



Quick tips for self recording great video

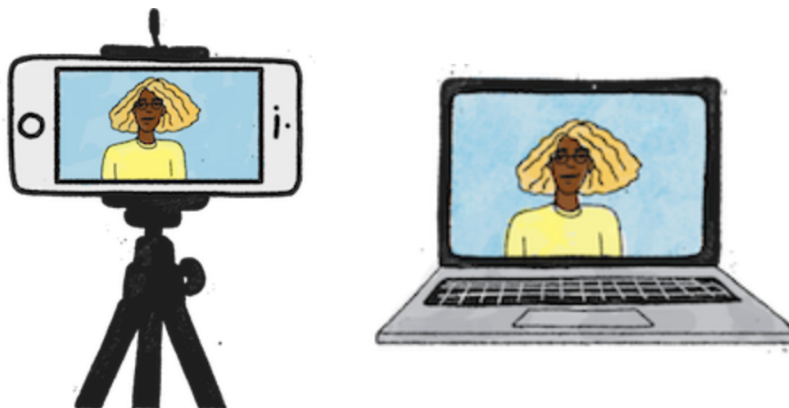
We've put together a series of quick tips to help you get the most out of your webcam or phone setup so you can look and sound your best with the equipment you already have.

Self recording with your phone

Phone

If you're using your phone, please turn it horizontally and try to hold it steadily, ideally by propping it up on something solid. If possible, have another person help you record. They should support the phone using a solid surface so it doesn't shake. Make sure you are framed in the middle of the screen and that you're looking directly at the camera. Doing multiple takes is great so you can get comfortable.

1. **Audio**-choose a quiet room and silence anything that makes noise. Speak directly into your microphone and stand as close as possible to it.
2. **Seating**- Sit at a table or desk to help keep yourself stabilized.
3. **Background/Lighting**- Try filming yourself in a room that is well-lit with lots of natural sunlight. Make sure that your background is not cluttered. Illustration below is a great example:



Self recording with a computer

Sit in a well lit room

We want to be able to see you clearly, so it helps if there are a few windows around the room, or one large one. Position yourself so that there are no windows behind you, as it's hard to see you with such a bright background. Make sure the background doesn't have anything too distracting in it, like open closet doors or cluttered areas, or something directly behind your head that might look awkward.

Choose a quiet room where you can be alone

This helps isolate your voice so we get the clearest audio. Ideally you should be the only thing we can hear in the video. Avoid being in the same room as somebody else, or close to things like dishwashers or laundry.

Sit close to your computer

We suggest sitting a normal working distance of about 2-3 feet from your screen. Being this distance from the computer ensures that the microphone can hear you clearly. Being too far away from the webcam and microphone will make your voice echoey and hard to hear.

Sit at a table or a desk

By placing the laptop on a table or desk the footage will be nice and steady. A shaking or wobbling camera will be distracting for the viewer, so holding your laptop on your lap isn't a good idea.

Make sure your eyes are level with the camera

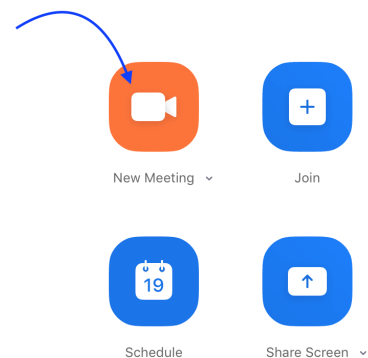
To the best of your abilities, try to get the webcam that sits at the top of your screen on the same level as your eyes. You may have to set your computer on a stand or a stack of books to help.

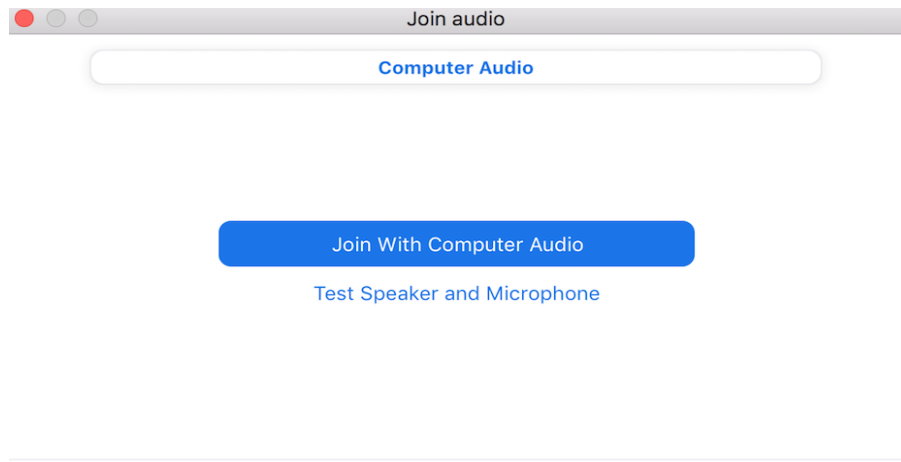
Using Zoom to record

One of the great features of Zoom is that they offer an easy built-in recording tool. For Zoom, recording will save the file on your local storage drive. Here is how to use local recording:

Step 1. Login into your Zoom account. Select New Meeting

Step 2. Make sure that your camera is on and that you join audio in order to record both video and audio.





Click once to start recording. Begin recording and speaking!



Step 3. When you're finished recording your message, you can pause and stop recording and end the meeting. After you end the meeting, Zoom will convert the meeting recording to an MP4 and save locally on your computer. You can then share your file. And that's it!

