

METHODS

HANDWRITING WITH PAD PAPER & PEN

Staples or your local stationary store has a variety of paper pads, some lined in wide or narrow lines, some without. The choice is dependent on your handwriting size. I choose wide. I used to choose narrow when I had better hand/eye control. And currently my handwriting, though I don't use it for journals anymore, is erratic and hard to read. There is choice of paper quality and color yellow, gray white or personal shades. There are specially fabricated blank journal books, some bound in leather or other covers. Specialty stores or the Internet will reveal a variety of options.

I used to write with Mont Blanc ink-filled pen, then switched to ballpoint when they became readily and cheaply available with choices of color, black blue or red, and line print in fine, medium and wide. And now some new ink flowing pens that feel like flying. Whatever the pen and ink they have DIFFERENT contact with paper. Experiment with what suits you. I like M. Medium. When I find one I like I stock up on them in case I misplace or lose.

COMPUTER WRITING WITH KEYBOARD & SCREEN

Whether laptop or desktop, the keyboard is often the same size keys, so it is a choice dependent on life-style and age. I am stationary and don't travel. I use desktop. Smaller laptops or iPads have USB connection to external keyboards that make them right size keys for older challenged fingers. And all screens have font size choices for eye sight that is bright and young, or dim and old. And all have font choices which can be a very very PERSONAL CHOICE expressing your personality.

Four main font choices are SERIF, SANS SERIF, SCRIPT AND FORMAL FONTS. Serif is a tail or stroke at end of words such as Times New Roman. And Arial is Sans Serif, meaning without tail or stroke. I am

old school and architecturally trained so I choose Helvetica, a simple modern font without serifs. There are thousands of font choices. I'm sure you can find one that resembles your character.

And importantly, computer writing has the DELETE KEY which allows you erase at any time, something misspelled or other word or sentence choices. You can in fact edit-on-the-fly as you write. Another feature is COPY and PASTE KEYS which allows you shifts whole sentences or paragraphs to other locations. There are CAPS and ITALIC KEYS which can help express an emphasis or difference, whether you write from a telling or speaking point of view.

AUDIO RECORDING

You have three fine choices. All computers have voice record function. A dedicated audio-recorder. A multi-functional iPhone.

COMPUTER (Mac or Windows):

1. In Mac choose QuickTime Player
2. In File Drop-down menu you can choose 'new audio recording'
3. Click to the right of the Red Record button for options of microphone. NONE is internal microphone. Choose external mic if wanted.
4. To start record click RED BUTTON. To stop click BUTTON again.
5. QUICKTIME automatically opens the recording on stop. You can now name the recorded file. You can play, edit it or share it. (check Google for more details) and choose record settings to high or maximum quality.
6. Click FILE MENU choose EXPORT, NAME the file. Direct where to store or send the audio file.

AUDIO-RECORDER:

There are many and most are good and the settings similar. I use Sony ICD-UX570 for \$100. To edit the recorded file requires an audio application which run from simple to complicated. Many are free for Mac or

Windows computers (ask Google for further details) I choose Logic Pro which is costly.

1. Press BACK BUTTON (home)
2. In SETTINGS choose RECORD and PLAYBACK settings
3. with RIGHT OR LEFT ARROWS choose RECORD
3. Press Red RECORD BUTTON
4. Press again to STOP and the file will be automatically be stored in

the previously chosen RECORDED FILES menu.

iPHONE or SMART PHONES:

1. (iPhone) Choose VOICE MEMOS located in Utilities folder
 2. Press RED BUTTON to record
 3. Press same to stop
 4. Automatically OPTIONS appear to trash, playback or to edit
 5. You can fine-tune with editing tools like trim, replace and resume
- There are options to record with built in mic, external mic or headset.

(check Google for more details)

VIDEO-RECORDING

There are many choices. The three main choices are 1. iPhone or any contemporary Smart Phone has video-record function. 2. Computer 3. Camcorder or camera with video function

COMPUTER (Mac):

1. Choose QuickTime Player
2. In File Drop-down menu choose 'new screen recording'
3. Camera is automatically built-in FaceTime camera. Clicking to the right of the Red Record button offers options of internal microphone or external mic.
4. To start record click RED BUTTON. To stop record click BUTTON again.

5. QUICKTIME automatically opens opens the recording. You can now name the recorded file. You can play, edit it or share it. (check Google for more details) and choose record settings to high or maximum quality.

6. Click EDIT drop-down menu to find options trim, add file and rotate image.

7. Click FILE MENU choose EXPORT, where to store or send the audio file.

IPHONE or ANDROID SMART PHONES:

1. (iPhone) Choose CAMERA mode

2. Press RED BUTTON to record

3. Press same to stop

4. Automatically OPTIONS appear to trash, playback or to edit

5. You can fine-tune with editing tools like trim, replace and resume

There are options to record with built in mic, external mic or headset.

(check Google for more details)

CAMCORDER or CAMERA with video function:

1. Choose built-in memory or microSD card (SD=SecureDigital)

2. CAMERA SETTINGS choose SD card and port

3. Choose MANUAL or AUTO SETTINGS for focus, iris and white

balance

3. Lights and framing setup is required for best results

4. Press Red Button to record. Press same to stop

4. Editing options in cameras are limited to trim, crop, contrast, sharp

5. Exporting recording via Video out port, or place SD card in card

reader

6. Fine editing requires a video software like iMovie, FCP or

Premiere. There are many options and several are free. (check Google for more details)