

QAFRIQUE-QA

TRAINIQA

RECORD YOUR PERSONAL INTRODUCTION VIDEO

★ Important remarks:

- Video should be recorded in **English**.
- Video should have **maximum of 3 minutes**.
- Video size **should not be larger than 720p / 15MB**.
- Make sure video is **clear** and **audible**: shoot video in a **quiet** place with no background noises – that could interfere in the audio quality.

★ Personal introduction should include:

- Name
- Country of origin
- Scientific background
- University / Institution
- Role and experiences in Quality Management
- Motivation for applying for the training
- A personal interest or hobby


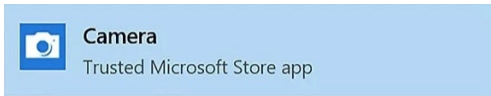



HOW TO RECORD YOURSELF

Using laptops and all-in-one computers

- ★ All laptops and all-in-one computers have a built-in microphone and camera. For users that have a tower/monitor configuration, you need an external webcam to record videos/audios, or may employ another method (e.g. using your smartphone).



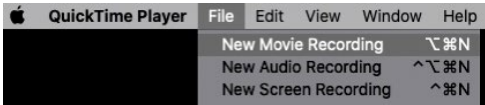


Windows 10

Windows 10 includes a **Camera** app for this purpose.

- 1 Open the **Camera** application:
 - Click the **Start (Windows key)** menu  → It's usually at the bottom-left corner of the screen.
 - Type **Camera** into the search bar.
 - Click **Camera**: 
 - The camera app will open on the screen. This should automatically start your webcam. If asked to allow the app permission to access your webcam, be sure to give all requested permissions.
- 2 Click the **video icon**  on the right side of your screen. Then, click again  to start recording.
- 3 Click the **red button**  to stop recording.
- 4 Video will be automatically stored in the **Camera Roll** folder in your **Pictures** folder.
 - How to find: **This PC > Local Disk > User > (your user account) > Pictures > Camera Roll**
 - You can also open your **Camera Roll** by clicking the small thumbnail image in the bottom right corner of your screen.

Mac OS

All Macs (laptops and desktops) come with a built-in microphone and webcam.

- 1 Go to your **Launchpad**  & open **QuickTime Player** 
- 2 Click **File > New Movie Recording** 
- 3 Click the **red record button**  to begin recording.
- 4 Click the **black stop button**  to stop recording.
- 5 To save the video go to **File > Export As >** choose size **720p** or **480p**. Then, choose your desired file name and location, and click **Save**.


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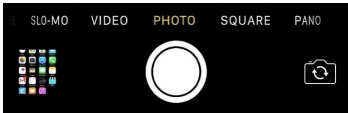
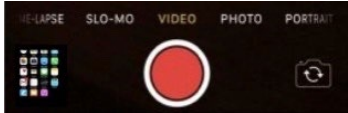

Using smartphones

★ Tips for better results when **recording videos** with a **smartphone**:

- Shoot video in the **horizontal** instead of vertical.
- Don't use **digital zoom**, it will lower the quality of the video.
- Try to use **natural sunlight** when recording. Using the flash on a smartphone will lower the quality of the video.
- Keep your phone **steady** while recording. You can use **both hands** to hold your smartphone, support the phone with a **tripod** or you can rest your phone on **other physical supports** like tables, chairs, desks, shelves, etc.

iPhone

- 1 Open your iPhone's **Camera** 
- 2 **Swipe right on the camera screen.** Doing so will switch the camera's recording mode from picture to video:


➔

- 3 Click the **red circle button** to begin recording.
- 4 Click the **red square button**  to stop recording.
- 5 Video will be automatically stored in your **camera roll**.

Android

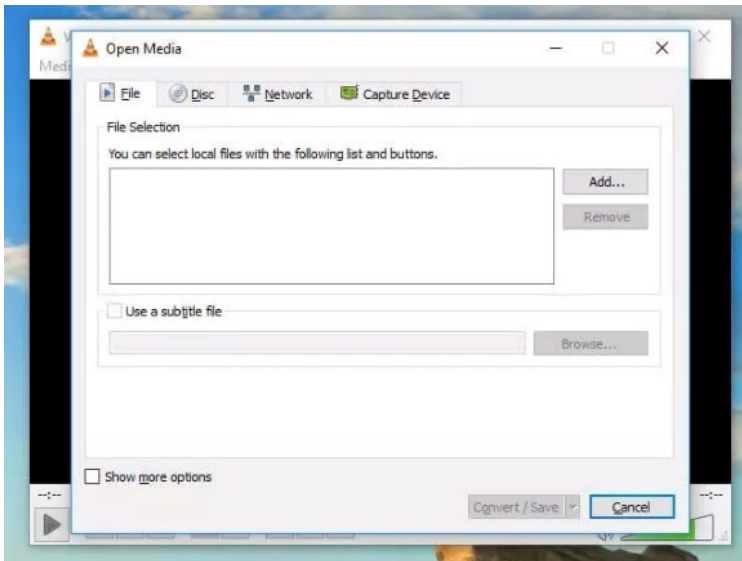
Each Android device is different, and carriers may load different apps on the device. Because apps may vary, the instructions below are intended to be a general guide.

- 1 Open the **Camera** app of your smartphone.
- 2 Switch the camera mode in the **Camera** app to **video** recording.
- 3 When video mode is active, the **Camera** app's screen changes → the shutter icon becomes a **record icon**. Click that icon to start recording video.
- 4 While video is being recorded, the **record icon** changes to either a pause or stop icon. Click the **stop icon** to stop recording.
- 5 Video will be automatically stored in your phone's internal storage. You can find it by using the **Gallery/Photo** app.

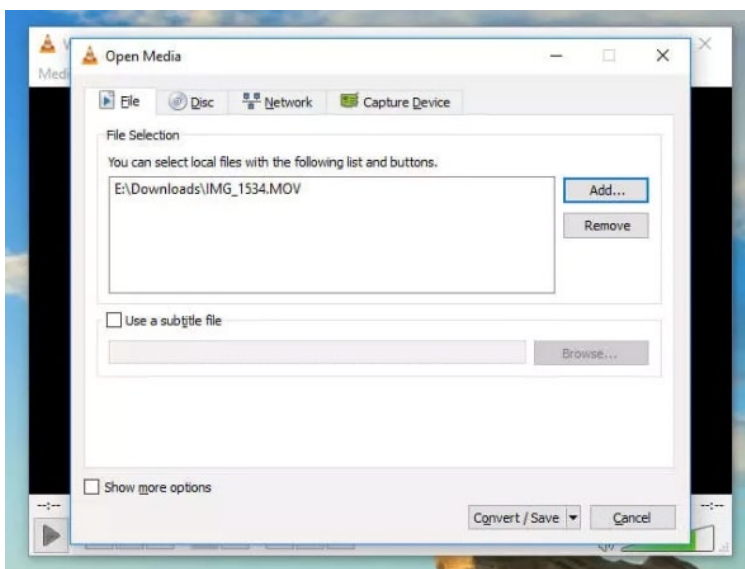
HOW TO REDUCE VIDEO SIZE WITHOUT LOSING QUALITY

VLC (Windows and Mac)¹

- 1 Download **VLC** (Windows and Mac versions are available). After installing is finished, click **Media > Convert/Save**.

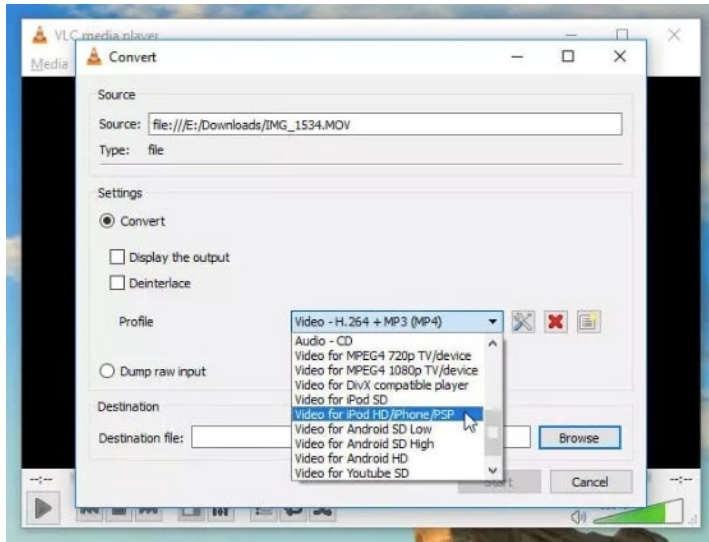


- 2 Then click **Add** and select your video file.



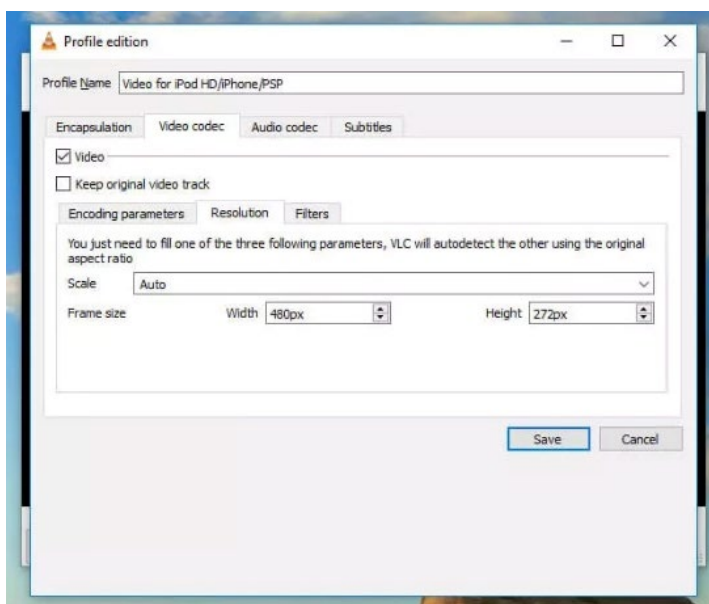
¹ Information took from: <https://www.uscreen.tv/blog/5-ways-to-make-video-files-smaller/>

- 3 Click **Convert/Save** to bring up conversion options. In the **Profile** dropdown, you'll need to select the type of conversion that you want.



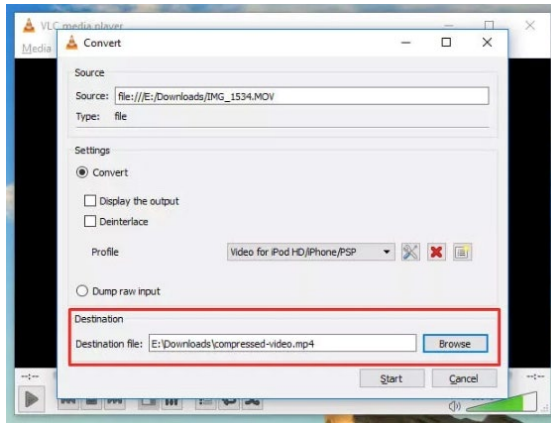
- Because **VLC** doesn't display estimated file sizes, you'll need to guess at which level of conversion to apply. Fortunately, **VLC** has recommendations for different types of videos. For smaller files choose one of the option:
 - **Video for MPEG4 720p TV/device**
 - **Video for Android**
 - **Video for iPod**
 - **Video for iPhone**

- ❖ To further reduce video file size, you can change the **resolution** of the video. Click the **Settings** button to the right of the **Profile** dropdown, then select the **Resolution** tab. From there, you can adjust the scale to retain your current proportion, or manually adjust the size of the video.



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- When you're done, click **Save**. You'll need to enter a destination location and filename → Click **Browse** to specify them.

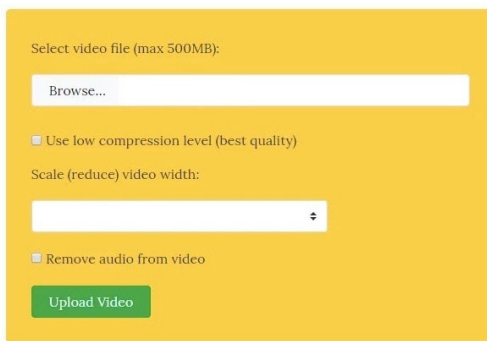


- Once finished, click **Start**.
 - If you're compressing a large video, it might take some time.

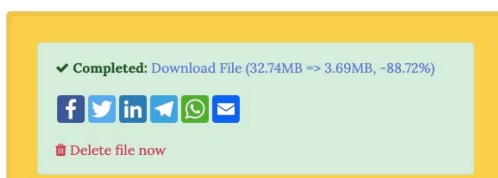
VideoSmaller (Web)

If you don't want to download or use an app on your own computer, there are numerous websites that will let you upload a video file and compress it for you. Some of these services require an account, some require a monthly fee, and others are completely free and don't require anything but a video file. **VideoSmaller** is an easy and free way to reduce video file size online.

- Type in your browser videomaller.com. This screen will appear:




- Click **Browse** > **(choose your video)** > **Open**.
- Leave the box **Use low compression level** unchecked.
- Scale (reduce) video width** → Choose from the dropdown menu the best-fitting size option. Keep in mind that the video **should not exceed 720p**.
- Click **Upload Video**. VideoSmaller will generate a new file with reduced video size. Click **Download file**.



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Video Panda – Compress & Share App (Android)

Another alternative is to use an App on your smartphone to reduce video size. The **Video Panda App** is free and is available for devices operating with Android.

- 1 Download the app **Video Panda**  on your Google Play.
- 2 When installed, open application. Be sure to give all requested permissions.
- 3 Choose video on the tab **Original** → it will show all videos you have on your phone's **Gallery**. Then click **Next** on the bottom right of your screen.
- 4 Choose the option **Small File (Easy Share)** and press **Compress**. The compression will take some time to finish.
- 5 To save new compressed file click **Save**. It will be saved on the tab **Compressed** at the first page of the App.

Video Compress – Shrink Vids (iPhone)

If you have an iPhone, you may download the **Video Compress App**. It is a free application that requires you to install it from your App Store.

- 1 Download the app **Video Compress**  on App Store.
- 2 When installed, open application. Be sure to give all requested permissions.
- 3 Click  to select a video from your phone's **Photos** folder. Choose a video and click **Select**.
- 4 Click **Choose Present** and select file size you want. Recommended size: **480p**.
- 5 Click **Continue** button when you are ready and then select the destination album to which the resized videos are going to be exported.
- 6 After the video compression process is completed, the app will ask you if you want to delete the original video files and only keep their resized versions.