Narrated Screen Capture

This tutorial shows you how to record your computer screen in order to include various media in your online course modules, like spreadsheets, web pages and videos. Begin by downloading the 30-day trial of Camtasia for the PC or Mac. It is fully operational.

http://www.techsmith.com/download/camtasia/default.asp

Then arrange to meet with Mike Hittle to have a license entered.   You will need to un-install the application when you're finished, please. This way we can share this license with someone else when the time comes.
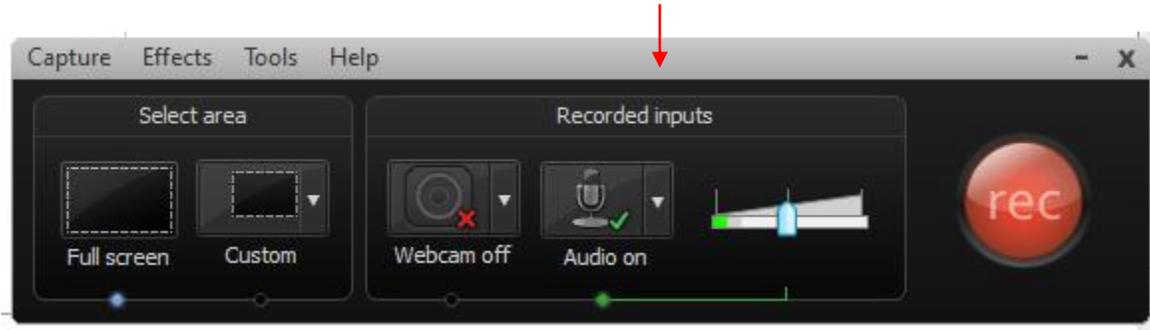
The video podcast lectures you are about to produce require Adobe Flash on your PC or Mac computer. To download and/or update your current version, click here:

http://get.adobe.com/flashplayer

1. To begin, we will go to the start menu and launch Camtasia.
2. Choose "Record the Screen"
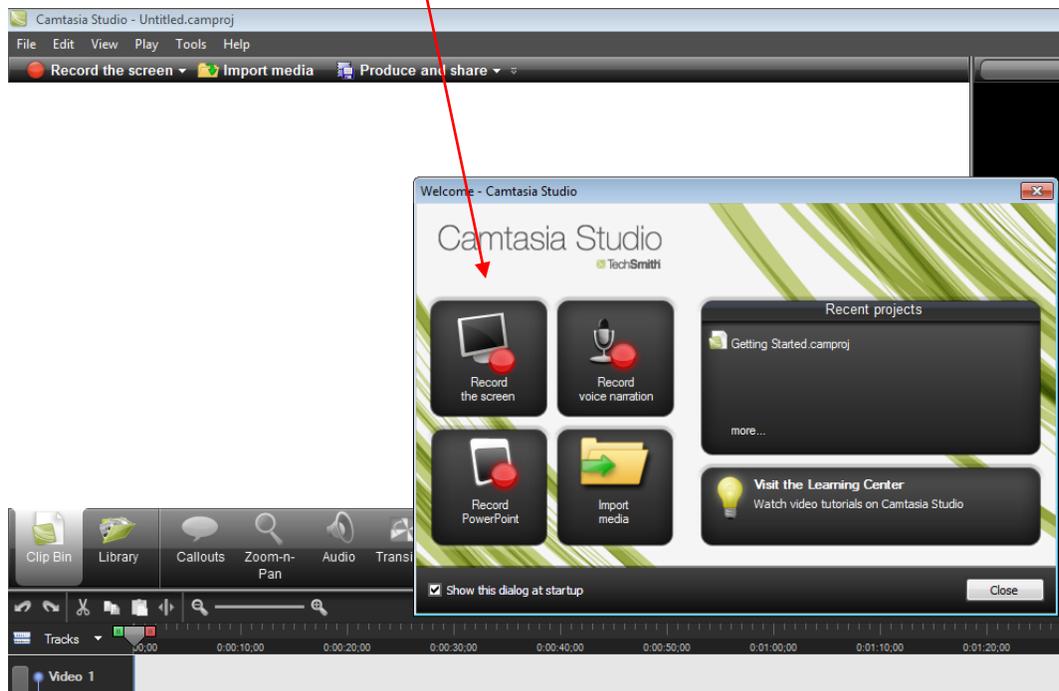
3. Click on the button next to the "Audio" microphone icon and select your USB microphone.

4. Move the slider so the level of your voice does not go into the red.

Now we need to choose the area of the screen that you want to record. Select "Full Screen.

What is showing on your desktop screen will be recorded to your online video module. You can switch between a webpage, like Blackboard and Excel. You could even show Powerpoint slides.

5. Push the the big red "rec" button to begin recording.

Tip: Remember to use the **F9** key to pause your recording as often as you like. I like to pause after covering one topic, review what I'm going to say on the next topic, then hit **F9** again to resume the recording.   When you are finished, you can hit **F10** to stop the recording. This is also located at the bottom of the Windows application bar, but remember that the video will be recording you stopping or pausing in the video. That why **F9** is best because the final video is seamless when you are pausing.

6. Push the **F10** button to stop the recording.
7. Choose "Save and Edit" and give your file a name that is applicable (i.e. ACCT282707_module_1)
8. These files have a .camrec extension. Keep them in a folder together.
9. Contact Mike Hittle or BJ Zirger to give you a DropBox.com key to transfer the files. (UC email has a restriction of 30 MB on file attachments)

You are now on your way to becoming a well known online personality.