

VCS Meeting Notes – 12/14/17

Jen Rogers: Using Powerpoint and Camtasia to develop a video

- A Camtasia plug-in is available for Powerpoint. This requires Camtasia 8.1 or later (to enable the add-in go to File > Options > Add-ins and select it from the list)
- Many of the images she used in her videos come from the [Commoncraft](#) image library. You may be able to purchase this tool through Techsmith, the makers of Camtasia. [More information is here.](#)
- You can record the slides, webcam, audio (or any combination of those) through Powerpoint using controls on the Add-Ins menu
- You can put your script in the notes field under the slides and Camtasia will give you the option of importing notes as captions
- You can maximize Powerpoint animations by selecting animations to start ‘with’ or ‘after’ previous click, to get a series of actions
- Be creative with how you make elements appear, behave on the screen and then disappear
- Whether you use the add-in, Camtasia, Kaltura Screen Capture, etc. – treat PPT slides like a stage, with visual elements to enhance voiceover, rather than a billboard (static information plastered on the screen)
- Once you are done recording, you will get a prompt to edit in Camtasia, this opens Camtasia with your media already in the bin ready to drag down to the play bar for editing

Bill Stewart: using Audacity to record and edit an audio track for a video

Bill’s approach to recording audio (from his slide deck, posted [here](#). Note that the entire slide deck is included in the session recording):

- For best results (for me), I record audio and video separately
- I use a detailed script and read directly from the script while recording
- I try to keep my voice even – speaking level, tone, etc.
- I avoid speaking in a monotone
- I try not to use formal language. I lean toward using informal or colloquial language.
- To the extent possible, I record all audio in one take. I find that my voice sounds different at different times of the day, so I try to do everything at one time.
- I do occasionally pause during a recording session to drink some water, clear my throat, etc.
- I always keep a glass of water nearby so I can make sure my mouth doesn’t get dry
- I use a USB headset and position the microphone around my chin to minimize breathing sounds, etc.
- When I am ready to begin, I press Record and speak for a few seconds to get my voice ready
- I use Audacity to record and edit my audio tracks. I rely on a minimal set of Audacity features, but there are many available features