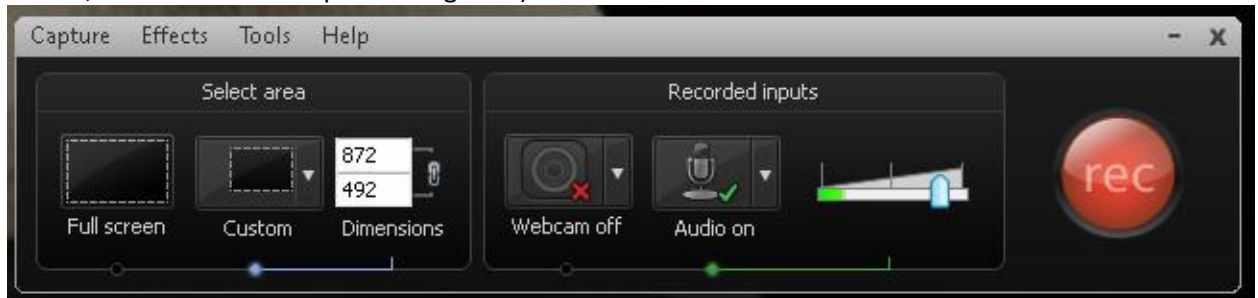# Camtasia Studio 8 Quick-help Guide
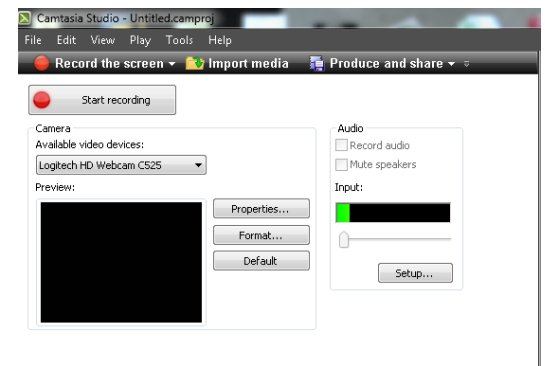
1. **Recording Options**

   a. Screen: Click red "Record the Screen" button in upper left hand corner and the following graphic will come up. (Make sure microphone etc. is hooked up first, can enable web-cam if you wish). Green outline will show what you are recording and you can resize the region if you like (recommended: full screen, and use zoom and pan editing later).
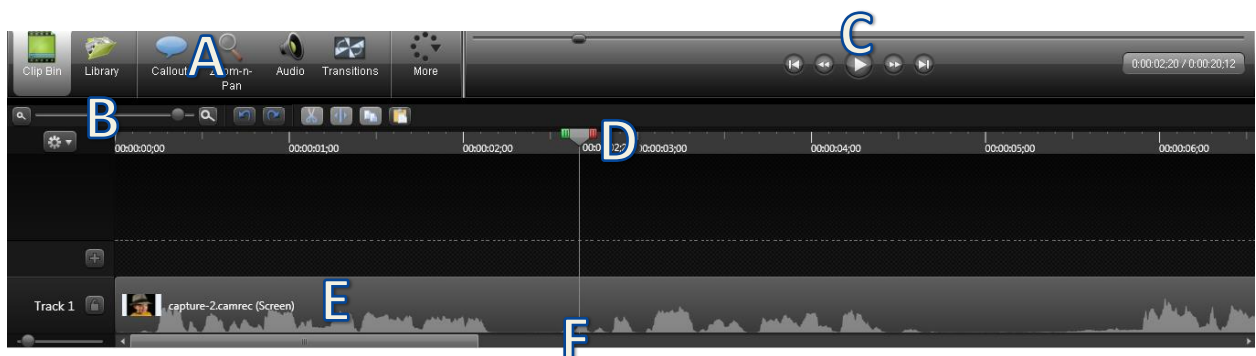

   Press the REC button to start and you'll get a 3-2-1 countdown before recording begins. You can press F10 on the keyboard to stop recording. (Menus here contain some more advanced things that are not generally necessary for basic recording.) After you stop recording, a window will pop up containing the recording and you typically want to choose "save and edit". The raw video file type will be *.CAMREC. After saving, the recording will open in Camtasia Studio. You'll have one or two "tracks" depending on whether the webcam is used.

   b. Webcam Only: From the TOOLS menu, choose "Record Camera". The upper left region is replaced by the graphic at the right. Make sure that the "Record Audio" button is checked. "Start Recording" button behaves the same way as for screen recording, but only the webcam and audio are recorded. Click "Stop Recording" when finished. This creates a WMV file which can be dragged onto the timeline.

   Important Note: There is a known bug for Windows machines when using the Webcam. The way to work around that bug is here: https://support.techsmith.com/entries/24776742.

2. Location of Important Editing Features (bottom portion of Camtasia Studio window)

   a. Location of various menus to add effects
   b. Zoom bar
   c. (above) Location of video player
   d. Time line and player head

   e. Track (add additional tracks from the clip bin using the "+" button.
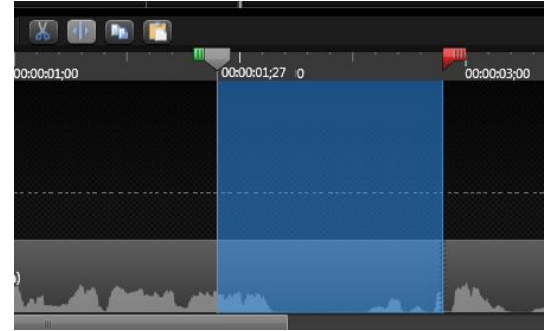   f. Scroll bar to scroll to next section of track. Combine use with zoom bar.

****SAVE YOUR *.CAMPROJ FILE OFTEN! CAMTASIA DOES SOMETIMES CRASH!!!!****

3. **Review** part (or all) of your video:

    a. Position Player Head (D) at the position you want to begin.
    b. Press the Play button on the video player (C).

4. **Delete** an errant portion of your video:

    a. Position the Player Head (D) at the beginning of the portion you want to delete.
    b. Drag the RED knob on the player head to the end of the portion you want to delete.
    c. Press PLAY on the video player (C) to review the portion you will delete. Fine-tune by moving the green and red tabs on the Player Head (D).
    d. In the Edit menu, choose "Cut" and that portion will be gone. (to undo, press CTRL-Z or the undo arrow)

5. **Add a Callout**

    a. Position Player Head (D) where you want to start the Callout. Then click the "Callouts" button (A).
    b. In the upper left window, choose the shape that you want (these are scrollable).
    c. Add text, adjust color, effects, fade times, etc. from the upper left window.
    d. Position the callout in the video player window.
    e. Edit the length of the callout on the time track by dragging the left/right ends. (Note: callouts will appear on their own "Track" above your screen-capture).

6. Change the Zoom or Pan

    a. Position Player Head (D) where you want to zoom/pan. Click the "Zoom-n-Pan" button (A). You'll see an ARROW/DOT appear on your timeline.
    b. The upper left window changes to a still shot of your video. Drag the corners to the picture you want.
    c. The ARROW on the timeline represents how quickly the Zoom/Pan will take place. You can adjust it to a longer or shorter time as you desire.

7. Delete a Callout or Zoom/Pan

    a. Select the item you want to get rid of (on the timeline, or within the video player window).
    b. Press "delete" on the keyboard. (Make use of CTRL-Z if you make a mistake).

8. Change Sound Level

    a. Use green/red tabs on Player Head (D) to select the part of the video where you want to adjust.
    b. Choose the Audio button (A). Options will appear in the upper left window; select as needed. (Silence is sometimes a useful option!)
    c. Alternatively – drag the top of the green line in your audio track. You can also move/delete the green circles to control it.

9. <u>Add Music / Title Clips</u>

    a. Position Player Head at desired location. Click Library (A).
    b. Right-click desired effect. Click "Add to timeline at Player Head". (Note: It is always added on a separate track). Adjust as needed.
    c. There are also themes with additional callout objects in the library.

10. <u>Publishing Your Video</u>: Click "Produce and Share". This will pop up a window which has some options.

    a. <u>Share to Screencast.com</u> shares the video on your Camtasia account (it is a free account with 2GB of storage and 2GB of monthly bandwidth). For more details, see: https://www.screencast.com/?utm_source=product&utm_medium=cs&utm_campaign=cw8.

    b. <u>Share to YouTube</u> requires a YouTube login and results in the usual YouTube options.

    c. <u>MP4 only</u> produces an MP4 file that you can post to website or place on Blackboard, etc.

    d. <u>MP4 with video player</u> creates not only the MP4 file, but also a web-page viewer to go with it (you post the entire set of files on a website). This is necessary if you choose to use advanced features such as quizzing.

Welcome to the Camtasia Studio Production Wizard

Show me how to produce my video

- MP4 with video player (up to 480p)
- Share to Screencast.com
- Share to YouTube
- MP4 only (up to 480p)
- HD MP4 only (up to 720p)
- MP4 with video player (up to 480p)
- MP4 with video player (up to 720p)
- Custom production settings
- Add / Edit preset…