

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).

If you are using a phone or tablet, use a tripod or a book to support the camera and to keep it still.

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.

Position yourself in a spot where you can see the light source. You want a nice soft blanket of front-facing natural light that can shower over you.

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.

You may sit if it is more comfortable for you. Sit in a comfortable chair that ideally does not swivel. If it does swivel, try not to move too much during filming. If you can find a low-backed chair, please use it.

Take a look at what else is in the frame (e.g. desk, wall, white board). Remove anything that looks untidy.

Have someone check your framing while you stand or sit in the chair. The camera should film you from about the waist up and your head should be toward the top of the screen without getting cropped out.

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.

WARDROBE

Patterns: Avoid all stripes and tight patterns including checks as they will moiré or vibrate on camera. Solids work best.

Colors: We suggest you wear blues, grays, browns, and red.

Avoid black and white, which are not video friendly. Certain bright colors can also vibrate on camera—hot pink, electric orange, and cherry red.

Make sure you do not blend in with your background. If you have a lighter background, gravitate to a bolder clothing color.

Logos: Avoid large logos on your clothing.

Accessories: Avoid jewelry that makes noise—bangle bracelets, multi-layered or heavy-beaded necklaces and earrings, etc.