

# Script - 3-2-1 ... Action!

- Title:** 3-2-1 ... Action!
- Description:** The tutorial will illustrate the 5 steps for developing a tutorial
- Objectives:** At the end of the video, the student understands the whole process and can develop his own tutorial.

## Introduction

**Images:** Title moving 3-2-1 Action

**VideoIntroEmoj:** Hi I'm your funny advisor. I will try to guide you with the 5 steps in recording a video

## Step 1

**Image:** Scenario

**Video1:** Recording with image related to writing a script and a word demonstration

**Voice1:** First step .... Pick a short task or concept that you can describe in about 100 to 300 words. You usually speak about 100 words a minute, and the best videos are three minutes or less. Write the script as conversationally as possible, and read it out loud several times as you walk through each of the steps.

## Step 2

**Image:** record a screen

**Video2:** Recording of the simulation with screenrec showing a simulation of Microsoft Photos editing video

**Voice2:** By simulation, I mean recording the screen actions with Screenrec or any other software. Run through the tasks and set up any kind of information or events you want to show. Make sure the simulation works and is something you can demonstrate in a simple way. You may want to practice it several times to make sure your script matches all the actions you will take.

## Step 3

**Video3:** Recording a screenrec

**Voice3:** As you record the screen tasks, don't worry about your voice. Instead, focus on getting clean, smooth screen actions. Drag your mouse normally and try not to move the mouse around while you talk. Never wiggle your mouse to

emphasize a point. If you stutter or mispronounce a word, don't worry about it. If it's too difficult you can record the voice separately like I did in this tutorial.

## Step 4

### Images:

- English speaking gif
- Voice symchro
- Cellular illustration and gif

**Voice4:** Depending on your level of English conversation, you might have difficulties to synchronize your voice while doing the movement with the mouse. I use my cellular phone to record the text of my script looking at the screen recording actions.

## Step 5

**Video5a:** Video demonstration of Microsoft Photo movement

**Voice5a:** Listen to the audio with the screen recording and remove any long, unnecessary pauses or moments of inaction. For example, if a screen takes too long to load, you can cut out some of the loading time.

With Microsoft Photo, add information where necessary, such as when you want to call attention to some object on the screen. Don't add too many titles either. Keep it simple, showing the user how to do a specific task.

**Video5b:** Video demonstration on how to render the video

**Voice5b:** Render the video to an MP4 format or any other format required. You might have to reduce the size of the video. For this part, you will need a converter like Format Factory.

## Conclusion

**ConclusionVideoEmoj:** I wish you enjoy this video and that you will be able to record your own video. Good Luck!