Resources to Create
3 Minute Video

Table of Contents

Preparation

Creating Video in Powerpoint

Recording a Live Action Lecture Video

Recording an Over Head Live Action Presentation
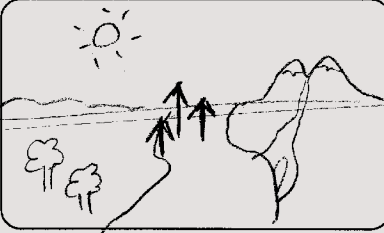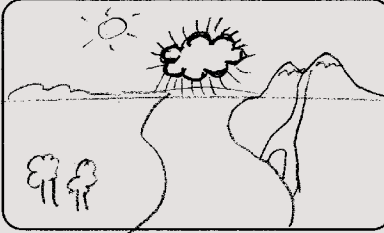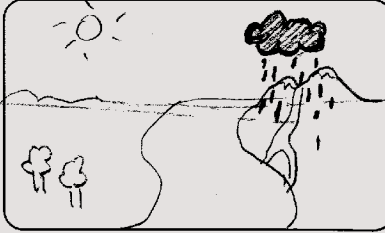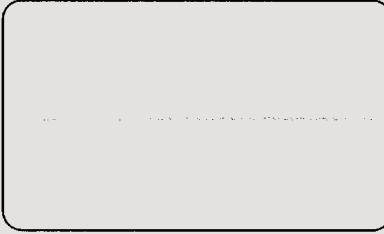
Other Useful Resources

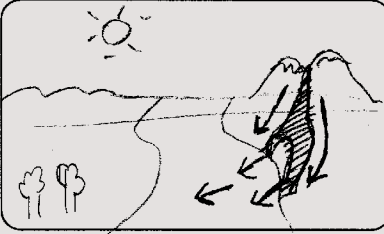# Preparation

1. First create either a storyboard or script to organize the information and timing of your video. Below is a storyboard and a script for an animation of the water cycle.

1. Show arrows for evaporation

2. Show cloud forming for condensation

3. Show rain, cloud rain for precipitation

4. Show streams empty back into river for "collection"

```
1. Show water evaporate from river. -5 seconds
2. Show water condense to form cloud. -5 seconds
3. Show storm cloud move over mountain and rain -7.5 seconds
4. Show water empty back into river from streams -7.5 seconds.
```
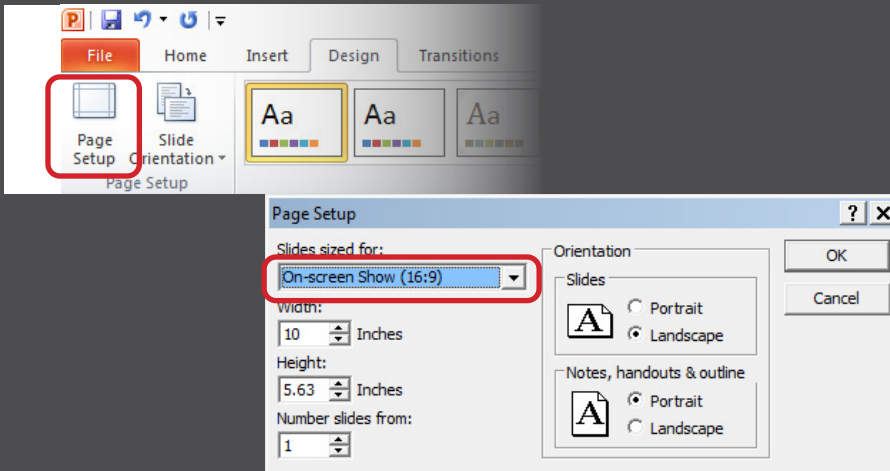
Creating a Video in Powerpoint
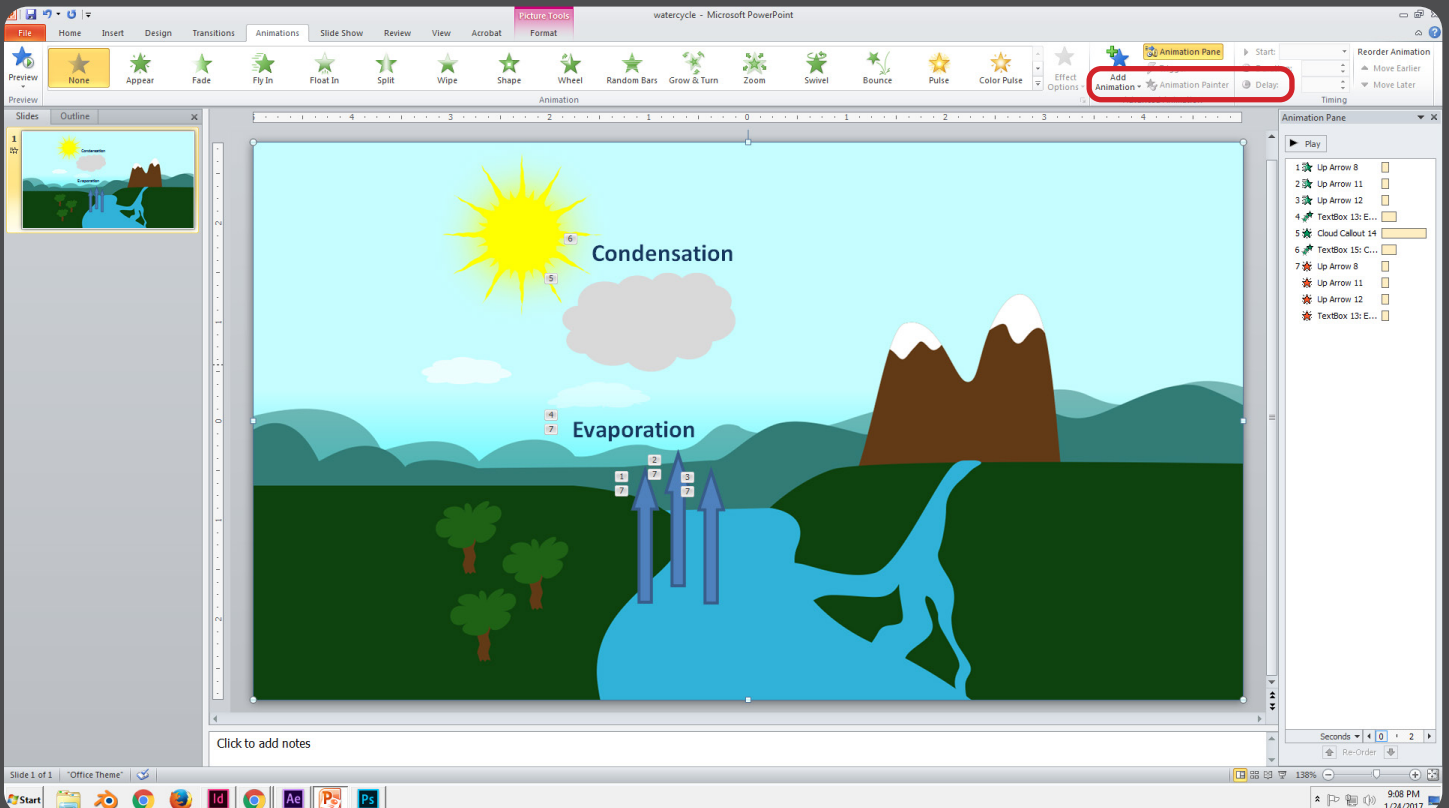
difficulty

accessibility

1. Click Design tab then select "Page Setup", select 16:9 aspect ratio for a widescreen.

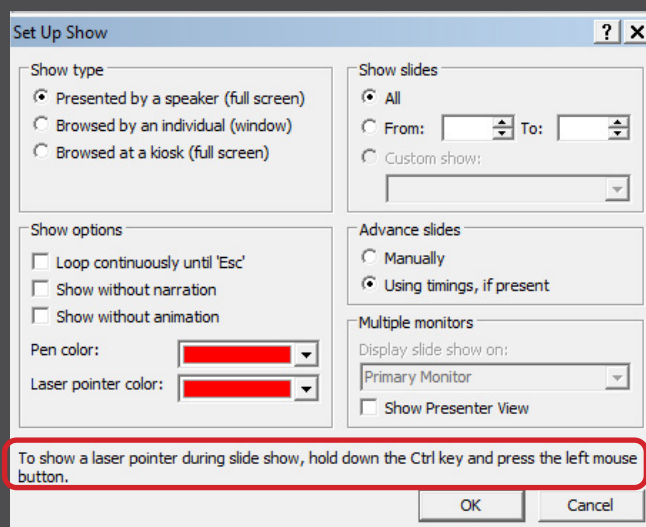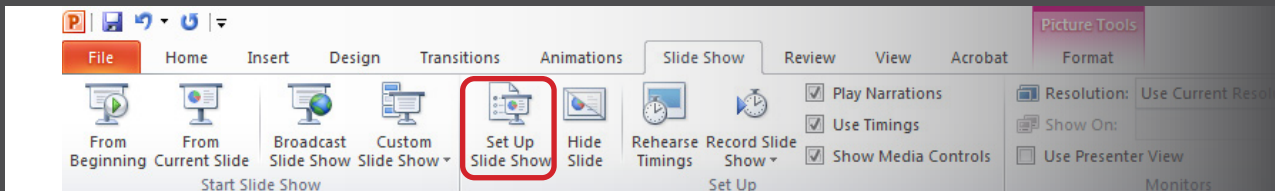2. Create your animations. The animation pane will make organization easier.

Creating a Video in Powerpoint

3. Select the Slide Show tab then select "Set Up Show". Note the options.

4. Select "Record Slide Show". The "Narrations and laser points" checkbox may only be selected if there is an available microphone. The DMC has a podcast mic and an audio recorder which can be plugged into a computer.
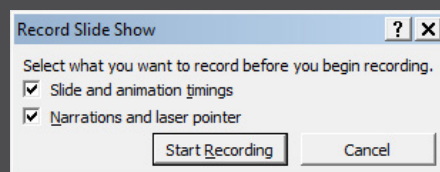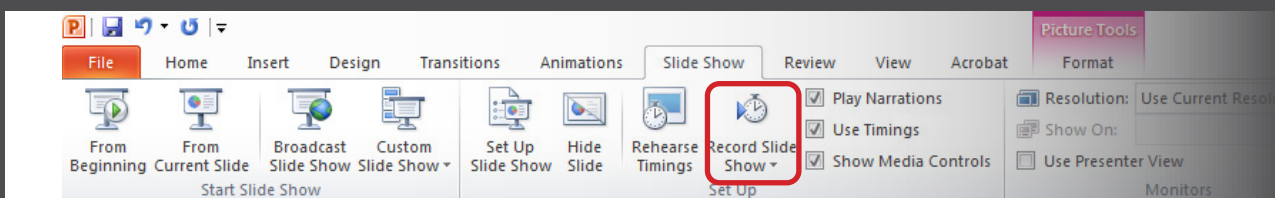
Creating a Video in Powerpoint

5. Once the slide/animation timings and laser pointer gestures have been recorded, powerpoint will remember the timings for the video creation step.

Click File>Save & Send>Create a Video. You will have the option to either use the recorded timings or use the typical powerpoint timings.
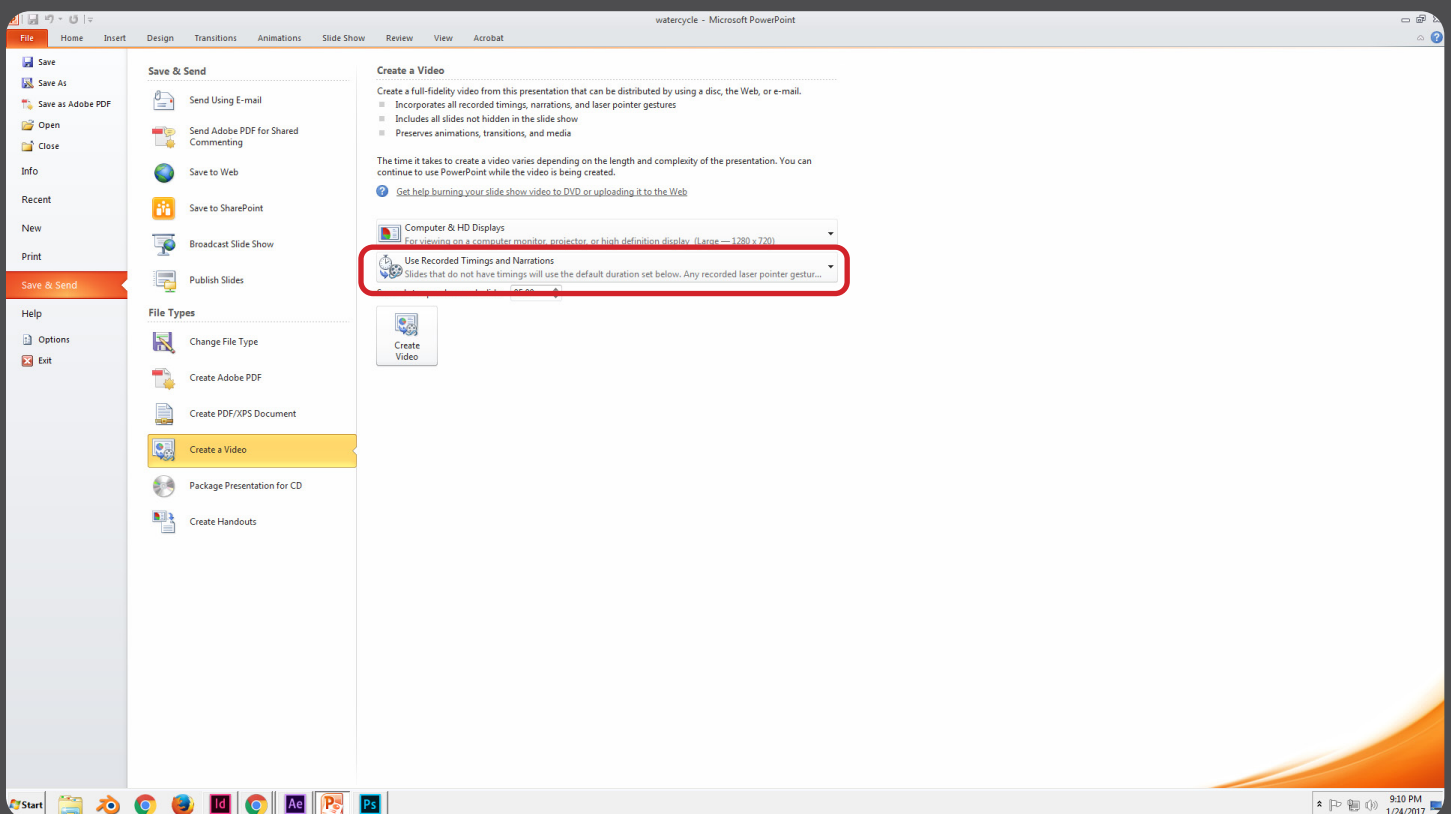
Recording a Live Action Lecture Video

difficulty   *accessibility*

1. Setup a camera and tripod in a well lit room and record your presentation. Cameras, video cameras and tripods can be checked out from the DMC. Select the links below to view DMC equipment.

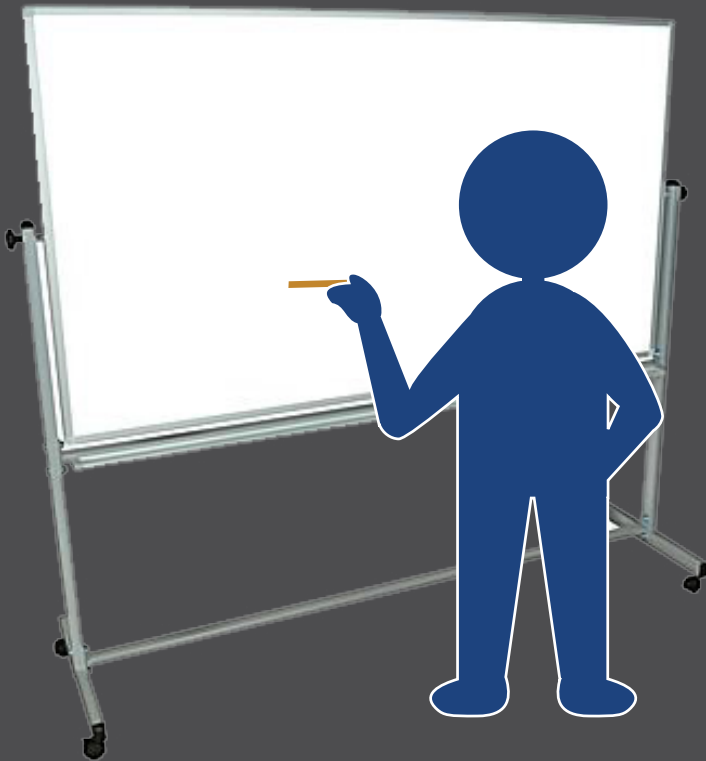Canon Vixia
Nikon D3300
Canon Rebel

Velbon tripod

Tips: **Do not stand directly below or near an overhead fluorescent lamp as it will cause glare or cast shadows. For more controlled lighting, checkout a lighting kit from DMC. When using the lighting kit, set the lights up at 45 ° angles to the whiteboard and set up the camera perpendicular to the whiteboard to avoid glare.**

2. Import media files and edit the video. The DMC offers iMovie, Final Cut Pro and Premiere for use on the DMC computer workstations.

Recording an Over Head Live Action Presentation

1. Mount the webcam on the flexible desk clamp arm. Make sure the webcam is facing down. Make the panel lights facing downward. Try to keep the light even on the white piece of paper to avoid shadows when you are drawing.

Studio Lighting Kit

reserve DMC Studio

2. Using a combination of freehand drawing and moving props, record an overhead performance. Edit and add subtitles in software if desired. For a more detailed guide, click here.

Other Resources

Click each title for more information

DMC audio studio - Camtasia

> Camtasia is software used to record onscreen activity, audio and web cam video and narrate existing PowerPoint presentations. Through Camtasia, you can record, edit, produce and share course content.

Screen Capture Software

> A variety of screen capture software can be used to record on screen presentations. The DMC also has a wacom tablet which can be used together with screen capture to record drawings.

Using Zoom for screen recording

> For familiarity and ease of use, consider recording a zoom meeting with only yourself as a participant. Click here for zoom guide.