First Walkthrough:
Basics of Camtasia Studio 7



Table of Contents

Getting Ready. 2

Record with Camtasia Studio. . . . . 3 - 5

Edit with Camtasia Studio. . . . . 6 - 11

Produce with Camtasia Studio. . . . . 12 - 14

Example Script. 15

Just the Steps. . . . . 16 - 17

Getting Ready

This exercise is designed so that you can follow these steps from start to finish. You will record, edit, and produce a video with Camtasia Studio. There are many options that we do not explore or may have advanced features. For more tutorials on some of these tasks, the TechSmith Learning Center has numerous videos and written tutorials available. (http://www.techsmith.com/learn/camtasia/7/)

For this training exercise you will be creating a video tutorial that demonstrates how to change the size of your mouse cursor.

Before you start this exercise, use the following tips to get your computer ready:

1. Clean off your computer's desktop so that the recording area is clear of distractions.

2. Close any applications that are running and turn off notifications. Then open the applications you are planning to record and resize them on your desktop as needed.

3. For most recordings you may want to prepare a script to read while recording audio. A script will help you plan out what to say and what to show on the screen. If you don't want to write an entire script, then try creating an outline of both what to say and what to do. For this project a script is provided on page 15.

4. Complete a "dry run-through" of your recording. This will help you expect the unexpected during the actual recording.

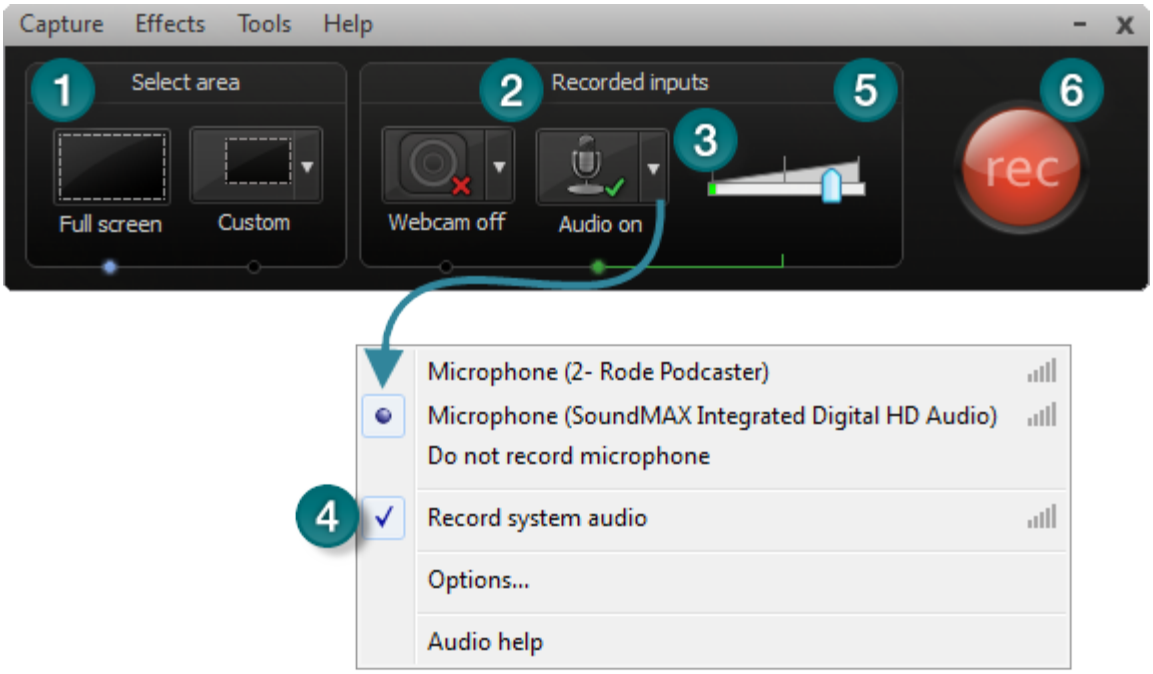
5. Make sure you have a microphone connected for recording your audio. You can use a built-in microphone if you have one, but external microphones provide a better recording quality.

6. Create a folder in a designated area on your computer for saving your files. (i.e. desktop; documents; network folder; etc.)

Whether you work through this project or not, this guide and the tips provided are good for all projects that you might work on with Camtasia Studio.

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Record with Camtasia Studio



Start Camtasia Studio. Once open, click the Record Screen button.

1. For this project you will use the record full screen option, which is set by default. If you have clicked Custom, click Full Screen.

   Your entire screen is automatically selected. For later projects, if you need to record less of the screen, choose custom and adjust the selected area as needed.

2. By default, both microphone and system audio are recorded. You should see a green checkbox next to the microphone icon, which indicates that audio will be recorded.

3. Click the down arrow next to the audio button to see a list of available audio devices. You should see a dot next to the device selected for recording. If needed, change the device. To test your device, read a few words from this guide into your microphone. You should see the volume meter fill in with color.

   If your volume meter is not filling in with color, you may need to choose a different microphone or adjust your system settings.

4. In the audio device list, if you are using Microsoft Vista or Windows 7, there is a check mark next to Record system audio. This option allows you to record system audio, which is the audio that comes through your speakers.

   Note: Uncheck this option for this project.

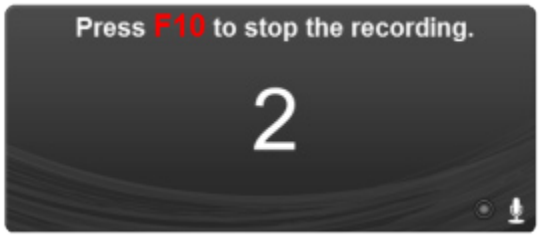
5. Adjust the volume slider so the volume meter is consistently registering in the yellow/orange color range.

   If you haven't already, locate the prepared script "How to change your cursor" on page 15.

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Record with Camtasia Studio

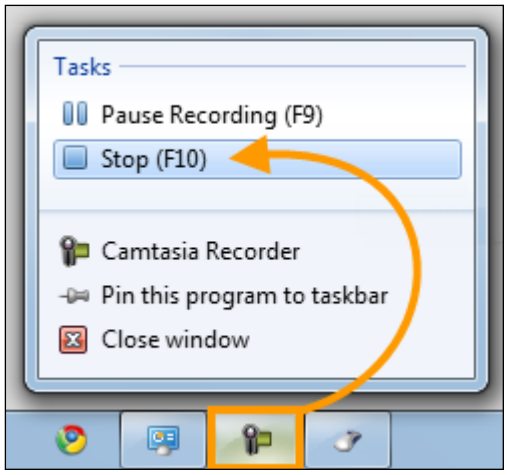
6. When you are ready, click the red record button (or use the hotkey F9) to start your recording.



7. When you start recording you will see a countdown. This will give you a chance to prepare for your recording.

   After the countdown, read through the script on Page 15 and complete each action on your screen.

8. To stop recording press F10 on your keyboard, the stop button on the recorder toolbar, or right click the recorder icon in the task bar and choose stop.



Tips for Better Audio

1. **Use the best microphone you can afford.** Sound is critical to screen recording videos. Quite often, if the sound is bad, people will not watch the video.

2. **Use the Camtasia Recorder default settings for audio.** This includes recording your system audio to a separate track (this option is not available for users of the Windows XP Operating System).

3. **Do a test recording and make sure audio is being recorded.** Make sure the audio quality meets your video's needs.

4. **Record the audio and video separately.** Recording the pieces separately allows you to focus on one piece at a time and improve the quality.

5. **Stop and listen to the sound in your recording area.** Record your screen with audio but don't speak. Then, listen to the recording. You'll be surprised how much noise is in a room. Is your keyboard loud when you type? Do you have a heating or cooling vent overhead that can be heard? Is your mic picking up the humming from your computer and other devices?

Saving your project files

We recommend creating and saving your Camtasia recordings in a new folder on your desktop, in your documents folder, or someplace else where you can easily find it. When you save your project, save additional resources like images or audio clips in this folder to keep all the pieces of your project together and easy to find and work with.

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Record with Camtasia Studio



9. When you stop your video, a preview window opens for you to review your recording.

   A. See the length of your video.

   B. Use the Shrink to Fit option to show the entire video in the space available of the preview window. This lets you preview the entire video when you have recorded large dimensions. Please note that this does not affect the video's size or quality.

   C. Control the video by jumping to the beginning, playing the video, or jumping to the end.

10. To complete the recording process, choose one of the options:

    Save and Edit: Click Save and Edit to name the recording, save it to a preferred location, and then add it to the Camtasia Studio timeline.

    If you prefer to only save your recording to Edit later, click the arrow below the Save and Edit button and choose Save As. This saves the recording for later use.

    Produce: Click to save your recording, bypass editing, and open the Production Wizard. The production process allows you to render your video into a format that can easily be shared.

    Delete: Click if you do not want to keep the recording. Remember that once you delete a recording, it cannot be recovered.

What do you want to do now?

Recommended:
Click Save and Edit. To learn more about editing go to the next page of this guide.

Or:
Click Produce. To learn more about production go to page 12.

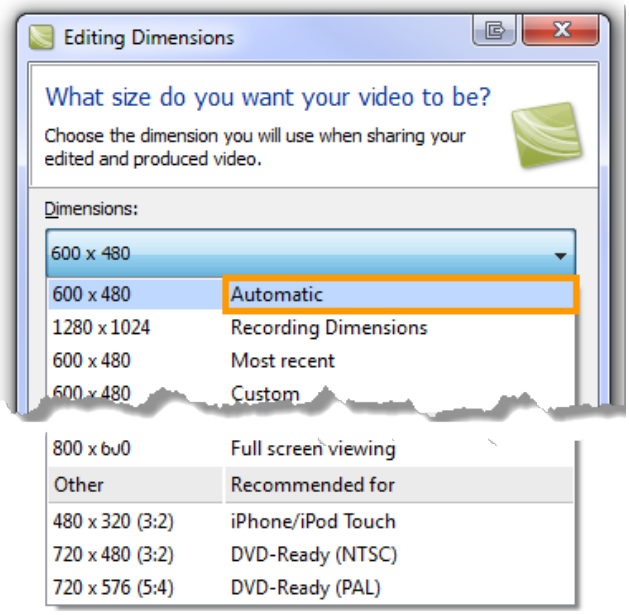
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Edit with Camtasia Studio

Before you begin editing, remember that you do not need to use every editing feature. As you continue through this project, you may skip one or more of these steps.

1. Editing Dimensions: When the first clip in a new project is placed on the timeline the Editing Dimensions window appears. You can select from a variety of editing dimensions that should coordinate with how you plan to produce your final video.

   For this exercise, select the Automatic preset. Then click OK.



2. Save your project. A Camtasia Project (.CAMPROJ) is separate from the Camtasia Recording (.CAMREC), so it needs to be saved separately. Go to File > Save Project As... Save this file inside the same folder where you saved the Camtasia Recording.

.Camrec vs .Camproj

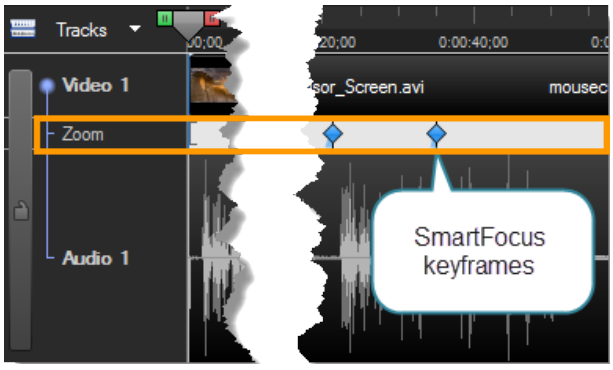
.camrec (Camtasia Recording)

The raw recording that you create with the Camtasia Recorder. It is used by Camtasia Studio and contains the video you recorded and other information that can be used by Camtasia Studio. The .camrec file can be placed on the timeline once, or multiple times, and in other Camtasia Studio projects. Since Camtasia Studio is a non-destructive editor [meaning any changes you make do not change the original files] any changes to the .camrec on the timeline are not reflected in the .camrec but in the .camproj instead.

.camproj (Camtasia Studio Project)

The project file for Camtasia Studio. It keeps track of the media in the Clip Bin and on the timeline, including any edits. It allows you to save your project. You must save your project as a .camproj if you want to maintain your edits and make other changes later.

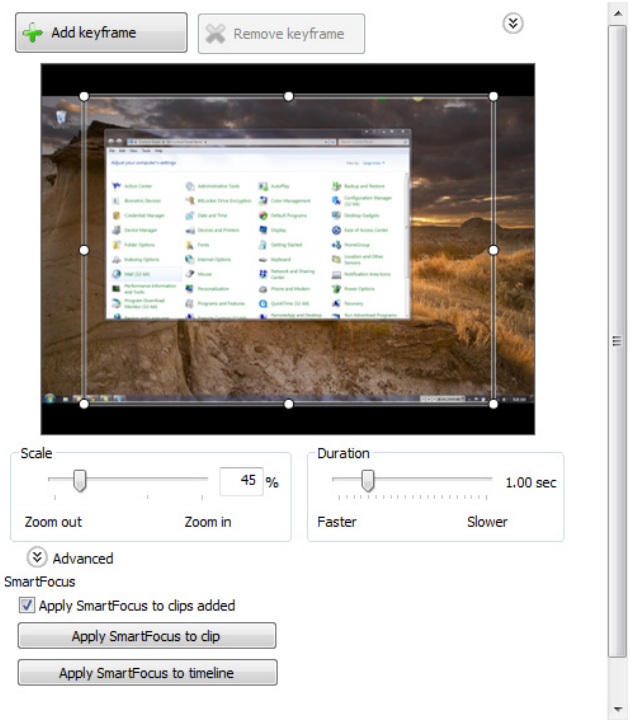
3. Zoom Keyframes: You should now see zoom keyframes (blue diamonds) present on the Camtasia timeline. During the recording process Camtasia gathers data based on your mouse clicks, cursor movement, and other activities. This data automatically applies SmartFocus Zoom-N-Pan keyframes to your timeline.



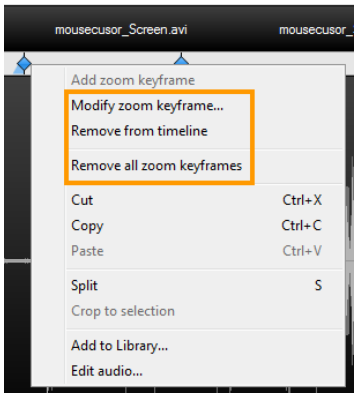
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Edit with Camtasia Studio

4. To edit the zoom level of any keyframe on the timeline, double-click the specific keyframe on the zoom track; or right-click the keyframe and choose Modify zoom keyframe from the context sensitive menu. This opens the Zoom-N-Pan properties window where you can change the scale and duration of each selected zoom keyframe.



You can also delete all keyframes or only selected keyframes from the timeline. Right-click a zoom keyframe and choose Remove from timeline, or Remove all zoom keyframes.



SmartFocus Tips

SmartFocus automatically applies zoom-n-pan keyframes based on your cursor movements.

The number of zoom keyframes that SmartFocus applies to the timeline depends on a number of factors. Here are a few tips for better results:

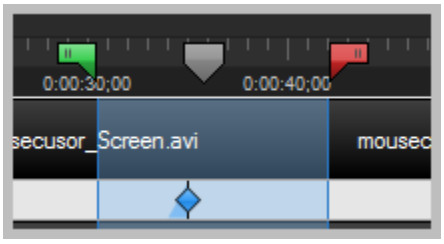
- Use slow, deliberate mouse movements. Do not click or move around the screen too fast.
- Record large dimensions and produce at smaller dimensions to increase the effectiveness of SmartFocus.
- Record clips longer than 30 seconds. With short clips there may not be enough data to effectively apply keyframes. You can manually add Zoom-n-Pan keyframes.
- Keep the mouse cursor close to the area you are talking about or emphasizing, including where you want the viewer to look. Your cursor should remain still for at least a few seconds.
- Keep the mouse cursor close when entering text. SmartFocus may not predict the correct action if you click in a text box, and then move the cursor to the side of the screen.
- Try using the mouse scroll wheel instead of dragging on the scroll bar on long pages. SmartFocus may zoom in on the scroll bar instead of showing the content on the screen.

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Edit with Camtasia Studio

5. Playhead: The playhead indicates the current point of the video you are seeing in the preview window. You can drag the playhead around to different points on the video.

   The playhead has a green inpoint and a red outpoint. You can drag either one to make a selection on the timeline. To bring the playhead back together double click on the gray playhead.



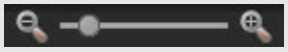
6. Cut: Allows you to remove a section of your timeline. To make a cut, place your playhead at the beginning of your video. Click and drag the red outpoint until you reach the end of the first line of the script, "Enlarging the mouse cursor will help you create better videos, by making it easier for your audience to see your cursor." is highlighted. Click the scissor icon, or use the hotkey control + x.

Cut, Copy and Paste

Did you know in Camtasia Studio 7 you can easily copy and paste sections of your video and objects on the timeline; such as Zoom-N-Pan key frames, callouts, markers, and other objects?

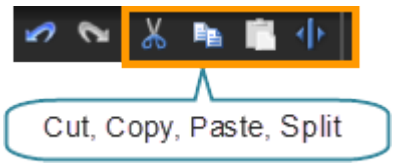
Click on the item, or select a portion of your timeline. Right-click and choose Copy (control + c). Move your playhead to the desired location and right-click and choose Paste (control + v).

Zoom on Timeline



Use the zoom-in and zoom-out slider on the Timeline toolbar to make precise editing easier. You can also hold the Control key and scroll your mouse wheel, or the hotkeys Control key and the + key to zoom-in, or Control and the - key to zoom-out.

7. Split: To split a clip, place the playhead at the location on the timeline where you would like the split to occur. Use the split icon or the hotkey S.



Using split enables you to drag other types of media between these two clips, such as title clips, transitions, still images, or other video clips. You can also delete the clip on either side of the split.

For this project, make a split on the timeline just before line 12 of the script, "Thanks for taking time to watch this video."

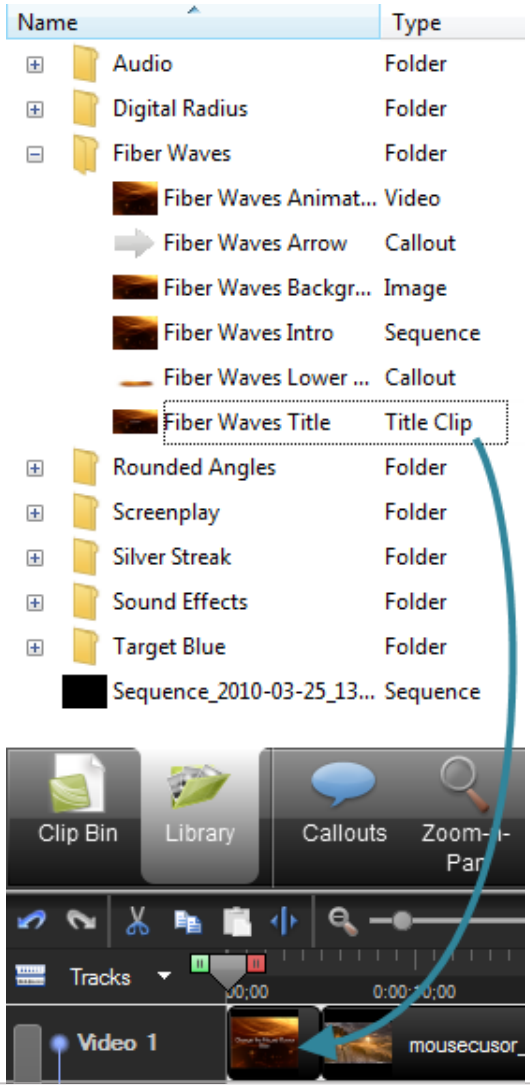
After splitting the clip, right-click on the end clip and choose the Remove from timeline option to remove the clip (or click on the clip and push the Delete key on your keyboard). This trims unwanted video and audio from the timeline.

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Edit with Camtasia Studio

8. Library: The Library comes prepopulated with reusable objects such as intro videos, audio tracks, title slides, callouts and more. You can create and add your own assets as well to the Library. By putting video clips, title slides and audio in the Library you can easily reuse them in other projects. For more details about the Library please check out Camtasia Studio 7's Help file.

   Click on the Library tab just above the timeline. In the Library, if you chose to install the Library files, you should see several folders.



   Double-click the Fiber Waves folder to see or hear a preview of the file.

   Make sure your playhead is at the beginning of the video, then find the Fiber Waves Title Clip and click and drag the file to the beginning of your timeline. You may also right-click on the file and choose Add to timeline. Note that if your playhead is not at the beginning of the timeline, when using the right-click method, the clip is added to the first split after playhead position.

   Once the clip is added to the timeline, double-click the clip. Enter "Change the Cursor Size" in the text field.



More Library Media

Want more media, or media with a different dimension (like wide screen)? Check out our Library Media page. We'll get you started with a variety of content available for free download and use.

http://www.techsmith.com/camtasia/library-media.asp

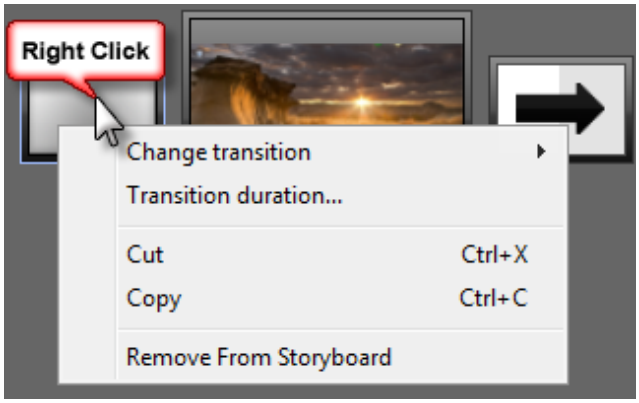
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Edit with Camtasia Studio

9. Transitions: Transitions are effects that help ease the switch between two clips on the timeline. Click the transitions tab to choose a transition for the project.

   Click and drag the Transition of your choice between the Title Clip and your video on the Storyboard. You can only add a Transition between two clips. You cannot put a Transition at the beginning or end of your timeline.

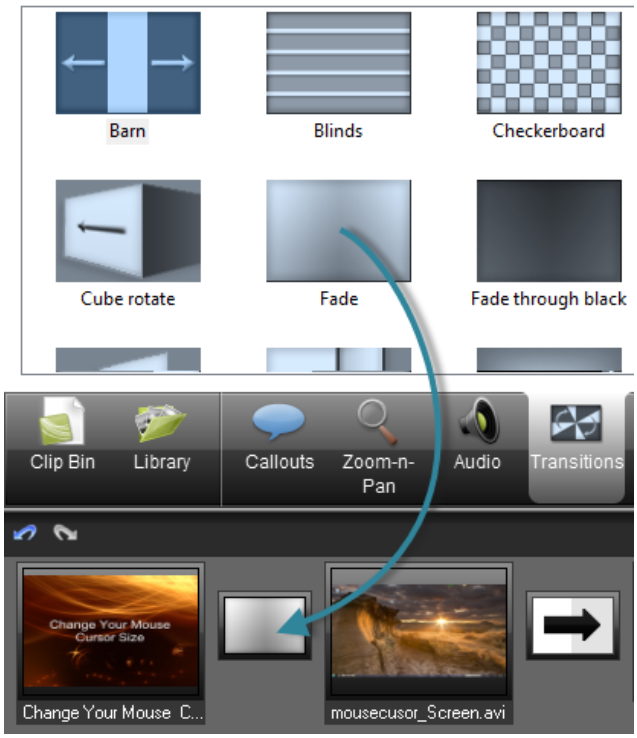
   Right-click the Transition on your timeline and choose Transition duration adjust the length of the transition, and choose Transition duration. Adjust the length to one second.



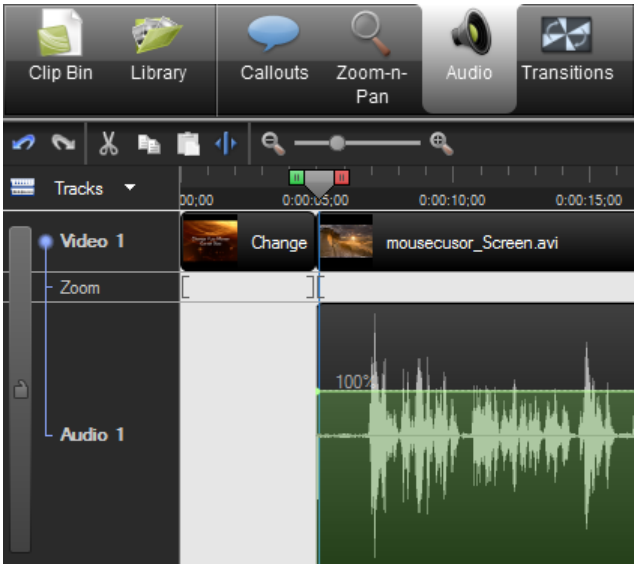
   When you have added your Transition, click the Clip Bin tab to return to the timeline view.

10. Audio Enhancements: One way you can easily improve the quality of your videos is to make sure the audio is clear and easy to understand. Camtasia Studio has a built in noise removal tool. When applied, it can help clean up background noise from audio recordings.

    Background noise comes from computer fans, overhead lighting, ventilation, and other sources. The noise removal tool does not work well for sudden and sharp noises, like a dog bark or a door slamming.



Click the Audio tab. On the timeline you should notice a green layer added over the audio waveform. This can be used to adjust the level of your audio, as well as make other adjustments.

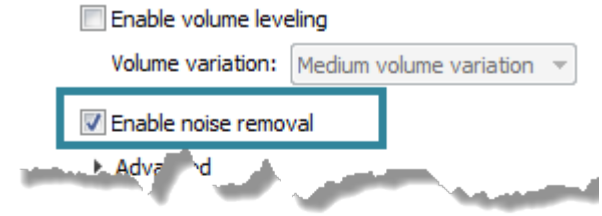


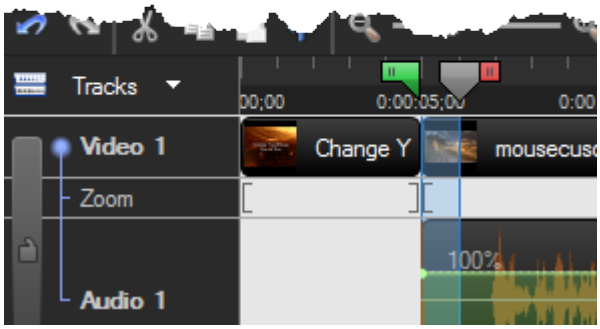
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Edit with Camtasia Studio

Above your timeline, in the audio settings panel, there are several options. For this project we will focus on the noise removal option.

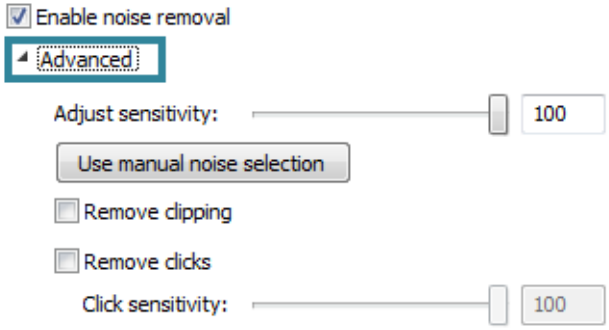
Check the Enable noise removal box. A section of the timeline is automatically selected and noise removal is applied. You should notice that the waveform on the timeline has changed from gray to orange. Once the noise removal has been applied, listen to the audio to hear the results of the noise removal.





If you are satisfied with the results, great, move on to finish the project. If the audio doesn't sound good, or you noticed that the automatic process selected part of your narration, you can manually select a sample of the audio to improve the background noise removal process.

To manually apply noise removal for additional options, click on Advanced in the audio panel.



With the Enable noise removal option checked, use your playhead to select a small portion of your timeline where there is no narration. Look for a flat section in the wave form. You will only need to select a half second (15 frames) to one second. If you select more, you will have too large a sample size, and your results may not be as effective. You may want to zoom in on your timeline to make a precise selection. Once you have your selection on the timeline, click the Use manual noise selection button. The noise removal will reapply. Listen to the audio again on the timeline to hear the results.

For more information about Editing

There are a number of other editing features available in Camtasia Studio that are not covered in this guide. If you want to learn more about audio enhancements, voice narration, camera recording, captions, flash quizzes and much more, then check out the written and video tutorials in the TechSmith Learning Center.

You can visit our Learning Center by going to http://www.techsmith.com/learn/camtasia/7/

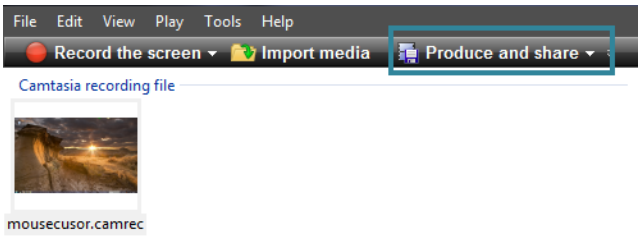
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Produce with Camtasia Studio

Producing your Camtasia Studio recording or project into a sharable format is necessary before sharing your video with others.

Camtasia Studio has multiple predefined production settings, called presets, available. As you become more familiar with Camtasia Studio, try the different outputs and customized settings to find the one that works best for your needs.

1. Click Produce and share, found just above the Clip Bin window.



2. In the drop down menu, the Web preset should be displayed. If not, click the drop down and select the Web preset.



3. Click Next to continue

4. Give your video a name and choose a location to save your produced video.

   Make sure the Organize produced files into sub-folders and Play video after production checkboxes are checked. This helps keep your produced files organized and easy to find.

5. Click Finish to begin rendering your video.

   Note: Rendering time for your videos can vary and depend on several factors. Some include: video length, content type, and computer processor speed.

   Longer videos with lots of motion and a low processor speed can take a long time to produce.

6. When your video finishs rendering, if you selected the Play video after production check box, your video will open in your default web browser for you to preview.

   When you finish previewing the video, close the browser and go back to Camtasia Studio. You can now upload your videos or share them with others for viewing.

Editing Dimensions to Production Settings

When you set your Editing Dimensions during editing, there are several different options. These options correlate directly to the Production Settings.

For example, if you choose the Standard Web editing dimension setting of 640 x 480, the production setting you choose will use the same dimensions. This helps ensure your video maintains the look and feel you created during editing, after the video is produced. If you change the dimensions during production, your video may lose quality.

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Produce with Camtasia Studio

Questions to Ask Before Producing

Here are a few questions you may find helpful to ask before producing your video:

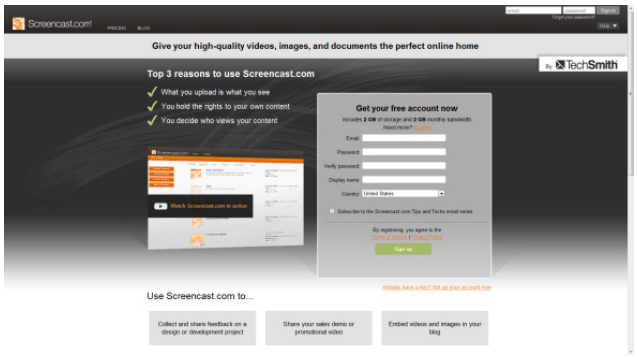
1. Where will people view your video?
2. What formats are allowed where you are posting/hosting your video?
3. What quality level do you want your video to have?
4. When your viewers watch the video, what file size of video are they able to watch without problems? If they have a slower internet connection you may need to adjust how your produce your video.
5. What size do you want or need the video to be? Remember that some websites or web templates may dictate what size video best fits on the screen.

There are a lot of potential options for producing your videos. We recommend that you try out different settings to determine what will work best for your needs.

Each video you create can be produced as many times as you would like, each time with different settings.

Watch this video to learn what settings we use when producing our video tutorials for the Learning Center:

http://www.techsmith.com/learn/camtasia/7/custom-production-settings/



Screencast.com

Need a place to host your videos?

Screencast.com is TechSmith's hosting solution. You can upload directly from Camtasia Studio. You maintain complete ownership and control of your files. You can control who sees your content; individuals or the world. It's your choice.

Screencast.com also maintains the quality level used to produce your videos. Meaning if you upload HD-quality, you and your viewers are able to see HD-quality.

With Screencast.com's free account - you get 2 GB of storage and 2 GB of monthly bandwidth.

You can get a free account through Camtasia Studio. Click on the drop down arrow next to Produce and share and select Share to Screencast.com... In the Production Wizard, click on Sign up for a free Screencast.com account! This will open your default browser and take you to Screencast.com.

Once you have your account, or if you already have one, you can use the Share to Screencast.com production preset each time you want to produce and upload your videos.

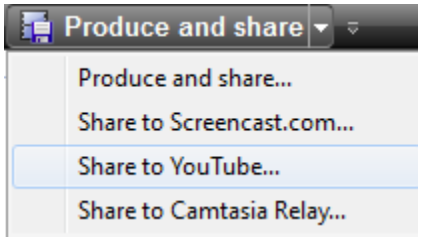
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Produce with Camtasia Studio

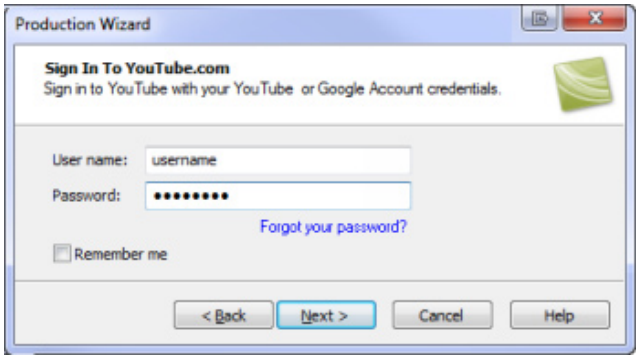
OPTIONAL:
Did you know that you can upload your videos directly to YouTube from Camtasia Studio?

These steps walk you through the basic process:

1. Click the dropdown arrow next to Produce and Share. Find and click the Share to YouTube option.



2. Enter your User name and Password for YouTube. If you do not have a User name and Password, you need to get one from YouTube.com. Once you have entered your information, click Next.



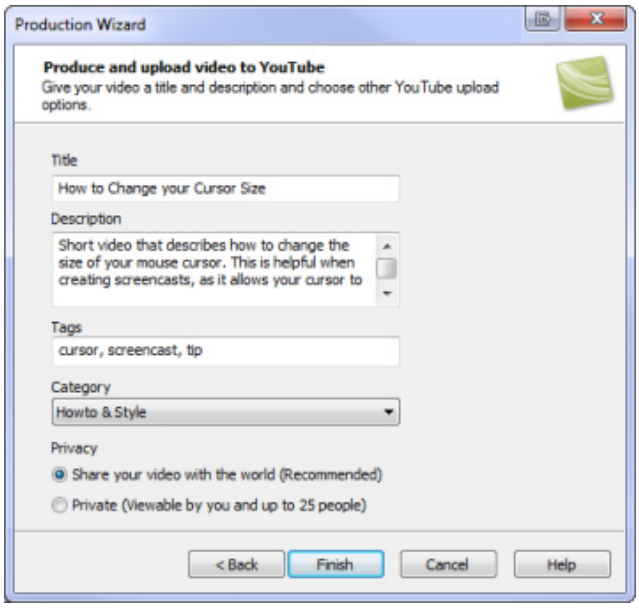
3. After you log in, you can add a Title, a Description, Tags, and Category. You can also choose your Privacy setting. You can either share your video with everyone or make it private. When you have entered the descriptive information, click Finish

4. Your video is rendered and uploaded to YouTube.

Optimized Workflow for uploading to YouTube

To have your videos look great on YouTube, there are few steps you can take to ensure better quality. First, you should record your video with an aspect ratio of 1280 x 720 (or dimensions of the same aspect ratio). Recording, editing, and producing your video with these dimensions helps eliminate black bars when viewing your video.

Once you have recorded your video, use the YouTube editing dimensions, and then use the upload and share to YouTube option to produce and share your video.



For more information about producing and sharing

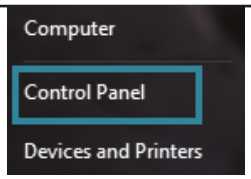
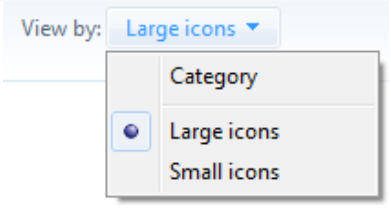
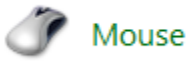
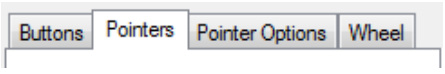
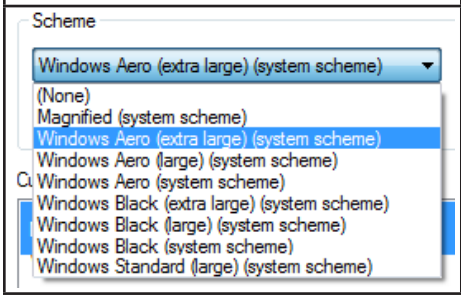
To learn more about sharing your produced video, we recommend you check out the Camtasia Studio Learning Center.

http://www.techsmith.com/learn/camtasia/7/

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Script: How to Change Your Cursor

This is a sample script for use in this project. It also provides an example of how you can create your own scripts.

Actions	Script
NOTE: The icons and process may look slightly different depending on your operating system and settings.	1. Hello and welcome to this video tutorial on how to change your mouse cursor.
	2. I'm going to show you how to change your mouse pointer so that it's easier to see and follow along on your screen.
	3. First click on the Start menu.
	4. Open the Control Panel.
	5. Depending on your operating system, you may need to change your view from Category to an icon view.
	6. Double-click the Mouse icon to open the Mouse Properties window.
	7. Then select the Pointers Tab at the top.
	8. Expand the Scheme drop-down menu and select the Windows Standard (extra large) option from the list.
	9. You'll see a preview of the new pointer arrow in this box.
	10. Click Apply to accept the changes, and OK to close this window.
	11. Your mouse pointer will be much easier to follow during your Camtasia videos.
	12. Thank you for taking time to watch this video.

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Just the Steps: Start to Finish

Record

1. Select the full screen option.
2. Make sure that ability to record audio is turned on.
3. Check that you have the microphone you want to record from selected.
4. Uncheck the Record system audio.
5. Adjust the volume slide so as you speak the indicator is in the yellow/orange range.
6. When you are ready, click the red record button to begin.
7. Wait for the countdown to finish and then record your video.
8. Press F10 or the stop button on the recorder to stop the recording.
9. Preview your video.
10. Choose to Save and Edit, Produce or Delete your video.

Edit

1. Choose the Automatic preset
2. Save your project (.CAMPROJ).
3. Find the zoom keyframes (blue diamonds).
4. As necessary, adjust the zoom-n-pan key frames.
5. With the playhead, select the first line of your script in the video, "Enlarging the mouse cursor will help you create better videos, by making it easier for your audience to see your cursor."
6. Use the cut tool to cut this from your video.
7. Move the play head to just before the last line of your script on the timeline, "Thanks for taking time to watch this video." After moving the playhead, right-click the newly created clip and delete it from the timeline.
8. From the Library, add the Fiber Waves Title Clip to the beginning of the video.
9. Add a transition between the Title Clip and your video. Right-click on the transition to change the duration to one second.
10. Apply the Background Noise removal to your audio.

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Just the Steps: Start to Finish

Produce

1. Click on Produce and share, found just above the Clip bin window.
2. Choose the web preset.
3. Click Next.
4. Give your video a name and choose a location to save your produced video.
5. Click Finish to begin rendering your video.
6. Review your produced video.

Optional Upload to YouTube directly

1. Click the dropdown arrow next to Produce and Share. Find and click on the Share to YouTube option.
2. Enter your User name and Password for YouTube.
3. After you log in, you can add a Title, a Description, Tags, and Category. When you have entered the descriptive information, click Finish.
4. Your video is rendered and uploaded to YouTube.

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