E-Detailing Tips and Tricks

Clothing
- Pastels are the best colors to wear. Other good clothing color include beige, gray, green, brown and blue
- Avoid white & black. Combinations of contrasting light and dark colors such as black and white, dark brown and white or dark blue and white should also not be worn. Black or dark browns and blues are fine alone or combined with pastel colors
- Solid colors are best. Avoid fine checks, stripes, herringbone and similar patterns
- Avoid very glossy, sequined or metallic clothing. Also avoid clinging attire, or low-cut necklines
- Wear colors in the medium range: medium blue, green maroon, wine, pink, dark gray, purple, etc.
- Consider you hair color when choosing your outfit: if your hair is light (blonde or all gray) then lighter colors are okay. Beige, light gray, pink, light blue and most pastels are fine
- If your hair is dark, stick to the medium range to dark colors, still taking care to avoid black

Lighting
- Make sure the room is well-lit and that your face is not in a shadow
- Test multiple lighting sources (overhead lights, lamps, etc) to find the appropriate light

Equipment

Laptop
- Make sure to use a laptop/desktop with a webcam. If your computer does not have a webcam, you may want to purchase an external webcam

Camera
- Make sure the camera is aimed straight at your face, not pointed too far down or up
- Place your computer/camera against a plain background. If you are detailing from outside your office (ex: at home), make sure your background is professional (ex: refrigerator, bed, etc. are not in view)

Software
- Zoom is most popular for its simple setup and ease-of-use for one-on-one academic detailing meetings
- Other frequently-used options are Webex, GoToMeeting and Adobe