RECORD ON-SCREEN ACTIONS

This option is used to record the full screen of the computer, a specified window, or a rectangular portion of the screen. The recording can be saved as a Microsoft .wmv file or a SMART .avi file. The type of recording must be specified before making the recording.

✝ Click the **Show Hidden Icons** button in the bottom right corner of the computer screen (see illustration below).

✝ Click the **SMART Board** icon in the menu that displays (see illustration below).
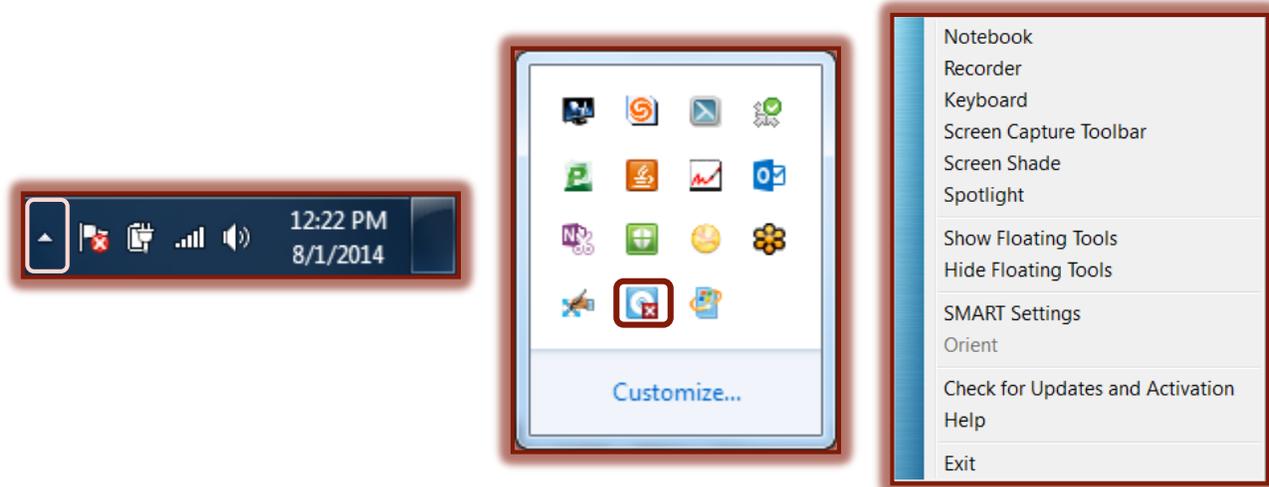
✝ Select **Recorder** from the list of tools.

✝ The **SMART Recorder** bar will display (see illustration below).

Record   Stop

Pause
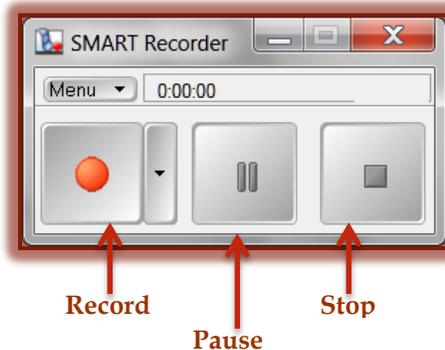
✝ To record a specific window or screen area, press the **Down** arrow beside the **Record** button.

✝ Select **Record Desktop**, **Record Area** or **Record Window** from the list that displays.

✝ To record the entire screen, press the **Record** button.

✦ While the recording is being done, the elapsed time will display above the **Record** button.

✦ The colored dot indicates the expected quality of the recording.

✦ This is based on the current Recorder settings.

✝ Deliver the presentation while interacting with the computer.

✝ If a microphone is attached to the computer, the audio will record as well as the video.

✝ When the recording is completed, press the **Stop** button.

✝ The **Save As** dialog box will display.

- ✝ Input a **File Name** for the recording.
- ✝ Select a location where the recording should be saved.
- ✝ When all the options have been selected, click the **Save** button.
  - ✦ The video file will be saved to the specified location.
  - ✦ A dialog box will display showing the file size and time length.
  - ✦ A dialog box will appear asking if the file is to be savd.
  - ✦ If the file is not to be saved, press the **Cancel** button when the **Save As** dialog box appears.
- ✝ A Completing Capture window will display (see illustration below).
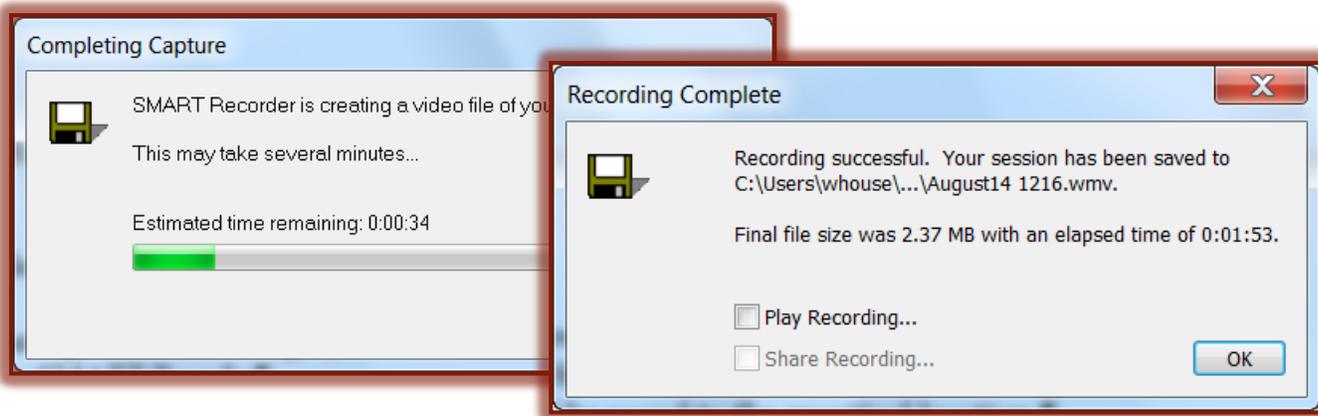
- ✝ When the recording has completed, the **Recording Complete** dialog box will display (see illustration above).
  - ✦ The size and length of the file will be displayed in this box.
  - ✦ Two options with check boxes will display.

CHANGE RECORDED VIDEO FORMAT

When the recording is completed using the SMART Board, it can be saved as a Microsoft .wmv file or a SMART .avi file. These settings have to be changed before the recordings are started.

- ✝ Open the **SMART Board Recorder** by doing one of the following:
  - ✦ Press the **SMART Board** button on the **Task Bar** and then select **Recorder**.
  - ✦ Double-click the **SMART Board** button on the **Task Bar** and then press the **Recorder** button on the **Start Center**.
- ✝ The **SMART Recorder Bar** will display.
- ✝ Press the **Menu** button.
- ✝ Select **Options** from the list that appears.
- ✝ In the **Options** dialog box, press the **Video Format** tab.
- ✝ Select one of the **.avi formats**.
  - ✦ **Microsoft Video (.wmv)**
    - ▫ This format can be used to create a file that can be viewed with any version of the Windows Media Player.
    - ▫ This format uses 256 colors when creating video recordings.
    - ▫ This is the default format for the Siena SMART Boards.
  - ✦ **SMART Recorder Video (.avi)**
    - ▫ This format can be used to create a more compressed format.

- Because this format uses 16 million colors, it produces better videos than the Microsoft Video format.
- This video format can be viewed in Windows Media Player only by people who have SMART Board software installed on their computers.
- The video can be converted to a format that can be viewed by people who do not have SMART Board software installed by using the **Share Recording** feature.

✞ Once the format has been selected, click the **OK** button.

NOTE: Either of these two formats can be converted to WMV format for streaming by downloading a conversion application from Microsoft's website.

TIPS FOR RECORDER

✞ To hide the SMART Recorder Bar so it won't appear when recording, press **Menu** on the **SMART Recorder Bar** and then select **Hide to System Tray**. The Bar will appear on the Task Bar.

✞ Use the **Time Elapsed** information displayed above the **Pause and Record** buttons to gauge how long the recording will play and how much file space will be used for the recording.

✞ Make sure that there is plenty of disk space to save the presentation. If the disk video is being recorded runs out of space, a warning message will appear.
  - ✦ If the warning message appears, click the **Pause** button to temporarily stop the recording.
  - ✦ Once some disk space has been freed up, press the **Record** button to continue recording.

✞ Use digital ink in the SMART Board. Digital ink shows up well on the video and gives people something to watch.

✞ Write often to keep the attention of the audience.

✞ Repeat questions from the floor. Even though a question may be heard by the presenter doesn't mean that the microphone was close enough to clearly record what was said.

✞ Because the size of the file is important, do not use animations or other special effects. They dramatically increase the size of the file.

✞ Do not use complex graphics when recording a video.

✞ Full-screen photos and other complex graphics dramatically increase the size of the files.

✞ Be wary of Web sites that contain lots of complex graphics and animations.