
Creation Station

Build a Software Demonstration Using Camtasia

Session Numbers: W209CS and TH209CS



Presented by: Scott Berrett
Fidelity National Information Services
Scott.Berrett@fnf.com
4001 Rodney Parham Road
Little Rock, AR 72212

Objectives

In this session you will:

- Record a software demonstration using Camtasia Recorder
- Edit your software demonstration
- Add call outs and transitions to your recorded demonstration
- Convert the recording to Flash for web delivery

Introduction:

Camtasia Studio is a complete solution for quickly creating professional-looking videos of your PC desktop activity. It records real, full-motion video in real time. Anyone can *Record* and create a full-motion video tutorial or presentation and publish it in the format of their choice. No multimedia or programming experience necessary.

This workshop provides an introduction to creating and editing a simple software demonstration video. Once created, your video will be saved in two formats; AVI and Flash.



Camtasia Studio is distributed by TechSmith Corporation. A free trial version of the software is available from their website: www.techsmith.com.

The Camtasia Studio Suite

There are several programs that comprise the Camtasia Studio Suite. The two programs that we will use in this session are:



Camtasia Recorder

The Camtasia Recorder is used to record an application or desktop. Anything that appears on your PC monitor can be recorded. The recorder also contains specific settings for different effects during the recording.



Camtasia Studio

The Camtasia Studio is used to edit recordings and add additional content including call outs and transitions. It is also used to combine multiple recordings or other elements into one single recording.

Session Steps

In this session you will produce a video using the following steps:


- Step 1: Make a recording
- Step 2: Edit the recording
- Step 3: Add beginning and ending graphics
- Step 4: Save the project
- Step 5: Add Callouts
- Step 6: Add transitions
- Step 7: Produce the final recording

Step 1. Making a Recording

The first step in creating a Camtasia Studio project is to record your screen. Camtasia Studio automatically records all the activity on your PC screens, including:


- Mouse movement
- Text entry
- Scrolling windows
- Animation and video
- Pop-up windows
- Animated CAD designs

So... let's make a recording. There are several ways to start a recording. For this session we will use the Camtasia Recorder.

1. To begin, determine what you want to record. For this session, you will probably want to record about 3 to 4 minutes of some on-screen activity. For example, how to import a graphic into a Word document. Open the application so that you are ready to record.
2. Choose **Start > Programs > Camtasia Recorder**. Or double-click the Camtasia Recorder icon from your desktop.
3. The Camtasia Recorder opens. At this time, take a moment to get familiar with the record options. For now, you will use just two of the options: **Record** and **Stop**.
4. Minimize the Camtasia Recording application by clicking the Minimize button .
5. Once the application minimizes, you are ready to begin recording. Press the **F9** key to begin. This will begin recording both the audio and the actions on your PC screen.

Important Note:

Once you press F9, recording begins. Perform some on screen activity such as opening and closing a dialog box or typing in a Word document. Record for about three or four minutes and then stop the recording by pressing the **F10** key.

Note: When Camtasia Recorder is minimized during recording, you can double-click on the flashing *Recorder* icon in the system task bar to bring it back up so you can click the **Stop** button .

6. A "Preview" of your recording will play and you are given the choice of **saving** or **deleting** the recording. If you are satisfied with the recording, click the **Save** button.
7. Enter the name of this video in the File name field. Search and select a folder in which to store this movie. Click the **Save** button.

Note: Based on default settings, all recordings are saved as AVI files. The AVI file can be converted to another file format using Camtasia Studio.

8. On the Post-Save Options screen, select **Edit my recording** and click the **OK** button. This opens your recording in Camtasia Studio where it can be edited.

Step 2. Editing your Recording

Editing allows you to trim out the pieces of the video that you don't want. The first thing that you will need to do is drag your video and drop it on the *Timeline*. Editing can only be done to clips that are on the *Timeline*.



Once the clip is on the *Timeline*, you will see that the video displays within the *Preview Area* of the screen.

Making a Cut

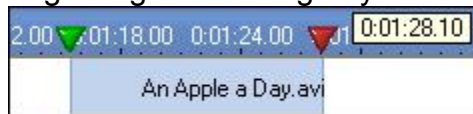
Use the Cut option to remove unwanted portions of your video.


1. Using the scrubber control found in the *Preview Area*'s controls, move to the general place within the video that you would like to remove.



Use the **Play** button  and/or other *Playback Controls* to move to the beginning of the exact place where you would like to make your cut. If necessary, zoom in on the *Timeline* to get a closer view. When you come to the right spot, click on the **Pause** button .

2. Click and drag the seek bar on the *Timeline* to make a selection for cutting. Typically you will want to cut out “garbage” from the beginning and ending of your recording.




3. Once the selection has been made, click on the **Cut Selection** button . The selection will be deleted. Continue making as many cuts as desired.

Note: Often, you will find it easier to record a lengthy software session in several short clips and then join them together later. Shorter clips are less prone to mistakes, and are more flexible to handle. For example, you change the order of scenes or insert new clips without having to redo the whole video. And if you discover an error, just change that small clip.


Step 3. Adding Graphics to your Recording

Graphics are one of the many things that you can add to your recordings. In this session, you will add an opening and closing graphic to your recording.

1. In the Task List click the **Import Media** link.
2. Select an opening graphic that you wish to include at the beginning of your recording. For this workshop, graphics are located in the Camtasia folder on your desktop.
3. Repeat the process to select a graphic for the end of your recording. This places the graphic in the Clip Bin.
4. From the Clip Bin, drag and drop one graphic to the beginning of the timeline for your recording and one to the end of the time line.
5. Increase or decrease the amount of time you want the graphic to appear by shrinking or enlarging the graphic's area on the timeline.
6. Use the **Play** button  and/or other *Playback Controls* to view your recording. Fine tune as necessary.

Step 4. Save your Project

At this time, it would be a good idea to save your project. Saving the project allows you to come back to this video and continue working on it at a later time. It saves all the "parts" of your project so that you can pick up where you left off.

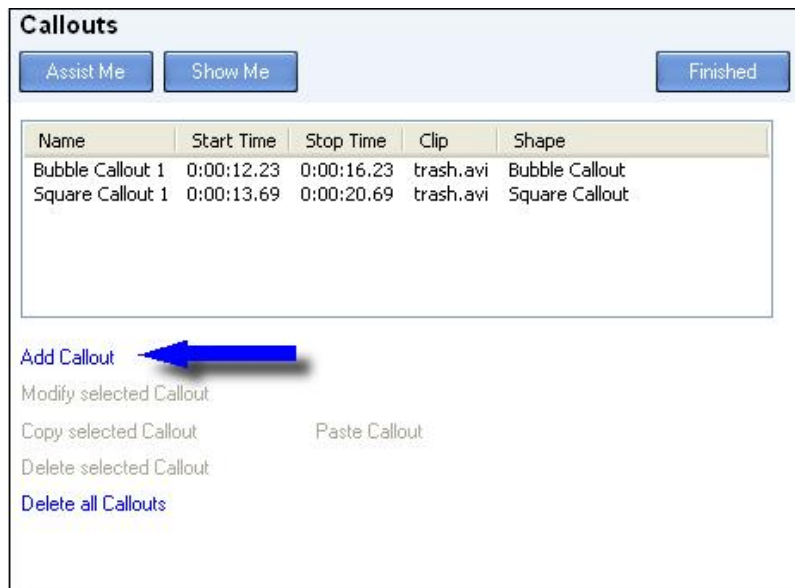
1. Click the **Save Project** icon  on the toolbar.
2. **Browse** and select the folder where you would like to store this project.
3. In the **File name** field, give this project a name.
4. Click the **Save** button.

Step 5. Adding Callouts

A *Callout* is a graphic that you can add to the *Timeline* so that when the video is produced, the *Callout* displays within the video. *Callouts* are used to "call out" or draw attention to an important object or process being shown on the screen. Or, combined with text, can give additional tutorial or instructional information.

To add a Callout:

1. On the time line, move to the exact location where you want the callout to appear.
2. Choose **Callouts** from the *Task List* or click **Edit > Callouts**. The *Callouts* option screen displays.
3. Click the **Add Callout** link.



4. Select the Callout Type (Bubble, Post it note, arrow, etc.), border and fill colors, and the specific callout you want to use.
5. Change the font properties as desired.
6. Add the text for the callout.
7. Drag the "green box" to position the callout on the screen.
8. Click the **OK** button when you are done.
9. Repeat this process to add additional callouts to your recording. Click the **Finished** button when you are done adding all callouts.


To modify an existing *Callout*, or delete *Callout(s)*, click on the Callouts link in the *Task List* or choose **Edit > Callouts**.

Step 6. Adding Transitions

The *Transitions* option allows you to choose and insert *Transitions* into your video. *Transitions* are useful for creating a smooth flow between clips on the *Timeline* or *Storyboard*.

- *Transitions* can only be placed on the *Storyboard*.
- The default duration time for *Transitions* is three seconds. The duration can be customized using **Tools > Options > Transitions**.
- *Transitions* can only be placed between clips. You cannot begin or end a video with a transition.

To add a transition:

1. Choose **Transitions** from the *Task List* or click **Edit > Transitions**. The *Transitions Options* screen displays.
2. Notice the arrows that appear on the timeline between video clips and graphic. These are the areas where transitions can be added. 
3. Drag the desired transition from the *Transition Options* area to the location where you want the transition applied.
4. To preview a *Transition*, double-click the transition icon.
5. When you have added all of your *Transitions*, click the **Finished** button. You will exit back to the main screen and will once again be in *Timeline* view.

This would be a good time to once again save your project by clicking the save button



on the tool bar.

Step 7. Produce the Final Product

Up until now, we have been working with a project file. Until you produce your video, you do not have a video file that can be played in a player.

To Produce an AVI File

AVI files play in most video players including Windows Media Player and the Camtasia Media Player. AVI files are the most commonly used video format.

1. To produce your video as an AVI file, choose **File > Produce Video As**. The *Production Wizard* displays.
2. On the *Welcome* screen, select **Custom production settings** and click the Next button.
3. On the next screen, select **AVI video** and click the Next button.
4. Within the wizard, we will accept all of the defaults for the production options. So, choose **Next** at the next **4** screens.
5. In the **File Name** field of the *Produce Video* screen, give this recording a name.
6. In the **Folder** field, browse and select the folder where you would like to store this recording and click the **Save** button.
7. Click the **Finish** button. The *Rendering Project* status dialog box displays showing you the progress of the production. Once the production is complete, your video will playback for your review.

That's it. You've just created your first Camtasia Studio video!

To Produce a Flash File

Flash files can be viewed from a web site and can be easily included as part of a web-based training course. They can be viewed by anyone who has the Flash plug-in installed on their PC.

1. To produce your video as a Flash file, choose **File > Produce Video As**. The *Production Wizard* displays.
2. On the *Welcome* screen, select **Custom production settings** and click the Next button.
3. Choose the type of output by selecting **Flash** and click the Next button.
4. On the *Flash Templates* screen you can select the size and look of your video. For this workshop, select the size of **640x480** and click the Next button.

Note: The smaller the file size the quicker a Flash movie will play. Large Flash files may take an extremely long time to load. You may want to adjust the color, audio and screen size to create smaller files.

5. On the *Video Options* screen, accept the defaults by clicking Next.
6. On the Produce Video screen, you identify the name and file location of your Flash recording. In the **Production Name** field, give this recording a name.
7. In the **Folder** field, browse and select the folder where you would like to store this recording.
8. Click the **Finish** button. The *Rendering Project* status dialog box displays showing you the progress of the production. Once the production is complete, your video will playback within a browser for your review.

Flash Files:

Unlike an AVI movie, a Flash movie is made up of many separate files. All of these files should be placed on your web server for playback of the Flash movie. To run the movie, launch the .HTML file.

Challenge Activities (Exploration)

If you have reached this point in the session and still have time, try exploring the following Camtasia Studio features on your own and applying them to your project.



Zoom and Pan

Zooming and panning helps to focus your viewer's attention on specific areas of your recording. Zoom in to show more detail or cover more area. Pan to capture the smaller area where the action is taking place.

To begin using this feature, select **Zoom-n-Pan** from the *Task List*.

Challenge: Try to zoom in on sections of your application screen as they are being discussed.

Flash Quiz or Survey

You can insert quiz questions or survey questions within your video. Three question types are possible; multiple choice, fill-in-the-blank, and short answer.

To begin using this feature, select **Flash Quiz and Survey** from the *Task List*.

Challenge: Add a quiz question to your movie that pauses the movie until the user answers the question and clicks the Done button.

Note: It is suggested that you make all other edits to your movie **BEFORE** adding a quiz question or survey.

Note: Quizzes and surveys only work in a Flash movie. You will not be able to test them from within Camtasia Studio but will see them after converting the video to Flash.

Camtasia Studio System Requirements

Authoring Requirements:

- Microsoft Windows 2000 or XP or later version
- Microsoft DirectX 9 or later
- 800 MHz processor (1.5 GHz recommended*)
- 256 MB RAM (512 MB recommended)
- Windows-compatible sound card, microphone and speakers (recommended)
- 40 MB of hard-disk space for program installation
- Camtasia Studio Add-in for PowerPoint requires Office 2000, Office XP or later

* Strongly recommended for PowerPoint recordings.

Playback Requirements:

- Microsoft Windows 95, 98, Me, NT 4.0, 2000, XP or later version
- 90 MHz processor
- 16 MB of RAM

Camtasia Studio Output Options

Camtasia studio can create many videos in most every industry standard formats including:

- Adobe Flash (SWF)
- AVI Video
- Windows Media Streaming Video (WMV)
- RealMedia Streaming Media (RM)
- QuickTime Movie (MOV)
- iPod/iTunes Video
- MP3 Audio



Using Camtasia to Create a Software Demonstration

Job Aid


Pre-recording Preparation

1. Open Camtasia Recorder and the application you are recording.
2. Use the Capture Wizard (**Capture > Wizard**) to prepare your PC and recording settings.
3. Be sure you test the audio settings.

Step 1 – Make the Recording

1. Begin recording by clicking the **Record** button  (or pressing the record key).
2. End the recording by clicking the **Stop** button  (or pressing the stop key).
3. Follow the on screen prompts to save your recording.

Step 2: Edit the recording

1. Open the recording in Camtasia Studio.
2. Drag the icon of the recording to the Timeline.
3. Use the Cut tool () to remove any unwanted video and audio.

Step 3: Add beginning and ending graphics

4. Add graphics using the **Import Media** on the **Task List** link and dropping the graphics on the timeline.

Step 4: Save the project

1. Save the project by clicking the **Save** icon ().

Step 5: Add Callouts

1. Add callouts by clicking the **Callouts** link in the **Task List**.

Step 6: Add transitions

1. Add transitions to the recording by clicking the **Show Storyboard** link in the **Task List**. and adding the transition to the timeline

Step 7: Produce the final recording

1. Produce the final video by selecting **File > Produce Video As...** and following the on screen prompts for the video format you want to produce.

Note: The help function of Camtasia is excellent. Instructional videos for how to use Camtasia can be found by going to the **Help** menu and selecting **Quick Start Videos**.