To record a PowerPoint (PPT) using Camtasia

Step 1- open PowerPoint

Go to the Add-Ins tab

Click on the Microphone (if you are adding your voice to the PPT)

Click on the camera (if you want your picture to be in the ppt)

Then click record

Please see the following picture for details

Go through the recording- slide by slide, talking normally

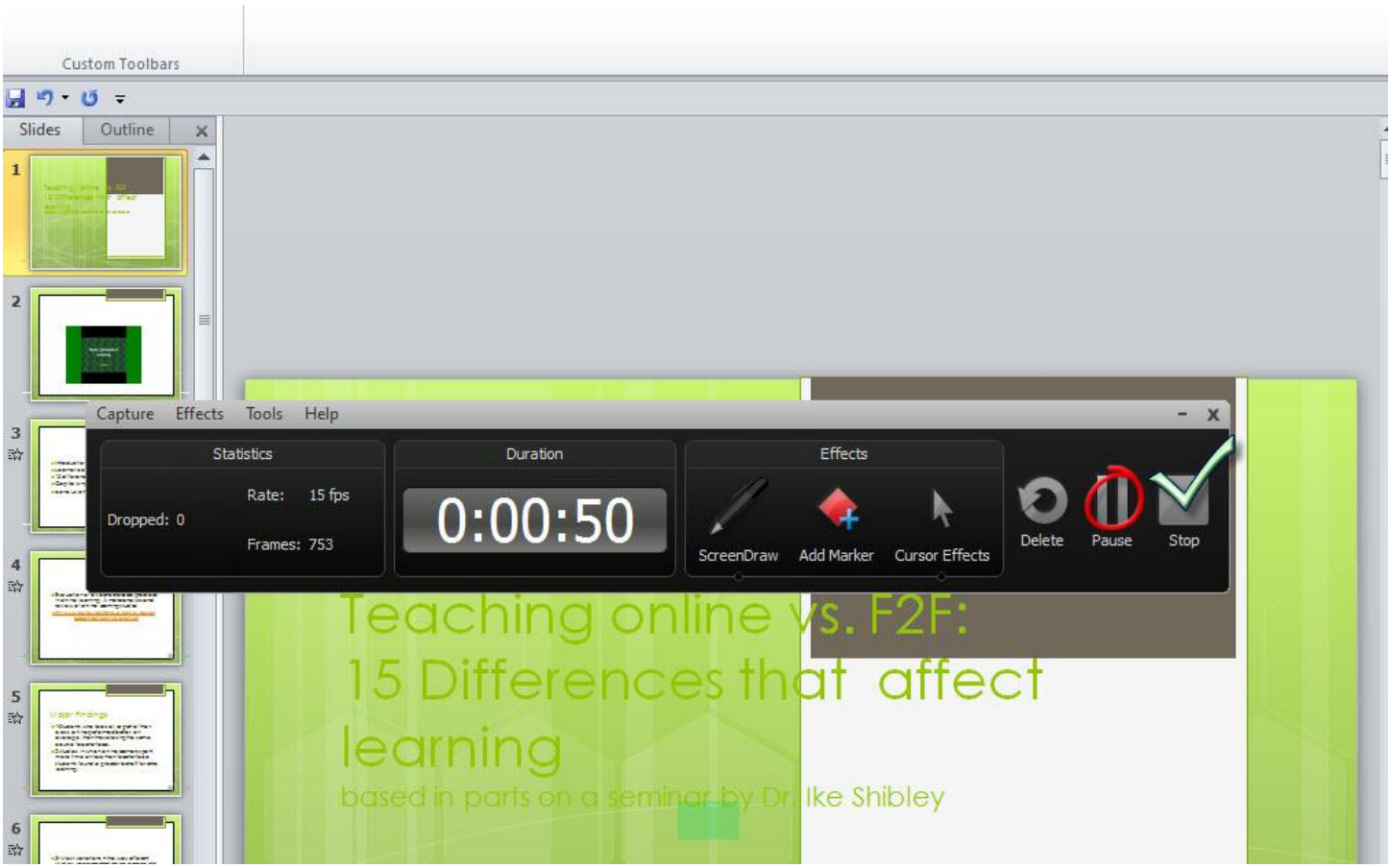
If you had to pause

Click (F9)

To continue

Click (F9) again

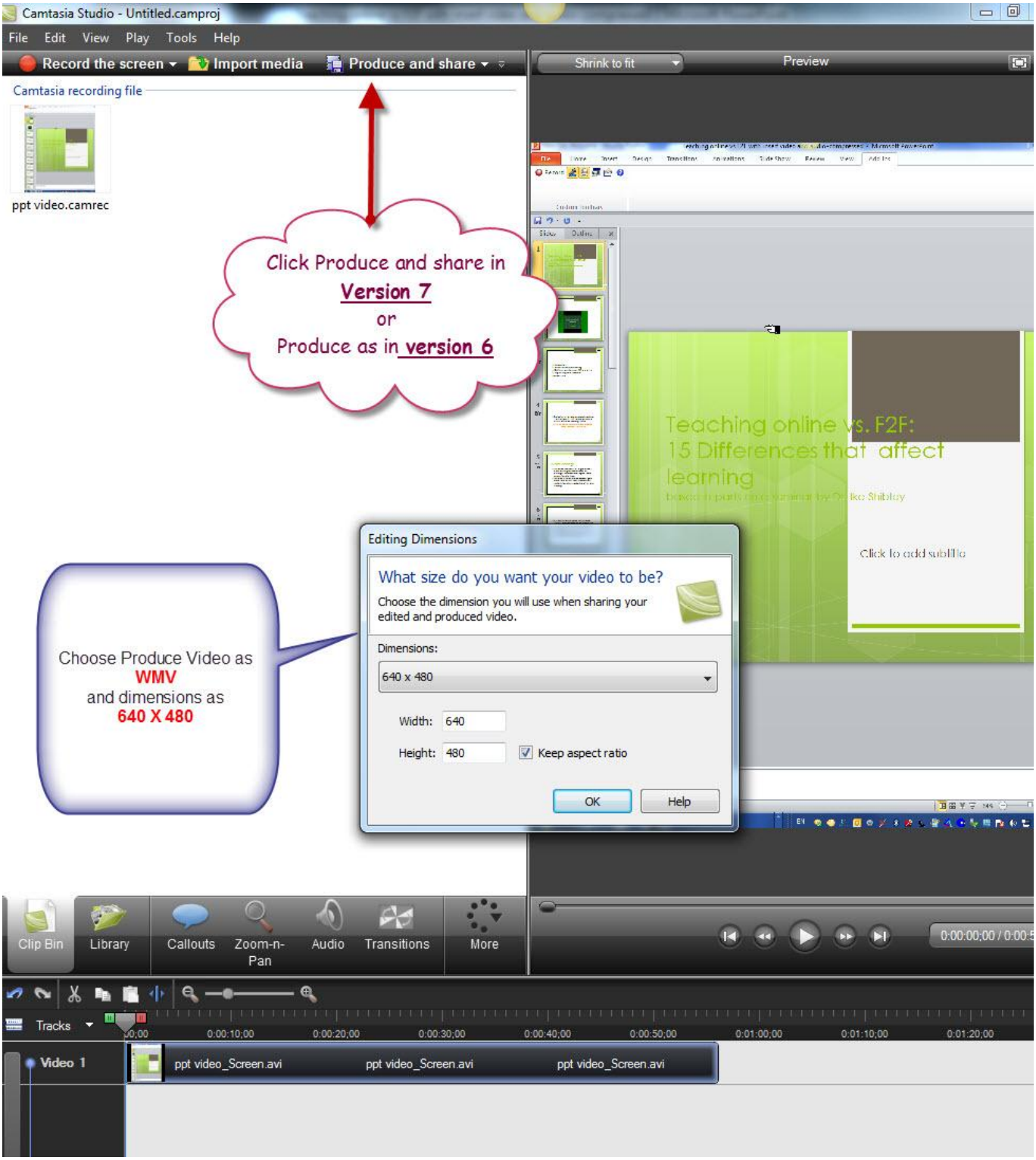
To end the recording click (F10)



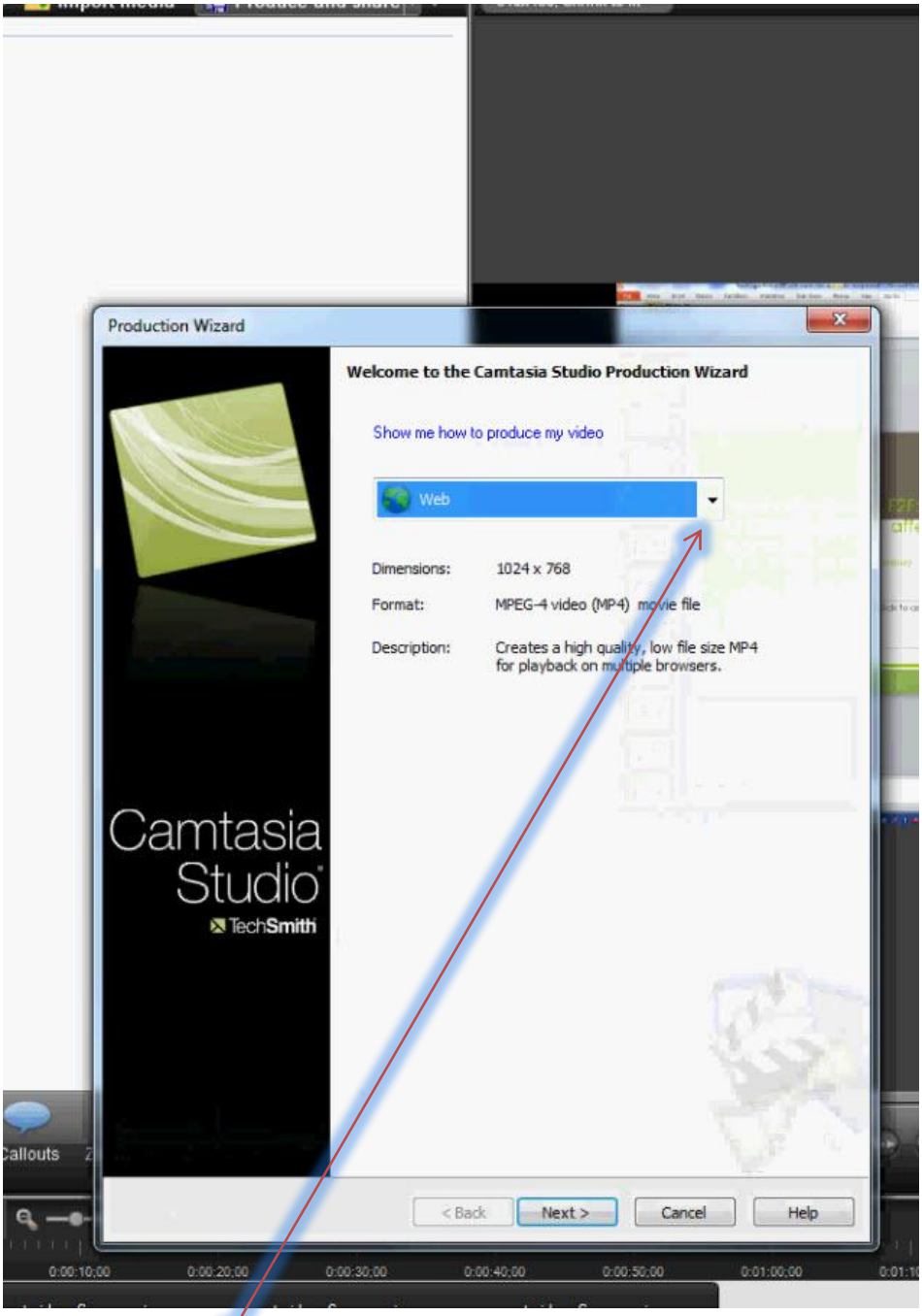
If you can still see the options bar (as in the above picture) you can click on (Pause) or (Stop) to end recording.

If not simply press (F9) or (F10) as per the notes above

Once you finished recording, you have to save before you can start editing



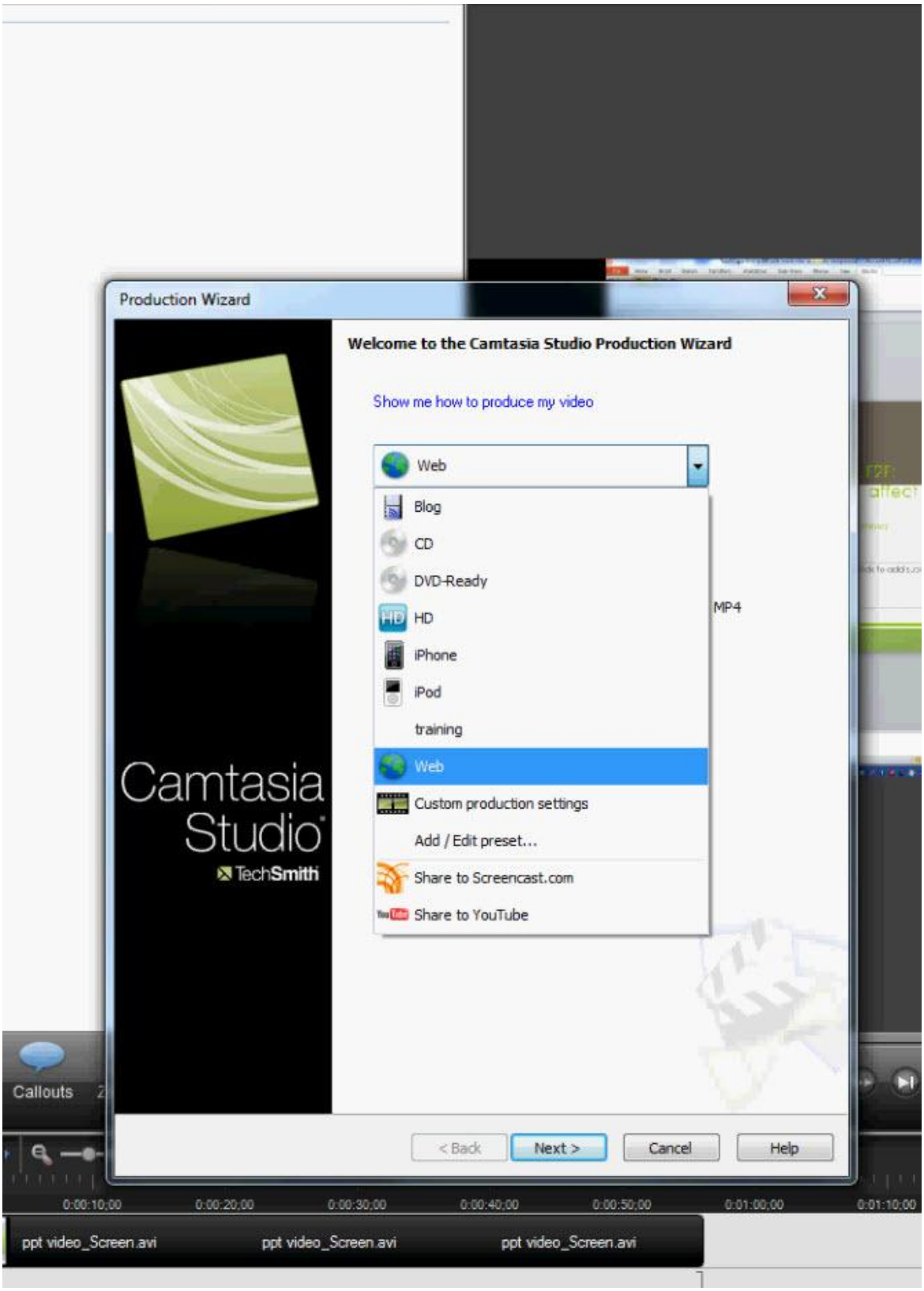
Choose the Format to be saved in



In the Drop down menu (where it is highlighted to say- Web) click the down arrow and you will get

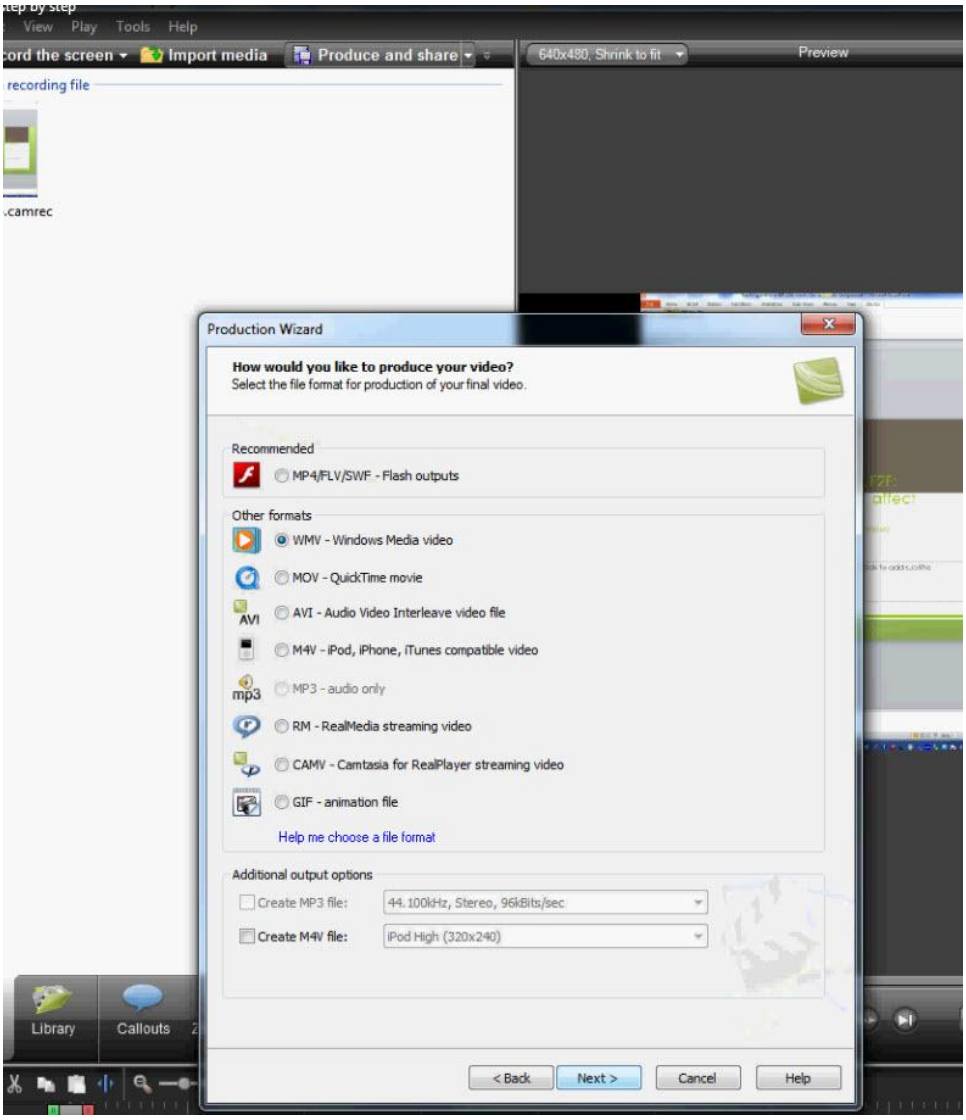
The following menu

Choose Custom Production Settings and then

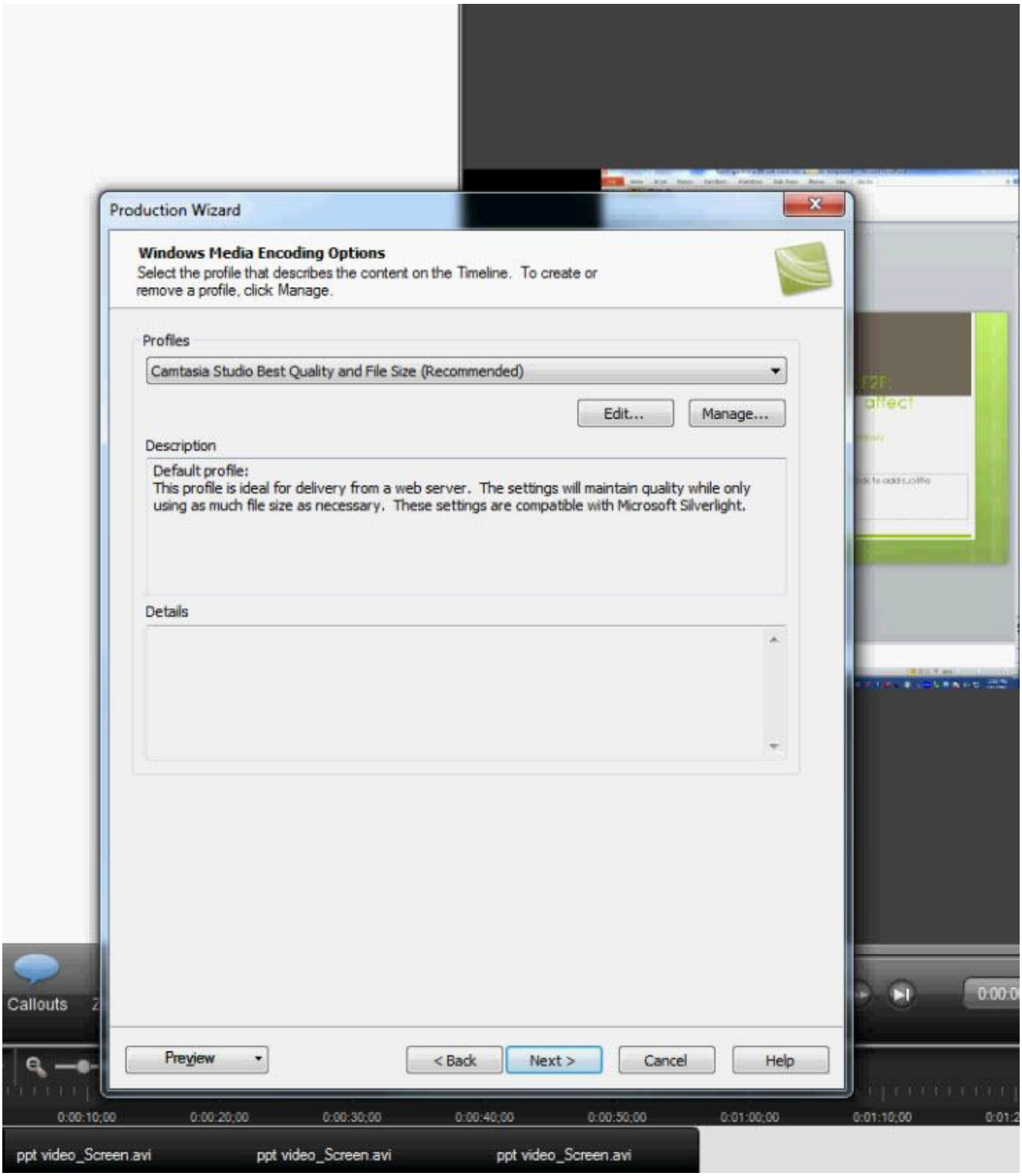


Choose the following

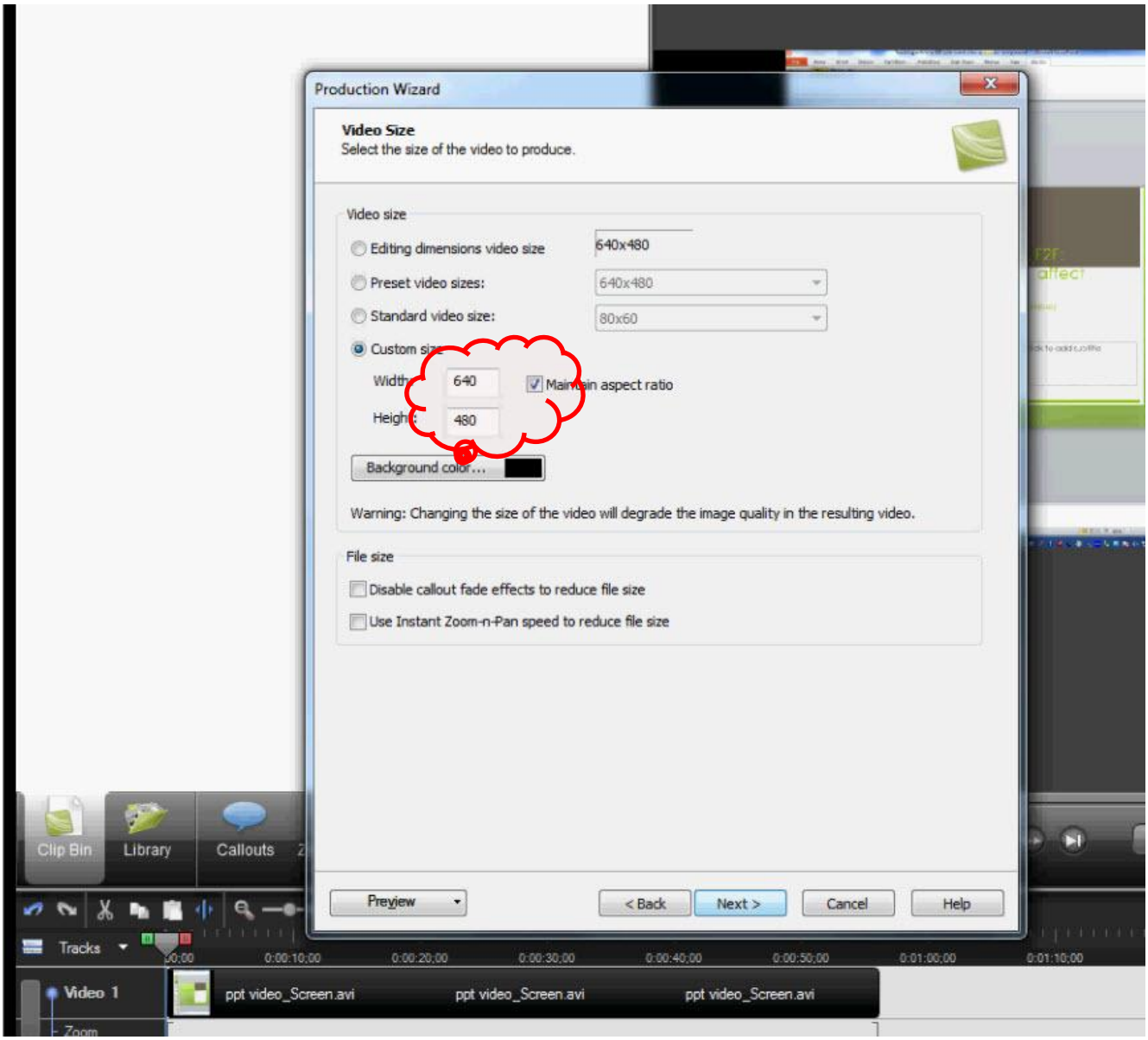
Choose WMV (you can also save another file in mp3 if you wish



Click **next**


Production Wizard
Windows Media Encoding Options
Select the profile that describes the content on the Timeline. To create or remove a profile, click Manage.
Profiles
Camtasia Studio Best Quality and File Size (Recommended)
Edit...
Manage...
Description
Default profile:
This profile is ideal for delivery from a web server. The settings will maintain quality while only using as much file size as necessary. These settings are compatible with Microsoft Silverlight.
Details
Preview
< Back
Next >
Cancel
Help
Callouts
0:00:10;00
0:00:20;00
0:00:30;00
0:00:40;00
0:00:50;00
0:01:00;00
0:01:10;00
ppt video_Screen.avi
ppt video_Screen.avi
ppt video_Screen.avi

Click Next

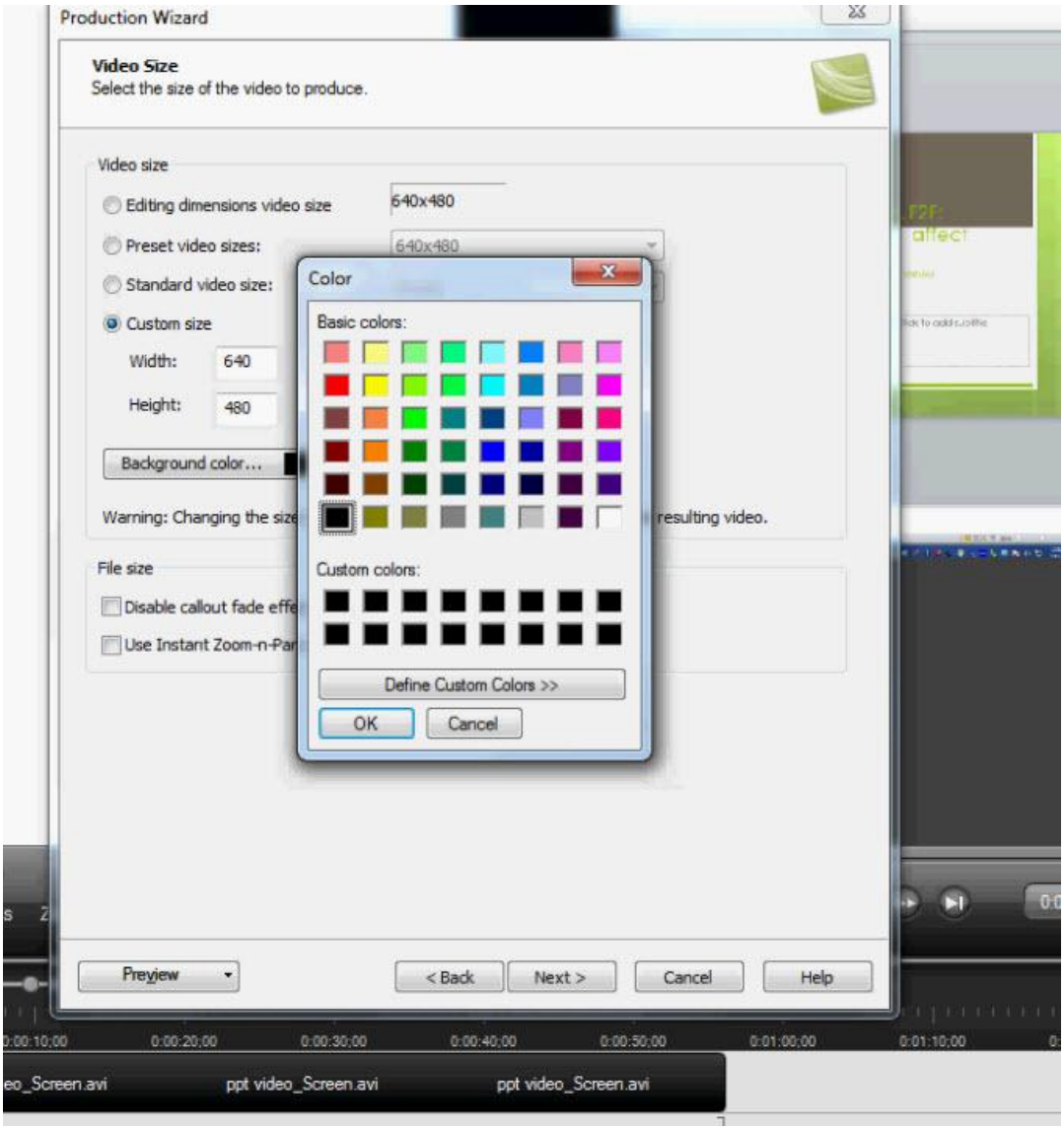


Insure that your dimensions are (640 x 480)

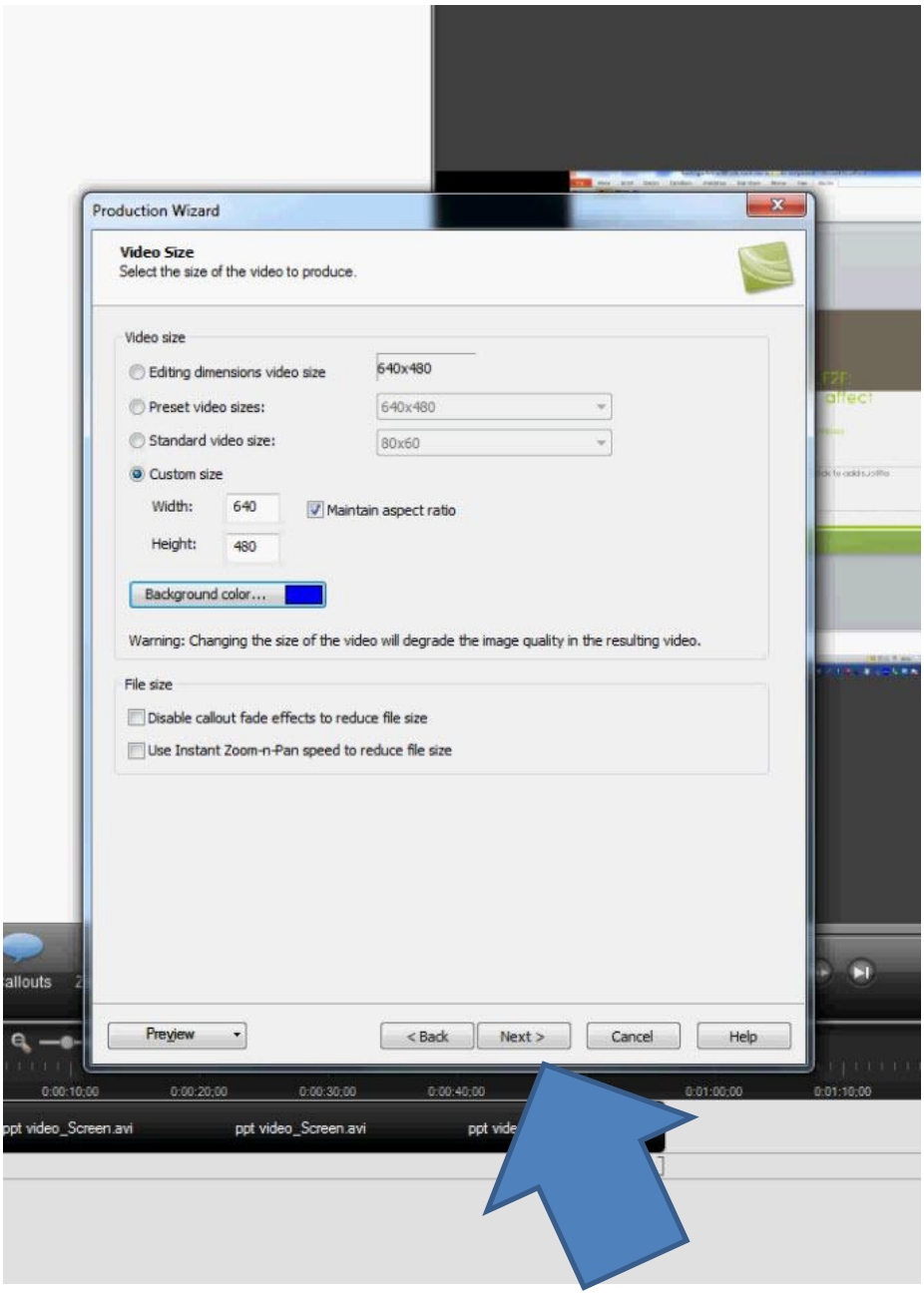
You may choose the background color by clicking the box named (Background color …)

You will get the following menu

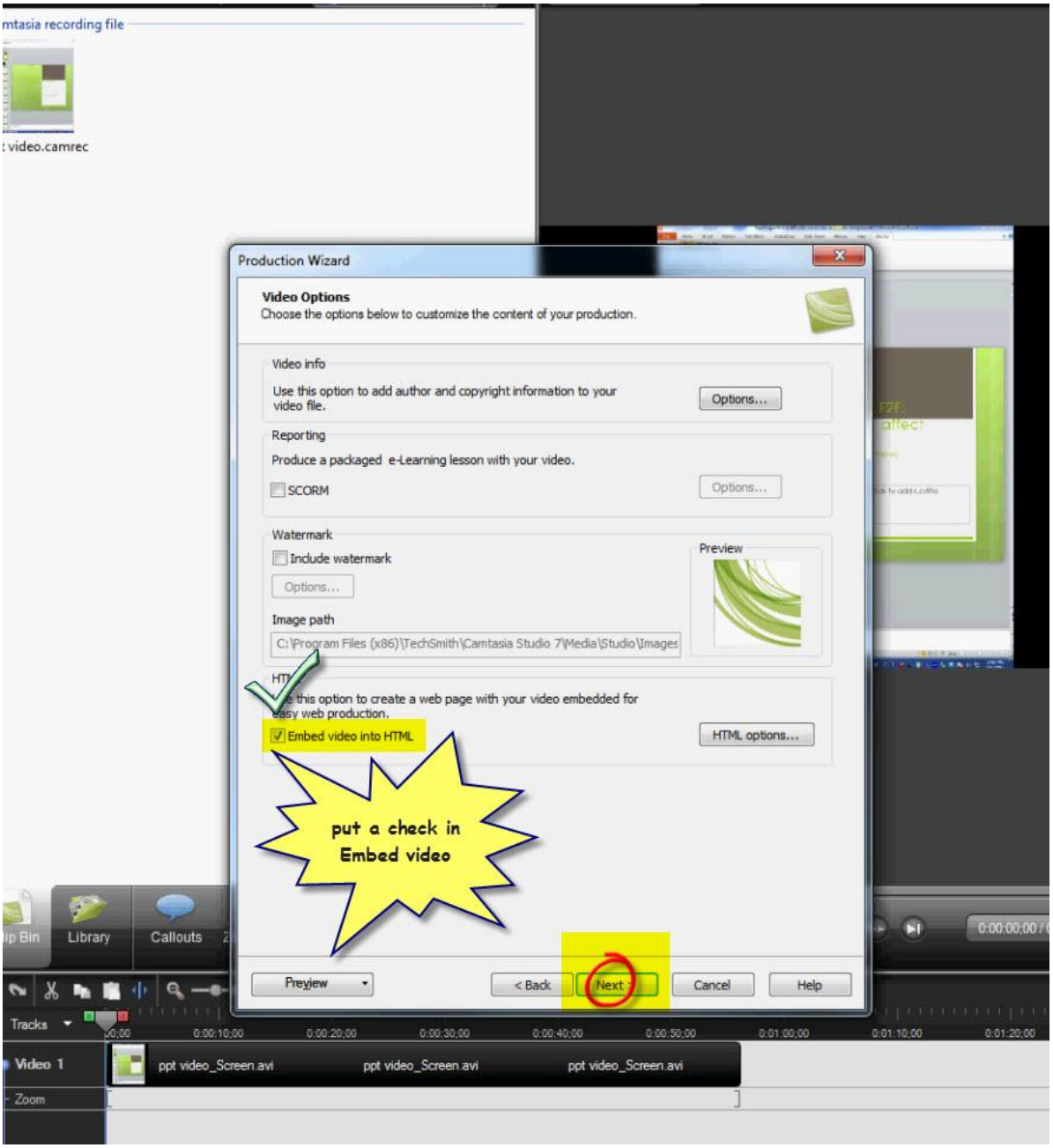
The back ground is the bar around your recording when viewed as a web page.



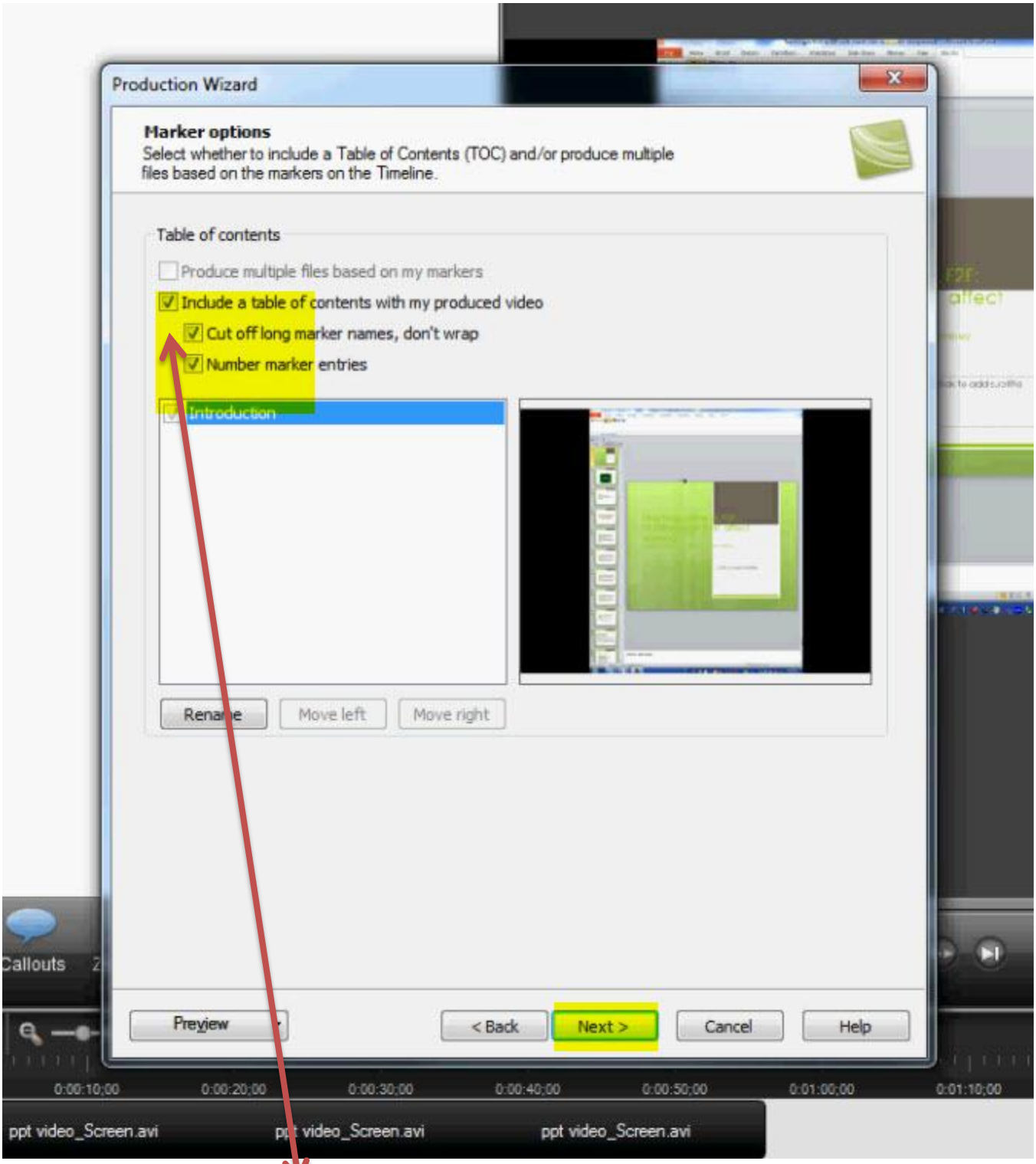
Choose the background color and hit **next**


Production Wizard
Video Size
Select the size of the video to produce.
Video size
Editing dimensions video size
640x480
Preset video sizes:
640x480
Standard video size:
80x60
Custom size
Width:
640
Maintain aspect ratio
Height:
480
Background color...
Warning: Changing the size of the video will degrade the image quality in the resulting video.
File size
Disable callout fade effects to reduce file size
Use Instant Zoom-n-Pan speed to reduce file size
Preview
< Back
Next >
Cancel
Help
0:00:10;00
0:00:20;00
0:00:30;00
0:00:40;00
0:01:00;00
0:01:10;00
ppt video_Screen.avi
ppt video_Screen.avi

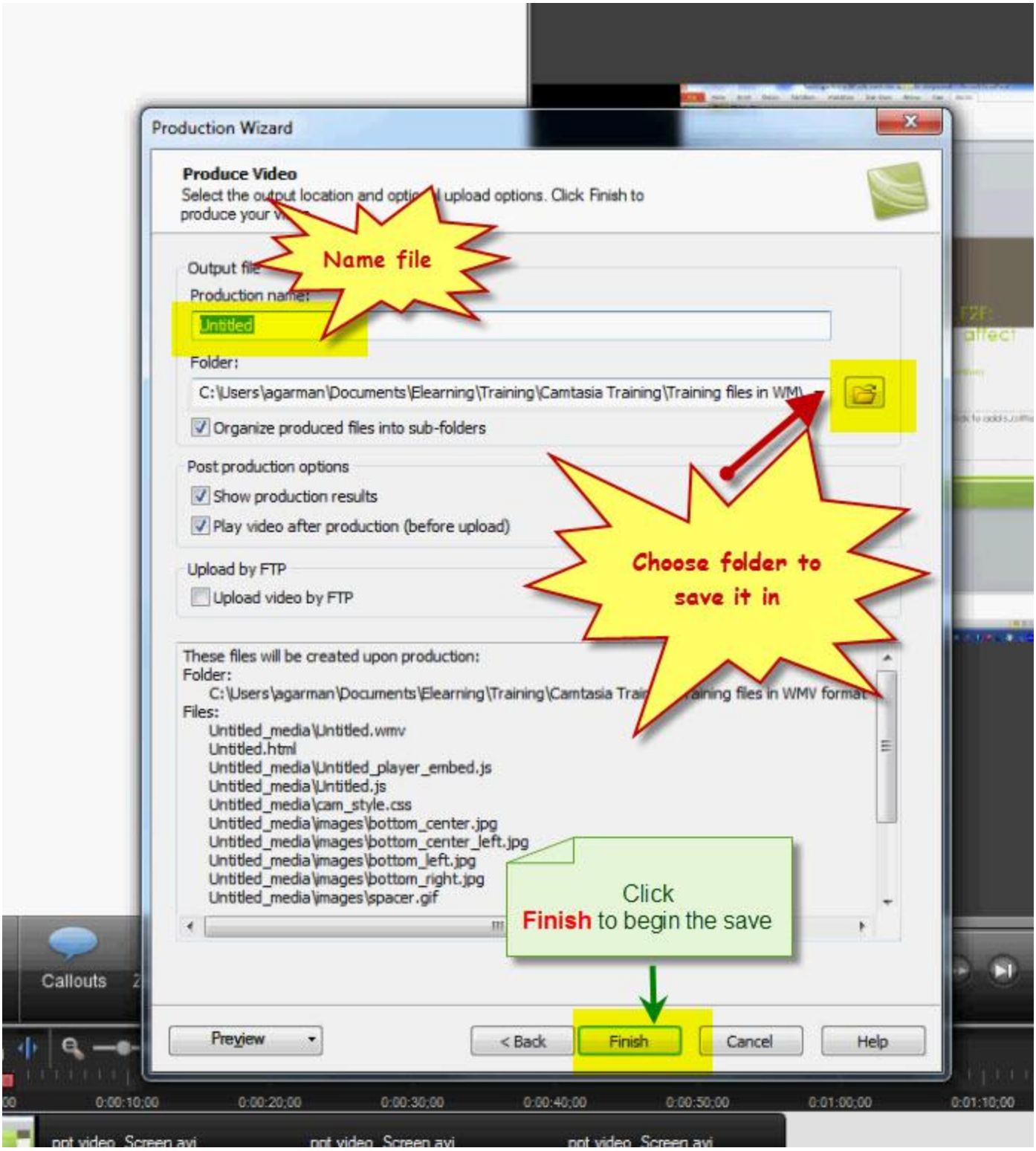
Click Next

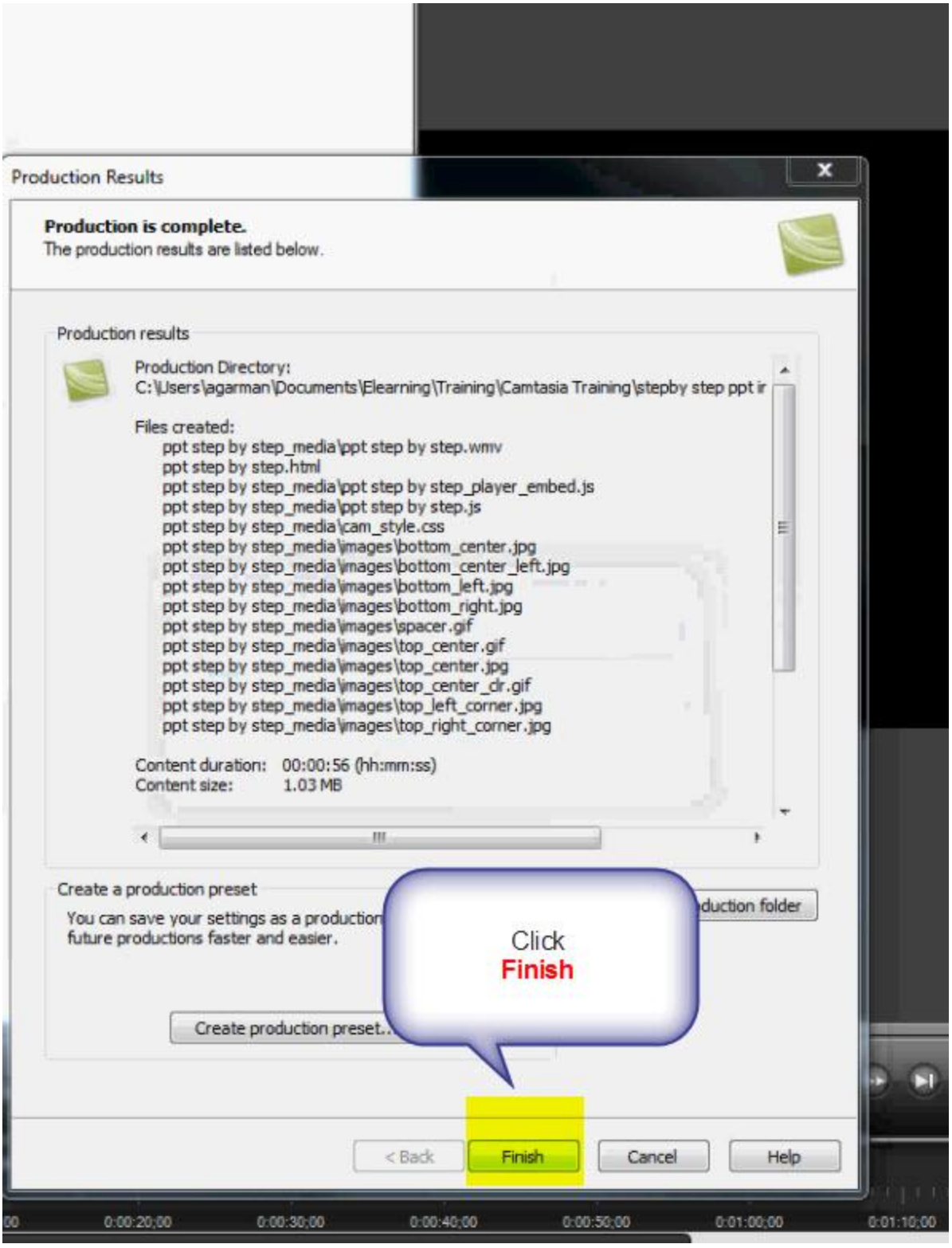


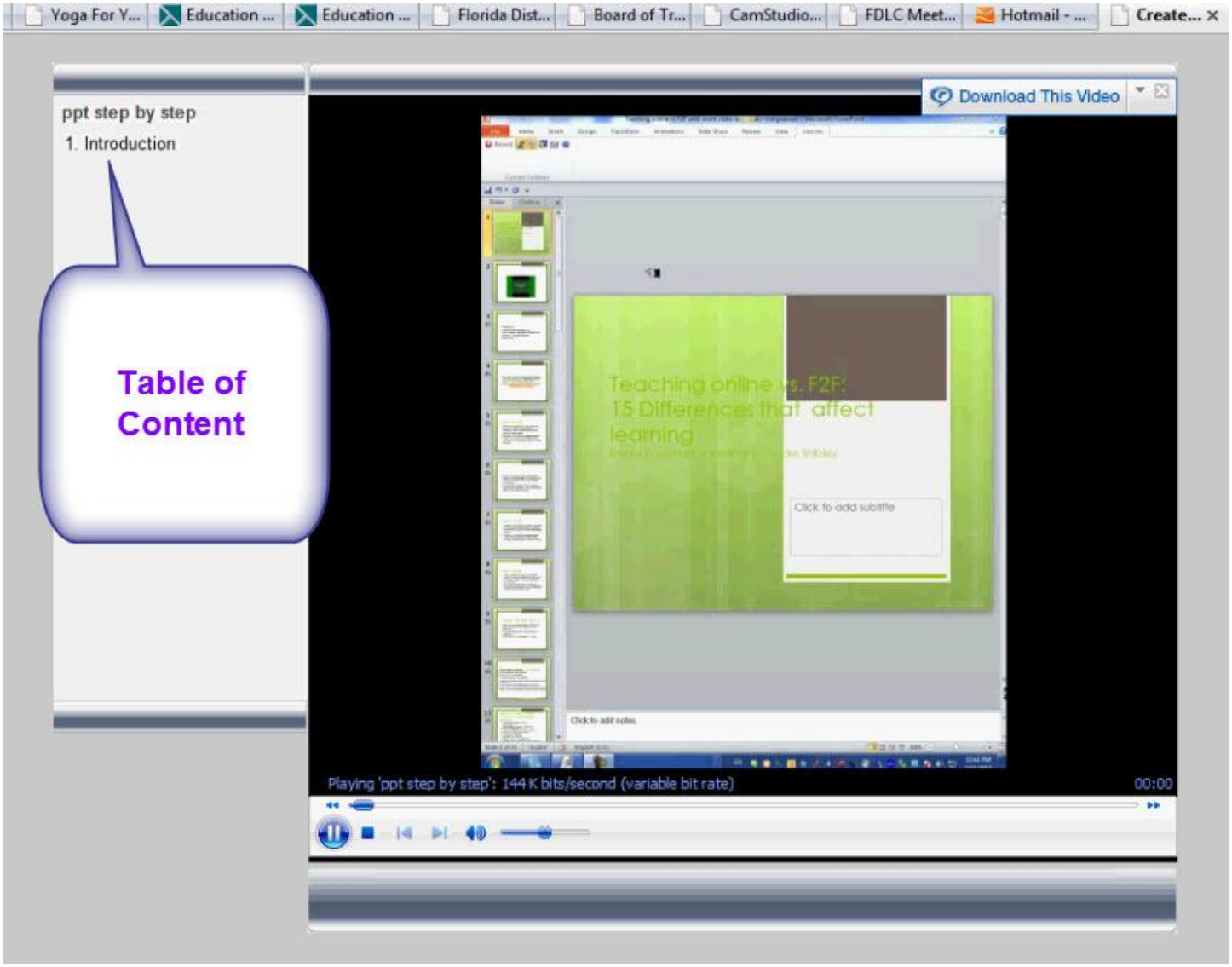
Make sure you put a check in the (Embed Video into HTML) this will be important later when you choose to include the Table of Content into your produced PowerPoint



Make sure you put a check next to Include a table of contents with my produced video


Production Wizard
Produce Video
Select the output location and optional upload options. Click Finish to produce your video.
Name file
Output file
Production name:
Untitled
Folder:
C:\Users\agarman\Documents\Elearning\Training\Camtasia Training\Training files in WMV\
Organize produced files into sub-folders
Post production options
Show production results
Play video after production (before upload)
Choose folder to save it in
Upload by FTP
Upload video by FTP
These files will be created upon production:
Folder:
C:\Users\agarman\Documents\Elearning\Training\Camtasia Training files in WMV format
Files:
Untitled_media\Untitled.wmv
Untitled.html
Untitled_media\Untitled_player_embed.js
Untitled_media\Untitled.js
Untitled_media\cam_style.css
Untitled_media\images\bottom_center.jpg
Untitled_media\images\bottom_center_left.jpg
Untitled_media\images\bottom_left.jpg
Untitled_media\images\bottom_right.jpg
Untitled_media\images\spacer.gif
Click Finish to begin the save
Preview
< Back
Finish
Cancel
Help
Callouts
0:00:10;00
0:00:20;00
0:00:30;00
0:00:40;00
0:00:50;00
0:01:00;00
0:01:10;00
ppt video_Screen.avi
ppt video_Screen.avi
ppt video_Screen.avi


Production Results
Production is complete.
The production results are listed below.
Production results
Production Directory:
C:\Users\agarman\Documents\Elearning\Training\Camtasia Training\stepby step ppt ir
Files created:
ppt step by step_media\ppt step by step.wmv
ppt step by step.html
ppt step by step_media\ppt step by step_player_embed.js
ppt step by step_media\ppt step by step.js
ppt step by step_media\cam_style.css
ppt step by step_media\images\bottom_center.jpg
ppt step by step_media\images\bottom_center_left.jpg
ppt step by step_media\images\bottom_left.jpg
ppt step by step_media\images\bottom_right.jpg
ppt step by step_media\images\spacer.gif
ppt step by step_media\images\top_center.gif
ppt step by step_media\images\top_center.jpg
ppt step by step_media\images\top_center_dr.gif
ppt step by step_media\images\top_left_corner.jpg
ppt step by step_media\images\top_right_corner.jpg
Content duration: 00:00:56 (hh:mm:ss)
Content size: 1.03 MB
Create a production preset
You can save your settings as a production
future productions faster and easier.
duction folder
Create production preset...
Click
Finish
< Back
Finish
Cancel
Help
0:00:20;00
0:00:30;00
0:00:40;00
0:00:50;00
0:01:00;00
0:01:10;00


Yoga For Y...
Education ...
Education ...
Florida Dist...
Board of Tr...
CamStudio...
FDLC Meet...
Hotmail - ...
Create...
ppt step by step
1. Introduction
Table of Content
Download This Video
Teaching online vs. F2F:
15 Differences that affect learning
Click to add subtitle
Click to add notes
Playing 'ppt step by step': 144 K bits/second (variable bit rate)
00:00