

## Basic Instruction Guide for Video Recording



### Script for Your Introduction Video

*Note: Please rehearse the script before recording so that you can speak smoothly and naturally. If you choose to record in your national language, please translate the provided scripts accordingly. And don't forget to record your video in 16:9 aspect ratio (standard for YouTube, tutorials, and widescreen videos), such as 1920×1080 or 1280×720.*

#### Script

Hello everyone, I am "Your Name" from "Your Country Name". My native language is "Your Native Language". I am here on TutorPa's YouTube channel and website to teach "Name of Subjects or Courses". "Self-Introduction (At least 30 words and no more than 50 words).

My vision is to provide high-quality, engaging learning content that reaches students everywhere. Through my upcoming playlist, I aim to transform complex concepts into easy-to-understand lessons. Thank you for watching!

In the description of this video, students can visit my profile and register with me. That's all for today!

Don't forget to subscribe to our channel to watch more of my videos and playlists.

The following are example scripts:

Hello everyone, I am Suresh Hotwani from India. My native language is Hindi. I am here on TutorPa's YouTube channel and website to teach Mathematics. I have been teaching Mathematics up to Class 12 across all curricula for more than 35 years. My students have consistently achieved excellent results and often become top performers in Mathematics examinations.

**My vision is to provide high-quality, engaging learning content that reaches students everywhere. Through my upcoming playlist, I aim to transform complex concepts into easy-to-understand lessons. Thank you for watching!**

**In the description of this video, you can visit my profile and register with me. That's all for today!**

**Don't forget to subscribe to our channel to watch more of my videos and playlists.**

----X----X----

**Hello everyone, I am Praise Anointing from Nigeria. My native language is English. I am here on TutorPa's YouTube channel and website to teach Mathematics.** I have been teaching Mathematics up to Class 12 across all curricula for more than 8 years. I specialize in KS1–KS2 Mathematics, SATs preparation, mental arithmetic, and intervention for underperforming learners. My students consistently improve in school assessments and standardized exams through targeted practice, error correction, and mastery-based instruction rather than broad revision.

**My vision is to provide high-quality, engaging learning content that reaches students everywhere. Through my upcoming playlist, I aim to transform complex concepts into easy-to-understand lessons. Thank you for watching!**

**In the description of this video, you can visit my profile and register with me. That's all for today!**

**Don't forget to subscribe to our channel to watch more of my videos and playlists.**

----X----X----

**Hello everyone, I am Komal Mehnaz from Pakistan. My native language is Urdu. I am here on TutorPa's YouTube channel and website to teach Mathematics.** I have been teaching students up to Class 12 across all curricula for more than 8 years. I specialize in English Literature and Linguistics, simplifying complex concepts, enhancing communication skills, and creating a positive learning environment that fosters confidence, academic success, and personal growth.

**My vision is to provide high-quality, engaging learning content that reaches students everywhere. Through my upcoming playlist, I aim to transform complex concepts into easy-to-understand lessons. Thank you for watching!**

**In the description of this video, you can visit my profile and register with me. That's all for today!**

**Don't forget to subscribe to our channel to watch more of my videos and playlists.**

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## Script for Your Teaching Methodology Video (Present a Demo Lecture)

- **For Thumbnail Pic; Video start [5 to 8 Seconds]**  
Today's lecture is on [topic name, course name, or chapter name], based on [mention any book or reference used]. We'll cover the remaining parts in our upcoming videos. [If the current video have remaining parts]

Sample:



- **Second [15 to 20 Seconds]**  
[Discuss the need, importance, the study problem you're addressing, or provide an overview of the content, continue all this with]
- **Next [At least 3 Minutes and Maximum 59 Minutes]**  
[Explanation of your Demo Lecture's Concise Script]
- **2<sup>nd</sup> Last; [30 to 35 Seconds]**  
[Summarize the Main Central Idea or Topic].  
That's all for today! If you like my teaching style, check the links below to register or access study materials, including my profile. Thanks for watching, and have a great day!
- **Last; [10 to 15 Seconds]**  
If you liked this video, Please Don't forget to subscribe to our channel to watch more of my videos and playlists.

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This is not part of the script.

\*Note: TutorPa's content creators will assist you in preparing study materials for your lectures.

## Some Important Instructions For your Video Lecture Recording

### **Speaking Pace**

Maintain a balanced speaking pace—neither too fast nor too slow—while keeping your natural, yet effective, style.

### **Use a Good Microphone (Optional)**

USB Microphones: Easy to use and plug directly into your computer (e.g., Blue Yeti).

XLR Microphones: More professional with better sound quality but requires an audio interface (e.g., Audio-Technica AT2020 with a Focusrite Scarlett interface).

Lavalier Mics: Great for on-camera use, clips to clothing.

Pop Filter/Windscreen: Helps reduce harsh sounds from plosive consonants like 'P' and 'B'.

### **Choose a Quiet Recording Environment**

Reduce Background Noise: Record in a quiet room with minimal background noise.

Soundproofing: Use sound-absorbing materials (e.g., foam panels, blankets, or curtains) to minimize echo and reverb.

Microphone Positioning: Keep the microphone close (but not too close) to your mouth (about 6-8 inches away).

### **Record in a Treated Space**

Home Studio Setup: If possible, designate a small, quiet area for recording. Soft materials like carpets, rugs, or wall treatments can reduce sound reflections.

Portable Vocal Booth: Use a portable isolation shield to control sound reflections.  
**(Optional)**

Use Audio Recording Software **(Optional)**

### **Headphones**

Use high-quality, closed-back headphones to monitor your voice and check for noise.

### **Test Recording**

Always do a quick test to adjust your microphone levels before starting.

### **Minimize Mouth Noises**

Stay hydrated and avoid dry mouth or excessive saliva sounds by sipping water before recording.

### **Record Multiple Takes**

Record more than one take to capture the best version of your voiceover.

Listen back and choose the smoothest, most natural performance.

### **Use Proper Recording Settings**

Sample Rate: Record at 44.1 kHz or 48 kHz.

Bit Depth: Use 24-bit depth for higher dynamic range and quality.

### **Recording Methods**

The method depends on the screen recording software you are using, but generally you can set the aspect ratio in one of these ways:

### **Common Aspect Ratios**

- **16:9** – Standard for YouTube, tutorials, and widescreen videos (1920×1080, 1280×720).
- **9:16** – Vertical videos for TikTok, YouTube Shorts, Instagram Reels (1080×1920).
- **1:1** – Square videos for social media posts (1080×1080).

- **4:3** – Traditional presentation format (1024×768).

### **Method 1: Resize the Recording Area**

Most screen recorders allow you to select a custom recording region:

1. Open the screen recorder.
2. Choose **Custom Area** or **Select Region**.
3. Enter dimensions that match the desired aspect ratio.
  - 16:9 → 1920×1080 or 1280×720
  - 9:16 → 1080×1920
  - 1:1 → 1080×1080

### **Method 2: Adjust Screen Resolution Before Recording**

If recording the entire screen:

1. Change your display resolution to one that matches the desired aspect ratio.
2. Start recording in full-screen mode.
3. Restore your normal resolution afterward.

### **Method 3: Crop During Editing**

If your recorder does not support aspect ratio settings:

1. Record normally.
2. Import the video into an editor.
3. Set the project aspect ratio (16:9, 9:16, etc.).
4. Crop or scale the video to fit.

### **Popular Screen Recorders [If you need it.]**

- OBS Studio: Set the canvas resolution under **Settings → Video**.
- Camtasia: Choose recording dimensions or crop during editing.
- Bandicam: Select a custom recording rectangle with specific dimensions.
- ScreenPal: Choose a custom recording size before recording.

If you tell us which screen recorder you're using (OBS, Camtasia, Bandicam, Loom, ScreenPal, etc.), We can give the exact steps.

### **Thumbnail Pic (If you don't have an idea for the design, our Content Creation Team will design it for you.)**

Design a high-quality thumbnail that represents your content.

#### **Audacity**

Free, open-source software with basic editing tools. **(Optional)**

#### **Adobe Audition**

Advanced tool with noise reduction and sound enhancement features. **(Optional)**

#### **Noise Reduction**

Use your software to reduce any background noise (e.g., Audacity has built-in noise reduction). **(Optional)**

#### **Equalization (EQ)**

Enhance your voice by adjusting bass, mids, and treble.

#### **Compression**

Compress your voice to even out the levels and avoid clipping or distortion.

#### **De-Esser**

Helps reduce sibilance (the "s" sound that can be harsh on recordings).

## Sync Voice with Video (Optional)

You can record voice separately from video, ensure proper synchronization when editing. Most video editing software like Adobe Premiere Pro or Final Cut Pro allows you to align audio and video easily.

## Edit Your Video (Optional; If you have Expertise)

To save viewers' time and maintain engagement, use video editing techniques to cut out unnecessary parts, eliminating unnecessary delays like software installations, loading screens, or steps take time to complete.

Add transitions, text, or graphics to enhance the video.

Adjust audio levels and correct any background noise.

Keep the video engaging by maintaining a smooth flow.

## Laptop Screen Recording (Optional; If you need to use it)

### Step 1: Choose Your Screen Recording Software

There are many tools available for screen recording depending on your operating system and specific needs. Some popular options include:

- **Windows:**
  - **OBS Studio** (Free)
  - **Xbox Game Bar** (Built-in for Windows 10/11)
  - **Camtasia** (Paid, professional features)
- **Mac:**
  - **QuickTime Player** (Free, built-in)
  - **OBS Studio** (Free)
  - **ScreenFlow** (Paid, professional features)
- **Chrome Extensions:**
  - **Loom**
  - **Screencastify**

For this guide, use **OBS Studio** as an example because it's free, powerful, and works on Windows, macOS, and Linux.

### Step 2: Install and Set Up OBS Studio

1. **Download OBS Studio:**
  - Go to [OBS Studio's official website](https://obsproject.com) (https://obsproject.com) and download the version for your operating system.
2. **Install and Launch:**
  - Follow the on-screen instructions to install OBS Studio, and then open the application.
3. **Initial Setup:**
  - On your first run, OBS Studio will prompt you to configure settings. Choose "Optimize for Recording" in the setup wizard.

### Step 3: Configure Your Screen Recording in OBS Studio

1. **Add a Display Capture Source:**
  - In the **Sources** box, click the "+" icon and select **Display Capture**. This will capture your entire screen.

- Name your source and select which screen to record (if you have multiple monitors).
- 2. **Optional: Add a Webcam Feed:**
  - If you want to include your webcam, click the “+” icon again and select **Video Capture Device** to add your camera feed.
- 3. **Set Audio Input:**
  - In the **Audio Mixer**, make sure the correct microphone is selected for audio recording. You can check this under **Settings > Audio** if needed.

#### **Step 4: Adjust Settings for High-Quality Video**

1. **Go to Settings:** Click the **Settings** button in the lower right corner of OBS.
2. **Video Settings:**
  - Under the **Video** tab, set your resolution to 1920x1080 for HD recording.
  - Set the FPS (frames per second) to 30 or 60 depending on the smoothness you want (30 is sufficient for most tutorials).
3. **Output Settings:**
  - Go to **Output** and select **Recording** as the mode.
  - Choose the recording format (MP4 is commonly used and supported by YouTube).
  - Adjust the video bitrate (5000-10000 kbps is good for 1080p recordings).
4. **Save Settings:** Apply the changes and exit the settings window.

#### **Step 5: Start Recording**

1. **Start Recording:** When you're ready, click the **Start Recording** button in OBS Studio. Minimize OBS, and begin performing the tasks you want to demonstrate.
2. **Pause or Stop:**
  - You can use **Pause Recording** if you need to take a break.
  - When you're done, go back to OBS Studio and click **Stop Recording**.

Your recording will automatically save to your specified folder.

#### **Step 6: Edit Your Recording (Optional)**

Before uploading to YouTube, you may want to edit your video to remove unnecessary parts, add annotations, or improve audio/video quality. Some editing tools you can use include:

- **Windows:** Camtasia, Shotcut, or Adobe Premiere Pro.
- **Mac:** iMovie, Final Cut Pro, or Adobe Premiere Pro.
- **Online:** Kapwing, WeVideo, or Clipchamp.

Basic editing steps include:

- Trimming unnecessary sections.
- Adding titles, captions, or transitions.
- Enhancing audio levels.

#### **Zooming (Zoom In & Zoom Out)**

Use zooming effects to highlight important sections, in some cases, you may need to explain a topic more clearly by using zooming techniques. Zoom In on specific details can help emphasize key points and make the content easier for viewers to understand. Explore how zooming can enhance clarity in your presentations.

#### **Add Background Music (Optional)**

Select royalty-free music that complements your video's tone.

Ensure the music doesn't overpower your voice.

### **Upload the Video**

The admin will add you as an editor on TutorPa's YouTube channel, and then you'll have the right to upload the video. Fill in details like title, description, and tags with relevant keywords for SEO. Extract important keywords and hashtags from your script.

Choose the appropriate privacy settings (Public, Private, Unlisted).

### **Subscribers**

**Encourage people around you to subscribe to TutorPa. Your goal should be to reach 100 subscribers within the next two months. This is important because the YouTube algorithm tends to show our videos to more viewers once we have a consistent flow of subscribers from different IP addresses.**