Camtasia Instructions

CTAHR Distance Education
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Basic Layout of Camtasia

- Add media from other Camtasia projects
- Add zooming or panning between clips or images
- Add transitions between clips or images
- Add callouts over clips or images
- Edit audio

Current media in your project
Add cursor effects, voice narration, record camera, visual properties, captions, and quizzing
Recording in Camtasia

1. Click “Record the screen”
This green box shows what screen areas is being recorded.

Turn on if you want to do an intro video that records your face.

Choose full screen if you want to capture your entire desktop.

Check your mic is being picked up.

2. Press record.
Stop Recording

On a PC, Press F10

On a Mac, Press ⌘⌥2
Stop Recording – Alternative 1

1. Right-click on the Camtasia Recording icon

2. Select “Stop”
Stop Recording – Alternative 2

1. Click on the Camtasia Recording icon

2. Click “Stop”
After recording, you can review it, then decide to save or delete.

1. Review and play your recording

2. Save your recording

2a. Or delete
Editing Tools of Camtasia

- Undo
- Redo
- Cut
- Split clip
- Copy
- Copy
Editing your Recording

Timeline – shows you the sequence of images, clips, audio, transitions and effects

Preview window – allows you to preview your final video
Tips for Editing

- All items in the timeline can be dragged and dropped
- Items can be lengthened or trimmed by selecting the item and dragging the edges
- Need to edit something in the middle?
  - Try Split the clip
Split a Clip

1. Place the play head where you want to split the clip
2. Right-click or Ctrl+click on the play head and select “Split”
Add PowerPoint Slides

1. In PowerPoint, save your slides as .jpg
2. Add them to the clip bin of Camtasia
3. Drag and drop them into the time line

   1. You can shorten or lengthen the amount of time a slide is shown by selecting it in the timeline, the dragging the ends
1. Go to the File menu, select “Save as Pictures”
1. Name the file
2. Choose where
3. Select JPEG
4. Click “Save”
1. Find your slides
2. Select all your slides
3. Drag and drop your slides into the clip bin
Drag and drop your slide into the timeline.
Recording audio only

Go to the Tools menu, select “Voice Narration”
1. Make sure your mic is selected.
2. If not, go through audio set up wizard.
3. Select “Start recording”
Select stop recording when you’re done
Save your recording
Drag and drop your audio into the timeline.

Note: The audio and the slide are in separate tracks so they’ll “play” at the same time.
Produce your video

1. Click “Produce and share”

2. Select “MP4 with video player (up to 480p)”

3. Click “Next”
1. Name your file, and choose where to save it

2. Select “Finish”
Select “Finish”
Lecture Video Tips

- Keep it short!
  - Videos should be 20 minutes or less
  - If your topic is long, break it into 2 videos and an activity or a Youtube video in between to break it up for the students

- Invest in a headset and microphone
  - Clearer audio
  - Inexpensive