

Instructions to Record and Upload Martin Video Vault Videos

This is YOUR opportunity to record a short Family Memory video that will capture stories of the rich legacy of the Martin clan. The process is easy – all you need is your smartphone or tablet to get started!

PREPARE -- Tips for Preparing to Record a Video Interview with a Smartphone:

- Make sure your smartphone or tablet battery is fully charged.
- Find a quiet place for interviews. Phones pick up a lot of background noise. If outside, move out of wind. Turn off your TV, radio, etc.
- Cell phones and tablets can overheat on hot days. Be careful in direct sunlight.
- Practice with your phone and apps before you do your interview.
- Test the quality of your phone or tablet in different situations: inside, outside, and at various distances from your subject.
- Choose someone to interview and gain permission to record the interviewee.
- If using your smartphone, change to “Airplane Mode” – so your audio will NOT be interrupted by calls or texts. Go to Settings>Airplane Mode.
- Make sure you know where your smartphone or tablet microphone is.
- Find a good backdrop or background. Not too cluttered, not too plain.
- Check your audio levels. Press RECORD – make sure your smartphone or tablet is recording and you can see the meter registering sounds.

CONDUCT THE INTERVIEW – Tips for Conducting the Video Interview

1. Before the interview, talk about the information that you will ask the subject interviewee – the questions you will ask, the story the subject will tell. This will help the interviewee to relax and everything will go more smoothly if you “talk it out” ahead of time.
2. **Interviewee** -- For best lighting, your interviewee should sit FACING a window. You should sit with your back to the window or light source. Avoid dark rooms. Make sure the interviewee’s face is well-lit and easy to see.
3. **Interviewer (You!)** -- Sit with your back to the window or light source. Your camera (phone or tablet) should be 18-20 inches from the interviewee’s face.
4. If available, set up your smartphone or tablet on a tripod at eye level with the interview subject. Place the camera 3-4 feet from the subject. Make sure you turn your smartphone or tablet to the **horizontal** (landscape) mode:

THIS --



NOT THIS --



5. Make sure you place the interview subject in the middle of the screen. Don’t cut off the person’s head or aim only at the speaker’s mouth.
6. Hit Record. The interview should last for about 2 minutes. Do a couple of practice interviews. Choose the one that worked best.

UPLOAD YOUR VIDEO

7. Make sure you have a strong internet/Wi-Fi connection.
8. Browse to www.dsturner-abs.wetransfer.com to send your video and follow the on-screen instructions to upload your interview file. Any problems? Send email to 2021.UMFReunion@gmail.com and someone will contact you with help.
9. Note: Once uploaded, your video will be renamed like so:
<Interviewee FirstName MI LastName> interviewed by <Interviewer FirstName MI LastName> on <MM-DD-YYYY>
(for example: Susan E. Johnson Interviewed by Robert L. Martin on 03/26/2021)
10. Videos will be posted on our reunion website after review.