

## Camtasia Basics

### Screen Recorder

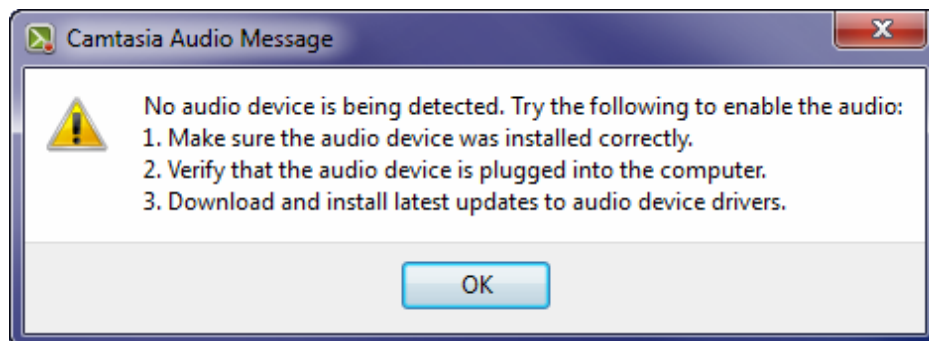
Upon opening the program, you should see a Welcome screen that allows you to open a Recent Project, view Tutorials under the “Free Training” section, or begin working with a new project by either clicking “Record the Screen” or “Import Media.” For the purpose of this tutorial, begin by clicking “Record the Screen.”

The Welcome window will disappear and a new Recorder Utility window (see below) will pop up. You should also notice green dash-lines all over the perimeter of your screen; this is the work area from which Camtasia will utilize during recording. This is the **Camtasia Recorder**:



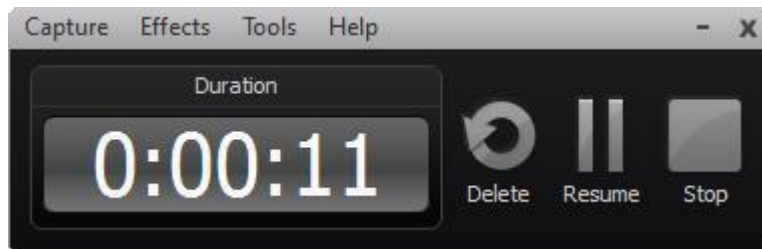
Under “Select area,” click on “Full Screen” to enable the entire screen to be recorded or “Custom” for only a specific area of your screen to be recorded. If choosing Custom, move the green-dash lines by clicking on the gray corner boxes and move them to cover your intended recording area.

Under “Recorded inputs,” you should see two green checkmarks under each of the Webcam and Audio icons. You will see a red X (see above) if there is a connection problem with either device. Try clicking on the red X to enable the device. It is important to note that before seeing the above window, you may get an error message denoting the lack of either of these audio or video inputs in your system. See below:



In case this message appears, simply check your audio/video connections and restart the program only after ensuring these connections are working correctly. Two green check marks will be present if each audio/video input is working correctly. Once you're green lit, adjust the volume slider bar to taste, then press the round red REC button to begin your recording. You are now recording!

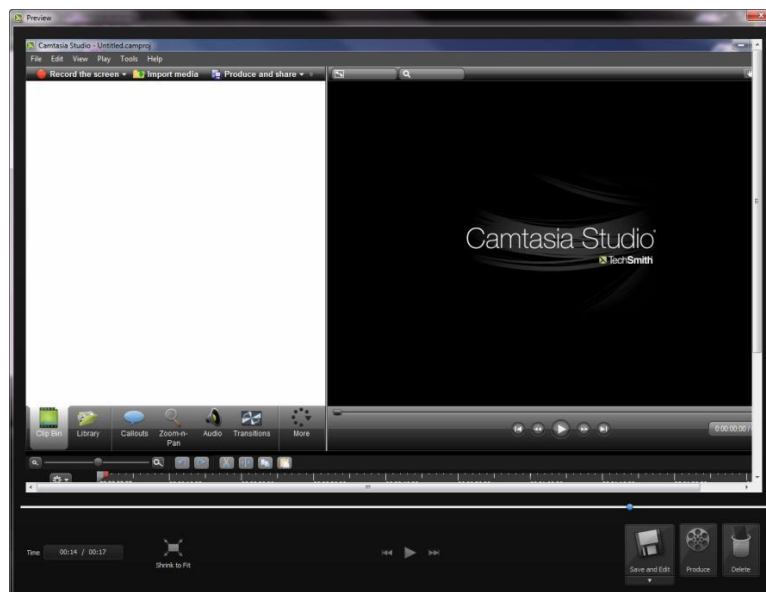
A new window will have appeared and minimized that looks similar to this:



The above window automatically minimizes on your screen, so as to not actually be recorded on screen. During your recording, if you need to pause or stop your recording, just scroll down to the bottom of your screen and click on the **Camtasia Recorder** icon:



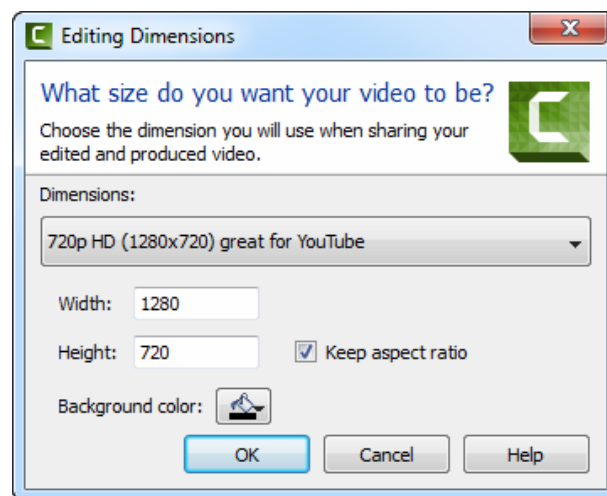
The "Duration" count signifies your length of recording; feel free to Pause/Resume at any time during your recording. Just know if the duration number-count is not moving, you're not recording. If you hit "Stop" or "F10" your previously recorded screen-capture will pop up into a new window similar to this:



With this window, you can preview your recording as it plays automatically. If you're not satisfied with the recording, press "Delete" and start the process over. If you are satisfied with your recording, and want to polish it within Camtasia's video editor, click on "Save and Edit." A new save window will pop-up; save the file wherever you'd like it saved on your computer.

**\*\*Remember where you saved this file! Every additional file associated with this Camtasia project needs to be saved in the same place for usability. Using the Camtasia Recorder, Camtasia will save a ".trec" file. After editing the project in Camtasia Studio, Camtasia will save a ".camproj" file. Both the ".trec" & ".camproj" files need to be saved in the same location on your computer\*\***

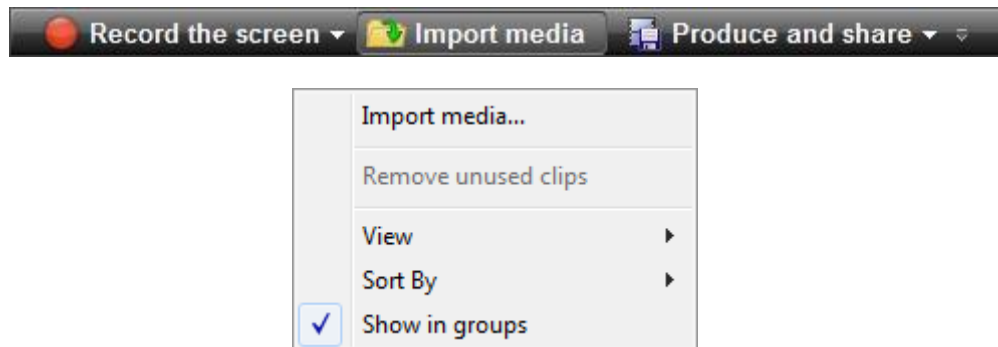
After saving your file, **Camtasia Studio** will open and an Editing Dimensions box will appear:



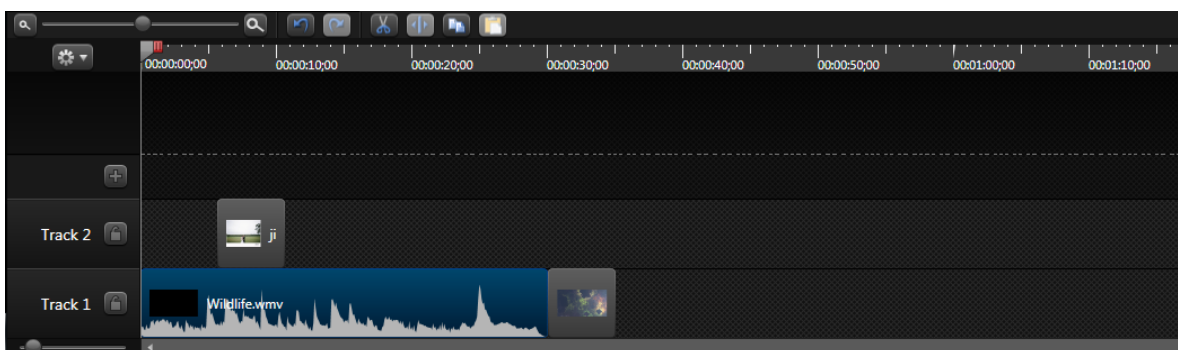
Change your Dimensions to your desired project size using the drop-down arrow. We recommend the "720p HD (1280x720) great for YouTube" option. Ensure the "Keep aspect ratio" box is checked and click OK in order to proceed with editing your recorded screen-capture.

## CAMTASIA - Studio

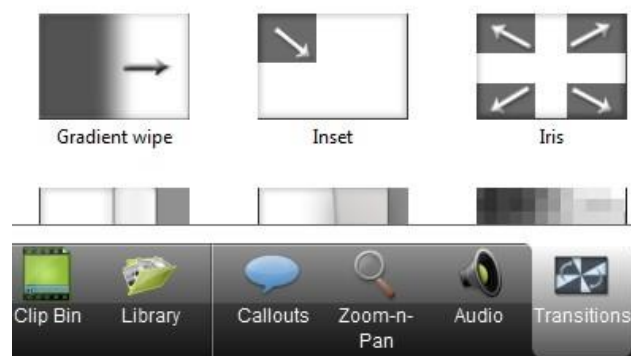
To begin editing in Camtasia Studio, first import all applicable footage & clips into the “Clip Bin” by right-clicking on the white space or by clicking the top-button, “Import Media.”



Once these files are in Camtasia’s Clip Bin, simply drag each of them onto the timeline in the order you’d like them to display in the final video.

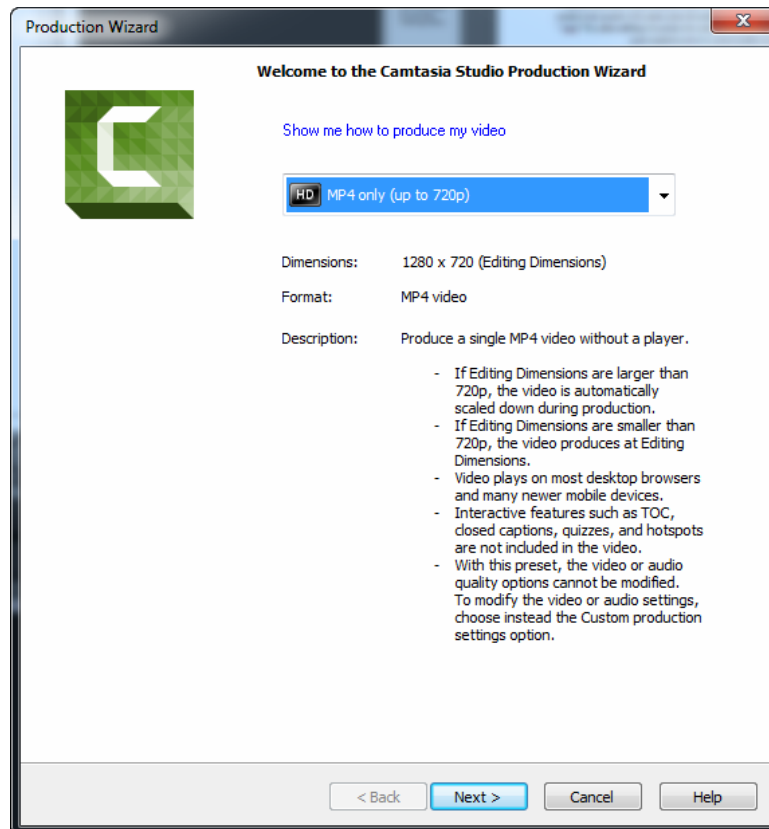


Feel free to add transitions under the “Transitions” tab to enhance your video. Again, these are applied by simply dragging and dropping them onto the clips within your timeline.



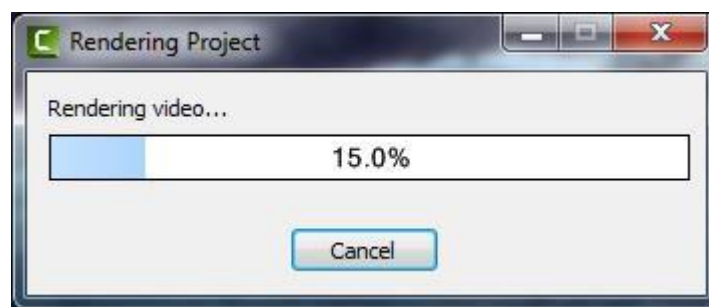
## Produce Your Video

When you're satisfied with how your video plays in the preview window, you're ready to produce. Export your video out of Camtasia Studio by clicking on the "Produce and share" button at the top of Camtasia's window, or go to File → Produce & Share (Ctrl P.) A new window will automatically pop up.



Select "MP4 only (up to 720p)" to export the .mp4 that can be played universally. Press "Next" & Name your Production accordingly before selecting in which Folder you'd like it to save on your hard drive.

Press "Finish" and the project will begin producing the file out of Camtasia, saving the .mp4 to wherever you chose on your hard drive.



Play your produced video to ensure it finalized without error. Then, sit back and enjoy your results!