You will use the Mediasite Desktop Recorder (MDR) application to record the desktop and create audio and video presentations compatible with My Mediasite server and the Mediasite player.

System Requirements:

- **Mac** OS X 10.7 or 10.8;
- **Microsoft** Windows® 7 or 8, Windows Vista, Windows XP, Windows 2003
- Built-in or external camera and microphone

Mediasite Desktop Recorder (MDR) allows you to create 3 types of presentations:

**Screencast** (video and slides from desktop) +
  Audio (from a camera or microphone)

**Slides and Audio** Slides (from desktop) +
  Audio (from a camera or microphone)

**Slides and Video** Slides (from desktop) +
  Video (from camera) w/ Audio (from a camera or microphone)
Getting Started

You can record your desktop (screencast + audio, slides + video, or slides + audio) and upload it to create a presentation.

You must install Mediasite Desktop Recorder (MDR) first and will be prompted to download it if it is not available on your machine.

There are 2 ways to launch the desktop recorder once it is installed:

1. Taskbar (pc) or Dock (mac)

![Taskbar or Dock](image)

2. My Mediasite

![My Mediasite](image)

For more information on using MDR, see the Help/Overview included with it.
Create presentation: Record desktop

Method 1

- Launching the Mediasite Desktop Recorder (MDR) from My Mediasite

1. In the List view, navigate to the folder where you want to create a presentation and click **Create Presentation**

   *If you do not select a folder, the presentation will be created in your Private folder. However, you can always update this in the presentation’s settings.*

2. Click **Record Desktop**.

3. Enter a name, description, and update the folder if needed.

   *Adding a description is helpful when searching presentations.*

4. Click **Record Desktop**. A new presentation is created with "Recording" status.

5. If MDR has already been installed on your desktop, it launches automatically. Click **Record Now** to create new presentation, and choose your recording options.

   **The following steps are the same for both methods 1 and 2.**

6. Choose the presentation type (screencast + audio, slides + video, or slides + audio).

   Choose the Camera Input and Microphone Input.

   ![Camera and Microphone Settings](image)

   You can also adjust the sound settings from this window.
7. Click the arrow and follow the prompts to continue setting up your recording.

8. Prepare your desktop for recording and open any needed windows/files.

9. The countdown will start to begin the recording, 5, 4, 3...

10. **Stop** recording and upload to mymediasite

Once the recording process is completed and the recording is uploaded to Mediasite, the presentation’s status is updated to “Recorded”.

Once fully processed, your presentation’s status will be updated to “Viewable”.
Create presentation: Record desktop

Method 2

- Launching the Mediasite Desktop Recorder (MDR) from taskbar or dock

1. Launch MDR

2. Choose **Record** begin a new recording

3. Click in the Title textbox to name your recording

4. Choose the presentation type (screencast + audio, slides + video, or slides + audio)

5. Choose the Camera Input and Microphone Input.

   ![Image of camera and microphone input settings]

   You can also adjust the sound settings from this window.

6. Click the arrow and follow the prompts to continue setting up your recording.

7. Prepare your desktop for recording and open any needed windows/files.

8. The countdown will start to begin the recording.

9. Stop recording and upload to mymediasite

(see method 1)

   *After the recording process is completed and the recording is uploaded to Mediasite, the presentation’s status is updated to “Recorded”.*

   *Once fully processed, your presentation’s status will be updated to "Viewable".*
Edit video

You can launch the web-based Editor from a presentation’s Summary page and use it to crop the presentation’s video, update slides, add slide descriptions that can be read by screen readers, and add chapters.

To edit a presentation’s video:

1. Navigate the folders or use the search feature to locate your presentation. Click the presentation to view its Summary page.

![Launch Web Editor]

2. Click the Edit video button. The Editor will open in a separate browser window with a project based on the presentation loaded.

NOTE:

You will find detailed instructions for editing presentations in the web Editor Menu tab named “Documentation” which opens the Editor Help site.