Module 5: Capturing the Story (Audio, Video, Text)

1. Why This Matters

Stories only live if they're preserved. Recording and organizing them ensures they can be heard, seen, and remembered by future generations.

2. Audio Capture Checklist

Before

- Choose your method: Phone / Lav mic / Recorder.
- Record a short test and play it back.
- Check storage space.
- Charge or plug in device.
- Turn on Do Not Disturb.
- Choose a quiet environment.

During

- Place phone/recorder ~1–2 feet away.
- If using lav mic, clip at chest level.
- Let it run (don't restart often).
- Focus on the conversation, not the device.

After

- Save the file with LastName_FirstName_Year_Topic
- Back up to computer + cloud/USB.
- Keep consent form saved with file.

3. Video Capture Checklist

Before

- Set phone to 4K, 24 fps or 30 fps
- Test recording (check sound, picture, framing).
- Check storage + battery.
- Put phone on Do Not Disturb.
- Lighting: angle subject ~45° to a window for flattering, dimensional light. Diffuse harsh light with a curtain/sheet.
- Background: leave space between subject and wall; add simple details (plant, lamp) for depth.

During

- Place camera at eye level.
- Frame head + shoulders, with space above.
- Position camera slightly off to the side (just past your shoulder), so they look at you — not the lens.
- Keep background uncluttered.
- Test sound; use lav mic if available.
- Press record; focus on storyteller, not the gear.

After

- Save with LastName_FirstName_Year_Topic
- Back up in two places + one extra copy.
- Keep consent form saved with file.

4. After Recording Checklist

- Label clearly (*LastName_FirstName_Year_Topic*).
- Store consent form with file (digital copy).
- Back up: 2 locations + 1 extra.
- Share copy with storyteller/family.
- Respect wishes (editing, privacy, restrictions).
- Decide on legacy: Family only? Community archives? Both? *Also consider municipal, provincial, national or university archives.*

5. Reflection Prompts

- Which method feels most doable for you now: Audio, Video, or Text?

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- What's one story you want to capture, and how will you do it?

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- Where will you store backups? Who will you share with?

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6. Inspiration Quote

"It's not about perfection — it's about preservation. The pauses, the laughter, even the background sounds — those are part of the story, too."

Related Toolkit Sections:

- *Gear + Tech Setup Guide*
- *Consent Form Templates*
- *Troubleshooting Card: When Stories Get Stuck*
- *Story-Arc Guide for Interviewing Elders*