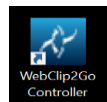


Do It Yourself Studio Manual

Starting out

1. Plug in the USB stick containing your PowerPoint presentation (PPT) and copy your PPT to the local desktop.
2. Your recording will be placed in the DIY folder. The shortcut to the folder is on the desktop. Make sure you have enough free disk space available on your USB stick. File sizes can grow up to 200 MB per minute of video. If needed, you can use a 16 GB USB stick from us.
3. You can also use a video in your PowerPoint presentation. If you do so, it is recommended to use an MP4 file encoded with H.264 video and AAC audio.
4. Make sure the WebClip2Go Controller software is running.

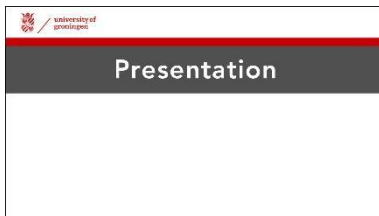


Setup

1. Choose **Start new session**
2. At **Which format...** choose **DIY recording 2.5**
3. At **Which PowerPoint file...** select your PPT from the desktop.
4. At **Use a custom layout for the prompter...** choose **Cue text in main part, small preview...**
5. If you're using the teleprompter (autocue), set **Use speech recognition for prompter** to **Yes** and set **Language** to the language of your presentation.
6. Click **Next**

Specify the layout for each slide

1. Choose (per slide) how you want the video to look. You can choose from:



Slide only



Presenter only



Presenter + slide



Presenter + custom background



Presenter + external source

- External source** could be for example your own laptop with specific software. Connection through the HDMI connector on the desk. Ask our Frontdesk officer for a cable.
2. You cannot change the layout for the first slide. This is always set to **Slide only** and is used as a title screen.
 3. If you want to use the same setting for multiple slides, you only have to set the first slide. All consecutive slides can be left on **<Do not change>**
 4. When you're done, click **Finish**

Position yourself

1. If you want to present standing up, position your feet on the footsteps. If you are sitting behind the table, make sure your head is directly over the footsteps for proper camera focus. Your eyes have to look into the camera lens.
2. Adjust the height of the camera using these buttons:



3. Place the black stand with the Stream Deck within reach (close to the footsteps).



4. Take the Logitech ("Logi") remote clicker in your hand. (It works with a battery. If it's not working please ask help at the Frontdesk).

Recording your video



1. Click the big arrow button on the remote clicker to start the recording or click **Start recording** on the Stream Deck.
2. At the first slide, wait until the yellow bar turns green and click the button on the clicker to proceed. It's best to stay quiet during this first slide, as you're not in view yet.
3. From slide 2 onwards, progress through the slides by using the remote clicker.

4. If you use the teleprompter (autocue), check if the teleprompter speed matches your reading speed. Do a full run through with your presentation. If the teleprompter goes too fast or too slow, use the buttons **Speed up teleprompter** or **Slow down teleprompter** on the Stream Deck to adjust the speed. After you set up your speed and you're satisfied, end your presentation by clicking all your slides to the end. Then restart the recording by pressing the clicker and start your recording.
5. When you are finished with your last slide, click once more and you'll end the recording (and the red university screen will show up in the bottom right hand corner).

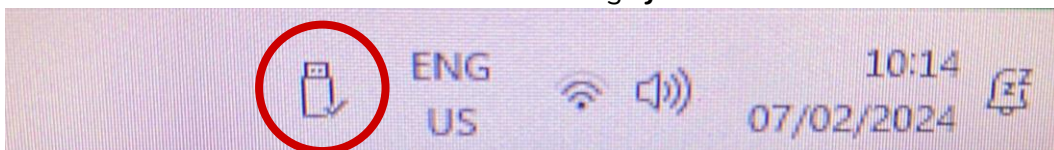
Note: There is **no** Pause Button so if you make a mistake, or the presentation is not going to your liking, you can stop the recording by clicking **Cancel recording** on the Stream Deck. This will delete the current recording. You can immediately record your presentation again using the same settings as before by clicking the remote clicker again.

Reviewing your recording

1. After your recording, you can watch your video by clicking the **Play last recording** button on the Stream Deck. The video will start playing on the prompter monitor.
2. You can stop the playback by clicking **Reset payout** on the Stream Deck.
3. If you want to re-record the presentation with the same settings, just click the big arrow button on the remote clicker again.

Finishing up

1. If you are satisfied with your recording, choose **End session** on the computer. The system will now transfer your last recorded video file into the DIY folder on the desktop. This process can take several minutes to finish, depending on the length of your recording. When WebClip2Go is **ready for a new session** in fullscreen the recording is finalized.
2. Then copy your recordings from the DIY folder to your USB stick.
3. Before removing the USB Drive, it's recommended to safely remove it by clicking on the icon on the Windows taskbar and selecting **Eject USB Drive**



4. Delete all your files. We are not responsible for privacy issues.