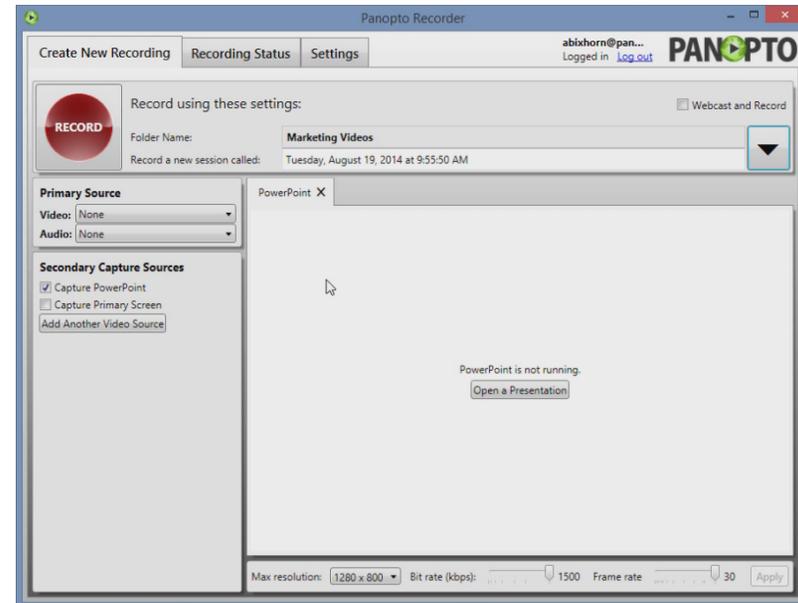


HOW TO RECORD VIDEO PRESENTATIONS - WINDOWS

Read the following tutorial to learn how to record a video presentation using the Panopto Recorder software for Windows.

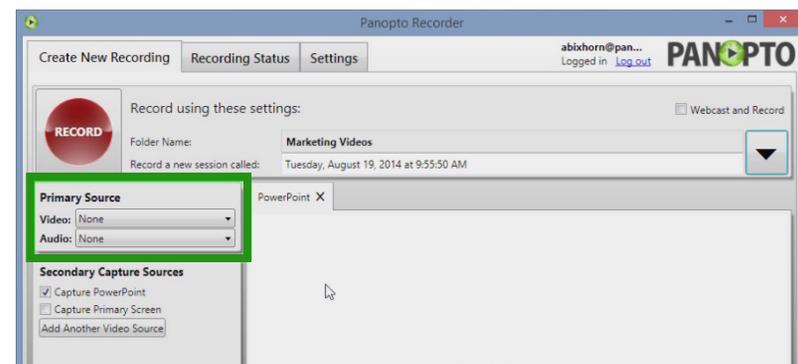
First, make sure that you have installed the Panopto Recorder software for Windows. You can download the software directly from your company's Panopto video portal by clicking on the "Download Recorder" link at the top right of the screen. You can also find instructions for how to download the Panopto Recorder software in our video tutorial or PDF.

Double click on the Panopto Recorder icon to start the program.

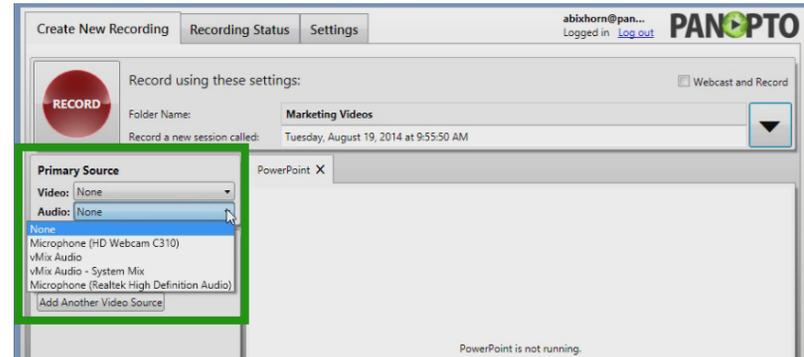


On the left side of the Recorder window is the "Primary Source" section. This is where you will select your audio input source and video input source (such as a webcam).

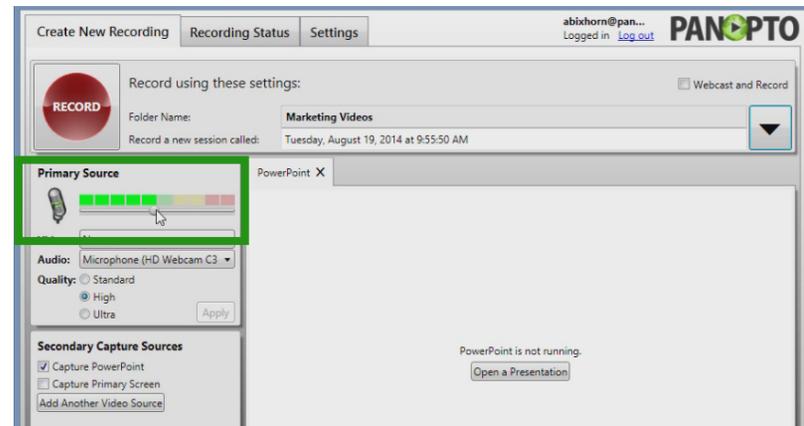
In order to create a Panopto recording, you'll need to select at least one audio input, such as a USB microphone or your computer's on-board audio input device.



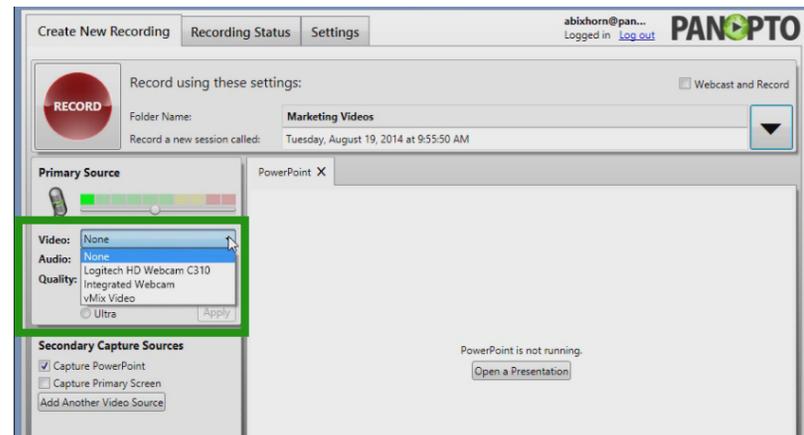
Click on the drop-down box next to Audio and select an input device. If your computer has multiple audio input devices connected, they'll all be listed in the drop-down.



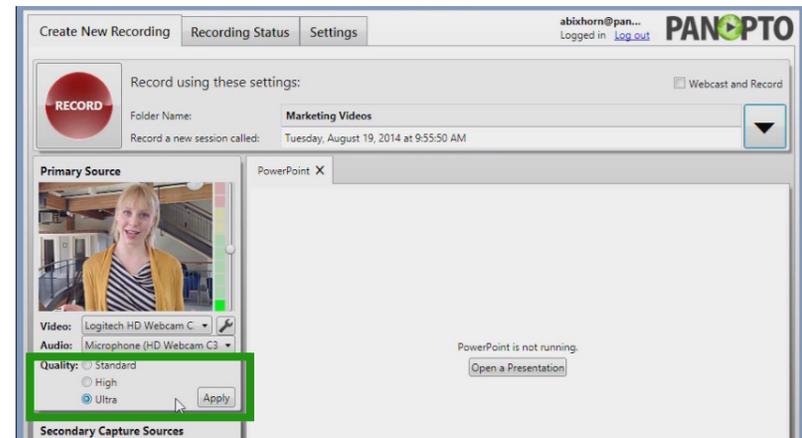
Once you've selected an audio input source, you'll see a microphone icon and a volume control bar. Speak into your microphone, and your audio levels should rise into the green. You can use the slider bar to adjust the volume until the levels stay in the middle.



To add video that is shown alongside your presentation, go back to the Primary Source section and click the drop-down box next to Video. From the drop down, you can select your laptop's webcam, or any other video source connected to your computer. Once you've set your video source, you should start to see a preview of your video in the Primary Source section.

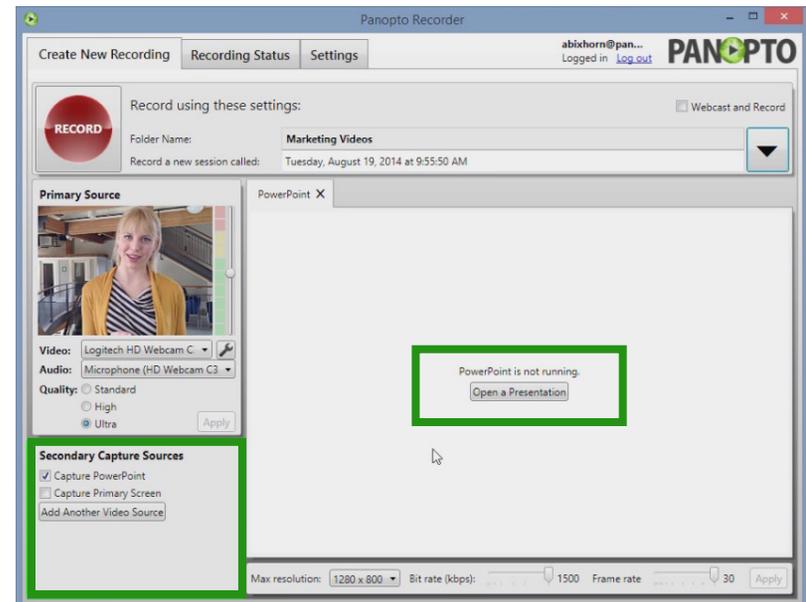


Once you have your primary audio and video sources selected, recording quality options will appear. You can choose from three quality settings: Standard, High, and Ultra. You can learn the technical specifics behind each quality setting on our support site here; however, we recommend that you always choose the Ultra setting in order to record the highest resolution video and best quality audio.



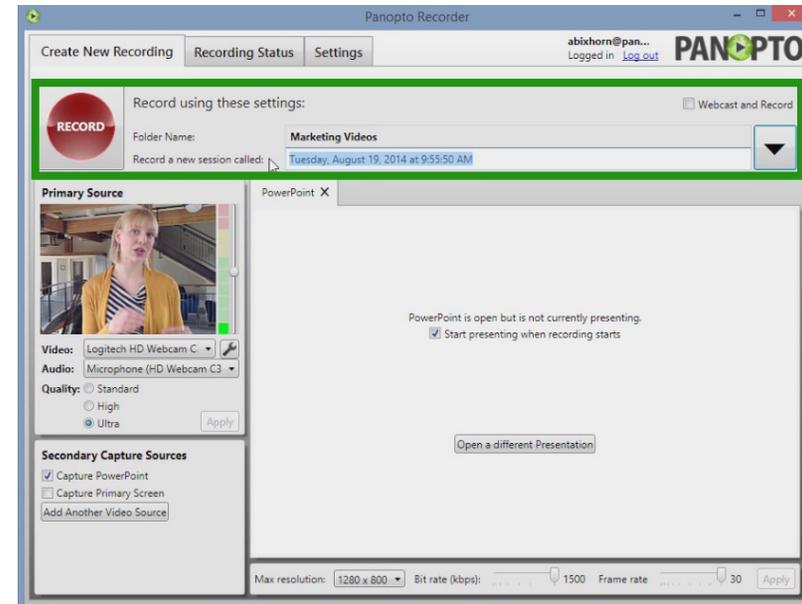
Now it's time to choose any additional, or "Secondary", sources that you'd like to record. You can do this in the Secondary Capture Source section at the bottom left of the Panopto Recorder. You can choose to record a PowerPoint presentation, capture the contents of your screen (screen capture), or add any number of additional input devices such as a document camera, USB-powered microscope, smart boards, and more.

If you'd like to record a PowerPoint presentation, mark the checkbox for "Capture PowerPoint" in the Secondary Capture Source section. If you don't have PowerPoint running in the background, on the right side of the screen you'll see a message prompting you to Open a Presentation. Click the button and choose the PowerPoint presentation that you'd like to record.



If you'd like to record the visible contents of your computer screen (also known as screen capture), tick the checkbox for "Capture Primary Screen" in the Secondary Capture Source section. Screen Capture is best if you are using presentation software other than PowerPoint, such as Prezi or Google Slides.

When you've finished choosing any Secondary Capture Sources, choose a name for your recording. At the top of the screen, in the field marked "Record a new session called:", you can type in a relevant name for your video. The default title is the date and time; however, you can always change the name later if needed.

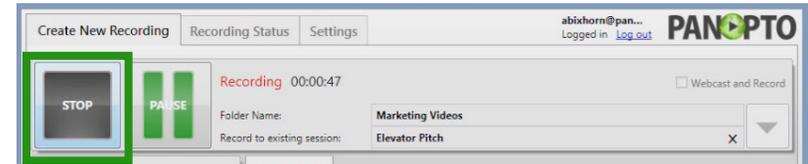


You're now ready to record! Click on the big red Record button in the Panopto Recorder. If you've chosen to capture a PowerPoint presentation, Panopto will automatically launch PowerPoint in Presentation Mode and begin recording the slides, audio, and webcam video (if chosen).

As you go through your presentation and advance each slide, Panopto sets a time stamp and chapter marker, automatically creating a table of contents that you will see in the final output.

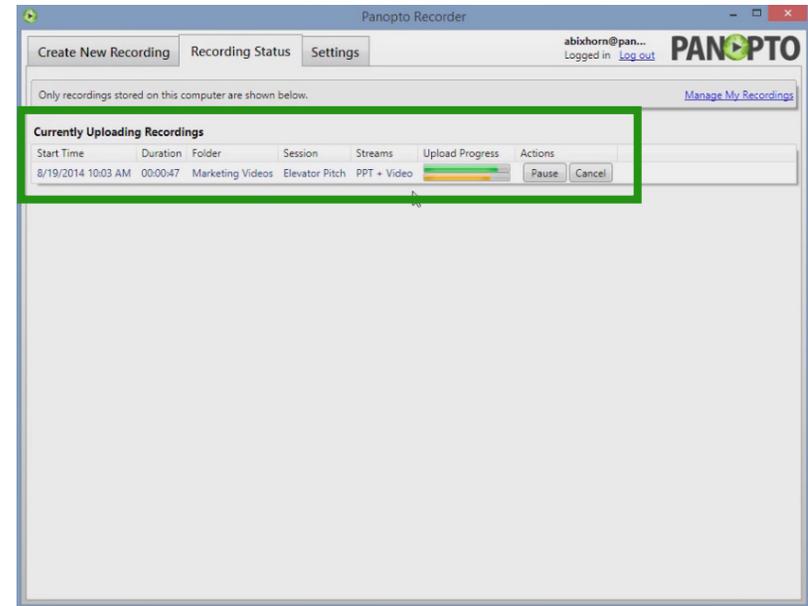


When your presentation is over, go back to the Panopto Recorder. Click the grey Stop button to stop the recording.



Once you've stopped recording, the Panopto Recorder displays the Recording Status tab. Panopto automatically uploads your presentation, displaying its progress in the Recording Status section.

Once the upload completes, Panopto will process and encode your video for playback on any type of device. Soon, it will be available within your company's video portal for viewing, sharing, and editing.



For more information on how to get the most out of Panopto, be sure to check out our other tutorials. And thank you for using Panopto.