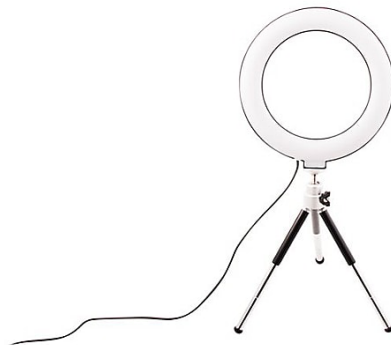


## **Zoom Recording Tips:**

### **Before Recording:**

- Record in a quiet place.
- Record in a well-lit room, (the light should not be seen on screen with you).
- Use a ring light or another type of light (see example below).
- Make sure you are within 3-4ft. of the recording device.
- Do not stand or sit in front of a window.
- Try to find a neutral and clutter free background.
- Try to set the recording device at eye level to record (use books or a box to elevate the device).
- Dress appropriately, don't wear any busy or branded clothing, unless it's WCU branded.
- Do not wear a hat or anything that covers the face.
- Try to frame yourself from waist to head on the computer screen.
- Framing and ring light examples:



### If recording with a phone:

- Hold the iPhone as steadily as possible, place device on a table or shelf if possible.
- Raise the phone to eye level using books or a box.
- Record message horizontally or in landscape mode.