



# Camtasia Studio 4 Part 1

Creating Rich Media Course  
Materials

<http://faculty.seattlecolleges.com/jkent/workshops/camtasia/>

# Camtasia Studio 4 Workshop- Part 1

## Agenda

- Camtasia uses
- PowerPoint projects
  - Adding speaker's notes
  - Creating script & handout
  - Tips for recording
  - Narrating presentation
- Producing PP presentation
  - Adding captions
  - Saving for the web

## Camtasia Uses

- Narrated PowerPoint presentations
- Demos and tutorials
- Projects can be played on
  - computer
  - video iPod
  - MP3 player
  - CD

## PowerPoint Speaker's Notes

**VARK Preferences**

- **V**isual – show me with charts, graphs, flow charts rather than words
- **A**ural – tell me in a lecture, tutorial, small group discussion
- **R**eading/writing – let me read it
- **K**inesthetic – give me an experience or let me practice

These are the four preferences that VARK measures. It stands for visual and those with a visual preference like to get information in the form of charts or graphs instead of words. It stands for aural and those with an aural preference like to listen to lectures and like about what factors based on others. It stands for reading and writing and those with a reading and writing preference like to get information through reading and share it through writing. Finally, it 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 feel something.

**Add Speaker's Notes to presentation**

## Creating Script & Handout

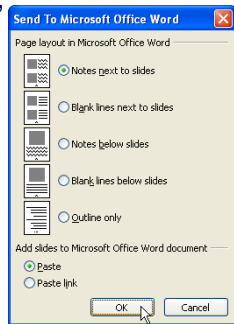
**File → Send To → Microsoft Office Word...**

The screenshot shows the 'Send To' menu in PowerPoint. The menu items are: Mail Recipient (for Review)...; Mail Recipient (as Attachment)...; Mail Recipient (as Adobe PDF)...; Exchange Folder...; Publish Printing of Presentation...; Recipient using Internet Fax Service...; and Microsoft Office Word... (highlighted with a red arrow).

# Camtasia Studio 4 Workshop- Part 1

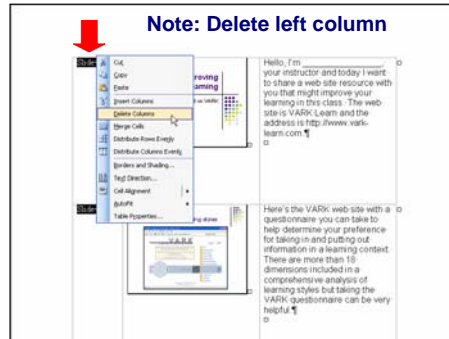
## Script & Handout Con't

Select "Notes next to slides"



## Script & Handout Con't

Note: Delete left column

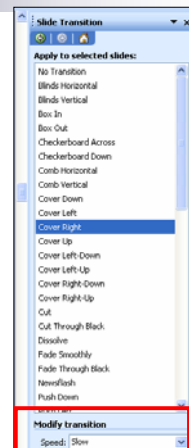


## Try it!

- Open PowerPoint file provided
- **File → Send To → Microsoft Office Word**
- Delete left column
- Adjust rows if desired
- Print script
- Convert to PDF for student handout – Universal Design

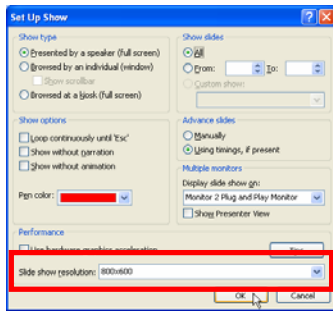
## Tips for Recording

- Slow down animation speed
  - slide transitions
  - custom animations



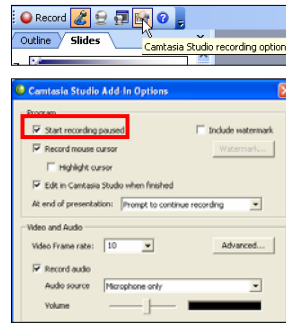
# Camtasia Studio 4 Workshop- Part 1

## Tips for Recording con't



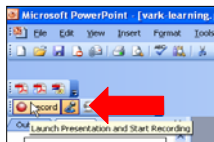
- Record smaller area
- From menu select **Slide Show** → **Set Up Show...**
- **800 x 600** Slide show resolution

## Recording Options



- On Addin Toolbar
- Click **Recording Options...** button
- Make sure **“Start recording paused”** is selected

## Recording Narration



- On Addin Toolbar
- Click **Record** button
- Adjust volume
- Click button to begin recording
- Press **ESC** to stop

## Try it!

- Slow down animations and transitions
- Set show resolution to **800 x 600**
- Check that **“Start recording paused”** is selected
- Record presentation using script
- Press **ESC** when done

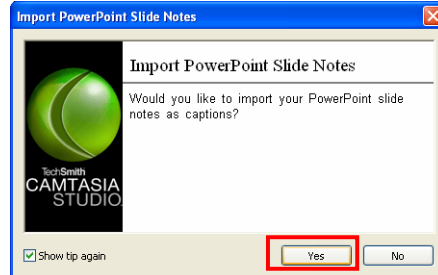
# Camtasia Studio 4 Workshop- Part 1

## Edit Recording

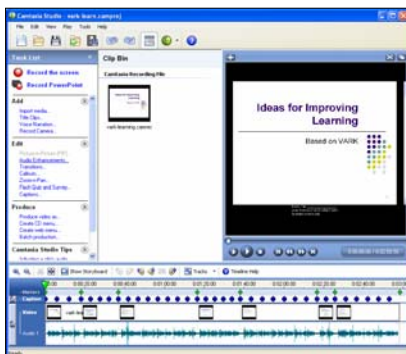


## Slide Notes to Captions

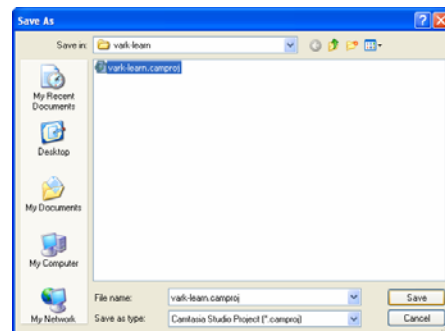
If Speaker's Notes are used, import them as captions.



## Presentation Opens in Camtasia



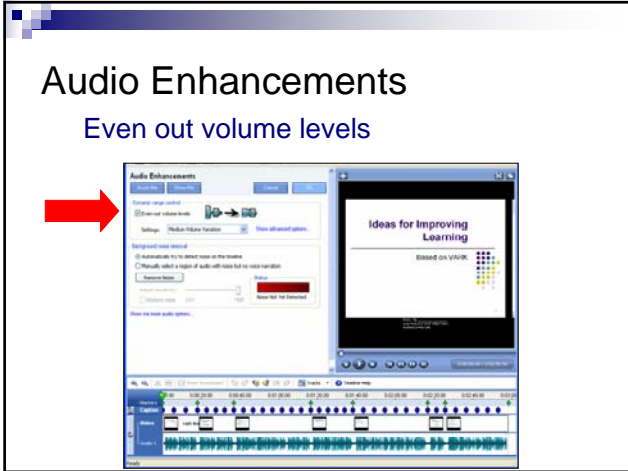
## Save Camtasia Project



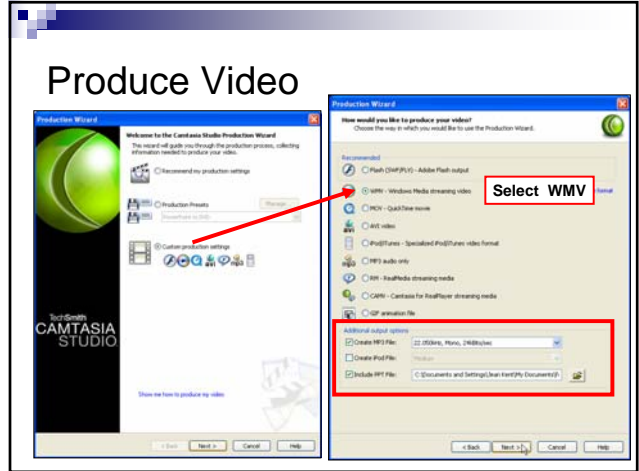
# Camtasia Studio 4 Workshop- Part 1

## Audio Enhancements

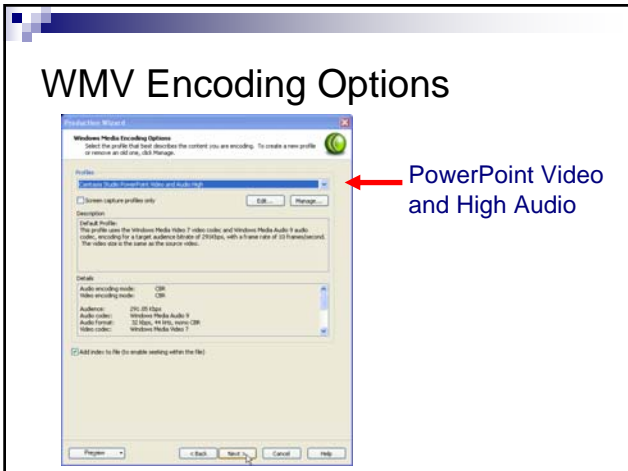
Even out volume levels



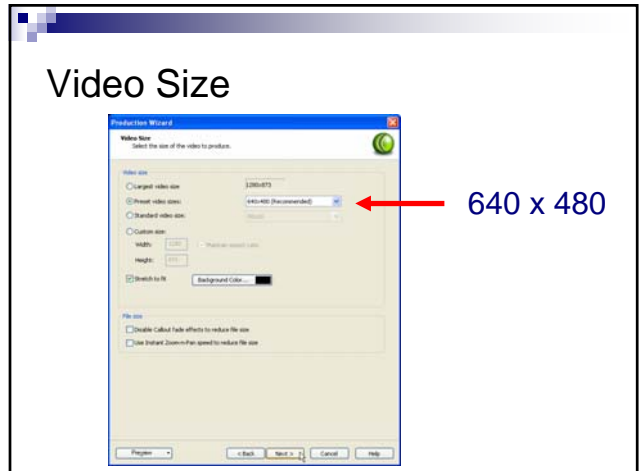
## Produce Video



## WMV Encoding Options

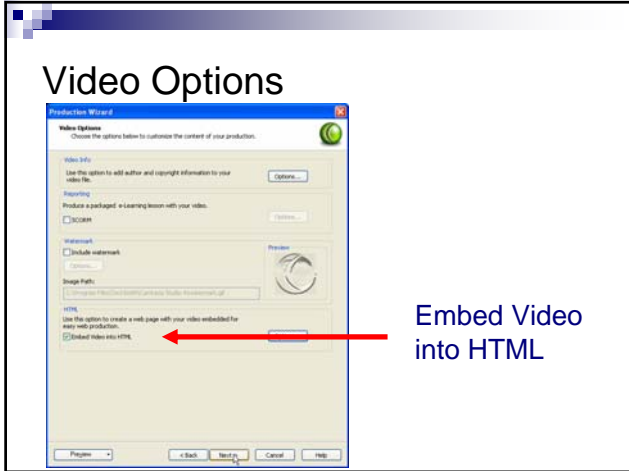


## Video Size

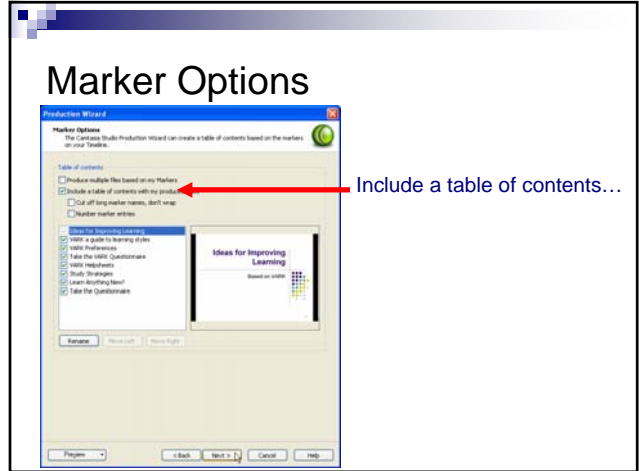


# Camtasia Studio 4 Workshop- Part 1

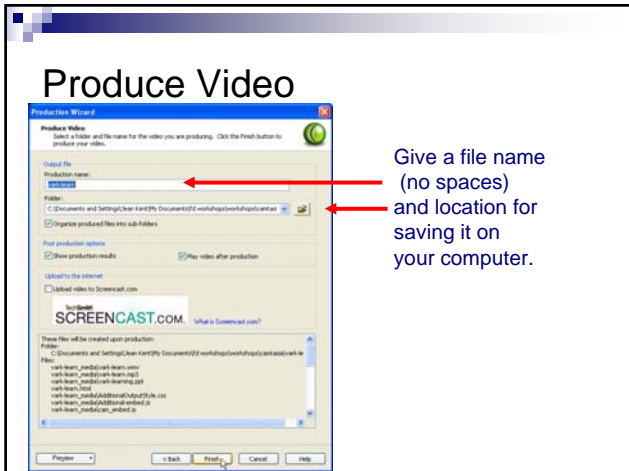
## Video Options



## Marker Options

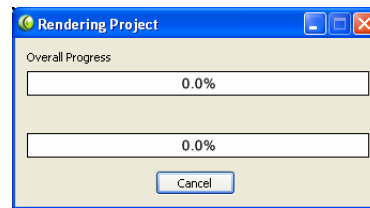


## Produce Video



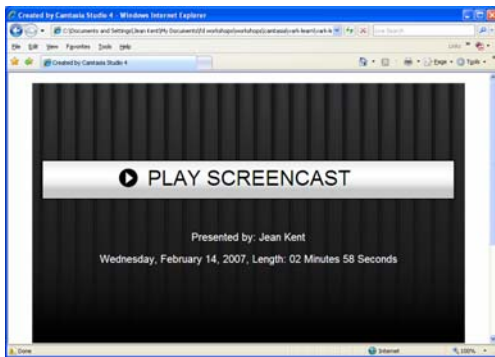
## Project Created

Length of presentation and output options determine how long this will take.

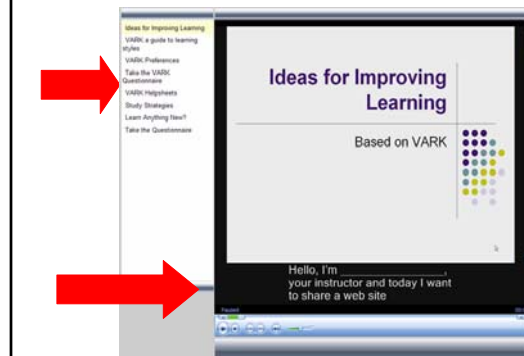


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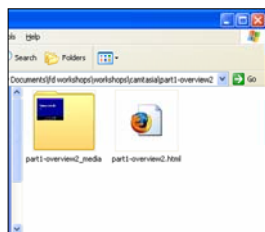
## Preview Project



## Project with Navigation & Captions



## Transfer Files to Web



- Project will include html file and media folder
- Transfer html file and folder to web account
- Link project using html file

## Try it!

- Edit recording
- Use speaker's notes as captions
- Save project
- Audio enhancements
- Produce video as Window Media
- Transfer files to your web account
- If storage space is limited use podcast server

## Podcast Server

- Podcast server accounts
  - Available to all full-time faculty and active part-time faculty
  - Use for multimedia projects
  - Request account from Intranet
  - See next slide

## Podcast Accounts

- Login to Intranet and click on **Web Space** button
- Click on **Request Web Space** button

**Web Space**

- Faculty sites are available for all full-time and active part-time faculty.
- An email account on the District Exchange Server is required. If you do not have an email account that ends in [gsccolc.cdc.edu](mailto:gsccolc.cdc.edu) contact [Mike Lock](mailto:Mike.Lock).
- The URL for faculty accounts will be: <http://faculty.seattlecolleges.com/> + your email alias ]
- You will use **Secure FTP** to upload files. Your user ID will be your email alias, your password will be the same as that which you use to access email.
- To forward an old website, refer to the detailed instructions are provided under [Forwarding](#).

**Podcast Sites**

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## Tutorial on Podcast Server



Click on the image to view the tutorial.

## Part 2 Topics

- Recording a movie
- Adding copyright free music
- Adding zoom-n-pan
- Adding titles and credits
- Adding callouts and arrows
- Adding markers
- Putting files on the web