

**My Mediasite** lets you organize and control your recordings **MDR** is the Desktop Recorder for lectures, demonstrations, reviews and to **upload** different media directly to My Mediasite

Some things to consider before jumping into desktop recording

**What?** What do you want to capture

**Why?** Why should it be captured this way?

**How?** How comfortable are you with handling some of the technology yourself When? When will you create these videos?

**Where?** Where will you create these videos?

### **Thinking About Your Video and Presentation**

- **Video:** Position your webcam so that you (or any sitting subjects) are at eyelevel. Make sure you're centered in the video screen

**Lighting:** Proper lighting is essential for good video quality and even a simple desk lamp can be used as your main light source. Whatever lighting you use, make sure you're illuminated. Turn on any available lights in the room, close all windows and minimize glare from the computer monitor. Make sure the light behind you is not brighter than the light illuminating you. Never use your computer monitor as your light source!

- **Subject and Background:** Position yourself (or the subject) in front of a wall with neutral colors, and avoid angles that place patterns, wallpaper or mirrors in the background. You might also use a blank wall, if one is available, or hang a solid color sheet as a backdrop. If you (or another subject) will be seen in the recording, please wear either light or dark colored clothing (but avoid solid white, bright red and black clothes). Please avoid anything with a small, fine or tight pattern, such as plaids or stripes, and please leave any large or shiny jewelry in your jewelry box at home. These accessories can be visually distracting for viewers. Also try not to use your hands too often as they look very large on video. Position yourself (or the subject) in front of a wall with neutral colors, and avoid angles that place patterns, wallpaper or mirrors in the background. You might also use a blank wall, if one is available, or hang a solid color sheet as a backdrop.

Keep your recording space quiet and comfortable. Clean up your recording area, as a tidy workspace conveys professionalism to your viewers. Turn off all appliances or devices that may create ambient noise, and eliminate all possible distractions and interruptions. Turn off your cell phone, and if you're at home, let other people in the house know you're recording a presentation. And if at home be aware of your pet, cat's love jumping on keyboards! Dogs can start barking. Turn off notifications instant message, email etc

Once your video looks good don't forget; your Audio!!!

**Sound:** Audio capture can be even more important than the video capture, since even the best video capture won't matter if viewers can't hear clearly what's being said. Most webcams have built-in microphones suitable for audio recording. If the audio recorder is separate from the webcam, use a desktop microphone or a headset microphone. If you're wearing a headset, be sure to adjust it so the microphone is about one inch from the corner of your mouth.