Camtasia Tips

Camtasia is screen recording software. It will record anything that appears on your screen and therefore is not limited to recording PowerPoint presentations. It produces an intermediate file or "project" that can be edited for length, audio adjustment, visual elements, and can combine multiple video clips and still images and exports a video file. Camtasia works equally well on Apple and Windows computers.

Before you get started, please watch the brief tutorial videos linked below.

Visit and watch:
Overview / Tutorial videos: https://www.techsmith.com/tutorial-camtasia-9-3.html

Recording a PowerPoint presentation:
Windows: https://www.techsmith.com/tutorial-camtasia-9-3-ppt-addin-toolbar.html
Mac: https://www.techsmith.com/tutorial-camtasia-mac-presentation.html

Helpful tips:

- Start with a script. Even a bulleted list of topics will help you create a smooth recording that requires less time to edit.
- Rehearse the narration noting when to click to advance animations within PowerPoint slides.
- Do not speak while transitioning between slides in the presentation. This will make it much easier in the editing phase. If you make a mistake or stumble over a word, simply pause for 1 or 2 seconds and begin that particular sentence or slide again. You can remove the mistake in the editing phase.
- Noises such as shifting chairs, shuffling paper or rough mouse handling will come through in the recording
- Stand while recording your narration
- You can switch between applications while recording or combine multiple recordings and edit the transitions out in the editing process. We'd be happy to demonstrate this or assist you as needed.
- Know in advance where to send your finished video. COMTS will not have this information.

Exporting videos
- Watch: https://www.techsmith.com/tutorial-camtasia-9-3-produce-share.html
- Please select Share > Local File > 720p MP4.

- Save your Camtasia Project as well (File>Save)
- You'll want to save your work for future use, modification or editing. Export your Camtasia project as ZIP and keep it for future use. (File>Export>Zip) This will save your initial recording, your Camtasia editing file and your final exported video. Keep these in a safe place. If you've borrowed a computer from COMTS, your data **WILL BE DELETED** right away to make the computer available for the next faculty member to use.

Need help?

We would be happy to help you through this process. You are welcome to come by or email with questions or to edit your project in our offices so we can help you as questions arise.

Contact the EdTech Team: edtech@med.uvm.edu

Helpful Links

For more complete instructions, please review the Help / Support section of the TechSmith website and the tutorial videos and materials available via the link below.
https://www.techsmith.com/tutorial-camtasia.html

Also, watch the video on how to record using Camtasia from within Microsoft PowerPoint on a Windows PC.
https://www.techsmith.com/tutorial-camtasia-9-3-ppt-addin-toolbar.html

Visit the EdTech website.
http://www.med.uvm.edu/techservices/educationaltechnologies/edtech

TechSmith Camtasia™

Version 3 (Mac) Common Hotkeys

Recording

| Cmd | + | Shift | + | 2 | Pause Recording |

| Cmd | + | Option | + | 2 | Stop Recording |

Editing

| N | Annotations |

| Shift | + | A | Custom Animation | | Space Bar | Play / Pause |

| Shift | + | T | Add Last Transition | | Period | Step Forward |

| Cmd | + | G | Group | | Comma | Step Backward |

| Cmd | + | U | Ungroup | | Shift | + | M | Add Marker |

| Cmd | + | T | Split | | Ctrl | + |] | Next Marker |

| Cmd | + | Shift | + | T | Split All | | Ctrl | + | [| Previous Marker |

| Cmd | + | Option | + | I | Stitch | | Cmd | + | +/- | Zoom |

| Shift |

The Shift key is a versatile and powerful key that modifies common editing functions. Examples:
1. Hold Shift while selecting to multi-select several pieces of media
2. Hold Shift while moving the playhead to split and move all media at once

TechSmith Camtasia™

Version 9 (Windows) Common Hotkeys

Recording

F9 Pause / Resume	**F10** Stop	**Shift** + **M** Add Marker

Editing

N Annotations	**Shift** + **E** Extend Frame
Shift + **A** Custom Animation	**Space Bar** Play / Pause
Shift + **T** Add Last Transition	**Period** Step Forward
Ctrl + **G** Group	**Comma** Step Backward
Ctrl + **U** Ungroup	**Shift** + **M** Add Marker
S Split	**Ctrl** + **]** Next Marker
Ctrl + **Shift** + **S** Split All	**Ctrl** + **[** Previous Marker
Ctrl + **Alt** + **I** Stitch	**Ctrl** + **+/-** Zoom

Shift

The Shift key is a versatile and powerful key that modifies common editing functions. Examples:
1. Hold Shift while selecting to multi-select several pieces of media
2. Hold Shift while trimming or moving media to move all other media on the same track
3. Hold Shift while moving the playhead to split and move all media at once

Many hotkeys can be reassigned
(Edit > Preferences > Hotkeys)