

How to record videos using kPoint

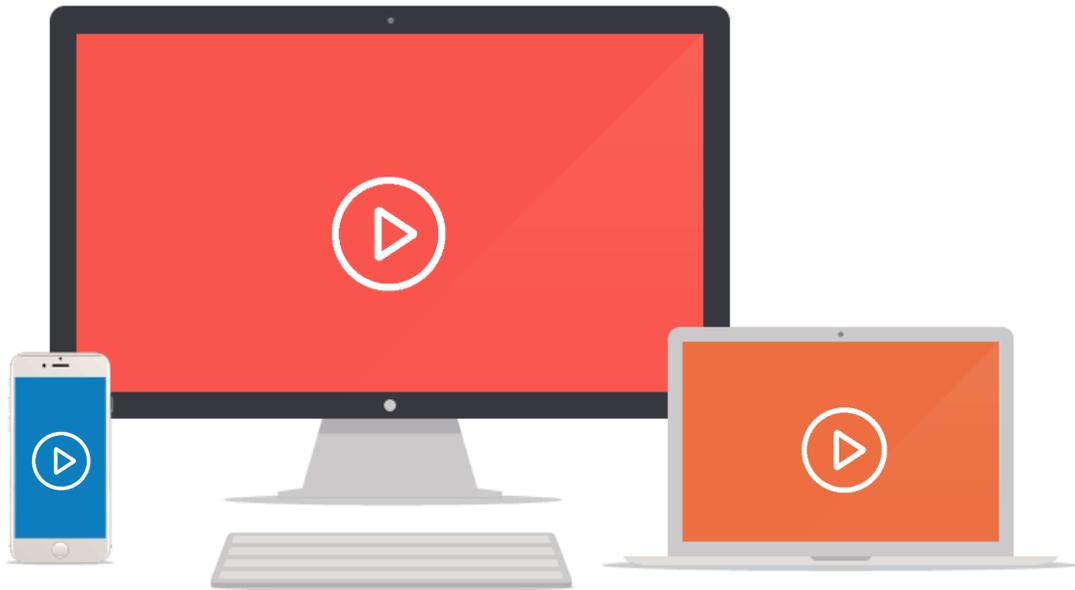


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Introduction

Videos are of multiple types. The videos that require very high level of finesse can be created externally and imported on kPoint. These videos are typically used in use cases such as advertising.

However, the videos that are primed on content and the finesse can be sacrificed at bit and can be created using kPoint's recorder. These videos are typically useful in the closed user groups.

This write-up introduces the stages in video creation and provides the references to the relevant material. We also conduct online demo of kPoint for our customers. You can schedule the training program by writing a mail to helpdesk@kpoint.com

Prerequisites to create kPoint videos

In order to 'Create' video, you need to log-into the system and should have the creator rights. If you do not have the creator rights then please contact the Site Administrator or write to the 'Help desk'. Help desk can be reached by sending the e-mail at helpdesk@kpoint.com .

Set up

This involves the following:

- Content creation in kPoint requires installation of Adobe Flash player. Click here to verify if you have the latest Adobe Flash player: [Verify status and Version of Adobe Flash Player](#) .
- In case, you down not have Flash Player installed, then you can download it from the Adobe site. As a help we provide the corresponding link from our support site. Please do click here: [Download Flash Player](#)
- Installation of Plugin: To install kPoint plugin, please visit: [Install kPoint Plugin on Windows](#) (Windows users), [Install kPoint Plugin on Mac](#) (Mac Users).

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- Tuning the peripherals and ensuring bandwidth: This video explains the process for tuning of peripherals: [Tune your peripherals](#)
 - Setting up the environment
 - It is ideal to have the lights from the front side of the presenter and not on the head or from behind
 - Microphone distance should be adjusted to ensure clarity in the voice
 - Do ensure noise free environment while recording

Creating videos

There are two mechanisms via which you can create kPoint videos and populate them in the kPoint Server.

Using kPoint Studio to create video

kPoint empowers you to create complete video using your desktop and standard peripherals such as Camera, Microphones. In the process of creating the videos, you can incorporate: Desktop content, import another video, incorporate standard presentations.

To get an overall understanding of video creation using kPoint, watch this video: [Video creation using kPoint](#)

Importing existing videos to kPoint

1. kPoint provides a facility to upload an existing video on the platform. kPoint's upload support MP4, AVI, MPEG, WMV, and FLV video formats.
2. The file limit is 150MB, if uploaded from kPoint Studio and 1GB, if uploaded from kPoint Express. If you have a file size larger than 1GB, please contact helpdesk@kpoint.com and our support team will assist you.
3. If a video is to be made without using kPoint and so that it can be later upload on kPoint Server then keep an aspect ratio of 16:9 and resolution of 1920X1080 to get the best out of the content. Preferably upload a test video in kPoint Server before you start actually recording and uploading the final content. The image below illustrates the 16:9 aspect ratio.

Right - 16: 9 Aspect ratio	Wrong - 16: 9 Aspect ratio
Below image represents correct video aspect ratio which covers entire black area	Below image represents wrong video aspect ratio, it should cover the entire black background
	

Importing Webex recordings

You can also upload the recorded WebEx sessions. This requires conversion of the WebEx recordings to the format that kPoint accepts and subsequently uploading of the video.

Here are the details for the same: [Upload WebEx sessions to kPoint](#)

The above will enable you to create video. However, we encourage you to browse through the sections below: Guidelines to curate videos and Guidelines to create quality videos.

Support videos

We have support videos on various topics available on [Support Videos](#) You can spot the right video via search option.

Helpdesk

If you have any queries, face any challenges, want to share any criticism or positive feedback then please write to helpdesk@kpoint.com and our support team will respond.

kPoint Training

We conduct kPoint training on a regular basis. One can reach out to helpdesk@kpoint.com to block the training calendar.

Guidelines to curate videos once they are recorded

Once kPoint videos are recorded, they can be further enhanced to provide better experience to the end user. Here are different ways to do the same:

Add annotations (in studio mode) to highlight important parts of the video. Annotations focuses the attention of the viewer at the right place and for appropriate length of time.

Here are the details for the same: [How to add callout in a clip](#)

Zoom into the video to enable the focus: When a screen is shared in kPoint video, it tends to have lot of content. Additionally, the fonts may be small. Therefore, in such case, you can zoom the appropriate portion of the video to focus on the specific area of the screen. Zoom feature enables the focus and readability when desktop content is shared.

Here are the details for the same: [How to zoom into a clip](#)

Use Quiz to enhance the engagement with the video. Quiz feature enables kPoint to throw multiple choice questions as one views the video. One can add Quiz questions to trigger critical thinking, emphasize key points.

Watch this video to see the procedure for adding Quiz: [How to add Quiz](#)

Video Editing: Mostly, at the start and end of the clip, there is a likelihood of pauses, distractions. kPoint allows you to 'Trim' the start and end portion of the Clips to eliminate the unwanted content. Each clip should be of small duration. Therefore, if a Clip had to be Edited in between, then it is better to re-create it again.

Watch this video to see the procedure: [How to Trim a Clip](#)

The Settings in kPoint video allow the owner to beautify the video in multiple ways. Use settings to provide appropriate name to the kPoint video, add relevant

description. Add proper image to the video and change the permissions of the viewership of the video.

Guidelines to create quality videos

The guidelines for creating good quality videos are described in terms of: 1. Story board and script 2. Set up and 3. Tips .

Story board and script

1. Define the objective of the Video:
 - a. Get an understanding of viewers persona
 - b. Identify what you wish to achieve
2. Identify how you will convey it, what will be the sequence. Example:
 - a. Introduce the topic
 - b. Narrate examples
 - c. Explain the theory behind the topics
 - d. Show the case studies
 - e. Encourage viewers with pointers to additional topics

Take care that the Video will hold the attention of the viewer. Have a good introduction. Introduce the topic at the beginning, talk about pre-requisites. Data shows that 80% of viewers exit in first minute. So, have an attractive start.

3. At the start of the video, do draw the attention of the viewer to the interactive features of kPoint e.g. how he/she can ask questions, add comments, and search.
4. Decide the appropriate delivery mechanism
 - a. Plan out when to show presentations, demonstrate via desktop share, display the content from the net, play another video and include MCQs
5. Duration: The duration of the Videos should be less than 20 minutes. In fact, try to reduce it further. You can sequence the topics via playlists
6. Have the entire narration script ready and rehearsed. This will avoid any interruptions such as pause, unwanted narrations.
7. To start with create a 30 seconds test video. This video should include all the kPoint features that you plan to use (e.g. Desktop share, MCQs, etc.). This will iron out many common issues such as placement of microphone, bandwidth, and

delivery style.

Set-up

1. Recording area
 - a. Ensure that the area where you are recording is noise free. Switch off unnecessary fans, air-conditioners. Phones should be in silence mode.
 - b. Set up a solid color backdrop for video capture. At least, do ensure that your background is clutter free
 - c. To avoid echo, avoid empty room.
2. Lighting:
 - a. Make sure that the environment is well lit. Light should be on your face.
3. High quality microphone to capture the voice:
 - a. Have a good quality audio recording system.
 - b. Placement of the microphone is also important. If microphone is too far, the audio will not be clear. If microphone is too close, the audio might be muffled, and might be a little bit noisy.
4. Infrastructure
 - a. Ensure that you have correct infrastructure in terms of bandwidth, network and software. Refer to pre-requisite section in <http://support.kpoint.com> .

Tips

1. The speed of narration is important to ensure that the users can follow the content of the video. Do note that the audience from other countries may not be able to keep up with your narration speed.
2. In case of screen capture, you may be doing two actions simultaneously: You may be describing the topic and at the same time, typing on the screen. Normally, we tend to speak faster than the actions on the screen (mouse movement, typing). Hence, slow down your mouse movements to synchronize it with your speech.

For most software product demos, it is better if you first say what you are going to do and then slowly do it with your mouse on screen.

3. If you wish to incorporate external voice in the screen capture, then first create a good audio file, subsequently record the video while listening to the audio. Creating an audio after watching the video is always difficult.
4. In Studio mode of content creation, you can replace the voice with professional voice. However, do not replace audio after video recording yourself in camera, as it may lead to lip sync issues. In such cases, it is better to create an external video with proper voice and upload it in kPoint.
5. When you are speaking in-front of camera, few simple steps enhance the quality. They are described in this video: [Create good videos](#)