

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 PP which is about 6 to 8 slides with 4 to 6 bullets on each slide.
Include an appropriate background. Images are optional and should be 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 then **save** Lecture PP twice (A & B) to provide a backup!
(PP_A) is the Original for practice and (PP_B) is a Back Up for whatever!
(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 in bottom Left Corner! Be Patient!
6. Four Icons should appear at 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)
along with color and try not using **Red** which has negative connotation.
8. Now, wiggle Mouse around the slide and it should be a round image actually
sort of round and 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. Check or Round!
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 since Practice makes Perfect! ☺ This is Online Lecture!
Use Felt Tip Pen to mark Bullets with round pts and/or underline words!
12. Remember research has found, 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 are 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 & Learn now!
Note: Online Lectures use previous knowledge of PPs to assist with **new** learning!
Research has proved that **new** learning is better coming from **previous** learning!

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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/camtasia-trial.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 from eBay. Go to eBay and search for: [logictech usb headset](#) maybe \$20 also \$10 s/h!
20. Now, Headsets are available at [Malone Media Services](#) in basement of Library! Temporary sign-out: [University ID!](#) [Camtasia is installed in CL24 Lab for Ed362!](#)
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 selected 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 incorporated into PP when Camtasia is installed. [Did you install it!](#) [Camtasia 5.0](#) has been 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 the first slide of PP_A, a **Record Box** appears in the bottom right corner. Don't forget: Setup Mouse (Pen & Color), then click **Red Record** bottom right! (To Stop! Hit **ESC** button! Top left of keyboard! Try it and again!)
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 REC 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**. 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 and above** Video line. **Success, I hope!**

[@ Screencasts Examples: iPods for Kids, PCs for Teachers, DVDs for Parents @](#)
[@ All Chapter Lectures for Online Ed 362 SSII are Screencasts using Camtasia @](#)