



Virtual Spring 2020 Commencement Celebration

May 7

at 2pm

Facebook LIVE (@UHEngineering)



Best practices for Webcam/Zoom recording

CAMERA SETUP AND VIDEO SAVING

If you have a Mac, follow these directions for recording and exporting:

<https://support.apple.com/guide/photo-booth/take-a-photo-or-record-a-video-pbhlp3714a9d/mac>

<https://support.apple.com/guide/photo-booth/save-photos-and-videos-pbhlp2413768/11.0/mac/10.15>

If you have Windows 10, follow these directions:

<https://www.digitalcitizen.life/how-use-camera-app-windows-10-your-webcam>

If you are using a smartphone or tablet:

Please record in horizontal (landscape) orientation from a stationary position at least 18-24" away from your face.

RECORDING TIPS

- Please record in **horizontal** (landscape) orientation from a stationary position at least 18-24" away from your face. **Center your head** and shoulders in frame. It is best for the camera angle to be **level or angled slightly down** toward your eyes than tilted upward.
- Find a **quiet place** without background noise or music.
- Natural **daylight light is best**, but try and avoid direct light which can cause shadows.
- If you have a laptop, **move it to a brighter room** if you have the option.
- If it is daytime and you have adequate natural window light, **TURN OFF other lighting** in your room as this will cast orange or blue casts on your face.
- If there's a window or bright lamp light source in your room, make sure it's either to your **side or in front of your face, NEVER behind your face**. If it is to your side, position your camera far enough away that the window itself is not visible or it will appear too bright.
- Remove any distracting items or clutter from backgrounds, but **a splash of red or UH swag** is always welcome!
- Project your voice! Talk just **a little bit louder than you would normally** face-to-face conversation.
- If you want to redo or record a second take, that's fine! Just **leave a short pause** of 1-2 second before starting your second (or third) recording.
- When you're finished, **stay still for another 1-2 seconds** with a smile or neutral expression. Don't immediately move away or shuffle around to stop the recording.