Checklist before Recording Multimedia Content or Presenting Online

☐ Prepare script / storyboard

☐ Prepare slides or other resources

☐ Log in to all apps / sites / tools / services you will use
  o Have a single window open with all the sites you will use as different tabs, ready to go

☐ If sharing your full screen, make sure you’re not displaying any unwanted information
  o Clear your desktop
  o Hide unwanted info on your menu bar

☐ Avoid unwanted sounds or pop-up messages during your recording
  o Turn off notifications on your computer
  o Turn off the sound on your mobile phone / landline / or other devices
  o Warn co-workers / family members that you’ll be recording
    ▪ Put up a sign on your door

☐ If using your webcam, improve the view
  o Check your lighting - adjust lighting or position so you’re not backlit (putting you in silhouette)
  o Check your background - if it’s busy or distracting, change your position or put up a sheet or some other backdrop
  o Check yourself in a mirror

☐ Prepare your script like a teleprompter (if using webcam)
  o Display your script on your screen in a large font near your webcam, so you’re close to making eye contact with the camera while reading
  o Hold your mouse out of the recorded frame so you can scroll through the text as you record

☐ Check settings in your recording tool
  o Test your audio
  o If you want to show your mouse movement and clicks, check that option (if available)
☐ Rehearse
  o Record a section, if not the entire video
  o Record a section without talking
  o Watch and note needed improvements, including looking for background noise during the part with no talking
  o Adjust

☐ Record!
  o Record 10 seconds without talking - this will give you “empty” air in case you need to add content in somewhere later (otherwise you’ll hear an obvious break in the sound quality)
  o Consider recording in 2 steps (if you have software to mix them together after)
    ▪ record just the visuals without talking
    ▪ Then add your voiceover while the recorded visuals play, so you don’t have to worry about mouse clicks
    ▪ (or opposite order as it makes sense for you)

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