Video production 3rd party

This short guide is to be used where you or the client intends to provide their own raw screen recordings for video conversion.

Please also refer to the 'Voice over scripts' guide for further information.

Screen Resolution
Prior to recording, please set your screen resolution to 1920x1080 (full HD) or if not available 1024x768.

If you are unable to change your resolution and the application you are recording is web based, then increase the zoom in your browser.

To change the screen resolution:

Right click on the desktop and click Display settings in the pop-up menu to open the Display settings.
If you have multiple screens select the screen you are going to record on, if you only have one screen it will be preselected.
Scroll down to Display resolution.
Click the drop list and select the required resolution.
If your screen accepts the resolution click the Keep Changes button.
You can change theses settings back once you have finished your recording.

Cursor/Pointer size
To make the pointer easier for the viewer to see. Consider changing the size and colour of the mouse pointer.

Go to your Windows Settings.
Click Devices.
Click Mouse.
Under Related settings, click the Adjust mouse and cursor size link

Drag the pointer size to 2

Change the pointer colour to black

You can change theses settings back once you have finished your recording.

Recording speed

Please record your mouse cursor moves and typing at a steady speed, always ensure that the cursor is fully on the widget (button, link etc) before clicking.

Steady your mouse cursor

Always plan to move the mouse cursor directly and smoothly to the destination. Don't jerk the mouse and ensure that the mouse does not leave the bounds of the screen recording. Remember during production we can zoom the video over a location to make a point.

Pop-up windows

If the result of your action opens a pop-up window and the window is off the screen:

Make a note of the starting position of the mouse cursor at the point your action opened the pop-up window.

Drag the window into the bounds of the screen recording.

Return the mouse cursor to the starting position.

Continue your screen recording.

Text boxes

If you are recording text being typed, ensure your mouse cursor is not obscuring the text box.

Screen recording via PowerPoint

Open the desktop version of Office PowerPoint 365.

Follow the instructions: <u>Record your screen in PowerPoint - Microsoft Support</u>

Important

To prevent corruption of the PowerPoint presentation where there are multiple or long screen recordings. Please make one recording per PowerPoint presentation.