

Camtasia 101

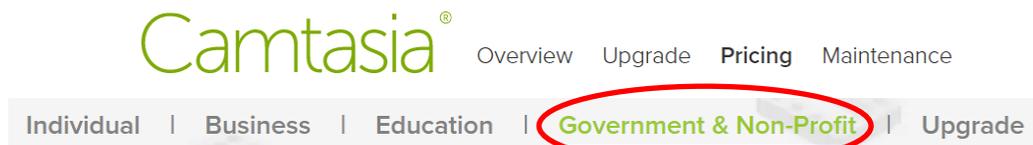
In this guide we will go over the basics of Camtasia, a software program used for screen recording and video editing. Specifically, I will teach you how to record, edit, share your screen and add captions to videos.

Before we get started, you will need to download Camtasia 2019 to your computer (compatible with Windows and Mac). Camtasia has a free trial period so you are able to test it out before making a purchase. Camtasia also has discounted pricing for government and nonprofit organizations so be sure to use that option if you choose to purchase.

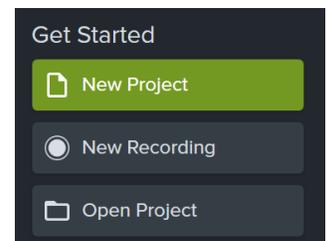
- 1) Go to www.techsmith.com/video-editor
- 2) If you're interested in a free trial, click "Free Trial" at the top of the screen.



- 3) If you want to purchase Camtasia, make sure to go to the "Pricing" tab and purchase Camtasia through the link under "Government & Non-Profit."



- 4) Go through the steps to download Camtasia to your computer and when the download is complete, open Camtasia.
- 5) Once Camtasia is open on your computer, click "New Project" to get started.

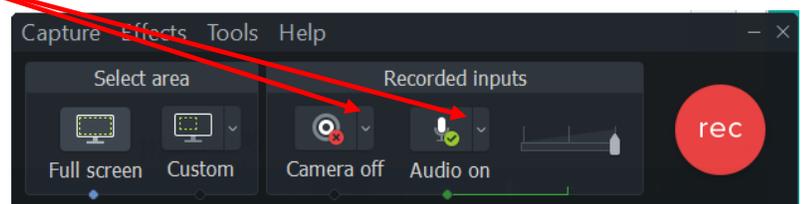


{RECORD YOUR SCREEN}

- 6) To start recording, click "Record" at the top left.

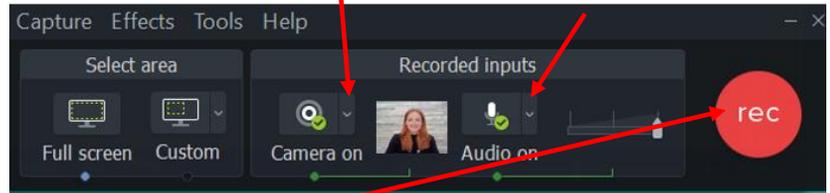


- 7) The Camtasia recorder will pop up at the bottom right of your screen. The Camtasia recorder is automatically set to capture everything that is happening on your screen (Full screen).
- 8) Before you record, customize your recording settings. You can leave it at its default (which is to record your entire screen), or you can select a custom region to record.
- 9) Under the "Recorded inputs" section, click the camera icon to turn the camera built into your computer (if your computer has one) and a small screen will appear showing what your



camera sees (it's probably your face!). Also, make sure the Audio is turned on. If you are using an attachable webcam or microphone, click the down arrow next to each to choose a specific microphone or webcam.

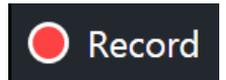
10) To start recording, click the red "rec" button.



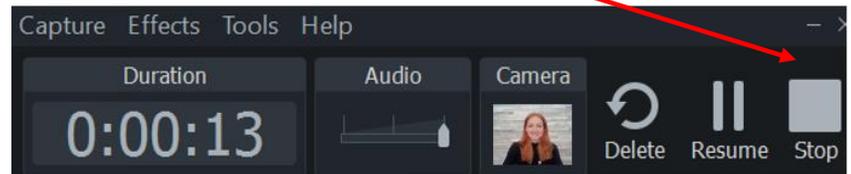
11) Don't worry about being 100% ready to go at this point because later in this guide we will go over how to cut unwanted parts out of your video.

- a. **Pro Tip:** *If you make a mistake while in the middle of recording (or notice a pesky leaf blower going off in the background), that's ok! Instead of stopping the recording and starting over, just take a little break and stop talking. Give yourself a little time, and then start talking again. When you cut the mistakes later, the pause you took will flat line your audio wave so it's easy to go back and find where to make edits!*

12) When you are finished recording, click the "Record" button at the top left (the same button you clicked to open the Camtasia recorder) and then click the "Stop" button.



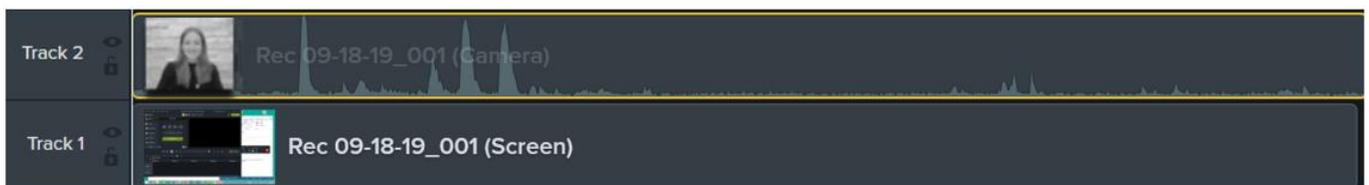
- a. Tip: Press "F10" to stop recording, or "F9" to pause/resume recording.



13) When you are done recording, you will automatically go back to the main Camtasia window. Now you should see two different tracks on your timeline.

14) Track 1 should be the recording of your screen (screen).

15) Track 2 should be the recording of your face and voice (camera).

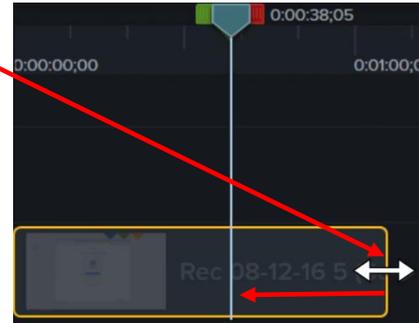


{TRIM}

16) We often record a little extra at the beginning and end of a recording while we are getting set up to record or after we are done and trying to end the recording.

17) To remove unwanted bits at the beginning or end of a recording, simply click the beginning or end of the track (your cursor should be a bar with an arrow on each end) and drag in towards the middle.

18) Then, to reposition the track at the beginning of your timeline, click somewhere in the middle of the track and drag the entire track all the way to the left.



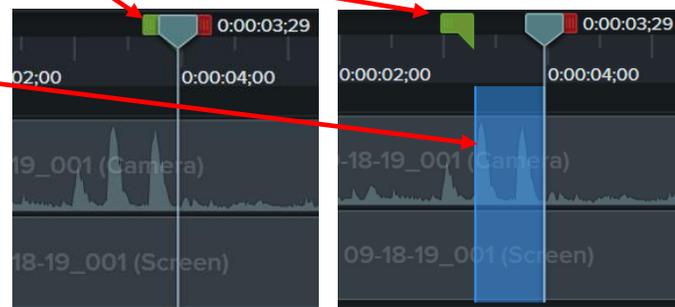
{CUT}

19) As I mentioned earlier, sometimes (most times) we will make a mistake or stumble over our words while recording and THAT IS OKAY. Remember, being authentic in video is key to connecting with your audience. However, if you make a mistake while recording that you want to remove, you can always cut it out. Here's how:

20) When you are done recording, it's a good idea to play it back from the beginning. If you come across a point in the recording where you made a mistake that you want to remove, press pause (*Tip: you can press the space bar to pause and play your recording*).

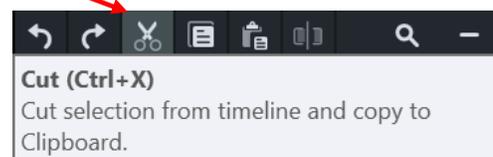
21) Drag the green (drag left) or red (drag right) handle on the play bar to select the area you want to remove.

22) The area highlighted in blue should be the section of your recording that you want to cut out. You can press "play" (or tap your space bar) to hear the contents of the area highlighted in blue to make sure it's what you want to cut out.



23) When you're ready, click the scissor icon (cut) on the toolbar above the timeline to remove the area highlighted in blue.

24) Move the play bar somewhere before the area that you cut out, and replay that section to make sure everything still sounds right after you cut that section out.

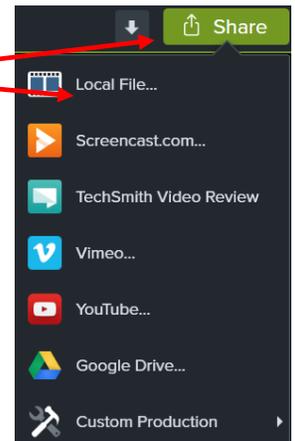


25) If you accidentally cut too much or too little, you can "undo" the "cut" by pressing the back arrow (or "Ctrl + Z").

{EXPORT & SHARE}

26) Save your recording onto your computer by clicking “File > Save” at the upper left of Camtasia. Your project will save as a “Camtasia Project (*.tscproj)” which is what I call the “raw” version of your project. It’s important to note that simply saving your project to your computer will only save your progress in Camtasia. It does not convert your project into a video/movie (mp4 file) and therefore your project cannot be uploaded to YouTube, posted on your Facebook page or used in a Facebook/Instagram ad yet. In order to upload your project to a platform so that others can view it, it must be converted to an mp4 file. Here’s how you do that:

27) When you’re ready to turn your recording project into a video (mp4), click the green “Share” button at the upper right. Then click “Local File...”



28) A “Production Wizard” window will appear.

29) Click “next” through each step and then click “Finish.” You do not need to adjust any of the settings in this window. Just keep clicking “next” and then “finish.”

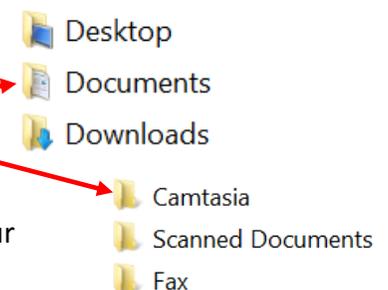
30) Once you click “Finish,” your recording will start rendering into a video (mp4 file).

31) When Camtasia finished rendering your video, the “Production Wizard” window will appear again. Click “Finish.”

32) Now Camtasia has created an mp4 file out of your project and saved it onto your computer.

33) To locate your final project, go to “Documents” on your computer (windows).

34) There should be a folder titled “Camtasia” within your “Documents” folder on your computer.

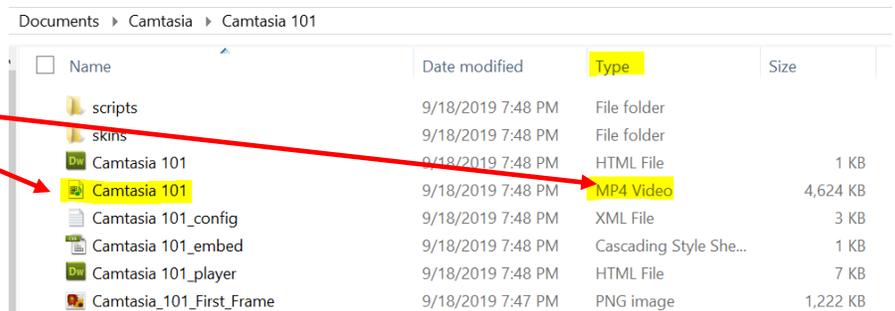


35) Look for the title of your project within the “Camtasia” folder on your computer. Double click to open it.

36) There will be eight (8) files in your project folder.

37) The file that has a “type” of “MP4 Video” is your completed video.

38) Double click it to open and watch your video.



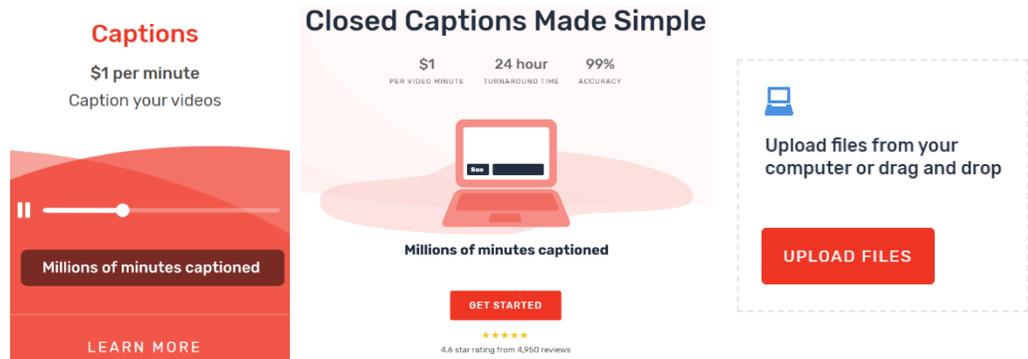
{INSERT CAPTIONS FROM REV.COM}

39) Although you can add captions to a video within Camtasia on your own, you can save time by using Rev.com. For \$1/minute, rev.com will create video subtitles for you, and then you can import them into Camtasia.

40) First, go to www.rev.com.

41) Under “Captions” click “Learn More” then click “Get Started.”

42) Next, you need to upload the mp4 file of your video to rev.com.



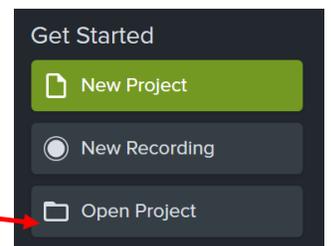
43) Click “Upload Files” and browse your computer for your video mp4 file. (Documents > Camtasia > your project > select the mp4 file)

44) When the upload is complete, you will be directed to rev.com checkout page.

45) Pay for your captions and within 24 hours you will receive an email from rev.com with your caption files. The files should be “.srt” files

46) Once you receive your “.srt” caption files from rev.com via email, save the files they sent you to your computer.

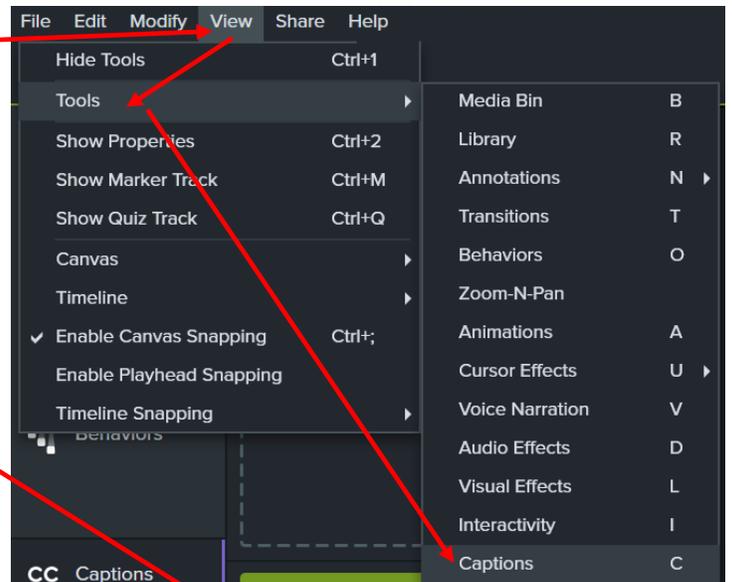
47) Reopen the “raw” version of your recording (*.tscproj) and you will be back in the editing phase of your recording. If you can't find the (*.tscproj) on your computer, just open Camtasia, select “Open Project,” and look for your project.



48) Once you're in, click "View" on the top menu, then go down to "Tools," then select "Captions."

49) The "Captions" panel should appear in Camtasia. Click "import" and browse your computer for the ".srt" caption files that you saved to your computer. Or, if you already have the files ready, just click and drag the files and drop them into the "Captions" panel in Camtasia.

50) The captions will now display in the Captions panel and on your timeline.



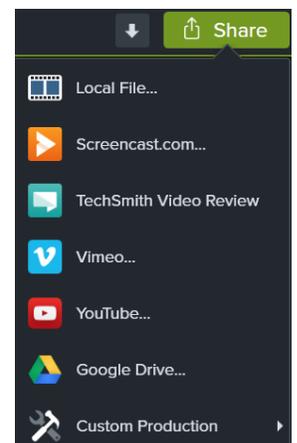
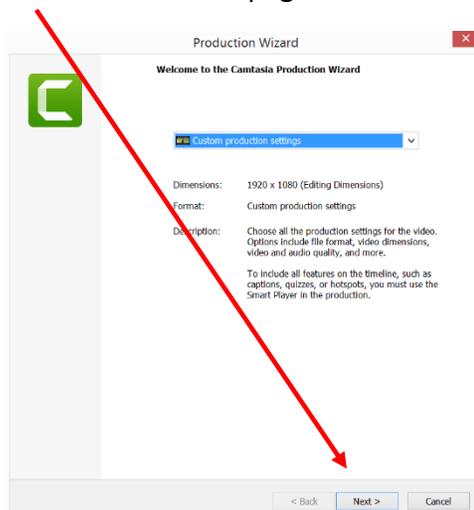
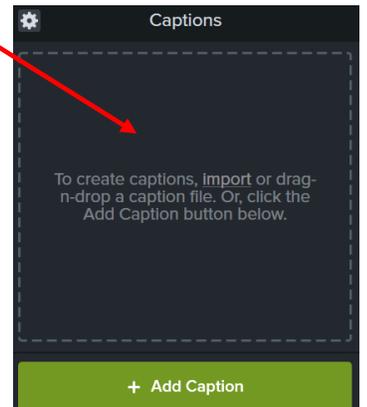
51) I suggest playing your project from the beginning to make sure the captions are correct. If you notice something that you want to change, simply click the text box and edit the caption.

52) If all looks good, save your project (File > Save).

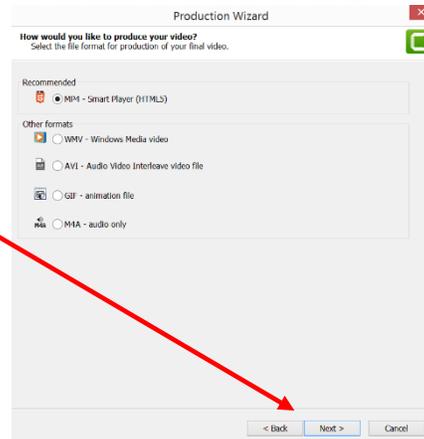
53) Lastly, render your project into an mp4 (again) by clicking the green "Share" button at the top right, then click "Local File...."

54) This time, instead of clicking "next" all the way through the Production Wizard without changing any settings, **you need to make sure you have the "Closed Captioning" settings selected correctly** so that your captions are included in the render.

55) Click "Next" on the first page of the Production Wizard.



56) Click “Next” on the second page of the Production Wizard.



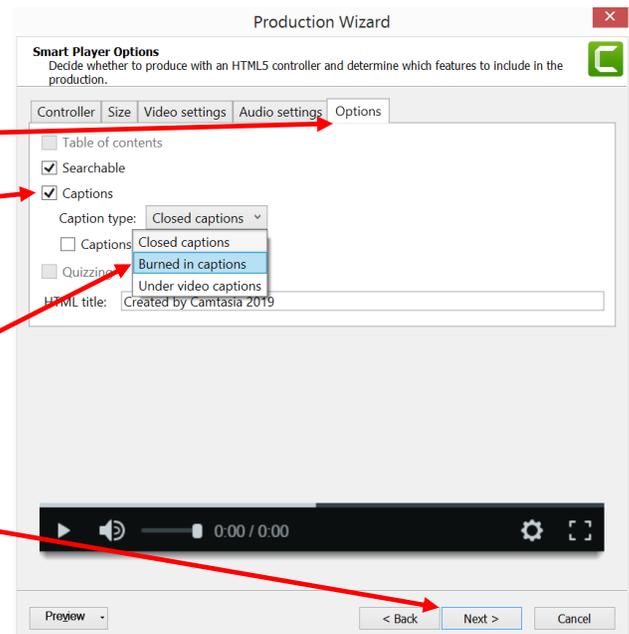
57) Once you get to the third page of the Production Wizard, **stop**.

58) You will see five tabs. Go to the “options” tab.

59) Make sure there is a checkmark in the box for “Captions.”

60) Click the dropdown arrow for “Caption Type:” and then select “Burned in captions.”

61) Then click “Next.”



62) On the fourth page of the Production wizard, click “Next.”

63) Finally, on the last page of the Production Wizard, click “Finish” and your project will start to render.

64) To watch your completed video with captions, browse your computer to find it (Documents > Camtasia > your project name > double click the mp4 file).

65) Voila! You are now a Camtasia expert!

