

## Record Your Audio In PowerPoint

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**Subject Descriptors:** Begin Recording, Finish Recording, Hot Keys, Pause Recording, Program Options, Record Icon, Save Recording Setup Recording Video & Audio, Watermarks

**Application (Version):** Camtasia 2.1 Windows XP, Windows Vista

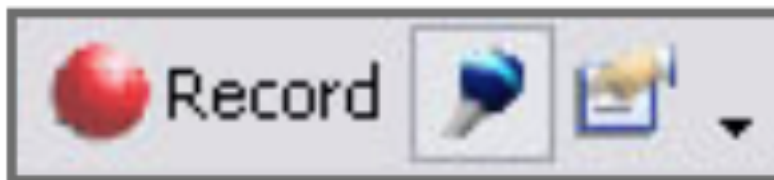
**Task Description:** How do I begin recording a PowerPoint presentation? How do I finish recording a PowerPoint presentation? How do I change the hot keys? How do I pause in the middle of my PowerPoint presentation recording? What are the program options? Where is the record icon? How do I save my recording? How do I setup the PowerPoint presentation recording? How do I record video and audio together? How do I apply watermarks?

**Tutorial Date:** 5 June 2009, by Tim Holmes

### Setup

- 1) In order to record audio for your Camtasia presentation using PowerPoint, you must have a Camtasia installed on your computer. When you install the software, be sure the **PowerPoint Add-in** option has been selected.
- 2) Open your PowerPoint document. Make sure your PowerPoint page setup has been changed to **7" x 5"**
- 3) Connect the microphone to your computer.

### Camtasia Tools

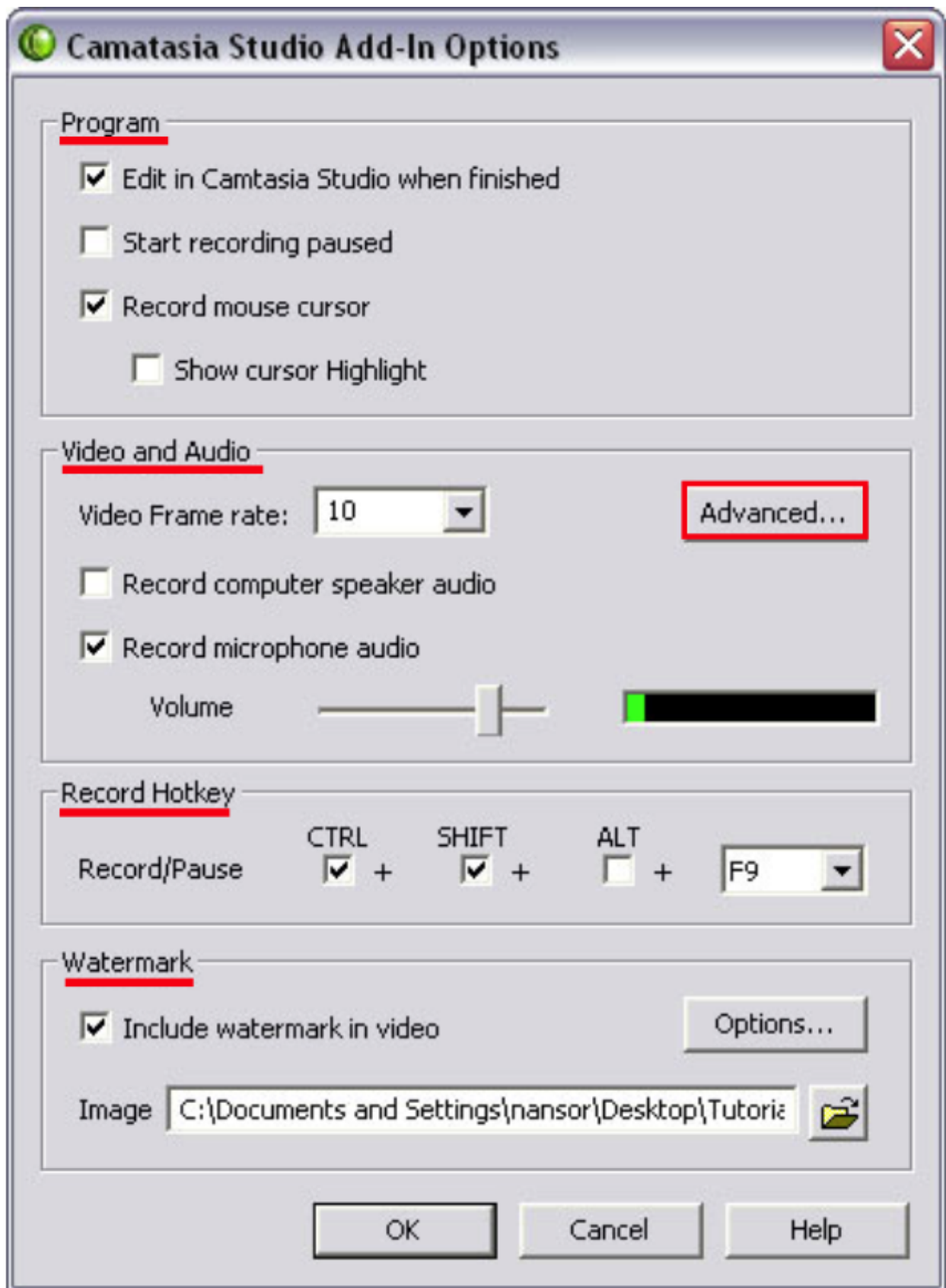


Check that the Camtasia tools are displayed on the PowerPoint toolbar. If they are not displayed, right-click on the PowerPoint toolbar and choose the **Camtasia Studio** option from the list. If the Camtasia option is not available, double check that the Camtasia Add-in was installed. In Camtasia, go to **Tools**, then **Options** and make sure there is a check mark next to **Enable PowerPoint Add-in**.

## Recording Icon



In PowerPoint, choose the *recording options* icon from the Camtasia toolbar.



In the program section, leave the defaults selected as shown here.

## Video And Audio 1



In the video and audio section, select the **Advanced tab** to set your audio configuration.

1) From the Advanced dialog box, choose **Audio Setup**.

## Video And Audio 2

Audio Format

2) In the audio format box, choose your audio recording settings. In the **Format and Attributes section**, select either the default GSM 22 kHz, 4kb/sec or for higher quality recording choose PSM 22 kHz, 16 Bit Mono.

## Video And Audio 3

Sampling rate kHz	Bit Depth	Channels	Disk Space for one minute of sound
44	16	Stereo	10.5 Mb
44	16	Mono	5.2 Mb
44	8	Stereo	5.2 Mb
44	8	Mono	2.6 Mb
22	16	Stereo	5.2 Mb
22	16	Mono	2.6 Mb
22	8	Stereo	2.6 Mb
22	8	Mono	1.3 Mb
11	16	Stereo	2.6 Mb
11	16	Mono	1.3 Mb
11	8	Stereo	1.3 Mb
11	8	Mono	0.6 Mb

3) If file size is a concern, use the following chart to help you make any necessary adjustments. If you record for small size, check the final product to make sure the audio quality meets your needs.

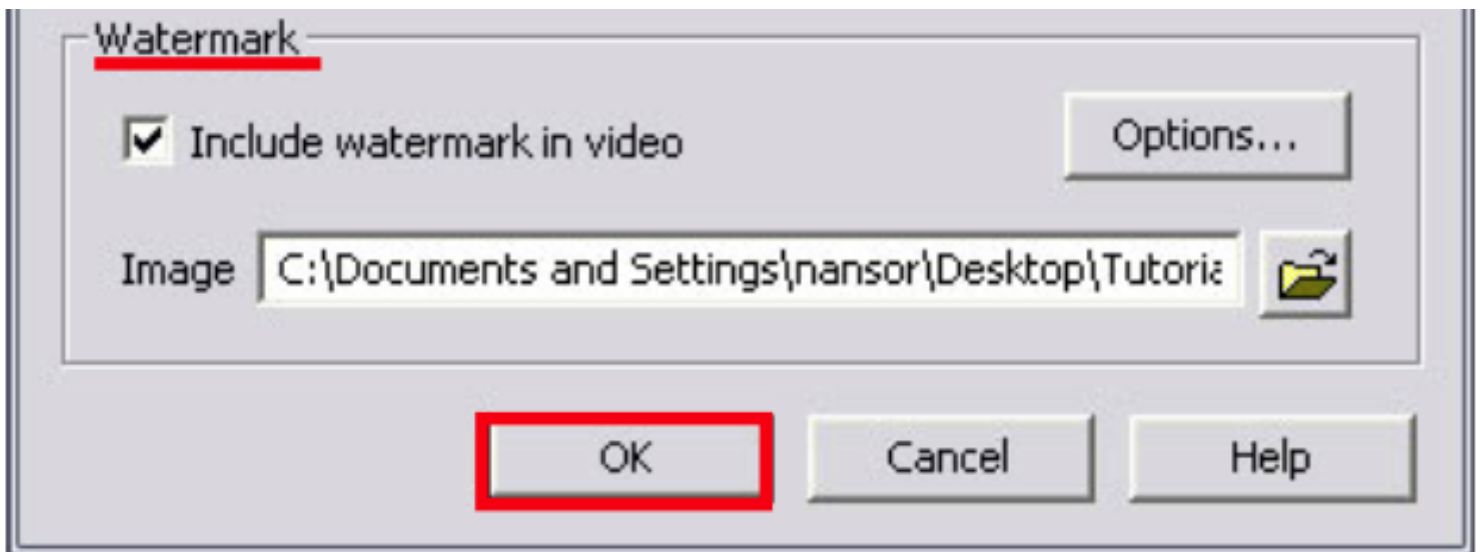
4) Once you have made your audio selections, choose **OK**.

## Recording Hot Keys



At the **Add-In Dialog** box, set your recording hot keys. We suggest you leave this at the default settings.

## Watermarks



A watermark can be displayed through your presentation. Browse to select your image and then select the **Settings** button to adjust the placement and opacity of your watermark. If you do not want a watermark displayed, uncheck this feature.

Select OK to return to the PowerPoint screen.

## Begin Recording



To begin your recording, select **Record** on the Camtasia Toolbar.

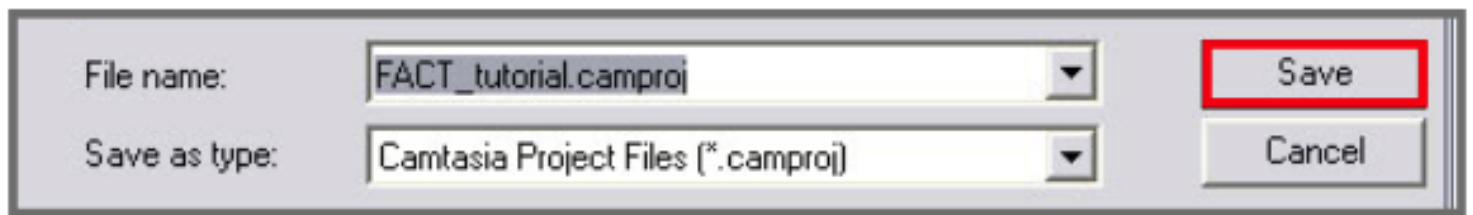
## Begin Narration

The PowerPoint slide show view will launch - begin your narration.

## Pause Recording

To pause the recording press **CTL + Shift + F9**. To end the recording before you have completed the presentation press **ESC**.

## Save Recording



After completing your recording you will be asked to save your file as a Camtasia project file. Give your file a name and choose Save

## Finish-Up



Camtasia will automatically open your file. You now have the option of editing your file or producing your file. If your recording went well and you have no need for editing, follow the [Production Tutorial](#) instructions. If you would like to edit the audio in your presentation follow the [Editing Tutorial](#) instructions.