

# Creating a Camtasia Workshop

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## Begin

- Open the Window that you want to record first – do not minimize it
- Open Camtasia Software from the Start > Programs menu
- The Recording Wizard will appear and lead you through decisions about the type of video you will make. Choose New Project for this exercise
- Select Specific Window > Click Next > Select Window by putting your cursor inside the Window you wish to record and clicking left mouse button

*[The Recording Wizard gives option of adding audio to your recording here]*

- Click again inside Window you wish to record to minimize Wizard

## Record

- Use shortcut key F9 to begin recording
- Perform 3 to 4 minutes of online activity.
- Use shortcut key F10 to stop recording

*[Camtasia previews the recording and allows you to Save or Delete activity]*

- Save recording
- Select Edit my recording

*[Optional: you can import PowerPoint Presentations or graphics from your computer and insert them into the Clip Bin]*

## Edit (the fun part)

- Trim mistakes with the Cut Selection feature on the Timeline menu
- Add emphasis or text by using the Callout feature in the Edit Menu
- Zoom and Pan to maximize specific sections of the recording
- Save the Project (Before you render the recording to a video). This enables you to update or change recording later if needed.

## Final Steps: Rendering the project to a video

- Choose File > Produce Video As>
- Camtasia Production Wizard leads you through options to specialize your video such as: Size of file, Video Options, Marker Options (Table of Contents) and Output file (Click on folder icon and browse Computer to save final product).

*[Hint: in Camtasia Programs older than 4.0 it is best to create a new folder either on desktop or in Documents to keep all video files together]*