

Accelerated Capture Guide

Adhering to the following list of guidelines will allow your accelerated capture videos to proceed through the 4D Technologies production process with minimal delays.

IMPORTANT: Realize that, as you are recording, everything that you show in the interface will be seen in the video! Be aware of displaying corporate or personal information that may be sensitive in nature.

While it is possible to blur some sensitive information within the videos, this is a time-consuming post-production process that, if needed excessively, could result in additional production costs and delays in receiving your deliverables.

Timing as You Are Recording:

- Keep in mind that the post-production process will highlight and point out the important things that you are referring to; allow enough time for our producer to include callouts by counting to 3 between clicks.
- Speak at a measured pace—a conversational that is not too fast nor too slow (120 – 150 wpm).

Video Production Tips:

- Use Camtasia 2020 and record to standards in documentation (see Recording Videos Guide).
- Include both audio and video in the recording (see Recording Videos Guide).
- Perform only one task as you explain why and how that task is done (see Lesson Planning Guide).
- State the name of the button that you are clicking when you click it and state what it does.
- Clarify the design intent—describe why you are using the selected tool, versus a similar tool.
- If the button opens another dialog or palette, name that element when it opens.
- Refer to interface elements as they are called by the program—let the tooltips appear to show the name (extended tooltips optional).
- Be mindful of the cursor—click and double-click only when necessary to activate a command or option.

What NOT to do:

- Don't wave the cursor around—click; then, as you talk, slowly move it toward the next element you need to click, or slowly move it to the side, out of the way.
- Don't pan or zoom the view or viewport unnecessarily—remember that the producer needs to add arrows and callouts that do not move.
- Don't go off on a tangent explaining things that don't need to be explained; stick to the one procedure that the lesson focuses on.

Customization Tips:

- Customized user interfaces and custom tools are recommended only if you are recording a custom workflow using proprietary processes common to the corporate program installation and product use.