

# Commencement 2021 Graduate Video/Photo Tips

Preferred photo submittal is 72 dpi or higher. If you have options when taking the photo use the highest quality setting.

For video or photo you can use your phone camera, laptop webcam, desktop webcam, video camera, or still camera. (Please see instructions below on how to record using your computer)

Preferred video format 1920x1080p. Phones and computers will usually compress the video so please do not compress further. If you use a video camera, please bring the file into a video editor and export an h264 or comparable file with as little compression as possible while not exceeding the file size submittal limit of 1GB.

Place your camera, phone, or computer on a solid surface to avoid camera shake and at eye level to avoid looking down at the camera (your audience).

For appreciation videos position yourself close to the camera microphone so we can hear you clearly. Sit or stand about 2 ½ feet from the microphone. Consider the noise in your surroundings as well. Please record in as quiet of a location as possible.

## Lighting and background:

We want to see you well so consider your background and lighting for your photo or video.

For lighting if you are near a window look at the window rather than have the light behind you. Use available light so we can see your face clearly, but not so much that you get lost in the light.

Consider your background. Make sure you are the main focus rather than your surroundings. Please no logos, other than Bellevue College, on you or your surroundings.

Review your video before sending. Try multiple takes and send us your best take.

## How to record a video or photo using your computer's webcam

### Windows 10

Windows 10 includes a "camera" app for this purpose. Tap the Windows key to open the Start menu, search for "Camera", and launch it. You'll also find it under the list of All Apps. The camera app allows you to take photos and record videos. It also provides a timer feature and other options, although it's still a fairly simple application.

Photos you take will be stored in the "Camera Roll" folder in your user account's "Pictures" folder.

### Windows 8 and 8.1

Windows 8 includes a Camera app, too. Open the Start screen by tapping the Windows key and type "Camera" to search for it. Launch the Camera app and use it to record photos and take videos. It works similarly to Windows 10's Camera app and will save photos to the "Camera Roll" folder in your user account's "Pictures" folder.

### Mac OS X

You can do this with the "Photo Booth" application on a Mac. To open it, press Command+Space to open Spotlight search, type "Photo Booth", and press Enter. You can also open Launchpad and click the "Photo Booth" icon, or open the Finder, click "Applications", and double-click the "Photo Booth" application.

Use the icons at the bottom-left corner of photo booth to choose either a grid of four photo taken successively, a single photo, or a video. You can then click the red button in the middle of the Photo Booth window to take photos or record videos. The “Effects” button will let you apply filters to the photos and videos.

Photos you take will be stored in your Photo Booth Library, and you can also right-click (or Command-click) them in the Photo Booth window to export them and save them elsewhere.

## **Chrome OS**

On a Chromebook, you’ll find a “Camera” app installed by default. Open the application launcher and search for “Camera” to find it. If you don’t see it, you can install it from the Chrome Web Store.

Like on other operating systems, the Camera app allows you to take photos and apply filters to them. However, it doesn’t provide a way to record videos. Open the Chrome Web Store and look for another app if you want to record videos.

Photos are stored in the Camera app itself. You can open its gallery — click the button at the bottom-right corner of the Camera app — and you’ll be able to save photos from the gallery to your Chromebook’s local storage or your Google Drive account.