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# Handbook for video recording

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# Manual for video recording

## Introduction

This manual contains the fundamentals of video recording, such as creating a storyboard, planning the shoot, checklist for the actual filming and tips for post-production. There is also a section on creating a video presentation using your own PC or Mac. The purpose of this document is to help people show their knowledge and skills through video recording.

## Planning

The most important step when recording a video is planning. Decide early what you want to achieve with the video. Keep in mind that it is easier to film a short, specific task, rather than a long and complex one. You should then write down all the tools and components you need for completing the task.

You should also design a storyboard, where you detail all the steps that you need to complete. The storyboard needs to include all the scenes, the script, and the different filming angles. Add notes where you describe when to start and stop the different clips.

**Checklist for planning:**

- When?
- Location
- What kind of Learning outcome will be documented?
- What kind of activity? make a short description step by step
- Do we need to prepare a dialog?
- What kind of equipment is needed?
- Other digital materials needed?
- Any props needed?
- The persons involved.
- Any security Issues.

After you have planned the activity, you should make sure that you have the right filming equipment. A phone should be sufficient, as long as you film in landscape mode. It is useful to have equipment to record the audio. A second phone, placed next to you, should be enough. While it is best to have a partner to film, the filming can also be done using a tripod. Remember to also add any graphical, text, voice over or other objects that will be added in post-production to the script. If you are adding a dialog, it is extremely important to practice, it is harder than you think when the recording starts.

**Checklist for storyboard:**

- Focus on the main objective, keep it simple.
- Create a list of each phase of the recording.
  from start to finish.

- Have a clear beginning, middle, and end.
- Tell a story: Connect with your audience and frame the video in the most effective way possible.
- Not everything needs to be spoken.
- Narrative style or should the persons speak to each other?
- Will it be necessary to add graphical elements or voice in post-production? If so, keep that in mind when creating the screen play.
- Remember still photos might be very useful for highlighting certain areas etc
- Go through each step of the recording, and if needed (practice) before the recording.

## Filming

When you are ready for the actual filming, make sure that all the filming equipment and technical equipment is ready and rightly placed. Control that the light is adequate, and that the camera captures the right angle. Is might be useful to do a test run, so you check that the light and audio are good enough. Then, proceed with the filming. While filming, take note of the different clips in the storyboard, so you know the chronology of the clips. This will help a great deal in post-production.

**General Suggestions for recording:**

- Before you start have a final look at the script/storyboard
- Remember to present the topic for the video (this can also be done in post-production)
- Present the tools/equipment/activity that will be used/presented in the video.
- Any security equipment and risks to be mentioned?
- Try to record in front of the person (depended on the activity of course).
- Split the recording in overview and detail.

*Things to take care of/consider for recording indoors:*

- Clear the desk as much as possible, remove objects that are not needed.
- As far as possible: limit the number of persons in the room.

*Things to take care of/consider for recording outdoor:*
Check the weather forecast.

- Time of day
- Select your shooting location carefully.
    - Lightning condition
    - Disturbing elements in the background
    - Noisy environment

*Test record:*

After recording a few minutes, check:

- Exposure: under exposed, some areas overexposed?

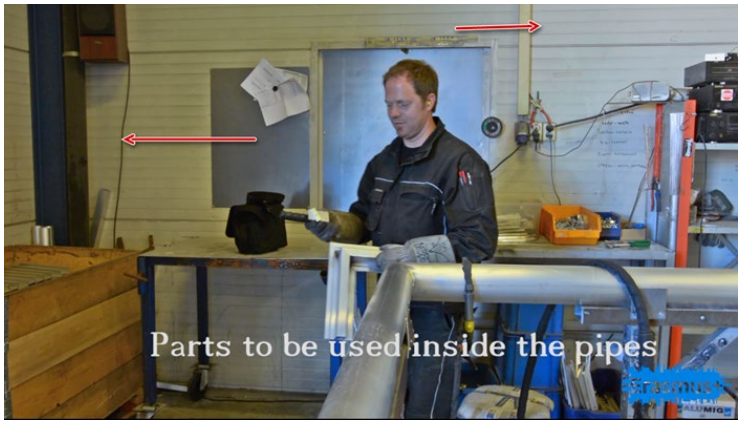
- Focus: is the subject in focus?
- Sound level ok? too low or too high (avoid clipping, disruptive sound)
- Headphones could be very useful for checking sound level/quality.

*During recording:*

- Look towards the camera, if you are in the picture (frame) and if you are explaining something.
- Speak slowly and keep the language “simple”.
- In each clip add a small “internal “dialog of what to be presented, that will make the post-production easier.
- If you need to move the camera/angel of view or the recording subject in any way, stop recording, adjust, and continue.

*Examples of typical problems:*

- Backlight problem
- Noisy environment
- Video recording/clip not good: Panning to fast




- Colour cast/wrong white balance (colour temperature)

- Look into the camera.

- Hard to see…

- Too Close
- The left arm is in the way.

- “Activity” in the background

## Post-production

Post-production is arguably the most important part of a movie production. Here you will combine all of your clips, audio files and graphics into a finished movie. In this project, we recommend the free version of DaVinci Resolve, which is a comprehensive and easy-to-use programme. There are a lot of

good tutorial videos on YouTube. You could also use Windows Movie Maker or similar programmes, or even apps directly on your phones.

Remember to add any subtitles and graphics you need. Subtitles could be useful if you have recorded outside especially if the task performed includes some noise. You could also add pictures or diagrams to further explain the process of the task.

# Video presentation using a PC

For personal presentation of a specific topic which do not include practical task, creating a video presentation on the PC is a good option.

There are different programs for recording yourself and your presentation (screencast) on a PC. Examples of free software: OBS Studio or Google Slides, if you have access to Microsoft Office you can use PowerPoint. YouTube will give you more information of how to use these programs.

You will need a PC with a webcam. It is possible to connect a camera to a PC, but it requires a separate capture device. An external microphone can be used as long your pc have a microphone input or the microphone can be connected via USB.

## Planning

The most important step is to write a manus of what you want to present and how long it should be. You also need to consider if there is a need for adding graphics/text or other visual elements.

Checklist for planning:

- Write the script and practice
- Prepare any graphics to be included
- Create the presentation in a Presentation program

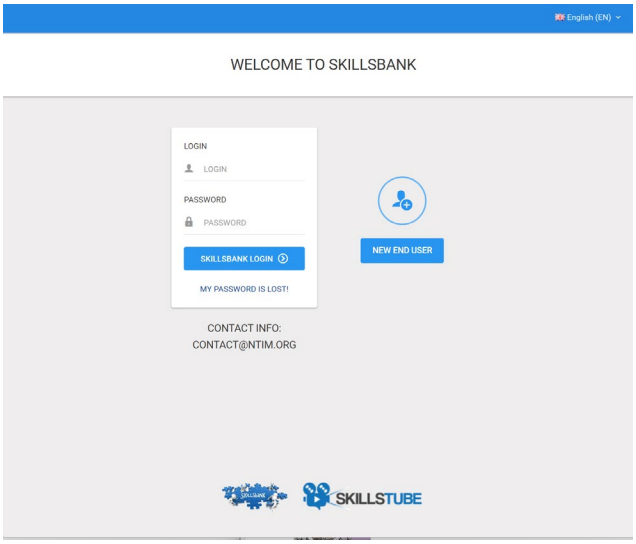
Checklist before recording:

- Make sure you have good light conditions
- Avoid disturbing objects behind you
- Make sure you will not be disturbed
- Make a test recording, check for good light and sound quality

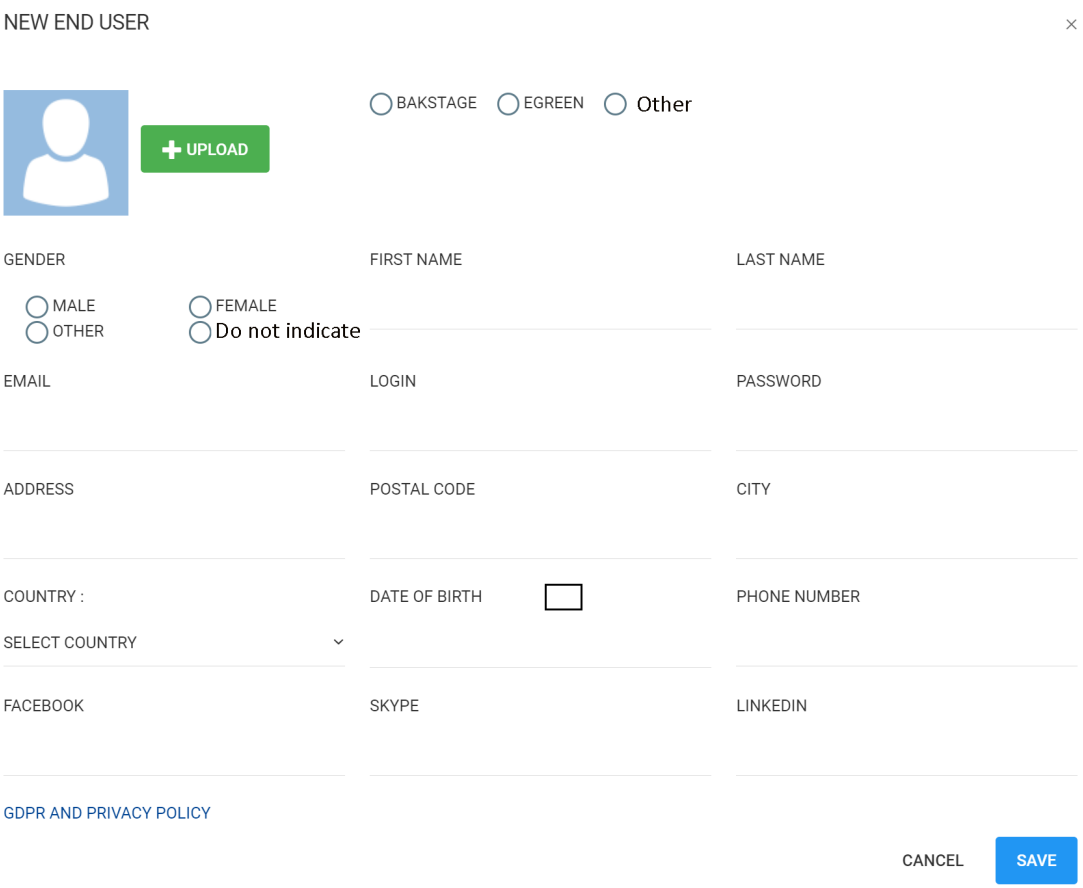
Checklist during recording:

- Look towards the camera
- Speak slowly and keep the language “simple” but engaging.

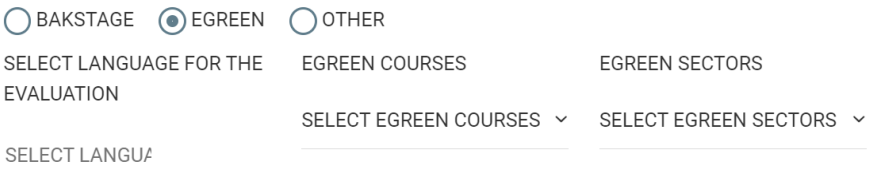
# Uploading of videos to Skillsbank– User guidelines




End-user / student / apprentice videos will be linked to an individual's own profile in Skillsbank. To set up your own profile the steps below should therefore be followed:
If this is the first time you are using Skillsbank – please open www.Skillsbank.eu and select "New end user"



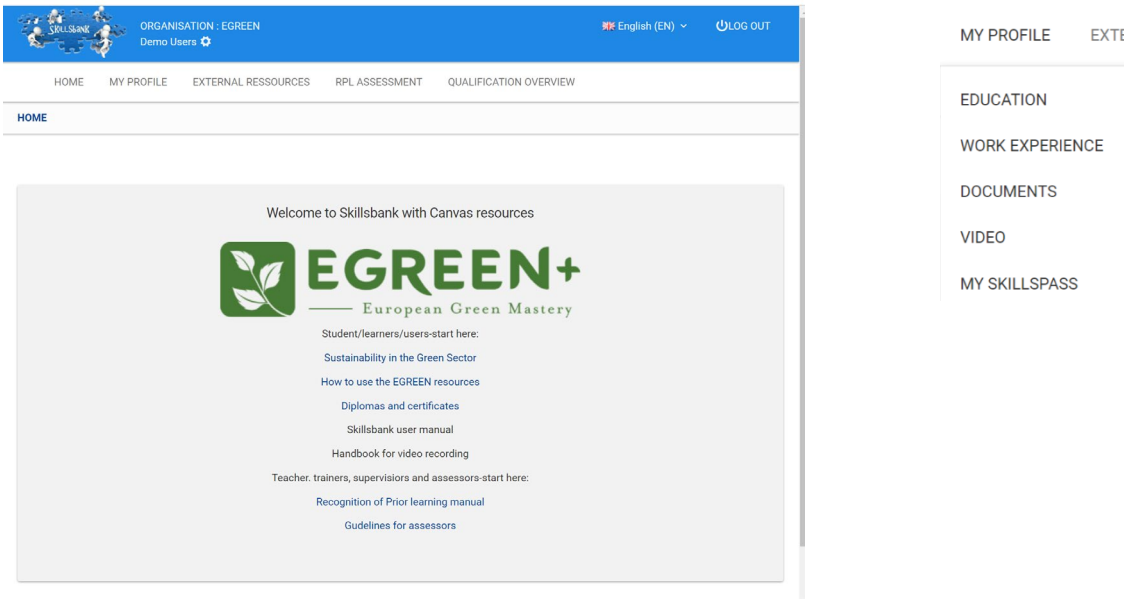

- Select EGREEN



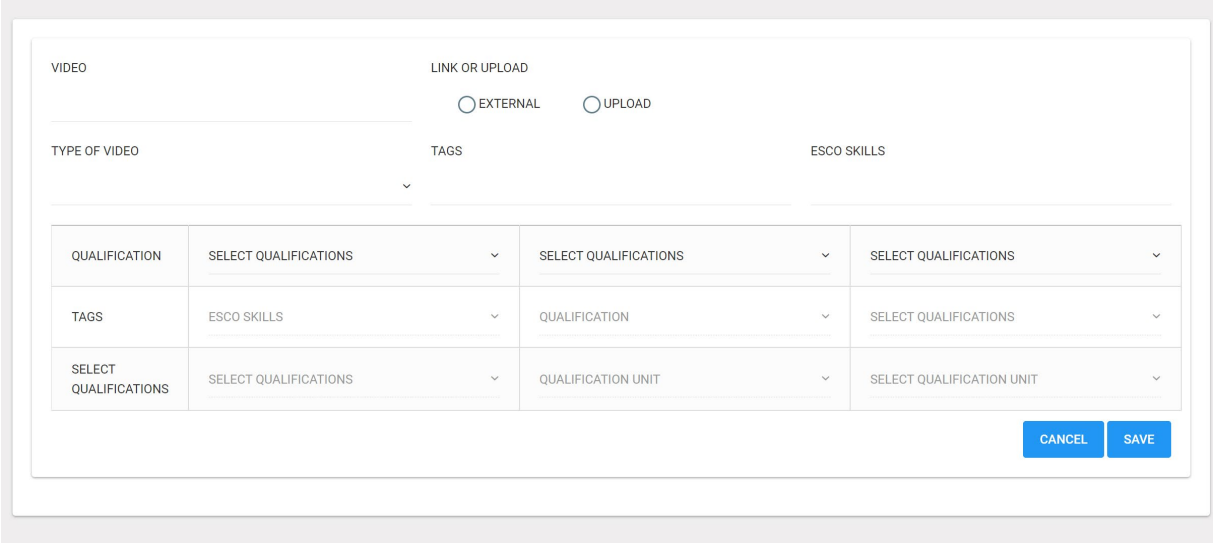

- Select language for the evaluation
- Select Egreen courses
- Select Egreen sector

Fill in the form…

...and save your information.
You are now a registered user of Skillsbank and can move directly forward to the screen where your educational background and work experiences can be registered.

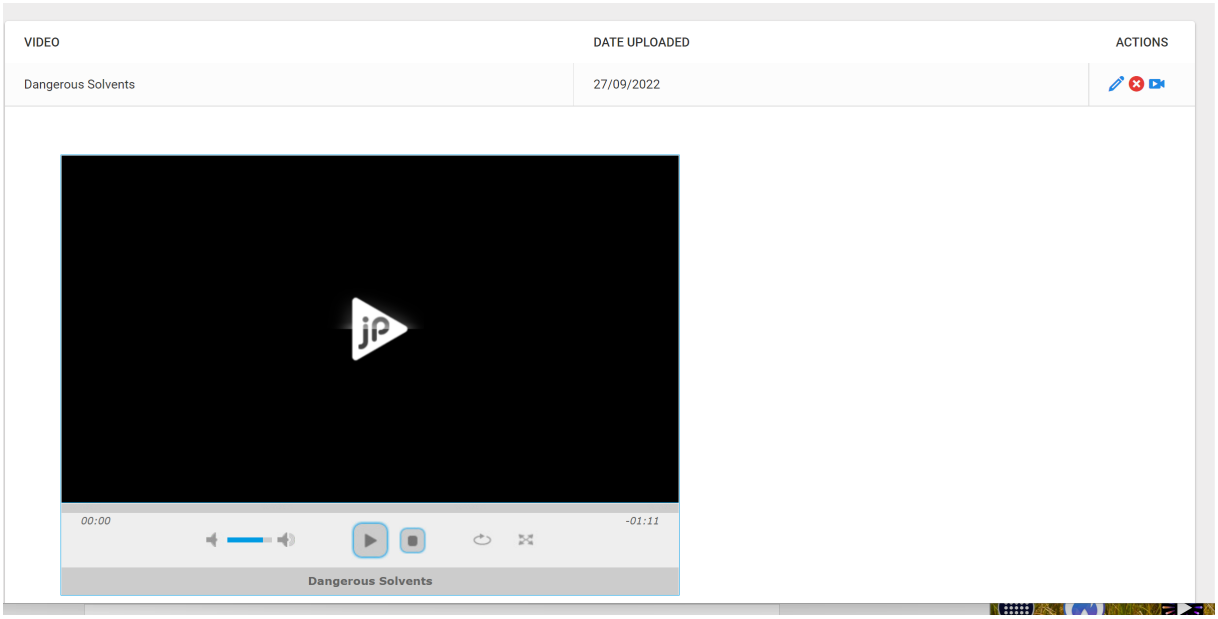



For the uploading of your own video clips, select VIDEO – and upload your preferred videos. Give them a describing title, select type of video and add possible explanatory comments:




You don't need to select qualification and the learning outcome description.

When completed, your Skillsbank profile will look like this, and clicking on the camera icon your video will be opened for a presentation:


VIDEO
DATE UPLOADED
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27/09/2022
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