User
Instructors who want to create lecture videos with PowerPoint slides, a video, and annotation.

Technology
• Hardware: Mac Mini, Wired Microphone, Web Camera, Wacom Tablet, and interactive Pen
• Software: Camtasia (PC) and Microsoft Office

Step-by-Step Use Case
1. Turn on Mac Mini. Mac Mini is located in black cabinet under the deck (Fig 1). The Power button is located on the back of the unit, on the far right side.
2. When the computer starts, select Window environment (Fig 2)
3. Turn on Web Camera using a silver color Panasonic Remote Control
4. Turn on the TV monitor using a black LG TV Remote Control
5. Double click Camtasia Studio 8 icon on the desktop and Launch Camtasia Studio
6. Click the button near the upper left corner
7. Camtasia Studio will minimize and open the Recorder Window as shown below
8. Hover the mouse over the small screen next to the Wecam on Button. Check the camera view and adjust your camera angles and zoom levels
9. Maximize the audio volume as shown below
10. Hit the red button
11. After finishing a recording, click the Camtasia icon on the bottom of the window

12. Click the stop button on the Camtasia Capture window

13. Click **Save and Edit** button as shown below. Then, Camtasia Studio will add your recordings in the clip bin and also in the time line.

14. After done editing a recording, click the **Produce and Share** and export your project into Mp4.
15. Click **Finish** to close the Production Wizard. When rendering is complete, you MP4 video should be ready to upload to the web or embed into Blackboard.

**Useful Web Tutorial Links**

Camtasia

MicroSoft office - How to annotate