

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://twistedifter.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 computers

## **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 coding

[http://www.w3schools.com/html/html5\\_video.asp](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>