Good practices
on recording training
videos for the Global
Soil Laboratory
Network

GLOBAL SOIL
PARTNERSHIP

Planning

- Read carefully the **video script** and plan all the shootings and sequences that could take place both in open and closed spaces.
- Decide what must be included and what can be omitted to obtain a clean and effective results.
- Keep the video as short and simple as possible while still accomplishing its goals.

Equipment

- **DSLR camera** offer the benefit of interchangeable zoom lenses with adjustable aperture;
- in alternative you can use **cell phone** or **video camera**;
- **tripod** or **gimbal** can help to obtain a steady, clear, and consistently good viewing quality;
- **external microphone** (with cable or wireless).

Recording

- **1920×1080** pixels, often called **HD** or **1080p**;
- **16:9** aspect ratio;
- keep the video clips (scenes) **short** (1-3 minutes) and record them in different files;
- minimize tilt, pan and zoom.

Audio conditions

- Film in a **quiet environment**, where you are not likely to be interrupted or disturbed by unwanted noises;
- attach **external microphone** to subject on the wire to the shirt so that it is not ruffling up against clothing and alter sound quality;
- if no external microphone is available position the camera within two to four feet of the subject. If you are farther away, the device's built-in microphone will pick up room sounds such as heating and air conditioning, and if the subject's voice is too soft, he/she will have to shout;
- be aware of the sounds around you **when recording outdoors**. Move away from them to avoid background noise from vehicles, pedestrians, and construction work.

Lighting

- In general, **more light** means **better video**:
  - film in a **bright room** (turn on all the lights and open curtains and blinds, add additional lights if needed);
  - for filming **interviews**, choose a location with bright, even lighting that does not cast shadows onto your subject, avoid lighting that comes only from directly above;
  - avoid filming subjects directly in front of windows or other strong light sources;

- If you are shooting outdoors, position yourself with the sun high in the sky and behind the camera, or shoot in the shade;
- avoid bright sunlight as it creates harsh shadows.

Camera orientation

- Film with landscape orientation (**horizontally**): this will be most practical for viewing on all types of devices.

Composition

- Keep your subject's **entire head and shoulders** in the frame;
- leave enough space **below the neck** to place a name caption or text;
- place the subject (people speaking, object or action) preferably **on a third** of the frame so that there is room to add texts/graph in postproduction when needed.

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Files production

- Name each file like this: "LabName_Date_SceneNumbe"r and follow these recommendations:
- try not to make file names **too long**, since long file names do not work well with all types of software;
- when using a **sequential numbering** system, using leading zeros for clarity and to make sure files sort in sequential order. For example, use "001, 002, ...010, 011 ... 100, 101, etc." instead of "1, 2, ...10, 11 ... 100, 101, etc.";
- a good format for **date** designations is **YYMMDD**. This format makes sure all of your files stay in chronological order, even over the span of many years;
- special characters such as **~ ! @ # $ % ^ & * ( ) ` ; < > ? , [ ] { } ' " | should be avoided**. (even if your operating system allows you to use them);
- **do not use spaces**: some software will not recognize file names with spaces, you can use as an alternative:
    - *underscores*, e.g. file_name.xxx;
    - *dashes*, e.g. file-name.xxx;
    - *no separation*, e.g. filename.xxx;
    - *camel case*, where the first letter of each section of text is capitalized, e.g. FileName.xxx;
- if you want to **rename all the files** together try one of the following applications:
    - *Bulk Rename Utility (Windows, free)* http://www.bulkrenameutility.co.uk/Main_Intro.php;
    - *Renamer 4 (Mac)* http://renamer4mac.com;
    - *PSRenamer (Linux, Mac, or Windows, free)* http://www.powersurgepub.com/products/psrenamer.html.

Files transfer

- Avoid sending files as email attachments as most mail services don't allow large file sharing (i.e. Gmail only allows you to attach files of up to 25MB in total);
- choose preferably online cloud services like:
    - *WeTransfer* (Transfer up to 2GB on a free account); https://wetransfer.com
    - *Send Anywhere* (Transfer files up to 10GB completely free); https://send-anywhere.com
    - *Dropbox* (Free tier with 2GB of storage space); https://www.dropbox.com
    - *OneDrive* (Free tier with 5GB of storage space). https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage

The Global Soil Partnership (GSP) is a globally recognized mechanism established in 2012. Our mission is to position soils in the Global Agenda through collective action. Our key objectives are to promote Sustainable Soil Management (SSM) and improve soil governance to guarantee healthy and productive soils, and support the provision of essential ecosystem services towards food security and improved nutrition, climate change adaptation and mitigation, and sustainable development.

GLOSOLAN
GLOBAL SOIL LABORATORY NETWORK

GLOSOLAN is a Global Soil Laboratory Network which aims to harmonize soil analysis methods and data so that soil information is comparable and interpretable across laboratories, countries and regions. Established in 2017, it facilitates networking and capacity development through cooperation and information sharing between soil laboratories with different levels of experience. Joining GLOSOLAN is a unique opportunity to invest in quality soil laboratory data for a sustainable and food secure world.

Thanks to the financial support of

For more information
www.fao.org/global-soil-partnership/pillars-action/5-harmonization/glosolan

To join or support the GLOSOLAN network please contact *GSP-Secretariat@fao.org*

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