

# Camtasia<sup>®</sup> Studio 8 Manual

Camtasia is a piece of software that allows you to easily capture everything on your computer screen, and allows you to edit it and produce the polished video or audio clips to put on web , iPod, iPhone, You Tube, or burn the video on a CD or DVD. You can also add audio to a PowerPoint presentation and product this enhanced presentation as flash files and upload to a Blackboard online course.

## Getting Started

- Get your computer ready for recording Camtasia video
  - Minimum Computer Requirements
    - MS Windows XP, Vista or Windows 7(not for Mac yet)
    - 1.5 GHz processor (3.0 GHz for PowerPoint and Camera Recordings)
    - 1 GB RAM (2.0 GB recommended)
    - 200 MB of disk space for installation
    - Display dimensions of 1024x768 or greater
  - Other Equipment Requirements
    - Sound card, speakers and a microphone (if you want to record sound with the video. A USB Microphone is recommended because it uses less resources and record better quality audio)
    - Web camera to record video of yourself
    - QuickTime 7.2 or later to produce iPod audio files
  - Clean your computer desktop
    - Close the programs that you will not use during the recording
    - Launch the application that you are going to use for the recording (e.g. Excel, MS Word, or other applications )
- Write an outline or script for your recording to save time and avoid mistakes.

## Camtasia Studio 8 Welcome Window

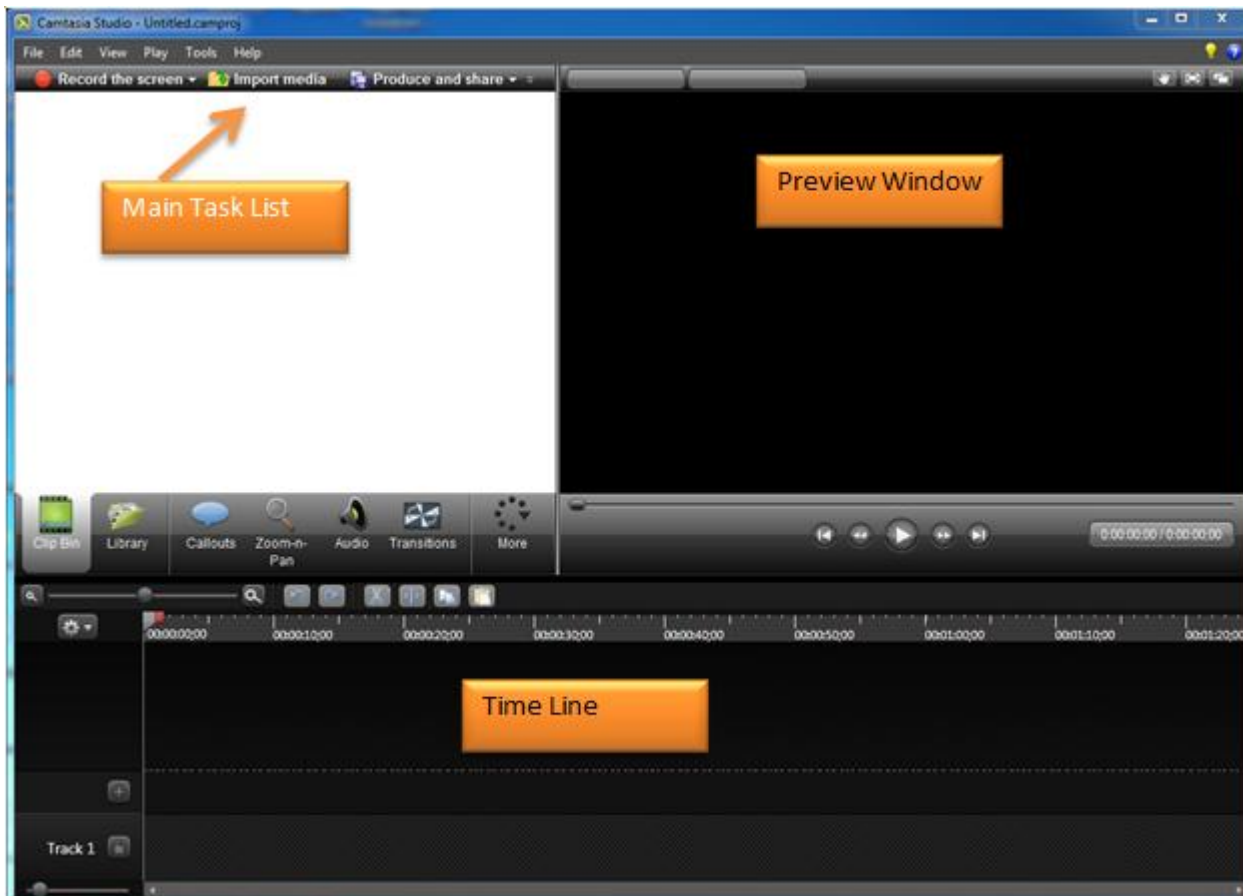
The Welcome Window contains all the recording tools. It also include the media import tool and a list of the projects you have been working on. You can start a recording and project by clicking any of the choices.



- To launch the recorder:
  - Click one of the recording tool.
- To create a video with existing media files
  - Click Import media
- To continue with a Camtasia project you worked before
  - Select the project from the Recent projects list.
- **Important Note: Camtasia File location**
  - Camtasia creates a default folder in My Document on your computer when installing the software. It keeps all the Camtasia files at the same location.

You do not need to launch any of the recorders on the Welcome window. You can choose not see this window by uncheck the box for *Show this dialog at startup*, and start on the Camtasia studio directly.

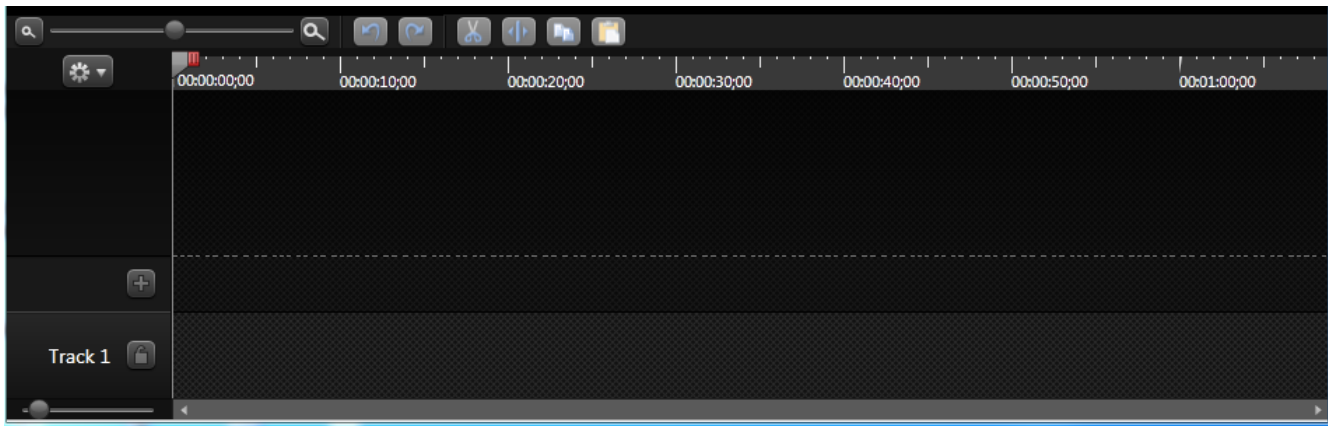
## Camtasia Studio 8 User Interface











### Camtasia Studio Components

- Task List on the Top
  - Record the screen, Import media, Produce and share
- Clip Bin or Library at the left
- Window Preview window at the right
- Time line at the bottom
- 


### Timeline



## Timeline Tool Bar

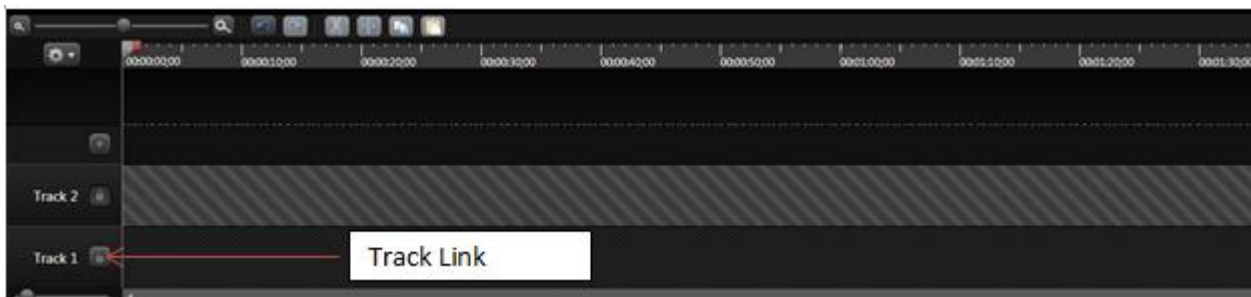
	<b>Undo</b> Will undo the last action in succession. This is an unlimited undo feature.
	<b>Redo</b> Will redo the last action in succession. This is an unlimited redo feature.
	<b>Cut Selection</b> Cuts a selection from the timeline. The cut portion can be pasted on the timeline.
	<b>Copy</b> Copies the selection or element to the Clipboard.
	<b>Paste</b> Paste the contents of the Clipboard on the timeline.
	<b>Split</b> Split a clip at the position of the playhead.
 	Zoom in on the timeline. Zoom out on the timeline. Fully zoomed out shows the entire timeline. To change the zoom level, click the zoom icons or grab the zoom slider and drag in either direction.

## Timeline Play Head

	<p><b>Green Play head (In point):</b> Drag the green play head to any place on the time line to start the selection.</p> <p><b>Red Play head (Out point):</b> Drag the red play head to a point on the time to end the selection.</p> <p><b>Gray Play Head:</b> Double-click the gray play head to bring the two point together.</p>
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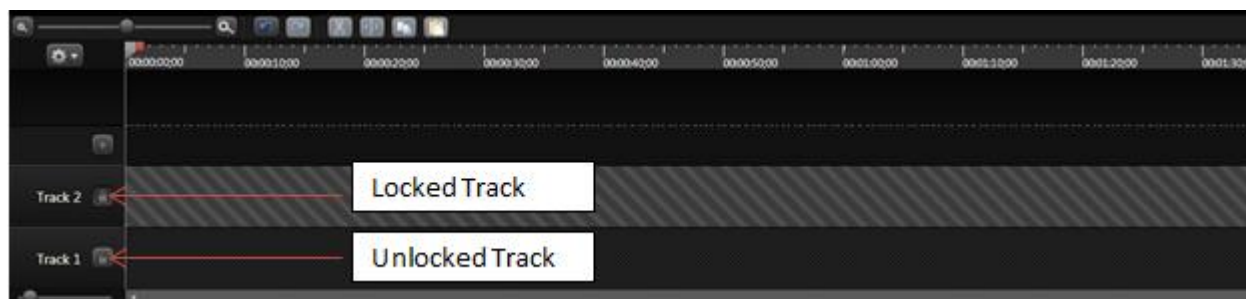
## Timeline Track Link

All the video clips and PowerPoint recording files are linked with its audio. If you want to edit only the audio portion of video or the other way around, you can click the track link button to unlink the tracks.



## Timeline Track Lock

When you edit your video project, especially cutting part of video, you may want to protect other track such as backboard music. You can protect a track by locking it so any information on that track will be protected.

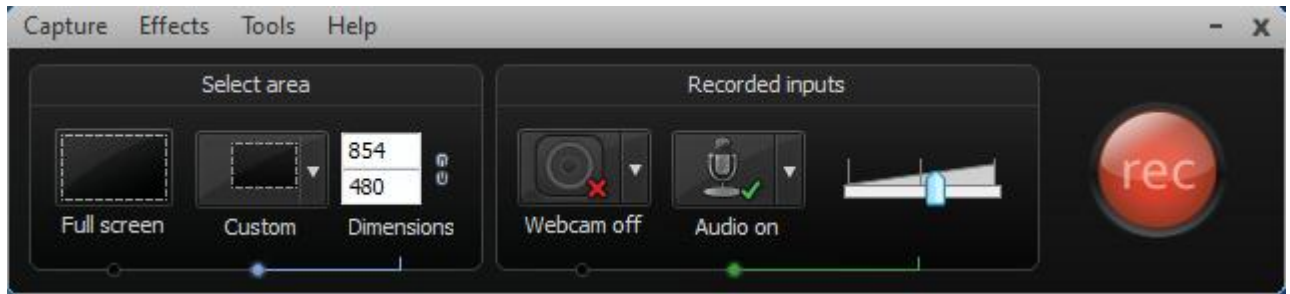


## Recording Screen Activities

To record screen activities with audio narration, click the Record the screen button on Welcome window or the Camtasia Studio to bring up the Recorder.



- Step 1: Select Screen capture area.
  - Full screen (Default). There are green dash lines along the outside boarder of the screen to indicate the area to be recorded.
  - Customized screen size
    - Click **Custom**, click the **Select** button, and then choose the area you want to record.
    - If you want to elect an application, such as MS word, hover your cursor to the application, and select the application (your selected area should be highlighted in a green box), and then click the area to lock to application.
    - Click the down arrow next to the dimensions to view the preset list.
    - Select a dimension size you want for your video.
    - If a portion of the area you want to record is cut off, you can
      - Click the right side of the dimensions to lock the aspect ratio of the width and heights
      - Drag the window and resize the recording window to make sure that all the parts of the application you want to record are visible.
    - This allows to the aspect ratio of your recording area to stay intact when you produce your final video. It will give you a great result.
- Step 2: Select a microphone and adjust the audio setting.
  - The audio is enabled by default.
  - Click the arrow next of the Audio setting.
  - Select one of the audio input sources (You may have more than one microphone if you have a microphone and a WebCam. In this example, there are three microphones)
  - Start talking and observe the Input Level of the audio.
  - Click the down arrow in the Audio Device selection box to select a different device if there is not audio input when you are talking.

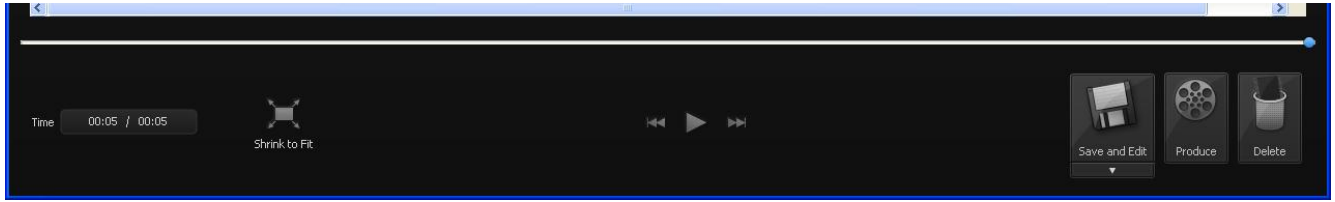


- Step 3: Open the application you want to record (e.g. MS Word, Excel, Visio, Google Map)
  - You need to open what application you will use for this recording at this point or earlier unless you want to teach how to find and open the program.
  -
- Step 4: Start recording
  - Click the “REC” button or Press “F9” Key on the computer keyboard to start recording
  - A timer will count down for 3 seconds, now the recording starts.
- Step 5: Pause or Stop recording
  - Click the “Restart” or “Pause” or “Stop” button on the Camtasia Recorder



- Or use the Hot keys to pause or stop the recording
    - Press the “F9” key will pause the recording. Press “F9” again to resume recording
    - Press the “F10” key to stop recording and the preview window will come up immediately for your view. You save it, delete it, edit it, or produce it by clicking the appropriate button.
- Step 6: Preview the recorded clip and Save, Edit, Produce or Delete it
  - As soon as you stop the recording, the preview Window pops up and runs the clip you have just recorded.
  - After reviewing the recorded clip, you can save, edit, produce or delete it by clicking the corresponding buttons at the bottom of the screen.
  - If you select Save and Edit, the file will be saved with the file extension .camrec The saved file will be automatically put in the Clip Bin in the Studio, and also placed in the Timeline and ready for editing.





Note: The recorded file will be saved in the Camtasia Studio folder in My Documents. The saved file has the file extension .camrec. This is not a video file. It has to be produced to the file format of your choice in Camtasia Studio.

- Using hot keys for Computer Screen Activities Recording

Default Hot Keys	Actions
F9	To start recording or pause if the recording is in progress.
F10	To stop recording

## Produce the video

- Step 1: Save the Recording
  - When you click the Edit your recording button, Camtasia prompts you to save your recording.
- Step 2: Choose your video dimension for your final product. We suggest that you select Web setting.
  - Click the down arrow to see a list of presets on the drop down menu.
- Step 3: Enter the name of the final product in the production name box.
- Step 4: Make sure the file will be save at the location you want.
- Step 5: Click Finish. Camtasia will start rendering the project.
- Step 6: Click Finish on the Production Results window. The Camtasia preview window will come up for you to review your finished product.

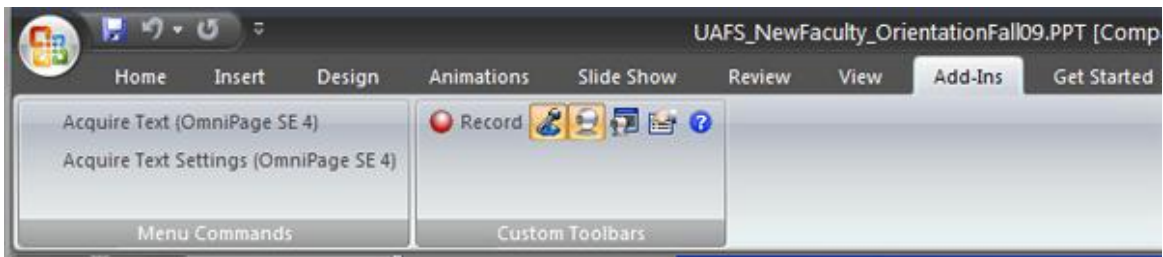
- **Recording PowerPoint**

- Step 1: Open a PowerPoint File

- Find your PowerPoint file that you want to record audio for and open it.
- Or Click Record PowerPoint on the Camtasia Welcome window
- Or if you are in the Camtasia Studio, click Tools/Record PowerPoint, and then select the PowerPoint file you want to record audio from the “Open Presentation to Record” dialogue box.







- Step 2: Enable Camtasia Recorder

- Click Add-Ins on the PowerPoint menu bar. You should see the Toolbars as the screen capture shown below.

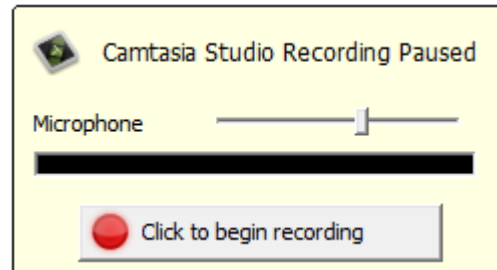


*Note:* If you do not see the Add-in Toolbars, you need to enable it by going to Camtasia Studio, clicking Tools/Options/PowerPoint, and checking the Enable PowerPoint Add-in box.

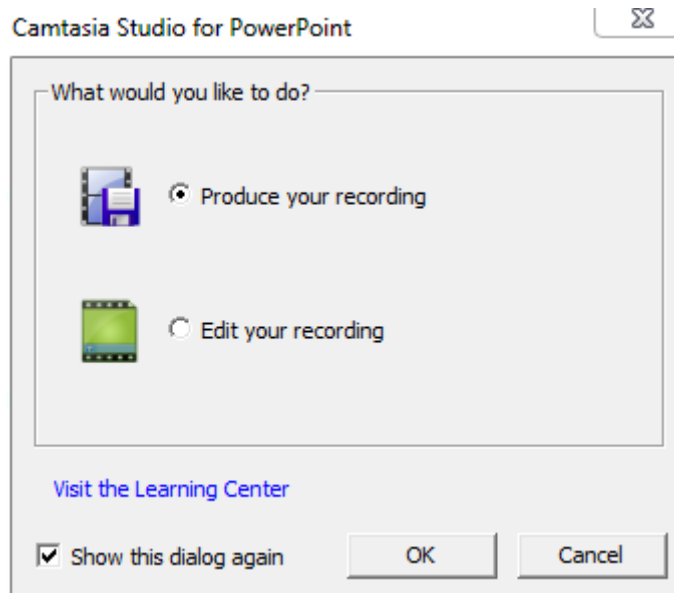
- This following table explains the function of each of the button on the Add-In Toolbars.

Buttons	Function
	<b>Record</b> – Click this button to start recording your PowerPoint presentation.
	<b>Microphone</b> - It indicates that you can record audio with a microphone. It does nothing when clicking it if you have microphone enabled for recording.
	<b>Camera</b> - It indicates that you can record the web camera capture during the presentation if you have a webcam attached to your computer. This webcam clip can be used as picture in picture in your video.
	<b>Camera Preview</b> – Click this button to preview what the webcam will record so you can adjust position or lighting if necessary.
	<b>Recording Options</b> - Click this button to bring up the Options window so that you can adjust recording settings.
	<b>Help</b> – Click this button to view videos or documents on how to record PowerPoint presentation.

- Step 3: Record a PowerPoint presentation with audio
  - Click the Record (Red) button on the Add-In Toolbars. You will see the PowerPoint recording is in the Pause state. This is a default setting. You may change it in the Recording Options window. We suggest that you use this default setting because it allows you check if your audio is working and adjust the volume level. It also reminds you the hot keys of your setting.



- Click “Click to begin recording” or press Ctrl +Shift + F9 to start recording.
- You can record your audio for each slide. Speak and click the PowerPoint slides as you normally do in the classroom using this PowerPoint presentation.
- When you are done with the recording, Camtasia will ask if you want to Produce or edit your recording.



- Using hot keys for PowerPoint Recording

Default Hot Keys	Actions
Ctrl +Shift + F9	To start recording or pause if the recording is in progress.
Ctrl +Shift + F10	To stop recording

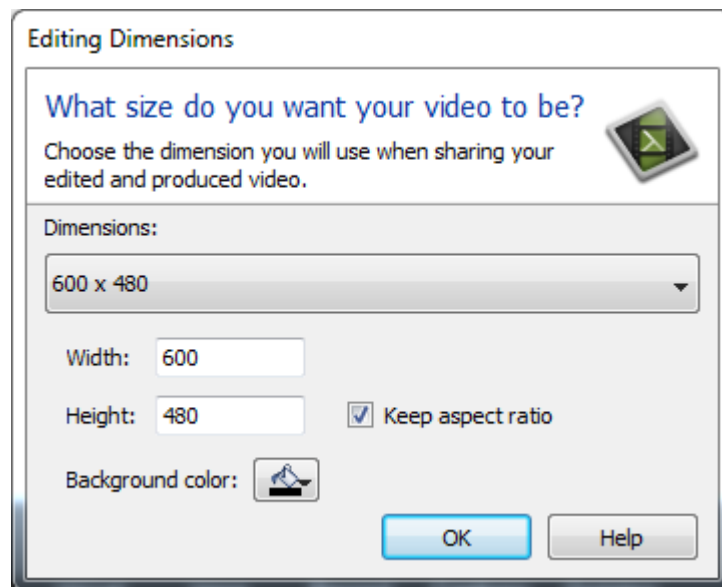
Esc

To stop recording

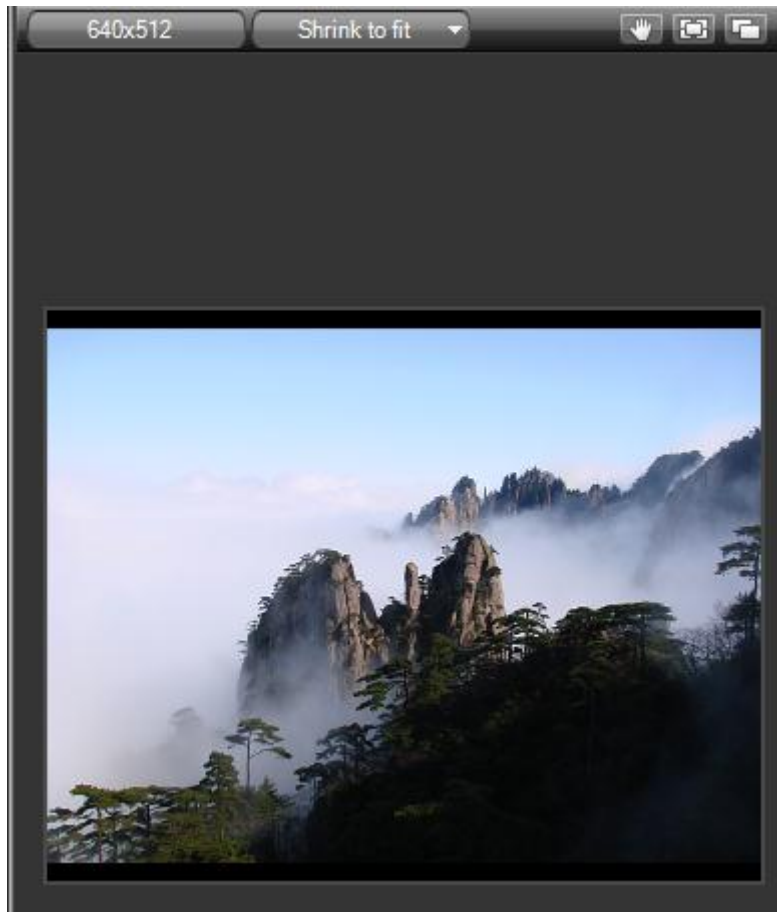
## Editing Recorded PowerPoint Presentations

When you click the Edit your recording button, Camtasia prompts you to save your recording. After you save the file, Camtasia automatically puts your recording in the Camtasia Studio clip Bin and also places it on the Timeline.

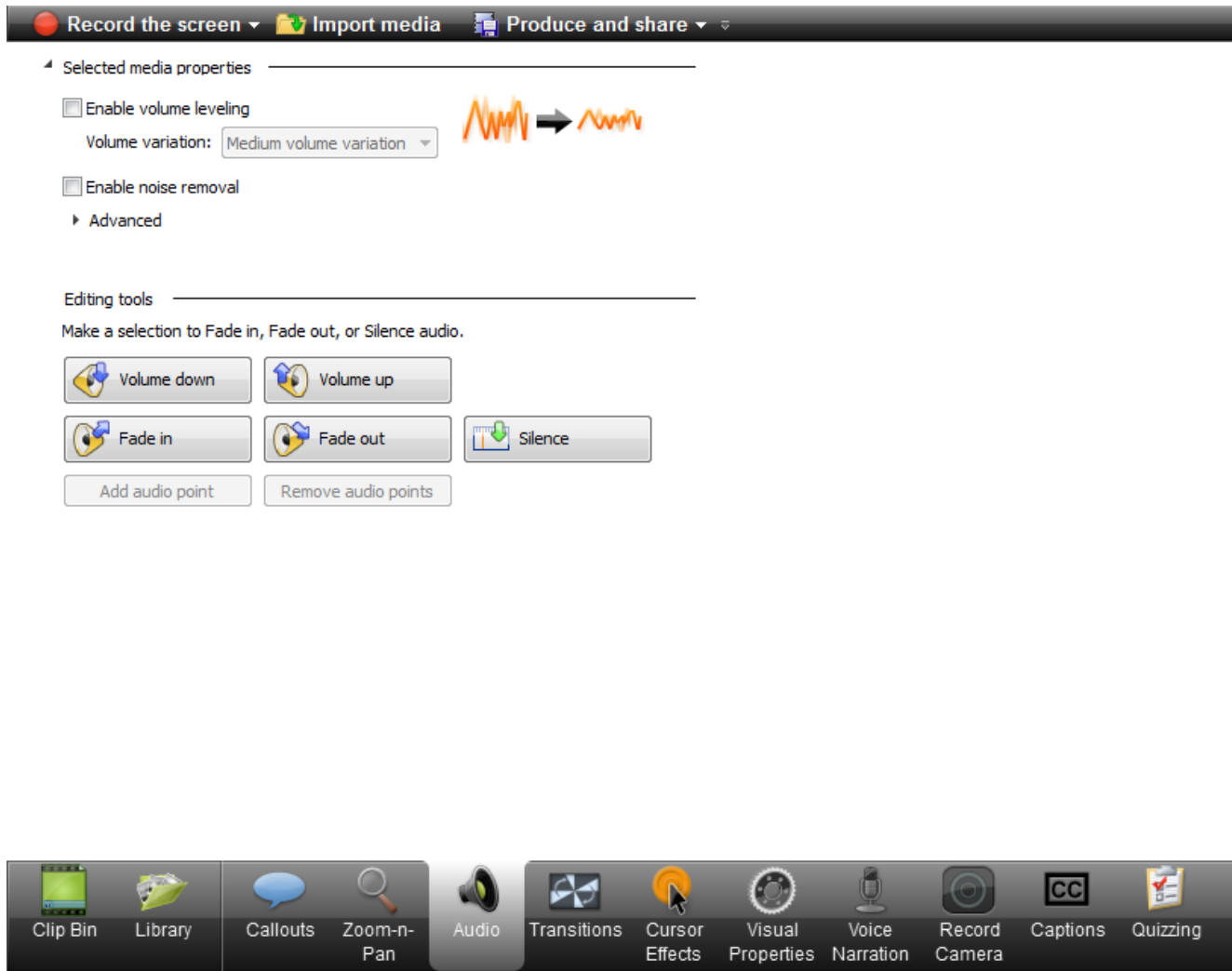
- Step 1: Choose the video dimension
  - Note: Any time a media file is placed on the Timeline for the first time, the Editing Dimensions window will come up.
  - Click the down arrow on the Editing Dimensions window to display a list of presets of recommended video dimensions, and select the preset for your video.



- Step 2: Adjust the Preview Window view.
  - Click the Preview Window scale to choose your view preference, toggle between shrink to fit or view it in 100 % scale.



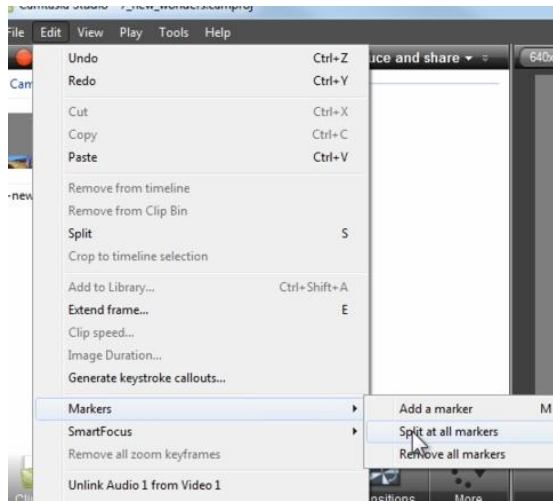
- Step 3: Save the project.
  - You need to save the project at this point. The Camtasia project will be saved with the extension of Camproj.
  - **Note:** The camproj file is different from the recording file which has the extension of camrec. The Camproj file holds all the references of the media files used in the project. When you edit your recording file, the camrec file won't be changed; all the changes are saved in the camproj file.
- Step 4: Enhance audio of the PowerPoint presentation recording.
  - Remove unwanted or background noises by clicking the Audio tool
  - Expend the Global settings to all the audio editing features.
  - Check the Enable noise removal box. Listen to the improved the audio quality. If you are not happy with the result, uncheck the box to have your original audio back.
  - Click Advanced to see more features.
  - Click Volume down or Volume up button to enhance the audio on the Timeline.



- Step 5: Work with the Markers on the Timeline in the PowerPoint presentation recording.
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Note: When the PowerPoint presentation recording is added to the Timeline, Camtasia automatically creates a marker for each slide. These markers are very useful. They indicate when a new slide begins. The markers on the time are needed if you want to create a table of content for your presentation which allows students quickly navigate the slides and access the specific content quickly. You can also manually add markers on the Timeline.

- Slit the markers individually
- Split all the markers by clicking Edit/Markers/Split at all markers

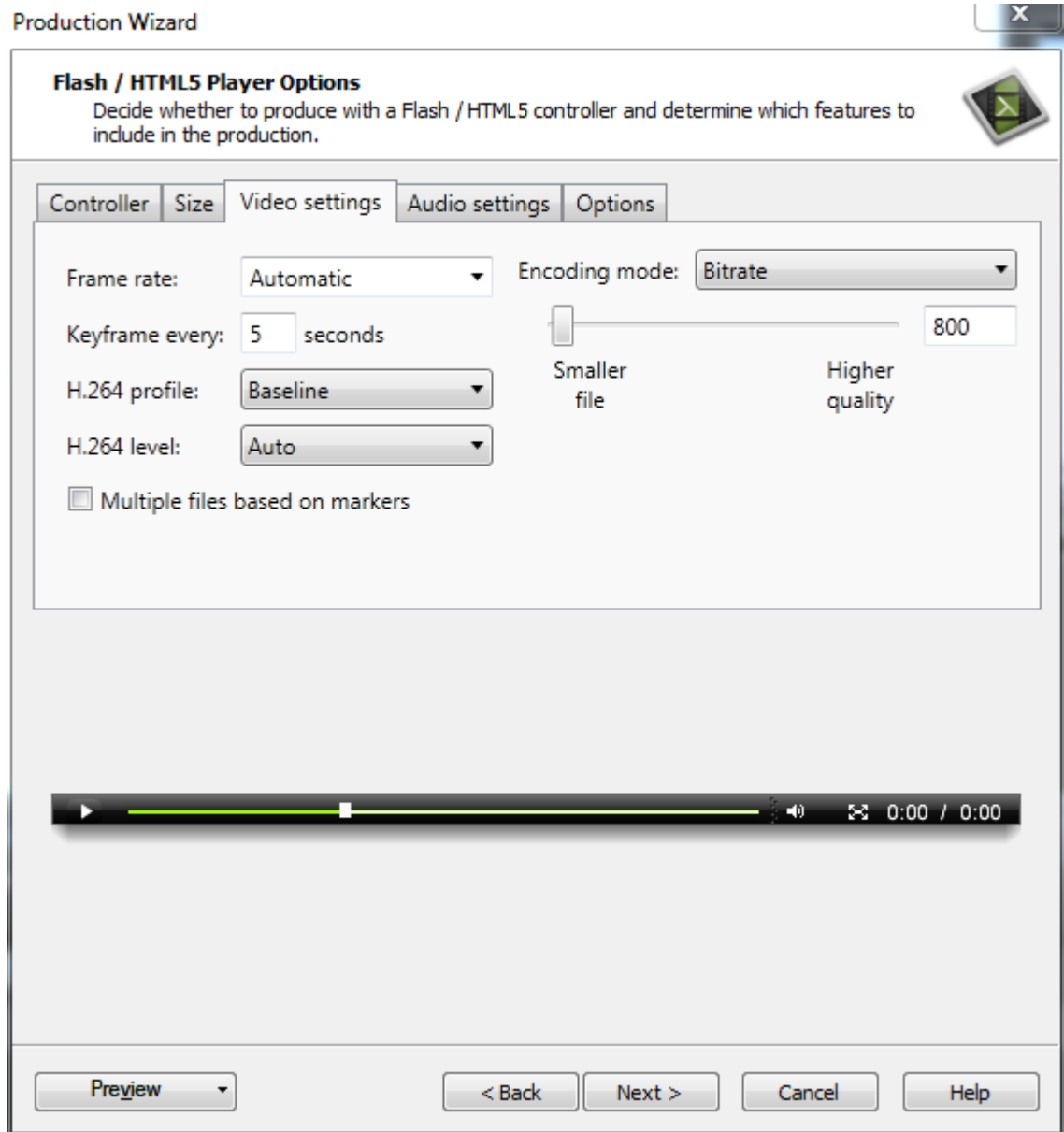


- Hover the mouse over a marker, it will show the location of the Timeline, the name and slide number of the marker.
  - Double click a marker to change the name of the market. Now each slide in the presentation is a separate clip. You can move the sides around and insert the additional information or transition between each slide.
  - Removed a marker by clicking the marker and press the Delete key on the computer keyboard.
- Step 4: Produce a PowerPoint presentation video and Create a Table of Content with the Markers in the PowerPoint presentation
    - Click the Produce and share on the top and then click the down arrow.
    - Select **Custom production settings** from the dropdown menu and click Next.

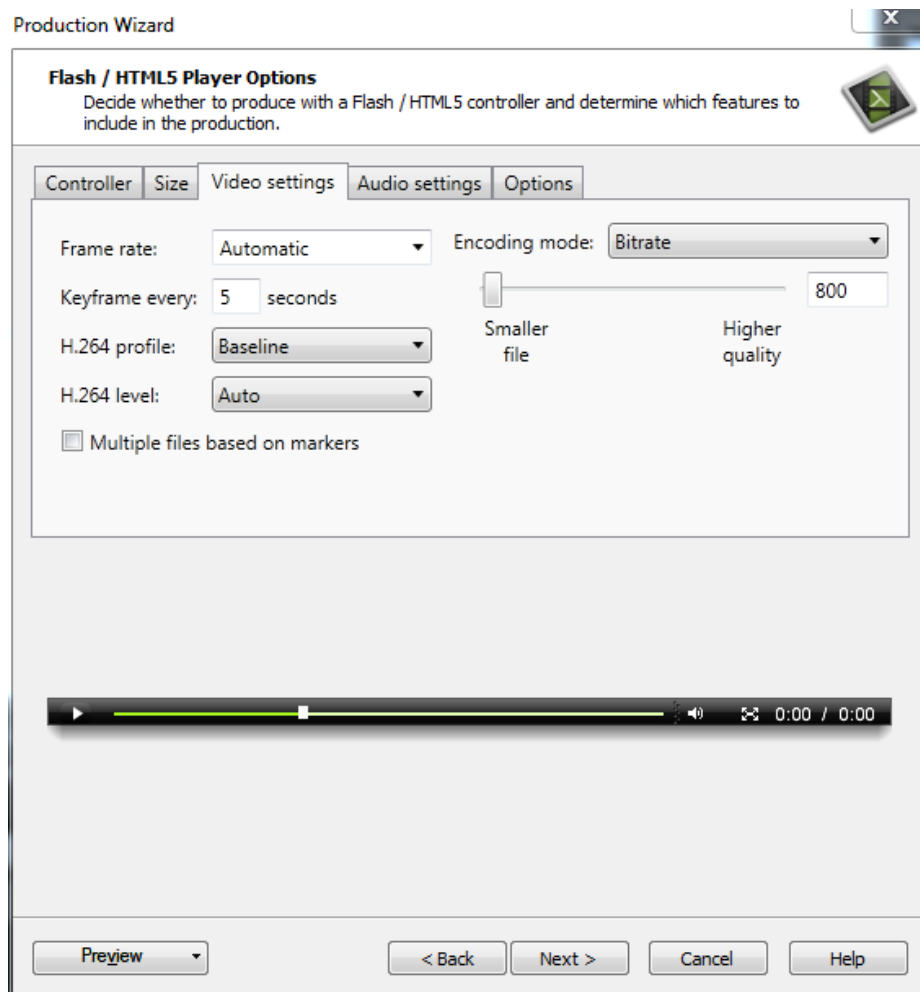


- Select Flash outputs which work well to put video on the web and in our Blackboard course. It also allows you to create a table of content for your PowerPoint presentation video. Click Next
- Select ExpressShow for the Controller
- Select Black for the Theme and
- Select MP4 for the File format
- Select 800x378 (Editing Dimensions) to give enough room for the Table of Contents
- Check the Table of Contents box.
- Click the Flash Option options.

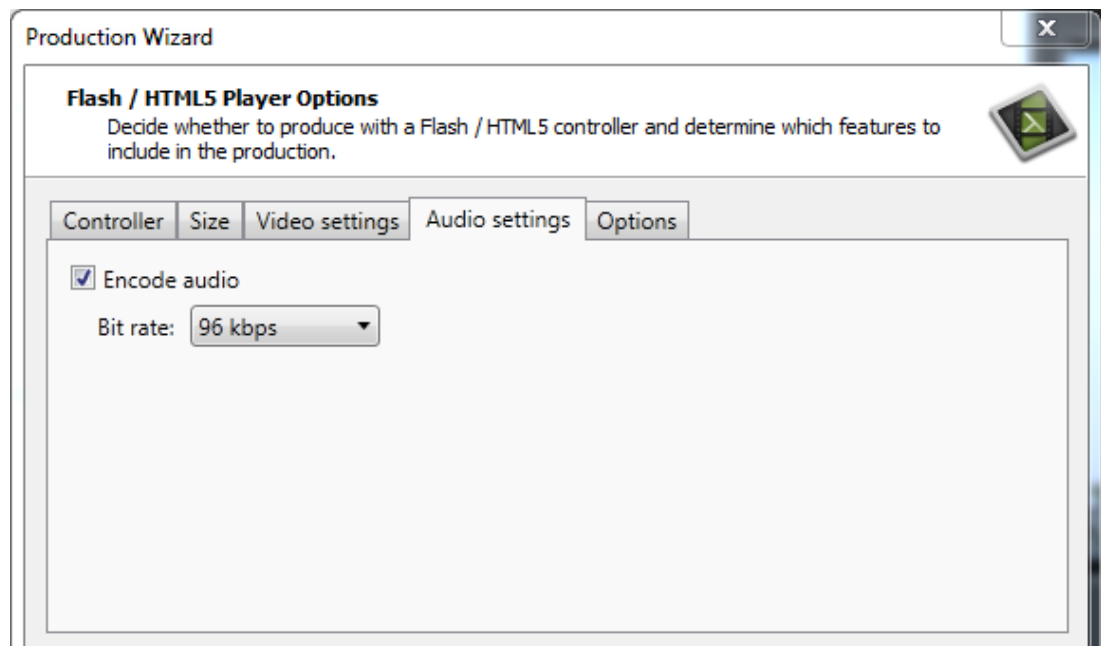




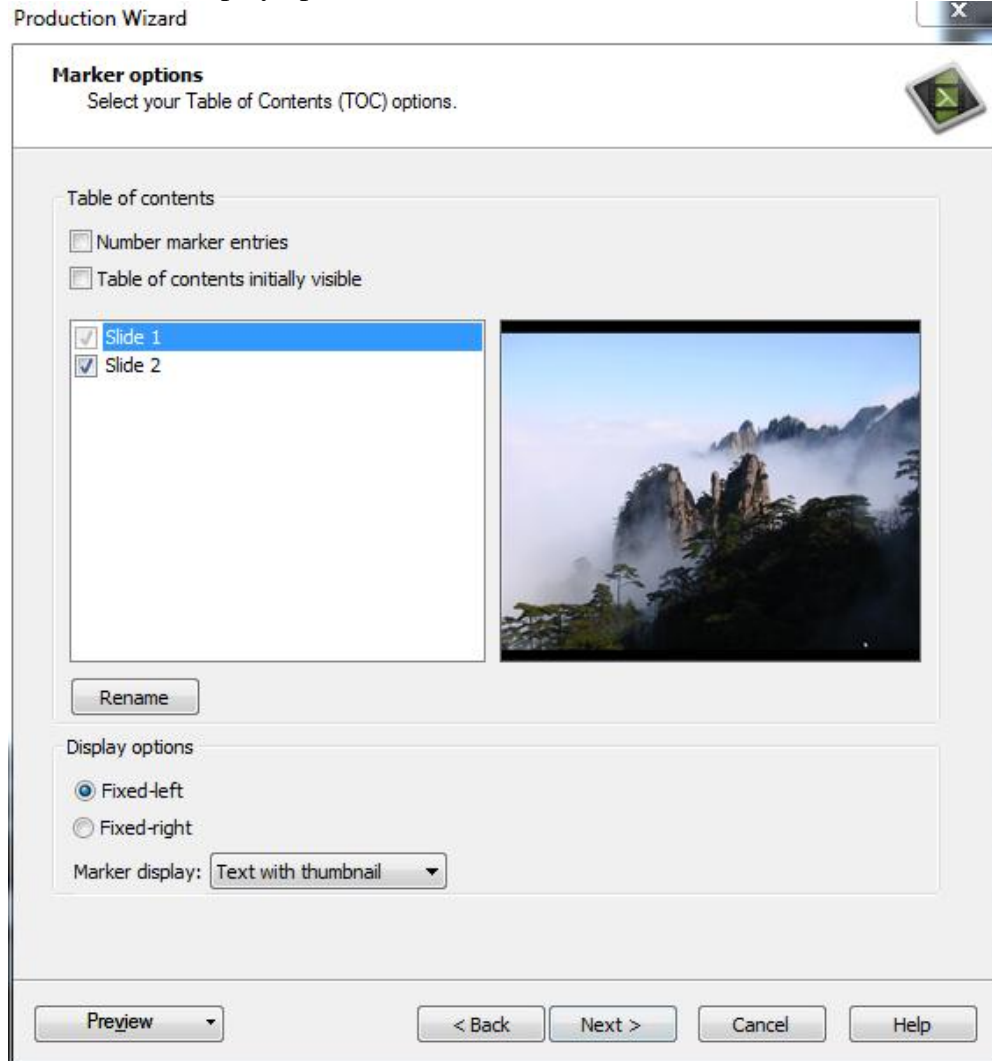
- Video setting in the Flash Option. Choose Bitrate for Encode mode and you can set the bitrate from 800 -2000 kbps. Increasing the bit rate will increase the file size.
-



- Audio setting in the Flash Option. Set the audio bitrate between 96 -128 kbps

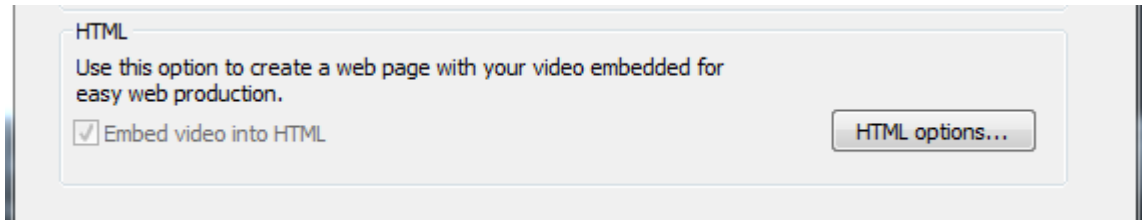


- Table of Content Tab
- Edit add short title of the table of contents.
- Rename slides
- Uncheck any slide titles
- Click the Move right to indent the checked slides as subtopics
- Select Fix-left Display options for the table of contents.

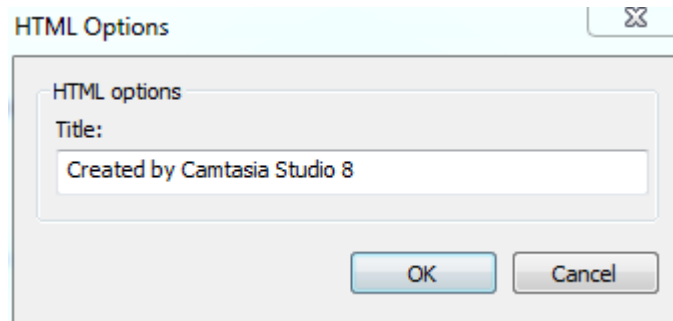


- Click “Apply” to save this setting, and then click OK.
- Now we are back to the Flash Controller window.
- Click the Video Size down arrow to choose Custom to see the expended manual of the table of contents.
- If the contents are cut off, you can customize the table of content to by enter a larger number in the TOC width box to increate the width of the table of conten
- Click OK return to the Flash Controllers Window and then click next

- Check Embed video into HTML. Camtasia will automatically create a HTML page and embed the video to make sharing the video easy.



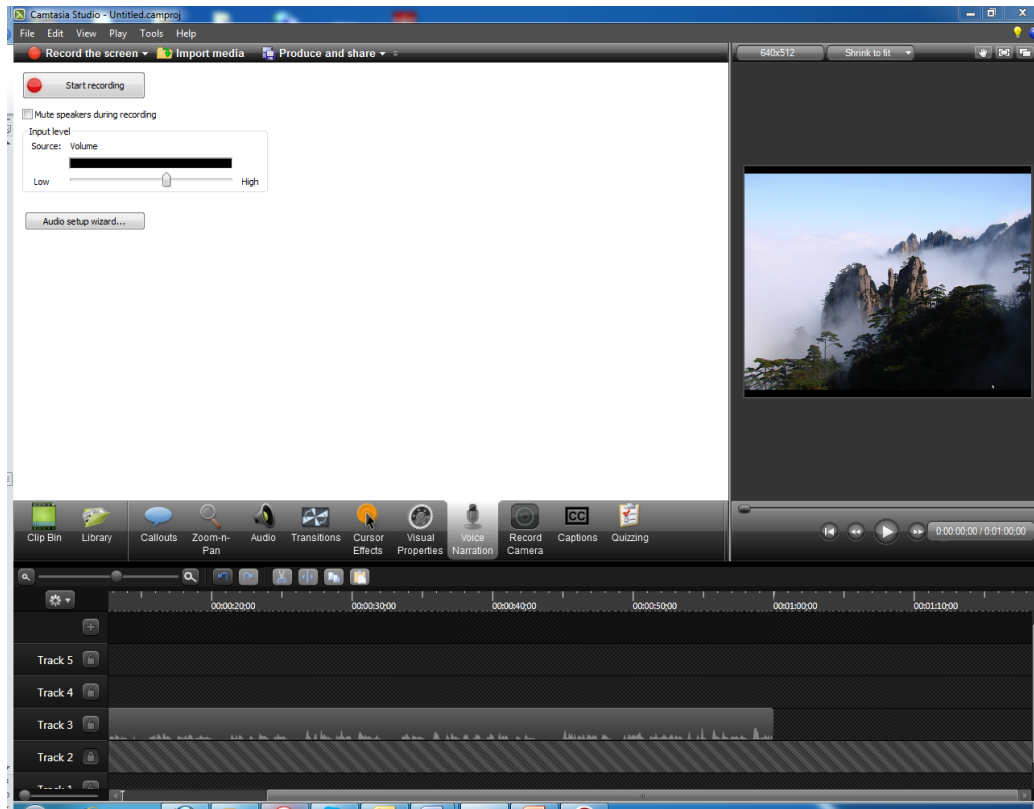
- Click HTML options to enter the title to display as the page title in the browser.



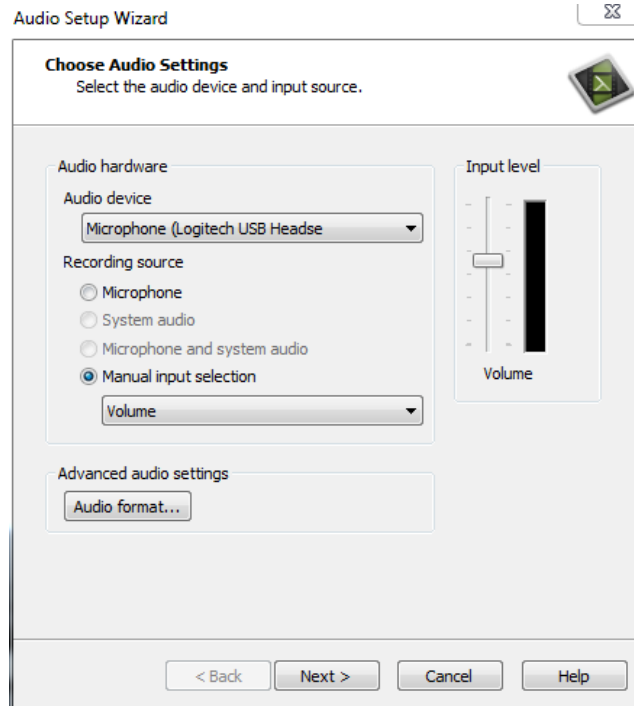
- Click Next.
- Enter the title of your video in the production name and make sure that the file will be same in the right location.
- Click Finish. Camtasia will start rendering the project
- Click Finish on the Production Results window. The Camtasia preview window will come up for you to review your finished product.

## Recording Audio

- Step 1: Click Tools on the menu and select Voice Narration to the audio recording window



- Select the audio track
- Click the Audio Setup wizard to select a different input device and adjust your audio level if necessary.



- Click the “Start Recording” button.
- Click the Stop Recording button after you finish your recording and the Save Narration Dialog box pops up. We suggest that you save the file in the Camtasia Studio folder so your media files are all together.
- Listen to your audio recording by clicking the play button on the preview window.
- Click the Finish button if you are satisfied with your audio recording.
- Camtasia will put the audio file in the clip bin of the Camtasia studio.
- You may want to save this clip in the library for future use.

## Recording Camera

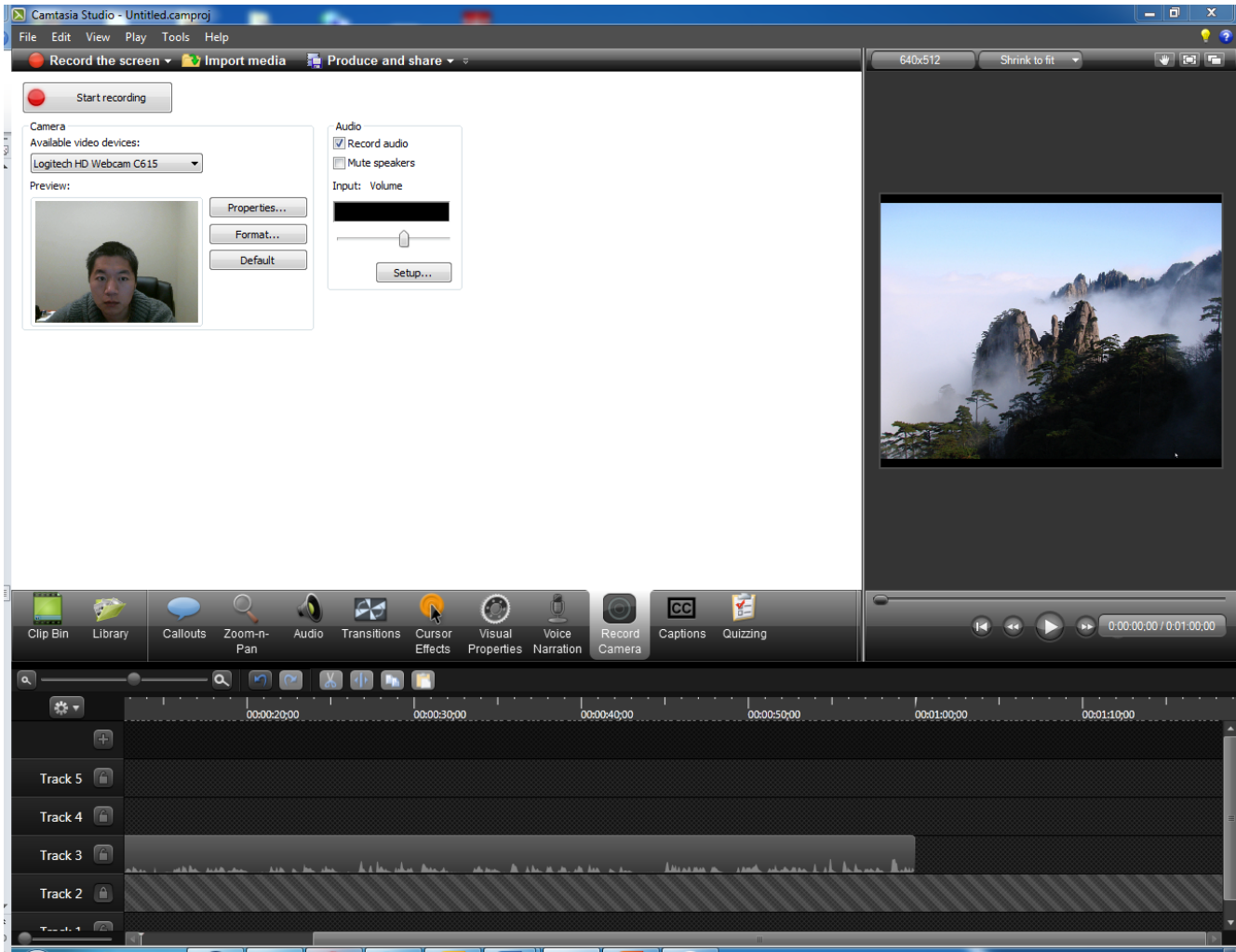
If you have a webcam, you can record camera video in Camtasia. Make sure that your webcam works before starting recording.

- **Add a recorded camera clip**

Step 1. Create a personal clip with camera recording

- Click Record camera... on the **Add** section of the Task List
- Choose the camera you want to use if you have more than one Camera connected to the computer and adjust the camera to the right position.
- Make sure the Record audio box is selected and if you have audio clip on the time line, you may want to mute the speaker by check the Mute speaker box.
- Choose the recording duration.
- Click the Start Recording button
- Click Extend Current Frame button during the recording if you find the video is too short, or moving too fast so that the play back will pause so that you can finish explain that part of video. When you are ready to move on, click the Resume Video Playback button.

- Click the Stop Recording button when you are done. It will bring up the dialog box ask you to save the recording. This file will be saved as Windows Media Video file (wmv)
- Click the Finished button to return to the Studio main window.
- This video clip will be displayed on the Clip bin
- Step 2. Drag the title clip to the timeline.



## Creating Videos with the Importing Media Option

- After you click the Import Media button, the Open file dialogue box comes up to let you import files into Camtasia studio for editing and producing.
- Step 1: Click Import media on the top of the Clip Bin to import files such as video, graphics, photo and audio files to the clip bin.
- Step 2: Drag the video or graphics to the video part of the Timeline and drag the audio clips or background music to the audio part of the Timeline. When you drag the first media file, Camtasia will ask you to specify the video setting. You can choose one from the Presets.
- Step 3: Drag the rest of the media files to the timeline.
- Step 4: Drag the audio file to the Audio 1 or 2 timeline.
- Step 5: Play the video at the Preview window.

### Unlink Tracks:

- If you want to put the audio in Audio Track 1, you need to unlock the video by click the fuzzy white dot at the Audio 1 to unlock the audio 1 from video 1.

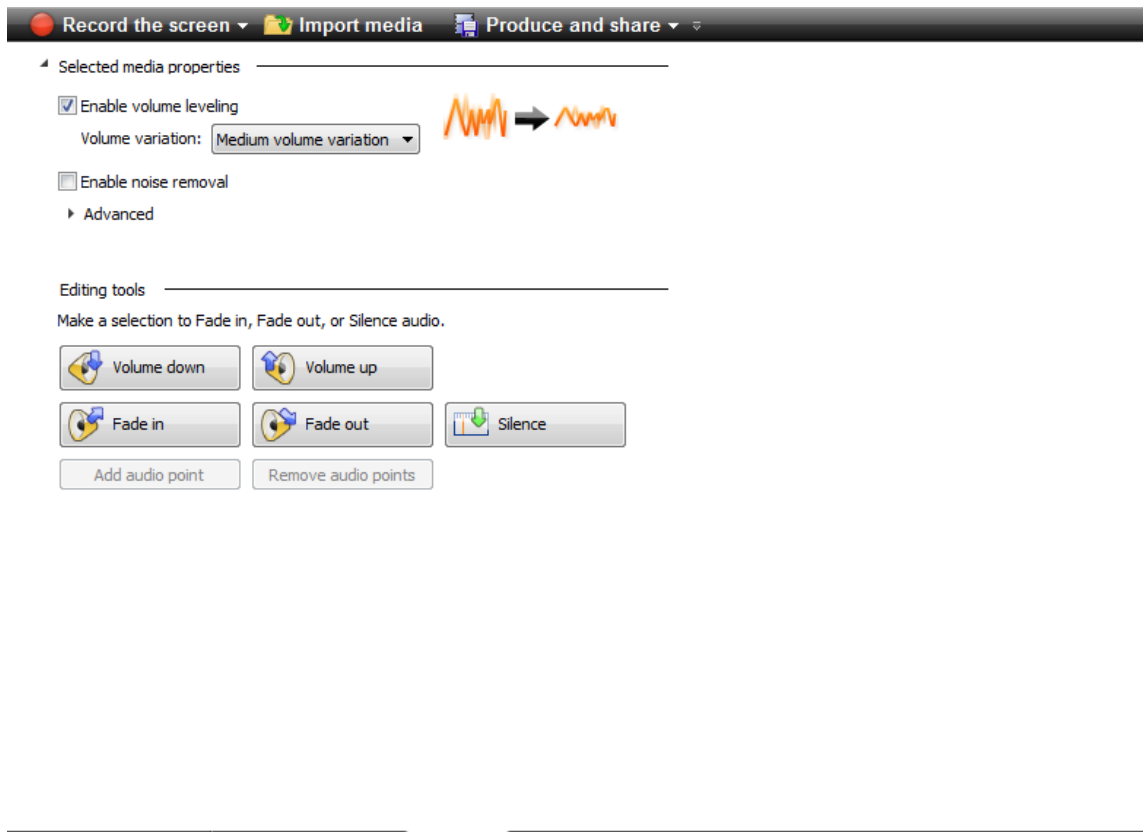


- Click the gray dot to unlock the audio 1 from video 1.
- Click **Yes** to unlock the audio 1 from video 1.



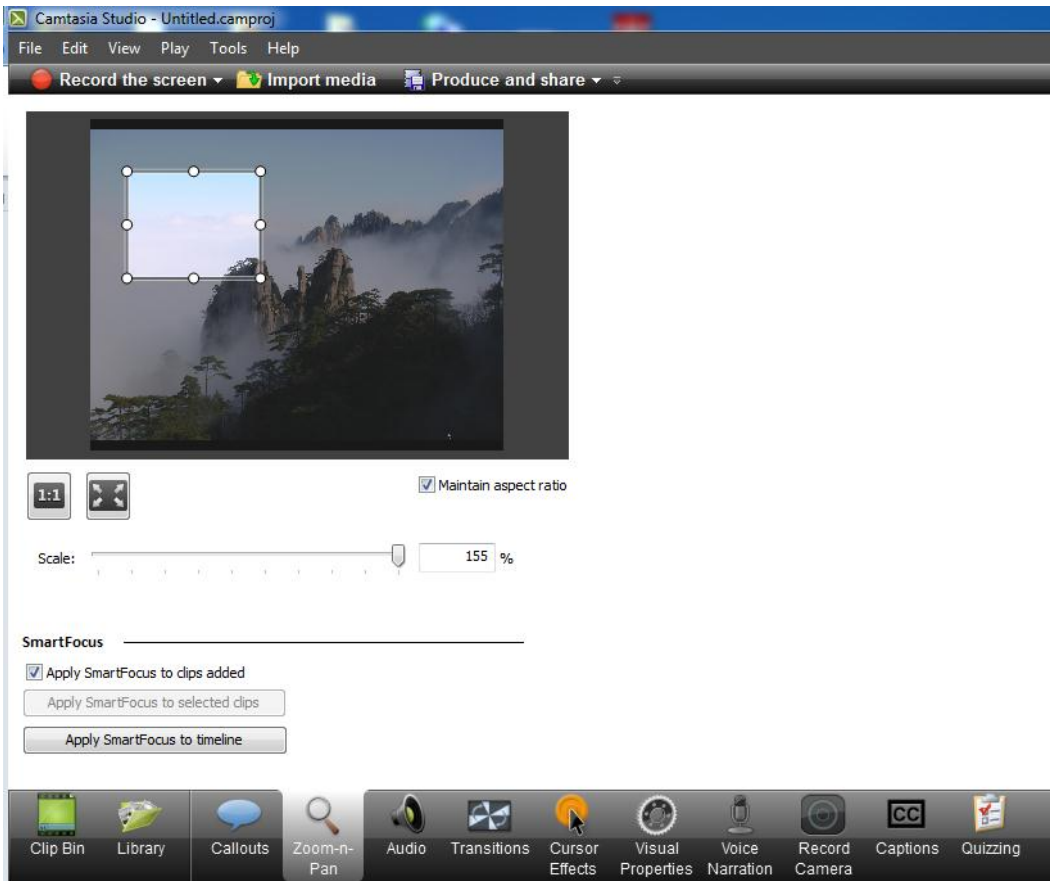
## Editing Videos

- **Enhance the Audio (the audio enhancements will apply all audio on the Timeline not to a selection or individual clip)**
  - Even out volume levels
    - Check the box for Even out volume levers.
    - Select a setting in the selection dropdown box.
    - Be aware that the volume leveling occurs immediately.
  - Background noise removal
    - Automatically try to detect noise on the Timeline
      - The default setting of this is automatically remove background noise You can choose manually remove in the setting.
      - Click the Remove Noise button.
      - The Status will change to green when this feature is enabled.
    - Manually select a region of audio with noise but no voice narration
      - Click this choice
      - Select the part of audio that you want to remove the noise on the Timeline
      - Adjust sensitivity by dragging the slider
      - Click the remove Noise button
      - Play the new audio in the Preview Window.
      - Check the Restore noise box to compare the two version of the audio.
      - Click OK to complete the audio enhancement

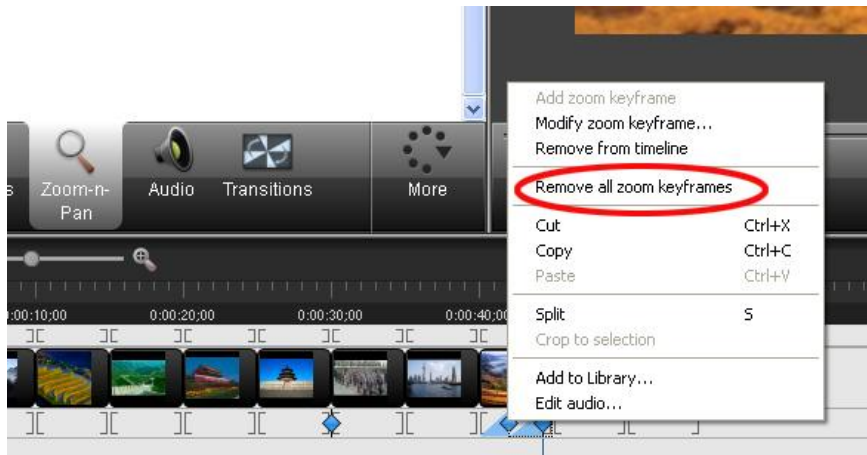


- **Add Zoom-n-Pan (Smart focus)**

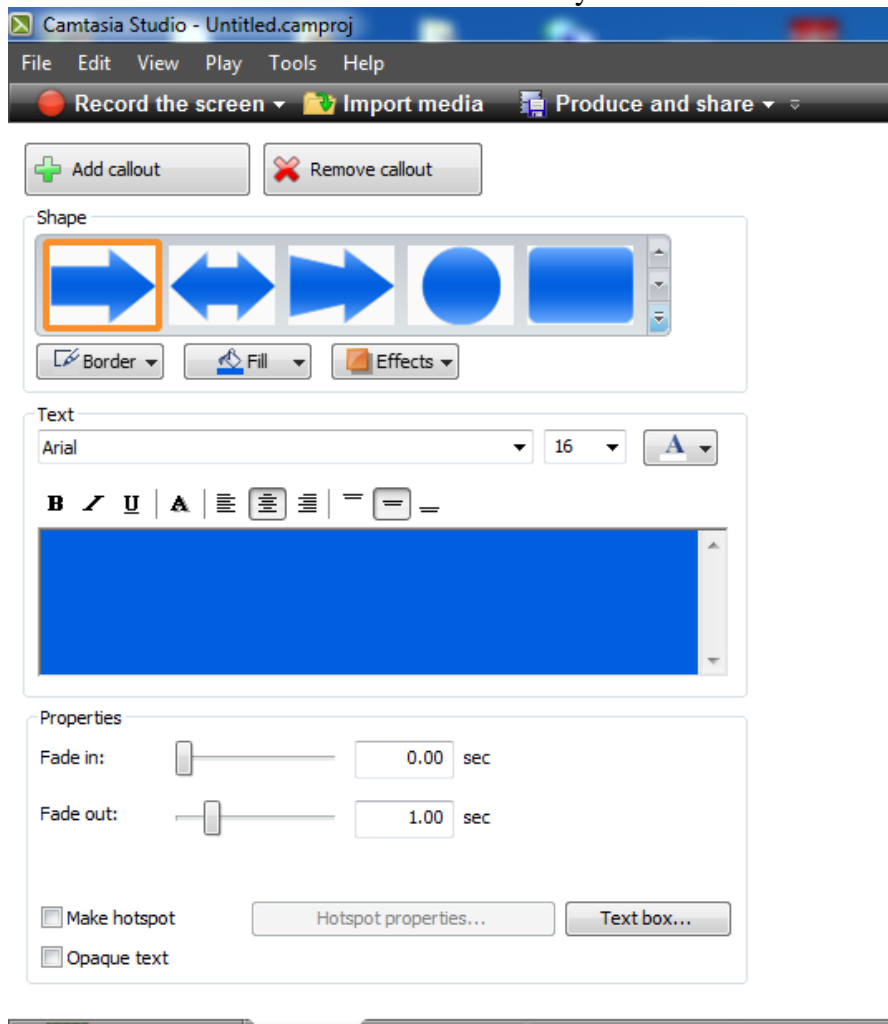
- **Note: Smart focus can only apply to camrec files. You cannot add smart focus on avi or other media files.**
- To adjust a zoom key frame, click the zoom key frame on the Timeline to bring up the Zoom-n-Pan editing window, drag the scale slider to adjust its size or move the smart focus to the right location.
- Adjust the zoom duration by dragging the duration slider.



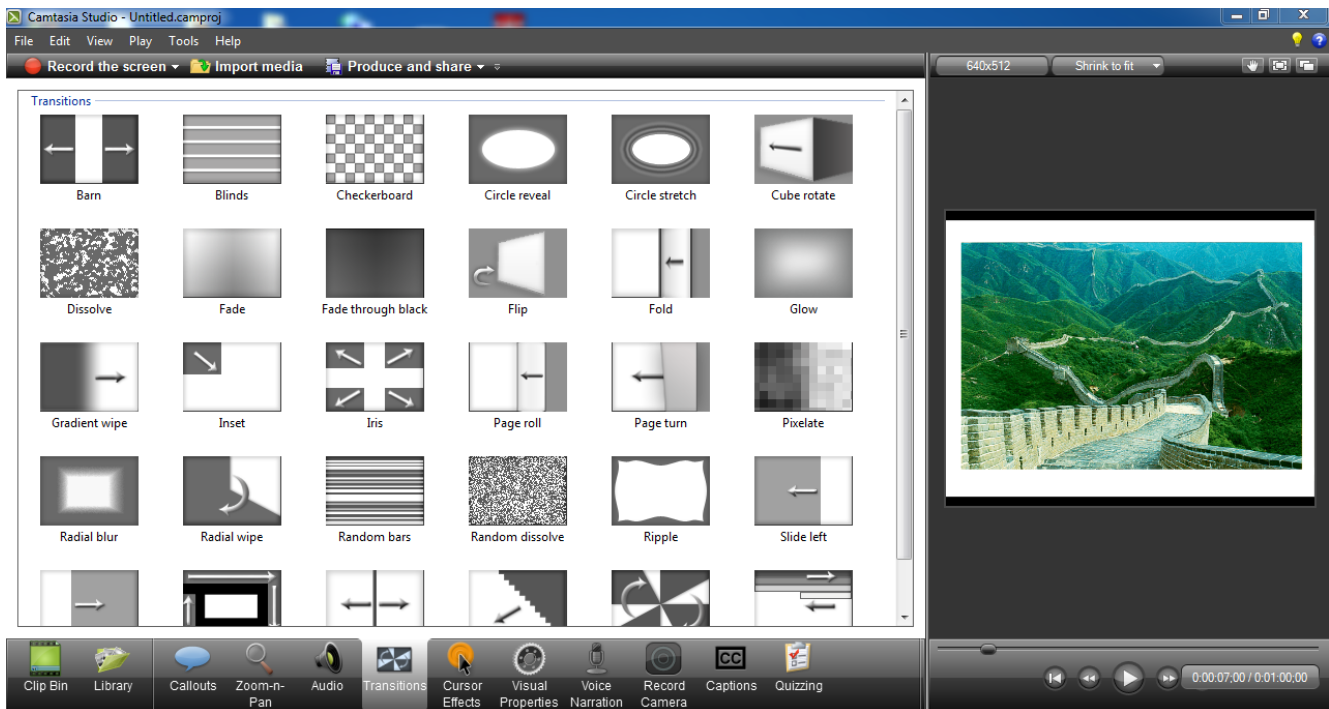
- Exclude the automatic Zoom-n-Pan
  - Uncheck the Apply SmartFocus to clip box if you want to manually apply all the zoom keys.
- Delete a Zoom key frame
  - Delete a zoom key frame by selecting the zoom key frame on the Timeline and press the Delete key on the keyboard.
  - To delete all the zoom key frames, right click a zoom key frame to display the drop down menu, and then click remove all zoom key frames



- **Add Callouts :Use graphics to draw attention to details on your video**
  - **You can use call out blur part of screen or**
  - Step 1: Create a Callout
    - Click on the Timeline where you want to place a call out
    - Click the Add Callouts button.
    - Click the down arrow to choose the call out you want



- **Edit Callouts**
    - Click the down arrow (see the screen capture bellow) to see all the callouts
    - You can drag the Callout to the desired location on Preview window or change the call out.
    - Drag the corner of the callout to adjust the duration on the timeline.
  - **Delete Callouts**
    - To delete a callout, select the callout in the call out list and click the Remove callout button.
  - **Add Transitions**
    - Click the transitions on the task list and a list of various visual effects for frame transition will appear.
    - Double click a transition and the preview window will display the visual effect of the transition.
    - Drag a transition you like to the arrow between two clips on the timeline
    - Review the video in the preview window after you choose all your transitions between the images.
    - Click the Finished button to accept the transitions.
  - **Delete Transitions**
    - Select the transition on the Timeline and press the Delete key.
- Note: Add the transitions for your images before adding the audio. Otherwise the audio will be chopped. You have to move the chopped audio together or get rid of the chopped audio and put the original back in the timeline again.



**Important Note:** You should lock the audio track on the Timeline before adding transition. If any of the audio tracks are unlocked the audio will be cut into pieces after you add the transitions.

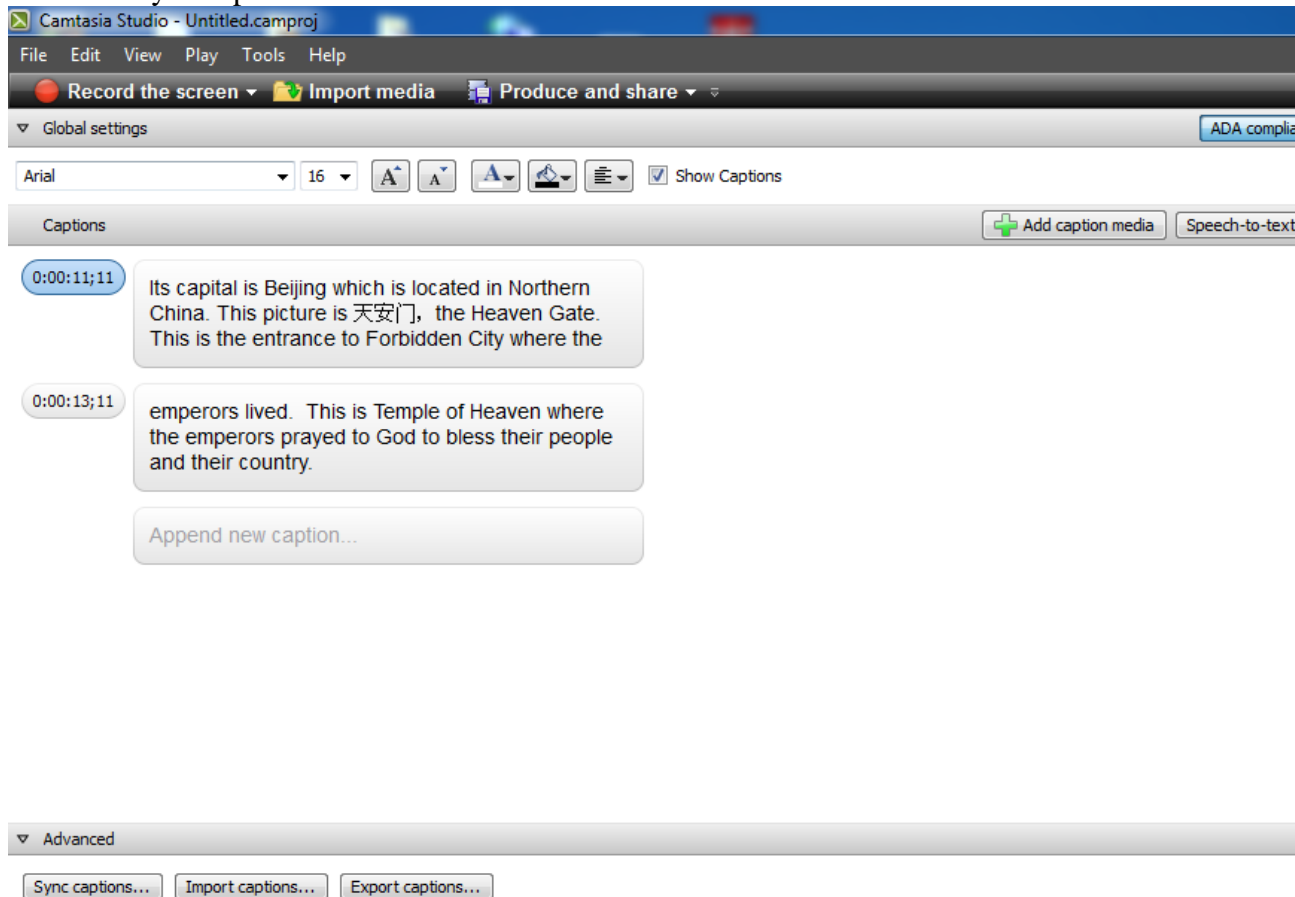
## Add captions (Use caption for hearing-impaired people for ADA compliance or for international audiences)

Camtasia Studio 8 add ADA compliancy mode. By default all the closed captures are set to ADA compliance in the produced videos which includes font size, caption alignment and number words per line.

- Speech-to-text,
- Sync with script
- Add manually
- Import and Export

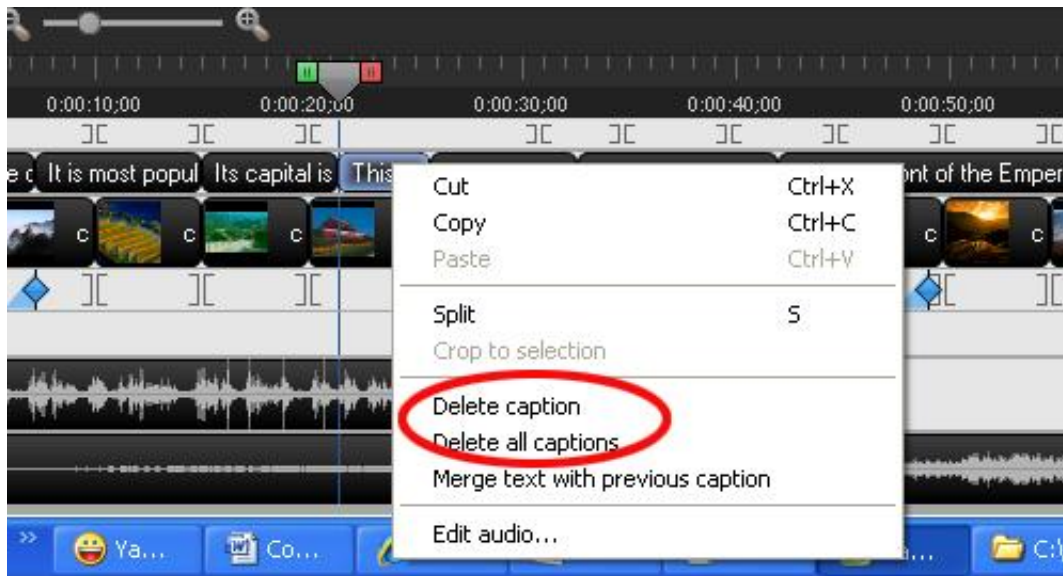
### Preparation before creating the close captions

- Open your video narration script file
- Click a frame on the Timeline where you want to place the capture Click the “More” button to select the Captions on the drop down menu.
- Click add caption button
- Paste the script to the script text box
- Click the Sync captions button.



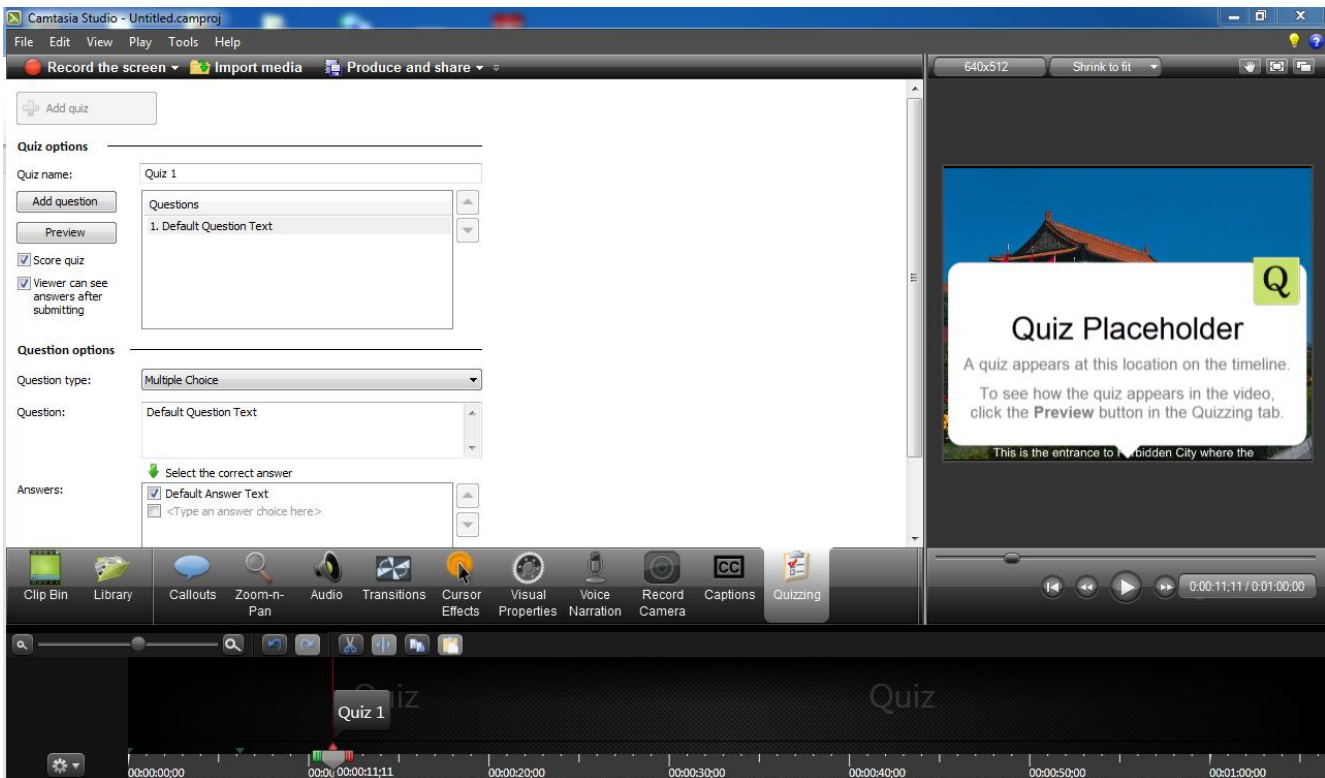
- 
- Click the next frame on the timeline and click Add caption to create the capture for the next frame.
- Click the word when you hear the word in the audio narration for a frame to sync the audio script with the audio.
- Repeat the process until the end of the audio.
- Click the Finished button to accept the caption

- Captions are limited to 3 lines. You can increase the characters per line. The default setting is 32 characters per line.
- If you increase the characters per line, the text font size will decrease.
- Caption positions
  - The On Video button is toggle between Over video and Under video. The default location is over video, If you want to place the text below the video click On video
- Delete a Caption:
  - Right click the capture on the timeline and elect Delete caption or Delete all captions on the drop down menu.



## Add a quiz or a survey

- **Step 1: Create a quiz or survey in Camtasia Studio Timeline**
  - To add a quiz to your video, you have to produce the video as a Flash output such as MP4 or swf file format.
  - Click a location at the Timeline where you want to place a quiz
  - Click **Quizzing** option on the edit section of the task bar
  - Add a question to selected quiz or survey
    - Give a name to the quiz and select the feedback options
    - Select a question type (Multiple choice, fill in the blank and short answer (no score) )
    - Type your question and answers in the appropriate boxes.



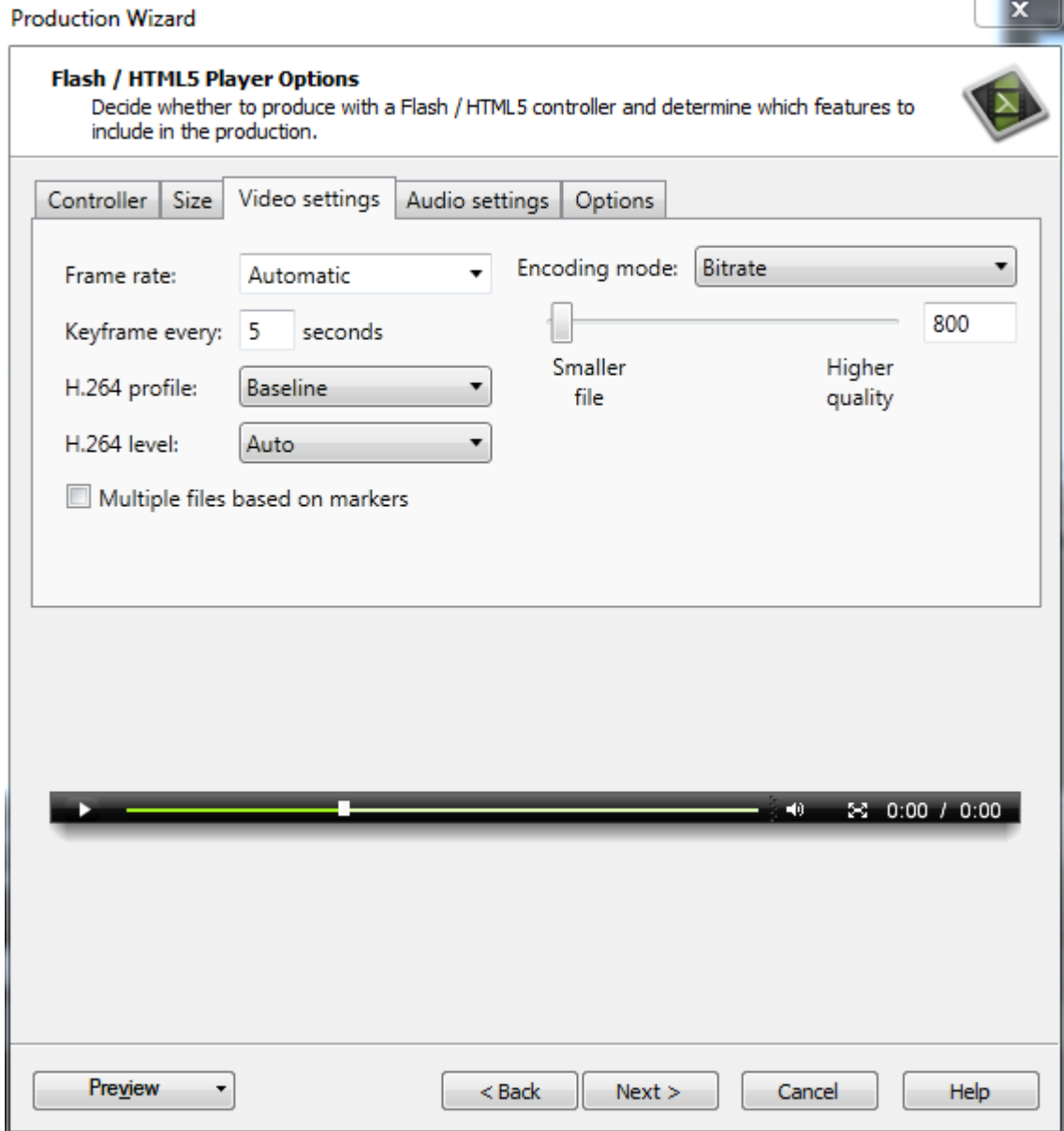
- To preview the quiz or survey, click the Preview button to review the quiz.
- **Step 2: Produce the video with quiz or survey and report the scores.**
  - You have to produce the video as flash output such as MP4 or SWF to make the quiz work
  - Choose Custom settings
  - Choose MP4/SWF output
  - Choose a template and desired dimensions, and then click Next.
    - Click Flash Option and Quiz tab to further edit the quiz
  - Check the Embed Video into HTML box.
  - Click the Current reporting options button and choose the report results through e-mail. You have to send this to MS Outlook. It does not work for web-based e-mail



## • Producing Videos

After you have recorded and edited your video recording, you will need to produce the video to a format that you can share. To accomplish this, you need to

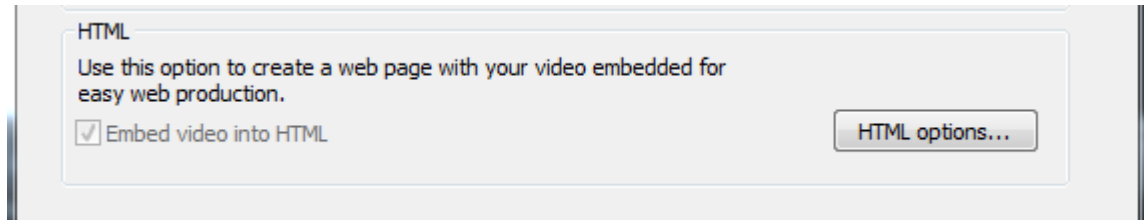
- Click the Produce and share button on the top of the Clip Bin.
- When you click the Produce Video As option, the Production Wizard pops up. Camtasia brings up the settings you have chosen for the project. You should keep the same dimensions for best results. (MP 4 format gives a very good quality video with small file size)
- To make Text Searchable
  - Select Custom production settings
  - Select the Flash outputs
  - Select Overlay Controls in the Controller box.
  - Check the Searchability box



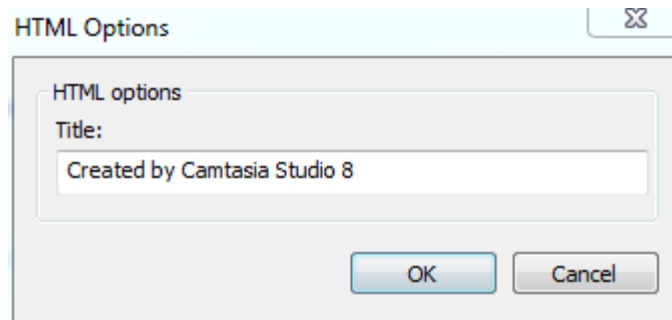
- Click OK return to the Flash Controllers Window and then click next



- Check Embed video into HTML. Camtasia will automatically create a HTML page and embed the video to make sharing the video easy.



- Click HTML options to enter the title to display as the page title in the browser.



- Click Next.
- Enter the title of your video in the production name and make sure that the file will be same in the right location.
- By default, the “Organize produced files into sub-folder” option is checked to keep the produced files together.
- Click Finish. Camtasia will start rendering the project
- Click Finish on the Production Results window. The Camtasia preview window will come up for you to review your finished product.

Camtasia also provides an option for uploading video to Screencast.com, which is a free video file hosting service. You can sign up for your 2 GB free service space to help host your video. You can also upload your video to YouTube.

- To produce quality videos, we suggest that you select the same preset as you did for your project. You can also select a difference preset from the Custom production setting as long as you keep the same ratio
- Custom production setting
  - Each of the settings gives you the optimum dimensions and format for quality output.
  - For DVD: the DVD preset produces a AVI file that can be burned on DVD with any DVD burning software
  - For YouTube, the YouTube preset produces a M4V file. You can upload the file to your YouTube account.
  - For iPhone or iPod: the iPhone or iPod preset produces a M4V file. You need to transfer the M4V file to iTunes and then sync with your iPhone or iPod to upload your video.

- Make sure that you have the most recent version of QuickTime player installed on your computer. You also need to include the QuickTime Authoring components when you install QuickTime.
- For Web, the Camtasia produces 6 files. One of them is an HTML file. You need to
  - Step 1: create a folder on the web server with the exact same name as the folder that contains these 6 files on your computer,
  - Step 2: upload all of the 6 files to the folder on the web server using any FTP client ,
  - Step 3: add a hyperlink to your web page that points to the HTML file in this folder which will launch the video.
- For Blackboard
  - Step 1: create a folder in the File Manager with the exact same name as the folder that contains these 6 files files on your computer.
  - Step 2: upload all of the files to the folder in the File Manager by clicking the “Get Files” button,
  - Step 3: add the HTML file in this folder to a learning module, a folder or anywhere in the content area.