

instructional support

Enhancing Teaching and Learning through Technology

Camtasia Studio 7.0

Techsmith's Camtasia Studio software is a video screen capturing utility that makes it easy to create video tutorials. This handout is designed to get you started on creating a basic video presentation. The best way to grasp the depth of this product is to use it. Decide on a specific computer related task you would like to demonstrate, then use this handout to help you create it. Techsmith offers helpful video tutorials about Camtasia Studio on their website

<http://www.techsmith.com/learn/camtasia/7/?requestsourc=productredirect&redirlang=enu&redirproduct=camstudioeditor&rediver=7.0.0>

PART I

The Basics

Recording the Screen

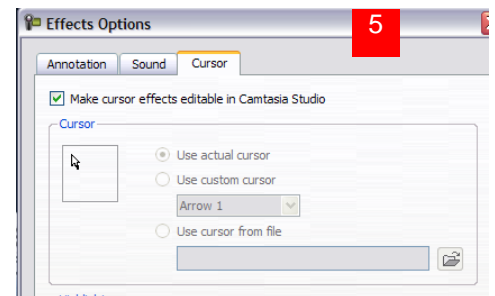
1. Have the program you would like to capture open and ready before opening Camtasia.
Open Camtasia Studio.
2. The “Welcome - Camtasia Studio” window will appear. Choose “Record the Screen”
3. The “Recording Dashboard” will appear. If you will be recording voice narration, have your microphone attached and select your microphone source by clicking the arrow to the right of **Audio on** and select **Options**. Next, adjust recording levels by speaking into your mic and adjusting the slider below.



4. On the left you have the “Select area” section:
 - **Full Screen:** This will select your whole monitor.
 - **Custom** – click the arrow to the right of **Custom**. You can choose from the preset dimensions or **Select area to record**. By choosing this option the cursor will change to a Plus sign (+) pointer, **click and drag** from the starting point (upper left) to the lower right of the screen area you want and release.
Note: the bigger the screen selection, the bigger your final file size will be.



5. Recording “Effects” draws attention to areas while recording. To enable the effects toolbar: from the dashboard, click **Effects**. Choose the effect you want to use from the pop-up. When you record the effects toolbar will be added to your dashboard, you can select:
 - Annotation – This option allows you to add a time stamp or captioning while you are recording.
 - Sound – allows you to record a sound when you click your mouse.



- Cursor Effects – focuses the viewer’s attention to the movement of the mouse cursor and ensures that the cursor does not blend into the background
- Screen Draw – Add drawing effects over the screen as you record. Tools available are: Pen, arrow, line, ellipse, frame, highlight. To change Tool, Color or Width, click on the down arrow to the right of each tool.

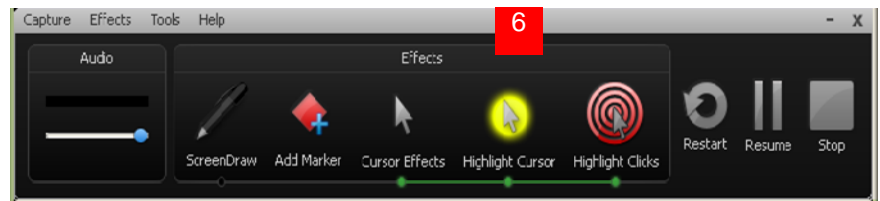
NEW to Camtasia 7 is the option to add Cursor Effects during editing. Directions for this follow later in this handout.

6. After pressing the “record button” on the dashboard, a countdown of 1,2 and 3 will appear. The controls for Restart, Resume, Stop, will appear. Use these controls for recording and adding effects.

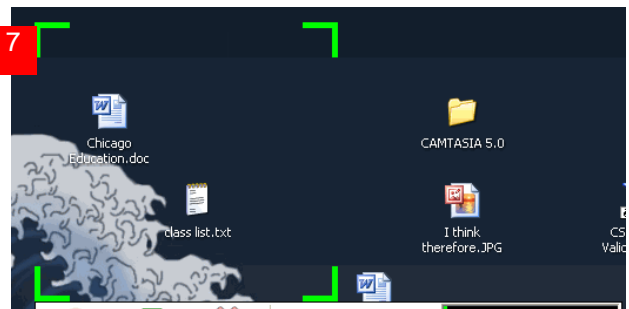
You can also use shortcut keys:

- **F9** to start/pause recording
- **F10** to stop recording.

7. Once the “green brackets” begin to flash, Camtasia is recording and you can begin your narration and screen capture. Click **Stop** or **F10** when you have finished.

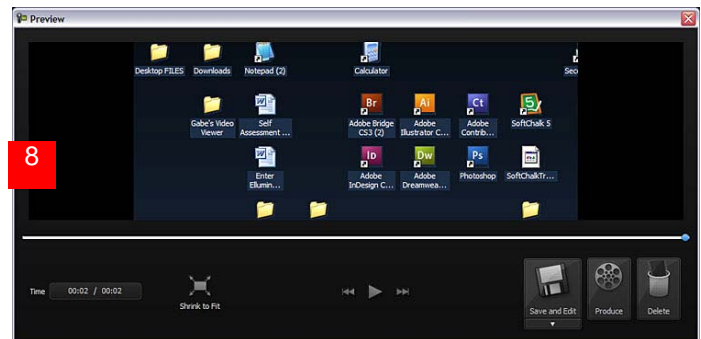


Tips: If you make a mistake during recording, “pause” your voice narration and start again without stopping the recording process. During editing you can remove this portion. Better yet, prepare a script or outline of your voice narration to help in the recording process. ***This script will facilitate adding closed captioning to your recording, caption directions follow later in this handout.***

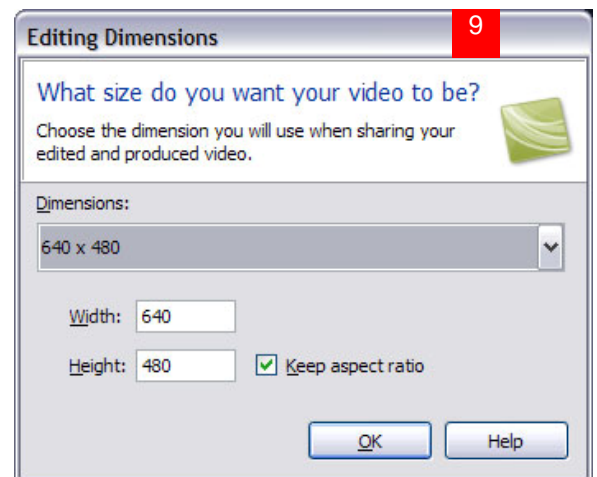


8. When you press stop, the *Camtasia Recorder Preview* appears and your recording begins to play. You can Save or Delete the recording you have just made.

- Click the **Save and Edit** button, name the project (project1.camrec) and choose the location to save to.
- Select **Produce** to save your recording as a .camrec file (Camtasia Recording)
- If you choose **Delete**, a confirmation message will come up, click “**Yes**” to confirm.



9. The “*Edit Dimensions*” window will appear after you Save. You can view presets by clicking on the down arrow. For a web delivery of content, simply choose the “Web” option (size: 640 x 480)



PART II Editing

The Camtasia Studio workspace

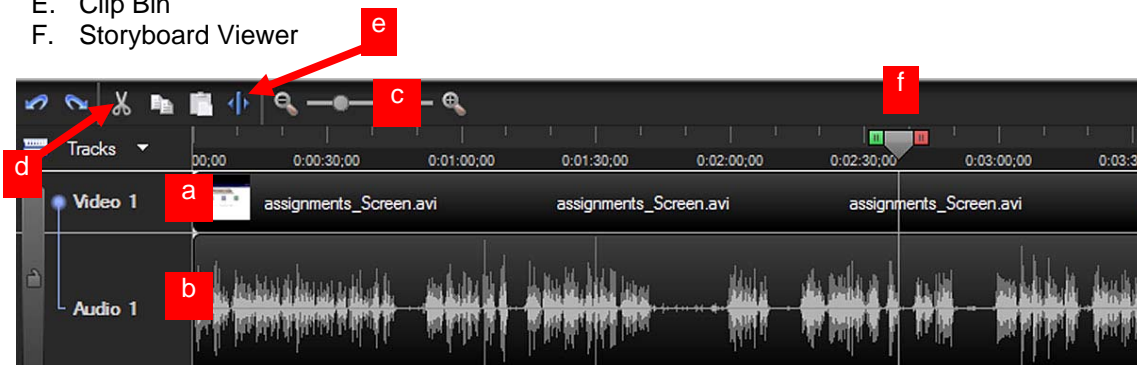
It is important to remember that your original .camrec file is not being edited. A new file with the .camproj extension is created that associates with the .camrec and applies the edits. The .camproj contains the edits.



- 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

Editing Timeline

- a. Video Track
- b. Audio Tracks
- c. Zoom Controls
- d. Cut Button
- e. Split Button
- f. Playhead



Importing Media



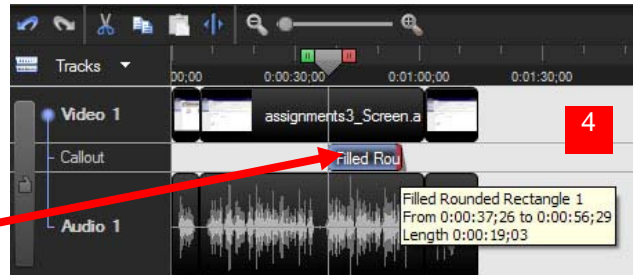
1. Click **Import Media** on the top menu bar.
2. Locate the file you want to add, select it, then click "**Open.**" The new media will be added to the Clip Bin.
3. Select video files, camrec files or still images from your computer to add to the Clip Bin for use in your production.
4. Click and drag the new media into the timeline or right click it and select "Add to Timeline".

File types you can add:


- a. Image: bmp, gif, jpg, png.
- b. Audio: wav, mp3, wma.
- c. Video: camrec, avi, mpg, mpeg, wmv, mp4.

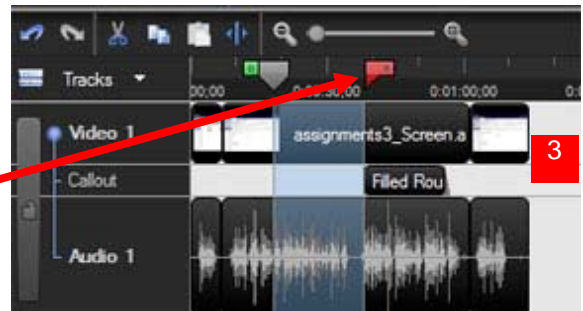
Adding, Rearranging and Dragging Clips and Objects

1. In *Timeline* mode
2. Drag any clip from the "*Clip Bin*" to an available space, or between two existing clips, on the "*Timeline Viewer*".
3. To change the order of a clip, click and drag it to a new location.
4. You can shorten or lengthen the time of objects in the timeline by dragging the appropriate end of the object in the timeline. eg: callouts, zooms



Trimming Clips in the Timeline Mode

1. In *Timeline* mode
2. Play the movie until you reach the spot where you want to begin your cut.
3. Drag the Red side of the playhead to the spot in the movie where you want to end the cut.
4. Click on the "**Cut**" button  to remove blue shaded selection from the movie.



Splitting a clip


Sometimes it is desirable to split one clip in two so you can add another video or a still image in between.

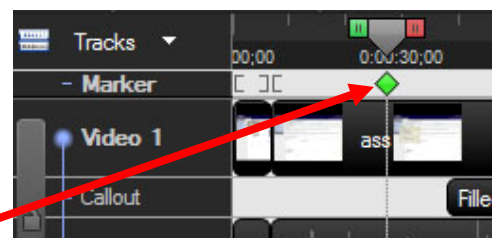
1. In *Timeline* mode
2. Play the movie until you reach the spot where you want to make your split.
3. Click on the "**Split**" button  to split the clip.

Note: Split will chop both video and audio of your camtasia. You can't merge 2 clips after you split them, there's only the "Undo" button.

Add a Marker

Markers are used to create a Table of Contents or mark a specific spot in the timeline you would like to split or cut.



1. With the playhead on the spot you want to mark, press **M** on the keyboard. Type in the *marker name* and click **OK**.
2. To rename a marker, right-click on the green rhombus shape  and select "Set marker name." Type in the new name and click **OK**.



PART III

Add-ons Features

Camtasia Help

The blue question mark  located in the top Camtasia menu will take you to a window you can search for help on any topic you wish. The help documentation is in a step by step format. The yellow light bulb  will take you to the Camtasia Studio Learning Center with videos and resources for many tasks. [TechSmith Learning Center Videos](#) are easy to watch and offer a wealth of ideas and insight.

Task Tabs

In addition to the common tasks displayed, you can click on **More tab** for additional tasks.

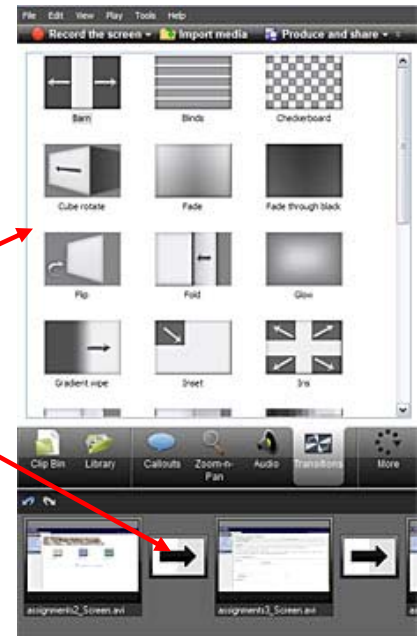
1. Cursor Effects
2. Title Clips
3. Voice Narration
4. Record Camera
5. Picture-in-Picture
6. Captions
7. Quizzing



Adding Transitions

Transitions are used to affect the screen change from one movie clip to next. This works similar to the Slide Transition feature in PowerPoint. *Note:* transitions add to the overall file size of your finished production, sometimes greatly depending on the number.

1. Click on the **Transitions** Task Tab.
2. The "Transition" menu will appear. Double-click on the transition you would like to preview, it is played in a window to the right.
3. To place a transition, click and drag it to the area between two clips, the shape with the right pointing arrow, drop. Click the "Clip Bin" tab to exit Transitions.



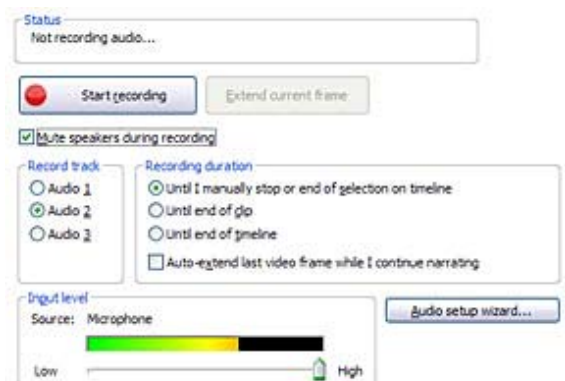
Adding Voice Narration

If you did not record audio in your movie, or are not happy with the original narration, you can add/ replace narration during the editing process.

1. Select "Voice Narration" from the "More" Task Button
2. If you are recording an additional track, select between *Audio 1, 2 or 3* on the "Voice Narration" window.
3. Choose whether you want the recording to continue
 - Until I manually stop or end of selection on timeline
 - until end of the clip
 - until end of timeline

Note: make sure that the input level is adjusted so that it reads in the yellow to orange area. You can use the "Audio Setup Wizard" to confirm this.

4. Make sure your playhead is located at the spot where you want to start your narration.

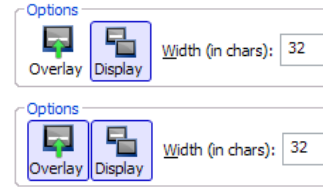


- Click the **Start Recording** button to begin recording your narration. Your video will play in the preview area to follow during the narration.
- When you have finished your narration, click the **Stop Recording** button. A window will appear asking you to *save the narration*. Save this file in the same location as your Camtasia project (sound1.wav). click the Clip Bin tab to leave Voice Narration, note that your new audio clip is listed in the bin as well as an additional audio track on the timeline.

Captions


Caption settings are accessed from the **Captions** tab:
Open Captions – are always in view and cannot be turned off.
Overlay OFF, Display ON.


Closed Captions – can be turned on and off by the viewer.
Overlay ON, Display ON.

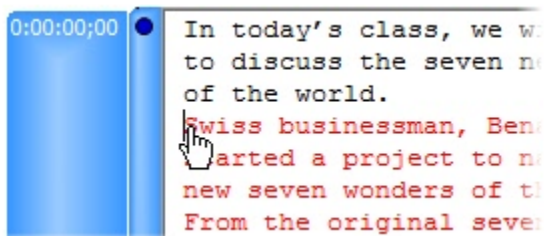


Adding Closed Captions Synchronizing Text and Audio: The easiest way to add captions is to have a script that you followed during recording.

- Copy your script to the clipboard
- Click the Captions tab
- Read the Help tip that appears to learn how to add your caption text to the video. When done, click **Close**.

- Click the **Paste** button  to paste the script into the text box. After the first three lines of text in the text box, the text changes from black to red. The text turns to red to remind you that any text over three lines is not included in the current caption.

- Click the **Start** button . The video plays back from the beginning of the timeline. To set a new caption point, click on any words (black or red) within the text box.




POINTER: Move your cursor over the first red word in the text box. When you hear that word during playback, click the word. A caption is set at that location. As a result, three lines of text in the text box change to black. The new red text indicates where a new caption point should begin.

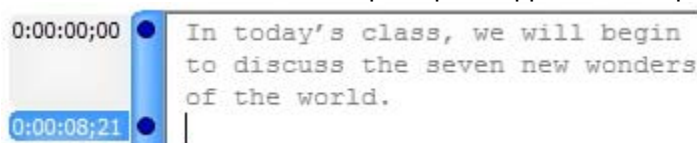
- Continue to set caption until all the text changes to black.

- Click the **Stop** button .

Adding Captions manually after the video is recorded: Lacking a script, you can listen, stop and type the captions in.

- Click the **Captions** tab
- Position the playhead on the timeline to where you want to begin captioning

- Click **Add** . A caption point appears in the pane next to the text box.



- Enter the text in the box. The caption appears in the Preview Window as you type. NOTE: Captions beyond three lines changes to red. A new caption point must be inserted, place the cursor before the red text and click **Add**.
- Click the **Play** button in the Preview Window. When you reach a point in the audio playback when you want to insert a new caption point, click the **Pause** button.
- Insert the text cursor at the end of the text box.
- Click **Add**.
- A new caption point appears. Enter the text to appear in that caption.
- Repeat for all captioning.
- NOTE: Captions display in the video until you enter a new caption. Insert a blank caption to not display any captioning for a portion for the video.

Adding Caption while recording *Note:* this type is not closed captioning, it's more like a picture caption to add copyright information, special instructions, additional information, etc.

1. Before you press "Record", Select Effects > Options > Annotation tab > Caption group box
2. Enter the caption text in the Caption field
3. Enable the "prompt before caption" to show the caption dialog prior to recording
4. Click the Caption Options button to customize the font and background for the caption. Click OK.
5. In the Annotation tab, click OK to exit
6. Turn on the Caption option. Select Effects > Annotation > Add Caption. A checkmark lets you know the option is turned on.
7. The caption appears in each recording file until the option is turned off. Select Effects > Annotation > Caption.

Save Audio Only

1. From the top menu bar select "File > Produce Special > Export Audio as
2. Choose MP3 or WAVE.
3. The **Export audio as** option combines all audio on the timeline into one audio file. Use this option to make a backup of the audio or to create a soundtrack to import into another application.

Adding Callouts

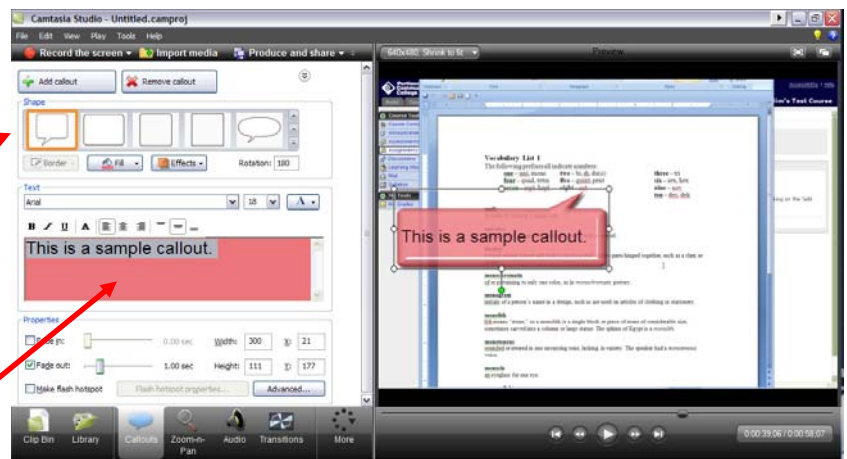
Callouts can be used to bring attention to certain areas of your video. This is a great way to point out important features of the tool or program you are demonstrating.

Instantly create a callout from an image in the Clip Bin:

1. Right click the image and select **Add as Callout**
2. The image is added to the callout track as the point of the playhead.
3. To edit the callout, double-click it in the timeline

-OR-

1. Click on the **Callouts Task Button**
2. The "Callout" menu will appear. Click the green **PLUS** button to add callout.
3. Choose the shape of your callout.
 - Select Border color, Fill color and effects.
 - Use the Rotation box to orient your callout the way you want it.
4. Type any text you would like to appear in the callout in the "Text" window. Choose the font, style, size, color and other options.




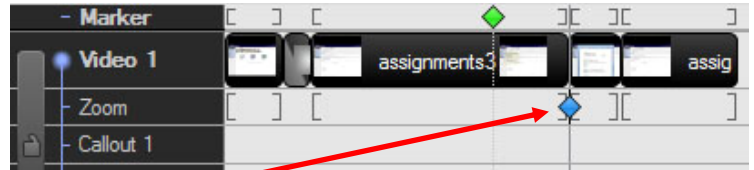
5. Your callout will appear in the Preview area as you design it. You can resize and drag it to any location inside the preview area.

6. There are more options in the “*Properties*” area. Make any adjustments you feel necessary
7. When you are done click the **Clip Bin** button.

Zoom-n-Pan


Add or edit zoom and pan keyframes on the timeline to improve the viewing experience. Change the zoom location, amount of magnification, and zoom speed.

1. Add a keyframe – position the playhead on the timeline where you want the zoom to begin
2. Click the Zoom-n-Pan Task Button.
3. Click the Add Keyframe button  or press **Z**.
4. Resize and position the rectangle to your liking, the view is updated in the Preview Window.
5. Note: Each Zoom is made up of two keyframes, one for the zoom in and one for the zoom out.
6. The zoom shows up on the timeline as a blue diamond.



Cursor Effects

NEW to Camtasia 7 is the option to add Cursor Effects during editing.

1. From “More” on the Task Buttons, select Cursor Effects.
2. Position the playhead at the video location where you want to initiate Cursor Effects.
3. Click the Add Keyframe button  or press **Z**. The Cursor keyframe is red.
 - Adjust the **Cursor Size**
 - Select **Highlight effect**
 - Select **Left-click effect** if wanted
 - Select **Right-click effect** if wanted
4. The selected effects will be visible for the remainder of the video unless you add another keyframe and change the effects at that point.



PART IV

Producing your Video

A. Producing your project using Presets

Producing your tutorial to the MP4 format creates a product that is high quality with a small file size. It will also work on most modern computers. This makes it the ideal format for the web.

1. Click on “**Produce and share**” at the top of your window. This will open the *Production Wizard*.
2. The easiest way to produce your file will be to select the **Web** icon and press **Next**
3. In the next screen, enter the “*Production name*” and select the folder to store your files in. Click **Finish**.
4. A progress bar will appear during the rendering of your project.
5. Your produced movie will open in a browser

window for you to preview. Click  in the center to watch.



Welcome to the Camtasia Studio Production Wizard

[Show me how to produce my video](#)



Dimensions: 640 x 480 (Editing Dimensions)

Format: MPEG-4 video (MP4) movie file

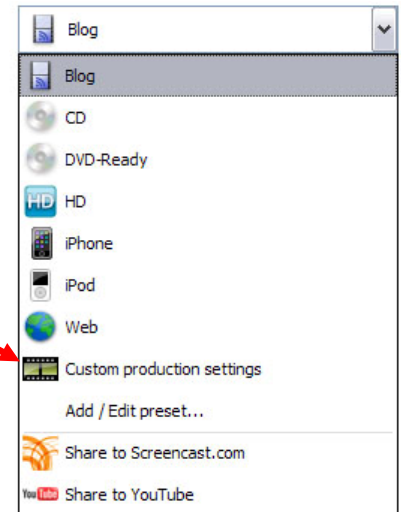
Description: Creates a high quality, low file size MP4 for playback on multiple browsers.

6. You can then close the browser and click “**Finish**”.

B. Producing your project with a Table of Contents

NOTE: The table of contents will be based on the placement of Markers in your video.

1. Click on “**Produce and share**” at the top of your window. This will open the *Production Wizard*.
 - Select Custom Production Settings > Next
 - Select your preferred format > Next
 - Accept the defaults on the next screen > Next
 - Accept the defaults unless you want to adjust dimensions > Next
 - Check the box for “Embed video into HTML > Next
 - Check the box for “Include a table of contents with my produced video”
 - You can Preview your work before it is produced to verify you have the right settings > Next
 - Production Name – name your project and select the location to store the files > Finish



PART V

Camtasia from within PowerPoint

When you install Camtasia Studio 7, you are prompted to add a toolbar to PowerPoint, allowing you to record Camtasia movies within PowerPoint. Using Office 2007, click the “Add-Ins” tab for the Camtasia menu to be visible.

To begin a Camtasia recording:

1. Open your PowerPoint presentation on a computer that has had Camtasia installed.

2. Click the **Record** button on the record toolbar:



3. Camtasia will launch a window with controls for adjusting Microphone volume, a **Click to begin recording** button and the shortcut keys for pausing or stopping your recording.



4. **Click to begin recording** and record your narration to the PowerPoint.
5. Use the microphone attached to your PC and walk through your PowerPoint presentation as if you were presenting to an audience.
6. When you are finished presenting, use the keyboard key (**Esc**) to stop your recording. You will be asked if you want to stop or continue recording. Choose **Stop Recording**.
7. Name the project and select a location to store your files, click **Save**.
8. Next you will be prompted to select whether you want to produce or edit your video.
 - If you choose “Produce Your Recording” and click **OK**, please go to **PART IV section B step #5** for instructions.
 - If you choose “Edit your recording” and click **OK**, you will be asked if you want to import your **PowerPoint slide notes as captions**, choose either “Yes or No.” Go to **PART II - IV** for further instructions.

