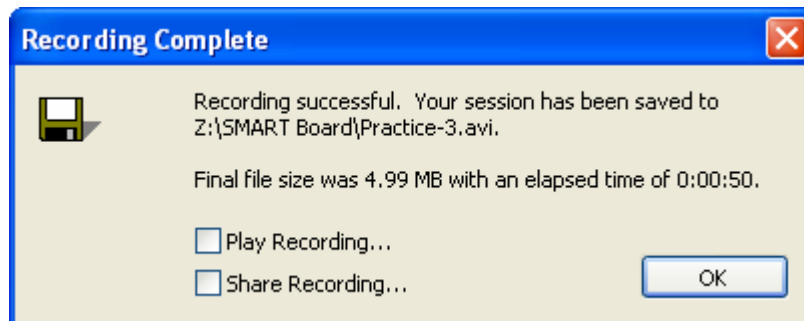
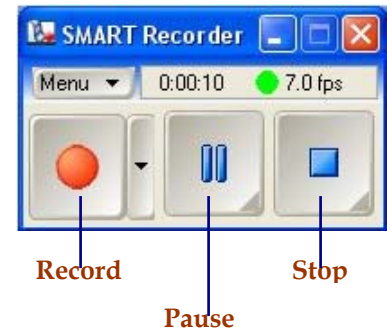


RECORDER

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 .avi file or a SMART .avi file. The type of recording must be specified before making the recording.

- † Open the **Start Center**.
- † Press the **Recorder** button on the **Start Center** bar.
- † The **SMART Recorder** bar will display (see illustration).
- † To record a specific window or screen area, press the **Down** arrow beside button.
- † Select either **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 be recorded 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 played.
- † If the file is not be saved, press the **Cancel** button when the **Save As** dialog box appears.
- † A message will appear saying that a video of the recording is being saved.
- † When the recording has completed, the **Recording Complete** dialog box will display (see illustration).



- ✦ The size and length of the file will be displayed in this box.

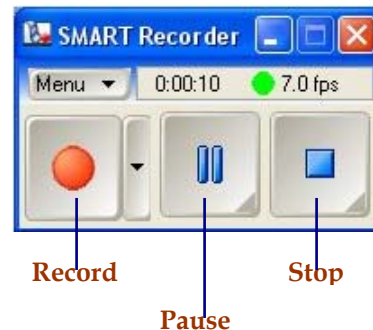
- ✦ Two options with check boxes will display.
 - ☐ **Play Recording** – This option will open the Windows Media Player and play the recording.
 - ☐ **Share Recording** – This option will allow you to share a SMART .avi recording with others. It provides a wizard that walks through the steps of saving the .avi file.
- ✦ When the desired option has been selected, click the **OK** button.

CHANGE RECORDED VIDEO FORMAT

When recording as completed using the SMART Board, they can be saved as a Microsoft .avi 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:

- ✦ Pressing the **SMART Board** button on the **Task Bar** and then selecting **Recorder**.
- ✦ Double-clicking the **SMART Board** button on the **Task Bar** and then pressing the **Recorder** button on the **Start Center**.



- ✦ The **SMART Recorder Bar** will display.
- ✦ Click 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 (.avi)**

- ☐ 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 AVI 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.