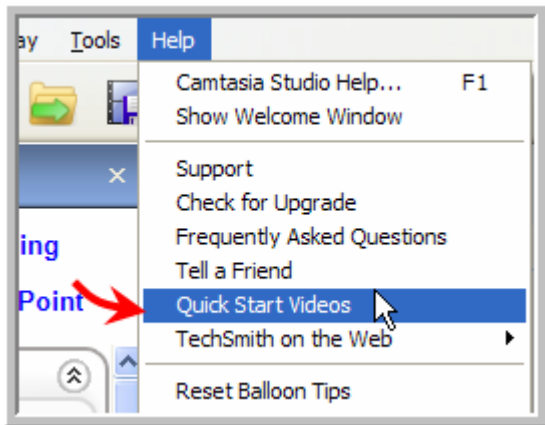


## Recording and Producing a PowerPoint

There are some excellent quickstart tutorials for recording and producing PowerPoint presentations (among others). They can be found from Camtasia Studio by selecting **Help**→**Quick Start Videos**

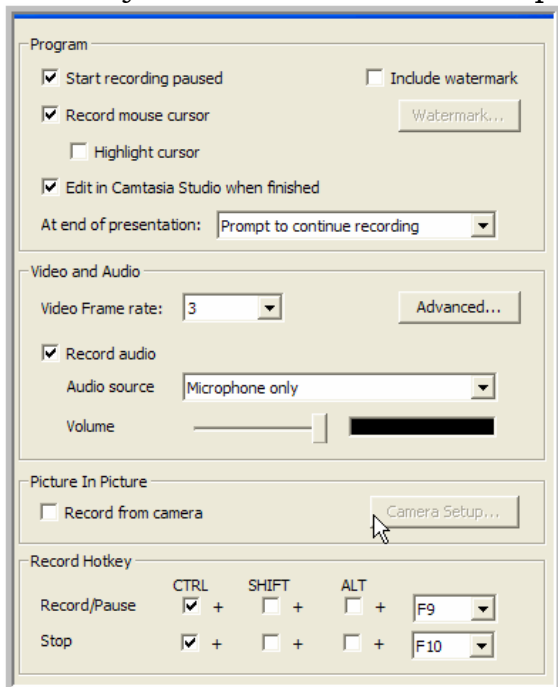


**Step 1.** When Camtasia is installed on your computer, there is an option for a PowerPoint add-on. Be sure to select this when installing on your own machine.



Before you click record, be sure the microphone is selected.

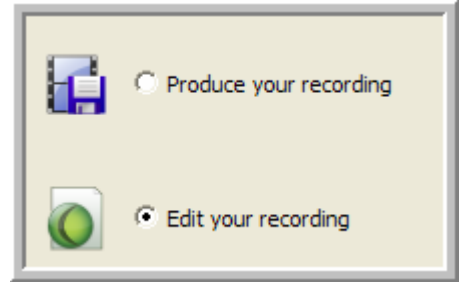
You may want to see what sort of properties you have control over.



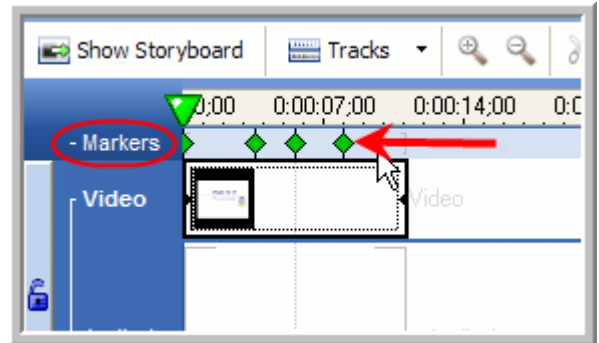
When you press the record button on the PPT add-in toolbar, your PowerPoint's first slide will show up with a "Record" box. Press Record or your "hot key" to record.



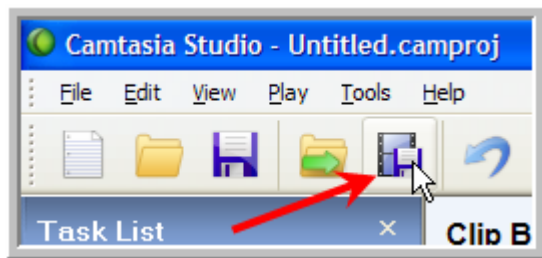
**Step 2.** Now narrate your PowerPoint. If you make any errors, you have 2 options: (1) start over, (2) Edit out the errors on the production side. If you have some major errors early on, it is sometimes easier to just start over. Once you are done narrating, press the Esc key and you will be asked to save your file and given a choice to Edit or Produce your recording. I always select **Edit**.



**Step 3.** Your PowerPoint will be loaded into Camtasia Studio. Notice that there are some Markers on the time line. A Table of Contents can be automatically created by your slide titles.



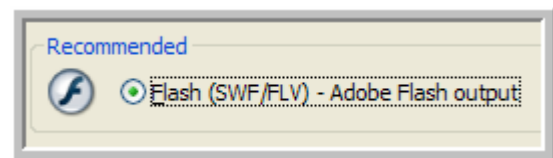
**Step 4.** Now we are ready to produce



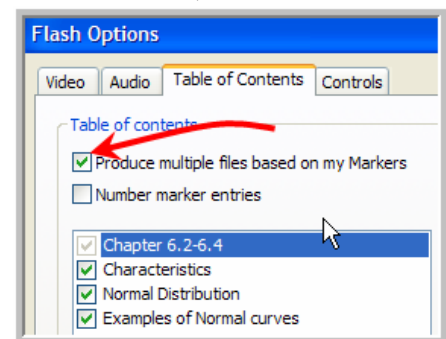
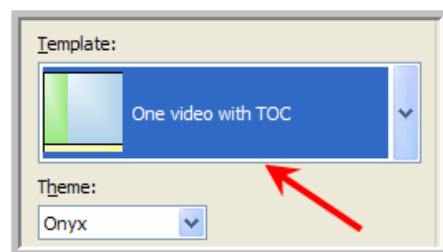
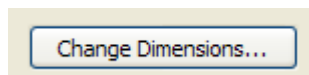
**Step 5.** For now select **Custom production settings** and press **NEXT**.



**Step 6.** You may select a variety of output settings. Flash seems to work best for most videos (small file, cross platform, cross browser, plug-in ubiquity)

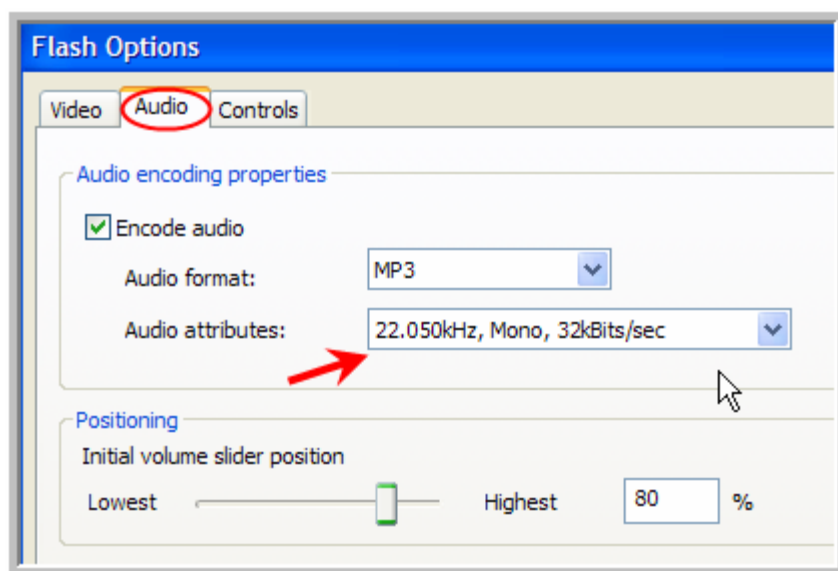
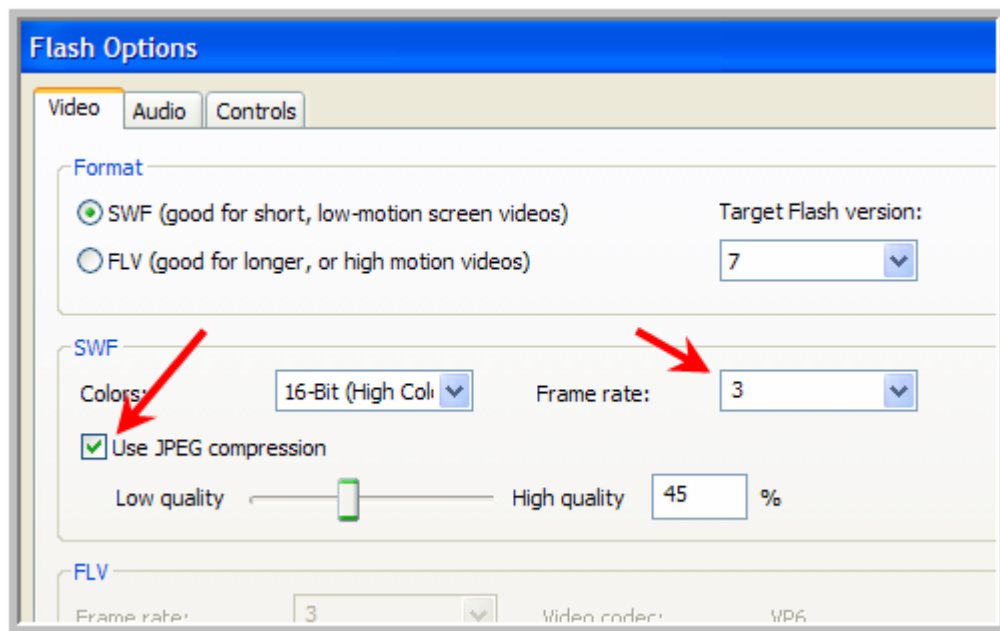


**Step 7.** You may want to select (if it isn't already) the template with a TOC. There is a lot we can adjust here. If you had more than one video, a table of contents can be automatically generated. We will quickly look at the **Flash Options**. **(You may also need to Change the Dimensions)**



Note: I will normally have the box to produce multiple files checked. This way, an entire 40 minute video isn't trying to load (even if it is set to start playing after only 10%).

**Step 8.** Here are the video settings I primarily use. There is always a balancing act between quality and file size. Experiment to see what works best.



**Step 12.** Keep clicking Next and give it a file name. Depending upon your video settings, Camtasia will produce multiple files. **You want to link to the html file.** Be sure that all files are uploaded to the server.