# **Self-Help Guide**

# **Video Production**

Use this self-help guide to learn about and find resources to help with the video production process.

# **Prepare (Pre-production)**

**Get Started** 

#### **Plan Your Production**

### **Get Legal Releases**

List of Release Forms

https://university-relations.umn.edu/resources/photographic-likeness-release-fo...

Office of the General Counsel

## **Create Storyboards**

Stanford: Storyboarding

http://acomp.stanford.edu/tutorials/storyboarding

OSU: Storyboards

http://accad.osu.edu/womenandtech/Storyboard%20Resource/

Storyboards from Ten Popular Films

http://twistedsifter.com/2012/12/storyboards-from-popular-films/

## Find Media & Technology

#### **Create & Gather Media Assets**

File Naming & Organization

http://dpbestflow.org/file-management/file-naming

Create Screenshots

https://www.take-a-screenshot.org/

**UMN Library Media Services Images Collection** 

https://www.lib.umn.edu/media/library-media-services-images-collections-guides

Stock Images

Our Brand: How to Convey It https://www.ur.umn.edu/brand/

**University Relations** 

### **Find the Right Equipment**

SMART Equipment

https://www.lib.umn.edu/media/equipment

**University Libraries** 

How to Create a DIY Green Screen

http://blogs.techsmith.com/tips-how-tos/how-to-create-a-diy-green-scre/#.UYK3zS...

Chroma Key

#### **Select Software**

Software Resources at the U

https://www.lib.umn.edu/media/software

Screenflow for the Mac

http://www.telestream.net/screenflow/overview.htm

Screen capture and narration

Audacity

http://audacity.sourceforge.net/

Audio recording and editing

iMovie

http://www.apple.com/mac/imovie/

Video editing and publishing software for Apple Computers

Windows Photo Movie Editor

https://www.microsoft.com/en-us/windows/photo-movie-editor

Video editing and publishing software for Windows comuters

### Plan for Accessibility

UMN: Accessibility and Multimedia

http://accessibility.umn.edu/rich-media.html

DCMP: Captioning Key

http://www.dcmp.org/captioningkey/captioning-key.pdf

Guidelines and Preferred Techniques

YouTube Captions & Transcripts

https://support.google.com/youtube/answer/2734796?hl=en

## **Create Video (Production)**

## **DISCOVER RECORDING TECHNIQUES**

### **Explore Screen Capture Techniques**

ScreenPal

/services-technologies/screenpal

Academic Technology Support Services

https://atlas.umn.edu/service-portfolio/academic-technology-support-services

## **Explore Audio and Narration Techniques**

13 More Tips to Help You Record Narration Like the Pros

http://www.articulate.com/rapid-elearning/13-more-tips-to-help-you-record-narra...

Recording Voice Overs with Audacity

http://www.guidesandtutorials.com/audacity-voiceover.html

# **Edit and Publish (Post Production)**

### **EDIT YOUR VIDEO**

## **Explore Editing Techniques**

iMovie Help

http://help.apple.com/imovie/

Windows Photo Movie Editor

https://www.microsoft.com/en-us/windows/photo-movie-editor

### **Add Closed Captioning**

Captioning

https://accessibility.umn.edu/core-skills/video-captions-transcripts

**UMN Computer Accommodations Program** 

**Automatic Sync** 

http://www.automaticsync.com/captionsync/

YouTube Captions & Transcripts

https://support.google.com/youtube/answer/2734796?hl=en

#### **PUBLISH YOUR VIDEO**

#### **Export to an Appropriate File Format**

MCAD: Format Recommendations for Archiving of Student Work http://kb.mcad.edu/index.php?action=article&id=166&relid=163#time

#### **Put Your Video on a Website**

Embed video using HTML 5 cofing

http://www.w3schools.com/html/html5\_video.asp

Embed Video using YouTube Videos and Playlists

https://support.google.com/youtube/answer/171780?hl=en

**Embed Video into Google Sites** 

https://support.google.com/sites/answer/153305?hl=en

Share Video using Google+

https://support.google.com/plus/answer/1053549?hl=en

#### Make a Video Podcast

Pick the Right Video Archive Format

http://www.larryjordan.biz/picking-right-format-archiving-video/

# **BACKUP AND ARCHIVE**

## **Prepare Your Video for Backup and Archiving**

Backup Your Videos - Overview <a href="http://dpbestflow.org/backup/backup-overview">http://dpbestflow.org/backup/backup-overview</a>