

Camtasia Studio

Create Online Demonstrations from
Your Desktop



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CAMTASIA :: INTRODUCTION

Workshop Description, Goals, and Outcomes

This workshop will introduce you to Camtasia Studio, a powerful screen capture program, and its most useful features. The workshop will also offer suggestions for the appropriate uses of screen computer movies in education and an overview of several researched-based principles for multimedia design.

Goals:

- ✓ Create effective tutorials, demonstrations, and other instructional materials using Camtasia Studio.
- ✓ Make projects that are accessible to students using both high speed and dial-up Internet accounts.
- ✓ Apply multimedia design principles to Camtasia projects.
- ✓ Use Camtasia to narrate PowerPoint presentations.

Outcomes:

- ✓ Develop a storyboard for a project that will achieve desired student learning outcomes.
- ✓ Record, narrate, and enhance a screen capture movie for instructional use.
- ✓ Determine and apply settings to a project to make it accessible to students using dial-up and high-speed Internet accounts.
- ✓ Produce projects with a variety of delivery options (e.g., Flash, iPod, Windows Media, Web Theater, etc.).
- ✓ Locate and use appropriate and “legal” music with projects.
- ✓ Create a script and add narration to a PowerPoint presentation.
- ✓ Add captions to PowerPoint presentations and Camtasia projects for universal accessibility.

Workshop Web Site:

<http://wwc-camtasia-track.blogspot.com/>



CAMTASIA :: INTRODUCTION

Tentative Schedule

Day 1

- ✓ Overview of track
- ✓ Examples of effective Camtasia projects
- ✓ Record, narrate, and edit a screen capture movie then produce for Web delivery

Day 2

- ✓ Review multimedia best practices as they apply to screen capture projects
- ✓ Storyboarding techniques
- ✓ Enhance screen capture movie with titles, transitions, callouts, quizzes, and music
- ✓ Create a “Web theater” project
- ✓ Explore additional delivery options such as iPod, zipped, Windows Media, and MP3
- ✓ Work on projects

Day 3

- ✓ Create script for PowerPoint presentation
- ✓ Narrate PowerPoint presentation.
- ✓ Add captions and produce for Web delivery
- ✓ Work on projects

Day 4

- ✓ Picture in Picture demonstration
- ✓ Work on projects
- ✓ Project presentations



CAMTASIA :: INTRODUCTION

4 Stages of Training

Stage 1: Unconscious and Incompetent

Stage 2: Conscious and Incompetent

Stage 3: Conscious and Competent

Stage 4:

How can screen capture videos be used in teaching?

- ✓ Tutorials
- ✓ Demonstrations
- ✓ PowerPoint lectures
- ✓ Feedback on student work
- ✓ Online orientations
- ✓ Pronunciation guides for ESL, foreign language, and other disciplines
- ✓ Test review
- ✓ Assignment review and checklist
- ✓ Critique of student projects



CAMTASIA :: INTRODUCTION

What are the potential benefits to students?

- ✓ See and hear – 2 communication channels used
- ✓ 24/7 availability
- ✓ View and review as often as desired



CAMTASIA :: SCREEN CAPTURE TIPS

10 Tips for Good Screen Capture Projects

1. Create a storyboard (see page 12 for example) that includes
 - a. Learning outcome(s) of your project
 - b. List of what students will see and hear
 - c. Detailed plan for each scene
 - d. Script for narration
 - e. Plan for callouts and other special effects
2. Limit presentation to 10 – 15 minutes **MAXIMUM**.
 - a. Chunk longer content into shorter, logical sections then use web menu tool to produce a Camtasia Theater project. See page --- for tips on Camtasia Theater projects.
3. **NEVER** record the entire screen - PowerPoint is the only exception to this rule.
 - a. Resize window to 800 by 600 to create smaller file sizes and ensure that presentation will fit in most screens.
 - b. Test to make sure all the content your students need to see will fit in the window. If it doesn't, make it bigger.
4. Create and use a script for your narration.
5. Rehearse **BEFORE** recording. This will save you time in the long run.
6. Use “hotkeys” to start/pause and stop recording.
 - a. **F9** to **Start** or **Pause**
 - b. **F10** to **Stop**
 - c. The advantage to using hotkeys is your mouse won't need to go to the bottom of the screen to pause or stop your recording.



CAMTASIA :: SCREEN CAPTURE TIPS

7. Don't go too fast (students won't have enough time to process what they're seeing and hearing) or too slow (students will get bored).
8. Projects for web delivery should almost always be produced in the Flash format. The big exception is projects that include captions.
9. Use mouse wisely – no extraneous movement.
10. Know when your project is good enough.

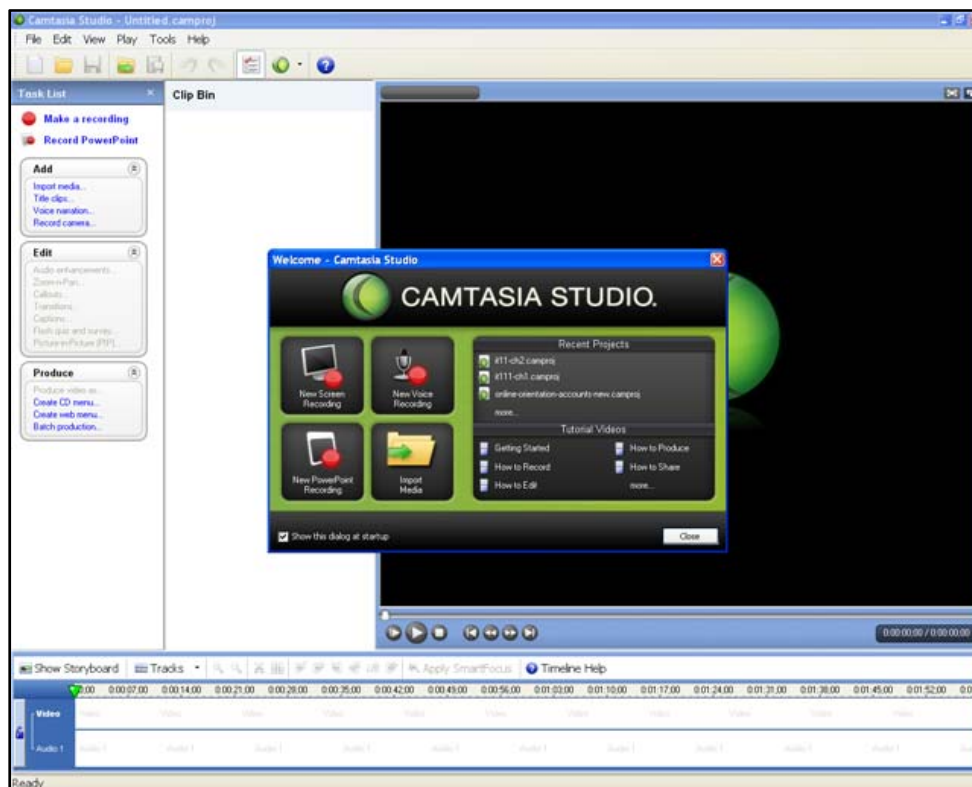


CAMTASIA :: QUICK START GUIDE

Getting Started with Camtasia

Camtasia uses its own software to create tutorials that show you how to use all of its features so I don't need to make step-by-step instructions for you. I do want to provide some general getting started instructions that will make your project production go much more smoothly.

1. Before you launch Camtasia, open the application(s) you'll be using for your tutorial or demonstration.
2. Resize each application window to 800 by 600. A free program called "The Sizer" lets you resize windows to your exact specifications. Go to <http://www.brianapps.net/sizer.html> to get it.
3. When you launch Camtasia, the opening screen displays a dialog box with options for the type of recordings you can make. It also has links to tutorials that guide you through the production of a project.





CAMTASIA :: QUICK START GUIDE

- If you select **New Screen Recording**, another dialog box will open where you can choose the area of the screen you want to record and configure your audio options.



- Click the **Audio options** link and make sure your microphone is selected and that the volume is loud enough.
- Then click the **“Select area to record”** button. As you move your mouse over the screen, Camtasia will detect sections of the screen which makes it easy to select a window. If you want to select an area, click and drag your mouse from the top left to the bottom right corner of the area.
- A red **Record** button appears in the dialog box shown below. You can click it with your mouse or press the **F9 key** to start recording. *I strongly recommend you use the **F9 key** to start your recording.*





CAMTASIA :: QUICK START GUIDE

- Green lines will appear around each corner of the area you're recording and when they begin to blink on and off, you are recording. *I recommend you pause for three or four seconds before you begin narrating and again when you've finished.* See figure below.

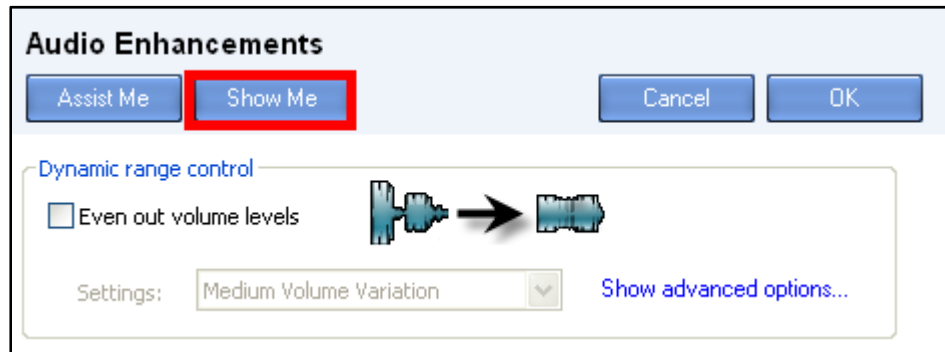


- After you complete your recording, press **F10** to stop and your recording will automatically be played back for you. If you like it, click the **Save** button. If you don't, click the **Delete** button and re-record.
- If you save your recording, it will be given the file extension **.camrec**. *I recommend you give your recording a logical file name (all lower case and no spaces) and pay careful attention to the location of this file.* By default, Camtasia will save it in a folder named Camtasia Studio in My Documents but you can override this if you want to.
- Most of the time, you'll want to edit and enhance your video after you've saved your recording. And, most of the time, you'll select **Web** from the Project Settings dialog box.



CAMTASIA :: QUICK START GUIDE

12. Each editing task or enhancement feature has an **Assist Me** and a **Show Me** option. If you click the **Show Me** button, a tutorial will show you how to use the tool or feature.



13. Last but not least, ALWAYS save your recording as a Camtasia Project BEFORE you begin editing it.
- Use a meaningful file name with no spaces when you save it. For example, a tutorial on using the format painter in Word might be called **word-format-painter-tutorial**.
 - The file extension for Camtasia Projects is **.camproj** and it will be added to the file name you've given to your project.
 - Pay attention to the location of the project file so you can find it again. Camtasia will automatically save all your files into a folder named Camtasia Studio in My Documents. But you can override this if you want to. Good file management will save you time in the long run.
 - The project file keeps track of all the pieces of your project so you can re-edit it in the future or produce it using a different delivery option.



CAMTASIA :: STORYBOARD EXAMPLE

Project

VARK Web Site Demo

Learning Outcomes

1. Students will take the online VARK questionnaire to determine their preferences for taking in and putting out information in a learning context.
2. Students will examine the VARK helpsheets that pertain to their preference(s) and adopt some of the strategies provided.

Assessment

At the end of the quarter, students will write a short reflection paper about using the VARK learning guide.

Visual	Narration
<p>VARK web site</p> <p><i>Before beginning, go to the VARK web site and complete the questionnaire.</i></p> <p><i>Then, open a second web browser and make sure both windows are exactly the same size. Place the window with the completed questionnaire behind the one with the VARK web site.</i></p> <p>When editing, add text callout with VARK web address.</p>	<p>Hi, I'm your instructor, _____.</p> <p>This quarter, in addition to our course content, I want you to learn more about how you learn. You'll use the VARK guide to learning styles to find out your preferences for taking in and putting out information in a learning context. Then you can apply some of the tips the web site offers for improving your studying and test taking in the class.</p> <p>Open your favorite web browser and type in the following address to go to the VARK web site: www.vark-learn.com</p>



CAMTASIA :: STORYBOARD EXAMPLE

Visual	Narration
<p>VARK web site</p> <p>Point to link. When editing, add red arrow callout pointing at link.</p>	<p>After the VARK home page opens, click on the link labeled Questionnaire on the right side of the screen.</p>
<p>VARK questionnaire</p> <p>Scroll using the scroll bar to the beginning of the questionnaire.</p> <p>Pause with F9. Bring the window with your results to the front then press F9 to resume</p>	<p>There are 16 questions and you can select as many answers as best explain your preferences. You can leave ones that don't apply blank. Completing the questionnaire should take about 5 minutes.</p>
<p>VARK questionnaire results page</p> <p>When editing, zoom in to scores. Zoom back out after 5 seconds.</p>	<p>After you submit the questionnaire, you'll get a results page that looks like this. Many people, over 60% in fact, are multimodal meaning they have a variety of preferences.</p>
<p>Multimodal Study Strategies page.</p> <p>When editing, point to another preference like visual and add a red callout box around it.</p>	<p>If you're multimodal, take a few moments to read about this preference. Then select another preference to review. Let's look at the Visual (or Read/Write or Aural) Study Strategies page as an example.</p>



CAMTASIA :: STORYBOARD EXAMPLE

Visual	Narration
<p>Visual Study Strategies page</p> <p>Slowly scroll down screen using scroll bar.</p>	<p>The first part of this page has tips for taking in information and the next part has tips for preparing for tests and studying without tears.</p> <p>Review the aural, read/write, and kinesthetic study strategies pages if they apply.</p>
<p>Visual Study Strategies page</p> <p>Create a text callout that says: Write a short summary of your preferences and include a plan for implementing some of the Intake and Output suggestions this quarter.</p>	<p>Here's what I want you to do next. Submit your short preferences summary and implementation plan in an email message to me. At the end of the quarter, I'll ask you to reflect on how useful the VARK learning guide was to you.</p>



CAMTASIA :: PRACTICE SCRIPT

Hi, I'm your instructor, _____.

This quarter, in addition to our course content, I want you to learn more about how you learn. You'll use the VARK guide to learning styles to find out your preferences for taking in and putting out information in a learning context. Then you can apply some of the tips the web site offers for improving your studying and test taking in the class.

Open your favorite web browser and type in the following address to go to the VARK web site: www.vark-learn.com.

After the VARK home page opens, click on the link labeled **Questionnaire** on the right side of the screen.

There are 16 questions and you can select as many answers as best explain your preferences. You can leave ones that don't apply blank. Completing the questionnaire should take about 5 minutes.

After you submit the questionnaire, you'll get a results page that looks like this. Many people, over 60% in fact, are multimodal meaning they have a variety of preferences.

If you're multimodal, take a few moments to read about this preference. Then select another preference to review. Let's look at the _____ page as an example.

The first part of this page has tips for taking in information and the next part has tips for preparing for tests and studying without tears.

Review the other study strategies pages that, according to the questionnaire, also apply to your preferences.



CAMTASIA :: PRACTICE SCRIPT

Here's what I want you to do next. Submit your short preferences summary and implementation plan in an email message to me. At the end of the quarter, I'll ask you to reflect on how useful the VARK learning guide was to you.



CAMTASIA :: DELIVERY OPTIONS & TIPS

Production Options and Tips for Smaller Files

The best thing about Camtasia is you can create, edit, and enhance a video and then produce it multiple times using different delivery options. So, you can produce a video for web delivery first then produce it for iPod delivery and then for CD delivery if these options make sense for your audience.

Web Delivery for 99% of your videos

- ✓ File will be saved in Flash format.
- ✓ Provides cross platform and cross browser compatibility.
- ✓ Video will be sharp and file will not be too large if video isn't too long.
- ✓ Flash format must be used if quizzes or hot spots have been added to your video.

Camtasia Theater Menu

- ✓ Good when you want to chunk content into logical steps.
- ✓ Produce each part of content first and save in Flash format.
- ✓ Use consistent screen sizes and audio volume when recording and producing your individual movies.

Windows Media

- ✓ Must be used if your project includes a streaming media video.
- ✓ Best when adding closed captions to a project.

CD Delivery

- ✓ If your audience requires it or your videos are very long and large in terms of file size.
- ✓ Must be saved as AVI using custom production settings.
- ✓ CD will only play on Window's based computers.



CAMTASIA :: DELIVERY OPTIONS & TIPS

Tips for Smaller Files (See Appendix A on page 579 *Camtasia Studio 5: The Definitive Guide*)

- ✓ Record, edit, and produce your project with the same dimensions (640 x 480 if possible).
- ✓ Make shorter movies and/or chunk content.
- ✓ Produce to **Flash ExpressShow** format for good video quality and smaller file size.
 - ExpressShow options – select 16-Bit (High Color) since fewer colors will create a smaller file size.
 - ExpressShow options – select Frame rate: 5 since less motion will create a smaller file size.
- ✓ Use less motion when recording and editing.
 - In callouts – don't use "Fade in" and "Fade out" effects.
 - In transitions – select 1 second transitions.
 - In zoom-n-pan – select Instant for duration.
 - Avoid all unnecessary mouse movements.
- ✓ Audio
 - Avoid long pauses in audio. Use a script!
 - Record in mono and adjust quality down (but not too far!).
 - Don't include music or sound effects unless they are essential to your topic.
- ✓ PowerPoint projects
 - Use solid backgrounds without design themes or gradients
 - Avoid transitions and animation if possible. Set speed to "Fast" if you must use them.
 - During production, select "Produce multiple files based on my markers." Files will download more quickly even if total production is the same size.
- ✓ Use Windows Compression utility to zip and compress the project files.
 - Allow students to download the compressed or zipped files so they can view the project without being connected to the Internet.



CAMTASIA :: IPOD TIPS

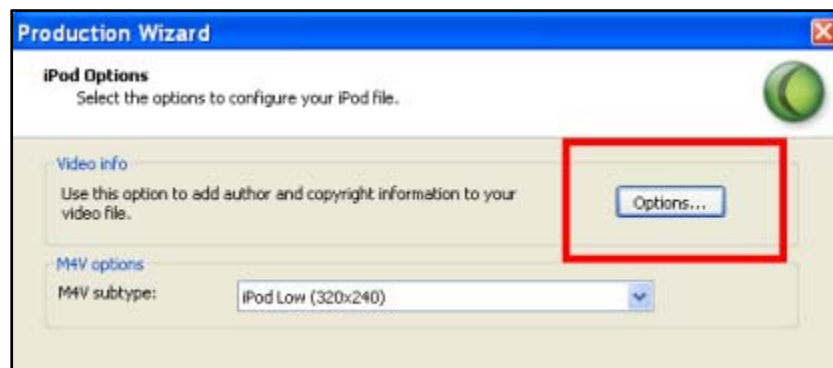
Producing for iPods and iPhones

Many students have iPods and/or iPhones and Camtasia can easily produce your project with the correct settings for both devices. Before you leap into iPod delivery, consider the following:

- ✓ Students are more likely to view course related presentations on their computers than on their portable devices. (*UW Podcasting: Evaluation of Year One*, October 2006. See link for complete report on the Camtasia Track web site).
- ✓ Because the screen size is small, 320x240 (iPod) and 480x320 (iPhone), you must plan ahead to ensure that slide text and content is usable and screen capture movies show the details your students will need.
- ✓ The best reason to produce for portable devices is to provide instructional support for students who are learning in the field or on the job (e.g., geology, fisheries, automotive repair, botany, etc.)

Here are the steps for producing an iPod or iPhone project.

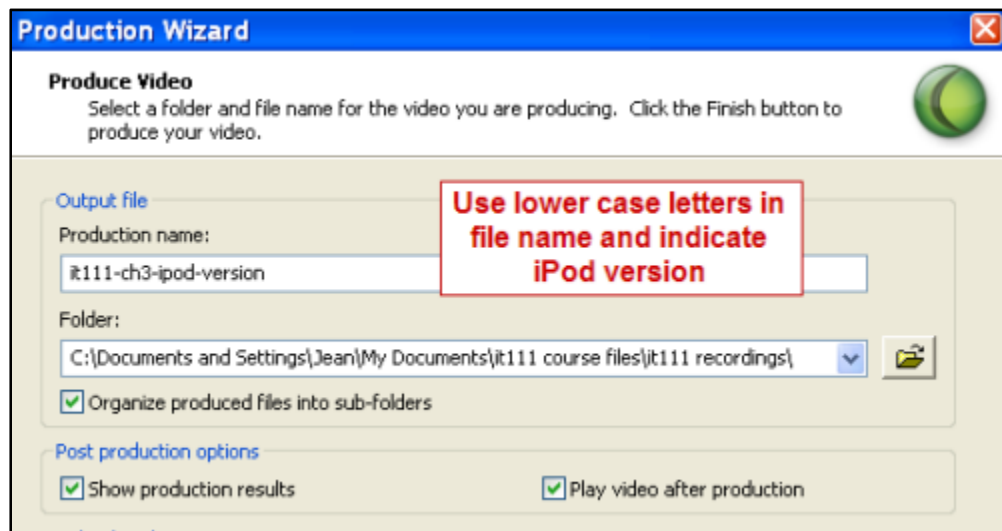
1. After you complete your project, select “**Produce video as...**” from the Task List on the left then “**Custom production settings.**”
2. Select “**M4V – iPod, iPhone, iTunes compatible video.**”
3. In the iPod Options dialog box, click the **Options...** button in the **Video Info** section.





CAMTASIA :: IPOD TIPS

- The Project Information dialog box has three tabs where you can enter specific information about your project in an agreed to format called the *Dublin Core Metadata Initiative*. See <http://dublincore.org/documents/usageguide/elements.shtml> for a complete guide to each element and how it should be completed. Most of it is easy to figure out.
- You can usually set the M4V options to “**iPod low (320x240)**” for your iPod versions. Low quality seems to produce an acceptable video.
- Give your file a meaningful name; use lower case letters, and include ipod-version in the name for file management purposes.



- Camtasia Studio will render your project and you should preview it when it's done. It will open in the **QuickTime Player**. See below:





CAMTASIA :: MULTIMEDIA PRINCIPLES

Multimedia Principles

These principles were developed by Richard E. Mayer and published in a book titled *Multimedia Learning*, Cambridge University Press, 2001. They are important and will help us create sound multimedia content for our students.

These principles and a few others are also discussed in *Camtasia Studio 5: The Definitive Guide* on pages 31 – 34.

Multimedia Principle

Students learn better from words and pictures than from words alone. Using words and relevant graphics promotes active learning. Students can construct both verbal and pictorial representations of the material and then connect the two representations together. Two channels are better than one.

Spatial Contiguity Principle

Students learn better when corresponding words and pictures are placed near each other on the page or screen. So, when adding a callout to explain something in your video, make sure the callout is positioned near the item you're explaining.

Temporal Contiguity Principle

Students learn better when your narration and video are synchronized. For example, if you're explaining a process, make sure your narration is keeping pace with what students are watching on the screen.



CAMTASIA :: MULTIMEDIA PRINCIPLES

Coherence Principle

Students learn better when extraneous words, pictures and sounds are removed. Your job is to produce a video that allows students to focus clearly on the task, explanation, demonstration, etc. at hand. So, resist the temptation to add even amusing images and sounds because they distract from rather than promote learning.

Modality Principle

Students learn better from animation and narration rather than animation and explanatory on-screen text. When you narrate, your students can use two channels, seeing and hearing. If you use on-screen text instead of narration, one channel – seeing - gets overloaded.

Redundancy Principle

Students understand a multimedia explanation better when words are presented as verbal narration alone rather than both verbally and on-screen text. Consider the PowerPoint presentation that is delivered by reading the text on each slide.

There are some exceptions to this rule, however. When defining technical terms or if you have a majority of non-native speakers you would want to reinforce narration with text.

Individual Difference Principle

Low knowledge students gain more from well designed multimedia projects than high knowledge students.



CAMTASIA :: WEB THEATER TIPS

Tips for Good Web Theater Projects

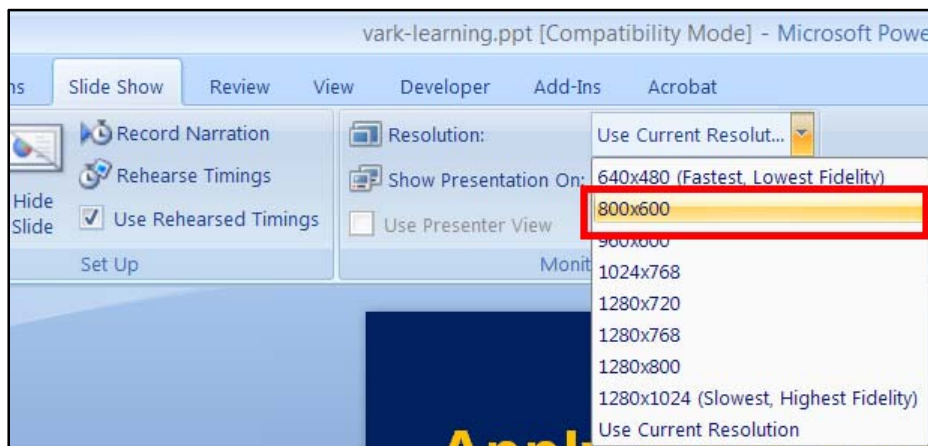
1. Create an outline of your project.
 - a. Consider how your students will be using the content before you decide how to divide and organize it.
 - b. If you're demonstrating a multistep process or activity, chunk the content so individual steps can be reviewed.
2. Create each screen capture video first using the best practices discussed in the training.
 - a. Produce them in the Flash format.
 - b. Use the same window size when you record each video.
 - c. Use the same audio settings (volume especially) when you record each video.
 - d. Note the length of each video so you can include it in the navigation menu or table of contents created by the web theater.
3. Use concise, meaningful titles for each video in your table of contents.
 - a. Indicate the length in minutes of each video in your project.
 - b. Use the indent feature if appropriate for sub topics.
4. Customize the look of the presentation keeping accessibility in mind.



CAMTASIA :: POWERPOINT TIPS

Tips for Good PowerPoint Projects

1. Limit presentation to 10 – 15 minutes MAXIMUM.
 - a. Break up a long presentation into separate presentations.
2. Slide transitions and animation should be fast or not used at all.
3. Slide background should be solid – use simple or no background images if possible.
4. Slide text should be LARGE and provide good contrast with background.
 - a. Consider using dark background and light text because text appears larger than it is.
5. Avoid “eye candy” In your slides. Don’t include graphics and animations unless they’re important to your content.
6. Use numbered instead of bulleted lists.
 - a. Alternate text colors used in lists.
7. Set show resolution to 800 by 600. **Slide Show → Resolution**



8. Speak for 30 seconds or less on a slide and NEVER read slide text verbatim.

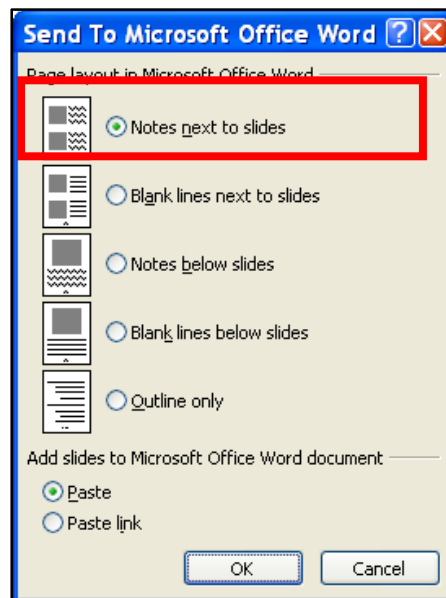


CAMTASIA :: POWERPOINT TIPS

9. See pages 190 – 194 in *Camtasia Studio 5A The Definitive Guide* for more tips.
10. Create your script using the “Speaker’s Notes” feature. See below for instructions.

Creating Script with Speaker’s Notes

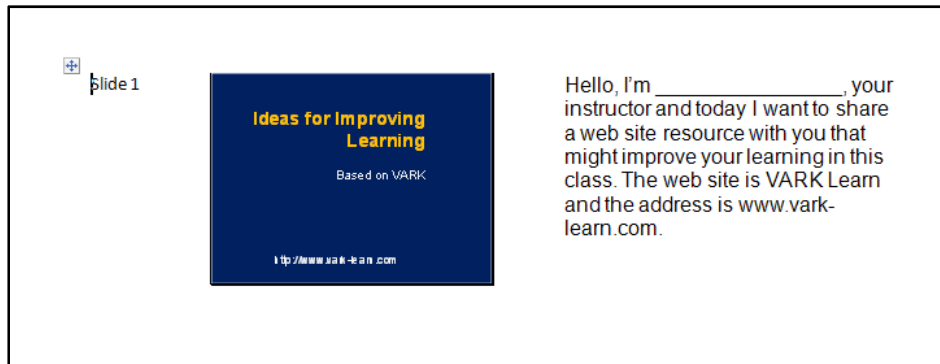
1. Type your narration text in the speaker’s notes section of each slide.
2. Then, in **Word 2007**, click **Office Button → Publish → Create Handouts in Microsoft Office Word**.
3. Or, in **Word 2003**, click **File → Send To → Microsoft Office Word...**
4. A dialog box will open and you can select the page layout. Select the first option “Notes next to slides.”



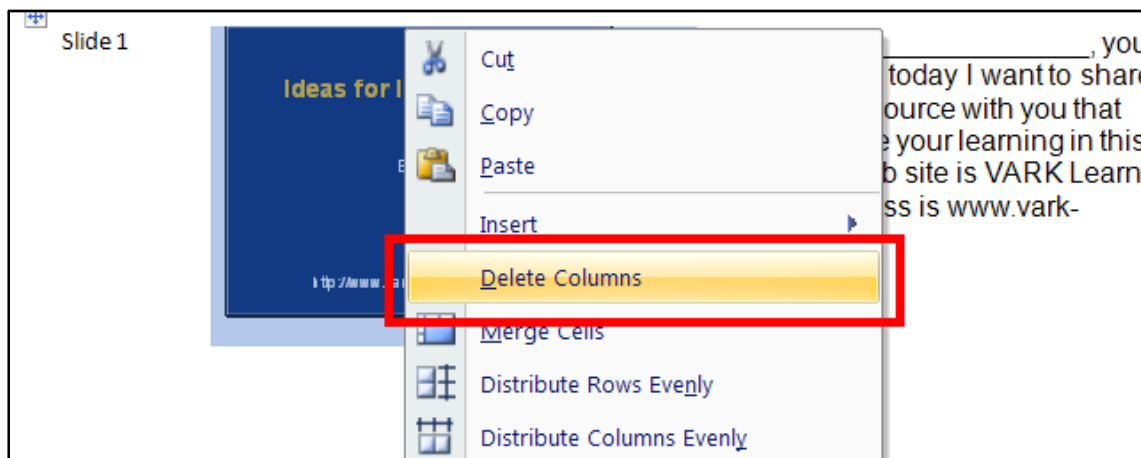


CAMTASIA :: POWERPOINT TIPS

5. MS Word opens and your script is created. The left column has the slide number, the middle column has a thumbnail of the slide, and the right column has your narration text.



6. If my slide backgrounds are dark, I delete the middle column to save printer ink. To do this, right click at the top of the column and select **Delete Columns** from the menu as show below.



7. With a bit of margin and cell adjustment, you can end up with a script that is very easy to narrate from and doesn't use too much paper.
8. You can also create a handout for students using this technique. If you do, delete the column with the slide numbers and keep the slide thumbnails and narration. Convert the document to the PDF format before distributing it to your students. This supports "**Universal Design**" and is extremely easy to do.



CAMTASIA :: POWERPOINT SCRIPT

Slide 1	Hello, I'm _____, your instructor and today I want to share a web site resource with you that might improve your learning in this class. The web site is VARK Learn and the address is www.vark-learn.com .
Slide 2	Here's the VARK web site with a questionnaire you can take to help determine your preference for taking in and putting out information in a learning context. There are more than 18 dimensions included in a comprehensive analysis of learning styles but taking the VARK questionnaire can be very helpful.
Slide 3	These are the four preferences that VARK measures. V stands for visual and those with a visual preference like to get information in the form of charts or graphs instead of words. A stands for aural and those with an aural preference like to listen to lectures and talk about what they've learned with others. R stands for reading and writing and those with a reading and writing preference like to gain information through reading and share it through writing. Finally, k stands for Kinesthetic and those with a kinesthetic preference like to use all their senses for taking in information. They want hands-on experience or at least a simulation.
Slide 4	After this short presentation, I'd like you to take the VARK questionnaire. There are 16 questions and you can skip questions that don't apply. After you complete the questionnaire, you'll receive an analysis of your preferences and then some study and test preparation guides based on them.
Slide 5	The guides, called help sheets, cover three things. First, they suggest the best way to take in the information from your classes. For example, if you have an aural preference, you should attend class and perhaps record the lecture. Next, VARK offers a Study Without Tears strategy. For example, if you are read/write, rewrite the ideas and principles from the lecture into other words. Then, VARK provides recommendations on how to prepare for tests. For example, if you are visual, you should draw things and practice turning your drawings back into words.



CAMTASIA :: POWERPOINT SCRIPT

Slide 6	Here's an example of the Visual Study Strategies help sheet. I hope you'll take advantage of the ones that match your preferences.
Slide 7	Did you learn anything new about yourself or did the results just confirm something you already know? According to VARK, about 50 – 70 percent of people are multimodal and have more than one preference for taking in and giving out information. Students tend to be more multimodal than teachers. Look at the sections on "What's New?" and FAQ to learn more about the questionnaire and its analysis.
Slide 8	I hope you'll apply what you've learned about yourself when you take notes and study for this class.



CAMTASIA :: POWERPOINT & MOVIES

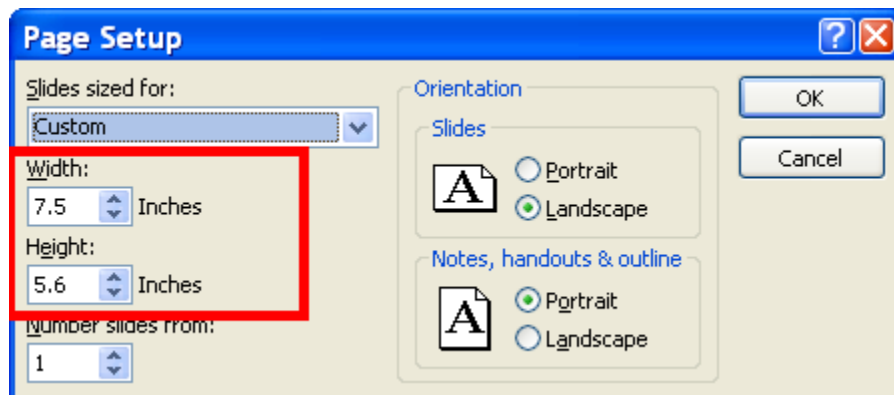
Combining PowerPoint Slides and Screen Capture Movies

Some projects are best done by combining PowerPoint slides and using screen capture movies to demonstrate or illustrate a lesson. I've found it easiest to do this by converting my slides to images rather than recording the PowerPoint for these reasons

- ✓ You can adjust the size of the images and potentially end up with smaller projects that are more accessible.
- ✓ Narrating is easier since you can narrate each slide individually instead of the entire presentation.
- ✓ You can "brand" your projects with consistent background and font colors.

Here is the workflow I recommend.

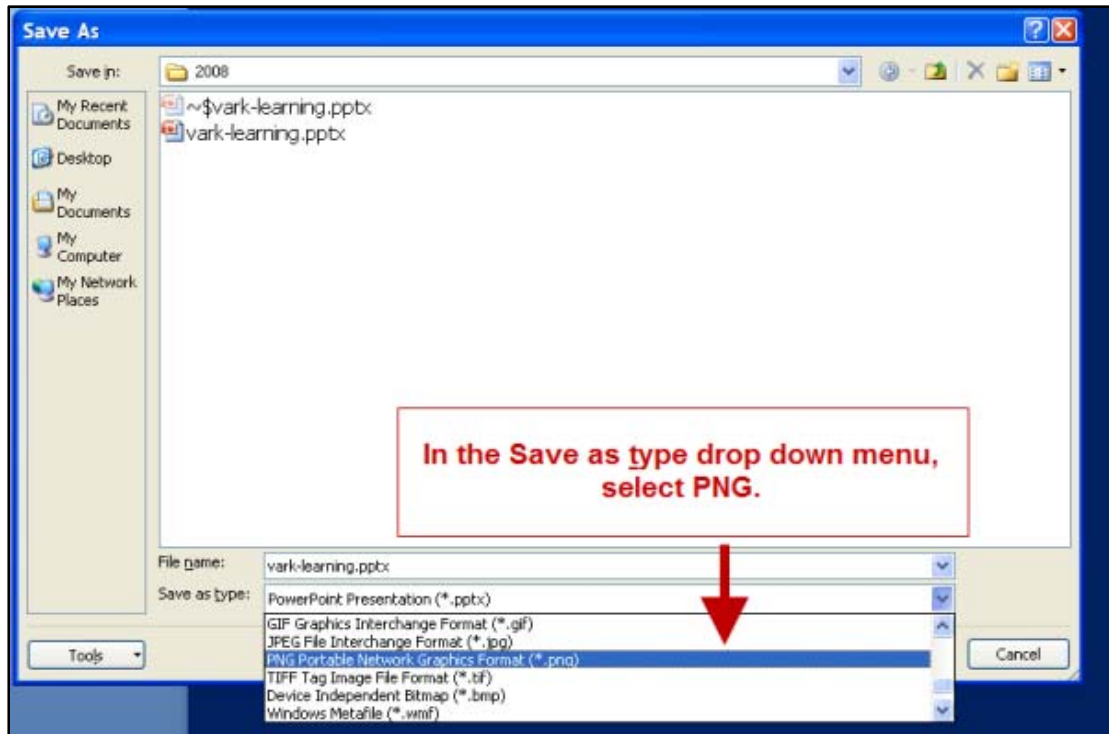
1. Create your storyboard first keeping in mind the tips for good screen capture movies and PowerPoint slides discussed earlier.
2. Develop your PowerPoint slides next. You can reduce the file size by changing the width and height of the slides. In PowerPoint 2007, click **Design** then **Page Setup**. In the Page Setup dialog box, set the **width to 7.5** and the **height to 5.6**. See the figure below:



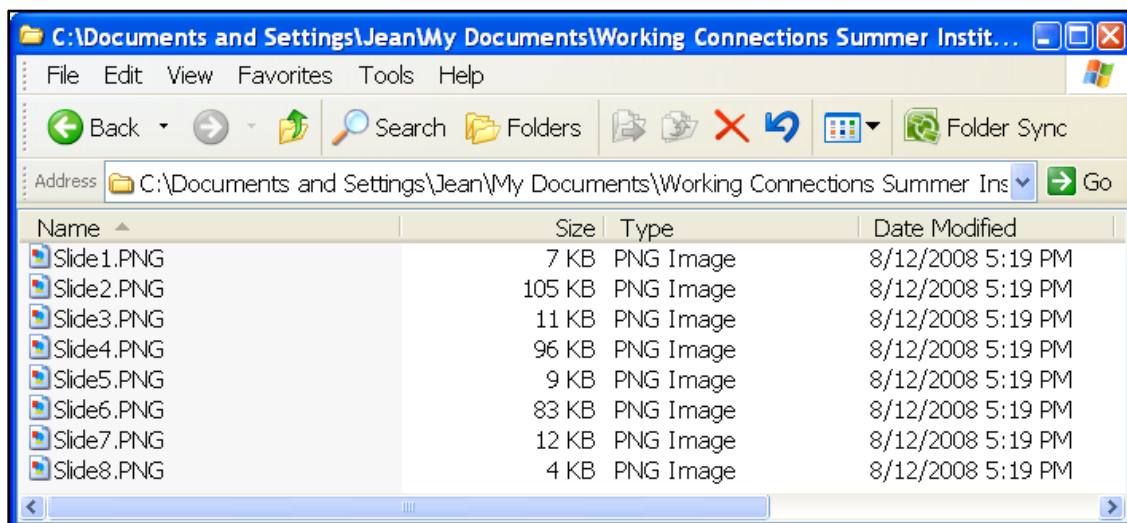


CAMTASIA :: POWERPOINT & MOVIES

- When you've created all your slides, save them as images in the PNG format. In PowerPoint 2007, click the **Office button** → **Save As** → **Other Formats**. Select **PNG** from drop down menu. See the figure below:



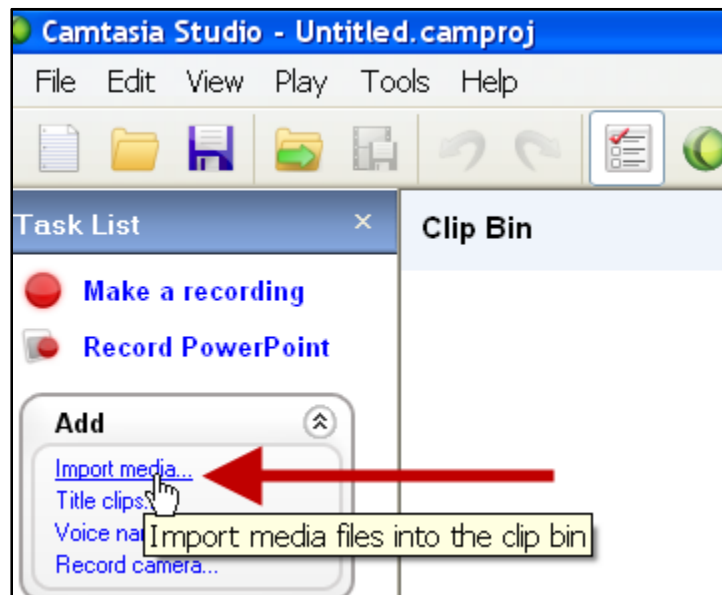
- You'll be asked if you want to save every slide or just the current one. Click the Every Slide button.
- All the slides are named and saved in a folder. See the figure below:



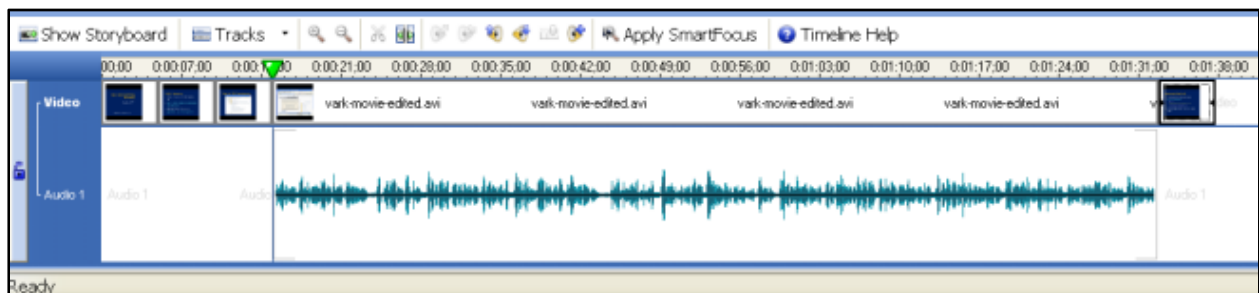


CAMTASIA :: POWERPOINT & MOVIES

- Open Camtasia Studio and record the movie(s) you want to include in your project. Note: Each movie should be saved as a Camtasia project, edited with callouts, zoom-n-pans, etc., and produced in the AVI format.
- Start a new project in Camtasia. Import the slides that you saved as PNGs and the edited movie(s) saved as AVIs. From the **Task List**, click the **Import media...** link. See the figure below:



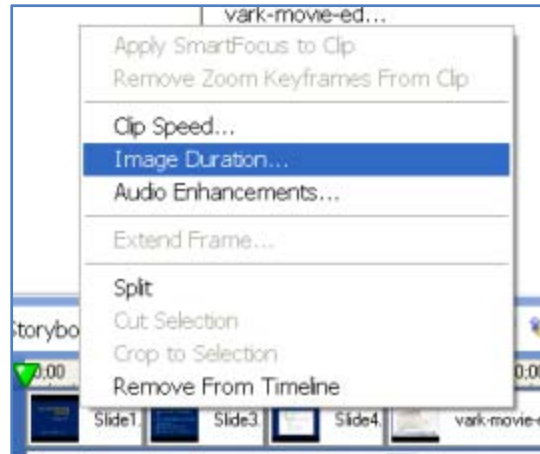
- Place the slides and movie(s) on the timeline in the order you want them to appear in your finished project. See the figure below.





CAMTASIA :: POWERPOINT & MOVIES

9. Right click on a slide in the timeline and select **Image Duration...** from the popup menu. See the figure below.



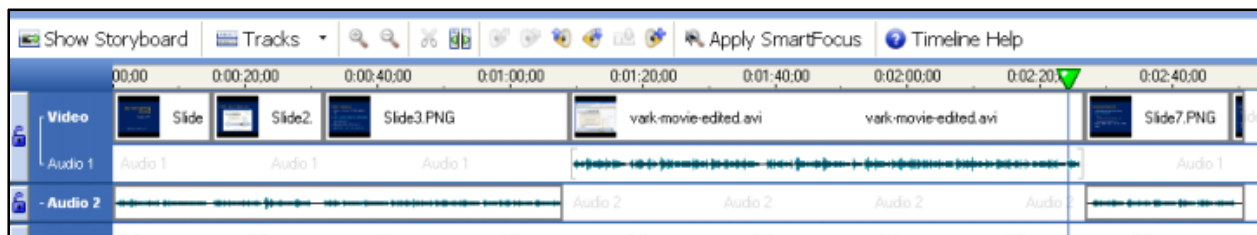
10. Change the time in the dialog box to fit the length of the narration you'll be adding. I determine the length by reading my script with a timer.

11. From the **Task List** click **Voice Narration** to add narration to your slides.

12. There are several options available for recording and here are the ones I recommend:

- Record on Audio 2.
- Click the "Until end of selection" if you've selected the section you want to narrate before entering the Voice Narration window.
- Click "Until end of clip" or "Until end of timeline" if more appropriate.
- Click "Auto-extend last video frame while I continue narrating."

13. Record and save your narration. The narration will appear on the timeline in its own track. See the figure below.





CAMTASIA :: POWERPOINT & MOVIES

14. Produce your project for the delivery mode that works best for your students.
15. To support **Universal Design**, you can create a handout for your students from the PowerPoint slides. Use the instructions on page 25 of the packet to make the handout and don't forget to convert the Word document to PDF format.



CAMTASIA :: ADDING MUSIC TIPS

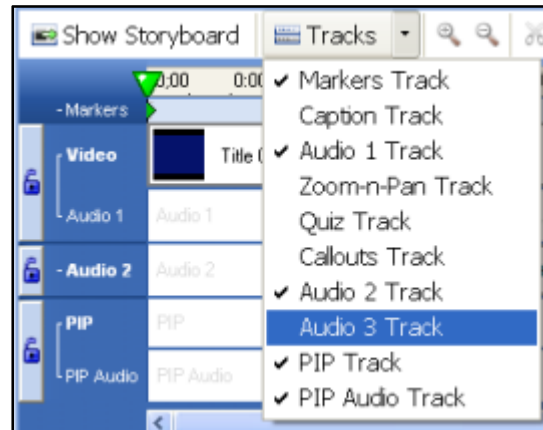
Tips for Adding Music to Projects

1. Music adds considerably to the file size of a project so you should have good instructional reasons for including it. Here are some reasons that come to my mind.
 - a. You're teaching a class in which music is a topic of study.
 - b. You want to use music to enrich your content. You teach history (or cultural anthropology) and want to include music from the times (or culture) you're studying.
 - c. You're confident your students will be able to access projects with larger file sizes, and you want to use music to set the stage for learning or brand your presentations.
2. Use "legal" music. My favorite source for legal music is **Royalty Free Music** (<http://www.royaltyfreemusic.com/free.html>).
 - a. I believe colleges that teach music pay licensing fees to support their music programs. Check with appropriate college staff to find out if you have access to these music collections.
3. **Include 3 or 4 seconds at the most** if you're using music at the beginning and end of a project. Don't fall in love with your music!
4. Music is the last step in the editing process and should be added right before you produce your project.
 - a. Plan ahead to make sure there is some silence at the beginning and end of the timeline otherwise the music will be in conflict with your narration.
5. From the **Task List**, click the **Import media...** link. Browse for the music file and when you find and open it, the music will be added to the **Clip Bin** in the **Audio section**.

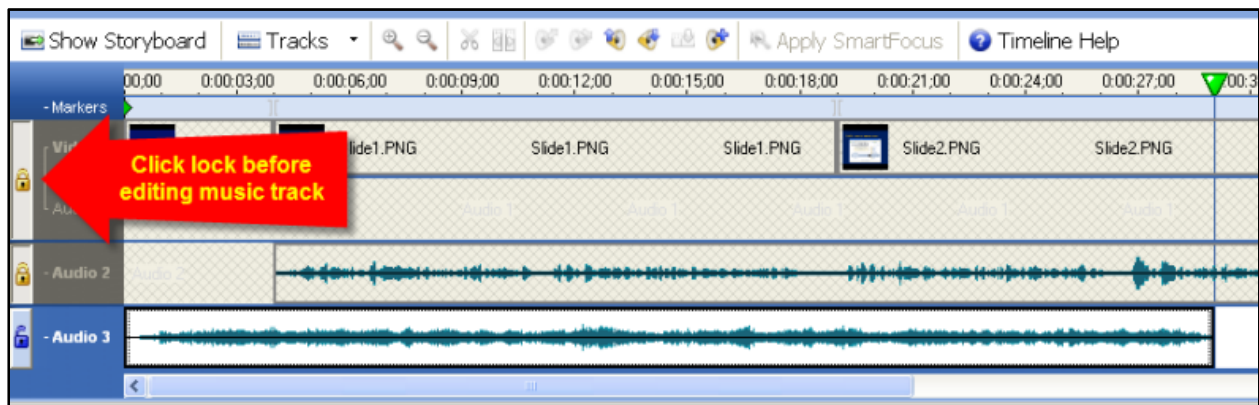


CAMTASIA :: ADDING MUSIC TIPS

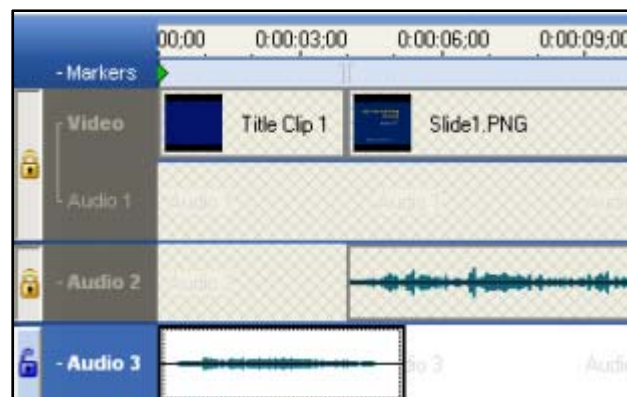
- Use **Audio 3** for your music. To open it on the Timeline, click the arrow next to the **Tracks** button and then click **Audio 3 Track**. See the figure below.



- Drag the music file to Audio 3 on the Timeline. You'll probably need to edit it but before you do, click on the lock buttons for all the other tracks in your timeline. See the figure below.



- Keep about six seconds of the music and add the **Fade Out** effect. See the figure to the right.





CAMTASIA :: ADDING MUSIC TIPS

9. To add music to the end of the project, place a second copy of the music file on the Audio 3 timeline and position it at the end. Edit it to about six seconds and this time, add both the **Fade In** and **Fade Out** effects to it. Notice the slight overlap between the end of the narration and the beginning of the final music? By adding Fade Out, the music fades away at the end without stopping abruptly. See the figure below:



10. To apply Fade In and Fade Out, select the music clip then click the Fade In or Fade Out buttons on the top of the Timeline. See the figure below.



The button on the left with the **up arrow** is the **Fade In** button. The button on the right with the **down arrow** is the **Fade Out** button.



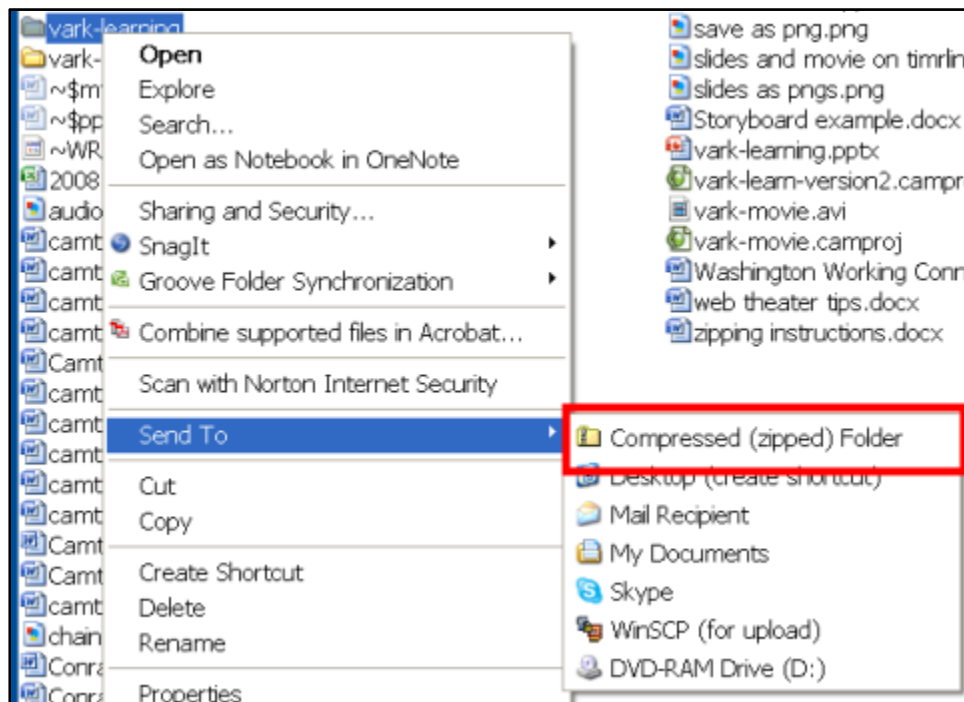
CAMTASIA :: HOW TO ZIP A PROJECT

Delivering Zipped Projects

Some students might prefer to have a copy of your Camtasia projects on their computer so they don't have to be connected to the Internet to view them. The best and easiest way to accommodate these students is to zip all the project files together and place the zipped folder in Blackboard, WebCT, Angel Learning, your course web site, or a shared drive.

Here's how to zip the project files together.

1. Locate the folder that has the project files you want to zip.
2. Place your mouse on the folder icon and **right click**.
3. From the menu that appears, click **Send to → Compressed (zipped) Folder**.
See the figure below.



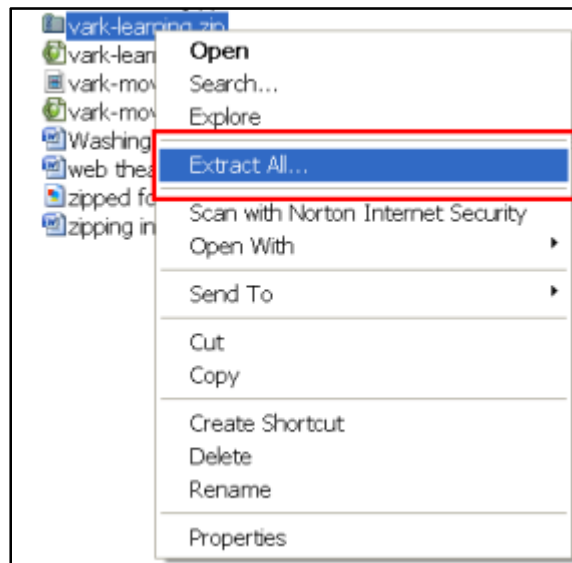
4. The zipped folder is created and it looks like this:





CAMTASIA :: HOW TO ZIP A PROJECT

5. Copy the zipped folder to your course management system or shared drive or course web site where you would add it with a link.
6. Students using Windows-based computers (XP and Vista) will be able to unzip it using the **Compressed (zipped) Folders Extraction Wizard**. To launch the wizard, place your mouse on the icon for the zipped folder and **right click**. From the menu, select **Extract All...** See the figure below.



7. Students using Macs will be able to unzip the folder using a built-in utility that comes with Mac OS X.