

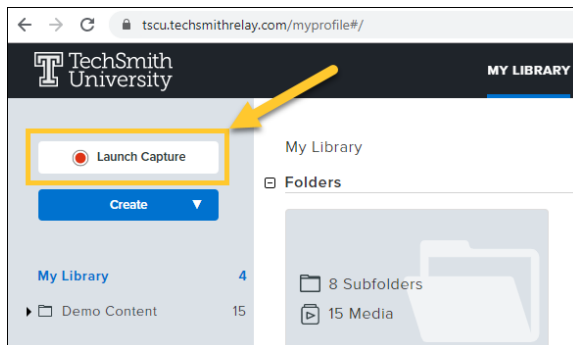
## Accessing TechSmith Relay

To access TechSmith Relay log into MyLoyalist and select TechSmith Relay from the menu



## Creating a Video

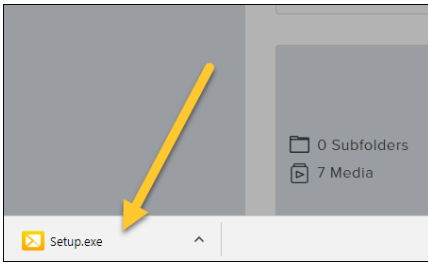
1. To get started, click the **Launch Capture** button in the TechSmith Relay website.



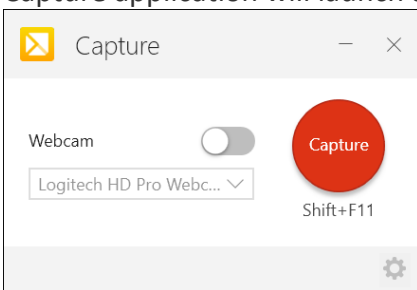
2. The first time you launch TechSmith Capture, the Launching TechSmith Capture webpage opens. Click the **Download** button to download the application.



3. After the download is complete, look in your web browser or system Downloads folder for the **.exe file** (Windows) or **.dmg file** (Mac). Here's what it looks like in Google Chrome on Windows, for example:



4. After you've installed the app, return to the TechSmith Relay site and click **Launch Capture** again. The Launching TechSmith Capture webpage will open, and the TechSmith Capture application will launch after the 5-second countdown is complete.

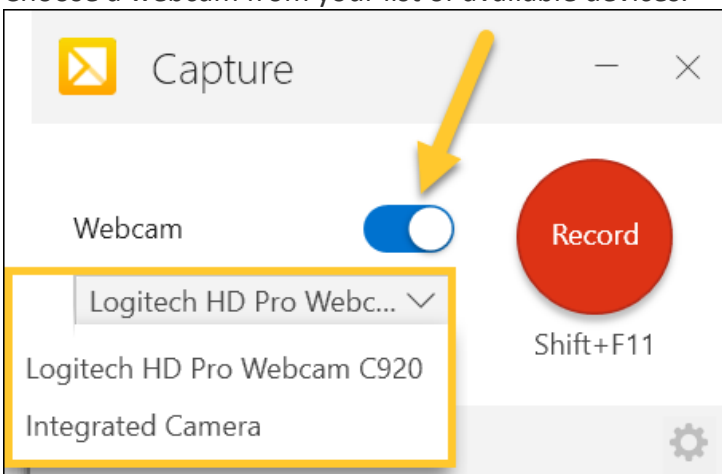


## Set up a Webcam Recording (optional)

TechSmith Capture can record full-frame webcam video. This feature is great for personal intro videos or to show off a bit of your human side between slides. You can record a webcam-only video, or toggle back and forth between webcam and screen content during recording.

### Select a Webcam

1. Enable the Webcam option.
2. Choose a webcam from your list of available devices.



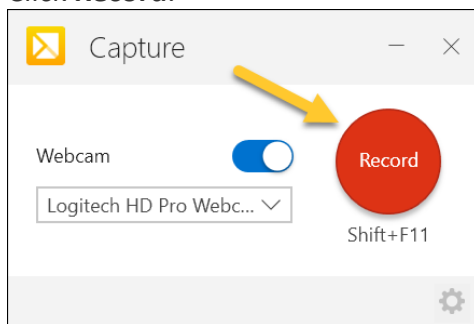
**Note:** If you don't see your webcam in the list of available devices, make sure your webcam is on and connected to your computer.

## Record Your Screen

TechSmith Capture records all screen action on a single monitor, or a region of the screen. This is great for recording slideshows, websites, or anything else you can show on a computer screen.

### Select a Screen Area to Record

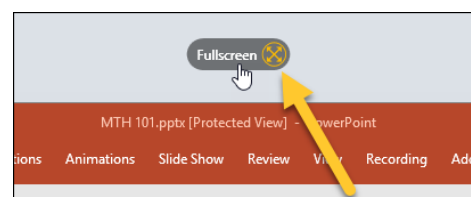
1. Click **Record**.



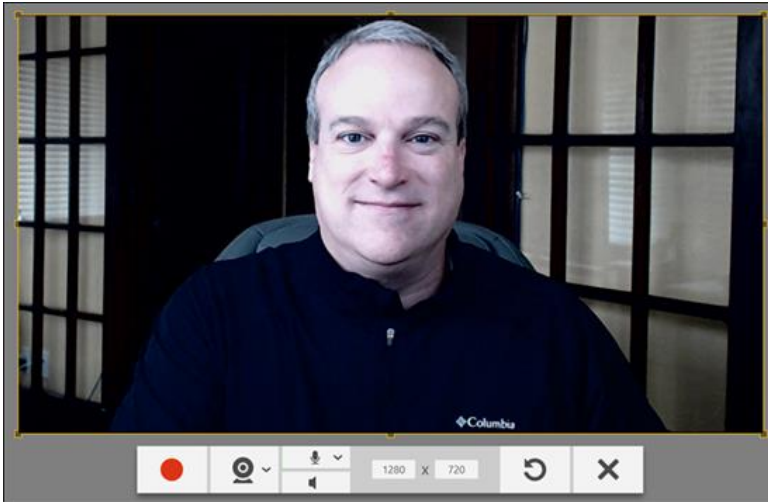
2. **Yellow crosshairs** appear. Click and drag to select the desired area on the screen.



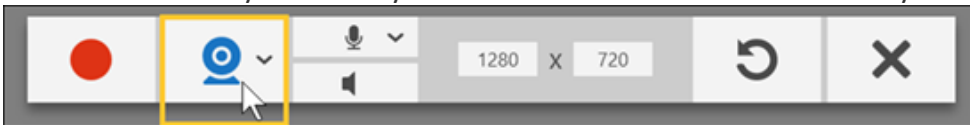
**Tip:** On Windows, to quickly select your entire screen to record, click the Fullscreen button near the top of your screen.



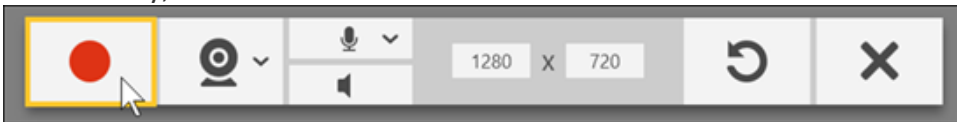
3. If you have the Webcam option enabled, your webcam displays in the capture area.



4. Before or during recording, click the **webcam icon** to toggle the webcam on or off. Keep in mind that what you see on your screen is what will be recorded in your final video.



5. When ready, click the **Record** button.



**Note:** If you need to re-select the screen area before recording, click the **Start Over** button.



**Note:** If you need to cancel the screen area before recording, click the **Cancel** button.



## Capture Audio

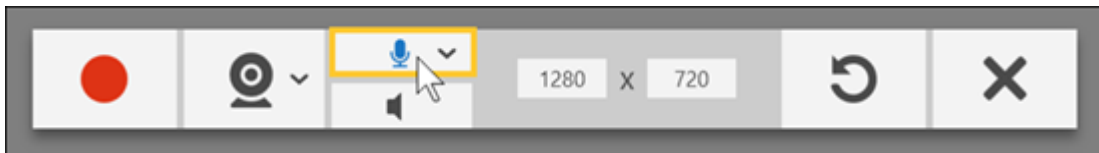
Audio is a crucial part of any video. **TechSmith Capture** can capture system audio and audio from a single microphone.

## Select a Microphone

1. Choose a microphone from your list of available devices.

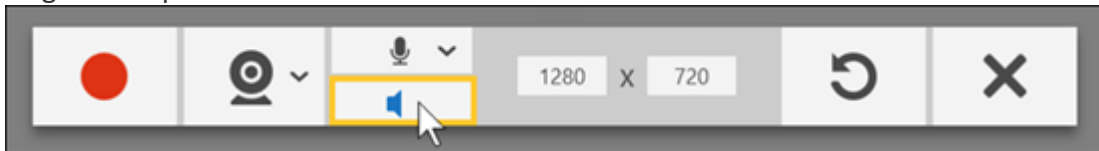


2. If you need to toggle your microphone on or off during recording, click the **microphone icon**.



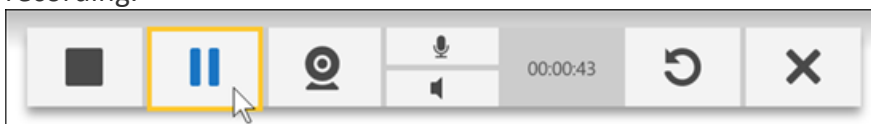
## System Audio

3. To record the audio that you hear playing back on your computer, enable the **Record System Audio** button. Note that you can record both system audio and narration from a single microphone at the same time.

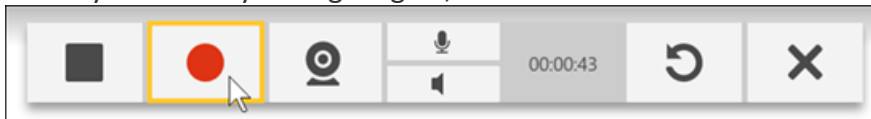


## Pause and Stop Your Recording

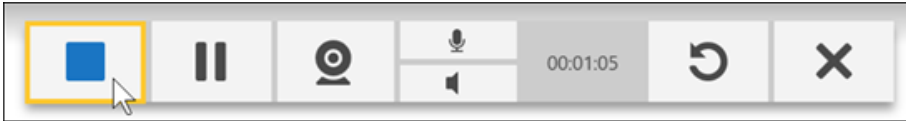
1. To take a short break while making your video, use the **Pause** button to temporarily stop recording.



2. When you're ready to begin again, click the **Record** button to resume.



3. When you're all done recording, click the **Stop** button.



## Preview Your Recording

After you finish recording your video, it opens in the **Preview Window** for you to play back. We recommend at least checking to make sure you've captured audio at a sufficient volume. From here, you can **Upload** your video to TechSmith Relay, or **Cancel** your recording if it didn't turn out quite right.

