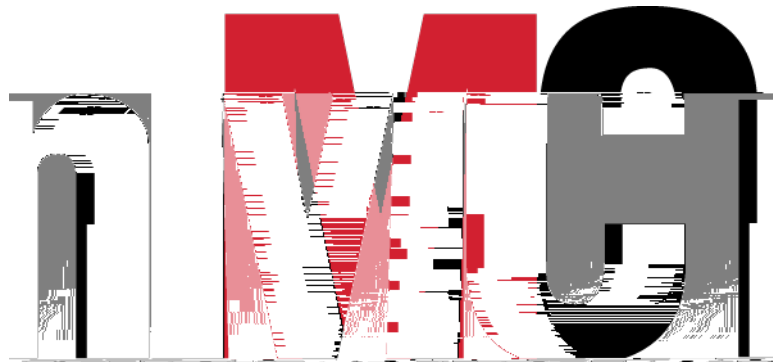


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Quick Reference Guide

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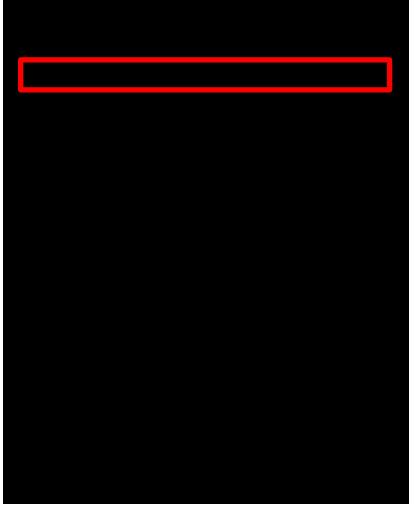
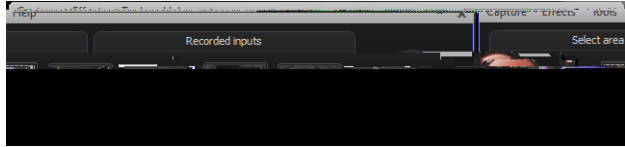
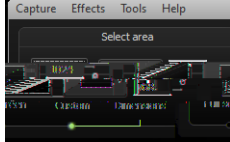
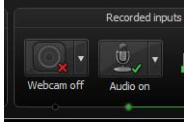
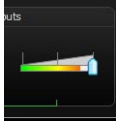
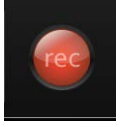
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Camtasia 8 Quick Reference Guide

Set Up Capture Settings and Capture Screen

Steps	What You See
<p>Select: Camtasia Recorder 8</p> <p>Note: The recorder function is also found in Camtasia Studio 8. We will be demonstrating the Recorder function without using Studio 8 first.</p>	<p>Getting Started:</p> 
<p>Recorder panel will appear on your screen</p> <p>This is where you can:</p> <ol style="list-style-type: none">1.) Control the size of the area to be recorded2.) Select what inputs you are using (i.e. speakers, sound from what is seen on the computer, web camera, etc.)3.) Adjust the audio level of input devices4.) Record	<p>Recorder Panel:</p>  <ol style="list-style-type: none">1.) Area Selection and Size 2.) Input devices 3.) Input loudness 4.) Record option 

Adjust Size of Recordable Area:

Example for dual screen monitors:

Select: The display you wish to modify

Note: In this example I am choosing Monitor 1

Ensure that the settings on the right match

Note: For mono display settings, simply ensure that resolution is setup to the desired settings.

Click: Apply and then OK to exit this menu

Screen Resolution Modifications:

Input Device Selections:

Selecting Webcam will either engage or disengage this function.

Note: A check mark shows that the input device is readily available. A preview of what is being recorded by the webcam will appear to the right of this button.

Click: The right dropdown arrow to expose more options

Note: I only have one input device available for Webcam

Webcam Disengaged:

Webcam Engaged:

Seeing More Options for Webcam:

Recording Options:

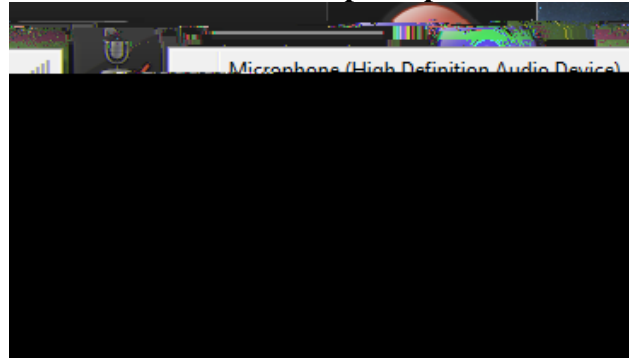
Select: The dropdown menu next to the audio button.

Note: The option “Record system audio” is the audio that would come from videos you are watching on your computer, animation sounds played on from your PowerPoint.

Select: The input devices you believe will produce the best sound for voice over narration.

Audio Button Engaged:

Audio Button Input Options:

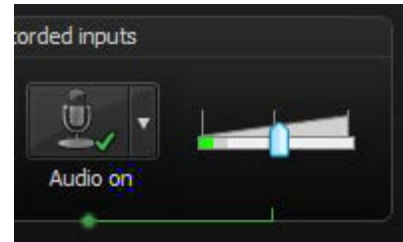


Adjust the Audio:

Drag: The scrub bar across the bar to a desired position.

Note: Speak into your audio device. Your audio input should not display as red. If it does drag the audio bar down to compensate. You will want to primarily see green light up on the bar. This means the audio is not going to have popping or clipping noises introduced.

Good Audio Gain:



Too Loud:



Record Session:

Click: The Record button to begin the record process.

Note: Have your screens up and ready prior to start to save you time. You can use the hot key **F9** to start instead of clicking the rec button.

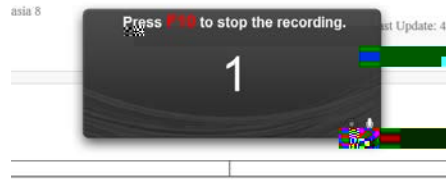
Record Button:



A countdown will appear before the recording session starts.

After the countdown you will be able to capture and narrate as desired.

Countdown Screen:



Press: F10 when you have completed your recording.

A preview of your capture session will be played back to you.

At this point you can decide one of three options:

- 1.) Save and Edit**
 - a. Do this to take your screen capture into Camtasia Studio for further editing.
- 2.) Produce**
 - a. This option is useful when you don't need to make adjustments or add special effects to your video, but desire to take the recording as is.
- 3.) Delete**
 - a. This task will remove the recording session. Do this if you find that your recording session didn't go as you had planned.

Note: There is no one way of doing things. However, for an effective compilation you may do best with short recordings of 1-2 minutes at most to later compile within Camtasia Studio.

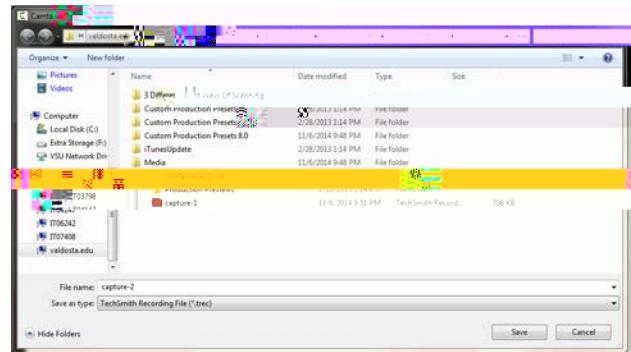
Preview Window:

1.) Save and Edit:

When selecting this option you will be brought to the browse window to save a **TechSmith Recording File (*.trec)**.

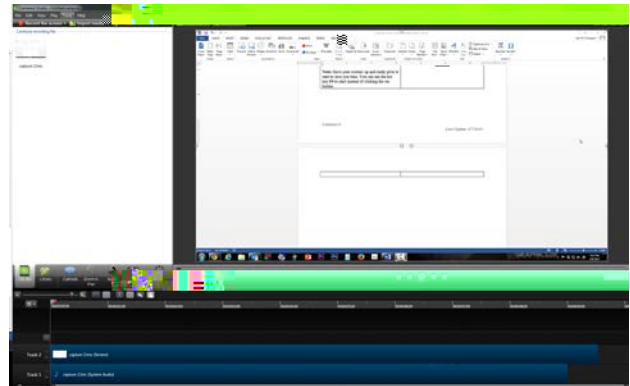
Name: Your file

Save: Your file to a location you plan to continue working from



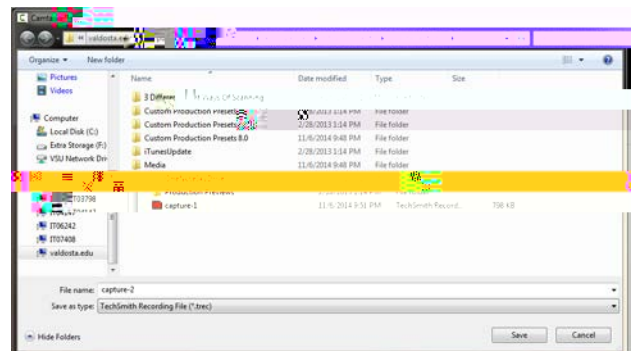
Immediately after your video will be inserted into Camtasia Studio for further editing

See later explanations on how to use Camtasia Studio for video editing purposes.



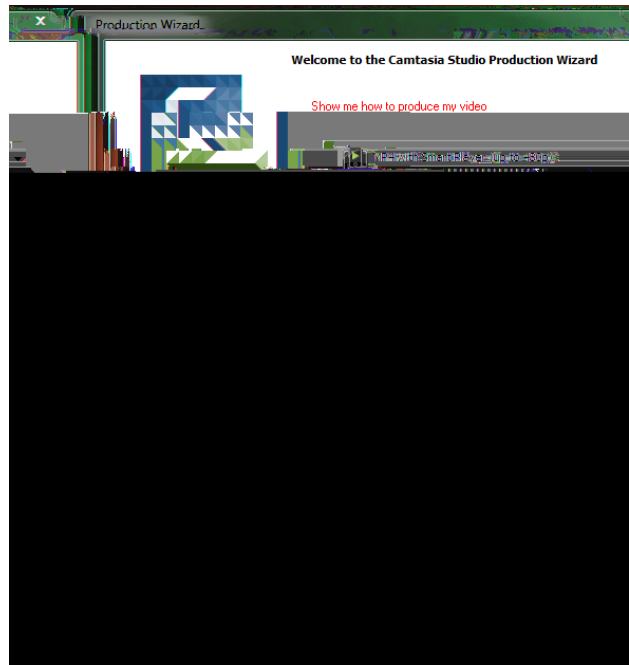
2.) Produce:

Again, you will be able to choose a location to save your file and your file will only be able to save out as **TechSmith Recording File (*.trec)**, which can be later edited in only Camtasia Studio 8.

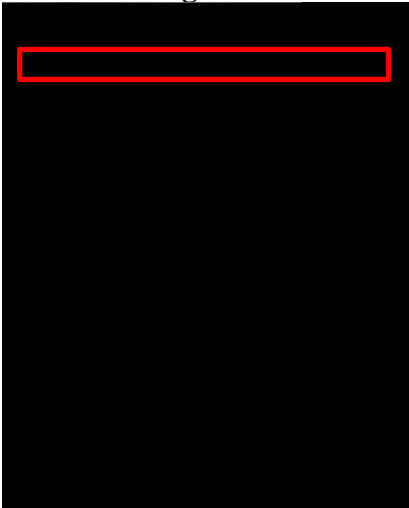


Unlike option 1 you will be immediately brought through a video production wizard to generate your video.

More will be discussed on this process at a later time, since you can also generate a video from within Camtasia Studio.



Camtasia 8 Quick

Steps	What You See
<p>Select: Camtasia Studio 8</p> <p>Note: You will automatically be brought to Camtasia Studio 8 after each recording session is completed. You will also be brought to Camtasia Studio 8 after performing the selection as you see to the right.</p>	<p>Getting Started:</p> 

1.) Tabs:

- a. **Clip Bin:** Use this section to view videos you recently recorded for this project file. You will also see videos, images, and audio you have inserted into the timeline below.
- b. **Library:** Provides a collection of themes to add to your timeline.
- c. **Extra Effects:** Selecting any option (i.e. Callouts, Zoom-in-Pan, Audio, etc.) will expose video/audio effects that can be

2.) Timeline:

a. Edit tools:

- This section allows you to perform basic video manipulation

3.) Canvas:

a. Screen Resolution & Pre...:



Right Click: The Video, Picture, or Music File

Select: Add to Timeline at Playhead

Select: The Dimensions you want to use for your project.

Click: OK

Your File will now be added to the timeline.

Note: Dimensions can be changed by clicking on the Dimensions box at the top left of the Video Browser Canvas.

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Steps	
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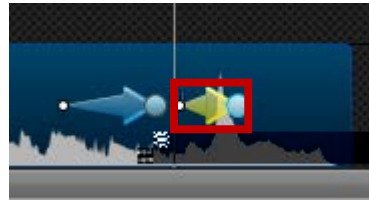
On your Timeline you can control the length of your Sketch Motion

Click and Drag: The ends of the Sketch Motion to control the length of your callout.

Steps

What You See

Click and Drag: The end of the arrow to edit the transition of the zoom



Camasia 8 Quick Reference Guide

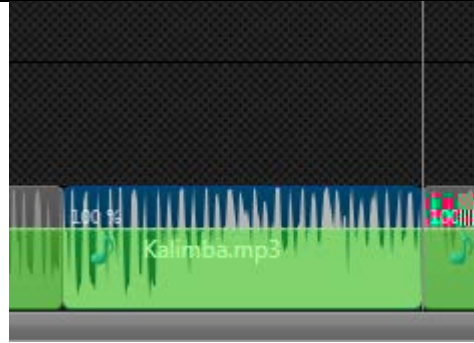
Using Basic Sound Manipulation

Steps	What You See
<p>Basic Sound Manipulation</p> <p>Click: The Audio Tab</p> <p>Click: On the Audio Clip to enable editing.</p>	
<p>Click: On Volume Down or Volume Up to control the volume of your clip</p>	<p>Editing tools _____ Make a selection to Fade in, Fade out, or Silence audio.</p>
<p>Click: On Fade In or Fade Out to add a fade to the beginning or end of your project.</p>	<p>Editing tools _____ Make a selection to Fade in, Fade out, or Silence audio.</p>

Muting a Portion of Your Clip

Click: Your audio clip you want to edit.

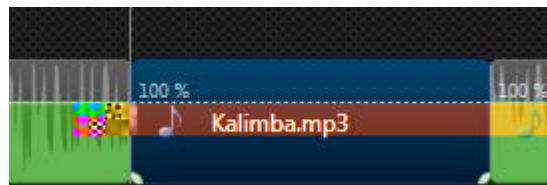
Click: The track you want to Split again and use the Split Tool to split it.



Click: The track you want muted.

Click: The Silence button in the audio tab to mute that track's portion.

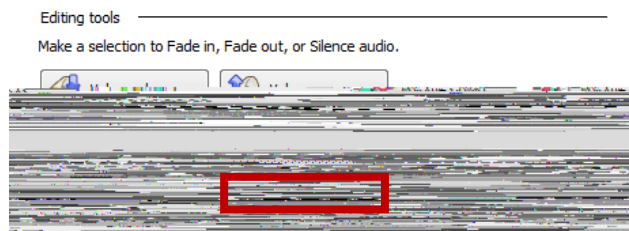
Note: The selected track you muted shows no soundwaves to show it has been muted.



Removing Audio Points

Click: The track you want to remove audio points from.

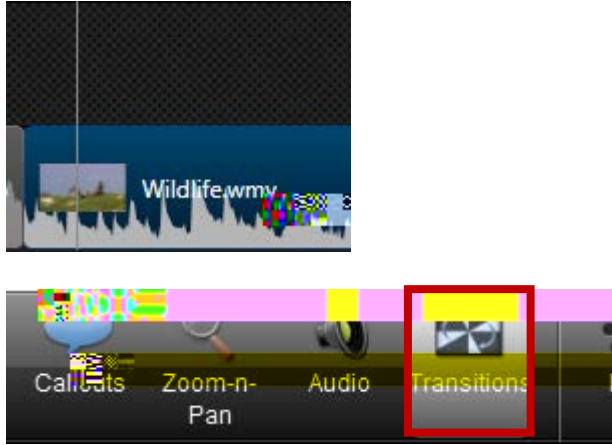
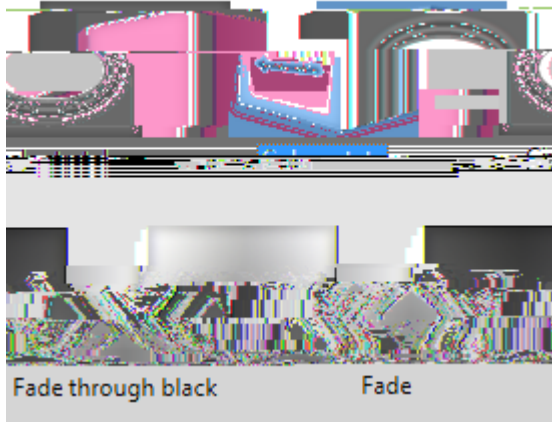

Click: Remove Audio Points to remove any changes to the audio file made.



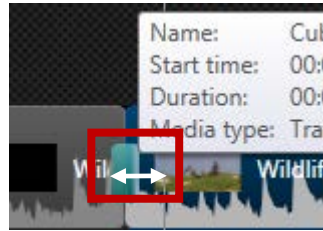


Camtasia 8 Quick Reference Guide

Working with Transitional Effects

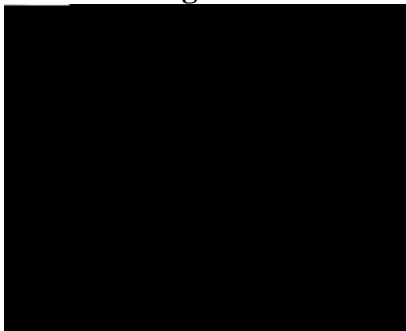

Steps	What You See
<p>Transitional Effects</p> <p>Click: On the file you want to add a transition to.</p> <p>Click: On the Transitions tab.</p>	 <p>The screenshot shows the Camtasia 8 interface. At the top, a video file named 'Wildlife.wmv' is visible on the timeline. Below the timeline, the bottom toolbar contains several tabs: 'Callouts', 'Zoom-n-Pan', 'Audio', and 'Transitions'. The 'Transitions' tab is highlighted with a red rectangular box.</p>
<p>Click and Drag: The transition you would like to use in the Transitions Tab, to the File you would like to transition.</p> <p>Note: Transitions can only be added to video or picture files.</p> <p>Note: You can double-click on the Transitions to see the effect they will have on your project.</p>	 <p>The screenshot shows the 'Transitions' tab in Camtasia 8. It displays a grid of various transition effects. Two specific transitions are highlighted with red rectangular boxes: 'Fade through black' and 'Fade'.</p>
<p>The transition will be added to your project as a small box.</p>	 <p>The screenshot shows the Camtasia 8 interface with a small transition box added to the timeline. The box is highlighted with a red rectangular box.</p>

Click and Drag: the small box left or right to control how long you want the transition.



Camasia 8 Quick Reference Guide

Produce and Share

Steps	What You See
<p>Select: File</p> <p>Select: Produce and Share...</p>	<p style="text-align: center;">Getting Started:</p> 
<p>The Production Wizard prompt will appear on your screen.</p> <p>Select the output that would work best for your situation.</p> <p>Note: In this example we will choose MP4 only (up to 720p). This will work well for uploading later to YouTube. This feature does lose some interactive features, which you won't be able to upload to YouTube or Sharestream (i.e. quizzes, Hot Spots, and Closed Captioning). For the most freedom in video options you will need to choose Custom Production from the dropdown menu. To have Closed Captions available then choose MP4 with Smart Player (up to 720p).</p>	<p style="text-align: center;">Choose output video size and functionality:</p> 

Select location and name to save out as:

Type: The name you would like your video to be called in the Production name field.

Click: The folder icon () to browse for a location to store your completed video file.

Note: I recommend to leave the boxes below checked. This helps keep your files organized, especially if in the last step you

If you can't email your video because it is too large, then feel free to explore other options like:

- 1.) Using your 1TB of free space in your VSU email's One Drive account. Simply share a link with others after you have uploaded your content.
- 2.) You could also explore sharing with a free 25 GB Google Drive.

Production Folder:

