



Chapter 8

Recording Your PowerPoint Presentation

When it comes to sharing information with customers, clients, and colleagues, Microsoft PowerPoint has been the number one application for over a decade. While terrific for in-person demonstrations, PowerPoint does leave something to be desired when trying to package your presentation for viewing when you may not be there. That's why Camtasia Studio has been so popular with PowerPoint gurus all over the world. A few years ago, Camtasia Studio introduced a special add-in module for Microsoft PowerPoint* that allowed users to record their presentations without ever starting up the Recorder. The add-in sits right in your PowerPoint toolbar, always at the ready, and offers much (but not all) of the functionality of the Camtasia Recorder.



The Camtasia Studio Add-in for PowerPoint.

* The instructions in this chapter are specific to PowerPoint 2010, but PowerPoint 2003 should work similarly. The Camtasia Studio Add-in supports only PowerPoint 2003 and the 32-bit version of 2010.

In addition to recording the presentation window, this add-in can also import the recorded presentation directly into Camtasia Studio, complete with markers for each slide. These markers are automatically labeled using titles from the presentation, and are ideal for quickly setting up a table of contents for use in exporting to the web. Additionally, your PowerPoint notes can be imported for those wishing to add captions to their videos.

Why Record Your PowerPoint Presentations?

You may be thinking, “My PowerPoint presentations can already be viewed by other people, online or off. Why in the world would I want to convert them to a Camtasia Studio recording? That sounds like a lot of effort.” Good question. To answer it, let’s discuss some of the things a video can offer that a standard PowerPoint presentation cannot.

Almost as Good as Being There

For every person who attends your live presentation, 30 or more people may end up viewing it in archived form. Will those people receive the same benefit when paging through your PowerPoint file after the fact? Will

this presentation contain your narration, your ink comments, even your face? I know that when looking over a PowerPoint file from a presentation I wasn't able to attend, I simply couldn't shake the feeling that I was viewing a "ghost" of a presentation. Yes, I had the raw slide data, possibly even some notes if the presenter was diligent. But without the presenter to guide me through the content, I got lost very quickly. Imagine if you could take the "live-ness" of your PowerPoint file and preserve it as part of your presentation. With Camtasia Studio, you can do just that.

Audio and Video

While PowerPoint does allow you to add audio narration to your slides, it does not let you use audio codecs to compress your narration, so a lengthy presentation can get quite unwieldy. Also, PowerPoint does not allow you to include a video of yourself. With the camera video options in Camtasia Studio, you can actually film yourself giving the presentation. This video is placed in a small video window, either inside the video window itself (picture-in-picture) or in a special side-by-side format. This second video stream is perfectly synched to your screen video. In addition to being a great supplement to your archived presentation, the camera video can also serve as a rehearsal tool. Just hit Record, practice your

presentation, and then you can analyze your presentation style, timing, and appearance.

Ink Annotations

One of the great features of PowerPoint has always been ink annotations, the ability to take your mouse and scribble all over your presentation to draw attention to certain points. This is now made even easier with the use of a tablet PC. The problem is that once your presentation is over, you have to either discard them or (provided you have a more recent version of Microsoft Office) save them as static drawings within your presentation, thus making your slides look cluttered and ugly. But when you record the presentation with the Camtasia Recorder, the actual animation of drawing those images is preserved. Just as if you were there.

Portability

To view a PowerPoint presentation, you must have either Microsoft Office or Microsoft's free PowerPoint player. Camtasia Studio allows you to avoid the issue of viewer software by outputting your presentation in a number of video formats, and easily packaging it for the web. So, no matter what the audience, you'll have a way to reach them.

Better Playback Control

When I open a PowerPoint file, it opens in Edit mode. I have to click to start the actual presentation and, depending on how it's set up, it will either automatically take me through slide by slide based on timed events, or I have to manually click. I also have no idea how long it will take to view the presentation in its entirety. With most of the output formats offered by Camtasia Studio, however, you have handy controls as well as a view of the elapsed time and total running time. I can tell exactly where I am in the presentation, and how long I have to go. Plus, navigating through a very long presentation is a lot simpler.

Interactive Features

With the addition of Flash hotspots and quizzing, you can add some interactivity to a formerly flat and linear presentation. If you want to poll your users or test their knowledge about your video content, it's pretty straightforward to do so with Camtasia Studio's quizzing and survey features. If you want to add a button that, when clicked, automatically takes you to a web site, you can do that, too.

Security

You may have presentations that you want to distribute, but you'd rather not have users editing your content. While PowerPoint gives you the ability to issue a password so that users can't edit your file, there are utility programs out there that can easily crack any Office password. Fortunately, Camtasia Studio allows you to distribute your PowerPoint slide content in a number of formats, none of which will allow even the most determined would-be plagiarist to mess with it.

Capture of Third-Party Applications

During your PowerPoint presentation, you might have cause to reference Word docs, Excel spreadsheets, or any number of other third-party applications and documents to help you get your point across. Camtasia Studio effortlessly captures all that appears on your monitor, so that you can distribute these segments along with your PowerPoint content in one cohesive package.

Camtasia Studio Add-In Toolbar

Now that we've talked about the *why* of making a video out of your PowerPoint presentation, let's move on to the *how*. For this, it's time to explore the actual toolbar:



The Camtasia Studio Add-in for PowerPoint toolbar.

Simply launch PowerPoint, and the add-in appears in your toolbar palette automatically. The toolbar sports six buttons:

- **Launch Presentation and Start Recording.** This will put PowerPoint into Slide Show view and begin the recording process.
- **Record Audio.** If pressed, this button will record all sound from the microphone while the capture is in progress. As I'll discuss in a minute, it can also be set to record any sound from the system, such as sound effects within PowerPoint or any prerecorded narration embedded in the PowerPoint file. It is on by default.
- **Record Camera.** When clicked, this will enable the capture of camera video. This video data is saved as a separate stream inside the resulting CAMREC file. During editing, you can superimpose this video over your screen video, setting its size and position as desired, or place it next to your presentation in a side-by-side layout. Your webcam or other video device *must* be connected and the appropriate driver software installed in order to use this feature.

- **Show Camera Preview.** Clicking this button will bring up a preview window of your camera video, so that you can make sure the camera is properly aimed, and that you stay in-frame and in-focus during the entire recording session. This window will appear on top of your presentation, but not to worry — it won't be recorded. The opacity of this window is somewhat reduced so that you can see what's underneath it while recording. As with the Record Camera option, it only works if you actually have a camera plugged in. Also, keep in mind that you can still view the camera preview even if you elect not to record the camera output during capture.
- **Camtasia Studio recording options.** This will let you adjust the add-in's recording preferences. The details of this button and its corresponding dialog are discussed in the following section.
- **Open help topic.** Brings up the help topic on the PowerPoint add-in.

Add-In Options Dialog

The second button from the right on the toolbar is Camtasia Studio recording options. Clicking this button

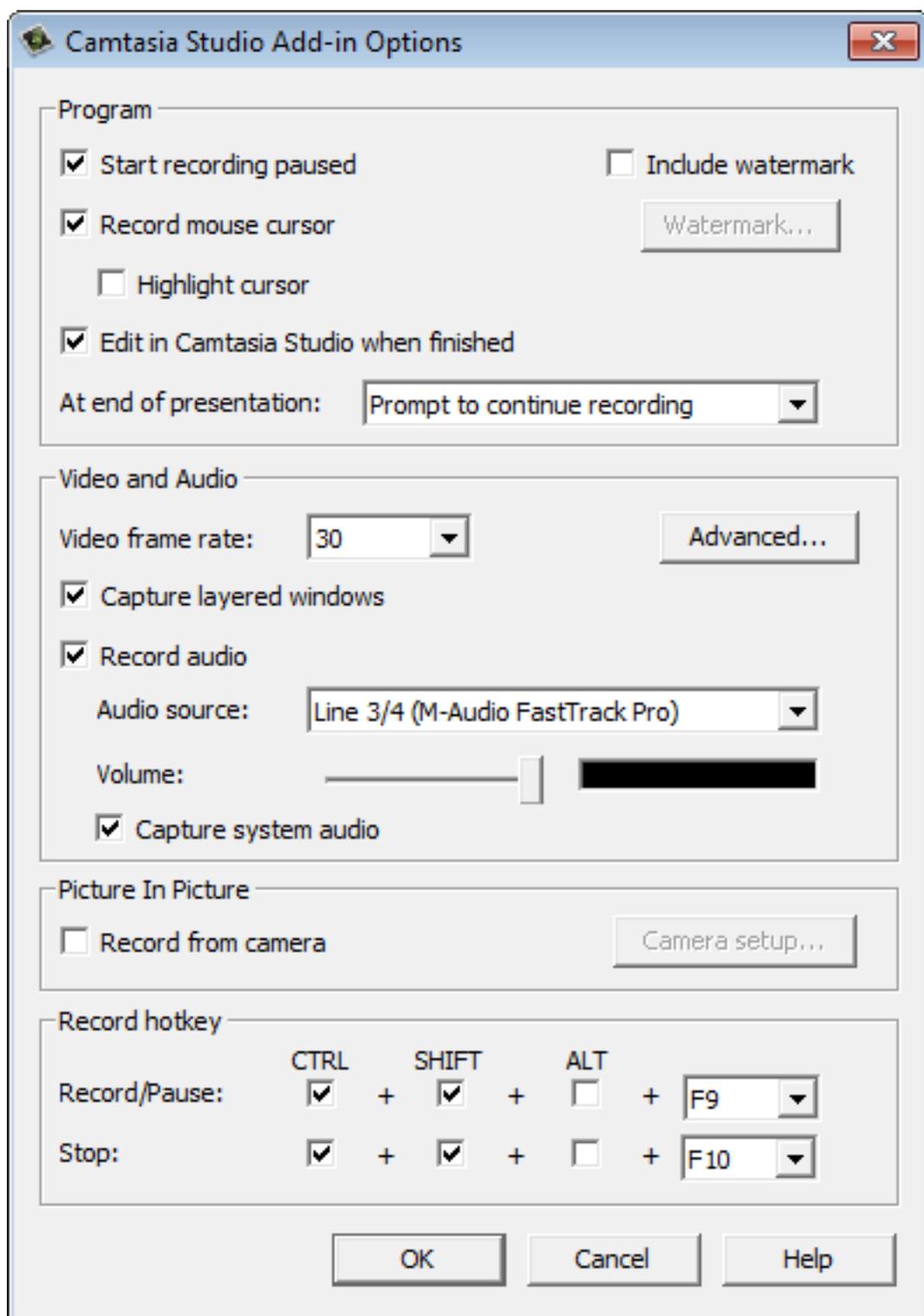
brings up the Camtasia Studio Add-In Options dialog. This is essentially a one-screen amalgamation of all the effects and tools options from the Camtasia Recorder that are most pertinent to recording a PowerPoint presentation.

The dialog is divided into four sections: Program (which includes the Watermark options), Video and Audio, Picture In Picture, and Record Hotkey. Let's look at each of these in turn in the following sections.

Program Options

There are six preferences in the Program section, all of which can be toggled on and off. They are:

- **Start recording paused.** Leaving this box checked will start the recording in paused mode, so that you can do a final sanity check prior to beginning the recording. It's also handy for getting everything set up while people are filing into your presentation, and then postponing the actual recording until you begin to speak. This avoids having to edit out the 15 minutes of "audience murmur" you unintentionally recorded before your presentation got underway.
- **Record mouse cursor.** This option, which is checked by default, will include the mouse cursor



when recording your presentation. This is a matter of personal taste. If you plan on using PowerPoint's Pointer Options settings to do any drawing on the screen, I would recommend that you keep it enabled. If you feel that the mouse cursor will distract the viewer, then turn it off.

- **Highlight cursor.** If Record mouse cursor is enabled, then you also have the option of having a highlight appear around the mouse. It takes the form of a translucent circle that moves with the mouse cursor in order to help the user keep better track of the cursor. Like the cursor highlight of the Camtasia Recorder, it is only seen at playback time, *not* at record time. Unlike the Recorder's cursor highlight tool, you cannot configure the cursor highlight to use other shapes, colors, and opacities — I'm afraid you're stuck with a small, mustard-yellow, translucent circle. But it does get the job done.
- **Edit in Camtasia Studio when finished.** When checked, Camtasia Studio will automatically launch upon the conclusion of recording, and your saved project will be immediately imported, ready for editing. If unchecked, your work is saved, but Camtasia Studio will not open.

- **At end of presentation.** While you can always stop the recording using the Ctrl+Shift-F10 hotkey (or some other hotkey that you specify), you can choose what will happen when you get to the end of the presentation. You can have the recording end automatically, continue recording, or prompt you about what to do.
- **Include watermark.** This option lets you add a watermark to your recordings. We'll discuss this option in detail a bit later in its own section.

Video and Audio Options

This section of the dialog allows you to choose the settings that affect how your video and audio streams are recorded, such as frame rate, codecs, audio source, and record volume.

- **Video Frame rate.** The frame rate is the number of frames per second at which the add-in records your presentation. You may either choose a frame rate from the drop-down list or simply type a number into the field. The frame rate you select will depend on your content. If your presentation has a gazillion animations like bouncing text and wacky slide transitions, you'll want to go with a higher frame rate so that you can capture all these elements fluidly.

On the other hand, if your presentation is pretty static, and the only movement that happens on the screen is the appearance of the next slide, then you can easily get away with four (or even fewer) frames per second.

- **Capture layered windows.** With this option enabled, any layered windows (such as Photoshop palettes) can be recorded. Refer to the previous chapter for a full explanation of layered windows. They're on by default, but since they're unlikely to come up during a PowerPoint presentation, I typically leave this setting off.
- **Record audio.** Checking the Record audio box will include audio with your presentation, from either a microphone or the computer's own system sound, or both at once. Just make the appropriate choice in the Audio source drop-down list. Note that the **Capture system audio** option is good for recording presentations where the audio narration has already been recorded within PowerPoint. However, keep in mind that this option might not be available to you if your sound card doesn't support recording audio from the system (fortunately, most modern cards do). It may be time for an equipment upgrade if your sound card can't manage this.

The corresponding volume slider that will let you quickly adjust the recording volume for your selected audio source. You can test the volume by speaking into the microphone and monitoring the activity on the colored volume bar. Ideally, your volume should be within the range of yellow/orange, without going into the red area (where some clipping may occur). For the full lowdown on [recording audio narration](#), please see [Chapter 10, Working with Other Media: Audio, Camera Video, and Graphics](#).

- **Advanced...** button. This button brings up a dialog allowing you to change the default codecs and choose an audio recording device. Let's take a closer look...

You're presented with options for both video and audio. Let us first tackle the former. A click on the **Video Setup...** button will let you choose the video codec from a drop-down list. The default is the TechSmith Screen Codec 2, and I strongly recommend you leave it alone. Even if you have a ton of animations, TSC2 can most likely capture it all without dropping any frames. If you go to configure the codec, you may notice here that the default quality is slightly lower than it is in the Camtasia Recorder. I would recommend kicking it back up



to maximum quality, assuming you don't drop any frames.

Let's move on to the Audio Options. Click the **Audio setup wizard...** button. You'll need to choose an Audio Device from the drop-down list, indicating which device you wish to record from (usually the sound card). It can be set to make use of the Windows default, or you can choose something different. You

will also see details of the chosen audio codec as well as that codec's attributes on this screen. To change them, just click the **Audio format...** button.

The Audio Format dialog allows you to choose a Again, notice that the default is uncompressed (PCM), at 22.050 kHz, 16 Bit, Mono. Even though you'll probably want to distribute this file on the web at some point, you're going to want an uncompressed master to ensure that your captures retain maximum quality. As such, I would actually crank up the bit rate to 44.1 kHz, leaving the other options as is. You can always compress the audio down at production time.

Click **Next**, and you'll be able to have the wizard automatically set the recording volume, if desired. Click **Finish** when satisfied.



*Keep in mind that if you ever lose your bearings when experimenting with the video and audio codecs, you can always go back to the factory defaults by clicking the **Defaults** button in the **Advanced Video and Audio Setup** dialog.*

Picture-in-Picture Options

This section controls the implementation of camera video in your PowerPoint recordings. Camtasia Studio

offers you the ability to include a camera view of yourself. You can present this extra video stream either superimposed over your screen video or in a side-by-side formation, so that you never need to worry about the camera video covering up something important on your slide. This has exciting implications for PowerPoint. You can essentially hand someone a presentation you gave some months ago, and rather than having to decipher your cryptic titles and brief notes from the PowerPoint slides, they're practically transported into the front row of the lecture hall where you delivered that presentation. They can view the slides, hear your voice, and see your face.

- **Record from camera.** If you're the kind of presenter that stands stock-still at the podium, you can probably get away with using a simple webcam. However, if you're like me and you like to move around a bit, it probably behooves you to recruit a volunteer to shoot you with a camcorder that is attached to your computer via IEEE 1394 (FireWire) or USB. You'll end up with better, more professional footage.

To enable the camera video, click the Record from camera check box. Make sure that there's actually some sort of video capture device attached to your computer; otherwise, this entire section will be grayed out.

- **Camera Setup... button.** To choose a capture device and adjust settings, click **Camera Setup...** Just as with the Camera tab of the Tools Options dialog in Camtasia Recorder, the dialog that appears will let you pick a capture device from the drop-down list. As a courtesy, it also offers **Camera Properties...** and **Video Format...** buttons that link to the various settings of your video device's camera driver. These settings are different for every video device, so please consult your device's documentation to learn about all the different settings.

Record Hotkey Options

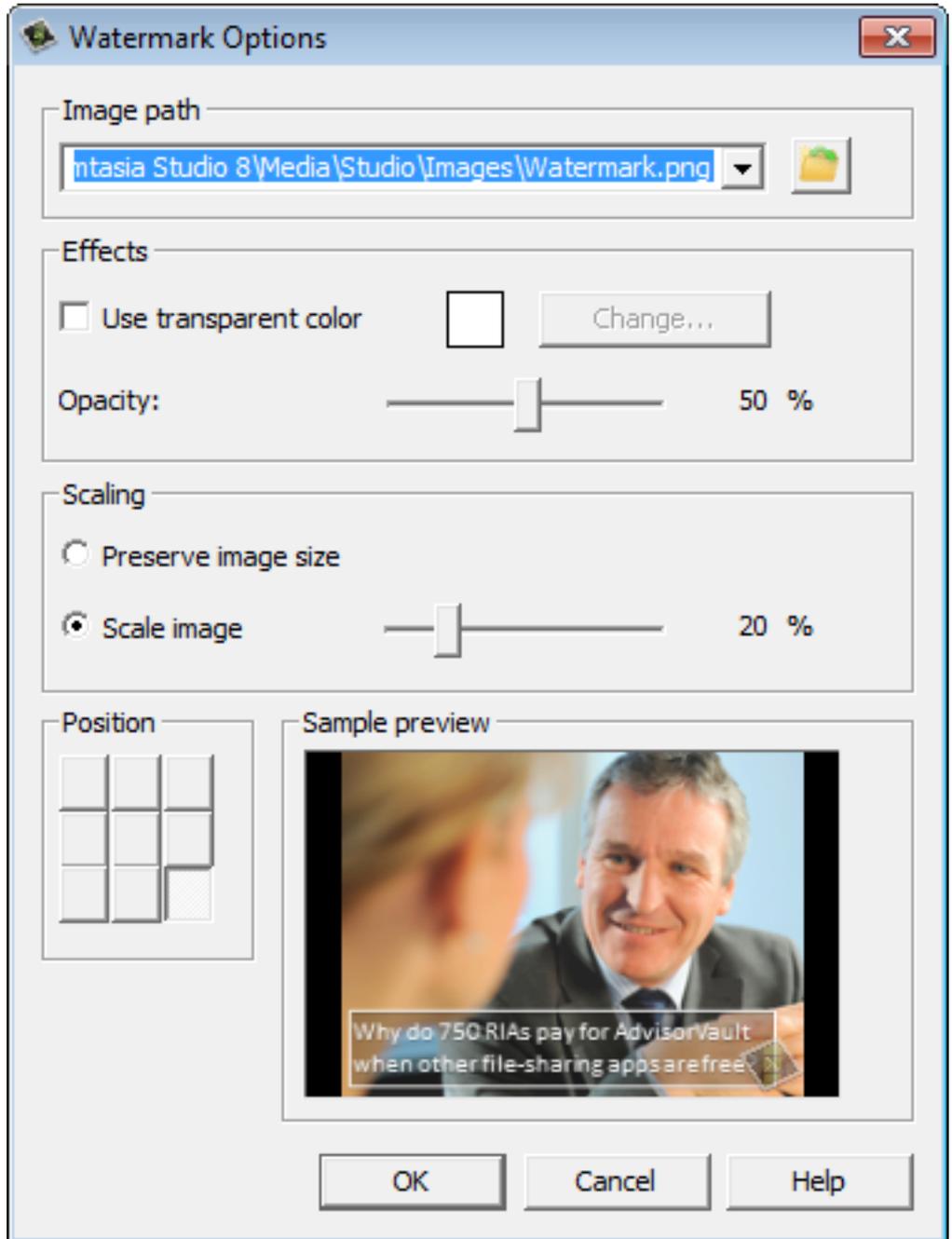
This is just a quick preference setting that allows you to adjust the hotkey that toggles the Record/Pause and Stop commands. The Record toggle hotkey is **Ctrl+ Shift-F9** by default, and Stop is **Ctrl+Shift-F10**. You can use any combination of the Ctrl, Shift, and Alt modifier keys plus alphanumerical characters, F-keys, or the Print Screen key (PrtScr). The Escape key (**Esc**) will stop the presentation and possibly the recording as well, depending on what you've chosen in the **At end of presentation** drop-down list.

Watermark Options

If you've watched much television in the last five years then you've probably seen a great many watermarks. The CBS eye and NBC peacock are examples of watermarks.* They sit in the lower right-hand corner of the screen, branding the content, and you therefore have the constant reminder that the show you're currently enjoying is broadcast into your home courtesy of them.

Do you have a corporate logo or other image you want to use to “brand” your video? Consider using it as a watermark. Just click the **Include watermark** checkbox (located up in the Program section of the Add-In Options dialog) to get things started. But we're obviously not done yet, as we must at least choose the image file that will serve as our watermark. This is done by clicking the **Watermark...** button, which brings up the Watermark Options dialog. You'll need to specify a file path of the image to use in the **Image Path** field. You can type the path into the field directly, click the drop-down arrow to select from the most recently used watermarks, or click the **Browse** button to maneuver through your directories to find the file.

* In the television “biz,” a watermark is called a “bug.” The software industry, however, avoids this terms for obvious reasons.



There are also some preferences that can be set in the Watermark Options dialog. These options are a somewhat watered-down version of the Watermark dialog available from the Video Options screen of the

Camtasia Studio Production Wizard, but the basics are all represented.

You can do any of the following within this dialog:

- Select a color within the image that will be transparent.
- Change the opacity of the watermark, from fully transparent to fully opaque.
- Scale the image to an appropriate size.
- Choose from any of nine screen positions.

For the complete lowdown on these tools and how they function, please check out the more comprehensive discussion on [watermarks](#) in [Chapter 12, The Production Process](#).



Please allow me to briefly caution you about the danger of using watermarks here. Adding a watermark with the PowerPoint add-in means that said watermark will be permanently “baked into” your footage. I tend not to use them here except in very rare circumstances. Using watermarks at record time means that you will not be able to change or remove them later. If you’re going to use a watermark, it’s far better to do so in Camtasia Studio, where you can always change your mind if you later decide you want to change it or remove it entirely.

Recording Your Presentation

Okay, let's get down to business. I know I've been building it up for about 10 pages, but the actual execution of a PowerPoint recording is surprisingly simple.

Here's how you get started with **recording a PowerPoint presentation**:

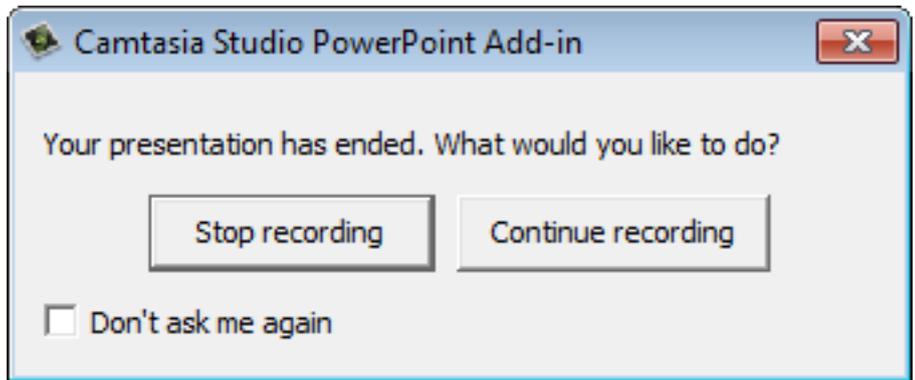
1. Open PowerPoint. Open the presentation you want to record.
2. Click the **Record** button. The presentation will launch into Slide Show view.
3. A small box appears in the lower right-hand corner of your screen, reminding you of the hotkeys at your disposal as well as allowing a last-minute tweak of your recording volume (if you're recording audio narration, that is). Click the **Click to begin recording** button.

The presentation (and recording) will begin in earnest. Just give the presentation as you would normally, maintaining the same pacing you've practiced. If you need to pause for any reason, you may do so by pressing the established hotkey (**Ctrl+Shift-F9** by default). When paused, that small graphic box in the lower right-hand corner of your screen will reappear. It looks like this...



To unpause the recording, either click the button marked **Click to resume recording** or simply hit your Record/Pause hotkey again. If you are recording audio, be sure to speak loudly and clearly. You may wish to use a wireless lavalier microphone so that you aren't tethered to the podium. Also, do note that you might have to do some "creative cabling" to get your audio going to both your computer (for recording) and the PA system (so that your live audience can actually hear you). Fortunately, most conferences and business events have on-site technical staff who are usually happy to help. When you've finished your presentation, hit your Stop hotkey (or **Esc** if you have auto-stop set up) to stop the recording and return your presentation to Normal view.

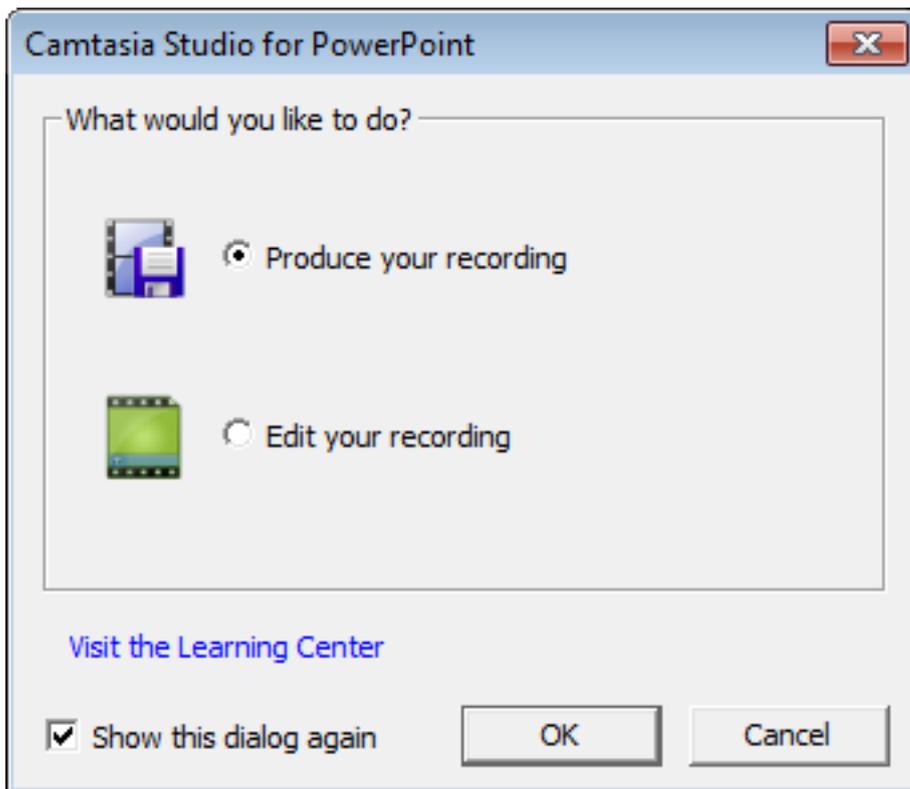
If you reach the end of your presentation without first stopping the capture, you'll end up with a small dialog that looks like this...



You can choose at that point to stop, or keep going if there's additional content you want to record. At any rate, once you've stopped the capture, a dialog appears, asking you for a file name and location.

Moving Your Project to Camtasia Studio

After saving your file, Camtasia Studio launches (provided you didn't turn this off in the Add-In Options dialog) and opens your project file. You're also presented with a dialog that gives you two additional options...



So, what would you like to do?

- **Produce your recording.** By choosing this option, you're essentially telling the program that you don't wish to do any editing. It's just perfect as is, and you want to move straight to producing your creation in a shareable format.
- **Edit your recording.** Since you already have your project open within Camtasia Studio, choosing this option doesn't do much beyond clearing this dialog.

While we're not going to tackle editing in earnest until the next unit of the book, there are a couple of items specific to the add-in I'm going to point out in a moment.

Keep in mind that if you'd rather circumvent this dialog in the future, you can always turn it off by clearing the check box marked **Show this dialog again**. It can also be toggled within Camtasia Studio, on the **PowerPoint** tab of the **Tools > Options...** dialog. Simply uncheck **Prompt for next action after recording is saved**.

While we'll discuss both editing and producing in later chapters, let us assume for now that you chose to edit your work. Camtasia Studio opens, and your recording is imported onto both the Clip Bin and the timeline.

If you have any notes in your PowerPoint presentation, you'll be presented with a small dialog asking whether you want to import them as captions in your presentation. Captions allow hearing impaired and nonnative-speaking individuals to enjoy your video. We'll discuss [captions](#) in detail in [Chapter 11](#).



*By default, Camtasia Studio is set to always ask first if you'd like to import your notes as captions. However, if you **always** want to import your notes (or if you **never** do), then choose **Tools > Options... > PowerPoint** tab, and choose the appropriate option from the **Slide Notes** section.*

When looking over your video project in Camtasia Studio, you probably noticed the presence of markers,

those little blue upside-down triangles that appear just above the Timeline. The Camtasia Studio Add-in for PowerPoint automatically takes the titles of these slides and uses them to name your markers. Why is this important? Because when actually producing your video, you can use these markers to automatically create a table of contents for your material. The finished product will have an accompanying HTML file with a dynamic menu containing your marker names. When the user clicks on a menu item, the playback head goes straight to that point in the video.

Of course, as with any automated process, the system isn't perfect. The add-in relies only on the slide's title text for the marker name. People who aren't PowerPoint power users can end up doing some pretty wacky things to get their presentation to look the way they want. It's possible that the slides contain *only* title text (in other words, they used a smaller version of the title text for their body text). In this case, *all* of the slide text would end up in your marker name. Or, you could have the opposite problem, where the author used only body text or even no text at all (for example, when the whole slide is one large graphic). In this case, there will be no marker name whatsoever. You may also experience cases where the title is simply too long to make an effective menu

link. If you're the one creating the PowerPoint presentation, you should be cognizant of these issues if you know you'll want to record it at some point. If you're recording someone else's work (hopefully with their permission), keep in mind that you might need to edit some or all of the marker names, depending on how the author actually created all those pretty slides. Please see [Chapter 9, Working with Camtasia Studio](#), for instructions on [renaming markers](#).

Playing Camtasia Studio Screencasts within PowerPoint

Up to now, we've talked exclusively about getting information from PowerPoint into Camtasia Studio. But what if you wanted to do the reverse? Say you have a wonderfully set up PowerPoint presentation and, during your presentation, you want to access some screen video content to show to your audience. What's the best way of going about it?

If you've worked with PowerPoint for any length of time, you probably already know that PowerPoint supports the ability to place video content inside a slide within your presentation. I do not recommend this. Screen videos placed directly in the slide tend to look just awful as a result of PowerPoint automatically scaling the content

in order to fit the slide frame. Inserting a video in this manner works fine for real-world content, but not so much for screen videos. Any text in the video is rendered practically illegible.

Linking to Camtasia Player

But there is a way to access videos directly within PowerPoint, and it has none of the aforementioned problems. In essence, it involves linking your presentation to your external AVI video file, which will then open in Camtasia Player. No scaling, no yucky quality. Here's a QuickCast to show you how:



Opening Camtasia Player through PowerPoint in this way can sometimes make the security features of

Microsoft Office a little grumpy. If you end up getting a security warning message that is disruptive to your presentation, you can temporarily lower PowerPoint's security settings. In PowerPoint 2010, simply click the **Enable** button in the security dialog that appears.

Embedding Animated GIF Files

If you really want to embed a video into the actual presentation, there is one other option, provided the video's dimensions are small and its length is short (under 20 seconds). You can convert your video into an animated GIF (done within Camtasia Studio), and then import this image into your presentation. As a truly embedded part of the file, you needn't worry about broken links when moving your presentation file around, and GIF files actually add precious little to the overall file size. The only hitch is that you're confined to 256 colors. Check out the Quickcast on the opposite page for help inserting an animated GIF...

Animated GIF Encoding Options

Select the GIF encoding options. Select Automatic to preserve the highest quality in the produced video.

Options

Colors:

Frame rate:

Loop indefinitely

Play time(s)

Advanced options

Optimized palette

Include Windows colors

Fixed palette

Dithered color reduction

Troubleshooting the Add-In

What If the Add-In Doesn't Open?

When opening PowerPoint, the Camtasia Studio Add-in should appear in your toolbar palette automatically. Emphasis on *should*. If it doesn't, it could be for one of the reasons listed below. Fortunately, they can all be remedied, and I'll explain how as we go. As these are listed in order from least to greatest effort required, you might want to try them in order.

If Camtasia Studio isn't listed on the Add-Ins tab inside PowerPoint at all, you may have inadvertently disabled it in Camtasia Studio. From the **Tools** menu in Camtasia

Studio, choose **Options...** and select the **PowerPoint** tab. Make sure that **Enable PowerPoint Add-in** is checked, and then click **OK**. Likewise, should you ever wish to disable the add-in, this is the place to do it.

It's possible you elected not to enable the add-in during Camtasia Studio's installation process. Fortunately, even if you disable the add-in, Camtasia Studio still installs this capability, so no reinstallation is necessary. Again, simply go into **Tools > Options...** (PowerPoint tab) and enable it.

On very rare occasions, a third-party add-in designed for a Microsoft Office product can, through some unexpected turn of events, cause the application to crash. The next time the application is started, it will disable the add-in until you manually re-enable it. To see if this is the case, do the following:

Click the **File** tab and choose **Options** from the bottom of the menu. (or, in PowerPoint 2007, click the **Office** button, that circular button in the upper left-hand corner of the screen, and choose **PowerPoint Options**). Click the **Add-Ins** category. At the bottom of the dialog, under Manage, choose **COM Add-Ins**, and click **Go...** Check the box next to Camtasia Add-in, and click **OK**.

Summary

Recording PowerPoint presentations is a common use of the Camtasia Recorder. Its ability to better capture the “live” aspects of the presentation, such as audio narration, camera video, animated drawings, etc., can really give an extended afterlife to a presentation you’ve already done before an audience. With Camtasia Studio’s Flash/HTML5 output, you can then offer additional interactive features such as custom navigation, clickable hotspots, and quizzing.

Here is a summarized version of turning your PowerPoint presentation into a first-rate video experience:

4. Launch PowerPoint, and then open your presentation.
5. On the add-in's toolbar, select the **Camtasia Studio Recording Options** button, and set your preferences in the dialog that appears.
6. Click Record. You may toggle between record and paused modes by pressing **Ctrl+Shift-F9** (or whatever hotkey you selected in the Recording Options dialog). Press **Esc** to finish recording and exit Slide Show view.
7. Save your files. The project file will open automatically in Camtasia Studio, where you can then edit out segments, adjust marker names, time your captions, and otherwise prepare the file for output to a shareable format.

And speaking of Camtasia Studio, the next chapter begins our unit on the main Camtasia Studio application, where we take all the wonderful footage we produced in this unit, and then put it through the rigors of editing and production. Congratulations! You're ready for the next step.

Exercises

1. Without looking back at the text, try to think of at least five advantages video presentations have over PowerPoint files.
2. Capture a PowerPoint presentation (either this sample presentation or one of your own). Does it import your slide titles and notes text as expected? Any hiccups?
3. In the sample PowerPoint presentation linked above, there's a "Play" symbol graphic on the final slide. Copy both the presentation and an included sample video from the same folder to your hard drive. Following the instructions in this chapter, set up your presentation to link to that video using Camtasia Player.
4. In your professional career, chances are you've had to give a PowerPoint presentation at some point. Would it be useful to preserve it as a video? If you've given a presentation recently, try archiving it as a video using the Camtasia Studio Add-in for PowerPoint.