Camtasia for Mac Version 2 Basics

Objectives

At the completion of this tutorial, you will be able to:

1. Identify the ways in which you can purchase Camtasia.
2. Identify the features and functions of Camtasia.
3. Record voice narration and actions on your computer screen.
4. Perform basic editing.
5. Add on-screen captioning.
6. Publish video for the web.

Activity: Create an orientation video showing your Bb course or a website.

How to purchase Camtasia:

Purchase personal license for $17 at https://software.tamu.edu or a departmental license at http://sell.tamu.edu/Departments/Departmental_Software_List_A-G/Camtasia_Snagit_Licensing.php

Identify the features and functions of Camtasia

a. Open Camtasia
b. View Getting Started Project located in the Help menu
1. **Show/Hide the Library** section of the editor. The library contains the **Media Bin** (which holds all video, audio, and image clips imported into the current project), **Annotations**, **Transitions**, **Animations**, **Video FX**, **Audio FX**, and **Cursor FX** options. The library is prepopulated with professional media assets for use in your Camtasia projects.

2. **Record button** – Pressing this button brings up the record options menu. You can record your full screen, an area of your screen, your screen and the webcam, or just the webcam. There are also options to record system audio as well as recorded audio.

3. **Menu Options** – Access program settings and options, import and export functions, and features.

4. **Magnification View Options** – Click to choose the magnification level of the video on the canvas. This does not change the editing dimensions of the video.

5. **Canvas** – Your video project is displayed in this area. When a clip, group, or other media is selected on the timeline, it is also selected on the canvas. You can use the **Enable Crop Mode** and **Show Properties** pane for more editing options.

   5a. **Enable crop mode** - Allows you to crop an unwanted area from the footage in the canvas.

   5b. **Show properties pane** – Controls the **Scale**, **Opacity**, **Rotation**, and **Position** of the footage in the canvas.

6. **Playback Controls** – Use Playback controls to move throughout the video.

7. **Timeline** – The primary working area used to assemble and edit your video. Your **Timeline Tracks** appear in this area. They represent the sequence of all clips and effects in a video. Multiple tracks can be added. Click on a track name to rename the track. Right-click a track to see track options like add a track, remove a track, select all media on track, and more.

8. **Timeline Magnifier** – Click and drag on the slider to make the tracks in the timeline magnified.
Record voice narration and actions on your computer screen. Once you have clicked the red record button (number 2 on the list above) Camtasia will minimize and you will have the recording control panel on your screen.

1. Full Screen Mode (Shown to the right) – Full screen mode allows you to record the entire area of your screen. If the Full Screen button is green lit (as shown) all you need to do is press the red “REC” button to begin recording.

![Full Screen Mode](image)

2. Custom Region mode – If you do not wish to record the entire screen, you can choose the drop down arrow on the “Full screen” button and select “custom region” from the drop down menu. This will change the “Full screen” button label to “Custom region” and the “REC” button will now have a selection symbol (Figure 2). There are also some preset custom regions designed for full screen playback on YouTube HD, iPad, iPhone 4, and Web.

![Custom Region Mode](image)

3. Record from Webcam – If your camera button reads “Camera Off” click it once and it will light up green and read “Camera On”. This enables you to record your screen and yourself at the same time. If you just want to record yourself, you can click the Full Screen/Custom Region button once to turn it off.

![Record from Webcam](image)

*A note about recording the Internal (System) Audio – The System Audio refers to all of the alert noises or sounds that your computer makes. You will need to click the “? Need System Audio” button to install the Camtasia feature that allows you to record these sounds. Once you click the “?” you will be given the option to install. Once you click “Install” Camtasia will walk you through the installation process.

4. Stopping the Recording – No matter what method or recording you chose, simply click the film icon in the apple menu bar (near the Bluetooth icon) and select “stop recording” from the drop down menu. You may also click ⌘ ⌘ 2 on your keyboard to stop the recording. Camtasia will automatically take the video you have just recorded and add it to the Timeline and Clip bin (pictured below).
Preform basic editing

Making cuts – If you have silence or any other mistake at the beginning or end of your video you only need to hover your mouse over the beginning or end of the clip. The mouse will turn into a one sided arrow. Clicking and dragging this arrow either left or right can be used to trim only the beginning and end of the video.

If you wish to make a cut in the middle of your video, you will need to hold down shift and then highlight the area you would like to cut with your mouse. You will know you have the problem area selected if it turns light blue.

Right click (Command + Click) on the selected area a menu will appear. You can choose either “Delete Range” or “Ripple Delete Range”. Delete range cuts the selected area out but it leaves a blanks space in the time line. Ripple delete range deletes the selected area and then fuses the timeline back together.

* Use either the Cut command on the keyboard (⌘X), or the “Delete” key as a shortcut for “Delete range”.

**You can use this same method to paste a selected and cut/copied area into a different area of the timeline by using Paste (⌘V).

Splitting a clip – The split tool divides one clip into two. You can move and edit each clip separately. To use this tool move the Playhead to the place where you want the split to be. Then, right click on the Playhead and choose “Split Selected At Playhead”. 
Adding Annotations – Annotations can be used to display words on screen, draw attention to an area of the screen, or highlight an area of the screen. To add annotations to the video simply select the annotation you would like to add from the annotation library, then drag and drop the annotation into the canvas area or timeline area of Camtasia.

Adding Transitions – Transitions are used between scenes or clips. Click on the transition you would like to use, then drag it to either the beginning or ending of a clip in the timeline. Clicking on the transitions in the library will cause them to preview in a small window.

Adding Animations – Animations are actions that can be inserted anywhere in the clip. Drag the animation you want to use to the timeline to add the animation to your video.

Video and Audio FX – can be used to further enhance the picture or audio quality of the clips. Captions are one of the more useful tools in the Audio FX menu. Captions are required for any video you plan to post for your students online. To use captions click and drag the captions button to the timeline. A black type box will appear in the canvas area. This is where you will type your captions. You can edit how the captions appear on screen by selecting the gear icon (Show Caption Options) and choosing “Caption Settings”.
Cursor Options – Can be used to emphasize cursor movements and clicks and mouse actions. Cursor options are very useful for instructional videos where the student needs to know where or how to click on something.

Saving vs. Publishing your video

Saving – You may save your project at anytime by clicking on “File” and “Save As” or “Save” HOWEVER this will NOT save your project in a format that is usable by anything other than Camtasia.

Publishing – Publishing should be done when you feel like your video is ready to debut! In this case, we are going to publish directly to youtube.

1) Select the “Share” tab at the top of the screen.
2) Choose the “Youtube…” option and sign in to your YouTube account.
3) The first time you do this, Camtasia will ask to access your account data. Allow it.
4) On the next screen, complete the information in the boxes provided including: Title, Description, and Tags. Also, select Category, Privacy options. Select the Public option for Privacy at this point. We will change it later.
5) Click Share. The rendering process begins

6) When rendering is complete, the screen is redirected to your YouTube account where you will see a message indicating “This video is currently being processed.”

Important information about your files:

.camproj. files and .trec files are saved on your computer and can only be opened in Camtasia. The YouTube video can be downloaded as an MP4 using the Video Manager.
7) Go back to your YouTube account and select **My Channel** from the drop down menu.

8) Select **Videos** from the panel of options to view the uploaded video.

**NOTE:** For the next step in Blackboard, you will need to know the specific name of your video and/or the name of your YouTube account so you can search for it with the Mashup tool.

9) **Log into Blackboard** and navigate to the course and content area in which you want to embed the video.

10) Select **Build Content>Mashups>YouTube Video**

11) Search for the video using your YouTube account name and/or the video name. Then, select the video.

12) Optionally, type information in the content editor box and select the **Submit** button. Your video will then display in the content area.

13) To make your video **Private** in YouTube, go back to YouTube and then select **My Channel**.

14) Click on the video title, then select the **Video Manager** button.

15) Select the video and select **Edit**.

16) Change the **Public** setting to **Private**, then select **Save Changes**.