Webcam Setup Checklist
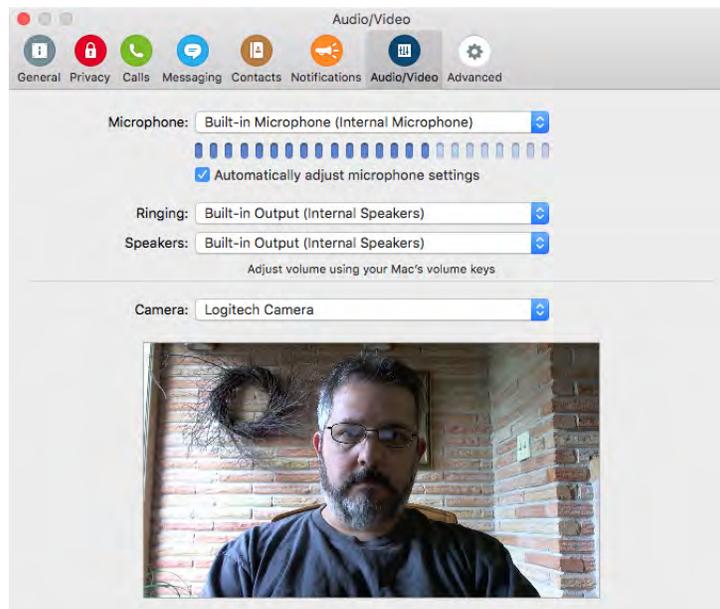
For a more details on se ng up your webcam to get great video images, visit
DaveCurlee.com/Webcam-Video-Tips-Tricks

Webcams are great tools for video conferencing, recording video for blogs or Youtube, or for crea ng webinars. Be sure to keep these things in mind when se ng up your webcam.

Se ng the camera and microphone up properly will ensure that your viewers can hear and see you clearly. You can minimize visual distrac ons and make sure that your message is delivered as clearly and cleanly as possible.

Webcam apps like Skype, Zoom, Face me and others, allow you to preview or immediately see changes made to your video image. Be sure to use this as a guide. Ask the person on the other end to give feedback as well to ensure you're looking and sounding good.

Check Your Lighting:

Check your light sources. If you have harsh, overhead, fluorescent lights, they may hurt more than help. Try turning them off and using a lamp or facing the window. Good light sources can be:

- a lamp on your desk
- several lights in your room bouncing off the walls, providing a nice even wash on your face
- a window with daylight streaming in.
    - face the window with the cameras back to the window
- 2 lamps on either side of your computer / workspace.

No   **No**   **Yes**

Position the Webcam Properly

Video looks best when the camera is level with the subject's face, or even slightly elevated.

- Remember: The webcam is a camera, just like a video camera.
- A Webcam mounted on a large monitor or iMac *may* be a li. le too high, depending on the size of the monitor. Raise your seat if needed to level out. (use your preview window)
- Place your laptop on a stack of books or a shelf to bring the webcam level or slightly above your face.
- The webcam should never be pointed up at your face. It's VERY distracng and not flattering at all!

Horrible   Better   Best

Framing The Shot:

Check to make sure that you're centered in the frame, not too far, not too close

- Center yourself in the frame.
- Keep the webcam level with your face as men□oned earlier.
  (use books if necessary)
- Not too close... not to far. Frame yourself from chest up if possible.
- Adjust the camera so "head room" lessens. No large gaps between the top of your head and the top of the picture.
- Keep movement behind you to a minimum.
  - No fans if possible
  - No waving flags or anything that can distract easily
  - No traffic or crowds of people if possible
  - More movement can cause problems when the internet connec□on isn't as solid as it should be. Keep movements behind you to a minimum.
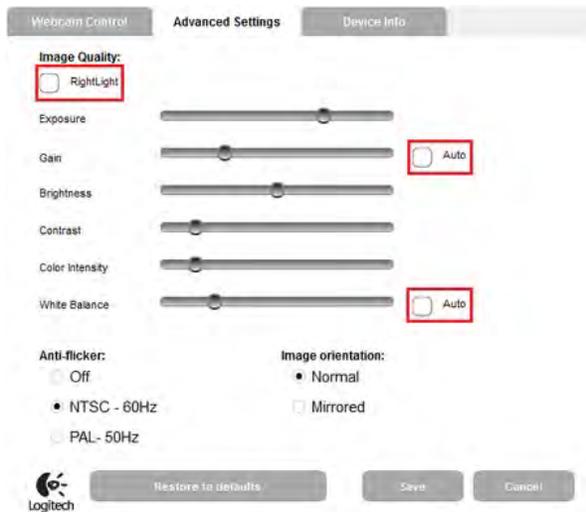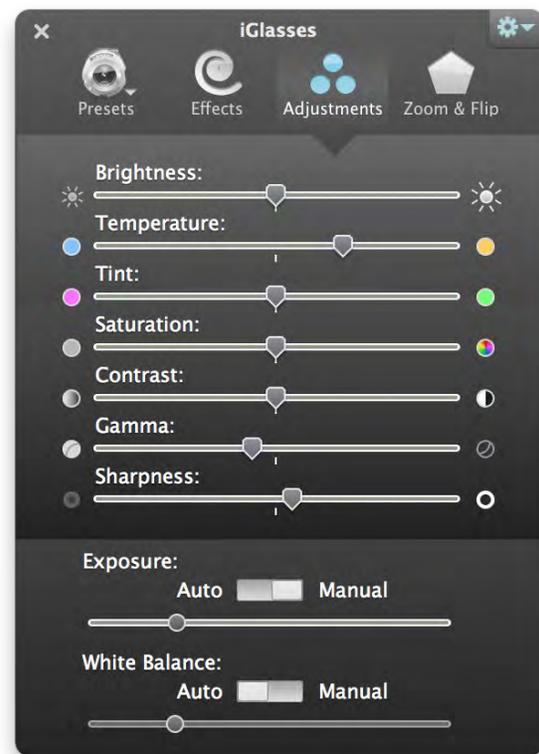

Too Close

Too Far

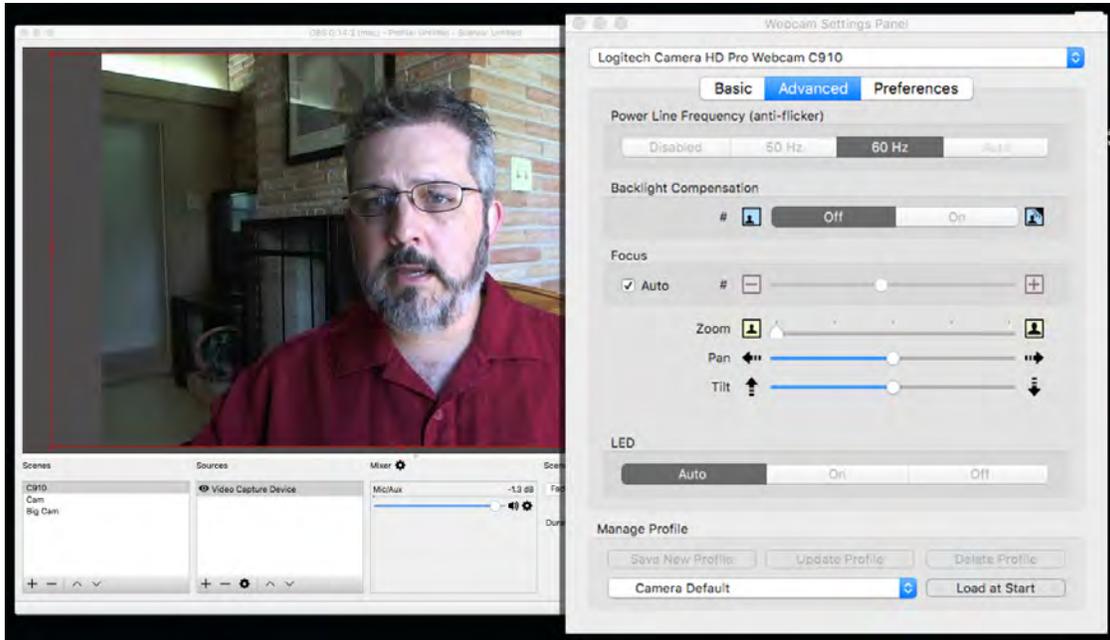Good Framing

Manually Adjust the Camera Settings

- Use the software that the camera came with your laptop or webcam to adjust brightness, exposure and color. Generally for Windows only.
- If your webcam doesn't have se ngs you can adjust, try 3rd party apps.
    - [WebCam Se ngs](#) is an inexpensive Mac app for adjus ng most webcams, including the built in Mac "face me" camera.
    - [iGlasses](#) is an inexpensive Mac app that works with most webcams. It installs as a webcam and will be the webcam you select for your videos.

Logitech cameras have so ware installed for making adjustments on Windows systems

[iGlasses for Mac](#) installs as a virtual webcam. Choose it instead of your face me or logitech webcam.

Webcam Settings Panel works on Mac and allows you to adjust settings on any USB camera connected. Including the built in FaceTime camera.

[Click here to see a quick walk through tutorial on using Webcam Settings Panel](http://bit.ly/WebCamHowTo) or visit: http://bit.ly/WebCamHowTo

Plug in a Microphone

If the viewers can't hear you clearly, it won't matter how nice you look. External mics allow your voice to be recorded much cleaner. They can also help keep extra noises out.

- Use an external USB microphone like the [Samson Meteor Mic](#)
- [USB headset mics](#) like those from Logitech work very well.
- Use ear buds with a built in mic if available (like from your iPhone)
- The webcam mic should be the LAST resort
- Turn off desk fans and other machines that may cause noise during your recording.

For a more details on setting up your webcam to get great video images, visit DaveCurlee.com/Webcam-Video-Tips-Tricks