

Learner Full Name: _____ School: _____
 Assigned Workstation: _____ Class: _____

Session 28: Photos, Audio & Video

Phones and computers have turned everybody into a photographer, a radio presenter and a film-maker. But a blurry, dark photo or a shaky video with loud wind noise tells nobody anything. Today you will learn to take a good photo, edit it, make it small enough to send, record and trim a voice note, and make a 30-second video about your community with your team.

1. Plain Talk: Media Is Like Cooking Jollof

Good jollof needs three stages. First you **buy good ingredients**: fresh tomatoes, not rotten ones. Then you **prepare**: wash, cut away the bad parts, cook. Finally you **serve** the right portion on the right plate. Nobody serves a whole pot to one person!

Media works the same way. You **capture** good raw material (a sharp, bright photo or clear sound). You **edit** it: crop, trim and cut away the bad parts. Then you **export** it at the right size for where it is going: small for WhatsApp, bigger for printing. And before you serve anybody's face to the world, you **ask first**.

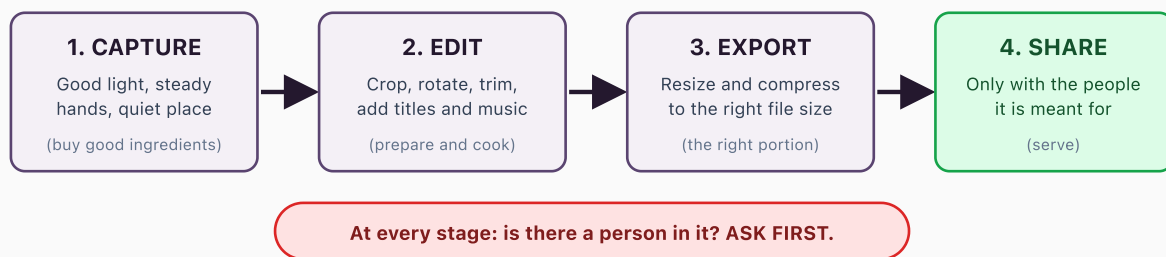


Figure 28.0: Capture, edit, export, share. Consent comes with you through every step.

WHAT YOU NEED TODAY

A computer with the **Photos**, **Sound Recorder** and **Clipchamp** apps (all come with Windows 11), or a Hub phone with a camera. Your mentor will sign Clipchamp in with the Hub's learning account.

1. The Four Habits of a Good Photographer

☀️ 1. LIGHT

Light should fall **on** your subject, not come from behind it. Stand with the window or the sun behind *you*. A person standing in front of a bright window becomes a dark shadow.

👉 2. STEADY

Hold the phone with **two hands**, elbows tucked in, or lean on a wall. Tap the screen where you want it sharp. Wipe the lens with a soft cloth first.

📐 3. RULE OF THIRDS

Imagine two lines across and two lines down. Put your subject **on a line or where lines cross**, not always in the dead centre. Most cameras can show these grid lines (look for "Grid" in the camera settings).

🗣️ 4. ASK FIRST

Before you photograph a **person**, ask: "May I take your photo? It is for my Tech Club project." If they say no, that is the end of it. For your projects, photograph places, objects and hands instead of faces.

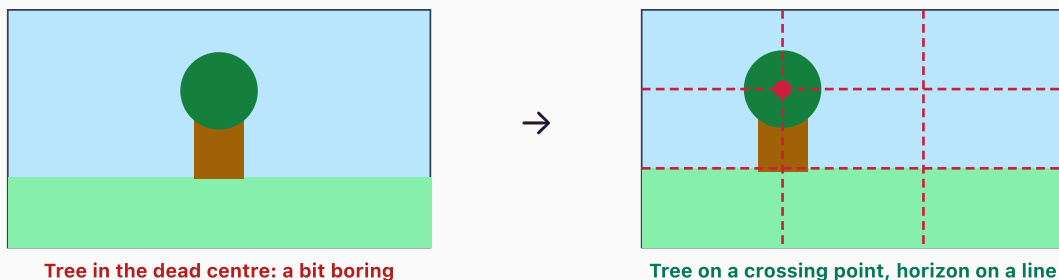


Figure 28.1: The rule of thirds. The dashed lines are the grid many cameras can show you.

2. Photo File Formats

Format	Best for	Good to know
.JPG (JPEG)	Photos of real things: people, places, food.	Small files. Every time it is saved it loses a tiny bit of quality.
.PNG	Screenshots, logos, posters with text, pictures with see-through parts.	Very sharp, but photos saved as PNG are much bigger.
.HEIC	Photos from iPhones and some new phones.	Small and good quality, but some older computers can't open it. Save a JPG copy to share.

Your turn: Naa took a screenshot of her Canva poster to send to the class group. Which format is best, and why?

1. Four Words Every Editor Knows

Word	What it does	Market example
Crop	Cuts away the edges you don't want. The picture shows less.	Cutting the stranger's elbow out of your photo of the stall.
Rotate	Turns the picture so it stands up straight.	Fixing a photo that came out sideways.
Resize	Makes the whole picture fewer pixels wide and high. It shows the same thing, just smaller.	Shrinking a big phone photo so it fits a web page.
Compress	Squeezes the file so it takes fewer megabytes, by throwing away detail your eyes hardly notice.	Making 20 photos small enough to send on a small data bundle.

2. Editing in the Windows Photos App

- 1 Double-click the photo in File Explorer; it opens in **Photos**. Click **Edit image** (the pencil icon, or **Ctrl** + **E**).
- 2 **Crop**: drag the white corners inwards. Choose an **aspect ratio** (shape) such as Square or 16:9 if you need one. **Rotate**: use the rotate button or the straighten slider.
- 3 Click **Save options** → **Save as copy**, so the original stays safe. (A real editor never throws away the raw ingredients.)
- 4 **Resize and compress**: in Photos, click ... (See more) → **Resize image**. Choose a smaller size and a lower quality, then save as a new file. Menus may look slightly different on your version.

THE SAME PHOTO, THREE WAYS (typical sizes, yours will differ)

Straight from the phone 4000 × 3000 pixels		4 MB
Resized 1600 × 1200 pixels		about 800 KB
Resized + compressed 1600 × 1200, lower quality		about 300 KB: still looks fine on a phone!

Figure 28.2: Resizing and compressing can make a photo more than ten times smaller.

3. Your Turn: Do the Maths

In Session 6 you learned that 1 MB is about 1,000 KB. Yaw wants to send 25 photos of the clean-up day to the club WhatsApp group. Each photo is **4 MB**.

(a) How many MB will he send?

(b) If he compresses each photo to 300 KB first, about how many MB is that?

1. Record and Trim a Voice Note

On a Windows 11 computer, open **Sound Recorder** from the Start menu (on a phone, use the voice recorder app). Plug in a headset with a microphone if you have one. Find a quiet corner, hold the microphone a hand's width from your mouth, press the red **Record** button, speak, and press **Stop**. Recordings are usually saved in **Documents → Sound recordings**.

Trimming means cutting off the silent or messy bits at the start and end ("Erm... is it on?"). Many phone recorders have a **Trim** or **Edit** button. Windows Sound Recorder cannot trim, so on the computer drag the recording into Clipchamp and cut it there.

2. Storyboard First, Film Second

A **storyboard** is a comic-strip plan of your video: one box per shot, with a quick sketch, what is said and how many seconds it lasts. Film-makers in Kumasi's Kumawood plan this way, and so will you. Six shots of 5 seconds each make **30 seconds**.

A VIDEO EDITOR'S TIMELINE (like Clipchamp): time runs left to right



Figure 28.3: The timeline stacks titles, video and music on separate tracks. Drag the edge of a clip to trim it.

3. Music You Are Allowed to Use

Popular songs (Afrobeats hits, gospel, highlife) are protected by **copyright**, just like the pictures in Session 27. Use the free music inside your video editor's library, or tracks marked free to use. Videos with someone else's song may be muted or taken down.

● CONSENT AND PRIVACY: THE VIDEO RULES

- **No faces of other people** without their permission (and a parent's permission for children).
- **No school uniforms, crests or name tags** in anything that may go online (the School Uniform Rule: in Session 33 you will see why it matters).
- No house numbers, car number plates or signs that show exactly where someone lives.
- Film places, hands, objects and the backs of heads instead. They tell the story just as well.

1. Warm-Up: Media Studio (3D Lab)

Open the **Media Studio** 3D lab on your session page. On the editing desk, crop and resize a photo, trim a voice note and cut a short video, and watch how the file size changes each time.

2. Lab Mission: Photo, Voice Note, Video

- 1 Photo:** take 3 photos of a place or object around the Hub (no faces). Copy them to your folder, open the best one in Photos, crop it using the rule of thirds and **Save as copy**. Then resize it. Fill in the table below (right-click the file → **Properties** shows its size; the **Details** tab shows its pixels).
- 2 Voice note:** record a 15-second introduction for your video: "Welcome to Bozoma! Here are five places we love..." Record it in Sound Recorder (it cannot trim). You will trim the silence in Clipchamp in step 5.
- 3 Storyboard:** as a team, fill in the six boxes below. Agree who films each shot.
- 4 Film:** shoot each clip for 6–8 seconds (a little extra makes trimming easy). Hold the phone sideways (landscape) and steady.
- 5 Edit in Clipchamp** (or a free phone editor): start a new video, **import** your clips and voice note, drag them onto the timeline in storyboard order, trim each clip to about 5 seconds, add a title at the start and team credits at the end, then add quiet music from the editor's free library.
- 6 Export** at 720p or 1080p and name the file, e.g. TechClub_MyCommunityVideo_Team3. Check it is 30 seconds or less.

Photo	Size in pixels (W × H)	File size (KB or MB)
Original	-----	-----
Cropped copy	-----	-----
Resized copy	-----	-----

Team storyboard (sketch in the box, then write what we see or hear):

Shot 1 • 5 s	Shot 2 • 5 s	Shot 3 • 5 s	Shot 4 • 5 s	Shot 5 • 5 s	Shot 6 • 5 s
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PREMIERE TIME

Each team's video plays on the projector. The class votes for best storyteller, best shot and best sound. Team points for a finished video under 30 seconds, and a bonus for no faces and no uniforms!

1. Scenario Decisions: Good Idea or Bad Idea?

Scenario	Good idea	Bad idea
Esi photographs her friend standing in front of a bright window.	☐	☐
Kofi crops a photo, then clicks "Save as copy" to keep the original.	☐	☐
Fatima compresses her photos before sending them on a small data bundle.	☐	☐
Yaw films classmates in their school uniforms and posts the video on TikTok.	☐	☐
Akosua uses a famous Afrobeats song in her video without permission.	☐	☐

2. Written Review Questions

Question 1: What is the difference between cropping and resizing a photo?

Question 2: Why should you make a storyboard before you start filming?

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 28:

Media Competency	With Help	Almost Alone	All By Myself!
1. I can take a clear, well-lit photo using the rule of thirds.	☐	☐	☐
2. I can crop, rotate, resize and compress a photo and check its file size.	☐	☐	☐
3. I can record and trim a voice note.	☐	☐	☐
4. I can plan and edit a short video with titles and allowed music, respecting consent.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____