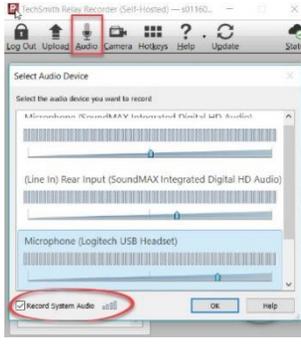


Techsmith Relay Recorder

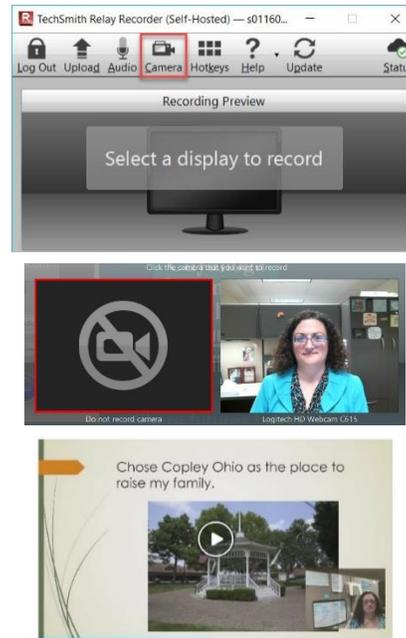
With TechSmith Relay Recorder, capture a presentation anytime, anywhere. Create presentations with or without a camera image. Follow the steps below to download the software and create presentations with TechSmith Relay.

<p>1. Open Relay from the shortcut on the desktop or from the all programs menu.</p> <p>If you don't see it, it can be downloaded from the Tri-C Software Center. Tri-C Software Center is located on all Tri-C PCs through the Tri-C Resources shortcut on the desktop or in the program list. Then navigate to the Software Center and choose TechSmith Relay Recorder 5.1.1.1669 and install that program.</p>	
<p>2. Open the documents for the presentations and have them up on the pc. (i.e. web sites, PowerPoints, Word documents)</p>	
<p>3. Log in with s# and Tri-C password</p>	
<p>4. Click Audio at the top menu bar. Select the audio device to record. Verify the audio is registering with green lights in the audio levels meter bar. If there are no green lights, be sure the device is connected and the correct device selected. Check the box for Record System Audio if you want sound coming from your computer in the presentation.</p>	

- Click Camera at the top menu bar to select a camera image to record with the presentation.

The red highlighted box will indicate what will be recorded with the screencast.

The video feed will appear as an overlay in the bottom right corner of the video.



- Select a Display to record by clicking the recording preview area and select the display to be recorded.

Click on the desktop to be recorded.

If there are multiple desktops to choose from, hover over the choices and a red outline will indicate the display that will be recorded.



- Fill in the Presentation Details in the lower left corner of the Relay window.

Select Standard Profile.

Enter a title.

Enter a description.

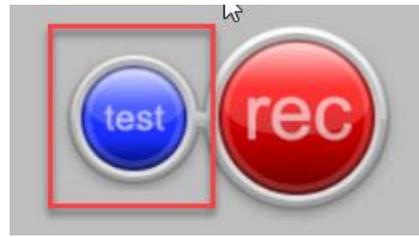
Presentation Details

Profile

Title

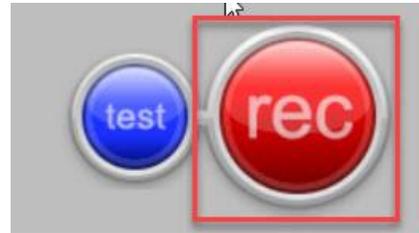
Description

8. Create a test recording by clicking the blue test button. Watch the test recording in playback to be sure that all settings and selections are correct.



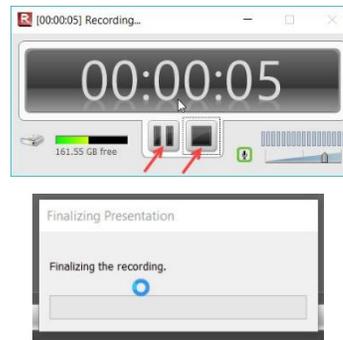
9. Click the red 'rec' button to start recording.

Relay will count down from 5 before starting the recording.



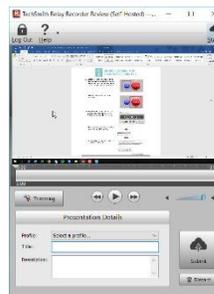
10. To control the recording, use the  Pause button to temporarily stop the recording, or the  Stop button when finished.

The recording will then begin processing.



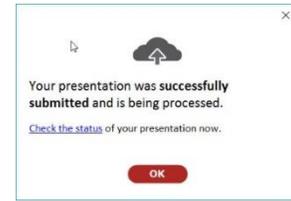
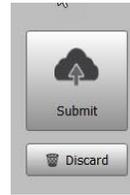
11. Once the recording finalized, click the sideways triangle to play back and verify the recording is done.

OPTIONAL TRIMMING PROCESS:
Continue with the instructions on page 5 if edits to the beginning or end need to be made.



12. Click Submit button to send this recording to the TechSmith Relay Server.

Click Discard if this recording will not be saved.



13. After the recording is submitted and transcoded, an email will be sent with the link to view the presentation.

- a. Forward the email to michelle.reed@tri-c.edu to initiate the process for captions to be embedded on the video. Once captions have been added, the video will be uploaded to ShareStream and can be mashed-up from there.
- b. The video can be played from that 'View' link. Click the link and it will open in a browser window. The link can be copied and shared.
- c. You may right click on the video while it is playing and choose to save the video as an .mp4.

The details of your published presentation are below. You may use the links below to download your recording in different formats.

To view all of your presentations, login to Camtasia Relay with your S number and associated password at <https://capture.tri-c.edu/relay/default.aspx>

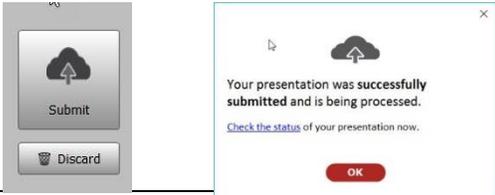
Title: Places I've Lived
Description: These are slides about places I have lived.
Duration: 0:00:21

Type	Size	Link
MP4 (Up to 1080p)	939 KB	View...

Automatic notification by **TechSmith**
Send TechSmith your [feedback](#).

OPTIONAL TRIMMING PROCESS

With TechSmith Relay, simple edits can be done to the presentation to remove extra audio and video at the beginning or the end of the presentation.

<p>1. From the preview window after finalization, click on Trimming.</p>	
<p>2. To trim out content, click, hold and drag the trimming head.</p>	
<p>3. Click the  to set the presentation start.</p>	
<p>4. Click the  to set the presentation ending.</p>	
<p>5. Click Submit button to send this recording to the TechSmith Relay Server.</p> <p>Click Discard if this recording will not be saved.</p>	

6. After the recording has been submitted, an email will be sent with the link to view the presentation when the transcoding is finished. The video can be played from that link, and will open in a browser window. The link can be copied and pasted to share or right click and save the video as an .mp4 and upload to a ShareStream.

The details of your published presentation are below. You may use the links below to download your recording in different formats.

To view all of your presentations, login to Camtasia Relay with your S number and associated password at <https://capture.tn-c.edu/relay/default.aspx>

Title: Places I've Lived
Description: These are slides about places I have lived.
Duration: 0:00:21

Type	Size	Link
MP4 (Up to 1080p)	939 KB	View...

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