Checklist

At the minimum, I have:

☐ written a script and practiced reading it to determine a good speaking speed and intonation.

☐ a quiet place to record.

☐ an uncluttered computer screen with a neutral background.

☐ opened and minimized the files and programs I will need so they are readily accessible.

☐ closed sensitive files and cleared recent searches that might be distracting (or worse, embarrassing).

☐ turned off reminders, pop-ups, and have updated my applications to avoid interruptions.

☐ ensured that the fonts for any text I use are clear enough to read after recording. [advice for appropriate sizes esp. for handhelds]

☐ decided to use a mouse and external keyboard to reduce clicking noises in the finished video (that usually sound more like hammering than clicking).

☐ done a test recording with speaking to check audio levels.

☐ done a test recording to determine if there are any annoying background sounds that can be prevented.

☐ determined how I will handle "flubs" (for example, if I misspeak I will pause for several seconds then begin that section again so it will be easy to edit out the flub)