

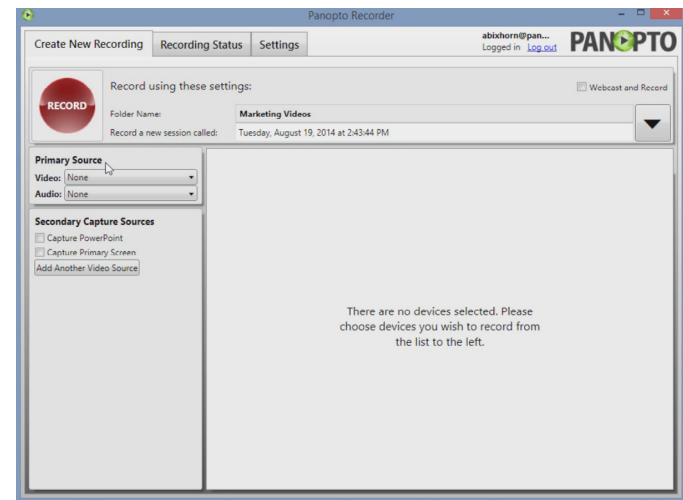
HOW TO RECORD YOUR SCREEN

Panopto is the perfect tool for recording product demonstrations, software tutorials, and more. In just a couple of mouse clicks, you can capture anything you show on your computer screen in high definition, and share it with people inside or outside your organization.

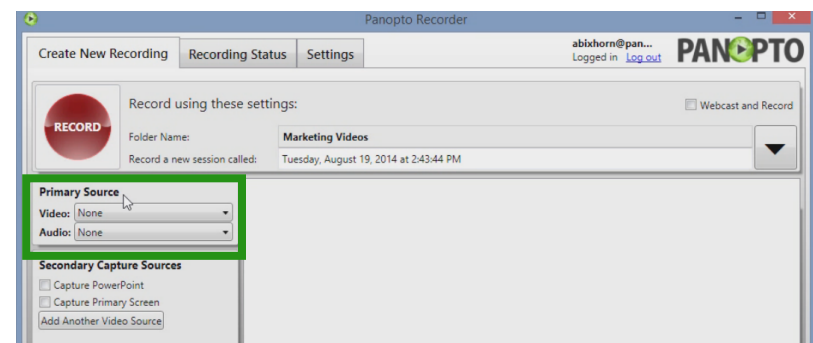
This tutorial will show you how to record the contents of your screen using Panopto.

The first step to recording your screen is to open the Panopto Recorder. If you do not yet have the Panopto Recorder installed on your computer, please refer to our tutorials on Installing the Panopto Recorder.

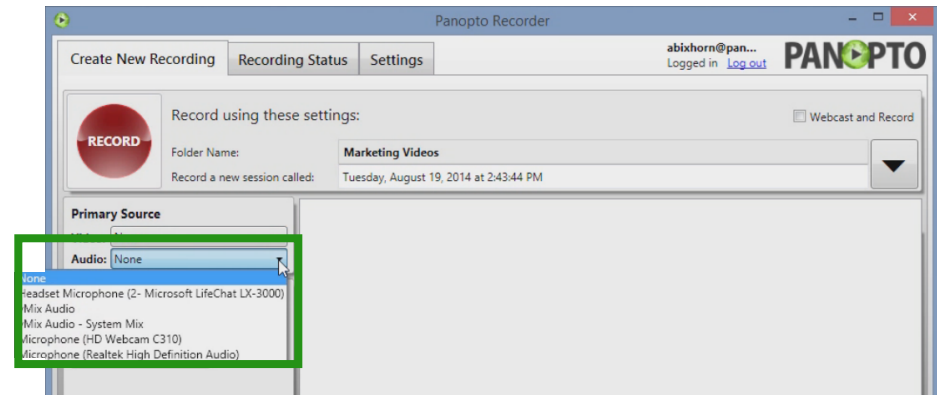
Launching the Panopto Recorder from your start menu and signing in to Panopto will automatically bring you to the "Create New Recording" tab, shown here. Note that this image is of the Panopto recorder for Windows – the Panopto Recorder for Mac will look somewhat different.



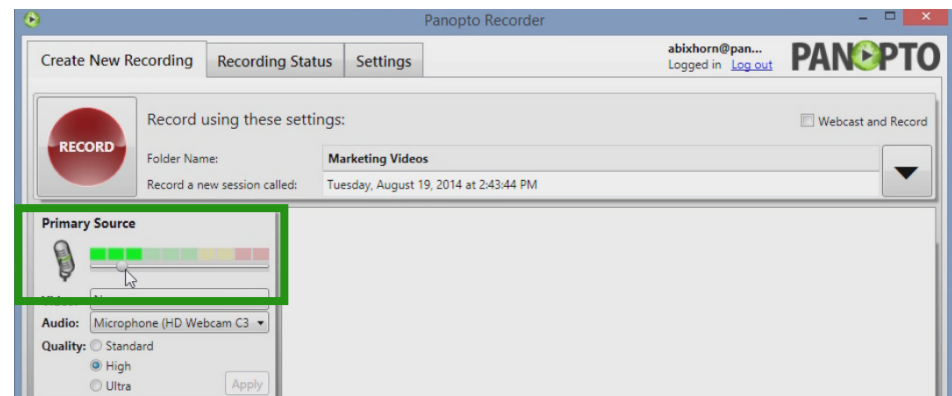
Before you begin recording your screen, you'll need to select your audio and video inputs. On the left side of the Panopto Recorder (just below the large red "record" button) you'll see the "Primary Source" section. This is where you'll select your microphone and your webcam.



For this tutorial, we'll make your audio selections first. Click on the "Audio" dropdown box and select your microphone. If you have multiple audio sources connected, they'll all be listed here.

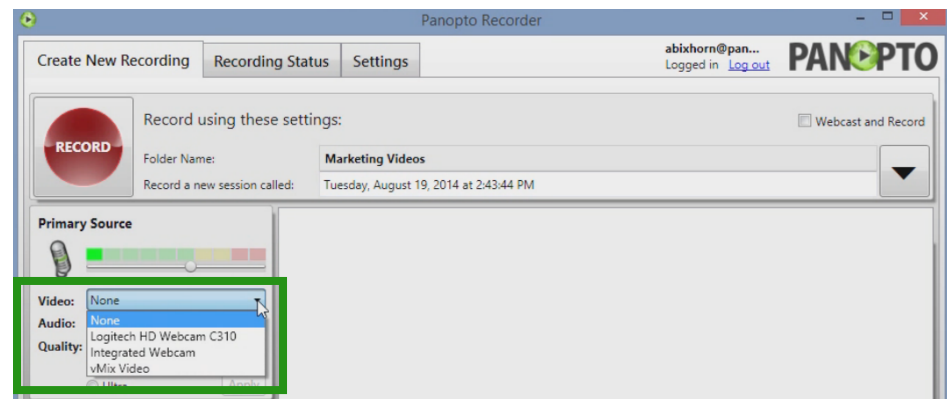


Now you'll want to check and adjust the volume control. To do so, just speak into the microphone. As you speak, the audio level should rise into the green as you see in the example. You can use the slider to adjust the volume level until the sound displays in the middle.



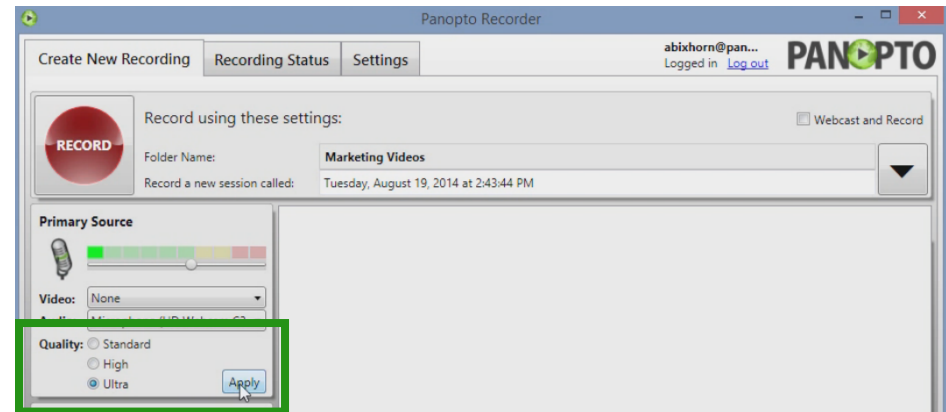
For the purposes of this tutorial, we'll walk through the steps to create a simple screen recording, capturing only the contents of a screen and a presenter's voice.

If, however, you'd like to add video of yourself or someone else presenting your screen recording, click the "Video" dropdown box, and select the camera or other recording device you wish to use.



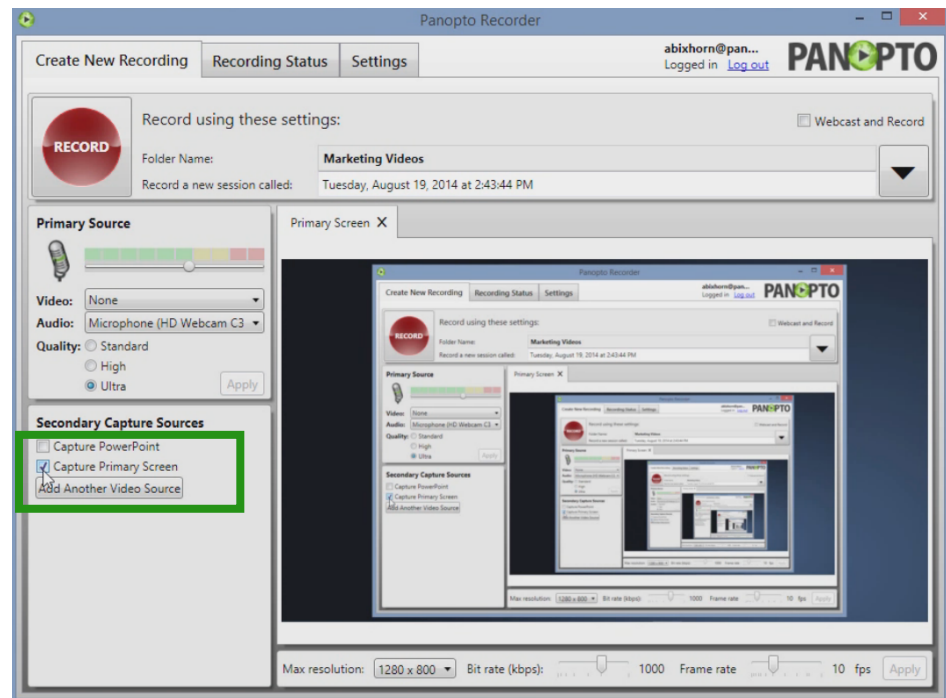
Once you've selected your audio and video recording devices, you can adjust the overall quality of your final video by selecting from one of three "Quality" options – Standard, High, or Ultra.

In general, we recommend recording using the Ultra setting for the highest quality audio and video playback.



Then, to tell Panopto to record your computer screen, simply click "Capture Primary Screen" under "Secondary Sources."

Once you've selected to record your screen, you'll see an image of your desktop appear on the right. This is a live preview, which can create a "hall of mirrors" effect because Panopto is still shown on your screen. Don't worry – once you start your recording and minimize Panopto, the Recorder will capture a full image of what you have shown on your desktop.

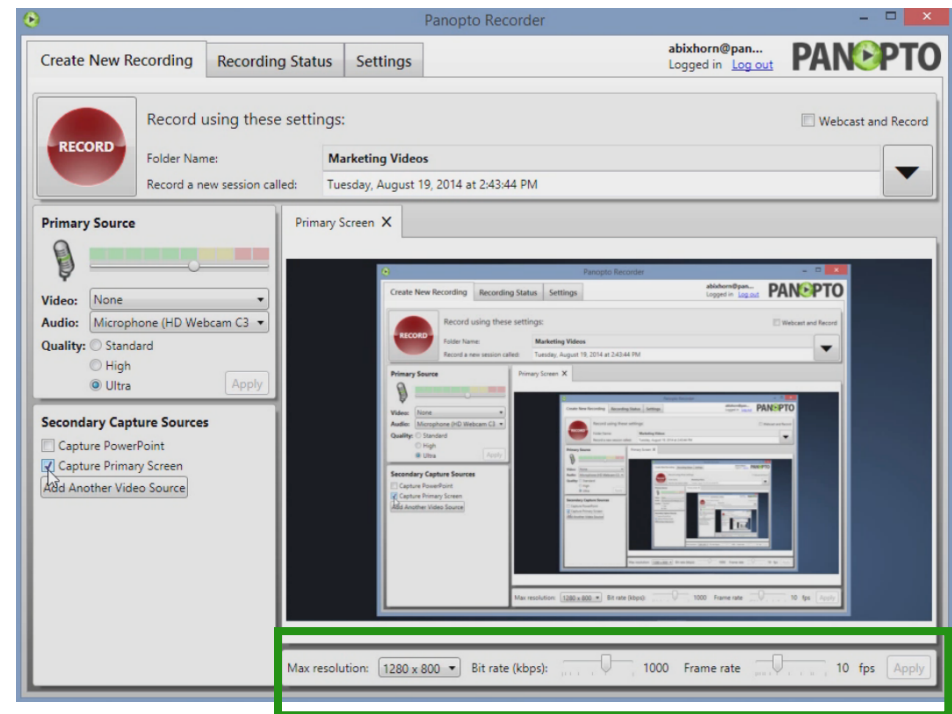


Finally, you'll want to make sure that your screen is set to record at the right resolution and quality. At the bottom of the Panopto Recorder, you'll see a long thin bar with settings for "Max Resolution", "Bit Rate" and "Frame Rate".

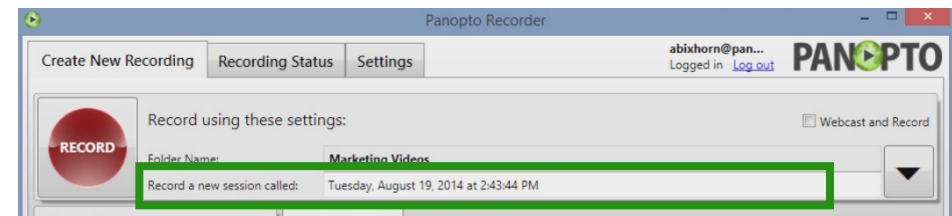
Set your Max Resolution to the same resolution as your computer screen. If you don't know your screen resolution, you can find out by right-clicking on the Windows desktop and clicking "Screen Resolution" on Windows 7 and 8, or "Display Settings" on Windows Vista.

In general, we recommend setting "Bit Rate" to the highest possible setting. This helps ensure that your screen recording is sharp.

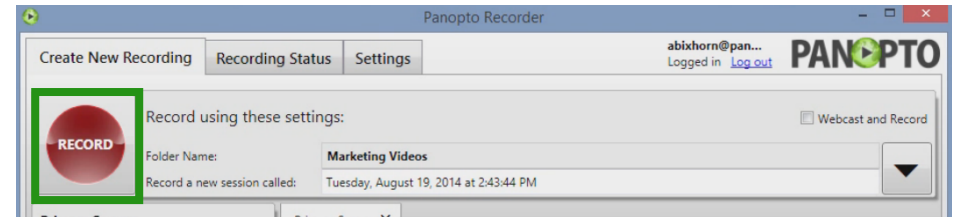
Similarly, we recommend setting "Frame Rate" to the highest possible setting. This is typically 30fps, 19fps, or 15fps depending on your screen resolution. A higher frame rate helps ensure that your screen recording plays back in smooth motion.



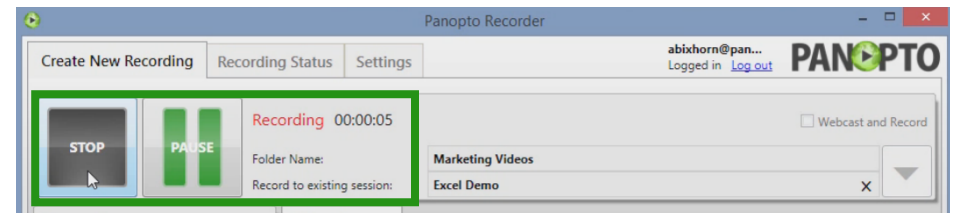
Before you start recording, you'll want to give your recording a name. Panopto automatically prefills this section with the date and time – to change this name, just delete the prefilled information and type in the title of your choosing.



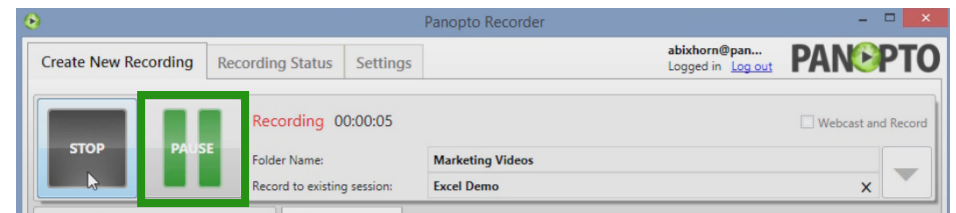
You're now ready to record. To do so, simply click on the large red "record" button, and Panopto will begin capturing your screen content and audio.



You'll see that the screen has changed and we now see large "Stop" and "Pause" buttons, as well as red text indicating that Panopto is recording. You can now minimize Panopto, and everything you do will be recorded.



While recording, you can also click the pause button at any time if you need to consider what you would like to say next before continuing with the recording.

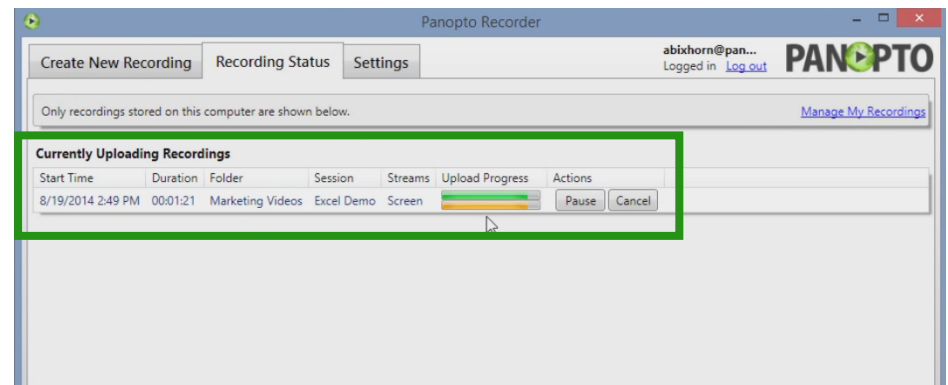


To stop the recording, simply reopen the Panopto Recorder and click "Stop". You can also press the hot key F10 to end the recording.



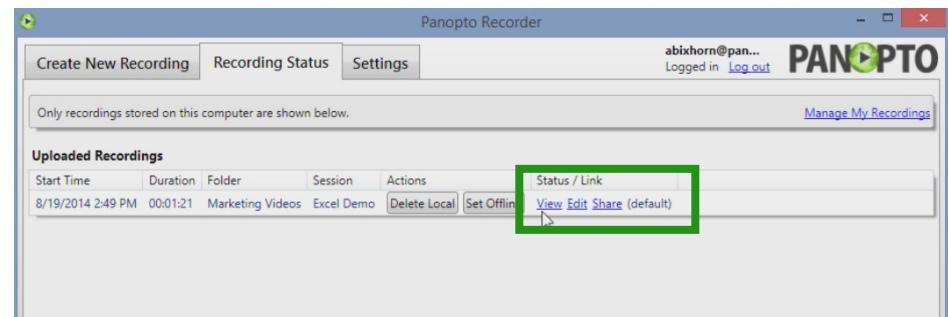
When you end your recording, a pop-up window will appear to confirm the recording has ended, and to bring up the "Recording Status" tab. Clicking OK will open the Panopto Recorder to the Recording Status tab.

If you're connecting to the web while you record, Panopto will automatically upload your video to your selected folder. You can see the progress of that upload on this tab.



Once the process of uploading your recording is completed, Panopto will then process your video and make it available for viewing, sharing, searching, and editing.

You'll receive an email with the link to the video once this is complete, or you can access the links on the Recording Status tab to view, edit or share your video directly from the Panopto Recorder.



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.