

## Best Practices for Web Recording

- Tend to the background. An attractive background is much more appealing than a cluttered one, so remove or cover overly distracting objects. If the background is very dark, make sure you have adequate lighting.
- Tend to the soundscape. Every room has an inherent sound. Humans can learn sound patterns and "tune out" various noises, whereas many microphones cannot tune out noises. Appliance hum, open-window street noise, barking dogs – all of these (and more!) are categories of sound that you should aim to dampen when recording.
- Light yourself. Try to use the same lighting setup for all your videos regardless of the time of day you record. You may need to cover windows. You may also want to set up some soft lighting for your face, coming from the direction of the camera. Harsh, single-point, direct light, from any angle, will cause hard shadows and look unattractive.
- Be aware of your eye level. Avoid angling a camera too far up or down your face. Propping a camera to eye level achieves the best results.
- Get a microphone. Your built-in computer mic probably isn't horrible, but it's almost certainly too far away to adequately capture your voice. Instead, using a clip-on or tabletop microphone will improve sound quality; and most aren't that expensive.
- Practice, practice, practice. Make some serious attempts at practicing. Practicing will help you navigate the software comfortably, know the narrative of your lecture, and allow you to feel comfortable when recording.
- Restart your computer
- Close any apps that open automatically (Dropbox, VPN, etc.)
- opt for a wired ethernet connection in place of Wi-Fi when possible
- Wear headphones
- Keep water nearby
- Close all doors/windows and turn off fans or noisy appliances
- Turn off your phone (or use airplane mode)
- Practice good mic technique: *stay about a fist's length away from your mic, and lean back when laughing or speaking loudly to avoid clipping*
- Turn off notifications (especially email dings!)
- Wear solid color clothes, this is the best look for camera. Avoid stripes and fine patterns. Fine patterns cause video distortion in the recording.
- If using Power Points, try to use full screen slides that don't show your notes. If you need your note section for reference. You could print them or put them on a second monitor.