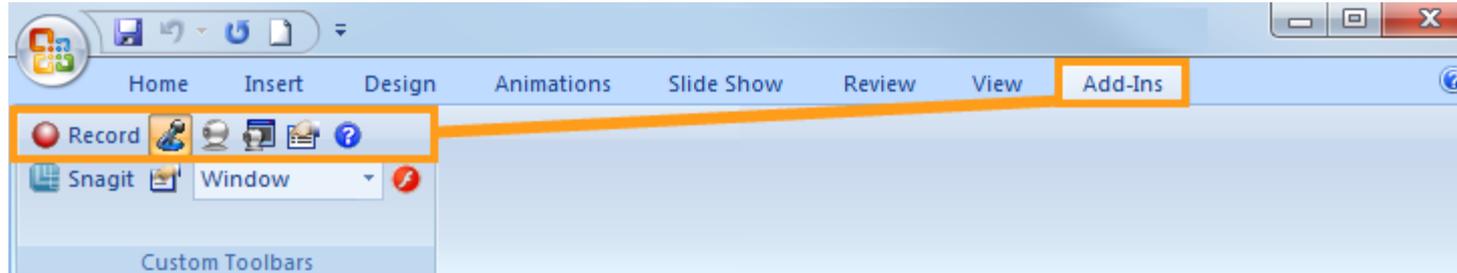


2 Ways to Record PowerPoint

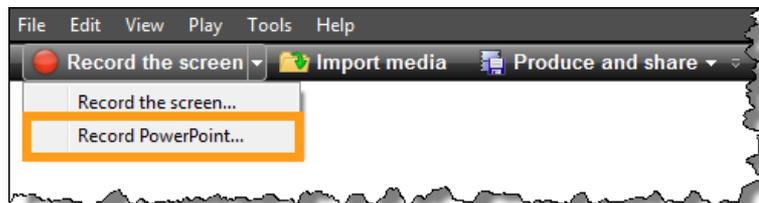
From within PowerPoint (classroom use)

1



From within Camtasia Studio

2



Setting Up for Recording



The Camtasia Studio
Recording Toolbar
within PowerPoint.



Begins recording your PowerPoint presentation.



Records audio for the PowerPoint slides.



Records camera with the PowerPoint presentation.



Displays the **Camera preview** during recording.



Click the **Recording options** icon to adjust specific settings for recording, including:

- Records the mouse cursor
- Video and audio format
- Audio source
- Camera setup
- Hotkeys for Record/Pause and Stop



Opens **Help topic** for more information.

During Recording

1. Click **Record** to launch the slideshow.



2. **Check the microphone input level!** You should see green where the black bar is. When ready, select the **Click to begin recording** button or use the hotkeys.



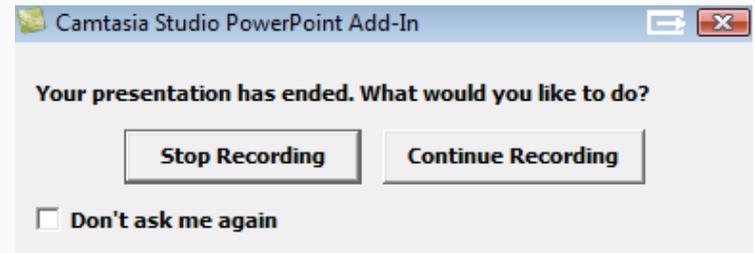
3. Control the PowerPoint presentation, as you normally would, during the recording.

4. Press **Esc** to stop recording.



After Recording

1. At the end of the recording; choose whether to **Stop recording** or **Continue recording**.

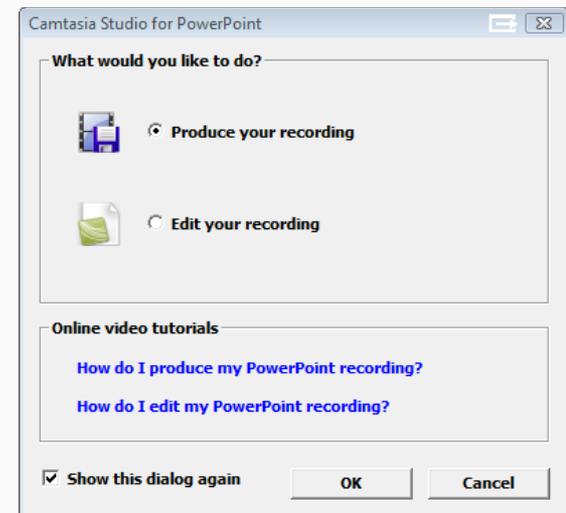


If you choose to **Continue recording**, click the **Stop recording** button in the PowerPoint recording toolbar.



2. After you save the file, choose whether to:
 - Produce your recording.**or**
 - Edit your recording before producing it.

* You will save your file on your flash drive and produce your file in your office.

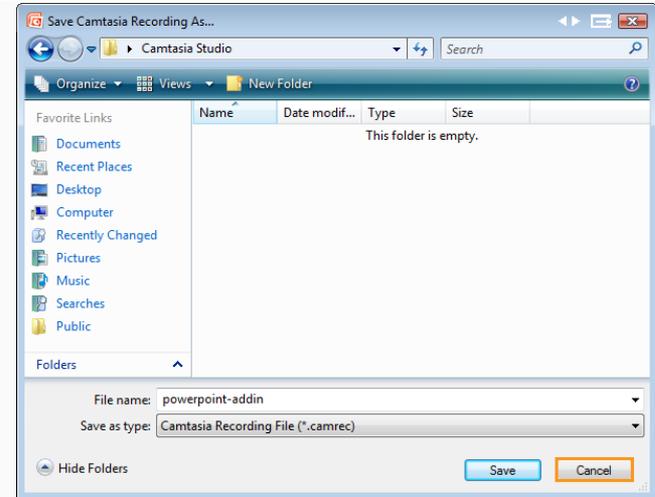


Cancelling a Recording

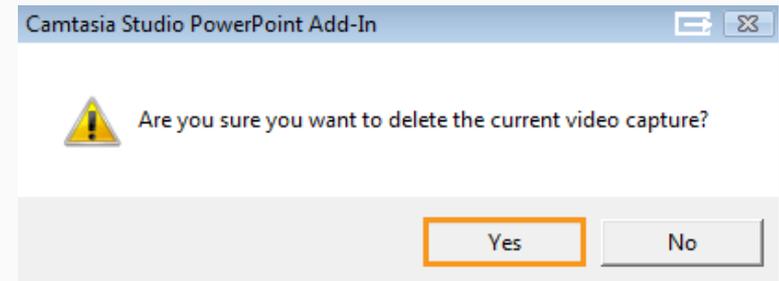
1. Press



2. When the *Save Camtasia Recording As...* dialog box appears, click **Cancel**.

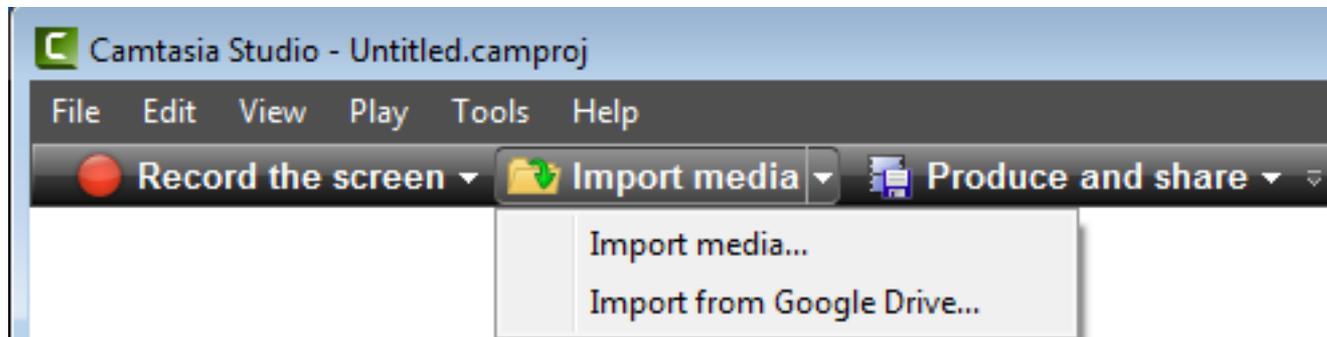


3. When the dialog box appears asking if you are sure you want to delete the current video capture, click **Yes**.



Producing your video

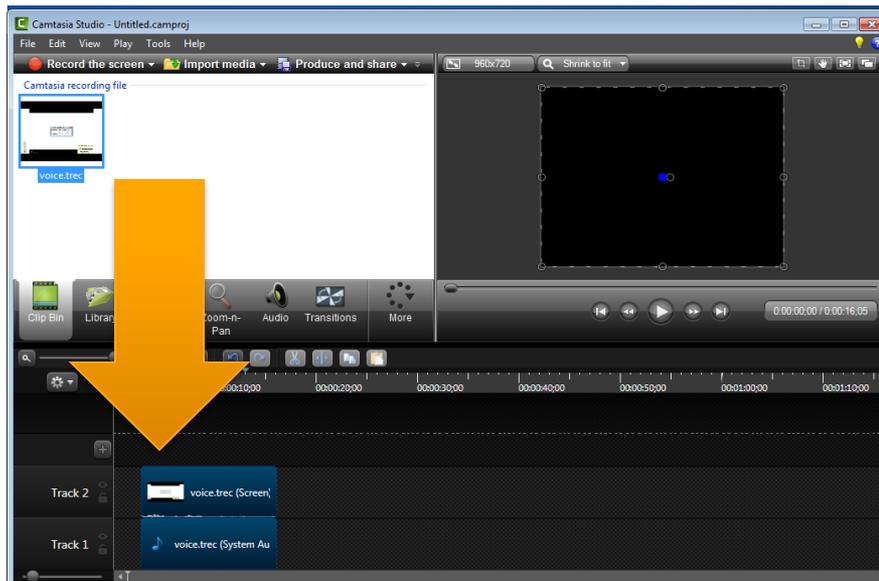
- At your desk, you will open Camtasia
- Click on the import media tab:



- Locate your presentation.

Producing your video

- When your video is imported, it will display in the clip bin. You will need to click left and hold and drag your video down to the timeline.



Producing your video

- Now click on the Produce and Share button (for PC users) or the Share button, Advanced Export (for Mac users).
- The window will show what options you have for production.
- Select MP4 option (480 p), click Next.
- You will then name your video and change the save location if desired.
- Click Finish
- Camtasia will render your video and display a screen when it is done, select Finish.
- Locate your video based upon where you selected to save it, upload the MP4 file to Moodle.

