

Instructions to submit video to ALA National Headquarters

Step 1: Find a quiet room with good lighting.

If shooting during the day, take advantage of natural lighting. The window should be in front of you, not behind you. Make a test video with lights off and with lights on to find the best lighting.

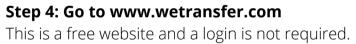




Step 2: Hold phone horizontally

This is necessary for consistency for the final video.

Step 3: Record Message Remember to smile.



Phone instructions:

Step 5: Submit video Tap "Send a file?" and then add your video

Step 6: Add a message and click next

Step 7: Email to: jdonovan@alaforveterans.org

Step 8: Click "transfer" You're done! Thank you!

Desktop directions:

Step 5: Submit video Drag video to "add your files."

Step 6: Email to: jdonovan@alaforveterans.org

Step 7: Enter your email and message

Step 8: Click "transfer" You're done! Thank you!

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