

# 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.



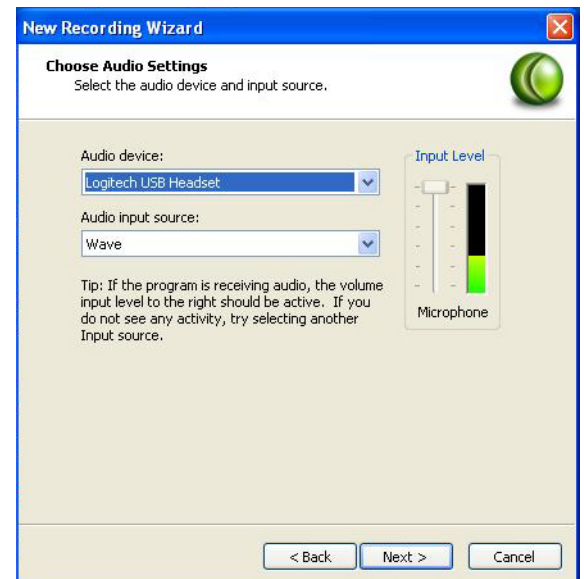
6

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

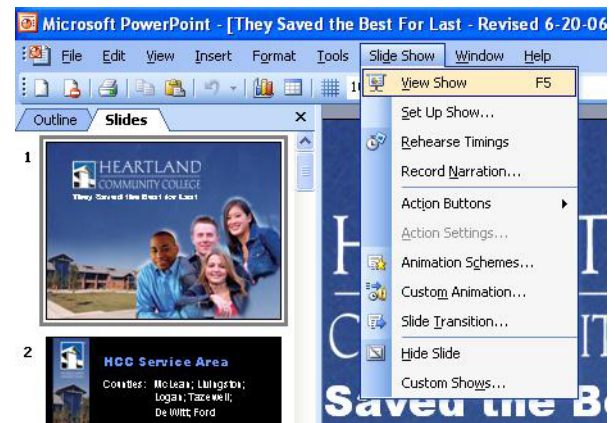
7

Click Finished



8

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

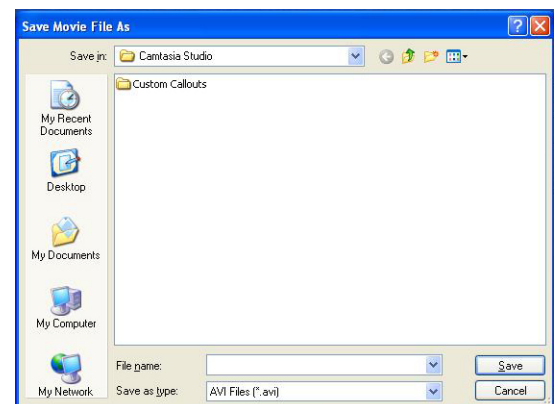


9

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

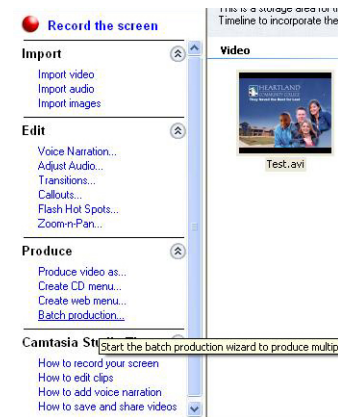
You will see a preview of your captured video/audio play on screen. If the sound quality is good and everything worked you can close out of this window by clicking the red X in the upper right corner.



2

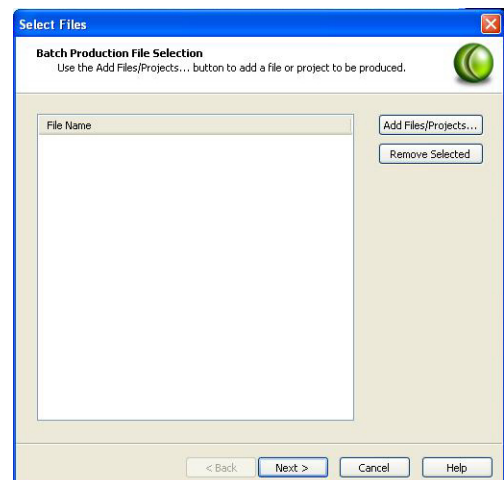
Now back in Camtasia Studio: Click on Batch Production under Produce on the left side of the screen in Camtasia.

[Batch production...](#)



3

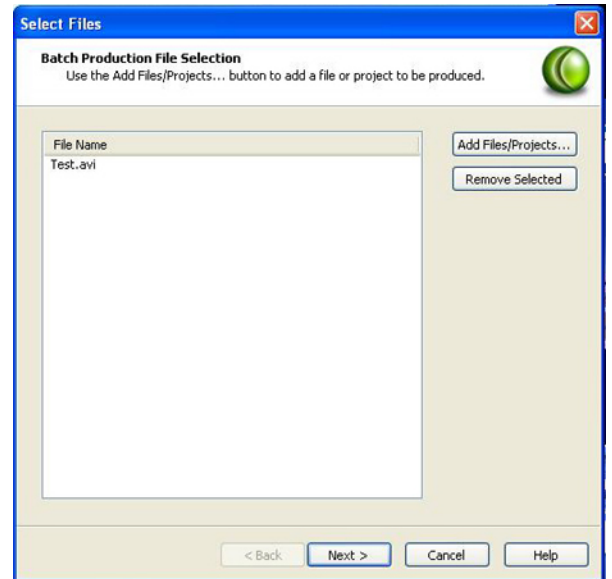
Click Add files/projects to add your new .avi files you just captured.



# Saving as a Windows Media File

4

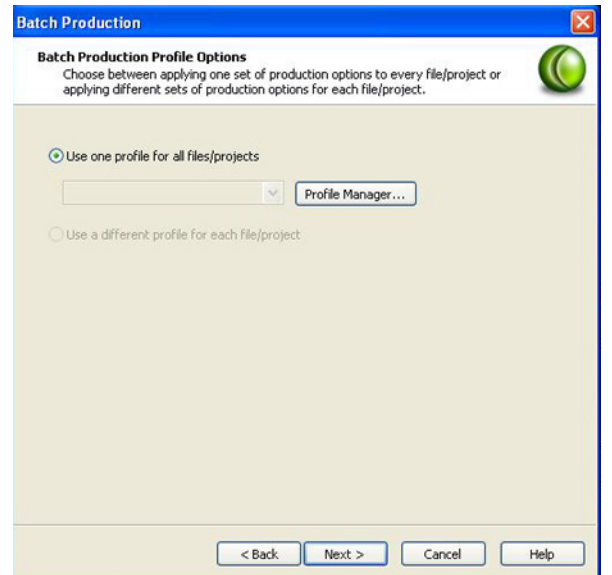
Navigate to and  
Select your .avi file(s) saved  
in step 9 or Camtasia  
Studio file(s)  
(if editing took place  
after recording).



5

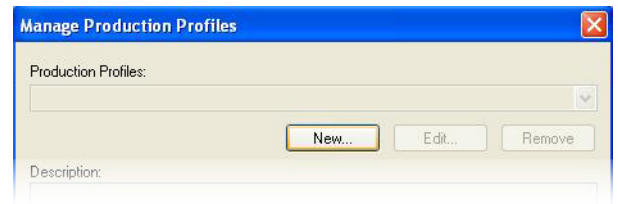
Profile manager:  
Next you will need to create  
a Windows Media Video file  
profile manager.

Click Profile Manager



6

Click New.





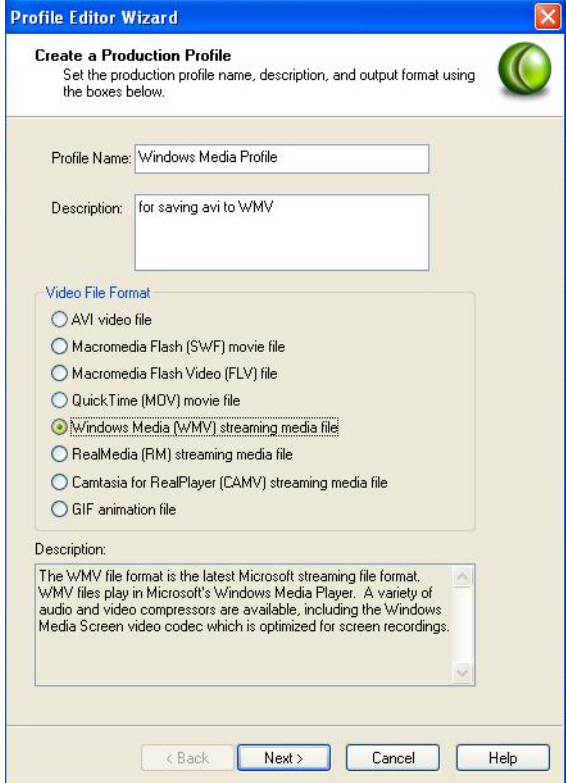
# Saving as a Windows Media File

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.

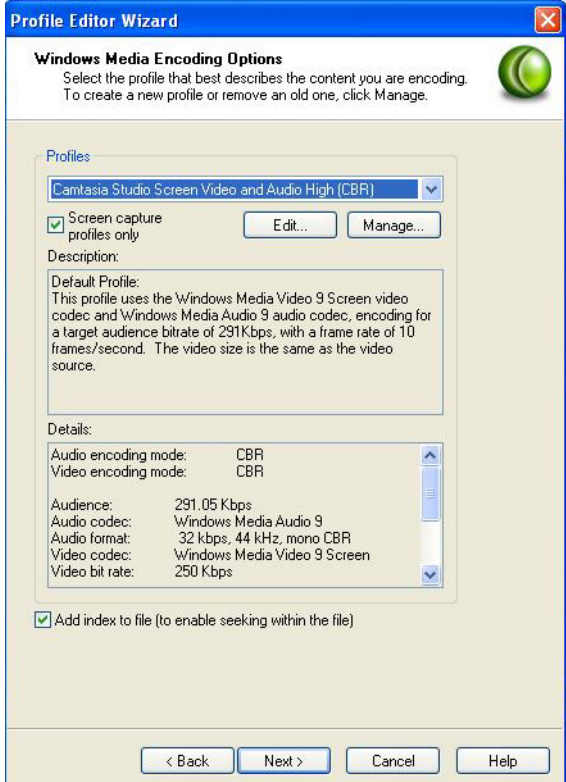


The screenshot shows the 'Profile Editor Wizard' window with the 'Create a Production Profile' tab selected. The 'Profile Name' field contains 'Windows Media Profile' and the 'Description' field contains 'for saving avi to WMV'. Under the 'Video File Format' section, the 'Windows Media (WMV) streaming media file' option is selected with a radio button. A description box at the bottom explains that WMV is the latest Microsoft streaming file format. Navigation buttons at the bottom include '< Back', 'Next >', 'Cancel', and 'Help'.

8

Leave the default settings clicked.

Click Next.



The screenshot shows the 'Profile Editor Wizard' window with the 'Windows Media Encoding Options' tab selected. The 'Profiles' dropdown menu shows 'Camtasia Studio Screen Video and Audio High (CBR)'. The 'Screen capture profiles only' checkbox is checked. A description box explains the default profile settings. The 'Details' section shows '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', and 'Video bit rate: 250 Kbps'. The 'Add index to file' checkbox is also checked. Navigation buttons at the bottom include '< 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' window with the 'Video Size' tab selected. The title bar reads 'Profile Editor Wizard'. Below the title bar, the section 'Video Size' is highlighted, with the instruction 'Select the size of the video to produce.' The main area contains 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. At the bottom, there are buttons for '< 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' window with the 'Video Information' tab selected. The title bar reads 'Profile Editor Wizard'. Below the title bar, the section 'Video Information' is highlighted, with the instruction 'Record additional information about the video. AVI and streaming media files may contain optional information about the video.' The main area contains four text input fields: 'Title' (filled with 'Heartland Community College'), 'Author' (filled with 'Tom Corcoran'), 'Copyright' (filled with '2006'), and 'Description' (filled with 'example of saving avi to wmv video conversion'). At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

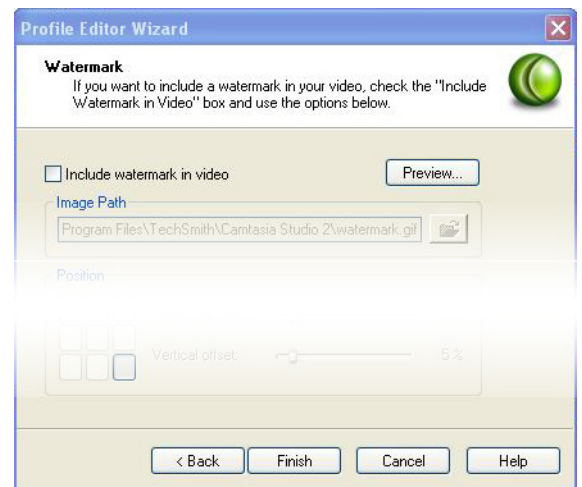


# Saving as a Windows Media File

11

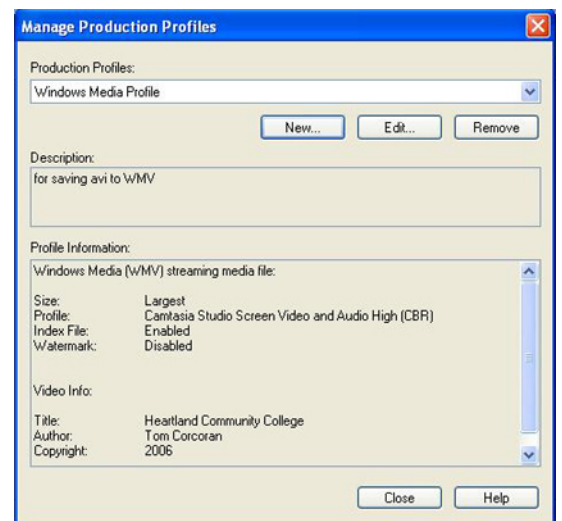
No need to include a watermark if you don't want one.

Click Finished.



12

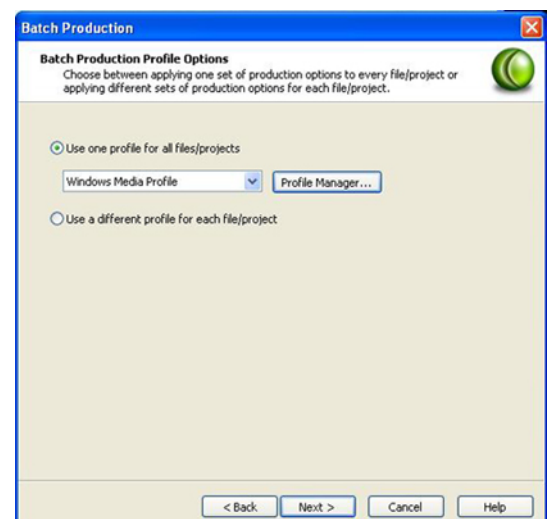
Click Close.



13

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

Click Next.



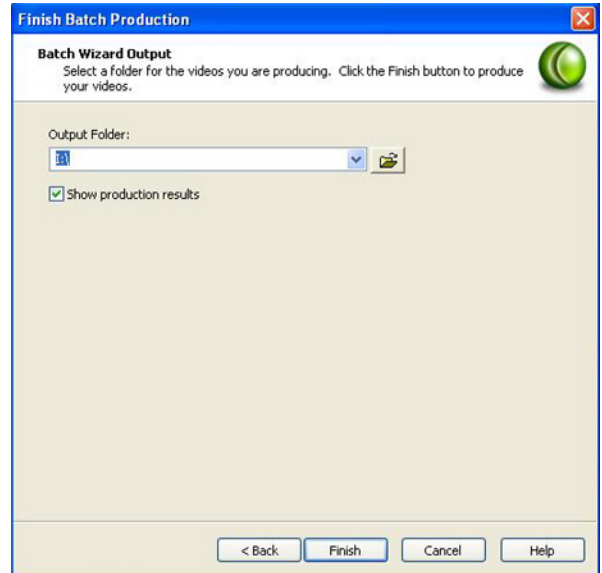
# Saving as a Windows Media File

14

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

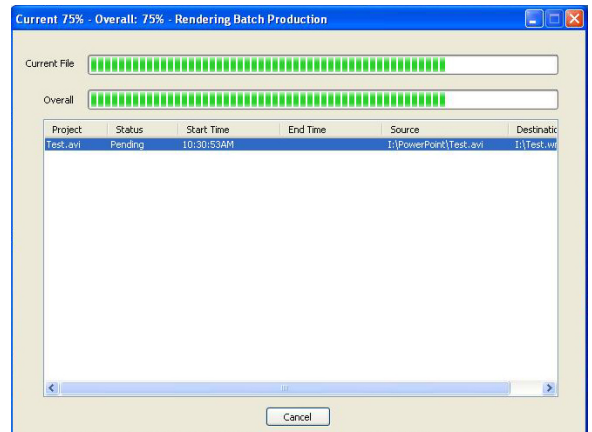
☒ Show production results

Click finished.



15

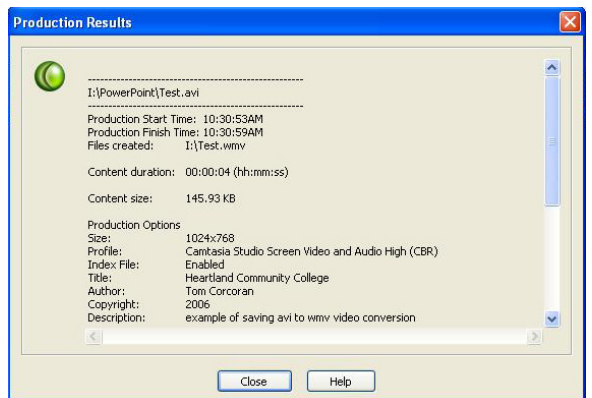
Your file will convert to a windows media video file. You can see the progress on the screen shown at right.



16

Click Close.

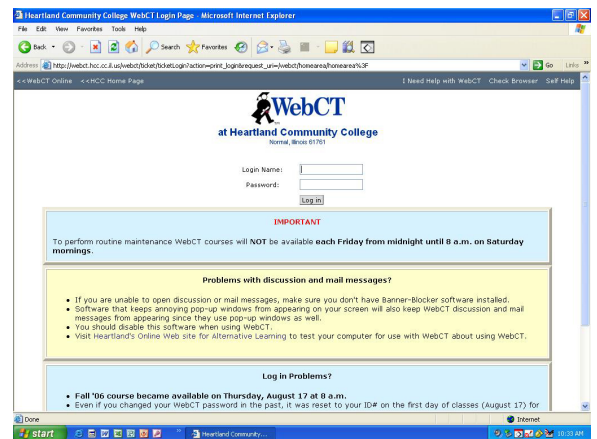
You are now ready to transfer your saved .wmv files over to WebCT.



# Uploading the .wmv file(s) to WebCT

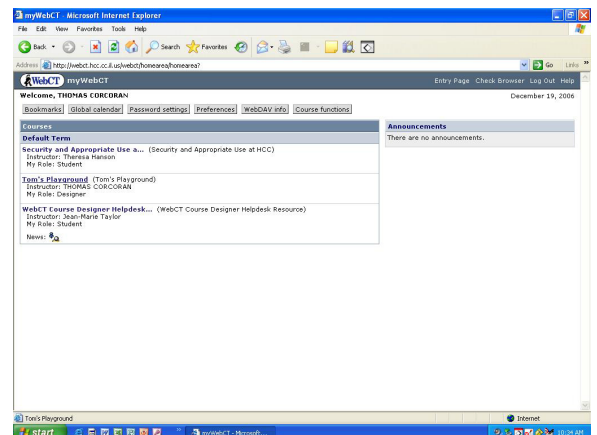
1

Log into the  
Heartland Community College  
WebCT Log in page.



2

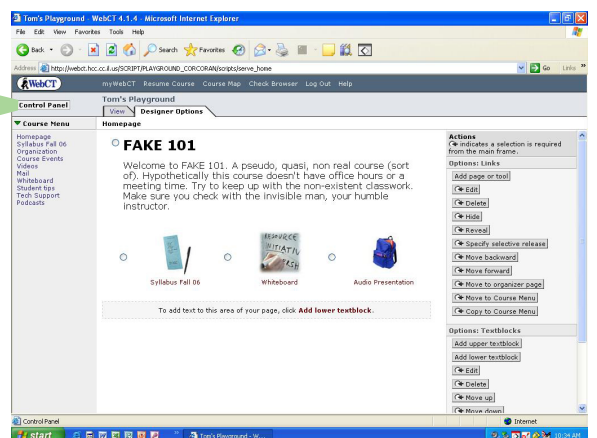
Select the course in which  
you wish to add the  
narrated PowerPoint (.wmv)  
file(s).



3

Control Panel

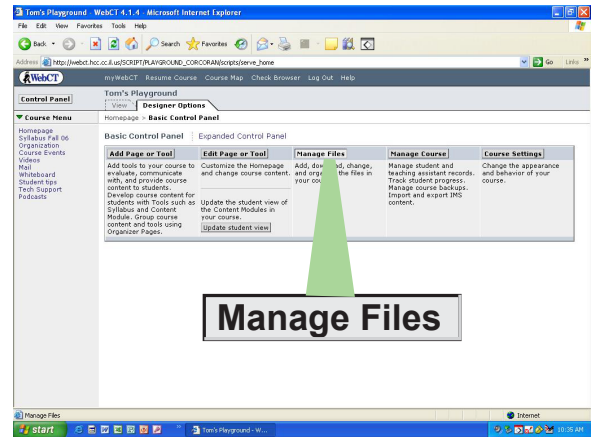
Click Control Panel  
in the upper left.



# Uploading the .wmv file(s) to WebCT

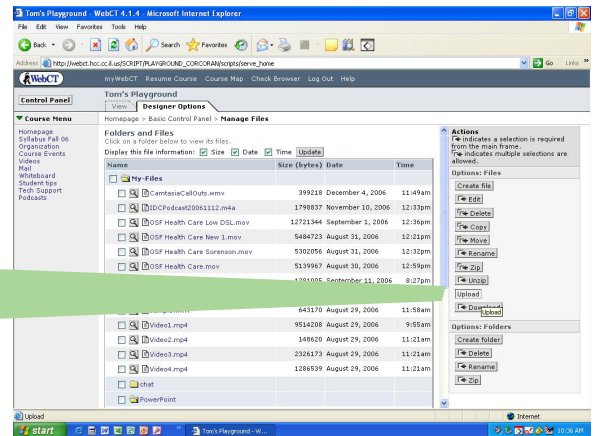
4

Click Manage Files in the center of the screen.



5

Click Upload on the right side of the screen.

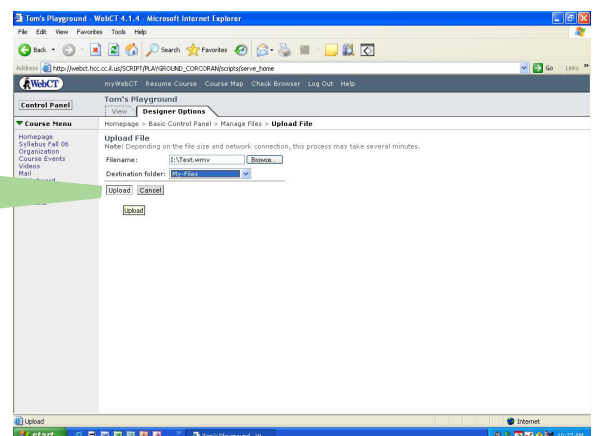


6

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

Upload

Click Upload.



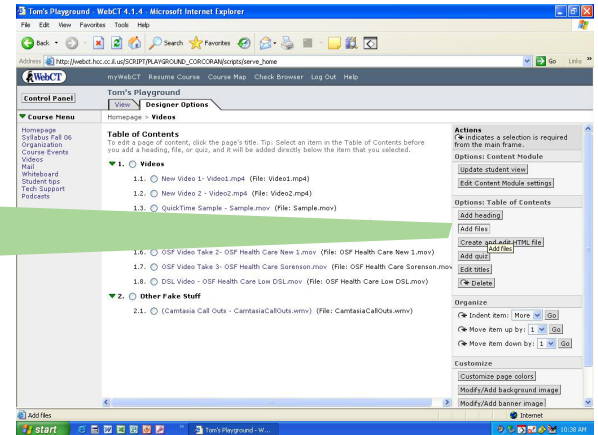
# Uploading the .wmv file(s) to WebCT

7

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

Add Files

Click Add Files.

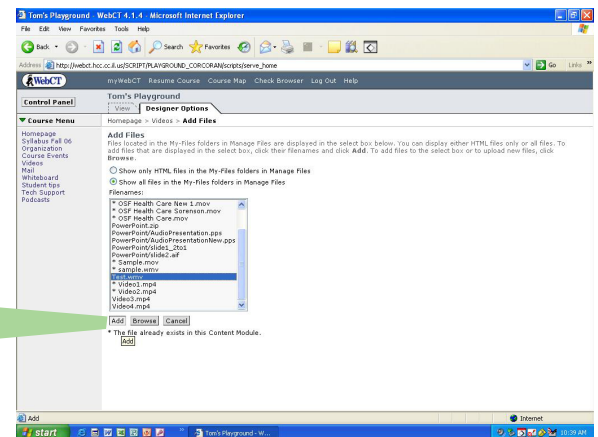


8

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 StudentView and clicking on the new .wmv file just added.

