

Following the steps below, you will learn how to create a simple project in Camtasia and export the smallest file size but preserve the video quality. Your project will look like the one published here:

<https://youtu.be/AgizSH3KVDA>

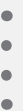
a) Create Master Folder

- i. Go to My Documents Folder.
- ii. Click on New Folder and name it Test Camtasia Project. Save.
- iii. Create two new folders inside the My Camtasia Project folder, one called Images, and the other called Audio.



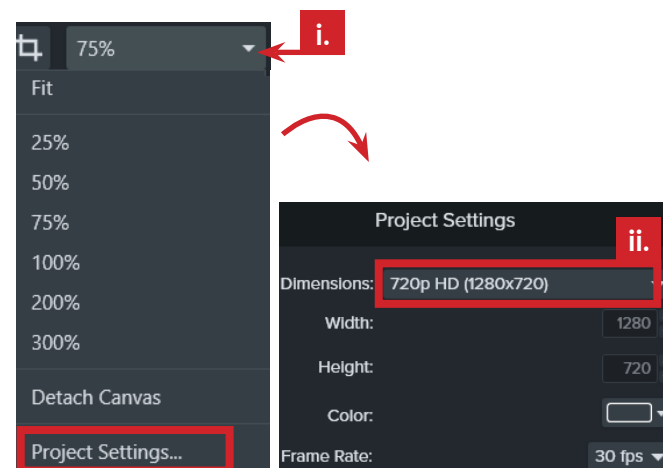
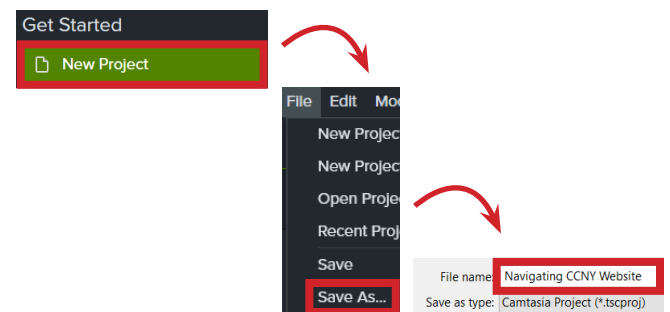
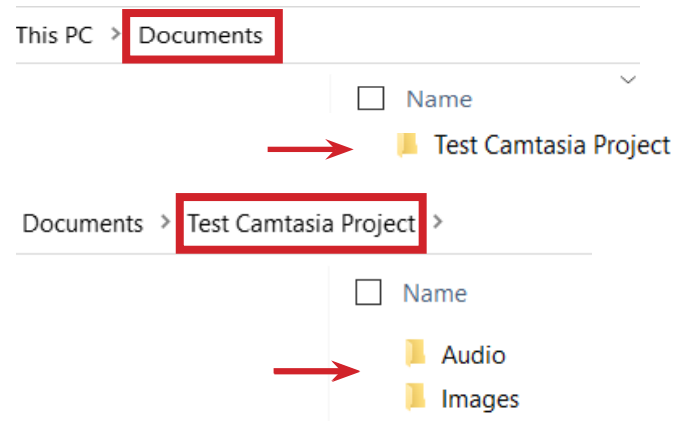
b) Create & Save Camtasia Project

- i. Open Camtasia and click on New Project.
- ii. Click on File and then on Save As.
- iii. Navigate to the Test Camtasia Project folder you created in the previous step.
- iv. Save the project as Navigating CCNY Website.



c) Change Canvas Size

- i. Click on the Canvas Options drop-down menu and select Project Settings.
- ii. Change Canvas dimensions to 720p HD (1280x720).
- iii. Optional: change the canvas background color to grey.



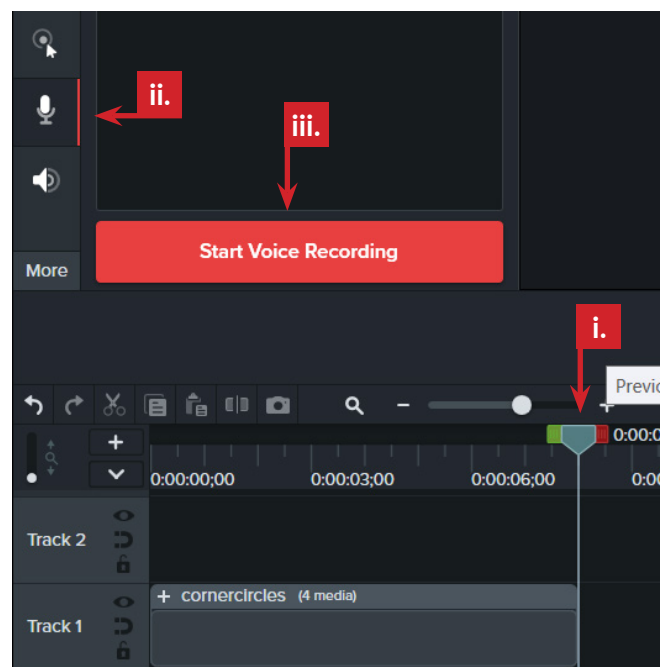
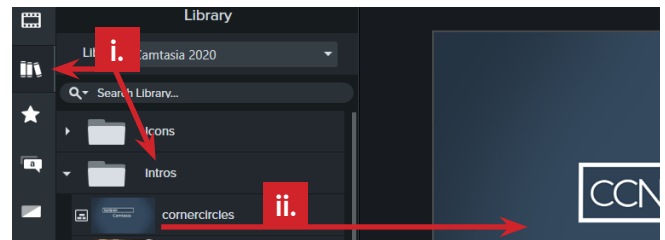
d) Add Intro

- i. Click on the Library Icon and open the folder titled Intros.
- ii. Click on corencirlces and drag it to the Canvas (make sure that the edges of the corencirlces box match the edges of the canvas).
- iii. Click on the Play button below the Canvas.
- iv. Pause the play at 0:00:06 or when you see the words TechSmith and Camtasia on Canvas.
- v. Double-click on TechSmith and rename it into CCNY.
- vi. Double-click on Camtasia and rename it into Navigating CCNY Website.
- vii. Double-click on techsmith.com and press the delete key on your keyboard.

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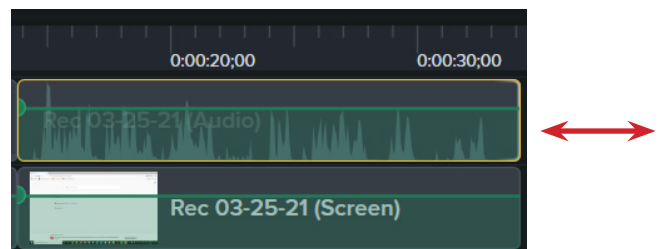
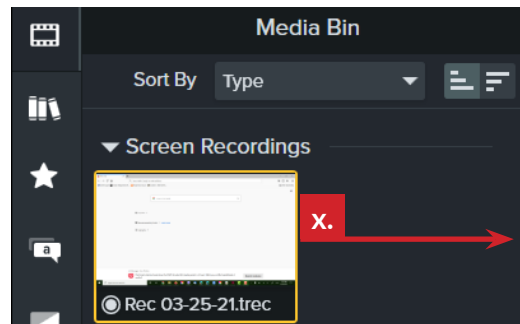
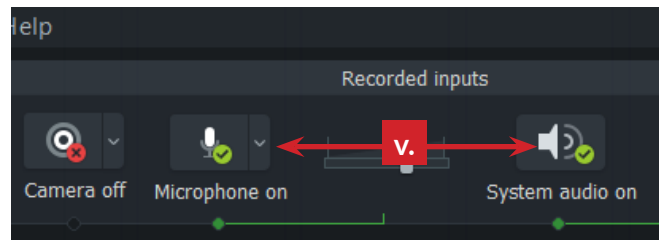
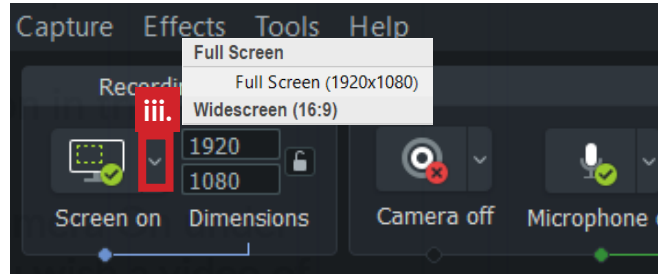
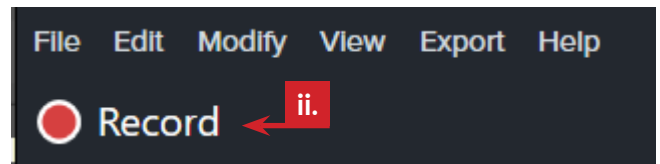
e) Add Narration

- i. In Timeline, place the play-head at the end of the corencirlces box.
- ii. Click on the Voice Narration button (microphone icon) from the Tools Menu.
- iii. Click on Start Voice Recording and say “in this video, I will show you how to access the CCNY website.”
- iv. Navigate to the Audio folder that you saved inside the Test Camtasia Project on your computer.
- v. Rename Narration 1 to Intro.mp4 and save. The audio file will appear in Track 1 on Timeline.



h) Record Your Screen

- i. On your computer, open your browser (the sample video shows Google Chrome).
 - ii. In Camtasia, click on the Record the Screen button on the top-left side of the screen.
 - iii. Click on the arrow next to Screen On under Recording Area and select Full Screen.
 - iv. Optional: select Camera On under Recorded inputs if you wish a video of you talking to appear at the bottom of the recorded screen.
 - v. Select Microphone On and System Audio On under Recorded inputs.
 - vi. Navigate to the browser window on your computer.
 - vii. Click on the Rec button to start recording. A green outline will appear around your browser window indicating that the window is being recorded.
 - viii. Type CCNY in the search bar on your browser while explaining your actions out loud.
 - ix. Click on the Stop button when done. Place the Playhead in Timeline at the end of the audio file.
 - x. Drag the recorded video from the media bin into the canvas.
 - xi. Place the Playhead in Timeline at the beginning of the recorded video and press Play.
 - xii. Trim the end of the video if needed by dragging the left edge of the recording box to the left in Timeline.
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i) Create Custom Outro

i. Google “CCNY logo” and save the image in the Images folder under the Test Camtasia Project folder.

ii. In Camtasia, click on the Media Bin icon.

iii. Click on the Import Media button (+ icon) at the bottom of the Tools Panel and then on Import Media. Navigate to the CCNY logo you downloaded in the previous step and import it.

iv. In Timeline, place the play-head at the end of the recorded video box.

v. Drag the CCNY logo image to Canvas.

vi. In Timeline, place the play-head at the beginning of the CCNY logo box.

vii. Click on the Annotation tool and then on ABC textbox and drag it on Canvas. The textbox will appear in Track 2 in the Timeline (above the CCNY Logo file in Track 1).

viii. Double-click on the ABC text and rename it into Thanks for Watching!

ix. In Timeline, click on the CCNY Logo and the textbox while holding the Shift key on your keyboard to select both assets.

x. Click on the Behaviors tool and drag Reveal on Canvas.

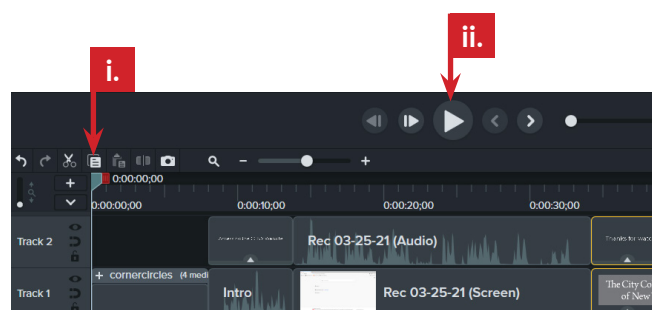
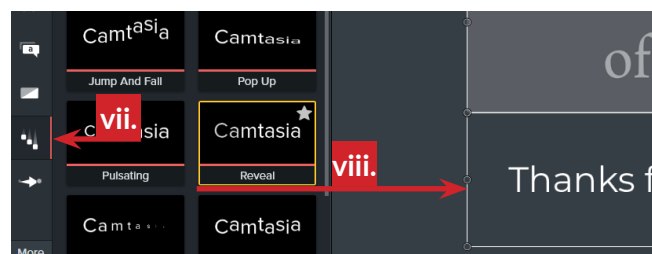
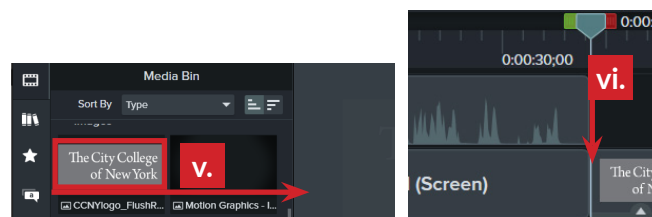
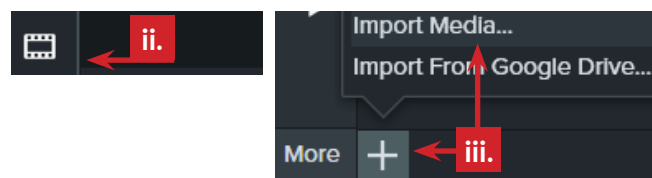
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j) Review & Edit

i. In Timeline, place the play-head at the very beginning of Timeline and click on Play to review your work.

ii. Adjust if needed.

iii. Click on Save from the File tab.



k) Export the Smallest File Size

- i. Click on the Export file green button at the top right corner of the screen.
- ii. Select HD mp4 only (up to 720p).
- iii. Click on Next.
- iv. Type Navigating CCNY Website under Production Name.
- v. Click on the folder icon under Folder and navigate to the Test Camtasia Project folder.
- vi. Click on Save and then on Finish.

