Overview: What is Camtasia?

Camtasia Studio is a video-based screen capturing software program. It is similar to using a video camera to record your screen. However, unlike using a video camera, the software is installed on your computer, so your screen captures are directly recorded to a digital video format with higher quality audio. Camtasia can also be customized to capture the entire screen, a specific window, or user-defined region. Screen capture videos can be recorded with or without voice narration, and can be added to the initial recording.

Minimum Requirements:

In order to get the maximum benefit from Camtasia Studio, there is a recommended set of system specifications. It is advisable that your system meets or exceeds the recommended specifications set by the manufacturer.

- Microsoft Windows XP or Windows Vista
- 1.0 GHz processor minimum ~ Recommended: 2.5 GHz (for PowerPoint and camera recordings.)
- 500 MB RAM minimum ~ Recommended: 1.0 GB
- 60 MB of hard-disk space for program installation
- Macintosh version is in the works but not yet available

Camtasia 101

The following are general tips to get started using Camtasia Studio. These simple guidelines will help lay a foundation to building quality and professional videos. As an instructor you can create useful tools with this level of information or continue to learn different techniques to further the customization of your video creation. For audio recording a USB device will yield the best quality.

1. Before launching Camtasia Studio, open the program to be captured by Camtasia. Then open Camtasia.
2. Select “make a recording” and the following dialog box will appear on your screen:
3. Crosshairs will appear. It is suggested to use a preset or to record full screen and allow SmartFocus to follow your mouse and predict where to zoom in on your screen. If the content fits, we recommend producing video with the 800 x 600 preset for best results.

4. Click the Record button to begin. You can now navigate the page accordingly as well as record narration if you have an attached microphone.
5. Click “stop” when finished recording.
6. If you are happy with the recording click “save” to view and edit it inside of Camtasia, if not click “delete” to immediately discard the creation.
7. If you have saved the creation the video will appear in the editing area. See the section labeled “Features and Effects” on how to edit SmartFocus and other effects.
8. If you haven’t used a video editing program before, don’t be intimidated with the timeline! Camtasia’s editing functions are quite user friendly. The program uses key frames to mark different effects, such as zooms, quiz placement, and captions. The Timeline labels the tracks for each of these effects.

9. When satisfied with the video, click “Produce video as...” located in the Task List. See the production specifications for more information and screenshots.

Features and Edit Effects

*Inside the Timeline – Editing Basics*

**Scissors Tool:** The scissors tool will cut out parts of the video track.

1. To cut out part of the video drag the needle to the beginning of the area to be cut.
2. Drag the second needle to the end of the region to be cut.
3. Click on the scissors icon to remove the clip.
4. Use a transition to smooth the video. (See below)

**Audio Tools include:**

1. Fading audio in and out.
2. Increasing or decreasing the audio levels.
**SmartFocus**

When SmartFocus is in use during recording, it predicts when to zoom in and out of the screen according to mouse movements. After recording is complete, keyframes of where the zooms occur appear in the timeline. Any unwanted zoom effects can be removed.

**Removing SmartFocus**

1. Right click on the blue diamond keyframe located on the timeline in the row labeled “zoom”
2. To delete it completely select “Delete from timeline” and the screen will return to the images captured during the original recording.
3. To change the zoom select “Modify” and you will be directed to the Zoom-n-Pan Properties window.

To add your own zoom effect click on “Zoom and Pan” listed under “Edit” in the Task List. Follow the directions given by the screen or use the information below.

**Zoom**

This is a very useful tool to highlight items within your Camtasia creation. SmartFocus automatically places zooms on your timeline, but feel free to create your own!

1. Place the needle to the location on the timeline where you’d like to zoom.
2. Click on “Zoom-n-Pan” under the Task List, the Zoom-n-Pan Properties panel will open.
3. A list of all the zoom keyframes appears at the bottom of the properties—Camtasia names new zoom effect keyframes and places them here. But feel free to ignore the list.
4. Place the mouse over the (green) box and drag it to select the area to be displayed.
5. Use the toggle bar under “Scale” to zoom in or out.
6. Use the toggle under “Duration” to change the length of the zoom effect.
7. Click “Finished” your new zoom effect is added to the timeline.

**Transitions**

The use of transitions is an easy way to establish a flow to Camtasia presentations. Transitions can only occur between two clips.

1. If you wish to add transitions within one track, place the needle on the location within the timeline where you’d like a transition to occur.
2. Right click on the needle, choose “split” this will create two clips but will not alter you’re presentation other than add the ability to use transitions. Or click on the split icon located above the timeline.

**Accessibility Solutions: Captions**

Nearly ten percent of college students have a disability. Sacramento State University’s Accessible Technology Initiative to create learning solutions for students with disabilities will soon be a requirement for online learning. The use of captioning gives students with hearing disabilities the chance to utilize Camtasia videos. The captioning function can also be used as a “sub titles” tool for international students.

Don’t worry about creating a verbatim script. An n outline of the main points of the presentation will help students with disabilities get the same information as other students.
Steps to creating Captions:

1. Click on “Captions” under the Task List. (A Camtasia Studio Tips window will appear with a general list of steps) Click “Close”.
2. Paste your script or outline into the space.
3. Click “Start” your video will begin to play.
4. When the video is at a point where you would like to enter the captioning text, simply click on the beginning of the text that is to appear. The red text marks show which text does not fit onto the screen. Key frames will then appear on the “Captions” track.
5. Wait a moment then click on the red text to place it at a different point in the timeline so that it is visible.
6. When finished, edit any text manually that is not placed to your liking by clicking “manual add.” This allows the freedom to edit anywhere within the text box. The blue circles on the left mark each key frame.
7. When complete click “Finish” and you will return back to the main editing interface.
8. As with any effect, further editing can occur by right clicking the key frame and dragging it to a desired location.

For more information on campus policy and best practices regarding accessibility visit: www.csus.edu/accessibility

Customization

Creating a Title Page

1. Click on “Title Clip” in the Task List.
2. Type the title in the window or upload an image, such as a converted PowerPoint slide.
3. Select “OK” to return to the timeline

Converting a PowerPoint Slide into an Image:

1. Open PowerPoint and select the slide to be converted into an image.
2. File “Save As”
3. Instead of saving as a presentation select “PNG”.
4. An option will show to convert the whole presentation, in most cases deny this option.
5. Save to a location and it is ready to upload into your presentation.
Creating a Flash Menu

The menu helps students and viewers navigate your video. This would be helpful, for example, when presenting a lot of material from a PowerPoint. The student could quickly jump from one topic to the next without searching through the video. When creating a Menu it helps to have a basic outline of the most important segments or points.

Creating a Flash Menu

1. Drag the needle in the timeline to the area that will be launched in the menu. For example, if you are giving an introduction to the video, place the needle at the beginning.
2. Click on “edit”
3. Navigate to “Markers” then click “Add a Marker”
4. The “Marker Name” dialog box will appear. Write the name of your marker. This will be the name that will appear on your Menu. Using the example above, you might simply write “Introduction” then click “OK”. *Keep in mind shorter names are best or they might get cut off.*
5. A green diamond keyframe will appear in the “Markers” row.
6. Repeat the above steps until you’ve marked each place within your movie that users will be able to navigate to from the menu.
7. To edit any keyframe simply click and drag them to a new position on the timeline. To delete a keyframe right click it and select “Delete from Timeline”.

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8. Now you are ready to create the menu. Click “Produce video as…” from the Task List to launch the Production Wizard.
9. Choose “Custom Production Settings” and click “Next”.
10. The recommended Flash (SWF/FLV) format should already be selected. Note: this is the only format that can produce the menu. Click “Next”.
11. Choose a template from the dropdown menu. It must say include “with TOC” (with a table of contents). We recommend the “Express show with TOC”.

12. Click “Flash Options” to customize your menu and choose the “Table of Contents” tab.
13. Camtasia automatically places an “Introduction” navigation. If you want all of your listed markers to appear on the table of contents leave all of the boxes checked. Clicking on one of the markers in the list displays the point of the movie it will display when clicked by a user.

14. Under “Display options” choose where Camtasia will place the table of contents. Make sure “Fixed-Left” is selected; this is the most common navigation.
15. If you’d like to add a logo or other image browse for and upload using the feature shown in the Display Options. When happy with the selections click “Apply” then “OK” to close the flash options dialog box. Then click “Next” to continue.
16. Name your creation to your liking. You can also select a destination for your video to be saved, however Camtasia organizes files neatly into its own system in your Documents folder.

17. Select “Preview” to see the first 30 seconds of the video. (The complete Table of Contents will not show, only what links to the first 30 seconds of the video will display.)

18. When satisfied with the creation, click “Finish” to render the video. A status bar will appear. With the above settings selected Camtasia will launch the video in a web browser to view.

19. The video is now shareable.
Audio/ Video Setup & Production Specs

Auto Adjust Audio Levels According to Users Voice

Before you start recording, Camtasia can adjust the audio levels according to your voice. To use this helpful feature follow these directions:

1. The Camtasia Recorder will appear over your screen after you choose to “make a recording” from the Task List.

2. Go to “Audio Options”
3. Once inside the Options window choose “Audio Set Up Wizard”
4. Click “Next”
5. Click “Auto-Adjust Volume” and read the prompt into your microphone after the countdown.
6. Click “Finish”

Standards for Quality Audio and Video

Useful Tips:

1. Capture your screen in the same dimension as the video to be produced. For example, use the preset 800x600 to record when possible since that is the required dimensions to produce the video.
2. Do not use transitions, video, or other effects that cause added movement unless the effects contribute to the structure and flow of the presentation.
Producing the Video

The following is a step by step way we recommend to produce the proper video and audio quality, along with the design template to use that compliments Web CT.

1. After clicking “Produce video as…” select “Custom production settings” from the first screen in the Production Wizard. Choose “next.”

2. Choose the recommended “flash (SWF/FLV) – Adobe Flash Output” Choose Next.
3. Under “Appearance” click the down arrow to choose a template. Choose “One video with TOC” if you are using the Table of Contents/Menu options. Choose “One video” if not using a table of contents. Keep the Theme as “Matte”. Next click the “Flash Options…” button.

4. The video tab will appear first. Select “FLV” which automatically chooses Flash version 8. Click on “Background Color…” choose the lighter grey color from the palate.
5. Click on the “Audio” tab. Make sure the “Encode audio” box is checked. Under “Audio formats” select MP3 from the drop down menu. Under “Audio attributes” select 44.100 kHz, Mono, 96K bits/sec. Make sure the slider under “Positioning” is set to 100% or “Highest”. Click “Apply” then “OK”.

6. The Video Options screen appears. No further actions need to be taken. Click “Next.”
7. The Markers screen will appear; typically no actions need to be taken. The screen allows for removing any markers, or tabs on the table of contents, to appear in the final video. Click “Next”.

9. The final production screen appears. Name the Camtasia video in the “Production name” box and also choose the location to save the video. Checking “Play video after production” will automatically launch the video in your web browser. Checking “Show production results” will trigger a pop up window detailing the technical specs used to create the video.
Internet Resources

Camtasia Learning Center:
http://www.techsmith.com/learn/camtasia/

Video Tutorials:

More on Adding Captions:
http://www.techsmith.com/community/education/tutorials/captioning.asp

100 + pages on Camtasia!

FAQ’s

Q. Why does my audio chirp and garble?
A. This problem typically occurs in swift files using the (latest) Flash Player version 9.0.115.0. Simply download this fix offered by the creators of Camtasia:
Uploading a Camtasia File to WebCT

1. Open your class and click the “build tab”
2. Click on “File Manager” under “Designer Tools” on the left side column
3. Click “Create Folder” and create a folder labeled “Camtasia Files” you will use this to store all of your Camtasia creations. Make sure to save.

4. Once you’ve created your Camtasia File click on it to open it.
5. Click on “Create Folder”, do this every time you upload a video you’ve created in Camtasia. Name the folder something that will help you remember what content you are placing in the file. Examples are Module1, or Week1 then click ok. It is important to have each of your Camtasia projects in their own folder because of the amount of files each project produces. It will help you stay organized and help us if you should need assistance. One project produces 10 files.
6. Open the folder you just created by clicking on the title, then hit “Get Files”
7. Choose “My Computer” from the left, browse for the folder that contains the various Camtasia files that you need. (Typically stored inside of your Documents folder) When finished select “OK”
8. Where ever you would like to place the Camtasia Video, add the .html file as a “content link.” Then test your video by going to the Student View tab.