

## >I am giving a PowerPoint presentation, and I want to record it.

How to RECORD a PowerPoint Slideshow using Camtasia:

**Open your slideshow in PowerPoint.** Do not select “View Show.”

**Find the record button** in the upper left of the menu bars. Next to the record button is a microphone icon. It should be highlighted. If it is not, click it so it is.

**Press the record button.** It will open your slideshow to the first slide. You will see in the lower right a little box that indicates the incoming audio signal.

- If you mic isn't on, turn it on now.
- When you speak, the green bar should bounce from left to right, moving as you speak.
- When you're ready, click on “**click to begin recording.**”

If you want to **pause recording** (during a break, for example), press **CTRL+SHIFT+F9** on the keyboard.

Then click on “**click to resume recording.**” Don't forget to resume!

**To end, pres ESC** on the keyboard, or End Show in PowerPoint. The slideshow will end and a dialog box will appear with two choices:

Choose “**Stop recording**” if you're finished. Skip to SAVE THE RECORDING.

Or choose “**Continue recording,**” if you want to continue lecturing without PowerPoint.

- Don't close PowerPoint, minimize it.
- When finished, maximize PowerPoint.
- Press Stop Recording up in the upper left menu bar of PowerPoint

SAVE THE RECORDING:

- After you stop recording, a window will open, “Save Camtasia Recording As...”
- It will use your slideshow title, or you can type in something different.
- After you click Save, the Camtasia Studio for PowerPoint dialog box will open with several options. Choose **Cancel**.

Turn this sheet over for Non-PowerPoint Recording Instructions>>

## >I am using Word, the Internet, another program, or I have nothing to display (audio only), and I want to record it.

How to RECORD with Camtasia when not using PowerPoint:

Click on the Camtasia Recorder icon on the desktop. When the box opens, look for three things:

- In the audio box: The microphone icon should be highlighted.
  - >If it is not, click it so it is.
- In the audio box: A vertical bar that indicates the incoming audio signal.
  - >If your mic isn't on, turn it on now.
  - >When you speak, the bar should bounce up and down, moving as you speak.
- In the video box: It should say "Capture Entire Desktop."
  - >If it does not, click on the monitor icon for a pull-down menu and select "Screen"

**Press Record** in the Camtasia Recorder box.

- The box will minimize to a red icon in the lower right of the screen
- While it is recording the screen has colored lines around it: red on the top and sides, green on the bottom.

**To pause recording** (during a break, for example):

- Click on a minimized Camtasia Recorder icon to open it
- Press pause
- Press resume to begin again. Don't forget to resume!

**To stop recording**

- Click on a minimized Camtasia Recorder icon to open it
- Press the **square green button**, NOT THE **RED X** which will delete the file!

**SAVE THE RECORDING:**

When you press the Stop button, The Camtasia Recorder Preview opens and begins to play the file.

- **Press the Save button** in the lower right

This opens the Save Recording box

- Name the recording and **click on Save**

The Post-Save Options Box opens. Press **Cancel**.