Download and Install
Follow these steps to download and install Camtasia Studio 8 onto your computer:

1. Open your Internet browser and go to the following URL: http://www.techsmith.com/download/camtasia/

2. Type your email address in to the Your Email Address field.

3. Make sure the Windows version is selected and click Download Trial. The Opening camtasia.exe dialog box displays.

4. In Opening camtasia.exe dialog box, click Save file. The installer file (camtasia.exe) begins downloading, and by default is saved to your Downloads folder (this may vary depending on your browser settings).
5. When the file has finished downloading, open a Windows Explorer window and navigate to your Downloads folder. Double-click camtasia.exe, which launches the installer.

6. If you’re prompted with a security warning dialog box, click Run. The installer launches.

7. Follow the prompts given by the installer. When asked for a license key, paste in the license key provided by your instructional designer.
**Setup**

Follow these steps to prepare to record a presentation using Camtasia Studio 8:

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Plug in your USB Headset (microphone) to your computer’s USB port.</td>
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<td>2.</td>
<td>Open the Control Panel and click Sound. The Sound settings dialog box displays.</td>
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<td>3.</td>
<td>In the Sound settings dialog box, click the Record tab and select the USB Headset as the Microphone. (TIP: Set your USB headset as the default microphone so that each time you plug in your USB headset, your system will defer to its microphone.)</td>
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<td>4.</td>
<td>With the USB Headset selected, in the Sound settings dialog box, click Properties. The Microphone Properties dialog box displays.</td>
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<td>5.</td>
<td>In the Microphone Properties dialog box, click the Levels tab. Set the microphone level to 80 (recommended). Click OK. The Microphone Properties dialog box closes.</td>
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<tr>
<td><strong>6.</strong> Close the Sound settings dialog box and the Control Panel.</td>
<td><img src="image.png" alt="Image" /></td>
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<tr>
<td><strong>7.</strong> Open the presentation application (e.g., PowerPoint).</td>
<td><img src="image.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>8.</strong> Open Camtasia Studio 8.</td>
<td><img src="image.png" alt="Image" /></td>
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</table>
**Recording**

Follow these steps to record a full-screen application such as PowerPoint:

1. If you haven’t done so already, open the presentation application and Camtasia Studio 8.

2. In the Camtasia window, click Record the Screen. The Record settings box displays.

3. In the Record settings box, select the following:
   - **Select area - Full screen**: (If you have more than one display connected, click the drop-down and select the appropriate display. Green margins indicate the selected display.)
   - **Recorded inputs**:
     - **Webcam** off
     - **Audio on**: Click the drop-down arrow and select the USB Headset.

4. In the PowerPoint window, **maximize the window to full screen and hit F5 on your keyboard to start the PowerPoint in slideshow mode**.

5. Hit F9 on your keyboard to start the recording. Camtasia will count down from three before it begins recording.

   (TIP: It is a good idea to make a short test recording to check your settings.)

6. When you’re ready to stop the recording, hit F10 on the keyboard. A preview window displays and the video begins playing back.
7. In the preview window, click Save and Edit. The Camtasia Recorder Save As dialog box displays.

8. From the Camtasia Recorder Save As dialog box, type a filename for the recording (e.g., Mod01A_Class Introduction). Click Save. The save as dialog box closes, the Camtasia Studio editor window displays, and the Editing Dimensions dialog box displays.

9. In the Editing Dimensions dialog box, click the Dimensions dropdown menu and select 1280 x 720. Click OK. The Editing Dimensions dialog box closes.
Saving Your Project

It is important to save a raw copy of your project (.camproj) in case you want to edit it at a later time. To save your project, follow these steps:

1. In the Camtasia Studio window, hit CTRL-S, or go to File > Save project as…. The Save As dialog box displays.

2. In the Save As dialog box, type a file name for the project file. (Note: It is probably best to create a folder and save all of your projects in that folder). Click Save. The Save As dialog box closes and by default, a dialog box from Camtasia Studio may display a warning that you've saved your project with a new name and that it must be produced to share it. Click the Do not show this again checkbox (recommended) and click OK. The warning closes.
Exporting Your Video as an .MP4

After you have edited and saved your video project (.camproj), follow these steps to export your video as an .MP4:

1. In the Camtasia Studio window, click Produce and share. The Production Wizard dialog box displays.

2. In the Production Wizard dialog box, click the drop-down arrow and select HD MP4 only (up to 720p). Click Next.
3. In the Production name field, type a name for the video (e.g., Mod01A_Class Introduction). Select the location for where the video should be saved after it’s produced. Click Finish. The Rendering Project box displays and Camtasia begins rendering the video project as an .mp4.

(Note: The longer your recording is, the longer it will take for Camtasia to render and export the video.)
4. When the video is finished rendering, the Production Results box displays. You can choose to either Open production folder (opens a Windows Explorer window for the folder containing the rendered .mp4 video file) or Finish (closes the Production Results box).
Sharing Your .MP4 Video File

One option for sharing your .mp4 video files with your instructional designer is to use the EP Cloud system, explained below. Please consult with your ID to select the system for sharing video files, as other options (e.g., Dropbox, Google Drive, SkyDrive) may be available. To share your .mp4 video files using EP Cloud:


2. On the EP Cloud login page, type your login credentials into the appropriate spaces:
   - Username: The default is the course number, e.g., 575.429
   - Password: The default is changeme

3. Click Log in. The EP Cloud directory page displays.

4. On the EP Cloud directory page, click the folder named with your course number (e.g., 575.429). The course folder directory displays.

5. In the course folder directory, click the folder for the module number to which you wish to upload. The module folder contents page displays.

6. On the module folder contents page, click the up-facing arrow to upload a file. Your computer’s File Upload dialog box displays.
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<td><strong>7.</strong></td>
<td>From the File Upload dialog box, click the file(s) you wish to upload. (You can select multiple files by holding CTRL while clicking the filenames. Then click Open. The files are uploaded to the module folder and displayed on the module folder contents page.</td>
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<tr>
<td><strong>8.</strong></td>
<td>Email your ID to let him/her know the files are ready to be reviewed.</td>
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