

TIPS FOR FILMING YOURSELF

Laptops, phones and tablets are ideal devices for filming yourself making a presentation.

Choose your location

Think about sound before picture:

Try to find a quiet room,
away from external noise.



Try to avoid rooms with tiles and
hard, flat surfaces.



Carpets, curtains, soft furnishings and shelves of books will
reduce echo in the room, improving the sound.



Close all doors and windows.

Now think about the picture, starting with lighting:



Filming against a window will turn you into a silhouette, like on Crimewatch.



Turn around and place the window behind the camera to get a nice movie star soft light.



Or move around slightly for a more moody look.



Avoid direct sunlight on your face.



Check the background for unwanted clutter.

The right way up



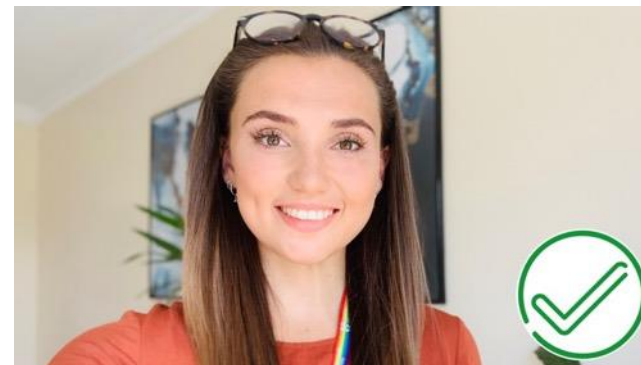
Make sure your phone or tablet is positioned horizontally so that you film in landscape mode.



Keep it steady

Rest your device on a firm surface to stop the camera shaking.

For long presentations, you will probably want to sit down and support your device on a desk or table.



For short presentations, you can stand and hold your phone or tablet against a wall.

Don't talk down to your audience



Looking down at the camera is unflattering and looks unnatural.



Ideally, the camera on your device should be level with your eyes. Speaking with your head up will also help with the tone of your voice.



So don't just place your laptop directly on the table...



...raise it up with, for example, a few books.



Take care to balance phones and tablets safely to prevent them falling from height.

Medium close-up

Halving your distance to the microphone makes your voice 4 times louder, reducing any echo or external noise.



Get close to your device to record good sound...



...but not too close.

In the frame



Tilt your device to frame properly – the top of your head should be close to the top of the image, your eyes should be about a third of the way from the top.



Eye contact



Look at your audience through the camera on your device...



...not at the screen showing your image.

Test before you go for it

Make a trial recording for a minute or two and play it back full screen, listening with headphones, to check the quality.



Friendly, not formal

Video is a less formal medium than a lecture room presentation so adapt your style accordingly. Imagine your audience as one person, sitting just behind the camera of your recording device.



A smile can help you come across engagingly and can bring energy to your presentation...



...but don't over-do it.

A smile brings energy and warmth to voice-only recordings as well as video presentations.

Keep your presentation as concise as you can.

It should be much shorter than a face-to-face presentation but don't feel that you have to make it too short – audiences will watch longer videos if the content is interesting.



Working with slides:

Using PowerPoint slides will help to make longer presentations more engaging. Please make sure you use one of the latest [Loughborough University templates](#) (login required)

Think about how your audience will be viewing your presentation. They may well be using a phone so make sure that the text is large enough to read on a small screen. Arial at a size of 20 points should be readable. Arial 16 is the smallest size you should use.

Use a widescreen 16:9 template so that you can fill all the screen area.

The [ReVIEW lecture capture system](#) allows you to combine slides with a small picture of you from your camera. The size of the image makes it difficult to see you on a small screen and the video box may obscure important parts of your slides so it's generally best to avoid this 'picture-in-picture' style.

Instead, record a separate full-screen introduction to camera which you can then [add as an additional video clip](#) to a recording of your voice with the slides.

You might want to also record a separate closing statement to camera.

Make sure that ReVIEW is set to record your camera in widescreen (1920 x 1080) – this is the highest "Ultra" resolution setting.

Think about viewing on a phone

- Arial at a size of 20 points should be readable
- Arial 16 is the smallest size you should use
- Use simple diagrams
- Keep text concise and relevant

Avoid using 'Picture in Picture'

- Using the ReVIEW lecture capture system, you can record separate sections of video showing you talking directly to camera and combine these with recordings of your voice with slides. You can then output this as a podcast.
- The 'Picture in Picture' output should be avoided because the video image of your face is too small. The video image may also obscure important parts of the slide.

