

Making Videos in Camtasia 8

This document contains information on the following topics:

- [Camtasia Basics](#)
- [Recording Your Script in Audacity](#)
- [Recording the Screen in Camtasia](#)
- [Importing Media](#)
- [Recording Narration in Camtasia](#)
- [Editing a Video – Using Split/Cut and Callouts](#)
- [Captioning a Video](#)
- [Saving and Producing a Video](#)

Camtasia Basics

Camtasia is a program that allows you to record the screen of your computer, add audio and callouts, and produce a professional quality video. It is especially useful for how-to videos – i.e. steps of completing an online process. If you are unfamiliar with the program, watch the video tutorials for the latest version of Camtasia Studio: [Camtasia Studio 8](#).

We do not recommend recording audio and video at the same time. You have two options for matching audio and visual. One option is to record the screen first, and narrate the audio in Camtasia afterwards. However, our recommendation is to record the audio first using Audacity. This way you can record the screen as you listen to the audio so that the two are synced perfectly.

Recording Your Script in Audacity

You will get the cleanest, most professional quality if you read your narration from a pre-written script. This will eliminate unnecessary pauses and ensure that you are speaking in complete sentences and stringing your thoughts together in logical steps. It is also easier to tweak your audio for volume, or layer multiple tracks of audio, if you use Audacity.

Recording the Screen in Camtasia

1. Open Camtasia.
2. Click **Record Screen**.

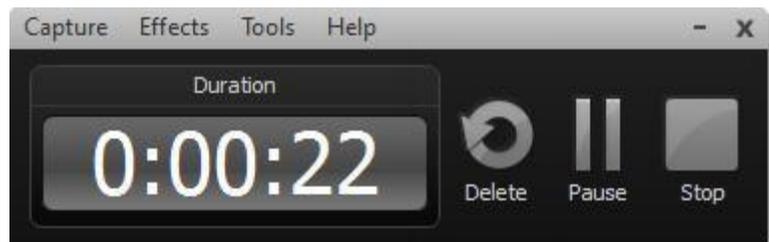


3. Note the audio and webcam options. If you are recording your audio *separately*, be sure that the audio is off (as pictured below).
4. Enter the dimensions at which you wish to record your video, adjust the screen you wish to record so the dimensions match the Camtasia recording box, and click **Record**.



(see [Record Your Screen](#) for help).

5. If you have pre-recorded your audio, listen to it as you record the screen so you can sync the actions.
6. You will see the duration of your video displayed. You also have the following options:
 - a. Click **Delete** to stop recording and delete what you have completed so far.
 - b. Click **Pause** to temporary pause your recording; click **Resume** to begin recording again.
 - c. In the end, you will select **Stop** to complete your recording. A window will appear, showing your recording and allowing you to save and edit, produce, or delete.



7. Save in the desired location with an appropriate name.
8. In the *Editing Dimensions* dialog box, select 800x600. Click **OK**.
9. Make sure that any zoom keyframes (blue circles) on the timeline show the desired part of the screen. If not, adjust them in *Zoom-n-Pan*, or delete them (see [Apply SmartFocus to Zoom and Pan](#) for help).

Importing Media

1. In Camtasia Studio, click the **Import Media** button. 
2. Navigate to the file (e.g. photo, mp3 audio track) that you want to import, and click to open it.
3. It will appear in the *Clip Bin*. Drag the file from here to the place you want it to appear on the timeline.

Recording a Narration in Camtasia

If you choose to record the audio in Camtasia after you have recorded the visual, follow these steps:

1. Move the playhead to the beginning of the timeline.
2. Click **More**.



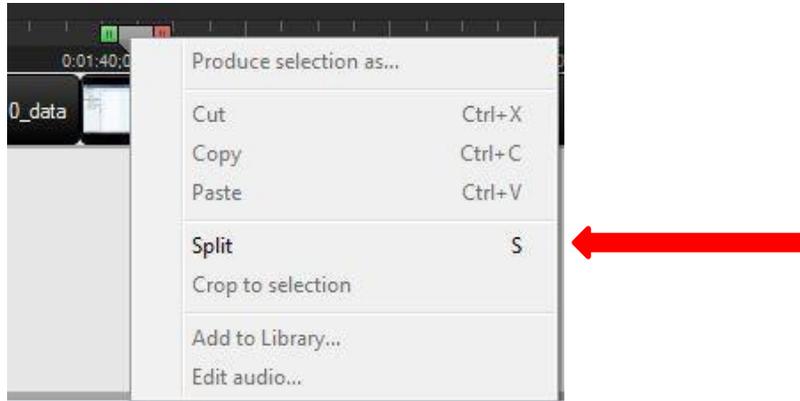
3. Click **Voice Narration**.



4. Plug in a microphone/USB headset. In the *Input level* section, speak into the microphone to check that a green volume level is appearing in the horizontal black bar. If it is not, click **Audio Setup Wizard...** and from the *Audio device* pull-down menu, select **Logitech USB Headset**, then click **Cancel**.
5. When you are ready to narrate, click **Start Recording**, and follow the script through the entire video, speaking in sync with what is happening visually.
6. When the recording is finished, save the .wav file in the same folder that you saved the screen recording in.
7. Watch the video, listening to your narration. If desired, remove audio from timeline and record again.

Editing a Video – Using Split/Cut and Callouts

1. To remove a small section of video or audio, use the cut and split tools.
 - a. Drag the playhead to the beginning of the section you want to cut, right click and click **Split**. Note that you need to have the track you want to split selected, otherwise you will only have the option to *Split All* tracks at that point.



- b. Do the same at the end of the section you want to cut, then right click on the section and click **Cut**. For more detailed instruction, see [Cut Unwanted Media on the Timeline](#).
2. To draw attention to something on the screen, create a callout.

- a. Drag your playhead to the place on the video where you want the callout to appear.
- b. Click on the **Callouts** button above the video feed.
- c. A selection of callouts will appear. To see more, click the arrow at the lower right corner.



- d. Click on the callout you want to use and it will appear on a bar between the video and audio tracks.
 - i. Drag and resize the callout around on the screen so that it calls attention to the item you want.

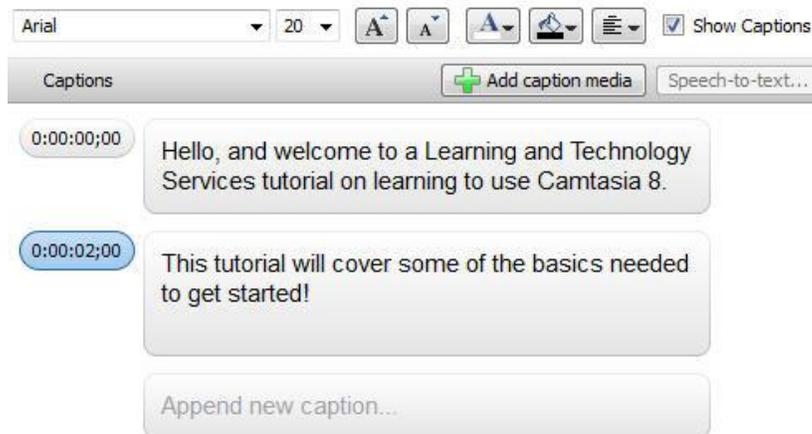


- ii. To adjust the length the callout appears, click and drag on one edge in the timeline.

For more detailed instructions, see [Add a Callout to Direct Viewers' Attention](#).

Captioning a Video

1. Move the playhead to the beginning of the timeline.
2. Click **More > Captions**.
3. In Word, copy the unformatted script for the video.
4. In Camtasia, select **Click to paste script or add caption...**
5. Divide the text into logical sections no more than 3 lines long by clicking **Split**.



6. Select **Sync Captions** to sync the captions with the audio. You will click through the first word in each caption section as you hear it play. For more information, see [Caption Series: Sync with Script](#).

7. To make minor adjustments to the timing of the captions, you can drag the blue rectangle associated with the caption on the timeline.

Saving and Producing a video

1. When you are happy with the video, click **File > Save Project As.**

2. Name the project and save in your desired location.



3. Near the top of the screen, select **Produce and Share.**

4. Select **Custom production settings** from the pull-down menu, and click **Next.**

5. Save it in the format you wish – the most common formats are *mp4* and *wmv*.

6. Click **Next** until the *Produce Video* options appear.

Produce Video
Select the output location and optional upload options. Click Finish to produce your video.

Output file

Production name:

Folder:
 

Organize produced files into sub-folders

Post production options

Show production results

Play video after production (before upload)

7. In the *Production name* text box, enter the name of the video.
8. Click the folder icon next to the *Folder* pull-down menu, and select the location you want to save your video in.
9. Click **Finish**, and the video will begin rendering.

Note: This process will likely take a few minutes, though it will vary depending on the size of your video.