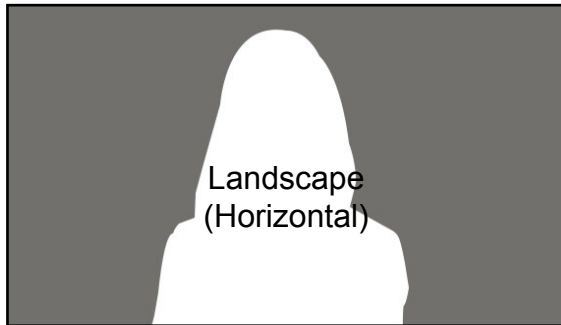
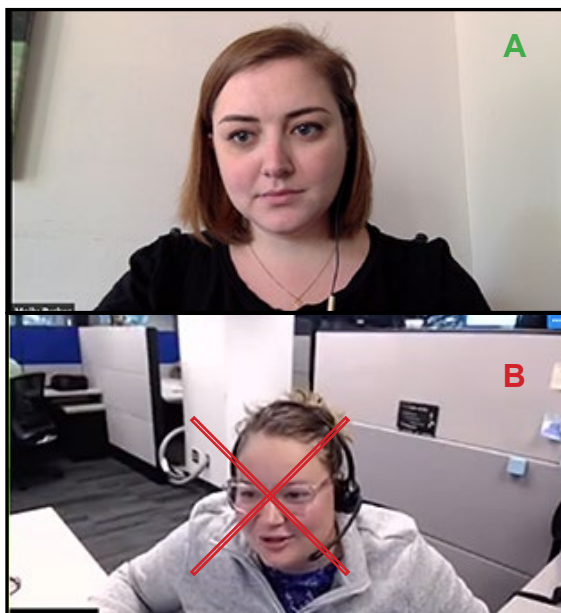


RECORDING DIRECTIONS FOR INTERVIEWS ON PHONE, TABLET OR ZOOM



AVOID SELFIE-MODE



1. CAMERA VIEW:

Landscape (Horizontal view). Avoid vertical recording.

2. CAMERA SHOT:

Prefer Medium Close-up.

The subject should be visible from the waist-up and centered. Please leave some enough space so the top of the subject's head is not cut off when recording.

3. LOCATION:

Choose a well-lit room with a non-descriptive/plain background. Please avoid busy backgrounds or noisy rooms. If there is a window in the room, you should stand in FRONT of the window, FACING THE LIGHT (not with your back to the light). The light from the window will provide natural lighting on the subject. If subject is recording against a plain wall, please make sure there is some space between him/her/them and the wall, this will help decrease any shadows that appear in the background.

4. ZOOM ON DESKTOP:

For Zoom recording on a desktop computer, the subject should sit in a chair that is eye level with the desktop's camera. See example **A**, avoiding setting up your desktop like example **B**.

5. VIDEO STABILIZATION:

The best way to achieve a stable video is to place the phone/tablet on the table lending against a solid block, like a book or coffee cup. Hand-held recording is fine as well, please sure the person holding the phone/ipad has a steady hand.

6. VIDEO TRANSFER:

After recording, you can upload your video on WeTransfer, select the no fee option, you won't need to create an account. Follow the instruction on their site to upload the video and send the link to communications@ccny.cuny.edu. You can also upload the video to a dropbox link using your free CUNY dropbox account and then email us the link.