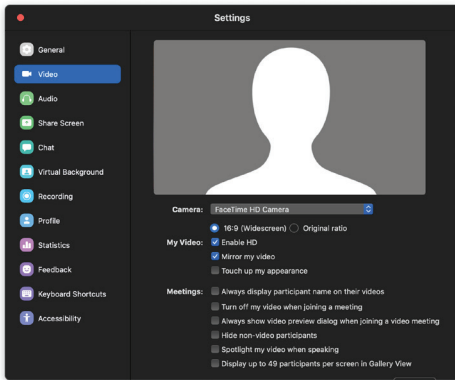


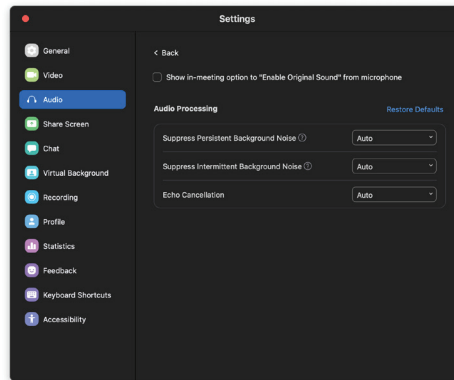
# Zoom Recording Guidelines

## Preferences Set Up

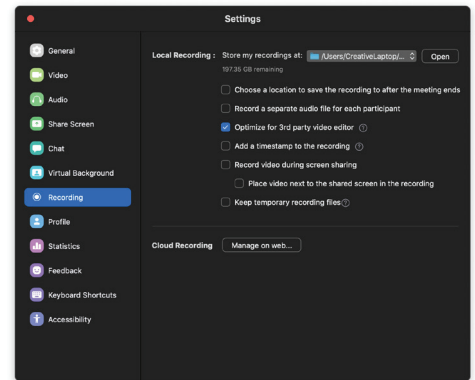
The following preferences should be considered for Zoom video recording to ensure the highest quality video and audio. It is suggested that these preferences are enabled with both the person recording as well as the person being recorded.



16:9 (widescreen format) and HD Video should be clicked when available. Preferences such as hiding non-video participants can also be enabled here.



Audio processing preferences can be changed depending on the background noise of the person being recorded.



Enabling optimization for 3rd party editors will ensure the highest quality video is produced.

## Recording Set Up

How a recording session should be staged will depend on the type of video. It is important to note that the way the participants are staged on the screen will be how the video recording will look. Make sure any participants not being recorded are made “non-video participants” and hid appropriately. The Zoom host will be able to hide participants by clicking the blue dropdown button in the upper right hand corner of each participant and selecting “hide non-video participants.”

When sharing one’s screen for video use click the “Optimize Screen Share for Video Clip” button at the bottom of the “Share Screen” dialogue box.

## Filming Basics

The talent should not wear the same color clothing that is displayed in the background of the scene being filmed. Additionally the talent should film a segment a few times to gain a comfort level in front of a camera and to allow the editor to choose the best segment where appropriate.

## Location

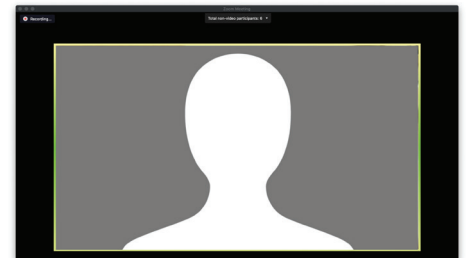
The location of the shoot is up to the individual, however, the talent will need to be the primary focus of the film. Refrain from anything too detailed behind the talent’s head. Pick a location that is quiet and free from any ambient noise. Pay close attention to any air system background noise or outside noise that made interfere with filming. Please avoid filming outside as there will be no control of ambient noise.

## Lighting

A light source (such as a directional light or window) should be placed behind the camera, facing the talent’s face. Avoid filming with the camera facing a window or bright light as the camera’s sensors will not judge the light correctly.

## Audio

The subject should sit close to the computer to allow the internal computer mic to pick up his/her voice. When possible use an external USB microphone. Also, using a voice memo app on a smart phone sitting next to the subject’s computer is a great way to record additional audio and can often be more clear than the Zoom audio recording.



Samples of Zoom setups for one person and two person recordings.



This is an example of good lighting, background choice and position of the subject in the frame