University of Minnesota

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/services/computers-and-printing/software-resources
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
https://dcmp.org/learn/captioningkey
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
https://www.homebrewaudio.com/3506/how-to-record-a-voice-over-with-audacity/

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
http://dpbestflow.org/backup/backup-overview