
3. For best results, use a tripod to keep the camera steady, or place it on a flat surface.
4. To follow movement or scan a room, move the camera **very slowly**.
5. For interviews, move close to the subject so the camera can record their voice. Start recording several seconds before the interview begins, and wait a few seconds before you stop recording when the interview is done.
6. When outside, don't film into bright sunlight. Instead, film with the sun to one side or behind you.
7. Try shooting different angles of the same thing. This will add interest to the final product.
8. Made a mistake? Delete the video and try recording again!



How to Load Videos onto the Computer

The Flip camera includes FlipShare, software to download, organize, edit and share your video. The first time the camera is connected a computer, FlipShare will install itself.

1. Push down the white switch on the side to flip the USB arm out from the top of the camera and plug it into a USB port on any computer.
2. The FlipShare program will open. To download videos, select "Copy videos from your camcorder to your computer" from the bottom menu.
3. The bottom menu also has options to "Share" and "Create".

Please provide HCF with

Unedited video footage:*

- As recorded on the Flip camera
- Maximum of 15 minutes in total
- Please delete all "outtakes" from the camera.
- The description, names and positions of persons interviewed.

If desired, you may also provide:

An edited video (Max. of 3 minutes):*

- Use FlipShare to create your video.
- Save your edited video to the camera by selecting the movie you created and clicking on "Save to camcorder."

**The Foundation will edit and use all videos and footage at their discretion.*

Still have questions? Contact us...

We will assist you by phone or e-mail, or make arrangements to meet with you if required.

Phone: 905-523-5600, ext. 234 or

E-mail: l.habisreutinger@hcf.on.ca