Making a MP4 Screen Capture Video with Camtasia

If you don't already have Camtaisa, you can download a free trial at:

https://www.techsmith.com/camtasia.html.

I. Introduction to Camtaisa

    A. This program allows its users to create a video of their desktop (i.e. screencast), and save it in a standard file format. This tutorial will guide you through the basic steps needed to create a screencast.

Figure 1: Startup Screen

II. Recording your screen

    A. Click on the **"Record the screen"** button near the top left of the program window.

    B. The program window will auto-minimize, and a **screen capture window** will appear on the lower right of the screen. It will look like this:
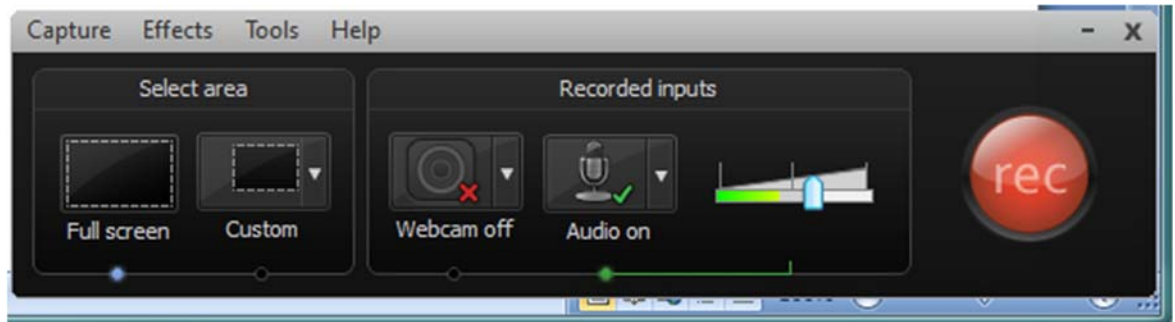
Figure 2: Screen Capture Window

C. In this window you will be able to select the screen area and sound options.

    i. Screen Selection

        a. **Full screen**: Captures your entire screen.

        b. **Custom screen:** Using the **"Select area to record"** option in the custom pull down menu will prompt cross hairs to appear. Click and drag to select the area you would like to record.

    ii. Recorded inputs

        a. **Audio on:** Allows you to select the audio device that you are going to use to record the audio section of the video. There is also an option to turn audio off, which will allow you to record the audio track for the video later.

        b. **Audio slider:** Adjusts the volume of the recorded audio.

D. Once your screen area and audio inputs are selected, click on the **"REC"** button, and initiate you video tutorial.

E. Press the **"F10"** key on the keyboard or the **"Stop"** button to end your recording

F. The next screen that will appear will allow you to preview your video, and on the lower right side you will be able to Save and Edit, Produce, or Delete the video. The "Produce" button will allow you finalize the video and save it as an MP4 format.

III. Adding Voice Narration

A. In the menu bar select **"Tools"** > **"Voice narration."**

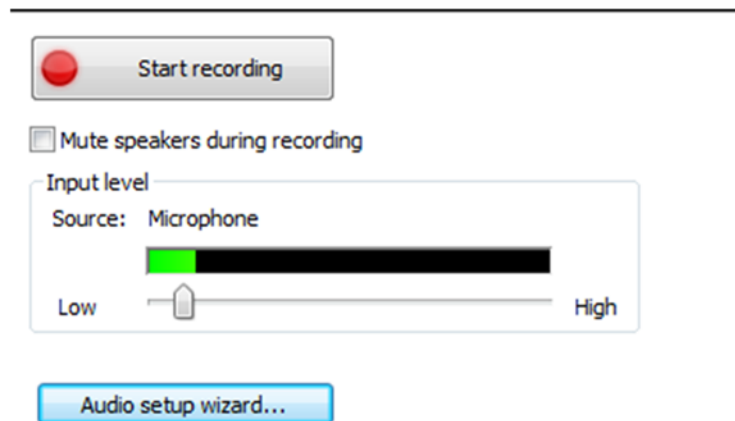B. Once selected, a new window will open on the left side of the program and appear like this:

C. Audio Setup Wizard

    i. Allows you to select the microphone source.

    ii. **"Advanced audio settings"** gives options for naming the narration, and changing the format type and quality of the audio file output.

    iii. The next window in the wizard allows you to increase or decrease the input level of the microphone

D. Click on the **"State recording"** button to begin your session.

E. Once the narration is complete, click the **"Stop recording"** button. This will prompt you to save the narration to your desired location.

IV. Editing the video

A. Importing media/video

    i. The Camtasia start screen also gives you the option to import media.

    ii. Click on the **"Import media"** button to select the media/video you would like to edit.

    iii. You can also select the media you would like to import via the program's menu bar: **"File"** > **"Import media"** [select the media you want to import]

B. Editing the media

    i. With the selected media in your **"Clip Bin"** you can double click on the thumbnail to preview the video. Alternatively, right clicking on the thumbnail will give you a number of other choices, one of which is **"Add to Timeline at**

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Playhead," which will place the media in the editing portion of the screen, referred to in the program as the **"Timeline."**

ii. To better see and edit the media it may be helpful to zoom in. This can be done by using the magnifying glass side bar
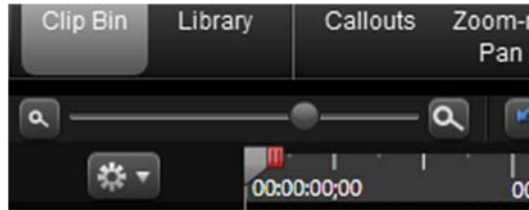

Figure 4: Media Zoom Feature

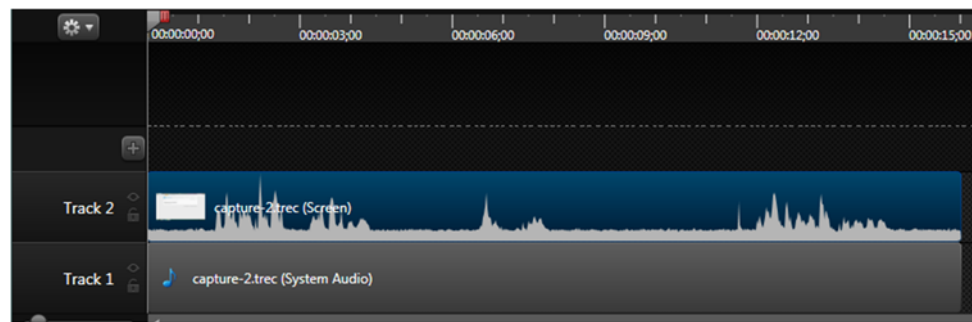iii. If you recorded both video and audio two separate tracks will appear, looking something like this:

Figure 5: Video and Audio Tracks

a. In this example track 2 is the video and the bottom track 1 is the audio. The top track is a grayish-blue, which shows it is the selected track and is ready to be edited.

iv. It is possible to separate the audio and video tracks. This is achieved by right clicking on one of the tracks and selecting **"Separate video and audio"** from the menu.

v. The editing features of this program include: cutting, splitting, copying, and pasting. Always check that the correct track is selected!

a. **Splitting**: Splitting a track allows you to create segments out of your existing master track. With the appropriate track selected, move the gray arrow to the location along the timeline where you wish to make the separation and click the **"Splitting"** button.

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b. **Cutting/Coping:** Cut removes a selection from the timeline and adds it onto the clipboard so it can be pasted somewhere else on the timeline. In the timeline tool bar, click and drag the green and red colored icons highlight to the area that you would like to cut, then click the **"Cutting"** tool button.

c. **Pasting**: You can select a cutting from the clipboard by clicking on the **paste** icon or **right click** > **paste** with your mouse over the location you would like to insert the clip. You don't need to worry about landing the clip exactly right as, moving the tracks to the desired location can be adjusted by clicking on the pasted section and dragging it to the desired location.

vi. Adding Callouts (Arrows): Used to create arrows that draw attention to particular actions, icons, or points of interest else in the video.

a. Clicking on the **"Callout"** tab will produce the following screen:
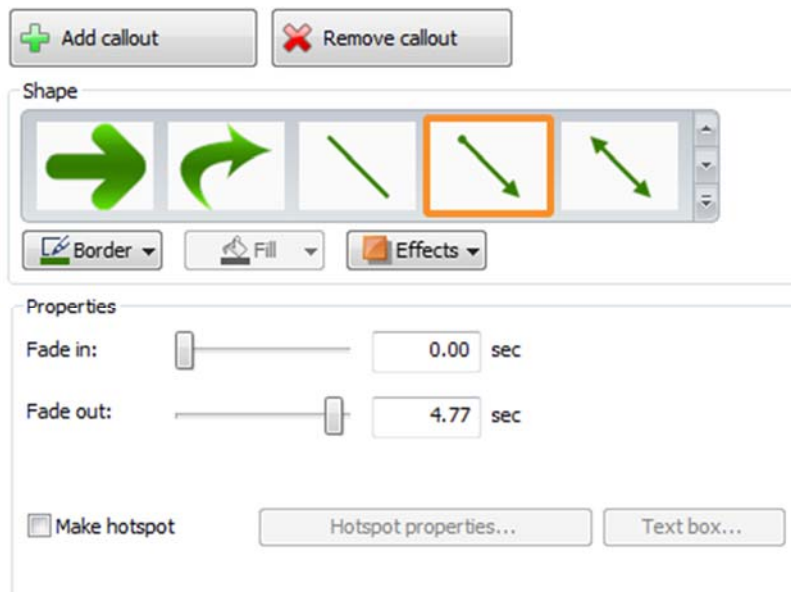

<p align="center">Figure 6: Callout Creation Window</p>

b. Select the type or shape of the callout that you want. Once selected, you can change the border, fill colors, and add additional affects to the callout.

c. Click on the **"Add callout"** button to apply the selected callout to the video clip.

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d. Use the circles to move the callout to the appropriate place in your video. You can resize the callout if necessary.
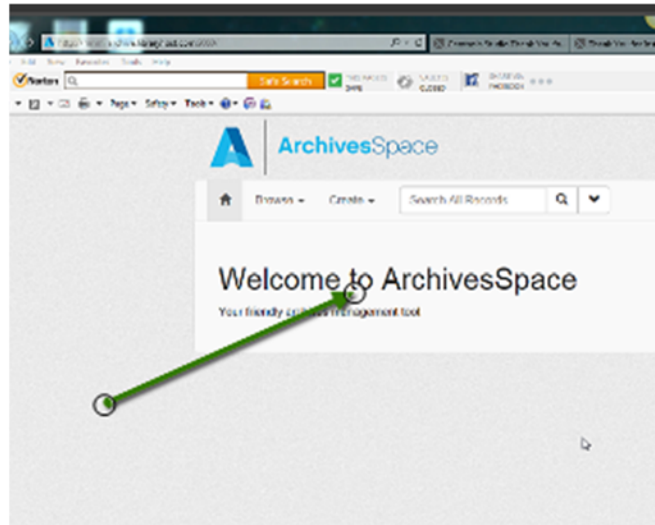

Figure 7: Callout Positioning

vii. Adjusting audio volume: This can be done at any point, regardless of whether you have the audio and video joined or split.

a. On the task bar select the **"Audio"** tab.

b. The left side of the program window should show you the **"Selected media properties"** and **"Editing Tools."**

1. The **"Enable volume leveling"** button will remove any loud peaks in the audio and make the track a more even decibel level.

2. The **"Noise removal"** option will help to remove any background noises, and can be applied to one or multiple audio tracks.

3. The editing tools also give you options to fade the audio in and out, increase or decrease the volume of the entire track, or create a portion of silence for the track.

4. To create the area of silence use the green and red arrows in the timeline tool bar to specify the area and then click on the **"Silence"** button.

V. Exporting Tutorial to MP4 - Completing Your Project

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A. In the Main menu select **"File"** > **"Produce and share . . ."** options.

B. The Production Wizard window will allow you to choose from several video file formats and qualities. ArchivesSpace requires the video be produced in MP4 format, and while there are no specified video dimensions, I would suggest selecting the "up to 720p" option given the size of most computer monitors. Once selected, click "Next."

C. Provide a title and file directory location for the file. Click **"Finish"**.