

Outline a Script First!

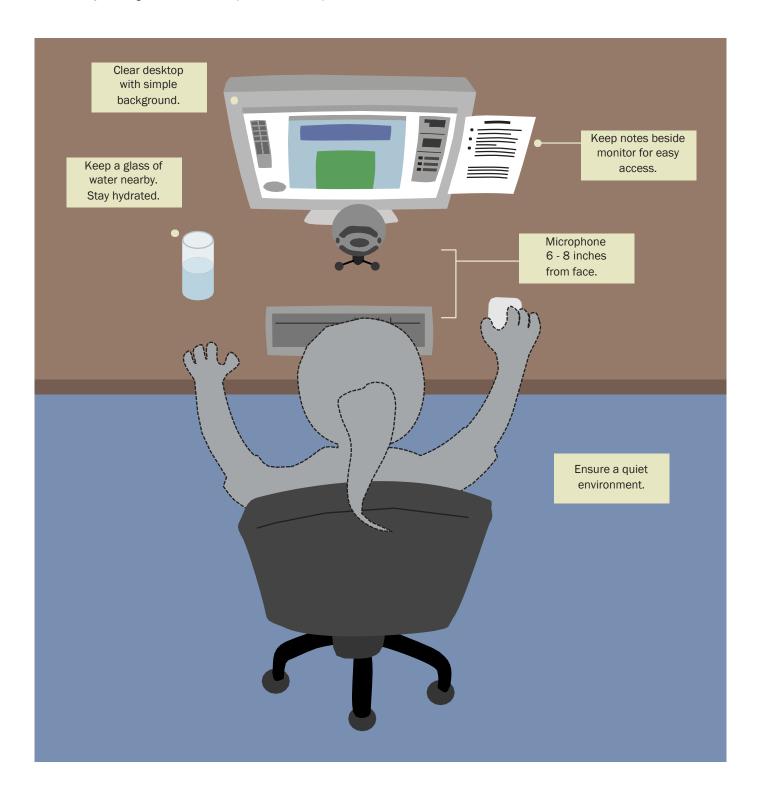
- Start with a detailed outline, with a list of topics to cover. Keep it beside your monitor for easy access and visual cues.
- State the goal and purpose of the video at the beginning.
- **Keep the tone conversational**, but also ensure you use the same terms as the assignments discussed.
- Read your outline aloud before recording to correct potentially awkward phrasing.

Preparing to Record

- **Use an external microphone.** Built-in microphones such as those commonly included in laptop displays are less desirable.
- Avoid having lots of blank space in the recording area.
- Place the microphone at least 6 to 8 inches away from you to avoid breaths and popping Ps. Do NOT lean toward the microphone to speak. It is best to record a sample and see how it sounds before you record final audio. If your keyboard is too loud, try placing the microphone stand and/or the keyboard on a towel or other soft fabric to muffle vibrations. Sit up straight and speak clearly.
- **Drink water** before recording, and have some beside you in case you need it. **Avoid coughing when possible**, but if you must, leave space before and after the cough so it can be edited out.
- Clear your desktop and close all other applications. Hide all files and icons from any area visible to the viewer. Change your background to something appropriate and neutral, preferably a cleaner, less cluttered design. Close applications such as Skype, email clients, internet browsers, and instant messengers that can be seen or heard.
- Open all tabs, windows, and files you will need.
- Prepare recording software to save as a high-resolution MOV file. When MOV is not available, use AVI. As a last resort, use MP4.

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Preparing to Record (Continued)



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Recording

- Ensure a quiet environment. Turn off any televisions (even in other rooms), and avoid recording while kids are playing. Silence your phone, bring the dog outside, and so on.
- Avoid recording in large empty rooms. Opt for rooms with curtains on the windows, carpets on the floor, and, if possible, fabrics on the walls. Finished basements are often good options, provided there is not a lot of noise from above.
- Avoid 'um's and 'uh's.
- Strive for slower, more precise mouse movements.

Delivery

Deliver in MOV format

Potential Software

When selecting software to use, ensure it fits the following requirements:

- Video output has NO watermarks
- Video outputs to MOV format. Output to AVI acceptable, but not preferred. Output to MP4 only as a last resort.
- No time restraints on recording (this will interrupt recording and cause disconnect)

Free software suggestions:

- Quicktime (Mac)
- CamStudio (PC)