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](https://software.tamu.edu) or a departmental license at [http://sell.tamu.edu/Departments/Departmental_Software_List_A-G/Camtasia_Snaglt_Licensing.php](http://sell.tamu.edu/Departments/Departmental_Software_List_A-G/Camtasia_Snaglt_Licensing.php)

Identify the features and functions of Camtasia:

1. **Show/Hide Library** contains the **Media Bin** (holds all imported media), **Annotations**, **Transitions**, **Animations**, and **FX options**.
2. **Record button** record your full screen, an area of your screen, your screen and the webcam
3. **Menu Options** – Access settings and options, import/export functions, and features.
4. **Magnification View Options** – Click to choose the magnification level of the video on the canvas.
5. **Canvas** – Your video display area. When media is selected on the timeline, it is also selected on the canvas. You can use the **Enable Crop Mode (5a)** and **Show Properties (5b)** pane for more editing options.
6. **Playback Controls** – Use Playback controls to move throughout the video.
7. **Timeline –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.

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.

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.

*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 “?” Camtasia will walk you through the installation process.

4. **Stopping the Recording** – 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.

**Preform basic editing**

**Making cuts** – The mouse will turn into a one sided arrow when on the beginning or end of a clip in the timeline. Click/drag the arrow either left or right 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 timeline. **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.

- **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.
Video and Audio FX — used to further enhance 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 in a designated fully online class.** 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”.

**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.”**
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 unlisted 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 Unlisted, then select Save Changes/Publish.

For more information on managing a YouTube account and a detailed tutorial on additional method of captioning using YouTube please visit https://iol.tamucc.edu/youtube.html.

Thank you!