Strategies to make editing your video easier while recording

These strategies are intended to be used while you are recording your content. It is difficult to edit without audio pauses, refreshing graphics to re-record, and full sentences to cut between, so it is important to build these into your recording routine.

**Include 5 second pauses**

* It feels a bit weird, but, before you speak, and after you stop speaking, include 5s pauses of silence.
* Never start or stop recording your video abruptly.
* Always leave about 5 seconds of silence before and after your content so that you (or the media production team) can edit smoothly between "takes."

**After an error, thoughtfully consider where to restart from**

* If you make a mistake while recording, take a few seconds to yourself and consider where in your content you can restart. Sometimes it's better to restart a section if you’re unsure.
* When you’re ready to continue, pause for a few seconds and begin again.
* If you make a mistake, always remember to "reset" your visual materials so that they match whatever dialogue you intend on restarting with.

**Take editing notes while you are recording**

* If possible, set a timer when you start recording and keep a pen and paper nearby so that you can make note of any mistakes that you make.
* Track your mistakes by noting them relative to your timer. This will allow you to log the parts of your video that you know will need to be removed.
* If you're not using a timer, still make note of your mistakes by tracking them by content (e.g., mistake at slide 4)

**Sync your audio to your visuals**

* It's difficult to fix syncing issues during editing without a lot of effort. If you're using supplementary visual material in your videos (e.g., PowerPoint slides), be mindful of when they appear onscreen relative to your dialogue and try to keep them as tightly connected as possible; ideally, the animation appears as you are speaking.

**Minimize the background noise in your environment**

* It is very difficult to remove noises that occur while you are speaking.
* Ensure that any devices are put on silent mode. In addition to ringers, vibrations from phones can be picked up by microphones and detract from your final recording.
* If you hear a loud background noise (e.g. a truck outside), pause the recording, reset as needed, and begin that section again.

**Keep your environment consistent during recording**

* Do not adjust lighting or move your microphone once you've started. These parameters should always be set before you start recording. Having them change throughout your recording complicates the editing process and creates undesirable fluctuations in your final video.