1. Check out an external hard drive from TLMC staff or connect your own storage device to the computer.

2. Switch the computer to the proper operating system (Mac or Windows). Camtasia is available on both platforms.
   (To switch OS, press and hold the ALT/OPTION key while restarting the computer.)

   **NOTE:** Mac has all the software that the public lab (QBB 150) Mac computers do; Windows has only Microsoft Office, Windows Movie Maker, and Audacity.

3. Create a project folder to save your files in.

4. Open Camtasia and the program you will be capturing. Close the Welcome window.

5. Select the **Record the screen** button.
6. In the **Select area**, choose the screen size.  
**NOTE:** The default of 1280 X 720 will work well on most displays.

7. To change the screen size, click the dropdown arrow on the **Custom** icon and click “lock to application.” This will ensure you are recording only what is inside the program window that you wish to capture.

8. In the **Recorded inputs** area, **Audio** is selected by default. If you wish to also use the webcam to record a video of you, click the **Webcam** button to turn it on.

9. Click the red **rec** (record) button.

10. When you are done recording, click the **Stop** button to stop the recording.

11. Click the **Save and Edit** button at the bottom of the window and save the clip in your project folder.
12. You can now trim and edit your audio and video footage using the tools on the Edit toolbar and the red and green Start and End markers (next to the playhead).

**TIP:** To separate your audio and video, so it is on separate tracks, right-click on the track and from the menu, select **Separate Audio and Video.**

13. When you are finished editing, save the project in your project folder and then click the **Produce and share** button at the top of the window.

14. Select the file format you wish to save the video as and click **Next.**

**NOTE:** MP4 is a good choice for your final product.

15. Name the video and save the file in your project folder.

16. Click **Finish** and your final video is saved on your device and is ready for viewing.