

UF HEALTH DISTANCE EDUCATION SUPPORT SERVICES

TELEPROMPTER INSTRUCTIONS



QUICK HINTS:

Save as a Word Doc

Use a simple formatting

Write the way you speak.

Practice.

Deliver early.

GETTING STARTED:

1. Create and save your script as a Word Doc.

The teleprompter software will strip out any formatting. Only underline and bold will come through. Use this to your advantage and bold or underline words that you want to emphasize. This will help you avoid monotone script reading.

2. Write your script the same way you speak. It is a common mistake to write a script that does not read like our natural speech. Avoid complicated run-on sentences.

3. If you are using PowerPoint or any other visual aids as part of your presentation, make sure to put cues or prompts in the script to advance your slides or images at the right time. This also helps the staff, who is unfamiliar with your content, keep you on the correct slide.

Example:

Slide 1

*Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that **all** men are created equal.*

Slide 2

Now we engage in a great civil war...

Other prompts might include options for side notes or stories. Scripted humor rarely works, feel free to ad lib if you like.

4. Practice reading your script aloud.
5. Please create separate scripts for each video. Do not put them all in one big document. Email them to your instructional designer or the studio coordinator at least 24 hours before your recording.