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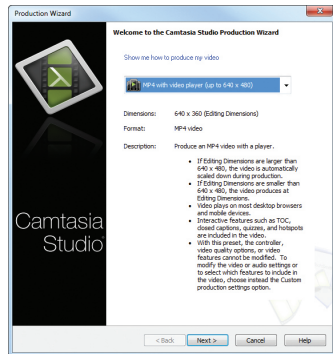
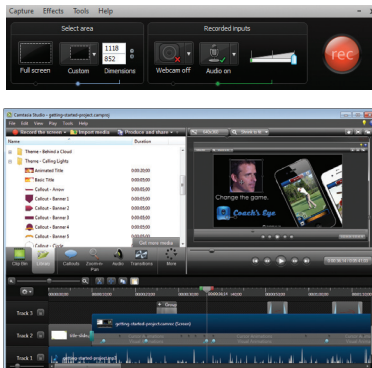
Camtasia Studio®

Getting Started Guide

Camtasia Studio – Train. Present. Persuade.

Applications Overview

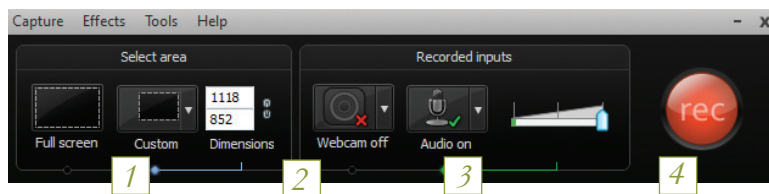
- **Camtasia Recorder** – Record anything on your screen, plus you can draw on your screen and add effects while recording.
- **Camtasia Editor** – Use to arrange and edit clips on the timeline to build your video. The timeline is the primary working area for editing your video. You can import images, recording files, video clips, and audio into Editor to include on the timeline.
- **Camtasia Production Wizard** – Preset production options contain settings that have been optimized for your popular distribution methods: the web, Screencast.com, YouTube, and mobile devices.



Get Started – Your First Recording

Learn to Use Recorder – Use the Default Settings

Camtasia Recorder is designed to be simple and easy-to-use starting with your first recording – just click the Record button. The default settings found in Recorder give you high resolution, master recording files.



1	Choose area to record: <ul style="list-style-type: none"> ▪ Full screen recording is the default ▪ Record with custom dimensions ▪ Record a region
2	Record from a Web Camera.
3	Record Audio <ul style="list-style-type: none"> ▪ Microphone audio is recorded by default ▪ System Audio is recorded by default (option not available if using Windows XP)
4	Click the Record button to begin.
5	Click the Stop button or press <F10>. The recording preview appears. <ul style="list-style-type: none"> ▪ Edit the recording ▪ Produce into shareable format

Record Audio in Camtasia Recorder

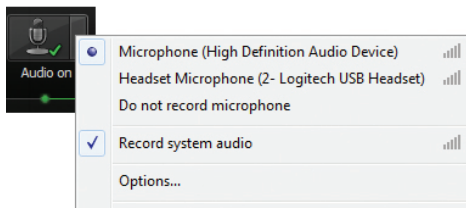
It is important to create your recording with the best possible audio quality since audio codecs used in producing the final video may cause audio quality to degrade.

If the audio source is on and set up properly, the source meter appears active in Recorder and for all active sources in the Audio dropdown.

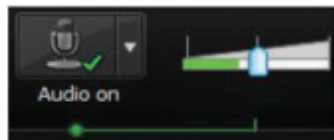
The live audio meters in the dropdown are not available to users of Windows XP.

To Record Audio

1. Enable the Audio option.
2. Click the Audio dropdown to select the audio source. Available sources show an active audio meter.



3. Adjust the Input level so the highest volume displays in the green to yellow range. Audio clipping may occur in the mid-orange to red range.

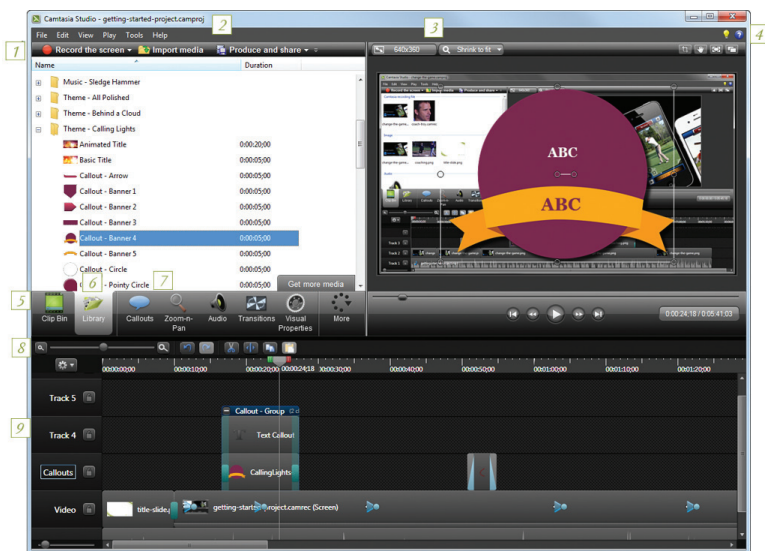


Edit and Add Effects to Your Video

Use Camtasia Editor to arrange and edit clips on the timeline to build your video. The timeline is the primary working area for editing your video. You can import images, recording files, video clips, and audio into Editor to include on the timeline.

There are several components within Camtasia Editor including the Clip Bin, Library, Preview Window, Timeline, and task tabs used to add and edit effects. Before you begin to use Editor, take a few minutes to familiarize yourself with these components.





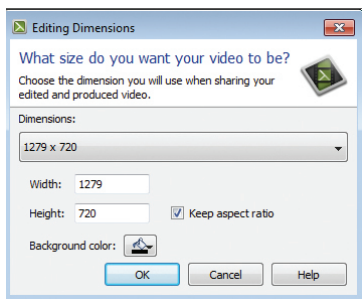
1	Access to the three of Editor's most used features: Record the Screen, Import Media, Produce and Share your video.
2	Menu Options Open, import, or export projects and access other important functions. For example: snapping options, playback controls, and media default durations.
3	Editing Dimensions Select the dimensions for editing your video. For the best results, choose the size you want your final video to be. Note: A video that will have a table of contents or quiz must be at least 640x480 in size.
4	Get help using Camtasia Studio 8 <ul style="list-style-type: none"> ▪ Choose help or click the help icon. ▪ Click the Online Tutorials icon to access free training videos and documentation on the TechSmith website.

5	<p>Clip Bin Holds all video, audio, and image clips imported into the current project.</p>
6	<p>Library Holds timeline sequences, groups, video, audio, and image clips, and other assets to use from project to project.</p>
7	<p>Task Tabs Click tabs to access effects and editing options. Double-click an element (callouts, animations, transitions, etc.) on the timeline to automatically open the related tab.</p>
8	<p>Timeline Toolbar Access basic editing tools such as zoom in or out, cut, split, copy, and paste.</p>
9	<p>Timeline and Timeline Tracks The timeline is the area used to assemble and edit your video.</p> <ul style="list-style-type: none"> • Double-click a track's title to rename it. • Click on a group to open or close the group. • Double-click a group's title to rename the group.

Editing Dimensions

The Editing Dimensions dialog box appears the first time you add a clip to the timeline. For full screen recordings or recordings made from standard or widescreen presets, the default setting works.

If other dimensions are preferred, choose the size you want your final video to be from the dropdown menu.



Editing Dimension Presets

A preset contains common production settings optimized for your intended distribution method: the web, Screencast.com, YouTube, and mobile devices. Select a preset to preview how your final video will look produced at the selected dimensions.

Custom Editing Dimensions

To enter a custom width and height for the editing dimensions, enter dimensions (in pixels) into the Width and Height fields.

To maintain the original dimensions of the clip, select Recording Dimensions. For best results with the Custom or Recording Dimensions options in the project settings, select Custom production settings in the Production Wizard.

Timeline

Use the timeline to assemble and edit the video. The timeline represents the sequence of all clips and elements (callouts, zoom, animations, etc.) in a video.

Tracks	Represents the sequence of all clips and elements of a particular type in the video. Double-click a track's title to rename it.
Lock / Unlock Tracks	Lock a track to prevent editing or other changes to the clips or elements on that track.
Playhead	Indicates the current frame selected on the timeline. The current frame displays in the Preview Window. <ul style="list-style-type: none"> • Drag the green in point or red out point to make a selection. • Double-click the gray playhead to bring the points together again.

Key Editing Tools



Cut - Cuts a selection from the timeline. The cut portion can be pasted on the timeline.

Split - Split a clip at the position of the playhead.

Zoom in or out on the timeline. Fully zoomed out shows the entire timeline.

To change the zoom level, click the zoom icons or grab the zoom slider and drag in either direction.

Copy / Paste - Select media or groups of media on the timeline to copy and paste. Use the timeline icons or <CTRL+C> and <CTRL+V>.

Clip Bin and Library

The **Clip Bin** references all video, audio, and image clips imported into the current project.

- You can add multiple instances of a clip onto the timeline.
- Clips in the Clip Bin are not affected by any editing on the timeline. When you add a clip to the timeline, you create a copy of the source clip.
- A produced video only includes the clips and elements on the timeline.

The **Library** holds timeline sequences, groups, video, audio, and image clips that you want to use from project to project.

The Library comes pre-populated with media assets you use to add professional looking intros, outros, title clips, and more.

- To add a clip or media asset from the library to the video, drag the clip from the Clip Bin onto the timeline or right-click on a clip and select **Add to Timeline**.
- Any media can be added to any track on the timeline, and an unlimited number of tracks may be added to the timeline.

Produce and Share a Video

The production process, also called rendering, creates an output file based on the sequence of video clips, audio clips, images, and effects on the timeline. Production presets contain settings optimized for your intended distribution method: the web, Screencast.com, YouTube, and mobile devices.

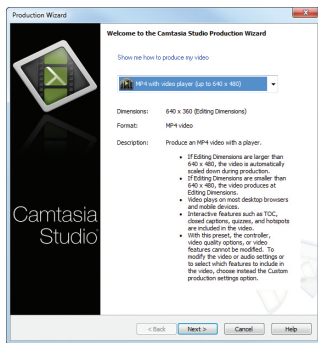
Produce Your First Recording

The Production Wizard automatically selects a preset setting compatible with the dimensions selected in the Editing Dimensions dialog box.

1. Make all edits to your video.
2. Click Produce and share.

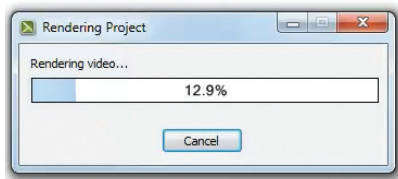


3. The Production Wizard appears.



4. The default setting is the recommended video file format based on the recording dimensions, editing dimensions, and/or content on the timeline. To change to another output destination, select an option from the dropdown menu.
5. Click Next. In the Production name field, give your video a name.

6. Click Finish. The rendering process begins and saves to the selected location.



7. When rendering is complete, the Production Results screen appears. This is an overview listing the specifics of your video such as files created, duration, file size, etc.
8. Click Finish to close the Production Wizard.

Learn How to Create Engaging Screencasts

Be Prepared

1. Watch other videos to learn what makes them engaging, interesting, or bad; then create a storyboard or sketch out your video to decide and plan what you will record ahead of time.
2. Know your audience and make sure they will be familiar with the terminology and concepts presented in the video.

Brush Up on Your Public Speaking Skills

1. Be familiar with your topic, speak slowly, clearly, and try to be yourself by talking naturally. Follow the script.

Learn the Basics

1. Watch free tutorial videos: <http://www.techsmith.com/tutorial-camtasia-current.html>
2. Read through the help file inside Camtasia Studio 8.1.
3. Go ahead – jump in and get your feet wet, you’ll learn as you go along, but save your work frequently.
4. Practice, practice, practice!

(For more great tips read or download the Create Engaging Screencasts PDF Guide at: http://assets.techsmith.com/docs/pdf-camtasiaStudio/Create_Engaging_Screencasts.pdf)

Get Great Audio

1. Use the best microphone you can afford, then use the Camtasia Recorder default settings for audio and do a test recording to make sure audio is being recorded.
2. Stop and listen to the sound in your recording area you'll be surprised how much noise is in a room, so record in a quiet location.

(For more great tips read or download the Get Great Sound PDF Guide at: http://assets.techsmith.com/docs/pdf-camtasiaStudio/Get_Great_Sound_with_Camtasia_Studio_7.pdf)

Recording the Screen

1. Clean up a cluttered or busy desktop before you begin recording, turn off all reminders and pop-ups and close any unnecessary toolbars.
2. Open the applications you'll be recording and close the ones you won't, then resize windows and applications to fit recording area.

The Use of Special Effects

1. Use effects sparingly, with only one kind of transition per video and similar callout styles, colors and sizes throughout.
2. Use a transition to replace long quiet moments where you type, fill out forms, or wait for applications to start up.

(To learn how to create your own media, read or download the Create Custom Media PDF Guide at: <http://assets.techsmith.com/docs/pdf-camtasiaStudio/create-cs-media.pdf>)

Share Your Video

1. Watch your video from beginning to end when you are ready to share.
2. You need to produce your video before you can share it.

Free Training and Support

TechSmith offers a wide range of learning resources including a comprehensive help file inside Camtasia Studio, online training videos, PDF guides to read online or print, and technical support. And best of all – it's all FREE!

Tutorials and Documentation

Go from novice to expert in no time flat with our library of product specific training videos and documentation.

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

Technical Support

A friendly, knowledgeable voice is just a phone call away.

techsmith.custhelp.com

U.S. and Canada – 1.800.517.3001

User-to-user forums, blogs, and more!

<http://www.techsmith.com/community.html>

Chat with other people who are using the same product.

<http://feedback.techsmith.com/techsmith>

Camtasia Studio Library

Save editing time and achieve a consistent look across projects and team members by storing callouts, title slides, and other assets in your library.

We've gotten you started with a variety of content available for free download and use.

<http://www.techsmith.com/camtasia-library-media.html>



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People everywhere use TechSmith's screen capture and recording software to communicate clearly and creatively, deliver engaging multimedia presentations, and analyze product usability and customer experience. For over 20 years, we've helped people communicate visually and look great doing it.

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