





Screen Recording with Camtasia

Screen Recording with Camtasia



Technology Tuesdays
Faculty Training Workshop
Instructional Development Center
Heartland Community College
<http://www.heartland.edu/idc/>

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I. What is Camtasia?

Camtasia is screen recording software that you can use to create video tutorials showing various aspects of your computer screen. So you can record yourself navigating to certain locations on the web, record yourself delivering a PowerPoint presentation, or any other type of computer screen recording.

After recording your project you have a few options for delivering this file to your audience. You can burn the video to a CD-ROM, post to a web site, or even upload the file into WebCT for delivery through an online course.

You can find out more about Camtasia by visiting the Tech Smith web site at <http://www.techsmith.com>

At this web site you can watch product demonstrations, read product overviews and get a 30-day trial version of the software.

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II. Why use Camtasia?

The benefits of using Camtasia to produce screen recordings are similar to those of podcasting.

You can record your lecture once on a topic, deliver it on CD-ROM or over the web to students and spend more class time diving deeper into concepts, more student interaction, projects, student presentations and other learning events.

Using screen recording in a course...

- increases the number of learning modalities,
- increases the number of repetitions allowing students to review the material easily,
- encourages learning away from the classroom,
- gives a human touch to an online course environment.



III. How do I use Camtasia?

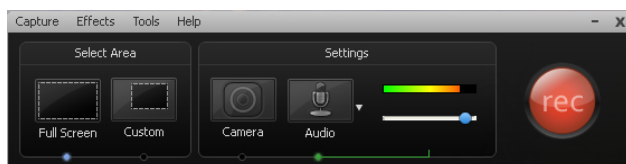
a. Beginning a Project

After opening Camtasia you will see a screen prompting you to choose to start a New Screen Recording, start a New Voice Recording, start a New PowerPoint Recording or import media files, or Open an existing Recent Project.



Choose start a New Screen Recording.

Here you will choose the microphone and test to be sure you are recording audio correctly. Speak into the microphone and the colors in the horizontal box will go from green over to red at the right.



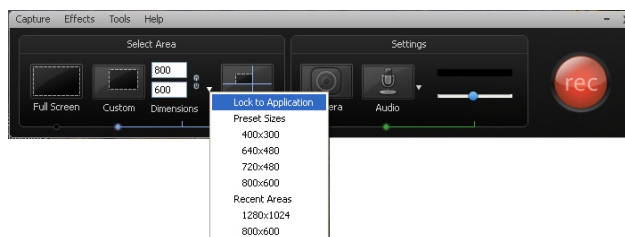
You can use a stand alone microphone or a headset/microphone combination to record audio in Camtasia.



III. How do I use Camtasia?

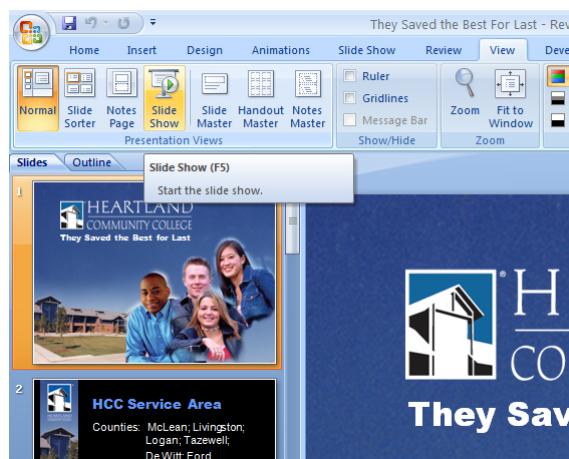
a. Beginning a Project (continued)

When finished setting and testing the microphone click Select area to record. This allows you to drag the mouse over the area of the screen you want to record. Camtasia has preset options to choose from as well.



Once you have started a new project it is time to create a screen

recording. Open the application or screen you'd like to begin recording. The example shown shows a



PowerPoint presentation being opened to full screen Slide Show mode.

After you set your screen recording area and your desktop is set to the application you'd like to record click the red Record (rec) button (shown in the image at top) to begin recording. Camtasia will give

your a 3...2...1 countdown visually on the screen and then you start delivering your presentation recording your audio and video.

Deliver your presentation, narrating and navigating through your screens.

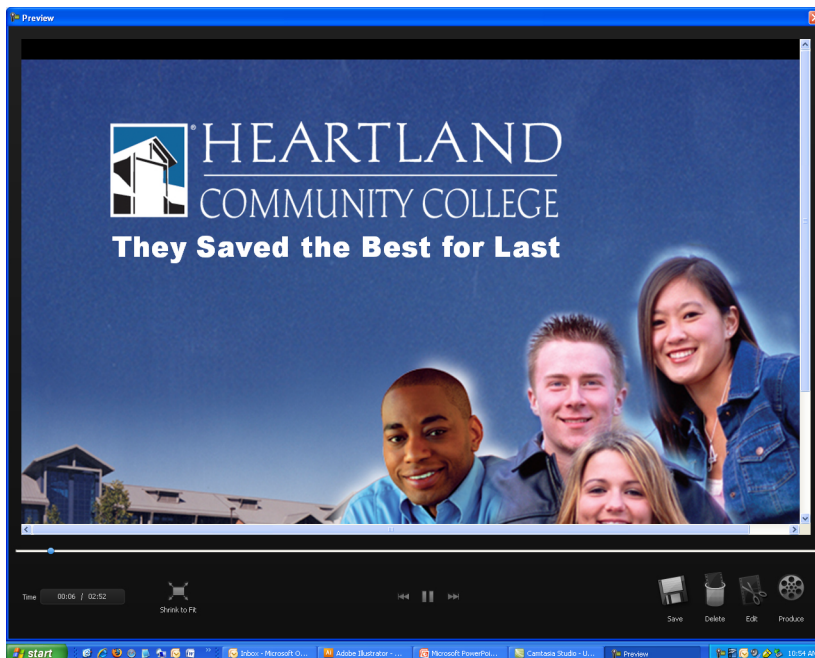
To toggle the pause/record press **F9** on the keyboard. When you are finished press **F10** to stop recording.



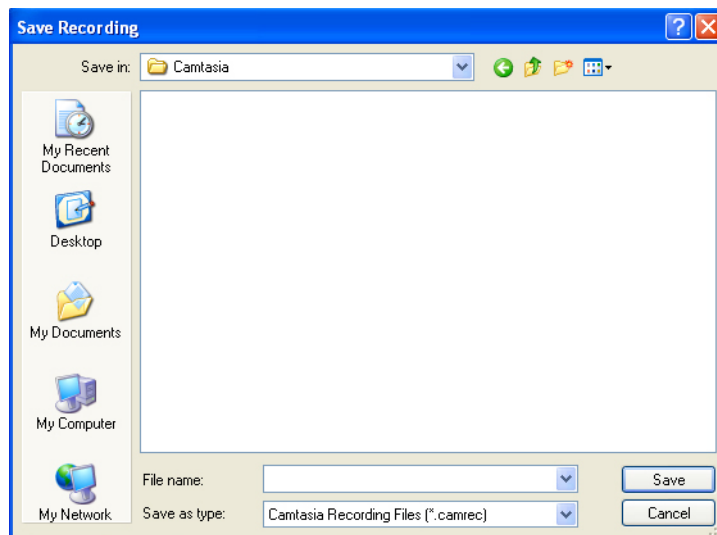
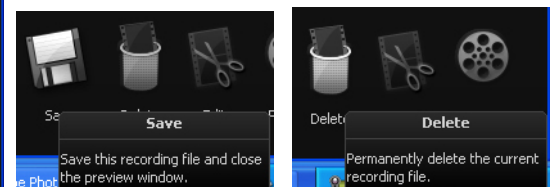
III. How do I use Camtasia?

b. Recording the Screen

After recording your presentation press **F10** to stop recording. After pressing F10 Camtasia will show you a preview of the video you recorded for review.



You will also see four main options in the lower right: Save, Delete, Edit, and Produce.



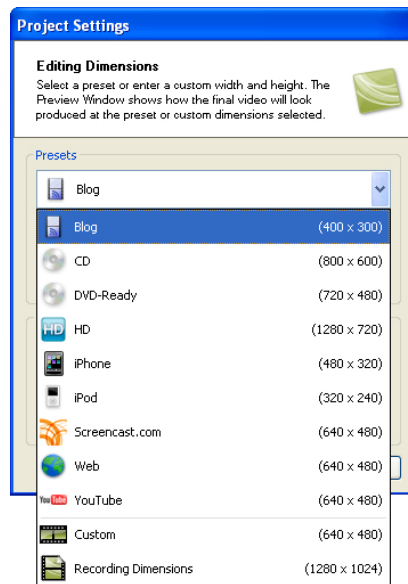
When you click on Save, Edit or Publish a Save Recording dialog box will appear allowing you to navigate to a location, give your file a name and save the initial recording. It saves this file as Camtasia Recording File (.camrec) for you to store and edit at a later time, edit now or simply publish the video out as is with no editing.



III. How do I use Camtasia?

c. Editing a Recording

Once you choose to Edit your Recording a Project Settings Screen will appear. Here you can choose what finished video type you want. You can save files for viewing on the Web, on CD, Blogs, iPods or set a custom setting. If you want to save your file as a windows media video file you need to choose custom from the list.



Camtasia has a timeline editor built into the program allowing you to do basic editing, add still images or other video clips and even create title clips, and callouts emphasizing information you deem important.

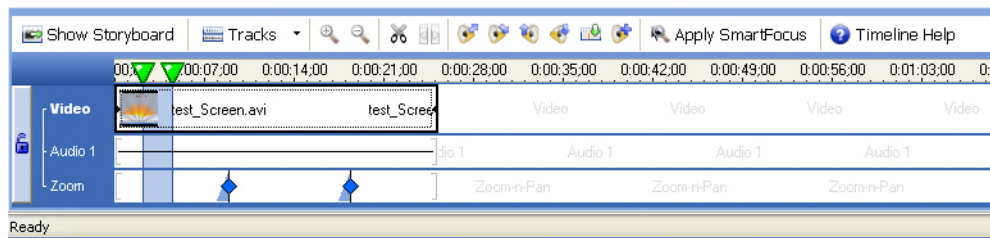
Your screen recording is automatically added to the timeline at the bottom of the screen. After you capture a screen recording it will be added into your Clip Bin of media. You can drag any extra clips or audio file thumbnails down to the timeline and drop it to add it to your final project timeline.



III. How do I use Camtasia?

c. Editing a Recording (continued)

The timeline allows you to edit out parts of the video you no longer need. Just place the playhead where you want the cut to start by clicking the mouse in that location and then drag the mouse to highlight the area you wish to delete (blue highlighted section shown below). Click the scissors icon to cut that section out.



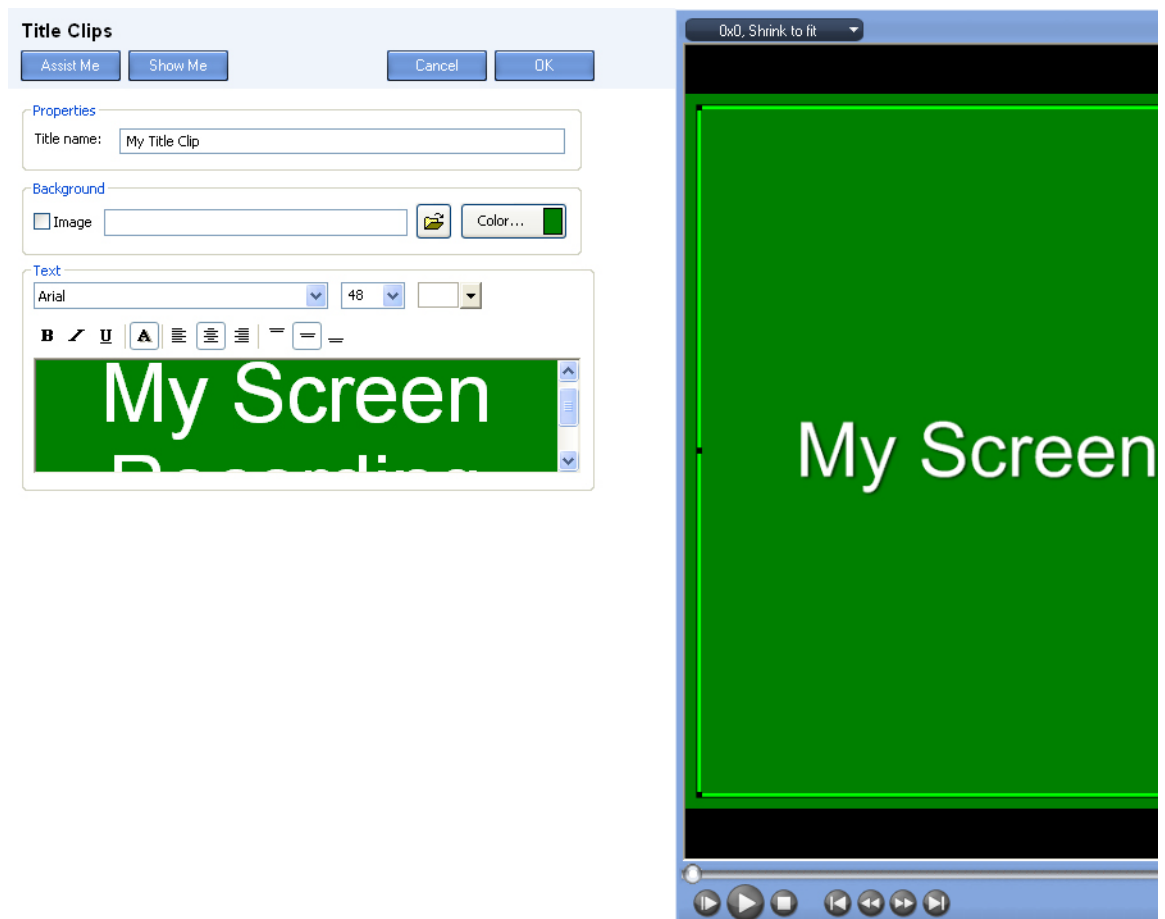


III. How do I use Camtasia?

c. Editing a Recording (continued)

Title clips can be added to type text onto large portions of the screen. If you want to add a title, ending credits, or any other type of text you click on Title clip under the Add section of the Task List.

You can change the background color, font, font color, size and even add a background graphic/picture. While you are editing title clips you see the preview of how it will look on the right side of the screen in the preview window. Click OK and drag your Title Clip to the timeline.

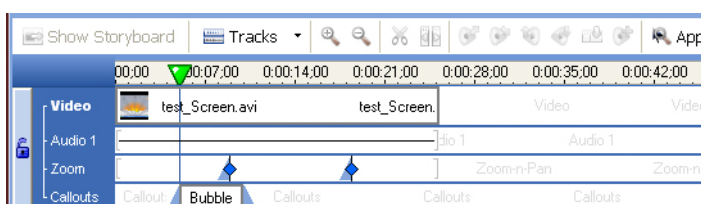
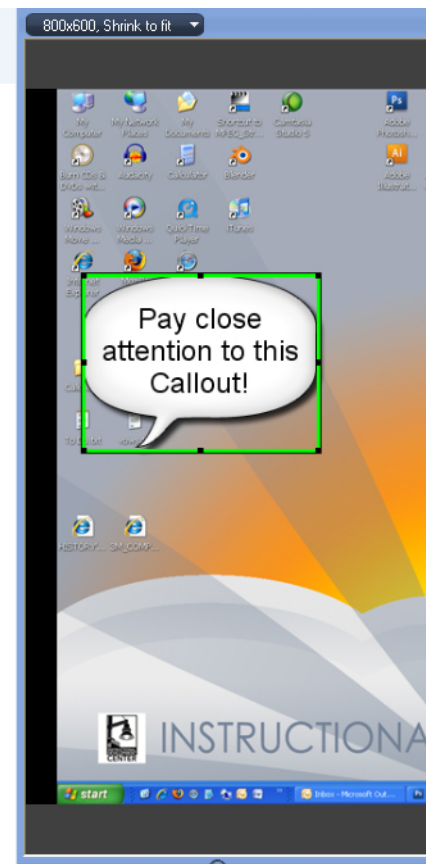
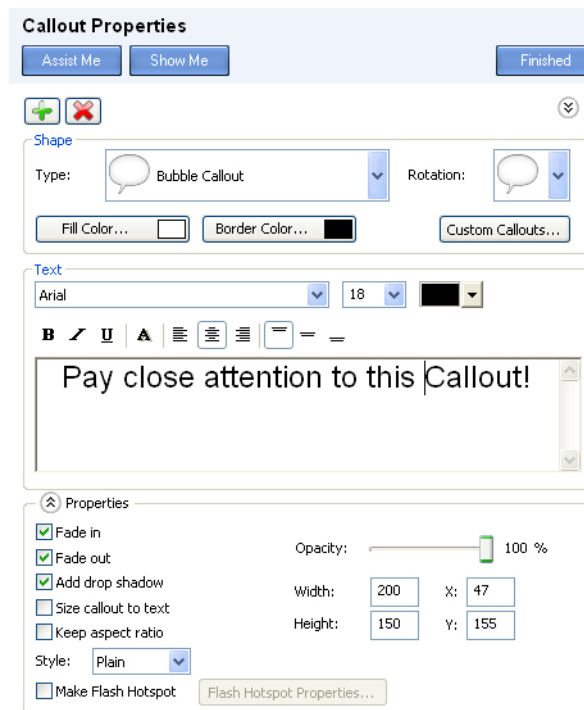




III. How do I use Camtasia?

c. Editing a Recording (continued)

Callouts can be added to the timeline by clicking Callouts... in the Task List under Edit on the left side of the screen. These graphics can be used to emphasize specific pieces of information you wish to highlight. While editing callouts you also see the preview of how it will look on the right side of the screen in the preview window allowing you to place and size the callout to your preference. After finishing your callout you can place it where you want it to appear in the timeline by dragging it to the location and length you prefer.



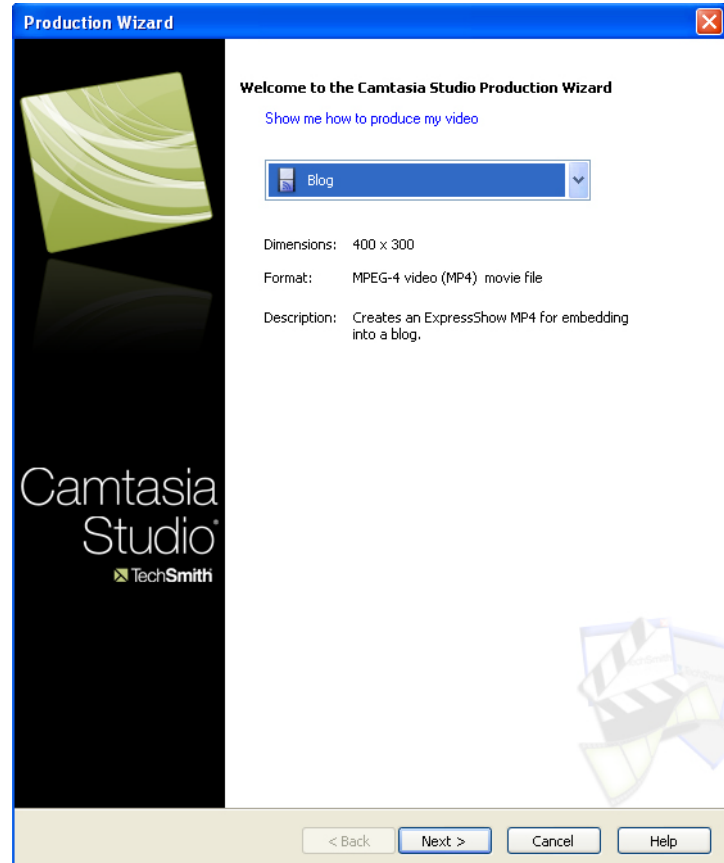
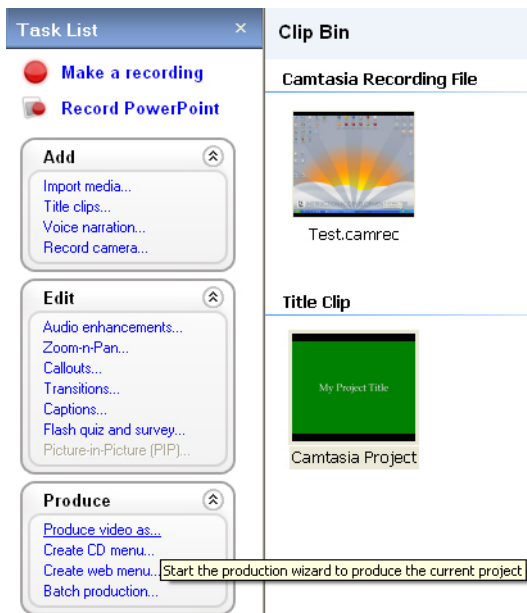


III. How do I use Camtasia?

d. Saving a File

Once you are finished editing your file you will want to save it as a Camtasia Project file by going to File and Save As... in the menu. A Camtasia Project file will allow you to return and do more editing using the timeline you've edited so far. After this you can export the video.

To export a video you need to click on **Produce Video As** along the left side of the screen in the Task List under Produce. Again you will be shown the options of producing for Web, CD, Blogs, iPods, and more. Choose the same production type as you chose before editing for the best results. After you've chosen click the Next button.



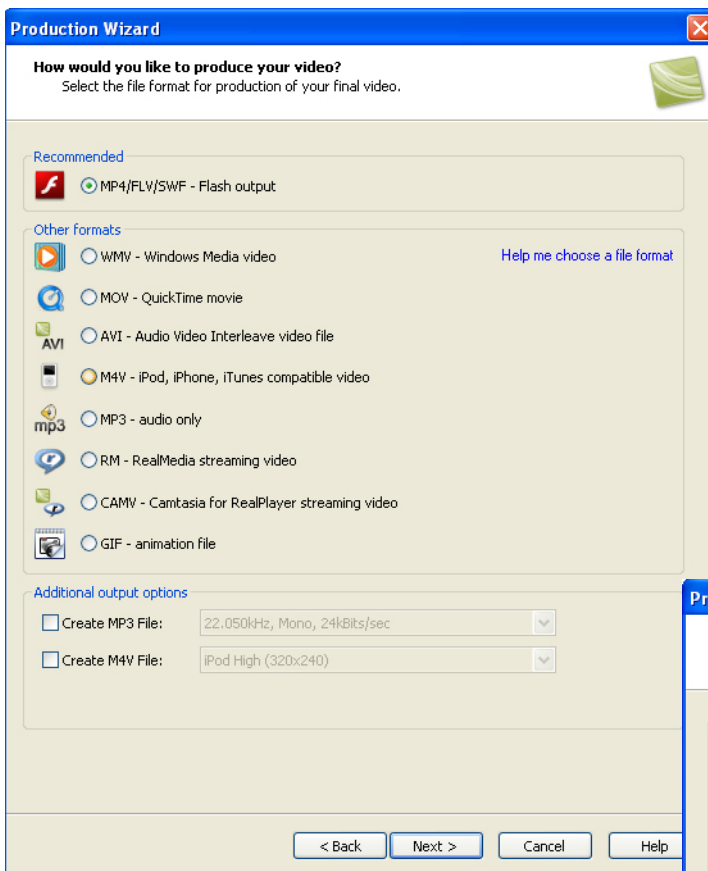


III. How do I use Camtasia?

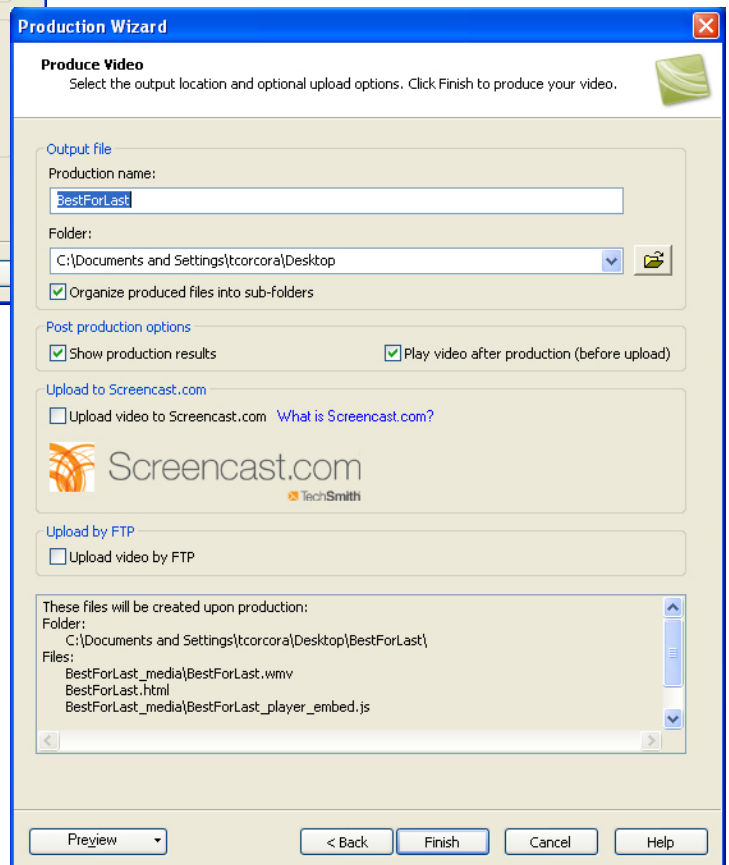
d. Saving a File (continued)

To make your video into a Windows Media Video (the standard video type on campus for HCC) you will need to choose Custom Production Settings from the drop down menu and click Next.

The next few screen will vary based on the type of file format you chose. You'll have the option to choose compression settings, add a watermark and other various items. Simply click Next on each of these screens.



Once you've chosen your production type you give the file a name and choose a folder to save your video into. After giving your video a name and location to save click the Finish button.

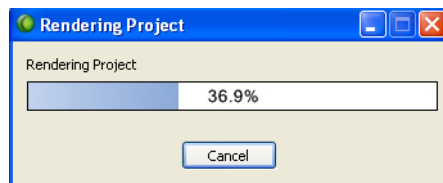




III. How do I use Camtasia?

d. Saving a File (continued)

Your file will then render out as the type of video you chose. The amount of time it takes to render a video relates to the length of the recording, resolution of the video, speed of the computer processor/amount of memory in the computer and other factors.



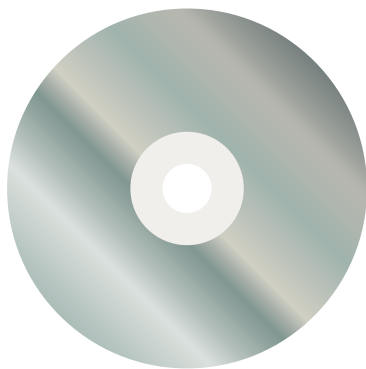


III. How do I use Camtasia?

e. Distributing a File

The file you have created can be burned onto a CD-ROM or distributed over the web depending on the file size. Streaming Windows Media Video files need to be under 12 Megabytes to work well with the Technology Division streaming server here at Heartland.

Windows Media Video files can also be uploaded into WebCT for delivery to online courses or linked as a streaming video file. Contact Media Technologist Tom Corcoran in the Instructional Development Center for more information on streaming video files to your online courses.





IV. What other options exist?

There are other screen recording programs on the market available for purchase or download.

Two freeware screen recorders include Jing and the Microsoft Windows Media Encoder.

Jing

Jing is available to download at <http://www.jingproject.com>.



Jing is useful for recording short videos. It is a very straightforward tool for simple screen recording, limiting the files to about 5 minutes in length and saves files in the Flash format (.swf). These files can then be embedded in a web page or uploaded to services like Flickr. There is no timeline editor in Jing.



Windows Media Encoder

Microsoft Windows Media Encoder is available to download from Microsoft's web site at <http://www.microsoft.com>. (then do a search for Windows Media Encoder)

It is similar to Camtasia in that it records Windows Media Video (.wmv) files and allows the user to choose a Region of the screen, a Window or the Entire Screen to record. Although it doesn't have it's own timeline editor for editing the video you create, you could use Windows Movie Maker to do any video editing on screen recordings.



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