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Learning about Camtasia Studio

Thank you for choosing Camtasia Studio. Only Camtasia Studio offers exact video renderings of desktop activity and superior file compression in industry standard formats.

Camtasia Studio is perfect for:

- ▶ **Producing Web Site Content**
Create a video of an application and publish it on the Web with Flash.
- ▶ **Training, Education, and Distance Learning**
Capture, share and manage knowledge. Make and share how-to videos.
- ▶ **Help Desk, Online Help, Help Systems**
Handle error recording and reporting.
- ▶ **Desktop Monitoring**
Monitor desktop activities, process control, and live content.
- ▶ **Documentation**
Preserve and archive desktop activities.
- ▶ **Conferencing**
Record, share, and archive conference content.
- ▶ **CAD and Simulation**
Record and share animation, CAD designs, and annotation.

We hope you enjoy Camtasia Studio.



Get familiar with Camtasia Studio with these help topics:

- ▶ [Click here to go to the Quick Start Videos](#)
- ▶ **How Camtasia Studio's Applications Work Together**
- ▶ **A Close-Up Look at Camtasia Recorder**
- ▶ **A Close-Up Look at Camtasia Player**
- ▶ **A Close-Up Look at Camtasia MenuMaker**
- ▶ **A Close-Up Look at Camtasia Theater**



Learn how to create great videos with these I Want to... tutorials:

- ▶ **Camtasia Studio Tutorials**
- ▶ **Recorder Tutorials**
- ▶ **MenuMaker Tutorials**
- ▶ **Audio Editor Tutorials**
- ▶ **Theater Tutorials**
- ▶ **Tips, Tricks, & Best Practices**



Learn about sharing and distributing your Camtasia Studio videos:

- ▶ **Package a Video as a Pack & Show Executable File**
- ▶ **Web Distribution Production Option**
- ▶ **E-Mail Distribution Production Option**
- ▶ **CD Distribution Production Option**
- ▶ **DVD-ready Distribution Production Option**
- ▶ **Hard Drive or Other Distribution Production Option**
- ▶ **Advanced Production Wizard**
- ▶ **Help Me Choose a File Format**



Learn about the technical side of Camtasia Studio:

- ▶ **Technical Reference Library**
- ▶ **Command Line Customizations**
- ▶ **Contact TechSmith Technical Support**



Learn to Use PowerPoint & Camtasia Studio:

- ▶ **Learning to use the Camtasia Studio PowerPoint Add-In**
- ▶ **Record & Produce your PowerPoint Presentation in 5 Minutes**
- ▶ **Camtasia Studio Add-In for PowerPoint Options**
- ▶ **Record & Produce your PowerPoint Presentation in DVD Format**
- ▶ **Camtasia Studio & PowerPoint**



Learn to Create Flash Videos using Camtasia Studio

- ▶ **Theater Tutorials**
- ▶ **Macromedia Flash (SWF)**
- ▶ **Macromedia Flash (FLV)**
- ▶ **Camtasia Studio & Macromedia Flash**
- ▶ **Create a Flash Movie Tutorial**
- ▶ **Convert an AVI to a Macromedia Flash (SWF) Video**
- ▶ **Chain Several Macromedia Flash (SWF) Files Together**

How Camtasia Studio's Applications Work Together



Camtasia Studio is a suite of applications for recording, editing and publishing rich screen video presentations. Using Camtasia Studio's applications, you can:

- ▶ Record full-motion screen video with lossless quality
- ▶ Edit, cut, and join video clips
- ▶ Add digital video files (DV, MPEG, WMV) to your screen recordings
- ▶ Add interactive Callouts, Zoom-n-Pan effects, Quizzes, and more
- ▶ Edit and add audio, including voice narration and music
- ▶ Include a variety of cursor highlights during recording
- ▶ Produce your video in any popular file format
- ▶ Create a Web-based or CD-based menu from which to launch your video and other media files

Although these applications are integrated with Camtasia Studio, you can also launch and use any of them separately, either from the *Tools* menu within Camtasia Studio or from the Windows *Start* menu (**Start > All Programs > Camtasia Studio > Applications**).

Overall, there are four main processes that you will need to perform in order to make a video that is ready to share with others. These are:

- ▶ **Record your Video**
- ▶ **Edit your Video**
- ▶ **Produce your Video**
- ▶ **Share your Video**

Click on the following topics to read a short overview of each of Camtasia Studio's component applications.

Camtasia Studio

Camtasia Studio's main interface allows you to import video, audio, and images into a video project. You can then:

- Organize the media on Studio's *Storyboard*
- Edit the audio and video tracks
- Add callouts, transitions, Zoom-n-Pan effects, and Flash Hot Spots
- Produce the video in a variety of common file types

See also **A Close-Up Look at Camtasia Studio** and **Camtasia Studio Tutorials**.

Camtasia Recorder

Camtasia Recorder allows you to capture cursor movements, menu selections, pop-up windows, layered windows, typing, and everything else you see on your screen.

- You can use ScreenDraw, included in Recorder, to draw on your desktop while you record a video—just like television sportscasters!
- Use Camtasia Recorder's powerful ScreenPad annotation feature to add callouts, logos, and graphics as you record your video.
- Apply real-time effects like cursor and object highlighting, graphic and image annotations, watermarks, time stamps, captioning, and audible mouse clicks.
- Move in for a closer look with Zoom.
- Pan the capture frame across the screen to show more detail.

See also **A Close-Up Look at Camtasia Recorder** and **Recorder Tutorials**.

Camtasia Audio Editor

Using Audio Editor, you can quickly add voice annotations and sound effects to explain or enhance your video production. You can add to, modify, or delete the existing video soundtrack. And you can extend the length of a video or image to incorporate an audio track of any length.

See also **A Close-Up Look at Camtasia Audio Editor** and **Audio Editor Tutorials**.

Camtasia MenuMaker

Camtasia MenuMaker allows you to create an attractive menu from which to launch document files, graphic files, and multimedia files. Using MenuMaker, you can easily create a CD-ROM that will launch with the custom menu displayed - a perfect way to distribute information to customers, students, workgroups, and more.

See also **A Close-Up Look at Camtasia MenuMaker** and **MenuMaker Tutorials**.

Camtasia Theater

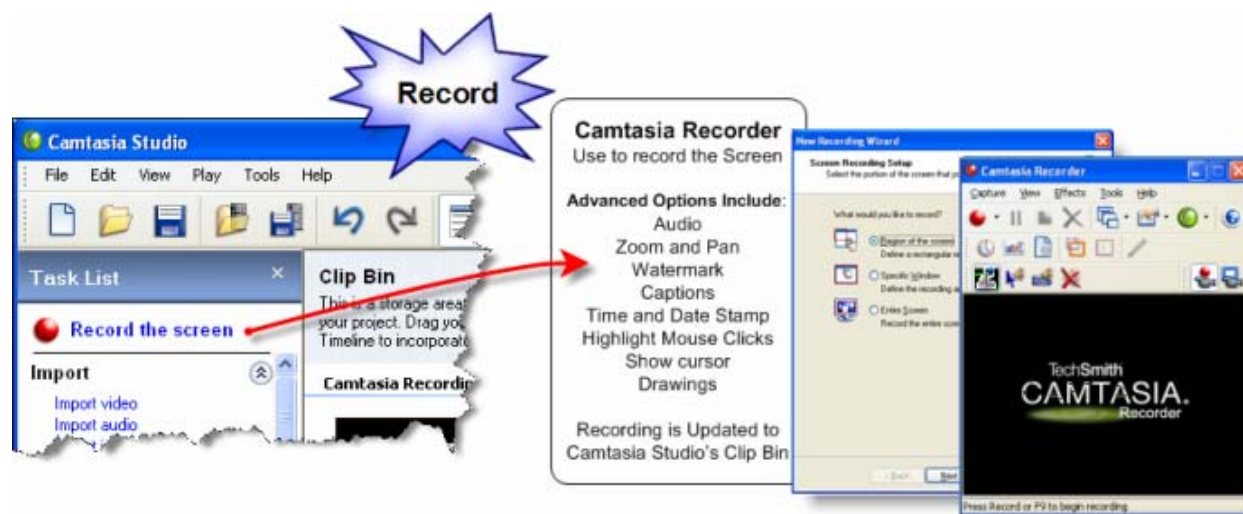
Camtasia Theater allows you to create an attractive and interactive menu from which to specifically launch your Camtasia Studio-made Flash (.swf) files on the Web or to distribute them on CD-ROM. Theater adds DVD-like navigation to your videos in Flash format. Using Theater's menu, your users can quickly navigate between multiple movies or view them all in a pre-defined sequence.

See also **A Close-Up Look at Camtasia Theater** and **Theater Tutorials**.

Camtasia Player

Camtasia Player is a simple, standalone video player, optimized for playing screen recordings. It plays videos at 100% of their original size so that they remain readable. Player only plays AVI video files and has built-in support for the TechSmith Screen Capture Codec (TSCC). See also **A Close-Up Look at Camtasia Player**.

Record your Video



The first step in creating your new video project is to make a screen recording. Camtasia Recorder is a simple but powerful screen-recording component that allows you to capture cursor movements, menu selections, pop-up windows, layered windows, typing, and anything else you see on your screen.

In addition to straight screen recording, Recorder's advanced features allow you to draw, annotate, and add effects during recording. Enhance your recordings with cursor and object highlighting, graphic and image annotations, watermarks, time stamps, captioning, and audible mouse clicks.

Making your First Recording

The easy to use *New Recording Wizard* launches automatically when you choose the **Record the screen**

 **Record the screen** option from within Camtasia Studio's *Task List*. Step through the wizard to create your first recording. When you have completed your recording, your video is placed on the Camtasia Studio *Timeline* and is ready for you to edit, produce, and then share. For more information, see **A Close-Up Look at Camtasia Recorder** and **Make my First Recording**.



Recorder's Key Concepts

Viewing Toolbars: Several of the most-used options have been added to the main toolbar on the Recorder screen, allowing you to access them more quickly. To display any or all of the other toolbars, choose the desired toolbar from the *View* dropdown menu. Once enabled, a small bullet will be placed next to the toolbar name.

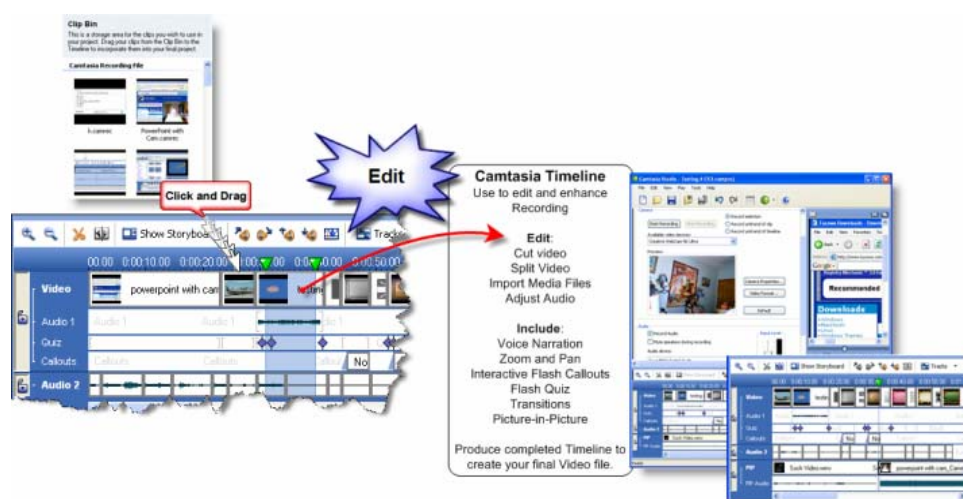
Viewing Options: Next to several of the tool buttons you will see a small, black down-arrow. Clicking on the down-arrow will reveal a dropdown menu of options related to that tool.

Zooming Options: Camtasia includes a number of different *Zooming* options. *Zoom In* and *Zoom Out* focuses into or away from the area in increments, while *Zoom To* will zoom directly to a certain size, specific region, window, or the full screen. *AutoZoom* allows you to zoom between views with a smooth appearance by controlling the speed of the image scaling.

Draw on the Screen: The *ScreenDraw* feature allows you to draw on your desktop while you record a video. Make your videos lively and easier to understand by underlining, pointing and illustrating with the freehand drawing tool. While recording, this feature is activated using the **ScreenDraw** button  on the *Annotation* toolbar. Choose **Tools > Effects > Hotkeys** to setup a hotkey for starting and stopping *ScreenDraw*.

Continue with **Edit your Video**.

Edit your Video



The second step in creating your new video project is to edit and enhance your video. Camtasia Studio's main interface allows you to import video, audio, and image files into a video project. Imported files, called clips, reside in the *Clip Bin* for easy access. To put a clip on the *Timeline* for editing, simply drag it from the *Clip Bin* down to the *Timeline* and drop it there. The *Timeline* is the primary working area as most of your editing work will be done there. You can also add quizzes, interactive *Callouts*, and zooming effects to your video. These kinds of effects are called *Elements* and are represented on the *Timeline* as different colored icons.

Once clips are on the *Timeline*, you can:

- ▶ **Import Other Media Files into My Camtasia Studio Project**
- ▶ **Add Voice Narration to a Video on the Timeline**
- ▶ **Add a Picture-in-Picture Recording to my Timeline**
- ▶ **Add Callouts to my Clips on the Timeline**
- ▶ **Add Zoom-n-Pan Effects to my Video**
- ▶ **Add a Title Clip to the Timeline**
- ▶ **Add a Flash Quiz to my Timeline**
- ▶ **Add Transitions between Clips on the Timeline**



Camtasia Studio's Key Concepts

Combine Media: Use the *Timeline* to combine various multimedia elements such as video clips, still images, and audio tracks. Join these clips in any number and order that you desire.

Undo/Redo: When editing, undo or redo the editing until you are completely satisfied with the video.

Preserves Originals: Editing clips on the *Timeline* does not affect the original files or the files in the *Clip Bin*.

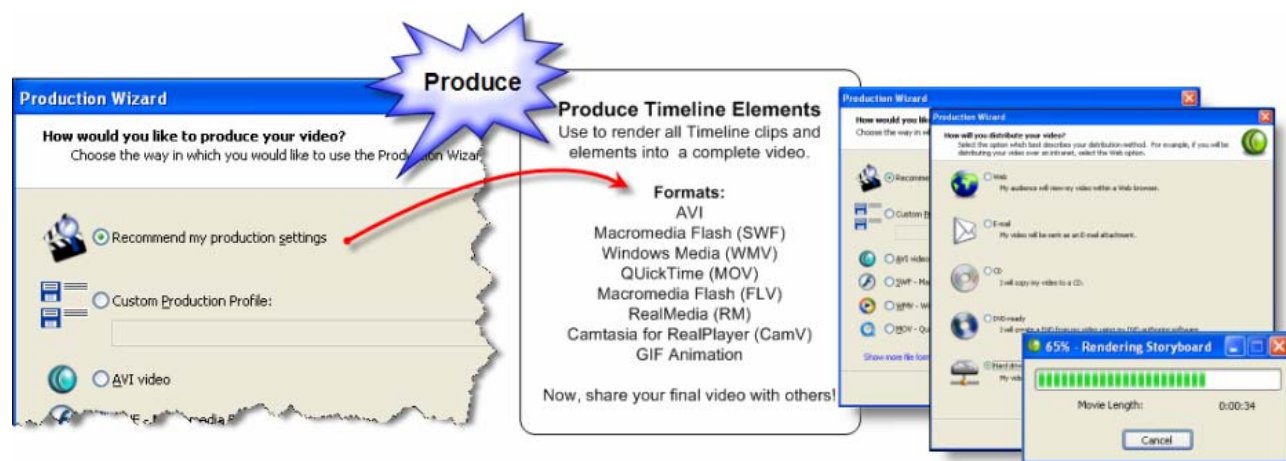
Multiple Instances: To show a clip more than once, repeatedly drag it onto the *Timeline* from the *Clip Bin*.

Add Title Clips: Add a graphic before your video clip to act as a title, place a graphic between video clips to function as a chapter heading, or insert a graphic at the end of your video to feature your credits.

Resizing is Easy: Automatically resize a clip on the *Timeline* by dragging either end of a clip to make the clip shorter. Once a clip has been sized smaller, drag the end of the clip once again to make it longer.

Continue with **Produce your Video**.

Produce your Video



The third step in creating your new video project is production. When you have set the timing and sequence of your video clips, still images, callouts, quizzes, and voice narration on the *Timeline*, you are ready to produce your final video into a distributable and sharable format. This process, also called rendering, assembles all of the audio, video, and images into one video file, based on the sequence you have established on the *Timeline*.

To produce your video, within the *Task List* in Camtasia Studio, click on the **Produce video as..** link. The *Production Wizard Welcome* screen appears. Choose **Next**. The *How would you like to produce your video?* screen displays. Overall, there are two different ways to produce your video – both using a wizard format.

First, the easy-to-use **Recommend my Production Settings Wizard** takes you through the video production process based on the distribution method that you choose. With this option, simply answer a few questions about your *Timeline* content and distribution channel and you are set to go. It is highly recommended that you produce your first few videos using this production wizard. For more information, see **Recommend my Production Settings Wizard**.

The second option uses the **Advanced Production Wizard**. This option (which is also easy to use), allows you more flexibility over your final video file format as well as the ability to customize frame rates, video and audio codecs, etc. For more information on all of the available video file formats, see the topic entitled *Help Me Choose* within the Camtasia Studio help file. For more information, see **Advanced Production Wizard** and **Help Me Choose a File Format**.

How will you share your videos?

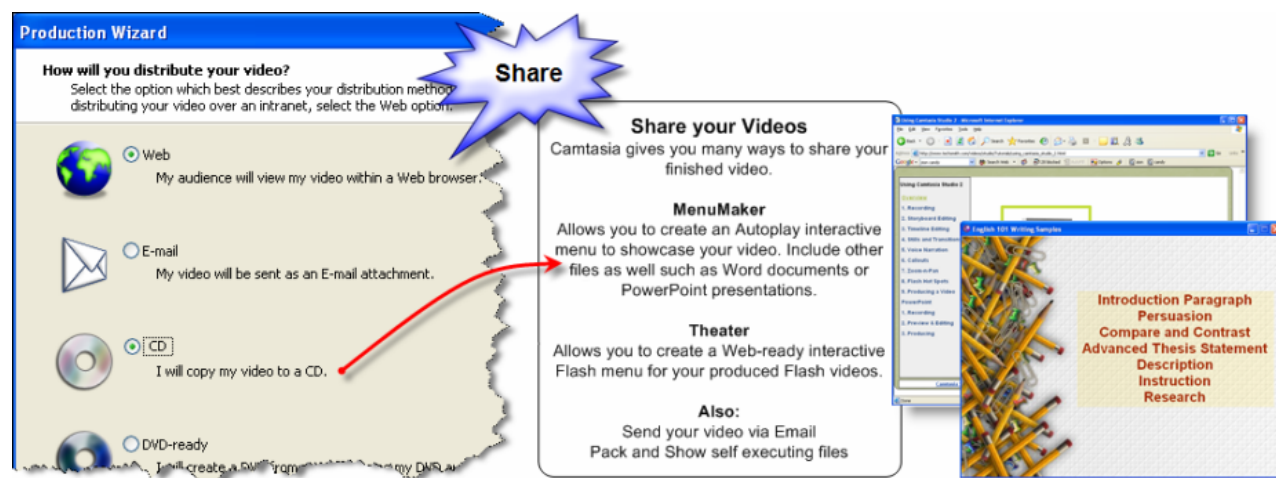
This is one of the most important questions you will need to answer before you begin to produce your video using the *Advanced Production Wizard* since it directly impacts the type of video format you will choose. See the recommendations given below to get you started.

	Internet / Intranet	CD	DVD
Recommend:	Macromedia Flash (SWF) Ideal for shorter, 10-15 minute recordings with moderate screen motion. Windows Media (WMV – Streaming Format) Ideal for longer or higher motion recordings.	Audio Video Interleave (AVI) & CD-ROM Distribution Ideal for CD-ROM distribution because it retains the highest quality and is editable with video editing programs.	Audio Video Interleave (AVI) & DVD Productions Highest quality recordings which can be readied for use with DVD authoring software.
Alternative:	RealMedia Streaming Media (RM) QuickTime (MOV)	Windows Media (WMV Streaming Format)	

Continue with **Share your Video**.

Share your Video

The final step in creating your video is to actually share it with your viewing audience. By not only supporting all the popular video and animation standards, Camtasia Studio also allows you to reach a broad audience by giving you many different ways to distribute your videos including CD-ROM, Flash Web menu, DVD, e-mail, and more. And, since your video was created as a project file, you can reproduce your video over and over again using different file formats that lend themselves to a particular distribution channel.



► Publish a Video for Web Distribution

Theater for Camtasia Studio adds DVD-like navigation to your screen videos in Flash format. Using Theater's menu, your users can quickly navigate between multiple Flash movies or view them all in a pre-defined sequence. Theater presentations can be viewed online and on CD-ROM. See also **Web Distribution Production Option** and **Create an Interactive Theater Flash Menu for the Web**.

► Create an Interactive CD Menu using Camtasia MenuMaker

Camtasia MenuMaker allows you to create an attractive menu from which to launch your video, document, graphic, and other multimedia files. Using MenuMaker, you can easily create a CD-ROM that will launch with the custom menu displayed - a perfect way to distribute information to customers, students, workgroups, and more. See also **Create an Interactive MenuMaker CD for Video Distribution**

► Create a Pack and Show Self Executing File

Pack and Show creates a Windows-executable file that your viewers can double-click to automatically unpack the file, install the TSCC codec and Camtasia Player, and then view the video. No special setup or installation is needed. See also **Package a Video as a Pack & Show Executable File**.

► Send the Video as an E-mail Attachment

Use the e-mail production option within the **Recommend my Production Settings Wizard** to produce your video in an e-mail friendly format. At the end of production process, Camtasia Studio opens a new e-mail for you with your video contained as an attachment. See also **E-Mail Distribution Production Option**.

► Write to a CD- ROM

Use the CD production option within the **Recommend my Production Settings Wizard** to produce your video in an CD-ready format. Include an auto-run file so your video will play as soon as it is put in the CD tray on the viewer's PC. See also **CD Distribution Production Option**.

► Create a DVD-Ready Video File

Use the DVD production option within the **Recommend my Production Settings Wizard** to produce your video in a DVD-ready AVI format. This means that Camtasia Studio will properly size and encode your video with the highest quality options for use with most 3rd party DVD authoring software applications. Just import your final AVI video into your DVD project and you're ready to go. See also **DVD-ready Distribution Production Option**.

A Close-Up Look at Camtasia Studio

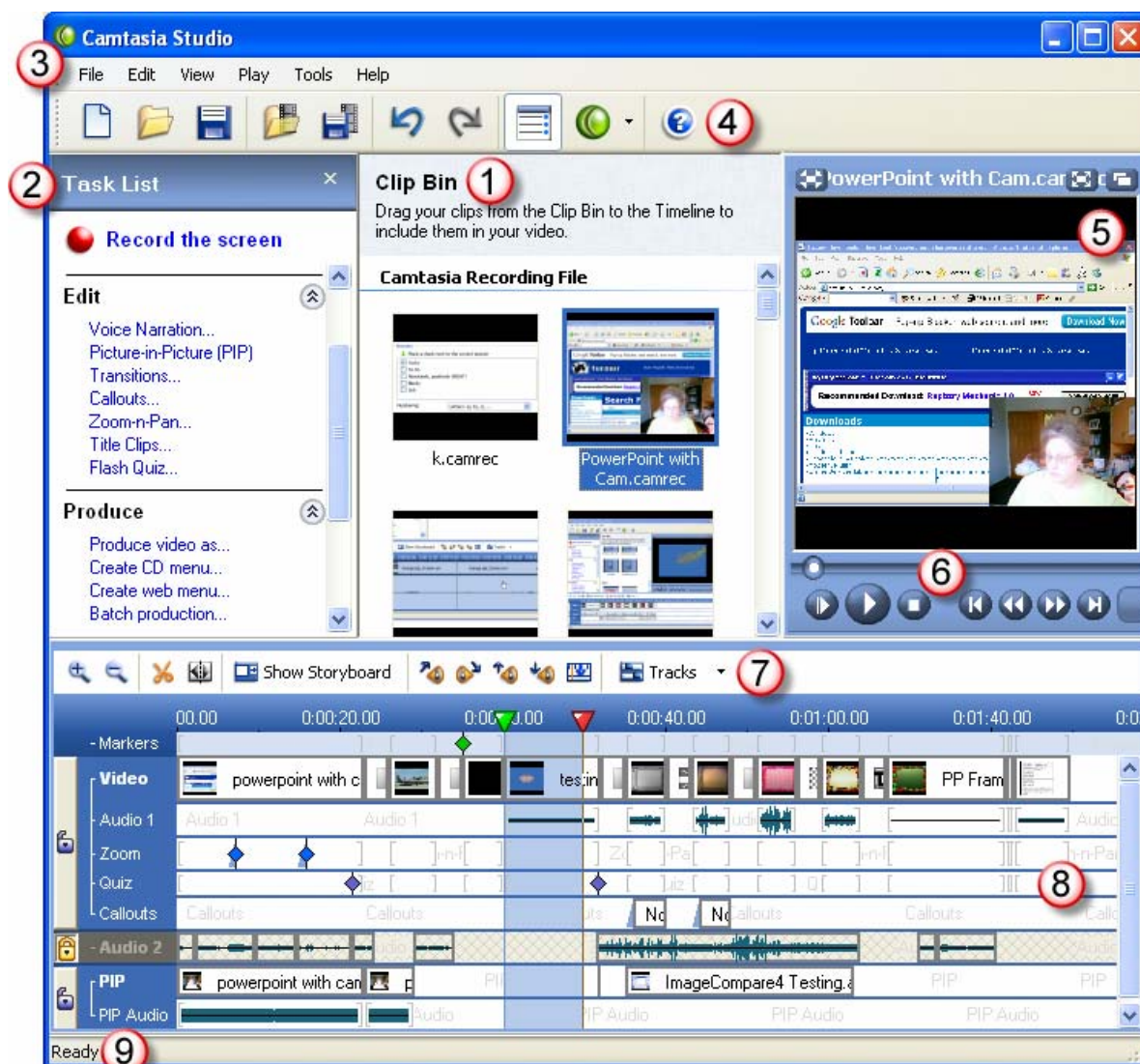
When you first begin to work within Camtasia Studio, you will be in the *Timeline* or main view. There are several different components that reside within the main view. These include the *Task List*, *Task Area*, *Preview Area*, etc. Before you begin to use Camtasia Studio take a few minutes to familiarize yourself with the main screen view and the components contained therein.

Additionally, there are several different components that reside within the main views, components such as the *Task List*, *Task Area*, *Preview Area*, etc. Each is explained in detail within this chapter.

Before you begin to use Camtasia Studio, it will be helpful for you to take a few minutes to familiarize yourself with the main screen views and the components contained therein.

See the following topics for information on Camtasia Studio's different components.

- | | | | |
|---------------------------------------|---|--|--|
| ▶ Camtasia Studio Main Toolbar | ▶ Adding Clips to the Timeline | ▶ Adjusting the Audio of a Clip | ▶ Using the Task List and the Task Area |
| ▶ Learning about the Clip Bin | ▶ Defining a Selection for Editing | ▶ Learn about the Storyboard View | ▶ Using the Preview Playback Area |
| ▶ Learning about the Timeline | | | |



1	This is the Clip Bin . Your media files are stored here for easy access. Drag a clip from the <i>Clip Bin</i> to the <i>Timeline</i> to include it in the current video that you are making. All clips within the <i>Clip Bin</i> will be saved when the project you are working on is saved.
2	This is the Task List pane. You will begin most tasks by selecting an option within this pane. To access any task, simply click on a task with the mouse cursor.
3	This is the Menu Bar . You will access all dropdown menus from the menu bar.
4	This is the Main Toolbar where you can easily access several commonly used options. This is a quicker method than locating the same option within the dropdown menus.
5	This is the Preview Area . Double-click on a clip in the <i>Clip Bin</i> or <i>Timeline</i> to preview it.
6	These are the Playback Controls . Use the controls to move throughout the <i>Timeline</i> . Grab the scrubber control  within the <i>Preview Area</i> and drag it to a particular location in the video.

7	This is the Timeline Toolbar . This is used for adding transitions, splitting the video, making cuts, adding audio tracks, and adjusting volume.
8	This is the Timeline . Media files (clips), are placed on the <i>Timeline</i> for inclusion in the video.
9	This is the Status Bar . You will find helpful information and tips in this area.

Camtasia Studio Main Toolbar

Several of the most-used options have been added to the main toolbar on the Camtasia Studio screen.



Placing these much-used tools on the toolbar allows you to access them more quickly.

To aid in your navigation around the toolbar, each time your cursor touches a button, a tooltip will appear. The tooltip gives you the name of the tool.

The following table describes each of the tools that can be found on the toolbar along with its use.

Button	Tool Name	Description	Use
	New Project	Begins a new Camtasia Studio project.	Click on the New button. If you are currently working on a project and you have not saved, you will be prompted to do so before the new project is started. See also: ▶ A Close-Up Look at Camtasia Studio ▶ Adding Clips to the Timeline ▶ The Timeline Editing Toolbar ▶ About Camtasia Studio's Project Files ▶ About Camtasia Studio's .camrec Files
	Open Project	Opens an existing project. The <i>Open</i> dialog allows you to browse for the file and select it.	Click on the Open Project button. Within the <i>Open</i> dialog box, browse and select the desired project to open. Choose Open .
	Save Project	Saves the work you have in the current project, including all effects, <i>Transitions</i> , and project settings. This option does not create or save an AVI file. This is accomplished with Produce Video.	Click on the Save Project button. If it is the first time that you have saved the project, you will be prompted to save to a folder with a file name. Once the project is saved for the first time, you will no longer be prompted to save a location or name.
	Import Media Files	Displays the <i>Open</i> dialog box so you can choose the desired media files to import.	Click on the Import Media button. The <i>Open</i> dialog box will display. Browse and select the desired media files to use in your video production project. See also: Import Other Media Files into My Camtasia Studio Project

Button	Tool Name	Description	Use
	Produce Video As..	Displays the <i>Video Production Wizard</i> which allows you to create your video from your video project.	First, assemble your video using the <i>Timeline</i> or <i>Storyboard</i> . Make any necessary edits. Choose the Produce Video Wizard button. The wizard appears. Choose your production options to create your video. See also: ► Creating your Final Video: Production Tutorials ► Recommend my Production Settings Wizard ► Help Me Choose a File Format ► Advanced Production Wizard
	Undo	Will undo the last action in succession. This is an unlimited undo.	Click on the Undo button.
	Redo	Will redo the last action in that was undone. This is an unlimited redo.	Click on the Redo button.
	View Task List	Displays or hides the <i>Task List</i> .	Choose the View Task List button to toggle this pane on or off.
	Tools	Displays a dropdown menu that allows you to access the other Camtasia Studio applications.	Click on the down arrow to display the dropdown menu. Choose the desired application from the list.
	Help	Opens the Camtasia Studio online help.	Click on the Help button.

Learning about the Clip Bin

Camtasia Studio uses a *Clip Bin* to hold all of the video, audio, and image clips that you import into your project. To put a clip on the *Timeline* for editing, simply drag it from the *Clip Bin* down to the *Timeline* and drop it there.

Note: It is important to note that only the clips that are on the *Storyboard* or *Timeline* will be included in the production of the video. If you have viewed a clip that is in the *Clip Bin* in the *Preview Area*, that file will **not be** included in the video production unless you drag it to either the *Storyboard* or *Timeline*.

Note: Clips that are in the *Clip Bin* are not affected by any edits that occur on the *Timeline*. For example, consider a clip that is on the *Timeline* that has been split in two: this split will not be reflected within the original clip residing in the *Clip Bin*. For more information, see **Learning about the Clip Bin**.

Note: Editing clips on the *Timeline* does not affect the files in the *Clip Bin* or the *original* files. Editing clips within Camtasia Studio is a nondestructive process in that none of the original media files are ever altered in any way.

About the Clip Bin Views

There are several different views that you can use to organize your clips. By default, the *Clip Bin* view is *Thumbnails* shown in *Groups*. This means that you will see a pictorial representation of your media clip organized in like or similar groups. So, all the video clips will be grouped together, all the audio clips grouped together, etc.

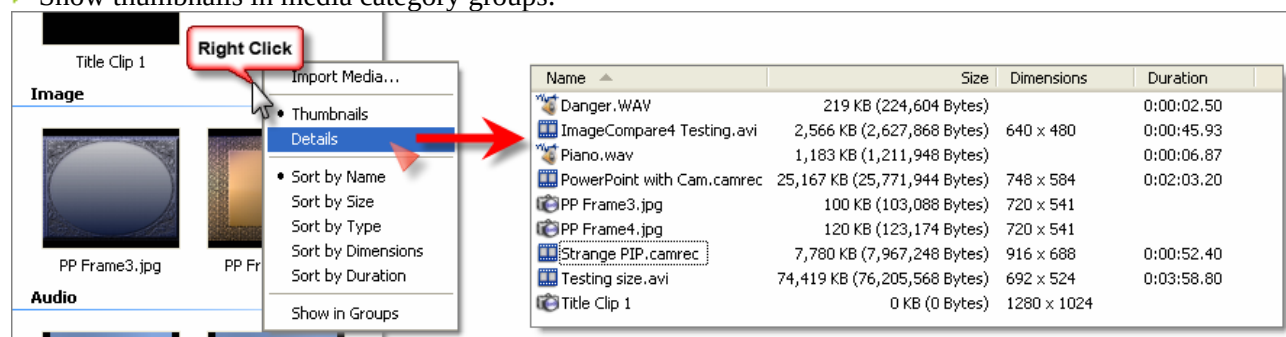
For easy identification of each kind of clip:

- ▶ The thumbnail image that displays for all kinds of video clips is the first frame of the actual clip.
- ▶ Audio clips are represented by a standard audio icon.
- ▶ Title clips and all other image file clips will display a thumbnail of the actual image.

To change the view of the Clip Bin:

Right-click on any background white space and choose the desired view or sorting order from the context menu. From this context menu, you can also choose to:

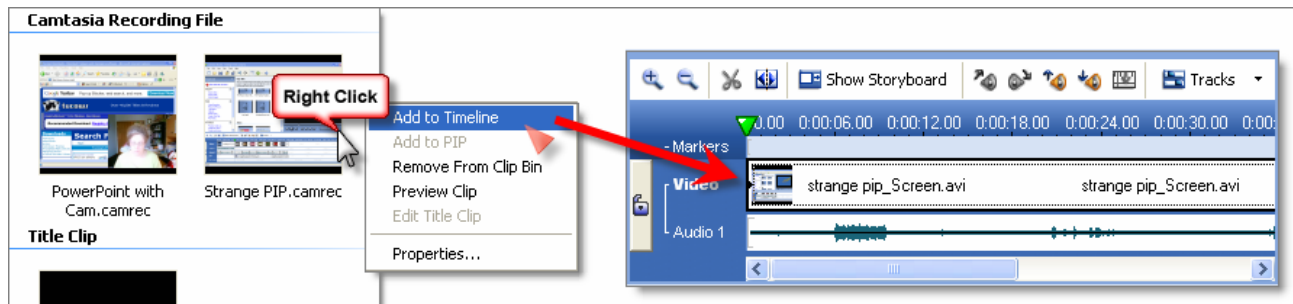
- ▶ Import other media files into the *Clip Bin*.
- ▶ Display either thumbnails or details of each clip.
- ▶ Sort the clips by name, size, type, dimensions, or duration.
- ▶ Show thumbnails in media category groups.



To add a clip to the Timeline:

Right-click on the desired clip and choose **Add to Timeline** from the context menu. The clip is added to the last position on the *Timeline* when using this method. From this context menu, you can also choose to:

- ▶ Add a Camtasia Recording File to the *PIP* track.
- ▶ Remove the clip from the *Clip Bin*.
- ▶ Preview the clip in the *Preview Area*.
- ▶ Edit the properties of a *Title Clip*.
- ▶ View the *Properties* of a clip. Properties include length, size, audio modified date, and audio and video format statistics.



Learning about the Timeline

The *Timeline* view is the primary working view as most of your editing work will be done here. Overall, you will use the *Timeline* to assemble video recordings that you may have made using Camtasia Recorder or from some other source as well as other forms of media such as still images and audio files.

Collectively, the media files placed on the *Timeline* are called clips. On the *Timeline*, you will control the timing of each clip, add or remove clips, edit frames, add sound, and much more. You can also add quizzes, callouts, and zooming effects to your video. These kinds of effects are called *Elements* and are represented on the *Timeline* as different colored icons.

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- Note:** It is important to note that only the clips that are on the *Storyboard* or *Timeline* will be included in the production of the video. If you have viewed a clip that is in the *Clip Bin* in the *Preview Area*, that file will **not be** included in the video production unless you drag it to either the *Storyboard* or *Timeline*.
- Note:** Clips that are in the *Clip Bin* are not affected by any edits that occur on the *Timeline*. For example, consider a clip that is on the *Timeline* that has been split in two: this split will not be reflected within the original clip residing in the *Clip Bin*. For more information, see **Learning about the Clip Bin**.
- Note:** Editing clips on the *Timeline* does not affect the files in the *Clip Bin* or the *original* files. Editing clips within Camtasia Studio is a nondestructive process in that none of the original media files are ever altered in any way.
-

The following are some helpful hints and tips for making the best use of the *Timeline*. The *Timeline* lets you combine various multimedia elements such as video clips, still images, and audio tracks. You can join these clips in any number and order that you want to.

- ▶ When editing, you can undo/redo the editing until you are completely satisfied with the video.
- ▶ To add clips to the *Timeline*, select a clip in the *Clip Bin* and drag it onto the *Timeline*.
- ▶ If you want to show an item more than once, you can repeatedly drag it onto the *Timeline* from the *Clip Bin*.
- ▶ Automatically resize a clip on the *Timeline* by dragging either end of a clip to make the clip shorter. Once a clip has been sized smaller, drag the end of the clip once again to make it longer.

Once clips are on the *Timeline*, you can:

- ▶ Adjust their timing or position.
- ▶ Edit them by clipping or splitting.
- ▶ Add *Transitions* between clips.
- ▶ Modify the audio and much more.

See the following topics for more information on using the *Timeline*.

- ▶ **Getting Familiar with the Timeline Components**
- ▶ **Adding Clips to the Timeline**
- ▶ **A Closer Look at the Clips & Elements on the Timeline**

- ▶ **The Timeline Editing Toolbar**

- ▶ **Adjusting the Audio of a Clip**
- ▶ **Replacing Existing Audio with Silence**
- ▶ **Locking and Unlocking Timeline Tracks**

The Timeline Editing Toolbar

► **Searching the Video using the Timeline**

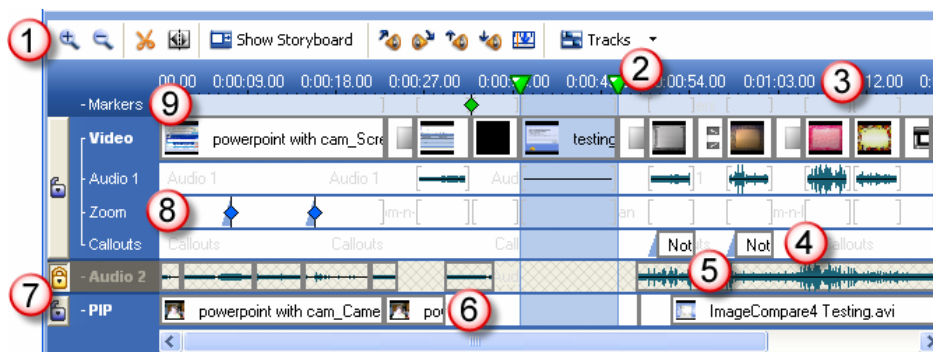
► **Defining a Selection for Editing**

Getting Familiar with the Timeline Components

When Camtasia Studio is opened and the *Timeline* is first viewed, it will be empty. After loading a clip from the *Clip Bin* into the *Timeline*, the *Timeline* changes to reflect the appearance of the clip.

- Using the graphic below, note that the first frame of each video clip will display as an icon on the *Timeline*.
- Also, if the clip has audio, then the audio track will be populated with a waveform.

Below, you will find an overview of the different components of the *Timeline*.



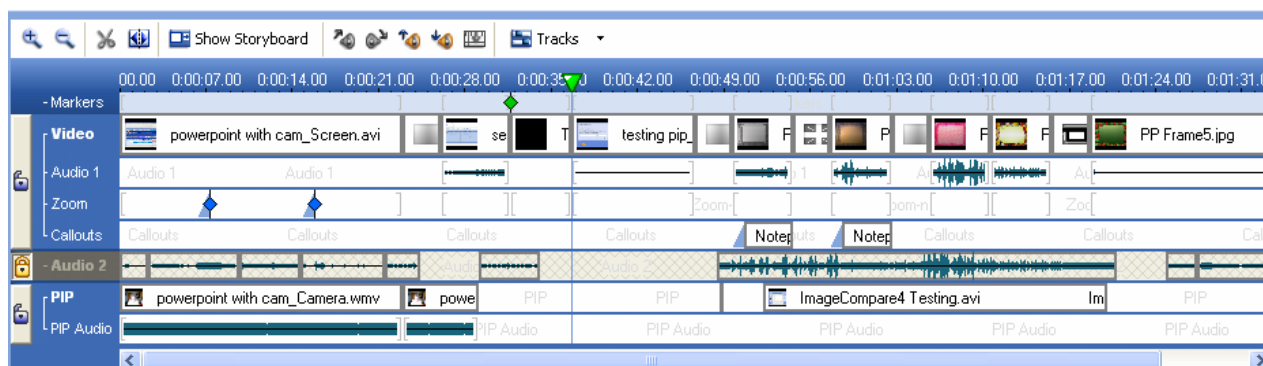
1	This is the Timeline Toolbar . These tools are used to clip or split the video, adjust the sound, zoom in or out on the clip for a better view, or to see additional tracks.
2	This is the Video Seek Bar . The video seek bar is used to select portions of the video to edit. The portion of the clip that is selected for editing is highlighted in blue.
3	This is the Time Reference Status Area that displays the time that the seek bar is referencing within the video. You also can use this area to keep track of the overall time of the total video.
4	This is the Callout Track . A <i>Callout</i> is simply a graphic that you can add to the video. Add interactivity to a <i>Callout</i> by making it a <i>Hot Spot</i> . Double-click on a <i>Callout</i> icon to access the <i>Callout</i> properties.
5	This is the Audio 2 Track . The Audio 1 track will display the video clip's audio if there is any. All additional audio that is added to the video will be displayed on the Audio 2 track. The audio is displayed in all audio tracks in the manner of a wave form.
6	This is the PIP Track . Each <i>Picture-in-Picture</i> video clip that you add to your project will be

	represented on the <i>Timeline</i> . Double-click on a <i>PIP</i> clip to access the <i>PIP Properties</i> task page.
7	To the left of each track are tiny Lock Icons that can be selected to lock down or protect a track. Overall, locking a track prevents you from accidentally editing or changing the clips on that track.
8	This is the Zoom-n-Pan Track . <i>Zoom-n-Pan</i> effects allow you to zoom in and out on certain areas of the video, calling attention to and allowing your audience to see important screen movements or actions that they might not see otherwise. Each key frame that you add to you project will be represented on the <i>Timeline</i> .
9	This is the Markers Track . <i>Markers</i> are used to create an interactive table of contents in your final video. Double-click on a <i>Marker</i> icon to access the <i>Marker Name</i> dialog box.

A Closer Look at the Clips & Elements on the Timeline

Once you begin to add media clips and elements to the *Timeline*, the *Timeline* will be updated to include a pictorial representation of each of these.

The following graphic shows you what a typical *Timeline* might look like once you begin to add items and make edits to the video clips.



It is important to note that each clip or element that is added to the *Timeline* has its own specific look or color coded icon.

The table below displays each of these and gives a description of the options that are available through double-clicking or right-clicking on the clip or element.

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	Marker Displays a green diamond.	Double-click on a <i>Marker</i> icon on the <i>Timeline</i> to access the <i>Marker Name</i> dialog box. Use the <i>Marker Name</i> dialog box to enter a name for a	Right-click on a <i>Marker</i> to bring up the context menu of available options. Choose from: Set Marker Name Accesses the <i>Marker Name</i> dialog box.

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
		<i>Marker</i> . The name that you enter here will display within the interactive Index in the produced video.	Move to this Marker Move the seek bar to this <i>Marker</i> 's location. Delete from Timeline Deletes the <i>Marker</i> .
	Video Clip Displays the first frame of the video clip.	No options available.	Right-click on a video clip to bring up the context menu of available options. Choose from:  Split Splits the video at the point of the selection seek bar.  Cut Selection Deletes the selection from the video. Extend Frame Allows you to extend the duration of a frame. The <i>Extend Frame</i> dialog box appears. Select the desired duration for the frame in seconds by using the arrow buttons. Clip Speed Allows you to speed up or slow down the playback time for a clip in the rendered movie. Continue with Clip Speed . Image Duration Allows you to increase or decrease the playback time for a clip in the rendered movie. Use the arrow buttons to change the duration to the desired time in seconds. Delete from Timeline Deletes the clip from the <i>Timeline</i> .
	Transition Displays a pictorial representation of the transition being used.	No options available.	Right-click on a <i>Transition</i> to bring up the context menu of available options. Choose from: Transition Times Choose the time (1-5 seconds) that you want the <i>Transition</i> to play. Delete from Timeline Deletes the <i>Transition</i> from the <i>Timeline</i> .

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	Image Clip Displays a pictorial representation of the image being used.	No options available.	Right-click on a image clip to bring up the context menu of available options. Choose from:  Split Splits the video at the point of the selection seek bar.  Cut Selection Deletes the selection from the video. Extend Frame Allows you to extend the duration of a frame. The <i>Extend Frame</i> dialog box appears. Select the desired duration for the frame in seconds by using the arrow buttons. Clip Speed Allows you to speed up or slow down the playback time for a clip in the rendered movie. Continue with Clip Speed . Image Duration Allows you to increase or decrease the playback time for a clip in the rendered movie. Use the arrow buttons to change the duration to the desired time in seconds. Delete from Timeline Deletes the clip from the <i>Timeline</i> .

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	Title Clip Displays a pictorial representation of the title clip being used.	Opens the <i>Title Clips</i> task page for editing. Make any desired edits to this clip and choose OK . Important Note: Any edits that are made to a <i>Title Clip</i> that is on the <i>Timeline</i> are not updated to the <i>Title Clip</i> in the <i>Clip Bin</i> . Instead, the <i>Title Clip</i> in the <i>Clip Bin</i> is set to “empty” where all of the text is removed from it.	Right-click on a <i>Title Clip</i> to bring up the context menu of available options. Choose from:  Split Splits the video at the point of the selection seek bar.  Cut Selection Deletes the selection from the video. Extend Frame Allows you to extend the duration of a frame. The <i>Extend Frame</i> dialog box appears. Select the desired duration for the frame in seconds by using the arrow buttons. Clip Speed Allows you to speed up or slow down the playback time for a clip in the rendered movie. Continue with Clip Speed . Image Duration Allows you to increase or decrease the playback time for a clip in the rendered movie. Use the arrow buttons to change the duration to the desired time in seconds. Delete from Timeline Deletes the clip from the <i>Timeline</i> .
	Audio Displays a wave form.	No options available.	Right-click on an audio clip to bring up the context menu of available options. Choose from: Delete from Timeline Deletes the audio clip from the <i>Timeline</i> .

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	Zoom Key Frame Displays a blue diamond as well as a shaded area to depict the zoom speed. ▶ No shaded area equals Instant speed. ▶ Small shaded area equals Fast speed. ▶ Large shaded area equals Slow speed.	Opens the <i>Zoom-n-Pan</i> properties task page. Make any edits and then choose OK . Choose Finished to exit. The <i>Zoom-n-Pan Key Frame</i> will be updated on the <i>Timeline</i> . See also: Add Zoom-n-Pan Effects to my Video	Right-click on a <i>Zoom Key Frame</i> to bring up the context menu of available options. Choose from: Modify Opens the <i>Zoom-n-Pan Properties</i> task page. Make any edits and then choose OK . Choose Finished to exit. The <i>Zoom-n-Pan Key Frame</i> will be updated on the <i>Timeline</i> . Delete from Timeline Deletes the <i>Zoom Key Frame</i> from the <i>Timeline</i> .
	Flash Quiz Displays a purple diamond.	Opens the <i>Flash Quiz Manager</i> task page. Make any edits and then choose OK . Choose Finished to exit. The <i>Quiz</i> will be updated on the <i>Timeline</i> . See also: Add a Flash Quiz to my Timeline	Right-click on a <i>Flash Quiz</i> to bring up the context menu of available options. Choose from: Delete from Timeline Deletes the <i>Quiz</i> from the <i>Timeline</i> .

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	Callout Displays a box with a shaded area to depict the fade in / fade out attributes.	Opens the <i>Callout Properties</i> task page. Make any edits and then choose OK . Choose Finished to exit. The <i>Callout</i> will be updated on the <i>Timeline</i> See also: Add Callouts to my Clips on the Timeline	Right-click on a <i>Callout</i> to bring up the context menu of available options. Choose from: Modify Opens the <i>Callout Properties</i> task page. Make any edits and then choose OK . Choose Finished to exit. The <i>Callout</i> will be updated on the <i>Timeline</i> . Paste Callout Pastes a <i>Callout</i> at the point of the selection seek bar. Copy Callout Copies the <i>Callout</i> that was clicked on. Move to New Line Moves the <i>Callout</i> to a new <i>Callout</i> track. Delete from Timeline Deletes the <i>Zoom Key Frame</i> from the <i>Timeline</i> .
	Callout Track	Each time you create a <i>Callout</i> that is located on the same frame, a new <i>Callout</i> track is created. The right-click context menu located on the actual <i>Callout</i> track allows you to manage those tracks.	Right-click on a <i>Callout</i> track to bring up the context menu of available options. Choose from: Paste Callout Pastes a <i>Callout</i> at the point of the selection seek bar. Create New Line Creates a new line for your <i>Callouts</i> . To move a <i>Callout</i> to the new line, grab the <i>Callout</i> and drag it up or down. Remove Empty Lines Removes all of the <i>Callout</i> tracks that are not being used. Consolidate Lines Consolidates all of the <i>Callout</i> tracks so unnecessary tracks can be removed from the <i>Timeline</i> .

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	PIP (Picture-in-Picture) Displays a pictorial representation of the clip being used.	Opens the Modify <i>PIP</i> task page. Make any edits and then choose OK . Choose Finished to exit. The <i>PIP</i> will be updated on the <i>Timeline</i> . See also: ► Add a Picture-in-Picture Recording to my Timeline ► Picture-in-Picture Properties Options	Right-click on a <i>PIP</i> clip to bring up the context menu of available options. Choose from: Modify Opens the <i>Modify PIP</i> task page. Make any edits and then choose OK . Choose Finished to exit. The <i>PIP</i> will be updated on the <i>Timeline</i> . Delete from Timeline Deletes the <i>PIP</i> from the <i>Timeline</i> .

Adding Clips to the Timeline

1. Within Camtasia Studio, from the *Task List*, click on the desired *Import* option.



2. The *Open* dialog box appears. Browse and find the folder containing the desired file(s).
3. Use the cursor to select the files. To choose more than one, press and hold down the **Control** key and select multiple files. Once you have selected your file(s), choose **Open**.
4. The clips will be displayed within the *Clip Bin* and are ready to be used in your video project.
5. To add a clip to the *Timeline*, simply drag the desired clip to the *Timeline* and drop it there. You can add as many clips as desired to the *Timeline*. You can also add repeated instances of a clip to the *Timeline*.

The Timeline Editing Toolbar

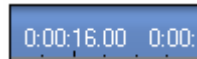
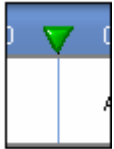
The following table describes each of the tools located on the *Timeline Editing* toolbar along with its description and use.

Note: When making cuts to the video using these tools, you are not cutting the actual video file. Making cuts to a video inside of Camtasia Studio is a nondestructive process, in that the original source file is not altered in any way.

Button	Tool Name	Description	Use
	Zoom In	Zooms in on the <i>Timeline</i> showing a closer look at the video.	Click on the Zoom In button to zoom in on the <i>Timeline</i> .
	Zoom Out	Zooms out on the <i>Timeline</i> . When fully zoomed out, the entire video can be seen on the <i>Timeline</i> .	Click on the Zoom Out button to zoom out on the <i>Timeline</i> .
	Cut Selection	Deletes the selection from the video.	Select the part of the video to be cut. Click on the Cut Selection button. The selection will be deleted. When the cut takes place, the <i>Timeline</i> will be updated to reflect the new length and frame information.
	Split Video	Splits the video at the point of the selection seek bar.	Place the selection seek bar in the location where the split is to occur. Click on the Split Video button. The movie is split into two pieces. At this time, both pieces are placed in the <i>Storyboard</i> .
	Show <i>Storyboard</i>	Shows the <i>Storyboard</i> view.	This is a toggle button. When in <i>Timeline</i> view, it will display the Show Storyboard button. Click to move to <i>Storyboard</i> view.
	Show <i>Timeline</i>	Shows the <i>Timeline</i> view.	This is a toggle button. When in <i>Storyboard</i> view, it will display the Show Timeline button. Click to move to <i>Timeline</i> view.

Button	Tool Name	Description	Use
	Fade In	Fades in the volume of the audio track.	Fade In a Clip's Audio Track To fade in the volume of a clip's audio track, first use the seek bar to highlight the section that you want to fade in. Next, click on the Fade In button. The audio wave form will be adjusted for the fade in. Note: If there is more than one audio track on the <i>Timeline</i>, when a selection is made on the <i>Timeline</i>, <u>ALL</u> of the audio tracks will be affected by the <i>Fade In</i> properties that are applied. To ensure that only the desired audio track is affected by the <i>Fade In</i>, first click on the lock icon  to lock the audio tracks that you do not want to adjust. Then, make your selection using the seek bar and click on the Fade In button. When you are done applying the <i>Fade In</i> properties, unlock the other tracks by clicking on the unlock icon .
	Fade Out	Fades out the volume of the audio track.	Fade Out a Clip's Audio Track To fade out the volume of a clip's audio track, first use the seek bar to highlight the section that you want to fade in. Next, click on the Fade Out button. The audio wave form will be adjusted for the fade out. Note: If there is more than one audio track on the <i>Timeline</i>, when a selection is made on the <i>Timeline</i>, <u>ALL</u> of the audio tracks will be affected by the <i>Fade Out</i> properties that are applied. To ensure that only the desired audio track is affected by the <i>Fade Out</i>, first click on the lock icon  to lock the audio tracks that you do not want to adjust. Then, make your selection using the seek bar and click on the Fade Out button. When you are done applying the <i>Fade Out</i> properties, unlock the other tracks by clicking on the unlock icon .

Button	Tool Name	Description	Use
	Volume Up	Increases the volume of the audio track. To increase the volume of a particular area of the <i>Timeline</i>, use the seek bar to highlight that section and then click the Volume Up button. Note: To increase the volume for the entire <i>Timeline</i>, simply click on the Volume Up button.	Increase the Volume of a Clip's Audio Track To increase the volume of a clip's audio track, first use the seek bar to highlight the section that you want to increase. Next, click on the Volume Up button. The audio wave form will be adjusted. Note: If there is more than one audio track on the <i>Timeline</i>, when the volume is adjusted up, ALL of the audio tracks will be affected by the volume properties that are applied. To ensure that only the desired audio track is affected by the <i>Volume Up</i>, first click on the lock icon  to lock the audio tracks that you do not want to adjust. Then, make your selection using the seek bar and click on the Volume Up button. When you are done applying the <i>Volume Up</i> properties, unlock the other tracks by clicking on the unlock icon .
	Volume Down	Decreases the volume of the audio track. To decrease the volume of a particular area of the <i>Timeline</i>, use the seek bar to highlight that section and then click the Volume Down button. Note: To decrease the volume for the entire <i>Timeline</i>, simply click on the Volume Down button.	Decrease the Volume of a Clip's Audio Track To decrease the volume of a clip's audio track, first use the seek bar to highlight the section that you want to decrease. Next, click on the Volume Down button. The audio wave form will be adjusted. Note: If there is more than one audio track on the <i>Timeline</i>, when the volume is adjusted down, ALL of the audio tracks will be affected by the volume properties that are applied. To ensure that only the desired audio track is affected by the <i>Volume Down</i>, first click on the lock icon  to lock the audio tracks that you do not want to adjust. Then, make your selection using the seek bar and click on the Volume Down button. When you are done applying the <i>Volume Down</i> properties, unlock the other tracks by clicking on the unlock icon .

Button	Tool Name	Description	Use
	Replace with Silence	Replaces the audio selection with silence. Unlike the delete or cut option, this option will record silence over the existing waveform. The length of the waveform will therefore remain the same.	Make a selection on the <i>Timeline</i> . Click on the Replace with Silence button. The audio will be replaced with silence. Note: If there is more than one audio track on the <i>Timeline</i> , when the silence is applied, ALL of the audio tracks will be affected by the volume properties that are applied. To ensure that only the desired audio track is affected by the <i>Silence</i> , first click on the lock icon  to lock the audio tracks that you do not want to adjust. Then, make your selection using the seek bar and click on the Replace with Silence button. When you are done applying the <i>Silence</i> properties, unlock the other tracks by clicking on the unlock icon  .
	Tracks	Allows you to turn the <i>Timeline</i> tracks on or off. Important note: When applying edits to the clips on the <i>Timeline</i> , if the tracks are turned off the edits will still be applied to the clip.	Click on the down arrow next to the Tracks button. From the flyout menu, choose the track to turn on or off.
	Time Increments	Displays the time on the <i>Timeline</i> in various increments depending upon the zoom level.	As the Zoom In and Zoom Out buttons are used, the <i>Timeline</i> will reflect the new time increments. This is read-only information.
	Selection Seek Bar	Indicates the playback progress of the video. Drag the bar to any desired place in the video.	Drag the seek bar to the desired place in the video. As the seek bar is dragged, the video will play.

Searching the Video using the Timeline

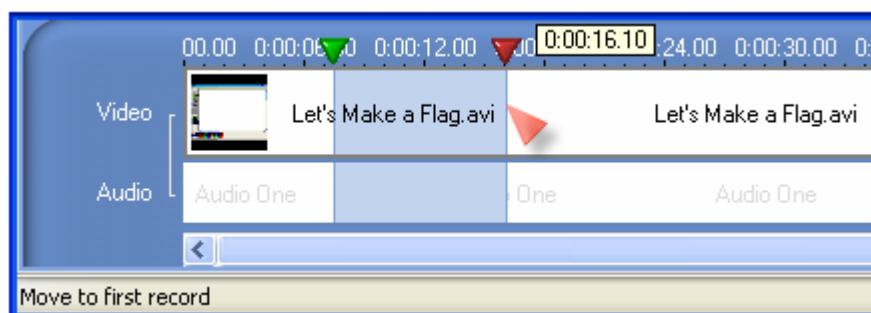
Searching for specific frames to edit within the video can be done several ways:

- Click at any video location on the *Timeline* to display the selection seek bar. The frame's time reference will be displayed as a tooltip as well.
As you click on the *Timeline*, the *Preview Area* will be updated with the selected frame.
- Play the video in the *Preview Area* using the **Play** button  on the *Playback Controls* toolbar. Click on the **Pause** button  to pause the video at the appropriate frame. The *Timeline* will be updated with the current setting.
- Click on the “scrubber” bar within the *Preview Area* and drag to a particular location in the video. Both the *Preview Area* and the *Timeline* will be updated with the selected frame.



Defining a Selection for Editing

Click and drag on the *Timeline* to create a selection for editing. The selection is distinguished by a blue highlight encased within two markers.



Adjusting a Selection

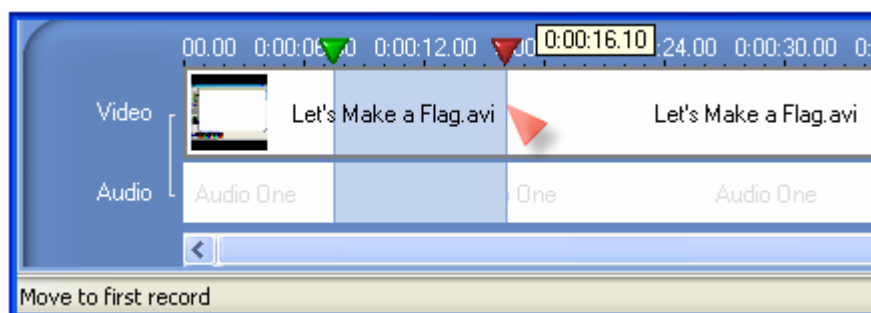
Adjusting the selection can be done in two ways:

- Move the mouse over one of the ends of the selection until the marker turns red and then click and drag the endpoint to a new location.
- Use the **Zoom In** button  to zoom in closer on the *Timeline* and adjust your selection by grabbing a marker and dragging it to the desired location. As you drag, the video will play in the *Preview Area*.

Cutting a Selection from the Video

Note: When making cuts to the video, you are not cutting the actual video file. Making cuts to a video inside of Camtasia Studio is a nondestructive process, in that the original source file is not altered in any way.

Cutting the selection deletes the selected frames from the video. To make a cut, first select the frames to be cut by clicking and dragging on the *Timeline*. The selection is distinguished by a blue highlight encased within two markers.



Click on the **Cut Selection** button . That portion of the video will be removed and the *Timeline* will be updated to reflect the new length and frame information.

Multiple cuts can be made to a single video. Any playback of the video in the video editor will immediately reflect the cut(s) that were made.

The **Undo** button  and **Redo** button  are located on the *Timeline*'s Editing toolbar to allow accidental cuts to the video to be restored.

Adjusting the Audio of a Clip

Adjusting the audio of a clip on the *Timeline* is easy to do. There are several different ways for you to adjust the audio including fading in and out as well as the ability to increase or decrease the audio.

To adjust the volume of a particular area of the *Timeline*, use the seek bar to highlight that section and then click on the desired audio button.

To adjust the volume for the entire *Timeline*, simply click on the desired audio button.

Do you have more than one audio track on the Timeline?

If there is more than one audio track on the *Timeline*, when a selection is made on the *Timeline*, **ALL** of the audio tracks will be affected by the audio edits that are going to be applied.

To ensure that **only** the desired audio track is affected by the audio edits, first click on the lock icon  to lock the audio tracks that you **do not** want to adjust. Then, make your selection using the seek bar and click on the desired audio editing tool button.

When you are done applying the audio edits, unlock the other tracks by clicking on the unlock icon .

The following table describes each of the audio tools used for making adjustments to your audio clips along with their use.

Button	Tool Name	Use
	Fade In Fades in the volume of the audio track.	Fade In a Clip's Audio Track To fade in the volume of a clip's audio track, first use the seek bar to highlight the section that you want to fade in. Next, click on the Fade In button. The audio wave form will be adjusted for the fade in.

Button	Tool Name	Use
	Fade Out Fades out the volume of the audio track.	Fade Out a Clip's Audio Track To fade out the volume of a clip's audio track, first use the seek bar to highlight the section that you want to fade in. Next, click on the Fade Out button. The audio wave form will be adjusted for the fade out.
	Volume Up Increases the volume of the audio track.	Increase the Volume of a Clip's Audio Track To increase the volume of a clip's audio track, first use the seek bar to highlight the section that you want to increase. Next, click on the Volume Up button. The audio wave form will be adjusted.
	Volume Down Decreases the volume of the audio track.	Decrease the Volume of a Clip's Audio Track To decrease the volume of a clip's audio track, first use the seek bar to highlight the section that you want to decrease. Next, click on the Volume Down button. The audio wave form will be adjusted.

Replacing Existing Audio with Silence

The **Replace with Silence**  option replaces the audio selection with silence. Unlike the delete or cut option, this option will record silence over the existing waveform. The length of the waveform will therefore remain the same.

To Replace an Audio Selection with Silence

1. Make a selection on the *Timeline*.
2. Click on the **Replace with Silence** button.
3. The audio will be replaced with silence.

Do you have more than one audio track on the Timeline?

If there is more than one audio track on the *Timeline*, when the silence is applied to the selection, **ALL** of the audio tracks will be affected by the silence properties that are applied.

To ensure that **only** the desired audio track is affected by the *Silence*, first click on the lock icon  to lock the audio tracks that you **do not** want to adjust.

Then, make your selection using the seek bar and click on the **Replace with Silence** button.

When you are done applying the *Silence* properties, unlock the other tracks by clicking on the unlock icon .

Locking and Unlocking Timeline Tracks

When making a selection on the *Timeline* and applying edits to that selection, the edits will be applied to **ALL** of the *Timeline* tracks, unless, specific tracks are turned off or “locked” for editing.

To lock a track so no edits or changes can be applied to that track, simply click on the lock icon  on the **Timeline**. Once your edits have been made, click on the unlock icon to enable that track once again.

Why would you ever want to lock a track?

For example:

If there is more than one audio track on the *Timeline*, when a selection is made on the *Timeline*, **ALL** of the audio tracks will be affected by the audio properties that are going to be applied.

To ensure that **only** the desired audio track is affected by the audio edits, first click on the lock icon  to lock the audio track(s) that you **do not** want to adjust. Then, make your selection using the seek bar and click on the desired audio editing tool button.

When you are done applying the *Fade Out* properties, unlock the other tracks by clicking on the unlock icon .

Learn about the Storyboard View

In the *Storyboard* view, the *Storyboard* is prominently displayed at the bottom of the screen. And, just as with the *Timeline*, Camtasia Studio uses the *Storyboard* to assemble videos that you may have made using Camtasia Recorder or from some other source, as well as other forms of media such as still images. Collectively, the items placed on the *Storyboard* are called clips.

Overall, the *Storyboard* view is primarily used by those who wish to use unedited clips when creating a produced video. When creating a video using unedited clips, simply drag the desired clips from the *Clip Bin* to the *Storyboard* in the desired order, add *Transitions* if desired, and then Produce your video.

It is important to note that you cannot edit your clips while in *Storyboard* view. You must be in *Timeline* view in order to edit your clips in any way.

Below, you will find an overview of the different components of the *Storyboard*. After loading a clip from the *Clip Bin* into the *Storyboard*, it changes to reflect the appearance of the clip. The first frame of the video and still images will display as a thumbnail image.

On the toolbar, you will see a toggle button  Show Timeline. When in *Storyboard* view, it will display Show *Timeline*. Click to move to *Timeline* view.

Note: If the clip has audio, then the audio track will not be seen when in *Storyboard* view. You must switch to *Timeline* view in order to see the audio tracks or to edit the video.



1	This is the toggle button that allows you to switch between <i>Timeline</i> and <i>Storyboard</i> view.
2	When transitions are included in the video, they are displayed between the clips as a graphic representation of the transition action.
3	When clips are viewed within the <i>Storyboard</i> , the first frame of a video clip or the actual thumbnail of a still image displays.

See also **Working with the Storyboard**

Working with the Storyboard

A software tutorial or presentation is much more than just plain screen recording; it is a composition in which you are investing a lot of effort, time, and creativity. Camtasia Studio uses a *Storyboard* to assemble videos that you may have made using Camtasia Recorder or from some other source as well as other forms of media such as still images. Collectively, the items placed on the *Storyboard* are called clips.

The *Storyboard* eases your workload and makes the final video more than just the sum of its smaller parts. The following are some helpful hints and tips for making the most of the *Storyboard*.

- The *Storyboard* view is primarily used by those who might want to use unedited clips when creating a produced video. When creating a video using unedited clips, you simply drag the desired clips from the *Clip Bin* to the *Storyboard* in the desired order, add *Transitions* if desired, and then Produce your video.
- It is important to note that you cannot edit your clips while in *Storyboard* view. You must be in *Timeline* view in order to edit your clips in any way.
- On the *Storyboard*, you can join still images and video clips in any number and order you want to.
- The *Storyboard* lets you combine various multimedia elements such as video clips, still images, and transition effects.
- You can save the contents of the *Storyboard* as a Camtasia Studio project file so you can come back and work with the *Storyboard* at a later time.
- When working with clips on the *Storyboard*, you can undo/redo the positioning until you are completely satisfied with the video.
- To rearrange the elements while they are on the *Storyboard*, select a clip and drag and drop it to the new position.
- If you want to show an item more than once, you can repeatedly drag it from the *Clip Bin* onto the *Storyboard*.

Note: Only the clips that are on the *Storyboard* or *Timeline* will be included in the production of the video. If you have viewed a clip that is in the *Clip Bin* in the *Preview Area*, that file will **not be** included in the video production unless you drag it to either the *Storyboard* or *Timeline*.

Adding Clips to the Storyboard

To add clips to the *Storyboard*, use the Import options within the *Task List* to select the type of clip you would like to add. The *Open* dialog box appears. Browse and find the folder containing the desired file(s). Files within the folder that can be used as clips will display in the Browse window. Once you have selected your file(s), choose Open.

The clips will be displayed within the *Clip Bin* and are ready to be used in your video production.

To add a clip to the *Storyboard*, simply drag the desired clip to the *Storyboard* and drop it there. You can add as many clips as desired. You can also add repeated instances of a clip to the *Storyboard*.

Searching the Video using the Storyboard

Searching for specific frames to edit within the video can be done several ways.

- Clicking at any location on the video within the *Storyboard* displays the selection within the *Preview Area*.
- Play the video in the *Preview Area* using the **Play** button  on the *Playback Controls* toolbar.
- Click on the **Pause** button  to pause the video at the appropriate frame.

Using the Task List and the Task Area

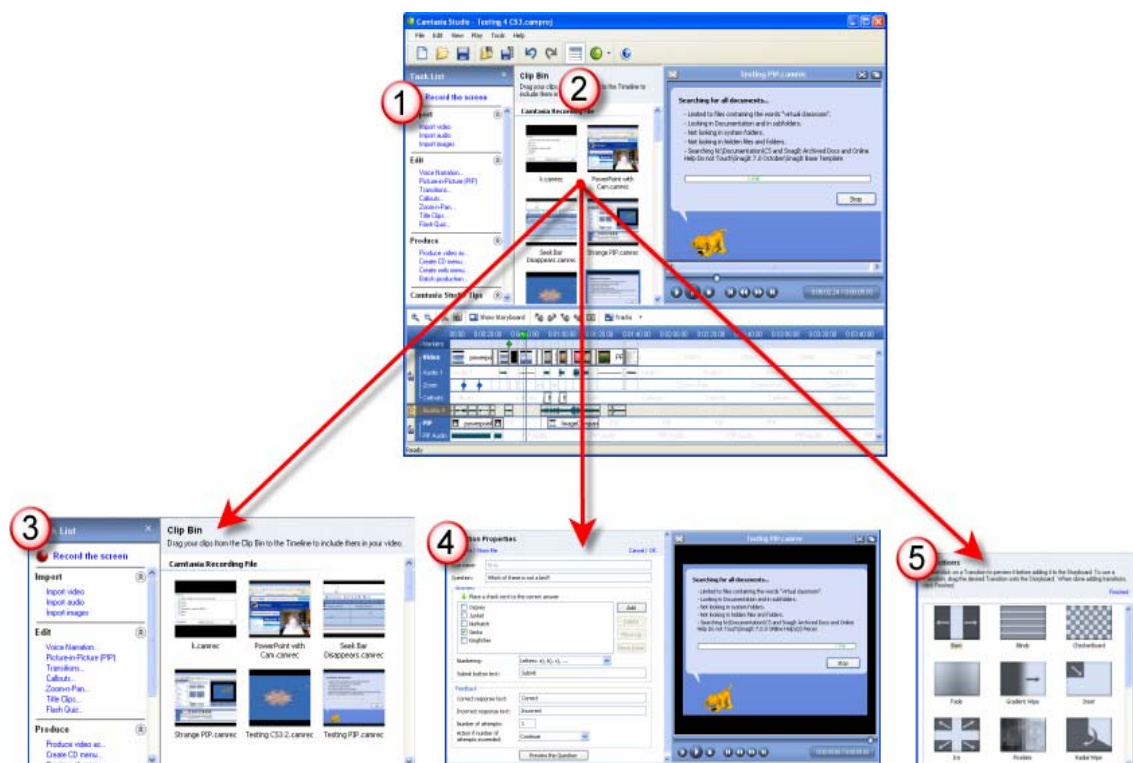
Camtasia Studio has a hyperlinked Task List for choosing feature, media, and production options. There is also a Task Area where the options or properties screens are displayed for the feature that was selected in the Task List.

The **Task List** is used for:

- ▶ Selecting specific tasks or processes via hyperlinks.
- ▶ Importing media files which will reside in the *Clip Bin*.
- ▶ Getting help on some of the most commonly used features of Camtasia Studio.

The **Task Area** is used to:

- ▶ Add, store, and preview your media clips when in Clip Bin view. Drag clips down to the Timeline for placement within the video.
- ▶ Select options and set properties for the task that was selected in the Task List.



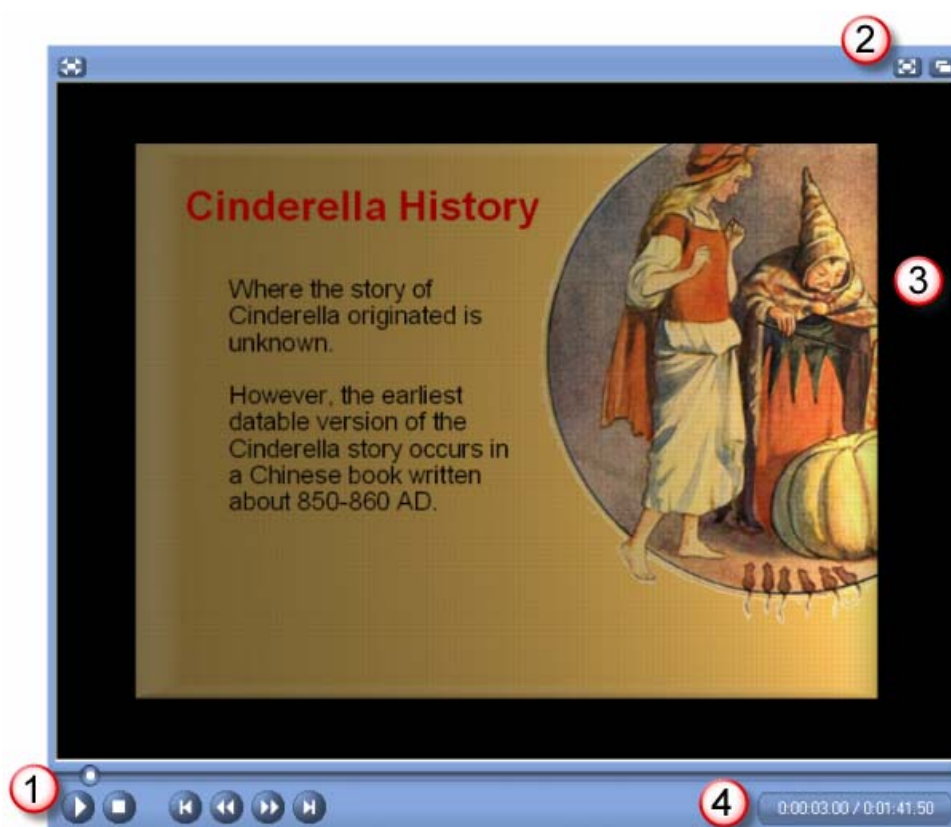
- ① This is the **Task List** pane. You will begin most tasks within this pane by clicking on the desired task's hyperlink. The *Task Area* will open and will be updated with the available options or properties.
- ② This is the **Task Area**. Either drag clips to the *Timeline* or select the necessary options or properties relating to the task that was selected in the *Task List*
- ③ This is the **Clip Bin** view. Your media files are stored here for easy access. Double-click on a clip in the *Clip Bin* to preview it in the *Preview Area*. Drag a clip from the *Clip Bin* down to the *Timeline* to include it in the current video that you are creating. All clips within the *Clip Bin* will be saved when the project you are working on is saved.
- ④ This is the **Properties and Options** area. When a link is selected in the *Task List*, the options for that feature will display in this space called the *Task Area*. Make your selections and then choose *Finish*.
- ⑤ This is the **Transitions** view. When *Transitions* are selected in the *Task List*, the work area displays here. You will also be taken to *Storyboard* view. Drag the desired *Transition* down to the *Storyboard*. Click *Finish*.

Using the Preview Playback Area

The *Preview Area* is a very important and integral part of the Camtasia Studio screen.

- As clips are placed within the *Clip Bin*, they can be previewed within the *Preview Area* before they are placed on the *Timeline* or *Storyboard*.
- As you move throughout your video on the *Timeline*, the *Preview Area* will keep pace with the seek bar, allowing the current frame to always be displayed.
- As you add **Voice Narration**, the clips on the *Timeline* will play in the **Preview Area** allowing you to narrate in real time to ensure perfectly synched audio.
- When adding Callouts, you will make your adjustments within the **Preview Area**.
- When modifying PIP video, you will make your adjustments within the **Preview Area**.

Use the *Playback Control* toolbar to move throughout your clips in the *Clip Bin* or the video on the *Timeline* or *Storyboard*.



1	These are the Playback Controls . Use the controls to move throughout the clips on the <i>Timeline</i> or <i>Storyboard</i> .
2	These controls allow you to toggle the <i>Preview Area</i> to Full Screen or Undocked Mode .
3	This is the <i>Preview Area</i> . All videos, still images, and audio clips will display in this area when selected within the <i>Clip Bin</i> or on the <i>Timeline</i> or <i>Storyboard</i> . When in <i>Timeline</i> view, as the clip plays within the <i>Preview Area</i> , the seek bar on the <i>Timeline</i> will keep pace with the playback of the clip.
4	This is the <i>Time Status</i> bar. This lets you know exactly where the seek bar is on the <i>Timeline</i> in the context of the entire video laid out on the <i>Timeline</i> .

Playback Control Toolbar Description Table

The following table describes each of the options found on the *Playback Controls* toolbar along with its use.

Button	Tool Name	Description	Use
	Play	Begins playing the video. When the video begins to play, this option toggles to Pause which will pause the video	Click on the Play button.
	Pause	Pauses video.	Click on the Pause button.
	Stop	Stops the video from playing.	Click on the Stop button to stop the clip or video. When stopped, it will rewind to the beginning.
	Previous Clip	Moves the seek bar to the beginning of the previous clip on the <i>Timeline</i> .	Click on the Previous Clip button
	Step Backward	Rewinds the video frame by frame.	Click on the Step Backward button.
	Step Forward	Forwards the video frame by frame.	Click on the Step Forward button.
	Next Clip	Moves the seek bar to the beginning of the next clip on the <i>Timeline</i> .	Click on the Next Clip button.
	Time Status Bar	Indicates the position of the seek bar within the overall video on the <i>Timeline</i> .	This is a read only field that changes as the seek bar moves through the clip or the video.
	Seek Bar	Indicates the playback progress of the video. Drag the bar to any desired place in the video.	Drag the seek bar to the desired place in the video. As the seek bar is dragged, the clip or video will play.

About Camtasia Studio's Project Files

Are you working on a long-term project? Don't have time to create your video all at one time? Are several people working on this project?

Camtasia Project Files add a lot of flexibility to this process.

- Recording clips in small pieces and then putting them together later within Camtasia Studio is easier to do and causes fewer problems than recording one long video in a single capture.
- You can save your work as a project file while you're in the middle of working on your video. In this way, you can return later and edit the video or add other clips and elements to the Timeline.
- Zip up your project file and move it to a new location on the network or hand off the file to a coworker.
- Camtasia Studio projects offer non-destructive editing. So, none of your original files are ever touched even when you are cutting frames out of a video clip!
- Your project file serves as a back up for you as well as the basis for new additions and variations for your completed video.

Note: Keep in mind that the project file format, .cam, can only be opened in Camtasia Studio.

Importing and Exporting Projects

Camtasia Studio allows you to turn your entire project into an industry standard zip file. Zipping your project is an easy way to back up your project. It is also the best way to move your project file from one location to another.

Instructions for Exporting a Project as a Zip File

The **Export Project as Zip** option will zip up the current Camtasia Studio project into a zip file.

Zipping your project is an easy way to back up your project. It is also the best way to move your project file from one location to another.

When zipping your project file, by default, only the actual project files and *Timeline* contents will be included in the zip file.

To include a copy of the *Clip Bin* contents in your zipped project file, enable the **Include all files from Clip Bin in zip** option.

1. To begin, within Camtasia Studio, choose **File > Export Project as Zip**.
2. The *Export Project as Zip* dialog box appears allowing you to enter the desired path and file name for this zip file.
3. Use the **Browse** button  to select a path to the location where this file will be saved. The *Save As* dialog box appears.
4. Browse for the path and then enter the name in the **File Name** field.
5. Choose **Save**.
6. Enable the **Include all files from Clip Bin in zip** option to include a copy of all the files currently in the *Clip Bin* within this zip file.
7. If this option is **not** enabled, then only the project information and clips/elements on the *Timeline* line will be included in the zip file.
8. Choose **OK**. The zip file is created.

To open a zipped project file, from within Camtasia Studio, choose **File > Import Zipped Project**.

Instructions for Importing a Zip File

The Import Zipped Project option imports a zipped Camtasia Studio project file.

When a zipped project is imported, Camtasia Studio will unzip it into a folder that you choose. At that time, the project is ready to open with Camtasia Studio.

Choose **File > Open** and select the project file that was just imported.

To save time, enable the **Open project after import** option during the import to see your project in Camtasia Studio right away.

1. To begin, within Camtasia Studio, choose **File > Import Zipped Project**.
2. The *Import Zipped Project File* dialog box appears. In the **Zipped project file to import field**, use the **Browse** button  to select a path to the location where the zip file that you want to import resides.
3. The *Open* dialog box appears. Browse and then click on the desired zip file. Choose **Open**.
4. In the **Import into project directory** field, use the **Browse** button , to select a path to the location where this file will be saved.
5. The *Browse for a Folder* dialog box appears. Browse to the folder where this zip file will be saved or make a new folder using the **Make New Folder** button.
6. Choose **OK**. If you would like to open this project in Camtasia Studio right after the import has been completed, enable the **Open project after import** option.
7. Choose **OK**.

Your project is now opened and correctly placed on the Timeline.

About Camtasia Studio's .camrec Files

When making a recording using Camtasia Studio's **Record the Screen** option, by default, you will be recording and saving that video as a .camrec file.

Camrec video files are a proprietary TechSmith file format that is used to store multiple files and information in a single package. Overall, .camrec files store your screen and camera recording plus some meta data about the various streams.

Within Camtasia Studio, you can use .camrec files just like any other video file, with the exception that they cannot be dragged directly onto the PIP track.

However, it is important to note that you cannot view or play .camrec files outside of Camtasia Studio.

Also, if you want to share a recording, you will need to bring your .camrec file into Camtasia Studio and produce it into another sharable video file format.

How do I record an AVI?

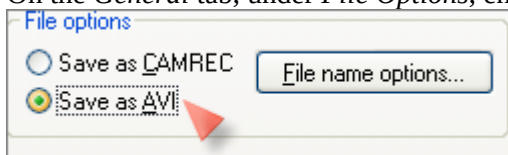
By default, you will be recording and saving video files as .camrec files. You can, however, choose to make the .avi video file format your default output.

Keep in mind though, that there are some limitations to recording with AVI as your default output.

- First, you will not be able to record camera video for picture-in-picture effects.
- Second, by using .avi as your default output, you will not be able to take advantage of Camtasia Studio's built-in processes for producing and creating different types of sharable video files that might better suit your needs better than an AVI would.

To Make AVI your default output

1. Within Camtasia Studio, choose **Tools > Recorder**.
2. Within Recorder, choose **Tools > Options**.
3. On the *General* tab, under *File Options*, enable the **Save as AVI** option



4. Choose **OK**.
5. Close Recorder.

At some point, if you should decide to make .camrec your default video file output, then come back into this screen and choose **Save as CAMREC**.

A Close-Up Look at Camtasia Recorder

While animated slideshow software may require you to take a screenshot each time your screen changes, Camtasia Studio lets you record a real-time video by pressing the **Record** button just once.

Everything is recorded, including on screen motion such as streaming video, voice narration, and system audio. This streamlined approach allows you to focus on the application you want to record—instead of on the recording software itself. As a result, you can rapidly record and produce training, demonstration and tutorial videos and, rich PowerPoint presentations.

See the following topics for help in making professional looking screen recordings.

- ▶ **Getting Familiar with the Recorder Screen**
- ▶ **How do I Start, Pause, Stop, and Delete a Recording?**
- ▶ **Recorder Toolbar Options**
- ▶ **Recorder Tutorials**
- ▶ **Recorder Menu & Tab Options**

Record a Video Using Single Frame Capturing

Single Frame is the capture option that captures just one frame at a time. With this option selected, Recorder is always in a paused state. These still frames can be saved as an AVI file to create a slide show or make a "stop frame animation" style video.

When using this option, the **Record** button is used just like a camera shutter button. Every time you press it, you take a still picture of the screen. You can repeat the capture as many times as needed, and you can change the contents of the capture region between captures to achieve the desired motion effect.

ScreenDraw

Screen Draw allows you to add a drawing effect over the screen as you record. You can draw various shapes, such as Highlight, Ellipse, Pen, Line, or Arrow.

The other annotation effects allow you to add highlights, watermarks, and more to your video as you record.

See **Annotation Toolbar Description Table**.

A Close-Up Look at ScreenPad

ScreenPad is a tool in Camtasia Recorder that lets you add various annotations while you are recording your video. Annotations include pre-made or user-created shapes and text boxes that are stored in ScreenPad libraries. By dragging and dropping one of these library annotations onto your screen, you are creating an "instance" of that annotation.

Camtasia Recorder allows you to capture cursor movements, menu selections, pop-up windows, layered windows, typing, and everything else you see on your screen.

- You can use ScreenDraw, included in Recorder, to draw on your desktop while you record a video—just like television sportscasters.
- Use Camtasia Recorder's powerful ScreenPad annotation feature to add callouts, logos, and graphics as you record your video.
- Apply real-time effects like cursor and object highlighting, graphic and image annotations, watermarks, time stamps, captioning, and audible mouse clicks.
- Move in for a closer look with Zoom.
- Pan the capture frame across the screen to show more detail.

Getting Familiar with the Recorder Screen

Recording your screen is the primary cornerstone or building block for the videos that you will be creating using Camtasia Studio. Therefore, it is important that you practice and learn how to record the screen in a clean, steady, professional manner. Additionally, in order to get just the right look in your videos, you will want to explore all of the different effects that you can use when recording.

Below, you will find an overview of the components of Camtasia Recorder's two different views of the recorder screen: the *Normal* view and the *Recording* view. Before you begin your work within Recorder, take a few minutes to get familiar with these views. To open Recorder, from within Camtasia Studio, click the **Record the Screen** button or, from the menu bar, choose **Tools > Recorder**.

For more information, see these topics:

► **Recorder Toolbar Options**

► **Main Toolbar Description Table**

► **Annotation Toolbar Description Table**

► **Audio Toolbar Description Table**

► **Cursor Toolbar Description Table**

► **Zoom and Pan Toolbar Description Table**



Normal View



Recording View

- 1 This is the **Menu Bar**. You will access all dropdown menus from the menu bar.
- 2 This is the **Toolbar Area** where the different toolbars display. You can access several commonly used options from the toolbars. This is a quicker method than accessing the same option from the dropdown menus. The toolbars will change according to which View option is selected.
- 3 This is the **Video Statistics and Properties Area**. When recording, you will see the video's vital information displayed here including frame rate, video size, the codec being used, etc.
- 4 This is the **Status Bar** which displays helpful information and tips for creating your video.



Key Concepts

Choosing a Toolbar: There are several toolbars available within Recorder. By default, the main, audio, and camera toolbars are displayed when Recorder is first opened. You can display any or all of the other toolbars by enabling them from the *View* menu. Once enabled, a small bullet will be placed next to the toolbar name.

Choosing your Recording Input: Next to the **Record** button  you will see a small, black down-arrow. Clicking on the down-arrow will reveal a dropdown menu of recording input options. Use the cursor to select the way you want to record your screen. Choose from the entire **Screen**, a particular **Window**, a freehand **Region**, or a **Fixed Region**.

Delete a Recording: During recording, click on the **Delete** button on the toolbar  to cancel recording.

How do I Start, Pause, Stop, and Delete a Recording?

The following sections give detailed information on starting, pausing, stopping, and deleting a recording.

Start a Recording

There are five different ways to start recording:

1. Start up Camtasia Studio. From the *Welcome* screen, enable the **Start a new project by recording the screen** option. Choose **OK**. The recording wizard will appear.
2. Within Camtasia Studio, click on the **Record my Screen** button  in the *Task List*. The recording wizard will appear.
3. Within Recorder, click the **Record** button on the toolbar .
4. Within Recorder, select menu options **Capture > Record**.
5. With Recorder open, press the default *Record/Pause* hotkey, <F9>. Or, if you have changed hotkeys, use those. You will be in record mode. You'll know you are recording because the green brackets in the corners showing the recording area begin to flash slowly (for all inputs except Screen).

Pause a Recording

There are three ways to pause recording:

1. Click the **Pause** button on the toolbar .
2. Select menu options **Capture > Pause**. Or, if you have changed hotkeys use those.
3. Press the default *Record/Pause* hotkey, <F9>.
4. Recorder's status area shows statistics about the recording you are currently making. Take a second to review them.

Stop a Recording

This finishes and saves the current capture. There are three ways to stop recording:

1. Click the **Stop** button on the toolbar .
2. Press the default **Stop** hotkey <F10>.
3. Select menu options **Capture > Stop**. Or, if you have changed hotkeys, use those.
4. The *Save Video File As* dialog opens for you to specify a filename unless you specified automatic file naming using **Tools > Options > File > Automatic File Name**.

Delete a Recording

This cancels and discards the current capture.

During any recording, you can delete or cancel the process these ways:

1. Click the **Delete** button on the toolbar .
2. Select menu options **Capture > Delete**.
3. The capture pauses and you get a message asking if you are sure you want to delete the current video capture. If you answer **Yes**, the recording stops and any captured frames are discarded.

Looking at the Recorder Preview Window – Post Save Options

After you make a recording, you will have a chance to preview that recording and decide if you would like to save it or delete it.

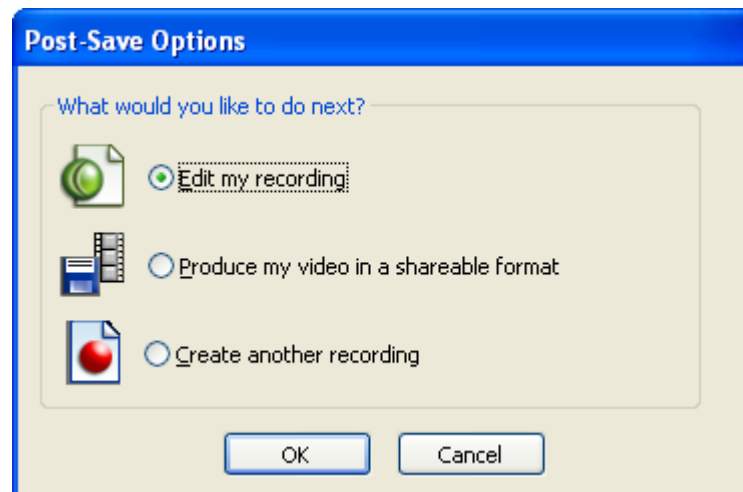
If you choose to delete it, click on the **Delete** button. You will be taken back to Recorder where you can click

the Record button  to make another recording. If you choose to save, continue with the directions given below.

Saving my recording

If you choose to save your recording, you will be taken to a standard *Save* dialog box that allows you to give this recording a name and to choose a location for saving. Once you name your file, choose **OK**.

The *Post-Save Options* dialog box displays. You will now need to make a decision on what you would like to do.



Edit my recording

If you choose this option, you will be taken into Camtasia Studio. Your video will be in the Clip Bin and on the Timeline, ready for you to edit. When you choose save, you will be saving a Camtasia Studio project. In order to create a video that is in a sharable file format, you will need to produce.

Continue with the following topics:

- ▶ **Learning about the Timeline**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video**
- ▶ **Creating your Final Video: Production Tutorials**

Produce my video in a shareable format

If you choose this option, you will be taken into the *Production Wizard*. Choose the **Recommend my Production Settings** production option to step through a production process that is based on how you want to distribute or share your video.

Continue with **Recommend my Production Settings Wizard**.

Create another recording

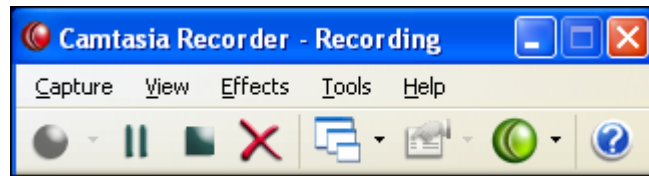
If you choose this option, you will be taken back to Recorder where you can record another video. Once you are all done recording, import your recording files into Camtasia Studio in order to edit them and produce into a shareable format.

Continue with:

- ▶ **Import Other Media Files into My Camtasia Studio Project**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video.**

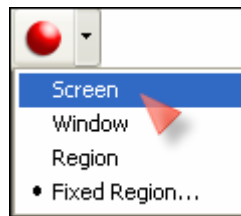
Recorder Toolbar Options

Several of the most-used options have been added to the main toolbar on the Recorder screen.



Placing these much-used tools on the toolbar allows you to access them more quickly.

Next to several of the tool buttons you will see a small, black down-arrow. Clicking on the down-arrow will reveal a dropdown menu of options related to that tool.



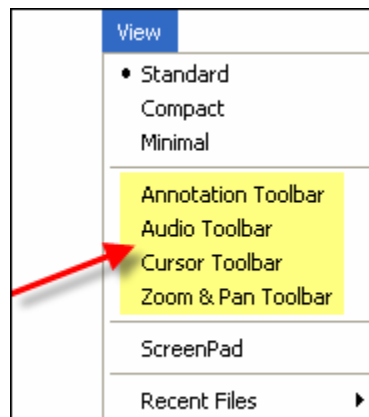
To aid in your navigation around the Recorder toolbar, each time your cursor touches a button, a tooltip will appear. The tooltip gives you the name of the tool.



Choosing a Toolbar

There are several toolbars available within Recorder. By default, only the main toolbar is displayed when Recorder is first opened. You can display any or all of the other toolbars by enabling them from the *View* menu.

To enable a toolbar to view, choose the desired toolbar from the *View* dropdown menu. Once enabled, a small bullet will be placed next to the toolbar name. The different toolbars are highlighted in the graphic below.



See also:

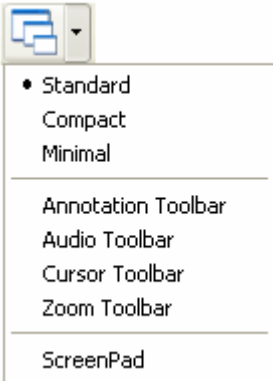
- ▶ **Main Toolbar Description Table**
- ▶ **Annotation Toolbar Description Table**
- ▶ **Audio Toolbar Description Table**
- ▶ **Cursor Toolbar Description Table**
- ▶ **Zoom and Pan Toolbar Description Table**
- ▶ **Camera Toolbar Description Table**

Main Toolbar Description Table

The *Main* toolbar is used primarily for starting the recording, pausing and stopping the recording, and accessing the recording options.

The following table describes each of the tools that can be found on the *Main* toolbar along with its use.

Button	Tool Name	Description	Use
	Record	Begins the recording sequence.	Click on the small down arrow to access the dropdown list of individual <i>Input</i> options. Click on the Record button to begin recording. Screen: Captures the entire screen. Window: Captures a window. Region: Captures a user-defined region of the screen. Fixed Region: Captures a predetermined region of the screen. For complete information on the Input options, see Recorder Input Options .
	Pause	Pauses the recording.	Click on the Pause button to pause recording.
	Stop	Stops the recording so you can save the file.	Click on the Stop button to stop recording. You will be prompted to save your video.
	Delete	Deletes the recording you just made.	Click on the Delete button to delete recording. When selected, the capture pauses and a message appears asking if you are sure you want to delete the current video capture. If Yes, the recording stops and any captured frames are discarded.

Button	Tool Name	Description	Use
	Toggle View	Changes the view of the Recorder screen. Additionally, click on the small down arrow to access the dropdown list of <i>View</i> menu options for the toolbars and <i>ScreenPad</i>.  For more information on the toolbars found in the <i>View</i> menu, see the following: Recorder Toolbar Options Audio Toolbar Description Table Cursor Toolbar Description Table	Click on the Toggle View button to change the view of the Recorder screen. The toggle button cycles through the following views. Standard View: This is the default view of the Recorder screen that shows the main toolbar and the video statistics and properties area. You can also toggle the Standard view by choosing View > Standard. A bullet placed adjacent to <i>Standard</i> lets you know this option is enabled. Compact View: This view of the Recorder screen only shows the menu bar, main toolbar, and any other toolbars that are turned on. You will not see the video statistics and properties area. You can also toggle the Compact view by choosing View > Compact. A bullet placed adjacent to <i>Compact</i> lets you know this option is enabled. Minimal View: This view of the Recorder screen only shows the main toolbar and any other toolbars that are turned on. You will not see the menu bar or the video statistics and properties area. You can also toggle the Minimal view by choosing View > Minimal. A bullet placed adjacent to <i>Minimal</i> lets you know this option is enabled. Note: During the recording process, you can choose to minimize Recorder to the system tray. This keeps Recorder out of the way while you record. To minimize Recorder while you record, choose Tools > Options > Capture Tab option. Enable the Minimize before starting capture option.
62 • www.techsmith.com		Zoom and Pan Toolbar Description Table	Learning about Camtasia Studio

Button	Tool Name	Description	Use
	Options	Will open the <i>Options</i> dialog box.	Click on the Options button to open the <i>Options</i> dialog box. Click on the small down arrow to access the dropdown list of individual Options tabs. AVI: Used to set preferences for recording videos such as codecs, key frame rates, time-lapse capture, etc. See also Streams Tab. File: Used to set the file naming options for your video recordings. Hotkeys: A hotkey is a key or combination of keys that you push to run a command or operate a program. Use this tab to define the hotkey options used in the making of your recordings. You can change the default hotkeys to whatever you would like. See also Hotkeys Tab. Live: Used to set the options for the <i>Live Desktop Video Feed</i> feature. See also Live Tab. Program: Used to set the <i>Program Capture Options</i>. See also Capture Tab. Annotation: For adding annotations to the video. Annotations include a timestamp, watermark, captions, highlights, etc. See also Annotation Tab. Audio: For adding audio effects to the video as it is being recorded. Audio effects include real-time audio inputted from a microphone, mouse click sounds, and keyboard sounds. See also Sound Tab. Cursor: For adding cursor effects to the video as it is being recorded. Cursor effects include hiding the cursor, showing the cursor, highlighting the cursor, and highlighting the mouse clicks. See also Cursor Tab. ScreenDraw: For adding a drawing effect over the screen. You can draw various shapes, such as Highlight, Ellipse, Pen, Line, or Arrow. See also ScreenDraw Tab.

Button	Tool Name	Description	Use
			Watermark: For adding a watermark graphic to your video. The watermark is a small image that is placed into the recording area. See also Watermark Tab . Zoom & Pan: For adding zoom and/or pan effects to the video as it is being recorded. Zooming magnifies your actions. Panning focuses your actions. See also Zoom and Pan Toolbar Description Table .
	Camtasia Studio	Will open the dropdown menu allowing you to choose another component to open.	Click on the small down arrow to reveal a dropdown menu of individual Camtasia Studio components. Use the mouse to select the desired component.
	Help	Opens the Recorder online help.	Click on the Help button to display the help file.

Annotation Toolbar Description Table

The *Annotation* toolbar is used primarily for adding annotations to the video while you record. Annotations include a timestamp, watermark, captions, highlights, etc.



The *Annotation* tools are toggle options. This means that you can use the toolbar buttons to turn the desired option on or off as the video is being recorded. Click on the button once to enable the option. Click on the button once more to disable the option.

The following table describes each of the tools that can be found on the *Annotation* toolbar along with its use.

Note: The *Annotation* toolbar is turned on or off using the *Annotation Toolbar* option in the *View* dropdown menu. For more information on the *View* menu, see **Recorder View Menu**.

Button	Tool Name	Description	Use
	Add System Stamp	Add an annotation with the current time and date, computer or user name, or elapsed time to your video.	Click on the Add System Stamp button to add stamp to video during recording. The <i>Add System Stamp</i> option can also be activated from the menu bar in Effects > Annotation > Add System Stamp . When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Annotation</i> tab. Choose Effects > Options > Annotation . For more information, see Annotation Tab Annotation Tab.

Button	Tool Name	Description	Use
	Add Caption	Add a text annotation to your video.	Click on the Add Caption button to add a caption to the video during recording. The <i>Add Caption</i> option can also be activated from the menu bar in Effects > Annotation > Add Caption. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Annotation</i> tab. Choose Effects > Options > Annotation. For more information, see System Stamp & Caption Option Buttons.
	Add Watermark	Add a watermark graphic to your video. The watermark is a small image that is placed into the recording area.	Click on the Add Watermark button to add a watermark to the video during recording. The <i>Add Watermark</i> option can also be activated from the menu bar in Effects > Annotation > Add Watermark. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Annotation</i> tab. Choose Effects > Options > Watermark. For more information, see Watermark Tab.
	AutoHighlight	Add a highlight border to areas of the capture (typically a window, dialog, or box) as the cursor passes over them during capture. The highlight area changes dynamically with the cursor position.	Click on the AutoHighlight button to add a highlight to the video during recording. The <i>AutoHighlight</i> option can also be activated from the menu bar in Effects > Annotation > AutoHighlight. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Annotation</i> tab. Choose Effects > Options > Annotation. Note: You can use Capture > Pause/Resume to control exactly when and where the AutoHighlight effect appears. For more information, see Annotation Tab.

Button	Tool Name	Description	Use
	Highlight	Allows you to select a static area of a window or the whole window to have a highlight rectangle around it. As you record the movie and move the cursor on screen, the highlight area does not change.	Click on the Highlight button to add a highlight to the video during recording. The <i>Highlight</i> option can also be activated from the menu bar in Effects > Annotation > Highlight . When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Annotation</i> tab. Choose Effects > Options > Annotation . For more information, see Annotation Tab. Annotation Tab
	ScreenDraw	Add a drawing effect over the screen. You can draw various shapes, such as Highlight, Ellipse, Pen, Line, or Arrow.	Click on the ScreenDraw button to add a drawing to the video during recording. The <i>ScreenDraw</i> option can also be activated from the menu bar in Effects > Annotation > ScreenDraw . When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>ScreenDraw</i> tab. Choose Effects > Options > ScreenDraw . For more information, see Annotation Tab and ScreenDraw Tab .

Audio Toolbar Description Table

The *Audio* toolbar is used for adding audio effects to the video as it is being recorded. Audio effects include real-time audio inputted from a microphone, mouse click sounds, and keyboard sounds.



Note: You must have a working microphone installed in order for the audio options to work.

The *Audio* tools are toggle options. This means that you can use the toolbar buttons to turn the desired option on or off as the video is being recorded. Click on the button once to enable the option. Click on the button once more to disable the option.

The following table describes each of the tools that can be found on the *Audio* toolbar along with its use. For more information on this topic, see **Sound Tab**.

Note: The *Audio* toolbar is turned on or off using the *Audio Toolbar* option in the *View* dropdown menu.

Button	Tool Name	Description	Use
	Record Audio	Record real-time audio as you record the video.	To record audio, click on the Record Audio button. The <i>Record Audio</i> option can also be activated from the menu bar in Effects > Audio > Record Audio . When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu.
	Cursor Sounds	Record sounds for cursor clicks as you record the video	To record cursor sounds, click on the Cursor Sounds button. The <i>Cursor Sounds</i> option can also be activated from the menu bar in Effects > Audio > Cursor Sounds . When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Audio</i> tab. Choose Effects > Options > Audio . For more information, see Cursor Tab .

Button	Tool Name	Description	Use
	Keyboard Sounds	Record sounds for key clicks as you record the video.	To record keyboard sounds, click on the Keyboard Sounds button. The <i>Keyboard Sounds</i> option can also be activated from the menu bar in Effects > Audio > Keyboard Sounds. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Audio</i> tab. Choose Effects > Options > Audio. For more information, see Sound Tab.
	Mute Audio Effects	Mute all sound effects.	To mute all sound effects, click on the Mute Audio Effects button.

Cursor Toolbar Description Table

The *Cursor* toolbar is used for adding cursor effects to the video as it is being recorded. *Cursor* effects include hiding the cursor, showing the cursor, highlighting the cursor, and highlighting the mouse clicks.



Click on the desired button once to enable the option. Click on the **Hide Cursor** button  to disable the option.

The following table describes each of the tools that can be found on the *Cursor* toolbar along with its use. For more information on this topic, see **Cursor Tab**.

Note: The Cursor toolbar is turned on or off using the Cursor Toolbar option in the View dropdown menu.

Button	Tool Name	Description	Use
	Hide Cursor	Hides the cursor during recording of video.	To hide the cursor, click on the Hide Cursor button. The <i>Hide Cursor</i> option can also be activated from the menu bar in Effects > Cursor > Hide Cursor. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu.
	Show Cursor	Show the cursor during recording of video.	To show the cursor, click on the Show Cursor button. The <i>Show Cursor</i> option can also be activated from the menu bar in Effects > Cursor > Show Cursor. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Cursor</i> tab. Choose Effects > Options > Cursor.
	Highlight Clicks	Visually highlight the clicking of the mouse during the recording of video using a variety of shapes and colors.	To show the mouse cursor clicks, click on the Highlight Clicks button. The <i>Highlight Clicks</i> option can also be activated from the menu bar in Effects > Cursor > Highlight Clicks. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Cursor</i> tab. Choose Effects > Options > Cursor.

Button	Tool Name	Description	Use
	Highlight Cursor	Highlight the cursor with a translucent outline during the recording of video using a variety of colors.	To show the highlighted cursor, click on the Highlight Cursor button. The <i>Highlight Cursor</i> option can also be activated from the menu bar in Effects > Cursor > Highlight Cursor. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Cursor</i> tab. Choose Effects > Options > Cursor.
	Highlight Cursor & Clicks	Turn on highlighting of both cursor clicks and cursor movement using a variety of shapes and colors.	To show the highlighted cursor and mouse clicks, click on the Highlight Cursor & Clicks button. The <i>Highlight Cursor</i> option can also be activated from the menu bar in Effects > Cursor > Highlight Cursor & Clicks. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Cursor</i> tab. Choose Effects > Options > Cursor.

Zoom and Pan Toolbar Description Table

The *Zoom and Pan* toolbar is used for adding zoom and/or pan effects to the video as it is being recorded.

Overall, zooming magnifies your actions while panning focuses your actions. Zooming and panning help to focus your viewer's attention on specific areas of your recording.

- Zoom while recording to show more detail or cover more area.
- Pan to capture the smaller area where the action is taking place.



The following table describes each of the tools that can be found on the *Zoom and Pan* toolbar along with its use.

Note: The Zoom and Pan toolbar is turned on or off using the Zoom and Pan toolbar option in the View dropdown menu.

Tool Name	Description	Use
	AutoPan <i>AutoPan</i> the area you are recording. This option follows the cursor while you are recording with a floating area that shows where the action happens.	To enable <i>AutoPan</i>, click on the AutoPan button. The <i>AutoPan</i> option can also be activated from the menu bar in Effects > Zoom & Pan > AutoPan. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Zoom</i> tab. Choose Effects > Options > Zoom.
	AutoZoom <i>AutoZoom</i> during recording. <i>AutoZoom</i> allows you to zoom between two windows, regions, etc., with a smooth, professional appearance. <i>AutoZoom</i> automatically pans the area and zooms in smoothly.	To enable <i>AutoZoom</i>, click on the AutoZoom button. The <i>AutoZoom</i> option can also be activated from the menu bar in Effects > Zoom & Pan > AutoZoom. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Zoom</i> tab. Choose Effects > Options > Zoom.

Tool Name	Description	Use
	Zoom Out <i>Zoom Out</i> on the area you are recording. This allows you to reduce a portion of the screen or application area (and therefore capture a larger area). The percentage of zoom is indicated in the statistics display area. This option always maintains aspect ratio of capture.	To zoom out, click on the Zoom Out button. Continue clicking the Zoom Out button until the correct zoom level is achieved. The <i>Zoom Out</i> option can also be activated from the menu bar in Effects > Zoom & Pan > Zoom Out. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Zoom</i> tab. Choose Effects > Options > Zoom
	Zoom In <i>Zoom In</i> during recording to show more detail on screen or cover more area. This allows you to enlarge a portion of the screen or application area (and therefore capture a smaller area). The percentage of zoom is indicated in the statistics display area. This option always maintains aspect ratio of capture.	To zoom in, click on the Zoom In button. Continue clicking the Zoom In button until the correct zoom level is achieved. The <i>Zoom In</i> option can also be activated from the menu bar in Effects > Zoom & Pan > Zoom In. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu. This option is configured in the <i>Effects Options</i> dialog box under the <i>Zoom</i> tab. Choose Effects > Options > Zoom.
	Zoom To The <i>Zoom To</i> button will zoom directly to a certain size, or to a specific region, window, or the full screen.	To enable <i>Zoom To</i>, click on the Zoom To button. Once enabled, clicking on the Zoom To button again will set the zoom view back to 100 percent. Click on the small down arrow to access the dropdown list of zoom to options. The <i>Zoom To</i> option can also be activated from the menu bar in Effects > Zoom & Pan > Zoom To. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu.
	Zoom Undo The <i>Zoom Undo</i> button reverts back to the last zoom size and toggles between the last two zoom sizes.	To enable <i>Zoom Undo</i>, click on the Zoom Undo button. The <i>Zoom Undo</i> option can also be activated from the menu bar in Effects > Zoom & Pan > Zoom Undo. When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu.

Camera Toolbar Description Table

The *Camera* toolbar is used for enabling the record camera option as well as for turning on the camera preview during recording.



The following table describes each of the tools that can be found on the *Camera* toolbar along with its use.

Note: The *Camera* toolbar is turned on or off using the *Camera* toolbar option in the *View* dropdown menu.

Button	Tool Name	Description	Use
	Record Camera	This option enables the camera to be recorded during your regular screen recording. When recording the camera, it will be placed in the lower right corner of the screen recording in picture-in-picture format. To change the placement or look of the picture-in-picture video, see Modify the Look of a Picture-in-Picture Recording.	To enable the camera to be recorded, click on the Record Camera button. Now, when you record your screen video, the camera video will be recorded as well. This option is configured in the <i>Camera</i> tab. Choose Tools > Options > Camera. These options are populated by your camera. For information on setting these options, consult your camera documentation.
	Camera Preview	This option enables a preview window of what the camera is displaying as it is being recorded. Please note that the size or position of the camera preview does not impact the actual recording of the camera. Also, the preview is not actually being recorded. It is only there as a reference for you.	To show the camera preview, click on the Camera Preview button. The camera options are configured in the <i>Camera</i> tab. Choose Tools > Options > Camera. These options are populated by your camera. For information on setting these options, consult your camera documentation.

A Close-Up Look at ScreenPad

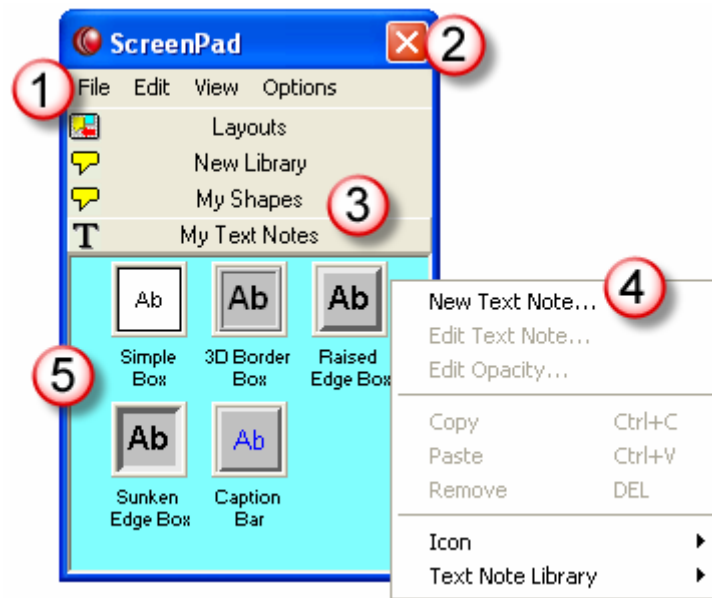
ScreenPad is a tool in Camtasia Recorder that lets you add various annotations while you are recording your video. Annotations include pre-made or user-created shapes and text boxes that are stored in ScreenPad libraries. By dragging and dropping one of these library annotations onto your screen, you are creating an "instance" of that annotation.

Once you have your ScreenPad annotations arranged on the screen just the way you want them, you can save them as a layout. A layout is simply an arrangement of one or more annotations. They are saved in the "Layouts" tab of the ScreenPad window. Whenever you open a layout, all images appear in the same position on the screen. For instance, if you combined the company's name and logo in a layout-they will always be placed on your screen in the same position. You can assign hotkeys to the layouts allowing you to cycle smoothly through them during recording without ever interrupting the creation of the video clip.

The following chapter teaches you how to create and use ScreenPad annotations in your video production. ScreenPad is accessed from within Recorder by going to **View > ScreenPad**.

Getting Familiar with the ScreenPad Screen

The ScreenPad screen has a very intuitive, easy-to-use interface. When you first startup ScreenPad, you will be in the default normal view. Below, you will find an overview of the components of ScreenPad's normal view. Before you begin your work within ScreenPad, take a few minutes to get familiar with the ScreenPad screen.



①	This is the menu bar. You will access all drop down menus from the menu bar.
②	Click on the Close button to close ScreenPad.
③	These are the libraries. Libraries are used to store and manage your graphic or text objects.
④	Right-click on any annotation, either in a library or on the desktop, to edit existing annotation or to create a new annotation.
⑤	Annotations are available in the various Libraries. To use an annotation, simply drag the annotation from the library onto the desktop.

A Close-Up Look at Camtasia Player

Camtasia Player is a simple, standalone video player, optimized for playing screen recordings.

- Player always plays back videos at 100% of their original size so that they remain readable.
- It runs on any 32-bit Windows platform, with no dependencies on runtime libraries, OS version, or DirectX.
- The Player is a single .EXE file that does not need any setup, nor does it use the registry or any configuration files.
- Player is designed to be as easy to use as possible. Command line options are provided which allow Player to be invoked in various ways from CD-ROMs, multimedia authoring tools, and scripting languages or batch files.
- Player only plays AVI video files. Any audio or video codecs required by the AVI file must be installed before Player can play the video.
- The basic Windows multimedia support for playing AVI files must be installed.
- Player does not setup any shell associations to become the default AVI player. However, this could be setup by an install program that you provide or, by the end user.

Opening Camtasia Player

You can open Player in two different ways.

1. Choose **Start > All Programs > Camtasia Studio 3 > Applications > Camtasia Player**.
2. From within another Camtasia Studio component, choose **Tools > Camtasia Player**.

Benefits

The TSCC is built into the Camtasia Player. The benefits of having a built-in TSCC include:

- ▶ The ability to playback videos on the host PC without having to install the TSCC.
- ▶ Lossless preservation of 100% of the image quality, even through multiple decompression/recompression cycles that are typical during the production process.
- ▶ Optimization for screen capture so that the resulting files are small and highly compressed.
- ▶ Exceptional compression speed at all color depths.
- ▶ Provides reliable playback that you can control using command line arguments. For example, you can command the player to exit after playing, or command it to play full screen.
- ▶ Always plays back videos at 100 percent of their original size for best readability.
- ▶ Player is small and self-contained. It works on any 32-bit Windows platform, even Windows 95.
- ▶ There are no extraneous DLLs or DirectX components required.

Note: Camtasia Player supports many command line options that allow complete control over the player when it is run from CD-ROMs, multimedia authoring tools, help files, and scripting languages or batch files. For more information, see **Recorder's Command Line Customizations**.

See also:

- ▶ **Getting Familiar with the Player Screen**
- ▶ **Player Playback Controls**

Player System Requirements

In order to run Camtasia Player, your system must meet these specifications:

- ▶ Microsoft Windows 95, 98, Me, NT 4, 2000, XP or later version
- ▶ Windows-compatible sound card and speakers (recommended)
- ▶ 360 KB of hard-disk space for program installation
- ▶ Basic Windows multimedia and AVI file support must be installed.
- ▶ Multimedia and AVI file support is normally installed by default with Windows.
- ▶ Any audio or video codecs required by your AVI files must be installed. To check if a codec is installed, open **Control Panel** > **Sounds and Audio Devices** > **Hardware tab**. Scroll through the list to view codecs.

Making Camtasia Player your Default Player

Use these direction to make Camtasia Plays your default video player.

For Windows Me, Windows 2000, Windows XP or later:

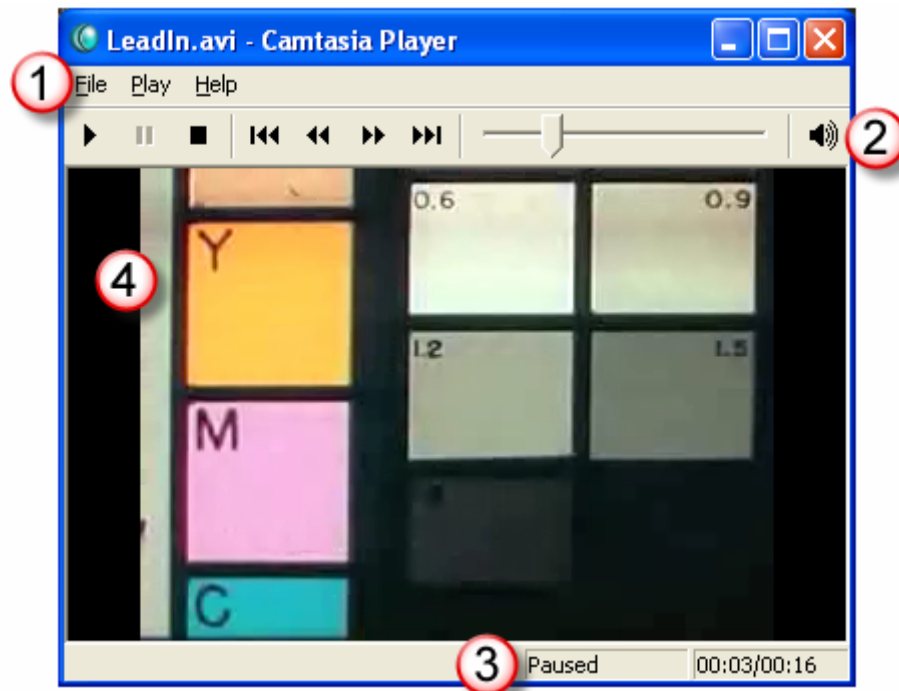
1. Right-click on an AVI in *Windows Explorer*.
2. Select **Open With > Other Program** or **Open With > Choose Program**. The *Open With* dialog box appears.
3. Click on the **Browse** button  to open the standard *Browse* dialog box.
4. Navigate to and select *C:\Program Files\TechSmith\Camtasia Studio 3\CamPlay.exe*.
5. Choose **Open**. You will be back at the *Open With* dialog box.
6. Check the *Always use this program to open these files* or *Always use the selected program to open this kind of file* option.
7. Choose **OK**.

For Windows 98, and Windows NT 4:

1. In *My Computer* or *Windows Explorer*, click the **View** menu, and then click **Options**.
2. Click the **File Types** tab (or the **Folder Options** tab on Windows 98).
3. In the list of file types, select the file type for the AVI file extension (e.g. "Video Clip" or "Video Clip (AVI)"). The settings for that file type are shown in the *File Type Details* box.
4. Click **Edit**.
5. In the *Actions* box, select **Open**.
6. Click **Edit**. You may want to note the current setting, in case you want to restore it. Specify the full pathname for Camtasia Player followed by *"/open"* (e.g. "C:\Program Files\TechSmith\Camtasia\CamPlay.exe" /open)
7. Click **OK**.

Getting Familiar with the Player Screen

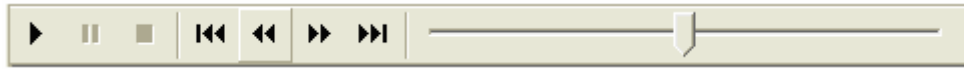
The Player screen has a very intuitive, easy-to-use interface. Below, you will find an overview of the Player screen. Before you begin your work within Player, take a few minutes to get familiar with the Player screen.



①	This is the menu bar. You will access all drop down menus from the menu bar.
②	This is the playback bar. You can access several commonly used options from here. This is a quicker method than accessing the same option from the dropdown menus.
③	This is the status bar. The status bar reports important information about the playback of the video such as current play mode, frame reference, and time.
④	This is the video playback area.

Player Playback Controls

The playback controls are displayed at the top of the player. You will use these controls to control basic playback tasks such as playing, pausing, stopping, rewinding, and fast-forwarding your video files.



Note: To aid in your navigation around the Player screen, each time your cursor touches a button, a tip will appear. The tip gives you the name of the control.

Playback Control Description Table

The following table describes each of the Player playback controls.

Control Button	Control Name	Control Description
	Play	Begins playing the video.
	Pause	Pauses video.
	Stop	Stops the video from playing.
	Beginning	Moves video to the beginning.
	Rewind	Rewinds the video.
	Forward	Fast-forwards the video.
	End	Moves video to the end.
	Seek Bar	Indicates the playback progress of the video. You can drag the seek bar to the place in the video where you want to start playback.

A Close-Up Look at Camtasia MenuMaker

Camtasia MenuMaker allows you to create an attractive menu from which to launch your files. With MenuMaker, copies of all of your files are located in one central location making it easy to open and close files or applications.

This means no more searching through drives, directories, and folders when giving a presentation or teaching a class. This also allows you to easily create a CD-ROM that will launch with the menu displayed, a perfect way to distribute information to customers, students, workgroups, and more.

You can make your menu from a number of different templates that are included with MenuMaker or you can make your own customized template. Additionally, you can include all types of files in your menu such as document files, graphic files, multimedia files, etc. The only stipulation for the inclusion of files is that the host application necessary to run the files resides on the PC that is used to launch the files.

MenuMaker operates on a project basis. This means that you add files, edit the look and feel of the menu and then save your work as a project file. Later, you can come back to that project file and change the look of the menu, add or delete files, etc. From the project file, you can also test the menu and create the actual menu files.

Creating a new menu with Camtasia MenuMaker is quite simple, involving only five basic steps from beginning to end. This includes such steps as selecting a template, adding the files, saving the project, testing, and then creating the menu.

See also **Getting Familiar with the MenuMaker Screen** and **MenuMaker Tutorials**.

When you first open MenuMaker, you will see the *Welcome* screen. The *Welcome* screen is intended to give you an easy way to create a new project or to open a project. From the *Welcome* screen, choose the desired option for your work in MenuMaker and then choose **OK**.

Create a new project using the Wizard

Choose this option if you would like to create a new project using the wizard to step you through the process. Continue with **Create an Interactive MenuMaker CD for Video Distribution**.

Create a new project (Advanced)

Choose this option to create a new menu project without the help of the wizard.

See also **Camtasia MenuMaker Menu Options**.

Open an existing menu

Choose this option if you would like to open a project that has already been created. When opening an existing project, you will be able to make edits to the menu's look and feel as well as the files included in the menu.

Open a recent menu

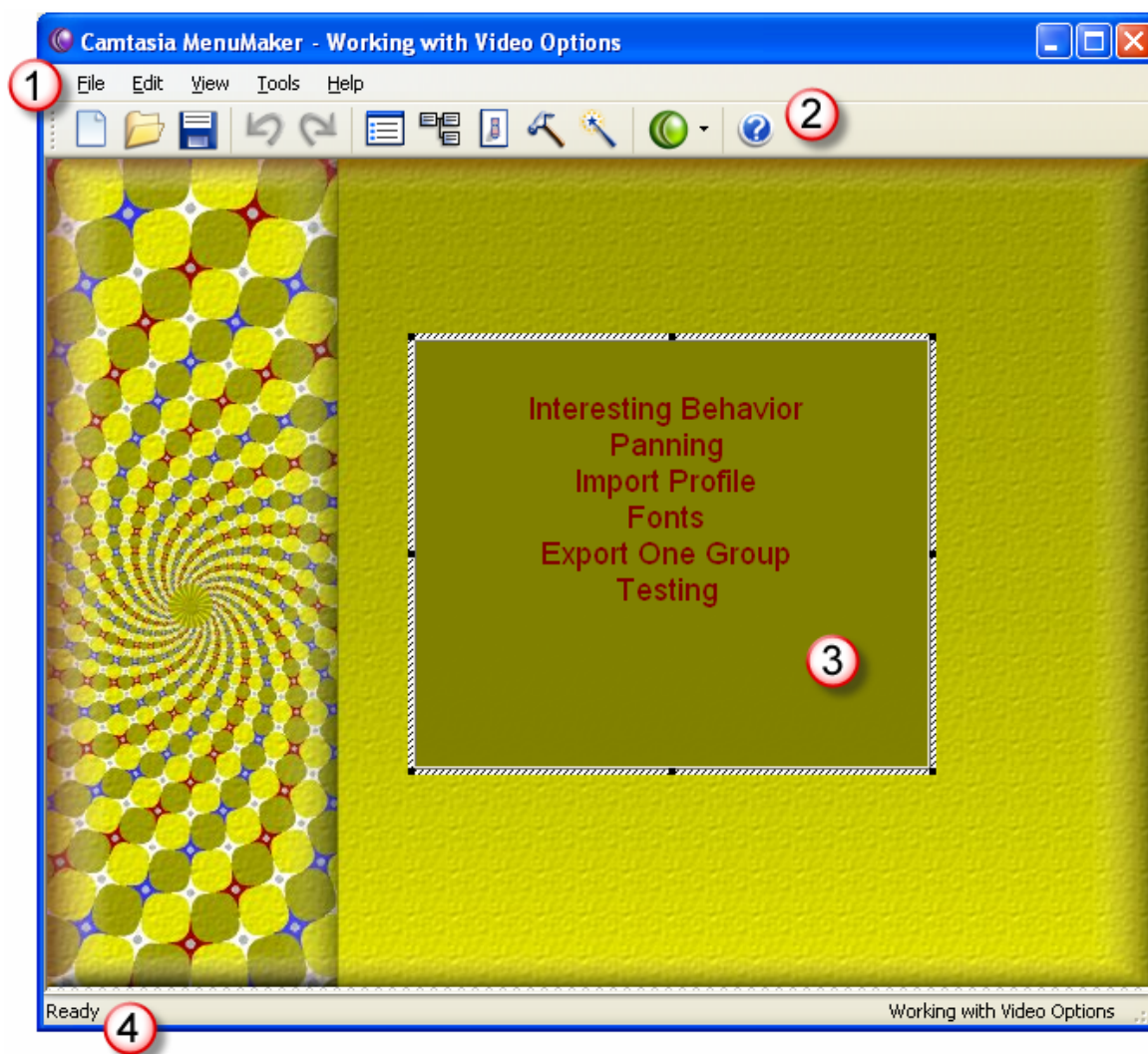
Choose this option if you would like to open a menu project that has recently been opened. This option will enable the recent list dropdown menu for you to choose from. This dropdown menu contains the last four projects that were opened.

Note: To disable the *Welcome* screen from appearing each time MenuMaker is opened, click on the Show this dialog at startup box to remove the checkmark. Once this screen is disabled, you will find the same open options under the File menu. To enable the *Welcome* screen once again, from within MenuMaker, choose **Tools > Options**. Within the *Options* dialog box, click on the **Display welcome dialog** on startup option. Choose **OK**.

Getting Familiar with the MenuMaker Screen

The MenuMaker screen has a very intuitive, easy-to-use interface. Below, you will find an overview of the components of the MenuMaker's screen.

Before you begin your work within MenuMaker, take a few minutes to get familiar with the MenuMaker screen.



1	This is the menu bar. You will access all drop down menus from the menu bar.
2	This is the toolbar area. You can access several commonly used options from the toolbar. This is a quicker method than accessing the same option from the dropdown menus.
3	This is the <i>List Box</i> . The files that you add to your menu will be displayed in the <i>List Box</i> . The color of the font, font attributes, and box style can all be edited for a customized look.
4	This is the status bar area. You will find helpful information and tips in this area.

MenuMaker Toolbar Options

Overview

Several of the most-used options have been added to the toolbar on the MenuMaker screen.



Placing these much-used tools on the toolbar allows you to access them more quickly.

To aid in your navigation around the MenuMaker toolbar, each time your cursor touches a button, a tooltip will appear. The tooltip gives you the name of the tool.

Toolbar Description Table

The following table describes each of the MenuMaker tools that can be found on the toolbar along with its use.

Button	Tool Name	Description	Use
	New Project	Will open the <i>MenuMaker Welcome</i> screen. Use this to open the wizard, begin a new project, open a project, or open a recent project.	Choose the desired option from the <i>Welcome</i> screen. Choose OK .
	Open Project	Displays a standard <i>Open</i> dialog box allowing you to select either a project or template file to open. Project files have a .CMMP extension. Template files have a .CMMTPL extension.	Browse and select the desired file to be opened. Choose Open .
	Save Project	Saves the MenuMaker project file. Saving the project allows you to open the project again at a later time.	Click on the Save button.
	Undo	Will undo the last action in succession. This is an unlimited undo.	Click on the Undo button.
	Redo	Will redo the last action in that was undone. This is an unlimited redo.	Click on the Redo button.
	Edit Menu Properties	Opens the <i>Menu Properties</i> dialog box. These options allow you to make changes to the menu's various properties such as the font attributes, color scheme, list box attributes, etc.	Click on the Edit Menu Properties button. For complete information on the Menu Properties options, continue with MenuMaker Edit Menu Options .

Button	Tool Name	Description	Use
	Toggle Map View	Will display the Map view for you to view your menus. This allows you to see the main menu in relation to any other submenus.	Click on the Toggle Map View button. The view will change to show all menus.
	Test Menu	Will open up the menu in preview mode. While in preview mode, you can test each of the files to ensure that they work correctly before creating the menu files. This also allows you to preview the menu graphics, colors, font, sound effects, etc. If you don't like any of these properties, you can change them before creating the menu files.	Click on the Test Menu button. The menu will be displayed in preview mode. To exit out of preview mode, click on the system close button in the upper right hand corner of the menu.
	Create Menu	Will open up the creation wizard that will walk you through the menu creation process.	Click on the Create Menu button.
	Wizard	Will open up the wizard that will walk you through the process of creating a new menu project.	Click on the Wizard button.
	Camtasia Studio	Used to access the other Camtasia Studio components.	Click on the small down arrow to reveal a dropdown menu of individual Camtasia Studio components.
	Help Contents	Will open the online help.	Click on the Help button.

A Close-Up Look at Camtasia Audio Editor

The following chapter teaches you how to create and use audio annotations in your video production using the Audio Editor. Camtasia Audio Editor is the perfect tool to quickly add voice annotation and sound effects to a video because Audio Editor uses the familiar Camtasia Player interface. Simply open a video and press the record button—it's that easy!

With the Audio Editor you can:

Record Audio

- ▶ Add audio in real time while viewing a video or an image.
- ▶ Use voice narration to explain a video or an image.
- ▶ Create online training movie clips with voice narration.
- ▶ Add emotion to still images from a digital camera or scanner by adding voice, music, or sound effects.
- ▶ Submit help desk problem reports with voice annotation.
- ▶ Easily add narration to a video clip or image and then add it to a larger production using Camtasia Studio 3.

Import Audio

- ▶ Insert a WAV audio file anywhere on a video's soundtrack.
- ▶ Add music or sound effects.

Edit Audio

- ▶ Add/modify/delete the existing video sound track any number of times.
- ▶ Select the desired audio format.

Extend the length of a movie or image to hold a sound track of any length

- ▶ Optimize the extended video to make the movie file size as small as possible
- ▶ Extend any number of individual video frames.

Opening Audio Editor

Audio Editor is accessed from within Camtasia Studio by choosing **Tools > Camtasia Audio Editor** from within Camtasia Studio 3 or, from your desktop, choose **Start > All Programs > Camtasia Studio 3 > Applications > Camtasia Audio Editor**.

The *Welcome* screen appears which gives you several options for creating a new audio file or editing an existing video or audio file.

Before you begin using Audio Editor, please review the following topics:

- ▶ **The Audio Editor Welcome Screen**
- ▶ **Getting Familiar with the Audio Editor Screen**
- ▶ **Working with the Waveform**

Getting Familiar with the Audio Editor Screen

The Audio Editor screen has a very intuitive, easy to use interface. Below, you will find an overview of the components of the Audio Editor screen. Before you begin your work within Audio Editor, take a few minutes to get familiar with the Audio Editor screen.

Note: The preview area only displays if a video or still image is opened in Audio Editor. If a wave file is opened, the preview area is not seen.

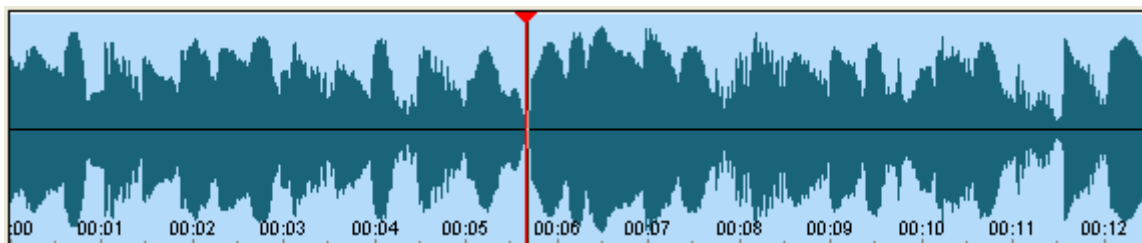


1	This is the menu bar. You will access all drop down menus from the menu bar.
2	This is the video or image preview area.
3	This is the position / time reference status area. This displays the position and time that the seek bar is referencing within the audio.
4	This is the audio waveform. The waveform is used to edit the audio file.

	This is the waveform edit toolbar area. This is used for adjusting volume, deleting audio sections, zooming, fading volume in or out, etc.
	This is the selection seek bar. The selection seek bar is used to select portions of the audio to delete, adjust the volume, or fade in or out with the volume.
	These are the record and playback controls. Use the controls to record the audio and move throughout the video.

Working with the Waveform

When the Audio Editor is opened the waveform is displayed as seen in the graphic below.



There are several important tasks that are performed within the waveform. These are explained in the following sections:

- ▶ **Searching the Audio Waveform**
- ▶ **Defining a Selection of the Waveform for Editing**
- ▶ **Cutting a Selection from the Waveform**

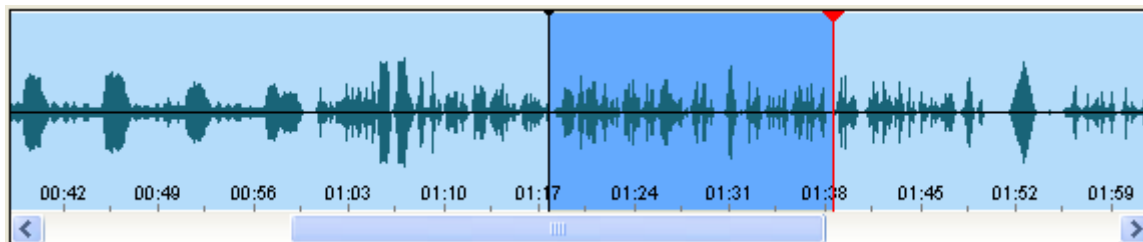
Searching the Audio Waveform

Searching for specific frames to edit within the audio waveform can be done three different ways.

1. Clicking at any location on the waveform displays the selection seek bar. As you click on the waveform, the video preview area will be updated with the selected frame. In the position reference box, the <Time of Current Selection> / <Total Time of Movie> is displayed.
2. Play the audio using the **Play** button  on the *Playback Control* toolbar. The video preview area will display the video as it is playing. Click on the **Pause** button  to pause the video at the appropriate place. The video preview area will display the paused frame.
3. In certain instances, such as when you are zoomed in on the audio track, a horizontal scroll bar will display at the bottom of the waveform. Grab and drag the scroll bar to move forward or backward through the audio waveform.

Defining a Selection of the Waveform for Editing

Click and drag on the waveform to create a selection for editing. The selection is distinguished by a blue highlight encased within two markers, a large triangular marker, which retains the current position in the viewer and marks the end of the selection, and a smaller marker, which just marks the start of the selection.



Adjusting a Selection

To adjust the selection, move the mouse over one of the ends of the selection until the marker turns red and then click and drag the endpoint to a new location.

Cutting a Selection from the Waveform

Warning!: When making cuts to the audio in Audio Editor, you are cutting the actual audio file. Making cuts to an audio file will alter the original audio file if you choose to save the file.

When editing an audio-only file, cutting a portion of the audio will actually make the file shorter. When cutting a portion of a video with an audio track, it will never make the audio shorter than the video. Instead, it will remove the selected audio and then **add silence at the end of the video** which is equal to the length of the selection. In this way, the clip remains its original length.

Cutting the selection deletes the selection from the audio waveform. To make a cut, first define the selection

that you want to remove. Click on the **Delete the Current Selection** button  on the waveform toolbar.

You will be prompted to confirm the delete action.

Choose **Yes** to continue or **No** to cancel the delete process. When deleting, that portion of the video will be removed and the waveform will updated to reflect the new total time of the audio.

Multiple cuts can be made to a single audio track. Any playback of the audio will immediately reflect a cut that was made.

The **Undo** tool  is located in the toolbar below the waveform to allow accidental cuts to the audio to be restored.

Audio Editor Toolbar Options

Most of the editing options have been added to the main toolbar on the Audio Editor screen. Placing these much-used tools on the toolbar allows you to access them more quickly.

Continue with:

- ▶ **Audio Editor Playback Toolbar Options**
- ▶ **Waveform Edit Toolbar Description Table**

Audio Editor Playback Toolbar Options

The following table describes each of the playback tools found on the Audio Editor's playback toolbar along with its use.

Button	Tool Name	Description	Use
	Record	Records a new audio track from an attached microphone. Or, use this feature to add audio to an existing video or to replace existing audio.	Choose File > New to begin a new audio file or File > Open to open an audio or video file that you wish to record audio for. The Audio Editor records audio from the current position of the selection seek bar forward. Audio data is recorded in the format shown in Edit > Audio Properties . Click on the Record button. Record audio into the microphone. The Audio Editor records as long as you like, until you click the Stop button. For more information on this topic, see Audio Properties .
	Play All	Plays from beginning to end, regardless of what is selected in the waveform.	Click on the Play All button to play the entire audio from the beginning.
	Play	Plays only the selected area within the waveform.	Click on the Play button to play the audio selection.
	Pause	Pauses audio.	Click on the Pause button to pause the audio.
	Stop	Stops the audio from playing.	Click on the Stop button to stop the audio playback. When playback is stopped, the audio will rewind back to the position of the selection seek bar.
	Beginning	Moves audio to the beginning.	Click on the Beginning button to move audio seek bar to the beginning.
	Previous Frame	Rewinds the audio frame by frame.	Click on the Rewind button to move audio seek bar back toward the beginning one frame at a time.
	Next Frame	Forwards the audio frame by frame.	Click on the Forward button to move audio seek bar forward toward the end one frame at a time.

Button	Tool Name	Description	Use
	End	Moves audio to the end.	Click on the End button to move audio seek bar to the end.
	Recording Level	Shows the volume of the microphone as you record.	This is a read-only field.

Waveform Edit Toolbar Description Table

The following table describes each of the tools found on the Audio Editor's Waveform Edit toolbar along with its use.

Button	Tool Name	Description	Use
	Increase Volume	Increases the volume of the audio track 25% each time it is selected. Note: If a section of the waveform is selected, changes to the audio volume will only affect the selected portion. To alter the entire waveform, do not select any portion of the waveform.	To increase the volume of the waveform's audio, click on the Increase Audio button. As you click, the audio wave will adjust up to reflect the new sound level.
	Decrease Volume	Decreases the volume of the audio track 25% each time it is selected. Note: If a section of the waveform is selected, changes to the audio volume will only affect the selected portion. To alter the entire waveform, do not select any portion of the waveform.	To decrease the volume of the waveform's audio, click on the Decrease Audio button. As you click, the audio wave will adjust down to reflect the new sound level.
	Fade In Audio	Fades in the volume of the audio track.	To fade in the volume of the waveform's audio, select a portion of the waveform and then click on the Fade In Audio button. As you click, the audio wave will adjust to reflect the new sound level.
	Fade Out Audio	Fades out the volume of the audio track.	To fade out the volume of the waveform's audio, drag and select a portion of the waveform and then click on the Fade Out Audio button. As you click, the audio wave will adjust to reflect the new sound level.
	Delete the Current Selection	Deletes the selected region of the audio.	Use the selection seek bar to drag and select a portion of the audio track to be deleted. Click on the Delete Selected Region button on the toolbar.
	Insert Silence	Inserts silence into the audio beginning at the point of the location of the seek bar.	Use the seek bar to drag and select the area on the waveform where you want silence to be inserted. Click on the Insert Silence button. The waveform will be updated with the silence.

Button	Tool Name	Description	Use
	Zoom to Current Selection	Zooms in on the selected portion of the waveform showing a closer look at the audio wave.	Use the selection seek bar to drag and select a portion of the audio track to be zoomed in on. Click on the Zoom to Current Selection button to zoom in on the selected area.
	Zoom In	Zooms in on the waveform showing a closer look at the audio wave. When fully zoomed in the audio wave will be displayed in increments of 1/100 of a second.	Click on the Zoom In button to zoom in on the timeline.
	Zoom Out	Zooms out on the timeline. When fully zoomed out, the entire video can be seen in the timeline.	Click on the Zoom Out button to zoom out on the timeline.
	Selection Seek Bar	Indicates the playback position of the audio track.	Click on the waveform to position the seek bar at the point of the click Drag the seek bar to highlight portions of the audio waveform.
	Undo	Undoes the last action. Each undo step requires storing temporary files on the hard drive. Therefore, if you perform a lot of undo steps it could potentially use a lot of hard drive space temporarily.	Click on the Undo button.
	Redo	Redoes the last undo action. Each redo step requires storing temporary files on the hard drive. Therefore, if you perform a lot of redo steps it could potentially use a lot of hard drive space temporarily.	Click on the Redo button.

A Close-Up Look at Camtasia Theater

Camtasia Theater allows you to easily create an attractive and interactive menu from which to launch your Camtasia Studio-made Flash files.

Camtasia Theater adds DVD-like navigation to your screen videos in Flash format. Using Theater's menu, your users can quickly navigate between multiple movies or view them all in a pre-defined sequence. Theater presentations can be viewed online and on CD-ROM.

Theater operates on a project basis. This means that you add files, edit the look and feel of the menu and then save your work as a project file. Later, you can come back to that project file and change the look of the menu, add or delete files, etc.

Features of Theater:

- Select a single Flash file or complete directories
- Sort and rename videos
- Auto-sequencing option
- Scrolling menu
- Flash playback controls
- Font and color control
- HTML output
- XML output for custom configuration

See also:

- ▶ **Getting Familiar with the Theater Screens**
- ▶ **Playback View**
- ▶ **Learn about the Menu Creation Process**
- ▶ **Customize my Flash Menu using the Tab Options**
- ▶ **Customize my Flash Menu's Controls using the Controls Tab Options**
- ▶ **Create the Actual Menu using the Export**

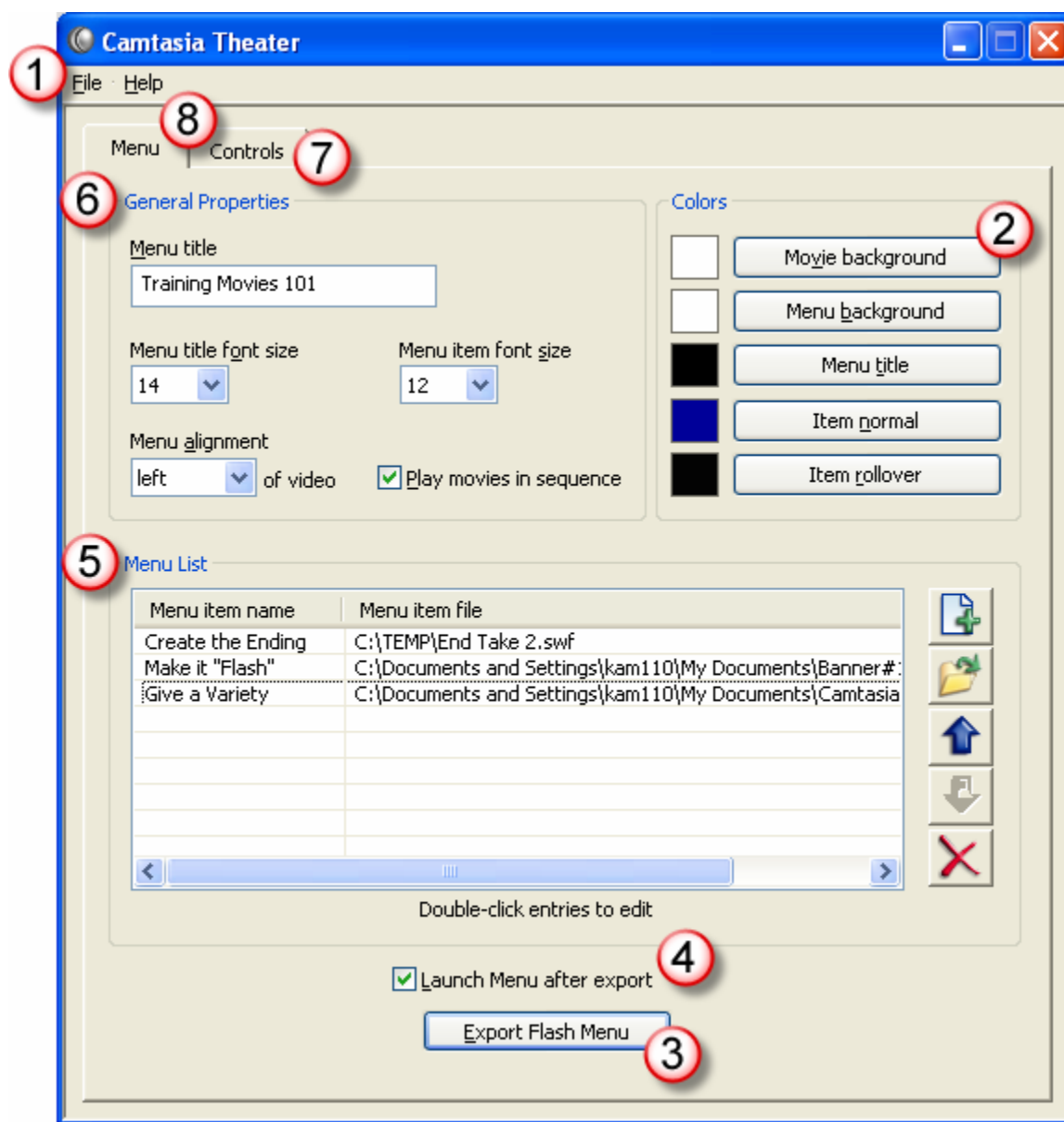
Getting Familiar with the Theater Screens

The Theater screen has two very intuitive, easy-to-use interfaces plus the interface for the actual menu. In the following sections, you will find an overview of the Theater screen in both *Menu* mode and *Controls* mode as well as an overview of the menu screen. Before you begin your work, take a few minutes to get familiar with the Theater screens.

Menu Tab View

The *Menu* tab view is used to add a title to the menu, customize the look of the menu's text and background color, add the desired SWF movies to the menu, and order the movies within the list.

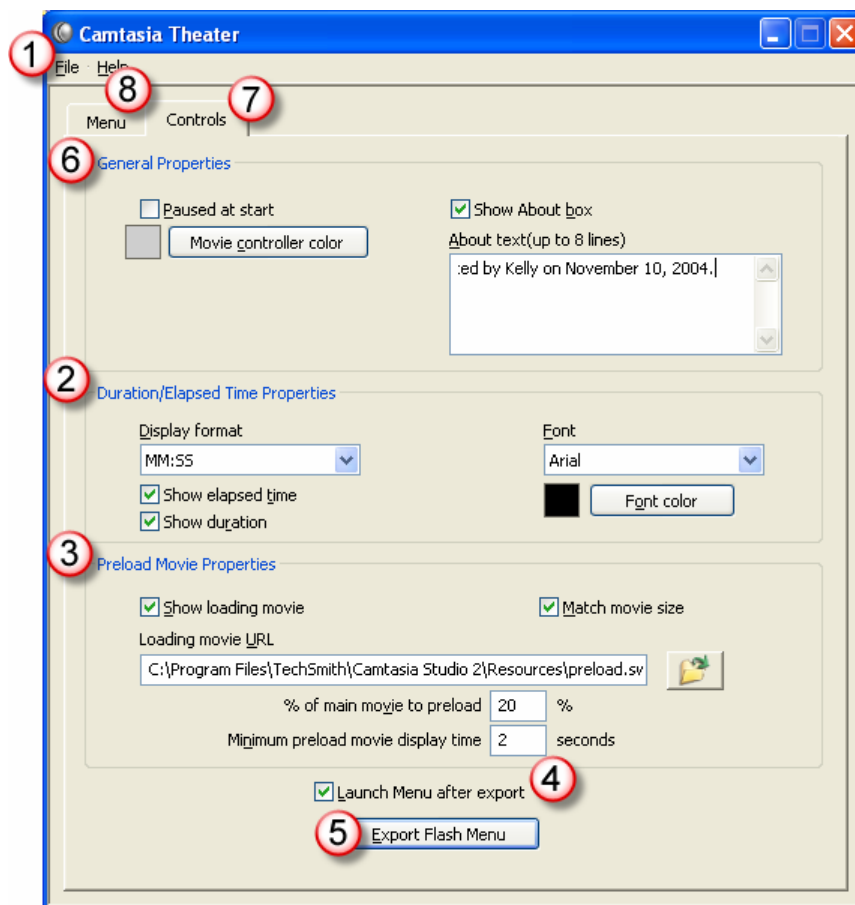
For more information on the options found in this view, see **Customize my Flash Menu using the Tab Options**.



1	This is the menu bar. You will access all drop down menus from the menu bar.
2	This is the Colors options box. Here you will choose your options to customize the color of the menu background as well as the text for your title and movie items.
3	Click on the Export Flash Menu button to create your menu.
4	Enable the Launch Menu after export option to immediately view the menu when the Export Flash Menu process has completed.
5	This is the <i>Menu List</i> options box. Here you will choose your SWF files to add to the menu. You can also customize the order and names of the items by using the tools in the sidebar.
6	This is the <i>General Properties</i> options box. Here you will choose your options to customize the look of the text for your title and movie items.
7	The <i>Controls</i> tab is used to set options for the look of the playback controls.
8	The <i>Menu</i> tab is used to set options for the look of the actual menu.

Controls Tab View

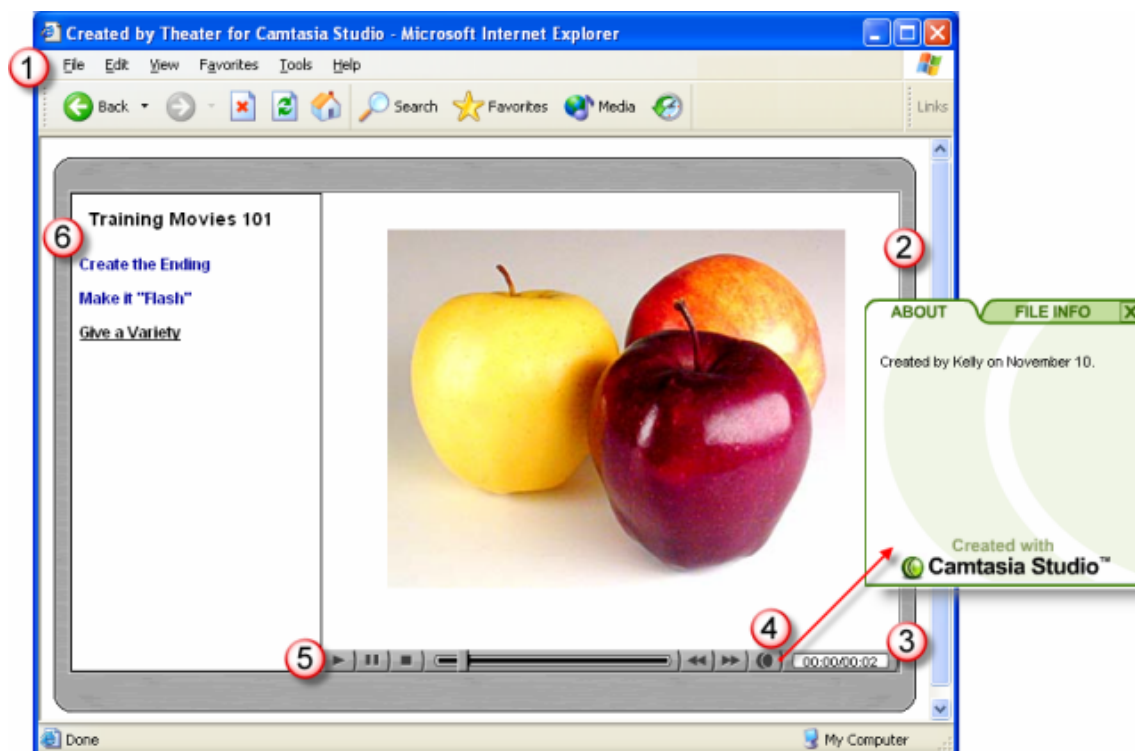
Within the *Controls* tab view, you can set the options for pausing and playing, change the controller color, add an about box, add duration information, and more. For more information on the options found in this view, see **Customize my Flash Menu's** Controls using the Controls Tab Options.



1	This is the menu bar. You will access all drop down menus from the menu bar.
2	This is the <i>Duration / Elapsed Time Properties</i> options box. Here you will choose your options to customize the look of the duration display and font properties.
3	This is the <i>Preload Movie Properties</i> options box. Here you will choose your loading SWF file to add to the menu. You can also set the movie size and loading options here.
4	Enable the Launch Menu after export option to immediately view the menu when the Export Flash Menu process has completed.
5	Click on the Export Flash Menu button to create your menu.
6	This is the <i>General Properties</i> options box. Here you will choose your options to customize the look of the movie controller and the about box.
7	The Controls tab is used to set options for the look of the playback controls.
8	The Menu tab is used to set options for the look of the actual menu.

Playback View

The following graphic gives you a look at how your menu might look using some of the options found within Camtasia Theater.



1	This is the title bar. The name that you give this menu will display here.
2	This is the movie playback area. If the movies in the menu are different sizes, you may see some background color showing. You can change the background color to match the background color of your movies or you can choose to make it different.
3	This is the Duration / Time display.
4	This is the button that opens the <i>About</i> box.
5	This is the <i>Playback Controller</i> . You can change the color of the controller.
6	This is the <i>Menu List</i> area. You can choose the movie titles, font type, and background color to display in this area.

I want to... Tutorials

This chapter gives you practical information and step-by-step tutorials for creating professional looking recordings and finished videos.

Choose from:

- ▶ **Camtasia Studio Tutorials**
- ▶ **Recorder Tutorials**
- ▶ **MenuMaker Tutorials**
- ▶ **Audio Editor Tutorials**
- ▶ **Theater Tutorials**

Camtasia Studio Tutorials

This chapter contains tutorials and information on the features found within Camtasia Studio.

See the following topics for step-by-step instructions.

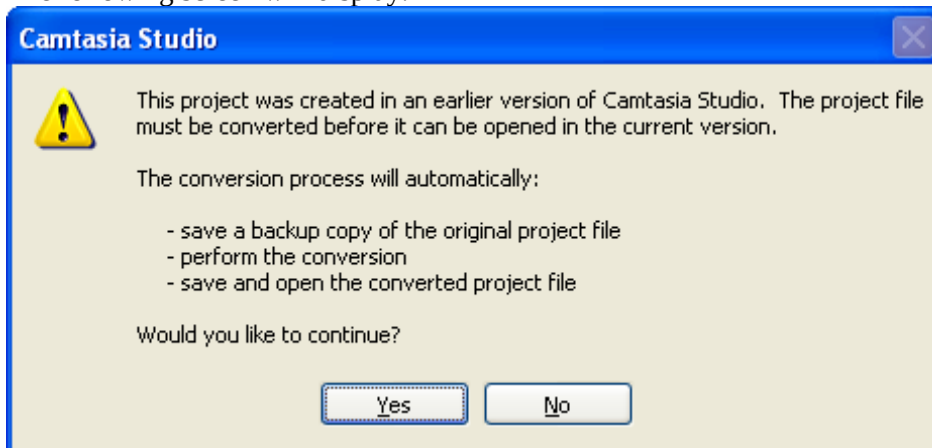
▶ Make my First Recording	▶ Quickly Create a Camtasia Studio Project and Completed Video	▶ Quickly Record and Save Several AVI Recordings
▶ Record the Screen with Audio	▶ Record the Screen and Camera Video	▶ Add Voice Narration to a Video on the Timeline
▶ Add a Picture-in-Picture Recording to my Timeline	▶ Add Callouts to my Clips on the Timeline	▶ Add Zoom-n-Pan Effects to my Video
▶ Import Other Media Files into My Camtasia Studio Project	▶ Use a Camtasia Studio 1 or 2 Project in Camtasia Studio 3	▶ Add a Title Clip to the Timeline
▶ Add a Flash Quiz to my Timeline	▶ Add Transitions between Clips on the Timeline	▶ Adjust the Audio of a Clip on the Timeline
▶ Create an Interactive Table of Contents using Markers	▶ Turn my Final Clips and Elements into a Video	▶ Share my Produced Video
▶ Batch Produce Several Camtasia Studio Projects at One Time	▶ Package a Video as a Pack & Show Executable File	▶ DVD Authoring & Camtasia Studio PowerPoint Recordings

Use a Camtasia Studio 1 or 2 Project in Camtasia Studio 3

You may have existing Camtasia Studio project files that you would like to use within Camtasia Studio32. These can be opened within Camtasia Studio in the same way that a Camtasia Studio project can be opened.

To Open a Pre-existing Camtasia Studio Project:

1. Start Camtasia Studio. The *Welcome* screen will display.
2. Choose **Open an existing project**. The *Open* dialog box will display. Browse and choose the desired Camtasia Studio project file.
3. Choose **Open**.
4. The following screen will display.



5. Choose **Yes**. The conversion process will begin.

Once the conversion process has ended, your clips will be located within the *Clip Bin*. Additionally, all transitions and clips will be correctly placed on the *Timeline*.

During the conversion, your project was saved as a new Camtasia Studio project file. This file was given the same name as the existing project and is located in that same directory.

Note: Any *Hot Spots* that existed in Camtasia Studio 2.x projects will be converted to *Callouts* that have *Hot Spot* interactivity in them. These will have the same properties attributed to them. For more information, see **Add Callouts to my Clips on the Timeline** and **Flash Hot Spot Properties**.

Import Other Media Files into My Camtasia Studio Project

The *Import* options allow you to import media files into the Camtasia Studio *Clip Bin*. Once a file is in the *Clip Bin*, it is called a clip.

- ▶ To preview a clip, double-click on it.
- ▶ To add a clip to the *Timeline* or *Storyboard*, simply drag it down and drop it in the desired location.

Note: When importing media files, within the *Open* dialog box, you have the ability to change the existing option within the **Files of type** field to **All media files**. This will allow you to import all kinds of media at once, rather than by one type at a time.

Import Video

To import video files, click on the Import Video link within the *Task List*. The *Open* dialog box appears. Browse and select the desired video files. Choose **Open**. The files will now be in the *Clip Bin*.

Import Audio

To import audio files, click on the Import Audio link within the *Task List*. The *Open* dialog box appears. Browse and select the desired audio files. Choose **Open**. The files will now be in the *Clip Bin*.

Import Images

To import image files, click on the Import Image link within the *Task List*. The *Open* dialog box appears. Browse and select the desired image files. Choose **Open**. The files will now be in the *Clip Bin*.

Make my First Recording

The first step in creating a Camtasia Studio project is to record your screen. This process will use the *Recording Wizard* to assist you in making your recording options selections.

1. To begin, choose **Start > Programs > Camtasia Studio**. When the *Welcome* screen appears, choose the **Start a new project by recording the screen** option.
2. The *New Recording Wizard* appears. Choose the **Region of the Screen** option. Choose **Next**.
3. Click on the **Select Region** button. Your cursor will turn into a crosshair. Drag the crosshair to select the region of the screen to record. Release after selection has been made. Choose **Next**.
4. The *Recording Options* screen appears. Choose the features you want to include in your recording. Choose **Next**.
5. If you chose to record audio, the *Audio Settings* screen appears. Accept the default options here by choosing **Next**.
6. If you chose to record the camera, the *Camera Settings* screen appears. Accept the default options here by choosing **Next**.
7. Within the *Begin Recording* screen, take a moment to get familiar with two of the Record options that you will need to use: **Record** and **Stop**.
8. Also, enable the **Disable display acceleration during capture** option. This will give you the best recording results. When you choose this option, a tip will display. Read the tip about *Hardware Acceleration* and then choose **OK**.
9. Once you are ready to record, choose **Finish**. The wizard will minimize.
10. If you selected to record the camera, the camera will begin to initialize. Once the initialization is complete you are ready to begin recording. Click on the **Record** button . Or, press the **F9** key on the keyboard.
11. Once you click record, your screen will momentarily go black. **This is normal and expected.** Perform some on screen activity such as opening and closing a dialog box or typing in a Word document.
12. Record for about one minute and then choose the **Stop** button  on the toolbar. Or, press the **F10** key on the keyboard.

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

After you Record

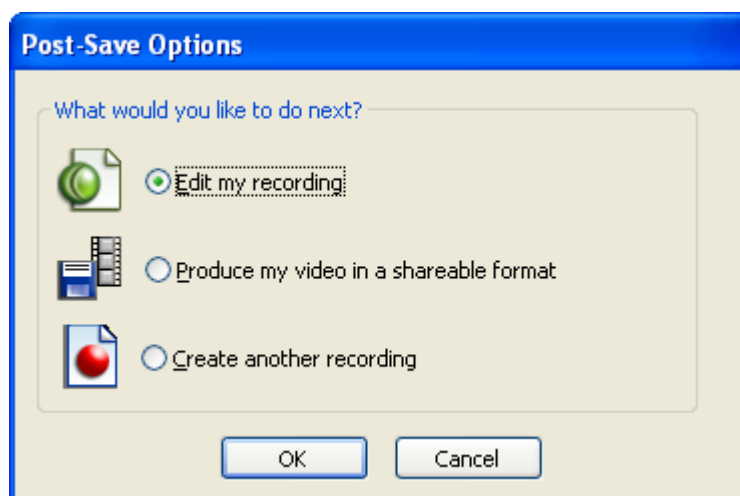
After you make a recording, you will have a chance to preview that recording and decide if you would like to save it or delete it.

If you choose to delete it, click on the **Delete** button. You will be taken back to Recorder where you can click the **Record** button  to make another recording. If you choose to save, continue with the directions given below.

Saving the Recording

If you choose to save your recording, you will be taken to a standard *Save* dialog box that allows you to give this recording a name and to choose a location for saving. Once you name your file, choose **OK**.

The *Post-Save Options* dialog box displays. You will now need to make a decision on what you would like to do.



Edit my recording

If you choose this option, you will be taken into Camtasia Studio. Your video will be in the Clip Bin and on the Timeline, ready for you to edit. When you choose save, you will be saving a Camtasia Studio project. In order to create a video that is in a sharable file format, you will need to produce.

Continue with the following topics:

- ▶ **Learning about the Timeline**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video**
- ▶ **Creating your Final Video: Production Tutorials**

Produce my video in a shareable format

If you choose this option, you will be taken into the *Production Wizard*. Choose the **Recommend my Production Settings** production option to step through a production process that is based on how you want to distribute or share your video.

Continue with **Recommend my Production Settings Wizard**.

Create another recording

If you choose this option, you will be taken back to Recorder where you can record another video. Once you are all done recording, import your recording files into Camtasia Studio in order to edit them and produce into a shareable format.

Continue with **Import Other Media Files into My Camtasia Studio Project** and **Quickly Create a Camtasia Studio Project and Completed Video**.

Quickly Create a Camtasia Studio Project and Completed Video

In this chapter, we will take you through a quick-start, tutorial approach to editing your recording and producing it in a shareable format. Completing this tutorial should take you ten minutes or less.

Within this brief tutorial, the following topics will be covered.

- ▶ Making a recording
- ▶ Editing your video using the cut and split options
- ▶ Adding a transition to your video
- ▶ Producing the final video

Step 1. Making a Recording

For complete instructions on making a recording, see **Make my First Recording**.

Once you have made your recording, choose the **Edit my Recording** option in the Post-Save Options screen.

Continue with **Step 2** below.

Step 2. A Few Basics

Once you choose the **Edit my Recording** option in the *Post-Save Options* screen, your .camrec video file will be inserted into the *Clip Bin* and onto the *Timeline*. At this time, you are ready to edit your video.

Editing allows you to trim out the pieces of the video that you do not want. It also allows you to split your video into two or more pieces, making it easy to insert *Transitions* or graphics between scenes.

Notice too, that at this time, your recording is displayed within the *Preview Area*. As you work with your video, it will continually be updated in this area.

Moving through your clip is easy to do using any of these methods:

- Grab the scrubber control in the *Preview Area* and drag it. Notice that the seek bar on the *Timeline* moves with the scrubber control.
- Use the **Play** button  and/or other *Playback Controls*.
- Click on the clip in the *Timeline* to place the seek bar at that location. Notice that the *Preview Area* is updated to this location.

Now, you are ready to make you first cut. Continue with **Step 3**.

Step 3. Making a Cut

You will use the **Cut** option to remove any unwanted portions of your video.

1. Move to the area on the *Timeline* that you want to remove.
2. Click and drag the seek bar on the *Timeline* to make a selection for cutting. The selected part of the video clip will be shaded in blue.
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.

Continue with **Step 4**.

Step 4. Splitting your Video

You will use the *Split* option to split your video clip into two pieces.

1. Place the seek bar in the location where the split is to occur.
 2. Click on the **Split** button . The video is split into two pieces.
- Continue with **Step 5**.

Step 5. Add a Transition

Transitions allow you to set special entry effects that will smoothly transition one clip to another in your produced video.

1. Within the *Task List*, click on **Transitions**. You will be taken to the *Storyboard* view.
 2. The *Transition Effects* display. Double-click on a transition effect to see how the transition will work.
 3. Drag the *Transition* onto the *Storyboard* to the area located between the two video clips.
 4. Choose **Finished** in the task area to return to the *Timeline* view. Notice that your *Transition* has been added between the two video clips.
- Continue with **Step 6**.

Step 6. 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.



1. Click on the **Save** button  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. Choose **Save**.
- Continue with **Step 7**.

Step 7. Produce the Final Product

Up until now, you 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 or shared with your viewers.

To produce your video, within the *Task List*, choose **Produce Video As**. The *Production Wizard* appears.

1. In the *Welcome* screen, choose **Next**.
2. In the *How would you like to produce...* screen, make sure the **Recommend my production settings** option is selected. Choose **Next**.
3. In the *How will you distribute...* screen, enable the **Hard drive** option. Choose **Next**.
4. In the *What type of content...* screen, choose all that apply. Choose **Next**.
5. Within the *Optimize audio..* screen, choose **Next**.
6. Within the *Optimize size...* screen, choose **Next**.
7. In the *Save...* screen enter a name for this video. Choose **Next**.
8. In the *Completing...* screen, choose **Finish**. The *Rendering Storyboard* status dialog box appears showing you the progress of the production. Once the production is complete, your video will playback for your review. Additionally, the *Production is Complete* screen appears. Choose **Next**.
9. In the *Sharing your video* screen, Choose **Finish**.

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

Quickly Record and Save Several AVI Recordings

There may come a time when you will want to just record several videos and save them as AVIs. This can be done, however, there is one option that you will need to change within Recorder.

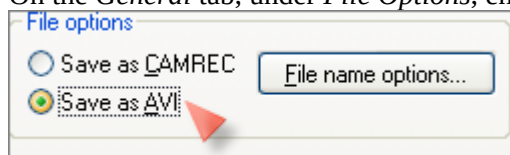
This is because, by default, you will record and save video files as .camrec files. You can, however, choose to make the .avi video file format your default output.

Keep in mind though, that there are some limitations to recording with AVI as your default output.

- First, you will not be able to record camera video for picture-in-picture effects.
- Second, by using .avi as your output, you will not be able to take advantage of Camtasia Studio's built-in processes for producing and creating different types of sharable video files that might better suit your needs more than an AVI would.

Step 1. Make AVI your default output

1. Within Camtasia Studio, choose **Tools > Recorder**.
2. Within Recorder, choose **Tools > Options**.
3. On the *General* tab, under *File Options*, enable the **Save as AVI** option



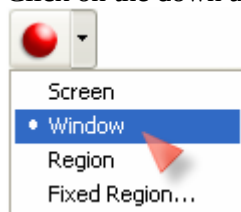
4. Choose **OK**.
5. Keep Recorder open.

Note: At some point, if you should decide to make .camrec your default video file output, then come back into this screen and choose **Save as CAMREC**.

Step 2. Record the Screen

Recorder should still be open. If it is not, within Camtasia Studio, choose **Tools > Recorder**.

1. Click on the down arrow next to the **Record** button to choose the type of input you would like to record.



2. Click on the **Record** button . Or, press the **F9** key on the keyboard.
3. Once you click record, if you have disabled hardware acceleration, your screen will momentarily go black. **This is normal and expected.**
4. When you are done recording, choose the **Stop** button  on the toolbar. Or, press the **F10** key on the keyboard.

Step 3. Save your Recording & Record Again

1. You will now have a chance to preview your recording and decide if you would like to save it or delete it. If you choose to delete it, click on the **Delete** button. You will be taken back to Recorder where you can click the **Record** button  to make another recording. If you choose to save, continue with the next step.
2. If you choose to save your recording, you will be taken to a standard *Save* dialog box that allows you to give this recording a name and to choose a location for saving. Once you name your file, choose **OK**.
3. The *Post-Save Options* dialog box displays. Choose the **Create another recording** option. You will be taken back to Recorder where you can record another video. Once you are all done recording your videos, you can import your recording files into Camtasia Studio in order to edit them and produce them into a shareable format.

For more information, see **Import Other Media Files into My Camtasia Studio Project** and **Quickly Create a Camtasia Studio Project and Completed Video**.

Record the Screen with Audio

Recording your screen with audio is very easy to do when you use the *Recording Wizard*.

Overall, this process doesn't differ much from all of the other recording that you will do. With the exception of a couple of options to select within the wizard, you will still use the same process that you have more than likely already become familiar with.

1. To begin, choose **Start > Programs > Camtasia Studio**. When the *Welcome* screen appears, choose the **Start a new project by recording the screen** option.
2. The *New Recording Wizard* appears. Choose the desired capture option. Choose **Next**.
3. Within the *Select...* screen, choose the Window or Region that you want to capture. Choose **Next**.
4. The *Recording Options* screen appears. Enable the **Record Audio** option. Choose **Next**.
5. The *Audio Settings* screen appears. In this screen, you will choose your **Audio Input Source** options. Choose from the following:

Microphone Audio: Choose this option if you only want to record from your microphone. This will be the most commonly used option.

Speaker Audio: Choose this option if you want to record the audio that is playing out of your speakers. With this option, you can also choose to record the microphone. To record from the microphone in conjunction with the speakers, enable the **Include microphone audio** option.

Manual Input Selection: To choose an audio input option other than the microphone or speakers, enable this option. From the dropdown list, choose the desired audio input device.

Important Note: If there is no audio coming through the selected source, the **Input Level** meter will not have any read out. You will need to either select a different audio input source or connect the desired source to your PC. Choose **Next**.

6. Within the *Begin Recording* screen, take a moment to get familiar with two of the Record options that you will need to use: **Record** and **Stop**.
7. Also, enable the **Disable display acceleration during capture** option. This will give you the best recording results. When you choose this option, a tip will display. Read the tip about *Hardware Acceleration* and then choose **OK**.
8. Once you are ready to record, choose **Finish**. The wizard will minimize.
9. You will now be in the Recorder. Notice the audio toolbar that is displayed:



To record cursor sounds, click on the **Cursor Sounds** button .

To record keyboard sounds, click on the **Keyboard Sounds** button .

10. You are now ready to record. Click the **Record** button  to begin. Once you click record, your screen will momentarily go black. **This is normal and expected.**
11. When you are done recording, click the **Stop** button  on the toolbar. Or, press the **F10** key on the keyboard.

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

After you Record

After you make a recording, you will have a chance to preview that recording within the *Preview Window* and decide if you would like to save it or delete it.

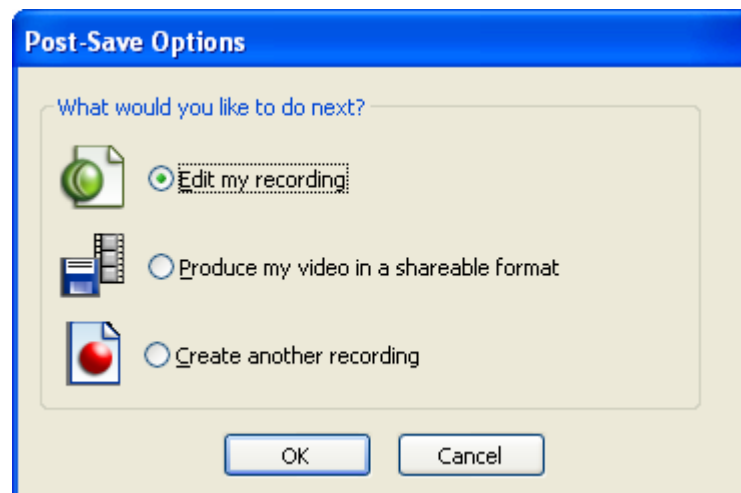
If you choose to delete it, click on the **Delete** button. You will be taken back to Recorder where you can click

the **Record** button  to make another recording. If you choose to save, continue with the directions given below.

Saving the Recording

If you choose to save your recording, you will be taken to a standard *Save* dialog box that allows you to give this recording a name and to choose a location for saving. Once you name your file, choose **OK**.

The *Post-Save Options* dialog box displays. You will now need to make a decision on what you would like to do.



Edit my recording

If you choose this option, you will be taken into Camtasia Studio. Your video will be in the Clip Bin and on the Timeline, ready for you to edit. When you choose save, you will be saving a Camtasia Studio project. In order to create a video that is in a sharable file format, you will need to produce.

Continue with the following topics:

- ▶ **Learning about the Timeline**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video**
- ▶ **Creating your Final Video: Production Tutorials**

Produce my video in a shareable format

If you choose this option, you will be taken into the *Production Wizard*. Choose the **Recommend my Production Settings** production option to step through a production process that is based on how you want to distribute or share your video.

Continue with **Recommend my Production Settings Wizard**.

Create another recording

If you choose this option, you will be taken back to Recorder where you can record another video. Once you are all done recording, import your recording files into Camtasia Studio in order to edit them and produce into a shareable format.

See also:

- ▶ **Import Other Media Files into My Camtasia Studio Project**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video**

Record the Screen and Camera Video

Enhancing your video with picture-in-picture camera recordings allows you to create a video that is both interesting and professional looking by adding a small talking head video clip over the top of the screen recording video clip(s).

Once a picture-in-picture recording has been made, you can use the picture-in-picture properties task page within Camtasia Studio to resize or relocate the camera video.

Recording your screen with camera video is very easy to do when you use the *Recording Wizard*.

Overall, this process doesn't differ much from all of the other recording that you will do. With the exception of a couple of options to select within the wizard, you will still use the same process that you have more than likely already become familiar with.

1. To begin, choose **Start > Programs > Camtasia Studio**. When the *Welcome* screen appears, choose the **Start a new project by recording the screen** option.
2. The *New Recording Wizard* appears. Choose the desired capture option. Choose **Next**.
3. Within the *Select...* screen, choose the Window or Region that you want to capture. Choose **Next**.
4. The *Recording Options* screen appears. Enable the **Record Audio** option if you would like audio with this recording.
Additionally, enable the **Record Camera** option. If you would like to have a preview of the camera display on the screen while you are recording, enable the **Camera Preview** option. **Note:** The preview window will not be recorded.
Choose **Next**.
5. The *Audio Settings* screen appears. In this screen, you will choose your **Audio Input Source** options. Choose from the following:
Microphone Audio: Choose this option if you only want to record from your microphone. This will be the most commonly used option.
Speaker Audio: Choose this option if you want to record the audio that is playing out of your speakers. With this option, you can also choose to record the microphone. To record from the microphone in conjunction with the speakers, enable the **Include microphone audio** option.
Manual Input Selection: To choose an audio input option other than the microphone or speakers, enable this option. From the dropdown list, choose the desired audio input device.
Important Note: If there is no audio coming through the selected source, the **Input Level** meter will not have any read out. You will need to either select a different audio input source or connect the desired source to your PC. Choose **Next**.
6. The *Camera Settings* screen appears. In this screen, you will choose your **camera video device** options. **Note:** This screen is populated from your camera's software. Please consult your camera's documentation for help with these settings. Choose **Next**.
7. Within the *Begin Recording* screen, take a moment to get familiar with two of the Record options that you will need to use: **Record** and **Stop**.
8. Also, enable the **Disable display acceleration during capture** option. This will give you the best recording results. When you choose this option, a tip will display. Read the tip about *Hardware Acceleration* and then choose **OK**.
9. Once you are ready to record, choose **Finish**. The wizard will minimize.
10. You will now be in the Recorder, ready to record. Click the **Record** button . Once you click record, your screen will momentarily go black. **This is normal and expected.**
11. When you are done recording, click the **Stop** button  on the toolbar. Or, press the **F10** key on the keyboard.

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

After you Record

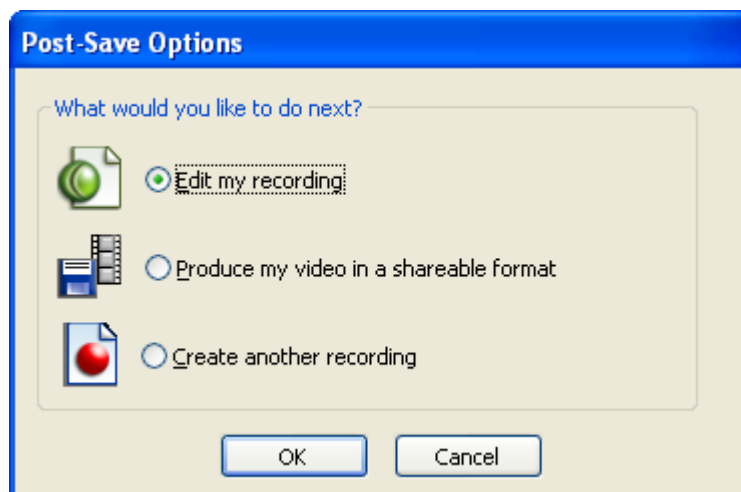
After you make a recording, you will have a chance to preview that recording within the *Preview Window* and decide if you would like to save it or delete it.

If you choose to delete it, click on the **Delete** button. You will be taken back to Recorder where you can click the **Record** button  to make another recording. If you choose to save, continue with the directions given below.

Saving the Recording

If you choose to save your recording, you will be taken to a standard *Save* dialog box that allows you to give this recording a name and to choose a location for saving. Once you name your file, choose **OK**.

The *Post-Save Options* dialog box displays. You will now need to make a decision on what you would like to do.



Edit my recording

If you choose this option, you will be taken into Camtasia Studio. Your video will be in the Clip Bin and on the Timeline, ready for you to edit. When you choose save, you will be saving a Camtasia Studio project. In order to create a video that is in a sharable file format, you will need to produce.

Continue with the following topics:

- ▶ **Learning about the Timeline**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video**
- ▶ **Creating your Final Video: Production Tutorials**

Produce my video in a shareable format

If you choose this option, you will be taken into the *Production Wizard*. Choose the **Recommend my Production Settings** production option to step through a production process that is based on how you want to distribute or share your video.

Continue with **Recommend my Production Settings Wizard**.

Create another recording

If you choose this option, you will be taken back to Recorder where you can record another video. Once you are all done recording, import your recording files into Camtasia Studio in order to edit them and produce into a shareable format.

See also:

- ▶ **Import Other Media Files into My Camtasia Studio Project**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video.**

Add Voice Narration to a Video on the Timeline

Enhancing your video with voice narration or background music is easy to do using Camtasia Studio *Voice Narration* options. Overall, the *Voice Narration* feature is used to insert narration into your video using the playback of the clips on the *Timeline* as your guide. When using the *Voice Narration* options, the video will play along within the *Preview Area* while you are recording.

Once the recording of the narration is complete, the voice narration audio clip that you have created will be inserted into the *Timeline* at the correct position to correspond to the clip or clips that you were narrating.

Typically, if you want to narrate your entire video, it is best to wait and do your narration last, after all of your clips have been added and edited.

Note: It is necessary that you have a working microphone set up **before** you can record your voice narration.

Fast Facts about Voice Narration

- This option is only available while in *Timeline* view.
- Once your voice narration is created, you will save that audio as a separate track that can be fine tuned for sound or edited at a later time using the *Edit Audio* option within Camtasia Studio.
- As you record your narration, the video will play along in the *Preview Area*, ensuring perfect synchronization between voice and playback.

Before you Record - 2 Tips for Successful Voice Recording

1. During recording, it is best to read with an unhurried, natural, and steady voice.
 2. While you are recording, the volume sensor will display a colored spectrum of your voice. It is best to record at a steady level where the level is somewhere near the middle and where all colors show across the spectrum.
-

Adding Voice Narration

Note: In order to add voice narration, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Note: Each of the options that you will need to select in this properties page are described in detail in the topic entitled

Voice Narration Options Description Table.

1. Within Camtasia Studio, place the seek bar at the location on the *Timeline* where the voice narration is to begin. Or, use the seek bar to highlight a section of the *Timeline* to narrate.
2. Click on the **Voice Narration** link in the *Task List*. The *Voice Narration* properties task page appears.
3. Choose the desired “stop recording” criteria from the following options:
Record until end of clip
Record until end of Timeline
 If you used the seek bar to highlight a section of the *Timeline* to narrate, choose **Record selection**.
4. Choose whether to **mute the speakers during recording**. This is an important option to consider since the clip(s) that you are recording voice narration for might already have audio. If that audio is playing while you are recording, then the microphone will pick up that sound as well.

5. Choose to record to audio *Track 1* or 2.
Important Note: If there is currently audio connected with the clip(s) on *Video Track 1* , then any voice narration that you record using this option for **will overwrite** the existing audio.
6. If desired, from the dropdown menu, choose an **Audio device** that is different from the default.
7. If desired, from the dropdown menu, choose **Audio input** source that is different from the default.
8. Click on the **Start Recording** button. Begin narrating your clip(s) using the playback in the *Preview Area* as your guide.
9. When the stop recording criteria that you chose in step 3 has been met, the recording process will automatically stop.
10. You will now be prompted to save this recording with a name. Once you name the audio clip, choose **Save**.
Note: If you have recorded for *Track 2*, this clip will be added to the *Timeline* and to the *Clip Bin*. Narration recorded for *Track 1* will not be inserted into the *Clip Bin*. It will, however, be seamlessly inserted into the *Timeline*.
11. At this time, you can choose another location or selection on the *Timeline* to narrate. Simply repeat steps 1-10 until you have added all of your voice narration audio tracks.
12. When you are done adding voice narration, choose **Finished** at the top of the *Voice Narration Properties* task page. You will return to the *Timeline* view.

Voice Narration Options Description Table

The following table describes each of the options found in the *Voice Narration* task page along with its use.

Option	Description	Use
Start Recording	Begins the voice narration recording process.	Click on the Start Recording button. The video clips on the <i>Timeline</i> will begin to play in the <i>Preview Area</i> . Begin speaking into the microphone.
Stop Recording	Ends the voice narration process.	Click on the Stop Recording button. The <i>Save</i> dialog box displays. Give this file a name and choose Save .
Record to audio track 1	Allows you to record voice narration for <i>Track 1</i> . If there is currently audio connected with the clip(s) on <i>Video Track 1</i> , then any voice narration that you record using this option for will overwrite the existing audio.	Make sure this option is enabled before clicking on the Start Recording button. Note: Narration recorded for <i>Track 1</i> will not be inserted into the <i>Clip Bin</i> . It will, however, be seamlessly inserted into the <i>Timeline</i> .
Record to audio track 2	Allows you to record voice narration for <i>Track 2</i> . Any voice narration that you record using this option will play in conjunction with any audio that exists on <i>Track 1</i> .	Make sure this option is enabled before clicking on the Start Recording button. Note: Narration recorded for <i>Track 2</i> , will be added to the <i>Timeline</i> and to the <i>Clip Bin</i> .
Record selection	Automatically ends the recording process when the seek bar comes to the end of the selection highlighted on the <i>Timeline</i> .	Make sure this option is enabled before clicking on the Start Recording button.

Option	Description	Use
Record until end of clip	Automatically ends the recording process when the seek bar comes to the end of the current clip.	Make sure this option is enabled before clicking on the Start Recording button.
Record until end of Timeline	Automatically ends the recording process when the seek bar comes to the end of the entire <i>Timeline</i> .	Make sure this option is enabled before clicking on the Start Recording button.
Mute speakers during recording	This option will mute the speakers as you record. This is an important option to consider since the clip that you are recording voice narration for might already have audio. If the audio is playing while you are recording, then the microphone will pick up that sound as well.	Make sure this option is enabled before clicking on the Start Recording button.
Audio device	Allows you to choose the correct audio device.	Choose the correct device from the dropdown menu.
Audio input source	Allows you to choose the type of device that will be used to record audio.	Choose the correct device from the dropdown menu.
Input level	Allows you to control the level of sound during recording.	Raise the bar to increase the input level. Lower the bar to decrease the input level.
Finished	Saves your changes and exits back to the main screen.	Once you have finished recording your voice narration, click on Finished .

Add a Picture-in-Picture Recording to my Timeline

Note: It is necessary that you have a working camera set up **before** you can record your camera video.

Enhancing your video with picture-in-picture camera recordings allows you to create a video that is both interesting and professional looking by adding a small talking head video clip over the top of the screen recording video clip(s).

While recording, a preview of the camera recording will display in the *Camera Preview Area*. A preview of the clips on the *Timeline* will display in the *Preview Area*.

Once a picture-in-picture recording has been made, you can use the picture-in-picture properties task page to resize or relocate the camera video.

Fast Facts about Picture-in-Picture

- This option is only available while in *Timeline* view.
- Once your camera recording is created, you will save that recording as a separate PIP clip that can be fine tuned for sound or edited at a later time using the editing option within Camtasia Studio.
- As you record your camera recording, the *Timeline* video clip(s) will play along in the *Preview Area*, ensuring perfect synchronization between the camera recording, audio, and video.

Recording a Picture-in-Picture (PIP) Video Clip

Note: In order to add picture-in-picture camera video, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Note: Each of the options that you will need to select in this properties page are described in detail in the topic entitled **Picture-in-Picture Properties Options**.

1. Within Camtasia Studio, place the seek bar at the location on the *Timeline* where the picture-in-picture recording is to begin. Or, use the seek bar to highlight a section of the *Timeline* to record picture-in-picture for.
2. Click on the **Picture-in-Picture (PIP)** link in the *Task List*. The *Picture-in-Picture* properties task page appears.
3. Choose **Record PIP**. The *Record Picture-in-Picture (PIP)* options task page appears. Choose the desired “stop recording” criteria from the following options:
Record until end of clip
Record until end of Timeline
If you used the seek bar to highlight a section of the *Timeline* to narrate, choose **Record selection**.
4. If desired, from the **Available Audio devices** dropdown menu, choose an audio device that is different from the default.
5. To adjust the camera’s properties, click the **Camera Properties** button.
Note: This screen is populated by your camera device. Consult your camera’s documentation for information on these options.
6. To adjust the camera’s video format, click the **Video Format** button.
Note: This screen is populated by your camera device. Consult your camera’s documentation for information on these options.
7. If desired, enable the **Record audio** option to record audio with this PIP recording. This audio will display on the *PIP Audio Track*.

8. Choose whether to **mute the speakers during recording**. This is an important option to consider since the clip(s) that you are recording picture-in-picture for might already have audio. If that audio is playing while you are recording, then the microphone will pick up that sound as well.
9. If desired, from the dropdown menu, choose an **Audio device** that is different from the default.
10. If desired, from the dropdown menu, choose an **Audio input** source that is different from the default.
11. Click on the **Start Recording** button. Begin recording your camera video using the playback in the *Preview Area* as your guide. When the stop recording criteria that you chose in step 4 has been met, the recording process will automatically stop.
12. You will now be prompted to save this recording with a name. Once you name the audio clip, choose **Save**.
Note: This clip will be added to the *Timeline* and to the *Clip Bin*.
13. At this time, you can choose another location or selection on the *Timeline* to add a camera recording to. Simply repeat steps 1-14 until you have added all of your picture-in-picture clips.
14. When you are done adding picture-in-picture, choose **Finished** at the top of the *Record Picture-in-Picture (PIP)* options task page. You will return to the *Picture-in-Picture (PIP)* properties task page. Notice that your camera recording(s) has been updated to the status table. Choose **Finished** at the top of this task page to exit back to the *Timeline*.

Note: Each of the options that you will need to select in this properties page are described in detail in the topic entitled **Picture-in-Picture Properties Options**.

Picture-in-Picture Properties Options

The following table describes each of the options found in the *Picture-in-Picture* task page along with its use.

Note: For instructions for creating a PIP camera recording, see **Add a Picture-in-Picture Recording to my Timeline**.

Option	Description	Use
Start Recording	Begins the camera recording process.	Click on the Start Recording button. The video clips on the <i>Timeline</i> will begin to play in the <i>Preview Area</i> . Begin recording by looking into the camera and speaking into the microphone (if Record audio is enabled).
Stop Recording	Ends the voice narration process.	Click on the Stop Recording button. The <i>Save</i> dialog box displays. Give this recording a name and choose Save .
Record selection	Automatically ends the recording process when the seek bar comes to the end of the selection highlighted on the <i>Timeline</i> .	Make sure this option is enabled before clicking on the Start Recording button.
Record until end of clip	Automatically ends the recording process when the seek bar comes to the end of the current clip.	Make sure this option is enabled before clicking on the Start Recording button.
Record until end of Timeline	Automatically ends the recording process when the seek bar comes to the end of the entire <i>Timeline</i> .	Make sure this option is enabled before clicking on the Start Recording button.

Option	Description	Use
Available video devices.	Gives you a list of cameras that you can record from.	Choose the desired camera device from the dropdown menu. A preview will display within the <i>Preview</i> window.
Camera Properties		This screen is populated by your camera device. Consult your camera's documentation for information on these options
Video Format		This screen is populated by your camera device. Consult your camera's documentation for information on these options
Default	Allows you to reset the camera settings to their original settings.	Click on the Default button.
Record Audio	Allows you to include sound in your camera recording.	Enable this option to include sound with your camera recording. Choose the way you want to record sound using the Audio input source option.
Mute speakers during recording	This option will mute the speakers as you record. This is an important option to consider since the clip that you are recording camera video for might already have audio. If the audio is playing while you are recording, then the microphone will pick up that sound as well.	Make sure this option is enabled before clicking on the Start Recording button.
Audio device	Allows you to choose the correct audio device.	Choose the correct device from the dropdown menu.
Audio input source	Allows you to choose the type of device that will be used to record audio.	Choose the correct device from the dropdown menu.
Input level	Allows you to control the level of sound during recording.	Raise the bar to increase the input level. Lower the bar to decrease the input level.
Finished	Saves your changes and exits back to the main screen.	Once you have finished your camera recording , click on Finished at the top of the <i>Record Picture-in-Picture (PIP) options</i> task page. You will return to the <i>Picture-in-Picture (PIP) properties</i> task page. Notice that your camera recording has been updated to the status table. Choose Finished at the top of this task page to exit back to the <i>Timeline</i> .

Modify the Look of a Picture-in-Picture Recording

Note: For information on creating a PIP camera recording, see **Add a Picture-in-Picture Recording to my Timeline**.

Once you have recorded a PIP camera video it is easy to change how the PIP looks as it resides on top of the main video. Changes that you can make include the following:

- ▶ Position
- ▶ Size
- ▶ Opacity
- ▶ Border
- ▶ Drop Shadow
- ▶ Fading
- ▶ Show/Hide properties

Modifying a Picture-in-Picture Video

Note: In order to modify a picture-in-picture camera video clip, you must first have a project opened within Camtasia Studio with a PIP clip already on the *Timeline*.

1. Within Camtasia Studio on the *Timeline*, double click on the PIP video clip that you want to modify.
2. The *Modify Picture-in-Picture (PIP)* options task page appears.
3. Make the desired modifications and then choose **OK**. The modifications are updated to the *Preview Area*.
4. You will return to the *Picture-in-Picture (PIP)* properties task page. Choose **Finished** at the top of this task page to exit back to the *Timeline*.

Use these options to modify an existing *Picture-in-Picture* recording.

Option	Description	Use
Size	Allows you to resize the PIP video within the main video.	Within the <i>Preview Area</i> , grab a corner of the PIP video and drag it to the desired size.
Position	Allows you to move the PIP video to a different location within the main video.	Within the <i>Preview Area</i> , place the cursor over the center portion of the PIP video. Click down and hold, then, move the PIP to the desired location.
Opacity	Allows you to change the opacity of the PIP video. Changing the opacity to a number that is less than 100% allows part of the main video to show through the PIP.	Drag the slider bar to the desired opacity percentage. The <i>Preview Area</i> will update the look. Continue to change the opacity until you achieve the desired results.
Include Border	Allows you to include a border around your PIP.	Enable the Include border option. Chose the color by clicking on the Color button. Choose the color from the palette and then click OK .
Drop shadow	Allows you to include a drop shadow around your PIP.	Enable the Drop shadow option.

Option	Description	Use
Shadow direction	Allows you to choose the direction of the drop shadow.	From the dropdown menu, choose the desired direction.
Fade PIP video in and out	Allows you to slightly fade the PIP in and out. This gives the PIP a smoother transition into or out of the main video.	Enable the Fade PIP video in and out option.
Show/Hide PIP video	Allows you to hide part of the PIP. When the PIP is hidden, only the underlying main video clip is visible.	On the <i>Timeline</i>, use the seek bar to make a selection across a PIP clip. The Hide PIP and Show PIP options become enabled. Click on the Hide PIP to hide the PIP clip. The hidden portion of the PIP clip is denoted on the <i>Timeline</i> with a tan color. To see the PIP clip once again, highlight the tan portion of the PIP and click on the Show PIP button.

Add Callouts to my Clips on the Timeline

A *Callout* is a graphic that you can add to the *Timeline* so that when the video is produced, the image 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, they can give additional tutorial or instructional information.

Turning your *Callout* into a *Flash Hot Spot* allows you to add interactivity to a callout when it is produced as a Flash SWF movie. Adding interactivity is very nice for making chapters in your video that the viewer can easily jump to, or, for taking the viewer to a website after they have finished watching the video.

Fast Facts about Callouts

- This option is only available while in *Timeline* view.
- *Callouts* come in a variety of different shapes and styles.
- *Callouts* are totally customizable, allowing you to change the color, font, opacity, size, text, and more.
- You can create new *Callouts* by importing your own graphics.
- *Callouts* are editable after they have been added to your video.
- Automatically adjust the position of a *Callout* on the *Timeline* by dragging it to a new location within the clip.
- On the *Timeline*, within a clip, automatically adjust the duration of a *Callout* by dragging either end of it to make the duration shorter or longer.
- When creating your *Callout*, enable the *Hot Spots* option to add interactivity.

Working with Callouts

Note: In order to add a *Callout*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

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

The *Callouts* option screen appears. Click on the desired *Callout* link, choosing from the following options.

Option Link	Description & Use
Add Callout	Click on this link to add a new <i>Callout</i> to your video. You will be taken to the <i>Callout Properties</i> screen.
Modify Selected Callout	To modify or edit an existing <i>Callout</i> , first highlight the <i>Callout</i> that you want to edit within the <i>Callout List Box</i> and then click on this link. You will be taken to the <i>Callout Properties</i> screen.
Copy Selected Callout	Allows you to copy an existing <i>Callout</i> that can then be pasted elsewhere on the <i>Timeline</i> . To copy a <i>Callout</i> , first highlight the desired <i>Callout</i> in the <i>Callout List Box</i> . Next, click on the Copy selected Callout link.
Paste Callout	Once a <i>Callout</i> has been copied, you can then paste it elsewhere on the <i>Timeline</i> . To paste a <i>Callout</i> , move to the desired location on the <i>Timeline</i> . Place the seek bar where you want the <i>Callout</i> to be. Click on the Paste Callout link. The <i>Callout</i> will be added to the <i>Timeline</i> . Notice also that the <i>Callout</i> has been added to the <i>Callout List Box</i> with the same name as the original with a version number appended to it. This lets you know at a glance which <i>Callouts</i> are copies.

Option Link	Description & Use
Remove Selected Callout	To remove a particular <i>Callout</i> from the video, first highlight the <i>Callout</i> within the <i>Callout List Box</i> and then click on this link. The <i>Callout</i> will be removed from the list and the <i>Timeline</i> .
Remove all Callouts	To remove all <i>Callouts</i> from the video, click on this link. All of the <i>Callouts</i> will be removed from the list and the <i>Timeline</i> .
Finished	Saves your changes and exits back to the main screen. Once you have finished with your <i>Callouts</i> , click on Finished .

Adding a Callout

Note: In order to add a *Callout*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

To add a *Callout* to your *Timeline*, click on *Callouts* in the *Task List*. Within the *Callouts* task page, click on the **Add Callout** link. The *Callout Properties* task page appears. Follow these step-by-step instructions.

1. While in the *Callout Properties* task page, on the *Timeline*, position the seek bar where the *Callout* will be inserted.
2. From the **Callout Type** dropdown menu, choose the desired *Callout* type. The available styles will display in thumbnail view underneath the **Callout Type** field. Use the mouse to select a style. The *Callout* will now be visible in the **Preview Area**.
3. Within the **Fill Color** field, choose the desired color.
4. Within the **Border Color** field, choose the desired color.
5. If you would like to add interactivity to this *Callout*, enable the **Make Flash Hot Spot** option. The **Flash Hot Spot Properties** button will become enabled. Click on that button and select the desired options. For detailed information on each of these options, see **Flash Hot Spot Properties**.
6. In the **Text** fields, select the desired font, font size, and other font attributes.
7. Within the **Text** box, enter the desired text. The text will update to the *Preview Area* so you can see how your *Callout* looks.
8. Choose all other **Callout Properties** using the check boxes at the bottom of the task page.
9. On the *Preview Area*, click and drag the *Callout* to move it or to resize it.
10. When you have your *Callout* just like you want it, click the **OK** link at the top of the screen.
11. Notice that the *Callout* has been added to the data box on the *Callouts* task page. At this time, you can rename the *Callout*, copy it, or add another one. See **Add Callouts to my Clips on the Timeline** for more information on these options.
12. When you are done with your *Callout*, click on the **Finished** link at the top of the screen. You will now return to the *Clip Bin* view.

Callout Properties Description Table

The following table describes each of the options found in the *Callout Properties* screen along with its use. Use the options to add a new *Callout* or to modify an existing *Callout*.

Option	Description	Use
Callout Type	The <i>Callout Type</i> dropdown menu allows you to choose which kind of <i>Callout</i> you would like to use. Choose from various arrows, bubbles, rectangles, and more.	Click on the Callout Type arrow to reveal the dropdown menu. Use the mouse to select the desired type. Once the type has been selected, the available styles will display in thumbnail view underneath the Callout Type field. Use the mouse to select a style. Once selected, the <i>Callout</i> will display on the <i>Preview Area</i> .
Fill Color	This option allows you to change the color of the inside of the <i>Callout</i> .	Click on the Fill Color button to display the palette. Use the mouse to select the desired color. Choose OK . The color will be updated to the thumbnail view.
Border Color	This option allows you to change the color of the border surrounding the <i>Callout</i> .	Click on the Border Color button to display the palette. Use the mouse to select the desired color. Choose OK . The color will be updated.
Restore Shape Defaults	This option allows you to change the attributes of the <i>Callouts</i> back their original settings.	Click on the Restore Shape Defaults button. The defaults will be reset for the current shape only.
Make Flash Hot Spot	Adding <i>Flash Hot Spots</i> to your <i>Callouts</i> allows you to add interactivity to produced Flash SWF movies.	Enable the Make Flash Hot Spot option. The Flash Hot Spot Properties button will become enabled. Click on that button and select the desired options. For detailed information on each of these options, see Flash Hot Spot Properties . When editing a <i>Callout</i> , disable this option to remove the <i>Flash Hot Spot</i> properties from the <i>Callout</i> .
Font	Choose the font style.	Choose the font from the dropdown menu.
Font Size	Choose the font size.	Choose the size from the dropdown menu.
Font Attributes	Choose the font attributes such as bold, italic, or underline. Also choose the font color and apply a drop shadow if desired.	Click on the desired button.
Font Alignment	Choose the alignment of the font within the <i>Callout</i> . Choose from left, middle, or right justified.	Click on the desired button.
Text Box	Type the actual text that will go into your <i>Callout</i> .	Enter the text in the Text box. As you type, the <i>Preview Area</i> will continually update as you work.

Option	Description	Use
Fade In	This option allows your <i>Callout</i> to gently fade into the video rather than suddenly displaying.	Enable this option to fade the <i>Callout</i> in.
Fade Out	This option allows your <i>Callout</i> to gently fade into the video rather than suddenly disappearing.	Enable this option to fade the <i>Callout</i> out.
Add Drop Shadow	This toggles turns the drop shadow on or off for the <i>Callout</i> .	Enable this option to add a drop shadow to the <i>Callout</i> . Disable this option to remove the drop shadow.
Keep Aspect Ratio	Allows you to keep the aspect ratio of the <i>Callout</i> as it is sized.	Enable this option to keep the aspect ratio during sizing. Disable this option to resize the <i>Callout</i> from any direction.
Opacity	Determines the opacity level of your <i>Callout</i> .	Slide the bar to increase or decrease the level of opacity.
Shape Size Width Height X, Y	These fields contain the size and placement coordinates of the <i>Callout</i> .	To size the <i>Callout</i> , in the <i>Properties Area</i> underneath the options, grab a handle on the green box and drag until it is the correct size. Move the <i>Callout</i> by grabbing the green box and dragging the <i>Callout</i> to a new location. The <i>Preview Area</i> will continually update as you work.
Cancel	Discards your edits and returns you to the main screen without making any changes to the audio file(s).	Click on the Cancel link.
OK	Saves your edits and returns you to the main screen.	Click on the OK link.

Creating a Custom Callout

Note: In order to add a *Callout*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

You can create you own *Callout* using BMP, GIF, PNG, or JPEG graphic files.

To add a *Custom Callout* to your *Timeline*, click on *Callouts* in the *Task List*. Within the *Callouts* task page, click on the **Add Callout** link. The *Callout Properties* task page appears. Follow these step-by-step instructions.

1. While in the *Callout Properties* task page, on the *Timeline*, position the seek bar where the *Callout* will be inserted.
2. Click on the *Custom Callouts* button. The *Custom Callout Manager* dialog box appears.
3. Click on the **New Custom Callout** button. The *Select Image File* dialog box appears. Browse and select the image file you wish to incorporate as a *Callout*.

4. Choose **Open** to update the image to the *Custom Callout List* box and close the *Select Image File* dialog box.
5. In the **Description** field, enter a description for this *Callout*.
6. If you have a symmetrical image, enable the **Vector grow properties** option at the bottom of this screen. This option allows the graphic to remain smooth and intact while sizing with no loss in image quality.
7. Choose **OK**. Your new *Callout* will be updated to the last position in the *Callout Type* dropdown list. Use the mouse to select it. The *Callout* will now be visible in the **Preview Area**.
8. Within the **Fill Color** field, choose the desired color.
9. Within the **Border Color** field, choose the desired color.
10. If you would like to add interactivity to this *Callout*, enable the **Make Flash Hot Spot** option. The **Flash Hot Spot Properties** button will become enabled. Click on that button and select the desired options. For detailed information on each of these options, see **Flash Hot Spot Properties**.
11. In the **Text** fields, select the desired font, font size, and other font attributes.
12. Within the **Text** box, enter the desired text. The text will update to the *Preview Area* so you can see how your *Callout* looks.
13. Choose all other **Callout Properties** using the check boxes at the bottom of the task page.
14. On the *Preview Area*, click and drag the *Callout* to move it or to resize it.
15. When you have your *Callout* just like you want it, click the **OK** link at the top of the screen.
16. Notice that the *Callout* has been added to the data box on the *Callouts* task page. At this time, you can rename the *Callout*, copy it, or add another one. See **Add Callouts to my Clips on the Timeline** for more information on these options.
17. When you are done with your *Callout*, click on the **Finished** link at the top of the screen. You will now return to the *Clip Bin* view.

Custom Callout Manager Options Description Table

The following table describes each of the options found in the *Custom Callout Manager* screen along with its use. Use the options to add a new *Callout*, modify an existing *Callout*, or remove a custom *Callout*.

Note: You can only remove *Callouts* that are not currently in use on the *Timeline*.

Option	Description	Use
Custom Callout List	Lists the name and location of the custom <i>Callouts</i> that you have added to your project.	Highlight a <i>Callout</i> in the list. A preview displays. If desired, click on the Remove Selected Callout button to delete this image from the list.
New Custom Callout	Allows you to use an existing image file as a <i>Callout</i> . Choose any BMP, GIF, JPEG, or PNG image.	Click on the New Custom Callout button. The <i>Select Image File</i> dialog box appears. Browse and select the image file you wish to incorporate as a <i>Callout</i> . Choose Open to update the image to the <i>Custom Callout List</i> box and close the <i>Select Image File</i> dialog box.

Option	Description	Use
Remove Selected Callout	Allows you to remove an existing image file being used as a custom <i>Callout</i> .	Highlight a <i>Callout</i> in the list. A preview displays. Click on the Remove Selected Callout button to delete this image from the list. The image will immediately be removed.
Graphic File	Allows you to view the path and name of an image in the Custom Callout List . This is a read only field.	Highlight a <i>Callout</i> in the list. The path and name of the file will display.
Description	Use this field to give this <i>Callout</i> a name.	Highlight a <i>Callout</i> in the <i>Custom Callout List</i> . In the Description field, backspace out or highlight and overwrite the current name and enter the new name. Click elsewhere in the <i>Custom Callout List</i> box to update the new name.
Text Indent	This determines the margins around the edge of the <i>Callout</i> when text is entered.	Enter the margin in pixels for each side.
Vector Grow Properties	Choose the coordinates that will allow the symmetrical image to grow smoothly as it is resized.	Enable the Vector Grow option. Next, enter the X Coordinate and Y Coordinate in pixels.
Vector Grow	Allows the graphic to remain smooth and intact while sizing. It does this by taking a vertical line (the X Coordinate), and a horizontal line (the Y-Coordinate) from the image and when you expand the image it makes that line repeat over and over and over to make the image larger. Because of this type of resizing, there is no loss in image quality. This option only works if you have a symmetrical graphic.	If you have a symmetrical image, enable this option. The Vector Grow Properties will become enabled.
OK	Saves your edits and returns you to the <i>Callout Properties</i> screen.	Click on the OK button.
Cancel	Discards your edits and returns you to the <i>Callout Properties</i> screen without making any changes.	Click on the Cancel button.
Help	Opens and displays the Camtasia Studio online help.	Click on the Help button.

Flash Hot Spot Properties

The *Flash Hot Spots* option allows you to add Flash interactivity to a *Callout* within a produced Flash SWF movie. Adding interactivity to your *Callouts* is very nice for making chapters in your video that the viewer can easily jump to, or, for taking the viewer to a website after they have finished watching the video.

Warning! *Callouts with a Hot Spot* are not compatible with PIP video. This is because you must use SWF output to enable the Callout with a Hot Spot. However, SWF output is not the best choice for real world video or camera video.

Note: *Callouts with a Hot Spot* are only available for use with SWF output. No other output format can use this feature.

Note: This option is only available while in *Timeline* view.

Note: In order to add a *Callout with a Flash Hot Spot*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Fast Facts about Callouts with a Flash Hot Spot

- You can add as many *Callouts with a Flash Hot Spot* to a video as desired. However, it is best to wait until you have completed **all of your edits** before adding your *Callouts with a Flash Hot Spot*.
- When the produced video that contains a *Callout with a Flash Hot Spot* is playing and the *Callout with Hot Spot* is encountered that has a **Pause at end of callout** attribute applied to it, the video will stop. It is then that the viewer must take some action.
- Once a *Callout with a Flash Hot Spot* is created, you can edit it or delete it.
- Once a *Callout with a Flash Hot Spot* is inserted, it will be displayed on the *Timeline* on the *Callouts* track shaded in pink.

Working with a Callout with a Flash Hot Spot

To access the *Flash Hot Spot Properties* dialog box, click on *Callouts* in the *Task List*. Within the *Callouts* task page, click on the **Add Callout** link. The *Callout Properties* task page appears.

1. While in the *Callout Properties* task page, on the *Timeline*, position the seek bar where the *Callout* will be inserted.
2. Enable the **Make Flash Hot Spot** option. The **Flash Hot Spot Properties** button will become enabled.
3. Click on that button. The *Flash Hot Spot Properties* dialog box appears.

Flash Hot Spot Properties Options Description Table

The following table describes each of the options found in the *Flash Hot Spots Properties* dialog box along with its use. Use these options to both add a new *Callout with a Hot Spot* or to modify an existing *Callout with a Hot Spot*.

For step-by-step directions on adding a *Callout* with or without a *Flash Hot Spot*, see **Add Callouts to my Clips on the Timeline** and **Adding a Callout**.

Option	Description	Use
Pause at end of callout	Causes the video to pause at the end of the <i>Callout</i> when the movie is playing. At this time, the viewer must take some action in order to continue viewing the movie.	Enable the Pause at end of callout option.
Click to Continue	Sets the action for the <i>Hot Spot</i> in the produced movie. This action requires that the viewer click on the <i>Callout with Hot Spot</i> on the screen to continue watching the video.	Enable the Click to Continue option.
Go to frame at time	This action requires that the viewer be taken to a specific frame within the video.	Enable the Go to frame at time option. Enter the frame reference that the viewer will go to when the end of the <i>Callout with Hot Spot</i> is reached or clicked on.
Go to Marker	This action requires that the viewer be taken to a specific <i>Marker</i> within the video.	Enable the Go to marker option. Use the dropdown list to select the Marker that the viewer will go to when the end of the <i>Callout with Hot Spot</i> is reached or clicked on.
Jump to URL	This action requires that the viewer be jumped to a particular URL address.	Enable the Jump to URL option. Enter the URL reference that the viewer will go to when the end of the <i>Callout with Hot Spot</i> is reached or clicked on.
OK	Saves your edits and returns you to the <i>Callout Properties</i> screen.	Click on the OK button.
Cancel	Discards your edits and returns you to the <i>Callout Properties</i> screen without making any changes.	Click on the Cancel button.
Help	Opens and displays the Camtasia Studio online help.	Click on the Help button.

Add Zoom-n-Pan Effects to my Video

Zoom-n-Pan effects will allow you to zoom in and out on certain areas of the video, calling attention to and allowing your audience to see important screen movements or actions that they might not see otherwise.

The *Zoom-n-Pan* option works by inserting key frames that tell Camtasia Studio when to zoom in and when to zoom out. Key frames are simply markers that you place on the desired frames in the video clips.

Typically, key frames are used in pairs, one key frame to zoom in and one to zoom back out.

Note: If only one key frame is used and it is set to zoom in, the rest of the video will playback at the key frame's set magnification until the end since there is no key frame giving Camtasia Studio direction to zoom back out.

Note: In order to add a *Zoom-n-Pan Key Frame*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Fast Facts about Zoom-n-Pan Key Frames

- This option is only available while in *Timeline* view.
- When setting up your key frames, you can choose the location of the magnification, the amount of magnification to apply, and the zoom speed.
- You can add as many key frames to a video as desired. These do not need to be entered all at once but can be added as you add clips to the *Timeline*.
- Once a key frame is created, you can edit it or delete it.
- If you choose, you can delete all key frames at one time using the *Zoom-n-Pan* edit options.
- Once a key frame is inserted, it will be displayed on the *Timeline* on the *Zoom-n-Pan* track.

Adding Zoom in and Zoom Out Key Frames to the Timeline

To add a *Zoom-n-Pan Key Frame* to your *Timeline*, click on *Zoom-n-Pan* in the *Task List*. Within the *Zoom-n-Pan* task page, click on the **Add Zoom-n-Pan Key Frame** link. The *Zoom-n-Pan Properties* task page appears. Follow these step-by-step instructions to create a key frame that will zoom in and one that will zoom out.

1. While in the *Zoom-n-Pan Properties* task page, on the *Timeline*, position the seek bar where the *Zoom in Key Frame* will be inserted.
2. Within the **Size** group box, choose the size that you want to zoom to. Overall, this is the size of the rectangle that will be zoomed on. For more help with each of these options, see **Zoom-n-Pan Properties Options**.
3. Alternatively, look under these options for a preview area. That area has a green box in it. Use this box to size the *Zoom in Key Frame*. Use the regular *Preview Area* to see how the video will look when zoomed in on.
4. Within the **Zoom speed** group box, choose the speed that you want to zoom in with.
5. To move the *Zoom in Key Frame* to the desired location on the video, look under these options for a preview area. That area has a green box in it. Drag this box to move the *Zoom in Key Frame* to the correct position. Use the regular *Preview Area* to see how the video will look when zoomed in on.
6. When you have your *Zoom in Key Frame* just like you want it, click the **OK** link at the top of the screen.
7. Notice that the *Zoom-n-Pan Key Frame* has been added to the data box on the *Zoom-n-Pan* task page. At this time, you can rename the *Zoom-n-Pan Key Frame*.
8. At this time, you will still be in the *Zoom-n-Pan* task page. On the *Timeline*, position the seek bar where the *Zoom out Key Frame* will be inserted.

9. Once again click on the **Add Zoom-n-Pan Key Frame** link. The *Zoom-n-Pan Properties* task page appears.
10. While in the *Zoom-n-Pan Properties* task page, within the **Size** group box, choose the **Show entire video** option. For more help with each of these options, see **Zoom-n-Pan Properties Options**.
11. Click the **OK** link at the top of the screen. Click on the **Finished** link at the top of the screen. You will now return to the *Clip Bin* view.

Play your video in the *Preview Area* to see how your *Zoom-n-Pan Key Frames* look. Double-click on a key frame on the *Timeline* to modify it if necessary.

See also **Zoom-n-Pan Properties Options**.

Zoom-n-Pan Properties Description Table

The following table describes each of the options found in the *Zoom-n-Pan* task page along with its use. Use the options to add a new *Zoom-n-Pan Key Frame* or to modify an existing *Zoom-n-Pan Key Frame*.

Option Link	Description & Use
Add Zoom-n-Pan key frame	Click on this link to add a new <i>Zoom-n-Pan key frame</i> to your video. You will be taken to the <i>Zoom-n-Pan Properties</i> screen. For complete instructions on using each of the <i>Zoom-n-Pan key frame</i> options, see the following section entitled Zoom-n-Pan Properties Options .
Modify Zoom-n-Pan key frame	To modify or edit an existing <i>Zoom-n-Pan key frame</i> , first highlight the <i>Zoom-n-Pan key frame</i> that you want to edit within the <i>Zoom-n-Pan key frame List Box</i> and then click on this link. You will be taken to the <i>Zoom-n-Pan Properties</i> screen. For complete instructions on using the <i>Zoom-n-Pan</i> options, see the following section entitled Zoom-n-Pan Properties Options .
Remove Selected Zoom-n-Pan key frame	To remove a particular <i>Zoom-n-Pan key frame</i> from the video, first highlight the <i>Zoom-n-Pan key frame</i> within the <i>Zoom-n-Pan key frame List Box</i> and then click on this link. The <i>Zoom-n-Pan key frame</i> will be removed from the list and the <i>Timeline</i> .
Remove all Zoom-n-Pan key frame	To remove all <i>Zoom-n-Pan key frames</i> from the video, click on this link. All of the <i>Zoom-n-Pan key frames</i> will be removed from the list and the <i>Timeline</i> .
Show zoom rectangles	Enable this option to always view the <i>Zoom-n-Pan key frames</i> in the <i>Preview Area</i> when the video is being played.
Finished	Saves your changes and exits back to the main screen. Once you have finished with your <i>Zoom-n-Pan key frame</i> , click on Finished .

Zoom-n-Pan Properties Options

The following table describes each of the options found in the *Zoom-n-Pan Properties* task page along with its use. Use the options to add a new *Zoom-n-Pan Key Frame* or to modify an existing *Zoom-n-Pan Key Frame*.

To access the *Zoom-n-Pan Properties* dialog box, click on *Zoom-n-Pan* in the *Task List*. Within the *Zoom-n-Pan* task page, click on the **Add Zoom-n-Pan Key Frame** link. The *Zoom-n-Pan Properties* task page appears.

Option	Description	Use
Show Entire Video	When this option is enabled and the video is playing, this key frame will “tell” Camtasia Studio to display the entire video.	Enable this option.
Standard Zoom Size	When this option is enabled and the video is playing, this key frame will “tell” Camtasia Studio to zoom in on the area of the video defined by the zoom box. Choose from several predefined zoom boxes.	Enable this option. From the dropdown menu, choose the desired size. Move the green zoom rectangle to the desired place in the <i>Properties Area</i> below the options. The <i>Preview Area</i> will continually update as you work.
Custom Zoom Size	When this option is enabled and the video is playing, this key frame will “tell” Camtasia Studio to zoom in on the area of the video that was custom defined.	Enable this option. Either enter the known values in the Width and Height fields or, grab a handle on the green rectangle in the <i>Properties Area</i> and drag to the desired size. The <i>Preview Area</i> will continually update as you work and the Width and Height fields will also update to match your selection.
Keep Aspect Ratio	Allows you to keep the aspect ratio of the <i>Zoom-n-Pan key frame</i> as it is sized. This prevents the area that is being zoomed-in on from being distorted.	Enable this option to keep the aspect ratio during sizing. Disable this option to resize the <i>Zoom-n-Pan key frame</i> from any direction.
Position	These fields contain the placement coordinates of the <i>Zoom-n-Pan key frame</i> .	Either enter the known values of the desired position of the <i>Zoom-n-Pan key frame</i> or, within the <i>Properties Area</i> , move the <i>Zoom-n-Pan key frame</i> by grabbing the green box and dragging the <i>Zoom-n-Pan key frame</i> to a new location. The <i>Preview Area</i> will continually update as you work and the X Coordinate and Y Coordinate fields will also update to match your selection.
Zoom Speed	Allows you to set the speed for the zooming.	Choose either Slow , Fast , or Instant .

Option	Description	Use
Cancel	Discards your edits and returns you to the main screen without making any changes to the audio file(s).	Click on the Cancel link.
OK	Saves your edits and returns you to the main screen.	Click on the OK link.

Add a Title Clip to the Timeline

The *Title Clips* feature allows you to add a graphic and/or text:

- ▶ Before a clip on the *Timeline* to act as a title.
- ▶ Between clips on the *Timeline* to function as a chapter heading.
- ▶ At the end of your video to feature your credits or other important information.

Title Clips can be saved and exported as image files so they can easily be imported into other video projects that you are working on.

Note: In order to add a *Title Clip*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Fast Facts about Title Clips

- This option is only available while in *Timeline* view.
- You can add as many *Title Clips* to a video as desired.
- Once a *Title Clip* is created, you can edit it or delete it.
- *Title Clips* are essentially editable images that you create using the *Title Clip* options.
- Once a *Title Clip* is created, it will be placed in the *Clip Bin*. From there, you will need to drag it down to the *Timeline* in order for it to be included in the produced video.
- Title Clips are placed on the main Video track.
- *Title Clips* are editable from within the *Clip Bin*. To edit a *Title Clip* that is in the *Clip Bin*, right-click on it. From the context menu, choose **Edit Title Clip**. It is important to know that edits made to *Title Clips* within the *Clip Bin* **do not** get updated to any instances of that *Title Clip* that are already on the *Timeline*.
- *Title Clips* are editable from within the *Timeline*. To edit a *Title Clip* that is on the *Timeline*, double-click on it. The *Title Clips* task page opens. Make the desired edits, and then choose **OK**. The Title Clip on the Timeline will be updated. It is important to know that edits made to *Title Clips* on the *Timeline* **do not** get updated to any instance of that *Title Clip* that is in the *Clip Bin*.

Creating a Title Clip

To add a *Title Clip* to your *Timeline*, click on *Title Clips* in the *Task List*. As you create your *Title Clip*, the Preview Area will be updated with your changes. Follow these step-by-step instructions.

1. Within the **Title Name** field give this *Title Clip* a name. This name will not display within the video.
2. If you would like to use an existing image as the background for this *Title Clip*, click on the *Browse* button located in the *Background* group box . A standard *Browse* dialog box displays. Choose any BMP, GIF, JPG, or PNG image file. Click **Open** to update your image file to the *Title Clips* task page.
3. Click on the **Color** button to change the color of your background.
4. In the **Text** group box, change any of the font attributes.
5. In the **Text** box, enter the text that you want displayed in your *Title Clip*.
6. When you have your *Title Clip* just like you want it, click the **OK** link at the top of the screen.
7. You will now return to the *Clip Bin* view. Your Title Clip will be located under the Title Clip group. To include this Title Clip in the produced video, drag it to the *Timeline*.

Title Clip Properties Options

The following table describes each of the options found in the *Title Clips* screen along with its use. Use the options to add a new *Title Clip* or to modify an existing *Title Clip*.

To access the *Title Clip Properties* dialog box, click on *Title Clips* in the *Task List*. The *Title Clips* task page appears.

Option	Description	Use
Title Name	Allows you to name this <i>Title Clip</i> . The name displays when the seek bar hovers over the <i>Title Clip</i> on the <i>Timeline</i> .	Type the title in the space provided. Or, simply accept the default title.
Background Image	This option allows you to change the color of the inside of the <i>Callout</i> .	If you would like to use an existing image as the background for this <i>Title Clip</i> , click on the <i>Browse</i> button located in the <i>Background</i> group box  . A standard <i>Browse</i> dialog box displays. Choose any BMP, GIF, JPG, or PNG image file. Click Open to update your image file to the <i>Title Clips</i> task page.
Background Color	This option allows you to change the color of the background.	Click on the Color button to display the palette. Use the mouse to select the desired color. Choose OK . The color will be updated.
Font	Choose the font style.	Choose the font from the dropdown menu.
Font Size	Choose the font size.	Choose the size from the dropdown menu.
Font Attributes	Choose the font attributes such as bold, italic, or underline. Also choose the font color and apply a drop shadow if desired.	Click on the desired button.
Font Alignment	Choose the alignment of the font within the <i>Callout</i> . Choose from left, middle, or right justified.	Click on the desired button.
Text Box	Type the actual text that will go into your <i>Callout</i> .	Enter the text in the Text box. As you type, the <i>Preview Area</i> will continually update as you work.
Cancel	Discards your edits and returns you to the main screen without making any changes to the audio file(s).	Click on the Cancel link.
OK	Saves your edits and returns you to the main screen.	Click on the OK link.

Add a Flash Quiz to my Timeline

The *Flash Quizzes* feature allows you to insert quizzes into your project which will display when your project is produced as a Flash (SWF) movie file. Each movie can have multiple quizzes and, each quiz can have multiple questions. During the production process, you can choose to add a packaged e-learning lesson using SCORM compliant output that is available for use with most LMS applications.

Note: *Flash Quizzes* are only available for use with SWF output. No other output format can use this feature.

Note: In order to add a *Flash Quiz*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Fast Facts about Flash Quizzes

- This option is only available while in *Timeline* view.
- You can add as many *Flash Quizzes* to a video as desired.
- You can as many questions to a *Quiz* as desired.
- You can add up to eight answer options per question.
- Once a *Quiz* or *Question* is created, you can edit it or delete it.
- Once a *Quiz* is created, it will be placed on the *Timeline*.
- Title Clips are placed on the *Quiz* track.
- *Quizzes* are editable from within the *Timeline*. To edit a *Quiz* that is on the *Timeline*, double-click on it. The *Flash Quiz Manager* task page opens. Make the desired edits, and then choose **OK**. The *Quiz* on the *Timeline* will be updated.
- SCORM compliant output is available.

Creating a Flash Quiz

To add a *Flash Quiz* to your *Timeline*, click on *Flash Quiz* in the *Task List*.

1. Within the *Flash Quiz Manager* task page, click on the **Create a new quiz** link. You will be prompted to give this *Quiz* a name.
2. Enter the name and then press <**Enter**> on the keyboard. You will be taken to the *Question Properties* task page. For complete instructions on using each of the *Question* options, see the following section entitled **Question Properties Options**.
3. In the **Question** field, type the desired question and then press <**Enter**> on the keyboard. You will be moved into the **Answer** section.
4. Type an answer and then press <**Enter**> on the keyboard to enter another answer option. Continue in this manner until all of the desired answer options have been entered.
5. Once all of the answers are completed, place a check mark next to the correct answer.
6. In the **Numbering** field, choose how you would like your questions to be numbered.
7. In the **Submit button text** field, enter the text that you would like to display, if different than the default. This is the text that prompts the viewer to submit their answer to the question.
8. In the **Correct response text** field, enter the text that you would like to display, if different than the default. This is the text that tells the viewer that their answer was correct.
Note: This option is disabled when using the SCORM output option.
9. In the **Incorrect response text** field, enter the text that you would like to display, if different than the default. This is the text that tells the viewer that their answer was incorrect.
Note: This option is disabled when using the SCORM output option.

10. In the **Number of attempts** field, enter the number of times a viewer can try to get a correct answer.
Note: This option is disabled when using the SCORM output option.
11. In the **Action if number of attempts exceeded** field, enter the action that should occur if a viewer exceeds their number of attempts when trying to get a correct answer.
Note: This option is disabled when using the SCORM output option.
12. Click on the **Preview the Question** button to see how your question will look and behave. Close the Preview Window when you have completed the preview.
13. When you have your *Question* just like you want it, click the **OK** link at the top of the screen.
14. Notice that the Quiz and the question have been added to the data box on the *Flash Quiz Manager* task page. At this time, you can add another question to this Quiz or add another Quiz to the video.
15. When you are done with your Quizzes, click on the **Finished** link at the top of the screen. You will now return to the *Clip Bin* view.

Flash Quiz Manager Options

To add a *Flash Quiz* to your *Timeline*, click on *Flash Quiz* in the *Task List*. The *Flash Quiz Manager* task page appears. Click on the desired *Callout* link, choosing from the following options.

Option Link	Description & Use
Create a new quiz	Click on this link to add a new <i>quiz</i> to your video. You will be prompted for a Quiz name. Enter the name and then press <Enter> on the keyboard. You will be taken to the <i>Question Properties</i> task page. For complete instructions on using each of the <i>Question</i> options, see the following section entitled Question Properties Options .
Add a Question to a selected Quiz	Click on this link to add a new <i>question</i> to your quiz. First, click on the quiz that you want to add a question to. You will be prompted for a Quiz name. Click on the Add a Question to a selected Quiz link. You will be taken to the <i>Question Properties</i> task page. For complete instructions on using each of the <i>Question</i> options, see the following section entitled Question Properties Options .
Modify Selected Question	Click on this link to modify or edit a <i>question</i> to your quiz. First, click on the question that you want to modify. Click on the Modify Selected Question link. You will be taken to the <i>Question Properties</i> task page. For complete instructions on using each of the <i>Question</i> options, see the following section entitled Question Properties Options .
Delete Selected Quiz/Question	To remove an entire <i>Quiz</i> or a question from a quiz, first select the quiz or the question and then click on this link. The <i>Quiz</i> or question will immediately be removed from the list and the <i>Timeline</i> .
Delete all	To remove all <i>Quizzes</i> from the video, click on this link. All of the <i>Quizzes</i> will be removed from the list and the <i>Timeline</i> .
Report results using SCORM (Quiz feedback will be disabled)	Enable this option to have your quiz output the score in SCORM compliant format. When using this option, the immediate feedback option will be disabled. This means that the viewer taking the quiz will not receive any feedback letting them know if they chose a correct or incorrect answer.
Finished	Saves your changes and exits back to the <i>Clip Bin</i> view. Once you have finished with your <i>Quiz</i> , click on Finished .

Question Properties Options

The following table describes each of the options found in the *Question Properties* screen along with its use. Use these options to add a new question or to modify an existing question.

To access the *Questions Properties* dialog box, click on *Flash Quiz* in the *Task List*. Within the *Flash Quiz Manager* task page, click on the **Create a new Quiz** link. Enter a name for this Quiz and then press <Enter> on the keyboard. The *Question Properties* task page appears.

Option	Description & Use
Quiz name	Type the name of the quiz in this field.
Question	Type the desired question and then press <Enter> on the keyboard. You will be moved in to the Answer section.
Answers	Type an answer and then press <Enter> on the keyboard to enter another answer option. Continue in this manner until all of the desired answer options have been entered.
Place a check mark next to the correct answer	Once all of the answers are completed, place a check mark next to the correct answer.
Add	Click on Add to add another answer option to this quiz.
Delete	Highlight an answer option and then click on Delete to delete that answer from this question.
Move Up	To change the placement of an answer option, highlight an answer option and then click on Move Up . The answer will move up in the list. Continue moving up until the desired location is reached.
Move Down	To change the placement of an answer option, highlight an answer option and then click on Move Down . The answer will move down in the list. Continue moving down until the desired location is reached.
Numbering	From the dropdown list, choose how you would like your questions to be numbered.
Submit button text	In this field, enter the text that you would like to display, if different than the default. This is the text that prompts the viewer to submit their answer to the question.
Correct response text	In this field, enter the text that you would like to display, if different than the default. This is the text that tells the viewer that their answer was correct. Note: This option is disabled when using the SCORM output option.
Incorrect response text	In this field, enter the text that you would like to display, if different than the default. This is the text that tells the viewer that their answer was incorrect. Note: This option is disabled when using the SCORM output option.
Number of attempts	Enter the number of times a viewer can try to get a correct answer. Note: This option is disabled when using the SCORM output option.

Option	Description & Use
Action if number of attempts exceeded	In this field, enter the action that should occur if a viewer exceeds their number of attempts when trying to get a correct answer. Choose from: Continue: This option will cause the video to continue playing. Jump to Time: This option will cause the video to jump to a particular location within the video. When this option is selected, the time reference fields become enabled. Enter the desired time reference in the field given. To determine a time reference, use the seek bar to hover over the Timeline. The time reference will display in a tool tip. Note: This option is disabled when using the SCORM output option.
Preview the Question	Click on the Preview the Question button to see how your question will look and behave. Close the <i>Preview Window</i> when you have completed the preview.
Cancel	Discards your edits and returns you to the main screen without making any changes to the audio file(s). Click on the Cancel link.
OK	Saves your edits and returns you to the main screen. Click on the OK link.

Add Transitions between Clips on the Timeline

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*.

Note: In order to add a *Transition*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Fast Facts about using Transitions

- *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.

Adding Transitions to the Timeline

1. Within the *Task List*, click on **Transitions**. The *Transition* options will display in the *Task Area*. Note that once you choose *Transitions*, you will automatically be taken to the *Storyboard* view.
2. The *Transition* effects are on the left hand side of the screen. Double-click on a *Transition* effect to see it play in the *Preview Area*. You can also highlight a *Transition* and then click on the **Play** button  to see the *Transition* effect.
3. Test several *Transitions* to see how they display. Once you decide on a *Transition* that you like, drag it to the *Storyboard* in the desired location. Once placed on the *Storyboard*, an image depicting the *Transition*'s effect will display in the placeholder.
4. Continue to add *Transitions* until each of the desired placeholders are filled. These can all be the same *Transition* or different ones.
5. When you are done, choose **Finished** in the *Transitions* Task List will close and you will return to the main screen.

Adjust the Audio of a Clip on the Timeline

Adjusting the audio of a clip on the *Timeline* is easy to do. There are several different ways for you to adjust the audio including fading in and out as well as the ability to increase or decrease the audio.

Overall, to adjust the volume of a particular area of the *Timeline*, use the seek bar to highlight that section and then click on the desired audio button.

To adjust the volume for the entire *Timeline*, simply click on the desired audio button.

Do you have more than one audio track on the Timeline?

If there is more than one audio track on the *Timeline*, when a selection is made on the *Timeline*, **ALL** of the audio tracks will be affected by the audio edits that are going to be applied.

To ensure that **only** the desired audio track is affected by the audio edits, first click on the lock icon  to lock the audio tracks that you **do not** want to adjust. Then, make your selection using the seek bar and click on the desired audio editing tool button.

When you are done applying the audio edits, unlock the other tracks by clicking on the unlock icon .

Replacing Existing Audio with Silence

The **Replace with Silence**  option replaces the audio selection with silence. Unlike the delete or cut option, this option will record silence over the existing waveform. The length of the waveform will therefore remain the same.

1. Make a selection on the *Timeline*.
2. Click on the **Replace with Silence** button.
3. The audio will be replaced with silence.

Audio Editing Toolbar Description Table

The following table describes each of the audio tools used for making adjustments to your audio clips along with their use.

Button	Tool Name	Use
	Fade In Fades in the volume of the audio track.	Fade In a Clip's Audio Track To fade in the volume of a clip's audio track, first use the seek bar to highlight the section that you want to fade in. Next, click on the Fade In button. The audio wave form will be adjusted for the fade in.
	Fade Out Fades out the volume of the audio track.	Fade Out a Clip's Audio Track To fade out the volume of a clip's audio track, first use the seek bar to highlight the section that you want to fade in. Next, click on the Fade Out button. The audio wave form will be adjusted for the fade out.

Button	Tool Name	Use
	Volume Up Increases the volume of the audio track.	Increase the Volume of a Clip's Audio Track To increase the volume of a clip's audio track, first use the seek bar to highlight the section that you want to increase. Next, click on the Volume Up button. The audio wave form will be adjusted.
	Volume Down Decreases the volume of the audio track.	Decrease the Volume of a Clip's Audio Track To decrease the volume of a clip's audio track, first use the seek bar to highlight the section that you want to decrease. Next, click on the Volume Down button. The audio wave form will be adjusted.

Package a Video as a Pack & Show Executable File

This option allows you to package your video for easy one-step distribution to your users. Pack and Show creates a Windows-executable file that users can simply double-click to unpack the file, install the TSCC codec and Camtasia Player (if you have included them), and play the movie.

Note: The TSCC codec is built into the Camtasia Player. This means that you do not need to install the TSCC codec on the host machine in order to view the video with the TSCC if you are using Player for playback.

You have the options to include the TSCC codec and Camtasia Player in the package, so that they will be automatically installed on the user's computer.

When users receive the .EXE file, they simply double-click it to unpack it, install TSCC if desired, and show the movie.

- ▶ There are two advantages to Pack and Show:
- ▶ Users get everything they need to view a TSCC-encoded movie.
- ▶ The packaging process may reduce the size of files to be distributed without affecting the movie quality. For example, when the movie contains uncompressed audio, the audio quality will be unaffected by packaging.

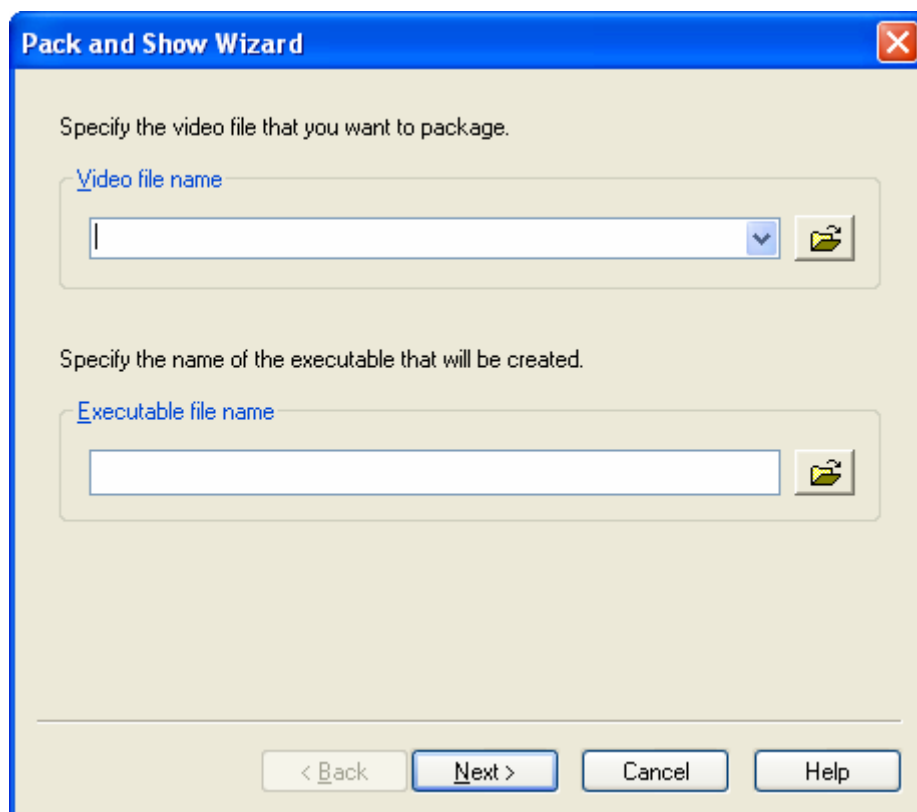
Instructions for using Pack and Show

Note: Depending on which type of video you select to package, the second *Pack and Show Wizard* screen explained in *Step 2* below will be different than the one shown in this particular set of instructions. This is because each type of video (SWF, AVI, WMV, etc.) has its own set of unique options that will need to be set during the Pack and Show packaging process.

Note: The example shown in this set of instructions walks you through the **AVI Pack and Show** process. This is because this option contains many more options than either a SWF or WMV video file which typically will only have one or two options to choose from. Therefore, when creating a *Pack and Show* file, use these simple instructions substituting the wizard screen that is shown here in *Step 2* with the one shown for **your specific** video type. After you have completed the second wizard screen, choose **Next** to continue with *Step 3*.

Step 1: Creating a Pack and Show File

Choose **File > Pack and Show**. The following *Pack and Show Wizard* dialog box appears.



In the **Video File Name** field, click on the **Browse** button  to browse and select the desired video. The name of the executable file and its path is automatically populated in the **Executable File Name** field based upon the name of the video that was chosen. It is stored in the same directory as your selected video. You can accept the default entry or enter a new file name and/or path.

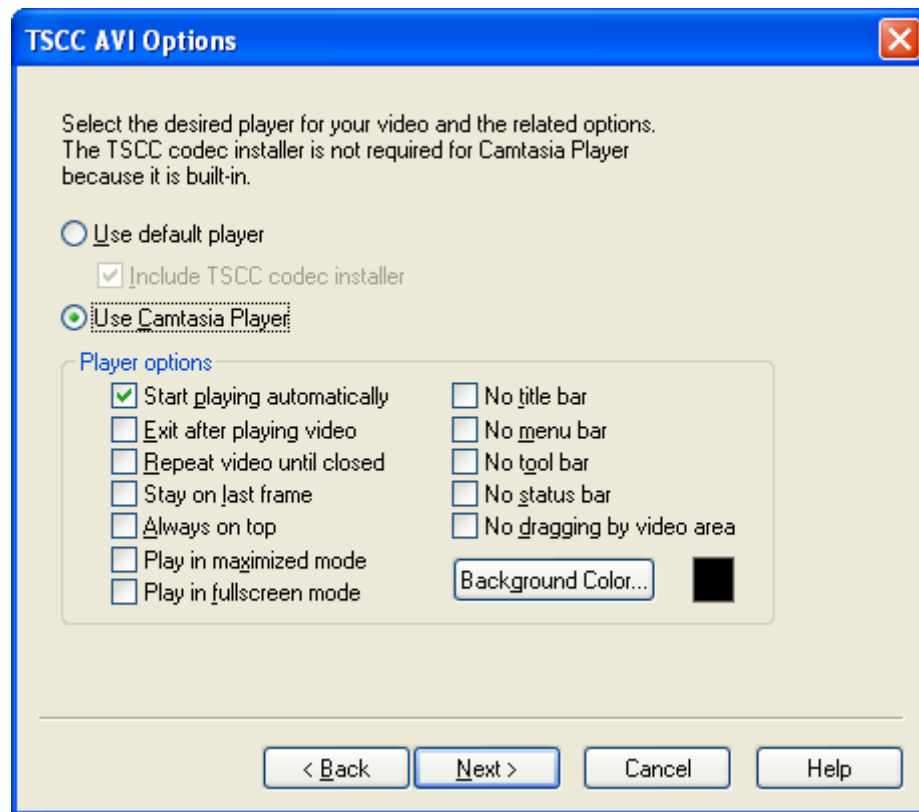
Once these fields are filled in, choose **Next**.

Step 2: Selecting the Pack and Show Options

Note: At this time, depending on which type of video you selected to package, the wizard screens will be different from the one shown. This is because each type of video has its own set of unique options that needs to be set during the *Pack and Show* process. Therefore, substitute the wizard screen that is shown here in *Step 2* with the one shown for **your specific** video type. Each file format *Options* screen will have instructions for selecting the desired options. After you have completed your second *wizard* screen, choose **Next** to continue with *Step 3*.

The *Pack and Show Options* dialog box is displayed for your specific type of video file format.

In this example, the *TSCC AVI Options* dialog box appears for packaging an AVI video that has the TSCC codec built into it.



If you would like to use the default player that is on the host PC instead, then select the **Use default player** option. If desired, check the **Include TSCC codec installer** option.

By default, the Use Camtasia Player option is selected. The TSCC codec is built into the Camtasia Player. This means that you do not need to install the TSCC codec on the host machine in order to view the video with the TSCC if you are using Player for playback. Select the desired Player options. (Each of these is described in the following table.)

Player Options Description Table

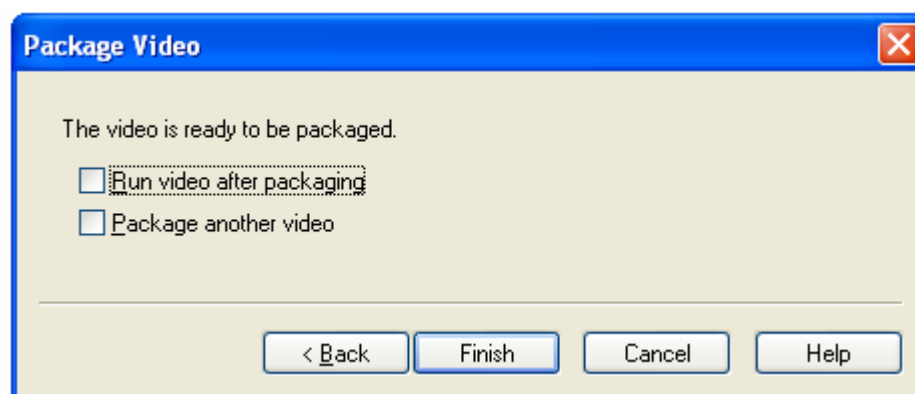
The following table describes each of the Player options that can be included in your Pack and Show video.

Player Option	Description
Start playing automatically	Starts Player as soon as the <i>Pack and Show</i> executable is double-clicked on.
Exit after playing movie	Player closes automatically as soon as video is done playing.
Repeat movie until closed	Automatically repeats movie until Player is manually closed by user.
Stay on last frame	Player stops on and displays last frame when video finishes.
Always on top	Player will reside as the topmost application on the desktop.
Play in maximized mode	Player operates as in maximized mode.
Play in full screen mode	Player operates as a full screen.
To title bar	No title bar displays while Player is running.
No menu bar	No menu bar displays while Player is running.
No toolbar	No tool bar displays while Player is running.

Player Option	Description
No status bar	No status bar displays while Player is running.
No dragging by movie area	You cannot drag the video around the screen.
Background Color	Sets the background color. This is the color that is seen around the video if the video size does not take up the full screen when the full screen option is enabled. Click on the Background Color button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the <i>Pack and Show</i> dialog box.

Step 3: Select Package Video Options

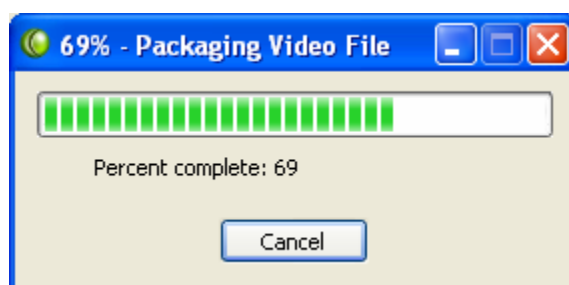
The *Package Video* dialog box appears.



- ▶ Enable the **Package another movie** option to package another movie using this wizard.
- ▶ Enable the **Run movie after packaging** option to play the video after it has been packaged.

Step 4: Finishing Up

Choose **Finish** to start the packaging process. The packaging will begin and a status bar will display to alert you to the progress.



After the packaging process is complete, the video file is now packaged into an executable file and stored on your computer. If you opted to play the video after packaging, it will automatically begin playing.

To distribute the video, simply ship the file with the .EXE extension, instructing the recipient to double-click the file to open and play it.

Creating your Final Video: Production Tutorials

When you have set the timing and sequence of your video clips, still images, callouts, quizzes, and voice narration on the *Timeline*, you are ready to produce your final video into a distributable and sharable format. This process, also called rendering, assembles all of the audio, video, and images into one video file, based on the sequence you have established on the *Timeline*.

For topics that discuss producing, see the following:

- ▶ **Create an Interactive Table of Contents using Markers**
- ▶ **Turn my Final Clips and Elements into a Video**
- ▶ **Share my Produced Video**
- ▶ **Batch Produce Several Camtasia Studio Projects at One Time**
- ▶ **Recommend my Production Settings Wizard**
- ▶ **Help Me Choose a File Format**
- ▶ **Advanced Production Wizard**

Create an Interactive Table of Contents using Markers

Note: For this process, in order to add a *Marker*, you must first have a project opened within Camtasia Studio with clips already on the *Timeline*.

Note: For information on setting Markers while you are recording, see **Add Markers while Recording**.

A **Marker** allows you to add a bookmark or placeholder within your video providing easy navigation points for your viewer.

When your video is produced in conjunction with the table of contents option found in the *Production Wizard*, the *Markers* will display as hyperlinks in the HTML page.

Fast Facts about Markers

- Each *Marker* that you add to your project will be represented on the *Timeline* on the *Markers* track.
- Double-click on a *Marker* icon on the *Timeline* to access the *Marker Name* dialog box. Use the *Marker Name* dialog box to enter a name for a *Marker*. The name that you enter here will display within the interactive *Index* in the produced video.
- *Marker* names are displayed on the *Timeline* when the mouse hovers over the *Marker*.
- The *Marker* name will display within the interactive *Index* in the produced video.

Adding a Marker

1. Place the seek bar at the location where you want to add a Marker.
2. Choose **Edit > Add a Marker**. A *Marker* will be added to the *Timeline*.
3. Double-click on the *Marker* within the *Markers* track on the *Timeline* to access the *Marker Name* dialog box. Give this Marker a name.
4. Choose **OK**.

Production Wizard Marker Options Description Table

The following table describes each of the *Marker Options* that are found within the *Markers* screen in the Production Wizard.

Marker Option	Description
Include a table of contents with my produced video	Enable this option to include an interactive table of contents in the produced video. Note: For <i>Advanced Production Wizard</i> , this option must be used in conjunction with the Embed Video into HTML option found in the <i>Video Options</i> screen. If the Embed Video into HTML option has not been enabled, use the Back button to back up to the previous screen. Enable this option and then choose Next to continue.
Produce multiple files based on my Markers	Note: This option is for use with the <i>Advanced Production Wizard</i> . Enable this option to create and produce individual videos based on <i>Markers</i> that have been set during the editing process. You will be prompted in the next screen to supply a name for each of the individual videos that will be created.
Which Markers would you like to use as table of contents Markers?	Enable the individual <i>Markers</i> you would like to have included within the interactive index within the HTML page.

Turn my Final Clips and Elements into a Video

At some point during the production of your Recorder videos, you are going to run into this problem: How do I share this video with someone else?

This is one of the most important questions you will need to answer before you begin to produce your video using the *Advanced Production Wizard* since it directly impacts the type of video format you will choose.

To produce your video, within the *Task List* in Camtasia Studio, click on the **Produce video as..** link. The *Production Wizard Welcome* screen appears. Overall, there are two different ways to produce your video—both using a wizard format.

► First, the easy-to-use **Recommend my Production Settings Wizard** takes you through the video production process based on the distribution method that you choose. With this option, simply answer a few questions about your *Timeline* content and distribution channel and you are set to go. It is highly recommended that you produce your first few videos using this production wizard.

To continue, see **Recommend my Production Settings Wizard**.

► The second option uses the **Advanced Production Wizard**. This option (which is also easy to use), allows you more flexibility over your final video file format as well as the ability to customize frame rates, video and audio codecs, etc.

To continue, see **Help Me Choose a File Format** and **Advanced Production Wizard**.

Share my Produced Video

The final step in creating your video is to actually share it with your viewing audience. By not only supporting all the popular video and animation standards, Camtasia Studio also allows you to reach a broad audience by giving you many different ways to distribute your videos including CD-ROM, Flash Web menu, DVD, e-mail, and more. And, since your video was created as a project file, you can reproduce your video over and over again using different file formats that lend themselves to a particular distribution channel.

Camtasia Studio offers several solutions.

Publish a Video for Web Distribution

Theater for Camtasia Studio adds DVD-like navigation to your screen videos in Flash format. Using Theater's menu, your users can quickly navigate between multiple Flash movies or view them all in a pre-defined sequence. Theater presentations can be viewed online and on CD-ROM.

See:

- ▶ **Recommend my Production Settings Wizard**
- ▶ **Web Distribution Production Option**
- ▶ **Theater Tutorials**

Create an Interactive CD Menu using Camtasia MenuMaker

Camtasia MenuMaker allows you to create an attractive menu from which to launch your video, document, graphic, and other multimedia files. Using MenuMaker, you can easily create a CD-ROM that will launch with the custom menu displayed—a perfect way to distribute information to customers, students, workgroups, and more.

You can make your menu from a number of different templates that are included with MenuMaker, templates that are available for download from the Camtasia Studio Web site, or you can make your own customized template. Additionally, you can include all types of files in your menu such as document files, graphic files, multimedia files, etc. The only stipulation for the inclusion of files is that the host application necessary to run the files resides on the PC that is used to launch the files.

See:

- ▶ **A Close-Up Look at Camtasia MenuMaker**
- ▶ **MenuMaker Tutorials**
- ▶ **Camtasia MenuMaker Menu Options**

Create a Pack and Show Self Executing File

Pack and Show allows you to package your video and the TSCC codec as a Windows-executable file (.EXE). When users receive the .EXE file, all they have to do is to run the executable.

They can immediately watch the video at the same high resolution you saw when recording the video. In addition, the packaging process may reduce the size of files to be distributed without affecting the video quality. Pack and Show executable files can be distributed on a CD or as an e-mail attachment.

Plus, you can include Camtasia Player, a small, simple, and standalone player, optimized for desktop videos. The video plays back in the original size and image quality, just as you recorded it.

See:

► **Package a Video as a Pack & Show Executable File**

Send the Video as an E-mail Attachment

Use the e-mail production option within the **Recommend my Production Settings Wizard** to produce your video in an e-mail friendly format. At the end of production process, Camtasia Studio opens a new e-mail for you with your video contained as an attachment.

See:

- **Recommend my Production Settings Wizard**
- **E-Mail Distribution Production Option**

Write to a CD- ROM

Use the CD production option within the **Recommend my Production Settings Wizard** to produce your video in an CD-ready format. Include an auto-run file so your video will play as soon as it is put in the CD tray on the viewer's PC.

See:

- **Recommend my Production Settings Wizard**
- **CD Distribution Production Option**

Create a DVD-Ready Video File

Use the DVD production option within the **Recommend my Production Settings Wizard** to produce your video in a DVD-ready AVI format. This means that Camtasia Studio will properly size and encode your video with the highest quality options for use with most 3rd party DVD authoring software applications. Just import your final AVI video into your DVD project and you're ready to go.

See:

- **Recommend my Production Settings Wizard**
- **DVD-ready Distribution Production Option**

Batch Produce Several Camtasia Studio Projects at One Time

The *Batch Production* option allows you to batch process multiple Camtasia Studio projects using the *Batch Production Wizard*. This option is especially helpful for those user's who create many projects and would like to batch produce them all at once, maybe even overnight, in order to save time during the work day.

Producing takes place though the use the *Production Wizard*. This option is found in the *Task List* under **Produce > Produce Video As** or under **File > Produce Video As**.

The easy-to-use wizard presents a series of wizard panels that prompt you for the information needed to batch produce your videos.

To begin the Batch Production

1. From within the *Task List*, choose **Produce > Batch production** or choose **File > Batch Production**. The *Select Files* dialog box appears.
2. Click on the **Add Files/Projects** button to add the projects to produce. The *Select Files and Projects to batch Produce* dialog box appears.
3. Browse and select the desired files. To select multiple files, hold down the <CTRL> key while selecting the files with the mouse.
4. Choose **Open**. If you have added any files in error, highlight them and choose the **Remove Selected** button.
5. When you have all your files added to the *File Name* list, click on **Next**.

Selecting the Profiles to use

The *Batch Production Profile Options* screen appears. Choose how to apply the profiles to the projects being produced. Choose **Next**.

If you chose the **Use a different profile for each file/project** option, then you will be at the *Select Profiles* screen.

1. Use the dropdown menu in the **Profile Name** field to select a profile for each file in the list.
2. To create or edit a profile, choose the **Profile Manager** button.
3. When you have assigned all your projects a profile, choose **Next**.
4. You will be at the *Batch Wizard Output* screen. Click on the **Browse** button and select the desired output folder to house the videos.
5. Choose **Finish**.
6. The processing will begin. Continue with the topic entitled **About the Processing** found below.

If you chose the **Use one profile for all files/projects** option, then you will be at the *Batch Wizard Output* screen.

1. Click on the **Browse** button and select the desired output folder to house the videos.
2. Choose **Finish**.
3. The processing will begin. Continue with the topic entitled **About the Processing** found below.

About the Processing

After you choose **Finish**, the batch processing will immediately begin. As the batch process proceeds, you will see the status of each projects being produced.

Once the batch processing is complete, you will see the *Production Results* dialog box.

This results box gives you valuable information about your produced files such as the start and end times, the named of the produced video, and where the files are stored once they were produced.

Choose **Close** to exit the *Production Results* dialog box.

Recorder Tutorials

Recording your screen is the primary cornerstone or building block for the videos that you will be producing. Therefore, it is important that you learn how to record the screen in a clean, steady, professional manner.

Additionally, in order to get just the right look in your videos, you will want to explore all of the different effects that you can use when recording such as

This chapter contains tutorials and information on the features found within Camtasia Studio Recorder.

See the following topics for step-by-step instructions.

► **Record a Video Using Single Frame Capturing**

► **Record a CPU-Intensive Program**

► **Record Using Zoom and Pan**

► **Add Markers while Recording**

► **Draw on the Screen while Recording**

► **Annotate while Recording using ScreenPad**

► **Working with ScreenPad Shapes**

Record a Video Using Single Frame Capturing

Note: This option is only available when recording as AVI output—not with Camrec output. For more information on this topic, see **About** Camtasia Studio's .camrec Files.

Single Frame is the capture option that captures just one frame at a time. With this option selected, Recorder is always in a paused state. These still frames can be saved as an AVI file to create a slide show or make a "stop frame animation" style video.

When using this option, the **Record** button is used just like a camera shutter button. Every time you press it, you take a still picture of the screen. You can repeat the capture as many times as needed, and you can change the contents of the capture region between captures to achieve the desired motion effect.

This way, you can arrange the screen without the camera recording your actions. When the screen suits your needs, you simply take a picture. Obviously, this works great for a slide show, because you can include as many different scenes as you require. For an animation-type video, you can condense a longer video by recording only the key steps of a sequence.

This option also works well with the Time-lapse capture mode. For example, by setting the Time-lapse playback frame rate to 1 frame per 10 seconds, you can use Single Frame capture to add slides, each of which is displayed for 10 seconds.

To Use Single Frame Capture

1. Within Recorder, from the menu bar, select **Tools > Options > Capture Tab > Enable the Single Frame** option. This is a toggle that you enable by selecting the option once and disable by selecting it again. When the option is enabled, a check mark appears next to the option.
2. If a tip appears, read it and then click **Close**.
3. Set any other capture options, including *Input*, *Effects*, and *Preferences*.



4. To capture a frame, click on the **Record** button.
5. Repeat the capture as many times as needed. You can change the contents of the capture region between captures to achieve whatever motion effect you want.
6. When you are finished recording your video, click the **Stop** button  to save your video. Or, press the **F10** key on the keyboard.

After you Record

After you make a recording, you will have a chance to preview that recording within the Preview Window and decide if you would like to save it or delete it.

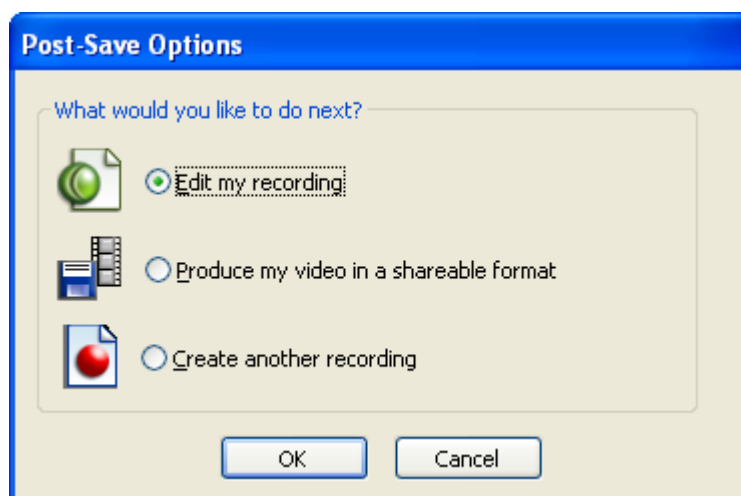
If you choose to delete it, click on the **Delete** button. You will be taken back to Recorder where you can click

the **Record** button  to make another recording. If you choose to save, continue with the directions given below.

Saving the Recording

If you choose to save your recording, you will be taken to a standard *Save* dialog box that allows you to give this recording a name and to choose a location for saving. Once you name your file, choose **OK**.

The *Post-Save Options* dialog box displays. You will now need to make a decision on what you would like to do.



Edit my recording

If you choose this option, you will be taken into Camtasia Studio. Your video will be in the Clip Bin and on the Timeline, ready for you to edit. When you choose save, you will be saving a Camtasia Studio project. In order to create a video that is in a sharable file format, you will need to produce.

Continue with the following topics:

- ▶ **Learning about the Timeline**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video**
- ▶ **Creating your Final Video: Production Tutorials**

Produce my video in a shareable format

If you choose this option, you will be taken into the *Production Wizard*. Choose the **Recommend my Production Settings** production option to step through a production process that is based on how you want to distribute or share your video.

Continue with **Recommend my Production Settings Wizard**.

Create another recording

If you choose this option, you will be taken back to Recorder where you can record another video. Once you are all done recording, import your recording files into Camtasia Studio in order to edit them and produce into a shareable format.

Continue with **Import Other Media Files into My Camtasia Studio Project** and **Quickly Create a Camtasia Studio Project and Completed Video**.

Record a CPU-Intensive Program

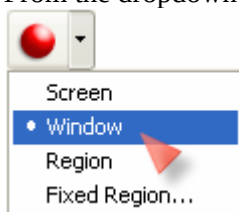
Some programs, such as video games or 3D CAD animations, have lots of motion between frames, very subtle color gradients, and “scrolling” (i.e., the entire screen area updates continuously). When they play, they place a heavy demand on your computer’s processor, and so when you try to record them using Camtasia Recorder, you might at first get black screens, stuttering, or other unsatisfactory results.

Oftentimes, turning off hardware acceleration in your system can solve the problem. But if disabling hardware acceleration results in performance problems in the program you are trying to record or in Camtasia Recorder, try the following three-step process.

Note: For best results, before you begin, close all other Windows applications before attempting to record.

Part 1: Set Up Recorder to Capture a CPU-Intensive Program

1. In Camtasia Recorder, click on the down arrow next to the **Capture** button.
From the dropdown menu, choose **Window**.



Window allows you to easily capture the complete application window or even the entire screen with just one click.

Select **Tools > Options > Streams tab**.

2. In the *Screen Video Options* group box, click to remove the checkmark in the **Auto-Configure** option box, and then enter a frame rate of 10 in the **frames/sec** field.
3. Click the **Video Setup** button. The *Video Compression Setup* dialog box displays. From the **Compressor** drop-down list, select the Microsoft MPEG-4 Video Codec V-2, and then click **OK**.

Note: If this codec is not available in the Compressor drop-down list, you may download the Windows Media Codecs 8.0 Installation Package, free of charge, from the [Microsoft Windows Media download web site](#).

4. Choose the **Capture** tab. Enable **Pause before starting capture**, **Report dropped frames**, and **Round frame rate to a 4 pixel boundary**.
5. Choose **OK**.

Note: If you do not enable the Round frame rate to a 4 pixel boundary option, then you will not be able to record your AVI. If you attempt to record your AVI without using this option, your recording will be halted and you will be instructed to enable this option.

Part 2: Set Up PC's Display Properties to Capture a CPU-Intensive Program

Right-click on the *Desktop* and select **Properties**. The *Display Properties* dialog box will appear.

1. Choose the *Settings* tab. Click and drag the **Screen Resolution** slider to 800 x 600 and choose **OK**.
Note: You can also try a screen resolution of 640 x 480. To get Windows XP to display at 640 x 480 (but with 256 colors), continue with steps 3 through 5.
2. Choose the **Advanced** button and select the **Adapter** tab to display the following dialog box:
3. Choose the **List All Modes** button to open the following dialog box:
4. From the List All Modes dialog box you can select a 640x480 mode. Make sure the mode you select has a refresh rate of 75 Hertz or higher.

At this time, Camtasia Recorder is ready to capture the program.

Part 3: Recording the CPU-Intensive Program

1. Open the CPU-intensive program or game you want to record. (If it's a game, press <Alt + Enter> to view it in a window.)
2. When you are to the point in the game or program that you want to record, pause the game or player.
3. Press **F9** on the keyboard to arm Recorder (If you have **Disable hardware acceleration during capture enabled**, your screen may temporarily go black).
4. Restart the game or player. To start recording, click on the window that contains the game or program you want to record.

Note: To toggle Recorder between **Pause** and **Play**, press <F9>.

5. When you are finished recording, press **F10** on the keyboard to stop the Recorder. (If you have **Disable hardware acceleration during capture enabled**, your screen may temporarily go black).
6. The *Save Video File As* dialog box displays. Specify a name and location for the video, and then click **Save**.

Record Using Zoom and Pan

Using Camtasia Recorder's *Zoom and Pan* options make videos both more focused and professional.

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

Recorder includes a number of different Zooming options. **Zoom In** and **Zoom Out** focuses into or away from the area in increments, while **Zoom To** will zoom directly to a certain size, specific region, window, or the full screen.

AutoZoom allows you to zoom between views with a smooth appearance by controlling the speed of the image scaling. Zoom Undo reverts back to the last zoom size and toggles between the last two zoom sizes.

If you choose the **Center Zoom** Effect, Recorder always centers the new capture area over the old capture area. In the final video, the visual effect is that Recorder automatically pans the image so it stays centered over the previous area. You also have the option of choosing smooth interpolated scaling and smooth scale during *AutoZoom*.

To reduce file size and help focus the viewer's attention, use Recorder's **Panning** features to capture the area where the action is and ignore the inactive areas. To manually Pan the area being captured, point to the frame of the defined capture area and use click and drag to move it across the screen. Use the **AutoPan** feature to have the capture area follow the mouse.

Zoom In and Zoom Out Hotkeys

You can also instruct Recorder to perform zoom operations during capture with the Zoom In and Zoom Out Hotkeys. Using a hotkey is useful because you can zoom in and out without having to pause and resume recording. You also have total and immediate control over the amount of Zooming.

The **Zoom In Hotkey** zooms in on the recorded area, and you can press the hotkey additional times to zoom closer. The **Zoom Out Hotkey** zooms out from the recorded area, and you can press the hotkey additional times to zoom farther away. Zoom In and Out quickly and invisibly with Hotkeys.

Setting Zoom Options

1. In Camtasia Recorder, select **Effects > Options**. The *Effect Options* dialog box displays.
2. Click the **Zoom** tab to set up zooming and panning options for your videos. Select the desired zoom settings.
3. When you are finished selecting your zoom and pan options, click the **OK** button. The *Effects Options* dialog box will close.

Zooming and Panning While Recording

The **Zoom and Pan** toolbar is available only during recording. You can use these buttons to set zoom and pan options while recording is paused (before you click the **Record** button or press **F9** the second time).

Note: Once you have made your *Zoom* tab selections, you must enable the corresponding zoom and pan options from the **Zoom and Pan** toolbar or the *Effects* dropdown menu **before** the effects are used during the recording process.

1. Select **View > Zoom & Pan Toolbar** to display the Zoom and Pan toolbar.
2. When you are ready to start recording, click the **Record** button or press the Record hotkey. (The default Record hotkey is <F9>.)
3. As you record your video, use the controls described in the following table to switch easily between zooming and panning options.

Add Markers while Recording

Note: This option is only available with .camrec video file output. For more information on this topic, see **About** Camtasia Studio's .camrec Files.

A **Marker** allows you to add a bookmark or placeholder within your video providing easy navigation points for your viewer. You can easily add Markers while you are recording using a hotkey. The default hotkey for adding a Marker while recording is **Ctrl+Shift+M**.

When your video is produced in conjunction with the table of contents option found in the *Production Wizard*, the *Markers* will display as hyperlinks in the HTML page.

Overall, this process does not differ at all of the other recording that you will do. With the exception of pressing the hotkey, you will still use the same process that you have more than likely already become familiar with.

1. To begin, choose **Start > Programs > Camtasia Studio**. When the *Welcome* screen appears, choose the **Start a new project by recording the screen** option.
2. The *New Recording Wizard* appears. Choose the desired capture option. Choose **Next**.
3. Within the *Select...* screen, choose the Window or Region that you want to capture. Choose **Next**.
4. The *Recording Options* screen appears. Enable the **Record Audio** option if you would like audio with this recording.
Additionally, enable the **Record Camera** option. If you would like to have a preview of the camera display on the screen while you are recording, enable the **Camera Preview** option. **Note:** The preview window will not be recorded.
Choose **Next**.
5. The *Audio Settings* screen appears. In this screen, you will choose your **Audio Input Source** options. Choose from the following:
Microphone Audio: Choose this option if you only want to record from your microphone. This will be the most commonly used option.
Speaker Audio: Choose this option if you want to record the audio that is playing out of your speakers. With this option, you can also choose to record the microphone. To record from the microphone in conjunction with the speakers, enable the **Include microphone audio** option.
Manual Input Selection: To choose an audio input option other than the microphone or speakers, enable this option. From the dropdown list, choose the desired audio input device.
Important Note: If there is no audio coming through the selected source, the **Input Level** meter will not have any read out. You will need to either select a different audio input source or connect the desired source to your PC. Choose **Next**.
6. The *Camera Settings* screen appears. In this screen, you will choose your **camera video device** options. **Note:** This screen is populated from your camera's software. Please consult your camera's documentation for help with these settings. Choose **Next**.
7. Within the *Begin Recording* screen, take a moment to get familiar with two of the Record options that you will need to use: **Record** and **Stop**.
8. Also, enable the **Disable display acceleration during capture** option. This will give you the best recording results. When you choose this option, a tip will display. Read the tip about *Hardware Acceleration* and then choose **OK**.
9. Once you are ready to record, choose **Finish**. The wizard will minimize.
10. You will now be in the Recorder, ready to record. Click the **Record** button . Once you click record, your screen will momentarily go black. **This is normal and expected.**
11. As you record, press the Markers hotkey (**Ctrl+Shift+M**) to insert the *Markers*.

12. When you are done recording, click the **Stop** button  on the toolbar. Or, press the **F10** key on the keyboard.

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

After you Record

After you make a recording, you will have a chance to preview that recording within the *Preview Window* and decide if you would like to save it or delete it.

If you choose to delete it, click on the **Delete** button. You will be taken back to Recorder where you can click the **Record** button  to make another recording. If you choose to save, continue with the directions given below.

Saving the Recording

If you choose to save your recording, you will be taken to a standard *Save* dialog box that allows you to give this recording a name and to choose a location for saving. Once you name your file, choose **OK**.

The *Post-Save Options* dialog box displays.



Edit my recording

Choose this option. You will be taken into Camtasia Studio. Your video will be in the *Clip Bin* and on the *Timeline*, ready for you to edit. Your Markers will be on the Timeline as well.

When you choose save, you will be saving a Camtasia Studio project. In order to create a video that is in a sharable file format, you will need to produce.

Continue with the following topics:

- ▶ **Learning about the Timeline**
- ▶ **Create an Interactive Table of Contents using Markers**
- ▶ **Quickly Create a Camtasia Studio Project and Completed Video**
- ▶ **Creating your Final Video: Production Tutorials**

Draw on the Screen while Recording

The ScreenDraw feature allows you to draw on your desktop while you record a video. Make your videos lively and easier to understand by underlining, pointing, and illustrating with the freehand drawing tool. Or, you can draw various shapes on screen while recording in order to highlight and draw focus to a particular area. Your video can show your pen moving across the screen as you're recording, or you can pause the recording, then draw, and have your drawing appear already completed.

While recording, this feature is activated using the **ScreenDraw** toolbar button  or by using a customized hotkey. Using the ScreenDraw hotkey lets you even draw on popup menus. Additionally, you can draw various shapes, such as Highlight, Ellipse, Pen, Line, or Arrow.

Click on the **ScreenDraw** button to add a drawing to the video during recording.

The *ScreenDraw* option can also be activated from the menu bar in **Effects > Annotation > ScreenDraw**.

When this option is enabled for recording, a checkmark is placed next to the option in the dropdown menu.

This option is configured in the *Effects Options* dialog box under the *ScreenDraw* tab. Choose **Effects > Options > ScreenDraw**.

► Changing ScreenDraw Options While Recording

If you want to change ScreenDraw options after you have started recording, while ScreenDraw is operating, right-click over the capture area. The ScreenDraw menu will display:

Select one of the drawing tool options listed by clicking on a tool name or pressing the accelerator key listed next to the tool names. Once selection is made, resume drawing.

► Creating a ScreenDraw Hotkey

The *Tools Options* allow you to set options for your *ScreenDraw* hotkey shortcut stroke.

You can access the *Tool Options* by clicking on the **Options** button on the toolbar  or by choosing **Tools > Effects** from the Recorder menu bar.

A hotkey is a key or combination of keys that you push to run a command or operate a program. Use the Hotkeys tab to define the ScreenDraw hotkey. You can change the default hotkey to whatever you would like.

► To Create a Hotkey

To change the ScreenDraw hotkey, place a checkmark in one or more boxes below <CTRL>, <SHIFT>, or <ALT> if you want to include them in your hotkey combination for the selected action.

Select another keyboard key from the dropdown box. You can choose most keyboard keys here.

► Recorder ScreenDraw Options

The ScreenDraw tab allows you to define how the ScreenDraw tool will appear on the recording as you write.

To access the ScreenDraw tab, access the *Effects Options* dialog box by choosing **Effects > Options** from the menu bar or by selecting the **Options** tool on the toolbar .

You can also access the *ScreenDraw* tab by clicking on the small down arrow next to the **Options** button on the toolbar to reveal a dropdown menu. From the menu, choose **ScreenDraw**.

Within the *ScreenDraw* tab, make your selections and then choose **OK** to exit the *Effects Options* dialog box.

ScreenDraw Tab Options Description Table

The following table describes each of the *ScreenDraw* tab options.

ScreenDraw Tab Option	Description
Tool	From the dropdown menu, choose the desired tool for the drawing. As you choose a tool, a preview of the shape will appear in the preview window. Frame: Draw a frame (rectangular/square box) on the screen. Highlight: Draw a highlight rectangle on the screen. Ellipse: Draw an ellipse on the screen. Pen: Draw freehand on the screen. Line: Draw a straight line on the screen. Arrow: Draw an arrow on the screen.
Color	From the dropdown menu, choose the desired color for the drawing tool. As you choose a color, a preview will appear in the preview window.
Width	Using the up and down arrows, select a width for the drawing tool. As you choose a width, a preview will appear in the preview window.
Translucent	Selecting this option will allow the <i>ScreenDraw</i> object to be translucent or see-through on the screen. This allows most of the recording's background to come through the highlight.
Disable keyboard and cursor effects during <i>ScreenDraw</i>	Enabling this option with a checkmark will cause all keyboard and cursor activity to cease while the <i>ScreenDraw</i> option is being used. This allows the user's focus to be drawn to the <i>ScreenDraw</i> object, not other activity in the recording.

Annotate while Recording using ScreenPad

ScreenPad is a tool in Camtasia Recorder that lets you add various annotations while you are recording your video. Annotations include pre-made or user-created shapes or text boxes that are stored in ScreenPad libraries. By dragging and dropping one of these library annotations onto your screen, you are creating an "instance" of that annotation.

Once you have your ScreenPad annotations arranged on the screen just the way you want them, you can save them as a layout. A layout is simply an arrangement of one or more annotations. They are saved in the "Layouts" tab of the ScreenPad window. Whenever you open a layout, all images appear in the same position on the screen. For instance, if you combined the company's name and logo in a layout - they will always be placed on your screen in the same position. You can assign hotkeys to the layouts allowing you to cycle smoothly through them during recording without ever interrupting the creation of the video clip.

Continue with the following topics.

- ▶ **Working with ScreenPad Shapes**
- ▶ **Creating a New Shape**
- ▶ **ScreenPad's Opacity Overview**
- ▶ **Editing a Text Note from within a Library**
- ▶ **Editing an Instance of a ScreenPad Text Note**

- ScreenPad's Opacity Overview
 - ▶ **ScreenPad's Transparency Overview**

▶ Creating a New ScreenPad Shape from an Existing Image File ▶ Editing a ScreenPad Library Shape	ScreenPad's Transparency Overview ▶ <i>Applying ScreenPad's Transparency to a Shape</i>	▶ ScreenPad Text Note Edit Options while in Edit Mode ▶ Editing a ScreenPad Text Note's Opacity
▶ Editing a ScreenPad Instance of a Shape ▶ Editing a ScreenPad Shape's Text	Applying ScreenPad's Transparency to a Shape ▶ Editing a ScreenPad Image Editing a ScreenPad Image ▶ Working with ScreenPad Text Notes ▶ Creating a New ScreenPad Library Text Note	▶ Working with ScreenPad Library Icons
	Creating a New ScreenPad Library Text Note	

Working with ScreenPad Shapes

ScreenPad comes with a Shapes library called My Shapes. In this library you will find some basic shapes like sticky notes, callouts, boxes etc.

When talking about a shape, it is important to understand that a shape consists of several different attributes. These are the graphic image of the shape, the shape's size, the text found within the shape, and the opacity of the shape. Using ScreenPad's built-in editing features, each of these individual attributes are able to be customized in order to give you the exact look that you desire for your video.

When working with shapes, you can:

- Organize your shapes by creating new libraries.
- Create a new shape from an imported GIF, BMP or JPEG image.
- Make part of a shape transparent.
- Define the opacity of the shape.
- Design and draw your own shapes on a blank canvas.
- Add text to shapes.
- Edit a shape's color or add annotations such as lines, rectangles, etc.

Creating a New Shape

The following instructions will take you through the process of creating a 'blank' shape. A blank shape is simply an opaque white shape that has not had any image, text, or opacity editing done to it. Overall, creating a blank shape is the first step that is required when wanting to create any shape from scratch (versus importing a ready-made image to use for a shape). Once a blank shape is created, you can save it as-is or edit its different attributes.

To create a new shape:

1. From within Recorder, select menu options **View > ScreenPad** or click the **ScreenPad** icon on the toolbar. The ScreenPad appears.
2. Select the Library in which you want to add the new shape. If you have not created any other libraries, then there will only be one library: My Shapes.
3. Right-click over an existing shape in the library and select New Shape or choose **Edit > New Shape**.
4. The *New Annotation* dialog box appears.
5. Enter the Name of the new shape in the **Name** field. The name given here will be displayed in the library.
6. Make sure the **Blank** radio button is selected.
7. Set the shape dimensions (in pixels). If you don't know the exact size right now, this can be changed later.
8. If you would like to add a text caption to the inside of the shape, type it in the text box.
9. Click **OK**. The new shape is created and displayed on the screen. The shape is also added to the *ScreenPad Library*.

Creating a New ScreenPad Shape from an Existing Image File

The ScreenPad allows you to import images (GIF, BMP or JPEG) to use when creating new shapes. When an existing image is imported into ScreenPad, it becomes a shape, taking on all of the attributes of a shape. These attributes include the graphic image (what you are importing), the size, the text found within the shape, and the opacity of the shape. Once an image is used to create a shape, you can save it as-is or edit its individual attributes.

To create a shape from an existing file:

1. From within Recorder, select menu options **View > ScreenPad** or click the ScreenPad icon on the toolbar. The ScreenPad appears.
2. Select the Library in which you want to import the new shape. If you have not created any other libraries, then there will only be one library: My Shapes.
3. Right-click over an existing shape and select New Shape or choose **Edit > New Shape**. The *New Annotation* dialog appears.
4. Enter the Name of the shape in the **Name** field. The name given here will be displayed in the library.
5. To import an image, make sure the **Image File** button is selected. Once you enable the Image File option, you will be able to browse for the desired file. To browse for the file, click on the **Browse** button . Once you find the correct image, click on the **Open** button. The file will be updated to the **Image File** field as seen here.
6. If you would like to add a text caption to the shape, type it in the text box.
7. Click **OK**. The new shape is created and displayed on the screen. The shape is also added to the ScreenPad library.

Editing a ScreenPad Library Shape

Note: There are two ways that you can edit a shape: from within a library or by individual ‘instance’. Editing a library shape saves the changes to be used in every instance of that shape. Editing an instance saves changes to that one occurrence and does not affect the shape in the library.

A shape consists of several different attributes: image, size, text, and level of opacity. Each of these attributes can be edited in a number of different ways, giving you total control over how your shapes and subsequent layouts will appear in your video.

When editing a shape from within a library, the changes that you make to the shape will be saved as that shape and any new instances that you drag from the library will then show the new appearance. For example: You changed the color of a callout inside the library from yellow to blue. All new callouts dragged onto the screen will be blue. Therefore, if you want the edits to affect each instance of the shape, make your edits to the shape from within a library.

To edit a shape from within a library, right-click on the shape within the library. A pop-up menu will display.

Library Shape Pop-Up Menu Description Table

The following table describes each of the Library shape's pop-up menu options.

Option Name	Description
New Shape	Opens the <i>New Shape</i> dialog box for creating a blank shape.
Edit Image	Opens the Image editor for making changes to the shape's image.
Edit Text	Opens the Text Tool for adding text to the shape. For more information, see Editing a ScreenPad Shape's Text
Edit Opacity	Opens the <i>Opacity Settings</i> dialog box for setting the level of opacity.
Copy	Copies the selected shape to the clipboard for use within ScreenPad. The shape can then be pasted into the same library or a different one.
Paste	Pastes the contents of the clipboard into the current library or you can choose another library and paste the shape into it.
Remove	Deletes the selected shape from the library.
Icon	Allows you to change a shape's icon (how it appears in the library) to an existing icon file or opens the icon editor where you can edit the shape's icon. For more information, see Working with ScreenPad Library Icons .
Shape Library	Allows you to create a new Shape library.

Editing a ScreenPad Instance of a Shape

Note: There are two ways that you can edit a shape: from within a library or by individual 'instance'. Editing a library shape saves the changes to be used in every instance of that shape. Editing an instance saves changes to that one occurrence and does not affect the shape in the library.

You can edit an individual instance or occurrences of a shape that has been dragged and dropped on the screen. When editing an instance of a shape, the properties of the original shape in the library will not be affected by the changes. The next time you drag an instance from the same shape, it will appear in the original format. Overall, if you just want to edit one instance of a shape, make your edits to the shape using the desktop instance.

To edit a shape using the desktop instance, drag and drop an instance to the desktop. Right-click on the instance. A pop-up menu will display.

Instance Shape Pop-Up Menu Description Table

The following table describes each of the Instance shape's pop-up menu options.

Option Name	Description
Edit Text	Opens the Text Tool for adding text to the shape. For more information, see Editing a ScreenPad Shape's Text .
Edit Image	Opens the Image editor for making changes to the shape's image. For more information, see Working with ScreenPad Shapes .
Edit Opacity	Opens the <i>Opacity Settings</i> dialog box for setting the level of opacity. For more information, see Working with ScreenPad Shapes .

Option Name	Description
Resize	Opens the <i>Resize Annotation</i> dialog box for resizing the shape. To resize, open the <i>Resize Annotation</i> dialog box. Use the arrow buttons to increase or decrease the horizontal or vertical size. Enable the Keep Scale Factors Equal option to keep the shapes scaled to size as either the horizontal or vertical size is changed. As the resizing is taking place, you will not be able to see the shape. If you would like to see the shape as you resize, use the resize options in the <i>Edit Text</i> dialog box.
Clone	Copies and pastes the selected shape onto the desktop. To clone a shape, right-click on the shape and choose Clone from the pop-up menu. The new shape will be displayed on the desktop.
Save	Saves and updates changes to the original shape in the library.
Save Layout	Saves current arrangement of annotations as a layout in the Layout library. You will be prompted for a new layout name.
Close	Closes selected shape.
Close All Annotations	Closes all open shapes on desktop.

Editing a ScreenPad Shape's Text

Note: You can also use the *Edit Text* dialog box to resize a shape. This will help you adjust the shape to fit the shape's text. Or, you can use the resize options to resize a shape even if it does not have text.

To add text to a shape or to edit a shape's existing text, either double-click on the shape or right-click on the shape. From the right-click pop-up menu, choose **Edit Text**. The *Edit Text* tool box will display.

To add text, simply begin typing in the *Text Tool* display area. As you add or make changes to your text, you will be able to see the changes as they appear in your shape.

Once you have made all of your changes, choose **OK** to save and update the changes to the shape.

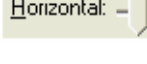
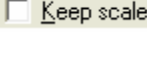
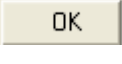
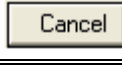
If the shape was edited from the library, each instance that is created from this shape will contain these changes.

If the shape was edited using an instance on the desktop, only this one instance will contain the changes.

ScreenPad Edit Text Options Description Table

The following table describes each of the *Edit Text* options along with its use.

Button	Option	Description	Use
None	Text Display Field	The area of the Edit Text tool that allows you to enter the desired text.	When you first open the Edit Text tools, the cursor will be flashing in the text display area. At this time, simply enter the desired text. As you type, you will see the text as it appears in the shape. Or, if at any time during the course of your work the cursor is not in the text display area and you need to add text, simply click on the display area and then begin typing.
	Font	Displays the standard Windows font dialog box allowing you to change the font type, size, color, etc.	To change the font attributes, click on the Font button. The <i>Font dialog box</i> appears. Font: To change the font, select the new font from the font list. Font Style: To change the font style, select the desired style from the list. Size: To change the font size, select the new size from the list. Effects: To apply any effects, enable the desired effect by clicking on the corresponding box. Color: To change the font color, click on the Color button. Choose desired color from dropdown menu. Sample: This area will give you a preview of the changes made to the font. OK: Choose OK to save and update changes. Cancel: Choose Cancel to exit the <i>Font</i> dialog box without making any changes.
	Left Justified	Left justifies the text in the shape.	Click on the Left Justified button to move all text to the left justified position.
	Center Justified	Centers the text in the middle of the shape.	Click on the Center Justified button to move all text to the center justified position.

Button	Option	Description	Use
	Right Justified	Right justifies the text in the shape.	Click on the Right Justified button to move all text to the right justified position.
	Bold	Applies bold attribute to all text.	Click on the Bold button to apply the bold attribute to all of the text.
	Italic	Applies italic attribute to all text.	Click on the Italic button to apply the italic attribute to all of the text.
	Underline	Applies underline attribute to all text.	Click on the Underline button to apply the underline attribute to all of the text.
	Scale Image Horizontal	Resize the shape horizontally.	To resize the shape, grab the slider bar and move up or down. You will be able to see a preview of the resizing on the desktop.
	Scale Image Vertical	Resize the shape vertically.	To resize the shape, grab the slider bar and move up or down. You will be able to see a preview of the resizing on the desktop.
	Keep Scale Factors Equal	When resizing, keeps the shape proportionally intact by sizing both horizontal and vertical at the same time.	To enable this feature, click on the corresponding box. When enabled, a checkmark will display.
	OK	Saves and updates changes to shape – either in the library or for an instance.	Click on the OK button.
	Cancel	Cancels any changes to the shape.	Click on the Cancel button.

ScreenPad's Opacity Overview

Opacity is the attribute that allows your shape to be solid (showing none of the desktop behind it) or to have varying degrees of transparency (the ability to see part of the desktop through the image). When applying opacity to a shape, the entire shape is affected. An example of the use of this attribute is shown in the following graphics.



Shape shown with 100% opacity against a blue desktop.



Shape shown with 50% opacity against a blue desktop.

Applying ScreenPad's Opacity to a Shape

To edit a shape's opacity, right-click on the shape. From the pop-up menu, choose Edit Opacity. The *Opacity Settings* dialog box will display.



Shape shown with 50% opacity against a blue desktop.

To adjust the amount of opacity that is applied to the shape, grab the slider bar and move up toward more opaque (solid) or down toward less opaque (transparent). As the slider bar is moved, you will see the percentage of opaqueness shown in the percentage field. Additionally, you will be able to see the shape as the changes are taking place.

Once you have made all of your changes, choose **OK** to save and update the changes to the shape.

- If the shape was edited from the library, each instance that is created from this shape will contain these changes.
- If the shape was edited using an instance on the desktop, only this one instance will contain the changes.

ScreenPad's Transparency Overview

The Transparency attribute is very similar to the opacity attribute. However, when using the transparency attribute, you can define particular colors to become transparent on the screen. This allows you to give your shapes the illusion that they are floating over the items on the desktop.

An example of this attribute is shown in the following graphics.



Shown against blue desktop with no transparency applied.



Shown against a blue desktop with white color made transparent.

Applying ScreenPad's Transparency to a Shape

To edit a shape's transparency, right-click on the shape. From the pop-up menu, choose Edit Image. The Edit Image tool box will display.

Note: Only the tool needed to add transparency will be described within this process. For a complete explanation of all of the editing tools, see **ScreenPad Image Editor**.

Overall, there are two ways to apply transparency to your shape.

Method 1

1. Click on the **Color Select** tool .
2. Right-click on the color on the image that you want to select as the transparency color. Use the magnifying glass to enlarge the image if you need to in order to see the colors clearly. As soon as you right-click on the color the transparency area will be applied immediately.
3. The shape's image in the preview window will change to reflect your choice. The color that is to become transparent will now appear gray. For this example, we chose to make the white transparent.
4. Once you have made all of your changes, choose **OK** to save and update the transparency changes to the shape. If the shape was edited from the library, each instance that is created from this shape will contain these changes. If the shape was edited using an instance on the desktop, only this one instance will contain the changes.

Note: To undo transparency once you have applied it, click on the **Transparency Color** tool  in the *Edit Image* dialog box and select **None** from the color menu. The color will be restored.

Method 2

1. Click on the down arrow next to the **Transparency Color** tool  to reveal the color chart.
2. From the color chart, select the color that you want to become transparent.
3. The shape's image in the preview window will change to reflect your choice. The color that is to become transparent will now appear gray. For this example, we chose to make the white transparent.
4. Once you have made all of your changes, choose **OK** to save and update the changes to the shape. If the shape was edited from the library, each instance that is created from this shape will contain these changes. If the shape was edited using an instance on the desktop, only this one instance will contain the changes.

Note: To undo transparency once you have applied it, click on the **Transparency Color** tool and select **None** from the color menu. The color will be restored.

Editing a ScreenPad Image

The graphic part of a shape is called an image. The image can either be a blank shape or an image that has been imported from a file. For more information on blank shapes and importing images, see **Working with ScreenPad Shapes**.

The image is able to be edited using ScreenPad's build-in Image editor. This section describes each of the edit features along with instructions on their use.

ScreenPad Image Editor

The ScreenPad's *Image Editor* is a very powerful and useful tool for making changes to your shape's image and such as adding graphical annotations, erasing parts of the image, resizing, changing colors, and more.

To edit a shape's image, right-click on the shape. From the pop-up menu, choose *Edit Image*. The *Edit Image* tool box will display.

Edit Image Tools Description Table

The following table describes each of the Edit tools along with its use.

Button	Name	Description	Use
	Zoom Slider	Adjust the view zoom level to any magnification.	Grab the slider and move up or down until the desired magnification is reached.
	Cut	Cut or delete the selected area from the drawing.	First use the Select tool  to choose the area to be deleted. Once selected, click on the Cut tool.
	Copy	Copy the selected area to the clipboard for pasting.	First use the Select tool  to choose the area to be copied. Once selected, click on the Copy tool.
	Paste	Paste the contents of the clipboard to the image. This will only paste content that has been copied to the clipboard from within the Image editor.	First use the Select tool  to choose the area to be copied. Once selected, click on the Copy tool  . Click on the Paste tool. The selection will be pasted into the image directly over the area from where it was copied. Grab the selection and move to desired location.
	Clear	Deletes or clears the entire image area.	Click on the Clear tool. The image will be removed.
	Undo	Undo the most recent change to the drawing.	Click on the Undo tool.
	Redo	Redo a change that has been undone.	Click on the Redo tool right after you have clicked the Undo tool.

Button	Name	Description	Use
	Magnify	Magnify the selected area.	Click on the Magnify tool and then click on the image. Each time you click on the image it will magnify. Right-click on the image to reduce size.
	Size to fit Window	Change the view size of the drawing to fit the Image Editor window size.	Click on the Size to Fit Window tool. The image will be resized to fit the window either horizontally or vertically, depending on the dimensions of the shape. This option does not change the actual size of the image. It is only the display size that is changed. Once you have resized the display size of your shape, if you want to return the shape to its previous display size, use the magnification scroll bar to adjust to desired display size.
	Resize	Resize the drawing to specific pixel dimensions. Also, change the color depth of the drawing.	Click on the Resize tool to display <i>Resize</i> toolbox. Width: Enter the desired width in pixels. Height: Enter the desired height in pixels. Crop to Selection Rectangle: You can use the Select tool to select the size you would like to crop the image to. Once the desired size is selected, choose the Resize tool and then click on the Crop to Selection Rectangle option. Colors: Select the desired color palette from the dropdown list. OK: Choose OK to save resize changes and update to the Image Editor. Cancel: Choose Cancel to abort any changes. Note: This same resize option is available to you by right-clicking on the shape either from within the library or on the desktop and choosing Resize . Note: You can also size your shape by right-clicking on the shape either from within the library or on the desktop and choosing Edit Text . Use the slider bars to change the size of the image.

Button	Name	Description	Use
	Select Area	Select a rectangular area of the drawing for editing or manipulation using the other tools.	Select the Select Area tool and then drag the desired area on the image with the mouse. Release the mouse when desired area has been selected. Use the handles on the selected area to fine tune the selection by dragging a handle in any direction. Move the selection by grabbing the selection with the mouse and dragging to new location.
	Select Color	Picks up a color from the image for drawing or adding transparency.	For Drawing: Select the Select Color tool and then click on an area of the image to select the desired color. The foreground color tool will change to reflect choice. At this time, you can use the drawing tools to add annotations drawn in the selected color. For Transparency: Right-click over an area to select the transparency color. The transparency area will be applied immediately.
	Flood Fill	Quickly fills a selected area with the desired color.	Click the paint can, and then click an area of the drawing to pour the color into.
	Add Text	Add text over the image. Once text is added to a shape's image and the image is saved, you cannot edit the text later.	Click on the Add Text tool. The <i>Text Tool</i> dialog box appears. Enter the desired text and then select the font attributes. For more information on each of the font attributes, see ScreenPad Text Note Dialog Box.
	Air Brush	Adds selected color in random patterns to the image.	Select the desired color and then click on the Air Brush tool. To spray the color in random patterns, click down on the image with the mouse and drag the mouse around the image. Release mouse when finished.

Button	Name	Description	Use
	Erase	Erases an area of the image. The Eraser Width is adjustable.	Select the desired eraser width from the Eraser Width tool  and then click on the Eraser tool. To erase a small portion of the image, click once with the mouse on the section to be erased or for a larger area, click down on the image with the mouse and drag the mouse around the image. Release mouse when finished.
	Pen	Draw a line freehand in the drawing area. Line width is set with the Pen Width tool.	First select the desired line width from the Pen Width tool  and then click on the Freehand Draw tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.
	Line	Draw a straight line in the drawing area. Line width is set with the Pen Width tool.	First select the desired line width from the Pen Width tool  and then click on the Line tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.
	Eraser Width	Use this tool to set the size of the Freehand Eraser tool.	To set the eraser width, click on the small arrow on the Eraser Width tool to reveal the size menu: Use the mouse to click on the desired size.
	Pen Width	Use this button to set the pixel width of freehand lines, straight lines, and shapes.	To set the pen width, click on the small arrow on the Pen Width tool  to reveal the size menu. Use the mouse to click on the desired size.
	Rectangle	Draw a rectangle shape in the drawing area.	First select the desired line width from the Pen Width tool  and then click on the Rectangle tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.

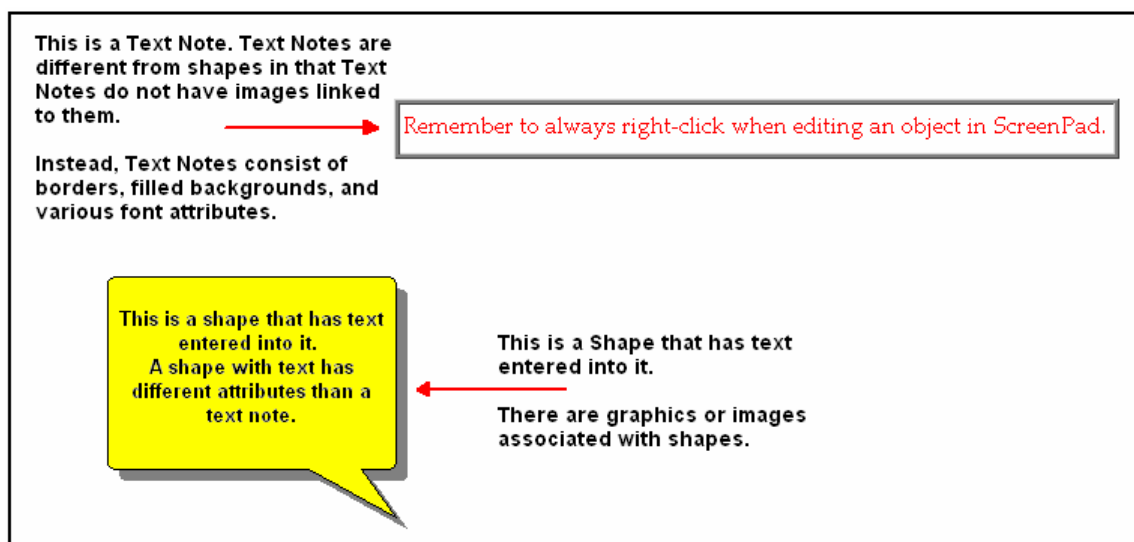
Button	Name	Description	Use
	Rounded Rectangle	Draw a rounded rectangle shape in the drawing area.	First select the desired line width from the Pen Width tool  and then click on the Rounded Rectangle tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.
	Ellipse	Draw an ellipse (circle or oval) in the drawing area.	First select the desired line width from the Pen Width tool  and then click on the Ellipse tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.
	Filled Rectangle	Draw a filled rectangle shape in the drawing area using the foreground color.	First choose the desired color using the Foreground Color tool. Next, select the desired line width from the Pen Width tool  and then click on the Filled Rectangle tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.
	Filled Rounded Rectangle	Draw a filled rounded rectangle shape in the drawing area.	First, choose the desired color using the Foreground Color tool. Next, select the desired line width from the Pen Width tool  and then click on the Filled Rounded Rectangle tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.
	Filled Ellipse	Draw a filled ellipse (circle or oval) in the drawing area.	First, choose the desired color using the Foreground Color tool. Next, select the desired line width from the Pen Width tool  and then click on the Filled Ellipse tool. To draw, click down on the image with the mouse and drag the mouse across the image. Release mouse when finished.
	Foreground Color	Displays the color to be used with the paint and drawing tools.	Click the down arrow to select the color, or use the eyedropper and left-click over the image to select the foreground color to be used with any paint or drawing tool.

Button	Name	Description	Use
	Transparency Color	Displays the color to be used as transparent.	Click the down arrow to select the color, or use the eyedropper and right-click over the image to select the color that will be used as transparent.
OK		Saves and updates changes to image. If the shape was edited from the library, each instance that is created from this shape will contain these changes. If the shape was edited using an instance on the desktop, only this one instance will contain the changes.	Once you have made all of your changes, choose OK to save and update the changes to the shape.
Cancel		Cancels all changes to image.	Choose Cancel to abandon all changes to the image.

Working with ScreenPad Text Notes

A *Text Note* is an annotation that only contains text, no image. However, it can contain special types of borders and the Text Note's background color, font, font color, font size, etc can be customized.

The following graphic gives you an idea of the difference in regards to looks between a shape that contains text and a *Text Note*.



ScreenPad comes with a *Text Notes* library called *My Text Notes*. In this library you will find some basic notes to add to your video. You can create more notes and add them to this library or to a new library.

When talking about a text note, it is important to understand that a text note consists of several different attributes. These are the text within the note, the note's size, the text note's graphical settings, and the opacity of the *Text Note*.

Using ScreenPad's built in editing features, each of these individual attributes are able to be customized in order to give you the exact look you desire for your video.

When working with *Text Notes*, you can:

- ▶ Create a new note in the library.
- ▶ Create an instance of a text note.
- ▶ Organize your notes by creating new libraries.
- ▶ Define the opacity of the note.
- ▶ Add and edit text.
- ▶ Edit a note's border, font, or colors.

Creating a New ScreenPad Library Text Note

The following instructions will take you through the process of creating a new text note.

There are two ways that you can edit a text note: from within a library or by individual 'instance'. This section describes creating a new library *Text Note*.

To create a new text note:

1. From within Recorder, select menu options **View > ScreenPad**. The ScreenPad appears.
2. Select the Library in which you want to add the new text note. If you have not created any other libraries, then there will only be one notes library: My Text Notes.
3. Right-click over an existing note in the library and select *New Text Note* or choose **Edit > New Text Note**.
4. The *New Text Note* dialog box appears.
5. Enter the text and select each of the desired attributes of this text box.
6. Once you have made all of your changes, choose **OK** to save and update the changes to the text box.

ScreenPad Text Note Dialog Box

The following section describes the options found in the *Text Note* dialog box. This dialog box is accessed when you are performing the following processes:

- ▶ Creating a new library text note.
- ▶ Editing an existing library text note.
- ▶ Editing an instance of a text note.

This dialog box is accessed in several ways depending on the desired text note process:

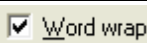
- Right-click on library note and choose **New Text Note** from the pop-up menu.
- Right-click on library note and choose **Edit Text Note** from the pop-up menu.
- Right-click on an instance of a library note and choose Edit Settings from the pop-up menu.
- Highlight a library note and choose **Edit > New Text Note**.
- Highlight a library note and choose **Edit > Edit Text Note**.
- When in edit mode inside an instance of a text note, right-click and choose Settings from the pop-up menu.

Note: The title on the *Text Note* dialog box will differ slightly according to which process you are involved in. For instance, you may see 'new' or 'edit' on the title bar in addition to the *Text Note* title.

Text Note Dialog Box Description Table

The following table describes each of the options found in the *Text Note* dialog box along with its use.

Button	Option	Description	Use
	Text Display Field	The area of the Edit Text tool that allows you to enter the desired text.	When you first open the <i>Text Note</i> dialog box, the cursor will be flashing in the text display area. At this time, simply enter the desired text. As you type, you will see the text as it appears in the text note. Or, if at any time during the course of your work the cursor is not in the text display area and you need to add text, simply click on the display area and then begin typing.
	Font	Displays the standard Windows <i>Font</i> dialog box allowing you to change the font type, size, color, etc.	To change the font attributes, click on the Font button. The <i>Font</i> dialog box appears. Font: To change the font, select the new font from the font list. Font Style: To change the font style, select the desired style from the list. Size: To change the font size, select the new size from the list. Sample: This area will give you a preview of the changes made to the font. OK: Choose OK to save and update changes. Cancel: Choose Cancel to exit the <i>Font</i> dialog box without making any changes.
	Left Justified	Horizontally left justifies the text in the text box.	Click on the Left Justified button to move all text to the left justified position.
	Center Justified	Horizontally centers the text in the middle of the text box.	Click on the Center Justified button to move all text to the center justified position.
	Right Justified	Horizontally right justifies the text in the text box.	Click on the Right Justified button to move all text to the right justified position.
	Top Justified	Vertically top justifies the text in the text box.	Click on the Top Justified button to move all text to the top justified position.

Button	Option	Description	Use
	Middle Justified	Vertically middle justifies the text in the text box.	Click on the Middle Justified button to move all text to the middle justified position.
	Bottom Justified	Vertically bottom justifies the text in the text box.	Click on the Bottom Justified button to move all text to the bottom justified position.
	Bold	Applies bold attribute to all text.	Click on the Bold button to apply the bold attribute to all of the text.
	Italic	Applies italic attribute to all text.	Click on the Italic button to apply the italic attribute to all of the text.
	Underline	Applies underline attribute to all text.	Click on the Underline button to apply the underline attribute to all of the text.
	Word Wrap	Wraps the text in the text box. This allows the text box to be sized and the text flows accordingly. If the text is not wrapped, then it is strung out in one long line. Then, if the text box is resized, the text may be cut off.	<i>Word Wrap</i> is turned on by default. To disable the <i>Word Wrap</i> feature, click in the Word Wrap box. When disabled, the checkmark is removed from the box. When enabled, a checkmark will display.
None	Text Color	Opens <i>Color</i> dialog box for selecting desired text color.	Click on the Color box next to the words 'Text color'. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK , it will be updated to the Color box. The text in the text display area will also be updated with the color.
None	Bkgd Color	Opens <i>Color</i> dialog box for selecting desired background color.	Click on the Color box next to the words 'Bkgd color'. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK , it will be updated to the Color box. The background in the text display area will also be updated with the color.

Button	Option	Description	Use
None	Width	Determines the width of the text box.	Enter the desired size by increasing or decreasing the size using the arrow buttons. If you don't know the size that you want, the text box width can be manually resized on the desktop by pulling the border of the text box either to the left or to the right. If an instance of a text box is resized while on the desktop and you want to permanently save that size for use later, right-click on the text box and choose Save. The text box in the library is updated.
	Height	Determines the height of the text box.	Enter the desired size by increasing or decreasing the size using the arrow buttons. If you don't know the size that you want, the text box width can be manually resized on the desktop by pulling the border of the text box either to the left or to the right. If an instance of a text box is resized while on the desktop and you want to permanently save that size for use later, right-click on the text box and choose Save. The text box in the library is updated.
	Frame Style	Allows you to choose the look of the frame surrounding the text box.	Click on the down arrow next to the Style field to reveal the dropdown menu. Use the mouse to select the desired border from the list.
	Frame Width	Determines the width of the text box frame.	Enter the desired size by increasing or decreasing the size using the arrow buttons.
	Frame Color	Some frames are able to have their colors changed. If the frame that you have selected is able to have the color changed, the Color field will become enabled. Click on the Color field to open the <i>Color</i> dialog box for selecting desired frame color.	Click on the Color box next to the word Color. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK, it will be updated to the Color box.

Button	Option	Description	Use
	Default	Resets all of the selected options back to the ScreenPad's default values.	Click on the Default button.
	OK	Saves and updates changes to shape – either in the library or for an instance.	Click on OK button.
	Cancel	Cancels any changes to the shape.	Click on the Cancel button.

Editing a Text Note from within a Library

A text note consists of several different attributes: text, size, frame, and level of opacity. Each of these attributes can be edited in a number of different ways, giving you total control over how your text notes and subsequent layouts will appear in your video. There are two ways that you can edit a text note: from within a library or by individual 'instance'. This section describes editing a Library Text Note.

When editing a text note from within a library, the changes that you make and save to the note will be saved as that note and any new instances that you drag from the library will then show the new appearance. For example: You changed the background color of a note inside the library from white to blue. All new notes dragged onto the screen from that same note will have a blue background. Therefore, if you want the edits to affect each instance of the note, make your edits to the shape from within a library.

To edit a shape from within a library, right-click on the shape within the library. A pop-up menu will display.

Library Shape Pop-Up Menu Description Table

The following table describes each of the Library shape's pop-up menu options.

Option Name	Description
New Text Note	Opens the <i>New Text Note</i> dialog for creating a new note.
Edit Text Note	Opens the Image editor for making changes to the note's image. For more information, see ScreenPad Image Editor .
Edit Opacity	Opens the <i>Opacity Settings</i> dialog box for setting the level of opacity.
Copy	Copies the selected note to the clipboard for use within ScreenPad. Text Note can then be pasted into the same library or a different one.
Paste	Pastes the contents of the clipboard into the current library or choose another library and paste shape into it.
Remove	Deletes the selected note from the library.
Icon	Allows you to change a note's icon (how it appears in the library) to an existing icon file or opens the icon editor where you can edit the note's icon. For more information, see Working with ScreenPad Library Icons .
Text Note Library	Allows you to create a new Text Note library. Creating a New ScreenPad Library Text Note.

Editing an Instance of a ScreenPad Text Note

A text note consists of several different attributes: text, size, frame, and level of opacity. Each of these attributes can be edited in a number of different ways, giving you total control over how your text notes and subsequent layouts will appear in your video.

There are two ways that you can edit a text note: from within a library or by individual ‘instance’. This section describes editing an instance of a Text Note. You can edit an individual instance or occurrences of a text note that has been dragged and dropped onto the screen. When editing an instance of a text note, the properties of the original text note in the library will not be affected by the changes. The next time you drag an instance from the same text note, it will appear in the original format. Overall, if you just want to edit one instance of a text note, make your edits to the note using a desktop instance.

To edit a text note using a desktop instance, drag and drop an instance to the desktop. Right-click on the instance. A pop-up menu will display.

Instance Text Note Pop-Up Menu Description Table

The following table describes each of the Instance text note’s pop-up menu options.

Option Name	Description
Edit Text	Highlights the text in the text note for editing. Changes made to the text apply to all of the text in the text box.
Edit Settings	Opens the <i>Edit Text Note</i> dialog box for making changes to the note’s attributes. For more information, see ScreenPad Text Note Dialog Box .
Edit Opacity	Opens the <i>Opacity Settings</i> dialog box for setting the level of opacity.
Clone	Copies and pastes the selected text note onto the desktop. To clone a note, right-click on the note and choose Clone from the pop-up menu.
Save	Saves and updates changes to the original text note in the library.
Save Layout	Saves current arrangement of annotations as a layout in the Layout library. You will be prompted for a new layout name.
Close	Closes selected shape.
Close All Annotations	Closes all open shapes on desktop.

ScreenPad Text Note Edit Options while in Edit Mode

After you have created your text note, you can edit the text by either double-clicking on the text note or right-clicking on the text note and selecting **Edit Text** from the pop-up menu.

As soon as the text in the text note is highlighted for editing, you are in *Edit Mode*.



While in *Edit Mode*, you will be able to select text, copy or paste any selected text, delete text, or access the *Text Note* settings. To access the *Edit Mode* menu, right-click on the text note's highlighted text.

The *Edit Mode* menu will display.

Text Note's Edit Mode Pop-Up Menu Description Table

The following table describes each of the *Instance Text Note*'s pop-up menu options.

Option Name	Description
Undo	Undoes the last edit.
Cut	Cuts the selected text.
Copy	Copies the selected text to the clipboard for use in other applications that support cut and paste.
Paste	Pastes the contents of the clipboard.
Delete	Deletes the highlighted text.
Select All	Selects all of the text in the text note.
End Edit	After you have made your edits, click on End Edit to leave the edit mode. After you are out of <i>Edit Mode</i> , right-click on the text note to save your edits.
Settings	Accesses the <i>Edit Text Note</i> dialog box. For more information, see ScreenPad Text Note Dialog Box .

Editing a ScreenPad Text Note's Opacity

Opacity is the attribute that allows your text note to be solid (showing none of the desktop behind it) or to have varying degrees of transparency (the ability to see part of the desktop through the image). When applying opacity to a text note, the entire note is affected.

An example of the use of this attribute is shown in the following graphics.



Text Note with 70% opacity against a blue desktop.



Text Note with 100% opacity against a blue desktop.

Applying Opacity to a Text Note

To edit a *Text Note*'s opacity, right-click on the note. From the pop-up menu, choose **Edit Opacity**. The *Opacity Settings* dialog box will display.

To adjust the amount of opacity that is applied to the note, grab the slider bar and move up toward more opaque (solid) or down toward less opaque (transparent). As the slider bar is moved, you will see the percentage of opaqueness shown in the percentage field.

Once you have made all of your changes, choose **OK** to save and update the changes to the note.

- If the note was edited from the library, each instance that is created from this note will contain these changes.
- If the note was edited using an instance on the desktop, only this one instance will contain the changes.

Working with ScreenPad Library Icons

The icons that are displayed within your libraries can be changed or edited to give you the exact look that you desire for viewing your layouts, shapes, or text notes.

To Change an Icon

To change an icon to an existing icon:

1. Right-click on the icon that you would like to change.
2. From the pop-up menu choose **Icon > Change Icon**.
3. A standard *Open* dialog box will display. Browse and then select the desired icon.
4. Choose **Open**.
5. The new icon will be updated to the library.

Editing Icons Using the ScreenPad Icon Editor

Icon Editor allows you to edit an icon in a library.

To edit an icon:

1. Right-click on the icon that you would like to change.
2. From the pop-up menu choose **Icon > Edit Icon**.
3. The *Icon Editor* will open.
4. Using the drawing tools, make desired changes.
5. Select **OK** to save changes and update them to the icon in the library. Choose **Cancel** to abandon changes and return to library.

Icon Editor Options Description Table

The following table describes each of the Icon Editor's options.

Button	Tool Name	Description
	Cut	Cut or delete the selected area from the drawing.
	Copy	Copy the selected area to the clipboard for pasting.
	Paste	Paste the contents of the clipboard to the drawing.
	Clear	Clear the drawing area.
	Undo	Undo the most recent change to the drawing.
	Redo	Redo a change that has been undone.
	Select Area	Select a rectangular area of the drawing for editing or manipulation using the other tools.
	Select Color	Click the eyedropper, then left-click over an area of the drawing to select the foreground color. Right-click over an area to select the transparency color.
	Flood Fill	Click the paint can, and then click an area of the drawing to pour the color into.
	Add Text	Add text over the drawing. You can select formatting characteristics from the Text Tool dialog that appears.
	Air Brush	Spray the color in random patterns to partially color or fill an area.
	Freehand Erase	Erase an area of the drawing. Width: Eraser Width.
	Freehand Draw	Draw a line freehand in the drawing area. Line width is set with the Pen Width button.
	Line	Draw a straight line in the drawing area. Line width is set with the Pen Width button.
	Eraser Width	Use this button to set the size of the Freehand Eraser tool.
	Pen Width	Use this button to set the pixel width of freehand lines, straight lines, and shapes.
	Rectangle	Choose a color using the Eyedropper or Foreground color. Draw a rectangle shape in the drawing area.
	Rounded Rectangle	Draw a rounded rectangle shape in the drawing area. Border width is set with the Pen Width button.
	Ellipse	Draw an ellipse (circle or oval) in the drawing area.
	Filled Rectangle	Draw a filled rectangle shape in the drawing area using the foreground color.
	Filled Rounded Rectangle	Draw a filled rounded rectangle shape in the drawing area.

Button	Tool Name	Description
	Filled Ellipse	Draw a filled ellipse (circle or oval) in the drawing area.
	Foreground Color	Click the down arrow to select the color, or use the eyedropper and left-click over the image to select the foreground color to be used with any drawing tool.
	Transparency Color	Click the down arrow to select the color, or use the eyedropper and right-click over the image to select the color that will be used as transparent.

MenuMaker Tutorials

Camtasia MenuMaker allows you to create an attractive menu from which to launch your files. With MenuMaker, copies of all of your files are located in one central location making it easy to open and close files or applications. This means no more searching through drives, directories, and folders when giving a presentation or teaching a class. This also allows you to easily create a CD-ROM that will launch with the menu displayed, a perfect way to distribute information to customers, students, workgroups, and more.

This chapter contains tutorials and information on the features found within MenuMaker.

See the following topics for step-by-step instructions.

- ▶ **Create an Interactive MenuMaker CD for Video Distribution**
- ▶ **Customize Camtasia Player Command Line Options**
- ▶ **Arrange and Customize my File Content using the Content Tab**
- ▶ **Learning about the Menu Creation Process**
- ▶ **Add Cursor Effects using the Cursor Tab**
- ▶ **Customize your Menu Navigation Buttons Using the Buttons Tab**
- ▶ **Set the Display Options for my Menu using the Project Properties**
- ▶ **Customize the Look of the List Box using the Options in the List Tab**
- ▶ **Moving MenuMaker Project Content into a New Menu**
- ▶ **Customize the Look of my Menu Using the Menu Properties**

Create an Interactive MenuMaker CD for Video Distribution

Camtasia MenuMaker allows you to create an attractive menu from which to launch your files. With MenuMaker, copies of all of your files are located in one central location making it easy to open and close files or applications. This means no more searching through drives, directories, and folders when giving a presentation or teaching a class. This also allows you to easily create a CD-ROM that will launch with the menu displayed, a perfect way to distribute information to customers, students, workgroups, and more.

You can make your menu from a number of different templates that are included with MenuMaker or you can make your own customized template. Additionally, you can include all types of files in your menu such as document files, graphic files, multimedia files, etc. The only stipulation for the inclusion of files is that the host application necessary to run the files resides on the PC that is used to launch the files.

MenuMaker operates on a project basis. This means that you add files, edit the look and feel of the menu and then save your work as a project file. Later, you can come back to that project file and change the look of the menu, add or delete files, etc. From the project file, you can also test the menu and create the actual menu files.

Creating a new menu with Camtasia MenuMaker is quite simple, involving only six basic steps from beginning to end. This includes such steps as selecting a template, adding the files, saving the project, testing, and then creating the menu.

Opening Camtasia MenuMaker

You can open MenuMaker in two different ways.

1. Choose **Start > All Programs > Camtasia Studio 3 > Applications > Camtasia MenuMaker**
2. From within another Camtasia Studio component, choose **Tools > Camtasia MenuMaker**.

To create a new menu project using the wizard, make sure that the **Create a new menu using the Wizard** option is selected in the *Welcome* screen and then choose **OK**. The *MenuMaker Wizard* will begin.

The wizard will walk you through the process of creating a menu project using a template that is already created for you. After you have finished with the wizard, you will have the option of making changes to the look of the menu before you create the actual menu.

Continue with **Step 1. Choose Template**.

Step 1. Choose Template

During this step, you will choose the template that will house the different components of your new menu. The template contains the graphic for the menu interface as well as the different list box and font attributes.

MenuMaker gives you the choice of several predefined templates to use. These are located in the folder entitled **Basic Templates**. Each of these templates will display a floating menu self contained within a border. This menu allows whatever else is on the desktop to remain visible while the menu is open.

Note: When you create your own templates, by default, they will be stored in the *My Templates* folder.

When selecting a template from the dropdown menu, a thumbnail image will display. This will allow you to preview the template's graphic interface before you make your selection.

Once you have made your template selection, choose **Next**.

Continue with **Step 2. Choose Files**.

Step 2. Choose Files

During this step, you will choose the files that you would like to be included in your menu. You can choose as many video, sound, image, program, and document files to your menu as you would like.

Note: The only real stipulation for adding files is that the application that is necessary to run the selected files should be present on the host PC.

To help you keep track of the size of your menu project, the total file size of your menu project is reflected in the read-only **Approximate disk space used by Project** field.

To add the desired files, click on the **Add Files** button. The *Add File Items* dialog box will display.

1. Select a directory in the Look in field.
2. Select the type of file you want to add to the menu in the File of Type field.
3. Once your file is selected, choose Apply. If desired, select another file and then choose Apply.
Note: If you are selecting several files from within the same directory, press and hold the <CTRL> key to select multiple files to add at one time.
4. Repeat this process until you have finished selecting your files and then choose OK.

The files will be updated to the wizard screen as seen in the following graphic. The read-only **Total disk space used by** field at the bottom of the screen will track the size of the combined files that you are adding to the menu.

Alongside the file name will be an icon. These icons let you know which application will be used to open that file when it is accessed from the menu on the PC that is being used to create the menu.

Note: The applications that are used to open a particular type of file on the host PC depend upon the associations set up on the host PC.

File Order

The order in which the files appear in this list is the order in which they will appear in the menu. If you would like to change the order, delete a file, or sort the files, highlight the file and then use the options described in the following table.

Button	Description
Delete Files	Deletes the selected file.
Sort By Name	Sorts all files alphabetically by file name.
Sort By Type	Sorts all files according to file type and then alphabetically.
Move Up	Moves the selected file up in the order. This will allow you to choose the order in which the files will be displayed in the CD menu.
Move Down	Moves the selected file down in the order. This will allow you to choose the order in which the files will be displayed in the CD menu.

Once you have made your file selections and performed any edits, choose **Next**.

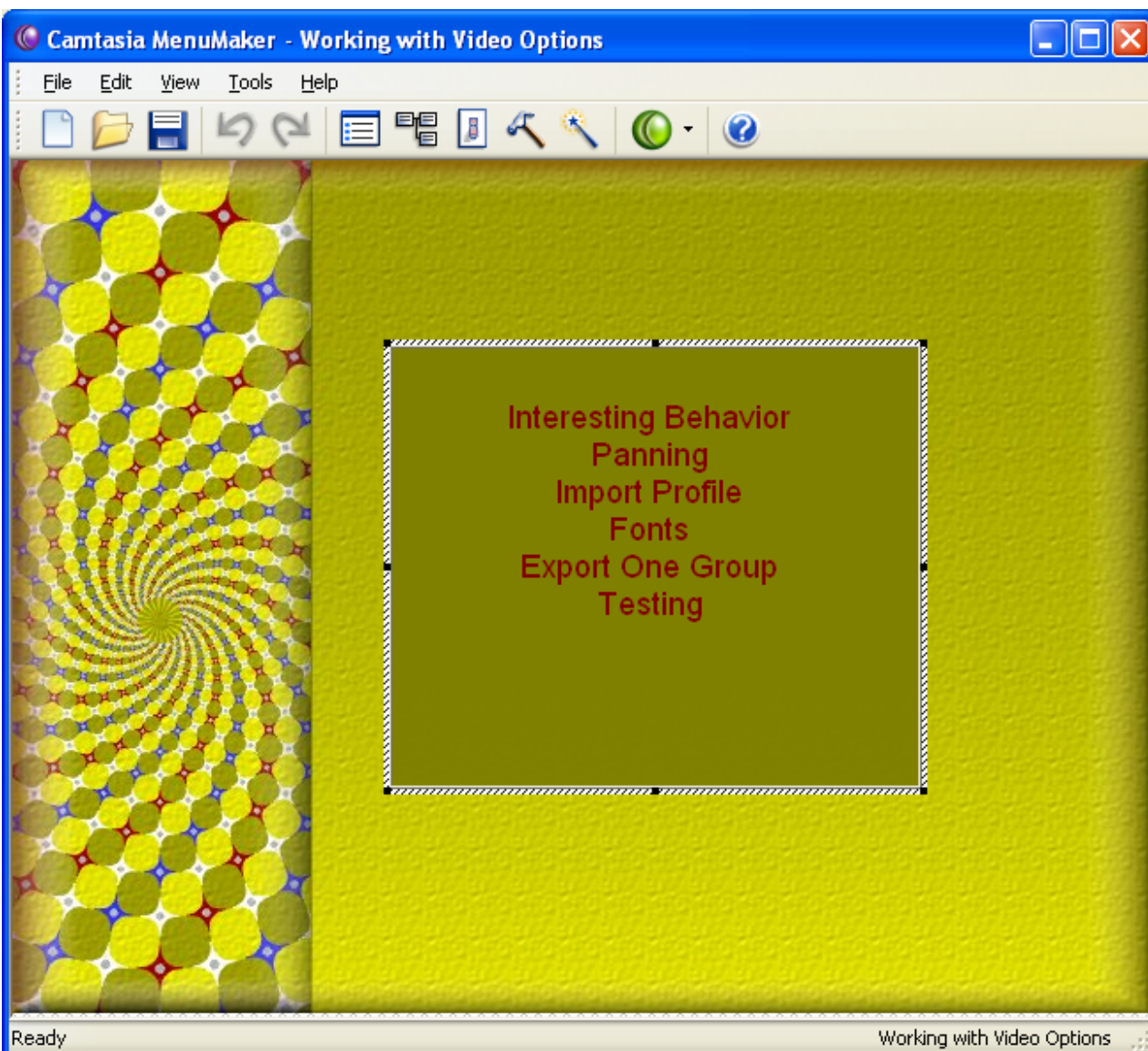
Continue with **Step 3. Enter Title**.

Step 3. Enter Title

During this step, you will enter a title for this menu. This is the name that will be displayed in the menu's title bar. In the **Menu Title** field, enter the title of this menu.

Once you have entered your title, choose **Finish**.

Your menu project will now be created and displayed.



At this time, you are now in **Edit Mode**. Within Edit Mode, you can make changes to the look of the template, change the file names displayed within the menu, add or delete files in the menu, test the menu in preview mode, or create the menu.

To edit your MenuMaker project, continue with **MenuMaker Edit Menu Options**.

To create the actual MenuMaker menu, continue with **Step 4. Create the Actual Menu Using the MenuMaker Wizard**.

Continue with **Step 4. Create the Actual Menu Using the MenuMaker Wizard**.

See also **MenuMaker Toolbar Options**.

Step 4. Create the Actual Menu Using the MenuMaker Wizard

A *MenuMaker Wizard* will take you through the simple creation process step-by-step. To begin the menu creation process, click on the **Create Menu** button on the toolbar  or choose **File > Create Menu**. The Wizard will begin.

Step 1. Create Menu Folder

During this step, you will designate the location and enter a name of the folder that will house the menu files.

Directory Field

In the **Directory** field, click on the **Browse** button . The *Browse for Directory* dialog box will display. Browse and select the desired directory that will contain the menu folder. Choose **OK**. The *Directory file path* is updated to reflect your selection.

Menu Folder Name

In the **Menu Folder Name** field, enter the name of the folder that will house the menu files. By default, this is the name that was given as the title of the menu.

If desired, you can rename the folder to whatever you would like by highlighting the name and typing the new name.

Full Path

The **Full Path** field is a read-only field that reflects the directory and folder structure.

Choose **Next** to continue.

Step 2. Creating Menu

During this step, the menu files will be processed and the menu created.

As the files are being processed, the *Building Menu* status bar will give you the overall status of the build. The *Now Copying* status bar will show which file is being copied.

Choose **Cancel** to abort the menu creation process.

Once the menu is created, you will see the *Finish* screen.

Step 3. Finish

At this time, the menu has been created and the files now reside in the folder that you designated.

You now have the option of opening *Windows Explorer* so you can review that folder and its contents after the Wizard exits.

This dialog box also gives you instructions on how to play your menu and where your menu folder can be found.

To review the folder after exiting the wizard, enable the *Open Windows Explorer* option. When enabled, a checkmark will be displayed.

Choose **Finish** to exit the Wizard. You have successfully completed the menu creation process.

Learning about the Menu Creation Process

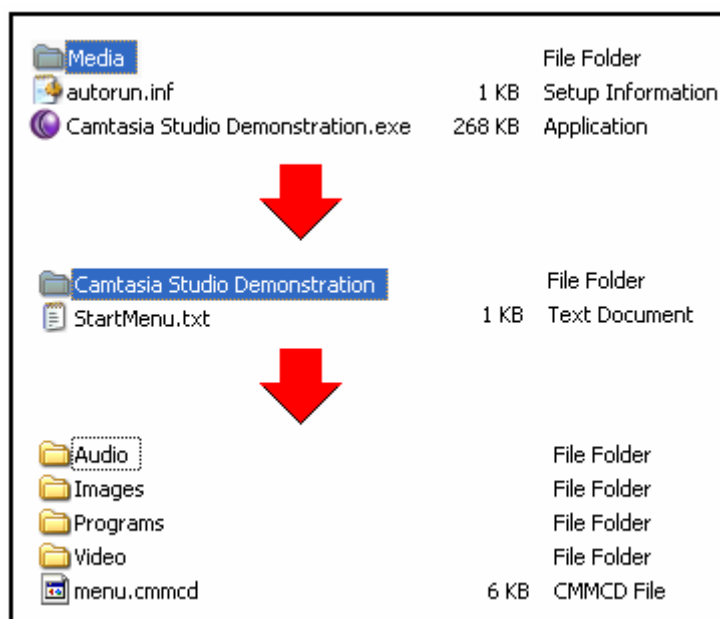
Once you have created your menu project, you will need to create the actual menu files. During the creation process, a folder is made that will house a copy of all of the files necessary to run your menu.

Later, you can copy this entire folder to a CD or to another location on a network and run the menu from there.

During the creation process, several files are created. These are the files used to run the menu, to autorun the CD if that option was selected, folders to house and organize the content files, etc. Additionally, the content files that were selected to be included with this menu are copied here.

The following graphic illustrates the structure of the files and folders that are created. The EXE file that runs the menu, a Media folder which contains the menu's content files, and the autorun command are located in the root directory of the menu's folder.

When the Media folder is opened, you will see a folder named for the menu project. Inside of this folder are the content files that were added to the menu. These are organized by type and placed into an appropriate organizational file.



Set the Display Options for my Menu using the Project Properties

The *Project Properties* dialog box allows you to set options for your new projects such as the display format, default font, background color, and what sounds if any will play while using your menu.

You can access the *Project Properties* dialog box by choosing **File > Project Properties**. The *Project Properties* dialog box appears.

Project Properties Options Description Table

The following table describes each of the *Project Properties* options.

Project Properties Option	Description & Use
Start Menu automatically when CD-ROM is inserted	If you would like the menu to start automatically when it is inserted into the CD-ROM drive, enable this option. When enabled, a checkmark is present.
Always use Camtasia Player on AVI files.	If you would like to make Camtasia Player the default player for all of your AVI video files that are included in this menu, enable this option. When enabled, a checkmark is present. If this option is not enabled, then AVI videos will play on the system's current default player.
Options	The Options button opens the Options for <i>Camtasia Player</i> dialog box. This dialog box is used to customize the command line options when launching Player. For more information on these options, see Customize Camtasia Player Command Line Options .
Display Mode	This option determines if the menu will be displayed within a free standing window or within a full screen. Window: The standalone window option displays a floating menu self-contained within a border. This menu allows whatever else is on the desktop to remain visible while the menu is open. Full Screen: This menu displays a coordinating full screen background that hides whatever else is on the desktop while the menu is open.
Default Font	Displays the standard Windows <i>Font</i> dialog box allowing you to change the default font type, size, color, etc. To change the default font attributes, click on the Font button. The <i>Font</i> dialog box appears. Font: To change the font, choose the new font from the font list. Font Style: To change the font style, choose the desired style from the list. Size: To change the font size, choose the new size from the list. Sample: This area will give you a preview of the changes made to the font. OK: Choose OK to save and update changes. Cancel: Choose Cancel to exit the <i>Font</i> dialog box without making any changes.

Project Properties Option	Description & Use
Desktop Color	This is the background canvas color that displays outside of the menu when the full screen option is selected. The amount of desktop color that displays on the desktop is determined by the size of the menu. Click on the Desktop Color button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK.
Icon File	Allows you to select an icon file to display in the menu's title bar. This same icon will display in the system tray when the menu is minimized. Choose the Browse button  to browse and select a file. Choose OK. File path is updated to <i>Resources</i> tab field.
Startup sound	This option allows you to choose a sound file that plays when the menu starts up. Click on the Browse button . Browse and select the desired sound file. Choose OK. File path is updated to <i>Resources</i> tab field. Click on Test button  to test the sound.
Exit sound	This option allows you to choose a sound file that plays when the menu exits. Click on the Browse button . Browse and select the desired sound file. Choose OK. File path is updated to <i>Resources</i> tab field. Click on Test button  to test the sound.
Browse	Choose this button to open the <i>Browse</i> dialog box for adding a resource file. Choose the Browse button  to browse and select a file. Choose OK. File path is updated to <i>Resources</i> tab field.

Customize the Look of my Menu Using the Menu Properties

The *Menu Properties* dialog box allows you to set options for your menu such as the title, overall size, display style, font attributes, what graphic is to be used as the background, and what sounds if any will play while using your menu.

You can access the *Menu Properties* dialog box by choosing the **Menu Properties** tool on the toolbar .

Additionally, you can access each of the individual tabs that make up the *Menu Properties* dialog box by choosing the desired option from the *Edit* menu.

See the following topics.

MenuMaker General Tab

The *General* tab will allow you to set the different properties for the menu's overall look. These options determine how the menu will be displayed, the size of the menu, how the menu will be positioned on the PC screen, etc.

There are many properties that can be changed which will allow you to get the exact look that you want for your menu. Once a property is set, choose **Apply** to apply that option to the *List Box*.

Choose **OK** to exit the *General* tab.

General Tab Options Description Table

The following table describes each of the *General* tab options.

General Tab Option	Description
Menu Title	Enter the name of the <i>Menu</i> 's title. This will be displayed in the menu's title bar. Note: If you created your menu using the Wizard, then you will see the title given in the Wizard in this field.
Image File	This is the graphic that is used as the background for the menu. Click on the Browse button  . Browse and select a BMP, GIF, or JPEG file. If you do not want to use an image for the menu's background, leave this field empty. The background will be the color of the background.
Layout	This determines how the background image will be displayed within the menu. Center: the graphic will be centered in the menu. If the graphic is smaller than the menu, then the background color will be visible. Stretch: This option will stretch the graphic to cover the entire menu. Tile: This option will tile the graphic to cover the entire menu

General Tab Option	Description
Background Color	This is the color of the menu's background canvas. If the image does not cover the entire surface of the menu, parts of the canvas will be visible. If you choose not to use a graphic for the menu, then you can choose a solid background color to display. Click on the button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK. The color will be updated in the <i>General</i> tab dialog box.
Size	This option determines the overall size of the menu. 640x480 is a size that will display properly on most PC screens. Width: This is how wide the menu is in pixels. Height: This is how tall the menu is in pixels.

Customize Camtasia Player Command Line Options

Once you click on the **Options** button in the *General* tab, the Options for *Camtasia Player* dialog box will display.

This dialog box is used to customize the command line options when launching Player.

Camtasia Player Options Description Table

The following table describes each of the *Player* options that can be included in your menu.

Player Option	Description
Start playing automatically	Starts Player as soon as menu item is double-clicked on.
Exit after playing movie	Player closes automatically as soon as video is done playing.
Repeat movie until closed	Automatically repeats movie until Player is manually closed by user.
Stay on last frame	Player stops on and displays last frame when video finishes.
Always on top	Player will reside as the topmost application on the desktop.
Play in maximized mode	Player operates as in maximized mode.
Play in full screen mode	Player operates as a full screen.
No title bar	No title bar displays while Player is running.
No menu bar	No menu bar displays while Player is running.
No toolbar	No tool bar displays while Player is running.
No status bar	No status bar displays while Player is running.
No dragging by movie area	You cannot drag the video around the screen.
Background Color	Sets the background color. This is the color that is seen around the video if the video size does not take up the full screen when the full screen option is enabled. Click on the Background Color button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the Options for <i>Camtasia Player</i> dialog box.
Load Default	Loads the default values. The default options are selected using the Save as Default button.
Save as Default	Allows you to select the desired command lines and save them as the default value. Then, when accessing this dialog box at a later time, clicking on the Load Default button will automatically select those options for you.
OK	Choose OK to save changes and exit back to the <i>General</i> tab.
Cancel	Choose Cancel to exit back to the <i>General</i> tab without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Add Cursor Effects using the Cursor Tab

The *Cursor* tab will allow you to add cursor sound and visual effects to your menu.

Choose **OK** to exit the *Cursor* tab.

Cursor Tab Options Description Table

The following table describes each of the *Cursor* tab options.

Cursor Tab Option	Description	Use
Cursor File	Allows you to choose a cursor or animated cursor that will be used when the cursor hovers over an item in the menu.	Choose the Browse button  folder to browse and select a file. Choose OK . File path is updated to <i>Resources</i> tab field.
Mouse Click	This option allows you to choose a sound file for the mouse clicking on the menu.	Click on the Browse button  . Browse and select the desired sound file. Choose OK . File path is updated to <i>Resources</i> tab field. Click on Test button  to test the sound.
Mouse Hover	This option allows you to choose a sound file for the mouse hovering over an item on the menu.	Click on the Browse button  . Browse and select the desired sound file. Choose OK . File path is updated to <i>Resources</i> tab field. Click on Test button  to test the sound.

Customize the Look of the List Box using the Options in the List Tab

The *List* tab will allow you to set the different properties for the menu's *List Box*.

Once a property is set, choose **Apply** to apply that option to the *List Box*. Choose **OK** to exit the *List* tab.

There are many properties that can be changed which will allow you to get the exact look that you want for your menu. Some of these properties are text color, font attributes, color, style, position, etc.

List Tab Options Description Table

The following table describes each of the *List* tab options along with its use.

List Tab Option	Description	Use
Text Color	Normal Color: Color of the text in the <i>List Box</i> before that item is ever selected to run. Visited Color: Color of the text in the <i>List Box</i> after an item has been accessed. Highlighted Color: Color of the text when the cursor is passed over it.	Click on the Text Color button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK. The color will be updated in the <i>List</i> tab dialog box.
Text Alignment	Determines the justification of the text within the <i>List Box</i>. Left: Left justifies the text. Center: Center justifies the text. Right: Right justifies the text.	Click on the down arrow to reveal the dropdown menu. From the list, choose the desired alignment option.
Background Color	Color of the <i>List Box</i> itself.	Click on the Background Color button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK. The color will be updated in the <i>List</i> tab dialog box.
Blend Effect	Opacity is the attribute that allows your <i>List Box</i> to be solid (showing none of the graphic behind it) or to have varying degrees of transparency (the ability to see part of the graphic through the image). When applying opacity to the <i>List Box</i>, the entire box is affected.	To adjust the amount of opacity that is applied to the <i>List Box</i>, grab the slider bar and move up toward more opaque (solid) or down toward less opaque (transparent).

List Tab Option	Description	Use
Frame Style	Determines the frame style of the <i>List Box</i>. This feature works best with darker colored <i>List Boxes</i> and with a higher level of opacity as well. None: No frame. Bump: Appears to be sitting on top of the menu. Etched: 3D edge effect. Raised: Appears to be raised above the menu. Sunken: Appears to be sunken into the menu.	Click on the down arrow to reveal the dropdown menu. From the list, choose the desired style option.
Position	Left: This is the number of pixels that the <i>List Box</i> is located from the left of the menu. Top: This is the number of pixels that the <i>List Box</i> is located from the top of the menu. Width: This is how wide the <i>List Box</i> is in pixels. Height: This is how tall the <i>List Box</i> is in pixels.	Highlight the number field and type the new number in pixels. The <i>List Box</i> can be manually moved and sized while in preview mode. These fields are updated with the new position and size values once the <i>List Box</i> is altered.

Arrange and Customize my File Content using the Content Tab

The *Content* tab allows you to add and arrange the file or Web link content that you want to include in your menu. There are three parts to this tab: the toolbar, the content list, and the file name fields.

In general, the toolbar is used to add the content and to arrange it in the order that it will appear in the menu.

The content list contains the content files. To work with any file, simply highlight it in the list. Alongside the file name will be an icon. These icons let you know which application is being used as the default application for opening that file on the host system.

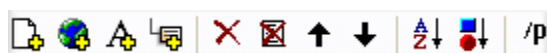
At the bottom of the tab, the status bar will keep you informed of the size of your collective files.

Note: The icon does not imply which application will be used for playback if the menu is a used on a system other than the one it was created on.

The file name fields allow you to rename the content files, view the content path, and assign a tooltip that will display in the menu when the cursor hovers over an item.

Content Tab Toolbar Description Table

The *Content* tab's toolbar contains the options for adding files, submenus, and Web links and for determining how the files will look in the menu. Overall, the order in which the files appear in the Content list is the order in which they will appear in the menu.



If you would like to change the order of the content files, delete a file, or sort the files, highlight the file and then use the desired toolbar option described in the following table.

Button	Tool Name	Description	Use
	Add Files	Used to add the desired files to the menu.	To add the desired files, click on the Add Files button. The <i>Add File Items</i> screen will display. Within the dialog box, choose a directory in the Look in field. Choose the type of file you want to add in the File of Type field. Once your file is selected, choose Apply. If desired, select another file and then choose Apply. Note: If you are choosing several files from within the same directory, you can add these all at one time. Press and hold the <CTRL> key and then use the mouse to select the multiple files to add. Repeat this process until you have finished selecting your files and then choose OK. Note: Alongside the file name will be an icon. These icons let you know which application will be used to open that file when it is accessed from the menu.

Button	Tool Name	Description	Use
	Add Web Address	Used to add a Web address to the menu.	Click on the Add Web Address button. The <i>Add Web Address Item</i> dialog box will display. Type in the desired Web address and then choose OK .
	Add Static Text	Used to insert non-selectable text or blank lines into the menu. This feature is most useful when desiring to add titles or headings on top of files in the menu. Adding spaces to the beginning of a file or static text entry will allow you to set up your menu with indents. You can also add tooltips to the static text items.	Click on the Add Static Text button. The <i>Add Static Text Item</i> dialog box will display. Type in the desired text or leave this blank to add a blank line and then choose OK .
	Add Submenu	Allows you to add a submenu to this project. When adding a submenu, the same MenuMaker template and other project properties will be applied to the new menu. Once a submenu is added, you can change its individual properties or add content files by using the options found within the <i>Main Menu Properties</i> tabbed dialog box. Or, simply double-click on the List box to access the <i>Menu Properties</i> .	To Add a new Submenu, click on the Add Submenu button. The <i>Add a Submenu</i> dialog box appears. In the Submenu Name field, enter the name for this new menu. Choose OK . Note: You must insert the new menu from the menu you want to branch <i>from</i> .
	Delete Selected Item	Deletes the selected file.	Highlight item and then click on the Delete button.
	Delete All Items	Deletes all items.	Click on the Delete All Items button. You will be asked to confirm the deletion of all of the files. Choose Yes to delete all files. Choose No to abort the deletion of all files.
	Move Item Up	Moves the selected file up in the order. This will allow you to choose the order in which the files will be displayed in the menu.	Highlight item and then click on the Move Item Up button.

Button	Tool Name	Description	Use
	Move Item Down	Moves the selected file down in the order. This will allow you to choose the order in which the files will be displayed in the menu.	Highlight item and then click on the Move Item Down button.
	Sort Alphabetically	Sorts all files alphabetically by file name.	Click on the Sort Alphabetically button.
	Sort by Type	Sorts all files according to file type and then alphabetically.	Click on the Sort by Type button.
	Show / Hide Parameters	The parameters option allows you to enter command line options for an AVI playback application. This option should only be used if you are sure of the player that will be used on the menu's target system.	Highlight the desired file in the content list. Click on the Show / Hide Parameters button. The Parameters field displays. Enter the desired parameters.

Content Tab File Name Fields Description Table

The file name fields allow you to rename the content files, view the content path, and assign a tooltip that will display in the menu when the cursor hovers over an item.

Each of these options are explained in the following table along with its use.

File Name Fields	Description	Use
Name	This option allows you to rename the selected file. Oftentimes the name of the actual file is not the name that is best to display in the menu. This option allows you to rename the file for display purposes. This option only renames the files in the menu; it does not rename the actual files.	Choose the file from the content list. Press <Tab> Make the desired changes within the Name field. As you enter the new name, the name within the content list will change as well.
Web Address	This field reflects the path of the selected file. This is populated automatically when a file is selected. This allows you to see the path and original file name. This field is disabled unless a Web address is selected in the content list. If a Web address is selected, this field allows you to make changes to the Web address.	This option is only available when a Web link is selected in the content list. To make changes to a Web address, highlight the item in the content list. Press <Tab>. Make changes within the File Name field. The changes will be reflected in the content list.
Tooltip	The tooltip is the information that displays while the cursor is hovered over an item in the menu. Each file's tooltip can be customized.	Enter the desired text for the tooltip. Note: The Tooltip field can contain an unlimited number of characters. Therefore, you can enter or copy and paste an informative paragraph into this field and it will display as a tooltip paragraph in the menu.
Approximate disk space used by Project	This field will track the size of the combined files that you are adding to the menu.	This is a read-only field.

Customize your Menu Navigation Buttons Using the Buttons Tab

The *Buttons* tab will allow you to set the different properties for the buttons contained with a submenu.

Once a property is set, choose **Apply** to apply that option. Choose **OK** to exit the *Buttons* tab.

To access the **Buttons** tab, from within the *Map View*, right-click on the menu whose buttons you would like to edit. From the context menu, choose **Buttons Properties**.

Buttons Tab Options Description Table

The following table describes each of the *Buttons* tab options along with its use.

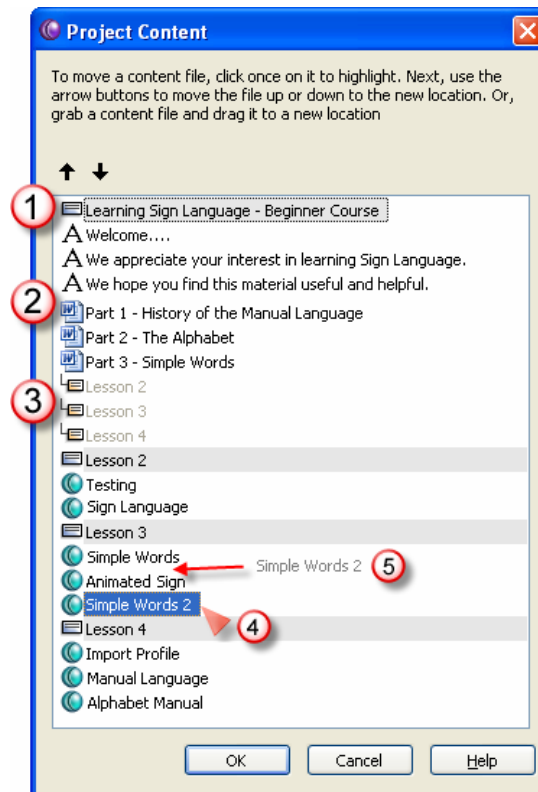
Buttons Tab Option	Description	Use
Show Back Button	When enabled, will show the Back button on the submenu. The Back button will allow the user's of the menu system to go back to the previously viewed menu.	Enable the Show Back Button option.
Show Home Button	When enabled, will show the Home button on the submenu. The Home button will allow the user's of the menu system to go back to the main menu.	Enable the Show Home Button option.
Tooltip	The tooltip is the information that displays while the cursor is hovered over the button in the menu.	Enter the desired text for the tooltip.
Button	Allows you to choose the desired button to use.	Select the button from the dropdown list.
Left Position	This is the number of pixels that the button is located from the left of the menu.	Highlight the number field and type the new number in pixels. The <i>List Box</i> can be manually moved and sized while in preview mode. These fields are updated with the new position and size values once the <i>List Box</i> is altered.
Top Position	This is the number of pixels that the button is located from the top of the menu.	Highlight the number field and type the new number in pixels. The <i>List Box</i> can be manually moved and sized while in preview mode. These fields are updated with the new position and size values once the <i>List Box</i> is altered.
Colorize Button	Allows you to change the foreground and background colors of the button.	Enable the Colorize Button option.
Color 1	Used to change the foreground color of the button.	Select the color from the dropdown list.
Color 2	Used to change the background color of the button.	Select the color from the dropdown list.

Moving MenuMaker Project Content into a New Menu

The *Project Content* option is used to display the *Project Content* dialog box which allows you to easily move content files to a new location either within the same menu or to a different menu.

To move a content file, click once on it to highlight. Next, use the arrow buttons to move the file up or down to the new location. Or, grab the content file and drag it to a new location.

You must be in *Map View* in order to use this option. Click on the **Toggle Map View** button and then choose **Edit > Project Content**.



1	Each menu that is part of the current project will be denoted with a Menu icon  . Menus cannot be moved to a new location.
2	Each menu's content files are listed underneath the Menu icon. Alongside the file name will be an icon. These icons let you know which application will be used to open that file when it is accessed from the menu.
3	Each submenu that is linked to a parent menu is denoted with a Branched Menu icon  . Branched menus cannot be moved to a new location.
4	To move a content file, highlight the file and then use the Arrow buttons  to move the file up or down to the new location.
5	Alternately, to move a content file, you can grab the desired content file and drag it to the new location. When the new location is reached, drop the file.

Audio Editor Tutorials

The Audio Editor Welcome Screen

The *Welcome* screen is intended to give you an easy way to create a new audio file or to edit an existing audio or video file.

From the *Welcome* screen, choose the desired option for your work in Audio Editor and then choose **OK**.

Create a new audio file

Choose this option if you would like to create a new audio file.

Edit an existing video or audio file or image file

Choose this option if you would like to edit the content of an existing video, audio, or image file.

Open a recent project

Choose this option if you would like to open a file that has recently been opened. This option will enable the recent list dropdown menu for you to choose from. This dropdown menu contains the last eight files that were opened.

Before you begin using Audio Editor, please review the following topics:

- ▶ **5 Quick & Easy Steps to your First Audio File.**
- ▶ **Getting Familiar with the Audio Editor Screen.**
- ▶ **Working with the Waveform.**

Note: To disable the Welcome screen from appearing each time Audio Editor is opened; click on the **Show this dialog at startup** box to remove the checkmark.

5 Quick & Easy Steps to your First Audio File

Creating an audio file with Audio Editor is quite simple, involving only five basic steps. The following section will walk you through the necessary steps for adding audio to a video or image file.

Step 1: Choose Create a New Audio File at the Welcome Screen

From the *Welcome* screen, choose the **Create a new audio file** option and then choose **OK**.

Step 2: Record

Click the **Record** button  to start the recording from the microphone.

Step 3: End Recording & Test Playback

When you are done recording, click the **Stop** button  to end the audio recording session. The audio will be displayed as a waveform.

- Use the playback options to playback the audio that you have just created.
- Use the edit tools to edit your audio file.

Step 4: Save Video

To save the video, choose **File > Save**.

Note: Within Audio Editor, when you save an audio file that consists of a graphic file, you will be prompted to save the file as an AVI file. Saving the file as an AVI allows you to play the image and sound in a variety of different media players such as the Camtasia Player. You can also add the AVI to the storyboard within Camtasia Studio and incorporate it as a clip during the video production process.

Step 5: Exit Audio Editor

Choose **File > Exit**.

To use your new audio file within Camtasia Studio:

1. From within Camtasia Studio, choose **Import Audio** from the *Task List*.
2. Browse and search for the file that you have just created. Choose **Open**.
3. The new audio file will appear in the *Clip Bin*. Drag the audio file to the *Timeline* for use within the current video project.

Saving My Video's Audio Track as a Separate .WAV File

You can save the audio track associated with the AVI you have open in Camtasia Studio as a WAV file.

Use this Camtasia Studio feature to make a back up of your audio track just in case, or so that you can easily edit your voice narration with any 3rd party audio tool.

How to Save Your Audio Track as a .WAV File

1. Start Camtasia Studio.
2. Import your video that contains audio into the *Clip Bin*.
3. Drag the video clip to the *Timeline*.
4. Choose **File > Save Audio As** from the dropdown menu.
5. The *Save Audio As* dialog displays.
6. Browse and select the desired folder to save your WAV file to. Also choose a different name than the default if desired.
7. Choose **Save**.

Theater Tutorials

Theater adds DVD-like navigation to your screen videos in Flash format. Using Theater's menu, your users can quickly navigate between multiple movies or view them all in a pre-defined sequence. Theater presentations can be viewed online and on CD-ROM.

With Theater, your content is easier to use and navigate. As a result, viewers can watch videos at their own pace and even finish their training ahead of schedule.

Features of Theater

- Select a single Flash file or complete directories
- Sort and rename videos
- Auto-sequencing option
- Scrolling menu
- Flash playback controls
- Font and color control
- HTML output
- XML output for custom configuration

This chapter contains tutorials and information on the features found within Theater.

See the following topics for step-by-step instructions.

► **Create an Interactive Theater Flash Menu for the Web**

► **Learn about the Menu Creation Process**

► **Read an Important Note about Camtasia Studio Produced SWF Files**

► **Customize my Flash Menu using the Tab Options**

► **Customize my Flash Menu's Colors using the Color Options**

► **Add Movies to my Flash Menu using the Menu List Options**

► **Customize my Flash Menu's Controls using the Controls Tab Options**

► **Create the Actual Menu using the Export Option**

Create an Interactive Theater Flash Menu for the Web

Camtasia Theater allows you to easily create an attractive and interactive menu from which to launch your Camtasia Studio-made Flash files.

Camtasia Theater adds DVD-like navigation to your screen videos in Flash format. Using Theater's menu, your users can quickly navigate between multiple movies or view them all in a pre-defined sequence. Theater presentations can be viewed online and on CD-ROM.

Theater operates on a project basis. This means that you add files, edit the look and feel of the menu and then save your work as a project file. Later, you can come back to that project file and change the look of the menu, add or delete files, etc.

Creating a Flash menu with Camtasia Theater is quite simple, involving only seven basic steps from beginning to end. This includes such steps as adding a title, choosing custom colors, adding the files, saving the project, creating the menu, and then testing. The following section gives you a brief run through of each step.

Step 1. Open Theater

Open Camtasia Theater. Choose **Tools > Camtasia Theater**.

Step 2. Add Title and Customize

Within the Menu title field, enter a title for this menu.

Make any other desired customizations to the title or item fonts, text alignment, or movie sequencing.

Step 3. Choose Menu Colors

Within the *Colors* properties box, customize the colors for the menu's background, title, item text, or item rollover text. To change the color, click on the desired button. A standard *Color* dialog box appears.

Choose the desired color and then click on OK. The color is updated to the *Color* properties box.

Step 4. Add Movies

1. Within the *Menu List* box, click on the **Add SWF movie** button on the sidebar. A standard *Browse* dialog box appears. Browse and select the desired SWF movie file and then choose **OK**.
2. The movie now displays within the *Movie List* area. Continue with this process until all of the movies have been added.
3. To edit the name of the file to a more logical name than what the actual file name might be, double-click on the file name in the *Menu Item Name* column and then reenter the desired name.
4. Use the arrow buttons to move the selected movie up or down within the list.

When you have made all of your additions and edits to the list box, you are ready to customize the look of the controller.

Step 5. Configure Controller

Click on the *Controls* tab to display the *Controls* options. In this tab:

1. Select whether or not you want your movies to pause before playing or start automatically. If you choose to pause first, you have to manually begin playing the movie by clicking on the **Start** button.
2. Click on the **Movie controller Color** button to select the color of the movie controller.
3. Choose whether or not you would like to include an **About box** in your menu. If so, enable this option and then add the about box text in the **About text** field.
4. If desired, select any duration or elapsed time properties to display in the controller.
5. Select any preload movie options. The preload movie plays until the actual SWF file has been loaded according to the percentage specified in the % of main movie to preload field.

Once you have made all of your additions and edits to the controller, you are ready to export and create the actual menu.

Step 6. Save Project & Export Flash Menu

At this time, save your project file. This will allow you to come back and work on this menu at a later time. Next, it is time to export and create your Flash menu.

Click on the **Export Flash Menu** button at the bottom of the screen.

A standard *Browse* dialog box appears. Browse and select the folder that will house this menu's files. Choose **OK**. The folder will be created for you.

If an existing folder exists by the same name, you will be asked if you want to overwrite the contents of that folder. Choose **OK** to overwrite. Choose **No** to be prompted for a different file name. Choose **Cancel** to exit back to Theater's main screen without making any changes.

Once you choose **OK**, the export process will begin.

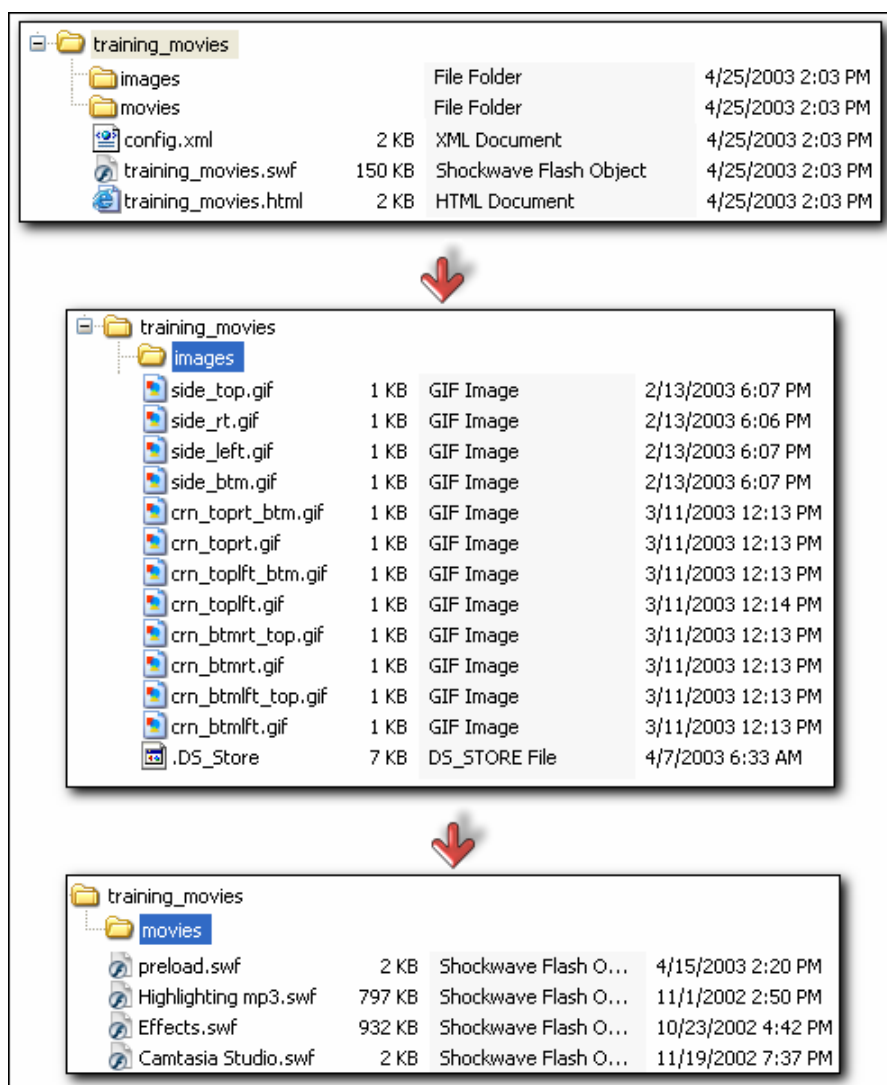
Learn about the Menu Creation Process

Once you have created your menu project, you will need to create the actual menu files using an export process. During creation, a folder is created that will house a copy of all of the files necessary to run your menu.

The folder that is created will have the same name as the name of the menu's title. This folder will house all of the files used to run the menu as well as an image and movie and folder to house and organize the menu's content.

The following graphic illustrates the structure of the files and folders that are created. The HTML file that runs the menu, an Images folder which contains the menu's frame graphics, and a Movies folder which contains the menu's SWF files, are all located in the root directory of the menu's folder.

- When the *Image* folder is opened, you will see several GIF files. These are the files that make up the frame of the menu.
- When the *Movies* folder is opened, you will see the SWF files that you have selected to include in this menu.
- When distributing your menu in any way, you must include all of these files for your menu for run properly.



Read an Important Note about Camtasia Studio Produced SWF Files

The following section contains important information about using your Camtasia Studio-made SWF files in your Theater menu. To ensure success when exporting a Theater menu, it is highly recommended that you read this information before creating your first menu.

About the Playback Controls

If you plan on using your Camtasia Studio-made SWF movies within Camtasia Theater, then you will want to produce your SWF movies within Camtasia Studio with the *Playback Controls* option set to **None**.

If you do not disable this option, then your SWF movies launched from within the Theater menu will contain two sets of playback controls.

You get to these controls by choosing from within Camtasia Studio: **File > Produce Video As > Macromedia Flash SWF Movie File > Next button > Macromedia Flash Encoding Options screen > Playback Controls > None**.

If you have already produced your Flash movie with these controls enabled, it is advised that you re-produce your movie with this option disabled.

Customize my Flash Menu using the Tab Options

When you first open Camtasia Theater you will be in *Menu* view. The menu view is used to add a title to the menu, customize the look of the menu's text and background color, add the desired SWF movies to the menu, and order the movies within the list.

General Properties Options Description Table

The following table describes each of the *General Properties* options. These options are used to format the menu's title and as well as the listed item's font size and alignment.

Option Name	Description and Use
Menu title	Enter the name of the Menu's title. This will be displayed in the menu's title bar.
Menu title font size	Use the arrow on the Menu Title Font Size field to select the desired font size for the menu's title.
Menu item font size	Use the arrow on the Menu Item Font Size field to select the desired font size for the items in the menu list.
Menu alignment	Use the arrow on the Menu Alignment field to select the alignment of the text in relation to the menu. Choose either the left or the right.
Play movies in sequence	Enable this option if you would like to automatically play your movies in sequence. If this option is not enabled, then you will play your movies by clicking on them within the menu's list box.
Launch Menu after export	Enable the Launch Menu after export option to immediately view the menu when the Export Flash Menu process has completed. If left disabled, then you will have to search for the directory that the menu was saved in and launch the menu from there by double-clicking on the HTML file.
Export Flash Menu	Click on this button to begin the menu export process. See also Create the Actual Menu using the Export.

Customize my Flash Menu's Colors using the Color Options

The following table describes each of the *Colors* options. These options are used to format the menu's colors.

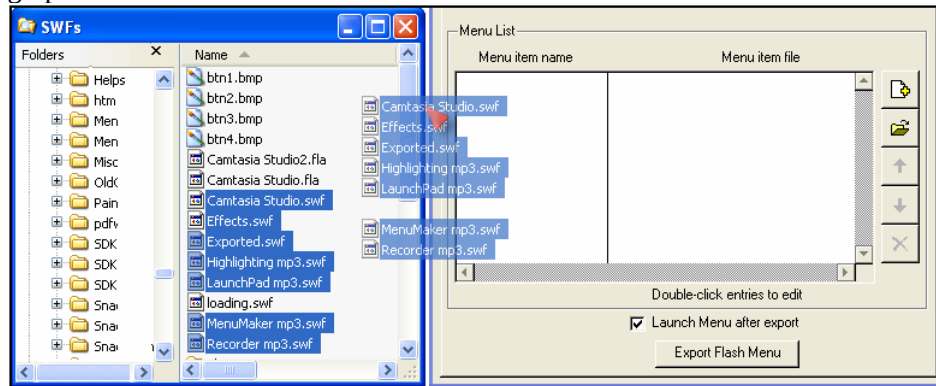
Option Name	Description and Use
Movie background	Color of the playback area within the menu. If the movie that is playing in the menu is not large enough to fill the entire playback area, this color will be displayed around the movie. Click on the button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the <i>List Tab</i> dialog box.
Menu background	Color of the menu panel that displays the movie titles. Click on the button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the <i>List Tab</i> dialog box.
Menu title	Color of the menu's title. Click on the button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the <i>List Tab</i> dialog box.
Item normal	Color of the text in the <i>List Box</i> before that item is ever selected to run. Click on the button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the <i>List Tab</i> dialog box.
Item rollover	Color of the text when the cursor is passed over it. Click on the button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the <i>List Tab</i> dialog box.

Add Movies to my Flash Menu using the Menu List Options

The following table describes each of the *Menu List* options. These options are used to add the actual SWF movies to the menu, edit the movie titles displayed within the menu, and to order the movies in the menu list.

Tool	Option Name	Description and Use
	Menu Item Name	Shows the name of the SWF file. You can edit this to be any name that you would like. Often times it is better to give the movie a standardized name rather than using the file name. Example: TrnVid0002.swf might be the file name but you can rename it to Training Video #2. Edit this entry by double-clicking on the entry and reentering the desired name.
	Menu Item File	Shows the path to the SWF file. You can change this file from within this field by double-clicking on the entry and choosing the desired file from the Browse box.
	Add SWF Movie	Choose this option to add a movie file to the menu. To add the desired file, click on the Add SWF Movie button. The <i>Add Movie Items</i> screen will display. Within the dialog box, choose a directory in the Look in field and then choose the movie file you want to add. Once your file is selected, choose Open . Repeat this process until you have finished selecting your movies.
	Add all SWF movies in folder	Choose this option to quickly add all of the SWF movies in a particular folder. To add the desired files in a folder, click on the Add all SWF Movies in a folder button. The <i>Browse for a Folder</i> dialog box will display. Within the dialog box, choose a folder and then choose OK .
	Remove Movie	Removes the selected movie from the list.
	Move Movie Up	Moves the selected movie up in the order. This will allow you to choose the order in which the files will be displayed in the menu.
	Move Movie Down	Moves the selected movie down in the order. This will allow you to choose the order in which the files will be displayed in the menu.

Note: You can easily drag and drop your SWF files from *Windows Explorer* into the *Menu List*. When dragging and dropping, you can choose multiple files. To perform this operation, simply select the desired files in *Explorer* and drag them into the *Menu List* and drop them as seen in the following graphic.



Customize my Flash Menu's Controls using the Controls Tab Options

When you first open Camtasia Theater you will be in *Menu* view. To go to the *Controls* view, simply click on the *Controls* tab. The *Controls* are used to customize the look of the playback controls that display within the menu itself and within the individual SWF movies.

Within the *Controls* tab, you can set the options for pausing and playing, the controller color, adding an about box, adding duration information, and more.

Options Description Table

The following table describes each of the *General Properties* options. These options are used to select the controller's color, customize the about box, and more.

Option Name	Description and Use
Pause at start	Enable this option if you want your movies to pause when your menu first opens. If you enable this option, you will have to press the Start button in order to begin playing a movie.
Movie Controller color	Click on the Movie Controller Color button to display the color selection chart. Use the mouse to select the color that you want to tint the <i>Movie Controller</i> .
Launch Menu after export	Enable the Launch Menu after export option to immediately view the menu when the Export Flash Menu process has completed. If left disabled, then you will have to search for the directory that the menu was saved in and launch the menu from there by double-clicking on the HTML file.
Export Flash Menu	Click on the Export Flash Menu button to begin the menu export process. See also Create the Actual Menu using the Export.
Show About box	Enable this option if you would like to make an "About" box available to the users. The About box is accessed by the user when the Camtasia Studio button is selected on the <i>Movie Controller</i> . This type of box usually contains important information such as copyright, authorship, dates, etc. When the About box option is enabled, enter the desired information, up to eight lines of text in the About text field.
Display Format	From the dropdown menu, select a display text format for the duration and/or elapsed time. You may choose different <i>Hour: Minute: Second</i> combinations. You can also choose if you want the minute and second labels to be displayed. The small letters denote the display of the labels.
Show Elapsed Time	Display the current time of the SWF movie in the selected display format.
Show Duration	Display the total duration of the SWF movie in the selected display format.
Font	Select the font in which you would like the duration and/or elapsed time to be displayed. To assure that the target machine has these fonts, there are two standard options for you to choose from, either Arial or Times New Roman.
Font Color	Select the color of the duration text. Click on Font Color button to display the color selection chart. Use the mouse to select the desired color. Note: If the color you want is not one of the swatches in the color selection box, enter the hexadecimal number for it in the number field.

Option Name	Description and Use
Show loading movie	Enable this option if you would like to show a SWF movie while your SWF file downloads.
Loading movie URL	Enter the URL or path to the movie you would like to display while your SWF file loads. The URL may be absolute (http://www.mydomain.com/mymovie.swf) or relative (./mymovie.swf). To help get you up and going quickly making menus with Camtasia Theater, we have provided a URL that links to a Camtasia Studio-made preload SWF file. This loading movie is entered in this field by default. The loading movie can be found in Theater's Resources folder.
Match movie size	Enable this option if you would like your preloading movie's size to match the size of the menu's SWF files. This option ensures that both movies are the same size in terms of width and height. If this option is not enabled, then the preloading movie will display at its own width and height dimensions. In this case, if some of the SWF files are larger in size than the loading movie, the background color will show.
% of main movie to preload	Enter the percentage of the main movie that you would like to preload before it begins playing. The preload movie will remain on the screen until this percentage is reached.
Minimum Preload movie display time (in seconds)	You may enter the minimum amount of time in seconds that you would like the preload movie to remain on the screen. This works in combination with the <i>% of Main Movie to Preload</i> setting. This means that both conditions must be met before the movie will begin playing.

Create the Actual Menu using the Export Option

Once you have created your menu project, you will need to create the actual menu files using an export process. During the creation process, a folder is created that will house a copy of all of the files necessary to run your menu.

The file that is created will have the same name as the name of the menu's title. This folder will house all of the files used to run the menu as well as an image and movie and folder to house and organize the menu's content.

Begin the Export Process

Click on the **Export Flash Menu** button at the bottom of either the *Menu* or *Controls* tab.

Note: Enable the *Launch* menu after export option to view the menu that you are creating after it is done being exported. If left disabled, then you will have to search for the directory that the menu was saved in and launch the menu from there by double-clicking on the HTML file.

1. A standard *Browse* dialog box appears. Browse and select the folder that will house this menu's files.
2. Choose **OK**. The folder will be created for you. If an existing folder exists by the same name, you will be asked if you want to overwrite the contents of that folder. Choose **OK** to overwrite. Choose **No** to be prompted for a different file name. Choose **Cancel** to exit back to Theater's main screen without making any changes.
3. Once you choose **OK**, the export process will begin.
4. When the export has completed, you will see a confirmation status box.
5. Choose **OK** to complete the export. Your menu will display. Theater will also remain open for you to continue your work.

Sharing your Videos

When you have set the timing and sequence of your video clips, still images, callouts, quizzes, and voice narration on the *Timeline*, you are ready to produce your final video into a distributable and sharable format. This process, also called rendering, assembles all of the audio, video, and images into one video file, based on the sequence you have established on the *Timeline*.

To produce your video, within the *Task List* in Camtasia Studio, click on the **Produce video as..** link. The *Production Wizard Welcome* screen appears. Choose **Next**. The *How would you like to produce your video?* screen displays. Overall, there are two different ways to produce your video—both using a wizard format.

- First, the easy-to-use **Recommend my Production Settings Wizard** takes you through the video production process based on the distribution method that you choose. With this option, simply answer a few questions about your *Timeline* content and distribution channel and you are set to go. It is highly recommended that you produce your first few videos using this production wizard. For more information, see **Recommend my Production Settings Wizard**.
- The second option uses the **Advanced Production Wizard**. This option (which is also easy to use), allows you more flexibility over your final video file format as well as the ability to customize frame rates, video and audio codecs, etc.

For more information, see **Advanced Production Wizard** and **Help Me Choose a File Format**.

How will you share your videos?

This is one of the most important questions you will need to answer before you begin to produce your video using the *Advanced Production Wizard* since it directly impacts the type of video format you will choose. See the recommendations given below to get you started.

	Internet / Intranet	CD	DVD
Recommend:	Macromedia Flash (SWF) Ideal for shorter, 10-15 minute recordings with moderate screen motion. Windows Media (WMV – Streaming Format) Ideal for longer or higher motion recordings.	Audio Video Interleave (AVI) & CD-ROM Distribution Ideal for CD-ROM distribution because it retains the highest quality and is editable with video editing programs.	Audio Video Interleave (AVI) & DVD Productions Highest quality recordings which can be readied for use with DVD authoring software.
Alternative:	RealMedia Streaming Media (RM) QuickTime (MOV)	Windows Media (WMV Streaming Format)	

Recommend my Production Settings Wizard

The easy-to-use **Recommend my Production Settings Wizard** takes you through the video production process based on the distribution method that you choose. With this option, simply answer a few questions about your *Timeline* content and distribution channel and you are set to go. It is highly recommended that you produce your first few videos using this production wizard.

To produce your video, within the *Task List* in Camtasia Studio, click on the **Produce video as..** link. The *Production Wizard Welcome* screen appears. Choose **Next**. The *How would you like to produce your video?* screen displays. Choose **Recommend my Production Settings Wizard**.

Note: If you would prefer not to see this screen each time you produce, enable the **Do not show the Welcome page again** option.

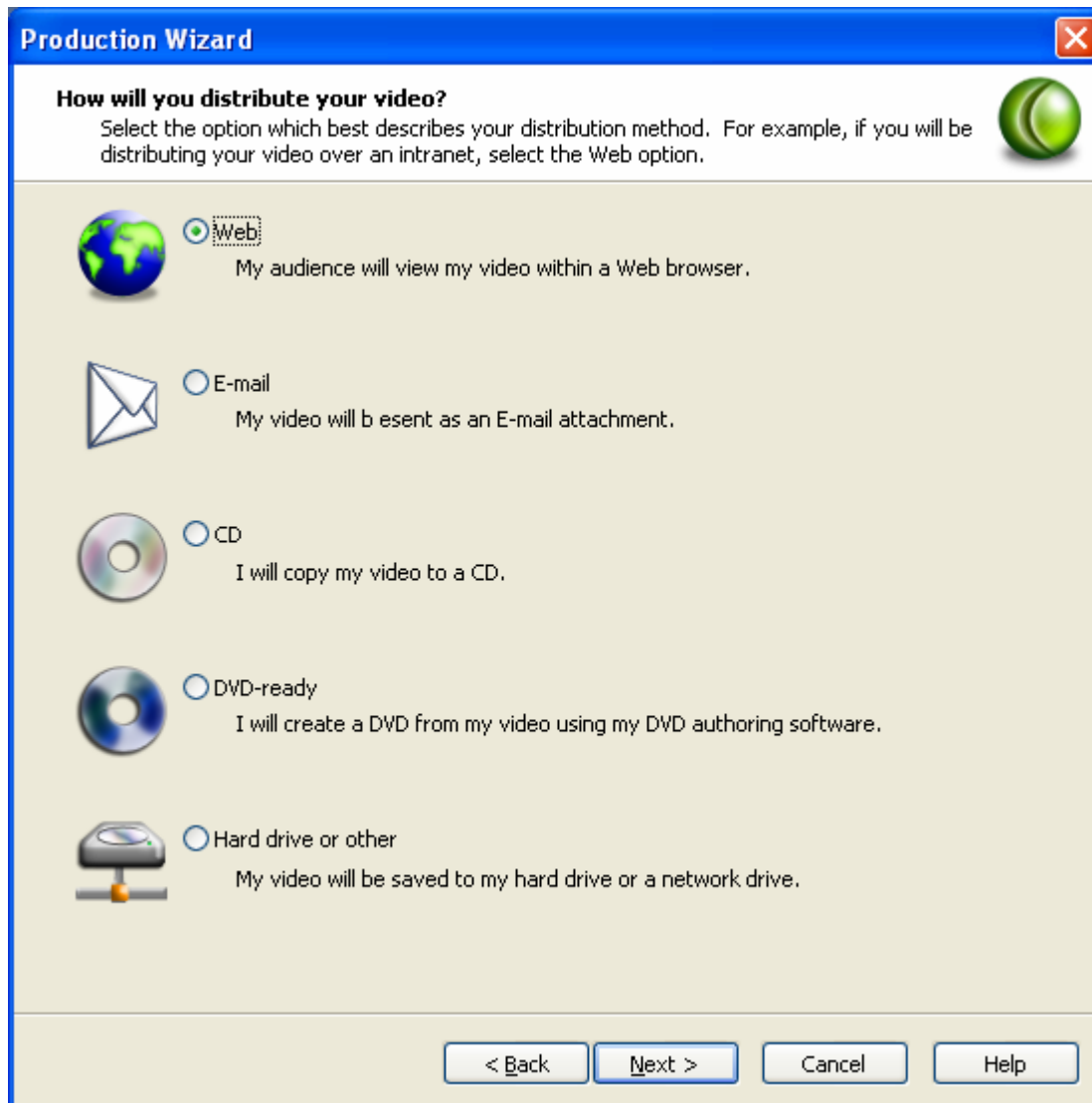
Choose **Next**. Within the *How would you like to produce your video?* screen, make sure that the **Recommend my production settings** option is enabled.



With this option, you will be guided along as you answer some simple questions concerning your desired distribution method, content on the *Timeline*, etc.

Note: This production option is highly recommended for those who are new to using Camtasia Studio.

Click **Next**. The *How will you distribute your video?* screen displays. Choose the desired method.



Continue with the option that you have selected:

- ▶ **Web Distribution Production Option**
- ▶ **E-Mail Distribution Production Option**
- ▶ **CD Distribution Production Option**
- ▶ **DVD-ready Distribution Production Option**
- ▶ **Hard Drive or Other Distribution Production Option**

Web Distribution Production Option

Use the Web production option within the **Recommend my Production Settings Wizard** to produce your video in a Web-ready format.

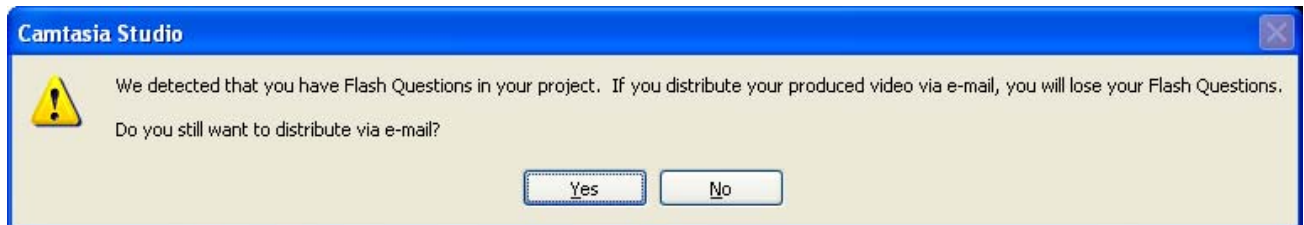
The output includes all of the files you or your Web administrator will need to upload your video for viewing in a Web browser.

Continue with **What Type of Content does your Timeline Include?**

E-Mail Distribution Production Option

Use the e-mail production option within the **Recommend my Production Settings Wizard** to produce your video in an e-mail friendly format. At the end of production process, Camtasia Studio opens a new e-mail for you with your video contained as an attachment.

If you have any Flash elements on your Timeline, you will get a warning dialog box.



The video file format that is best for e-mail output is not SWF. In order to activate your Flash elements, you must produce as SWF.

Continue with **What Type of Content does your Timeline Include?**

CD Distribution Production Option

Use the CD production option within the **Recommend my Production Settings Wizard** to produce your video in an CD-ready format. Include an auto-run file so your video will play as soon as it is put in the CD tray on the viewer's PC.

Continue with **What Type of Content does your Timeline Include?**

DVD-ready Distribution Production Option

Use the DVD production option within the **Recommend my Production Settings Wizard** to produce your video in a DVD-ready AVI format. This means that Camtasia Studio will properly size and encode your video with the highest quality options for use with most 3rd party DVD authoring software applications. Just import your final AVI video into your DVD project and you're ready to go.

Continue with **What Type of Content does your Timeline Include?**

Hard Drive or Other Distribution Production Option

Use the **Hard Drive or Other** production option if you are not sure how you are going to distribute your video.

Note: If you have Flash elements on your Timeline, choose the Web distribution option.

Choose **Next**. Continue with **What Type of Content does your Timeline Include?**

What Type of Content does your Timeline Include?

Within this screen, check all options that apply.

Production Wizard 

What type of content does your Timeline include?
Choose all that apply.



Video content

☒ My video includes screen recording  ☐ My video includes PIP or full motion video 

☐ My video includes a PowerPoint recording 

Audio content

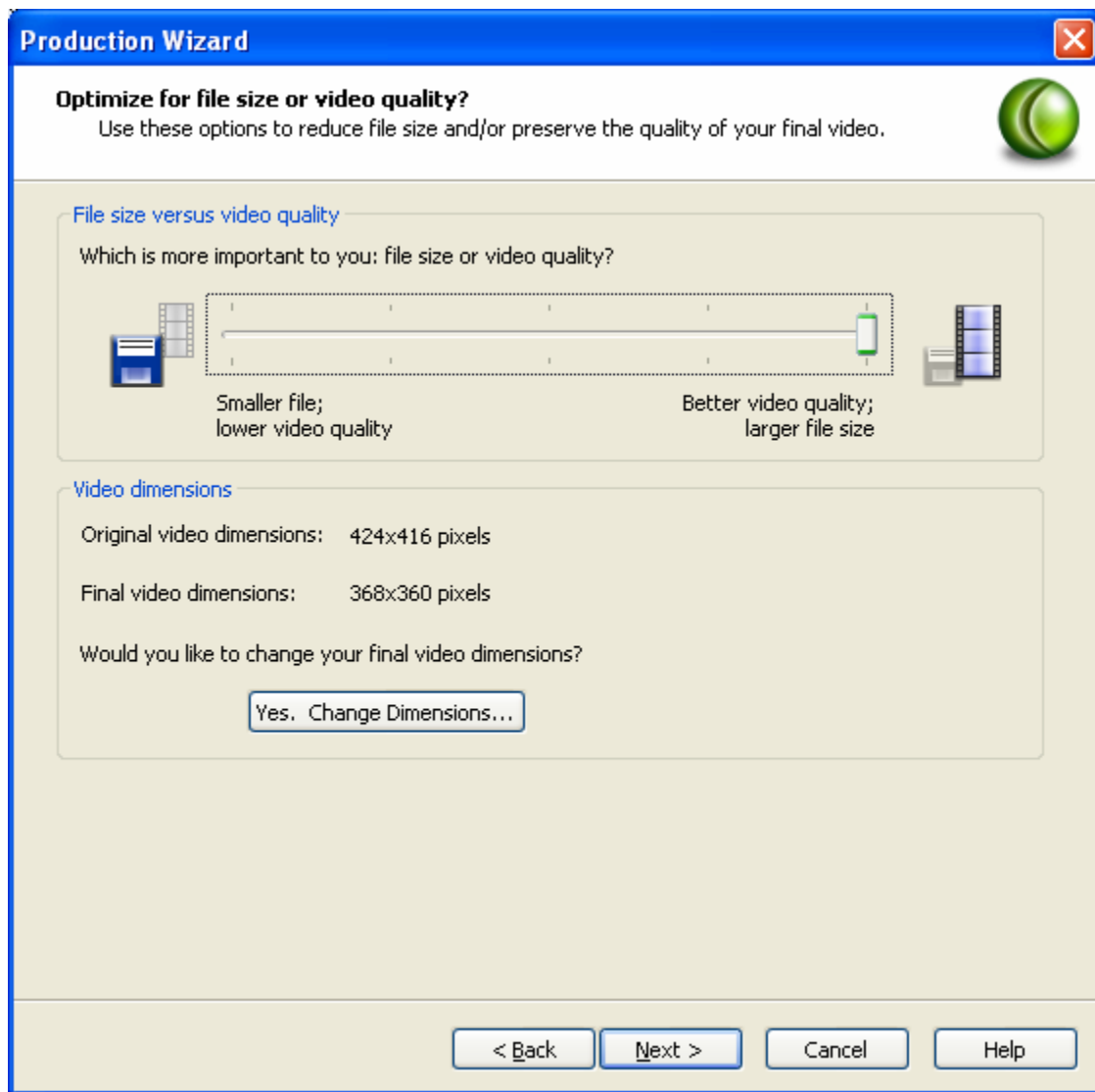
☐ My audio includes voice narration  ☐ My audio includes music or sound effects 

< Back Next > Cancel Help

Choose **Next**. Continue with **Optimize for File Size or Video Quality**.

Optimize for File Size or Video Quality

Within this screen, use the slider to tell the wizard how important the quality of the video is to you in relation to file size.



Would you like to change your final video dimensions?

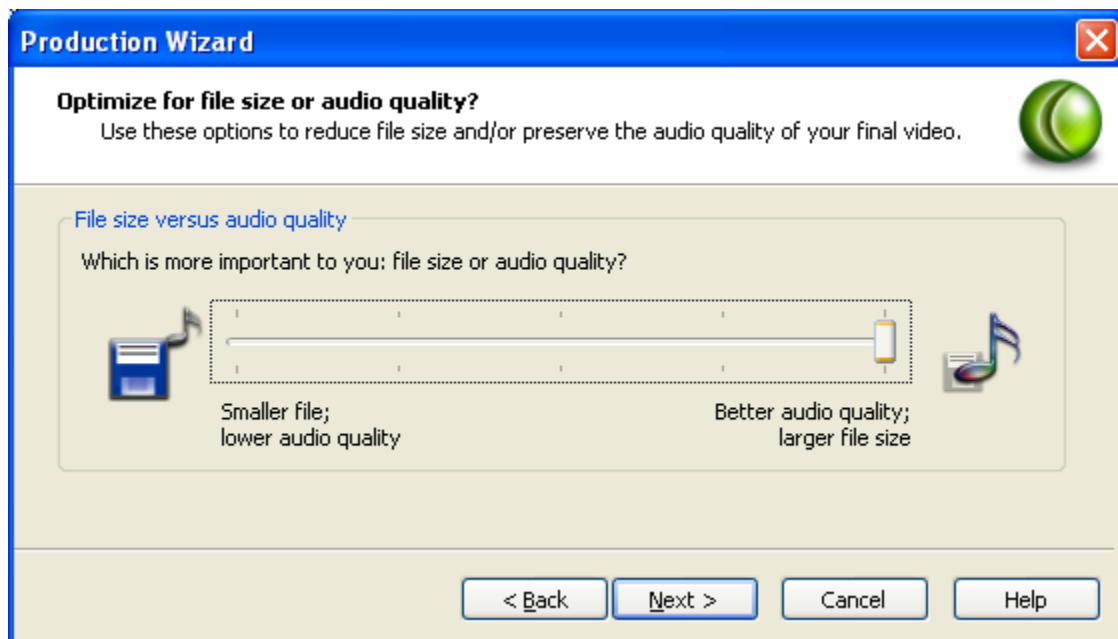
If you received a warning that your video dimensions may be too large, click on the **Yes. Change Dimensions** button. The *Video Dimensions Preview* window appears.

A new dimension will be updated to the Final video dimensions field. The wizard has detected that this is the best dimension for your video. Choose OK to accept this dimension and continue with the production wizard.

Choose **Next**. Continue with **Optimize for File Size or Audio Quality**.

Optimize for File Size or Audio Quality

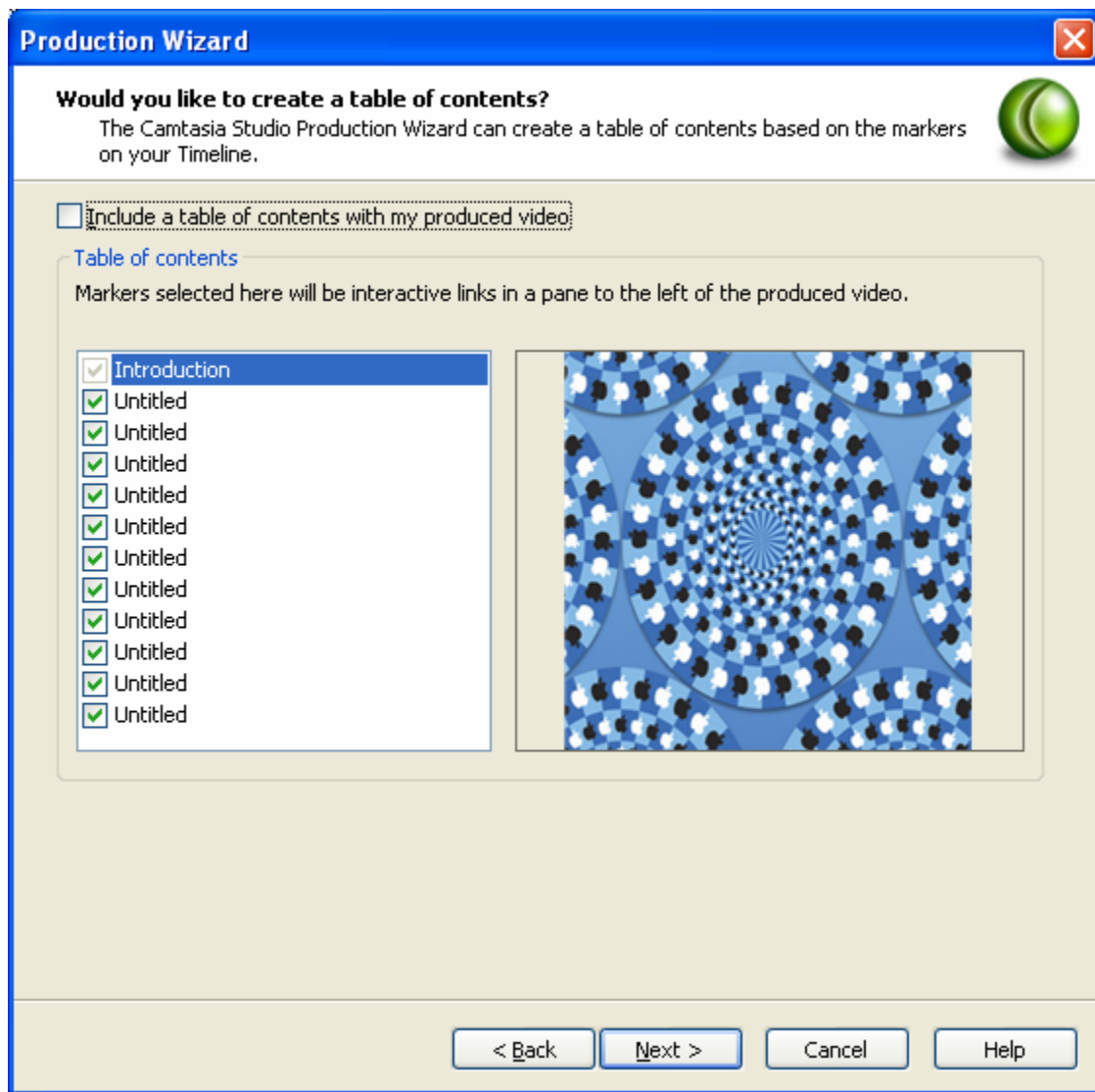
Within this screen, use the slider to tell the wizard how important the quality of the audio is to you in relation to file size.



Choose **Next**. Continue with **Would you like to Create a Table of Contents?**

Would you like to Create a Table of Contents?

Within this screen, enable the Include a table of contents with my produced video option if you would like to create an interactive table of contents from your Markers.

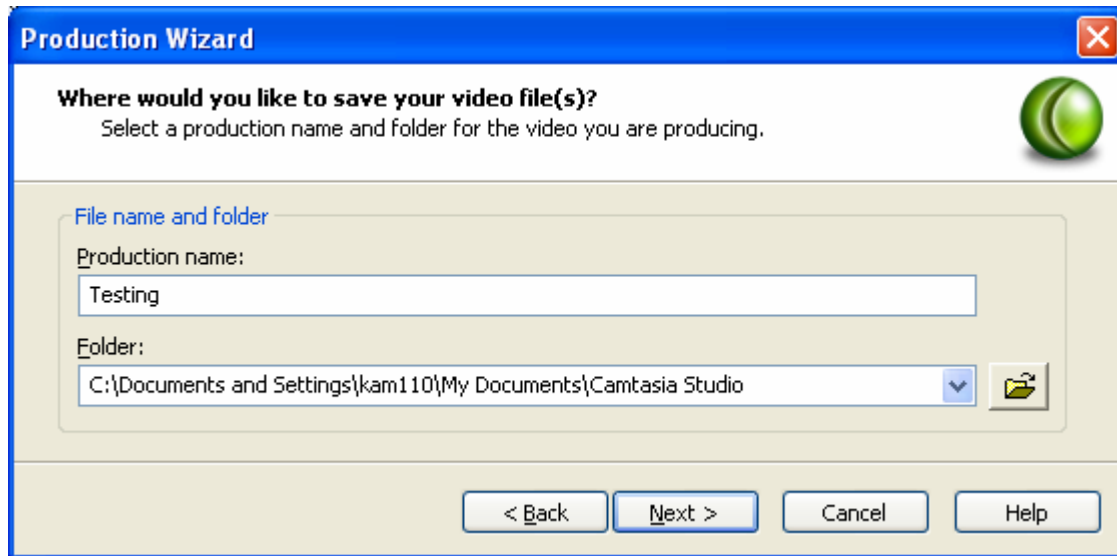


At this time, if you would like, rename any of Markers by double-clicking on one in the list and then typing new name.

Choose **Next**. Continue with **Where would you like to save your video files(s)?**

Where would you like to save your video file(s)?

Within this screen, choose a production name and folder.



The screenshot shows the 'Production Wizard' dialog box with a blue title bar and a green sphere icon in the top right corner. The main text asks 'Where would you like to save your video file(s)?' and instructs the user to 'Select a production name and folder for the video you are producing.' Below this, there is a section titled 'File name and folder' containing two input fields. The 'Production name:' field has the text 'Testing' entered. The 'Folder:' field shows the path 'C:\Documents and Settings\kam110\My Documents\Camtasia Studio' and includes a folder selection icon on the right. At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

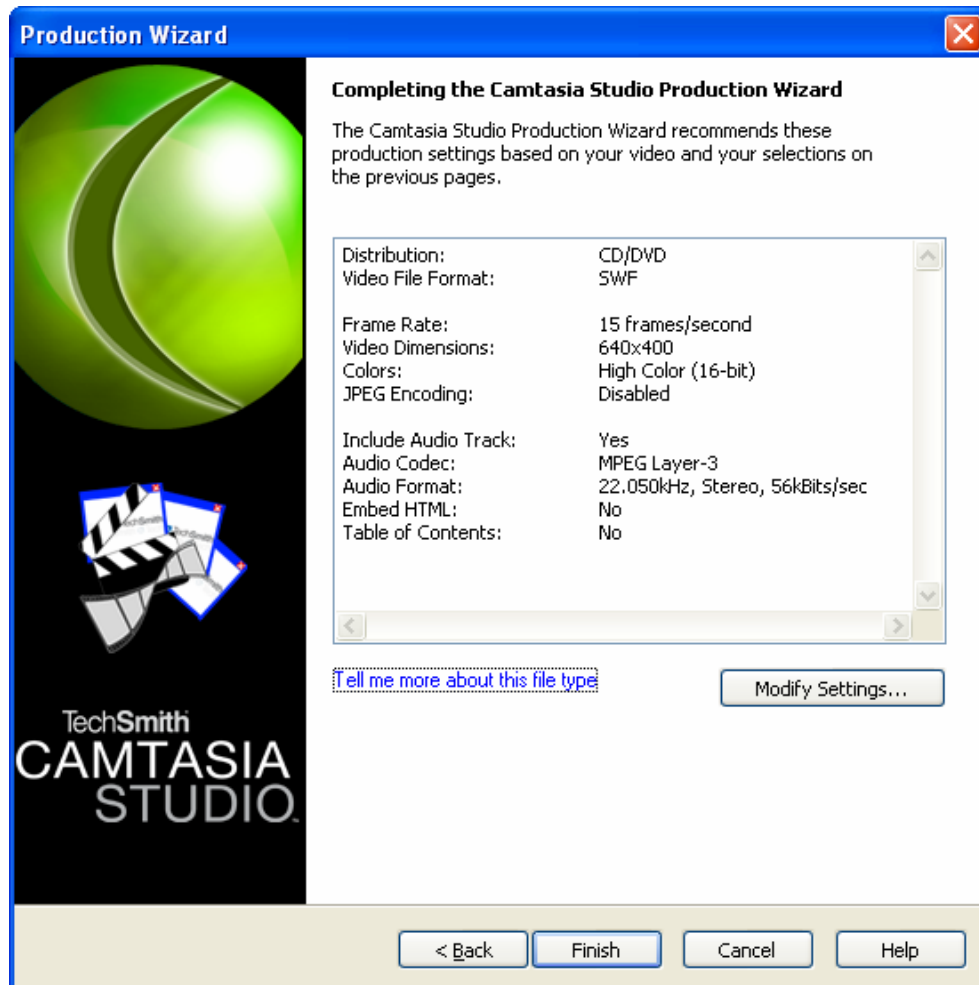
Choose **Next**. Continue with **Completing the Camtasia Studio Production Wizard**.

Completing the Camtasia Studio Production Wizard

Within this screen, you will see the settings that the Wizard has selected for you.

Note: If you would like to change any of these settings, click on the **Modify Settings** button. You will be taken to the Advanced Wizard. Continue with **Advanced Production Wizard**.

If you would like to learn more about the video file format that was selected for you, click on the **Help Me Choose a File Format** link.



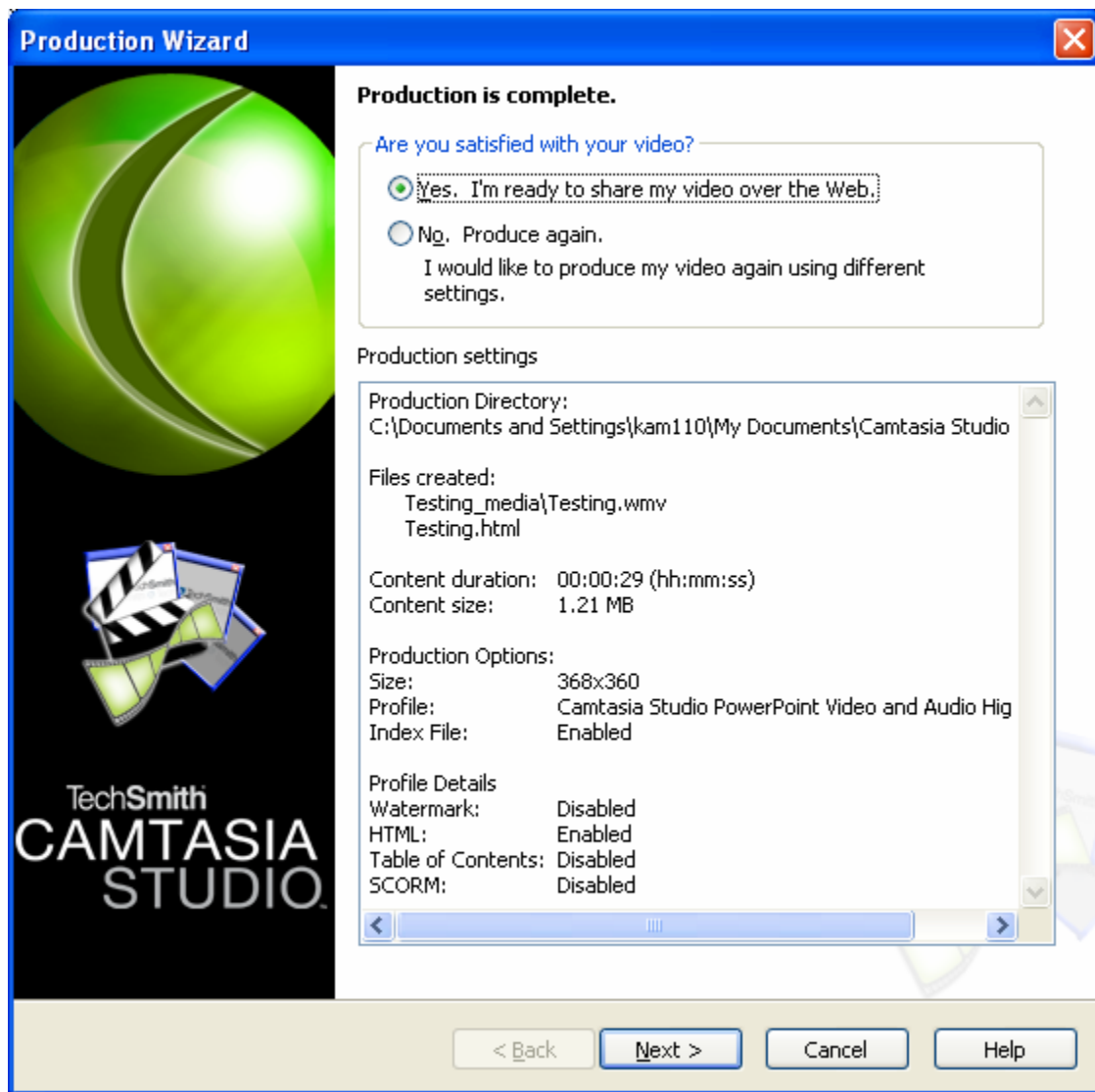
Choose **Finish**.

Continue with the options that matches your production distribution method:

- ▶ **Web Production is Complete**
- ▶ **E-mail Production is Complete**
- ▶ **CD Production is Complete**
- ▶ **DVD Production is Complete**
- ▶ **Hard Drive or Other Production is Complete**

Web Production is Complete

After your video has been produced, you will see the following screen. Additionally, your video will play back for your review.



Read the information on this screen and then choose **Next**.

What would you like to do next?

The following screen will display. Choose the desired option and then choose **Finish**.



► **Open Production Folder**

Opens Windows Explorer so you can view your files.

► **Zip Output to send to you web administrator**

Creates a zip file of your files

► **I wish to use a free 30-day trial of a 3rd party web hosting**

In conjunction with our 3rd party hosting providers, Camtasia Studio offers the complete solution for customers who want to share their videos. Without even using a credit card, people who download Camtasia Studio can receive 100 MB of free web hosting for 30 days. Monthly contracts are also available at \$4 for 500MB and \$9 for 2 GB of space per month. No extended contracts are required. No spamming of users will be done. Just a nice, fast, and free way to share your videos.

► Create a Custom Production File

A *Custom Production Profile* contains a set of saved production instructions including the *Video File Format*, *Encoding Options*, and *Video Size* options.

Setting up a *Custom Production Profile* makes the production of videos faster and easier since choosing a *Custom Profile* allows you to bypass most of the *Production Wizard* process method.

1. To create a *Custom Production Profile*, create your video within Camtasia Studio as usual.
2. When you are ready to produce your video, in the *Task List*, choose **Produce Video As**.
3. The *Production Wizard* appears.
4. Enable the **Custom Production Profile** option.
5. Click on the **Manage** button. The *Manage Production Profiles* dialog box appears.
6. Click on the **New** button. The *Profile Editor Wizard* dialog box appears.
7. Within the **Profile Name** field, enter the name that you would like to give this profile.
8. In the **Description** field, enter a description for this profile.
9. Choose the desired **Video File Format** option.
10. From this point on, you will choose your profile options just as though you were stepping through the *Production Wizard*.

► Using Custom Production Profiles

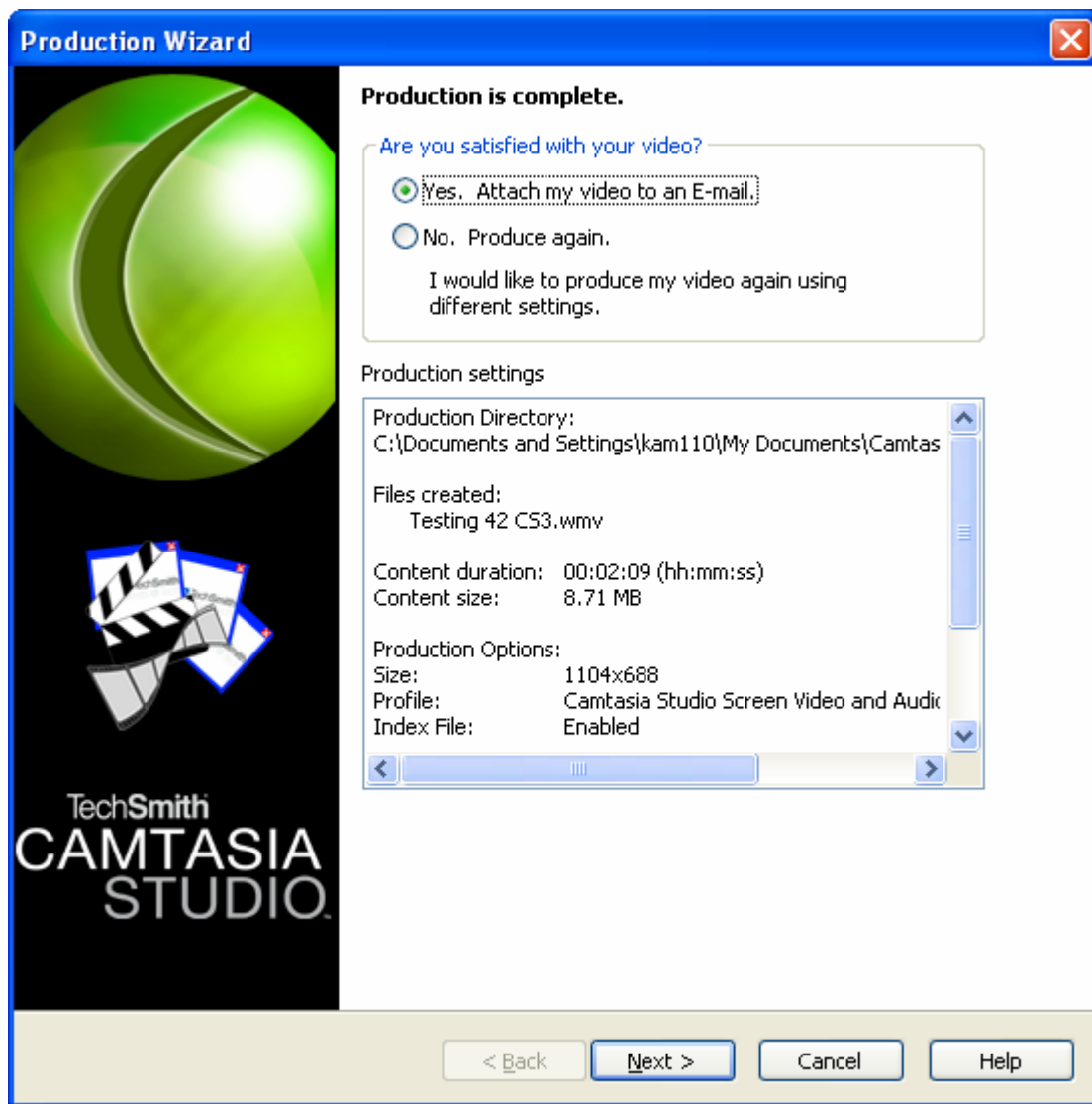
1. To use *Custom Production Profiles*, create a video as usual within Camtasia Studio.
2. When you are ready to produce your video, within the *Task List*, choose **Produce Video As**. The *Production Wizard* will display.
3. Enable the **Custom Production Profile** option.
4. From the dropdown list, choose the desired profile. Choose **Next**.
5. The *Produce Video* screen appears.

See also:

Manage Production Profiles

E-mail Production is Complete

After your video has been produced, you will see the following screen. Additionally, your video will play back for your review.



Read the information on this screen and then choose **Next**.

What would you like to do next?

The following screen will display. Choose the desired option and then choose **Finish**.



► Open Production Folder

Opens Windows Explorer so you can view your files.

► Create a Custom Production File

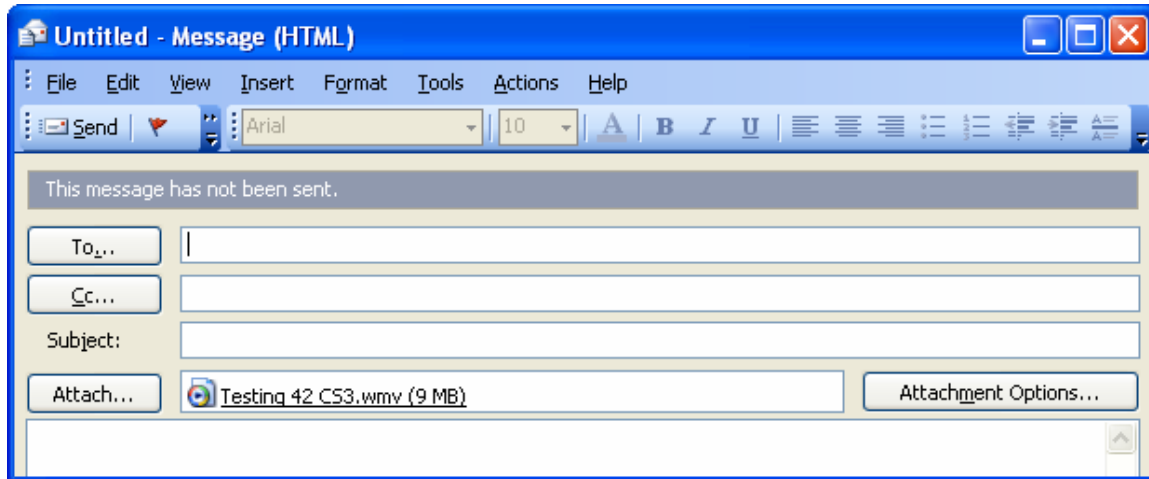
A *Custom Production Profile* contains a set of saved production instructions including the *Video File Format*, *Encoding Options*, and *Video Size* options.

Setting up a *Custom Production Profile* makes the production of videos faster and easier since choosing a *Custom Profile* allows you to bypass most of the *Production Wizard* process method.

1. To create a *Custom Production Profile*, create your video within Camtasia Studio as usual.
2. When you are ready to produce your video, in the *Task List*, choose **Produce Video As**.
3. The *Production Wizard* appears.
4. Enable the **Custom Production Profile** option.
5. Click on the **Manage** button. The *Manage Production Profiles* dialog box appears.
6. Click on the **New** button. The *Profile Editor Wizard* dialog box appears.

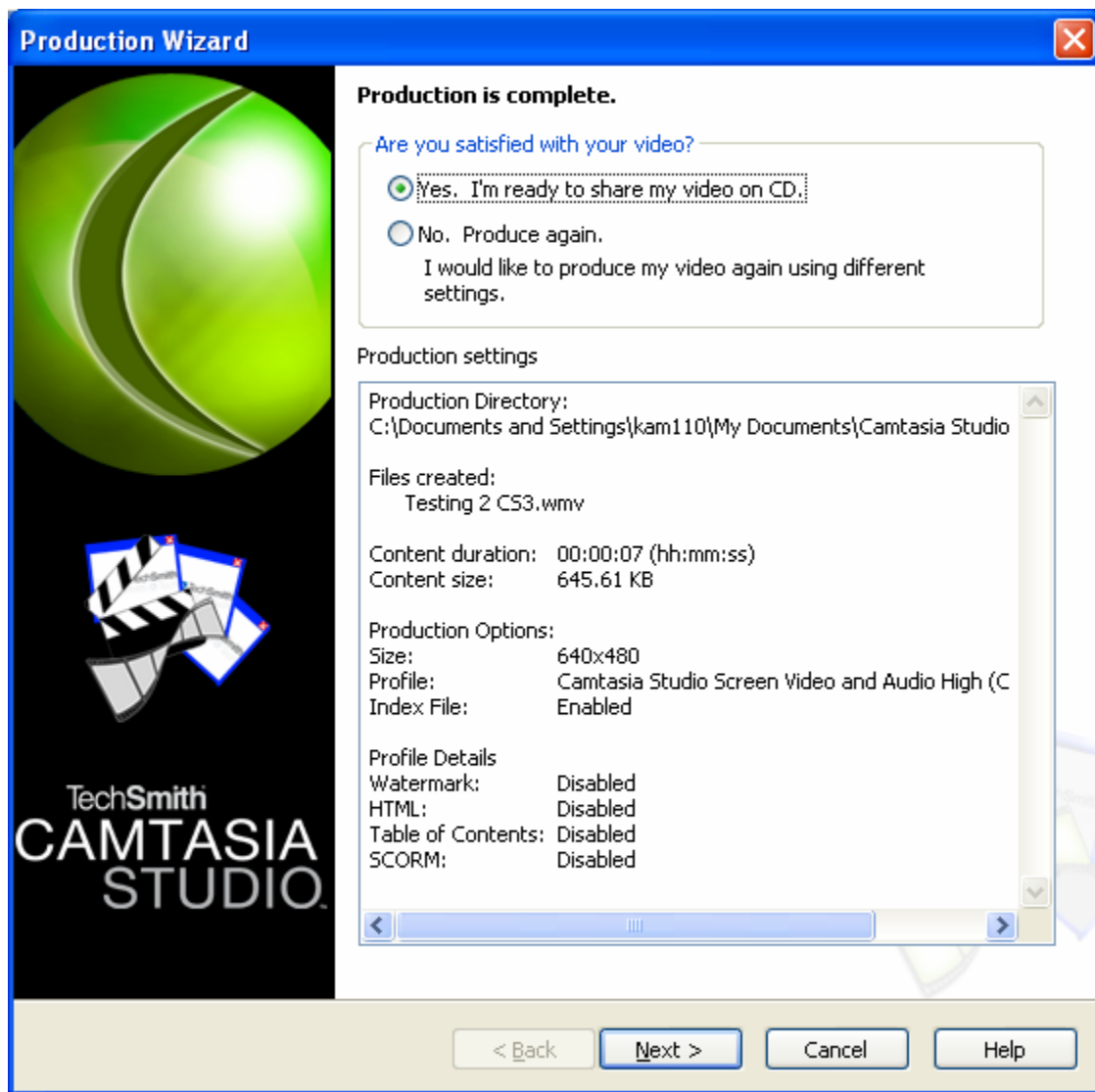
7. Within the **Profile Name** field, enter the name that you would like to give this profile.
8. In the **Description** field, enter a description for this profile.
9. Choose the desired **Video File Format** option.
10. From this point on, you will choose your profile options just as though you were stepping through the Production Wizard.

Your video will now be attached to an email



CD Production is Complete

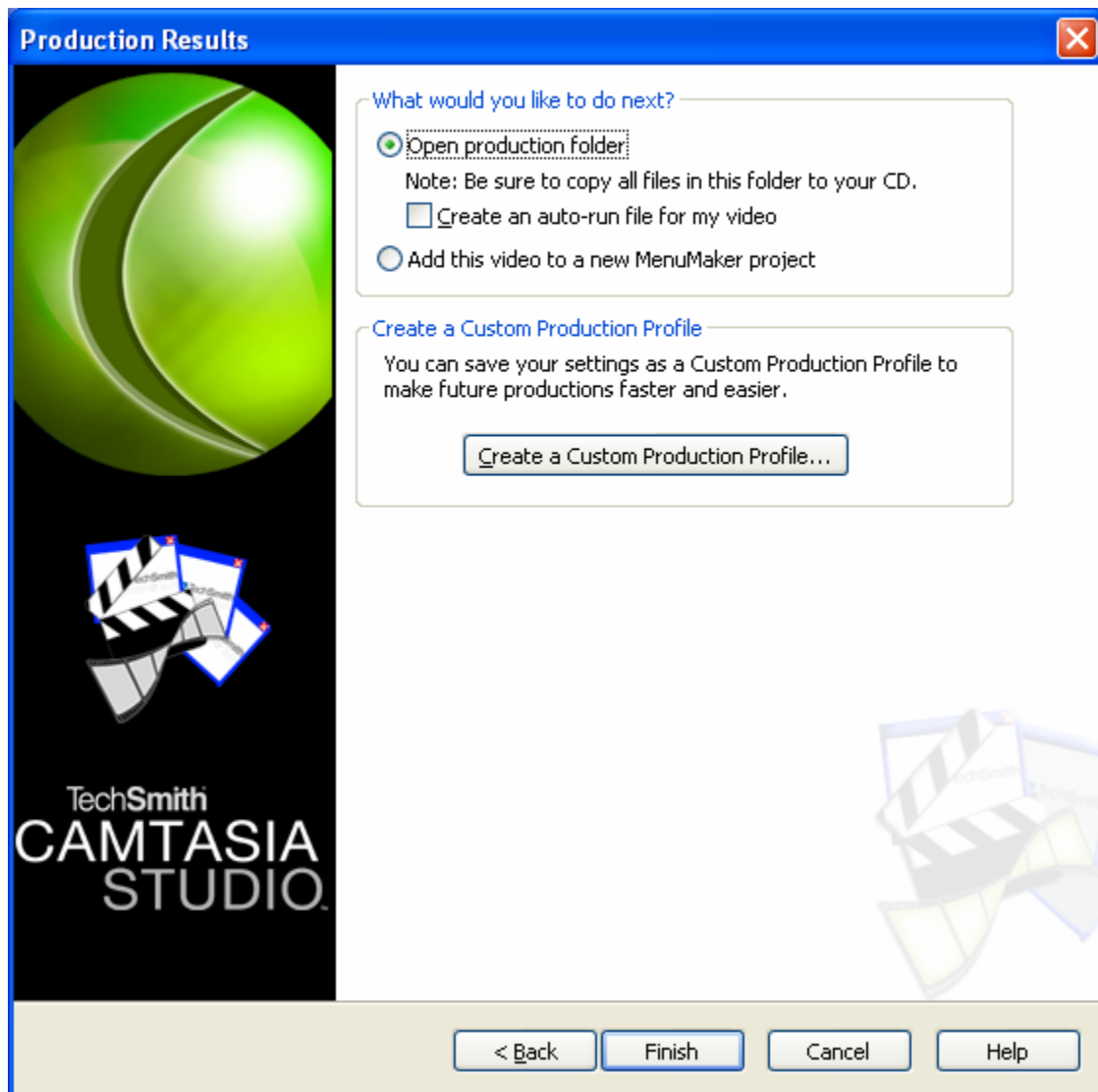
After your video has been produced, you will see the following screen. Additionally, your video will play back for your review.



Read the information on this screen and then choose **Next**.

What would you like to do next?

The following screen will display. Choose the desired option and then choose **Finish**.



► **Open Production Folder**

Opens Windows Explorer so you can view your files.

► **Create an auto-run file for my video**

Create an auto run file to include on your CD. With the inclusion of this file, your video will play as soon as it is placed in the PC's CD tray.

► **Add this video to a new MenuMaker project**

Enable this option to open *MenuMaker* with you video inserted as a project file. For more information on MenuMaker, see **A Close-Up Look at Camtasia MenuMaker**.

► Create a Custom Production File

A *Custom Production Profile* contains a set of saved production instructions including the *Video File Format*, *Encoding Options*, and *Video Size* options.

Setting up a *Custom Production Profile* makes the production of videos faster and easier since choosing a *Custom Profile* allows you to bypass most of the *Production Wizard* process method.

1. To create a *Custom Production Profile*, create your video within Camtasia Studio as usual.
2. When you are ready to produce your video, in the *Task List*, choose **Produce Video As**.
3. The *Production Wizard* appears.
4. Enable the **Custom Production Profile** option.
5. Click on the **Manage** button. The *Manage Production Profiles* dialog box appears.
6. Click on the **New** button. The *Profile Editor Wizard* dialog box appears.
7. Within the **Profile Name** field, enter the name that you would like to give this profile.
8. In the **Description** field, enter a description for this profile.
9. Choose the desired **Video File Format** option.
10. From this point on, you will choose your profile options just as though you were stepping through the *Production Wizard*.

► Using Custom Production Profiles

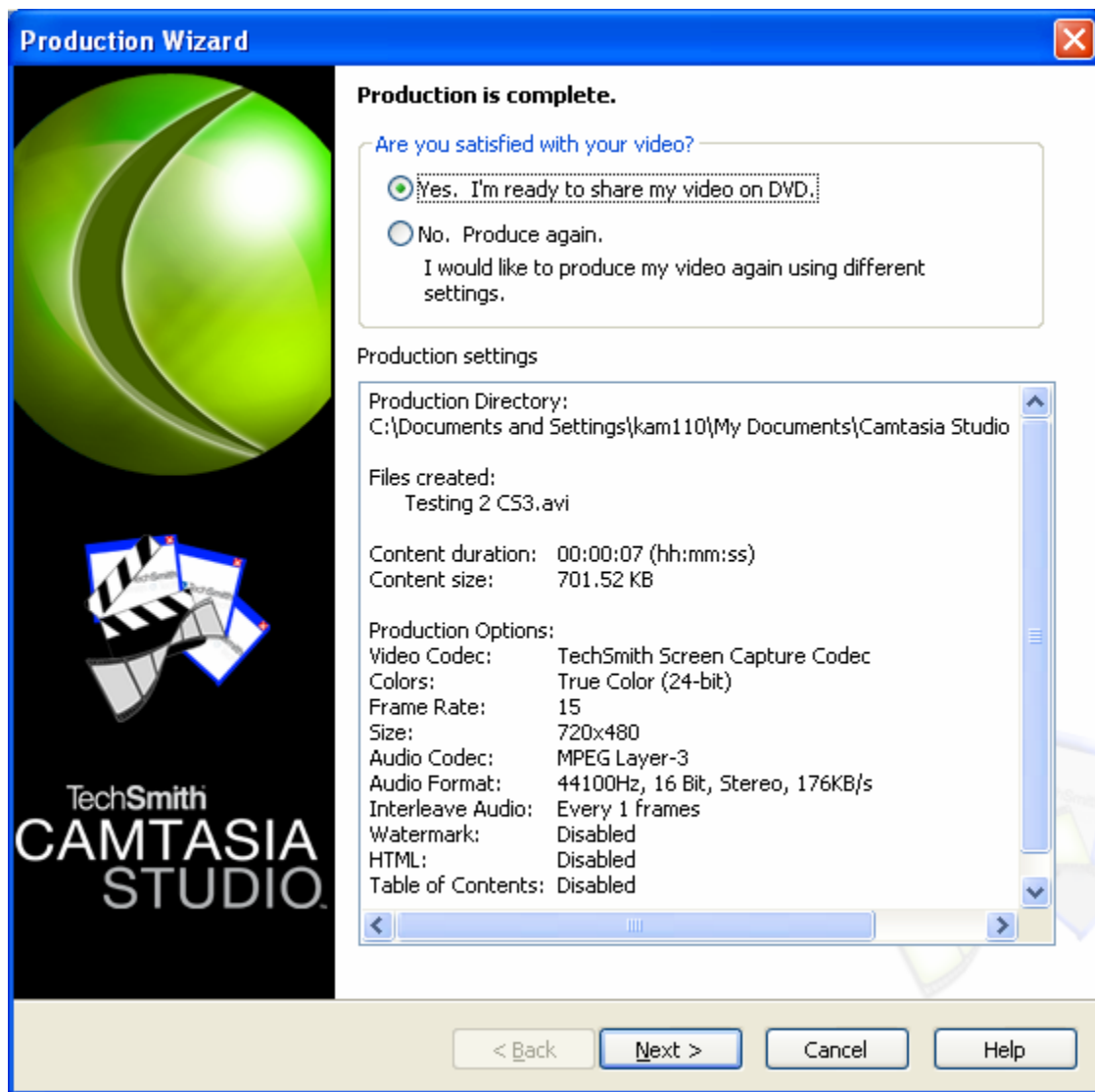
1. To use *Custom Production Profiles*, create a video as usual within Camtasia Studio.
2. When you are ready to produce your video, within the *Task List*, choose **Produce Video As**. The *Production Wizard* will display.
3. Enable the **Custom Production Profile** option.
4. From the dropdown list, choose the desired profile. Choose **Next**.
5. The *Produce Video* screen appears.

See also:

Manage Production Profiles

DVD Production is Complete

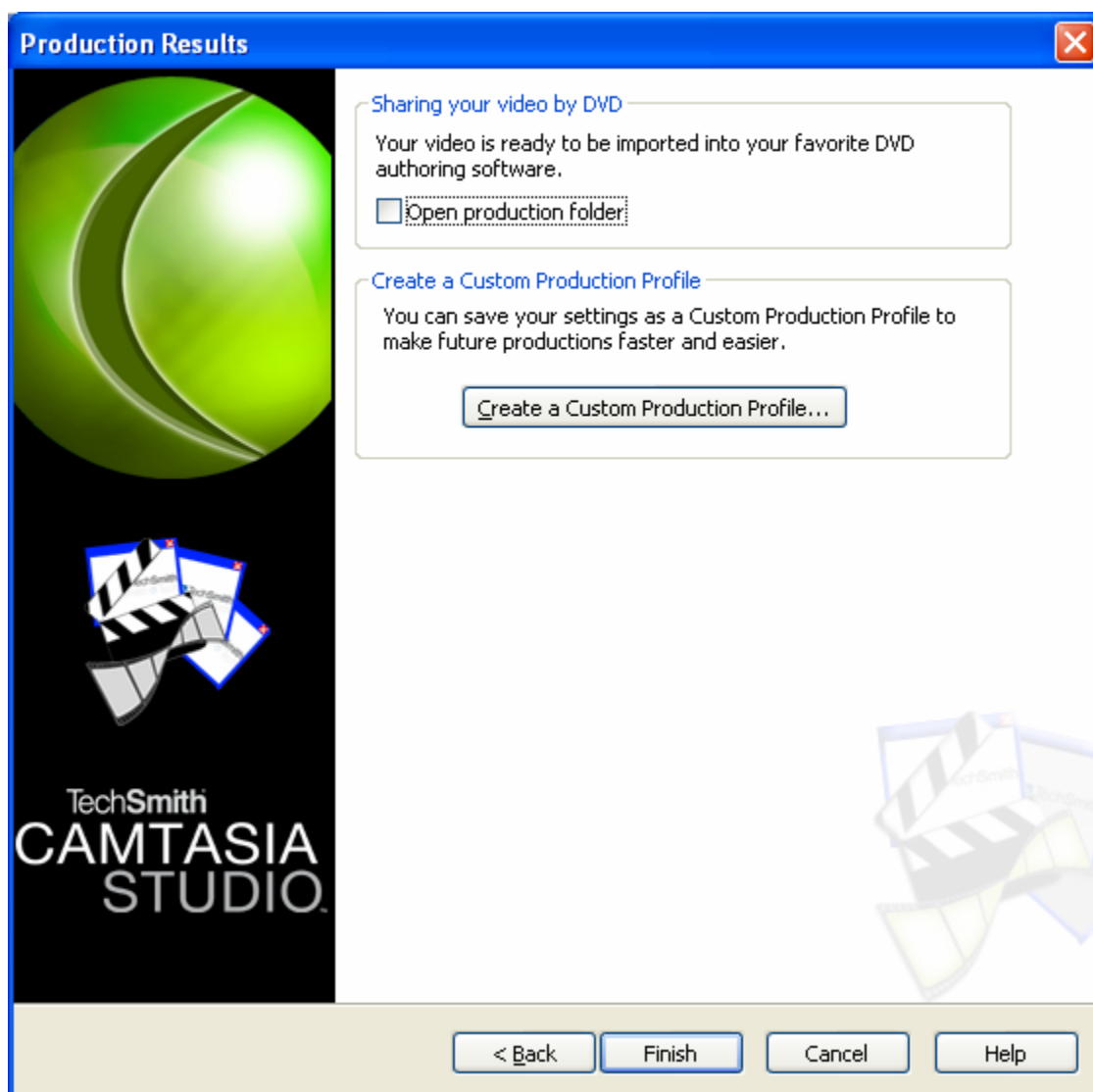
After your video has been produced, you will see the following screen. Additionally, your video will play back for your review.



Read the information on this screen and then choose **Next**.

What would you like to do next?

The following screen will display. Choose the desired option and then choose **Finish**.



► Open Production Folder

Opens Windows Explorer so you can view your files.

► Create a Custom Production File

A *Custom Production Profile* contains a set of saved production instructions including the *Video File Format*, *Encoding Options*, and *Video Size* options.

Setting up a *Custom Production Profile* makes the production of videos faster and easier since choosing a *Custom Profile* allows you to bypass most of the *Production Wizard* process method.

1. To create a *Custom Production Profile*, create your video within Camtasia Studio as usual.
2. When you are ready to produce your video, in the *Task List*, choose **Produce Video As**.
3. The *Production Wizard* appears.
4. Enable the **Custom Production Profile** option.
5. Click on the **Manage** button. The *Manage Production Profiles* dialog box appears.
6. Click on the **New** button. The *Profile Editor Wizard* dialog box appears.
7. Within the **Profile Name** field, enter the name that you would like to give this profile.

8. In the **Description** field, enter a description for this profile.
9. Choose the desired **Video File Format** option.
10. From this point on, you will choose your profile options just as though you were stepping through the Production Wizard.

► Using Custom Production Profiles

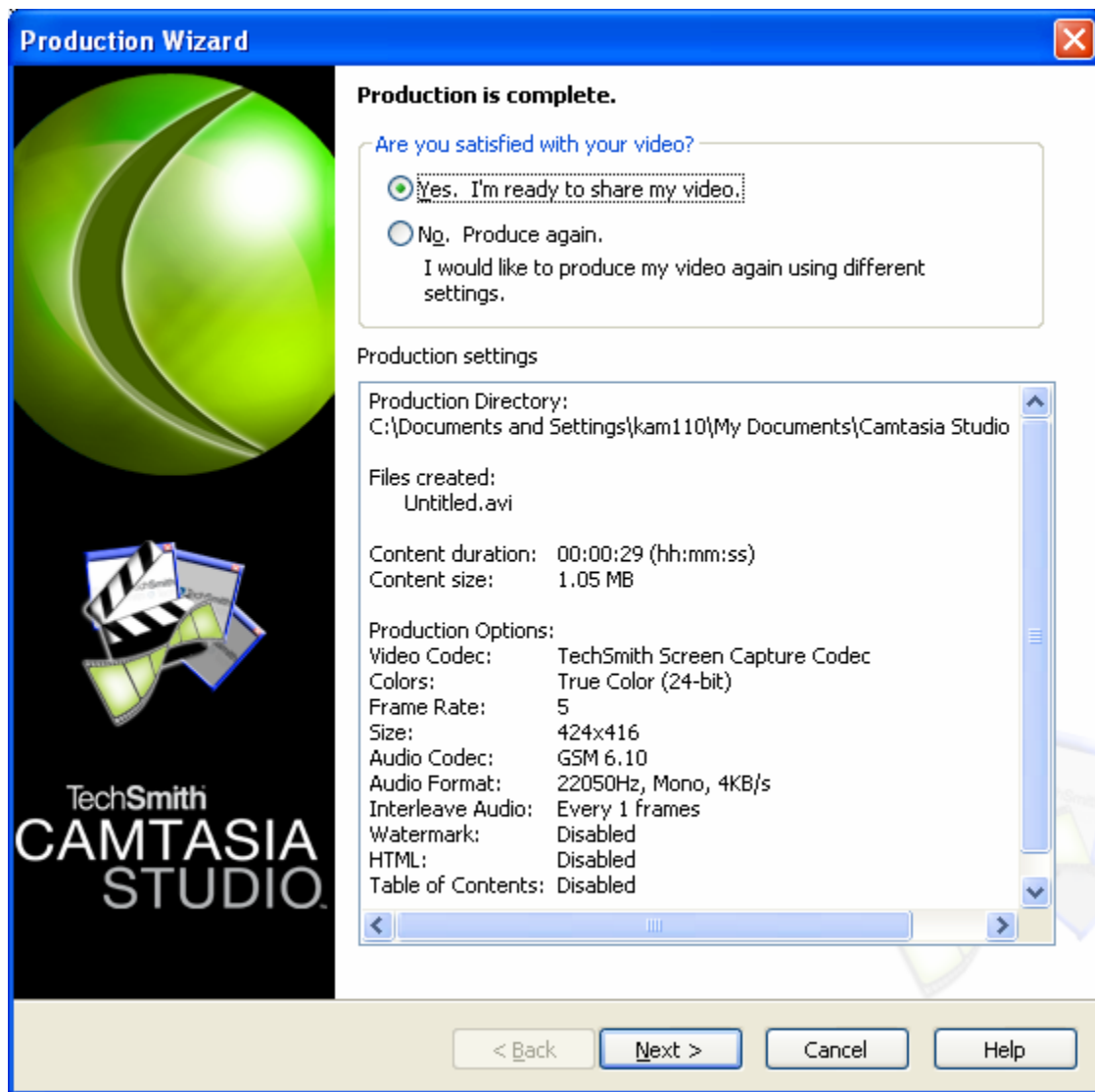
1. To use *Custom Production Profiles*, create a video as usual within Camtasia Studio.
2. When you are ready to produce your video, within the *Task List*, choose **Produce Video As**. The *Production Wizard* will display.
3. Enable the **Custom Production Profile** option.
4. From the dropdown list, choose the desired profile. Choose **Next**.
5. The *Produce Video* screen appears.

See also:

Manage Production Profiles

Hard Drive or Other Production is Complete

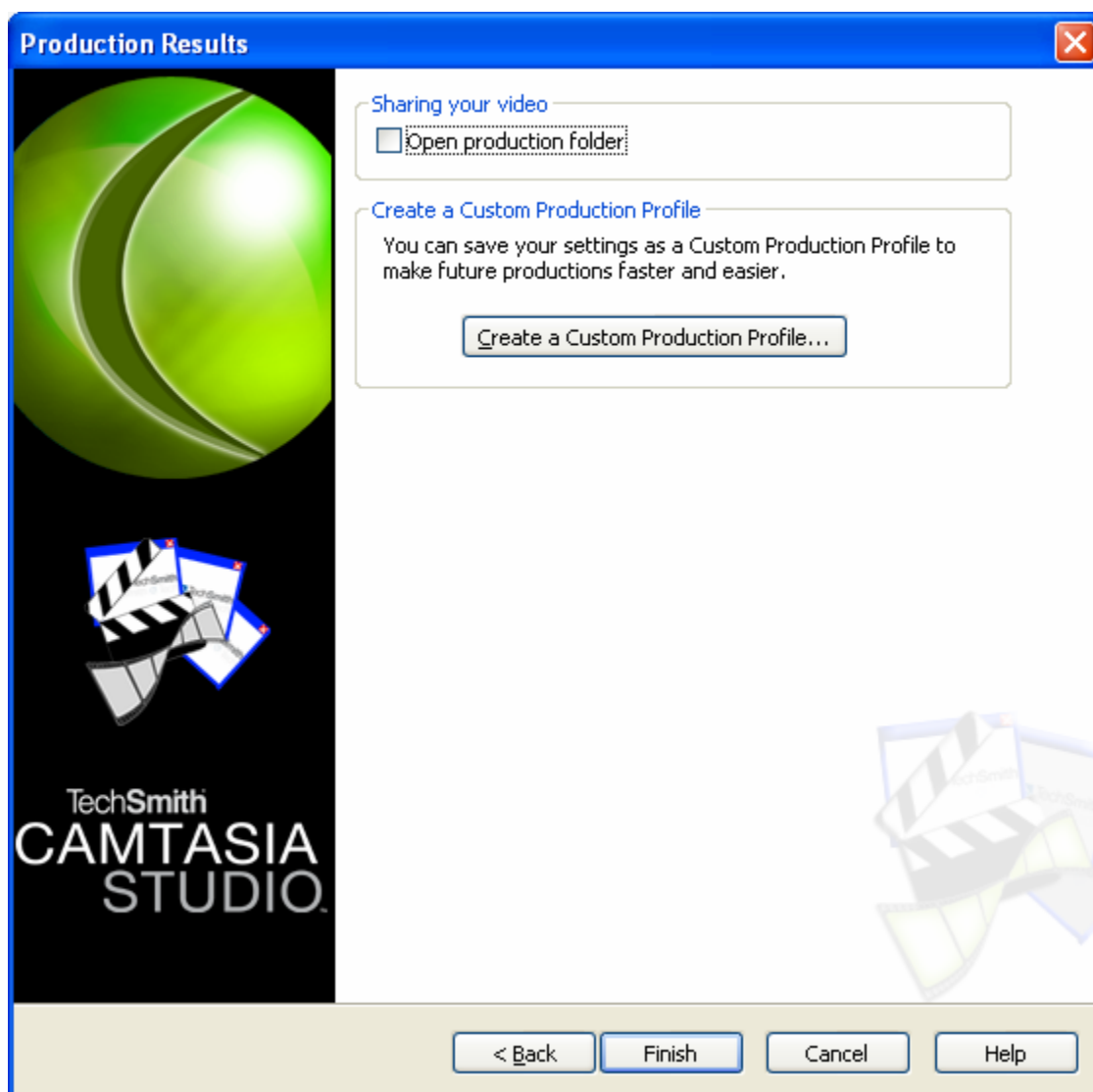
After your video has been produced, you will see the following screen. Additionally, your video will play back for your review.



Read the information on this screen and then choose **Next**.

What would you like to do next?

The following screen will display. Choose the desired option and then choose **Finish**.



► Open Production Folder

Opens Windows Explorer so you can view your files.

► Create a Custom Production File

A *Custom Production Profile* contains a set of saved production instructions including the *Video File Format*, *Encoding Options*, and *Video Size* options.

Setting up a *Custom Production Profile* makes the production of videos faster and easier since choosing a *Custom Profile* allows you to bypass most of the *Production Wizard* process method.

1. To create a *Custom Production Profile*, create your video within Camtasia Studio as usual.
2. When you are ready to produce your video, in the *Task List*, choose **Produce Video As**.
3. The *Production Wizard* appears.
4. Enable the **Custom Production Profile** option.
5. Click on the **Manage** button. The *Manage Production Profiles* dialog box appears.
6. Click on the **New** button. The *Profile Editor Wizard* dialog box appears.

7. Within the **Profile Name** field, enter the name that you would like to give this profile.
8. In the **Description** field, enter a description for this profile.
9. Choose the desired **Video File Format** option.
10. From this point on, you will choose your profile options just as though you were stepping through the Production Wizard.

► Using Custom Production Profiles

1. To use *Custom Production Profiles*, create a video as usual within Camtasia Studio.
2. When you are ready to produce your video, within the *Task List*, choose **Produce Video As**. The *Production Wizard* will display.
3. Enable the **Custom Production Profile** option.
4. From the dropdown list, choose the desired profile. Choose **Next**.
5. The *Produce Video* screen appears.

See also:

Manage Production Profiles

Help Me Choose a File Format

The following are recommendations for file format compressions when producing movies with Camtasia Studio. Please note that your settings may be different from these depending on what you are producing. Many times a combination of the settings are best.

How will you share your videos?

This is one of the most important questions you will need to answer before you begin to produce your video since it directly impacts the type of video format you will choose.

See the recommendations given below and then follow the corresponding link to get specific information on that video format.

	Internet / Intranet	CD	DVD
Recommended:	Macromedia Flash (SWF) Ideal for shorter, 10-15 minute recordings with moderate screen motion. Windows Media (WMV - Streaming Format) Ideal for longer or higher motion recordings.	Audio Video Interleave (AVI) and CD-ROM Distribution Ideal for CD-ROM distribution because it retains the highest quality and is editable with video editing programs.	Audio Video Interleave (AVI) & DVD Productions Highest quality recordings which can be readied for use with DVD authoring software.
Alternative:	RealMedia Streaming Media (RM) QuickTime (MOV)	Windows Media (WMV - Streaming Format)	

Video File Type Table

The following table gives you a comparison of the different file formats available to you in Camtasia Studio.

File Type	Description
AVI	Editable and easily converted into other movie formats.
Macromedia Flash SWF	Embed in web page. Plays in most browsers with no additional software required.
	Cross platform. Requires Macromedia Flash Plug-In which is normally installed by default. Not editable.

WMV	Windows Media Video is the current Microsoft streaming file format that replaces the legacy ASF files. WMV files can be streamed or played locally from the hard disk. WMV can produce very small file sizes and if the videos contain real world photography, dithering or gradient fills, the file size may be significantly smaller than TSCC-encoded AVI files. Playing WMV files requires Windows Media Player. Unless the Windows Media Player is a very current version, Windows Media Player will have to (automatically) contact Microsoft and download new codecs. As a result, the computer playing the video will, in most cases, have to have Internet connectivity. While not as perfect quality as lossless TSCC videos, WMV produces very good image quality. Creating WMV files has a steeper learning curve than understanding how to create AVI files. Producing WMV files requires understanding bandwidth. If you don't set the production bandwidth high enough, during playback the video may turn out black, or blocky or the image may freeze during playback. It is more difficult to produce WMV files than it is to make AVIs.
RM	Small file size media. It is not downloadable to the computer. Plays in RealPlayer and browser with Plug-In. Great audio compression.
CAMV	Camtasia Studio for Real Media files require Real Player, and can be streamed or played back locally from a hard disk. The first time a CAMV file is played, the Real Player will contact Real Networks and automatically download a CAMV Plug-In for the player. This means that the user must have Real Player installed and have a connection to the Internet. The CAMV Plug-In may be manually installed, but may turn off many members of your audience from watching your video. CAMV, like TSCC is lossless and will produce perfect quality, highly compressed videos with small file sizes. However, if file size is a primary consideration, and your video contains real world photography, dithered surfaces or gradient fills then CAMV may not be the best choice.
MOV	Requires Apple QuickTime. This is one possible choice if you must produce videos that will be played on both Windows and Apple operating systems. QuickTime can also play AVI files, but cannot play AVI files that are TSCC-encoded.
ANIMATED GIF	Can be played in image viewing programs, web browsers, Windows Media Player, Real Player and other applications. It is not a streaming format. Animated GIF is highly compressed and lossless. It cannot contain audio and is 8 bit, 256 colors. It is generally not used for long videos, but rather for short clips.

See also:

- **Macromedia Flash (FLV)**
- **Camtasia for RealPlayer (RealPlayer Plug-In) (CAMV)**
- **GIF Animation File (GIF)**

Audio Video Interleave (AVI) and CD-ROM Distribution

The AVI file format is ideal for CD-ROM distribution because it retains the highest quality and is editable by Camtasia Studio, Camtasia Effects, or other video editing programs.

To ensure playback on any Windows PC, use MenuMaker to create a CD menu which automatically plays your AVI with a freely distributed Camtasia Player (200k). See also

Strengths & Weaknesses

Strengths: Common and easy to view.

Editable and easily converted into other movie formats.

A great vendor-neutral format for your stock footage or for distribution CD-ROM.

Weaknesses: Files can be large with higher motion and complex image recordings.

Entire file must load to a person's computer before playing.

TSCC-encoded AVI requires TSCC video codec for playback.

High Quality Settings

- Colors: **Automatic** (*AVI Encoding Options* screen)
- Frame Rate: **Automatic** (*AVI Encoding Options* screen)
- No audio? Uncheck **Encode Audio** (*AVI Encoding Options* screen)
- If audio: **22.050kHz 16 Bit Stereo** (*AVI Encoding Options* screen > **Audio Setup** button)
- **Largest Video Size** (*Video Size* screen)

Medium Quality Settings

- Colors: **High Color (16-bit)** (*AVI Encoding Options* screen)
- Frame Rate: **10** (*AVI Encoding Options* screen)
- No audio? Uncheck **Encode Audio** (*AVI Encoding Options* screen)
- If audio: **12kHz 16 Bit Stereo** (*AVI Encoding Options* screen > **Audio Setup** button)
- **Largest Video Size** (*Video Size* screen)

Smallest Size Settings

- Colors: **High Color (16-bit)** (*AVI Encoding Options* screen)
- Frame Rate: **5** (*AVI Encoding Options* screen)
- No audio? Uncheck **Encode Audio** (*AVI Encoding Options* screen)
- If audio: **8kHz 16 Bit Stereo** (*AVI Encoding Options* screen > **Audio Setup** button)
- **Largest Video Size** (*Video Size* screen)

Audio Video Interleave (AVI) & DVD Productions

The AVI file format is ideal for customers who have DVD authoring software. Your AVIs produced with Camtasia Studio can be converted by most authoring software into a DVD-Ready format.

Note: Camtasia Studio videos do not playback on DVDs. You must publish them to AVI format using Camtasia Studio and then convert them to appropriate MPEG formats using your DVD authoring software.

Strengths & Weaknesses

Strengths: Highest quality recordings possible.
Can be edited in Camtasia Studio and most non-linear editing software.
Includes high quality audio options.

Weaknesses: Requires DVD-authoring software to convert to MPEG format
Files can be large with higher motion and complex image recordings.
Entire file must load to a person's computer before loading.

High Quality Settings

- Colors: **Automatic** (*AVI Encoding Options* screen)
- Frame Rate: **Automatic** (*AVI Encoding Options* screen)
- No audio? Uncheck **Encode Audio** (*AVI Encoding Options* screen)
- If audio: **22.050kHz 16 Bit Stereo** (*AVI Encoding Options* screen > **Audio Setup** button)
- **Video Size** 720x480.

If your original screen recording is larger than 720x480, you may consider using *Zoom-n-Pan* to deliver the best quality productions. See also **Add Zoom-n-Pan**.

Macromedia Flash (SWF)

Macromedia Flash (SWF) is a cross-platform movie file format that plays on any computer that supports the Flash Player. It is ideal for publishing your movies on the web.

Strengths & Weaknesses

Strengths: Plays in 95% of browsers with no additional software required.
Cross platform.

Weaknesses: Once you've produced your video as a flash file, you cannot edit the produced file.

High Quality Settings

- Colors: **Automatic** (Macromedia Flash Encoding Options screen)
- Frame Rate: **Automatic** (Macromedia Flash Encoding Options screen)
- Playback Controls: **Advanced** (Macromedia Flash Encoding Options screen)
- If audio, enable **Encode Audio** (Macromedia Flash Encoding Options screen)
- Audio Format: **MP3**
- Audio Attributes: **11.025kHz, Stereo, 24 kBits/sec** (Macromedia Flash Encoding Options screen)
- **Largest Video Size** (Video Size screen)

Medium Quality Settings

- Colors: **High Color (16-bit)** (Macromedia Flash Encoding Options screen)
- Frame Rate: **10** (Macromedia Flash Encoding Options screen)
- Playback Controls: **Advanced** (Macromedia Flash Encoding Options screen)
- If audio, enable **Encode Audio** (Macromedia Flash Encoding Options screen)
- Audio Format: **MP3**
- Select **11.025kHz, Stereo, 20 kBits/sec** (Macromedia Flash Encoding Options screen)
- **Largest Video Size** (Video Size screen)

Smallest Size Settings

- Colors: **High Color (16-bit)** (Macromedia Flash Encoding Options screen)
- Frame Rate: **5** (Macromedia Flash Encoding Options screen)
- Playback Controls: **Basic** (Macromedia Flash Encoding Options screen)
- If audio, enable **Encode Audio** (Macromedia Flash Encoding Options screen)
- Audio Format: **MP3**
- Select **11.025kHz, Stereo, 18 kBits/sec** (Macromedia Flash Encoding Options screen)
- **Largest Video Size** (Video Size screen)

Macromedia Flash (FLV)

Macromedia Flash Video (FLV) is a cross-platform streaming file format that plays in Flash Player 7 or later and can be streamed from the Flash Communication Server. FLV files can be used by Flash authors to optimize delivery of long videos. Flash MX 2004 Professional or later are required to produce videos in this format.

Strengths & Weaknesses

Strengths: This format is intended for use with communications applications, such as video conferencing and files that contain screen share encoded data exported from the Flash Communication Server.

Weaknesses: Requires Flash MX 2004 or Flash MX 2004 Professional

QuickTime (MOV)

QuickTime is a video file format with a wide selection of video and audio compressors. It is a common Internet file format that requires a free component installed for playback and is often used for distribution to a more MAC centered audience.

Strengths & Weaknesses

Strengths: Wide selection of video and audio compressors.
Will play while downloading.
Multi-platform, industry-standard, multimedia software architecture.

Weaknesses: Viewing may appear "jerky" if download is slow.
Entire file will download to the viewer's computer.

High Quality Settings

- If audio, enable **Encode Audio** (*QuickTime Encoding Options* screen)
- Size: **16 Bit** (*QuickTime Encoding Options* screen > **Audio Setup** button)
- Use: **Stereo** (*QuickTime Encoding Options* screen > **Audio Setup** button)
- Quality: **Best**: (*QuickTime Encoding Options* screen > **Video Setup** button)
- **Largest Video Size** (*Video Size* screen)

Medium Quality Settings

- If audio, enable **Encode Audio** (*QuickTime Encoding Options* screen)
- Size: **8 Bit** (*QuickTime Encoding Options* screen > **Audio Setup** button)
- Use: **Mono** (*QuickTime Encoding Options* screen > **Audio Setup** button)
- Quality: **Medium**: (*QuickTime Encoding Options* screen > **Video Setup** button)
- **Largest Video Size** (*Video Size* screen)

Smallest Size Settings

- If audio, enable **Encode Audio** (*QuickTime Encoding Options* screen)
- Size: **8 Bit** (*QuickTime Encoding Options* screen > **Audio Setup** button)
- Use: **Mono** (*QuickTime Encoding Options* screen > **Audio Setup** button)
- Quality: **Least**: (*QuickTime Encoding Options* screen > **Video Setup** button)
- **Largest Video Size** (*Video Size* screen)

Windows Media (WMV - Streaming Format)

The WMV file format is the latest Microsoft streaming file format. WMV files play in Microsoft's Windows Media Player. WMV does a good job of delivering quality recordings with smaller file size. WMV is also well suited for longer recordings or recordings with higher motion. A variety of audio and video compressors are available, including the Windows Media Screen video codec which is optimized for screen recordings.

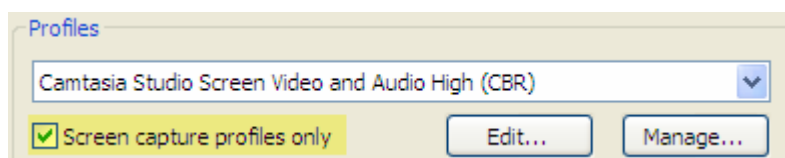
Strengths & Weaknesses

- Strengths:**
- Small file size media.
 - It is not downloaded to the computer.
 - Plays in recent Microsoft Windows Media Player and browser.
- Weaknesses:**
- Limited editing options.
 - Cannot be converted to another format.

Recommended Settings for Normal Screen Recordings

Recommendations for Windows Media Video depend on the nature of your recorded videos.

If your video includes normal screen recordings of your PC and **does not** include full motion video, lots of scrolling windows, or many transitions, we recommend that you enable the **Screen capture profiles only** option in the Production Wizard's *Windows Media Encoding Options* screen.



Note: If your recording has no audio, choose the video-only profile such as Camtasia Studio Screen Video Low (CBR)

High Quality Settings

- Audio? Profile: **Camtasia Studio Screen Video and Audio High (CBR)** (*Windows Media Encoding Options* screen)
- No audio? Profile: **Camtasia Studio Screen Video High (CBR)** (*Windows Media Encoding Options* screen)
- **Largest Video Size** (*Video Size* screen)

Medium Quality Settings

- Audio? Profile: **Camtasia Studio Screen Video and Audio Medium (CBR)** (*Windows Media Encoding Options* screen)
- No audio? Profile: **Camtasia Studio Screen Video Medium (CBR)** (*Windows Media Encoding Options* screen)
- **800x600** (*Video Size* screen)

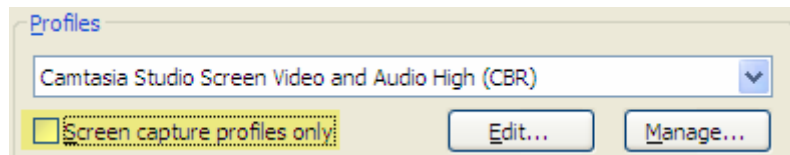
Smallest Size Settings

- Audio? Profile: **Camtasia Studio Screen Video and Audio Low (CBR)** (*Windows Media Encoding Options* screen)
- No audio? Profile: **Camtasia Studio Screen Video Low (CBR)** (*Windows Media Encoding Options* screen)
- **640x480** (*Video Size* screen)

Recommended Settings for Higher Motion Screen Recordings or Camcorder Video

Recommendations for Windows Media Video depend on the nature of your recorded videos.

If your videos include footage from a camcorder or lots of scrolling windows or animations, we recommend using non-screen video codecs.



Note: If your recording has no audio, choose the video-only profile such as Camtasia Studio Screen Video Low (CBR).

High Quality Settings

- Audio? Profile: **Camtasia Studio Full Motion Video and Audio High (CBR)** (*Windows Media Encoding Options* screen)
- **Largest Video Size** (*Video Size* screen)

Medium Quality Settings

- Audio? Profile: Camtasia Studio Full Motion Video and Audio Medium (CBR) (*Windows Media Encoding Options* screen)
- **800x600** (*Video Size* screen)

Smallest Size Settings

- Audio? Profile: **Camtasia Studio Full Motion Video and Audio Low (CBR)** (*Windows Media Encoding Options* screen)
- **640x480** (*Video Size* screen)

RealMedia Streaming Media (RM)

The RealMedia file format creates video files that are compressed and optimized for Web delivery using the standard RealVideo and RealAudio codecs. It requires viewers to have the RealPlayer and codec installed. Quality is often reduced for low bandwidth priority and there are limited editing options.

Note: It is best to also save in AVI format as well if later editing is needed.

Strengths & Weaknesses

Strengths: Small file size media. It is not downloaded to the computer.
Plays in RealPlayer and browser with Plug-In.
Great audio compression.

Weaknesses: Requires streaming server to stream from a Web site.
Lossy video compression.
Limited editing options.
Cannot be converted to another format.

High Quality Settings

- File Type: **SureStream™ - RealServer G2 Compatible** (*RealMedia Encoding Options* screen)
- Target Audience: **Dual ISDN** (*RealMedia Encoding Options* screen)
- If no audio, Audio Format: **No Audio** (*RealMedia Encoding Options* screen)
- If audio, Audio Format: **Stereo Music** (*RealMedia Encoding Options* screen)
- **Largest Video Size** (*Video Size* screen)

Medium Quality Settings

- File Type: **SureStream™ - RealServer G2 Compatible** (*RealMedia Encoding Options* screen)
- Target Audience: **56K Modem** (*RealMedia Encoding Options* screen)
- If no audio, Audio Format: **No Audio** (*RealMedia Encoding Options* screen)
- If audio, Audio Format: **Voice w/ background music** (*RealMedia Encoding Options* screen)
- **Largest Video Size** (*Video Size* screen)

Smallest Size Settings

- File Type: **SureStream™ - RealServer G2 Compatible** (*RealMedia Encoding Options* screen)
- Target Audience: **28K Modem** (*RealMedia Encoding Options* screen)
- If no audio, Audio Format: **No Audio** (*RealMedia Encoding Options* screen)
- If audio, Audio Format: **Voice Only** or **Music Only** (*RealMedia Encoding Options* screen)
- **Largest Video Size** (*Video Size* screen)

Camtasia for RealPlayer (RealPlayer Plug-In) (CAMV)

This file format uses the Camtasia for RealPlayer Plug-In to stream video with perfect lossless quality. The audio stream is encoded with standard Real Audio codecs. Choose this option for content with few color gradients, low motion, and where the highest video quality is required.

Strengths & Weaknesses

Strengths: Stream files over low bandwidth.

Weaknesses: Requires a streaming server.

Recommended Settings

- Target Audience: **Dual ISDN** (Camtasia RealPlayer Plug-In Encoding Options screen)
- Colors: **12-bit** (Camtasia RealPlayer Plug-In Encoding Options screen)
- Frame Rate: **Automatic** (Camtasia RealPlayer Plug-In Encoding Options screen)
- Keyframe every: **40** (Camtasia RealPlayer Plug-In Encoding Options screen)
- If no audio, Audio Format: **No Audio** (Camtasia RealPlayer Plug-In Encoding Options screen)
- If audio, Audio Format: **Stereo** (or other setting depending on your audio type) (Camtasia RealPlayer Plug-In Encoding Options screen)
- **Largest Video Size** (Video Size screen)

GIF Animation File (GIF)

The GIF video format allows you to publish short tutorials and product demonstrations on the Web that playback in any browser on any computer platform.

GIF is also ideal for adding short animations to your PowerPoint presentation.

Camtasia Studio creates highly optimized animated GIF files that are as small as possible. However, there are practical limits on the length of GIF animations since they must be downloaded entirely before they can play in a browser.

GIF animations do not contain audio and are limited to 256 colors.

Strengths & Weaknesses

Strengths: Supported by nearly all Web browsers. Tend to be smaller than other animation files.

Animated GIF files are commonly used on Web pages. Due to their small size, they are ideal for Web delivery, where the exacting detail of an AVI file is not necessary.

Animated GIF files are highly condensed.

This industry-standard file format allows you to publish short tutorials and product demonstrations on the Web that play back in any browser on any computer platform.

Weaknesses: Video only.

Limited to 256 colors.

Less range and flexibility.

High Quality Settings

- Colors: **Automatic** (Animated GIF Encoding Options screen)
- Frame Rate: **Automatic** (Animated GIF Encoding Options screen)
- **Largest Video Size** (Video Size screen)

Medium Quality Settings

- Colors: **256** (Animated GIF Encoding Options screen)
- Frame Rate: **10** (Animated GIF Encoding Options screen)
- **Largest Video Size** (Video Size screen)

Smallest Size Settings

- Colors: **256** (Animated GIF Encoding Options screen)
- Frame Rate: **5** (Animated GIF Encoding Options screen)
- **Largest Video Size** (Video Size screen)

Advanced Production Wizard

When you have set the timing and sequence of video clips and still images in your video, added all callouts, quizzes, and voice narration, you are ready to produce your video. This process, also called "rendering," assembles all of the audio, video, and images into one video file, based on the sequence you have established on the storyboard.

This production process takes place through the use of the *Advanced Production Wizard*.

1. To begin, in the *Task List*, choose **Produce > Produce Video As** or under **File > Produce Video As**.
2. The Production Wizard appears.
3. Select the desired Video File Format from the list. There are many formats to choose from with each format having their own particular set of options.

Note: The most used formats are currently displayed in this list. To see other formats, click on the **Show me more** link.

Note: Once you have selected the desired file format, you will then need to select specific options for that format.

Once you have made your selection, choose **Next** to continue. The encoding options for the type of format you chose will display. For each of the different *Video File Formats* that can be selected, there is a corresponding *Encoding Options* dialog box that is used to configure the video during production.

To continue, click on the link that corresponds to the video file format that you chose.

- | | | |
|---------------------|---|--|
| ▶ AVI | ▶ Macromedia Flash | ▶ Windows Media |
| ▶ QuickTime | ▶ Custom Production Profile | ▶ Macromedia Flash Video File (FLV) |
| ▶ Real Media | ▶ Camtasia for RealPlayer
(RealPlayer Plug-In) (CAMV) | ▶ Animated GIF |
| | Camtasia for RealPlayer | |

AVI Encoding Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Size**.

The *AVI Encoding Options* screen allows you to select the options that will be used to configure the video during production.

The AVI file format retains the highest quality and is editable by Camtasia Studio, Camtasia Effects, or other video editing programs. This AVI file format is also a vendor-neutral format that can be converted into vendor-specific streaming media file formats. These features make AVI files an ideal format for your original, high-quality recordings.

Camtasia Studio uses the *TechSmith Screen Capture Codec (TSCC)* as the default video compressor. However, you can choose to use any available Windows AVI video codec, including the standard MD-RLE and MS Video 1 codecs that come with Windows.

AVI Options Description Table

The following table describes each of the AVI production options.

AVI Option	Description
Colors	Select a color option from the drop-down list. The default Automatic option preserves the highest color setting on the <i>Storyboard</i>. If you want to decrease the size of the video, select a lower color depth.
Frame Rate	Select a frame rate option from the drop-down list. The default Automatic option preserves the highest frame rate setting on the <i>Storyboard</i>. If you want to decrease the size of the video, select a lower frame rate.
Audio Setup	The Audio Setup button gives you access to the <i>Audio Format</i> dialog box. In this dialog box you can set record and playback rate options. For more information, see Audio Toolbar Description Table and Sound Tab.
Video Setup	Allows you to set the compression options for the capture.

AVI Option	Description
	For more information on selecting the options in this dialog box, see the same options listed in Recorder Streams Video Setup Button .
Encode Audio	Remove the checkmark from the Encode Audio box if you do not want to include audio in the movie you are producing.
Interleave Audio	Interleaving the audio and video data allows it to playback smoothly when the video file is played from a slower device such as a floppy disk, or CD-ROM. The only reason to disable interleaving would be to speed up video file "Rendering" time. The box for Interleave audio every X video frames specifies how much to interleave audio and video data. The lower the number specified for "X," the smoother the playback will be. Interleaving every 1 video frame is full interleaving which always results in the smoothest playback.
Frames	Enter the number of frames that should play before interleaving occurs. Interleaving with higher numbers of video frames results in progressively less interleaving and potentially less smooth playback. However, the video file may be smaller with less interleaving. This can be an important consideration for long videos with large pixel dimensions and detail.
Seconds	Enter the number of seconds that should play before interleaving occurs. Interleaving with higher numbers of video frames results in progressively less interleaving and potentially less smooth playback. However, the video file may be smaller with less interleaving. This can be an important consideration for long videos with large pixel dimensions and detail.
Details	The Details box shows details about the selections you have made on this tab for the audio and video options of the AVI videos you are recording.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Macromedia Flash Encoding Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Size**.

The *Macromedia Flash Encoding Options* screen allows you to select the options that will be used to configure the video during production.

Since most SWF files will be played in a Web browser, the SWF production process creates two files: the actual SWF video file and a simple HTML file of the same name that references the produced SWF file. To properly play the SWF video file, launch the HTML file in a Web browser.

Keep the following in mind when working with Flash (.SWF) videos:

- If you selected the “Play movie after production” option in the *Production Wizard* screen, the produced file will begin playing inside your Web browser.
- To properly view the SWF file, double-click on the corresponding HTML file. This will play the SWF file inside your Web browser with the appropriate width and height.
- It is important that the width and height specified in the HTML file are the exact dimensions of the produced SWF file. If these dimensions are not correct, the movie will be scaled and the quality will appear distorted.
- Since the HTML file references the SWF file, if the SWF file is renamed or moved to a different directory, then you must edit the corresponding HTML file to reflect this change.

Macromedia Flash Options Description Table

The following table describes each of the Flash production options.

SWF Option	Description
Colors	Select a color option from the drop-down list. The default <i>Automatic</i> option preserves the highest color setting on the <i>Storyboard</i> . If you want to decrease the size of the video, select a lower color depth.
Frame Rate	Select a frame rate option from the drop-down list. The default <i>Automatic</i> option preserves the highest frame rate setting on the <i>Storyboard</i> . If you want to decrease the size of the video, select a lower frame rate.
Advanced	Accesses the Advanced SWF Options dialog box which contains the start and stop options for the playback of your SWF movie. Continue with Advanced SWF Options.

SWF Option	Description
Playback Controls - Basic	By default, the entry here is for the basic playback controls to display on the Flash video. The basic playback controls allow you to play, pause, and stop the video. To set the options for the basic playback controls, click on the Options button. The <i>Playback Controls Options</i> dialog box appears. Show preload screen: Enable this option if you want to display an image while the video is loading. Loading Screen: If Show preload screen is selected, specify the image you would like to display while the video is loading, or use the default. Click on the Browse button . Browse and select the desired SWF, BMP, GIF, or JPEG image file. Choose Open. The file path is updated to the Loading Screen field.
Playback Controls – None	Choose this option from the dropdown menu to forego having any playback controls available on the Flash video.
Playback Controls - Advanced	Choose this option from the dropdown menu to add <i>Advanced Playback Controls</i> to the Flash video. The <i>Advanced Playback Controls</i> will allow you to: 1. Incorporate an animated preloading SWF file. 2. Add a movie controller that gives you the ability to: ▶ "Scrub" back and forth in the Camtasia Studio-created SWF file. ▶ Add optional <i>Play</i>, <i>Pause</i> and <i>Stop</i> controls. ▶ Add optional <i>Fast Forward</i> and <i>Rewind</i> controls. ▶ Add optional <i>About box</i> to display movie information such as authorship, size, etc. ▶ Show the duration of the SWF file on the stage. ▶ Show the elapsed time of the SWF file.
Encode Audio	Remove the checkmark from the Encode Audio box if you do not want to include audio in the movie you are producing.
Audio Format	From the dropdown menu, choose the type of audio format that you want to include with this video. Once an <i>Audio Format</i> is selected, the <i>Audio Attributes</i> dialog box will be updated to reflect the default settings.
Audio Attributes	Once the <i>Audio Format</i> option is selected, this field will be automatically updated with a default setting. If you would like to change this setting, choose a different setting from the dropdown menu.
Details	The Details box shows details about the selections you have made on this tab for the audio and video options of the Flash videos you are recording.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Advanced SWF Options

The *Advanced SWF Options* dialog box which contains the start and stop options for the playback of your SWF video.

This dialog box is located in the Production Wizard's *Macromedia Flash Encoding Options* screen when the **Advanced** button is selected.

To access this dialog box, choose **Camtasia Studio > Produce Video As > Macromedia Flash Movie File (SWF) > Next > Macromedia Flash Encoding Options** screen > **Advanced** button. The *Advanced SWF Options* dialog box appears.

Advanced SWF Options Description Table

The following table describes each of the Flash playback options.

Advanced SWF Option	Description
Pause at Start	Enable this option if you want the video to pause before it is played. Enabling this option prohibits the video from automatically playing when the URL is first accessed. With this option enabled, the video will need to be started manually using the Play button on the playback controls. Note: If the playback controls are not enabled, you must right-click on the video in the Web browser and click Play from the pop-up menu.
Allow Resizing	Enable this option to allow the viewer to manually resize the video as it is playing. Note that enabling this option will allow the viewer, at will, to resize the video to a size that may not be correct for perfect video playback.
End Action	Specify the action you would like to occur at the end of the video. To select an End Action, choose the desired action from the drop down menu. Choose from the following: Stop will force the player to stop or loop regardless of the player settings. Go to first Frame will move the video back to the first frame once it has finished playing. Jump to URL will cause the browser to launch using the URL you provide in the field below.
URL	If you choose Jump to URL in the End Action field, specify the <i>Web URL</i> in this field.
Details	The Details box shows details about the selections you have made on this tab for the audio and video options of the Flash videos you are recording.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Macromedia Flash Video File (FLV)

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Size**.

Note: QuickTime v6.0 or later and the *Macromedia Flash Video Exporter* included with *Flash MX 2004 Professional* are required to produce FLV files. The *Macromedia Flash* authoring tool must be used to create a SWF file that plays the FLV video file.

The *Macromedia Flash Video File (FLV) Encoding Options* screen allows you to select the options that will be used to configure the video during production.

Macromedia Flash Video (FLV) is a cross-platform streaming file format that plays in Flash Player 7 or later or that can be streamed from the *Flash Communication Server*. FLV files can be used by Flash authors to optimize delivery of long videos.

Note: For more information on this file format and the available options, see the documentation that came with the Flash MX 2004 Professional authoring environment or consult the Macromedia Web site.

QuickTime Encoding Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **QuickTime Audio Setup Settings Dialog Box**.

The *QuickTime Encoding Options* screen allows you to select the options that will be used to configure the video during production.

- QuickTime is a cross-platform video file format with a wide selection of video and audio compressors.
- QuickTime videos playback in the standard Apple QuickTime player on Windows and Mac computers.
- When using this video format, you must be sure to include the QuickTime Authoring component when you install QuickTime.

QuickTime Options Description Table

The following table describes each of the QuickTime production options.

QuickTime Option	Description
Audio Setup	The Audio Setup button gives you access to the <i>Audio Setup</i> dialog box. In this dialog box you can set record and playback rate options. For more information, see QuickTime Audio Setup Settings Dialog Box .
Video Setup	The Video Setup button gives you access to the <i>Compression Settings</i> dialog box. In this dialog box you can set the compression options for the video. For more information, see QuickTime Compression Settings Dialog Box .
Encode Audio	Remove the checkmark from the Encode Audio box if you do not want to include audio in the movie you are producing.
Interleave Audio	Interleaving the audio and video data allows it to playback smoothly when the video file is played from a slower device such as a floppy disk, or CD-ROM. The only reason to disable interleaving would be to speed up video file "Rendering" time. The box for Interleave audio every X video frames specifies how much to interleave audio and video data. The lower the number specified for "X," the smoother the playback will be. Interleaving every 1 video frame is full interleaving which always results in the smoothest playback.
Details	The Details box shows details about the selections you have made on this tab for the audio and video options of the QuickTime videos you are recording.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

QuickTime Audio Setup Settings Dialog Box

Note: Once you have reviewed the information in this section, you will need to continue with **Video Size**.

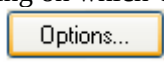
The **Audio Setup** button  in the *Options* dialog box gives you access to the *Sound Settings* dialog box. In this dialog box you can set the audio options for the video.

This feature is found in **Camtasia Studio > Produce Video As > QuickTime Movie File Format > Next > QuickTime Encoding Options** screen > **Audio Setup** button.

Note: Once you have set the *Sound Settings*, chose **OK** to exit back to the *QuickTime* dialog where you will continue with the Production process.

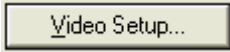
QuickTime Audio Settings Options Description Table

The following table describes each of the QuickTime Audio Settings options.

Audio Settings Option	Description
Compressor: Type	From the dropdown menu, choose the desired compressor option. Choose the compressor that best suits your audio content, or choose None to use uncompressed audio (best quality and largest file size).
Rate	Select the desired kHz rate from the dropdown menu. Choose higher rates for better quality and a larger file size. Choose lower rates for lower quality and a smaller file size.
Size	Choose 16 bit for higher quality sound and a larger file size. Choose 8 bit for lower quality sound and a smaller file size.
Use	Since Stereo is roughly twice the size as Mono, choose Mono unless you have audio that was recorded in stereo.
Options	Depending on which Compressor is selected, the Options button will become enabled  . To select the desired options, click on the Options button. The <i>Options</i> dialog box will display. For more information on the QuickTime options, visit the QuickTime Website or consult your QuickTime documentation.
OK	Choose OK to save changes and exit back to the <i>Production Wizard</i> screen.
Cancel	Choose Cancel to exit back to the <i>Production Wizard</i> screen without making any changes.

QuickTime Compression Settings Dialog Box

Note: Once you have reviewed the information in this section, you will need to continue with **Video Size**.

The **Video Setup** button  in the *Options* dialog box gives you access to the *Compression Settings* dialog box. In this dialog box you can set the compression options for the video. This feature is found in **Camtasia Studio > Produce Video As > QuickTime Movie File Format > Next > QuickTime Encoding Options** screen > **Video Setup** button.

Note: Depending on which version of QuickTime you have installed, this particular dialog box may differ slightly.

Note: Once you have set the *Compression Settings*, chose **OK** to exit back to the *QuickTime* dialog where you will continue with the *Production* process.

Note: It is important to note that each codec option will have its own unique configuration options. For more information on each of those options, consult that specific company's documentation.

Within the scope of this section's documentation, only the options for *TechSmith EnSharpen* encoder will be discussed.

The EnSharpen encoder gives you:

- Standard QuickTime movies
- Completely lossless quality
- The highest compression in the industry for screen recording and animated content
- Real-time speed.
- Compatibility with any video editing or content creation tool that can produce QuickTime movies on Macintosh or Windows—including Camtasia Studio.

EnSharpen Options Description Table

The following table describes each of the *EnSharpen* options.

EnSharpen Option	Description
TechSmith EnSharpen	This is the TechSmith QuickTime video codec.
Depth	Choose the desired color depth from the dropdown menu. This is the number of colors that will be in the produced video.
Compression	Choose the compression point. This determines the ratio between file size and compression speed.
Frames per second	Select the frame rate in frames per second from the dropdown list. While more frames per second usually produce smoother videos, your resulting video file will be proportionally larger and more system resources will be required to record the video.
Keyframe every	Used to determine how often to include a key frame in the video stream. A Keyframe is a video frame that does not depend on previous frames streamed to RealPlayer. It is used to recover from lost frames, during network congestion for example, and, during seeking in the movie when the user moves the seek slider in RealPlayer. Increasing the key frame frequency results in quicker and smoother seeking. However, it increases the bandwidth needed for the video stream. To set the <i>Key frame inclusion rate</i> , enter the amount of seconds in the Keyframe every field.
Limit data rate to	Some compressor types allow you to specify a maximum data rate in KBytes/sec in this field.
Kbytes/sec	If the Limit data rate to option has been enabled, enter the desired number of Kbytes per second.
OK	Choose OK to save changes and exit back to the <i>Production Wizard</i> screen.
Cancel	Choose Cancel to exit back to the <i>Production Wizard</i> screen without making any changes.

Windows Media Encoding Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Size**.

The *Windows Media Encoding Options* screen allows you to select the options that will be used to configure the video during production.

The WMV file format is the latest Microsoft streaming file format. WMV files play in *Microsoft's Windows Media Player*. A variety of audio and video compressors are available, including the Windows Media Screen video codec which is optimized for screen recordings.

Windows Media Options Description Table

The following table describes each of the *Windows Media* production options.

Windows Media Option	Description
Profiles	Select the profile that you want to use in the encoding session. A profile contains all of the technical details required to encode content, which includes supported source types, target audience, codecs, frame rate, and so on. The profiles that are available in the list depend on the type of encoding you plan to do, such as live broadcast, file conversion, or screen capture. Used to select one of the listed screen capture quality options. They are listed by the target delivery options (28.8 Kbps live delivery, 28.8 Kbps 5 fps, and 128 Kbps -- also suitable for email delivery).
Screen Capture profiles only	Keep this option enabled.
Edit	Click on the Edit button to edit the currently selected custom profile. Continue with Windows Media Edit Options Screen .
Manage	Click on the Manage button to launch Profile Manager and create a new profile or remove an existing one. Continue with Windows Media Manage Options Dialog Box .
Description	This read-only field gives a description of the profile that is selected in the <i>Profiles</i> drop down menu.
Details	The Details box shows details about the selections you have made on this tab for the audio and video options of the Windows Media videos you are recording.
Add index to file (to enable seeking within the file)	Enable the Add index to file (to enable seeking within the file) option if you want to enable users to seek specific portions of the content using the seek capabilities in Windows Media Player.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Windows Media Edit Options Screen

The **Edit** button  gives you access to the *Edit Profile* dialog box. In this dialog box you can set the profile options for the video.

This feature is found in **Camtasia Studio > Produce Video As > Windows Media Streaming Media File Format > Next > Windows Media Encoding Options** screen > **Edit** button.

Note: Once you have set the *Edit Profile* options, chose **Finish** to exit back to the *Windows Media* dialog where you will continue with the *Production* process.

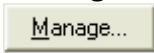
At this time, you will be within the *Windows Media Wizard*. This is a wizard that runs independently of Camtasia Studio.

For more information on each of the *Windows Media Wizard* options, consult your Windows Media documentation or the Window Media Website.

You can also click on the **Help** button found at the bottom of the wizard screens. The Windows Media online help will display.

Continue this topic with **Windows Media Manage Options Dialog Box**.

Windows Media Manage Options Dialog Box

The **Manage** button  gives you access to the *Manage Profiles* dialog box. In this dialog box you can set the profile options for the video.

This feature is found in **Camtasia Studio > Produce Video As > Windows Media Streaming Media File Format > Next > Windows Media Encoding Options** screen > **Manage** button.

This screen displays the full list of system profiles and any custom profiles that might have created. A green icon indicates system profiles; a red icon indicates custom profiles. You can create a new profile, edit or delete custom profiles, or copy a profile's characteristics and then edit it.

Note: Once you have set the *Manage Profiles* options, chose **Close** to exit back to the *Windows Media* dialog box where you will continue with the *Production* process.

While in the *Manage Profiles* dialog box, you will be within the *Windows Media Wizard* for managing profiles. This is a wizard that runs independently of Camtasia Studio.

For more information on each of the *Windows Media Wizard* options, consult your Windows Media documentation or the Window Media Website.

You can also click on the **Help** button found at the bottom of the wizard screens. The Windows Media online help will display.

Real Media Encoding Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Size**.

The *RealMedia* wizard dialog box allows you to select the options that will be used to configure the video during production.

The RealMedia option creates video files that are compressed and optimized for Web delivery using the standard RealVideo and RealAudio codecs. This format gives 'real world' video content with many color gradients and high motion where lossy video quality is acceptable. It requires viewers to have the RealPlayer and codec installed.

With streaming media file formats, quality depends on the target bitrate. Also, streaming files are generally not editable and cannot be converted to any other file format. For these reasons, it is best to keep your original source content in the AVI file format and use streaming media file formats only for publishing and delivery.

RealMedia Options Description Table

The following table describes each of the *RealMedia* production options.

RealMedia Option	Description
File Type	Select a RealVideo file type: either SureStream or Single Rate . Select SureStream to produce a file that can stream to target audiences at more than one bitrate. Contact your system administrator if you need more information.
Target Audience	Select an appropriate throughput option based on the access methods your viewers are likely to use. In the Target Audience field, select the desired bitrate from the menu by clicking on the box next to the desired option. A checkmark will display once an option is enabled.
Audio Format	Select a format from the dropdown list that matches the audio included on the <i>Storyboard</i> . A No Audio setting is included to produce a movie with no audio track.
Video Quality	Select an option from the dropdown list that matches your video on the <i>Storyboard</i> . For most screen capture videos, Sharpest Image is the best choice.
2 Pass Encoding	This option attempts to achieve better compression by analyzing the video prior to encoding. This causes the encoding process to take longer, but may produce a smaller file.
Variable Bit Rate Encoding	This option attempts to achieve better compression by varying the bits used to encode different parts of the video.
Default	To restore defaults, click on the Default button.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Camtasia for RealPlayer Plug-in Encoding Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Size**.

The *Camtasia RealPlayer Plug-in Encoding Options* screen allows you to select the options that will be used to configure the video during production.

This file format uses the *Camtasia for RealPlayer Plug-In* to stream video with perfect lossless quality. The audio stream is encoded with standard *Real Audio* codecs. Choose this option for content with few color gradients, low motion, and where the highest video quality is required.

The Camtasia for RealPlayer file format produces a presentation in three files:

1. mymovie.camv (the video stream)
2. mymovie.rm (the audio stream, if any)
3. mymovie.smil (SMIL presentation file to play the audio and video streams simultaneously).

RealPlayer 8.0 or later must be installed on your system to play this format. If you are asked if you would like to update your RealPlayer, do so. When you select Camtasia for RealPlayer in Camtasia, the required Plug-In from the RealNetworks AutoUpdate service should be downloaded automatically, if necessary.

Note: A video only presentation does not require an SMIL file. The .CAMV file can be opened directly in RealPlayer.

Note: To stream a .CAMV file from a RealServer, stop RealServer, copy the camtasf.dll file format Plug-In from the Camtasia install folder to your RealServer Plugging folder and then restart RealServer.

Tips for Reducing Dropped Frames when Producing a Camtasia for RealPlayer (.camv) File

If you are experiencing dropped frames during the production of a .camv file, the following are several tips for helping to reduce dropped frames:

1. Increase the target bitrate.
2. Decrease the audio bitrate.
3. Increase the buffering 'preroll'.
4. Decrease the frame rate.
5. Decrease the color depth.
6. Avoid content with a lot of color gradients and motion.

Camtasia for RealPlay Options Description Table

The following table describes each of the *Camtasia for RealPlayer* production options.

Camtasia for RealPlayer Option	Description
Target Audience	Used to select the appropriate throughput option based on the access methods your viewers are likely to use. For best performance, select the largest bandwidth likely. For conservative performance, select the smallest likely bandwidth. To choose a Target Audience option, click on the box next to the desired option. A checkmark will display when enabled. Note: Multiple target audience selections are not supported. Choose only one <i>Target Audience</i> option.
Target Bitrate Settings	Used to set the overall bitrate for each target audience. This gives you control over the exact bitrate (audio and video combined) that the streaming media file will be encoded for. For example, it is common to encode to a target bitrate of 34 Kbps for the 56K modem target audience, since 34 Kbps of actual useable bandwidth is what you can typically expect. To set the bitrate, click on the Target Bitrate Settings button . The <i>Target Bitrate Settings</i> dialog box is displayed. Continue with Target Bitrate Settings Dialog Box.
Audio Target Settings	Used to set the bitrate allocated to the audio stream (if any) in your streaming media file. The video stream uses leftover bandwidth, if any. That is, if you choose 56K modem as a target audience and configure the audio stream bitrate to be 16 Kbps for the 56K modem target audience, then the video stream is encoded to an 18 Kbps bitrate (assuming the overall bitrate for 56K modem is set to 34 Kbps). Note: The bandwidth for the video stream (resulting in fewer dropped video frames) can be increased by choosing a lower audio bitrate. To set the bitrate, click on the Audio Target Settings button . The <i>Target Audience Settings</i> dialog box is displayed. Continue with Target Audience Settings; Audio Tab.
Preroll	Used to set the amount of time, in seconds, that RealPlayer initially buffers the audio and video stream before it starts to play the movie. Note: You can artificially increase the bandwidth for the video and audio stream (resulting in fewer dropped video frames) by increasing the preroll. There is a limit to how much preroll your audience will tolerate. With too large a preroll, you lose the advantages of streaming, since so much of the file must be downloaded and buffered before the movie starts to play. To set the Preroll, enter the amount of seconds in the Preroll field.

Camtasia for RealPlayer Option	Description
Keyframe every	Used to determine how often to include a Keyframe in the video stream. A Keyframe is a video frame that does not depend on previous frames streamed to RealPlayer. It is used to recover from lost frames, during network congestion for example, and, during seeking in the movie when the user moves the seek slider in RealPlayer. Increasing the Keyframe frequency results in quicker and smoother seeking. However, it increases the bandwidth needed for the video stream. To set the Keyframe inclusion rate, enter the amount of seconds in the Keyframe every field.
Colors	This field is used to select the color depth of the video stream. 16-bit color is essentially lossless video. The 12- and 9-bit color settings reduce the color in the video, resulting in some loss of quality such as exhibiting bands of color gradients. The 12- and 9-bit color settings can significantly reduce the bandwidth required for the video stream. To select the colors, choose the desired option from the dropdown menu.
Frame Rate	The target frame rate for the video stream. Choose automatic to use the highest frame rate of all the clips on the <i>Storyboard</i>. If the frame rate can not be achieved at a given target bitrate, video frames are dropped. Lower the frame rate to reduce the bandwidth needed by the video stream, but then your video can become choppy.
Audio Format	Select a format from the dropdown list that matches the type of audio that exists in the clip(s) on the <i>Storyboard</i>. A No Audio setting is included to produce a movie with no audio track.
Details	The <i>Details</i> box shows details about the selections you have made on this tab for the audio and video options of the Camtasia for RealPlayer videos you are recording.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Target Bitrate Settings Dialog Box

Use this dialog box set the overall bitrate for each target audience. This gives you control over the exact bitrate (audio and video combined) that the streaming media file will be encoded for. For example, it is common to encode to a target bitrate of 34 Kbps for the 56K modem target audience, since 34 Kbps of actual useable bandwidth is what you can typically expect.

To set the bitrate, click on the **Target Bitrate Settings** button



Note: Once you have set the *Target Bitrate*, chose **OK** to exit back to the Camtasia for RealPlayer dialog where you will continue with the Production process.

The *Target Bitrate Settings* dialog box is displayed.

Target Bitrate Settings Options Description Table

The following table describes each of the *Target Bitrate Settings* options.

Target Bitrate Settings Option	Description
Target Audience	In the Target Audience field, select the desired bitrate from the dropdown menu. Once you have made your selection, the Target Bitrate Kbps field will automatically be populated with a default setting.
Target Bitrate Settings	Once the Target Audience option is selected, this field will be automatically updated with a default setting. If you would like to change this setting, within the Target Bitrate Kbps field, enter the desired number. The bottom of this screen gives you the recommended Kbps number for each bitrate option. This information is read-only information and cannot be changed.
Restore Defaults	To restore defaults, click on the Restore Default button.
OK	Choose OK to save changes and exit back to the <i>Production Wizard</i> screen.
Cancel	Choose Cancel to exit back to the <i>Production Wizard</i> screen without making any changes.

Target Audience Settings; Audio Tab

Note: This option is available when producing a video using the Camtasia for RealPlayer (CMAV) option. To get to this dialog box, from within the *Production Wizard*, choose **Camtasia for RealPlayer (CMAV) > Next > Audio Target Settings** button.

Use this dialog box to set the bitrate allocated to the audio stream (if any) along with the Kbps settings for your streaming media file.

The video stream uses left over bandwidth, if any. That is, if you choose 56K modem as a target audience and configure the audio stream bitrate to be 16 Kbps for the 56K modem target audience, then the video stream is encoded to an 18 Kbps bitrate (assuming the overall bitrate for 56K modem is set to 34 Kbps).

Note: The bandwidth for the video stream (resulting in fewer dropped video frames) can be increased by choosing a lower audio bitrate.

To begin, select the *Target Audience* from the dropdown menu. Once you have made your selection, the rest of the Audio Settings fields will automatically be populated with a *recommended* default setting.

A complete description of each of the Audio Settings fields will be displayed under the corresponding dropdown menu. Note that the description information is read-only information and cannot be changed.

Once you have selected the *Target Audience*, you can make additional changes to any of the *Audio Settings*, if desired.

To restore the defaults, click on the **Restore Default** button.

1. Choose **OK** to save changes and exit back to the *Production Wizard* screen.
2. Choose **Cancel** to exit back to the *Production Wizard* screen without making any changes.

Animated GIF Encoding Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Size**.

The *Animated GIF Encoding Options* screen allows you to select the options that will be used to configure the video during production.

The GIF video format allows you to publish short tutorials and product demonstrations on the Web that playback in any browser on any computer platform.

Camtasia Studio creates highly optimized animated GIF files that are as small as possible. However, there are practical limits on the length of GIF animations since they must be downloaded entirely before they can play in a browser.

GIF animations do not contain audio and are limited to 256 colors.

GIF Options Description Table

The following table describes each of the *GIF* production options.

GIF Option	Description
Colors	Select a color option from the drop-down list. The default <i>Automatic</i> option preserves the highest color setting on the <i>Storyboard</i> . If you want to decrease the size of the video, select a lower color depth. The <i>Automatic</i> option is selected by default.
Frame Rate	Select a frame rate option from the drop-down list. The default <i>Automatic</i> option preserves the highest frame rate setting on the <i>Storyboard</i> . If you want to decrease the size of the video, select a lower frame rate. The <i>Automatic</i> option is selected by default.
Loop indefinitely	When this option is enabled, after the video ends, it will loop to the beginning and play over and over. Disable this option if you want the video to end after it plays. This option is enabled by default.
Play	Used in conjunction with the Loop option. Enable this option to stipulate the number of times to loop the video. Enter number of times to play.
Optimized Palette	This option will generate an optimized palette using all of the colors in all frames in the GIF file. This option typically produces a better quality and better looking GIF file than Fixed Palette. This option is enabled by default.
Fixed Palette	This option will generate a palette with a fixed set of colors. It may be useful if you must have the same palette used in multiple GIF files. For example, multiple animated GIF files playing on a Web page viewed on a 256-color desktop.

GIF Option	Description
Include Windows colors	This option will include the standard Windows 20 colors in the GIF file palette (either Optimized Palette or Fixed Palette). This option typically produces the best results for screen recordings. This option is enabled by default.
Dithered color reduction	This option will apply a dithering effect during color reduction. Dithering attempts to smooth the effects of color reduction. Dithering is typically only useful for real-world content (for example, a music video) rather than screen recordings of an Office-style application.
Details	The Details box shows details about the selections you have made on this tab for the audio and video options of the GIF videos you are recording.
OK	Choose OK to save changes and exit back to the previous screen.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Custom Production Profile

A *Custom Production Profile* contains a set of saved production instructions including the *Video File Format*, *Encoding Options*, and *Video Size* options.

Setting up a *Custom Production Profile* makes the production of videos faster and easier since choosing a *Custom Profile* allows you to bypass most of the *Production Wizard* process method.

See also:

Manage Production Profiles

Creating a Custom Production Profile

1. To create a *Custom Production Profile*, create your video within Camtasia Studio as usual.
2. When you are ready to produce your video, in the *Task List*, choose **Produce Video As**.
3. The *Production Wizard* appears.
4. Enable the **Custom Production Profile** option.
5. Click on the **Manage** button. The *Manage Production Profiles* dialog box appears.
6. Click on the **New** button. The *Profile Editor Wizard* dialog box appears.
7. Within the **Profile Name** field, enter the name that you would like to give this profile.
8. In the **Description** field, enter a description for this profile.
9. Choose the desired **Video File Format** option.
10. From this point on, you will choose your profile options just as though you were stepping through the *Production Wizard*.

Using Custom Production Profiles

1. To use *Custom Production Profiles*, create a video as usual within Camtasia Studio.
2. When you are ready to produce your video, within the *Task List*, choose **Produce Video As**. The *Production Wizard* will display.
3. Enable the **Custom Production Profile** option.
4. From the dropdown list, choose the desired profile. Choose **Next**.
5. The *Produce Video* screen appears.

Manage Production Profiles

The *Manage Production Profiles* dialog box is used to add, edit, and remove Custom Production Profiles.

At any time, choose **Close** to exit from this dialog box or, choose **Help** to access the online help.

Accessing the Manage Production Profiles Dialog Box

- To access the *Manage Production Profiles* dialog box, create a video as usual within Camtasia Studio.
- When you are ready to produce your video, within the *Task List*, choose **Produce Video As**. The *Production Wizard* will display.
- Enable the Custom Production Profile option.
- Click on the **Manage** button. The *Manage Production Profiles* dialog box

To Add a New Profile

Choose **New**. Continue with **Custom Production Profile**.

To Edit an Existing Profile

Choose **Edit**. Step through the Editor Wizard screens, making any changes along the way. When you come to the end of the wizard, click on **Finish**. The changes will be saved.

To Remove a Profile

Select the profile that you would like to remove from the *Production Profiles* dropdown list. Choose **Remove**.

You will receive a confirmation dialog box. Choose **Yes** to remove the profile. Choose **No** to return to the *Manage Production Profiles* dialog box.

Video Size Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Video Options Screen**.

The *Video Size* screen allows you to set the size of the produced video.

Video Size Options Description Table

The following table describes each of the video Size options.

Video Size Option	Description
Largest video size (Recommended)	Creates the entire video using the size of the largest clip in the storyboard. Selecting this option is recommended because Camtasia Studio calculates the size required to include the largest dimensions encountered in the clips included in the project. Click on the radio button to enable this option for use.
Preset video size	Creates your video using a preset size. Click on the radio button to enable the desired option for use.
Standard video size	Creates your video using a standard size. Click on the radio button to enable this option for use. From the dropdown menu, choose the desired size.
Custom size	This option allows you to create your video using dimensions that you set. Click on the radio button to enable this option for use. Type the Width and Height in the boxes provided.
Stretch to fit	This option enlarges small clips and reduces larger ones to fit. If the image is distorted, recalculate aspect ratios. Place a checkmark in the Stretch to fit box if you want to create a final movie that fits the size you have specified regardless of individual clip size.
Background color	This option sets the background color for clips that are smaller than the standard size specified. Click on the Background Color button to reveal the <i>Color</i> dialog box. Choose the desired color and choose OK . The color will be updated in the <i>Size</i> tab.
Disable Callout fade effects to reduce file size	Enable this option if you would like to disable the fade in and/or out effects on <i>Callouts</i> included in the video in order to reduce your final produced video size.
Use instant Zoom-n-Pan speed to reduce size	Enable this option if you would like to disable the slow or fast options for <i>Zoom-n-Pan</i> effects included in the video in order to reduce your final produced video size. When using this option, the <i>Zoom-n-Pan</i> effects will be set to <i>Instant</i> .
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Video Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Marker Options Screen**.

Important Note when Creating a Custom Profile: After you complete this screen in your profile production process, choose **Finish**. You will return to the *Manage Production Profiles* dialog box. Choose **Close** to return to the *Production Wizard* screen. Your new profile will now be added to the *Custom Production Profile* dropdown list.

The *Video Info* screen allows you to enter additional information about your video that you want displayed to your audience, such as the title, author, and copyright.

Video Options Description Table

The following table describes each of the *Video Information* options.

Video Information Option	Description
Include watermark	Enable this option if you would like to include a watermark in this video. This option is disabled by default and must be enabled before a watermark is included.
Watermark Options	Once you enable the Include watermark option, the Options button will become enabled. Clicking this button displays the <i>Watermark</i> screen which allows you to set the options for the watermark display. Continue with Watermark Screen .
Image Path	This option allows you to see the path and file name for the image you will use as your watermark. This is a read only field. This information is updated from the Watermark screen's Image Path field.
SCORM	Enable this option if you would like to produce a packaged e-learning lesson with your video using SCORM. SCORM, <i>Sharable Content Object Reference Model</i> , defines a reference model for sharable learning content objects.
SCORM Options	Once you enable the SCORM option, the Options button will become enabled. Clicking this button displays the <i>Manifest Options</i> screen which allows you to set the options for the e-learning lesson. Continue with Manifest Options Screen .
Embed Video into HTML	Enable this option to create a web page that has your video already embedded into it for simple and easy web production. Note: If you would like to insert an interactive menu in your video via an HTML page, then this option must be used in conjunction with the I would like to create an index option found in the <i>Marker Options</i> screen.
Embed Video into HTML Options	Once you enable the Embed Video into HTML option, the Options button will become enabled. Clicking this button displays the <i>HTML Options</i> screen which allows you to set the options for the HTML page. Continue with HTML Options Screen .

Video Information Option	Description
Video Info Options	Clicking this button displays the <i>Video Info</i> screen which allows you to enter additional information about your video that you want displayed to your audience, such as the title, author, and copyright. Continue with Video Information Screen .
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Watermark Screen

The *Watermark* screen allows you to choose to include a watermark in your video and set the options for that watermark.

Watermark Options Description Table

The following table describes each of the Watermark options.

Watermark Option	Description
Preview	This option allows you to turn the watermark preview screen on which shows you how your watermark will display in the produced video.
Image Path	This option allows you to select the image you will use as your watermark. To select the desired image, choose the Browse button. Select the desired watermark image and then choose Open . The image will be updated to the <i>Image Path</i> field. Additionally, the image will be displayed in the <i>Watermark Preview</i> window.
Emboss	Use this option to create an underlay watermark effect that appears translucent and slightly raised.
Direction	Use this option to change how pronounced the embossing effect appears.
Depth	The emboss direction refers to a shadow effect on the embossed image and a rough indication of the direction of a light source. Use the Preview option to see how the direction changes the embossing effect.
Use Transparent Color	Use this option to make part of the watermark image transparent. When selected, the areas of the watermark image that match the transparent color are hidden so that the video shows through the watermark.
Change	Use the Change button to select the <i>Transparent Color</i> to be used. The transparent color you select must match the area(s) that you want to be transparent in the watermark image. Use the <i>Preview</i> screen to verify that the transparent effect works. The preview will not show it as being transparent until the right color is selected. In order to make the background transparent, white must be selected in the <i>Color</i> dialog box. Once a color is selected, it will display in the color preview box.
Opacity	Opacity is the attribute that allows your watermark to be solid (showing none of the video behind it) or to have varying degrees of transparency (the ability to see part of the video through the image). To adjust the amount of opacity that is applied to the watermark, grab the slider bar and move up toward more opaque (solid) or down toward less opaque (transparent).
Preserve Image Size	Enable this option to insert the watermark graphic at its full size. This option will not apply any scaling to the graphic at all.
Keep aspect ratio	Use this option to maintain horizontal and vertical size aspect ratio when scaling the watermark image. When selected, the watermark appears normal, not stretched or distorted. Default setting is on.
Use smooth scaling	This option applies a smooth scaling algorithm to the watermark image for less jaggedness. Default setting is on. Turn this option off if it interferes with the transparency of your watermark.

Watermark Option	Description
Image Scale	Changes how big the watermark image appears relative to the video frame size. 100% means the watermark image completely covers the video frame.
Positioning Cluster	Use the nine-button positioning cluster to select the position of the watermark within the video frame.
Horizontal Offset	Changes the horizontal offset of the watermark image from the edge of the video frame. You can use this option to refine the watermark positioning. Use the Preview screen to see the offset effect.
Vertical Offset	Changes the vertical offset of the watermark image from the edge of the video frame. Use the Preview screen to see the offset effect.
OK	Choose OK to save changes and exit back to the previous screen.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Manifest Options Screen

A SCORM manifest is a mandatory XML file that describes the components of a content package.

The *Manifest Options* screen allows you to define several options for the Manifest such as course name, course description, lesson name, and more.

Manifest Options Description Table

The following table describes each of the Manifest Options.

Manifest Option	Description
Identifier	The Identifier uniquely identifies the manifest. By default, an Identifier is created for you. To change the Identifier, highlight the existing entry and enter the new information.
Course Title	Enter the title for this e-learning course.
Description	Enter a description for this e-learning course.
Subject	Enter a subject for this e-learning course.
Version	The version indicates the version of the manifest. The default entry is 1.0. To change the version, highlight the existing entry and enter the new information.
Duration	This is the time that this e-learning lesson will take when played at the intended speed. This field is populated for you by default based and is a read-only field.
Language	Enter the language code used by the typical audience. By default, the language code is in for English.
Lesson Title	Enter the title for this lesson.
Zip Files into SCORM package	Enable this option if you would like all of the elements of the content packaged to be zipped up into a single archive file during video production.
Produce files unzipped	Enable this option if you would not like all of the elements of the content package to be zipped up into a single archive file during video production.
Produce zip package and unzipped files	Enable this option if you would like all of the elements of the content package to be zipped up into a single archive file during video production and , to be produced unzipped as well.
OK	Choose OK to save changes and exit back to the previous screen.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

HTML Options Screen

Note: This option is not available with *Macromedia Flash (SWF) Movie File* option.

The Embed Video into HTML option allows you to create a web page that has your video already embedded into it for simple and easy web production.

The *HTML* screen allows you to define several options for the web page such as alignment of the video in the page, player controls, and more.

HTML Options Description Table

The following table describes each of the HTML Options.

Manifest Option	Description
Alignment	Choose the desired alignment from the dropdown box.
Show Play Controls	Enable this option to show the player controls within the HTML page. This option allows for easy navigation within the video.
Start Video Playing	Enable this option to start playing the video as soon as the HTML page is opened. If this option is disabled, the viewer will need to manually start the video by using the Play button on the playback controls.
OK	Choose OK to save changes and exit back to the previous screen.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Video Information Screen

Note: This option is not available with *Macromedia Flash (SWF) Movie File* option.

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Marker Options Screen**.

The *Video Info* screen allows you to enter additional information about your video that you want displayed to your audience, such as the title, author, and copyright.

Video Information Options Description Table

The following table describes each of the *Video Information* options.

Video Information Option	Description
Title	Type the title of the video in this field.
Author	Type your name or organization name in this field.
Copyright	Type appropriate copyright protection information in this field.
Description	(This field is available for WMV Video File Format Only) Type a description of this video.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Marker Options Screen

Note: Once you have reviewed the information in this section and have selected the options for this file format, you will need to continue with **Produce Video Screen**.

A **Marker** allows you to add a bookmark or placeholder within your video. When your video is produced in conjunction with the Index option found in this dialog box, the *Markers* will display as hyperlinks in the HTML page.

Incorporating *Markers* into your HTML page allows you to provide easy navigation points for your viewer. The *Marker Options* screen allows you to choose your *Index* options, if any, along with the specific *Markers* you want to include in your HTML page

Marker Options Description Table

The following table describes each of the *Marker Options*.

Marker Option	Description
I would like to create an index	Enable this option to include an interactive index in the produced video. Note: This option must be used in conjunction with the Embed Video into HTML option found in the <i>Video Options</i> screen. If the Embed Video into HTML option has not been enabled, use the Back button to back up to the previous screen. Enable this option and then choose Next to continue.
Produce multiple files based on my Markers	Enable this option to create and produce individual videos based on <i>Markers</i> that have been set during the editing process. You will be prompted in the next screen to supply a name for each of the individual videos that will be created.
Which Markers would you like to use as Index Markers?	Enable the individual <i>Markers</i> you would like to have included within the interactive index within the HTML page.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Produce Video Screen

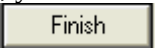
The final step in producing a video is the actual rendering. This process assembles all of the audio, video, and images into one video file, based on the sequence you have established on the storyboard.

The *Produce Video* screen allows you to enter the destination folder name and file name and lets you choose two post production options: **Show Production Results** and/or **Play movie after production**.

Produce Video Options Description Table

The following table describes each of the Info options.

Info Option	Description
Destination Folder	In the Destination Folder field, select a folder for the video from the drop-down list of recently-used folders or click on the Browse button  to browse for one.
File Name	Enter the name of this video.
Show Production Results	Enable this option to see the <i>Production Results</i> dialog box after the production process is complete. Continue with
Play movie after production	Enable this option to play the video in Camtasia Player after the production process is complete.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Once you have set all of the video options, you are ready to start the rendering process. Within the *Production Wizard* screen, click on the **Finish** button . The rendering will start immediately.

At this time, two separate processes will occur: the rendering of the storyboard clips and the interleaving of the audio. During each of these processes, you will see a status dialog box giving you the progress of the processing.

Production Results Screen

Once the processing is complete, if you enabled the Show production results option in the *Production Wizard* screen, you will see the *Production Results* dialog box.

This dialog box displays information about the movie production process, including the files that were created, content duration, content file size, and the options used to produce the movie.

Note: Each file format will display a *Production Results* dialog box that contains information that is relevant to its own production results. For this example, the SWF format is shown.

The results give you immediate feedback on how the production process went and key information about what was produced. After a review of the production results, you might decide to reduce the frame rate or target bitrate to see how it affects the content file size. Or, after review, you could change your production options, produce the content again, and then view the production results to determine whether you achieved the desired file size.

Note: It may be useful to copy and paste the production results from this dialog to save a record of production options used to create a particular movie. This might be especially useful for Flash developers who will need to know the SWF file's frames per second, width, and height when working with the SWF within Flash MX.

After review, to exit the *Production Results* dialog box, choose *Close*. After you choose *Close*, if you have opted to play back the video, the video will begin in Camtasia Player. Once the video has played, close Player. You will return to Camtasia Studio. At this time, save the video project if desired.

Working with the Flash Video Advanced Playback Controls

Note: This section is a continuation from the section entitled *Macromedia Flash Options* tab and describes how to set up the *Advanced Playback Control* options while producing a Flash SWF video. These options are found by selecting **Camtasia Studio > Produce Video As > Macromedia Flash SWF Movie File Format > Next > Macromedia Flash Encoding Options** screen > **Playback Controls** button.

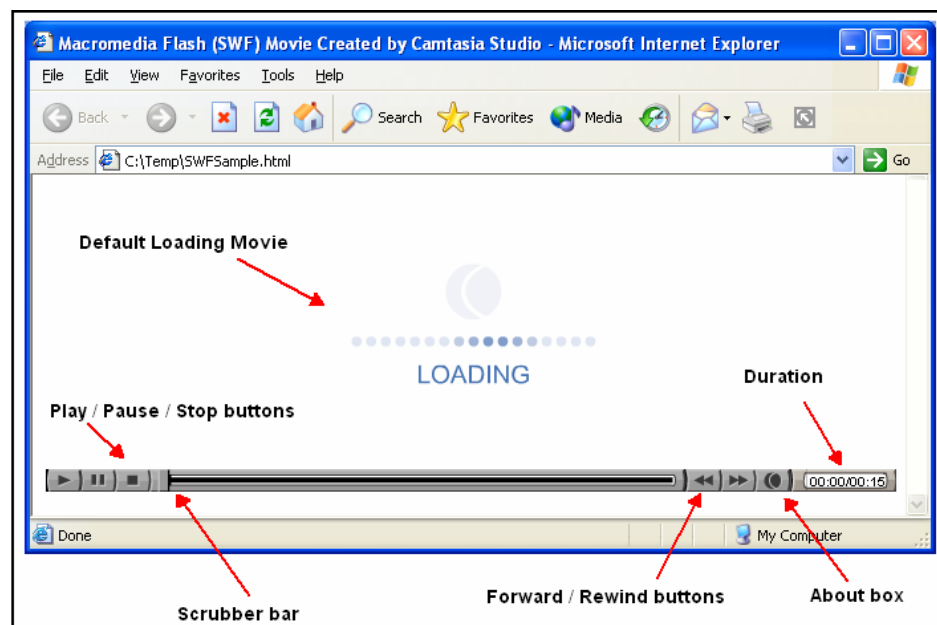
The Flash SWF *Advanced Playback Controls* will allow you to:

1. Incorporate an animated preloading SWF file.
2. Add a movie controller that gives you the ability to "Scrub" back and forth in the Camtasia Studio-created SWF file.
3. Add *Fast Forward* and *Rewind* controls.
4. Add an *About* box to display movie information such as authorship, size, etc.
5. Show the duration of the SWF movie.
6. Show the elapsed time of the SWF movie.

Note: Once you have made your playback selections, choose **OK** in the *Advanced Playback Controls* dialog box to save your work and exit back to the Production Option dialog box. At that time, continue the Production process as normal. You can also choose **Cancel** at any time to exit the *Advanced Playback Controls* dialog box without making any changes.

Note: After production is complete to run the SWF Movie with the Playback Controls, run the *.html file.

The following graphic shows you what the different playback options might look like in your flash movie.



Selecting the Advanced Playback Controls

To begin the selection process, from within the *Production Options* dialog box, choose the *Advanced* option from the dropdown menu and then click on the **Options** button.

The *Playback Control Options* dialog box appears.

Playback Control Options Description Table

The following table describes each of the *Playback Control* options.

Movie Controller Option Field	Use
Controller Color	Click on the Control Color button to display the color selection chart. Use the mouse to select the color that you want to tint the Movie Controller.
Show fast forward/rewind controls	Enable this option to display the fast forward and the rewind controls on the <i>Movie Controller</i> . When enabled, the finished movie will contain a Fast Forward and Rewind control button.
Show about box	Enable this option if you would like to make an "About" box available to the users. The About box is accessed by the user when the Camtasia Studio button is selected on the <i>Movie Controller</i>. This type of box usually contains important information such as copyright, authorship, dates, etc. When the <i>About</i> box option is enabled, the About box text field is displayed. When the About option is disabled, the About box text field is disabled.
About box text	Enter the desired information, up to eight lines of text.
Show duration	Display the total duration of the SWF movie in the selected display format.
Show elapsed time	Display the current time of the SWF movie in the selected display format.
Display format	From the dropdown menu, select a display text format for the duration and/or elapsed time. You may choose different Hour: Minute combinations.
Font	Select the font in which you would like the duration and/or elapsed time to be displayed. To assure that the target machine has these fonts, there are two standard options for you to choose from, either Arial or Times New Roman.
Font Color	Click on the Font Color button to display the color selection chart. Use the mouse to select the color that you want to tint the font.
Show loading movie	Enable this option if you would like to show a SWF movie while your Camtasia Studio SWF file downloads. Once enabled, additional options become available.
Match loading movie size to main movie size	Enable this option if you would like your preloading movie's size to match the size of the main movie's size. This option ensures that both movies are the same size in terms of width and height. If this option is not enabled, then the preloading movie will display at its own width and height dimensions.

Movie Controller Option Field	Use
Loading Movie URL (local or on HTTP server)	Enter the URL or path to the movie you would like to display while your Camtasia Studio SWF file loads. To help get you up and going quickly with the Advanced Control options, we have provided a default entry that links to a Camtasia Studio-made preload SWF file. The loading movie does not have to be a SWF file. It can also be a JPEG, GIF, or BMP file. However, if a non-SWF file is used, it will automatically be converted to a SWF file by CS. This file can be on local system or it can be on an HTTP or HTTPS server. If the selected file is on a local system, it will be copied to the SWF file's output directory. If the selected file is on an HTTP or HTTPS server, the file will not be copied to the SWF file's output directory. Note: This has a drop down that allows selecting of "Default Movie," but does not store other URLs.
Percent of main movie to preload	Enter the percentage of the main movie that you would like to preload before it begins playing. The preload movie will remain on the screen until this percentage is reached.
Minimum Preload movie display time (in seconds)	You may enter the minimum amount of time in seconds that you would like the preload movie to remain on the screen. This works in combination with the <i>% of Main Movie to Preload</i> setting. This means that both conditions must be met before the movie will begin playing.

Learn about the Advanced Playback Control Files

During the creation of the Flash movie using the *Advanced Playback Controls*, five separate files are created. These files are shown in the graphic below and described in the following table.

SWFSample.html	1 KB	HTML Document	2/24/2003 9:51 AM
SWFSample.swf	115 KB	Flash Movie	2/24/2003 9:51 AM
SWFSample_config.xml	1 KB	XML Document	2/24/2003 9:51 AM
SWFSample_controller.swf	59 KB	Flash Movie	2/24/2003 9:51 AM
SWFSample_preload.swf	2 KB	Flash Movie	2/13/2003 1:58 PM

Note: If the main SWF movie file is run alone, it will play, but no playback controls will be present and it may look slightly distorted. If the controller SWF is run alone, it will fail.

Playback Control Options Description Table

The following table describes each of the *Playback Control* options.

File Extension	File Type	Description
*.html	HTML Document	The HTML file that the Flash movie plays in. To run the SWF Movie with the <i>Playback Controls</i> , run the *.html file.
*.swf	Flash Movie	What was converted to a SWF file from an AVI file during the production process.
*_config.xml	XML Document	This file contains all of the options to control the appearance of playback controls. Note for those familiar with Flash development: This file's XML tags can be edited to change how the playback bar looks. All of the options that are present in the <i>Playback Controls Options</i> dialog box can be accessed via the XML file. Editing the XML file to reflect changes to the playback controls saves considerable time since this process bypasses the process of reproducing the AVI file.
*_controller.swf	Flash Movie	This is the file that contains all of the selected playback graphics.
*._preload.swf	Flash Movie	This is the movie that will be used as the preload movie.

Camtasia Studio & PowerPoint

Note: The PowerPoint add-in is accessed within PowerPoint.

The Camtasia Studio add-in for PowerPoint records all multimedia elements of your live PowerPoint presentation, including animations and voice narration, and publishes it on a web site or on CD!

Within PowerPoint, simply click on the **Record** button in the toolbar and give your presentation. At the end you will have a video, complete with Table of Contents, ready to put on your website, burn on a CD or DVD, or just save on your computer for future use. Camtasia Studio puts your presentation into any of the common multimedia formats, including Flash, streaming media, and more.

For more information on this topic, see the following:

► **Learning to use the Camtasia Studio PowerPoint Add-In**

► **Camtasia Studio Add-In for PowerPoint Options**

► **Record & Produce your PowerPoint Presentation in DVD Format**

► **Record & Produce your PowerPoint Presentation in 5 Minutes**

► **DVD Authoring & Camtasia Studio PowerPoint Recordings**

► **Embed a Camtasia Video in Your PowerPoint Presentation**

Learning to use the Camtasia Studio PowerPoint Add-In

Note: You access the Camtasia Studio add-in from within PowerPoint.

The Camtasia Studio Add-in for PowerPoint allows you to quickly and easily record and produce your PowerPoint presentations right from within PowerPoint using the Camtasia Studio Recording toolbar:



The Camtasia Studio Add-in for PowerPoint allows you to:

- Quickly record and then produce your PowerPoint presentation as an interactive video that displays within a Web page.
- Add or edit voice narration within Camtasia Studio and then produce your PowerPoint presentation as an interactive Flash movie that displays within a Web page.
- Preview the recorded PowerPoint presentation in Camtasia Player and easily correct voice narration if necessary.
- Save your PowerPoint presentation recording as a Camtasia Studio project file, allowing you to edit and work with the video at a later time or produce it in a different video file format.
- Automatically add *Markers* to the recording for each slide in the PowerPoint presentation. Then, when your video is produced within Camtasia Studio in conjunction with the **I would like to create an index** option, the *Markers* will display as hyperlinks. Overall, *Markers* allow you to provide easy navigation points for your viewer.

Enabling the PowerPoint Add-In During the Camtasia Studio Installation

During the normal Camtasia Studio installation process, you will see a screen asking you if you would like to enable the Camtasia Studio Add-In for PowerPoint. The add-in is enabled by default. Remove the checkmark to disable the Add-In for PowerPoint.

If you choose to not enable the add-in, the add-in files are still placed on your PC during the Camtasia Studio install process. When disabled during installation, these very small files remain inactive until they are enabled, either by selecting the add-in specific options during a subsequent Camtasia Studio install process or through the add-in options found within Camtasia Studio's **Tools > Options** menu.

Enabling or Disabling the PowerPoint Add-In within Camtasia Studio

The PowerPoint Add-In can be enabled or disabled at any time from within Camtasia Studio through the use of the **Tools > Options** menu.

- To enable the *PowerPoint Add-In*, make sure a checkmark is present next to the **Enable PowerPoint Add-in** option.
- Remove the checkmark to disable the *PowerPoint Add-In*.

Choose **OK** to save the changes in the *Options* dialog box.

Record & Produce your PowerPoint Presentation in 5 Minutes

In this chapter, we will take you through a quick-start, tutorial approach to quickly recording and producing an interactive video with the Camtasia Studio PowerPoint Add-In. Completing this tutorial should take you five minutes or less.

For this tutorial, you will need a PowerPoint presentation that has already been created.

Record your PowerPoint Presentation

1. Start PowerPoint.
2. Within PowerPoint, choose **File > Open**.
3. Browse to the PowerPoint presentation you will be using and then choose **Open**. The PowerPoint presentation will display.
4. To record narration, on the Camtasia Studio toolbar, click on the **Record Audio** button ..
5. To record camera video which will display as *Picture-in-Picture*, click on the **Record Camera** button ..
6. Click on the **Record** button on the Camtasia Studio toolbar. If a tip dialog box appears, read the tip and then choose **Close**.
7. Both the slide show and the recording will begin immediately. Move through the PowerPoint presentation slides as you normally would, speaking into the microphone as you go in order to record the voice narration.
8. Once the end of the show is reached, press the **Esc** key to end your recording. At this time, you will be prompted to save your work as a Camtasia Studio project file. This will allow you to make changes to your video at a later time if desired. Name this project and then choose **Save**.
9. The options screen appears giving you several options for working with your PowerPoint recording. Overall, you can produce your recording using the wizard, edit the recording's audio using Camtasia Studio, or view the recording using Camtasia Player.
10. From within the options screen, choose the desired option and then click **OK**. Choose **Produce your recording** option to make a final video that is ready for sharing. Continue with the directions below.

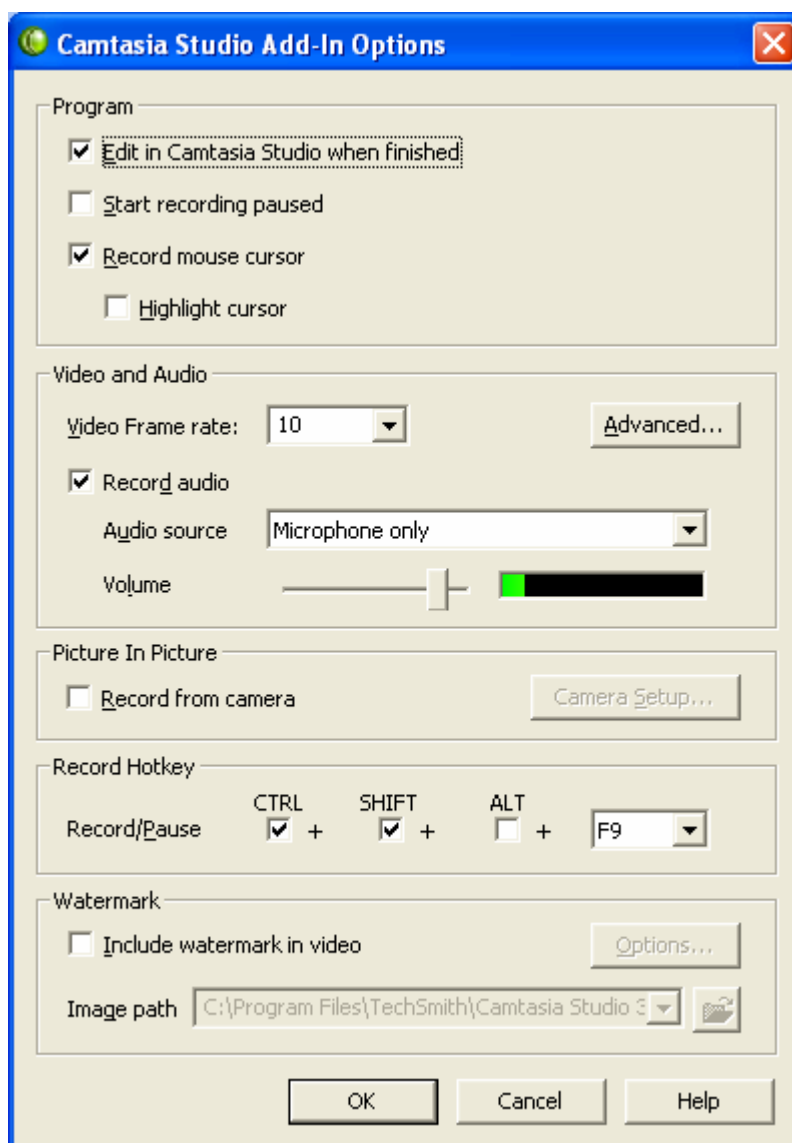
Produce your PowerPoint Presentation

To make a final video that is ready for sharing, follow steps 1-6 above, then, choose the **Produce your recording** option from within the options screen. Choose **OK**.

1. The *Production Wizard* will display. Read the *Welcome* screen and choose **Next**. Make sure the **Recommend my production settings** option is enabled. Choose **Next**.
2. In the *How will you distribute your video* screen, choose **Web**. Choose **Next**.
3. In the *What type of content..* screen, make sure the **My video includes a PowerPoint recording** option is enabled. Choose **Next**.
4. In the *Optimize for file size or video quality?* screen, use the default settings. Choose **Next**.
5. In the *Optimize for file size or audio quality?* screen, use the default settings. Choose **Next**.
6. In the *Would you like to create a table of contents* screen, make sure the **Include a table of contents** option is enabled. If desired, double-click on any *Marker* in the list box to change the name. The name entered here will display in the final video's interactive table of contents.
7. In the *Where would you like to save your video file* screen you are prompted to give your video a name. Enter a name in the **Production name** field. Choose **Next**.
8. In the *Completing...* screen choose **Finish**. The video will now begin to render. When the rendering is complete, the video will play and the *Production Results* dialog box appears. Chose **Next**.
9. In the *What would you...* screen, choose **Finish**. Windows Explorer will open to the folder containing your video files. Double-click the .html file to view your video.

Camtasia Studio Add-In for PowerPoint Options

The Camtasia Studio Add-In for PowerPoint is completely customizable using the setup options found in the *Camtasia Studio Add-In Options* dialog box. To access the *Setup* dialog box, click on the **Options** button  on the Camtasia Studio Add-In toolbar  within PowerPoint. The *Setup* dialog box appears.



Camtasia Studio PowerPoint Add-In Setup Options Description Table

The following table describes each of the setup options that can be included in your menu.

Player Option	Description
Edit in Camtasia Studio when finished	Enable this option to open Camtasia Studio when the recording ends.
Start recording paused	Enable this option to start the recording in paused mode. When in paused mode, the following dialog box appears:  Click on the Click to resume recording button to record the PowerPoint presentation.
Record mouse cursor	Enable this option to show the cursor during recording of the PowerPoint presentation.
Highlight Cursor	Enable this option to highlight the cursor with a translucent yellow outline during the recording of the PowerPoint presentation.
Video Frame rate	Select the frame rate in frames per second from the dropdown list. While more frames per second usually produce smoother videos, your resulting video file will be proportionally larger and more system resources will be required to record the video.
Advanced	Displays the <i>Advanced Video and Audio Setup</i> dialog box which is used to change the video and audio codecs and set advanced options. Note: If you are not familiar with using these settings then do not change them. Video Setup Button Allows you to set the compression options for the capture. For more information on selecting the options in this dialog box, see the same options listed in Recorder Streams Video Setup Button. Audio Setup Button The Audio Setup button gives you access to the <i>Audio Format</i> dialog box. In this dialog box you can set record and playback rate options. For more information on selecting the options in this dialog box, see the same options listed in Recorder Streams Audio Setup Button.
Record audio	Enable the Record audio option to record audio. The Audio Source option will become enabled allowing you to choose the desired audio source.

Player Option	Description
Audio Source	Use the Audio Source option to choose the type of audio you wish to record. In order for this option to be enabled, the Record audio option must first be enabled. Use the dropdown to choose to the desired source. Choose from: Computer speakers and microphone Microphone only Computer speakers only
Volume	Use the volume slide bar to increase or decrease the volume level for the different sound files on the recording. Grab the slider bar with the mouse. Drag to the left to decrease sound. Drag to the right to increase sound.
Record from camera (Picture-in-Picture)	Enable the Record from camera option to include picture-in-picture camera video in your PowerPoint recording. Click on the Advanced button to access your camera's Audio and Video options. Note: These screens are populated by your camera device. Consult your camera's documentation for information on these options. For more information about picture-in-picture, see Record the Screen and Camera Video and Add a Picture-in-Picture Recording to my Timeline.
Record/Pause Hotkey	Choosing a hotkey here will allow you to use keystrokes to start recording if Recorder is stopped and pause recording if Recorder is running. To change the hotkey, place a checkmark in one or more boxes below <CTRL>, <SHIFT>, or <ALT> if you want to include them in your hotkey combination for the selected action. Also, if desired, choose a number from the dropdown menu to include in your hotkey.
Include watermark	Enable this option if you would like to include a watermark in this video. This option is disabled by default and must be enabled before a watermark is included.
Watermark Options	Once you enable the Include watermark option, the Options button will become enabled. Clicking this button displays the Watermark screen which allows you to set the options for the watermark display. For more information on these options, see Watermark Screen.
Image	This option allows you to see the path and file name for the image you will use as your watermark. This information is updated from the Watermark screen's Image Path field.
OK	Choose OK to save changes and exit back to the <i>General</i> tab.
Cancel	Choose Cancel to exit back to the <i>Options</i> screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Advanced Video and Audio Setup Dialog Box

The *Advanced Video and Audio Setup* dialog box is used to change the video and audio codecs and set advanced options.

Note: If you are not familiar with using these settings then do not change them.

Note: For more information on video and audio codecs as well as other important topics such as bandwidth and streaming media, see the *Camtasia Studio Technical Support Web* site at <http://www.techsmith.com/techsupp/studio/default.asp>.

Video Setup Button

Allows you to set the compression options for the capture.

For more information on selecting the options in this dialog box, see the same options listed in **Recorder Streams Video Setup Button**.

Audio Setup Button

The **Audio Setup** button gives you access to the *Audio Format* dialog box. In this dialog box you can set record and playback rate options.

For more information on selecting the options in this dialog box, see the same options listed in **Recorder Streams Audio Setup Button**.

DVD Authoring & Camtasia Studio PowerPoint Recordings

Since DVD is fast becoming the preferred video format for all kinds of consumer applications as well as computer peripherals, if you have a DVD writer, saving your videos to DVD makes good sense for storing your videos and for sharing them with other people.

Note: PC-created DVDs can be shown on other PCs that support DVD or on consumer DVD players.

Here are just a few ways to use your DVD output:

- Conveniently show your presentations on a TV. No longer is there a need to set up an entire PC system.
- Easily distribute your slideshows to friends, family, and colleagues—even if they don't own a computer.
- Create unattended presentations that will automatically repeat/rewind.
- Take advantage of using the popular DVD menu system.
- In this tutorial, you will be taken through a quick-start approach to quickly recording and producing a DVD-ready, interactive video with the Camtasia Studio PowerPoint Add-In. Completing this tutorial should take you five minutes or less.

For this tutorial, you will need a PowerPoint presentation that has already been created.

Hardware & Software Requirements

- In order to **burn** DVDs on your PC, you must have a DVD-RW drive installed on your computer as well as DVD burning software.
Examples of Some DVD Burning Software:
Ulead DVD Movie Factory 2
Sonic MyDVD Studio Deluxe 5
Nero Ultra
- In order to **play** DVDs on your **PC**, you must have a DVD drive installed on your computer.
- In order to **play** DVDs on your **PC**, you must have a DVD playback application, like WinDVD or PowerDVD. You must also have an MPEG-2 decoder, typically included with the DVD Player application.
- In order to **play** DVDs on your **TV**, you must have a DVD player hooked up to your television.
- You must have a microphone setup and working in order to record voice narration.

Important Note about Hardware Acceleration

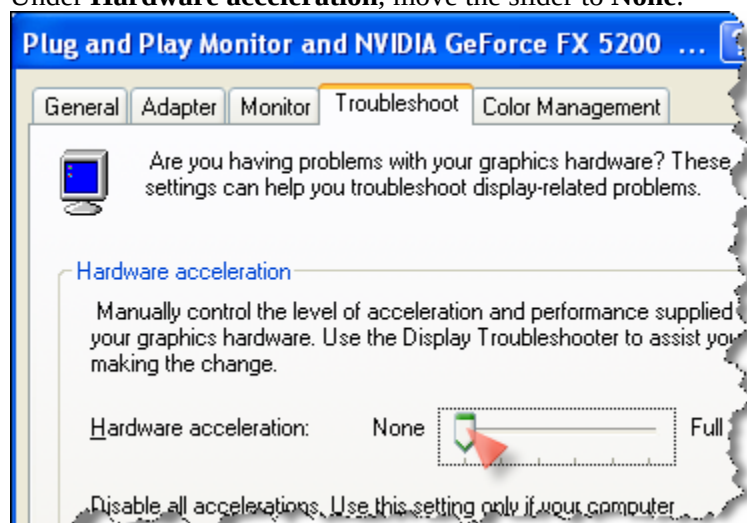
Before you record, you will need to decide whether or not you should disable your system hardware acceleration option. Disabling hardware acceleration on Windows 2000 or later can dramatically increase your frame rate and/or reduce system load during recording. Overall, this allows you to create a higher quality video recording of your presentation.

By default, PowerPoint (XP) 2002 and higher tries to determine if hardware acceleration should be used while you are in *Slide Show* view (the view that you will be recording in). Overall, if your computer has the ability to use hardware acceleration, then PowerPoint will attempt to use it. If you notice performance problems with the slide show not running smoothly or some elements of your presentation not displaying correctly, then try turning off the **Hardware Graphics Acceleration** option located in PowerPoint under **Slideshow > Setup Slide Show**. If this option is already disabled, then you will need to disable hardware acceleration system-wide.

Note: If you are going to be recording embedded videos, then you will want to turn off the system-wide hardware acceleration before you record.

To disable system-wide hardware acceleration within Windows XP and Windows 2000:

1. Right-click on the Windows desktop.
2. From the context menu, choose **Properties**.
3. Choose **Settings** tab > **Advanced** button > **Troubleshoot** tab.
4. Under **Hardware acceleration**, move the slider to **None**.



5. Choose **Apply**.
6. Click **OK** as many times as needed to exit back to the desktop.

Note: Once you are done recording in PowerPoint, go back and reset your hardware acceleration option to its previous setting.

What Camtasia settings are most important for DVD authoring?

When making a PowerPoint presentation screen recording to save to DVD, you will need to make sure the resolution of the produced video set to 720 x 480 or smaller. To do this, you will need to change the resolution within Camtasia Studio during the production process. This step is done after recording your presentation within PowerPoint.

Record & Produce your PowerPoint Presentation in DVD Format

Step 1. Opening the PowerPoint Presentation

1. Start PowerPoint.
2. Choose **File > Open**.
3. Browse to the PowerPoint presentation you will be using and then choose **Open**.
4. The PowerPoint presentation will display.
5. Before you actually record, you should test your PowerPoint presentation and practice your narration by clicking on the Slide Show button at the bottom of the Slide Transition pane or choose **Slide Show > View Show**. After you are done rehearsing the narration, choose the <ESC> key to exit back to PowerPoint. You are now ready to record.

Step 2. Recording the PowerPoint Presentation

Note: Once you click on the **Record** button, the recording will immediately begin. Please read these instructions through at least once before clicking on the **Record** button. This will ensure that you get a smoother, more professional recording.

1. On the Camtasia Studio toolbar located within PowerPoint, click on the **Record Audio** tool .
2. Click on the **Record** button  also located on the Camtasia Studio toolbar. If a tip dialog box appears, read the tip and then choose **Close**.
3. Both the slide show and the recording will begin immediately. Move through the PowerPoint presentation slides as you normally would, speaking into the microphone as you go in order to record the voice narration.
4. Once the end of the show is reached, press the <Esc> key to end your recording.

Step 3. Saving your Work and Producing the PowerPoint Presentation

1. At this time, you will be prompted to save your work as a Camtasia Studio project file. This will allow you to make edits to your video within Camtasia Studio at a later time, if desired.
2. Name this project and choose **Save**.
3. Camtasia Studio will automatically launch and the *Camtasia for PowerPoint* dialog box will appear. Enable the **Produce your recording** option. Choose **OK**.
4. The *Production Wizard* will display. Select the **AVI video format** option. Choose **Next**.
5. In the *AVI Encoding Options* screen, use the default settings. Choose **Next** to continue.
6. In the *Video Size* screen, choose **720x480(TV/DVD)**. Additionally, enable the **Stretch to fit** option. Choose **Next** to continue.
7. In the *Video Options* screen, disable the **Embed Video into HTML** option. Choose **Next** to continue.
8. In the *Marker Options* screen, choose **Next** to continue.
9. In the *Produce Video* screen you are prompted to give your video a name. Choose **Finish**.
10. The video will now begin to render. When the rendering is complete, the *Production Results* dialog box appears. Choose **Close**.
11. Your video will now play within Camtasia Player.

Note: When previewing your presentation within Camtasia Player, your video might look like it's stretched wider than usual. This is because you are, in fact, viewing a stretched produced video. This is due to the **Stretch to fit** option that was enabled in the *Video Size* screen during production. This option was selected because 720x480 is the native DVD resolution. Depending on the aspect ratio, it will either un-stretch that 720x480 image to fit a 4:3 ratio (like 640x480) or stretch it more to fit a 16:9 ratio (like 1280x720).

That's it. You have created a video from your PowerPoint presentation that is DVD-ready. Now, simply import your video into your favorite DVD burning software and burn it to a DVD.

Embed a Camtasia Video in Your PowerPoint Presentation

Note: You can use Camtasia Player to playback AVIs in your PowerPoint presentations. When embedding AVIs into PowerPoint the quality of the video may be degraded due to scaling. This problem can easily be resolved by using Camtasia Player to display your videos from the PowerPoint Presentation.

1. In Microsoft's PowerPoint, open the PowerPoint presentation you would like to embed the video in.
2. Move to the slide of your presentation where you would like to add your video.
3. Select menu options **Insert > Movies and Sounds > Movie from File**. PowerPoint's *Insert Video* dialog appears.
4. Use the *Insert Video* dialog to browse through your desktop's files and folders. Highlight the video you would like to embed and click **OK**. A PowerPoint dialog asks if you would like your video to play automatically in the slide show. Choose **Yes** if you would like your video to play automatically. Choose **No** if you want the video to start in the slide show only after you manually start it.
5. The first frame of your Camtasia video should appear on the slide you chose to embed your video on. If you right-click over your embedded video file and select the context menu option **Edit Movie Object**, you can edit play options such as looping and rewind.

Tip! If you right-click over your embedded movie file and select menu option **Edit Movie Object** you can edit play options such as looping and rewind.

The following tables gives you some basic information on the different Camtasia Studio video file formats that can be used for embedding.

Player Option	Things to Consider about Delivery
AVI	AVIs are typically large files, but have high quality -- which is important when you need to convey precise details. Embedding an AVI can quickly increase the file size of your PowerPoint presentation. Embedding AVIs in your presentation is not recommended when planning to share via the Web unless you know your viewers all have high bandwidth connections to the Internet. TechSmith recommends distribution via CD-ROM or corporate intranet.
AVI encoded w/ TSCC Codec	This is the best format for embedding movies of screen activity. Because of TSCC compression, your PowerPoint file size will not increase significantly when embedding this type of movie file. Remember that anyone who views your presentation needs to have TSCC installed on their desktop. TechSmith recommends distribution via CD-ROM, Pack and Show, and via the Web.
WMV	This movie type can be produced for specific bandwidths, and the quality and file size of your movie will reflect those settings. Choose this format when you want to share or playback your presentation on desktops that have Windows Media Player installed.
MOV	This movie type can be produced for specific bandwidths, and the quality and file size of your movie will reflect those settings. Because QuickTime Movie Player is available for both Windows and Macintosh, TechSmith recommends this movie type when you know you want to share or playback your presentation to an audience with different operating systems.
Animated GIF	This format is preferred if you are concerned with keeping your PowerPoint presentation file very small, especially for delivery via the Internet. If you want to embed a short movie clip where precise detail is not important, TechSmith recommends choosing animated GIF.

Embed an Animated GIF in Your PowerPoint Presentation

1. In Microsoft's PowerPoint, open the PowerPoint presentation you would like to embed the GIF in.
2. Move to the slide of your presentation where you would like to add your animated GIF.
3. Select menu options **Insert > Picture > From File**. The *Insert Picture* dialog box displays.
4. Browse through your desktop's files and folders. Highlight the animated GIF you would like to embed and click **Insert**.
5. To preview how the animated GIF picture will appear in the slide show, click **Slide Show** at the lower left of the Microsoft PowerPoint window.

Use Camtasia Player to Playback Videos in Your PowerPoint Presentation

You can use Camtasia Player to playback AVIs in your PowerPoint presentations. When embedding AVIs into PowerPoint the quality of the video can be degraded due to scaling. This problem can easily be resolved by using Camtasia Player to display your videos from the PowerPoint Presentation. Camtasia Player will not scale your AVIs and will always display them perfectly, so that you don't have to worry about them looking poor in your PowerPoint presentation.

To use the Camtasia Player as your video player in PowerPoint, you must make a button that will call Camtasia Player, with the necessary command line arguments, so that it will play your video. To create a button in PowerPoint you must do the following.

1. Choose an **Action Button** from the *Drawing* toolbar at the bottom of the screen, then click on the current slide to insert the chosen button.
2. Right mouse click on that shape, and select **Action Settings**.
3. In the *Action Settings* dialog box, select the **Run Program** action. This will allow you to call CamPlay.EXE, which is the executable of Camtasia Player.
4. Enter CamPlay.exe in the Run Program field. In order for this to work properly you must save your PowerPoint presentation and the AVI you want to play inside the same folder as CamPlay.exe, otherwise PowerPoint won't be able to find and run CamPlay.exe.

Note: The location of CamPlay.exe in default installations of Camtasia Studio is C:\Program Files\TechSmith\Camtasia Studio 3\CamPlay.exe.

5. Enter any desired command line arguments in the *Run Program* field along with the name of your video. Let's say your video is named myvideoAVI. This means that you will need to enter the following into your *Run Program* field:
Camplay.exe /F /E myvideoAVI
This will call Camtasia Player to run full screen, exit when finished, and play myvideoAVI.
6. Click **OK** in the *Action Settings* dialog box.

You will now have a button that will call Camtasia Player to play your video.

Camtasia Studio & Macromedia Flash

Creating a Web-ready SWF movie within Camtasia Studio is easy to do. You simply assemble the desired clips on the *Timeline*, perform any edits such as trimming or splitting, add Transitions, Callouts, or a Flash Quiz and then produce the project as a SWF movie file using the Production Wizard.

Since most SWF files will be played in a Web browser, the SWF production process creates two files: the actual SWF video file and a simple HTML file of the same name that references the produced SWF file. To properly play the SWF video file, you launch the HTML file in a Web browser.

Creating a Theater menu is also very easy to do. When creating a menu, all of the files necessary to use your menu on the Web are created for you and organized in a friendly, logical manner. The HTML file that runs the menu, an Images folder which contains the menu's frame graphics, and a Movies folder which contains the menu's SWF files, are all located in the root directory of the menu's folder.

Continue with the following topics:

- ▶ **Create a Flash Movie Tutorial**
- ▶ **Convert an AVI to a Macromedia Flash (SWF) Video**
- ▶ **Chain Several Macromedia Flash (SWF) Files Together**
- ▶ **Editing Post-Production Flash SWF Movie File Advanced Controls**

Create a Flash Movie Tutorial

Camtasia Studio offers you many different ways to add creative and easy-to-use professional enhancements to your videos. These include such things as:

- Adding voice narration as your video plays in the *Preview Area*.
- Adding additional audio tracks to include voice over, background music, fade in and fade out effects, and more.
- Adding attractive and interesting transition effects between clips.
- Adding still images to your video. These are perfect to use as titles, credits, etc.
- Inserting graphical *Callouts* directly on to your video to enhance visibility of certain objects or portions of the screen.
- Adding zoom and pan effects.

About this Tutorial

Within the scope of this tutorial, you will use TechSmith-created media files to create an Flash video complete with *Transitions*, voice narration, *Callouts*, and more.

Simple and complete instructions for adding each of these enhancements to your video is contained in the following chapter using a tutorial format. Each section is based upon a scenario that addresses common, yet specific issues or tasks that need to be routinely performed in the creation of an average video.

It is very important to note that these sections build upon each other as you go through them sequentially.

Therefore, it is highly recommended that you begin with the first tutorial and work your way through each one in the order that they appear in this text. After each section is completed, save your project file and use that file as a basis for the next section.

Overall, once you complete the tutorial, you will have created an attractive interactive Flash movie that contains three separate “chapters” or sections and displays in a Web-ready menu containing DVD-like navigation.

To successfully complete this tutorial, read and follow the directions just as they are given.

What you need to know before you begin...

Before you begin this tutorial, it is highly recommended that you read and look over the rest of this manual including the *Getting Familiar with the Camtasia Studio Screen* sections. These contain important information about the different components of the screen, the names of different tools and buttons, specific terminology relating to video production, etc.

It will be very helpful for you to print a copy of each of the graphics in this guide that shows the screens, their components, and labels and use them as a reference guide as you move throughout this tutorial. See:

- ▶ **A Close-Up Look at Camtasia Studio**
- ▶ **A Closer Look at the Clips & Elements on the Timeline**
- ▶ **Using the Task List and the Task Area**
- ▶ **A Close-Up Look at Camtasia Recorder**
- ▶ **About Camtasia Studio's .camrec Files**

1. Importing the Media Files

Note: This chapter is part one in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Import Other Media Files into My Camtasia Studio Project**.

For each section in this tutorial, we will be using TechSmith-created media files. Before you begin the tutorial, you will need to place each of those files in the Camtasia Studio *Clip Bin*. Once these have been placed in the *Clip Bin*, they are referred to as clips.

The media files include the following:

- CST1.gif
- CST2.gif
- CST3.gif
- CST4.gif
- CST5.gif
- CST6.gif
- CST7.gif
- Coach1.gif
- Coach2.gif
- Coach3.gif
- Coach4.gif
- Coach5.gif
- ChineseArt.gif
- KoreanArt.gif
- VietArt.gif
- Coach.wav
- Art.wav

To add the media files to the *Clip Bin*:

1. Start Camtasia Studio. The *Welcome* screen displays.
2. Within the *Welcome* screen, choose the **Start a new project by importing media files** option and click **OK**.
3. Browse and search for *C:\Program Files\TechSmith\Camtasia Studio 3\Tutorials*.
4. Highlight each of the files in this folder by clicking on the first file, pressing the <**SHIFT**> key on the keyboard and at the same time using the mouse to click the last media file.
5. When each file is highlighted, click on **Open**.
6. The files will be displayed within the *Clip Bin*.

2. Adding the Still Image Clips to the Timeline

Note: This chapter is part two in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Add a Title Clip to the Timeline**.

Adding still images to your video is a great way to add interest to your video with graphics, clipart, photo images, etc. It is also a good way to insert flowcharts, diagrams and much more. The possibilities are endless for what you can do with still images in your video.

- You can add as many still images and AVIs as you would like to your video.
- The default duration time for still images to display is five seconds. The duration of the image can be customized using **Tools > Options > Default Duration (In Seconds) > Images**.

Scenario

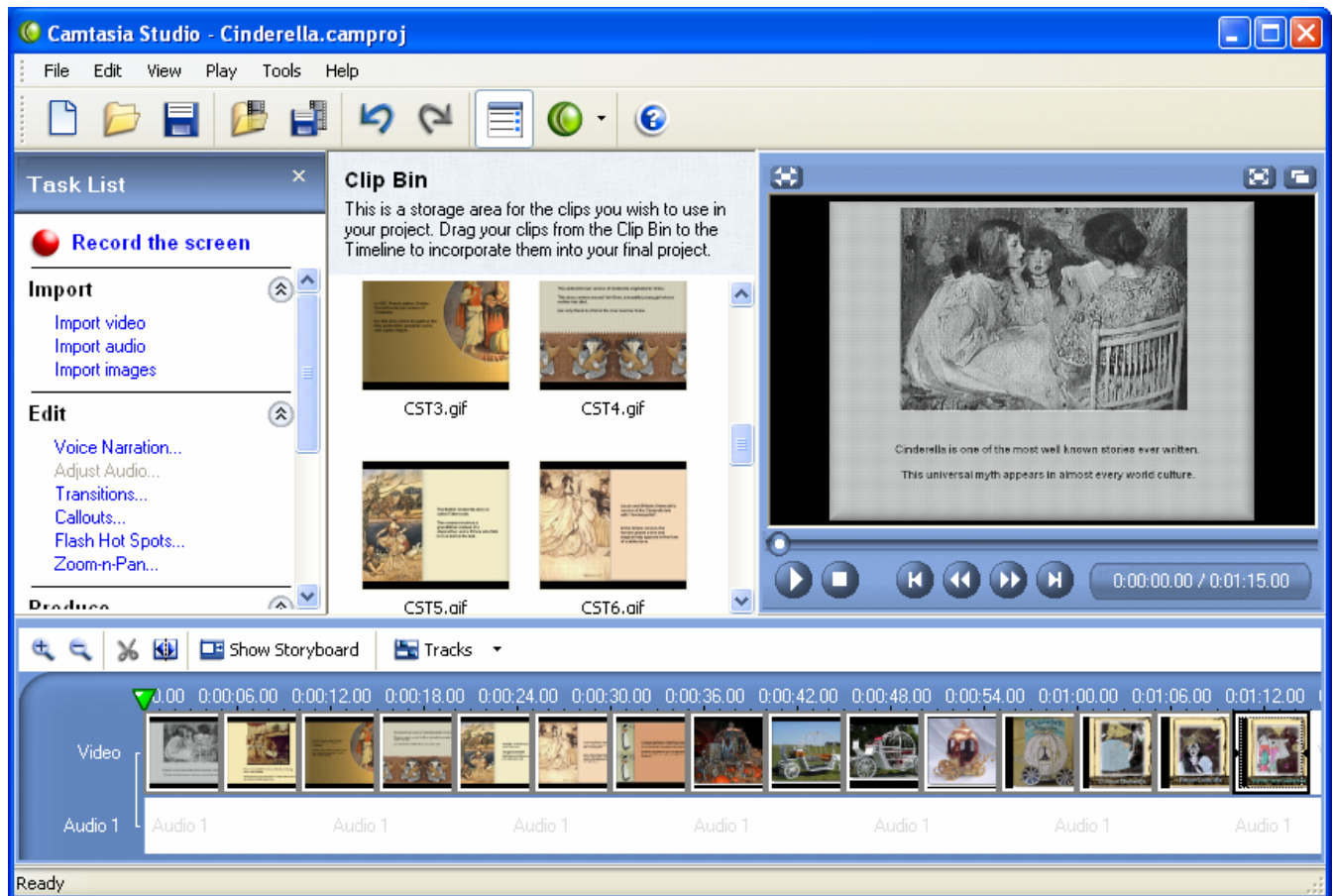
In this section, we will be adding the image clips to the *Timeline* in a specific order.

To successfully complete this task, read and follow the directions just as they are given.

Step 1. Adding the Still Images to the Timeline

1. In the order that they are numbered, drag the still images entitled CST1-CST7 on to the *Timeline*. If you get one into the wrong position, simply grab the image on the *Timeline* and drag it to the correct place and drop it there. This set of images will make up the first chapter in the video. We will refer to this chapter as *History of Cinderella*.
2. Then, in the order that they are numbered, drag the still images entitled Coach1-Coach5 onto the end of the *Timeline* after the first set of images. This set of images will make up the second chapter in the video. We will refer to this chapter as *Cinderella's Coach*.
3. Next, add the still images entitled ChinesArt, KoreanArt, and VietArt to the end of the timeline in any order that you like. This set of images will make up the third chapter in the video. We will refer to this chapter as *Cinderella Art*.
4. Click on the **Stop** button  in the *Preview Area* to move the seek bar to the first position in the video. You will see that the first still image is updated to the *Preview Area*.
5. At this time, choose **File > Save Project**. Name this project "Cinderella" and then choose **Save**.

Camtasia Studio will now look like the following graphic.



That's it. You've just created a complete video sequence by adding media clips to the *Timeline*.

3. Adding Transition Effects between the Still Image Clips

Note: This chapter is part three in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Add Transitions between Clips on the Timeline**.

Transition effects allow you to insert animated effects that smoothly transition one clip to the next. There are many different *Transitions* to choose from so you can get just the right look that you need or want for your video.

Fast Facts about using Transitions

- 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.

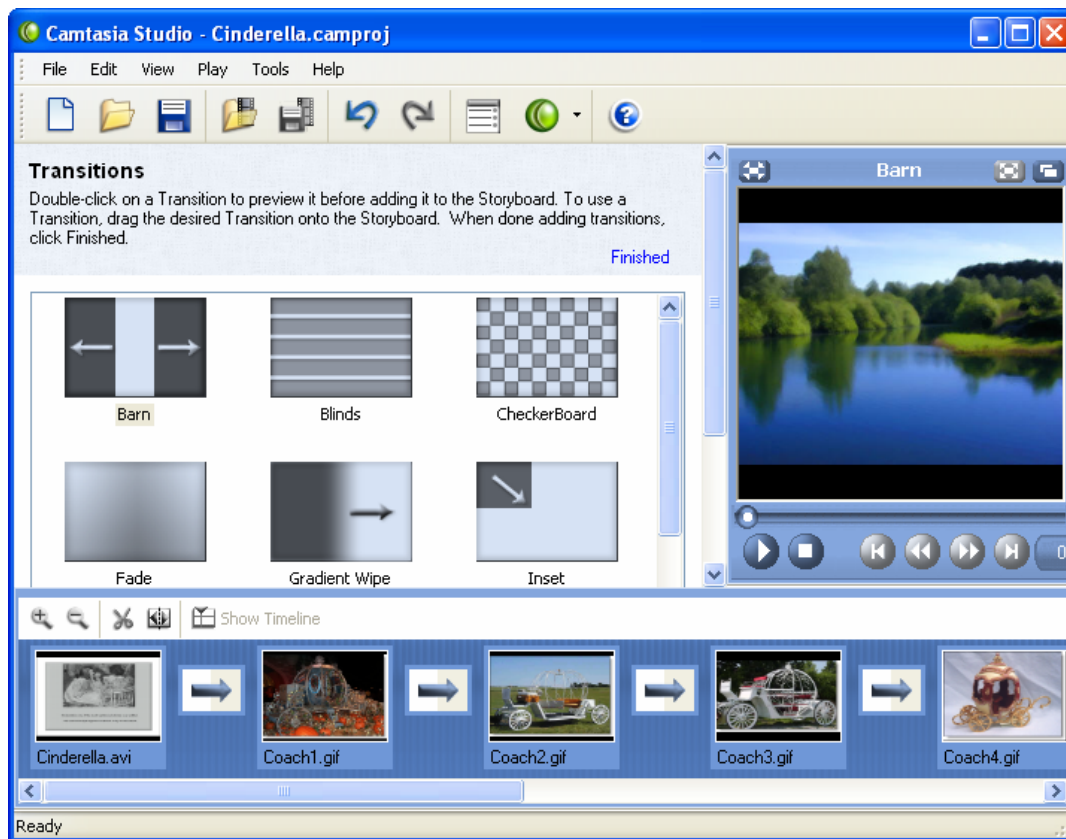
Scenario

In this section, we will be inserting *Transitions* between several of the clips on the *Timeline*.

To successfully complete this task, read and follow the directions just as they are given.

Step 1. Previewing the Transitions

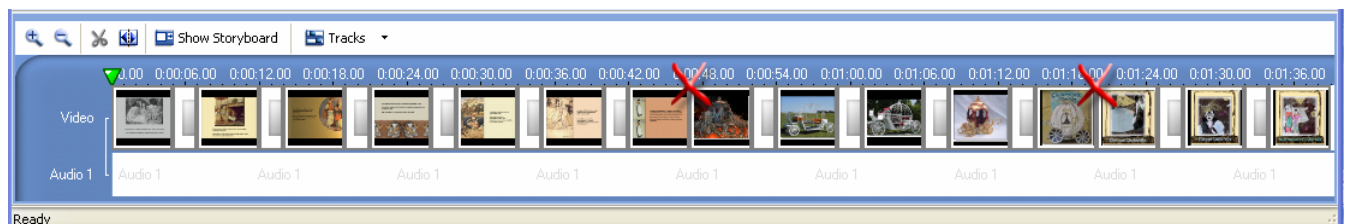
1. Choose **Tools > Options** on the toolbar. The *Options* dialog box appears.
2. Change the **Default Duration** for *Transitions* to 2 seconds and then choose **OK**.
3. Within the *Task List*, click on **Transitions**. The *Transition* options will display in the *Task Area*.
Note that once you choose *Transitions*, you will automatically be taken to the *Storyboard* view.



4. The *Transition* effects are on the left hand side of the screen. Double-click on a *Transition* effect to see it play in the *Preview Area*. You can also highlight a *Transition* and then click on the **Play** button  to see the *Transition* effect.

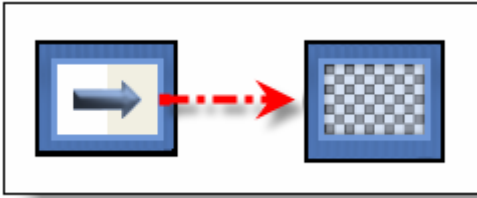
Step 2. Adding Transition Effects in Between the Clips

During this process, we will insert *Transitions* into the *Storyboard* in certain locations. Only place the *Transitions* between the slides in each chapter –not between the chapters themselves. The positions marked in the graphic below with a red “X” **do not need** a transition. Additionally, *Transitions* cannot go at the beginning or end of the *Storyboard*.



1. First test several *Transitions* to see how they display. Once you decide on a *Transition* that you like, drag it to the *Storyboard* in the first location. Once placed on the *Storyboard*, an image depicting the

Transition's effect will display in the placeholder as seen below.



2. Continue to add *Transitions* until each of the placeholders are filled. These can all be the same *Transition* or different ones.
3. When you are done, choose **Finished** in the *Transitions* Task List and you will return to the main screen.

4. Click on the **Save** button  on the toolbar to save your project file.

Congratulations. You have successfully added *Transition* effects to your video. Click on the **Stop** button



to move to the very beginning of the video. To see how it all looks, view your video using the **Play**

button  in the *Preview Area*.

4. Adding Markers

Note: This chapter is part four in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Add Markers while Recording** and **A Closer Look at the Clips & Elements on the Timeline**.

A **Marker** allows you to add a placeholder within your video. When your video is produced in conjunction with the available **Embed Video in HTML** option (Advanced production wizard only) and the **Include a table of contents with my produced video** option, the *Markers* will display as hyperlinks in the Web page thus providing easy navigation points for your viewer.

Fast Facts about Markers

- Each *Marker* that you add to your project will be represented on the *Timeline* on the *Markers* track.
- Double-click on a *Marker* icon on the *Timeline* to access the *Marker Name* dialog box. Use the *Marker Name* dialog box to enter a name for a *Marker*. The name that you enter here will display within the interactive *Index* in the produced video.
- *Marker* names are displayed on the *Timeline* when the mouse hovers over the *Marker*.
- The *Marker* name will display within the interactive *Index* in the produced video.

Scenario

In this section, we will be adding *Markers* to the beginning of the three different chapters of our video. These *Markers* will display as hyperlinks in the produced video allowing the viewers to jump to the different chapters of the video. To successfully complete this task, read and follow the directions just as they are given.

Step 1. Add a Marker

1. Click on the **Stop** button  to move to the very beginning of the video. This will be the location of our first *Marker*.
2. Choose **Edit > Add a Marker**. A *Marker* will be added to the *Timeline*.
3. Double-click on the *Marker* within the *Markers* track on the *Timeline* to access the *Marker Name* dialog box. Call this *Marker* “The History of Cinderella”. Choose **OK**.
4. Click once on the first still image in the Coach sequence. The seek bar will be placed at the beginning of that clip.
5. Again, choose **Edit > Add a Marker**. Another *Marker* will be added to the *Timeline*.
6. Double-click on the second *Marker* within the *Markers* track on the *Timeline* to access the *Marker Name* dialog box. Call this *Marker* “Cinderella’s Coach”. Choose **OK**.
7. Click once on the first still image in the Art sequence. The seek bar will be placed at the beginning of that clip.
8. Again, choose **Edit > Add a Marker**. A *Marker* will be added to the *Timeline*.
9. Double-click on the third *Marker* within the *Markers* track on the *Timeline* to access the *Marker Name* dialog box. Call this *Marker* “Cinderella Art”. Choose **OK**.
10. Click on the **Save** button  on the toolbar to save your project file.

Great! You’ve just created your first set of *Markers* for use in your video’s interactive index.

5. Adding a Callout

Note: This chapter is part five in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Add Callouts to my Clips on the Timeline**.

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. When combined with text, they can give additional tutorial or instructional information. Additionally, *Callouts* that are used in conjunction with the *Hot Spot* feature can add interactivity to your video. For our project, we will just use *Callouts*.

Fast Facts about Callouts

- *Callouts* come in a variety of different shapes and styles.
- *Callouts* are totally customizable, allowing you to change the color, font, opacity, size, text, and more.
- You can create new *Callouts* by importing your own graphics.
- A *Callout*’s duration and position can be quickly changed by dragging the *Callout* on the *Timeline*.

Scenario

In this section, we will be adding three similar *Callouts* to our video. These *Callouts* will be placed on the last frames of each of the three separate chapters we have been creating.

These *Callouts* will be used later with three *Flash Hot Spots*, so that when the *Callouts* are clicked on in the produced video, the viewer will be able to replay a segment of the video.

To successfully complete this task, read and follow the directions just as they are given.

Step 1. Set Callout Duration

1. Choose **Tools > Options** on the toolbar. The *Options* dialog box appears.
2. Change the **Default Duration** for *Callouts* to 1 second and then choose **OK**.

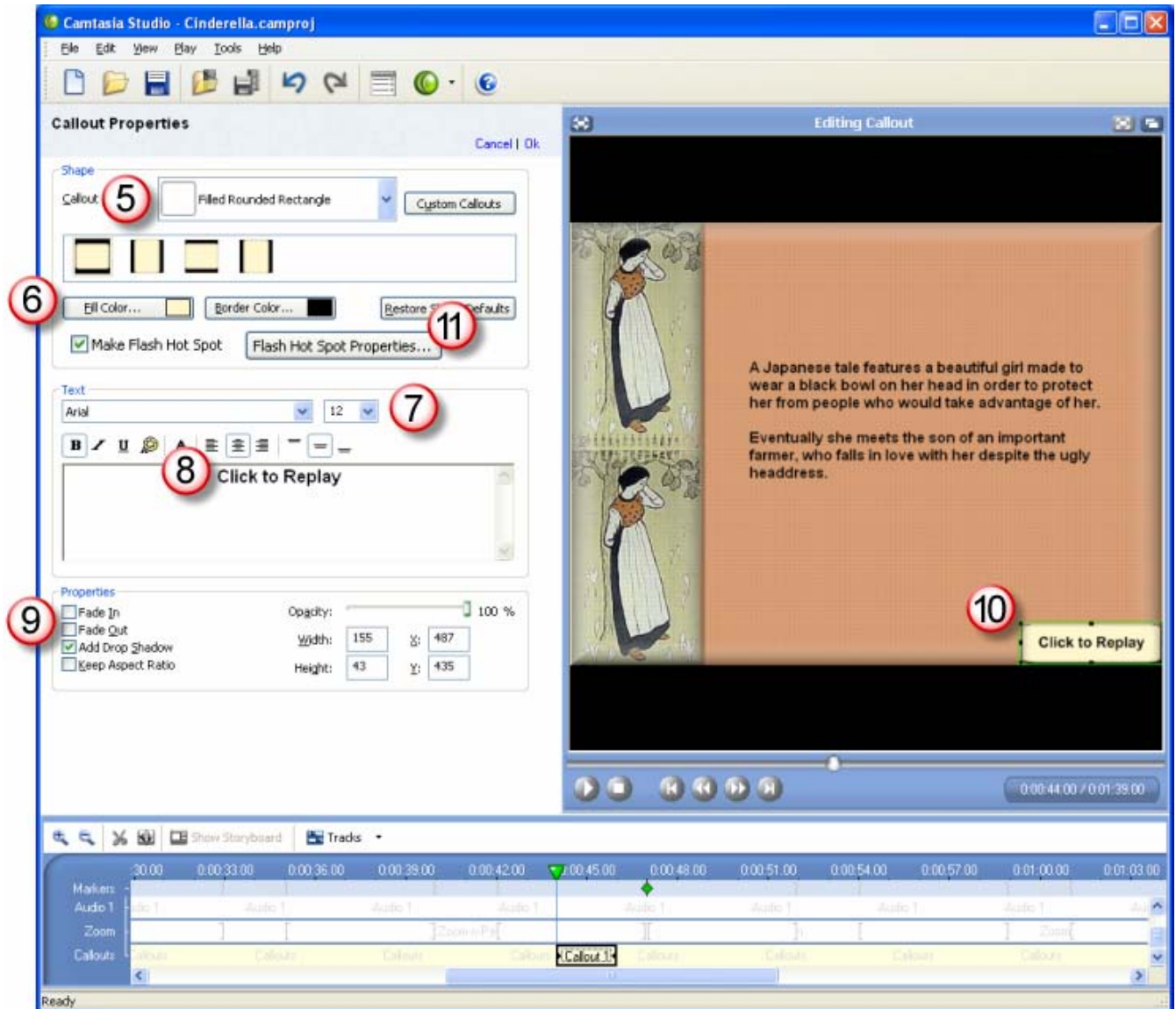
Step 2. Adding a Callout with Hot Spot Interactivity

1. Click on the last still image within the *History of Cinderella* sequence on the *Timeline*.
2. Immediately use the right arrow key on the keyboard to move the seek bar toward the end of this clip. Take note of the time by looking at the duration in the *Preview Area*. You should be right around the 46.78 second time frame as seen in the following graphic. Use the left arrow key on the keyboard to move back if you have gone too far.



3. Click on the **Callouts** option in the main screen’s *Task List*. The *Task Area* will change to display the *Callout* area.
4. Click on the **Add Callout** option. The *Callout Properties* dialog box appears.
5. Under *Shape*, in the **Callout Type** field, choose the **Filled Rounded Rectangle** option from the dropdown menu. In the selection area below that, choose the first style.
6. Change the colors if you desire.
7. Under *Text*, make the Font: **12**, Style: **Bold**, and Justification: **Center**.
8. In the **Text** field, type “Click to Replay”.

9. Under *Properties*, disable the **Fade In** and **Fade Out** options.
10. Use the green box located within the *Preview Area* to place and size your *Callout*. As you make changes to the *Callout*, they will be updated so you can see just how your *Callout* will look in your video. For our project, we want to move the *Callout* to the bottom right and size it just large enough to accommodate the text.
11. Enable the **Make Flash Hot Spot** option. The **Flash Hot Spot Properties** dialog box appears. Enable the **Pause at end of callout** option. Enable the **Go to Frame at Time** option. The default time is set to the first frame. This is correct for this particular *Hot Spot*. Choose **OK**.
12. Choose **OK** at the top of the *Callout Properties* screen.



Click on the **Save** button  on the toolbar to save your project file.

Step 3. Copying and Pasting the Other Two Callouts

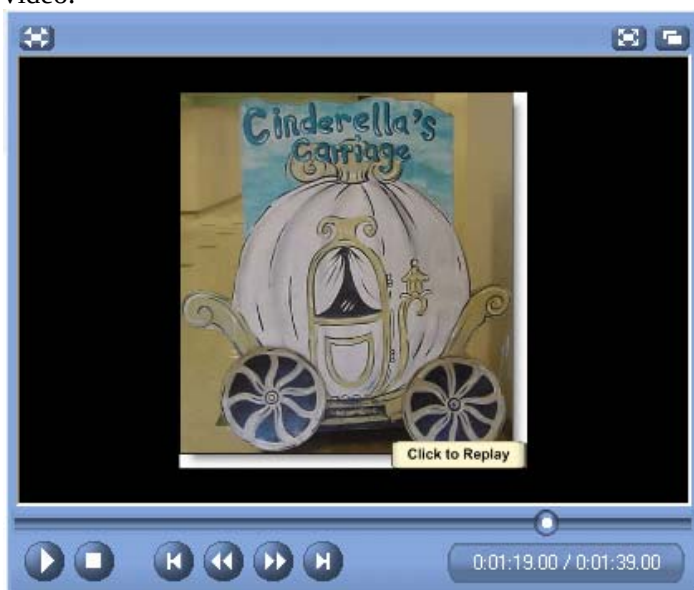
1. While still within the *Callout Properties* area, use the cursor to highlight the *Callout* that you just created within the list box.

Name	Start Time	Stop Time	Clip	Shape
Callout 1	0:00:44.00	0:00:46.00	CST7.gif	Filled Rounded Rectangle

2. Click on the **Copy selected Callout** option. The *Callout* that was just created has now been copied to the clipboard. This *Callout* will be pasted in the last frame of each of the other two chapters of our video. Copying and pasting *Callouts* allows you to get a consistent look in your video and it is a very quick way to add more *Callouts* to your video.
3. Within the *Timeline*, move to the last frame in the *Cinderella's Coach* section. To do this, click on the **blue area above** the last still image within that sequence on the *Timeline*.
4. Immediately use the right arrow key on the keyboard to move the seek bar toward the end of this clip. Note the time by looking at the duration in the *Preview Area*. You should be right around the 1:19.72 second time frame as seen in the following graphic. Use the left arrow key on the keyboard to move back if you have gone too far.



5. Once you have the correct frame, click on the **Paste Callout** option. The *Callout* will be pasted into video.



6. Within the *Timeline*, move to the last frame in the *Cinderella Art* section. To do this, click on the **blue area above** the last still image within that sequence on the *Timeline*.
7. Immediately use the right arrow key on the keyboard to move the seek bar toward the end of this clip. Note the time by looking at the duration in the *Preview Area*. You should be right around the 1:39.00 second time frame as seen in the following graphic.



8. Once you have the correct frame, click on the **Paste Callout** option. The *Callout* will be pasted into the video.



9. There will now be three *Callouts* in the list box; one original and two copies.

Name	Start Time	Stop Time	Clip	Shape
Callout 1(2)	0:01:38.00	0:01:39.00	VietArt.gif	Filled Rounded Rectangle
Callout 1(1)	0:01:19.00	0:01:20.00	Coach5.gif	Filled Rounded Rectangle
Callout 1	0:00:46.00	0:00:47.00	CST7.gif	Filled Rounded Rectangle

Step 4. Adding Flash Hot Interactivity to the Pasted Callouts

1. From within the list, double-click on the Callout 1(1). The *Callouts Properties* task page displays.
2. Immediately use the right arrow key on the keyboard to move the seek bar toward the end of this *Callout*. Note the time by looking at the duration in the *Preview Area*. You should be right around the 1:19.78 second time frame as seen in the following graphic. Use the left arrow key on the keyboard to move back if you have gone too far.



3. Enable the **Make Flash Hot Spot** option. The **Flash Hot Spot Properties** button will become enabled. Click on that button. The *Flash Hot Spot Properties* dialog box appears. Enable the **Pause at end of callout** option. Enable the **Go to Frame at Time** option.
4. Now, within the *Timeline*, hover your cursor over the *Marker* that was set at the beginning of the *Cinderella's Coach* chapter. A reference time will display in a tip.
5. Enter that time exactly as it is given into the **Go to Frame at Time** field. Choose **OK**.
6. Choose **OK** at the top of the *Callout Properties* screen.
7. Repeat steps 1-6 in this process to add the *Hot Spot* properties to the last *Callout*.

8. Choose **Finished** at the top of the *Callout Properties* screen to return to the main screen. The *Timeline* will be updated with three *Callout* tracks to show the *Callouts*' position. The Callout icons will turn to pink letting you know that there are *Hot Spot* attributes attached to them.



9. Click on the **Save** button on the toolbar to save your project file.

Congratulations! You've just created your first *Callouts* with interactive *Hot Spots*.



Click on the **Stop** button to move to the very beginning of the video.

7. Adding Voice Narration

Note: This chapter is part seven in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Add Voice Narration to a Video on the Timeline**.

Adding voice narration allows you to narrate your video as you play clips on the *Timeline/Storyboard* in the order that you have established. Once the narration is complete, your audio file will be added to the *Timeline* in synch with your video clip(s).

Typically, if you want to narrate your entire video, wait and do your narration after you have added all of your media clips to the *Timeline* and have completed all of your edits that will add or take away time from the *Timeline*.

Note: It is necessary that you have a working microphone set up **before** you can record your voice narration.

Fast Facts about adding Voice Narration

- Once your voice narration is created, you will save that audio as a separate track that can be fine tuned for sound or edited at a later time using the *Edit Audio* option within Camtasia Studio.
- As you record your narration, the video will play along in the *Preview Area*, ensuring perfect synchronization between voice and playback.

Scenario

In this section, we will be adding voice narration to the *History of Cinderella* still images on the *Timeline*. For narration, we will be reading the text off of the images as they are presented during playback in the *Preview Area*.

Each still image will be narrated separately.

To successfully complete this task, read and follow the directions just as they are given.

Step 1. Practice Voice Narration

1. Click on the **Stop** button  to move to the very beginning of the video.
2. Play your video through from the beginning and read the text out loud in a comfortable and natural manner. When you come to the end of your reading, press the **Stop** button  to move to the very beginning of the video once again. You may have to practice the reading a time or two to get used to the coordination of pressing buttons, watching video playback, and reading text all at the same time. Once you feel that you are comfortable with the text itself and the timing of the reading, you are ready to record the voice narration.
3. Make sure that you have a working microphone attached to your PC and that it is in the correct position for speaking into.
4. Click on the **Stop** button  again to ensure that you are at the very beginning of the video.
5. If you cannot clearly read the text within the *Preview Area*, from the menu bar, choose **View > Shrink to Fit**, to disable that option. The text should now become clear in the *Preview Area*. Simply resize the screen so that all of the text is clearly showing.

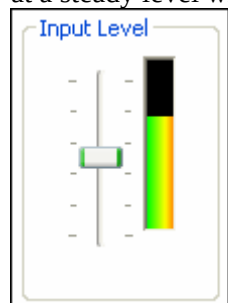
You are now ready to begin adding your voice narration.

Before you Record - Tips for Successful Voice Recording

During recording, only read that portion of the text on the screen that is comfortable to get through within the timeframe that each image displays. That will most likely be about 4-5 lines.

It is best to read with an unhurried, natural, and steady voice rather than attempting to read all of the text in the short time given.

While you are recording, the volume sensor will display a colored spectrum of your voice. It is best to record at a steady level where the level is somewhere near the middle and where all colors show across the spectrum.

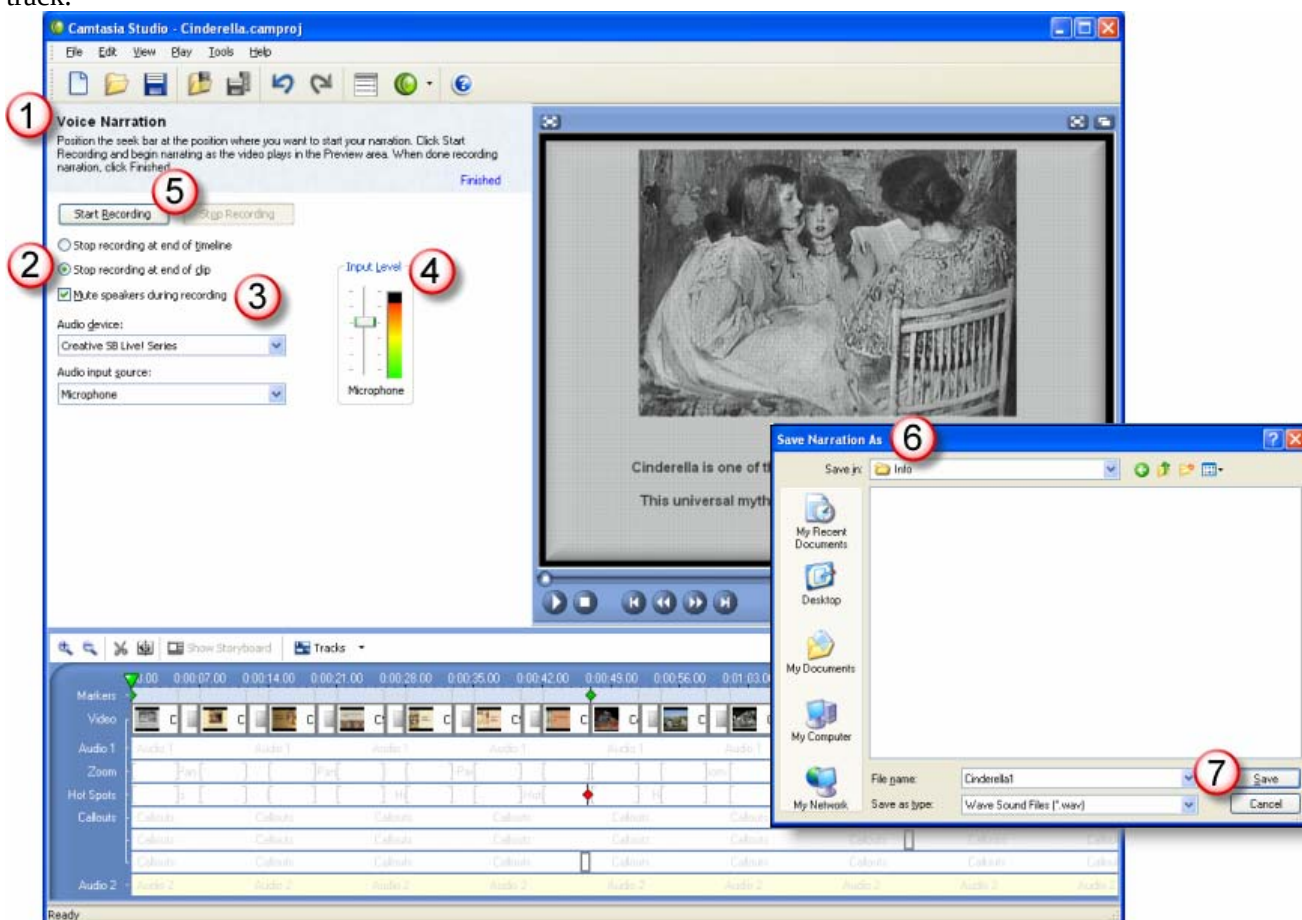


If you mess up while recording and don't want to save that particular audio file, choose **Cancel** within the *Save Narration As* dialog box. Confirm the delete process and then record again.

Step 2. Adding Voice Narration

1. Within the *Task List*, click on **Voice Narration**. The *Task Area* will change to display the *Voice Narration* options.
2. Enable the **Stop recording at end of clip** option. This will automatically end the recording session when you come to the end of the still image.
3. Enable the **Mute speakers during recording** option. This will prevent any noise coming from your speakers from being recorded.
4. Now it is time to test your recording volume. Begin speaking out loud to see how loud you must speak to get a good recording. The volume sensor will display a colored spectrum of your voice. It is best to record at a steady level where the level is somewhere near the middle and where all colors show across the spectrum. If you cannot easily speak that loud, simply increase the level of input using the slider in the *Input Level* field.
5. Now you are ready to record. To begin recording, click on the **Start Recording** button . Begin speaking into the microphone, reading the text as it displays on the screen.
6. When the seek bar reaches the end of the first still image, the recording will automatically stop. The *Save Narration As* dialog box appears. Name this recording *Cinderella1*.

7. Choose **Save**. The audio file will be automatically updated to the *Timeline* inside of the *Audio 2* track.



8. Once you save the first *Voice Narration* audio file, it will automatically be updated to the *Timeline* in the correctly synched position.
9. Choose **Finished** and you will return to the main screen.
10. Click on the **Save** button  on the toolbar to save your project file.

Step 3. Adding the Rest of the Voice Narration

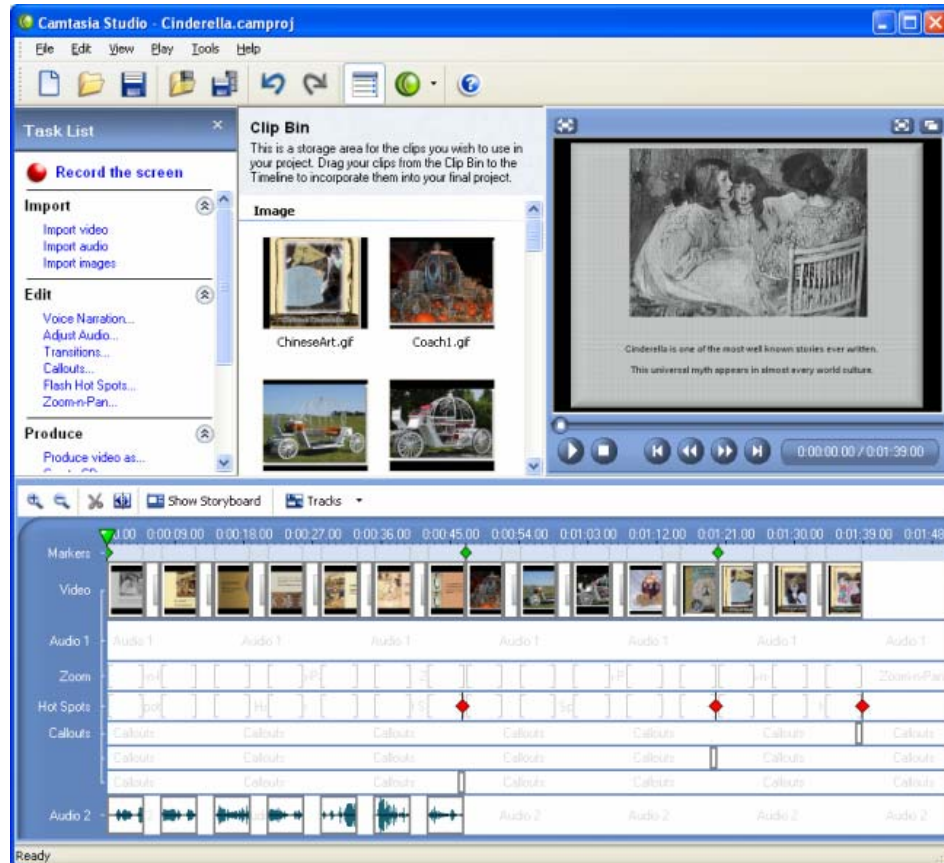
1. Click on the next still image on the *Timeline*. The seek bar will be placed at the very beginning of the clip.
2. Within the *Task List*, click on **Voice Narration**. The *Task Area* will change to display the *Voice Narration* options. The correct settings will still be set from the previous use.
3. Click on the **Start Recording** button . Begin speaking into the microphone, reading the text as it displays on the screen.
4. When the seek bar reaches the end of the first still image, the recording will automatically stop. The *Save Narration As* dialog box appears. Name this recording *Cinderella2*.
5. Choose **Save**. The audio file will be automatically updated to the *Timeline* inside of the *Audio 2* track.
6. Choose **Finished** at the top of the *Voice Narration* screen and you will return to the main screen.

7. Repeat steps 1-6 for each still image located within the *History of Cinderella* chapter. When naming the audio file, change the name to the next successive number, i.e.: *Cinderella3*, *Cinderella4*, *Cinderella5*, *Cinderella6*, *Cinderella7*.



8. Click on the **Save** button on the toolbar to save your project file.

Your *Timeline* will now look very similar to the following graphic.



Congratulations! You've just created several voice narration audio files. Click on the **Stop** button  to move to the very beginning of the video. To see how it all sounds and plays together, just play your video

using the **Play** button  in the *Preview Area*.

8. Using Zoom-n-Pan

Note: This chapter is part eight in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Add Zoom-n-Pan Effects to my Video**.

Zoom-n-Pan effects will allow you to zoom in and out on certain areas of the video, calling attention to and allowing your audience to see important screen movements or actions that they might not see otherwise.

The *Zoom-n-Pan* option works by inserting key frames that tell Camtasia Studio when to zoom in and when to zoom out. Key frames are simply markers that you place on the desired frames in the video clips. Typically, key frames are used in pairs, one key frame to zoom in and one to zoom back out.

Note: If only one key frame is used and it is set to zoom in, the rest of the video will playback at the key frame's set magnification until the end since there is no key frame giving Camtasia Studio direction to zoom back out.

Fast Facts about Zoom-n-Pan Key Frames

- When setting up your key frames, you can choose the location of the magnification, the amount of magnification to apply, and the zoom speed.
- You can add as many key frames to a video as desired. These do not need to be entered all at once but can be added as you add clips to the *Timeline*.
- Once a key frame is created, you can edit it or delete it.
- If you choose, you can delete all key frames at one time using the *Zoom-n-Pan* edit options.
- Once a key frame is inserted, it will be displayed on the *Timeline* on the *Zoom-n-Pan* track.

Scenario

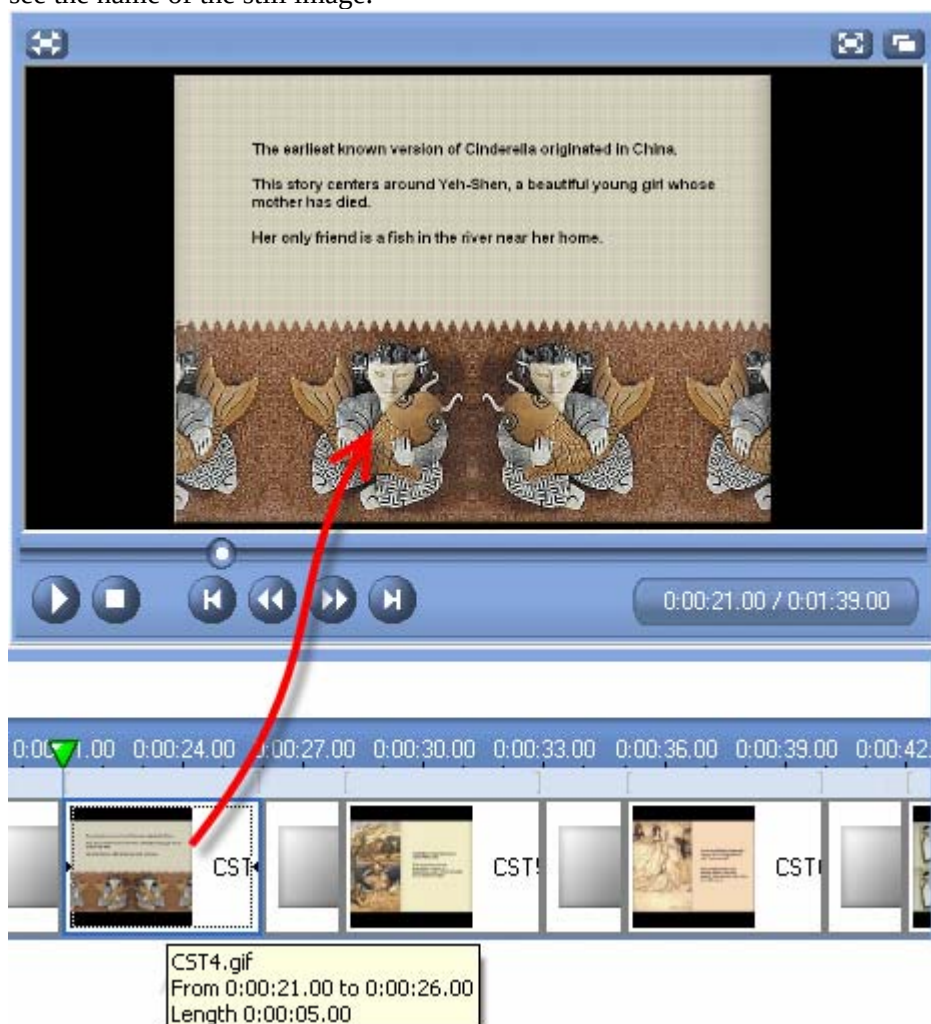
In this section, we will be setting a key frame sequence that will zoom in and out on a particular area of a still image clip that we want to emphasize. Overall, once the close-up is shown, we will add another key frame to pan out and bring the viewing area back to normal.

The area that we will zoom in on is found on the still image that talks about the Chinese Cinderella. We will zoom in on the picture of the little girl with the fish and then zoom out again.

To successfully complete this task, read and follow the directions just as they are given.

Step 1. Moving to the Zoom-n-Pan Location

1. To begin, click on the still image that talks about the Chinese Cinderella and contains the image of the little girl with the fish. The seek bar will move to the beginning of the clip. The *Preview Area* will be updated with the still image. Additionally, as the mouse hovers over the still image, you will be able to see the name of the still image.



2. Immediately use the right arrow key on the keyboard to move the seek bar one second into this clip. You can take note of the time by looking at the duration in the *Preview Area*. You should be right around the 22 second time frame as seen in the following graphic. Use the left arrow key on the keyboard to move back if you have gone too far.



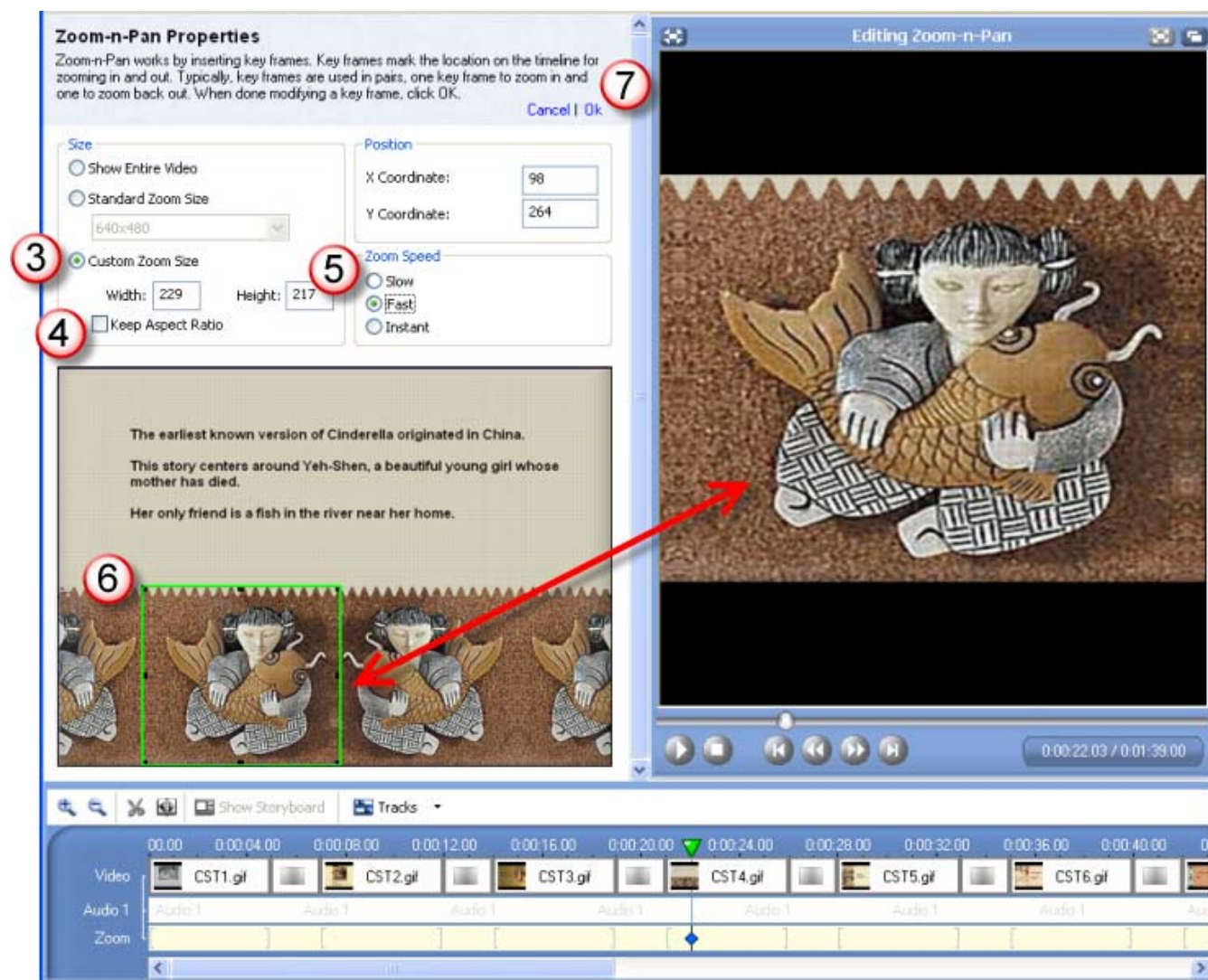
You are now ready to begin adding Zoom-n-Pan key frames.

Step 2. Adding Zoom-n-Pan Key Frames

1. With the seek bar at the 22 second time frame, click on the **Zoom-n-Pan** option in the main screen's *Task List*. The *Task Area* will change to display the *Zoom-n-Pan* options.
2. Within the *Task List*, click on **Add Zoom-n-Pan key frames**. The *Zoom-n-Pan Properties* box appears.
3. Enable the **Custom Zoom Size** option.
4. Disable the **Keep Aspect Ratio** option.
5. In the **Zoom Speed** area, choose **Fast**. This will allow the zoom effect to pan in quickly.
6. Move and then resize the green box in the viewing area to the area shown in the graphic below. The placement of the green box outlines the area that will be zoomed in on. As you resize this box, the zoomed in area's preview will display in the *Preview Area*.
7. Choose **OK** at the top of the *Zoom-n-Pan Properties* screen. You will return to the *Zoom-n-Pan* area. The key frame will be displayed within the key frame list.

Important! Stay within the *Zoom-n-Pan* area.

8. Click on the **Save** button  on the toolbar to save your project file.



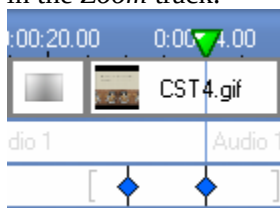
That's all there is to it. You've just created your first *Zoom-n-Pan* key frame. Now, continue with the next step to create the key frame that will zoom out.

Step 3. Create Key Frame that will Zoom Out

1. Click on the seek bar that is located within the still image about the Chinese Cinderella and contains the new *Zoom-n-Pan* key frame.
2. Immediately use the right arrow key on the keyboard to move the seek bar almost to the end of this clip. Take note of the time by looking at the duration in the *Preview Area*. You should be right around the 25.62 second time frame as seen in the following graphic. Use the left arrow key on the keyboard to move back if you have gone too far.



3. Once you are in the desired location, click on the **Add Zoom-n-Pan key frame** option. The *Zoom-n-Pan Properties* dialog box appears.
4. At this time, we will use the default **Show Entire Video** entry. This will tell Camtasia Studio to show the entire video once we are zoomed out.
5. Choose **Fast** in the *Zoom Speed* options. This will allow the zoom effect to pan out quickly.
6. Click on **OK** at the top of the *Zoom-n-Pan Properties* screen.
7. You will return to the *Zoom-n-Pan* options area. The new key frame will be displayed within the key frame list along with the first key frame that was added.
8. Click on **Finished** in the *Zoom-n-Pan* options screen to save the key frames and exit back to the main view.
9. Your two *Zoom-n-Pan* points will now be marked on the *Timeline* as indicated by two blue diamonds in the *Zoom* track.



10. Click on the **Save** button  on the toolbar to save your project file.

Congratulations. You've just created your first *Zoom-n-Pan* key frame sequence. Click on the **Stop** button



to move to the very beginning of the video. To see how it all plays together, just play your video using

the **Play** button  in the *Preview Area*.

9. Adding Audio Clips as Background Music

Note: This chapter is part nine in the tutorial on Creating an Interactive Flash Video. For more general information on this topic, see A Closer Look at the Clips & Elements on the Timeline, Adding Clips to the Timeline, and

The Timeline Editing Toolbar.

Adding background music is a great way to set the mood for your viewers as they watch your video. There may be many times as you demonstrate a process or display a flowchart or diagram on the screen, that there isn't any narration going on. In that case, it is nice to add a little music in the background to give your video a more professional touch.

Typically, if you want to add background music to your entire video, wait and add your audio files after you have added all of your media clips to the *Timeline* and have completed all of your edits that will add or take away time from the *Timeline*.

Fast Facts about Adding Audio Files

- You can add as many different audio files as you like to your *Timeline*.
- Once an audio file has been placed on the *Timeline*, you can edit it by adding fade in and fade out sections, increasing or decreasing the volume, or by removing portions of the audio altogether.
- Drag either end of the audio clip while it is on the *Timeline* to instantly size the audio to fit a particular clip.
- You can add the same audio loop file repeatedly to the *Timeline* to get a long playing sound.

Scenario

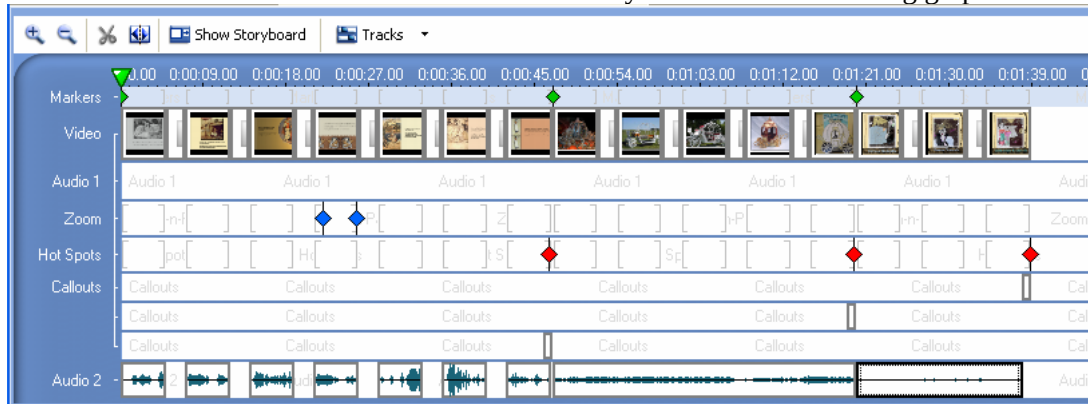
In this section, we will be inserting a two background audio clips on the *Timeline* to synch up with the *Cinderella's Coach* and *Cinderella Art* chapters.

To successfully complete this task, read and follow the directions just as they are given.

Step 1. Adding Audio Clips to the Timeline

1. Select the *Coach.wav* file in the *Clip Bin* and drag it to the *Timeline*, lining it up with the first frame of the *Coach* section.

2. Select the *Art.wav* file in the *Clip Bin* and drag it to the *Timeline*, lining it up with the first frame of the *Cinderella Art* section. Your *Timeline* will closely resemble the following graphic.



3. Click on the **Save** button  on the toolbar to save your project file.

Good Job. You've just created your background music sequence using two audio clips.

10. Producing your Video as a Macromedia Flash Movie

Note: This chapter is part ten in the tutorial on *Creating an Interactive Flash Video*. For more general information on this topic, see **Turn my Final Clips and Elements into a Video**, **Share my Produced Video**, and **Recommend my Production Settings Wizard**.

Macromedia Flash movies or SWF files have become one of the most popular ways of creating content to put out on the Web. With Camtasia Studio, creating web-ready Flash content is fun and easy—no programming is needed.

During this part of the tutorial, you will be creating the actual video output. Up until now, we have just been working with a project file. Once the video is produced, the table of contents will become active and you will be able to view your interactive movie.

Fast Facts about Producing a Macromedia Flash (SWF) Movie File

- Producing is easy using the *Camtasia Studio Production Wizard*. The Wizard steps you through each part of the process.
- Generally, accepting the default option selections is a good choice for most people.
- Once the video is produced, you can no longer edit your video. You can, however, make changes to your project file and then reproduce the video.

Scenario

In this section, we will be producing our project file as a Flash Movie file (SWF). Using the Wizard, this process is easy and fast.

To successfully complete this task, read and follow the directions just as they are given.

Step 1. Producing the Macromedia Flash (SWF) Movie File



1. Click on the **Save** button on the toolbar to save your project file.
2. From within the *Task List*, choose **Produce Video As**. The *Production Wizard* will display.
3. Enable the *Macromedia Flash SWF Movie File* option. Choose **Next**.
4. At the *Macromedia Flash Encoding Options* screen, accept all of the defaults by clicking **Next**.
5. At the *Video Size* screen, accept all of the defaults by clicking **Next**.
6. At the *Watermark* screen, accept all of the defaults by clicking **Next**.
7. At the *Marker Options* screen, enable the **I would like to create an index** option. Also, make sure each of the *Markers* has been checked. Choose **Next**.
8. At the **Produce Video** screen, choose a destination for this video file and enter the desired video name. For this tutorial, name this video “*History of Cinderella*”.
9. Choose **Finish**.

The video will begin producing and you will see a *Rendering Storyboard* status dialog box. When the video is done producing, a *Production Results* screen will display. Choose **Close** at the *Production Results* screen. The video will now display in playback mode.

To see how your indexes work, click on any index in the navigational pane.

Congratulations. You're done. You have just created your first interactive Flash menu from which to play your SWF movies.

You will play your video by double-clicking on the HTML file in the folder where you stored your movie.

You have now completed this tutorial.

Convert an AVI to a Macromedia Flash (SWF) Video

Camtasia Studio can convert AVI screen capture videos to the Macromedia Flash (.SWF) format. Camtasia Studio creates SWF files that provide 100% lossless quality at a very small file size.

The ability to play SWF files is built into nearly every web browser and many other devices. This combination of factors makes SWF output a very effective way to deliver your content to a large audience via the Web.

Converting an AVI to a SWF Video Using Camtasia Studio

1. From within Camtasia Studio, select the **Import Media Files** button on the toolbar , or choose **File > Import Media** to open the AVI file you want to convert and choose **Open**.
2. Drag the AVI file from the *Clip Bin* to the *Timeline*.
3. Select **File > Produce Video As**, or click the **Produce Video As** button . The *Production Wizard Welcome Screen* appears. Choose **Next**.
4. Within the *Video File Format* list, select the **SWF - Macromedia Flash movie** option. Choose **Next**.
5. The *Macromedia Flash Encoding Options* screen appears. If desired, change these options to your preferred settings. Or, leave the defaults settings in place. Typically, the defaults will give you very good results. Choose **Next** to continue. For more on this topic, see **Macromedia Flash Encoding Options Screen**.
6. The *Video Size* screen appears. If desired, change these options to your preferred settings. Or, leave the defaults settings in place. Typically, the defaults will give you very good results. Choose **Next** to continue. For more on this topic, see **Video Size Screen**.
7. The *Video Options* screen appears. If desired, enable the Include **Watermark** option to insert a watermark into your movie. Additionally, if needed, enable the **SCORM** option. Choose **Next** to continue. For more on this topic, see **Watermark Screen** or **Manifest Options Screen**.
8. The *Marker Options* screen appears. If you would like to include a table of contents in your video based on your markers, enable the **Include a Table of Contents with my produced video option**. For more on this topic, see **Marker Options Screen**. Choose **Next** to continue.
9. The **Produce Video** screen appears. In the **Production name** field, give this movie a name. In the **Folder** field, choose the folder where your movie will be saved. You can type directly into the field, or you can click the **Browse** button  and then choose the desired location. Choose **Finish** to begin the production process.

If you selected the **Play movie after production** option in the *Produce Video* screen, then the produced file will begin playing inside your web browser.

When the production process is finished, you will find that it has created two new files: the SWF output file and a small HTML file of the same name that references the SWF file. The HTML file is necessary because SWF files typically play inside a web browser.

To properly view the SWF file, within Windows Explorer, go to the folder where you saved the produced movie file. Within the folder, double-click on the corresponding HTML file. This will play the SWF file inside your web browser with the appropriate width and height.

Note: Since the HTML file references the SWF file, if the SWF file is renamed or moved to a different directory, then you must edit the corresponding HTML file to reflect this change.

Chain Several Macromedia Flash (SWF) Files Together

It is easy to chain multiple Flash (.SWF) files together with Camtasia Studio. Chaining Flash files allows you to string several small or large Flash files together, allowing a user to view one right after the other.

Or, you can insert URL jumps into the chain. This allows users to play the Flash video, and when it is done playing, they will be taken to a designated web page.

Before you Begin to Chain

Within Camtasia Studio, create and/or produce all of the videos that you would like to chain together. These can be recorded and then saved as Camrec or AVI files. Or, if editing needs to take place, they should be produced as individual AVIs.

It is recommended that you name your SWF files using a simple naming convention such as “myMovie1.swf,” “MyMovie2.swf,” etc. Because the HTML files produced have the same name as the SWF file (except for their file name extensions), it is easy to figure out what HTML video comes next in the chain when using such a naming scheme.

To Create a Flash File Chain

1. Within Camtasia Studio, create a new project and place the first video clip on the *Timeline*.
2. Select **File > Produce Video As**, or click the **Produce Video As** button . The *Production Wizard Welcome Screen* appears. Choose **Next**.
3. Within the *Video File Format* list, select the **SWF - Macromedia Flash movie** option. Choose **Next**.
4. The *Macromedia Flash Encoding Options* screen appears. Click on the **Advanced** button.
5. The *Advanced SWF Options* screen appears. Enable the **Jump To URL** option from the **End Action** list.
6. In the **URL** field, enter the name of the HTML file of the *next* video that you want to be in the chain.
7. If desired, change any other options to your preferred settings. Or, leave the defaults settings in place. Typically, the defaults will give you very good results. Choose **Next** to continue. For more on this topic, see **Macromedia Flash Encoding Options Screen**.
8. The *Video Size* screen appears. If desired, change these options to your preferred settings. Or, leave the defaults settings in place. Typically, the defaults will give you very good results. Choose **Next** to continue. For more on this topic, see **Video Size Screen**.
9. The *Video Options* screen appears. If desired, enable the Include **Watermark** option to insert a watermark into your movie. Additionally, if needed, enable the **SCORM** option. Choose **Next** to continue. For more on this topic, see **Watermark Screen** or **Manifest Options Screen**.
10. The *Marker Options* screen appears. If you would like to include a table of contents in your video based on your markers, enable the **Include a Table of Contents with my produced video option**. For more on this topic, see **Marker Options Screen**. Choose **Next** to continue.
11. The **Produce Video** screen appears. In the **Production name** field, give this movie a name. In the **Folder** field, choose the folder where your movie will be saved. You can type directly into the field, or you can click the **Browse** button  and then choose the desire location. Choose **Finish** to begin the production process.
12. Within Camtasia Studio, create a new project and place the second AVI on the *Timeline*.
13. Repeat Steps 2 through 11, until you have chained all your videos together.

Note: If you want the chain to repeat, in the chain for the last video, enter the name of the first video. This will create a continuous loop.

If you selected the **Play movie after production** option in the *Produce Video* screen, then the produced file will begin playing inside your web browser.

When the production process is finished, you will find that it has created two new files: the SWF output file and a small HTML file of the same name that references the SWF file. The HTML file is necessary because SWF files typically play inside a web browser.

To properly view the SWF file, within Windows Explorer, go to the folder where you saved the produced movie file. Within the folder, double-click on the corresponding HTML file. This will play the SWF file inside your web browser with the appropriate width and height.

Note: Since the HTML file references the SWF file, if the SWF file is renamed or moved to a different directory, then you must edit the corresponding HTML file to reflect this change.

Editing Post-Production Flash SWF Movie File Advanced Controls

Several of the files that are created during the Camtasia Studio production process of a SWF file using the *Advanced Playback Controls* are editable for various reasons such as changing the name of the SWF movie or desiring to customize the look of the playback bar without reproducing the entire file.

The following sections give you complete instructions on editing these files. See **Edit a Flash Movie's Advanced Playback Controls Files** and **Editing the XML File to Change the Look of the Playback Controls**.

Edit a Flash Movie's Advanced Playback Controls Files

Several of the files that are created during the production process of a SWF file using the *Advanced Playback Controls* are editable for various reasons such as changing the name of the SWF movie or desiring to customize the look of the playback bar without reproducing the entire file.

The following sections give you complete instructions on editing these files.

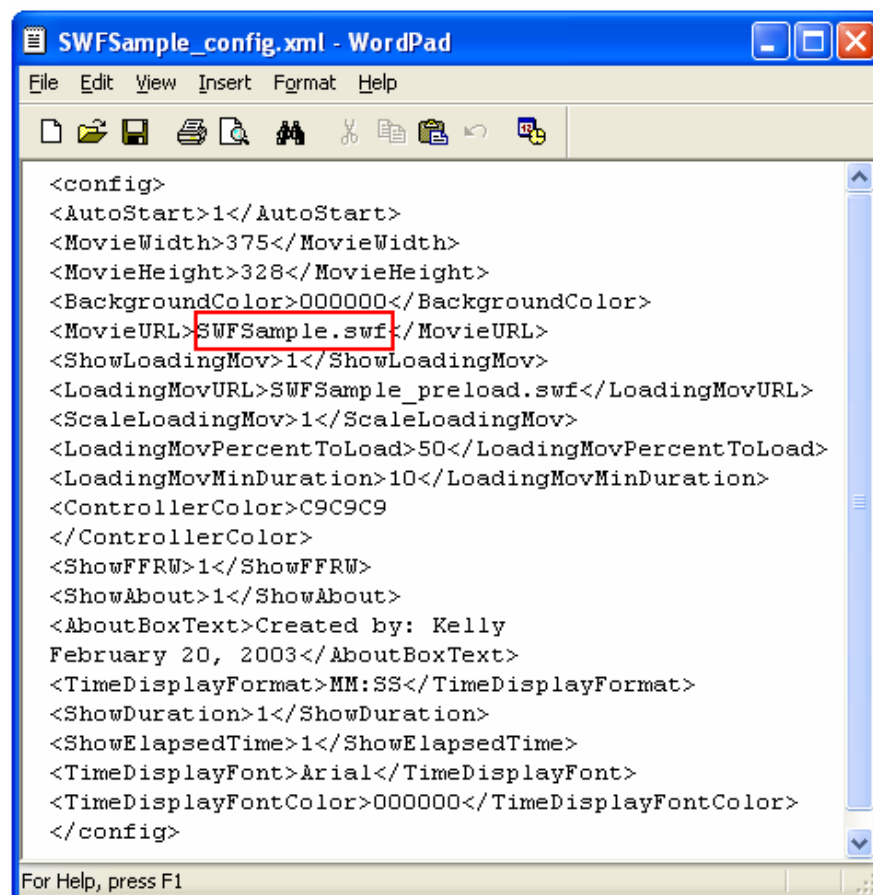
Editing the SWF Files to Change a Movie Name

If you decide to change the name of your SWF movie, there are two file names that must be edited in order for the movie to play correctly. These two files are the actual SWF movie file and the movie URL tag within the XML file.

To begin, first rename the SWF file using *Windows Explorer*  **SWFSample.swf**.

Next, open the XML file using *Notepad* or *WordPad*. To open in *Notepad*, simply double-click on the XML file. To open within *WordPad*, within *Windows Explorer*, right-click on the XML file and choose **Open With > WordPad**.

The XML file will open. In the *MovieURL* line, change the name of the SWF file. This is found between the > < as seen in the example below.



Once you have made your change, choose **File > Save As**. From the *Save As* dialog box, choose **Save**. When asked if you want to overwrite the existing file, choose **Yes**.

Adding a Config File to Run the SWF Movie inside the Flash Player

There may come a time when you will want to play the SWF movie within the Flash Player instead of a browser. To do this, you must create a configuration file named *config.xml* and put that file in the same folder as the **._controller.swf* file. This addition of a config file will 'tell' the movie to bypass displaying the movie in the browser and to play the movie within the stand-alone Flash Player.

Note: The stand-alone Flash Player must be available on the user's system in order for this process to work.

To create an alternative config.xml file, simply copy and paste the **._config.xml* file generated by Camtasia Studio during production and rename it to config.xml.



To run the SWF movie, run the **._controller.swf*. The HTML file will be bypassed and the movie will play in the stand-alone Flash player.

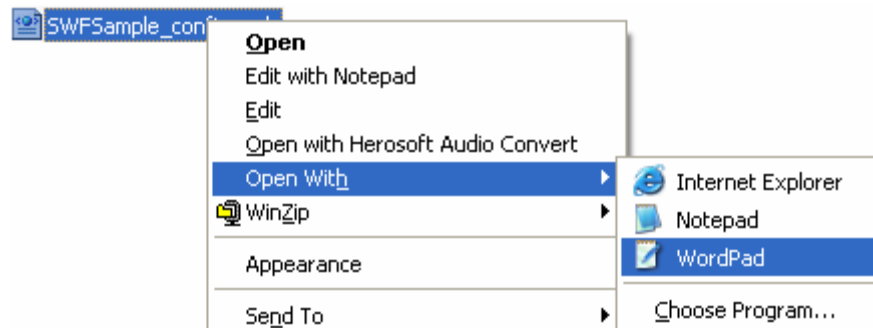
Editing the XML File to Change the Look of the Playback Controls

If you have produced your Flash movie and decide that you don't like the look of your *Advanced Playback Controls*, you can easily edit the *_config.xml to make any desired changes. This process saves a great deal of time since you don't have to make the changes in Camtasia Studio and then reproduce the movie to get the desired results. All of the options that are present in Camtasia Studio's *Advanced Playback Controls Options* dialog box can be accessed within the XML file along with several options found within the *Production Options* dialog box.

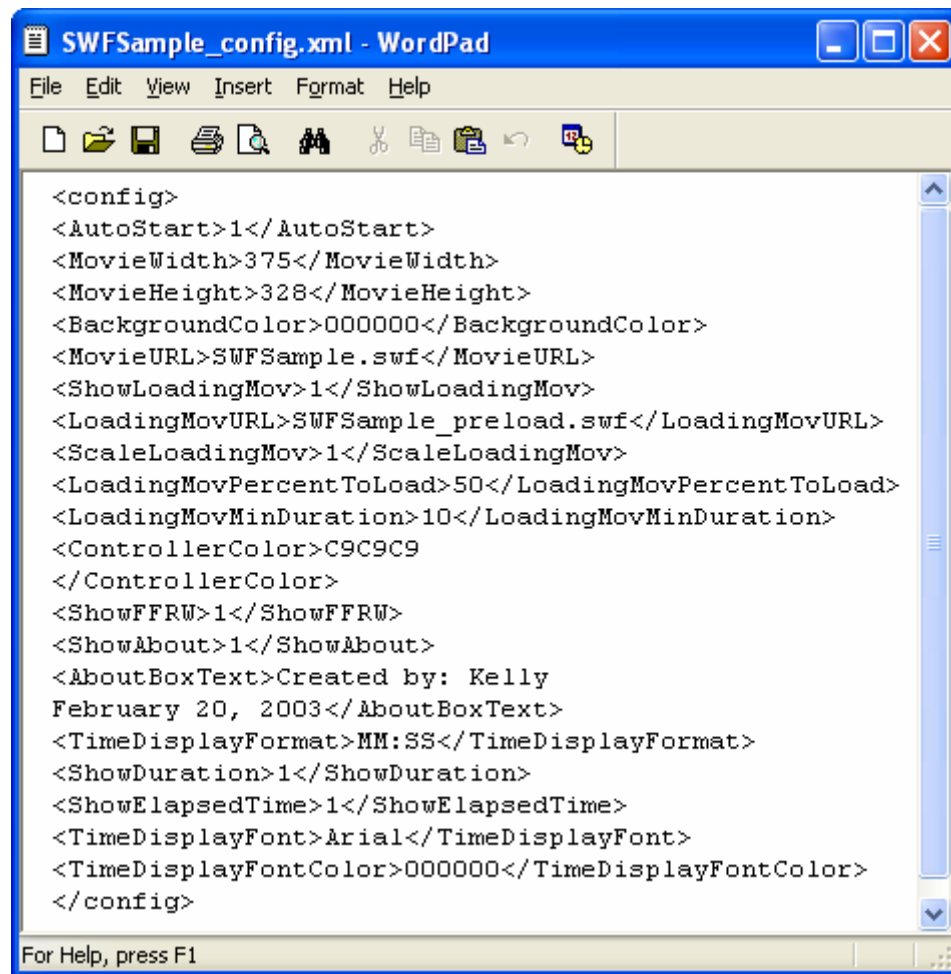
Overall, the process for editing the *Advanced Playback Controls* is quite simple. You simply edit the XML file in a text editor, modify the values in between the starting and closing XML tags > <, and then save the file. Detailed instructions on modifying the XML file follow this overview information.

Modifying the SWF Movie's XML File

Open the XML file using *Notepad* or *WordPad*. To open in *Notepad*, simply double-click on the XML file. To open within *WordPad*, within *Windows Explorer*, right-click on the XML file and choose **Open With > WordPad**.

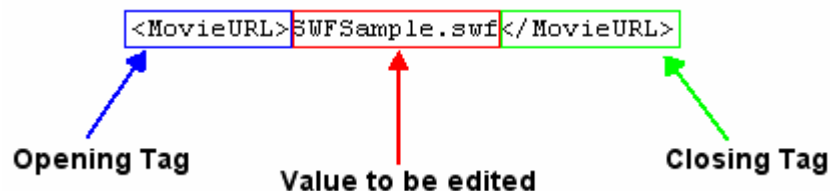


The XML file will open and you will see many values surrounded by XML tags.



XML Entry Overview

There are three parts to the tags in this XML file. The first is the opening tag enclosed in (< >). After the opening tag is the value. This is the part that will be edited. After the value is the closing tag. The closing tag looks like the opening tag except that it has a slash (/) before the tag name.



Note: When making edits, all of the new entries must be **formatted exactly** as they appear in the original XML file.

Making the Actual Changes to the XML File

In the desired line, you will need to change the current option entry to the new entry. The option entries, known as values, are found between the XML tags > <.

To make a change, highlight the existing value and then type the new value using the same formatting that existed in the original value. Once you have made your changes, choose **File > Save As**. From the *Save As* dialog box, choose *Save*. When asked if you want to overwrite the existing file, choose *Yes*. Launch the accompanying HTML file in your web browser and the changes will take effect.

XML Advanced Playback Control Options

The following table describes each of the XML file options. These options are found within Camtasia Studio's *Production Wizard*. Choose the *Macromedia Flash (SWF) Movie File* format and then choose **Next**.

Option Name	XML File Advanced Playback Control Option	Production Wizard Equivalent	Description	Valid Values
Auto Start the Movie	AutoStart	Pause at Start:	This option will determine if the movie begins playing right after it is loaded. If the value entered is "0", the user must push play in order to start the movie.	1 = Movie will begin playing. 0 = Movie will pause before playing.
Movie Width	MovieWidth	Custom Size: Width	Width of the content movie in pixels.	Cannot be changed within this file. In order to change the <i>Movie Width</i> , you must make the changes within Camtasia Studio and then reproduce your movie.
Movie Height	MovieHeight	Custom Size: Height	Height of the content movie in pixels.	Cannot be changed within this file. In order to change the <i>Movie Height</i> , you must make the changes within Camtasia Studio and then reproduce your movie.

Option Name	XML File Advanced Playback Control Option	Production Wizard Equivalent	Description	Valid Values
Background Color	Background Color	Background Color	This option describes the background color of the movie. The color is entered in hexadecimal color code. If you are not sure what color code to use, you can easily look up "hexadecimal color chart" by doing an Internet search from your favorite browser. This will give you a list of sites that contain the information that you need.	Enter the hexadecimal color number.
Movie File Name	MovieURL	Movie File Name	This is the name of the actual SWF main movie.	Enter the desired movie name. Note: If this option is changed, the actual *.swf file name must also be renamed to match this entry.
Show Loading Movie	ShowLoadingMov	Show Loading Movie	This option is used to show a SWF movie while your Camtasia Studio SWF file downloads.	1 = Preload movie will begin playing. 0 = Preload movie will not play.

Option Name	XML File Advanced Playback Control Option	Production Wizard Equivalent	Description	Valid Values
Loading Movie URL (local or on HTTP server)	LoadingMovURL	Show Loading Movie	When choosing a different preload movie using the XML file, the loading movie <u>must</u> be a SWF file. It <u>cannot</u> be a JPEG, GIF, or BMP as allowed by the Camtasia Studio production process.	Enter the URL or path to the SWF movie you would like to display while your Camtasia Studio SWF file loads. This file can be on local system or it can be on an HTTP or HTTPS server. If the selected file is on a local system, it will be copied to the SWF file's output directory. If the selected file is on an HTTP or HTTPS server, the file will not be copied to the SWF file's output directory.
Match preload movie size to main movie size	ScaleLoadingMov	Match preload movie size to main movie size	You can enable this option (1) if you would like your preloading movie's size to match the size of the main movie. This option ensures that both movies are the same size in terms of width and height. If this option is not enabled (0), then the preloading movie will display at its own width and height dimensions.	1 = Preload movie size will match the size of the main movie. 0 = Preload movie will play at its original size.
Percent of main movie to preload	LoadingMovPercentToLoad	Percent of main movie to preload	The preload movie will remain on the screen until this percentage is reached.	Enter the percentage out of 100 that you would like to preload before it begins playing.

Option Name	XML File Advanced Playback Control Option	Production Wizard Equivalent	Description	Valid Values
Minimum Preload movie display time (in seconds)	LoadingMovMinDuration	Minimum Preload movie display time (in seconds)	The time in seconds that you would like the preload movie to remain on the screen. This option works in combination with the <i>Percent of Main Movie to Preload</i> setting. This means that both conditions must be met before the movie will begin playing.	Enter the minimum amount of time in seconds that you would like the preload movie to remain on the screen.
Controller Color	ControllerColor	Controller Color	This option describes the color of the movie controller. The color is entered in hexadecimal color code. If you are not sure what color code to use, you can easily look up "hexadecimal color chart" by doing an Internet search from your favorite browser. This will give you a list of sites that contain the information that you need.	Enter the hexadecimal color number.
Show Fast Forward and Rewind Controls	ShowFFRW	Show fast forward/rewind controls	Enable this option to display the fast forward and the rewind controls on the <i>Movie Controller</i> . When enabled, the finished movie will contain a Fast Forward and Rewind control button.	1 = Will display the Fast Forward and Rewind Controls. 0 = Fast Forward and Rewind Controls will not display.

Option Name	XML File Advanced Playback Control Option	Production Wizard Equivalent	Description	Valid Values
Show About Box	ShowAbout	Show About box	Enable this option if you would like to make an "About" box available to the users. The <i>About</i> box is accessed by the user when the Camtasia Studio button is selected on the <i>Movie Controller</i> .	1 = Will display the About box. 0 = The About box will not display.
About Box Text	AboutBoxText	About box text	This type of box usually contains important information such as copyright, authorship, dates, etc.	Enter the desired information, up to eight lines of text.

Option Name	XML File Advanced Playback Control Option	Production Wizard Equivalent	Description	Valid Values
Display Format	TimeDisplayFormat	Display Format	Enter a display text format for the duration and/or elapsed time. There are several different Hour: Minute: Seconds combinations.	Enter the desired duration code exactly as it is given here. SS Two digit seconds MM:SS Two digit minutes and seconds separated by a colon HH:MM Two digit hours and minutes separated by a colon HH:MM:SS Two digit hours, minutes, and seconds separated by colons SSs Two digit seconds with 's' abbreviation MMm SSs Two digit minutes and seconds with 'm' and 's' abbreviations HHh MMm Two digit hours and minutes with 'h' and 'm' abbreviations HHh MMm SSs Two digit hours, minutes, and seconds with 'h,' 'm,' and 's' abbreviations
Duration	ShowDuration	Duration	Displays the total duration of the SWF movie in the selected display format.	1 = Will display the duration. 0 = The duration will not display.

Option Name	XML File Advanced Playback Control Option	Production Wizard Equivalent	Description	Valid Values
Show Elapsed Time	ShowElapsedTime	Show Elapsed Time	Displays the current time of the SWF movie in the selected display format.	1 = Will display the elapsed time. 0 = The elapsed time will not display.
Time Display Font	TimeDisplayFont	Time Display Font	Enter the font in which you would like the duration and/or elapsed time to be displayed.	To assure that the target machine has these fonts, there are two standard options for you to choose from: Arial Times New Roman
Font Color	TimeDisplayFontColor	Font Color	This option describes the color of the duration and elapsed time display. The color is entered in hexadecimal color code. If you are not sure what color code to use, you can easily look up "hexadecimal color chart" by doing an Internet search from your favorite browser. This will give you a list of sites that contain the information that you need.	Enter the hexadecimal color number.

Tips, Tricks, & Best Practices

The following chapters give you some additional information that will help you make professional looking videos.

See any of the following topics:

- ▶ **Preventing Blurry Videos**
- ▶ **Preventing Blank Videos**
- ▶ **Using the Hotkeys and Keyboard Shortcuts**
- ▶ **Understanding Video and Audio Codecs**
- ▶ **About the TechSmith Screen Capture Codec**
- ▶ **Tips for Scripting and Audio**
- ▶ **Looking at the Different Media Players**
- ▶ **Looking at the Different Video File Formats**
- ▶ **Learning about the File Size**
- ▶ **Getting Great Sound in your Recordings**

Preventing Blurry Videos

TechSmith knows how important it is to be able to produce and share crystal clear videos of action on your desktop. The people you're sharing your videos with expect hi-resolution, smooth-action videos that play back perfect every time. This is where Camtasia Studio excels.

Use the following guidelines to record, produce, play, and share hi-resolution, smooth-action Camtasia Studio videos.

Choose Reasonable Screen Resolution Dimensions for your Video.

Consider the resolution of the desktop that the video is going to be played on. If a video is 1024x768 and it is played back on an 800x600 desktop, the video will be too big dimensionally to fit on the screen..

If an 800x600 video is played back on an 800x600 screen, then the video must be played back in full screen mode because there will not be enough room for the title bar, border, etc. of the application that is playing the video. Therefore it is always better to create videos that are smaller than the resolution of the screen that they will be viewed on.

Use a Lossless Video Codec when Recording your Video.

Computer videos are compressed using various compression algorithms. These compression algorithms are implemented using codecs. Some codecs sacrifice image quality when they compress the video, such as Microsoft Video 1. Lossless codecs will not degrade the image quality when they compress the video.

By default Camtasia uses the **TechSmith TSCC video codec**. Both TSCC and Microsoft RLE are lossless codecs. TSCC is lossless at any color depth, while RLE is limited to 256 colors. RLE will also produce video file sizes that are up to 6 times larger than TSCC encoded videos.

Don't Scale your Videos When Producing.

If the video is scaled to fit on a smaller desktop, image quality degradation will occur because of the scaling.

By default the Camtasia Studio will not scale the video. To produce a video without scaling, select **Produce video as** from the *Task List* to open the *Production Wizard*. When you get to the *Video Size* screen, choose **Largest video size (recommended)**.

Make Sure your Video Plays Back at 100% of its Original Size.

During recording, if you use the default setup of Camtasia Recorder and produce videos with the TSCC codec, the playback should be lossless, of perfect quality and it should look exactly like the screen that you recorded.

If this is the case, and upon playback in your video player your videos still look blurry, then the problem is probably is that the video is not being played back at 100% the original size at which it was recorded. In most video players you can select **View > Size > 100%**.

It is important to note that in its default "skins" mode, Windows Media Player 7 has problems playing files at 100% their original size. Most of the time it scales them to a smaller size resulting in image quality degradation. Many time selecting **View > Zoom > 100%** has no effect.

The best and most reliable fix is to distribute your videos with Camtasia Player. You can guarantee that your videos will play back at 100% their original size by distributing them with Camtasia player. It is free to download and distribute with your Camtasia Studio videos. TechSmith's Camtasia Player will always play AVI files correctly with no scaling. It is available on our Web site at:

<http://www.techsmith.com/download/studiodefaut.asp>.

Preventing Blank Videos

So you tried to record with Camtasia Recorder, but when you went to watch your video all you got was a blank screen?

When Camtasia grabs a solid block of color instead of an image that looks fine while you're recording your screen, the problem is usually due to graphics hardware acceleration being used to display the image. The resulting "blank screen" affects all screen capture programs—even images captured using the PrintScreen key.

For example, this type of problem usually occurs if you're trying to record a streaming media player or DVD player that is playing a movie. These players all use hardware acceleration to display images.

For streaming media players, the solution to your recording problem is to turn off hardware acceleration in the player **before** you try to record it.

DVD players, however, usually require hardware acceleration. So although doing so might end up disabling your DVD player as well, you might try disabling hardware acceleration on your system in order to record your DVD player.

Making a video of your screen is very demanding on system resources. This can result in low frame rates or sluggish system performance. Too low of a frame rate makes videos appear jerky and if system resources are exhausted, even moving the mouse can be difficult and/or background applications may run slowly. This is especially evident on slower systems, when running CPU intensive applications, when recording large areas of the screen or recording at higher screen color depths.

The key to resolve those problems is hardware acceleration. By disabling graphics acceleration, users can dramatically increase frame capture rates on Microsoft® Windows 2000 and Windows XP. This increase results in the production of smoother, higher quality videos using fewer system resources.

The following table illustrates the different frame rates with and without hardware acceleration.

Video capture settings	Frame rate per second with hardware acceleration	Frame rate per second without hardware acceleration
32-bit color 1280x1024	9 fps	12 fps
16-bit color 1280x1024	2 fps	20 fps
16-bit color 800x600	6 fps	50 fps

However, there are applications which need hardware acceleration to run properly, for example many DVD-Players, 3-dimensional CAD-displays and video games. In this case, you would want to go for other methods to improve the video quality like reducing the capture area, limiting zoom and pan, or using a decreased color resolution.

Note: Disabling the hardware acceleration is crucial if you want to record videos from a media player such as Windows Mediaplayer, RealPlayer or QuickTime. Otherwise you'll get nothing but a blank screen.

There are two places where you can turn off the hardware acceleration.

1. Turn Off in Camtasia Recorder

With this first option, the hardware acceleration will only be disabled while recording. As soon as you stop Camtasia Recorder, the acceleration will be turned on again.

Note: Disabling the acceleration using this method causes a black screen to appear when starting and stopping the recording process.

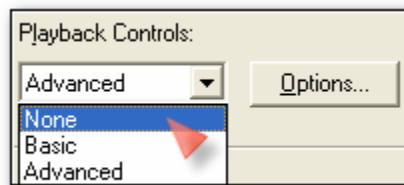
In Camtasia Recorder, choose **Tools > Options > Capture** tab. Enable the *Disable display acceleration during capture* option.

Choose **OK**. Begin recording as usual.

2. Turn Off System-Wide

With the second option, you will disable the hardware acceleration system wide in the system settings. With this option, you can repeatedly record the screen without being interrupted by black screens.

1. From the system tray, choose **Start > Control Panel > Display > Settings** tab.
2. Click on the **Advanced** button. The *Advanced settings properties* dialog will display.
3. Select the **Troubleshooting** tab.
4. On the **Hardware Acceleration** slider, move the slider control from **Full** to **None**. This disables all accelerations.



5. Click the **Apply** button to apply the settings to your desktop. Click on **OK** to save your changes.

Using the Hotkeys and Keyboard Shortcuts

The following tables contain many of the default keyboard hotkeys or shortcuts found within *Camtasia Studio* and *Camtasia Studio's* companion applications.

See the following topics:

- ▶ **Camtasia Studio's Main Interface**
- ▶ **Camtasia MenuMaker**
- ▶ **Camtasia Theater**
- ▶ **Camtasia Player**

Camtasia Studio's Main Interface

The following table contains many of the keyboard shortcuts available in *Camtasia Studio's* main interface. These keyboard shortcuts are not customizable.

To Do This:	Press this Key Combination:
Create a new project	CTRL + N
Open a project	CTRL + O
Save a project	CTRL + S
Record the Screen	CTRL + R
Import Media	CTRL + I
Product Video As	CTRL + P
Save Audio As	CTRL + U
Save Frame As	CTRL + F
Undo	CTRL + Z
Redo	CTRL + Y
Split	CTRL + D
Cut Selection	CTRL + X
Extend Frame	CTRL + E
Storyboard	CTRL + G
Timeline	CTRL + T
Full Screen	ALT + Enter
Zoom In	CTRL + Plus
Zoom Out	CTRL + Minus
Zoom to Fit	CTRL + F9
Play/Pause	CTRL + Space
Stop	CTRL + ALT + Space
Beginning	CTRL + Home
End	CTRL + End
Previous Clip	CTRL + ALT + Left Arrow
Next Clip	CTRL + ALT + Right Arrow
Step Backward	CTRL + Left Arrow
Step Forward	CTRL + Right Arrow
Open Camtasia Studio Help	F1
Exit Camtasia Studio	ALT + F4

Camtasia MenuMaker

The following table contains the keyboard shortcuts available in *Camtasia MenuMaker*. These keyboard shortcuts are not customizable.

To Do This:	Press this Key Combination:
Create a New Project	CTRL + N
Open Project	CTRL + O
Test the Menu	CTRL + T
Save the Project	CTRL + S
Exit MenuMaker	ALT + F4
Open Help	F1

Camtasia Theater

The following table contains the keyboard shortcuts available in *Camtasia Theater*. These keyboard shortcuts are not customizable.

To Do This:	Press this Key Combination:
New	CTRL + N
Open	CTRL + O
Save	CTRL + S
Export Flash menu	CTRL + E
Exit Theater	ALT + F4
Open Help	F1

Camtasia Player

The following table contains the keyboard shortcuts available in *Camtasia Player*. These keyboard shortcuts are not customizable.

To Do This:	Press this Key Combination:
Open	CTRL + O
Play/Pause	Space
Stop	CTRL + S
Beginning	Home
Rewind	Page Up
Forward	Page Down
End	End
Full Screen	ALT + Enter
Repeat	CTRL + R
Increase Volume	CTRL + Up arrow
Decrease Volume	CTRL + Down arrow
Mute Volume	CTRL + M

Understanding Video and Audio Codecs

To help ensure the best possible results from Camtasia Studio, you should take a moment to learn more about AVIs and the codecs you will use for both the video and audio components of your Camtasia Studio video.

What is an AVI?

As defined by Microsoft, AVI stands for Audio Video Interleave. AVI files are basically a number of still images called frames that are combined sequentially in one file. When the file is played, the player, Media Player for example, chugs through the AVI file and displays each consecutive image in the same way that video film rolling through a projector displays a video.

AVI files may contain thousands of frames, and all of that picture information can produce very large file sizes. To reduce the file size, the video data can be compressed using various compression algorithms.

When implemented, these compression algorithms are called codecs. While it is possible to create an uncompressed AVI, the file size is enormous. To keep file sizes more reasonable, you should use a codec to compress your AVI.

What is a codec?

The term “codec” is an acronym that stands for “**compressor/decompressor**.” A codec is an algorithm – a specialized computer program – that compresses data when you are recording and producing a movie and then decompresses the data when the movie is being viewed. In practical terms, the codec you use when recording and producing your movie will affect both the quality and the size of the movie when it is completed and viewed.

Over the years many different codecs have been developed. Each codec has its strengths and weaknesses. For example, some codecs compress videos that contain photographic images with lots of colors and color gradients in a way that produces small file sizes, while others will not compress that type of video data very well and will generate large files. TechSmith’s TSCC codec is optimized for compressing videos of desktop applications such as Microsoft Word that contain large blocks of the same color and do not contain gradient fills, photographic images, or dithered surfaces.

Lossless vs. Lossy

Video codecs can be divided into two categories: lossless and lossy. Lossless codecs maintain perfect image quality when the video is compressed, while lossy codecs sacrifice image quality for compression. A still image JPG file is an example of lossy compression. The image file size is much smaller, but the image quality is degraded. Many video codecs such as Microsoft Video 1 are lossy codecs, but TSCC is lossless.

If you start out with a video made using either a lossy audio or video codec, each time you reproduce the video the quality will degrade. It’s like making a copy of videotape and then making a copy from that copy. The video quality of each copy is severely degraded, and eventually will become too difficult to view.

When a video is compressed with a particular codec, that same codec must be installed on the computer being used to view the video, because the video must be decompressed with the same codec that it was compressed with. For example, an AVI movie file – the file type of movies created by Camtasia Recorder – compressed using the Microsoft Video 1 codec can be played only on a computer on which the MS Video 1 codec is also installed.

Identifying the Codecs that are Installed on your System

- **In Windows 2000:**
Select **Windows Start > Settings > Control Panel > System > Hardware > Device Manager > Sound, Video and Game Controllers > Video Codecs** or **Audio Codecs**.
- **In Windows XP:**
Select **Windows Start > Control Panel > Sounds and Audio Device Properties > Hardware** > choose **Video Codecs** or **Audio Codecs** from the list > **Properties**.

Determining the Codec a Video is Compressed with

Within Windows Explorer, right-click the video file name, and then select **Properties > Summary tab > Advanced**.

The codec is listed in the *Video Compression* entry. You can also right click on a thumbnail within Camtasia Studio and select *Properties* to see both audio and video codec information.

Continue with the following topics:

- ▶ **Video Codecs Overview**
- ▶ **About the TechSmith Screen Capture Codec**
- ▶ **Audio Codecs Overview**
- ▶ **The Best Overall Codec Options**

Video Codecs Overview

AVI files are compressed using video codecs to reduce file size. When an AVI file is compressed with any particular codec, that codec must be installed on any machine that is going to view the video. Much the same way that if a file is Zipped, you must have some ZIP program to unzip the file before you can use it.

Basically a video codec is an algorithm used to compress the video data to reduce file size, and also to decompress it for viewing. Just like a Zip file must be unzipped before you can use it, a video must be decompressed before it can be viewed. Over the years many different compression algorithms have been invented and implemented as codecs. Some compress more than others, some have better image quality but compress less etc. The various codecs each have strengths and weaknesses. When a video is compressed with any particular codec, that same codec must be installed on the machine that is going to view the video, because the video must be decompressed with the same codec that it was compressed with.

- By default, Recorder uses the TechSmith Screen Capture Codec (TSCC). Therefore, unless you select a different codec your videos will be compressed using TSCC.
- Unlike most other Windows codecs, TSCC is lossless, meaning that its compression technology does not lose any quality whatsoever when the video is compressed. When played, videos compressed with TSCC will look exactly like the screen that was recorded.
- TSCC produces very small file sizes compared to other Windows codecs. TSCC is optimized for recording application screens such as Microsoft's Word. It does not, however, produce small file sizes on videos containing real world photography and gradient fills. But for videos where you are recording your desktop, such as training or product demonstration videos, TSCC is the best choice.
- All of the other file formats other than AVI require a specific player. Real (.RM) and CAMV files require RealNetworks Real Player. WMV requires Microsoft Windows Media Player, MOV requires Apple QuickTime. AVI files can be played in the Windows Media Player, Real Player, the Camtasia Player and most of the time in Apple QuickTime.
- QuickTime does not use standard installed Windows codecs and has instead hard coded codec support in the QuickTime application. Because Apple has not hard coded TSCC into their player, QuickTime cannot view videos compressed with TSCC. It can, however, view AVI files compress with Microsoft Video 1 or RLE.
- For videos containing real world photography, the Microsoft Video 1 codec may be a good choice. For screen recordings of applications, TSCC is a better choice. Video 1 does pretty well for text, but on colored surfaces color banding can occur. For videos of applications, Video 1 will produce videos of greater file size than TSCC.
- The RLE codec is, like TSCC, lossless. Its drawback is that it is limited to 256 colors and does not compress all that well. RLE in most cases produces larger file sizes than does TSCC.
- The TSCC is built into the Camtasia Player. The benefits of having a built-in TSCC include:
- The ability to playback videos on the host PC without having to install the TSCC.
- Lossless preservation of 100% of the image quality, even through multiple decompression/recompression cycles that are typical during the production process.
- Optimization for screen capture so that the resulting files are small and highly compressed.
- Exceptional compression speed at all color depths.

Comparing Video Codecs

To demonstrate the differences between the various AVI codecs, we took an uncompressed (Full Frame) video of surfing the TechSmith Home page. It runs at a resolution of 800x600, for 20 seconds, with the frame capture rate set to 15 frames per second, without audio. Then we compressed it with widely available video codecs, using common settings such as, 90% compression quality and 16-Bit color.

The following table demonstrates the differences in a recording's file size and quality using the different AVI video codecs.

AVI Codec	File Size	Quality	Notes
None	73.5 MB	★★★★★	Uncompressed, perfect quality HUGE file size
Cinepak by Radius	7.67 MB	★★★	Text fuzzy, color changes, long compression time
Intel Indeo R 5.1	2.43 MB	★★	Text jagged, colors bleeding, long compression time
Microsoft Video 1	11.5 MB	★★★★	Good quality, big file size
TechSmith TSCC	0.364 MB	★★★★★	Perfect quality, smallest file size, over 200 times smaller than uncompressed video

The Windows codec RLE is lossless, too, but is limited to 256 colors. Therefore, it has been excluded it from this comparison.

You can record with the MPEG4 v1 and v2 codecs, but you cannot use them in Camtasia Studio. Therefore, they were excluded from the comparison.

The Bottom Line

For videos of screen applications, you should record and edit using TSCC codec to preserve 100% quality, then Use a non-TSCC codec only for production. When recording videos with photographic image content, you should use uncompressed to avoid repeated lossy recompression on each edit cycle. However, TSCC is still the best choice when you distribute the video with Camtasia Player.

Continue with About the TechSmith Screen Capture Codec.

About the TechSmith Screen Capture Codec

TSCC stands for TechSmith Screen Capture Codec. It is a video encoder-decoder that takes advantage of the unique characteristics of desktop video and produces a superior quality video at reasonable compression rates. It is the default method of encoding in Camtasia Recorder. This can easily be changed to any of the standard Windows codecs installed on your system when recording. We recommend TSCC because it is a high quality, lossless video codec that is designed for desktop videos.

Note: There are no charges, royalties, or licensing requirements involved in distributing videos encoded with TSCC or with distributing the codec to others for viewing.

If you do not want to distribute your video encoded with TSCC, we recommend you still use TSCC during capture with Camtasia Recorder, and select the uncompressed PCM audio format. When the video is produced in Camtasia Studio, select another video and / or audio codec for distribution (such as a standard Windows video codec, compressed audio, or a streaming file format). This approach trims the final file size while maintaining most of the original quality.

The TSCC is built into the Camtasia Player. The benefits of having a built-in TSCC include:

- The ability to playback videos on the host PC without having to install the TSCC.
- Lossless preservation of 100% of the image quality, even through multiple decompression/recompression cycles that are typical during the production process.
- Optimization for screen capture so that the resulting files are small and highly compressed.
- Exceptional compression speed at all color depths.

Continue with Audio Codecs Overview.

Audio Codecs Overview

Depending on the audio configuration, the audio portion of the AVI may be 150 or more times larger than the video portion. For instance, a 464x412, 62 second video compressed with TSCC and containing no audio was 64K. The same video with PCM uncompressed audio, 48 kHz 16bit stereo was 11.6MB!

In the same way that video files are compressed with video codecs, audio is compressed using audio codecs. The choice of audio codec will not only be a major determining factor in the size of the video, but also affect the audio quality.

Note: For voice recording, stereo is generally not needed, and will double the size of the audio portion of the file.

Consider the following AVI. The only difference is the audio compression used. Note how the file size varies when the file is compressed with various audio codecs.

Audio Setting	File Size
No Audio	300 KBytes
PCM 22.050kHz, 16 bit, Mono Uncompressed Audio (Camtasia Recorder's default settings)	2.7 MBytes
CCITT u-Law 11.25kHz, 8 bit, Mono Compressed Audio	911 KBytes
Mpeg Layer-3 24.00 kHz, Mono Compressed Audio	471 KBytes

Overall, to get the best quality audio, use the uncompressed PCM codec in your Camtasia Studio project. Continue using PCM throughout the entire production and editing process. Then, when your project is finished, make copies of the original using another audio compressor, if you so desire.

Audio Codec Tips

When using audio, keep these tips in mind:

- MPEG Layer 3 is an excellent audio codec. It produces small files sizes and maintains good audio quality. MPEG Layer 3 does have some drawbacks. It may not be installed on all computers. The only way that we know of making sure it is installed is to install Media Encoder from Microsoft. This may be a difficult task to some users.
- Windows Media Player 8 on XP cannot play MPEG Layer 3 encoded AVIs. It thinks that the AVI is a MP3 file and only plays the audio. One workaround for this problem is to distribute the Camtasia Player with your videos.
- CCITT u-Law is another good choice for audio compression. It is distributed with Windows and should be on most Windows machines. This is the audio codec that we have used for the AVI tutorial videos on our Web site. It maintains good audio quality but does not compress quite as well as MPEG Layer 3, so the file sizes are larger.
- Some audio codecs produce horrible sounding audio—from scratchy static noise to sounding like you are the Tin Man talking into a drain pipe.
- Camtasia Studio supports all audio codecs installed on your computer. Be aware that some of the audio codecs Camtasia finds and displays cannot be used when producing new videos due to licensing restrictions by the owners/authors of the codec. If you try to use one of these restricted audio codecs, Camtasia will display a dialog saying that you must choose a different codec.

- To find the best audio codec for your video, experiment by making a short video using PCM at the Camtasia Recorder's default configuration. Then in Camtasia Studio, try saving your video using various audio codecs at different sample rates.
- The TSCC is built into the Camtasia Player. The benefits of a built-in TSCC include:
- The ability to playback videos on the host PC without having to install the TSCC.
- Lossless preservation of 100% of the image quality, even through multiple decompression/recompression cycles that are typical during the production process.
- Optimization for screen capture so that the resulting files are small and highly compressed.
- Exceptional compression speed at all color depths.

Continue with **The Best Overall Codec Options.**

The Best Overall Codec Options While Recording

The TechSmith TSCC video codec is an excellent codec for capturing typical office-style application content, since it has very fast compression performance and provides 100% lossless compression at all color depths. Alternatively, you may want to choose a video codec that is installed by default with Windows to avoid redistributing the TSCC codec. The best alternatives to the TSCC video codec are the MS-RLE video codec (fast compression, lossless, but can only compress 256 color video), and Microsoft Video 1 (not as fast, slightly lossy, but can compress any color depth).

Note that the TSCC video codec may not be the best choice for recording "real world" motion video (e.g. a music video or video conference window), since it is optimized for recording office-style applications (low motion, not many color gradients). In this case, the compression ratio may be reduced, and the compression speed also reduced since more data must be written to disk. You might need to experiment with different video codecs (e.g. Microsoft Video 1) to find the codec with the best tradeoff of quality, compression speed, and file size. Perhaps the best solution is to record the screen in a high quality format with the TSCC video codec and uncompressed PCM audio, then post-process the AVI file to encode it with some other video/audio codec or into a streaming video file format (e.g. Windows Media or RealMedia).

Overall, for screen recording we recommend the TSCC as a high quality, lossless video codec that is especially well suited for desktop videos. TSCC is a video encoder-decoder that takes advantage of the unique characteristics of desktop video and produces a superior quality video at reasonable compression rates. Additionally, use uncompressed PCM audio.

TSCC and PCM audio are the default options for recording videos within Camtasia Recorder, however, if these settings have been changed, you can change them back by selecting **Tools > Options > Streams** tab.

Within the Streams tab, click on the **Help** button to get more information on each of the options found here.

Tips for Scripting and Audio

When actually going through the process of making your video, there are several scripting and audio tips that you might find helpful in making your video appear as professional as possible. These tips are listed in the table below.

Scripting & Audio Tips
Make multiple short clips using Camtasia Recorder. Use Camtasia Studio to join those short clips together into a longer video production. Use the same dimensions for each clip is possible.
Rehearse video capture sequences to get the best results.
Perform several "takes," replaying them after production to see ways of improving the video.
For lengthy or involved sequences of action, write a script before recording. ▶ Print the script in large type to make it easy to read while recording. ▶ Think through the actions, in detail, that you want to capture, then write them down in sequential steps. ▶ The script should contain the exact words that you will record. ▶ Make sure that the script reflects what's currently happening on the screen. ▶ Include an overview of the recording in the first line or two of the script. ▶ Be as concise as possible. ▶ Avoid long pauses or hesitations in the narration. ▶ Avoid narration filler by using words such as "umm" or "ahh". ▶ Avoid using repetitive statements or words.
To eliminate the sound of paper shuffling, you can tape script pages together and hang them near the monitor so they are easy to read.
Normal mouse and cursor movement can be jerky, hesitant, or too fast for the capture to pick up and the cursor appears to jump and the program reacts before the viewer can see where the mouse is. To eliminate some of these problems, practice the sequence slowly, then build up speed as you go.
When showing cursor movement, pause a fraction of a second over the element, then click. This will allow cursor position to be established in the video before the next action takes place.
By viewing glitches and correcting them in succeeding takes, you will eventually come up with a professional-looking video sequence that you can save.

Looking at the Different Media Players

When sharing videos, you must consider the number of video players that are available for use and which of these players your audience is likely to have installed on their desktop. Unless you distribute Camtasia Player with your videos, you have no control over what application your viewers will use to watch your video. Instead, playback is entirely dependent on what video player is currently configured to open AVI files on each viewer's computer.

In general, all the different companies that produce players want you to use their player as the default player. This means that their player will be the one that opens up automatically when you open any multimedia file. Typically each video player, when installed, will automatically set itself as the default application for AVI playback.

So, when Microsoft Windows is first installed, Windows Media Player is configured to be the default AVI player. If another player is installed, chances are good that during the installation the new player will reconfigure Windows so that it is now the default AVI player. The net effect is that you have no control over what application is configured to be the default player on a user's machine, and it might even change over time.

Windows Media Player and Camtasia Studio AVI Files

- Microsoft Windows Media Player should be installed on most machines because it is included with Windows. Windows Media Player can play AVI, WMV, and GIF animation files.
- Windows Media Player v7 and v8 may scale videos when they are played. This scaling results in severe image quality degradation. Configuring Windows Media Player to use the "Classic" skin solves the problem in most cases.

AVI Files and Camtasia Player

- TechSmith's Camtasia Player (CAMPLAY.EXE) is a simple, reliable AVI only player that is included with the Camtasia download and available for download from the TechSmith web site. You may freely distribute it with your videos.
- By distributing the Camtasia Player with your AVI files, you can be sure that your users will have a lightweight player that displays AVI files properly with no scaling. Additionally, the Camtasia Player user interface (UI) is configurable. Using command line arguments, Camtasia Player can be set up to display controls or not, title bar or not, etc. The command line syntax for the Player is detailed in the file CAMPLAY.TXT that is included with Camtasia Player.
- Camtasia Player has internal support for TSCC decoding. Users can play TSCC encoded videos using the Camtasia Player without having to install the TSCC video codec on their systems.

The TSCC is built into the Camtasia Player. The benefits of having a built-in TSCC include:

- The ability to playback videos on the host PC without having to install the TSCC.
- Lossless preservation of 100% of the image quality, even through multiple decompression/recompression cycles that are typical during the production process.
- Optimization for screen capture so that the resulting files are small and highly compressed.
- Exceptional compression speed at all color depths.

Pack and Show Exe Creation In Camtasia Studio

Another option to consider when sharing your videos is to use Camtasia Studio's Pack and Show feature.

- Pack and Show allows you to wrap your videos with the TSCC codec and/or Camtasia Player into a ZIP-like EXE file. By sharing this Pack and Show .EXE, it will automatically install the TSCC codec and/or automatically playback your production with Camtasia Player.
- How does Pack and Show work on the viewer's computer? When the user runs the Pack and Show EXE, the EXE is unpacked to a temporary folder on the computer. If TSCC has been included, it will be automatically and silently installed. If the Camtasia Player has also been included, the video will start playing automatically in Camtasia Player.

Use Pack and Show?

Pack and Show allows you to package your video and the TSCC codec as a Windows-executable file (.EXE). When users receive the .EXE file, all they have to do is to run the executable.

They can immediately watch the video at the same high resolution you saw when recording the video. In addition, the packaging process may reduce the size of files to be distributed without affecting the video quality. Pack and Show executable files can be distributed on a CD or as an e-mail attachment.

Plus, you can include Camtasia Player, a small, simple, and stand-alone player, optimized for desktop videos. The video plays back in the original size and image quality, just as you recorded it.

Looking at the Different Video File Formats

Camtasia Recorder only records and outputs .Camrec or AVI files. Conversion to other video file formats, as well as other video and audio codecs, is performed in Camtasia Studio.

When recording, keep these tips in mind:

- By default, Recorder is configured to use the TechSmith Screen Capture Codec (TSCC) for lossless video compression, and PCM uncompressed mono audio. The default audio setting is PCM, 22.050 kHz, 16 bit mono. For general voice recording this is a good setting. PCM uncompressed audio creates large file sizes. However it is the best quality and should be used for making the master video. For the final distribution video, a copy of the master video can be created in Camtasia Studio with compressed audio.
- For voice, stereo is generally not necessary and will double the size of the file. If you need higher quality audio you can increase the sample rate, but keep in mind that it will dramatically increase the file size.
- Unless you have a compelling reason not to, always record using the TSCC codec and uncompressed (PCM) audio. Because TSCC is lossless and PCM is uncompressed you can edit the video and create reproductions indefinitely and not lose quality.
- If you start out with a video made using either a lossy audio or video codec, each time you reproduce the video the quality will degrade. It's exactly like making a copy of videotape and then making a copy from that copy. The video quality of the second copy is severely degraded, and the third becomes almost too difficult to view.
- Use TSCC and PCM audio for original recording, and continue using these through the entire production and editing process. Then, when the video is finished, make copies of your perfect original master video into other file formats, or audio or video compression types, if you so desire.

Learning about the File Size

The first question to consider before recording a video of your computer screen is, will the dimensions of the video easily fit on the screen for my entire viewing audience? If, for example, you create a video that is 1024x768, people who have a lower screen resolution such as 640x480 will not be able to view your videos very well.

They could scale the video down in Windows Media Player, but scaling videos results in image quality degradation that makes characters unreadable and your video may look like a blurry mess.

To ensure the best playback screen resolution, follow these tips:

- Determine the lowest screen resolution that your video will be played back on, and then, to save room for the player window frame and controls, record your video at slightly less than that lowest screen resolution.
- When recording your video, you will need to consider the player window, the area of the screen used to display controls, and the actual window frame into consideration when determining the final size.
- If the video dimensions equal the resolution of the monitor, then the player will have to be configured to play in full screen mode in order to play the video without scaling. In full screen mode the player will have no visible controls to start, stop, pause the video or exit the player.
- It's a fairly safe assumption that most people are now running at 800x600 or better. The video should be small enough to be completely displayed on the screen without scaling, and still have room for the player window frame and controls.
- As a general rule, never record a larger area of the screen than necessary. If you are recording an application, record just the application window and not the entire desktop. Recording unnecessary screen area, aside from the aforementioned considerations, also results in larger file sizes, reduced capture frame rates, and in some cases can cause playback problems on slower systems.
- If you need to record the entire screen, try setting your monitor resolution to a lower resolution than the target audience screen. If your audience is using 800x600, set your screen to 640x480 for the recording.
- For example, if you are recording a fixed region of 640x480, it does not make any difference what the overall screen resolution is set to. Recording a fixed region of 640x480 will create a video that is 640x480, whether the screen resolution is set to 640x480 or set to 1280x1024. If a 640x480 video is played back on a monitor set to 640x480, it would have to be played in full screen mode. If it is played back on a 1024x768 or higher monitor resolution, the video could be played in a player window without scaling.

When recording videos with Camtasia Recorder, you will inevitably run into this question: "What size should I make my videos?" Recorder provides a number of options to control the dimensions of your video, both in Camtasia Recorder and Camtasia Studio.

AVI file size tends to be quite large for long, detailed videos. AVIs over one megabyte are not uncommon. You can limit the size by:

- Using Camtasia Studio to select a streaming format for the video. A streaming codec such as Windows Media Format (WMV) reduces the size of the video file while maintaining most of the quality.
- Limiting the size of the application window being captured. Don't bother including extraneous information in your video. **HINT:** You can use Camtasia Recorder's Region Input selection to select a smaller area to capture and then "pan" across the screen while capturing, thereby making a much smaller video file. Limiting the speed at which video frames are captured.
- Limiting the length of the video capture sequence. Camtasia captures video sequences in real-time seconds and minutes. The shorter your sequence, the smaller the resulting AVI file will be.
- Changing the compression technique. By default, Camtasia chooses the best compression technique to use for your capture and system, but you may try experimenting with these settings.

Video Size versus File Size

There is a direct relationship between video size and file size—the larger the dimensions of your video, the larger the video file, and vice versa. Obviously, you do not want to go overboard on file size if you are going to be streaming the video over the internet. Keeping the dimensions at a minimum will help to reduce the bandwidth requirements of the final streaming file.

In general, we recommend 800 x 600 as a maximum size for your recording, but this depends on various factors.

Playback Environment

Consider the possible playback environment of your video—it may be an 800 x 600 desktop with a player that needs room for its controls. A video in the size of 640 x 480, for example, will allow the viewer to watch the video at its full resolution and leave enough room for the playback controls.

Windows Media Player 7 tends to shrink down videos, sometimes even in full screen mode. This can be confusing, as a video that you just captured might look distorted when replayed at this smaller scale. There are several solutions to this, which you can check out on the TechSmith web site.

AVI-Distribution

Of course, if the video is distributed on a CD, file size considerations are different than that for the web. But, it is still important to play the AVI back at its original size. This is where the Camtasia Player can be a valuable tool. The Camtasia Player will not shrink your videos to fit inside a tiny playback window, thus ensuring a high quality playback, independent of the user's screen size.

You are free to distribute the Camtasia Player with your AVI videos on CD-ROM. It can be found in your Camtasia Studio install directory, or <http://www.techsmith.com/download.asp - camtasia> from our web site.

Defining Size in Camtasia Recorder

You can easily control the size of the capture region in Camtasia Recorder. In your input options, you can define the video size automatically (full screen or window) or you can do so explicitly (region or fixed region). Considering the video size and playback environment before capturing means less scaling afterwards and therefore higher image quality.

Scaling Size during Production

Camtasia Studio allows you to scale your video clips during the production process. However, you will achieve the best results if you use the same dimensions for all clips on the storyboard.

The same overall rules that apply to scaling videos in Camtasia Studio as apply to scaling images in your favorite image editor. Scaling up to a larger video tends to produce images that are "blocky", while scaling down in size can eliminate some image information and make text broken and unreadable.

The recommended setting is **Largest Video**. This means that the finished video will be large enough to accommodate all clips on the storyboard with no scaling - in this case to 412 x 488 pixel. Smaller clips will retain their original dimensions, but will appear centered with space around the edges. The color of this blank space can be changed.

The second setting is **Standard Video**. This allows you to select video dimensions from a bevy of standard resolutions. Camtasia Studio will then automatically create a video background in the desired dimensions. Clips that are smaller than the largest video size are centered in the produced video. **Custom Size**, the third option, works in exactly the same way, except that you can manually specify a resolution.

A important option is **Stretch to Fit**. It allows you to create a final video where all frames have the same size, and no colored edge will appear. To achieve this result, Camtasia Studio will stretch all clips to the size you have specified regardless of their individual dimensions. As always, scaling might result in distortions of various kinds. Therefore, you should use this option only if the size difference between your specified resolution and the actual size of the image is small and the changes can be neglected.

Video Size Options

The Size tab in the *Production Options* dialog box allows you to set the size of the produced video.

Largest movie size	Creates the entire video using the size of the largest clip in the storyboard. Selecting this option is recommended because Camtasia Studio calculates the size required to include the largest dimensions encountered in the clips included in the project.
Standard movie size	Click on the radio button to enable this option for use. Creates your video using a standard size.
Custom size	Click on the radio button to enable this option for use. From the dropdown menu, choose the desired size. This options allows you to create your video using dimensions that you set.
Stretch to fit	Click on the radio button to enable this option for use. Type the Width and Height in the boxes provided. This option enlarges small clips and reduces larger ones to fit. If the image is distorted, recalculate aspect ratios.
Background color	Place a checkmark in the Stretch to fit box if you want to create a final movie that fits the size you have specified regardless of individual clip size. This option sets the background color for clips that are smaller than the standard size specified. Click on the button to reveal the Color dialog box. Choose the desired color and choose OK . The color will be updated in the Size Tab dialog box.

Getting Great Sound in your Recordings

This section contains some hints to make better quality audio recordings and to help you avoid audio problems before they occur.

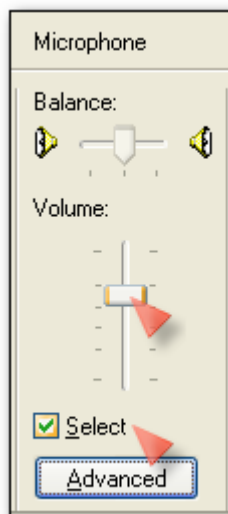
However, before you begin recording, make sure that Camtasia Recorder is enabled for audio recording:

1. Open Camtasia Recorder. Choose **Start > All Programs > Camtasia Studio3 > Applications > Camtasia Recorder**. Or, from within Camtasia Studio, choose **Tools > Camtasia Recorder**.
2. Activate the *Audio* toolbar by selecting **View > Audio Toolbar**.
3. Click on the microphone button  on the Audio toolbar. You can also enable audio recording by choosing **Effects > Audio > Record Audio** instead of using the microphone tool on the toolbar.

Still No Sound?

If you have enabled Camtasia Recorder for audio recording but you are still are not getting any sound, check the following audio settings within Recorder.

1. Click the **Options** button  on the toolbar and choose the **Volume** button. This will open up the Windows *Record Control* dialog box.
2. Verify that the Microphone is selected as the input within the *Microphone* section, and that the Microphone **Volume** slider is not at its lowest setting.



Silent Recordings

If you have enabled audio recording in Camtasia Recorder and checked the microphone settings, and you are still unable to record any sound at all, do the following:

- Check that your microphone is properly connected to the sound card in your computer. It needs to be plugged into the microphone jack, not the line in jack etc.
- Can you record with *Windows Sound Recorder*? Select **Start > All Programs > Accessories > Entertainment > Sound Recorder**.
- Try a different microphone.

- Test to see if sound recording is working in another audio application.
- Try updating / reinstalling the sound card drivers.
- Try a different sound card.

Continue with the following topics:

- ▶ **Barely Audible Recordings**
- ▶ **Monitoring your Audio Level as You Record**
- ▶ **Solving Common Sound Problems**
- ▶ **Recording Audio from Other Applications**

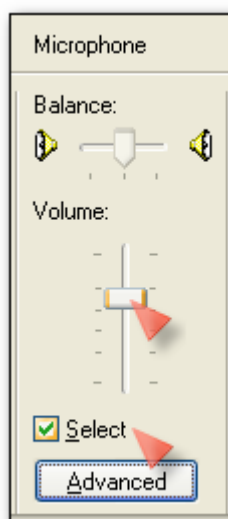
Barely Audible Recordings

If you are getting some sound, but your audio recordings are too low in volume, there may be a number of causes. Some of the most common include the following.

Is your sound card's recording volume set too low?

You need to adjust the audio level **before** recording.

1. Open Camtasia Recorder. Choose **Start > All Programs > Camtasia Studio 3 > Applications > Camtasia Recorder**. Or, from within Camtasia Studio, choose **Tools > Camtasia Recorder**.
2. Click the **Options** button  on the toolbar to open the *Tools Options* dialog box. On the Streams tab, under the Audio Options section, click the **Volume** button. This will open up the *Windows Record Control* dialog box. Make sure that the Microphone option is selected and that the Microphone Volume slider is up enough to allow for sufficient sound.



Are you too far from the microphone?

Try several recordings allowing different distances from the microphone to choose the right one. You should probably be about six inches from the microphone: close enough to record full tones but not so close that other noises interfere.

Are you speaking distinctly and clearly?

To make a good recording, you need to project and enunciate, so that your voice recording sounds clear and crisp on replay. As an aid in determining a good vocal level and tone, imagine you are addressing a small audience in a large room.

Continue with **Monitoring your Audio Level as You Record**.

Monitoring your Audio Level as You Record

While you record audio with Camtasia Recorder, you can monitor the Audio Level to be sure you are encoding the optimal dynamic range.

- ▶ The green to yellow range indicate a normal reading.
- ▶ Orange to red warns that you are close to an over-modulated input.

The best sound quality will occur when the audio level bar is kept in the green to light orange range and only occasionally enter the red range. That is, try to keep the level bar from filling the entire audio level meter all the time.

The goal is to keep your input levels as high as possible without exceeding the range of values which can be stored digitally when encoded. When the Audio Level meter is frequently in the red range, your input level is too high and the peaks of your waveform become clipped off, resulting in distortion.

The input level also depends on your particular microphone, how close you are to the microphone and how loudly you speak while recording. By keeping your input levels steady and as high as possible, you will be encoding the optimal dynamic range.

It is particularly important to record sounds within the green to light orange range if possible if you plan to later convert 16-bit audio data to 8-bit, or if you plan to compress your audio in a streaming media file. This assures that you will use the greatest dynamic range possible in the converted file.

Adjusting your Audio Level

To adjust your audio levels, click the **Options** button  on the toolbar to open the *Tools Options* dialog box.

On the Streams tab, under the Audio Options section, click the **Volume** button. This will open up the *Windows Record Control* dialog box. Adjust the volume setting up or down.

Continue with Solving Common Sound Problems.

Solving Common Sound Problems

The following gives you some information on resolving issues concerning external noise, low quality sound, and recording conflicts.

Too much External Noise can be Heard

Some audio noise is caused by environmental elements. Background sounds you may not have noticed before beginning your recording may suddenly show up in your audio. You can eliminate most problems by relocating your recording "studio" to a quieter location. Also, don't forget that most computers make some noise that your microphone might be picking up. The disk drives and fan are potential sources of a low-level noise in your recordings.

Hum and whine can also be caused by a "ground loop." Ground loop occurs where there is more than one electrical path to "ground" for electrical/electronic equipment. Tracing and eliminating the exact source of ground loop can be complicated, but light dimmer switches, motorized appliances, and cable TV outlets are prime culprits.

First try disconnecting any unnecessary electrical equipment sharing the same circuit as your computer. Also, disconnect the coaxial cable running to any nearby TVs. If these methods do not help, consult an expert at your local Radio Shack or other electronics retailer. They can offer solutions to help you isolate ground loop interference.

Low Quality Recordings

The default audio setup for the Recorder is PCM (uncompressed audio). 22.050 kHz, 16 bit mono. That should give you good quality audio. If the audio is still low quality, try a different microphone.

Additionally, most consumer-quality recording equipment shipped with computers is relatively low quality (unless you have purchased upgrade accessories). Studio-quality recordings cannot be made on inexpensive equipment. To improve the quality of recordings, you can upgrade the components responsible for audio on your computer: microphone, sound card, and speakers.

Better sound comes with a tradeoff, however, as higher quality audio results in a larger Camtasia Studio video file size. The audio format you specify determines the quality of the video audio track and also affects video file size.

Large File Size for Recording with Audio

By default, Recorder uses uncompressed PCM audio. That is a good selection for your original recording because you can later edit the video within Camtasia Studio and not lose audio quality.

It is recommended that you compress the audio during production in Camtasia Studio **after** you have finished recording in Camtasia Recorder and have made all your edits.

Within Camtasia Studio, you have many different video file formats to choose from that will allow you to effectively compress you video. For example, if you produce your video in SWF it will typically be smaller in size than an AVI. You can try producing in a couple of different formats to find the right size and quality that you desire.

Audio Recording Error Message

If you receive an error message relating to audio recording, it might be that another application is using the sound card to play and/or record audio. Only one application can record audio at a time on your computer.

Some computers with "Full Duplex" sound cards allow one application (for example, Camtasia Recorder) to record from the microphone, while another application plays sound. In this case, you can even hold the microphone up to your computer speakers and record what another application is playing. However, many computers do not have this capability and allow recording only when no other application is playing sound.

The Audio is out of Sync with the Video

Your audio could be out of sync for two reasons.

First, your on-board audio subsystem is not functioning properly. Many Sony VIO notebooks and systems that have ESS audio may have this problem. The current version of Camtasia Studio will compensate for this hardware failure. In most cases this problem crops up when the audio stream is longer than the video. To correct this situation, please download the current version of Camtasia Studio.

Additionally, you can verify this problem by using another application to record audio on the system. Start recording and note the exact time you start recording. Let it record for 20-30 seconds and then stop recording and note the exact time that you stopped. Calculate the time that you recorded for and then right click on the WAV file and select Properties. If the amount of time that you recorded for does not match the actual time of the recording session, then you might be having this problem on your system.

Second, if the computer is very overloaded and has no resources left, Camtasia Studio can drop audio. In this case the audio stream will be shorter than the video.

Continue with Recording Audio from Other Applications.

Recording Audio from Other Applications

Camtasia Studio records audio only from the microphone source. If you want to record other audio sources, such as sound generated by games or other applications, try the following:

- Check the sound card in your computer. Some sound cards may also have a mixer control that allows you to map the audio to the microphone input.
- Install a sound card that maps the audio to the microphone internally. One such sound card is Sound Blaster® Live!, manufactured by Creative®. It places a "What You Hear" input in the Recording section of the Windows *Volume Control* dialog box, allowing for direct recording of audio generated by applications. Then all you would need to do is enable audio recording in Camtasia Studio.
- Record the sound coming from your speakers. Position your microphone about 12 inches at the midway point between your computer's stereo speakers. Test the recording level, and then adjust the speaker volume as necessary.
- Insert a jumper wire in the **Line Out** and **Mic In jacks** on your computer's sound card. If you do, you may wish to adjust the microphone again in the Windows *Volume Control* if the audio is overamped or

sounds distorted. From within Recorder, click the **Options** button  on the toolbar to open the *Tools Options* dialog box. On the Streams tab, under the Audio Options section, click the **Volume** button. This will open up the Windows *Record Control* dialog box. Adjust the volume setting up or down.

- Camtasia Studio can record sound directly from the sound card, using an application such as Total Recorder®, made by High Criteria, Inc.(<http://www.totalrecorder.com/>). Please note that Total Recorder® is not a TechSmith product, and we do not support it or otherwise make any guarantees.

Technical Reference Library

The following chapters explain all of the properties, buttons, and menu options found with Camtasia Studio.

See the following topics:

- ▶ **Camtasia Studio System Requirements**
- ▶ **Camtasia Studio Menu Options**
- ▶ **Recorder Menu & Tab Options**
- ▶ **Recorder Effects Options**
- ▶ **ScreenPad's Menu Options**
- ▶ **Camtasia Player Menu Options**
- ▶ **Camtasia MenuMaker Menu Options**
- ▶ **Camtasia Audio Editor Menu Options**
- ▶ **Command Line Customizations**
- ▶ **Contact TechSmith Technical Support**

Camtasia Studio System Requirements

To run Camtasia Studio, your system must meet these specifications:

- Windows 2000 or XP or later version
 - Microsoft DirectX 9.0 or later
 - 1.0 GHz processor (2.5 GHz recommended)▶
 - 256 MB RAM (1 GB recommended)
 - Windows compatible sound card, microphone and speakers (recommended)
 - 40 MB of hard drive space for program installation
 - Camtasia Studio Add-in for PowerPoint works with Office 2000, Office XP, or later.
- ▶ Strongly recommended for PowerPoint and camera recordings.

Playback Requirements:

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

Need Camtasia Studio for Windows 98, ME, or NT?

Installing Camtasia Studio from CD-ROM

1. Start Windows.
2. Insert the Camtasia Studio CD-ROM into the CD-ROM drive. Camtasia Studio setup will automatically start when you close the drive.
3. Simply follow the install prompts using the default options if desired.
4. Once the install program has run, restart Windows before using the Camtasia Studio application.

Note: If the setup program **does not** automatically start, perform the following steps.

1. Find the program named Setup.exe on the CD. Double-click it. Camtasia Studio setup starts.
2. Follow the setup wizard's instructions for installing the program.
3. Once the install program has run, restart Windows before using the Camtasia Studio application.

Installing an Evaluation Copy of Camtasia Studio from the TechSmith Web Site

You can download an evaluation copy of Camtasia Studio or purchase additional copies of Camtasia Studio from the TechSmith Web site.

Go to <http://www.techsmith.com/products/studio/default.asp> and follow the directions for downloading a copy of the software. It's quick and easy.

Camtasia Studio Menu Options

The following chapter describes the each of the menu options found within Camtasia Studio along with its purpose and use.

Choose from one of the following menu topics:

► Camtasia Studio File Menu Options

The **File** menu options allow you to access the new, open and save project options, the import and batch options as well as many other important functions.

► Camtasia Studio Edit Menu Options

The **Edit** menu options allow you to invoke many edit commands and options used for editing your video such as *Split*, *Cut Selection*, *Edit Audio*, *Clip Speed*, and much more.

► Camtasia Studio View Menu Options

The **View** menu options allow you to access the options that determine how your main view will appear.

► Camtasia Studio Play Menu Options

The **Play** menu options allow you to access the options for the *Preview Area's Playback Controls* toolbar.

► Camtasia Studio Tools Menu Options

The **Tools** menu options give you access to the other Camtasia Studio components as well as to a few Camtasia Studio specific options such as enabling and disabling the welcome screen, setting frame rates, etc.

► Camtasia Studio Help Menu Options

The **Help** menu options gives you access to the Camtasia Studio online help as well as other Camtasia Studio and TechSmith support options.

Camtasia Studio File Menu Options

The **File** menu options allow you to access the new, open and save project options, the import and batch options as well as many other important functions.

The following table describes each of the *File* options along with its use.

Button	File Option	Description	Use
	New Project	Will create a new Camtasia Studio project.	Choose File > New Project . If a current project is being worked on, you will be prompted to save any changes before it closes and the new, empty project is started. See also: ▶ A Close-Up Look at Camtasia Studio ▶ Quickly Create a Camtasia Studio Project and Completed Video ▶ Make my First Recording
	Open Project	Displays a standard <i>Open</i> dialog box allowing you to open a project file.	Choose File > Open Project . From within the <i>Open</i> dialog box, browse and select the desired file to be opened. Choose Open . Note: Project files have a .CAMPROJ extension.
	Save Project	Saves the project file. Saving the project allows you to open the project again at a later time.	Choose File > Save Project . The first time that a project is saved, you will be prompted to <i>Save As</i> . Select the folder to store project in and enter a name for the project. Choose OK .
	Save Project As	Saves the project as another name.	1. Choose File > Save Project As. 2. The <i>Save As</i> dialog box appears. 1. Browse and select the folder to save the project file to. 2. In the File name field, give this project a name. 3. Choose Save.

Button	File Option	Description	Use
	Export Project as Zip	Zips up the current Camtasia Studio project into a zip file. Zipping your project is an easy way to back up your project. It is also the best way to move your project file from one location to another. When zipping your project file, by default, only the actual project files and <i>Timeline</i> contents will be included in the zip file. To include a copy of the <i>Clip Bin</i> contents in your zipped project file, enable the Include all files from Clip Bin in zip option.	Choose File > Export Project as Zip The <i>Export Project as Zip</i> dialog box appears allowing you to enter the desired path and file name for this zip file. Use the Browse button , to select a path to the location where this file will be saved. The <i>Save As</i> dialog box appears. Browse for the path and then enter the name in the File Name field. Choose Save. Enable the Include all files from Clip Bin in zip option to include a copy of all the files currently in the <i>Clip Bin</i> within this zip file. If this option is not enabled, then only the project information and clips/elements on the <i>Timeline</i> line will be included in the zip file. Choose OK. The zip file is created. To open a zipped project file, from within Camtasia Studio, choose File > Import Zipped Project.
	Import Zipped Project	Imports a zipped Camtasia Studio project file. When a zipped project is imported, Camtasia Studio will unzip it into a folder that you choose. At that time, the project is ready to open with Camtasia Studio. Choose File > Open and select the project file that was just imported. To save time, enable the Open project after import option during the import to see your project in Camtasia Studio right away.	Choose File > Import Zipped Project. The <i>Import Zipped Project File</i> dialog box appears. In the Zipped project file to import field, use the Browse button , to select a path to the location where the zip file that you want to import resides. The <i>Open</i> dialog box appears. Browse and then click on the desired zip file. Choose Open. In the Import into project directory field, use the Browse button , to select a path to the location where this file will be saved. The <i>Browse for a Folder</i> dialog box appears. Browse to the folder where this zip file will be saved or make a new folder using the Make New Folder button. Choose OK. If you would like to open this project in Camtasia Studio right after the import has been completed, enable the Open project after import option. Choose OK.

Button	File Option	Description	Use
	Record the Screen	Opens the New Recording Wizard which allows you to create a new screen recording.	Choose File > Record the Screen . The <i>New Recording Wizard</i> dialog box appears. Step through the wizard, choosing your options as you go. See also: See also: ► How Camtasia Studio's Applications Work Together ► Make my First Recording ► How do I Start, Pause, Stop, and Delete a Recording?
	Import Media	Displays the <i>Open</i> dialog box, allowing you to choose the media files that you want included in this project.	Choose File > Import Media . The <i>Open</i> dialog box appears. Browse and select the desired media files and then choose Open . The clips are displayed in the <i>Clip Bin</i> . Drag to the <i>Storyboard</i> or <i>Timeline</i> to include in your final video.
	Produce Video As	Allows you to save your project as a video using different video file formats. When selected, the <i>Production Wizard</i> will display allowing you to set all parameters necessary to render your video to the desired file format such as SWF, FLV, AVI, RM, GIF, MOV, CAMV, or WMV. This includes movie window size, compression codecs for audio and video, information such as the title, author, and copyright, and the filename.	Choose File > Produce Video As . See also: ► Creating your Final Video: Production Tutorials ► Recommend my Production Settings Wizard ► Help Me Choose a File Format ► Advanced Production Wizard

Button	File Option	Description	Use
	Batch Production	Begins the batch processing process. This option will batch process multiple projects. This option is especially helpful for those user's who create many projects and would like to batch produce them all at once, maybe even overnight, in order to save time during the work day.	Choose File > Batch Production. See also: Batch Produce Several Camtasia Studio Projects at One Time Creating your Final Video: Production Tutorials Help Me Choose a File Format
	Pack and Show	This option allows you to package your movie for easy one-step distribution to your users. Pack and Show creates a Windows-executable file (.EXE) that users can simply double-click to unpack the file, install the TSCC codec and Camtasia Player (if you have included them) and play the movie. Note: The TSCC codec is now built into the Camtasia Player. This means that you do not need to install the TSCC codec on the host machine in order to view the video with the TSCC if you are using Player for playback. You have the options to include the TSCC codec and Camtasia Player in the package, so that they will be automatically installed on the user's computer.	Choose File > Pack and Show. See also: ▶ Package a Video as a Pack & Show Executable File ▶ A Close-Up Look at Camtasia Player ▶ About the TechSmith Screen Capture Codec ▶ The Best Overall Codec Options While Recording

Button	File Option	Description	Use
	Save Audio As	You can save an audio track that is embedded in an AVI file as a separate WAV file. Use this feature to make a backup copy of your audio track or, use the sound track in a different application. For more information, see these topics: Saving My Video's Audio Track as a Separate .WAV File 5 Quick & Easy Steps to your First Audio File Getting Great Sound in your Recordings	Choose File > Save Audio As. To save your audio track as a .WAV file: 1. Within Camtasia Studio, import the AVI video clip whose audio track you want to save as a separate file. 2. Drag the clip to the <i>Timeline</i>. 3. From the menu bar, choose File > Save Audio. Note: The Save Audio option will be grayed out if the video clip you have selected does not have an audio track. 4. The <i>Save Audio As</i> dialog appears. Select the location where you would like to save your audio track to and then choose a name for your .WAV file. 5. Click the Save button to save your audio track as a .WAV file.
	Save Frame As	This option saves the current frame displayed in the Preview Window as a BMP, GIF, JPEG, or PNG file. Maybe there's a scene of a video that you want to show a client, or perhaps you want to work on part of an image with a colleague. Using this option, you can easily show anyone hard copy frames of the video that you've created. Or, perhaps you have created a title clip that you want to use over and over again. Simply save the title clip as a BMP file using this option and then insert it into your other videos using the File > Import Media option.	On the <i>Timeline</i>, move to the frame you want to save. 1. Select File > Save Frame As. The <i>Save Video Frame As</i> dialog box appears. 2. Browse and select the folder to save the graphic file to. 3. In the File name field, give this image a name if different than the default name. 4. In the Save as type field, select the desired file type from the drop down menu. 5. Choose Save. See also: ► Add a Title Clip to the Timeline ► Import Other Media Files into My Camtasia Studio Project

Button	File Option	Description	Use
	Properties	Displays the properties box for the file that is selected in the <i>Clip Bin</i> . The <i>Properties</i> box gives statistical information on the file such as format, file location, file size, etc.	Choose File > Properties .
	Recent Projects	Displays a list of the most recently opened projects.	Choose File > Recent Projects . Click on a recent project name to open the project.
	Recent Projects	Displays a list of the most recently opened projects.	Choose File > Recent Recordings . Click on a recent project name to open the project.
	Exit	Exits the Camtasia Studio application.	Choose File > Exit .

Camtasia Studio Edit Menu Options

The **Edit** menu options allow you to invoke many edit commands and options used for editing your video such as *Split*, *Cut Selection*, *Edit Audio*, *Clip Speed*, and much more.

The following table describes each of the *Edit* options along with its use.

Note: When making splits or cuts to the video using the *Edit* options, you are not cutting the actual video file. Making edits to a video inside of Camtasia Studio is a nondestructive process, in that the original clip file is not altered in any way.

Edit Option	Description	Use
Undo	Will undo the last action in succession. This is an unlimited undo feature.	Choose Edit > Undo .
Redo	Will redo the last action in that was undone. This is an unlimited redo feature.	Choose Edit > Redo .
Add to Timeline	When in <i>Timeline</i> view, adds the highlighted clip in the <i>Clip Bin</i> to the <i>Timeline</i> . The clip is added to the last position on the <i>Timeline</i> when inserted using this menu option.	1. Highlight desired clip in the <i>Clip Bin</i>. 2. Choose Edit > Add to Timeline. The clip is added to the <i>Timeline</i>. 1. This option can also be accessed by right-clicking on a clip in the <i>Clip Bin</i> and choosing Add to Timeline from the pop-up menu. -or- 2. Drag the clip from the <i>Clip Bin</i> directly to the <i>Timeline</i>. See also: Learning about the Timeline Getting Familiar with the Timeline Components A Closer Look at the Clips & Elements on the Timeline

Edit Option	Description	Use
Add to Storyboard	When in <i>Storyboard</i> view, adds the highlighted clip in the <i>Clip Bin</i> to the <i>Storyboard</i>. To access the <i>Storyboard</i> view, click on the Show Storyboard button  Show Storyboard on the <i>Timeline</i>. The clip is added to the last position on the <i>Storyboard</i> when inserted.	1. Click on the Show Storyboard button on the <i>Timeline</i>. 2. Highlight desired clip in the <i>Clip Bin</i>. 3. Choose Edit > Add to Storyboard. The clip is added to the <i>Storyboard</i>. 1. This option can also be accessed by right-clicking on a clip in the <i>Clip Bin</i> and choosing Add to Storyboard from the pop-up menu. -or- 2. Drag the clip from the <i>Clip Bin</i> directly to the <i>Storyboard</i>. See also: ► Learn about the Storyboard View ► Add Transitions between Clips on the Timeline
Add to PIP	When in <i>Timeline</i> view, add a video clip to the <i>Picture-in-Picture (PIP)</i> track at the current location of the seek bar. Video clips that are put on the PIP track, are inserted as an overlay on the video clip located at the same time on Video Track 1. Note: AVI and WMV video clips can be added to the PIP track. Camrec files cannot be added to the PIP track from the <i>Clip Bin</i>. To create a PIP recording, see Add a Picture-in-Picture Recording to my Timeline.	1. Place the seek bar at the point where the clip is to be inserted on the PIP track. 2. Highlight desired clip in the <i>Clip Bin</i>. 3. Choose Edit > Add to PIP. The clip is added to the PIP track. 1. This option can also be accessed by right-clicking on a clip in the <i>Clip Bin</i> and choosing Add to PIP from the pop-up menu. -or- 2. Drag the clip from the <i>Clip Bin</i> directly to the <i>PIP</i> track. See also: ► Learning about the Timeline ► Add a Picture-in-Picture Recording to my Timeline ► Record the Screen and Camera Video

Edit Option	Description	Use
Split	When in <i>Timeline</i> view, splits the video at the point of the selection seek bar in the <i>Timeline</i>. Once the split occurs, the video is made into two pieces on the <i>Timeline</i>. These pieces are now able to be moved around on the <i>Timeline</i> independently of each other. Note: This action is not updated in any way to the original clip residing in the <i>Clip Bin</i>. Nor can the two parts of the split video be dragged into the <i>Clip Bin</i>.	1. On the <i>Timeline</i>, place the selection seek bar in the location where the split is to occur. 2. Choose Edit > Split. 3. The clip will be split in two. This option can also be accessed by: 1. Clicking on the Split Video button . -or- 2. Right-clicking on a clip in the storyboard and choosing Split from the pop-up menu. See also: ► The Timeline Editing Toolbar The Timeline Editing Toolbar ► Getting Familiar with the Timeline Components ► Learning about the Clip Bin

Edit Option	Description	Use
Cut Selection	When in <i>Timeline</i> view, will cut the portion of the video that is selected on the <i>Timeline</i>. Once a cut occurs, the <i>Timeline</i> will be updated to reflect the new length and frame information. Note: This action is not updated in any way to the original clip(s) residing in the <i>Clip Bin</i>.	1. On the <i>Timeline</i>, select the part of the video to be cut by dragging the seek bar. 2. Choose Edit > Cut Selection. 3. The selection will be deleted. This option can also be accessed by: 1. Clicking on the Cut Selection button . -or- 2. Right-clicking on a clip in the storyboard and choosing Cut Selection from the pop-up menu. See also: ► The Timeline Editing Toolbar The Timeline Editing Toolbar ► Getting Familiar with the Timeline Components ► Defining a Selection for Editing

Edit Option	Description	Use
Extend Frame	When in <i>Timeline</i> view, allows you to extend the duration of a frame. This is useful when you want to add additional narration to a particular frame or you want to extend a frame at the end of the video to match the length of an audio track. Note: This action is not updated in any way to the original clip(s) residing in the <i>Clip Bin</i>.	1. On the <i>Timeline</i>, place the selection seek bar on the frame that you want to extend. 2. Choose Edit > Extend Frame. 3. The <i>Extend Frame</i> dialog box appears. 4. Select the desired duration for the frame in seconds by using the arrow buttons. 5. Choose OK to save changes and exit this dialog box. Choose Cancel to exit this dialog box without making any changes. The <i>Timeline</i> will be updated with the new time.
Clip Speed	When in <i>Timeline</i> view, allows you to speed up or slow down the playback time for a clip in the rendered movie. For example, you can stretch a clip to provide more time for voice annotation or you can speed it up to fill gaps.	1. On the <i>Timeline</i>, place the selection seek bar on the clip that you want to adjust. 2. Choose Edit > Clip Speed. 3. The <i>Clip Speed</i> dialog box appears. 4. Enter the percentage of the original clip speed to either speed up or slow down playback. 5. Choose OK. This option can also be accessed by right-clicking on a clip in the storyboard and choosing Clip Speed from the pop-up menu. See also: ► Clip Speed

Edit Option	Description	Use
Add a Marker	When in <i>Timeline</i> view, allows you to add a <i>Marker</i> or placeholder within your video. When your video is produced in conjunction with the <i>Table of Contents</i> option, the <i>Markers</i> will display as interactive hyperlinks. Overall, <i>Markers</i> allow you to provide easy navigation points for your viewer. Once you have inserted a <i>Marker</i> on the <i>Timeline</i>, you can give it a meaningful name that displays within the interactive table of contents in the produced video.	1. On the <i>Timeline</i>, place the selection seek bar on the frame where you want to add a <i>Marker</i>. 2. Choose Edit > Add Marker. 3. A <i>Marker</i> element will be inserted on the <i>Timeline</i> within the <i>Markers</i> track. 4. Double-click on a <i>Marker</i> element on the <i>Timeline</i> to access the <i>Marker Name</i> dialog box. 5. Enter the desired name. The name that you enter here will display within the interactive table of contents in the produced video. Note: <i>Marker</i> names are displayed on the <i>Timeline</i> when the mouse hovers over the marker element. This option can also be accessed by right clicking on the <i>Markers</i> track and choosing Add Marker. For related information, see the following topics: ▶ Create an Interactive Table of Contents using Markers ▶ A Closer Look at the Clips & Elements on the Timeline ▶ Turn my Final Clips and Elements into a Video See also this Flash Video instructional topic: ▶ 4. Adding Markers
Split at all Markers	When in <i>Timeline</i> view, allows you to automatically split clips that are on the <i>Timeline</i> into several smaller clips based on the location of the <i>Markers</i>. Note: <i>Markers</i> that are placed at the beginning of a clip or during a <i>Callout</i>, <i>Transition</i>, etc. cannot be split. If you have <i>Markers</i> placed in these locations, you will be prompted to split only at the areas where splitting is possible.	Choose Edit > Split all Markers. The video will be split at all <i>Marker</i> points.

Edit Option	Description	Use
Image Duration	When in <i>Timeline</i> view, allows you to increase or decrease the playback time for an image clip. For example, you can increase the duration to provide more time for voice annotation or you can reduce the time to fill gaps.	1. On the <i>Timeline</i>, place the selection seek bar on the image clip that you want to adjust. 2. Choose Edit > Image Duration. 3. Use the arrow buttons to change the duration to the desired time in seconds. 4. Choose OK. This option can also be accessed by right-clicking on an image clip in the storyboard and choosing Image Duration from the pop-up menu.
Voice Narration	When in <i>Timeline</i> view, opens the <i>Voice Narration</i> properties task page within the <i>Task Area</i>, allowing you to insert narration into your video using the playback of the clips on the <i>Timeline</i> as your guide.	1. On the <i>Timeline</i>, place the selection seek bar at the point where you want your voice narration to begin. 2. Choose Edit > Voice Narration. 3. The task area will change to display the <i>Voice Narration</i> options. 4. Make the desired selections. 5. Choose Finished. For complete instructions on using this feature, see Add Voice Narration to a Video on the Timeline. See also: ► Using the Task List and the Task Area ► Using the Preview Playback Area See also this Flash Video instructional topic: 7. Adding Voice Narration
PIP	Enhancing your video with picture-in-picture camera recordings allows you to create a video that is both interesting and professional looking by adding a small talking head video clip over the top of the screen recording video clip(s). While recording, a preview of the camera recording will display in the <i>Camera Preview Area</i>. A preview of the clips on the <i>Timeline</i> will display in the <i>Preview Area</i>. Once a picture-in-picture recording has been made, you can use the picture-in-picture properties task page to resize or relocate the camera video.	On the <i>Timeline</i>, place the selection seek bar at the point where you want to insert a PIUP recording. Choose Edit > PIP. For complete instructions on using this feature, see Add a Picture-in-Picture Recording to my Timeline.

Edit Option	Description	Use
Flash Quiz	The Flash Quizzes feature allows you to insert quizzes into your project which will display when your project is produced as a Flash (SWF) movie file. Each movie can have multiple quizzes and, each quiz can have multiple questions. During the production process, you can choose to add a packaged e-learning lesson using SCORM compliant output that is available for use with most LMS applications.	1. On the Timeline, place the selection seek bar at the point where you want to insert a Flash Quiz. 2. Choose Edit > Flash Quiz. For complete instructions on using this feature, see Add a Flash Quiz to my Timeline. See also: ► Using the Task List and the Task Area ► Using the Preview Playback Area
Transitions	<i>Transitions</i> are useful for creating a smooth flow between clips on the <i>Timeline</i> or <i>Storyboard</i>. When in <i>Timeline</i> view, opens the <i>Transition</i> properties task page within the <i>Task Area</i>, allowing you to choose and insert <i>Transitions</i> into your video. When adding <i>Transitions</i>, your <i>Timeline</i> view will change to the <i>Storyboard</i> view. While in <i>Storyboard</i> view, simply drag the desired <i>Transition</i> to the desired placeholder. Once you choose Finish in the <i>Transitions</i> task page, you will be taken back to the <i>Timeline</i> view.	1. Choose Edit > Transitions. 2. The task area will change to display the <i>Transitions</i> options. -and- The <i>Timeline</i> will change to <i>Storyboard</i> view. 3. Click on a <i>Transition</i> in the task page and watch it play in the <i>Preview Area</i>. 4. When you have found a <i>Transition</i> that you like, drag it from the task page onto the <i>Storyboard</i> in the desired location. 5. When all of your <i>Transitions</i> have been added, choose Finished. The task page will close and you will return to the <i>Timeline</i> view. For complete instructions on using this feature, see Add Transitions between Clips on the Timeline. See also: ► Using the Task List and the Task Area ► Using the Preview Playback Area See also this Flash Video instructional topic: ► 3. Adding Transition Effects between the Still Image Clips

Edit Option	Description	Use
Callouts	When in <i>Timeline</i> view, opens the <i>Callouts</i> properties task page within the <i>Task Area</i>, allowing you to choose and insert <i>Callouts</i> into your video. <i>Callouts</i> are especially useful for calling attention to important information in your video. Callouts can also be designated as <i>Flash Hot Spots</i>, allowing you to add interactivity to your Callout.	1. On the <i>Timeline</i>, place the selection seek bar at the point where you want to insert a <i>Callout</i>. 2. Choose Edit > Callouts. For complete instructions on using this feature, see Add Callouts to my Clips on the Timeline. See also: ► Using the Task List and the Task Area ► Using the Preview Playback Area See also this Flash Video instructional topic 5. Adding a Callout
Zoom-n-Pan	When in <i>Timeline</i> view, opens the <i>Zoom-n-Pan</i> properties task page within the <i>Task Area</i>, allowing you to set key frame reference points for zooming in and out on a clip.	1. On the <i>Timeline</i>, place the selection seek bar at the point where you want to insert a <i>Zoom-n-Pan</i> key frame. 2. Choose Edit > Zoom-n-Pan. 3. The task area will change to display the <i>Zoom-n-Pan</i> options. For complete instructions on using this feature, see Add Zoom-n-Pan Effects to my Video. See also: ► Using the Task List and the Task Area ► Using the Preview Playback Area

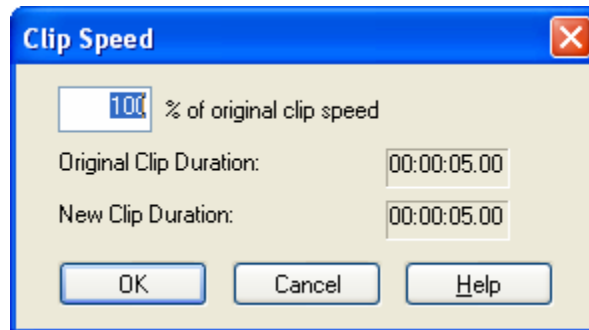
Clip Speed

The clip speed options allow you to speed up or slow down the playback time for a clip in the final, produced video. For example, you can stretch a clip to provide more time for voice narration or you can speed it up to fill any gaps that may exist.

This option can be accessed by:

- Selecting the clip in the storyboard and then choosing **Edit > Clip Speed** from the menu bar.
- Right-clicking on a clip in the *Timeline* and choosing **Clip Speed** from the pop-up menu.

The *Clip Speed* dialog box will display.



Clip Speed Options Description Table

The following table describes each of the Clip Speed options.

Clip Speed Option	Description
% of original clip speed	Enter the percentage of the original clip speed to either speed up or slow down playback. The new duration for the clip in the rendered movie is displayed in the New Clip Duration field.
Original Clip Duration	Displays the clip's original duration. This is a read-only field.
New Clip Duration	Displays the clip's new duration. This is a read-only field.
OK	Choose OK to save changes.
Cancel	Choose Cancel to exit out of the <i>Clip Speed</i> dialog box without making any changes.

Camtasia Studio View Menu Options

The **View** menu options allow you to access the options that determine how your main view will appear including the options to toggle the toolbar on or off, toggle the status bar on or off, etc.

The following table describes each of the *View* options along with its use.

View Option	Description	Use																
Storyboard	Toggles the main screen to the <i>Storyboard</i> view.	Choose View > Storyboard . See also: ▶ A Close-Up Look at Camtasia Studio ▶ Learn about the Storyboard View ▶ Working with the Storyboard																
Timeline	Toggles the main screen to the <i>Timeline</i> view.	Choose View > Timeline . See also: ▶ A Close-Up Look at Camtasia Studio ▶ Learning about the Timeline ▶ A Closer Look at the Clips & Elements on the Timeline ▶ Using the Task List and the Task Area																
Task List	Toggles the <i>Task List</i> on or off.	Choose View > Task List . See also: ▶ Using the Task List and the Task Area																
Toolbar	Toggles the <i>Toolbar</i> on or off.	Choose View > Toolbar . See also: ▶ Camtasia Studio Main Toolbar																
Status Bar	Toggles the <i>Status Bar</i> on or off.	Choose View > Status Bar .																
Full Screen	Displays the clips on the Timeline in full screen. When in full screen mode, you will not see the Camtasia Studio screen components such as the <i>Task Area</i>, <i>Timeline</i>, <i>Task List</i>, etc. Note: Enlarging the video to fit the screen may distort the view of the video. This distortion only affects the preview view, not the final produced video. Note: When you are in <i>Full Screen</i> mode, there are no visual <i>Playback Controls</i>. You must control the playing with keyboard shortcuts. Press <Esc> to exit back to the main screen.	Choose View > Full Screen. You will see your video full screen. Choose from the following keyboard shortcuts to control the playback: <table><tr><td>Play/Pause</td><td>Ctrl+Space</td></tr><tr><td>Stop</td><td>Ctrl+Alt+Space</td></tr><tr><td>Beginning</td><td>Ctrl+Home</td></tr><tr><td>End</td><td>Ctrl+End</td></tr><tr><td>Previous Clip</td><td>Ctrl+Alt+Left Arrow</td></tr><tr><td>Next Clip</td><td>Ctrl+Alt+Right Arrow</td></tr><tr><td>Step Backward</td><td>Ctrl+Left Arrow</td></tr><tr><td>Step Forward</td><td>Ctrl+Right Arrow</td></tr></table> Press <Esc> to exit back to the main screen.	Play/Pause	Ctrl+Space	Stop	Ctrl+Alt+Space	Beginning	Ctrl+Home	End	Ctrl+End	Previous Clip	Ctrl+Alt+Left Arrow	Next Clip	Ctrl+Alt+Right Arrow	Step Backward	Ctrl+Left Arrow	Step Forward	Ctrl+Right Arrow
Play/Pause	Ctrl+Space																	
Stop	Ctrl+Alt+Space																	
Beginning	Ctrl+Home																	
End	Ctrl+End																	
Previous Clip	Ctrl+Alt+Left Arrow																	
Next Clip	Ctrl+Alt+Right Arrow																	
Step Backward	Ctrl+Left Arrow																	
Step Forward	Ctrl+Right Arrow																	

View Option	Description	Use
Shrink to Fit	Shrinks the video to fit within the <i>Preview Area</i> if the size of the <i>Preview Area</i> is smaller than the size of the video. Note: Shrinking the video to fit the <i>Preview Area</i> may distort the view of the video. This distortion only affects the preview view, not the final produced video.	Choose View > Shrink to Fit. Note: If this option is not enabled, then you may only see part of the video in the <i>Preview Area</i>.
Zoom In	Use <i>Zoom In</i> to get a closer look at the clips on the <i>Timeline</i>. This will allow you to get a more precise selection for editing, trimming, etc. Click on the <i>Zoom Out</i> button to zoom back out on the <i>Timeline</i>.	Choose View > Zoom In -or- Click on the Zoom In button  on the <i>Timeline</i>. Continue to click on the <i>Zoom In</i> tool until the desired view is reached. ► The Timeline Editing Toolbar The Timeline Editing Toolbar
Zoom Out	Will zoom the view out on the <i>Timeline</i>. Click on the <i>Zoom In</i> button to zoom back in on the <i>Timeline</i>.	Choose View > Zoom Out -or- Click on the Zoom Out button  on the <i>Timeline</i>. Continue to click on the <i>Zoom Out</i> tool until the desired view is reached. See also: ► Camtasia Studio Main Toolbar
Zoom to Fit	Will zoom in or out on the <i>Timeline</i> to allow the entire <i>Timeline</i> to fit in the window.	Choose View > Zoom to Fit
Clip Bin	Allows you to choose the way that you want to view and/or sort your clips within the <i>Clip Bin</i> .	Choose View > Clip Bin. A flyout menu will display. From the menu, choose the desired view option. See also: ► Learning about the Clip Bin

View Option	Description	Use
Snap To	Allows you to snap to an exact edge location or <i>Marker</i> point on the <i>Timeline</i> when highlighting a selection with the seek bar. This is especially convenient when you want to make a cut that includes the very beginning of a clip. For example, using the snap to Clip Edges option, as you highlight a clip using the seek bar, as you get close to the very edge of a clip, you will automatically snap to the exact edge of the clip.	Choose View > Snap-to. A flyout menu will display. From the menu, choose the desired snap to option(s): Clip Edges - snaps you to the exact edge of a clip. -or- Markers - snaps you to an exact <i>Marker</i> point.

Camtasia Studio Play Menu Options

The **Play** menu options allow you to access the options for the *Preview Area's Playback Controls* toolbar.

The following table describes each of the *Playback* options along with its use.

For more information on these topics, see **Using the Preview Playback Area**.

Play Option	Description	Use
Play/Pause	Begins playing the video. When the video begins to play, this option toggles to Pause which, when selected, will pause the video.	Choose Play > Play/Pause .
Stop	Stops the video from playing. When Stop is selected, the seek bar will return to the beginning of the video.	Choose Play > Stop .
Beginning	Moves seek bar to the beginning.	Choose Play > Beginning .
End	Moves seek bar to the end.	Choose Play > End .
Previous Clip	Moves the seek bar to the beginning of the previous clip on the <i>Timeline</i> .	Choose Play > Previous Clip
Next Clip	Moves the seek bar to the beginning of the next clip on the <i>Timeline</i> .	Choose Play > Next Clip
Step Backward	Rewinds the video frame by frame.	Choose Play > Step Backward .
Step Forward	Forwards the video frame by frame.	Choose Play > Step Forward .
Previous Marker	Moves the seek bar to the beginning of the previous <i>Marker</i> on the <i>Timeline</i> .	Choose Play > Previous Marker
Next Marker	Moves the seek bar to the beginning of the next <i>Marker</i> on the <i>Timeline</i> .	Choose Play > Next Marker

Camtasia Studio Tools Menu Options

The **Tools** menu options give you access to the other Camtasia Studio components as well as to a few Camtasia Studio specific options such as enabling and disabling the welcome screen, setting frame rates, etc.

The following table describes each of the *Tools* options along with its use.

Tools Option	Description	Use
Camtasia Recorder	Start Recorder.	Choose Tools > Camtasia Recorder . See also: ▶ A Close-Up Look at Camtasia Recorder ▶ Make my First Recording ▶ Record the Screen with Audio ▶ Record the Screen and Camera Video
Camtasia MenuMaker	Starts MenuMaker.	Choose Tools > Camtasia MenuMaker . See also: ▶ A Close-Up Look at Camtasia MenuMaker ▶ MenuMaker Tutorials
Camtasia Audio Editor	Starts Audio Editor.	Choose Tools > Camtasia Audio Editor . See also: ▶ A Close-Up Look at Camtasia Audio Editor ▶ Working with the Waveform ▶ Audio Editor Tutorials
Camtasia Theater	Starts Theater.	Choose Tools > Camtasia Theater . See also: ▶ A Close-Up Look at Camtasia Theater ▶ Theater Tutorials ▶ Create an Interactive Theater Flash Menu for the Web
Camtasia Player	Start Player.	Choose Tools > Camtasia Player . See also: ▶ A Close-Up Look at Camtasia Player
Options	Displays the <i>Options</i> dialog box which is used to set Camtasia Studio system options.	Brings up the <i>Options</i> dialog box. ▶ To enable an option, click on the box. ▶ If a checkmark is entered in the box, that option is enabled. ▶ To disable an option, click on the checkmark to remove it. Continue with Camtasia Studio Options .

Camtasia Studio Options

The *Options* option allow you to access the Camtasia Studio system options. If a checkmark is entered in the box, that option is enabled.

To **enable** an option, click on the box. A checkmark appears.

To **disable** an option, click on the checkmark to remove it.

Options	Description & Use
Play AVI files with Camtasia Player	This option, when enabled, will allow AVI files to play with Camtasia Studio Player by default. This option is enabled by default.
Show welcome dialog on startup	This option, when enabled, will display the <i>Welcome</i> dialog box. This option is enabled by default.
Enable Tips	Use this option to turn the tips on or off. When a checkmark is present, the tips are on. Remove the checkmark to turn the tips off.
Show quiz placeholder	Use this option to turn the quiz placeholder view on or off. When a checkmark is present, the quiz placeholder preview is on. Remove the checkmark to turn the quiz placeholder off. During playback of the clips and elements on the <i>Timeline</i> , if there is a <i>Flash Quiz</i> included on the <i>Timeline</i> , then this placeholder will show in the <i>Preview Area</i> to let you know the quiz name and it's location. When a <i>Quiz Placeholder</i> displays in the <i>Preview Area</i> , you must click Play on the toolbar to continue previewing the <i>Timeline</i> clips.
Show PowerPoint Add-in Welcome Screen	Enable this option to display the <i>Import</i> dialog box after you have finished recording your PowerPoint presentation using the Camtasia Studio PowerPoint Add-in. This dialog box gives you the choice of producing your recording, editing your recording, or playing your recording in Camtasia Player. This option is enabled by default. Disable to not view the dialog box after recording in PowerPoint. For more information, see: ▶ Camtasia Studio & PowerPoint ▶ Record & Produce your PowerPoint Presentation in 5 Minutes ▶ Camtasia Studio Add-In for PowerPoint Options
Enable PowerPoint Add-in	Choose this option to enable/disable the Camtasia Studio PowerPoint Add-in. This option is enabled by default. Deselect the option to disable the Add-in. This Add-in requires PowerPoint 2000, XP or later.

Options	Description & Use
Preview Frame Rate	This option will automatically adjust all clips to play back at the same frame rate on the Timeline/Storyboard. The Automatic option is enabled by default.
Automatic	Use this option to automatically adjust the frame rate to the frame rate that is the highest of all the clips on the Timeline/Storyboard or to 10 fps, whichever is higher. For example, if one clip is 15 fps and one is 5 fps and both of them are on the Timeline/Storyboard, the Automatic setting will make the 5 fps clip run at 15 fps, allowing you to get smooth video playback. Additionally, if this option was selected and several clips on the Timeline/Storyboard were 5 fps, then these would all be adjusted to run at 10 fps.
Custom	Choose this option to set a custom fps speed. When setting a custom frame rate, all of the clips on the Timeline/Storyboard will run at that frame rate.
Default Durations (In Seconds)	Use this option to set the default duration for the Transitions, Images, Callouts, or Title clips. Use the arrow buttons to set the duration speed higher or lower.
Temporary Storage Folder	Allows you to designate the default folder that is used to store temporary files that Camtasia Studio needs in order to process your video. This option is set to the system temp directory by default.
OK	Choose OK to update and save your changes and to exit back to Camtasia Studio's main screen.
Cancel	Choose Cancel to return to the main screen without making any changes.
Help	Choose Help to access the help file with this topic displayed. You can also browse the help file for information on other topics.

Camtasia Studio Help Menu Options

The Help menu options gives you access to the Camtasia Studio online help as well as other Camtasia Studio and TechSmith support options.

Help Options Description Table

The following table describes each of the *Help* options.

Help Option	Description	Use
Camtasia Studio Help	Displays the MenuMaker online help.	Choose Help > Camtasia Studio Help .
Support	If you have a question pertaining to Camtasia Studio, we recommend that you first search the built-in help file to find the information that you need. If you still need technical support help, you can get free support by searching our Web site's support database.	Make sure that you are logged on to the Internet. From within Camtasia Studio, choose Help > Support. Select the TechSmith Support Website link. Diagnostic Information When working with technical support, you could be asked to email or fax Camtasia Studio diagnostics. If so: Select Help > Support. The diagnostic information will be highlighted. Choose Copy to Clipboard and then paste the information into an e-mail message, along with any other information requested by the Technical Support team. Alternatively, save the diagnostic information to a file by clicking Save to File, then attach the file to your e-mail or print the data and fax (+1 517.913.6121) it to Camtasia Studio support, along with any other information requested by the <i>Technical Support</i> team. Click OK to close the Camtasia Studio Support window.
Check for Upgrade	Accesses the TechSmith upgrade Web site which will allow you to check for possible upgrades.	Choose Help > Check for Upgrade. Make sure that you are connected to the Internet and then click on the link. On the TechSmith web page, fill out the requested information and then choose Submit. A TechSmith representative will contact you in regards to your upgrade status.

Help Option	Description	Use
Frequently Asked Questions	Accesses the TechSmith <i>Frequently Asked Question</i> Web site which will allow you to search the FAQ database. http://www.techsmith.com/products/studio/faqs.asp	Choose Help > Frequently Asked Questions . Make sure that you are connected to the Internet and then click on the link.
Tell a Friend	Accesses the TechSmith <i>Tell a Friend</i> Web site which will allow you to send information on Camtasia Studio to a friend by entering an e-mail address.	Choose Help > Tell a Friend . Once the Web site is accessed, enter the email address of the person you wish to send information to. Click Send .
Quick Start Videos	Accesses the Web page that houses the Quick Start video menu.	Choose Help > Quick Start Videos .
TechSmith on the Web	Displays a dropdown menu of several helpful TechSmith Web sites. TechSmith Home: http://www.techsmith.com/default.asp Camtasia Studio Home: http://www.techsmith.com/products/studio/default.asp Send Feedback: http://www.techsmith.com/products/feedback.asp TechSmith Products: http://www.techsmith.com/products/studio/faqs.asp	Choose Help > TechSmith on the Web . Make sure that you are connected to the Internet and then click on the desired link.
Reset Balloon Tips	The first couple of times that you capture using Camtasia Studio, you will see balloon tips appear to give you directional guidance on which steps to take. After a few times, these tips will turn off.	Choose Help > Reset Balloon Tips to turn the tips back on.
About Camtasia Studio	Displays the <i>About</i> dialog box which lists version and licensing information.	Choose Help > About Camtasia Studio

Recorder Menu & Tab Options

The following chapter describes the each of the menu options found within Camtasia Studio Recorder along with it purpose and use. Choose from one of the following topics:

Recorder Capture Menu Options

The Capture menu options allow you to access the recording controls as well as the input and output options.

Recorder View Menu Options

The *View* menu options allow you to choose the look and feel of the Recorder screen in regards to the view and toolbar display.

Recorder Effects Menu Options

The *Effects* options allow you to choose from a variety of special effects while you are recording to ensure high end, video productions.

Recorder Tools Menu Options

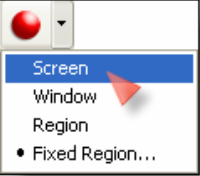
The Tools menu gives you quick and easy access to the other Camtasia Studio companion applications.

Recorder Capture Menu Options

The Capture menu options allow you to access the recording controls as well as the input and output options. To select a *Capture* option, choose the desired option from the dropdown menu.

The following table describes each of the *Capture* menu options.

Toolbar Button	Capture Option	Description	Use
	Record	Will begin the video capture process.	Click on the Record button  or choose Capture > Record . See also: ▶ A Close-Up Look at Camtasia Recorder ▶ How do I Start, Pause, Stop, and Delete a Recording? ▶ Record the Screen with Audio ▶ Record the Screen and Camera Video
	Pause	Will pause the video capture process.	Click on the Pause button  or choose Capture > Pause . See also: How do I Start, Pause, Stop, and Delete a Recording?
	Stop	Will stop the video capture process.	Click on the Stop button  or choose Capture > Stop . See also: ▶ How do I Start, Pause, Stop, and Delete a Recording? ▶ Make my First Recording ▶ Quickly Record and Save Several AVI Recordings ▶ Record the Screen with Audio ▶ Record the Screen and Camera Video
	Delete	Will delete the current video capture.	Click on the Delete button  or choose Capture > Delete . When selected, the capture pauses and a message appears asking if you are sure you want to delete the current video capture. If Yes , the recording stops and any captured frames are discarded. Choose No to continue recording.

	Input	Defines the area of the desktop that will be recorded. Four options provide the flexibility to capture exactly what part of the screen you want to include in your video.	The <i>Input</i> menu options are accessed from the Capture dropdown menu or from the Record button's dropdown menu on the main toolbar. Choose the desired option from the either dropdown menu. See also: ▶ Recorder Input Options
	Wizard	The <i>New Recording Wizard</i> allows you to create a new recording from "scratch" using an easy-to-use wizard that walks you through choosing all of your capture settings.	See also: ▶ Make my First Recording ▶ Quickly Record and Save Several AVI Recordings ▶ Record the Screen with Audio ▶ Record the Screen and Camera Video

Recorder Input Options

Input defines the area of the desktop that will be recorded. The four Recorder *Input* options let you capture exactly the area of the screen you want to include in your video. This way, your video won't include any superfluous areas of your screen, but will instead focus on the action.

Also, if you're concerned about file size, you can help control the size of the file by concentrating on a smaller area. At the same time, if you require a video of the entire screen, you can still exercise that option. By experimenting with the different input choices, you can find the best input size for your particular needs.

Access these options from either the **Capture** dropdown menu or from the dropdown menu on the **Capture** button. Once enabled, a bullet will display next to the selected option.

The following table describes each of the Input menu options.

Input Option	Description	Use
Screen	The entire computer screen will be captured.	To record the entire screen, choose Capture > Screen and then click the Record button.
Window	Records a selected window.	To record the entire screen, choose Capture > Window and then click the Record button. The cursor will change to a finger-pointer/highlighter. With the highlighter, select a window or any portion of a window to be captured. When you pass over areas that can be selected, they are highlighted. Click with the pointer to select the window.
Region	Records a user-defined region.	To record a region, choose Capture > Region and then click the Record button. The cursor changes to a crosshair-pointer. To define a region, click and drag the cursor over the area you want to capture.
Fixed Region	Records a pre-defined region.	To record a fixed region, choose Capture > Fixed Region . The <i>Fixed Region</i> dialog box will display. Define the size of the fixed region using the options below. Select: Use <i>Select</i> to draw the fixed region. If you use <i>Select</i> to set starting point and dimensions, the numbers are automatically placed in the appropriate boxes. Fixed Starting Point: To set a starting point manually, click a checkmark in the <i>Fixed starting point</i> box. Width and Height: To set the <i>Width</i> and <i>Height</i> , type the pixel dimensions in the boxes provided. These can also be defined by using the <i>Select</i> option. Start X and Start Y: Type the coordinates, in pixels, in the <i>X</i> and <i>Y</i> fields. Note that (0,0) is the top-left corner of the screen. These can also be defined by using the <i>Select</i> option. OK: Choose OK to save changed. Click the Record button to begin recording.

Recorder View Menu Options

The *View* menu options allow you to choose the look and feel of the Recorder screen in regards to the view and toolbar display. You can also use the *View* menu to access *ScreenPad* and play recently created Recorder AVI files in *Player*.

To select a *View* option, choose the desired option from the dropdown menu.

The following table describes each of the *View* menu options.

View Option	Description	Use
Standard	This is the default view of the Recorder screen which shows the main toolbar and the video statistics and properties area.	Choose View > Standard . A bullet placed adjacent to <i>Standard</i> lets you know this option is enabled. You can also cycle through the screen views by clicking on the  Toggle View button on the main toolbar.
Compact	This view of the Recorder screen only shows the menu bar, main toolbar, and any other toolbars that are turned on. You will not see the video statistics and properties area.	Choose View > Compact . A bullet placed adjacent to <i>Compact</i> lets you know this option is enabled. You can also cycle through the screen views by clicking on the  Toggle View button on the main toolbar.
Minimal	This view of the Recorder screen only shows the main toolbar and any other toolbars that are turned on. You will not see the menu bar or the video statistics and properties area. Note: During the recording process, you can choose to minimize Recorder to the system tray. This keeps Recorder out of the way while you record. To minimize Recorder while you record, choose Tools > Options > Capture Tab option. Enable the Minimize before starting capture option.	Choose View > Minimal . A bullet placed adjacent to <i>Minimal</i> lets you know this option is enabled. You can also cycle through the screen views by clicking on the  Toggle View button on the main toolbar.
Annotation Toolbar	Displays the <i>Annotation</i> toolbar. The <i>Annotation</i> toolbar is used primarily for adding annotations to the video. Annotations include a timestamp, watermark, caption, highlight, etc.	Choose View > Annotation Toolbar . A checkmark placed adjacent to <i>Annotation Toolbar</i> lets you know this toolbar is enabled.
Audio Toolbar	Displays the <i>Audio</i> toolbar. The <i>Audio</i> toolbar is used for adding audio effects to the video as it is being recorded. <i>Audio</i> effects include real-time audio inputted from a microphone, mouse click sounds, and keyboard sounds.	Choose View > Audio Toolbar . A checkmark placed adjacent to <i>Audio Toolbar</i> lets you know this toolbar is enabled.

View Option	Description	Use
Cursor Toolbar	Displays the <i>Cursor</i> toolbar. The <i>Cursor</i> toolbar is used for adding cursor effects to the video as it is being recorded. <i>Cursor</i> effects include hiding the cursor, showing the cursor, highlighting the cursor, and highlighting the mouse clicks.	Choose View > Cursor Toolbar . A checkmark placed adjacent to <i>Cursor Toolbar</i> lets you know this toolbar is enabled.
Zoom & Pan Toolbar	Displays the <i>Zoom & Pan</i> toolbar. The <i>Zoom and Pan toolbar</i> is used for adding zoom and/or pan effects to the video as it is being recorded. Overall, zooming magnifies your actions. Panning focuses your actions. Zooming and panning help to focus your viewer's attention on specific areas of your recording. Zoom while recording to show more detail or a closer look. Pan to move the focus to another part of the screen.	Choose View > Annotation . A checkmark placed adjacent to <i>Annotation</i> lets you know this toolbar is enabled.
Camera Toolbar	The <i>Camera</i> toolbar is used for enabling the record camera option as well as for turning on the camera preview during recording. For more information, see Camera Toolbar Description Table .	Choose View > Camera Toolbar . A checkmark placed adjacent to <i>Camera Toolbar</i> lets you know this toolbar is enabled.
Camera Preview	This option enables a preview window of what the camera is displaying as it is being recorded. Please note that the size or position of the camera preview does not impact the actual recording of the camera. Also, the preview is not actually being recorded. It is only there as a reference for you. For more information, see Camera Toolbar Description Table .	Choose View > Camera Preview . A checkmark placed adjacent to <i>Camera Preview</i> lets you know this toolbar is enabled.
ScreenPad	Opens <i>ScreenPad</i> . <i>ScreenPad</i> allows you to add annotations to your video as you record. These can be captions, callouts, logos, stamps, sticky notes, or any fixed visual you want to include in the scene during recording. The annotations are actually graphics files that can be existing BMP, GIF, or JPEG images, or you can use the included graphic editor to create them.	Choose View > ScreenPad . For more information on using this option, see Annotate while Recording using ScreenPad .

Recorder Effects Menu Options

The *Effects* options allow you to choose from a variety of special effects while you are recording to ensure high end, video productions. You can easily show cursor movement as well as perform sophisticated moves like highlighting, zooming and panning.

You can also choose the fonts, colors, size, and appearance that enhance the professional quality of your videos. For more information on configuring each of these effects, see **Recorder Effects Options**.

Effects are easily toggled on and off in the Recorder toolbars and most allow you to preview changes before you proceed with your video making.

To select an *Effects* option, choose the desired option from the dropdown menu.

The following table describes each of the *Effects* menu options.

Effects Option	Description	Use
Annotation	Displays the <i>Annotation</i> options. <i>Annotations</i> include a timestamp, watermark, captions, highlights, etc.	Choose Effects > Annotation . Choose the desired option from the flyout menu. For more information on each of the <i>Annotation</i> options, see Annotation Tab , and Annotation Toolbar Description Table.
Audio	Displays the <i>Audio</i> options. <i>Audio</i> options are used for adding audio effects to the video as it is being recorded. Audio effects include real-time audio inputted from a microphone, mouse click sounds, and keyboard sounds.	Choose Effects > Audio . Choose the desired option from the flyout menu. For more information on each of the <i>Audio</i> options, see Sound Tab and Audio Toolbar Description Table .
Cursor	Displays the <i>Cursor</i> options. The <i>Cursor</i> options are used for adding cursor effects to the video as it is being recorded. Cursor effects include hiding the cursor, showing the cursor, highlighting the cursor, and highlighting the mouse clicks.	Choose Effects > Cursor . Choose the desired option from the flyout menu. For more information on each of the <i>Cursor</i> options, see Cursor Tab .
Zoom & Pan	Displays the <i>Zoom & Pan</i> options. The <i>Zoom</i> and <i>Pan</i> options are used for adding zoom and/or pan effects to the video as it is being recorded. Overall, zooming magnifies your actions. Panning focuses your actions. Zooming and panning help to focus your viewer's attention on specific areas of your recording. Zoom while recording to show more detail or cover more area. Pan to capture the smaller area where the action is taking place.	Choose Effects > Zoom and Pan . Choose the desired option from the flyout menu. For more information on each of the <i>Zoom & Pan</i> options, see Zoom Tab and Zoom and Pan Toolbar Description Table .

Options	Opens the <i>Effects Options</i> tabbed dialog box.	Choose Effects > Option or click on the Options button  on the toolbar. Choose the desired option from the flyout menu. For more information, see Recorder Effects Options .
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Recorder Tools Menu Options

The Tools menu gives you quick and easy access to the other Camtasia Studio companion applications. Additionally, the **Options** found under the **Tools** menu allow you to set application-wide preferences.

To access another application, use the mouse to select it from the menu.

The following table describes each of the *Tools* options.

Tools Option	Description	Use
Camtasia Studio	Starts Camtasia Studio	Choose Tools > Camtasia Studio . See also: ▶ A Close-Up Look at Camtasia Studio ▶ Camtasia Studio Main Toolbar ▶ Camtasia Studio Tutorials ▶ Make my First Recording
Camtasia Recorder	Starts Recorder.	Choose Tools > Camtasia Recorder . See also: ▶ A Close-Up Look at Camtasia Recorder ▶ How do I Start, Pause, Stop, and Delete a Recording? ▶ Recorder Tutorials
Camtasia Audio Editor	Starts Audio Editor.	Choose Tools > Camtasia Audio Editor . See also: ▶ A Close-Up Look at Camtasia Audio Editor ▶ Audio Editor Tutorials
Camtasia Theater	Starts Theater.	Choose Tools > Camtasia Theater . See also: ▶ A Close-Up Look at Camtasia Theater ▶ Theater Tutorials ▶ Create an Interactive Theater Flash Menu for the Web
Camtasia Player	Starts Player.	Choose Tools > Camtasia Player . See also: ▶ A Close-Up Look at Camtasia Player
Options	Displays the <i>Options</i> dialog box which is used to set application-wide preferences for performance.	Choose Tools > Options . The <i>Tools Options</i> dialog box appears. Continue with: ▶ General Tab ▶ Streams Tab ▶ Hotkeys Tab ▶ Live Tab ▶ Capture Tab

Recorder Help Menu Options

The Help menu options gives you access to the Camtasia Studio online help as well as other Camtasia Studio and TechSmith support options.

The following table describes each of the *Help* options.

Help Option	Description	Use
Camtasia Studio Help	Displays the Camtasia Studio online help.	Choose Help > Camtasia Studio Help .
Support	If you have a question pertaining to Camtasia Studio, we recommend that you first search the built-in help file to find the information that you need. If you still need technical support help, you can get free support by searching our Web site's support database.	Make sure that you are logged on to the Internet. From within Camtasia Studio, choose Help > Support. Select the TechSmith Support Website link. Diagnostic Information When working with technical support, you could be asked to e-mail or fax Camtasia Studio diagnostics. If so: Select Help > Support. The diagnostic information will be highlighted. Choose Copy to Clipboard and then paste the information into an e-mail message, along with any other information requested by the Technical Support team. Alternatively, save the diagnostic information to a file by clicking Save to File, then attach the file to your e-mail or print the data and fax (+1 517.913.6121) it to Camtasia Studio support, along with any other information requested by the <i>Technical Support</i> team. Click OK to close the Camtasia Studio Support window.
Check for Upgrade	Accesses the TechSmith upgrade Web site which will allow you to check for possible upgrades.	Choose Help > Check for Upgrade. Make sure that you are connected to the Internet and then click on the link. On the TechSmith Web page, fill out the requested information and then choose Submit. A TechSmith representative will contact you in regards to your upgrade status.
Frequently Asked Questions	Accesses the TechSmith Frequently Asked Question Web site which will allow you to search the FAQ database. http://www.techsmith.com/products/studio/faqs.asp	Choose Help > Frequently Asked Questions. Make sure that you are connected to the Internet and then click on the link.

Help Option	Description	Use
Tell a Friend	Accesses the TechSmith <i>Tell a Friend</i> Web site which will allow you to send information on Camtasia Studio to a friend by entering an e-mail address.	Choose Help > Tell a Friend . Once the Web site is accessed, enter the e-mail address of the person you wish to send information to. Click Send .
Quick Start Videos	Accesses the Web page that houses the Quick Start video menu.	Choose Help > Quick Start Videos .
TechSmith on the Web	Displays a dropdown menu of several helpful TechSmith Web sites. TechSmith Home: http://www.techsmith.com/defaultflash.asp Camtasia Studio Home: http://www.techsmith.com/products/studio/default.asp Send Feedback: http://www.techsmith.com/products/feedback.asp TechSmith Products: http://www.techsmith.com/products/studio/faqs.asp	Choose Help > TechSmith on the Web Make sure that you are connected to the Internet and then click on the desired link.
About Camtasia Studio	Displays the <i>About</i> dialog box which lists version and licensing information.	Choose Help > About Camtasia Studio

Recorder Effects Options

The *Effects Options* dialog box allows you to set options for your recording such as system time stamps, mouse and keyboard audio effects, cursor effects, and much more.

You can access the *Effects Options* dialog box by choosing **Effects > Options** from the menu bar or by

selecting the **Options** button  on the toolbar.

Additionally, you can access each of the individual tabs that make up the *Effects Option* dialog box by clicking on the small down arrow next to the **Options** button to reveal a dropdown menu. From the menu, choose the desired option.

Important Message about Enabling the Effects Settings Options

Once you have made your selections regarding the *Effects Settings*, you must enable the corresponding option from the *Effects* dropdown menu or toolbar before the *Effects Settings* are used during the recording process.

For example, if you would like to use a highlighted cursor, first select the *Cursor* tab in the *Effects Options* dialog box and set the options. Next, enable the *Highlight Cursor* option from the *Effects* dropdown menu or

select the **Highlighted Cursor**  button from the *Cursor* menu. Click on the **Record** button and create the video.

See the following *Recorder Effects* options:

- ▶ **Annotation Tab** ▶ **Sound Tab** ▶ **Cursor Tab**
- ▶ **ScreenDraw Tab** ▶ **Watermark Tab** ▶ **Zoom Tab**

Annotation Tab

Note: Access the *Annotation* tab by choosing **Effects > Options > Annotation** tab from the menu bar or by selecting the **Options** button  on the toolbar and choosing **Annotation**.

Note: Once you have made your *Annotation* tab selections, you must enable the corresponding option from the **Effects > Annotation** dropdown menu before these options are used during the recording process.

The *Annotation* tab will allow you to set the options for many different recording effects while recording.

A few of these effects are:

- Including the time and date for a predefined period of time.
- Creating a text caption such as a title, and customize its appearance and position on screen.
- Adding audio sounds to the cursor clicks or keyboard selections.
- Assigning visual effects to the cursor such as highlighting.
-

Using the *Annotation* tab on the *Effects Options* dialog box allows you to add many different effects to your recordings. Just a few of these effects include the addition of:

- A time and date for a predefined period of time.
- Text, such as a title, and customize its appearance and position on screen.
- Audio sounds to the cursor clicks or keyboard selections.

- Visual effects to the cursor such as highlighting.

Annotation Tab System Stamp Options Description Table

The following table describes each of the *Annotation* tab's System Stamp options.

Annotation System Stamp Option	Description & Use
Time/Date Time/Date Format	Use this option to set up the desired format of the <i>Time/Date</i> stamp. Click on the <i>Time/Date</i> option to enable the Time/Date Format button. To format, continue with Time/Date Format Button . You can see how this option will appear in the <i>Preview</i> area of this tab.
Elapsed Time	Choosing this option puts an elapsed time stamp on the recording. The elapsed time indicates how much time has gone by out of the total running time of the view.
Computer Name	Choosing this option will put the name of the computer on the recording. The name of the computer that is used comes from the PC's system registry. You can see how this option will appear in the <i>Preview</i> area of this tab.
User Name	Choosing this option will put the user name on the recording. The user name that is used comes from the PC's system registry and is determined by the logon ID that is being used at the time of the recording. You can see how this option will appear in the <i>Preview</i> area of this tab.
Arrange Stamp	The Arrange Stamp button on the <i>Annotation</i> tab gives you access to the <i>Arrange Stamp</i> dialog box. Within this dialog box, you can change the order of the stamps in regards to how they appear on your recording. Click on the Arrange Stamp button. The <i>Arrange Stamp</i> dialog box appears. To move a stamp up in the order, first highlight the stamp and click Up until the stamp is in the desired position. To move a stamp down in the order, first highlight the stamp and click Down until the stamp is in the desired position. Once your changes have been made, choose OK to save the changes and exit back to the <i>Annotation</i> tab. Choose Cancel to exit back to the Annotation screen without making any changes to the current settings.
Preview	The Preview field allows you to see how the time/date stamp will look on your recording.
Show Stamp for	Determines how long the time/date stamp will be viewed on the recording. To show the time/date stamp on the recording for a predetermined amount of time, enable this option and then enter the time in seconds.
System Stamp Options	This option is used to define the look of the system stamp including the font, font color, font style, location, etc. For more information setting these options, see System Stamp & Caption Option Buttons .
Caption	This option allows you to add a caption to the recording. To enter a caption, simply type in the Caption field. Several of the last captions that were entered will be saved for you in a dropdown list. These are also available for selection.

Annotation System Stamp Option	Description & Use
Prompt before capture	Enable this option to be prompted for a new caption each time you record. This allows you to change the caption on the fly.
Caption Options	This option is used to define the look of the caption including the font, font color, font style, location, etc. For more information setting these options, see System Stamp & Caption Option Buttons .
Highlight Width	This is the width, in pixels, of the highlight box. For more information on the highlight box feature, see Annotation Toolbar Description Table . To set the width, enter the pixel number in the Width field.
Highlight Color	This is the color of the highlight box. For more information on the highlight box feature, see Annotation Toolbar Description Table . To set the color, click on the Color button. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK , it will be updated to the <i>Color</i> box.

Time/Date Format Button

The **Time/Date Format** button gives you access to the *Time/Date Format* dialog box. Within this dialog box you are able to choose the way your time and/or date stamp is displayed on your recording.

You can choose from several preset options or create your own custom look.

To enable the **Time/Date Format** button:

1. First enable the *Time/Date* option.
2. Click on the **Time/Date Format** button.
3. The *Time/Date Format* dialog box appears.
4. Choose the desired options. Use the table below for option descriptions and use.

Note: Once you have made your *System Stamp* selections, you must enable the corresponding option from the **Effects** dropdown menu **before** these options are used during the recording process.

Time/Date Format Options Description Table

The following table describes each of the *Annotation* tab's *Time/Date Format* options.

Annotation Time/Date Format Option	Description
Time then date	Choose this option to display the time first and then the date.
Time only	Choose this option to only display the time.
Date then time	Choose this option to display the date first and then the time.
Date only	Choose this option to only display the date.
Time	Use the menu to select the desired format for the time. Once you have made a selection, use the Preview field to see how your selection will be displayed on your recording.
Custom Time Format	To use a time format that is not listed, first select the <i>Custom Format</i> option from the menu. The Custom Time Format field becomes enabled. In the Custom Time Format field, enter the desired format using the given symbols. For information on each of the time symbols, see System Stamp & Caption Option Buttons .
Date	Use the menu to select the desired format for the date. Once you have made a selection, use the Preview field to see how your selection will be displayed on your recording.
Custom Date Format	To use a date format that is not listed, first select the Custom Format option from the menu. The Custom Time Format field becomes enabled. In the Custom Time Format field, enter the desired format using the given symbols. For information Date/Time Format Symbols .
Preview	View the Preview field to see how your time or date setting will look on your recording.
OK	Once you have made your Time/Date Format selections, choose OK to save and exit back to the <i>Annotation</i> tab.
Cancel	Choose Cancel to exit this dialog without making any changes to the current settings.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Date/Time Format Symbols

The following tables describe each of the symbols used for the time and date entries in the Time and Date fields found on the *Time/Date Format* dialog box.

To access this dialog box, choose **Effects > Options > Annotations > Time/Date Format** button.

Note: When setting the time or date using the **Custom** field, you must use a combination of these symbols in the **Custom Format** field to ensure correct results.

Time Format Symbol Description Table

The following table describes each of the *Time Format* symbols.

Time Format Symbol	Description
Windows Default	Sets the time to the default time setting on your PC.
Custom Format	Allows you to choose your own setting.
h	Hour, single digit. Example: 1, 5, 10, 12
hh	Hour, double digits. Example: 01, 05, 10, 12
H	Hour, single digit, military style. Example: 1, 5, 15, 18
HH	Hour, double digits, military style. Example: 01, 05, 15, 18
mm	Minutes. Example: 01, 09, 11
ss	Seconds. Example: 01, 02, 32, 47
tt	Time of day. Example: AM, PM

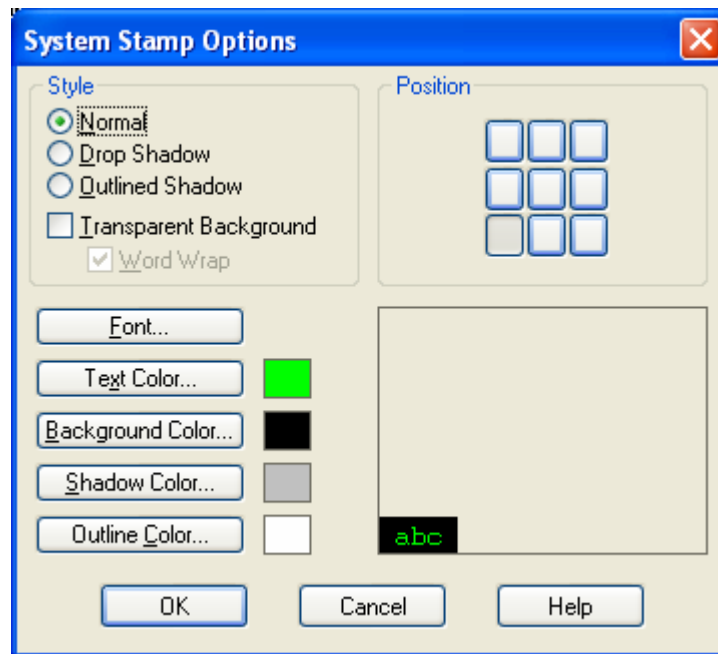
Date Format Options Description Table

The following table describes each of the *Date Format* symbols.

Date Format Symbol	Description
Windows Default	Sets the date to the default date setting on your PC.
Custom Format	Allows you to choose your own setting.
M	Month, single digit. Example: 1, 5, 10, 12
MM	Month, double digits. Example: 01, 05, 10, 12
MMMM	Month in word format. Example: May, October, December
d	Day, single digit. Example: 1, 5, 10, 12
dd	Day, double digits. Example: 01, 05, 10, 12
dddd	Day in word format. Example: Monday, Wednesday, Sunday
yy	Year in last two digits. Example: 87, 98, 01, 02
yyyy	Year with all four digits. Example: 1987, 1998, 2001, 2002

System Stamp & Caption Option Buttons

A dialog box similar to the following is used to set the font options for both the *System Stamp* and the *Caption* features.



To access this dialog box, choose **Effects > Options > Annotations > Options** button. You will choose from either the *System Stamp* options or the *Caption* options.

Once the font options are selected, choose **OK** to save the options and exit back to the *Annotations* tab.

Use **Cancel** to exit back to the *Annotations* tab without making any changes to the *System Stamp* or *Caption* font attributes.

The following table describes each of the *Font* options along with its use.

Font Option	Description	Use
Normal	Displays normal text in the recording. See how this option will appear in the <i>Preview Area</i> of this dialog box.	Click on the radio button next to this option to enable it.
Drop Shadow	Displays text with a drop shadow in the recording. See how this option will appear in the <i>Preview Area</i> of this dialog box.	Click on the radio button next to this option to enable it.
Outlined Shadow	Displays text with an outlined shadow in the recording. See how this option will appear in the <i>Preview Area</i> of this dialog box.	Click on the radio button next to this option to enable it.
Transparent Background	Gives the caption or system stamp a transparent background. With this option enabled, anything that is behind the System Stamp or the Caption in the recording area will be visible.	Click on the box next to this option to enable it. ►When enabled, a checkmark will display. ►When disabled, the checkmark is removed from the box.

Font Option	Description	Use
Word Wrap	The <i>System Stamp</i> or the <i>Caption</i> will wrap to the size of the System Stamp or Caption box. This allows all of the text to be seen. If the text is not wrapped, then it is strung out in one long line. Then, if the text box is resized, the text may be cut off.	Click on the box next to this option to enable it. ▶ When enabled, a checkmark will display. ▶ When disabled, the checkmark is removed from the box.
Position	Use the squares to select the desired location of the <i>System Stamp</i> or the <i>Caption</i> .	Click on the square in the grid that corresponds to the desired position of the caption or system stamp.
Font	Displays the standard Windows font dialog box allowing you to change the font type, size, color, etc.	To change the font attributes, click on the Font button. The <i>Font</i> dialog box appears. Font: To change the font, select the new font from the font list. Font Style: To change the font style, select the desired style from the list. Size: To change the font size, select the new size from the list. Color: To change the font color, click on the Color button. Choose desired color from dropdown menu. Sample: This area will give you a preview of the changes made to the font. OK: Choose OK to save and update changes. Cancel: Choose Cancel to exit the <i>Font</i> dialog box without making any changes.
Text Color	Opens <i>Color</i> dialog box for selecting desired text color.	Click on the Text Color button. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK , it will be updated to the <i>Text Color</i> box.
Background Color	Opens <i>Color</i> dialog box for selecting desired background color.	Click on the Background Color button. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK , it will be updated to the <i>Background Color</i> box.

Font Option	Description	Use
Shadow Color	Opens <i>Color</i> dialog box for selecting desired text shadow color.	Click on the Shadow Color button. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK , it will be updated to the <i>Shadow Color</i> box.
Outline Color	Opens <i>Color</i> dialog box for selecting desired outline color.	Click on the Outline Color button. The <i>Color</i> dialog box will display. Use the mouse to select the desired color. When color is selected, choose OK , it will be updated to the <i>Outline Color</i> box.
OK	To save changes and exit back to the <i>Annotation</i> tab.	Choose the OK button.
Cancel	To exit back to the <i>Annotation tab</i> dialog box without making any changes.	Choose the Cancel button.
Help	To access the online help file containing information that is pertinent to this screen.	Choose the Help button.

Sound Tab

Note: Access the *Sound* tab by choosing **Effects > Options > Sound** tab from the menu bar or by selecting the **Options** button  on the toolbar and choosing **Audio**.

Note: Once you have made your *Sound* tab selections, you must enable the corresponding option from the *Sound* toolbar or the **Effects > Sound** dropdown menu before the audio options are used during the recording process.

The *Sound* tab will allow you to set the different audio properties for the mouse clicks and keyboard keystrokes.

The following table describes each of the *Sound* tab options along with its use.

Sound Tab Option	Description	Use
Mouse button down sound	This option allows you to choose a sound file for the mouse button down sound.	- Click on the Browse button . - Browse and select the desired sound file. - Choose OK. - File path is updated to <i>Sound</i> tab. - Click on the Test Sound button  to listen to the sound.
Mouse button up sound	This option allows you to choose a sound file for the mouse button up sound.	- Click on the Browse button . - Browse and select the desired sound file. - Choose OK. - File path is updated to <i>Sound</i> tab. - Click on the Test Sound button  to listen to the sound.
Key down sound	This option allows you to choose a sound file for the key down sound.	- Click on the Browse button . - Browse and select the desired sound file. - Choose OK. - File path is updated to <i>Sound</i> tab. - Click on the Test Sound button  to listen to the sound.
Volume	Use the volume slide bar to increase or decrease the volume level for the different sound files on the recording.	Grab the slider bar with the mouse. ▶ Drag to the left to decrease sound. ▶ Drag to the right to increase sound. Click on the Test Sound button  to listen to the sound.

Cursor Tab

Note: Access the *Cursor* tab by choosing **Effects > Options > Cursor** tab from the menu bar or by selecting the **Options** button  on the toolbar and choosing **Cursor**.

The *Cursor* tab allows you to define how the cursor will be displayed in the recording. The effects include cursor selection and highlight capabilities for mouse and cursor clicks.

Note: Once you have made your *Cursor* selections, you must enable the corresponding option from the **Effects > Cursor** dropdown menu before the *Cursor* settings are used during the recording process.

See the following topics.

- ▶ **Cursor Setup Options**
- ▶ **Highlight Cursor Options**
- ▶ **Highlight Mouse Clicks Options**

Highlight Mouse Clicks Options

Cursor Setup Options

The *Cursor Setup* options in the *Cursor Setup* dialog box will allow you choose the cursor you want to use in your recording.

To access this dialog box, choose **Effects > Options > Cursor > Cursor Setup** button . The *Cursor Setup* dialog box appears.

The following table describes each of the *Cursor Setup* options.

Cursor Setup Option	Description & Use
Use actual cursor	Enable this option to use the standard Windows default cursor. This is the default setting.
Use custom cursor	Enable this option to choose one of the custom cursors from the dropdown menu.
Use cursor from file	Enable this option to select a cursor from the Windows cursor directory or any

	other desired directory. Once this option is enabled, choose the Browse button  to access the Cursor directory. Select the desired cursor and then Open. The cursor will be updated to the Use cursor from file field.
OK	Choose OK to save the <i>Cursor</i> selections and to exit back to the <i>Cursor</i> tab. The selected cursor will be updated to the cursor preview window.
Cancel	Choose Cancel to exit back to the <i>Cursor</i> tab without making any changes to the current setup.

Highlight Cursor Options

The *Highlight Cursor* options allow you to highlight the cursor on your recording. This allows your audience to better view the cursor as it moves across the screen.

With these options, you choose the shape, size, and color of the cursor highlight. To access this dialog box, choose **Effects > Options > Cursor**.

Cursor Highlight Options Description Table

The following table describes each of the *Cursor Highlight* options.

Cursor Highlight Option	Description
Shape	From the dropdown menu, choose the desired shape of the highlight. As you choose a shape a preview of the shape will appear in the preview window.
Size	Using the slider bar, select the size of the highlight. As you move the slider bar to the right for a larger highlight or to the left for a smaller highlight, you can see the size in the preview window.
Color	The Color button will allow you to select a color for the cursor highlight. You can choose from a palette of existing colors or define a custom color. Once you have selected a color, the color will be reflected in the preview window.
Translucent	Selecting this option will allow the cursor highlight to be translucent or see-through on the screen. This allows most of the recording's background to come through the highlight.
Semi-translucent	Selecting this option will allow the cursor highlight to be semi-translucent or semi see-through on the screen. This allows about half of the recording's background to come through the highlight.
Opaque	Selecting this option will allow the cursor highlight to be solid on the screen. This allows none of the recording's background to come through the highlight.

Highlight Mouse Clicks Options

The *Highlight Mouse Clicks* options allow you to highlight the mouse clicks on your recording. This allows your audience to better view selections as they are being made on the screen with the use of the mouse.

With these options, you choose the shape, size, and color of the mouse click highlight. To access this dialog box, choose **Effects > Options > Cursor**.

Mouse Click Highlight Options Description Table

The following table describes each of the *Mouse Click Highlight* options.

Cursor Highlight Option	Description
Shape	From the dropdown menu, choose the desired shape of the highlight. As you choose a shape a preview of the shape will appear in the preview window.
Size	Using the slider bar, select the size of the highlight. As you move the slider bar to the right for a larger highlight or to the left for a smaller highlight, you can see the size in the preview window.
Color	The Color button will allow you to select a color for the cursor highlight. You can choose from a palette of existing colors or define a custom color. Once you have selected a color, the color will be reflected in the preview window.

ScreenDraw Tab

Note: Access the *ScreenDraw* tab by choosing **Effects > Options > ScreenDraw** tab from the menu bar or by selecting the **Options** button  on the toolbar and choosing **ScreenDraw**.

Note: While recording, this feature is activated using the **ScreenDraw** toolbar button  or, by using a customized hotkey. Using the *ScreenDraw* hotkey lets you even draw on pop-up menus. For information on configuring the *ScreenDraw Hotkey*, see **Hotkeys Tab**.

The *ScreenDraw* tab allows you to define how the *ScreenDraw* tool will appear on the recording as you write.

The *ScreenDraw* feature allows you to draw on your desktop while you record a video. Make your videos livelier and easier to understand by underlining, pointing, and illustrating with the freehand drawing tool. Or, you can draw various shapes on screen while recording in order to highlight and draw focus to a particular area. Your video can show your pen moving across the screen as you're recording, or you can pause the recording, then draw, and have your drawing appear already completed.

The following table describes each of the *ScreenDraw* tab options.

ScreenDraw Tab Option	Description
Tool	From the dropdown menu, choose the desired tool for the drawing. As you choose a tool, a preview of the shape will appear in the preview window. Frame: Draw a frame (rectangular/square box) on the screen. Highlight: Draw a highlight rectangle on the screen. Ellipse: Draw an ellipse on the screen. Pen: Draw freehand on the screen. Line: Draw a straight line on the screen. Arrow: Draw an arrow on the screen.
Color	From the dropdown menu, choose the desired color for the drawing tool. As you choose a color, a preview will appear in the preview window.
Width	Using the up and down arrows, select a width for the drawing tool. As you choose a width, a preview will appear in the preview window.
Translucent	Selecting this option will allow the ScreenDraw object to be translucent or see-through on the screen. This allows most of the recording's background to come through the highlight.
Disable keyboard and cursor effects during ScreenDraw	Enabling this option with a checkmark will cause all keyboard and cursor activity to cease while the ScreenDraw option is being used. This allows the user's focus to be drawn to the ScreenDraw object, not other activity in the recording.

Watermark Tab

Note: Access the *Watermark* tab by choosing **Effects > Options > Watermark** tab from the menu bar or by selecting the **Options** button  on the toolbar and choosing **Watermark**.

The *Watermark* tab allows you to add a watermark, such as a company logo, in any fixed position in the recording. This is a helpful way to stamp ownership on the intellectual property that the recording represents.

Other than logos, you can use this feature to position any other information you would like into the recording such as titles, banner ads, etc. As input, you can use graphic files in BMP, GIF, or .JPEG format.

When the *Watermark* tab is selected, the *Watermark Preview* screen will also display.

The following table describes each of the Watermark options.

Watermark Option	Description
Include Watermark in Video	Enable this option if you would like to include a watermark in this video. This option is disabled by default and must be enabled before a watermark is included.
Image Path	This option allows you to select the image you will use as your watermark. To select the desired image, choose the Browse button. Select the desired watermark image and then choose Open . The image will be updated to the <i>Image Path</i> field. Additionally, the image will be displayed in the <i>Watermark Preview</i> window.
Use Transparent Color	Use this option to make part of the watermark image transparent. When selected, the areas of the watermark image that match the transparent color are hidden so that the video shows through the watermark.
Change	Use the Change button to select the <i>Transparent Color</i> to be used. The transparent color you select must match the area(s) that you want to be transparent in the watermark image. Use the <i>Preview</i> screen to verify that the transparent effect works. The preview will not show it as being transparent until the right color is selected. In order to make the background transparent, white must be selected in the <i>Color</i> dialog box. Once a color is selected, it will display in the color preview box.
Emboss	Use this option to create an underlay watermark effect that appears translucent and slightly raised.
Depth	The emboss direction refers to a shadow effect on the embossed image and a rough indication of the direction of a light source. Use the <i>Preview</i> option to see how the direction changes the embossing effect.
Direction	Use this option to change how pronounced the embossing effect appears.
Opacity	Opacity is the attribute that allows your watermark to be solid (showing none of the video behind it) or to have varying degrees of transparency (the ability to see part of the video through the image). To adjust the amount of opacity that is applied to the watermark, grab the slider bar and move up toward more opaque (solid) or down toward less opaque (transparent).
Preserve Image Size	Enable this option to insert the watermark graphic at its full size. This option will not apply any scaling to the graphic at all.

Watermark Option	Description
Keep aspect ratio	Use this option to maintain horizontal and vertical size aspect ratio when scaling the watermark image. When selected, the watermark appears normal, not stretched or distorted. Default setting is on.
Image Scale	Changes how big the watermark image appears relative to the video frame size. 100% means the watermark image completely covers the video frame.
Use smooth scaling	This option applies a smooth scaling algorithm to the watermark image for less jaggedness. Default setting is on. Turn this option off if it interferes with the transparency of your watermark.
Positioning Cluster	Use the nine-button positioning cluster to select the position of the watermark within the video frame.
Horizontal Offset	Changes the horizontal offset of the watermark image from the edge of the video frame. You can use this option to refine the watermark positioning. Use the Preview screen to see the offset effect.
Vertical Offset	Changes the vertical offset of the watermark image from the edge of the video frame. Use the Preview screen to see the offset effect.
Cancel	Choose Cancel to exit back to the previous screen without making any changes.
Help	Choose Help to access the online help file containing information that is pertinent to this screen.

Zoom Tab

Note: Access the *Zoom* tab by choosing **Effects > Options > Zoom** tab from the menu bar or by selecting the **Options** button  on the toolbar and choosing **Zoom**.

Note: You can zoom in or out on the action during recording by using the Zoom Hotkeys. For more information, see **Hotkeys Tab**.

The *Zoom* tab allows you to set up zooming and panning options for your recordings such as zoom speed, pan speed, zoom levels, etc.

The following table describes each of the *Zoom* tab options.

Note: Once you have made your *Zoom* tab selections, you must enable the corresponding zoom and pan options from the *Zoom and Pan* toolbar or the *Effects* dropdown menu **before** the effects are used during the recording process.

Zoom Tab Option	Description
AutoZoom Speed	This setting controls the speed of the rendered zooming effect (that is, the speed of the image scaling). To increase or decrease the <i>AutoZoom Speed</i> , use the slider bar.
AutoPan Speed	This setting controls the speed at which the capture area follows the mouse. Use this when you want to capture a smaller area of a screen where the action is and ignore the inactive areas. This can help limit file size and help to focus attention. To increase or decrease the <i>AutoPan Speed</i> , use the slider bar.
Zoom level at start of capture	This setting configures a preset zoom level when the capture begins. The default value is 100%. Values less than 100% make Recorder start zoomed out. Values greater than 100% make Recorder start zoomed in. To change the zoom level, click inside the Zoom level field and enter the desired level.
Center zoom effect	If selected, when the zoom effect is rendered, Camtasia Studio always centers the new capture area over the old area. In the final recording, the visual effect is that Camtasia Studio automatically pans the image so it stays centered over the previous area. The default setting is off. To enable this option, click inside the box. A checkmark will display when enabled.
Use smooth scaling	If selected, Recorder uses a smooth scaling algorithm that makes images more readable when zoomed out. The default setting is on. Note: Enabling this option may degrade the video frame rate since smooth interpolated scaling requires much more computer processing to render the effect. To enable this option, click inside the box. A checkmark will display when enabled.

Zoom Tab Option	Description
Use smooth scale during AutoZoom	If selected, Recorder uses the smooth scaling algorithm while rendering the <i>AutoZoom</i> effect. This makes the zooming effect look smoother, but the video frame rate may degrade. This option is off by default. To enable this option, click inside the box. A checkmark will display when enabled.
Show zoom rectangle during AutoZoom	When enabled, this option shows the zoom rectangle during the AutoZoom transition. When disabled, no rectangle will show around the zoomed in portion of the screen. This option is disabled by default.

General Tab

Note: Access this option by choosing **Tools > Options > General** tab.

Use this tab to set the *Program Options*.

- ▶ A checkmark next to the item lets you know that that item is enabled.
- ▶ To enter or remove a checkmark, click on the box next to the desired item.
- ▶ Place a checkmark in the box next to each option you want to enable.
- ▶ Click on the checkmark next to each option you want to disable.

The following table describes each of the *General* options.

Program Option	Default Setting	Description
Always on top	Off	Puts Recorder at the top of any layered applications on your computer desktop.
Enable Tips	On	When enabled, tips will display.
Display recording preview after recording is stopped	On	When enabled, the <i>Recorder Preview Window</i> will display after your have finished recording. For more information on this topic, see Looking at the Recorder Preview Window .
Display options dialog after recording is saved	On	When enabled, the Post-Save Options dialog box will display after your have finished recording and have saved your file. For more information on this topic, see Make my First Recording .
Save as Camrec	On	When making a recording using Camtasia Studio's Record the Screen option, by default, you will be recording and saving that video as a .camrec file. Camrec video files are a proprietary TechSmith file format that is used to store multiple files and information in a single package. Overall, .camrec files store your screen and camera recording plus some meta data about the various streams. For more information, see About Camtasia Studio's .camrec Files.
Save as AVI	Off	By default, you will be recording and saving video files as .camrec files. You can, however, choose to make the .avi video file format your default output. 1. Within Camtasia Studio, choose Tools > Recorder. 2. Within Recorder, choose Tools > Options. 3. On the <i>General</i> tab, under <i>File Options</i>, enable the Save as AVI option 4. Choose OK. 5. Close Recorder. For more information, see About Camtasia Studio's .camrec Files.

Program Option	Default Setting	Description
File name options		Use these options to set the file naming options for your video recordings. See Recorder General File Name Options Button .
Temporary File Folder		Specify a drive and folder where files will be stored temporarily during capture and before you save them to another location. The default C:\WINDOWS\TEMP is fine if you have room on your C: drive. Use the fastest local hard drive on your system that has the most free space. If you need to change the location, click [...] to search for a new one.

Recorder General File Name Options Button

Use these options to set the file naming options for your video recordings.

Note: Access this option by choosing **Tools > Options > General tab > File name options** button.

The following table describes each of the *File* tab options.

File Tab Option	Description
Ask for File Name	Choose this option if you want to name each file separately as it is recorded.
Fixed File Name	Choose this option if you want to define a single file name. With this option, any recording with this file name will automatically be overwritten when saving subsequent recordings.
Name	Type the name of the file in the text box that you want to be used in conjunction with the Fixed File Name option.
Automatic File Name	Choose this option if you want to assign automatically created and incremented filenames to your recordings.
Prefix	Files will be saved with the prefix you supply along with a number, such as Video-001AVI, Video-002AVI, and so on.
Output Folder	Enter the name of a destination <i>Output Folder</i> in the text box provided or use the Browse button  to search for the desired folder.

Streams Tab

Note: Access the *Streams* tab by choosing **Tools > Options > Streams** tab from the menu bar or by selecting the **Options** button  on the toolbar and choosing **Streams**.

Use the *Streams* tab to set the Audio and Video preferences for recordings such as codecs, key frame rates, time-lapse capture, etc.

Note: While you can only record files as AVI in Recorder, you can convert them to other output formats, including Flash (.SWF), .WMV and RealVideo.

Also see the following topics.

► **Recorder Streams Video Setup Button**

► **Recorder Streams Configure Button**

► **Recorder Streams Time-Lapse Capture Setup Button**

Recorder Streams Configure Button

► **Recorder Streams Audio Setup Button**

Recorder Streams Audio Setup Button

Streams Tab Options Description Table

The following table describes each of the *Streams tab* options.

AVI Option	Description
Auto Configure	Enable this option to use the Recorder defaults. The program automatically determines the best frame rate and compression to use. Clear the check mark in the Auto Configure field if you would like to set your own AVI preferences.
Video Setup	The Video Setup button gives you access to the <i>Compression Settings</i> dialog box. In this dialog box you can set the compression options for the video. For more information, see Recorder Streams Video Setup Button .
Frames/sec	Enter the frame rate in frames/sec. While more frames per second usually produce smoother videos, your resulting video file will be proportionally larger and more system resources will be required to record the video.
Time-lapse capture	Time-lapse capture mode allows you to capture at one frame rate and to playback at a slower/faster rate. Time-lapse mode also supports very low capture and playback frame rates. Note: If Time-lapse capture is On , audio recording is disabled. For more information, see Recorder Streams Time-Lapse Capture Setup Button
Time-lapse Setup	The Time-lapse Setup button gives you access to the <i>Time-Lapse Capture Setup</i> dialog box. In this dialog box you can set record and playback rate options. For more information, see Recorder Streams Time-Lapse Capture Setup Button
Interleave audio every	Interleaving the audio and video data allows it to playback smoothly when the video file is played from a slower device such as a floppy disk, or CD-ROM. The only reason to disable interleaving would be to speed up video file "Rendering" time. The box for Interleave audio every X video frames specifies how much to interleave audio and video data. The lower the number specified for "X," the smoother the playback will be. Interleaving every 1 video frame is full interleaving which always results in the smoothest playback.
Audio Setup	The Audio Setup button gives you access to the <i>Audio Setup</i> dialog box. In this dialog box you can set record and playback rate options. For more information, see Recorder Streams Video Setup Button .
Frames	Enter the number of frames that should play before interleaving occurs. Interleaving with higher numbers of video frames results in progressively less interleaving and potentially less smooth playback. However, the video file may be smaller with less interleaving. This can be an important consideration for long videos

AVI Option	Description
	with large pixel dimensions and detail.
Seconds	Enter the number of seconds that should play before interleaving occurs. Interleaving with higher numbers of video frames results in progressively less interleaving and potentially less smooth playback. However, the video file may be smaller with less interleaving. This can be an important consideration for long videos with large pixel dimensions and detail.
Audio Capture Device	Use the dropdown menu to select the device that you want to use to record the audio.
Volume	Click on the Volume button to reveal a Record Control, where you can set recording volume levels for the input device selected.
Description	The Description box shows details about the selections you have made on this tab for the audio and video options of the AVI files you are recording.

Recorder Streams Video Setup Button

Note: Access this option by choosing **Tools > Options > Streams** tab.

Disabling the *Auto Configure* option on the *Streams tab* will enable the **Video Setup** button.

The **Video Setup** button gives you access to the *Video Compression Setup* dialog box. In this dialog box you can set video options such as the compressor or compression quality.

While the fields for each video compression may be similar, the default settings or availability of each of the fields on this screen may change according to which compressor is selected from the drop-down menu.

The following table gives an overview of each of the fields found on the *Video Compressor Setup* dialog box. However, it is important to note that not all of these options will be available with every compressor option that is selected. To determine which options are available in conjunction with a particular compressor, select the desired compressor from the dropdown menu.

Note: Only the Video Compression options for the *TechSmith Screen Capture Codec* will be covered in the scope of the Recorder documentation.

Note: It is important to note that each compressor option will have unique configuration options. For more information on each of those options, consult that specific company's documentation. For information about a particular company, select the compressor option from the dropdown menu and then choose the **About** button.

Video Compression Setup Field Description Table

The following table describes each of the *Video Compression Setup* options.

Video Compression Setup Field	Description
Compressor	Dropdown selection box for choosing the desired compressor.
Compression Quality	Some codecs are lossy, meaning that the type of compression algorithm used will sacrifice image quality when it is applied to the image data. This can be configurable so that the users gets to decide on making a smaller file and losing more quality, or a larger file with better image quality. This option is disabled when using the TSCC codec.
Key Frame Every	Leave as default value.
Frames	Leave as default value.
Data Rate	<i>Data Rate</i> is the measurement of how much data can be transmitted over some period of time. Generally this is measured in kilobits per second. This option is disabled when using the TSCC codec.
KB/Sec	This is Kilobytes per second. The number of bytes that can be transmitted or received in one second. Note KB = kilobyte, not the general kilobits used for data transmission. However there is no reason why you could not measure data transmission in bytes / second. This option is disabled when using the TSCC codec.
OK	Once you have made your compressor selections choose OK to save the changes and exit back to the <i>AVI Preferences</i> screen.
Cancel	Choose Cancel to exit back to the <i>AVI Preferences</i> screen without making any changes to the current settings.
Configure	Choose the Configure button to set configuration options for the selected compressor. For more information on the configure options, see Recorder Streams Configure Button .
About	Choose the About button to display the version and copyright information pertaining to the compressor option that is selected.

Recorder Streams Configure Button

Note: Access this option by choosing **Tools > Options > Streams tab > Video Setup button > Configure** button.

Note: **Only** the configure options for the *TechSmith Screen Capture Codec* will be covered in the scope of the Recorder documentation.

Note: It is important to note that each compressor option will have its own unique configuration options. For more information on each of those options, consult that specific company's documentation. For information about a particular company, select the compressor option from the dropdown menu and then choose the **About** button.

The **Configure** button located on the *Video Compression Setup* dialog box allows you to customize the compression setting for the TSCC codec.

Configure TSCC Options Description Table

The following table describes each of the *Configure TSCC* options.

Configure TSCC Field	Description
Compression Control	This is a slider bar that allows you to choose faster compression but a larger file size vs. slower compression with a smaller file size. In all cases, the TSCC video codec is 100% lossless. Typically, you want faster compression during recording and a smaller file size when producing/editing.
OK	Choose OK to save your selections and to exit back to the <i>Preferences Streams tab</i> .
Cancel	Choose Cancel to abandon your changes.
Default	Resets to default configuration. These are the settings that were set when Camtasia Studio was installed.
About	Choose About to read the compressor's maker and copyright information.

Recorder Streams Time-Lapse Capture Setup Button

Note: Access this option by choosing **Tools > Options > Streams tab**.

Time-lapse capture mode allows you to capture at one frame rate and playback at a slower/faster rate. Time-lapse mode also supports very low capture and playback frame rates. Enabling the Time-lapse capture checkbox on the *Preferences Streams tab* will enable the **Time-lapse Setup** button.

Note: If the Time-lapse capture mode is on, the audio recording feature is disabled.

The **Time-lapse Setup** button gives you access to the *Time-lapse Capture Setup* dialog box. In this dialog box you can set record and playback rate options.

Since the Time-lapse mode supports very low capture and playback frame rates you can capture at one frame rate and playback at a slower or faster rate. Setting the timing to slow or very slow frame rates may be useful for setting up a "watching" application or capturing program activities that require lengthy processing times.

The following table describes each of the *Time-lapse Capture Setup* options.

Time-lapse Capture Setup Field	Description
AVI Capture Rate	This controls the timing of the Recorder "snapshots" of individual frames to be included in the video. Set the desired frame rate in terms of seconds, minutes, or hours.
AVI Playback Rate	This controls how the AVI will play back. The playback rate is kept the same as the capture rate by default, but you can use a faster playback rate to compress the timing, length, and file size of the video. Set the desired playback rate in terms of seconds, minutes, or hours.
OK	Choose OK to save the changes on the <i>Setup</i> dialog and exit back out to the <i>Preferences</i> dialog box.
Cancel	Choose Cancel to abandon your changes
Default	Choose Default to set the frame rate to Recorder default setting, 5 fps.

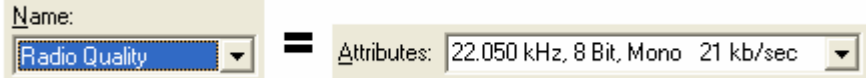
Recorder Streams Audio Setup Button

Note: Access this option by choosing **Tools > Options > Streams** tab.

The Audio Setup options allow you to set the audio format for videos that you capture while recording audio. To use this feature, you must have a sound card with a microphone attached. To access the *Audio Setup* options, click on the **Audio Setup** button found on the *Preferences Streams* tab. The *Audio Format* dialog box will display.

Note: If the Time-lapse capture mode is enabled, the audio recording feature will be disabled.

The following table describes each of the *Audio Format* options.

Audio Format Field	Description
Name	This box lists the name, if there is one, of the <i>Audio Format</i> you select or save. This allows you to choose an audio format using a simple understandable name. There are usually several names already assigned. For example, on most computers you can select Radio Quality in the Name list box, instead of the more cryptic 22.050kHz, 16 Bit, Mono in the <i>Attributes</i> list. These would be the same because they have the same audio format and attributes. 
Save As	Add an audio format name using the Save As button.
Remove	Remove an existing audio format name using the Remove button.
Format	Select an audio file format from the Format dropdown menu. Refer to the file type provider for information about the individual selections.
Attributes	Select the audio <i>Attributes</i> from the dropdown menu. The higher the KB/s number, the larger your files will be.
OK	Choose OK to save the <i>Audio Format</i> selections.
Cancel	Choose Cancel to abandon any changes you made in this dialog.

Hotkeys Tab

Note: Access this option by choosing **Tools > Options > Hotkeys** tab.

A hotkey is a key or combination of keys that you push to run a command or operate a program. Use this tab to define the hotkey options used in the making of your recordings.

- You can change the default hotkeys to whatever you would like.
- There are three standard Recorder hotkeys.
- Additionally, there are five advanced hotkeys which are accessed by choosing the **Advanced** button.

The following table describes each of the options found on the *Hotkey* tab and the *Advanced Hotkey* dialog box.

Hotkey Option	Where Found	Default Hotkey	Description
Record/Pause	Hotkey tab	F9	Starts recording if Recorder is stopped; pauses recording if Recorder is running.
Stop	Hotkey tab	F10	Stops Recorder.
ScreenDraw	Hotkey tab	None	Start the ScreenDraw feature.
Markers	Hotkey tab	Ctrl+Shift+M	Adds a <i>Marker</i> during recording. See also: ► Create an Interactive Table of Contents using Markers ► Add Markers while Recording
AutoPan	Advanced Hotkey dialog box	None	Turns on the AutoPan feature during recording.
Hide	Advanced Hotkey dialog box	None	Hides the Recorder screen and disables the hide/unhide tray icon hotkey.
Zoom In	Advanced Hotkey dialog box	None	Zooms in on the recorded area. Press hotkey additional times to zoom farther.
Zoom Out	Advanced Hotkey dialog box	None	Zooms out from the recorded area. Press hotkey additional times to zoom farther.
Mute	Advanced Hotkey dialog box	None	Mutes the sound of the cursor and keyboard clicks.

To Create a Hotkey

To change the hotkeys for any available option, place a checkmark in one or more boxes below **<CTRL>**, **<SHIFT>**, or **<ALT>** if you want to include them in your hotkey combination for the selected action.

Select another keyboard key from the dropdown box. You can choose most keyboard keys here.

Example

If you want to use the key combination **<Ctrl> + <Alt> + <R>** to *Record/Pause* a recording, you would check the **CTRL** and **ALT** boxes, and then choose the letter R from the dropdown list. Then, to start or pause recording, you would hold down the **<Ctrl>** and **<Alt>** keys while you press **<R>**.

Live Tab

Note: Access this option by choosing **Tools > Options > Live** tab.

This tab allows you to set the options for the *Live Desktop Video Feed* feature.

The *Live Output* feature allows Recorder to appear as a standard video capture device that can be used as a video source by applications such as streaming media encoders, video conferencing applications, video editors, and Web cam applications.

The live output option essentially makes Recorder a "plug-in" that provides a unique source of content and enhances these applications. These applications normally use real hardware video cameras as their video source.

The live output feature makes Recorder appear as another video camera on the system. However, Recorder's live output is a software camera that records from the desktop. With the live output option ON, Recorder feeds its video frames to applications like a streaming media encoder instead of saving them to a video file.

The same VCR-style record/pause/resume/stop controls are used during a live output session as when recording to a video file. All of Recorder's video effects (cursor highlights, pan, zoom, and all annotation effects) apply for live output. Input options are disabled since you are sending your entire screen into the feed.

Note: Some live encoding applications (for example, the free version of Real Producer) only allow you to choose a single default video capture device. If you have more than one video capture device on your system, such as a video capture card, then the Recorder's video capture device may not be available in the encoding application. In this case, disable the non-Recorder capture device using the Control Panel Multimedia applet. In the Multimedia applet, go to the *Devices* tab, expand the Video Capture Devices list, select the device to disable, click the **Properties** button, and choose **Do not use this video capture device**.

To Use Live Output

1. Enable the **Live Output** feature by selecting **Tools > Options > Live > Enable Live Output**. A checkmark is placed next to the option, indicating that the *Live Output* mode is on.
2. Set the Live capture rate in frames per second. The Live capture rate determines how frequently Recorder updates video frames during live output. This can be used to control the system resources (CPU, for example) used by Recorder.
3. If desired, set the **Default Video Format**. This will allow you to set a default size for the output that is seen by the third party. It is important to note that when setting a default size, the size determined by the live output server will override this setting. To set a default setting, click on the **Default Video Format** button. The first time this option is accessed, a message about the *Camtasia Studio Video Driver* will display. Choose **OK**.
4. The *Camtasia Studio Video Capture Format* dialog box appears.
5. Enter the desired **Image Format**, **Image Dimensions**, or **Custom Size** options and then choose **OK**. Choose **Cancel** to exit this dialog box without making any changes.
6. Choose **OK** to exit the *Tools Options* dialog box.
7. Start the application you are sending live video to.

Note: This may be a streaming media encoder, such as Windows Media Encoder or Real Producer, or it may be a video capture application such as Adobe Premiere, or it may be a live Web cam application. In the application you are sending video to, select the Video Capture Device as the live source.

Use Recorder just as you would for output to a video file.

Capture Tab

Note: Access this option by choosing **Tools > Options > Capture** tab.

Use this tab to set the *Capture Options*.

- ▶ A checkmark next to the item lets you know that that item is enabled.
- ▶ To enter or remove a checkmark, click on the box next to the desired item.
- ▶ Place a checkmark in the box next to each option you want to enable.
- ▶ Click on the checkmark next to each option you want to disable.

Capture Tab Options Description Table

The following table describes each of the *Capture* tab options.

Capture Option	Default Setting	Description
Minimize before starting capture	On	Recorder program window will reduce to the system tray while capturing video.
Pause before starting capture	Off	Pausing before capture allows you to arrange and position windows and the capture rectangle before beginning the capture.
Hide capture rectangle	Off	Capture rectangle will no longer appear before and during captures.
Solid capture rectangle	Off	The default capture rectangle consists of short angles at each corner of the rectangle. This option turns that box into a solid rectangle.
Report dropped frames	Off	This causes Recorder to report dropped frames in the status display. This is helpful to see and understand what the maximum frame rate Recorder can achieve.
Round frame size to a 4 pixel boundary	On	When it is on, the horizontal and vertical pixel dimensions of the video you are creating are forced to a multiple of 4. This eliminates errors occurring when viewing videos created with certain codecs (such as Microsoft Video 1), which requires frames that are in multiples of 4 pixels. Note: The TSCC video codec does not have this limitation—videos are encoded and decoded with any pixel dimensions.
Capture layered windows	Off	Allows the capture of translucent or irregularly shaped layered windows. An example of a layered window is the Office Assistant in Microsoft Office 2000. Note: This feature only works when capturing on Windows 2000, XP, or later.

Capture Option	Default Setting	Description
Single Frame	Off	Will toggle to the single frame capture mode. This option allows only one frame at a time to be captured. With this option selected, Recorder is always in a paused state. Use the Record button like a camera shutter button to capture one or more stills that can be saved as an AVI file. Also see Record a Video Using Single Frame Capturing.
Disable display acceleration during capture	Off	Disabling hardware display acceleration on Windows 2000 or later can dramatically increase frame rates and/or reduce system load during recording. Note: When display acceleration is disabled, your screen will momentarily blank at the start and end of recording. This is normal.

ScreenPad's Menu Options

The *ScreenDraw* feature allows you to draw on your desktop while you record a video. Make your videos livelier and easier to understand by underlining, pointing, and illustrating with the freehand drawing tool. Or, you can draw various shapes on screen while recording in order to highlight and draw focus to a particular area. Your video can show your pen moving across the screen as you're recording, or you can pause the recording, then draw, and have your drawing appear already completed.

The following chapter describes the each of the menu options found within Recorder ScreenPad along with its purpose and use. Choose from one of the following topics:

ScreenPad File Menu

The *File* menu options allow you to access the new, open, and close options as well as the existing libraries that came with ScreenPad.

ScreenPad Edit Menu

The *Edit* menu options allow you to access the editing features and ancillary applications that can be used to edit an annotation. There are two different ancillary editing applications that can be accessed: the Image Editor and the Icon Editor.

ScreenPad View Menu

The *View* options allow you to choose how you will display the annotations within the Libraries. To select a View option, select the option from the dropdown menu.

ScreenPad Options Menu

The *Options* menu allows you to set the Layout hotkeys. Once the Hotkeys option is selected, the *ScreenPad Hotkeys* dialog box appears. While recording your video, the Layout hotkeys will enable you to quickly change layouts without having to pause the recording process in order to close one layout and then open another.

ScreenPad File Menu

The *File* menu options allow you to access the new, open, and close options as well as the existing libraries that came with ScreenPad.

To select a *File* option, choose the desired option from the dropdown menu.

Options that give you access to more detailed menus will contain a small arrow next to them. Click on the menu option containing the arrow to reveal the other options.

The following table describes each of the *File* options.

File Option	Description
New	Creates a new <i>Layout Library</i> , <i>Shape Library</i> , or <i>Text Note Library</i> . Libraries are used to store your shapes, text notes, or layouts. To create a new library, select desired library format from menu and then name the library. The new library will be added to the ScreenPad.
Open	Open an existing <i>Layout Library</i> , <i>Shape Library</i> , or <i>Text Note Library</i> .
Close	Closes selected <i>Layout</i> , <i>Shapes</i> , or <i>Text</i> libraries.
Layouts	Opens a <i>Layout Library</i> . Once a <i>Layout Library</i> is opened, each layout will display as an icon in the <i>Layout</i> view.
My Shapes	Opens a <i>Shape Library</i> in the <i>Shapes</i> view. Once a <i>Shape Library</i> is opened, each of the shapes will display in the <i>Shape Library</i> .
My Text Notes	Opens a <i>Text Note Library</i> in the <i>Text Note</i> view. Once a <i>Text Note Library</i> is opened, each of the notes will display as an icon in the <i>Text Notes</i> view.
Close ScreenPad	Closes the ScreenPad.

ScreenPad Edit Menu

The *Edit* menu options allow you to access the editing features and ancillary applications that can be used to edit an annotation. There are two different ancillary editing applications that can be accessed: the Image Editor and the Icon Editor.

Note: For more information on editing images with the *Image Editor*, continue with the chapter entitled **Working with ScreenPad Shapes**.

Note: For more information on editing icons with the *Icon Editor*, continue with the chapter entitled **Working with ScreenPad Library Icons**.

The *Edit* options that are available for the selected annotation will change according to which library annotation is selected. For example, when an annotation in a *Shapes Library* is selected, you will get the edit options available for Shapes. The same edit options can be accessed through a pop-up menu by right-clicking on an annotation.

Additionally, the available edit options will also change depending on if you are editing an annotation from within a library or from the desktop. For more information on this topic, see **Working with ScreenPad Shapes**.

To select an *Edit* option, first choose the desired annotation from one of the *Libraries*. Next, choose *Edit* and choose the desired option from the dropdown menu.

Edit Options Description Table

The following table describes each of the *Edit* options.

Edit Option	View Where Available	Description
Copy	Layouts My Shapes My Text Notes	Copies the selection to the clipboard.
Paste	Layouts My Shapes My Text Notes	Pastes the clipboard contents into the library.
Remove	Layouts My Shapes My Text Notes	Will delete the selected item.
New Shape	My Shapes	Inserts a new shape into the New Shape Library. For more information, see Working with ScreenPad Shapes .
New Text Note	My Text Notes	Inserts a new text Note into the Text Note Library. For more information, see Working with ScreenPad Text Notes .
Edit Image	My Shapes	Allows you to edit the graphic associated with the selected shape. For more information, see Editing a ScreenPad Image.
Edit Text Note	My Text Notes	Allows you to edit the text in the selected text note. For more information, see: ► Working with ScreenPad Text Notes ►

Edit Option	View Where Available	Description
		Creating a New ScreenPad Library Text Note ► Editing an Instance of a ScreenPad Text Note ► ScreenPad Text Note Edit Options while in Edit Mode
Save Layout	Layouts My Shapes My Text Notes	Saves the current configuration of annotations as a layout.
Icon	Layouts My Shapes My Text Notes	Allows you to either change the annotation's icon to a different one or edit the annotation's icon using the Icon Editor. For more information on the Icon Editor, see Working with ScreenPad Library Icon .

ScreenPad View Menu

The *View* options allow you to choose how you will display the annotations within the Libraries. To select a *View* option, select the option from the dropdown menu.

The following table describes each of the *View* options.

View Option	View Where Available	Description
Icons and Names	All	Enable this option if you would like to view the icon and the name of the annotation within the Library view.
Icons Only	All	Enable this option if you would only like to see the annotation icons displayed.
Names Only	All	Enable this option if you would only like to see the annotation names displayed.
Close All Annotations	All	Closes all open annotations on the desktop.
Refresh All Annotations	All	Refreshes all open annotations on the desktop.

ScreenPad Options Menu

The *Options* menu allows you to set the Layout hotkeys.

Once the Hotkeys option is selected, the *ScreenPad Hotkeys* dialog box appears. While recording your video, the Layout hotkeys will enable you to quickly change layouts without having to pause the recording process in order to close one layout and then open another.

For example, you can start recording with no annotation layouts visible. Then, at a predetermined point during recording, use the Show/Hide Layout Hotkey to show the first layout. Then, using the *Next* or *Previous Layout* Hotkeys, you can cycle through a set of layouts that illustrate the action on screen in real time. Use the *Show/Hide Layout* Hotkey again to make them disappear.

The following table describes each of the Layout hotkey options.

Hotkey Name	Description
Next Layout Hotkey	Closes the current layout and opens the next layout in the list.
Previous Layout Hotkey	Closes the current layout and opens the previous layout used.
Show/Hide Layout Hotkey	Shows or Hides the currently selected layout.

Enabling the Layout Hotkeys

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- Note:** **Hotkeys are global to all applications running on your system.** If Recorder is running and you are working in another application such as Microsoft Word, and you press F9 to update your fields (assuming you haven't changed the Recorder's default Record/Pause hotkey) then your system will act as if you pressed the **Record** button in Camtasia which will begin the recording process.
- Note:** When setting the hotkeys for the layouts, keep in mind that the default hotkeys for Recorder are as follows:
 F9 is the hotkey for Record/Pause
 F10 is the default hotkey for Stop
 Therefore, you will want to set your layout hotkeys to be different from these defaults to avoid any confusion.
- Note:** If Recorder is **not** running, then the Recorder Hotkeys have no effect on any other application that is running.
- Note:** When creating your hotkeys, it would not be a good idea to set the hotkeys to something like the letter 'A' as a hotkey by itself (although we let you do this) since you might be typing in Microsoft Word and Camtasia would keep trying to record every time you press the letter 'A'. Overall, when creating hotkeys, it is better to select a keystroke combination that is more obscure (such as Ctrl+Shift+A).
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To use the <CTRL>, <SHIFT>, or <ALT> keys either singly or in combination with one another, click inside the box next to the desired key. A checkmark will appear next to the key that is enabled.

To select any other key to use with this hotkey, select the desired key from the dropdown list.

Overall, the hotkey represented in the graphic above is <CTRL> + <ALT> + <N>. Every time this keystroke is pressed while Recorder is running the current layout will change to the next layout in the library.

Camtasia Player Menu Options

The following section describes each of the *Player Menu* options.

Player File Menu Options

The *File* menu options allow you to access the open, close, and exit options. To select a *File* option, choose the desired option from the dropdown menu.

File Option	Description
Open	Opens a standard <i>Open</i> dialog box that allows you to select the AVI file that you want to play.
Close	Closes the current AVI.
Exit	Exits the Player.

Player Play Menu Options

The *Play* menu options allow you to access the play options. These are many of the same options that are available in the playback controls. To select a *Play* option, choose the desired option from the dropdown menu.

Play Option	Description
Play/Pause	Begins playing the video and toggles to Pause which pauses the video.
Stop	Stops the video from playing.
Beginning	Moves video to the beginning.
Rewind	Rewinds the video.
Forward	Fast-forwards the video.
End	Moves video to the end.
Full Screen	Plays the video in full-screen mode. With this option, the video does not enlarge. Instead, the background of the screen is filled in to hide the rest of the desktop. Use the ESC key to exit the full screen mode.
Repeat	Plays the video again from the beginning.
Volume	Allows you to increase, decrease, or mute the volume.

Camtasia MenuMaker Menu Options

The following chapter describes each of the MenuMaker dropdown menu options.

See the following topics.

MenuMaker File Menu Options

The *File* menu options allow you to access the menu project's open, close, and save options. To select a *File* option, choose the desired option from the dropdown menu.

MenuMaker Edit Menu Options

The *Edit* menu options allow you to access the options used to change the different properties of the menu such as the menu graphic, font attributes, list box style, etc.

MenuMaker View Menu Options

The *View* menu options allow you to customize the look of the MenuMaker screen. To select a *View* option, choose the desired option from the dropdown menu.

MenuMaker Tools Menu Options

The *Tools* menu options gives you access to the other Camtasia Studio components as well as to a few MenuMaker options such as choosing the template folder and enabling and disabling the welcome menu and tips.

MenuMaker Help Menu Options

The *Help* menu options gives you access to the MenuMaker online help as well as other Camtasia Studio and TechSmith support options.

MenuMaker File Menu Options

The *File* menu options allow you to access the menu project's open, close, and save options. To select a *File* option, choose the desired option from the dropdown menu.

The following table describes each of the *File* options.

File Option	Description
New Project	Will open the MenuMaker <i>Welcome</i> screen. Use this to open the wizard, begin a new blank project, open a project, or open a recent project. For a complete discussion of this topic, see Create an Interactive MenuMaker CD for Video Distribution, Learning about the Menu Creation Process, Customize the Look of my Menu Using the Menu Properties .
Open Project	Displays a standard <i>Open</i> dialog box allowing you to open a project file. From within the <i>Open</i> dialog box, browse and select the desired file to be opened. Choose Open . Note: Project files have a .CMMP extension.
Open Template	Displays a standard <i>Open</i> dialog box allowing you to open a template. The folder that is open by default is the folder that is defined in Tools > Options . From within the <i>Open</i> dialog box, you can also browse and select the desired file to be opened. Choose Open . Note: Template files have a .CMMTPL extension.
Test Menu	Will open up the menu in preview mode. While in preview mode, you can test each of the files to ensure that they work correctly before creating the menu files. This also allows you to preview the menu graphics, colors, font, sound effects, etc. If you do not like any of these properties, you can change them before creating the menu files.
Create Menu	Will open up the wizard that will walk you through the menu creation process.
Close Project	Closes the current project. You will be prompted to save any new work since the last save.
Save Project	Saves the MenuMaker project file. Saving the project allows you to open the project again at a later time. The first time that a project is saved, you will be prompted to Save As . Select the folder to store project in and enter a name for the project. Choose OK .
Save Project As	Saves the project as another name. Select the folder to store project in and enter a name for the project. Choose OK .

File Option	Description
Save As Template	Saves the project as a template. When saving as a template, only the menu properties are saved, not the files. This allows you use the graphic interface that you have created again in later projects. When saving, you will be prompted to give the template a name. Enter the name of the template and then select OK. Note: The default folder where your templates will be saved is called <i>User Templates</i>. This is found in C:\Program Files\TechSmith\Camtasia Studio\Media\MenuMaker. This folder can be changed by selecting a different folder in the Select template folder field under Tools > Options. Note: If you change the location of your template folder, the templates that you create will not show up in the Wizard when opting to create a menu using the Wizard. However, if you choose to create a menu using the Create a New menu option, then you can browse for your templates and use them from any location.
Project Properties	Displays the <i>Project Properties</i> dialog box which allows you to set default project options. Continue with Set the Display Options for my Menu using the Project Properties.
Recent File	Displays a list of the most recently opened projects.
Exit	Exit the MenuMaker application.

MenuMaker Edit Menu Options

The *Edit* menu options allow you to access the options used to change the different properties of the menu such as the menu graphic, font attributes, list box style, etc. To select an *Edit* option, choose the desired option from the dropdown menu.

The following table describes each of the *Edit* options.

Edit Option	Description & Use
Undo	Will undo the last action in succession. This is an unlimited undo. Click on the Undo button.
Redo	Will redo the last action in that was undone. This is an unlimited redo. Click on the Redo button.
Project Content	Displays the <i>Project Content</i> dialog box which allows you to easily move content files to a new location within the same menu or different menus. To move a content file, click once on it to highlight. Next, use the arrow buttons to move the file up or down to the new location. Or, grab a content file and drag it to a new location. Note: You must be in <i>Map View</i> in order to use this option. Click on the Toggle Map View button and then choose Edit > Project Content . See also Moving MenuMaker Project Content .
Insert Submenu	Allows you to add a submenu to this project. When adding a submenu, the same MenuMaker template and other project properties will be applied to the new menu. Note: You must be in <i>Map View</i> in order to use this option. Click on the Toggle Map View button and then choose Edit > Project Content . Note: Once a submenu is added, you can change its individual properties or add content files by choosing Edit > General Properties and then using the options found within the <i>Main Menu Properties</i> tabbed dialog box. Or, simply double-click on the List box to access the <i>Menu Properties</i> . See also Customize the Look of my Menu Using the Menu Properties . To Add a New Submenu Choose Edit > Insert Submenu . The <i>Add a Submenu</i> dialog box appears. In the Submenu Name field, enter the name for this new menu. Choose OK . The new menu will be visible within the <i>Map View</i> . To Add Subsequent Submenus First highlight the menu that you want the new submenu to branch off of. To add a new submenu, choose Edit > Insert Submenu . The <i>Add a Submenu</i> dialog box appears. In the Submenu Name field, enter the name for this new menu. Choose OK . The new menu will be visible within the <i>Map View</i> .

Edit Option	Description & Use
Delete this Submenu	Allows you to delete a menu. When deleting a menu, all of the other menus that are branching off from it will also be deleted. Note: You must be in <i>Map View</i> in order to use this option. Click on the Toggle Map View button and then choose Edit > Project Content. Note: Move any content files that you would like to retain within your project to another menu(s) that will not be deleted before deleting the desired menu. To delete a menu, first highlight the menu that you want to delete. Choose Edit > Delete the Submenu. At the confirmation screen, choose Yes to delete. The menu and all branching submenus will be deleted.
General Properties	Opens the <i>General</i> tab of the <i>Menu Properties</i> dialog box. In the General tab, enter the menu's title and select the display options. For a complete discussion on the General tab options, see MenuMaker General Tab.
Cursor Properties	Opens the <i>Cursor</i> tab of the <i>Menu Properties</i> dialog box. In the Cursor tab, add cursor sound and visual effects to your menu. For a complete discussion on the Cursor tab options, see Add Cursor Effects using the Cursor Tab.
List Properties	Opens the <i>List</i> tab of the <i>Menu Properties</i> dialog box. In the List tab, edit the properties of the <i>List Box</i>. For a complete discussion on the List tab options, see Customize the Look of the List Box using the Options in the List Tab.
Menu Content	Opens the <i>Content</i> tab of the <i>Menu Properties</i> dialog box. In the Content tab, add, sort, and rename the menu's content. For a complete discussion on the List tab options, see Arrange and Customize my File Content using the Content Tab.
Button Properties	Allows you to set the options for the Back and Home buttons located on the submenus. For a complete discussion on the Buttons tab options, see Customize your Menu Navigation Buttons Using the Buttons Tab.

MenuMaker View Menu Options

The *View* menu options allow you to customize the look of the MenuMaker screen. To select a *View* option, choose the desired option from the dropdown menu.

The following table describes each of the *View* options. These options are toggle options. That is, you choose the option once to enable the option and then once again to disable it. When enabled, a checkmark will be present next to the option in the dropdown menu.

View Option	Description
Toolbar	Enable this option to view the toolbar.
Status bar	Enable this option to view the status bar at the bottom of the MenuMaker screen.
Map View	Enable this option to change the normal view to the Map view.
Zoom In	Note: You must be in <i>Map View</i> in order to use this option. Click on the Toggle Map View button and then choose Edit > Project Content . Allows you to zoom in on the thumbnail views of the menus in your project.
Zoom Out	Note: You must be in <i>Map View</i> in order to use this option. Click on the Toggle Map View button and then choose Edit > Project Content . Allows you to zoom out on the thumbnail views of the menus in your project.
Zoom to Fit	Note: You must be in <i>Map View</i> in order to use this option. Click on the Toggle Map View button and then choose Edit > Project Content . Shows a view of all of the menus in your project.
Large Toolbar Buttons	Enable this option to view the toolbar using large buttons.

MenuMaker Tools Menu Options

The *Tools* menu options gives you access to the other Camtasia Studio components as well as to a few MenuMaker options such as choosing the template folder and enabling and disabling the welcome menu and tips.

The following table describes each of the *Tools* options.

Tools Option	Description	Use
Camtasia Studio	Starts Camtasia Studio	Choose Tools > Camtasia Studio . See also: ▶ How Camtasia Studio's Applications Work Together ▶ Learning about the Timeline ▶ Camtasia Studio Tutorials
Camtasia Recorder	Start Recorder.	Choose Tools > Camtasia Recorder . See also: ▶ A Close-Up Look at Camtasia Recorder ▶ Make my First Recording ▶ Record the Screen with Audio ▶ Record the Screen and Camera Video
Camtasia Audio Editor	Starts Audio Editor.	Choose Tools > Camtasia Audio Editor . See also: ▶ A Close-Up Look at Camtasia Audio Editor ▶ Working with the Waveform ▶ Audio Editor Tutorials
Camtasia Theater	Starts Theater.	Choose Tools > Camtasia Theater . See also: ▶ A Close-Up Look at Camtasia Theater ▶ Theater Tutorials ▶ Create an Interactive Theater Flash Menu for the Web
Camtasia Player	Start Player.	Choose Tools > Camtasia Player . See also: ▶ A Close-Up Look at Camtasia Player

Tools Option	Description	Use
Options	Displays the <i>Options</i> dialog box which is used to set MenuMaker system options.	To enable an option, click on the box. If a checkmark is entered in the box, that option is enabled. To disable an option, click on the checkmark to remove it. Select Template Folder: Allows you to designate a folder to store the templates that you create in MenuMaker. This becomes the default folder that is opened when the Open Template option is selected. Display welcome dialog on startup: This option, when enabled, will display the <i>Welcome</i> dialog box. This option is enabled by default. Enable Tips: When fully enabled, all of the tips will display while working in MenuMaker. This option is enabled by default. When completely disabled, none of the tips will display. When some of the tips have been turned off and some are still enabled, the tips box will contain a gray checkmark.

MenuMaker Help Menu Options

The *Help* menu options gives you access to the MenuMaker online help as well as other Camtasia Studio and TechSmith support options.

Help Options Description Table

The following table describes each of the *Help* options.

Help Option	Description	Use
Camtasia Studio Help	Displays the MenuMaker online help.	Choose Help > Camtasia Studio Help .
Support	If you have a question pertaining to Camtasia Studio, we recommend that you first search the built-in help file to find the information that you need. If you still need technical support help, you can get free support by searching our Web site's support database.	Make sure that you are logged on to the Internet. From within Camtasia Studio, choose Help > Support. Select the TechSmith Support Website link. Diagnostic Information When working with technical support, you could be asked to email or fax Camtasia Studio diagnostics. If so: Select Help > Support. The diagnostic information will be highlighted. Choose Copy to Clipboard and then paste the information into an e-mail message, along with any other information requested by the Technical Support team. Alternatively, save the diagnostic information to a file by clicking Save to File, then attach the file to your e-mail or print the data and fax (+1 517.913.6121) it to Camtasia Studio support, along with any other information requested by the <i>Technical Support</i> team. Click OK to close the Camtasia Studio Support window.
Check for Upgrade	Accesses the TechSmith upgrade Web site which will allow you to check for possible upgrades.	Choose Help > Check for Upgrade. Make sure that you are connected to the Internet and then click on the link. On the TechSmith web page, fill out the requested information and then choose Submit. A TechSmith representative will contact you in regards to your upgrade status.

Help Option	Description	Use
Frequently Asked Questions	Accesses the TechSmith <i>Frequently Asked Question</i> Web site which will allow you to search the FAQ database. http://www.techsmith.com/products/studio/faqs.asp	Choose Help > Frequently Asked Questions . Make sure that you are connected to the Internet and then click on the link.
Tell a Friend	Accesses the TechSmith <i>Tell a Friend</i> Web site which will allow you to send information on Camtasia Studio to a friend by entering an e-mail address.	Choose Help > Tell a Friend . Once the Web site is accessed, enter the email address of the person you wish to send information to. Click Send .
Quick Start Videos	Accesses the Web page that houses the Quick Start video menu.	Choose Help > Quick Start Videos .
TechSmith on the Web	Displays a dropdown menu of several helpful TechSmith Web sites. TechSmith Home: http://www.techsmith.com/defaultflash.asp Camtasia Studio Home: http://www.techsmith.com/products/studio/default.asp Send Feedback: http://www.techsmith.com/products/feedback.asp TechSmith Products: http://www.techsmith.com/products/studio/faqs.asp	Choose Help > TechSmith on the Web Make sure that you are connected to the Internet and then click on the desired link.
About Camtasia Studio	Displays the <i>About</i> dialog box which lists version and licensing information.	Choose Help > About Camtasia Studio

Camtasia Audio Editor Menu Options

The following chapter describes each of the Audio Editor's dropdown menu options as well as the different properties options.

Audio Editor File Menu

The *File* menu options allow you to access the new, open, and save options as well as the Split audio option.

Audio Editor Edit Menu

The *Edit* menu options allow you to access the editing options such as undo, cut, copy, paste, fade in, fade out, etc. Many of these same options are available in the waveform toolbar.

Audio Editor View Menu

The *View* menu options allow you to access the view options such as zoom in, zoom out, play, pause, stop, etc.

Audio Editor Help Menu

The Help menu options gives you access to the Audio Editor online help as well as other Camtasia Studio and TechSmith support options.

Audio Properties

The *Audio Properties* option accesses the *Audio Format* dialog box. This is used to display the audio format of the current or active video or audio file. When an audio file or video file is opened that has an existing audio track, the audio format of the existing audio track is always used.

Audio Editor Program Tab

Use this tab to set Audio Editor program options for video playback and the undo options. These options apply to all videos loaded or created with Audio Editor.

Audio Editor Audio Tab

Use this tab to set *Audio Preferences* and *Audio Video Interleaving*. These options apply to all movies loaded or created with Audio Editor.

Audio Editor Info Tab

Use this tabbed dialog to define default information fields for Audio Editor created video or wave files.

Audio Editor AVI Tab

This tab allows you to set the interleaving options for Audio Editor created video or wave files.

Audio Editor File Menu

The *File* menu options allow you to access the new, open, and save options as well as the Split audio option.

The following table describes each of the File options along with its use.

File Option	Description	Use
New	Closes the current file so you can open another for editing.	Choose File > New . If a current file is being worked on, you will be prompted to save any changes before it closes and the Audio Editor is displayed. Choose File > Open to open a new file for editing. See also: ▶ A Close-Up Look at Camtasia Audio Editor ▶ Audio Editor Toolbar Options ▶ 5 Quick & Easy Steps to your First Audio File ▶ Saving My Video's Audio Track as a Separate .WAV File.
Open	Displays a standard <i>Open</i> dialog box allowing you to open a video, audio, or graphic file for editing.	Choose File > Open . From within the <i>Open</i> dialog box, browse and select the desired file to be opened. Choose Open .
Save	Saves the file with the current audio track. If you added or changed the audio in a video, it saves the edited video file with the same name and extension.	Choose File > Save .
Save As	Saves the file as another name.	Choose File > Save As . Select the folder to store file in and enter a name for the file. Choose OK .
Split	Allows the option of saving the audio and video as two separate files. The two separate files will include an audio WAV file with sound only and a video AVI file without sound. This split does not affect the original file. Save Video As Saves the file's video as a separate AVI file. This file will not have any audio. Save Audio As Saves the file's audio as a separate WAV file. This file will not have any video.	After making your recording or loading a video into Audio Editor, choose File > Split . A fly-out menu appears with the Save Audio As and Save Video As options. To save audio only choose Save Audio As . The <i>Save File As</i> dialog appears. Select or enter a filename for your WAV file. Choose Save . To save video only choose <i>Save Video As</i> . The <i>Save File As</i> dialog appears. Select or enter a filename for your AVI video file. Choose Save .
Exit	Exit the Audio Editor application.	Choose File > Exit . Prompts you to save any changes. If there are no changes to save, the Audio Editor quits immediately.

Audio Editor Edit Menu

The *Edit* menu options allow you to access the editing options such as undo, cut, copy, paste, fade in, fade out, etc. Many of these same options are available in the waveform toolbar.

For more information on the waveform toolbar, see **Waveform Edit Toolbar Description Table**.

The following table describes each of the Edit options along with its use.

Edit Option	Description	Use
Undo	Undoes the last action. Each undo step requires storing temporary files on the hard drive. Therefore, if you have a lot of undo steps it could potentially use a lot of hard drive space temporarily.	Choose Edit > Undo .
Redo	Redoes the last undo action. Each redo step requires storing temporary files on the hard drive. Therefore, if you have a lot of undo steps it could potentially use a lot of hard drive space temporarily.	Choose Edit > Redo .
Cut	Cuts the selection out of the audio waveform and places it on the clipboard.	Using the selection seek bar, highlight the section to be cut. Choose Edit > Cut .
Copy	Copies the waveform selection.	Using the selection seek bar, highlight the section to be copied. Choose Edit > Copy .
Paste (Extend)	Pastes the audio on the clipboard into the waveform. With this option, the entire wave file is extended to accommodate the addition. The length of the waveform increase.	Place the seek bar at the insertion point. Choose Edit > Paste (Extend) .
Paste (Overlay)	Pastes the audio on the clipboard into the waveform. With this option, the wave file is overwritten to accommodate the addition. The length of the waveform remains the same.	Place the seek bar at the insertion point. Choose Edit > Paste (Overlay) .
Delete	Deletes the selection out of the audio waveform.	Using the selection seek bar, highlight the section to be cut. Choose Edit > Delete . You will be prompted for confirmation of the cut. Choose Yes .
Select All	Selects the entire waveform.	Choose Edit > Select All .

Edit Option	Description	Use
Fade In Audio	Fades in the volume of the audio track.	To fade in the volume of the waveform's audio, select a portion of the waveform and then choose Edit > Fade In Audio . The audio wave will adjust to reflect the new sound level.
Fade Out Audio	Fades out the volume of the audio track.	To fade out the volume of the waveform's audio, select a portion of the waveform and then choose Edit > Fade Out Audio . The audio wave will adjust to reflect the new sound level.
Volume	Adjusts the volume of the entire waveform or a selected portion of the waveform.	If you want to adjust the volume for a specific part of the waveform, highlight that portion. Choose Edit > Volume . If you want to adjust the volume for the entire waveform, choose Edit > Volume . The <i>Change Volume</i> dialog box appears. Use the slider bar to increase or decrease the volume. Choose OK . The changes will be seen in the waveform.
Insert Audio (Extend)	Inserts a separate audio wave file into the waveform. With this option, the entire wave file is extended to accommodate the inserted wave file. The length of the waveform will therefore increase.	Place the seek bar at the insertion point. Choose Edit > Insert Wave (Extend) . The <i>Insert Audio File</i> dialog box opens up. This is a standard browse dialog box. Browse and select the WAV file that is to be inserted. Choose Open . The wave file will be inserted.
Insert Audio File(Overlay)	Inserts a separate audio wave file into the waveform. With this option, the current wave file is overwritten to accommodate the inserted wave file. The length of the waveform will therefore remain the same.	Place the seek bar at the insertion point. Choose Edit > Insert Wave (Overlay) . The <i>Insert Audio File</i> dialog box opens up. This is a standard browse dialog box. Browse and select the WAV file that is to be inserted. Choose Open . The wave file will be inserted.

Edit Option	Description	Use
Insert Audio File (Mix)	Inserts a separate audio wave file into the waveform at the location of the seek bar. With this option, the new wave file is mixed with the currently inserted wave file. Therefore, when the mixed audio is played, you will hear both audio files at one time. The entire wave file will be extended to accommodate the inserted wave file. Additionally, the volume for the two files is equally mixed. Note: Once the audio files are mixed and then saved, you will not be able to separate them.	Place the seek bar at the insertion point. Choose Edit > Insert Audio File (Mix). The <i>Insert Audio File</i> dialog box opens. This is a standard browse dialog box. Browse and select the WAV file that is to be inserted. Choose Open. The wave file will be inserted and mixed into the current file.
Insert Silence (Extend)	Inserts silence into the audio. Recording silence is basically the equivalent of selecting a region and setting its volume to zero.	Position the seek bar at the location where the silence is to start and then choose Edit > Insert Silence (Extend). The <i>Insert Silence</i> dialog box appears. Enter the amount of silence that is to be added to the audio. This is in one second increments. Choose OK. The waveform will be updated with the silence.
Replace with Silence	Replaces a section with silence. This option will record silence over the existing waveform. The length of the waveform will therefore remain the same.	Use the selection seek bar to highlight the desired area. Choose Edit > Replace with Silence.
Extend Frame	Extends the current frame the number of desired seconds.	Place the seek bar at the insertion point. Choose Edit > Insert Wave (Extend). The <i>Extend Frame</i> dialog box appears. Enter a whole number from 1-600. Choose OK. The frame will be extended. Note: If there is audio on the frame that is being extended, then silence will be inserted to cover the duration of the extension.

Edit Option	Description	Use
Record	Records a new audio from an attached microphone. Use this feature to create a new audio file, add audio to an existing video, or to replace a video's existing audio	Open a video or wave file that you wish to record audio for. The Audio Editor records audio from the current position of the selection seek bar forward. Audio data is recorded in the format shown in Edit > Audio Properties. Choose Edit > Record. Record audio into the microphone. The Audio Editor records as long as you like, until you choose the Stop button.
Audio Properties	Displays the current audio and video properties for the active file including the audio format. Additionally, you can change the file format type here. Some of the information included would be: Audio Format: Such as rate, sample, mono or stereo, and file type. Video Format: Such as dimensions, color depth, total number of frames, frame rate (fps) and file type.	Choose Edit > Audio Properties. The <i>Audio Properties</i> dialog box appears. Continue with Audio Properties. Note: If you change the audio format the undo button will not change it back. Note: If you change the format to a lower quality format and then try to go back to a high quality format the audio will stay sound low quality because information is lost during the conversion.

Audio Editor View Menu

The **View** menu options allow you to access the view options such as zoom in, zoom out, play, pause, stop, etc.

Many of these same options are available in the playback toolbar. For more information on the playback toolbar, see **Audio Editor Playback Toolbar Options**.

The following table describes each of the **View** options along with its use.

View Option	Description	Use
Selection	Zooms in on the area that has been selected in the waveform giving you the ability to view the selection close up.	Use the selection seek bar to highlight the area of the waveform that you want to zoom in on. Choose View > Selection . When using this option, the selected waveform will fill the entire viewing area. Choose View > Zoom Out to zoom out again.
Zoom In	Zooms in on the waveform showing a closer look at the audio wave. When fully zoomed in the audio wave will be displayed in increments of 1/10 of a second.	Place the seek bar at the point on the waveform where you would like to zoom in. Choose View > Zoom In . Continue to choose View > Zoom In until you have the desired view. Choose View > Zoom Out to zoom out.
Zoom Out	Zooms out on the waveform. When fully zoomed out, the entire waveform can be seen.	Choose View > Zoom Out .
Zoom to 100%	Zooms to a position where the entire waveform can be viewed.	Choose View > Zoom to 100% .
Play All	Plays audio from beginning to end, regardless of what is selected in the waveform.	Choose View > Play All .
Play	Plays only the selected area within the waveform.	Choose View > Play .
Pause	Pauses audio.	Choose View > Pause .
Stop	Stops the audio from playing.	Choose View > Stop . When playback is stopped, the audio will rewind back to the position of the selection seek bar.
Beginning	Moves audio seek bar to the beginning of the waveform.	Choose View > Beginning .
Previous Frame	Rewinds the audio frame by frame.	Choose View > Previous Frame .
Next Frame	Forwards the audio frame by frame.	Choose View > Next Frame .
End	Moves audio seek bar to the end of the waveform.	Choose View > Play .

View Option	Description	Use
Recording Volume	Displays the recording volume control which can be used to adjust the volume up or down. Note: This affects the recording volume, not the volume for the speakers.	Choose View > Recording Volume . The volume control will display. Use the slider to adjust the volume up or down. Once you click somewhere else on the screen, the control will close.
Options	Displays the <i>Options</i> dialog box. This dialog box is used to set various program-related options that apply to the operation of the Audio Editor and all audio and videos.	Choose View > Options . Continue with Camtasia Audio Editor Menu Options .

Audio Editor Help Menu

The Help menu options gives you access to the Audio Editor online help as well as other Camtasia Studio and TechSmith support options.

The following table describes each of the *Help* options.

Help Option	Description	Use
Camtasia Studio Help	Displays the MenuMaker online help.	Choose Help > Camtasia Studio Help .
Support	If you have a question pertaining to Camtasia Studio, we recommend that you first search the built-in help file to find the information that you need. If you still need technical support help, you can get free support by searching our Web site's support database.	Make sure that you are logged on to the Internet. From within Camtasia Studio, choose Help > Support. Select the TechSmith Support Website link. Diagnostic Information When working with technical support, you could be asked to email or fax Camtasia Studio diagnostics. If so: Select Help > Support. The diagnostic information will be highlighted. Choose Copy to Clipboard and then paste the information into an e-mail message, along with any other information requested by the Technical Support team. Alternatively, save the diagnostic information to a file by clicking Save to File, then attach the file to your e-mail or print the data and fax (+1 517.913.6121) it to Camtasia Studio support, along with any other information requested by the <i>Technical Support</i> team. Click OK to close the Camtasia Studio Support window.
Check for Upgrade	Accesses the TechSmith upgrade Web site which will allow you to check for possible upgrades.	Choose Help > Check for Upgrade. Make sure that you are connected to the Internet and then click on the link. On the TechSmith web page, fill out the requested information and then choose Submit. A TechSmith representative will contact you in regards to your upgrade status.

Help Option	Description	Use
Frequently Asked Questions	Accesses the TechSmith <i>Frequently Asked Question</i> Web site which will allow you to search the FAQ database. http://www.techsmith.com/products/studio/faqs.asp	Choose Help > Frequently Asked Questions . Make sure that you are connected to the Internet and then click on the link.
Tell a Friend	Accesses the TechSmith <i>Tell a Friend</i> Web site which will allow you to send information on Camtasia Studio to a friend by entering an e-mail address.	Choose Help > Tell a Friend . Once the Web site is accessed, enter the email address of the person you wish to send information to. Click Send .
Quick Start Videos	Accesses the Web page that houses the Quick Start video menu.	Choose Help > Quick Start Videos .
TechSmith on the Web	Displays a dropdown menu of several helpful TechSmith Web sites. TechSmith Home: http://www.techsmith.com/defaultflash.asp Camtasia Studio Home: http://www.techsmith.com/products/studio/default.asp Send Feedback: http://www.techsmith.com/products/feedback.asp TechSmith Products: http://www.techsmith.com/products/studio/faqs.asp	Choose Help > TechSmith on the Web Make sure that you are connected to the Internet and then click on the desired link.
About Camtasia Studio	Displays the <i>About</i> dialog box which lists version and licensing information.	Choose Help > About Camtasia Studio

Audio Properties

The *Audio Properties* option accesses the *Audio Format* dialog box. This is used to display the audio format of the current or active video or audio file. When an audio file or video file is opened that has an existing audio track, the audio format of the existing audio track is always used.

The audio format you specify determines the quality of the movie audio track and also affects movie file size. Higher quality audio results in a larger movie file size.

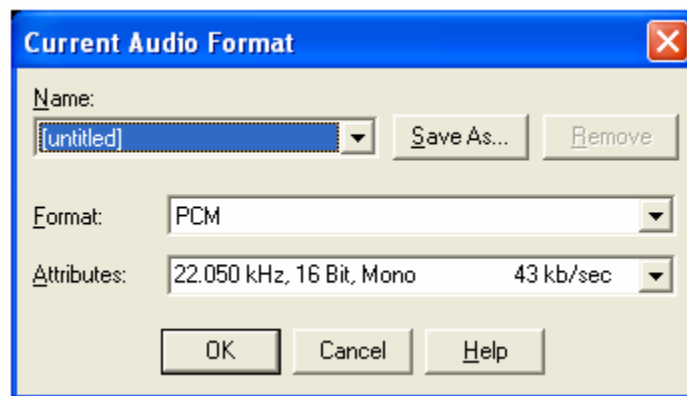
Note: If a video has no audio track, the *Default Audio Format* set in the **View > Options > Audio Tab** is used unless overridden with settings in *Audio Properties*.

Note: If you change the audio format the Audio Editor's undo option **will not** change it back.

Note: If you change the format to a lower quality format and then try to go back to a high quality format the audio will stay sound low quality because information **is lost during the conversion**.

To access the *Audio Format* dialog box, with a video or audio file open in Audio Editor, choose **Edit > Audio Properties**.

The *Audio Format* dialog box appears with the current file's settings populating the fields.



Current Audio Format Options Description Table

The following table describes each of the *Current Audio Format* options.

Current Audio Format Option	Description
Name	This box lists the name, if there is one, of the Current Audio Format. This allows you to choose an audio format using a simple understandable name. There are several names already assigned listed here. These are: CD Quality Radio Quality Telephone Quality For example, you can select Telephone Quality in the Name list box, instead of using the more cryptic 11.025kHz, 8 Bit, Mono name listed in the Attributes field. Note that the two names are equal in their format because they have the same audio format and attributes. You can add an audio format name using the Save As button and remove an existing audio format name using the Remove button.
Format	Lists the audio format type. Currently the only choice is PCM which means uncompressed audio data.
Attributes	Lists the audio format attributes. The attributes are: Sample Rate in kHz: Number of audio samples per second, or the fidelity of the audio recording. Sample Size in Bits: How much data to record for each audio sample. Note: An 8 Bit sample size may be fine for voice recording. Since using a 16 Bit sample size doubles the size of the audio data you record, you should only use it if you must have the highest quality recording. Mono or Stereo: The number of audio channels to record. Mono means record one audio channel, Stereo means record two audio channels (right and left). Note: Stereo is only useful if you are recording with a stereo microphone. Since using a Stereo audio format doubles the size of the audio data you record, you should only use Stereo if you know you are recording with a stereo microphone. Data Rate: The data throughput of the audio stream in kilobytes per second (kbps). Note: For most of the attributes, the higher the number, the higher the quality of the recording will be and the larger the movie file will be.
OK	Choose OK to save changes and exit back to the Audio Editor.
Cancel	Choose Cancel to exit back to the Audio Editor without making any changes.

Audio Editor Program Tab

To access the *Audio Editor Options*, choose **View > Options > Program tab**.

Use this tab to set Audio Editor program options for video playback and the undo options. These options apply to all videos loaded or created with Audio Editor.

The following table describes each of the Program tab options.

Program Option	Description
Shrink movie to fit window	Shrinks the video to fit within the preview area if the size of the preview area is smaller than the size of the video. This allows you to see the entire video at once. Shrinking the video to fit the preview area may distort the view of the video. This distortion only affects the preview view, not the actual video. If this option is not enabled, then you may only see part of the video in the video editor.
Delete Confirmation-Ask for confirmation when deleting audio	Disable this option to turn off the confirmation message that appears when you are deleting sections of an audio track. If this option is enabled to show the confirmation message by default.
Display welcome dialog on startup	This option, when enabled, will display the <i>Welcome</i> dialog box. This option is enabled by default.
Enable Tips	When enabled, the tips will display while working in Audio Editor.
Default button	Sets the tab options to the default values.
OK	Choose OK to save changes and exit back to the Audio Editor.
Cancel	Choose Cancel to exit back to the Audio Editor without making any changes.

Audio Editor Audio Tab

To access the *Audio Editor Options*, choose **View > Options > Audio** tab.

Use this tab to set *Audio Preferences* and *Audio Video Interleaving*. These options apply to all movies loaded or created with Audio Editor.

The following table describes each of the Audio tab options.

Audio Option	Description
Allow audio to extend movie length	Enable this option to allow an existing video file to be extended to hold audio of any length. This option can be used to produce an interesting effect. For example, Audio Editor can be used to explain a lengthy process which has a short video clip. The video appears paused, while the narration plays. With this example, the last video frame of the movie is played as a “still” frame while the extended audio track plays. Disable this option to keep the original movie length.
Mute audio while recording	Mutes any sound coming from the speakers once the Record button is selected.
Audio Capture Device	Select the device you will use to record from.
Audio Capture Sources	Allows you to select the <i>Audio Capture Source</i> . This is the source that you will be receiving audio input from. From the dropdown menu, choose the desired option.
Default button	Sets these options to the default values.
OK	Choose OK to save changes and exit back to the Audio Editor.
Cancel	Choose Cancel to exit back to the Audio Editor without making any changes.

Audio Editor Info Tab

To access the *Audio Editor Options*, choose **View > Options > Editor** tab.

Use this tabbed dialog to define default information fields for Audio Editor created video or wave files.

Default information is the information that is not likely to change when saving your files.

The following table describes each of the Info tab options.

Info Option	Description
Title	If you want to use a default title, type it in the field.
Author	Type your name or organization name in this field.
Copyright	Type appropriate copyright protection information in this field.
Enable saving of media information	Enable this option to use Title, Author and Copyright information when saving video or wave files.
Default	Sets these options to the default values.
OK	Choose OK to save changes and exit back to the Audio Editor.
Cancel	Choose Cancel to exit back to the Audio Editor without making any changes.

Audio Editor AVI Tab

To access the *Audio Editor Options*, choose **View > Options > Avi tab**.

This tab allows you to set the interleaving options for Audio Editor created video or wave files.

Interleaving the audio and video data allows it to playback smoothly when the movie file is played from a slower device such as a floppy disk, or CD-ROM. The only reason to disable interleaving would be to speed up movie file “Rendering” time.

The box for Interleave audio every X video frames specifies how much to interleave audio and video data. The lower the number specified for “X,” the smoother the playback will be.

Interleaving every 1 video frame is full interleaving which always results in the smoothest playback. Interleaving with higher numbers of video frames results in progressively less interleaving and potentially less smooth playback. However, the movie file may be smaller with less interleaving. This can be an important consideration for long movies with large pixel dimensions and detail.

Note: You may need to disable this option to use the movie files that Audio Editor creates with some video editing software.

AVI Tab Options Description Table

The following table describes each of the AVI tab options.

AVI Option	Description
Interleave Audio	Enable this option to set the option to interleave audio and video data in the video file.
Frames Seconds	If you interleave audio, you should also select the number of video frames per second to play between interleaves.
Default	Sets these options to the default values.
OK	Choose OK to save changes and exit back to the Audio Editor.
Cancel	Choose Cancel to exit back to the Audio Editor without making any changes.

Command Line Customizations

The following command line options allow you to automate and/or control certain Recorder or Player functions from other applications or a batch file.

Recorder's Command Line Customizations

Recorder command line options allow you to automate and/or control Recorder from other applications or a batch file.

Player Command Line Customizations

When you launch Player, by default it has a title bar, a menu bar, a tool bar, and a status bar. You can customize those elements by specifying arguments on the command line when launching Player.

Player Background Color Command Line Customizations

You can add background color to Camtasia Player using RGB codes in the command line. For the background color, you must supply a color argument with the syntax RGB (r, g, b) where r, g, and b are the red, green and blue components of the color.

Recorder's Command Line Customizations

The following Recorder command line options allow you to automate and/or control Recorder from other applications or a batch file.

When the command line options are used, Recorder exits with an exit code of 0 on success and 1 on any failure. The exit code is reflected as the "errorlevel" in DOS batch files.

Command Option	Function	Description
/r	Start/Resume	Starts/resumes recording using the current Recorder settings. This option fails if Recorder is already recording.
/p	Pause	Pauses recording. This option fails if Recorder is not running, or if Recorder is not recording.
/s	Stop	Stops recording. This option fails if Recorder is not running, or if Recorder is not recording or paused.
/h	Run Hidden	Hides the Recorder screen and disables the hide/unhide tray icon hotkey. This option always succeeds.
/x	Exit	Causes the running instance of Recorder to exit. This option fails if Recorder is not running. If a recording session is active, the /x option aborts the capture and discards any video file. Note: You can safely perform a /s to stop recording followed by a /x to cause Recorder to exit. (Example: CamRecorder.exe /s/x).

Player Command Line Customizations

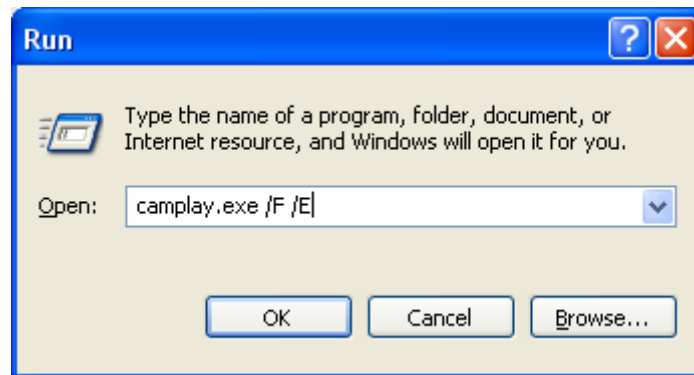
When you launch Player, by default it has a title bar, a menu bar, a tool bar, and a status bar. You can customize those elements by specifying arguments on the command line when launching Player.

The exact syntax for the command line arguments is:

CAMPLAY [<options>] [<file>]

where <options> is an optional set of options and <file> is an optional video file name.

For example, when putting Camplay.exe in the **Run Program** field, you could set it up to run *Full Screen* and then *Exit* when finished, by using the following command line arguments and syntax:



Or, you could not have it run full screen and just exit when finished by using the following syntax:
Camplay.exe /E.

Player Command Line Options Table

The following table lists the command line options that are available for use with Player.

Command	Description
/A	Launches with "Always on top" option.
/BC RGB(255,0,255)	Set background color, default is black.
/D	Launches without allowing "Dragging" by the video area.
/E	Exits after playing the video.
/F	Launches in Full Screen Mode
/M	Launches without a menu bar
/MX	Launches with its window maximized
/open	Open the specified video (<file>) but does not play it
/p x, y	Sets the movie player window's top corner to an X, Y position indicated in pixels. Example: /p 300, 300
/p x%, y%	Sets the movie player window's top corner to an X, Y position indicated in percent. Example: Example: /p 60%, 50%
/play	Immediately play the specified video (<file>) [default]
/R	Repeats the video forever

Command	Description
/S	Launches without a status bar
/T	Launches without a title bar
/TB	Launches without a tool bar

Command Line Examples

The following table lists the command line options that are available for use with Player.

Examples	Examples
CAMPLAY "clip1AVI" Plays "clip1AVI" with the default user interface.	CAMPLAY /E /F "my videoAVI" Plays "my videoAVI" full screen and exit after playing.
CAMPLAY /M "clip2AVI" Opens "clip2AVI" without a menu bar (i.e. no File > Open menu option).	CAMPLAY /BC RGB(128,128,128) /F "clip3AVI" Plays "clip3AVI" full screen and fill the background with dark gray if the video does not fill the entire screen.

Player Background Color Command Line Customizations

You can add background color using RGB codes in the command line. For the background color, you must supply a color argument with the syntax RGB (r, g, b) where r, g, and b are the red, green and blue components of the color.

Valid values for r, g, and b are in the range 0 to 255. For example:

- RGB(0,0,0) = black
- RGB(255,255,255) = white
- RGB(0,0,255) = blue
- RGB(255,0,255) = hot pink
- RGB(128,128,128) = dark gray

The background color shows only when the video that is playing does not fill the entire frame. For example, if the player is maximized while a 360x240 video is playing, the background color will show.

You can use MS Paint for easy way to generate the RGB numbers by following these steps:

1. Open MS Paint.
2. Double-click on the paint box to open the *Edit Color* dialog box. Click on the **Define Custom Colors** button. The *Custom Color* palette will display.
3. Click on a color in the color grid. The spectrum will display along with the RGB color code. Find the desired color.
4. Enter the RGB code in the command line using the format given in the paragraph above.

Contact TechSmith Technical Support

If you have a question pertaining to Camtasia Studio, we recommend that you first search the built-in help file to find the information that you need.

If you still need technical support help, you can get free support by searching our Web site's support database

1. Make sure that you are logged on to the Internet.
2. From within Camtasia Studio, choose **Help > Support**.
3. Select the [TechSmith Support Website](#) link.

Diagnostic Information

When working with technical support, you could be asked to email or fax Camtasia Studio diagnostics.

If so:

Select **Help > Support**.

The diagnostic information will be highlighted. Choose **Copy to Clipboard** and then paste the information into an e-mail message, along with any other information requested by the Technical Support team.

Alternatively, save the diagnostic information to a file by clicking Save to File, then attach the file to your e-mail or print the data and fax (+1 517.913.6121) it to Camtasia Studio support, along with any other information requested by the *Technical Support* team.

Click **OK** to close the Camtasia Studio Support window.

Mailing Address

TechSmith Corporation
2405 Woodlake Drive
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Telephone

Toll free: 800.517.3001 (USA Only)

Voice: 517.381.2300

Fax: 517.381.2336

TechSmith Support Links

- For more information on Camtasia Studio, visit our homepage at <http://www.techsmith.com/products/studio/default.asp>.
- For the most up to date FAQs, visit <http://www.techsmith.com/products/studio/faqs.asp>.
- For information on TechSmith's upgrade policy, visit <http://www.techsmith.com/products/upgrade/default.asp>.
- To find out about TechSmith's products, visit <http://www.techsmith.com>.

- For *Frequently Asked Questions*, visit <http://www.techsmith.com/products/studio/faqs.asp>.
- Download a free evaluation copy of Camtasia Studio at <http://www.techsmith.com/Camtasiastudiofreetrial>.