How to Record a Tutorial

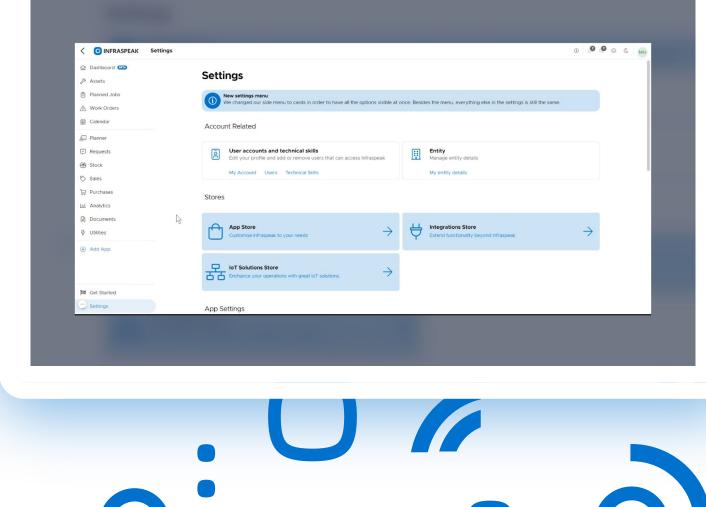
Recording Steps · 16.11.2020







Be aware to the details





I'm going to start recording

What should I do first?

Audio is important:

- Go to a nice and quiet place.
- Check if your headset is recording audio properly.
- In the beginning of the video, give it some time, breathe, so your introduction can be
- clear: "Hi my name is....." and not " y name is...."
 - Check if the sound is recording.
 - Before sending it to post-production, ear it, and check if everything is ok.

Post - Production meaning: Editing the content of the film or television program.





I'm about to hit the record

button:

- Make sure the **Control Icons do not**

appear so our clients can have a clear

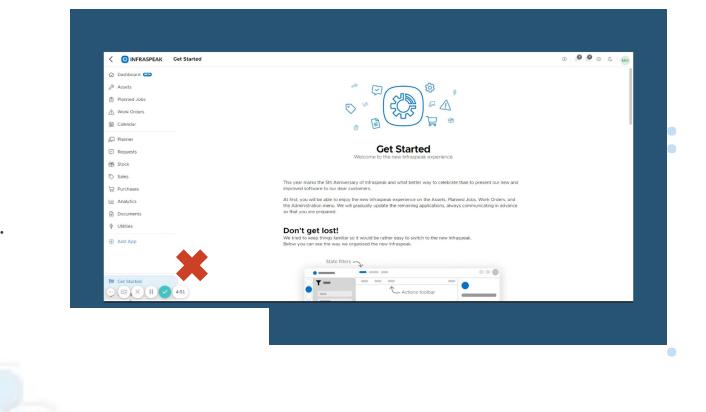
100 Get Starter

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4:52

tutorial and a good experience overall.





Video

Photo

Mork Orders New settings menu
We changed our side menu to cards in order to have all the options visible at once. Besides the menu, everything else in the settings is still the same. Calendar Please **do not** record with your picture in the 중고 Planner Account Related Requests Sales User accounts and technical skills Entity Manage entity detail Ц. Ā Edit your profile and add or remove users corner, take it out before you start Purchases count Users Technical Skills My entity details Lid Analytics Documents Stores 5 Utilities recording. Add App r App Store **₽** Integrations Store IoT Solutions Store App Settings Locations Buildings and Warehouse Maintenance Manage, Tasks, Interventions and Measurements of the Categorian 5:00

INFRASPEAK Settings

& Assets

Planned Jobs

Settings

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Zooming in

Our clients need to see all the steps, in a comfortable

and easy way, so in post - production sometimes we

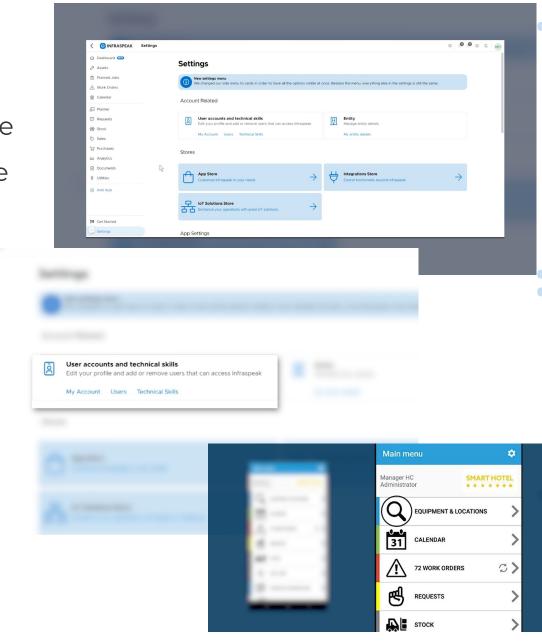
make a zoom in, to make some

information more prominent.

What can we do to make it better?

<u>Record in full HD</u>

The higher the definition, the better.





Before you finish recording

Give the video editor some time to edit :

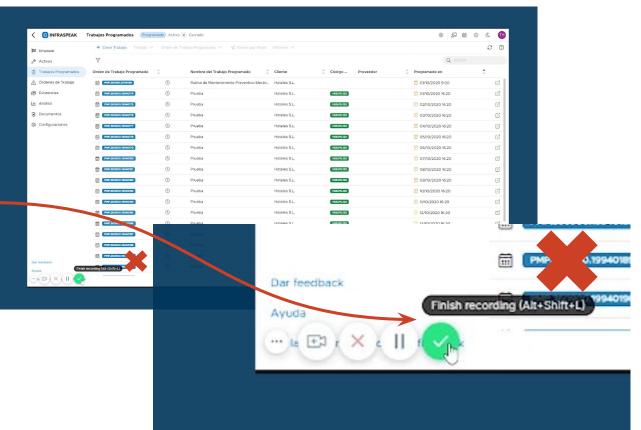
Before you stop recording, take a

moment, 4 to 6 seconds before hitting

the "finish recording" button and please

don't talk while you do it, finish the

tutorial first, say your goodbyes, and then press the button.



Video Editor :

The person editing the content of the tutorials / videos



Checklist Time!!!

Before you send your video to post-production you've checked if:



- Verify if Audio is clean without any noise our rumble.
- Verify if you took a breather before start recording introduction should be clear & full.
- Verify that there are no icons on your screen recording control icons & your photo.



- Verify that your recording is Full HD Quality.
- Verify you have a Pause before hitting the "Finish Recording" button.
- Verify that you've checked the content of the video, make it a good experience for our clients, show everything in a clear and comfortable way, with all the information available.

Verify that you've checked everything before sending it to post-production.





Let's Grow Together!

If you have any doubts, or new ideias to improve our tutorial videos, or it's organization, please, tell me all about it!





