



Camtasia Studio[®] 8.1

Help File Document

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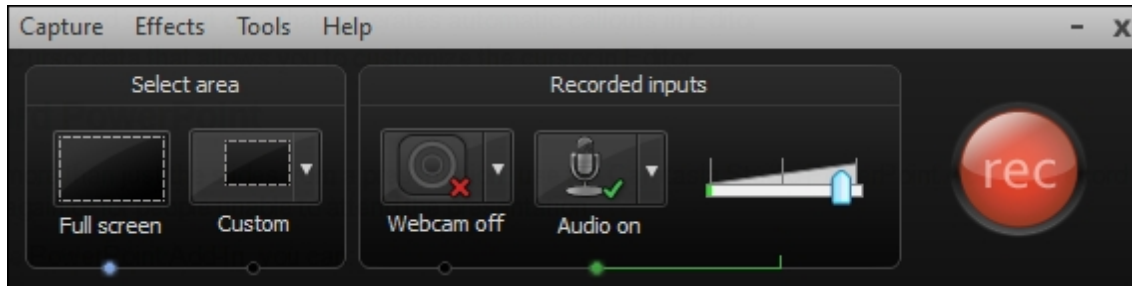
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Recorder

With Camtasia Recorder, you record exactly what you want: the entire screen, specific dimensions, a region, a window, or an application. Recorder is designed to be simple and easy-to-use starting with your first recording—just click the Record button and begin your onscreen activity.



Recorder automatically records:

- ▶ Microphone audio recording
- ▶ System audio recording (not supported on the Microsoft Windows XP operating system)
- ▶ SmartFocus zoom and pan keyframes to automatically optimize the viewing experience
- ▶ Keyboard shortcut data that generates automatic callouts in Editor
- ▶ Cursor data that allows you to customize the cursor in Editor

Record PowerPoint

Share more than just the slides from a presentation, use the Camtasia Studio PowerPoint Add-In to record and share PowerPoint presentations for attendees to watch again or for people unable to attend the presentation.

With the PowerPoint Add-In, you can:

- ▶ Quickly record and produce a PowerPoint presentation as an interactive video to appear on a webpage.
- ▶ Include audio or camera video to include as a Picture-in-Picture recording.
- ▶ Save the PowerPoint recording as a Camtasia Studio project file (CAMPROJ) to edit or produce into a variety of file formats.
- ▶ Automatically add markers to the recording file for each slide in the presentation. If you include a table of contents in the final video, the markers appear as table of contents entries.

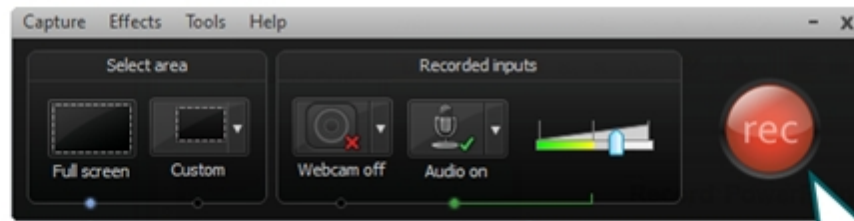
See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)

Your First Recording—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 in Recorder give you a recording file that includes:

- ▶ Full screen recording
- ▶ **Microphone audio** recording
- ▶ **System audio** recording (not supported on the Microsoft Windows XP operating system)
- ▶ **SmartFocus** zoom and pan keyframes to automatically optimize the viewing experience
- ▶ **Cursor data** used to enhance the cursor in Editor
- ▶ Keyboard shortcut data used to generate automatic callouts in Editor



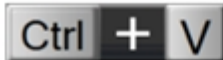
Record the full screen.

This is the default setting that works well for most recordings.

SmartFocus animations are recorded for better playback when the video is shared at a smaller dimension.

Cursor data is recorded to allow customization.

Keyboard shortcuts are captured that autogenerate Callouts.



Record microphone and system audio.

By default, microphone and system audio are both recorded.

Note: System audio is not available for Microsoft XP users.

Speak into the mic to test the audio level. Use the slide control to increase or decrease the level.

Audio should not test into the red zone or clipping will occur.

Click the Record button to begin.

Press **F10** to stop.

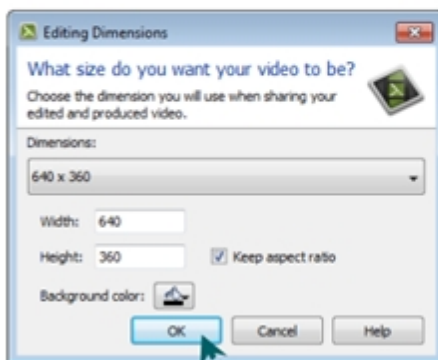
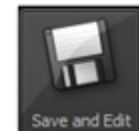


The Preview Window appears and plays your video.

To share right away, click **Produce** then step through the Production Wizard.

To edit your video before you share, click **Save and Edit**. In the Editing Dimensions dialog box, click **OK** to accept the default dimensions.

After editing, click **Produce and Share** to create a shareable video. Step through the Production Wizard using the default settings to create a Web-ready MPEG4 video.



See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)

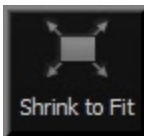
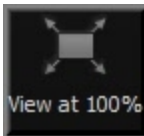
- ▶ **Add a System Stamp While Recording**
- ▶ **Add Mouse Click Sounds While Recording**
- ▶ **Add a Cursor Effect While Recording**
- ▶ **Draw on the Screen While Recording (ScreenDraw)**
- ▶ **Record a PowerPoint Presentation**

Recorder's Preview Window

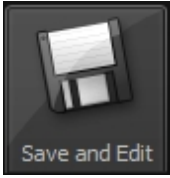
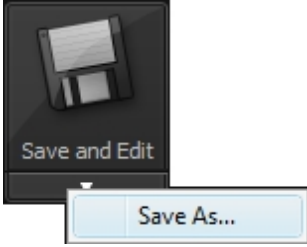
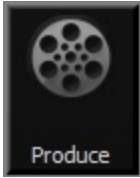

The Preview Window appears once you stop a recording. This allows you to preview any audio, camera video, and effects recorded.



Change the View

 Shrink to Fit	Click the Shrink to Fit button to view the entire recording within the Preview Window. In this view, the recording preview is scaled down to fit within the window. The preview may appear fuzzy or pixilated. This does not reflect the quality of the final recording file.
 View at 100%	Click the View at 100% button (recommended) to view the full recording video. If you recorded the full screen or at large dimensions, scroll bars may appear in the preview to allow you to view the entire video.

Post-Recording Options

 <p>Save and Edit</p>	<p>Save the recording as a Camtasia Recording file (CAMREC), close the Preview Window, open Editor with the video in the Clip Bin and on the timeline. Camtasia Recorder remains open.</p>
 <p>Save and Edit</p> <p>Save As...</p>	<p>Save the recording file as a Camtasia Recording file (CAMREC) or AVI file and close the Preview Window. Camtasia Recorder remains open.</p>
 <p>Produce</p>	<p>Save the recording file and open the Production Wizard to produce the file into a shareable format.</p>
 <p>Delete</p>	<p>Permanently delete the recording file.</p>

See also

- ▶ [Record the Entire Screen](#)
- ▶ [Record with Widescreen or Standard Dimensions](#)
- ▶ [Record a Region, Area, or Window](#)
- ▶ [Move or Resize the Recording Area](#)
- ▶ [Lock Recording Area to Window or Application](#)
- ▶ [Record Audio in Camtasia Recorder](#)

Camtasia SmartFocus Recording Tips

TechSmith's exclusive SmartFocus technology keeps track of where the action happens during your recording. Then it produces a video that zooms in on the parts you need to show. Camtasia SmartFocus™ is ideal for videos where the source clip or recording dimensions are large (example: full screen recordings) and you want to produce the final video at smaller dimensions (example: for the Web or for an iPod).

When recording in Recorder, SmartFocus collects data about the actions completed and the cursor movement in the recording. SmartFocus predicts where to add zoom and pan animations in the recording, saving you the time it takes to manually add zoom and pan animations.

If you plan to apply SmartFocus during the editing process, use the following recording tips to help SmartFocus predict where to apply the zoom effects:

- ▶ **Slow down.** Use slow, deliberate mouse movements. Do not click around the screen too fast.
- ▶ **Record at full screen dimensions and produce at smaller dimensions.** SmartFocus is ideal for cases when you need to record at full screen or large dimensions, but want to produce the final video at smaller dimensions. For example, if you record a full screen application and then produce the final video for distribution on a smaller mobile device, the full screen recording is not viewable at the original dimensions without zooming.
- ▶ **Record clips longer than 30 seconds.** SmartFocus is optimized for recordings longer than 30 seconds. For shorter clips, you can manually add zoom and pan animations.
- ▶ **Hover the cursor where you want the viewer to look.** Keep the cursor still on the area of focus in the recording. For example, if you want the viewer to focus on a hyperlink, place the cursor on or near that area as you speak and then click.
- ▶ **Do not “talk” with the cursor.** Do not move the cursor around the screen as you speak. Try to keep the cursor still in the area of focus in the recording.
- ▶ **Keep the cursor close when entering text.** SmartFocus may not predict the correct action if you click in a text box, move the cursor to the other side of the screen, and then start talking. If you want the viewer to see what is typed into the text box, keep the cursor in the text box.
- ▶ **Use the mouse scroll wheel (if applicable).** Try using the mouse scroll wheel instead of clicking and dragging on the scroll bar. SmartFocus may zoom in on the scroll bar instead of the content scrolling. For example, use the mouse scroll wheel when scrolling long Web pages.

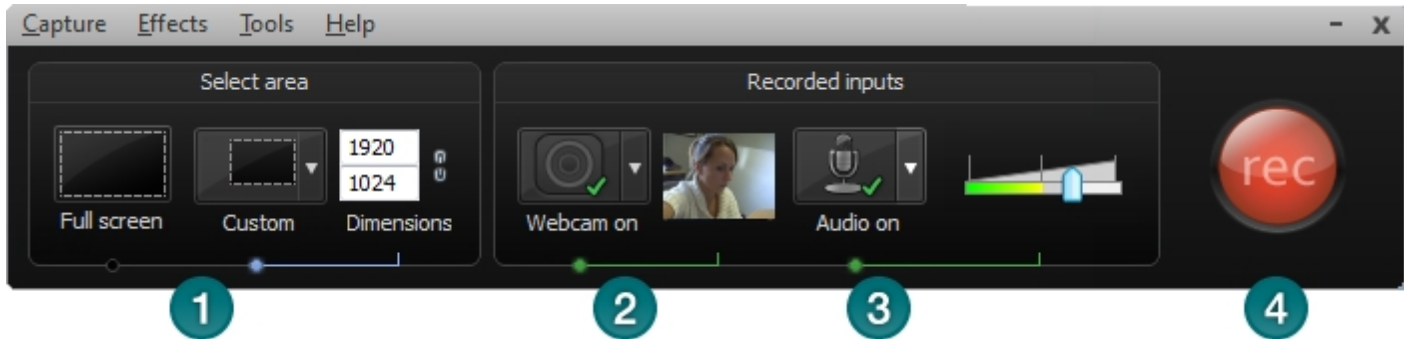
See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
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- ▶ [Show or Hide Recording Toolbars](#)
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- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)
- ▶ [Captions \(Closed and Open\)](#)

Record

By default, SmartFocus™ animations are automatically recorded and appear during the editing process on the Zoom track. SmartFocus zooms in on areas within the recording to optimize the viewing experience for videos produced at dimensions smaller than the original recording. See [Camtasia SmartFocus Recording Tips](#).

In addition to screen recording, Camtasia Recorder allows you to **draw on the screen** and **add effects** while recording.



1. Choose area to record:
 - Full screen recording is the default.
 - Record with **custom dimensions**
 - Record a **region**
2. Record from a **Web Camera**.
3. Record **Audio**.
 - Microphone audio is recorded by default.
 - System Audio is recorded by default (option not available if using the Microsoft Windows XP operating system)
4. Click the **Record** button to begin.
5. Click the **Stop** button or press **F10**. The recording preview appears. See:
 - [Edit the recording](#)
 - [Produce into a shareable format](#)

See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)
- ▶ [Captions \(Closed and Open\)](#)

The CAMREC Recording File

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

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



The CAMREC file may contain:

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

To Change the Recording File Format

In Camtasia Recorder, select Tools > Options > General tab > Saving group box > Record to option.

Select one of the following formats:

	<p>Camtasia Recording File (.camrec):Default recording file format. Proprietary TechSmith file format used to store screen and camera recording plus metadata about various streams into a single package. To add markers, apply Camtasia SmartFocus™, or record a Web camera, you must record with this format.</p>
	<p>Audio Video Interleave (.avi):Use AVI files to share the recording outside of Camtasia Studio. You cannot add markers, apply Camtasia SmartFocus™, or record a Web camera with the AVI format.</p>

Extract the AVI or WMV from a CAMREC Recording

The Extract CAMREC Contents option allows you to extract the screen (AVI) and camera (WMV) recording files from the CAMREC file. Use this option to edit the main video and Picture-in-Picture (PIP) clips separately.

Or, use the AVI file extracted from the **CAMREC** with a third-party video editor as long as you have the TSC2 or EnSharpen codec installed on the computer. When installing Camtasia Studio, the TSC2 and EnSharpen codecs are also installed.

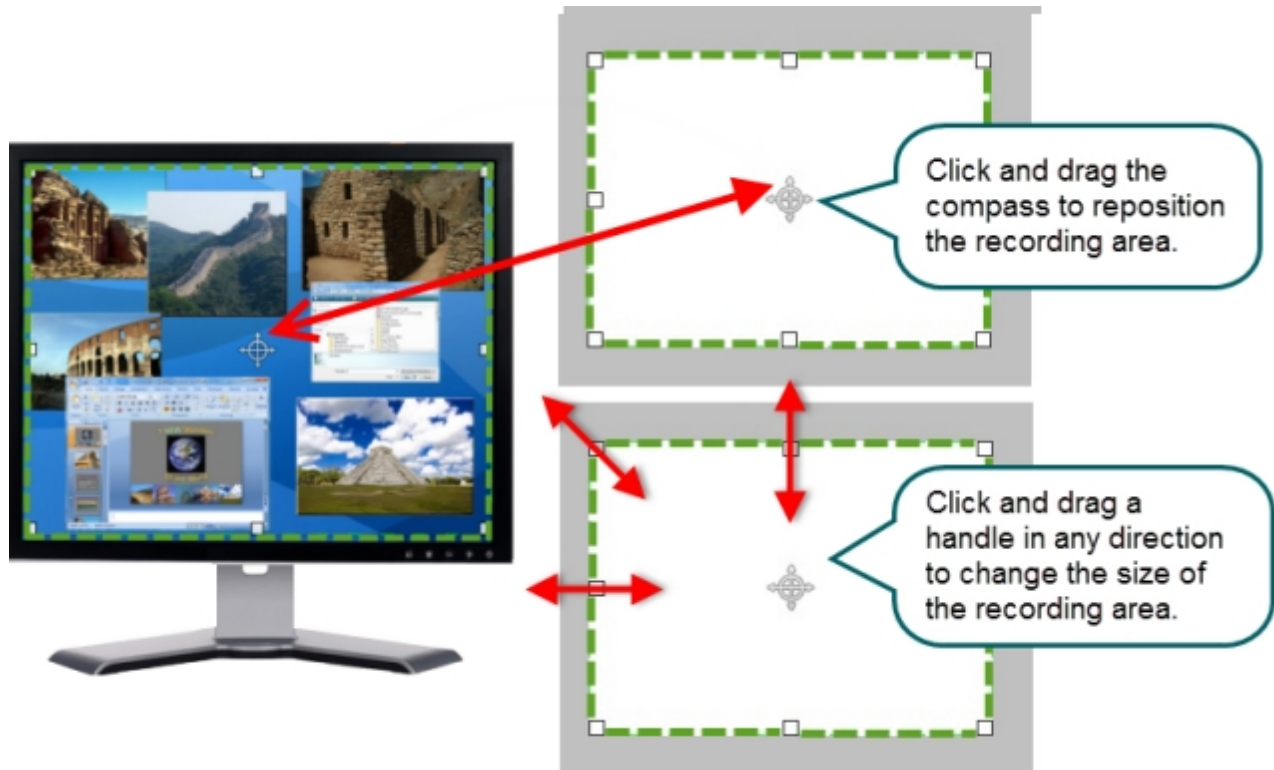
To Extract the AVI or WMV:

1. In Camtasia Studio, right-click on a CAMREC file in the Clip Bin.
2. Select **Extract Camrec Contents** from the context menu.
3. Select the destination and click **OK**.
4. The AVI (screen recording) and WMV (camera recording) files save to the directory selected.

Move or Resize the Recording Area

When you click the Record button, a dashed green line appears around the recording area.

- ▶ To move the recording area, click and drag the compass icon inside the recording area to a new location on the screen.
- ▶ To resize the recording area, click and drag a handle on a corner of the recording area in or out.



See also

- ▶ [Record the Entire Screen](#)
- ▶ [Record at Standard or Widescreen Dimensions](#)
- ▶ [Record a Region or Window](#)
- ▶ [Lock the Recording Area to a Window or Application](#)
- ▶ [Record Audio in Camtasia Recorder](#)

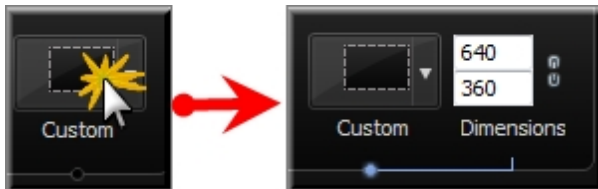
Lock the Recording Area to a Window or Application

The **Lock to Application** option allows you to automatically size the recording area to the size of the selected application window.

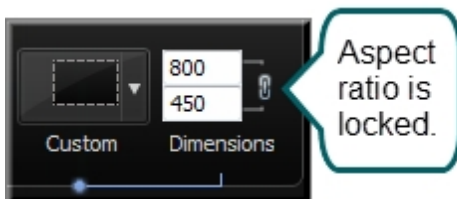
If the recording area is changed, the window or application automatically resizes to stay within the recording boundaries.

When used in conjunction with the **Lock Aspect Ratio** option, proper aspect ratio is maintained if further resizing of the window or application is needed.

1. Click the window or application to record to give it focus on the desktop.
2. Open Camtasia Recorder.
3. Click the **Custom** button. The custom options expand.



4. Click the Custom dropdown and select **Lock to Application**.
5. Click the Custom dropdown and select **Select area to Record**.
6. Click on the window or application.
7. Click the **Lock Aspect Ratio** icon to ensure proper aspect ratio is maintained if further resizing is needed.



See also

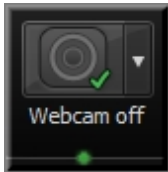
- ▶ [Record the Entire Screen](#)
- ▶ [Record at Standard or Widescreen Dimensions](#)
- ▶ [Record a Region or Window](#)
- ▶ [Move or Resize the Recording Area](#)
- ▶ [Record Audio in Camtasia Recorder](#)

Record the Entire Screen

Select Full Screen to record large, maximized applications or all activity on your computer desktop.



1. Open Camtasia Recorder.
2. Click the **Full Screen** button.
3. Optional: Record from a **Web Camera**.



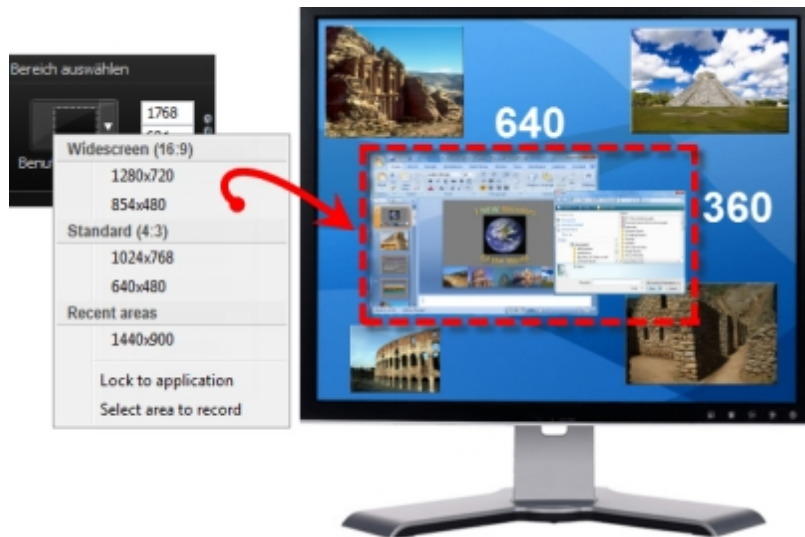
4. Record **Audio**. By default, both microphone and system audio are recorded.
5. Click the **Record** button.
6. Press **F10** to stop recording. The Preview Window appears.
 - Click **Save and Edit** to open your video in **Editor** where you can enhance and edit the video.
 - Click **Produce** to open the **Production Wizard** to create a shareable video.

See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)
- ▶ [Captions \(Closed and Open\)](#)

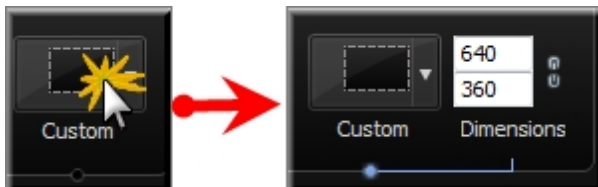
Record at Standard or Widescreen Dimensions

Select Custom to record using preset dimensions based on widescreen or standard aspect ratios.



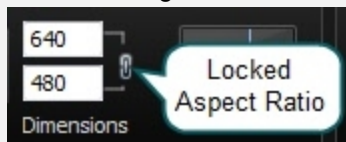
For best results when recording at custom dimensions, use dimensions with the same aspect ratio to edit and produce the final video.

1. Open Camtasia Recorder.
2. Click the **Custom** button. The custom options expand.

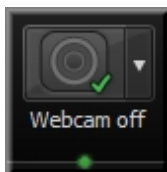


3. Click the dropdown to select from a list of Standard or Widescreen dimensions. Or, enter dimensions (in pixels) into the Width and Height fields.

When entering dimensions into the Width and Height fields, click the **lock** icon to maintain the aspect ratio



4. Optional: Record from a **Web Camera**.



5. Record **Audio**. By default, both microphone and system audio are recorded.
6. Click the **Record** button.

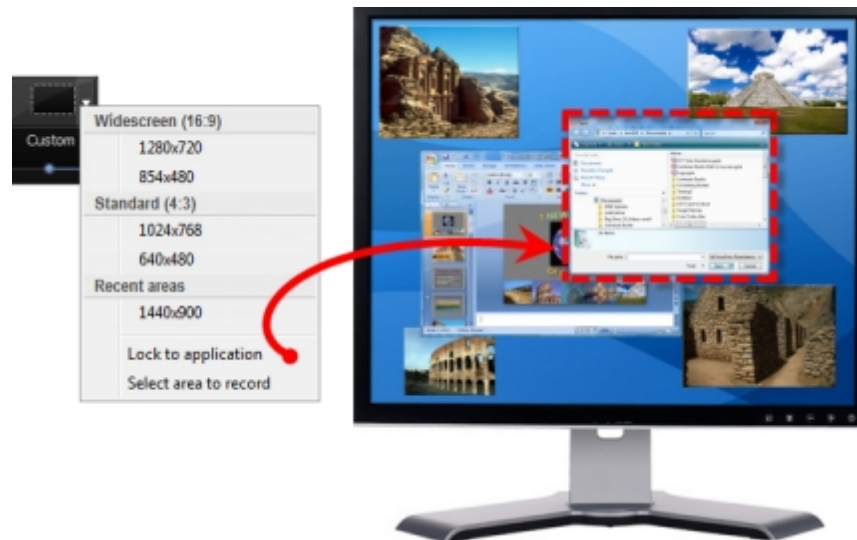
7. Press **F10** to stop recording. The Preview Window appears.
 - Click **Save and Edit** to open your video in **Editor** where you can enhance and edit the video.
 - Click **Produce** to open the **Production Wizard** to create a shareable video.

See also

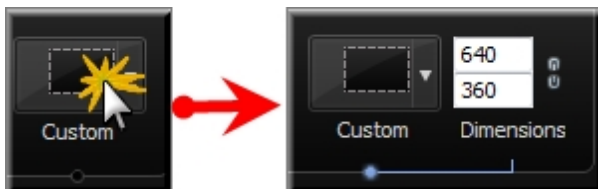
- ▶ [Record the Entire Screen](#)
- ▶ [Record a Region or Window](#)
- ▶ [Move or Resize the Recording Area](#)
- ▶ [Lock the Recording Area to a Window or Application](#)
- ▶ [Record Audio in Camtasia Recorder](#)

Record a Region or Window

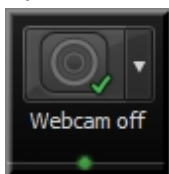
Record a specific area on the screen, a window, or an application.



1. Open Camtasia Recorder.
2. Click the **Custom** button. The custom options expand.



3. Click the **Custom** dropdown and choose **Select area to record**.
 - To select a window to record, move the cursor until the area or window is highlighted. Click to select.
 - To select a region to record, click and drag make a selection on the screen. Release mouse when done.
4. Optional: Record from a **Web Camera**.



5. Record **Audio**. By default, both microphone and system audio are recorded.
6. Click the **Record** button.
7. Press **F10** to stop recording. The Preview Window appears.
 - Click **Save and Edit** to open your video in **Editor** where you can enhance and edit the video.
 - Click **Produce** to open the **Production Wizard** to create a shareable video.

See also

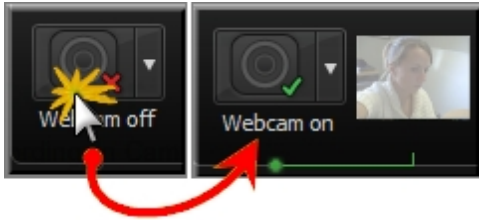
- ▶ [Record the Entire Screen](#)
- ▶ [Record at Standard or Widescreen Dimensions](#)
- ▶ [Move or Resize the Recording Area](#)
- ▶ [Lock the Recording Area to a Window or Application](#)
- ▶ [Record Audio in Camtasia Recorder](#)

Record a Webcam in Camtasia Recorder

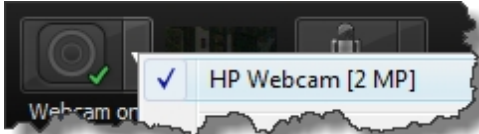
Record camera video, such as a video of the speaker, along with your screen recording.

Camtasia Recorder only supports camera recording when saving to the CAMREC file format. To change the file format, go to Tools > Options > General tab.

1. Click the **Webcam** button to enable webcam recording.



2. Click the dropdown to select the camera device.



Camtasia Recorder does not support Digital video (DV) cameras.

3. A live preview of the Web camera appears to the right of the Webcam option. To view a larger preview, hover your cursor over the preview thumbnail.



4. To change the camera options, select Camera dropdown > Options.

You can record camera video at a later time with the **Record camera** option in Camtasia Studio.

Add a Cursor Effect While Recording

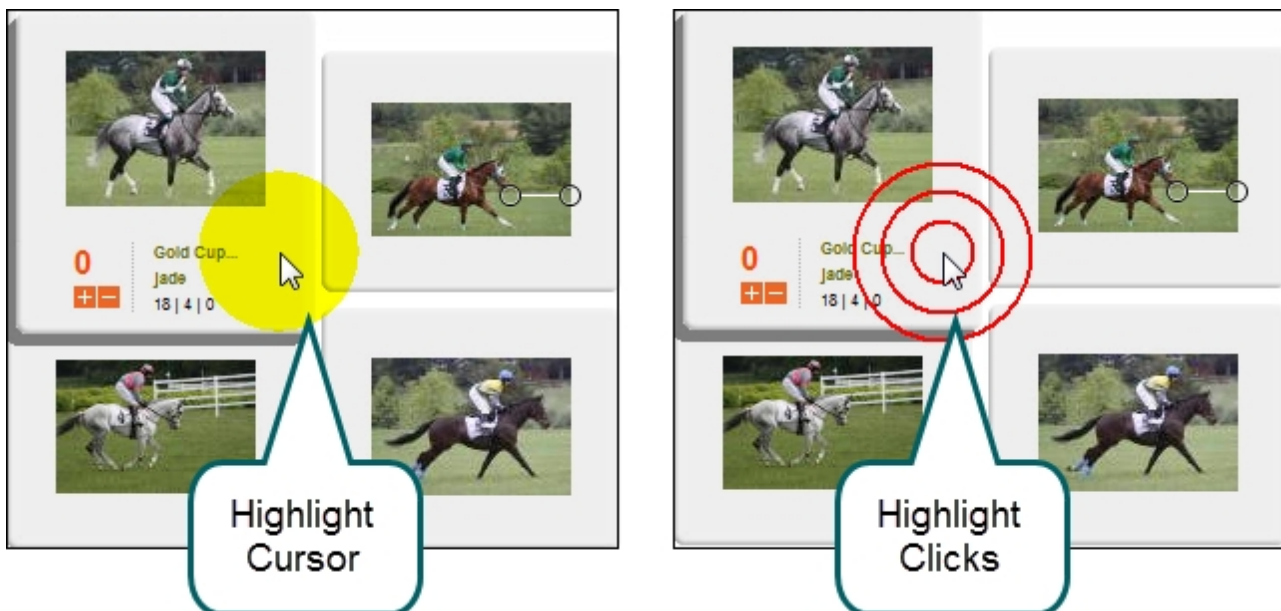
With these options, the cursor is permanently burned into the recording and cannot be changed or removed.

To have Recorder gather cursor data that can be enhanced and edited in Camtasia Studio, leave the Make cursor effects editable in Camtasia Studio option enabled within the Cursor tab.

	Cursor	
<input checked="" type="checkbox"/>	Make cursor effects editable in Camtasia Studio	
	Cursor	

Highlight the Cursor or Mouse Clicks

The Highlight Cursor effect focuses the viewer's attention on the movement of the mouse cursor and ensures the cursor does not blend into the background. The Highlight Clicks effect adds animated emphasis to mouse clicks during recording.



1. Select Effects > Options > Cursor tab > Disable the Make cursor effects editable in Camtasia Studio option
2. In the Highlight cursor group box, choose the shape, size, color, and opacity.
3. In the Highlight mouse clicks group box, choose the shape, size, and color for the left and right mouse clicks.
4. Click **OK**.
 - To enable effects before recording, select Effects > Cursor > Highlight Clicks, Highlight Cursor, or Highlight Cursor & Clicks.
 - To enable effects during recording, click Cursor Effects on the **Recording toolbar** to expand the options. Select Highlight Cursor, Highlight Clicks, or both options.

Record with a Custom Cursor

1. Select Effects > Options > Cursor tab > Disable the Make cursor effects editable in Camtasia Studio option
2. In the Cursor group box, select the Use custom cursor or Use cursor from file option.

Camtasia Recorder supports cursor (CUR) or icon (ICO) files for the custom cursor. `C:\Windows\Cursors` includes several icons you can use as the custom cursor.

3. Click **OK**.
 - To enable effects before recording, select Effects > Cursor > Highlight Clicks, Highlight Cursor, or Highlight Cursor & Clicks.
 - To enable effects during recording, click Cursor Effects on the **Recording toolbar** to expand the options. Select Highlight Cursor, Highlight Clicks, or both options.

During recording, the system default cursor shows. The custom cursor is burned into the recording file and appears during the recording preview.

Show or Hide the Cursor

To not record the cursor, select Effects > Cursor > Hide Cursor. During the recording, the cursor appears on the screen. However, the cursor does not appear in the recording preview or recording file.

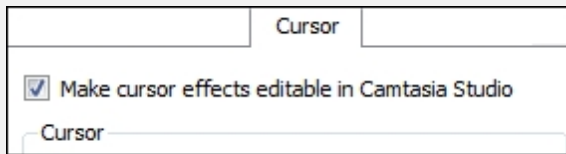
See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add a Caption While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)

Add Mouse Click Sounds While Recording

With these options, the mouse click sounds are permanently burned into the recording and cannot be changed or removed.

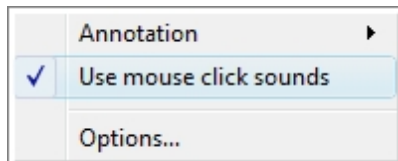
To have Recorder gather cursor data that can be enhanced and edited in Camtasia Studio, leave the Make cursor effects editable in Camtasia Studio option enabled within the Cursor tab.



Add Mouse Click Sound Effects

Mouse click sound effects play a sound whenever you click the mouse button.

1. Before recording, select Effects > Options > Sound tab.
2. To use different audio files than those provided, click the **Browse** buttons. Search for and select the audio files (WAV). Click **OK**.
3. On the Sound tab, click **OK** to exit.
4. Turn on the **Mouse Click Sounds** option. Select Effects > Sound > Use Mouse Click Sounds. A checkmark lets you know the option is turned on.



The sounds appear in each recording file until the option is turned off. Select Effects > Sound > Use Mouse Click Sounds.

See also

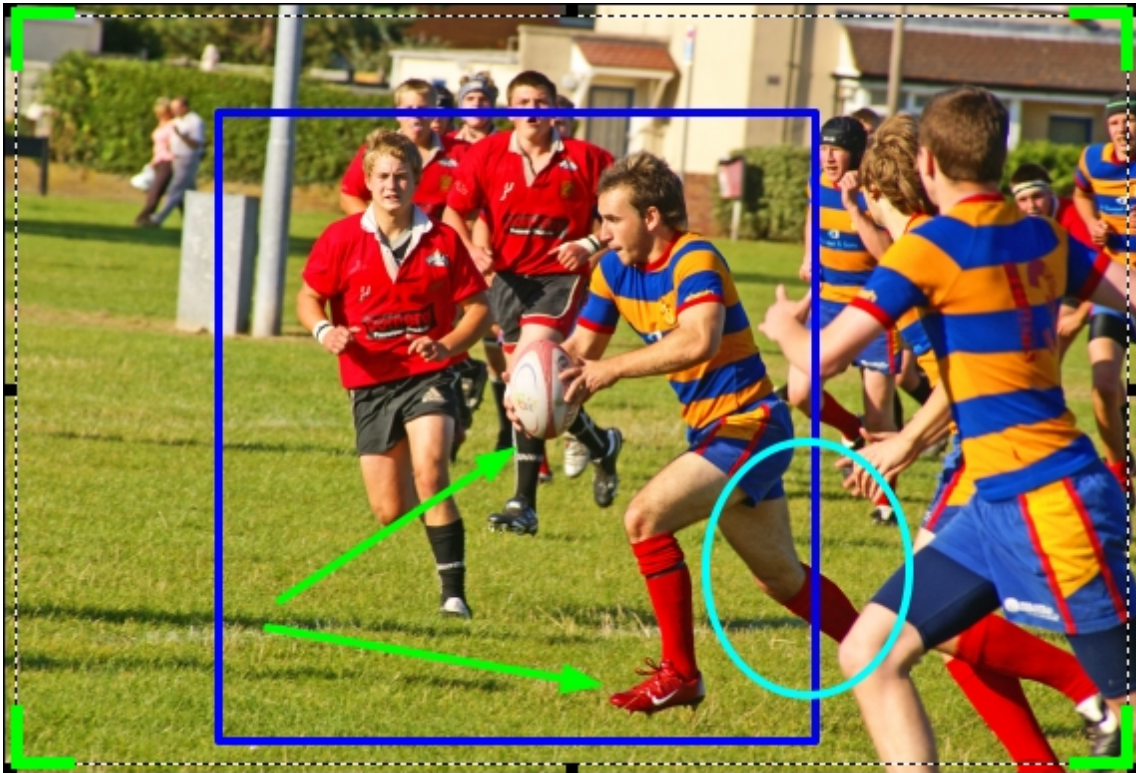
- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add a Caption While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)

Draw on the Screen While Recording (Screen-Draw)

With these options, the drawing is permanently burned into the recording and cannot be changed or removed.

Adding arrows or callouts in Camtasia Studio creates a similar effect. However, arrows and callouts in Camtasia Studio can be edited.

Add drawing effects like arrows and circles over the screen as your record with ScreenDraw.



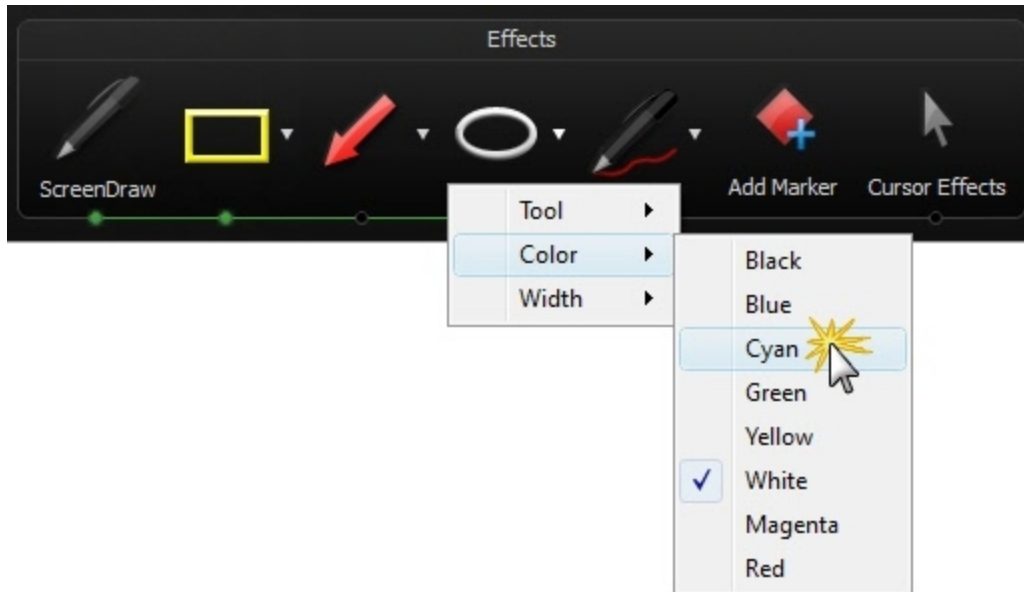
Use ScreenDraw While Recording (Custom Dimensions)

1. Open Recorder.
2. Select Tools > Recording Toolbars > Effects toolbar.
3. Click the **Record** button to begin recording. After the countdown, the ScreenDraw option appears.
4. Click the **ScreenDraw** button on the Effects toolbar.



5. The ScreenDraw tools expand. Select a tool and click and drag to draw on the screen.

- To change the default tools, select an option from the dropdown list next to a tool on the Effects toolbar.



- To undo the last ScreenDraw action, press **CTRL+Z**.
- To exit ScreenDraw mode, press **ESC** or **CTRL+SHIFT+D**.

Use ScreenDraw While Recording (Full Screen)

- Open Recorder.
- Select Tools > Recording Toolbars > Effects toolbar.
- Click the **Record** button to begin recording. After the countdown, press **CTRL+SHIFT+D** to enable ScreenDraw.
- Use the ScreenDraw hotkeys to select tools, tool width, shape, and color.
- Click and drag with the cursor to draw on the screen.
- To undo the last ScreenDraw action, press **CTRL+Z**.
- To exit ScreenDraw mode, press **ESC** or **CTRL+SHIFT+D**.

ScreenDraw Hotkeys

When recording the full screen, use the ScreenDraw hotkeys to enable ScreenDraw and to change the tools. You can change the tool, color, or width of the drawing tools.

Option	Hotkey
Enable ScreenDraw	CTRL + SHIFT+D
Tool Width	1 through 8
Frame	F
Highlight	H
Ellipse	E
Pen	P
Line	L

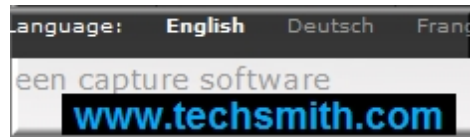
Option	Hotkey
Arrow	A
Black	K
Blue	B
Cyan	C
Green	G
Yellow	Y
White	W
Red	R
Undo	CTRL+Z
Redo	CTRL+Y
Exit ScreenDraw	Esc

See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add a Caption While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Record a PowerPoint Presentation](#)

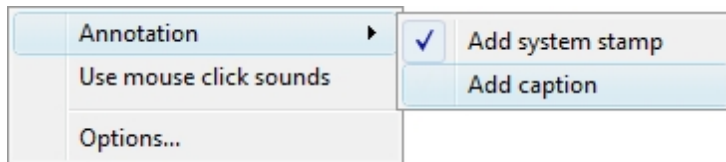
Add a Caption While Recording

Use captions to add copyright information, special instructions, additional information, etc.



Camtasia Recorder permanently overlays the caption text onto the recording. Adding **captions** or **callouts** in Camtasia Studio creates a similar effect. However, captions and callouts added in Camtasia Studio can be edited; those added during recording cannot.

1. Before recording, select Effects > Options > Annotation tab > Caption group box.
2. Enter the caption text in the Caption field.
3. Enable the Prompt before capture option to show the caption dialog box prior to recording.
4. Click the **Caption Options** button to customize the font and background for the caption. Click **OK**.
5. In the Annotation tab, click **OK** to exit.
6. Turn on the Caption option. Select Effects > Annotation > Caption. A checkmark lets you know the option is enabled.



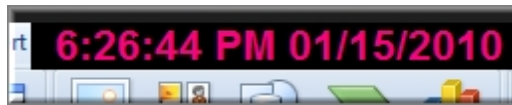
The caption appears in each recording file until the option is turned off. Select Effects > Annotation > Caption.

See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)
- ▶ [Captions \(Closed and Open\)](#)

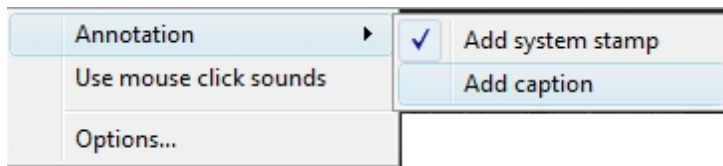
Add a System Stamp While Recording

A system stamp inserts recording information such as time/date and elapsed time into the recording.



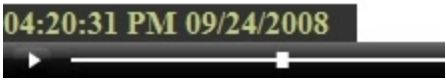

Camtasia Recorder permanently overlays the system stamp text onto the recording. This cannot be removed or edited within Camtasia Studio.

1. Before recording, select the system stamp options. Select **Effects > Options > Annotation tab > System Stamp group box**.
2. Click the **Time/Date Format** button to change the order and layout of the Time/Date stamp. Click **OK** when finished.
3. On the Annotation tab, click **OK** to exit.
4. Turn on the System Stamp option. Select **Effects > Annotation > Add System Stamp**. A checkmark lets you know the option is turned on.



The system stamp appears in each recording file until the option is turned off. Select **Effects > Annotation > Add System Stamp** to turn the option off.

System Stamp Options

Stamp Option	Description	Example
Time/Date	Click the Time/Date Format button to change the order and layout of the Time/Date stamp. Use the Time/Date stamp when you need to know exactly when something occurred in the recording, such as for usability testing.	
Elapsed time	Shows the amount of time passed since the recording started.	
Display Time/Date first	Determines the order when including both the Time/Date and Elapsed time.	
Options	Customize the font and background for the system stamp	

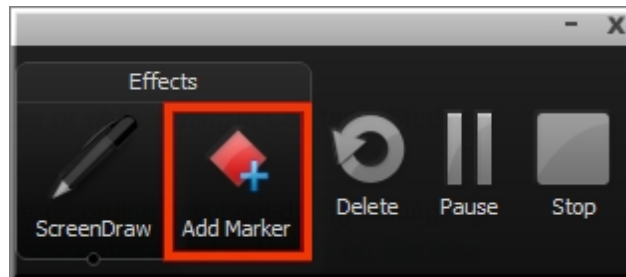
Add Markers While Recording

Add markers when recording to a CAMREC file in Camtasia Recorder or while **editing in Camtasia Studio**.

Insert markers to:

- ▶ Create recording notes. For example, mark a pause in the recording to cut out during editing.
- ▶ Set points to **split a long video into multiple videos**.
- ▶ Create navigation points. If you include a **table of contents** in the final video, the markers appear as table of contents entries.

To add a marker while recording, press **CTRL+M** or click the **Add Marker** button on the Recording toolbar.



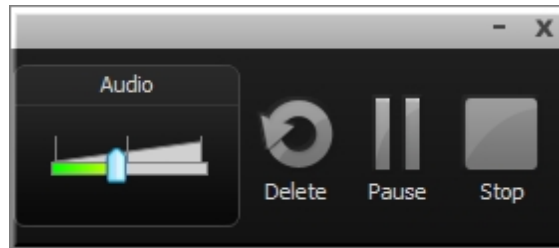
To view markers added during recording, import the CAMREC file into Camtasia Studio. The **markers** appear on the timeline.

See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add a Caption While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)
- ▶ [Record a PowerPoint Presentation](#)

Show or Hide Recording Toolbars

You can customize which toolbars appear on the toolbar during recording. By default, only the basic recording controls and audio toolbar appear when recording.



Full Screen Recording Minimizes the Recording Toolbar

When recording full screen, the recording toolbar minimizes to the system tray. Click the tray icon to access the recording options. Click the tray icon to hide it again.

If you open or move the toolbar into the recording area, the toolbar is included in the final recording. To change when the toolbar minimizes, select Tools > Options > General tab > Minimize to system tray during recording.

Show or Hide Recording Toolbars

1. In Recorder, select Tools > Recording Toolbars. The Recording Toolbars dialog box appears.



2. Enable or disable the desired toolbars.

The Audio and Camera toolbars are only available when recording audio or camera.

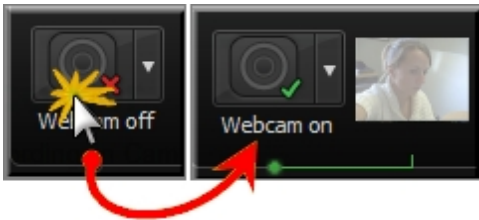
3. Click **OK**.

Audio Toolbar



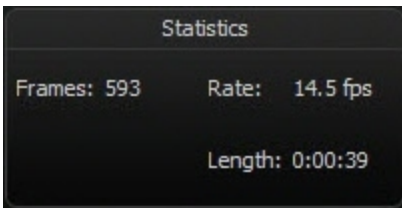
The **Audio Input meter** displays the audio level for the recording. The best audio quality occurs when the Audio Input meter is in the green to light orange range. Audio clipping may occur in the mid-orange to red range. Drag the slider to adjust the audio.

Webcam Toolbar



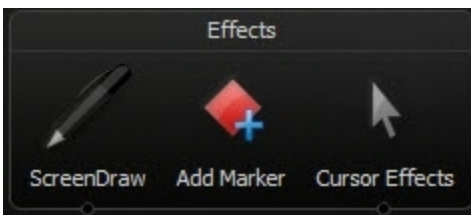
A live preview of the **Web camera** appears on the Camera toolbar. To view a larger preview, hover your cursor over the preview thumbnail.

Statistics Toolbar



The statistics toolbar provides information about the recording performance including: frames, frame rate (in frames per second), and the duration of the recording.

Effects Toolbar

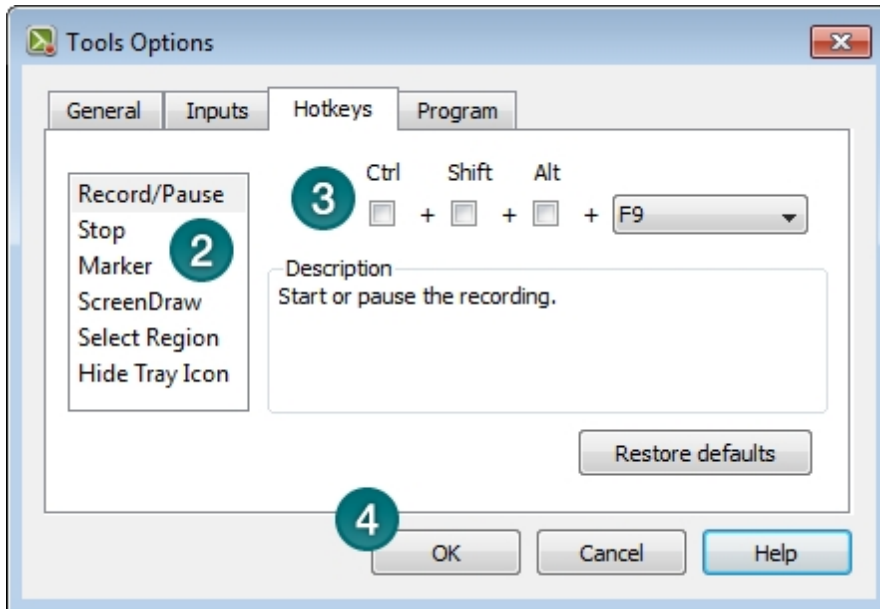


Option	Description
ScreenDraw	Click to enable ScreenDraw and to expand the ScreenDraw tools.
ScreenDraw Tools	Click to select a tool. Select an option from the dropdown to change the default tool.

Option	Description
Add Marker	Click to add a marker.
Cursor Effects	Click to expand the cursor effects options: <ul style="list-style-type: none"><li data-bbox="418 352 643 386">▶ Highlight Cursor<li data-bbox="418 390 638 424">▶ Highlight Clicks

Change the Recorder Hotkeys

1. In Camtasia Recorder, select Tools > Options > Hotkeys tab.
2. Select a recording function.
3. Choose the shortcut keystrokes.
4. Click **OK**.



Default Hotkeys

Option	Default Hotkey
Record/Pause	F9
Stop	F10
Marker	CTRL + M
ScreenDraw	CTRL+SHIFT+D
Select Region	None
Hide Tray Icon	None
Mute	None

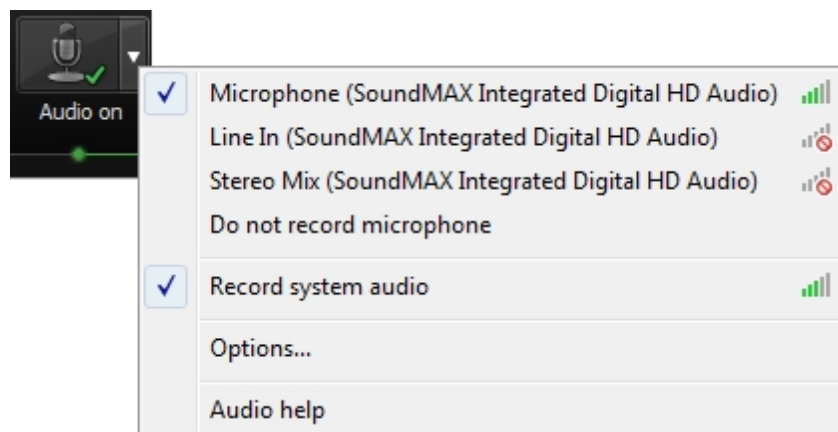
Record Audio in Camtasia Recorder

It is important to create your recordings with the **best possible audio quality** because the 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 menu.

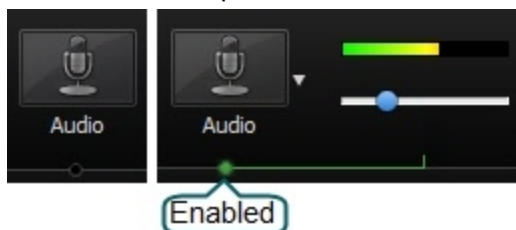
Troubleshoot the Volume Level and Audio Recording Tips.

The live audio meters in the dropdown are not available on the Microsoft XP operating system.

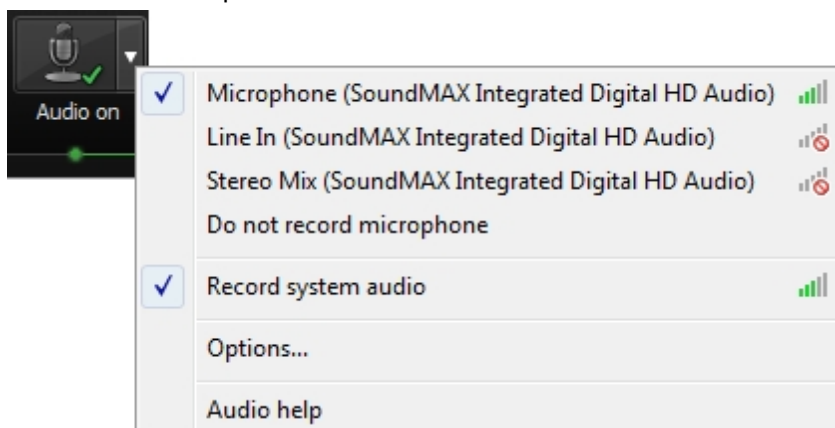


To Record Audio

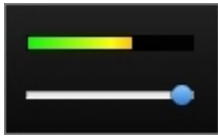
1. Enable the Audio option.



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**.



4. Click **OK**.

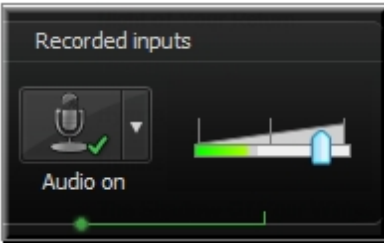
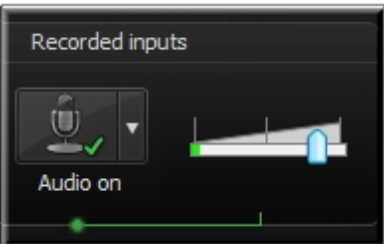
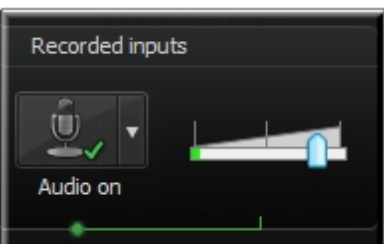
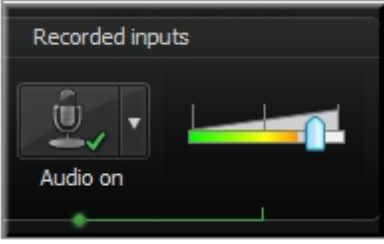
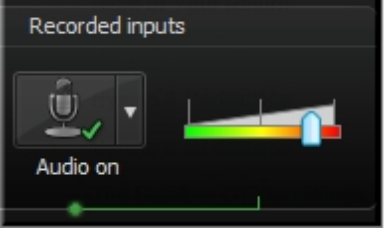
You can also record audio at a later time with the **Voice Narration** option in Editor

See also

- ▶ **Record the Entire Screen**
- ▶ **Record at Standard or Widescreen Dimensions**
- ▶ **Record a Region or Window**
- ▶ **Move or Resize the Recording Area**
- ▶ **Lock the Recording Area to a Window or Application**

Troubleshoot the Volume Level

Speak into your microphone or turn up the speaker audio (for system audio). You should see the audio meter respond. If it does not, use the table below to troubleshoot a solution.

Level	Issue	Action
 <p>Recorded inputs</p> <p>Audio on</p>	Audio level is in the green range and responds to changes in the audio.	No change needed.
 <p>Recorded inputs</p> <p>Audio on</p>	Audio level does not change when audio is present.	<ul style="list-style-type: none"> ▶ Verify that the selected audio input source is connected and turned on. ▶ Verify that the correct audio input source is selected. To verify, click the Audio dropdown and select Options. ▶ Verify that the volume is not muted.
 <p>Recorded inputs</p> <p>Audio on</p>	Audio level is too low. (i.e. Audio is not in the green to yellow range.)	Drag the slider to the right.
 <p>Recorded inputs</p> <p>Audio on</p>	Audio level is in the yellow to orange range where clipping might occur.	Drag the slider to the left.
 <p>Recorded inputs</p> <p>Audio on</p>	Audio level is in the orange to red range where clipping occurs.	Drag the slider to the left.

Audio Recording Tips

- ▶ **Use the best microphone you can afford.**

Sound is critical to screen recording videos. Quite often, if the sound is bad, people will not watch the video.
- ▶ **Use a USB microphone.**

USB microphones use less computer resources and record better audio than an analog microphone connected to your computer's sound card.
- ▶ **Use the Camtasia Recorder default settings for audio.**

This includes recording your system audio to a separate track (not supported on the Microsoft® Windows XP operating system).
- ▶ **Practice using a microphone.**

Experiment with different volume levels and the microphone placement. Six inches from the microphone is usually good to record full tones, but not too close that other noises interfere.
- ▶ **Record in a quiet location.**

Any microphone can pick up nearby noises. Most office areas have a lot of background noise that you may or may not notice.
Take a second and listen. What do you hear?

 - Try not to record your audio in a public location.
 - Use an office or conference room away from high traffic areas.
 - Place a note on the door letting others know that you are recording.
- ▶ **Do a short test recording to make sure audio is being recorded.**
- ▶ **Use a script.**

A script helps you produce the best audio by allowing you to avoid mistakes or saying "um" or "uh." Even if you do not want a formal presentation, an outline can help reduce some mistakes.
- ▶ **Project and enunciate.**

Speak as though you are addressing a small audience in a large room.
- ▶ **Monitor the audio level as you record.**

The green to yellow range indicates normal. Orange to red warns you the input is close to becoming over-modulated. Best audio quality occurs when the Audio Input meter is in the green to very light orange range.
- ▶ **Use the Editor's Audio Enhancements after you record**

Audio enhancements help you automatically improve the quality of the audio tracks by reducing noise, evening out volume levels, and eliminating white noise, as well as "um's," and "ah's."
- ▶ **Adjust the audio volume in Editor.**

If your volume is too low or too loud, use the volume controls in Editor to adjust the audio up or down. Add audio points to enhance certain areas of the waveform.
- ▶ **Background music can add a nice touch if done correctly.**

If you have background music playing on your computer while you are recording narration with a microphone, the background music appears on a separate track within Editor. Edit the background music to fit the narration using fade effects or volume adjustments.
- ▶ **Record the audio and video separately.**

After you become familiar with using Camtasia Studio, try recording the screen without the audio. Within Editor, complete all of your video editing. When the video editing is finalized, add the audio using the **Voice Narration** option. This is the preferred process for people who routinely create screen recordings.
- ▶ **Stop and listen to the sound in your recording area.**

Record your screen with audio, but don't speak. Then, listen to the recording. You'll be surprised how much noise is in a

room. Is your chair squeaky or creaky? Is your phone ringer on? Is your keyboard loud when you type? Are there pets or kids in the background? Do you have a heating or cooling vent overhead that can be heard? Is your microphone picking up humming from your computer or other devices?

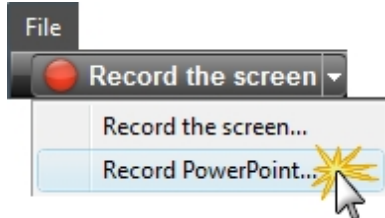
▶ **Block the computer's humming sound.**






Build a small box lined with foam to put your microphone in as you record, use pillows or blankets to muffle the noise, or cover your head with a blanket.

Record a PowerPoint Presentation

Use the Camtasia Studio PowerPoint Add-in to record and produce PowerPoint presentations from within Microsoft PowerPoint®.

1. In Camtasia Studio, choose Record PowerPoint from the Record the Screen menu:



2. Microsoft PowerPoint® opens. Open a PowerPoint presentation to record.
3. Select the recording options from the PowerPoint Add-In Toolbar.
 - To record voice narration, enable **Record Audio** .
 - To record camera video (Picture-in-Picture), enable **Record Camera** .
 - To preview the camera stream while recording, enable **Camera Preview** .
 - Click **Camtasia Studio recording options**  to change the settings.
4. Click the **Record** button .
5. The presentation opens in presentation mode. A Camtasia Studio dialog box opens in the lower right corner of the screen. Click the **Click to begin recording button**.



6. Progress through the PowerPoint presentation slides.
7. To stop the recording before the last slide, press **ESC**. To stop the recording at the end of the presentation, click **Stop recording**.
8. Enter a file name and location and click **Save**. The presentation recording saves as a Camtasia Studio recording file (CAMREC).

PowerPoint Add-In Hotkeys

Option	Hotkey
Record	CTRL+SHIFT+F9
Pause	CTRL+SHIFT+F9
Stop	CTRL+SHIFT+F10

PowerPoint Recording Tips

Use the following tips for best results when recording and sharing a PowerPoint presentation.

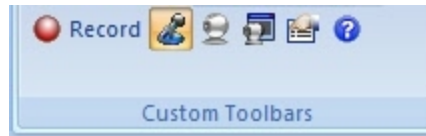
- ▶ Best Font: 32 point Arial
- ▶ Use sans serif fonts
- ▶ Use high contrasts: Either a light background with a dark font or a dark background with a light font
- ▶ Use simple backgrounds
- ▶ Spell check before recording
- ▶ Use the Notes option—import slide notes into Camtasia Studio as captions
- ▶ Use Title placeholders—title text imports into Camtasia Studio as table of contents markers
- ▶ Use well-cropped images
- ▶ Use simple animations
- ▶ Add transitions between slides in PowerPoint, not Camtasia Studio. Use the same transition throughout the entire presentation.

See also

- ▶ [Record a Webcam in Camtasia Recorder](#)
- ▶ [The CAMREC Recording File](#)
- ▶ [Show or Hide Recording Toolbars](#)
- ▶ [Add Markers While Recording](#)
- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add Mouse Click Sounds While Recording](#)
- ▶ [Add a Cursor Effect While Recording](#)
- ▶ [Draw on the Screen While Recording \(ScreenDraw\)](#)

Enable the PowerPoint Add-In

Use the Camtasia Studio PowerPoint Add-in to record and produce PowerPoint presentations from within Microsoft PowerPoint®.



In the Camtasia Studio installation, the add-in is enabled by default. You can enable the add-in at a later time by selecting Camtasia Studio > Tools > Options > PowerPoint tab > Enable PowerPoint Add-in.

PowerPoint Add-In Options

To access the options:

- ▶ In Microsoft PowerPoint® 2010 and earlier versions, select PowerPoint Add-in toolbar > Options button
- ▶ In Microsoft PowerPoint® 2003 and earlier versions, select PowerPoint Add-in toolbar > Options button

Camtasia Studio Add-in Options (Jan 16 2010, 23:35:14)

Program

- Start recording paused
- Record mouse cursor
- Highlight cursor
- Edit in Camtasia Studio when finished
- At end of presentation:
- Include watermark

Video and Audio

- Video frame rate: - Capture layered windows
- Record audio
- Audio source:
- Volume:
- Capture system audio

Picture In Picture

- Record from camera

Record hotkey

	CTRL	SHIFT	ALT	
Record/Pause:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ F9
Stop:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+ F10

Callouts:

- Allows you to make final adjustments to the audio volume.
- More frames per second usually produces smoother videos with larger file sizes.
- By default, system audio is captured.
- Select the audio source and volume level.
- Include a permanent watermark in the recording.
- You can also add a watermark in the Production Wizard in Camtasia Studio.

See also

- ▶ [PowerPoint Add-In Watermark Options](#)
- ▶ [Advanced Video and Audio Setup Options](#)

PowerPoint Add-In Watermark Options

To access the options:

- ▶ In Microsoft PowerPoint® 2010 and earlier, select Add-ins tab > PowerPoint Add-in toolbar > Options > enable Include Watermark > Watermark button
- ▶ In Microsoft PowerPoint® 2003 and earlier versions, select PowerPoint Add-in toolbar > Options > enable Include Watermark > Watermark button

Add a watermark to:

- ▶ Identify the video owner/creator
- ▶ Protect intellectual property
- ▶ Brand a video with a company's or institution's logo

You can also add a watermark in the Production Wizard in Camtasia Studio

The screenshot shows the 'Watermark Options' dialog box with the following sections and callouts:

- Image Path:** A text box containing the file path 'C:\Program Files\Camtasia Studio 6\Media\Studio\Images\Watermark.png' and a file selection icon. A callout bubble points to this section with the text: "Select an image file (.bmp, .gif, .png, .jpg) to use as the watermark."
- Effects:** Includes a checkbox for 'Use transparent color' (unchecked) and a 'Change...' button. A callout bubble points to this section with the text: "Hide the areas of the watermark that match the transparent color so the video displays through the watermark."
- Opacity:** A slider set to 50%.
- Scaling:** Includes radio buttons for 'Preserve image size' (unchecked) and 'Scale image' (checked), with a slider set to 20%.
- Position:** A 3x3 grid of icons representing different watermark positions. A callout bubble points to this section with the text: "Select the position of the watermark within the video frame."
- Sample Preview:** A preview window showing a video frame with a watermark in the bottom right corner.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons at the bottom.

Advanced Video and Audio Setup Options

To access the options:

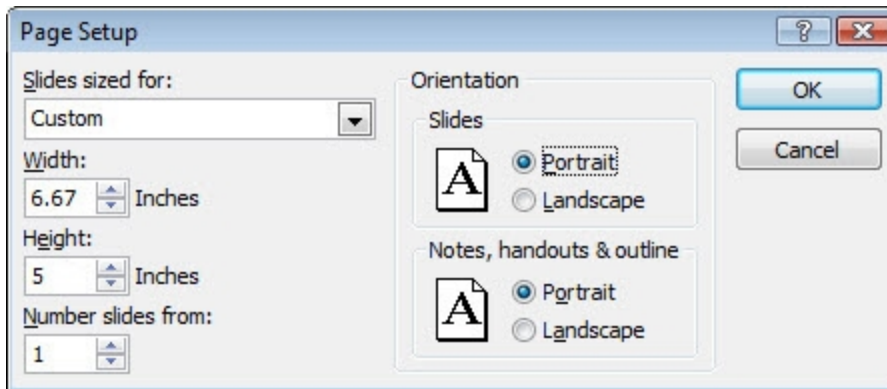
- ▶ In Microsoft PowerPoint® 2010 and earlier versions, select Add-ins tab > PowerPoint Add-in Toolbar > Options > Advanced
- ▶ In Microsoft PowerPoint® 2003 and earlier versions, select PowerPoint Add-in toolbar > Options > Advanced

Option	Description
Video Codec	Displays the selected video codec. Click the Video Setup button to change the codec settings
Audio Device	Select an audio input device.
Audio Codec	Displays the audio codec selected in the Audio Format dialog.
Audio Format	Displays the audio format selected in the Audio Format dialog.
Audio Setup Wizard	Open the Audio Setup Wizard to set up and adjust the audio for the recording.
Save as CAM-REC	Save the PowerPoint recording as a Camtasia Studio Recording file (CAMREC).
Save as AVI with a project file	Save as an AVI file to immediately share the recording outside of Camtasia Studio. Use the Camtasia Studio project file (CAMPROJ) to edit and produce the recording file.
Defaults	Restore the PowerPoint Add-in default settings. The default settings are recommended for most recordings.

Save PowerPoint Slides as Images

You can save PowerPoint slides as images to import into Camtasia Studio. If you make a mistake in the voice narration or find a typo in a slide, you can easily fix the error without needing to record the entire presentation again.

1. Open the PowerPoint presentation.
2. If you know the dimensions you plan to produce your Camtasia Studio video as, resize the PowerPoint slides to match. Use the chart below to convert the height and width (in inches) to the output dimensions (in pixels) for the final video. For example, if you plan to produce the final video at 640 x 480 pixels, enter 6.67 in the Width field and 5 in the Height field.
 - Microsoft PowerPoint® 2010 and earlier version, select **Design** tab > **Page Setup**.



- In Microsoft PowerPoint® 2003 and earlier versions, select **File** > **Page Setup**.
3. To save the slides as images:
 - In Microsoft PowerPoint® 2007, select **Office** button > **Save As** > **PowerPoint Presentation**.
 - In Microsoft PowerPoint® 2003 and earlier versions, select **File** > **Save As**.
 4. The Save As dialog box appears. From the Save as type drop down, select an image format (BMP, GIF, JPG, PNG) and click **Save**.
 5. Click **Every Slide** or **Current Slide Only** from the dialog box that appears.

Pixels to Inches Conversion

Pixels		Inches		Ratio
Width	Height	Width	Height	W:H
320	240	3.34	2.5	1.33
400	300	4.17	3.13	1.33
480	320	5	3.34	1.5
640	480	6.67	5	1.33
720	480	7.5	5	1.5
800	600	8.34	6.25	1.33
936	624	9.75	6.25	1.33
1008	672	10.5	7	1.5
1024	768	10.67	8	1.33
1080	720	11.25	7.5	1.5
1280	720	13.34	7.5	1.77

Record a PowerPoint Presentation Without the Add-In

After you save the PowerPoint slides as individual images, you can create the presentation in Camtasia Studio.

1. In Camtasia Studio, select **Import Media**.
2. Select the image files saved from the PowerPoint presentation and click **Open**.
3. The images of the slides import into the Clip Bin. Drag the images onto the Timeline in the desired sequence.
4. The Project Settings dialog box appears. Enter the dimensions into the Width and Height fields and click **OK**.
5. In the Task List, select Voice narration.
6. Begin recording **voice narration**.

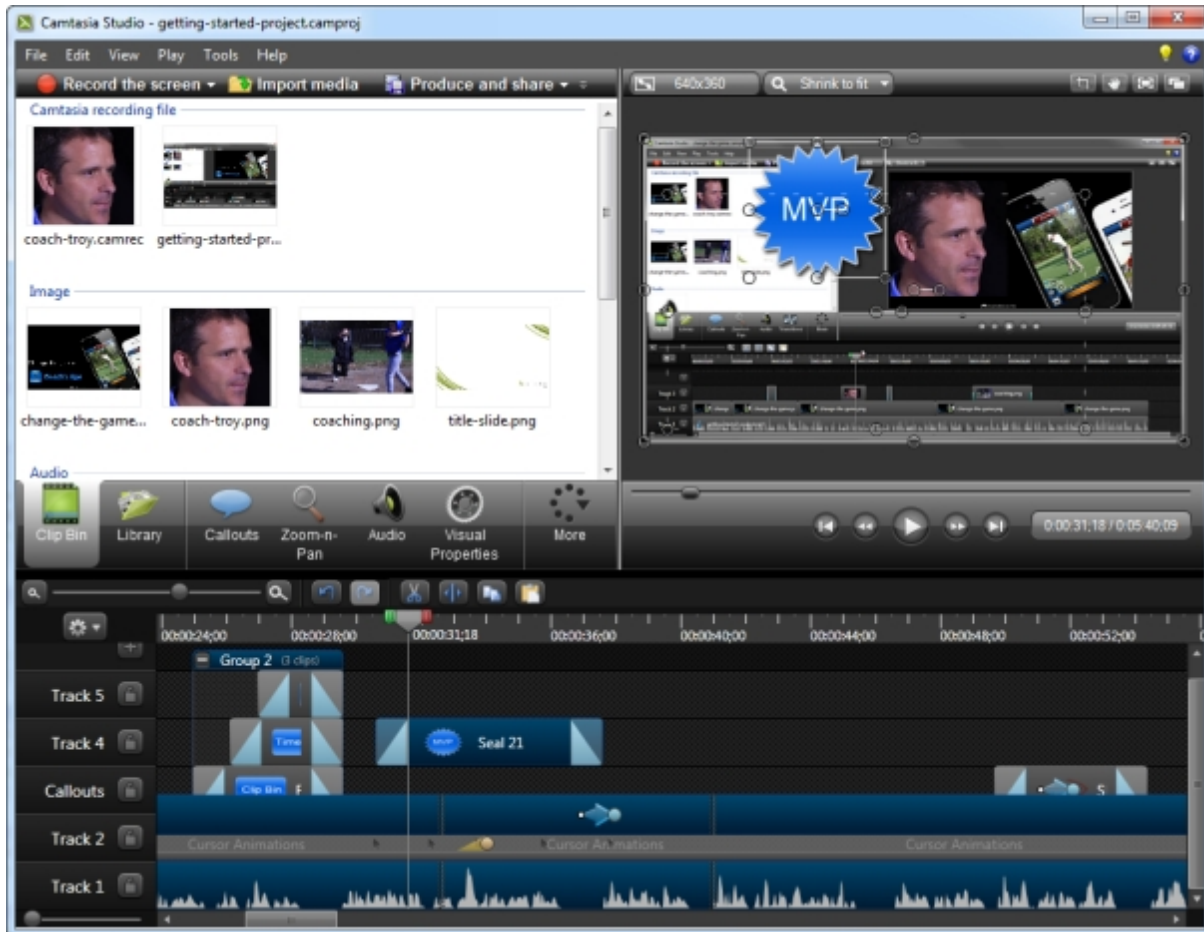
Recording Equipment

I want to record...	Equipment Sound
Audio	Microphone For best results, use a USB microphone . A lapel microphone works well for presentations or when you don't want the microphone to appear on the camera video.
	Sound card
Camera video (Picture-in-Picture)	Web camera or other recording device

Edit Your Video

Use 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 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**. You'll also want to learn how to **create and manage video projects**.



Crucial Steps for Success: Complete Your Video in this Order

For the best video editing, complete your edits in the following order. You may not include each of these steps in every video project you work on, but, to ensure success, the order below should still be followed.

For example, always import all the media and arrange it on the timeline before you begin to edit the audio.

Or, edit the audio on the timeline before you add a transition.







1. Import images, recording files, video clips, and audio and arrange the clips on the timeline.
2. Make basic edits to the clips on the timeline. **Cut** and **split clips**, move clips, **add markers**, etc.
3. **Record camera video (webcam)** and add to timeline.
4. Edit the **audio**.
5. Add **voice narration**.
6. Add title clips and **transitions**.

7. Apply **SmartFocus** and add **zoom, pan, and other animations** to draw viewers' attention to specific action in the video.
8. Add other effects such as **callouts, captions, quizzes or surveys**.

Camtasia Editor Overview



1	Access to three of Editor's important features: Record the Screen , Import Media , and Produce and Share your video.
2	Menu Options Access program settings and options , import and export functions, and features.
3	Editing Dimensions Click to open the Editing Dimensions dialog box. Select a dimension for editing your video. <ul style="list-style-type: none"> ▶ For the best results, choose the size you want your final video to be ▶ Choose editing dimensions smaller than the original recording to automatically add SmartFocus zoom animations to the timeline

4	<p>Magnification View Options</p> <p>Click to choose the magnification level of the video on the canvas. This does not change the editing dimensions of the video.</p> <p>Choose Shrink to Fit to view the entire video within the boundaries of the canvas.</p>
5	<p>Get help using Camtasia Studio</p> <ul style="list-style-type: none"> ▶ Choose Help > Camtasia Studio Help or click the help icon  to open the help file. The help file contains valuable information to help you learn how to record, edit, produce, and share your video. ▶ Click the Online Tutorials icon  to access training videos and documentation on the www.techsmith.com website.
6	<p>Preview Window View Options</p> <p> Toggle Pan View</p> <ul style="list-style-type: none"> ▶ Turn pan mode on or off. When zoomed in on the video at a high magnification level, use pan to move the video around within the boundaries of the canvas. ▶ In pan mode, the cursor turns into a hand while hovered on the canvas. Click and drag the video on the canvas to get a better view. ▶ While in pan mode, the canvas editing features are disabled. <p> Switch to Full Screen Mode</p> <ul style="list-style-type: none"> ▶ View the entire canvas in full screen mode. ▶ All editing features are enabled while working in full screen mode. ▶ Press the <Esc> key on the keyboard to exit full screen mode. <p> Detach or Attach the Preview Window</p> <ul style="list-style-type: none"> ▶ Click to detach the entire Preview Window from the Editor. ▶ Click again to reattach the Preview Window to the Editor. <p> Toggle Crop Mode On / Off</p> <ul style="list-style-type: none"> ▶ Use Crop to remove unwanted outer areas of a video or image clip. <ol style="list-style-type: none"> 1. Click Crop icon to turn crop mode on. 2. On the canvas, drag the blue handles to remove desired area. 3. Click Crop icon again to turn crop mode off.
7	<p>Canvas</p> <p>The Preview Window's canvas is the working area where you arrange, rotate, resize, and order the content on the timeline.</p> <ul style="list-style-type: none"> ▶ When a clip, group, or other media is selected on the timeline, it is also selected on the canvas. ▶ To size, grab a handle and drag . ▶ To rotate, grab center handle and turn.

- ▶ To reorder media, right-click and choose the placement from the menu. Media reordered on the canvas is automatically reordered to a different track on the timeline.



8

Playback Controls

Use the playback controls to move throughout the video.

9

Task Tabs

Choose a tab to add **callouts**, **transitions**, **zoom and pan** animations, and more.

- ▶ Click the **More** tab to reveal more options.
- ▶ Double-click a piece of media (callout, transition, zoom animation, etc.) on the timeline to automatically open the related tab.

Library

Holds timeline sequences, video, audio, and image clips you want to use from project to project. Items in the Library are called media assets.

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

11

Clip Bin

Holds all video, audio, and image clips imported into the current project.

12

Timeline

The primary working area used to assemble and **edit your video**.

13

Timeline Toolbar

Access to basic editing tools such as zoom in an out, copy and paste, **cut** and **split**.

14

Timeline Tracks

- ▶ Tracks represent the sequence of all clips and effects in a video.
- ▶ Multiple tracks can be added.
- ▶ Click on track name to rename the track.
- ▶ Right-click a track to see track options like add a track, remove a track, select all media on track, and more.

15**Stitch Media**

Joins video clips together.

- ▶ When using Cut, the gap between any clips on the timeline is stitched together.
- ▶ When using Delete, a gap will be left between any clips on the timeline.
- ▶ Right-click between two clips and choose Stitch Media to join clips together.

See also

- ▶ [Editing Dimensions](#)
- ▶ [Welcome Window](#)
- ▶ [Clip Bin](#)
- ▶ [Import Media into Clip Bin](#)
- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)
- ▶ [Preview Window and Canvas](#)

Preview Window and Canvas

The Preview Window consists of three areas: the Canvas, the Editing Dimensions and view options, and the Playback Controls.



The Preview Window might not always show the video exactly as it will play once it is produced.

Clip speed animations, zoom animations, visual properties animations, callouts, or transitions, etc. might not play back correctly in the Preview Window. To see exactly how a transition, callout, animation, or other effects will appear in the final video, use the **Produce Selection As** option.

Continue with

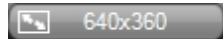
- ▶ **Editing Dimensions and View Options**
- ▶ **Working on the Canvas**
- ▶ **Canvas Keyboard Hotkeys**
- ▶ **Playback Controls**

Editing Dimensions and View Options

Editing Dimensions

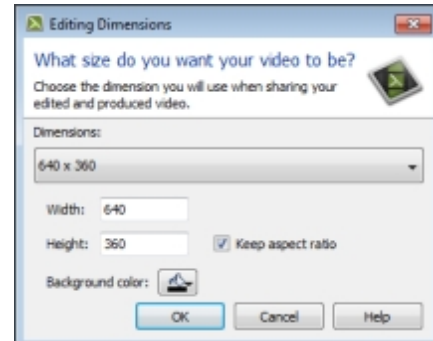
The Preview Window displays a preview of how the final video will look produced with the dimensions selected in the Editing Dimensions dialog box.

Click the icon to open the Editing Dimensions dialog box.



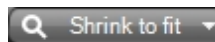
Select a dimension for editing your video. For the best results, select the size you want your final video to be.

- ▶ Choose editing dimensions smaller than the original recording to automatically add **SmartFocus zoom animations** to the timeline.
- ▶ Editing dimensions of at least 640 x 480 are required for any video that will have a table of contents (TOC) or quiz.
- ▶ **Background color.** Change the color of the canvas. The canvas is the background of your video. Therefore, the background color appears in the final video whenever it can be seen in the Preview Window.



Magnification View Options

Click the icon to change the magnification level of the video on the canvas.



- ▶ This does not change the editing dimensions of the video.
- ▶ Choose **Shrink to Fit** to view the entire video within the boundaries of the canvas.
- ▶ When the view is magnified, use the Pan tool to move the video around within the boundaries of the canvas.

Canvas Tools



Toggle Crop Mode

Crop removes the unwanted outer areas of a video or an image clip.

1. Click the **Crop** icon to turn crop mode on.
2. On the canvas, drag the blue handles to remove desired area.
3. Click the **Crop** icon again to turn crop mode off.

Toggle Pan Mode

When zoomed in on the video at a high magnification level, use pan mode to move the video around within the boundaries of the canvas.

- ▶ Click the **Pan** icon to toggle pan mode on or off.
- ▶ In pan mode, the cursor turns into a hand on the canvas. Click and drag the video on the canvas to view an area of the video not currently shown on the canvas.
- ▶ While in pan mode, the canvas editing features are disabled.

Switch to Full Screen Mode

- ▶ Expand the canvas to fit the entire screen.

- ▶ All editing features are enabled while working in full screen mode.
- ▶ Press the **Esc** key on the keyboard to exit full screen mode.



Detach or Attach the Preview Window

- ▶ Click the Detach / Attach icon to detach the entire Preview Window from the Editor.
- ▶ Click icon again to reattach the Preview Window to the Editor.

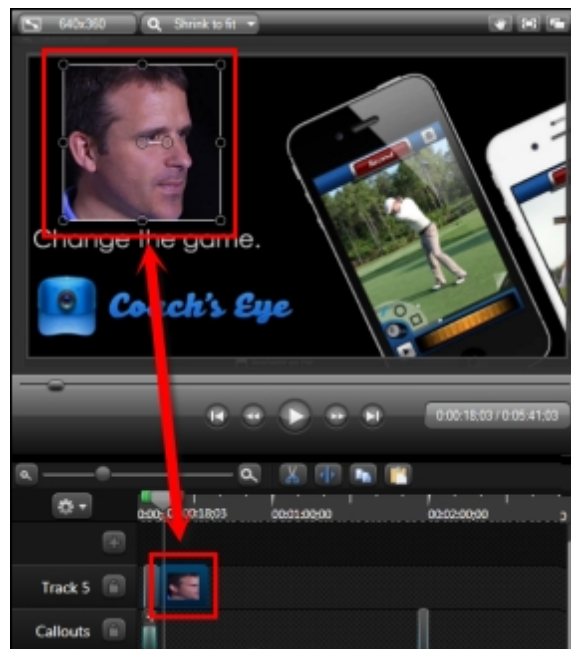
Working on the Canvas

The canvas is the working area where you arrange, rotate, resize, and order the appearance of the media that is on the timeline.

The option to change the background color of the canvas is located in the **Editing Dimensions** dialog box. The canvas is the background of your video. Therefore, the background color appears in the final video whenever it can be seen in the Preview Window.

Selected Media

- ▶ When a clip, group, or other media is selected on the timeline, it is also selected on the canvas.



Move, Resize, or Rotate Media



- ▶ To move media, grab and drag to new location on the canvas.
- ▶ To size media, grab a handle and drag to desired size.
- ▶ To rotate, grab center handle and turn.
- ▶ Press and hold the **ALT** key while dragging the clip for 3-D rotation.

To Select More than One Media

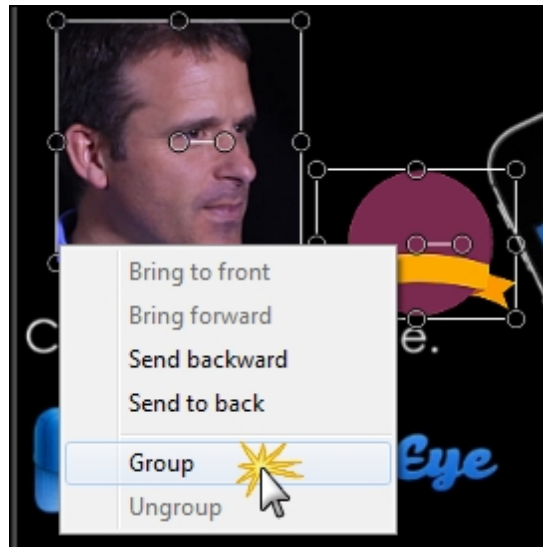
- ▶ Press <**Shift**> then click on media to select.
- ▶ Selected media can be moved, rotated, and resized together.



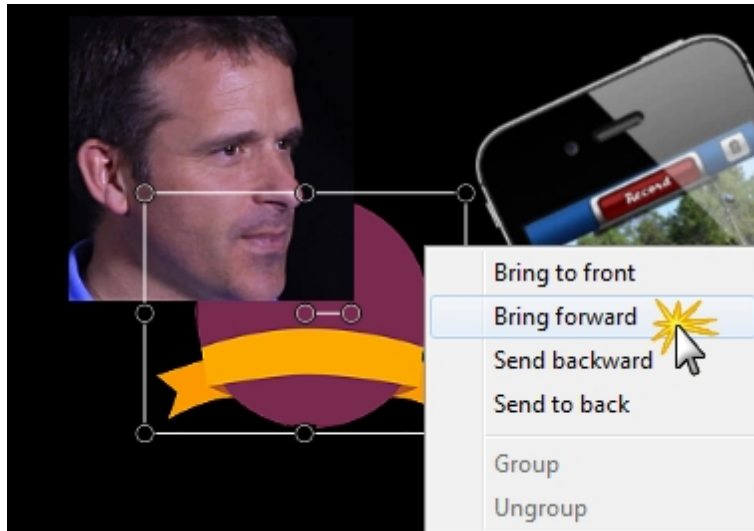
Group Media

Group multiple media clips together to make moving, editing, and saving to the Library easier. Tracks within a group can be edited like any other track on the timeline.

- ▶ To create a group: Press <**Shift**> then click on all media to select. Right-click one of the media selections and choose **Group** from the menu.
- ▶ To ungroup: right-click the group and choose **Ungroup** from the menu.



- ▶ To reorder media, right-click and choose the desired order placement from the menu. Media on the timeline is automatically updated on the timeline tracks to reflect the new order of the media.



Align Media with Snapping Guidelines

Snapping is available on the canvas to assist in aligning media. As media is moved on the canvas, the snapping guidelines appear.



Non Active Part of the Canvas

A non active area surrounds the active part of the canvas. Anything on the non active part of the canvas is not included in the video.

**1**

The active part of the canvas. Everything on the active part of the canvas is included in the video.






2	The outside edges of the canvas contain boundary guidelines to help you snap media to the edge of the canvas.
3	<ul style="list-style-type: none"> ▶ The non active part of the canvas surrounds the active canvas. Anything on the non active part of the canvas is not included in the video. ▶ The non active part of the canvas is convenient for having media appear from off the canvas and into the video via animation. ▶ Media on the non active part of the canvas can have animations added to them.


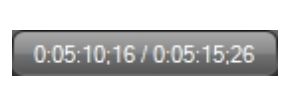
Canvas Keyboard Hotkeys

Arrow Keys	<ul style="list-style-type: none"> ▶ Moves the selected media on the canvas. ▶ When in pan mode, moves the view.
Scroll Mouse Wheel	Increase or decrease the magnification view level.
Shift Key	Hold the shift key while resizing media to maintain aspect ratio.
CTRL Key	Override maintaining the aspect ratio while resizing media.
Double-click	Double-click on any media to edit it or open its tab.
CTRL Key + Scroll Mouse Wheel	Scale zoom animation for the selected media.

Playback Controls

Use the playback controls to move throughout the video.

Preview Window Button	Option	Hotkey	Description
	Previous Clip	CTRL+ALT+Left Arrow	Move the scrubber to the beginning of the previous clip on the timeline.
	Step Backward	CTRL+ Left Arrow Hold the keys down to rewind.	Rewind the video frame-by-frame.
	Play/Pause	Spacebar	Start the video from the playhead/scrubber position. Click again to pause.
	Step Forward	CTRL+Right Arrow Hold the keys down to fast forward.	Fast forward the video frame-by-frame.
	Next Clip	CTRL+ALT+Right Arrow	Move the scrubber to the beginning of the next clip on the timeline.

Preview Window Button	Option	Hotkey	Description
	Scrubber		Indicates the playback progress on the timeline.
	Time code		Shows the current position of the playhead within the duration of the timeline. The time code displays in Hours:Minutes:Seconds;Frames.

See also

- ▶ [Editing Dimensions](#)
- ▶ [Welcome Window](#)
- ▶ [Clip Bin](#)
- ▶ [Import Media into Clip Bin](#)
- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

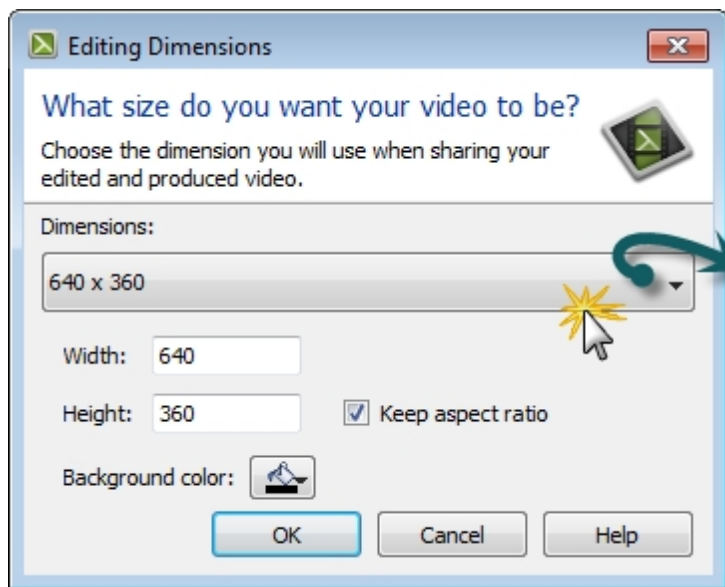
Editing Dimensions

To access these options, in Editor click the **Editing Dimensions** icon on the Preview Window or choose View menu > Project > Editing Dimensions.

Editing Dimensions Overview

The Editing Dimensions dialog box appears the first time you add a clip to the timeline. The editing dimensions allow you to edit your video at the size you want your final video to be.

- ▶ For the best results, select editing dimensions that match the size you want your final video to be.
- ▶ For full screen recordings or recordings made from standard or wide screen presets, the default setting works best.
- ▶ To change the editing dimensions to a standard size preset, click on the dimensions and choose the preset from the menu.
- ▶ To enter a custom width and height for the editing dimensions, enter dimensions (in pixels) into the Width and Height fields.
- ▶ Editing dimensions of at least 640 x 480 are required for any video that will have a **table of contents (TOC)** or **quiz**.
- ▶ Choose editing dimensions smaller than the original recording to automatically add **SmartFocus zoom animations** to the timeline.



640 x 360	
852 x 480	Automatic (up to 480p)
1279 x 720	Automatic (up to 720p)
1411 x 794	Recording Dimensions
640 x 360	Most recent
640 x 360	Custom
Fixed sizes	Recommended for
1280 x 720	YouTube & Screencast (16:9)
800 x 600	Web (4:3)

See also

- ▶ [Welcome Window](#)
- ▶ [Clip Bin](#)
- ▶ [Import Media into Clip Bin](#)
- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)
- ▶ [Preview Window and Canvas](#)

Welcome Window

Select Camtasia Studio > Help > Show Welcome Window

The Welcome window appears when you open Camtasia Studio.



- ▶ **Record the Screen:**
Open Camtasia Recorder to record the screen.
- ▶ **Import Media:**
Select the video, audio, or image files to import into the Clip Bin.
- ▶ **Recent Projects:**
Displays the last three projects opened. To open another project, click the more... link.
- ▶ **Free Training:**
Click any of the options to access video tutorials, the help file, technical support, and PDF documentation.
- ▶ **Community**
Click the left and right arrows to cycle through the online TechSmith community options. Click an option to go to that site.

See also

- ▶ [Editing Dimensions](#)
- ▶ [Clip Bin](#)
- ▶ [Import Media into Clip Bin](#)
- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)

- ▶ **Export Library Assets as a ZIP File (LIBZIP)**
- ▶ **Import a Zipped Library File (LIBZIP)**
- ▶ **Editor Preview Window and Canvas**

Manage Video Projects


By default, a Camtasia project file (CAMPROJ) is created when you begin work on your video in the Editor. 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 of all media in the Clip Bin, 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.
- ▶ Produce and share your video to a number of popular video formats.

Create a Camtasia Studio Project

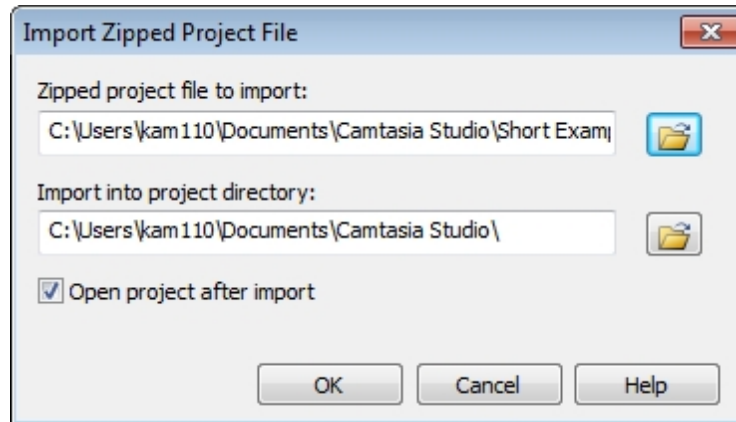
1. Start a new project by selecting one of the following:
 - a. In Editor, choose File > New Project.
 - b. After recording with Camtasia Recorder, click **Save and Edit** in the Preview Window.
 - c. After recording with the PowerPoint Add-In, click **Edit my recording** from the Post-Save Options dialog box.
2. To add other media to your project, in Editor, click **Import media**
. The button features a yellow folder icon with a green arrow pointing into it, followed by the text "Import media" in white on a dark background.
3. Arrange all clips and elements on the timeline.
4. Choose File > Save to save the Camtasia Studio project file (CAMPROJ).

See also

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

Import a Zipped 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 Editor.



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

See also

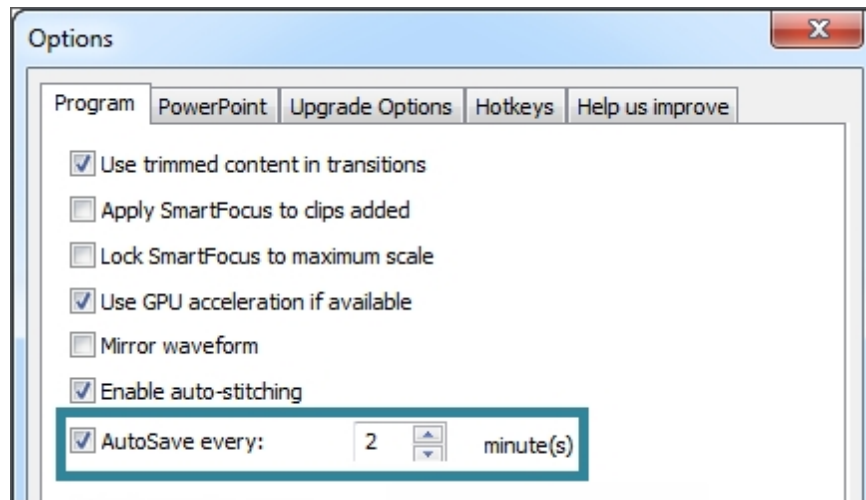
- ▶ [Back up a Project Automatically \(AutoSave\)](#)
- ▶ [Export a Project as a Zip File](#)

Back up a Project Automatically (AutoSave)

AutoSave automatically saves a backup project file for recovery. AutoSave is enabled by default and is set to save every two minutes.

To Change the AutoSave Interval

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



If you open the project after a crash or system failure, Editor automatically recovers the last saved project file.

See also

- ▶ [Import a Zipped Project](#)
- ▶ [Export a Project as a Zip File](#)

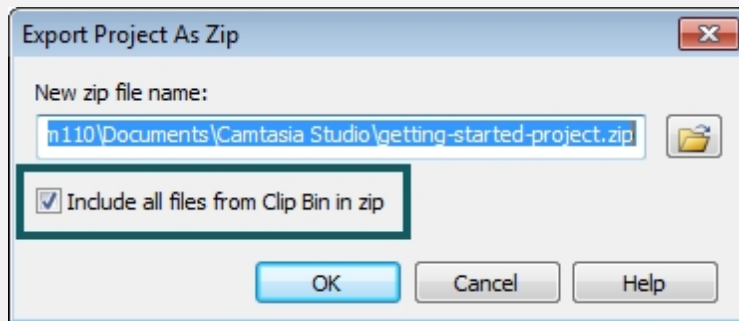
Export a Project as a Zip File

Use the Export Project as Zip option to:

- ▶ Transfer a project to a new location on a network.
- ▶ Save a backup copy of the project files.
- ▶ Send the project file to others for team 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 check 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 Editor, select File > Export Project As Zip.
2. The Export Project as Zip dialog box appears. Click **Browse** to select a folder destination for the zip file. Click **Save**.
3. Check the **Include all files from Clip Bin in zip** option to include a copy of all media files in the Clip Bin in the zip file.
4. Click **OK**.

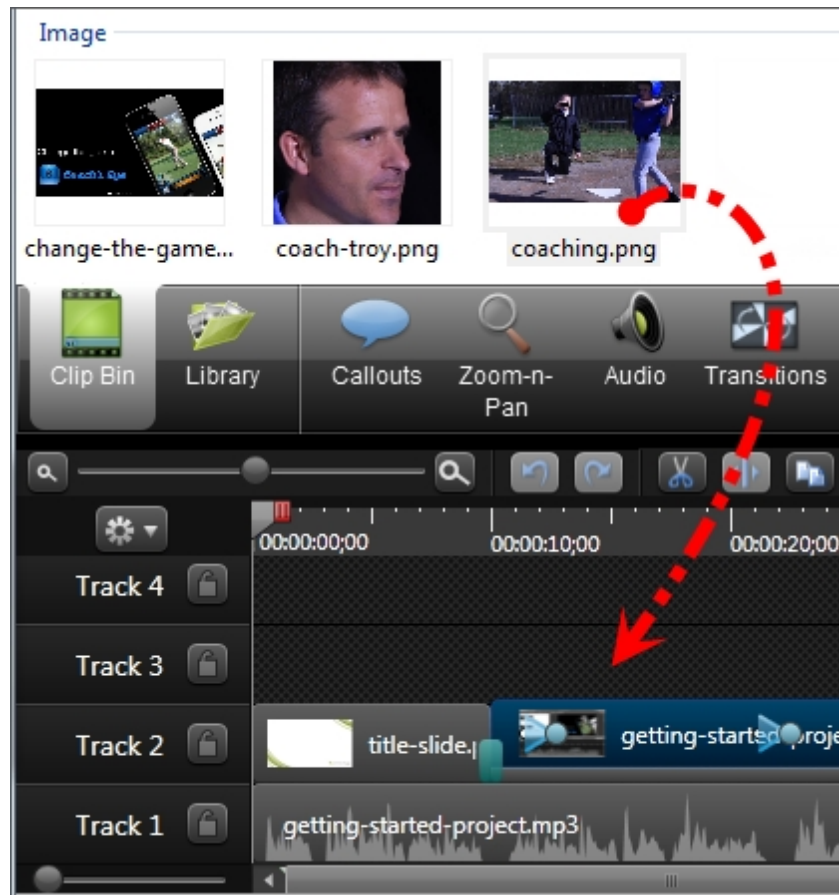
See also

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

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.

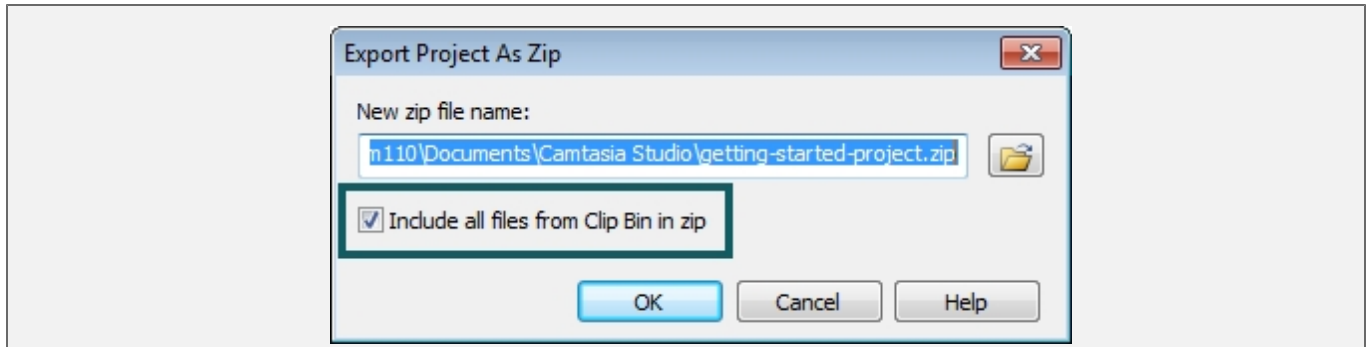
To add a clip to the video, drag the clip from the Clip Bin onto the timeline or right-click on a clip and select **Add to Timeline at Playhead**.



- ▶ A produced video only includes the clips and elements on 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. For example, if you split a clip on the timeline, the split is not reflected in the original clip in the Clip Bin.
- ▶ To import media, see [Import Media into 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**.

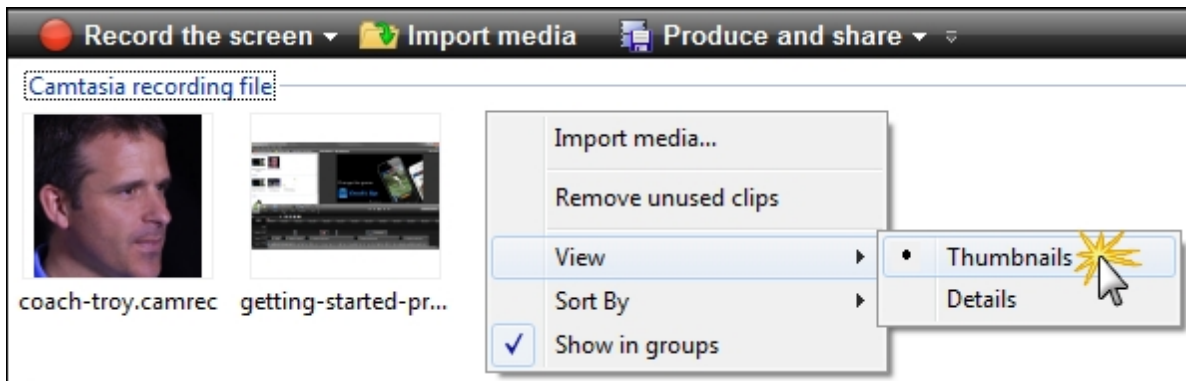
Be sure to select the Include all files from the Clip Bin in zip option. This creates a self-contained project with backed up Clip Bin files.



Change the Clip Bin View

By default, the Clip Bin displays the clips as Thumbnails sorted by Groups. You can change the Clip Bin view or sort the clips by different criteria to help organize the Clip Bin.

To change the view, right-click in the Clip Bin and choose the view from the menu.



▶ Thumbnail View

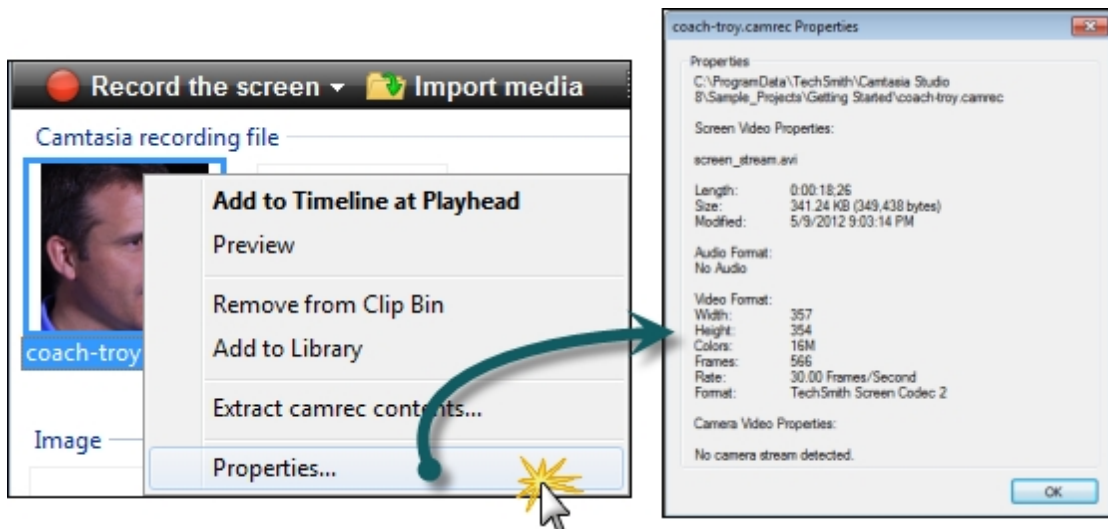
Display an image of the clips.

▶ Details View

Provide detailed information about the clips, such as file size, dimensions, and duration.

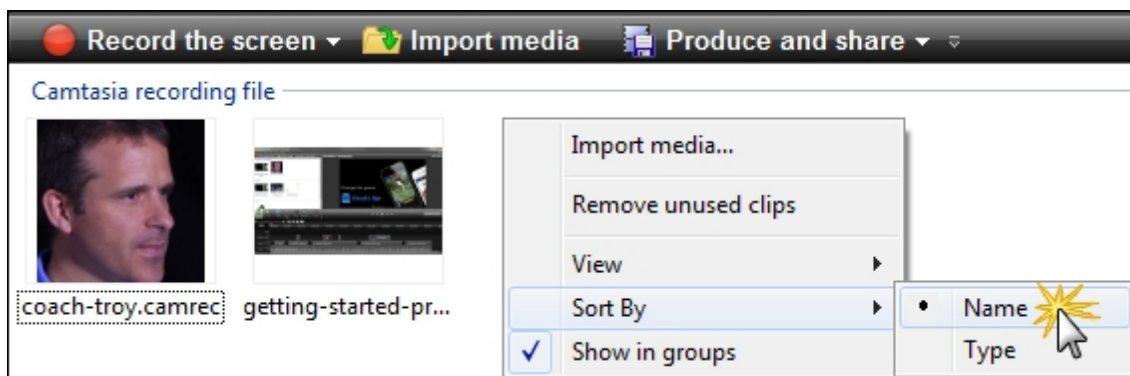
View Media Properties

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



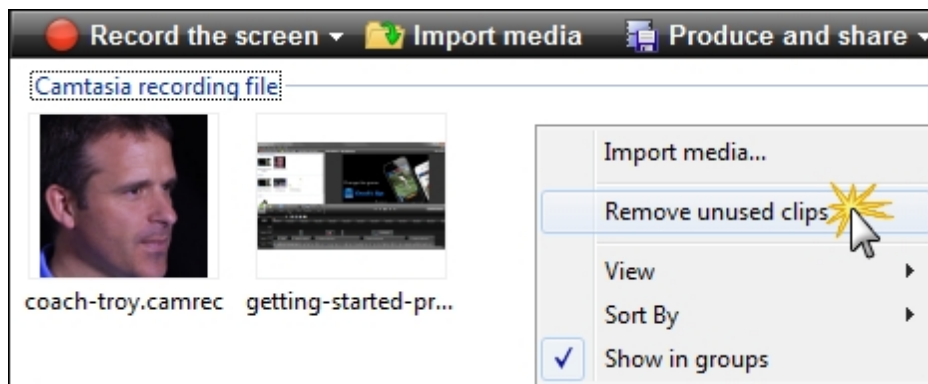
Sort Media in the Clip Bin

By default, the Clip Bin organizes the clips into groups by media type. You can sort the clips in the Clip Bin by name or type. To change the sort criteria, right-click in the Clip Bin and choose **Sort by** from the context menu.



Remove Unused Media in Clip Bin

To remove any clips or media not being used on the timeline, right-click in the Clip Bin and select **Remove** unused clips from the context menu.



See also

- ▶ **[Editing Dimensions](#)**
- ▶ **[Welcome Window](#)**
- ▶ **[Import Media into Clip Bin](#)**
- ▶ **[Library](#)**
- ▶ **[Add Media to the Library](#)**
- ▶ **[Manage Library Content](#)**
- ▶ **[Export Library Assets as a ZIP File \(LIBZIP\)](#)**
- ▶ **[Import a Zipped Library File \(LIBZIP\)](#)**
- ▶ **[Editor Preview Window and Canvas](#)**

Import Media into Clip Bin

Editor adds imported media files into the Clip Bin.

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

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

Camtasia Studio does not support multiple tracks in a MOV. Camtasia Studio imports one video and one audio track from a MOV file.

Only SWF files created from Jing or a previous version of 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 Editor, select the Clip Bin tab.
2. Select **Import media** .
3. Select the file(s) to import. Hold <CTRL> to select multiple files.
4. Click **Open**. The media appears in the Clip Bin.

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**.

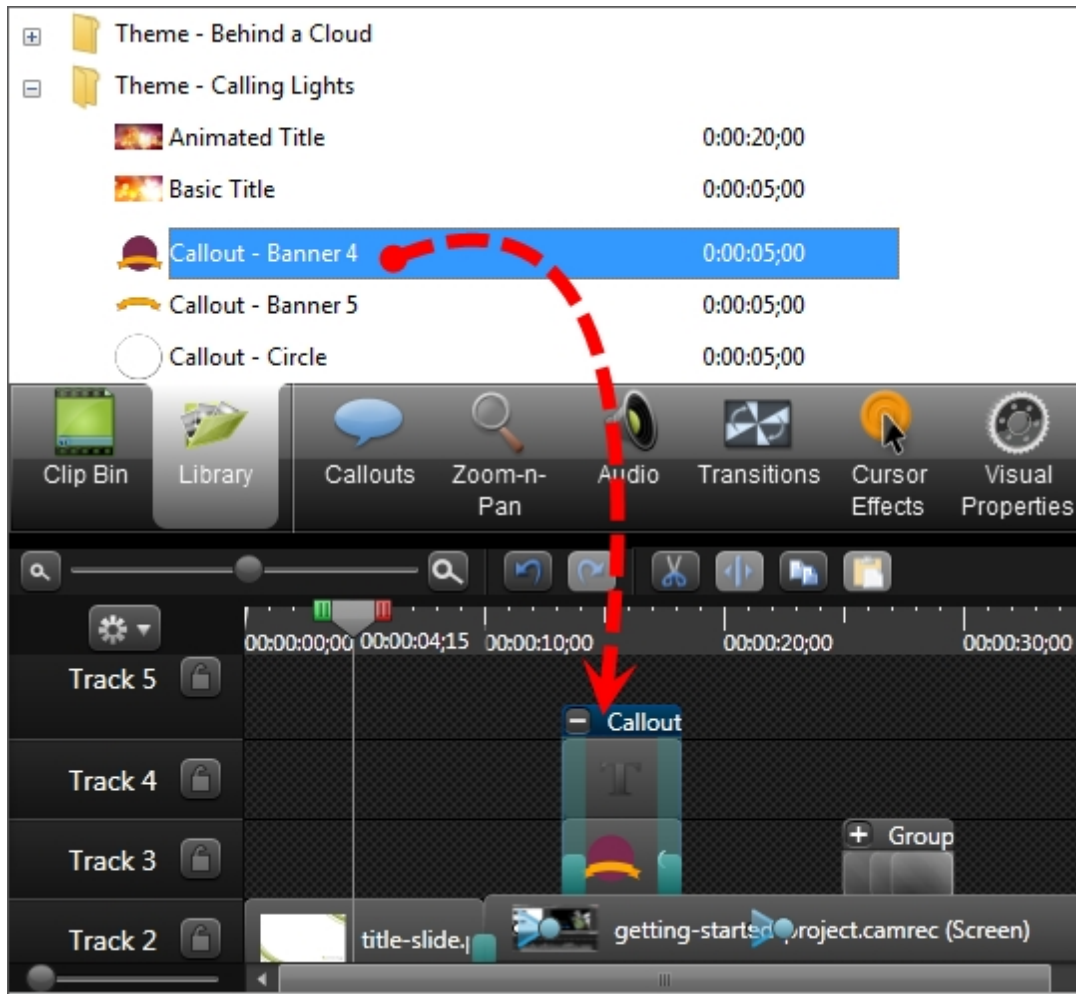
See also

- ▶ [Editing Dimensions](#)
- ▶ [Welcome Window](#)
- ▶ [Clip Bin](#)
- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)
- ▶ [Editor Preview Window and Canvas](#)

Library

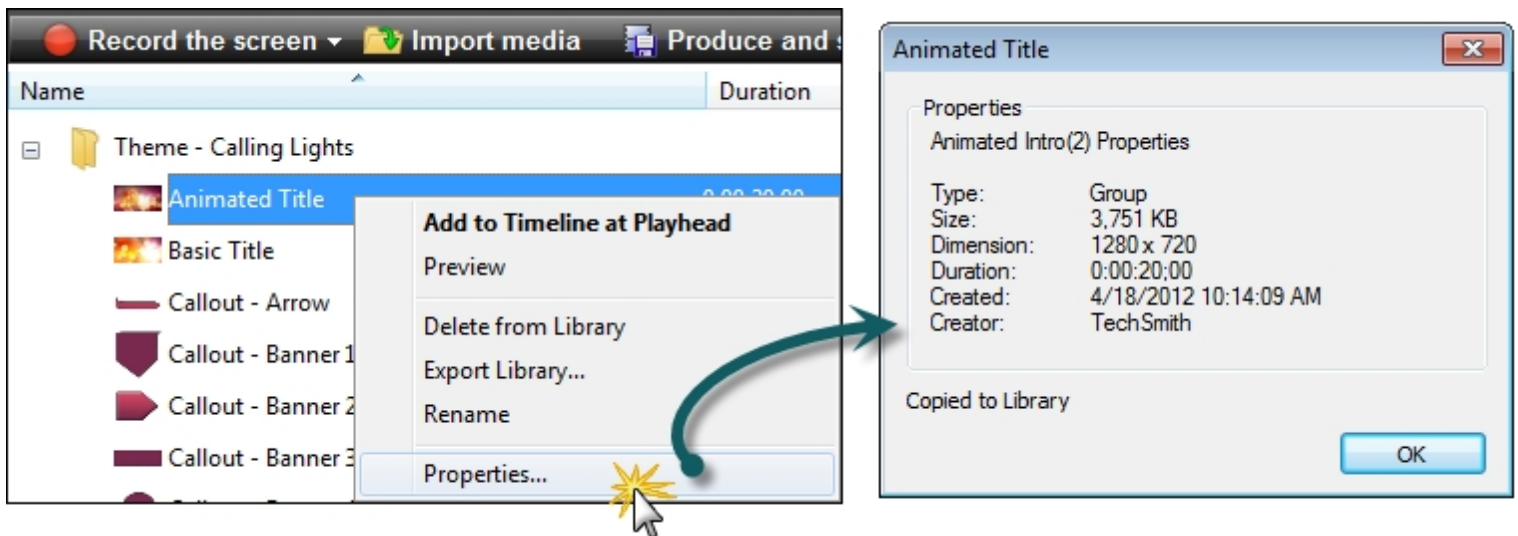
The Library holds **timeline sequences**, video, audio, and image clips that you want to use from project to project. Items in the Library are called media assets.

- ▶ The Library comes pre-populated with royalty free media assets you use to add a professional look to your videos.
- ▶ 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**.



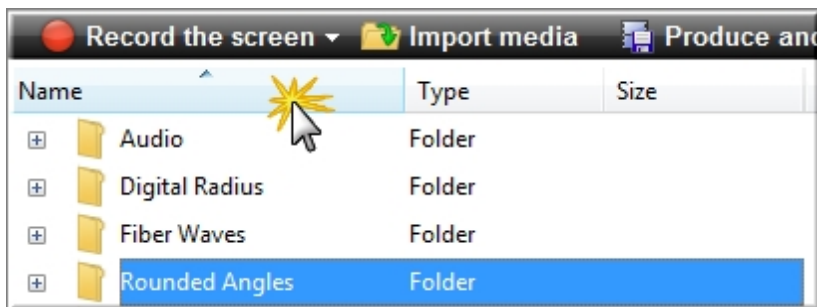
View Media Properties in the Library

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, or size. To change the sort criteria, right-click in the Library and select **Sort by** from the context menu. Or, double-click a sort option at the top of the Library.



See also

- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Create Library Asset from Timeline Selection or Timeline Media](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

Add Media to the Library

You can add the following file formats to the **Library**:

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

Camtasia Studio does not support multiple tracks in an MOV. Camtasia Studio imports one video and one audio track from an MOV file.

Only SWF files created with Jing or a previous version of Camtasia Studio can be imported.

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

You can also add the following timeline media to the Library:

- ▶ **Callouts**
- ▶ **Timeline selections** with or without transitions and **animations**
- ▶ A group with or without **transitions** and **animations**
- ▶ **Quizzes that are pinned to media** in a group
- ▶ Quizzes pinned to media that are in a timeline selection
- ▶ **Captions** in a group
- ▶ Captions in a timeline selection

Add Library Media to the Timeline

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.

To Add Media to the Library

1. In Editor, **make a media or playhead selection on the timeline** or select a clip in the Clip Bin.
2. Right-click the selection and choose one of the following: Add playhead selection to Library, Add asset to Library, or Add to Library.

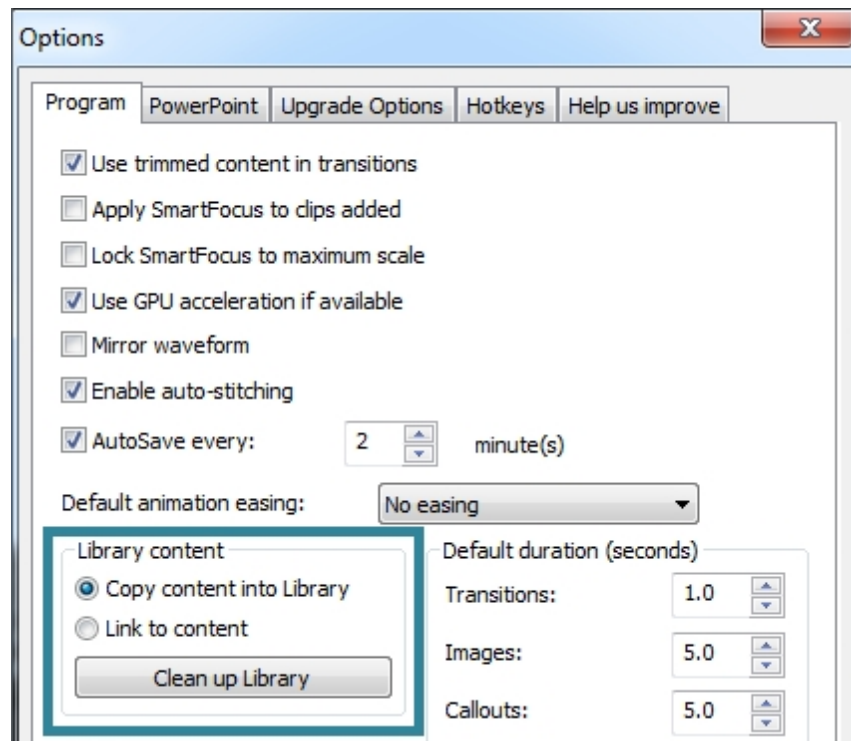
The asset appears in the Library.

How do you want to add assets to the Library?

When assets are added to the Library, they are added as a **copy** of the asset file or as a **link** to the asset file.

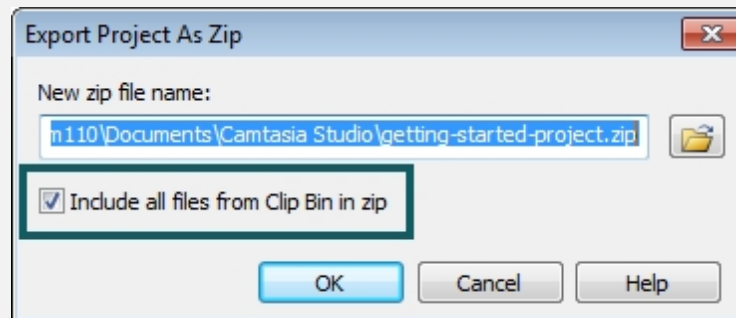
To select a default method for adding assets, choose Tools > Options > Program tab > Library content group box.

Each option is explained below.



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**.

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.



Copy Content into Library

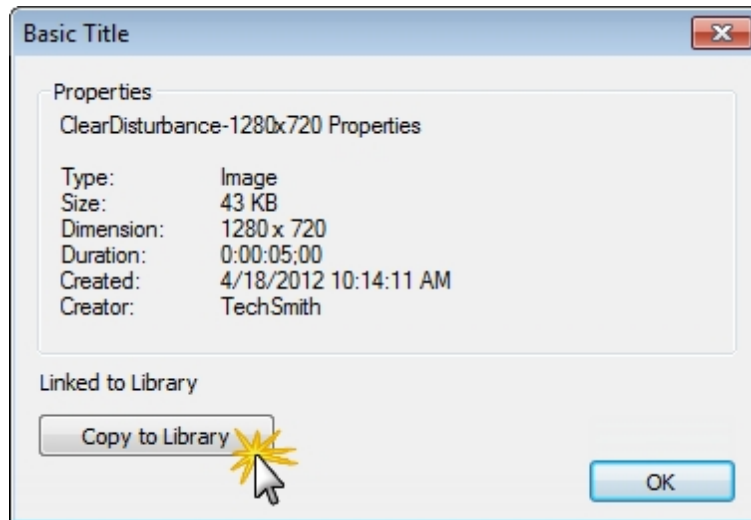
This option places a copy of all assets into the Library. Since copied assets increase the file size of Camtasia Studio projects, it is best to only copy assets used from project to project into the Library. Use the Clip Bin to hold the media files only needed for the current project.

When adding a timeline selection or group (also called **timeline sequence**) to the Library as a copied asset, if there is a video portion in the sequence, 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

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.

To change a linked asset into a copied asset, right-click the asset in the Library and select Properties from the context menu then click **Copy to Library**.



Clean Up Library

The **Clean Up Library** option removes any broken links, rebuilds the Library indexes, and updates your 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 **Clean Up Library** for more information.

See also

- ▶ [Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Create Library Asset from Timeline Selection or Timeline Media](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

Manage Library Content

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

- ▶ **Change an Asset Name**
- ▶ **Create a Folder**
- ▶ **Add Assets to a Folder**
- ▶ **Delete an Asset from the Library**
- ▶ **Delete a Library Folder**
- ▶ **Delete a Library Folder**
- ▶ **Clean Up Library**

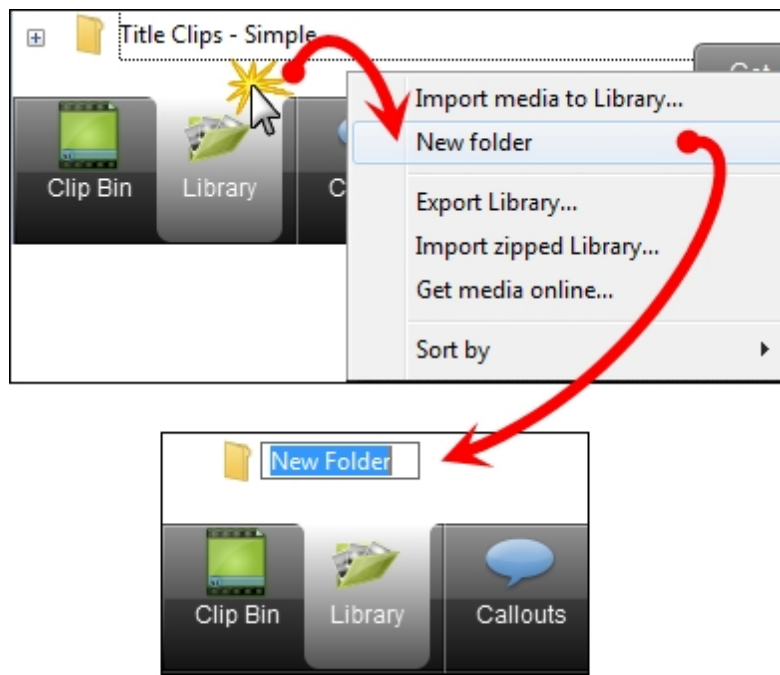
Change an Asset Name

To change an asset's name, click once on the asset, pause for a moment then click again. The name becomes highlighted. Type the new name.

Create a Folder

Folders help keep your Library organized.

To create a folder, right-click in the area at the top of the Library tab. From the context menu, select **New Folder** then type a name for the folder.



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.

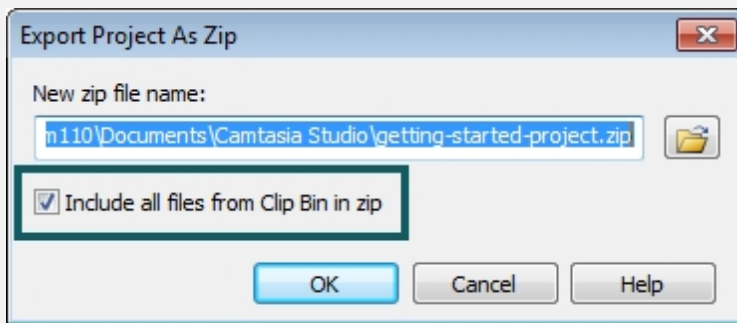
Delete an Asset from the Library

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 are prompted to confirm the delete.

If the asset is in use on the timeline, the asset cannot be deleted from the Library.

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.



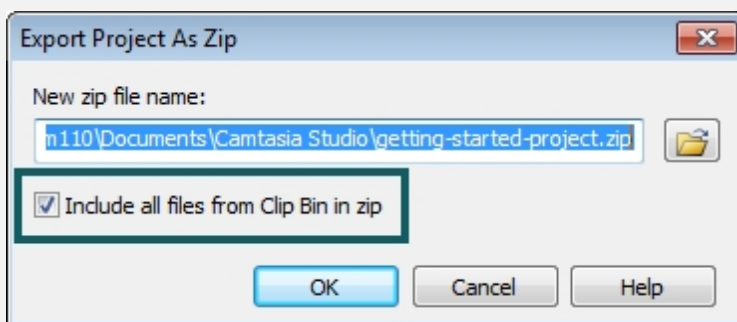
Delete a Library Folder

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

If the folder contains assets is in use on the timeline, the folder cannot be deleted from the Library.

Deleting a Library folder that contain 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.



Clean Up Library

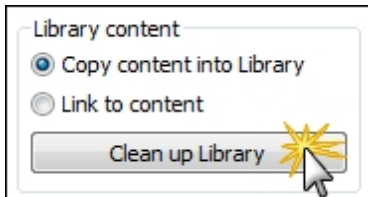
The **Clean Up Library** option removes any broken links, rebuilds the Library indexes, and updates your folders.

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

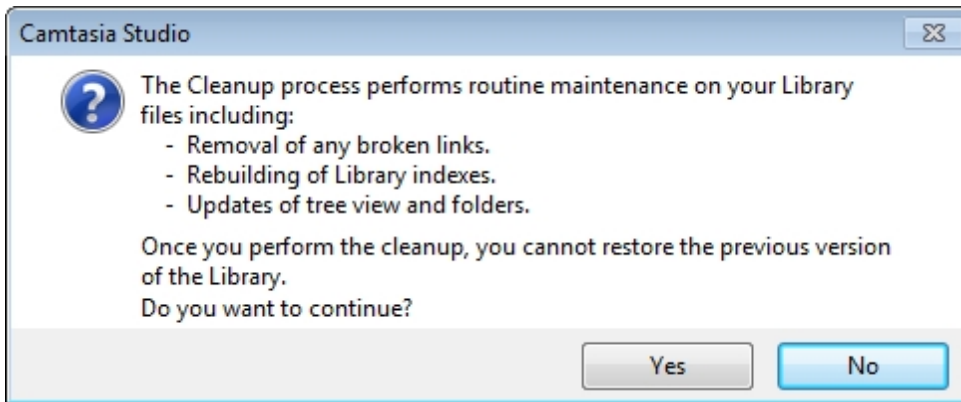
Once you perform the cleanup process, you cannot restore the Library to the previous version.

To perform the Library Clean Up Maintenance:

1. Choose Tools > Option > Program tab.
2. Click the **Clean Up Library** button.



3. The clean up confirmation appears. Read the message and then click **Yes** to continue. The clean up process begins immediately.



See also

- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Create Library Asset from Timeline Selection or Timeline Media](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

Create Library Asset from Timeline Selection or Timeline Media

You can create Library assets from the content on the timeline. Timeline sequences may contain markers, zoom and pan animations, video, audio, callouts, and more.

You can add the following file formats to the Library:

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

Camtasia Studio does not support multiple tracks in an MOV. Camtasia Studio imports one video and one audio track from an MOV file.

Only SWF files created from Jing or a previous version of Camtasia Studio can be imported.

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

You can also add this timeline media to the Library:

- ▶ **Callouts**
- ▶ Any timeline selections with or without transitions and animations
- ▶ A group with or without transitions and animations
- ▶ **Quizzes that are pinned to media** in a group
- ▶ Quizzes pinned to media that are in a timeline selection
- ▶ **Captions** in a group
- ▶ Captions in timeline selection

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.

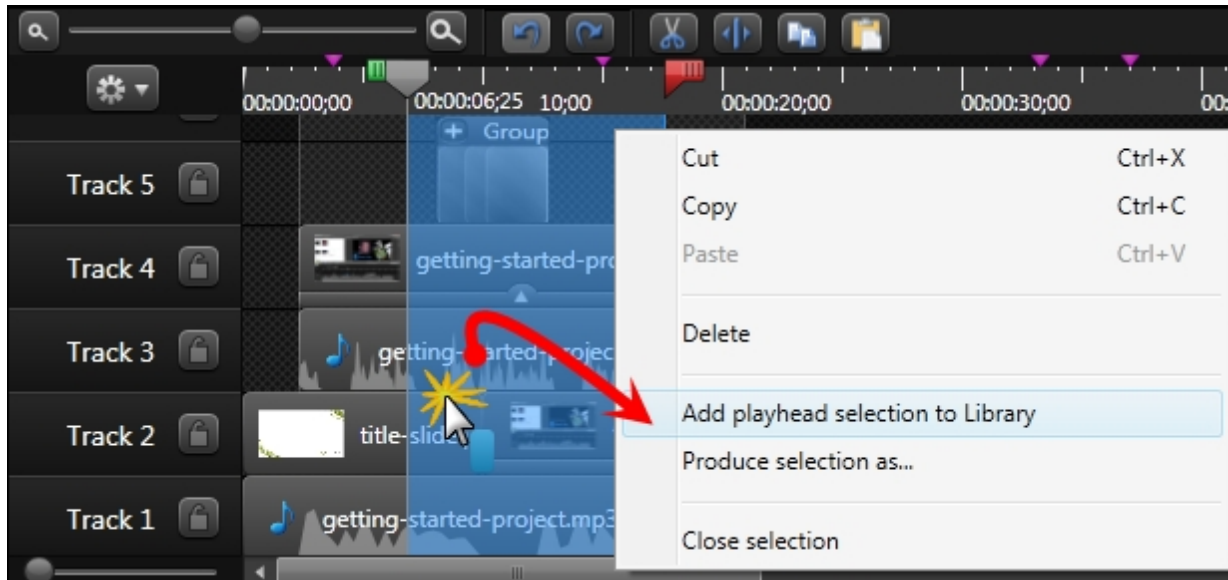
If your company uses a standard callout, title clip, or transition for their videos, add those elements to the Library then **export** them and share with everyone on your team.

When a timeline sequence that includes a portion of a video saved in the Library, the entire video is actually saved. When you drag the sequence to the timeline, only the saved selection appears.

Add a Timeline Sequence

1. Make a selection on the timeline. Or, select a video clip, audio clip, or element (callouts, zoom animations, etc.).
2. Right-click the selection.

3. Select **Add playhead selection to Library**.



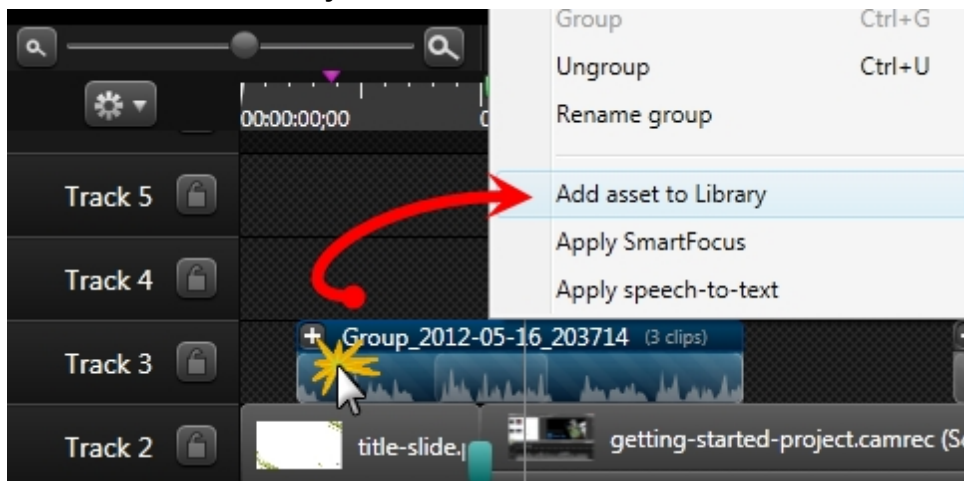
4. The sequence is added to the Library as an asset.

- Click the asset in the Library to rename it.
- Drag asset into a folder for better Library organization.
- Drag asset to the timeline to include in the final video.

Add Timeline Media

To add media such as a video clip, audio clip, callout or group to the Library:

1. Click to select a clip on the timeline. When the clip is selected it is highlighted in blue.
2. Right-click the media on the timeline.
3. Select **Add asset to Library**.



4. The clip is added to the Library as an asset.

- Click the asset in the Library to rename it.
- Drag asset into a folder for better Library organization.
- Drag asset to the timeline to include in the final video.

See also

- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Export Library Assets as a ZIP File \(LIBZIP\)](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

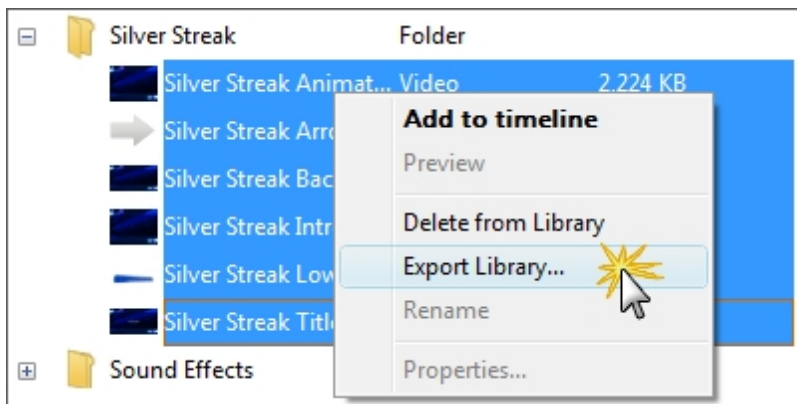
Export Library Assets as a ZIP File (LIBZIP)

If you or your company uses a certain callout, title clip, survey, or transition for their videos, create those assets one time, add them to the Library, then export the Library as a zip (LIBZIP) to use across several computers or to share with others.

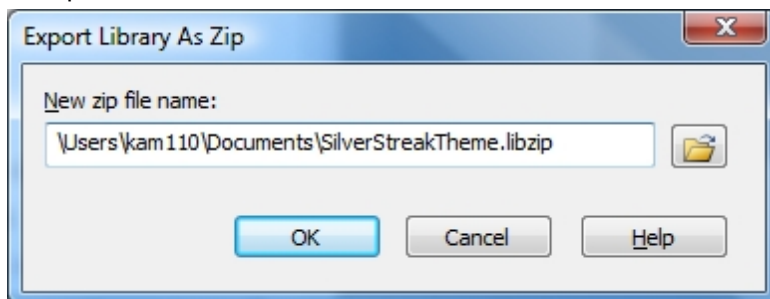
You can also export folders or the entire library.

Export Assets or the Entire Library as a ZIP File

1. While in the Library:
 - Click to select an asset file.
 - To select multiple files, press and hold the **CTRL** key and click to select each file.
 - To export the entire Library, do not select any files.
2. Right-click a selected asset and select **Export Library** from the context menu.
 - To export the entire Library, right-click in the white space below all the Library folders and select **Export Library** from the context menu



3. Accept the default file location and file name or click the **Browse** button to choose a new location and name. Click **OK**.



See also

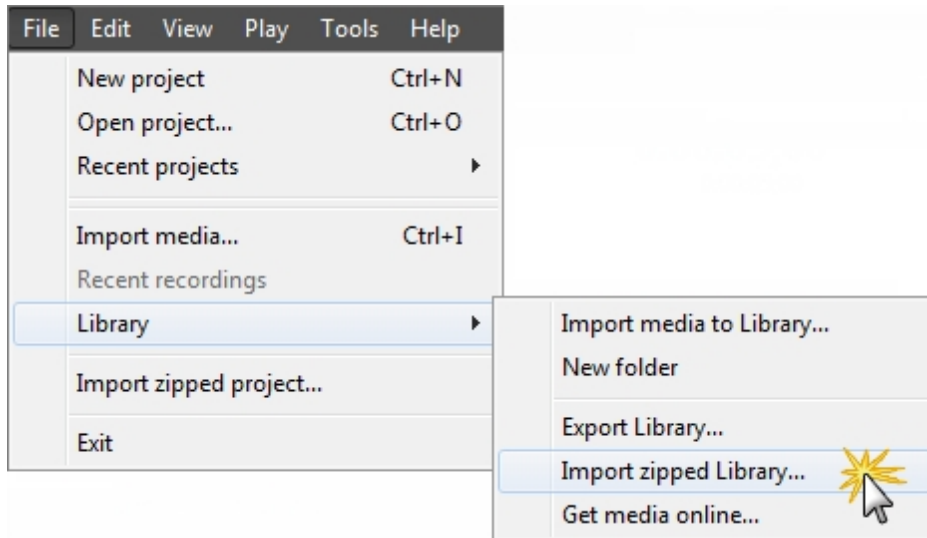
- ▶ [Library](#)
- ▶ [Add Media to the Library](#)
- ▶ [Manage Library Content](#)
- ▶ [Create Library Asset from Timeline Selection or Timeline Media](#)
- ▶ [Import a Zipped Library File \(LIBZIP\)](#)

Import a Zipped Library File (LIBZIP)

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

Import from Editor

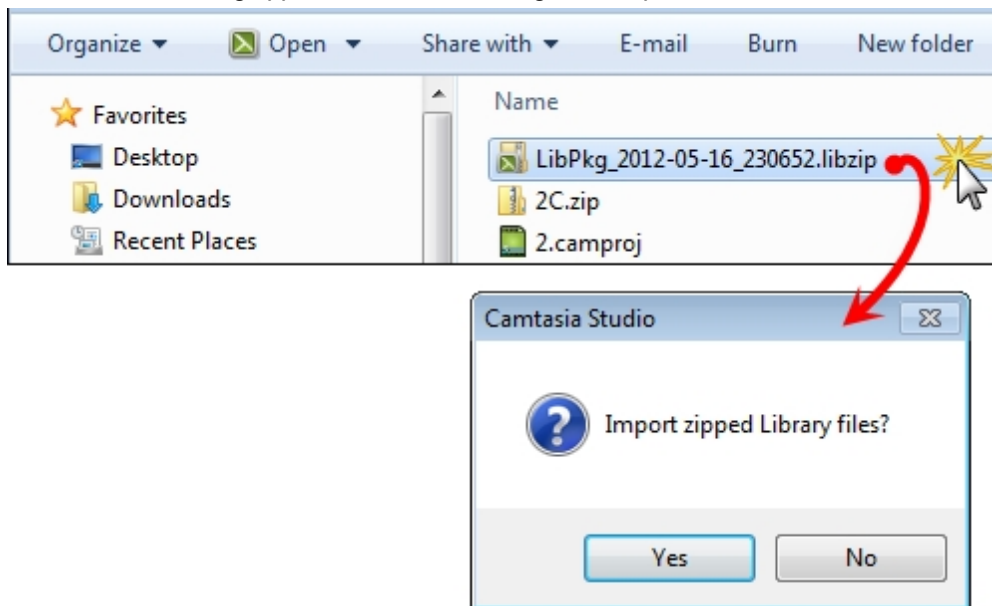
1. In Editor, select File > Library > Import zipped Library.



2. The Import Zipped Library dialog appears. Browse for and select a LIBZIP file. Click **Open**.
3. Click **OK** to begin the import.

Import from Windows Explorer

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

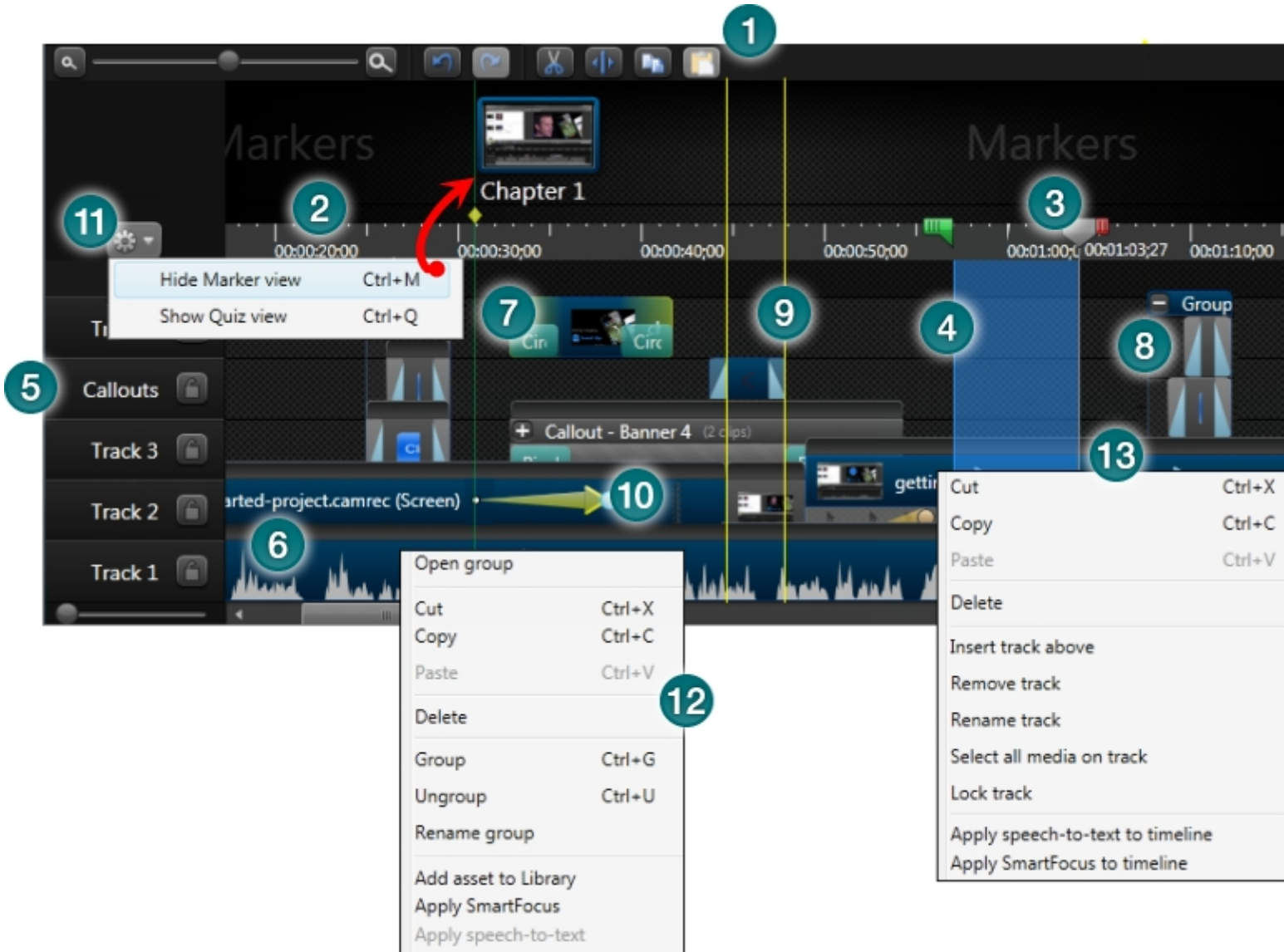


See also


- ▶ **Library**
- ▶ **Add Media to the Library**
- ▶ **Manage Library Content**
- ▶ **Create Library Asset from Timeline Selection or Timeline Media**
- ▶ **Export Library Assets as a ZIP File (LIBZIP)**
- ▶ **Import a Zipped Library File (LIBZIP)**

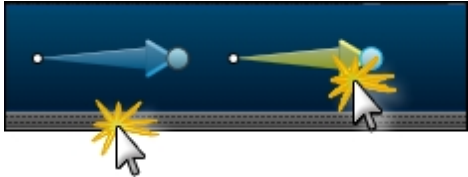
Timeline

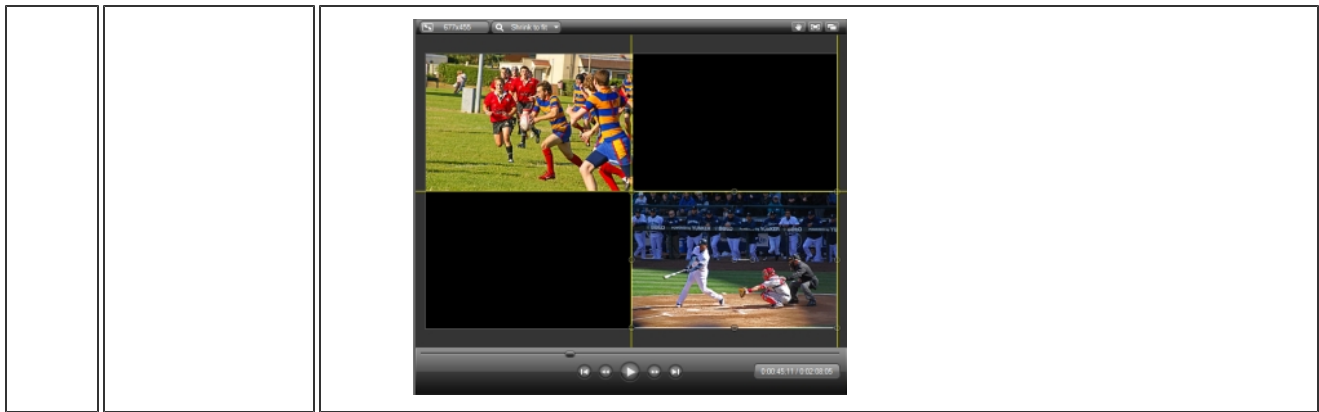
Use the timeline to assemble and edit the video. The timeline represents the sequence of all video clips and other media (callouts, markers, zoom animations, etc.) that will be included in a video.












<p>1</p>	<p>Timeline tool-bar</p>	<p>Access basic editing options such as split, cut, copy, paste, zoom in, and zoom out.</p>
<p>2</p>	<p>Time / Duration</p>	<p>Tick marks represent time in terms of minutes and seconds. A video is built sequentially through time moving from left to right.</p> <ul style="list-style-type: none"> ▶ The scale of the tick marks on the ruler change according to the timeline zoom level. ▶ To change the zoom level, drag the zoom slider and drag in either direction.

3	Playhead	<p>Indicates the current frame selected on the timeline. The current frame displays in the Preview Window.</p> <ul style="list-style-type: none"> ▶ Drag the green In point or red Out point to make a selection. ▶ Double-click any part of the playhead to bring the points together again.
4	Timeline Selection	<p>Make a selection with the playhead to:</p> <ul style="list-style-type: none"> ▶ Cut an unwanted portion of the video. ▶ Produce a specific area as a separate video. ▶ Save a sequence as a Library asset. ▶ Copy and paste a section to another location on the timeline.
5	Tracks	<p>Tracks represent the sequence of media on the timeline both horizontally and vertically.</p> <ul style="list-style-type: none"> ▶ Everything that appears at one point in time vertically appears at the same time in the video. ▶ Tracks can be renamed. ▶ Tracks can be locked to prevent editing or other changes to the media on that track. ▶ Only media on a timeline track is rendered into the final video. ▶ An unlimited number of tracks can be added to the timeline.
6	Audio	<p>Audio appears on the timeline as a waveform.</p> <p>Camtasia Recording files (CAMREC) with audio appear on the timeline as one media. The audio can be separated from the video.</p> <p>Add audio fades, points for precision editing, remove noise from audio, and more.</p>
7	Transitions	<p>Transitions add a visual effect between the end of a clip and the beginning of the next clip.</p> <p>Use transitions to indicate the passage of time, change in location, to call attention, or to create a smooth flow between clips.</p>
8	Groups	<p>Add media to a group to help keep the timeline organized, to resize or move all media at one time, or to copy and paste frequently used sequences.</p> <ul style="list-style-type: none"> ▶ Groups contain their own timeline tracks for editing. You need not ungroup to edit tracks in a group. ▶ Groups can contain an unlimited number of media or tracks. ▶ Drag media in or out of a group. ▶ Groups can be renamed. ▶ Click the plus/minus icon to open or close a group.
9	Open / Close Media	<p>Groups and media with animations can be opened for editing then closed again.</p> 

<p>10</p>	<p>Animations</p>	<p>Animations include cursor effects, visual properties effects, and zoom and pan effects.</p> <ul style="list-style-type: none"> ▶ Click on the tray below the media to open the view for editing cursor and clip speed effects. ▶ Double-click an animation on the timeline to open the Visual Properties tab for editing. 
<p>11</p>	<p>Hide / Show Quiz or Marker View</p>	<p>Hide or show the quiz or marker view.</p> <p>When a quiz or marker is added to the timeline, the quiz or marker view automatically opens at the top of the timeline.</p> <ul style="list-style-type: none"> ▶ When the quiz/marker view is open, you are in a mode that allows you to add other quizzes or markers. ▶ A quiz/marker can be added to the timeline, media, or a group. When added to media or a group, if the media/group is moved, deleted, copied, or pasted, the quiz/marker goes with it. ▶ You must be in quiz or marker view to edit or view this media.
<p>12</p>	<p>Media Context Menus</p>	<p>Right-click on media, a group, a quiz, a marker, etc to view the editing options for that media.</p> <p>The position of the playhead and the media on the timeline determine the options available in the context menu.</p>
<p>13</p>	<p>Timeline Context Menus</p>	<p>Right-click on the timeline tracks or the track names to view track options.</p> <p>The position of the playhead and the content on the timeline determine the options available in the context menu.</p>
<p>14</p>	<p>Snapping</p>	<p>Snapping guidelines allow media on the timeline to be perfectly aligned with each other.</p> <ul style="list-style-type: none"> ▶ When moving media, each time the beginning or end of one media aligns with another, a snapping line appears. ▶ To change the snapping settings, choose View > Timeline Snapping. Check or uncheck the media to snap to options. ▶ To temporarily override snapping while moving media, press and hold the CTRL key on the keyboard. ▶ Snapping is also available on the canvas to help align media.



Timeline Toolbar

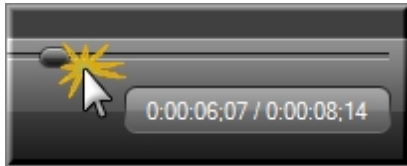
 	<p>Zoom in on the timeline.</p> <p>Zoom out on the timeline.</p> <p>Fully zoomed out shows the entire timeline. To change the zoom level, click the zoom icons or grab the zoom slider and drag in either direction. </p>
 Ctrl+X	<p>Cut Selection</p> <p>Cut a selection from the timeline. The cut portion can be pasted on the timeline.</p>
	<p>Split</p> <p>Split a clip into two parts at the position of the playhead.</p>
 Ctrl+C	<p>Copy</p> <p>Copy the selection or media to the Clipboard.</p>
 Ctrl+P	<p>Paste</p> <p>Paste the contents of the Clipboard onto the timeline.</p>
 Ctrl+Z	<p>Undo</p> <p>Undo the last action in the succession. This is an unlimited undo feature.</p>
 Ctrl+Y	<p>Redo</p> <p>Redo the last action in succession. This is an unlimited redo feature.</p>

Navigate the Timeline

To Move Through a Video on the Timeline

To search for a specific frame on the timeline:

- ▶ Click the **Play** button in the **Preview window's playback controls**. Click the **Pause** button when the video reaches the desired frame.
- ▶ Drag the scrubber in the preview window to a specific location.



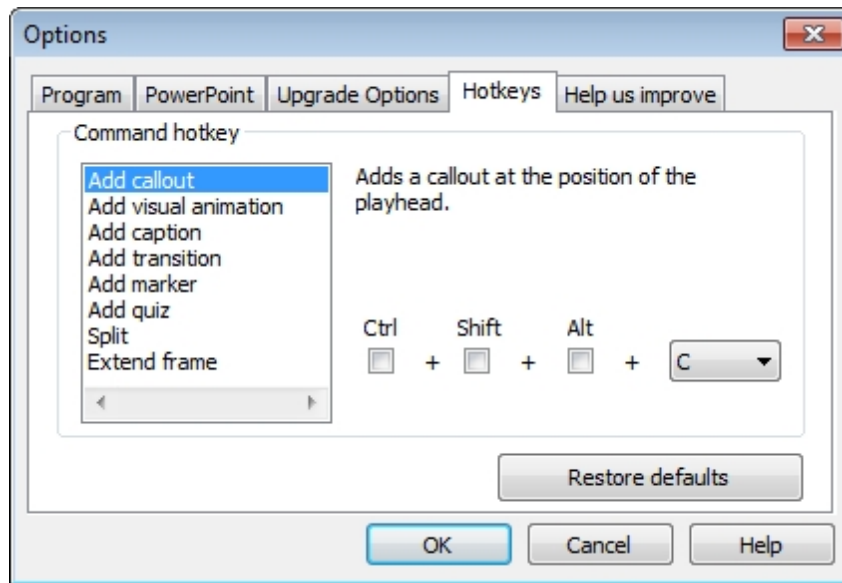
- ▶ Press the left or right arrow keys on the keyboard to move the playhead on the timeline to the desired frame.
- ▶ Click a location on the timeline intervals (tick marks). The playhead moves to that location.

Timeline and Media Navigation Hotkeys

Timeline Navigation	Hotkey	Menu Location
Select Next Clip	Ctrl + Shift + Alt + Right Arrow	-
Select Previous Clip	Ctrl + Shift + Alt + Left Arrow	-
<p>Snapping</p> <p>Ctrl is a toggle for the snapping options.</p> <ul style="list-style-type: none"> ▶ If Snapping to Media is OFF under View->Timeline Snapping > Clip Edges, then holding Ctrl will snap to media edges. ▶ If Snapping to media is ON, holding control will not snap to media edges. 	<p>Ctrl</p> <p>Press <Ctrl> while dragging to toggle on or off snapping.</p>	-
Select from current position to the end of the timeline	Ctrl + Shift + End	-
Select from current position to the beginning of the timeline	Ctrl + Shift + Home	-
Make a selection step-by-step	<p>Ctrl + Shift + Right Arrow</p> <p>Or</p> <p>Ctrl + Shift + Left Arrow</p>	-
<p>Ripple Trim</p> <p>Moves media on track to left or right when trimming media clip</p>	Hold <Shift> and drag end of media clip to trim in or trim out.	-
<p>Ripple Move</p> <p>Ripple move media on track to left or right</p>	<p>Shift</p> <ol style="list-style-type: none"> 1. Click to select clip on timeline. 2. Hold <Shift> and drag media clip left or right. 	-
<p>Ripple Move Multiple Clips</p> <p>Ripple move media on track to left or right</p>	<p>Shift</p> <ol style="list-style-type: none"> 1. Hold <Shift> and click to select multiple media clips on the timeline. 2. Hold <Shift> and drag media clip left or right. 	-
<p>Ripple Move at Playhead</p> <p>Moves ALL media at the point of the playhead.</p>	<p>All media clips at location of playhead will be split.</p> <ol style="list-style-type: none"> 1. Position playhead. 2. Hold <Shift> and drag playhead. 	-
Step Backward	Left Arrow Repeated	-
Rewind	<p>Left Arrow</p> <p>Hold the key down to rewind</p>	-
Step Forward	Right Arrow Repeated	-
Fast Forward	<p>Right Arrow</p> <p>Hold the key down to fast forward</p>	-
Previous Clip	Ctrl + Alt + Left Arrow	-
Next Clip	Ctrl + Alt + Right Arrow	-
Next clip select	Ctrl + Shift + Alt + Right	-
Jump to end of timeline	Ctrl + End	-
Jump to end select	Ctrl + Shift + End	-
Jump to beginning of timeline	Ctrl + Home	-

Media and Effects Hotkeys

The options in the Hotkeys tab allow you to change the default hotkeys for adding media or effects (callouts, markers, visual animations, etc.) to the timeline.



To assign new hotkeys:

1. In Editor, choose Tools > Options.
2. Click the **Hotkeys** tab.
3. Select a command in the Command hotkey list.
4. Choose the keystrokes.
5. When done, click **OK**.

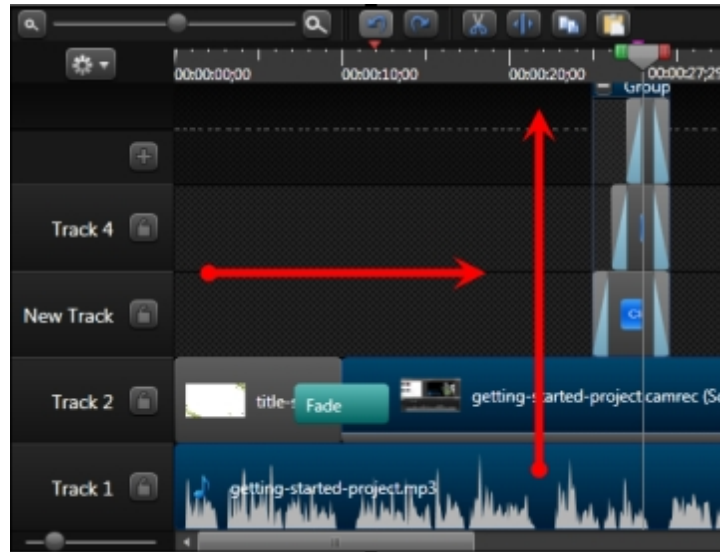
See also

- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Split a Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Group Media](#)
- ▶ [Add a Marker](#)
- ▶ [Cut a Selection](#)

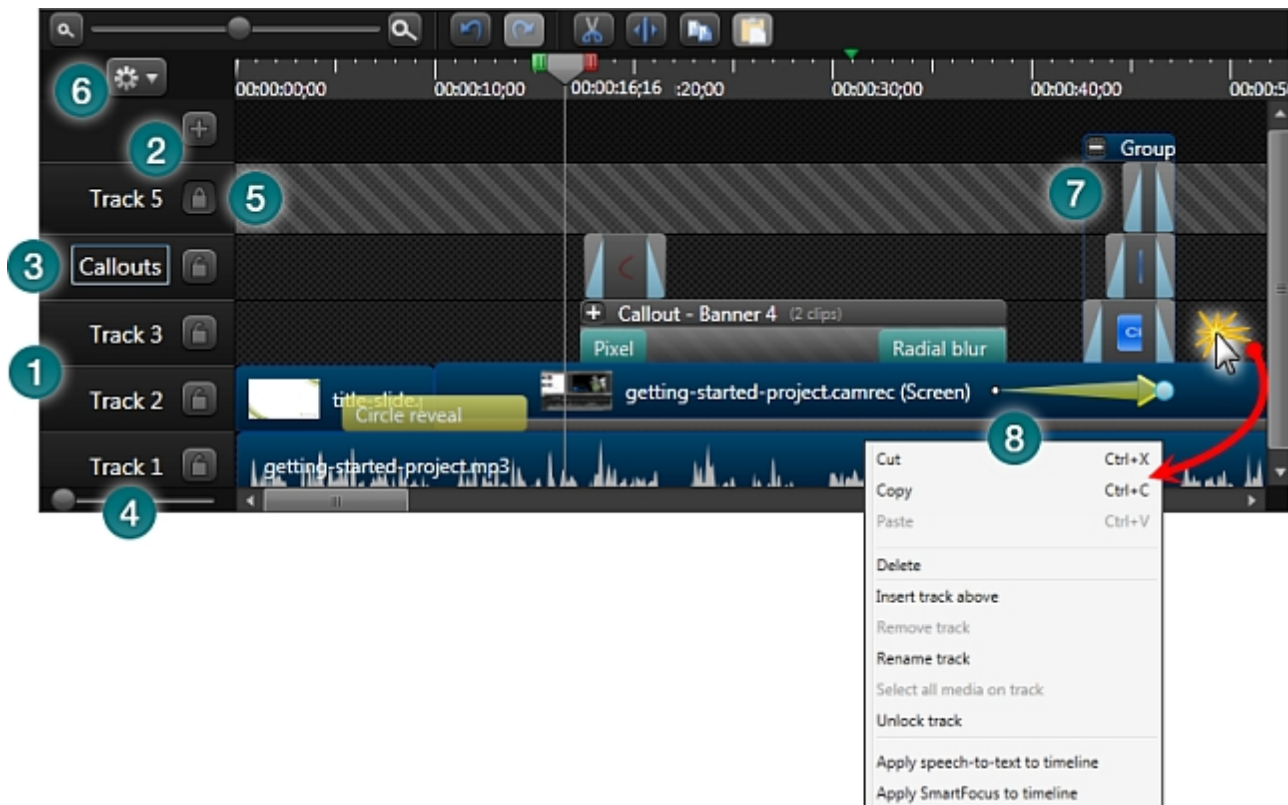
Timeline Tracks


Tracks represents the sequence of media on the timeline both horizontally and vertically.

- ▶ Everything that appears at one point in time vertically will appear at the same time in the video.
- ▶ Only media on a timeline track will be rendered into the final video.
- ▶ An unlimited number of tracks can be added to the timeline.



Tracks Overview



	Option	Description
1	Tracks	All tracks are located in the track section of the timeline. If there are several tracks on the timeline, use the scroll bar on the right side of the timeline to view unseen tracks.
2	Add a Track	Click  to add a track to the timeline. Or, drag and drop media from the Clip Bin or Library onto this area to automatically create a new track.
3	Rename Track	To change a track name, double-click the name and then type.
4	Change the Size of All Tracks	Use the track slider to resize all of the tracks at one time. To resize only one track, hover the mouse over the track border above the name and drag up or down.
5	Lock / Unlock Track	Lock or unlock a track. <ul style="list-style-type: none"> ▶ Lock a track to prevent editing or other changes to the media on that track. ▶ Tracks in a group cannot be locked.
6	Show / Hide Quiz or Marker View	Hide or show the quiz or marker view. When a quiz or marker is added to the timeline, the quiz or marker view automatically opens at the top of the timeline.
7	Tracks inside a Group	Each piece of media in a group has its own separate track. <ul style="list-style-type: none"> ▶ There can be an unlimited number of tracks in a group. ▶ Edit the media on a group track as you would on a timeline track. ▶ There is no need to ungroup to edit media in a group.
8	Track Options	Right-click on the timeline tracks or the track names to view track options available in the context menu. Choose from: <ul style="list-style-type: none"> ▶ Insert track above ▶ Remove track ▶ Rename track ▶ Select all media on track ▶ Lock track ▶ Unlock track

See also

- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)

- ▶ **Split a Clip**
- ▶ **Extend the Frame of a Clip**
- ▶ **Group Media**
- ▶ **Add a Marker**
- ▶ **Cut a Selection**

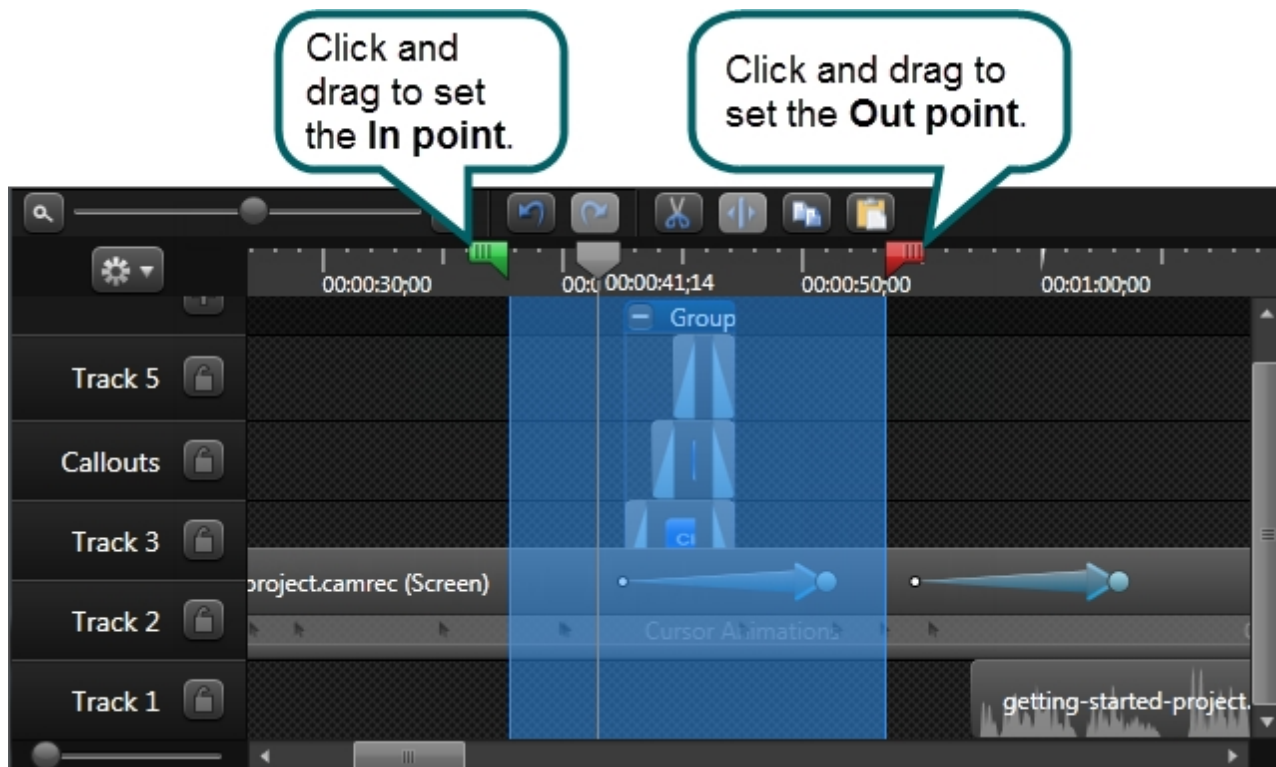
Make a Timeline Selection

Make a selection on the timeline to:

- ▶ Make edits to just that area of the timeline.
- ▶ Save a timeline sequence to the Library.
- ▶ Copy then paste the selection to a different location on the timeline.

The playhead consists of three parts: the green in point, the red out point, and the gray playhead. Drag the in and out points along the timeline to make a selection. Double-click any part of the playhead to bring the in and out points together again.

To Make a Selection



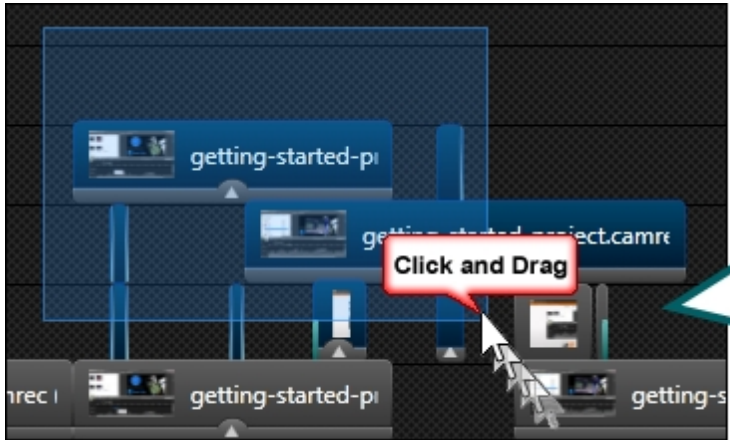
1. Click a location on the timeline.
2. Click and drag the In or Out points to make the selection. Drag the zoom slider to get a better view of the timeline, if necessary. The selected area is highlighted in blue.
3. Perform the desired edits.

To Select More than One Media on the Timeline

Press the **Shift** key on the keyboard and click on each media.

Or

Click and drag the cursor on the timeline capturing all the media.



Click and drag the cursor on the timeline to select media.

All selected media turns blue.

See also

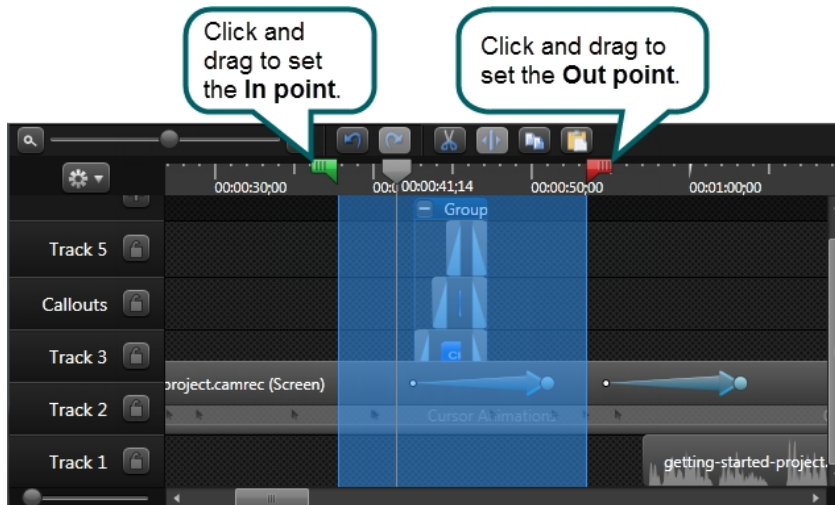
- ▶ [Timeline Tracks](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Split a Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Group Media](#)
- ▶ [Add a Marker](#)
- ▶ [Cut a Selection](#)



Cut a Timeline Selection

A cut removes a selection from the timeline and adds it onto the clipboard. If desired, paste the elsewhere onto the timeline. You can cut within a single clip or across multiple clips.

Edits on the timeline do not affect the clips in the **Clip Bin**. The Clip Bin maintains the original files.

1. **Lock any tracks** on the timeline that contains media you do not want to cut.
2. Drag the in or out points to **make the selection**. Use the zoom slider to get a better view of the timeline, if necessary. The selected area is highlighted in blue.



3. Click the **Cut** button .
4. To paste the selection elsewhere on the timeline, move the playhead to a new location and click the **Paste** button .

See also

- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Split a Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Group Media](#)
- ▶ [Add a Marker](#)

Mark-In or Mark-Out a Video Clip

Mark-in or mark-out a clip to remove time from the beginning or end of a clip.

The mark-in/mark-out option differs from the Cut option in that the mark-in/mark-out option hides a portion of the clip instead of cutting it.



1. Click to select a clip on the timeline. When selected, the clip is blue.
2. Hover the cursor over the beginning or end of the clip.
3. When the highlight on the end appears, grab the clip and drag in either direction.

See also


- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Split a Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Group Media](#)
- ▶ [Add a Marker](#)
- ▶ [Cut a Selection](#)

Split a Clip

The Split tool divides one clip into two clips.

- ▶ You can move and edit each clip separately.
- ▶ Split clips to insert transitions, title slides, or graphics between scenes.

Edits on the timeline do not affect the clips in the Clip Bin. The Clip Bin maintains the original files.

1. Position the playhead on the timeline where the split will occur. Only the media under the playhead will be split.
2. Click to select each media to be split. When a media is selected, it turns blue. To select multiple pieces of media, press and hold the **CTRL** key on the keyboard then click each media to be split.
3. Click Split  or, press **S** on the keyboard. The clip splits into two separate clips.

Use caution when arranging and editing the split clips on the timeline. Both clips have the same name.

See also

- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Group Media](#)
- ▶ [Add a Marker](#)
- ▶ [Cut a Selection](#)

Extend the Frame of a Video Clip

The Extend Frame option extends the duration of a frame in a video clip by creating an image of that one frame and inserting it on the timeline.

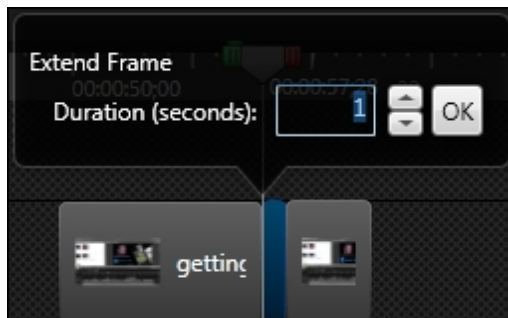
Use this option to extend the video frame to match the length of the audio or voice narration.

The extend frame option creates:

- ▶ An image clip that only contains one frame. You can adjust the duration of this clip by dragging the end of it along the timeline. Press and hold the <Shift> key while dragging to move all other media on the same track.
- ▶ A video clip that follows the image clip. This video clip is the rest of the original video.

To Extend a Frame of a Video Clip

1. Position the playhead on the frame to extend.
2. Click to select the video clip on the timeline. When selected, the clip is blue.
3. Right-click on the clip and select **Extend Frame** or, press **E** on the keyboard. The Extend Frame dialog box appears.



4. Enter the desired duration of the extended frame.
5. Click **OK**.

See also

- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Split a Clip](#)
- ▶ [Group Media](#)
- ▶ [Add a Marker](#)
- ▶ [Cut a Selection](#)

Adjust Clip Speed

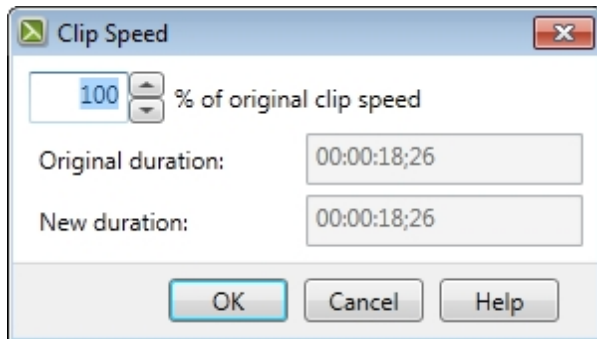
Adjusting the clip speed changes the playback speed of a video clip.

- ▶ Adjust the clip speed higher to cause the video to play back faster.
- ▶ Adjust the clip speed lower to cause the video to play back slower.

Clip speed cannot be applied to a selection or the entire timeline.

To Adjust the Clip Speed

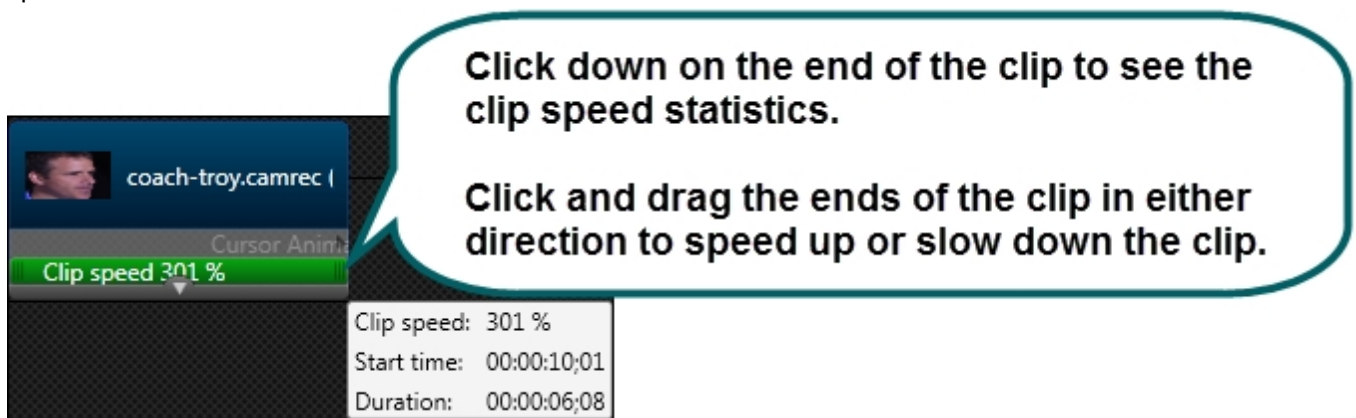
1. Select a clip on the timeline.
2. Right-click the selection and select **Clip Speed**.
3. The Clip Speed dialog appears



4. Enter a percentage of the original clip speed (other than 100) to speed up or slow down playback.

100% is the original clip speed, 200% is 2 times the original clip speed, and 50% is half the original clip speed.

5. Click **OK**.
6. On the timeline, clip speed has been added to the clip's animation view to visually show clip speed has been applied.
7. Click on the end of the clip to see the clip speed statistics. Drag the ends of the clip to speed up or slow down the clip speed.



When the animations view is closed, clip speed is hidden from view.

See also

- ▶ **Timeline Tracks**
- ▶ **Make a Selection**
- ▶ **Cut a Timeline Selection**
- ▶ **Mark-In or Mark-Out a Video Clip**
- ▶ **Split a Clip**
- ▶ **Extend the Frame of a Clip**
- ▶ **Group Media**
- ▶ **Add a Marker**
- ▶ **Cut a Selection**

Markers

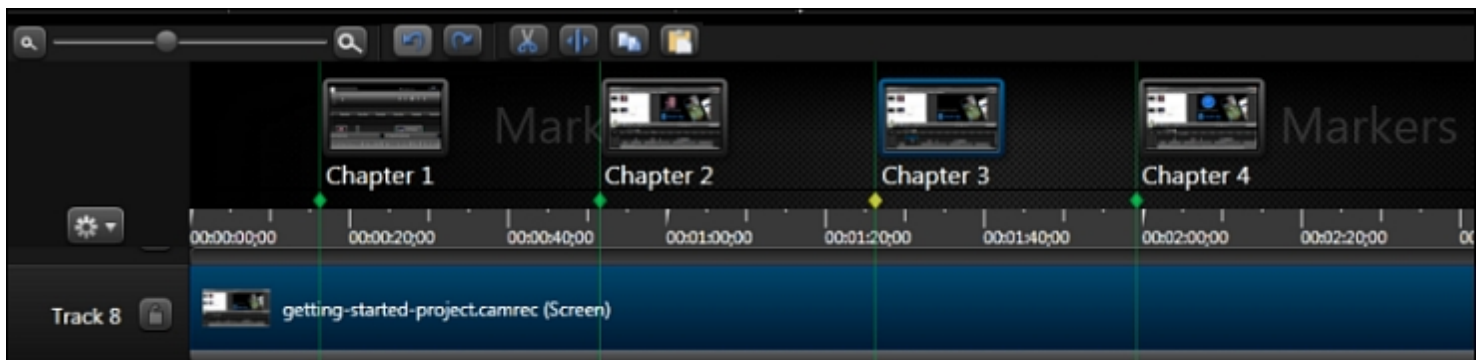
Use markers to

- ▶ Create navigation points. If you include a **table of contents** in the final video, the markers appear as table of contents entries.
- ▶ Mark an area in the recording that needs to be cut out during editing.
- ▶ Set points to **split a long video into multiple videos**.

Add markers while

- ▶ **Recording a .camrec video in Recorder**. Recorded markers can be edited in Editor.
- ▶ Editing in Editor.
- ▶ **Recording a PowerPoint presentation**. Each slide is brought into the Editor as a separate marker.

When a marker is added to the timeline, the marker view automatically opens at the top of the timeline.

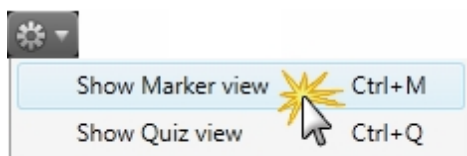


Continue with

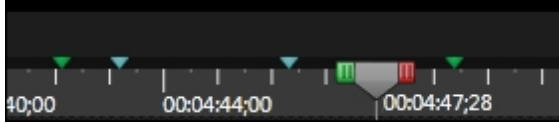
- ▶ **Markers on the Timeline**
- ▶ **Add a Marker While Marker View is Closed**
- ▶ **Add a Marker While Marker View is Open**
- ▶ **Pin a Timeline Marker to a Media Clip**
- ▶ **Turn a Media Marker into a Timeline Marker**
- ▶ **Marker Options**

Markers on the Timeline

- ▶ Markers can be added to the timeline or pinned to media on the timeline.
 - By default, markers are added as timeline markers.
 - When added to the timeline, markers stay in the same location regardless of what media is added, moved, or deleted on the timeline. Timeline markers cannot be added to the Library.
 - When pinned to a media or group, if the media/group is moved, deleted, copied, pasted, or added to the Library, the marker goes with it.
- ▶ Use the Marker/Quiz button on the timeline to show or hide the marker view.



- ▶ When the marker view is open, you are in Marker mode which allows you to quickly and efficiently add new markers and edit existing ones.
- ▶ You must be in marker view to edit, view, or delete markers.
- ▶ When not in marker view, marker placement is seen above the timeline as green and blue indicators.
 - Green indicates timeline markers.
 - Blue indicates makers pinned to media.



It is best to hide the marker view before editing clips on the timeline.

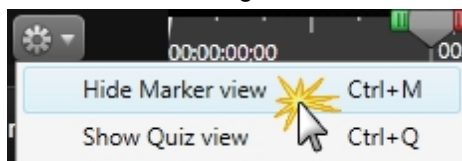
Add a Marker While Marker View is Closed

1. Position the playhead on the timeline.
2. Press **M** on the keyboard.
3. The marker view opens and the marker is added to the timeline.
4. Enter a name and press **Enter** on the keyboard. If you include a table of contents in the final video, the marker names appear as table of contents entries.

Add a Marker While Marker View is Open

When the marker view is open, you are in Marker mode which allows you to quickly and efficiently add new markers and edit existing ones.

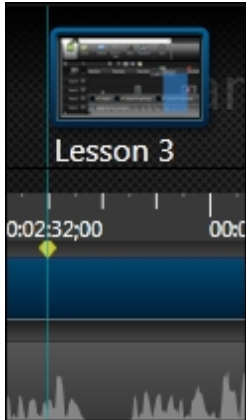
1. Hover the cursor over the timeline moving it along the top of the tick marks and media clips. Notice how marker indicators appear wherever a marker can be added.
2. To create a:
 - a. Timeline marker, hover over the time tick marks at the top of the timeline. A green indicator appears.
 - Or
 - b. Media marker, hover over the top of a media clip. A blue indicator appears.
3. Click indicator to create the marker.
4. When finished adding markers, hide the marker view.



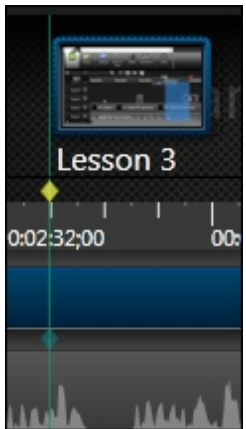
Pin a Timeline Marker to a Media Clip

1. Show the marker view.
2. Drag the timeline marker along the timeline to where it will be pinned on the media clip.

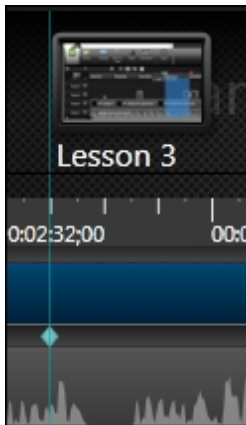
3. Click the marker thumbnail to highlight it. When selected, it is framed in blue and the marker indicator is yellow.



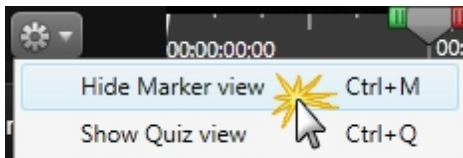
4. Hover the mouse cursor over the top of the media clip. A blue indicator appears.



5. Click on the blue indicator. The indicator changes position and color. It is now pinned to the media.

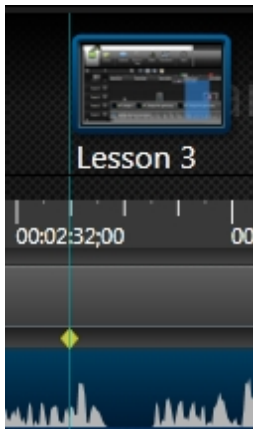


6. When finished adding markers, hide the marker view.

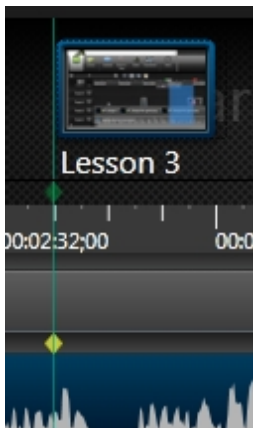


Turn a Media Marker into a Timeline Marker

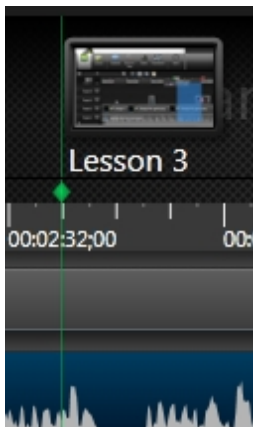
1. Open the marker view.
2. Click the media marker thumbnail to highlight it. When selected, it is framed in blue and the marker indicator is yellow.



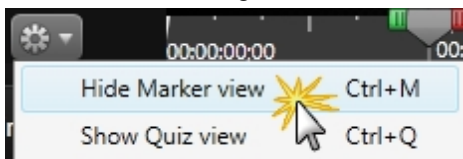
3. Hover the mouse cursor over the time tick marks at the top of the timeline. A green indicator appears.



4. Click on the green indicator. The indicator will change position and color. It is now a timeline marker.



5. When finished adding markers, hide the marker view.



Marker Options

Option	How To
Move a marker	Open the Marker View and drag the marker to a new location on the top of the timeline time or on the media clip.
Delete a marker	Open the Marker View then right-click on a marker and choose Delete .
Delete all markers	Open the Marker View then right-click on a marker and choose Delete all markers . Markers are immediately removed.
Change marker name	Open the Marker View and double-click on a marker name. Enter the new name and press Enter on the keyboard.
Split at all markers	Automatically split clips on the timeline based on the marker locations. Choose Edit > Markers > Split at all markers.
Remove all markers	Remove all markers on the timeline without opening the marker view. Choose Edit > Markers > Remove all markers. A confirmation dialog box appears. Choose Yes to remove all markers.

See also

- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Split a Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Group Media](#)
- ▶ [Cut a Selection](#)

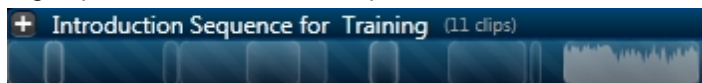
Group Media

Media on the timeline can be grouped together to:

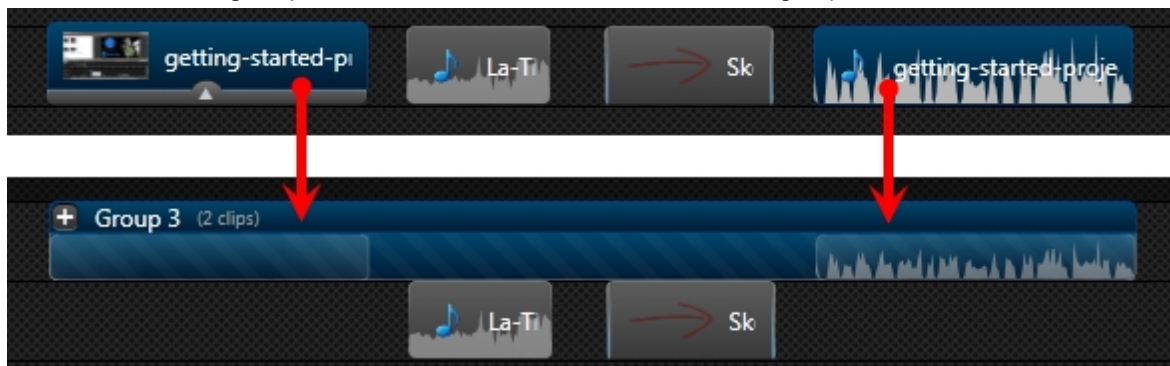
- ▶ Help keep the timeline organized
- ▶ Resize all the media on the canvas at one time retaining the proper aspect ratio
- ▶ Move media together on the timeline or on the canvas
- ▶ Copy and paste frequently used sequences
- ▶ Save frequently used sequences in the Library for use from project to project

Group Characteristics

- ▶ Groups contain their own **timeline tracks** for editing. You need not ungroup to edit tracks in a group.
- ▶ Tracks within a group cannot be locked.
- ▶ Groups can contain an unlimited number of media or tracks.
- ▶ Groups can be added to other groups.
- ▶ Drag media in or out of a group.
- ▶ Groups can be renamed.
- ▶ Click the plus/minus icon to open or close a group.
- ▶ Groups can be saved to the **Library**.
- ▶ Groups can have **quizzes** or markers pinned to them. When saved to the Library, quizzes and markers are also saved.
- ▶ A group shows an outline of the placement of all the media inside of it along with the number of clips in the group.

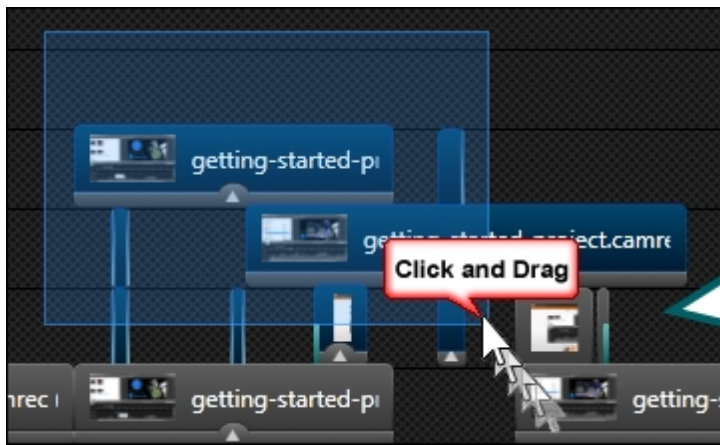


- ▶ Media retains its original placement on the timeline when added to a group.



To Group Media

1. Select the media on the timeline:
 - a. Press the **Shift** key on the keyboard and click on each media to go into the group.
 - b. Or, click and drag the mouse on the timeline capturing all the media to go into the group.



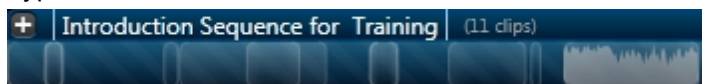
Click and drag the cursor on the timeline to select media for a group.

All selected media turns blue.

2. Right-click one of the selections and choose **Group** from the menu. The media is moved into the group.

Name a Group

1. Double-click on the name. The name will open up for editing.
2. Type the new name.



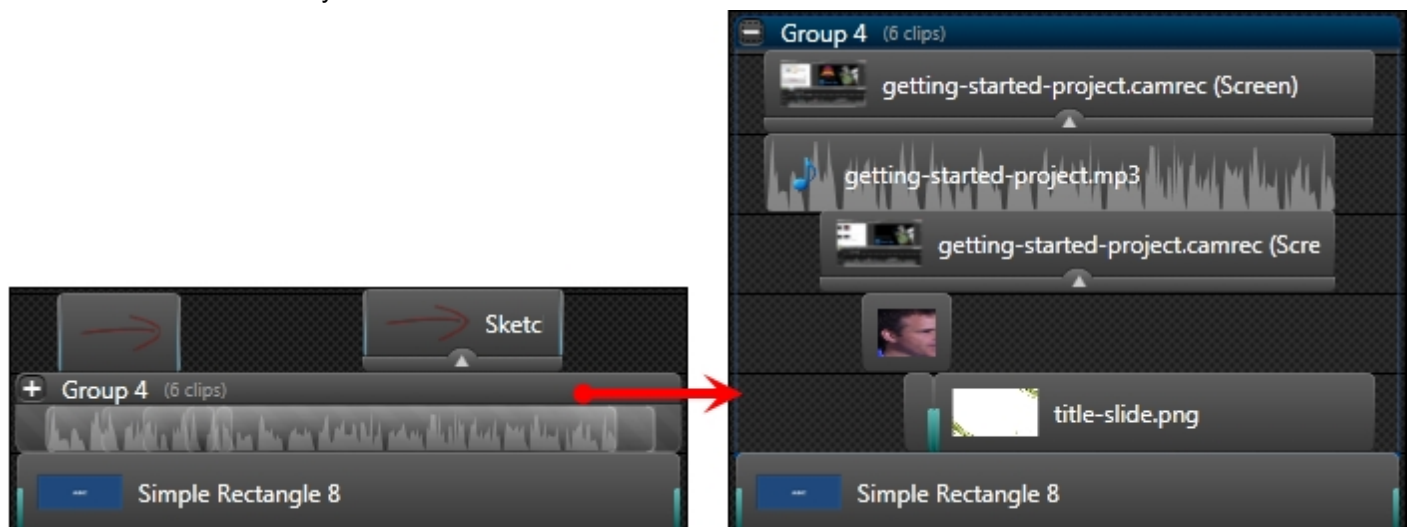
3. Press **Enter** on the keyboard.

Open or Close a Group

To open a group, click once on the **plus sign** or double-click next to the group name.

To close a group, click once on the **minus sign** or double-click next to the group name.

- ▶ Groups with vertically placed media open up and expand across other tracks on the timeline. This temporarily blocks the view of other media that may be on the timeline.



- ▶ Groups with horizontally placed media open with the group header expanded across the track above it. This will temporarily block access to media that may be on that track.



Ungroup Media

Right-click on a group and choose **Ungroup** from the menu.

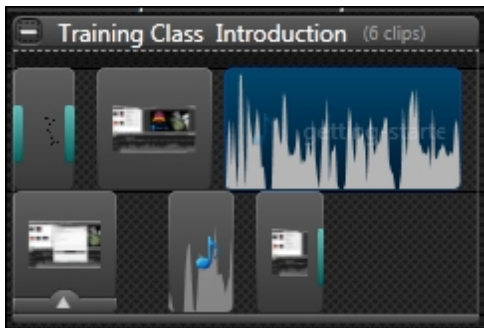
- ▶ Media from the group will retain its original position on the timeline.
- ▶ If there is other media on the timeline, the ungrouped media may be placed on new tracks.

Add Media to a Group

1. Drag the media over top of the group and hover until the group header turns white with a dashed line around it.



2. Remain hovering until the group opens and the media appears in the group.
3. Place the media in the desired location.



Remove Media from a Group

- ▶ Open a group and drag media out of the group onto the timeline. If the media in the group was on its own track, right-click the empty track and choose **Remove track** from the menu.
- ▶ To delete a clip, open a group, select the media to be removed and press **Delete** on the keyboard. This action deletes the clip from the entire project timeline.

Edit Media within a Group

Media in a group can be **edited like other media** on the timeline with two exceptions.

- ▶ Tracks in a group cannot be locked.
- ▶ When making a selection in an open group, everything on the timeline is selected. Lock any timeline tracks you do not want to edits applied to.

Resize Group

Hover over either end of the group until the end highlights then drag the group in either direction.

Media touching the edge of the side being dragged automatically increases in duration if it is a media that:

1. Can be resized to any duration such as an image or callout.
2. Was previously trimmed or **resized**. However, the media can only increase up to its original duration. For example, an audio clip that was two minutes was **trimmed** to one minute. When a group is resized, this clip could increase to its full size of two minutes but not beyond that original duration.

Add a Group to the Library

Right-click on a group and choose **Add asset to Library** from the menu.

See also

- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Split a Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Add a Marker](#)
- ▶ [Cut a Selection](#)

Save Current Frame as an Image

Use the **Export Frame As** option to save the current frame (seen on the canvas) as an image file (BMP, GIF, JPG, or PNG).

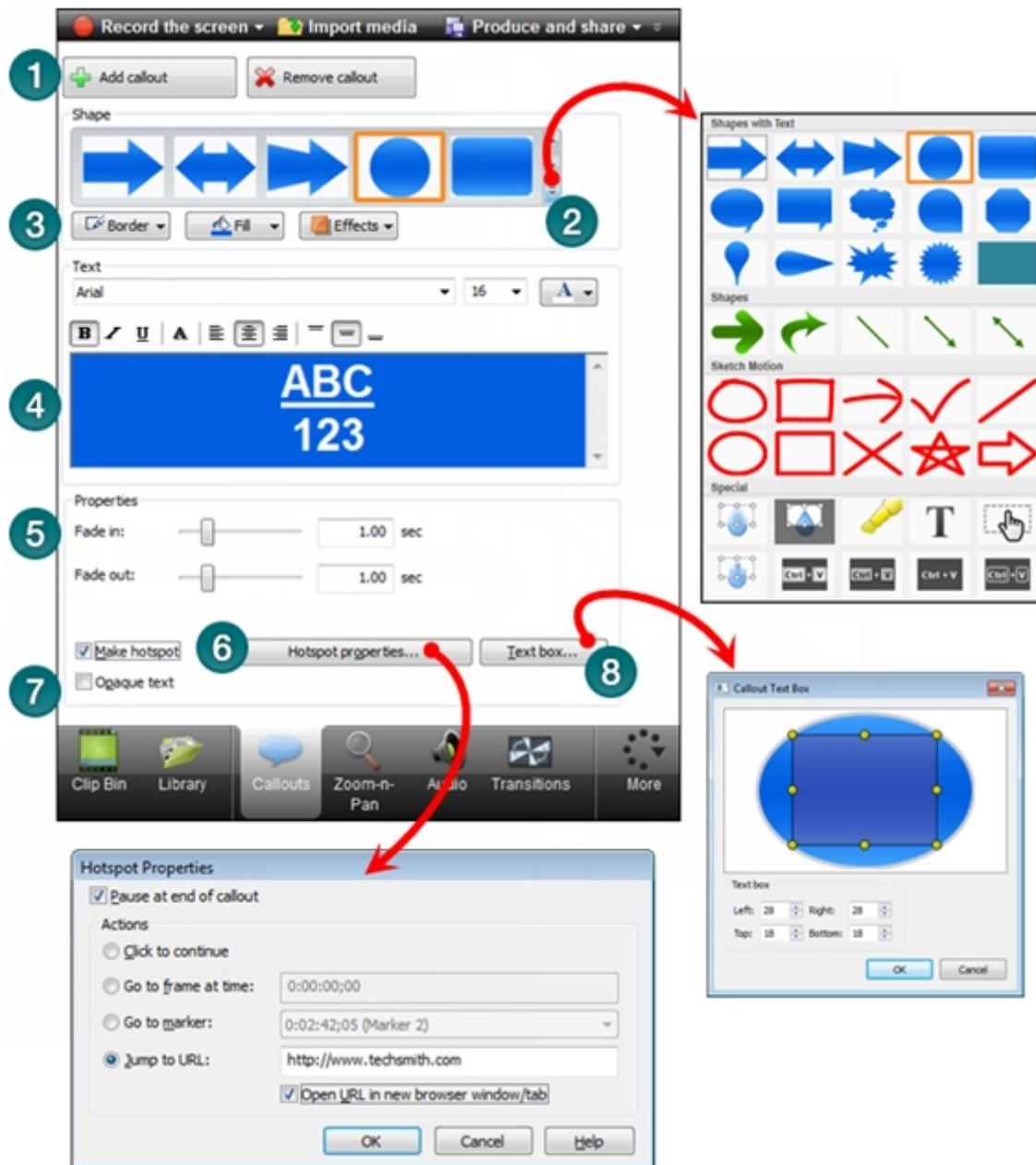
1. Position the playhead on the timeline. Refer to the canvas to ensure the correct frame is selected.
2. Select File > Produce special > Export frame as
3. The Export Frame As dialog appears. Enter a file name and select a file location.
4. Select a file format from the **Save as type** field.
5. Click **Save**.

See also

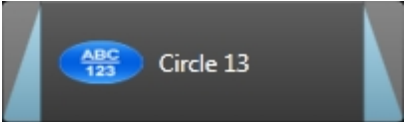
- ▶ [Timeline Tracks](#)
- ▶ [Make a Selection](#)
- ▶ [Cut a Timeline Selection](#)
- ▶ [Mark-In or Mark-Out a Video Clip](#)
- ▶ [Split a Clip](#)
- ▶ [Extend the Frame of a Clip](#)
- ▶ [Group Media](#)
- ▶ [Add a Marker](#)
- ▶ [Cut a Selection](#)

Callouts

Callouts are graphics that appear on top of a video to draw viewers' attention to important objects or processes in a video.



<p>1</p>	<p>Add Callout</p> <p>Click to add a new callout to the timeline at the location of the playhead. The callout also appears on the canvas.</p> <p>Callouts can be sized, rotated, and moved on the canvas.</p>
<p>2</p>	<p>Callout Gallery</p> <p>Click to open the callout gallery. Scroll through the gallery and choose the desired callout. The editing options appear. The callout appears on the canvas.</p>

3	Callout Properties and Effects Change colors, styles, and more. The changes appear on the canvas .
4	Text Add text to your callout. The changes appear on the canvas .
5	Fade In and Fade Out To include a fade in or out effect, set the duration of the fades. A time of 0.00 seconds provides an “instant” appearance with no fade effect. Fade effects are visible on the callout on the timeline. 
6	Make Hotspot Add interactivity to a callout. <ul style="list-style-type: none"> ▶ Pause at end of callout Video pauses when this callout is encountered. ▶ Click to continue Viewer must click the callout to continue viewing the video. ▶ Go to frame at time Video jumps to a specific frame. Enter the frame to jump to in the Hours:Minutes:Seconds;Frames format. ▶ Go to marker Video jumps to a marker in the video. Select a marker from the dropdown to jump to. ▶ Jump to URL Opens the Web page Enable the Open URL in new browser window to open the Web page in a separate window.
7	Opaque Text Check to keep the text a solid color if the callout has transparency applied to it.
8	Text Box Choose how the text fits into the callout.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)

- ▶ **Keystroke Callouts**
- ▶ **Use Any Image as a Callout**

Add Callouts

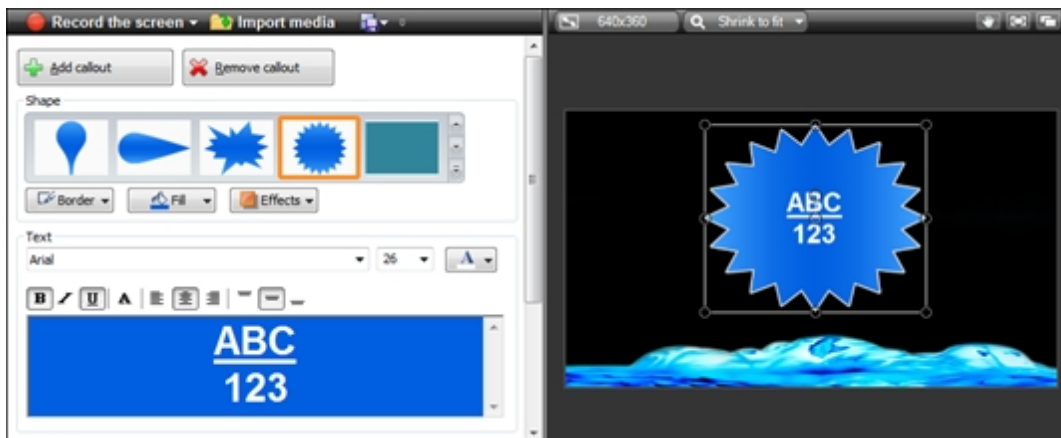
Callouts are graphics that appear on top of a video to draw viewers' attention to important objects or processes in a video.

From Images on the Timeline

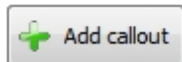
All images added to the timeline are callout-ready.

- ▶ To edit the callout, double-click it on the timeline. The Callout task page appears for text editing.
- ▶ More effects such as drop shadow, border, color, and opacity can be found in the **Visual Properties** tab.

From the Callouts Tab



1. In Editor, click the Callouts tab. The Callouts task page appears.
2. Position the playhead on the timeline where the callout will be added.
3. Click **Add Callout**.



4. Select a callout from the dropdown gallery. The callout appears on the **canvas** and on the timeline at the playhead.
5. Enter text into the text box. The text is updated to the callout on the canvas.
6. **Resize, move, or rotate** the callout on the canvas.
Press and hold the **ALT** key while dragging for 3-D rotation.
7. Make changes to the **Border color and width, Fill color, and other Effects** such as shadow, opacity and style.
8. To include a fade in or out effect, use the zoom slider.
Fade effects are visible on the callout on the timeline.



9. More effects such as drop shadow, border, color, and opacity can be found in the **Visual Properties** tab.

Copy and Paste a Callout on the Timeline

1. Right-click a callout on the timeline and select **Copy** from the context menu.
2. Move the playhead on the timeline to the new callout location.
3. Right-click the timeline and select **Paste** from the context menu.

- ▶ The copy/paste options on the timeline toolbar can also be used.
- ▶ Keyboard shortcuts **CTRL+C** and **CTRL+V** can also be used.

See also

- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

Move, Resize, Rotate, or Delete a Callout

To edit a callout, double-click it on the timeline or on the canvas.

Move a Callout

On Timeline

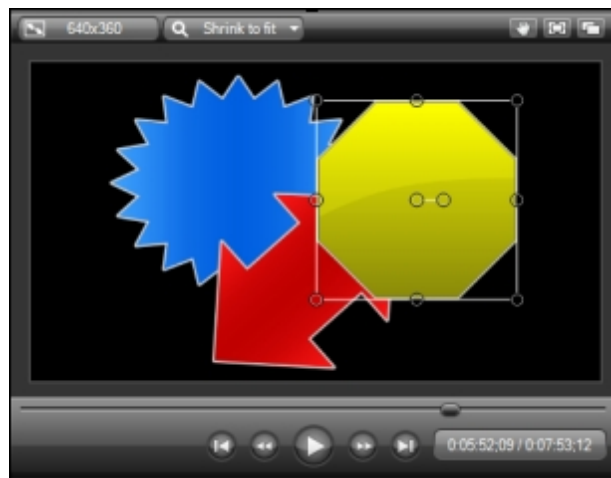
To move a callout to a new location on the timeline, click and drag to the new location.

On Canvas

To move the callout to a new location on the canvas, click and drag the callout to a new location.

Through Media Layers

Each time a media is added to the same location on the timeline, it is created on a new canvas layer in front of the existing media. The order of the tracks determine the location of the callout placement on the canvas.



To move a callout backward or forward through layers of other media, right-click the callout on the canvas and choose from the following options:

- ▶ **Bring to Front**
Bring the selected callout to the front most layer. The callout is in front of all other media.
- ▶ **Bring Forward**
Bring the selected callout forward one layer.
- ▶ **Send to Back**
Send the selected callout to the back most layer. The callout is behind of all other media.
- ▶ **Send Backward**
Send the selected callout backward one layer.

When a callout is moved through the layers on the canvas, it automatically changes tracks on the timeline.

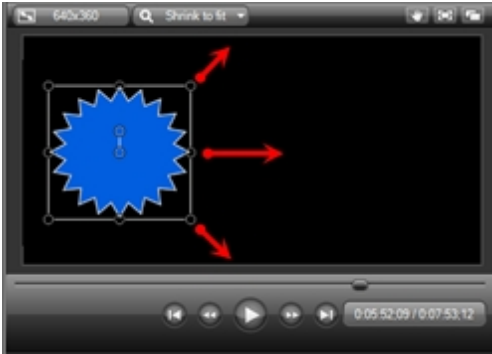
Resize Callout

On Timeline

To resize a callout on the timeline to change its duration, drag either end of the callout.

On Canvas

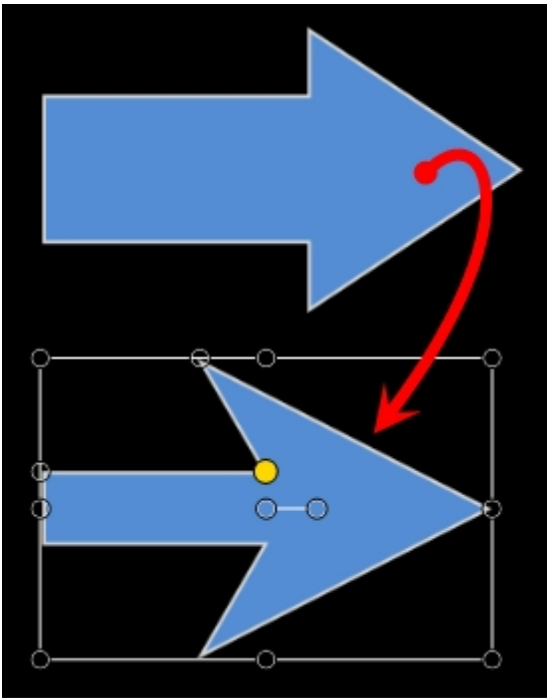
To resize a callout on the canvas to change its size, click and drag a handle in any direction.



Resize Shape

Some arrow callouts have handles that allow you to change the shape of the arrow.

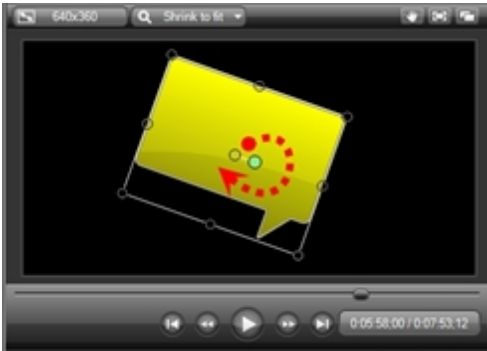
Hover over the handles. If the handle turns yellow, drag to change the shape.



Rotate Callout

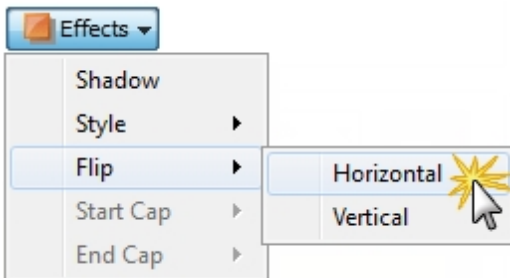
To rotate a callout on the canvas, click and drag the center handle to the left or right.

Press and hold the **ALT** key while dragging the clip for 3-D rotation.



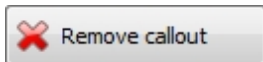
Flip a Callout

To flip a callout, select it on the canvas then choose **Effects > Flip > Horizontal** or **Vertical** in the Callouts tab.



Delete a Callout

- ▶ Select the callout on the timeline or canvas and click **Delete** on the keyboard.
- ▶ Right-click a callout on the timeline and select **Delete** from the context menu.
- ▶ Double-click the callout on the timeline or canvas and click the **Remove Callout** button in the Callouts tab.



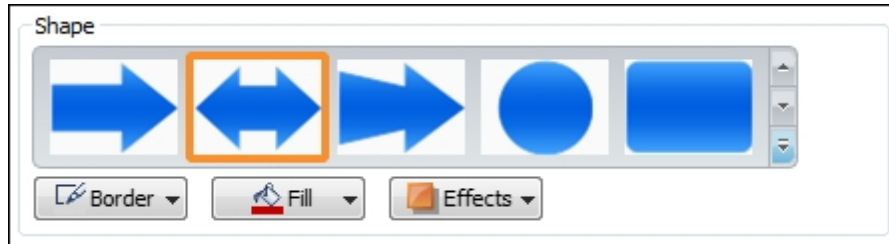
See also

- ▶ [Add Callouts](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

Callout Properties and Effects

Properties and effects in the Callouts tab include border color, fill color, transparency level, style, drop shadow, and more.

- ▶ Not all effects or properties are available for every callout.
- ▶ More effects can be found in the **Visual Properties** tab.



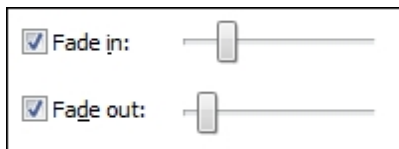
Turn Drop Shadow On or Off

- ▶ Select Effects > Shadow.

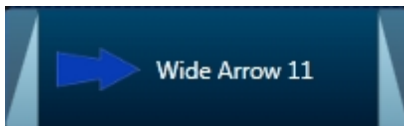
More shadow effects can be found in the **Visual Properties** tab.

Fade In or Out

Include a fade in or out effect. Use the sliders to set the duration of the fades.



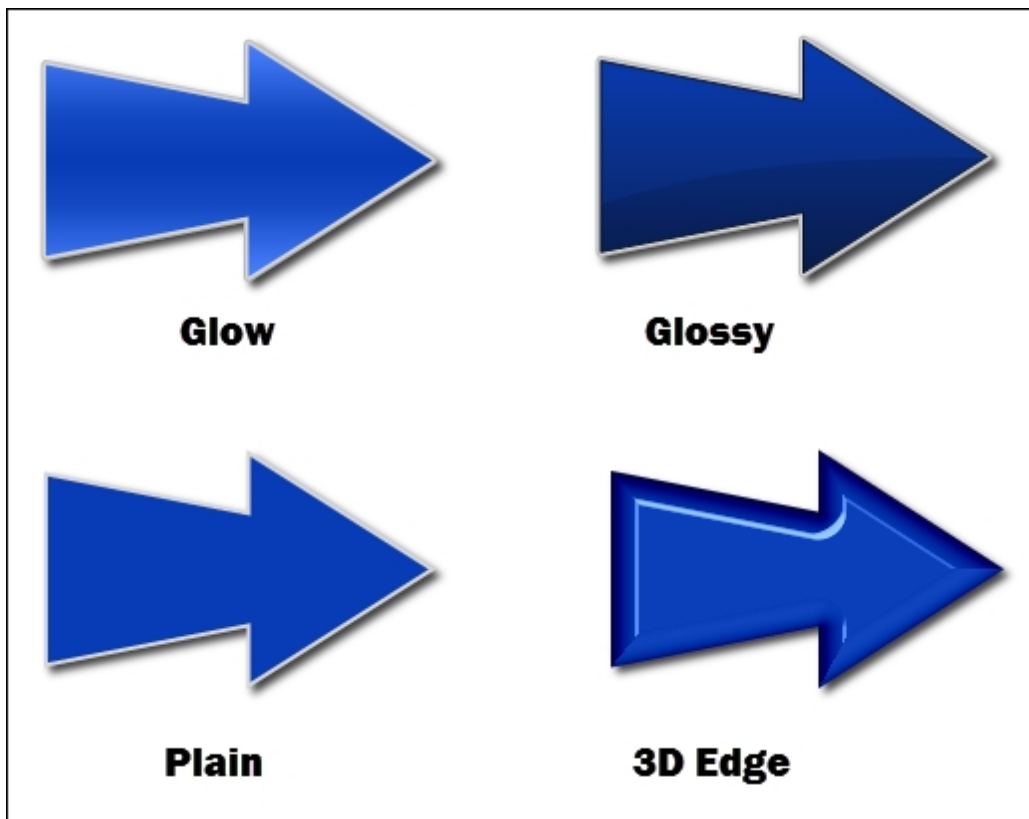
- ▶ Fade effects are visible on the callout on the timeline.



Style

Change the look of the callout.

- ▶ Select Effects > Style.



Border

Change the border color and width.

- ▶ Select Effects > Border.

More customize options can be found in the [Visual Properties](#) tab.

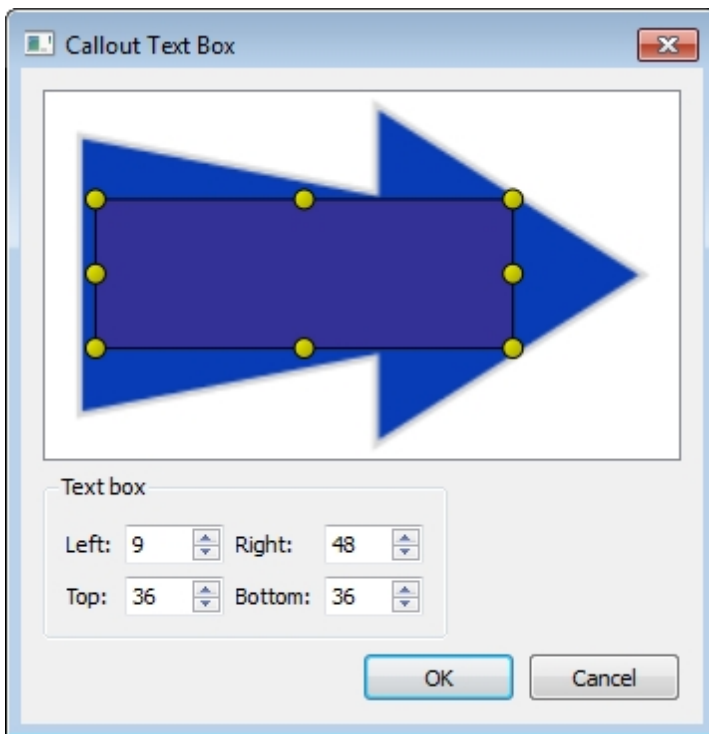
End or Start Caps for Straight Line Callout

Add arrow or round caps to the straight line callout.

- ▶ Select Effects > End caps or Start caps.

Text Box

Customize how the text fits into the selected callout.



See also

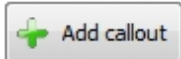
- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Text Shape Callout](#)
- ▶ [Shape Callout - No Text](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

Sketch Motion Callout

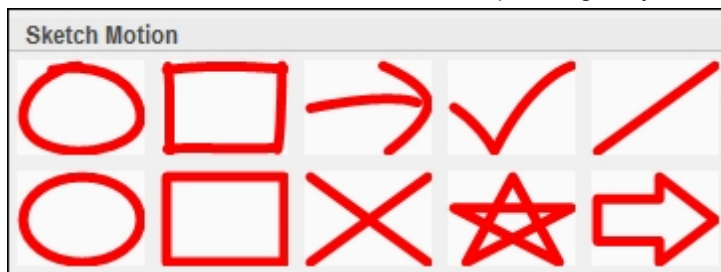
Sketch motion callouts are animations drawn on the screen over a period of time. Customizations include drawing time, color, fade length, and more.



1. In Editor, click the Callouts tab. The Callouts task page appears.
2. Position the playhead on the timeline where the callout will be added.
3. Click the **Add Callout** button.



4. Select a Sketch Motion callout from the dropdown gallery. The callout appears on the canvas.



5. Drag the callout to the desired location on the canvas.
6. Grab a handle to **adjust the size** and rotation.
7. Press and hold the **ALT** key while dragging the clip for 3-D rotation.
8. Drag the Draw Time slider to set the length of time for the drawing of the effect.
9. To change the color, click the **Border** button.

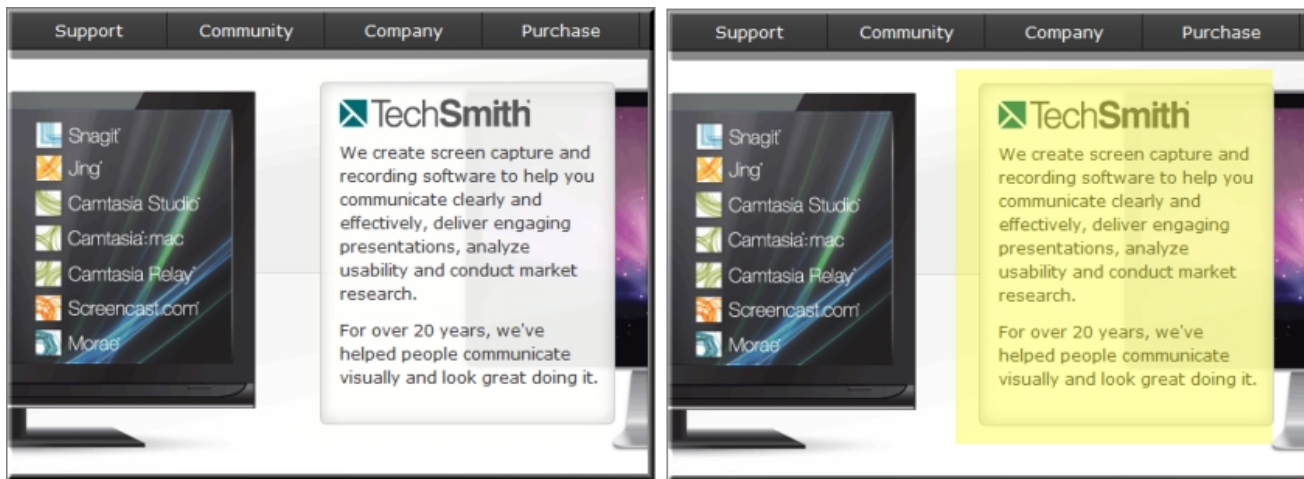
More effects can be found in the **Visual Properties** tab.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

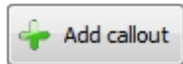
Highlight Callout

Add a highlight to bring attention to a location in your video.



Add a Highlight Callout

1. In Editor, click the **Callouts** tab. The Callouts task page appears.
2. Position the playhead on the timeline where the callout will be added.
3. Click the **Add Callout** button.



4. Select the Highlight Rectangle callout from the dropdown gallery. The callout appears on the canvas.
5. Drag the callout to the desired location on the canvas.
6. Grab a handle to **adjust the size** and rotation.
Press and hold the **ALT** key while dragging the clip for 3-D rotation.
7. To change the color of the highlight, click the **Fill** button.
8. To include a fade in or out effect, use the slider to set the duration of the fades.

More effects can be found in the **Visual Properties** tab.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

Add a Hotspot to a Callout

Add a hotspot to a callout to add interactivity within a produced MP4 video.



Use hotspots to:

- ▶ Direct customers to a link to download your software
- ▶ Show viewers websites in a new browser window
- ▶ Take viewers to specific markers or frames within the video
- ▶ Allow viewers to replay a section in the video

You can add a hotspot to the following callout types:

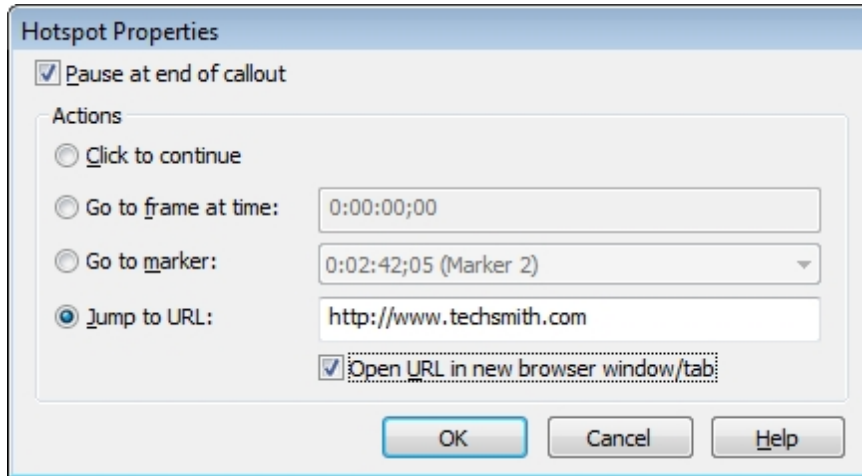
- ▶ Transparent
- ▶ Shape with Text
- ▶ Highlight Rectangle
- ▶ Text-only
- ▶ Keystroke
- ▶ Blur
- ▶ Pixelate
- ▶ Image

To Add a Hotspot to a Callout

To add a hotspot to an existing callout or an image on the timeline, double-click the callout or image on the canvas

or timeline. The Callouts task page appears.

1. On the Callouts tab, check the **Make Hotspot** option.
2. Click the **Hotspot Properties** button.
3. The Hotspot Properties dialog appears.



4. Select the Hotspot actions.
5. Click **OK**.

Hotspot Actions

Option	Description
Pause at end of callout	Video pauses when this callout is encountered.
Click to continue	Viewer must click the callout to continue viewing the video.
Go to frame at time	Video jumps to a specific frame. Enter the frame to jump to in the Hours:Minutes:Seconds;Frames format.
Go to marker	Video jumps to a marker in the video. Select a marker from the dropdown to jump to.
Jump to URL	Enable the Open URL in new browser window to open the Web page in a separate window.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)

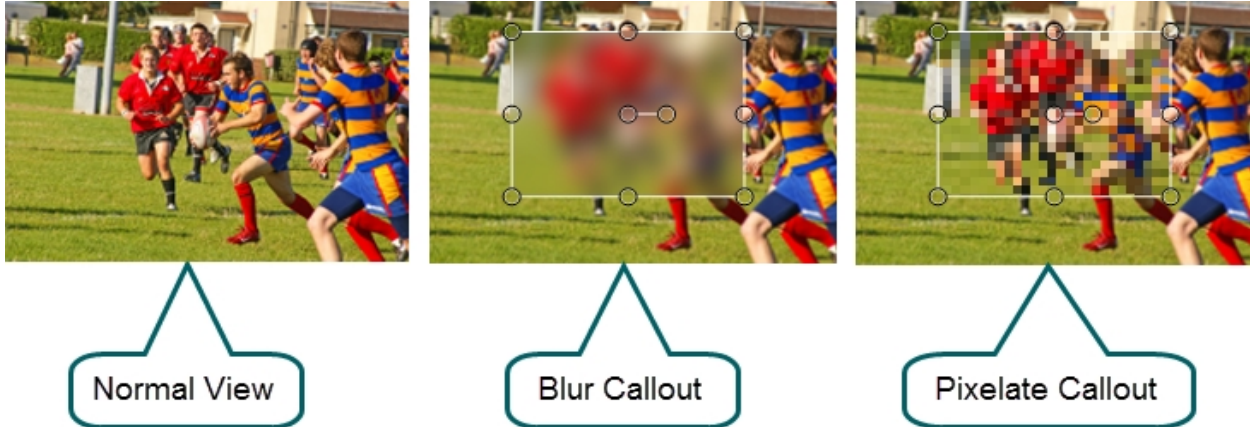
- ▶ **Text-Only Callout**
- ▶ **Keystroke Callouts**
- ▶ **Use Any Image as a Callout**

Blur or Pixelate the Screen with a Callout

Add blur or pixelate callouts to maintain privacy while showing an actual process, screen, or issue.

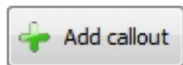
The blur and pixelate callout hides portions of the video containing confidential or sensitive content, such as:

- ▶ Email addresses
- ▶ Login information
- ▶ Phone numbers
- ▶ Personal information
- ▶ Credit card numbers



To Blur the Screen With a Callout

1. In Editor, click on the **Callouts** tab. The Callouts task page appears.
2. Position the playhead on the timeline where the callout will be added.
3. Click the **Add Callout** button.



4. Select the Blur or Pixelate callout from the dropdown gallery. The callout appears on the canvas.



5. Drag the callout to the desired location on the canvas.
6. To adjust the blur effect, use the **Intensity** slider.
7. Grab a handle to **adjust the size** and rotation.
Press and hold the **ALT** key while dragging the clip for 3-D rotation.
8. To include a fade in or out effect, use the slider to set the duration of the fades.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)

- ▶ **Spotlight Callout**
- ▶ **Text-Only Callout**
- ▶ **Keystroke Callouts**
- ▶ **Use Any Image as a Callout**

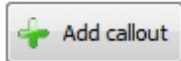
Spotlight Callout

The Spotlight callout adds an area of light while dimming the rest of the screen.



Add a Spotlight Callout

1. In Editor, click the **Callouts** tab. The Callouts task page appears.
2. Position the playhead on the timeline where the callout will be added.
3. Click the **Add Callout** button.



4. Select the **Spotlight** callout from the dropdown gallery. The callout appears on the canvas.



5. Drag the callout to the desired location on the canvas.
6. To adjust the darkness, use the **Intensity** slider.
7. Grab a handle to **adjust the size**.
8. To include a fade in or out effect, use the slider to set the duration of the fades.

See also

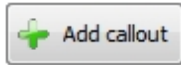
- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

Text-Only Callout

The Text-Only callout adds text to the video. No border option is available for this callout.

Add a Text-Only Callout

1. In Editor, click the **Callouts** tab. The Callouts task page appears.
2. Position the playhead on the timeline where the callout appears.
3. Click the **Add Callout** button.



4. Select the **Text** callout from the dropdown gallery. The callout appears on the canvas.



5. Drag the callout to the desired location on the canvas.
6. Grab a handle to **adjust the size**.
7. Add text in the text box.
8. Use the font options to change the font style, size, and more.
9. To include a fade in or out effect, use the slider to set the duration of the fades.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

Keystroke Callouts

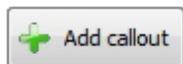
Use Keystroke callouts to show keyboard activity in your video. For example, if you press **CTRL+C** on the keyboard as you are recording, show that keyboard combination using the keystroke callouts.

- ▶ Options include several key styles and built-in keystroke combinations.
- ▶ Keystroke callouts can be added **manually** or **auto generated** from keystrokes in a CAMREC recording.



Add a Manual Keystroke Callout

1. In Editor, click the **Callouts** tab. The Callouts task page appears.
2. Position the playhead on the timeline where the callout will be added.
3. Click the **Add Callout** button.



4. Select the desired Keystroke callout from the dropdown gallery. The keystroke callout appears on the canvas.



5. Place the cursor in the Enter keystroke or combination field.
6. On the keyboard, press the keystroke combination or command. For commands such as **Ctrl + C**, press and hold the **CTRL** key on the keyboard. When the plus sign appears in the field, press the next key.
7. To change the style click the **Effects** button.
8. Drag the callout to the desired location in the Preview Window.
9. Grab a handle to **adjust the size** and rotation.
Press and hold the **ALT** key while dragging the clip for 3-D rotation.
10. Resize, move, or rotate the callout on the canvas.
11. To include a fade in or out effect, use the slider to set the duration of the fades.
12. More effects such as drop shadow, border, color, and opacity can be found in the **Visual Properties** tab.

Auto Generate Keystroke Callouts from a CAMREC Recording

1. Right-click a CAMREC clip on the timeline.
2. From the menu, choose **Generate keystroke callouts**. The keystroke callouts are generated and placed on the timeline and canvas at the time they appear in the video.

Auto generated keystroke callouts can be customized, edited, deleted, moved, resized, etc. just like manually added keystroke callouts. To begin, double-click a keystroke callout on the timeline to open the Callouts tab. Then, see steps 7-12 above.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Use Any Image as a Callout](#)

Use Any Image as a Callout

Create your own custom callouts by adding an image file (BMP, GIF, PNG, or JPG) to the timeline.



All images added to the timeline are callout-ready.

To Use an Image as a Callout or Title Clip

1. Drag an image to the timeline.
2. To add text, double-click. The Callout task page appears for text editing.
3. Grab a handle to **adjust the size** and rotation.
Press and hold the **ALT** key while dragging the clip for 3-D rotation.
4. If desired, **Add a hotspot** to your callout.
5. Not all callout effects are available for images being used as callouts (fade in/out for example). Effects such as drop shadow, border, color, and opacity can be found in the **Visual Properties** tab.

Use transitions to fade the image callout in or out. Experiment with the various transitions to give your image callout a unique effect.

See also

- ▶ [Add Callouts](#)
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)

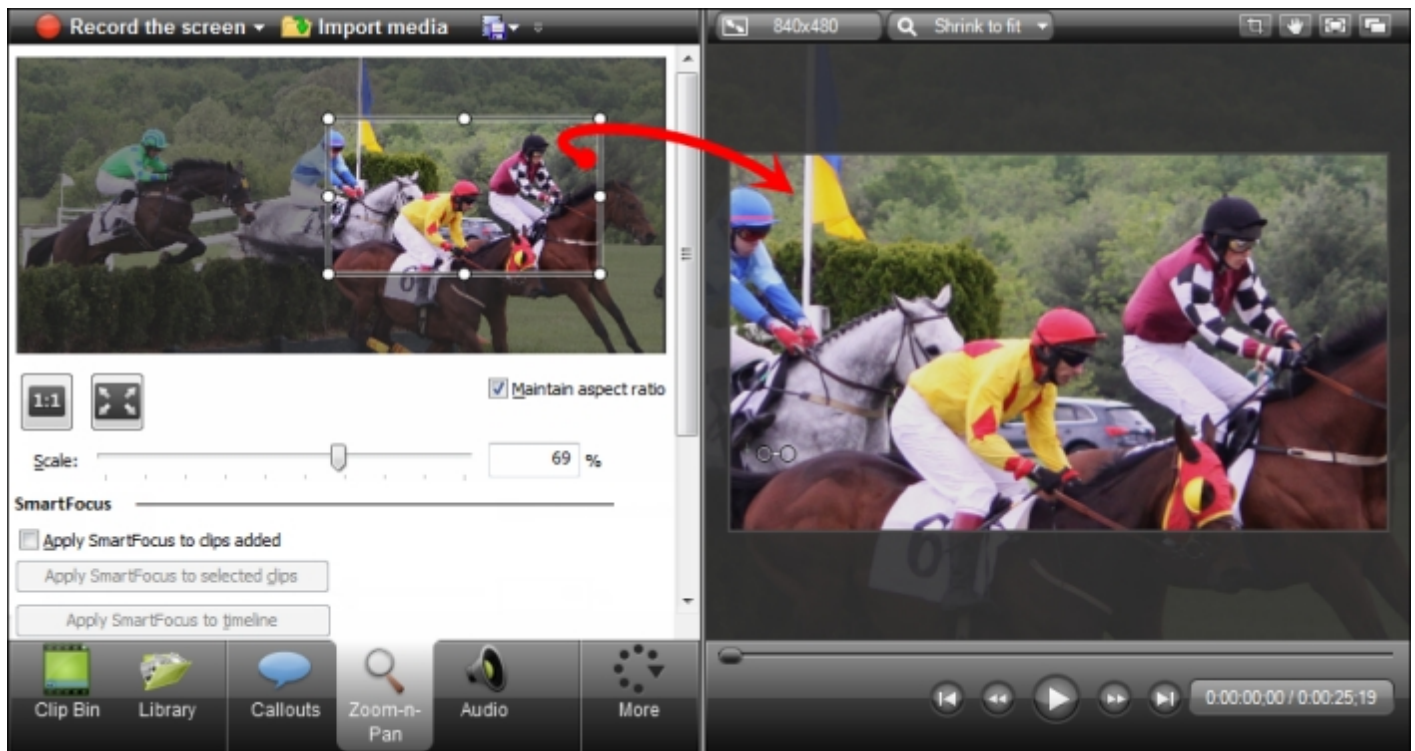
- ▶ **Blur or Pixelate the Screen with a Callout**
- ▶ **Spotlight Callout**
- ▶ **Text-Only Callout**
- ▶ **Keystroke Callouts**

Zoom and Pan

The Zoom-n-Pan tab offers a quick way to add zoom in, zoom out, and pan animations to the timeline.

Add zoom and pan animations to:

- ▶ Improve viewing when producing the final video at dimensions smaller than the source clip.
- ▶ Focus on important actions within the video, such as typing in a text field or selecting an option in a large application.
- ▶ Move from area to area when the editing dimensions are large.

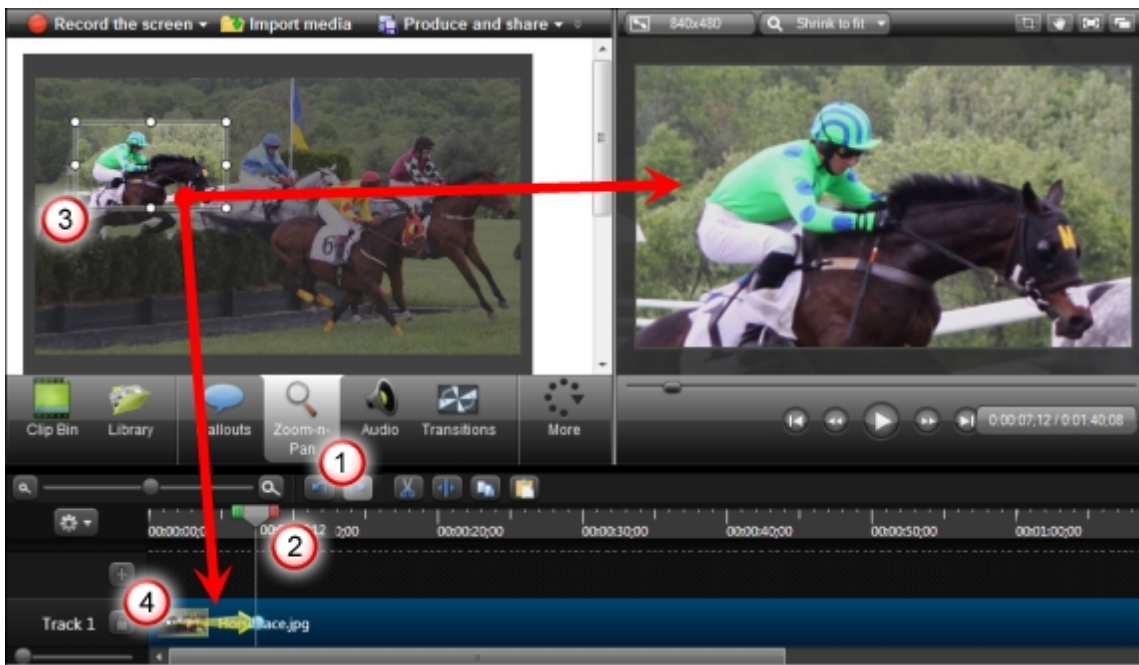


Continue with

- ▶ [To Add a Zoom Animation](#)
- ▶ [To Add a Pan Animation](#)
- ▶ [To Delete a Zoom Animation](#)
- ▶ [To Adjust the Timing of the Zoom Animation](#)
- ▶ [Zoom-n-Pan Tab Options](#)
- ▶ [Apply Easing to an Animation](#)

Add a Zoom Animation

1. In Editor, click the **Zoom-n-Pan** tab.
2. The Zoom and Pan task page appears. Position the playhead on the timeline where the zoom animation will be added.
3. Move and resize the zoom rectangle to get the desired zoom effect. The zoom animation is automatically added to the timeline.
4. Drag the end of the zoom animation to adjust the effect's duration.



Add a Pan Animation

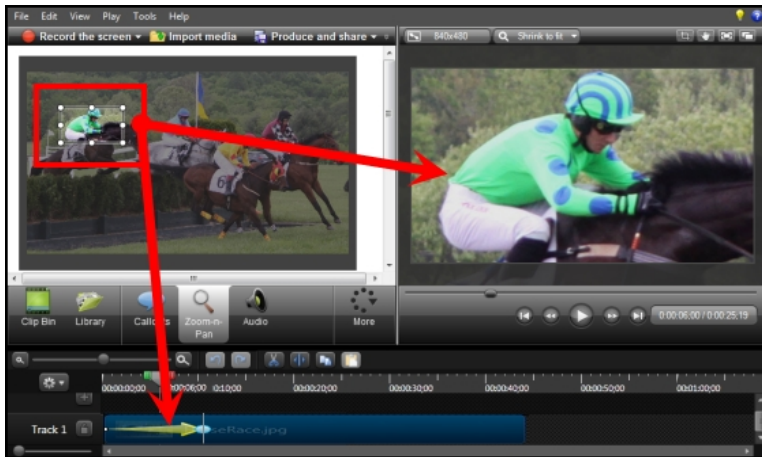
A Pan animation moves the video from side-to-side or up and down. When panning, the pan animations are all the same size.



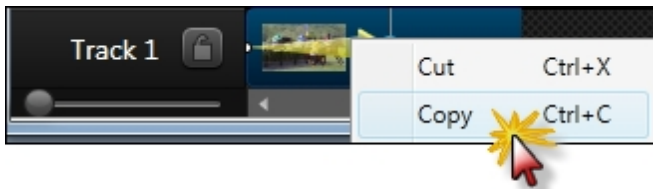
To add a pan animation, you first **need to add a zoom animation**.

1. In Editor, click the Zoom-n-Pan tab.

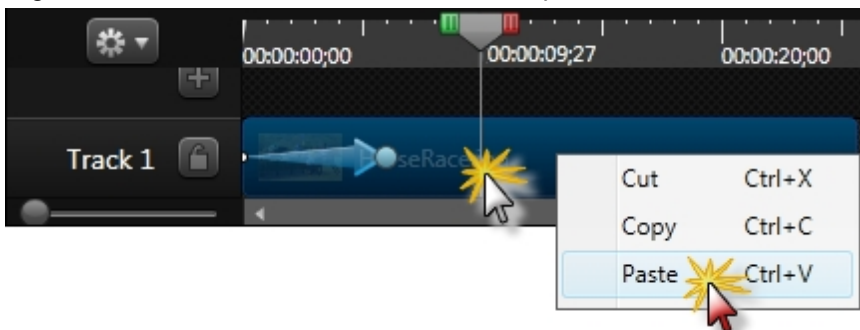
- The Zoom and Pan task page appears. Move and resize the zoom rectangle to get the desired zoom effect. The zoom animation is automatically added to the timeline. This first animation will be used to create the pan animations.



- Right-click the animation on the timeline and choose Copy.



- Position the playhead on the timeline where the new pan animation will be added. This needs to be a location after the zoom animation.
- Right-click the timeline and choose Paste. The pan animation is added to the timeline.



- To add another pan animation, repeat steps 4 and 5.

Delete a Zoom Animation

- On the timeline, click to select the zoom animation to be deleted. When selected, the zoom animation is yellow.



- Press **Delete** on the keyboard or right-click the animation and select **Delete** from the context menu.

To delete all zoom and visual animations on the media clips, choose **Delete all visual animations on media** from the context menu.

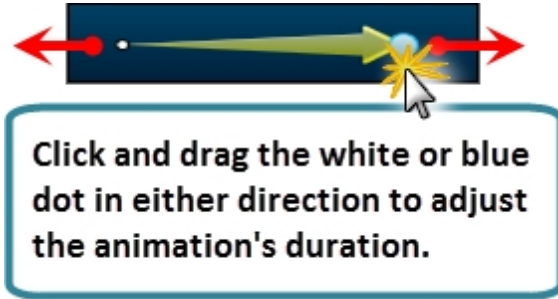
Adjust the Timing of the Zoom Animation

The timing of the zoom animation determines how long it takes to zoom in, zoom out, or pan.

1. Click to select the zoom animation to be adjusted. When selected, the zoom animation is yellow.



2. Drag the beginning or end of the animation in either direction to change the duration.



You can also adjust this animation using the options found in the [Visual Properties](#) tab.

Apply Easing to an Animation

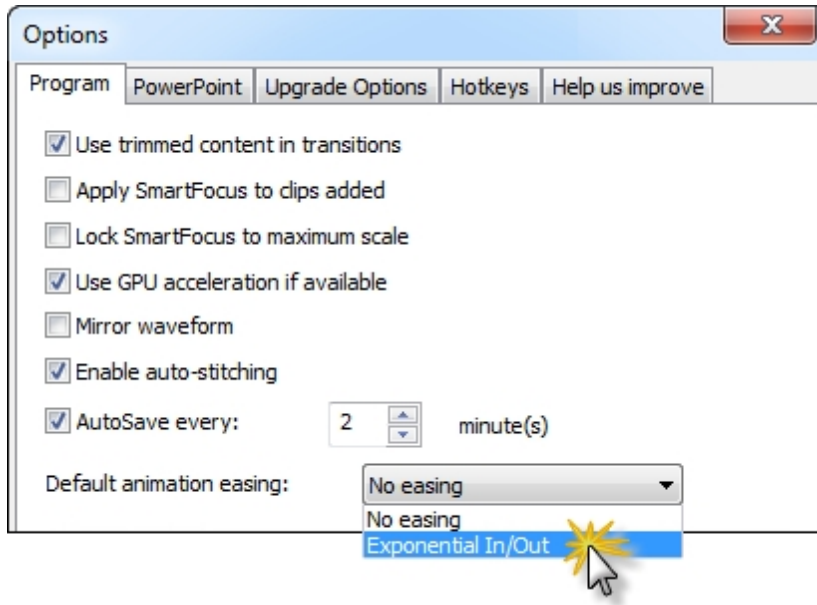
Easing simulates acceleration and deceleration by applying the "look and feel" of friction and gravity. The addition of easing on an animation can positively affect the look of the animation since it appears smoother and more natural to the viewer. Animations without easing can look jerky and stops and starts can be too quick making them appear robotic.

Turn Easing on by Default for all Animations

By default, easing for animations is turned off. To turn easing on making it the default setting for all animations:

1. From within Editor, choose Tools > Options.

- The tabbed Options dialog box appears. Change the **Default animation easing** setting to **Exponential In/Out**.



- Click OK.

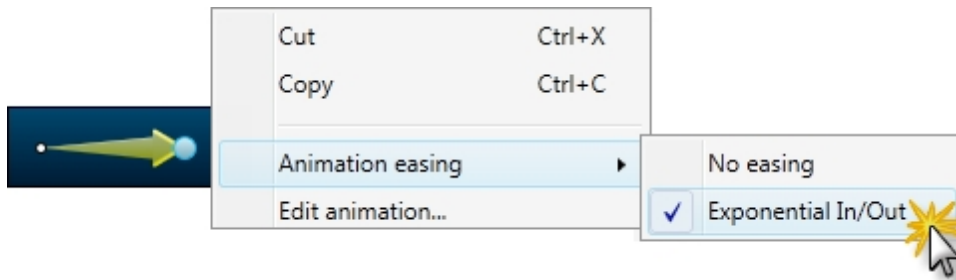
To turn the default for easing off, choose Tools > Options > Default animation easing > No easing.

Turn Easing On or Off for an Animation on the Timeline

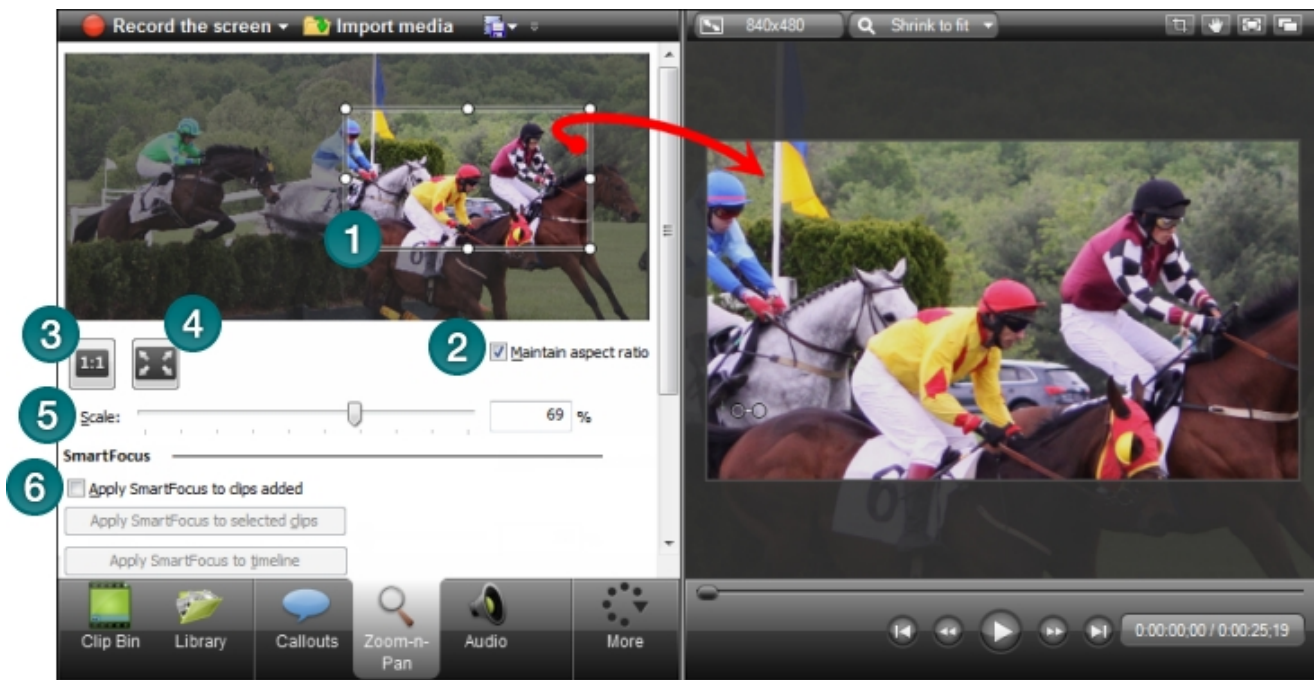
- Click an animation on the timeline to select it. When selected, the animation is yellow.





- Right-click the animation and choose **No easing** or **Exponential In/Out** from the menu.



Zoom-n-Pan Tab Options



1	Zoom rectangle	<p>The rectangle in the Preview Window indicates the position of the zoom animation within the video.</p> <p>To change the zoom position, click and drag the rectangle.</p>
2	Maintain aspect ratio	<p>Maintain the same aspect ratio for the zoom rectangle as it is sized.</p>
3	Scale for Best Quality	<p>Click  to clear the zoom animation and set the media dimensions to 100% scale.</p>
4	Full Screen	<p>Click  to clear the zoom animation and return the media to full screen dimensions.</p>
5	Scale	<p>The zoom scale indicates the zoom percentage for a zoom and pan animation.</p> <p>To change the zoom scale:</p> <ul style="list-style-type: none"> ▶ Drag the Scale slider. ▶ Or, click and drag on a handle on the rectangle in the Preview Window.
6	SmartFocus	<p>Automatically generate zoom and pan animations for CAMREC recordings on the timeline.</p> <p>Continue with Auto Zoom and Pan with SmartFocus™.</p>

Auto Zoom and Pan with SmartFocus™

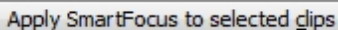
Camtasia SmartFocus™ only applies to .camrec files recorded with Camtasia Recorder version 5.0 or later. For other recordings, **manually add a zoom or pan animation** to clips on the timeline.

TechSmith's exclusive SmartFocus technology keeps track of where the action happens during your recording. Then, zoom and pan animations are automatically added to the CAMREC video on the timeline.

- ▶ Camtasia SmartFocus™ is ideal for videos where the source clip or recording dimensions are large (ex. full screen recordings) and you want to produce the final video at smaller dimensions (ex. for the Web or for an iPod).
- ▶ If you produce the final video with dimensions smaller than the source clip dimensions, without SmartFocus the content in the video may appear small and difficult to view.
- ▶ In Camtasia Recorder, SmartFocus collects data about the actions completed and the cursor movement in the recording. SmartFocus predicts where to add zoom animations, saving you the time it takes to manually find and insert zoom and pan animations.
- ▶ By default, SmartFocus is automatically applied when a CAMREC recording is added to the timeline.
- ▶ SmartFocus animations appear on the CAMREC recording in the visual animations view.

Apply SmartFocus to Selected Timeline CAMREC Recordings

1. In Editor, click the Zoom-n-Pan tab. The Zoom and Pan task page appears.
2. Select the CAMREC recording on the timeline SmartFocus will be applied to. When selected, the recording is blue.
3. In the Zoom-n-Pan tab, click the **Apply SmartFocus to selected clips** button.

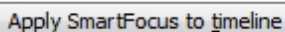


Apply SmartFocus to selected clips

4. Zoom and pan animations are added to the CAMREC recordings.
 - ▶ SmartFocus animations are edited just like other animations. See [Zoom and Pan](#).
 - ▶ Zoom animations can also be edited in the [Visual Properties](#) tab.

Apply SmartFocus to all CAMREC Recordings on the Timeline

1. In Editor, click the Zoom-n-Pan tab. The Zoom and Pan task page appears.
2. Click the **Apply SmartFocus to timeline** button.



Apply SmartFocus to timeline

3. Zoom and pan animations are added to all CAMREC recordings on the timeline.
 - SmartFocus animations are edited just like other animations. See [Zoom and Pan](#).
 - Zoom animations can also be edited in the [Visual Properties](#) tab.

SmartFocus Options

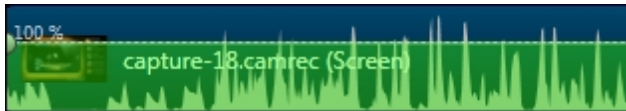
Apply SmartFocus to clips added	<p>When checked, SmartFocus animations are automatically added to each CAMREC recording placed on the timeline.</p> <p>This option is also found in Tools > Options > Program tab</p>
Apply SmartFocus to selected clips	<p>Apply SmartFocus to selected timeline CAMREC recordings.</p> <p>If SmartFocus has already been applied or if other animations are on the recordings, you are prompted to remove the existing animations and replace them with new animations.</p>
Apply SmartFocus to timeline	<p>Apply SmartFocus to all CAMREC recordings on the timeline.</p> <p>If SmartFocus has already been applied or if other animations are on the recordings, you are prompted to remove the existing animations and replace them with new animations.</p>
Lock SmartFocus to maximum scale	<p>This option is also found in Tools > Options > Program tab</p>

Audio

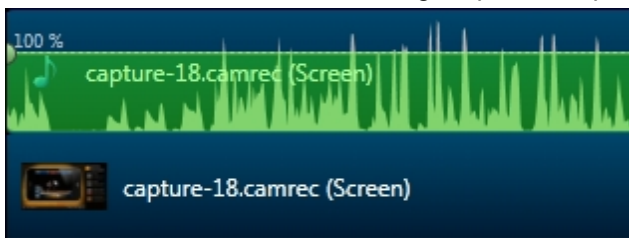
To access the audio options, click on the Audio tab.

The Audio task page appears and all the audio on the timeline turns green. This lets you know you are in Audio Edit mode.

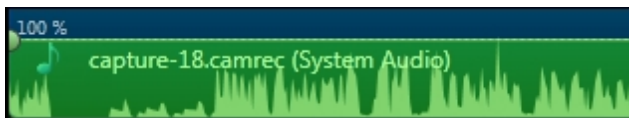
- ▶ To edit audio, select one or more clips on the timeline. When selected, the clips are highlighted in blue.
- ▶ To edit a selection of audio, select the clips, use the playhead to make the selection.
- ▶ CAMREC recordings by default are linked together with the microphone audio.



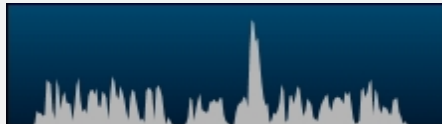
- ▶ To unlink a CAMREC's video and audio, right-click the CAMREC on the timeline and choose **Separate video and audio** from the context menu. The recording is split into separate clips on the timeline.



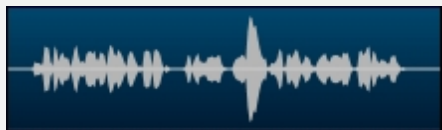
- ▶ A CAMREC's system audio is added to the timeline as a separate audio file.



Don't like the new look of the waveform?

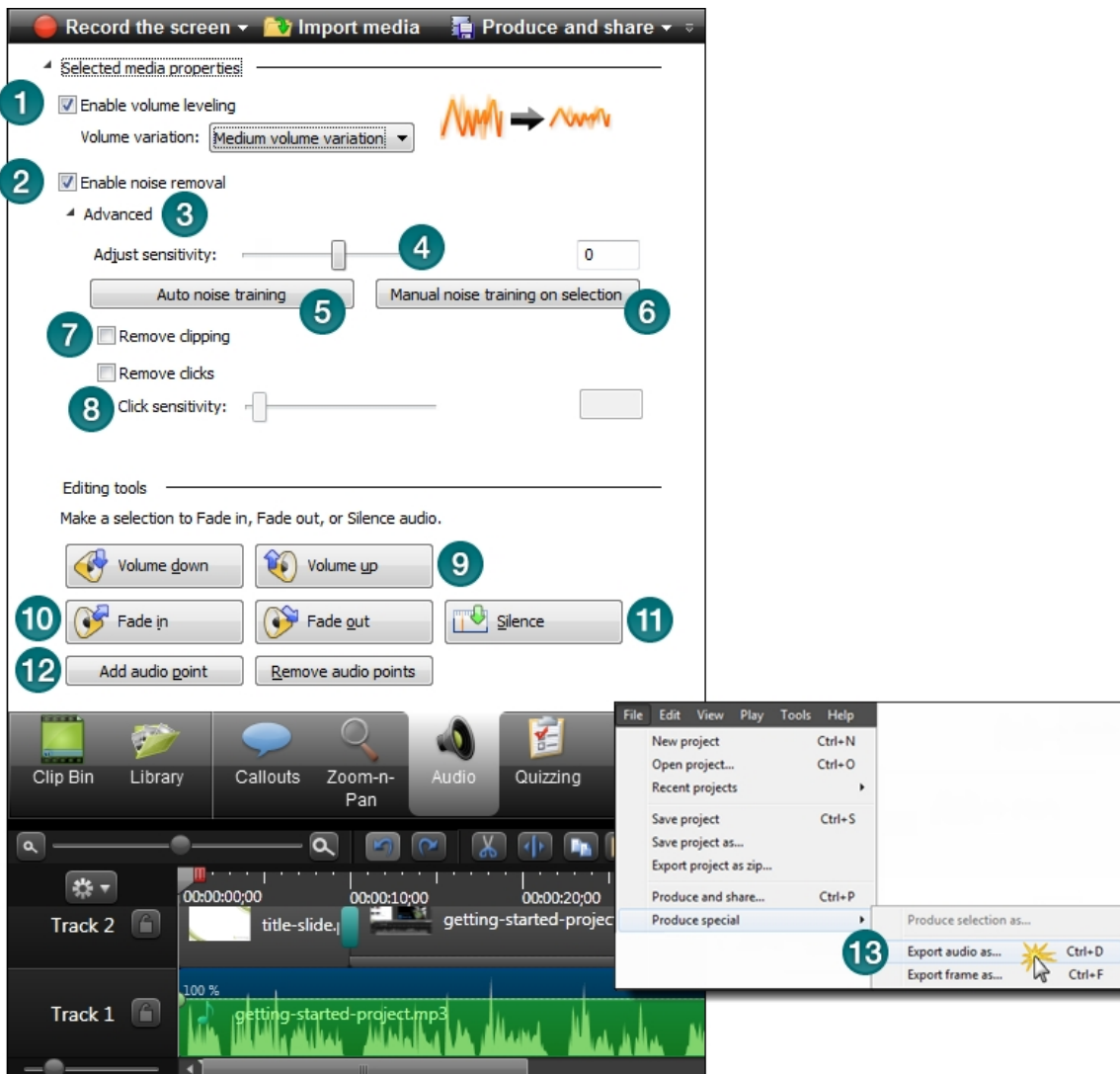


To change the look to the Camtasia Studio 7 "mirrored" style, choose Tools > Options > **Program** tab > **Mirror waveform**:

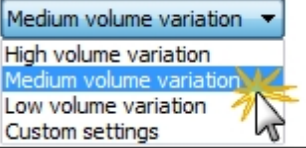




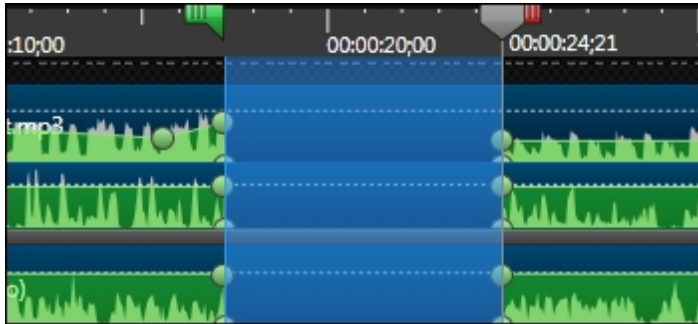
Access Audio Options

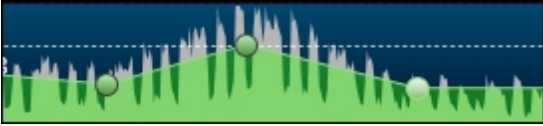
To access the audio options, click the **Audio** tab.



<p>1</p>	<p>Enable Volume Leveling</p>	<p>Adjust the volume of the audio clips to a standard level. Use this option when the recording level between audio clips varies greatly.</p> <p>This option acts as toggle on a per clip basis.</p> <ul style="list-style-type: none"> ▶ Check to turn on. ▶ Uncheck to turn off. <p>Volume leveling is applied to an entire audio clip and can be applied to:</p> <ul style="list-style-type: none"> ▶ One selected audio clip. ▶ Multiple selected audio clips. <p>Volume Variation</p> <p>Select an option from the Volume variation dropdown menu that best describes the level of audio variation on the timeline.</p>
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		<p>Volume variation: </p> <p>If you choose Custom Settings, select from the following options.</p> <ul style="list-style-type: none"> ▶ Ratio Sets the compression slope which determines how the output signal changes in relation to the input signal once the input signal exceeds the threshold. ▶ Threshold Sets the level which signals are compressed or limited. Increasing the threshold clamps signals at a higher level, reducing the amount of compression or limiting. ▶ Gain Process of reducing dynamics lowers the signal's overall level. The gain control compensates by adding increasing output gain, or signal level.
2	Enable Noise Removal	<p>Enable noise removal to reduce background noise for the audio on the timeline.</p> <p>As soon as Noise Removal is enabled, the color of the audio waveform changes from green to orange while in the Audio tab:</p>  <p>And from gray to orange while in the other views:</p>  <p>Noise removal is applied to an entire audio clip and can be applied to:</p> <ul style="list-style-type: none"> ▶ One selected audio clip ▶ Multiple selected audio clips
3	Advanced Option	<p>Open additional noise removal options to manually set the noise removal, adjust the audible mouse clicks, and fix clipping.</p>
4	Adjust Sensitivity	<p>Use the Adjust sensitivity slider if the noise reduction process caused the audio quality to degrade. Degradation may occur if the noise removal occurred within a selection without true silence.</p>
5	Auto Noise Training	<p>Click the Auto noise training button to have Editor automatically remove noise from the audio clips.</p> <p>Editor detects noise in the audio by using a selection with silence.</p> <p>Once clicked, noise removal is immediately applied to the audio clips.</p>
6	Manual Noise Training on Selection	<p>Set the noise removal based on an area of silence you choose.</p> <p>Drag the playhead's green In point or red Out point to make a selection of silence. Use the zoom slider to get a better view of the timeline, if necessary.</p> <ol style="list-style-type: none"> 1. Click the Advanced button.

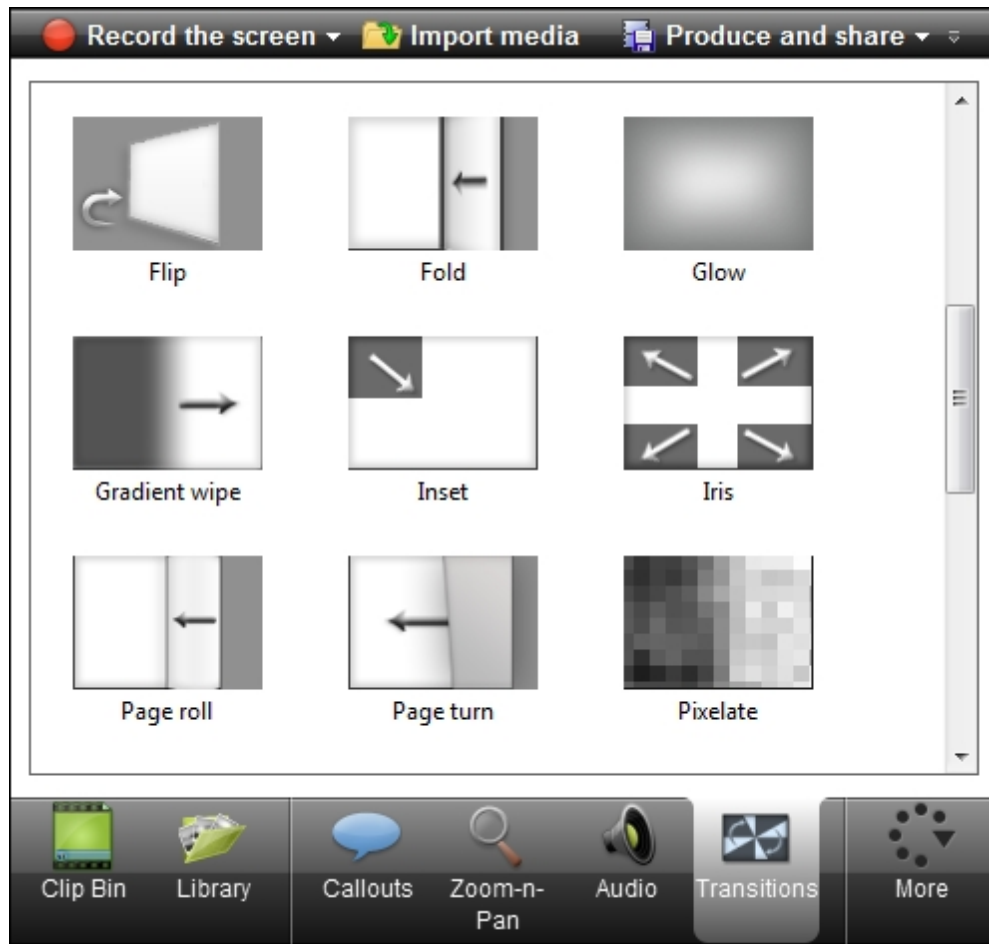
		<ol style="list-style-type: none"> Click the Use manual noise selection button. Noise removal is applied to the timeline immediately.
7	Remove Clipping	<p>Clipping results in an audible distortion in the audio.</p> <p>Enable this option to cut off the recorded audio when the audio volume reaches too high of a level.</p> <p>Use the Click Sensitivity slider to set the threshold for the filter.</p>
8	Remove Clicks	<p>Enable to remove recorded artifacts that sound like clicks.</p> <p>Use the Click Sensitivity slider to set the threshold for the filter.</p>
9	Adjust Volume Up or Down	<p>The volume of an audio can be applied to:</p> <ul style="list-style-type: none"> ▶ One selected audio clip ▶ Multiple selected audio clips ▶ A selection on an audio clip ▶ A selection that spans several selected audio clips <p>To adjust the audio:</p> <ul style="list-style-type: none"> ▶ On the Audio tab, click the Volume Up button or Volume Down button . The volume is adjusted by 25% with each click of the button. <p>Adjust Volume for Individual Clips</p> <p>The audio on individual audio clips can be adjusted by grabbing the bar in the middle of the wave form and dragging it up or down.</p>
10	Audio Fade In or Fade Out	<p>Audio fades can be applied to:</p> <ul style="list-style-type: none"> ▶ One selected audio clip ▶ Multiple selected audio clips ▶ A selection on an audio clip ▶ A selection that spans several selected audio clips <p>To fade in the audio, click the Fade In button.</p> <p>To fade out the audio, click the Fade Out button.</p> <p>To adjust a fade, grab the audio point and drag it. The waveform adjusts accordingly.</p>
11	Replace Audio with Silence	<p>Mute the audio selection on the timeline. Unlike the delete or cut options, this option does not remove any of the existing waveform.</p>  <p>The screenshot shows a multi-track audio timeline. The top track is labeled 'tmp3'. A central portion of the audio is highlighted in blue, indicating it has been replaced with silence. The waveform shows green peaks for audio and a flat line for the silenced section. Time markers at the top indicate 00:00:20:00 and 00:00:24:21.</p>

		<p>Silence can be applied to:</p> <ul style="list-style-type: none"> ▶ One selected audio clip ▶ Multiple selected audio clips ▶ A selection on an audio clip ▶ A selection that spans several selected audio clips <p>To add silence to the audio, click the Silence button.</p>
<p>12</p>	<p>Add or Remove Audio Points</p>	<p>Edit an audio waveform by adding custom points of contact to drag to achieve the desired result.</p>  <ul style="list-style-type: none"> ▶ Drag an audio point to adjust the volume up or down. ▶ Audio points can be moved up, down, left, and right. <p>To add an audio point:</p> <ol style="list-style-type: none"> 1. Select the audio clip on the timeline. 2. Move the playhead to where the audio point will be added. 3. Click Add Audio point in the Audio tab or right-click clip and choose Add Audio Point from the context menu. <p>To remove one audio point:</p> <ol style="list-style-type: none"> 1. Select the audio point on the timeline. 2. Click Remove audio points in the Audio tab or right-click clip on choose Delete from the context menu. <p>To remove all audio points from a clip:</p> <ol style="list-style-type: none"> 1. Select the audio clip on the timeline. 2. Click Remove audio points in the Audio tab or right-click clip on choose Delete all audio points on media from the context menu.
<p>13</p>	<p>Export Audio</p>	<p>The Export audio as option combines all audio on the timeline into one audio file. Use this option to make a backup of the audio or to create a soundtrack to import into another application.</p> <p>To access this option, select Editor > File > Produce special > Export audio as > Choose MP3 or WAVE</p> <ul style="list-style-type: none"> ▶ MP3: Smaller file size. Good for voice narration. ▶ WAV: Microsoft file format. High quality audio at a larger file sizes.

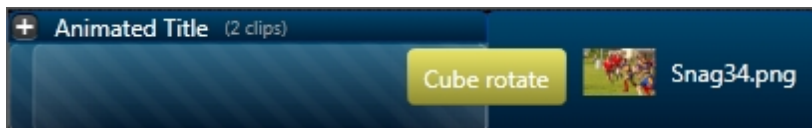
Transitions

To change the default duration for a transition, select Tools > Options > Program tab.

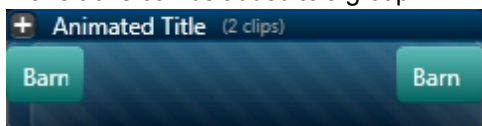
Is the transition cutting off part of the video clip? See [Use Trimmed Content In Transition](#).



Transitions add a visual effect between the end of a clip and the beginning of the next clip.



Transitions can be added to a group:



Or to a single image or video clip:



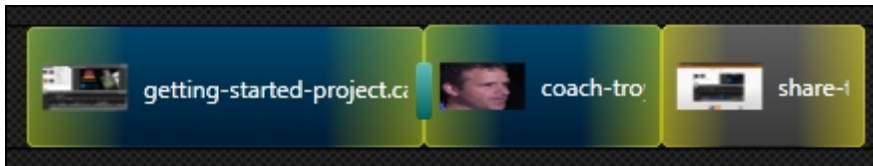
- ▶ Use transitions to indicate the passage of time, change in location, to call attention, or to create a smooth flow between clips.
- ▶ Random Dissolve and Fade through Black are commonly used transitions.

Continue with

- ▶ [Add a Transition](#)
- ▶ [Change the Duration of a Transition](#)
- ▶ [Delete a Transition](#)
- ▶ [Change a Transition](#)
- ▶ [Use Trimmed Content In Transition](#)

Add a Transition

1. Click the **Transitions** tab.
2. Double-click a transition to preview the transition effect on the canvas.
3. Drag the desired transition onto the timeline. The timeline lights up with all of the areas where a transition can be dropped.



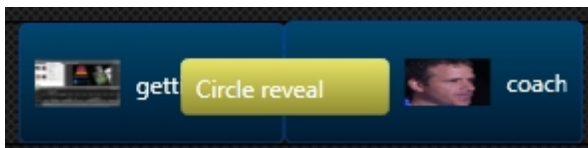
4. Drop the transition in the desired area.

Change the Duration of a Transition

Drag the ends of the transition to adjust the duration.

Delete a Transition

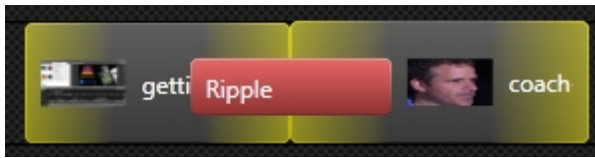
1. Click on a transition on the timeline to select it. The transition is yellow when selected.



2. Press the **Delete** key on the keyboard.

Change a Transition

1. Click on a transition on the timeline to select it. The transition is yellow when selected.
2. Drag the new transition overtop of the transition being replaced. The transition will turn pink.



Use Trimmed Content In Transition

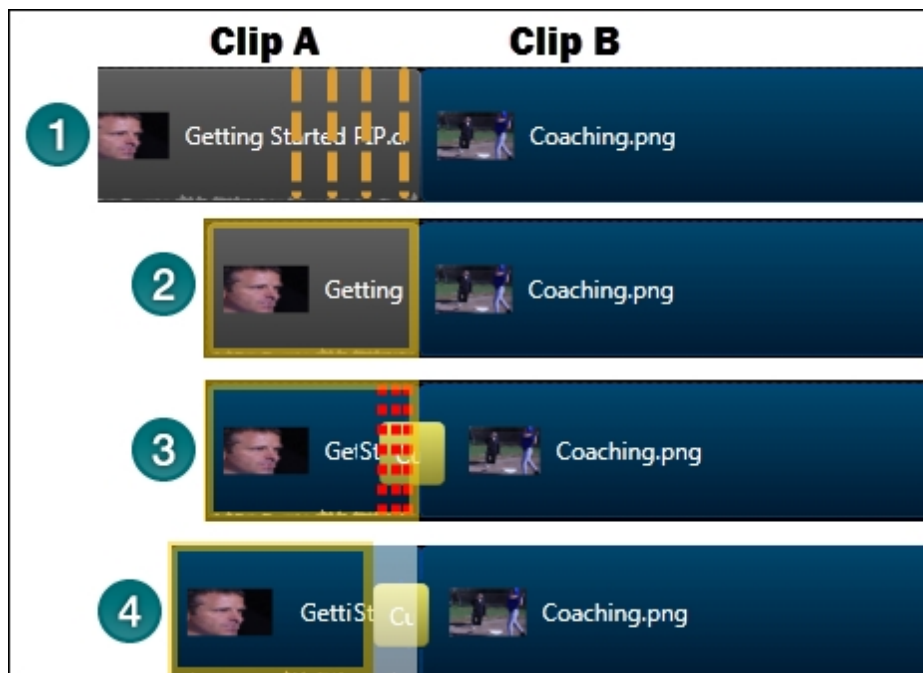
To access this option right-click a transition. Check the **Use Trimmed Content In Transition** option in the context menu.

Transitions use frames at the end of one video and the beginning of another. This can consume portions of the video that need to be seen.

Enable this option to have the transition effect use several frames of a video clip that was trimmed, split, or cut. This retains the edited portion of the video and allows the effect to appear smoother since the "good" frames are not being consumed by the transition.

Consider the following scenario:

1. Clip A and Clip B are on the timeline. I need to edit Clip A to remove the highlighted portion.
2. Clip A has been edited and all unwanted frames have been removed.
3. A transition has been added between Clip A and Clip B. The transition consumes the ends of the clips causing the edited portion of Clip A to be cut off.
4. Enable the **Use Trimmed Content In Transition** option. This allowed the transition to use frames previously cut out of the video leaving the edited part fully intact.



Visual Properties (Animations)

The options in the Visual Properties tab allow you to create animations using content on the timeline. Other options in the Visual Properties tab allow you to add color, shadow, and opacity effects to most visual media on the timeline such as video, callouts, and images.

Animations might include:

- ▶ A talking head video that smoothly transitions or trades places with a screen recording video.
- ▶ A spinning image that enters the video from the left, pauses, then flies off to the right.
- ▶ Several videos that play simultaneously on the canvas while moving in a pattern you create.
- ▶ Callouts that animate on the canvas to draw attention to an area in the video.

Visual properties animations are instructions you add to the timeline to tell the image or video on the canvas how to behave.

- ▶ For most effects, add the animation then perform the desired action on the canvas. Editor records the action and adds it to the media on the timeline.
- ▶ Animations can be added to a single media clip or a group.
- ▶ Animations typically work in pairs: the first to start the effect, the second to change or end the effect.

Watch a video on creating animations. Click the Online Tutorial icon  above the Preview Window.

- ▶ When working with the animations, make sure the media clip or group is selected before you begin.
- ▶ Animations can be further customized with fade, color, and opacity effects.

The screenshot shows the 'Visual Properties' panel in Camtasia Studio. It is divided into several sections: General, Position, Rotation, Visual effects, Drop shadow, Colorize, Border, and Remove a color. Each section contains various sliders and input fields for adjusting the appearance of an object. Numbered callouts (1-10) point to specific controls: 1. '+ Add animation' button; 2. Scale slider; 3. Opacity slider; 4. X, Y, Z position input fields; 5. X, Y, Z rotation input fields; 6. Refresh button; 7. Drop shadow checkbox; 8. Colorize section (Color picker and Amount slider); 9. Border section (Color picker and Thickness slider); 10. Remove a color section (Color picker, Tolerance, Softness, Hue, and Defringe sliders).

1 + Add animation

2 Scale: 45 %

3 Opacity: 100 %

4 X: 0
Y: 0
Z: 0

5 Z: 0
Y: 0
X: 0

6 Refresh

7 Drop shadow

Distance: 10
Direction: 315
Opacity: 75
Blur: 5

8 Colorize

Color: [Color Picker]
Amount: 75

9 Border

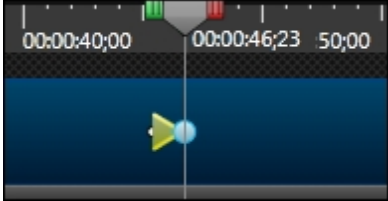
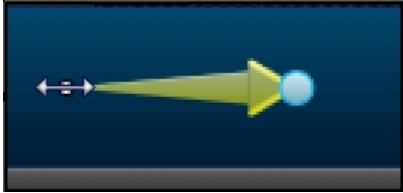

Color: [Color Picker]
Thickness: 1


10 Remove a color



Color: [Color Picker]
Tolerance: 10
Softness: 10
Hue: 0
Defringe: 0

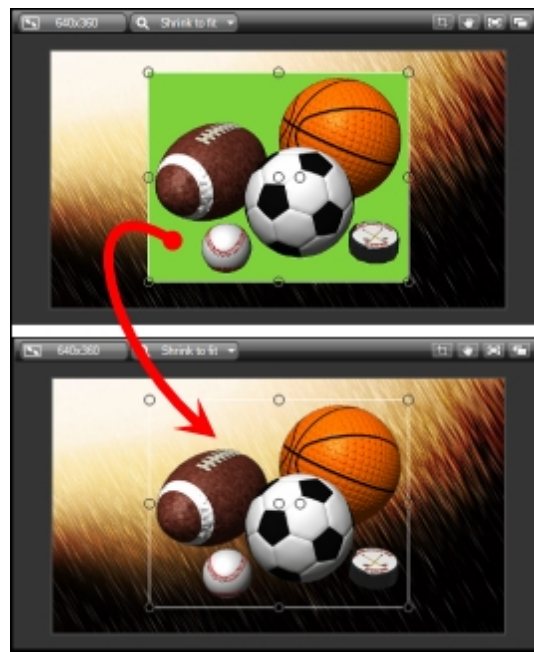
Invert effect

Clip Bin Library Callouts Zoom-n-Pan Audio Visual Properties More

<p>1</p>	<p>Add Animation</p>	<p>When adding animations, place the playhead where you want the animation to END.</p> <p>To add an animation:</p> <ol style="list-style-type: none"> 1. Click the Add animation button. An animation is added to the media at the point of the playhead.  <ol style="list-style-type: none"> 2. Immediately, while the playhead is located on the blue dot, perform the desired action on the canvas with the media. For example, resize, move, rotate, etc. 3. Change the duration. This is how long it will take to complete the animation. To change the duration of the animation, hover over the animation, grab the end, and drag to the left or right. Use the zoom slider to get a better view of the animation on the timeline.  <ul style="list-style-type: none"> ▶ To see your animation, place the playhead before the animation. Click Play. ▶ To reset the animation to the default settings, click the Restore  button. ▶ To delete the animation, select the animation on the timeline and click Delete on the keyboard.
<p>2</p>	<p>Scale</p>	<p>Scale the media larger or smaller within the animation.</p> <p>When adding an animation:</p> <ol style="list-style-type: none"> 1. Place the playhead where you want the animation to END. 2. Click the Add button to place the animation on the timeline. 3. Drag the slider to set the size the media will be when the animation ends. to the media or select an existing animation on the timeline. 4. <p>To use the scale option on other media without adding an animation, select the media on the timeline and set the desired scale setting.</p>
<p>3</p>	<p>Opacity</p>	<p>Adjust the opacity of the media in an animation.</p> <p>When adding animations, place the playhead where you want the animation to END.</p> <ol style="list-style-type: none"> 1. Add a new animation to the media or select an existing animation on the timeline. 2. Drag the slider to set the size the media will be when the animation ends. <p>To use the opacity option on other media without adding an animation, select the</p>

		media on the timeline and drag the Opacity slider.
4	Position	<p>Adjust the position of the media in an animation.</p> <ul style="list-style-type: none"> ▶ Use the X, Y, Z options to move the media up, down, or back and forth on the horizon. ▶ Use the spin controls or enter a value in the field. <p>To use the position options on other media without adding an animation, select the media on the timeline and set the desired position settings.</p>
5	Rotation	<p>Adjust the rotation of the media in an animation.</p> <ul style="list-style-type: none"> ▶ Click the up and down arrow buttons on the rotation options to move the media through various planes. Or ▶ Enter a numerical value in the field.  <p>Also use the rotation options on other media without adding an animation. Just select the media on the timeline and set the desired position settings.</p>
6	Reset Animation / Settings	Restore original settings to media that have animations, scale, and rotate other visual properties applied to them .
7	Drop Shadow	<p>Add a drop shadow to the selected media on the timeline.</p> <ul style="list-style-type: none"> ▶ Use the options to customize the shadow. ▶ Apply to video, images, and callouts.

		
8	Colorize	<p>Add color to the selected media on the timeline. Drag the slider to adjust the effect. Apply to video, images, and callouts.</p> 
9	Border	<p>Add a plain border to the selected media on the timeline.</p> <ul style="list-style-type: none"> ▶ Use the options to customize the border. ▶ Apply to video, images, and callouts.
10	Remove a Color	<p>The Remove a Color feature, also called "Green Screen effect", or "Chroma Key effect" allows a color to be removed from a video or image.</p> <p>Typically this technique is used to remove a one-color background behind a video or image to allow another image or video to show through.</p> <p>In this example, the green behind the image has been removed allowing the video to appear in its place.</p>

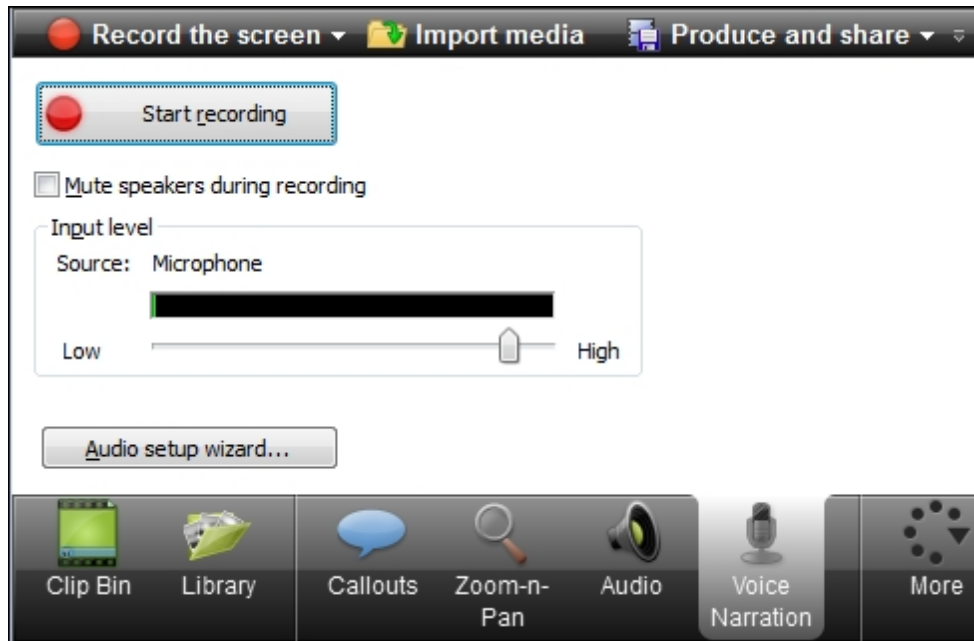


Use the **Remove a Color** options to adjust the tolerance of the color removal, the softness of the effect, the hue of the color palette, and more.

Voice Narration

Use voice narration to insert a voice recording into the video.

- ▶ The video clips on the timeline play in the Preview Window while recording voice narration.
- ▶ Camtasia Studio synchronizes the voice narration with the clips on the timeline.
- ▶ The audio clip created appears on the timeline when the voice narration ends.



To Record Voice Narration

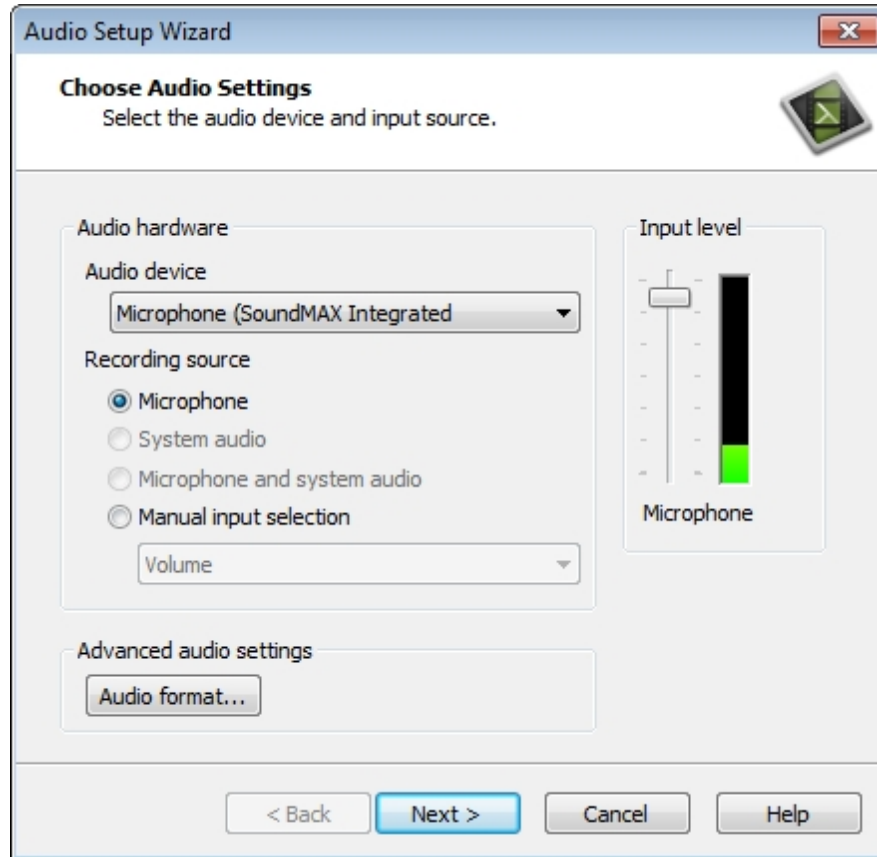
A microphone is needed to record voice narration.

1. Enable the **Mute speakers during recording** option when clips on the timeline include audio. The microphone may record audio playing from the speakers.
2. Click the **Audio Setup Wizard** button to set the audio input options.
3. Click **Start Recording**.
4. Click **Stop Recording** when done. Name and save the audio clip. The voice recording is added to the timeline.

Editor Audio Setup Wizard

The Audio Setup Wizard assists you in setting up the audio for your recording.

In the Audio Setup Wizard, select the audio input device and input source. The wizard automatically adjusts the volume level for the selected input source.

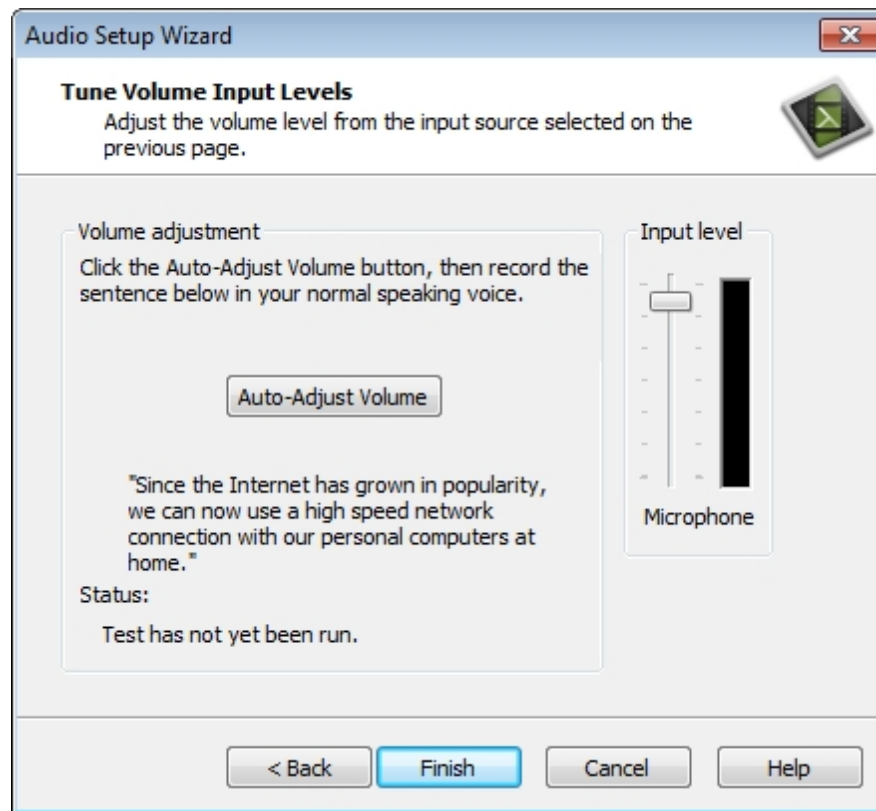


Select the Audio Recording Source

1. In the Recording source area, select the audio input source. Only the input sources supported by the current sound card appear.
2. If the audio input source is live, you should see activity within the Input level meter. If you do not see any activity, try selecting another source or [troubleshoot the volume level](#).
3. Drag the Input level slider to control the overall volume level. Adjust the slider so the loudest part of the audio is in the upper yellow to mid-orange range. If the meter is in the red range, audio clipping may occur. Drag the slider down.
4. Click **Next**. The Tune Volume Input Levels screen appears.

Tune the Volume Input Levels

This option automatically adjusts the volume level based on a three second record you make.



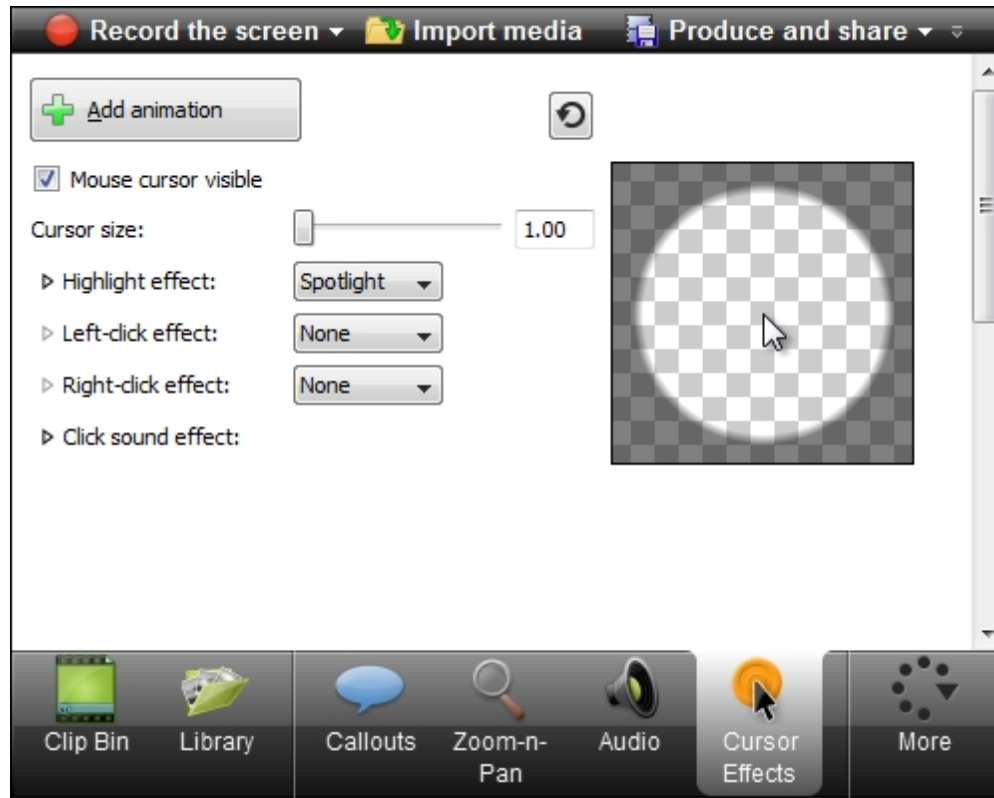
1. Click the **Auto-Adjust Volume** button.
2. A three second countdown appears. When the status changes to Go, read the sentence in the dialog box aloud as you would during recording. After the timer runs out, the volume level is automatically adjusted.
3. Click **Finish**.

Cursor Effects

In Recorder, cursor data is collected and stored in the CAMREC recording file. In Editor, the cursor can be enhanced for better visibility using a highlight, spotlight, sound effect and more.

The cursor effects work by inserting animations: one to add the effect and one to change or remove the effect.

For example, if an animation is added at the beginning of the video, all of the cursor instances in the video are changed to match the cursor effects assigned to the animation.

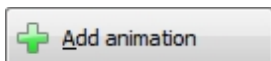


Continue with

- ▶ [Add a Cursor Animation](#)
- ▶ [Cursor Effect Options](#)
- ▶ [To Hide the Mouse Cursor](#)
- ▶ [Delete a Cursor Animation](#)

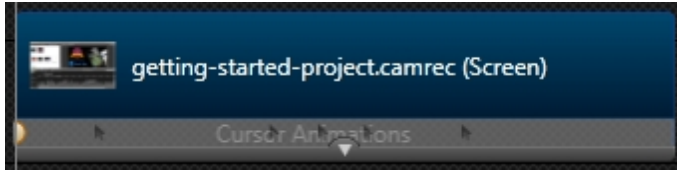
Add a Cursor Animation

1. On the timeline, select the CAMREC video that will have animations added. The CAMREC turns blue when selected.
2. Click the **Cursor Effects** tab. If it is not in view, click the **More** tab. From the list, select **Cursor Effects**. The Cursor Effects tab appears.
3. Click the **Add animations** button.

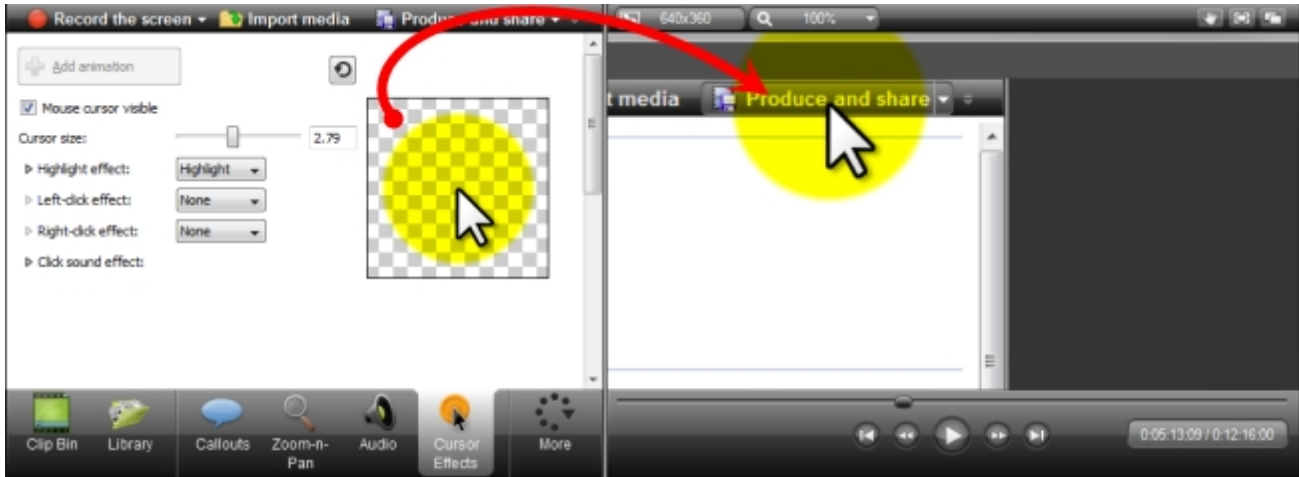


A new animation appears on the CAMREC and the animation view is opened to show the cursor data captured during

recording.



- Use the slider to set the cursor size. The cursor size updates on the canvas.
- Choose the **highlight, click, and sound effects** from the dropdown menus. Changes update on the canvas.



All other instances of the cursor in the CAMREC that come after this first animation are changed by the effects assigned to the animation. To change the cursor back to the original look, add another animation and undo the settings. Add as many animations as needed to achieve the desired look.

Cursor Effect Options

1 Mouse cursor visible

Cursor size: 2

3 Highlight effect: Highlight

Left-click effect: Rings

Size:

Duration: 4

Color:

5 (Click window to preview effect.)

Right-click effect: None

Click sound effect:

Left click: None

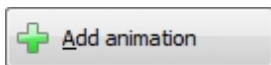
Right click: None

1	Mouse cursor visible	Hide the cursor from view.
2	Cursor Size	Slider to increase or decrease the cursor size.
3	Cursor Effects	<p>Click the small triangle next to the effect title. This opens and closes the properties.</p> <p>Choose from:</p> <ul style="list-style-type: none"> ▶ Highlight effect ▶ Left-click effect ▶ Right-click effect ▶ Click sound effect
4	Properties	Each effect has their own properties. Choose from color, size, duration, etc.
5	Cursor Preview Window	As effects are added, the Preview Window is updated. To view animation effects such as rings, click on the Preview Window.

Hide the Mouse Cursor

The Hide option hides the cursor from view in the final video. To show the cursor again, remove the cursor animation on the CAMREC recording.

1. On the timeline, select the CAMREC video that will have animations added. The CAMREC turns blue when selected.
2. Click the **Cursor Effects** tab. If it is not in view, click the **More** tab. From the list, select Cursor Effects. The Cursor Effects task page appears.
3. Click the **Add animations** button.

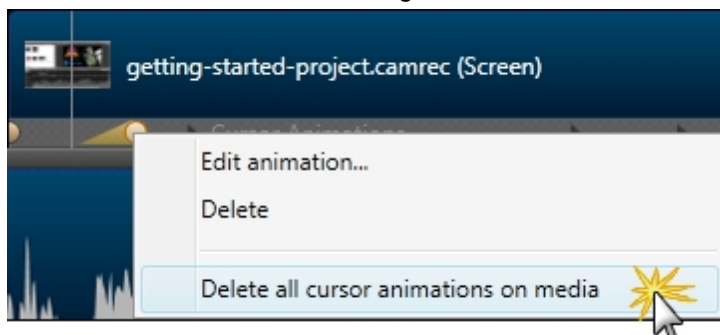


A new animation appears on the CAMREC and the animation view is opened to show the cursor data captured during recording.

4. In the Cursor Effects tab, uncheck the **Mouse cursor visible** option.

Delete a Cursor Animation

- ▶ To delete a cursor animation, click an animation on the timeline and press the **Delete** key on the keyboard.
- ▶ To remove all cursor animations, right-click an animation **select Delete all cursor animations on media**.

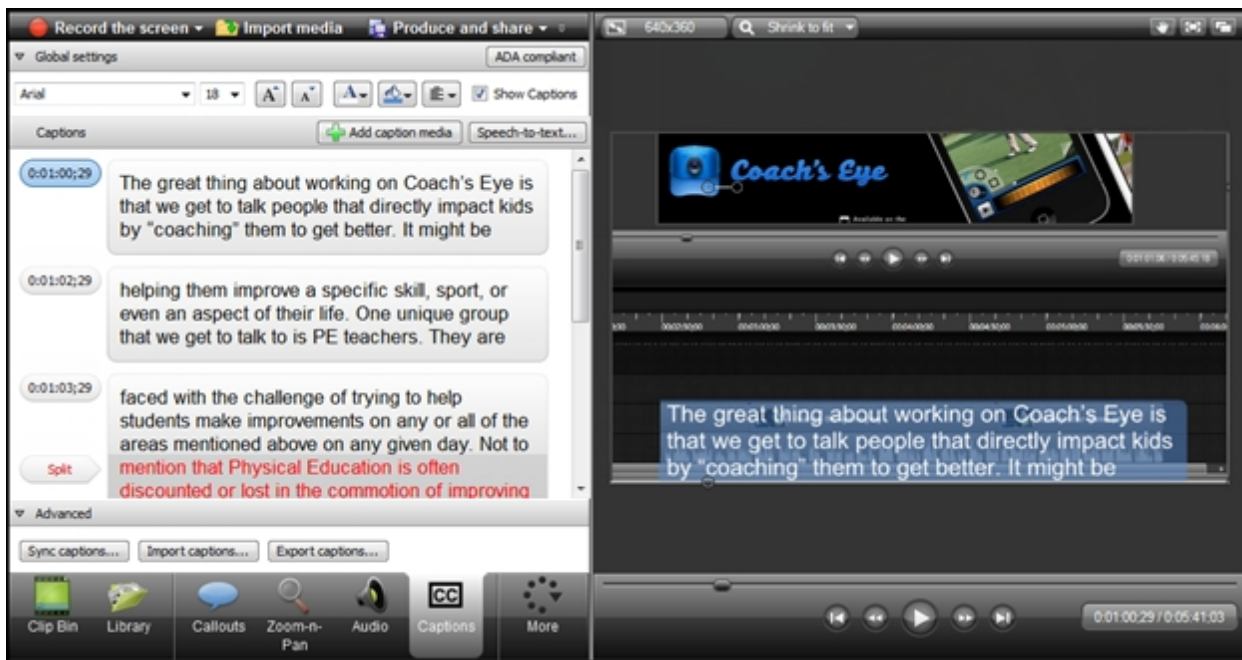


Captions (Closed and Open)

Captions display onscreen text within a video to provide additional or interpretive information to viewers.

Captions are used to create videos accessible to a larger audience, such as:

- ▶ Viewers with hearing impairments
- ▶ Viewers that cannot listen to audio with their current settings
- ▶ International audiences with subtitles and onscreen translations for non-native speakers



Camtasia Studio has two options for how captions appear in the final video: closed and open.

▶ Closed Captions

- Can be turned on and off by the viewer via a CC button on the controller.
- Can be **ADA compliant** or customized by changing the font attributes including size, color, and alignment.
- Can be made searchable in the video when producing as an MP4 video file.
- Can be **hidden** to produce a video without captions in it. (Does not delete captions on timeline.)

▶ Open Captions

- Can be customized by changing the font attributes including size, color, and alignment.
- Can be made searchable in the video when producing as an MP4 video file.
- Are burned into the video and cannot be turned off.
- Can be located under the video. When the **Under video captions** option is selected during an **MP4 / Flash and HTML 5** custom production, space is automatically added to accommodate the under-the-video captions. This increases the vertical dimensions of the video.

For Closed, Open, or Under the Video captions to display in the final video, certain settings must be applied in both the Captions task page and Production Wizard. See **Video Production Caption Settings**.

Captioning Methods

There are four ways to add captions to your video:

- ▶ **Add captions using automatic Speech-to-Text**
Create captions from audio on the timeline. This feature makes use of Microsoft's Speech-to-Text engine.
- ▶ **Import a prepared caption file**
Import an SRT, SAMI, or SMI file to automatically sync prepared captions with the video.
- ▶ **Add captions by synchronizing text and audio**
Paste a prepared script into the text box and synchronize the captioning with the audio playback.
- ▶ **Add captions manually**
Manually type each caption into the text box. Set caption points to determine where the caption should begin and end.

See also

- ▶ **ADA Compliancy**
- ▶ **Speech Dictionary**
- ▶ **Import and Export Captions**
- ▶ **Edit Captions**

ADA Compliance

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute designed to ensure equal access to opportunities and benefits for qualified individuals with disabilities. The act seeks to remove barriers preventing qualified people with disabilities from enjoying the same opportunities enjoyed by those without disabilities.

Captions allow persons with hearing disabilities to have access to videos by displaying the audio portion of the video as text on the screen.


In many state, government, or education institutions, videos must include ADA compliant captions. Camtasia Studio helps you adhere to these standards by providing an ADA compliant captioning feature.

ADA compliant captions:

- ▶ Are one to three lines of text that appear on-screen all at once, stay there for a few seconds, and are replaced by another caption or no caption
- ▶ Are timed to synchronize with the audio
- ▶ Should not cover up graphics and other essential visual elements of the picture
- ▶ Require the use of upper and lowercase letters
- ▶ Must use a font similar to Helvetica medium
- ▶ Must have good resolution
- ▶ Fit the requested 32 characters to a line

See this [Wikipedia article](#) for more information.

Camtasia Studio and ADA Compliant Captions

- ▶ By default, new captions are added using ADA compliant font settings. When the ADA Compliant button is blue, ADA Compliancy mode is on .
- ▶ If a font attribute is selected that is not ADA compliant, the ADA Compliant button grays out and a tip alerts you that you are out of compliancy.



Restore ADA Compliancy

To restore ADA compliancy to the captions, click the **ADA compliant** button.

This is a global setting. All captions return to ADA compliancy and all other formatting is removed.

Tips for Creating Effective Captions

- ▶ Captions should be synchronized and appear at approximately the same time as the audio.
- ▶ Words should be verbatim when time allows or as close as possible in other situations.
- ▶ Descriptions for music or other sound effects should be inside square brackets, such as [music] or [laughter].
- ▶ Captions should appear on-screen long enough to be read.
- ▶ Captions should be limited to no more than two lines on-screen.
- ▶ Speakers should be identified when more than one person is on-screen or when the speaker is not visible.
- ▶ Punctuation is used to clarify meaning.
- ▶ Spelling should be correct throughout the production.
- ▶ Sound effects should be written when they add to understanding.
- ▶ All words should be captioned, regardless of language or dialect.
- ▶ Italics should be used when a new word is being defined or a word is heavily emphasized in speech.

See also

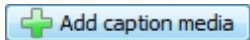
- ▶ [ADA Compliancy](#)
- ▶ [Add Captions by Synchronizing Text and Audio](#)
- ▶ [Manually Add Captions](#)
- ▶ [Speech-to-Text Captions](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)

Manually Add Captions

With the manual captioning process you type captions directly into the text boxes. Captions created this way are added at the point of the playhead.

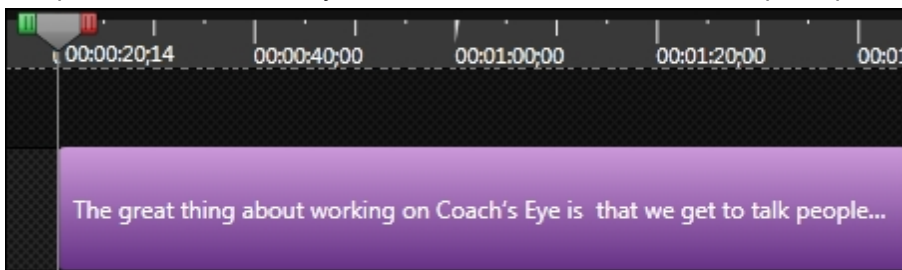
Add a New Caption in Any Location

1. Click the **Captions** tab. The Captions task page appears.
2. Position the playhead where the caption will be added. .
3. Click **Add caption media**.



A new caption text box appears.

4. Type text into the text box. The caption appears on the timeline and on the canvas as you type.
 - A caption turns red to identify that it exceeds the limit of three lines per caption.



5. Click the new caption on the timeline to select it. Click **Play** in the Preview Window to see if the new caption is synced to the audio. If necessary, drag the caption ends on the timeline to sync the caption with the audio.
6. Repeat steps 2-5 for all remaining captions.

See also

- ▶ [Captions \(Closed and Open\)](#)
- ▶ [Video Production Caption Settings](#)
- ▶ [ADA Compliancy](#)
- ▶ [Add Captions by Synchronizing Text and Audio](#)
- ▶ [Speech-to-Text Captions](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)

Speech-to-Text Captions

The Speech-to-text feature automatically creates captions from voice narration or audio on the timeline.

Capitalization and punctuation are not added during the Speech-to-text process.

Windows Speech Recognition software is not installed on computers running Microsoft Windows XP. You can download and install this free software from the [Microsoft website](#). Once Speech Recognition software is properly installed, you are able to use the Speech-to-Text feature in Camtasia Studio.

Training for Speech Recognition Accuracy

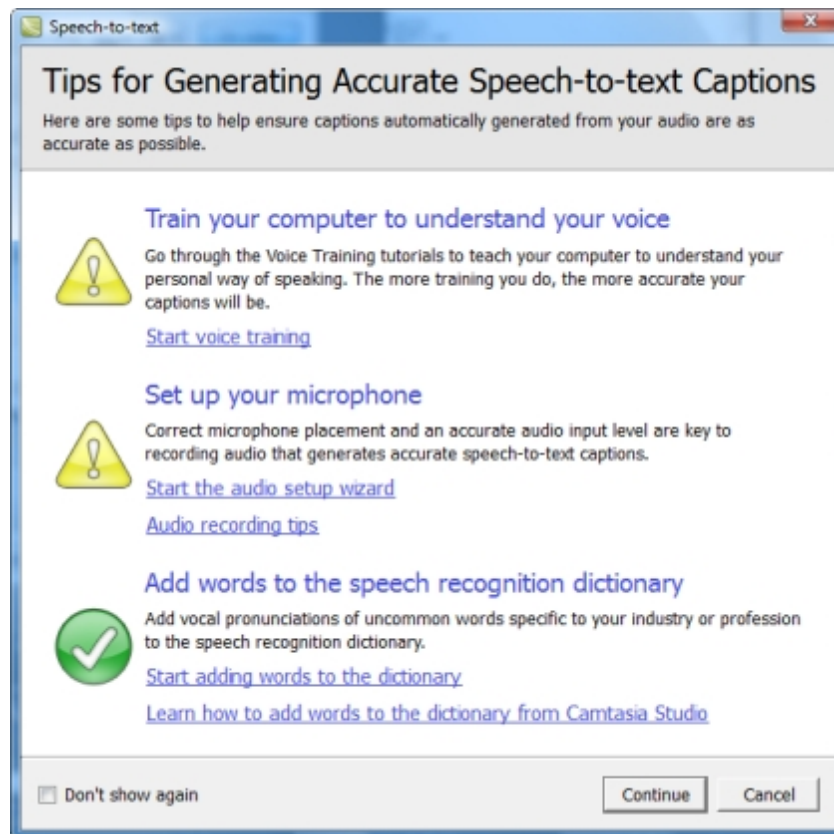
Windows Speech Recognition provides recognition accuracy that improves with each use as it adapts to your speaking style and vocabulary.

For more accurate speech-to-text transcription of your audio recordings, go through the Voice Training tutorials provided with the Speech Recognition software. However, even with training, it is best to review all captions and edit them to ensure accuracy.

The Speech-to-text voice training works best with audio created from the voice used in the training. If you import audio files from a person who has not completed the voice training on the computer used for captioning, the captions are not as accurate and require more extensive editing.

Tips Dialog

When you click the **Speech-to-text** button, you see the following tip dialog.



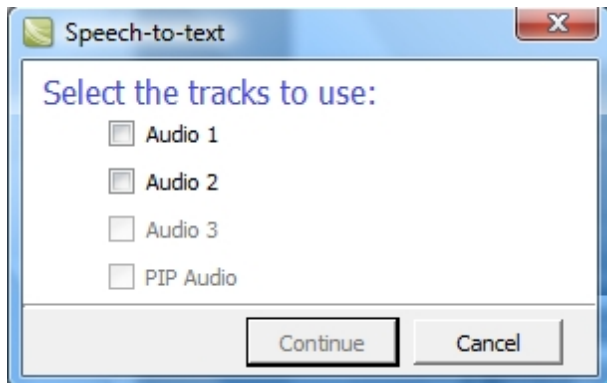
This tip dialog contains several important links that help you get the most out of the Speech-to-text feature including access to the voice training tutorials, tips for getting the **best audio quality**, and procedures **for adding words to the Speech-to-text dictionary**.

Add Captions Using Speech-to-Text

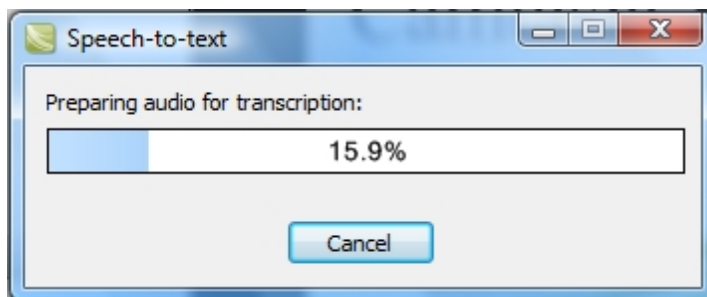
Capitalization and punctuation are not added during the Speech-to-text process.

1. Click the **Captions** tab. The Captions task page appears.
2. Click the **Speech-to-text** button.
 - To caption a particular section of the timeline, make a selection with the playhead. Right-click the selection and select **Speech-to-text**.
3. Read the tip that appears then click **Continue**.

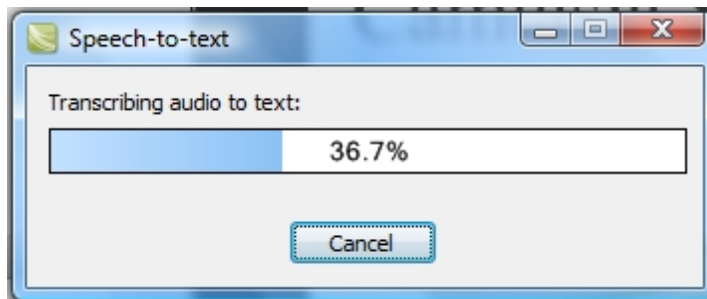
- If there are multiple audio files on different tracks, you are prompted to select the audio track to be transcribed. Select the track and click **Continue**.



- The Preparing audio for transcription dialog appears. When the transcription is complete, the captions appear on the timeline



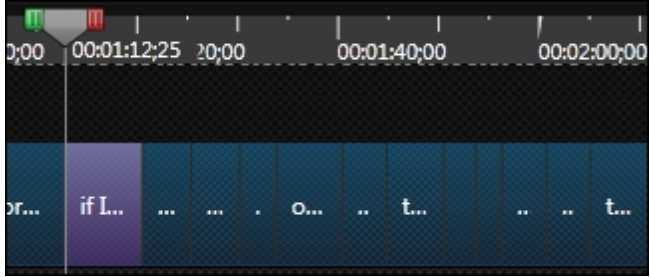
- When the audio is ready, the transcription begins.



- Once your captions are on the timeline, proofread and edit all captions and add capitalization and punctuation such as periods and commas.



8. Double-click a caption to open it in the Captions task page for editing.



To add Speech-to-text captions for a specific area of the timeline, use the playhead to make a timeline selection. Right-click the selection and select Speech-to-text from the menu.

See also

- ▶ [Speech Dictionary](#)
- ▶ [Video Production Caption Settings](#)
- ▶ [ADA Compliancy](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)

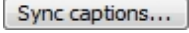
Add Captions by Synchronizing Text and Audio

Paste a prepared script into the caption text box and synchronize the captions with the audio playback. Using a prepared script allows you to save the text for future use and to check for spelling and grammatical errors.

With this process, when a script is pasted in the captions field, a caption turns red to identify that it exceeds the limit of three lines per caption. The red text indicates where a new caption should begin. Upon playback of the audio, when you hear the first word in red spoken aloud, click on it to create the next caption.

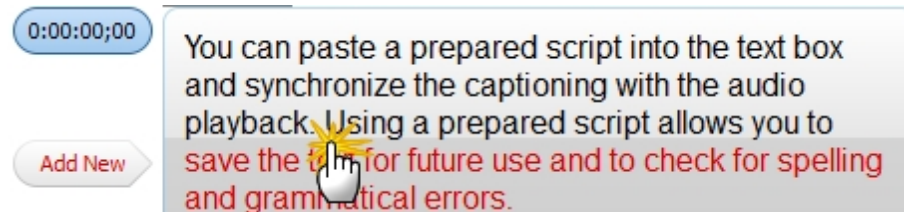
Captions created using this process are added sequentially on the timeline and come one after another.


Add Captions by Synchronizing Text and Audio

1. Copy the script to the clipboard.
2. Click the **Captions** tab. The Captions task page appears.
3. Press **CTRL+V** on the keyboard to paste the script into the text box.
4. Click the **Sync captions** button . Read the help tip that appears then click **Continue**. The video begins playing and the Syncing captions video controls appear at the bottom of the Captions tab.



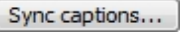
5. To create a new caption, click on any word in black or the first word in red when you hear the word spoken aloud.

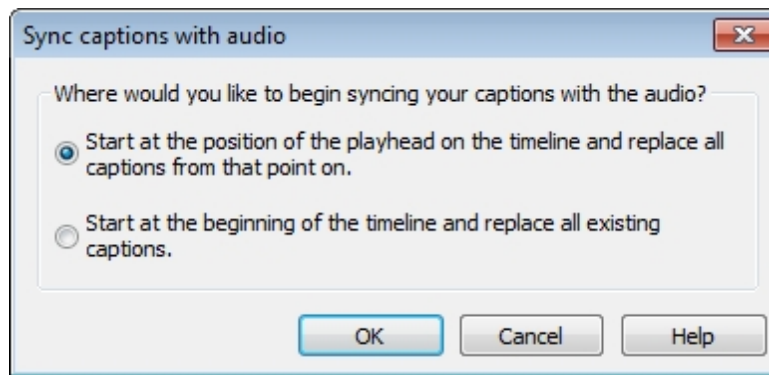


- When you click a word to create a new caption, three lines of text in the text box change to black.
6. Continue to set caption points until all the text changes to black.
 7. When done, click the **Stop** button .

Sync Captions with Audio Dialog Box

Did you make a mistake? Or change the script?

If you already have captions on the timeline, click the Sync captions button  to start over. The Sync captions with audio dialog box appears. Add captions using the process given above.



Select one of the following options:

- ▶ **Start at the position of the playhead on the timeline and replace all captions from that point on.**
This option does not affect any preceding captions but overwrites any captions from the position of the playhead and beyond.
- ▶ **Start at beginning of timeline and replace all existing captions.**
This option removes all existing captions from the timeline. The playhead moves to the beginning of the timeline and captioning starts at the beginning of the text box.

See also:

- ▶ [Captions \(Closed and Open\)](#)
- ▶ [Video Production Caption Settings](#)
- ▶ [ADA Compliancy](#)
- ▶ [Manually Add Captions](#)
- ▶ [Speech-to-Text Captions](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)

Speech Dictionary

The Windows Speech-to-text software includes a dictionary used to:

- ▶ Add a new word to the dictionary.
- ▶ Prevent a word from being transcribed.
- ▶ Change or delete existing words.

Add Words Directly to the Speech Dictionary from Within Camtasia Studio

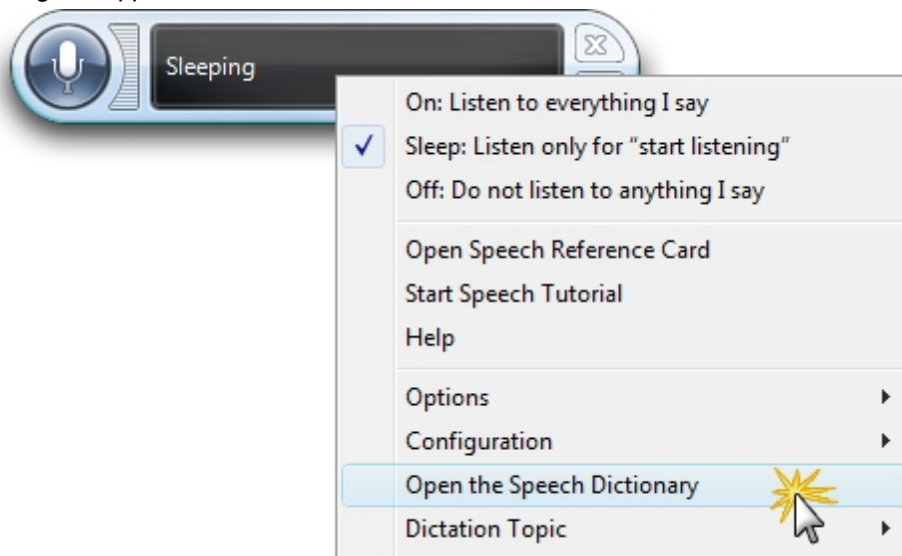
Add words directly to the Speech Dictionary from the Captions tab in Camtasia Studio. Just highlight the word in the caption text box, right-click, and choose **Add to dictionary** from the menu.

This option does not bring up the Speech Dictionary. For best audio transcription, after adding a word, open the Windows Speech Dictionary and enter a vocal pronunciation of the word.

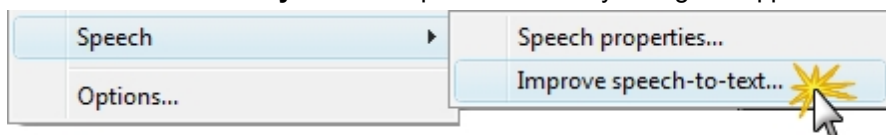
Open the Windows Speech Dictionary

There are several ways to open the Windows Speech Dictionary:

- ▶ In Camtasia Studio, select Captions tab > Speech-to-text button. In the Speech-to-text tip box, click **Start adding words to the dictionary** link. The Speech Dictionary dialog box appears.
- ▶ Right-click the **Speech Recognition software** interface. Choose **Open the Speech Dictionary**. The Speech Dictionary dialog box appears.



- ▶ In Camtasia Studio, select Tools > Speech > Improve speech-to-text. In the Speech-to-text tip box, click **Start adding words to the dictionary** link. The Speech Dictionary dialog box appears.



Import and Export Captions

Import and export a caption file from within the Captions tab. The caption file contains the caption text and information about when each caption should be displayed.

Supported caption file types are SAMI and SRT (SubRip) files.

Export Captions

1. Add and edit all captions in the Captions task page.
2. Click the **Export captions** button.
3. In the Export captions to file dialog, give the file a name.
4. Choose the file type.
5. Click **Save**.

Import Captions

Importing captions via a caption file replaces all existing captions on the timeline.

1. Click the **Import captions** button.
2. In the Import captions from file dialog, browse for and select the caption file.
3. Click **Open**. The new captions are added to the timeline.

If there are existing captions on the timeline, you are prompted to delete them. Click **Yes**. The new captions are added to the timeline.

Edit Captions

Captions can be edited, deleted, moved, and merged.

The options for synched and manual captions differs. Each option is explained in detail below.

Continue with

- ▶ **Change Caption Text**
- ▶ **Change Font Attributes**
- ▶ **Merge Text with Previous Caption**
- ▶ **Move and Size Captions**
- ▶ **Change Caption Duration**
- ▶ **Delete Captions**

Change Caption Text

1. Double-click a caption on the timeline. The Captions task page opens and the selected caption text is highlighted.
2. Make any changes. The new text is seen on the canvas and is updated on the timeline.

Change Font Attributes

There are two options for applying font attributes to captions: Global and Individual.

Global Settings



- ▶ Global attributes apply to all captions currently on the timeline and new captions added to the timeline. Global attributes include:
 - Font style
 - Font size
 - Text color
 - Background color
 - Alignment
 - Placement

To change the font attributes for all captions, select the option from the font toolbar.

Individual Settings

- ▶ Individual attributes can be apply to selected caption text. Individual attributes include:
 - Bold
 - Italic

To change the font attributes for selected text:

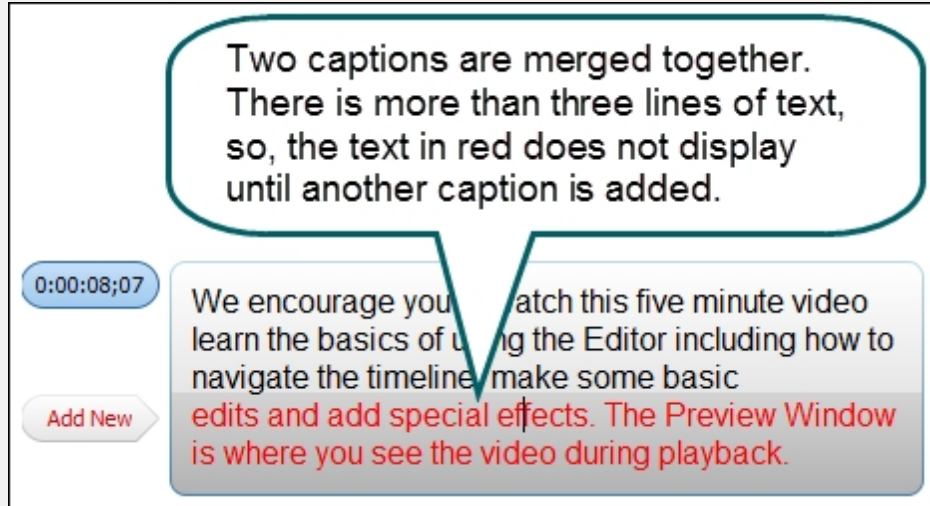
1. Highlight a selection in the caption text box.
2. Click bold  or italic .

Merge Synched Captions

If synched captions are too short in terms of the amount of text they contain, they can be merged together. This allows for more text per caption. When captions are merged, the duration of the caption does not change.

Captions entered manually cannot be merged.

If merged captions contain more than three lines of text, the text in red does not appear .



To merge a caption

1. Right-click on a caption on the timeline.
2. Choose **Merge text with previous caption** from the context menu. The text is merged and the caption on the right is removed from the timeline and Caption task page.

Move and Size Captions

Synced Captions

Synced captions are grouped together and cannot be moved or sized individually.

- ▶ To move a caption group, grab and drag along the timeline to the new location.

Manual Captions

Manual captions can be resized and moved along the timeline.

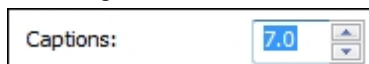
- ▶ To move a caption, grab and drag along the timeline to the new location.
- ▶ To resize the caption, grab and drag an end in either direction.

Change Caption Duration

Default Duration

The default duration for a caption is four seconds. This allows enough time for about three lines of text to appear in each caption.

- ▶ To change the default duration of the captions, choose Tools > Options > Default duration > Captions.



Change Duration of One Caption

- ▶ Click a caption on the timeline to highlight it. Grab an end of the caption and drag in either direction.

Delete Captions

To delete captions, do one of the following:

- ▶ Synched captions cannot be deleted individually. However, the text from individual captions can be deleted. Right-click a synched caption and choose **Remove text** from the context menu.
- ▶ Click a manual or group of synched captions on the timeline to highlight it. Press **Delete** on the keyboard.
- ▶ Right-click a caption on the timeline. Select **Delete caption** or **Delete all captions** from the context menu.
- ▶ In the Captions task page, right-click a time stamp next to a caption text box. Select **Delete caption**, **Delete caption text**, or **Delete all captions from the context menu**.

See also

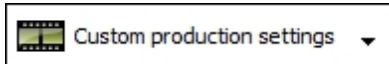
- ▶ [Move, Resize, Rotate, or Delete a Callout](#)
- ▶ [Callout Properties and Effects](#)
- ▶ [Sketch Motion Callout](#)
- ▶ [Highlight Callout](#)
- ▶ [Add a Hotspot to a Callout](#)
- ▶ [Blur or Pixelate the Screen with a Callout](#)
- ▶ [Spotlight Callout](#)
- ▶ [Text-Only Callout](#)
- ▶ [Keystroke Callouts](#)
- ▶ [Use Any Image as a Callout](#)

Hide Captions in Produced Video

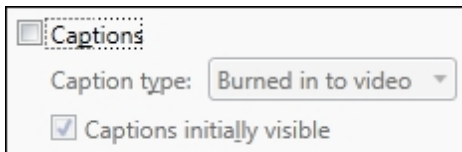
During the production process, you can hide the captions. This does not delete the captions; it only hides them from view in the final video.

Produce a Searchable Video With Open Captions

1. In Editor, after all editing is complete, click the **Captions** tab. If it is not in view, click the **More** tab. From the list, select Captions. The Captions task page appears.
2. **Add captions** to the timeline.
3. When done, click the **Produce and Share** button. The Production Wizard appears.
4. Select the Custom production settings option from the dropdown menu. Click **Next**.



5. Select the MP4 Flash / HTML5 Player option. Click **Next**.
6. On the Flash / HTML5 Player Option screen, click the Options tab.
7. Make sure the Captions option is not selected.



8. Click **Next**. Step through the remainder of the Production Wizard.

See also:

- ▶ [ADA Compliancy](#)
- ▶ [Add Captions by Synchronizing Text and Audio](#)
- ▶ [Manually Add Captions](#)
- ▶ [Speech-to-Text Captions](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)

Quiz and Survey

Insert a quiz or survey into your video to:

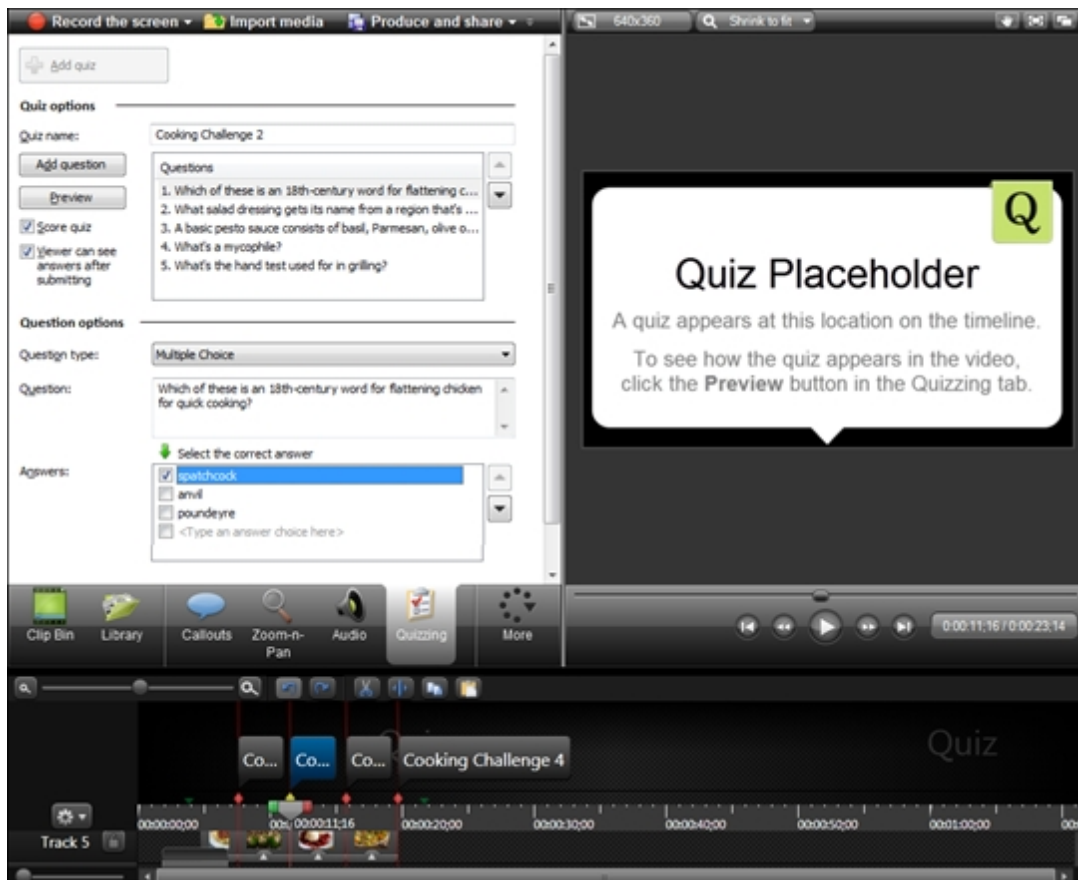
- ▶ Test viewers' knowledge through multiple choice, fill in the blank, short answer, and true/false questions.
- ▶ Add open ended questions to gain feedback or gather user information such as an email address to contact the viewer at a later time.

You must produce the video as an **MP4 video file with a player** to include a quiz or survey.

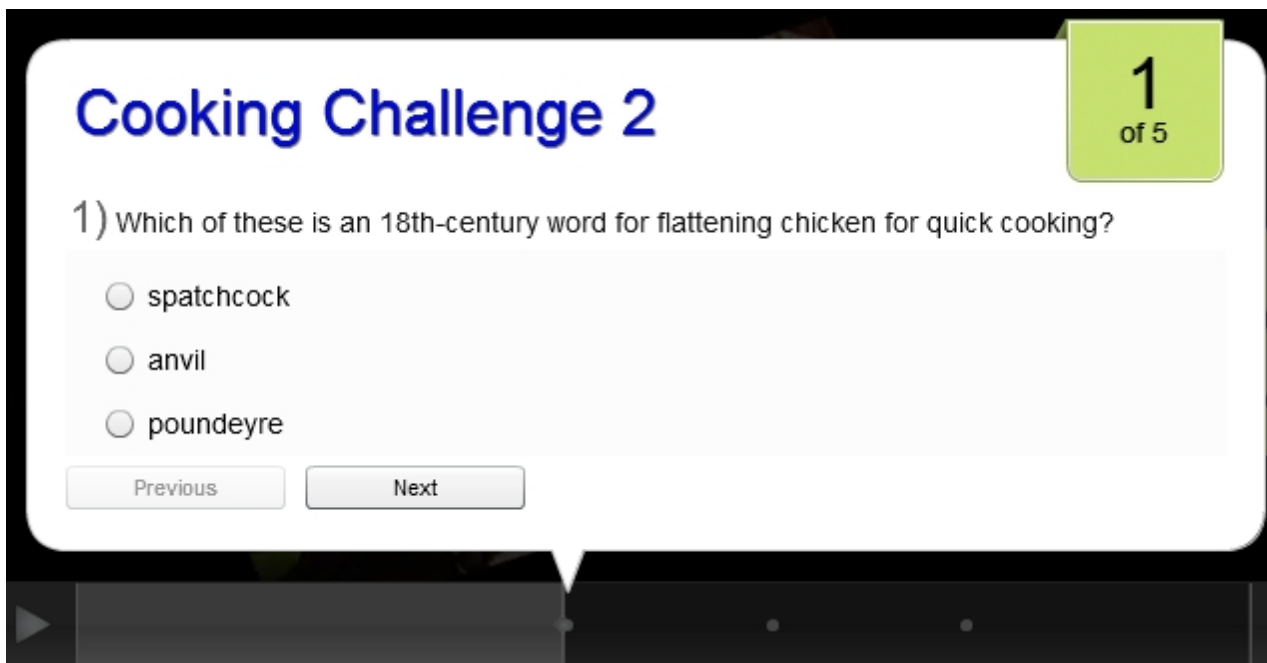
Quiz and Survey button text can be **customized during the production process**.

With a quiz or survey, you can:

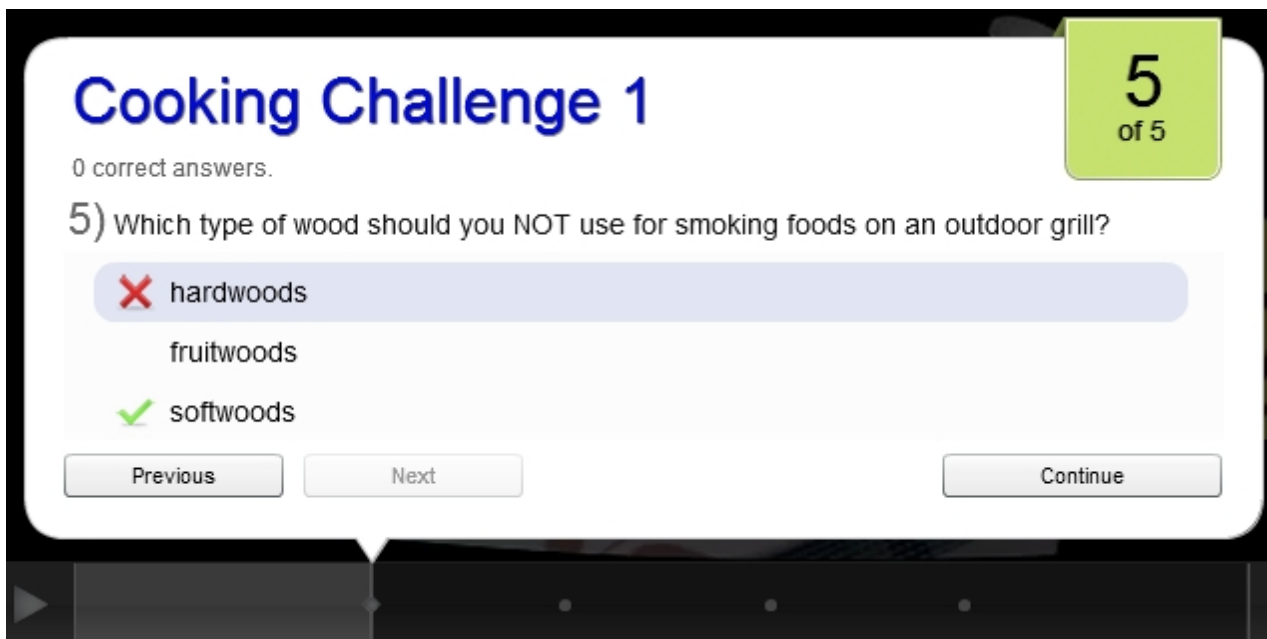
- ▶ Include an unlimited number of fill in the blank, multiple choice, short answer, or true/false questions.
- ▶ Provide up to thirty answers options per question.
- ▶ Analyze quiz results via a SCORM-compliant Learning Management System (LMS).
- ▶ Get score reporting via the **Camtasia Quiz Service**.
- ▶ Require quiz / survey takers to submit a name and email address.
- ▶ Set the quiz to be scored or unscored.
- ▶ For surveys, use the unscored option.



Example of a Quiz Hosted on Screencast.com



Example of the Quiz View Answers Screen

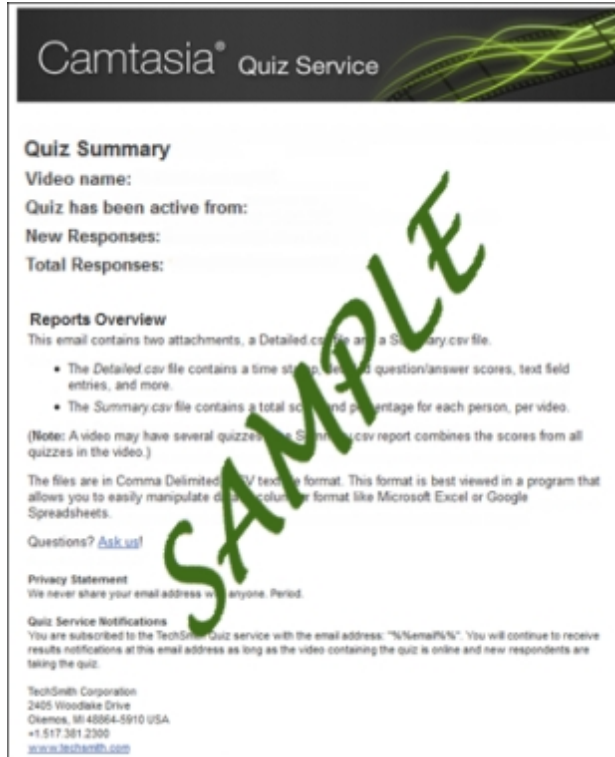


Camtasia Quiz Service

You will receive the results of the quiz through email via the Camtasia Quiz Service.

- ▶ The quiz service takes the collected quiz data and sends it to the quiz creator in the form of two CSV reports: Summary and Detailed.
 - The Summary CSV report contains a total score and percentage for each person, per video. While a video may have several quizzes, the summary report combines the scores from all quizzes in the video to give one overall

- score.
 - The Detailed CSV report contains a time stamp, detailed question/answer scores, text field entries, and more.
- ▶ The reports are in a comma delimited CSV text file format. This format is best viewed in a program that allows you to easily manipulate data in columnar format like Microsoft Excel or Google Spreadsheets.
- ▶ Reports are sent once each day. No reports are sent if there is no new data collected.
- ▶ Reports aggregate data. So, each report contains both old and new data.
- ▶ You cannot unsubscribe from the Quiz Service. The only way to stop getting reports is to stop having people take the quiz or take the video down from the Web.
- ▶ You cannot change the reporting email address.
- ▶ Reports are delivered in an email similar to the following:

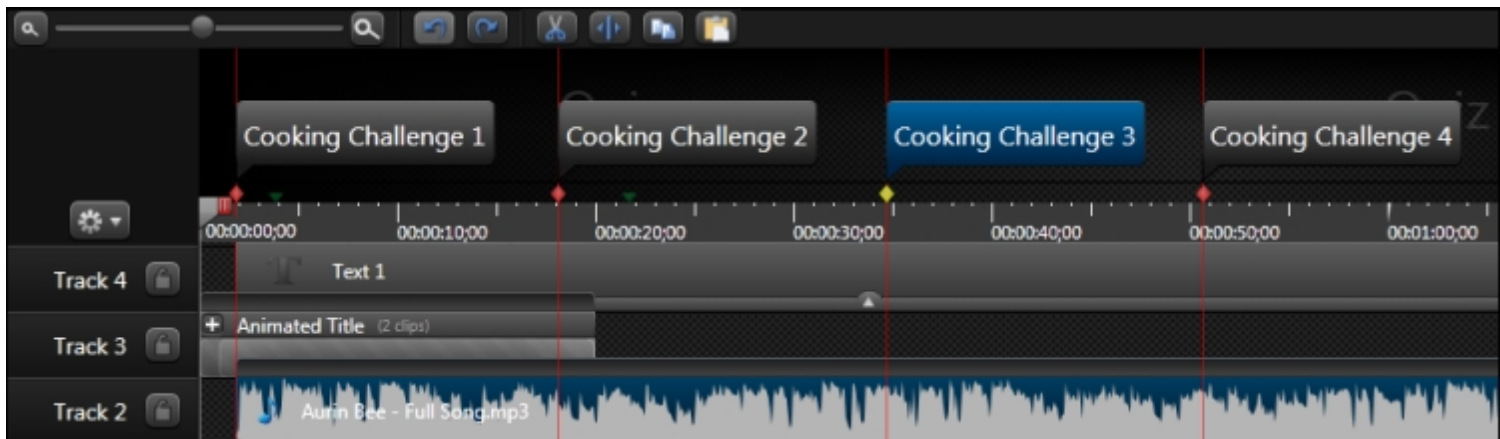


See also

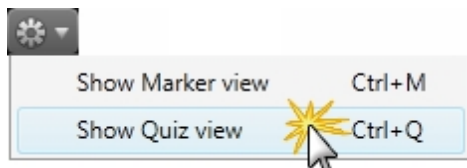
- ▶ [Question Types](#)
- ▶ [Add a Quiz or Survey](#)
- ▶ [Quizzes on the Timeline](#)
- ▶ [Question Types](#)

Quizzes on the Timeline

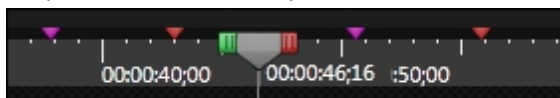
Quizzes can be added to the timeline or pinned to media on the timeline.



- ▶ By default, quizzes are added as timeline quizzes.
- ▶ When added to the timeline, quizzes stay in the same location regardless of what media is added, moved, or deleted on the timeline. Timeline quizzes cannot be added to the Library.
- ▶ When added to a media or group, if the media/group is moved, deleted, copied, pasted, or added to the Library, the quiz goes with it.
- ▶ Use the Marker/Quiz button on the timeline to show or hide the quiz view.



- ▶ When the quiz view is open, you are in Quiz mode which allows you to quickly and efficiently add new quizzes and edit existing ones.
- ▶ You must be in quiz view to edit, view, or delete quizzes.
- ▶ When not in quiz view, quiz placement is seen above the timeline as red and purple indicators.
 - Red indicates timeline markers.
 - Purple indicates makers pinned to media.



It is best to hide the quiz view before editing clips on the timeline.

Continue with

- ▶ [Add a Quiz While Quiz View is Closed](#)
- ▶ [Add a Quiz While Quiz View is Open](#)
- ▶ [Pin a Timeline Marker to a Media Clip](#)
- ▶ [Turn a Media Quiz into a Timeline Quiz](#)

Add a Quiz While Quiz View is Closed

1. Position the playhead on the timeline.
2. Press **Q** on the keyboard.
3. The quiz view opens and the quiz is added to the timeline.
4. Continue with **Add a Quiz or Survey**.

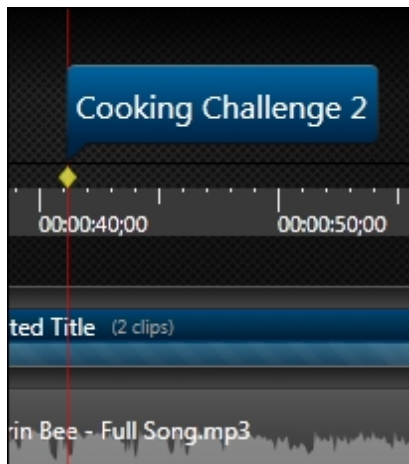
Add a Quiz While Quiz View is Open

When the quiz view is open, you are in Quiz mode which allows you to quickly and efficiently add new quizzes and edit existing ones.

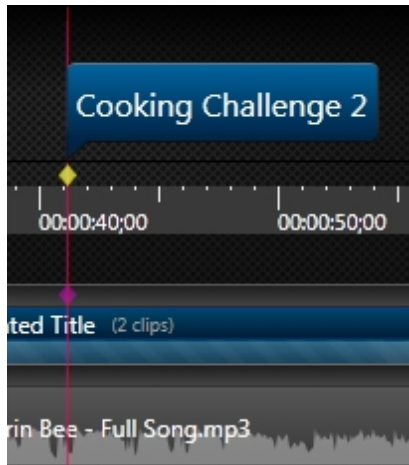
1. Hover the cursor over the timeline moving it along the top of the tick marks and media clips. Notice how quiz indicators appear wherever a quiz can be added.
2. To create a:
 - a. Timeline quiz , hover over the time tick marks at the top of the timeline. A red indicator appears.
 - b. Media quiz , hover over the top of a media clip. A purple indicator appears.
3. Click indicator to create the quiz .
4. Double-click the quiz in the quiz view. Continue with **Add a Quiz or Survey**.

Pin a Timeline Quiz to a Media Clip

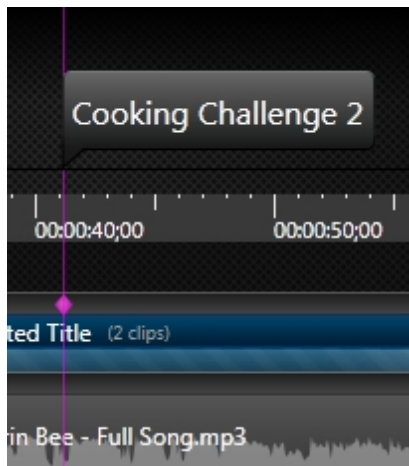
1. Show the quiz view.
2. Drag the timeline quiz along the timeline to where it will be pinned on the media clip.
3. Click the quiz thumbnail to highlight it. When selected, it is framed in blue and the quiz indicator is yellow.



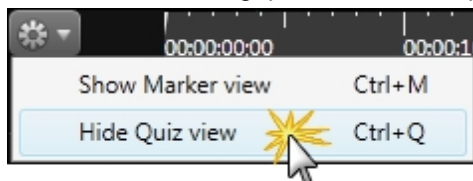
4. Hover the mouse cursor over the top of the media clip. A purple indicator appears.



5. Click on the purple indicator. The indicator changes position and color. It is now pinned to the media.

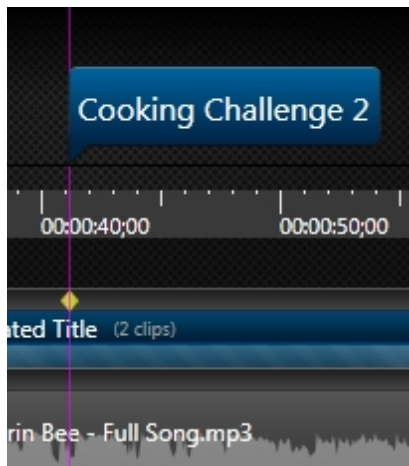


6. When finished adding quizzes, hide the quiz view.

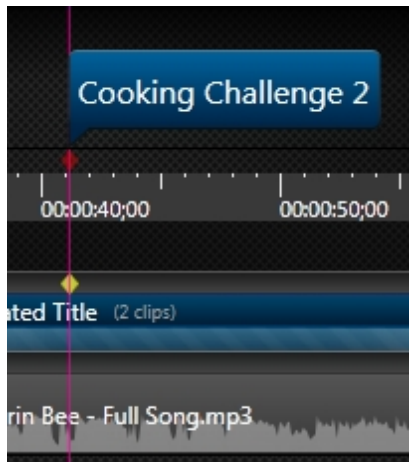


Turn a Media Quiz into a Timeline Quiz

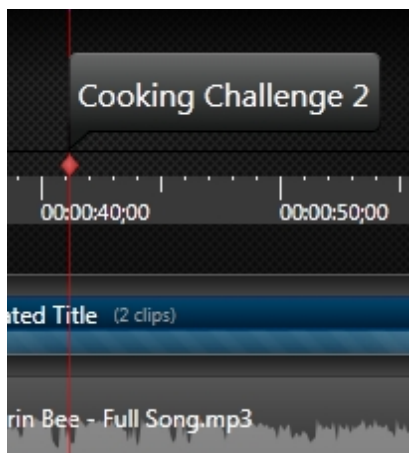
1. Open the quiz view.
2. Click the media quiz thumbnail to highlight it. When selected, it is framed in blue and the quiz indicator is yellow.



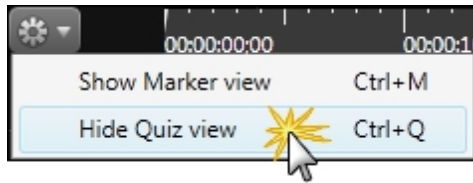
3. Hover the mouse cursor over the time tick marks at the top of the timeline. A red indicator appears.



4. Click on the red indicator. The indicator will change position and color. It is now a timeline quiz.



5. When finished adding quizzes, hide the quiz view.



See also

- ▶ [Quiz and Survey](#)
- ▶ [Add a Quiz or Survey](#)
- ▶ [Question Types](#)

Question Types

Add any of the following question types to your quiz or survey:

Multiple Choice

Requires the viewer to select an answer from a list of answers provided.

- ▶ Quiz example: Which color is not a subtractive primary color?
 - Magenta
 - Yellow
 - Red
- ▶ Survey example: Which method of help do you prefer?
 - Help file
 - Tutorial videos
 - PDF guide
 - Other

Fill in the Blank

Requires the viewer to enter a short answer to the question.

- ▶ Quiz example: The creator of Snagit and Camtasia Studio, two popular software applications, is _____.
- ▶ Survey example: What state do you live in?

Tips for Writing Fill in the Blank Questions

- ▶ Include a question that prompts for the viewer's name or ID in order to identify the quiz or survey at a later time.
- ▶ Provide acceptable answer terms that allow for common spelling errors, possible abbreviations, or partial answers.
- ▶ Avoid using nicknames.
- ▶ Avoid using lists.
- ▶ Keep answers limited to one or two words to avoid mismatched answers due to extra spaces or the order of the answer terms.
- ▶ Answers are not case sensitive. For example, TechSmith could be entered as techsmith or TechSmith or any other combination of upper and lowercase letters.

Short Answer

- ▶ Requires the viewer to enter a short answer. Commonly used format for surveys.
- ▶ Quiz example: How many days in a calendar year?
- ▶ Survey example: Are you a home owner?

True / False

- ▶ Quiz example: There are 362 days in a calendar year.
- ▶ Survey example: I am planning to purchase a new automobile within the next six months.

Continue with

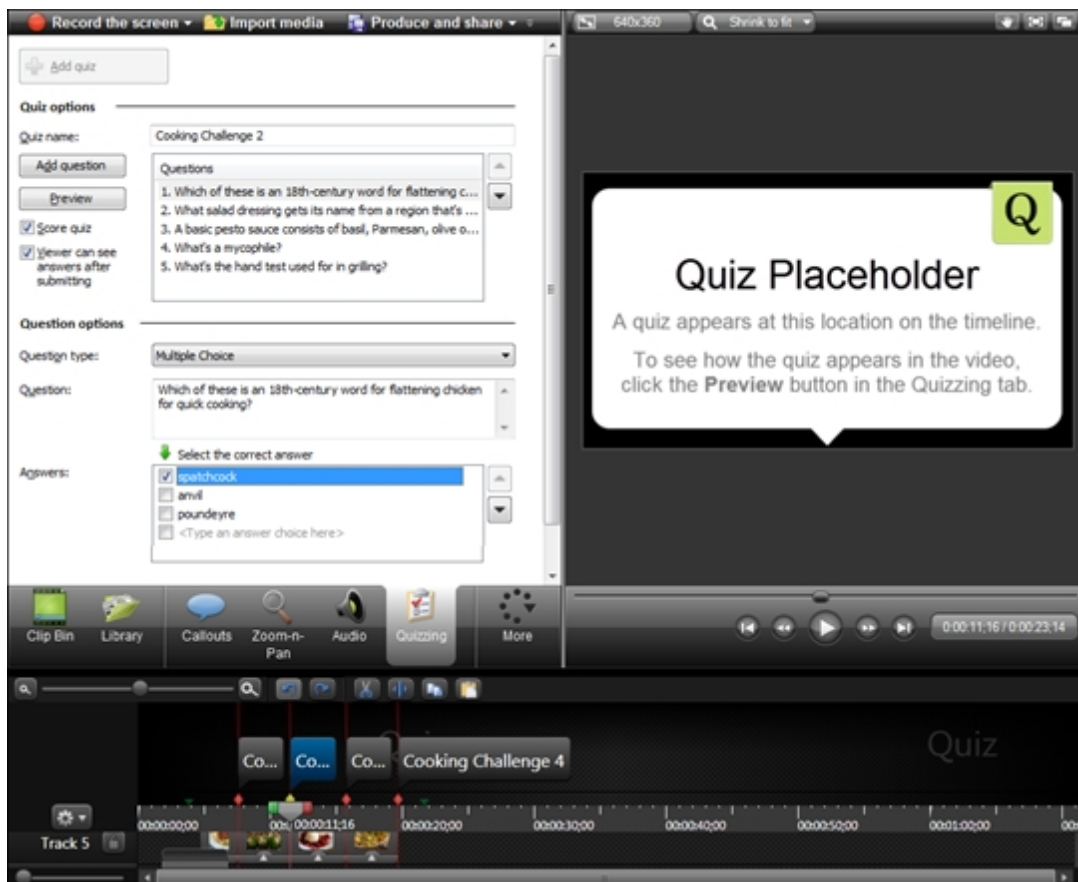
- ▶ [Add a Quiz or Survey](#)
- ▶ [Quiz and Survey](#)

▶ **Quizzes on the Timeline**

Add a Quiz or Survey

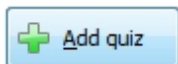
- ▶ When creating a quiz or a survey, the main difference between the two is the type of questions asked.
- ▶ Typically a survey is not scored and a quiz most often times is scored.
- ▶ The process for creating a quiz or survey are exactly the same.
- ▶ A survey might be added at the end of a video to solicit feedback about the video content.
- ▶ A quiz might be placed at strategic intervals within the video to test viewers on the content they are watching.

Quiz and Survey button text can be **customized during the production process**.



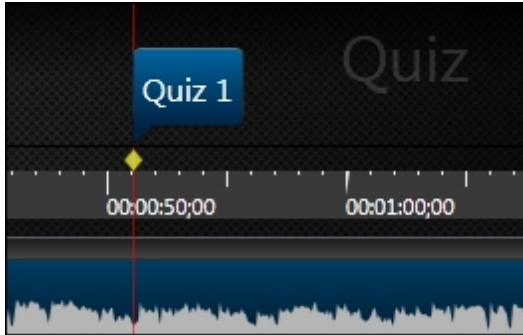
Add a Quiz or Survey

1. In Editor, position the playhead on the timeline where a quiz or survey will be added.
2. Click the **More** tab and select **Quizzing**. The Quizzing task page appears.
3. Click the **Add Quiz** button.



The quiz view opens and a quiz is added to the timeline.

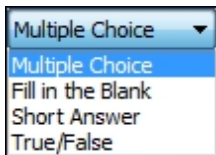
To create a media quiz, see [Quizzes on the Timeline](#).



4. Enter the name of the quiz in the Quiz Name field.
 - a. The name updates to the quiz on the timeline.
 - b. The quiz name also appears as a title in the live quiz.



5. Choose the scoring option. Uncheck the score quiz option if this is going to be a survey.
6. Double-click the **Default Question Text** to move down to the Question Options section of the page.
7. Choose the question type from the dropdown menu:



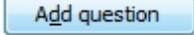
See also [Question Types](#).

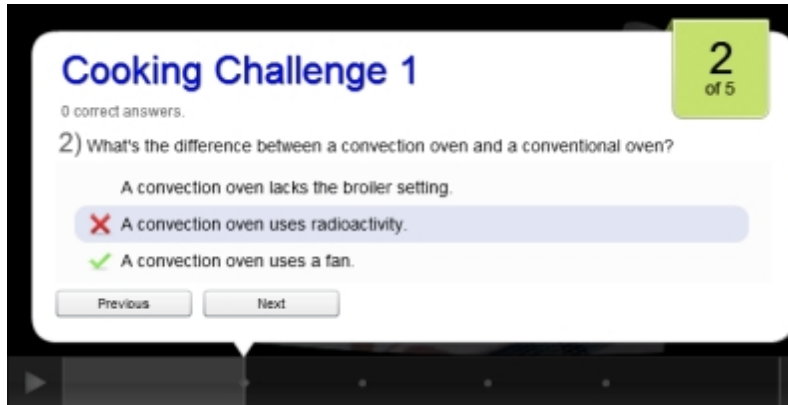
8. Enter the question in the Question field. Press **Tab** on the keyboard to move to the answer section.
9. Add the answers.

If the question type is a multiple choice, enter the all possible answers into the Answers text box.

For a fill in the blank question, enter all correct answers.

10. Choose the correct answer.
11. Use the arrow buttons to move the answers up or down in the desired order.
12. When done with the first question, click the **Preview** button to see how this question looks in the live quiz.

13. Click the **Add Question** button  to add another question to this quiz. Continue until all questions are added.
14. Do you want viewers to see their answers after they have been submitted? If yes, check that option. Viewers cannot change their answers with this option. They can only view the answer they gave along with the correct answer.

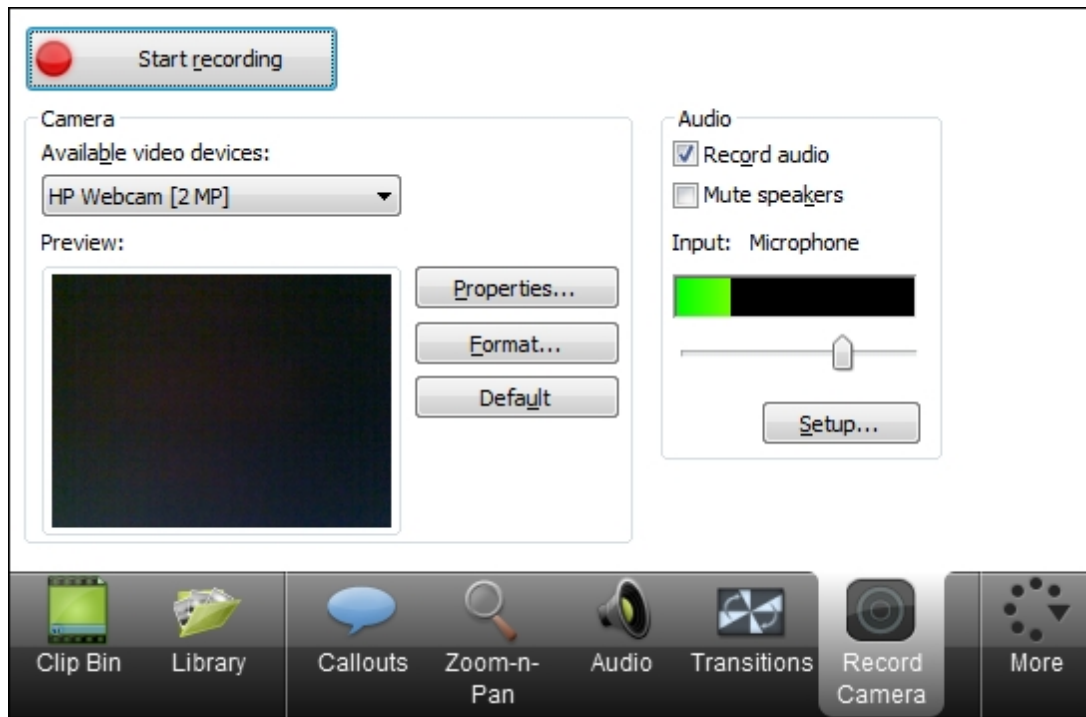


See also

- ▶ [Quiz and Survey](#)
- ▶ [Quizzes on the Timeline](#)
- ▶ [Question Types](#)

Record Camera (Webcam) Video in Editor

The Record Camera option records camera video from a Web camera and synchronizes it with the video on the timeline.



1. In Editor, position the playhead on the timeline.
2. From the **More** tab, select Record camera. The Record Camera task page appears.
3. If the camera is set up properly, the camera appears in the Available video devices dropdown.
4. Select the recording and audio options. These options are specific to the camera you are using.
5. If necessary, adjust the audio settings.
6. Click the **Start Recording** button. The video on the timeline (if applicable) plays back in the Preview Window as you record the Web camera.
7. Click the **Stop Recording** button.
8. The Save Video Capture As dialog appears. Enter a file name and click **Save**.
9. Click **Finished**.

The video clip appears in the Clip Bin and on the timeline at the location of the playhead.

See also

- ▶ [Picture-in-Picture \(PIP\)](#)
- ▶ [Choose the Editing View for the PIP Video](#)
- ▶ [Modify a Picture-in-Picture \(PIP\) Video](#)
- ▶ [Editor Audio Setup Wizard](#)
- ▶ [Record a Webcam in Camtasia Recorder](#)

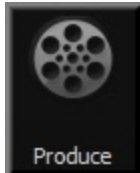
Produce and Share a Video

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.

Preset production options contain settings optimized for popular distribution methods: Screencast.com, YouTube, the Web, or mobile devices.

Produce Your First Recording

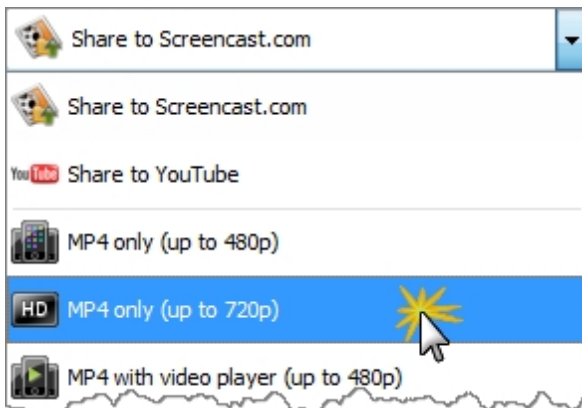
1. After recording, within Recorder's Preview Window, click **Produce**.



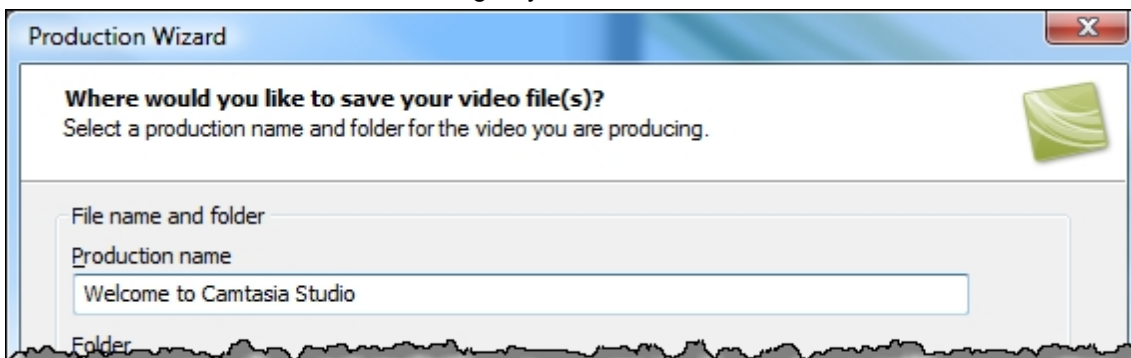
Or, within Camtasia Studio, click **Produce and Share**. The Production Wizard appears.



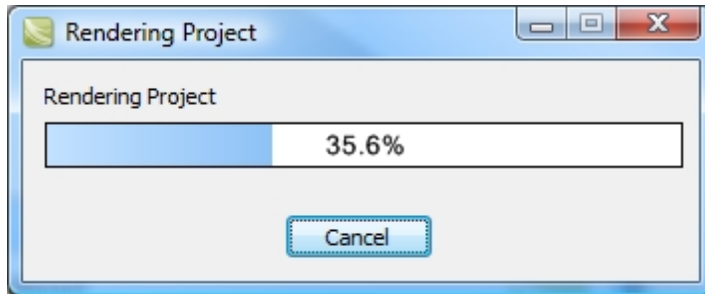
2. The default setting is the recommended video file format based on the recording dimensions, editing dimensions and / or content on the timeline. To change to another output, select an option from the dropdown:



3. Click **Next**. In the Production name field, give your video a name.



4. Click **Finish**. The rendering process begins.



5. When rendering is complete, the Production Results screen appears. This is an overview that lists the specifics of your video such as files created, duration, file size, etc.
6. Click **Finish** to close the Production Wizard.

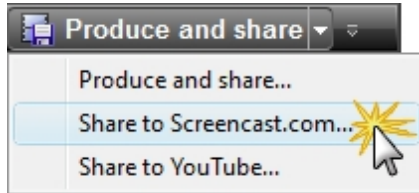
See also

- ▶ [Produce to MP4 Flash - HTML5 Player](#)
- ▶ [Produce to iPod, iPhone, or iTunes \(M4V\)](#)
- ▶ [Produce to QuickTime Movie \(MOV\)](#)
- ▶ [Produce to Windows Media Player \(WMV\)](#)
- ▶ [Produce and Share Directly to Screencast.com](#)
- ▶ [Produce and Share Directly to YouTube](#)
- ▶ [Produce Audio Only \(MP3\)](#)
- ▶ [Produce to Audio Video Interleave \(AVI\)](#)

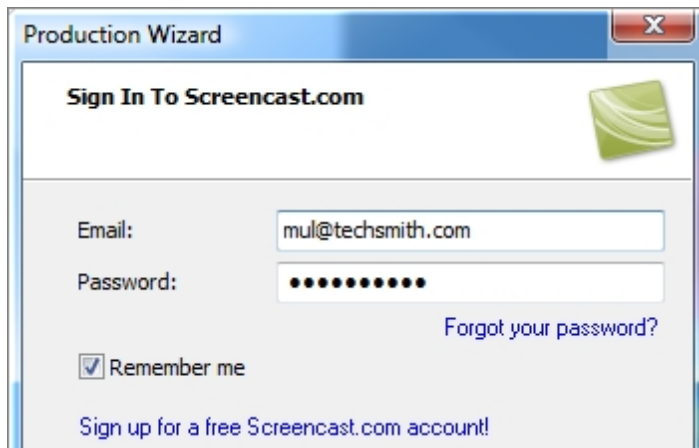
Produce and Share Directly to Screencast.com

From within Camtasia Studio

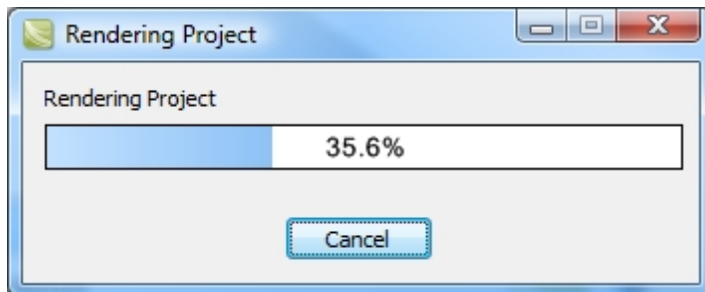
1. Within Editor, click the **Produce and Share** dropdown and select **Share to Screencast.com**.



2. The Sign In to Screencast.com screen appears. Enter your Screencast.com credentials. Click **Next**.



3. Give your video a title and select the production folder.
4. Click **Options** to choose the controller behavior or turn features on or off like quizzing, table of contents, etc.
5. Click **Finish**. The video begins the rendering process.



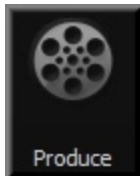
- When rendering is complete, the video appears on Screencast.com and is ready to play.



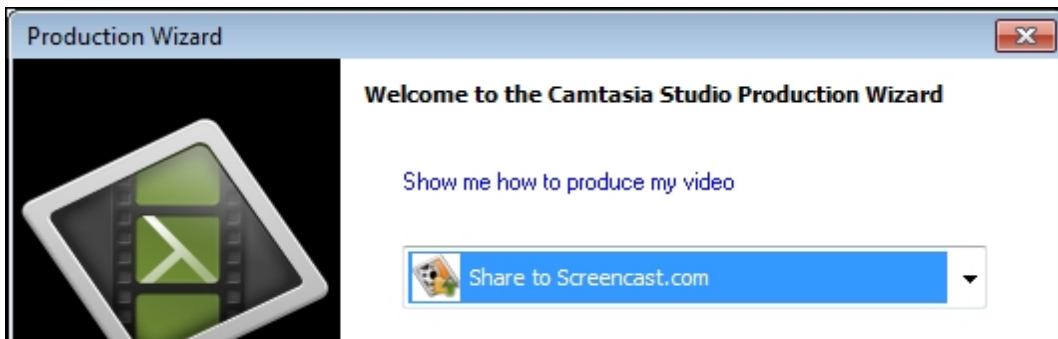
- The Production Results page appears in Editor with the share and embed code available. Click **Finish** to close the Production Wizard.

From Recorder's Preview Window

- After recording, within Recorder's Preview Window, click **Produce**.



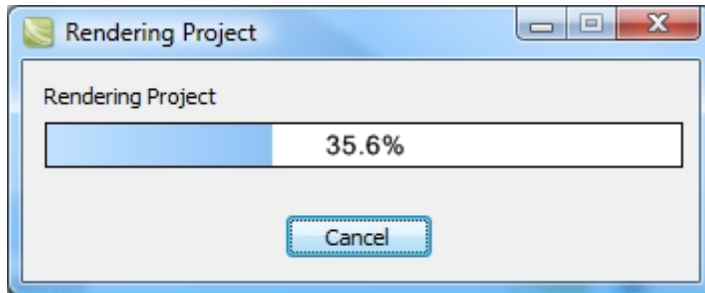
- The Production Wizard appears. From the dropdown, select **Share to Screencast.com**.



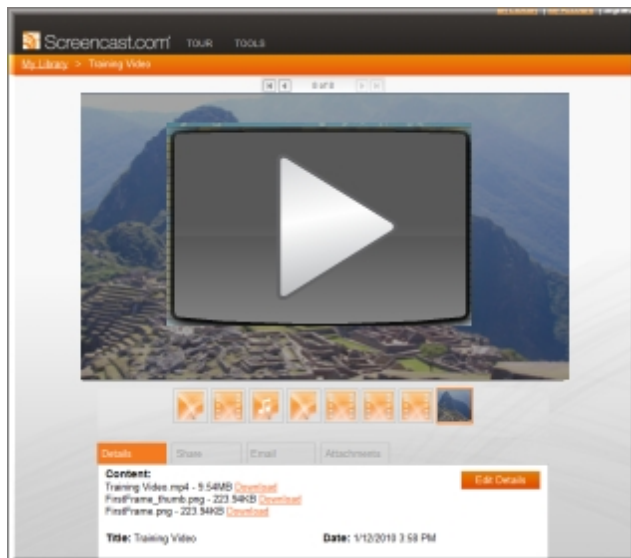
3. Click **Next**. The Sign In to Screencast.com screen appears.



4. Enter your Screencast.com credentials. Click **Next**.
5. Give your video a title and select the production folder.
6. Click **Options** to choose the controller behavior or turn features on or off like quizzing, table of contents, etc.
7. Click **Finish**. The video begins the rendering process.



8. When rendering is complete, the video appears on Screencast.com and is ready to play.



9. The Production Results page appears in Editor with the share and embed code available. Click **Finish** to close the Production Wizard.

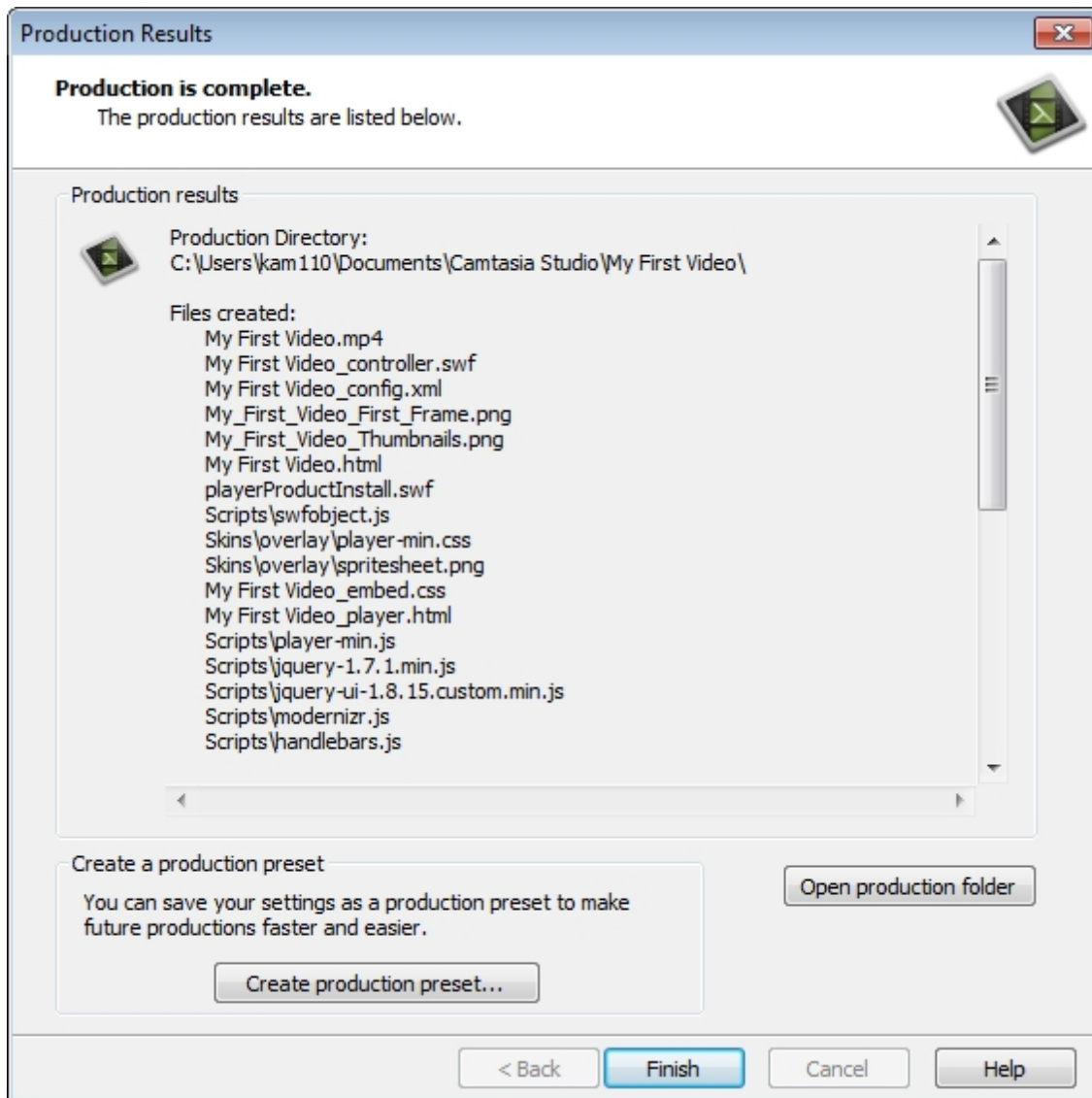
See also

- ▶ [Produce to MP4 Flash - HTML5 Player](#)
- ▶ [Produce and Share Directly to YouTube](#)

- ▶ **Produce Audio Only (MP3)**
- ▶ **Produce to Audio Video Interleave (AVI)**
- ▶ **Produce to iPod, iPhone, or iTunes (M4V)**
- ▶ **Produce to QuickTime Movie (MOV)**
- ▶ **Produce to Windows Media Player (WMV)**

ScreenCast.com Production Results

To access these options, select Camtasia Studio > Produce video as > Custom production settings > Complete the Production Wizard > Production Results.



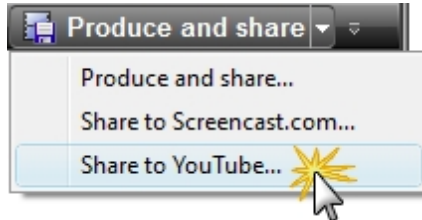
After rendering the video, the following occurs depending on the post-production options selected on the **Produce Video** screen.

- ▶ The Production Results area provides a summary of the file location, output files created, and the settings used to produce the video.
- ▶ The video plays back for your review.
- ▶ If you selected to **upload by FTP** or to Screencast.com, the dialog to upload the video appears.
- ▶ To view the production files, click the **Open Production Folder** button.
- ▶ To save the **production settings as a preset**, click the **Create Production Preset** button.
- ▶ If you uploaded directly to Screencast.com, see **ScreenCast.com Production Results**.

Produce and Share Directly to YouTube

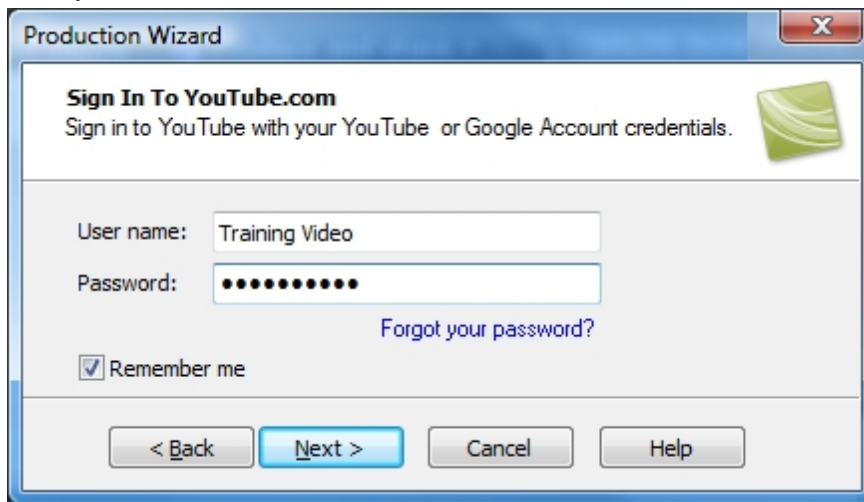
From within Camtasia Studio

1. Within Editor, click the **Produce and Share** dropdown and select **Share to YouTube**.

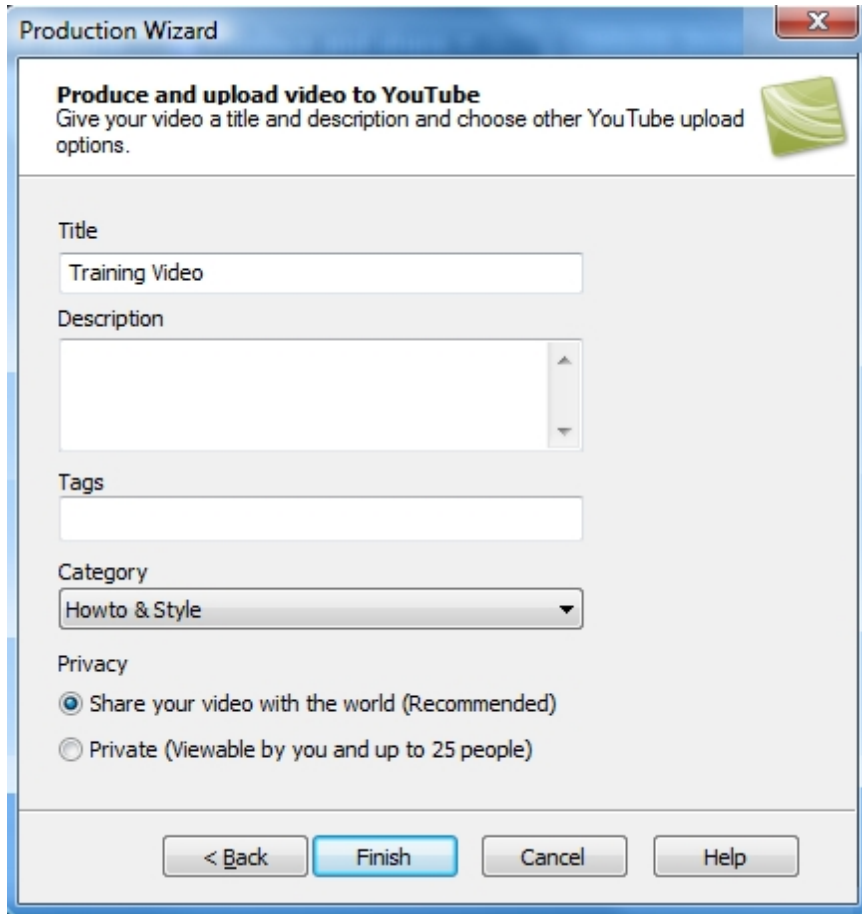


The Sign In to YouTube screen appears.

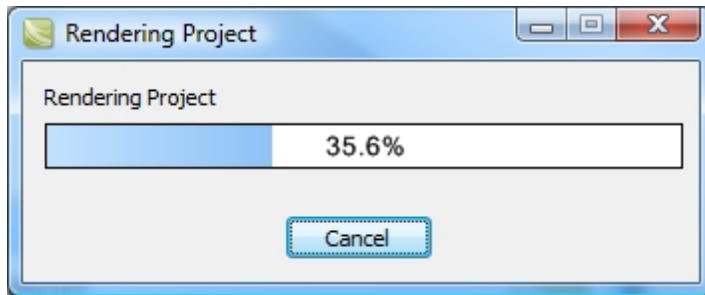
2. Enter your YouTube credentials. Click **Next**.



3. Give your video a title, choose the category, and select other YouTube options.



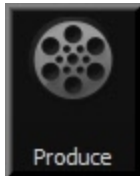
4. Click **Finish**. The video begins the rendering process.



5. When rendering is complete, the video appears on YouTube and is ready to play.

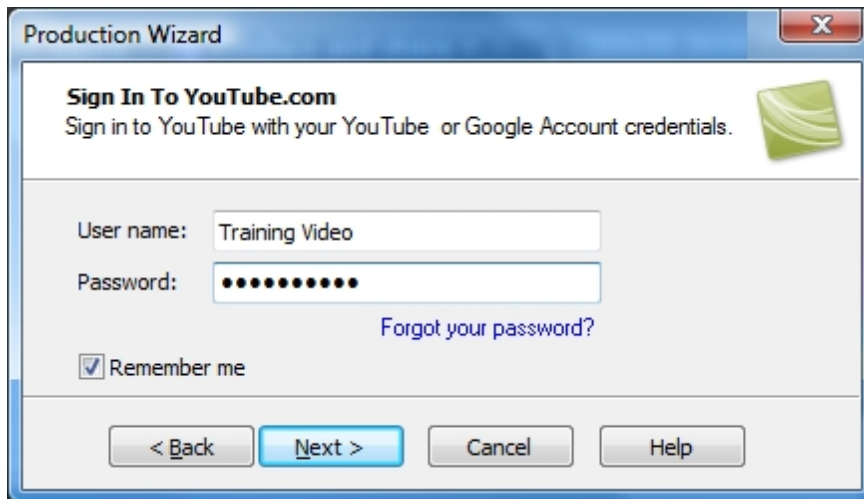
From Recorder's Preview Window

1. After recording, within Recorder's Preview Window, click **Produce**.



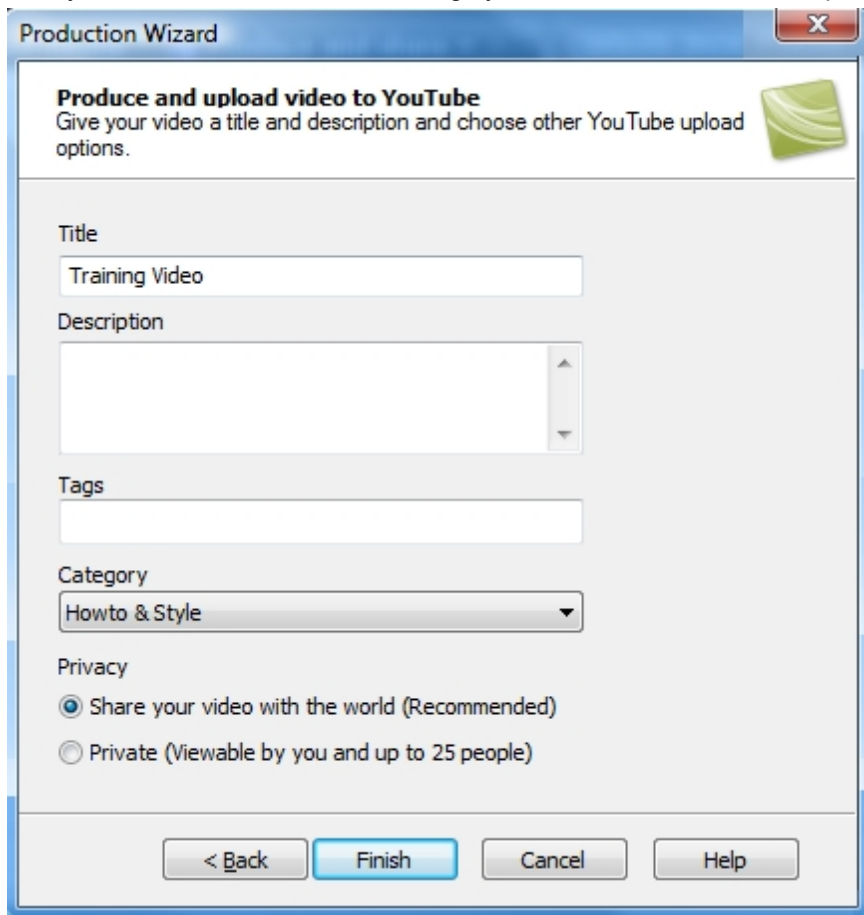
2. The Production Wizard appears. From the dropdown menu, select **Share to YouTube**.

3. Click **Next**. The Sign In to YouTube screen appears.



The screenshot shows a window titled "Production Wizard" with a close button (X) in the top right corner. The main heading is "Sign In To YouTube.com" with a sub-heading "Sign in to YouTube with your YouTube or Google Account credentials." and a green icon. Below this, there are two input fields: "User name:" containing "Training Video" and "Password:" with masked characters. A link "Forgot your password?" is positioned below the password field. A checkbox labeled "Remember me" is checked. At the bottom, there are four buttons: "< Back", "Next >" (highlighted in blue), "Cancel", and "Help".

4. Enter your YouTube credentials. Click **Next**.
5. Give your video a title, choose the category, and select other YouTube options.



The screenshot shows a window titled "Production Wizard" with a close button (X) in the top right corner. The main heading is "Produce and upload video to YouTube" with a sub-heading "Give your video a title and description and choose other YouTube upload options." and a green icon. Below this, there are several input fields and options: "Title" (containing "Training Video"), "Description" (a large text area), "Tags" (a text area), "Category" (a dropdown menu set to "Howto & Style"), and "Privacy" (two radio buttons: "Share your video with the world (Recommended)" which is selected, and "Private (Viewable by you and up to 25 people)"). At the bottom, there are four buttons: "< Back", "Finish" (highlighted in blue), "Cancel", and "Help".

6. When rendering is complete, the video appears on YouTube and is ready to play.

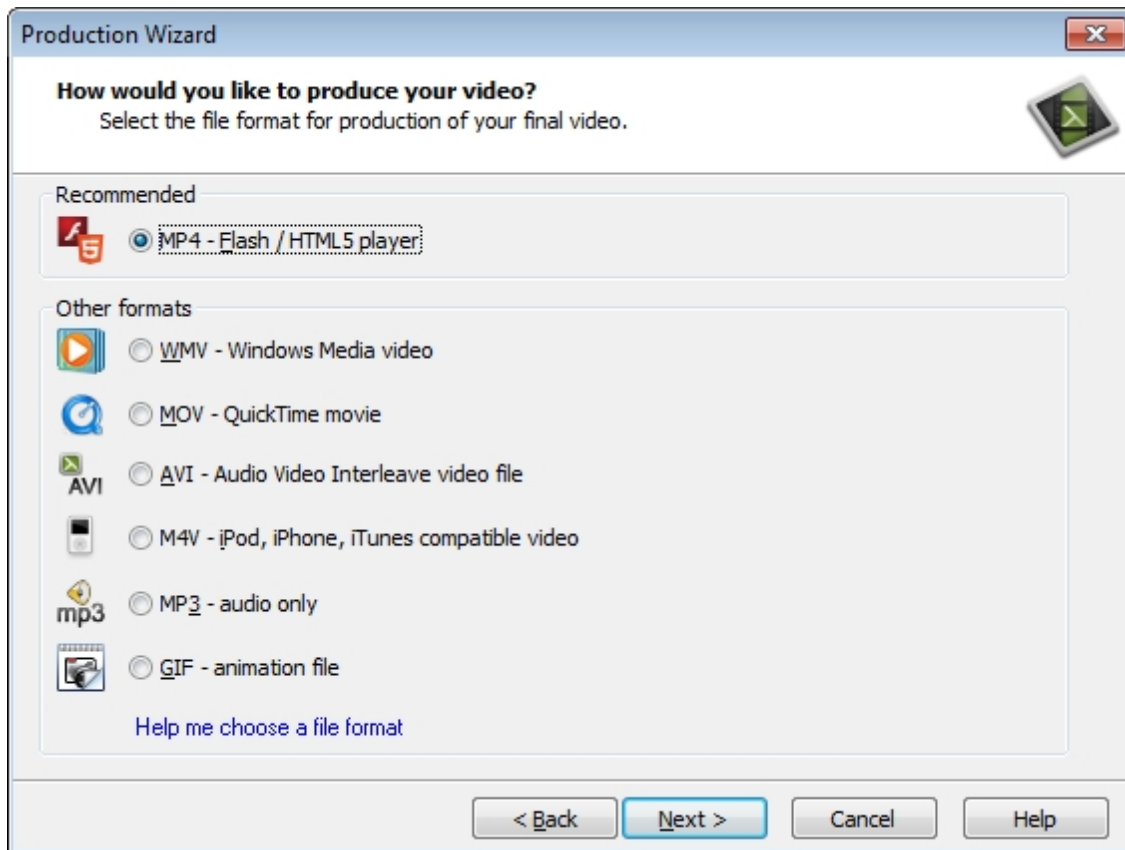
See also

- ▶ [Produce to MP4 Flash - HTML5 Player](#)
- ▶ [Produce and Share Directly to Screencast.com](#)
- ▶ [Produce Audio Only \(MP3\)](#)

- ▶ **Produce to Audio Video Interleave (AVI)**
- ▶ **Produce to iPod, iPhone, or iTunes (M4V)**
- ▶ **Produce to QuickTime Movie (MOV)**
- ▶ **Produce to Windows Media Video (WMV)**

Produce Using Custom Production Settings

The Custom production settings option allows you to select detailed production options and save the settings as a preset for future use.



For detailed instructions for each file type, see:

- ▶ [Flash and HTML5 Player Options](#)
- ▶ [Produce to Windows Media Video \(WMV\)](#)
- ▶ [Produce to QuickTime Movie \(MOV\)](#)
- ▶ [Produce to Audio Video Interleave \(AVI\)](#)
- ▶ [Produce to iPod, iPhone, or iTunes \(M4V\)](#)
- ▶ [Produce Audio Only \(MP3\)](#)
- ▶ [Produce an Animated File \(GIF\)](#)

Production File Format Overview

File Type	File Extension	Distribution	Strengths	Weaknesses
MPEG-4 video	MP4	Web, Local, Mobile, CD, DVD	<ul style="list-style-type: none"> ▶ Excellent quality ▶ Small file size ▶ Plays on most desktop browsers and newer smartphones and tablets ▶ Broad adoption and support for this format ▶ Best format for sharing 	<ul style="list-style-type: none"> ▶ Not supported by all browsers if the Flash player is not installed
Windows Media Video	WMV	Web, Local, CD, DVD	<ul style="list-style-type: none"> ▶ Plays in Windows Media Player on most Windows PCs ▶ Excellent quality ▶ Small file size 	<ul style="list-style-type: none"> ▶ Requires Windows Media Player or Silverlight player ▶ Does not play natively on Macs ▶ Limited mobile playback support
QuickTime Movie	MOV	Web, Local, CD, DVD	<ul style="list-style-type: none"> ▶ Plays in iTunes or QuickTime player on Windows ▶ Native video format for Macs ▶ Cross platform 	<ul style="list-style-type: none"> ▶ Requires iTunes or QuickTime player to be installed on Windows ▶ Limited mobile playback support
Audio Video Interleaved	AVI	Not intended for distribution	<ul style="list-style-type: none"> ▶ Vendor neutral format ▶ A good format for use with video editors ▶ Standard format 	<ul style="list-style-type: none"> ▶ Not a good choice as a sharable format ▶ Specific audio and video codecs required if played on another machine
MP3 Audio	MP3	Web, Local, CD	<ul style="list-style-type: none"> ▶ Excellent audio quality ▶ Small file size ▶ Standard format 	<ul style="list-style-type: none"> ▶ Audio only format
QuickTime M4V Video	M4V	Sync with iPod, iPhone, and iPad via iTunes	<ul style="list-style-type: none"> ▶ Compatible with older video-capable iPods and iPhones 	<ul style="list-style-type: none"> ▶ Small dimensions ▶ Being replaced by MP4

Animated GIF	GIF	Embed in email or web page	<ul style="list-style-type: none">▶ Small file size▶ Can be embedded into an email or other places where an image can be used.	<ul style="list-style-type: none">▶ Cannot include audio▶ Poor visual quality▶ Limited to 256 colors▶ Limited to short durations
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Produce to MP4 Flash / HTML5 Player

The MP4 Flash file format creates a high quality, low file size video for playback on multiple Web browsers and mobile devices.

To Produce to MP4 Flash Format

1. In Camtasia Studio, click **Produce and Share**.



2. The Production Wizard appears. Select Custom production settings from the dropdown. Click **Next**.
3. Select the **MP4 Flash / HTML5 player** output option. Click **Next**.
4. In the **Flash / HTML5 Player Options** screen, select a controller theme, choose the features to include in the video, and more. Click **Next**.
5. Select the Video Options. Click **Next**.
6. **Customize TOC** (if markers or quiz are in the video). Click **Next**.
7. **Customize Quiz** (if there is a quiz in the video). Click **Next**.
8. On the Produce Video screen, enter a production name, select the **post production** and upload options.
9. Click **Finish**. The video begins to render.
10. When video is complete, read the Production Results screen then click **Finish**.

See also

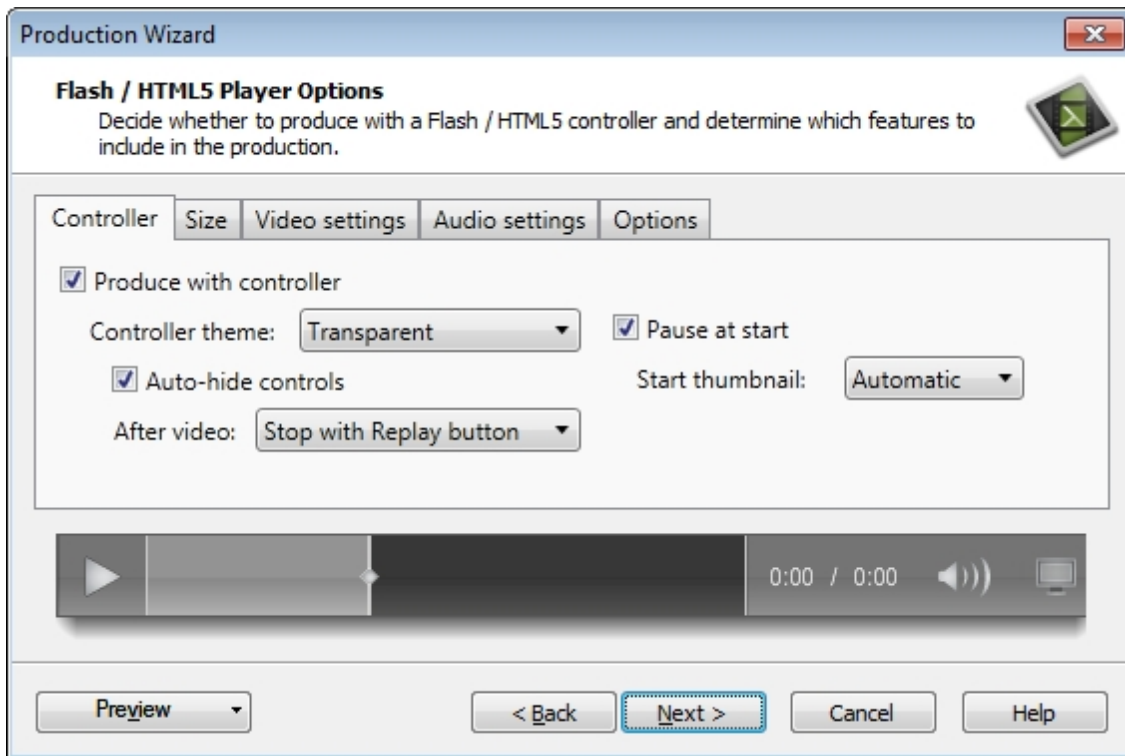
- ▶ [Produce and Share Directly to Screencast.com](#)
- ▶ [Produce and Share Directly to YouTube](#)
- ▶ [Produce Audio Only \(MP3\)](#)
- ▶ [Produce to Audio Video Interleave \(AVI\)](#)
- ▶ [Produce to iPod, iPhone, or iTunes \(M4V\)](#)
- ▶ [Produce to QuickTime Movie \(MOV\)](#)
- ▶ [Produce to Windows Media Video \(WMV\)](#)

Flash / HTML 5 Player Options

To access these options, select Camtasia Studio > Produce and Share button > Custom production settings > Next > MP4 - Flash/HTML 5 Player > Next.

Flash/HTML 5 Player Options

The Flash/HTML 5 Player options allow you to choose the look of the controller, turn features on or off in your video, and adjust video settings like quality, keyframes, and more.

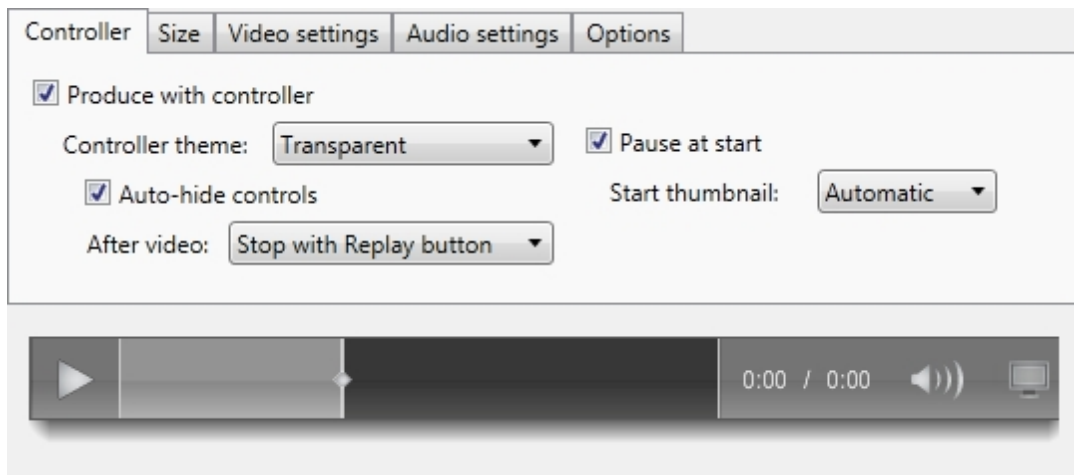


Continue with

- ▶ **Controller Tab**
- ▶ **Size Tab**
- ▶ **Video Settings Tab**
- ▶ **Audio Settings Tab**
- ▶ **Options Tab**

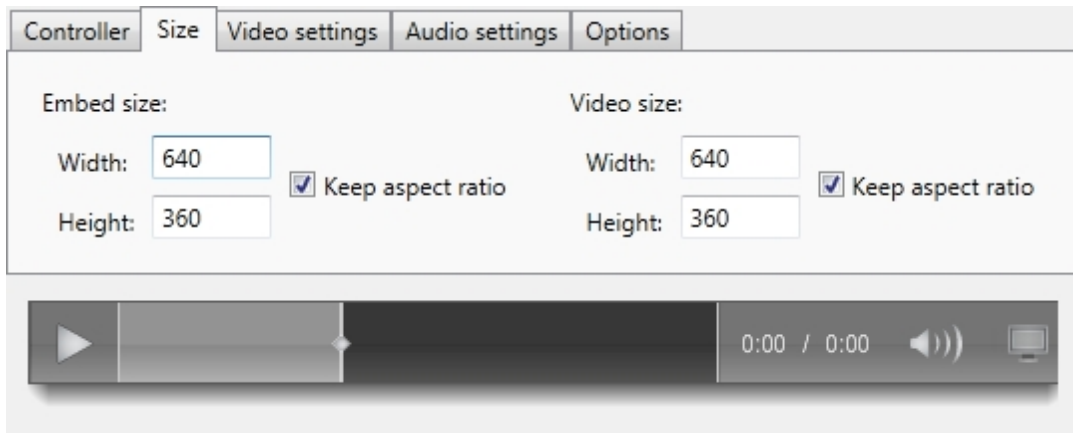
Controller Tab

In this tab, choose the controller theme (look) and the video start/stop actions.



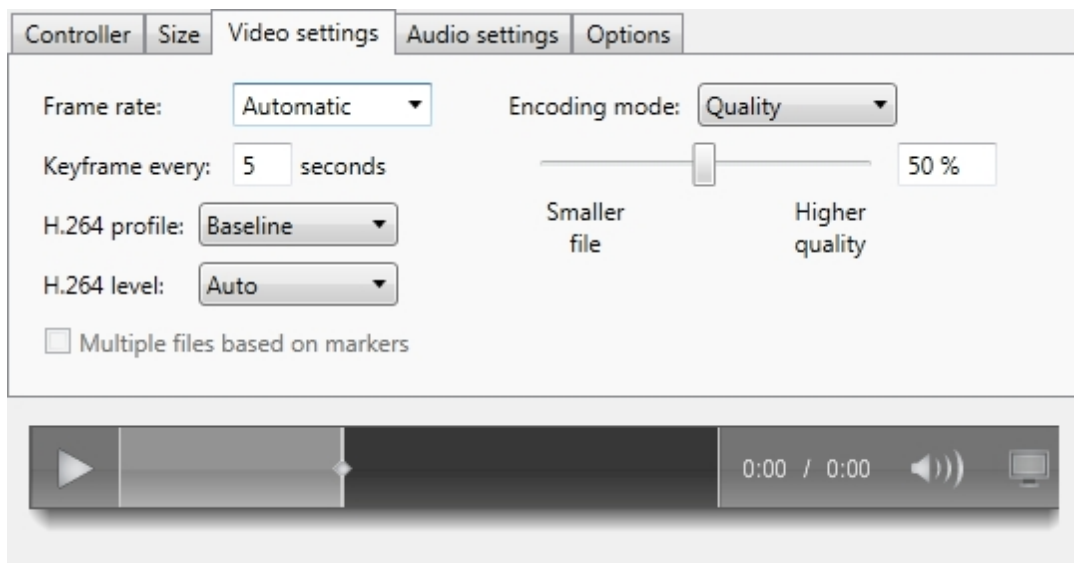
Option	Description
Produce with controller	<p>Turn the video controller on or off.</p> <p>If you only want to produce a video file, uncheck this option.</p> <p>When unchecked, Camtasia Studio features like quizzes, hotspots, table of contents, and closed captions are not included in the video.</p>
Controller Theme	<p>From the dropdown, choose the look of the controller. A preview is seen below the options.</p>
Pause at Start	<p>When checked, the video begins in a paused state. The viewer must click the play button to view the video.</p> <p>When unchecked, the video begins immediately.</p>
Start Thumbnail	<p>Choose an image that displays before the video begins.</p> <p>When Pause at Start is unchecked, you cannot choose a start thumbnail.</p>
Auto-Hide Controls	<p>When checked, the playback controls appear when the mouse is moved over the video.</p> <p>When unchecked, the playback controls are always visible.</p>
After Video	<p>Options for when the video ends includes:</p> <ul style="list-style-type: none"> ▶ Stop with replay button: The video stops and displays the last frame of the video with a replay button. ▶ Stop: The video stops on the last frame. Viewer must use the playback controls to replay video. ▶ Loop playback: Continuously plays the video. ▶ Go to URL : Open a URL in the viewer's default web browser.

Size Tab



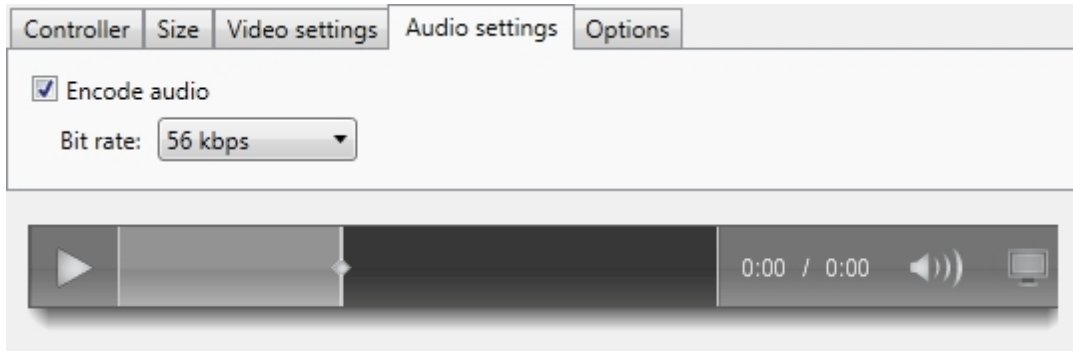
Option	Description
Embed Size	<p>The size of the frame in the HTML page, where the video is initially displayed.</p> <p>When the Embed size and Video size are the same:</p> <ul style="list-style-type: none"> ▶ The quality of the embedded video is the best it can be since no scaling is being done to the video at playback time. ▶ In full screen mode, the quality does not look better. <p>When the Embed size is smaller than the Video size:</p> <ul style="list-style-type: none"> ▶ In full screen mode, the quality looks better. ▶ The video's file size is larger, and takes longer to download.
Video Size	<p>The size that the video is produced at.</p> <ul style="list-style-type: none"> ▶ The video size should never be less than the embed size.
Keep aspect ratio	Maintain the current aspect ratio of the video when resizing.

Video Settings Tab



Option	Description
Frame Rate	<ul style="list-style-type: none"> ▶ The Automatic option preserves the highest frame rate for all clips on the timeline. To decrease the file size, select a lower frame rate. ▶ Decreasing the frame rate to reduce the bandwidth required by the video stream may cause the video to appear choppy during playback.
Encoding Mode	<p>Select an option from the dropdown and then use the slider to adjust the quality.</p> <ul style="list-style-type: none"> ▶ The Quality (strongly recommended) encoding mode allows the bitrate to vary as needed to achieve a given quality without unnecessarily increasing file size. ▶ The Bitrate encoding mode sets the maximum data transfer rate (in kBps). A lower bitrate produces a smaller file size but may decrease the video quality.
Keyframe every	<ul style="list-style-type: none"> ▶ Key frames determine accuracy when seeking through a video. ▶ To decrease file size, increase the number of seconds between key frames.
H.264 profile	<p>The default option is recommended.</p> <p>Do not change this setting unless you are familiar with H.264 encoding options.</p>
H.264 level	<p>The default option is recommended.</p> <p>Do not change this setting unless you are familiar with H.264 encoding options.</p>
Multiple files based on markers	<p>Produce a separate video production for each marker on the timeline.</p>

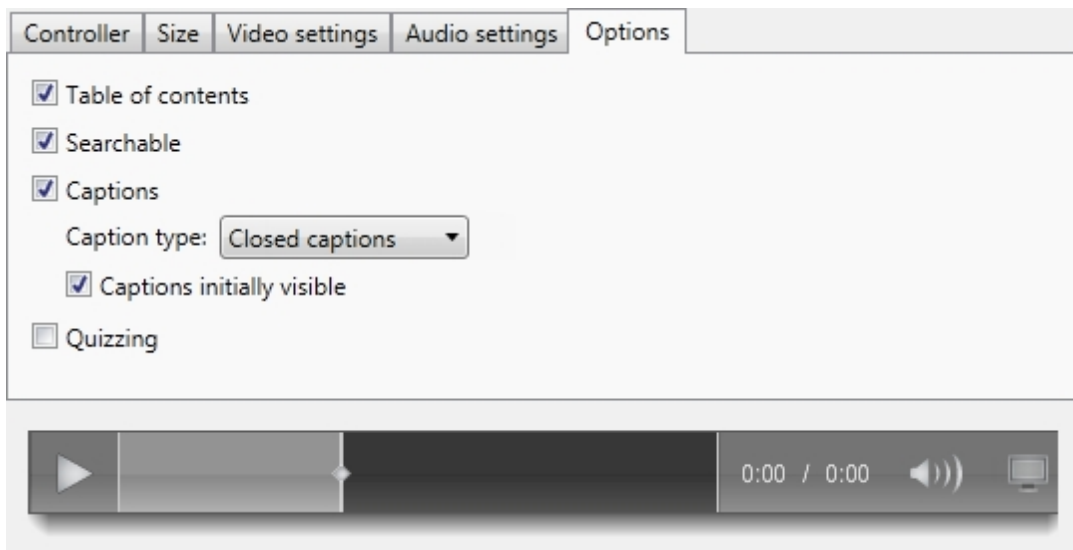
Audio Settings Tab



Option	Description
Encode Audio	<ul style="list-style-type: none"> Select the audio bitrate from the dropdown. Disable this option if you do not want to include audio in the final video.

Options Tab

In this tab, choose the features to include in the video. Options that are grayed out are not available.



Option	Description
Table of Contents	<p>Check to include a table of contents in the video.</p> <p>If you have markers in your video, these can be used to include a table of contents in the final video.</p> <p>You are able to rename the markers and choose which markers to include in the table of contents in the Production Wizard's Marker options screen.</p>
Searchable	<p>Check to make the video searchable.</p> <p>The Searchable feature adds a search pane to the video and allows viewers to</p>

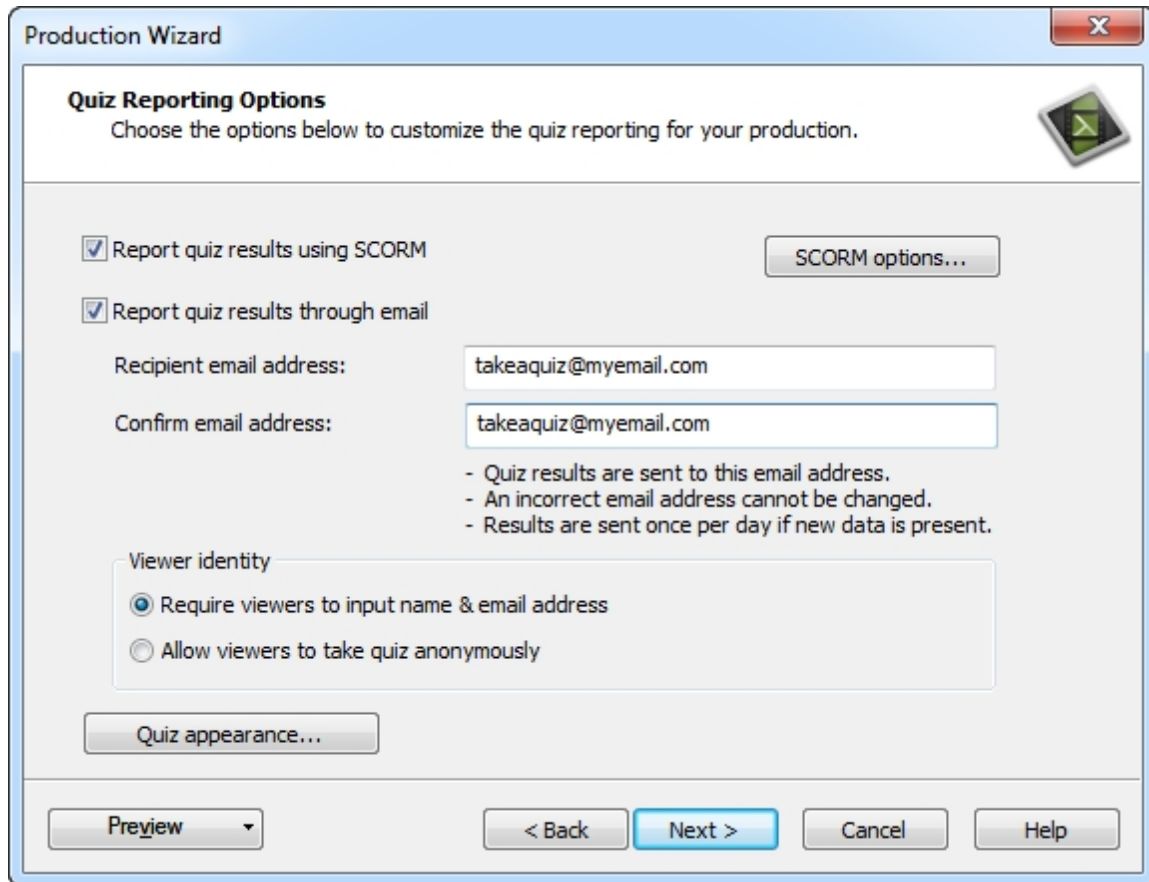
	<p>search for text in captions, PowerPoint slides, PowerPoint notes, and markers. Viewers can click a search result to jump to that location in the video.</p>
<p>Captions</p>	<p>Check to include captions in the video.</p> <p>Caption type options include:</p> <ul style="list-style-type: none"> ▶ Closed captions: Captions can be turned on and off by the viewer via a CC button on the controller. Captions are overlaid on the video. ▶ Burned in captions: Captions become a permanent part of the video and cannot be turned off. ▶ Under video captions Space is added under the video and captions are placed in that space. With this option, the video's dimensions will be increased to accommodate the captions. <p>Caption initially visible:</p> <ul style="list-style-type: none"> ▶ When checked, captions are seen when the video begins playing. ▶ Only available with the Closed Captions option. ▶ Uncheck to hide captions when video first plays. Viewers must turn captions on via a CC button on the controller.
<p>Quizzing</p>	<p>Check to include quizzes in the video.</p> <p>You are able to choose the reporting and viewer options in the Production Wizard's Quiz Reporting options screen.</p>

Quiz Reporting Options

Camtasia Studio > Produce and Share button > Custom production settings > Next > MP4 - Flash / HTML 5 Player > Next > Video Options > Next > Marker Options > Next > Quiz Reporting Options.

Quiz Reporting Options

You can report the results of the quiz through email or via a SCORM-compliant Learning Management System (LMS).



Production Wizard

Quiz Reporting Options
Choose the options below to customize the quiz reporting for your production.

Report quiz results using SCORM SCORM options...

Report quiz results through email

Recipient email address:

Confirm email address:

- Quiz results are sent to this email address.
- An incorrect email address cannot be changed.
- Results are sent once per day if new data is present.

Viewer identity

Require viewers to input name & email address

Allow viewers to take quiz anonymously

Quiz appearance...

Preview < Back Next > Cancel Help

Option	Description
Report quiz results using SCORM	Provides a packaged eLearning lesson with the video using SCORM. Click the SCORM Options button to select the eLearning manifest options.

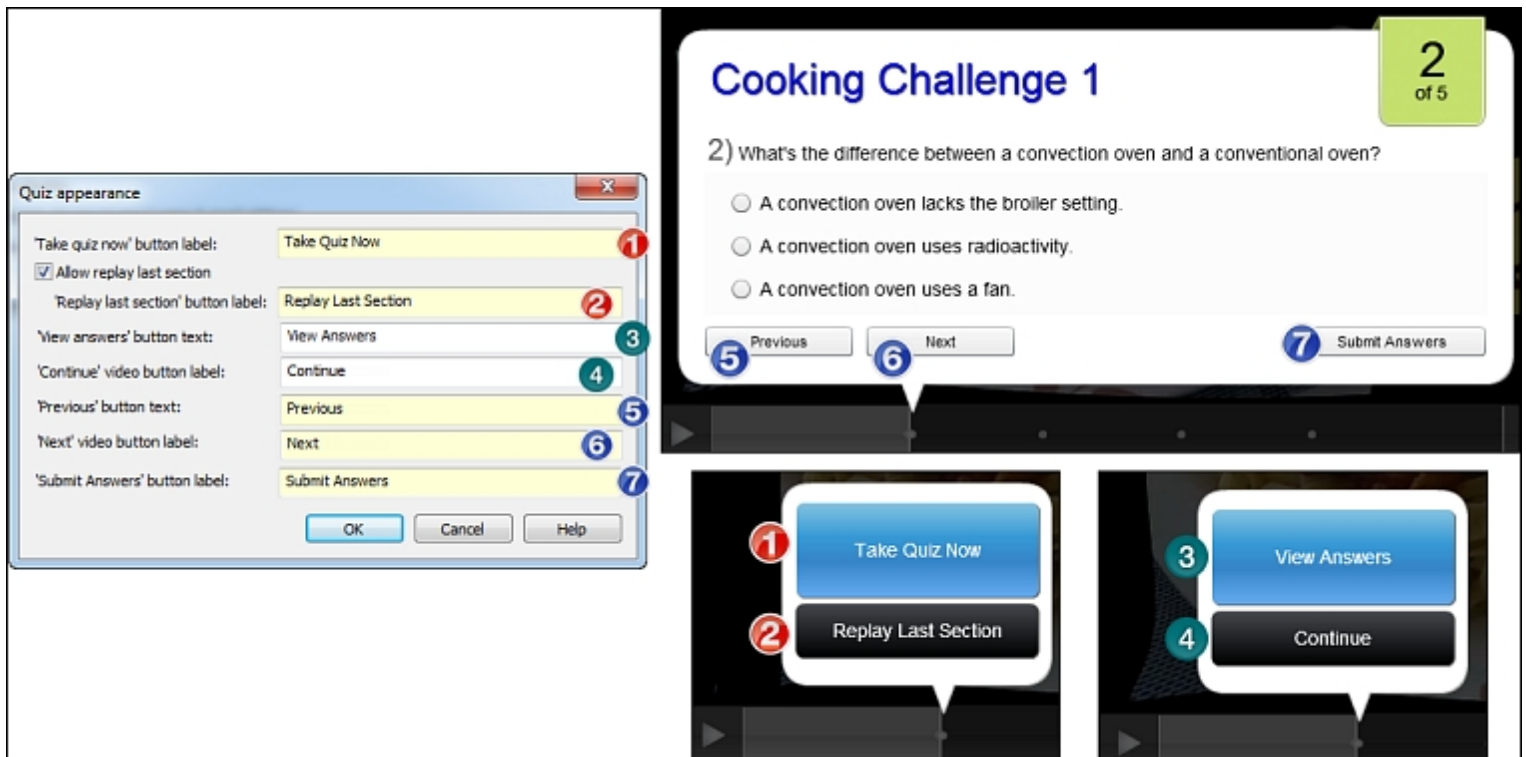
Option	Description
Report quiz results through email	Enter, then re-enter, the email address of the person to receive the quiz reports. <ul style="list-style-type: none"> ▶ The email address must match in both fields. ▶ Quiz results are sent to the recipient once each day if new data is present via the Camtasia Quiz Service. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">An incorrect email address cannot be changed later.</div>
Viewer Identity	Choose viewer identity requirements. Require a name and email from the viewer taking the quiz / survey or allow them to take the quiz / survey anonymously.
Quiz appearance	Customize how your quiz or survey appears to your viewers.

Quiz Appearance

Click the **Quiz appearance** button to change the text viewers see when they take the quiz or survey.

For example, if you create a survey instead of a quiz, you could change the **Take quiz now** button to read "Take survey now."

The following image shows where each field in the Quiz appearance dialog box appears in the quiz or survey.



Camtasia Quiz Service

You will receive the results of the quiz through email via the Camtasia Quiz Service.

- ▶ The quiz service takes the collected quiz data and sends it to the quiz creator in the form of two CSV reports:
 - The **Summary report** contains a total score and percentage for each person, per video. While a video may have several quizzes, the summary report combines the scores from all quizzes in the video to give one overall score.
 - The **Detailed report** contains a time stamp, detailed question/answer scores, text field entries, and more.
- ▶ The reports are in Comma Delimited, CSV text file format. This format is best viewed in a program that allows you to easily manipulate data in columnar format like Microsoft Excel or Google Spreadsheets.
- ▶ Reports are sent once each day. No reports are sent if there is no new data collected.
- ▶ Reports aggregate data. So, each report contains both old and new data.
- ▶ You cannot unsubscribe from the Quiz Service. The only way to stop getting reports is to stop having people take the quiz or take the video down from the Web.
- ▶ You cannot change the reporting email address.
- ▶ Reports are delivered in an email similar to the following:



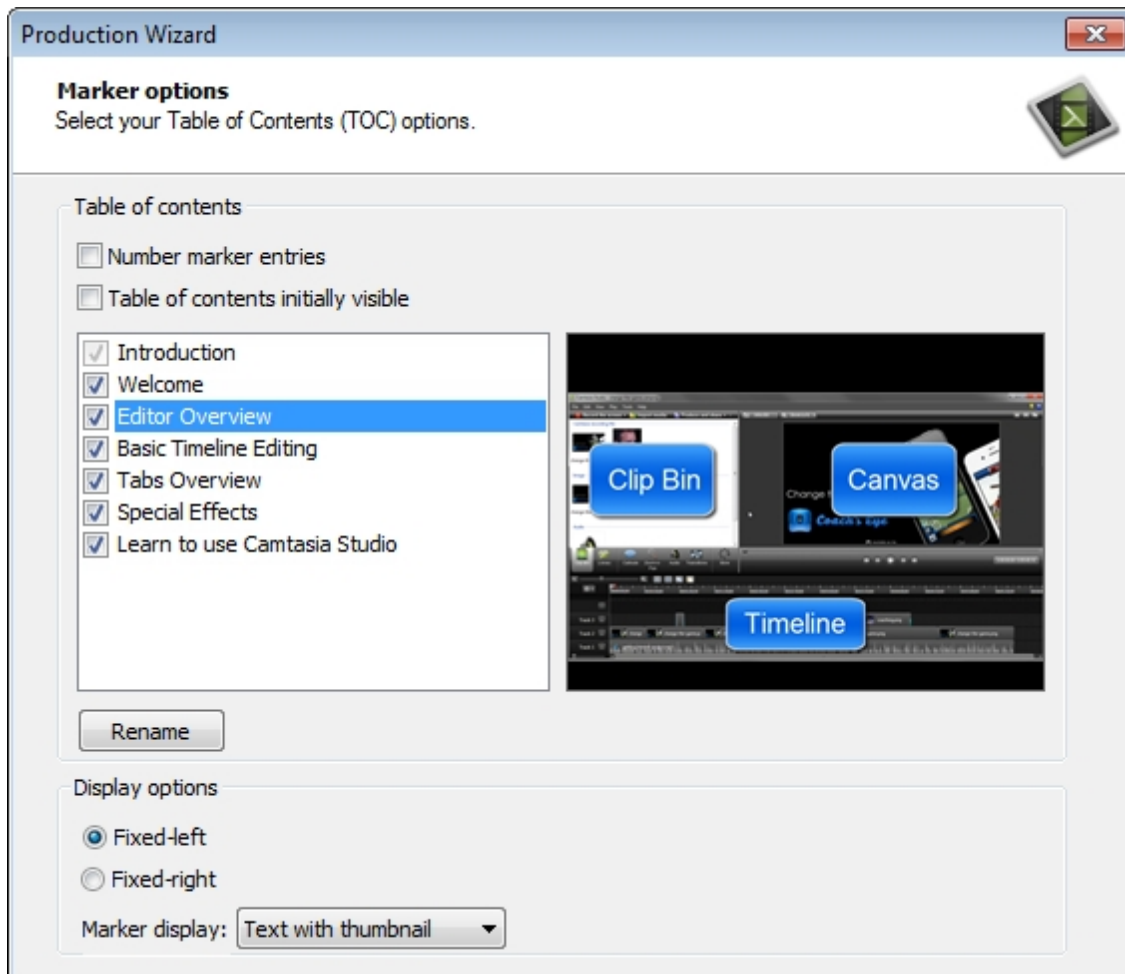
Marker Options (Customize the Table of Contents)

To access these options, select Camtasia Studio > Produce and Share button > Custom production settings > Next > MP4 - Flash / HTML 5 Player > Next > Video Options > Next > Marker Options.

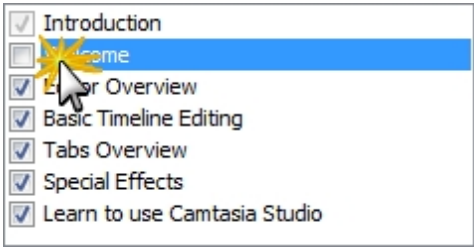

Marker/Table of Contents Options

Markers automatically create navigation points in a video. When you include a table of contents (TOC) in the video, the markers appear as interactive hyperlinks in the table of contents.

To edit and customize the table of contents, select from the following options:



Option	Description
Number marker entries	Number the table of contents entries sequentially in the produced TOC.
Table of contents initially visible	Check to show the table of contents when the video plays. If unchecked, the viewer will need to turn on the TOC via a button on the video controller.
Enable or disable	Disable the markers you do not want to appear in the table of contents.

Option	Description
markers for TOC entries	
Rename	To rename a TOC entry, double-click the entry in the list and type a new name. Or, select the entry from the list and click Rename .
Fixed Left	Choose to position TOC on the left side of the video.
Fixed Right	Choose to position TOC on the right side of the video.
Marker Display	<p>Text with thumbnail: TOC shows both the thumbnail and the text</p> <p>Text only: TOC shows only the text</p> <p>Thumbnail only: TOC shows only the thumbnail</p> 

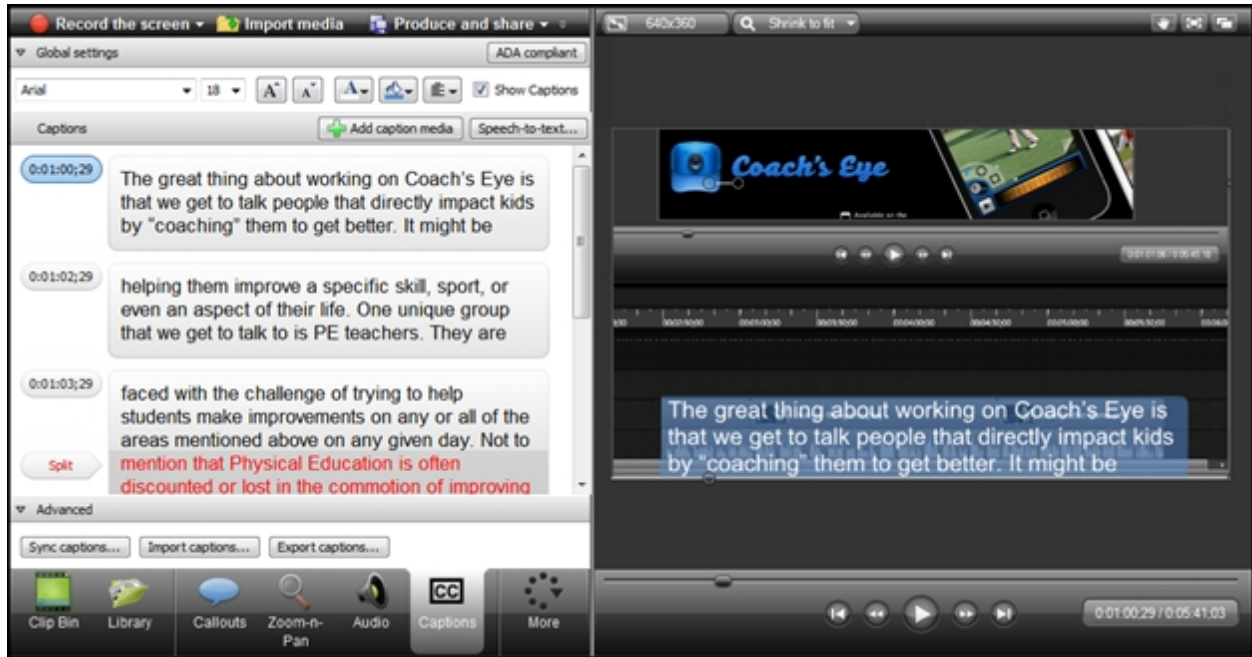
See also

- ▶ [Add Markers While Recording](#)
- ▶ [Markers](#)

Video Production Caption Settings

To access the caption settings, in Editor, click the Captions tab.

For closed or open captions to appear in the final video, certain settings must be applied in both the Captions task page and Production Wizard.



Production options for captions include:

- ▶ **Produce Closed Captions with or without Search Capability**
- ▶ **Produce Open Captions with or without Search Capability**
- ▶ **Add Captions Under the Video**
- ▶ **Hide Captions in Produced Video**

Produce Closed Captions with or without Search Capability

The Searchable feature adds a search pane to the video and allows viewers to search for text in captions, PowerPoint slides, PowerPoint notes, and **markers**.

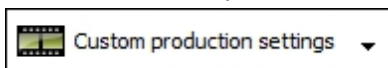
Only PowerPoint presentations recorded as CAMREC recording files can be made searchable.

- ▶ Viewers can click a search result to jump to that location in the video.
- ▶ Closed captions can be turned on and off by the viewer via a CC button on the controller.

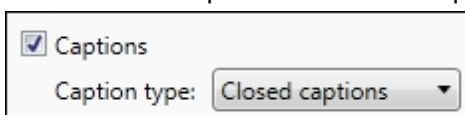


Produce a Searchable Video With Closed Captions

1. In Editor, after all editing is complete, click the **Captions** tab. If it is not in view, click the **More** tab. From the list, select Captions. The Captions task page appears.
2. **Add captions** to the timeline.
3. When done, click the **Produce and Share** button. The Production Wizard appears.
4. Select the Custom production settings option from the dropdown menu. Click **Next**.



5. Select the MP4 Flash / HTML5 Player option. Click **Next**.
6. On the Flash / HTML5 Player Option screen, click the Options tab.
7. Make sure the Captions and Closed Captions options are selected.



- To have the captions visible when the video first begins playing, check the Captions initially visible option.

Captions initially visible

- To make your video searchable, enable the Searchable option.

Searchable

If you do not want to allow viewers to search the video, leave this option unchecked.

- Click **Next**. Step through the remainder of the Production Wizard.

See also:

- ▶ [ADA Compliancy](#)
- ▶ [Add Captions by Synchronizing Text and Audio](#)
- ▶ [Manually Add Captions](#)
- ▶ [Speech-to-Text Captions](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)
- ▶ [Flash and HTML5 Player Options](#)

Produce Open Captions with or without Search Capability

The Searchable feature adds a search pane to the video and allows viewers to search for text in captions, PowerPoint slides, PowerPoint notes, and **markers**.

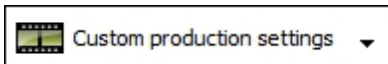
Only PowerPoint presentations recorded as CAMREC recording files can be made searchable.

- ▶ Viewers can click a search result to jump to that location in the video.
- ▶ Open captions cannot be turned on and off by the viewer.



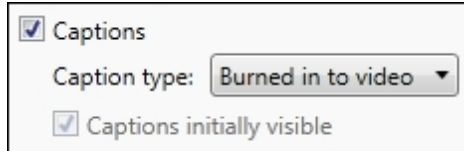
Produce a Searchable Video With Open Captions

1. In Editor, after all editing is complete, click the **Captions** tab. If it is not in view, click the **More** tab. From the list, select Captions. The Captions task page appears.
2. **Add captions** to the timeline.
3. When done, click the **Produce and Share** button. The Production Wizard appears.
4. Select the Custom production settings option from the dropdown menu. Click **Next**.



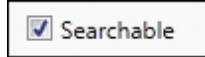
5. Select the MP4 Flash / HTML5 Player option. Click **Next**.
6. On the Flash / HTML5 Player Option screen, click the Options tab.

7. Make sure the Captions and Burned into video options are selected.



Captions
Caption type: Burned in to video ▼
 Captions initially visible

8. To make your video searchable, enable the Searchable option.



Searchable

If you do not want to allow viewers to search the video, leave this option unchecked.

9. Click **Next**. Step through the remainder of the Production Wizard.

See also:

- ▶ [ADA Compliancy](#)
- ▶ [Add Captions by Synchronizing Text and Audio](#)
- ▶ [Manually Add Captions](#)
- ▶ [Speech-to-Text Captions](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)

Produce with Captions Under the Video with or without Search Capability

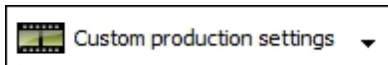
The **Under video captions** option in the production wizard adds blank vertical space to the video and places the captions under the video in that space. Captions placed under the video are not Closed captions and cannot be turned off.

The Searchable feature adds a search pane to the video and allows viewers to search for text in captions, PowerPoint slides, PowerPoint notes, and **markers**. Viewers can click a search result to jump to that location in the video.

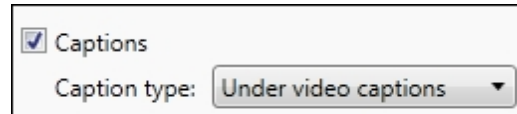
Only PowerPoint presentations recorded as CAMREC recording files can be made searchable.

Produce a Searchable Video With Captions Under the Video

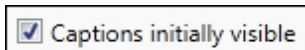
1. In Editor, after all editing is complete, click the **Captions** tab. If it is not in view, click the **More** tab. From the list, select Captions. The Captions task page appears.
2. **Add captions** to the timeline.
3. When done, click the **Produce and Share** button. The Production Wizard appears.
4. Select the **Custom production settings** option from the dropdown menu. Click **Next**.



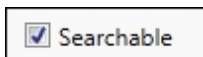
5. Select the **MP4 Flash / HTML5 Player** option. Click **Next**.
6. On the Flash / HTML5 Player Option screen, click the Options tab.
7. Make sure the **Captions** and **Under video captions** options are selected.



8. To have the captions visible when the video first begins playing, check the **Captions initially visible** option.



9. To make your video searchable, enable the **Searchable** option.



If you do not want to allow viewers to search the video, leave this option unchecked.

10. Click **Next**. Step through the remainder of the Production Wizard.

See also:

- ▶ [ADA Compliancy](#)
- ▶ [Add Captions by Synchronizing Text and Audio](#)
- ▶ [Manually Add Captions](#)
- ▶ [Speech-to-Text Captions](#)
- ▶ [Import and Export Captions](#)
- ▶ [Edit Captions](#)
- ▶ [Flash and HTML5 Player Options](#)

Produce to Windows Media Video (WMV)

To Produce to Windows Media Player Video File Format

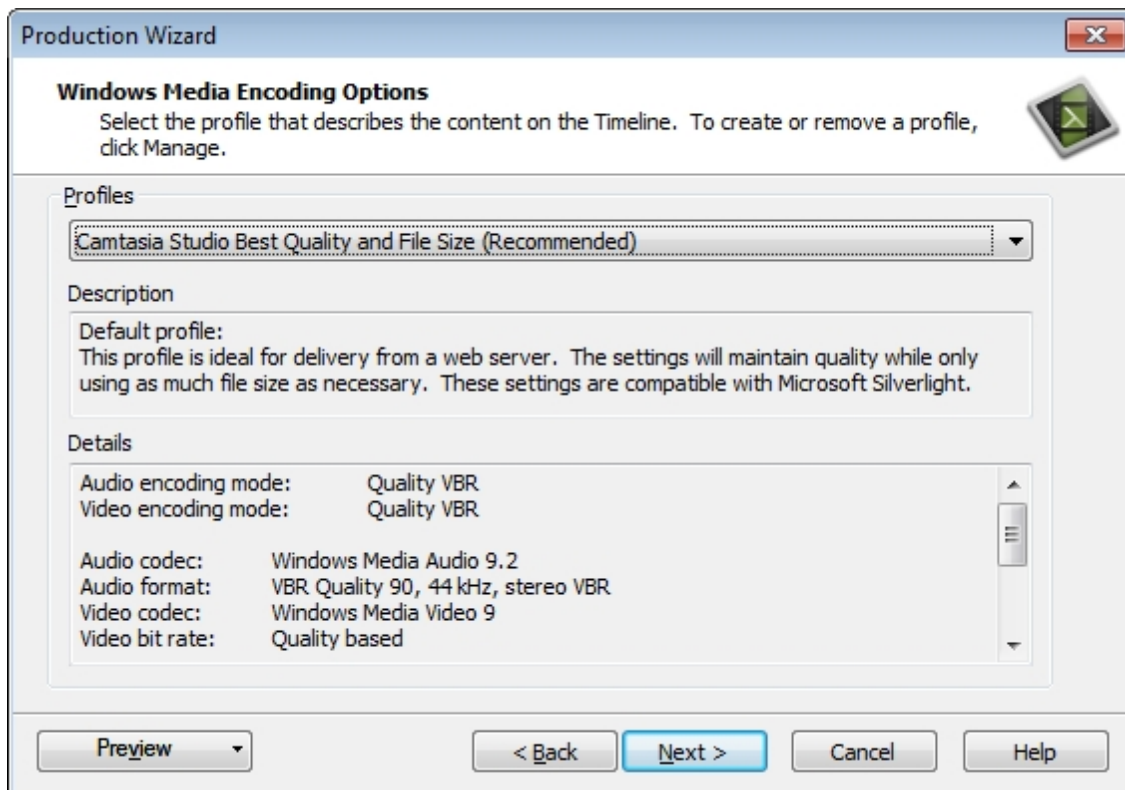
1. Make all edits to your video.
2. Click **Produce and Share**.



3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Select the **WMV-Windows Media** video option. Click **Next**.
5. Select a Profile on the Windows Media Encoding Options screen (see descriptions below). Click **Next**.
6. Select the dimensions and options to reduce file size on the **Video Size** screen. Click **Next**.
7. Select the **Video Options**. Click **Next**.
8. If you have markers on the timeline, customize the **table of contents** or choose to create multiple videos based on the markers. Click **Next**.
9. On the Produce Video screen, enter a video name and choose the **post production** and upload options..
10. Click **Finish**. The video begins rendering.
11. Once production is completed, the **Production Results** screen appears. Click **Finish** to exit the Production Wizard.

Click the **Preview** button at any time in the Production Wizard to produce a 30 second sample of your video using the current settings.

Windows Media Encoding Options



- ▶ For best results, select **Camtasia Studio Best Quality and File Size** (recommended) for the profile. This option adapts well to a variety of source content and maintains high quality while using only as much file size as needed.

Windows Media Encoding Option	Description
Profiles	Select a profile that contains the desired encoding settings.
Description	Read-only field provides a description of the selected profile.
Details	Provides details about the selected audio and video encoding options.

See also

- ▶ [Flash and HTML5 Player Options](#)
- ▶ [Produce to QuickTime Movie \(MOV\)](#)
- ▶ [Produce to Audio Video Interleave \(AVI\)](#)
- ▶ [Produce to iPod, iPhone, or iTunes \(M4V\)](#)
- ▶ [Produce Audio Only \(MP3\)](#)
- ▶ [Produce an Animated File \(GIF\)](#)

Produce to QuickTime Movie (MOV)

To produce to the MOV file format, you need the latest version of QuickTime from <http://www.apple.com/-quicktime>.

Produce to the QuickTime Movie Video File Format

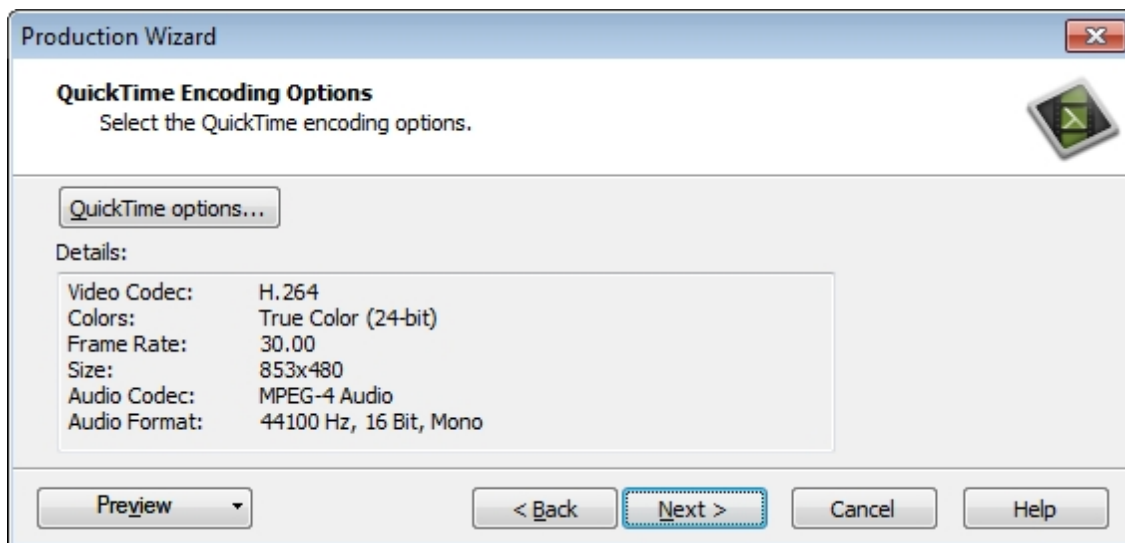
1. Make all edits to your video.
2. Click **Produce and Share**.



3. The Production Wizard appears. Select **Custom production** settings from the dropdown. Click **Next**.
4. Select the **MOV-QuickTime** movie option. Click **Next**.
5. Select the QuickTime Encoding Options (see below). Click **Next**.
6. Select the dimensions and options to reduce file size on the **Video Size** screen. Click **Next**.
7. Select the **Video Options**. Click **Next**.
8. If you have markers on the timeline, customize the **table of contents** or choose to create multiple videos based on the markers. Click **Next**.
9. On the Produce Video screen, enter a video name and choose the **post production** and upload options.
10. Click **Finish**. The video begins rendering.
11. Once production is completed, the **Production Results** screen appears. Click **Finish** to exit the Production Wizard.

Click the **Preview button** at any time in the Production Wizard to produce a 30 second sample of your video using the current settings.

QuickTime Encoding Options



The MOV file format has a wide selection of video and audio compression options. We recommend H.264 for the video compression and MPEG-4 Audio (AAC) for the audio compression.

QuickTime populates the options available on the QuickTime Encoding Options screen. See the QuickTime documentation for more information on these settings.

See also

- ▶ **Flash and HTML5 Player Options**
- ▶ **Produce to Windows Media Video (WMV)**
- ▶ **Produce to Audio Video Interleave (AVI)**
- ▶ **Produce to iPod, iPhone, or iTunes (M4V)**
- ▶ **Produce Audio Only (MP3)**
- ▶ **Produce an Animated File (GIF)**

Produce to Audio Video Interleave (AVI)

The AVI file format retains the highest quality during recording and allows for editing in Camtasia Studio or other video editing programs. Camtasia Studio uses the **TechSmith Screen Capture Codec 2 (TSC2)** as the default video compressor.

Videos produced to AVI using the **TSC2 codec** cannot be shared since the TSC2 codec is required for viewing and the TSC2 cannot be distributed at this time. If AVI is going to be used for sharing, either as a stand-alone video or in MenuMaker, use the **TSCC codec** to produce the video.

To Produce an AVI Video

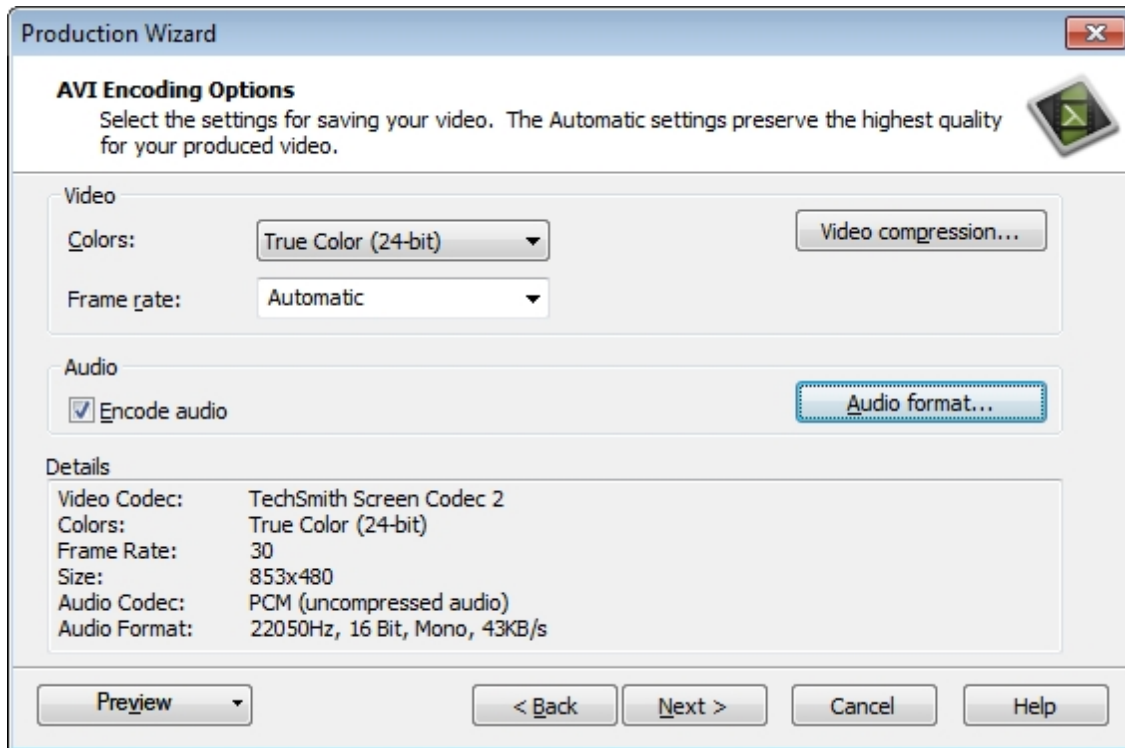
1. Make all edits to your video.
2. Click **Produce and Share**.



3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Select the **AVI-Audio Video Interleave** video file option. Click **Next**.
5. Select AVI Encoding Options (see descriptions below). Click **Next**.
6. Select the dimensions and options to reduce file size on the **Video Size** screen. Click **Next**.
7. Select the **Video Options**. Click **Next**.
8. If you have markers on the timeline, customize the **table of contents** or choose to create multiple videos based on the markers. Click **Next**.
9. On the Produce Video screen, enter a video name and choose the **post production** and upload options.
10. Click **Finish**. The video begins rendering.
11. Once production is completed, the **Production Results** screen appears. Click **Finish** to exit the Production Wizard.

Click the **Preview button** at any time in the Production Wizard to produce a 30 second sample of your video using the current settings.

AVI Encoding Options



Option	Description
Colors	The Automatic option preserves the highest color setting for clips on the Timeline. To decrease the file size, select a lower color depth.
Frame rate	The Automatic option preserves the highest frame rate for clips on the Timeline. To decrease the file size, select a lower frame rate.
Video compression	Opens the Video Compression Options dialog box which allows you to select the screen capture codec.
Audio Format	Opens the Audio Format dialog box to set the playback rate options.
Encode audio	Disable this option if you do not want to include audio in the produced video.
Details	Displays the audio and video encoding options selected.

See also

- ▶ [Flash and HTML5 Player Options](#)
- ▶ [Produce to Windows Media Video \(WMV\)](#)
- ▶ [Produce to QuickTime Movie \(MOV\)](#)
- ▶ [Produce to iPod, iPhone, or iTunes \(M4V\)](#)
- ▶ [Produce Audio Only \(MP3\)](#)
- ▶ [Produce an Animated File \(GIF\)](#)

AVI and TSC2

TechSmith's Screen Capture Codecs

About TSC2

- ▶ By default, Camtasia Studio encodes AVI video files with the TechSmith Screen Capture Codec 2 (TSC2).
- ▶ TSC2 is a very high quality lossy format, meaning much of the original quality is preserved to in the video output. Most people cannot see a difference between videos produced with the TSC2 and TSCC codecs.
- ▶ A TSC2 produced video is smaller in size than a video produced with TSCC. While the file size is smaller, an AVI video is not meant to be a shareable video.
- ▶ TSC2 is the best codec for recording high motion video.

Videos produced to AVI using the **TSC2 codec** cannot be shared since the TSC2 codec is required for viewing and the TSC2 cannot be distributed at this time. If AVI is going to be used for sharing, either as a stand-alone video or in MenuMaker, use the **TSCC codec** to produce the video.

About TSCC

- ▶ The TechSmith Screen Capture Codec (TSCC) is lossless, meaning the original quality is preserved to maintain the highest quality output.
- ▶ A TSCC produced video is larger in size than a video produced with TSC2.
- ▶ TSCC can be selected for use for either recording video or **producing video** files.
- ▶ TSCC is not the best codec for recording high motion video.
- ▶ To use the TSCC codec for recording, choose Recorder > Tools > Options > Inputs tab > Video Settings button > Compressor dropdown menu > TechSmith Screen Capture Codec

EnSharpen decodes TSCC and TSC2 AVI files in any application that uses QuickTime.

The TSC2, TSCC, and EnSharpen codecs are installed on your computer during Camtasia Studio installation.

Uses for AVI Files

- ▶ Produce the video as an AVI file to use as a source clip in other projects.
- ▶ Include an AVI as a video link in a Camtasia MenuMaker menu for CD-ROM distribution. To ensure playback on any Windows PC, MenuMaker automatically includes Camtasia Player with the CD menu. Camtasia Player decodes the TSCC AVI without viewers needing to install the codec on their computer.
- ▶ Use with a 3rd party DVD-authoring software. The dimensions for DVDs differ across countries. The NTSC standard is 720 x 480 and the PAL standard is 720 x 576. Select the correct dimensions on the Video Size screen.

Recommended AVI Production Settings

Option	Recommended Settings
Colors	Automatic
Frame Rate	Automatic
Video Compression	TSC2
Audio Format	PCM, 44.1 kHz, 16 bit, Mono
Largest Video Size	For DVD: 720 x 480 (NTSC) 720 x 576 (PAL)

Produce to iPod, iPhone, or iTunes (M4V)

iPod is a portable media player designed and marketed by Apple Inc. Select the M4V option to create a video specifically formatted to play on a video-capable iPod, iPod Touch, iPhone, or within iTunes.

To improve viewing on smaller resolutions, such as on an iPod or an iPhone, apply SmartFocus or add Zoom-n-Pan animations to the Timeline.

To Produce an iPod, iPhone, or iTunes Video

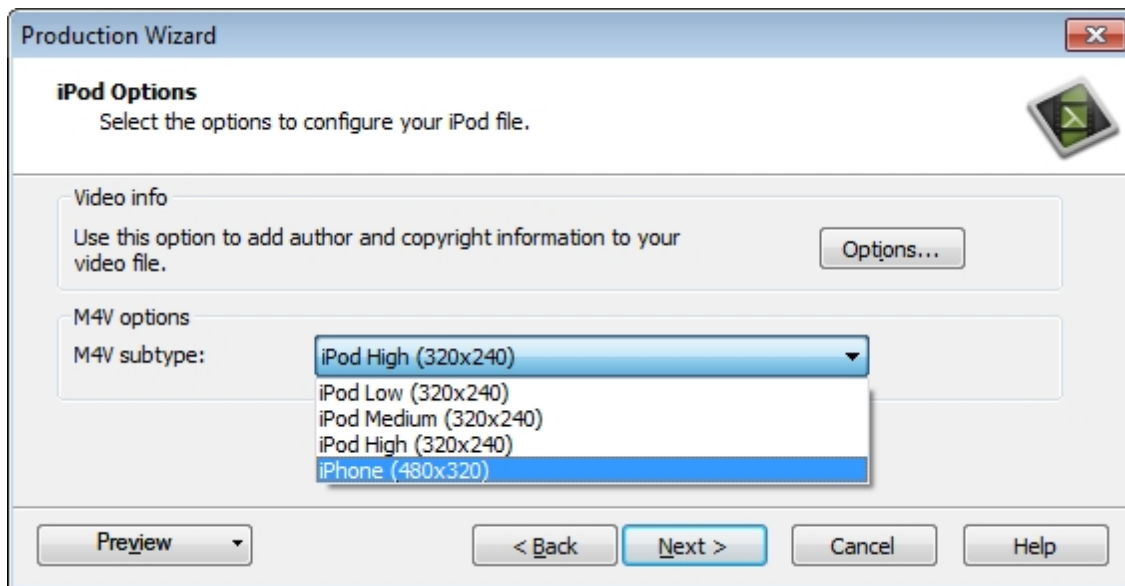
1. Make all edits to your video.
2. Click **Produce and Share**.



3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Select the **M4V-iPod, iPhone, iTunes compatible** video option. Click **Next**.
5. Select the iPod Options (see descriptions below). Click **Next**.
6. On the Produce Video screen, enter a video name and choose the **post production** and upload options.
7. Click **Finish**. The video begins rendering.
8. Once production is completed, the **Production Results** screen appears. Click **Finish** to exit the Production Wizard.

Click the **Preview button** at any time in the Production Wizard to produce a 30 second sample of your video using the current settings.

iPod Options



Option	Description
Options	Opens the Project Properties dialog box to enter iTunes and author information. See Add Metadata .


Option	Description
M4V	<p>Select the bandwidth and dimensions for the video:</p> <ul style="list-style-type: none">▶ Select 320 x 240 dimensions for playback on an iPod or in iTunes.▶ Select iPhone (480 x 320) for playback on an iPhone, iPod Touch, or in iTunes.

See also

- ▶ [Flash and HTML5 Player Options](#)
- ▶ [Produce to Windows Media Video \(WMV\)](#)
- ▶ [Produce to QuickTime Movie \(MOV\)](#)
- ▶ [Produce to Audio Video Interleave \(AVI\)](#)
- ▶ [Produce Audio Only \(MP3\)](#)
- ▶ [Produce an Animated File \(GIF\)](#)

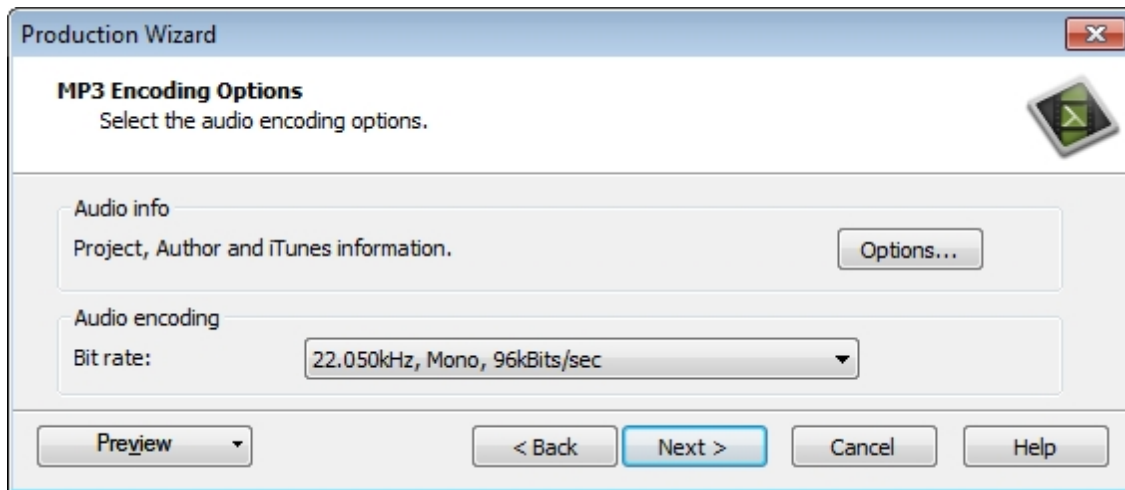
Produce Audio Only (MP3)

To Produce an Audio Only MP3

1. Make all edits to your video.
2. Click **Produce and Share**.
 
3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Select the **MP3-audio only** option. Click **Next**.
5. Select the MP3 Encoding Options (see descriptions below). Click **Next**.
6. On the Produce Video screen, enter a video name and choose the **post production** and upload options.
7. Click **Finish**. The video begins rendering.
8. Once production is completed, the **Production Results** screen appears. Click **Finish** to exit the Production Wizard.

Click the **Preview** button at any time in the Production Wizard to produce a 30 second sample of your video using the current settings.

MP3 Encoding Options



Option	Description
Options	Opens the Project Properties dialog box to enter author and copyright information. See Add Metadata .
Audio encoding bitrate	Select the data transfer rate for the audio encoding.

See also

- ▶ [Flash and HTML5 Player Options](#)
- ▶ [Produce to Windows Media Video \(WMV\)](#)

- ▶ **Produce to QuickTime Movie (MOV)**
- ▶ **Produce to Audio Video Interleave (AVI)**
- ▶ **Produce to iPod, iPhone, or iTunes (M4V)**
- ▶ **Produce an Animated File (GIF)**

Produce an Animated File (GIF)

To Produce an Animated GIF File

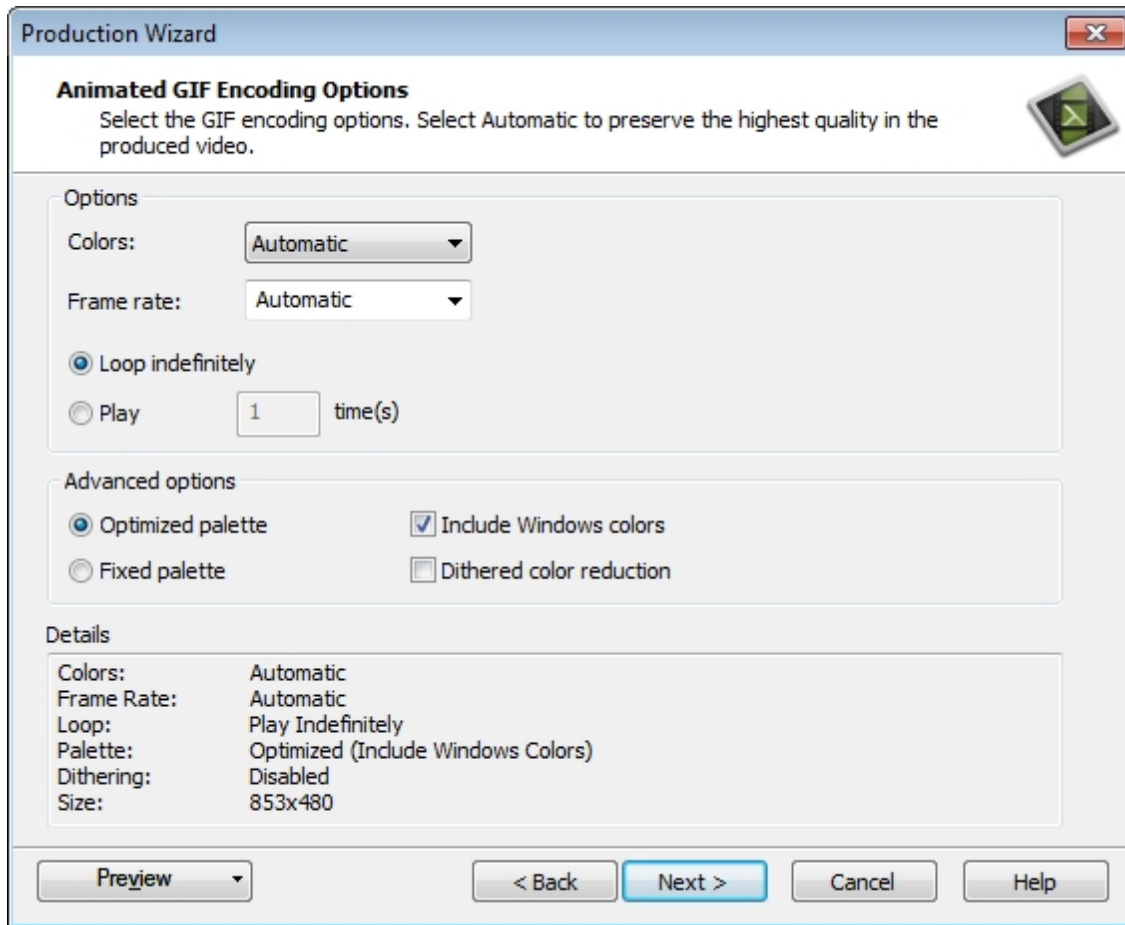
1. Make all edits to your video.
2. Click **Produce and Share**.



3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Select the **GIF-animation** file option. Click **Next**.
5. Select the Animated GIF Encoding Options (see descriptions below). Click **Next**.
6. Select the dimensions and options to reduce file size on the **Video Size** screen. Click **Next**.
7. Select the **Video Options**. Click **Next**.
8. If you have markers on the timeline, customize the **table of contents** or choose to create multiple videos based on the markers. Click **Next**.
9. On the Produce Video screen, enter a video name and choose the **post production** and upload options.
10. Click **Finish**. The video begins rendering.
11. Once production is completed, the **Production Results** screen appears. Click **Finish** to exit the Production Wizard.

Click the **Preview button** at any time in the Production Wizard to produce a 30 second sample of your video using the current settings.

Animated GIF Encoding Options



Option	Description
Colors	Select Automatic to preserve the highest color setting for clips on the Timeline. To decrease the file size, select a lower color depth.
Frame rate	Select Automatic to preserve the highest frame rate for clips on the Timeline. To decrease the file size, select a lower frame rate.
Loop indefinitely	Continuously play the video.
Play	Enable to enter the number of times to loop the video.
Optimized palette	Uses all colors in all frames in the GIF file. Produces a better quality GIF file than a fixed palette.
Include windows colors	Include the standard Windows 20 colors in the GIF file palette.

Option	Description
Dithered color reduction	Dithering attempts to smooth the effects of color reduction. Select this option for real-world video content rather than for screen recordings.
Details	Displays the audio and video options selected.

See also

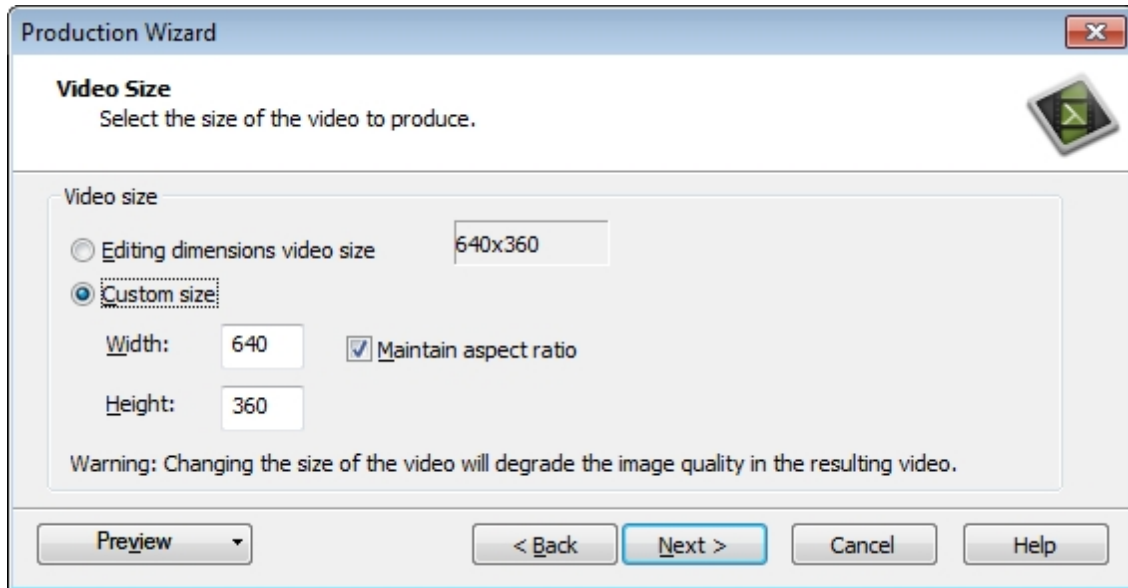
- ▶ [Flash and HTML5 Player Options](#)
- ▶ [Produce to Windows Media Video \(WMV\)](#)
- ▶ [Produce to QuickTime Movie \(MOV\)](#)
- ▶ [Produce to iPod, iPhone, or iTunes \(M4V\)](#)
- ▶ [Produce Audio Only \(MP3\)](#)

Production Wizard Video Size

To access these options, select Camtasia Studio > Produce and Share button > Custom production settings > Choose video file format > Next > Encoding Options > Video Size.

Video Size Options

Select the final dimensions for the video. The default size originally set in the Editing Dimensions dialog box is recommended.



Option	Description
Editing dimensions video size (Recommended)	Produces a video at the dimensions selected in the Editing Dimensions dialog box.
Custom size	Enter a custom width and height to produce the video.

Production Wizard Video Options

To access these options, select:

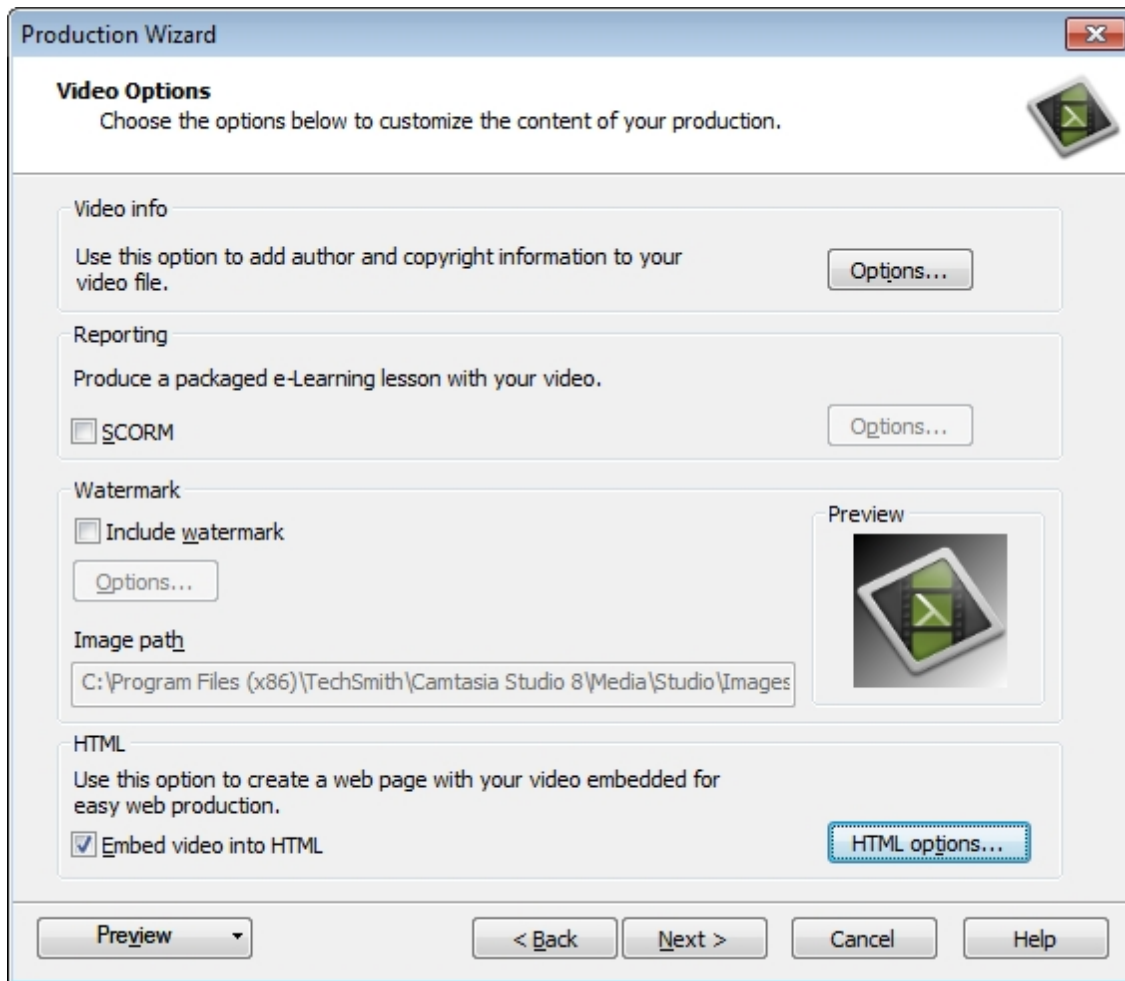
Camtasia Studio > Produce and Share button > Custom production settings > Next > MP4 - Flash / HTML 5 Player > Next > Video Options.

Or

Camtasia Studio > Produce and Share button > Custom production settings > Choose video file format > Next > Encoding Options > Video Size > Next > Video Options.

Video Options

Add metadata and select the options for Quiz SCORM Reporting, watermark, and HTML embed.



Option	Description
Video Info Options	Enter additional information about the video such as the title, author, and copyright information.
SCORM Options	Enable to report quiz results via SCORM. Click the Options button to access the SCORM Manifest options.

Option	Description
	Not all SCORM options are available with all production file formats.
Watermark Options	Add a watermark to: <ul style="list-style-type: none">▶ Identify the video owner/creator▶ Protect intellectual property▶ Brand a video with a company's or institution's logo See Production Wizard Watermark Options .
Image Path	Provides the path and file name for the watermark image.
Embed video into HTML	Create an HTML Web page that has the video embedded in it. See Production Wizard HTML Options . Not all HTML options are available with all production file formats.

Video and Project Information

To access this option, select:

Camtasia Studio > Produce and Share button > Custom production settings > Next > MP4 - Flash / HTML 5 Player > Next > Video Options > Video Info group box > Options button.

Or

Camtasia Studio > Produce and Share button > Custom production settings > Choose video file format > Next > Encoding Options > Video Size > Next > Video Options > Video Info group box > Options button.

Project Information Options

The Video Information tabs allow you to enter information about your project, video, author, copyright, and more.

This information may be viewable to others and searchable on the Internet. Use caution when deciding what personal information to include.

The screenshot shows the 'Video Information Options' dialog box with the 'Project Information' tab selected. The fields and their values are as follows:

Field	Value
Title:	Getting Started Video
Subject:	Getting Started Learning Camtasia Studio
Category:	Learning
Date:	2012-05-06 06:03:57 PM
Format:	Video
Resource identifier:	
Language:	ENU
Source:	
Resource type:	
Coverage:	
Relation:	
Keywords:	
Description:	

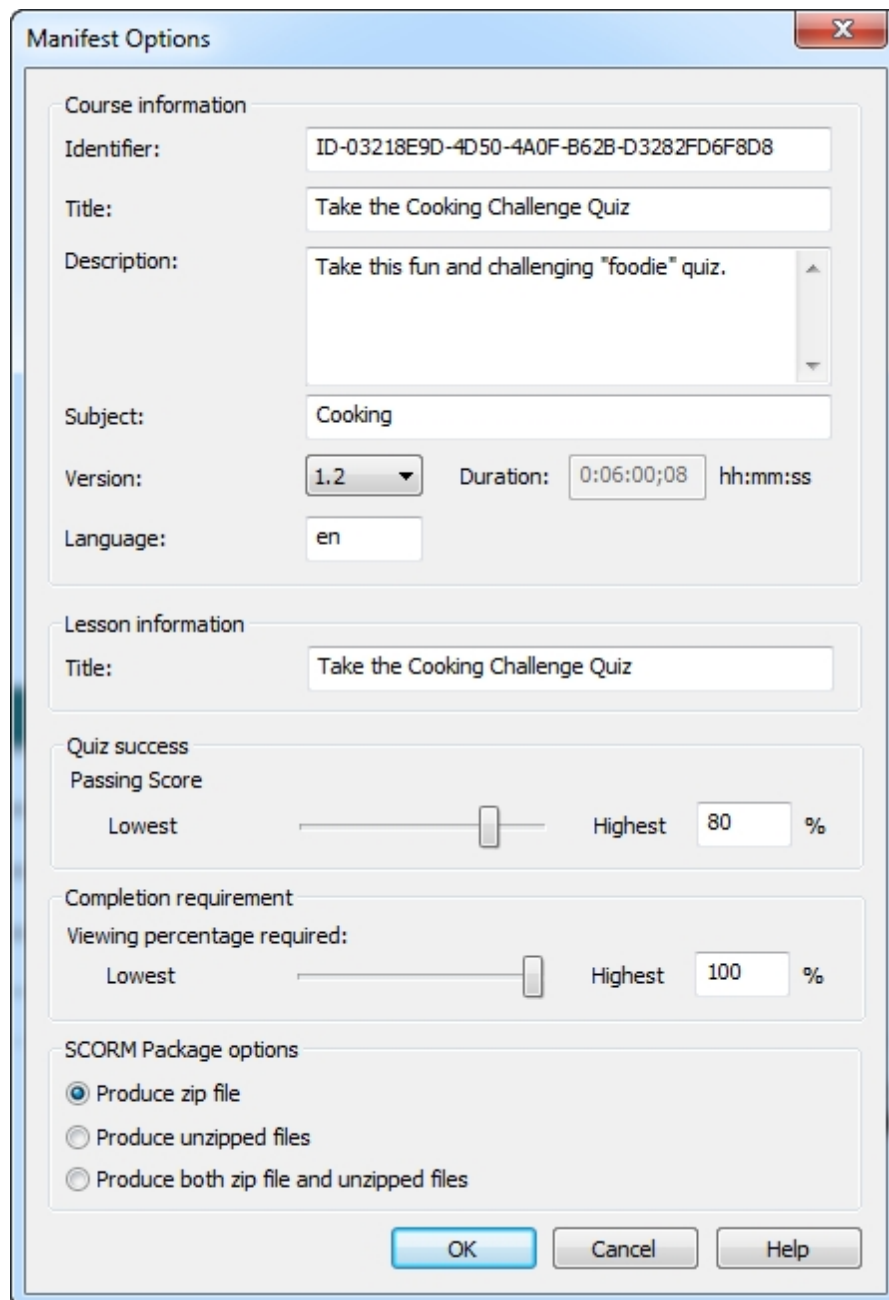
- ▶ For detailed definition of these fields, go to the [Dublin Core Web site](#).
- ▶ For a detailed definition of the fields on the iTunes Information tab, go to [iTunes RSS Tags](#).

Quiz SCORM Manifest Options

Camtasia Studio > Produce and Share button > Custom production settings > Next > MP4 - Flash / HTML 5 Player > Next > Video Options > Next > Marker Options > Next > Quiz Reporting Options > SCORM options button.

Or

Camtasia Studio > Produce and Share button > Custom production settings > Choose video file format > Next > Encoding Options > Video Size > Next > Video Options > Enable SCORM > Options button.



The screenshot shows the 'Manifest Options' dialog box with the following settings:

- Course information**
 - Identifier: ID-03218E9D-4D50-4A0F-B62B-D3282FD6F8D8
 - Title: Take the Cooking Challenge Quiz
 - Description: Take this fun and challenging "foodie" quiz.
 - Subject: Cooking
 - Version: 1.2
 - Duration: 0:06:00;08 hh:mm:ss
 - Language: en
- Lesson information**
 - Title: Take the Cooking Challenge Quiz
- Quiz success**
 - Passing Score: Lowest [slider] Highest 80 %
- Completion requirement**
 - Viewing percentage required: Lowest [slider] Highest 100 %
- SCORM Package options**
 - Produce zip file
 - Produce unzipped files
 - Produce both zip file and unzipped files

Buttons: OK, Cancel, Help

SCORM Manifest Options

The SCORM manifest is a mandatory XML file that describes the components of the content package, such as the course name, course description, and lesson name.

Complete the following options for the manifest:

Option	Description
Identifier	Unique identifier for the manifest. Created by default.
Title	Enter a title for the eLearning course.
Description	Enter a description for the eLearning course.
Subject	Enter a subject for the eLearning course.
Version	Indicates the version of the manifest. The default is version 1.2.
Duration	Read-only field that displays the total time to play the eLearning lesson at its intended speed.
Language	Enter the language code for the audience. By default, the language code is in English.
Lesson Title	Enter the title for the lesson.
Passing Score	Use the slider to choose the percentage of correct answers required for a passing score.
Viewing percentage required	Use the slider to choose the percentage of video required to be watched for the lesson completion requirement.
Package Options	<p>Select one of the following options for packaging the archive file:</p> <ul style="list-style-type: none"> ▶ Produce zip file ▶ Produce unzipped file ▶ Produce both zip file and unzipped files

Production Wizard Watermark Options

To access these options select :

Camtasia Studio > Produce and Share button > Custom production settings > Next > MP4 - Flash / HTML 5 Player > Next > Video Options > Watermark group box > Options button.

Or

Camtasia Studio > Produce and Share button > Custom production settings > Choose video file format > Next > Encoding Options > Video Size > Next > Video Options > Watermark group box > Options button.

Watermark Options

Add a watermark to:

- ▶ Identify the video owner/creator.
- ▶ Protect intellectual property.
- ▶ Brand a video with a company's or institution's logo.

To include a watermark, enable the Include watermark option on the Video Options screen in the Production Wizard.

The screenshot shows the 'Watermark' dialog box with the following settings and callouts:

- Image path:** 'techSmith\Camtasia Studio 6\Media\Studio\Images\watermark.png' (Callout: Click to view a preview of the watermark.)
- Effects:**
 - Emboss
 - Direction: North
 - Depth: 20
 - Use transparent color (Callout: Hide the areas in the watermark that match the transparent color so the video displays through the watermark.)
 - Color... button
 - Opacity: 50 %
- Scaling:**
 - Preserve image size (Callout: Enable **Preserve image size** to maintain the original size or drag the Image scale slider to change the size of the watermark.)
 - Keep aspect ratio
 - Use smooth scaling
 - Image scale: 20 %
- Position:**
 - Horizontal offset: 5 %
 - Vertical offset: 5 %
 - Callout: To change the watermark position, click a position button or drag the offset sliders.

Buttons at the bottom: OK, Cancel, Help.

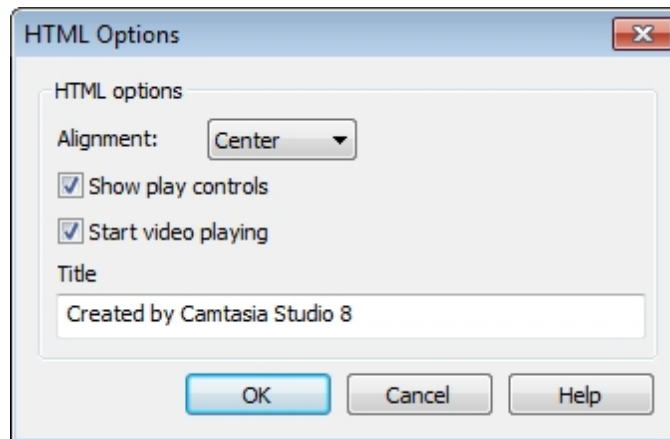
Production Wizard HTML Options

To access these options, in Camtasia Studio, select Produce and Share button > Custom production settings > Choose video file format > Next > Encoding Options > Video Size > Video Options > HTML group box > HTML Options button.

HTML Options

Create an HTML Web page that has the video embedded in it.

Enable the Embed video into HTML option and select the following options.



Option	Description
Alignment	Select the video's alignment within the HTML page.
Show Play Controls	Display the player controls on the HTML page. Allows for easy navigation for the video.
Start Video Playing	Starts playing the video as soon as the HTML page opens.
Title	Enter a name that appears at the top of the HTML page.

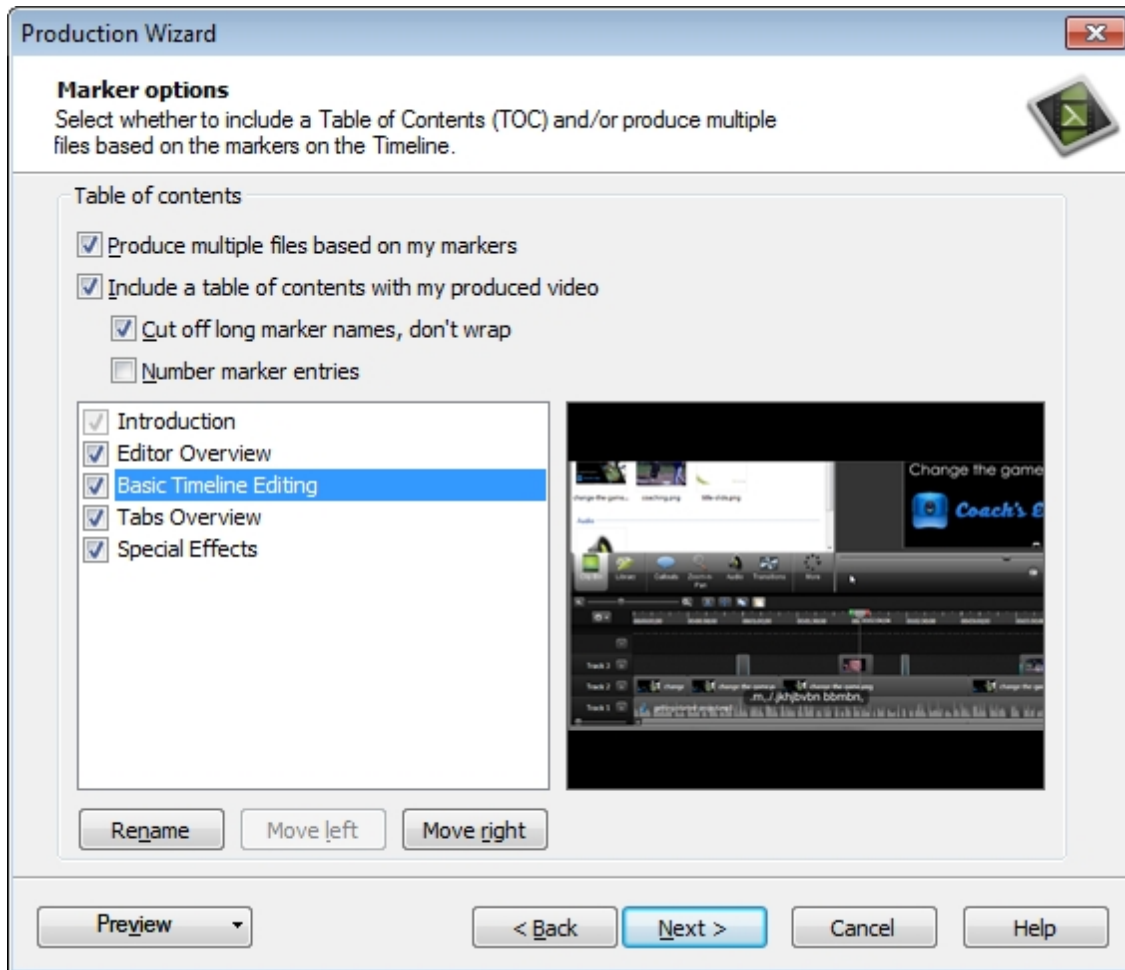
Production Wizard Marker Options

To access these options, select Camtasia Studio > Produce and Share button > Custom production settings > Choose video file format > Next > Encoding Options > Video Size > Next > Video Options > Next > Marker Options.

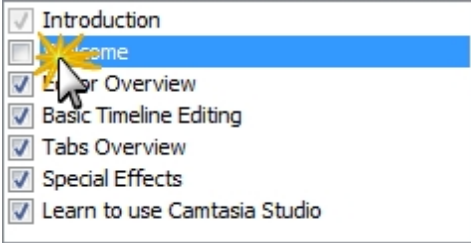
Marker / Table of Contents Options

Markers automatically create navigation points in a video. When you include a table of contents (TOC) in the video, the markers appear as interactive hyperlinks in the table of contents.

To edit and customize the table of contents, select from the following options:



Option	Description
Produce multiple files based on my markers	Produce a separate video production for each marker on the Timeline.
Include a table of contents with my produced video	Check this option to include a TOC in the video.
Cut off long marker names, don't wrap	Check this option to cut off long marker names so they do not wrap to a second line in the TOC.

Option	Description
Number marker entries	Number the table of contents entries sequentially in the produced TOC.
Markers	<p>Uncheck to disable the markers you do not want to appear in the table of contents.</p> 
Rename	To rename a TOC entry, double-click the entry in the list and type a new name. Or, select the entry from the list and click Rename.
Move Left	To decrease the indent, select an entry from the list and click Move Left.
Move Right	To indent an entry, select an entry from the list and click Move.

See also

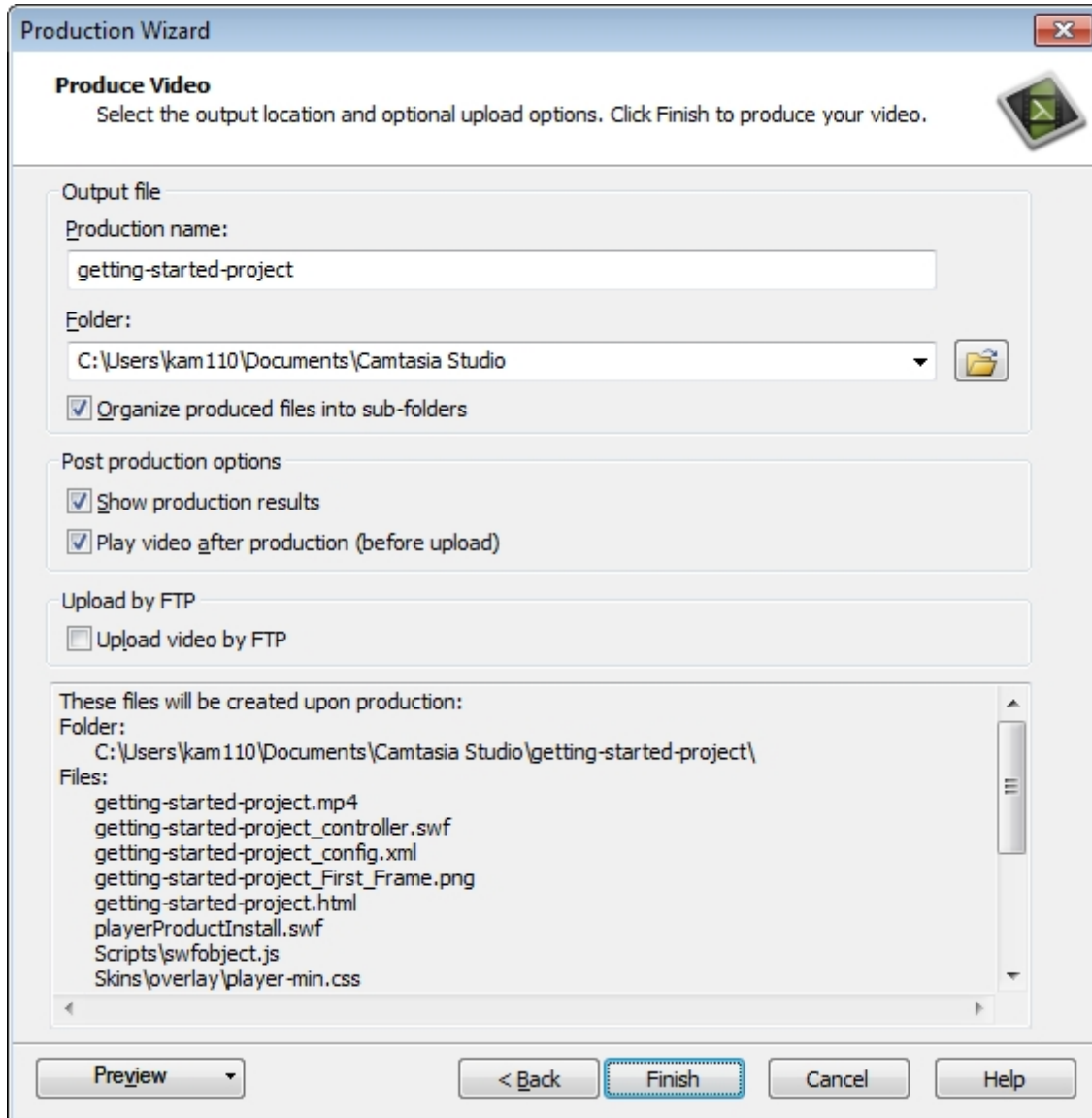
- ▶ [Add Markers While Recording](#)
- ▶ [Markers](#)

Video File and Post-Production Options

To access these options, in Camtasia Studio, select Produce and Share button > Custom production settings > Step through the Production Wizard screens > Produce Video screen.

Click the **Finish** button to begin rendering the video. This process produces the audio, video, and image clips into a video based on the sequence on the Timeline.

Continue with [Production Results](#).



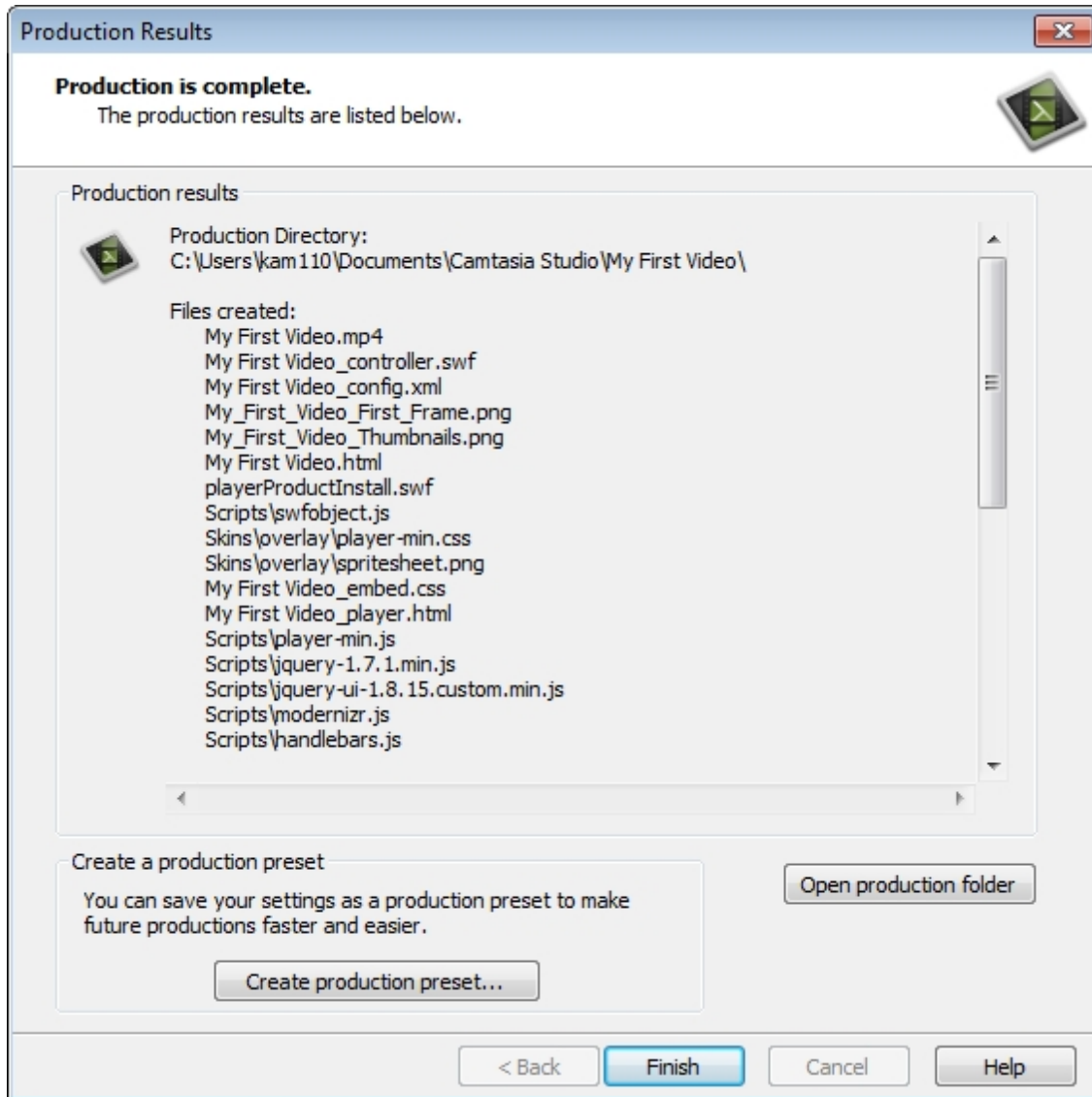
Option	Description
Production Name	Enter the production name. This is the name of the video.
Folder	Choose a folder location for the produced video files.
Organize produced files into sub-folders	Check this option to organize each produced video into its own folder.

Option	Description
	This is used in conjunction with the "produce separate files at markers" production option.
Show production results	After rendering the video, view a summary of the file location, output files created, and the settings used for production.
Play video after production	Plays the produced video in a Preview Window for review.
Upload by FTP	Upload the produced video files by FTP (File Transfer Protocol). FTP allows you to transfer your files between your local computer and a server over the Internet.

Production Results

To access these options, select Camtasia Studio > Produce and Share > Screencast.com > Step through the Production Wizard > Produce video > Production Results screen.

Production Results Options



After the video completes production, the following occurs depending on the post-production options selected on the Produce Video screen.

- ▶ The Production Results area provides a summary of the file location, output files created, and the settings used to produce the video.
- ▶ The video plays back for your review.
- ▶ If you selected to **upload by FTP** the dialog to upload the video appears.

To view the production files, click **Open Production Folder**.

To save the production settings as a preset, click the **Create Production Preset** button.

Click **Finish** to close the Production Wizard.

Other Production Options

In addition to the Production Wizard, Camtasia Studio offers several other ways to produce your videos and manage your production settings.

Option	Description
Preview the Production Settings	<p>The Preview option renders the first thirty seconds of the video based on the selected production settings.</p> <p>This option allows you to preview the current production settings without producing the entire video.</p>
Save Production Settings as a Preset	<p>Save your production settings to add a new production preset to the Production Wizard.</p>
Share a Production Preset	<p>Share production presets to:</p> <ul style="list-style-type: none"> ▶ Work on team projects that require specific dimensions, file formats, or other production options ▶ Define a standard look for a company's videos
Batch Production	<p>The Batch Production option renders multiple Camtasia Studio projects at the same time using the production presets you choose.</p>
Preview Manager	<p>The Preview Manager saves all production previews rendered for a project.</p> <p>Use the Preview Manager to view and compare the production preview.</p>
Produce a Selection on the Timeline	<p>Produce a selection on the Timeline to create a short video or to preview an effect.</p>

Upload Video by FTP

You can upload videos files by FTP (File Transfer Protocol). FTP allows you to transfer files between your local computer and a server on the Internet.

To Upload a Video by FTP

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



3. The Production Wizard appears. Select Custom production settings from the dropdown. Click **Next**.
4. Step through the wizard. On the Produce Video screen, enable the Upload video by FTP option.
5. Click **Finish**.
6. The FTP Settings dialog box appears. Select a profile or enter the following FTP options:
 - **Server:** Enter the address for the site. You can enter a domain address such as ftp.servername.com or an IP address.
 - **Path:** Determines where to place your files on the server. Your path is your web-accessible directory such as public_html/directory/directory.
 - **Passive FTP:** The File Transfer Protocol (FTP) determines and initiates the flow of data, not the FTP server program. The use of passive FTP ensures all data flow initiation comes from inside the network rather than outside.
 - **Anonymous FTP:** Users do not need an account on the server, a username, or password.
 - **Username and Password:** Enter the username and password you use when you log into the Web site's server.
7. To save the profile for future use, click the **Add As New Profile** button and enter a name for the profile.
8. Click **OK**.
9. Camtasia Studio renders the video file. Click **Finish**.
10. Click **Yes** in the dialog box that appears.

The FTP Upload Progress dialog box appears. The video file uploads to the path entered. When the video finishes uploading the Upload Results dialog box appears.

You can also upload Camtasia Studio-produced files by FTP by selecting File > Upload To > FTP.

Batch Production

The Batch Production option renders multiple Camtasia Studio projects at the same time using production presets.

Batch Produce Using One Preset

1. In Camtasia Studio, choose Tools menu > Sharing > Batch Production. The Batch Production wizard appears.
2. Click the **Add Files/Projects** button. Select the files to render (CAMREC, AVI, CAMPROJ, MPG, MPEG, WMV, MOV, MPEG-4, or FLV). Click **Next**.
3. Choose **Use one production preset for all files/projects** option then select a preset from the dropdown menu or click **Preset manager** to choose a different preset.
4. Click **Next**.

To **create a new preset**, select Preset Manager > New.

5. Click **Browse** to choose the output folder. Check the **Organize produced files into sub-folders** option to produce the files/projects into separate folders.
6. Check the **Show production results** option to view a summary after rendering.
7. Click **Finish**. The batch processing begins. The progress of each file/project appears in the Rendering Batch Production dialog.

Batch Produce Using Multiple Presets

1. In Camtasia Studio, select Tools > Sharing > Batch Production. The Batch Production wizard appears.
2. Click the **Add Files/Projects** button. Select the files to render (CAMREC, AVI, CAMPROJ, MPG, MPEG, WMV, MOV, MPEG-4, or FLV). Click **Next**.
3. Select the **Use a different production preset for each file/project** option. Click **Next**.
4. Click within the Preset Name column to change the preset for each file/project. Click **Next**.

Or

Click **Preset manager** to choose a different preset

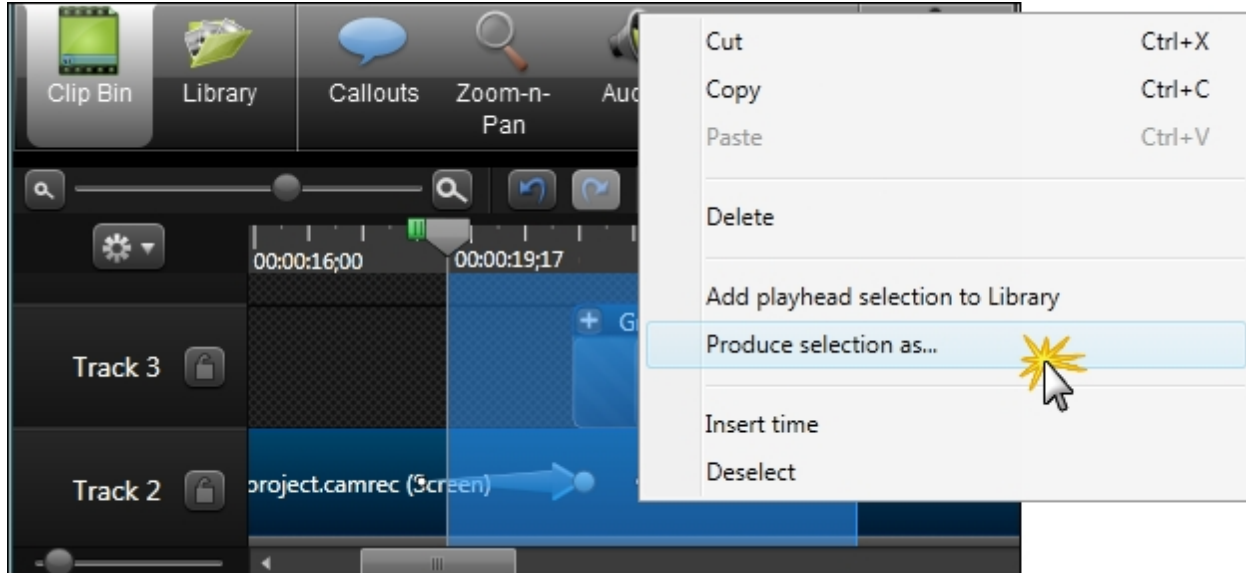
To **create a new preset**, select Preset Manager > New.

5. Click **Browse** to choose the output folder. Enable the Organize produced files into sub-folders option to produce the files/projects into separate folders.
6. Check the **Show production results** option to view a summary after rendering.
7. Click **Finish**. The batch processing begins. The progress of each file/project appears in the Rendering Batch Production dialog.

Produce a Selection on the Timeline

Produce a selection on the Timeline to create a short video or to preview an effect.

1. Use the in and out points on the playhead to make a selection on the timeline.
2. Right-click the selection and choose **Produce selection as**.



3. The Production Wizard appears. Produce the video with the desired settings.

Save Production Settings as a Preset

Add a new production preset to the Production Wizard to:

- ▶ Create a production standard for company, team, or yourself
- ▶ Remember and save frequently used production settings

To Save Production Settings as a Preset

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



3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Step through the wizard. Click **Finish** on the Produce Video screen.
5. After producing the video, the **Production Results** screen appears. Click the **Create a Production Preset** button.
6. The Create Production Preset dialog appears. Enter a name and description for the preset. Click **OK**.
7. Click **Finish**. The production preset now appears in the dropdown list in the Production Wizard.

See also

- ▶ [Add or Edit a Production Preset](#)
- ▶ [Share a Production Preset](#)

Add or Edit a Production Preset

Add a new production preset to:

- ▶ Create a production standard for company, team, or yourself
- ▶ Save frequently used production settings

Edit a production preset to:

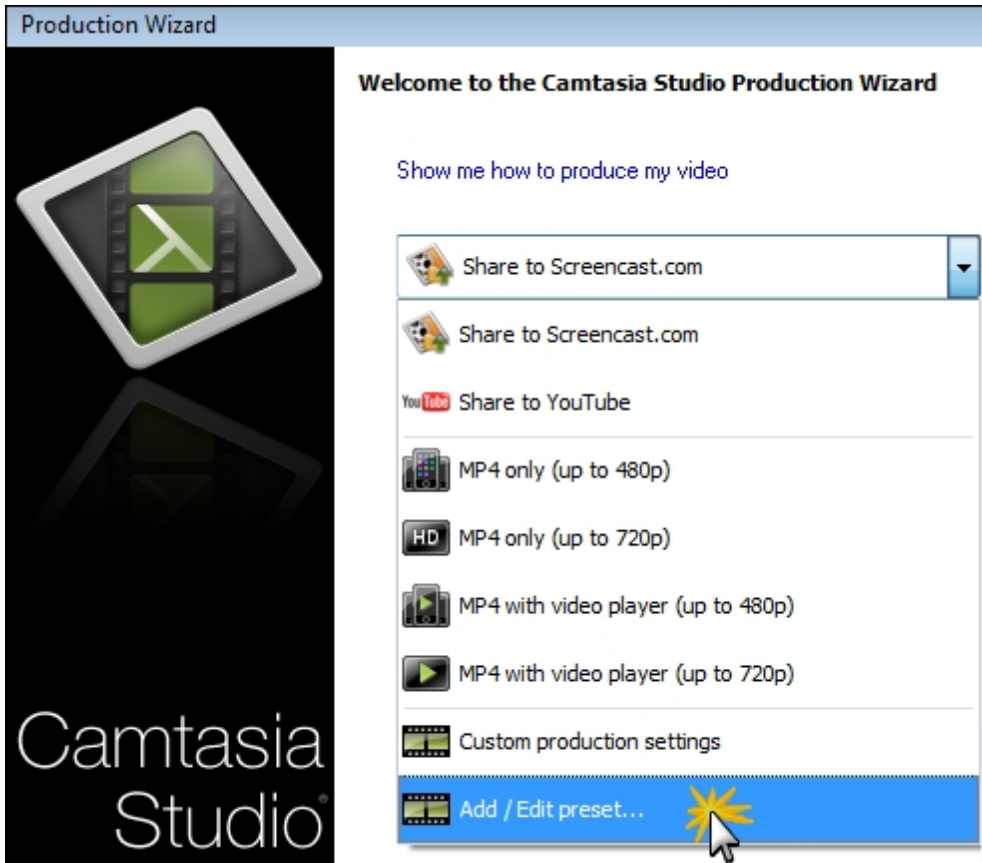
- ▶ Customize the default presets to fit your production needs
- ▶ Make changes to existing presets

To Add or Edit a Production Preset

1. In Camtasia Studio, click **Produce and Share**.



2. The Production Wizard appears. Select **Add / Edit preset** from the dropdown.



3. Click **Next**. The Manage Production Presets dialog box appears.
 - To add a preset, click the **New** button. The Create a Production Preset Wizard opens.
 - To edit an existing preset, select a preset from the dropdown and click the **Edit button**. The Edit a Production Preset Wizard opens.
4. Enter a name and description for the preset and choose a file format.
5. Click **Next**. Step through the rest of the wizard to make selections relevant to the file format that you chose.

6. At the end of the wizard, click **Finish**.
7. In the Manage Production Presets dialog, click **Close**.

The production preset appears in the dropdown list in the Production Wizard.



See also

- ▶ [Share a Production Preset](#)
- ▶ [Save Production Settings as a Preset](#)

Share a Production Preset

Share production presets to:

- ▶ Work on team projects that require specific dimensions, file formats, or other production options
- ▶ Define a standard look for a company's videos

To Share a Production Preset

1. Open the following file location:
 - On Microsoft Windows XP or earlier: C:\Documents and Settings\My Documents\Camtasia Studio\Custom Production Presets 8.0
 - On Microsoft Windows 7 and earlier: C:\User\Documents\Camtasia Studio\Custom Production Presets 8.0
2. Right-click on the production preset to share. Select Send To > Mail Recipient.
3. The recipient needs to copy the file into the same file location on their computer.

The production preset appears in the recipient's dropdown in the Production Wizard.

You cannot share presets created in previous versions of Camtasia Studio with Camtasia Studio 8.

See also

- ▶ [Save Production Settings as a Preset](#)
- ▶ [Preview Manager](#)

Preview the Production Settings

The Preview option renders the first thirty seconds of the video based on the selected production settings. This option allows you to preview the current production settings without producing the entire video.

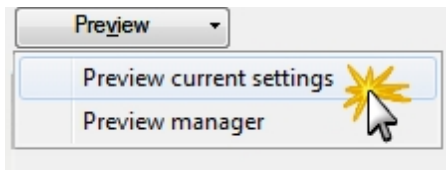
The Preview option is available on each of the Production Wizard screen.

To Preview the Production Settings

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



3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Select a file format. Click **Next**.
5. Select the desired production settings throughout the Production Wizard.
6. Click the **Preview** button and select the **Preview Current Settings** option from the menu.



7. The Production Wizard renders the first thirty seconds of the video and saves the preview in the **Preview Manager**.
8. The produced video plays. If you like the settings, continue to the end of the Production Wizard and produce the entire video. If you do not like the settings, use the **Back** and **Next** buttons to move through the wizard to make changes.

To change the default duration for a production preview, select Tools > Options > Program tab > Default duration.

See also

- ▶ [Preview Manager](#)

Preview Manager

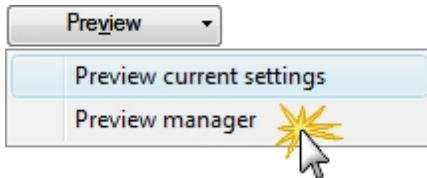
The Preview Manager saves all production previews rendered for a project. Use the Preview Manager to view and compare the production previews.

To Access the Preview Manager

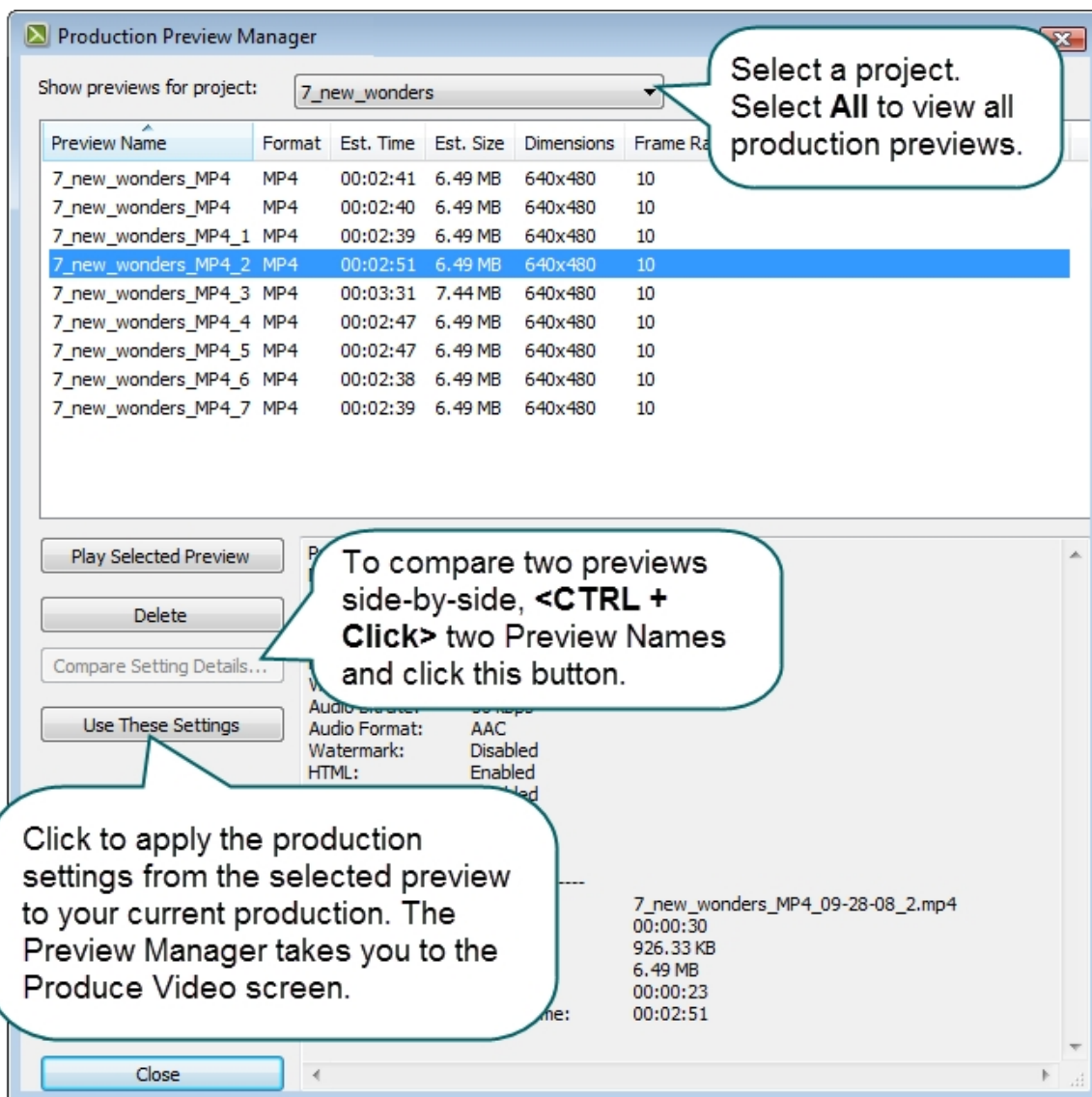
1. Make all edits to your video.
2. Click **Produce and Share**.



3. The Production Wizard appears. Select **Custom production settings** from the dropdown. Click **Next**.
4. Select a file format. Click **Next**.
5. Select the desired production settings.
6. Click the **Preview** dropdown and select the Preview manager option.

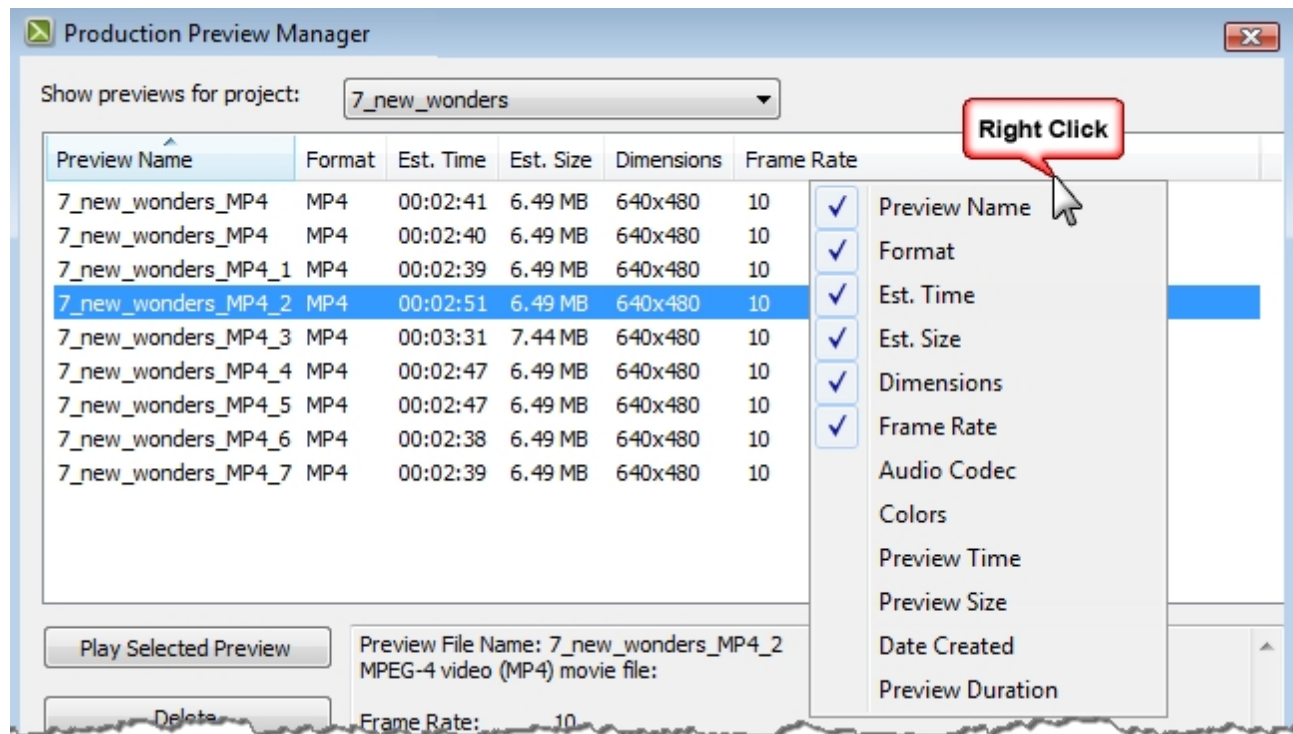


The Preview Manager appears.



To Move, View, or Hide Column Headings

- ▶ Click and drag a column heading along the heading row and drop it in the desired location.
- ▶ Check a column to view
- ▶ Uncheck a column to hide



Reference

This section describes technical information and options available in Camtasia Studio and Camtasia Recorder.

See also

- ▶ [Camtasia Studio System Requirements](#)
- ▶ [About Camtasia Player](#)
- ▶ [About Screencast.com](#)
- ▶ [System Stamp and Caption Options](#)
- ▶ [Recorder Tools Options](#)
- ▶ [Camtasia Studio Tools Options](#)

Camtasia Studio System Requirements

Base requirements

- ▶ Microsoft Windows XP SP3, Windows Vista, or Windows 7
- ▶ Microsoft DirectX 9 or later version
- ▶ Microsoft .NET 4.0 Client Profile (included, except with MSI installer)
- ▶ Dual-Core Processor minimum, Quad-Core Processor or better recommended
- ▶ 2GB RAM minimum, 4GB RAM or greater recommended
- ▶ 2 GB of hard-disk space for program installation
- ▶ Display dimensions of 1024x768 or greater
- ▶ Dedicated Windows-compatible sound card, microphone and speakers recommended

Feature specific requirements

- ▶ Camtasia Studio Add-in for PowerPoint requires PowerPoint 2007, 2010, and 2013 (32-bit or 64-bit)
- ▶ Import of .mov and production to .mov and .m4v requires Apple QuickTime 7.2 or later
- ▶ Camera video recording requires a USB Web camera. Recording live from a DV camera is not supported
- ▶ Integration with Camtasia Relay requires Camtasia Relay Client Recorder
- ▶ GPU acceleration requires DirectX 9 compatible video adapter with 128 MB of video memory or greater and Pixel Shader 2.0 or later

About Camtasia Player

Camtasia Player is a standalone video player, optimized for playing screen recordings.

- ▶ Plays videos at 100% of their original size to maintain readability.
- ▶ Runs on any 32-bit Windows platform, with no dependencies on runtime libraries, OS version, or DirectX.
- ▶ Player is a single .exe file. No setup required and Player does not use the registry or any configuration files.
- ▶ Use command line options to invoke Player in various ways from CD-ROMs, multimedia authoring tools, and scripting languages or batch files.
- ▶ Only plays .avi files and includes built-in support for the TechSmith Screen Capture Codec (TSC2).
- ▶ Requires installation of the basic Windows multimedia support for playing .avi files.

The TechSmith Screen Capture Codec (TSC2) is built into Camtasia Player. The benefits include:

- ▶ The ability to playback videos on the host PC without needing to install the TSC2.
- ▶ Preservation of nearly 100% of the video quality
- ▶ Optimized for screen capture, resulting in small and highly compressed files.
- ▶ Exceptional compression speed at all color depths.

Camtasia Player System Requirements

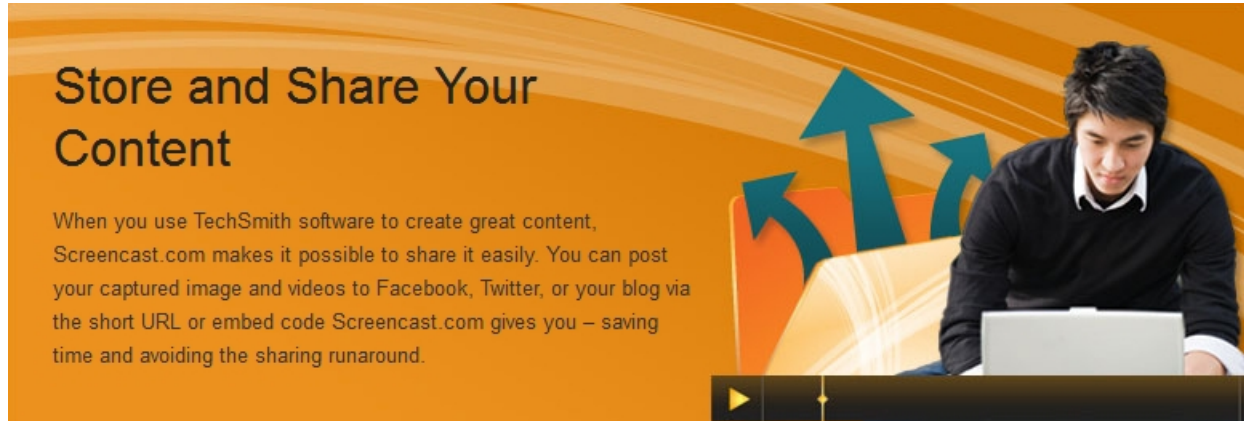
- ▶ Microsoft Windows® 2000, Windows XP, or Windows Vista® or later
- ▶ Windows-compatible sound card and speakers (recommended)
- ▶ 470 KB of hard disk space for program installation
- ▶ Installation of basic Windows multimedia .avi file support
- ▶ Installation of any audio or video codecs required by the .avi files

To view the codecs installed, select Control Panel > Sounds and Audio Devices > Hardware tab.

Make Camtasia Player the Default Player

1. Right-click on an .avi file in Windows Explorer.
2. Select Open With > Choose Program.
3. The Open With dialog box appears. Click **Browse**.
4. Find and select: C:\Program Files\TechSmith\Camtasia Studio 6\CamPlay.exe
5. Click **Open**.
6. Enable the Always use the selected program to open this kind of file option.
7. Click **OK**.

About Screencast.com



Screencast.com is a place to upload, manage, and share high-quality videos, presentations, and images.

With Screencast.com, you can:

- ▶ Control the rights to your content
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- ▶ Access the stats on your content
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- ▶ Share content and provide viewers with a link to your content, a MediaRoll widget, or RSS feed

Use Screencast.com to...

- ▶ Upload Jing and Snagit captures to the web and share them with a link.
- ▶ Share your Camtasia videos online-and-control how private or public they are.
- ▶ Share Morae usability testing videos with UX teams and stakeholders.

Screencast.com Free:

- ▶ 2 GB of Storage
- ▶ 2 GB Monthly Bandwidth
- ▶ 4 Privacy Options
- ▶ Clear Videos and images, every time

To learn more, visit www.screencast.com.

Camtasia Studio Integration

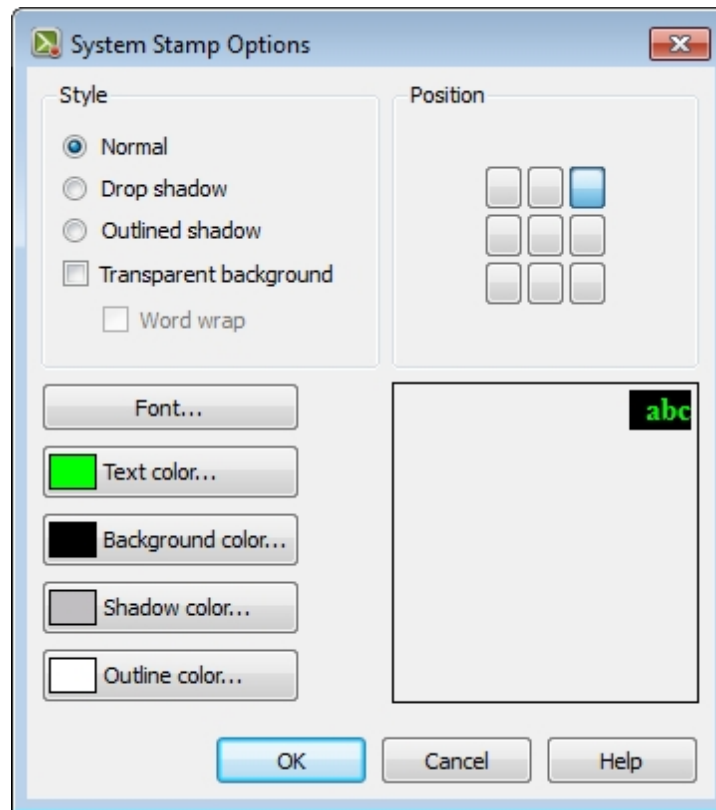
- ▶ Upload videos directly from Camtasia Studio to Screencast.com.
- ▶ Create your Screencast.com folder prior to uploading.
- ▶ Customize the thumbnail.
- ▶ After production, the video is immediately available to share with your viewers.

See also

- ▶ [Produce and Share Directly to Screencast.com.](#)

System Stamp and Caption Options

To access these options, choose Camtasia Recorder > Effects > Options > Annotation tab > System stamp options button or Caption options button.



The system stamp and caption options define the appearance of the system stamp or caption including the font, font color, style, position, etc.

Options	Description
Normal	Displays normal text in the recording.
Drop Shadow	Adds a drop shadow to the text.
Outlined Shadow	Outline the text with a shadow.
Transparent background	Allows anything in the recording area behind the system stamp or caption to be seen.
Word Wrap	Wraps the system stamp or caption text to fit within the size of the recording area.
Position	Click a square in the grid to select the position of the caption or system stamp in the recording area.
Font	Click the Font button to edit the font type, size, and color.
Color	Click the Color button to edit the text, background, shadow, or outline color in the system stamp or caption.

See also

- ▶ [Add a System Stamp While Recording](#)
- ▶ [Add a Caption While Recording](#)

Recorder Tools Options

To access these options, select Camtasia Recorder > Tools > Options.

The Tools Options dialog box provides access to the global options available in Camtasia Recorder.

See also

- ▶ [Recorder General Tab Options](#)
- ▶ [Recorder File Name Options](#)
- ▶ [Hardware Acceleration](#)
- ▶ [Recorder Inputs Tab Options](#)
- ▶ [Audio Format](#)
- ▶ [Change the Recorder Hotkeys](#)
- ▶ [Recorder Program Tab Options](#)

Recorder General Tab Options

To access these options, select Camtasia Recorder > Tools > Options > General tab.

Help Options

Option	Description
Show tooltips	Display tooltips in Camtasia Recorder.
Warn me when recorder will be recorded	Displays a warning dialog box when Camtasia Recorder appears in the recording area and in the final recording file.

Capture Options

Option	Description
Capture layered windows	Capture translucent or irregularly-shaped layered windows. An example of a layered window is the Office Assistant in Microsoft Office 2000.
Capture keyboard input	Record keystrokes. See Keystroke Callouts .
Disable screensaver during capture	Enable this option when conducting long, unmonitored recordings.
Disable Aero during capture	Disables the aero style in Windows Vista or Windows 7.

Saving Options

Option	Description
Record to	Select the recording file format. CAMREC is the default file format. See The CAMREC Recording File .
File options button	Opens the File Options dialog box . See Recorder File Name Options .
Temporary folder	Select a folder to store the temporary files created while recording.

Recorder File Name Options

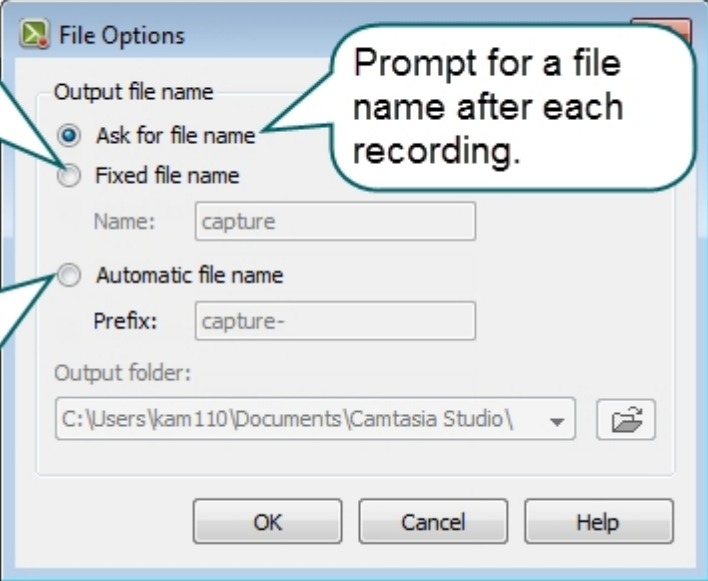
To access these options, select Camtasia Recorder > Tools > Options > General tab > File options button.

Set the file name preferences for recording in Camtasia Recorder.

Define a single file name. Any file with this name is automatically overwritten when saving subsequent recordings.

Prompt for a file name after each recording.

Save recordings with the prefix entered along with a number, such as Video-001AVI, Video-002AVI, etc.



Hardware Acceleration

The option to disable hardware acceleration during capture is only available on Microsoft® Windows XP or earlier operating systems.

To access these options, select Camtasia Recorder > Tools > Options > General tab > Disable display acceleration during capture.

Screen recording can exhaust the CPU resources which can result in low frame rates or sluggish performance. Too low of a frame rate can make videos appear jerky. If the system resources are exhausted, the mouse cursor or background applications may run slowly. After recording, you may see a black box instead of the recording. This is evident on slower systems, when running CPU intensive applications and recording large areas of the screen.

Disabling hardware acceleration greatly reduces CPU utilization on Microsoft® Windows XP.

Some applications require hardware acceleration to run properly. Games, CAD programs, and TV cards are a few examples. Try other methods to reduce the CPU:

- ▶ Decrease the size of the recording area.
- ▶ Lower the capture frame rate.
- ▶ Use a faster computer.

Recorder Inputs Tab Options

To access these options, select Camtasia Recorder > Tools > Options > Inputs tab.

Video Options

Option	Description
Screen capture frame rate	Select the capture frame rate in frames per second. Larger frame rates usually produce smoother videos. However, larger frame rates produce larger file sizes and require more system resources to record the video.
Video settings button	Opens the Video Compression Setup dialog box which allows you to select the screen capture codec .
Restore defaults	Restores the video capture settings to the default values: capture frame rate (30 fps) and video codec (TechSmith Screen Capture Codec 2).

Audio Options

Option	Description
Audio device	Select a microphone or audio device from the dropdown.
Volume slider	Drag the volume slide to adjust the recording volume level.
Audio settings button	Click to select the audio format for the recording file. See Audio Format .
Record system audio option	System audio is the system sounds from your computer such as mouse click sounds and audio playing from your speaker. Disable this option to not record the system audio.

Webcam Options

Option	Description
Webcam device	Select the camera device from the dropdown. If the device is on and properly set up, a preview of the camera appears.
Device properties button	Consult your camera device's documentation.
Format settings button	Consult your camera device's documentation.

Audio Format

Camtasia Recorder > Tools > Options > Inputs tab > Audio settings button.

The following options determine the audio format for the recording file:

Add a New Audio Format

1. Select the Format and the Attributes.
2. Click **Save As** and enter a name for the format.
3. Click OK.

Record with an Existing Audio Format

1. Select a Name from the dropdown list.
2. Click **OK**.

Recorder Program Tab Options

To access these options, select Camtasia Recorder > Tools > Options > Program tab.

Recording Region Options

Option	Descriptions
Region appearance	Choose how to display the green recording rectangle during recording. Options include: Corners, Rectangle, and Hidden.
Glowing capture rectangle	Flashes the green recording area during recording.
Force popup dialog boxes into region	Opens dialog boxes and other popup windows into the recording area.
Force region to multiple of 4 (improves quality)	Forces the dimensions of the video (in pixels) to a multiple of four. This eliminates errors when viewing videos created with certain codecs (such as Microsoft Video 1) which requires frames in multiples of four pixels.

Workflow Options

Option	Description
Record screen after starting capture	Show countdown before recording Uncheck the Show countdown before recording option to have recording begin immediately when the Record hotkey or button is pressed.
Restore cursor location after pause	Restores the cursor to the position on the screen prior to the pause. This allows you to seamlessly continue the action in the recording prior to the pause. You must press F9 to pause and resume the recording to use this option.
Hide Preview Window after recording is stopped	Select this option to not preview your screencast after recording. Choose from the following post recording options: Save, Produce, Add to Timeline, Add to Clip bin.

Minimize Options

Option	Description
Minimize recorder	<p>If you open or move the toolbar into the recording area, the toolbar will appear in the final recording file. Select one of the following options to determine when to minimize the toolbar:</p> <ul style="list-style-type: none">▶ If recorder will be recorded▶ Always▶ Never <p>Double-click the system tray icon during recording to open the toolbar.</p>
Minimize to	<p>Select the location to minimize the toolbar</p> <ul style="list-style-type: none">▶ Taskbar▶ Tray

Camtasia Studio Tools Options

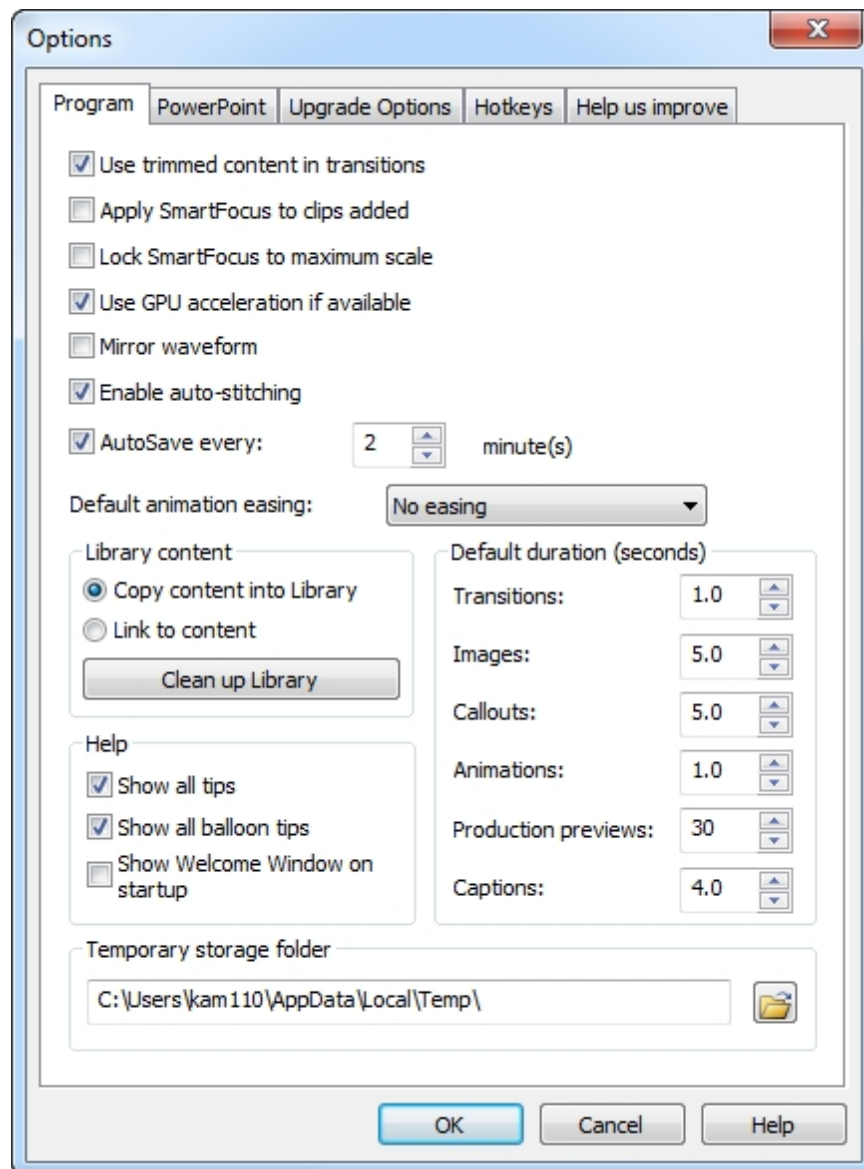
To access these options, select Camtasia Studio > Tools > Options.

The Tools Options dialog box provides access to the global options available in Camtasia Studio.

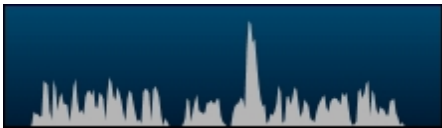

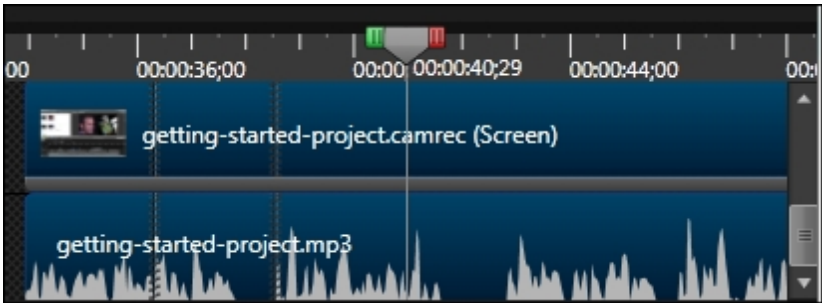
- ▶ **Camtasia Studio Program Tab Options**
- ▶ **PowerPoint Options**
- ▶ **Upgrade Options**
- ▶ **Help Improve Camtasia Studio**

Camtasia Studio Program Tab Options

To access these options, select Camtasia Studio > Tools > Option > Program tab.



Option	Description
Use trimmed content in transitions	<p>Transitions use the frames at the end of one video and the beginning of another. This can consume portions of the video you might need to see onscreen.</p> <p>Enable this option to have the transition effect use several frames of a video clip that was trimmed, split, or cut.</p> <p>This allows the effect to appear smoother since the "good" frames are not being consumed by the transition.</p>
Apply SmartFocus to clips added	Automatically apply SmartFocus animations to CAMRECs added to

Option	Description
	the timeline.
Lock SmartFocus to maximum scale	SmartFocus only pans animations. No zoom animations are added.
Use GPU acceleration if available	If available, performance of editing, previewing, and production is better. This option is not available for Microsoft Windows XP.
Mirror waveform	<p>Enable to show the mirrored waveform as it appeared in previous versions of Camtasia Studio.</p> <ul style="list-style-type: none"> In both views, the same audio data is shown. Only the presentation of the waveform differs. <p>Camtasia Studio 8 Waveform Style</p> <p>In this view, the waveform is slightly larger and the audio data is not mirrored.</p>  <p>Camtasia Studio 7 Waveform Style</p> <p>In this view, the waveform is slightly smaller and the audio data is duplicated to create a mirrored or top and bottom view.</p> 
Enable auto-stitching (Joins audio and video clips after a cut)	<p>When enabled, if using the Cut tool to remove a timeline selection, the gap between any audio or video is automatically stitched (joined) together.</p>  <p>When disabled, the clips will not automatically be joined but can be manually stitched together.</p> <p>Manually Stitch Clips</p> <p>Right-click between two clips on the timeline and choose Stitch Media from the menu.</p> <p>Unstitch Clips</p>

Option	Description
	Right-click on a stitched media clip and choose Unstitch .
AutoSave every	Set the interval, in minutes, for automatically saving a recovery file of the current project. AutoSave is enabled by default and is set to save every two minutes. See Back up a Project Automatically (AutoSave) .
Copy content into Library	When an asset is added to the Library, Camtasia Studio creates a copy of the asset .
Link to content	When an asset is added to the Library, Camtasia Studio links to the original asset file on a hard drive or network location . If assets are moved from the original location, the link to the asset breaks within the Library.
Clean up Library button	The Clean up Library option removes any broken links , rebuilds the Library indexes, and updates your folders. Once you perform the cleanup process, you cannot restore the Library to the previous version.
Help tips	Select to Show all tips and/or Show all balloon tips . When deselected, these tips will not show in the Camtasia Editor interface
Show Welcome Window on startup	Display Welcome Window .
Default durations	Select the default duration (in seconds) for transitions, callouts, title clips, and images added to the timeline. Changes to the default duration and does not apply to elements currently on the Timeline.
Temporary storage folder	Select the default folder to store temporary files.

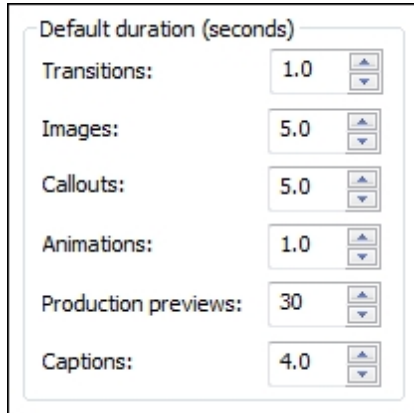
Change Media Durations

Change the Duration from the Timeline

1. Click to select a clip on the timeline. When selected, the clip is blue.
2. Hover the cursor over the beginning or end of the clip.
3. When the highlight on the end appears, grab the clip and drag in either direction.

Change Media Default Durations

1. Select Tools > Options > Program tab > Default duration.



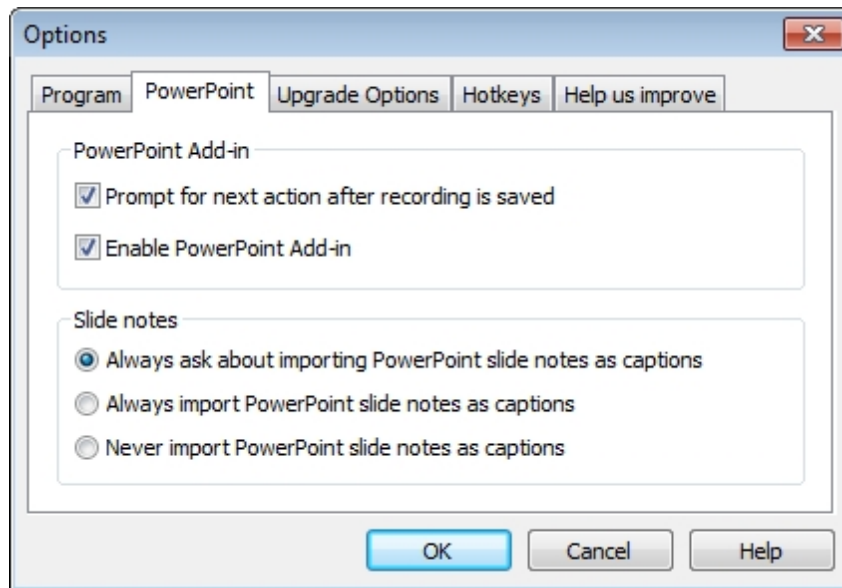
2. Enter the new time, in seconds, into the desired box. Or, use the arrow buttons to change the time.
3. Click **OK**.

PowerPoint Options

Camtasia Studio > Tools > Options > PowerPoint tab.

Post-Save Option

Enable the Prompt for next action after recording is saved option to open a dialog box after saving the PowerPoint recording. The dialog box allows you to immediately edit or produce the recording file in Camtasia Studio.



Enable PowerPoint Add-In

Enable the PowerPoint Add-In in Microsoft PowerPoint®. Use the Camtasia Studio PowerPoint Add-in to record and produce PowerPoint presentations from within Microsoft PowerPoint®. See [Record a PowerPoint Presentation](#).

Import Slide Notes as Captions

For PowerPoint recordings, you can import the PowerPoint presentation notes onto the Timeline as captions. Select from the following options:

- ▶ Always ask about importing PowerPoint slide notes as captions
- ▶ Always import PowerPoint slide notes as captions
- ▶ Never PowerPoint slide notes as captions

See also

- ▶ [Captions \(Closed and Open\)](#)

Upgrade Options

To access these options, select Camtasia Studio > Tools > Options > Upgrade Options tab.

Check to see if you are running the latest version of Camtasia Studio. An Internet connection is required.

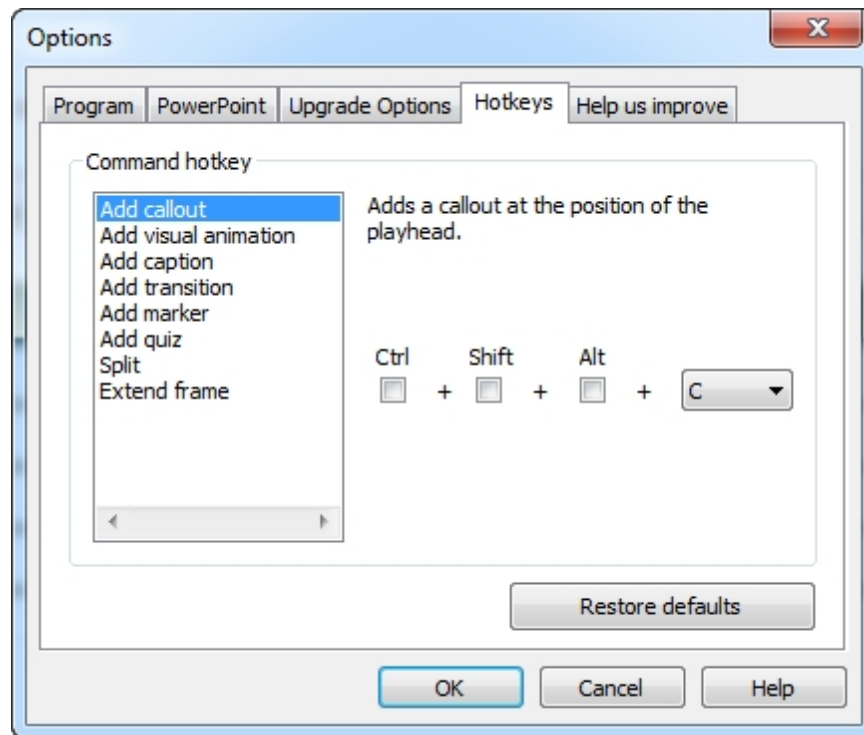
- ▶ To automatically check for Camtasia Studio program updates, click the **Enable automated upgrade checking** option. By default, Camtasia Studio checks every 14 days.
- ▶ Camtasia Studio displays a dialog box that asks if you want to check for available upgrades.

Hotkeys Options

Camtasia Studio > Tools > Options > Hotkeys tab

Use these command hotkeys to add effects at the position of the playhead on the timeline.

- ▶ Use the options in this tab to change the default hotkeys.
- ▶ Click **Restore defaults** to return hotkeys to their original settings.



Option	Default Hotkey
Add callout	C
Add visual animation	Z
Add caption	A
Add transition	T
Add marker	M
Add quiz	
Split	S
Extend Frame	E

Help Improve Camtasia Studio

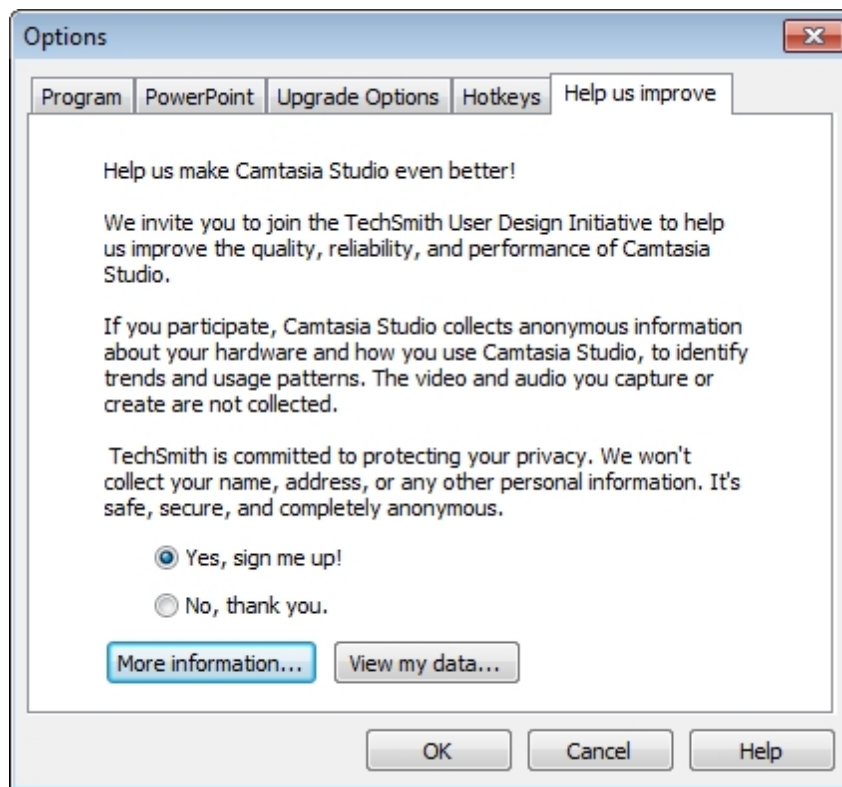
To access these options, select Camtasia Studio > Tools > Options > Help us improve tab.

TechSmith User Design Initiative (TUDI)

The TechSmith User Design Initiative (TUDI) is the perfect opportunity for you to help us improve TechSmith products. If you choose to opt-in, we collect anonymous information about your hardware configuration and how you use TechSmith products. This allows us to identify trends and usage patterns.

TUDI runs in the background, collecting information when you click on something that performs an action. You won't even know it's there and TUDI will not slow down the performance of your machine.

The information will be used as a guide during development. Usually, during the design of the interface, we take a lot of educated guesses. This data allows us to look at how people are actually using our products and is of great help to guide design.



Program Participation Options

- ▶ Choose **Yes, sign me up!** at any time to participate in the program.
- ▶ Choose **No, thank you** at any time to withdraw from the program.
- ▶ Click **More information** to view the TechSmith TUDI disclosure statement on the TechSmith website.
- ▶ Click **View my data** to see the data being sent back to TechSmith.

