

QUICK GUIDE TO CAMTASIA

What can you do with Camtasia?

You can create instructional videos with sophisticated editing tools and interactive features like quizzes to engage your learners. Common ingredients in these videos are screen capture (e.g., showing how to use software or search a database), [PowerPoint](#), and/or webcam video. You can integrate additional audio and video, such as background music. You can share your instructional videos with your students through MyCourses.

What about alternatives? With Camtasia, you'll have more editing and production features than in PowerPoint. You can add [interactive quizzes](#) and [clickable hotspots](#) that are not available in Screencast-o-matic. Accordingly, Camtasia's interface is more complicated. So if your project is just PowerPoint slides and audio narration, you may prefer recording it in one of these alternatives.

Start with TechSmith's Tutorials

TechSmith's [Camtasia video tutorials](#) are a great place to start. Five concise video tutorials, each less than 5 minutes long, will give you a solid overview of how to work in Camtasia:

1. [Basics: Record, Edit, and Share](#) including an introduction to the editing interface
2. [Add Transitions and Annotations](#) like fade ins and call outs
3. [Add Animations and Effects](#) like Zoom, Pan, and Speed Up (may not be needed for your project)
4. [Edit the Audio](#)
5. [Produce and Share Your Video](#)

Keep it Short!

Several 5-minute videos, each dedicated to one concept, will hold attention better than one long video.

Create a Storyboard

Sketch your plan for video and audio before you start recording, using a [storyboard template](#).

Create a Script

Here's a quick way: dictate your narration in Word Online while practicing what you want to say. Go to onedrive.queens.edu and log in using your Queens username and password. Click **Word** and create a new blank document. Click the **Home** tab. Click the **microphone icon**. Allow access to your microphone. Click the microphone so it has a red dot. Speak and text will appear. Click the microphone icon to stop recording. Edit the text by typing. Your work is saved automatically in OneDrive. To rename your file, click **File, Save As**, and **Rename**. Type a new name. Click **OK**.

Then you can use this script 3 ways:

1. Read your narration when recording to minimize errors and editing time.
2. Use the script to paste [closed captions in Camtasia](#) before producing your video.
3. Post the script with the video for students who have disabilities, and for any students who may wish to review the narration later.