

## **100 Voices campaign: tips on filming or recording yourself, and uploading**



Thank you for considering making a film or audio recording of your story of using hospital eye services for the 100 Voices campaign. This will help to make sure ophthalmology services are as good as they can be.

This short guide covers things to think about before you start, how to use the technology built into Android and Apple tablets, laptops and smartphones, and how to upload your film or audio recording to YouTube.

## **First things first: what device to use?**

We recommend you make your video or audio recording using a smartphone, tablet (such as an iPad) or a laptop or computer that uses Windows 8 or 10 and has an inbuilt webcam.

It is complicated to film on older laptops and computers (Windows 7 and below) because the software is not pre-installed. This guide does not cover issues you may face with older devices.

## **Before you start**

### **Distractions**

Make sure you are not going to be interrupted while filming or making an audio recording of yourself. Choose a time when you are not expecting any calls and any pets are fed.

Reduce any outside noise by closing windows and doors.

Turn your mobile phone off or to airplane / flight mode. (Go to settings to find this.)

If you are using your smartphone to film, it must be in airplane / flight mode. Switching it to silent will mean you get Morse code sounding 'beeps' on the audio track during your film.

### **Know what you want to say**

Be clear in your own mind what you want to say when you are telling your story. Maybe practise a couple of times before you start.

## Filming

### Lighting

Make sure there is plenty of light on your face. Ideally film at a time and in a place where natural light falls on your face as you are looking into the camera.

If that is not possible, turn on the lights and try to position tall lamps near you, to do the same thing.

Don't have your back to the light – that will cast your face into shadow.

### Position of camera

Ideally you want to be about 18 inches (45cm) away from the camera, and for it to be slightly above your eyes. This allows you to be seen full-on, as if you are speaking to someone in real life.

When using a tablet, always turn it on its side (landscape) before filming, to avoid black bars either side when it is played back.

You may want to use a box or some books to get your laptop or tablet into the correct position. Remember so long as the camera is clear, it doesn't matter if there are books in front of your tablet as well as behind it. The important thing is to keep your device stable.

If you are using a phone, it is best to put it in a tripod if possible to keep it steady.

### Check the camera direction

Make sure the camera will film you and not what is behind it. To change direction, click the icon that looks something like this:



### How to make your film

#### If you are using a smartphone or tablet

Open the camera app on the home page and check how to start filming.

For iPads and iPhones, this means moving the line of text with your finger or thumb so the word **video** is above the start button. When it is ready to film, the centre of the camera button is red.

For most Android phones and tablets, there is already a button with a red centre when you open the camera.

Press the red button once to begin recording. The timer will start running, showing the camera is filming.

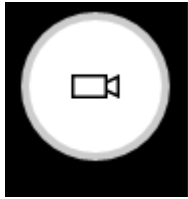
Speak loudly and clearly. People want to know your story so make sure they can hear it.

When you have finished telling your story, press the red button again to stop filming.

**If you are using a laptop or personal computer with Windows 8 or 10**

Search for camera in the list of programmes.

Click this icon to film yourself telling your story:



Tell your story. When you have finished, click this icon to stop filming:



If this is the first time you have made a film, you might want to practise using the technology and watch it back before you start recording yourself for 100 Voices.

### **Playing back**

If your film does not come up on screen for you to playback, go to your photo gallery (called Photos or Gallery) to watch it.

## Recording sound only

### On a smartphone or tablet

Voice Memos is a pre-installed voice recording app on iPads and iPhones. It can be found by swiping right on the home page until reaching the leftmost page. Use the search bar at the top of this screen and enter Voice Memos. Tap on the search result.

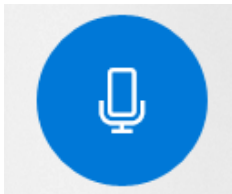
Android: locate Voice Recorder app in the list of Google apps on your phone or tablet. Press 'Allow' if this is the first time you have used it.

For both Android and Apple smartphones or tablets, press the red button once to start making your audio recording and the same button when you have finished. To play back, press the arrow.

### If you are using a laptop or personal computer with Windows 8 or 10

Search for Sound Recorder or Voice Recorder

Click the icon which looks something like this to record yourself telling your story:



And on this icon when you have finished:



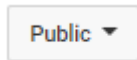
## Uploading your film or audio recording to YouTube

Once you are happy with your story, close the camera, photo gallery, or sound recording app you may have open.

Click on this link:

<https://www.youtube.com/upload>

Click on this button

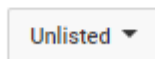


and select unlisted, so the page looks like this:



Select files to upload

Or drag and drop video files



Click on the arrow, go to your camera roll or sound recordings folder and select the file you have recorded. Press 'upload' and then when the screen changes to show it has uploaded, press 'done'.

YouTube will send you a link. Please copy it and input it into question 2.