

Guidelines for recording video/audio

Location, Lighting, and Background

- Choose a quiet location to minimize noise and background while recording.
- Find a well-lit place to record video - even lighting from the front or slightly to the side is best. Avoid windows or light fixtures in the background.
- When selecting the best background color for video conferencing, flashy patterns and stark colors should be avoided. Bright colors like yellow, orange, or red can be unflattering and distracting. Neutral tones, like navy blue, light gray and soft white, appear best on video and are easy on the eyes.
- A simple solid colored background is best when using a virtual background.

Framing

Framing (positioning) yourself, properly on camera is important for ensuring your recording looks as professional as possible.

- Try to position your webcam at head height so you are looking straight ahead, not up or down.
- When speaking, look at the camera, not other portions of the computer screen.
- If you're reading a script or notes, position it in a window as close to the webcam as possible, usually the top center of your screen.
- Make sure your head is high in the video, with just a little background showing above.
- Move closer or farther from the webcam so that the video captures from your head down to just below your shoulders.

After recording

- Playback the recording or video to test that everything looks and sounds good. Although you might be able to do minor editing and improvements later, the quality of the end-project depends on the quality of your recording.