Faculty of Health and Medical Sciences

A guide to filming yourself for an online presentation

This document has been created to help you get set up and ready to record videos and presentations from home or in the office. Whether you're about to live stream to your students, record a workshop or create compelling content for social media, you want to make sure you're providing the highest quality video and audio experience for your viewers. Here are a few tips and tricks to create professional online content.

Filming and recording options

You can use either your phone or your laptop to record your video, however your phone will likely have a higher quality camera and microphone. Using your phone to record will also free up your laptop, allowing you to view your presentation, content and speaking notes without any distractions.

If you're recording on Zoom, follow these simple instructions:

1. Open the Zoom app on your computer
2. Click the orange 'New Meeting' button
3. When you've set up your frame using the tips below, press the 'Record' button in the toolbar at the bottom of the screen. Select 'Record to the Cloud' from the drop down menu.
4. The recording will end when you click the red 'End Meeting' button in the bottom right side of the screen
5. Shortly after, you should receive an email to your linked account with a URL to access your video

*Note: if you have any IT issues, please refer to the information in ***Helpful links and resources*** below.

Location
If you're recording at home, choose a location where you won't be distracted or interrupted by kids, pets or loud noises. If you're at work, consider elements such as foot traffic from a nearby corridor or thoroughfare and try to avoid the end or beginning of classes.

Lighting

Here are some tips to ensure your space is lit properly for filming:

- **Natural daylight**
  If it's a sunny day, natural daylight is always preferred as it will give you the nicest complexion and won't make your skin appear greenish/yellow from fluro overhead lights. Position yourself next to a large window and test whether your interior lights add to or reduce the quality of your image.

- **Front lit or backlit?**
  Make sure the natural or artificial light in your space is hitting your face. This is important, as it will allow the camera to automatically focus on the foreground (the presenter) rather than props or objects in the background. You want to aim for your face to be a little brighter than the rest of the scene.

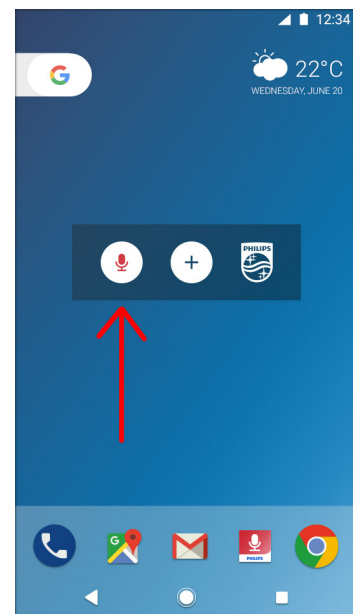## Recording Audio

To help you capture the best quality sound:

- Try to surround yourself with as many soft furnishings as possible.

- Avoid a large, empty room with floorboards, as the recording will pick up your echo.

- If you're sitting at a table or desk, try laying a towel or blanket down on your countertop to balance the hard surface. These items will absorb the sound and prevent it from bouncing around.

If you have opted to record your presentation on your laptop, we encourage you to simultaneously record your audio using your mobile phone device. The quality will be higher and it will provide you with a backup copy of your presentation. Most smart phone devices come with built in audio recording apps.

How to find the iPhone and Android Voice Recorders
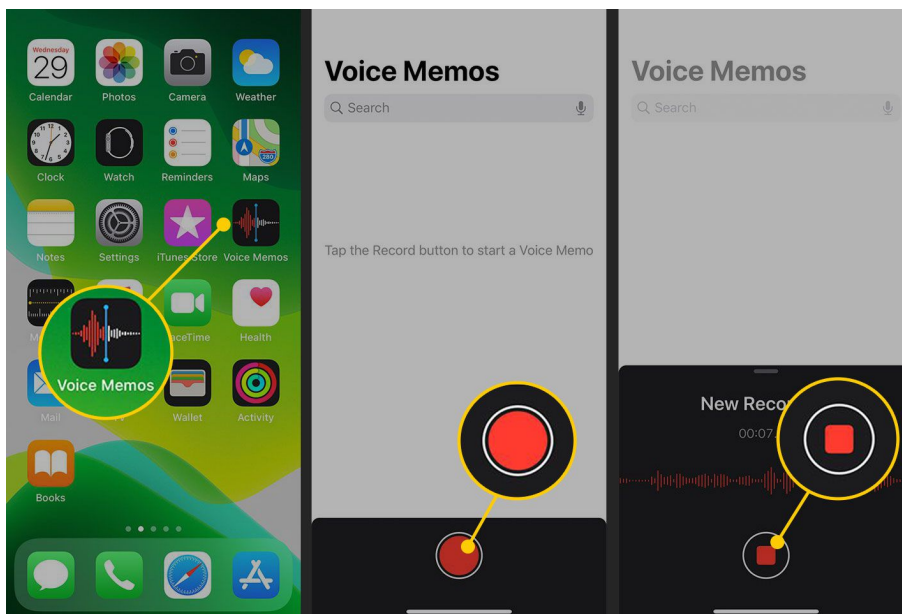
iPhone voice recorder location (App is called Voice Memo)   *Android Voice Recorder Icon*

Camera Angles

- **Know where your camera is located on your device.**
  One of the biggest mistakes often made is when a presenter talks to their screen, rather than their camera. It will feel like a minor physical adjustment, but maintaining eye contact with the camera will help you to connect and engage with your audience.

- **Keep the camera at your eye level.**
  You want your audience to feel like you're talking directly to them, just like you would during a conversation in person. Laptop angles aren't great as they sit far lower on desks, so try propping your device up using

books, boxes or objects found around the home or office. This will not only prevent double chins, but will ensure you aren't 'looking down' on your audience.
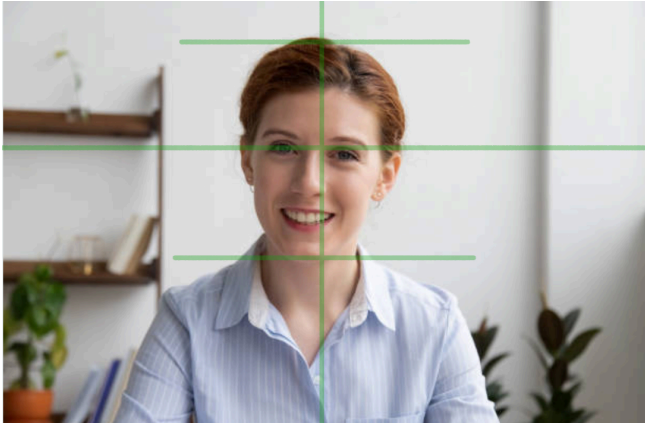
An example of balance between the foreground and background and how the camera should sit at eye level.

Framing and Background

- Looking straight at the camera, you want to frame the upper part of your torso and head as if you were sitting across the table from your audience.

- Remove anything in the room that will distract viewers, such as moving objects or other digital screens.

- A few simple elements in the background can be a nice addition and add character to your video. Indoor plants, a vase of flowers, objects relevant to your content or a piece of artwork can bring life and personality to your presentation.

- Depending on your audience, you may wish to maintain your privacy, particularly when recording at home. Consider removing any personal items from your frame such as family photos, awards and achievements or that pile of washing in the corner that needs to be folded.

- Make sure you give yourself plenty of room within the frame. Sit yourself somewhat in the centre, and try to keep your momentum 'forwards' in your chair. Engage with the camera and exaggerate hand gestures. Expressing yourself with your body may feel unnatural or overdone, but it will translate well on camera if done genuinely.

- If you're filming on a mobile phone or tablet, ensure your device is oriented to capture your frame horizontally (see image below).

Be sure to have your device horizontally orientated

Your Attire

Have you ever noticed when TV shows pan to live audience that everyone is dressed in bold, bright colours?

Busy prints and stripes can be distracting on screen and unless your background is bright, you should avoid wearing dark colours. We recommend wearing single block neutral tones or something that will contrast with your background to ensure you stand out.

Here are some other points to consider when choosing your outfit:

Style
- Is my outfit consistent with how I present myself in person?
- Is my outfit appropriate for the audience and culturally sensitive?

Comfort and Practicality
- Is my outfit comfortable to sit / stand in?
- Does my top fit comfortably when I'm sitting down?
- Does my outfit allow for movement and expression when I'm presenting?
- Will the material of my top show sweat patches?
- Will my jewellery cause a distraction or create too much noise during the recording?
- Do my glasses reflect the equipment / screens in front of me? If so, consider switching to contact lenses or changing the angle / position of your camera.

Device Advice

Storage
Ensure your phone has plenty of storage space prior to hitting record - you'll find this information in your general settings.

If you're filming footage in HD on your mobile phone, you'll be using approximately 128mb per minute. For example, for 10 minutes of footage you'll need approximately 1.28gb of storage in your phone. The best way to work out how much storage you'll need is to do some testing before recording your video.

If your phone storage is near capacity, browse your personal video and photo albums and delete anything you don't need or save it elsewhere. If you're still struggling for storage space, consider subscribing to increased data via the cloud (Apple iCloud, Google Drive etc). This is a great way to 'set and forget' your data storage and prevent your phone data from filling up during your recording and your video stopping automatically.

Battery
Ensure your device is either fully charged or connected to a power source before recording as videos can consume a larger amount of battery capacity compared to day-to-day activities.

Do not disturb
To ensure your device doesn't send you noise alerts for things such as emails, social media notifications, phone calls and text messages, activate the 'do not disturb' function (our similar).

iPhone 'Do Not Disturb' Location

Stay connected
Ensure you're using the strongest internet connection available to you while filming. If your home Wi-Fi is inconsistent or unreliable, consider switching to your mobile phones 'hot spot' and utilise the 4G connectivity.

Uploading and sharing your files

If you're sharing your videos with a colleague or audience, Box is the best way forward.

First, download the Box app onto your phone or access it by logging onto the University's intranet. When you've finished recording your video, click 'Share' and the Box app will appear in the menu. It may be a large file, so make sure your Wi-Fi is reliable.

Helpful links and resources

If you're looking for an all-encompassing overview of the best ways to maximise your filming, the following link has some great in depth advice: *https://www.youtube.com/watch?v=1X3480PRhZ4*

If you would like more insights into Zoom and the platforms functionality, head to: *https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials*

The University of Adelaide has also put together this guide specifically on Zoom and how it applies to our licence: *https://www.adelaide.edu.au/learning-enhancement-innovation/system/files/media/documents/2020-02/Zoom%20guide%20for%20interactive%20sessions%20-teachers.pdf*

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