

Adding Audio Narration to a PowerPoint presentation using Camtasia Studio



A Guide for
Adding Audio to a PowerPoint,
Saving as a Windows Media Video file,
& Uploading the file to a WebCT course.

Adding Audio to a PowerPoint

1

Put “Recording in Progress” sign up on the outside of the door and close the door to help cut down on the external noise.



2

Open PowerPoint and open your presentation. Minimize PowerPoint to see the Desktop.



3

Open Camtasia Studio. The desktop icon looks like the green circle shown at right.



Adding Audio to a PowerPoint

4

Click Start a new project by recording the screen.

Click OK.

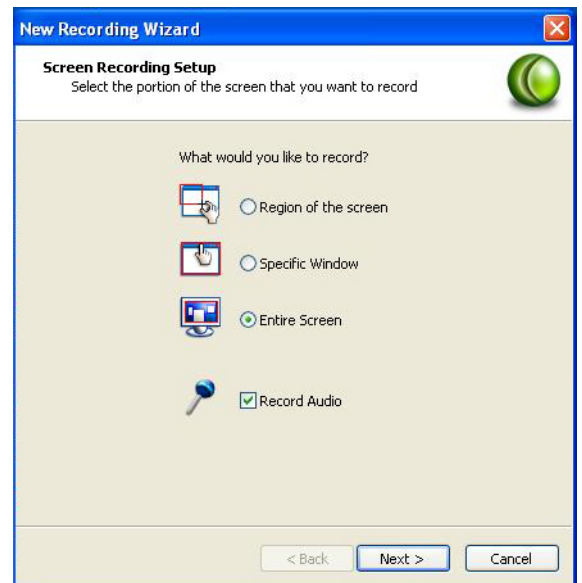


5

Choose Entire Screen.

Record Audio->
Click to check this box.

Click Next.



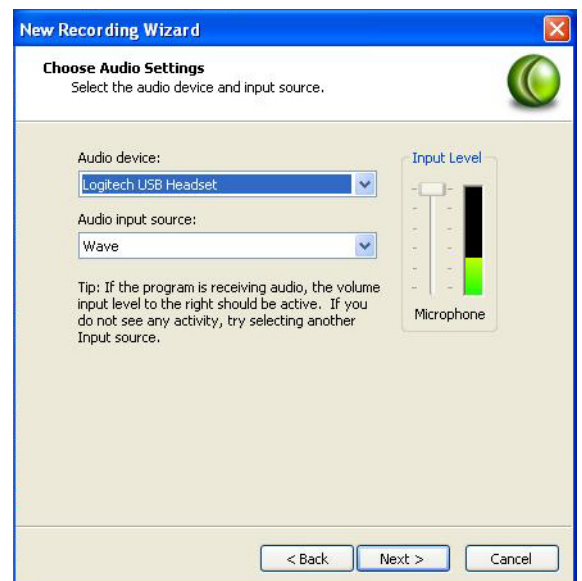
6

Choose Audio device:
Logitech USB Headset.

Choose Audio input sources:
Wave.

When you speak into the
microphone you should see the right
side of this screen change colors.

Click Next.



Adding Audio to a PowerPoint

7

Click Finished



8

Bring up your PowerPoint presentation. Enter into Slide Mode (full screen) by pressing the F5 key.

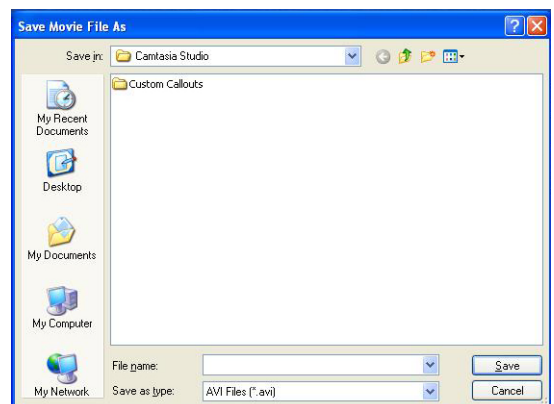


9

Start recording by pressing the F9 key. Speak into the microphone to record your presentation

Stop recording by pressing the F10 key

When you press F10 to stop recording, you will see this save file screen. Give your file a name and navigate to a folder to save the file into and press save.



Saving as a Windows Media File

1

You will see a preview of your captured video/audio play on screen. If the sound quality is good and everything worked you can close out of this window by clicking the red X in the upper right corner.



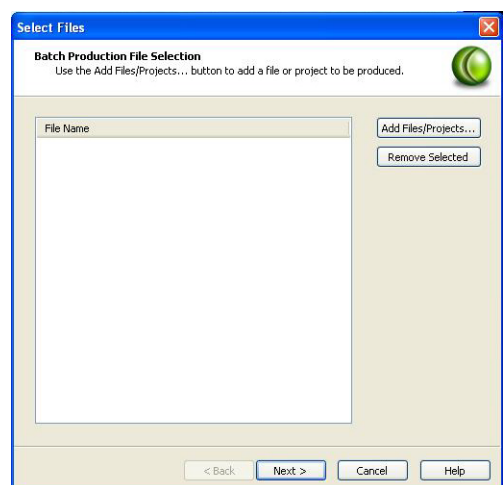
2

Now back in Camtasia Studio: Click on Batch Production under Produce on the left side of the screen in Camtasia. [Batch production...](#)



3

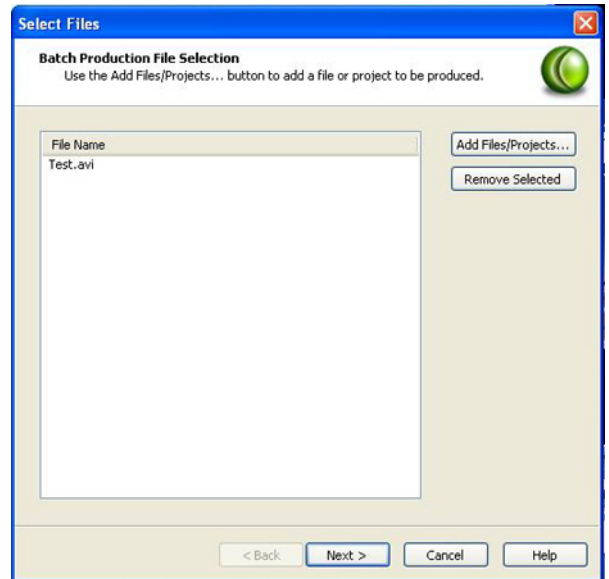
Click Add files/projects to add your new .avi files you just captured.



Saving as a Windows Media File

4

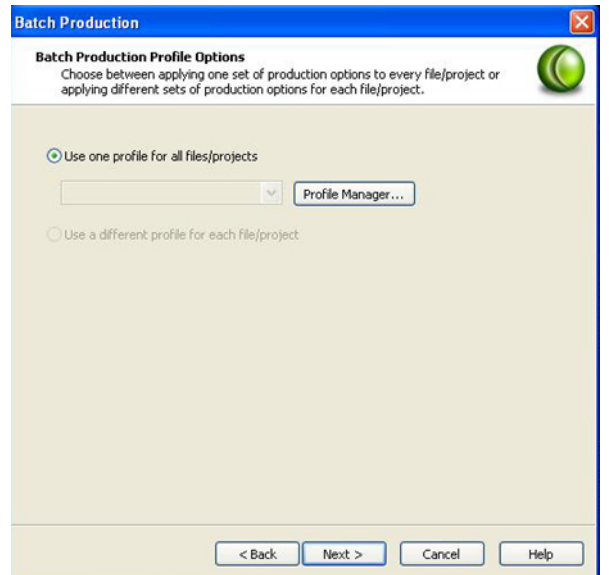
Navigate to and Select your .avi file(s) saved in step 9 or Camtasia Studio file(s) (if editing took place after recording).



5

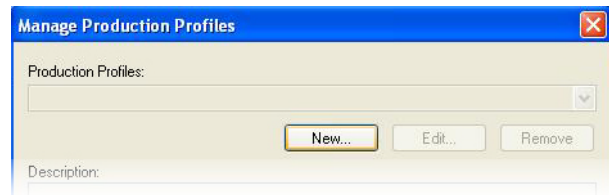
Profile manager:

Next you will need to create a Windows Media Video file profile manager.



6

Click Profile Manager



Click New.

Saving as a Windows Media File

7

Give the new profile a name, a description and Select Windows Media (WMV) streaming media file.

Windows Media (WMV) streaming media file

Click Next.

The screenshot shows the 'Profile Editor Wizard' dialog box with the title 'Create a Production Profile'. The instructions state: 'Set the production profile name, description, and output format using the boxes below.' There are two text input fields: 'Profile Name' containing 'Windows Media Profile' and 'Description' containing 'for saving avi to WMV'. Below these is a 'Video File Format' section with several radio button options. The 'Windows Media (WMV) streaming media file' option is selected. A 'Description' text area contains text about the WMV file format. At the bottom are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

8

Leave the default settings clicked.

Click Next.

The screenshot shows the 'Profile Editor Wizard' dialog box with the title 'Windows Media Encoding Options'. The instructions state: 'Select the profile that best describes the content you are encoding. To create a new profile or remove an old one, click Manage.' A dropdown menu shows 'Camtasia Studio Screen Video and Audio High (CBR)'. There is a checked checkbox for 'Screen capture profiles only' with 'Edit...' and 'Manage...' buttons. A 'Description' text area contains text about the default profile. Below is a 'Details' section with a list of encoding parameters: Audio encoding mode: CBR, Video encoding mode: CBR, Audience: 291.05 Kbps, Audio codec: Windows Media Audio 9, Audio format: 32 kbps, 44 kHz, mono CBR, Video codec: Windows Media Video 9 Screen, Video bit rate: 250 Kbps. At the bottom is a checked checkbox for 'Add index to file (to enable seeking within the file)'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

Saving as a Windows Media File

9

Leave Largest video size clicked.

Largest video size (recommended)

Click Next.

The screenshot shows the 'Profile Editor Wizard' dialog box, specifically the 'Video Size' step. The title bar reads 'Profile Editor Wizard'. Below the title bar, the section is titled 'Video Size' with the instruction 'Select the size of the video to produce.' There are three radio button options: 'Largest video size (recommended)' (which is selected), 'Standard video size: 80x60', and 'Custom size: Width: 320 Height: 240'. There is also a 'Stretch to fit' checkbox and a 'Background Color...' button. Below these options is a 'File Size Options' section with two checkboxes: 'Disable Callout fade effects to reduce file size' and 'Use Instant Zoom-n-Pan speed to reduce file size'. At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

10

Type in a title, author, copyright info and a description.

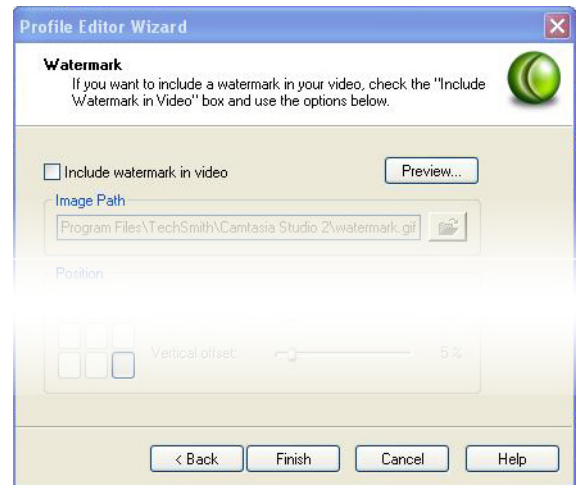
Click Next.

The screenshot shows the 'Profile Editor Wizard' dialog box, specifically the 'Video Information' step. The title bar reads 'Profile Editor Wizard'. Below the title bar, the section is titled 'Video Information' with the instruction 'Record additional information about the video. AVI and streaming media files may contain optional information about the video.' There are four text input fields: 'Title' (containing 'Heartland Community College'), 'Author' (containing 'Tom Corcoran'), 'Copyright' (containing '2006'), and 'Description' (containing 'example of saving avi to wmv video conversion'). At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Saving as a Windows Media File



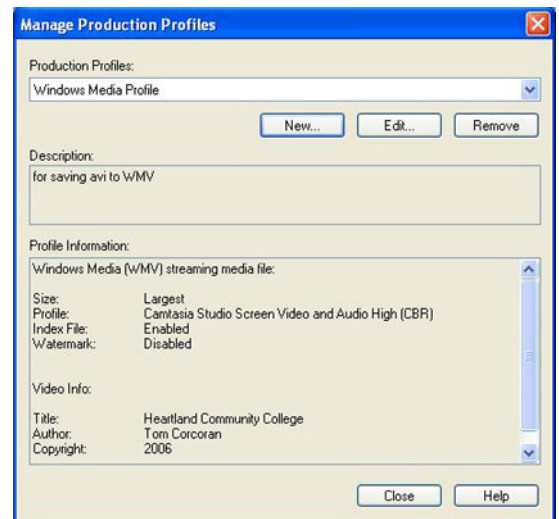
No need to include a watermark if you don't want one.



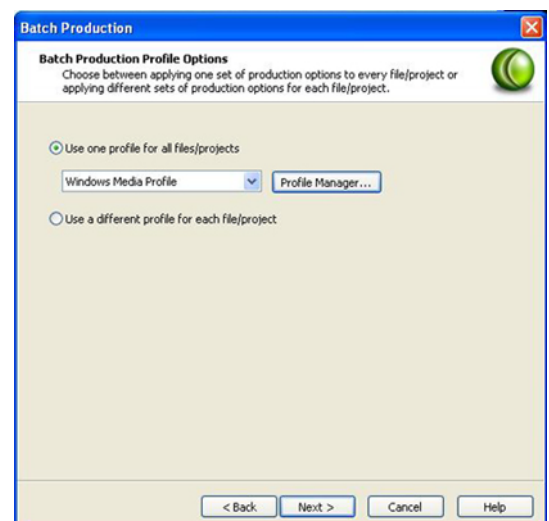
Click Finished.



Click Close.



Choose the profile you just created from the drop down list.



Click Next.

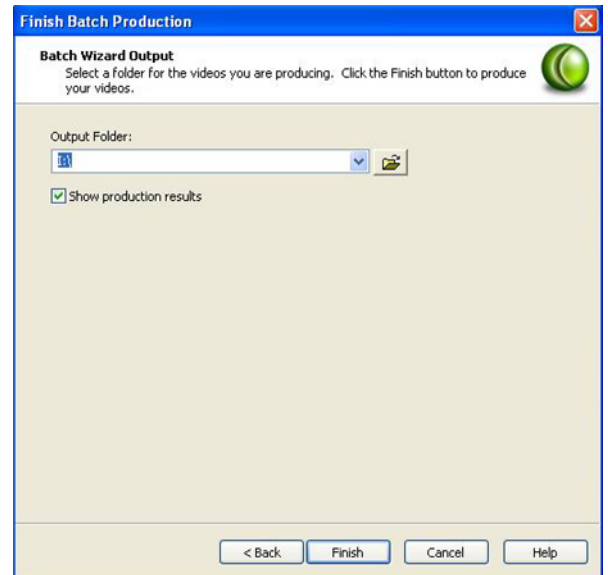
Saving as a Windows Media File

14

Choose an output folder to save the .wmv files in. Leave "show production results" clicked.

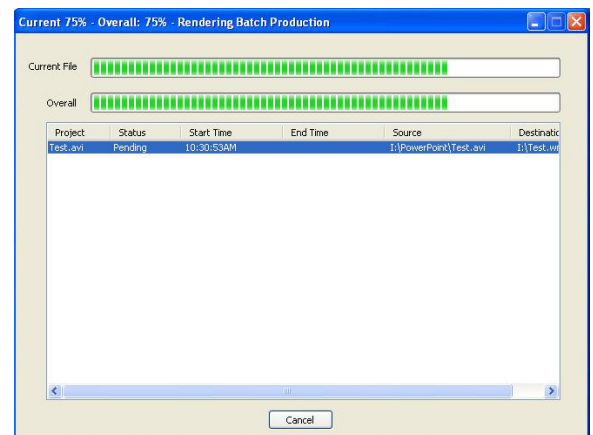
Show production results

Click finished.



15

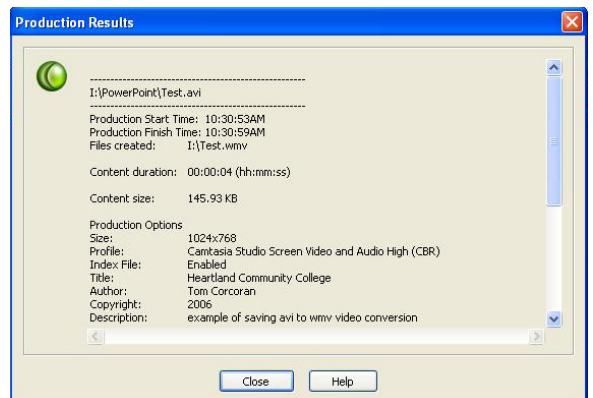
Your file will convert to a windows media video file. You can see the progress on the screen shown at right.



16

Click Close.

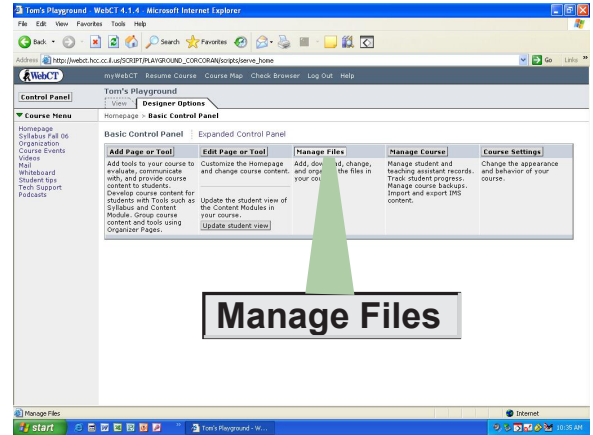
You are now ready to transfer your saved .wmv files over to WebCT.



Uploading the .wmv file(s) to WebCT

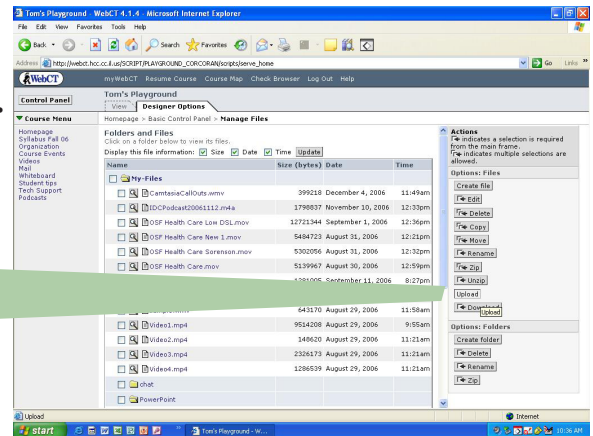
4

Click Manage Files in the center of the screen.



5

Click Upload on the right side of the screen.

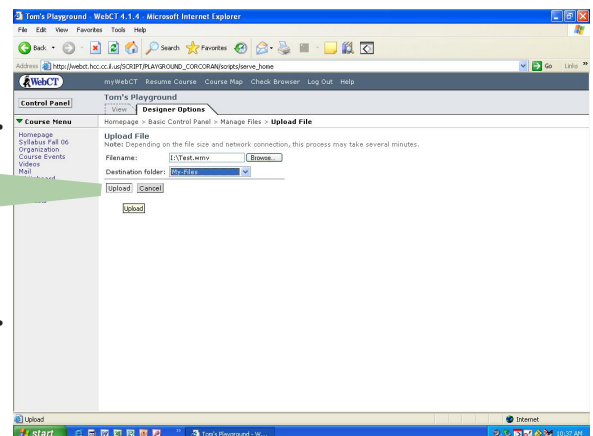


6

Browse to your .wmv file(s) by clicking Browse and click Open when you find the file.

Upload

Click Upload.



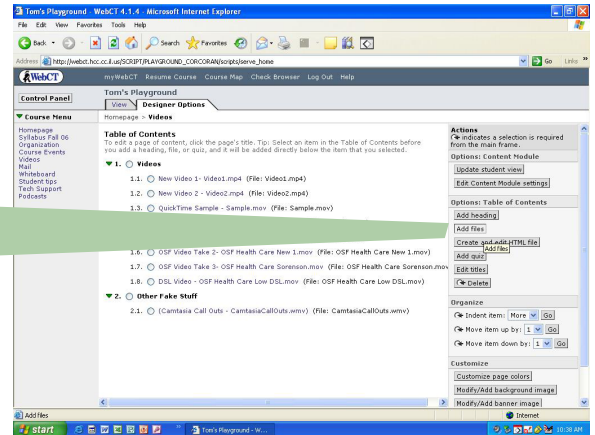
Uploading the .wmv file(s) to WebCT

7

Navigate to the section of the course you wish to place the narrated PowerPoint.

Add Files

Click Add Files.

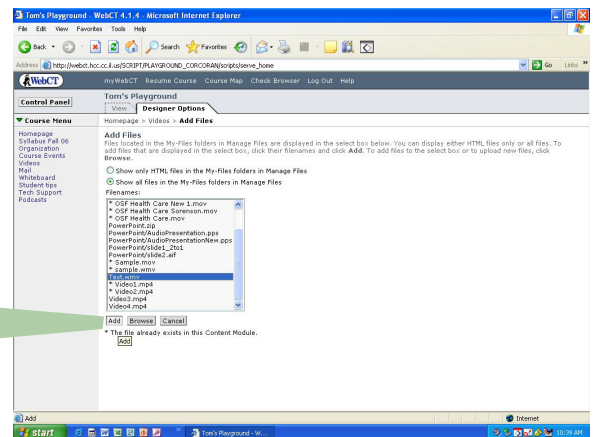


8

Click Show All Files in My-Files Folders in Manage Files. Click the Narrated PowerPoint files file name.

Add

Click Add.

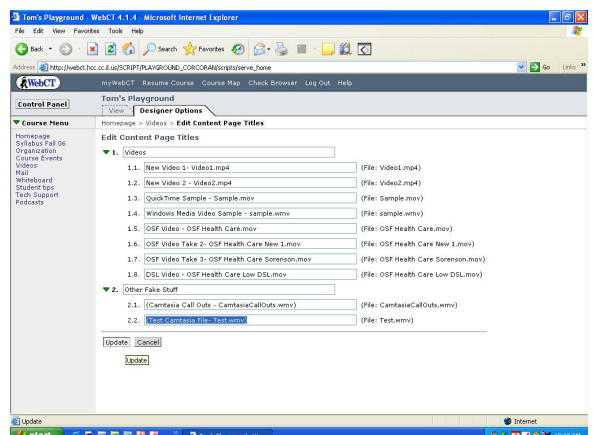


9

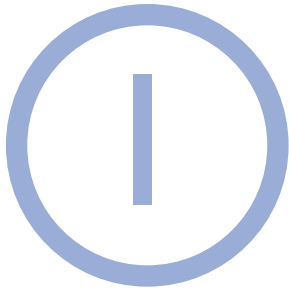
The file should be placed on the screen as a hypertext link.

If you want to edit the name(s) click Edit Titles at right and type in new names for the hypertext links. Then click Update.

You can test this by going to Student View and clicking on the new .wmv file just added.

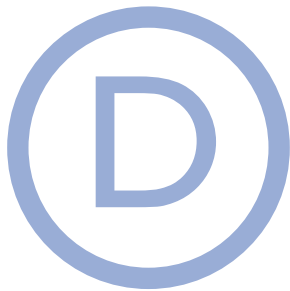


Contact Information



Guide Created by:

Tom Corcoran
Media Technologist
Instructional Development Center
Heartland Community College
Student Commons Building 2401
1500 W. Raab Road
Normal, IL 61761



tom.corcoran@heartland.edu
(309)268-8427

<http://www.heartland.edu/idc/>

