Recording Prep Checklist

ZIGHT

This checklist is designed to ensure successful video recording with Zight, whether you're using the desktop app or the Chrome extension. By following these steps, you can optimize your recording setup, minimize distractions, and capture high-quality audio and video.

1. Organize Your Thoughts

Gather notes or anything needed to guide your recording. This will help maintain a clear structure and ensure you cover all the necessary points.

2. Find a Quiet Place

Choose a location with minimal background noise or distractions. When possible, avoid areas where animals may roam, noisy appliances are in use or there are other visual distractions that may divert attention.

3. Check Internet Connection

For best upload to the cloud, ensure that you have a stable and reliable Internet connection to prevent interruptions or lag during the recording.

4. Tidy Your Workspace

Organize and declutter your workspace to create a professional and visually appealing recording environment and minimize potential for distractions or accidents like spilling drinks or knocking items over during recording.

5. Check Lighting

Ensure you have sufficient lighting to properly illuminate your face or any relevant objects on the screen. Avoid harsh shadows or dim lighting conditions. Ring lights can be a great way to improve poor lighting conditions.

6. Minimize Distractions

Minimize Distractions: Mute or silence your phone and turn off or silence app notifications to prevent distracting pop-up notifications or chat messages during the recording.

7. Remove Screen Clutter

If applicable, close or remove any unnecessary toolbars or tabs from your web browser. But if you do forget, Pro, Teams and Enterprise users can edit out unwanted elements later.

8. Review Recording Settings

Double-check the settings in Zight. Ensure they align with your preferences, such as the desired resolution and audio inputs. Make sure your microphone is on. Test audio for clarity and volume before you begin.

9. Take a Deep Breath

Recording videos can be difficult for some people, but it is easier than you think. If you are anxious or nervous, take a deep breath before you begin recording.

10. Press Start

It seems simple, but even the best of us sometimes forget to hit the start button. Make sure you've hit "Start" before speaking. You can always edit out a few seconds of silence at the beginning or end if needed.