

# **VIDEO DOCUMENTATION**

## Basic filming - by your own

#### 1. Equipment:

- Use a smartphone with both camera and video recording functions.
- Use a microphone with an extended cord to obtain a better sound.
- Use a stand to keep the camera steady and straight when filming.

### 2. Preparations

- Write a short script so that you know beforehand which sequences to film and which stories you want to convey.
- Are you are skilled editor? If not hire someone who can edit the video for you. For a good end result you do need some training.
- Do not gather too much material. Prepare the filming, the pictures and interviews in advance and stick to your schedule.
- If you are working with still pictures remember that by using pictures of different sizes you can make your story more vivid and interesting.

## 3. Recording

- Position the camera so that all pictures and video sequences are directed horisontally.
- When making interviews, use an extra microphone.
- Make a sound check to get the sound levels right.
- Use a stand to steady the camera.
- When you want to change angle while filming, move slowly with no sudden movements.
- Be aware of the light in the room you are filming in and use the same setting in all sequences. (On most mobiles, you'll find a light control with several options.)
- Interviewees should be filmed with just their upper body in the frame. See example:

## http://www.youtube.com/watch?v=ueyNNLsy9pI

• Start the interview with a few seconds of silence before



- Do not end the filming abruptly, instead let the sequence fade out for some seconds before pausing.
- Record background sounds for two to three minutes. The sounds establish where you are; at sea, in town, at a conference.
- Do not forget the establishing image; anything that serves the function of foretelling what your story will be about narratively or thematically.
- Gather additional material, which can be used in the editing process to connect different interviews and sequences.

### 4. Editing

- If you are a beginner contact a professional editor!
- Use an uncomplicated script.
- If you are not planning to show the film to a specific target group or audience, the finished video should be about two minutes long. If you wish, you can create a longer sequence by using several short films and put them together.
- Choose music carefully, since too much noise can divert attention from the interview. When using recorded music, make sure you have permission by the composer to use it. (Jamendo and Epidemic are selling copyrights.)
- Problems with different formats may occur while editing. All camera and video recording formats in mobile phones are still not compatible to all editing programs on the market. Therefore you may need a converting program.

## Live filming (Bambuser)

- Adjust the sound and the picture settings to high quality.
- To secure a good connection without atmospheric interference, put the phone on flight mode.
- When connection is good, load the streamer or the wifi.
- Film in private mode. This enables you to make several takes before streaming. However, remember that the last take is the first to be shown when you start streaming.

\*Storyboard is a method to describe the different scenes and sequences you want to include in your film. By using photos, pictures and text you can visualize your story. Please search for "Storyboard" on Google and get inspired.