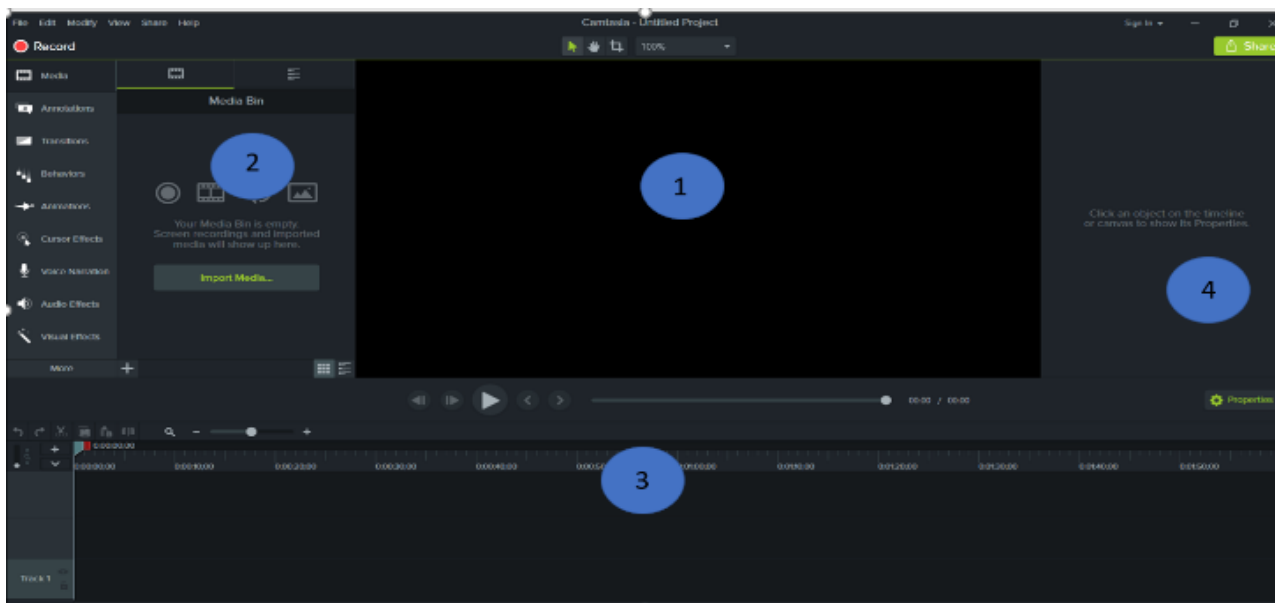


Camtasia 101: Record, Edit and Share

In-Class Training Handout

Introduction Tools



1. Canvas

The Canvas, sometimes called the preview window, is the working area where you arrange, rotate, resize, and order the appearance of media on timeline.

2. Timeline.

The timeline displays the sequence of all media. Use the timeline to assemble a video. To add content to a video, drag media from the Media Bin or Library onto the timeline.

3. Tool and Effects

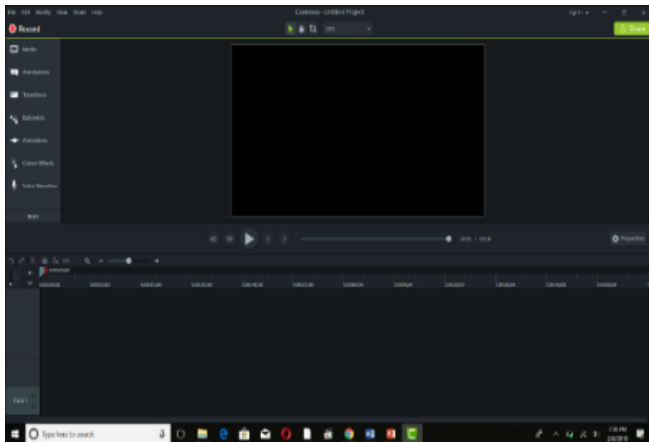
In Camtasia studio, the tools and affects you are working is laid out horizontally under the Clip Bin and Library. In Camtasia, the tools are now laid out vertically on the left, next to the Media Bin and Library.

4. Properties.

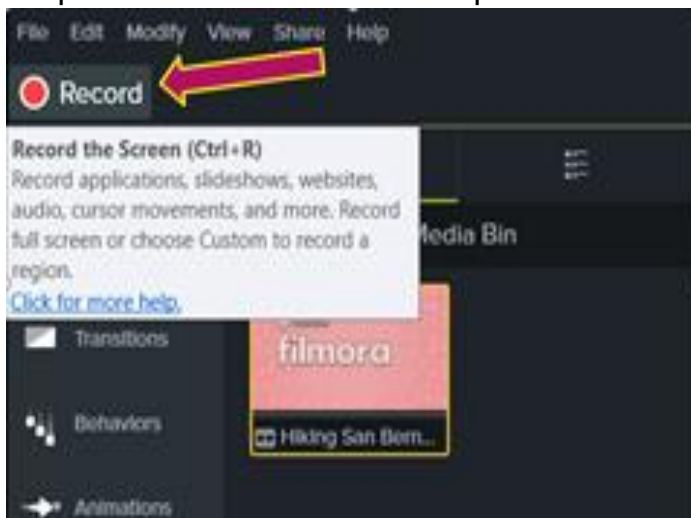
The properties pane in the editor allow you to customize the look of media, annotation, behavior, effect and assets added to the timeline.

How to Record a Video

Step 1: Open the Camtasia Software on desktop



Step 2: Select record on the top left side



Step 3: How to Record Your Desktop

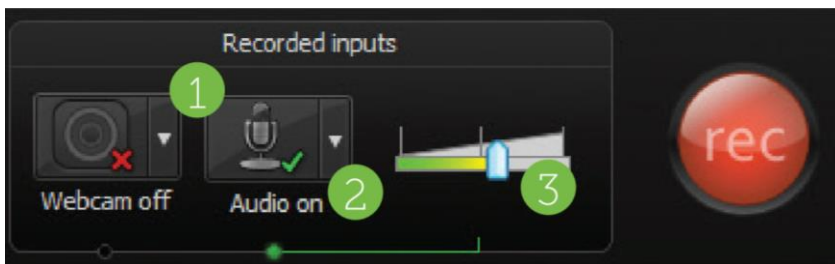
1. Choose an area to record.
 - a. -Full screen recording is the default
 - b. -Record with custom dimensions
 - c. -Record a region
2. Choose whether to record web camera footage.
3. Select your audio sources.
 - a. -Microphone audio is enabled by default
 - b. -System audio (option not available if using Windows XP)
4. Click the Record button to begin recording.

Camtasia Studio Recorder



Step 5: Enable the Audio

1. Enable the Audio option.
2. Click the Audio dropdown to select the audio source. Available sources show an active audio meter.
3. Adjust the Input level so the highest volume displays in the green to yellow range. Audio clipping may occur in the mid-orange to red range.



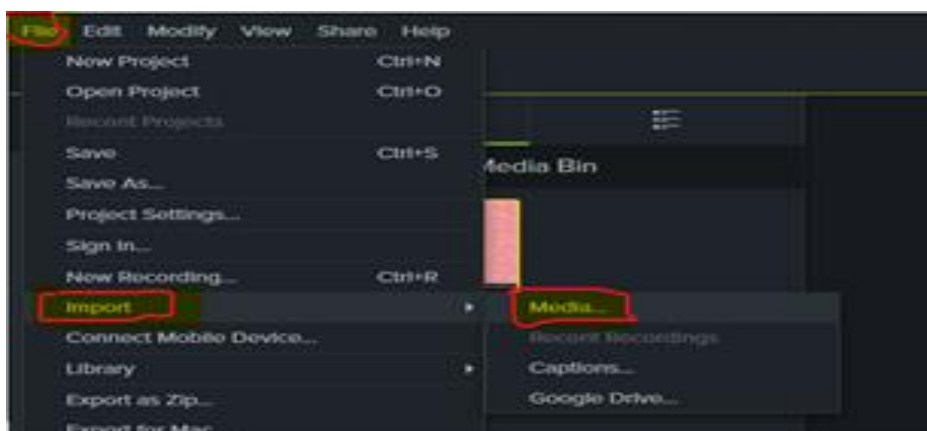
Step 6: Stop Recording

1. To stop recording, press F10 on the keyboard.

How to Edit and Add Effects Your Video

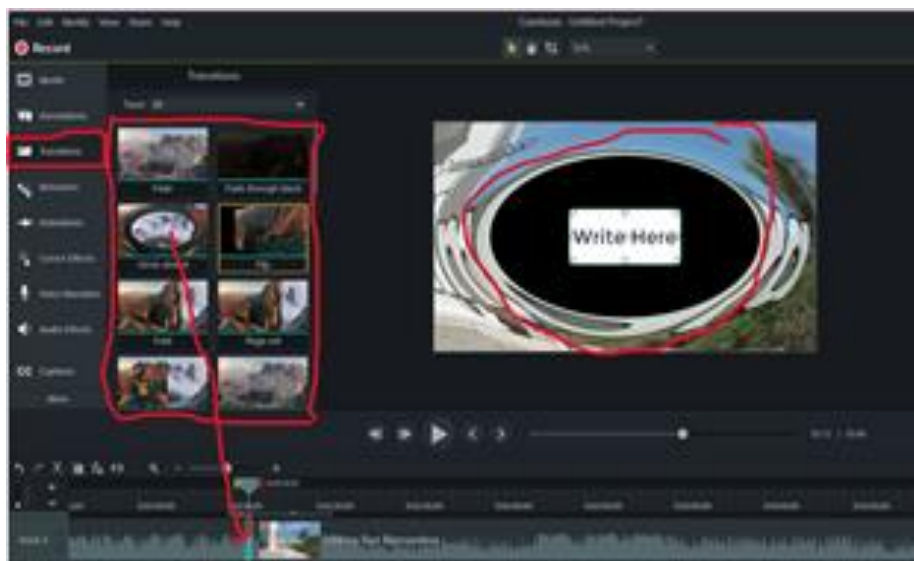
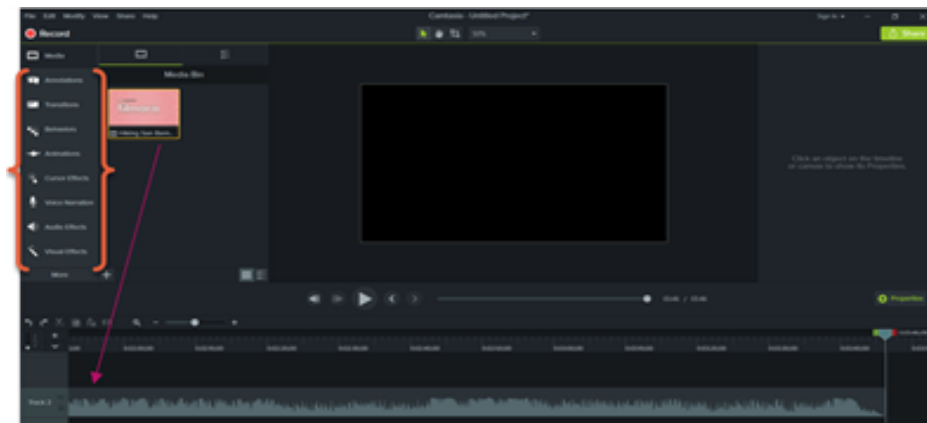
Step 1: Import Media

File-Import-Media



Step 2: add effects

1. Add annotation
2. behavior
3. transition
4. animation
5. Voice narration
6. audio effects
7. Visual effects



Step 3: Add Text

Click **Annotation**-Choose

which one do want and drop down on timeline

and double click on **Canvas** to write down the text.

Step 4: Add Transition

Click **Transition**- Choose which transition do you like and drop down on timeline.

Step 5: Split and Cut

Edit-Split (Ctrl+Shift+S) And click  and it will be deleted which part you want to delete.

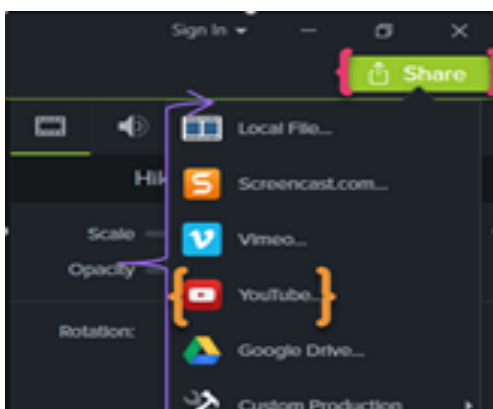


How to Share Your Video to YouTube

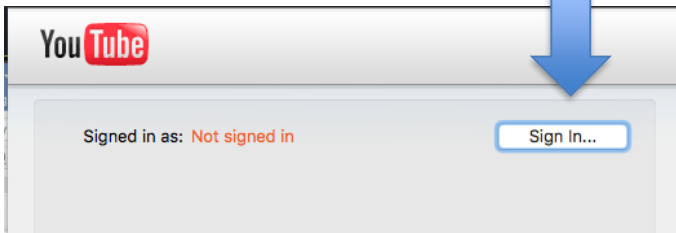
****Before you share your video, make sure you have your YouTube account set up. If you have not created an account on Youtube.com, please sign up using your Mycoyote ID email (example: 000000000@csusb.edu) and password.**

Step 1: Sharing video to YouTube

When sharing, click **Share**, there will be several options: **Local File**, **YouTube** and **Google Drive**
Choose **YouTube**

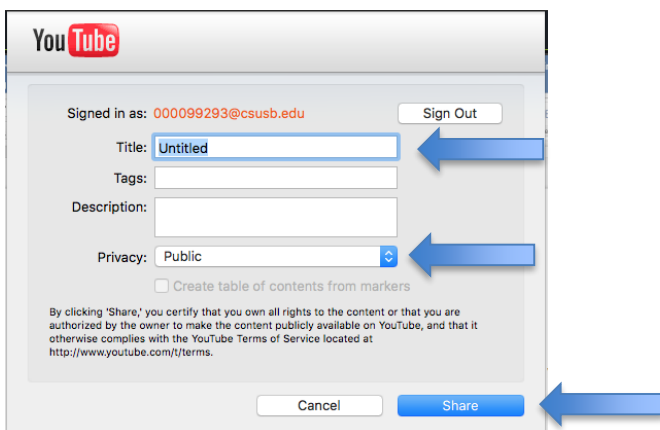


Step 2: Sign in to YouTube



Step 3: Video Details

When sharing your video, be sure to add a title and choose your privacy settings, then click **Share**



Step 4: Sharing Video Link

After the video has exported, YouTube provides a URL link to view your video

