

# Camtasia for Mac<sup>®</sup>

## Create Your First Video Guide

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# Planning your video

Before creating a video, it is important to consider the following questions:

- ▶ How do you want to share the video with your intended audience?
  - Do you want to share to a video hosting site such as YouTube, Screencast.com, or iTunes?
  - Do you want to embed your video to a website or blog?
  - Do you have technical requirements for your final video such as file format, file size limit, dimensions, etc.?
- ▶ What content are you recording?
  - Are you recording content that spans across the entire screen such as showing menus, the dock, or multiple applications?
  - Are you recording only a small portion of the screen or want to hide sensitive material on your computer?
  - Are you recording a large or full screen application or web browser?
  - Do you only want to record a small window or application in the final video?


These questions help determine your recording set up and sharing destination. Use the table below to help you get the best results for your final video.

 If you are sharing to YouTube, Screencast.com, a website or blog, iTunes, iPhone, or an iPod, use Camtasia presets or use the same aspect ratio as the recommended dimensions for the sharing destination.

## Should I record my entire screen or a region of my screen?

Record the **entire screen** when your recording content includes:

- ▶ Multiple applications or web browser windows.
- ▶ Large or full screen application or web browser.
- ▶ Action that spans across the entire screen such as showing menus, the dock, applications, etc.

 Or, record the full screen and use the editing features such as SmartFocus actions, cropping, and Fit to Visible to select which content to show in your final video.

Record a **region of the screen** when you:

- ▶ Only want to show a specific window or region of the screen, no extra content.
- ▶ Want to record at specific dimensions or at the same aspect ratio as the recommended dimensions for your sharing destination.
- ▶ Decrease the file size of the final video.

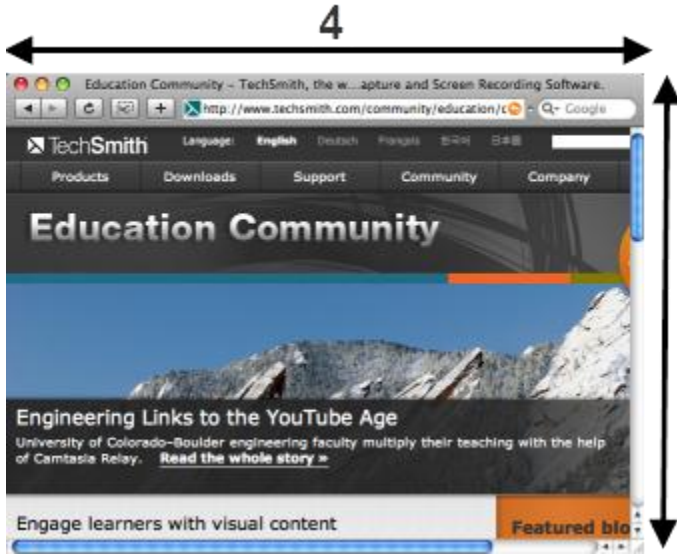

## What is video aspect ratio?

The aspect ratio of a video is the video's width to the video's height.



- ▶ If a video has dimensions of 320 x 240, the video has an aspect ratio of 4:3. The width is 1.33 times larger than the height.
- ▶ If a video has dimensions of 640 x 480, the video has an aspect ratio of 4:3. The width is 1.33 times larger than the height.
- ▶ Two video clips may be different sizes (dimensions), but have the same aspect ratio.

Two standard aspect ratios are 4:3 standard video and 16:9 Widescreen monitors or High Definition.

4:3	16:9
	
320 x 240 (iPod preset)	480 x 360 (iPhone preset)
640 x 480 (Web/YouTube preset)	1280 x 720 (YouTube HD preset, 720p preset)
800 x 600	1920 x 1080 (1080p preset)
1024 x 768	
1152 x 864	
1600 x 1200	

If you record a clip at a different aspect ratio than the recommended dimensions for your final video, one of the following may occur:

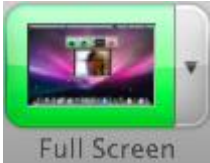
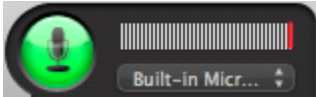
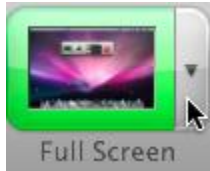
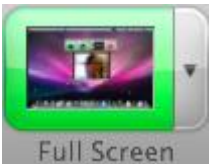
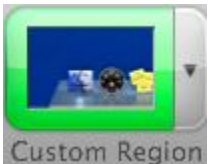

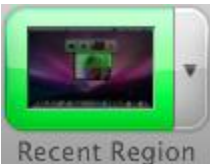

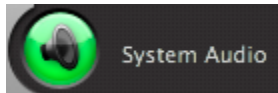
- ▶ Letterboxing: black bars or borders around the video
- ▶ Blurry or skewed content from resizing the clip to fit the final video dimensions
- ▶ Need to crop out some of the video content to fit within the final video dimensions.

💡 For best results, you will want to record, edit, and share at the same dimensions or same aspect ratio.

# Set up your recording

Click to enable or disable the recording options. The option is green when enabled.



<b>Recorded by default:</b>	<b>Full Screen Video</b>		<b>Microphone Audio</b>		<b>Select Screen area or Device</b>	
	 <ul style="list-style-type: none"> <li>Disable the Screen button to record audio or camera only.</li> </ul>		 <ul style="list-style-type: none"> <li>Test your audio level by speaking as you would during recording.</li> <li>If no audio appears in the audio meter or if the meter displays red, you need to adjust the audio volume before recording.</li> </ul>		 <ul style="list-style-type: none"> <li>Change the screen area, camera device, or audio device from the dropdown.</li> <li>The available devices appear in the dropdowns if the devices are properly set up.</li> </ul>	
<b>Additional recording options:</b>	<b>Another Monitor</b>	<b>Custom Region</b>	<b>Preset Region</b>	<b>Recent Region</b>	<b>Camera Video</b>	<b>System Audio</b>
	 <p>If you have multiple monitors, you can select which full screen monitor to record.</p>	 <p>Record at specific dimensions or a specific aspect ratio.</p>	 <p>Record at the recommended dimensions for popular sharing destinations: YouTube, web/blog, iTunes, iPod, iPhone, Screencast.com.</p>	 <p>Quickly select recently recorded areas. Saves last three recording dimensions and location.</p>	 <p>Record camera from the built-in iSight or a USB camera.</p>	 <p>Record system audio (the sound from your computer such as mouse clicks, audio playing from your speakers, etc.)</p>

## Select or edit recording region

When you select Custom Region or a preset you must select the recording area and screen location.

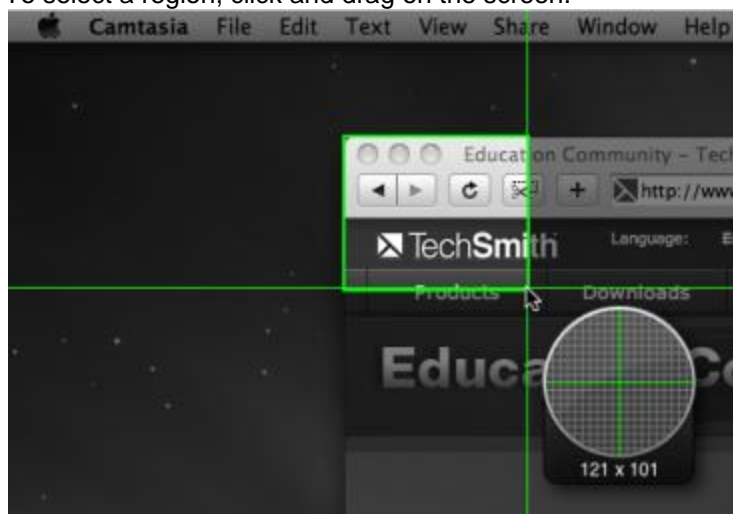
1. Click the Select Area button.



2. The crosshairs appear. Select or edit the recording area:

 You cannot move or resize windows while selecting a recording area. Click the Cancel Selection button or press Esc to edit the items on the screen or the recording settings.

- To select a region, click and drag on the screen.



- To select a window, hover your cursor and click when a green border appears around the window.



- To enter specific dimensions, click and drag on the screen and then enter dimensions into the width and height fields.
- To move the recording area to another location on the screen, click and drag within the green box .



# Record

## Recording Tips

- ▶ **Practice, Practice, Practice**  
Practice is the key to creating professional videos. It takes practice to learn how to move the cursor or open applications so they appear in the recording area. Also, practice to get the positioning of the Web browser or application just right.
- ▶ **Be Patient**  
A one minute video can take two or three minutes to record for an experienced user while a beginner may need 30 minutes or longer to get it right.
- ▶ **Clean-Up**  
Camtasia records anything on your screen. Clean up your Web browser and desktop by closing or removing nonessential applications, browser toolbars, browser history, and desktop and dock icons. A plain background on your desktop is better than busy wallpaper.
- ▶ **No Pop-Ups!**  
If you do not want to record pop-up windows, make sure to turn off pop-ups by using a pop-up blocker or your browser's built-in pop-up blocker.
- ▶ **Make Multiple Short Clips Using Camtasia**  
Then, import the short clips into Camtasia to join into a longer production. Use the same dimensions for each clip. Leave plenty of time for extra takes.
- ▶ **Watch the Mouse**  
Normal mouse and cursor movement can appear jerky, hesitant, or too fast in the recording. To eliminate some of these issues, practice using the mouse around the screen in a slow, fluid motion.

## Audio Recording Tips

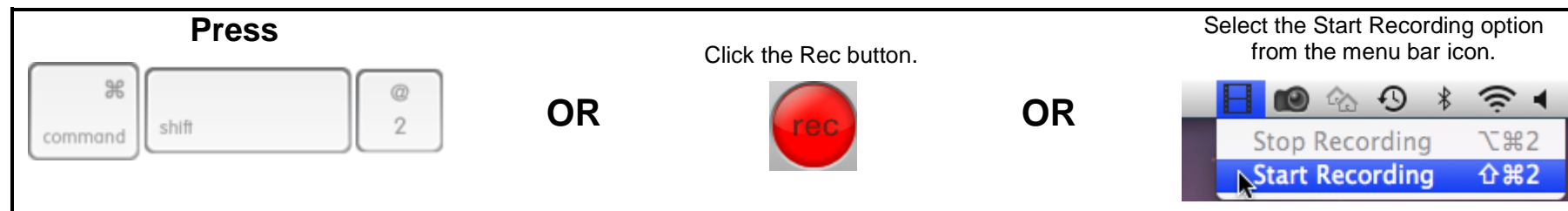
- ▶ **Practice using a microphone**  
Experiment with different volume levels and different microphone placement. Six inches from the microphone is usually good to record full tones, but not too close that other noises interfere.
- ▶ **Record in a quiet location**  
Any microphone can pick up nearby 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?
- ▶ **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 the blanket.
- ▶ **Use a script**  
A script helps you produce the best audio by allowing you to avoid mistakes or saying um or uh. 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. Smile as you speak.

## SmartFocus Recording Tips

If you plan to add the SmartFocus action 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 clips longer than 30 seconds.**  
SmartFocus is optimized for recordings longer than 30 seconds. For shorter clips, you can manually add the Zoom In/Out effect.
- ▶ **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.

### To start recording:




### Pause a Recording:

Pause a recording when you need to set up the next portion of the recording content or if an unexpected event occurs. While in pause mode you can name the recording file, resume recording, start the recording over, or stop the recording.

💡 Use the keyboard shortcut to pause and resume the recording to maintain the cursor position. Or, place a post-it note on your screen to mark the cursor position before pausing.

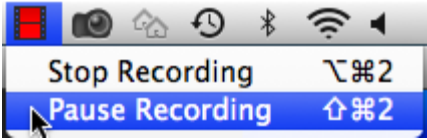
**Press**



command shift 2

**OR**

Select the Pause Recording option from the menu bar icon.



Stop Recording ⌘⌥2  
Pause Recording ⌘⌥2

### Stop a Recording:

After stopping a recording, the Camtasia recording file (.cmrec) appears in the Media Bin.

**Press**



command option 2

**OR**

Select the Stop Recording option from the menu bar icon.



Stop Recording ⌘⌥2  
Start Recording ⌘⌥2

**OR**

In the Pause dialog, click the Complete button.

# Editing

## The canvas and previewing your video

The canvas displays a preview of your final video at the location of the playhead on the timeline. Set the canvas preview scale to 100% to preview how the video will look at the current canvas dimensions.

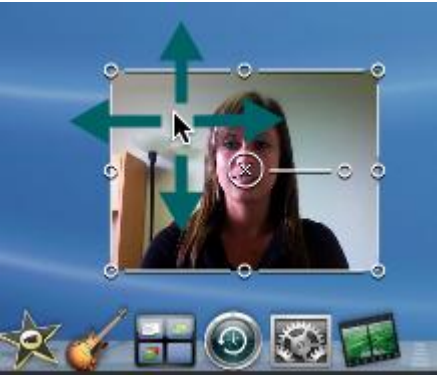





- ▶ Full screen recordings appear at 50% of their original size. (50% of the monitor resolution). Click the Properties button to change the clip's scale.
- ▶ Region recordings appear at their original size. (recording dimensions)

For best results, set the canvas dimensions to the recommended dimensions for where you plan to share your video. This allows you to preview exactly how the video will appear when shared. For example, if you plan to share your video onto YouTube, select **Edit > Adjust Canvas** and select the YouTube preset.

## Working with media on the canvas

Click to select the media on the canvas.




Position media	Rotate media	Scale media
<p>Drag the media to the desired position on the canvas.</p> 	<p>Drag the rotation control around the anchor point.</p> 	<p>Drag a handle on the selected media in or out. Any portion of the clip located outside the highlighted canvas area will not be included in the final video.</p> 
<p> Yellow lines appear on the borders and through the center of the media to help position the clip on the canvas. Any portion of the media location outside the highlighted canvas area will not be included in the final video.</p>		

# Share

From the Share menu, Camtasia allows you to immediately share the video to popular sharing destinations. Camtasia automatically selects the recommended export settings and dimensions for your desired sharing destination.

## For best results:

- ▶ Record at the same aspect ratio or recommended dimensions for the sharing destination.
- ▶ Set the canvas dimensions before editing to a preset or to the recommend export dimensions to preview how the final video will look.

Share Option	Description	Recording Preset or Canvas Preset
<b>iTunes</b> 	Share the video to iTunes, an iPod, an iPhone, or another mobile device.	<ul style="list-style-type: none"> <li>▶ iPhone (480 x 360)</li> <li>▶ iPod (320 x 240)</li> </ul>
<b>ScreenCast.com</b> 	ScreenCast.com is a media hosting site that allows you: <ul style="list-style-type: none"> <li>▶ Control privacy settings</li> <li>▶ Share the video URL</li> <li>▶ Copy the embed code to post the video on a webpage or blog</li> <li>▶ Enable commenting</li> </ul>	<ul style="list-style-type: none"> <li>▶ Web (640 x 480)</li> <li>▶ Any preset or custom dimensions</li> </ul>
<b>YouTube</b> 	Share the video on YouTube.	<ul style="list-style-type: none"> <li>▶ YouTube (640 x 480)</li> <li>▶ YouTube HD (1280 x 720)</li> <li>▶ 720p (1280 x 720)</li> </ul>
<b>Export</b>	The MPEG-4 file format: <ul style="list-style-type: none"> <li>▶ Viewable across platforms</li> <li>▶ Ideal for sharing on a website, blog, or over a network.</li> <li>▶ Includes an option to create HTML code to embed the video content and playback controls in a webpage or blog.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Web (640 x 480)</li> <li>▶ Any preset or custom dimensions</li> </ul>
<b>Advanced Export</b>	Customize the file format or export settings.	Any preset or custom dimensions