Make Better Recordings

• Start with a script or structure/storyboard
• Clean up your desktop – close unwanted windows, applications, notifications
• Use a good quality microphone – Snow Ball or Yeti
• Check your microphone
• Be in a quiet environment
• Do a practice run through
• Be clear, be brief
• Caption all Videos

How to Record Your Lecture

1. Launch Camtasia Studio

   2. Select Full screen
   3. Choose to keep webcam “on” or “off”
   4. Select the audio options:
      - Make sure the microphone audio is selected
      - Choose to keep System Audio “on” or “off” – keep it on if you want to capture video clips from the web or your computer
   5. Hit “Rec” or press F9

Record

Save and Edit

6. Once you are finished recording, stop the recording or press F10. You will be shown a preview of the video
7. Hit “Save and Edit” to start editing
8. Save the video in the designated folder (that contains all recordings for the project)
9. Camtasia will automatically open the editor where you can –
   Size your video, split, embed other items like recordings, images, callouts, effects, and or delete segments of the video

Produce and Share
10. Once you are satisfied with your video, click on “Produce and Share”
11. Select “Share to YouTube”

12. Sign in to your YouTube account – make sure it is verified with a phone number to be able to upload longer videos
13. Give title, tags and description of the video. Keep the setting as “Public” hit “Submit”
14. The video may take a few minutes to produce.
15. Once produced, in YouTube, change settings to “Unlisted” under privacy