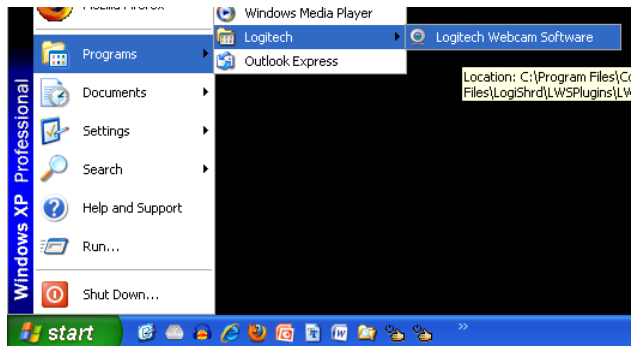


How to Record using a Webcam

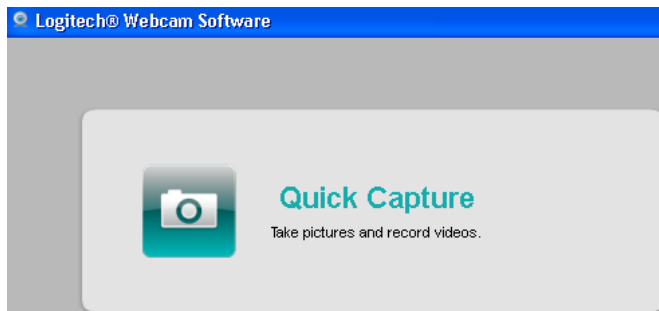
0] Do your speaking practice before you use the camera.

1] Plug in your **USB headset** first and then the **USB webcam.**

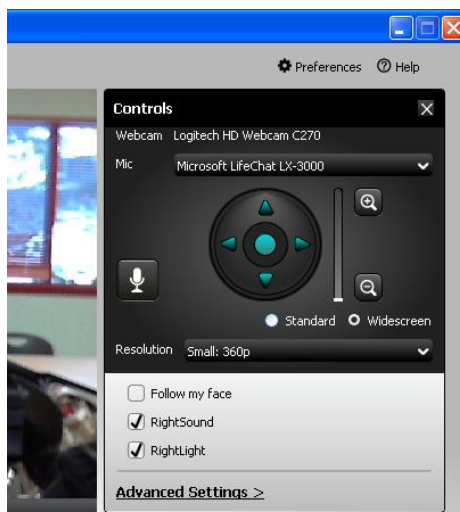
2] Click on **Start > Programs > Logitech > Logitech Webcam Software.**



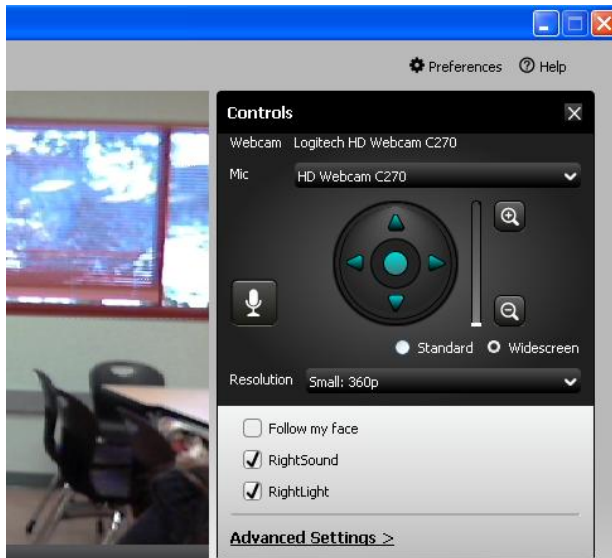
3a] Click on “**Quick Capture**”



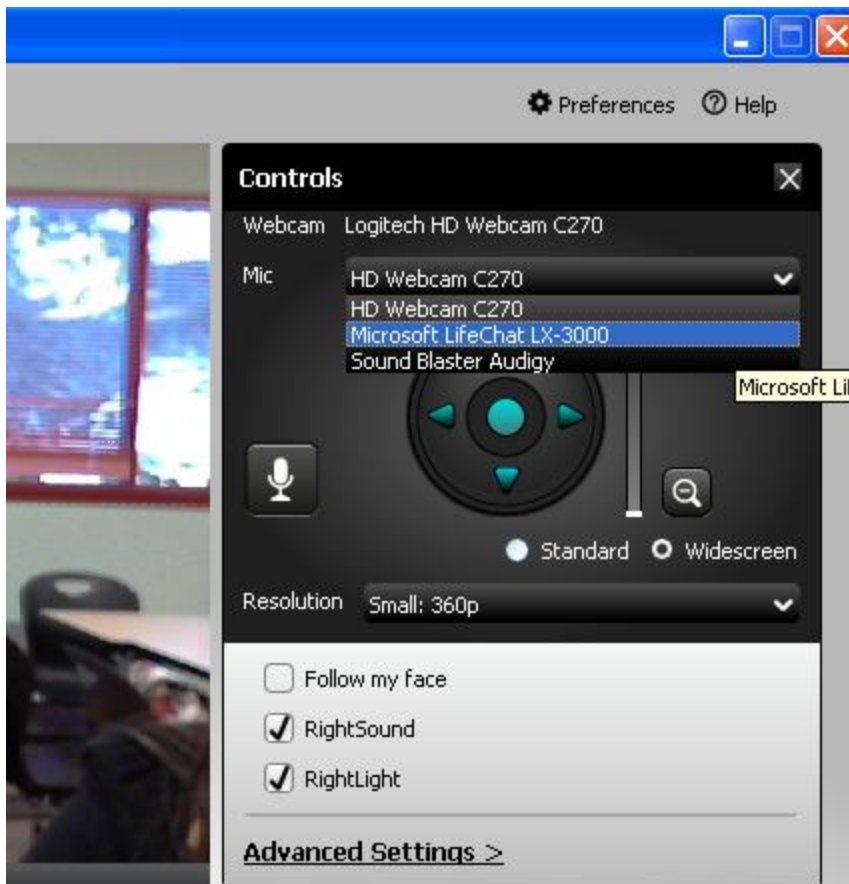
3b] You can see this control panel.



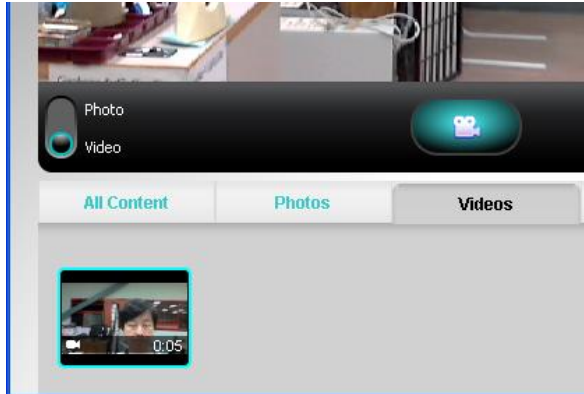
4a] If the microphone is **HD Webcam C270** instead of your **USB headset** (for example, **Microsoft LifeChat LX-3000**), you have to change it.



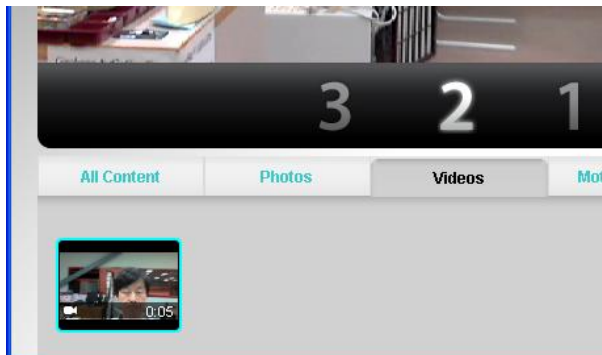
4b] Click on the arrow after “**HD Webcam C270**” and choose “**Microsoft LifeChat LX-3000**”.



5] Click on the **green camera button** to start recording.

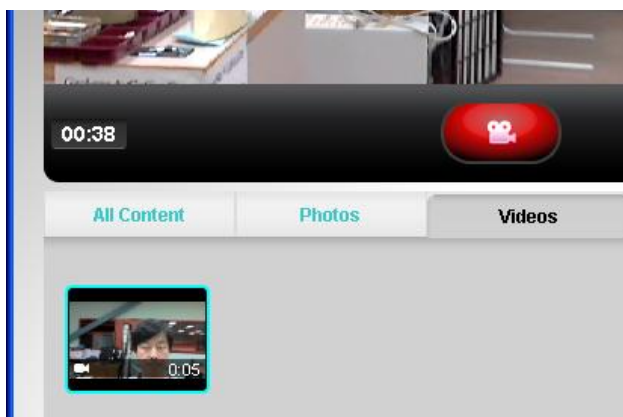


6] You have to **wait for three seconds** to start your recording. Check the timer.

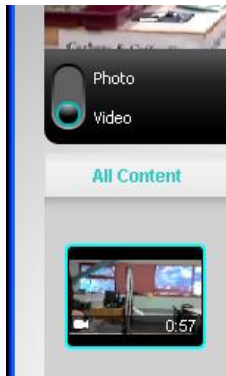


7a] **Start recording** only when the **camera button turns red**.

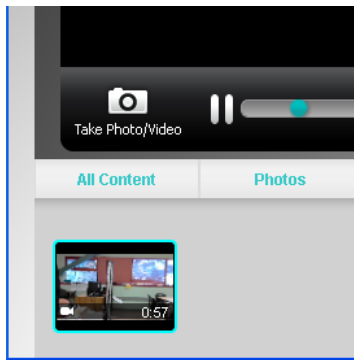
7b] When you are done, click on the **same camera button to stop**. The button will turn green.



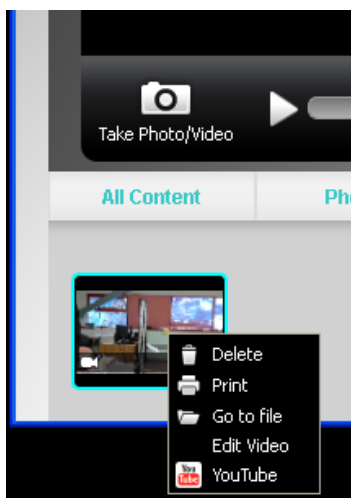
8] When you click on the camera button to stop, you can see a small preview window at the bottom.



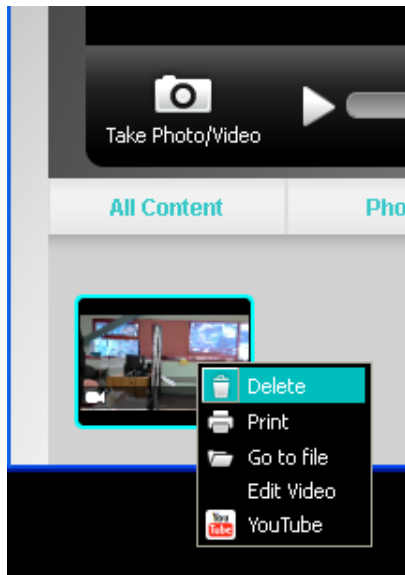
9] Double click on the small preview window to play your recording.



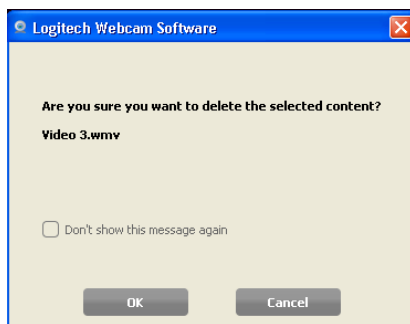
10] Right click on your recording to get these options.



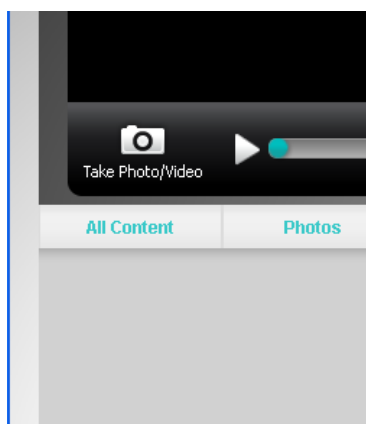
11a] If you do not like your file, choose “Delete”.



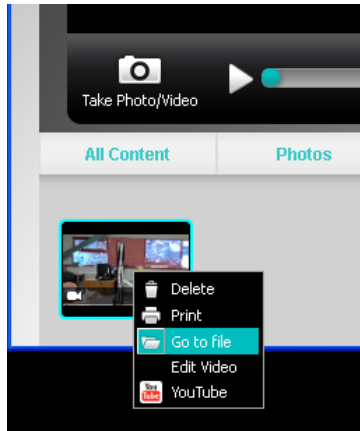
11b] Click on “OK” to delete it.



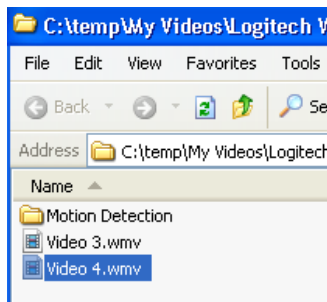
11c] Check if the small preview window has gone.



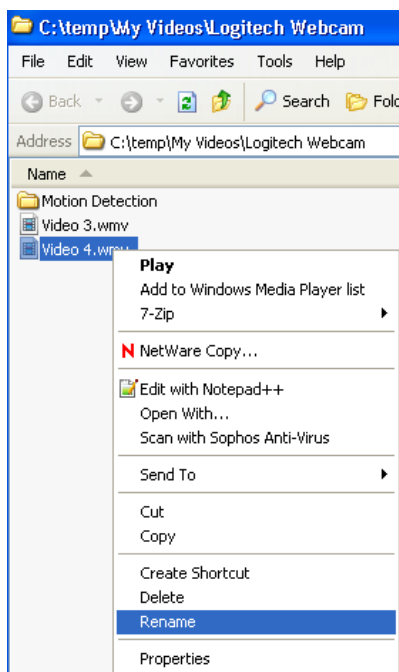
12a] If you like your recording, choose “Go to file”.



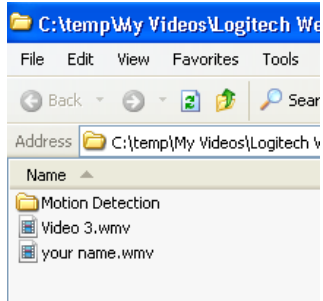
12b] Inside a pop-up window, the file you have just recorded is highlighted automatically.



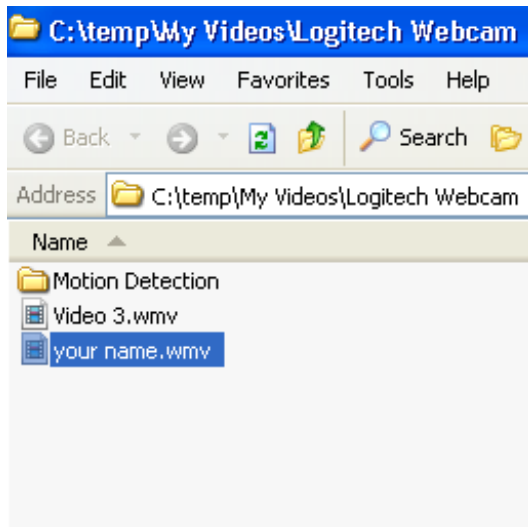
12c] **Right click** on the file and choose “Rename”.



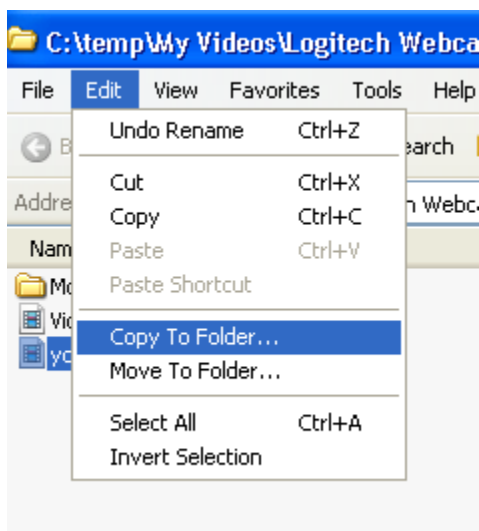
12d] Type your own file name. **Never delete .wmv** at the end of the file name!



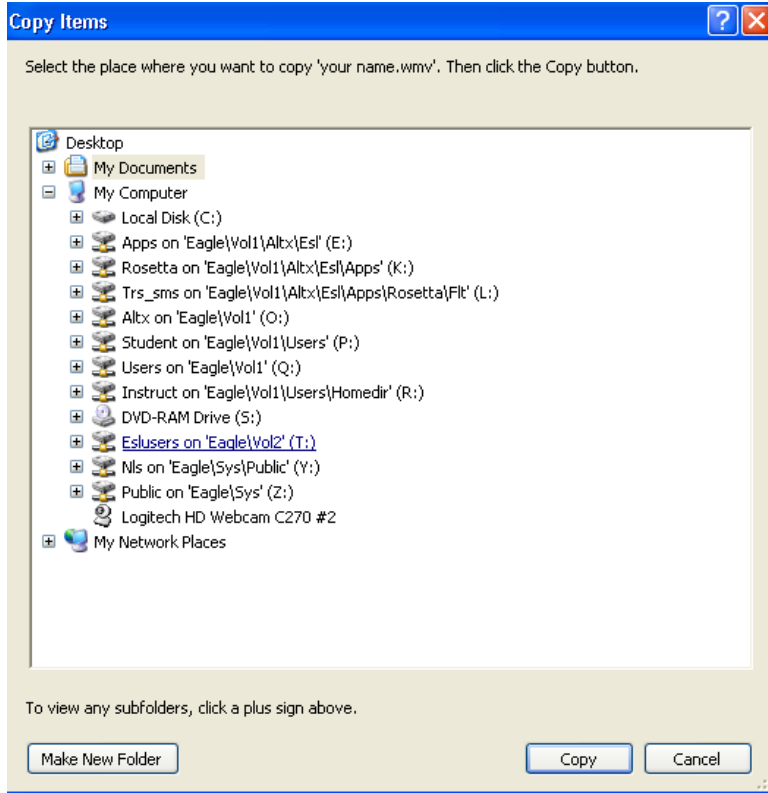
12e] Make **a single soft click** on the renamed file to highlight it. If you make a mistake, press the “**Esc**” key at the top left corner of the keyboard. It **MUST look like this**:



12f] Click on “**Edit**” and then choose “**Copy To Folder**”.



12g] Click on **T drive** (Eslusers on T:).



12h] Click on your instructor's folder and then **“Copy”** at the bottom.

