

CREATING AN AUDIO OR VIDEO RESOURCE

Below are some tips for creating media (audio or video). For a quick overview, watch [Self-recording video tutorial: How to look and sound your best](#) from the University of Rochester.

1. Identify the format of your narrative - will you be videoing a performance, talking to camera, interviewing someone, recording a screencast of a slidedeck presentation?
2. Prepare your narrative. This may take the form of a
 - o script - a document that contains the words to be spoken.
 - o storyboard - a planning tool that illustrates the sequence of scenes you want to shoot, and what happens in each one. (see LinkedIn Learning: DIY Filmmaking Tips Weekly - [Storyboarding](#))
3. Prepare your surroundings and props. Check your background to remove any distracting or embarrassing items or add thoughtful decor to create the appropriate mood e.g. piles of books or pictures of dogs. If you are recording
 - o at your desk: you may wish to use a screen to add a neutral backdrop. A solid green screen can be made out of plain green fabric, such as a curtain or sheet, if you want to edit in an alternative background. Some recording platforms can add a background even if you don't use a screen, with varying levels of success.
 - o outside: audio is the main concern outdoors - windy weather can catch your microphone so consider using an external microphone.
 - o in a stationary vehicle - cars can make great impromptu recording studios! External influences such as background noise and interruptions can be minimised and sound is contained.
4. Choose your equipment and recording platform.
 - o This could be your mobile device and its native recording app, or your computer or laptop and video software. If your laptop or computer doesn't have a built-in webcam, you may need an external webcam if you need to record video, but not for a screencast. You will need a microphone if you intend to record a voice-over. Most laptops have built in webcams that record both video and sound.
 - o [Zoom](#), [Loom](#) or [Screencast-O-Matic](#) are examples of platforms with free options that enable you to record yourself and/or a slide presentation or other application on your desktop or mobile device.
5. Conduct test runs to check your recording equipment and environment for quality of lighting, sound etc. before you start.
 - o You may need to use an external microphone if the sound is muffled, echoey or faint.
 - o If the lighting is poor, move to face a window or add artificial light. Ensure your background is not so brightly lit that you are silhouetted.
6. If you are recording an interview



- you may be able to record both the interviewer and interviewee more easily using a video conferencing platform such as Zoom that shows both participants on screen and can readily record the call.
 - consider providing the questions ahead of time so your interviewee can prepare.
7. If you are recording a narrated slideshow or screencast,
- make sure you exit or mute any background processes that might produce pop-up notifications (such as email or messaging apps)
 - consider using keyboard shortcuts if available to start, pause and stop recording instead of your cursor.
 - [How to Make a Video in PowerPoint](#)
8. If you are using a smartphone to record,
- make sure your phone is stable and not wobbling around (lean it up against a heavy object, on a pile of books or in a cup), in airplane mode (to mute notifications), and that the lens is clean.
 - a landscape or horizontal format recording is usually more appropriate and versatile (you can always crop it later if your requirements change to a vertical format).
 - check you have enough space on your phone to record - if you don't have enough space, you may be able to add extra storage or copy footage to another device or the cloud and then delete it from your device.
 - check out the tips in these videos:
 - LinkedIn Learning [Shooting on a smartphone](#)
 - BBC [Smartphone journalism: Videos](#)
 - BBC [Smartphone journalism: Audio](#).
 - [LinkedIn Learning – smartphone video creation search](#) yields many useful resources, all available free of charge to you as a JCU student.
9. If you are using a webcam to record yourself,
- place your script next to your camera so you are looking at the lens and not down at your notes. You can get free apps for your mobile device that will automatically scroll your script as you read so your eyes don't look as if they are gradually looking downwards.
 - sit at eye level with the camera so you aren't looking down (or up), which will distort your features
 - sit close enough to the camera so your facial expressions can be readily seen - head and shoulders works well, with room for your (suitably restrained) hand gestures;
 - consider using an external microphone rather than one built in to the webcam if the sound of your hard drive whirring is picked up on the recording.
10. Your performance
- There's no need to speak slowly or monotonously - be conversational and if appropriate, enthusiastic.
 - Enunciate clearly and try not to breathe into the microphone which will create loud and distracting sounds.



- Don't wear stripes -
 - [Self-recording video tutorial: How to look and sound your best](#) from the University of Rochester.
11. Save your work as the file type required (e.g. MP4 or MP3 for video or audio respectively). You may use a 'save as' option on your recording or editing platform.
 12. Submit your work as directed. This may be by
 - uploading your media to your LearnJCU subject site.
 - linking to a file sharing platform e.g. Google Drive or Dropbox.
 - linking to a video sharing platform e.g. YouTube or Vimeo
 - transferring to external storage e.g. a USB (remember to keep a copy safe)

If you are transferring your files using the internet, make sure your connection is strong and consistent. Avoid using mobile data - use a stable wireless connection such as JCU's Eduroam or your home internet.