

# Recording Orff Ensemble Auditions with a Windows Computer and *VideoPad*

## What you'll need

- A Windows Laptop with a WebCam (you can use the built-in webcam or an external USB webcam)  
A desktop computer will work if you have an external USB webcam.
- *VideoPad* by NCH Software installed or the ability to download and install it
- The Orff Ensemble audition script from the FEMEA website
- A quiet room to record the entire audition without stopping.

## Setup your Computer

### Install *VideoPad* by NCH Software

1. Go to <http://www.nchsoftware.com/clipit/> and click the "Download Now" button.
2. Open the file you downloaded: vpsetup.exe
3. Click "OK" or "Next" until the program is installed

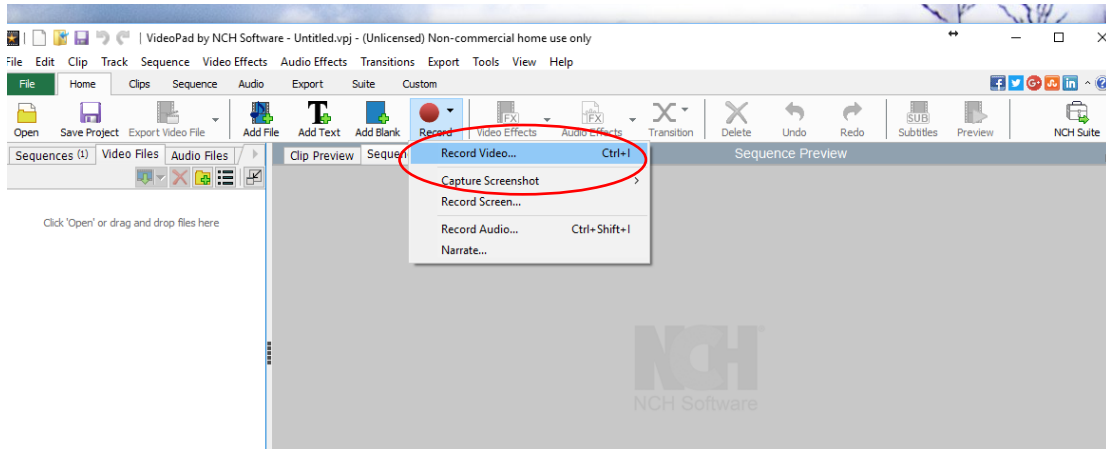
### Open Video Pad

- Double-click the VideoPad Video Editor shortcut that appeared on your desktop.
- If you don't see the VideoPad icon on your desktop, check the Start menu under "All Programs"
- If you still don't see it, click the Start button or press the Windows key, then Type VideoPad and click the VideoPad icon

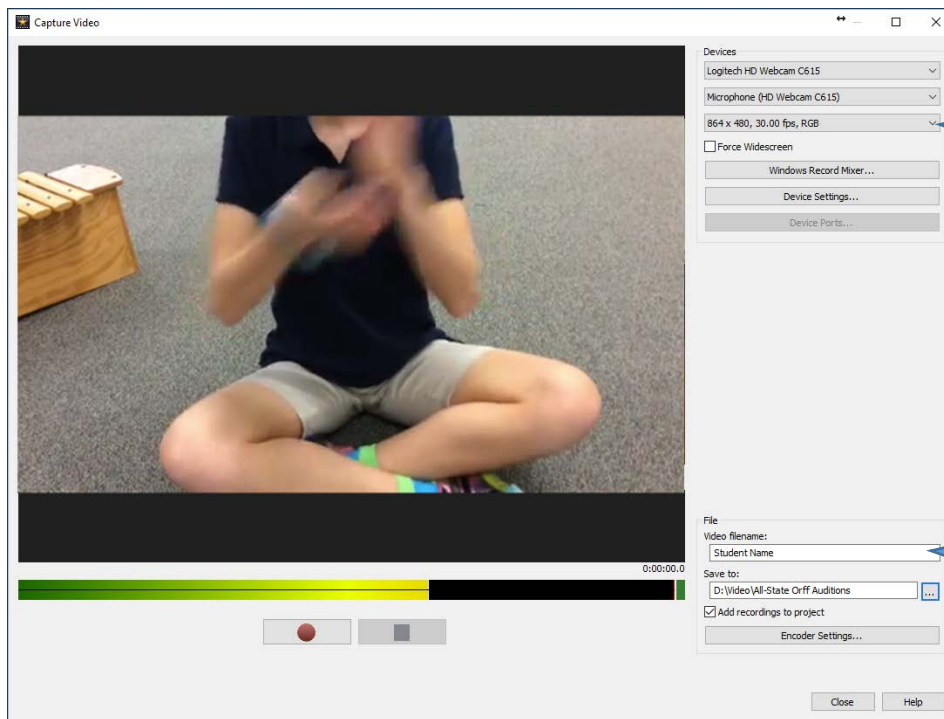
*If you recorded your video with a phone or tablet and copied it to your computer, skip to **Step 6** and drag the video from your computer to the timeline.*

## Record the Audition:

1. Click the “Record” button in the “Home” toolbar, then “Record Video...”



2. You should now see a window that shows you what the camera will record. Adjust the position of the laptop, screen, or camera so that you have a close shot of the student but not their face. *Make sure that the student, their hands, and their instruments are visible in the shot.*




The name of your webcam and microphone might be different, but the third drop down should be 864 X 480, 30.00 fps, RGB

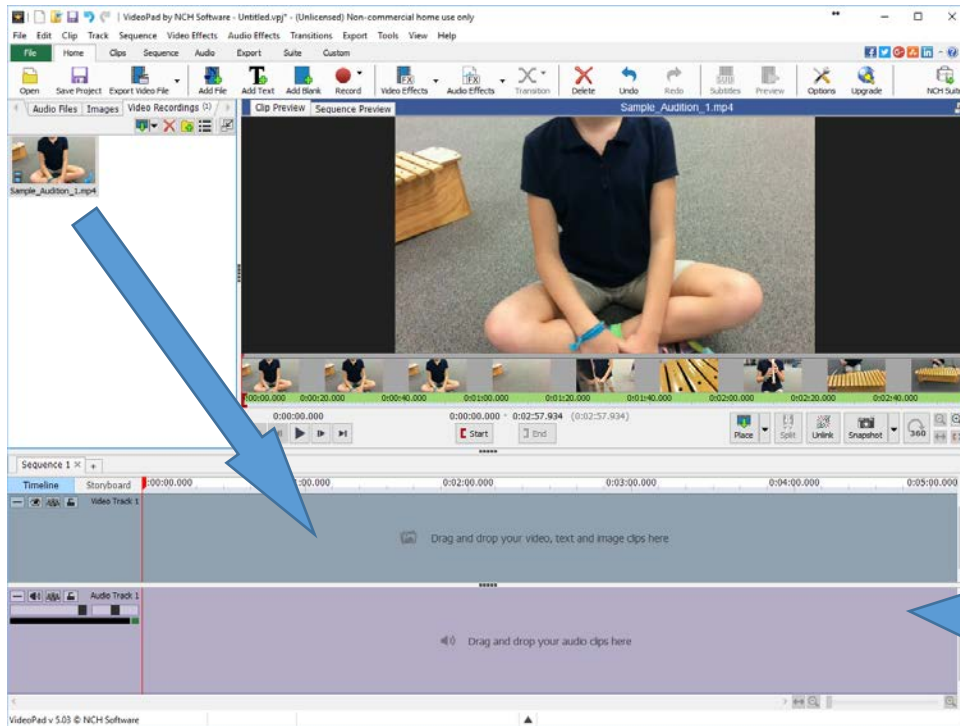
This will be the file name and location of the Original file, not the one you will upload.

3. Get your script ready. Read part 1 to the student. When the script says “Start the recording” click the red circle “Record” button.



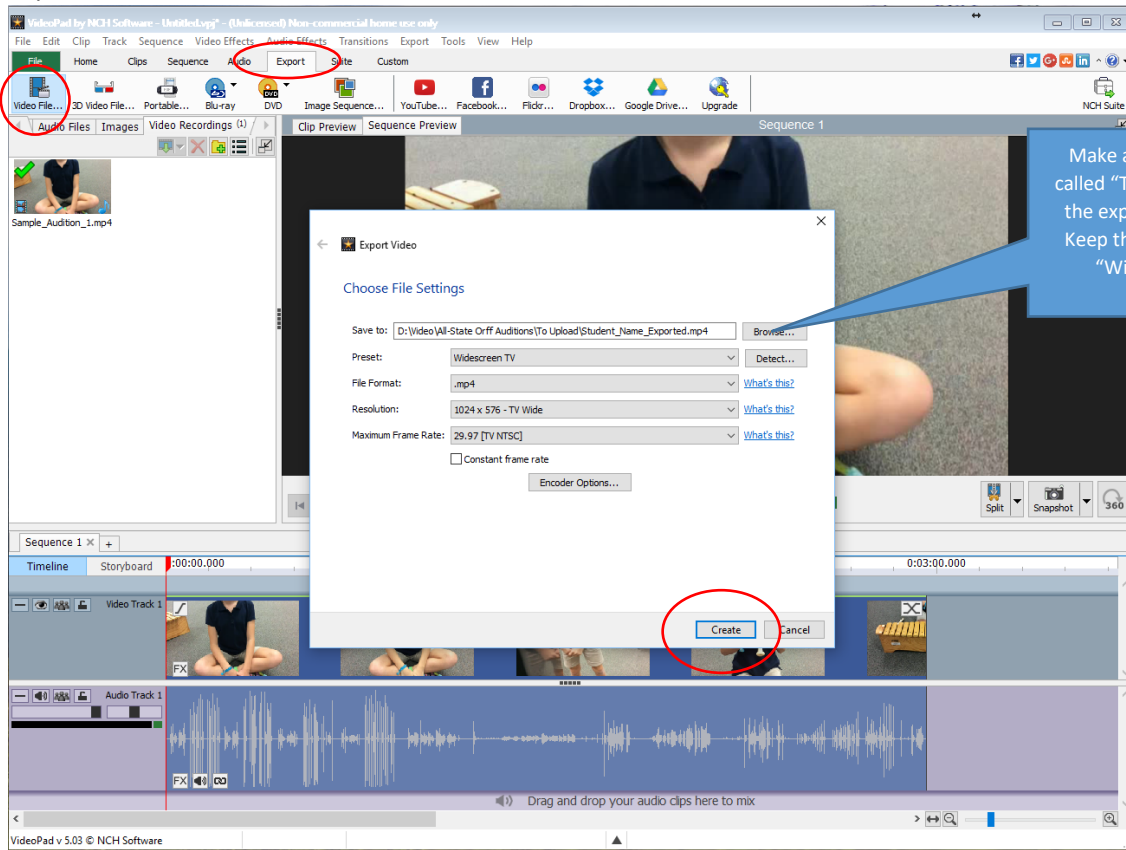
4. Read and follow the instructions in the script. The audition must be recorded in one continuous recording, so do not stop the recording until the end of the script.

- When the script says “Teacher turns off camera” click the blue “stop” button 
- You will then be taken to the main VideoPad editing window. Drag the file from the *Video Recordings* window to the Timeline.



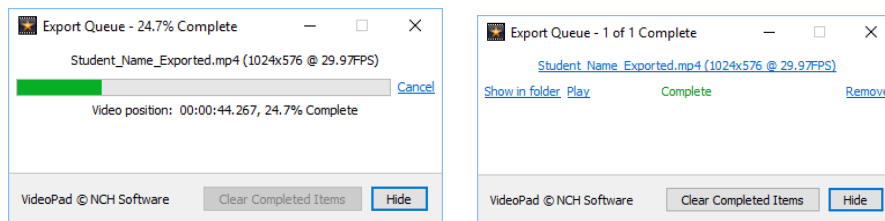
If you pre-recorded your student with a phone, tablet, or digital video camera, you can just drag the file from your computer's file explorer window to the beginning of the timeline.

7. Export → Video File...



8. We are adding the folder “To Upload” and saving it with the “Exported” added to the end of the file name so we know which files are exported or converted to the correct format. It’s important that we only use this file because it’s being saved in the MPEG-4/H.264 format with the .mp4 extension.

9. Make sure you’re in the folder you want to save your auditions to, and click the “Create” button.



10. When it’s complete, navigate to the “To Upload” folder you created and follow the instructions for adding your student’s entry and uploading their video on the FMEA website.