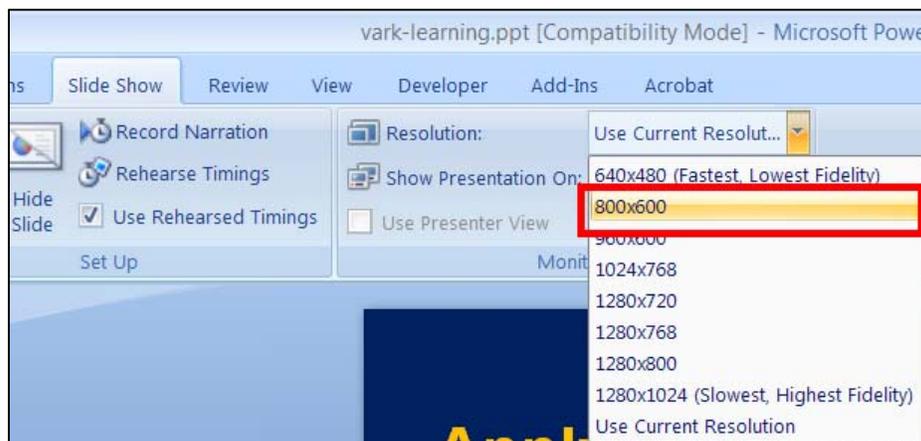


**10 Tips for Good Camtasia Projects**

1. Create a storyboard that includes
  - a. Learning outcome(s) for your project
  - b. Plan for each scene – (screen snapshots can be used)
  - c. Script for narration
  - d. Assessment to use with project (if appropriate)
2. Limit presentation to 10 – 15 minutes **MAXIMUM**.
3. Chunk longer content into shorter, logical sections then use the **Web Menu** production tool to produce a Camtasia Theater project.
4. **NEVER** record the entire screen.
  - a. Resize window to 800 by 600 to create smaller file sizes and ensure that presentation will fit in most screens.
  - b. Test to make sure all the content your students need to see will fit in the window. If it doesn't, make it bigger.
5. Create and use a script for your narration.
6. Rehearse **BEFORE** recording. This will save you time in the long run.
7. Use “hotkeys” to start/pause and stop recording.
  - a. **F9** to **Start** or **Pause**
  - b. **F10** to **Stop**
  - c. The advantage of using the **F9 hotkey** is that Camtasia will remember the exact location of your mouse when you paused and will return it there when you resume.
8. Don't go too fast (students won't have enough time to process what they're seeing and hearing) or too slow (students will get bored).
9. Projects for web delivery should almost always be produced in the MP4 or Flash (swf) format.
10. Use your mouse wisely – no extraneous movement.
11. Know when your project is good enough.

## Tips for Good PowerPoint Projects

1. Limit presentation to 10 – 15 minutes MAXIMUM.
  - a. Break up a long presentation into separate presentations.
2. Slide transitions and animation should be fast or not used at all.
3. Slide background should be solid – use simple or no background images if possible.
4. Slide text should be LARGE and provide good contrast with background.
  - a. Consider using dark background and light text because text appears larger than it is.
5. Avoid “eye candy” In your slides. Don’t include graphics and animations unless they’re important to your content.
6. Use numbered lists instead of bulleted lists.
  - a. Alternate text colors used in lists.
7. Set show resolution to 800 by 600. **Slide Show → Resolution**

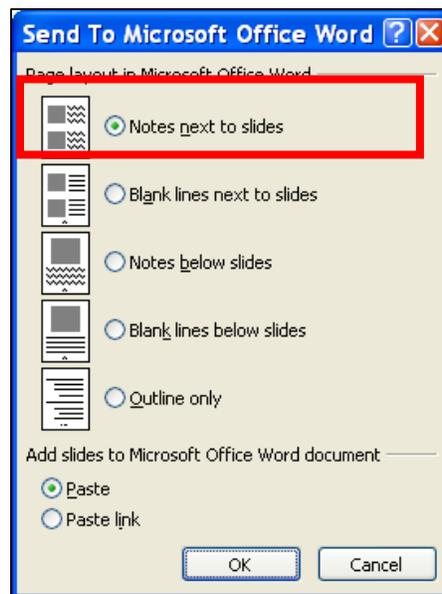


8. Speak for 30 seconds or less on a slide and NEVER read slide text verbatim.

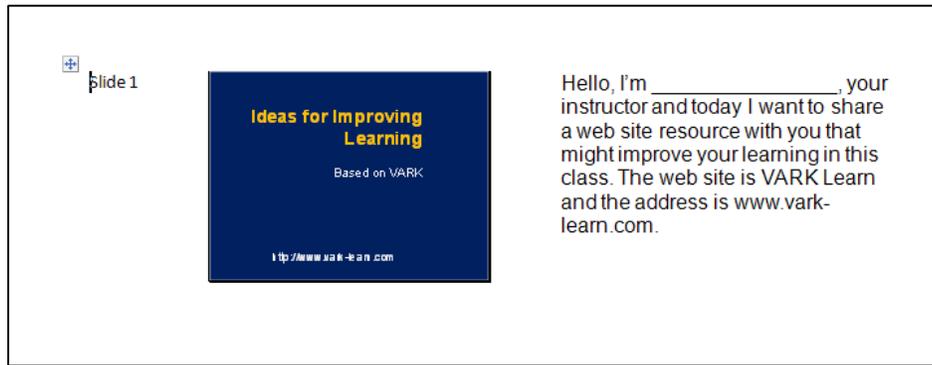
9. Create your script using the “Speaker’s Notes” feature. See the section on “**Creating Script with Speaker’s Notes.**”
10. Record PowerPoint in a smaller window which will help reduce the file size. See the section on “**Recording PowerPoint in a Window.**”

### Creating Script with Speaker’s Notes

1. Type your narration text in the speaker’s notes section of each slide.
2. Then, in **Word 2007**, click **Office Button → Publish → Create Handouts in Microsoft Office Word.**
3. Or, in **Word 2003**, click **File → Send To → Microsoft Office Word...**
4. A dialog box will open and you can select the page layout. Select the first option “Notes next to slides.”



5. MS Word opens and your script is created. The left column has the slide number, the middle column has a thumbnail of the slide, and the right column has your narration text.



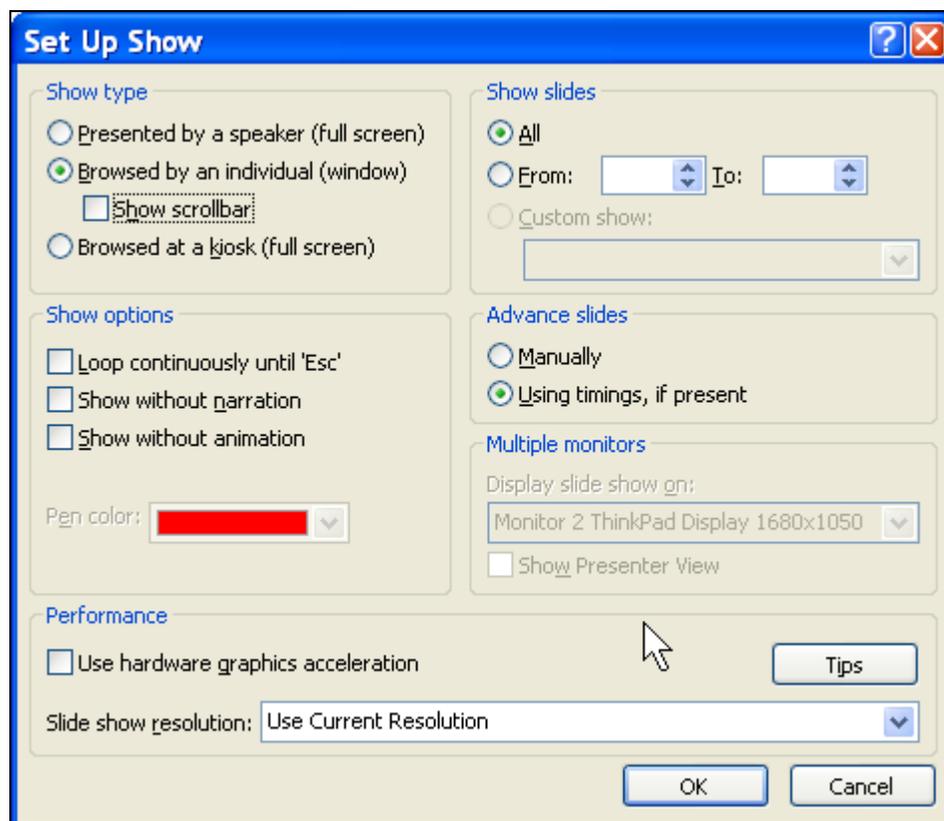
6. With a bit of margin and cell adjustment, you can end up with a script that is very easy to narrate from and doesn't use too much paper.
7. You can also create a handout for students using this technique. If you do, delete the column with the slide numbers and keep the slide thumbnails and narration. Convert the document to the PDF format before distributing it to your students. This supports "**Universal Design**" and is extremely easy to do.

## Steps for recording PowerPoint in a Window

The main advantage to recording PowerPoint in a smaller window is that it creates a much smaller file which makes the presentation more accessible.

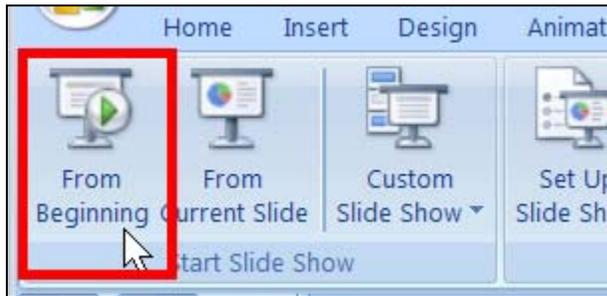
Here are the steps.

1. Launch PowerPoint and open the presentation you want to record.
2. Click the **Slide Show** tab then click the **Set Up Slide Show** button.
3. The **Set Up Show** dialog box opens. Select **Browsed by an individual (Window)** and make sure **Show scrollbar** is **UNCHECKED**. See the figure below.



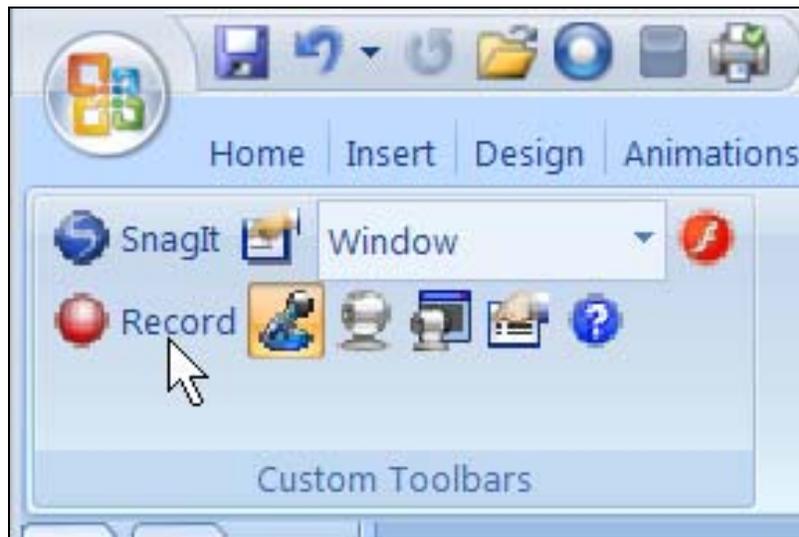
4. Click **OK**.
5. Now click the **From Beginning** button on the far left of the ribbon. See the figure on the next page.

## POWERPOINT IN WINDOW



Your presentation will open full screen but you can adjust the size by clicking on the **Restore Down** button in the upper right corner. After you've adjusted the size, click the **Esc** key to go back to PowerPoint.

6. Now click the **Add-Ins** tab then click the **Record** button. See the figure below.



Record your PowerPoint presentation. After narrating your last slide, press the Enter or Page Down key or Esc key. When prompted click the **Stop Recording button**. I recommend you **Edit** your recording in Camtasia then produce it. Doing it this way will give you a chance to work on your table of contents and adjust other settings.