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Recording Lectures with Camtasia – Step by Step v0.3.5

01 INTRODUCTION

This step-by-step guide will give you detailed instructions on how to record lectures in a high quality.

Together with this guide, you will receive the following materials:

1. Logitech HD Pro Webcam C920
2. Magnesit Copter CB 2.7 Tripod
3. Samson Go Mic
4. Millenium DS-10 Microphone Stand

02 HARDWARE SETUP

Webcam

1. Unpack and plug in the webcam to your system using the USB cable.
2. If you are using Windows, the system should notify you that a new device has been connected. Decline the prompt to automatically install drivers.
3. Position the camera at the height of your face and at least 30 cm in front of you. Try to avoid tilting the camera down- or up, it should directly face you. This will increase the quality of the recording.
 - a. If there is no suitable location for the webcam (e.g., on top of your monitor), you can mount the camera on the tripod.

Microphone

1. Carefully unfold the microphone so that the ‘Samson’ lettering is facing you.
2. Connect the microphone to your system, using the Micro-USB cable that comes with it.
3. If you are using Windows, the system should notify you that a new device has been connected. Decline the prompt to automatically install drivers. Once detected, the LED on the front of the camera should light up green. If not, check that the cable is properly connected.
4. Position the microphone *at least* 10 cm in front of you. You can either use the clip of the microphone to attach it to your monitor or attach it to the microphone stand.
5. Make sure that the ‘Samson’ label is facing you and that the switch on the left hand side is locked into the top position.

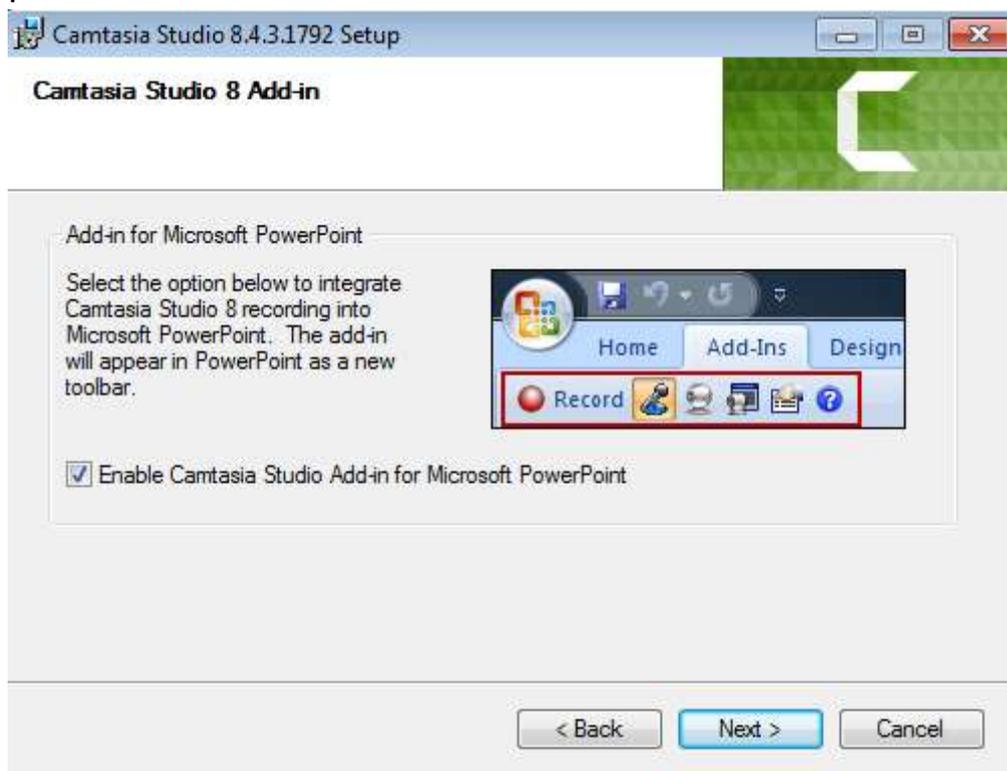
Now camera and microphone are ready for recording. If you encounter any problems, refer to the troubleshooting section of this document. Should the problem still persist, please contact Karin Frößinger: +49 621 181 3771 or froessinger@uni-mannheim.de



03 SOFTWARE SETUP

Camtasia will record audio from the microphone, a video feed from the webcam, and your screen's content simultaneously. To ensure high-quality recording, some setup adjustment is needed.

1. The setup files for installing Camtasia are located in the "Camtasia" Folder on the USB Drive handed to you. You may choose whether to install it in English or German, this will have no impact on the recording.
2. At the Camtasia Studio 8 Add-In page, ensure that the Power Point add in is enabled.

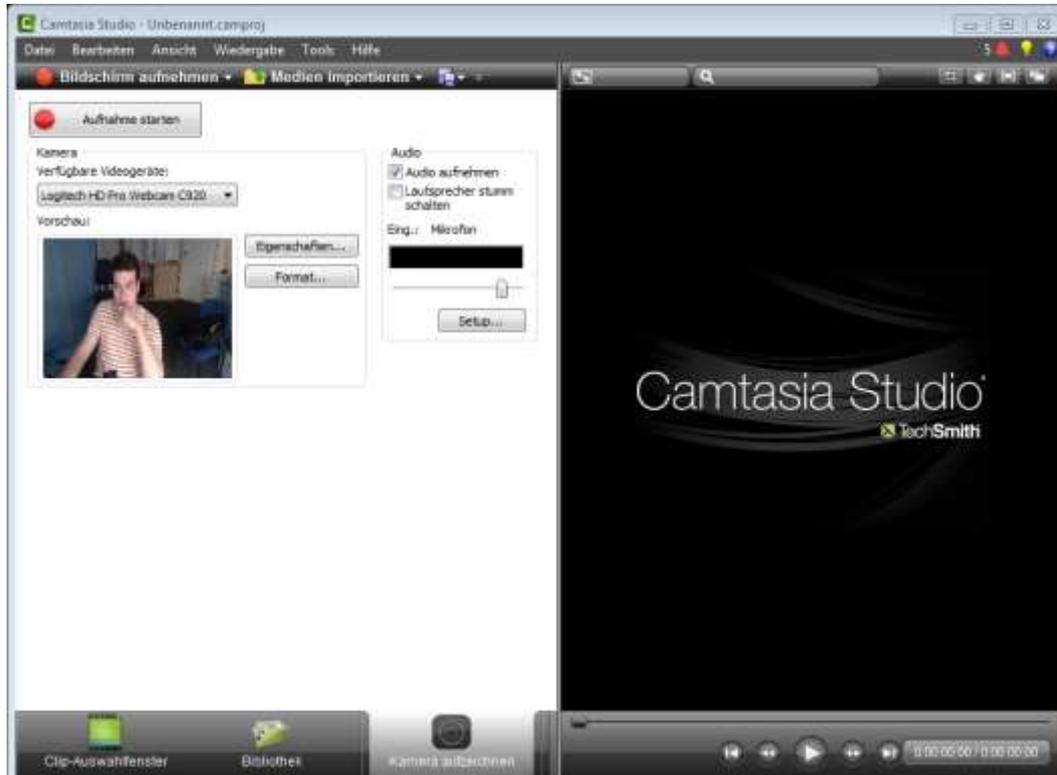


Screenshot 1 Camtasia PowerPoint Plugin Dialog

3. Continue clicking until you complete the install, which takes about 5 minutes.
4. Once complete, just close the pop-up box that asks you to register. Camtasia might ask you to register repeatedly (e.g., upon starting the program) – this can be ignored.
5. When the installation has finished, start Camtasia (Camtasia Studio 8 in the Techsmith folder under Programs in your Start menu).
 - a. When Camtasia starts, if you get an error message about the license server, ignore it. There will also be a tutorial video that starts – feel free to listen to it. If you don't want to listen, or have completed the tutorial, move onto the next step.
 - b. Again, there is no need to register Camtasia online, if you are asked.

Configuring Camtasia

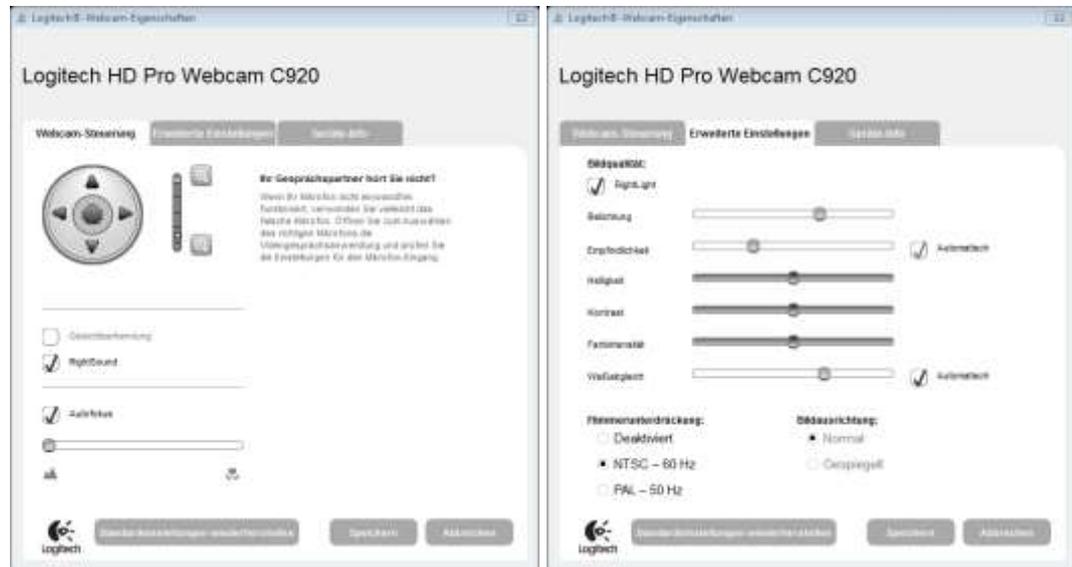
1. Now that all components are set-up, it is time to connect them.
2. In the Camtasia main window, go to Tools -> Record Camera. This will yield a screen like this:



Screenshot 2 Camtasia Starting Screen

3. If the hardware setup worked properly, Camtasia will automatically detect the webcam. If not already selected, select the Logitech HD Pro Webcam C920 as video device.
 - a. The webcam should light up blue, and you should see a preview of the camera. If not, please refer to the troubleshooting section at the end of this document.
 - b. Go to the 'EIGENSCHAFTEN', by clicking on the button on the left. The Logitech webcam properties dialog will appear. It has three tabs, of which the first two are of importance.
 - i. **WEBCAM-STEUERUNG**: Make sure that face-recognition is unchecked. Make sure that 'RightSound' and 'Autofocus' are checked. (s. Screenshot 3)

- ii. ERWEITERTE EINSTELLUNGEN: Make sure that ‘RightLight’ is checked. Set WEIßABGLEICH to ‘automatic’. Set FLIMMERUNTERDRÜCKUNG to ‘NTSC – 60 Hz’. Click



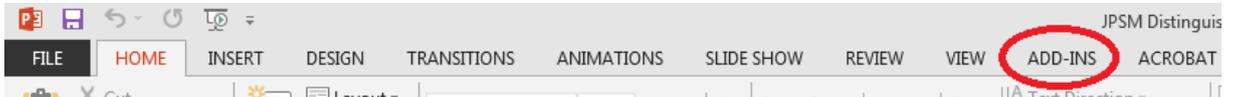
Screenshot 3 Logitech Driver Setup

- the ‘save’ button and quit the dialog. (s. Screenshot 3)
4. Back in Camtasia’s main window, click the ‘EIGENSCHAFTEN’ button. In the dialog that pops up, select a resolution of 1280x720 at 30 FPS. Close the dialog. The webcam is now setup and ready to use.
 5. Make sure that ‘record audio’ on the right is checked. Click on the ‘Setup...’ button. If the ‘Audio’ section is not available for you (i.e., it is greyed-out) refer to the troubleshooting section at the end of this document.
 6. In the following dialog you are prompted for your audio device. From the pull-down menu, select ‘Microphone (2-Samson GoMic)’ (note that the number may vary, this is not a problem). Click ‘Next’.
 7. In the next window, you can check and change the volume of the microphone by running an automated test. Take your time with this as audio quality is key to a good video lecture.
 - a. Make sure that the microphone is in front of you with the ‘Samson’ label facing you.
 - b. If mounted on the microphone stand, try moving it back and forth if not satisfied with the volume.
 8. Once you are happy with the volume and audio quality, click finish.
 9. You can now close Camtasia.

The Setup is now finished and you can begin recording. It is recommended to record a short test video to check that the devices are capturing everything in the way they are supposed to. Also ensure that the microphone is never visible in your recording and the room you are recording in has enough lighting

04a RECORDING YOUR LECTURE IN POWERPOINT

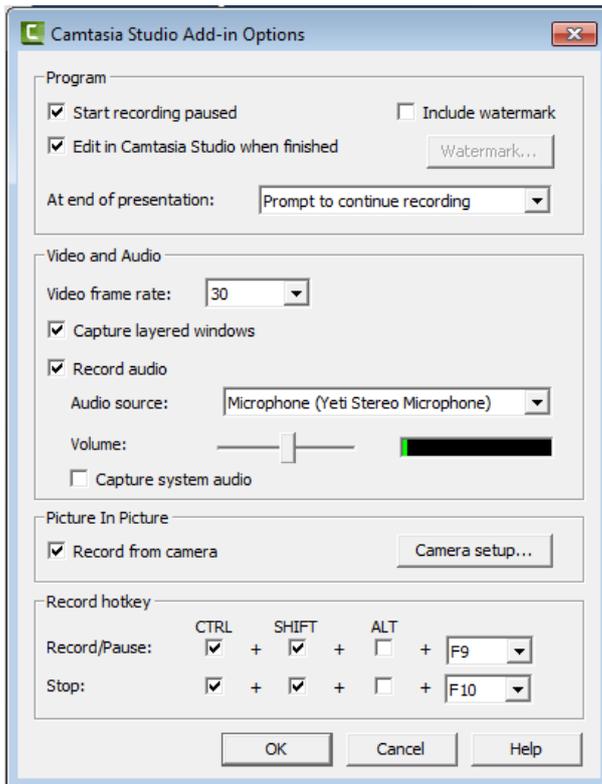
1. In PowerPoint, open the lecture you want to record. ()
2. Go to the 'Add-Ins'-tab.



3. Select the "Camtasia Studio Recording Options" button.



4. In the recording options screen, select the following:
 - a. Check "Start Recording Paused"
 - b. Check "Edit in Camtasia Studio when finished"
 - c. At end of presentation: "Prompt to continue recording"
 - d. Video Frame Rate: 30
 - e. Check "Capture Layered Windows"
 - f. Check "Record Audio"
 - g. Audio Source: "Microphone (2-Samson GoMic)"
 - h. UNCHECK "Capture System Audio" unless you plan to share a video with your class. If you leave this option on, any sounds on your computer (e.g., mail coming in, alerts, the "ding" sound when you click something wrong, etc.) will be recorded in the video.
 - i. Check "Record from Camera"
 - j. Leave hotkeys as they are.
 - k. Click "Okay"



Screenshot 4 PowerPoint Add-in Options Dialog

5. Back in the 'Add-In' box, make sure that both the camera symbol and the microphone symbol are activated (i.e., the symbols are highlighted).
6. If you want to check the webcam, click the third symbol from the left to open a preview window. Check that everything is to your satisfaction (lighting, focus, background, etc.) and close the preview.
7. Now you can hit 'Record' ('Aufnehmen' in the screenshot).



8. You will be presented with a full screen view of your slides, plus a small recording toolbar in the lower right hand corner of your screen, which will disappear once you start the recording.



Screenshot 5 Recording Toolbar in the PowerPoint Add-in

9. To start the recording, click “Click to Begin Recording”. While recording, you can use PowerPoint as usually. Avoid using the mouse too navigate between slides, as the clicks of the mouse will be audible in the recording. Rather use the left/right arrow keys to skip to the previous/next slide.
10. While you record, you will not see yourself. However, you are being recorded.
11. Note: Explore Camtasia help for options that you might need. One useful option is the drawing tool. To activate this:
 - a. Type control-shift-D
 - b. Select P for pen
 - c. Select H for highlight
 - d. Control Z will undo
 - e. Esc to exit the drawing screenNote that when you progress to the next slide, the drawings are not saved.
12. You can stop the recording anytime by hitting ESC.

04b RECORDING YOUR NON-PPT

Aside from PowerPoint Presentations, Camtasia allows you to record everything that is visible on your screen. If you want to, it is possible to use another presentation program or to record sessions of a statistical application.

In this chapter we will setup Camtasia to record Excel but the steps are the same for every other application.

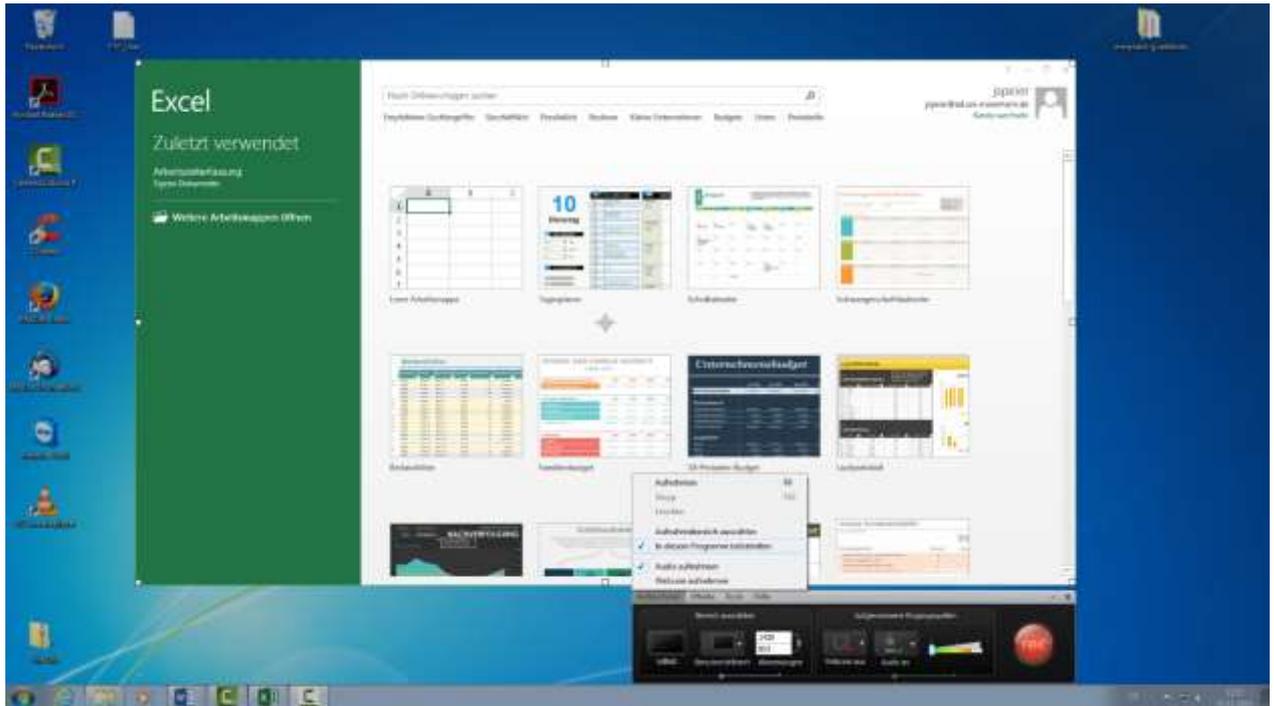
1. First open the application you want to record.
2. If it isn't already started, open Camtasia
3. In Camtasia, click on 'BILDSCHIRM AUFNEHMEN' to enter the recording mode
4. In recording mode, you will see a utility-bar by Camtasia, which allows you to adjust some settings. You will also notice that parts of the desktop are greyed out. Everything that is outside the green dotted line (i.e. in the greyed out area) will not be recorded.



Screenshot 6 Choosing the Recording Area in Camtasia's Capture Desktop mode

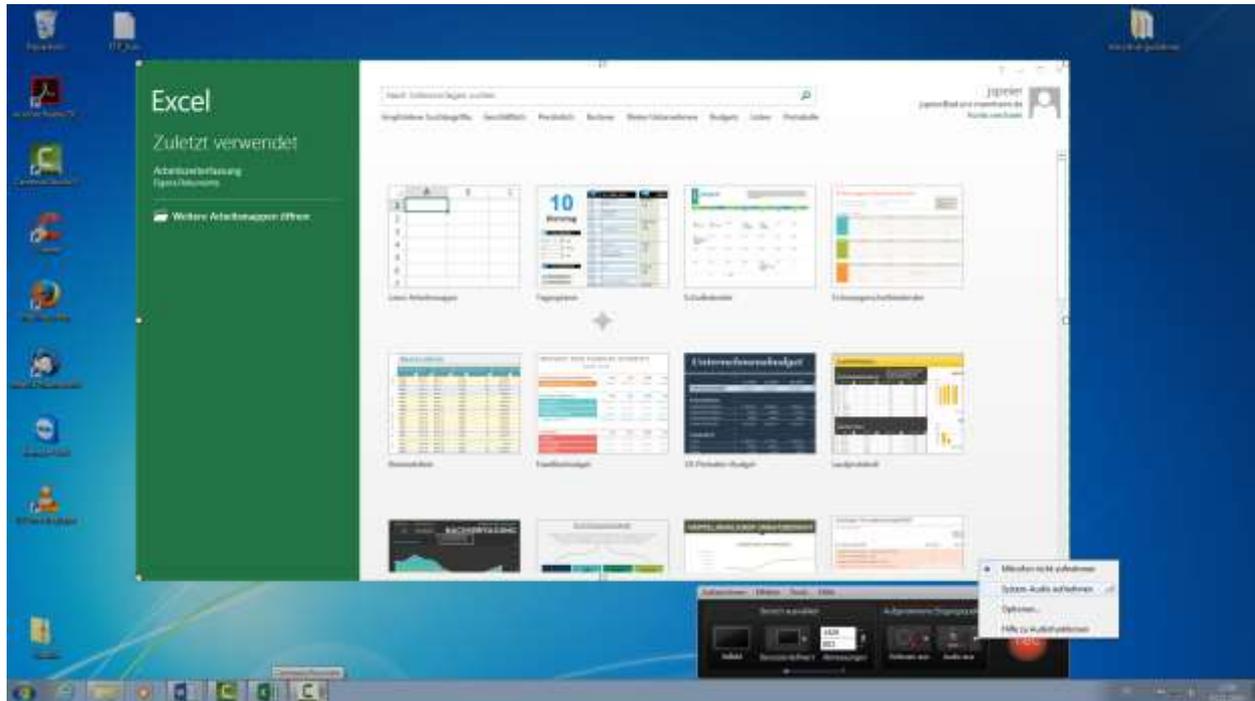
5. If you do not see a rectangle like in the screenshot, try clicking on 'BENUTZERDEFINIERT'.
6. Now switch to the application of interest (in this example Excel) (just bringing it to the foreground by clicking the icon is sufficient)

7. As you may notice, the utility bar of Camtasia always stay on top of all the windows you open.
8. You can attach the recording frame (the green line) to an application via 'AUFZEICHNEN' → 'IN DIESEM PROGRAMM BEIBEHALTEN'. After you selected this option, the green line should snap to the outlines of your application and adjust when you move the application around.



Screenshot 7 Attaching Camtasia to an Application

9. Camtasia is attached to the application. Now we will go into the details of quality. In the utility-bar, enter a resolution of 1280 x 720 (aka 720p). Depending on your previous size, the application may resize itself. **IMPORTANT:** please click on the chain icon right next to the resolution. This will lock the screen ratio and allow for better processing of your videos. Please make sure this is always locked.
10. After you locked the screen ratio, you can resize the application as you need it to, as long as it is at least 1280x720.
11. After the setup of the desktop recording we will now turn to webcam and audio recording. If you successfully completed Chapter 2 and 3 this is a simple matter of clicking on the icons to enable the webcam/microphone.
12. Advice: clicking on the arrow symbol right next to the audio button gives you the option to mute system sounds, such as Skype or Email notifications. It is highly recommended to turn this off. (note: in the screenshots, no microphone is connected to the PC)



Screenshot 8 Disabling Recording of System Audio

13. Camtasia and your application are ready to use. Hit the red 'rec' button and you can start your demonstration or presentation immediately. Hitting the 'F10' key will end the current recording.

05 FINALIZING AND SUBMITTING THE VIDEOS

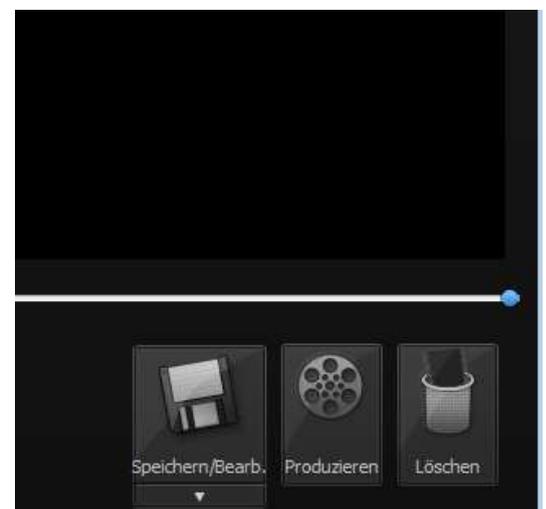
Immediately after your presentation is finished or when you use "ESC" during the presentation, Camtasia will ask you whether to stop the recording.

1. Click "Stop Recording."
2. Save the recording. It is recommended to use the title of the lecture to avoid confusion later. After saving you will be presented with a dialog box asking



Screenshot 10 Produce Dialog in PPT Add-in

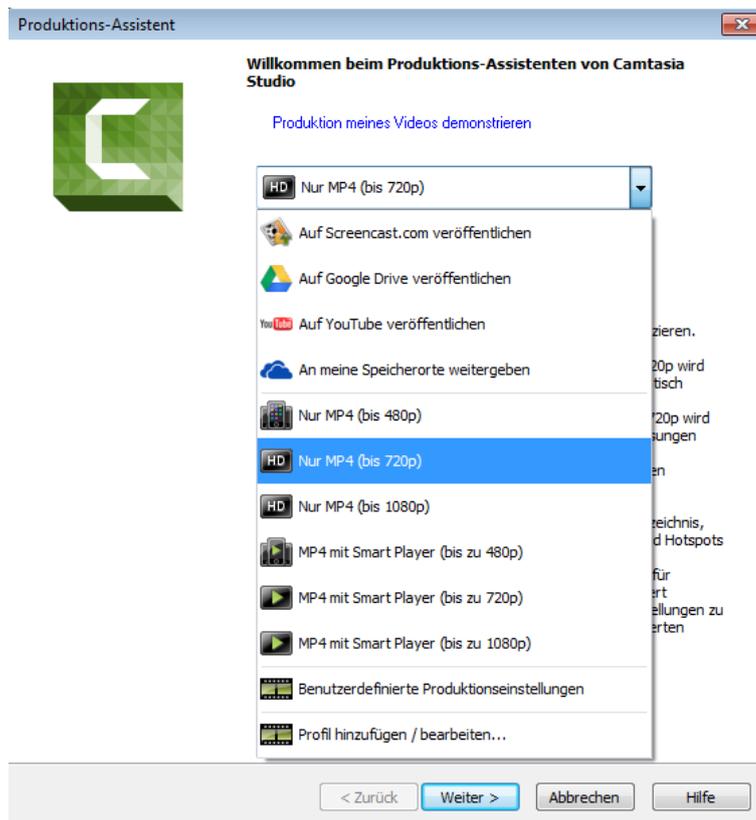
ZPPI-dialog



Screenshot 9 Produce Dialog in Record Desktop mode

what you want to do next.

3. Select “Produce Your Recording” resp. ‘PRODUZIEREN’ and click “OK.”
4. Now Camtasia will open and ask how to produce the video. From the drop-down



Screenshot 11 Selecting the quality of the final video

- menu, select ‘MP4 Only (up to 720p)’.
5. After hitting ‘Next,’ Camtasia may report an error. This can be ignored.
 6. Select where Camtasia should store the finished video files and hit ‘Finish’.
 7. Camtasia will now render the video. Depending on the length of the video, this may take a while.
 8. Submit the Files to the NAS using the Instructions provided in the Document [Upload Videos to the IPSMNAS](#).

06 TROUBLESHOOTING

P(roblem): My system doesn't seem to detect the webcam!

S(olution): Usually the hardware works out-of-the-box. If not, this is most often due to missing drivers. You can find the driver on the thumb drive in the folder 'Drivers'.

P: The webcam recording is lagging and of bad quality.

S: Try installing the webcam driver and repeat the steps taken in Chapter 3. Also make sure you have a properly lighted room as described in Chapter 2.

P: [The light on the microphone is green but does not record any sounds!](#)

S: [If your system runs on Windows, right-click the speaker symbol in the bottom-right corner and select 'Recording'. In the list that comes up, ensure that 'Microphone Samson GoMic' is activated. \(Right click -> enable\)](#)