

To record a PowerPoint (PPT) using Camtasia

Step 1- open PowerPoint

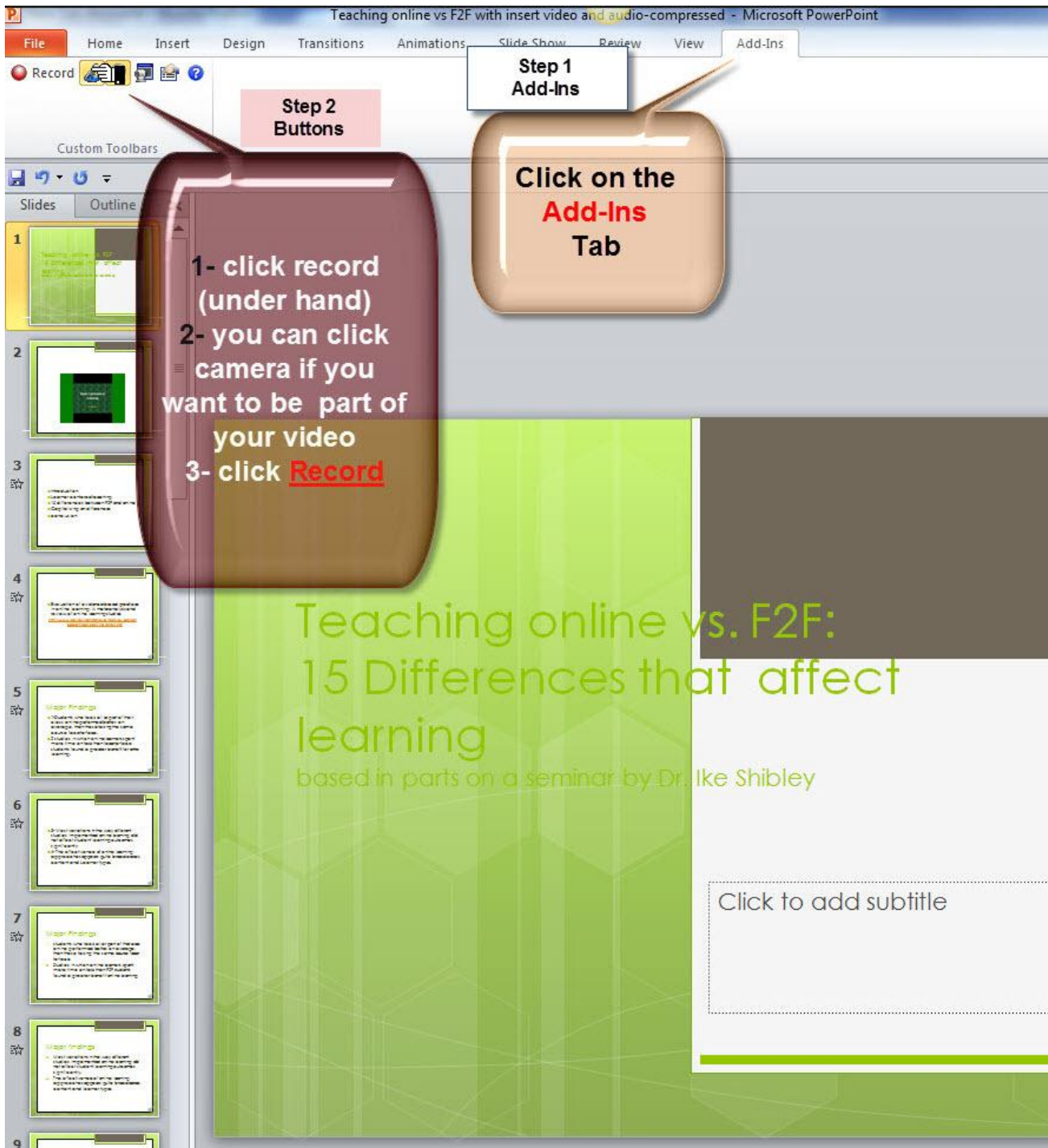
Go to the Add-Ins tab

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

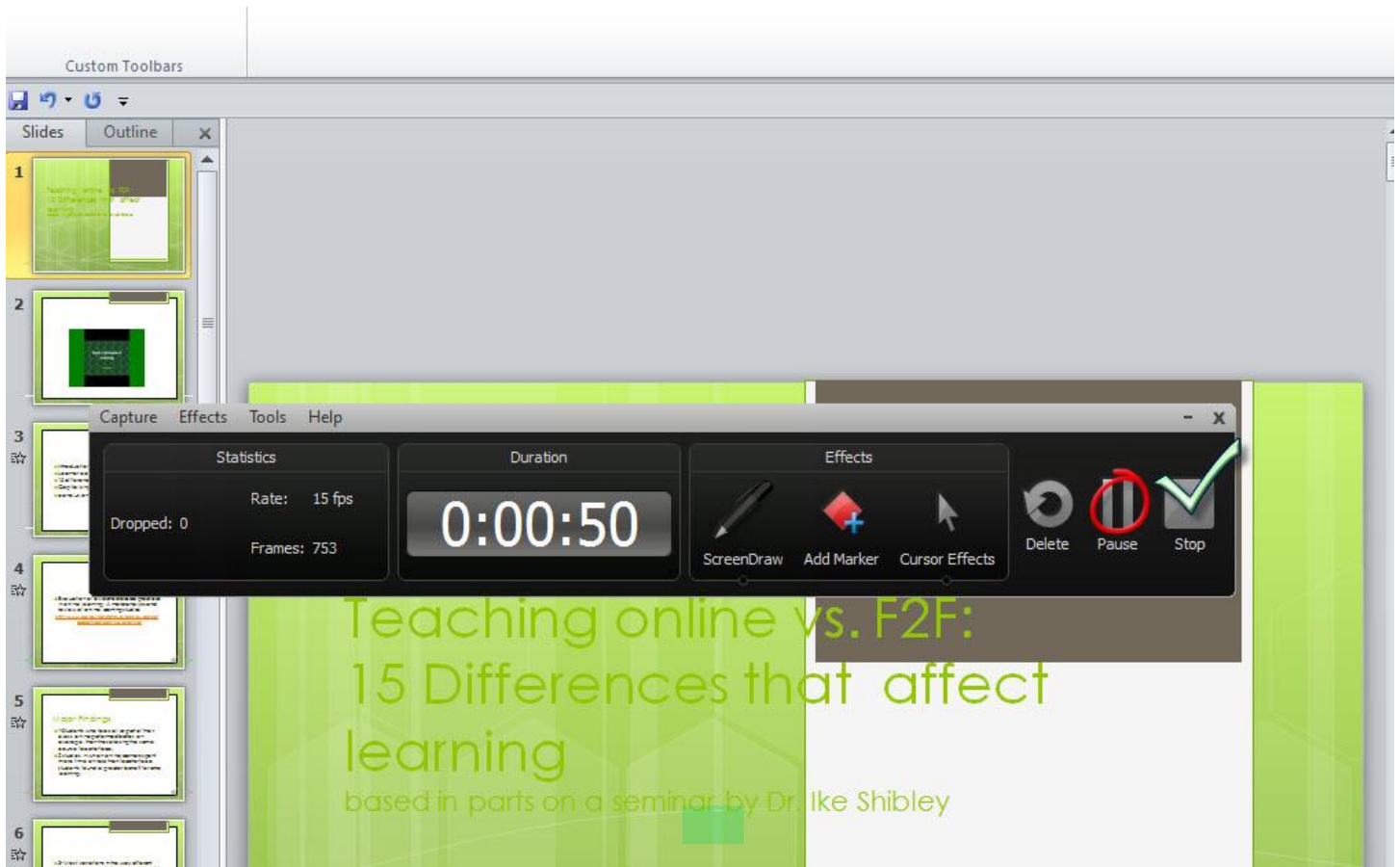
If you had to pause

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

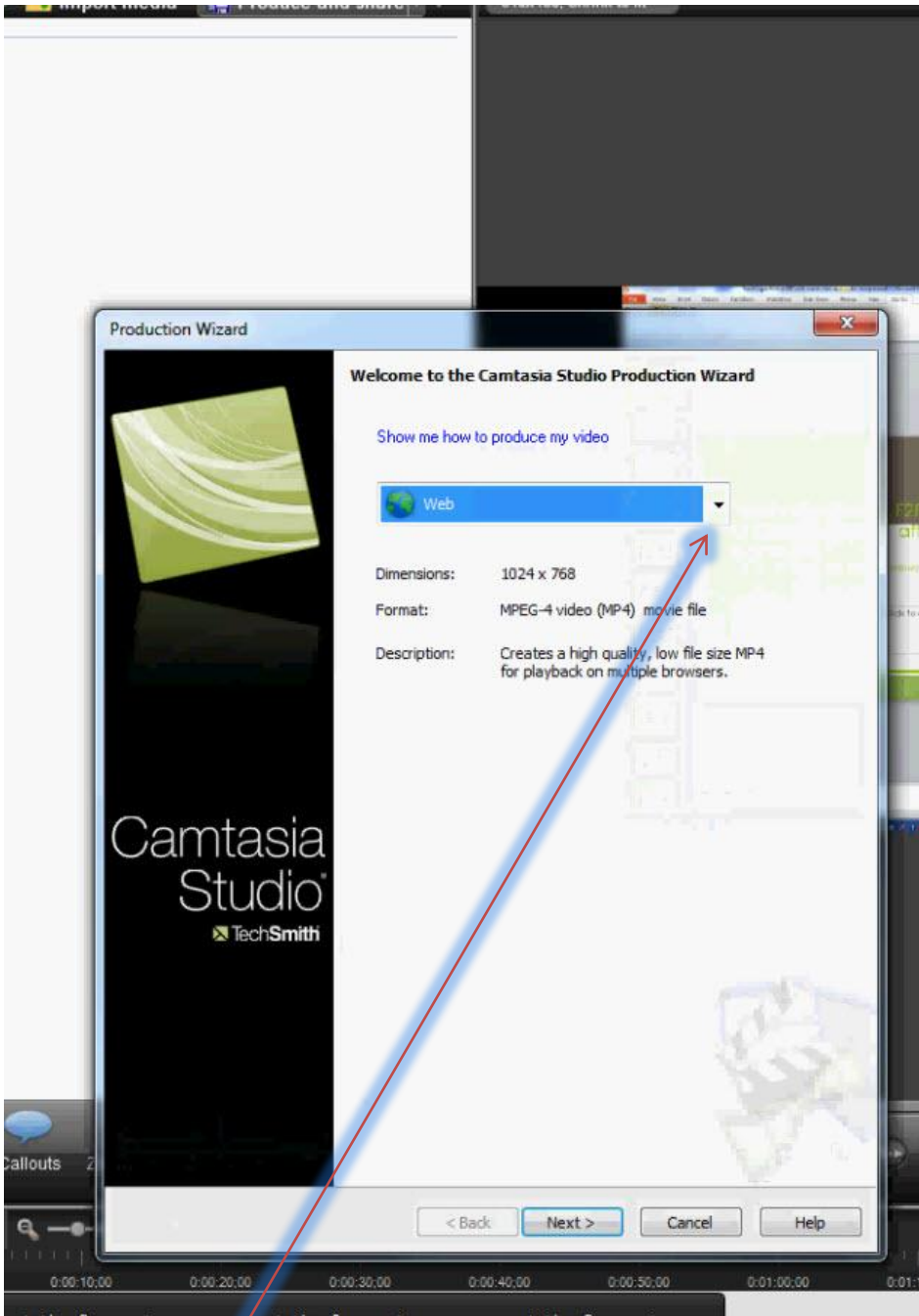
The screenshot shows the Camtasia Studio interface with the following elements:

- Menu Bar:** File, Edit, View, Play, Tools, Help.
- Toolbar:** Record the screen, Import media, Produce and share.
- Recording File:** ppt video.camrec.
- Preview Window:** Shows a slide titled "Teaching online vs. F2F: 15 Differences that affect learning".
- Editing Dimensions Dialog:** A dialog box titled "Editing Dimensions" with the text "What size do you want your video to be? Choose the dimension you will use when sharing your edited and produced video." It features a "Dimensions:" dropdown menu set to "640 x 480", input fields for "Width: 640" and "Height: 480", and a checked "Keep aspect ratio" checkbox. "OK" and "Help" buttons are at the bottom.
- Bottom Panel:** Includes a "Clip Bin" with icons for Library, Callouts, Zoom-n-Pan, Audio, Transitions, and More. Below it is a "Tracks" panel showing a "Video 1" track with three video segments labeled "ppt video_Screen.avi".

Annotations include:

- A red arrow pointing from a cloud-shaped callout to the "Produce and share" button. The callout contains the text: "Click Produce and share in Version 7 or Produce as in version 6".
- A blue callout pointing to the "Editing Dimensions" dialog box, containing the text: "Choose Produce Video as **WMV** and dimensions as **640 X 480**".

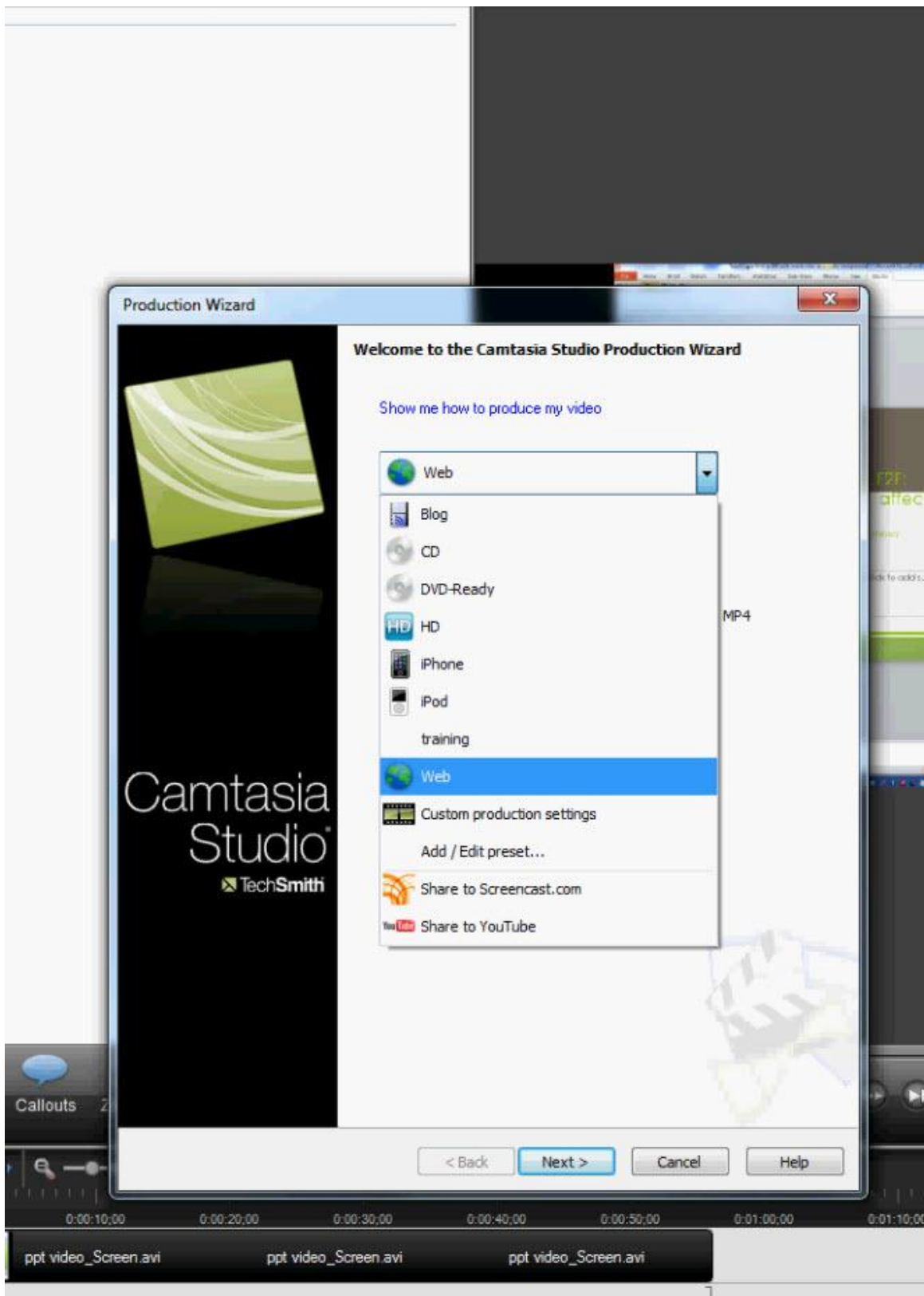
Choose the Format to be saved in



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

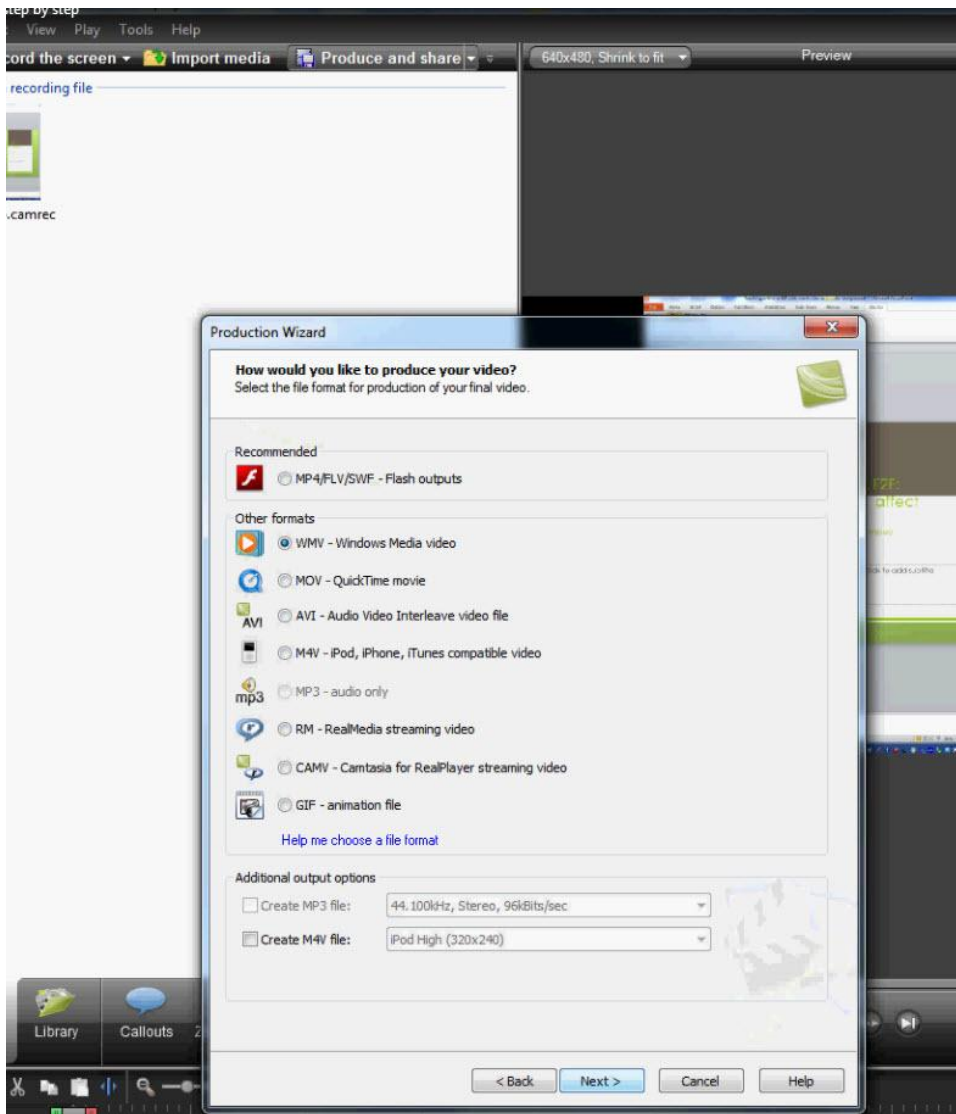
The following menu

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

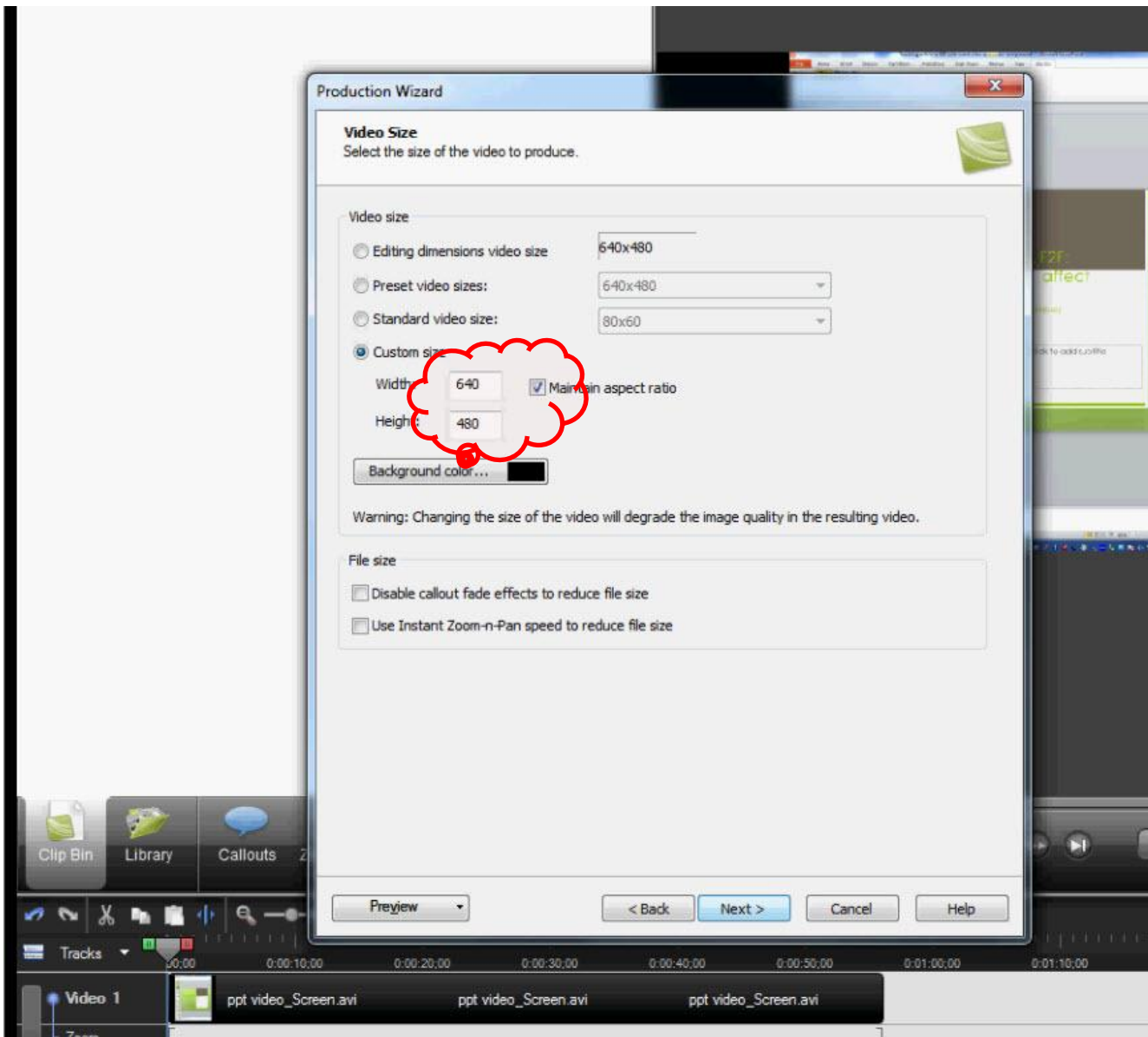
Default profile:
This profile is ideal for delivery from a web server. The settings will maintain quality while only using as much file size as necessary. These settings are compatible with Microsoft Silverlight.

Details

Preview

< Back Next > Cancel Help

Click **Next**

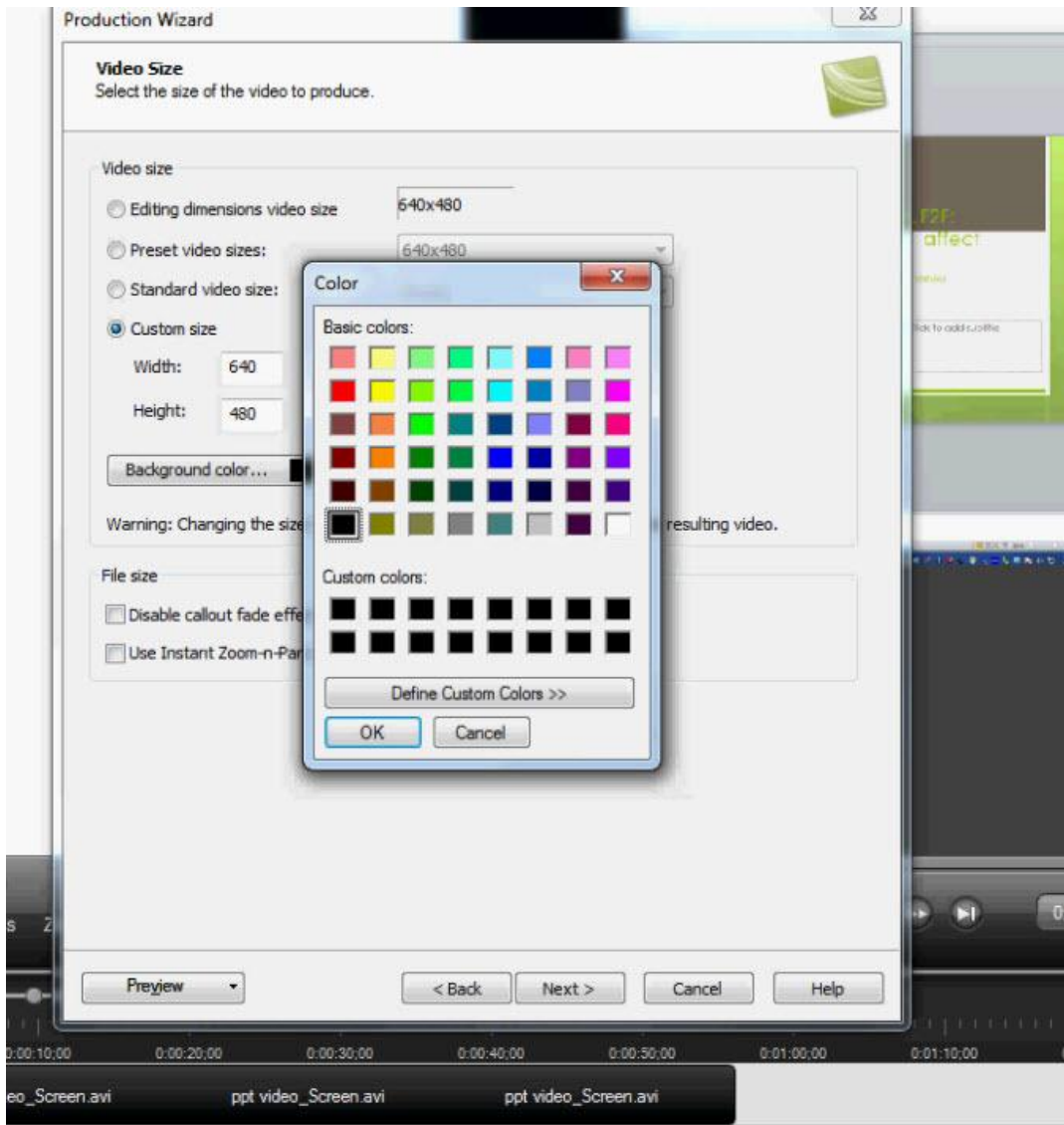


Insure that your dimensions are (640 x 480)

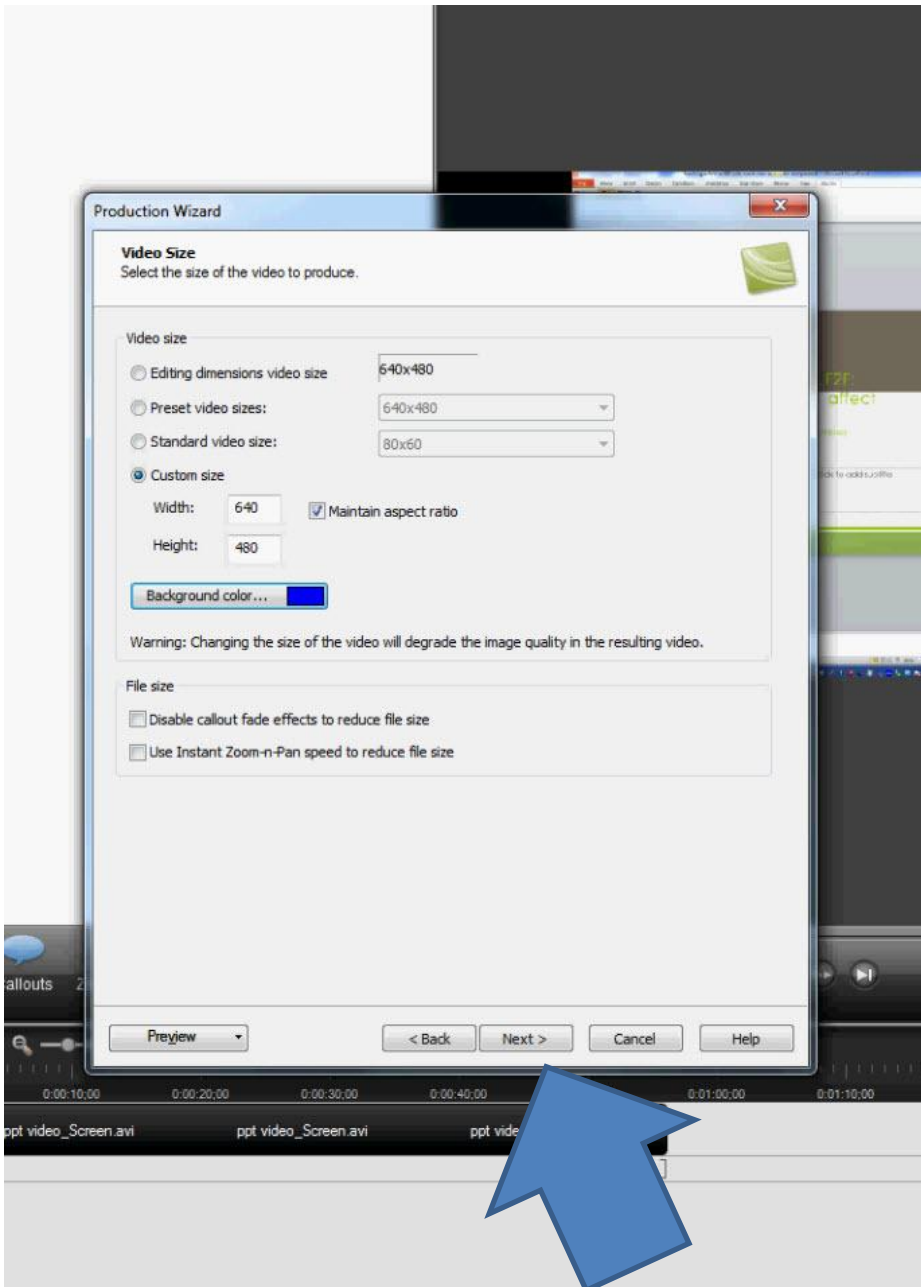
You may choose the background color by clicking the box named (Background color ...)

You will get the following menu

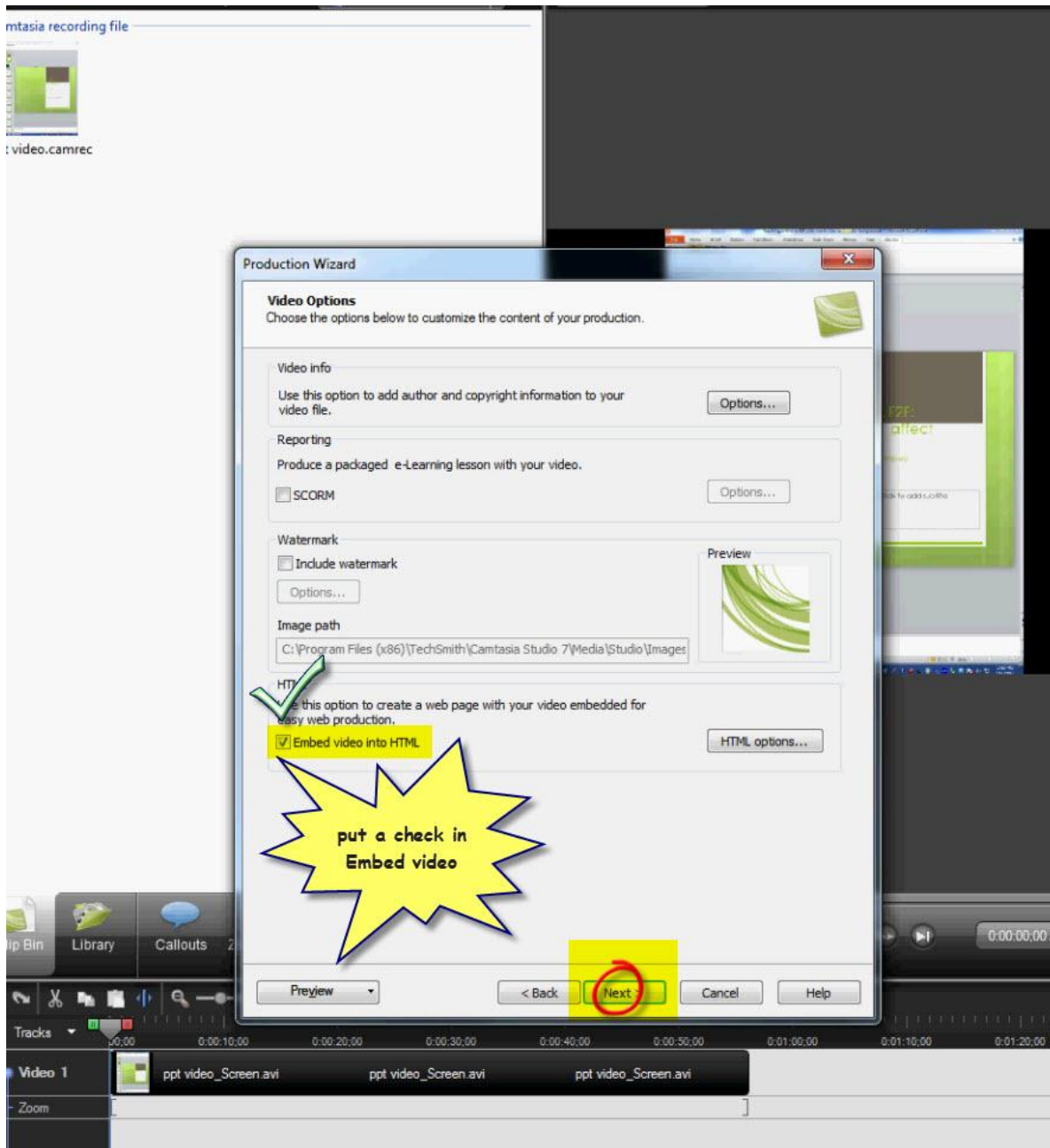
The back ground is the bar around your recording when viewed as a web page.



Choose the background color and hit **next**



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

Production Wizard

Marker options
Select whether to include a Table of Contents (TOC) and/or produce multiple files based on the markers on the Timeline.

Table of contents

- Produce multiple files based on my markers
- Include a table of contents with my produced video
- Cut off long marker names, don't wrap
- Number marker entries

Introduction

Rename Move left Move right

Preview < Back Next > Cancel Help

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.

Output file:
Production name: **Untitled**

Folder:
C:\Users\jagarman\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)

Upload by FTP
 Upload video by FTP

These files will be created upon production:
Folder:
C:\Users\jagarman\Documents\Elearning\Training\Camtasia Training\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

Name file

Choose folder to save it in

Click **Finish** to begin the save

Callouts 2

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

not video_Screen avi not video_Screen avi not 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 preset for future productions faster and easier.

Production folder

Create production preset...



Click
Finish

< Back

Finish

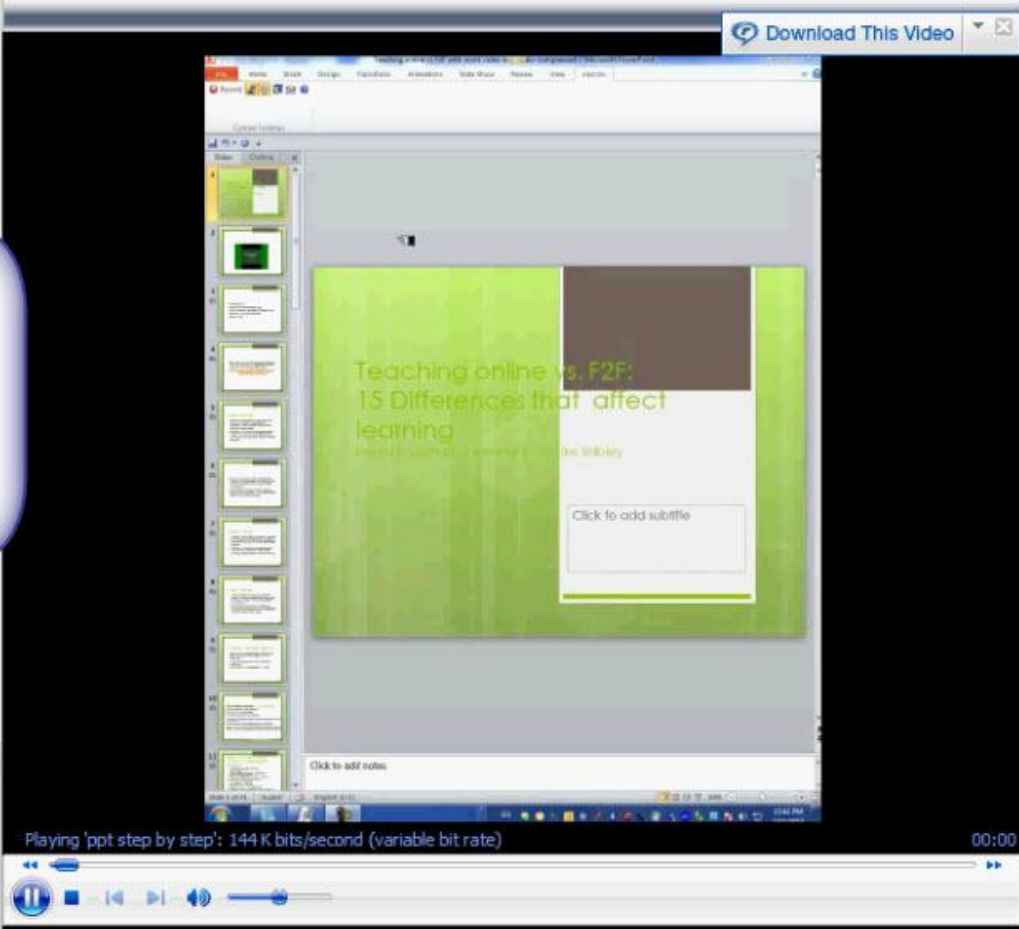
Cancel

Help

ppt step by step
1. Introduction



Download This Video



The video player displays a PowerPoint presentation. The main slide is titled "Teaching online vs. F2F: 15 Differences that affect learning" and features a green background with a white box containing the text "Click to add subtitle". A sidebar on the left shows a list of 15 slides. The video player interface includes a progress bar at the bottom with the text "Playing 'ppt step by step': 144 K bits/second (variable bit rate)" and a timestamp of "00:00".