Camtasia
Quick Reference Guide

Created By:
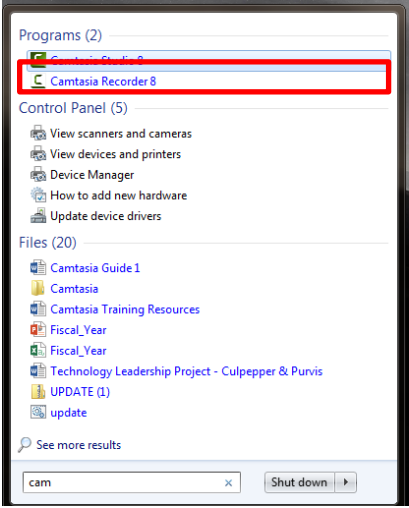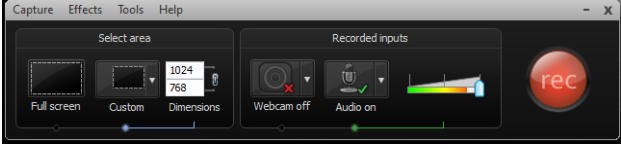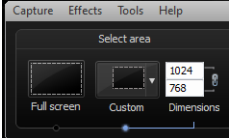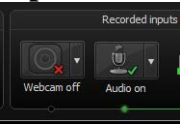
Jeremy Hardin

nMC

Camtasia 8 Quick Reference Guide

Set Up Capture Settings and Capture Screen

Steps	What You See
Select: Camtasia Recorder 8 **Note:** The recorder function is also found in Camtasia Studio 8. We will be demonstrating the Recorder function without using Studio 8 first.	**Getting Started:**

Recorder panel will appear on your screen
 	
This is where you can:
   1.) Control the size of the area to be recorded
   2.) Select what inputs you are using (i.e. speakers, sound from what is seen on the computer, web camera, etc.)
   3.) Adjust the audio level of input devices
   4.) Record
	Recorder Panel:
	
	1.) Area Selction and Size
	
	2.) Input devices
	
	3.) Input loudness
	
	4.) Record option

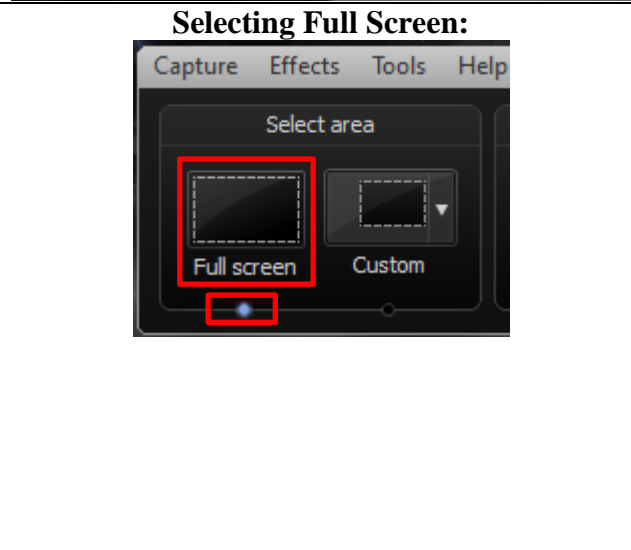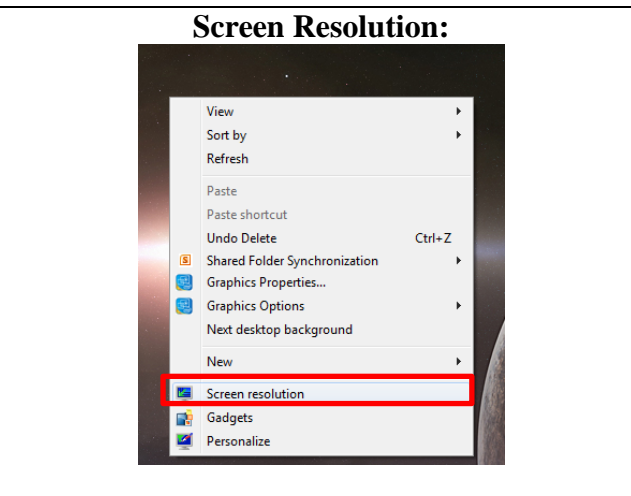|	
Adjust Size of Recordable Area: It is possible to make a custom selection or full screen selection. We suggest doing the following if you desire to have a full screen recording. **Note:** The green box represents what would be selected for recording.	**Custom Selection:**
Select: Full Screen **Note:** You will see a blue dot appear for the option selected and the green selection box will surround your entire screen. For optimal use ensure that your screen settings are set to match your final video output settings. For example, a video being uploaded to YouTube could be set to an aspect ratio of 1080p: 1920x1080. YouTube: Advanced Encoding Settings https://support.google.com/youtube/answer/1722171?hl=en	**Selecting Full Screen:**
Change Screen Resolution: **Right Click:** A blank area on your desktop **Select:** Screen Resolution from the drop down menu	**Screen Resolution:**
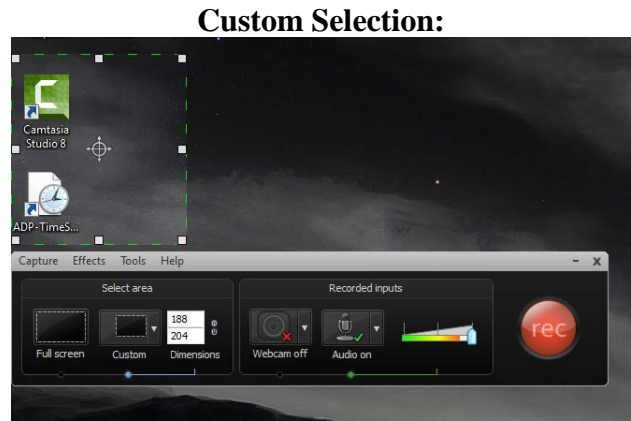
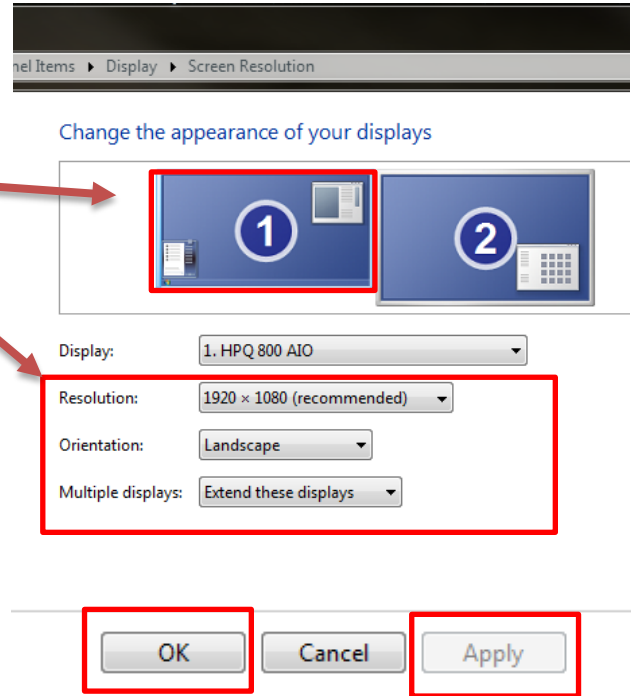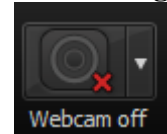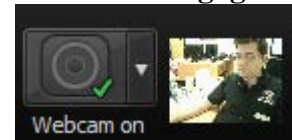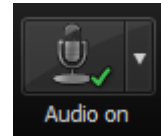|	
Example for dual screen monitors: **Select:** The display you wish to modify **Note:** In this example I am choosing Monitor 1 Ensure that the settings on the right match **Note:** For mono display settings, simply ensure that resolution is setup to the desired settings. **Click:** Apply and then OK to exit this menu	**Screen Resolution Modifications:** nel Items ▶ Display ▶ Screen Resolution Change the appearance of your displays 1 2 Display: 1. HPQ 800 AIO Resolution: 1920 × 1080 (recommended) Orientation: Landscape Multiple displays: Extend these displays OK Cancel Apply
Input Device Selections: Selecting Webcam will either engage or disengage this function. **Note:** A check mark shows that the input device is readily available. A preview of what is being recorded by the webcam will appear to the right of this button. **Click:** The right dropdown arrow to expose more options **Note:** I only have one input device available for Webcam	**Webcam Disengaged:** Webcam off **Webcam Engaged:** Webcam on **Seeing More Options for Webcam:** Webcam on ✓ HP 2.0MP High Definition Webcam Options... Webcam help
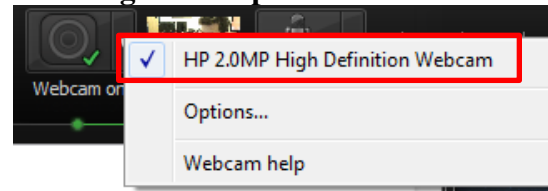
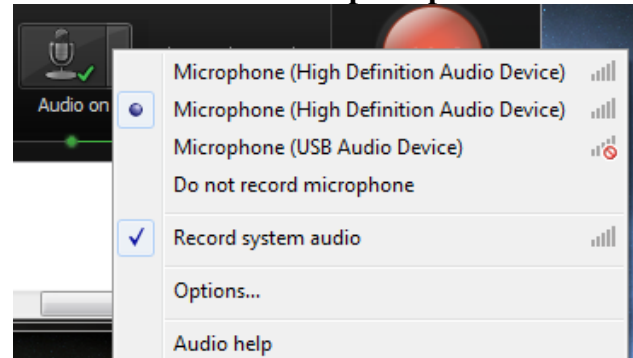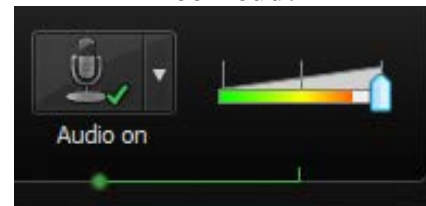|	
Recording Options: **Select:** The dropdown menu next to the audio button. **Note:** The option "Record system audio" is the audio that would come from videos you are watching on your computer, animation sounds played on from your PowerPoint. **Select:** The input devices you believe will produce the best sound for voice over narration.	**Audio Button Engaged:** **Audio Button Input Options:**
Adjust the Audio: **Drag:** The scrub bar across the bar to a desired position. **Note:** Speak into your audio device. Your audio input should not display as red. If it does drag the audio bar down to compensate. You will want to primarily see green light up on the bar. This means the audio is not going to have popping or clipping noises introduced.	**Good Audio Gain:** **Too Loud:**
Record Session: **Click:** The Record button to begin the record process. **Note:** Have your screens up and ready prior to start to save you time. You can use the hot key **F9** to start instead of clicking the rec button.	**Record Button:**

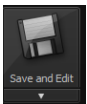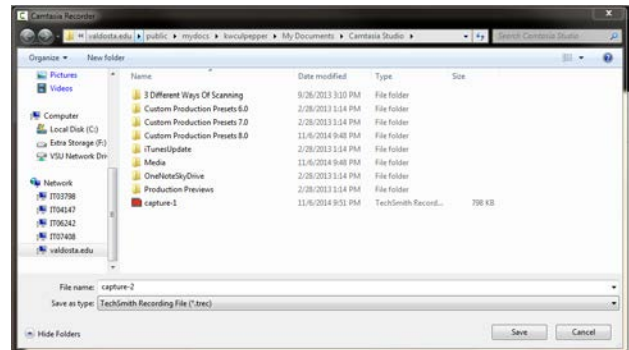|	
A countdown will appear before the recording session starts. **After the countdown you will be able to capture and narrate as desired.**	**Countdown Screen:**

Press: F10 when you have completed your recording.
 	
A preview of your capture session will be played back to you.
 	
At this point you can decide one of three options:
 	
 1.) Save and Edit
    a. Do this to take your screen capture into Camtasia Studio for further editing.
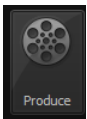 	
 2.) Produce
    a. This option is useful when you don't need to make adjustments or add special effects to your video, but desire to take the recording as is.
 	
 3.) Delete
    a. This task will remove the recording session. Do this if you find that your recording session didn't go as you had planned.
 	
Note: There is no one way of doing things. However, for an effective compilation you may do best with short recordings of 1-2 minutes at most to later compile within Camtasia Studio.
	Preview Window:
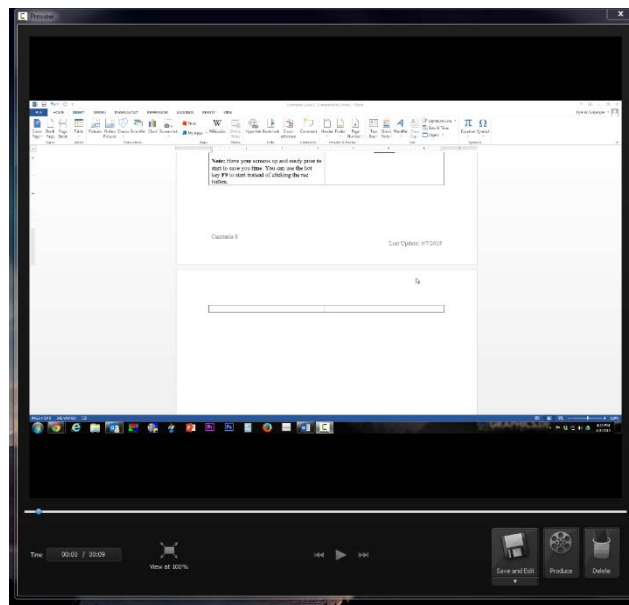
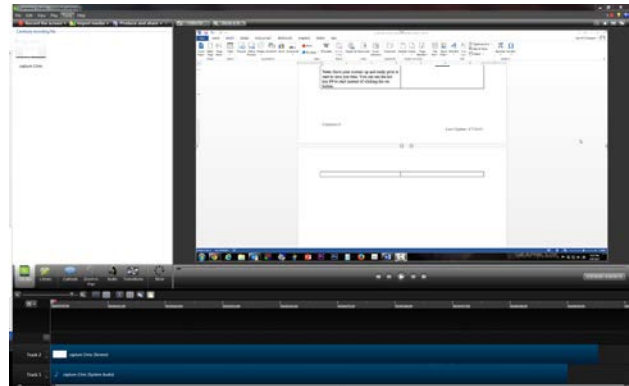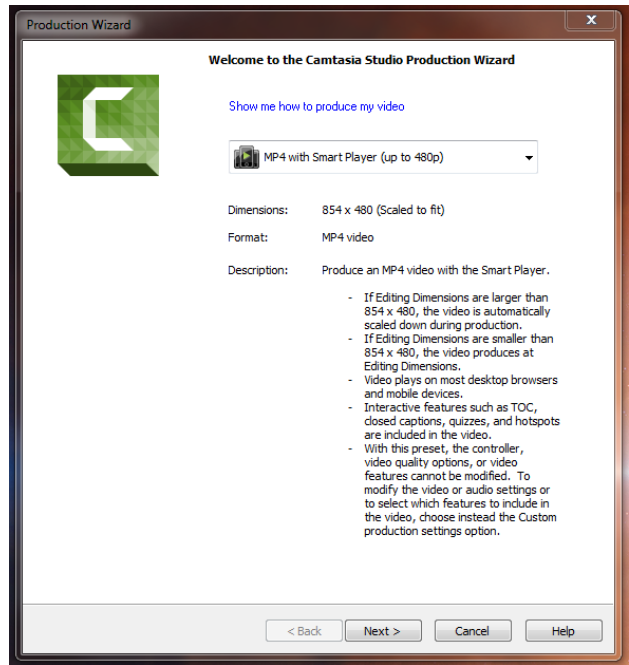|	
1.) Save and Edit: When selecting this option you will be brought to the browse window to save a **TechSmith Recording File (*trec).** **Name:** Your file **Save:** Your file to a location you plan to continue working from	
Immediately after your video will be inserted into Camtasia Studio for further editing **See later explanations on how to use Camtasia Studio for video editing purposes.**	
2.) Produce: **Again, you will be able to choose a location to save your file and your file will only be able to save out as TechSmith Recording File (*trec), which can be later edited in only Camtasia Studio 8.**	

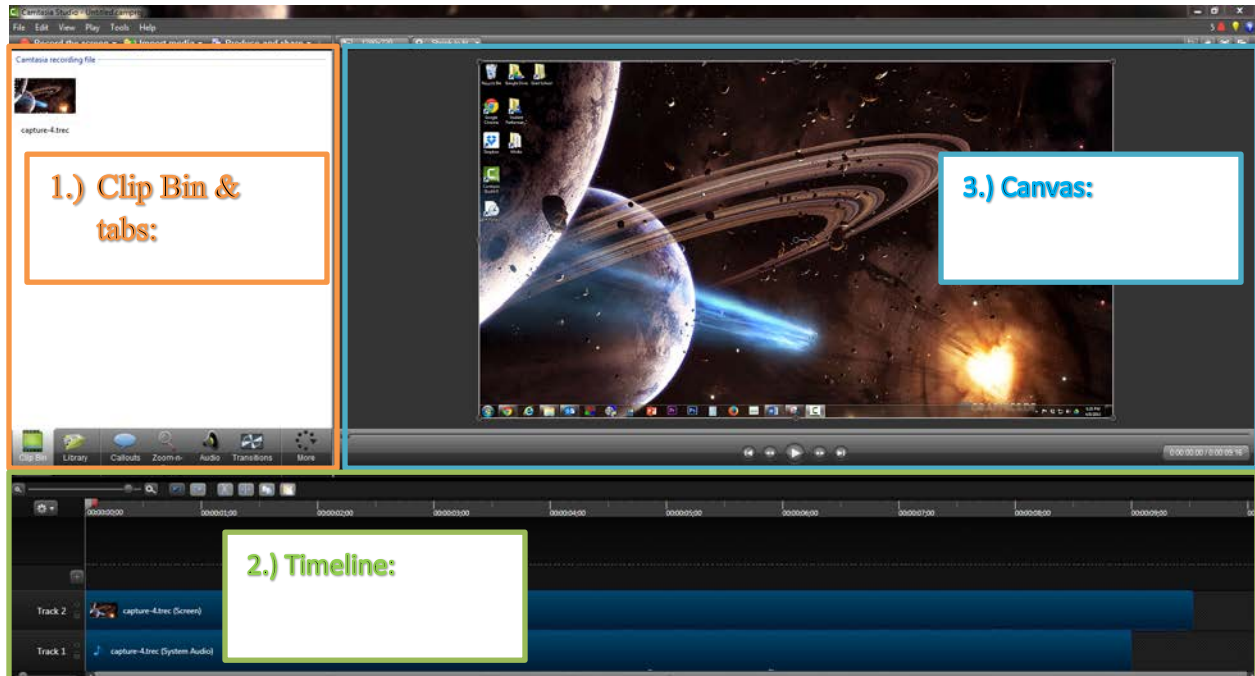|	
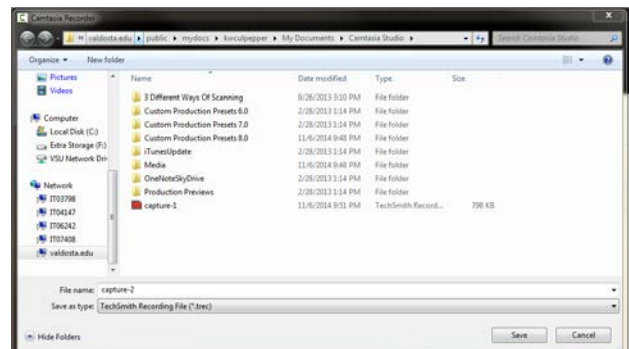
Unlike option 1 you will be immediately brought through a video production wizard to generate your video.
 	
More will be discussed on this process at a later time, since you can also generate a video from within Camtasia Studio.
	Production Wizard ☒
	
	Welcome to the Camtasia Studio Production Wizard
	
	Show me how to produce my video
	
	▦ MP4 with Smart Player (up to 480p) ▾
	
	Dimensions: 854 x 480 (Scaled to fit)
	
	Format: MP4 video
	
	Description: Produce an MP4 video with the Smart Player.
	  - If Editing Dimensions are larger than 854 x 480, the video is automatically scaled down during production.
	  - If Editing Dimensions are smaller than 854 x 480, the video produces at Editing Dimensions.
	  - Video plays on most desktop browsers and mobile devices.
	  - Interactive features such as TOC, closed captions, quizzes, and hotspots are included in the video.
	  - With this preset, the controller, video quality options, or video features cannot be modified. To modify the video or audio settings or to select which features to include in the video, choose instead the Custom production settings option.
	
	< Back Next > Cancel Help

Camtasia 8 Quick Reference Guide

*Getting Familiar with Camtasia Studio*

Steps	What You See
Select: Camtasia Studio 8 **Note:** You will automatically be brought to Camtasia Studio 8 after each recording session is completed. You will also be brought to Camtasia Studio 8 after performing the selection as you see to the right.	**Getting Started:** Programs (2) ▣ Camtasia Studio 8 ▣ Camtasia Recorder 8 Control Panel (5) View scanners and cameras View devices and printers Device Manager How to add new hardware Update device drivers Files (20) Camtasia Guide 1 Camtasia Camtasia Training Resources Fiscal_Year Fiscal_Year Technology Leadership Project - Culpepper & Purvis UPDATE (1) update 🔍 See more results cam ✕ Shut down ▸

| 1.) Tabs:	Tabs Panel:
a. **Clip Bin:** Use this section to view videos you recently recorded for this project file. You will also see videos, images, and audio you have inserted into the timeline below. b. **Library:** Provides a collection of themes to add to your timeline. c. **Extra Effects:** Selecting any option (i.e. Callouts, Zoom-in-Pan, Audio, etc.) will expose video/audio effects that can be applied to your selections in the Timeline.	
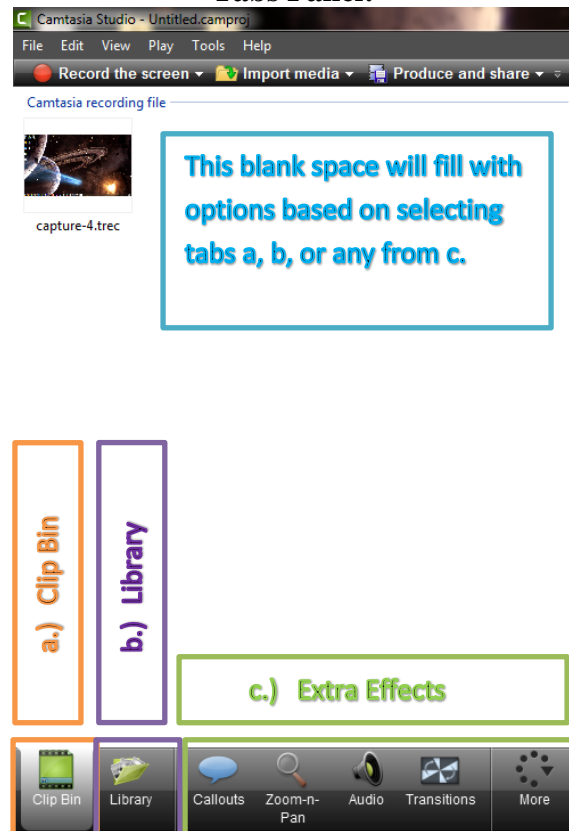
2.) Timeline:

   a. Edit tools:
- This section allows you to perform basic video manipulation (i.e. clipping video segments, zooming into track, cutting out track elements that you clipped, etc.)

   b. Individual video and audio tracks:
- Video
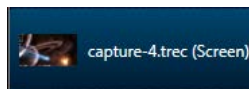
- Audio
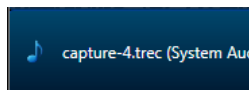
- As you insert more audio or video files or screen recordings into your timeline more tracks will appear. Each track item is able to be dragged and dropped to any desired location you would like within the timeline.

   c. Play head:
- This is what tells you where you are at in your timeline.

Timeline:
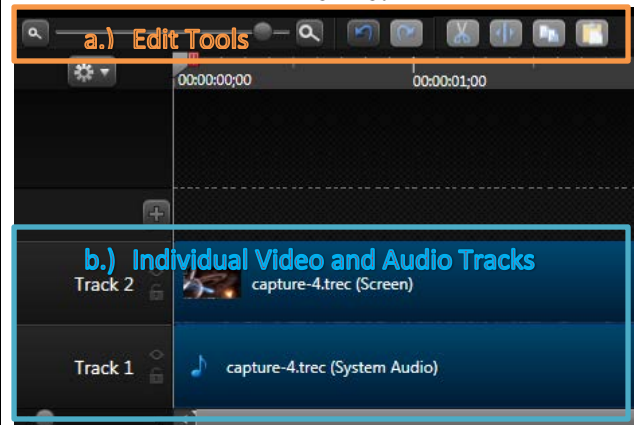
Edit Tools:
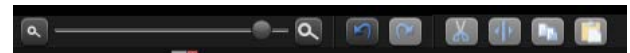
Individual Video and Audio Tracks:
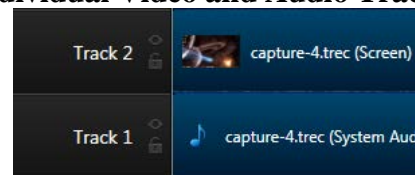
Playhead:
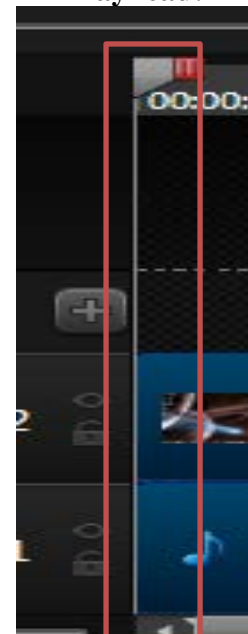
3.) Canvas:
   a. Screen Resolution & Pre…:
   - **Screen Resolution**: Here you can change the resolution of your video dimensions.

   ![1280x720]

   - **Canvas Zoom:** You can also change the preview size of your video frame within the Canvas.

   ![Shrink to fit]
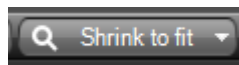
   b. Panel Manipulation:
   - **Crop:** ![crop icon] This option allows you to crop away regions from your video for the entire video.

   - **Pan:** ![pan icon] When this option is selected you can move the preview video to any side or corner of your Canvas area.

   - **Full Screen Mode:** ![full screen icon] This will allow you to alternate between full screen and back to your original settings in the Canvas panel.

   - **Detach/Attach:** ![detach icon] Select this option to detach your panel and again to reinsert the Canvas back in place.
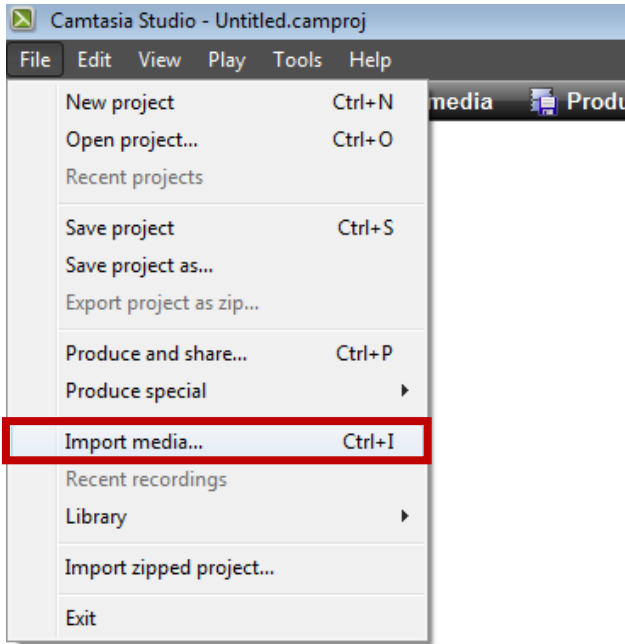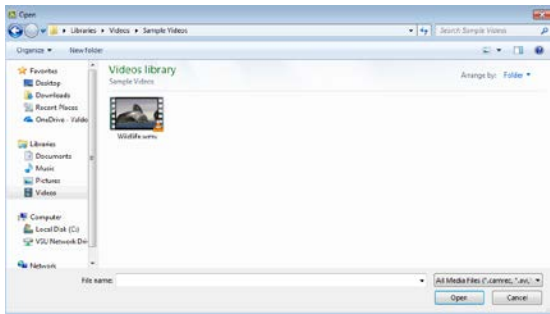
Canvas:

Screen Resolution and Preview settings
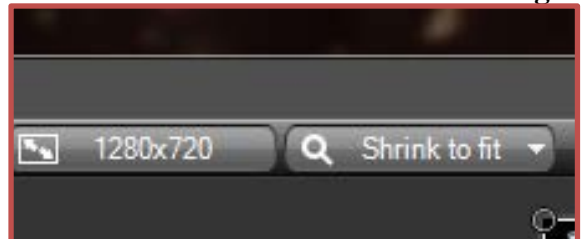
Panel Manipulation:
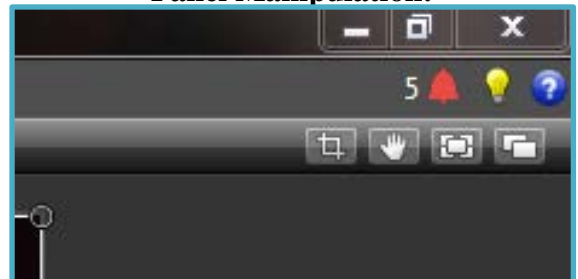
Camtasia 8 Quick Reference Guide

Adding themed videos, music and stills

Steps	What You See
Importing Videos Music and Pictures **Select:** File **Select:** Import media **Note:** You can also Import your files by selecting import media in the top left.	**Getting Started:**
Navigate: To the file you want to import. **Select:** The file you want to import **Select:** Open to import the file you want **Note:** Whenever a file is imported into Camtasia Studio 8 it will be stored into the Clip Bin.	

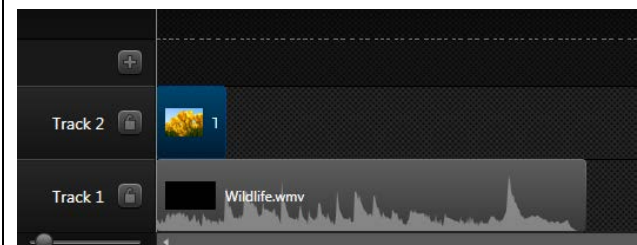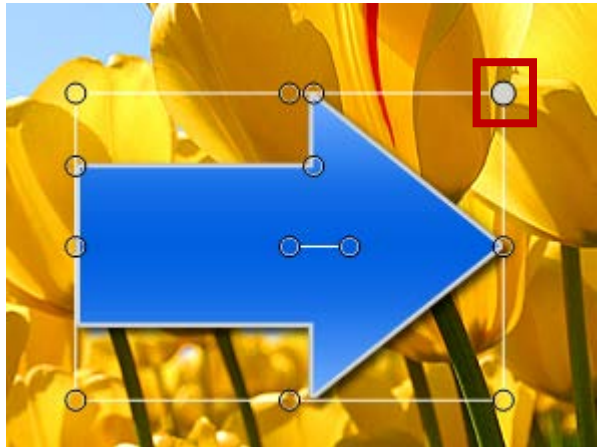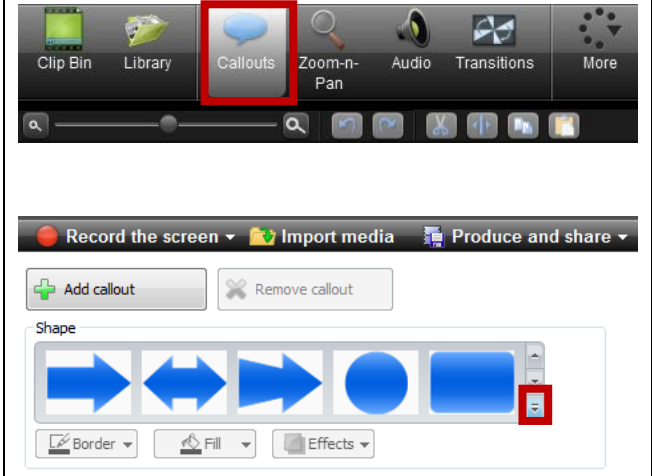|	
Right Click: The Video, Picture, or Music File **Select:** Add to Timeline at Playhead	File Edit View Play Tools Help 🔴 Record the screen ▾ 📂 Import media 📑 Produce Video **Add to Timeline at Playhead** Preview Remove from Clip Bin Add to Library Update media... Properties... Wildl
Select: The Dimensions you want to use for your project. **Click:** OK Your File will now be added to the timeline. Note: Dimensions can be changed by clicking on the Dimensions box at the top left of the Video Browser Canvas.	**Editing Dimensions** What size do you want your video to be? Choose the dimension you will use when sharing your edited and produced video. Dimensions: 854 x 480 Width: 854 Height: 480 ☑ Keep aspect ratio Background color: 🪣▾ OK Help
Click and Hold: The file from the Clip Bin you would like to layer on top of your current file. Drag that file to the Timeline. **Note:** The file that is on top will appear in the front of the rest of the timeline **Note:** If you layer Music files where they are positioned on the track does not affect the volume.	➕ Track 2 🔒 🖼 1 Track 1 🔒 ⬛ Wildlife.wmv
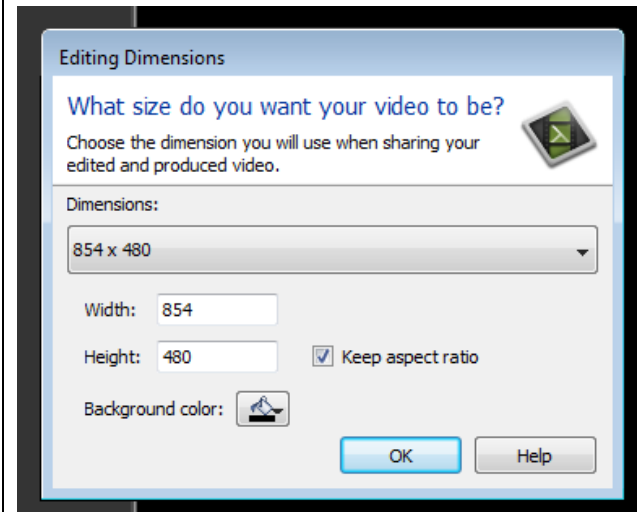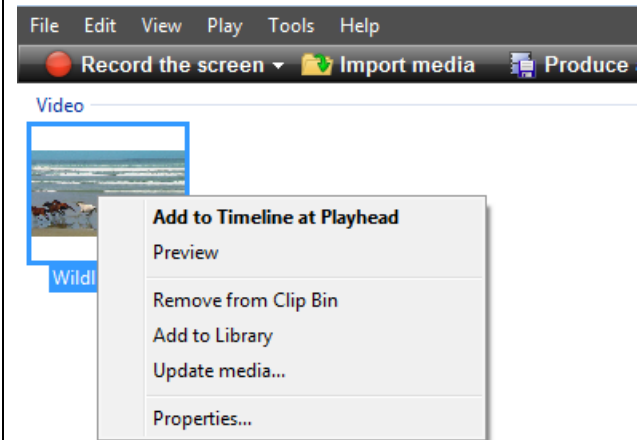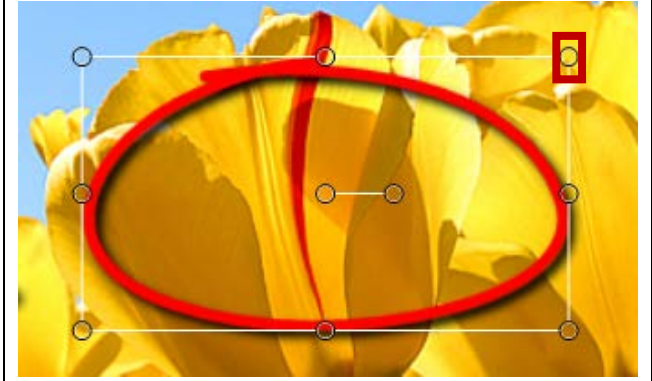
Camtasia 8 Quick Reference Guide

Adding Callouts and sketch motions

Steps	What You See
Creating Callouts **Click:** the Callouts tab to open the Callouts bin. **Click:** The Callout you would like to use for your project. **Note:** You can add the last Callout you chose by clicking add callout.	
Your Callout is now placed on the timeline. **Click and Drag:** the Circles on your Callout to resize it.	
On your Timeline you can control the length of your Callout **Click and Drag:** The ends of the Callout to control the length of your callout.	

Steps	What You See
Creating Sketch Motions **Click:** the Callouts tab to open the Callouts bin. **Click:** The dropdown button to see the Sketch Motions options.	
Click: The Sketch Motion you would like to use for your project.	
Your Sketch Motion is now placed on the timeline. **Click and Drag:** the Circles on your Sketch Motion to resize it.	

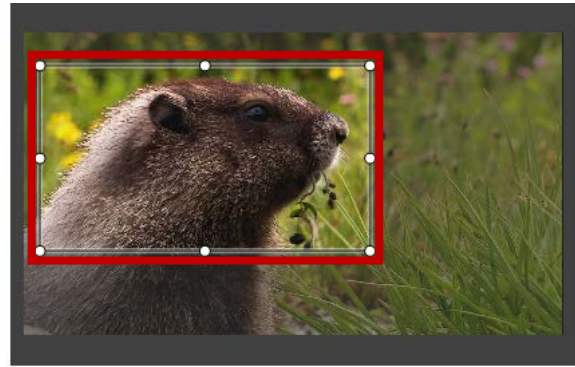|	
On your Timeline you can control the length of your Sketch Motion **Click and Drag:** The ends of the Sketch Motion to control the length of your callout.	

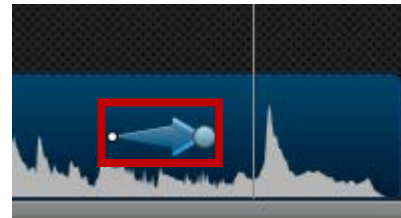| Steps	What You See
Zooming In **Click:** Zoom-n-Pan	
Check: To see if your clip you want to zoom in on is selected (It should be highlighted blue)	
Click and Drag: the Circles on your clip to resize it.	

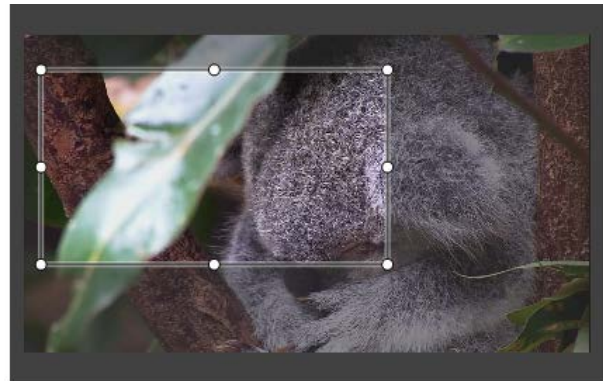|	
Move: The Square to the area you want to zoom in on.	
Click and Drag: The end of the arrow to edit the transition of the zoom	
How to Zoom Back Out **Click:** The Clip and make sure the arrow is not selected. **Note:** The arrow will be blue instead of green if it is not selected. **Click:** The Scale Media to Fit Canvas button to change your clip back to full screen.	

Click and Drag: The end of the arrow to edit the transition of the zoom	
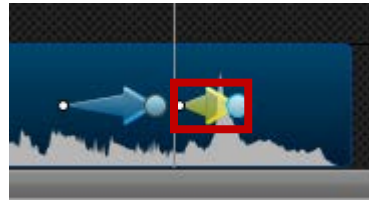
Camtasia 8 Quick Reference Guide

Using Basic Sound Manipulation

| Steps	What You See
Basic Sound Manipulation **Click:** The Audio Tab	
Click: On the Audio Clip to enable editing.	
Click: On Volume Down or Volume Up to control the volume of your clip	
Click: On Fade In or Fade Out to add a fade to the beginning or end of your project.	

Muting a Portion of Your Clip

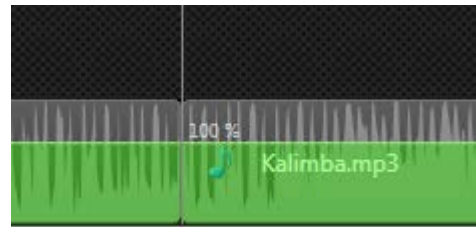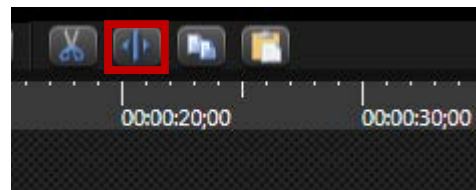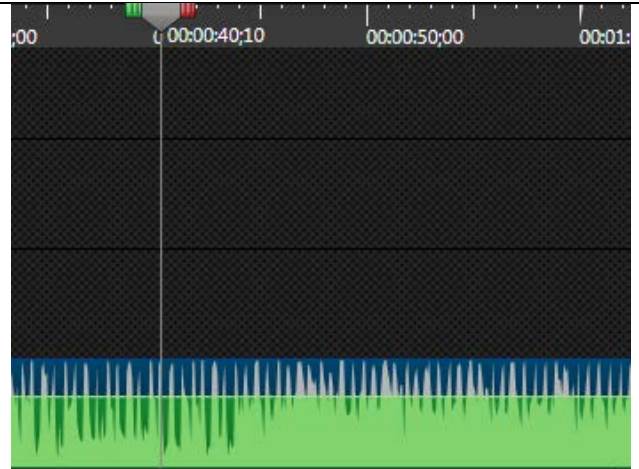**Click:** Your audio clip you want to edit.
Place: Your marker at the spot where you would like that portion of the clip to be muted.
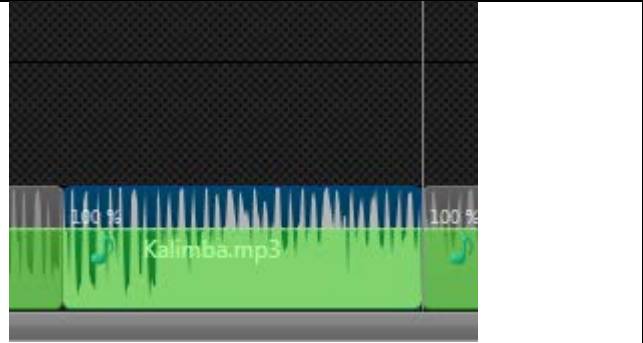
Click: On the Split Tool to split the track into 2 separate tracks.

Note: The Track should show 2 separate tracks on your timeline.

Place: The marker at the end of the track you want to be muted.
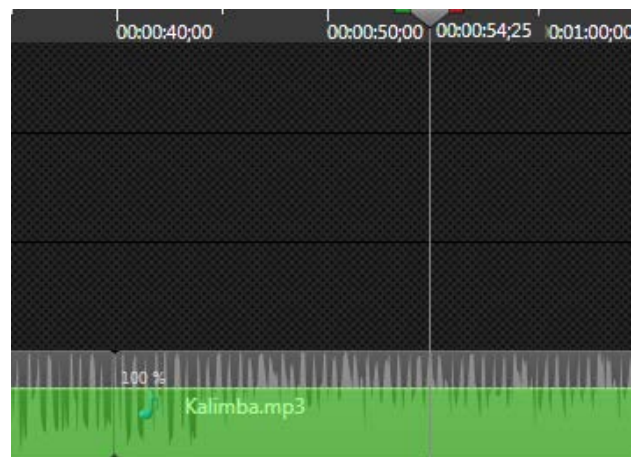
Click: The track you want to Split again and use the Split Tool to split it.	
Click: The track you want muted. **Click:** The Silence button in the audio tab to mute that track's portion. **Note:** The selected track you muted shows no soundwaves to show it has been muted. **Removing Audio Points** **Click:** The track you want to remove audio points from. **Click:** Remove Audio Points to remove any changes to the audio file made.	
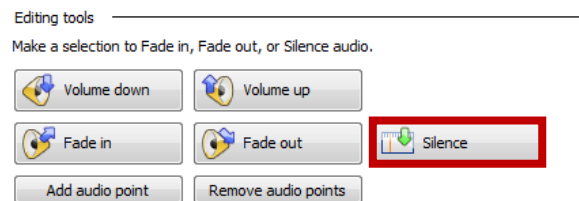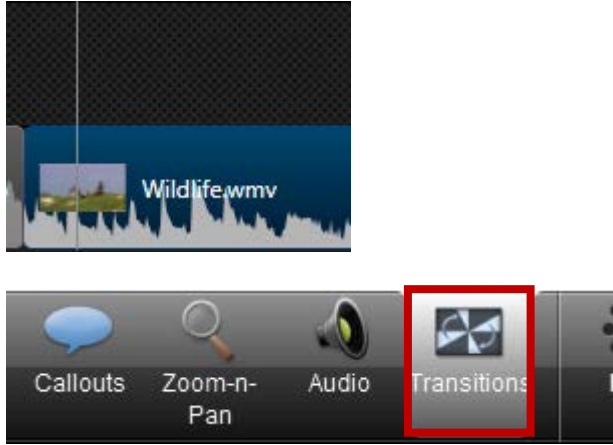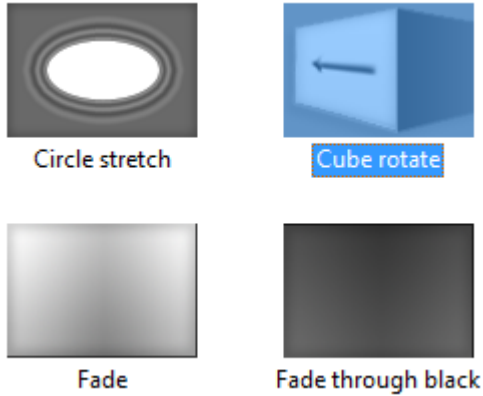
Working with Transitional Effects

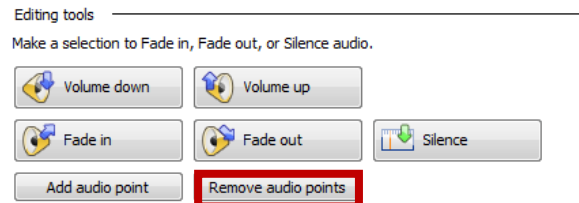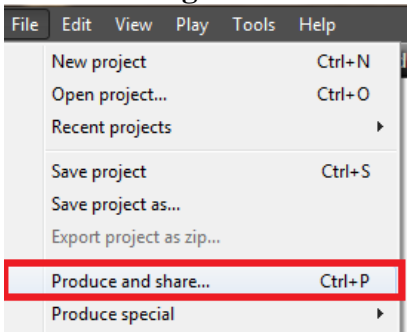| Steps	What You See
Transitional Effects Click: On the file you want to add a transition to. **Click:** On the Transitions tab.	
Click and Drag: The transition you would like to use in the Transitions Tab, to the File you would like to transition. **Note:** Transitions can only be added to video or picture files. **Note:** You can double-click on the Transitions to see the effect they will have on your project.	
The transition will be added to your project as a small box.	

Click and Drag: the small box left or right to control how long you want the transition.	
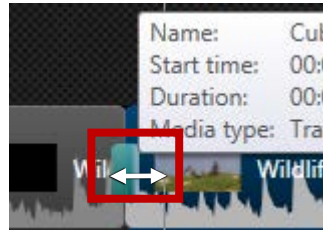
Camtasia 8 Quick Reference Guide

Produce and Share

Steps	What You See
Select: File **Select:** Produce and Share…	**Getting Started:**
The Production Wizard prompt will appear on your screen. **Select** the output that would work best for your situation. **Note:** In this example we will choose MP4 only (up to 720p). This will work well for uploading later to YouTube. This feature does loose some interactive features, which you won't be able to upload to YouTube or Sharestream (i.e. quizzes, Hot Spots, and Closed Captioning). For the most freedom in video options you will need to choose **Custom Production** from the dropdown menu. To have Closed Captions available then choose MP4 with Smart Player (up to 720p).	**Choose output video size and functionality:** Welcome to the Camtasia Studio Production Wizard Show me how to produce my video Dimensions: 1280 x 720 (Editing Dimensions) Format: MP4 video Description: Produce a single MP4 video without a player.

Select location and name to save out as: **Type**: The name you would like your video to be called in the Production name field. **Click:** The folder icon (📁) to browse for a location to store your completed video file. **Note:** I recommend to leave the boxes below checked. This helps keep your files organized, especially if in the last step you choose **… with Smart Player (up to….).**	**Custom Selection:** File name and folder Production name Video Example.mp4 Folder V:\dept\Library\depts\Media\Camtasia Studio\ ☑ Organize produced files into sub-folders Post production options ☑ Show production results ☑ Play video after production
Select: Finish when you are ready to complete the process.	**Selecting Finish:** < Back **Finish** Cancel Help
Wait: Your video may take a while to complete.	**Screen Resolution:** C Rendering Project — ☐ ✕ Rendering video… 17.4% Cancel
When you see this prompt this means your video has completed successfully. The results provided here is the metadata in regards to your video. **Click:** Open production folder	**Done:** Production Results **Production is complete.** The production results are listed below. Production results Production Directory: V:\dept\Library\depts\Media\Camtasia Studio\Video Example\ Files created: Video Example.mp4 Content duration: 00:01:13 (hh:mm:ss) Content size: 3.00 MB Video Dimensions: 1280x720 Total Dimensions: 1280x720 Production Options: Frame Rate: Automatic Keyframe rate: 5 Pause at start: Disabled Bitrate Mode: Quality Mode H264 Profile: Main H264 Level: 3.1 Video Quality: 50 % Audio Bitrate: 128 kbps Audio Format: AAC Watermark: Disabled Create a production preset You can save your settings as a production preset to make future productions faster and easier. **Open production folder** Create production preset… < Back Finish Cancel Help

| If you can't email your video because it is too large, then feel free to explore other options like:

1.) Using your 1TB of free space in your VSU email's One Drive account. Simply share a link with others after you have uploaded your content.
2.) You could also explore sharing with a free 25 GB Google Drive. | **Production Folder:**

Computer ▸ VSU Network Drive (V:) ▸ dep

Organize ▾   Burn   New folder

Name
⭐ Favorites
🖥 Desktop   📄 Video Example
⬇ Downloads
📁 Google Drive
Recent Places |