



Introduction to Camtasia




Table of Contents

- The process of a Camtasia Project: 3
- Recording a Camtasia Video: 3
 - Tips for Recording: 4
 - Recording the Screen: 5
 - Recording with PowerPoint..... 6
- Editing a Camtasia Video 7
 - The Camtasia Studio Workspace: 7
 - Importing Media 8
 - Trimming clips in the timeline mode 8
 - Splitting a clip..... 8
 - Other tasks, additions for your project: 8
- Producing Your Camtasia Video 9

Introduction to Camtasia

The process of a Camtasia Project:

The process of creating a project falls into three general categories:

- **Step 1:** Record your video, including planning your video project and recording your computer screen or PowerPoint presentation. Creates camrec file:  [Mouse tutorial](#)
- **Step 2:** Edit your video, which consists of importing media into your project, adding titles, captions, callouts, transitions, etc. and making changes to content. Creates camproj file:  [Mouse tutorial](#)
- **Step 3:** Produce your video into an MP4 format for uploading to D2L or delivery method of your choice. Creates video:  [Mouse tutorial](#)



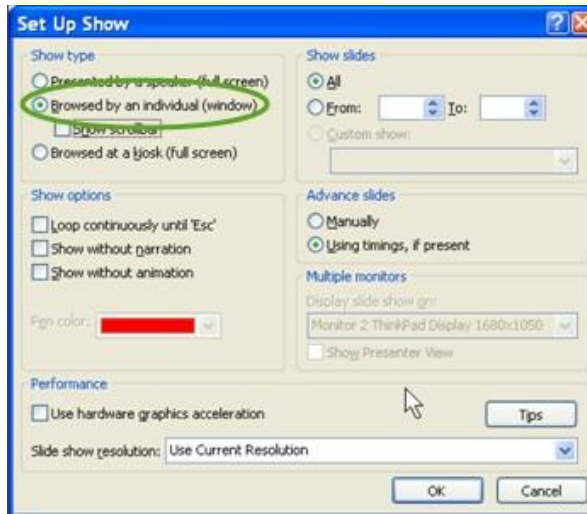
TIP: Create a new folder for each project and place all your media that you create or use for the project into the folder. Keeping everything in a single folder makes it easier to locate later and to copy to an external disk as a backup.

Recording a Camtasia Video:

Before you start:

- Adjust the application or browser window before you record. Turn off unnecessary window elements, added toolbars, and other applications that are not needed.
- Optimize the size of the application or browser window if only recording a portion of the screen.
- Never record the entire screen.
 - Resize window to create smaller file sizes and ensure that presentation will fit in most screens.
 - Test to make sure all the content your students need to see will fit in the window.

- When recording a PowerPoint presentation, you can record in a smaller window by using the “browsed by an individual (window)” option in the “set up show” dialog box.



Tips for Recording:

- At the beginning of each video segment, wait a few seconds, before you begin your presentation. Pauses at the beginning and end of each segment can be extremely helpful when you edit your project, as this time allows more flexibility when trimming segments. “Dead air” can always be trimmed during the editing process, so it’s always better to have a longer pause than one that is too short.
- Limit the number of special effects used. When you first start to create and edit your own videos with Camtasia, it can be tempting to use a lot of effects. But, in the end, these effects often turn into distractions and take away from the focus of the material you want to present.
- Limit presentation to 10-15 minutes maximum. The best videos are those that are short and to the point. Breaking up long presentations into separate presentations, chunk longer content into shorter, logical sections.
- Don’t go too fast (students won’t have enough time to process what they’re seeing and hearing) or too slow (students will get bored)
 - Speak for 30 seconds or less on a slide and NEVER read slide text verbatim.
- Use your mouse wisely. Extraneous movements can be distracting.
- If you make a mistake during a recording: Just “pause” your narration and start again without stopping the process. During the editing, you can remove the mistake.
- Prepare a script: A script will help guide the narration in the recording. Also this script will facilitate adding closed captioning to your recording.

Recording the Screen:

1. Have the program you would like to capture open and ready. Open Camtasia Studio.
2. The Camtasia Studio welcome screen will appear. Choose Record the screen.



3. The “Recording Dashboard” will appear. Here you will make adjustments for your recording needs:



- a. If you are recording voice, have your microphone attached and click the arrow to the right of “Audio On” to make your selections
 - b. Next, choose the area of the screen you will be recording by using the “Select Area” section. Full Screen will record your entire monitor, custom will allow you to preset the area you wish to record.
4. After pressing the “record button” on the dashboard, a countdown will appear as well as the controls for restart, resume, and stop. You can also use shortcut keys:

START AND STOP YOUR RECORDING

Function Key	Use
F9 or rec button	Start/Pause the recording by clicking the large rec button (circle) on the Camtasia Recorder toolbar, or press F9 .
F10	Stop the recording. After you stop the recording, Camtasia plays your recorded video in the Preview window and you have the option to Save , Delete , Edit or Produce . We recommend you click the Save button, and then give your saved file a name and location.



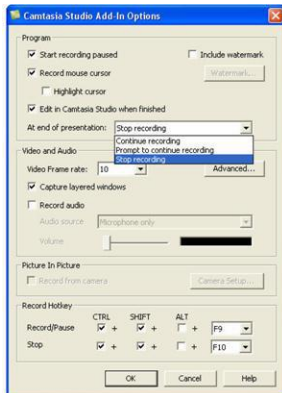
Recording with PowerPoint


Camtasia includes an add-in for PowerPoint that records a presentation with audio narration.

- **Step 1:** Open PowerPoint and your presentation
- **Step 2:** Click the Add-ins tab on the ribbon and the recording options will be displayed.



- **Step 3:** Select the buttons to record audio (microphone) and video (camera).
- **Step 4:** To set additional recording options select the Recording Options button:
- **Step 5:** Select the desired options from the Camtasia Add-In Options window:



- **Step 6:** Select “Stop Recording” at the End of presentation option as shown above.
- **Step 7:** Click OK to save your changes
- **Step 8:** Click the Record button  to launch your presentation and begin recording.
- **Step 9:** When your slide show starts the following window will be displayed:



Use the instructions indicated to start/stop/pause recording

- **Step 10:** When you are finished and stop the recording, the following option will appear:



At this point you will want to edit your recording before ‘producing’ it into a video.

- **Step 11:** You will be guided through a series of steps to save your work (this will be your “camrec” file) and then Camtasia Studio will open so you can start the editing process.

Editing a Camtasia Video

The Camtasia Studio Workspace:



- A. Preview Area
- B. Scrubber Bar
- C. View-toggle between Timeline and Storyboard
- D. Task Tabs
- E. Clip Bin
- F. Storyboard Viewer
- G. Playback Control
- H. Playhead




- a. Video track
- b. Audio tracks
- c. Zoom controls
- d. Cut button
- e. Split button
- f. Playhead


Importing Media

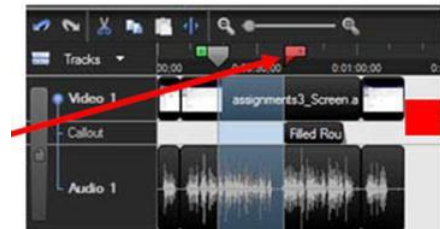
- Step 1: Click Import Media on the top menu bar
- Step 2: Locate the file, select item then click open. The file will be added to the clip bin.
- Step 3: Select video files, camrec files, or still images to add to the Clip Bin.
 - File types you can add:
 - Image: bmp, gif, jpg, png
 - Audio: wav, mp3, wma
 - Video: camrec, avi, mpg, mpeg, wmv, mp4

Trimming clips in the timeline mode

- Step 1: Play the movie until you reach the spot where you want to begin your cut.
- Step 2: Drag the red side of the playhead to the spot where you want to end the cut.
- Step 3: Click on the “Cut” button to remove the shaded selection from the movie. 

Splitting a clip

- Step 1: play the movie until you reach the spot where you want to make your split
- Step 2: Click on the split button to split the clip 
- ** Note: Split will remove both video and audio. You can't merge 2 clips after you split them, only “Undo”.



Other tasks, additions for your project:

There are other options for additions provided in Camtasia, that are accessed on the Task Bar:



*To learn about these options, refer to the tutorials offered on the Camtasia Welcome Screen

Producing Your Camtasia Video

To produce your video, go to the “Produce and Share” menu. Then, choose the desired format.



When you choose a format, it is recommended to choose a MP4 format to produce a high quality product with a small file size. You also want to include a video player so that your links, captions and other special effects will play.

Once you have completed the prompts, a progress bar will appear during the rendering of your project. You will receive a message when the rendering is complete.

**** Be sure to save a completed copy of your project before the rendering process. Once your project is rendered into a movie, it cannot be undone. ****