



# How to Prepare for Your Virtual Headshot



## REQUIREMENTS

**Webcam** or laptop with internal webcam  
**Stool or table** to position the laptop in front of you  
**Natural light** and a blank light coloured wall  
**Friend, Colleague or Family member** with a DSLR camera or recent smartphone to take High Resolution, professionally directed images.

## DRESS CODE: PROFESSIONAL BUSINESS

**Gents:** Well fitted dark suit, tie & plain light shirt  
**Ladies:** Dark suit or jacket & plain coloured top  
*No stripes, spots, checks etc.*



## ZOOM SETTINGS

Install the latest version <https://zoom.us/download>  
*Zoom Preferences*  
Video: **Enable HD**  
Touch up my Appearance: **OFF**  
Virtual Background: **OFF**  
*Wipe clean your camera lens with a soft cloth*

## YOU WILL BE GUIDED BY A PROFESSIONAL PHOTOGRAPHER

Andrew will speak with you first to see how you would like to be portrayed ie: Smiling, Approachable or Businesslike  
He will instruct you where and how to stand and pose for your session. A series of images will then be either captured remotely via Zoom in low/medium resolution or in High Resolution by a colleague/friend/family member with a DSLR camera or phone.



## POST PRODUCTION

Following your session your best image will be professional retouched and airbrushed to remove obvious blemishes, soften lines etc. then emailed.  
**Just like you on a really good day!**

## EXCLUSIVE TO THE MELBOURNE HEADSHOT COMPANY

*Additional Information:*  
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**BEFORE & AFTER  
RETOUCHING**



**PHOTOS ARE SUPPLIED READY FOR USE ON  
THE WEB, LINKEDIN & SOCIAL MEDIA**

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