

## Preparing for a screencast

### 1. Location

- a. Find a quiet spot - carpeting and other “soft” things reduce echo sounds
- a. Close the door - maybe put out a sign that says “Recording Session”
- b. Phone - turn off the sound or forward it to voicemail
- c. Turn off things that make noise (air conditioner, refrigerator, fan, etc.)

### 2. Computer screen resolution - set it to 1024 x 768 or 1280 x 720 (“720p”)

If it’s higher, text is harder to read and video files are larger. This is most important with large screens. How-to: [Windows 10](#) | [MacOS 10 Sierra](#)

### 3. Computer desktop

- a. Background - set it to a solid neutral color
- b. Hide or delete any of these if you don’t want them in your screencast:
  - i. Desktop files and shortcuts or aliases
  - ii. Toolbars, dock, system trays, clocks,
  - iii. Personal information - your name, favorites or bookmarks, etc.
- c. Quit unnecessary applications and turn off notifications
  - i. turn off reminders, alerts, and pop-ups from email, calendar, Twitter, to-do list, text messaging, etc.

### 4. Applications you will be recording

- a. Launch the software
- b. Open the necessary files
- c. Hide unnecessary toolbars
- d. Clear history and “recent” file lists
- e. Arrange your preferred windows, panes, etc.