Best practices for using **Panopto Manual Recorder**

Recording a video in Panopto can be as simple as hitting "Record" and "Stop". However, there are a few things you can do prior to recording that can help save you time, effort, and help you produce a better recording. The following guide is to highlight some of those practices and provide tips on getting the best out of your content.

Minimise Environmental Distractions

When recording at home or the office, it is easy to forget about small distractions that can turn out to be huge distractions on screen. To minimise these distractions:

- Silence your mobile and avoid sitting next to a desk phone that might ring
- Mute any sound coming from your music device, TV, radio, etc.
- Wear solid colours if recording with video. Patterns can be distracting.
- Make sure there is nothing distracting behind you that could disrupt your video
- Close your windows and door (consider putting a "recording in progress" note on your door)

Minimise Technological Distractions

- Eliminate desktop distractions (email pop-ups, update notifications, etc.)
- Close all other applications on your computer, except what you are using, and try not to use more than one application at a time.

Recording Tips & Reminders

- Give yourself time to setup to ensure everything is prepared and working correctly
- Make a small recording first to see if the audio, video, and presentation are correct. For instance, a laptop fan on your computer, which doesn't sound very loud, can come across loudly on Panopto.
- Keep your recordings simple.
- Get comfortable with the basics of Panopto and keep practicing to familiarise yourself with the software.
- Making occasional eye contact with the camera creates a connection with your audience.
- Sometimes slides don't keep up with the audio in Panopto, especially if you skip around. Try to stay in the order of your slides to minimise any lag.