

Choir Recording Instructions

If you have trouble using the “native” apps on your device, you can use Zoom (instructions below) to record your video.

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Getting the Video to Alice

You can get the video to Alice using wetransfer.com (see below), sending it to alice@stpaulvp.org

Call Alice if you have questions: 630-956-6703

Tips for making your video

1. You need earbuds or headphones.
2. If there is a microphone on your earbuds, be sure that the microphone (usually a long bump) is **by your mouth**.
3. The picture needs to be **steady**, so if you're using a phone or tablet, find a way to prop it up—handheld video is just too shaky.
4. Smile!
5. Wear what Cynthia has asked, if you can.
6. Make sure your **face is lit**—avoid having a light source behind you.
7. Have a nice clear background behind you—no cats or cluttered desks please.
8. Have your sheet music ready so you can see it while you sing.
9. Be sure that you record in "Landscape" (horizontal).



10. Have the camera placed at the **same level** as your **eyes**.
11. Leave at least **5 seconds** at the beginning and end of the video in order to make it easier to edit together.
12. Make sure you play back the video and check it for quality.

Windows Laptop or Desktop Instructions

1. Put your earbuds/headphones on—make sure you can still hear yourself singing—put only one earbud in or slide one headphone off your ear. Plug into your laptop.
2. Open **Camera** app: *Start button->Camera* or search for Camera in the search box.
3. Click on the video camera button on the right of the window to **start recording**.
4. Open the *YouTube* video of Cynthia conducting and **start** the video.
5. Sing your part and follow Cynthia's direction; let the video play to the end.
6. Go back to the **Camera** app and click on the big red **stop** button.
7. To watch your video, click on the picture on the lower right corner of the app window.
8. Once you are satisfied with the video
 - a. Click on the **Share** button if you are set up with the Mail app and **send** it using email.
 - b. Otherwise,
 - i. Click on the three dots in the upper righthand corner and select *Open folder*.
 - ii. Remember the folder location and you can rename the file to something easier to remember.
 - iii. **Send** the file.



MacBook Instructions

1. Put your earbuds/headphones on—make sure you can still hear yourself singing—put only one earbud in or slide one headphone off your ear. Plug into your MacBook.
2. Open **QuickTime Player** app (you can find it with *Launcher*).
3. At the top of your screen, select *File->New Movie Recording*.
4. Click on the red button to **start** recording.
5. Open the *YouTube* video of Cynthia conducting and **start** the video.

6. Sing your part and follow Cynthia's direction; let the video play to the end.
7. Go back to the **QuickTime** app and click on the square button to stop the recording.
8. To watch your video, click the play button.
9. Once you are satisfied with the video
 - a. Click on *File->Save* and remember where you saved your video.
 - b. **Send** the file.

Using Zoom

If you have the *Zoom* app, you can use it to record, but you have to change some microphone settings to get good sound for your video.

1. Put your earbuds/headphones on—make sure you can still hear yourself singing—put only one earbud in or slide one headphone off your ear. Plug into the device you're going to be watching the YouTube video on.
2. Open the *Zoom* app.
3. Click **New Meeting** to start a meeting with yourself.
4. Select *Join with Computer Audio*.
5. Click on the up-arrow next to the **Stop Video** button on the lower left of the screen.
6. Select **Video Settings**.
7. Uncheck *Always display participant name on their videos*. (So your name won't be on the bottom of your recorded video.)
8. Exit from **Video Settings**.
9. Click on the up-arrow next to the **Mute** button on the lower left of the screen.
10. Select **Audio Settings**.
11. Under the *Microphone* section, uncheck *Automatically adjust microphone volume*.
12. Click on **Advanced** at the bottom.
13. Check the box that says *Show in-meeting option to "Enable Original Sound" from microphone*.
14. If you see more options, check *Disable echo cancellation* and *High fidelity music mode*.

15. Exit from **Audio Settings**.
16. Now you will see on the top left of your screen *Turn on original sound*—click it.
17. On the bottom of the screen, click **Record** to start recording your video.
18. If it gives you the option, choose *Record on this computer*.
19. Open the *YouTube* video of Cynthia conducting and **start** the video.
20. Sing your part and follow Cynthia’s direction; let the video play to the end.
21. To stop the recording, go back to the *Zoom* window and click the square stop button.
22. End the meeting by clicking on the **End** button on the lower righthand corner.
23. Select **End meeting for all**.
24. It will convert the meeting recording and then open up a folder with the recording in it.
25. Your video is the file that starts with “zoom.”
26. Double-click the file to watch the video.
27. Once you are satisfied with the video, **send** the file.

Other Devices

If you have only smart phones and/or tablets to record with, you’ll need two devices (i.e., two phones, a phone and a tablet, two tablets, etc.)

- You’ll need one device to watch the *YouTube* video and another to record yourself.
- You’ll need earbuds or headphones to plug into the device on which you watch the *YouTube* video.
- You will need to set it up so you can watch the *YouTube* video while you are recording yourself, so you will need a stand or something to prop up your devices in line with each other. Some experimenting will probably be required to find the best set-up to make your video.
- Because there are so many options for your recording app, these instructions are going to be less specific than those for laptops.

After you have figured out your set-up:

1. Put your earbuds/headphones on—make sure you can still hear yourself singing—put only one earbud in or slide one headphone off your ear. Plug into the device you're going to be watching the *YouTube* video on.
2. Open your recording app.
3. **Start** recording.
4. Open the *YouTube* video of Cynthia conducting and **start** the video.
5. Sing your part and follow Cynthia's direction; let the video play to the end.
6. Go to the recording device and **stop** the recording.
7. Watch the video and make sure it looks okay.
8. Once you are satisfied with the video, **send** the file.

Using Wetransfer.com

1. Be sure you know where your video file is on your computer. Saving it to your desktop will work.
2. Go to the website: wetransfer.com
3. If it asks you to set up an account, scroll down to **No, Thanks** and click on that
4. Click on **I agree**
5. Click on **I accept** (to accept cookies)
6. Click on the big plus sign or **Add files**
7. Use the window that opens to find your video file and click on it and select **Open**
8. Under "Email to" enter alice@stpaulvp.org
9. Tab to "Your email" and enter your email address
10. Tab to "Message"—you can enter a message to me if you like, but it's not necessary.
11. Click on the button **Transfer**
12. It will send a verification code to your email address, so
 - a. open up your email to find the verification code
 - b. enter the verification code in the box "Enter verification code" and click on **Verify**

13. If it's a big file, it'll take a while for the transfer to complete.
14. You're done!
15. If you have trouble with this way, you can also send me a link to the file.
 - a. At Step 10, just click the three dots to the left of **Transfer**
 - b. choose "Get a transfer link" and click **Get a link**
 - c. When it says, "You're done!" click on **Copy link**
 - d. Open an email to alice@stpaulvp.org and paste the link into the email (Edit->Paste, or Ctrl-P on PC, or Command-P on Mac)
 - e. Send the email
16. You did it!