

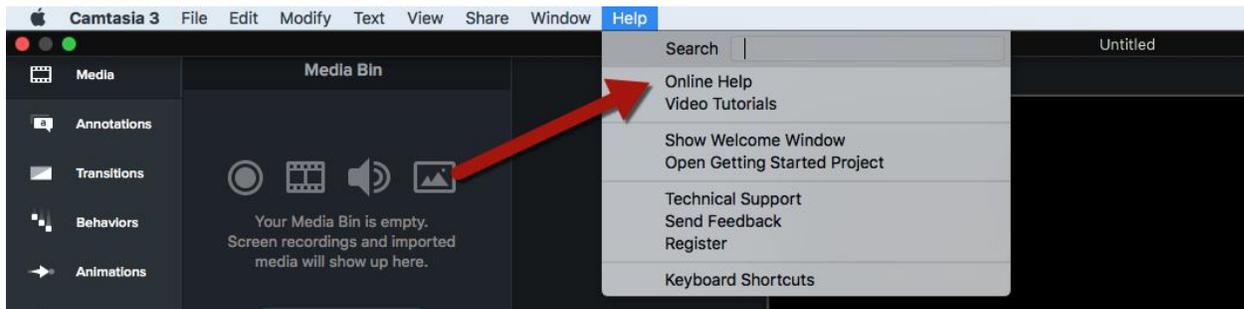
Creating a Video in Camtasia

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Before You Start

- **Camtasia** is a software with two major components: a **recorder** to capture audio and video, and an **editor** for managing a variety of file formats in **TRACKS** on a **TIMELINE**. **Camtasia** allows for creativity with options like **transitions** and **callouts**.
- Along with this guide, free **Tutorials** are available online and by accessing **Help** in **Camtasia**.



<https://www.techsmith.com/tutorial-camtasia.html>

- Ask a librarian in person, via chat, email, or phone for help. We recommend you **schedule a time** for help one on one **in person** or **online**:

<https://lib.morainevalley.edu/Main/AskLibrarian.html>

OR



- **Equipment** to capture audio and video is available for checkout with a student ID. The library offers **Camtasia** outside of the library via **Mobile Media Lab** laptops also available for checkout.

<https://lib.morainevalley.edu/libservices/technologyonreserve.html>

- To reserve space to capture and edit media, the library offers **study rooms** and seats in the **Media Lab**.

<https://lib.morainevalley.edu/LibServices/SelfSchedule.html>

- **SAVE EARLY AND OFTEN!** Google drive or USB file storage is recommended. Create a folder and store **ALL** of your project files in that folder.
- Always consider a copyright holder's rights when choosing images, songs, videos or other sources. For more information on **open license media**:

<http://lib.morainevalley.edu/guides/OpenLicenseMedia.html>

Starting a New Camtasia project

Open **Camtasia** and click **NEW PROJECT**

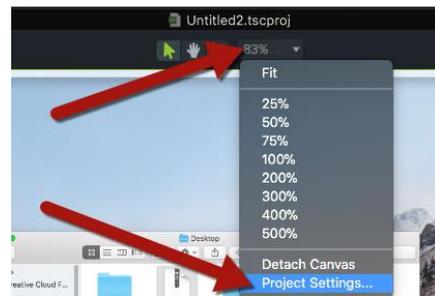


RECORD or **IMPORT** videos, images, and audio files into the **MEDIA BIN**. Many file types can be imported including mp3, mp4, .jpg, PowerPoint slides and more.

Aspect Ratios

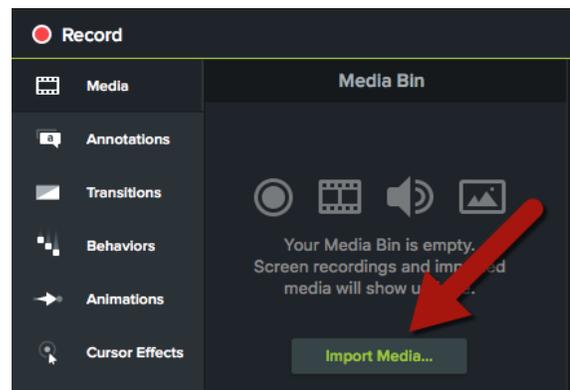
The default aspect ratio for a Camtasia project is 720p HD. **This is an optimal aspect ratio for most projects.**

- Click on the aspect ratio drop down menu above the **Canvas**.
- Select “**Project Settings**” and check that 720p HD (1280x720) is selected



Importing Media

- Click “**IMPORT MEDIA**” or the plus (+) sign in the **MEDIA BIN**.
- Find the source folder and media files and click on files to **import**.
- Click “**Open**” and the imported files will appear in the **MEDIA BIN**.



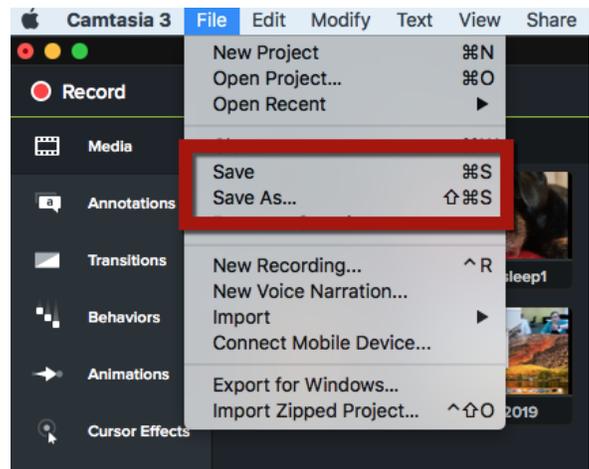
Quick Tip:

To add your **imported media, **recorded** video or audio to a video, drag from the **MEDIA BIN** onto a **TRACK** in the **TIMELINE**. See the **Recording** section on page 9 for more about recording video and audio in Camtasia.

Saving a Project File, Opening a Project in Progress

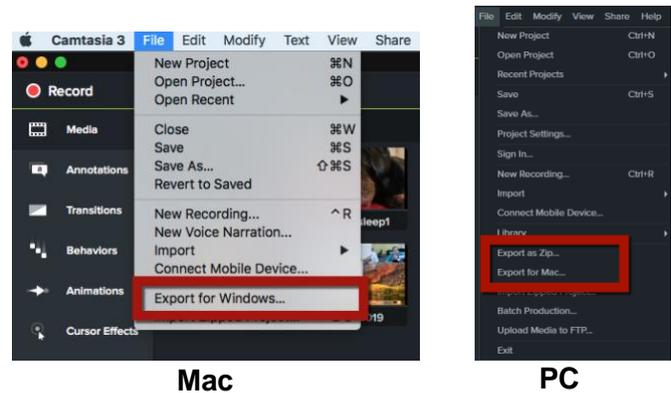
While You are Editing

- Save early and often!
- Open the **File** menu and select **Save** or **Save As**. This will create an editable **Camtasia** project file (.cmprog). ****This is not the final video or the file you will turn in!****



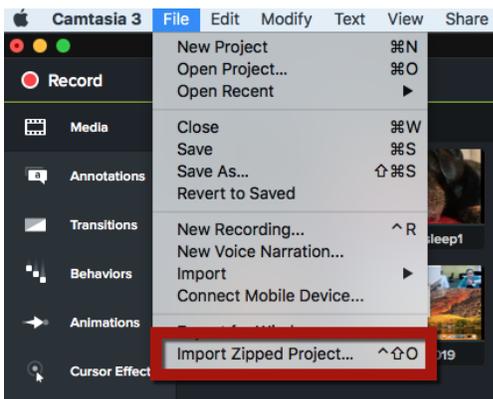
Saving a Project in Progress

- To continue editing at a later time, it is important to save the **Camtasia** project file (.cmprog) and all media files together. The best way to do this is to create a **.zip file**.
- To create a **.zip file**:
 - On a **Mac**: Open the **File** menu and select “**Export for Windows**”
 - On a **PC**: Open the **File** menu and select “**Export as .zip**”
- Save the zipped file to a flash drive or **Google Drive**.



Opening a Zipped Camtasia Project

- On a **Mac** or **PC**: Open the **File** menu and select “**Import Zipped Project**”



Quick Tip:

For a **group project**, it is important to **share media and project files** with all group members.

- Sharing files using **Google Drive** is one easy way to do this.

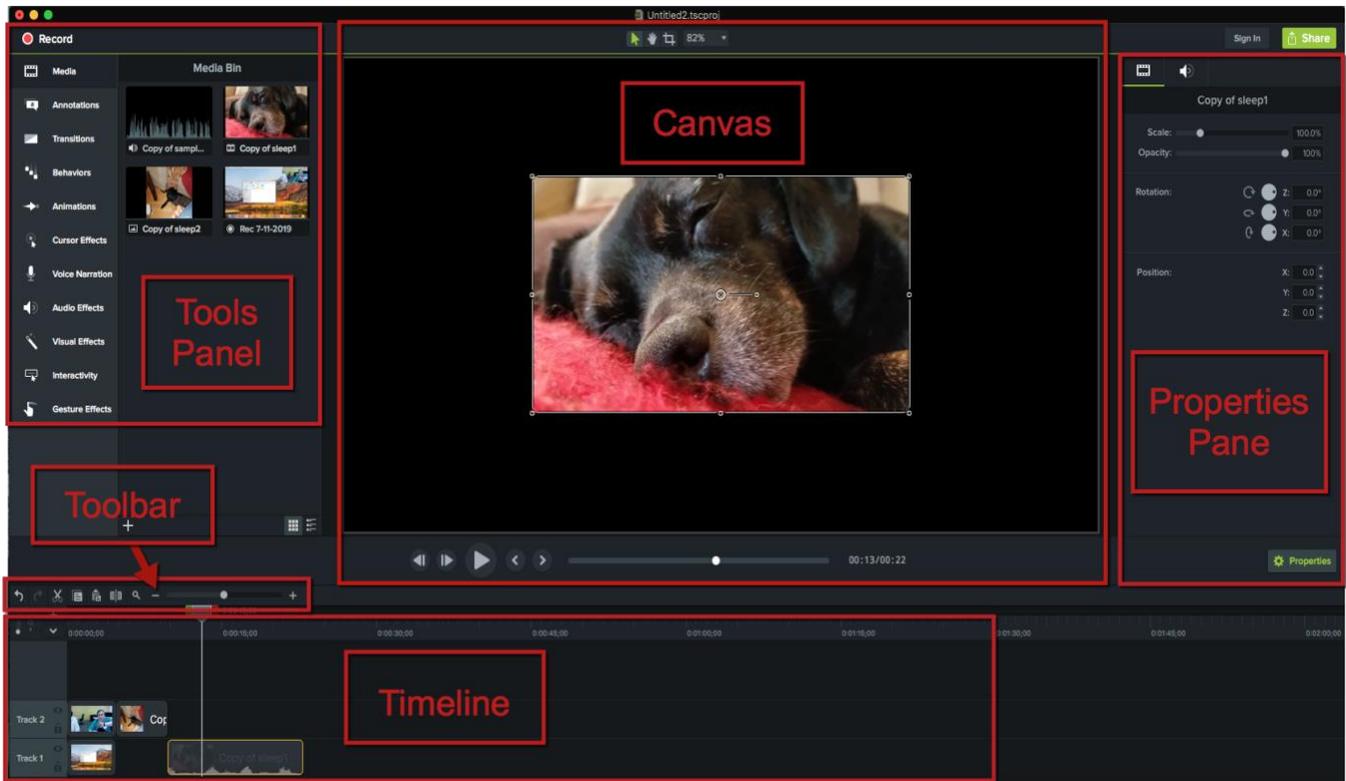


- Upload your **.zip file** to **Google Drive** and share it.



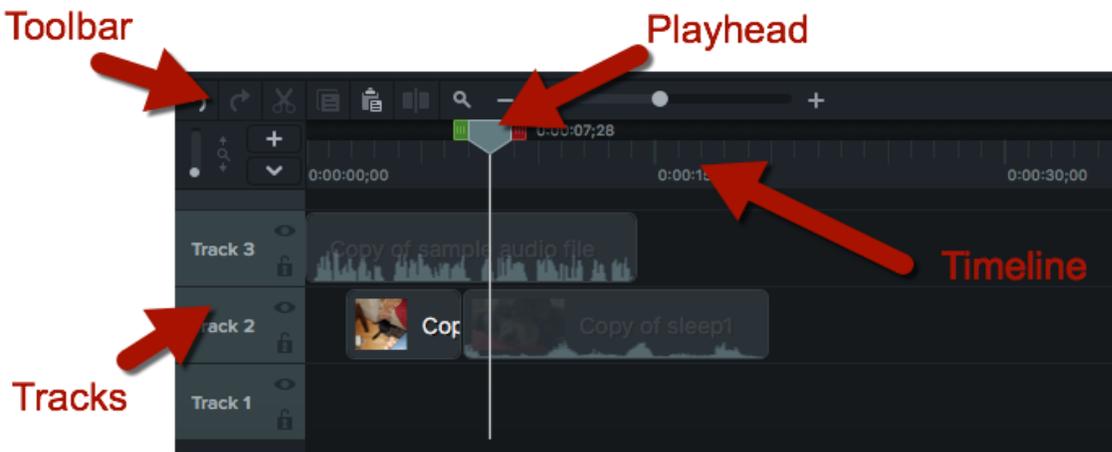
Camtasia Overview and Layout

There are four main areas in Camtasia--the **TIMELINE** and **TOOLBAR**, the **CANVAS**, **PROPERTIES PANE**, and **TOOLS PANEL**.



Timeline and Toolbar

The **TIMELINE** and **TOOLBAR** are used to assemble, manage and edit media in a video. The **TIMELINE** is one editing area, the **CANVAS** is another. The **TIMELINE** displays the sequence of all media and elements in a video.



Basic Editing and the TIMELINE TOOLBAR

- Click to select media in the **TIMELINE** to **edit**, **move**, or **delete**. The selected media will have a yellow border.
- To **deselect**, click on a different clip or a blank section on the **TIMELINE**.
- For more precise selections, drag the **Zoom** slider to zoom in on the **TIMELINE** content.



To Cut/Paste/Undo:

- Select media on the **TIMELINE** and click the **Cut** button  or hit delete on your keyboard.
- To **Paste** a selection on the **TIMELINE**, click in the **TIMELINE** or move the **PLAYHEAD** to a new location and click the **Paste**  button .
- To undo click the **Undo**  button.

Splitting

- **Split** to separate media into multiple clips.
- Select the clip to **split**. Position the **PLAYHEAD** at the desired **split** location.
- Click split in the **TIMELINE TOOLBAR**  .

Trimming

- **Trim** to adjust the length of a clip, usually at the beginning or end.
- To **trim**, move the cursor over the end or beginning of a clip. The cursor will change; click and drag the end of the clip to the desired point. Or, use the **PLAYHEAD** handles to select an area and **cut** or **delete** the selected area.



Quick Tip:

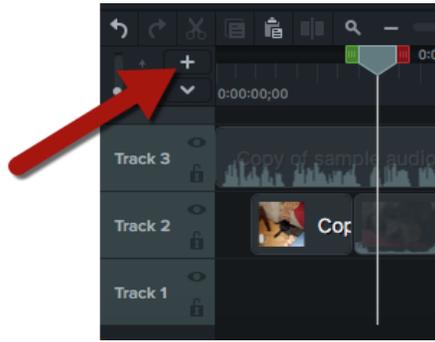
The **PLAYHEAD** marks the location on the **TIMELINE** of the media currently displayed on the **Canvas**.



- Move the **PLAYHEAD** by clicking in the **TIMELINE** or dragging the **PLAYHEAD** to another position.
- During playback, **Start** or **stop** the **PLAYHEAD** using the spacebar.
- Click and drag the red and green **PLAYHEAD** handles to make a selection. Double click on the **PLAYHEAD** to bring it back together.

Tracks

An unlimited number of **tracks** can be added to the **TIMELINE**. To add a “new” **track** click the plus (+) sign under the **TIMELINE TOOLBAR**.

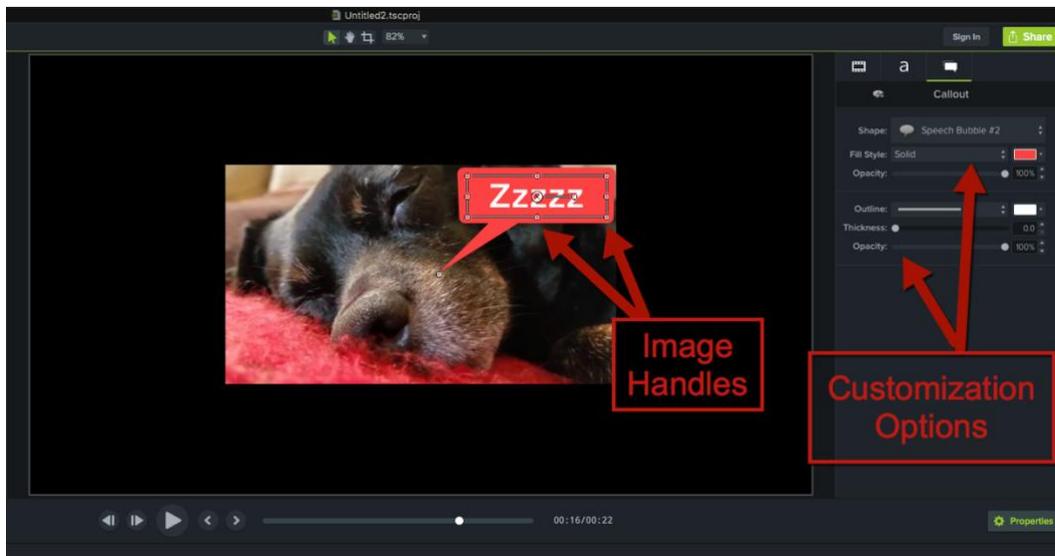


Adding Media to Tracks

- Drag and drop **media** from the **MEDIA BIN** onto a blank area of the **TIMELINE**.
- Move **media** by clicking and dragging anywhere in tracks on the **TIMELINE**.
- **Media** can be stacked in **tracks** on top of each other. **Tracks** with a higher number will layer over **tracks** below. For example, if you have a video in **Track 1** and a photo in **Track 2**, the photo will cover the video unless you resize it.

Canvas and Properties Pane

The **CANVAS**, or fine-tuning window, is the working area where you preview, arrange, rotate, and resize media and other elements. The **PROPERTIES PANE** contains a series of menus that allows for further customization of **media**, **annotations**, **behaviors**, and **effects**.



- To select an element on the **CANVAS**, click on it. When you select an element on the **CANVAS** it is also selected in the **TIMELINE**--and vice versa.
- **All media must be within the frame on the Canvas**. Anything outside the frame border will not appear in the final video.

- To **move**, **resize**, or **rotate** an element:
 - To **move**: Click and drag to a new location on the **CANVAS**.
 - To **resize**: Click on an element and drag the image handle in or out to the desired size.
 - To **rotate**: Drag the center image handle and turn. Press and hold the **ALT key** while dragging for 3-D rotation.
- To select more than one element, press and hold the **Shift key** and click on elements.

To Activate the PROPERTIES PANE:

- Click the **Properties**  button.
- The media or element that is selected on the **CANVAS** will have different customization options available.

Tools

The **TOOLS PANEL** allows you to add visual and audio elements and effects to a video.

Annotations

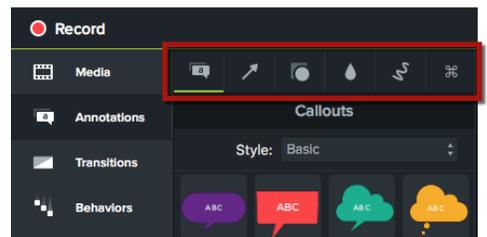
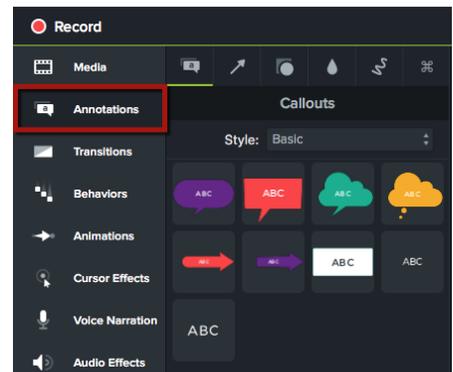
Annotations allow you to add content and emphasis through the addition of text and callouts like arrows, lines, shapes, and other effects.

To Add an Annotation:

- Select **annotations** in the **TOOLS PANEL**. View different **annotation** options using the menu at the top.
- Drag and drop animations from the **Annotations** menu onto the **CANVAS** or **TIMELINE**.
- Add **annotations** to the **CANVAS** or **TIMELINE** in a new or existing **track**.

To Modify Annotations:

- To rotate or resize an **annotation**, click on it in the **CANVAS**. Use the shape handles to make adjustments.
- To edit text, double click on the **annotation** in the **CANVAS**.



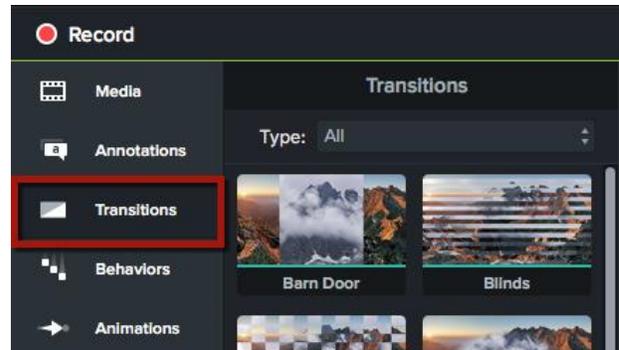
- To further modify an **annotation**, select it and open the **PROPERTIES PANE** for options.

Transitions

Transitions provide a way to join or distinguish between media clips.

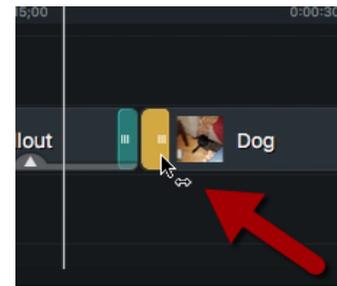
To Add Transitions

- Select the **Transitions** menu in the **TOOLS PANEL**.
- Hover your mouse over a **transition** to preview the effect.
- To add a **transition**, drag it to the **TIMELINE** and drop it at the beginning or end of a clip.



To Modify Transitions

- To modify a **transition**, zoom in on the **TIMELINE**. Click to select the **transition** you wish to modify.
- Drag the handles at the beginning or end of the **transition** to extend or reduce the duration.
- To use a different **transition**, drag and drop another style over the previous **transition**.



Recording in Camtasia

There are various ways to **record** in **Camtasia**:

- Screencapture--record the screen and other actions taken on your computer
- Webcam—use a built-in camera or accessory webcam* to record content
- Microphone*--record with a built-in or external microphone to add narration

Quick Tip:

***Equipment** like headphones, microphones, and webcams are available for check out with your student ID at the library's circulation desk:

<https://lib.morainevalley.edu/libservices/technologyonreserve.html>

To Record

- Check and test the audio level of the microphone.
- Click **Record**  at the top left of the screen. The **Camtasia** window will minimize and the **CAMTASIA RECORDER** box will appear.
- Turn audio and video input options on or off using the **toggle buttons** or **dropdown menus**.



Mac



PC

- Use the **dropdown menus** under each input to select a **microphone** or **webcam**.
- Click **“Start Recording”** and the **CAMTASIA RECORDER** box will minimize and recording will begin after the countdown.
- To **stop** recording:
 - On a **PC**
 - Click the **Camtasia** recorder icon in the taskbar, then the **stop** button. If you need to re-record, choose **delete** to start over.
 - Quick Tip: Press **“F10”** to stop a recording, or **“F9”** to pause/resume a recording.
 - On a **MAC**
 - Click the **Camtasia** icon in the **Apple** menu bar, then click **“Stop Recording.”** If you need to re-record, choose **“Start Over.”**
 - Quick Tip: Press **“CMD+OPTION+2”** to **stop** a recording, or **“CMD+SHIFT+2”** to **pause/resume** a recording.
- Recordings will automatically be added to the **MEDIA BIN**.

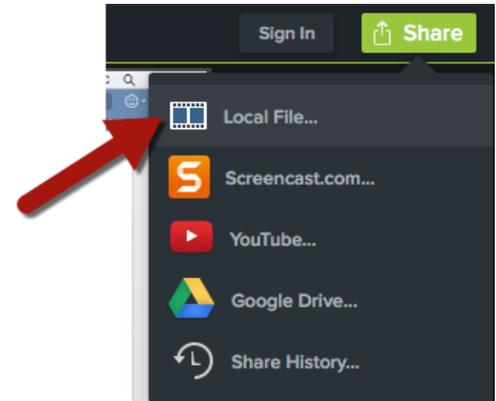
Export and Submit

Exporting creates a video in a file format that can be shared and viewed by media players.

*****Before you export**, save your completed project as a **.zip** file. See the **Saving a Project in Progress** section on page 4. *******

To Export

- Click on the “**Share**” menu, select “**Local File.**”
 - Set it to export as an MP4 (720p).
 - Give the video file a descriptive name and save it to the Desktop or external drive.



To Submit

- **Submit** the MP4 according to the guidelines of the assignment as outlined by your instructor—i.e., using Google Drive, Canvas, Panopto, YouTube, etc.

Quick Tip:

- Ask a librarian in person, via chat, email, or phone for help. We recommend you **schedule a time** for help one on one **in person** or **online**:

<https://lib.morainevalley.edu/Main/AskLibrarian.html>

OR

