



PROCEDURE  
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## HOW TO CAPTURE YOUR PROCEDURE:

Once you have finalised your procedure/s you will need to decide on how you will capture the procedure. If you are still defining your procedure, follow these best practise guidelines to define your procedure.

### RECOMMENDED TOOLS

There are 3 types of capture methods:

- **COMPUTER-BASED** (when you use your computer, smart phone or other technology to do a specific task).
- **AUDIO** (when you speak, give instructions, ask questions, etc.)
- **ACTION** (when you do a specific action task not computer related, such as cleaning).

The adjacent list are suggestions for capturing computer-based, audio and action activities.

This is not a comprehensive list, hence the suggestion is to evaluate these options and others, before downloading or purchasing any products to ensure they meet your objectives.

### COMPUTER/SCREEN BASED TOOLS

- Loom [useloom.com](https://useloom.com)
- Camtasia [techsmith.com/video-editor.html](https://techsmith.com/video-editor.html)
- ScreenPresso [Screenpresso.com](https://Screenpresso.com)
- TinyTake [tinytake.com](https://tinytake.com)

### AUDIO CAPTURE TOOLS

- Most smart phones (see what yours is capable of before purchasing something additional)
- Sony ICDPX370 Mono Digital Voice Recorder [amzn.to/2NpGV7o](https://amzn.to/2NpGV7o)
- Zoom Digital F1-LP Multitrack Record [amzn.to/2JsVapP](https://amzn.to/2JsVapP)

### AUDIO/ VIDEO CAPTURE TOOLS

- Most smart phones (see what yours is capable of before purchasing something additional)
- Logitech Webcam C920 USB Recorder to PC/MAC with widescreen [amzn.to/2NYFFta](https://amzn.to/2NYFFta)
- Sony HDRCX440 Hand-held Camcorder [amzn.to/2msehqJ](https://amzn.to/2msehqJ)

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