## **Recording a tutorial**

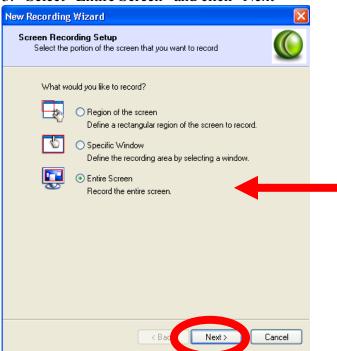
1. Open Camtasia.



2. Select "Start a new project by recording the screen". And click "OK".



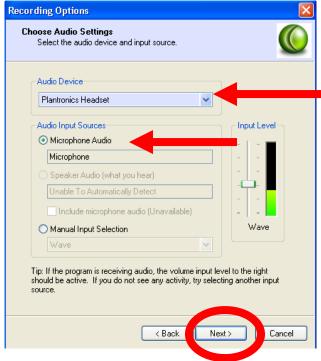
3. Select "Entire Screen" and click "Next"



4. Select "Record Audio" and click "Next".

Recording Options				
Recording Options Choose the recording sources you would like to include in your recording.				
What would you like to record?				
Record Audio				
Record audio while recording the screen.				
Record Camera Record camera video while recording the screen.				
Camera Preview				
Show camera preview window while recording the screen.				
< Back Next > Cancel				

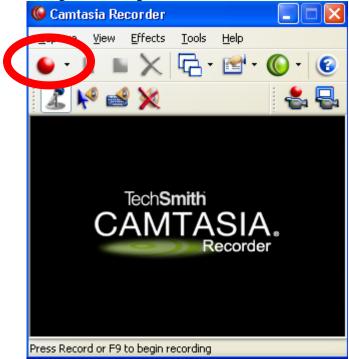
5. Select Plantronics Headset, and Microphone Audio. Adjust the Input Level slider so the input level does not go into the red when you speak. Select "Next".



6. Select "Disable display acceleration during capture" and click "Finish". A dialog box will appear. Click "OK".

ording Options	×
Begin Recording Click Finish to begin recording.	
<ul> <li>Click the record button on Camtasia Records F9 to start the recording process.</li> <li>Click the stop button on Camtasia Recorder F10 to stop the recording process.</li> </ul>	
<ul> <li>Performance Options</li> <li>Disable display acceleration during capture</li> <li>Disabling display acceleration will result in much smoother screen recordings.</li> </ul>	
< Back Finish	Cancel

7. Click the record button on the Camtasia Recorder console, then click on the screen to begin recording.



8. Open up Internet Explorer and go to <u>www.espn.com</u>. **Speaking into the microphone, Say, "be sure to get your daily baseball fix at ESPN's website".** 

9. Navigate to the MLB Page.



10. To end your recording, press F10. The recording will automatically begin playing.

11. Select "Save". Name the file "tutorial" and save it to your desktop.



# **Recording a lecture**



2. Select "Recording Options" from the Camtasia toolbar (the icon looks like a finger pointing at a document).



3. Under "Video and Audio", ensure "Record audio" is selected. Next, select "Advanced".



4. Under "Audio Options" select "Plantronics Headset" from the "Audio Device" pulldown menu. Next, select "Audio Setup"

Video Options —	
Video Codec:	TechSmith Screen Capture Codec
	Video Setup
Audio Options -	
Audio Device:	Default Windows Audio Device
Audio Codec:	Verault Windows Actio Device
Audio Format:	Soundgiçar Audio
	Audio Setup
Defaults	OK Cancel Help

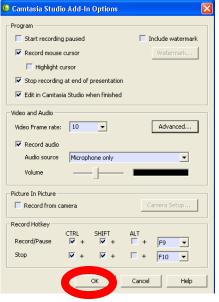
5. Under "format" select PCM, and under "Attributes" select 44.100 kHz, 16 Bit, Mono, 86kb/sec. Select "OK".

Audio For	rmat	×
Name:		
[untitled]	Save As	Remove
Format:	(PCM)	•
Attribut	44.100 kHz, 16 Bit, Mono 80	6 kb/sec 🕟
	OK Cancel	

#### 6. Select "OK" again.

🌔 A	dvanced Vic	leo and Audio Setup	×				
4	CAUTION: Changing the audio and video codecs can have a dramatic impact on file size and quality.						
_ <sup>Vic</sup>	leo Options —						
N	/ideo Codec:	TechSmith Screen Capture Codec					
		Video Setup					
Au	dio Options —						
4	Audio Device:	Plantronics Headset					
4	Audio Codec:	PCM (uncompressed audio)					
4	Audio Format:	44100Hz, 16 Bit, Mono, 86KB/s					
		Audio Setup					
[	Defaults	OK Cancel Help					

#### 7. Select "OK" yet another time.



8. Ensure the microphone button is selected on the Camtasia toolbar.



- 10. Speak into the microphone and advance the slides by pressing the space bar.
- 11. Press the "Escape" key to end the recording.
- 12. Name the file "lecture" and save it to the desktop.

#### **Editing a lecture/tutorial**

- 1. The saved Camtasia file will automatically open after the recording is complete.
- 2. Select "Edit your recording and click "OK".

Camtasia Studio for PowerPoint 🛛 🔀
What would you like to do?
Produce your recording
View in Camtasia Player
Online video tutorials
How do I produce my PowerPoint recording?
How do Ledit my PowerPoint recording?
Show this dialog again

3. Expand the timeline by grabbing the top bar and dragging it upward. This will allow you to see the audio waveforms more clearly.



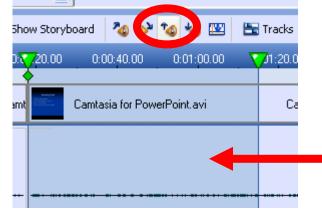
4. Use the controls to play, fast-forward, rewind, and stop the recording.



5. To delete a selection, highlight the area you would like to remove on the timeline and click on the scissors icon.

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-Markers	00.00	0:00:2		0:00	7.00	0
Video	Participante Antonio de la compositiva Antonio de la compositiva	Camt	Anna ging Manana	Camtasia	for Pow	erPo
Audio 1	*** ****	•••••				
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6. To raise or lower the audio level, highlight the area that you would like to adjust and select the volume up/volume down buttons.



7. To change the name of a slide, double-click on the marker and type in the new title. Click "OK". The titles of the slides will appear in the table of contents when we produce the recording.

2	% 🕸	📑 Show Story	board	<sup>2</sup> 0 0 <sup>3</sup>	🍫 🍲 🔛	E
	<b>V</b> 0.00	0:00:20.00	0:0	0:40.00	0:01:00.00	
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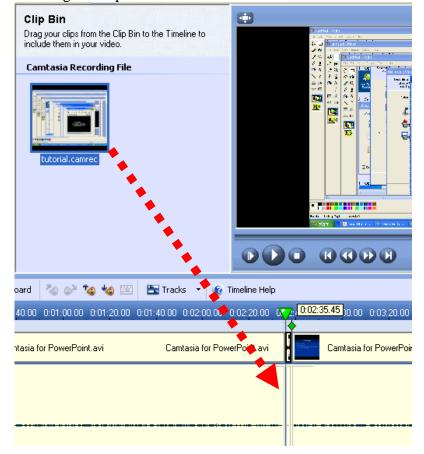
### Importing a tutorial

1. From the File menu, select "Import Media".



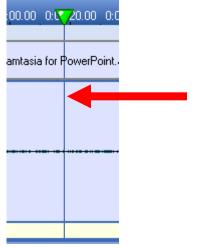
- **?** 🗙 Open Look in: 🔁 temp 🖌 🕝 🤣 📂 🔜 <u>)</u>1 Ò 🛅 biswas My Recent Documents 🚞 ce6 🚞 participantppt 🚞 photos B tutorial 02 Desktop Camtasia for PowerPoint Participantppt Phone phonebkg My Documents Presentation1 My Computer ٩ Open File name: tutorial V Cancel Files of type: All Media Files (\*.camrec, \*.avi,\*.mpg,\*.mpeg,\*.v 🗸 My Network
- 2. Select the File you would like to import and click "Open".

3. Drag the imported file to the desired location on the timeline.



# **Creating a quiz**

1. Select where you would like to put the quiz on the timeline.

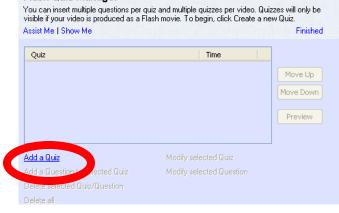


2. From the Task List, select "Flash Quiz".



3. Select "Add a Quiz"

#### Flash Quiz Manager



4. Name the Quiz "Quiz 1". Select "OK"

Quiz name: Quiz 1	
Appearance	
Font Color	Background Color
Text size:	Large Text (4 answers)
Submit button text:	Submit
Answer numbering:	Letters: a), b), c), 💌
Quiz feedback	
If correct, display:	Correct
If incorrect, display:	Incorrect
Number of attempts:	1
Action if number of attempts exceeded:	Continue
	OK Cancel Help

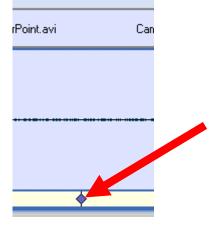
5. Select "Multiple Choice" for the Question Type and click "OK"

Question Type	
What type of question would you like to add?	
💿 Multiple choice	
O Fill in the blank	
OK Cancel H	lelp

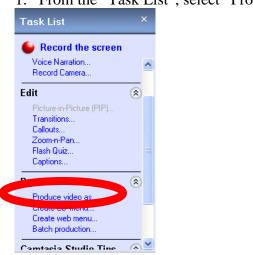
6. Type in the question and answers in the corresponding fields. Click "OK", and then click "Finished".

Multiple Choice Question					
Assist Me   Sho	Canc OK				
Quiz name: Question: Answers Place a	quiz 1 I am now ready for baseball season. check next to the correct answer	+			
True		Correct	Add Delete Move Up Move Down Edit		

7. The Quiz will appear on the timeline as a marker.



# Producing the file



1. From the "Task List", select "Produce video as..."

2. Select "Flash (SWF/FLV) – Macromedia Flash output. Click "Next".



3. For the Template, select "One video with TOC". Select 800 X 600 from the "Fit in:" pulldown menu. Click "Next".

Template:	Or	ne video with TOC	+		Flash Optic	ons	
Template		Video	Fit in: Video: PIP: Other: <b>Total</b> :	N/A 640> 800	500 x480 pixels x55 pixels i <b>x535 pixels</b> ange Dimensions.		
							Next >

4. Select "Next" on the Video Options screen.

Include watermark		Options
Image Path		
C:\Program Files\TechSmith	h\Camtasia Studio 3\watermark.gif	
eporting		
eporting roduce a packaged e-Learnin	a lesson with your video.	
eporting roduce a packaged e-Learnir	ng lesson with your video.	
	ng lesson with your video.	Options

5. On the Produce Video Screen, give your output file a name and save it to the desktop. Click "Finish". The Flash file will play immediately after it is produced.

Dutput file	
Production name:	
Camtasia for PowerPoint	
Folder:	
C:\Documents and Settings\dwc031000\Desktop	<b>2</b>
Organize produced files into sub-folders	
Post production options	
Show production results	
Play video after production	
Upload files to the web using a hosting service (free trial available)	
hese files will be created upon production: older: C:\Documents and Settings\dwc031000\Desktop\Camtasia for PowerPoint\ iles: Camtasia for PowerPoint.swf Camtasia for PowerPoint_config.xml Camtasia for PowerPoint_controller.swf Camtasia for PowerPoint_html	
Camtasia for PowerPoint_nofp_bg.gif	~
	>
< Back Finish Cancel	Help