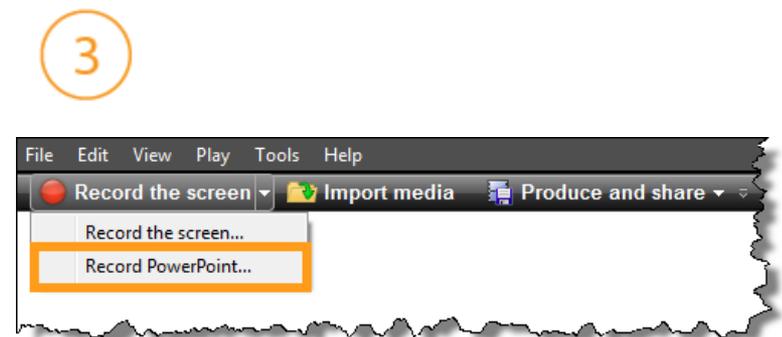


# 3 Ways to Record PowerPoint

## From within PowerPoint



## From within Camtasia Studio



# Setting Up for Recording



The Camtasia Studio  
**Recording Toolbar**  
within PowerPoint.



**Begins recording** your PowerPoint presentation.



**Records audio** for the PowerPoint slides.



**Records camera** with the PowerPoint presentation.



Displays the **Camera preview** during recording.



Click the **Recording options** icon to adjust specific settings for recording, including:

- Records the mouse cursor
- Video and audio format
- Audio source
- Camera setup
- Hotkeys for Record/Pause and Stop



Opens **Help topic** for more information.



Camtasia Studio®

TechSmith

# During Recording

1. Click **Record** to launch the slideshow.



2. Check the microphone input level. When ready, select the **Click to begin recording** button or use the hotkeys.



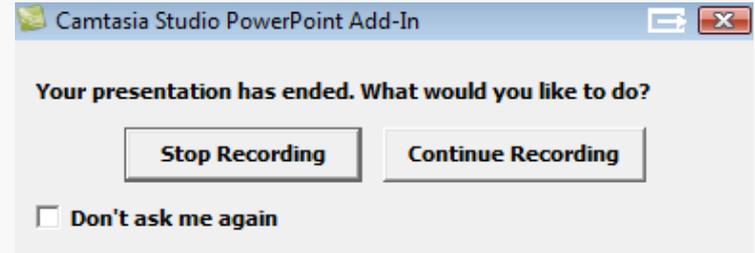
3. Control the PowerPoint presentation, as you normally would, during the recording.

4. Press **Esc** to stop recording.



# After Recording

1. At the end of the recording; choose whether to **Stop recording** or **Continue recording**.

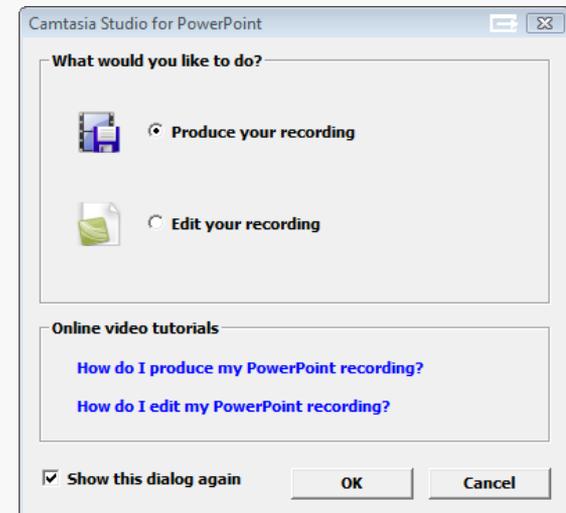


If you choose to **Continue recording**, click the **Stop recording** button in the PowerPoint recording toolbar.



2. After you save the file, choose whether to:

- Produce your recording.
- or
- Edit your recording before producing it.

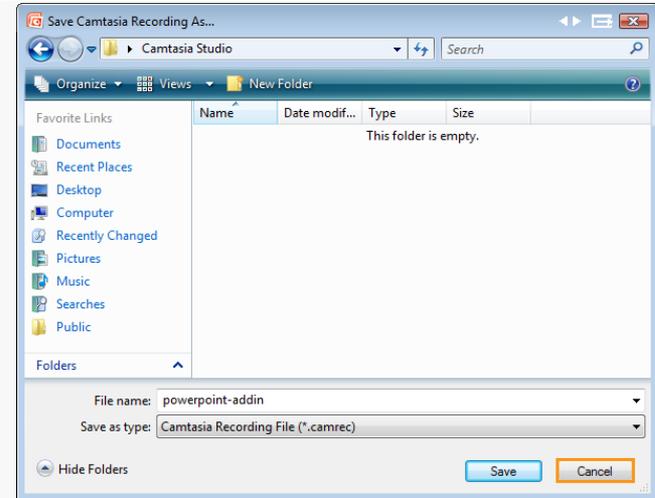


# Cancelling a Recording

1. Press



2. When the *Save Camtasia Recording As...* dialog box appears, click **Cancel**.



3. When the dialog box appears asking if you are sure you want to delete the current video capture, click **Yes**.

