

Best Practices

Zoom/Computers Tips:

- Make sure you are facing toward the main source of light. Check to make sure you do not have the main source of light behind you or else your face and body will be covered by shadows. Ex: Standing with a bright window at your back. Face TOWARD the window instead.
- Try to be as close to eye level as possible so that the recording doesn't appear that you are staring down into the computer/camera. Ex: Propping a laptop higher up on your desk/table with a box or books, etc.
- Check your framing — don't cut your head or sides of your body off. If you can't see your whole head in the frame, then it will record the same way. Conversely, make sure your head is in the top half of the frame. This can be easily adjusted by tilting the screen more upright if using a laptop.

-- Eye Contact: If eye contact is desired and you are using a computer, you must look directly into the tiny computer lens, usually centered on the top of the laptop/PC.

Audio Capture Tips:

- Recording outdoors is risky for audio. Try to set up inside if possible.
- If indoors, pause to check if there are any fans/HVAC units, appliances, etc. that may be creating noise that you had not noticed. If anything cannot be turned off, then closing as many doors in between the source of the sound and the room in which you are recording can be helpful.