

Camtasia Basics

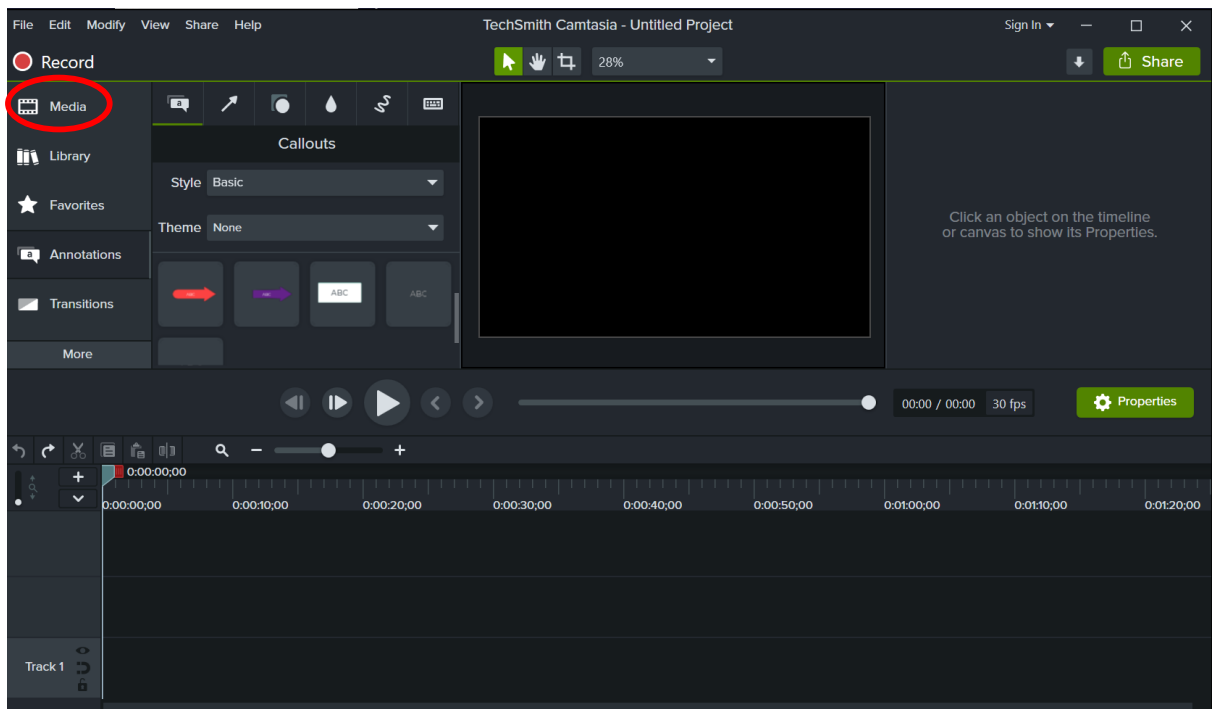
Government Agency Name Redacted

Adding Content to Camtasia

Selecting Media to Add to the Timeline

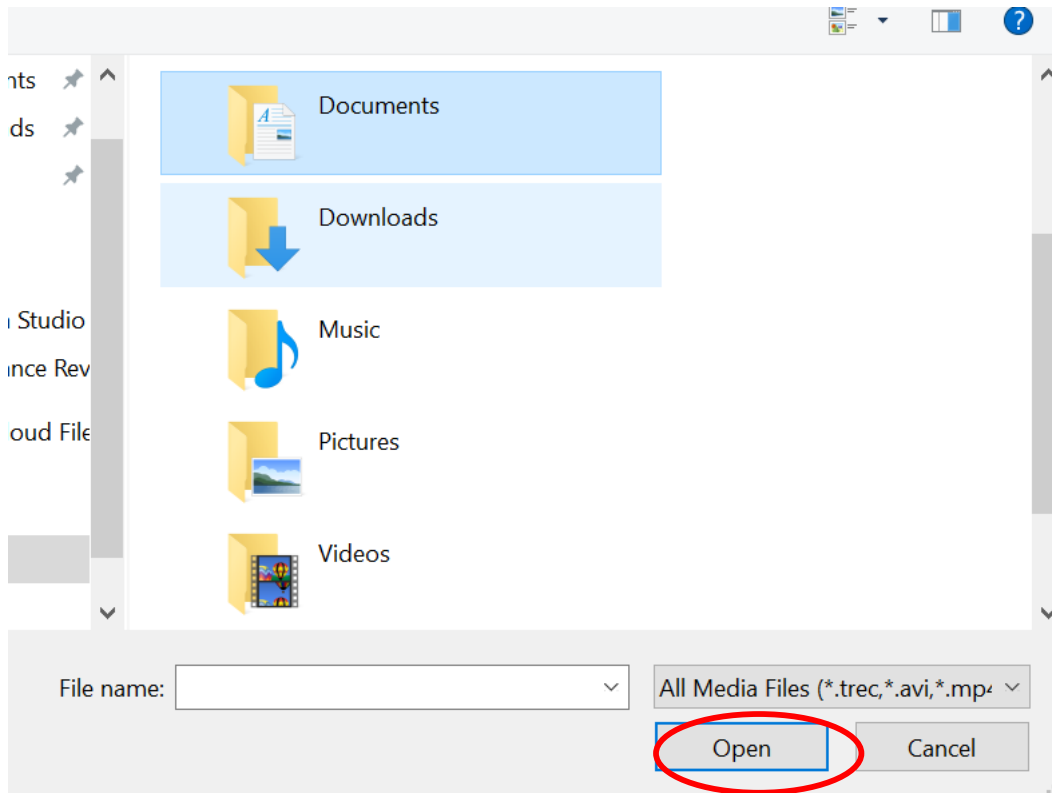
Media that already exists on the computer (e.g., previously saved videos, photos, screenshots) can be accessed by performing the following:

1. Click **Media**.

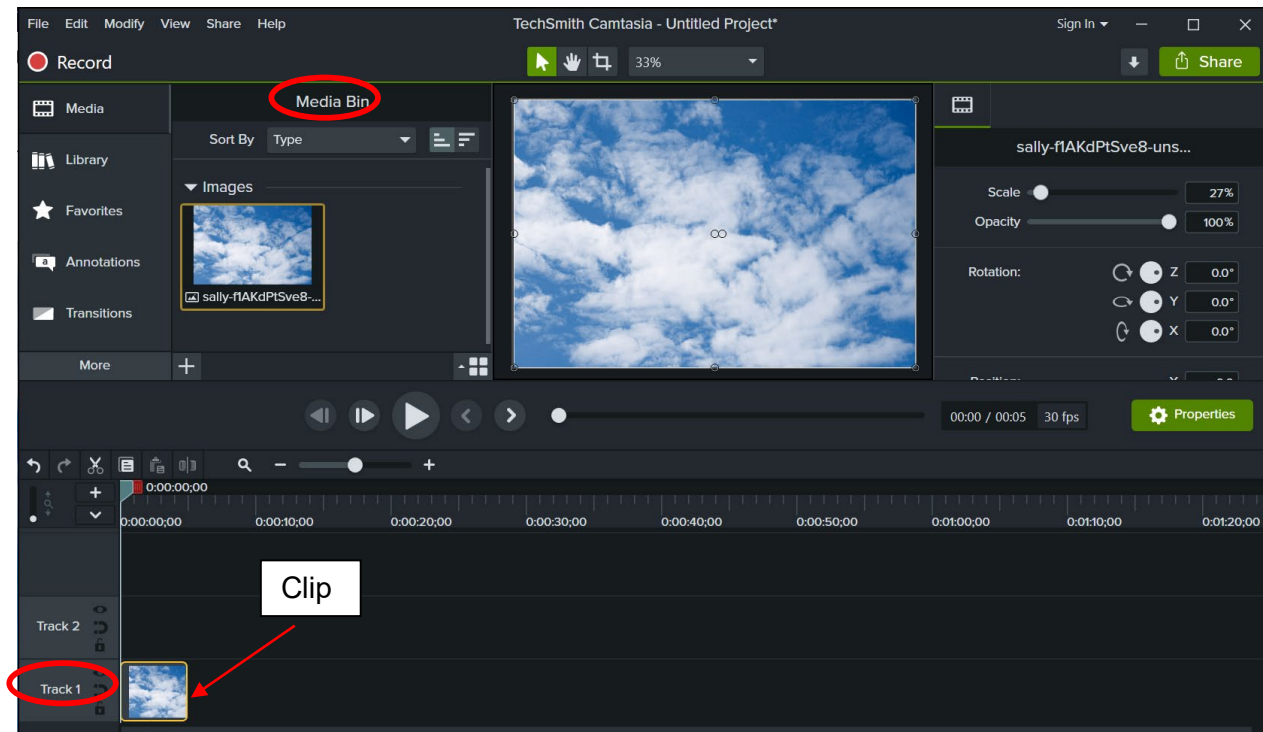


2. Select the desired media.
3. Click **Open**.

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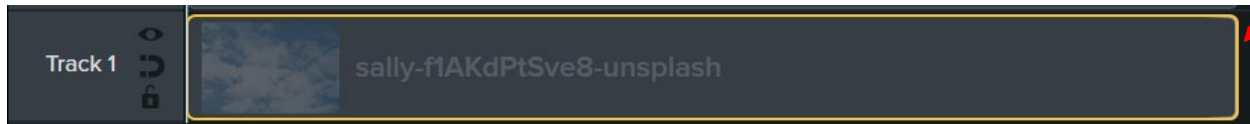


4. Select the content from the **Media Bin** and drag it onto **Track 1** of the Timeline. Every piece of content that is added to the Timeline is called a Clip.



Changing the Duration of Each Clip

To increase the duration of a clip, select the clip and drag the end of the clip to the right. To decrease the duration of a clip, select the clip and drag the end of the clip to the left.

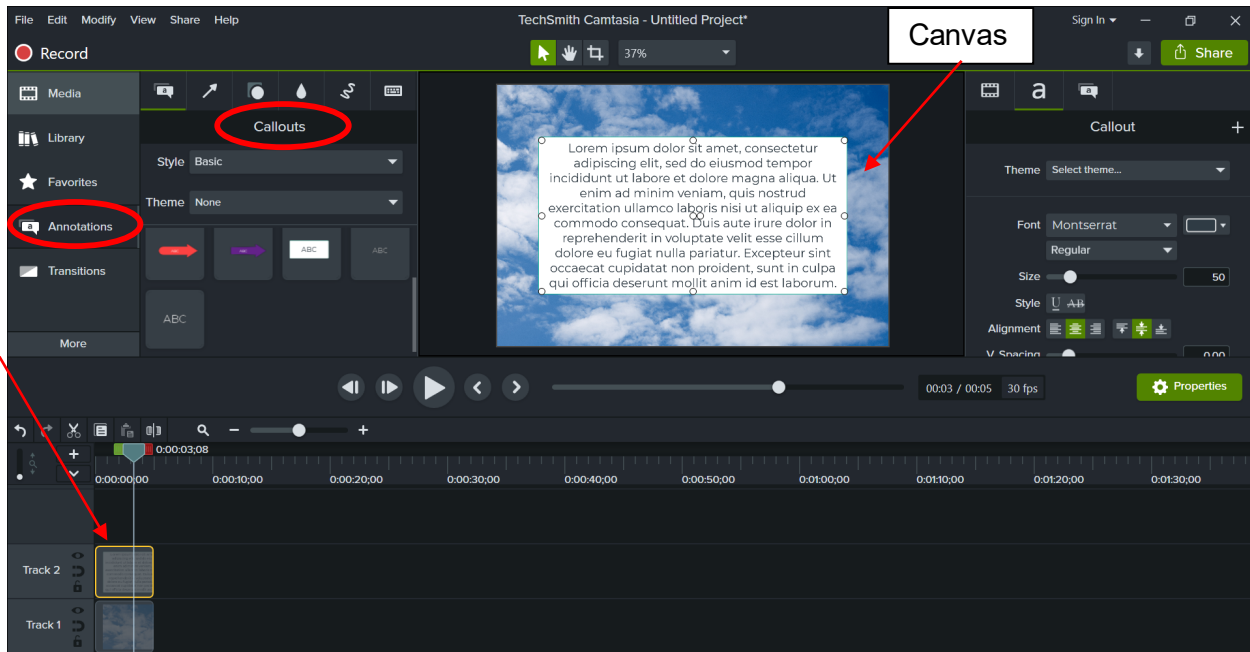


Adding Text to the Timeline

Adding Text to Media on the Timeline

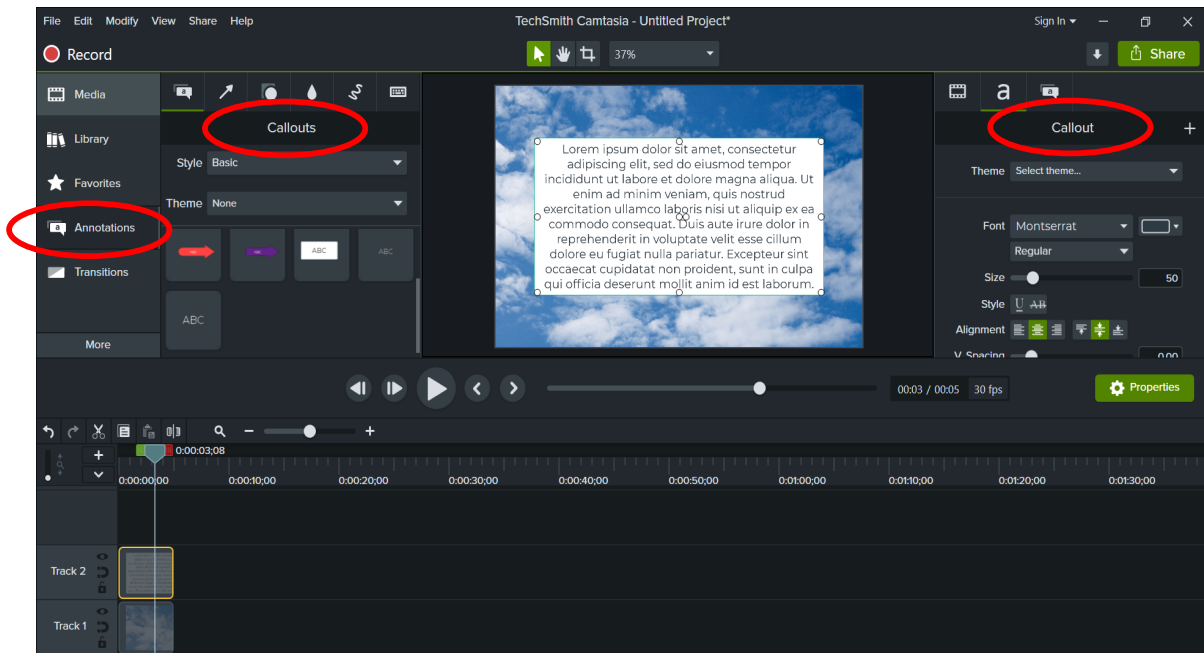
To add text to media on the timeline (e.g., photo, video, screenshot):

1. Click **Annotations**.
2. Select the preferred style of text in the **Callouts** window and drag to the timeline (**Track 2**), right above the appropriate media.



1. To edit the text, double-click the text on the **Canvas**, and type the desired text.
2. To move the text, select the textbox and drag to the desired location.
3. Font size, style, etc. can be changed in the **Callout** window, located to the right of the Canvas.

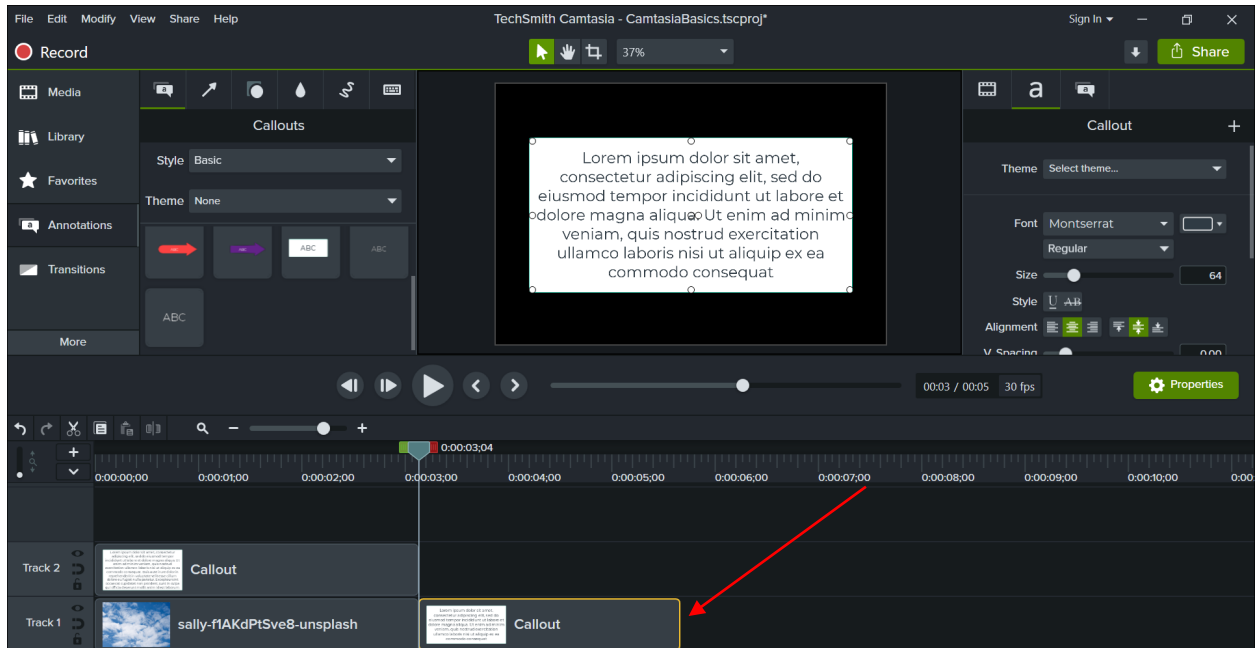
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Adding Text to the Timeline Without Media

To add text to the Timeline with a plain background:

1. Click **Annotations**.
2. Select and drag the desired text style to the Timeline.



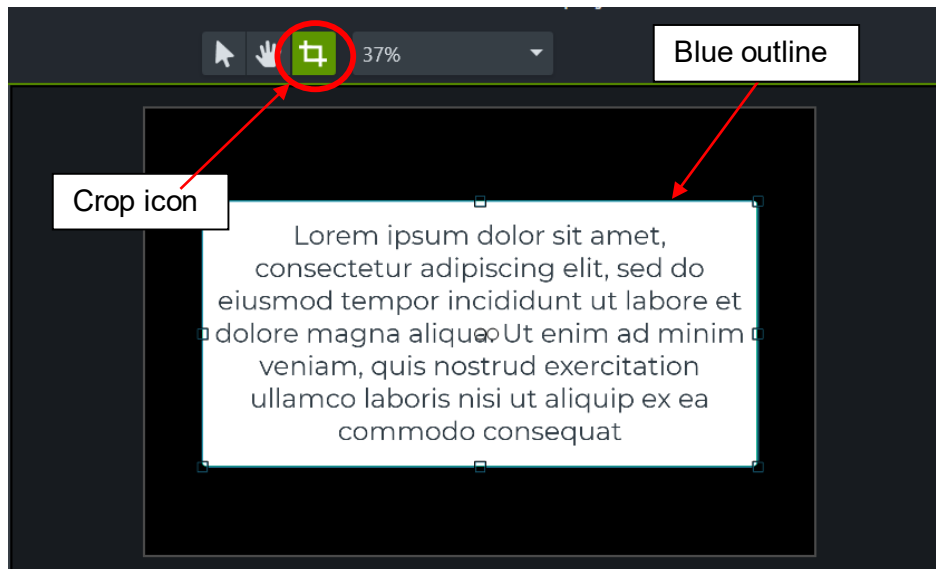
3. To edit the text, double-click the text on the **Canvas**, and type the desired text.
4. To move the text, select the textbox and drag to the desired location.

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5. Font size, style, etc. can be changed in the **Callout** window, located to the right of the **Canvas**.

Cropping Media

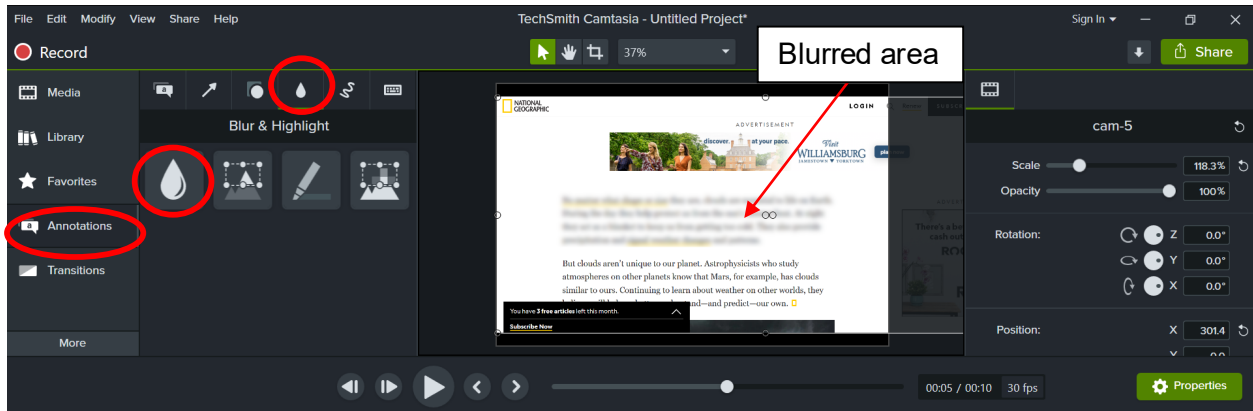
1. Double-click the media in the Timeline.
2. Select the crop icon, located at the top-center of the screen. The media will then be outlined by a light blue box.
3. Click and drag the blue box to the desired dimensions.
4. Click any area in the Canvas to complete the crop.



Blurring Content

The Blur tool can be used to ensure confidentiality of information:

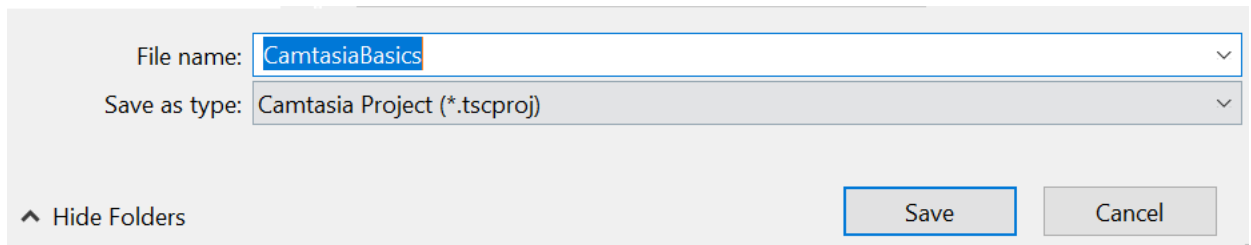
1. On the Timeline, double-click the appropriate clip.
2. Select **Annotations**.
3. Select the **raindrop icon**.



4. In the **Blur and Highlight** window, select and drag the raindrop icon onto the **Canvas**. A blurred rectangular area will appear on the screen. Click and drag the blurred rectangle to cover the desired area.

Saving and Sharing a Camtasia Project

1. In the main menu, select **File**, located at the upper-left hand corner of the screen.
2. Click **Save**.
3. Enter the file name and click **Save**.

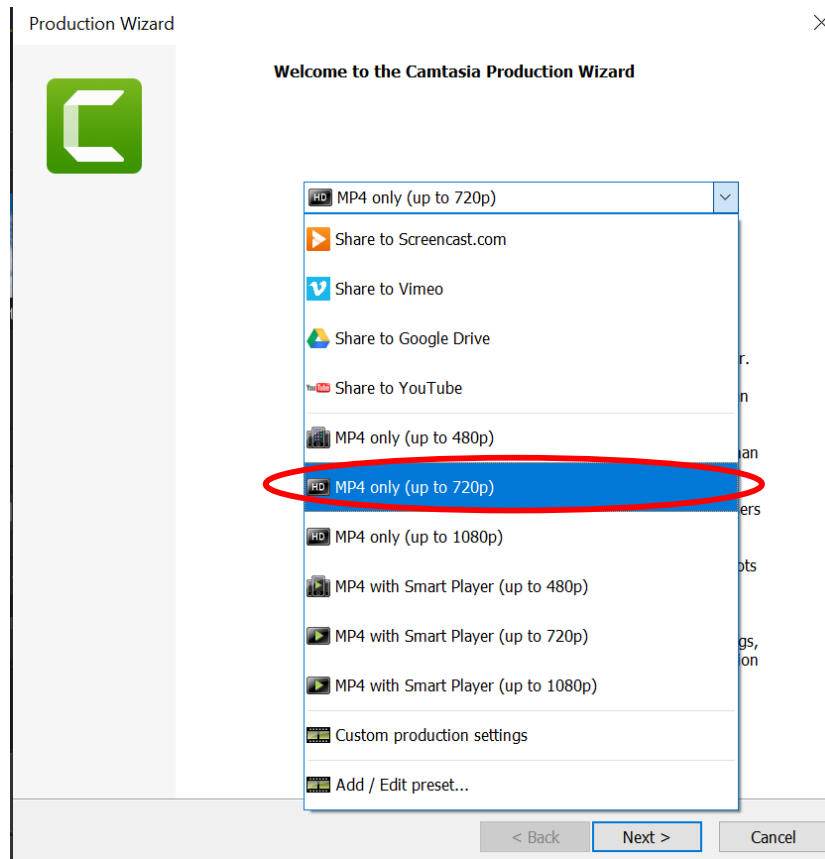


4. A message will appear stating the project has been saved as a Camtasia file. Click **OK**.

The project must now be exported into a shareable format that all non-Camtasia users/audiences can view:

1. In the main menu, select **Share**.
2. Click **Local File**.
3. Click the **Custom production settings** dropdown menu.
4. Next, click **MP4 Only (up to 720p)**.

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5. Click **Next**.
6. Confirm the desired folder to save the video in. If a different location is desired, click the folder icon located at the right and select the appropriate location.
7. Click **Finish**.
8. A window will appear that states "Rendering Project." Once the rendering is complete, the final video will appear. Play the video to ensure the quality/resolution is sufficient.
 - a. NOTE: If better resolution is desired, repeat steps 1 through 3, then select **MP4 Only (up to 1080p)**.
 - b. NOTE: If the video is too large to send via email, repeat steps 1 through 3, then select **MP4 Only (up to 480p)**.