

Thank you for offering to contribute to our online worship videos by reading or leading prayers. These instructions should guide you through the process. Here is what you will need:

- A smart phone (either Android or iPhone will do) or a PC to record yourself.
- Ideally, the WhatsApp app on your phone
- An internet connection

All I really want you to do is to record a **landscape** (i.e. hold the phone horizontally!) video, and then send it to me via WhatsApp (my number is 07971029224). If you don't use WhatsApp, then you may be able to email the video, my email address is [timburdon79@gmail.com](mailto:timburdon79@gmail.com). If you're sending by email please also send me a separate message (e.g. text or WhatsApp) to tell me you have sent it, I have found that some emails have been going astray. Some of you will need no further instructions than that, but in case you're not feeling confident I am including instructions for [Android](#), [iPhone](#) and [PC](#), as well as general tips for recording your clip (please read the general recording tips regardless).

### General recording tips

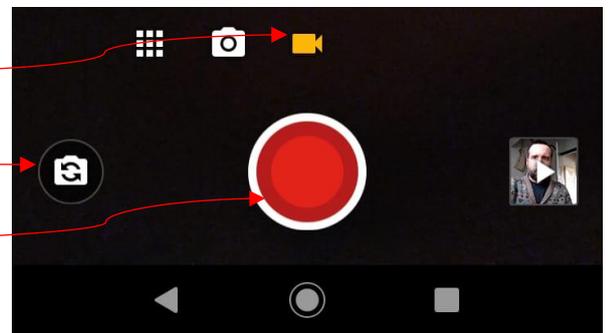
- Record your video landscape – if you're using a phone, hold it horizontally. If you have locked the 'auto-rotate' function on your phone you'll need to unlock it. If you're using a laptop, landscape should be the default option.
- If there is a lot of light behind you then you will look very dark, so don't position yourself in front of a window/big light.
- Don't be too close or too far away – try and make it so your head and shoulders are visible.
- If using a phone, try to find a way to keep it steady – e.g. prop it up on a firm surface.
- Speak slowly and clearly.
- If you make a mistake just start again.
- Look at the lens as you are speaking. If the piece you are reading is long, it's fine to read from the page, but do try to look up from time to time as you would in church.
- Relax! It might seem a strange thing to be doing, but there's no need to be nervous.

### Android instructions

1. Open the camera app on your phone:

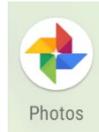


2. Tap the video symbol to switch to video mode
3. Choose either front or rear-facing camera depending on which you are using.
4. Press the red circle to start recording, press it again to stop recording.



Cont...

5. Open your 'Photos' app:



6. You should see the video you just recorded. Tap to open it.

7. Once it is open, when you tap on the video to play/pause it you should see the 'share' icon, tap it:



8. You will see a range of options for sharing your video, choose WhatsApp:



9. Choose me from your contacts list (or add my number if you don't already have it: 07971029224).

WhatsApp

10. Tap the button to send! (It may take a while to complete, depending on how long your video is).



### iPhone instructions

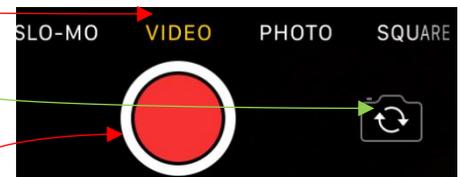
1. Open the camera app on your phone:



2. Choose video mode

3. Choose either front or rear-facing camera depending on which you are using.

4. Press the red circle to start recording, press it again to stop recording.



5. Open the photos app



6. Find the video you just recorded and open it, you may need to look in a specific 'videos' album:



### Media Types

Videos

7. Tap the 'share' icon:



8. You will see a range of sharing options, choose WhatsApp (you may need to scroll along to find it):



9. Choose me from your contacts list (or add my number if you don't already have it: 07971029224).

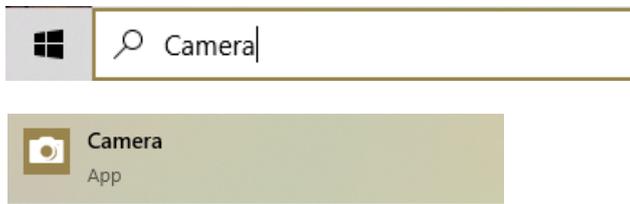
10. Tap the button to send! (It may take a while to complete, depending on how long your video is).



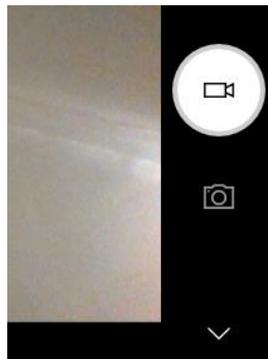
## PC instructions

These instructions are for Windows 10, other versions of Windows may work slightly differently.

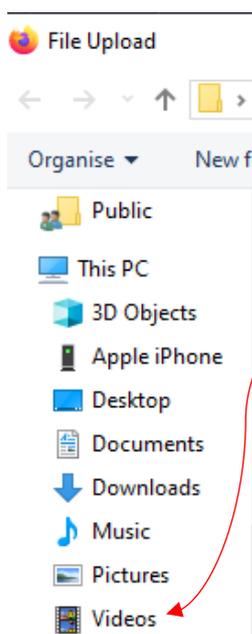
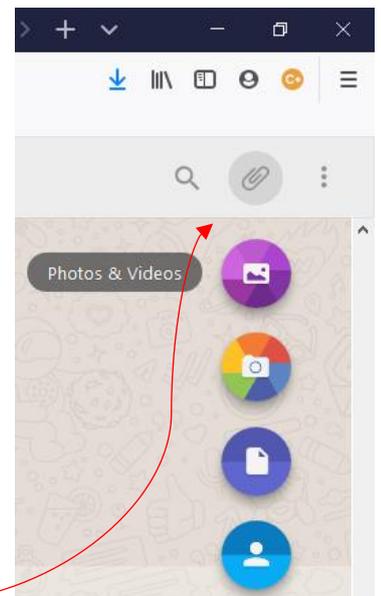
1. Open the camera app. You can find this by typing 'Camera' in the search box.



2. Click the video camera button to choose video mode. Click it again to start recording, and again to stop recording:



3. Open a web browser and go to: <https://web.whatsapp.com/>
4. Follow the instructions on screen to log in to WhatsApp Web (you'll need your phone handy to do this, and you'll already need an account).
5. Find me in your contacts list or add me as a contact (07971029224) and then click on my name.



6. Top-right you should see a paperclip, click on it, and then click the 'photos and videos' icon:

7. Locate and choose the video you have just recorded. By default it should have saved in the 'Videos' folder on your computer.

8. Click the button to send! (It may take a while to complete, depending on how long your video is).

