

# Camtasia Basics...Zero to Full Speed in (about) 30 Minutes!

## Round 1

- 1) Open Camtasia (Click on the green C icon on your desktop)
- 2) Take a look at the various areas available.
- 3) Click on Import Media and import the three files on your desktop. (TitleImage.png, MoneyVideoRough.mp4, Music Tracks – morningcafe.mp3)
- 4) As a time-saver we are going to use the video recording I completed earlier, but Step 3 has step-by-step instructions for recording video. Find the MoneyVideoRough clip and drag it to Track 1 in the timeline.
  - a. HOW TO RECORD VIDEO: Click the red Record button in the top left of your screen. The Camtasia program will minimize and a smaller Recording tool box will appear. Select your options and then click the red Record button. When finished recording press F10 or push Stop in the toolbox window. Your recording will automatically be added to the timeline in Camtasia for editing.
- 5) Notice that I cough (loudly) at the beginning of the video. We can easily remove that from our recording by dragging the beginning of our recording to about the 6.25 marker. This deletes both the cough and the silent portion of the video. Drag your adjusted video to the start mark.
- 6) You can zoom in and out of the video using the plus and minus icons or drag the sizing bar.
- 7) At the 25.07 marker until the 33.22 marker includes a segment I want to edit out. (NOTE: exact marker times will vary depending upon your personal editing style.) This can be done a variety of ways:
  - a. By highlighting the area to be removed. Drag the red and green flags on either side of the play head to where you want to edit, and click the Delete button on your computer, then drag the remaining video into place.
  - b. With the clip you want to edit selected, place the play head at the first place you want to cut and click the Split icon. Repeat the process at the end of the area you want to remove. Delete the unwanted video and adjust remaining video.
  - c. The easiest way to remove unwanted video is to drag the red and green flags into place and then click ALT and Delete on your keyboard at the same time. Not only does it remove the unwanted video, but it moves remaining video into place automatically.

Once you have your video edited how you want, you are ready to publish it. Congratulations! You've just created your first Camtasia project!

## Round 2

- 1) Let's add a few more items to our video to make it more exciting. First, move the MoneyVideoRough file (in the timeline) a little to the right, so you can drag TitleImage.png to the left of it. Adjust the image so it is on screen for about 10 seconds. You can see how long it will appear by hovering over the clip.
- 2) Now let's adjust the size of the image so it fills our screen. Click on the image in the preview window, click on the anchor points so you can re-size the image. You may need to move the image around a bit.
- 3) Next, let's make the image appear and disappear to create an interesting intro. Click on Transitions. There are LOTS of options to choose from, but for our video we are going to select Fade. Click on the option and drag it to the image file on the timeline. This will automatically add the transition. We can tell we've been successful because green bars appear on both ends of the clip. Yours didn't appear on both ends? Go ahead and click on Fade again, in the Transitions area, and drag it to where you want it to appear.
- 4) We want a title for our video so let's click on Annotations. As with Transitions, there are LOTS of options. With Style All selected in Callouts scroll to the bottom of the options and select the last option. This should be capital letters without background. Drag the option and drag it to the preview window. Adjust the size and position to fit nicely in the window. Double click on the text to select it and change the title to Teach Your Kids About

Business. Highlight the text and change the font to something you like. Use the slider to adjust font size. Change the font color to black.

- 5) Adjust the length of time the text will appear on the screen to be 10 seconds, so it matches the TitleImage.png file.
- 6) Let's make the title text more interesting by adding a behavior. First, move the play head to about 5 seconds, so we can see the title text. Click on Behaviors to open the options. As with other areas in Camtasia, there are LOTS of choices. We are going to use Drifting for our video. Select the option and drag it to the text on the preview window. This opens the Properties window. From here we can adjust how the text appears and how fast it appears. We can also adjust what it does while it is on screen, and how (or if) it leaves the screen. Let's change During and Out to None. To do this we click on the down arrow for Style and selecting None.
- 7) Let's add a closing image so people know the video has concluded. Click on Annotations and click on Shapes. Select Basic from the Style drop down list and then select the black rectangle. Drag the rectangle to the timeline at the end of your video. Adjust the length of time the rectangle shows to make your video about 2 minutes long.
- 8) Right click on the text box you added to the beginning of the video and click Copy. Click off the media and then right click in Track 2 and select Paste. Drag the clip so it is over the black rectangle created in Step 7. Adjust its length to end at the same time as the rectangle. Move the playhead to the middle of the black rectangle. Change the font color to white, and then change the text to read Thank You For Watching.
- 9) Click on Share and publish your video.

### Round 3

- 1) A few more edits to REALLY make our video stand out.
- 2) Drag the music file to Track 3 of the timeline. Right now it's too loud during the speaking portion of the video, but we can easily adjust it by adding two audio points. The first tells Camtasia when we want the video to begin to reduce in volume, and the second point tells it how low we want to go, and when. Click on the music clip to activate it. Notice the green line. Double click on the line at 6:00 to add an audio point. You can adjust the point left or right by dragging it. Add another point at 8:00. Select the line after the second audio point and drag it downward until it reads about 4%. For additional volume adjustments you can click on the drag bar in the Properties window to increase or decrease overall volume. I'm going to adjust gain to 80%. You may also want to adjust narration volume. This is done by clicking on the clip, selecting the Audio icon in the Properties window, and increasing/decreasing gain as desired.
- 3) Right now the music clip is too long. Drag the end of the clip to the left so it ends at the same time as other items.
- 4) Let's reverse the level of sound at the end of the video by adding two more audio points and then moving the sound levels up. Add your first point at the end of the video clip and the second point about a second later. Drag the green line up to a level you like.
- 5) We want the audio to fade at the end so click on More from your tools area and then click on Audio Effects. Drag the selection to the music clip.
- 6) Let's highlight the information discussed at about the 1:07 point of our video (website link comment). To do this we will add an annotation. This time we will select the scribbled line, which is Sketch Motion options. We want the second item in on the top line for our video. Drag the selection to the preview window and adjust it to the size desired. You may need to move the play head so you can see the box. You can adjust draw time speed, color, and thickness of the box in the properties window.
- 7) The last thing we are going to do before previewing and publishing is to add a zoom to the video. Move your play head to the 1:34 point then click on View, Tools, Zoom N Pan. (You can also click on Animations then Zoom-

n-Pan.) Use the Zoom bar or adjust the box to about 278% and move the box so only the money in the bottom right corner is highlighted. Notice an arrow appears on your timeline. Click on the head of the arrow (red dot) and drag it to the right to about 1:40.

- 8) That's it for major edits. Let's preview and then publish. Move the play head to the beginning of your video and then click the play button in the preview window. Make any minor adjustments you want so the video is ready to go.
  - a. Add a Fade transition to the end of the narration clip, and the end of the video.
  - b. Adjust sound (music file and/or narration) as needed.

## Publish Your Video

- 1) Click on the green Share icon and then select how you want to publish your video. YouTube and Local File are two common options. Let's look at both.
  - a. YouTube – You need to have a site set up in YouTube to publish there. It's easy and free to get set up. Title your video, add a description, include tags if desired, and select a category. Mine are usually in the Education category. Select public, so viewers can watch your video. Click Finish. Your video will automatically upload. When it is finished you will be provided a link to the video. Most of my videos are posted to YouTube.
  - b. Local File – Use this option to save the finished video to your computer. Select Custom Production Settings from the drop down list, and click Next. Unless you are doing something custom, you'll want to select MP4 as your production format, then click Next. You can choose to include a controller, and whether your video started automatically (not recommended). Click Next. Ignore video options and click Next. Check the name to be sure it reads how you want, and that it is saving where you want it to be saved, then click Finish. It may take a few minutes for your video to finish rendering. You can watch your MP4 video once rendering is complete.

## Create a YouTube Channel

- 1) Go to Youtube.com and sign in. You will need to create a gmail account if you don't already have one. (gmail.com)
- 2) Click on the head icon in the top right corner and then click on Creator Studio
- 3) Click on Create a Channel
- 4) Add the information requested and then click Create Channel
- 5) From here you can view and edit videos.
- 6) Click on Help for more detailed support information