

Tips For Successful Recording

1. Choose a setting that has good lighting for recording

- a. Natural sunlight is the best lighting, but can't be adjusted
- b. Always face where the light is coming from with the camera facing you, that is what lights your face well
- c. If the light is coming from a sunny window, face the window and camera should face you
- d. If recording at night, use the same principle, face light and have the camera facing you

2. Choose a setting that is comfortable and attractive

- a. Choose a corner of a room or a desk if possible
- b. Make sure space is not cluttered, and personal items are not visible in the background
- c. If you have a chair you are sitting in, make sure you are comfortable
- d. Remember this will be publicly viewed, make sure any pictures behind you are photos you don't mind people seeing

3. Choose clean, unpatterned clothing

- a. Make sure clothes are clean and neat
- b. Choose clothes that do not have stripes or busy patterns
- c. Solid colors are best, if using a camera on a computer, bright matte colors such as bright blue, white, yellow, light gray, are best. Avoid black and white stripes, green, or red
- d. If your clothing is patterned, make sure the patterns are subtle and not stripes

4. Test your camera and microphone

- a. Always give yourself at least 2 (two) tests before you are ready to record
- b. See how the video looks and sounds, if it doesn't look or sound right to you, then it probably isn't right.
- c. Notify others nearby about recording
- d. If you live with other people, make sure that you choose a quiet room
- e. Let the people near you know that you are recording, so they need to keep quiet
- f. If there are people in the room with you when you record, they need to stay SILENT