

# HELPFUL VIDEO HINTS

- Please record in landscape/horizontal format.
- Place the camera at eye level if possible.
- Set your recording device on a stable surface. Please do not hold the camera while recording.
- Remove eyeglasses if possible to avoid glare.
- A clean and clear background is best.
- Please speak loudly and slowly, it is normal to feel awkward when doing so.
- A solid-colored shirt will help the viewer focus on what you are saying.
- Natural and artificial light should be in front of you, not behind you.

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- Watch for shadows casting from lighting.
- Avoid a solid tile location or high ceilings as it may cause echoes.
- Turn off air conditioning/heaters/fans to avoid a humming noise in the background.
- A stationary chair helps avoid swiveling during recording and any sounds a chair may make.
- If you are doing a recording marathon, be sure to change your clothes, accessories and even your hair frequently.

*Thank you!*

