

MODULE 1:

How to Record a New Camtasia Project

This is a BASIC tutorial on the basic process for creating a video.

Camtasia records all activity on the screen within the selected recording area. To record a new project, complete the following steps:

EXPLORING SOME EXAMPLES:

1. <http://apps.fischlerschool.nova.edu/toolbox/Dissertation/DrKernFindingDissertations/default.htm>
2. <http://apps.fischlerschool.nova.edu/toolbox/video/video/instructional/DrRossSocialServicesVideo/default.htm>

STEP 1: SELECT VIDEO OPTIONS

1. Record the screen

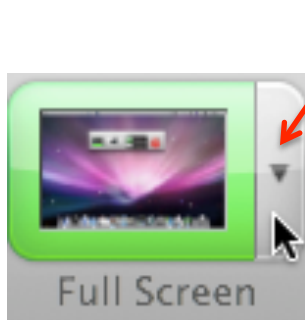
Click the Record button or press Command-Shift-2. A screen like the one shown below will appear:



2. Select the screen area to record.

Choose one out of three options, as detailed below:

- **Option A:** Record the full screen, as shown below:



- **Option B:** Record a region (preset, “custom region”, or recently recorded region):



- **Option C:** Disable the Screen button by selecting “screen off” (if you want to record audio or camera only, as shown below:



STEP 2: SELECT CAMERA OPTIONS (camera “on” or “off”)

1. If the camera is “off”, click on the arrow to enable camera video, and select “display isight”:



2. You will see that now the camera is “on”



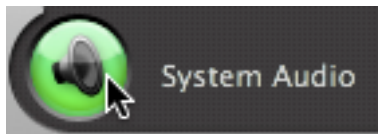
3. Once the camera is on, you will see a preview of the camera, as shown below:



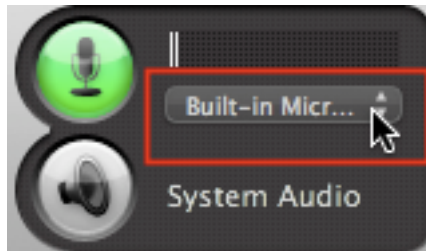
(STEP 3: SELECT AUDIO OPTIONS)

These are usually pre-selected by default (if you have a Title V-B MacBook Pro, **most likely, you don't need to do anything**), but in case you want the steps, you will find a guide below):

1. Click to enable system audio recording (the sound from your computer such as mouse click sounds, audio playing from your speakers, etc.) . If SoundFlower is not currently installed, Camtasia prompts you to install the device. Again, if you have a Title V-B MacBook Pro, most likely, you don't need to do anything



2. Microphone audio is recorded by default. Click the down arrow to select the microphone device.



STEP 4: START RECORDING

Click the "Rec" button (or press Command-Shift-2) to start recording.



During the recording:

- To pause the recording: Press "Command-Shift-2"
- To stop recording: Press "Command-Option-2"

STEP 5: SAVING YOUR RECORDING

- On the Camtasia menu, click on “File” and save your camtasia recording the same way you would save any other document. Choose a file name and a location (desktop, etc).
- Camtasia saves the project in the following format: “filename.cmproj”
- Click “save” to save your project.

Enjoy!

And remember: if you need us, we at TITLE V-B are a phone call away 😊

Look forward to our next modules:

Module 2: “Editing a Camtasia Project”

Module 3: “Sharing a Camtasia Project”

Module 4: “Uploading a Camtasia Project to your Blackboard Course”