

## Camtasia Studio 4 Tutorial

For questions, please contact LearnTech at [learntech@ncsu.edu](mailto:learntech@ncsu.edu) or (919) 513-7094.

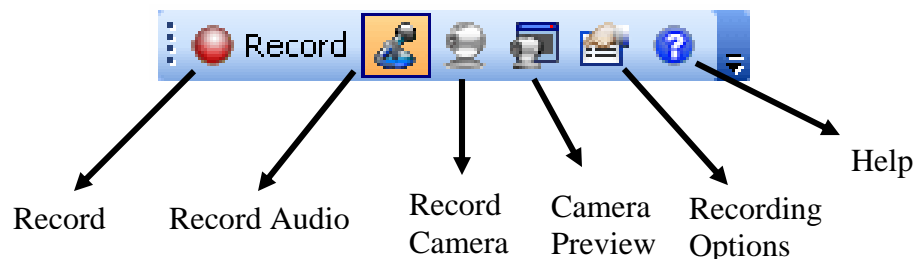
By using Camtasia tool bar inside your PowerPoint, you can record any PowerPoint presentation and convert it into an AVI or Streaming Media file. Camtasia allows you to record all of the PowerPoint animation and slide transitions and then narrate, modify and edit that recording, making your presentation more valuable to your students.

You can use Camtasia to record your PowerPoint presentation to be distributed via CD-ROM, web or e-mail and be played back on standard media players. The presentation runs unattended, but delivers the full content of a live event. Your students do not need a special PowerPoint viewer to see your presentation.

To get started:

1-Open the PowerPoint presentation you would like to use.

2-Look for the Camtasia toolbar inside PowerPoint.



3-To start recording on your presentation, click the Record button as shown above.

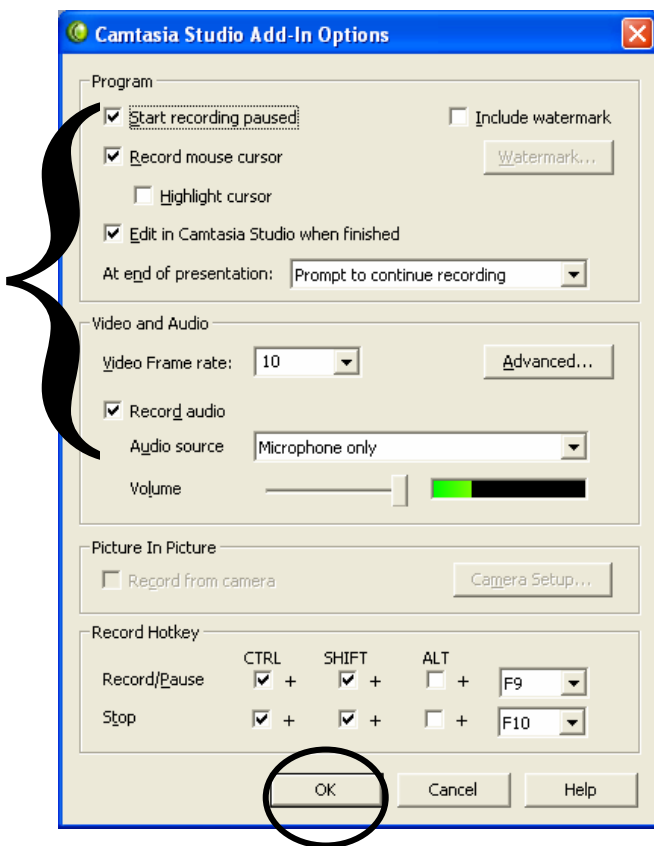
4-Click Recording Options.



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5-Camtasia Studio Add-In Options window will pop up.

- a. Camtasia can start the recording process paused so you can test the microphone volume and prepare for recording. Make sure the box for “Start recording paused” is checked.
- b. If you would like to record the mouse cursor make sure to check the “Record mouse cursor” box.
- c. At the end of the presentation you have the option to stop or keep recording. Make sure your preference is selected here.
- d. Click OK.

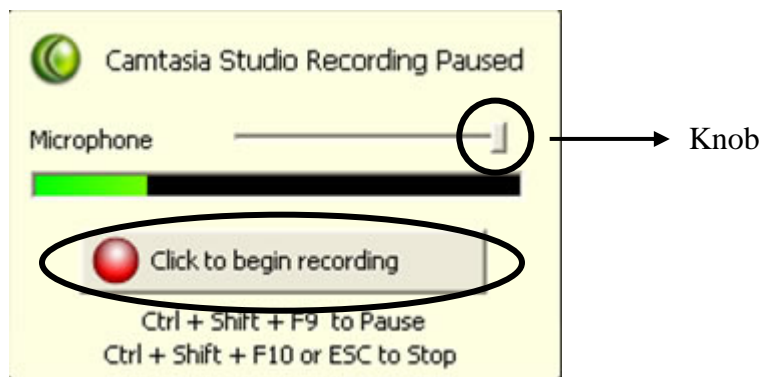


6-Press Record button.



7-If you had checked the “Start recording paused” box, you will see a small window appear

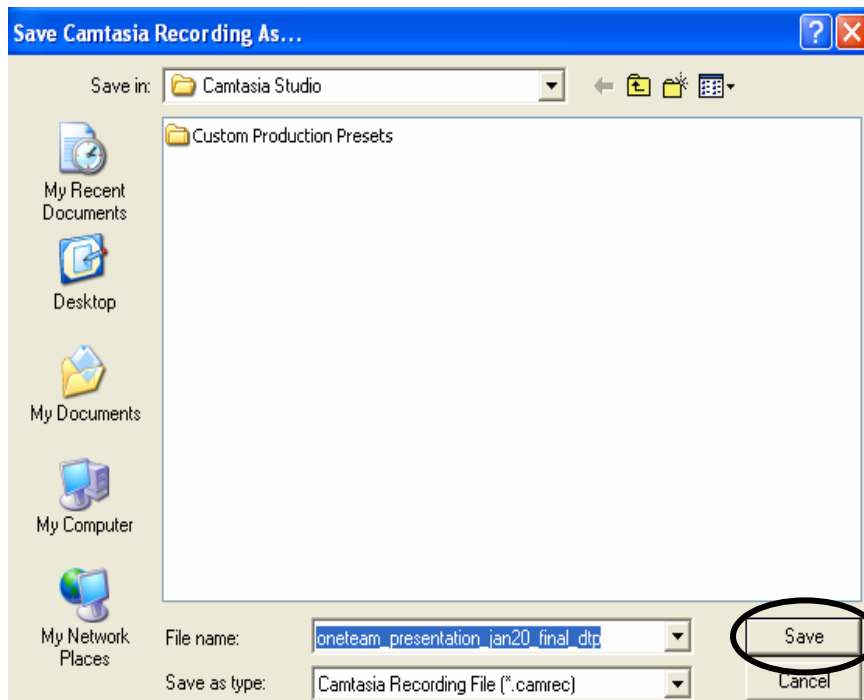
- a. Test/adjust microphone volume by shifting the knob
- b. Click “Click to begin recording” button to start recording



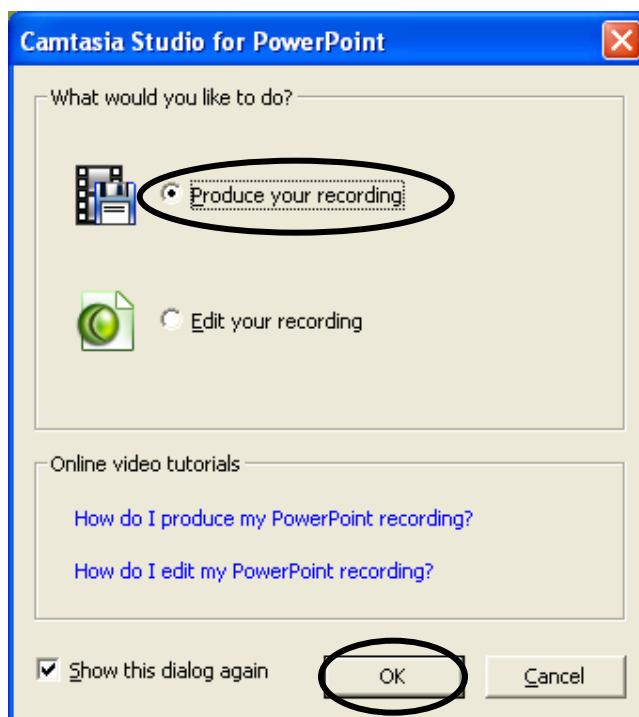
8-To stop recording press the ESC key. The following window will pop open.



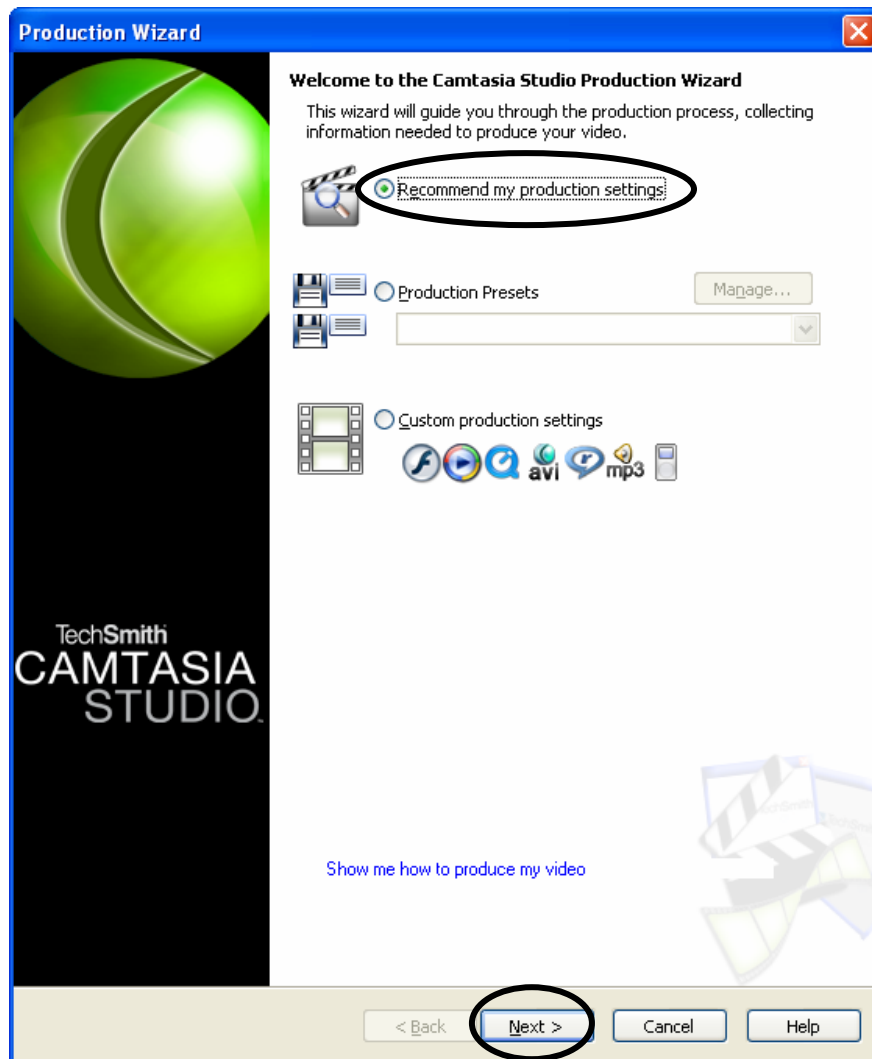
9-If you choose to stop recording, you will be prompted to save your file. Click Save.



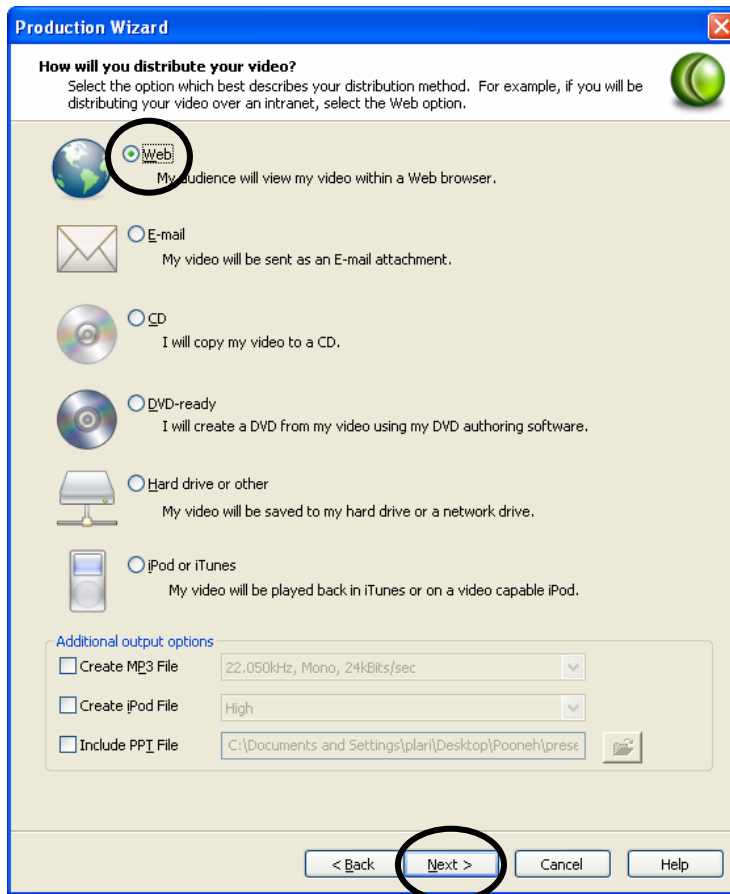
10-A window will open and ask whether you would like to produce or edit your recording. Choose "Produce your recording" and click OK.



11-Camtasia Studio will launch and the Production Wizard will pop up. Click on the "Recommend my production settings". Click Next.

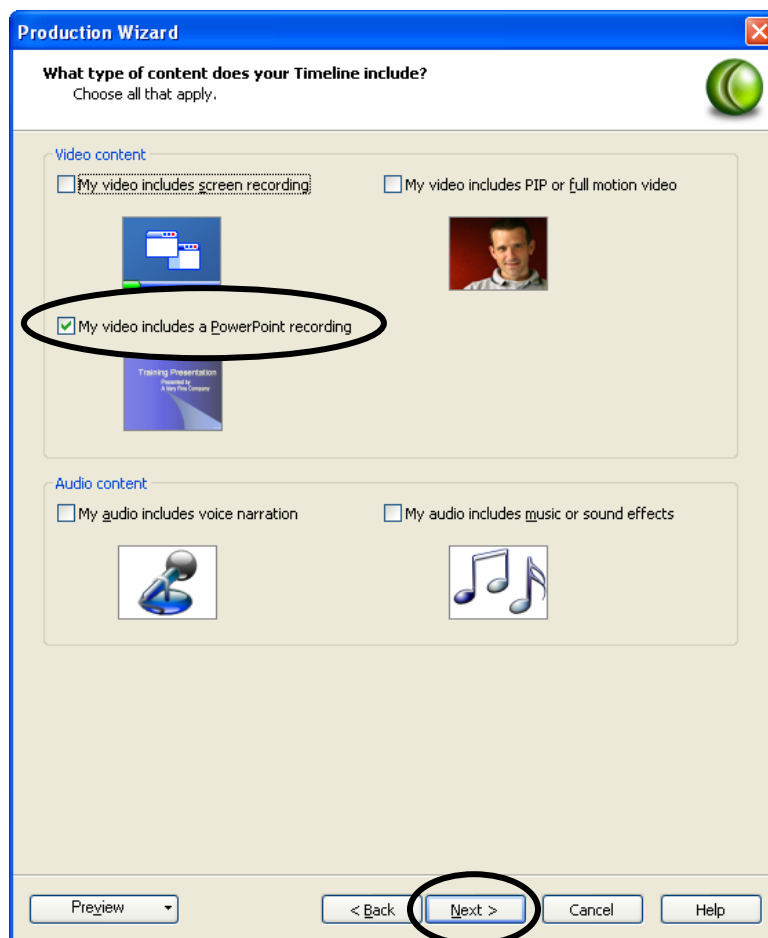


12- This window will prompt you to choose how you want to distribute your video. Choose the “Web” option\*\* and click Next.



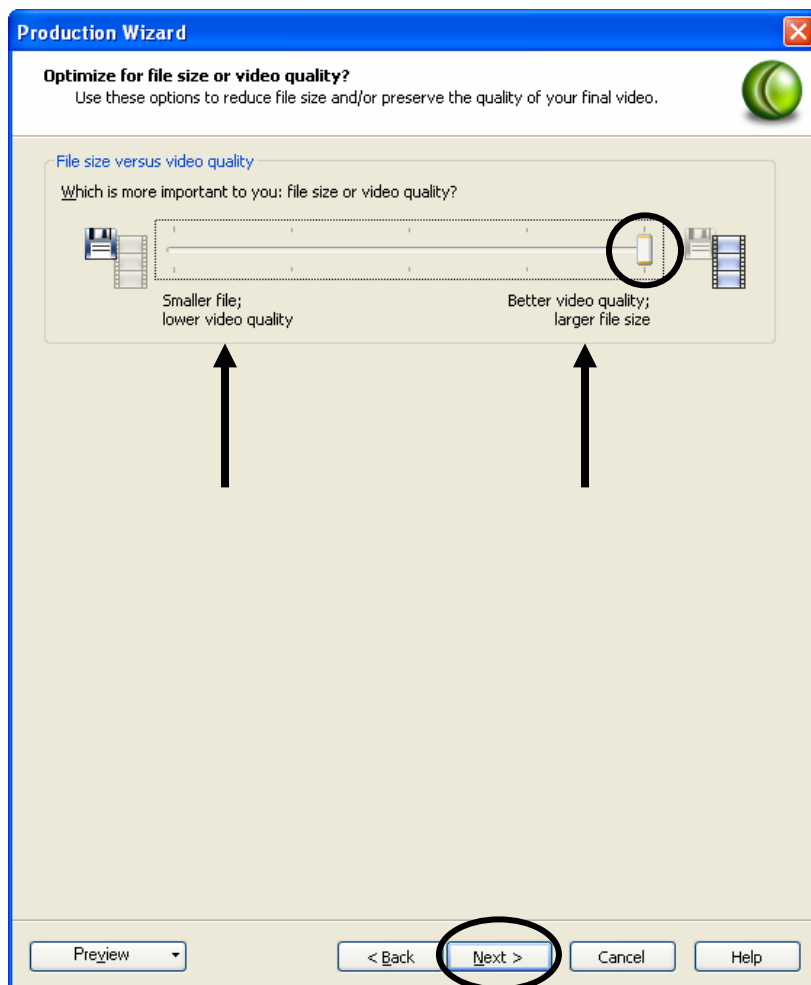
\*\* The different distribution methods yield different size and format files. Feel free to experiment with different choices to see what works best for you. We find that the “web” option works well for online classes.

13- This window will ask you what type of content your Timeline includes. Choose the “My video includes a PowerPoint recording” and click Next.



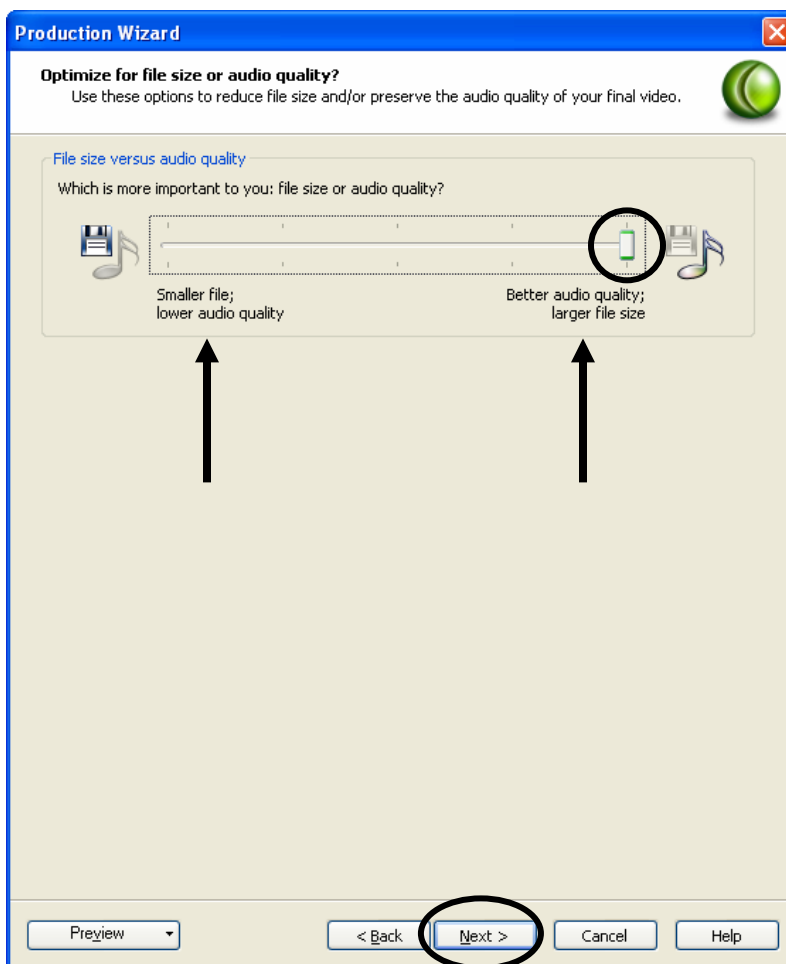
14-Set **video** quality:

- move the knob toward the left to have “smaller file; lower video quality” **OR**
- move the knob toward the right to have “better video quality; larger file size”
- The default is as seen the picture below with the knob all the way to the right. (Recommended)



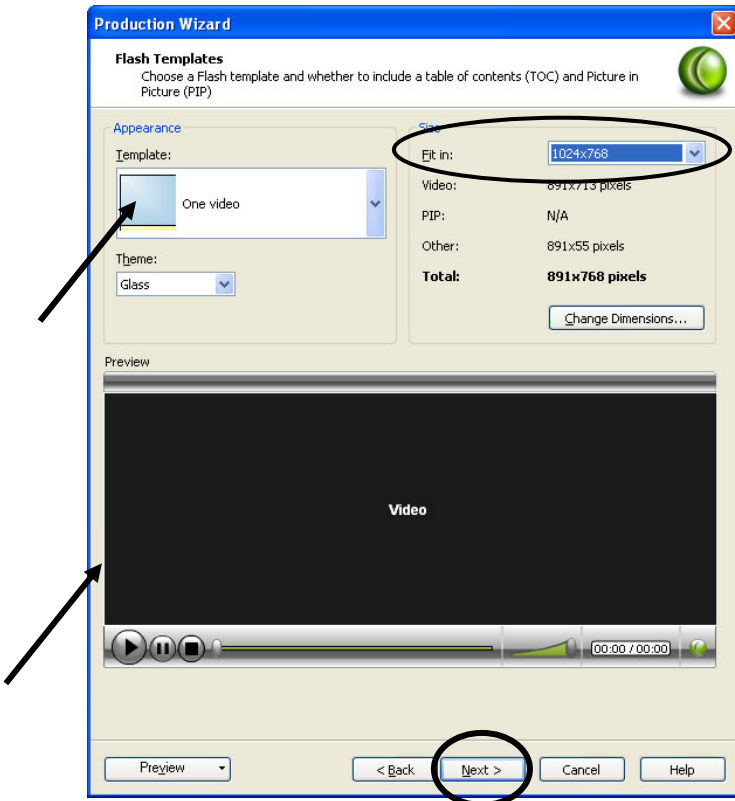
15-Set **audio** quality:

- move the knob toward the left to have “smaller file; lower audio quality” **OR**
- move the knob toward the right to have “better audio quality; larger file size”
- The default is as seen the picture below with the knob all the way to the right.  
(Recommended)

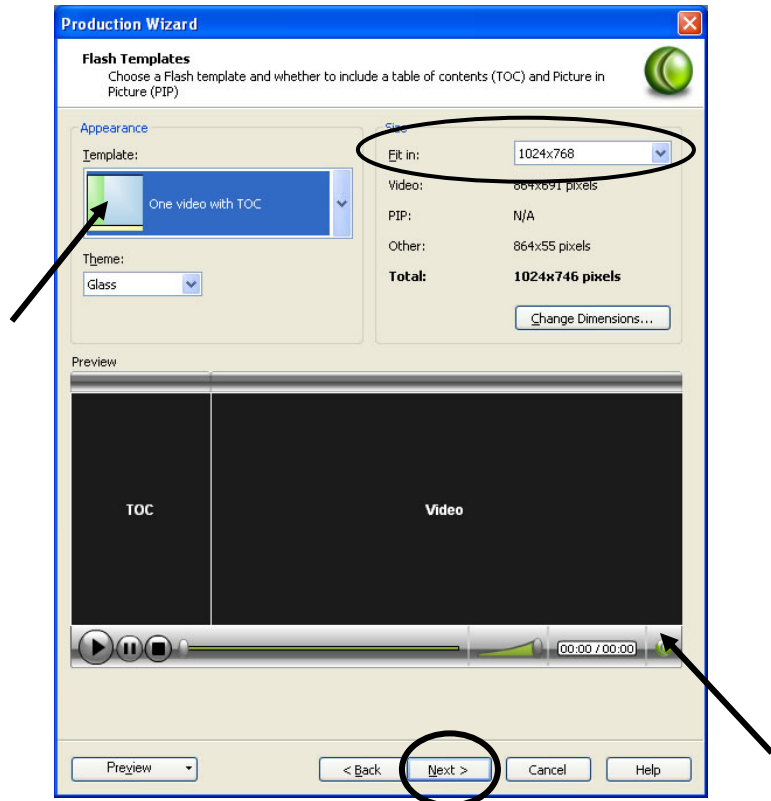


16- In this screen, you need to choose a Flash template and whether to include a table of contents for your PowerPoint presentation. Click Next.

Note: For best results on your output presentation, choose 1024 x 768 in the “Fit in” drop menu.



Without Table of Content



With Table of Content

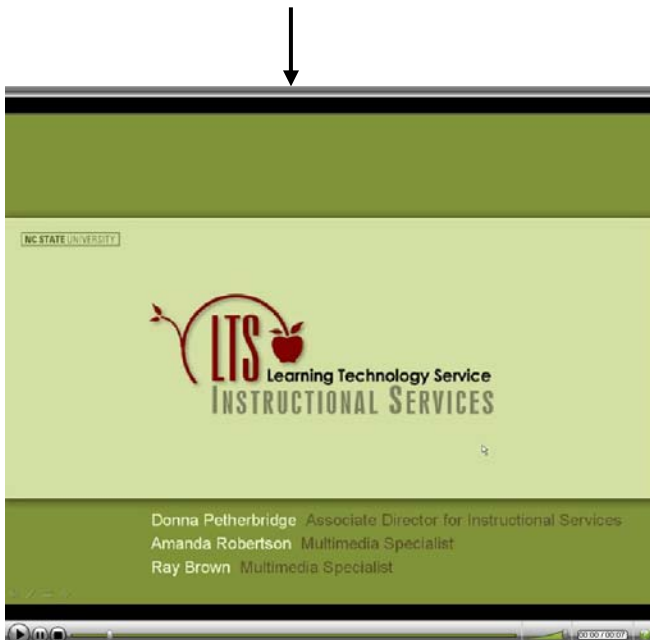
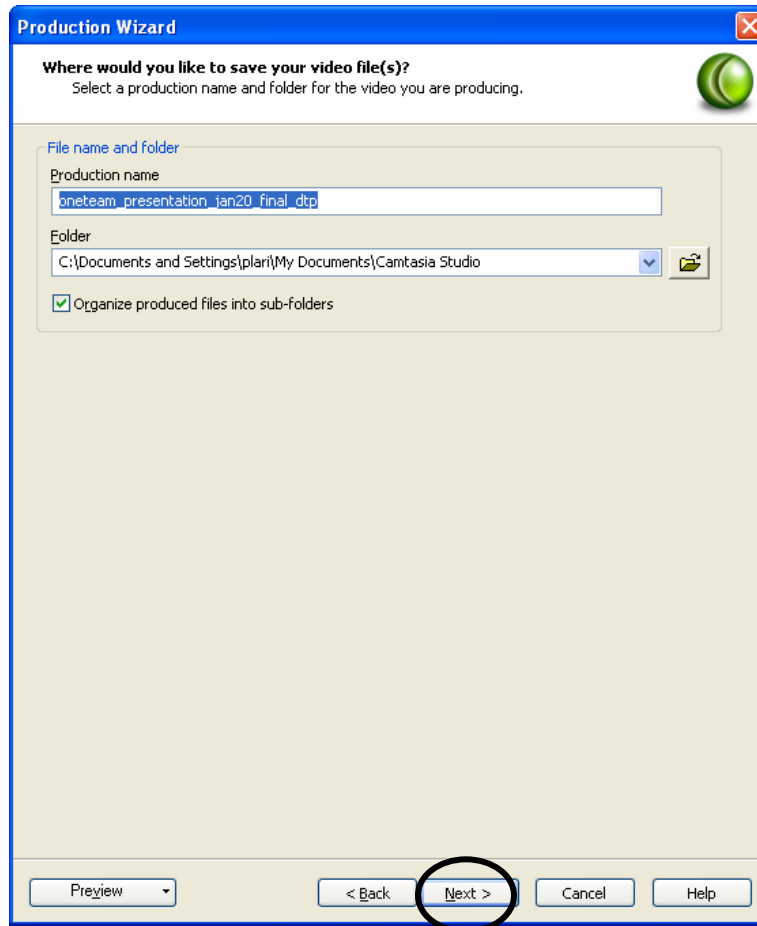


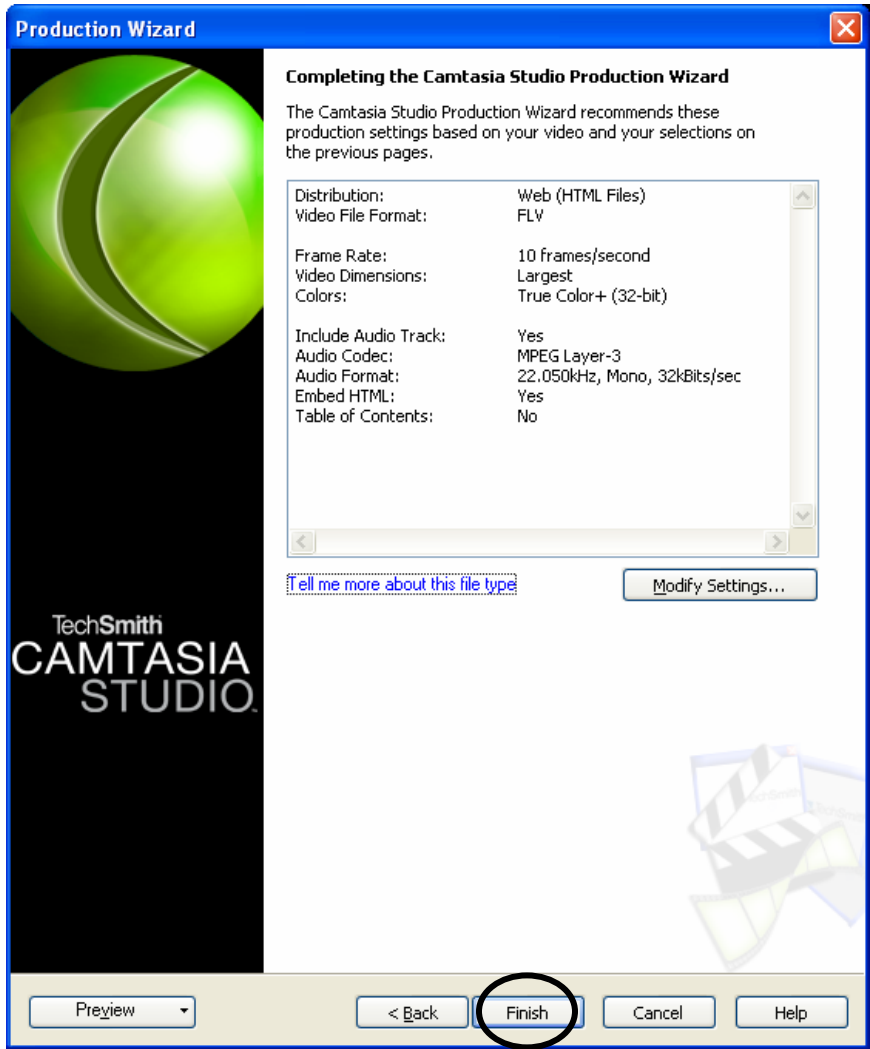
Table of content

Output

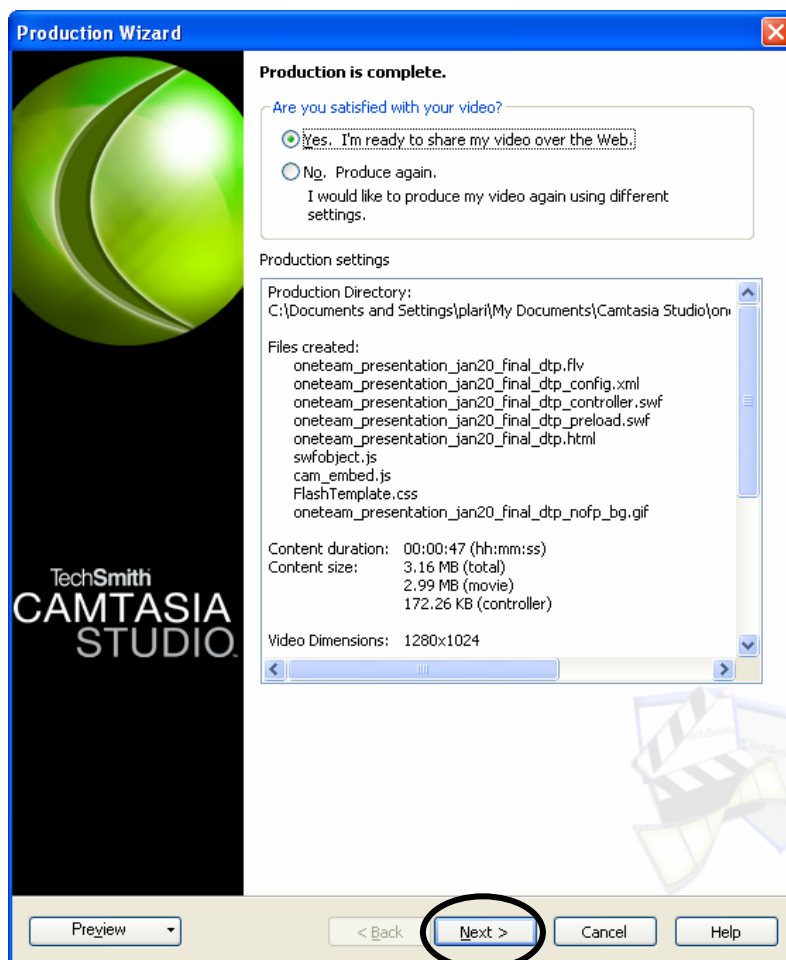
17- You will be prompted to name your video in the “Production name” box and enter a location to save your file. Click Next.



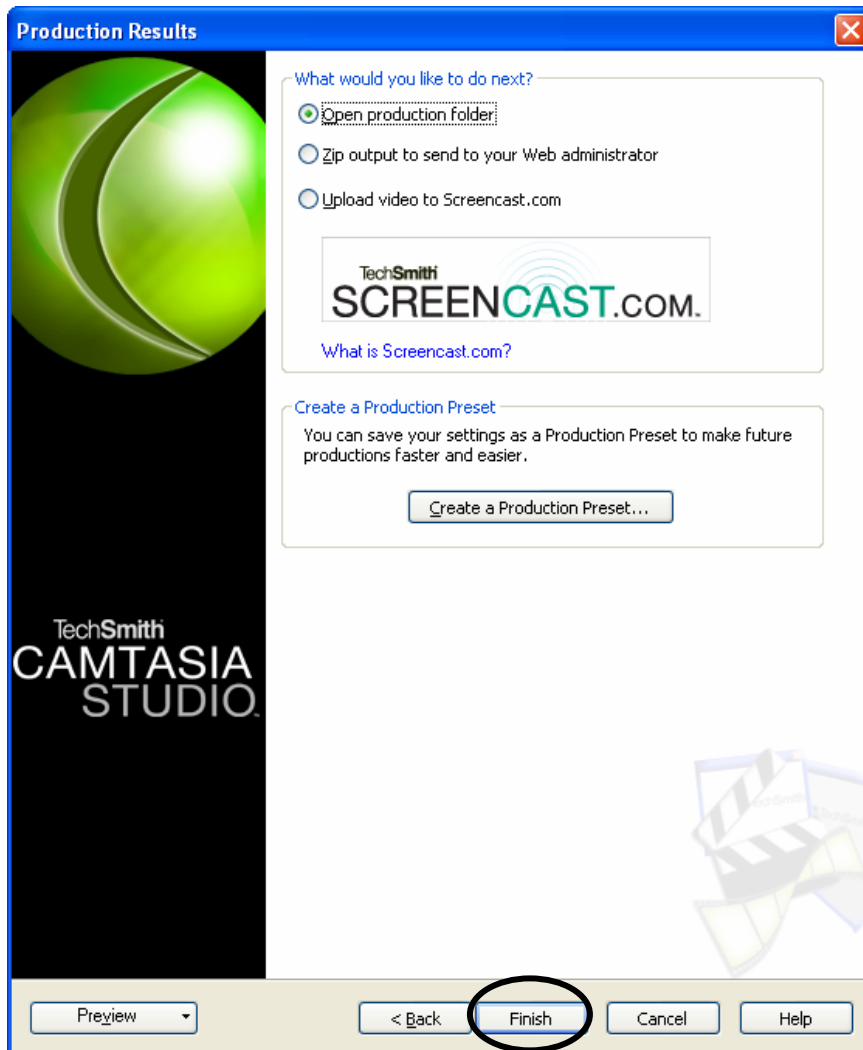
18-To complete the Production Wizard Process, Click Finish.



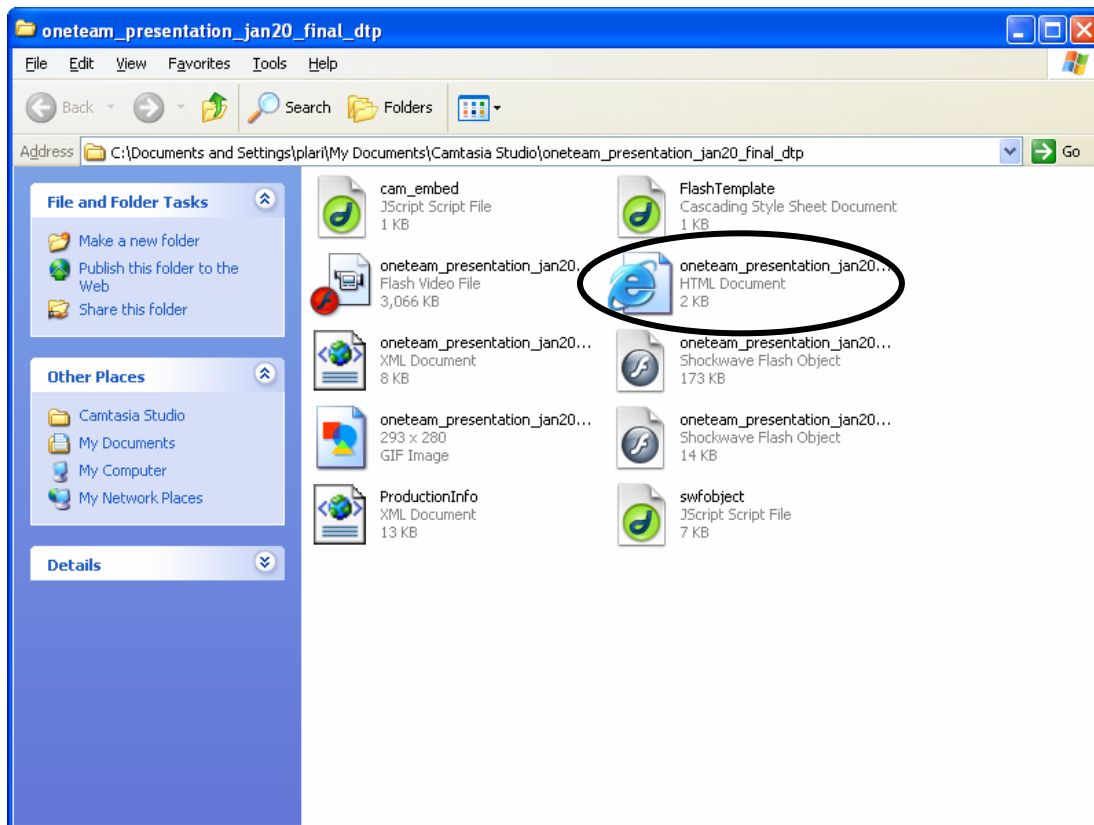
19-The video will now begin to render. When the rendering is complete, the video will play and the Production Results dialog box appears. Click Next.



20-On the Production Results window, click Finish.



21-Windows Explorer will open to the folder containing your video files. Double-click the .html file to view your video.



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