

Screen recording checklist

Prepare a clean screen capture with readable text and no private information.

WHEN	FOR	UPDATED
Before capturing a demonstration	Tutorial and software presenters	2026-10-05

00 Fill in

1 FIELD

Capture source and audio decisions

01 Review checks

11 CHECKS

- ☐ Close private tabs, messages, accounts and unrelated windows.
- ☐ Disable notifications and remove sensitive bookmarks from view.
- ☐ Use an account and data that you are allowed to show publicly.
- ☐ Enlarge interface text enough for the final video frame.
- ☐ Decide whether a tab, a window or the whole screen is needed.
- ☐ Confirm which audio sources the browser is sharing.
- ☐ Record a short test that includes a click, speech and any needed system audio.
- ☐ Play the test to check text readability, cursor movement and audio sync.
- ☐ Explain each action before or while doing it, with a brief pause for the viewer.
- ☐ Review every exported frame that might reveal private information.
- ☐ Save the local recording before closing its browser tab.

Next Edit the demonstration after capture.

Send the recorded walkthrough to Studio, then check that cuts preserve the order of the demonstrated steps.

[Edit this recording in Studio](https://studio2.itskaivalya.com/signup?src=resource-screen-recording-checklist)

30 free editing minutes when you sign up

<https://studio2.itskaivalya.com/signup?src=resource-screen-recording-checklist>


SCAN TO OPEN