



# Camtasia Studio® 8.4

## Project Collaboration



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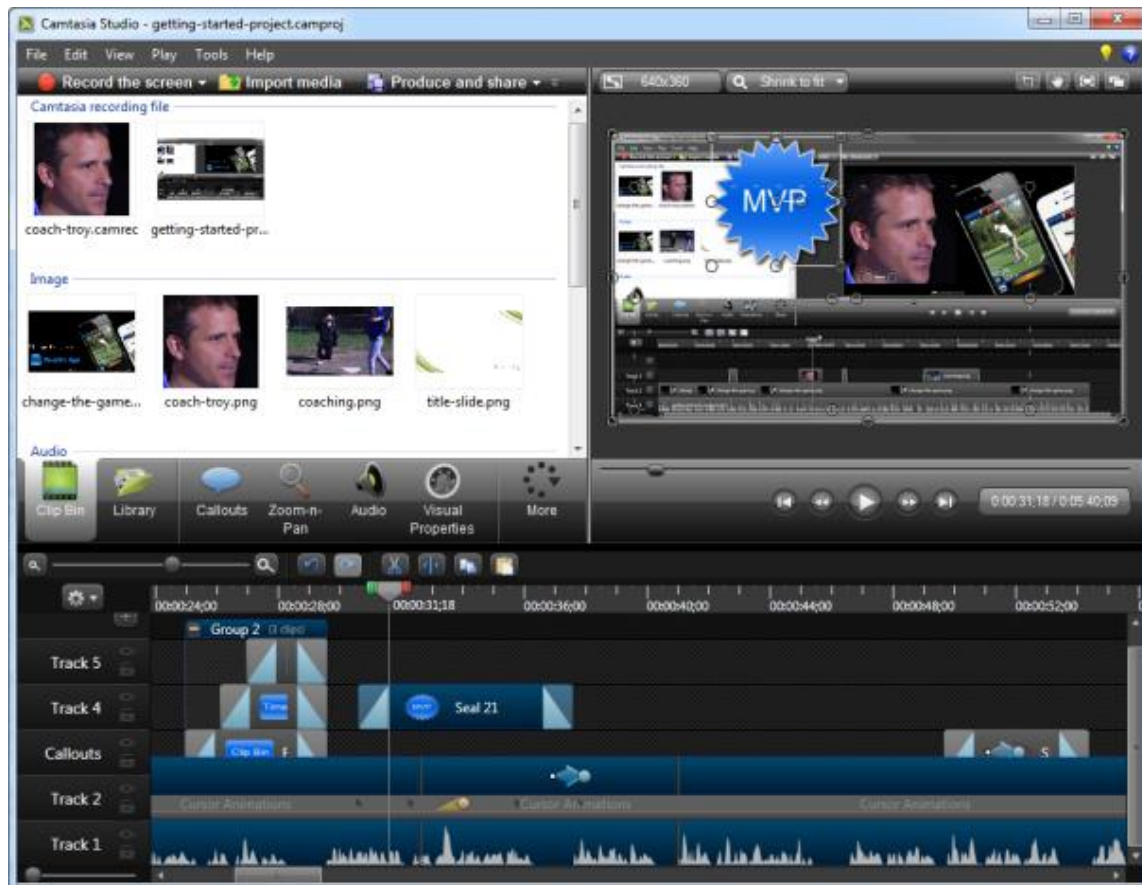
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# Camtasia Studio 8 & Project Collaboration

Camtasia Studio 8 is a great tool for collaborating on video projects.

- ▶ Camtasia Projects (CAMPROJ) can be zipped up and shared with others.
- ▶ The Library in Camtasia Editor allows you to share media assets to ensure consistency in all your videos.
- ▶ Quick uploading to Screencast.com gives you a way to review and share your video.



To learn how to collaborate on team projects, continue with:

- ▶ [Tips for Managing Collaborative Video Projects](#)
- ▶ [Create a Video Script](#)
- ▶ [Import a Zipped Camtasia Project](#)
- ▶ [Back up a Project Automatically \(AutoSave\)](#)
- ▶ [Export a Camtasia Project as a ZIP File to Share with Others](#)
- ▶ [Editing Dimensions: What Size Will Your Video Be?](#)
- ▶ [The Clip Bin](#)
- ▶ [The Library](#)
- ▶ [Import Media Directly into the Library](#)
- ▶ [Manage the Library Content](#)
- ▶ [Create Library Assets](#)
- ▶ [Export the Library as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)
- ▶ [Video File Type](#)

# Tips for Managing Collaborative Video Projects

## Define the Scope

The first step in any video project is defining the scope. This includes laying out each of the goals, a clear objective, and the overall purpose of the video.

Also, if the project warrants it, do some research and collect data to support your goals.

## Define the Intended Audience

Will they be familiar with the terminology and concepts presented in the video? Do you need to make a separate introductory video? Are you motivating, marketing, or instructing?

## Assemble Your Video Project Team

Gather the people together who will be working on your video project and define each role. Who will write the script or do the voice? Who will do the recording, editing, or technical review?

## Get Organized Before You Begin

Create a unique folder for each of your video projects. Then, as you build your project, put all of your recordings, project files, produced videos, and media files in that folder.

Also, figure out ahead of time where your content will be stored and how it will be backed up.

[Screencast.com](https://www.screencast.com) is a great place to upload, store, and protect files and videos. And, when it's time for your video to be reviewed, viewers can give feedback using the Screencast.com commenting feature.

## Brainstorm on Paper

Large, wall sized sticky notes or white boards are a great way for your team to brainstorm and capture ideas for how your video will be laid out. It also helps to gather and organize the beginnings of the video narrative.

Conducting a brainstorming session before you begin work on the video also allows each of the stakeholders to have a voice in how the video is put together.

## Confirm the Project Timeline

When does the video have to be completed? As you develop your video you may have flexibility in assigning each team member various tasks, but the deadlines are usually fixed. Remember to build in team members' vacation or personal time off into the timeline.

## Create a Detailed Script

A good script is more than just narration – it describes what is happening on the screen during the narration. These details allow you to visualize how the on-screen actions, timing, and transitions all work together and reveals where “dead space” exists.

Dead space is narrative that has no on-screen activity to accompany it. Areas of dead space may cause your audience to lose interest in your video.

## Create a Video Storyboard

A storyboard is a way to sketch your video. A good storyboard shows where transitions, callouts, title clips, zooms, and other effects will go. Some people combine the script and storyboard into one document.

## Sort Out the Video Details

How long will the video be? Will there be closed captioning available to viewers? How will the video be distributed or shared? Will you use corporate branding such as logos, colors, etc.?

## Save the Video Recording as a Camtasia Recording File (TREC)

Camtasia Studio records in one of two file formats: as a TREC or as an AVI. By default, recordings are saved as a TREC file.

The TREC file format is new starting with Camtasia Studio 8.4. This new recording file format allows you to share recording files between Camtasia Studio 8.4 and Camtasia for Mac 2.8.0.

The Camtasia TREC is a custom file container that holds more than just a video file. Other video editing software can't read or open a TREC file. The data contained in the TREC allows you to edit your video within Camtasia Studio 8.4 or Camtasia for Mac 2.8 after recording is complete.

A TREC file may contain:

- ▶ AVI screen recording
- ▶ Webcam video to use as a Picture-in-Picture
- ▶ Cursor data
- ▶ SmartFocus zoom and pan key frame data
- ▶ Keyboard shortcut data
- ▶ Audio from a microphone
- ▶ System audio
- ▶ Marker data

## Save Your Work as a Camtasia Studio Project File (CAMPROJ)

By default, you create a Camtasia project file (CAMPROJ) when working on your video. A project is created automatically when you open Editor to create a new video or, if you choose the Save and Edit option after recording.

A Camtasia Studio project file saves of all media in the Clip Bin and Library, clips and effects on the timeline, any editing completed on the timeline, and the editing dimensions.

With a CAMPROJ file, you can:

- ▶ Continue work on a video at a later time.
- ▶ Share the CAMPROJ file with others for collaboration on a video. Or, zip up your project to move it to another computer.
- ▶ Repeatedly produce and share your video to a number of popular video formats.

## Use the Library in Camtasia Editor

Media in the Library is meant to be used from project to project. It's the place to store assets that have team or corporate branding such as title clips, callouts, etc.

Export one asset file, a folder of assets, or the entire Library as a ZIP file that others can import into their own Library.

## Determine the Method for Feedback

When soliciting feedback, it's always best to let your reviewers know the preferred feedback method and the timeframe for when the feedback is due. Here are a few feedback methods we use at TechSmith:

- ▶ Microsoft Word or Adobe Acrobat's built-in reviewing tools
- ▶ [Jing](#) for graphic or video feedback
- ▶ [Snagit](#) for capturing and annotating
- ▶ [Screencast.com](#) for hosting videos for review. Viewers can give feedback using the Screencast.com commenting feature.

## Get Feedback Early in the Process

When soliciting feedback, be very, very specific on what you are looking for. Do you need a technical review on a process being shown in the video? Are you looking for comments on the voice used for the narration? Or, feedback on how the video is meeting the goals that were to be addressed?

- ▶ Send your script and storyboard out for early review so you have time to use the feedback to make changes. While this takes time, you'll end up with a better video in the end.
- ▶ When you begin to put your video together, create an early demo or prototype of the video and send it out to teammates or other stakeholders for review and feedback.
- ▶ You might also want to do some testing with people who represent your target audience to ensure your goals are being met.

## Keep Everyone Informed

Keep all the project stakeholders informed of the progress all along the way. Let them know of your success as you complete each milestone, but also inform them of problems or changes as soon as they come up.

Also, keep your entire team informed. If changes are being considered, tell the team about them as far ahead as you can. And, make sure everyone on the team is aware of what everyone else is doing.

## Create a Video Script

A good script is more than just narration – it also describes what is happening on the screen during the narration.

Including the video actions along with the narration:

- ▶ Allows you and others to visualize how the onscreen actions, narration, and timing all work together.
- ▶ Indicates the scene changes.
- ▶ Reveals where “dead-space” exists. Dead space is narrative that has no on-screen activity to accompany it. Areas with dead space may cause your audience to lose interest in your video.

You might also want to consider using a storyboard to sketch the scenes in your video. A good storyboard shows where transitions, callouts, title clips, zooms, and other effects go. Some people combine the script and storyboard into one document.

Here is a look at the kind of script used at TechSmith.

This column contains textual and visual action details.	This column contains the video narration text.
7. Show how to access the project again.	But, the video only plays the first time you open Camtasia Studio.  To open the sample project in the future, choose <b>File &gt; Recent projects</b> select <b>Getting Started</b> .  If you would like to skip this video and begin using Camtasia Studio 7 right away, click <b>File &gt; New Project</b> or click the <b>Record the screen</b> button.
Indicate where new scenes occur.	Use formatting to show words to emphasize.
9. Zoom in on tickmarks	So, let's start with the Timeline – this is where you assemble and edit your videos.  At the top of the timeline you'll see tick marks representing time in terms of minutes and seconds.
Add graphics or sketches to show where on-screen action occurs.  Or, show the type of callout, title clip, or transition to use.	Use a dash (-) or an ellipsis (...) to indicate a pause.
10. Self drawing callout arrow to the right.	When building a video on the timeline, you'll work in a horizontal manner beginning from the left and moving sequentially through time toward the right.
11. Show the zoom slider in operation.	Use the Zoom option to magnify the view of the timeline and increase the distance between the tick marks. This helps when editing since it lets you make more precise cuts and selections.
Use concise, natural language.  Allow the narrator to tweak the text to incorporate their own speech patterns and inflections.	Keep it simple and organized.  Add one thought or action per table row.

Continue with **Script Tips** on the next page.



## Script Tips

### Use Natural Language

The language used in screen recording videos is typically more casual and natural than the formal style used in technical writing. When preparing your script, try to avoid wording that sounds too formal or stilted.

### Be Concise

Write in short, concise sentences. Each line in a document or table should represent one action or thought.

### Show Emphasized Words and Pauses

Use text formatting, such as bold or italics, to show words that should be emphasized. Be consistent throughout the entire script and let the narrator know what each type of formatting means.

Allow for pauses in the script to accommodate natural speech inflections, changes on the screen, and dialog between narrators. Indicate a pause in the script with a dash (--) or an ellipsis (three dots).

### Make the Script Easy to Read

Use a large, legible font for both online scripts and printouts. Arial and Verdana from 12pt to 14pt works well.

### Proofread the Script

A good, clean script reads better, so spell check your text and do a basic copy edit. Also, double-check for instructional or navigational errors in the script.

### Revise & Refine

Send your script out for general review and, if needed, for a technical review. Don't be surprised if you have to revise and refine your script several times – this might actually be the most time-consuming part of your video project.

Give the script to the narrator a few days before they record to allow them time to become comfortable with the text. Also, plan on tweaking the script a bit so it sounds more natural and conversational in the narrator's voice.

## Read the Script Out Loud and Time It

Read out loud to see how the text flows and to identify any areas that have tongue twisters or word combinations that are difficult to pronounce.

- ▶ Time the reading to get a general idea of how long the video will be. Screencast videos should run between 3-5 minutes in length.
- ▶ If you have dialog between two or more people, have several people reading the different parts.
- ▶ If possible, read the script and perform the onscreen actions together to get a more accurate idea of the video's length.

## Practice Page Turning

If the script is being read from paper, make sure the pages are numbered and don't staple them together. Have the narrator practice moving through the script from page-to-page. This helps eliminate fumbling and noise that might be picked up in the audio.

## The Camtasia Studio Project File


By default, you create a Camtasia project file (CAMPROJ) when working on your video. A project is created automatically when you open Editor to create a new video or, if you choose the Save and Edit option after recording.

A Camtasia Studio project file (CAMPROJ) saves all the media in the Clip Bin and Library, clips and effects on the timeline, any editing completed on the timeline, and the editing dimensions.

With a CAMPROJ file, you can:

- ▶ Continue work on a video at a later time.
- ▶ Share the .camproj file with others for collaboration on a video.
- ▶ Zip up your project to move it to another computer or a new location on a hard drive or network.
- ▶ Repeatedly produce and share your video to a number of popular video formats.

### To Create a Camtasia Studio Project

1. Start a new project by selecting one of the following:
  - In Camtasia Editor, choose File > New Project.
  - After recording with Camtasia Recorder, select **Save and Edit** in the Preview Window.
  - After recording with the PowerPoint Add-in, select **Edit my recording** from the Post-Save Options dialog box.
2. To add other media, select **Import media** . The button is a dark grey rectangle with a white folder icon and the text 'Import media' in white.
3. Arrange clips and elements on the timeline.
4. Save the Camtasia Studio project file (CAMPROJ).

See also:

- ▶ [Import a Zipped Camtasia Project](#)
- ▶ [Back up a Project Automatically \(AutoSave\)](#)
- ▶ [Export a Camtasia Project as a ZIP File](#)

## Import a Zipped Camtasia Project

When a zipped project is imported, Camtasia Studio unzips it to a folder that you choose. At that time, the project is ready to open within Camtasia Studio.

1. In Camtasia Studio, select File > Import Zipped Project. The Import Zipped Project File dialog box appears.
2. Click **Browse** and select a zipped project file.
3. Select a project folder.
4. Enable the **Open project after import** option to open the project in Camtasia Studio.
5. Click **OK**.

See also:

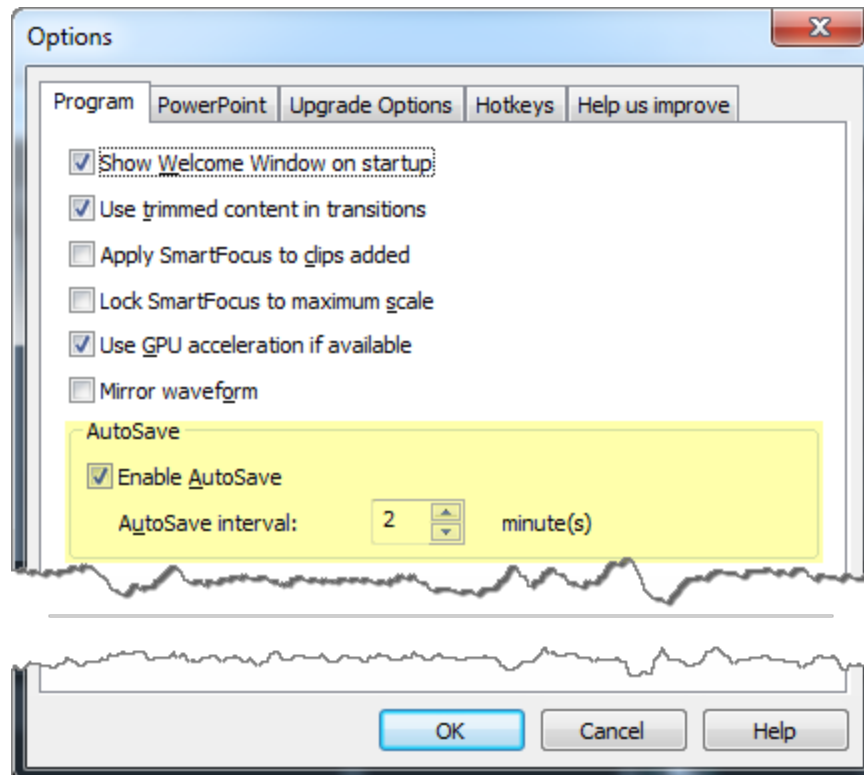
- ▶ [Back up a Project Automatically \(AutoSave\)](#)
- ▶ [Export a Camtasia Project as a ZIP File](#)
- ▶ [To Create a Camtasia Studio Project](#)


## Back up a Project Automatically (AutoSave)

AutoSave automatically saves a backup project file for recovery. AutoSave is **enabled** by default.

### Change the AutoSave Interval

1. In Camtasia Studio, select **Tools > Options > Program** tab.
2. Enable the **AutoSave** option.
3. Enter the number of minutes between saves into the **AutoSave interval** field.
4. Click **OK**.



 If you open a project after a crash or system failure, Camtasia Studio automatically recovers the last saved project file. Give the saved project a name and click **Save**.

See also:

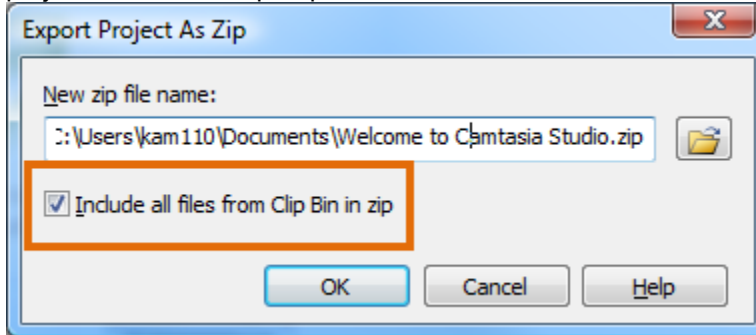
- ▶ [Import a Zipped Camtasia Project](#)
- ▶ [Export a Camtasia Project as a ZIP File](#)
- ▶ [To Create a Camtasia Studio Project](#)

## Export a Camtasia Project as a ZIP File to Share with Others

Use the **Export Project as Zip** option to create a zip file to transfer a project to a new location, to save a backup copy of the project files, or to send the project file for collaboration.

⚠ Moving or deleting original files (for example, on a hard drive or network) that have been imported into the Clip Bin can break your Camtasia Studio projects. Before moving or deleting any files, open your video projects and export them as a [Camtasia Studio zipped project file](#).

Be sure to select the **Include all files from the Clip Bin in zip** option. This creates a self-contained project with backed up Clip Bin files.




### Create A Zipped Project

1. In Camtasia Studio, select **File > Export Project As Zip**. The *Export Project as Zip* dialog box appears.
2. Click **Browse** to select a location.
3. Click **Save**.
4. Enable the **Include all files from Clip Bin in zip** option to include a copy of all media files in the Clip Bin within the zip file.
5. Click **OK**.

See also:

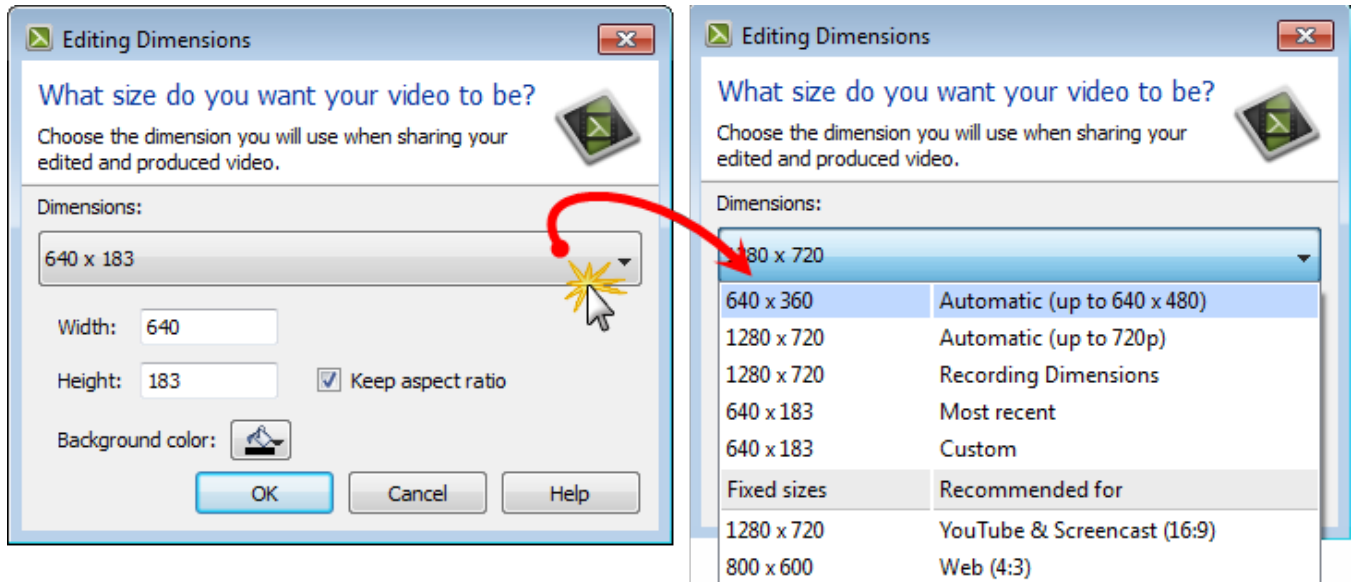
- ▶ [Import a Zipped Camtasia Project](#)
- ▶ [Back up a Project Automatically \(AutoSave\)](#)
- ▶ [To Create a Camtasia Studio Project](#)

## Editing Dimensions: What Size Will Your Video Be?

 View > Project > Editing Dimensions

The *Editing Dimensions* dialog box allows you to choose the dimensions for your editing your video. For best results for the video you will share, edit the video at the size you want the final video to be.

- ▶ For full screen recordings or recordings made from standard or widescreen presets, the default setting works best.
- ▶ If other dimensions are preferred, choose the size you want your final video to be from the dropdown menu.



### Dimension Presets

A preset contains common production settings optimized for your intended distribution method: mobile devices, Screencast.com, Web, YouTube, etc. Select a preset to work on your video project using the size your final video be produced to.

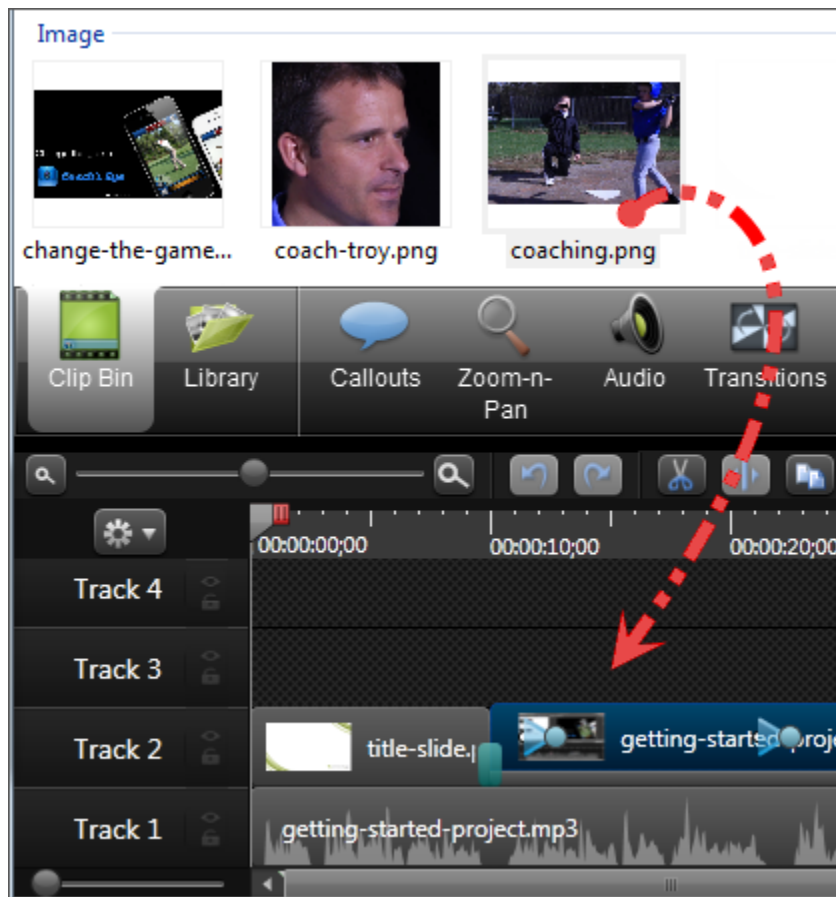
### Custom Dimensions

- ▶ 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**.

## The Clip Bin

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.

- ▶ To add a media clip to your video, drag it from the Clip Bin onto the timeline.
- ▶ A produced video only includes the clips and elements on the timeline.
- ▶ To remove any clips or media not being used on the timeline, right-click in the Clip Bin and choose **Remove unused clips** from the context menu.

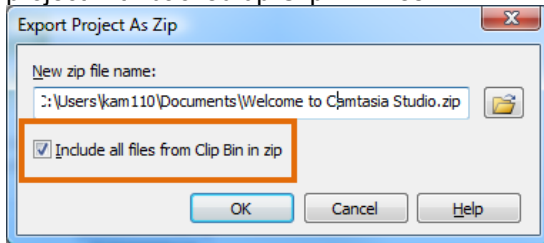


📌 Clips in the Clip Bin are not affected by any editing on the timeline. When you add a clip to the timeline, you create a copy of the source clip. For example, if you split a clip on the timeline, the split is not reflected in the original clip in the Clip Bin.



⚠ Moving or deleting original files (for example, on a hard drive or network) that have been imported into the Clip Bin can break your Camtasia Studio projects. Before moving or deleting any files, open your video projects and export them as a [Camtasia Studio zipped project file](#).

Be sure to select the **Include all files from the Clip Bin in zip** option. This creates a self-contained project with backed up Clip Bin files.



Continue with [Import Media into the Clip Bin](#).

## Import Media into the Clip Bin

Camtasia Studio adds imported media files into the Clip Bin.


You can import the following file formats into a Camtasia Studio project file (CAMPROJ):

- ▶ Video files (TREC, CAMREC, AVI, MP4, MPG, MPEG, WMV, MOV, SWF)

- 📌 Camtasia Studio does not support multiple tracks in a MOV file. Camtasia Studio imports one video and one audio track from a .mov file.
- 📌 Only SWF files created from Jing or Camtasia Studio can be imported.

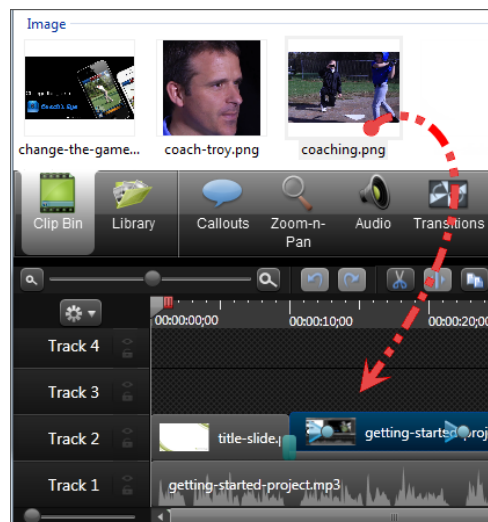
- ▶ Image files (BMP, GIF, JPG, PNG)
- ▶ Audio files (WAV, MP3, WMA)
- ▶ Zipped project files

### To Import Media into the Clip Bin

1. In Camtasia Studio, choose the Clip Bin tab.
2. Click the **Import media** button .
3. Select the file to import. Hold <CTRL> to select multiple files.
4. Click **Open**. The media appears in the Clip Bin.

### To Add a Clip to the Timeline

To add a clip to the video, drag the clip from the Clip Bin onto the timeline or right-click on a clip and select **Add to Timeline**.



See also:

- ▶ [Editing Dimensions](#)
- ▶ [The Clip Bin](#)
- ▶ [The Library](#)
- ▶ [Import Media Directly into the Library](#)
- ▶ [Manage the Library Content](#)
- ▶ [Export the Library as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

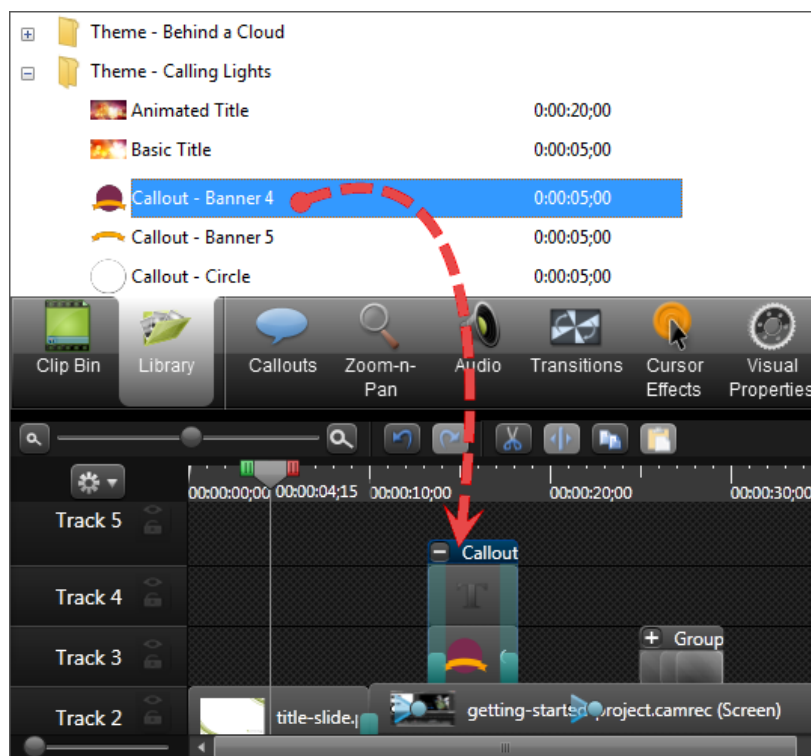
## The Library

The Library holds timeline sequences, callouts, title clips, videos, audio files, images, images, and other elements you want to use from project to project. Items in the Library are called media assets.

- ▶ If you have a particular sequence you used at the beginning or end of every video that you make, create the sequence one time then save it to the Library to be used in other video projects.
- ▶ If your company uses a standard callout, title clip, or transition for their videos, add those elements to the [Library then export them](#) and share with everyone on your team.

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

- ▶ To add a media asset to the video, drag the asset from the Library onto the timeline or right-click on an asset and select **Add to Timeline**.



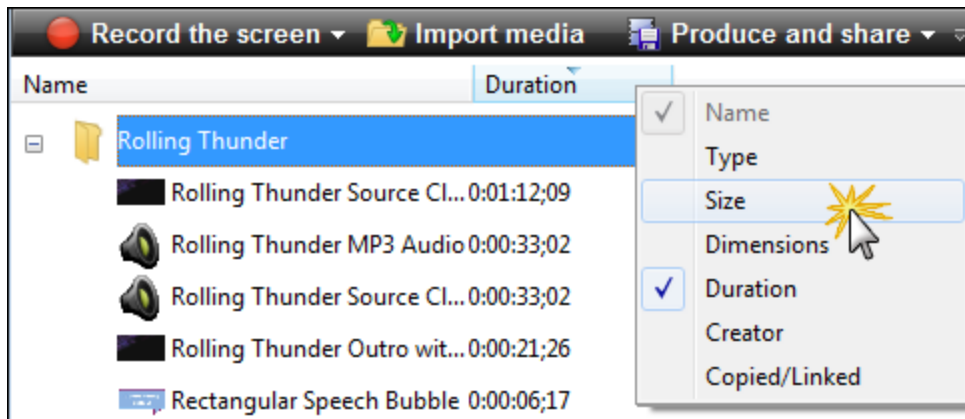
### View Media Properties in the Library

To view additional properties such as file name, location, or size, right-click on a Library asset and select **Properties** from the context-menu.

### Sort Media Assets in the Library

You can sort media assets in the Library by name, type, size, and more.

- ▶ Double-click a sort option in the columns at the top of the Library.
- ▶ To change the sort criteria, right-click on the sort column names and choose the desired criteria from the menu.



See also:

- ▶ [Import Media Directly into the Library](#)
- ▶ [Manage the Library Content](#)
- ▶ [Create Library Asset](#)
- ▶ [Export the Library as a ZIP File](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

## Import Media Directly into the Library

You can import the following file formats into the Library:

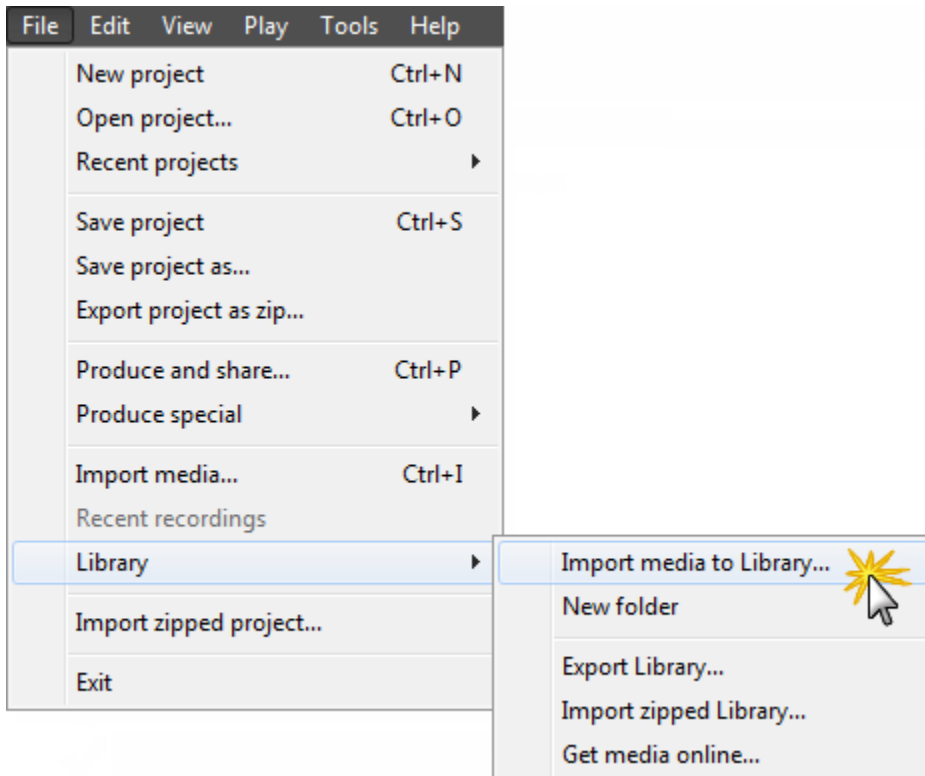
- ▶ Video files (CAMREC, AVI, MP4, MPG, MPEG, WMV, MOV, SWF)

- 📌 Camtasia Studio does not support multiple tracks in a MOV file. Camtasia Studio imports one video and one audio track from a .mov file.
- 📌 Only SWF files created from Jing or previous versions of Camtasia Studio can be imported.

- ▶ Image files (BMP, GIF, JPG, PNG)
- ▶ Audio files (WAV, MP3, WMA)
- ▶ Zipped Library

## To Import Media

1. In Camtasia Studio, choose **File > Library > Import media to Library**. The *Open* dialog box appears.



2. Browse and select the media files to import.
3. Click **Open**. The assets appear in the Library.

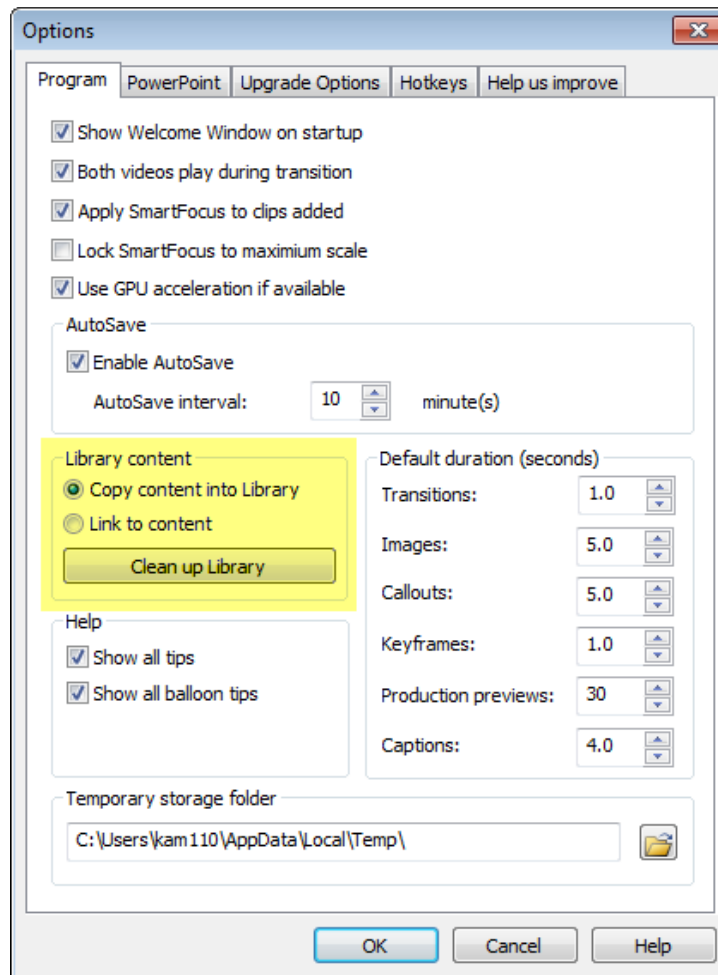
- 📌 To add an asset to the video, drag it from the Library onto the timeline or right-click on an asset and select **Add to Timeline**.

## How Do You Want to Add Assets to the Library?


When assets are added to the Library, they can be added in two different ways:

- ▶ As a [copy](#) of the original asset file (this is the default setting)
- ▶ As a [link](#) to the asset file.


To select your own default method for adding assets, choose **Tools > Options > Program tab > Library content** group box.



## Copy Content into the Library (Default Setting)

 **Tools > Options > Program tab > Library content group box > Copy content into Library**

This option places a copy of the media assets into the Library. Since copied assets increase the file size of Camtasia Studio projects, it is best to only copy assets that will be used from project to project into the Library. Use the Clip Bin to hold the media files only needed for the current project.

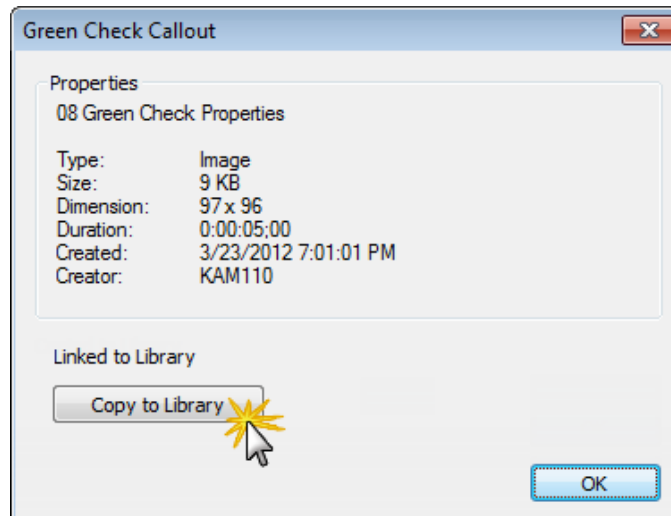
 When adding a group or other asset that contains a section of video into the Library as a copied asset, the **entire video is added as a copy** – not just the selected portion. Since this can increase the file size of your of Camtasia Studio projects, it is **recommended that timeline selections be added to the Library as links – not copies.**

## Link to Content in the Library

 **Tools > Options > Program tab > Library content group box > Link to content**

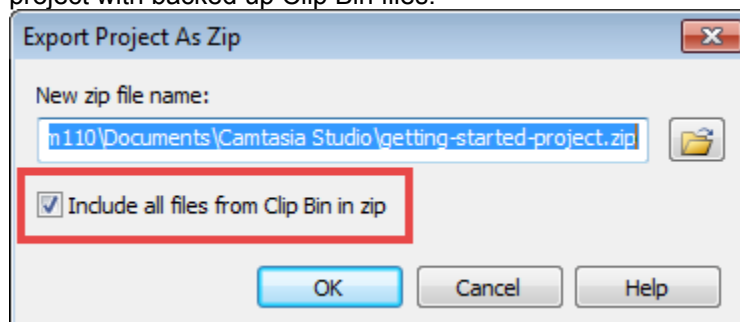
This option links to the original asset file on a hard drive or network location. Since moving the asset from its original location breaks projects that link to those files, it is recommended that assets be placed in a location where they will not be moved or accidentally deleted.

- ▶ Deleting Library assets can break other projects using those assets. Before deleting any assets, open your other projects and export them as zipped files. This creates a self-contained project with backed up Library assets.
- ▶ To change a linked asset into a copied asset, right-click the asset in the Library and select Properties from the context menu.



- ▶ Deleting Library assets can break other projects using those assets. Also, moving or deleting files that have been imported into the Library can break your Camtasia Studio projects. Before moving or deleting any files, open your video projects and export them as a [Camtasia Studio zipped project file](#).

Also, be sure to select the **Include all files from the Clip Bin in zip** option. This creates a self-contained project with backed up Clip Bin files.



See also:

- ▶ [The Library](#)
- ▶ [Manage the Library Content](#)
- ▶ [Create Library Asset](#)
- ▶ [Export the Library as a ZIP File](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

## Manage the Library Content

There are several options available to help you manage the media assets in the Library.

### Change an Asset Name

To change a media asset's name, from within the Library tab:

1. Click once on the asset name to select it.



2. Pause momentarily then, click again. The Edit field becomes enabled.
3. Type the new name.



4. Click off the asset to save the name.

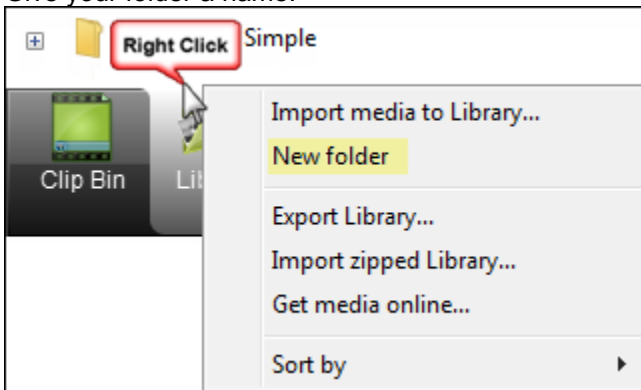


### Create a Folder

Folders help keep your Library organized.


To create a folder:

1. Right-click in the area directly at the top of the Library tab.
2. From the context menu, select **New Folder**
3. Give your folder a name.



### Add Assets to a Folder



To add an asset to a folder, click and drag an asset on top of a folder and drop it there.


 The Library does not support subfolder hierarchy.



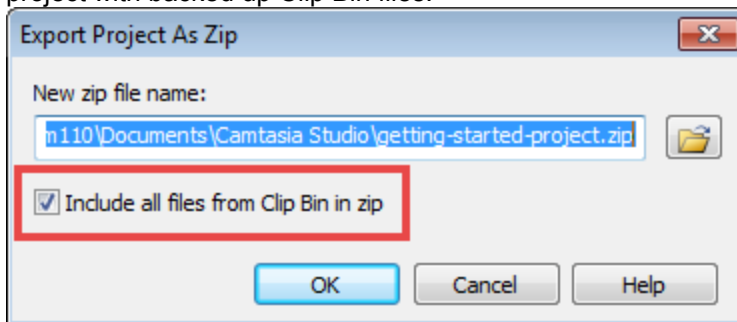
## Delete an Asset from the Library

To delete an asset from the Library or a folder in the Library, right-click the asset and select **Delete from Library** from the context menu. You will be prompted to confirm the delete.

-  You cannot delete a Library asset that is currently being used on the timeline.
-  If you have created a new Library asset based on an existing Library asset, you cannot delete that asset from the Library if either asset is being used on the timeline.

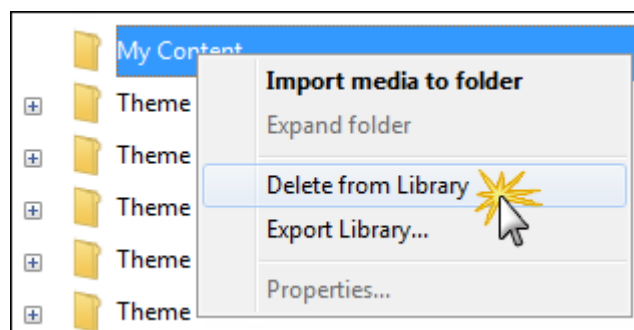
 Deleting Library assets can break other projects using those assets. Also, moving or deleting files that have been imported into the Library can break your Camtasia Studio projects. Before moving or deleting any files, open your video projects and export them as a [Camtasia Studio zipped project file](#).



Also, be sure to select the **Include all files from the Clip Bin in zip** option. This creates a self-contained project with backed up Clip Bin files.



## Delete a Library Folder

To delete a folder, right-click it and select **Delete from Library** from the context menu. You will be prompted to confirm the delete.



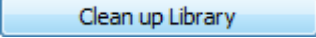
-  You cannot delete a Library folder that contains an asset that is currently being used on the timeline.
-  If you have created a new Library asset based on an existing Library asset, you cannot delete that asset's folder from the Library if either asset is being used on the timeline.

⚠ Deleting a Library folder can break other projects using the assets in that folder. Also, moving or deleting files that have been imported into the Library can break your Camtasia Studio projects. Before moving or deleting any files, open your video projects and export them as a [Camtasia Studio zipped project file](#).

Also, be sure to select the **Include all files from the Clip Bin in zip** option. This creates a self-contained project with backed up Clip Bin files.

## Clean Up the Library

 **Tools > Options > Program tab > Library content group box > Clean Up Library**

The **Clean Up Library** option  removes any broken links, rebuilds the Library indexes, and updates the folders.

If you frequently add, delete, and move assets within the Library, it is good to perform this routine maintenance on a regular basis.

See also **Export the Library as a ZIP File**.

⚠ Once you perform the cleanup process, you cannot restore the Library to the previous version.


See also:


- ▶ [Import Media Directly into the Library](#)
- ▶ [Create Library Asset](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

## Create Library Assets

You can create Library assets from the content on the timeline. [Timeline selections, groups, and clips](#) may contain markers, zoom and pan or other key frames, video, audio, callouts, and more.

- ▶ If you have a particular sequence you want to use at the beginning or end of every video that you make, create the sequence one time and save it to the Library to be used in other video projects.
- ▶ If your company uses a standard callout, title clip, or transition for their videos, add those elements to the [Library then export them](#) and share with everyone on your team.

 When a timeline sequence is selected and saved in the Library, the entire video is actually saved. When you drag the sequence to the timeline, only the selection that was saved appears.

 When adding a group or other asset that contains a section of video into the Library as a copied asset, the **entire video is added as a copy** – not just the selected portion. Since this can increase the file size of your of Camtasia Studio projects, it is **recommended that timeline selections be added to the Library as links – not copies**.

### Add a Timeline Selection to the Library

1. Make a selection on the timeline.
2. Right-click the selection.
3. Choose **Add playhead selection to Library**.
4. The asset is added to the Library.
  - Click on the asset in Library to rename it.
  - Drag into a folder for better Library organization.
  - Drag to the timeline to include in a video project.

### Add Clip, Callouts, and Groups

1. Select a video clip, audio clip, callout, or group. To select multiple clips, press and hold the <SHIFT> key then select each clip or group on the timeline. When the clip is selected it is highlighted in blue.
2. Right-click the clip.
3. Choose **Add asset to Library**.
4. The clip(s) is added to the Library as an asset.
  - Click asset in Library to rename it.
  - Drag into a folder for better Library organization.
  - Drag to the timeline to include in the final video.

See also:

- ▶ [The Library](#)
- ▶ [Import Media Directly into the Library](#)
- ▶ [Manage the Library Content](#)
- ▶ [Export the Library as a ZIP File](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

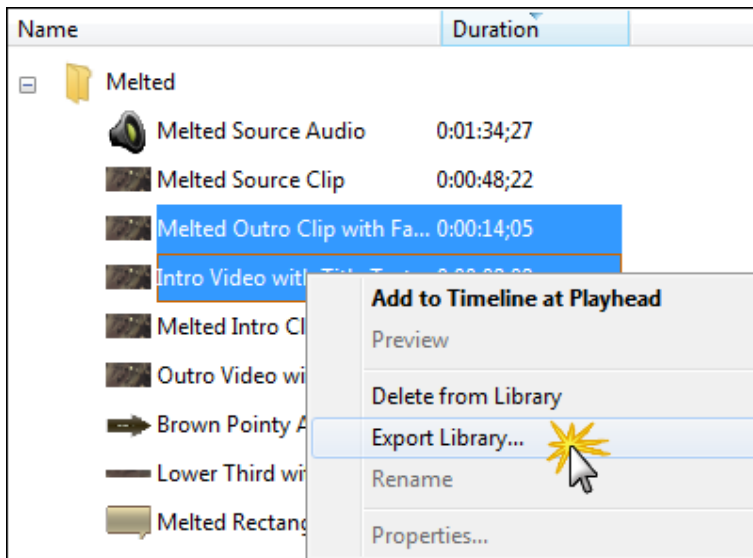
## Export the Library as a ZIP File (LIBZIP)

If your company uses a certain callout, title clip, intro, outro, or transition for their videos, you can create assets one time, add them to the Library, and then export them to share with teammates.

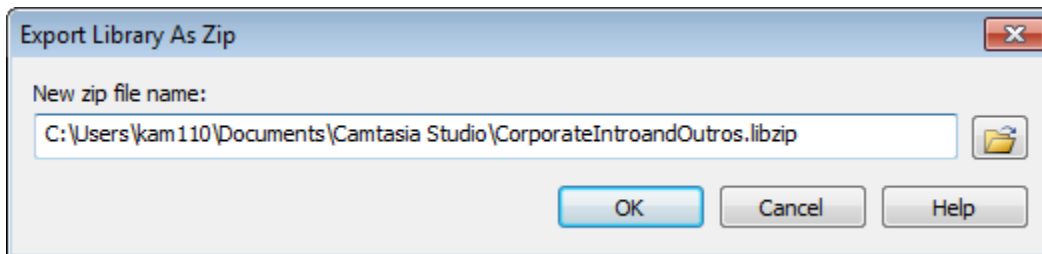
You can export a single asset, a folder of assets, or the entire Library.

### To Export Assets or the Entire Library as a ZIP File

- While in the Library:
  - Click on **one** asset file or a folder.  
-or-
  - To **select multiple files or folders**, hold down the <CTRL> key and click on each file/folder.  
-or-
  - To export the **entire Library**, do not select any files.
- Right-click on the one of the selected assets and choose **Export Library** from the context menu.
  - To export the entire Library, right-click any unselected asset and choose **Export Library** from the context menu.



- Accept the default location and file name or click the **Browse** button to choose a new location and name. Click **OK**. The packaging begins immediately.



See also:

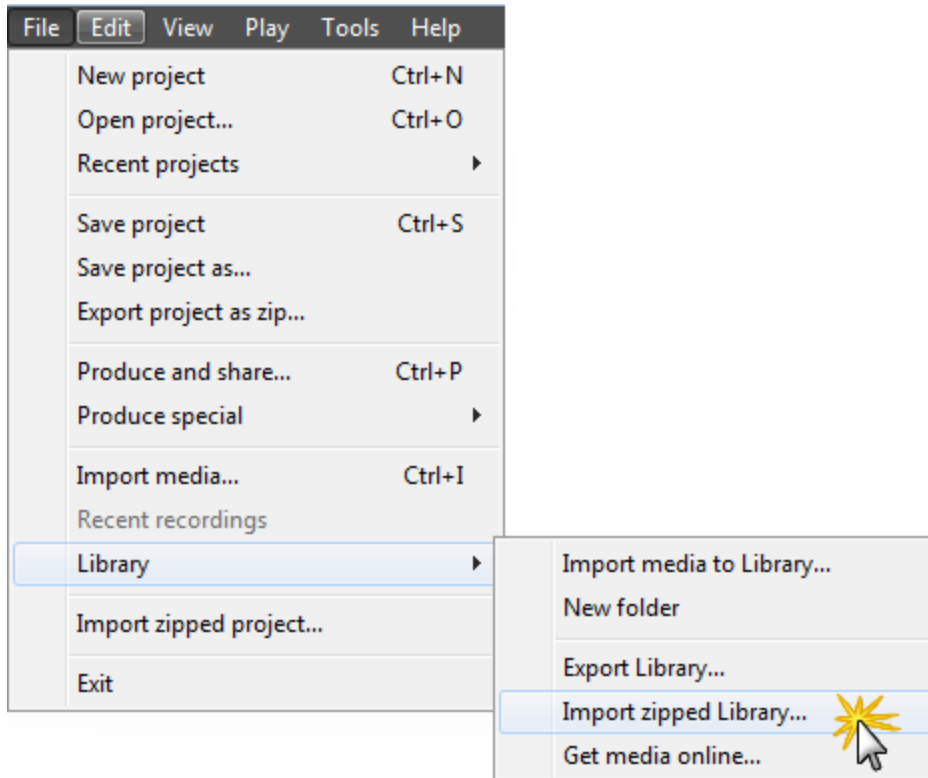
- ▶ [The Library](#)
- ▶ [Import Media Directly into the Library](#)
- ▶ [Manage the Library Content](#)
- ▶ [Create Library Asset](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

## Import a Zipped Library File (LIBZIP)

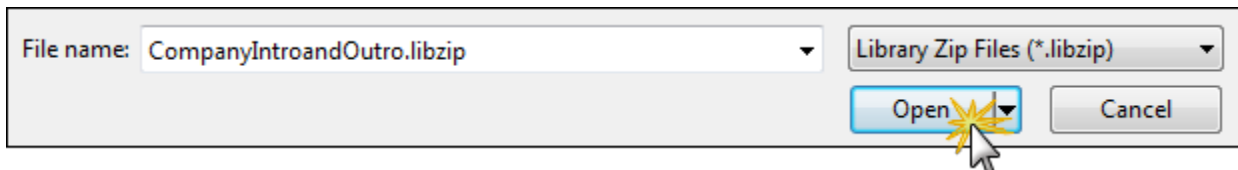
Import a zipped Library file (LIBZIP) to add media assets to your Library.

### Import from Editor

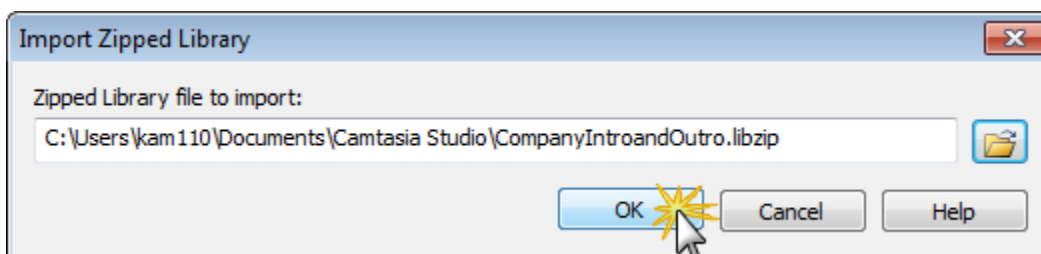
1. From within Camtasia Studio's Editor choose **File > Library > Import zipped Library**.



2. The *Import Zipped Library* dialog box appears. Browse for and select a LIBZIPfile. Click **Open**.

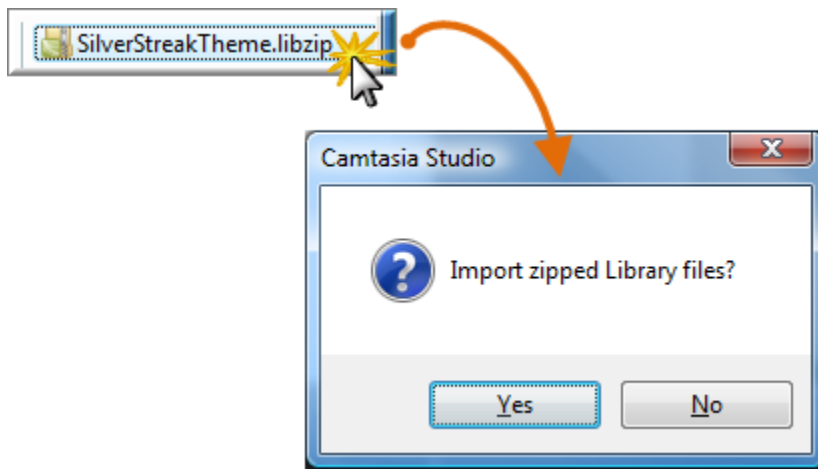


3. Click **OK** to begin the import. When done, the assets appear in the Library.



## Import from Windows Explorer

1. In Windows explorer, double-click a LIBZIP file.
2. A confirmation dialog box appears. Click **Yes** to perform the import.



See also:

- ▶ [The Library](#)
- ▶ [Import Media Directly into the Library](#)
- ▶ [Manage the Library Content](#)
- ▶ [Create Library Asset](#)
- ▶ [Export the Library as a ZIP File](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

## Video File Types

The following list will help you decide which video type and file format is appropriate for your intended audience.

File Type	File Extension	Distribution	Strengths	Weaknesses
MPEG-4 video	MP4	Web, Local, Mobile, CD, DVD	<ul style="list-style-type: none"> <li>▶ Excellent quality</li> <li>▶ Small file size</li> <li>▶ Plays on most desktop browsers and newer smartphones and tablets</li> <li>▶ Broad adoption and support for this format</li> <li>▶ Best format for sharing</li> </ul>	<ul style="list-style-type: none"> <li>▶ Not supported by all browsers if Flash player is not installed</li> </ul>
Windows Media Video	WMV	Web, Local, CD, DVD	<ul style="list-style-type: none"> <li>▶ Plays in Windows Media Player on most Windows PCs</li> <li>▶ Excellent quality</li> <li>▶ Small file size</li> </ul>	<ul style="list-style-type: none"> <li>▶ Requires Windows Media Player or Silverlight player</li> <li>▶ Does not play natively on Macs</li> <li>▶ Limited mobile playback support</li> </ul>
QuickTime Movie	MOV	Web, Local, CD, DVD	<ul style="list-style-type: none"> <li>▶ Plays in iTunes or QuickTime player on Windows</li> <li>▶ Native video format for Macs</li> <li>▶ Cross platform</li> </ul>	<ul style="list-style-type: none"> <li>▶ Requires iTunes or QuickTime player to be installed on Windows</li> <li>▶ Limited mobile playback support</li> </ul>
Audio Video Interleaved	AVI	Not intended for distribution	<ul style="list-style-type: none"> <li>▶ Vendor neutral format</li> <li>▶ A good format for use with video editors</li> <li>▶ Standard format</li> </ul>	<ul style="list-style-type: none"> <li>▶ Not a sharable format</li> <li>▶ Audio and video codecs required if played on another machine</li> </ul>
MP3 Audio	MP3	Web, Local, CD	<ul style="list-style-type: none"> <li>▶ Excellent audio quality</li> <li>▶ Small file size</li> <li>▶ Standard format</li> </ul>	<ul style="list-style-type: none"> <li>▶ Audio only format</li> </ul>
QuickTime M4V Video	M4V	Sync with iPod, iPhone, and iPad via iTunes	<ul style="list-style-type: none"> <li>▶ Compatible with older video-capable iPods and iPhones</li> </ul>	<ul style="list-style-type: none"> <li>▶ Small dimensions</li> <li>▶ Being replaced by MP4</li> </ul>
Animated GIF	GIF	Embed in email or web page	<ul style="list-style-type: none"> <li>▶ Small file size</li> <li>▶ Can be embedded into an email or other places where an image can be used.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Cannot include audio</li> <li>▶ Poor visual quality</li> <li>▶ Limited to 256 colors</li> <li>▶ Limited to short durations</li> </ul>