

How to film yourself at home

WHAT YOU'LL NEED:

- Apple Mac Laptop with [Quicktime Player](#) installed
OR Windows 8 or 10 PC Laptop with Camera App (installed as standard)
- If your laptop is running Windows 7, you will need a third party app. We recommend [ApowerREC](#) which is a free app you can download.
- Small, quiet, well lit room with a desk and chair.

HOW TO PREPARE:

- Choose a small, quiet, well lit room. The sound is important so a room with plenty of soft furnishings is best.
- Set up your laptop on a desk so that the screen and in-built camera is level with your face. Make sure that your main light source is in front of you so that you will be well lit. Do not sit in front of a window or bright light source.
- Position your chair in front of your laptop so that the shot will capture your head and shoulders only. This will also ensure your proximity to the laptop's in built microphone.
- Make sure there is no distracting items in the background.

WINDOWS USERS:

- Go to start and search Camera App.
- Select video recording and ensure your computer is using the camera that faces you and the microphone without system sounds.
- Arrange your positioning so that the laptop camera is elevated and level with your gaze i.e. not recording a high or low angle of your face, so that you record head and shoulders only.
- Record a short test video before you begin the real thing.
- When recording, address the camera lens in the top of the screen rather than the screen itself
- Open the file to check image and sound quality.

MAC USERS:

- Open Quicktime Player.
- Click File > New Movie Recording.
- Fine tune your positioning to ensure the camera is level i.e. not recording a high or low angle of your face, and that you will record head and shoulders only. Refer to attached demo video.
- Record a short test video before you begin the real thing. When recording address the camera lens in the top of the screen rather than the screen itself.
- Open the file to check image and sound quality.

ALL USERS:

- Once you are happy and comfortable with your set up, and that the image and sound are of a high standard in the test, click record.
- Allow the screen to record for 10 seconds, and then begin speaking.
- At the end of your video, hold your gaze at the camera for 10 seconds before ending the recording.
- Ensure that you **SAVE** the file immediately.
- Locate the saved file and open your web browser. You can send the file using [wetransfer.com](https://www.wetransfer.com)

Please see a [demo video here](#).