



## NACDL Guidelines and Tips for Recording Video Content on Zoom

Thank you for agreeing to participate in our project. We hope these guidelines and tips can help make sure the quality of your recording is as good as the quality of your content.

### GETTING READY

- **Lighting:** Good lighting is a critical part of a good video, so it's important to sit in a well-lit room.
  - Location: The best place for the light source is directly behind your computer camera. This will help make sure the light is shining on your face.
  - Source: Natural light is often the best source for lighting, but artificial lights can work as well. If you are using natural light, be sure the blinds/shades are open to minimize casting shadows on your face.
  - An ideal lighting option is to be seated facing a window that lets in natural light.

### 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

- **Audio**
  - Clear audio helps the audience hear your great ideas
  - If you are using an external microphone, headset, or earbuds--make sure your device is plugged in and recognized by both your computer and Zoom.
  - If you are using your computer mic, make sure it is unobstructed by papers or other tech.
- **Video and Camera**
  - Clear video will make our recordings even more enjoyable to rewatch

- If you are using an external webcam, make sure your device is plugged in and recognized by both your computer and Zoom.
- If your camera has a lens cover, make sure to have it off before joining.
- Please mute notification sounds so they do not appear in the recording
  - For example your email notification
- **Camera Placement, Angle and Framing:** The angle and placement of the camera is another important consideration when recording a video online.
  - 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.
  - Framing: It is also important to consider where you are relative to the center of the image. It is ok to be off slightly to one side or the other, but be sure you are not cutting yourself off.
  - An Example of a good position or framing would be:



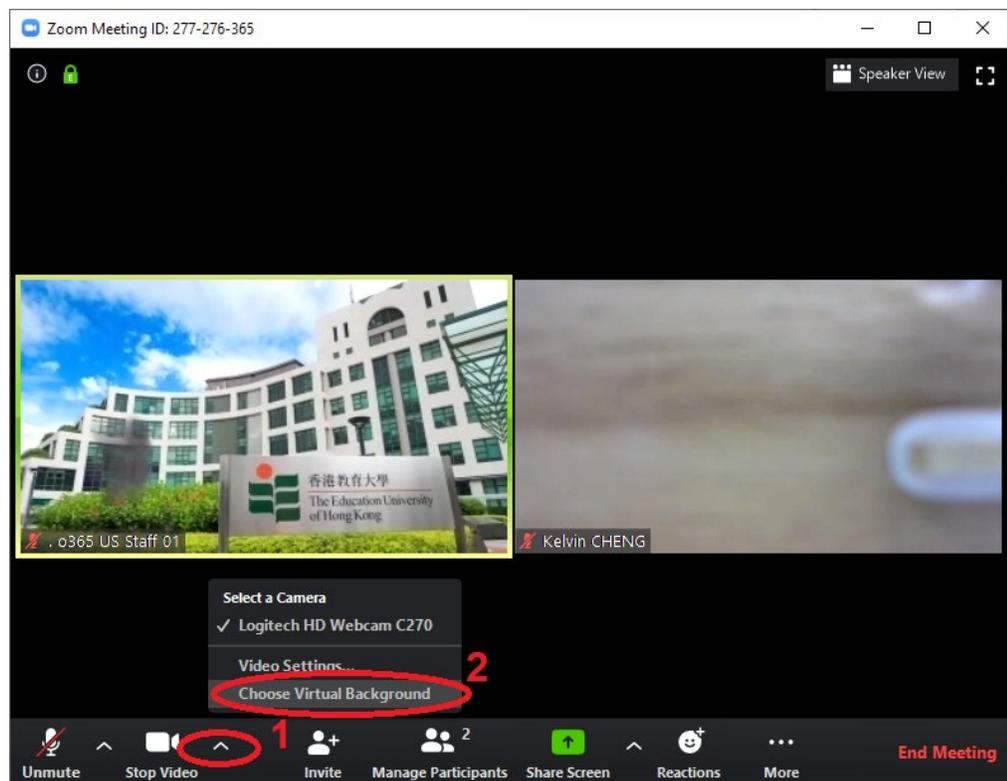
- Here are some additional examples of good and poor framing:



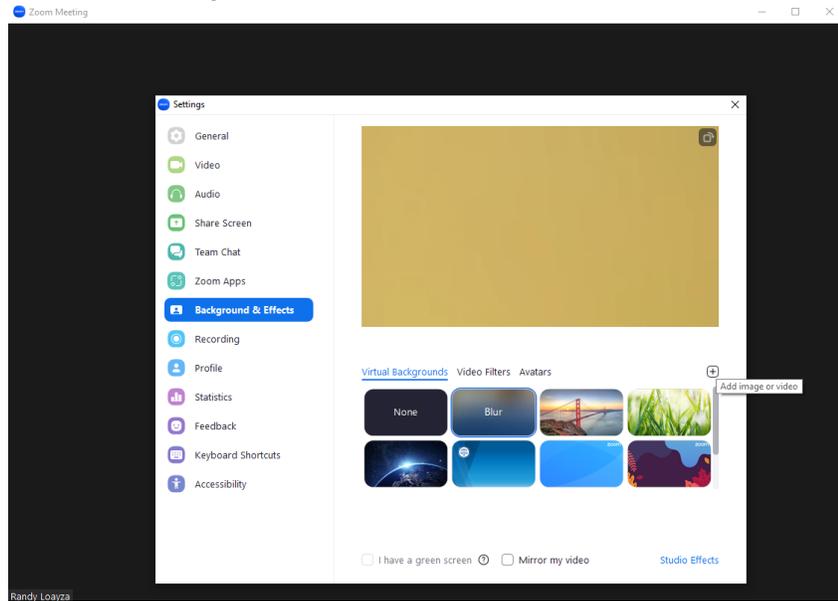
- Please have your camera facing you straight on and not angled up.
- Please look straight at the camera and try not to look up or down

- **Background**

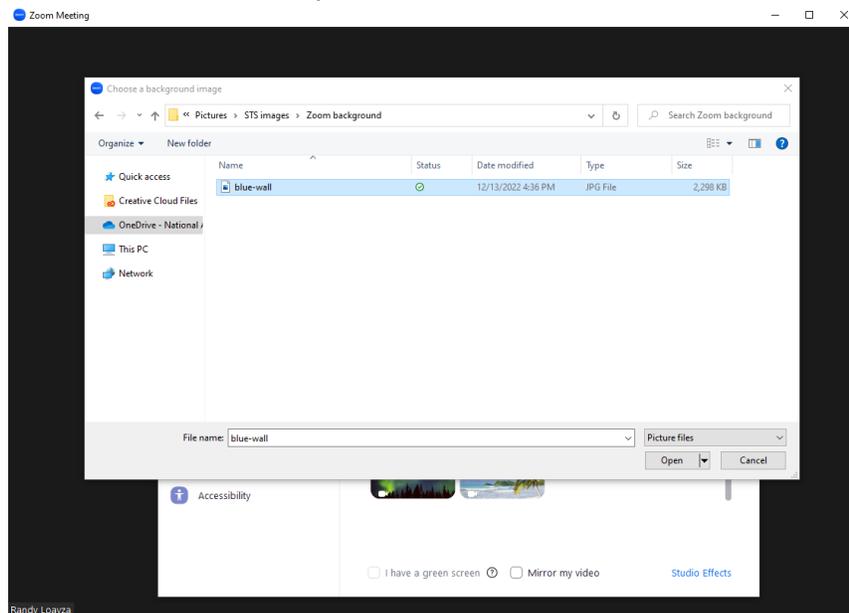
- Choose a non-distracting background
  - Avoid showing ceiling fans, other moving objects, or busy backgrounds that can distract the viewer from your great presentation.
- To set a blur background for Zoom
  1. Go to your meeting controls and select the white carrot next to “Start Video”
  2. Then tap “Blur My Background”
  3. Your background will become blurred
- Setting a custom background (Zoom) **(This may not be available if you log into Zoom as a guest)**
  1. Click on the white carrot at the top right of your Start Video button
  2. Click on “Choose Virtual Background.” You will now be on the Virtual Backgrounds tab.



3. Select Add Image from the dropdown list of options

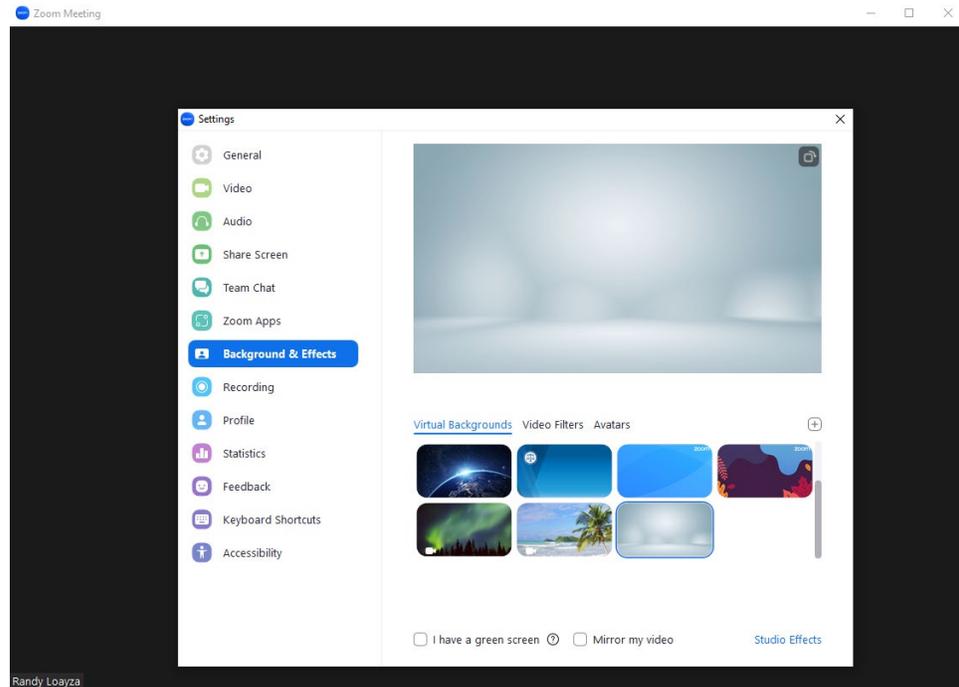


4. Select a photo file from your computer



5. The photo you selected will now be your background for Zoom.
- Hint: If your image is reversed, check the Mirror my video box

6. Your uploaded image will now show up in the Virtual Backgrounds tab along with the preloaded options.



**MAKING A RECORDING:** Once you have your camera, lights, and sound set up, it's time to start recording. We know you're great at speaking in court; since this recording will be used for social media posts, it would be helpful to keep this in mind: Please speak clearly and slowly enough for the audience to follow along. Take a brief pause after sentences or complete thoughts; we may cut the content into shorter snippets and that makes it much easier for us. Due to time limitations on various social media platforms, we ask that you speak for no more than 90 seconds.

Here are a few guidelines on the recording to help ensure your video will be in its best format.

1. Log on to zoom and check your set up.
  - o Make sure you are happy with your lighting, background and camera placement.
2. Get ready to record.
  - a. Hit the record button.
  - b. The record button will be at the bottom of your screen. You will know the recording has started when you hear the message "Recording in Progress"

3. **BEFORE you start talking: Pause:**

- Once you have the recording function started it is important that you actually wait before you start speaking. This will allow us to have a clean cut at the beginning of your video.
- Silently count to 5 before you start to speak.
- This is a great time to look at the camera and smile!

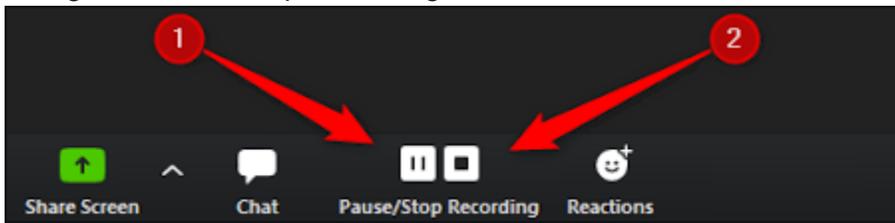
4. **Share your content.**

- Talk in your normal tone, pace and style.
- If you don't like something, got off track, or otherwise want to delete a segment, no problem. You don't need to re-record the whole thing (although you are welcome to). Instead, just:
  - Pause for a few seconds (so we can cut that part out cleanly)
  - Take a deep breath, and restart at the place you want.

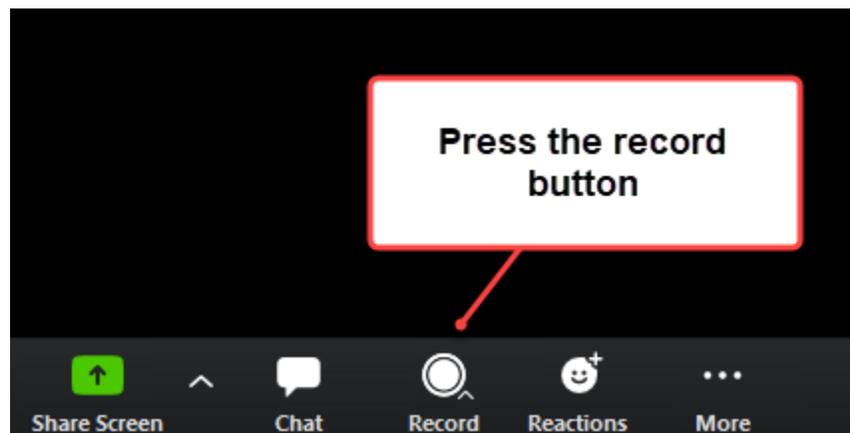
5. **Pause (again)** before you sign off

- After you are finished speaking, but before you stop the recording, pause for a silent count of 5. This will give us enough room to edit the ending and avoid your being cut off at the finish.
- This is a great place to again look at the camera and smile.

6. **Stop and Save the Recording:** When you are finished recording stop the recording by hitting the "Pause/Stop Recording button."



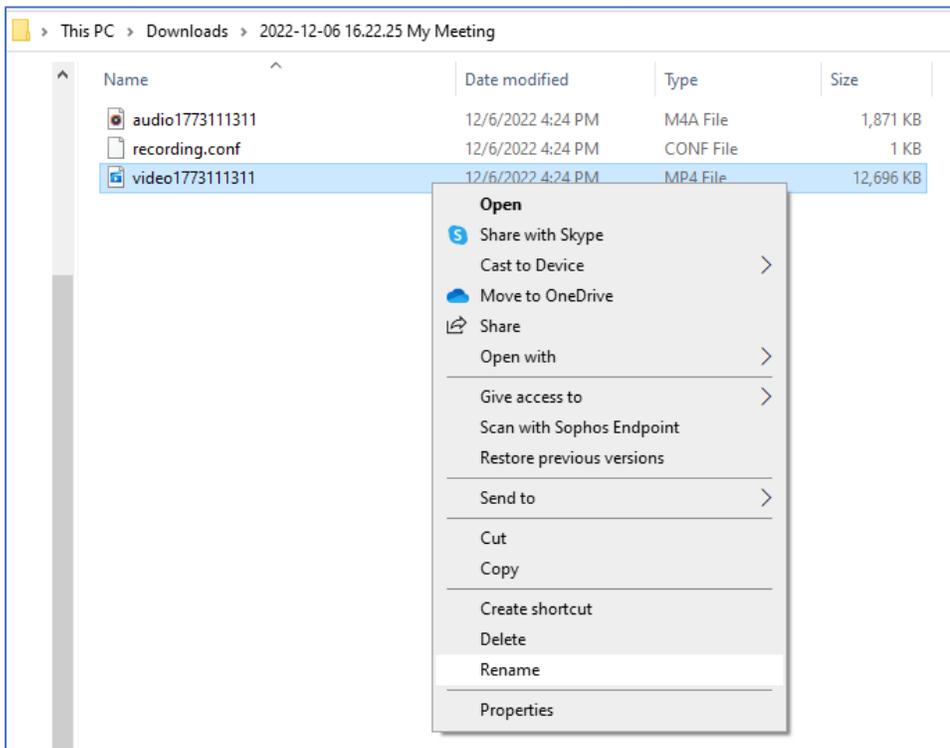
- You must then end the meeting for the file to begin downloading
- You can then decide where you want the recording saved
  - It will then save wherever you want it to, in .mp4 file format.



7. When prompted to save your recording, please ensure you are saving it to a place on your computer that is easily accessible. You will need to find this file to rename it.

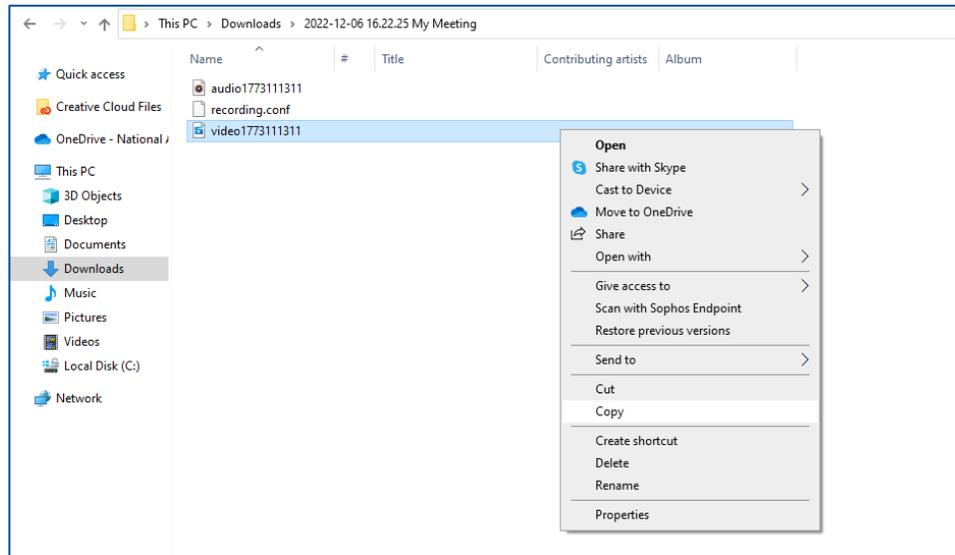


8. To ensure we can match your recording to your name, we ask you to rename the recording file to have your first and last name (first name.last name).
- To rename your file, look for it where you last saved it and right click the video file (.mp4) and hover down to the Rename option on the menu.

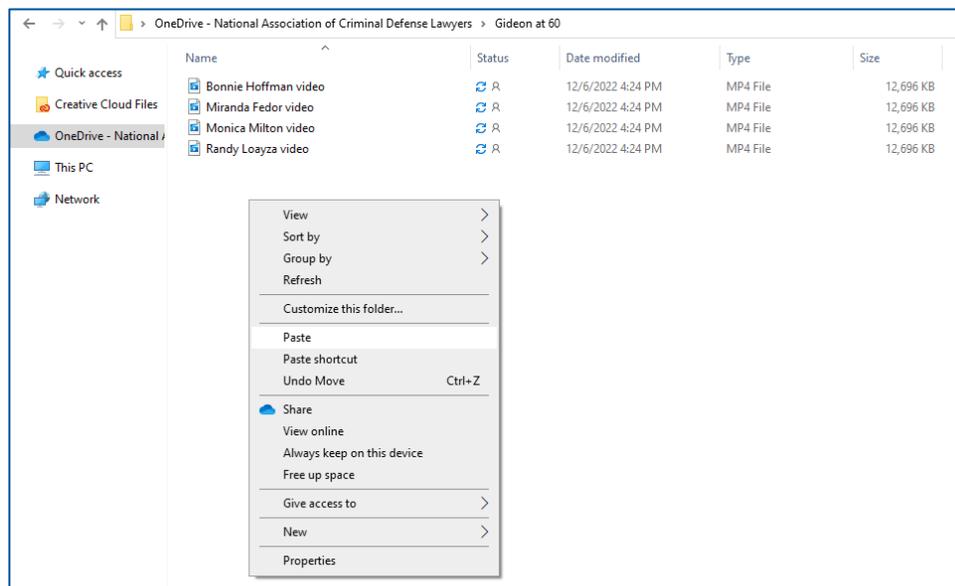


## SHARING YOUR WORK:

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.