

## Exercise #2

### Record a Presentation

In this exercise you will learn to record a screencast by, well, recording a screencast.

**Instructions:** Using Camtasia Recorder you'll record a brief screencast on doing one type (title, author, subject, etc.) of search on your library's catalog. Try to keep it to two minutes or less. We want to show people a quick skill or demo a task.

#### A. Browser Setup

1. In either Internet Explorer (IE) or Firefox (FF) go to your library's public catalog page.
2. Resize the browser window so that it takes up about  $\frac{1}{4}$  the screen.

#### B. Microphone/Headset Setup

1. If you haven't already done so, plug your microphone and headset into the proper jacks (Note: there is a chance we won't be able to adjust microphone volume; if not, we'll have to work with "just" video).
2. Check your listening/recording volume (if possible).
  - a. Double-click on the **volume/speaker icon** in the system tray (lower right of screen).
  - b. Adjust **Volume Control** to about  $\frac{1}{2}$  (this controls what you hear) .
  - c. Click on Options then Properties.
  - d. Select Recording under Adjust Volume for, check off Microphone, click OK.
  - e. Check **Select** under **Microphone** and adjust the level to about  $\frac{1}{2}$  .
  - f. Click the **X** to close the Recording Controls window.

#### C. Camtasia Recorder Setup

1. Open Camtasia Recorder either from the **desktop icon** (if applicable) or **Start >> All Programs >> Camtasia Studio 5 >> Applications >> Camtasia Recorder**.
2. Click on **Tools**, then **Options**.
  - a. Click the **Capture** tab, and check off **Save as .camrec**.
  - b. Click the **Audio** tab
    - Make sure source is **Headset Microphone (or Microphone)**.
    - Click on **Audio Format** and set **Format** to **PCM** and **Attributes** to **44.100kHz, 16Bit, Mono 86 kb/sec**.
    - Click **OK**.
  - c. Click **OK**.

#### D. Selecting Area to Record

1. Make sure you can see your browser window AND Camtasia Recorder on the screen.
2. Click on **Select Area to Record**.

**OVER**

3. Click on the **Browser's Title Bar** (Blue Bar on top) (This selects the browser window)
4. On the **Camtasia Recorder Selection Area** that appears, check off **Lock to application**
5. Resize window to **800 (width) x 600 (height)**; doesn't have to be perfect.

#### **E. BEFORE You Click Record**

1. Think about what you want to say/show; go ahead and do a quick dry run in the browser window. Until you click **Record** you won't be recording.
2. Find the F10 key on the keyboard, but do not push it now. You'll use F10 to Stop when you're done.

#### **F. Record**

1. Take a deep breath...let it out, Click **Record**. As you record Camtasia will capture everything you do and say.
2. Push **F10** when done.

#### **G. Saving your Recording**

1. After you push F10, Camtasia will process your video and audio track and launch a preview window so you can see your recording.
2. In this preview window you can **Save** or **Delete**. Assume that you like your file and click on **Save**.
3. After you click **Save**, you'll be prompted to **Save**.
  - a. Create a new folder called **catalogsearch** on your computer's **Desktop**.
  - b. Name the file **catalogsearch** (type should automatically be Camtasia Recording...)
  - c. Click on **Save**.
4. When the **Post-Save Options** dialog box appears, click **Cancel**. We'll produce by starting in Camtasia Studio.

### **BONUS**

#### **H. Check Out the TechSmith Tutorial Site**

1. Go to [www.techsmith.com/learn/camtasia/](http://www.techsmith.com/learn/camtasia/).
2. Review what type of content you can find in the Getting Started, Recording, Editing, Produce and Share, and In-Depth Tutorials section.
3. If there's time, go ahead and watch a tutorial or two.