

TechSmith® CAMTASIA STUDIO®

Getting Started

Welcome to Camtasia Studio. This foldout guide will provide tips and tricks for getting the most out of Camtasia Studio. You will also find some overview information on the main processes including Recording, Editing, Production, and Distribution. We hope you enjoy Camtasia Studio!

Before You Record: Some Video Best Practices

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Be Patient

A 1-minute video can take 2 or 3 minutes to record for an experienced user, while a beginner might need 30 minutes or longer to get it right.

Practice, Practice, Practice

How much and how often you practice is the key to creating professional videos. It takes practice to learn how to correctly move the cursor or open applications so they appear in the recording area. Also practice to get the positioning of the Recorder, browser window, and other applications just right.

Create a Recording Standard

For example, will your videos highlight the cursor? Will you highlight mouse clicks and what color will they be? Will you record keyboard sounds? Will you have a watermark?

Clean-Up

Camtasia Studio records anything on your screen. To ensure you get the best videos, clean up your browser and desktop by closing or removing non-essential applications, browser toolbars, and desktop icons. Use a plain background on your desktop, not busy wallpaper.

No Pop-Ups!

If you're recording Web pages and don't want the video to include pop-up windows, use a pop-up blocker or the browser's built-in pop-up blocker to turn them off.

Make Multiple Short Clips Using Camtasia Recorder

In Camtasia Studio, you can join these short clips together into a longer video. Make sure to use the same dimensions for each clip. For easier editing, leave plenty of time between takes.

Watch the Mouse

Normal mouse and cursor movements can appear jerky, hesitant, or too fast in the recording. To eliminate some of these problems, practice using the mouse around the screen in a slow, fluid motion.

Getting Great Audio: 8 Tips for Success

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1. Use a USB Microphone

These provide better sound, use fewer computer resources, and record far better audio than an analog microphone connected to your computer's audio card.

2. Practice Using a Microphone

Experiment with different volume levels and placement. Six inches from the microphone is usually good to record full tones but not so close that other noises interfere.

3. Record in a Quiet Location

Any microphone can pick up nearby noises. Most office areas have a lot of background noise that you may not notice. Take a second and listen. What do you hear?

4. Block the Computer's Humming Sound

Build a small box lined with foam to put your microphone in as you record, use pillows or blankets to muffle the noise, or cover your head with the blanket (this actually works very well).

5. Use a Script

A script helps you produce the best sounding audio by allowing you to avoid mistakes or saying "um" or "uh". If you do not want a formal presentation, an outline can help reduce some mistakes.

6. Project and Enunciate

This helps your voice recording sound clear and crisp on replay. Imagine that you are addressing a small audience in a large room.

7. Monitor the Audio Level as You Record



The green to yellow range indicates normal. Orange to red warns you are close to over-modulated input. Best sound quality occurs when audio level bar is kept in the green to very light orange range.

8. Use the Audio Enhancements Option

Audio Enhancements allow you to enhance the audio tracks by evening out volume levels and removing noise.

It's Always Polite to Share

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Camtasia Studio allows you to reach a broad audience and provides multiple ways to distribute your videos. Camtasia Studio Project Settings and SmartFocus

allow you to quickly change video dimensions for different destinations.

Publish a Video for Web Distribution

Create a Flash file (SWF or FLV) for easy upload to the Web. Flash delivers very high-quality video at a small file size and plays in most Web browsers.

CD-ROM-Ready

Produce your video in a CD-ready format that auto-runs on the viewer's PC.

Blog All About It

Use Camtasia Studio to provide a seamless site visit to your users. Why take them away from the post or the blog to watch a video? Create an ExpressShow single-file SWF for simple embedding into a blog.

Output Directly to iPod or iTunes Format

Produce your video as an iPod video file including the correct dimensions and encoding.

Navigation

Simplify navigation for viewers—include a clickable table of contents (TOC). Use Camtasia Studio to create a TOC within a **single video**. To provide a TOC for a **series of videos**, use Camtasia MenuMaker or Camtasia Theater.

Default Production Presets to Get You Going

Camtasia Studio provides several default presets and dimensions for several commonly-viewed video formats.

Preset	Dimensions (in pixels)	File Type
Web	640x480	ExpressShow (Single SWF)
CD	800x600	AVI
Blog	400x300	ExpressShow (Single SWF)
iPod	320x240	M4V

But Wait...There's More! Two Exciting Options

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TechSmith ExpressShow

ExpressShow creates a single SWF file that contains the recording and all customizable information such as logo placement, table of contents, and more. ExpressShow works best for recordings viewed on the Web, approximately 30 minutes or less in length, without a great deal of motion.

ExpressShow Capabilities

- ✓ Customize the new glassy interface in multiple places.
- ✓ Produce a single SWF output for easy upload.
- ✓ Automatically include an additional iPod or .MP3 file for download. Size and personalize the new About box.
- ✓ Use a floating or minimized table of contents.
- ✓ Loop to a specific frame at the conclusion of the video.

Access the ExpressShow Production Options

1. In Camtasia Studio, click **File > Produce Video As**.
2. Select **Custom Production**. Click **Next**.
3. Select **Flash**. Click **Next**.
4. Select **ExpressShow** with or without a table of contents (TOC).
5. Click the **Flash Options** button.

Upload to Screencast.com

Camtasia Studio provides a fully functional hosting space for your videos. Screencast.com provides built-in RSS and iTunes functionality, so you can deliver videos directly to your viewer's desktop or portable media player.

With seamless integration between Camtasia Studio and Screencast.com, sharing your videos, screencasts, and more is just a click away. At the end of the Production Wizard or from the Camtasia Studio File menu, you can choose to upload your videos to Screencast.com.

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What Video File Format Should I Use?

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TechSmith ExpressShow (Single Flash SWF)

If you have: Screen recording with low-motion screen capture content like PowerPoint, Web demos, and software demos. No Picture-in-Picture (PIP), animation, or transitions.

Where it shines: Custom branding. Condense rich presentations into a single file. Ideal for Web distribution.

What you get: A video compatible for viewing on different browsers and operating systems.

Adobe® Flash FLV

If you have: Screen recording with PIP, full-motion video, camera video, or lots of motion on the screen.

Where it shines: Smaller file size than SWF. Retains the highest quality. You can edit in other video editing programs. Ideal for Web distribution.

What you get: The production process also creates an HTML file that references the produced FLV file. To properly play the movie file, launch the HTML file in a Web browser.

iPod® / iTunes® (M4V)

If you have: Any screen recording. For best results use SmartFocus.

Where it shines: Camtasia Studio automatically formats the video to ensure you get the correct dimension and encoding.

What you get: A Quicktime (M4V) video specially formatted to play on an iPod or in iTunes.

Windows Media® Video (WMV)

If you have: Longer screen recording with higher motion.

Where it shines: Produces very small file sizes even if the videos contain real-world photography, dithering or gradient fills. Good for Web delivery.

What you get: Videos that play in Microsoft's Windows Media Player – either streaming or locally from the hard disk.

AVI

If you have: Screen recording large in size, high motion, PIP, animation, camera video, or transitions.

Where it shines: Highest quality video possible. You can edit in other video editing programs. View from CD, DVD, hard drive, or network.

What you get: AVI file ready to use with DVD authoring software.

SmartFocus allows you to quickly change video dimensions for different destinations. Available in the editing process, SmartFocus automatically generates zoom-n-pan key frames to optimize viewing at any dimension.

SmartFocus collects data about the actions completed and the cursor movement in the recording. SmartFocus predicts where to add zoom effects, saving you time to manually find and insert all the frames to zoom or pan.

Recording Tips For SmartFocus

Record at full screen, produce at a smaller dimension.

For example, record a full screen application and produce the final video for distribution on the iPod.

Hover the mouse cursor where you want the viewer to look.

Keep your mouse cursor still on the area of focus in the recording. For example, if you want the viewer to see a hyperlink, place the mouse cursor on or near that area as you speak and then click.

Do not “talk” with the mouse cursor.

Do not move the mouse cursor across the screen as you speak. Try to keep the mouse cursor in the area of focus in the recording.

Keep the mouse cursor close when entering text.

If you want the viewer to see what you type into the text box, keep the mouse cursor in the text box.

Use the mouse scroll wheel (if applicable).

Try using the mouse scroll wheel instead of clicking and dragging on the scroll bar. SmartFocus may zoom in on the scroll bar instead of showing the content being scrolled.

Record clips longer than 30 seconds.

SmartFocus is optimized for recordings longer than 30 seconds. For shorter clips, you can manually add zoom-n-pan key frames.

Slow down.

Use slow, deliberate mouse movements. Do not click around the screen too fast.

Record a PowerPoint Presentation

1. In Camtasia Studio Task List, choose **Record PowerPoint**.

2. Open a PowerPoint presentation to record. The recording toolbar appears (In Office 2007, in the Add-Ins tab):

3. To record narration, click **Record Audio**.
4. To record camera video (Picture-in-Picture), click **Record Camera**.
5. To preview the camera stream as you record, click **Camera Preview**.
6. To begin the recording, click **Record**. The slide show appears with the recording in paused mode.
7. Click the **Click to begin recording** button in the lower right-hand corner. If you are recording the camera, the camera initialization dialog will show momentarily.
8. The recording begins immediately. Move through the PowerPoint presentation slides as you normally would.
9. At the end of the presentation, press the **Esc** key to end the recording.
10. A prompt asking to stop recording or continue appears. Click **Stop recording**.
11. A prompt to save your work as a Camtasia Studio recording file (CAMREC) appears. You can make changes later, during editing.
12. Name this project and click **Save**.

PowerPoint Presentation Creation Tips

Use these PowerPoint best practices to get the very best results when recording and sharing your presentation.

- ✓ Best Font: 32 Arial
- ✓ Use Sans Serif Fonts
- ✓ Use High Contrasts:
 - * Light background with dark font
 - * Dark background with light font
- ✓ Use Simple Backgrounds
- ✓ Spell Check Before Recording
- ✓ Use the Notes Option
 - Notes import into Camtasia Studio as captions.*
- ✓ Use Title Placeholders
 - Text will import into Camtasia Studio as Table of Contents Markers.
- ✓ Use Well-Cropped Images
- ✓ Use Simple Animations
- ✓ Transitions Between Slides
 - * Add them in PowerPoint not Camtasia Studio.
 - * Use the same transition throughout the entire presentation.

Recording How To's

Camtasia Recorder captures cursor movements, menu selections, pop-up windows, layered windows, typing, and other items you see on the screen. Choose to record applications, your computer's desktop, Web sites, and much more. Camtasia Recorder saves the screen recordings as Camtasia Studio recording files (.CAMREC) or as Audio Video Interleave files (.avi) to import into a Camtasia Studio project file (.CAMPROJ) for editing and production.

Record with a Preset Size

1. From the Welcome screen click **New Screen Recording.**
-or- in Camtasia Studio, click **Make a Recording.**
2. Choose **Audio** options.
3. Choose **Camera** options.
4. Click the **Select Area to Record** button or press <F9>.
5. Choose the entire desktop. When you hover over the desktop border, a border appears around your whole monitor.
6. The **Camtasia Recorder Selection Area** options appear. Click the **Record** button or press <F9> to begin recording.



Select an Area to Record



When you click the **Select Area to Record** button you have three choices for selecting the area to record:

- Full Screen select:** Click your desktop. When you hover over it, a border appears around your whole monitor.
- Window select:** Hover over any window, and the area that will be recorded is highlighted in red.
- Region select:** Drag the cursor anywhere to select a region for recording.

Recording Resizing Tips



To maintain the aspect ratio of the recording area as you resize it, click **Lock** icon.

Before resizing windows or applications, check the **Lock to application** option to lock the recording area to the active window. As you resize the recording area, the window or application also resizes.

To move the position of the recording area on the screen, click inside recording area and drag it to a new location on the screen.

Save a Recording

1. First **Stop** the recording. The Camtasia Recorder Preview appears. Click **Save.**
2. The *Save Recording* dialog box appears. Enter a File name and location.
3. Click **Save.** The *Post-Save Options* dialog box appears.
4. Select an option and click **OK.**



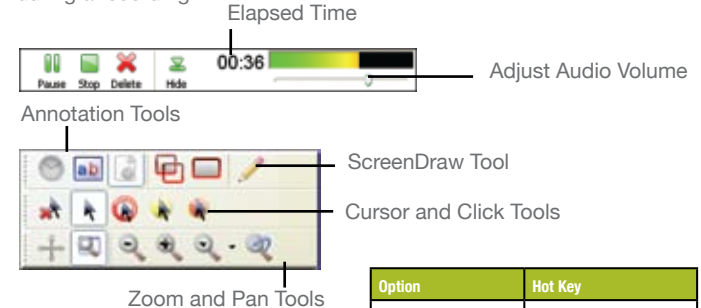
Edit my recording: The recording file appears in the Clip Bin and the Timeline in Camtasia Studio, ready for you to edit.

Produce my video in a shareable format: Opens the Production Wizard in Camtasia Studio to produce the recording file into a shareable format.

Create another recording: Opens Camtasia Recorder to create a recording.

The Recording Toolbar

The Recording toolbar appears below the recording window during a recording.



Recorder provides several toolbars. Enable a toolbar from the **View** menu.

Option	Hot Key
Record	<F9>
Stop Recording	<F10>
Add Marker	<CTRL + SHIFT + M>
Screen Draw	<CTRL + SHIFT + D>

Camtasia Studio Overview and Basic Tasks

When you first begin to work with Camtasia Studio, you are in Timeline view. Several components reside within the Timeline view including the Task List, Timeline, Task Area, and Preview Area.

A. Main Toolbar



B. Clip Bin

Media files are stored here for easy access. Drag a clip from the Clip Bin to the Timeline to include it in the video. When you save the project, you also save all clips within the Clip Bin.

C. Clip Bin Views

You can use several different views to organize the clips. By default, the Clip Bin view is **Thumbnails Shown in Groups**. Right-click on any background white space, and choose another view or sorting order from the context menu.

D. Task List

Begin most tasks by selecting an option in the Task List. To access any task, click on a task with the mouse cursor. The properties page appears.

E. Preview Area

Double-click on clips within the Clip Bin to view before you add them to the Timeline.

As you move through the video on the Timeline, the Preview Area keeps pace with the seek bar, displaying the current frame.

As you add **Voice Narration**, the clips on the Timeline play in the Preview Area so you can narrate in real time for perfectly synched audio.

When editing Callouts in the Callouts Properties task pane, make size and position adjustments directly inside the Preview Area. The Preview Window shows how your final video will look produced at that size.



The Project Settings define the editing dimensions and resizing options for your video

F. Playback Control Toolbar

Use the **Playback Control** toolbar to move throughout the clips in the Clip Bin and the video on the Timeline or Storyboard.

The **Time Status** bar lets you know exactly where the seek bar is on the Timeline in the context of the entire video laid out on the Timeline.

G. Timeline

Use to assemble screen recordings, still images, audio files, Callouts, Title Clips, Markers, and other forms of media.

Collectively, the media files placed on the Timeline are called Clips. On the Timeline, control the timing of each clip, add or remove clips, edit frames, add sound and more.

Callouts

Add a Callout to the Timeline so when the video is produced, the image appears within the video. Callouts are graphics that come in different shapes and styles. You can customize a Callout's color, font, opacity, size, text, and more.



Add a Callout

Click **Callouts** in the Task List. Within the *Callouts Manager* task page, click the **Add Callout** link. The *Callout Properties* task page appears. Select the Callout shape, choose color, add text, apply the behavior properties. Click **Finished!**

Add a Blur Callout

Blur Callouts mask or hide confidential or sensitive information that might be in a screen recording. Add a blur the same way that you add a Callout. When selecting the shape, choose **Blur Callout**.

Add a Custom Callout

You can add a custom Callout by importing your own graphic. In the Callout Properties task page click the **Custom Callouts** button. Click the **New Custom Callout** button. Find the image and click **Open**. Apply any properties and click **OK**. The new callout is added to the last position in the Callout Type dropdown list.



Script or No Script?

If you don't want viewers to hear unnatural pauses, occasional stutters, and mispronunciations, you may need a script.

Recording with a Script

When using a script, record the screen first (without the audio) using the script as a guide. Edit the video in Camtasia Studio while reading the script out loud until the vocal timing seems right. Then, record the audio as a separate WAV file using Camtasia Audio Editor as the video plays along in Camtasia Studio. Import the final WAV file into Camtasia Studio and place on the Timeline. The two files will sync up.

Scripting Tips

1. Think through the actions to capture, and write them down in sequential steps.

2. The script should contain the exact words to record. Avoid using repetitive phrases or words, long pauses, or hesitations in the narration.
3. Include an overview of the recording in the first line or two of the script.
4. Print the script in large type to make it easy to read while recording.
5. To eliminate the sound of paper shuffling, tape the script pages together and hang them near the monitor so they are easy to read.

Title Clips

Use a Title Clips to add a Graphic and/or Text:

- Before a clip on the Timeline to act as a title.
- Between clips on the Timeline to function as a chapter heading.
- At the end of the video to feature your credits or other information.

Create a Title Clip

Choose the **Title Clips** link in the Task Pane. The Title Clips Properties task page appears. As you create the Title Clip, the Preview Area updates with the changes.

A Title Clip appears in the Clip Bin after creation. Drag the Title Clip down to the Timeline to include in the video.

Create a Custom Title Clip

To use an existing image as the background for a Title Clip: In the *Title Clips Properties* task page, click the **Browse** button in the Background group box. Find any BMP, GIF, JPG, or PNG image file. Click **Open** to update the image file to the Title Clips task page.

You can right-click on a Title Clip to edit it within the Clip Bin. From the context menu, choose **Edit Title Clip**.

Important: Edits made to Title Clips within the Clip Bin **do not** update any instances of that Title Clip already on the Timeline.

Flash HotSpots

Flash HotSpots add Flash interactivity to a Callout within a produced Flash movie.

Use a Flash HotSpot to make chapters in the video or to take the viewer to a Web site after they finish watching the video.

Adding a Flash HotSpot

In the *Callout Properties* task page, add the desired Callout to the Timeline. Enable **Make Flash HotSpot** option. Click **Flash HotSpot Properties** button. Apply the HotSpot properties and click **OK**.

Option	Description
Pause at end of Callout	The viewer must take some action in order to continue viewing the movie
Click to Continue	The viewer must click the Callout with Hotspot on the screen to continue watching the video
Go to frame at time	The viewer will be taken to a specific frame within the video
Go to Marker	The viewer will be taken to a specific Marker within the video
Jump to URL	The viewer will be jumped to a particular URL address

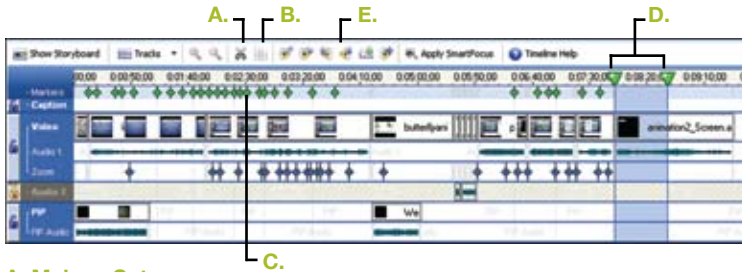
Tip A: Callouts with a HotSpot are only available with Flash output. No other video file format can use this feature.

Tip B: Wait until you have completed all of the edits before adding the Callouts with a HotSpot.

Tip C: You must produce your video to see and test the HotSpots.

Timeline Editing Tips

Use the Timeline to make basic edits to the video and image clips. You can remove unwanted mistakes in the recording, shorten or lengthen clips to accommodate audio, etc. Original files or clips in the Clip Bin are not affected by your edits on the Timeline.



A. Make a Cut

Cutting deletes unwanted portions of the clip(s) from the Timeline.

1. Lock any track(s) that contain clips and elements that you do not want to cut.
2. Select the range of time to cut by clicking and dragging the seek bar on the Timeline.
3. Click **Cut Selection**.

B. Make a Split

Splitting a clip divides one clip into two smaller clips making it easy to insert Transitions or graphics between scenes. All clips and elements located at the position of the seek bar are split unless you lock the tracks you do not want to split.

C. Add Markers

Markers provide easy navigation points for your viewer. When you produce the video with a Table of Contents, the Markers appear as hyperlinks.

1. On the Timeline, place the seek bar on the frame where you want to add a Marker.
2. Press **<CTRL + M>** on the keyboard.

D. Make a Selection for Editing

Before you can make most edits to a clip on the Timeline, you must select the area to edit.

1. Click down and hold the mouse cursor at the point where you want to begin the selection.
2. With the mouse cursor still held down, drag the seek bar across the Timeline.

E. Adjust the Volume on the Timeline

Click **Audio Up** or **Audio Down** to adjust the audio wave form for the entire Timeline. Continue to click for desired effect.

Audio Fades: Highlight a section of the Timeline. Click **Fade In** or **Fade Out**.

Additional Timeline Tips

Lock and Unlock Tracks

When applying edits to a Timeline selection, the edits are applied to all clips and elements located across all tracks, unless you lock specific tracks.

- Click the **Unlock** icon on the Timeline track that you want to lock.
- Click the **Locked** icon on the Timeline track that you want to unlock.

Did you know that the audio in the project can be saved as one separate but combined audio file?

Use this feature to backup the audio track or, use the sound track in a different application.

1. Choose **File > Save Audio As**.
2. Choose either **MP3** or **WAV**.

Don't Like the Audio in Your Recording?

Replace it! Make a Timeline selection and click the **Replace with Silence** button. Then, add a voice narration recording to replace the old audio.

See Close-Up!

Use the **Zoom In** and **Zoom Out** buttons to get a better view of the Timeline.

Option	Hot Key	Option	Hot Key	Hot Key	Hot Key
Play/Pause	Spacebar	Select from current point to beginning of Timeline	CTRL + SHIFT + END	Step Forward	CTRL + Left Arrow
Zoom In Zoom Out	CTRL + Plus CTRL + Minus	Select from current point to end of Timeline	CTRL + SHIFT + HOME	Step Backward	CTRL + Right Arrow