



VADEMECUM FOR RECORDINGS

BEFORE YOU START

- 1 Access your phone **SETTINGS**
- 2 Look for the **CAMERA** function
- 3 Once entered In Camera select **recording option: Full HD 1080 A 60FPS or if available 4k A 30FPS**

TO START

Proceed as follows:

Frame the subject to be filmed, with the back camera. **DO NOT** use your phone in 'Selfie' mode. This is because the back camera has a significantly higher image definition.

Set the device to **AIRPLANE MODE**.

THE SHOT MUST BE TAKEN HORIZONTALLY.

Send, if you can, multiple recordings of the same video, can be useful during assembly process, even those not perfect.

Do NOT hold your smartphone during shooting. Place it at least 1 - 1.5 m away from the face to allow a balanced framing with the background **DO NOT USE DIGITAL ZOOM, APPROACH THE PHONE**.

The subject must be in the middle of the shot.

NOT too far left or right.

LIGHT

Choose the location of the shot based on the best lighting (preferably natural light) available in the space you are in.

Avoid placing yourself in the backlight.

Do not apply filters, send the shot without making changes.

AUDIO

Make sure your voice is clearly heard (it is very **IMPORTANT** to be able to distinguish all the words).

Test and listen again. If you are satisfied **upload it**.