



Camtasia Studio: Screen Recording

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Scope of this Guide

Screen recording software allows you to record whatever is on your computer screen and later rebroadcast it to your students. There are many programs available to record your screen, but this guide only covers Camtasia Studio for PC. The university has acquired a site-wide license for this software. To benefit the most from this guide, you should have the software installed on your computer. Please contact your department ITC to learn how to acquire the software. This guide will cover two recording styles: narrated PowerPoint and software demonstration.

Choosing a Recording Style

Narrated PowerPoint

Taking an existing slideshow and adding voice over narration is a great starting point. You may need to redesign the slideshow making it more suitable for use in combination with voice over narration. Avoid text heavy slides. You won't need large blocks of text on each slide, as you'll be using your voice to explain the concept. Try and find useful visuals and include those on the slides instead.

Software Demonstration

You may wish to record a step by step software demonstration. Break the demonstration into small parts, to make short videos (5-7 minutes). Ensure that all parts of the program are included within the screen recording area. Be sure to narrate your use of the keyboard and mouse, "now we'll click on the button at the top right." Consider the speed at which you give the demonstration, as students may be trying to follow along on their own computer.

Things to Consider Before Recording

Microphone

Although many computers feature built in microphones, such as those found on laptops, it's best to use a headset microphone. Built in microphones tend to pick up additional ambient noise including sounds from using the keyboard or mouse. With a headset, the microphone can be positioned close to your mouth and should shut out additional ambient noise.

Quiet Place

Find a quiet place to record. Even low amounts of background noise can be a distraction to your audience. Also, avoid recording in a large room, as the sound will likely reverberate and create an echo heard on the recording.

Script and Outline

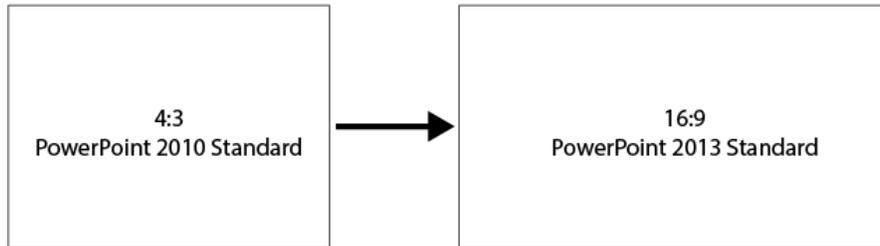
Have clear idea of what you're going to say and talk about. As a best practice, instructional videos should be

no longer than 5-7 minutes. Without a script or an outline, you'll be more likely to ad lib or ramble, which will result in a longer video.

Recording PowerPoint Slideshow

Adjust Slideshow to Widescreen

To maximize video quality, you'll need to be sure that your slideshow is in widescreen format. In Office 2013, Microsoft set the default format to widescreen. However, if you're using an older version, you may need to reformat your slideshow.



The procedure for adjusting the slide format is slightly different in Office 2010 and 2013.

PowerPoint 2010/2007

1. Navigate to the Design tab.
2. Click on Page Setup.
3. Click on the Slides Sized for menu.
4. Select On-screen Show (16:9), click OK.

PowerPoint 2013

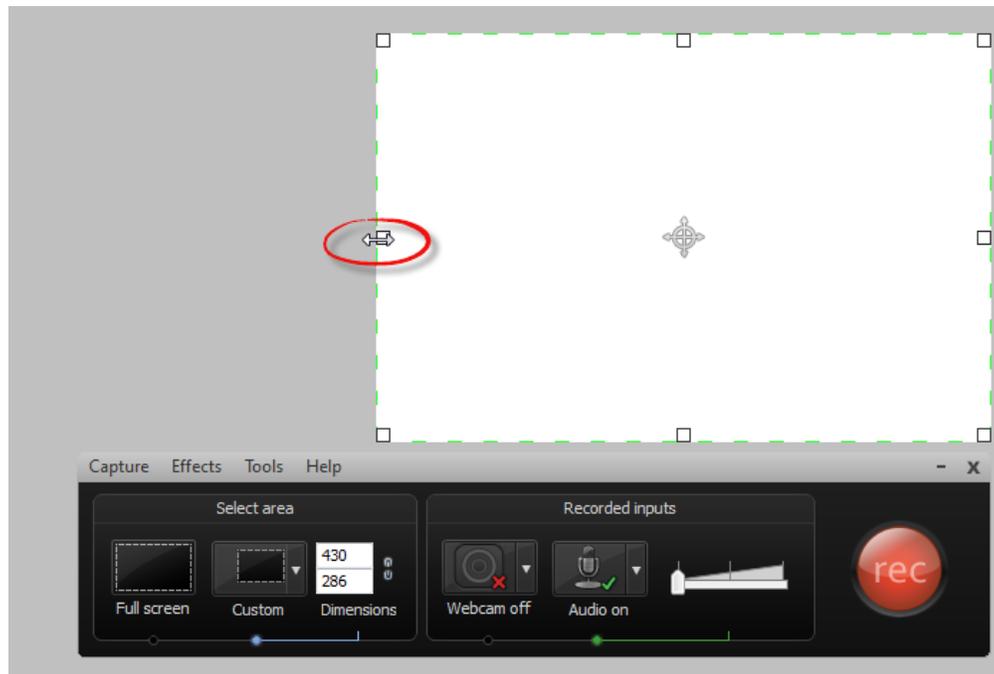
1. Navigate to the Design Tab.
2. Click Slide Size.
3. Select Widescreen (16:9).

NOTE: Check each slide for any sizing issues. PowerPoint 2013 does a better job of resizing content.

PowerPoint 2010 has a tendency to stretch images. If after reformatting to widescreen, too many slides have issues, you can always revert back to the original format. Camtasia will still record the slides, but the resulting video will be letterboxed (black bars on either side of the video).

Set Recording Area

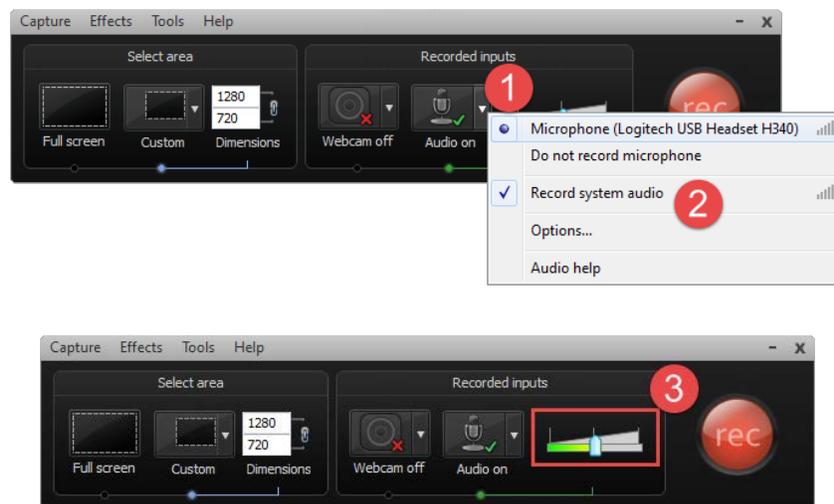
1. Open Camtasia Recorder.
2. In PowerPoint, open and play the presentation in Slideshow mode.
3. Adjust the recording area by using the tiny square handles until the recording area outlines the slide.



Select and Test Microphone

Ensure that your microphone is plugged in, then configure the audio recording preferences.

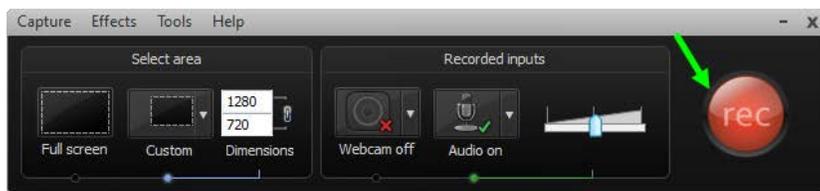
1. Select the connected microphone by clicking on the Audio menu.
2. Ensure Record System Audio is check marked if you'll be playing any media while recording.
3. Speak into the microphone to view input levels.



NOTE: Consider recording a short test to ensure that the recorded audio is clear and sufficiently loud.

Record

Click the record button when you're ready to begin. Camtasia will count down before recording.



The recording area is delineated by small green markers. Ensure that all content essential to the recording stays within the recording area. While recording, use the computer as you would normally. Use the mouse, arrow keys, or space bar to advance the slides in the presentation.

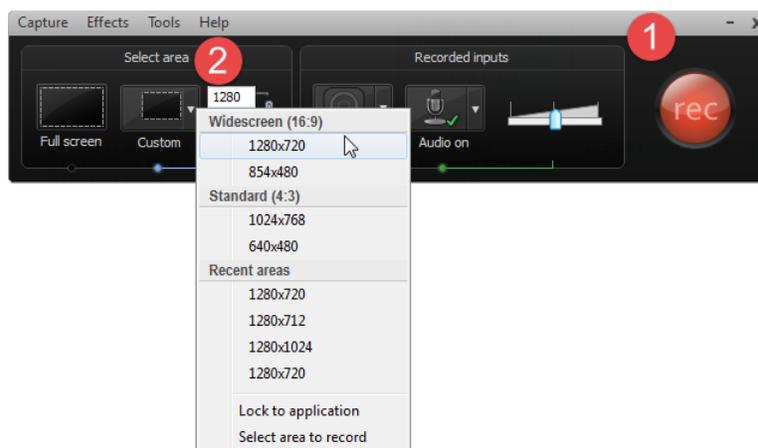
Once you're finished recording, press the F10 key on the keyboard.

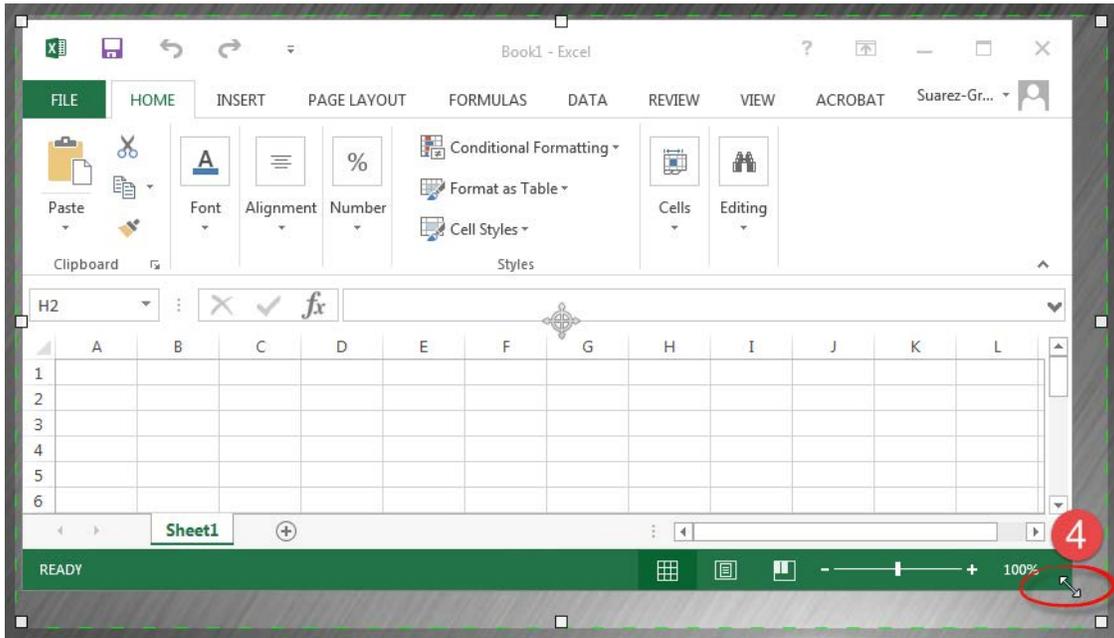
NOTE: Skip to the Save and Edit section below to learn how to edit and prepare your video.

Recording a Software Demonstration

Set Recording Area

1. Open Camtasia Recorder.
2. In the Recorder toolbar, use the Custom Menu to select 1280 x 720 for the screen recording size.
3. Open the software program you intend to demonstrate and record (not pictured).
4. Place the mouse at the edge of the program window until you see the tiny arrow tool. Resize the software program window until it fits within the recording area.



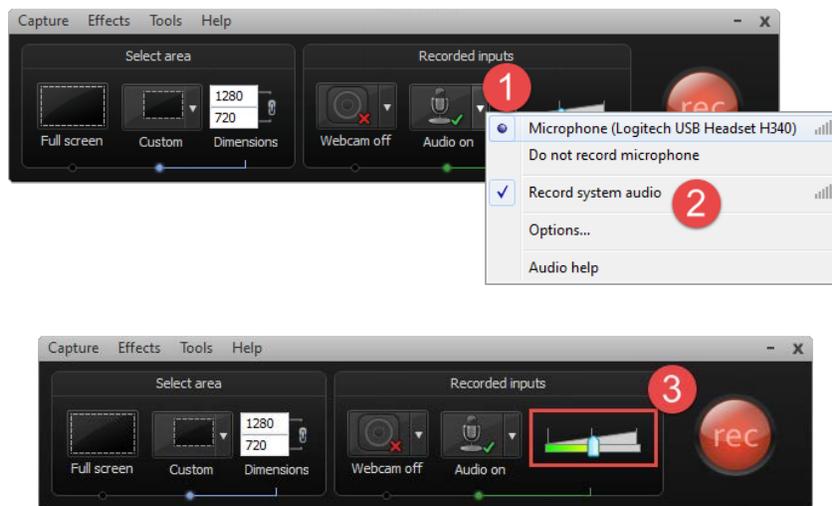


NOTE: If recording the Windows Task Bar is important to the demonstration, be sure to slide the whole recording area down. Use the compass icon in the middle of the recording area as a handle to slide the recording area down.

Select and Test Microphone

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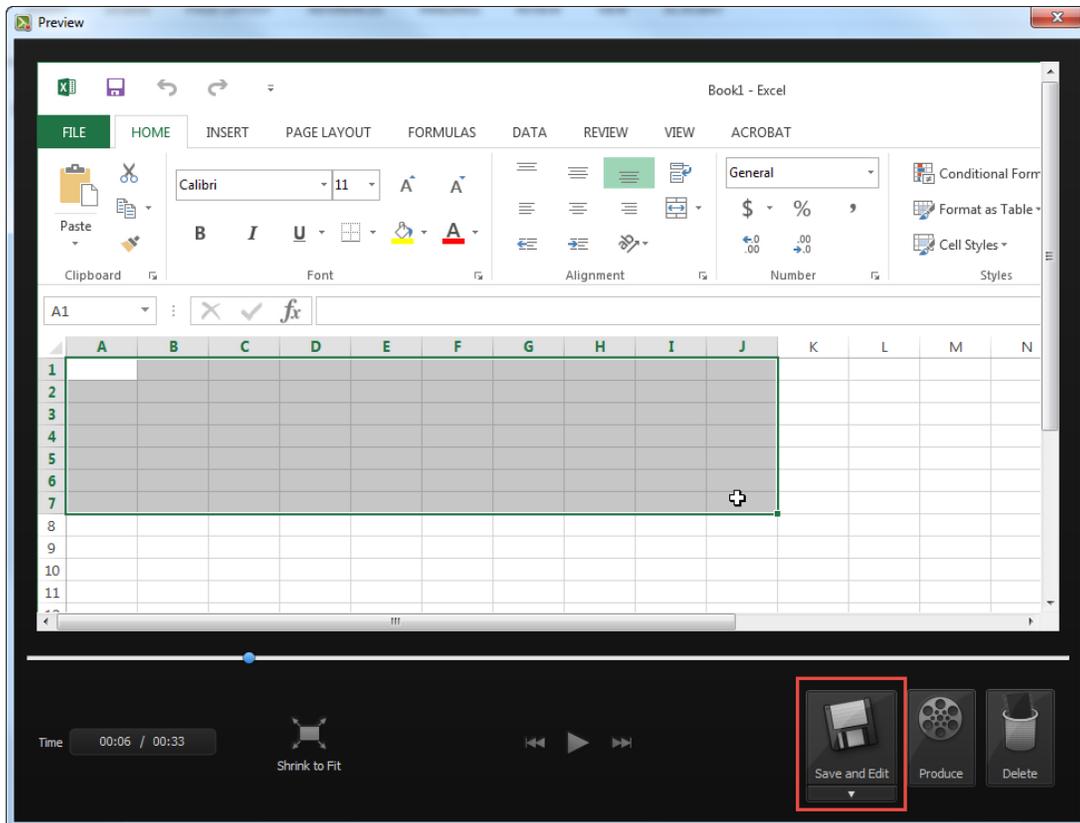
Once you're finished recording, press the F10 key on the keyboard.

Saving and Editing

Preview Screen Recording

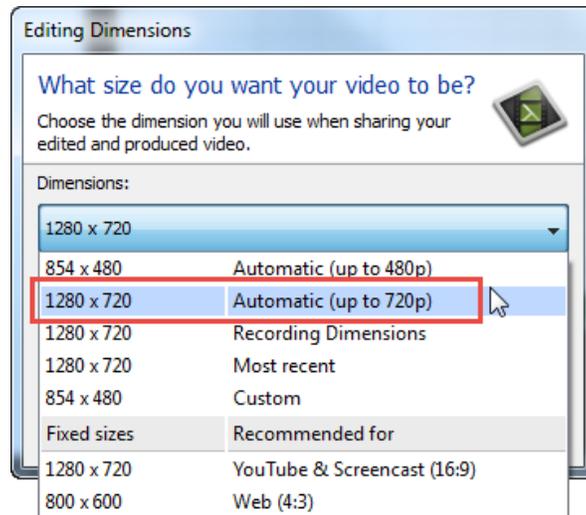
With the recording stopped, Camtasia will show you a preview of the recorded video.

Click the Save and Edit button at the bottom right corner to open the video in Camtasia Studio for editing.



Processing Screen Recording Size

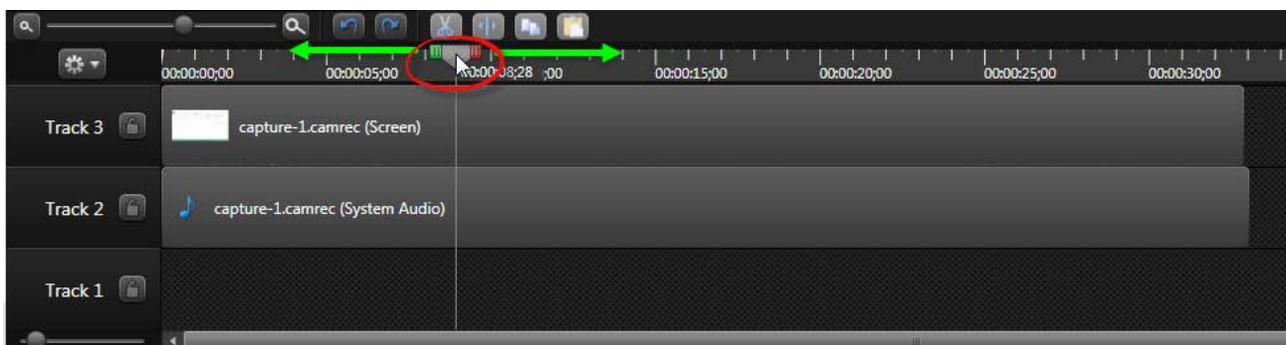
Camtasia allows you to shrink the final video size. Since we already resized and reformatted what we recorded, we'll select the 1280 x 720 option. No shrinking will occur because we already recorded at these dimensions.



NOTE: If you were unable to reformat your PowerPoint slideshow to widescreen format and recorded the entire screen, be sure to still select 1280 x 720. In this case, the screen recording will be resized to these dimensions.

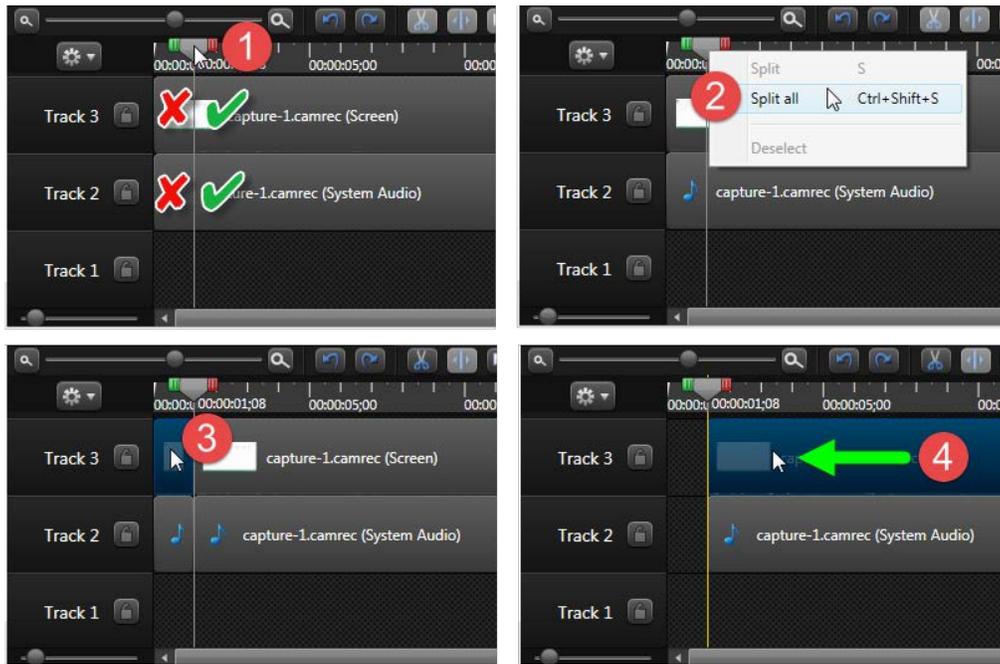
Editing

You can scrub (fast forward/rewind) through your video by dragging the playhead back and forth.



If you need to shorten a clip at the beginning or end, split the clip at the playhead.

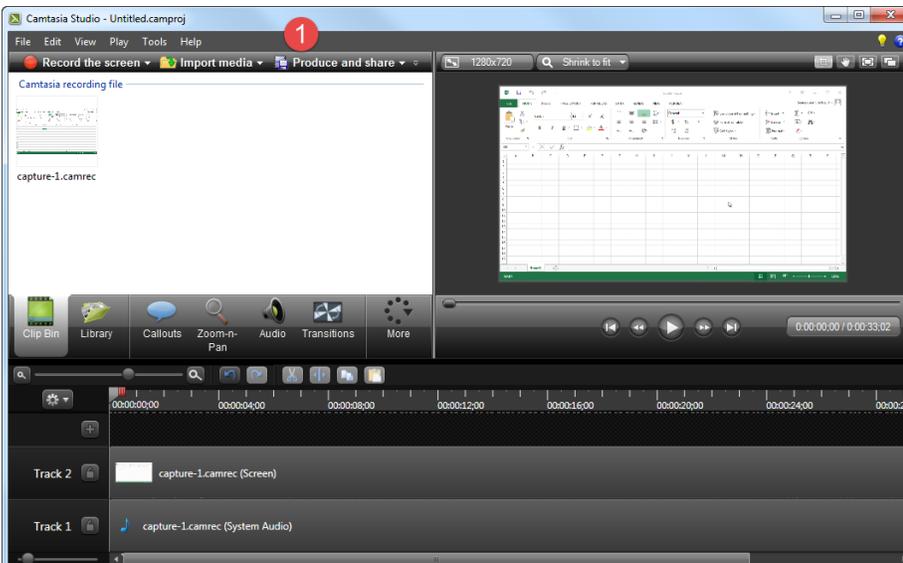
1. Position the playhead where you wish to split the clip.
2. Right click on the gray playhead handle, clicking on Split All in the menu.
3. Click on the left over piece that is now separated from the main clip, pressing delete to remove it. Repeat for each clip.
4. Slide each clip down to the beginning of the timeline.

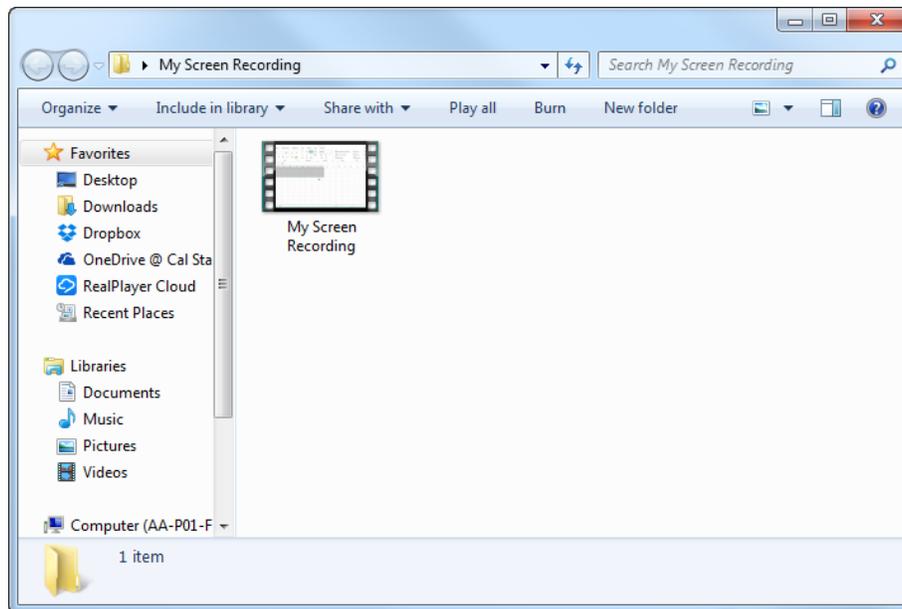
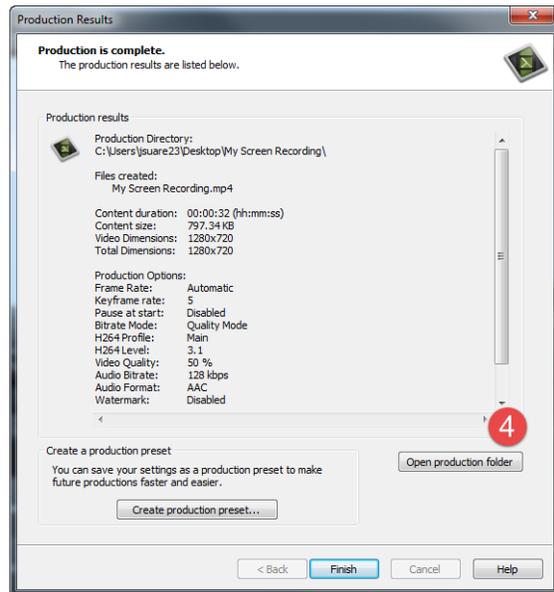
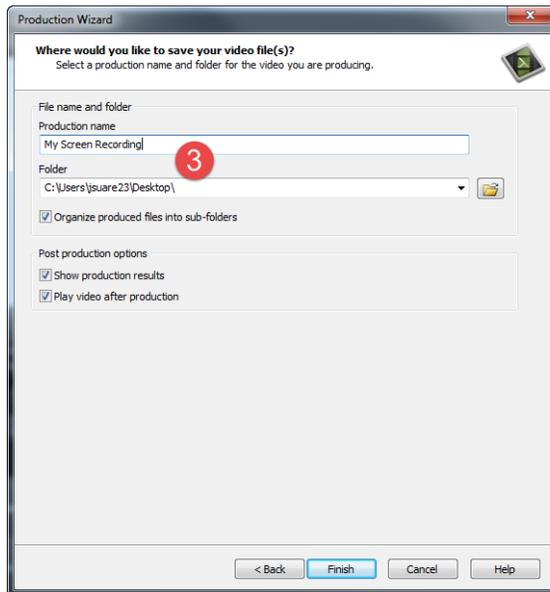


Export

After recording and editing, export the video as a file to be uploaded to Youtube or other video hosting service.

1. Click on the **Produce and Share** button.
2. In the menu, select the **MP4 only (up to 720p)** option.
3. Name the project folder and specify a location to save the final video.
4. Click on Open Production Folder to view the final video file.





Upload

We suggest uploading the video to Youtube. Once hosted on Youtube, the video can be easily embedded within your course. By using Youtube, you can also take advantage of the automatic captioning and even edit the captions to improve caption accuracy. For more information on uploading video, please see the [Uploading Video to Youtube guide](#).