

Recording tips

Setup

- **Have a practice session** if you intend to use the tablet and have little or no experience using one.
- **Choose the background.**
 - Maroon is the normal background.
 - Green is for [chroma keying](#). (For rooms with windows, green must be used with maroon. The maroon curtain blocks light from outside.)
 - Do not use without any background.
- **Switch on the recording lights**, and **switch off the room lights** when adjusting settings and while recording.
- **Adjust video and audio settings in Camtasia Recorder** before starting.
- **Adjust settings via software only.** The recording room setup has been optimised for a wide range of use. Try not to move hardware or adjust the recording lights.

While recording

- When recording, **leave a pause before you start and stop.** This gives you space to edit.
- If using the green curtain for chroma keying, **make sure the curtain is as flat as possible.**
- **Look at the webcam** when addressing your students.
- **Record with a smile**, even if not using the video. It will make a big difference in the audio.
- **Look at the tablet when annotating.** (During editing, you can remove the webcam view or place the webcam view such that you appear to be looking at the slides.)
- **Change slides using the arrow keys on the keyboard** rather than a mouse-click. It sounds less jarring in the recording.
- **Do not talk over slide changes.** This makes it harder to edit.
- **Save often. Save every few slides rather than record at one go.** This is better than recording for some time, then discovering something is wrong at the end of the long recording.
- **Check the recording after each save.** If you cannot see the webcam in the preview when saving, click *Shrink to Fit*.

After recording

- **Save your work on your own thumbdrive or external hard disk.** The computer account is shared, so delete your files and work before leaving.
- **Remember to clear the browser's history and cache** before logging off.
- **Remember to switch off the PC after use.**
- **Return equipment to their original position.**