Camtasia Powerpoint Add-In “Pre-Flight” Checklist

- **If using Windows 7, is Aero disabled?**
  1. Right-click your desktop.
  2. Click “Personalize” in the menu that appears.
  3. Click “Windows 7 Basic”.
  4. Aero will be disabled. To re-enable Aero once you are finished recording, repeat these same steps but click “Windows 7” or any of the other themes in the “Aero Themes” category.

- **Is headset plugged in before opening Powerpoint?**

- **Double-check Camtasia Add-in Options in Powerpoint**
  1. Click the “Add-Ins” tab in Powerpoint toolbar.
  2. Click the Recording Options icon in the Powerpoint toolbar.
  3. Make sure the “Record audio” box is checked.
  4. Make sure the correct “Audio source” is selected. Audio source should be set to the headset you are using to record. Be sure to plug in your headset *before* opening Powerpoint.
5. Put your headset on. The microphone should be positioned about 2-3 inches from your mouth and slightly to the side. With your headset on, adjust the Volume slider while speaking. The volume meter to the right of the Volume slider will move as you speak. Adjust the Volume slider so that the volume level falls approximately in the middle of the volume meter on average. Volume level should never reach all the way to the right side of the volume meter.

6. If your Powerpoint lecture includes audio that needs to be recorded, be sure the box for “Capture system audio” is checked. Examples include embedded video or audio files in your Powerpoint lecture. If “Capture system audio” is checked, be sure to turn off any software on your computer that makes sound such as email/messaging notifications, or those sounds will be recorded into your narrated lecture.

7. If your Powerpoint lecture does not include audio that needs to be recorded, be sure the box for “Capture system audio” is not checked.

Shortcut keys while recording:

Stop Recording = Esc
Pause Recording = Ctrl + Shift + F9