

## Self-recording guidelines and tips

### WHAT TO USE TO FILM YOURSELF

- You may film yourself using a computer, smart phone, or tablet. **IMPORTANT:** If you are using a phone or tablet, it should be in landscape (horizontal) mode, **not** portrait (vertical).
- Place the camera at nose-level so that your body, and not the wall behind you, fills the frame.
- Use the program on your phone, tablet, or computer that allows you to film. On computers you can use QuickTime, and on iPhones and iPads you can use the Camera app and select video.

### LOCATION

- Choose a space with lots of natural light.
- Ideally, windows should be facing you. If you must, you can have them to your right or left side. Do not film with your back to the windows.
- If natural sunlight is not an option for you, then use lamps to your advantage. Place a bright light with soft bulb behind your recording device so it shines on your face.

### FRAMING

- Place your body or your chair approximately 35 - 45 inches from the camera.
- Stand up straight or sit if it is more comfortable for you, but try to find a chair that does not swivel.
- Take a look at what else is in the frame (e.g. desk, wall, white board). Remove anything that looks untidy.

### AUDIO

- Test to make sure the microphone feature works.
- Speak up and speak clearly.
- Please silence the audio alerts from all phones, cell phones, and computers.
- Make sure you choose a quiet space that has a door that can be closed.
- Do not have any papers in your hands or on your lap.

### FILMING

- Please look directly at the camera lens. And keep looking at the camera lens for 0:03 seconds after you have stopped speaking.