Camtasia Quick Start (Handout 1)

Camtasia Studio is a video-based recording software that allows you to digitally capture your entire screen, a specific application window, or a customized region on your desktop. In addition, Camtasia Studio gives you the power to edit your media by adding audios, videos, pictures, and much more!

Your videos can be saved in a wide range of video formats, published on YouTube, or can be uploaded to websites. Here's a quick guide on how to use Camtasia Studio.

The Welcome Window:

By default, Camtasia Studio will load up the Welcome Window where you can get started by selecting:

- New Project – this will open the Camtasia editor
- New Recording – this will open the Camtasia recorder
- Open Project – this will prompt you to browse for an existing project

From the Welcome window you will also see a list of your recent projects and be able to access tutorials.

Getting Started:

Click on New Project to open up the Editor window for a first look around:

![Editor Window](image)
The Editor Window is divided into 3 sections:

- **Clip Bin (yellow box)** - This is the storage area for all media used in your project. From here you have the ability to add callouts, transitions, animations, and much more. Select objects you want to use, and drag and drop them to the Timeline.

- **Preview Window (red box)** - the area where you can preview your video. From here you can edit the video dimensions, use crop tool, resize/zoom in to see what you are doing, playback and navigate frame by frame, and adjust the properties of annotations (move, color, line size etc.).

- **The Timeline (blue box)** – this is where you assemble all your media including the timings of your zoom animations, callouts, and markers. This area also allows you to add multiple tracks, cut/copy/paste selected media from tracks, adjust volume and much more.

In order to begin recording, (whether it be a screen, webcam, or audio capture), **click the Record button** in the upper left corner. (NOTE: You can also do this from the previous welcome window.)
The **Capture Window** (shown below) opens up and will give you several options:

- **Select Area (yellow box)** – Full screen will record the entire screen. Clicking custom will enable you to select a specific size or a part of the screen. You can also resize or reposition your selection by dragging the dotted area with a mouse. **NOTE:** 720 HD (1280 x 720) is a good standard size that is viewable on almost all devices, but you can record in any size you want.

- **Recorded Inputs (red box)** - In addition to recording whatever is shown on your screen, you can also record audio and your webcam camera. **NOTE:** By default, the audio is on. If you record with the camera on, you will NOT see the video of yourself until you are in the Editor window. The camera video will default to the lower right hand corner of your recording, but you can resize and reposition it when you edit your recording.

- **Record Button (blue box)** - The red “rec” button starts the recording.

Once the desired screen size is selected, **press the red “rec” button to start** recording the screen. You will get a recording countdown and your screen will look similar to the one shown below:

When you are done recording, **press F10 to end your recording.** You can also click on the Stop button in the recording window (which defaults to your system tray). Click to “Save and Edit” will open your recording in the Camtasia Editor.

To learn how to edit your video and add features such as “Pan and Zoom”, “Callouts” etc., see the PDF titled Camtasia - Editing.

**Additional Resources:**
- [Camtasia Studio 9 (Windows) Video Tutorials](#)
- [Camtasia Studio 9 Hotkeys](#)