

Recording Yourself with a Smartphone

Before You Start

- Clean the camera lens.
- Charge your phone and make sure you have enough storage.
- Turn on Do Not Disturb so calls and notifications do not interrupt you.
- Unless told otherwise, record horizontally.
- Use the standard Video mode at 1080p and 30 fps.
- Avoid filters, portrait or cinematic modes, face smoothing and digital zoom.

Choose Your Camera

The rear 1× camera usually gives the best quality. Only use the front camera if seeing yourself on screen will help with framing.

Choose Your Location

- Find a quiet room/space with minimal echo.
- Turn off fans, televisions, music and other background noise.
- Use a simple, uncluttered background.
- Avoid recording outdoors unless it is quiet and there is little or no wind.

Set Up the Phone

- Place the phone on a tripod, stand or stable surface.
- Position the camera at eye level.
- Place it about two to four feet away.
- Frame yourself from the mid-chest upward.
- Leave a little space above your head.
- Make sure the phone is straight and secure.

Check the Lighting

- Face a window or another soft light source.
- Keep bright windows and lamps out of the background.
- Avoid harsh overhead light.
- Check for glare if you wear glasses.

Set Focus and Exposure

Tap your face on the screen before recording.

If your phone allows it, press and hold to lock the focus and exposure. Adjust the brightness if the image looks too light or too dark.

Record a Test

Record a short test and watch it back with headphones or earbuds.

Check that:

- You are in focus.
- The framing and lighting look good.
- Your voice is clear.

- There is no distracting background noise.
- The phone is recording in the correct orientation.

Make any adjustments before recording the full video.

While Recording

- Look at the camera lens, not at yourself on the screen.
- Speak clearly and naturally.
- Pause for two or three seconds before and after each answer/point.
- Brief notes are fine, but avoid reading full sentences.
- If you make a mistake, pause, then begin the sentence again. (You do not need to stop the recording after every mistake.)

Review Your Video

Before moving the phone or changing the setup, check the beginning, middle and end of the recording.

Make sure the sound, focus, lighting and framing stay consistent.

Do not edit, trim or compress the video. Keep the original file until the editor confirms it has been received.

Send the Video

Use the upload method provided by the production team.

This may be:

- A secure upload link
- A shared cloud folder
- AirDrop or Quick Share
- A file-transfer service

Send the original, highest-quality file. Avoid messaging and social-media apps, which may reduce the video quality.

Label the file clearly with your full name.