



CAT2 - Recording a Training Video

Background

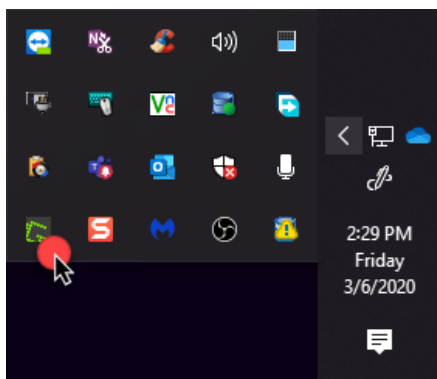
The following SOP goes over instructions on how to record a video for training purposes and is intended for readers who don't have a preferred screen-capturing software. If available, please use the official Documentation tools, TechSmith's Snagit and Camtasia.

[OBS Studio](#) is a free and opensource software program for video recording and live streaming (largely used by the gaming community). You can use this tool to capture not only your video and audio but your screen as well.

[Greenshot](#) is a free and open-source screenshot tool if you do not like the Windows default. You may need this for inserting images into your presentation.

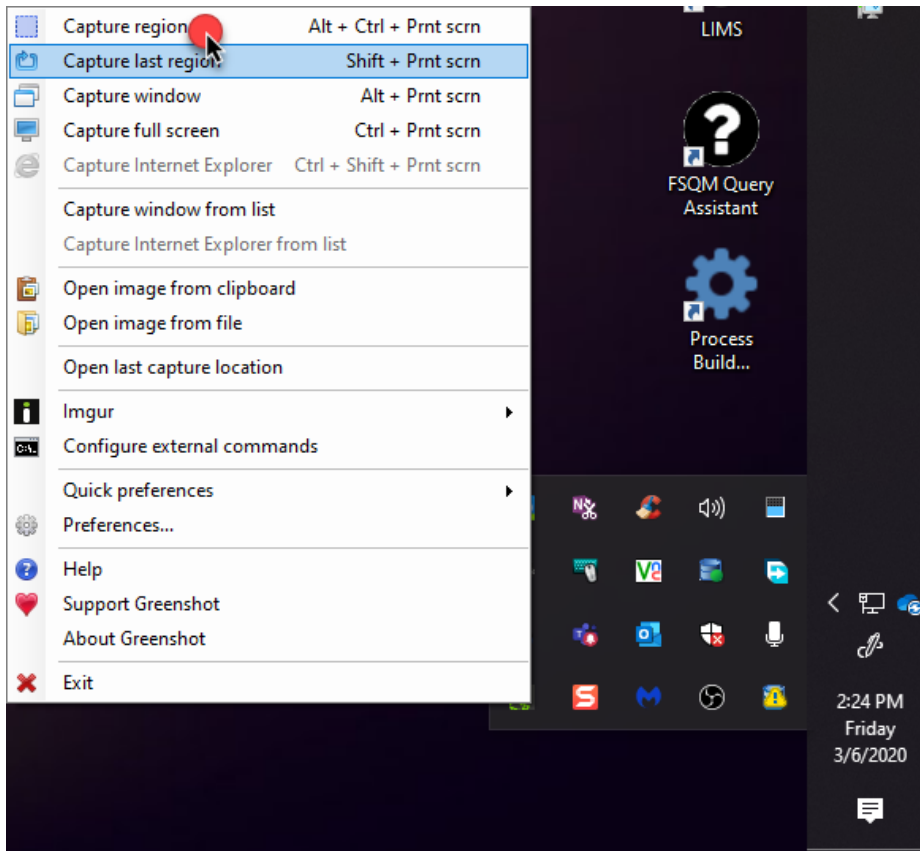
Taking Screenshots with Greenshot

1. After successfully installing and launching the application, there will not be an initial user interface. You will need to expand any **Icons** present in your **Task Bar** and click the **Greenshot** icon.

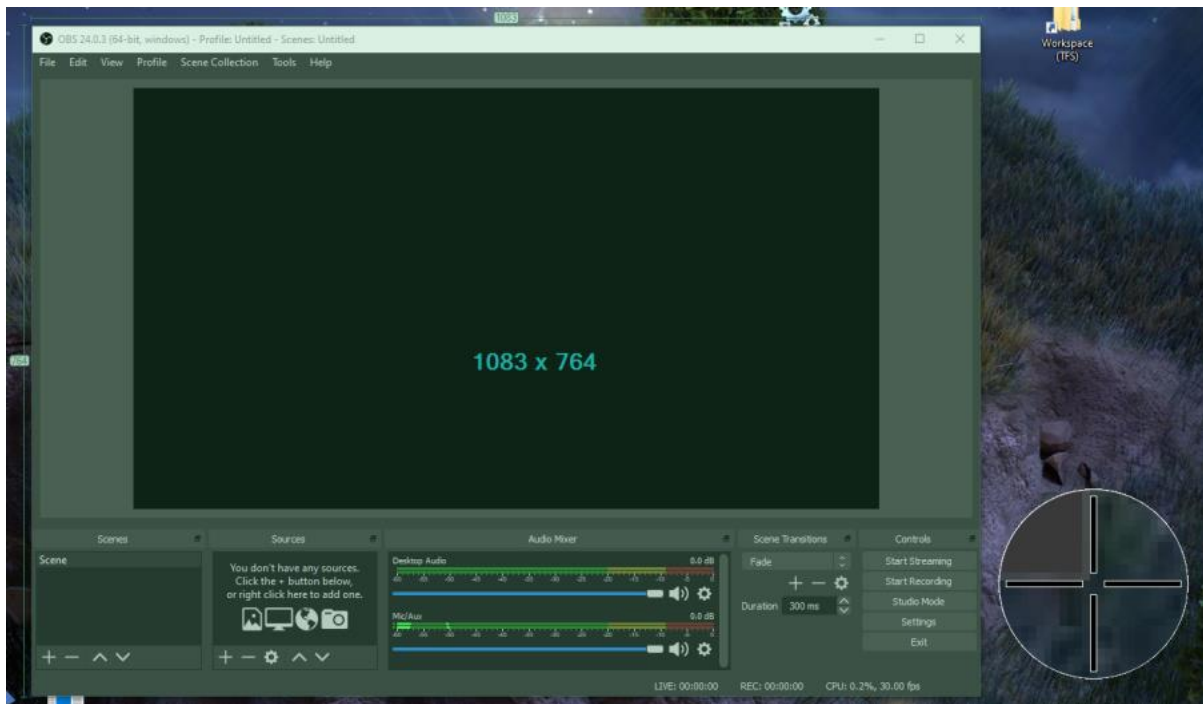




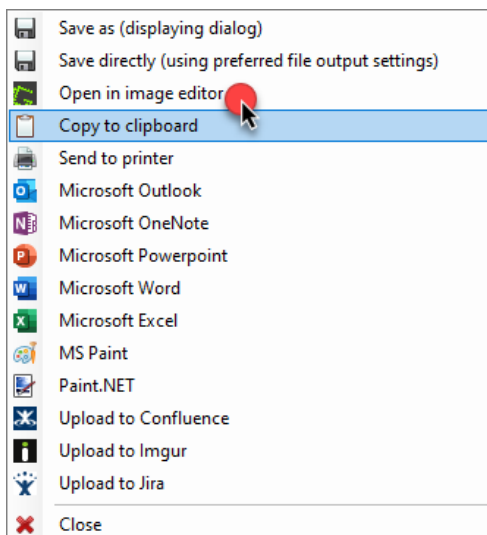
2. Select **Capture region** (or any desired option).



3. Use the capture tool and select the area you want to capture.

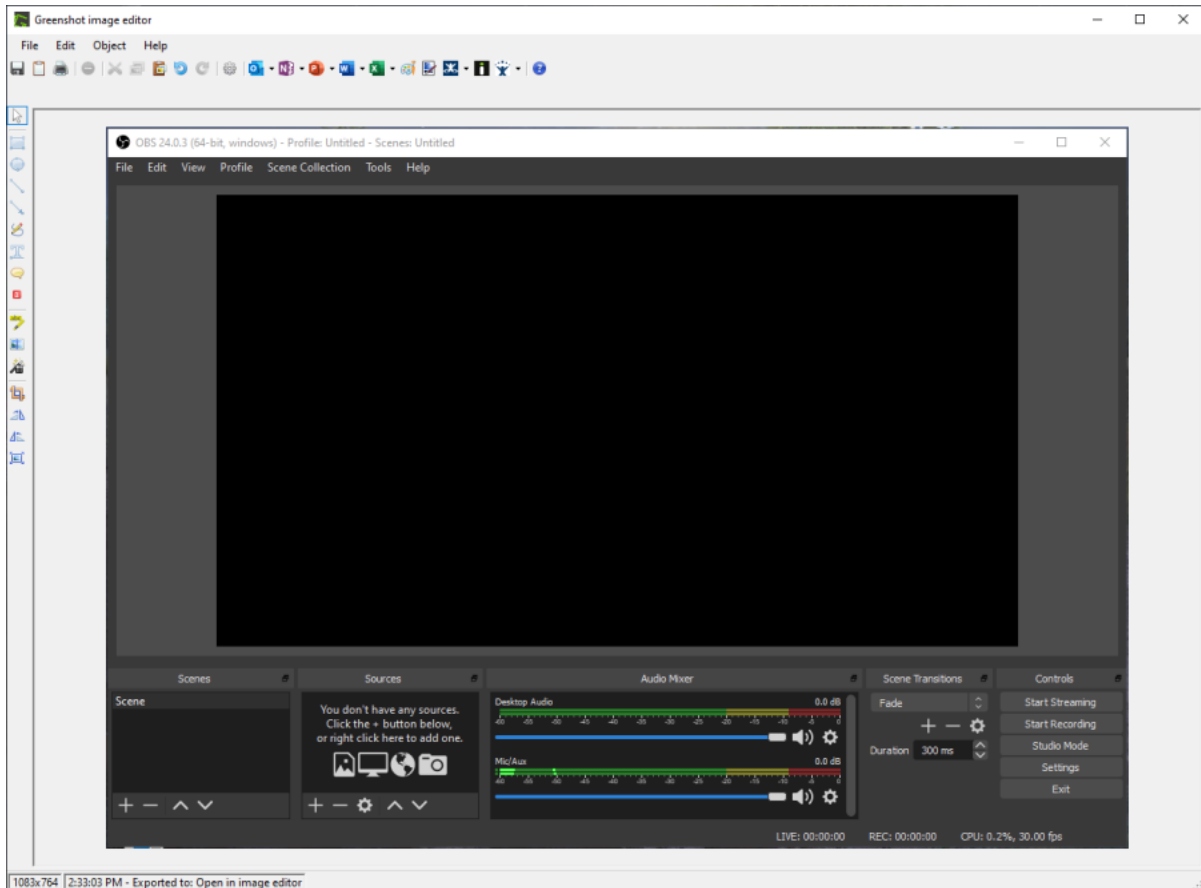


4. Select **Open in image editor**.



Please take some time to configure **Hotkeys** and **Output** in Greenshot's **Preferences**. This will streamline the capturing process.

Here in the editor, you can mark up your screenshot.



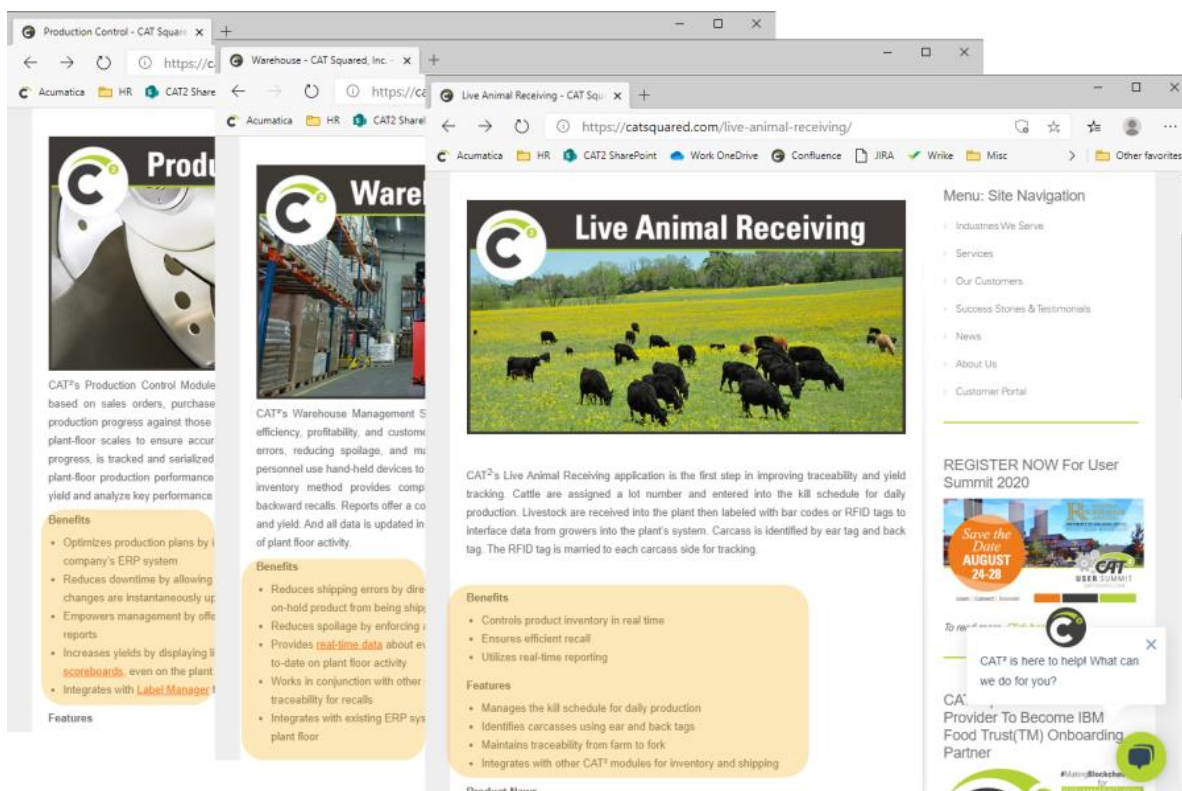
You can output the image via **File > Save As** (or with a plugin that you opt-in for when installing the application).

Project Tips

- Make sure to define an intended (realistic) group of individuals who will view the video
- Identify the scope of the video when preparing for the video
 - Use this as an outline in your presentation, informing the viewers of the goal of the video
- Try to keep the video as brief as possible
 - Stick to one subject or segment
 - Use the company PowerPoint template for your intro and outro.



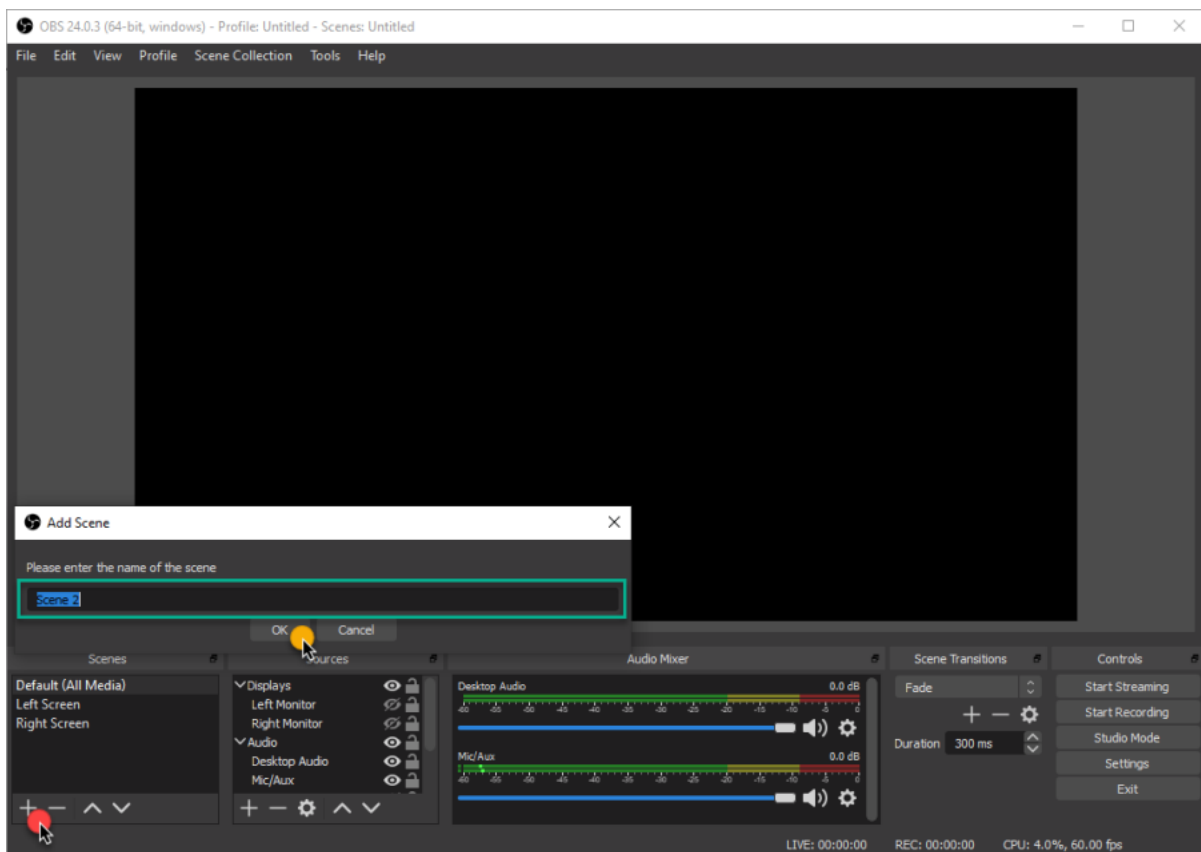
- Go through a few dry runs before you start recording to ensure you are hitting your intended duration
 - This also allows you to perform "testing" on your presentation
- Test your computer's video and audio tools for quality
 - Make sure you find a quiet place with little background noise. You may have to test for echoing as well
 - When recording, if you make a mistake, take a pause, and then correct yourself as it is easier to edit the blip out
- Do your research
 - Make sure to highlight the value in the process you're capturing
 - When creating content for CAT2 apps, the benefits and value drivers are already written in the **Module** page for **Specific Industries** under the [Industries We Serve](#) page on the company website



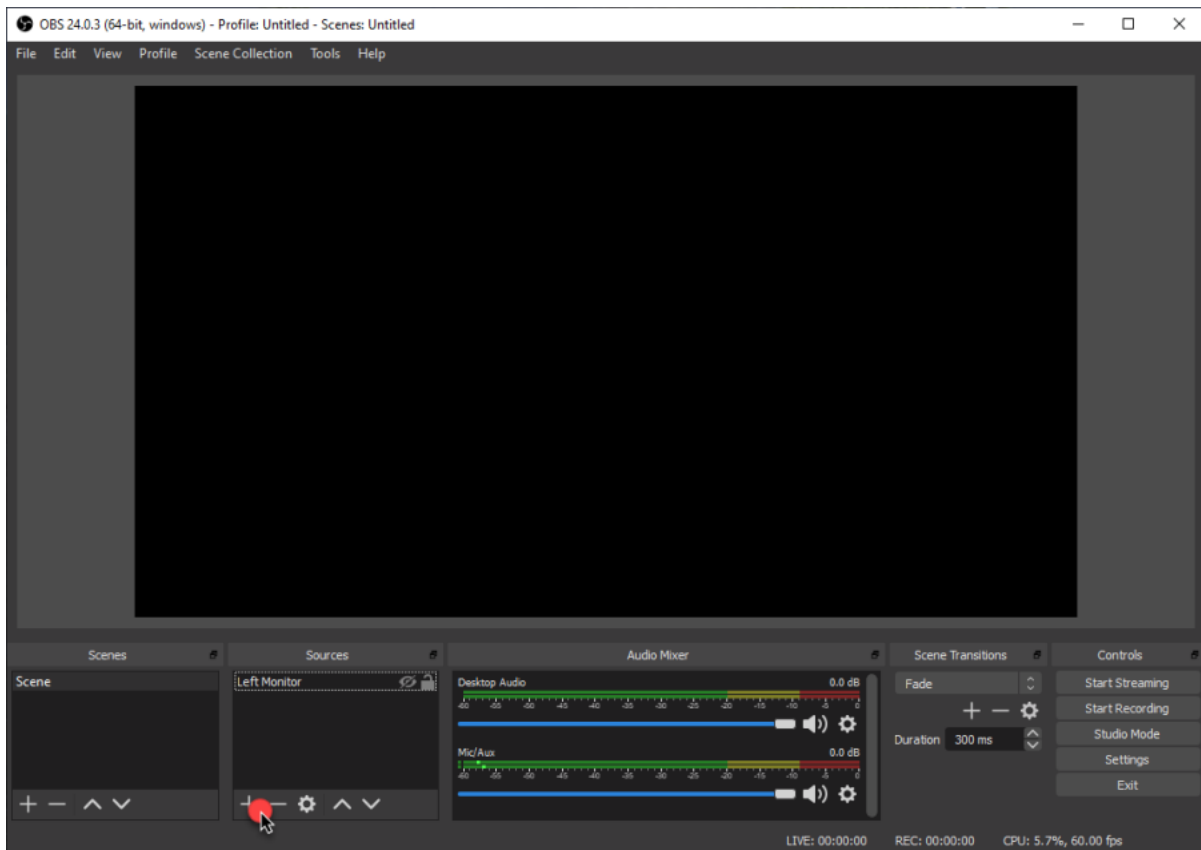
Recording in OBS Studio

Before starting this section, take some time to get familiar with OBS Studio. It is recommended that you configure the tool using **Tools > Auto-Configuration Wizard**.

1. Under **Scenes**, you can create transitions to different **Sources** seamlessly. Click the **Plus** icon, enter a **Name** for the scene, and click **OK**.

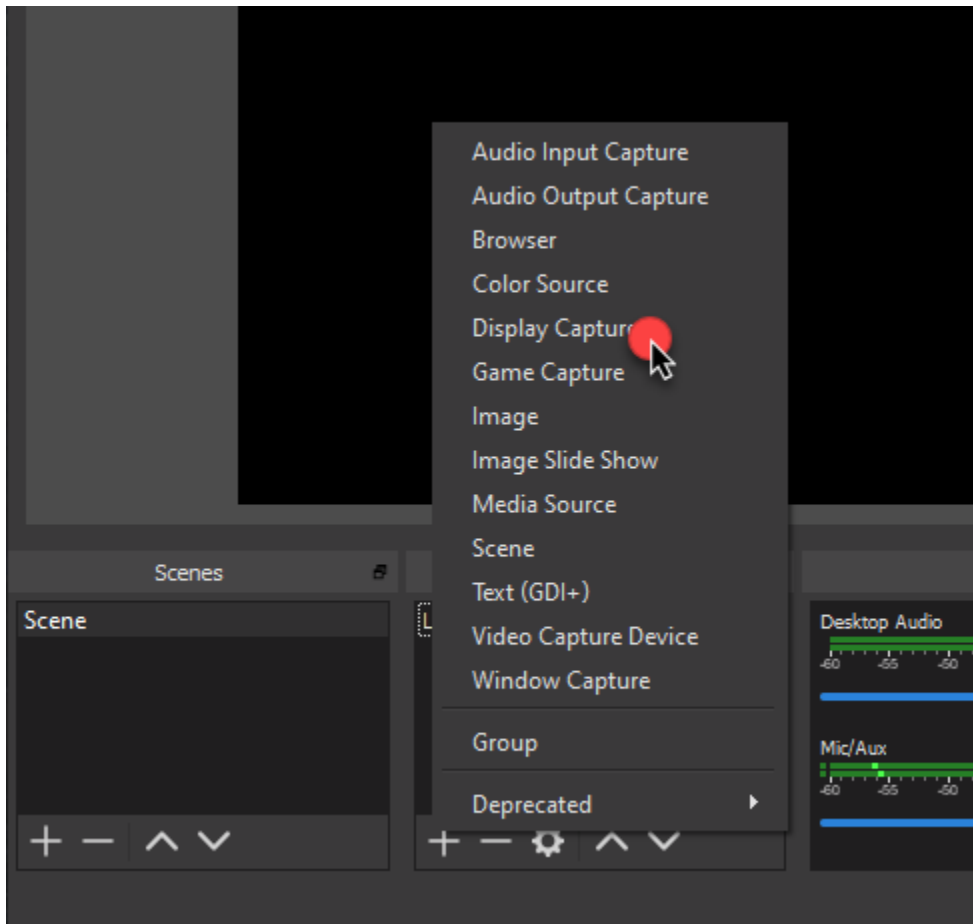


2. Under **Sources**, you will need to add **Media** you may want to use for your presentation. Click the **Plus** icon.



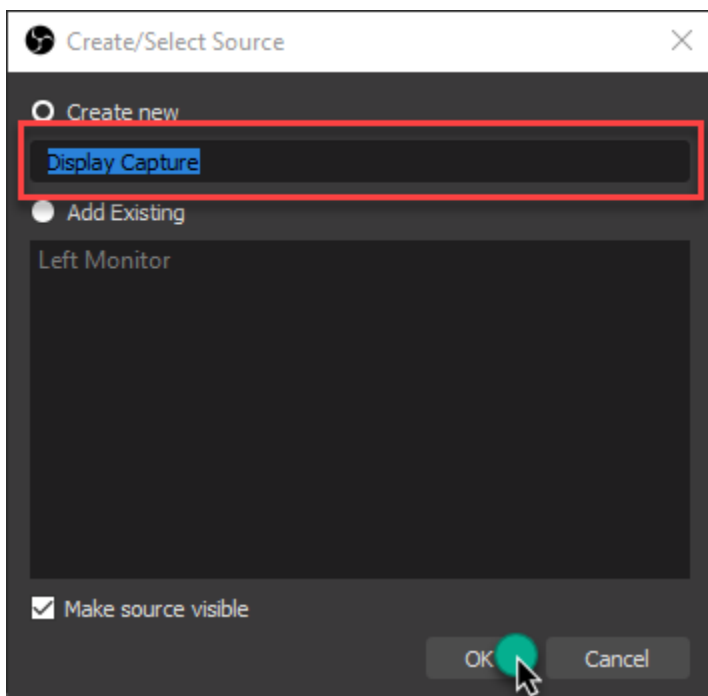
You will need to add **Sources** to each **Scene** you need the desired content. However, you will select **Add Existing** rather than recreate the **Source**.

3. Select **Display Capture**.

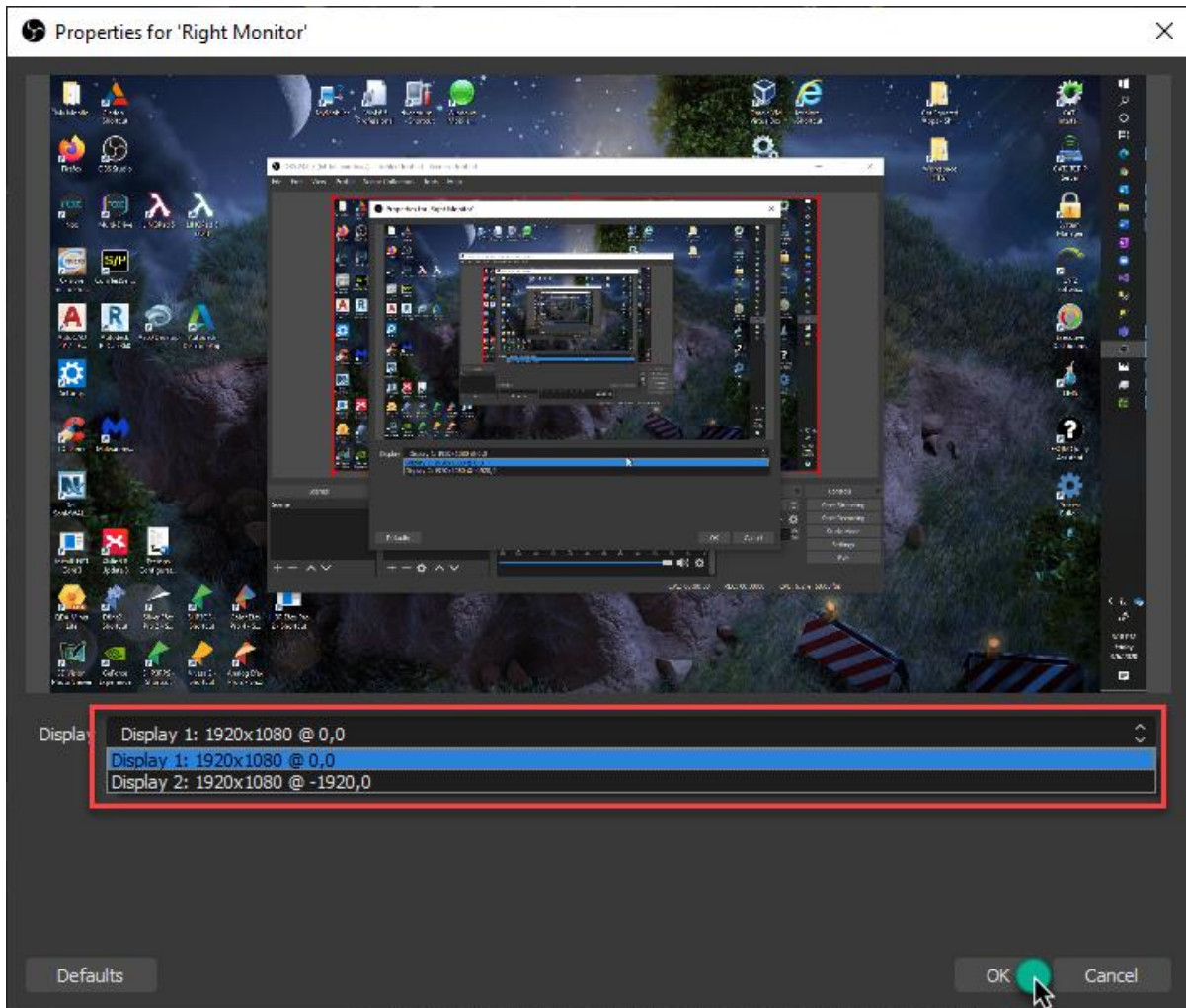




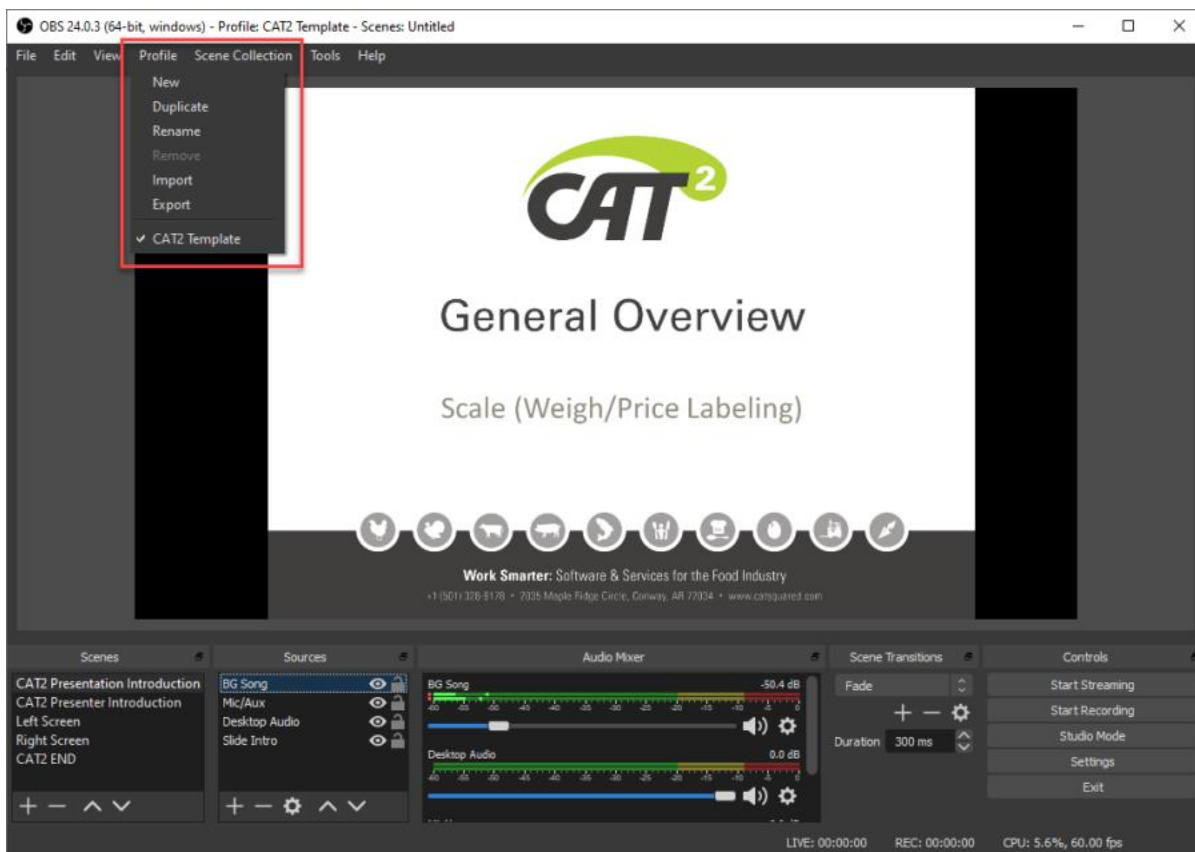
4. Enter a **Title** for the source and click **OK**.



5. Select which **Display** you'd like to add and click **OK**.

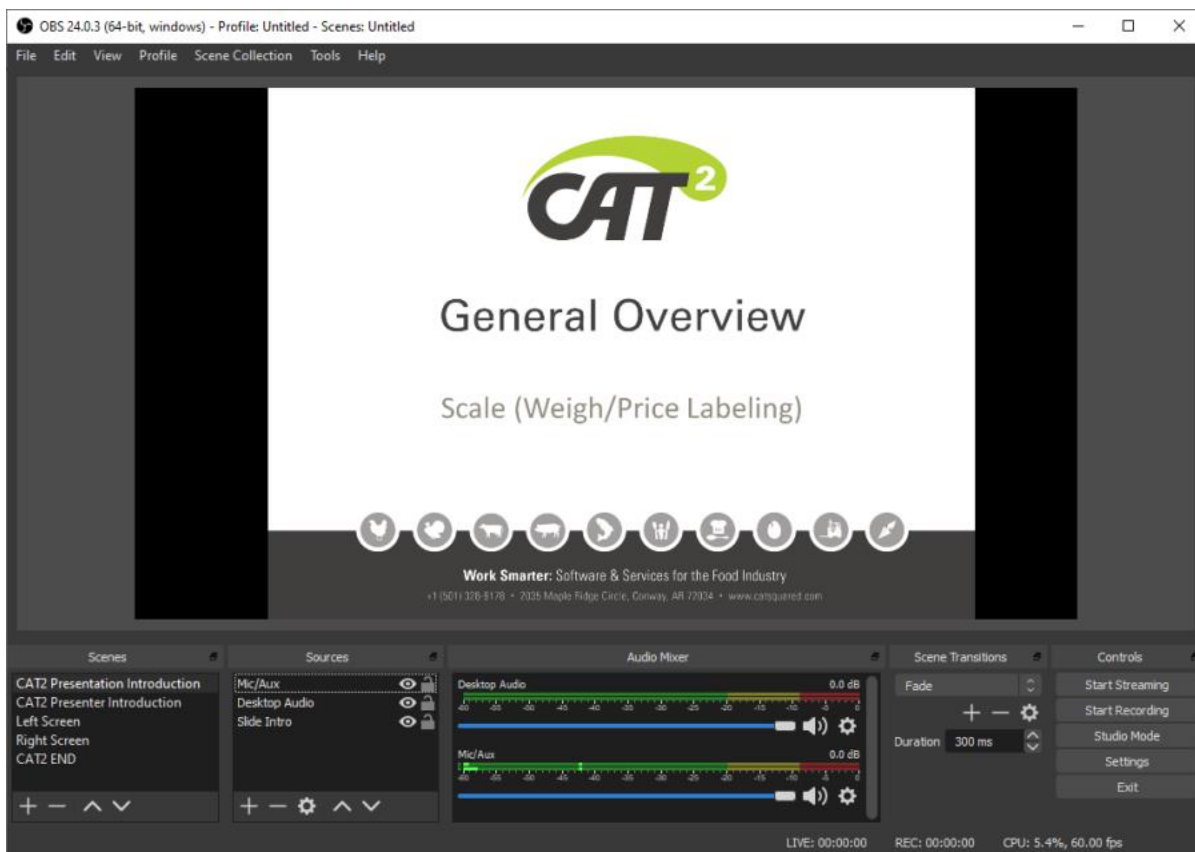


6. Once you a template setup created, you can export these settings to save for later (though the application should store them as well) using **Profiles**.



Every time you launch **OBS Studio**, it will have any **Profiles** you've created available for use. These are essentially blueprinted templates you can recycle for future videos.

7. After you have configured your project and you're ready to begin, click **Start Recording**.



8. After completing your video, click **Stop Recording**. The recording will be stored in your **Default Output** location (this is your **Videos** folder by default).



OBS 24.0.3 (64-bit, windows) - Profile: Untitled - Scenes: Untitled

File Edit View Profile Scene Collection Tools Help

CAT²

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Scenes: CAT2 Presentation Introduction, CAT2 Presenter Introduction, Left Screen, Right Screen, **CAT2 END**

Sources: Desktop Audio, Mic/Aux, End Slide

Audio Mixer: Desktop Audio (0.0 dB), Mic/Aux (0.0 dB)

Scene Transitions: Fade, Duration: 300 ms

Controls: Start Streaming, Stop Recording, Studio Mic, Settings, Exit

LIVE: 00:00:00 REC: 00:00:35 CPU: 15.2%, 60.00 fps