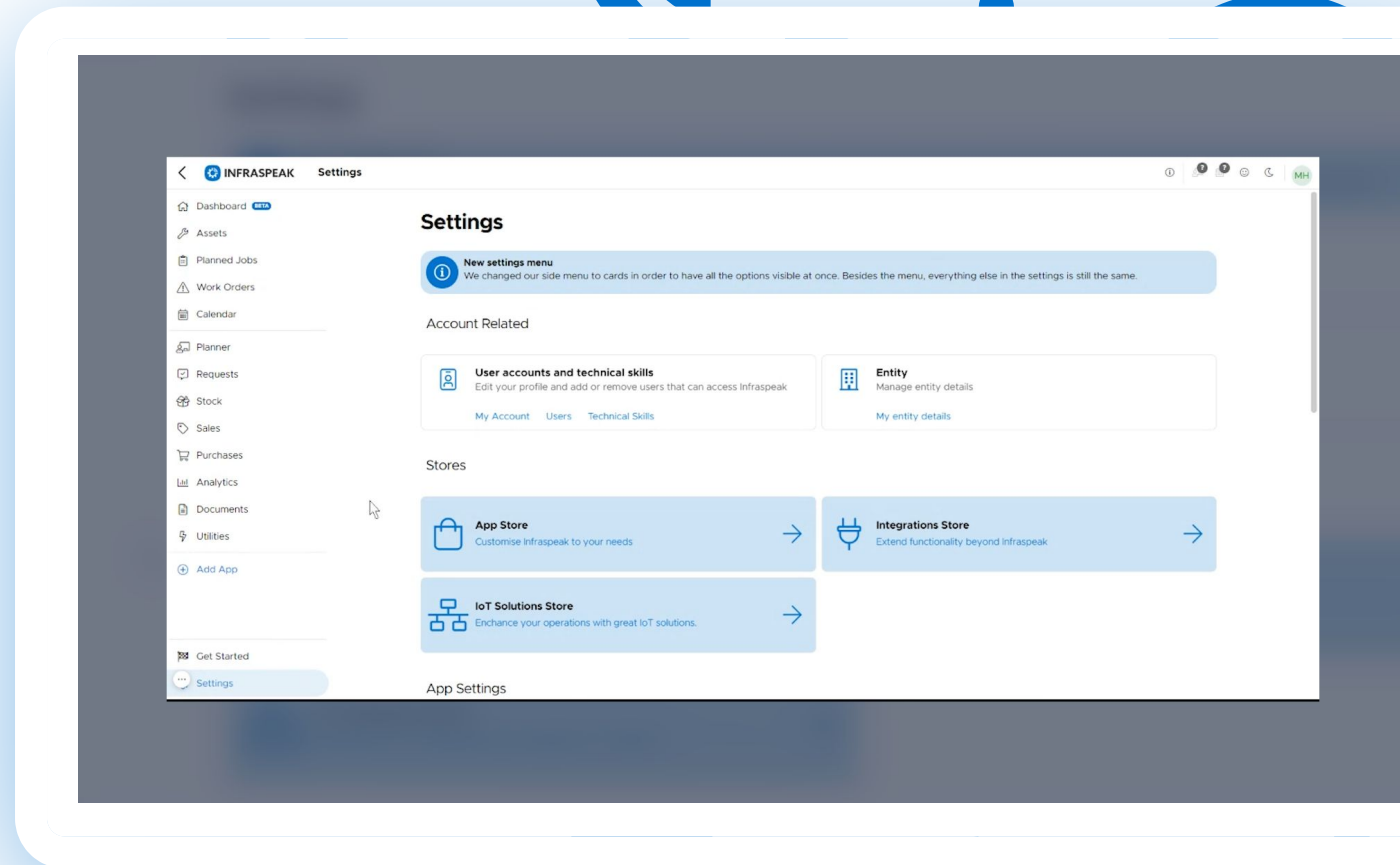


# How to Record a Tutorial

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.



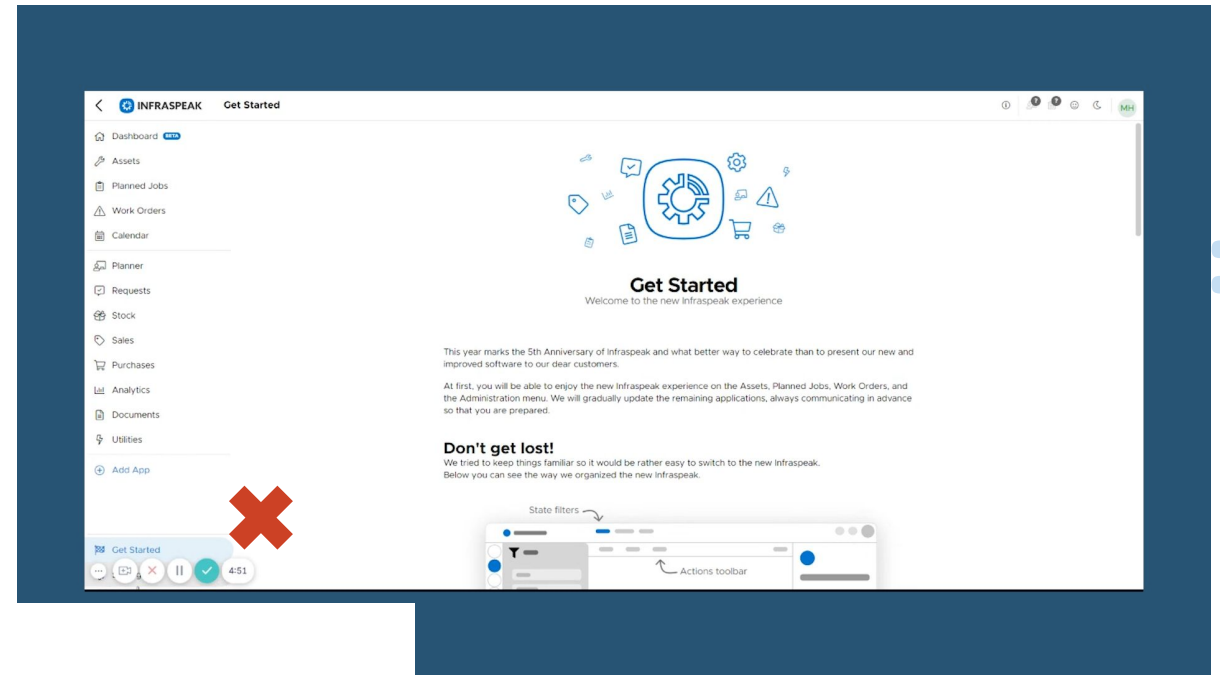
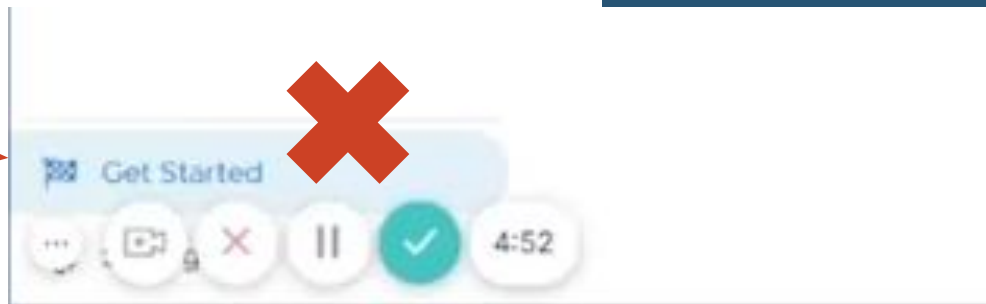
**Post - Production meaning:** Editing the content of the film or television program.



# Video

## I'm about to hit the record button:

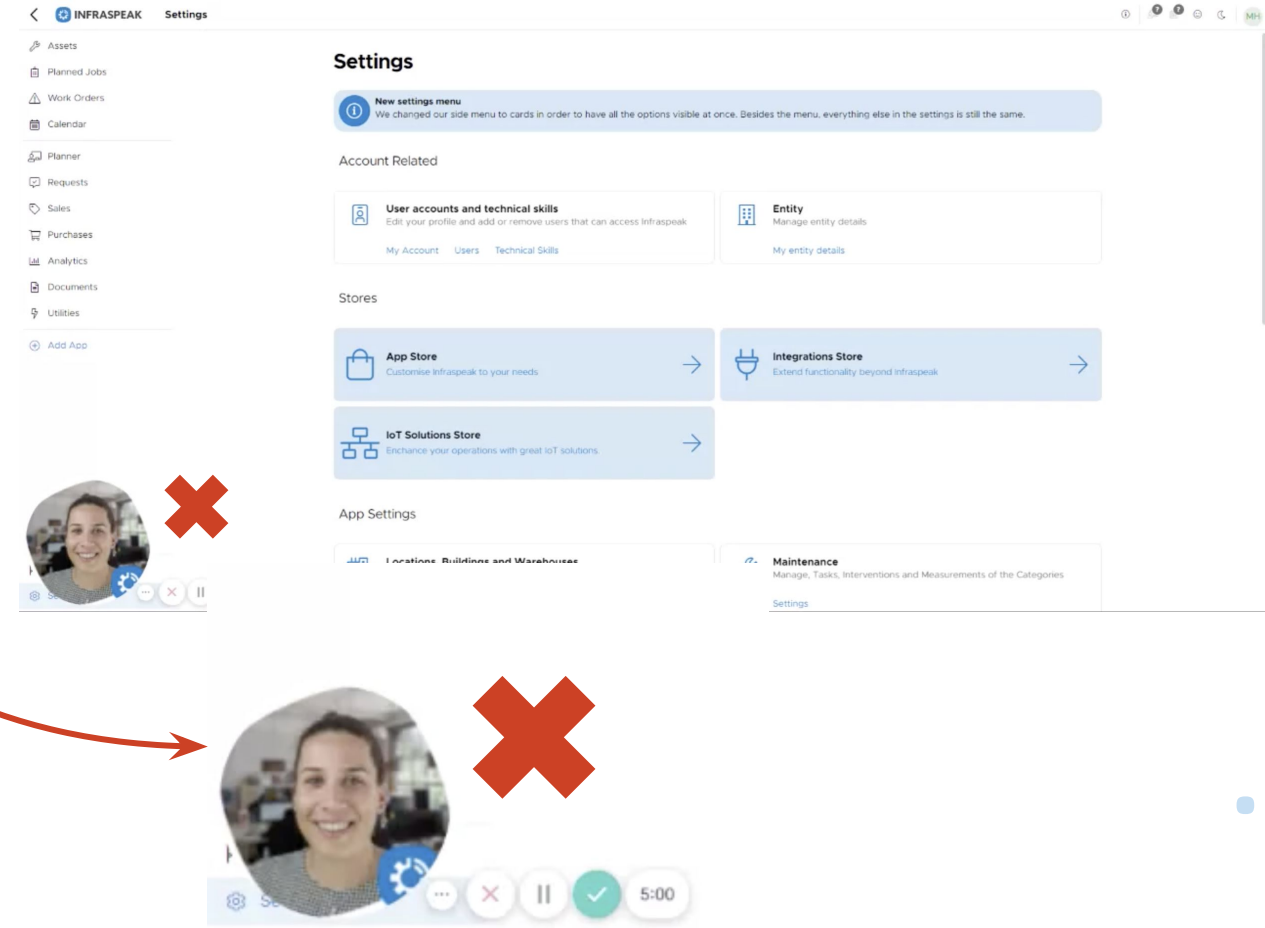
- Make sure the **Control Icons do not appear** so our clients can have a clear tutorial and a good experience overall.



# Video

## Photo

Please **do not** record with your picture in the corner, take it out before you start recording.



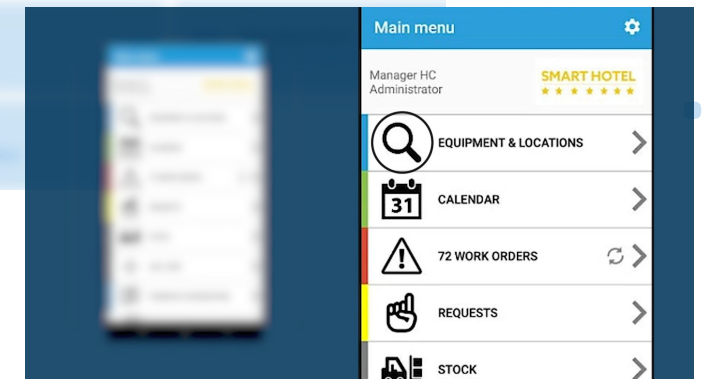
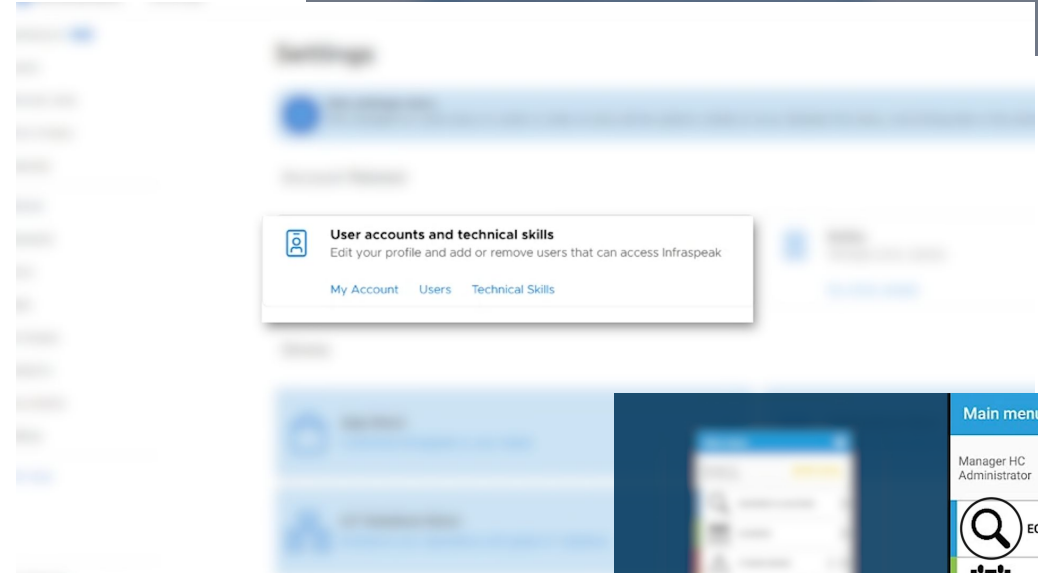
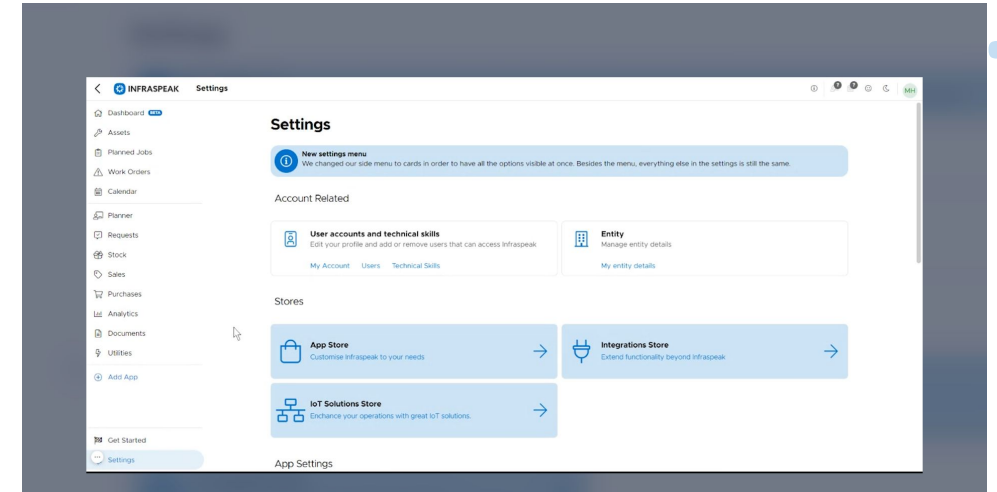
## Zooming in

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?

**- Record in full HD**

The higher the definition, the better.



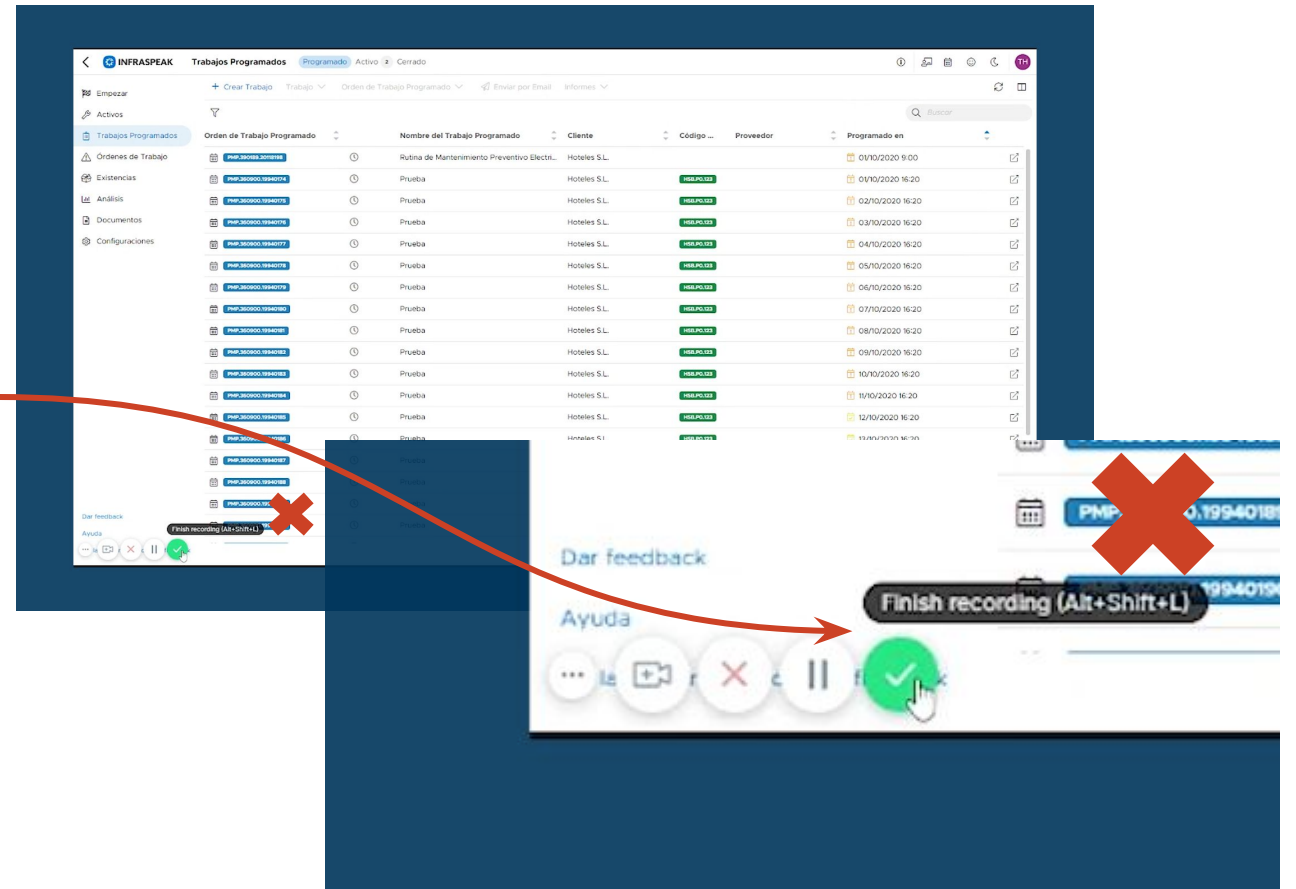
# Before you finish recording

## 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 or 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!





**Thank you!**

Inês Branco · 16. Nov.2020