

# SELF-FILMING VIDEO GUIDE

## CHOOSING YOUR LOCATION

### SOUND

Make sure that the room you are recording in is as far away from any potential source of noise as possible

Close the doors

If possible, choose a carpeted room that does not have bare walls – this will help reduce any echo

Close any windows

If you are using a plug-in microphone, perform test recordings in advance to compare the audio quality against the microphone built into your device

### VISUALS

Try to find a well-lit room

Do not film with the camera facing a window (or any other direct light source) to avoid a dark silhouette on a very bright background. If the room has a window, try sitting facing the window to have your face well lit

Make sure that there are no sharp shadows on your face

Be mindful of what will be visible behind you – it's likely that the background will be easy to make out in the recording

## SETTING UP THE RECORDING

Unless asked to do otherwise, please set up your device to film in landscape mode

Unless asked to do otherwise, set your device to record in Full HD (1920px by 1080px or 1080p)

Make sure that any video effects your device may have are switched off

If possible, use your device's main (usually rear, not selfie) camera

Set up the filming device on a stable surface to ensure it stays still while filming. Avoid holding it yourself or asking anyone else to hold it

Position yourself well in the camera's view – make sure that you are seen prominently but not too close or with part of your face being off screen

Do a quick test recording to check the quality of the video and sound

If using a script, rehearse beforehand

Place any prompts or reference materials you might want to look at during filming near to the filming device, to avoid obvious side glances

If possible, ask someone else to help you with starting and ending the recording so you can focus on the delivery, but if this is not possible, don't worry as this can be edited out of the final recording

Make sure that the recording device and any other devices in the room are set to silent mode without vibration

## DURING RECORDING

When the recording starts, leave at least 5 seconds before starting to speak and leave the recording going for at least 5 seconds after you have finished speaking. This will ensure that no part of your delivery cuts off

Try not to shuffle papers, type or do anything similar while recording, to avoid any unnecessary noise in the recording

If you are only recording yourself and if you do not need to refer to any visuals or other materials during the recording, make sure to mostly look at the camera

For long recordings, it's normal that something may occasionally go wrong. If your recording is likely to be quite long, it should be OK to split the recording (again, unless stated otherwise) so you can stop the first recording there and then start another recording from somewhere slightly earlier in the script. Make sure to still apply the extra 5 seconds at the start and end of each recording

## AFTER RECORDING

Before sending, play back the recording to check that video and audio has been recorded as expected

If there are multiple parts to your recording, make sure these are packaged up following the guidelines from the journal