# Checklist for screencasting

*I Have Prepared...*

* figured out the aim of this screencast
* thought about what my viewer will need so they will learn something new from me
* run through the demo without recording so I know I can perform it without getting lost
* made notes on paper so I keep with the flow of the demo when I do get lost

*Scripted...*

* I've listed all the steps that must be shown, read the script to someone else and they agree that it covers everything that's needed
* Written the script to include all the narration, actions and notes that I need

*Prototyped...*

* recorded a prototype and the sound records ok and the screen's text is readable
* checked that the video is as short as it can be – no more than 5 minutes for a tutorial
* during the prototype I made sure to leave in sections where I could take a breath and gather my thoughts
* dealt with external sources of possible noise, my cell phone is off, windows and doors are shut, fans are unplugged and pets are in another room
* checked that the computer isn't under a heavy load so the fan is running slowly and quietly
* practiced smiling when I start to record so I sound happy, relaxed and interested rather than bored or rushed
* read the narration a few times so I don't rush or go too slow
* a glass of water to hand in case my mouth goes dry
* lib balm available in case 'lip smack' sounds come through in the prototype

*Recorded...*

* cleared the recording area of icons and windows that aren't useful
* set my background image to a neutral colour or a useful image like the UBC logo
* checked that all the latest Windows, Flash, anti-virus and Java updates are
* set a pop-up blocker and allowed exceptions for the sites I need
* checked that if windows are opened during my screencast, they appear in the recording region
* cleared my browser's form-field cache and URL history if I'm using the browser
* made sure I don't wiggle the mouse during recording to draw attention to

parts of the screen

* made smooth, sweeping mouse movements when moving between screen

elements

* viewed the final recording and nothing was missed out so the aims I had are

definitely met

*Edited (advanced software only)* *...*

* cut dead scenes from the recording in the editor
* added some zooms so the viewer's attention is directed to the important screen elements
* added highlights to emphasize important parts of the screen when the rest should be faded or blurred
* used text annotations and arrows to add extra information visually which back-up the narration (but do so sparingly)
* checked the narration and removed background noise and silenced 'ums' and 'errs' and loud breaths
* only used one or two types of fade throughout the video and each is quick (about one second long)
* Added an opening title slide with the title and date
* Added a closing title slide with a website and call-to-action details (if they're
* relevant) and the Creative Commons license

*Exported...*

* exported the final video using the proper codec and file container and viewed the exported video for any glitches created during the export process

*Distributed...*

* verified that all copyright permissions have been obtained for licensed materials in my video
* uploaded the video internally and/or externally (which could be public or private)