Capture audio and video with the Desktop Recorder
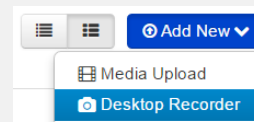
Overview of the Desktop Recorder
The Desktop Recorder is a free user-friendly tool for capturing; slide narrations, screencasts, webcam footage and audio. Record in sync with a PowerPoint and combine multiple sources. Easily trim videos, add titles and upload directly into My Media.

Download
My Media > Add New > Desktop Recorder
Follow the prompts or See the *Help Documents* for installation instructions

Open the Program
Click the *Desktop Recorder* icon under the *Add New* menu to launch it from within My Media OR open the program on your computer

Record
Select the source you would like to capture;

- (PowerPoint) Presentations & Lectures
- Screen
- Webcam
- Screen & Webcam
- Voice

Narrate a PowerPoint
1. Select **PRESENTATIONS & LECTURES** in the Record tab

2. Select *Integrated Webcam* to include video or *None* for just audio

3. Check **SCREEN CAPTURE** is *Off* and turn **PRESENTATION** *On*

4. Browse and select your .ppt or .pptx file,
   the first slide will appear in the recorder

5. If required turn **SOUND** *On* and choose your audio source

6. Click *RECORD,* this will start recording and launch PowerPoint in the background.
   Tip: You may need to authorise a pop-up the first time you use it.

7. Progress through your slides using the navigation tools in the corner of the recorder rather than in PowerPoint

8. Click DONE to finish or CANCEL to delete

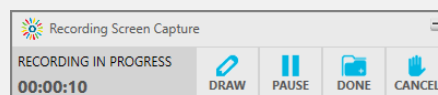9. TRIM or CHOP if required and click DONE

Capture audio and video with the Desktop Recorder

Record a Screen

1. Select **SCREEN** under the *RECORD* tab

2. If you have multiple displays you will need to select a screen

3. Click either *Full Screen* and press *RECORD*
   OR
   Select Area, click the [SELECT AREA] icon and drag the mouse over the area to be recorded and release the mouse to start recording

4. To pause press *Alt + P* or click the icon in your toolbar or dock to access the controls

5. To finish click *DONE. TRIM* or *CHOP* if required and click *DONE* again

Record a Webcam Video

1. Attach a Webcam or locate the inbuilt Webcam on your computer

2. To start select **WEBCAM** under the *RECORD* tab

3. It will count 5 seconds before recording. Click *CANCEL* to delay recording

4. To finish click *DONE. TRIM* or *CHOP* if required and click *DONE* again

Record a Screen and Webcam

1. Attach a webcam or locate the inbuilt camera

2. Select **SCREEN & WEBCAM** under the *RECORD* tab

3. Click either *Full Screen* and press *RECORD*
   OR
   Select Area, click the [SELECT AREA] icon and drag the mouse over the area to be recorded and release the mouse to start recording

4. Check the webcam box is within the recorded area and drag to an ideal position

5. To finish click *DONE, TRIM* or *CHOP* if required and click *DONE* again

Record Audio

1. Go to the *SETTINGS* tab and Select a Microphone

2. To start recording, click the **VOICE** icon under the *RECORD* tab

3. To finish click *DONE. TRIM* or *CHOP* if required and click *DONE* again

See help document *Edit and Upload with the Desktop Recorder* to upload to My Media.

Look for the help button in My Media and the video player for specific support.