

Introduction to Camtasia Studio 8 for Windows

"Introduction to Camtasia Studio 8 for Windows" covers the basics of recording and editing a screencast. This workshop is the second in the "DIY Screencasting" series of workshops offered by St. Edward's University Instructional Technology, designed to take you through the process of producing your own screencasts from conception to distribution. Students, faculty and staff interested in screencasting may pursue an IT Circuit certificate by completing all the workshops in this series along with a project: <http://think.stedwards.edu/computerhelp/itcircuit>

Resources and Contact Information

Camtasia Studio 8 Video Tutorials and PDFs:

<http://www.techsmith.com/tutorial-cs8-user-guides.html>

St. Edward's University Instructional Technology Training

<http://think.stedwards.edu/computerhelp/training> | training@stedwards.edu

- **Watch our screencasts online:** <http://www.youtube.com/StEdwardsITtraining>
- **DIY Screencasting resources:** <http://www.diigo.com/list/meganura/screencasting>

Register for more free workshops: <http://frc.stedwards.edu/workshop>

Need time to work on your screencast with assistance from a Trainer? Come by the training room during Innovation Creation Lounge hours.

Getting Ready Checklist

Use a USB microphone for better sounding audio...

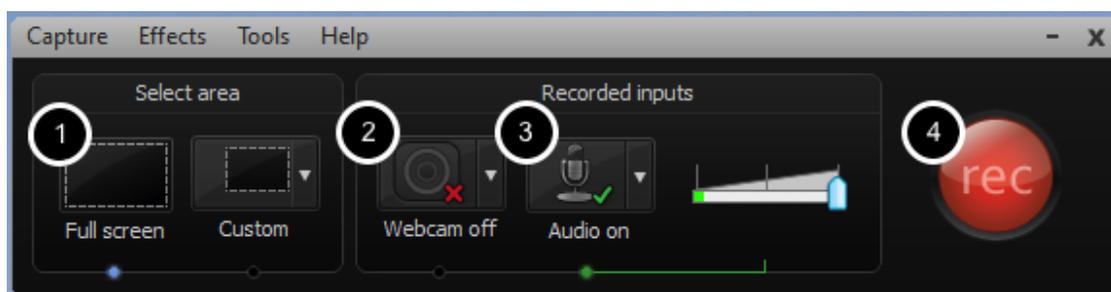


1. **Review your script** and make sure it is approved by all stakeholders prior to recording. A script will help you plan out what to say and what to show on the screen.
2. **Try to guarantee a quiet space.** Find an empty room and silence all phones. If you can make it to campus, use the **Whisper Room in MH 207** for an optimal recording setup.
3. **Make sure you have a microphone (headset)** connected for recording your audio. External microphones provide better recording quality and noise reduction.
4. **Create a folder** in a designated area on your computer for saving your files and assets. As you work, **make a backup** of this folder on an external hard-drive and an off-site/cloud storage solution.

5. **Clean off your computer's desktop** so that the recording area is clear of distractions. Change your desktop background to something simple if your wallpaper is too distracting.
6. **Close any unnecessary applications** that are running and turn off notifications. If you will need a browser, be sure to turn off toolbars (unless you're demoing them). Then **open the applications you are planning to record** and resize them on your desktop as needed so you don't waste time launching programs in the video.
7. **PRACTICE! Complete a "dry run-through"** of your recording. This will help you make adjustments before the actual recording. Speak slowly and pronounce each word so your viewer can hear you clearly.

See some tips in action: <http://www.techsmith.com/tutorial-camtasia-8-01-pre-recording-tips.html>

Recording



Start Camtasia Studio and click "**Record Screen**" to set up your recording preferences:

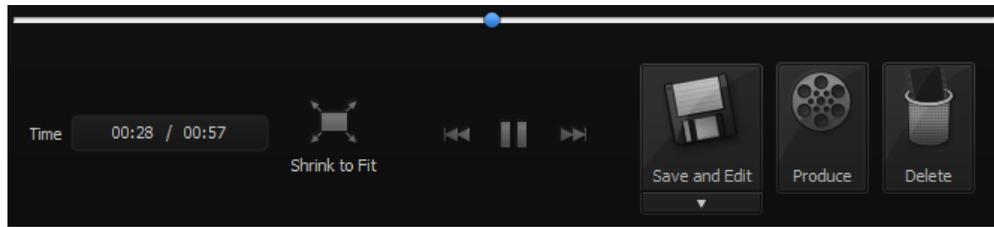
1. **Shoot your video at Full Screen (look for the green outline).** Camtasia requires you to shoot your video at a bigger resolution than what you edit in if you want to do any zooming and panning.
2. **Optional: Leave your Camera off.** Camera will record with your webcam. Most of the time this is not applicable unless you are doing a presentation, etc. where people need to see your face.
3. **Turn your external mic on and test your volume** if you are going to record audio. If you plan to record your audio and video separately, *record your audio first* so you can play it back and follow it as you record the screen. System audio plays any sound that your computer, software or browser makes during your recording. Turn this off or on depending on what is more helpful in your instruction.
4. **Start recording (F9).** You'll get a countdown screen, then you are ready to start your scripted movements/audio.

To stop recording: Press the F10 key, or the stop button on the recorder toolbar, or right-click on the recorder icon in the taskbar and choose stop. (**To pause recording**, press the F9 key.)

See these recording preferences get set up:

<http://www.techsmith.com/tutorial-camtasia-8-02-record-your-screen.html>

Preview Window

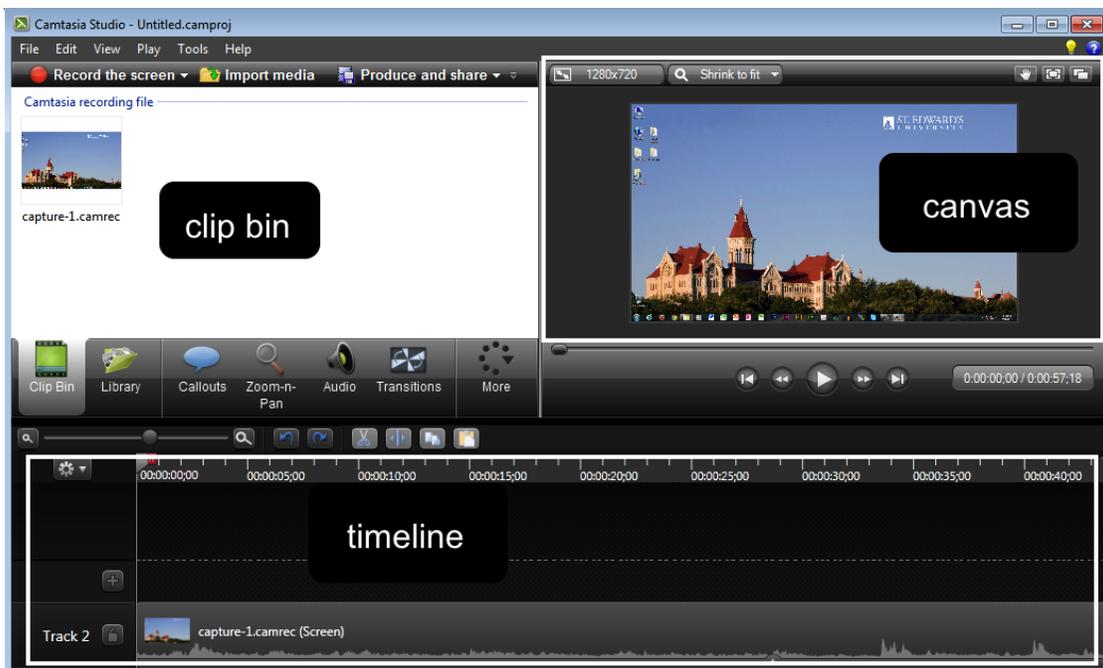


When you stop recording your video, a preview window will pop up so you can review what you recorded. Click "Shrink to Fit" to see the whole recording (it will look lower quality when reduced in size, but at full size it will be the correct quality).

To finish the recording, choose one of the following three options:

- **Save and Edit (recommended)** - name the recording, save it in a folder dedicated to this video project, then edit in Camtasia Studio.
- **Produce** - save the recording and export it without editing
- **Delete** - if you do not want to keep the recording. Once deleted, the file cannot be recovered.

Camtasia Editor Interface



After recording, your clip is brought into the Camtasia editor "clip bin" and placed in the timeline.

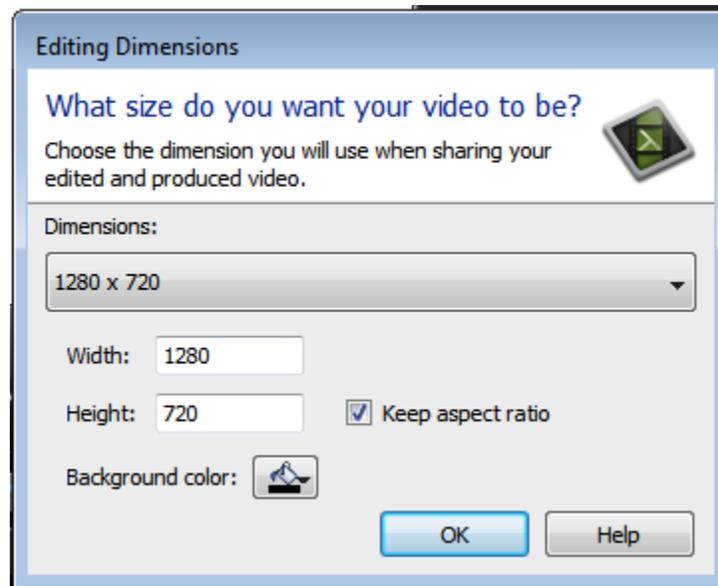
Get a video tour of the Camtasia Studio interface:

<http://www.techsmith.com/tutorial-camtasia-8-05-explore-editor.html>

Learn more about working on the canvas:

<http://www.techsmith.com/tutorial-camtasia-8-canvas-in-depth.html>

Editing Dimensions

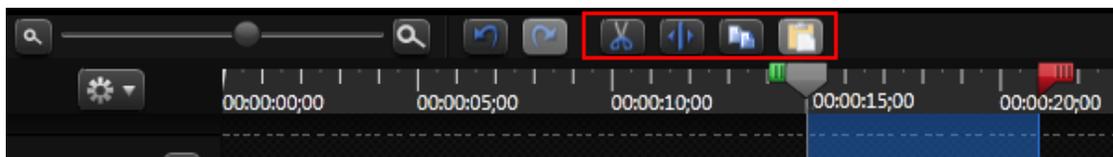


1. Select the editing dimensions that correspond to how you plan to produce the final video. In this tutorial example, we will select "YouTube & Screencast".
2. Save your project. Note that a project (.camproj) is made up of your raw clips (.camrec) and editing preferences. File > Save As... into your designated folder for this project. **SAVE YOUR PROJECT FREQUENTLY.**

Learn more about editing dimensions and file types:

<http://www.techsmith.com/tutorial-camtasia-8-04-edit-dimensions.html>

Editing Content



Playing your audio/video: Position your playhead in the timeline and use the **Spacebar** to play and pause.

Selecting a section of audio/video: Place Playhead at the edge of the section to be deleted. Drag the green or red part of the playhead to the other end of your selection. Use **zoom-in slider** to show more detail in the timeline so you can make a more precise selection. Press the spacebar to see and hear only the section you've selected to confirm your selection's accuracy.

Removing audio/video: After selecting the section you want to remove, click the scissor icon to cut out the selection, removing it from the timeline. Everything to the right of your selection is moved over to the left to fill in the gap.

Grouping clips together

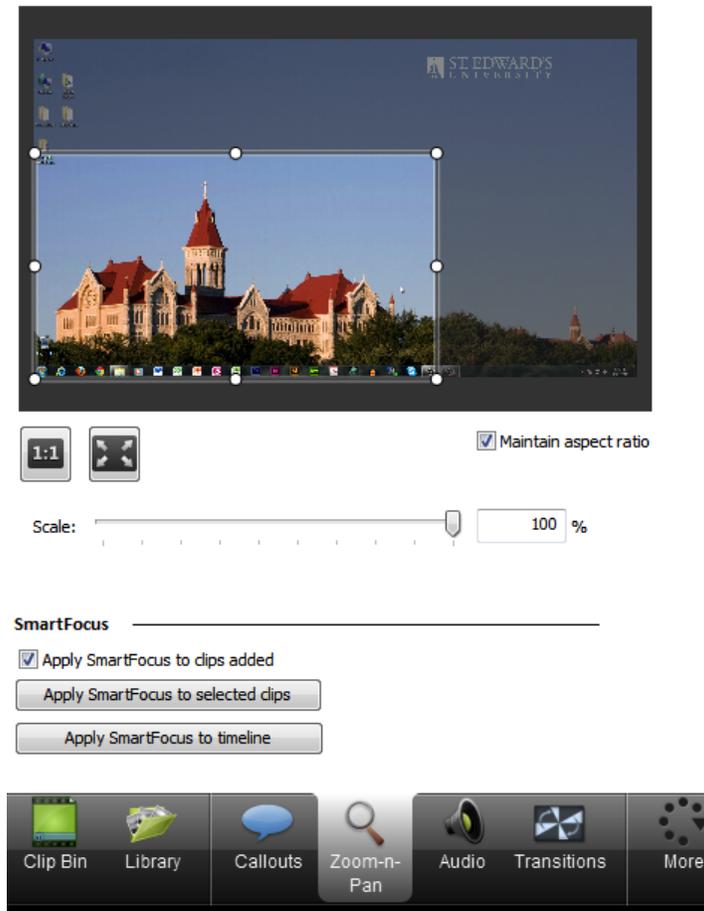


After editing out some content, you may be left with several clips next to each other. To apply consistent zooming/panning and sound preferences, it helps to "group" your clips together so they act as one large clip.

To group clips together:

1. Select all clips to be grouped.
2. Right-click on any selected clip and choose Group from the menu.
3. Hide or show all the grouped clips by clicking the + icon next to the group name ("Group 1").

Zooming and Panning with SmartFocus



Camtasia's technology can detect active windows, cursor movement, or typing while you are recording video. Camtasia then adds zooming and panning movements based on this data to your clip for focus and clarity.

SmartFocus zooms and pans are automatically added to the timeline with any .camrec recording you make (if your editing dimensions are smaller than the recording dimensions). Every instance of SmartFocus is editable and removable by you, so feel free to adjust these default movements by double-clicking the SmartFocus icons in the clip drawer, then making your adjustments in the Zoom-n-Pan tab.

Adding zooms and pans manually:

1. Select your clip and place the playhead where you want to add the animation.
2. In the Zoom-n-Pan tab, click and drag the window to determine what area of your canvas you want to zoom in on.
3. Place your cursor before the blue icon in the timeline to see your new zoom/pan.
4. Tip: Start at the beginning of your video and work your way through it, adding zooms/pans as necessary.

Learn more about working with SmartFocus:

<http://www.techsmith.com/tutorial-camtasia-8-06-apply-smartfocus-zoom-pan.html>

Callouts



Use callouts to highlight and emphasize parts of your video where you want to direct the viewers' attention.

1. Position playhead in the timeline where you want to insert your callout. Use your audio narration to help you time your callout placement.
2. Go to the **Callouts** tab and select the type of callout you want to add from the **Shape** menu. Your callout will appear in the timeline and on the canvas.
3. Click and drag your callout on the canvas to move it into position. Use the handles to resize or rotate the callout.
4. Customize the look of your callout by going to the **Border**, **Fill** or **Effects** drop-down menus. Add your **text** to the callout if applicable.
5. Click and drag the callout on the timeline to change when the callout appears and disappears.

Pro Tips:

- **Don't talk with your cursor.** Use zooming and callouts to highlight important areas of your screen. Avoid swinging the cursor around or gesturing with it to "circle" an area where you want to draw attention.
- **Be consistent** with your annotation choices/colors. Establish these preferences in a style guide.

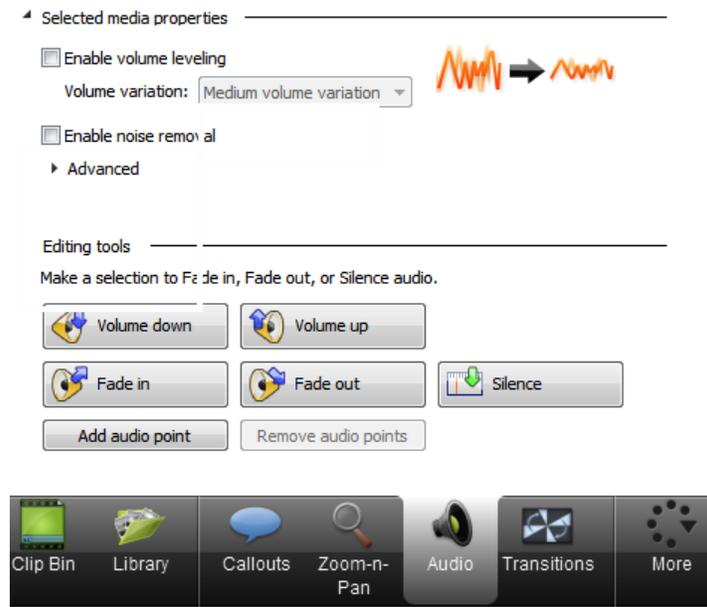
Watch a demo for inserting and customizing a callout:

<http://www.techsmith.com/tutorial-camtasia-8-08-add-callout.html>

Learn about animating objects in your video:

<http://www.techsmith.com/tutorial-camtasia-8-09-visual-properties.html>

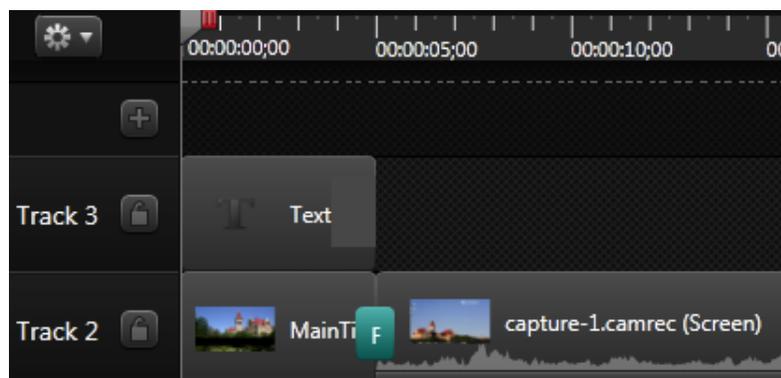
Audio FX



In the Audio tab, use **Enable volume leveling**, **Enable noise removal** and **Advanced** settings as needed.

Under **Editing tools**, you can adjust any part of audio you've selected in the timeline. Use the **Silence** button when you want to zero out audio but keep the video.

Title Clips



Title clips help to consistently brand your videos, and describe who the video is for and what it's about. You can make your own custom title clips in Photoshop or PowerPoint (make the image/slide the size of your usual editing dimensions), or use one of the default styles in the

Library.

1. In the Clip Bin: Import Media > navigate to your title clip file (which should be saved in your screencast project folder).
2. In the timeline, drag your screencast clip over towards the five second mark. Drag your title clip to the beginning of the timeline, before your screencast clip, adjusting the two clips as necessary so they follow one after another.
3. Optional: Go to the Transitions tab and drag and drop a fade transition between the title and screencast clips.

If you need to **add text to your title clip**, like the name of the video for example, use a callout:

1. Callouts tab > Special > Text Callout
2. Type in the title of the screencast (as agreed upon on your script). Select your text color and font size.
3. To remove the fade out, drag the marker to zero seconds in the Callouts tab.
4. Click and drag the callout in the timeline to make it as long as Main Title.

A finished title clip



Ending Title Clip



**ST. EDWARD'S
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For questions regarding registration

contact the Office of the Registrar

(512) 448-8747

<http://think.stedwards.edu/registrar/resources>

For questions regarding course selection, degree requirements or prerequisites

contact your assigned Academic Advisor.

You can locate your advisor's name in Edweb by clicking Biographical Info.

The end of your videos, consider adding a clip to provide contact information to the viewer. **The contact information should reflect who the viewer should contact if they have a question about the content of the video**, so that may not necessarily be you. This clip should be inserted

after your screencast is over, when you talk about who the viewer can contact for questions.

1. Bring playhead to the end of your last screencast clip.
2. In the Clip Bin: Import Media > navigate to your ending title clip file (which should be saved in your screencast project folder).
3. Drag your clip file to the end of your last screencast clip. Make sure this title clip is selected.
4. Enter agreed upon contact information as a callout if the text is not already part of your title image (see the "Title Clips" section of this handout for instructions). You can ask the client for this during script writing and approvals. Resize font as necessary. If you need to arrange the text on the screen, click the "Text box" button in the Callouts tab.
5. Optional: Go to the Transitions tab and drag and drop a fade transition between the title and screencast clips.

TL;DR Camtasia Video Recording and Editing: Just the Steps

1. Get script/outline approved by stakeholders.
2. Create a new folder for this video project. Place any unique assets like audio or title clips, if any, in this folder.
3. Prepare your recording area and desktop. Have the script handy and do a dry run-through.
4. Plug in your microphone headset, then launch Camtasia.
5. Record at Full Screen. It's up to you if you want to record audio simultaneously or separate.
6. Start and complete recording. **DON'T TALK WITH YOUR CURSOR.**
7. Adjust canvas editing preset to your desired final resolution, like YouTube HD 720p.
8. **MAC:** Add/Edit Smart Focus zooms and pans where necessary to see easier. Use in conjunction with annotations. As you're working, edit out unneeded sections of video or audio.
WINDOWS: Edit out unneeded audio and video > group all of your clips > add zooms and callouts.
9. Set audio preferences: noise/clipping/clipping reduction as needed.
10. *Optional:* Insert beginning and ending title clips, adding transitions between them and the screencast clip.
11. Get feedback on video. Make edits as needed.
12. Caption the video after all edits are done. **SAVE OFTEN!**
13. Export the video (as MP4, to YouTube) as needed for distribution. Keep exported versions in video project folder.
14. Make two backups of your project folder other than your primary working folder. Use a combo of external drives/CDs/cloud storage solutions.