



## Creating a Video or Audio

First, a few pointers that will help you get the best possible results. Note that some of these may apply to either to audio and video recordings, or both.

- Try and memorize what you're going to say, as it will sound awkward and you will not face the camera properly if you are reading.
- Choose a quiet, non-reverberant, well lit place to make your recording. Make sure your smartphone or laptop microphone isn't too far away from you.
- Make sure that the predominant light is in front of you. Choose a background that is interesting, but not distracting.
- Please use Landscape mode so that your video will match the format of those created by others. If using a smartphone, hold your phone so that it is wider than it is tall. Sometimes it may be necessary to adjust your settings so that this is possible.
- Aim the camera so your face nearly fills the frame, without cutting off the top of your head. Try to hold your head and hold (or prop up) your camera so that the image is straight on and not at an angle. This may take some practice.
- If using Selfie Mode, the image will appear flipped (text will read backwards) as you are recording, but should appear correctly on playback.
- If using Selfie Mode (front camera), try to hold the camera still as you speak or prop it up on something. If that proves difficult, ask a family member to hold the phone for you (and use the rear camera).
- Don't worry about editing your recording, we'll take care of that! Just try to say everything you want in a succinct manner without long pauses.

### 1. Creating a video using a SmartPhone.

Apple and Android Smartphones make it easy to create and share videos. Under both platforms, select Camera, then Video and, finally Selfie Mode. Touch the Record button to begin and end the recording. Now select the video in your Photos and choose Sharing options. Refer to item 5, Sending Us Your Recordings.

## 2. Making a Video Recording using a Laptop equipped with a Camera and a Microphone.

Unless you have software on your laptop for doing this and are familiar with using it, we recommend that you use Zoom to make a recording. If you haven't already done so, you will need to download and install the Zoom App and register for an account.

Run the Zoom App, sign in, and choose New Meeting.

You should see a prompt: Start with Computer Audio. Underneath it you will see a link to Test your Speaker and Microphone. It's a good idea to make sure that your microphone is working and that it is providing a strong signal. Answer Yes if you hear the ringtone, and again Yes if you hear yourself back when you speak. Now select Join with Computer Audio.

You should see yourself on the screen. Across the bottom of the screen there should be a bunch of controls. Move your mouse cursor to see them. Towards the right there's one labeled Record. Click this to begin recording. When you're done recording, click on the Stop button. Then click on End Meeting for All. Your recording will automatically be "converted" and saved, and a dialog will open showing the recording. Note that an Audio-only recording (audio\_only.m4a) and a video recording (zoom\_0.mp4) have been recorded. A playback script file (playback.m3u) has also been generated. These are all contained in a date-stamped folder under Documents/Zoom on your Laptop. Please send us the mp4 file. Refer to item 5, Sending Us Your Recordings.

## 3. Making an Audio Recording using a SmartPhone.

Apple and Android smartphones are both capable of making Audio recordings.

3a. On Apple, the App you want is called Voice Memos. You might find it under Utilities. Run the App and press the red Record button and begin speaking. You will see a visual representation of the recording as it is being made. Press the record button again to stop. You can now listen to your recording by pressing the Play button.

To the left of the Play button you will see three blue dots. Touch them and various options will appear. Choose Share and then Mail to email your recording to [exhibit@ccmoa.org](mailto:exhibit@ccmoa.org) or scroll down and Save to Files and save in the Downloads Folder on your phone. Refer to item 5, Sending Us Your Recordings.

3b. On Android, the App you want is called Voice Recorder. Another App called Smart Recorder is available from the Google Store.

## 4. Send Us A Written Response

If you choose not to make a video or audio recording, please bring a written response with you when you drop off your artwork or via e-mail to Benton Jones at [exhibit@ccmoa.org](mailto:exhibit@ccmoa.org) and it will

be read by our announcer.

## 5. Sending Us Your Recordings

There are various methods that you can use to share your video and/or audio recording with us. You can try sending it to us as an email attachment. Generally speaking, it will be too large to send as a standard attachment, however your e-mail App may automatically upload it to cloud storage and provide a link that will enable others to download it (Apple's iCloud email offers this as an option).

Another method is to upload it directly through our webpage: [www.ccmoa.org/fac-upload-page](http://www.ccmoa.org/fac-upload-page)

We will send you an email confirming that we have received your submission and that we are able to open it.