

How To Record Using the SmartBoard/Airliner:

7 Steps to Video Success

1. With the SmartNotes open, click on "filmstrip" with the red button.
2. You will then see a button icon with a red circle inside of it. This is the record button.
3. Locate the small vertical rectangle attached to this record button on the right. This toggle will give you different recording options as a drop-down menu to choose from. Click the toggle.
4. The three different options allow you to choose select parts of the recoding area. All three options work, but for the maximum recoding space and for video clarity, I use "Record Window".
5. Once you select "Record Window", you will have to roll the arrow over to the white background of the work area. It will automatically shade this region for you. When you see the shading, click on the shaded area and recording automatically begins. You will have approximately a two-second buffer before recording automatically begins. You will know that recording has begun by looking at the button.

* Some programs I have used, allow you to *manually* begin recording after you choose "Record Window". This is more convenient because you don't have to move your arrow to get the shaded section. The option varies from computer to computer so you may have to "play around" with this section until you get comfortable.*

6. After you have completed the lesson, click on the square button to stop the recording.

7. A prompt will pop up to offer the option of playing back the recording for instant review or saving it to a file. If you choose to save the file, select the appropriate destination drive and name your file accordingly. Saving can take several seconds depending on the file size.

You'll find the first few recordings initially difficult and perhaps even frustrating because of the nature of the task. The process becomes much easier as you do more lessons and the final result will be quite rewarding once you get the procedures in place.