

Tech Day 2008

Camtasia

What is Camtasia Studio?

Camtasia Studio is a video-based screen capturing software program. It is analogous to using a video camera to record your screen. However, unlike using a video camera, the software is installed on your computer, so your screen captures are directly recorded to a digital video format with higher quality audio. Camtasia can also be customized to capture the entire screen, a specific window, or user-defined region. Screen capture videos can be recorded with or without voice narration, and can be annotated after recording.



Camtasia Studio Recorder

What is Camtasia Used for?

Camtasia was originally designed for creating software tutorials, but has other powerful applications. Common uses of Camtasia are:

- Software tutorials for discipline-specific or lab software
- Explanation of a process displayed in discipline-specific software
- Web site tours
- Narrated Powerpoint presentations
- Narrated explanation of lecture notes, homework solutions or other materials
- Video and audio podcast production

System Requirements

To use Camtasia, you will need a PC that meets the following requirements, along with a PC microphone. The headset style microphones work best as they pick up more of your voice and less background noise. Headsets for Camtasia can be purchased for a small fee in the ATC, or from major retailers.

Authoring Requirements:

- Microsoft Windows XP or Windows Vista
- Microsoft DirectX 9 or later
- 1.0 GHz processor (3.0 GHz Strongly recommended for PowerPoint and camera recordings)
- 500 MB RAM (2 GB recommended)
- Windows-compatible sound card, microphone and speakers or headphones
- 60 MB of hard-disk space for program installation
- Camtasia Studio Add-in for PowerPoint requires Office 2000 or later
- Office XP or later

Playback Requirements

Playback requirements vary based on the output format. Camtasia videos at WPI are typically converted to Windows Media Player and linked from the streaming server. These videos require Windows Media Player version 9.0 or higher.

Connecting and Adjusting Your Headset for Camtasia

Note

These instructions are based on typical Windows PC components. Your exact equipment may vary.

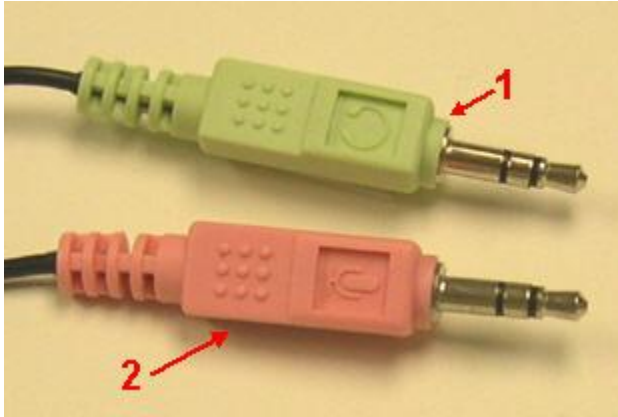


Headsets

In order to record narration in Camtasia, it is recommended that you use a headset with a microphone for the best audio quality. This type of microphone is placed near the speaker's mouth, so it picks up your voice more clearly while reducing background noise. Headsets are available from the Academic Technology Center (ATC) for a small fee by visiting the ATC in Fuller Labs 117 or contacting the ATC at 508-831-5220 or atc@wpi.edu. Be sure to mention that you would like to purchase a headset for using Camtasia.

Identifying Headset Plugs

The headset microphones has two plugs at the end, one for the microphone and one for the headphones. They might look like the following:



The headphones plug (1) can be identified by one of the following characteristics:

- Colored black, green or blue
- Displays a headphone logo: 🎧
- Embossed with the word "phones"

The microphone plug (2) can be identified by one or more of the following characteristics:

- Colored pink or red
- Displays a microphone logo: 🎤
- Embossed with the word "mic"

Once you know which plug is which you can find the matching jacks on your computer to plug them in.

Identifying Computer Jacks

The jacks on your computer are typically located on the back of your desktop computer or on the side of a laptop computer. Newer desktop computers may have jacks in the front. Sometimes they are in different places depending on the make and model of your computer. These jacks should be color coded and they may also be labeled with small graphics (which may not look the same as the ones on your headphones).

Here are examples from two typical desktop computers of different ages:



Here is an example from a typical laptop:



On your computer, the headphone jack is almost always green and the microphone jack is pink or red. The blue jacks in the first two photos are not the correct ones.

Headset Volume/Mute Controls

Your headset may be equipped with controls on the cord. If so, there is usually a rotating volume control and a mute switch similar to the one shown below:



After plugging the headset into your computer, be sure that the volume is turned to about halfway and that the microphone is not muted.

Computer Sound/Volume Controls

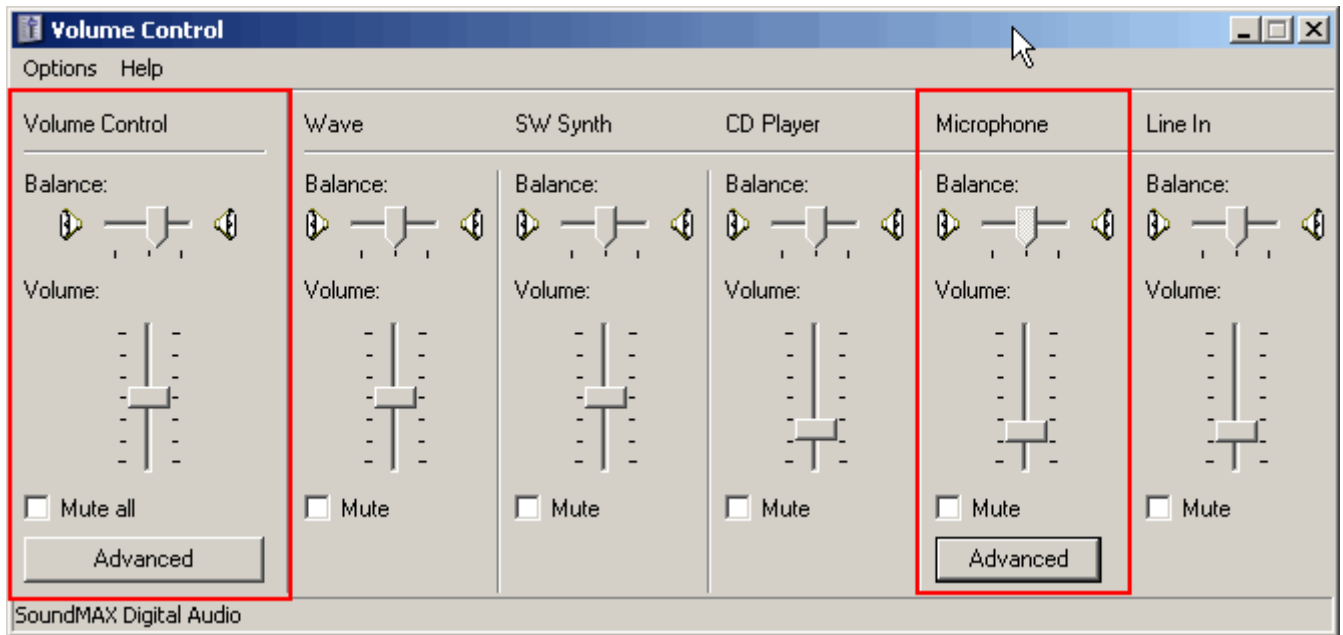
The Windows operating system allows you to place a small speaker icon (🔊 or 🔇) in your system tray (on the lower right of your screen) to allow quick access to your system volume. If you do not already see one of these icons in your system tray, enable it by doing the following:

- **Windows 2000/XP:** Go to *Start > Control Panel > Sounds and Audio Devices*. On the *Volume* tab, check *Place volume icon on the taskbar*.

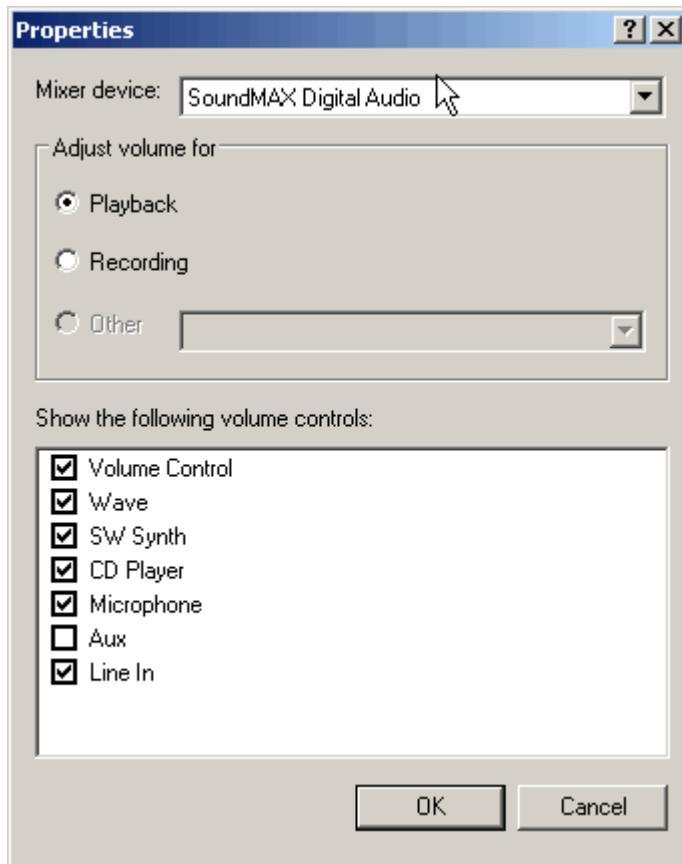
Once the icon is available, click it once to bring up a control to quickly adjust your system volume (or mute the volume).



Double-click the icon to bring up the advanced volume control panel, which includes microphone volume:



If you don't see all of the volume options listed above, especially the microphone options, go to *Options > Properties* in the Volume Control window. The Properties window appears and allows you to select additional volume options.



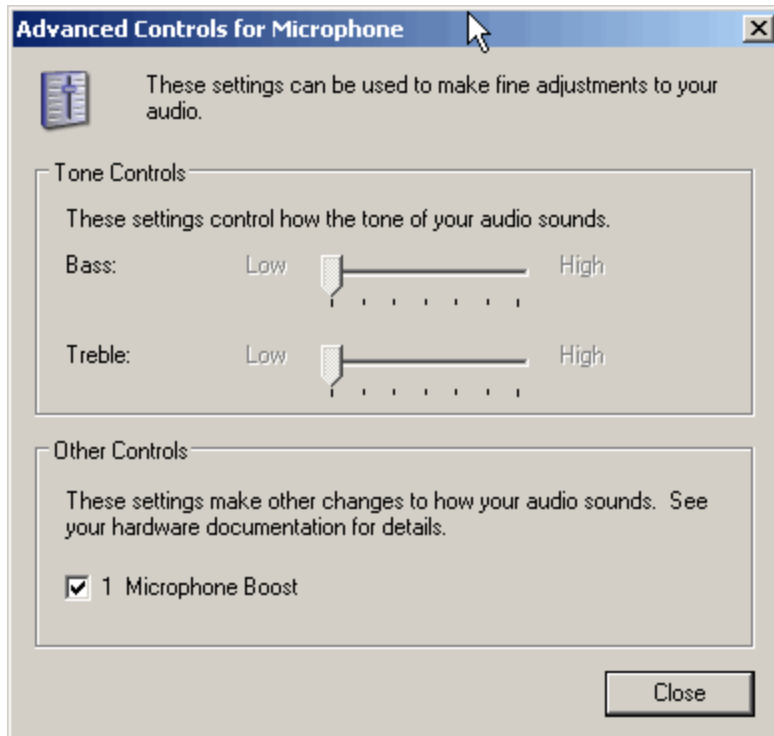
Tip

If you don't see the *Advanced* buttons as seen above, use the *Options* menu and select the *Advanced Controls* option.

Adjusting Microphone Volume

Microphone volume can be adjusted in a few ways:

- Make sure that the microphone slider on the Volume Control Window is set to about 50% (see above).
- Many microphones are not particularly powerful and you may need to boost the microphone input by clicking the *Advanced* button in the microphone control section of the full control panel and checking the *1 Microphone Boost* option.



- Adjust the volume using the volume control on the headset cord.
- You can also adjust your headphones and microphone volumes in Interwise. The section below explains how.

Acknowledgement: Much of the information in this document was modified and reproduced with permission from the [University of Alaska, Fairbanks](#).

Setting up Your Computer for Camtasia

Why?

Before you begin recording your screen capture video, you will need to prepare your materials, configure your PC and test your audio settings to ensure a smooth recording.

Preparation Tips for Your Recording Session

- Review the items or files you want to present on-screen. Familiarizing yourself with the content will help you navigate through it while you are narrating it.
- Create an outline or script to help you stay on topic during your session.
- It is best to record in a quiet area to minimize background noise, and to turn off the volume on your phone or cellphone if possible.
- If you are recording in your office, you might consider hanging a sign on your door to let people know you are recording. If someone knocks on your door, or the phone rings, it may be picked up in your recording.
- If you do make a mistake, or are interrupted, the video can be paused during recording. The video can also be edited afterwards.

Connect and Adjust Your Headset Microphone

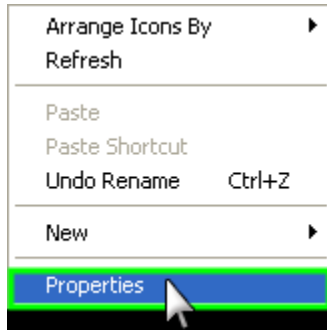
To record audio in Camtasia, you will need a PC microphone. A PC Headset Microphone is recommended for the best audio quality. Make sure your microphone is connected to your PC and is adjusted properly. See [Connecting and Adjusting Your Headset for Camtasia](#) for more information on setting up your headset.

Setting Your Screen Resolution

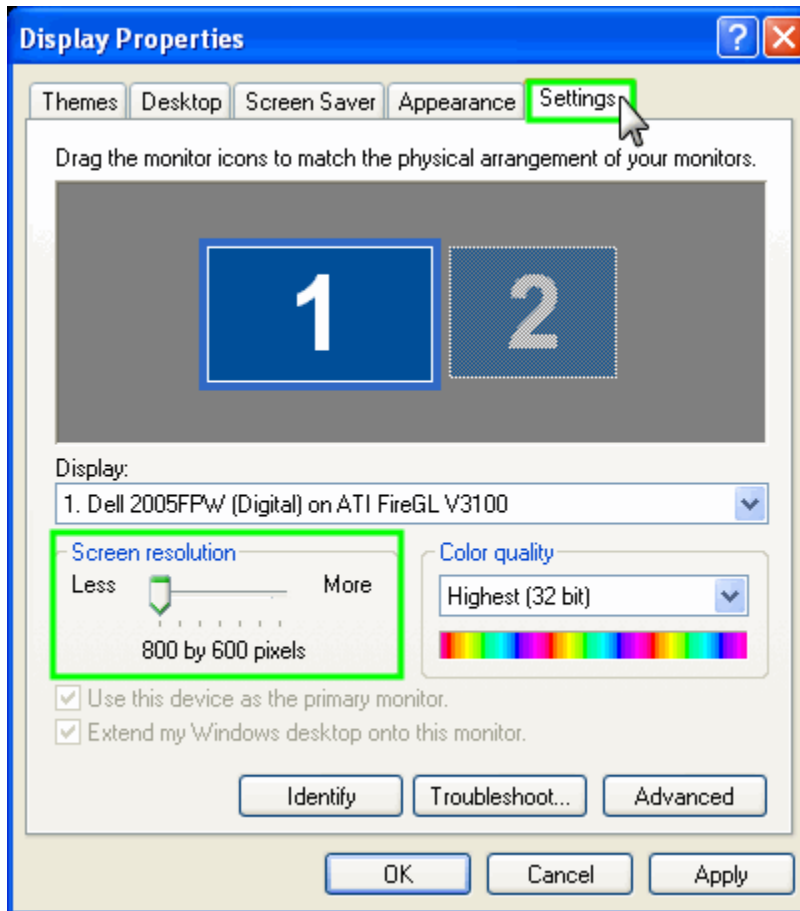
Note

For captures that will be viewed on a variety of different machines, it is recommended that you set your screen resolution to 800x600 or 1024x768 pixels before using Camtasia.

1. From your PC desktop, right-click with your mouse on an empty space and select *Properties* from the menu.

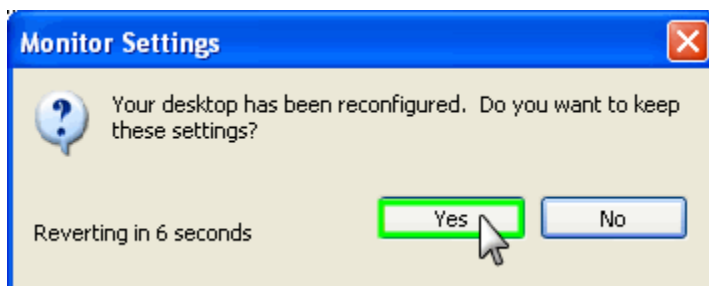


2. From the *Display Properties* window, select the *Settings* tab. Write down your current screen resolution so that you can reset it to the original size later. Then, lower the slider below *Screen Resolution* to 800x600 or 1024x768.



3. Click the *OK* button.

4. Your screen will briefly blank while the resolution is changing. After it has successfully changed, you will be prompted asking if you would like to keep these settings. Click *Yes*.

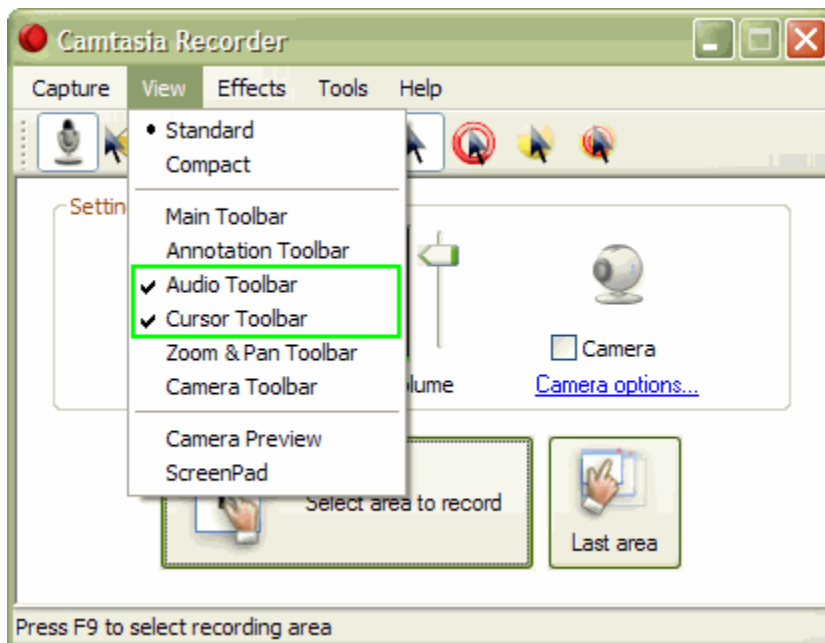


5. When you are finished capturing, you can repeat these steps to return your desktop resolution to your preferred settings.

Preparing Camtasia

6. On your PC, select the *Start* menu and then *Programs > Camtasia Studio 4 > Applications > Camtasia Recorder..*

7. From Camtasia Recorder, go to the *View* menu and make sure that the *Audio Toolbar* and *Cursor Toolbar* are both checked off. If they are not, select them.



8. You are now ready to begin recording your screen.

Recording a Narrated Camtasia File

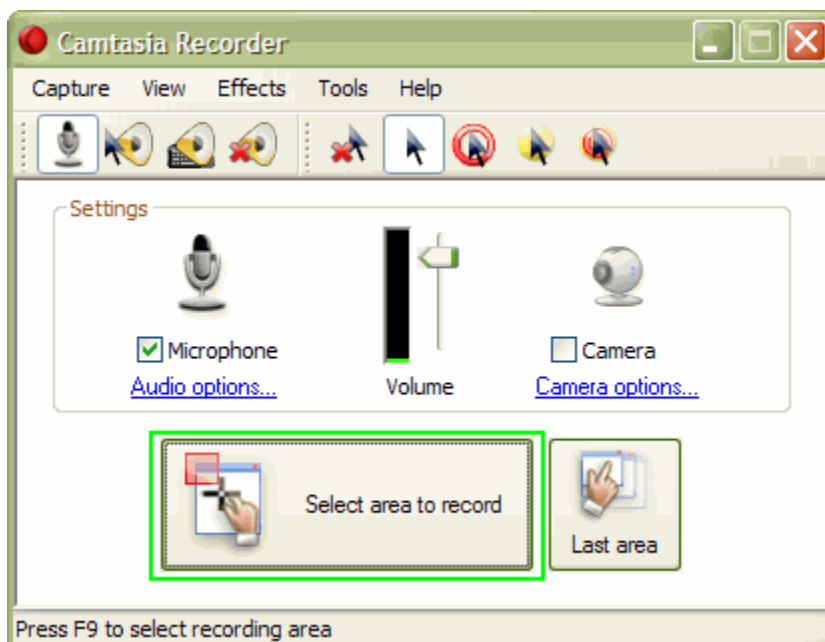
Goals

After you have prepared your computer and headset for Camtasia, you are ready to record. If you have not prepared your computer or headset, refer to [Setting up Your Computer for Camtasia](#) and [Connecting and Adjusting Your Headset for Camtasia](#)

Preparing for Your Recording Session

Decide what portion of your screen you would like to record. Examples include your whole screen, an active window, or a region of your screen that you define.

1. From Camtasia Recorder, click the *Select area to record* button.

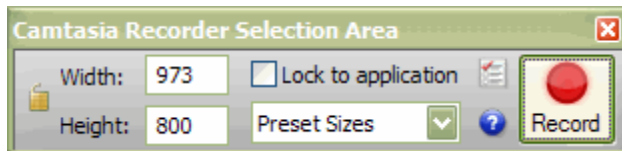


2. To select a region click and drag to highlight the area you wish to record.

3. To select a specific application window, hover over the desired window until the red border appears and then click to select the window.

Tip

Recording area selections can be modified using the Camtasia Recording Selection Area tool which appears after you have chosen a recording area. Use this tool to select preset recording sizes, such as Full Screen, or to lock the recording area to the selected application window.



4. Decide whether you would like to record just your voice narration, or whether keyboard strokes and mouse click sounds should also be recorded. These selections are made in the *Audio* toolbar.



5. If you want to have your mouse cursor recorded, select the appropriate settings in the *Cursor* toolbar. Hovering your mouse over the cursor settings buttons will show a description.



Tip

If you plan to use your mouse cursor as a point of reference so that students can see where you are navigating in your presentation, you

might want to highlight it yellow or have it turn red when you click so it is easily visible to the people watching your video.

6. Prepare the webpage, document, or PowerPoint presentation you plan to record.

Tip

When preparing to record a PowerPoint presentation, you should start your slideshow so that Camtasia does not record you setting up the show.

Recording

1. Press F9 when you are ready to start recording. As you record, you will be able to see the borders of what is being recorded as an indicator.
2. If you are recording only a region of the screen, you will notice a little toolbar on your screen with play controls. This toolbar will not be visible in the final recording.



3. Speak into your microphone to narrate your presentation.
4. Press F9 or the *Pause* button to pause recording. Repeating this will also resume recording.
5. Press F10 or the *Stop* button to stop recording.

Tip

Record a short test video clip of a few seconds before recording your actual clip. This will make sure your audio settings are working properly

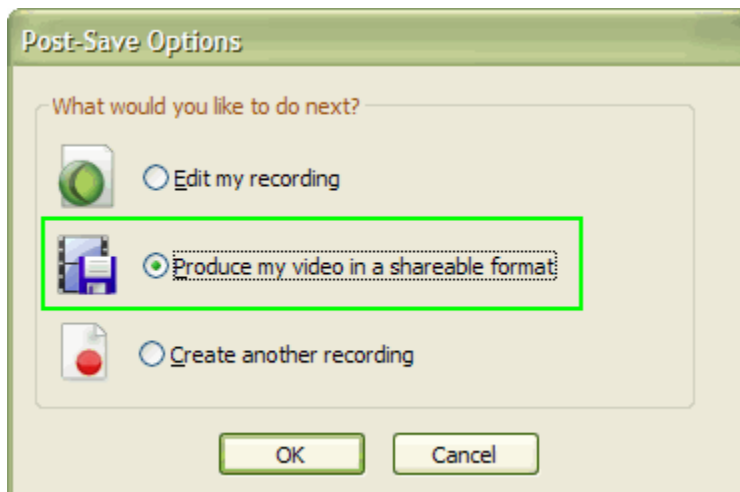
and everything sounds and looks the way you want it to before you begin recording your "real" file.

Saving Your Recording

1. When you are done recording, your video will play back in a preview window. At the bottom of the window are two buttons, *Save* and *Delete*. Select the *Save* button to save your file. You will be prompted to save the file to your computer. Browse to where you want to save the file and select *Save* again. The file will save as a *.camrec* file, which is a Camtasia Recording file. You should keep a copy of this file in case you decide to edit it later.



2. After the *.camrec* file has been saved, you will then be given the option to produce your video. The *Post-Save Options* window appears. Select *Produce my video in a shareable format* and click *OK*.



3. The *Production Wizard* window appears. Select *Custom production settings* and click *Next*.



4. *How would you like to produce your video?* screen - Select *WMV* for Windows Media Video and click *Next*.
5. *Windows Media Encoding Options* screen - The default production details are usually fine for screencapture productions. Click *Next* on this screen to advance to the next.

6. *Video Size* screen - Select *Largest Video Size* and click *Next*.
7. *Video Options* screen - Uncheck the box next to *Embed Video into HTML* and click *Next*.
8. Click *Next* again, you do not need to make any changes on the *Marker Options* screen.
9. When you get to the *Produce Video* screen in the Wizard, uncheck the box next to *Organize produced files into sub-folders*.
10. Name your file below *Production Name* and browse for a location where you would like to save it.



11. Your video will now produce. When it is finished, it will play automatically in Windows Media Player.