

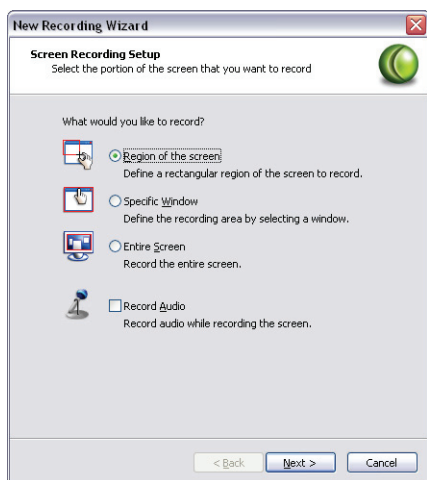
## CAPTURING

Camtasia allows you to create, edit, and publish multimedia projects.

### SETTING UP CAPTURE REGION

Before a capture can be made, the size of the capture must be determined. You can capture a region of the screen, a specific window, or the entire screen.

1. Open Camtasia.
2. Click **Start a new project by recording the screen** and then click **OK**.
3. Select which portion of the screen you want to record and then click **Next**.



### REGION & SPECIFIC WINDOW CAPTURES

If you choose to capture a region of the screen or a specific window, you must specify which region or window you want to capture.

#### If you are capturing a region of the screen:

1. Click **Select Region**.
2. Click and drag the mouse to the desired size or type in the desired dimensions and then click **Next**.


#### If you are capturing a specific window:

1. Click **Select Window**.
2. Select the window you want to capture and then click **Next**.

4. Check **Disable display acceleration during capture**.
5. Check **After save, play the video**.
6. Check **After save, edit the video**.
7. Click **Finish**.

### TEST CAPTURE

If you choose to capture a region of the screen, it is a good idea to perform a test capture to ensure the area you are capturing fits in the capture region.

1. Open **Camtasia Recorder** (if it is not already open) by pressing the **Record Screen** button. 
2. Press **F9** to begin the capture.
3. Drag the sides of the window you want to capture to match up with the green flashing boundaries.
4. Press **F10** to end the capture.
5. Click **Cancel**.
6. Click **Yes** to delete the current video capture.

### SET UP SCENARIO

- **Adjust the sizes of any additional windows that might open**  
For instance, if you are showing how to compose a message. The email program you are working with is within the capture region, but once you click the new message button, the new message window needs to be within the capture region too.
- **Adjust placement of any additional windows that might open**  
If another window is going to open during your capture, place it in the middle of the capture region.

### DO A PRACTICE RUN THROUGH

To avoid having to redo a capture, it is a good idea to do a practice run through without recording.

- Note if you have to type or use the mouse.
- Don't move the mouse until you have to. This will help prevent any stray mouse movements.
- Practice it as you would normally do it. Don't worry about pausing or going extra slow because you can add pauses and such when editing.

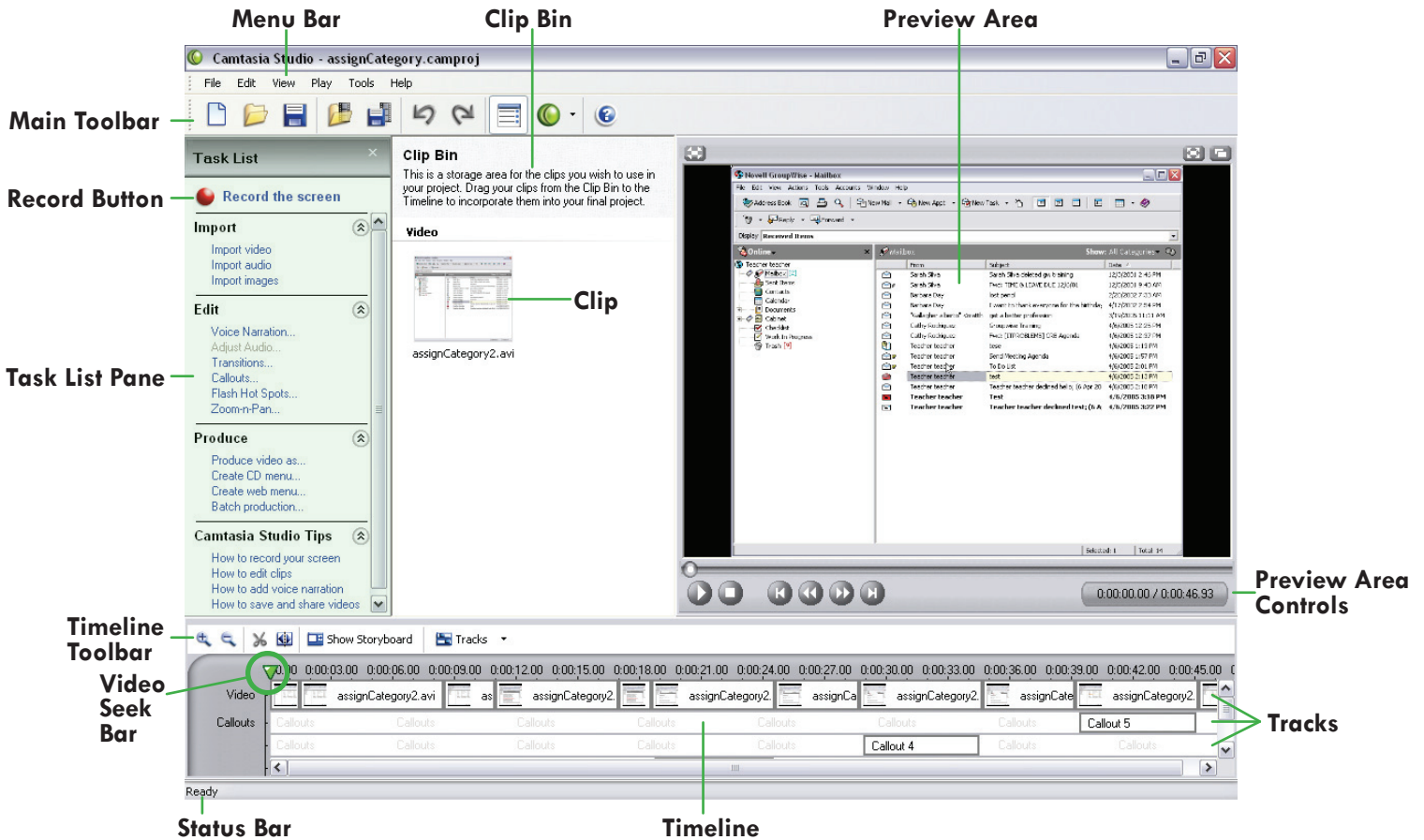
### STARTING CAPTURE

Camtasia Recorder is used to capture the screen. You can change the way the cursor displays by clicking **Options** from the **Effects** menu in Camtasia Recorder.

1. Press **F9** to begin the capture. The screen goes to black & then it starts recording.
2. Start creating your tutorial.
3. Press **F10** to end the capture.
4. Browse to the appropriate tutorials folder (create one if there is not one) and save the clip there.
5. Go to Camtasia Studio. You'll see your clip in the Clip Bin.
6. On the **File** menu, click **Save project**.

# WORK AREA

The work area is where videos are made using Camtasia Recorder (or some other source), as well as other forms of media (such as still images) are assembled.



## CLIP BIN

All media files associated with a project are stored in the clip bin and are saved there when a project is saved. To preview a file in the Preview area, double-click it. To include a clip in your video, drag it to the timeline.

## TASK LIST PANE

The Task List pane is where you begin most tasks, including:

- Recording a video
- Importing media clips
- Adding callouts
- Producing your video in many formats
- Getting help on specific topics

## MENU BAR

Where all drop-down menus are accessed.

## MAIN TOOLBAR

Where commonly used options can be quickly accessed.

## PREVIEW AREA

Double-click a clip in the Clip Bin or Timeline to preview it.

## PREVIEW AREA CONTROLS

Use to view the elements on the Timeline within the Preview Area.

## TIMELINE TOOLBAR

Use to add transitions, split video, make cuts, add audio tracks, and adjust volume.

## TIMELINE

Media files are placed in the Timeline for inclusion in the produced video. Media files in the Timeline are called "clips".

## STATUS BAR

Look here for helpful information and tips.

## VIDEO SEEK BAR

Indicates place in video timeline. Drag the seek bar to move to any place in the video.

## TRACK

A section of the timeline. Each track contains a specific clip that is to be included in the produced video.

## EDITING CLIPS

### ADDING CLIP TO TIMELINE

Before you can edit the clip you captured, you have to add it to the timeline.

1. Click the clip in the **Clip Bin**.
2. Drag the clip to the **timeline** and drop it.

### EXTENDING FRAMES AND ADDING CALLOUTS

Callouts are used to give information about what is going to happen and should appear before the action takes place.

**EXAMPLE:** A callout pointing to the Send button, containing the words **Click Send.**, is displayed before the cursor is seen clicking the Send button.

### EXTENDING THE FRAME

Because it is distracting to try to read a callout while the movie & the cursor are moving, a frame is extended (essentially freezing the frame) and a callout is added to the extended (frozen) frame.

#### To extend the frame:

1. Drag the **Video Seek bar** to the desired beginning location.
2. On the **Edit** menu, click **Extend frame**.

#### General guidelines for extending a frame:

- 5-7 seconds for a short callout
- 8-10 seconds for a long callout.

**Note:** The length of the frame can't be adjusted later, so if it ends up being too long, you'll have to do **CTRL + Z** (Edit>Undo) to undo it and do it over.

### ADDING CALLOUTS

1. Move the **Video Seek Bar** to the beginning of the extended clip. You can use the arrow keys to nudge it into place.
2. In the **Edit** section of the **Task List**, click **Callouts**.
3. Click **Add Callout**. Make sure the callout was added to the clip you extended and not into the previous clip.
4. Select the type of callout you want to use in the **Callout Type** box.
5. Select which direction you want the callout to point (if available).
6. In the **Text** section, select:
  - font
  - font size
  - alignment
7. Type the callout text.
8. In the **Shape** section:
  - Select whether or not you want to keep the aspect ratio.
  - Select whether or not you want the callout to fade in and fade out as it appears in the video.
  - Select whether or not you want a drop shadow.
  - Adjust the opacity of the callout, if desired.
9. Scroll down and adjust the position of the callout by resizing and dragging the green outlined box. You can see it move in the window to the right. You can use the arrow keys on the keyboard to nudge it into position.
10. When finished click, **OK** at the top of the screen.
11. Click **Finished** at the top of the screen.
12. Preview the edits you made to make sure it looks good.

## VOICE NARRATION

Voice narration is typically created and added to a video after all other editing is finished, using a working microphone connected to your PC. The audio is saved as wave files (.wav) and is added to the Audio 2 track of the timeline. If there is audio with a video clip, it is displayed in the audio 1 track.

### ADDING VOICE NARRATION

1. In the **Edit** section of the **Task List**, click **Voice Narration...**

#### Notes:

- Set the Input Level at the middle of the scale, adjusting the level for your microphone.
  - It is recommended you talk in a natural, steady voice.
2. On the timeline, indicate where you want the audio to begin by using video seek bar to mark the place.
  3. Choose whether you want to stop recording at the end of the time line or the end of the clip and then click the corresponding button.
  4. Choose **Microphone** in the **Audio input source** box.
  5. When you are ready, click **Start Recording**. The video will play in the Preview Area and can be used as a guide.
  6. When you are finished, click the **Stop Recording** button.
  7. Browse to the saving location, enter a file name, and then click **Save**.

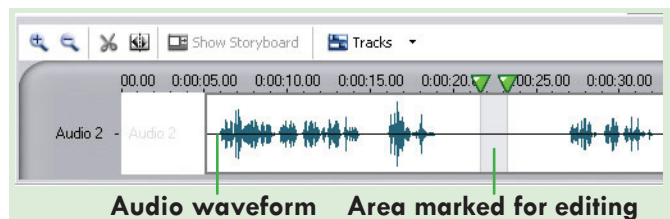
**Note:** If you are recording for track 2, the clip will be added to your clip bin and the timeline. If you are recording for track 1, the clip is added to the timeline, but not the clip bin.







8. Click **Finished** when you have finished recording all clips for your video.

### ADJUSTING AUDIO

You can make adjustments to the audio you record in Camtasia, including adding fade effects, adjusting volume, adding silence and cutting portions of the clip.

1. In the **Edit** section of the **Task List**, click **Adjust Audio...**
2. Select the audio clip you would like to adjust or use the seek bar to highlight or mark a portion of a clip for editing.



3. Make your edits:
  - Click the **Fade In**  or the **Fade Out**  button to add fade effects to your clip.
  - Click the **Volume Up**  or the **Volume Down**  button to adjust the volume of your clip.
  - Click the **Replace with Silence**  button to replace a portion of your clip with silence.
  - Click the **Delete Selected Audio**  button to remove a portion of your clip.
4. When you are finished, click **OK**.

# PRODUCING VIDEO

The last step to creating a video with Camtasia is to export or produce the video in a format that will play online - Flash is a good choice. Ultimately, you will want to play with the different formats to see which one works best for what you are trying to do.

## PRODUCING FLASH MOVIE

Be sure to save your Camtasia project before producing the video.

1. In the **Produce** section of the **Task list**, click **Produce video as...**
2. In the **Video File Format** section, select **Macromedia Flash (SWF) movie file**, and then click **Next**.
3. In the **Video** section, keep the default settings.
4. If your video includes audio, click the **Encode Audio** check box, if it is not already selected.
5. In the **Audio Format** box, select **MP3**.
6. In the **Audio Attributes** box, select **11.025kHz, Stereo, 24kBits/sec**.
7. In the **Playback Controls** box, select **Advanced** and then click **Next**.
8. In the **Video Size** section, select **Standard video sizes** and then select **640 x 480**, if it is not already selected.
9. In the **File Size Options** section, make sure **Disable Callout fade effects to reduce file size** is checked and then click **Next**.
10. In the **Watermark** section, keep the default settings and then click **Next**.
11. In the **Destination Folder** box, browse to the saving location and then click **Save**.
12. In the **File Name** box, type a file name.
13. In the **Post Production Options** section, leave both option checked and then click **Finish**. The Rendering Storyboard dialog box appears as the video is being produced and is followed by the Production Results screen.
14. Click **Close** when prompted.

## ABOUT THE FILES PRODUCED

When you produce your Camtasia video as Flash, four files are actually produced:

- **\*.swf** - What was converted to a SWF file from an AVI file during the production process.
- **\*\_config.xml** - This file contains all of the options to control the appearance of playback controls.
- **\*\_controller.swf** - This is the file that contains all of the selected playback graphics.
- **\*.html** - This is the HTML file that the Flash movie plays in. To run the SWF Movie with the Playback Controls, run the \*.html file.

All these files must stay together when uploaded to a web server or the movie will not play.

**Note:** It is possible to apply a style sheet to the **\*.html file** to do such things as set the background color or center the movie in the middle of the screen.

## NOTES