

## Get Stuff Ready

Prior to any recording, here are a few tips to consider:

1. Clean off your desktop so that the recording area is clear from distractions.
2. Open any applications that you plan to record and resize them on your desktop as needed.
3. Prepare a script to read while recording audio. If you plan to record your screen and record audio at the same time, a script can still help you plan out the content to cover.
4. If possible, complete a “dry run-through” of your recording. This will help you to expect the unexpected during the actual recording.
5. Create a folder in a designated area on your computer for saving your files to. (i.e. desktop; my documents; network; etc.)

For this training exercise we will be creating a video tutorial that demonstrates **how to slow down your mouse cursor** on your computer. We will be recording our **full screen**, so make sure that all applications are either closed, or minimized, and that your desktop is visible.

This exercise is designed so that you can follow these steps from start to finish and **record, edit, and produce** a video with Camtasia Studio. A variety of additional written and video tutorials are present on our **TechSmith Learning Center** (<http://training.techsmith.com>) to assist you with performing the many other functions possible with Camtasia Studio.

## Record

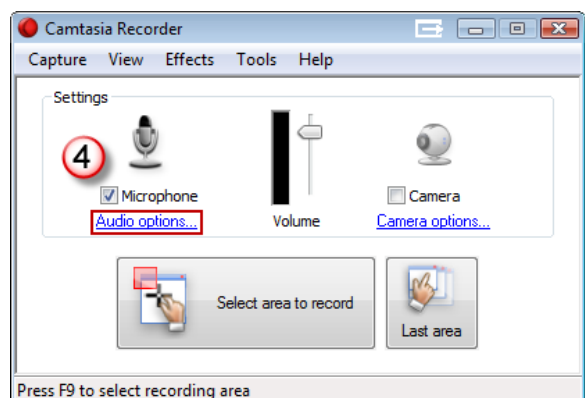
1. Locate and open Camtasia Studio 5.



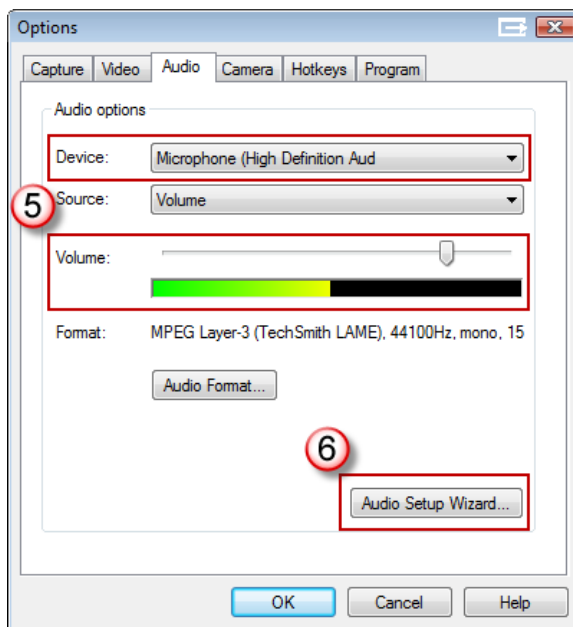
2. Click on the *New Screen Recording* button found on the Welcome Screen.



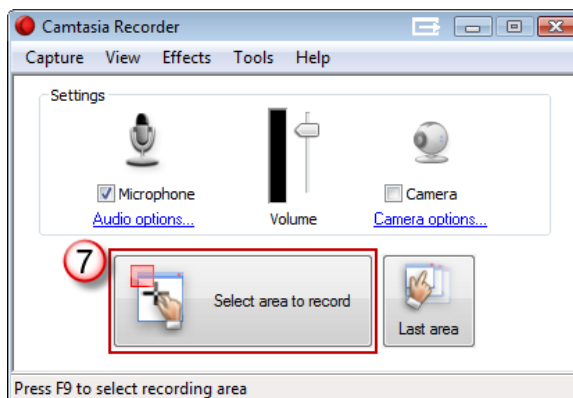
3. The Camtasia Recorder will open while Camtasia Studio minimizes to the Task Bar.
4. Select whether you want to record Audio or a Camera during your screen recording. For this exercise, place a checkmark next to Microphone and click the *Audio options* link to setup your microphone.



5. Select the correct Device from the drop-down menu and speak into your microphone to see if the volume meter is working. Adjust the volume slider so that the color is consistently registering in the yellow/orange color range.

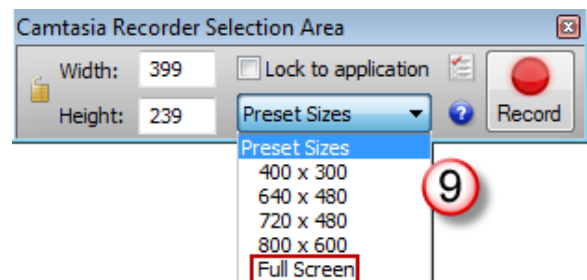


6. If necessary, click the Audio Setup Wizard button for further assistance with setting up your audio input device. Click OK to return to the Camtasia Recorder.
7. Click the Select area to record button.



8. A crosshair tool will appear on your screen. You can click and drag to select an area to record; or for this exercise simply click anywhere on your desktop to select your full screen.

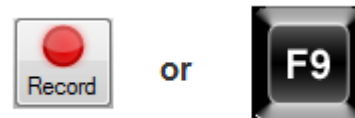
9. A Camtasia Recorder Selection Area toolbar will appear. If you do not have your full screen selected, click on the Preset Sizes drop-down menu and select Full Screen from the list.



10. If you haven't already, locate the prepared script (*near the end of this document*) titled, "How to slow down your mouse cursor".

**Note:** If time permits, it is often helpful to complete a "dry run-through" of the recording prior to recording it live.

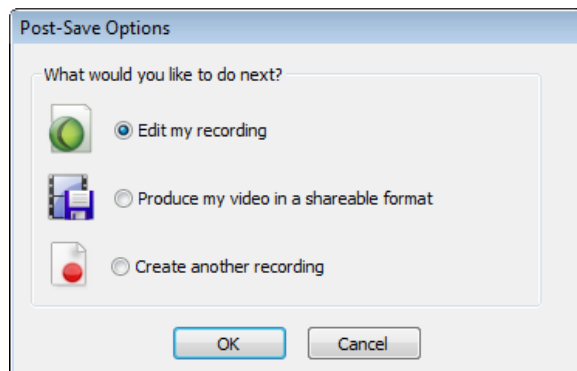
11. When ready, click the Red Record button (or use the hotkey F9) to begin your recording. Read through the script and complete each action on your screen as it states.



12. When finished, press F10 on your keyboard to stop the recording.

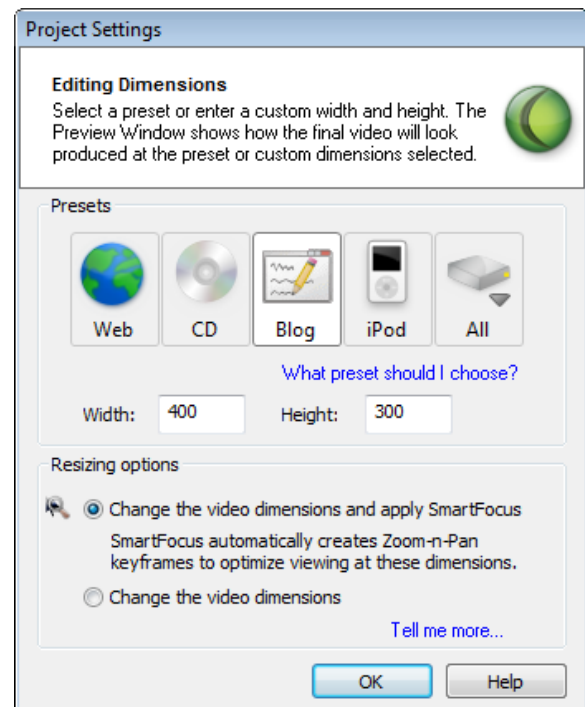


13. A Preview Window will open and begin playing back your recording. If you like it, click the Save button and give your recording a name (i.e. mouse) and save this file to the desired location on your computer. **Note:** It is preferred that you create a folder on your computer for each video project that you complete and save all related files inside this folder.
14. After saving your Camtasia Recording (.camrec) you will be prompted with a Post-Save Options window. Choose the radio button next to “Edit my recording” and click OK. This will launch Camtasia Studio and place your Camtasia Recording in the Clip Bin as well as on the Timeline.



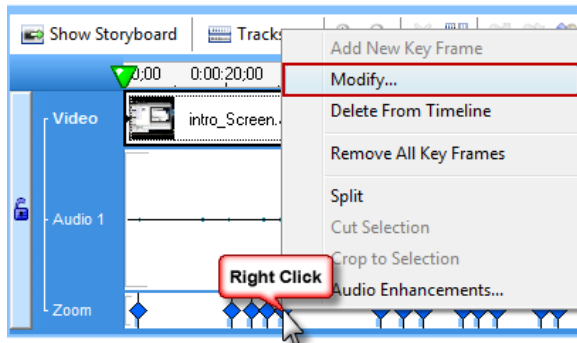
## Edit

1. **Project Settings:** Whenever the first clip in a new project is placed on the timeline a Project Settings dialog window appears. Here is where you can select from a variety of editing dimensions that will most likely coordinate with how you plan to produce your final video.

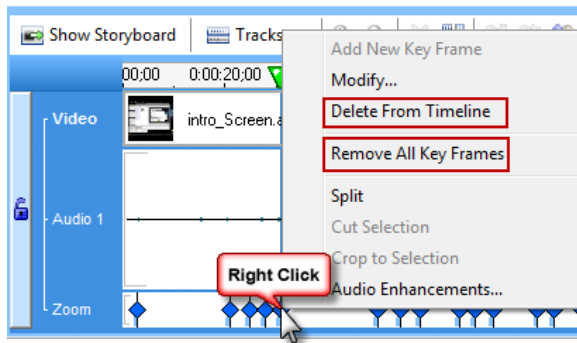


2. For this exercise, let's select the Blog preset with dimensions of 400x300, and select the radio button next to 'change video dimensions and apply SmartFocus'. Then click OK.
3. **Zoom Keyframes:** You should see a number of zoom keyframes present on the timeline now. These are keyframes that were recorded during the recording, and were gathering data based on your mouse clicks, cursor movement, windows opening, text entry, etc.

4. To edit the zoom level of any keyframe on the timeline, either double-click the specific keyframe on the zoom track; or right-click the keyframe and choose modify from the context menu.



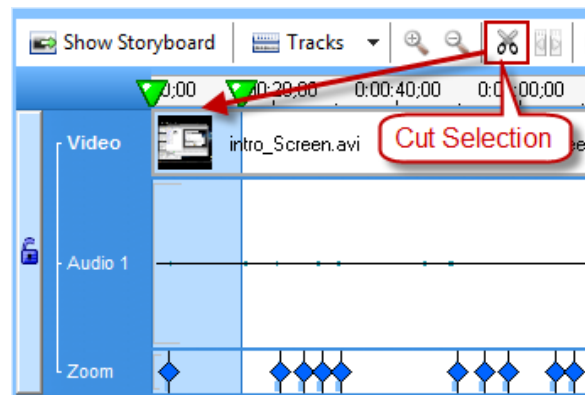
5. This will open the zoom-n-pan properties window where you can change the scale, duration, etc. of the selected zoom keyframe.
6. You can also delete selected zoom keyframes from the timeline, or remove all keyframes from the timeline, by right-clicking a zoom keyframe and choosing the correct option from the context menu.



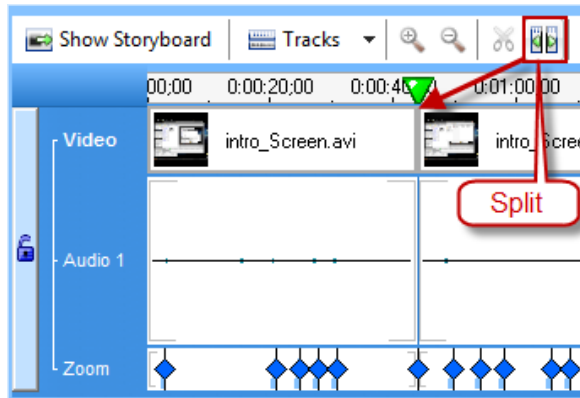
The number of zoom keyframes that SmartFocus applies to the timeline is dependent on a number of factors. One example refers to 'recording big and producing small'. When recording at large dimensions (1024x768) and editing / producing at much smaller dimensions (400x300) more zoom keyframes will be present on the zoom track.

Other factors are: slow mouse movements during recording; and placement of cursor in the area of focus on the screen.

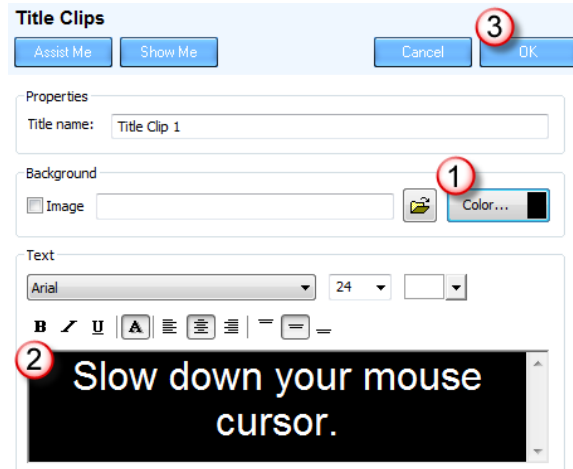
7. **Cut and Split:** Two of the most common editing features on the timeline are the Cut and Split. To make a cut, click and drag your mouse over the area of the timeline that you wish to get rid of. With the selection made, click the Cut icon to remove the selected area from the timeline.



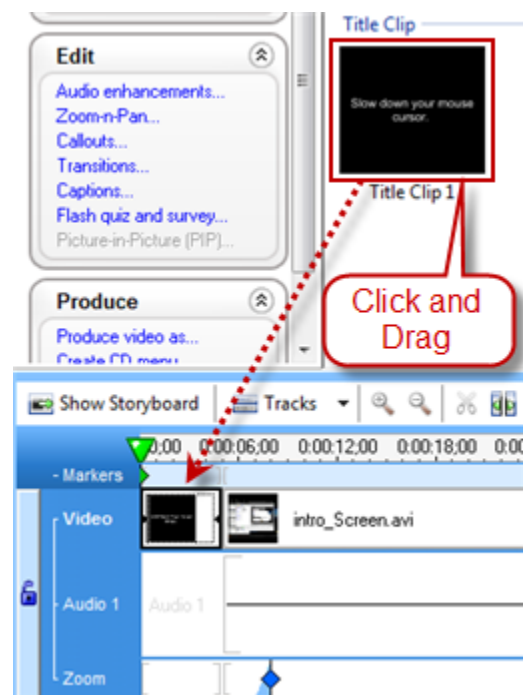
8. To split a clip into multiple clips, place the seek bar in the location on the timeline where you would like the split to occur. Click the Split icon and you now have multiple clips. This enables you to drag other types of media between these two clips; such as title clips, transitions, still images, or other Camtasia recordings.



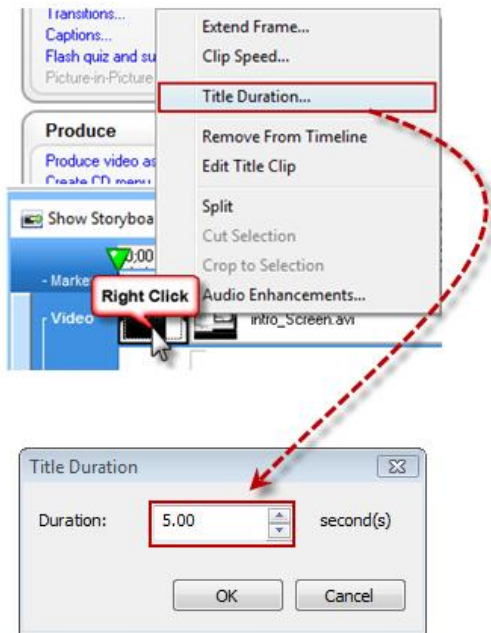
9. **Title Clips:** Title clips are a great way to introduce your video or individual topics being presented. Title clips can be added to the beginning, end, or between any two clips on the timeline.
10. We will add a Title clip to the beginning of this video exercise. Click the Title clips link under the Task List.
- 10.1.1. Choose a background color for your title clip.
  - 10.1.2. Enter the text inside the text box field and edit it as needed.
  - 10.1.3. Click OK to return to the main screen and view your title clip inside the Clip bin.



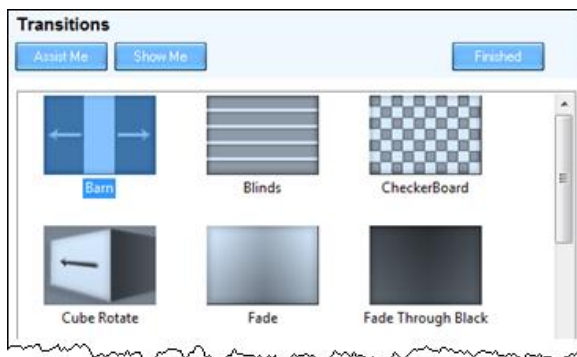
11. Drag the title clip from the clip bin to the beginning of the timeline.



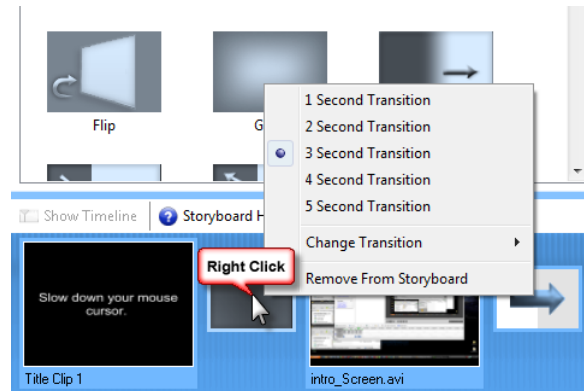
12. Edit the duration of the title clip by right-clicking the title clip on the timeline and choosing Title Duration from the context menu. Enter in the duration of your choice and click OK to see your changes.



13. **Transitions:** Transitions are effects that move from one clip to another on the timeline. Click the Transitions link under Task List to see a variety of Transitions to choose from.



14. Click and drag the Transition of your choice between the two clips on the storyboard. Right-click the transition to adjust the duration, as well as to view other options from the context menu. Click the Finished button to return to the Timeline view.



15. **Save your .CAMPROJ:** The Camtasia Project is separate from the Camtasia Recording, so it needs to be saved separately. Go to File > Save Project As... and save this file inside the same folder where you saved the Camtasia Recording (.CAMREC).

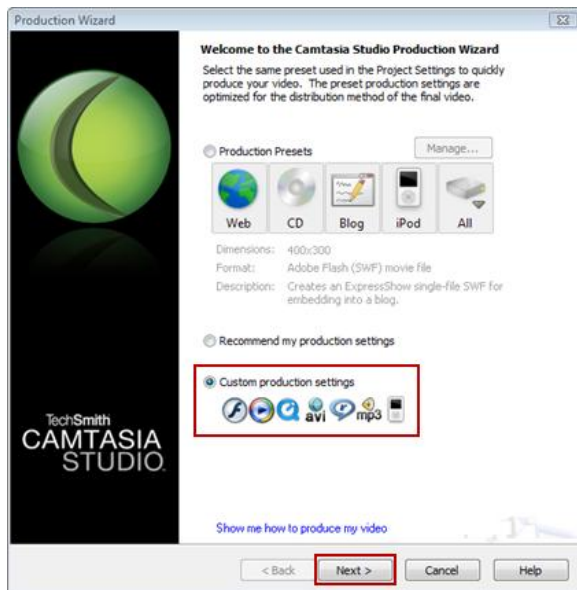
There are a number of other editing features available in Camtasia Studio, but we simply don't have time to cover all of them in this exercise. If you want to learn more about audio enhancements, voice narration, camera recording, callouts, captions, flash quizzes and so much more; then you can find many written and video tutorials on our TechSmith Learning Center. You can visit our Learning Center by going to <http://training.techsmith.com>.

## Produce and Share

Producing your Camtasia Studio project into a sharable format is necessary in order to share your video with others. Camtasia Studio offers a variety of video formats to choose from when producing your video projects.

There are 3 different paths to take to produce your Camtasia Studio video from within the Production Wizard; and we are going to follow the Custom Production Settings path for this exercise.

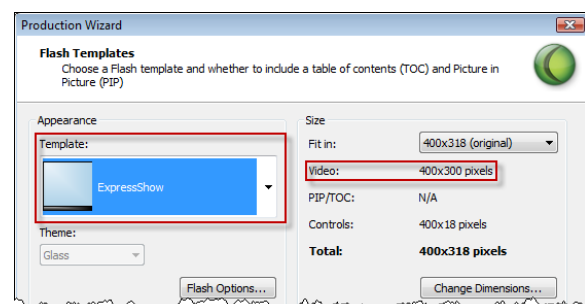
1. **Produce Video as...:** To begin the production process, click on the Produce video as link located under the Task List. This will launch the Production Wizard. Choose the Custom Production Settings option and click Next.



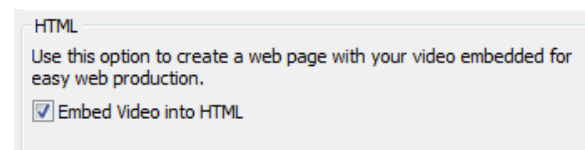
2. Choose the Flash (SWF/FLV) output on the next screen and click Next to continue through the Wizard.



3. Select the ExpressShow Template from the drop-down menu, and make sure that the Video size lists the dimensions as 400x300. This will match the original editing dimensions that we selected in the Project Settings. Click Next to continue.

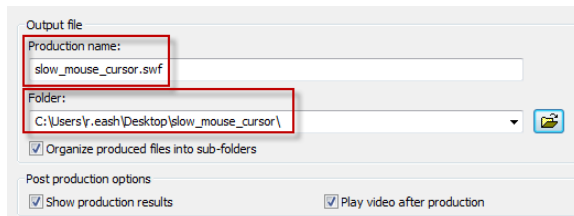


4. On the Video Option page, make sure that the box is checked next to *Embed Video into HTML*. Everything else can be left at the default settings. Click Next.

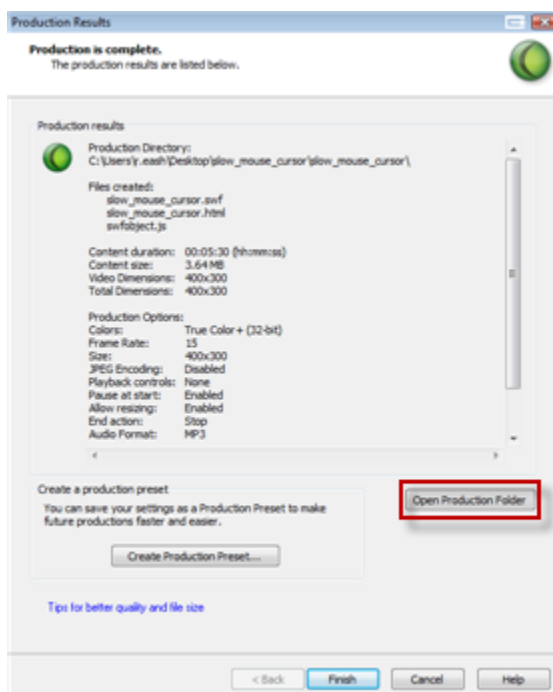




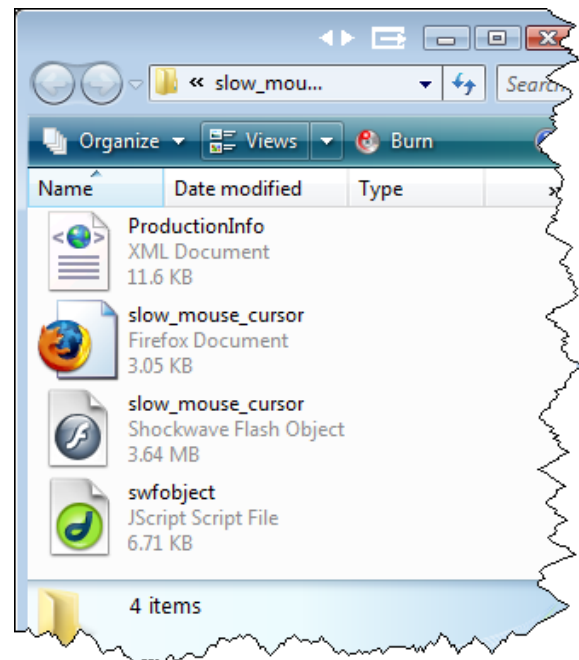
- On the final page of the Wizard, give your video a name and choose a location to save your produced video. I recommend saving the final video in the same folder where the .camrec and .camproj is saved.



- When the project is finished rendering your web browser will launch for you to view your produced video.
- Your produced video files are located inside the production folder. Click the *Open Production Folder* button to open and view the produced video files.



- These are the files that you will use to share your video with others.



- ExpressShow is the type of Flash (SWF) video file that was produced in this exercise. This is a self-contained, single video file that has the controller bar built into the SWF. An ExpressShow can be fully customizable; meaning that you can add your own images and/or text to many areas throughout the video.

You can view a series of written and video tutorials that will walk you through how to customize your own ExpressShow videos by visiting our Learning Center.

<http://training.techsmith.com>



## Script for: How to slow down your mouse cursor

1. In this video, we are going to show you how to slow down your mouse cursor.
2. Slowing the cursor down will help you create better videos by forcing you to record a little slower. It will also make it easier for your viewers to follow the cursor on the screen.
3. To slow down your cursor, first Click on the Start Menu.
4. Click on Control Panel.
5. When the Control Panel opens, double-click the Mouse icon.



6. This will open the mouse properties window. Click on the Pointer Options Tab.
7. At the top of the Pointer Options tab is the section to adjust the pointer speed.
8. Adjust the slider to your preferred speed. You should notice an immediate effect on the speed of your cursor.
9. Click OK to close this window.
10. And you have now successfully adjusted the speed of your cursor.

## References

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| Learn more on how to use Camtasia Studio or other TechSmith products  | <a href="http://training.techsmith.com">http://training.techsmith.com</a>   |
| Getting Started Tutorials   | <a href="http://www.techsmith.com/learn/camtasia/getting-started/">http://www.techsmith.com/learn/camtasia/getting-started/</a>                                       |
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