

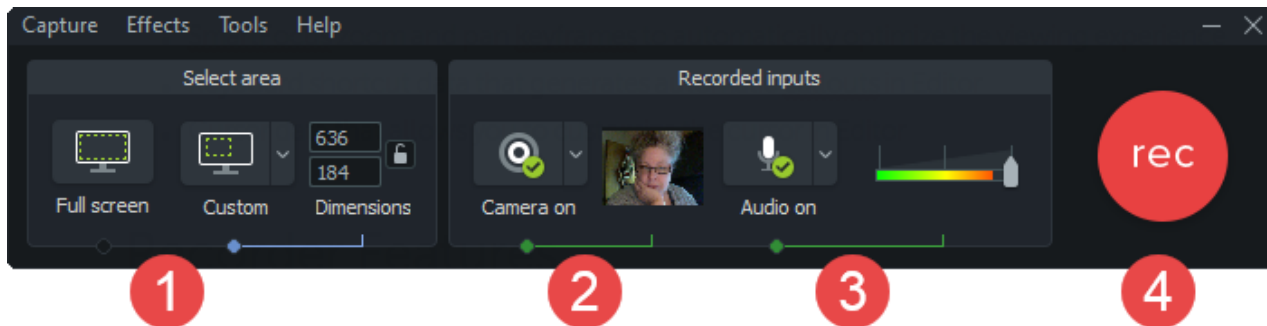
# Introduction to Camtasia 9

## To Record the Screen

Camtasia Recorder is designed to be simple and easy-to-use starting with your first recording - just click the Record button. The default settings in Recorder give you a recording file that includes:

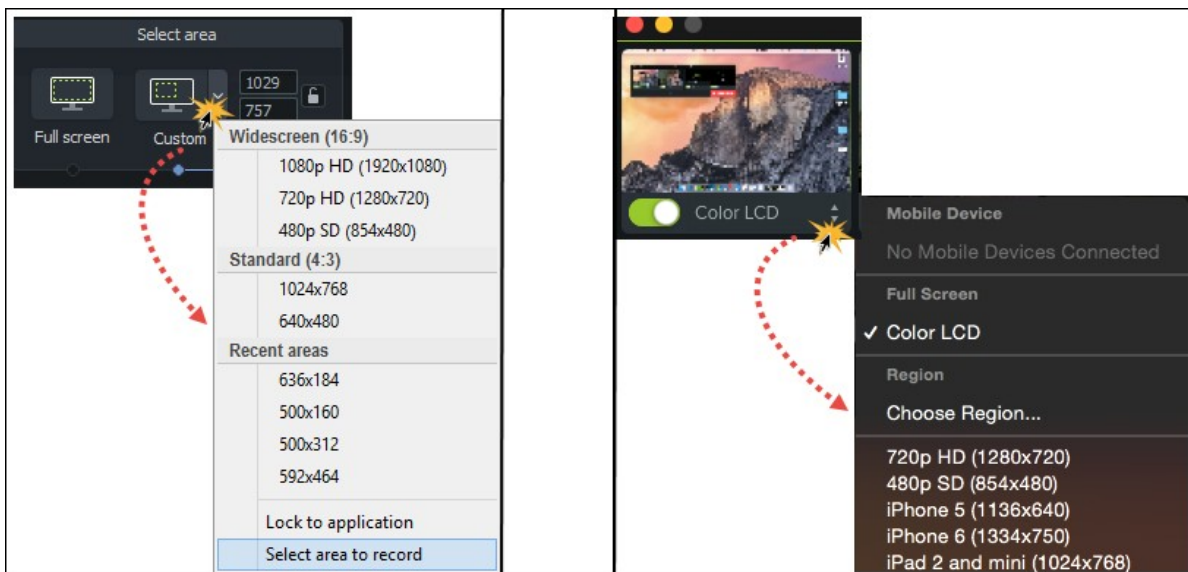
- Full screen recording
- Microphone audio recording
- System audio recording
- SmartFocus zoom and pan keyframes to automatically optimize the viewing experience
- Cursor data used to enhance the cursor in Editor
- Keyboard shortcut data used to generate automatic keystroke callouts in Editor

## Windows



1. Choose area to record.

- Full screen recording is the default.
- Or, record with custom dimensions or a region you select.



2. If desired, record web camera.
3. Choose audio options.
  - Microphone audio is recorded by default.
  - System Audio is recorded by default.
4. Click the Record button to begin recording.
  - Click the **Stop** button or press **F10**. (Windows)
  - Click the **Stop** button or press **Option + Command + 2** (Mac)

## About SmartFocus™

During recording, SmartFocus™ collects data about the actions performed onscreen along with the cursor movements. Then during editing, apply the SmartFocus effect to automatically add zoom and pan animations to the video. This saves you the time it takes to manually add zoom and pan animations.

To make the best use of SmartFocus during the recording process, use the following tips to help SmartFocus predict where to apply the zoom effects:

- **Slow down.** Use slow, deliberate mouse movements.
- **Limit clicking.** Do not randomly click around the screen or repeatedly click with the mouse.
- **Record at full screen dimensions and produce at smaller dimensions.** SmartFocus is ideal for cases when you need to record at full screen or large dimensions, but want to produce the final video at smaller dimensions. For example, if you record a full screen application and then produce the final video for distribution on a smaller mobile device, the full screen recording is not viewable at the original dimensions without zooming.
- **Record clips longer than 30 seconds.** SmartFocus is optimized for recordings longer than 30 seconds. For shorter clips, manually add zoom and pan animations.
- **Hover the cursor where you want the viewer to look.** Keep the cursor still on the area of focus in the recording. For example, if you want the viewer to focus on a hyperlink, place the cursor on or near that area as you speak and then click.
- **Do not “talk” with the cursor.** Do not move the cursor around the screen as you speak. Try to keep the cursor still in the area of focus in the recording.
- **Keep the cursor close when entering text.** SmartFocus may not predict the correct action if you click in a text box, move the cursor to the other side of the screen, and then start talking. If you want the viewer to see what is typed into the text box, keep the cursor in the text box.
- **Use the mouse scroll wheel (if applicable).** Try using the mouse scroll wheel instead of clicking and dragging on the scroll bar. SmartFocus may zoom in on the scroll bar instead of the content scrolling. For example, use the mouse scroll wheel when scrolling long Web pages.

# About The Camtasia Project File

By default, you automatically create a Camtasia project file (.tscproj or .cmproj) when you open Editor to create a new video.

The Camtasia project file saves all the media in the Media Bin and Library (Windows only), clips, animations, annotations, and effects on the timeline, any editing completed on the timeline, and the editing dimensions. With a project file, you can:

- ▮ Continue work on a video at a later time.
- ▮ Share a zipped/exported project file with others for collaboration including sharing projects from Windows to Mac and vice versa.
- ▮ Zip up your project to archive it.
- ▮ Repeatedly produce and share your video to a number of popular video formats and destinations.

## To Create a Camtasia Project File

1. In Camtasia Editor, choose **File > New Project**.
2. Choose **File > Import > Media** to add recordings, video, images, and audio clips to the Media Bin.
3. Drag media, recordings, annotations, and transitions to the timeline.
4. Add animations, effects, and Behaviors to media on timeline.
5. Choose **File > Save** to save the Camtasia project file. The file is saved as a .camproj file on Windows and a .cmproj on Mac.

## Crucial Steps for Success: Complete Your Video in this Order

For the best video editing, complete your edits in the following order. You may not include each of these steps in every video project you work on, but, to ensure success, the order below should still be followed. For example, always import all the media and arrange it on the timeline before you begin to edit the audio. Or, edit the audio on the timeline before you add any transitions.

1. Import images, recording files, video clips, and audio and arrange the clips on the timeline.
2. Make basic edits to the clips on the timeline. Cut and split clips, move clips, add markers, etc.
3. Edit the audio.
4. Add voice narration.
5. Add title clips and transitions.
6. Apply SmartFocus and zoom, pan, and other animations.
7. Add annotations, Behaviors, Cursor Effects, and other Visual Effects.
8. Add markers and quizzes or surveys.
9. Add captions.

Captions should be added last, on the platform where production/sharing will take place.  
Captions are not cross platform compatible.

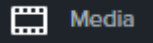

# Camtasia Media Bin

Media Bin references all video, audio, and image clips imported into the current project.



- ▮ You can add multiple instances of a clip onto the timeline.
- ▮ To add a clip to the video, drag the clip from the Media Bin onto the timeline or right-click a clip and select **Add to Timeline at Playhead.**

## Import Media Into Bin

1. Click the **Media** tab. 
2. Click  > **Import Media** or **File > Import > Media.**
3. Browse and select the file(s) to import.
4. Click **Open** or **Import.** The media appears in the bin.

# Supported Media

Camtasia Windows Supported Media	Camtasia Mac Supported Media
<b>Video Files</b> AVI, MP4, MPG, MPEG, WMV, MOV, SWF <b>Note:</b> Only SWF files created from Jing or a previous version of Camtasia Studio can be imported.	Video Files AVI, MP4, MPG, MPEG, WMV, MOV, SWF
<b>Camtasia Recording Files</b> TREC, CAMREC (Camtasia Studio 8.3 and earlier)	Camtasia Recording Files TREC, CMREC (Camtasia 2.x)
<b>Image Files</b> BMP, GIF, JPG, PNG	Image Files BMP, GIF, JPG, PNG
<b>Audio Files</b> M4A, WAV, MP3, WMA	Audio Files M4A, WAV, MP3

## Timeline Tracks and Basic Editing

### Timeline Tracks



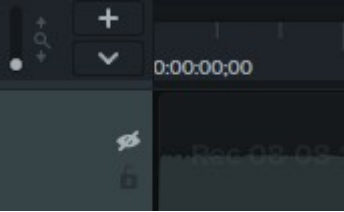
Tracks represents the sequence of media on the timeline both horizontally and vertically.


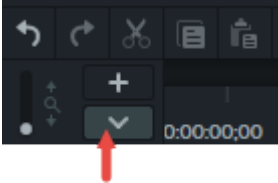
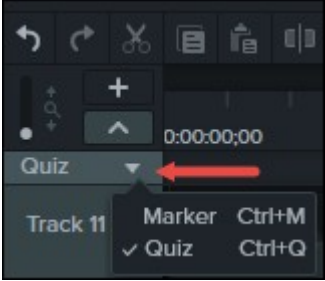
- ▮ Everything that appears at one point in time vertically appears at the same time in the video.
- ▮ Only media on a timeline track is included in the final video.
- ▮ An unlimited number of tracks can be added to the timeline.

To perform this action....

Do this...

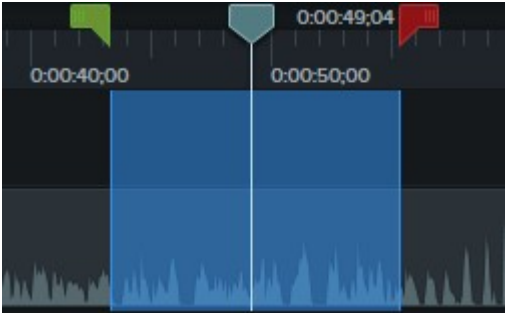

Add a Track	<p>1. Click <b>+</b> to add a track to the timeline.</p> <p>-Or-</p> <p>2. Drag and drop media from the Media Bin or Library onto the "blank" area to create a new track.</p>
Scroll through tracks	<p>If there are several tracks on the timeline, use the scroll bar on the right side of the timeline to view unseen tracks.</p>
Rename a Track	<p>To change a track name, double-click the name and type.</p>
Change Track Size	<p>Use the track slider to resize all of the tracks at one time.</p>
To perform this action....	Do this...
	<div data-bbox="493 1205 932 1367" data-label="Image"> <p>The image shows a close-up of a video editing software toolbar. A red arrow points to a small circular icon with a plus sign and a minus sign, which is used for adjusting the track size. Other icons in the toolbar include undo, redo, delete, and search. A timeline is visible below the toolbar, showing a green track and a red track with time markers at 0:00:08:10 and 0:00:00:00.</p> </div> <p>-Or-</p> <p>To resize only one track, hover the mouse over the track border above the name and drag up or down.</p>

<p>Lock / Unlock Track</p> <p>Lock a track to prevent editing or other changes to the media on that track.</p>	<p><b>Lock a Track</b></p> <p>Click the lock icon to the left of the track. </p> <p>The icon turns white and the track dims with a lined effect to indicate the track is locked.</p> <p><b>Unlock a Track</b></p> <p>Click the white lock icon to the left of the track. The icon turns gray and the track brightens to indicate the track in unlocked.</p> <p><b>About Locked Tracks</b></p> <ul style="list-style-type: none"> <li>▫ Media on a locked track appears in the canvas, preview, and the final, produced video.</li> <li>▫ Media on locked tracks is included in the video during the production process.</li> <li>▫ Tracks in a group cannot be locked.</li> <li>▫ Media on a locked track cannot be cut, copied, deleted, pasted, or modified in any way.</li> </ul>
<p>Turn Off / Turn On Track</p> <p>Turn a track off to prevent media from appearing in the canvas, preview, or the final, produced video.</p>	<p><b>Turn a Track Off</b></p> <p>Click the eye icon to the left of the track. </p> <p>The icon turns white and the track dims to indicate the track is off.</p>  <p><b>Turn a Track On</b></p> <p>Click the white eye icon to the left of the track.</p> <p>The icon turns gray and the track brightens to indicate the track in on.</p> <p><b>About Turned Off Tracks</b></p> <p><b>I Media on turned off tracks is not included in the video during the production process.</b></p> <p><b>I Turn off a track to sample various audio clips. For example, to hear only the background music on a track without the voice-over track, turn off the voice-over track.</b></p> <p><b>I Media on a turned off track cannot be cut, copied, deleted, pasted, etc.</b></p>


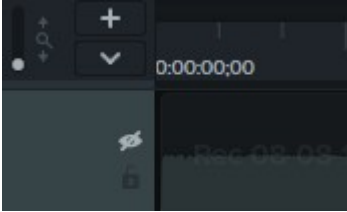
<p>Show / Hide Quiz or Marker View</p> <p>When a quiz or marker is added to the timeline, the quiz or marker view automatically opens.</p>	<p>Click the Show/Hide icon to turn Marker/Quiz view on or off. </p>  <p>Click the Quiz/Marker dropdown menu to choose the desired view.</p> 
<p>Tracks inside a Group</p>	<p><b>I Each piece of media in a group has its own separate track.</b></p> <p><b>I There can be an unlimited number of tracks in a group. Edit the media on a</b></p>
<p>Track Options</p>	<p>Right-click on the timeline tracks or the track names to view track options available in the context menu.</p>
<p>Remove all empty tracks without any media files</p>	<p>Right-click on a track and choose <b>Remove all empty tracks</b> from the menu.</p>


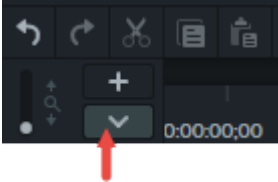
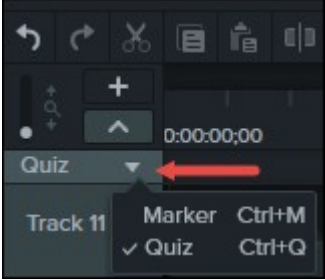


# Timeline Editing Tasks

To perform this action....	Do this...
Make a selection	<p>Click and drag the playhead's green In or red Out points to make the selection.</p> <p>The selected area is highlighted in blue.</p>  <p>Drag the zoom slider to get a better view of the timeline, if necessary.</p>
To perform this action....	Do this...
	
Select a media on timeline	Click on a media to select it.
Select more than one media on timeline	<p>Click and drag the cursor on the timeline to capture all the desired media.</p> <p>-Or-</p> <p>Press <b>Shift</b> and click on multiple media to select.</p>
Delete a selection	<p>When using Delete, a gap is left between any clips on the timeline.</p> <p><b>To Delete a Timeline Selection</b></p> <ol style="list-style-type: none"><li>1. Lock tracks on timeline that contain media you do not want to delete.</li><li>2. Drag the in or out points to make the selection. Use the zoom slider to get a better view of the timeline, if necessary. The selected area is highlighted in blue.</li><li>3. Press <b>Delete</b> on the keyboard.</li></ol>
Delete a media	<p>-Or-</p> <p>Select a media on the timeline and press <b>Delete</b>.</p>

<p>Cut a selection</p> <p>Cut a media</p>	<p>A cut removes a selection from the timeline and puts it on the clipboard.</p> <ul style="list-style-type: none"> <li>  When using the Cut tool, no gap is left on the timeline and remaining media is stitched together.</li> <li>  If desired, paste the elsewhere onto the timeline.</li> <li>  You can cut a single clip or across multiple clips.</li> </ul> <p><b>To Cut Media</b></p> <ol style="list-style-type: none"> <li>1. Lock tracks on timeline that contain media you do not want to cut.</li> <li>2. Drag the in or out points to make the selection. Use the zoom slider to get a better view of the timeline, if necessary. The selected area is</li> </ol>
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<p>Turn Off / Turn On Track</p> <p>Turn a track off to prevent media from appearing in the canvas, preview, or the final, produced video.</p>	<p><b>Turn a Track Off</b></p> <p>Click the eye icon to the left of the track. </p> <p>The icon turns white and the track dims to indicate the track is off.</p>  <p><b>Turn a Track On</b></p> <p>Click the white eye icon to the left of the track.</p> <p>The icon turns gray and the track brightens to indicate the track in on.</p> <p><b>About Turned Off Tracks</b></p> <ul style="list-style-type: none"> <li>  Media on turned off tracks is not included in the video during the production process.</li> <li>  Turn off a track to sample various audio clips. For example, to hear only the background music on a track without the voice-over track, turn off the voice-over track.</li> <li>  Media on a turned off track cannot be cut, copied, deleted, pasted, etc.</li> </ul>
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<p>Show / Hide Quiz or Marker View</p> <p>When a quiz or marker is added to the timeline, the quiz or marker view automatically opens.</p>	<p>Click the <b>Show/Hide</b> icon to turn Marker/Quiz view on or off. </p>  <p>Click the Quiz/Marker dropdown menu to choose the desired view.</p> 
<p>Tracks inside a Group</p>	<ul style="list-style-type: none"> <li>▮ Each piece of media in a group has its own separate track.</li> <li>▮ There can be an unlimited number of tracks in a group. Edit the media on a</li> </ul>
<p>To perform this action....</p>	<p>Do this...</p>
	<p>group track as you would on a timeline track.</p> <ul style="list-style-type: none"> <li>▮ There is no need to ungroup to edit media in a group.</li> </ul>
<p>Save a video frame as an image</p>	<p>Use the Export Frame As option to save the current frame (seen on the canvas) as an image file (BMP, GIF, JPG, or PNG).</p> <ol style="list-style-type: none"> <li>1. Position the playhead on the timeline. Refer to the canvas to ensure the correct frame is selected.</li> <li>2. Select <b>Share &gt; Export frame as</b>.</li> <li>3. The Export Frame As dialog appears. Enter a file name and select a file location.</li> <li>4. Select a file format from the <b>Save as type</b> field.</li> <li>5. Click <b>Save</b>.</li> </ol>

# Transitions

Transitions add a pleasant visual effect between the end of a clip and the beginning of the next clip.

- ▮ Transitions can be added to a group or to a single image, annotation, or video clip.
- ▮ Use transitions to indicate the passage of time, change in location, to call attention, or to create a smooth flow between clips.

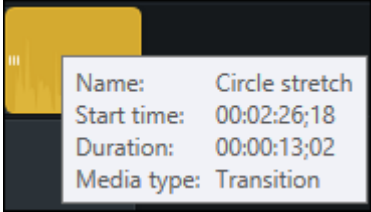
- Add transitions to annotations and images to create a custom look.



To add a Transition to the timeline:

1. Choose **Transitions**.
2. Grab the desired transition...
3. And drag it to the timeline.
4. Drop on an area that lights up as yellow. Yellow indicates a transition can be used at the beginning or end of a media or clip.

## Working with Transitions

To perform this action...	Do this...
Delete	Select the transition and press <b>Delete</b> on keyboard.
Change duration...	<ul style="list-style-type: none"> <li>▪ Drag out end of transition out to extend the duration.</li> </ul>
To perform this action...	Do this...
	<ul style="list-style-type: none"> <li>▪ Drag in end of transition in to shorten the duration.</li> </ul>
See details...	<p>Hover over a transition and the Details box appears.</p> 
Change transition type...	Drag a different transition onto existing transition and drop it there.

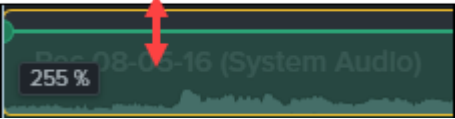
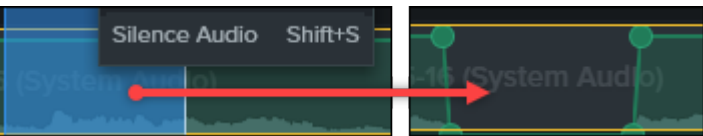
# Working with Audio

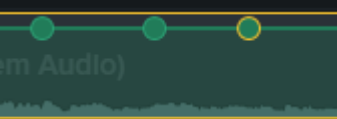
When creating a video, it's important to capture good, quality video. But, it's just as important, if not more so, to get good quality audio.



- ▮ Our ears almost always detect an audio error but, our eyes are not so aware of errors occurring on-screen.
- ▮ Most people won't watch a video if the audio is bad – even if the video itself is very good.
- ▮ People are more likely to continue watching a poor quality video if the audio is good.

There are two ways to work with audio in Camtasia: [edit directly](#) on timeline, or [add effects](#).

## Edit Audio on Timeline

To perform this action....	Do this...
Select audio on the timeline...	Double-click a clip with audio. The clip turns green and the audio bar appears.
Increase or decrease the volume level...	Drag the audio bar up or down. 
Silence a section of audio...	Use the playhead to make a selection. Right-click the selection and choose Silence Audio. 

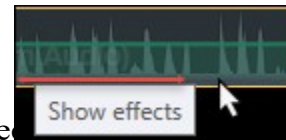
To perform this action....	Do this...
Add audio points...	Double-click on the audio bar. 
Move audio points...	Grab and drag the audio point across the audio bar.

Fade audio in or out...	To create a fade, add three audio points to the audio bar. Drag up or down to create the desired fade.
Delete audio points...	Right-click an audio point and choose to delete selected point or all points. 
Separate system audio from screen recording...	Right-click audio and choose <b>Separate Video and Audio</b> .
Change the look of the waveform...	Choose <b>Edit &gt; Preferences &gt; Program tab &gt; Mirror waveform</b> . 
Save audio as M4A or WAV	<b>Share &gt; Export Audio Only</b> . <b>Note:</b> Export to MP3 is no longer available.

## Add Audio Effects

To add an audio effect, drag to timeline and drop on clip with audio

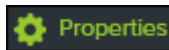
- Once effect is added, click gray bar under waveform to open effects panel.



- Drag effect on timeline to adjust its duration.



- Customize effects in **Properties** panel.



To customize this effect...	Do this...
<b>Noise Removal</b> Helps reduce background noise.	<ol style="list-style-type: none"> <li>Open <b>Properties</b> pane.</li> <li>Choose <b>Analyze</b> to automate noise removal process. (Windows, only.)</li> <li>Or, manually adjust the <b>Sensitivity</b> and <b>Reduction</b> to get desired effect.</li> </ol>
<b>Volume Leveling</b>	<ol style="list-style-type: none"> <li>Open <b>Properties</b> pane.</li> </ol>

<p>Helps even out audio levels.</p>	<ol style="list-style-type: none"> <li>2. Choose level from <b>Variation</b> drop down menu.</li> <li>3. Or, manually adjust <b>Ratio</b>, <b>Threshold</b>, and <b>Gain</b> to get desired effect.</li> </ol>
<p><b>Fade In / Fade Out</b> Creates smooth transition in to or out of audio.</p>	<ol style="list-style-type: none"> <li>1. Automatically applied to beginning or end of audio clip.</li> <li>2. Grab audio point(s) and drag to adjust.</li> </ol>
<p><b>Pitch (Mac Only)</b> Adjust frequency of sound waves to change voice sound.</p>	<ol style="list-style-type: none"> <li>1. Open <b>Properties</b> pane.</li> <li>2. Manually adjust <b>Pitch</b>, <b>Ease In</b>, or <b>Ease Out</b> to get desired effect.</li> </ol>
<p><b>Clip Speed</b> Cause audio and video clip to play back faster or slower.</p>	<ol style="list-style-type: none"> <li>1. Drag effect on timeline to adjust speed.</li> <li>2. Or, open <b>Properties</b> pane to adjust <b>Duration</b> and <b>Speed</b> to get desired effect. <ul style="list-style-type: none"> <li>▪ Adjust speed <b>higher</b> to cause video to play back <b>faster</b>.</li> <li>▪ Adjust speed <b>lower</b> to the video to play back <b>slower</b>.</li> </ul> </li> </ol>

# Annotations and Callouts

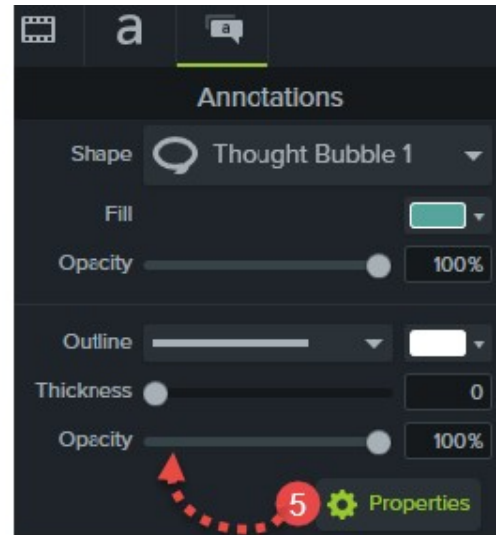
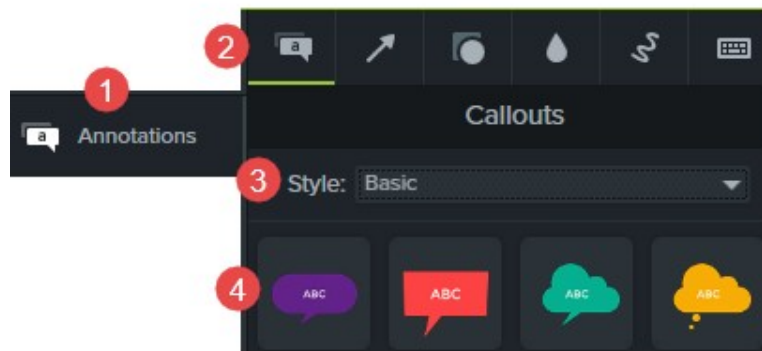
Annotations, like callouts or arrows, are graphics that appear on top of a video to draw viewers' attention to important objects or processes.

Annotations also include effects like blurs, highlights, and interactive hotspots.

To add an annotation to the timeline:

1. Click the **Annotations** tab.
2. Click a sub-tab to select a category.
3. Select a **Style** from the menu. (Only some annotations have this option.)
4. Double-click to add to timeline at playhead. Or, drag annotation to desired location on timeline.

5. Customize in **Properties**. 



## Zoom & Pan Animations

The Zoom-n-Pan tab offers a quick way to add zoom in, zoom out, and pan animations to the timeline.

Add zoom and pan animations to:

- ▮ Improve viewing when producing the final video at dimensions smaller than the source recording.
- ▮ Focus on important actions within the video, like typing in a text field or selecting an option in a large application.
- ▮ Move from area to area when editing dimensions are large.

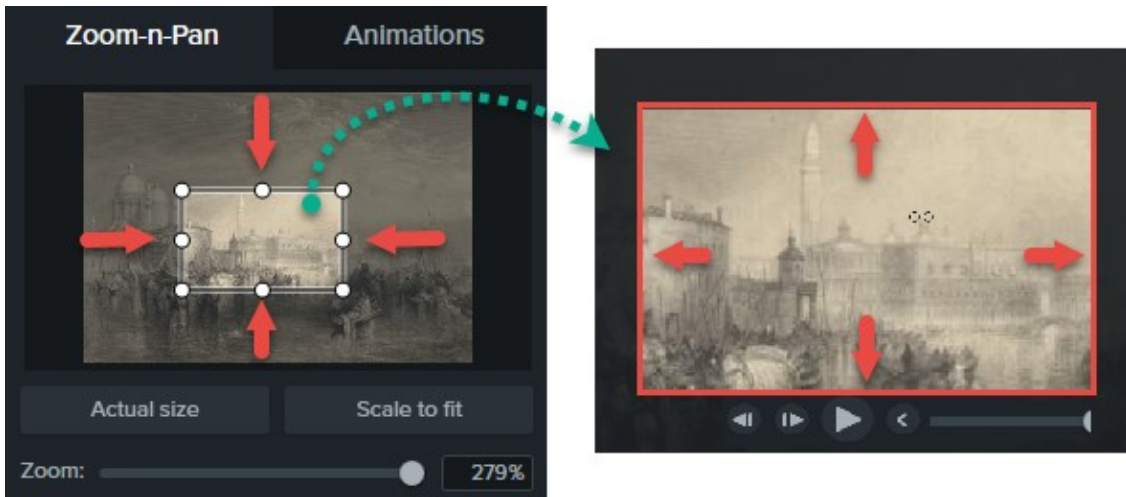
## Add a Zoom In / Zoom Out Sequence

1. Position playhead on timeline where zoom will occur.

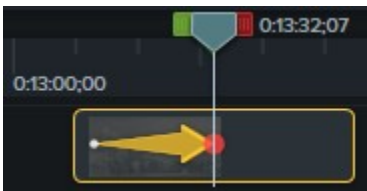
2. Choose **Animations** tool > **Zoom-n-Pan** tab. 

3. Move and size zoom rectangle to get desired effect. That area fills the canvas and is what your viewers see.



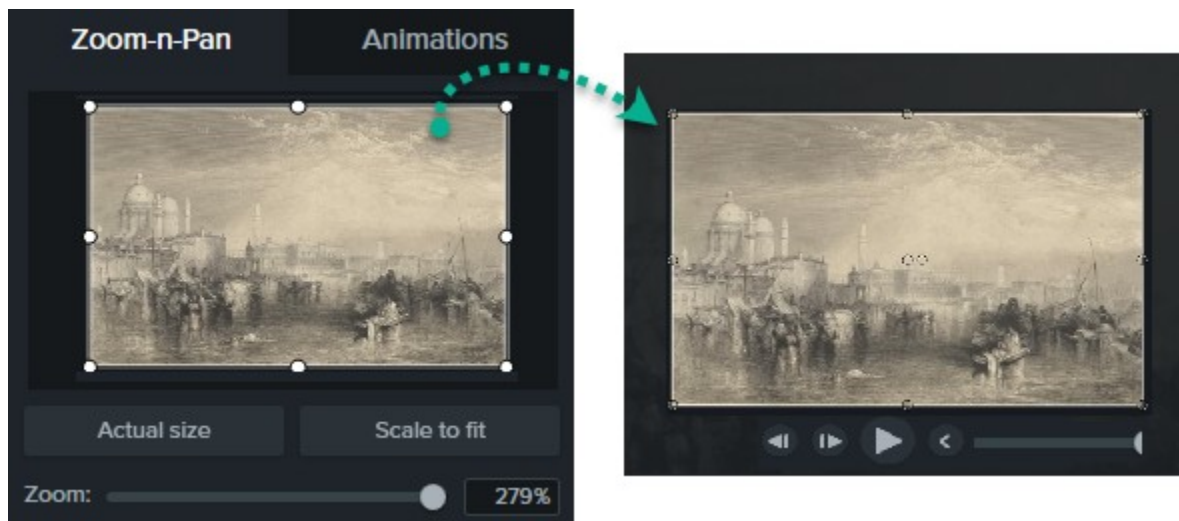


4. A zoom animation is added to the timeline.
  - Drag to adjust location of effect.



- Drag either end of the zoom animation on timeline to adjust effect's duration. This is how long the effect lasts.

5. To zoom back out, place playhead where zoom animation ends.
6. Repeat steps 3-4 dragging the rectangle to zoom back out.



## Cursor Effects

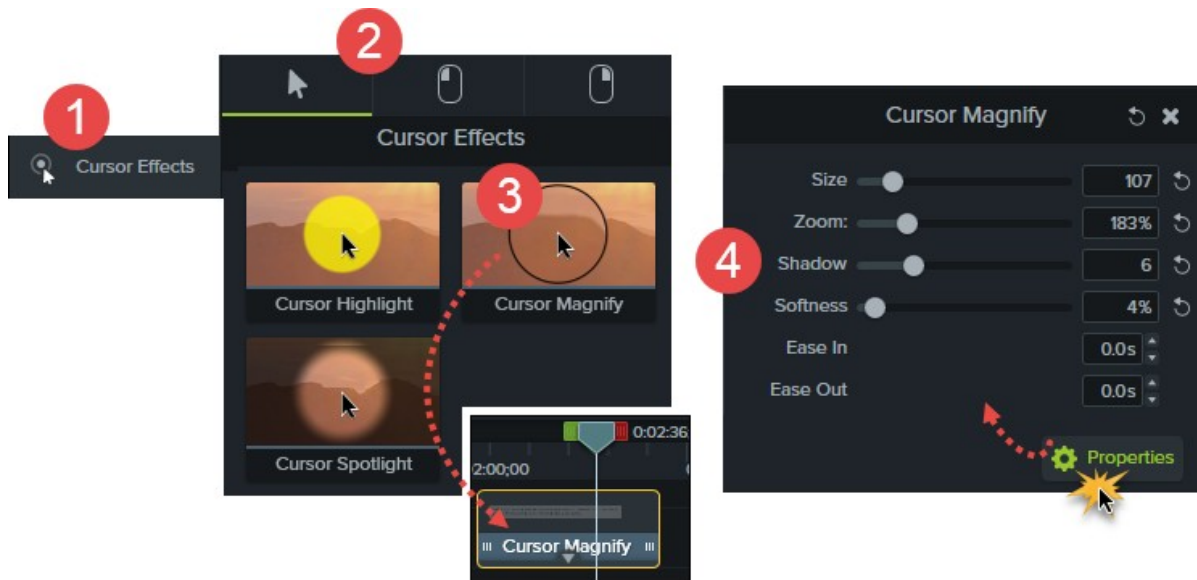
In Camtasia Recorder, cursor data is collected and stored in the TREC recording file. In Editor, the cursor can be enhanced for better visibility using a highlight, spotlight, magnifier, rings, click sounds, and more.

To add a cursor effect to the timeline, place the playhead on a recording that has recorded cursor data.

1. Click the **Cursor Effects** tab.

2. Click a sub-tab to select a category.
3. Drag desired effect to timeline

1. Customize in **Properties**.  Properties



## Share Your Audio or Video

The production process, also called rendering, creates a video file based on the sequence of recordings, video and audio clips, images, and effects on the timeline.

Preset production options contain settings optimized for popular distribution methods like Screencast.com, Vimeo,

YouTube, your local hard drive, and more.

- ▮ Also export your timeline audio as a standalone [WAV](#) or [M4A](#) file.
- ▮ Create and manage [production presets](#). (Windows only)

## Share Your Video

1. Click **Share**.  Share

2. Choose desired share option from menu.

- ▮ In Windows, the **Production Wizard** appears. Step through the wizard to create your video.  
Or, choose **Custom Production** > **New Custom Production** to select from other file outputs, further customize production settings, or save the settings as a [preset for future use](#).
- ▮ In Mac, the **Export As** or a **Login** screen appears. Choose desired options to create your video.

# Create an Audio File

Save the timeline audio as a file.

1. Choose **Share > Export Audio Only**.
2. Save as .wav or .m4a. (MP3 is no longer an output option.)

# Produce a Selection of the Timeline (Windows only)

Produce a selection on the timeline to create a short video or to preview an effect.

1. Make selection on timeline.
2. Right-click selection and choose **Produce selection as**.
4. The Production Wizard appears. Produce video with desired settings