1. Getting Started – Power Up and Log In
   * Log-in to the computer using your UF login.
   * Power on the Shure microphone on the desk using the switches on the receiver unit (black shure box on the desk) and the lapel mic body pack.
   * Power on the Yamaha audio mixer on the desk using its power switch (black box with knobs).
   * Power on the Ceiling Mounted TV
   * Power on the 2 Umbrella Lights
2. Open your Power Point presentation and setup the presentation layout on the monitors.
   * Your audience power point display should be displayed on the ceiling mounted confidence monitor (TV).
3. Once your Power Point is set for you to present. Open 🡪 Camtasia 2020 on the computer desktop.
   * Click record in the upper left corner of the display.
4. When the record dialog box opens…
   * Choose your recording area by selecting full screen on the recording dialog box and move the green dotted box to Monitor #3 (Confidence Monitor/TV).
   * Check your microphone audio by watching the green>red bar move up and down while you talk. If nothing happens, you may need to select the drop-down arrow and select RealTek under options.
   * Under Audio options, you should select record system audio if you are presenting YouTube videos within PowerPoint.
   * Check your video feed from the camera in the Video preview pane. Make sure it is recording the area in which you plan to record. It should be set, but double check it in the preview pane.
   * Once you verify these settings you are ready to record.
5. Ready to Record…CLICK on the big red RECORD circle on the dialog box.
6. Go present and record away.
7. When finished with the presentation, hit F10 on the keyboard or click Stop in the record dialog box.
8. Camtasia editor will open and you can edit your video file to remove the green screen as well as add other effects if you choose.
9. When you are done editing, click Share in the upper right-hand corner > click custom production > save your export as a \*.mp4.
   * Make sure to save this file to a location you will have access to later.
   * Files will not be stored on this computer. You will lose those files if the machine runs out of hard disk space.
10. Save your Camtasia editing project to a location that you can access later. This file will be handy for later modifications if you need to update the video.
11. Upload your \*.mp4 file to the media server of your choice (i.e. MediaSite, Microsoft Stream, YouTube, etc.)
12. Power off the following…
    * Umbrella lights
    * Microphone body pac
    * Microphone receiver box
    * Desktop audio mixer unit (black unit with knobs)
    * Ceiling mounted TV/Monitor
13. Log out of the computer.