



Camtasia Studio 7 Instructions

To watch the Camtasia Studio 7 tutorial videos that these instructions are taken from, go to:

<http://www.techsmith.com/tutorial-camtasia-7.html>

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Camtasia Overview

Timeline

Used to assemble and edit your video

- Toolbar - undo, redo, cut, copy, paste, split, zoom
- Tracks Menu - click to show and hide tracks
- Tracks - Separate tracks contain audio, images, PowerPoint slides, transitions, etc
- Lock Icon - Use to lock or unlock separate tracks.
 - Click on blue dot to unlink tracks and lock individual tracks
- Playhead - Indicates the current frame displayed in the preview window

ClipBin

Contains all of the tools you need to edit your video

- ClipBin Tab - Holds all audio, video and image files being used in the project.
 - Import new media
 - Click and drag clips from the ClipBin to the Timeline to build your video
- Library Tab - Holds various media files. You can save items that you create here
- Other Tabs - There are several other tabs containing many editing tools
- Record the Screen button - (To begin recording)
- Produce & Share button - (To produce your video when done editing)

Preview Window

- Use playback controls
- 'Scrubber' moves in sync with the playhead.
- Light bulb / Question mark - learning center and tutorials

Recording Basics

Prepare to Record

1. Click on **Record the Screen** (top left) - (opens the record button)
2. Select area - full screen is default
3. Adjust volume level while speaking in microphone
4. Open or import any programs/windows/files you want to use during recording

Record

1. Click **Record** or press **F9**. There will be a 3,2,1 countdown
2. To stop recording click **F10** or click on the stop recording icon at the bottom of the screen
3. A preview of your video shows
4. Click shrink to fit / view at 100%



Save & Edit

1. Click **Save & Edit**. Choose a location for your recording - create a new file on the desktop, click **Save**
2. Your new recording is added to the ClipBin as an audio file, and to the Timeline as an audio track

Re-Record a Section

1. Select the section of audio that you would like to re-record by using the green and red in and out points on the playhead
 2. In the Audio tab, click **Mute speakers during recording**
 3. Choose the correct audio track
 4. Choose a recording duration
 5. Open the **Audio setup wizard** and make any adjustments
 6. Click **Start Recording**
 7. When you are finished, either click Stop recording, or let the selected time run out.
 8. Name and save the new audio clip
 9. Move the playhead to just before your new clip on the timeline and listen to how the audio transitions into the new clip.
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Editing Basics

Editing Dimensions Box

1. When you save a new recording, an **Editing Dimensions** box will appear.
2. Choose **YouTube & HD** (1280 x 720)
3. Check the box to keep aspect ratio. Click **Ok**
4. Save the project in the same folder as your recording:
 - a. File / Save project as

Create a Split

1. Move the playhead to the location on the timeline where you want your split
 2. Click on the **split** icon, or use hotkey: **S**
-



SmartFocus / Zoom & Pan

- Smartfocus automatically predicts where to zoom in on your video and adds zoom keyframes to timeline
- Only applied to timeline when editing dimensions chosen are smaller than recording dimensions

Edit a Keyframe

1. Double click on the keyframe (diamond shape)
2. Reposition the key frame
3. Adjust the duration

Add a New Keyframe

1. Click on the **Zoom-n-Pan** tab
2. Position the playhead where you want the new keyframe
3. Click on **Add Keyframe**, or use hotkey: **Z**

Remove a Keyframe

1. Right click on the keyframe
2. Choose **Remove from timeline**

Add SmartFocus

1. Right click on a recording clip
2. Choose **Apply SmartFocus to Clip**

Zoom

1. Add a new keyframe (see above) to the timeline in the location that you would like to zoom in
2. Drag the edges of the dotted square in the Zoom-n-Pan tab to the size and location of your zoom
3. Add a second keyframe to the timeline in the location that you would like to zoom back out
4. Resize the dotted square in the Zoom-n-Pan tab to its original size

Zoom and Pan Across the Screen

1. Add a new keyframe (see above) to the timeline in the location where the pan should begin
2. Resize the box in the Zoom-n-Pan tab to the size and location of your zoom
3. Make a copy of the first keyframe (right-click/copy, copy tool, or Ctrl C)
4. Paste the keyframe where you would like the pan to end (you may need to move the playhead along the timeline until you know the correct location)
5. Click on the dotted square in the Zoom-n-Pan tab and use the arrow keys to pan across to the second location
6. Reposition the playhead to test the Zoom and Pan in your video



Cut Unwanted Audio/Video

- Use the green and red points on the playhead to select an area to cut
- Green = in; Red = out

To Remove From Beginning

1. Click on the red 'out' point and drag
2. Cut the clip (Either right click and choose Remove from Timeline, or use Cut tool)

To Remove from Middle

1. Create two splits
 2. Cut the clip
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Add a Title Clip

- A title clip can be added to the very beginning, very end or between two existing clips on the timeline.

Add a Title Clip

1. Click on the **More** tab
2. Choose **Title Clips**
3. Click on **Add Title Clip** (adds a title clip at the location of the playhead or to the next possible position to the right of the playhead)
4. Edit the title clip, add text, images, etc.

Adjust the Duration of Title Clip

1. Click and drag the edge of the clip on the Timeline
 2. Or - Right click on the clip, choose **Title Duration**, adjust the duration - (the title clip is added to the ClipBin, and can be reused in other places on the Timeline, and edited)
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Working with Transitions

Add a Transition

1. Click on the **Transitions** tab - (the timeline changes to Storyboard View)
2. Double-click a transition to see a preview
3. Click and drag a transition to the arrow between two clips on the Storyboard

Remove a Transition

1. Right click on the transition, and choose **Remove from storyboard**



Change a Transition

1. Right click on the transition, and choose **Change transition**
2. Or - Drag another transition from the Transitions tab over the top of the current transition

Adjust the Duration of a Transition

1. Right click on the transition, and choose **Transition duration**
 2. Adjust the duration
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Working with Markers

Manually add a Marker

1. On the toolbar click on Edit / Markers, choose **Add a marker**
2. Or - Use hotkey **M**
3. Name your marker

Rename an Existing Marker

1. Double-click marker to change name

Move a Marker

1. Click and Drag to a new position

Delete a Marker

1. Right click on the marker, choose **Remove from timeline**
2. Or - use cut tool

Create a Split at a Marker

1. Click on the marker
2. Click on the split tool, or use the hotkey **S**

Create a Split at All Markers

1. On the toolbar click on Edit / Markers, choose **Split at all markers**
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Working with Captions

- A caption must be no longer than three lines long

Insert a Caption

1. Align the playhead on the timeline to the beginning of the audio
2. Click on the **Captions** tab and click **Add caption**
3. Click Enter on the keyboard to begin audio playback
4. Enter the text into the caption box
5. Click Tab and Enter on the keyboard to create a new caption.



Adjust the Duration of a Caption

1. Drag the edge of the caption on the timeline to resize

Adjust the Default Duration of Captions

1. On the toolbar click Tools / Options/ Default Duration
 2. Under **Captions** change the time to 7 seconds (or your preferred duration)
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Working with Callouts

Insert a Callout

1. Position the playhead on the timeline where you want a callout
2. Click on the **Callout** tab, and click **Add Callout**
3. Expand shape menu and choose a callout
4. Drag and your callout onto the Preview Window

Adjust your Callout

1. Reposition, resize, etc. Rotate using the green handle.
2. Change the border, fill, effects etc on the Callout tab
3. Enter text onto your callout if required
4. Adjust the duration of the callout by clicking and dragging on the timeline

Copy & Paste a Callout

1. Right-click on the callout on the timeline and choose **Copy** (or click the copy tool, or use hotkey **Ctrl C**)
2. Click on the timeline where you would like your new callout and paste (right-click, paste tool, or **Ctrl V**)
3. Make any changes you need to the new callout

Save and Reuse Customized Callouts

1. Right-click on the callout on the timeline, choose **Add to library**
 2. Give the callout a name - (the new callout is added to the Library tab)
 3. To use, drag the callout to the Callout track on the timeline
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Replace an Incorrect PowerPoint Slide

1. Open PowerPoint and locate slide with mistake
 2. Make your corrections
 3. Save the slide as a **.png** file
 4. In the pop-up box choose **Current slide only**
 5. In Camtasia, click on the ClipBin tab
 6. Click on **Import Media**, and find the .png image
 7. Unlink the video and audio tracks on the timeline, and then lock the audio track
 8. Click on the marker that is ahead of the faulty slide, and insert a split
 9. Insert another split at the marker that comes right after the faulty slide
 10. Hover over the clip and note the length (0:00:13; 03 = 13 secs and 3 frames)
 11. Right click on the clip and choose **Remove from timeline**
 12. Drag the new image from the clip bin to the new location on the timeline
 13. Drag the right edge of the clip until it is the same length as the original
 14. Insert a new marker at the beginning of the new clip.
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Audio Enhancements & Noise Removal

Adjust Audio and Noise Settings

1. Click on the **Audio** tab
2. Click on the **Global Settings** arrow
3. Make settings or adjustments as needed

Remove Noise

1. In **Global Settings** check **Enable noise removal**
2. Playback a section of your video to see if the audio sounds better
3. Uncheck the box to return to original settings

Remove Noise Manually

1. In **Global Settings** click on the **Advanced** menu
 2. Using the red and green 'in and out' points, select an area on your timeline where there is no voice recorded
 3. Click **Use manual noise selection**
 4. Double-click somewhere else on the timeline and playback video to see if noise has improved
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Activate the Add-In Toolbar in PowerPoint

Open in PowerPoint

1. Open PowerPoint
2. Find the Add-In Toolbar under the Add-Ins tab

Enable in Camtasia

1. Open Camtasia Studio
2. On the toolbar click on Tools / Options/ PowerPoint
3. Check the **Enable PowerPoint Add-In** box

Record a Presentation using PowerPoint

Recording this way automatically places a marker at the beginning and end of each clip.

1. Open your PowerPoint slideshow
2. Activate the **Add-In toolbar** in PowerPoint (see above)
3. Click the **Record** button - (recording will begin paused)
4. Test the volume of the audio and review the hotkeys list
5. Click the button to **Begin Recording**
6. Talk while you advance the slides in your presentation
7. The last slide of your presentation prompts the option to stop or continue recording.
8. Click **Stop Recording** - (The save box appears)
9. Save your file
10. If you are happy with your presentation, click **Produce your Recording**
11. If you would like to edit your presentation, click **Edit your Recording** - (your recording opens in Camtasia Studio. The recording file shows in the ClipBin and on the timeline)
12. Go to **Editing Basics** for editing instructions

Produce & Share your Video

1. When you have finished editing and you are satisfied with your project, click on **Produce & Share** at the top-right hand corner of the **ClipBin**.
2. In the drop-down box choose **HD** or **Web** (both create the same size MP4 file). Click **Next**.
3. Give your final video a name and search for your project folder to save the video.
4. Check the box **Organize produced files into sub-folders**. Click **Finish**.
5. The project will render. This may take a few minutes depending on the size of the project.



Using HotKeys

- On the toolbar click on Tools / Options. Choose the **HotKeys** tab.
- For a long list of Camtasia Studio HotKeys go to:

<http://assets.techsmith.com/Docs/pdf-camtasiaStudio/CamtasiaStudioHotkeysandShortcuts.pdf>

Some Commonly Used HotKeys

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|------------|---|--|
| • Z | - | Zoom-n-Pan keyframe |
| • C | - | Callout (inserts the last used callout onto the timeline) |
| • T | - | Transition (inserts the last used transition onto the timeline) |
| • S | - | Split |
| • M | - | Marker |
| • Ctrl X | - | Cut |
| • Ctrl C | - | Copy |
| • Ctrl V | - | Paste |
| • Ctrl Z | - | Undo |
| • Ctrl Y | - | Redo |
| • Spacebar | - | Play/Pause |
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