



Toodle Tips & Tricks.

Below are some tips and tricks to help with your Toodle preparation.

Remember: Even the best actors in the world never get it right first time!

1. Prepare

- Write a list of who you want to leave a Toodle for
- Decide when you want this person to view the Toodle. Is it post life completion, a special anniversary or a date in the future?
- Create a list of talking points or write a full script but most importantly, do what feels right for you. *Hint: If writing a full script, explore available teleprompter apps for when you are ready to record. This will keep your eyes looking at the camera when reading instead of looking down*
- Stuck on what to say? Refer to <talking points>

2. Lights! Create your space

- Choose a location that best reflects you.
- Make sure the location records your audio clearly. You don't want the listener to be distracted by distortion and miss your final words
- Ensure the space is bright and light. A dimly lit room can result in too many shadows. Let your listener see you clearly for the last time

3. Camera! Choosing your device

- Choose your preferred device eg Computer, Phone, Tablet, Camera, Video Camera etc
- Last Toodles uploads multiple file types and provides options for files to be downloaded in multiple formats (Original, HD 720p, HD1080p, SD540p and SD360p)
- Position the device ideally to be the same level with your vision. Being in a comfortable position will help you feel relaxed as you speak. Accessories such as tripods, selfie sticks or simply creating a platform so the camera is level with your eyes are beneficial in achieving this.
- Zoom in to position you centered on the screen

4. Action! Time to hit record

- Be in a balanced mindset when you record. Take a moment to assess your current state of mind. Being distracted or in a heightened state of emotion (eg Anger) may not bring you the result you were looking for.
- Find a day and time to record when you are less likely to be interrupted by others. This will help you to maintain focus. Perhaps switch your devices to DND.
- When you hit record, take a few seconds to pause before you start to speak especially if you are returning to a seat after hitting record
- Just be yourself. Imagine the device as the person you are talking to. It's ok to forget your words, get tongue-tied or fumble your words.

5. Review & Edits (if required)

- If you are not used to seeing yourself on film, try not to let this put you off. Remember that we don't always know what we look like in conversation in terms of facial expressions, use of hands etc. To your listener this will seem normal to them.
- Focus more on the content of what you're saying. That's what counts with your Toodle
- *Hint: want to try editing and adding titles or music? There are a range of apps available that can help you with basic editing and features.*

6. Upload your Toodle

- Go to www.lasttoodles.com
- **Login** to your account
- Click on **My Toodles**
- Scroll to **Upload a Toodle**
- Attach your file
- Complete the details of your file (Toodle Title, Who is this for? When to be viewed)
- Click **Upload**

7. Congratulations!

- You have now uploaded your Toodle