Camtasia Hints and Tips  
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Some hints and tips you may find useful when considering and/or using Camtaisa. I hope they are of use

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| Planning |
| * Consistency of styles |
| If you are planning to record a series of clips or are likely to produce future clips for the same topic/department, decide on a style to use across all and keep notes on the style choices.  Areas for consideration:   * Callouts * Text format * Location of elements on the page * Intro Screen * Dimensions of the recorded screen * Dimensions of the produced video * Production elements such as table of contents and style of controls for the produced clip   Etc. |
| * Shorter clips are easier to handle |
| Divide a topic into small sections. This makes it:   * easier to record * easier to re-record (if necessary) * easier to edit * easier for your user to navigate   But be organised with your files and locate each element of your project in a logical place. |
| * Plan your video clips to flow similar to a taught session |
| Simple elements such as an introduction/outline, content and conclusion make the clip feel complete. |
| * Using audio or choosing not to use audio? |
| Try to use audio as well and visuals if possible. A user will expect to have audio unless stated otherwise (consider own experience of viewing clips on the BBC video player). However, take note of limitations users may have when viewing clips, such as the standard set up in lboro labs is for no sound to be played. Often it’s worth asking your audience what facilities they have to accommodate all. |

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| Recording |
| * Clean up your screen before recording |
| Clean up browser extras, including extra toolbars etc  Disable any applications which may automatically appear on your screen, e.g. take a break notifications, messenger etc. |
| * Consider dimensions of clip output when selecting recording size |
| Set recording dimensions to largest size you may need as you can always reduce size when editing. If you’re not sure, do a few test recordings and producing to determine the correct size for the clip. |
| * Allow plenty of time |
| Give yourself ample time to record. It generally takes much longer than expected. Also account for set up and testing time as well as recording time.  If recording with another presenter, you may want to do a couple of trail tests beforehand to make more effective use of the recording time. |
| * Practice |
| Practice your recording. It’s easier to make changes before recording rather than in hindsight in the editing process. However, you can do many things during the editing process for you not to worry too much. |
| * Testing |
| It’s worth doing a complete test of the process; from recording to producing your clip to test you are going to achieve your expected output. Remember to test the microphone and settings when recording narration. |
| * Find a quiet location for recording |
| Record in a quiet location where you are unlikely to be disturbed. Switch off all devices which may sound during your recording. |
| * Speak clearly and be descriptive |
| Speak slowly and use a script if necessary.  When describing areas on the screen be as descriptive as possible, e.g. instead of saying ‘click search’, give clearer directions such as ‘select the search button located in the top right of the screen’, in case the user has looked away for a brief moment. |
| * What if I go wrong? |
| If you go wrong during the recording and you are comfortable editing, without stopping the recording return to a suitable location and repeat. You can easily remove a section of your recording during the editing process without stopping and restarting the recording. |

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| Editing |
| * Duplicating a callout |
| Select a callout and copy and paste (either using the editing tools on the timeline, or keyboard short cuts). Very useful for repeating a callout over a split in a video or between video clips. |
| * Placing the last used callout at the current location |
| Click ‘c’ and the last used callout will be placed at the current location of the play head. |
| * Saving customised callouts to the library for reuse |
| The library is a bank of resources which are available for any project produced on that computer. If you want to reuse a callout for multiple projects you can save it to the library by right clicking on the callout on the timeline and adding it to the library. |
| * Using images as screen shots |
| You can use images as screen shots by importing the image into the project and dragging it onto the timeline (or right click and add to timeline). The image will display full screen. Once on the timeline, right click to set duration of the image, or slide the end point of the image to the desired length. |
| * Using images as callouts |
| If you want an image to appear at the same time as your recorded clip you can add an image as a callout. Once imported into the clip bin, right click the image and select add as callout. |
| * Creating a new callout line in the timeline |
| With your mouse over the callout track in the timeline, right click and select create new line. |

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| Producing |
| * Select the closest wizard options then customise |
| The wizard is a great starting point for production settings. Often it’s worth selecting the closest default wizard option then customising the details. |
| * Use a table of contents if necessary |
| Table of contents (TOC) is a good way to allow the user control over the play of the clip. |
| * To auto play or not to auto play |
| It is best to give control over to the user and allow them to decide when they want to play the clip instead of auto playing. A general rule to follow is if there is any other information on the screen alongside the clip, do not auto play.  An exception is when the user is linking to the clip directly, the expectation would be for the clip to auto play. |
| * Saving and reusing your customised production settings |
| You can save your production settings for reuse using the ‘Add/edit preset….’ option in the production wizard |