RECORDING GUIDELINES

Preparing Your Presentation Slides
- Use a font size larger than 16 points.
- Use fonts with consistently thick lines.
- Provide captions for any videos shown.
- Members of your audience may be color blind. For graphs, avoid using red and green together. Blue/orange is a common colorblind-friendly palette. Blue/red or blue/brown can be used as a substitute.
- Use a high color contrast for text and background of slides (such as dark text on a light background).

Setting Up for Recording

Check for good internet connection (if doing Zoom on online recording):
- Ensure your internet connection is strong. If possible, use hardwired internet. If that is not available, disconnect all other devices from the Wi-Fi.
- Do not use a hotspot! Zoom requires a lot of bandwidth and use of a hotspot will result in a choppy video and/or audio feed.

Find a well-lit space:
- Make Shoot in a well-lit area; if possible, find a location with access to diffuse natural light that you can control and positioned towards your face.
- Prevent yourself looking silhouetted – avoid bright lights or windows behind you.
- If using artificial lighting, placing lights on both sides of computer and directly above create a studio effect.

Use a good microphone:
- Microphone should be 6-12 inches from your mouth.
- A standalone microphone provides better quality than built-in computer mics.
- If using headphone mic, ensure it is clipped to your shirt so it does not move and bump your shirt as you move
- Visit MicTests.com to test your mic

Be sure your devices are charged:
- Make sure all of your devices are fully charged, that you are sitting close to a power source and you also have the power cord readily available in the event you need to plug them in to be charged.

Position computer at eye level:
- Just because you can't see your audience doesn't mean they can't see you.
- You do not want people to see up your nose or the top of your head! Elevate your computer or device so that your camera is at eye level or very slightly above eye level.

Position Yourself:
- Stand up, if possible.
- If you prefer to sit, lean forward.
- Avoid slouching away from the camera.
- Wear solid-colored clothing, avoiding green.
- Try to limit the amount of room above your head.

Recording
- Deliver your presentation as if you are delivering it to a live audience.
- Pin your screen during the recording.
- Avoid speaking in a monotone or speaking too quickly.
- Make sure to pause after explaining each visual so that individuals will have a chance to process the information.
- Gesture purposefully for emphasis