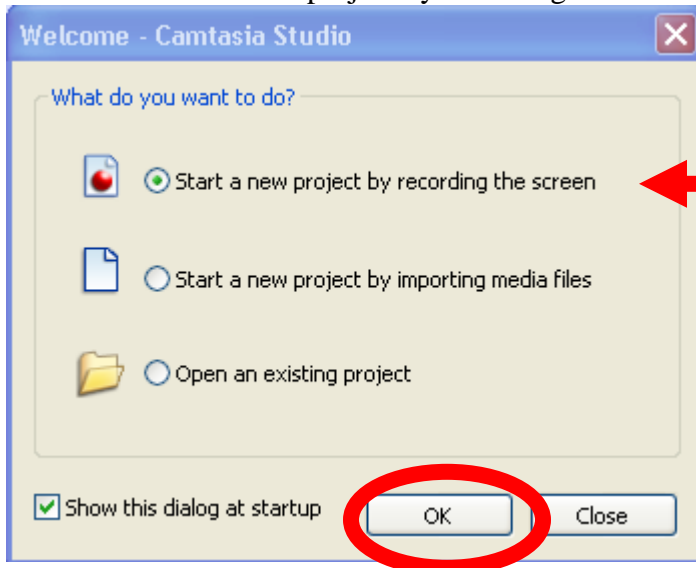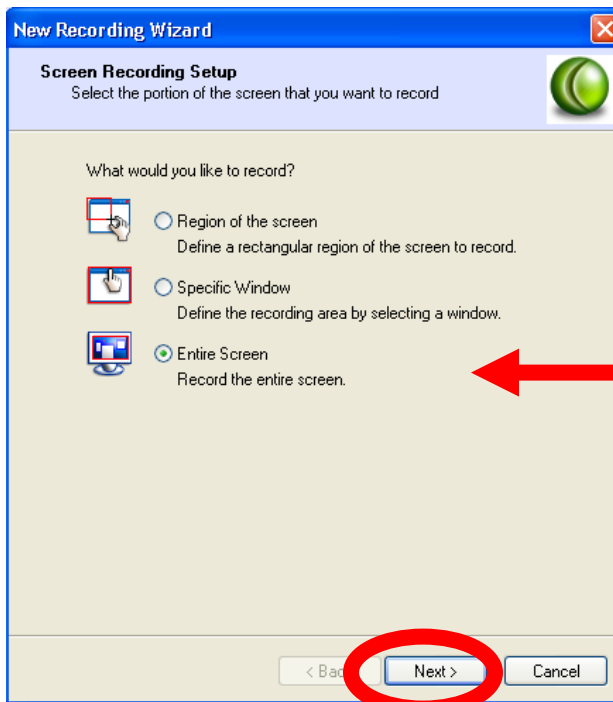# Recording a tutorial

1. Open Camtasia.
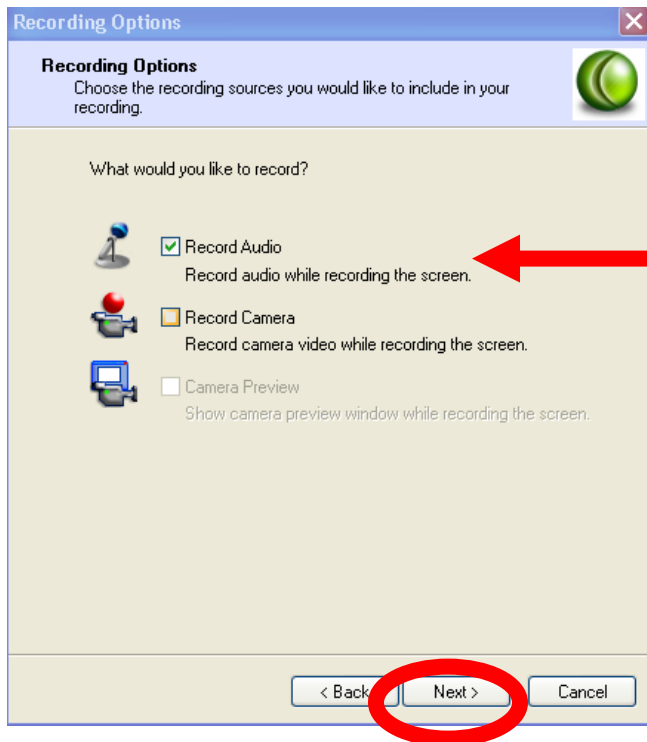

2. Select "Start a new project by recording the screen". And click "OK".
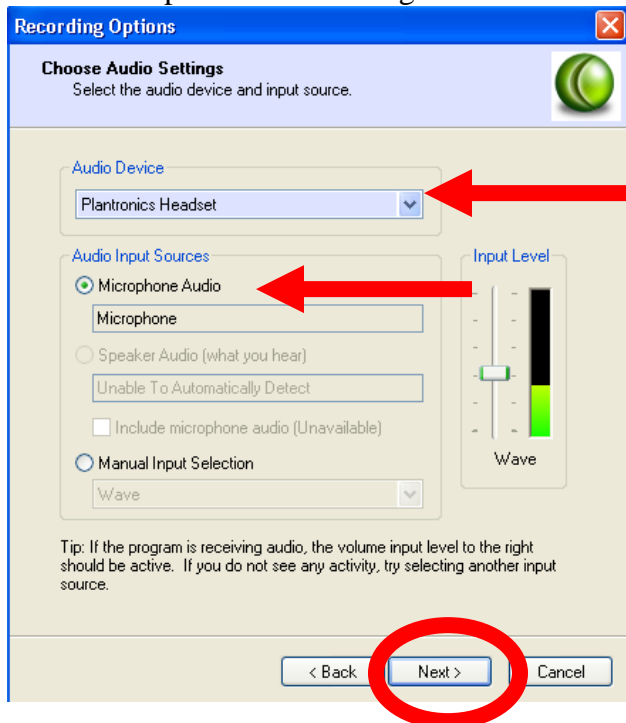

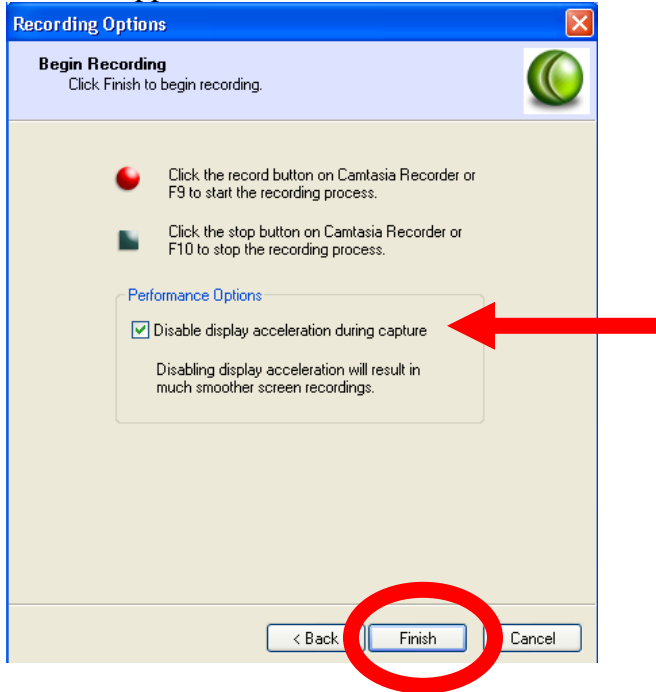3. Select "Entire Screen" and click "Next"

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

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".

7. Click the record button on the Camtasia Recorder console, then click on the screen to begin recording.
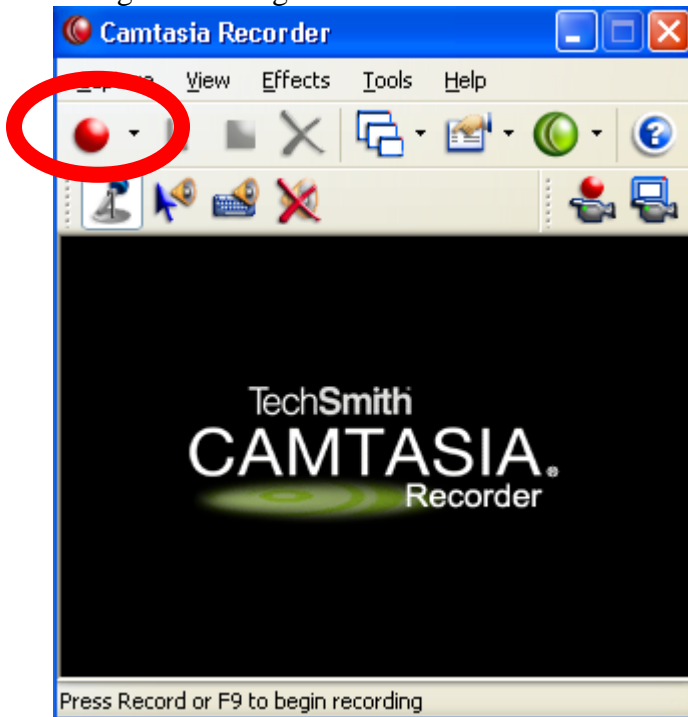
8. Open up Internet Explorer and go to www.espn.com.
Speaking into the microphone, Say, "be sure to get your daily baseball fix at ESPN's website".
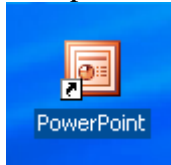
9. Navigate to the MLB Page.

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

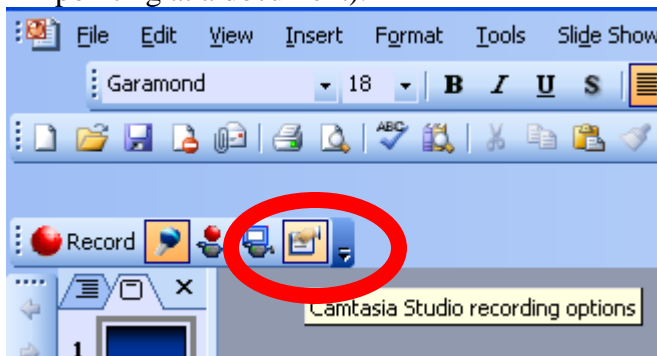11. Select "Save". Name the file "tutorial" and save it to your desktop.
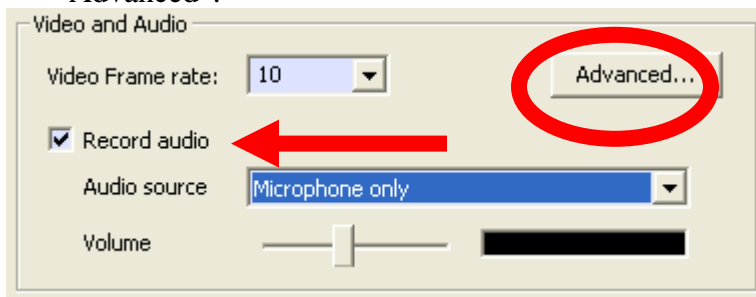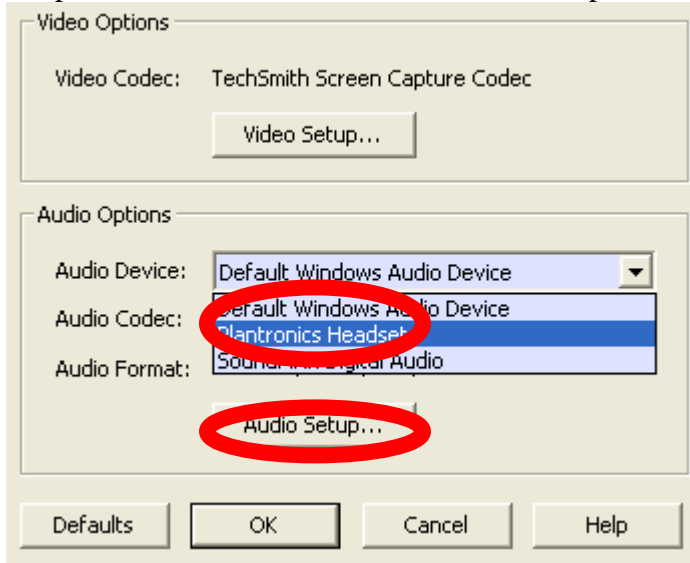
Recording a lecture

1. Open PowerPoint.

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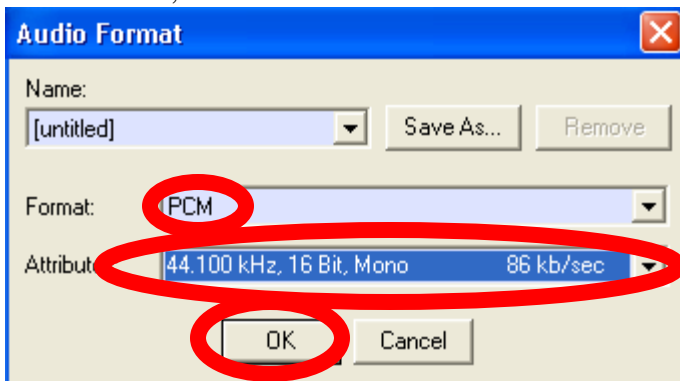

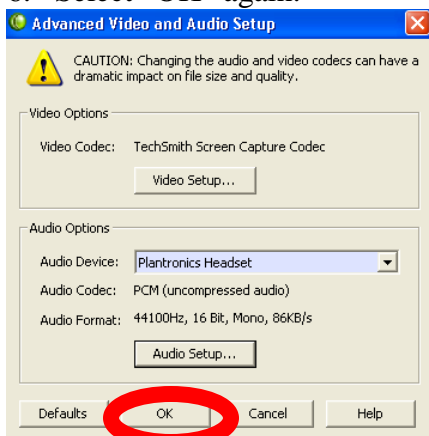3. Under "Video and Audio", ensure "Record audio" is selected. Next, select "Advanced".

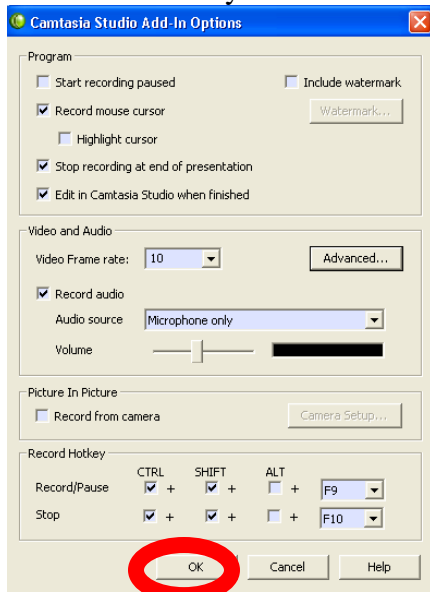4. Under "Audio Options" select "Plantronics Headset" from the "Audio Device" pulldown menu. Next, select "Audio Setup"

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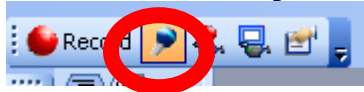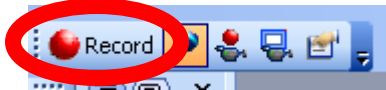

6. Select "OK" again.

7. Select "OK" yet another time.

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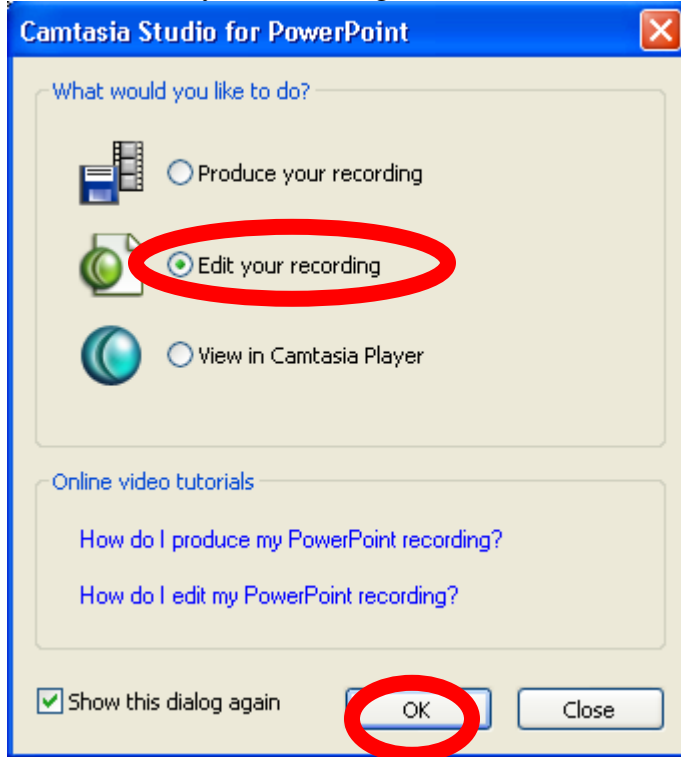

9. Select "Record".

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.

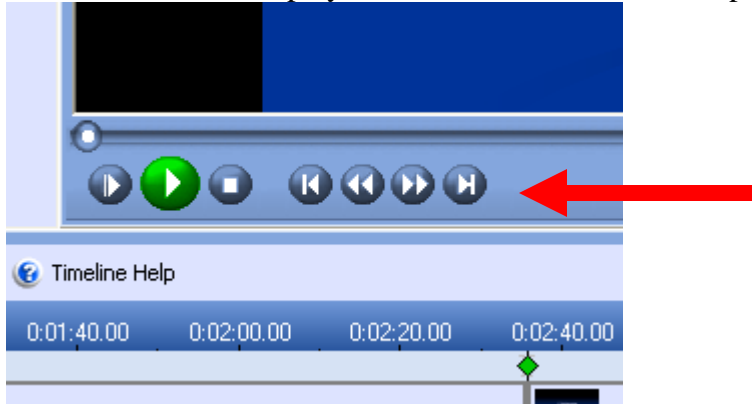2. Select "Edit your recording and click "OK".

3. Expand the timeline by grabbing the top bar and dragging it upward. This will allow you to see the audio waveforms more clearly.
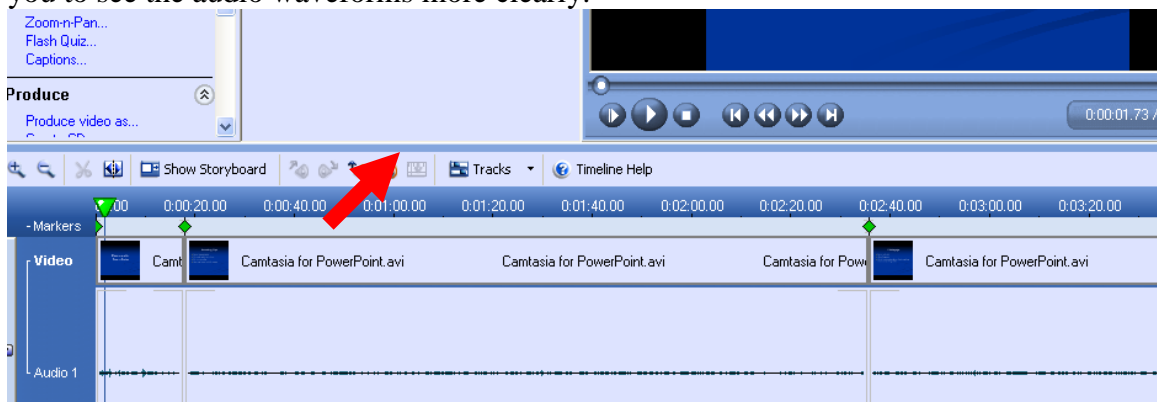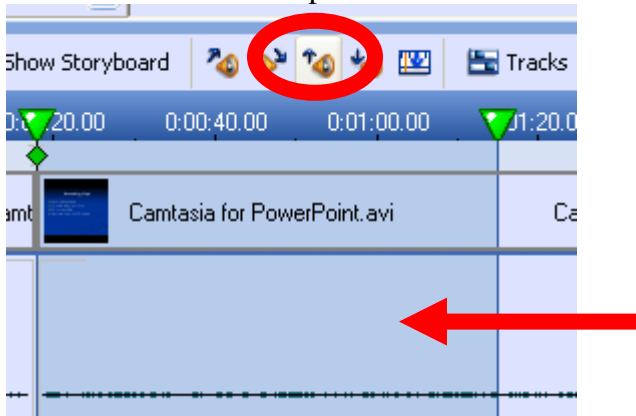
4. Use the controls to play, fast-forward, rewind, and stop the recording.

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

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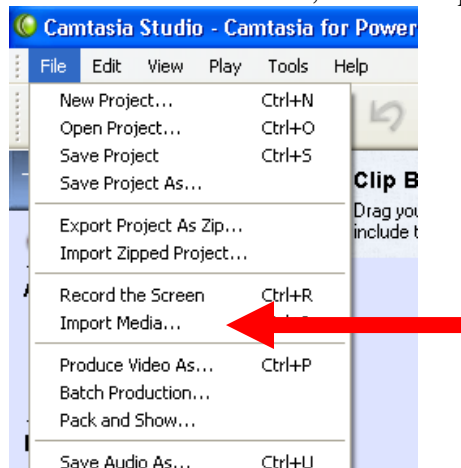
7. To change the name of a slide, double-click on the marker and type in the new title. Click "OK". The titles of the slides will appear in the table of contents when we produce the recording.
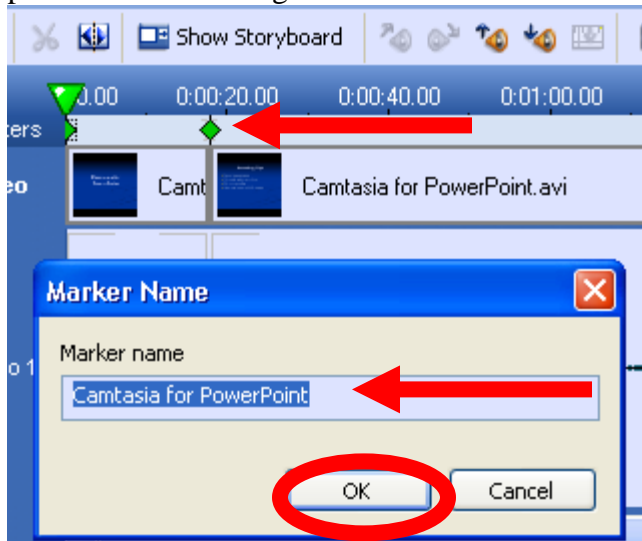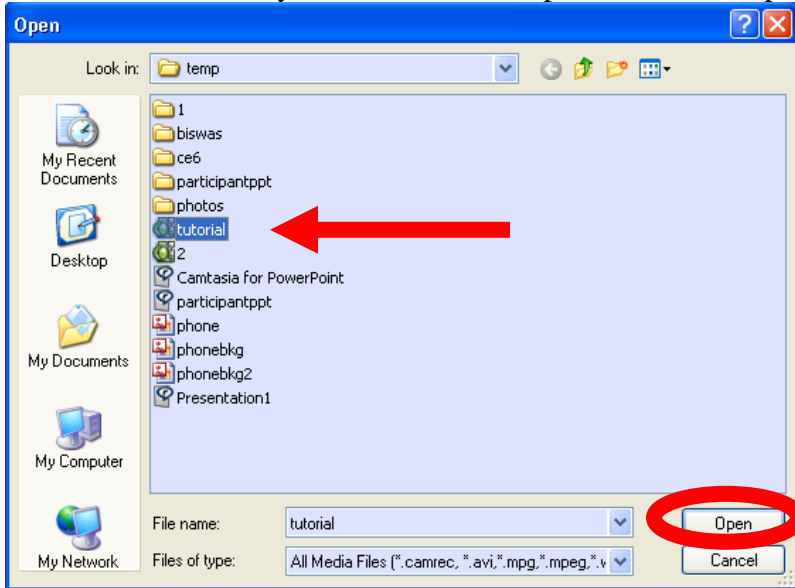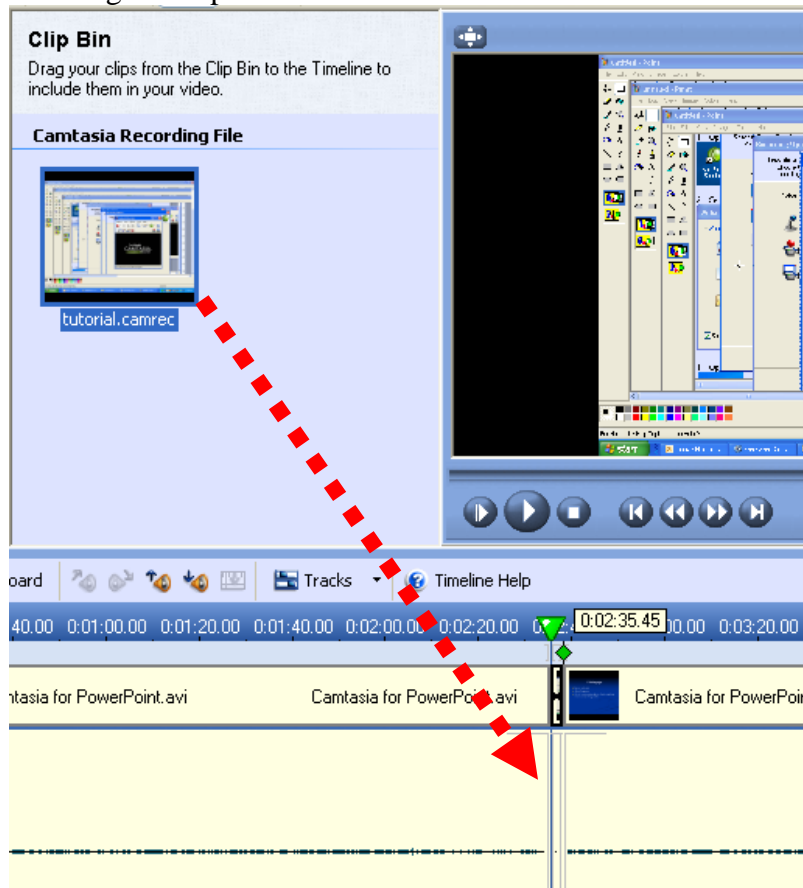

Importing a tutorial

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

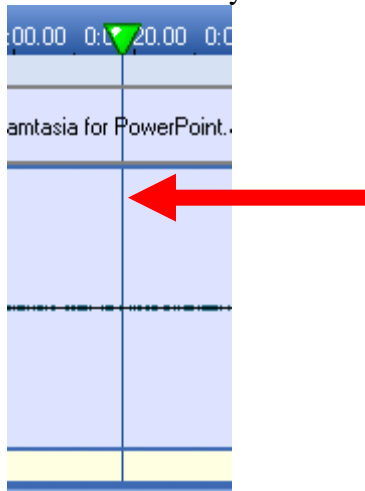2. Select the File you would like to import and click "Open".

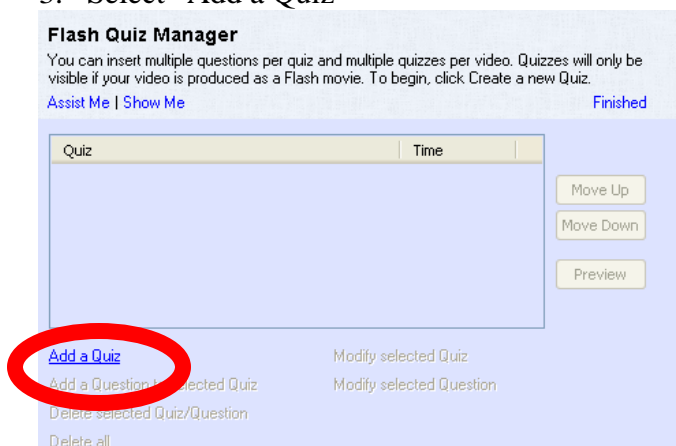3. Drag the imported file to the desired location on the timeline.

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"

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

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

6. Type in the question and answers in the corresponding fields. Click "OK", and then click "Finished".
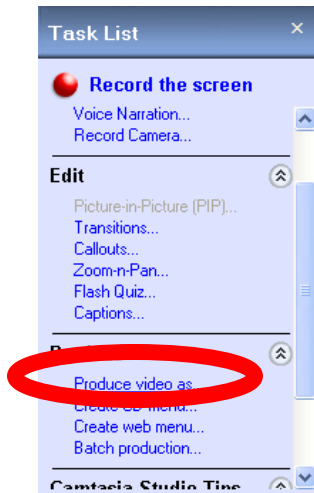
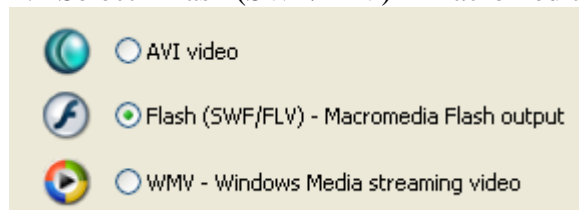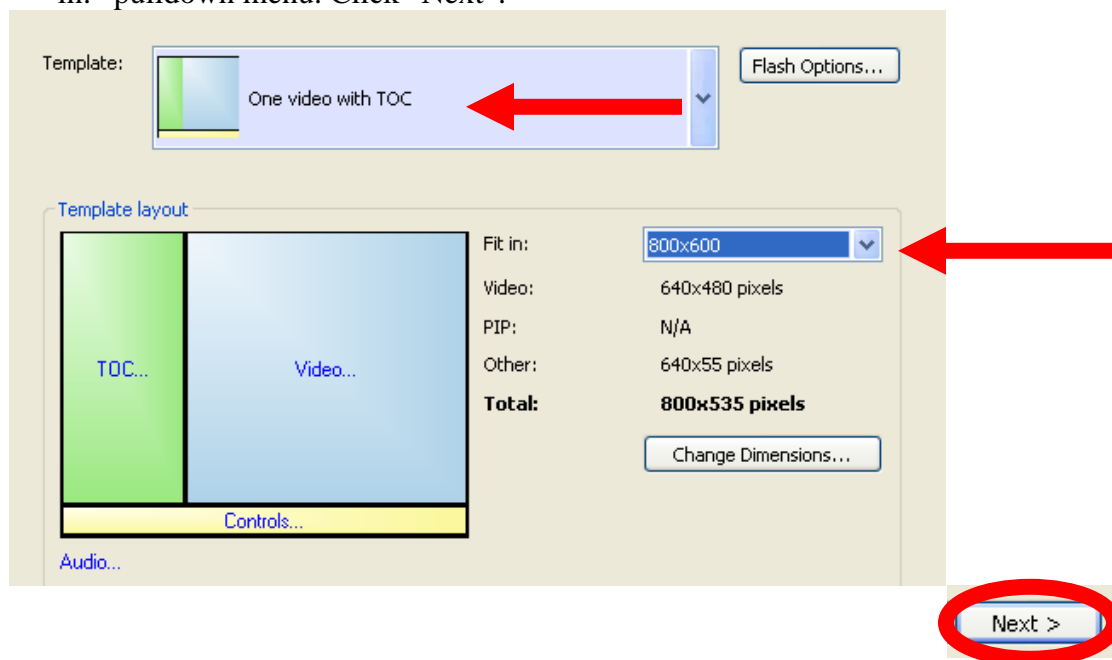7. The Quiz will appear on the timeline as a marker.
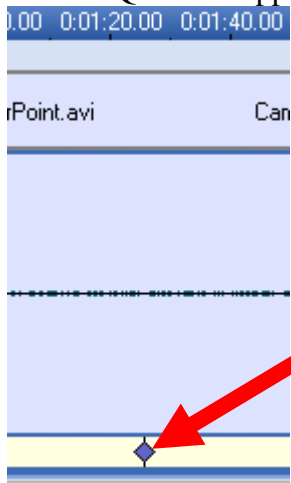
Producing the file

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".

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

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.