

Video messages: A guide for Recording

This is an outline of a process for creating video – especially remotely – with technical steps for creating your own videos on various devices, and tips for making your videos look and sound great.




A look at the overall process

1. Record your video. Specific directions are below depending on your device but, basically, you are going to need two devices. One, to play the click track/pre-record track you should have received with this document and the second one to record your performance. You will need a pair of headphones or earbuds to listen to the track. The easiest way is to listen to your laptop or computer and record on your phone. If you have a better mic and/or camera connected to your laptop or computer, then, by all means, record on your laptop or computer and listen to the click/pre-record from your phone. If you are listening on your phone, you will need to load the track into iTunes or something similar to play it back.
2. Upload your finished video recording to the Box folder indicated (use the “upload” function)
3. We will take it from there!

Five tips for a good self-recording

1. Record in a quiet location; smaller rooms are better than large rooms to reduce reverb. Close all doors/windows and try to minimize noises.
2. Choose a room with some natural light if possible.
3. Face the windows rather than having them behind you.
4. For better sound quality, sit within 2-3 feet from the camera. Use the highest quality audio recorder you can. If you have a separate audio recorder (like a Zoom Handheld Recorder) you can send a separate audio file and your project producer will sync it your video. If not, the built in microphone on a laptop or smartphone will suffice.
5. Choose a room with soft surfaces like carpet and upholstery to absorb reflected sound.



Recording yourself on a Macbook Pro

1. Open QuickTime. If you can't find it in your menu/dashboard, search for it using the  in the upper right hand corner of your screen.
2. Using the QuickTime menu in the upper left hand corner of your screen, select New Movie Recording from the File drop down menu.
3. This will open a screenshot of you! You will be asked to allow QuickTime to access your computer's camera and microphone or, if you have an external mic or camera, QT will ask to connect to it. Say yes to both requests. Position your recording device and yourself to your satisfaction.
4. When you're ready, click the "Record" button (the red dot  in the middle of the dialog box on the screenshot of you). You must start at the beginning and record the entire piece even if you do not play at the beginning.
5. Record your message or music.
6. When you have completed your recording, click on the "Record" button again (now a gray square  in the middle of the dialog box on the screenshot of you).
7. Your recording can be played back using the standard playback buttons now featured in the dialog box.
8. If you are satisfied with your performance, you need to save the recording. Go back to the QuickTime menu in the upper left hand corner of your screen and select "Save..." in the File drop down menu.
9. Name your movie just as you would a document. Make certain that the title includes your name, your class year (either alumni year or current year) and your location (where you live). Example: **George Eastman, BM09, Rochester, NY**
10. Click on the link to the "Uploads" in the Eastman Voices page. Simply drag or upload your file into this folder.
11. Your video recording is now available to Communications staff for mixing, editing and captioning.

If you have any questions contact:

Katey Padden, Public Relations and Social Media Coordinator:
kpadden@esm.rochester.edu



Recording yourself on an iPhone

1. Open your camera app.
2. Select the self-facing camera icon  at the bottom right of the screen. (If someone else is holding the camera and shooting the video for you, leave the camera as it is.)
3. Select “Video” from the horizontal format menu at the bottom of the screen.
4. Tap the red round button to record; no need to hold it down.
5. Record your message or music. While recording, you will see that the time indicator at the top of the screen is advancing.
6. Tap the red button again to stop recording. Your video will be automatically saved in My Photos.
7. You’ll see your most recent recording in the square thumbnail to the left of the camera button.
8. Tap the video thumbnail to view the recording you just made.
9. Press the blue play button at the bottom of the screen to review your recording.
10. If you are satisfied with your recording, click the square share icon  to share your video with Communications. Use the direct to upload on the Eastman Voices page.

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Recording yourself on a Windows laptop

1. Click the Windows “Start” icon  in bottom left corner of the screen to open your applications list and choose “Camera.”
2. The camera app opens with a screenshot of you!
3. Tap the white round video camera icon to begin recording.
4. Record your message. While recording, you will see that the time indicator at the bottom of the screen is advancing.
5. When your message is complete, click the red stop button. Your recording will be automatically saved to your computer’s Camera Roll.
6. You’ll see your most recent recording in the square thumbnail in the bottom right corner of the camera app. Click the thumbnail to view your recording.
7. If you are satisfied with your recording, click the three dots icon  at the top right of the camera app and select “Open folder.”
12. This will show you the location of your Camera Roll, showing all of your video recordings with your most recent recording highlighted. Next, right-click on the final video file to rename it. Name your movie just as you would a document. Make certain that the title includes your name, your class year (either alumni year or current year) and your location (where you live). Example: **George Eastman, BM09, Rochester, NY**
8. From here, you will share your finished video with Communications.
9. Use the direct to upload on the Eastman Voices page. Simply drag or upload your file into this folder.
10. Your video recording is now available to Communications staff for mixing, editing, and captioning.

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Recording yourself on an Android phone

1. Open your camera app.
2. Select the self-facing camera icon  at the bottom right of the screen. (If someone else is holding the camera and shooting the video for you, leave the camera as it is.)
3. Select “Video” from the horizontal format menu at the bottom of the screen.
4. Tap the red round button to record; no need to hold it down.
5. Record your message. While recording, you will see that the time indicator at the top of the screen is advancing.
6. Tap the red button again to stop recording. Your video will be automatically saved in your Gallery.
7. You’ll see your most recent recording in the round thumbnail to the left of the camera button.
8. Tap the video thumbnail to view the recording you just made.
9. Press the “Play video” button at the bottom of the screen to review your recording.
10. Name your movie just as you would a document. Make certain that the title includes your name, your class year (either alumni year or current year) and your location (where you live). Example: **George Eastman, BM09, Rochester, NY**
11. If you are satisfied with your recording, click the square share icon  to share your video with Communications. Use the direct to upload on the Eastman Voices page.

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