

# DIY-Studio

## Manual

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## Introduction

The DIY-Studio is situated in the Spiegel building, room 206. The studio has all the features of a standard studio with excellent sound, lighting, autocue and a PowerPoint PC. Still, all the processes are automated so that you can operate them by yourself as a teacher. The system is developed by Burst video, and the software solution is called WebClip2Go.



PHOTO 1: OVERVIEW OF THE DIY STUDIO

## Features

You can use the DIY-studio to record videos with several templates. You can use the autocue for your prompter text or you can use it to show your slides only. There is also option to create ISO recordings. These are isolated video recordings of the green screen video so you can edit the raw video later. In that way you can use the studio to record videos and use the material in video editing software (e.g., Adobe Premiere).

## Recording a video

The studio is being controlled via PowerPoint. Depending on the templates and the lay-out you can control the camera and the directing of the recording. You can choose when and where you need to be visible in the video. Also, if you are using the autocue, the text will be imported via PowerPoint notes. You can also use the autocue for your presentation instead of text.

## Clothing advise

When you stand in front of a green screen it is obvious not to wear anything green. The green color is "keyed away" from the video. Full white or black clothing is not proffered, because this contrasts too much with your face. Thin striped designs can cause a "moire effect" that can distract the viewer. Other than that colorful clothing is advised and maybe take some extra options with you when visiting the studio.

## Booking the studio

The availability of the studio can be checked via this booking form: <https://studio.planner.utwente.nl>. Each reservation request is processed manually by the video team. When you have requested support, we will allocate a video team member to support you-

## The Workflow

### Preparation

The studio is PowerPoint driven. All scenes, cameras, inputs, and lighting are controlled per slide. In the DIY software, you specify what needs to happen per slide. For example: 'PowerPoint Full Screen' or 'PPT + Presenter on the Right.' When no change is made, the system will continue with the setting of the previous slide.

You can use the studio with a presentation as you would do in, for instance, a lecture hall. There is a template available that is called "virtual studio." If you want more control over your recording and visuals, you can use the "microlecture" template. With this template, you can be visible on your presentation in various settings (right, left, small, etc.).

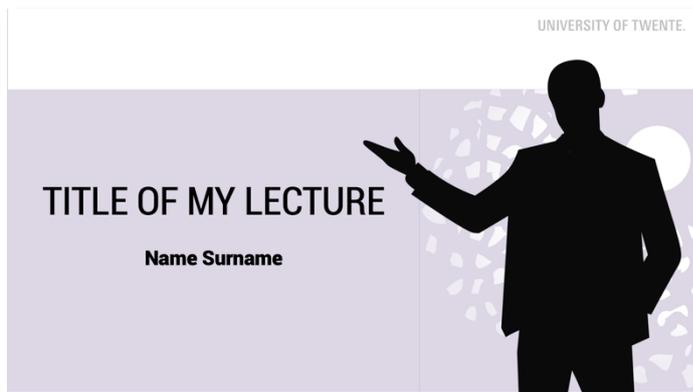


PHOTO 2 : SCREENSHOT MICROLECTURE TEMPLATE WITH A PERSON PLACEHOLDER

## Autocue

The autocue is a monitor with a tilted mirror in front of the camera. You can look directly into the camera lens and project text or visuals in the mirror to support your video presentation. If you use text for the autocue, you must put this in the notes field per slide. The speed of the text on the autocue can be controlled via speech recognition.



PHOTO 3 : AUTOCUE OF THE DIY STUDIO

When you have animations in your PowerPoint, you can give yourself "click" instruction cues in the autocue. You can use the word <<click>> with double greater and less than signs. The speech recognition will skip these words, but you have a cue for yourself when to start an animation within your slide.



So what is the affective domain? <<click>> The affective domain focuses on attitudes, motivation and values that <<click>> express themselves in statements of opinions, beliefs or an assessment of worth. <<click>> These expressions can be the trigger for showing a certain behaviour. Let's take a look at some examples.



So what is the affective domain? (click)  
The affective domain focuses on attitudes, motivation and values that (click) express themselves in statements of opinions, beliefs or an assessment of worth.  
(click) These expressions can be the trigger for showing a certain behaviour.  
Let's take a look at some examples.

PHOTO 4 : USE OF <<CLICK>> INSTRUCTIONS

There is a [microlecture PowerPoint template](#) on the DIY studio website to get started. But you can also use your own PowerPoint designs.

**Note: There are a couple of restrictions to take care of to use the studio smoothly**

- 1) No animations on the first slide of the presentation
- 2) Do not use any hidden slides
- 3) Don't use animations from a master slide
- 4) Only animations that are programmed in the slides

## Starting up the studio

Press the start button for 10 seconds when starting up the studio.



PHOTO 5: ON/OFF BUTTON DIY STUDIO

## The PowerPoint PC

Before starting a new (series) (of) recording(s), create a temporary folder on the desktop where your PowerPoint and videos will be stored.

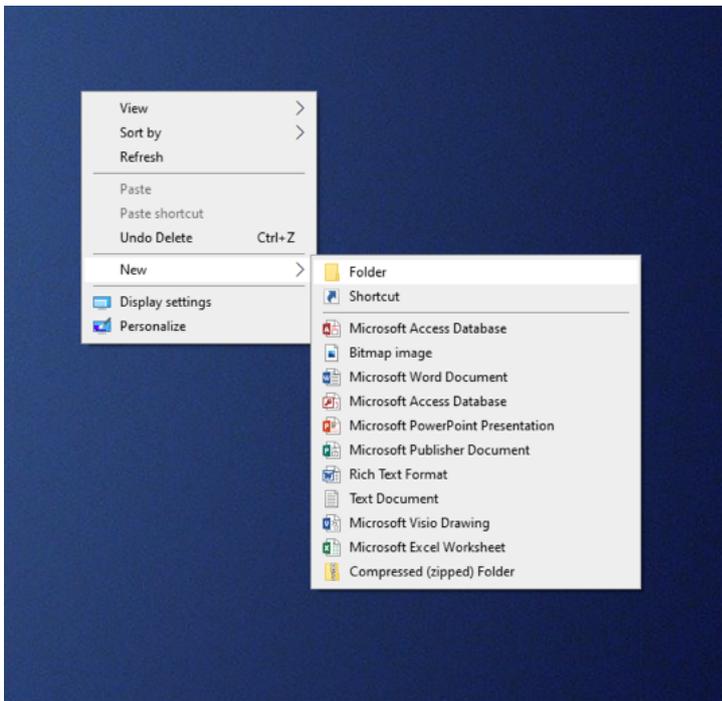


FIGURE 1: CREATE A NEW FOLDER

You can use your "Name" and "Surname" to indicate it is yours. For instance, "ML-Name-Surname."  
You can upload (or download) your PowerPoint presentations in this folder.

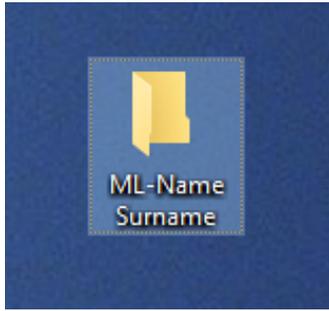


FIGURE 2: NEW FOLDER ON THE DESKTOP

Now, start the WebClip2Go application.



FIGURE 3: WEBCLIP2GO APPLICATION

Start a new (recording) Session.

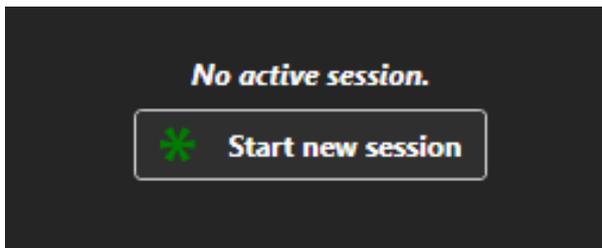
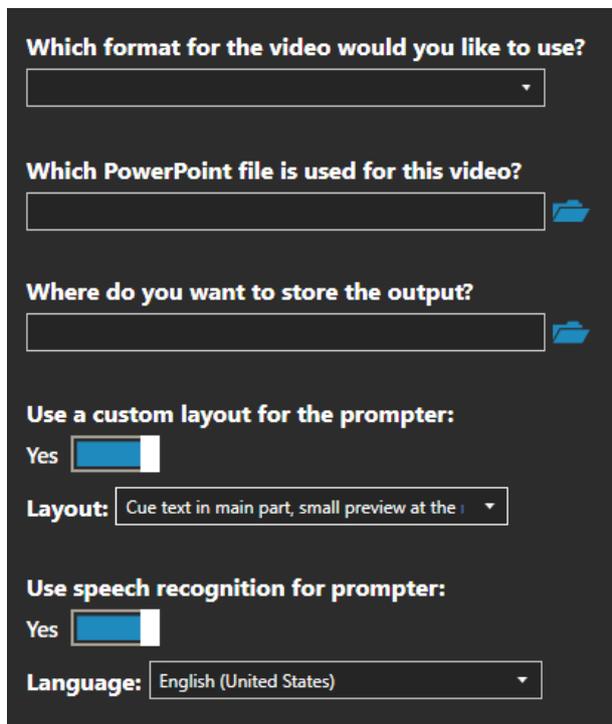


FIGURE 4: START NEW SESSION

After starting the WebClip2Go client software, you must choose several options and load your PowerPoint. Here is an overview of the screen:



The screenshot shows a dark-themed settings window with the following elements:

- Which format for the video would you like to use?**: A dropdown menu.
- Which PowerPoint file is used for this video?**: A text input field with a folder icon to its right.
- Where do you want to store the output?**: A text input field with a folder icon to its right.
- Use a custom layout for the prompter:**: A toggle switch labeled "Yes" that is currently turned on.
- Layout:**: A dropdown menu showing "Cue text in main part, small preview at the".
- Use speech recognition for prompter:**: A toggle switch labeled "Yes" that is currently turned on.
- Language:**: A dropdown menu showing "English (United States)".

FIGURE 5: FORM TO FILL WITH EVERY SESSION



The format is essential for the working of the studio. Contact the Video team if you want to customize the template.

Next, choose your PowerPoint presentation and the directory to save your recordings. Also, choose the speech recognition language. English and Dutch are provided.

You can customize the prompter layout. The most common is the "Cue text main part, small preview at the right", as shown in the photo.

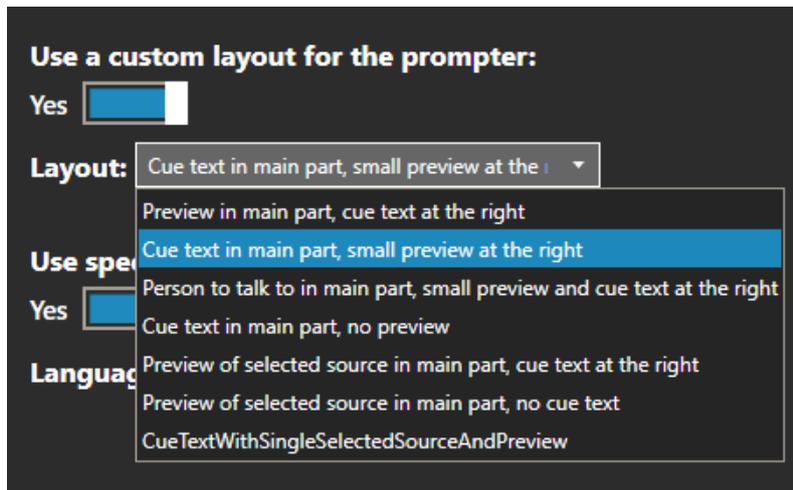


FIGURE 7: LAYOUT OF THE AUTOCUE (OR TELEPROMPTER)

If you do not have autocue text, you can choose:

*"Preview of selected source in main part, no text"*

Then only the PowerPoint is shown in the autocue, and you can give your presentation.

Choose "Next":

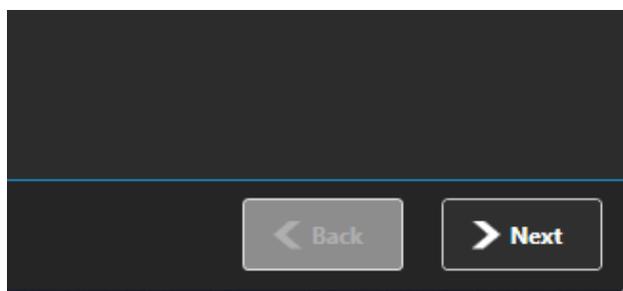


FIGURE 8: GO TO THE NEXT SCREEN

On the next screen, you will see your PowerPoint presentation. You must select the layout per slide: "Presenter on the right" or PPT "full screen." With this powerful option, you can choose if you are on or off the camera as a presenter. There are many different options possible.

Every slide will automatically choose the layout from the previous slide if there is no change. So, you only need to change the layout if it should change.

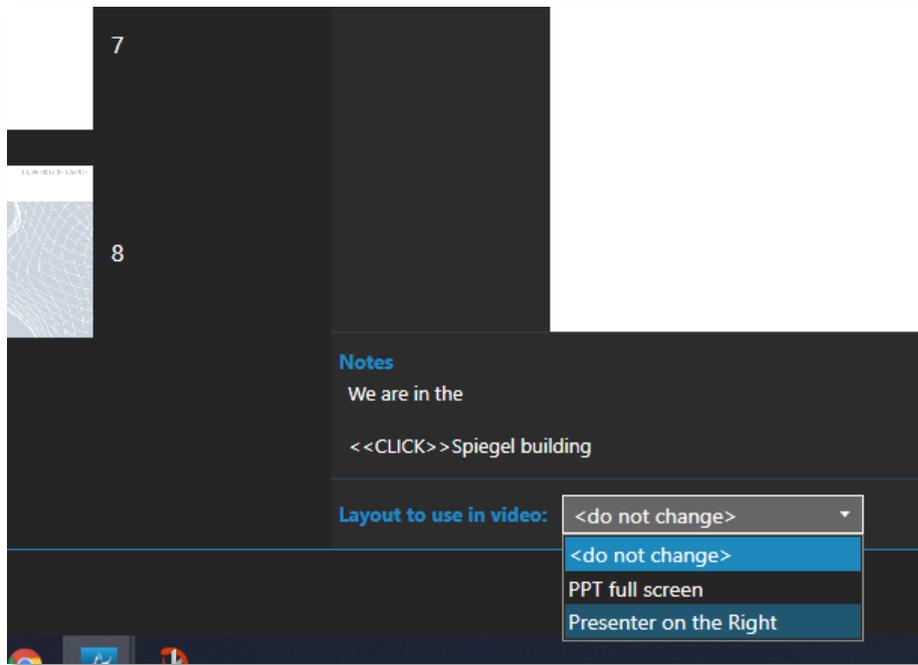


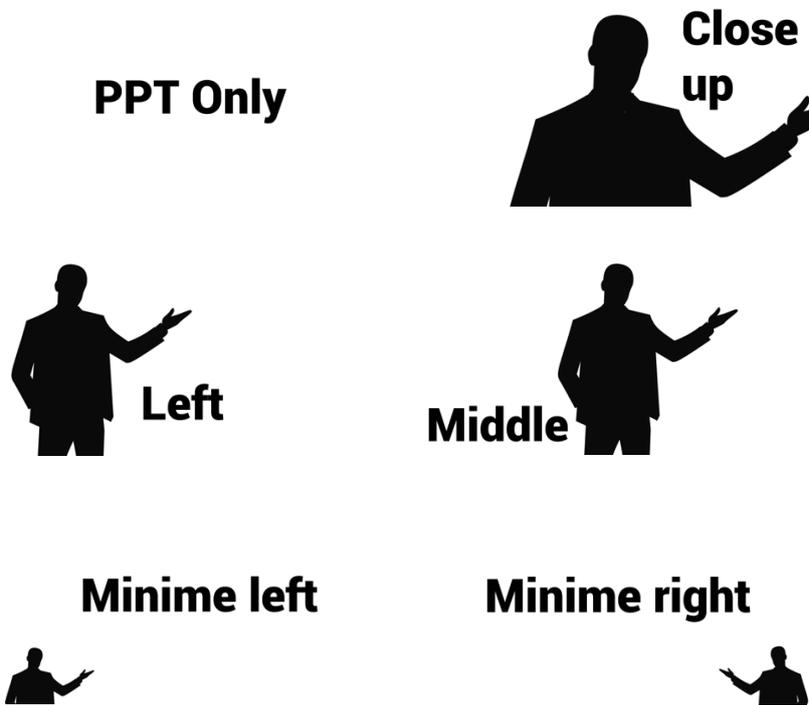
FIGURE 9: SELECT A LAYOUT PER SLIDE

Note: in the current templates, the presenter is always visible on the first slide and will stand on the right.



FIGURE 10: POSITION OF THE PRESENTER IN THE FIRST SLIDE OF THE VIDEO

Here is an overview of the other options currently available (per slide):



Next click "Finish" to start a recording session:

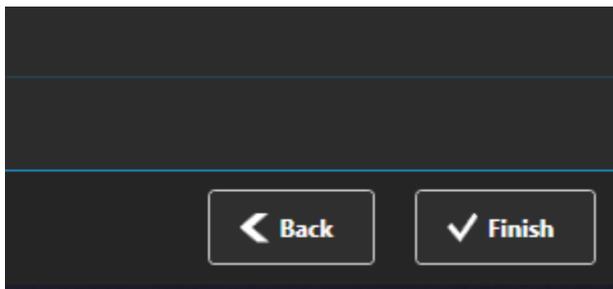


FIGURE 11: FINISH TO START A SESSION

The next screen should appear on the PowerPoint PC. The presentation is prepared, and you can leave the PC at rest and go towards the next step.

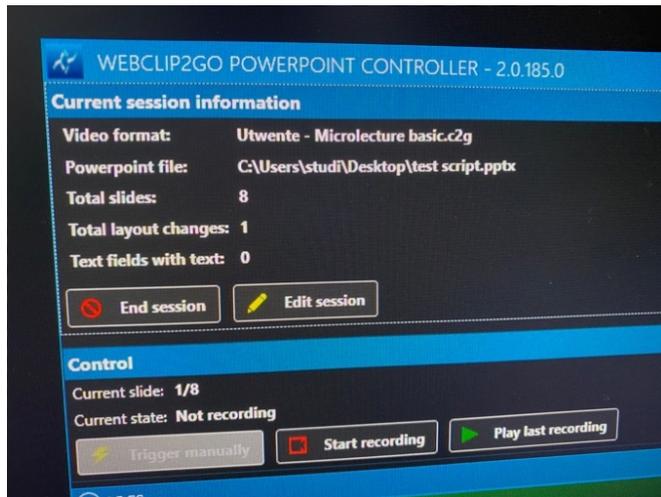


PHOTO 6: READY TO START A RECORDING

## Start a recording

You can adjust the height of the autocue by levelling your eyes on the sticker on the side. Make sure that your eyes level the sticker exactly. Otherwise, you are too low or too high in the video recording.

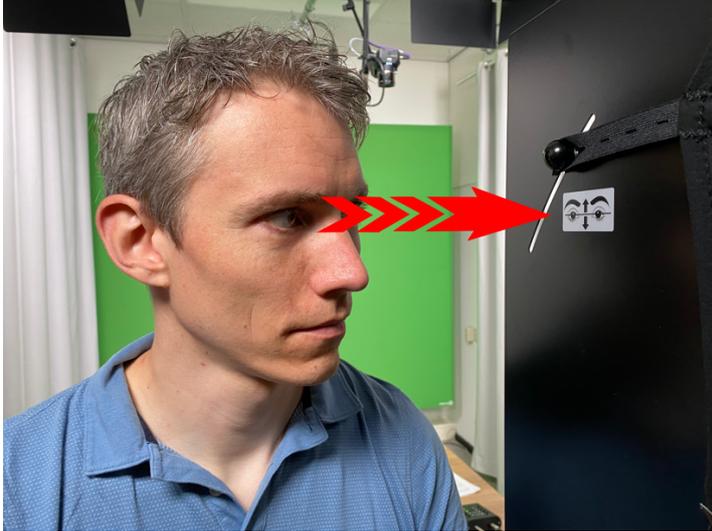


PHOTO 7: ALIGN THE HEIGHT OF THE AUTOCUE



PHOTO 8: ADJUST THE HEIGHT

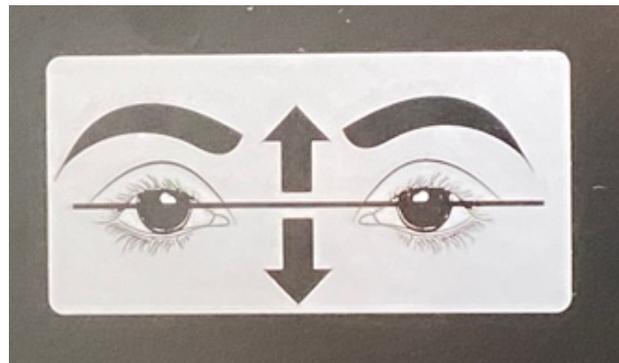


PHOTO 9: ALIGNMENT STICKER

The steps on the floor mark the place to stand. In the room on the floor is a “doormat” where the best place is to start your presentation. Stand here to record.



PHOTO 10: MAT ON THE FLOOR

There are several controls that you can use for your recording. We are not addressing all of them in this manual but only the essential ones to control your recording.

Use the Logitech wireless controller for the easy start and control of your PowerPoint. Alternatively, you can use the small (wired) controller with the black button to start a recording or go to the next slide.



PHOTO 11: RECORDING CONTROLS

Now you are ready to record a lecture. Point the Logitech remote towards the screen, and the counting down starts. You only have to press the play button once and get ready while the counting down starts.

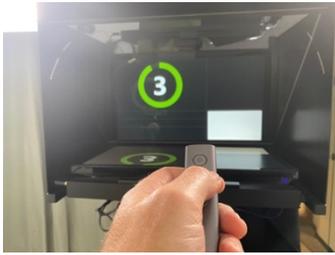


PHOTO 12: "3"

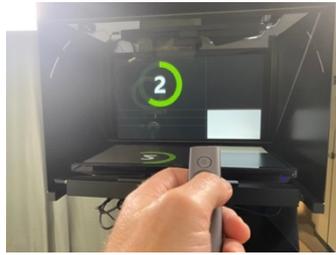


PHOTO 13: "2"

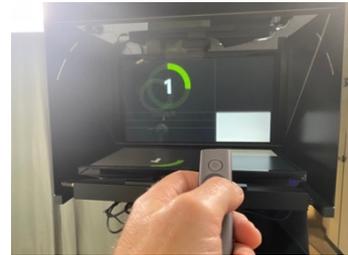


PHOTO 14: "1", GO!

If you use the settings for speech recognition, the autocue will automatically follow your voice. You can click on the next slide after you finish the text. Clicks within a slide should appear with the <<click>> instructions you provided within the PowerPoint notes.

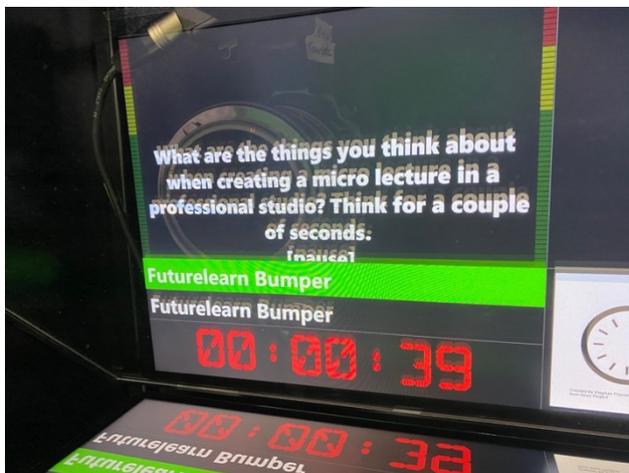


PHOTO 15: AUTOCUE TEXT AND INSTRUCTIONS

After finishing your recording, the PowerPoint PC should end up with this screen:

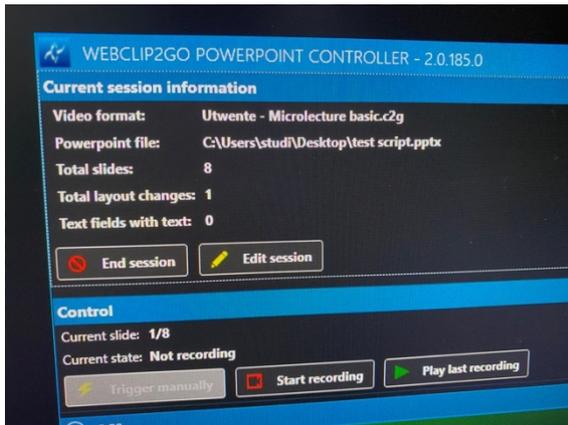


PHOTO 16: START/ STOP/ END SESSION

When this screen is available, you can look back at your recording via the play ">" button on the bottom right of the large controller.



PHOTO 17: LARGE CONTROLLER

You can still re-record the same presentation if you want another take of your presentation. If you are happy with the recording, you can press "End Session" on the PowerPoint PC.

## Finish the recording

The video recording(s) of your presentation can be found in the folder you provided in the first steps. You can send these via [wetransfer](#) or [SURFfilesender](#) to yourself for usage.

You can also use the UT YuJa video portal to publish your material. More information can be found here:

[www.utwente.nl/yuja](http://www.utwente.nl/yuja)

After saving all your presentations and recordings, you can leave the studio and press the on/off switch for 10 seconds. You can leave the studio as it shuts down automatically.



PHOTO 18: POWER DOWN THE RECORDING STUDIO