



Camtasia Relay®  
TechSmith

[www.techsmith.com](http://www.techsmith.com)

## Overview

Get to know Camtasia Relay

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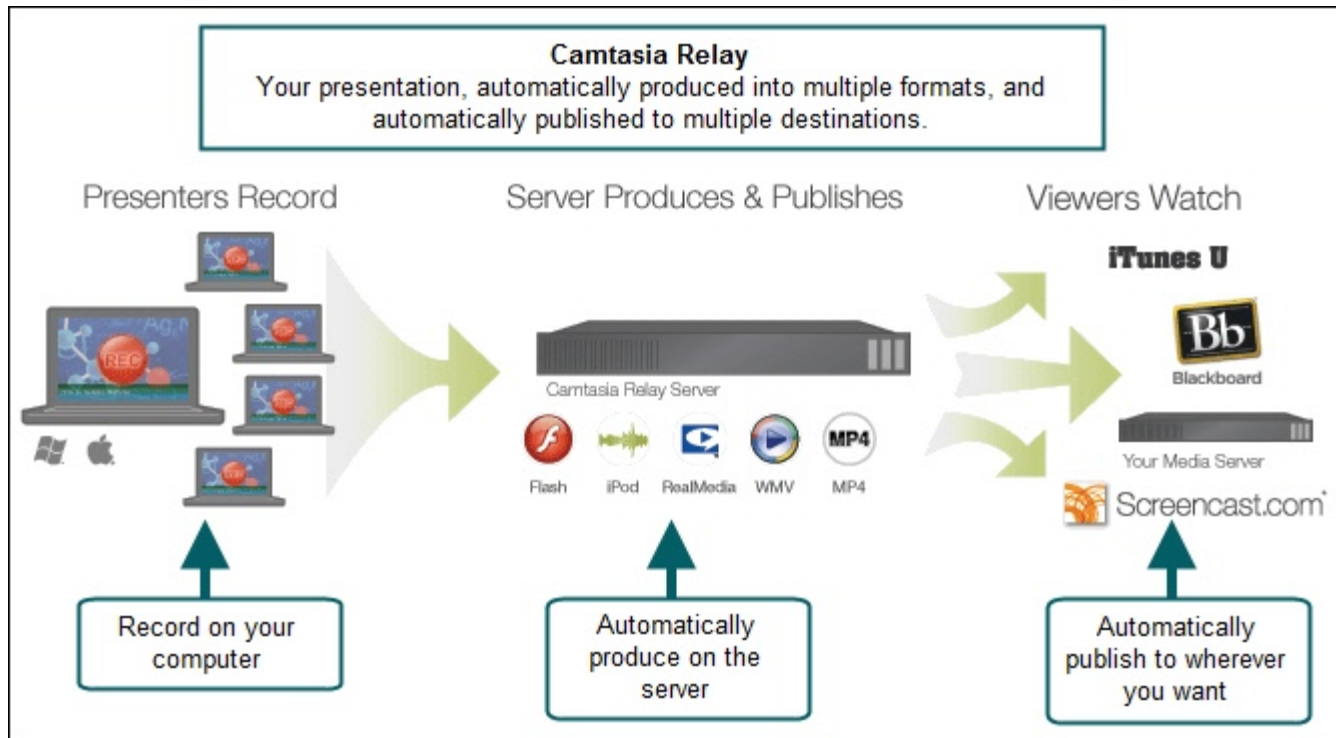
## Profiles

Learn about what Profiles are and how to use them.

## Camtasia Relay Overview

With Camtasia Relay, capture and publish your lecture or presentation anytime, anywhere -- in the classroom, in the conference room, at your desk, or at home. Camtasia Relay supports a wide variety of video formats allowing any lecture or presentation to be viewed by your audience on multiple playback devices including portable media devices such as the Apple iPod and via iTunes U.

There are two parts to Camtasia Relay--the recorder, which runs on your computer, and the server which processes and publishes all presentations. Watch a short [overview video](#) on the TechSmith website.



Here are two key concepts to consider:

- ▶ Make a [Test Recording](#). These 10-second practice recordings can help you verify that you are recording from the correct display and audio device.
- ▶ When you click the Submit button, your presentation starts to upload. If you are not connected to the Internet, it's not a problem; Camtasia Relay automatically starts or resumes uploading when you next connect. [Learn more](#).

See also

[Why Camtasia Relay?](#)

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## Contents

New to Camtasia Relay, or do you just have a question about using Camtasia Relay? You're in the right place!

Want to learn more about what Camtasia Relay is? See [Camtasia Relay Overview](#).

### Camtasia Relay Basics



Camtasia Relay®  
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Learn the basics about Camtasia Relay.

- ▶ [Camtasia Relay Overview](#)
- ▶ [Why Camtasia Relay?](#)
- ▶ [FAQs](#)
- ▶ [Record a Presentation](#)
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- ▶ [Camtasia Relay Portable Recorder](#)
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### Record a Presentation



Learn about how to record a presentation.

- ▶ [Record a Presentation](#)
- ▶ [Select Audio Device](#)
- ▶ [Auto Adjust Audio Level](#)
- ▶ [Record Offline](#)
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### Log In

Presenter Guest

Username:  
m.smith

Password:  
.....

[Forgot password?](#)  Remember Me

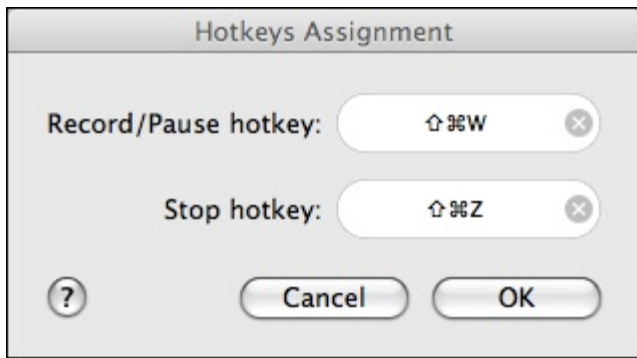
Learn about logging in as a presenter or guest presenter.

- ▶ [Why Log In?](#)
- ▶ [Do I Have to Log In Before I Record?](#)
- ▶ [Don't Know Your Username or Password?](#)
- ▶ [Record for Someone Else](#)
- ▶ [Log In to the Portable Recorder](#)

### Tips

Use these tips to record great presentations.

- ▶ [Audio Tips](#)
- ▶ [Hotkeys](#)



- ▶ More Than One Display?
- ▶ Make a Test Recording
- ▶ Available Disk Space

## Post Recording



Information about what happens when you're done recording..

- ▶ After You're Done Recording
- ▶ What Happens to the Recording After I Submit It?
- ▶ Preview the Recording
- ▶ Trim the Recording
- ▶ Check the Status of Your Presentation
- ▶ The Camtasia Relay Website



## Record a Presentation

Learn how to record a presentation and submit it to the Camtasia Relay server for processing.

Want to see more? Watch an [overview video](#). (2 minutes)

See [Record for Someone Else](#) if you do not have a Camtasia Relay account and are recording a presentation on behalf of a Camtasia Relay presenter.

### How to Record a Presentation

The following is a closer look at the steps to record your presentation.

- 1 Launch Camtasia Relay. [Log in](#) with your username and password, or identify yourself as a [guest](#) recording for someone else.

You do not have to log in prior to recording, but you must log in as a presenter or identify yourself as a guest before you can upload or save your presentation.

Camtasia Relay<sup>®</sup>  
TechSmith

Presenter Guest

Username:  
m.smith

Password:  
.....

[Forgot password?](#)  Remember Me

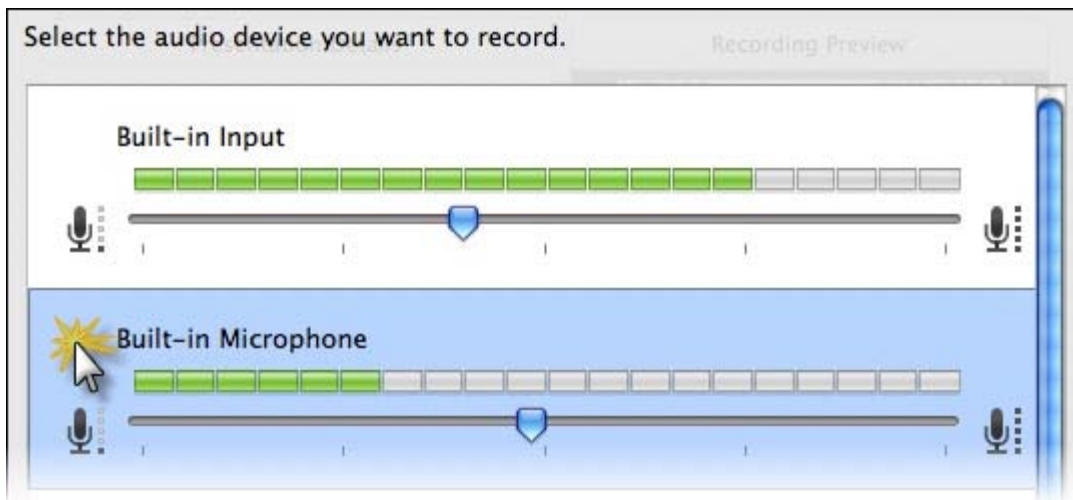
? Later Log in

You do not have to log in prior to recording. If you are in a hurry, click **Later** to postpone logging in.

- 2 Select a [profile](#). If you do not know what profile to select, choose [Upload and Decide Later](#).



- 3 Click the Audio Device button and select an audio device in the [Select Audio Device](#) dialog box.



- 4 Select which [display](#) to record if using a projector displaying a different screen or multiple displays. Adjust the audio level in it appears very low (green) or very high (red).



- 5 Enter a presentation title and description.

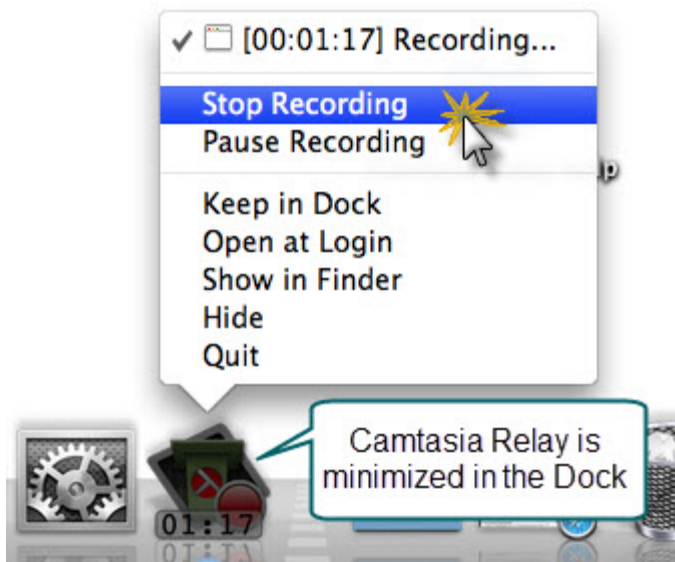
Title:  
Monthly Report – May

Description:  
Discussion about events in May 2009. New procedures.

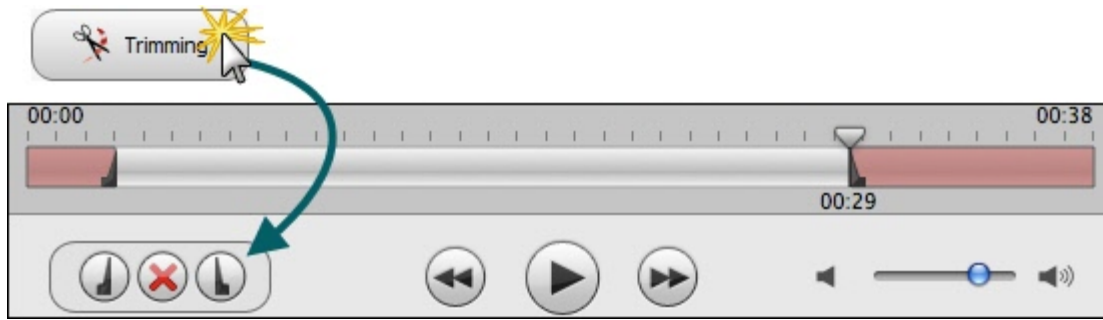
- 6 Make a [test recording](#) to verify the audio and display selection.
- 7 Click the Record button. Give your presentation. Camtasia Relay records everything on your screen and the selected audio device.



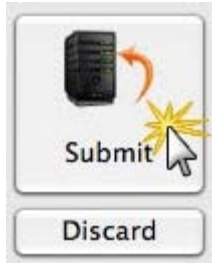
- 8 Stop the recording using a [hotkey](#) or control-click (right-click) the icon in the Dock. There may be a delay as the recording is finalized.



- 9 The recording opens in the [Camtasia Relay Review window](#).  
If needed, click [Trimming](#) to set trim points to cut out extra video at the beginning and end of the presentation.



10 Click the Submit button.



- If you are connected to the Internet, the presentation starts uploading to the Camtasia Relay server.
- If you are not connected to the Internet, the recording automatically starts uploading when you connect to the Internet. You do not receive notice when your presentation begins uploading.

After you submit a presentation for upload, you cannot access it or view its status on your computer. Instead, you can [Check the Status of Your Presentation](#) on the Camtasia Relay website.

[More Help](#)



## Log In to Camtasia Relay

When you open Camtasia Relay, it prompts you to log in. You must log in as a presenter or [identify yourself as a guest](#) before you can submit or save your presentation.

### FAQs About Logging In

- ▶ [Why Log In?](#)
- ▶ [Do I have to log in before recording?](#)
- ▶ [I don't know my username or password. What should I do?](#)
- ▶ [I am recording a presentation for someone else. How should I log in?](#)

### See also

[Record a Presentation](#)

[After You're Done Recording](#)

[More Help](#)

## Profiles in Camtasia Relay

A profile consists of settings that determine how a presentation is recorded, processed, and presented

To access information on profiles available to you, log in to the Camtasia Relay website, click Profiles, and then click a profile in the table.

### Settings Included in a Profile

<b>1</b>	<b>Description:</b> What should you use this profile for? The description is entered by an administrator to help you to choose the correct profile for your needs.
<b>2</b>	<b>Publish destinations:</b> Where the produced files go. Presentations can be published to one or more destinations. Examples include an FTP server, a network drive, Screencast.com, or iTunes U.
<b>3</b>	<b>Encode settings:</b> What kind of files are produced. The original recording is encoded into one or more formats. Examples include an audio only (MP3) encoding, an iPod-compatible encoding, or Windows Media format. Encoding can reduce the frame rate and audio quality, but can never improve the original recording.
<b>4</b>	<b>Publish accounts:</b> How to access the publish destinations. These accounts contain specific information used to place processed presentations in a publish destination, such as user authentication information, folder selection, etc.
<b>5</b>	<b>Notifications:</b> How people are informed when presentations are published. Notifications are sent per profile and can include information about multiple encodings of the same presentation.

If you are not satisfied with existing profile options, you can select the [Upload and Decide Later](#) profile. This sends the recording to the server where it remains until you contact your Camtasia Relay administrator to create or modify a profile.

## See also

[Which Profile Should I Choose?](#)

[Can I Change My Profile?](#)

[Upload and Decide Later Profile](#)

[More Help](#)



## Make a Test Recording

Few things are worse than recording an important presentation only to find out later there was no audio or you were recording the wrong screen. It is important to make a test recording—especially when new to Camtasia Relay.

To make sure you record the correct audio source and computer screen, you should create quick test recording before each presentation.

### To Make a Test Recording

- 1 Prepare your computer exactly as if you were presenting. If you will use a projector, connect the projector. If using a specific microphone, make sure it is connected and selected.
- 2 Click the blue Test button to initiate a 10-second test recording. During the test recording, speak in your presentation voice and launch your PowerPoint or Keynote presentation, or whatever will be on your screen during your recording.
- 3 At the conclusion of the test recording, the video opens in a review window. Click the Play button to review the recording. Verify the audio is acceptable and the correct screen content was recorded. Adjust as necessary.
- 4 Click Close.

### See also

[Record a Presentation](#)

[Select Audio Input](#)

[More Than One Monitor?](#)

[Record When Not Online](#)

[Available Disk Space](#)

[More Help](#)



## Check the Status of Your Presentation

There are a couple of ways to learn the status of your presentation.

- ▶ Wait for an email notification indicating the presentation is published or if the presentation needs attention. These may or may not be available to you.
- ▶ Log in to the Camtasia Relay website.

### To Check the Presentation Status

- 1 Go to the Camtasia Relay website.

If you do not know the URL (web address) of your Camtasia Relay server, you can launch the Camtasia Relay recorder and click the server icon at the top right of the application. You must be connected to the Internet to access the website.



- 2 Log in to the [Camtasia Relay website](#) with your presenter username and password.
- 3 Click the Presentations menu.

### See also

[Record a Presentation](#)

[Preview and Submit the Recording](#)

[What Happens to the Presentation After I Submit It?](#)

[More Help](#)



## Why Camtasia Relay?

You might be wondering why your organization decided to use Camtasia Relay to record presentations.

### Key Benefits of Camtasia Relay

- ▶ **Personalized profiles** automate recording and publishing

Profiles are created by the Camtasia Relay administrator and specify the final format(s) of the presentation and where presentations are published.

- ▶ **Hotkeys** start, pause and stop recording

Hotkeys are more than just convenient. Presenters can start, stop, and pause recordings without viewers seeing any interaction with the Camtasia Relay recorder.

- ▶ **Record offline**

Presenters do not have to be online to make a recording. Record as normal and Camtasia Relay automatically uploads the presentation the next time the computer connects to the Internet, without having to launch Camtasia Relay or click any buttons. If the connection is lost while uploading a presentation, Camtasia Relay automatically resumes from where it left off the next time the computer connects.

- ▶ **Guests** can record on behalf of presenters

People can record presentations and submit them for presenter approval. Once the presentation is uploaded, the associated presenter receives an email with a link to authorize processing and publishing the presentation. This is a great way to allow people to contribute presentations without sharing usernames and passwords.



## Record When Not Online

You do not have to be connected to the Camtasia Relay server to record your presentation. If you are not connected to the Camtasia Relay server, the server icon in the top right of the recorder will have a red X.

If you have previously logged in to Camtasia Relay, you can still login if you are offline. You can still access your profiles once you log in.

### To Record Offline

- 1 Record your presentation as normal.
- 2 Click the Submit button when finished.
- 3 The presentation is submitted for uploading. Because you are not connected to the Internet, the presentation becomes “queued” for upload. The presentation starts to upload automatically when the computer next connects to the Internet.

Presentations only upload when you are connected to the server. After you click Submit, you do not see any information when your presentation is uploading. If you'd like to check the status of your presentation, see [Check the Status of Your Presentation](#).

- 4 Depending on the profile, you may receive notification when the presentation is published.

### See also

[Record a Presentation](#)

[What Happens to the Presentation after I Submit It?](#)

[More Help](#)



## After You're Done Recording

After you finish recording, the presentation is finalized and opens in the *Camtasia Relay Review* window.

### Post Recording Tasks

- ▶ [Preview and Submit the Presentation](#)
- ▶ [Trim the Presentation](#)

### See also

[What Happens After I Submit a Presentation?](#)

[Check the Status of Your Presentation](#)

[More Help](#)



## Camtasia Relay Portable Recorder

Run the Camtasia Relay portable recorder from a mobile storage device if there is any reason you cannot (or should not) record and upload directly from the presentation computer.

### Examples of When to Use the Portable Recorder

- ▶ You need to record on a computer where you do not have permission to install applications.
- ▶ You need to record on a computer with limited or no network access.
- ▶ You want to record several presentations and upload them collectively at a later time.

Depending on your organization, the portable recorder may or may not be available. Contact your administrator for more information.

### See also

[Download the Portable Recorder](#)

[Log in to the Portable Recorder](#)

[Run the Portable Recorder](#)

[Record with the Portable Recorder](#)

[Upload Presentations from the Portable Recorder](#)

[More Help](#)



## The Camtasia Relay Website

There are two parts to Camtasia Relay--the recorder, which runs on your computer, and the server which processes and publishes all presentations. The way that presenters can interact with the server is through the Camtasia Relay website. The website is specific to and run by your organization.

Presenters use the same username and password to log in to both the recorder and the website.

The Camtasia Relay website is specific to your organization. This means that the url of the site varies based on your organization.

If you do not know the url, you can launch the Camtasia Relay recorder on your computer and click the server icon at the top right of the login screen. You must be connected to the Internet to access the website.



[Watch a video about the Camtasia Relay website.](#)

### Why Visit the Website?

- ▶ Check on presentations.
- ▶ Learn about your Profiles.
- ▶ Specify publish destinations (available only for some Profiles).
- ▶ Enter account information that may be required for some of your publish destinations.

### See also

[Record a Presentation](#)

[Record When Not Online](#)

[After You're Done Recording](#)

[What Happens to the Recording After I Submit It?](#)

[Check the Status of Your Presentation](#)



## Need More Help?

In addition to the in-product help files, there are several different ways to get help for using Camtasia Relay.


- ▶ [Camtasia Relay Learning Center](#)

If you're looking for answers to *How to...?* or *How do I...?* questions, you can find the most up to date tutorials and product information in the Camtasia Relay section of the TechSmith.com Learning Center.

- ▶ [TechSmith Support Center](#)

Having a technical issue? In the TechSmith Support Center you can search for answers to technical issues and contact support.

- ▶ [Camtasia Relay Help videos on Screencast.com](#)

These informal videos are created to address common tasks and sticking points that presenters might run into with Camtasia Relay. We will add new videos as needed. To make sure you find out about newly added videos, subscribe to our  [RSS feed](#).



## FAQs

Have a question about Camtasia Relay? The following questions and answers might help.

### Frequently Asked Questions About Camtasia Relay

- ▶ **What is Camtasia Relay?**  
Camtasia Relay lets you easily create a video and audio account of your lecture, presentation, or meeting. It captures all on-screen activity and audio on computers running on both Windows and Mac operating systems.
- ▶ **How do I know that Camtasia Relay is recording?**  
When Camtasia Relay is recording, you will see it in the dock. It displays the current recording time.
- ▶ **Can I edit my recording?**  
The Camtasia Relay recorder supports only trimming the beginning and end of your presentation. See [Trim the Presentation](#) for more information.  
  
If you are interested in more serious editing capabilities, Camtasia Relay can produce files for editing in Camtasia Studio and Camtasia for Mac. This requires access to Camtasia software and profiles to produce these files to be set up by the administrator. Please contact your administrator to find out if this is available in your organization.
- ▶ **Are there things I should do before I start recording?**  
Camtasia Relay records everything on your screen and all audio picked up on your selected microphone. To avoid interruptions during the presentations, you may want to shut down other programs, such as email, calendar reminders, instant messaging application, etc.  
You should do a test recording to verify Camtasia Relay is recording what you think it is recording and that your audio levels are appropriate. See [Make a Test Recording](#) for more information.  
Make sure you have enough disk space for recording. Check your [Available Disk Space](#) and remove any unnecessary files from your computer or portable storage device.
- ▶ **I'm not currently online. Do I wait to submit my recording?**  
No, you do not need to wait. After you finish recording, you should submit the presentation, whether you are online or not. When you submit, the presentation is "readied" for upload. If you are not online, the presentation is saved to your computer and automatically starts uploading the next time your computer is online. It uploads "behind the scenes" and you will not see any visible cues on your computer.
- ▶ **What is the portable recorder? Why can't I find it to download?**  
The Camtasia Relay portable recorder is an optional component and may not be available in your organization. You should contact your administrator for additional information.
- ▶ **Where can I find more help?**  
For general Camtasia Relay resources from TechSmith, the makers of Camtasia Relay, see [Need More Help?](#)  
Please contact your administrator for organization-specific information such as the final location of your presentations, login or password issues, microphone issues, etc.

### See also

[Auto Adjust Audio Level](#)  
[Select Audio Input](#)  
[More Help](#)



## Upload and Decide Later Profile

The *Upload and Decide Later* Profile uploads the recorded presentation to the Camtasia Relay server but the recording is not encoded or published. An authorized presenter or Camtasia Relay administrator must assign a different profile and submit the recording for publishing via the [Camtasia Relay website](#).

Why use the Upload and Decide Later Profile?

- ▶ For guest presenters, it is the only profile available.
- ▶ You make a presentation in advance, but do not want it published until later.
- ▶ You are not satisfied with existing profile options and wish to hold the recording on the server until you can contact your Camtasia Relay administrator to create or modify a profile.

### See also

[Record for Someone Else](#)

[Record When Not Online](#)

[Profiles in Camtasia Relay](#)

[Which Profile Should I Choose?](#)

[Can I Change My Profiles?](#)

[More Help](#)



## Select Audio Device

Camtasia Relay records audio from a single audio source. This includes audio devices such as:

- ▶ Built-in microphones
- ▶ Standard microphones
- ▶ USB microphones
- ▶ Webcams
- ▶ Device line in connected to a sound mixer

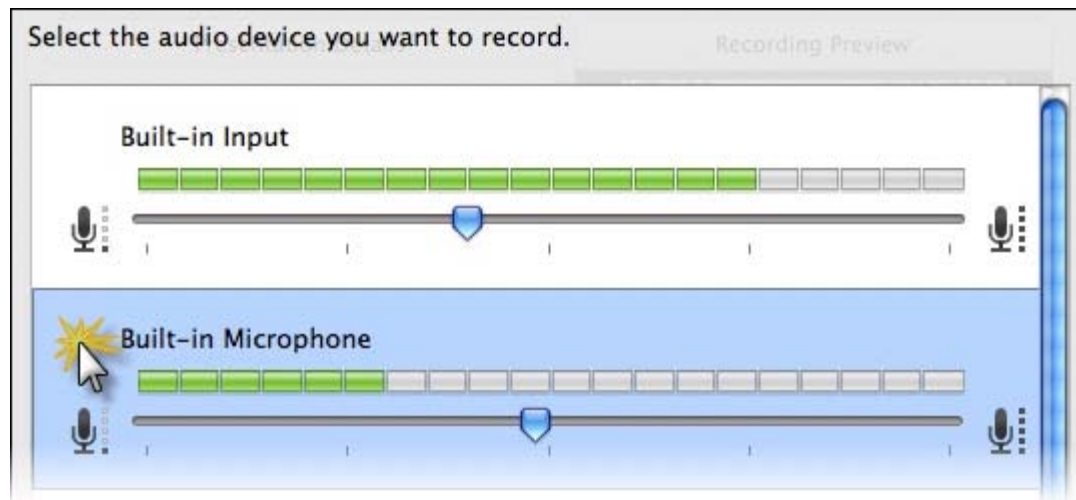
You cannot change the audio device selection once a recording is started.

To Select an Audio Device

- 1 Connect your audio device to the computer before launching Camtasia Relay.
- 2 Click the Audio Device button.

The *Select Audio Device* dialog box opens. The *Select Audio Device* dialog box shows the levels of all audio devices connected to the computer.

- 3 Click your audio device to select it.



- 4 Click OK to close the dialog box.

See also

[Auto Adjust Audio Level](#)

[Audio Tips](#)

[Unsupported Audio Devices](#)

[More Help](#)

## Auto Adjust Audio Level

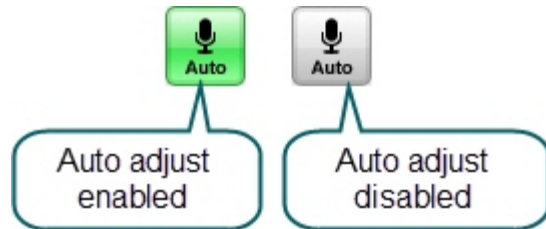
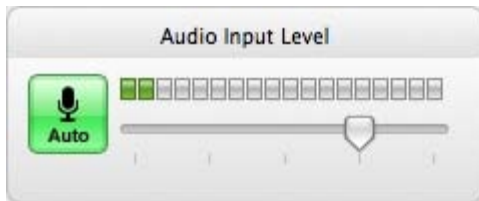
If the audio levels are too high when recording, the quality of your processed presentation is poor. Presentations recorded with poor audio also have a low level of accuracy in captions and full audio search (when transcription is provided by the profile).

By default, Camtasia Relay automatically adjusts the input level of the selected audio device to provide the best possible audio for your presentation. As the volume of the audio changes, the slider moves automatically to adjust the level of the recorded audio.

There are some cases when you may want to disable the auto adjust option:

- ▶ You use a sound mixer to combine and control the levels of multiple devices into a single audio input.
- ▶ You want more manual control of your audio input levels.

To disable the auto adjust feature, click the Auto Adjust button.



See also

[Audio Tips](#)

[Select Audio Device](#)

[Unsupported Audio Devices](#)

[More Help](#)



## Why Log In?

You must log in as a presenter or [identify yourself as a guest](#) before you can submit or save your presentation.

When you log in to with your Camtasia Relay username and password, you do the following:

- ▶ Identify yourself as a presenter

Log in to gain access to your profiles and identify yourself as a presenter. You can log in before or after recording.

- ▶ Gain access to profiles

A profile consists of settings that determine how a presentation is recorded, what kind of file it is produced as, and where it is published to. An administrator sets up profiles and assigns them based on presenter needs.

- ▶ Save settings

When you select an audio device or set hotkeys while logged in, the audio device and hotkeys are stored and available the next time you log in.

If you enable the Remember Me option, you do not see the *Camtasia Relay Login* dialog box each time you open Camtasia Relay. All of your settings are saved and you can immediately access your profiles. Depending on the administrator's choice of security settings, Remember Me may occasionally be reset. You just need to log in again and enable Remember Me.

### See also

[Log In to Camtasia Relay](#)

[Do I Have To Log In Before Recording?](#)

[Don't Know Your Username or Password?](#)

[Record for Someone Else](#)

[More Help](#)



## Do I Have To Log In Before Recording?

Running late for your presentation? Can't remember your password?

For these and other reasons, presenters are not required to log in before recording. If you are not logged in, the [Upload and Decide Later profile](#) is selected when you begin recording.

Although a you can record without logging in, you must log in as a presenter or identify yourself as a [guest](#) before you can submit or save your presentation. If you try to submit or save a presentation without logging in, you are prompted to do so.

Once you log in as a presenter, either before or after recording, you can access and select from your assigned [profiles](#).

### See also

[Log In to Camtasia Relay](#)

[Why Log In?](#)

[Don't Know Your Username or Password?](#)

[Record for Someone Else](#)

[More Help](#)

## Don't Know Your Username or Password?

Here are a few things to try if you don't know your username or password:

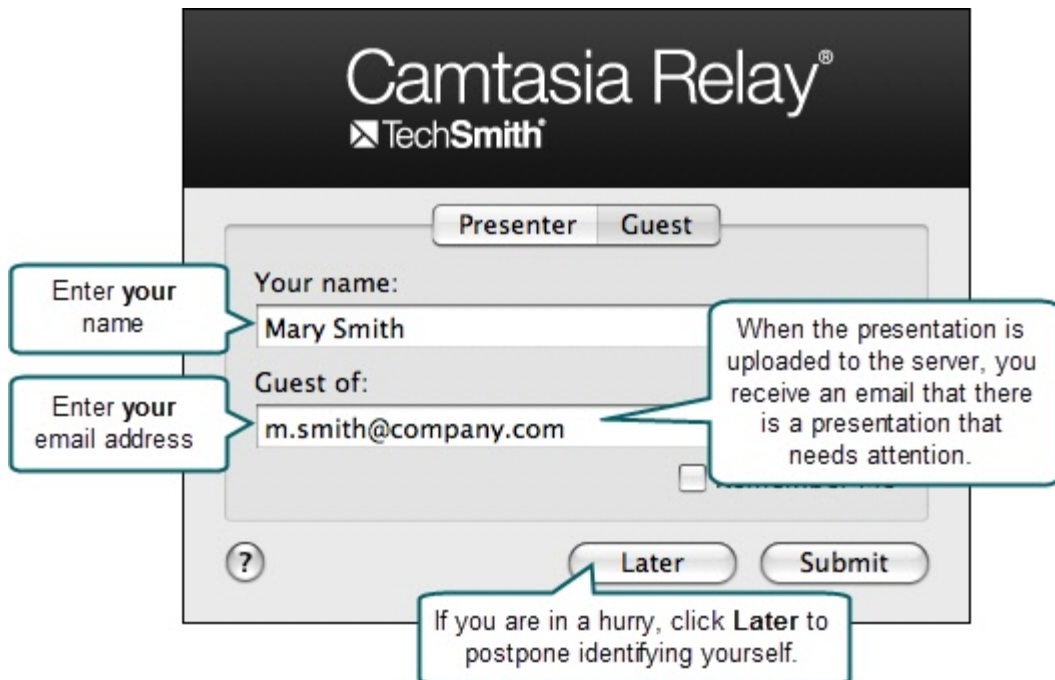
- ▶ If you were not given a username or password, try logging in with your network username and password. Some organizations set up Camtasia Relay to use these network credentials.
- ▶ In the Camtasia Relay Login dialog box, click **Forgot password**. In some cases, you can reset your password on the Camtasia Relay website.
- ▶ [Log in as a Guest Presenter](#). You can still record even if you do not know your username or forgot your password.

Keep in mind that when recording as a guest, either you (once you find your password) or the administrator must authorize the presentation before it can process. To authorize a presentation, log into the [Camtasia Relay website](#), find the presentation, and choose a profile.

- ▶ If you can't remember your username or password and none of the above work for you, contact your Camtasia Relay administrator.

To Log In As a Guest Because You Forgot Your Username or Password

- 1 Click Log In.
- 2 Click Guest.
- 3 Enter your name.
- 4 Enter your email in the *Guest of* field.
- 5 Click Submit.



The screenshot shows the Camtasia Relay login dialog box. At the top, it says "Camtasia Relay" and "TechSmith". Below that, there are two tabs: "Presenter" and "Guest". The "Guest" tab is selected. The form has two input fields: "Your name:" with the text "Mary Smith" and "Guest of:" with the text "m.smith@company.com". There is a checkbox below the "Guest of:" field. At the bottom, there are two buttons: "Later" and "Submit". A question mark icon is also present at the bottom left. Annotations with callout boxes provide instructions: "Enter your name" points to the name field, "Enter your email address" points to the email field, "When the presentation is uploaded to the server, you receive an email that there is a presentation that needs attention." points to the checkbox, and "If you are in a hurry, click Later to postpone identifying yourself." points to the Later button.

See also

[Log In to Camtasia Relay](#)

[Why Log In?](#)

[Do I Have To Log In Before Recording?](#)

[Record for Someone Else](#)

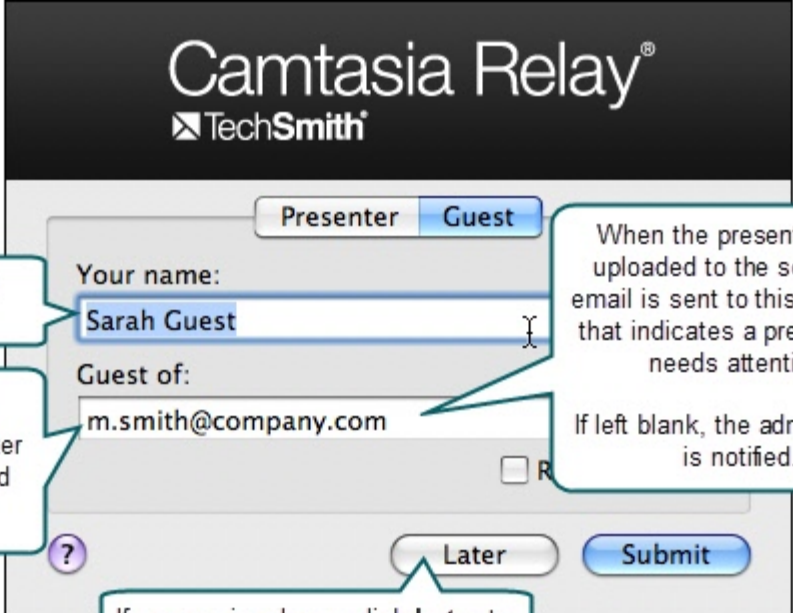
[More Help](#)

## Record for Someone Else

Guests can record presentations on behalf of a Camtasia Relay presenter.

To Record as a Guest

- 1 Click Log In, and then click Guest.
- 2 Enter your name and the email address of the Camtasia Relay presenter you are presenting on behalf of. If you do not know the email address, leave the *Guest of* field empty. Click Submit.



Camtasia Relay<sup>®</sup>  
TechSmith

Presenter Guest

Your name:  
Sarah Guest

Guest of:  
m.smith@company.com

Remember me

Later Submit

Enter your name

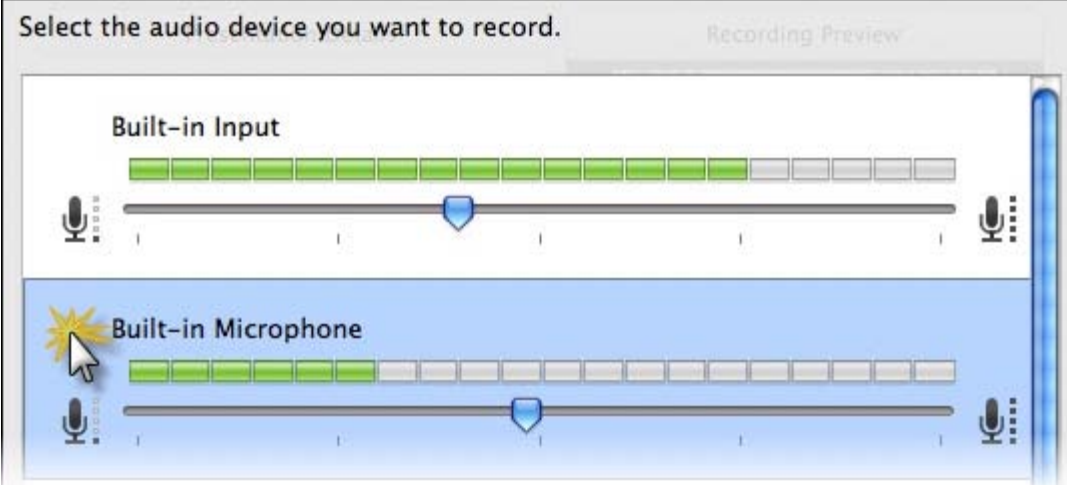
Enter the email address of a presenter or just leave the field blank

When the presentation is uploaded to the server, an email is sent to this presenter that indicates a presentation needs attention. If left blank, the administrator is notified.

If you are in a hurry, click Later to postpone identifying yourself.

When you identify yourself as a guest, the Upload and Decide Later profile is the only available profile.

- 3 Click the Audio Device button and select a audio device in the [Select Audio Device](#) dialog box.



Select the audio device you want to record. Recording Preview

Built-in Input

Built-in Microphone

- 4 Select which display to record if using a projector displaying a different screen or multiple displays.



- 5 Enter a presentation title and description.

Title:  
Monthly Report - May

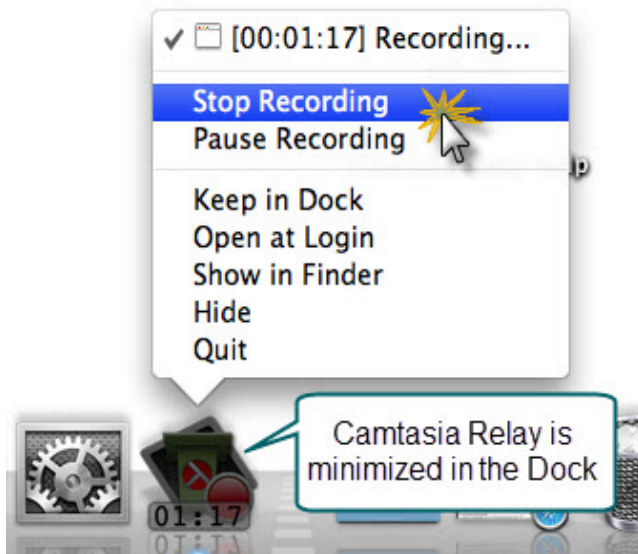
Description:  
Discussion about events in May 2009. New procedures.

- 6 Make a **test recording** to verify that you are recording from the correct display and audio device..

- 7 Click the Record button. Give your presentation. Camtasia Relay records everything on your screen and the selected audio device.



- 8 Stop the recording using a **hotkey** or control-click (right-click) the icon in the Dock. There may be a delay as the recording is finalized.



9 The recording opens in the *Camtasia Relay Review* window.

If needed, click [Trimming](#) to set trim points to cut out extra video at the beginning and end of the presentation.



10 Click the Submit button.



- If you are connected to the Internet, the presentation starts uploading to the Camtasia Relay server. You receive an email when your presentation is published.
- If you are not connected to the Internet, the recording automatically starts uploading when you connect to the Internet. You do not receive notice when your presentation begins uploading.

While you cannot access your presentations on your computer, Camtasia Relay users can [check the status of your presentation](#) on the Camtasia Relay website. The email entered in the *Guest of* field also receives an email when your presentation is uploaded to the Camtasia Relay server.

Keep in mind that when recording as a guest, either the presenter you are the guest of or a Camtasia Relay administrator must authorize the presentation before it can be produced.

See also

[More Help](#)



## Log In to the Portable Recorder

There are some considerations to keep in mind when you attempt to log in to the Camtasia Relay portable recorder.

- ▶ To be able to log in on the portable recorder, you must first log in to the portable recorder on a computer that can connect to the Camtasia Relay server.

To do this, connect the mobile storage device to a computer with the "regular" Camtasia Relay recorder installed on it. Open the portable recorder and log in. This saves your presenter information on the portable recorder and allows you to access your profiles when you are not connected to the server.

- ▶ If you run the portable recorder without previously logging in while connected to the server, you are not able to log in. Identify yourself as a [guest](#) to use the Upload and Decide Later profile.

### See also

[Camtasia Relay Portable Recorder](#)

[Download the Portable Recorder](#)

[Run the Portable Recorder](#)

[Record with the Portable Recorder](#)

[Upload Presentations from the Portable Recorder](#)[More Help](#)

## Audio Tips

Use the following tips to help you get the best audio in your presentation.

### Audio Tips

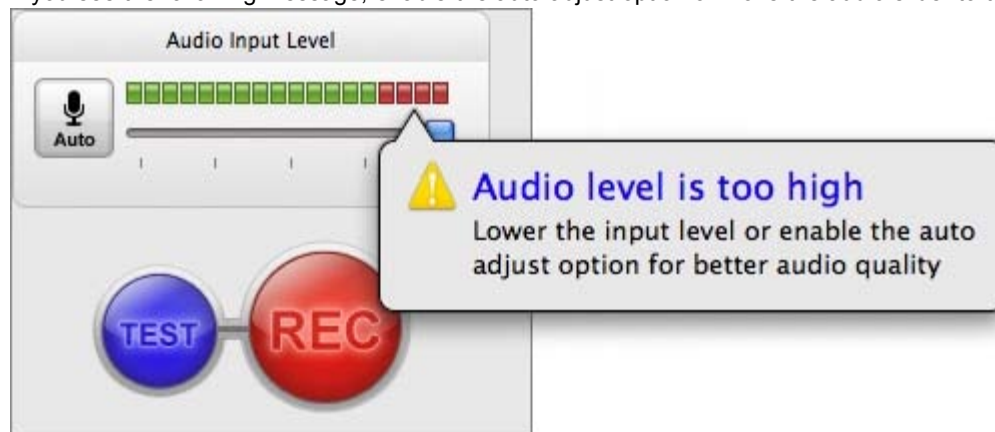
- ▶ Verify you are recording the correct audio input.
  - Make sure you click the Audio Device button, view all available devices while speaking into your microphone, and click the device based on the input levels. The names of devices can be deceiving and viewing the levels of all the connected devices helps you choose the correct device.
  - Make a **test recording**. Speak in your presentation voice and volume.
  - If you are using an external microphone, move away from the computer and speak to ensure you record the external microphone and not a possible built-in microphone on the computer. Verify desired audio input devices are enabled.
- ▶ Use auto adjust or manually adjust the input level.
 

If the audio levels are too high and "clip" when recording, the quality of your processed presentation is poor. Presentations recorded with poor audio also have a low level of accuracy in captions and full audio search (when transcription is provided by the profile.)

If you are not using the option to automatically adjust the audio input levels, make sure to adjust the audio level appropriately. Speak in your presentation voice and adjust the audio input slider so the indicator peaks near the end of the green bars and is not consistently showing red bars. You can adjust the audio input level before and after you start recording.



If you see the following message, enable the auto adjust option or move the audio slider to the left to decrease the input level.



- ▶ Obtain a good external microphone.
 

Some computers have decent built-in microphones. Some do not. It might be worth investing in a USB or line in microphone. Macintosh laptop computers line in ports are not powered. This means you must rely on the internal microphone or purchase an external (powered) microphone.

See also

[Auto Adjust Audio Level](#)

[Select Audio Device](#)

[Unsupported Audio Devices](#)

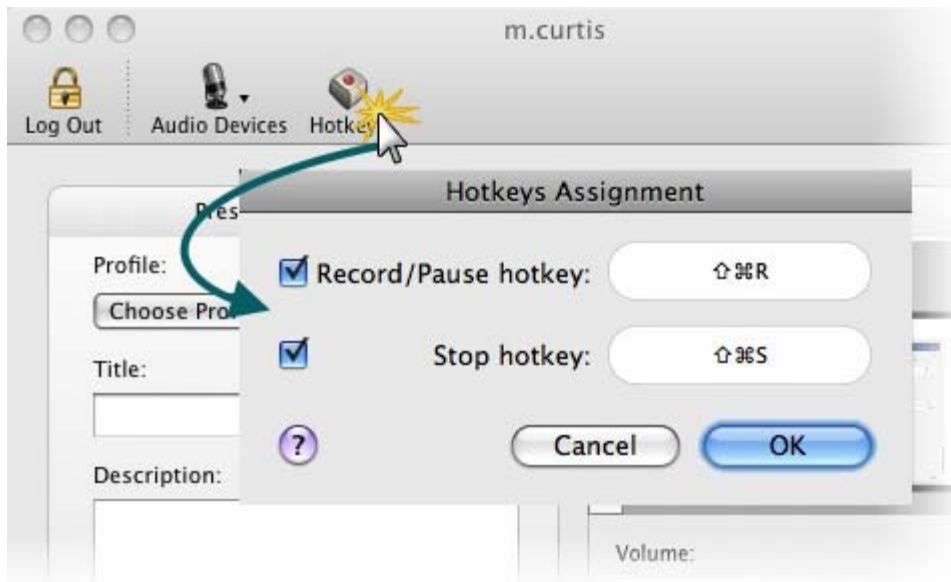
[More Help](#)

## Hotkeys

In Camtasia Relay, hotkeys are for more than just convenience. While they do save time, they also allow you to start, pause, and stop your recording without the audience seeing the Camtasia Relay recorder during the presentation.

### To Set Hotkeys

- 1 Choose Settings > Hotkeys.
- 2 Type a key combination for each hotkey.



- 3 Click OK.

By default, Keynote does not allow the use of hotkeys when presenting in full screen mode. To enable hotkeys in Keynote, choose Keynote > Preferences > Slideshow (tab), and click Allow Exposé, Dashboard, and others to use screen.

### See also

[Record a Presentation](#)

[Select Audio Input](#)

[More Than One Monitor?](#)

[Record When Not Online](#)

[Available Disk Space](#)

[More Help](#)

## More Than One Display?

Camtasia Relay records one entire display. If your computer has multiple monitors or is connected to a projector, you need to specify which display to record.

Camtasia Relay displays a small window on the display not selected for recording. You can leave this up to help show how long you've been recording, or if you prefer, minimize it to the taskbar.

### To Select a Display

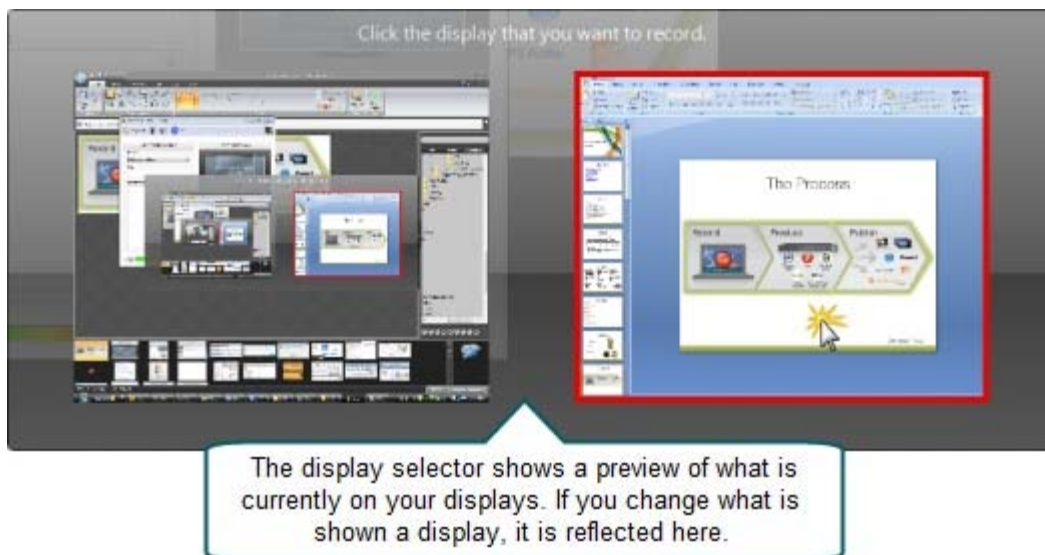
- 1 Click in the Recording Preview.

Depending on whether you have previously selected a display, you will see either a message to select a display or the currently selected display.



- 2 When you see the display selector, click the display you want to record.

As you hover over a display in the selector, there is a red outline shown on the actual display to help you identify the different displays.



If you click the Test button or the Record button prior to selecting a display to record, you are prompted to make a selection before recording starts.

See also

[Record a Presentation](#)

[Select Audio Input](#)

[Record When Not Online](#)

[Available Disk Space](#)

[More Help](#)

## Available Disk Space

At the bottom of Camtasia Relay is a *disk space monitor*. This shows how much disk space is available to record. It is available before and after you start recording.

If you are running the Camtasia Relay portable recorder, Camtasia Relay first records to a temporary location on the computer before saving the presentation to the mobile storage device. The monitor shows either the space available on the mobile storage device or the space available on the computer, whichever has less space.



If you run out of space during a recording, recording is paused. You can make more room on the computer by removing other files.

To avoid interrupting you during a presentation, you are not notified when a recording is paused due to low disk space.

See Also

[More Help](#)



## What Happens After I Submit a Presentation?

After you click Submit, your presentation is readied for upload to the server.

- ▶ If you are connected to the Internet, the presentation starts uploading to the Camtasia Relay server. You receive an email when your presentation is published.
- ▶ If you are not connected to the Internet, the recording automatically starts uploading when you connect to the Internet. You do not receive notice when your presentation begins uploading.

You can [Check the Status of Your Presentation](#) on the Camtasia Relay website. You also receive an email when your presentation is produced and published.

After you submit your presentation, you cannot access or view your presentation or the status of the upload in the Camtasia Relay recorder.

If you lose or close your connection while the presentation is uploading, the process is paused and continues when the computer next connects to the Internet.

### See also

[After You're Done Recording](#)

[Preview and Submit the Recording](#)

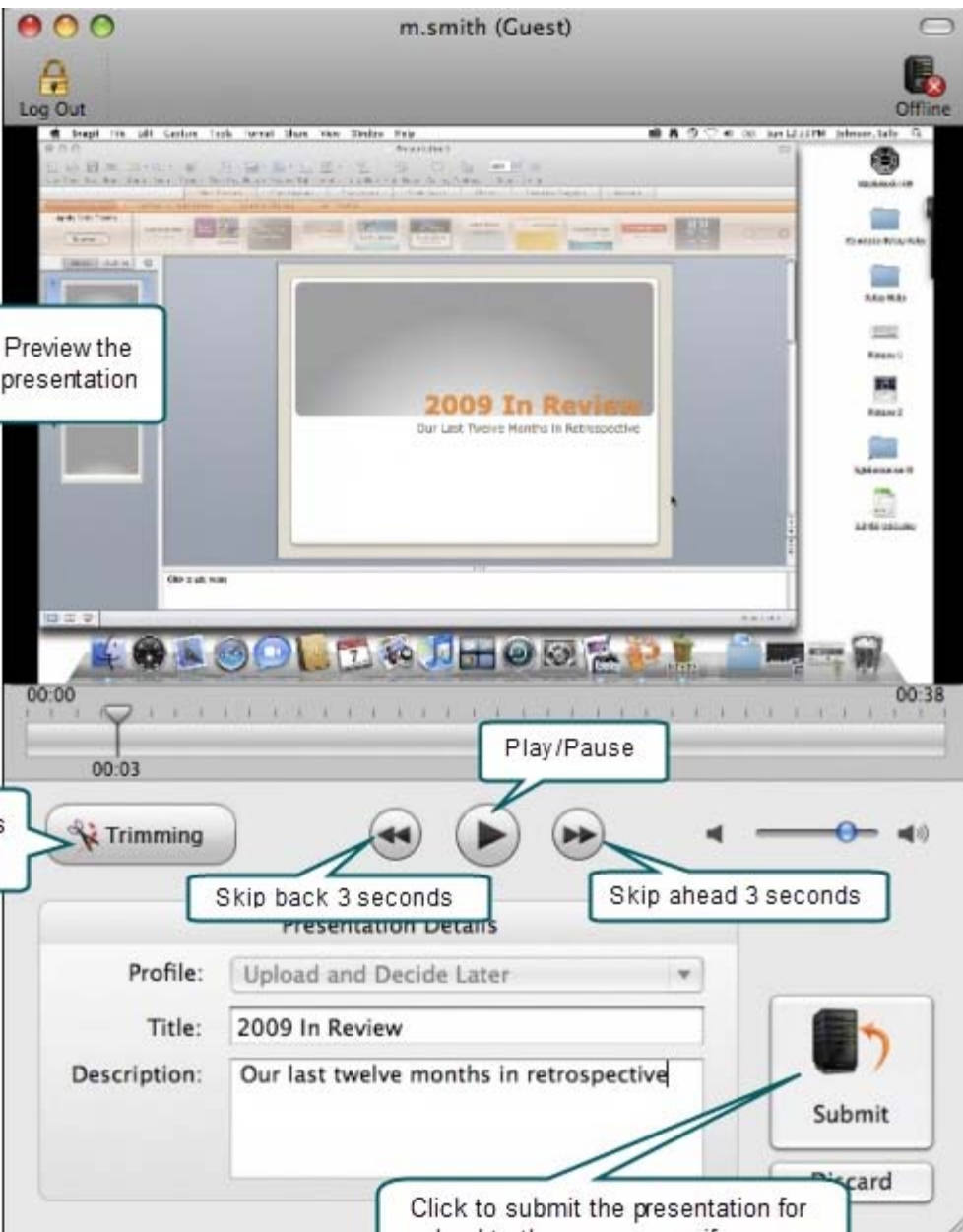
[More Help](#)

## Preview and Submit the Recording

After you finish recording your presentation, it opens in the *Camtasia Relay Review* window.

### Before You Submit Your Recording

- ▶ Preview your presentation.
- ▶ If you did not do so prior to recording, log in, select a profile, and enter a title and description.
- ▶ If you need to, [trim](#) the beginning and end of the presentation.



The screenshot shows the Camtasia Relay Review window. The main preview area displays a presentation slide titled "2009 In Review" with the subtitle "Our Last Twelve Months In Retrospective". The window title is "m.smith (Guest)". The interface includes a "Log Out" button, an "Offline" status indicator, and a "Presentation Details" section with fields for "Profile" (set to "Upload and Decide Later"), "Title" (set to "2009 In Review"), and "Description" (set to "Our last twelve months in retrospective"). A "Submit" button is visible, along with a "Discard" button. The control panel at the bottom features a "Trimming" button, a "Play/Pause" button, and buttons for "Skip back 3 seconds" and "Skip ahead 3 seconds". A progress bar shows the current time at 00:03 out of 00:38.

Preview the presentation

Click to access trimming tools

Play/Pause

Skip back 3 seconds

Skip ahead 3 seconds

Click to submit the presentation for upload to the server, even if you are not online.  
The presentation automatically uploads when your computer is next online and connects to the server.

## See also

[Record a Presentation](#)

[What Happens to the Presentation After I Submit It?](#)

[Check the Status of Your Presentation](#)

[More Help](#)



## Trim the Presentation

With Camtasia Relay, you can edit your presentation to remove extra video at the beginning or end. Trim your presentation to remove any extra audio and video you do not want in your published presentation.

To Trim Your Presentation

- 1 After you finish recording, click Trimming to access the trimming tools.



- 2 Move the playhead to the location you want to set as the beginning of the presentation and click the Set presentation start button. The trimmed area is shown in red.



- 3 Move the playhead to the location you want to set as the end of the presentation and click the Set presentation end button.



The red area of the timeline is cut from the presentation. Once you submit or save the recording, you permanently lose this part of the recording.

If you want to remove the trim points, click Cancel trim (the red X button.) This removes the trim points and closes the trimming tools.

### See also

[Record a Presentation](#)

[What Happens to the Presentation After I Submit It?](#)

[Check the Status of Your Presentation](#)

[More Help](#)



## Which Profile Should I Choose?

Your administrator assigns profiles to you based on presenter needs. When you log into Camtasia Relay, you can view your assigned profiles by clicking on the profile dropdown list.



In the list, you only see the names of your available profiles. If you need more information on the profiles, you can log into the Camtasia Relay website and click Profiles. There you can see the name, description, and settings.



Only Camtasia Relay administrators can create or modify profiles. If you are not satisfied with existing profile options, you can select the [Upload and Decide Later Profile](#). This sends the recording to the server where it remains until you can contact your Camtasia Relay administrator to create or modify a profile.

### See also

[Profiles in Camtasia Relay](#)

[Can I Change My Profile?](#)

[Upload and Decide Later Profile](#)

[More Help](#)



## Can I Change My Profiles?

Only Camtasia Relay administrators can create or modify profiles. If you are not satisfied with your existing profile options, contact your Camtasia Relay administrator.

Consider the following questions before contacting your administrator.

### What Kind of Recording Do You Want to Make?

- ▶ Will there be a lot of movement, such as video, in your presentations?
- ▶ Are you going to record PowerPoint presentations?
- ▶ Anything else the administrator should know about what you are recording?
- ▶ Are you planning on editing presentations in Camtasia Studio?

### What Kind of Files Do You Want to Produce?

- ▶ Do you need multiple file types for the same presentation?
- ▶ Is there a certain kind of file you need?
- ▶ Do you want an audio-only file?
- ▶ Should the produced presentations be certain dimensions?

### Where Do You Want the Produced Files to End Up?

- ▶ Do you have a file folder location for the produced files?
- ▶ Do you have an account on Screencast.com that you want to use?
- ▶ Do you want to send your presentations to a website via an FTP server?
- ▶ Do you want to send your presentations to iTunes U?

### See also

[Profiles in Camtasia Relay](#)

[Which Profile Should I Choose?](#)

[Upload and Decide Later Profile](#)

[More Help](#)



## Download the Portable Recorder

If you need a portable version of Camtasia Relay, use the following process to install the portable recorder on a mobile storage device, such as a USB flash drive.

Depending on your organization, the portable recorder may or may not be available. Contact your administrator for more information.

### To Download and Install on a Mobile Storage Device

- 1 Log in to the Camtasia Relay website.
- 2 Click Recorder Download.
- 3 Plug in a mobile storage device and format the device as FAT32.
- 4 If available, click Download Portable Recorder and save the .zip file to your computer.

You may have to request the portable recorder. Click the button to send a request to your administrator.

- 5 Locate and open PortableCamtasiaRelay.zip.
- 6 Copy all files from the .zip file onto the mobile storage device. All files from the .zip folder need to be copied to the root of the device.

### See also

[Camtasia Relay Portable Recorder](#)

[Log in to the Portable Recorder](#)

[Record with the Portable Recorder](#)

[Upload Presentations from the Portable Recorder](#)

[More Help](#)



## Run the Camtasia Relay Portable Recorder

After you have downloaded the portable recorder, you can use your mobile storage device to record on computers running on either the Windows and Mac operating systems.

To Run the Portable Recorder on a Mac OS

- 1 Use Finder to navigate to the mobile storage device.
- 2 Double-click Mac Camtasia Relay.

### See also

[Download the Portable Recorder](#)

[Log in to the Portable Recorder](#)

[Record with the Portable Recorder](#)

[Upload Presentations from the Portable Recorder](#)

[More Help](#)



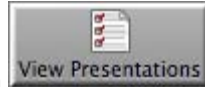
## Record with the Portable Recorder

You may notice a few differences when running Camtasia Relay from a mobile storage device, but generally, the process of recording is the same. See [Record a Presentation](#) for more information. When you finish your recording, Save the presentation to the mobile storage device.

### Differences When Recording With a Portable Recorder




Click the View Presentations button



to see and upload the presentations saved to the mobile storage device.



In most cases, you will not be connected to the server. When you see this icon , you are not connected to the server. After you finish recording, you must save your file to the mobile storage device running the Camtasia Relay portable recorder. You cannot submit it for upload from the computer you are using.

▶ You may not be able to log in. See [Log In to the Portable Recorder](#) for more information.

▶ When you finish your recording, Click Save to save the presentation to the mobile storage device.

▶ If you are running the portable recorder on a computer with Camtasia Relay installed, you can choose to save your presentation or submit it for upload to the server.

▶ To upload saved presentations, connect the mobile storage device to a computer with Camtasia Relay installed. You can then [Upload Presentations from the Portable Recorder](#).

### See also

[Camtasia Relay Portable Recorder](#)

[Download the Portable Recorder](#)

[Run the Portable Recorder](#)

[Log in to the Portable Recorder](#)

[Upload Presentations from the Portable Recorder](#)

[More Help](#)



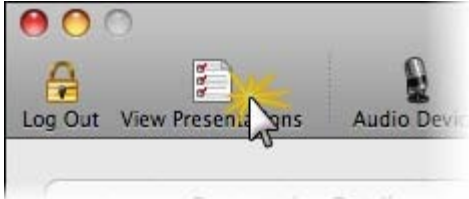
## Upload Presentations from the Portable Recorder

To upload saved presentations from a mobile storage device, you must connect the mobile storage device to a computer with Camtasia Relay recorder installed on it.

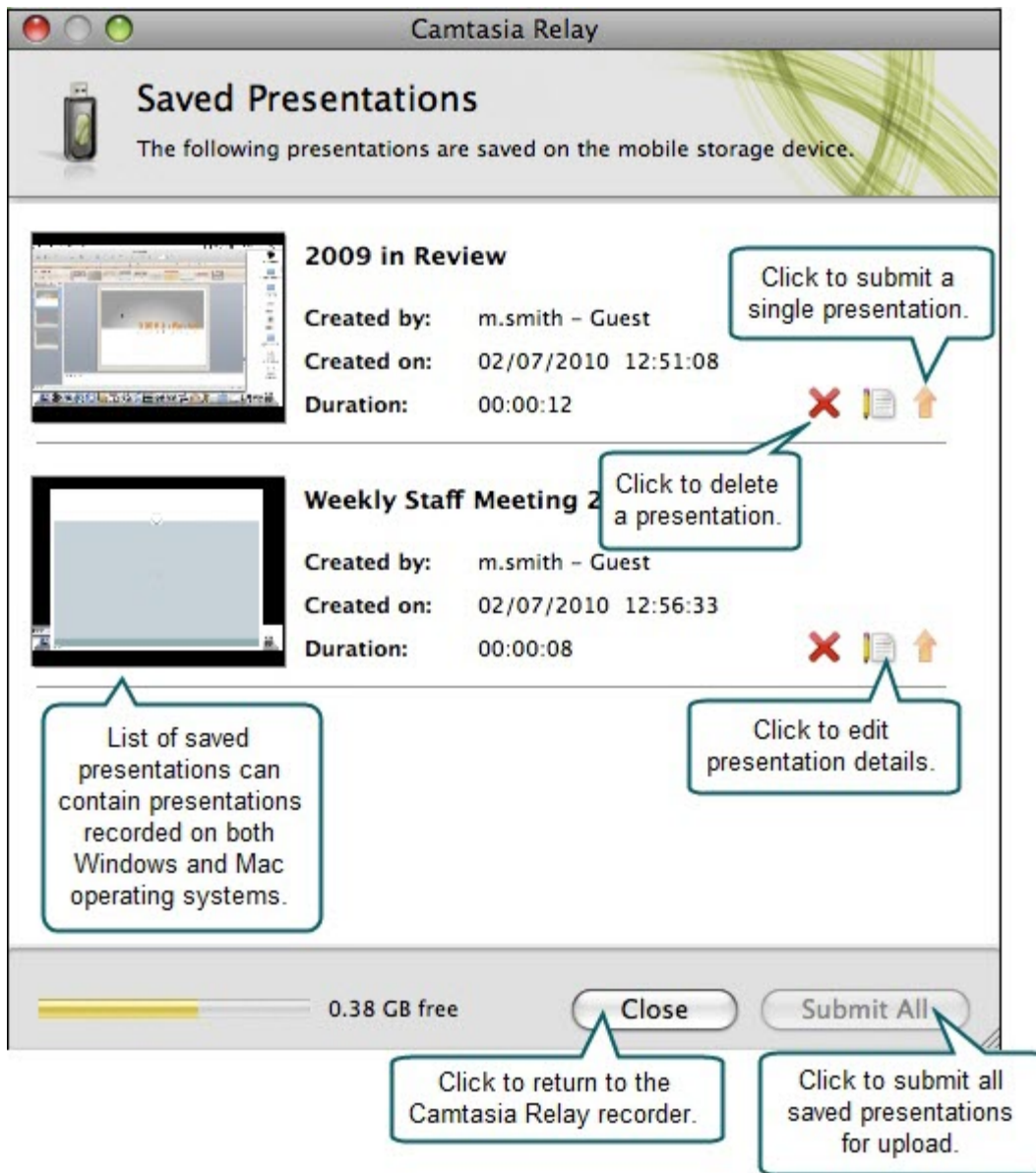
You can submit saved presentations at any time. If you are not connected to the internet, the presentations upload to the server when your computer is next connected.


To Sumit Presentations for Upload

- 1 Click the View Saved Presentations button.



- 2 The Saved Presentations dialog box opens.



3 Click Submit All to submit all of the presentations for upload or click  to submit individual presentations.

If you are online and connected to the server, your presentation(s) start to upload. If you are offline, your presentation(s) are stored on the computer and automatically upload to the server once you are online and connected.

After you upload saved presentations, you will not be able to access or view your presentation or the status of the upload in the Camtasia Relay recorder.

You can [Check the Status of Your Presentation](#) on the Camtasia Relay website. You will also receive an email when your presentation is produced and published.

## See also

[Camtasia Relay Portable Recorder](#)

[Download the Portable Recorder](#)

[Run the Portable Recorder](#)

[Log in to the Portable Recorder](#)

[Record with the Portable Recorder](#)

[More Help](#)



## Unsupported Audio Device

Camtasia Relay cannot record audio from low bitrate devices.

If the bitrate from your audio device is less than 22.050 KHz, Camtasia Relay does not show it in the list of available audio devices.

If needed, connect a different audio device to your computer. As soon as the new device is attached, it immediately shows up in the list of available audio devices.

### See also

[Select Audio Device](#)

[Auto Adjust Audio Level](#)

[More Help](#)