

Making Audio and Video Recordings

EASIEST METHODS ON WINDOWS

Producing a Narrated Slideshow – PowerPoint

- Open existing slideshow in **PowerPoint**
- Slideshow** menu > Record Slide Show
- Use the ▾ to select whether to start from the beginning or the current slide
- Choose “slide and animation timings” and “narrations, ink and laser pointer”
- Click “Start Recording” and begin narrating
- Use the “Next” button on the toolbar in the upper left to move to the next slide
- Use the “Pause” button on the toolbar to pause the recording
- Use the “Repeat” button to clear recording on the current slide and re-record it
- ESC** to stop recording
- File** menu > **Save** to capture in PowerPoint
- File** menu > **Save As** select location to save
- Save As Type** MPEG-4 Video

Screen Recording – PowerPoint

Use Powerpoint to embed a screen recording in a presentation:

- Insert** menu > **Media** > **Screen Recording**
- Red button or Windows Menu key + shift + R to start recording
- Windows Menu key + shift + Q to stop recording

Audio Recording – Sound Recorder

- Open **All Programs** > **Accessories** > **Sound Recorder**
- Click red button to **Start Recording**
- Click blue box to **Stop Recording**
- Save As** Dialog Box appears when you press **Stop Recording**
- If you are done, select location to store and provide Filename, save the file
- If you are not done, **Cancel** and use the red button to resume recording

Sharing with Others – YouTube

- Go to **YouTube**
- Log in with your UCSC credentials (if you aren't logged in already)
- Click **Upload** (top right)
- Choose the file
- Enter title, description, tags, etc.
- Set access to:
 - Public** - anyone in the world can see the video, and the video will appear in search results
 - Unlisted** - anyone in the world can see the video, but it will not appear in search results
 - Private** - only those you share the video with can see it
 - Share with individuals by listing their emails
 - Share anyone in the USCS domain by selecting “UCSC” in the drop-down
 - Share with a group by creating and then selecting a circle in Google+
- Click **Publish**

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Additional Software Options for Making Audio Recordings and Videos

AUDIO

GarageBand (Record and edit / Mac)

Available at no cost, but must be downloaded from the App Store

Available on Digital Scholarship Commons workstations

Audacity (Record and edit / Windows, Mac, Linux)

Available at no cost, but must be downloaded from www.audacityteam.org

VIDEO

iMovie (Video edit / Mac)

Available at no cost, but must be downloaded from the App Store

Available on Digital Scholarship Commons workstations

Camtasia (Screen capture / Mac, Windows)

Available on Digital Scholarship Commons workstations and FITC workstations

Free trial, purchase Mac (\$99) or Windows (\$299)

Jing (Screen capture / Mac)

Free download

Final Cut Pro

Available on FITC Media Editing Studio workstation

Adobe Premiere (Creative Cloud)

Available on FITC Media Editing Studio workstation

Subscription-based license – part of Creative Cloud

Windows MovieMaker (Video edit / Windows)

Free with Windows

If not installed, can download from

<http://windows.microsoft.com/en-us/windows/get-movie-maker-download>

Autodesk MAYA (3D animations / Mac, Windows)

Available on Digital Scholarship Commons workstations

Subscription-based license

Blender (3D animation / Mac, Windows)

Open source download from blender.org

AUDIO / VIDEO MULTIPLE CONTRIBUTORS

Google Hangouts (2+, conference / webcast / record)

Included in campus Google applications

Zoom (2+, conference / webcast / record)

Free 40 minute sessions

