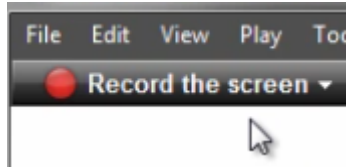


Environment Overview/Record Your Screen Step- by- Step

Open up Camtasia, this will open up the Camtasia Editor Screen. To start recording your screen, click the Record the screen button:



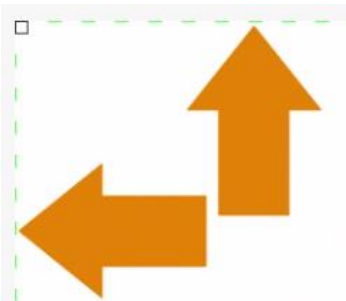
Camtasia Studio minimizes and the task bar opens.



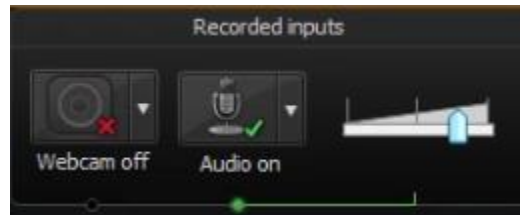
By default, the full screen option is selected to be recorded.



You will also see a green dashed line that is visible along the outside. This line will let you know that everything inside that line will be recorded.



Under recorded inputs, you will see the options for webcam and audio. It is defaulted to have the Audio on.

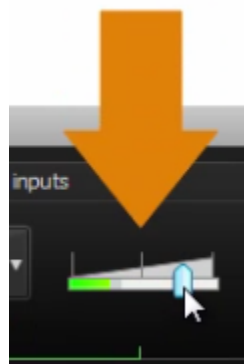


If you have a microphone or other recording device connected, click on the drop down menu next to audio to select the device that you want to use.



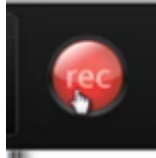
Your system audio is also checked as a default. This is any audio that comes from your computer that you may or may not want recorded. Click on it if you want to turn it off, or leave it on if you want the audio from a video or something like that.

Always be sure to test your microphone to make sure it is working properly. Speak into it and you will see the levels go up and down. You can turn it up or down by using the scroll bar.



Lastly before recording, have everything open that you plan to record. If you have a script ready, make sure you have that either open on another screen or printed out in front of you. This will eliminate you fumbling around to get things open. Always be prepared.

Now that we are ready to record, click the red record button, or the shortcut button, F9.



You will see a 3,2,1 countdown. Once that is completed your screen and audio are now being recorded. When you have completed your recording click on F10 to stop your recording, or stop it on the task bar. A preview of your recording will appear.