

I. CHOOSE YOUR LOCATION

- Location is very important in video recording as background images and noise creates distractions.
- Choose a spot with the following features: well-lit, quiet, no echoes, and clean background without distractions.
- Add additional lighting so the subject's face is lit from the front. Natural light from a window in front of you is best but a desk lamp is a good alternative. Avoid fluorescent lights where possible.
- Refer to OCME's "[Guide to Producing an Audio File for your Course](#)" for more information on how to capture high quality audio without background noise.

II. SET UP YOUR CAMERA AND MIC

- Choose the type of camera for recording.
 - Record from your computer (most common). For PCs, you can use the Windows 10 Camera app to record video. For Macs, record using QuickTime Player. Alternatively, you can record using licensed, video editing software such as Adobe Premiere Pro or Camtasia.
 - Record from your device (iPhone, Android, tablet).
 - Record with an external camera.
- Ensure the camera is in a fixed position at eye level. Use a tripod or boxes to position the camera at the correct height if necessary. Do not hold the camera as this produces shaky footage.
- Use landscape orientation when recording for all camera types.
- Use an external mic (e.g., headset, earbuds, etc) for the best audio quality

III. FRAME YOUR VIDEO AND CHOOSE THE BACKGROUND

- The subject should fill the video frame.
- Apply the rule of thirds, a technique for placing the subject in the best position of the video frame.
- Do not shoot with a window behind you or all-white background. Choose a clean, uncluttered background without distractions.

- Avoid using virtual backgrounds unless necessary for security purposes. If using a virtual background, ensure it is simple, professional and does not “ghost” the subject.

IV. RECORD WITH THESE SETTINGS

- Record using an approved video format (MP4, MOV, or WMV). Recordings in other formats must be converted to MP4 prior to submission to OCME.
- Ensure video quality is set to a minimum of 1080p at 30fps. You can verify video quality by accessing the settings menu of your camera app or video editing software

V. RECORD AND SHARE YOUR FILE

- Complete a test recording and submit it to OCME for video quality verification prior to final production.
- For non-webinar recordings, consult with OCME about recording in shorter segments to align with the delivery format. When re-recording segments, record under the exact same conditions and settings as the other segments.
- Send final files to OCME via SharePoint and OneDrive. Share access to your files with our Instructional Design Team: smlevin@health.ucdavis.edu or sagriffin@health.ucdavis.edu. They will also help you troubleshoot audio and video recording problems.

PRO TIPS

Record in a quiet space and mute your computer to block app sounds	Fluctuate tone, pitch and rhythm to emphasize key points and convey emotion
Record in one of these audio formats: WAV, MP3, M4A, or MP4	Enunciate words and project your voice
Optimal recording distance from the microphone is 4-6 inches	Avoid using filler words (ums, uhs, etc.)
Speak naturally in a clear, calm and slightly upbeat manner	Avoid smacking your lips, clearing your throat, or taking gasping breaths