

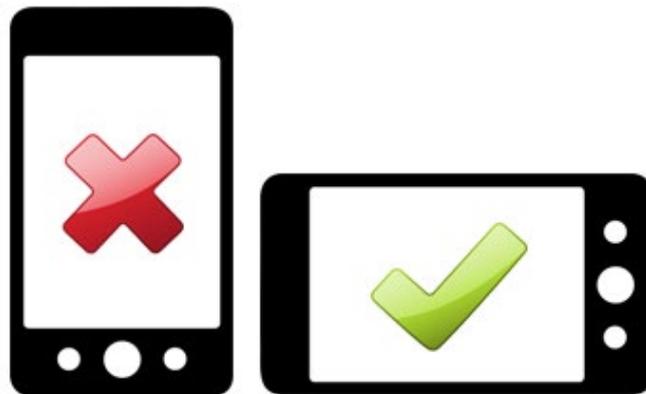
*Thank you* for agreeing to film a video for the Anglican Communion Office.

You do not need an expensive camcorder or professional camera to record footage, but if you have one, please use it. However, the camera on a modern smart phone is likely to be sufficient for most filming opportunities.

This simple guide has a number of tips that will help you achieve good results.

## Film Landscape

Turn your phone on its side, so that the long sides are at the top and bottom. If you don't, your footage will not fill the screen and there will be two black vertical bars along both sides of your video. Landscape will make your video easier to watch when viewed on a computer screen or television.



## Switch your phone to airplane mode

This will prevent you being interrupted by calls and alerts.

## Start with a full battery

Filming and storing video files uses lots of power.

## Check your storage

Video uses lots of space on your device, make sure you have enough. This may be the time to delete some of your old apps and photographs.

## Video Quality

Film in the highest resolution available on your device.

## Think about what you want to focus on

On many phones you can lock the focus on the subject by tapping on it on the screen

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## Keep it stable

Use both hands or a selfie stick or portable tripod. If you are presenting, you could also place your phone on something solid such as a shelf or table.

If you are moving to follow a subject or using it to pan or orbit around a person or object, hold your phone or tablet securely with both hands.

If the person you are filming is talking about something, do not pan to the thing they are talking about. Film the thing that they are talking about afterwards – we can edit them together.

## Avoid using the phone's zoom

It is better to move nearer to the subject to create close-ups than it is to use the phone's zoom function

## Don't forget the sound

Get your microphone close to the sound you want to record. Most phones are supplied with headphones with quite a good microphone. Use this to get better sound quality.

## Use light

Film in a location which is well-lit. If it isn't well-lit naturally, use lamps to light up the subject of your video.

## Captions

If you are supplying footage for us to use in a wider video, or as part of an official ACO presentation, please do not apply any captions, titles or graphics to the video – we will do that ourselves in our house style.

If you are supplying a completed video, for example for use in a competition, then you can of course caption these as you like.

## Send us your video

To send your video to us, please use a service like [WeTransfer](#) to forward your footage to the email address you have been asked to send it to.

Alternatively, you can send it to us using our dedicated WhatsApp number: +44 7842 272238.