

Recording a Learn Now Video with PowerPoint and Camtasia

Process Overview

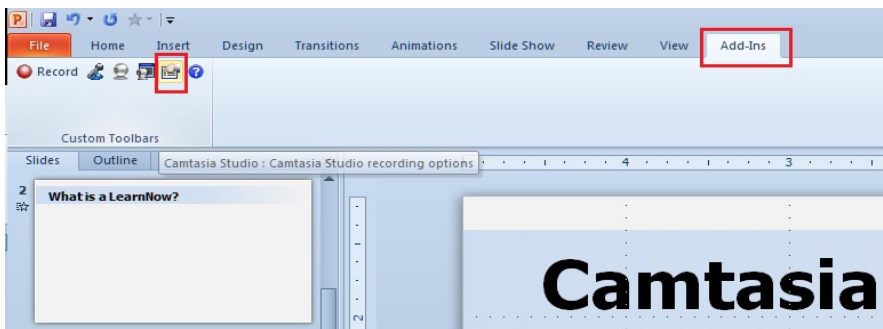
1. Adjust the PowerPoint settings for Camtasia recording (Camtasia Studio Add-in Options)
2. Adjust audio settings
3. Perform a test recording of PPT with audio
4. Check and review audio and video in Camtasia
5. Prepare to record
6. Record PPT with narration
7. Save and review your presentation in Camtasia
8. Export your presentation and upload to Box for the TCS team to edit and review.

Camtasia can be requested online: <https://agsci.psu.edu/intranet/extension/atlas/training/learnnow>

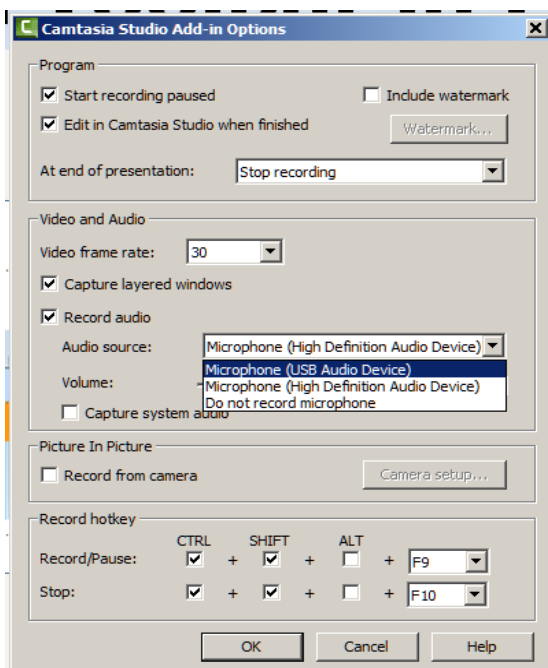
Camtasia Recording Process

When Camtasia is installed on your computer, you can record directly from within PowerPoint.

1. Adjust the PowerPoint settings for Camtasia recording (Camtasia Studio Add-in Options)



On the **Add-Ins** tab in PPT, select the button to adjust the *Camtasia Studio recording options*

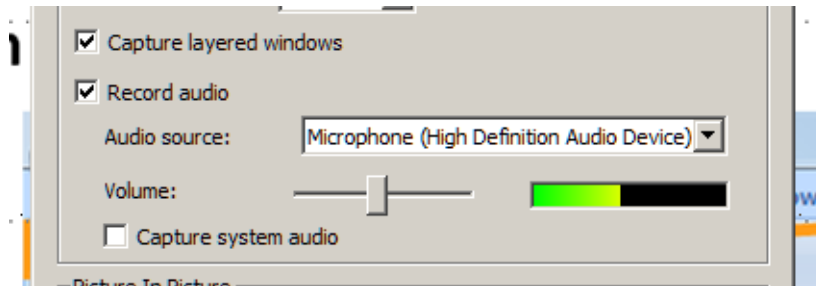


This will display the *Camtasia Studio Add-in Options* popup window.

- Make sure that **Record audio** is checked.
- For the Audio source, be sure to select your plug-in headset, which should display as the USB Audio Device (to make sure you're recording with the microphone from your headset, not the built-in mic on a laptop or desktop)
- Make sure that Capture system audio is unchecked (if checked, this will capture mouse clicks, etc.)

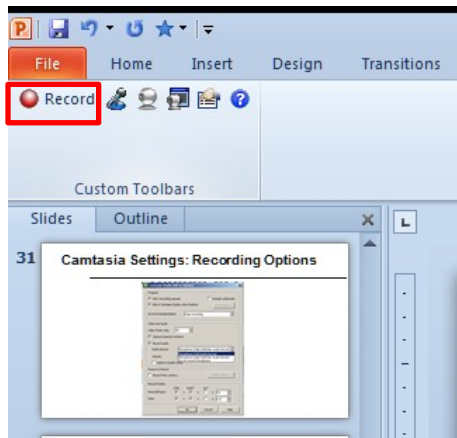
2. Check audio levels using the *Camtasia Studio Add-in Options* window.

Speak a few words into your plugged in microphone. Adjust the volume slider so the audio levels register right in the middle of the range while you are speaking in a normal, conversational voice.



3. Perform a test recording of a PPT with audio.

a. In PPT, on the *Add-In* tab, click the red Record button.



b. In the window that appears, using the volume controls in the lower right-hand corner, test your volume again by speaking a few words, and adjust the volume slider so audio levels register in the middle of the range when you are speaking in a normal conversational voice.



c. Click the *Record* button. After a second or two, the volume settings disappear and recording begins.

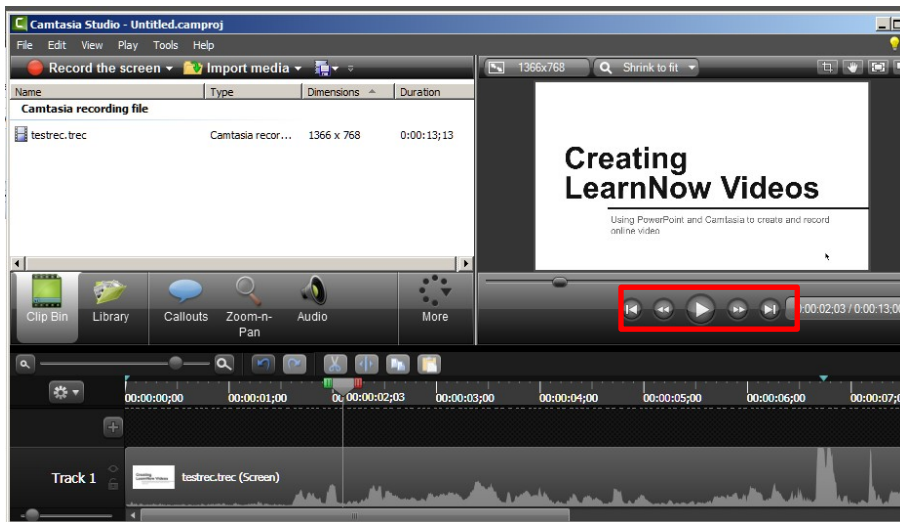
d. Do a brief test recording. Narrate the script for several PowerPoint slides as you click through your presentation. Try to capture about a minute of your presentation.

e. Click *Escape* to stop the recording.

f. *Save* your file to a separate folder for the project. Then choose to *Edit your recording*



The Camtasia program should open and display your video. **Check and review audio and video in Camtasia.** Click the Play button to listen to your recording.



- Does the audio sound good? Can you hear your voice clearly? Look at the audio track which displays the audio waveform, which ideally should register in the middle of the range. If you see spikes that are cut off at the top, that may create a clicking sound, and may mean the volume is set too high.
- If the sound is not ideal, repeat this process and adjust the volume slider up or down, then test again.
- When satisfied with the audio levels, you can close Camtasia. No need to save your test file.

4. Prepare to record

- Get organized. If you're using a script, have it printed out in a font size that you can read easily. It can be helpful to write in a red hash mark or note to remind yourself of when to click to change slides or cue in bullet points, animations, etc. It's a good idea to lay the pages out on your desk so you don't record the sound of turning the pages. If you're not using a script, make sure you know what you'll be saying and have a sense of what commentary goes with each slide.
- Close the office door
- Turn off your phone
- Close email and any programs that display popup alerts
- Camtasia uses a lot of processing power, so you should close any other programs you don't need.
- **Hide your mouse cursor:** After you click the record button, but before you begin speaking through your presentation, either move your mouse cursor off of your PPT presentation screen so it is not captured in the video, or use the **Ctrl + H** hotkey to make your mouse cursor disappear.
- **Turn off PPT media player controls:** Sometimes PPT displays a media control bar in the lower-left corner. To turn this off so it doesn't show up in your recording, go to the *Slide Show* tab and un-check *Show Media Controls*.



5. Record PPT and narration from within PowerPoint.

When you're ready to record your presentation, repeat the above process and record your entire presentation, advancing through PowerPoint slides as you read the script.

When recording, aim to:

- Speak in a natural, conversational tone.
- Speak slightly slower than you might ordinarily talk.
- Enunciate clearly.
- If you make a mistake, get tongue-tied, or mis-click through your slides, you don't need to stop. Just back up a slide or two in your PowerPoint presentation, redo that section and then continue on. It's very easy to crop out any errors afterwards.

6. Save and review your presentation recording when done.

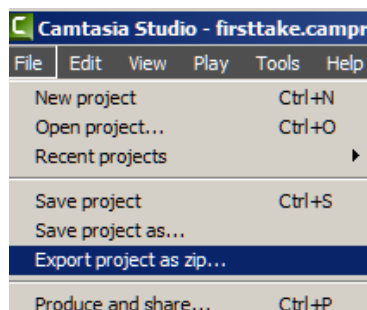
Save your project with a clear name and version, then review it in Camtasia. Make sure there is clear and correct narration that covers every slide and that advancing through the slides and animations matches with the narration, etc.

7. Export and share your Camtasia recording files.

Once you've completed your recording, you can go back and do a little editing to cut out any mistakes you might have noticed along the way. Don't forget, you can always ask for help. There are easy tools to select and clip out any errors, as well as more advanced options to insert callouts, labels, and animations; to add effects such as zooming and panning and transitions; to edit sound; and to insert and manipulate additional images or video clips.

Once you've gotten your project as close to finalized as you can, it's time to send the recording to Atlas' Learn Now consultant. That's where Atlas can help make final touches, solve any unsolved editing issues, provide further help if needed, and streamline your video. We'll also take care of final processes and getting it uploaded online.

To share your Camtasia recording, you'll need to export them in the native file format. Click **File > Export project as zip**, then select a location to save the project.



Upload the zipped files to your Box folder, along with your PPT and script, and let us know it's out there for finishing steps.

Additional Training Resources

- For more about developing Learn Now videos, see these Atlas resources:
<https://agsci.psu.edu/intranet/extension/atlas/training/learnnow>
- [Camtasia Studio 8 Essential Training is](#) offered through [Lynda](#), which delivers training on software, graphics and technology that is freely accessible to all Penn State students, staff and faculty. This training features short videos addressing specific functions, making it easy to quickly get up to speed.
- [Camtasia](#) also offers short video tutorials covering specific topics on everything from getting started to more advanced features.
 - Windows Tutorials <https://www.techsmith.com/tutorial-camtasia-8.html>
 - Mac Tutorials <https://www.techsmith.com/tutorial-camtasia-mac-current.html>
- If you have questions or need assistance, you are always welcome to contact the Atlas Team

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