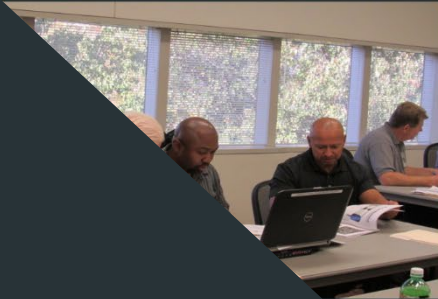


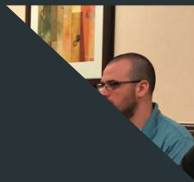
# Skills Booster



## Creating Instructional Videos

Tips and Resources for Transit Trainers

November 2020



## Using Filmora to Edit Videos

- As a benefit for our National Training Consortium members, the Transportation Learning Center is extending a limited number of free licenses for Wondershare Filmora X (Perpetual Plan), a video editing and production software. In addition, all Center partner organizations (consortium and apprenticeship committee members) can qualify for a deeply discounted price for volume license purchases.
- For more information on the software or the perpetual plan, go to: <https://filmora.wondershare.com/shop/buy/buy-video-editor.html>
- Download a Free Trial (the only difference from the full version is the Wondershare watermark for the exported video): <https://filmora.wondershare.com/video-editor/>
- System requirements and input/output formats: <https://filmora.wondershare.com/tech-spec.html>
- Request a free license by **December 4, 2020** by filling out this online form: <https://survey.alchemer.com/collab/5995954/Filmora-License-Request-Form>

## Free Filmora Tutorials

- YouTube is a great place to start. Search for *Wondershare Filmora* to get started.
- Here is the link to Wondershare's YouTube channel: [www.youtube.com/channel/UCY\\_LMaDAoa6hwHKBE4Dx56w](http://www.youtube.com/channel/UCY_LMaDAoa6hwHKBE4Dx56w)
- When you install and open Filmora, you can choose the Help dropdown menu to see options for Filmora tutorials.
- Filmora Learning Center: <https://filmora.wondershare.com/learning-center.html>

## Tips for Taking Video

1. **Prepare your topic.** Topic should be related to a learning outcome that is defined in the course.
2. **Record with a good video camera.** Most smart phones are capable of recording sharp video. Do some tests first if you're unsure.
3. **Use a tripod** whenever possible – shaky camerawork can be distracting. Sometimes in tight spaces hand-held shots are your best option; when doing so, try to find a third point of contact to stabilize yourself.
4. **Avoid zooming in and out** during shots. If you want to show something in more detail, try to get a separate close-up shot.
5. **Do get close-ups** of important procedures or equipment. After filming everything in a wider shot, go back for the close-ups.
6. **Good audio is just as important as good video.** Try to eliminate background noise and use an external microphone whenever possible. Try to get the microphone as close to the person speaking as you can, without getting into the shot.
7. Use the **Storyboard for Instruction Video** form that is on the next page. See a sample of a completed form.
8. Prepare well. Use a script, if necessary.
9. Rehearse major talking points.
10. For the most part, have the camera positioned so that the presenter is looking slightly up at it. Avoid looking down at a camera.
11. **Light the subject.** Try to avoid heavy shadows.
12. Have the on-camera person **point to things and name them** as they talk about them.
13. **Be aware of everything in the frame.** Look for undesirable reflections and shadows; make sure the microphone or lights aren't in the shot.
14. Whenever possible, **work with a helper.** Someone who can adjust a light, hold a mic, keep track of your shots (using the storyboard), etc. makes things a lot smoother.

## Storyboard for Instruction Video

You may need several copies of this sheet

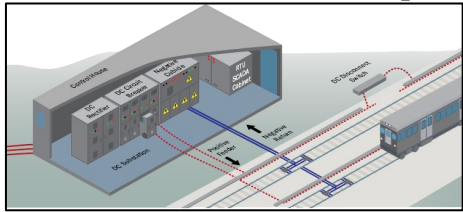
Goal of Video Instruction	
Transit Agency	
Presenter(s) in video	

	Content/Script	Action	Description of Visual
1	Presenter(s) introduce themselves		
2.	Briefly describe purpose of video		
3.			
4.			
5.			

## Storyboard for Instruction Video

SAMPLE

Goal of Video Instruction	List the Major Components in a Third Rail TPSS
Transit Agency	MCRTA, Montgomery County, Maryland
Presenter(s) in video	Patty Jo Watson, Line Maintainer

	Content/Script	Action	Description of Visual
1	Hello, my name is [Name] and I am a [Job Title] with the [AGENCY] in [City/Region, State].	Technician wears all required PPE and looks into camera during introduction.	
2.	<p>In this video, I will introduce the major components and equipment of a traction power substation on our property.</p> <p>I will start with the area where the electric utility feeds into the substation and then out to distribution. Along the way I will point out the equipment and give a brief description of each component's functions.</p>	Technician points to visual of layout of typical TPSS at their agency. Use point or hand to indicate where utility enters the TPSS then where it is distributed for use by rail vehicle.	<p>Use an illustration of the layout or overhead plan of the substation as a visual. Example,</p> 
3.	Here is the utility metering section. At our agency our role is to monitor the meter. If we notice inconsistencies or non-functioning, we call the utility company for them to resolve the issue.	Technician points to metering section.	<p>Camera zooms to meter.</p> <p>This can be done as a separate video to be spliced into the overall instruction video.</p>
4.	This is the AC Switchgear. Within this assembly is the main AC circuit breaker. The circuit breaker controls the AC utility power to the traction power systems of this substation. The breaker will energize and de-energize the rectifier transformer.	Technician points to AC circuit breaker.	Camera zooms to AC circuit breaker.