



# SELF-SERVICE HEADSHOT GUIDE

**Step 1:** Turn on studio lights, then take out your phone and set it to Portrait Mode if available

- Change the f-stop to f7.1

**Step 2:** Set your timer to 10 seconds or as long as possible

**Step 3:** Zoom in to 3.5x or as close to 3.5x as you can, put your phone on the tripod, then take a test photo (sometimes the volume button can be used to start the countdown)

- This process can be made easier by having a friend or the person behind you take the photo

**Step 4:** Take final photos, turn off studio lights, then adjust the crop to 1:1 or 4:5

- Use a cleanup tool to fix imperfections (stray hairs, background lines, blemishes, glare, etc.)
- Spend no more than 5 minutes taking photos to be mindful of those behind you



Example photos