

Camtasia Basic Orientation

Including information for Blackboard and FrontPage users

Camtasia

Step 1. Choose what to capture

Camtasia will “capture” anything that is on your computer screen.

- PowerPoint presentations
- Web Sites
- Document
- Excel
- Pictures and graphics.

Camtasia cannot capture a streaming video.

Step 2. Prepare for Capture

Size your screens – if you are going to use several different screens, size them before beginning capture.

Step 3. Script, or Narration?

Print your PowerPoint or other documents, and make notes or write your script.

Step 4. Power up Camtasia

- Choose “Start a New Project by Recording the Screen”
- Select the Region to be captured.
- Select “Record Audio”
- Make sure your microphone has been found
- Adjust Audio

Step 5. Start Recording

- Learn how to “Pause” – button or F9
- “Continue” when ready
- “Stop” when done.
- The video will automatically start. Choose “save” to go on to editing, (see below) or “delete” to remove and start over.

Step 6. Editing

When “save” is selected above, you will be asked to select which folder you would like to use.

- Create a “new” folder on your desktop, and call it “Camtasia Videos”

- Open that folder and create another “new” folder and name it based on what the particular project is – “Chapter 1 Human Relations”, or “Welcome to BUSN125”.
- “Save” and you will see a dialog box that asks if you would like to “edit” your video, or “produce” your video.
- Choose “edit” if you made a small audio mistake that you wish to edit out, or if you want to split your video into parts for easier viewing.

Step 7. Producing

To “produce” your video so you can post it to the web, select “Produce Your Video” from the navigation bar on the left of the “edit” screen.

- Use “Recommend My Production Settings”, and select “Next” at the bottom.
- Select the radio button at the top that you’d like to share your video on the web. Note there are others ways to share your video, but we’ll talk about those in future trainings. Click “Next”.
- Select “Screen Recording” and “Voice Narration”. Click “Next”.
- The next two screens determine the quality of audio and video, and are preset with the slider controls to the right of center, which is “better” quality. This, however, is at the expenses of file size, so I usually put the sliders dead center, and quality has been ok in my recordings. Click “Next” in both screens after setting the slider controls.
- Skip the next screen by clicking “Next” – we’ll use it some day if you want to add a picture-in-picture movie of yourself talking, which greatly increases file size.
- In the next screen you name your video – perhaps the same name you gave the un-edited version. You also select the folder where you want it to be filed. Remember you want to keep these files organized so you can find them, even after you’ve created a hundred videos! Click “Finish”.
- You see a screen that gives you information about your video. Click “Next” and Camtasia will render your video and create the required files.
- After the above has finished, you will see a screen that asks if you want the files to be grouped in the selected folder and opened following placement in the folder. Click “Finish”.

FrontPage

1. Open your flightline website on FrontPage and create a “New Folder”, and call it “Camtasia Folders”.
2. Open that folder and create *another* new folder with the name of that particular video.
3. Copy ALL of the files from the Camtasia production folder into that last FrontPage folder.
4. Select a page on which to link the video – perhaps that class’s page, or maybe a newly created page linked to your home page by the linked words “Camtasia Videos” on your home page.

5. Type the name of the video on the page you selected, then hyperlink to the .html file in the video's Camtasia folder you created on flightline.

BlackBoard

1. Open your BlackBoard classroom where you want the video to appear.
2. "Add Item", and name it the name of the video.
3. In the comments box, put a word or phrase as a link to your movie.
4. Open your flightline in Internet Explorer or Firefox and click on the video link.
5. Copy the URL.
6. Back in the BlackBoard comments box, choose the "hyperlink" function (chain links and globe) and paste in the URL.
7. The video will now play when the student clicks on the link in BlackBoard.

For assistance with Camtasia, Blackboard, or any other of your instructional technology needs, contact Instructional Design at ext. 3969 or email us at id@highline.edu. Visit our web site at <http://flightline.highline.edu/id>.