



NACDL Guidelines and Tips for Recording Video Content on Your Phone

Thank you for agreeing to participate in our project. These guidelines and tips will improve recordings and allow us to feature your words in this project.

- Please film your video horizontally. This will allow for proper framing.
- Please make sure you are close enough that the phone is able to hear you.
- Please set your phone down so that the phone is not shaking.
- Please make sure your head is not taking up the whole screen. Try to sit far enough back that your head is in the upper two thirds of the screen.

An Example of a good position would be:



- Make sure you are in the best location for recording yourself.
 - Choose a non-distracting background.
 - Avoid showing ceiling fans and other visual background distractions from your great recording.
 - Sit in a well-lit room.
 - The best place for lighting is directly in front of your face (behind your computer camera). This means you should plan to sit in front of a window or lamp.

Examples of Good and Bad Lighting are identified in this picture below:

Good Lighting Options



Good natural light from the left hand side

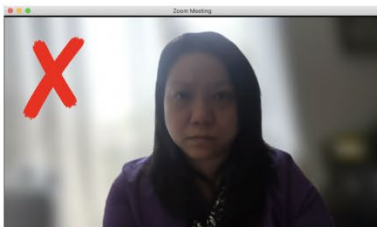


Facing the window, even natural light

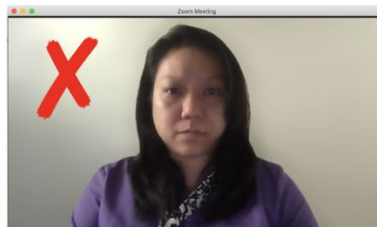


with Ring Light, skin tone more evened

Bad Lighting Options



Face is dark with light behind you



Bad lighting in your room

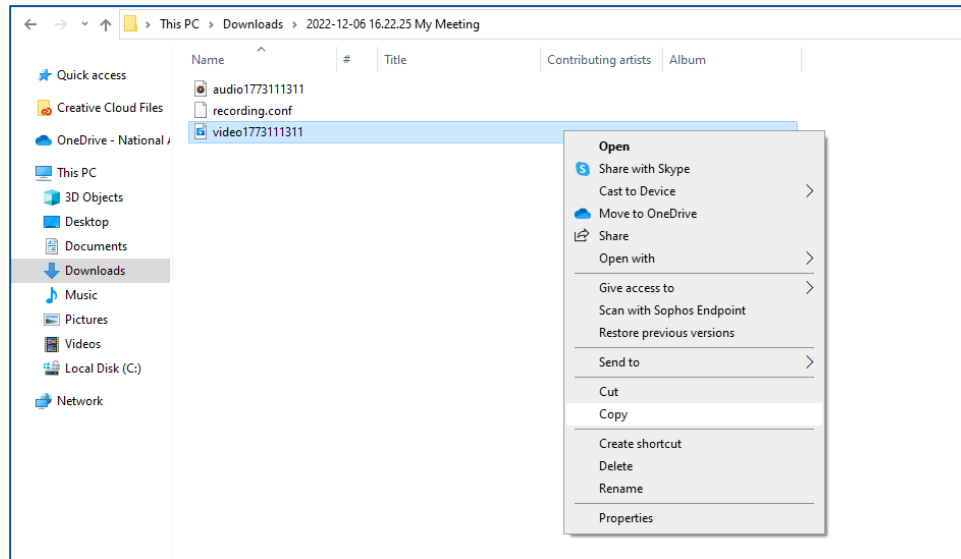


No lighting

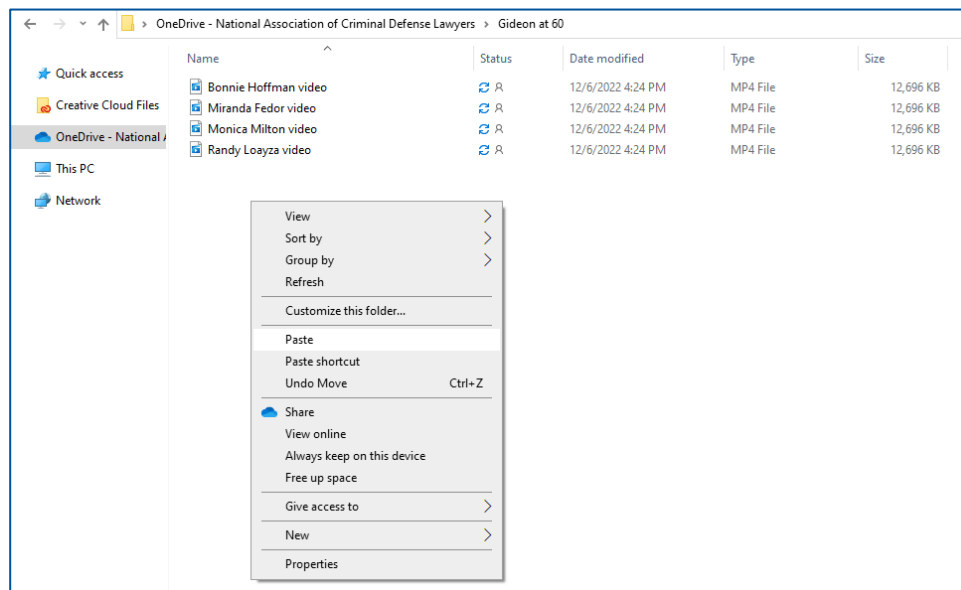
And remember, please aim for your video to be around a minute in length.

SHARING YOUR WORK:

1. Please [fill out our form](#) so that we can match your name with your video
2. Upon completing the form, you will receive an email with the link to upload your video
3. To upload your video, first find it where you last saved the recording. Then click on your video file and copy your video file (Ctrl + C).



4. Then click the link in the email to open the folder and paste (Ctrl + V) your video file.



- Please **do not** copy or otherwise alter other videos in this folder. We trust that you will be respectful of others and their works.