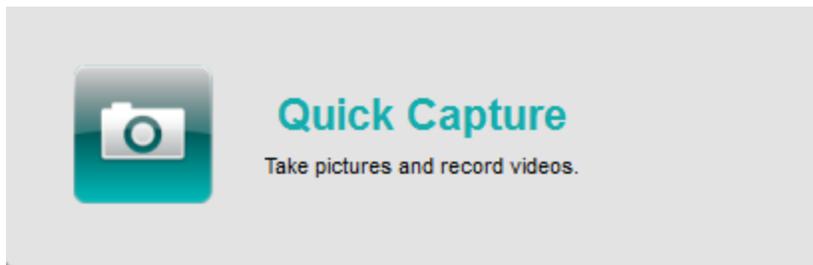# Recording Your Webcam Video

1. Open **Logitech Webcam Software,** which is installed on each CLT computer with a webcam.
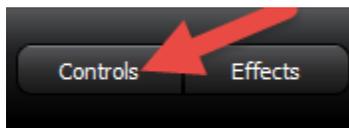

2. Click **Quick Capture.**
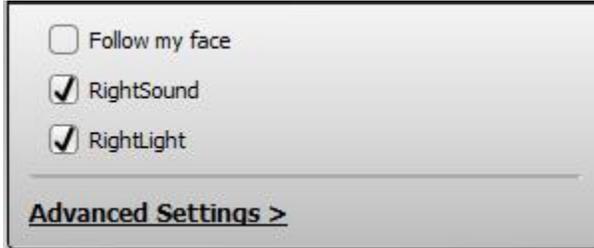

3. If not already selected, move the slider to **Video.**
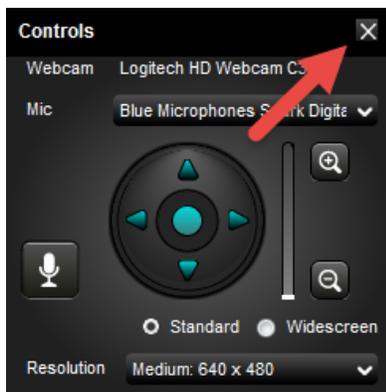

4. Click **Controls.**

5. Uncheck **Follow my face.** This feature will attempt to pan to follow your face movements, and may negatively affect focus and framing.

6. Be sure **Blue Microphones Spark Digital** is selected in the **Mic** dropdown menu**.**
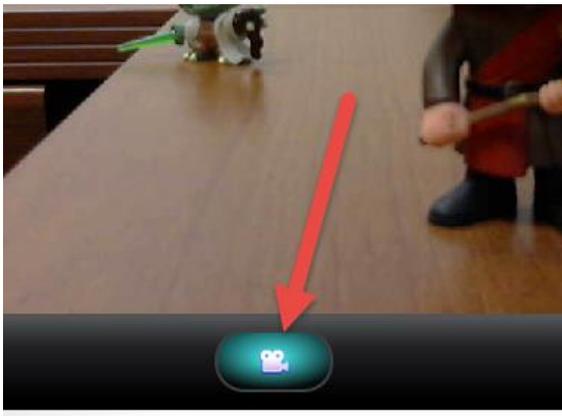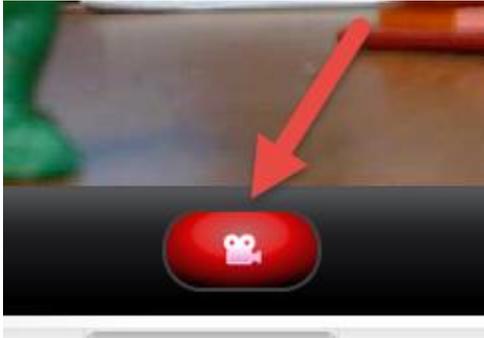

7. Close the **Controls** menu.

8. Adjust position of webcam on the computer monitor to frame yourself as desired. Do a visual check of the frame – is there anything in the background that shouldn't be there? Is the shot at a good angle (be sure the viewer won't be looking up your nose!)? Is everything in focus? Be sure to close the blinds in the recording bay as activity in the background may be distracting.
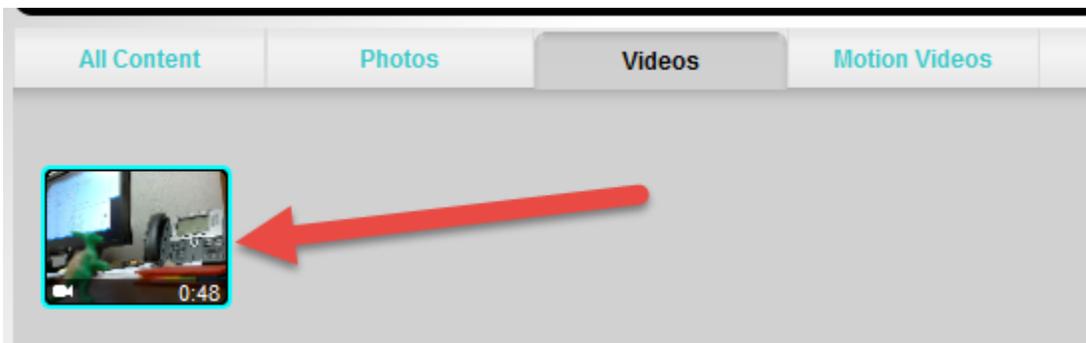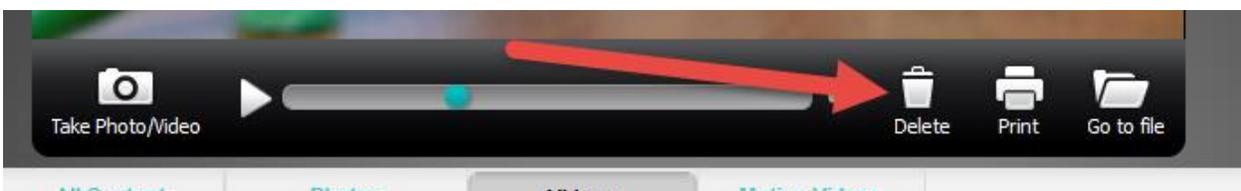

9. When ready to record, click the **Camera** icon.

10. Record a short test to check sound and video quality. To stop the recording, click the red **Camera** icon.

11. The test video you recorded will appear in the **Videos** tab. Double click this to preview the video.
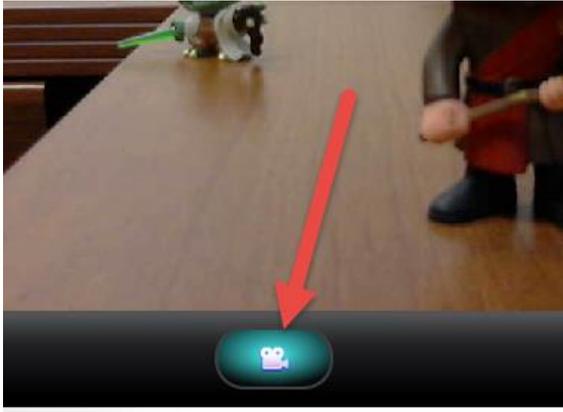

12. If everything looks and sounds good, delete this test video using the **Delete** icon in the player menu.
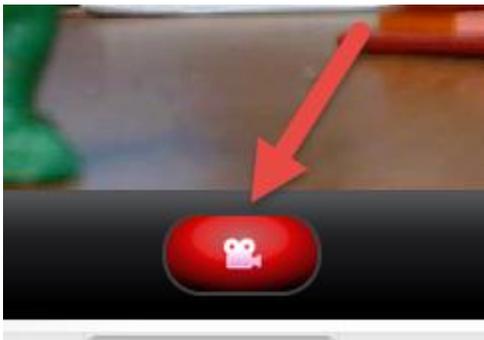

13. You are now ready to record your video. Click **Take Photo/Video**. This will return you to the previous screen.
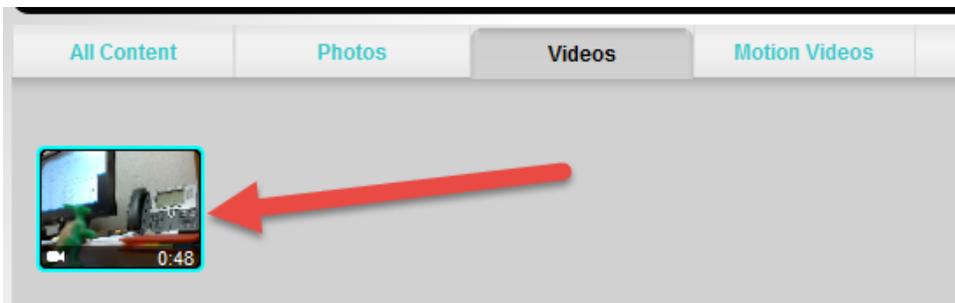

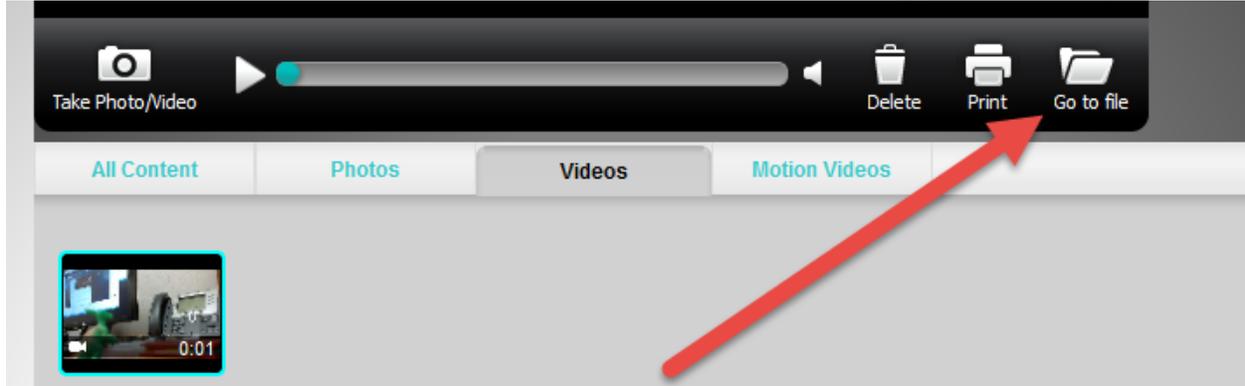14. Click the **Green Camera** icon to begin recording your video.
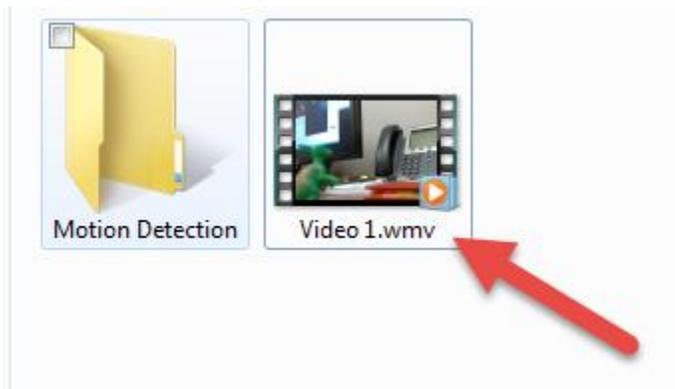
15. Click the **Red Camera** icon when finished.

16. Double click the video in the **Video** tab to preview it.

17. If you are pleased with the results, click **Go to file.**

18. Locate the file, usually named Video(X).wmv

19. Right click the file and select **Rename.** Rename the file to something you can easily identify later.