

Using PowerPoint and Camtasia Together

Objectives

At the completion of this tutorial, you will be able to:

1. Record PowerPoint presentation and narration from PowerPoint using the Camtasia Add-In.
2. Record narrated PowerPoint presentation using Camtasia Record the Screen tool.

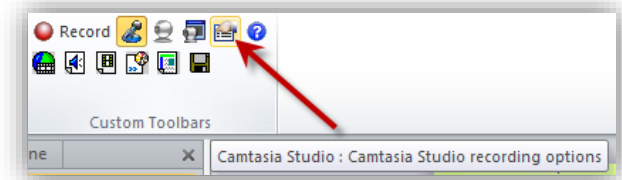
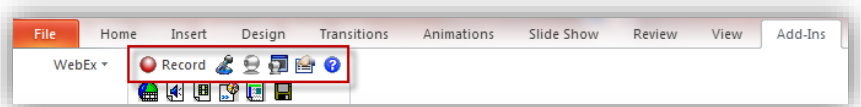
Before you begin:

Prepare a script and type it into the Notes section for each slide. The Add-In allows the import of the notes as captions in Camtasia.

Record Using the PowerPoint Camtasia Add-In

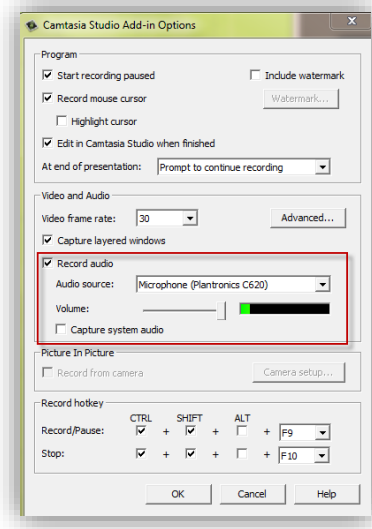
Camtasia provides an Add-In in PowerPoint (for PC only) so you can record directly into Camtasia from PowerPoint. The installation of the Add-In occurs when you install Camtasia.


The Add-Ins tab is located in the tool bar at the top of the screen.



1. Click on the **Camtasia Studio Recording Options** icon.

2. Ensure the **Record audio** box is selected and the correct audio source is selected. The microphone volume level will display as a green bar. If desired, ensure the **Start recording paused** box is also selected. Click **OK**.



3. Click the **Record** button  at the top of the screen, then when you are ready,

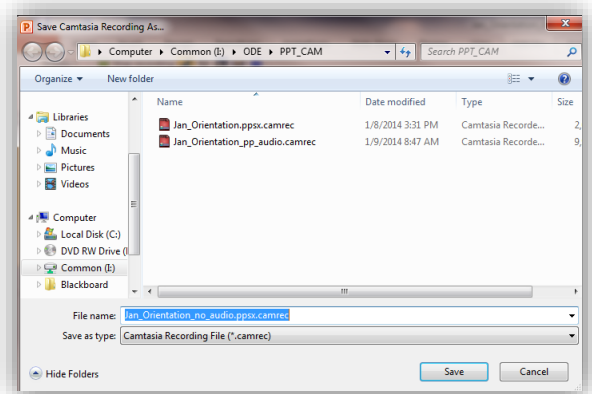
Click the **Click to begin recording** button.

Read your script for each slide and advance through the presentation.

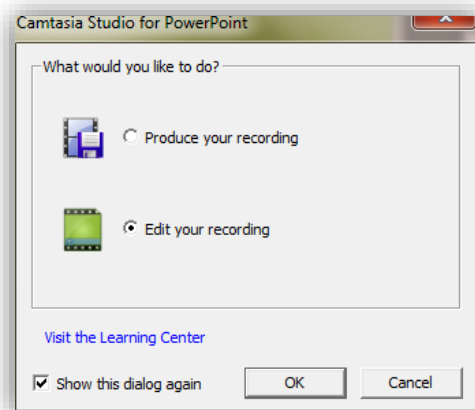


4. To end the recording, right click on the screen and click the Esc button.

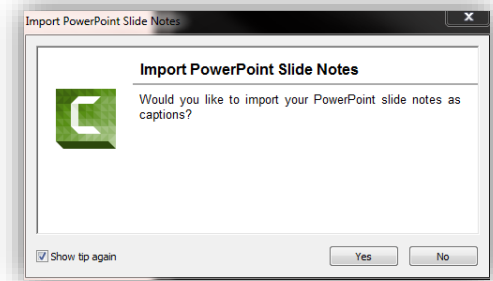
5. When the **Save Camtasia Recording As... pop-up box** appears, select a location and name for your .trec file. Note: This file type can only be opened in Camtasia. Click the Save button.



6. In the **Camtasia Studio for PowerPoint pop-up box**, select **Edit your recording**. The Camtasia Studio software will automatically open.

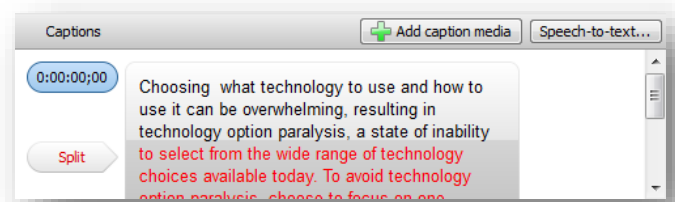


- Click on the **Yes** button in **the Import PowerPoint Slides Notes pop-up box.**



NOTE: Depending on the length of your audio, you may need to adjust the captions prior to producing and sharing your video.

- Select Captions. Click on all of the Split options for each caption bubble.
- Select Produce and Share and publish your video as described in the Camtasia Studio 8 Basics tutorial beginning on page 8.



Record PowerPoint Using the Camtasia Record the Screen Tool (Alternate method)

- Locate and open the .ppsx file you want to record in Camtasia.
- Open Camtasia and click **Record the Screen.**
- In the Camtasia Recorder from the Audio input dropdown menu, select **Do not record microphone** and **Record system audio.**
- Click the **rec** button to begin recording.



- Click to open the .ppsx file and allow the presentation to play. Once it has finished, press **F10** stopping the recording.
- The completed recording will open in the preview mode. Select **Save and Edit** if you want to edit the video or **Produce** if you want to publish the video without editing.
- Add on-screen captioning, publish and share the video as described in the **Camtasia Studio 8 Basics** tutorial beginning on page 7.

