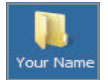


This handout assumes that you have both PowerPoint and Camtasia Studio installed on your computer. It also assumes that you are using a USB headset and that the headset is plugged in to your computer before you begin. Before taking the time to record your audio for a lengthy presentation, it is recommended that you run through these steps for just one or two slides of a presentation so that you can verify that your hardware and software is in working order.

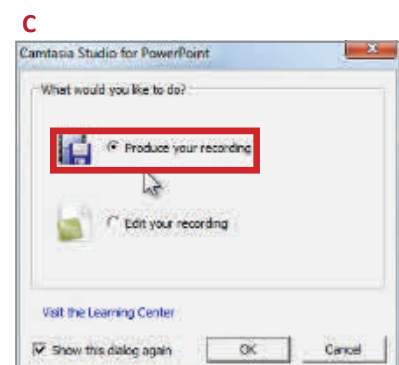
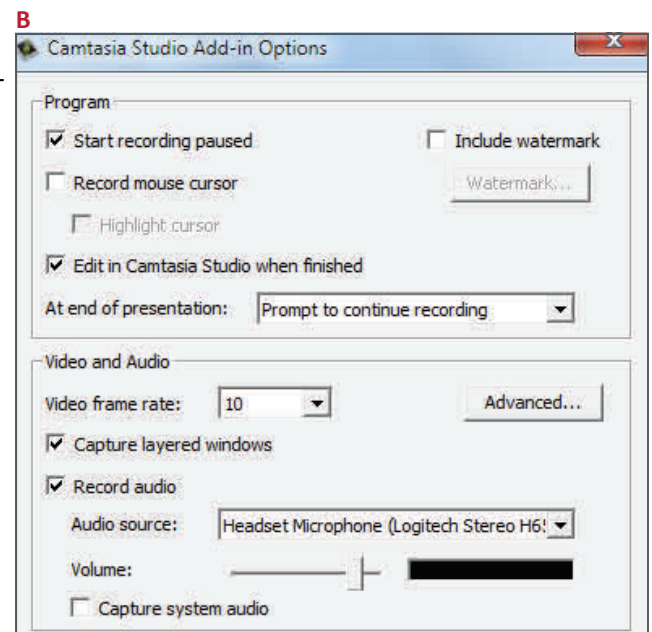
Important: Before you begin recording, create a folder on the Desktop using your name. All of the Camtasia Studio files will be saved in this folder.

To create the folder, right-click a blank area on the Desktop, point to *New*, and then click *Folder*. Type your first and last name then press the *Enter* key.



In PowerPoint:

1. Open your presentation.
2. Click the Slide Show tab at the top, and set the Resolution to 800 x 600.
3. Click the Add-Ins tab.
4. Click the *Camtasia Studio recording options* icon (A).
5. The Add-In Options dialog box will appear (B).
 - Use figure B as a guide. Put checks in the appropriate boxes.
 - If you want the mouse cursor to show during the recording, put a check next to Record mouse cursor.
 - Set the Audio source to: Headset Microphone.
 - When finished, click the OK button.
6. Click the Record button. The screen changes and you are now in presentation view.
7. When ready to record, click the *Click to begin recording* button. Speak naturally as you move from slide to slide.
8. To pause, press CTRL-SHIFT-F9. Press these keys again to resume recording.
9. When finished recording, press the *Esc* key on your keyboard, or CTRL-SHIFT-F10.
10. Click the *Stop recording* button.
11. Name the file and save it to your desktop folder.
The presentation recording saves as a CAMREC recording file.
12. After saving the file, a dialog box will appear (C) asking: *What would you like to do?* Choose *Produce your recording* and click the OK button. This moves your presentation to Camtasia Studio, where you will produce the final product.

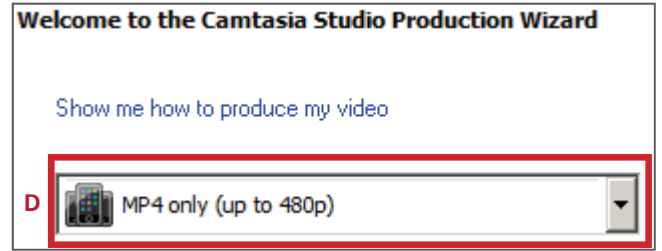



In Camtasia Studio:

1. From the *Welcome to the Camtasia Studio Production Wizard* dialog box drop-down list, choose **MP4 only (up to 480p) (D)**.


Do not choose *MP4 with video player*.

This setting will produce a video player that you do not need.



2. Click the *Next* button. (If you get this message: *Your video contains at least one feature not supported by this video file format*, ignore it and click the *OK* button.)
3. You will be asked: *Where would you like to save your video file(s)?* Give the file a name and save it to your desktop folder. 
4. This will create another folder inside of your desktop folder. The MP4 video file will be saved inside of that folder.
5. Click the *Finish* button.
6. The video will render. When finished, the rendered video will open in a separate window. Play the video to see the result, then close the window.
7. Click the *Finish* button.
8. Close Camtasia Studio. (If prompted to: *Save the changes to the Untitled.camproj?*, click the *No* button.)
9. After closing Camtasia Studio, close PowerPoint if it is still open.

To post your mp4 video file in Moodle:

1. Log into Moodle and enter the course where you want to post your video.
2. Turn editing on.
3. From the Add a resource menu, choose *File*.
4. In the *General* section, enter a name for this item in the *Name* field.
5. In the *Content* section, click the *Add...* button.
6. In the *File picker*, click the *Upload a file* button.
7. Click the *Browse* button. 
8. Locate the .mp4 file in your desktop folder. The file will be in the folder that is inside your desktop folder. Open this folder then click the MP4 file to select it, then click the *Open* button.
9. Click the *Upload this file* button.
10. You will see the file listed in the *Content* section.
11. In the *Options* section, set the Display to *Force download*.
12. Scroll down to the bottom, and click *Save and Return to Course*.
13. Click the link to play the video.