



Step 1 · Prepare for Your Video

Before you hit record, set yourself up for success. Follow the **KALE** framework:

- K Know what you want to say**
Plan your key points before starting. The clearer your message, the more confident you'll appear on camera.
- A Audio — use a quality microphone**
A dedicated mic (even an affordable lavalier) makes a dramatic difference over a built-in device mic.
- L Lighting — front-lit is best**
Natural window light or a ring light placed in front of you eliminates shadows and keeps you looking professional.
- E Environment — quiet & distraction-free**
Minimize background noise and visual clutter. Use VideoRequest's Background Replacement tool if needed.

Step 2 · Name Your Video & Create a Script

Open your project and click **Create Videos**. Give your video a name so it's easy to find later.

Type or paste your script into the **Teleprompter**. This scrolling script tool keeps you on track while you record — no memorizing required.

 **Use the AI Script Assistant** — Click *Create Script For Me* under the Teleprompter. The assistant analyzes your prompt, audience, tone, and desired length to generate a full script. The more specific your request, the better the result.

Step 3 · Choose Your Format & Record

VideoRequest supports three recording formats — choose the one that fits your content:

 **Record Video Camera** — Webcam or device camera — best for personal, face-to-camera messages.

 **Screen Recording** — Capture your screen — ideal for demos, tutorials, and walkthroughs.

 **Text-to-Video** — Convert written content into a polished video automatically.

When using **Record Video Camera**: adjust teleprompter font size with the **+/-** icons; control scroll speed with the rabbit (fast) or turtle (slow) icons, or your mouse scroll wheel.

Click **Check Lighting** at the bottom of the camera preview for real-time lighting feedback before you record.

Click **Start Recording** to begin, then **Stop Recording** when done. Preview your clip — click **Submit Video** to add it to your project, or **Redo Recording** to try again.

Step 4 · Edit Your Video

Once your video loads into the project, hover over it and click **Edit** to open the Video Editor. All tools are built in — no extra software needed.

▶ Edit/Hide Transcript	▶ Volume Adjustment	▶ Background Replacement
▶ Add Captions	▶ Add Music/Audio	▶ Eye Contact Corrector
▶ Add Images	▶ Video Trimming	▶ Video Cropper/Change Orientation
▶ Set Thumbnail	▶ Brightness/Lighting Adjustment	▶ Add Time to Beginning or End
▶ Fix Video/Audio Sync	▶ Fix Video Orientation	▶ Ability to Reverse Edits

When done editing, click **Update Video** next to the video name and wait for your changes to process. Click the ? icon on the right side of the site for help videos on each feature.

Step 5 · Share Your Video

Once edits are processed, hover over the video and click **Share**. VideoRequest offers multiple ways to distribute your content:

 **Video Link** — Copy a shareable link to send to anyone.

 **Download** — Save your video file locally for use anywhere.

 **Email** — Integrate Gmail or Outlook — click **Mailings** next to Sharing. Select recipients, fill in details, then click **Next** to send immediately or schedule for later.

 **Social Media** — Share directly to connected social accounts. Connect under **Profile** in the upper-right menu.

Need more help? Click the ? icon on any page, or visit **Help** at the top of the site for step-by-step tutorial videos.