

Converting Course Content for the Web

Content

Creating PDF's in Microsoft Windows and Apple OS X

Microsoft Windows
 Software
 Creating a PDF
OS X
 Software
 Creating a PDF

Creating Podcasts (Mp3) in Microsoft Windows and Apple OS X

Microsoft Windows
 Installing Audacity
 Using Audacity
OS X
 Installing Audacity
 Using Audacity

Jing Screen Capture

Installing Jing
Using Jing

Narrated Powerpoint Presentations and Saving Presentations as a Movie

Microsoft Windows
 Powerpoint 2010
OS X
 Powerpoint 2004 - 2011

Creating PDF's in Microsoft Windows and Apple OS X

While you would be able to easily post your documents in Word, Works, or Open Office Format the challenge then becomes allowing these materials to be viewable by students. If all students and instructors used the same software then this would not be an issue however there are a variety of choices available and not all software can read all formats. To solve this problem you can create your document in the Portable Document Format. This will allow all students to view your materials regardless of what software they have available because the PDF format has free PDF readers available.

Another advantage to the PDF format is that unless the student has an editor your content is protected from being modified.

Currently Microsoft Windows does not come with the ability to create a PDF. There are third party solutions such as Adobe PDF Professional which can be purchased and contain more advanced features that allow you to create and edit new PDF's but this document will only cover how to create with free options available on the internet.

Apple's OS X operating system is able to save files as a PDF without third party software. However this doesn't grant the ability to edit the PDF once its created. There are third party solutions such as Adobe PDF Professional which can be purchased and contain more advanced features that allow you to create and edit new PDF's.

Installing CutePDF Writer

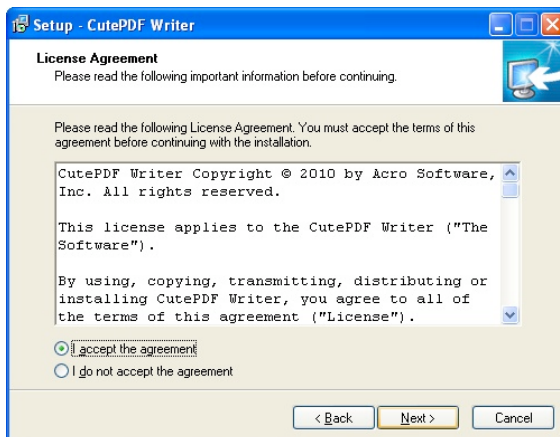
You can download Cute PDF from <http://www.cutepdf.com/>
After downloading the file go ahead and run the file.



Click Next

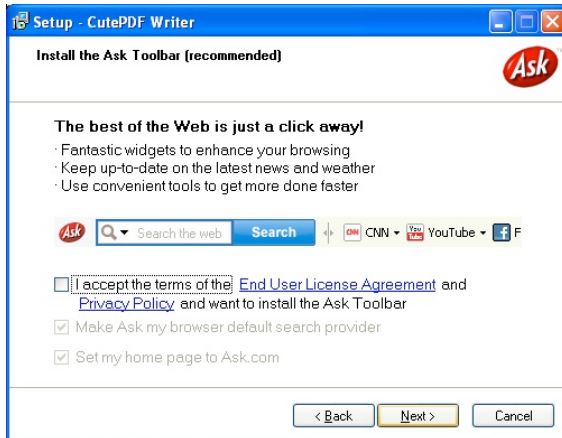


Accept the Agreement and click Next

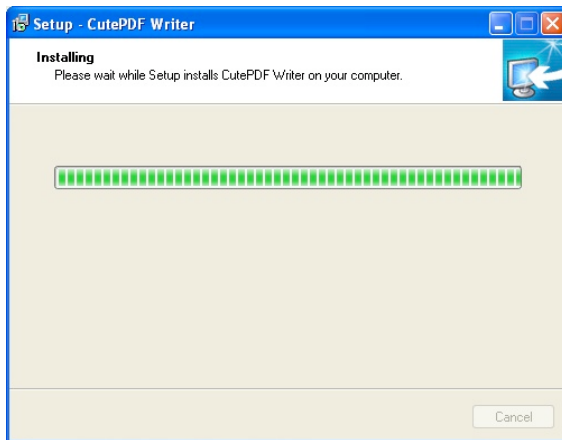


You can choose to add the Ask Toolbar to your browser but it is not necessary to create PDFs, if you do not want to add this optional item uncheck the box next to I accept.

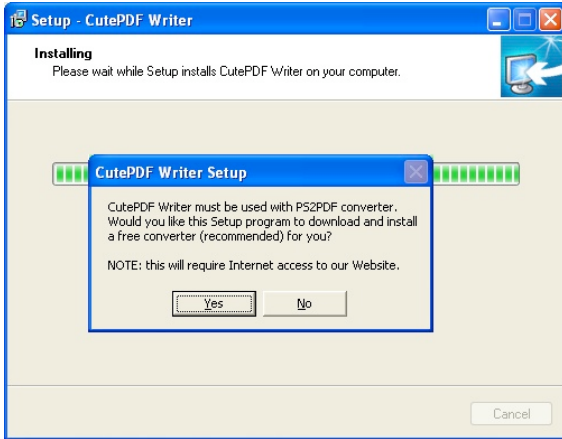
Click Next



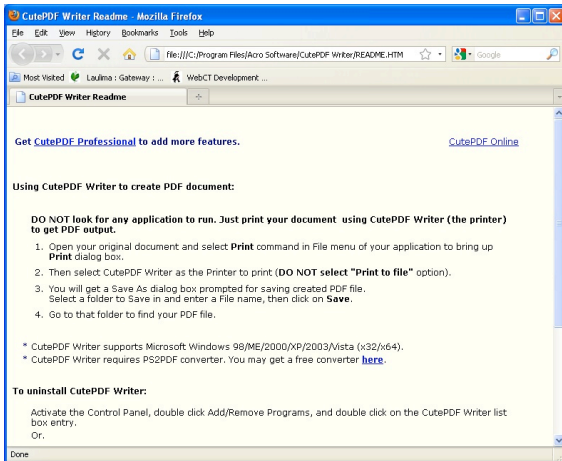
The Cute PDF Writer will install



You will be prompted to install the converter, click Yes.



When the file is done installing a Read me file will open in your web browser, after reviewing the materials you can go ahead and close this window.



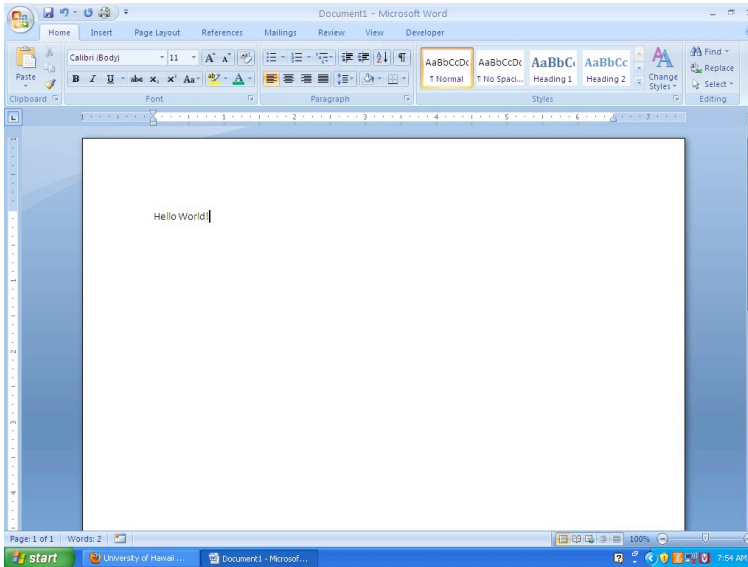
This completes the installation process, please continue on to view how to use Cute PDF.

Microsoft Windows Software

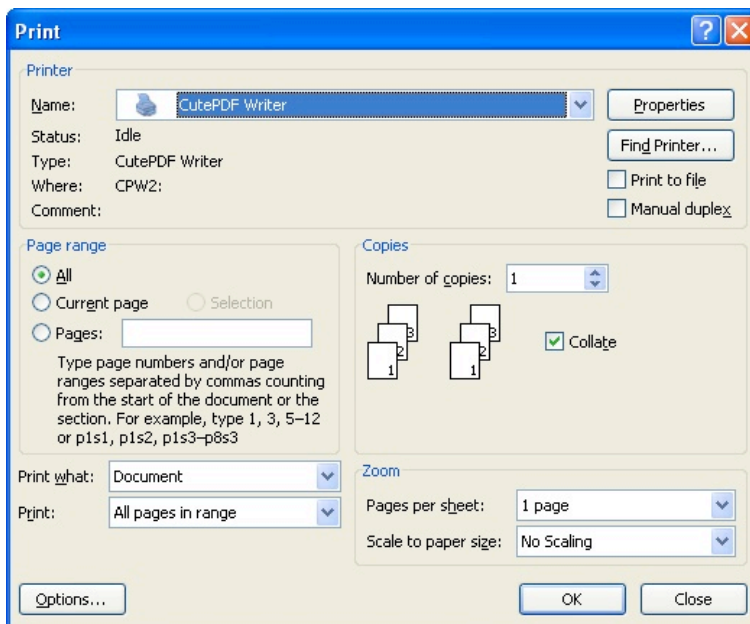
Once you download and install the Cute PDF writer you can begin using it to convert your documents to the PDF format.

To do so follow these instructions:

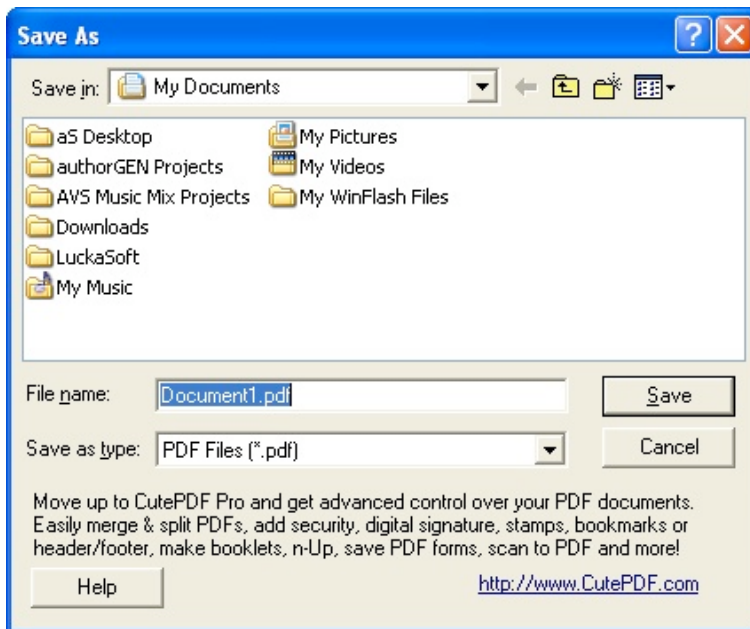
After typing up your document you will use the Cute PDF to “print” your PDF file.



From the Printer menu look for the CutePDF writer as shown below and then click OK after selecting it

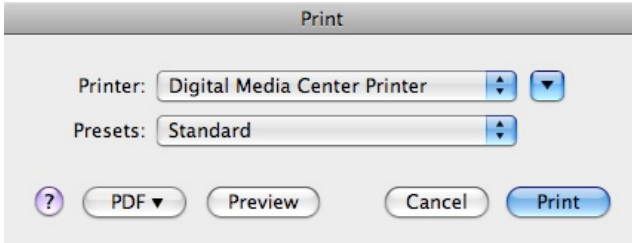


When you click on OK you will be prompted to save your PDF. Save your PDF to a location you know such as My Documents or your Desktop. Keep in mind how your file would be printed is how the document will appear as a PDF.

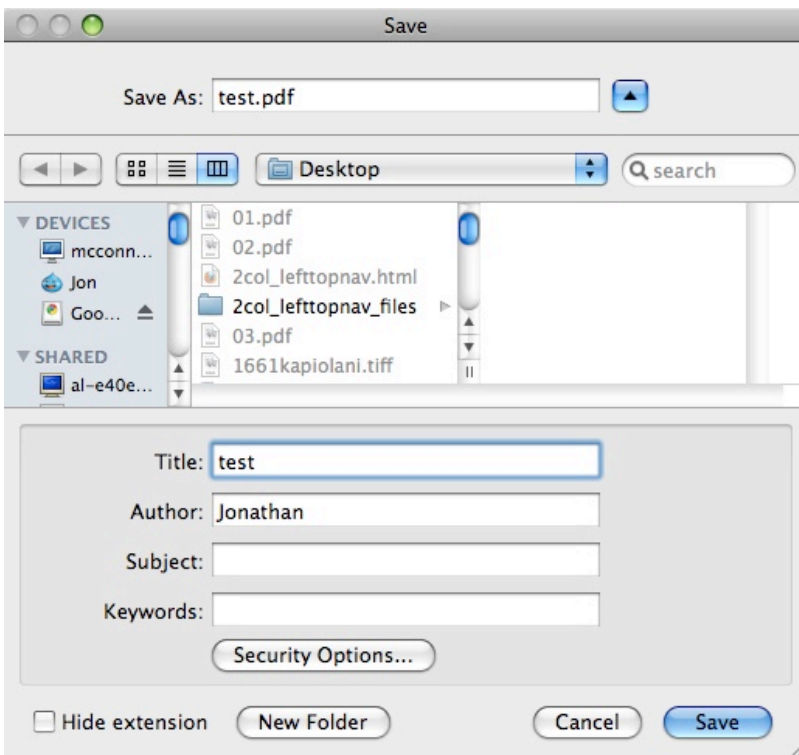


Apple OS X Software

Similar to the Microsoft Windows instructions you will use the Print menu to create the PDF. When you open the Print menu click the PDF button on the bottom left



After clicking on the PDF button you will be prompted to save your PDF file, choose a location where you can find your PDF when you save it, change the Save As:, Title:, and other fields as necessary and then click on Save.



Creating an Audio Podcast with Audacity

As instructors you know that some concepts are better explained through different means and some ideas are just more easily communicated through voice and some of your students will take to a concept better through audio. One of the formats you can use to record audio is the podcast format. Podcasts are media files that you can create and that can be downloaded by your students to listen to on either their computer or other mobile device.

There are differing versions of Podcasts and these include a podcast, an enhanced podcast, and a video podcast. A podcast is a simple audio podcast with no additional features just audio. An enhanced podcast is an audio podcast but with additional features such as chapter markings to make it easier to skip to and from portions of a podcast. A video podcast is a podcast that either includes video or other images to go along with the audio podcast.

A podcast can be used for various educational purposes. You can for example use them to record an in-class lecture or discussion, interview a guest lecturer, provide additional materials not included in class, or as a way to summarize a lesson or concept.

This document will cover how to use Audacity, a multi-platform open source audio creation and editing solution, which will allow you to capture your content to your computer and save them as a podcast to share with your students.

Getting Audacity for Windows

Go to the URL below start the download process:

<http://audacity.sourceforge.net/download/>

You will want to pick the Stable version, not the Beta!

Click on Windows

Download

Select your operating system to download the latest version of the free Audacity sound editor.

1.2 Series	1.3 Series (Beta)
Latest versions:	Latest versions:
Windows 1.2.6	Windows 1.3.12 <i>best version for Windows 7 and Vista</i>
Mac OS X 1.2.5 (Intel) or 1.2.6 (PPC)	Mac OS X 1.3.12 (Universal Binary) <i>best version for OS X 10.6</i>
Linux/Unix 1.2.6 (in source code)	Linux/Unix 1.3.12 (in source code)

You will need to download a copy of Audacity appropriate for your system and also click on the LAME MP3 encoder



Home About **Download** Help Contact Us Get Involved

Download

1.2 Series

- Windows
- Mac
- Linux/Unix
- Source Code
- Release Notes

1.3 Series (Beta)

- New Features in 1.3
- Windows
- Mac
- Linux/Unix
- Source Code
- Plug-Ins and Libraries
- Obtain a CD
- Vendors and Distributors of Audacity

Windows

Recommended Download

[System Requirements](#)

Click the appropriate link below, which takes you to the SourceForge download page - don't "save link as.." or "save target as..". The SourceForge download should start automatically. If it does not, click the links in the black panel marked "direct link" or "mirror". **Only these links and the automatic download are authorized versions of Audacity.** Disable any automatic download managers if the download is incorrect.

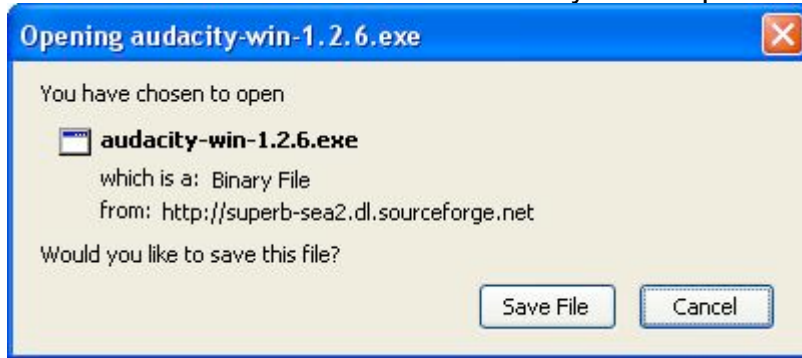
Windows 98/ME/2000/XP/Vista: [Audacity 1.2.6 installer \(.exe file, 2.1 MB\)](#) - The latest version of the free Audacity audio editor. See further information about [Vista](#).

Optional Downloads

Plug-ins and Libraries

- [LADSPA plug-ins 0.4.15 installer \(.exe file, 1.5 MB\)](#) - over 90 plug-ins.
- [VST Enabler](#) - Allows Audacity to load VST effect plug-ins.
- [Plug-Ins](#) - Download additional effects and filters.
- [LAME MP3 encoder](#) - Allows Audacity to export MP3 files.

Save the install file from the Website to your computer



To download the LAME MP3 encoder click on the Lame download page highlighted in green

How do I download and install the LAME MP3 encoder?

Because of software patents, we cannot distribute MP3 encoding software ourselves. Follow these instructions to use the free LAME encoder to export MP3 files with Audacity.

Windows

1. Go to the [LAME download page](#).
2. Under "For Audacity on Windows", left-click the link "[Lame v3.98.3 for Audacity on Windows.exe](#)" and save the file anywhere on your computer. **Do not right-click the link to the .exe file.**
3. Double-click "[Lame v3.98.3 for Audacity on Windows.exe](#)" to launch it (you can safely ignore any warnings that the "publisher could not be verified").
4. Follow the "Setup" instructions to install LAME for Audacity. Do not change the offered destination location of "C:\Program Files\Lame for Audacity".
5. The first time you use the "Export as MP3" command, Audacity will ask for the location of "lame_enc.dll". Navigate to "C:\Program Files\Lame for Audacity", select "lame_enc.dll", then click "Open" and "OK".
6. If you prefer the Zip option for the LAME download, save the zip file to anywhere on your computer, extract "lame_enc.dll" to any location, then show Audacity where to find it as in Step 5 above.
7. In case of difficulty, please view our [more detailed instructions](#) on the [Audacity Wiki](#).

Mac OS 9 or X

1. Go to the [LAME download page](#).
2. Click to download either "[Lame Library v3.98.2 for Audacity on OSX.dmg](#)" or "[LameLib-Carbon.sit](#)", according to your operating system.
3. Double-click the .dmg to extract "Lame Library v3.98.2 for Audacity on OSX.pkg" to Finder, or use Stuffit to extract "LameLib" from the .sit (either of these may happen automatically).
4. Double-click the .pkg to install "[libmp3lame.dylib](#)" in /usr/local/lib/audacity, or save "[LameLib](#)" anywhere on your computer.
5. The first time you use the "Export as MP3" command, Audacity will ask for the location of "libmp3lame.dylib" or "LameLib". Navigate to that location, then open the file and click "OK".
6. In case of difficulty, please view our [more detailed instructions](#) on the [Audacity Wiki](#).

This page is a little confusing, you don't want to click the link at the top but the one highlighted in green near the bottom

ATTENTION: Some browsers might make it difficult to download the files. Try Firefox 3, Opera, etc. I personally guarantee the files are accessible. DO NOT right-click or control-click to download!

These files are in the Zip format. Either one should automatically extract if you download it with Safari, or if you double-click it in the Finder.

LAME is a library that allows some programs to encode MP3 files. For more information about LAME in general, [click here](#). LAME is free, but in some countries you may need to pay a license fee in order to legally encode MP3 files.

Once you have unzipped the archive, you will have a file called lame_enc.dll, LameLib or libmp3lame.dylib. To use it with Audacity, you can put it anywhere you want, but the first time you want to export an MP3 file, Audacity will ask you for the location of this file, so you'll want to remember where you put it.

**** NEW ** [Audacity LAME MP3 Tutorials](#) in English, Español and Francais!**

Google Custom Search

<p>For Audacity on Windows: Lame v3.98.3 for Audacity on Windows.exe Please support this download server. Any donation is HIGHLY appreciated (NOT required to download lame, lame is free). Donate</p> <p>ZIP OPTION: libmp3lame-win-3.98.2.zip (Issues? Some help HERE)</p> <p>FFmpeg Binary for Windows (THIS IS NOT LAME!): FFmpeg 2009.07.20 for Audacity on Windows.exe</p> <p>For Audacity 1.3.3 or later on Mac OS X (Intel or PPC), or Audacity 1.2.5 on Mac OS X (Intel): Lame Library v3.98.2 for Audacity on OSX.dmg</p> <p>FFmpeg Binary for the MAC (THIS IS NOT LAME!): FFmpeg (2009/07/29/OSX.DMG)</p>	<p>FREE SONG LYRICS - Simple, free, cool lyrics site.</p> <p>SUBS ESP - Subtítulos de Series y Películas -</p> <p>Do you like Cooking? Check out this FREE RECIPES SITE</p>
	<p>• Check out some excellent Mailing List Archives (Newborn ones!)</p>

Happy Holidays to all and to all up and to the right.

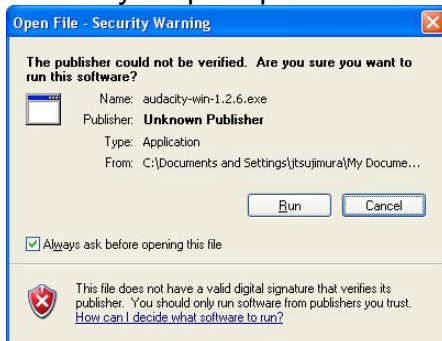
Happy Holidays from Google Analytics

Installing Audacity for Mac OS X

After you click the link for Audacity you will be prompted to save the file, once it saved please run the exe file



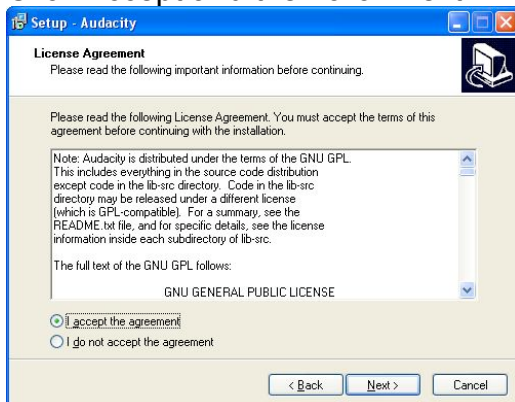
You may be prompted with a Security Warning, click on Run



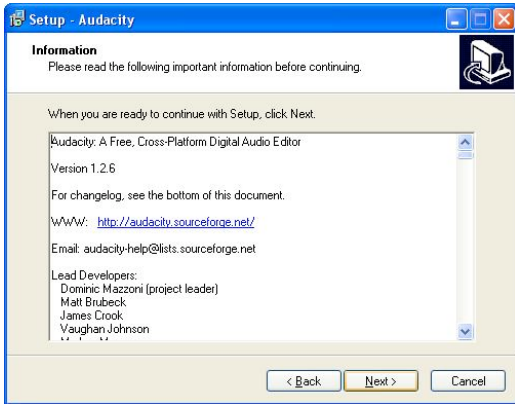
The Setup Wizard will start, click Next



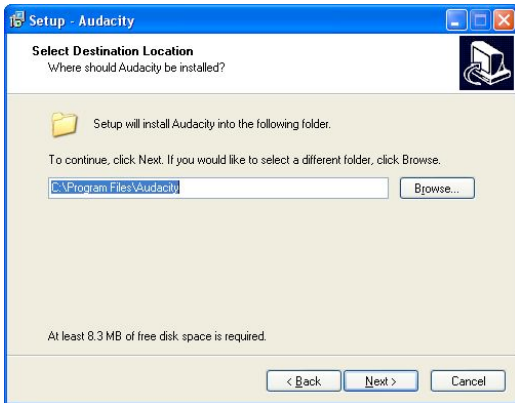
Click Accept and then click Next



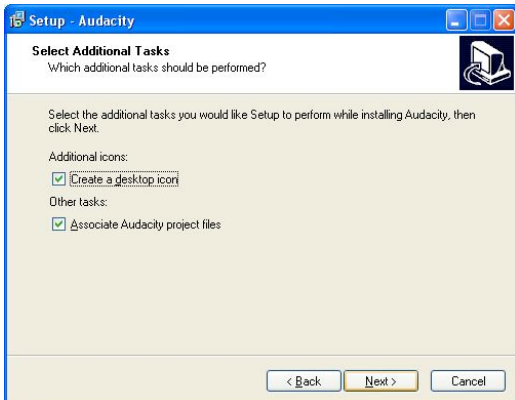
Click Next



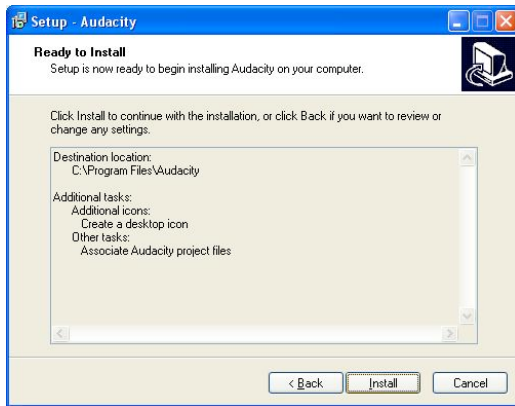
Click Next



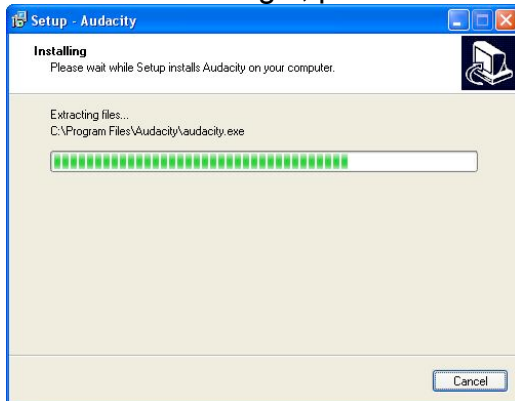
Click Next



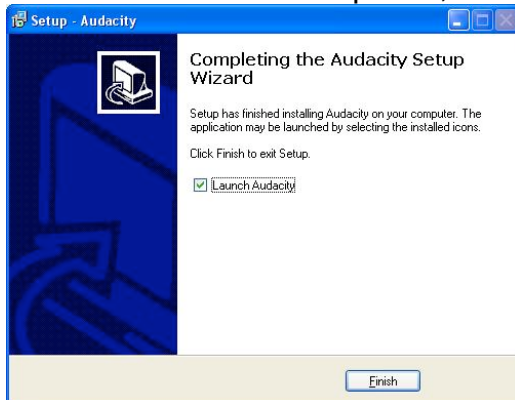
Click Next



Installation will begin, please wait for the process to complete



When installation is completed, click Finish

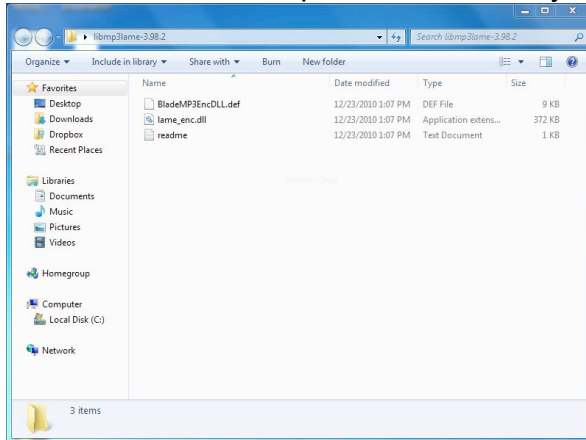


You will need to also extract the LAME MP3 Encoder

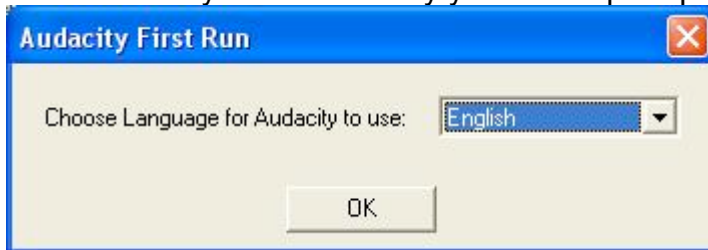


libmp3lame-win-3.98.2

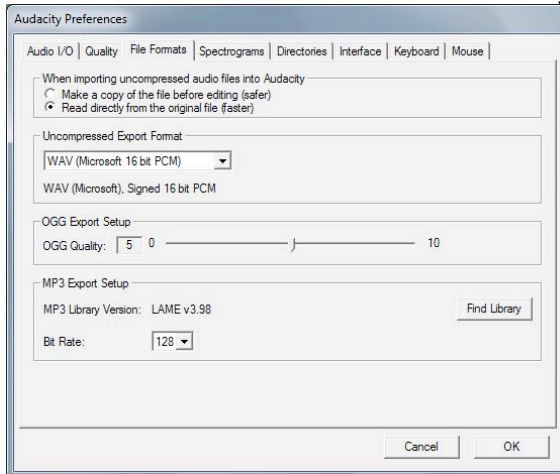
Save the Folder libmp3lame-3.98.2 to your C:\



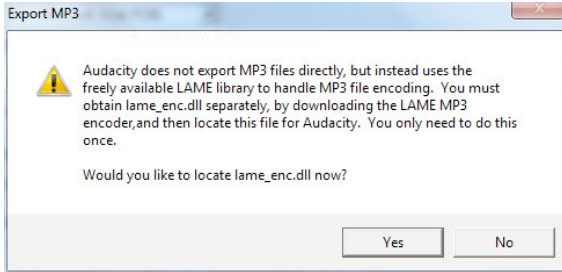
The first time you run Audacity you will be prompted to choose a language.



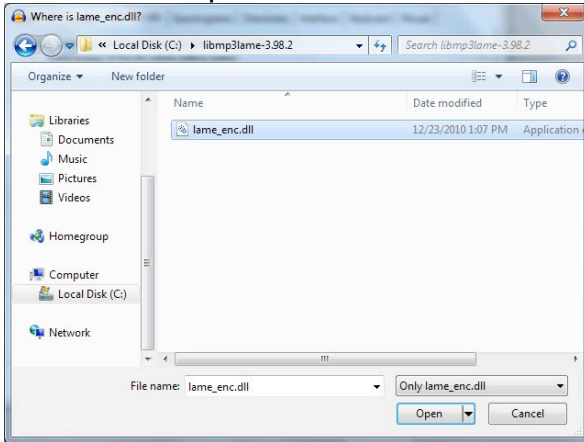
The last thing you need to do before using Audacity is to setup the LAME encoder we just installed. Start-up Audacity and click on Edit and then click Preferences. Then click on Find Library.



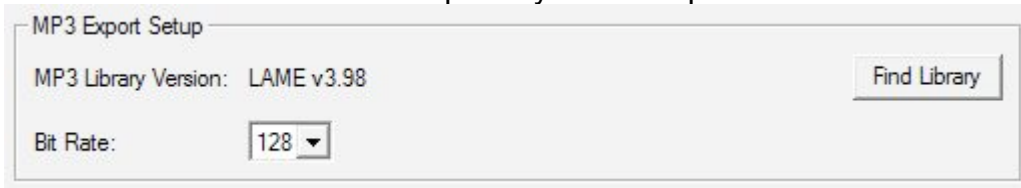
You will be prompted that Audacity cannot directly export MP3 files, click Yes.



Navigate where you save the libmp3lame-3.98.2 Folder , click on lame_enc.dll and click on Open



Your MP3 Encoder is now setup and you can export to MP3 Files now



Getting Audacity for Mac OS X

Go to the URL below start the download process:

<http://audacity.sourceforge.net/download/>

You will want to pick the Stable version, not the Beta!
Click on Mac OS X to go to the correct download page
Download

Select your operating system to download the latest version of the free Audacity sound editor.

1.2 Series
Latest versions:

- Windows**
1.2.6
- Mac OS X**
1.2.5 (Intel)
or 1.2.6 (PPC)
- Linux/Unix**
1.2.6 (in source code)

1.3 Series (Beta)
Latest versions:

- Windows** 1.3.12
best version for Windows 7 and Vista
- Mac OS X**
1.3.12 (Universal Binary)
best version for OS X 10.6
- Linux/Unix**
1.3.12 (in source code)

You will need to download a copy of Audacity appropriate for your system and also click on the LAME MP3 encoder



Home | About | Download | Help | Contact Us | Get Involved

Download

- 1.2 Series
 - Windows
 - Mac
 - Linux/Unix
 - Source Code
 - Release Notes
- 1.3 Series (Beta)
 - New Features in 1.3
 - Windows
 - Mac
 - Linux/Unix
 - Source Code
 - Plug-Ins and Libraries
 - Obtain a CD
 - Vendors and Distributors of Audacity

Mac OS 9 / X

Recommended Download

[System Requirements](#)

- For Mac OS X (Intel): [Audacity 1.2.5](#) (.dmg file, 3.4 MB) - The latest version of the free Audacity audio editor.
- For Mac OS X (PPC): [Audacity 1.2.6a](#) (.dmg file, 3.9 MB) - The latest version of the free Audacity audio editor.
- For Mac OS 9: [Audacity 1.0.0](#) (.sit file, 1.5 MB)

(Unfortunately, we no longer have the resources to provide new versions of Audacity for Mac OS 9.)

Installation instructions (OS X .dmg files):

- Inside your Applications folder, create a folder called "Audacity"
- Double-click the downloaded .dmg to mount it
- Option-drag the whole of the .dmg contents (not the .dmg itself) into the "Audacity" folder you created
- Double-click the Audacity icon inside the "Audacity" folder to launch the program

Optional Downloads

Plug-ins and Libraries

- [LADSPA plug-ins installer](#) - over 90 plug-ins.
- [VST Enabler](#) - Allows Audacity to load VST effect plug-ins.
- [Plug-Ins](#) - Download additional effects and filters.
- [LAME MP3 encoder](#) - Allows Audacity to export MP3 files.

To download LAME Mp3 Encoder click on the link highlighted in green

How do I download and install the LAME MP3 encoder?

Because of software patents, we cannot distribute MP3 encoding software ourselves. Follow these instructions to use the free LAME encoder to export MP3 files with Audacity.

Windows

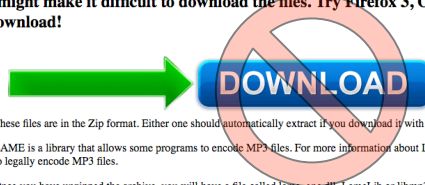
1. Go to the [LAME download page](#).
2. Under "For Audacity on Windows", left-click the link "[Lame v3.98.3 for Audacity on Windows.exe](#)" and save the file anywhere on your computer. **Do not right-click the link to the .exe file.**
3. Double-click "[Lame v3.98.3 for Audacity on Windows.exe](#)" to launch it (you can safely ignore any warnings that the "publisher could not be verified").
4. Follow the "Setup" instructions to install LAME for Audacity. Do not change the offered destination location of "C:\Program Files\Lame for Audacity".
5. The first time you use the "Export as MP3" command, Audacity will ask for the location of "lame_enc.dll". Navigate to "C:\Program Files\Lame for Audacity", select "lame_enc.dll", then click "Open" and "OK".
6. If you prefer the Zip option for the LAME download, save the zip file to anywhere on your computer, extract "lame_enc.dll" to any location, then show Audacity where to find it as in Step 5 above.
7. In case of difficulty, please view our [more detailed instructions](#) on the [Audacity Wiki](#).

Mac OS 9 or X

1. Go to the [LAME download page](#).
2. Click to download either "[Lame Library v3.98.2 for Audacity on OSX.dmg](#)" or "[LameLib-Carbon.sit](#)", according to your operating system.
3. Double-click the .dmg to extract "Lame Library v3.98.2 for Audacity on OSX.pkg" to Finder, or use Stuffit to extract "LameLib" from the .sit (either of these may happen automatically).
4. Double-click the .pkg to install "[libmp3lame.dylib](#)" in `Jusr/local/lib/audacity`, or save "[LameLib](#)" anywhere on your computer.
5. The first time you use the "Export as MP3" command, Audacity will ask for the location of "libmp3lame.dylib" or "LameLib". Navigate to that location, then open the file and click "OK".
6. In case of difficulty, please view our [more detailed instructions](#) on the [Audacity Wiki](#).

This page is a little confusing, you don't want to click the link at the top but the one highlighted in green near the bottom

ATTENTION: Some browsers might make it difficult to download the files. Try Firefox 3, Opera, etc. I personally guarantee the files are accessible. DO NOT right-click or control-click to download!



These files are in the Zip format. Either one should automatically extract if you download it with Safari, or if you double-click it in the Finder.

LAME is a library that allows some programs to encode MP3 files. For more information about LAME in general, [click here](#). LAME is free, but in some countries you may need to pay a license fee in order to legally encode MP3 files.

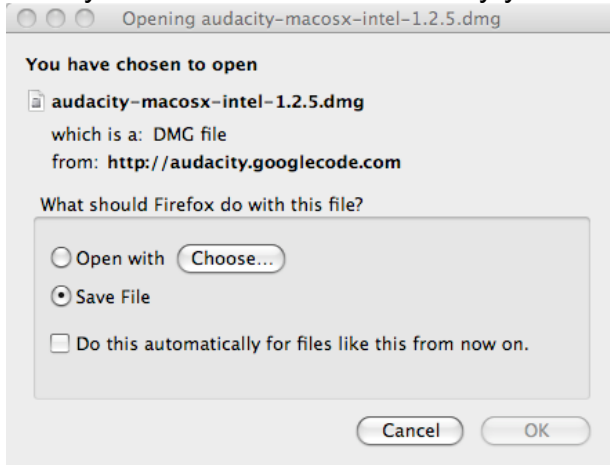
Once you have unzipped the archive, you will have a file called `lame_enc.dll`, `LameLib` or `libmp3lame.dylib`. To use it with Audacity, you can put it anywhere you want, but the first time you want to export an MP3 file, Audacity will ask you for the location of this file, so you'll want to remember where you put it.

**** NEW ** [Audacity LAME MP3 Tutorials](#) in English, Español and Français!**

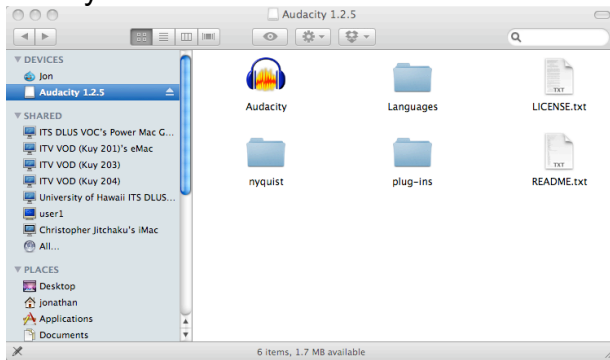
	<p>Google Custom Search</p> <p>For Audacity on Windows: Lame v3.98.3 for Audacity on Windows.exe Please support this download server. Any donation is HIGHLY appreciated (NOT required to download lame, lame is free). Donate</p> <p>ZIP OPTION: libmp3lame-win-3.98.2.zip (Issues? Some help HERE)</p> <p>FFmpeg Binary for Windows (THIS IS NOT LAME!): FFmpeg 2009_07_20_for_Audacity_on_Windows.exe</p> <p>For Audacity 1.3.3 or later on Mac OS X (Intel or PPC), or Audacity 1.2.5 on Mac OS X (Intel): Lame Library v3.98.2 for Audacity on OSX.dmg</p> <p>FFmpeg Binary for the MAC (THIS IS NOT LAME!): FFmpeg (2009/07/29/OSX.DMG)</p>	<p>FREE SONG LYRICS - Simple, free, cool lyrics site.</p> <p>SUBS ESP - Subtítulos de Series y Películas -</p> <p>Do you like Cooking? Check out this FRESH RECIPES SITE</p> <p>• Check out some excellent Mailing List Archives (Newborn ones!)</p>
--	--	--

Installing Audacity for Mac OS X

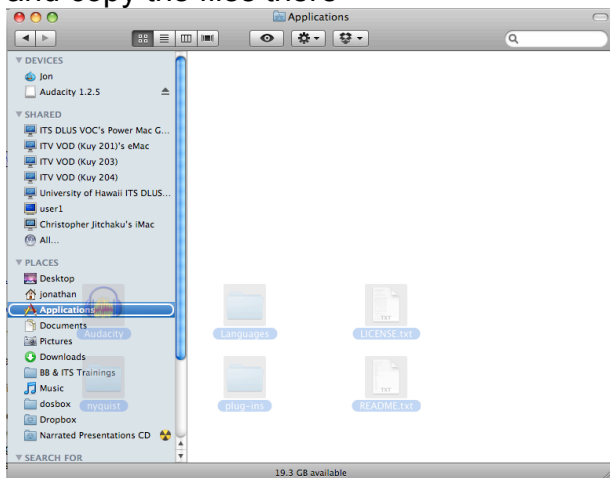
After you click the link for Audacity you will be prompted to save the file



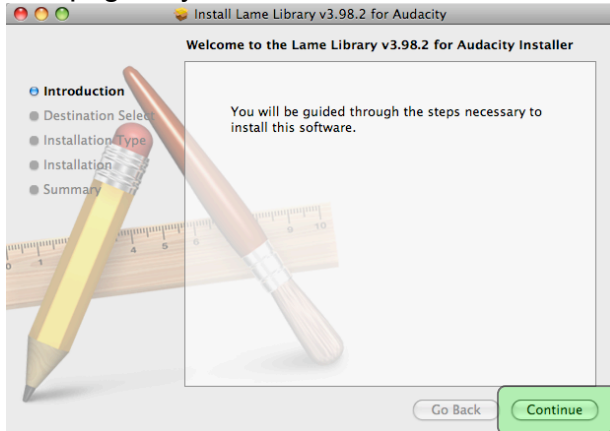
After you download and mount the DMG file you can see whats inside



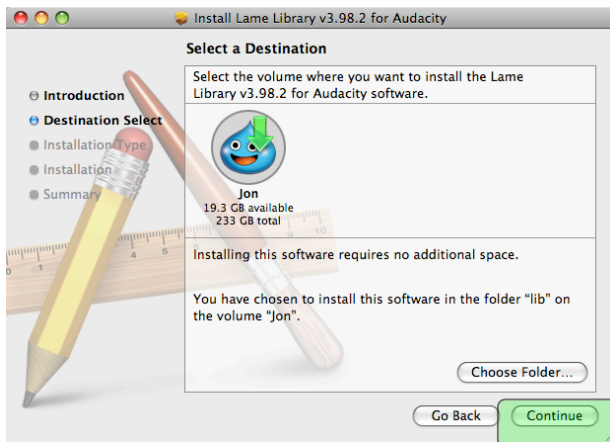
Depending on how you organize your applications you can either click and drag all the files to your applications folder or you can create a folder in Applications and copy the files there



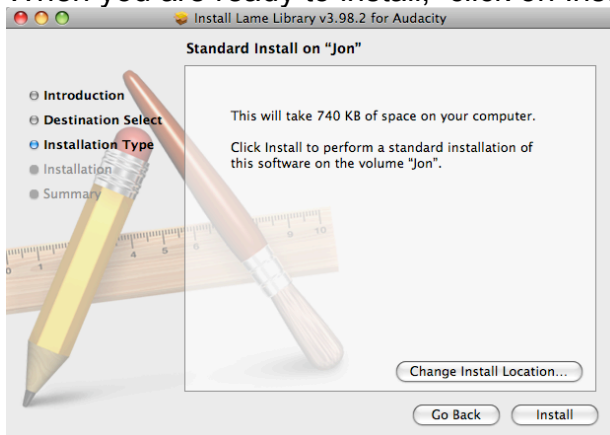
After you finish installing Audacity you need to install LAME. If you haven't open the .pkg file you downloaded earlier and click Continue



Choose a Destination and click Continue



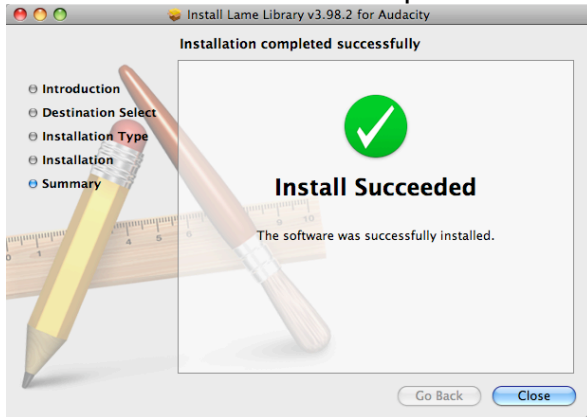
When you are ready to install, click on Install



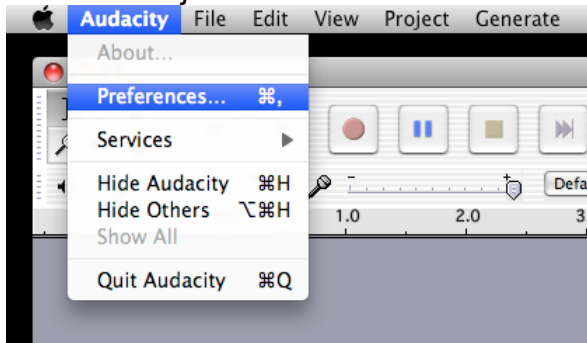
You will be prompted for a Username and password for your computer, enter in the information and click Continue



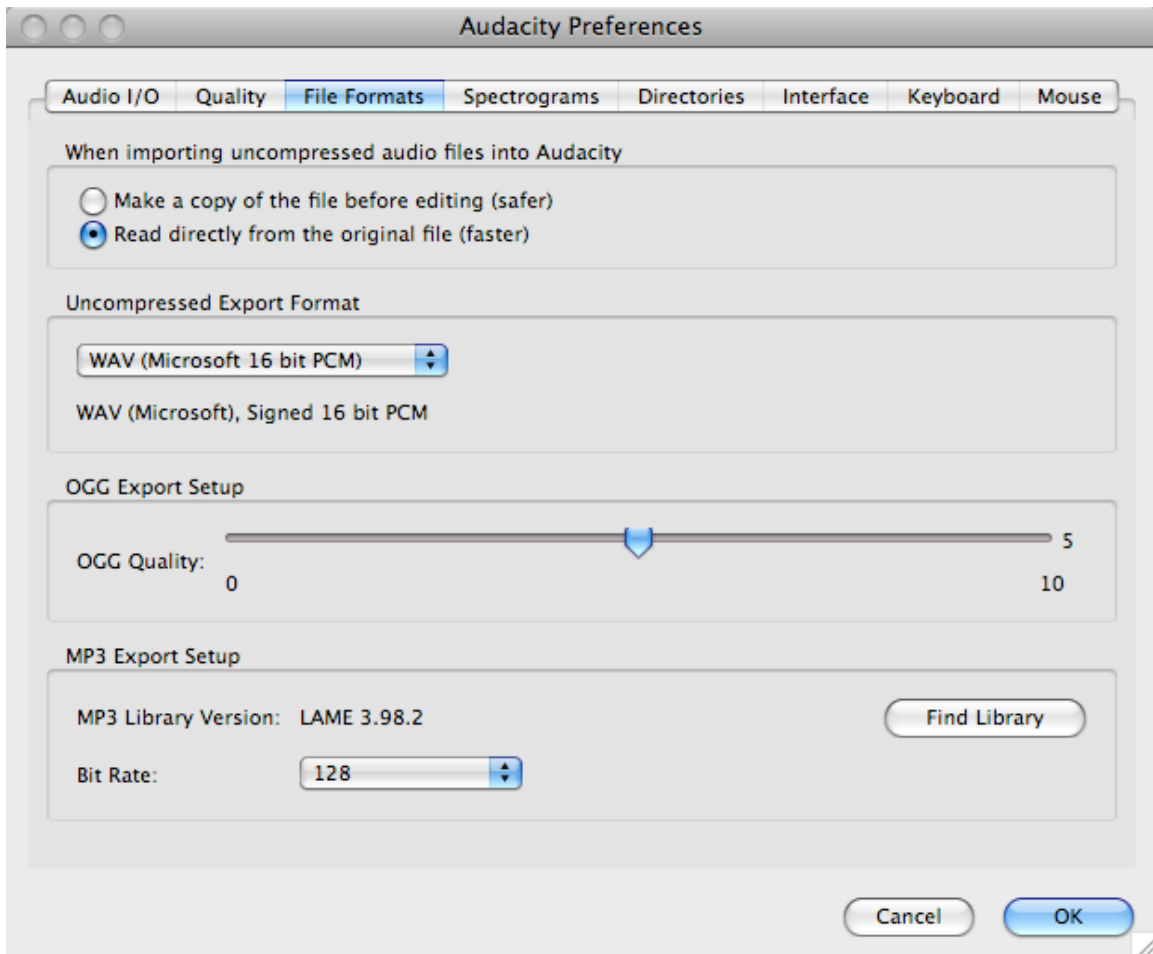
Your installation is now complete



The last thing you need to do before using Audacity is to setup the LAME encoder we just installed. To do this startup Audacity and go to Preferences



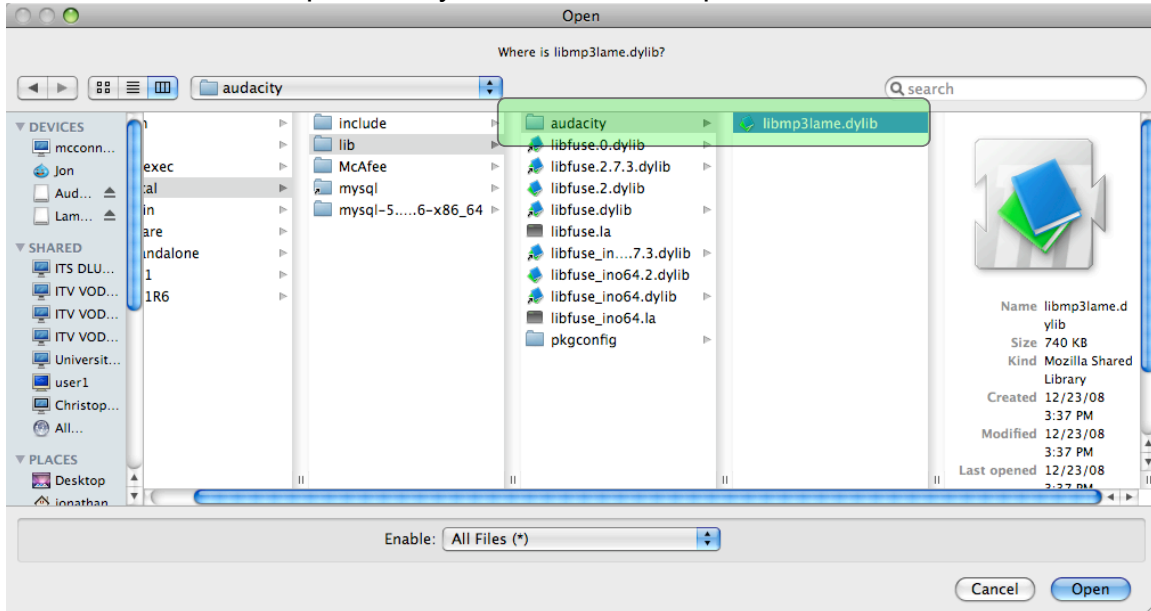
After clicking on Preferences click on File Formats At the bottom you will see the MP3 Export Setup, click on Find Library to find the LAME MP3 Encoder we installed earlier



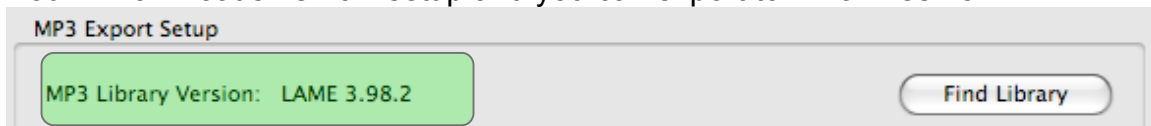
When you click on Find Library you will receive a warning message, simply click YES



When you click on YES you will see a list of folders, click on the audacity folder then click on the libmp3lame.dylib file and click Open



Your MP3 Encoder is now setup and you can export to MP3 Files now



Recording a Podcast in Audacity

Creating a podcast in Audacity will require some hardware such as a microphone and headphones. You can purchase these at local electronic retail outlets or at the UH bookstore. Please note that the choices in hardware are vast and you should choose equipment that you find comfortable to use.

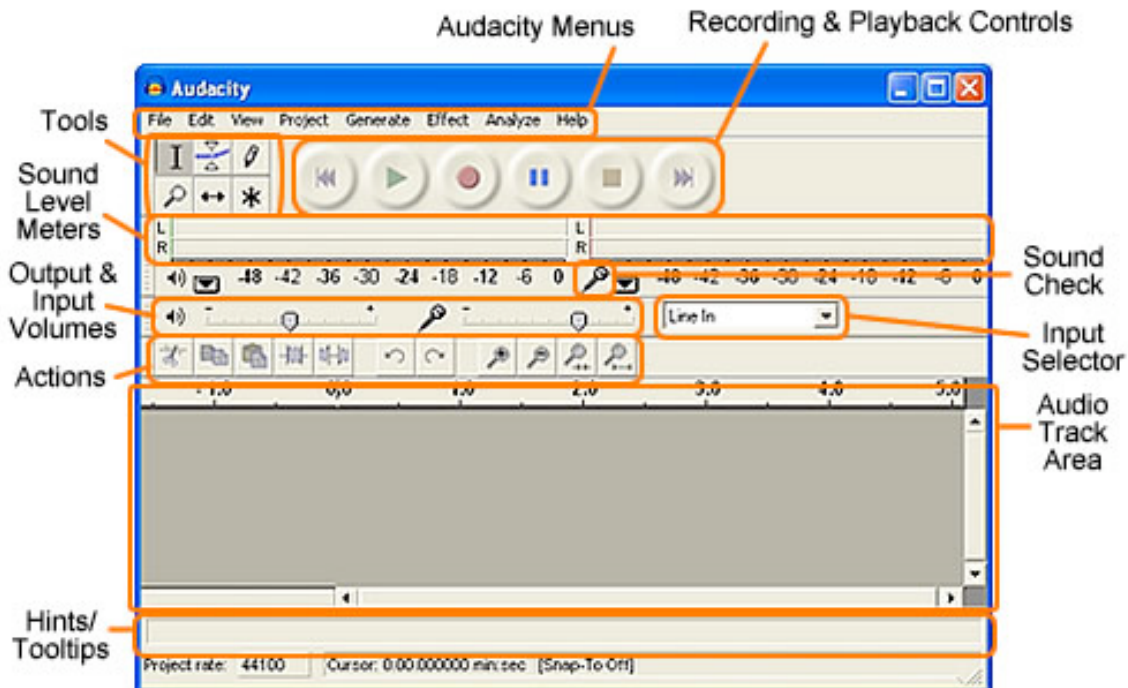


microphone



headphone

Once you have your hardware setup you should start Audacity. This is a basic map of the various items in the interface, though there appears to be a lot of meters and gauges the main items you will want to see are the Recording and Playback Controls as well as the volume and sound level meters.



When you are ready to start recording you will need to click on the Record button in the Recording and Playback Controls.

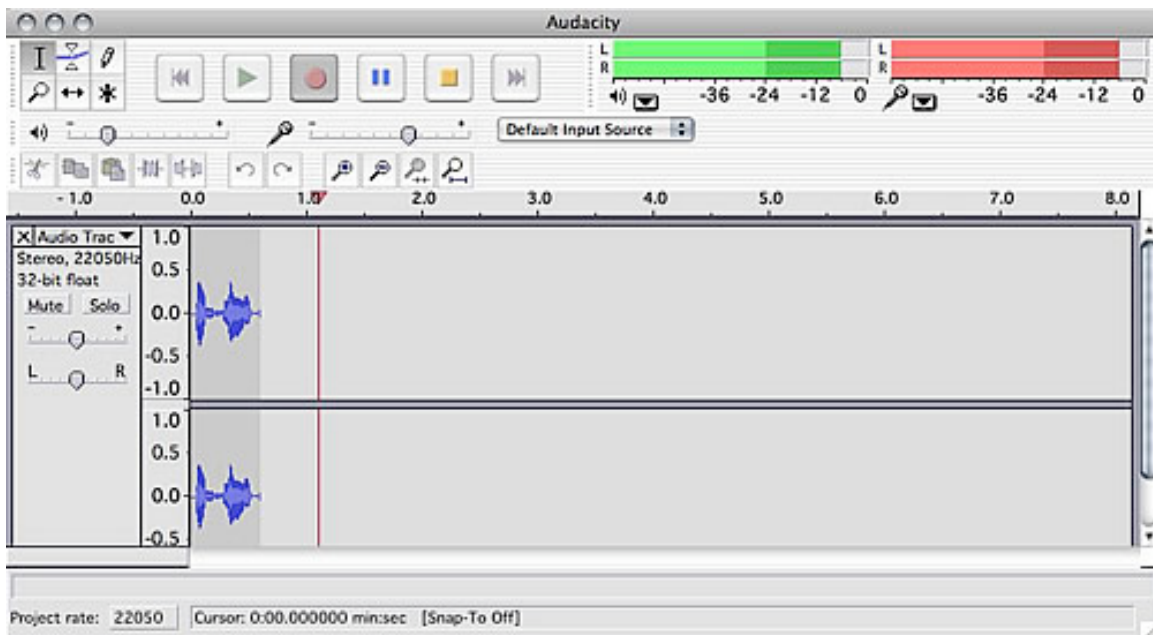


Once you start recording begin speaking into your microphone. You will notice that the green output and red input meters will become active as you speak and the blue wave forms in the window below will show the audio you are recording.

If you don't see any activity but a flat line where the blue wave form is below you may have to double check your hardware is working properly and that you have setup your microphone correctly.

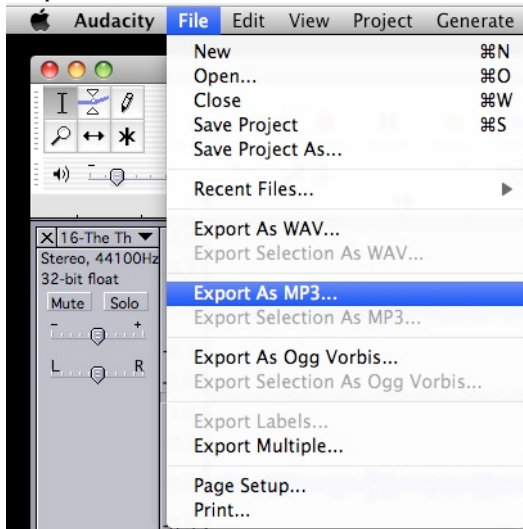
While you are recording if you feel the need to pause to catch your breath or otherwise take a break click the Pause button to halt the recording. When you are ready click Pause to resume your session.

When you are done, click Stop.

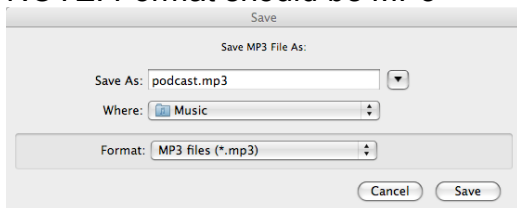


At this point you should save your work so you don't have to re-record in case the application crashes.

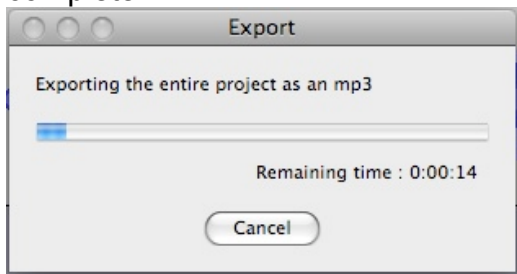
To export your completed Podcast as an MP3 simply click on File then click on Export as MP3



Choose a location and enter the file name you would like to save as.
NOTE: Format should be MP3



Once you click Save the file will begin to export, wait until the export process is complete



You now have a completed MP3 file that you can post into your course space or share in any number of methods.

Jing Screen Capture

There are two versions of Jing, the free version and the professional version. The professional version of Jing costs \$14.95 per year and allows you to save the file as a mpeg 4 video and also allows you to upload to youtube directly. You can download a copy of Jing free at www.techsmith.com/jing

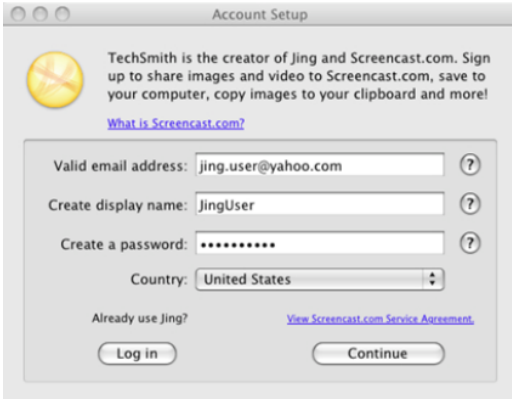
Install Jing and Sign Up for Screencast.com

Download and install Jing from <http://www.techsmith.com/jing>. Double click the installer and proceed as directed. Near the end of the short process you are prompted to sign up for Screencast.com.

Screencast.com

Screencast.com is a hosting service from TechSmith, perfect for the videos and images you create with Jing. You get 2 GB of storage and 2 GB of bandwidth per month for free. You can also choose to host your captures elsewhere, such as Flickr or your own FTP server.

Screencast.com is private and you own and control all your content. Only people you choose can see it, and it's only deleted when you delete it.



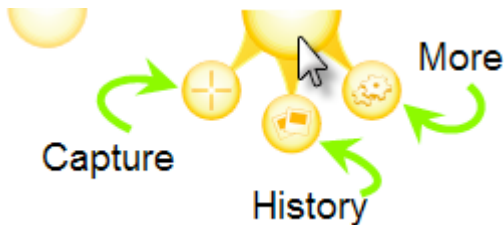
The screenshot shows a window titled "Account Setup" with a yellow TechSmith logo. The text reads: "TechSmith is the creator of Jing and Screencast.com. Sign up to share images and video to Screencast.com, save to your computer, copy images to your clipboard and more!" Below this is a link "What is Screencast.com?". The form contains the following fields: "Valid email address:" with the value "jing.user@yahoo.com", "Create display name:" with the value "JingUser", "Create a password:" with masked characters "*****", and "Country:" with a dropdown menu set to "United States". At the bottom, there is a "Log in" button and a "Continue" button. A link "View Screencast.com Service Agreement" is also present.

Find and Launch Jing

After the installation and sign up is complete, you might not notice anything has changed on your computer. Look carefully around the top edges of your screen. On Windows, the Jing Sun Launcher location is at the top center of the screen.

On Macintosh, it's in the upper right corner.

As you move over the "sun" three options will emerge. The most useful one is Capture. It looks like the image below--the faint one without the mouse cursor. It's discreetly tucked away somewhere on the edge of your screen, always ready when you need to make a capture. (Oh, and you can always move or even hide the sun if you want.)



Taking your first capture:

1. Mouse-over the sun and three little rays appear
 - The one with the cross-hairs is Capture. This is how you start your capture.
 - The one in the middle is History. Copies of your captures are located here.
 - The one with the two gears is More. There are many settings you can change in More. For example, you can setup Hotkeys, or make it so the Jing sun doesn't appear on your screen.
 - Click Capture.

2. Select an area of your screen to capture.

You can select a window, part of a window, or, you can click and drag the cross-hairs to select a region. Decide if you want to capture an image or video. You can add arrows, text and highlights to images. If you have a microphone, you can narrate your video! Videos are limited to 5 minutes in length. For this first capture, we suggest you click the Image button.

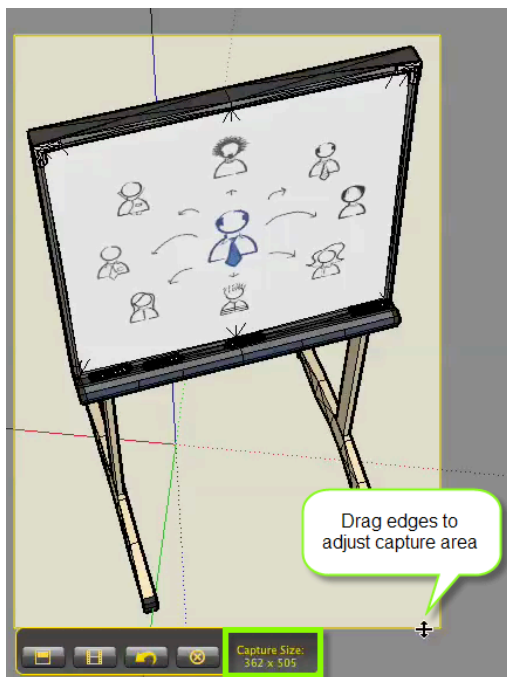
3. Choose what you want to do with the image (or video).

You could save the image to your computer. You can also copy the image to your clipboard. This makes it easy to switch to another application like a document or email and paste the image. Sharing to Screencast.com returns a convenient link which is copied to your clipboard. This is a very powerful option in that you can paste the link into chats, emails, and instant messaging clients.

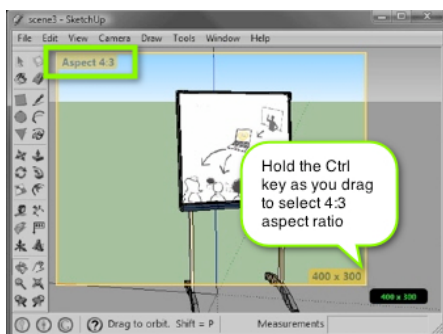
Selecting a Capture Area

Click Capture (or use a capture Hotkey) to initiate the capture process. If you have multiple windows on your screen, notice how certain areas will be brighter than others as you move your mouse around the screen. Jing will capture the bright (non-dimmed) area of your screen.

To specify a capture area, click and drag the mouse. You can select a rectangular area of your screen to capture. Once the area is highlighted, you can adjust the size by clicking and dragging the borders of the capture area.



Hold the <Ctrl> key or <Shift> key as you drag to snap to standard dimensions. Holding Ctrl locks to a 4:3 aspect ratio and Shift locks to 16:9. This means there are 4 pixels in width for every 3 pixels in height, and likewise, 16 pixels for every 9 in height.



This is particularly handy if you are working with video editors or websites that require one of these standard ratios. Videos that don't comply will often have

black bars or may appear squished or stretched. Screencast.com does not resize your content.

Here are some popular dimensions:

Standard, 4:3 (width:height) Popular dimensions include: 320x240, 640x480, 800x600, 1024x768

Widescreen, 16:9 (width:height) This is sometimes referred to as High Definition or HD. Popular dimensions include: 640x360, 800x450, 960x540, 1024x576, 1280x720, and 1920x1080

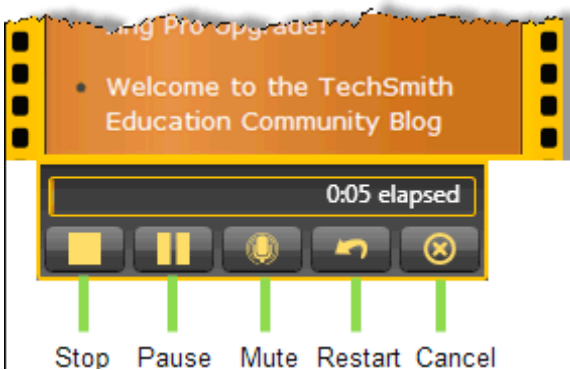
To capture video of the selected area click the Video Icon



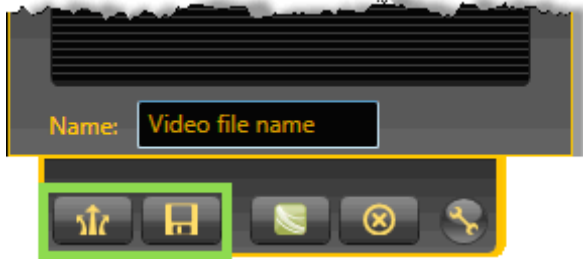
Once you click the icon a 3 second countdown will appear, and your screen will then be recorded. Perform any actions you'd like to show while narrating along. Note that there is a 5-minute time limit.



If you need to pause for some reason you can click the pause button to halt the recording, if you are done you can click Stop. Suppose you make a mistake and you would like to restart, click the restart button to re do the recording. If you don't want the microphone to pick up your voice click mute and if you'd like to cancel the recording all together without saving click Cancel.



Once you are done capturing and you click Stop you will be given different options depending on if you have the Professional version or not.



All versions allow you to save the file as a flash video or upload it to screen cast. The flash file can be uploaded to your favorite website or the Resources tool in Lulima.

Sharing via Screencast.com

Once you take a capture and click the Share via Screencast.com button, your content is uploaded to your account on Screencast.com and in a matter of seconds you receive a link to your capture. The link is copied to your clipboard, which you then paste into Lulima as a Resource Weblink, an email to your students, or in a discussion posting to illustrate a point.

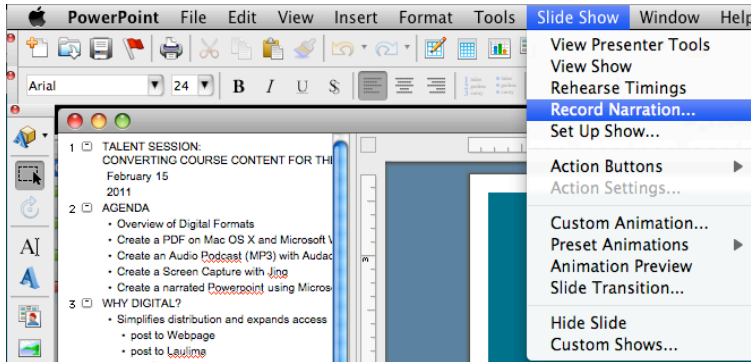
Save your Capture

If you choose to save your screen capture it will save it as an adobe flash file or if you have the professional version you can save it as an mpeg4 video. In either case you can then share it with students by uploading this file to your Lulima course space.

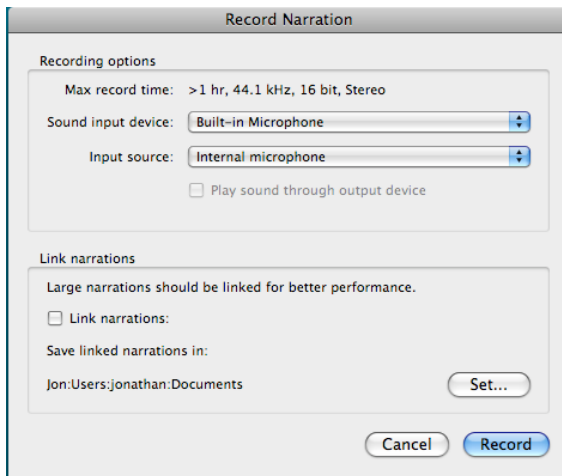
The advantage of using the flash file is that the students won't need to download the file to view it and it will start almost instantly depending upon the students internet connection.

Saving a narrated Powerpoint Presentation in Office 2004

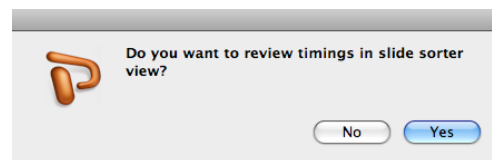
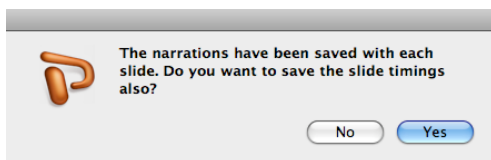
Microsoft allows you to save your Powerpoint Presentation with Narration. To Narrate a presentation click on the Slide Show tab and then click the Record Narration... button.



You will then be prompted to Record the Slide Show. Click Start Recording when you are ready.

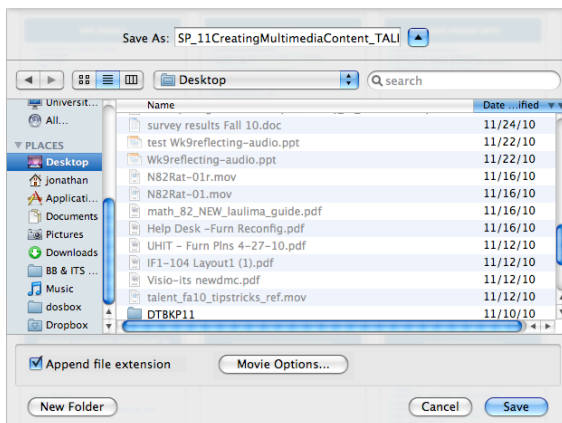
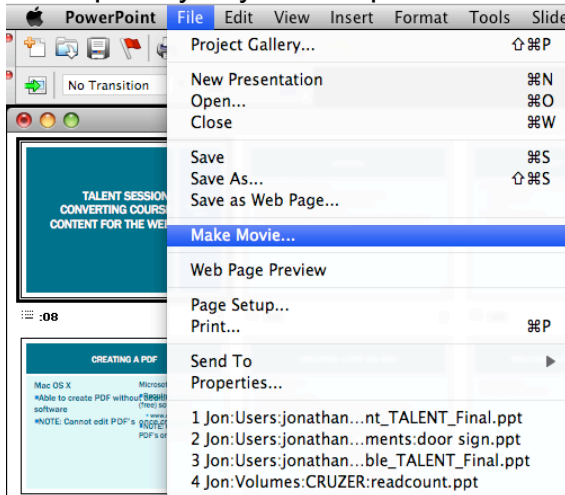


Once you start recording the presentation it will appear you are running the slide show. The microphone will be recording your voice as you speak, unfortunately there are no pause buttons to take a break so be prepared to complete your narrations in one sitting. When you have completed the narrations you will be prompted to save the slides timings and then you can review the the timings in slide sorter view.

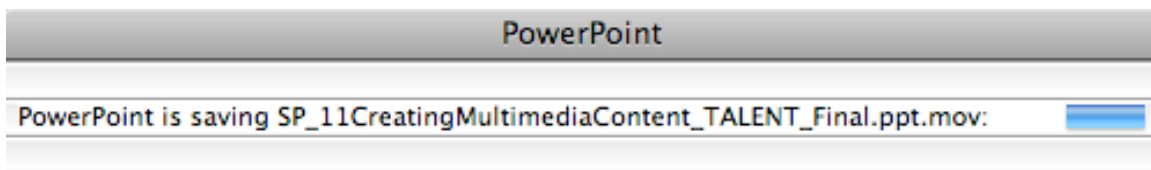


Saving as a Movie

To save your presentation as a movie go to File then click “Make Movie..”. Add a file name and choose a save location and click Save. The video will begin saving and processing your movie. Depending on the length of your presentation and the capability of your computer the time to completion will vary.

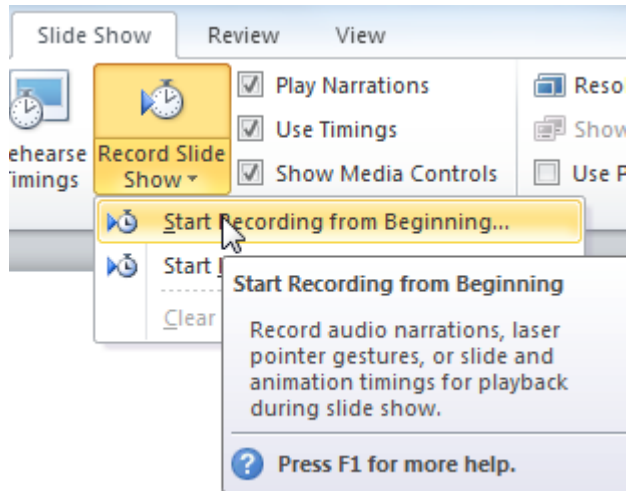


The status bar will appear shortly after you click Save, please be patient as the file is saved as a movie.

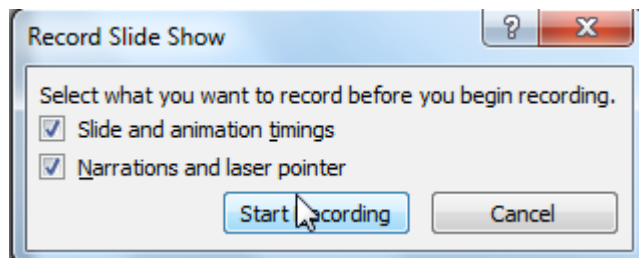


Saving a narrated Powerpoint Presentation in Office 2010

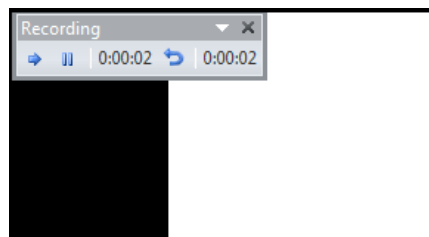
Microsoft allows you to save your Powerpoint Presentation with Narration. To Narrate a presentation click on the Slide Show tab and then click the Record slide Show button. If you intend to record narration from the beginning click on “Start Recording from Beginning...”.



You will then be prompted to Record the Slide Show. Click Start Recording when you are ready.

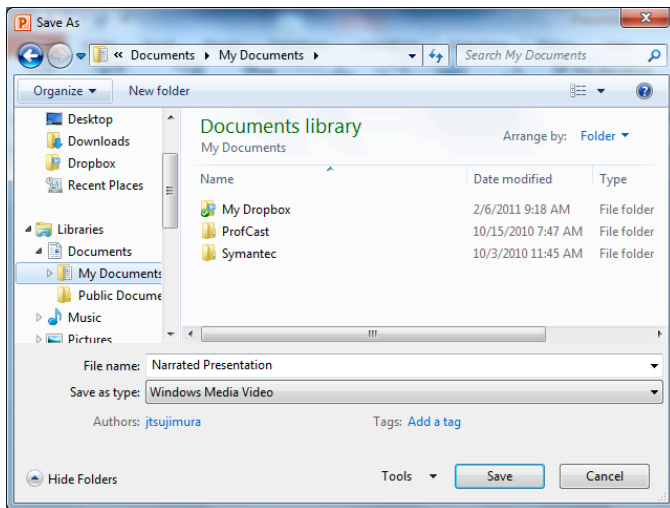


Once you start recording the recording control will appear on the top left corner. Click the arrow to move to the next slide, click the pause button to pause the recording and click pause again to resume. If you need to re-record a slide click the return arrow and the recording will pause to a point just before you started speaking on the current slide. Click Resume recording to re-record the slide. When you click next after the last slide the recording will finish automatically.



Saving as a Movie

To save your presentation as a movie go to File then click Save As. In the Save as type menu at the bottom choose Windows Media Video. When ready add a file name and choose a save location and click Save. The video will begin saving and processing your movie. Depending on the length of your presentation and the capability of your computer the time to completion will vary.



To see the progress of your presentation look at the bottom of Powerpoint 2010 for this status bar. If you wish to cancel click the red circle with the x.

