

› Preparing for a WOS Recording



wos studio

*MAKE IT WITH WOS*

## Preparing for a Western One Stop Studio recording

Western One Stop (WOS) Studio allows staff to create straight-forward video and PowerPoint slide capture of key concepts, chapters, segments, 'pods' of lectures and unit / assessment information.

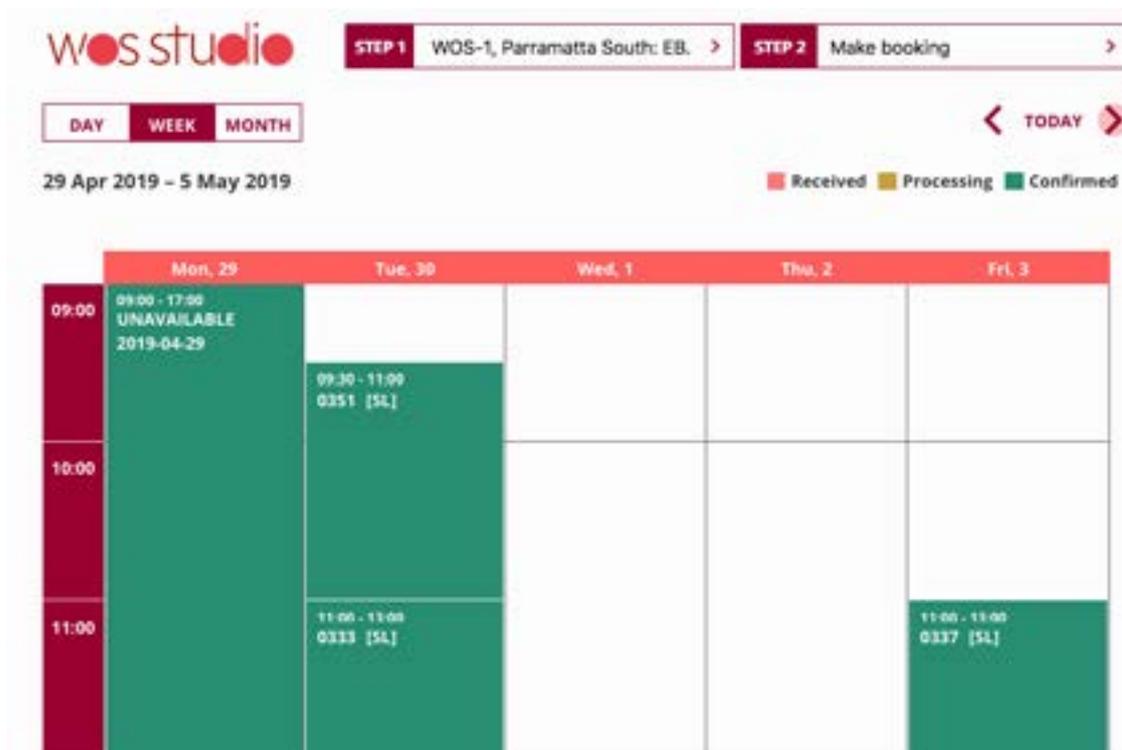
► [WATCH AN INTRODUCTORY VIDEO](#)

### HOW TO REQUEST A RECORDING SESSION

WOS Studios are booked online via the link below. The booking process begins with calendars indicating existing studio bookings so you can plan ahead.

Ensure you note the availability of studios in the calendar provided in Step 1, before moving on to Step 2 - Make Booking.

► [BOOK A SESSION ONLINE USING THE WOS STUDIO REQUEST PAGE](#)



### WHAT TO BRING TO A RECORDING SESSION

- Your WOS PowerPoint file/s saved in the two required formats (.pptx and .pdf) on a USB thumb drive
- A bottle of water
- **Do not wear black attire. The WOS background is black therefore black clothing will blend into the background, creating a body-less illusion.**

**GETTING STARTED**

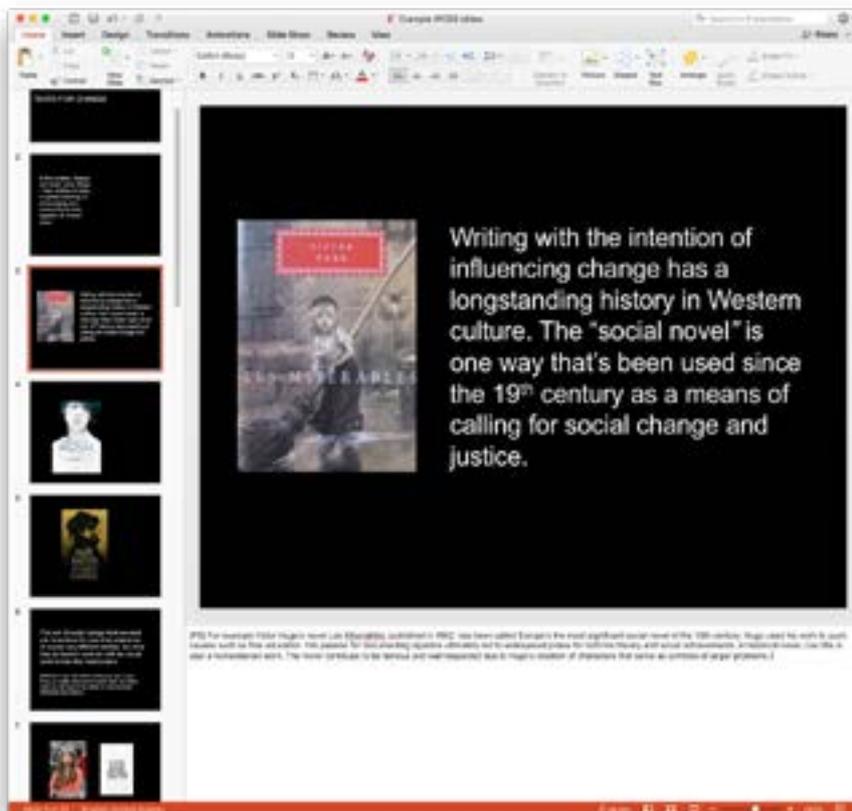
Use the WOS Studio PowerPoint template to create and compile slides. This template has the correct dimensions: 4:3 ratio, black background, white Arial font and text no smaller than 28pt. Support materials and templates can be accessed via the WOS Studio Website at: [westernsydney.edu.au/wos](http://westernsydney.edu.au/wos)

Insert your images. Images should be a minimum of 800 pixels wide on a black background. A black background is not necessary if using images full screen.

Remove any hyperlinks to improve the legibility of your slides. To do this, right click the URL and select Remove Hyperlinks. URLs are not active in your videos, instead you can add your URLs below your video in once embedded in vUWS.

Type the lecture speaking notes (your script) into the Notes Panel of a PowerPoint file. This script is displayed on a Teleprompter (also known as an Autocue).

Write a segment of script for each slide as you develop your lecture content. Writing a script will help in keeping your presentation concise and time efficient. This is essential as you will not see your slide when recording, instead you will be reading your script from the Teleprompter.



◀ The Notes panel should appear by default underneath your slide when using most versions of PowerPoint



## SWITCHING PRESENTER VIEWS IN YOUR PRESENTATION

Your accompanying script for each individual slide must begin with a Presentation View Code placed in the first line of the Notes section in PowerPoint. This sends instructions to the PowerPoint Prompter app to switch between one of three possible views throughout the recording.

These codes are: **[PS]**, **[SO]** or **[PO]**. These should include the square brackets [ ].




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**Presenter and Slide**

# [PS]

The most common viewing configuration for a WOS video asset.




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**Slide Only**

# [SO]

Good for dense information or full screen images for a short duration.

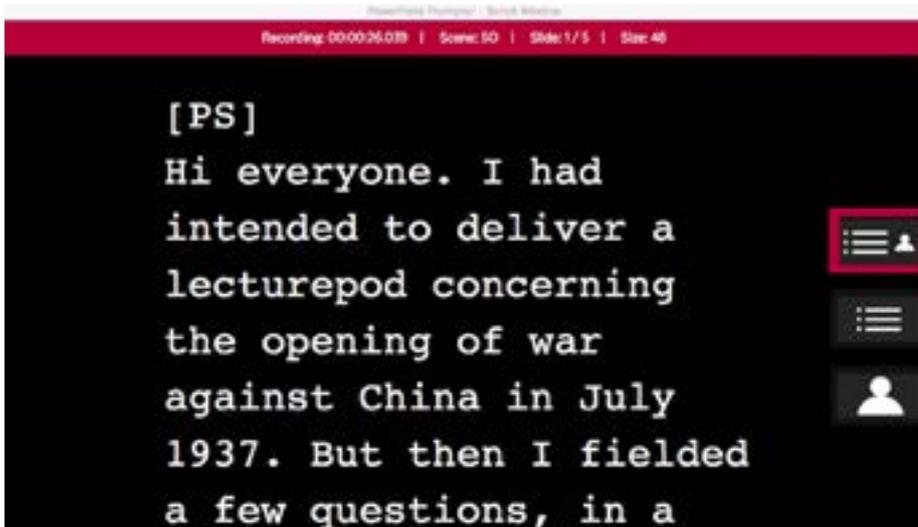



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**Presenter Only**

# [PO]

Maximum engagement with audience.  
Best suited to shorter durations.



**Identifying Current Presenter Views in the Teleprompter:**

The Presentation View can be determined at any time via the icons displayed on the right hand side of the Teleprompter window during recording.

**Note:** You will not see your slides while you are presenting. You will only see the script extracted from your PowerPoint notes.

**GOOD PRACTICE IN PREPARATION**

Make sure that each recording does not exceed 10 minutes. Analysis of hundreds of videos embedded in to vUWS sites suggests 6-8 minutes is optimum. Students are far more likely to watch half an hour of content segmented into 4 videos as opposed to one 30 minute clip.

University policy for creating and using multi-media assets includes guidelines about content production. This is available on the [WOS Studio website](#) along with WOS Studio templates and guides.

Use only static PowerPoint slides (i.e. no animation within a slide). Animations and PowerPoint based slide transitions are not rendered in the final recording. Additional supporting video should be referred to in your WOS presentation, and uploaded to the relevant page in vUWS.

We strongly suggest using the WOS PowerPoint template. If not, please adhere to the guidelines. Use 4:3 PowerPoint files. “4:3” refers to the ratio of the square shaped slide (rather than 16:9 / widescreen shape slide). Square is preferable so the presenter can be placed next to the slide in a [PS] mode. Use a black ground, Arial or Calibri font, no smaller than 28pt. This aims to ensure legibility when content is viewed on a mobile and other small screen devices.



**Each segment should not exceed:**

**10**

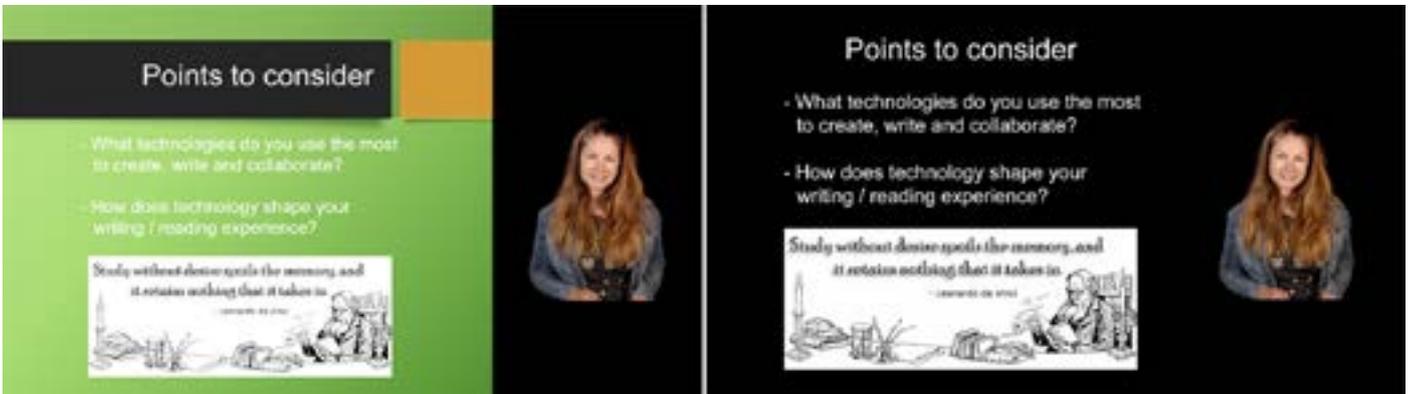
**Minutes in duration**



**Your text should be no smaller than:**

**28<sub>pt</sub>**





**A cleaner, uncluttered aesthetic is preferred.**

To make your presentation re-usable between semesters, please be aware of time and date references in your material, e.g. one would refer to “the 2017 Australian same sex marriage postal survey”, not “last year’s same sex marriage survey”.

Additionally, do not refer to an assessment in your lecture pod. Instead create another short lecture pod specifically about the assessment. This means you will be able to create different assessments, based on the same pod, each semester.

When you have finished working on your PowerPoint presentation (including your script in the Notes panel), save as a .pptx and a copy as a .pdf.



**It is essential you copy both of these files to a USB thumb drive and bring this with you on the recording day.**

**Save your presentation  
in two formats:**

**.pptx +  
.pdf**

### **PRACTISE YOUR PRESENTATION STYLE**

Practise using a Teleprompter and experiment with your personal presentation style with these two free online services:

[www.freeteleprompter.org](http://www.freeteleprompter.org)

[www.cueprompter.com](http://www.cueprompter.com)

More support material can be found on our WOS Studio website at:

[www.westernsydney.edu.au/wos](http://www.westernsydney.edu.au/wos)



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