Camtasia Relay allows users to quickly create and publish lectures and presentations occurring on a computer screen with an audio recording or narration. An Active Directory (AD) account and Camtasia Relay program installed on your computer are required (please see How to Access to Camtasia Relay at USA how-to guide). You also need a microphone connected to your computer if you want to record your audio.

Running Camtasia Relay

1. Run the Camtasia Relay program on your computer.

   ![Camtasia Relay program icon](image1)

   Figure 1. Camtasia Relay program icon.

2. Log in screen is displayed. Type your username and password (AD account). Click “Log In” button.

   ![Log in screen](image2)

   Figure 2. Log in screen.
3. The Camtasia Relay interface is prompted. Select the profile, type the presentation title and the description.

![Camtasia Relay interface](image)

Figure 3. Camtasia Relay interface.

4. To select and adjust the proper audio device, click the “Microphone” icon on the top.

![Audio device icon](image)

Figure 4. Audio device icon.

5. To create hot keys for starting and stopping the recording, click the “Hotkeys” icon.

![Hotkeys icon](image)

Figure 5. Hotkeys icon.
6. Adjust the microphone volume if needed.

Figure 7. Audio input level.

**Testing**

Click “Test” button to start capturing activities on the computer screen without saving and publishing the presentation. Please note that you might need to change the screen resolution if the captured content on the screen is not readable. The recommended screen resolution is 800x600.

**Recording**

1. Click the red “Rec” button to start the recording. You have three seconds to get ready. Once it starts, the Camtasia Relay recorder will be minimized and shown on the task bar.
2. Use your hot keys to stop recording or click the “Camtasia Relay recorder” icon located at the task bar and select “Stop.”

3. The Camtasia Relay Review is prompted. Click the “Play” button to view the presentation.

To trim your presentation, please see the “How to use the Trimming Options in Camtasia Relay” how-to guide.

To submit your presentation, please see the “How to Submit your Presentation to the Camtasia Relay Server” how-to guide.

*For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888.*