

Lecture Recording Guidelines

Lecture Videos and Necessary Items for Making Slides

Please check the settings first. Prepare the camera and audio (microphone) for recording before running the program.

- ✓ It is convenient if you use mobile phone earphones with its built-in microphone.
- ✓ If you use the laptop, it has a built-in camera and microphone for more convenient recording.
- ✓ Please record in a quiet space.



Microphone Volume Test before Recording

Before recording, first increase the volume of the microphone in the control panel in the following way.

The image shows a sequence of steps to adjust microphone volume in Windows. It starts with the Windows Settings app, where the 'Hardware and Sound' category is highlighted with a red dashed box and a red circle containing the number 1. A red arrow points from this box to the 'Sound' control panel window, which is also highlighted with a red dashed box and a red circle containing the number 2. In the Sound window, the 'Recording' tab is selected with a red dashed box and a red circle containing the number 3. The 'Mike' device is highlighted with a red dashed box and a red circle containing the number 4, with the text 'Double Click' next to it. Below the device list, the 'Properties' button is highlighted with a red dashed box and a red circle containing the number 5. The 'Levels' tab in the 'Mike Properties' dialog is selected with a red dashed box and a red circle containing the number 6. The volume slider is set to 100, and the speaker icon is highlighted with a red dashed box and a red circle containing the number 7. The 'OK' button in the 'Mike Properties' dialog is highlighted with a red dashed box and a red circle containing the number 7.

Adjust your computer's settings

- System and Security
- Network and Internet
- Hardware and Sound**
- Programs
- Devices and Printers
- AutoPlay
- Sound**
- Power Options
- Realtek HD Audio Manager
- User Accounts
- Appearance and Personalization
- Clock and Region
- Ease of Access

View by: Category

Sound

Playback Recording Sounds Communications

Select a recording device below to modify its settings:

- 마이크 Mike** (2- USB Audio Device, Default Device) Double Click
- 머리에 거는 수화기 (QCY-T1_R Hands-Free AG Audio, Disconnected)
- Microphone (Realtek High Definition Audio, Not plugged in)
- Line In (Realtek High Definition Audio, Not plugged in)
- Stereo Mix (Realtek High Definition Audio, Disabled)

Configure Set Default Properties

OK Cancel Apply

마이크 Properties

General Listen Custom **Levels** Advanced

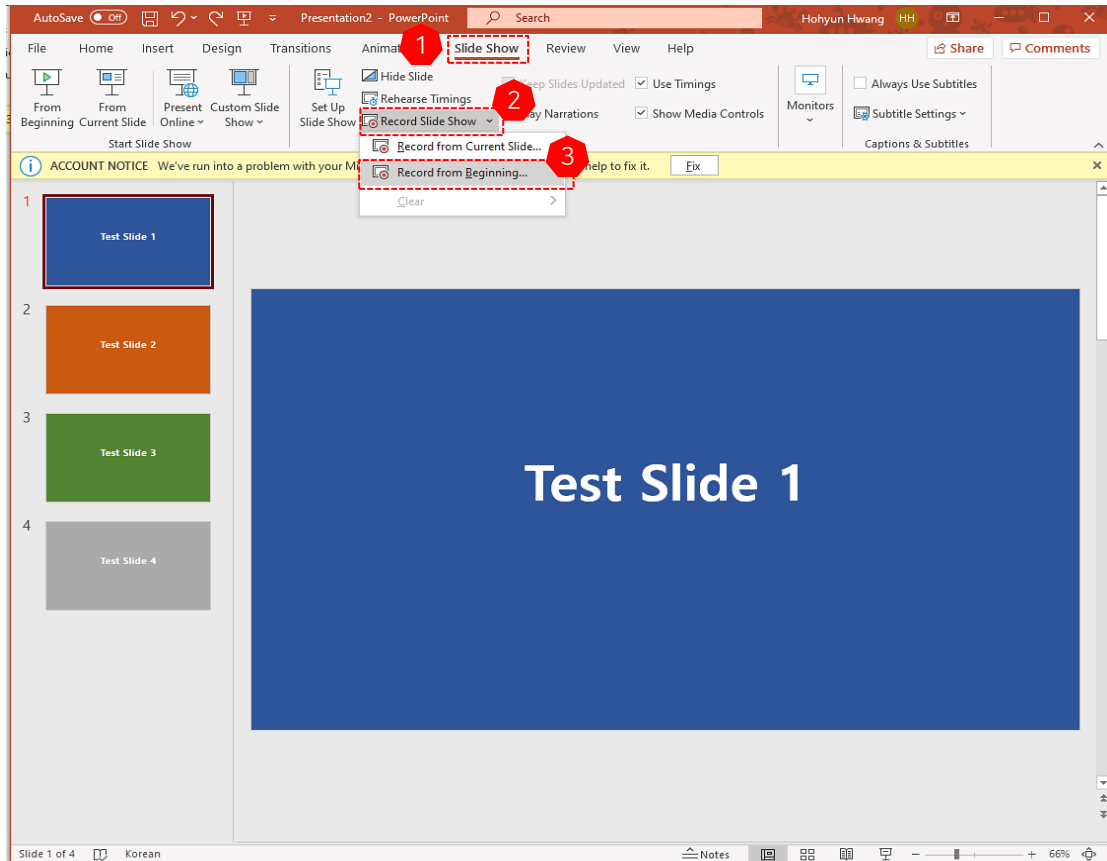
마이크 Mike

100

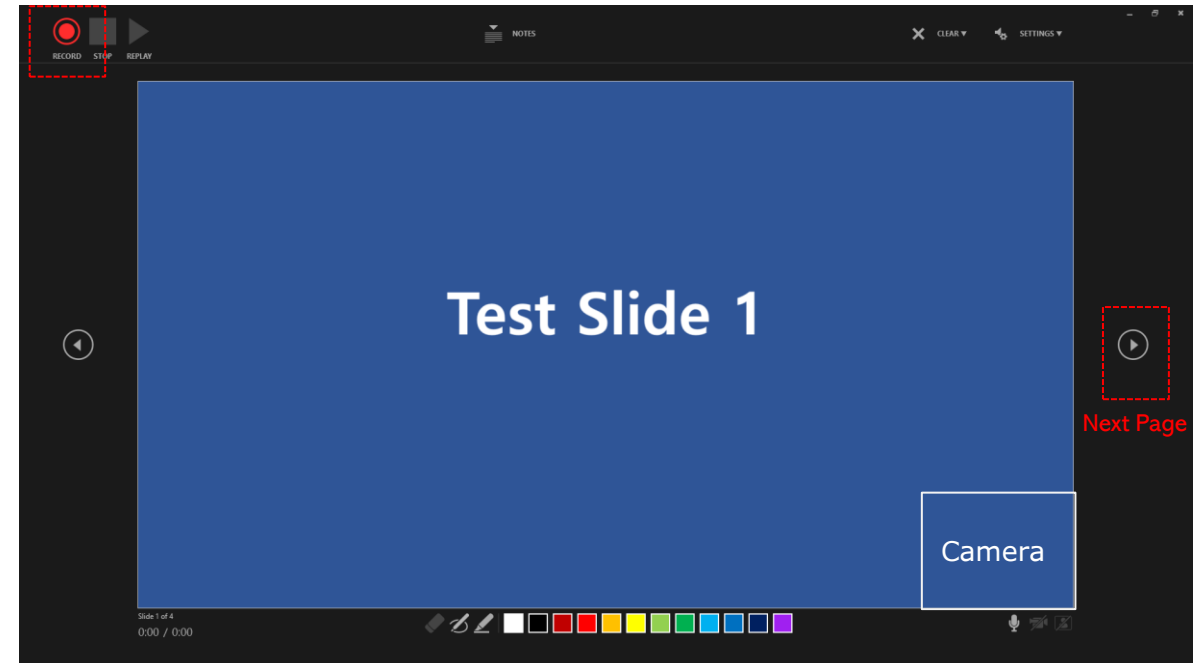
OK Cancel Apply

Instructions on How to Make Lecture Video Slides

- 1 Lecture video and slideshow recording will start from the first page by clicking: **Top menu bar → Slide Show → Record Slide Show → Record from Beginning**



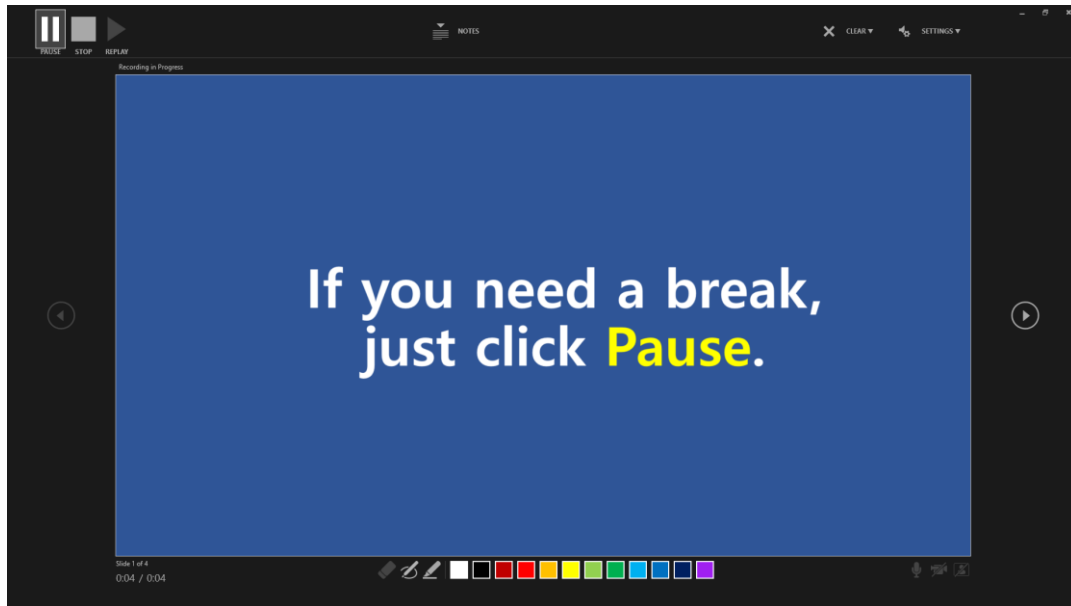
- 2 Look at the screen and start explaining what you need at your own pace. As the voice is recorded, the screen will also be saved as a video. (Please note that it will not be recorded for a short time when the slide passes.)



Instructions on How to Make Lecture Video Slides

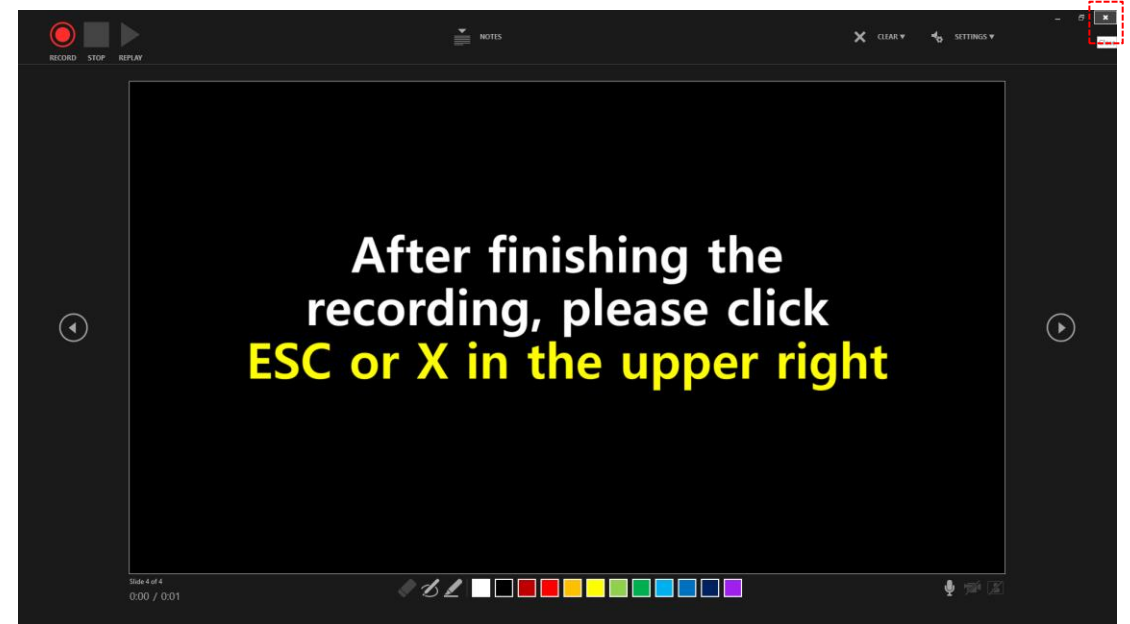
3

If you need a break, just click **Pause**.
When you are ready to record, you can record again.



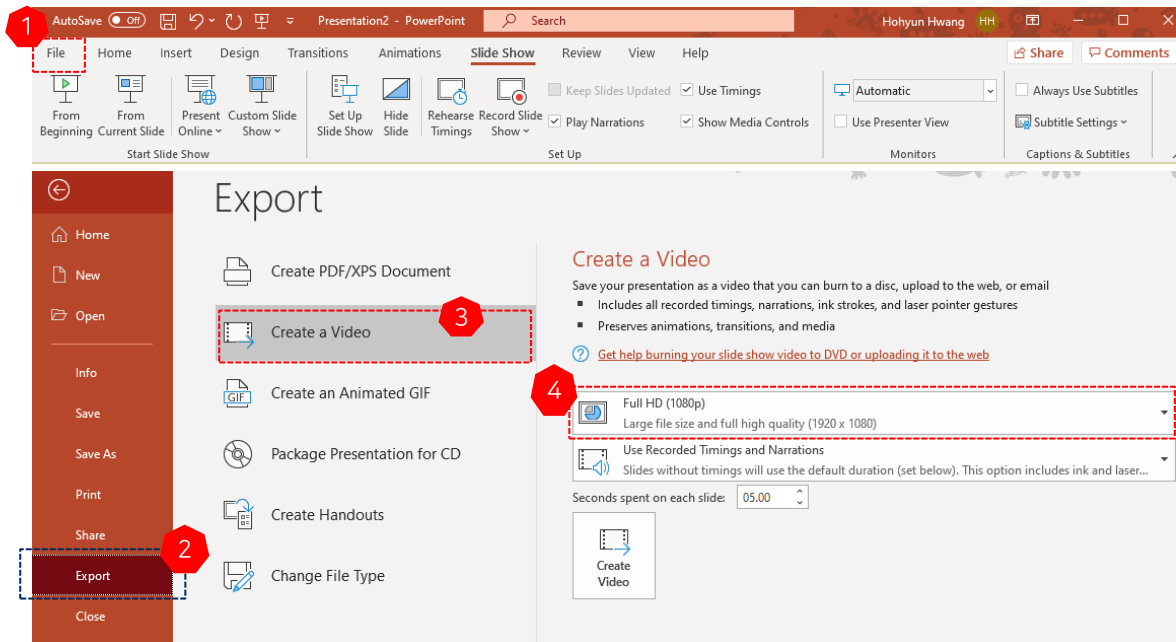
4

When recording is finished,
press **X** on the upper right or **ESC** to finish.



How to Save Lecture Videos and Slides

5 Please save the video file after recording and convert in order:
File → **Export** → **Create Video** → **Full HD(1080p)**, **Use recorded timings and narrations** → **Create Video**



If No Sound Is Heard after Recording

Playback indicator appears on the top menu bar if you click the **recorded video part in the lower right corner**. After that, **select the level of the volume**. (If it is checked as mute, please unmute it.)

