

### Recording Video on Zoom:

1. You'll need to have a Zoom account and login to the web browser. If you do not have a Zoom account through your organization, you can create an account for free here: <https://zoom.us/>
2. Navigate to **Settings** in the browser version of your Zoom account and select **Recording**
3. You'll want to ensure that **Local Recording is enabled**
4. You can then host your own meeting when you are ready, and record yourself presenting
5. At the end of your meeting, you should receive a notification that your recording is being converted to download
6. Your recording will pop up downloaded to folder in zoom and you can also access the recording in the **Recordings** section of your Zoom account. They will be broken down by **Cloud** and **Local Recordings**
7. Please download the .MP4 file of your recording and email to NAM

### Recording Video on Phone:

- If you are recording via your phone, you may want to consider enlisting a friend or family member to help with the recording. If you don't have someone around, consider a phone stand or prop up a collection of books to get your phone to a height and angle that you can frame your recording (see the Zoom photo below for examples)
- Ensure your phone is turned sideways to capture a landscape recording



- When you are ready, record your presentation
- When finished, email your video to NAM

### Tips for your recording:

- When emailing your recording, if you have trouble attaching the file due to its size, consider uploading to Google Drive or Dropbox and share the link to the email above
- Set up your background to capture your full head and the tops of your shoulders. You may also want to stage your background to frame your face. See examples below:



- For your background, go for discernable but unobtrusive. Plants, bookcases, and/or non-distracting artwork work great. Create some depth with your background. Try to avoid clutter – move clothes or stacks of paper/files out of the shot
- We recommend trying to minimize background noise when using your computer or phone audio:
  - Set up in the quietest room and close windows/doors
  - Be sure to turn off or mute devices that give you notifications such as TVs/Phones/Computers
  - If you have small kids or pets, try to find a separate space for your recording
  - Try not to move or shuffle papers as all sounds are picked up by the microphones
- If you are interrupted or make a mistake on a line, feel free to pause and repeat the line again
- Take a short pause between each line in the script; this will help with editing
- Lighting:
  - Steady daylight from in front of you will work great. If you can, sit facing a window. If you have a lamp that would work too: try pointing the lamp toward a wall so the light bounces off the wall and onto you. A ring light also works well for this
  - Avoid any particularly bright windows or light sources directly behind you. Don't position yourself under a ceiling light as the effect is generally not aesthetically desirable
  - If you wear glasses, try to avoid showing glare from your lamp or computer screen on your lenses. Turning down your computer screen brightness can help reduce that glare
- Clothing
  - Consider wearing plain solid colors (not white) and nothing striped or patterned such as flowers, polka dots, etc. since it can be visually distracting