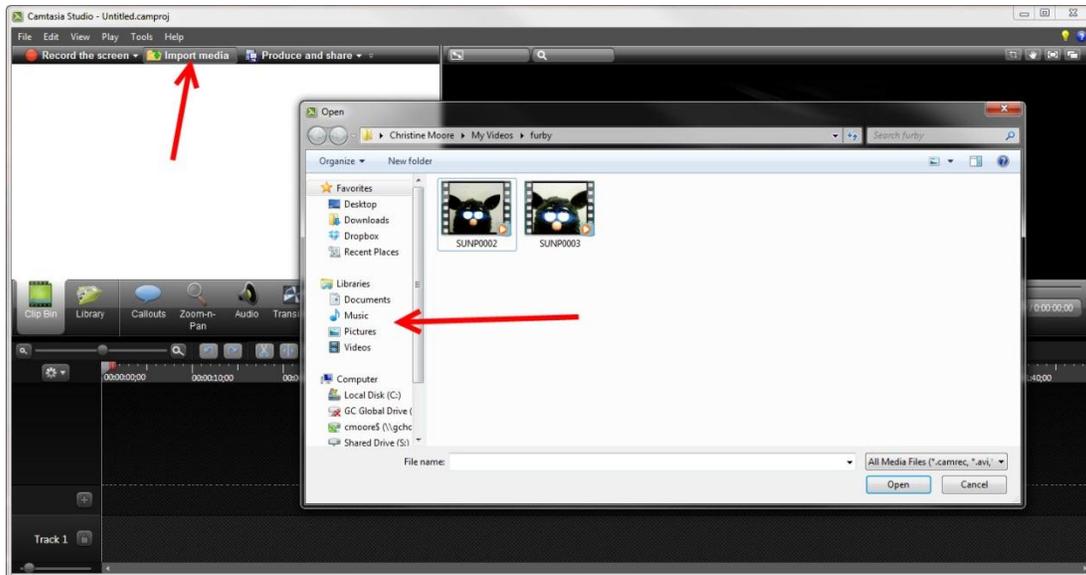
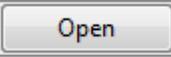


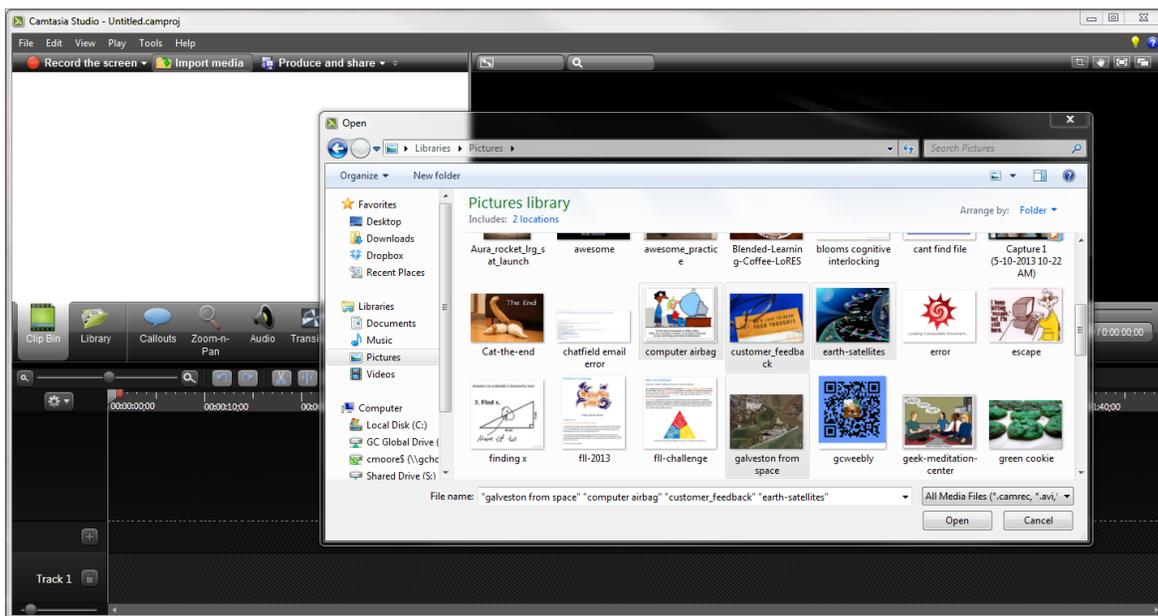
# Creating in Camtasia

1. Import the media of choice (images, videos from camera, etc) by clicking  then selecting the file you plan to use in your video.



2. You can select one file at a time, or you can select more than one by holding down the **Ctrl** button as you click on the files.

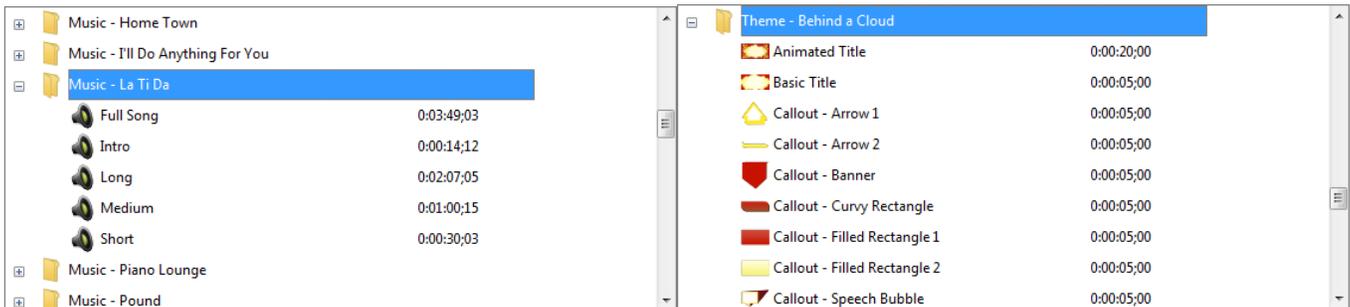
Then click 



**3. The files you selected will be placed in the Clip Bin for you to begin adding to your video.**

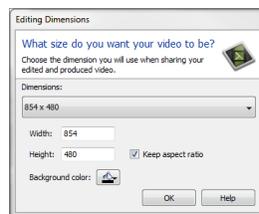


**4. First, add a title slide to your video. Click on . There you will see many folders. Some contain music and some contain title slides.**



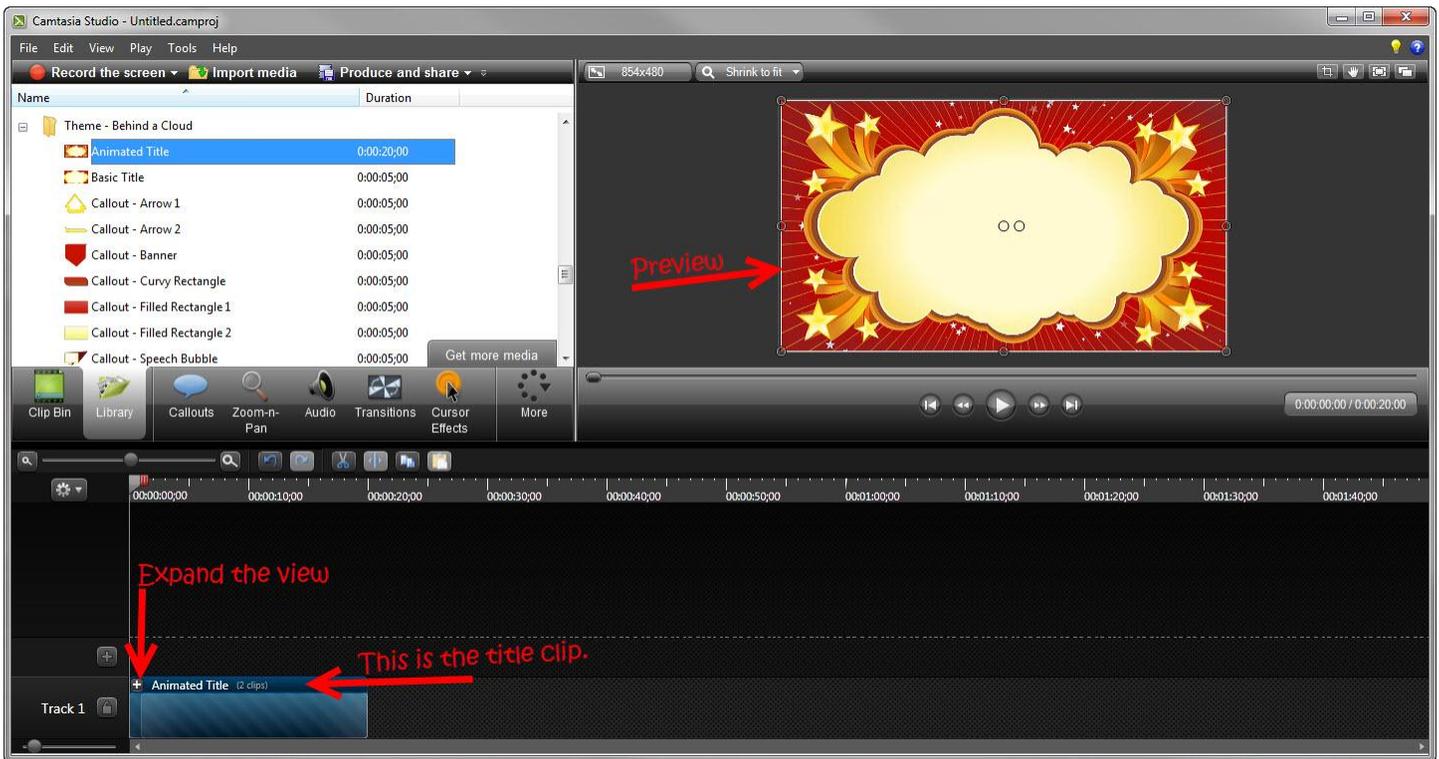
**5. To select a title slide, simply click and drag it down to the beginning of**

**Track 1. When you see**

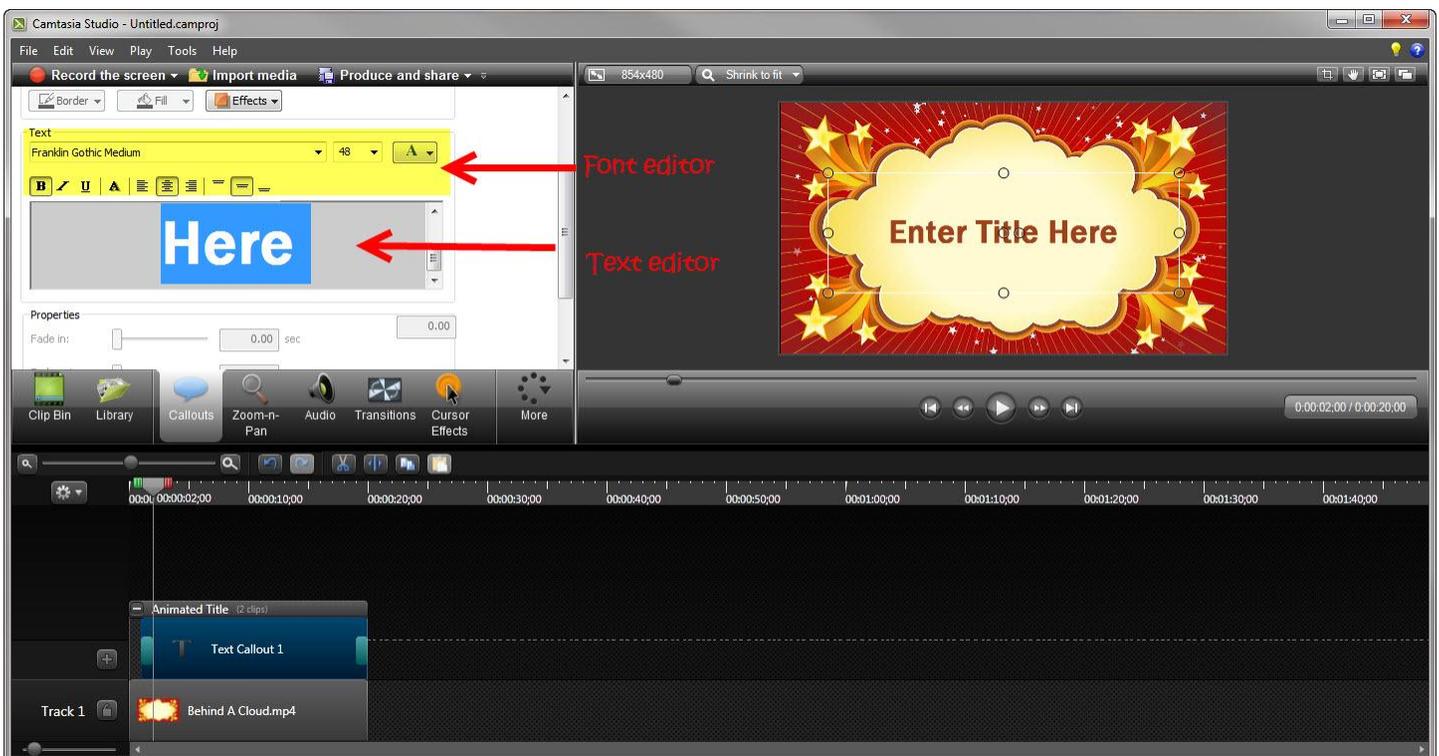


**click OK. Now you are ready to edit the video.**

**6. The title clip is blue to show that is where you are working. The preview is seen in the top right. To expand the view and add text, click the plus sign in the title clip in Track 1.**



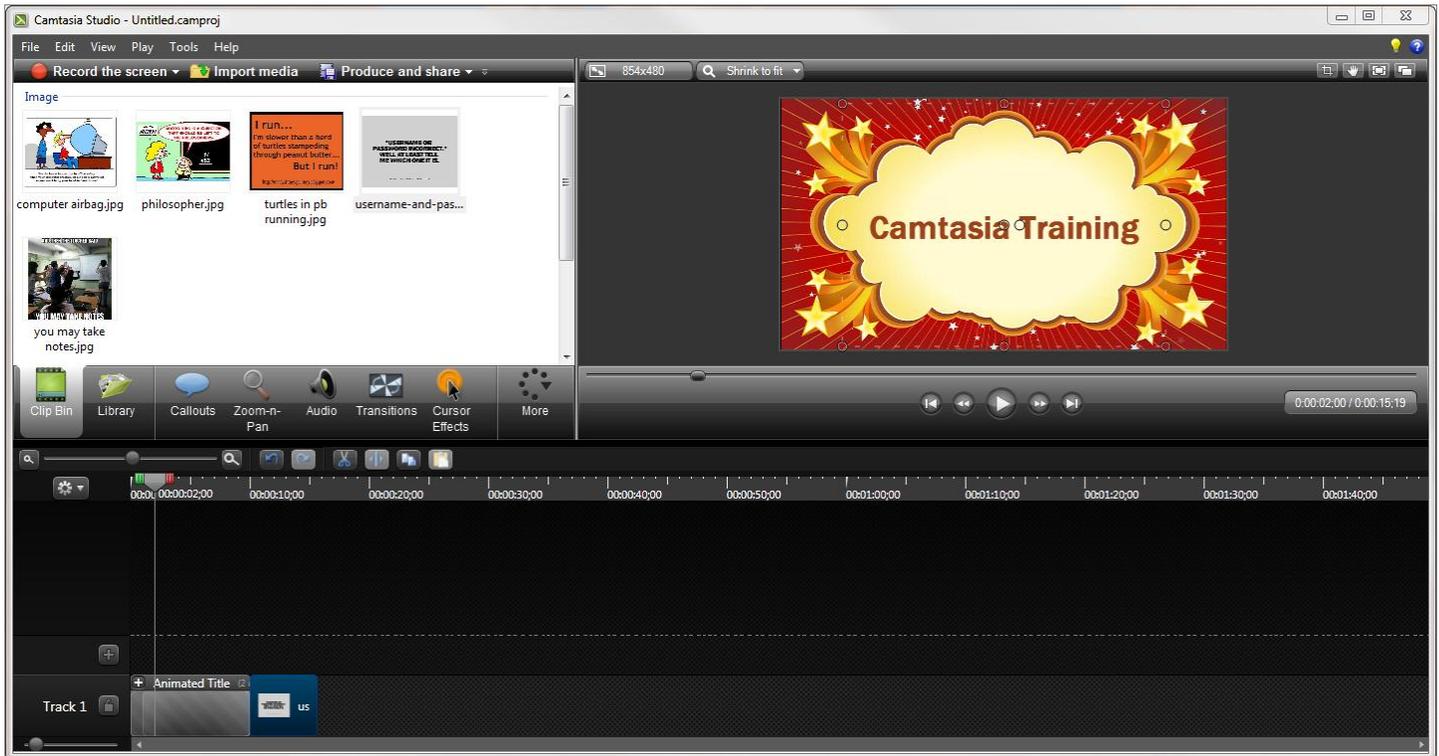
**7. After you expand the view on the title clip, double click on the box that says Text Callout. You will see the editor appear in the top left of the screen.**



**8. After your title is created, you are ready to begin adding your other media.**

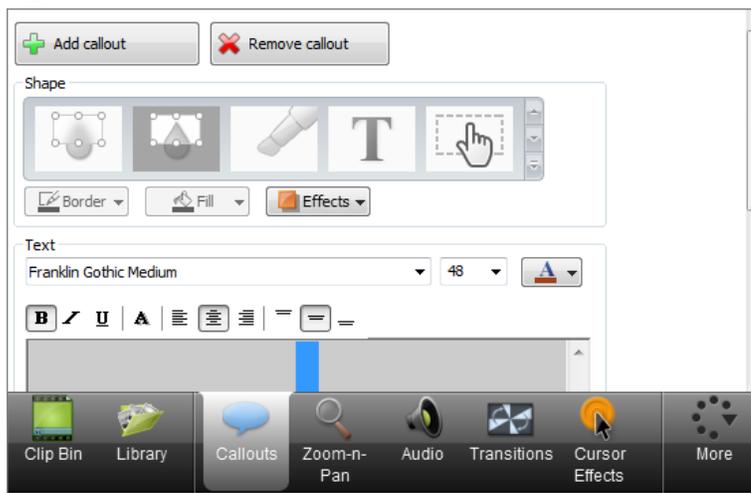


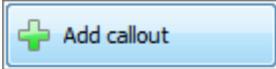
**Click** **to access your imported files. Click on the file and drag it to Track 1 in order. Be sure the edges touch to eliminate blank spaces in your video. You can lengthen or shorten any clip by clicking the edge and dragging.**



**9. When you have your clips in place, you are ready to begin editing the video by adding effects.**

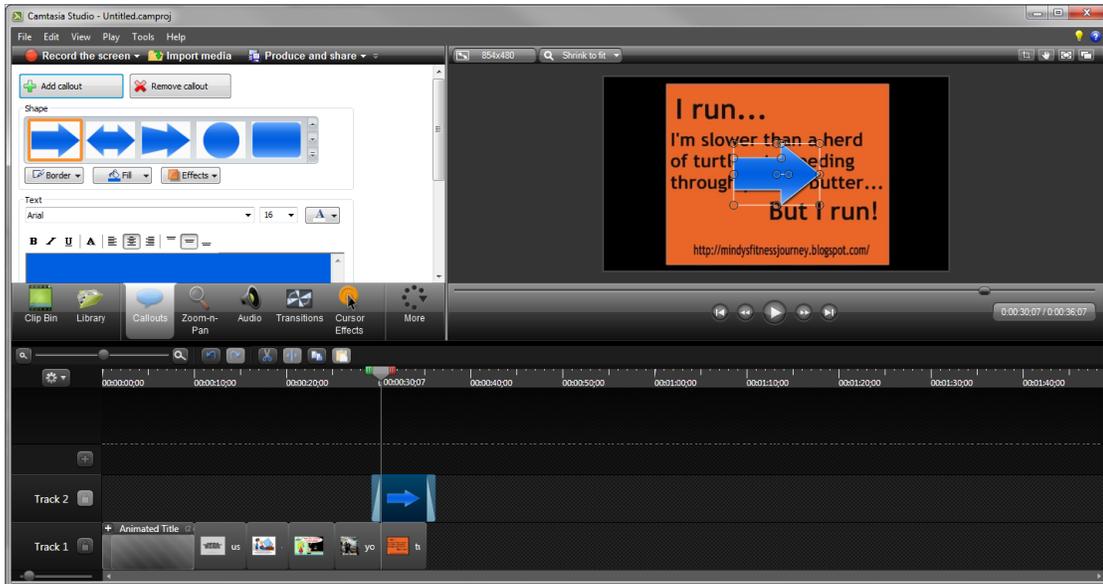
**10. Add Callouts (graphics that appear on top of a video to draw the viewers' attention to important objects or processes): Double click the clip where you want to add a callout. The callout tab will open up.**



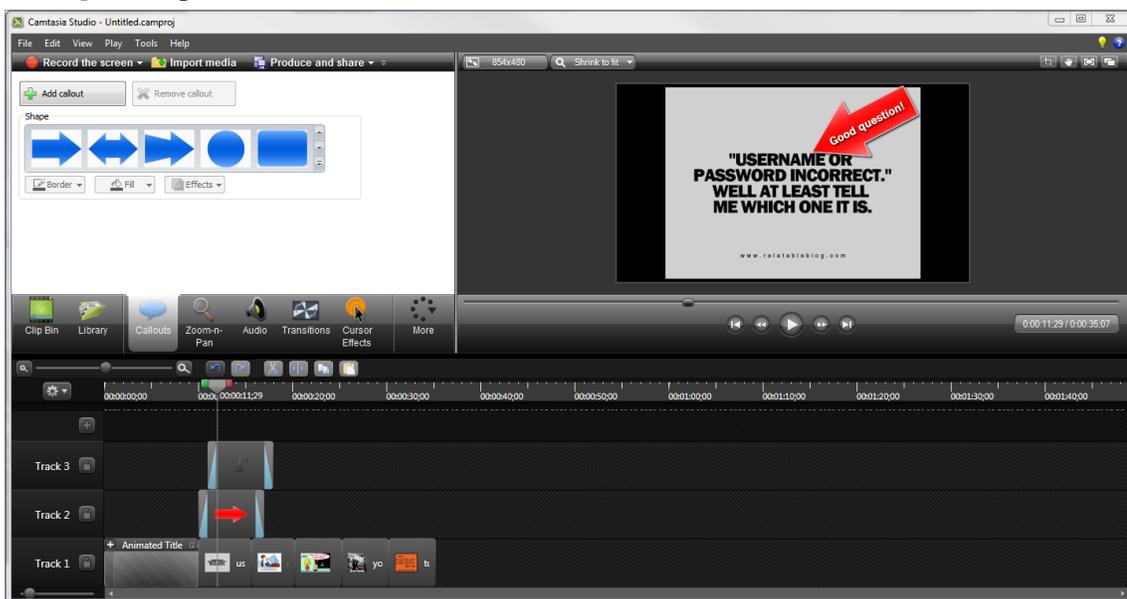
- a. From the callout editor screen you click  then select the callout you want by scrolling through the options.



- b. The callout will appear on the preview screen (canvas) and on the timeline at the bottom (the tracks).



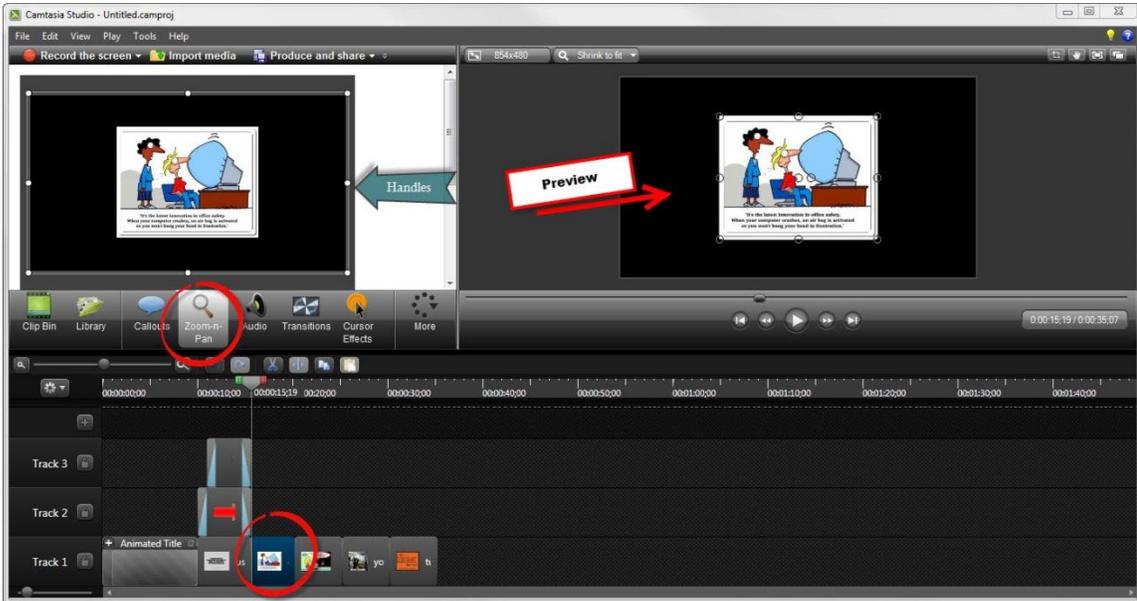
- c. You can add text, change the color, size, rotate the callout, and move it. You can also click and drag the callout in the timeline to a completely different location in the video.



11. **Zoom and Pan:** A way to zoom in on important concepts or images.

Can be used for still images AND videos.

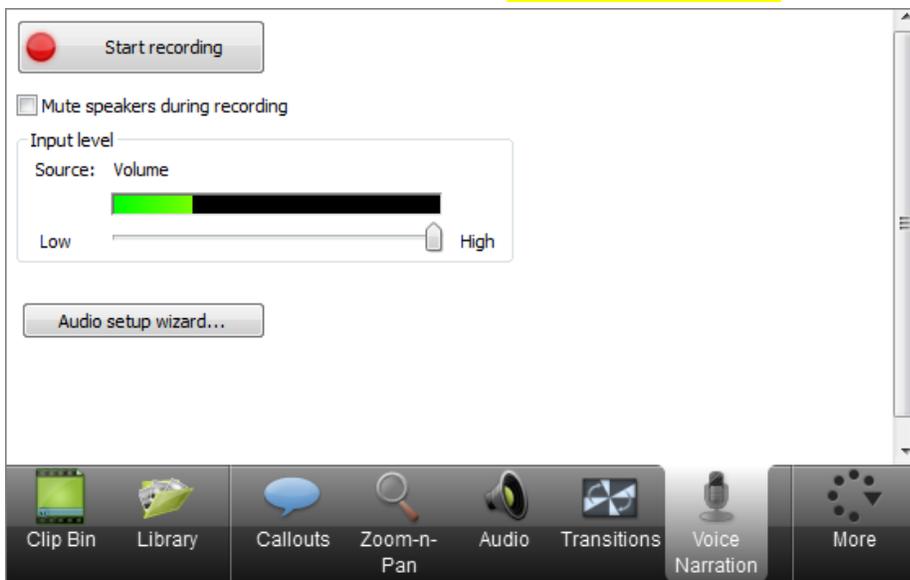
- a. Click on the clip you want to add the zoom and pan feature. Handles appear around the clip and you can see in the preview what it will look like as you manipulate the image.



- b. Simply click on one of the handles and drag it to narrow the area of focus. Continue doing this until your zoom is how you want it. If there is more than one point of focus, you can pan from one point to the other with this feature.

12. **Audio:** You can add audio in several ways. You can add music from files found in the Library tab. You can also add voice narration by

clicking  and selecting **Voice Narration** from the pull-down menu.



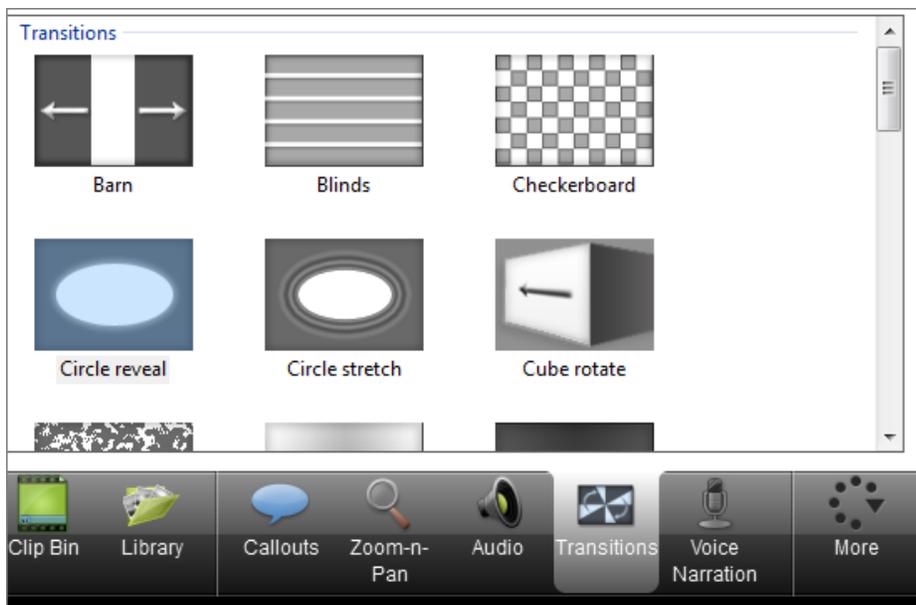
a. Audio files will look like this:



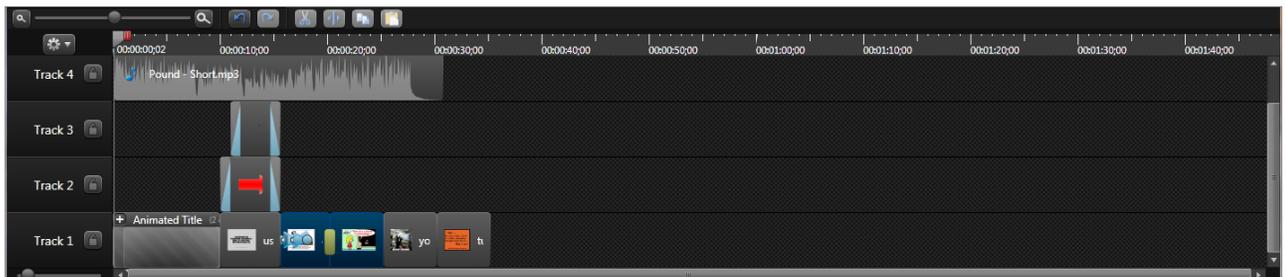
To edit the audio files, click and select the  tab. Here you can adjust volume, fade in or out, level the audio (so it's all about the same volume), and remove any background noises (hums, etc). The audio file will turn green when you are in audio edit mode.

13. **Transitions:** Similar to PowerPoint, this is the ability to add movement

between the clips of your video. Click  then use the scroll bars to select the desired transition.



a. Click the selected transition and drag it to the timeline. The edges of each clip will turn yellow. This indicates where you are able to add the transition. Once you have dropped the transition, it will show up on the timeline as yellow.



14.

**More Options:**

- a. **Record camera:** With your webcam, you can record a message, assignment, whatever you need. This can be created within a video or created on its own.

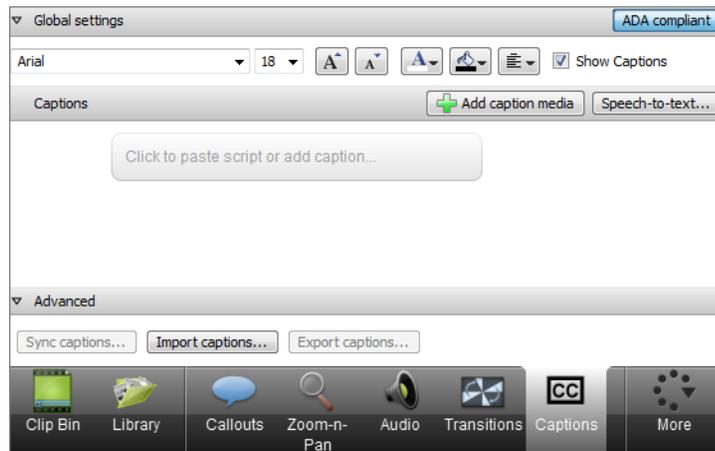


- b. **Cursor Effects:** This can only be used with recordings made with



**Camtasia and saved as a camrec file.**

- c. **Captions:** Add onscreen text to accompany the video's audio. There are several ways to do this:
  - i. Add caption media manually. Type in the text for each section.
  - ii. Import captions if you have them saved as an .srt file or .sami file.
  - iii. Speech to text. Automatically generates captions from the audio file. (be sure to go back and double check this to ensure accuracy)
  - iv. PowerPoint. If you are recording a powerpoint, you can type your words into the Notes section and that can be added as captions.



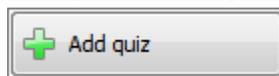
- d. **Quizzing**. Insert quizzes into your video. When students view the video, they take the quiz. You receive an email with a report in an Excel spreadsheet showing all the students who took the quiz and how they did on it.

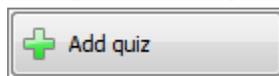
- e. You can add more than one quiz in one video. You have the option of selecting from multiple choice, fill in the blank, short answer, and true/false questions.

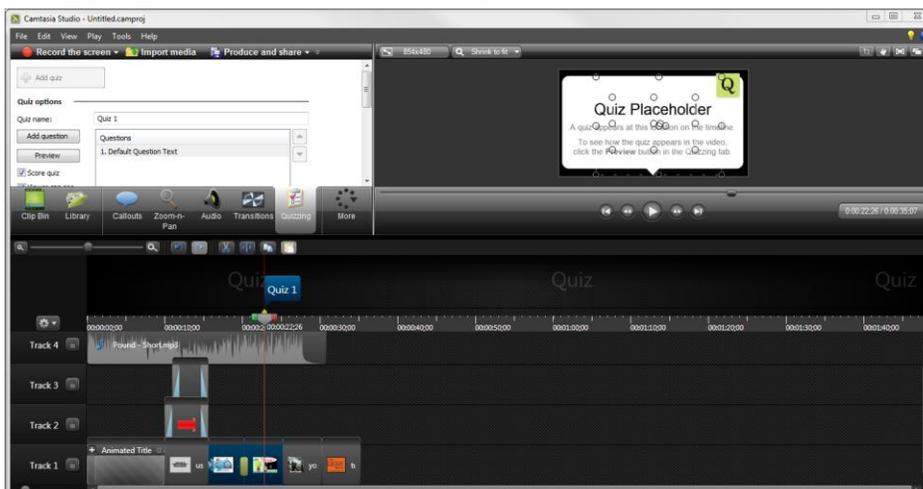
You must produce the video as an **MP4 video file with a player** to include a quiz or survey.

Quiz and Survey button text can be **customized during the production process**.

- f. For surveys, simply select the unscored option.



- g. Click . Wherever your playhead is located on the timeline is where your quiz will go. You can move the quiz later by dragging if it is in the wrong location.



## h. Complete the quiz information:

**Continue adding questions until you are done.**

Quiz options

Quiz name:

Score quiz

Viewer can see answers after submitting

Questions

1. Default Question Text

Do not type in this box.

Select the type of question here.

Question options

Question type:

Question:

Type your question here.

Answers:

Select the correct answer

Default Answer Text

Select the correct answer by checking the correct box and/or type the answer choices.

**\*Note: you can only see the quiz by previewing the video, or by playing the video.**