Basic Steps of Recording

Here are the basic steps to record a presentation. Each step is broken down and explained in-depth below.

1. Open Camtasia Relay.
2. Log in or identify yourself as a guest. If you identify yourself as a guest, you will limit your usage capabilities.
3. Select a profile and audio device.
4. Click the Record (REC) and give your presentation as normal.
5. Stop the recording and click Submit.

In-Depth Look at Recording

The following is a closer look at the steps to record your presentation.

1. Launch Camtasia Relay from the icon on your desktop.
2. Log in with your username and password (the same used to log into your UTH email or Blackboard), or identify yourself as a guest recording for someone else.

You do not have to log in prior to recording, but you must log in as a user or identify yourself as a guest before you can upload or save your presentation.
1. Select a profile. Always choose Master Profile. THIS IS VERY IMPORTANT. If you do not choose a profile or choose the wrong one, the Camtasia administrator will reject your submission and YOU WILL LOOSE YOUR WORK.

![Select a profile](image1.png)

2. Click the **Audio Device** button and select an audio device in the Select Audio Device dialog box.

![Select Audio Device](image2.png)

3. Select which display to record if using a projector displaying a different screen or multiple displays. Adjust the audio level if it appears very low (green) or very high (red).

![Recording Preview](image3.png)

![Audio Input Level](image4.png)
4. Enter presentation title and description.

5. Make a **test recording** to verify the audio and display selection.

6. Click the **Record** button. The recorder is minimized to the system tray.

7. Give your presentation. Camtasia Relay records everything on your screen and the selected audio device.

8. Stop the recording using a hotkey or right-click (control-click) the icon in the system tray (Windows) or Dock (Mac). There may be a delay as the recording is finalized. The recording opens in the **Camtasia Relay Review** window.
9. Review the recording to verify the audio and video.

10. If needed, click Trimming to set trim points to cut out extra video at the beginning and end of the presentation.

11. Click the Submit button.

- If you are connected to the Internet, the presentation starts uploading to the Camtasia Relay server. You receive an email when your presentation is published.

- If you are not connected to the Internet, the recording automatically starts uploading when you connect to the Internet. You do not receive notice when your presentation begins uploading.