Introduction to
Camtasia Studio 8

Instructors

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**Introduction**
Camtasia Studio is a screen and audio capture software that allows you to record on-screen activity, import audio and video files for editing to produce web-based videos. The program also allows you to create interactive videos with clickable links, table of contents and more.

**Capture and Record Screen**
1. Once launched, Camtasia Studio opens, this is where you will assemble your recorded clips and edit them. This section is made up of three parts.
   - Clip Bin
   - Viewer
   - Timeline
   ![Figure 1](image1)

2. To begin recording your screen, locate and click the “Record the Screen” button at the top left corner of the Camtasia Studio page.
   ![Figure 2](image2)
Recording in Camtasia

1. Once the Recorder opens, by default the full-screen is selected to be recorded and a dashed green line is visible along the border of your screen.

2. The dashed green line and highlighted area lets you know everything within the borders will be recorded. You can choose a custom setting by click on the “Custom” button. A custom setting is any setting other than full-screen. For example if you look at (Figure 3) you will notice that only part of the screen is highlighted and the dashed green border.

![Figure 3](image)

3. Under “Recorded Inputs” you can choose to record a connected web camera and audio with a microphone. Recording from a web camera allows you to record Lectures and classroom demonstrations through your computer using Camtasia Studio.
Choosing Audio Inputs

1. Audio is turned on by default, as noted by a green checkmark. Enable and disable audio by clicking on the button. (See Figure 4)

2. If you have multiple audio recording devices connected expand the audio menu and choose your input source. Your system audio is also recorded by default, this is any audio that comes out of your speakers. System audio is added to a separate track on the timeline. If you don’t want the System Audio recorded uncheck this option in Audio Menu.

Testing audio input

1. To test your audio input, speak into your microphone and use the slider to adjust the volume until it displays in the middle.

![Audio and Volume Controls](image.png) Figure 4

Begin Recording

1. Now that you have Camtasia Recorder set up, make sure that whatever you are recording is also set-up on the screen. Once everything is in position click the record button or F9 and the 3-2-1 countdown will start. Immediately after the number 1 whatever is on your selected screen and everything you say into the microphone will be recorded.

2. When you finish recording and want to stop, click F10 on the keyboard or the stop button on the taskbar. A preview of your recording will appear on the screen.
Saving and Editing

1. Once you have finished recording you are prompted with a preview of your recording. This allows you to view the recorded clip and decide whether to keep or discard it.

2. You can view your recording in the “Shrink to Fit” window in the editor and click the “View at 100%” icon on the bottom of the pop-up screen. Preview your recording and if everything is fine click the “Save and Edit” button.

3. When you click “Save and Edit”, you will be brought back to the Camtasia Studio page (figure 5)

4. Now it is time to name and save project. It is helpful when organizing your Camtasia projects to create individual folders for each project with all the audio and video files, images and scripts for that specific project. Be sure to save all individual recording files as well as the project file so you can make changes later if you need to update or alter your tutorial once it has been published.

Figure 5
**Editing Dimensions**

1. The first time media is added to the timeline of a new project, you will be prompted with a “Editing Dimension” dialog box. (See Figure 6)

   ![Editing Dimension Dialog Box](Image)

2. This is an important step in editing and producing your project. With this step you are choosing what dimensions you will choose to edit your video and what dimensions you plan to use when producing and sharing your video.

3. Expand the drop-down menu to view the preset dimensions. The presets are recommendations of standard sizes to share your videos. They target specific dimensions that will help your video display properly in a particular location or device. (i.e. an iPad, iPhone or the web). The automatic presets are always a good choice since they give the best chance of your video displaying properly over the web.

4. You can also enter your own custom width and height. It is recommended that you keep the “Keep aspect ratio” box checked to prevent loss of video resolution and distortion. (See Figure 7)
5. If you ever want to change your dimensions, click the dimensions box located at the top middle of the editor. (See Figure 8)

![Figure 7](image)

**Produce and Share Your Video**

1. To produce your video, click the “Produce and Share” button over the clip bin area to launch the Production Wizard. Expand the list to see a list of production options. For an explanation of each option and what they can do visit the Techsmith website. ([http://www.techsmith.com/](http://www.techsmith.com/))

2. From the drop-down menu select “MP4 with video player”. I suggest this option if you have large presentations with different chapter or sections so that you can include a Table of Contents (TOC) and other interactive options such as URLs to other websites. (See Figure 9)

![Figure 8](image)
3. For this handout I have selected MP4 with video player (up to 480p). Note each option give you dimensions, format and description. The description gives detailed information about what to expect when choosing a specific production option. (See Figure 10)
Welcome to the Camtasia Studio Production Wizard

Show me how to produce my video

- MP4 with video player (up to 480p)

Dimensions: 804 x 480 (Editing Dimensions)
Format: MP4 video
Description: Produce an MP4 video with a player.

- If EditingDimensions are larger than 854 x 480, the video is automatically scaled down during production.
- If EditingDimensions are smaller than 854 x 480, the video produces at Editing Dimensions.
- Video plays on most desktop browsers and mobile devices.
- Interactive features such as TOC, closed captions, quizzes, and hotspots are included in the video.
- With this preset, the controller, video quality options, or video features cannot be modified. To modify the video or audio settings or to select which features to include in the video, choose instead the Custom production settings option.

Figure 10
4. After you choose your production option click “Next.” The next screen is where you give your video a production name and where you save your finished video (See Figure 12).

![Production Wizard](image)

**Figure 8**

5. After you have entered the video name and location, click “Finish” and your video will launch for your viewing.