

Directions to create an Online Lecture using MS PowerPoint & Camtasia! (Page1)
(Camtasia must be installed on PC & USB LogicTech Headset is best to be used!)

1. Create a **simple** PP which is about **6 to 8 slides** with **4 to 6 bullets** on each slide.
Include an **simple** background. Images are optional **and** if needed then small!
2. All Headings must be **short, Left Justified, Bold** and **Times New Roman (32)**.
Bullets are **smaller size**, Short, Left Justified, Bold & Times New Roman (**24**).
3. Carefully check over PP **then save** Lecture PP twice (A & B) to provide a backup!
(PP_A) is Original for practice **and** (PP_B) is a Back Up for emergency!
(Best to save PPs in **Thumbnail** sketches (small pics) for total view!)
4. Practice paging through (PP_A), remember bullets are to be **starting points**
for **verbal (lecture)** explanations! Practice words **then** Close **but** do not save!
5. Now after PP_A Lecture has been created, saved twice (A & B) **and** well practiced
then Open to first slide & wiggle mouse just above bottom Left Corner!
6. Four Icons should appear in bottom left of slide: <= Pen Box => **Click: Pen**
then select **Felt Tip Pen** **then** select a color to **contrast** PP_A background!
7. Practice using annotated Pen or Brush to add emphasis to content (explanations),
also good to remember to use a contrasting color to show on background.
8. Now, **wiggle mouse** around the slide **and** it should be a small image actually
sort of round! Practice writing words **and** making marks on the first slide!
9. Remember, **do not save** this PP after going through it **and** marking it up.
Practice going through PP **talking & marking bullets**. Use check marks!
10. Remember Bullets are starting points, make check marks **and/or** underline!
Don't be too messy **since** students need to read this PP later for review. 😊
11. Practice **and** Practice! Practice **makes** Perfect! 😊 This is an Online Lecture!
Use Felt Tip Pen to mark Bullets with round pts **and/or** underline words!
12. Remember research has proven, the Beginning **and** the Ending of a Lecture
are many times a **critical point of instruction** where learning occurs! YES!
13. At the first slide, make sure students receive a **brief overview** of PP contents
and **during last slide** make sure students receive an **appropriate summary**!
14. Try to use Bullets as starting points for lecture/words! Try not to read words!
Complete a PP_A **&** save to access! **&** Launch PP_A view marks **&** think words!
15. We will discuss changing PP_A to a Online Video later! **Practice! Practice! Practice!**
Note: Online Lectures use **previous knowledge** of PPs to assist with **new** learning!
Research has proved **new learning** is better coming from **previous learning**!

@ **Screencasts: iPods for Kids, PCs for Teachers, DVDs for Parents @**
@ **All Chapter Lectures for Online Ed 572 are Screencasts using Camtasia 5.0 @**

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16. After Practicing with the Colored Mouse & Dialog (words) for PP_A Lecture, it is time for a PP_A to become a Camtasia file to integrate voice background.
17. A Camtasia Program should have been download & installed for a 30 day free trial and acquired from this link:
<http://www.techsmith.com/download/camtasiatrial.asp>
18. A Camtasia Program is best downloaded and saved to Desktop for later installation. It will automatically be integrated into the [MS Office PowerPoint](#) program.
19. Now for a good USB Headset from LogicTech (others OK), acquired at Office Depot!
Online [OfficeDepot](#) for details: [logictech usb headset](#) about \$25 about \$10 s/h!
20. **Now**, Headsets are available at **Malone Media Services** in basement of Library!
Temporary sign-out: [University ID!](#) [Camtasia is downloaded & installed! FREE!](#)
21. Put Headset in any **USB port** and do a quick check using Sound Recorder in PC!
Click Start > All Programs > Accessories > Entertainment > Sound Recorder!
22. **Recorder should appear!** Click Record (**red circle**) button and sing a song to check it!
After your song has been recorded **then** click **Stop** **then** click **Play** to listen!
23. It is easy to integrate your Voice (words) into the Camtasia Program since Camtasia is automatically integrated into PP when Camtasia is installed. [Download & Install!](#)
[Camtasia 5.0](#) might be installed in [CL 24 Lab](#) basement of Library!
24. Now for the Whole Ball of Wax! Open PP_A to Sorter View ([Thumbnail sketches!](#))
Click **Record** button **top left** of screen! This should launch PP_A to first slide!
25. At first slide of PP_A, a **Record Box** appears in bottom right corner. **Don't Touch!**
Don't forget: Setup Mouse (Pen & Color), **then** click **Red Record bottom right!**
(To Stop! Hit **ESC** button twice! Top left of keyboard! Be Patient!)
26. **Remember** we are only going to do another practice with PP_A with all components!

PP_A slides (Headings&Bullets), annotated marks & voice (words) in background!

27. Clicking **Red Record bottom right** will show a **REC** at mid-right of screen!

WAIT!

Don't hurry! Begin talking & making marks after **RECORD** goes away!

28. **Esc to Exit!** Dialog Box will appear: Stop or Continue recording! Click **Stop** recording!

Save PP_A Lecture with marks **and** voice to safe storage for easy access later.

29. When asked: **Produce your recording** or **Edit your recording** Click **Cancel**. **Later!**

Go to PP_A storage and locate a **Red Icon** which is PP_A lecture & recording.

30. Double Click **Red Lecture PP Icon and** it will automatically go to Camtasia **and** appear at the Top Center. Click and Drag **PP** to Video Story Line at **bottom**.

Click **Play** Button on Big Screen **right & above** Video line. **Success, I hope!**



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