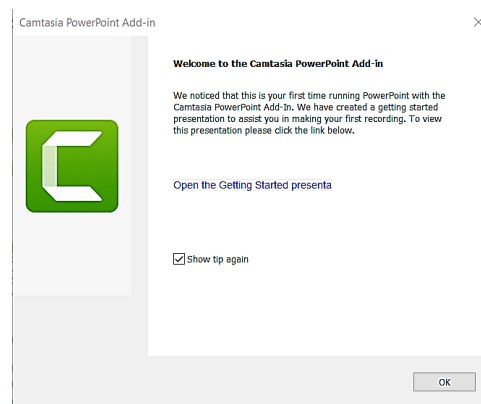


## PowerPoint to Camtasia Quick Start Guide

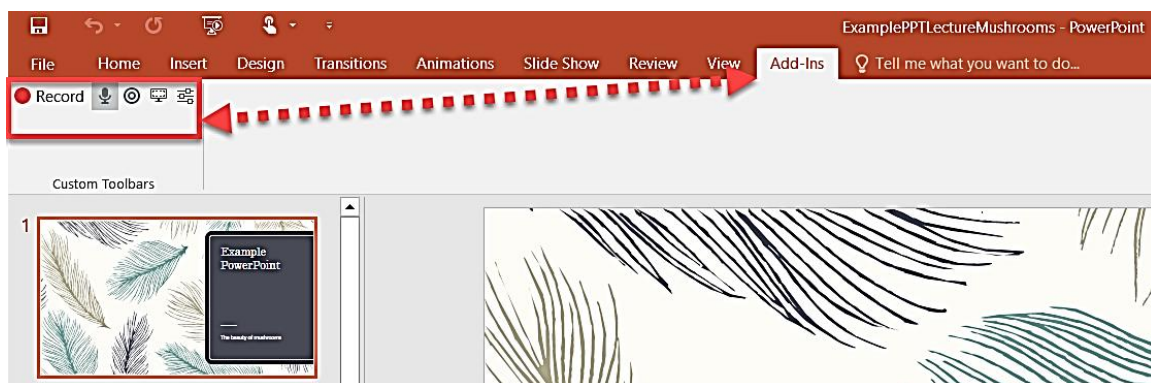
This tutorial will get you started quickly recording lectures with PowerPoint and Camtasia. (**NOTE:** This add-in is only in the Windows version of Camtasia. Mac users should just start recording their screen, then open a PPT in regular presentation mode to make a video.)

### Opening PowerPoint

When you've installed Camtasia, you will find that when you open your PowerPoint there's a pop-up that can help you get started with an embedded tutorial:



The Camtasia Add-In Toolbar should already be enabled, and you access it by clicking on the Add-in tab. The options are shown in the box below:



**NOTE:** if you don't see the add-in, you will need to enable it. Go to FILE – OPTIONS - ADD INS. From the *Manage* drop down, select "Disabled Items" and click "Go". You should see the Camtasia Add-in. Select to enable it.

## Add-In Options

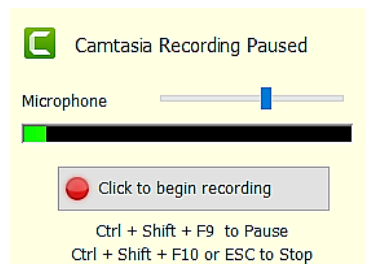
There are several options from the Add-In Tool Bar picture below:

1. **Record** – click the record button when you are ready to narrate and record your presentation.
2. **Audio** – make sure the mic icon is selected to narrate your presentation. (Consider an external USB mic for better audio quality.)
3. **Webcam** –select the webcam icon if you want to record a video of yourself while presenting and narrating your presentation.
4. **Display Camera Preview** – this allows you to see yourself and adjust your webcam camera as needed.
5. **Recording Options** –you can leave most or all options in their default state, but do make sure the first two checkboxes are selected. It's ideal to start your recording “paused”, so that you have a moment to collect your thoughts. It's also helpful to have your recording automatically open in Camtasia for editing. If capturing system audio is not necessary for your video, however, you might deselect that option.

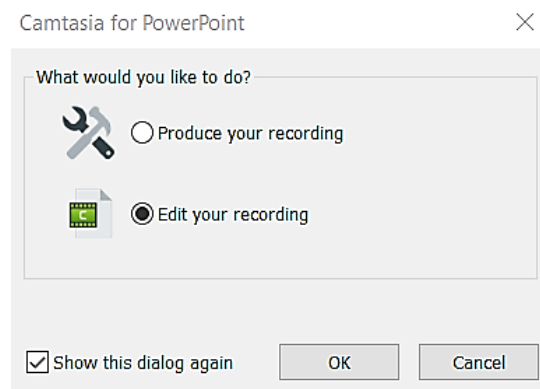


## Record

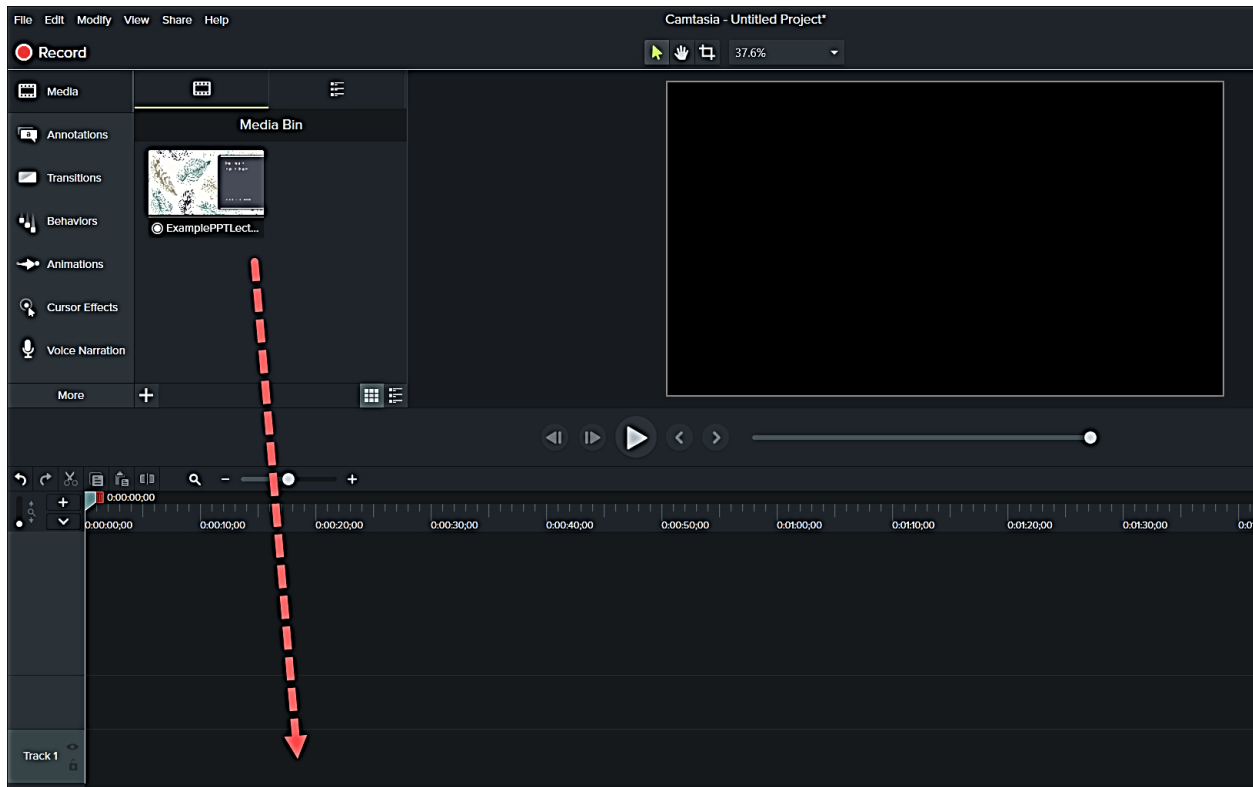
Click the record button to start the recorder (shown below). When you are ready to start, **click the button show below to begin recording**. (You will have a few seconds countdown before the recording begins):



Click **Enter** on your keyboard to progress through your slides as you narrate. When you are finished, click **Ctrl + Shift + F10** or **ESC** to end the recording. If you are prompted to save your recording, you can name and save it. You will get a pop-up asking what you want to do with your recording. **Select to Edit in Camtasia:**



Camtasia Editor will open up. **Click on your video to select it, then drag and drop it to the timeline:**



Now you are ready to add callouts and other effects before publishing your video. For more information on how to do that, see the Camtasia-Editing tutorial PDF.