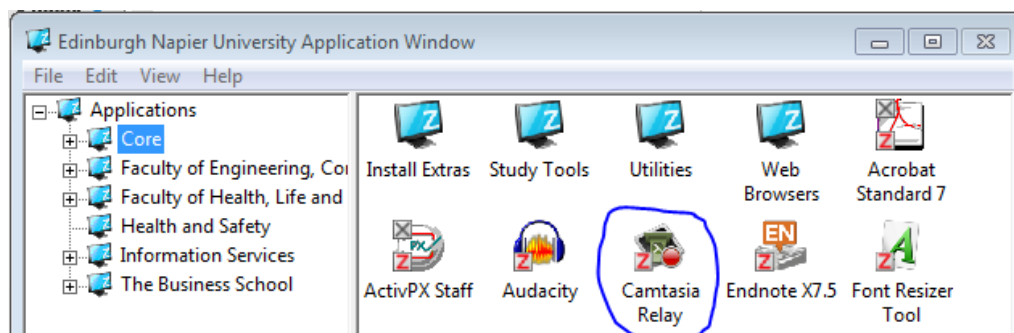


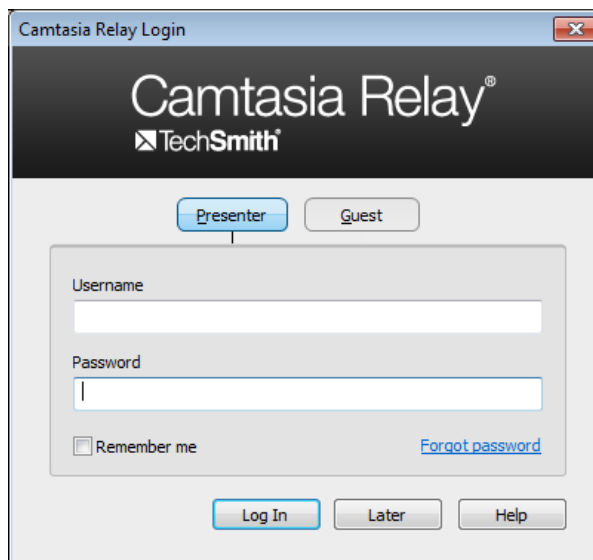
Camtasia Relay

This application allows you to record your screen activity and create a narrated (or silent) video. The start and end of the recording can be edited and immediately sent to your personal category of the Online Video Server without having to manually upload any video files. The video can then be moved into a public folder for access by University colleagues, or by users external to the University.

1. Plug in a microphone and/or a webcam to your computer and wait until it is installed and ready to use.
2. Launch Camtasia Relay from the Zenworks application window



3. Login with your University ID and password.

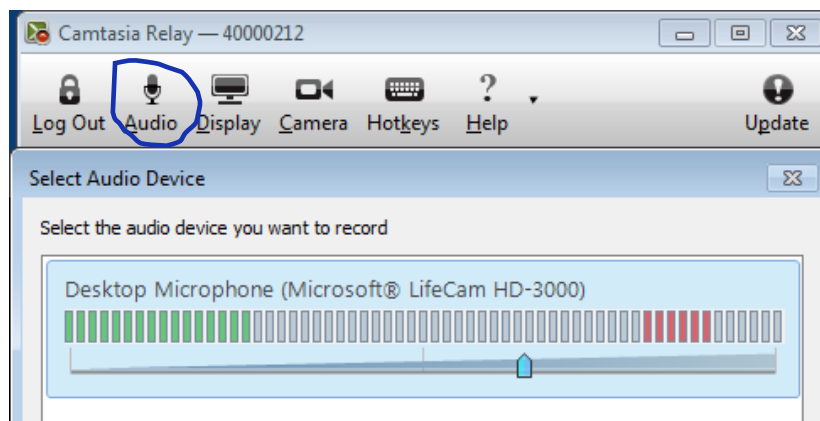


4. Click the **Select a display to record** area and the displays are shown alongside each other with the currently selected one having a red border. Click on the display you wish to record.

Creating a screen movie with Camtasia Relay



5. In the **Audio Input Level** area sound bars should appear when speaking into the microphone. If no audio bars appear then check you have not muted your microphone by accident. If audio bars still do not appear then click on the **Audio** button and check the correct device is selected.

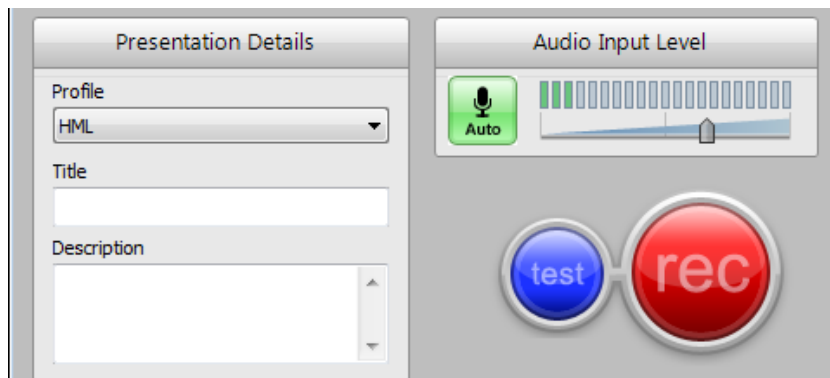


6. If you would like your 'talking head' to appear in the corner of the recording then click the **Camera** button and select the webcam...

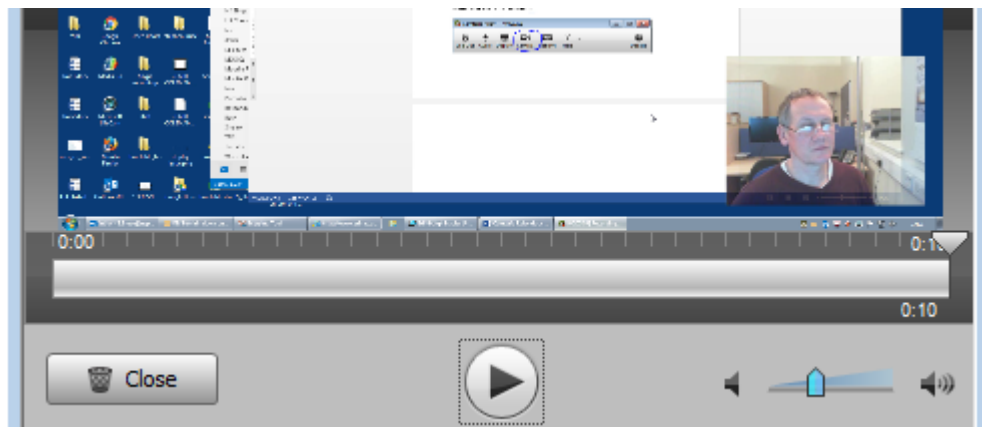


Creating a screen movie with Camtasia Relay

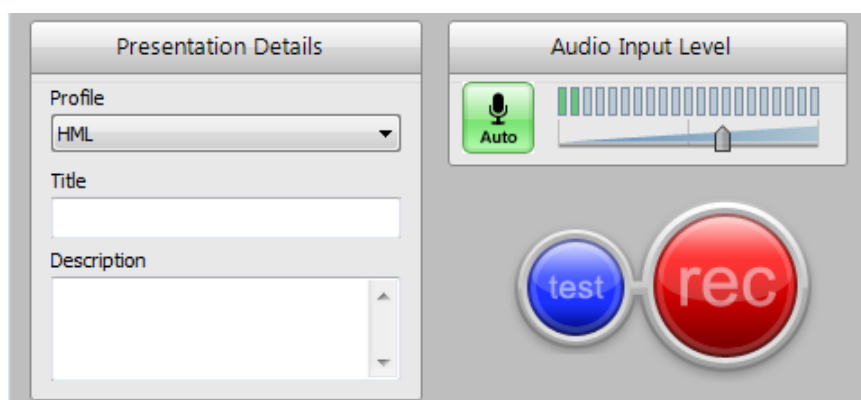
- Click the blue **test** button to create a 10second test video to check the audio. During the test, speak into the microphone and perform some action on the monitor such as browsing a website or demonstrating how to use an application.



- Click the **Close** button once satisfied with the audio recording level or repeat the test if required.

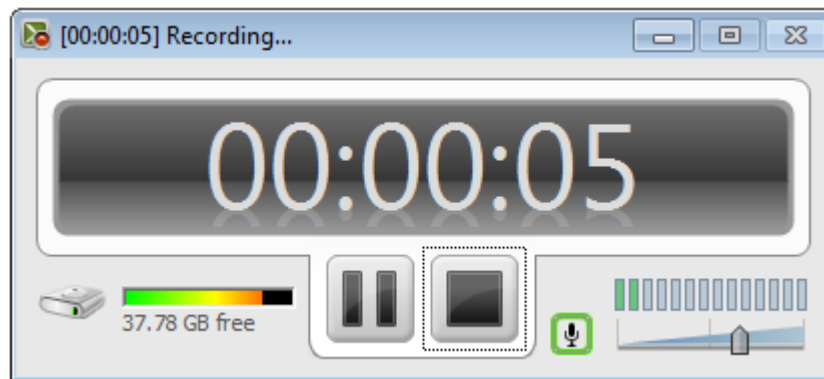


- When ready to record the video click the red **rec** button and begin your actions after the countdown.

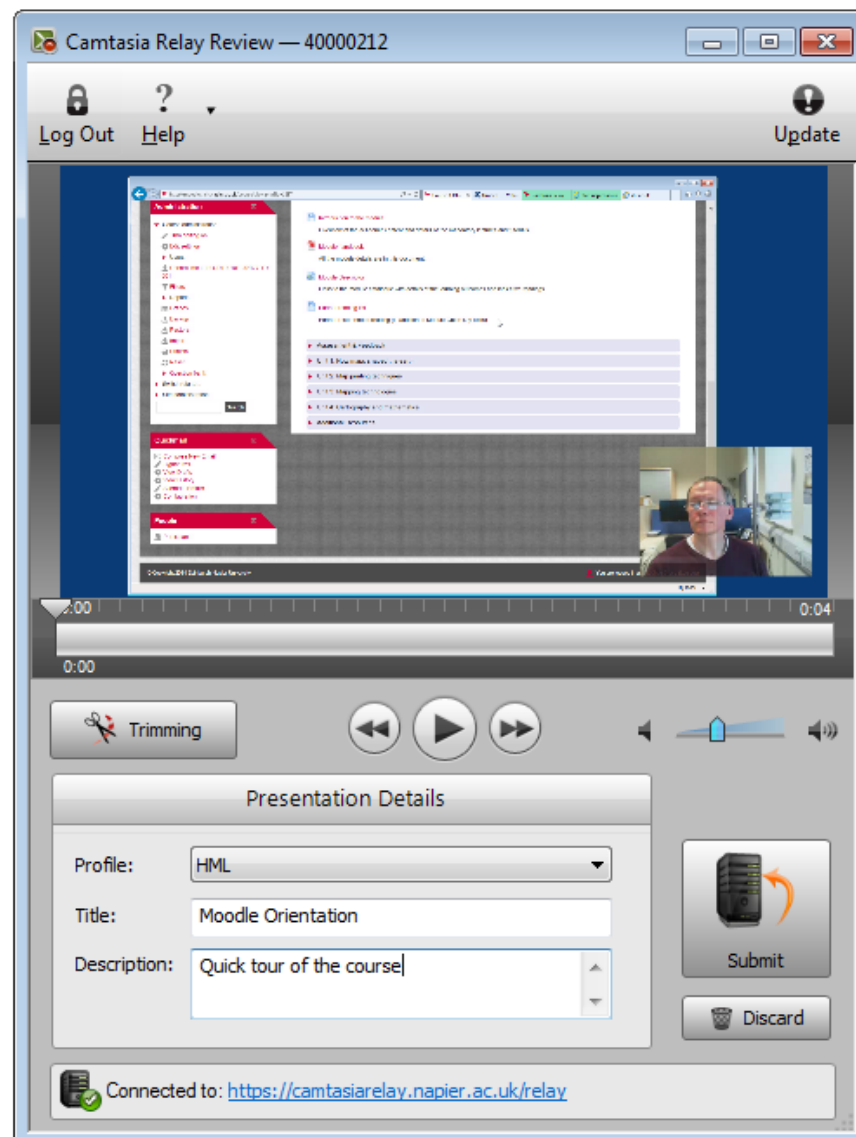


Creating a screen movie with Camtasia Relay

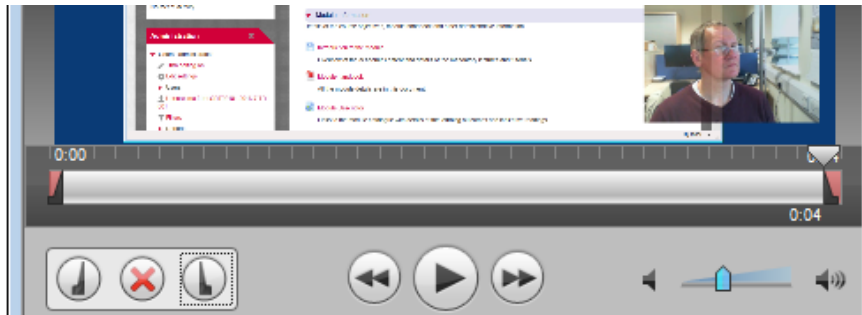
10. During the recording you can pause at any time. Click the stop button when finished.



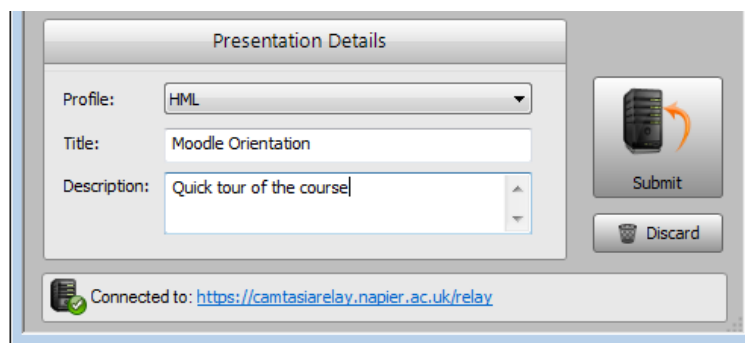
11. The next stage is to preview the video. If you wish to start again then click the **Discard** button.



12. You may wish to trim the start and end sections to remove these from the final video. To do this click the **Trimming** button and use the book end icons to set the start and end points.



13. Enter a suitable title and description and click the **Submit** button to send the video to your personal category on the Online Video Server.



14. Click OK at the prompt and you will receive two emails from 'streaming', the first saying that the video has been sent to the server, and the second confirming the video has been encoded and is available to view from a web link.

Hi 40000212,

Your video Moodle Orientation has been encoded and is available to view at the link below.

<https://onlinevideo.napier.ac.uk/Play/9415>

15. The video is only available to you and to make the video publically available then follow the steps in [this guide to changing your video category](#).