

# Camtasia Studio 4.0

Overview and Flash  
Video Tutorial

By TechSmith Corporation



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# Camtasia Studio Overview and Flash Video Tutorial

This book gives a basic overview of Camtasia Studio. This book also includes a tutorial that teaches how to create an interactive Flash video ready for upload to the Web using Screencast.com.

- The media files used with the tutorial are included with the installation of Camtasia Studio.
- This tutorial is for a beginner level. No prior knowledge of Camtasia Studio or video editing is necessary.

When the tutorial is complete, you will have

- Made an interactive Flash video containing three separate “chapters”.
- Added Voice Narration.
- Included Callouts and Transitions.
- Produced the video using the Production Wizard.
- Created an iPod version of the video along with an MP3 file of the audio.

## Before You Begin

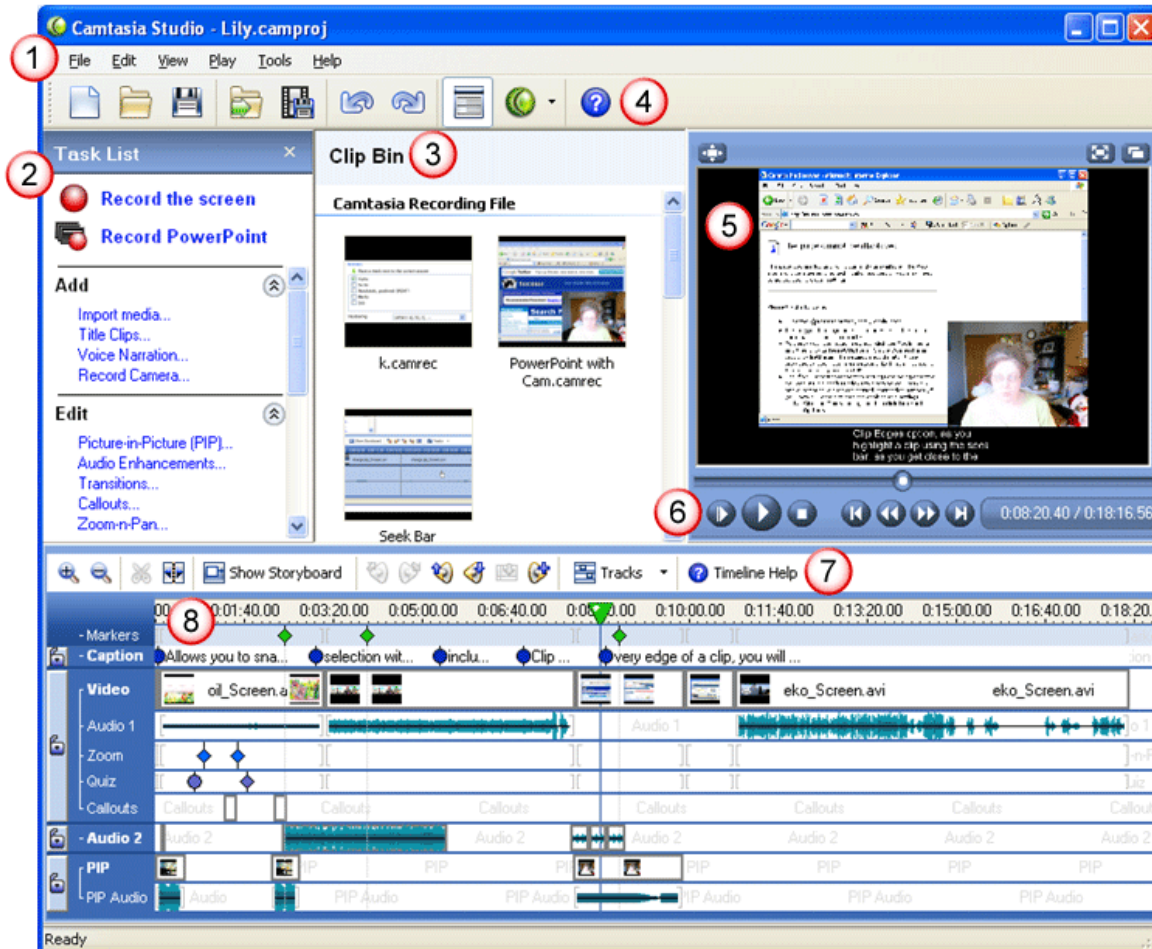
Before you begin the tutorial, we recommended reading the first chapter entitled **Camtasia Studio 4.0 Overview** on page 4. This overview chapter contains important information about the different components of the Camtasia Studio interface, the names of tools and buttons, and specific terminology relating to video production.


To begin the tutorial, continue with **Import Media** on page 23.

# Camtasia Studio 4.0 Overview

When you first begin to work within Camtasia Studio, you are in Timeline or main view. Several different components reside within the main view: Task List, Task Area, Preview Area, etc.

Before you begin to use Camtasia Studio, take a few minutes to familiarize yourself with the Timeline view and its components.













<b>1</b>	<b>Menu Bar.</b> Access all dropdown menus from the menu bar.
<b>2</b>	<b>Task List pane.</b> Begin most tasks by selecting an option within this pane. To access any task, click on a task with the mouse cursor. See <b>Task List and Task Area</b> .
<b>3</b>	<b>Clip Bin.</b> Media files are stored here for easy access. Drag a clip from the Clip Bin to the Timeline to include it in the video. Clips in the Clip Bin are saved with the project when the project is saved. See also: <b>The Clip Bin</b> .
<b>4</b>	<b>Main Toolbar.</b> Access several commonly used options here. See also: <b>Main Toolbar</b> .
<b>5</b>	<b>Preview Area.</b> Double-click on a clip in the Clip Bin or Timeline to preview it.
<b>6</b>	<b>Playback Controls.</b> Use the controls to move throughout the Timeline. Grab the scrubber control  within the Preview Area and drag it to a particular location in the video.
<b>7</b>	<b>Timeline Toolbar.</b> Used to add Transitions, splitting the video, making cuts, adding audio tracks, and adjusting volume. See <b>Timeline Toolbar</b> .
<b>8</b>	<b>Timeline.</b> Clips are placed on the Timeline for inclusion in the video. See <b>Import Media</b> .

## Main Toolbar

Several of the most-used options appear in the Camtasia Studio main toolbar.



Each time the cursor touches a button, a tooltip appears showing the name of the tool.

Button	Tool Name	Description & Use
	New Project	Begin a new Camtasia Studio project. If you are currently working on a project and you have not saved, a prompt appears to save.
	Open Project	Open an existing project. Find the project to open. Click <b>Open</b> .
	Save Project	Save the project including all effects, Transitions, and project settings.
	Import Media Files	Show the <i>Open</i> dialog box used to choose the media files to import. Find the media files to use in the video production project. See also: <b>Import Media</b> .
	Produce Video As	Show the <i>Video Production Wizard</i> used to create the video from the project. Choose the production options to create the video.
	Undo	Undo the last action in succession. This is an unlimited undo.
	Redo	Redo the last action in that was undone. This is an unlimited redo.
	View Task List	Show or hides the Task List.
	Tools	Give access the other Camtasia Studio applications. Choose the application from the list.
	Help	Open the Camtasia Studio online help.



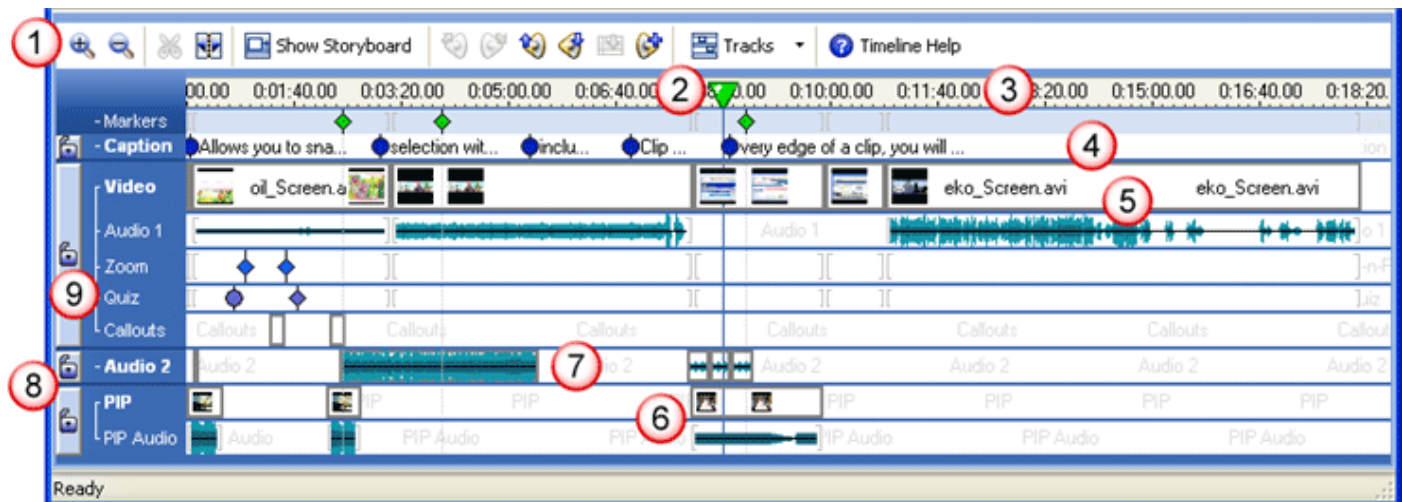
## Timeline View

The Timeline view is the primary working view since most of the editing work is done here. Use the Timeline to assemble video recordings made using Camtasia Recorder or from some other source as well as other forms of media such as still images and audio files.

Collectively, the media files placed on the Timeline are called clips. On the Timeline, the timing of each clip is controlled, clips are added or removed, frames are edited, sound is added, and much more. This is also where Quizzes, Callouts, and Zoom effects are added to the video. These special effects and enhancements, called **Elements**, are represented on the Timeline as different colored icons.

When Camtasia Studio is first started, the Timeline is empty. To add clips to the Timeline, drag a clip from the Clip Bin and drop it on the Timeline.





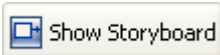
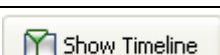






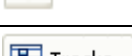

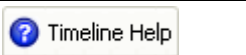
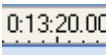
Below is an overview of the different parts of the Timeline and example clips and elements.



1	<b>Timeline Toolbar.</b> Clip or split the video, adjust the sound, zoom in or out on the clip for a better view, or to see additional tracks.
2	<b>Seek Bar.</b> Moves along as the content of the Timeline plays. Wherever the seek bar is located on the Timeline, that area has focus in the Preview Area. Drag the seek bar to select portions of the video to edit. The selection is highlighted in blue.
3	<b>Time Reference Status Area.</b> Shows the time that the seek bar is referencing within the video. Use this area to keep track of the overall time of the total video.
4	<b>Caption Track.</b> Shows each Caption that you create on the Timeline. A small portion of the caption appears. Double-click on a Caption to access the <i>Caption Properties</i> task page.
5	<b>Video and Audio 1 Track.</b> Shows the main video(s) clips and any audio associated with those clips. All audio appears as a wave form.
6	<b>PIP Video and Audio Track.</b> Shows the PIP video(s) clips and any audio associated with those clips. All audio appears as a wave form. Double-click on a PIP clip to access the <i>PIP Properties</i> task page.
7	<b>Audio 2 Track.</b> All additional audio added to the Timeline appears on the Audio 2 track. All audio appears as a wave form.
8	<b>Lock Icons.</b> To the left of each track are tiny icons used to lock a track. Locking a track prevents the editing or changing of the clips or elements on that track.
9	<b>Special Effects and Enhancement tracks.</b> Zoom and Pan keyframes, Callouts, Quizzes, etc. appear on their own tracks. These elements are attached to the main video track. Therefore, if you move a clip on the Video track, these elements remain with that clip in their correct location.

## Timeline Toolbar

This table describes each of the Timeline Editing tools along with its description and use.

Button	Tool Name	Description & Use
	Zoom In	Zoom in on the Timeline showing a closer look at the video.
	Zoom Out	Zoom out on the Timeline. When fully zoomed out, the entire video is seen on the Timeline.
	Cut Selection	Delete the selection from the video.
	Split Video	Split the video at the point of the selection seek bar.
	Show Storyboard	This is a toggle button. When in Timeline view, it opens the <b>Show Storyboard</b> button. Continue with <b>Storyboard View</b>
	Show Timeline	This is a toggle button. When in Storyboard view, it opens the <b>Show Timeline</b> button. Continue with <b>Timeline View</b> .
	Fade In	Fade in the volume of the clip on the audio track.
	Fade Out	Fade out the volume of the audio track.
	Volume Up	Increase the volume of the audio track.
	Volume Down	Decrease the volume of the audio track.
	Replace with Silence	Replace the audio selection with silence.
	Audio Enhancements	Open the <i>Audio Enhancements</i> task page.
	Tracks	Turn the Timeline tracks on or off. Click the down arrow next to the Tracks button. From the flyout menu, choose the track to turn on or turn off.
	Timeline Help	Access the help system for assistance on using the Timeline features.
	Time Increments	Shows the time on the Timeline in various increments depending upon the zoom level. As the <b>Zoom In</b> and <b>Zoom Out</b> buttons are used, the Timeline reflects the new time increments. This is read-only information.
	Seek Bar	The seek bar moves along as the contents of the Timeline play. Wherever the seek bar is located on the Timeline, that area has focus. Drag the seek bar to select portions of the video to edit. The portion of the clip selected for editing is highlighted in blue.


## Storyboard View

In the Storyboard view, the Storyboard prominently appears at the bottom of the screen. And, just like the Timeline, Camtasia Studio uses the Storyboard to assemble videos that you may have made using Camtasia Recorder or from some other source, as well as other forms of media such as still images. Collectively, the items placed on the Storyboard are called clips.

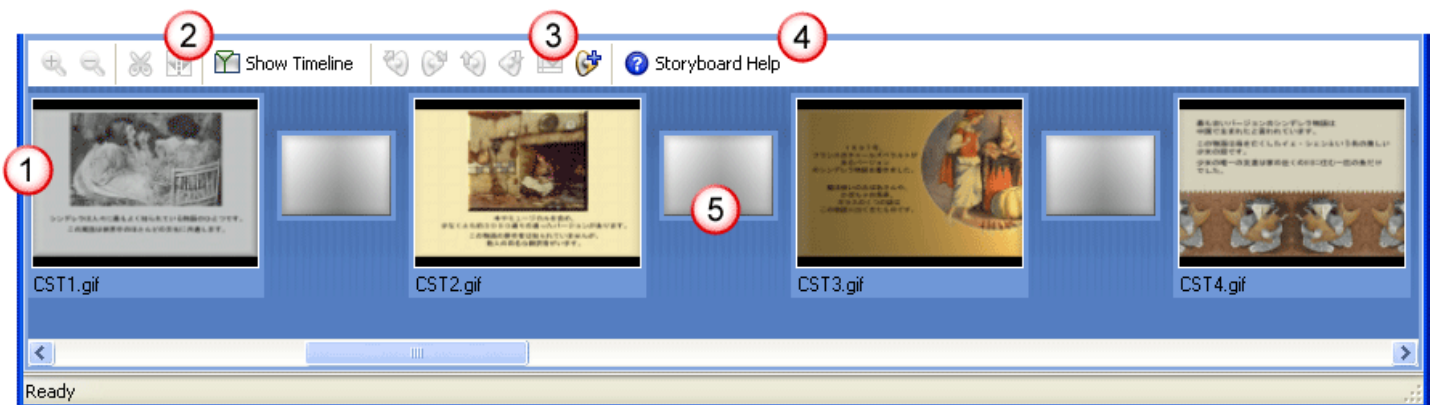
Overall, the Storyboard view is primarily used by those who wish to use unedited clips when creating a produced video. When creating a video using clips that do not need to be edited, drag the clips from the Clip Bin to the Storyboard in the desired order, add Transitions if desired, and then Produce the video.

It is important to note that you cannot edit the clips while in Storyboard view. You must be in Timeline view in order to edit the clips in any way.

Below, find an overview of the different components of the Storyboard. After loading a clip from the Clip Bin into the Storyboard, it changes to reflect the appearance of the clip. The first frame of the video and still images appear as a thumbnail image.

On the toolbar, there is a toggle button . When in Storyboard view, it says **Show Timeline**. Click to move to Timeline view.

**Note:** If the clip has audio, the audio track is not seen in Storyboard view. You must switch to Timeline view in order to see the audio tracks or to edit the video.



①	When clips are viewed within the Storyboard, the first frame of a video clip or the actual thumbnail of a still image appears.
②	Toggle button used to switch between Timeline and Storyboard view. Continue with <b>Timeline View</b> .
③	Open the <i>Audio Enhancements</i> task page.
④	Open the help system.
⑤	When Transitions are included in the video, they appear between the clips as a graphic representation of the Transitions action.

## The Clip Bin

The Clip Bin holds all of the video, audio, and image clips that you import into the project. To put a clip on the Timeline for editing, drag it from the Clip Bin down to the Timeline and drop it there.

It is important to note that:

- Only clips on the Storyboard or Timeline are included in the production of the video.
- Clips in the Clip Bin are not affected by any edits that occur on the Timeline. For example, consider a clip on the Timeline split in two: this split is not reflected within the original clip residing in the Clip Bin.
- Editing clips on the Timeline is a nondestructive process and none of the original media files are altered in any way.

### Identifying Each Kind of Clip in the Clip Bin

- The thumbnail image that appears is the first frame of the actual clip.
- Audio clips are represented by a standard audio icon.
- Title clips and all other image file clips show a thumbnail of the actual image.

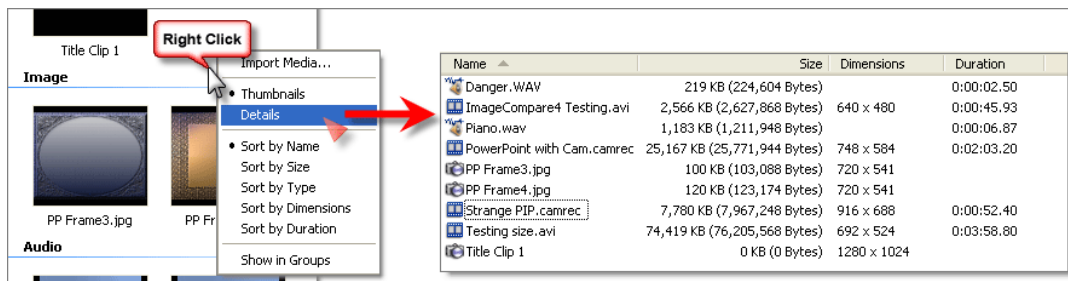
For examples, see **Clips and Elements on the Timeline** on page 3.

### Changing the View of the Clip Bin

Different views help to organize the clips. By default, the Clip Bin view is **Thumbnails shown in Groups** where a pictorial representation of the clips are organized in similar groups. So, all the video clips are grouped together, all the audio clips grouped together, etc.

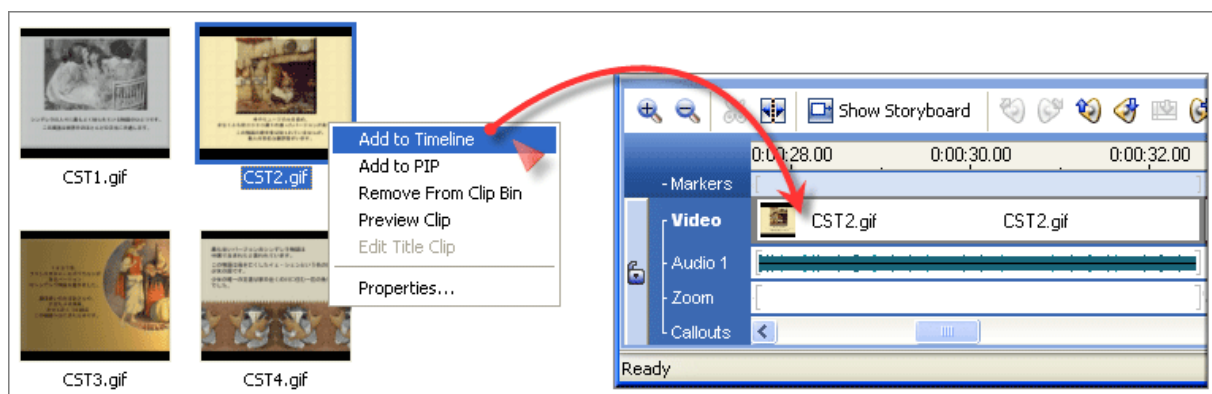
Right-click on any background white space and choose the view or sorting order from the context menu. From this context menu, you can also choose to:

- Import other media files into the Clip Bin.
- Show either thumbnails or details of each clip.
- Sort the clips by name, size, type, dimensions, or duration.
- Show thumbnails in media category groups.



### Adding Clips in the Clip Bin to the Timeline

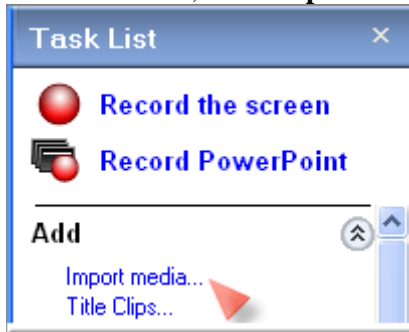
Clips in the Clip Bin are ready to be used in the video project. Drag the clip to the Timeline and drop it there. You can add as many clips as desired to the Timeline. You can also add repeated instances of a clip to the Timeline.



## Import Media

Import media files into the Camtasia Studio Clip Bin. Once a file is in the Clip Bin, it is called a clip.

1. In the Task List, click **Import Media**.

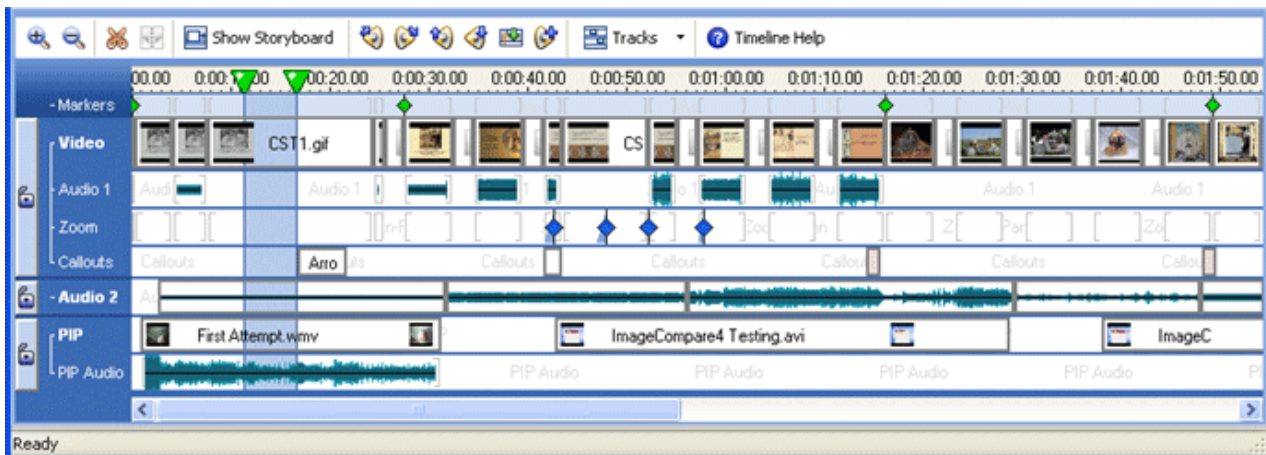


2. The *Open* dialog box appears. Find the folder containing the file(s).
3. (Optional) Change the existing option within the **Files of type** field to **All media files** to import all kinds of media at once, rather than by one type at a time.
4. Use the cursor to select the files. To choose more than one, press and hold down the **Control** key and select multiple files.
5. Click **Open**. Clips appear within the Clip Bin ready to be used in the video project.
6. To add a clip, drag the clip to the Timeline and drop it there.

## Clips and Elements on the Timeline

Once you begin to add media clips and elements to the Timeline, the Timeline updates to include their pictorial representation. Each type of clip or element has its own specific look or color coded icon.





This graphic shows what a typical Timeline might look like once you begin to add clips and make edits.













### Clip and Element Content Menu Options

The table below shows each of these and gives a description of the options available through double-clicking or right-clicking on the clip or element.




Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	<b>Marker</b> Shows a green diamond.	Double-click on a Marker icon on the Timeline to access the <i>Marker Name</i> dialog box.	Right-click on a Marker to bring up the context menu. Choose from: <b>Set Marker Name</b> Accesses the <i>Marker Name</i> dialog box.

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
		Use the <i>Marker Name</i> dialog box to enter a name for a Marker. The name that you enter here appears within the interactive Index in the produced video. See also: Add a Marker Delete an Element from the Timeline	<b>Move to this Marker</b> Move the seek bar to this Marker's location. <b>Delete from Timeline</b> Deletes the Marker.
	<b>Video Clip</b> Shows the first frame of the video clip.	No options available.	Right-click on a video clip to bring up the context menu. Choose from:  <b>Split</b> Splits the video at the point of the selection seek bar.  <b>Cut Selection</b> Delete the selection from the video. <b>Extend Frame</b> Extend the duration of a frame. The <i>Extend Frame</i> dialog box appears. Select the duration for the frame in seconds by using the arrow buttons. <b>Clip Speed</b> Speed up or slow down the playback time for a clip in the rendered video. <b>Image Duration</b> Increase or decrease the playback time for a clip in the rendered video. Use the arrow buttons to change the duration to the time in seconds. <b>Delete from Timeline</b> Delete the clip from the Timeline.
	<b>Transition</b> Shows a pictorial representation of the Transition.	No options available.	Right-click on a Transition to bring up the context menu. Choose from: <b>Transition Times</b> Choose the time (1-5 seconds) that you want the Transition to play. <b>Delete from Timeline</b> Delete the Transition from the Timeline.

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	<p><b>Image Clip</b> Shows a pictorial representation of the image.</p>	<p>No options available.</p>	<p>Right-click on an image clip to bring up the context menu. Choose from:</p> <p> <b>Split</b> Split the video at the point of the selection seek bar.</p> <p> <b>Cut Selection</b> Delete the selection from the video.</p> <p><b>Extend Frame</b> Extend the duration of a frame. The <i>Extend Frame</i> dialog box appears. Select the duration for the frame in seconds by using the arrow buttons.</p> <p><b>Clip Speed</b> Speed up or slow down the playback time for a clip in the rendered video.</p> <p><b>Image Duration</b> Increase or decrease the playback time for a clip in the rendered video. Use the arrow buttons to change the duration to the time in seconds.</p> <p><b>Delete from Timeline</b> Delete the clip from the Timeline.</p>
	<p><b>Title Clip</b> Shows a pictorial representation of the Title Clip.</p>	<p>Open the <i>Title Clips</i> task page for editing. Make edits and click <b>OK</b>. <b>Important Note:</b> Any edits made to a Title Clip on the Timeline are not updated to the Title Clip in the Clip Bin. Instead, the Title Clip in the Clip Bin is set to “empty” where all of the text is removed from it.</p>	<p>Right-click on a Title Clip to bring up the context menu. Choose from:</p> <p> <b>Split</b> Split the video at the point of the selection seek bar.</p> <p> <b>Cut Selection</b> Delete the selection from the video.</p> <p><b>Extend Frame</b> Extend the duration of a frame. The <i>Extend Frame</i> dialog box appears. Select the duration for the frame in seconds by using the arrow buttons.</p> <p><b>Clip Speed</b> Speed up or slow down the playback time for a clip in the rendered video.</p> <p><b>Image Duration</b> Increase or decrease the playback time for a clip in the rendered video. Use the arrow buttons to change the duration to the time in seconds.</p> <p><b>Delete from Timeline</b> Delete the clip from the Timeline.</p>

Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	<p><b>Audio</b> Shows a wave form.</p>	No options available.	<p>Right-click on an audio clip to bring up the context menu. Choose from:</p> <p><b>Delete from Timeline</b> Delete the audio clip from the Timeline.</p>
	<p><b>Zoom Key Frame</b> Shows a blue diamond and a shaded area to depict the zoom speed.</p> <ul style="list-style-type: none"> <li>No shaded area equals <b>Instant</b> speed.</li> <li>Small shaded area equals <b>Fast</b> speed.</li> <li>Large shaded area equals <b>Slow</b> speed.</li> </ul>	<p>Opens the <i>Zoom-n-Pan Properties</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The Zoom-n-Pan Key Frame updates on the Timeline.</p>	<p>Right-click on a Zoom Key Frame to bring up the context menu. Choose from:</p> <p><b>Modify</b> Open the <i>Zoom-n-Pan Properties</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The Zoom-n-Pan Key Frame updates on the Timeline.</p> <p><b>Delete from Timeline</b> Delete the Zoom Key Frame from the Timeline.</p>
	<p><b>Flash Quiz</b> Shows a purple diamond.</p>	<p>Opens the <i>Flash Quiz Manager</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The Quiz updates on the Timeline.</p>	<p>Right-click on a Flash Quiz to bring up the context menu. Choose from:</p> <p><b>Delete from Timeline</b> Delete the Quiz from the Timeline.</p>
	<p><b>Caption</b> Shows a blue circle in a yellow background and part of the text from the caption.</p>	<p>Opens the <i>Callout Properties</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The Callout updates on the Timeline.</p>	<p>Right-click on a Callout to bring up the context menu of available options. Choose from:</p> <p><b>Delete caption and text</b> Delete the current Caption Point and the text.</p> <p><b>Delete caption point only</b> Delete the current Caption Point and leaves the text in the scripting text box.</p> <p><b>Delete all captions and text</b> Delete all the Caption Points and all of the text in the scripting text box.</p>



Icon	Clip/Element	Double-click Options	Right-click Context Menu Options
	<p><b>Callout</b> Shows a box with a shaded area to depict the fade in / fade out attributes.</p>	<p>Opens the <i>Callout Properties</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The Callout updates on the Timeline.</p>	<p>Right-click on a Callout to bring up the context menu. Choose from:</p> <p><b>Modify</b> Open the <i>Callout Properties</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The Callout updates on the Timeline.</p> <p><b>Paste Callout</b> Paste a Callout at the point of the selection seek bar.</p> <p><b>Copy Callout</b> Copy selected Callout.</p> <p><b>Move to New Line</b> Move Callout to a new Callout track.</p> <p><b>Delete from Timeline</b> Delete the Zoom Key Frame from the Timeline.</p>
	<p><b>Callout Track</b></p>	<p>Each time you create a Callout on the same frame, a new Callout track is created. Use the right-click context menu located on the Callout track to manage those tracks.</p>	<p>Right-click on a Callout track to bring up the context menu. Choose from:</p> <p><b>Paste Callout</b> Paste a Callout at the point of the selection seek bar.</p> <p><b>Create New Line</b> Create a new line for Callouts. To move a Callout to the new line, grab the Callout and drag it up or down.</p> <p><b>Remove Empty Lines</b> Remove all Callout tracks not being used.</p> <p><b>Consolidate Lines</b> Consolidate all Callout tracks so unnecessary tracks are removed from the Timeline.</p>
	<p>PIP (Picture-in-Picture) Shows a pictorial representation of the clip being used.</p>	<p>Opens the <i>Modify PIP</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The PIP updates on the Timeline.</p>	<p>Right-click on a PIP clip to bring up the context menu of available options. Choose from:</p> <p><b>Modify</b> Open the <i>Modify PIP</i> task page. Make edits and click <b>OK</b>. Click <b>Finished</b> to exit. The PIP updates on the Timeline.</p> <p><b>Delete from Timeline</b> Delete the PIP from the Timeline.</p>

## Task List and Task Area

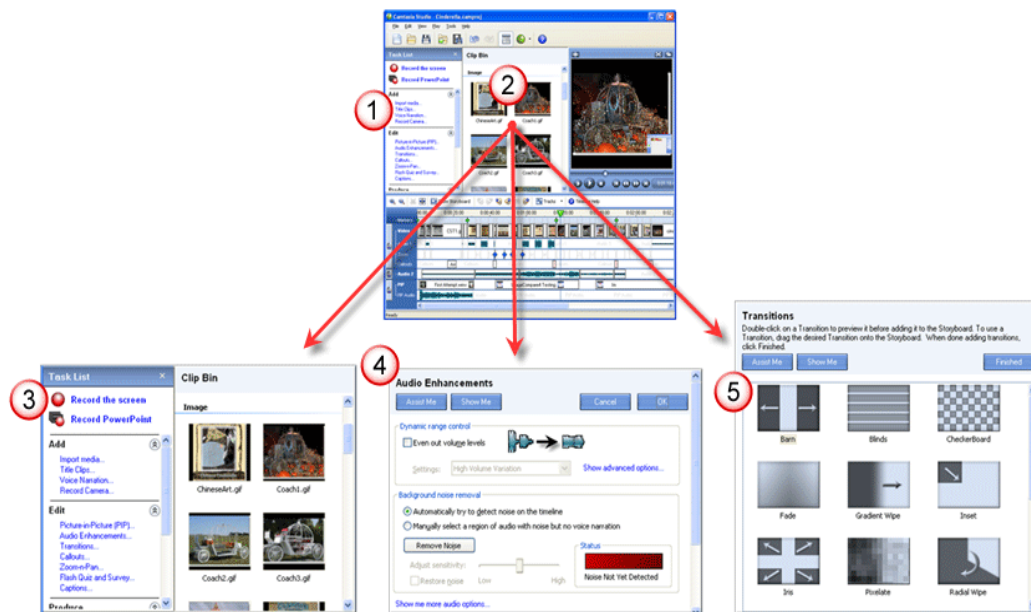
Camtasia Studio has a hyperlinked **Task List** for choosing feature, media, and production options. There is also a **Task Area** where the options or properties appear for the feature selected in the Task List.

### Use the Task List to:

- Select specific tasks or processes via hyperlinks.
- Import media files into the Clip Bin.
- Get help on some of the most commonly used features of Camtasia Studio.

### Use the Task Area to:

- Add, store, and preview the media clips when in Clip Bin view. Drag clips down to the Timeline for placement within the video.
- Select options and set properties for the task selected in the Task List.

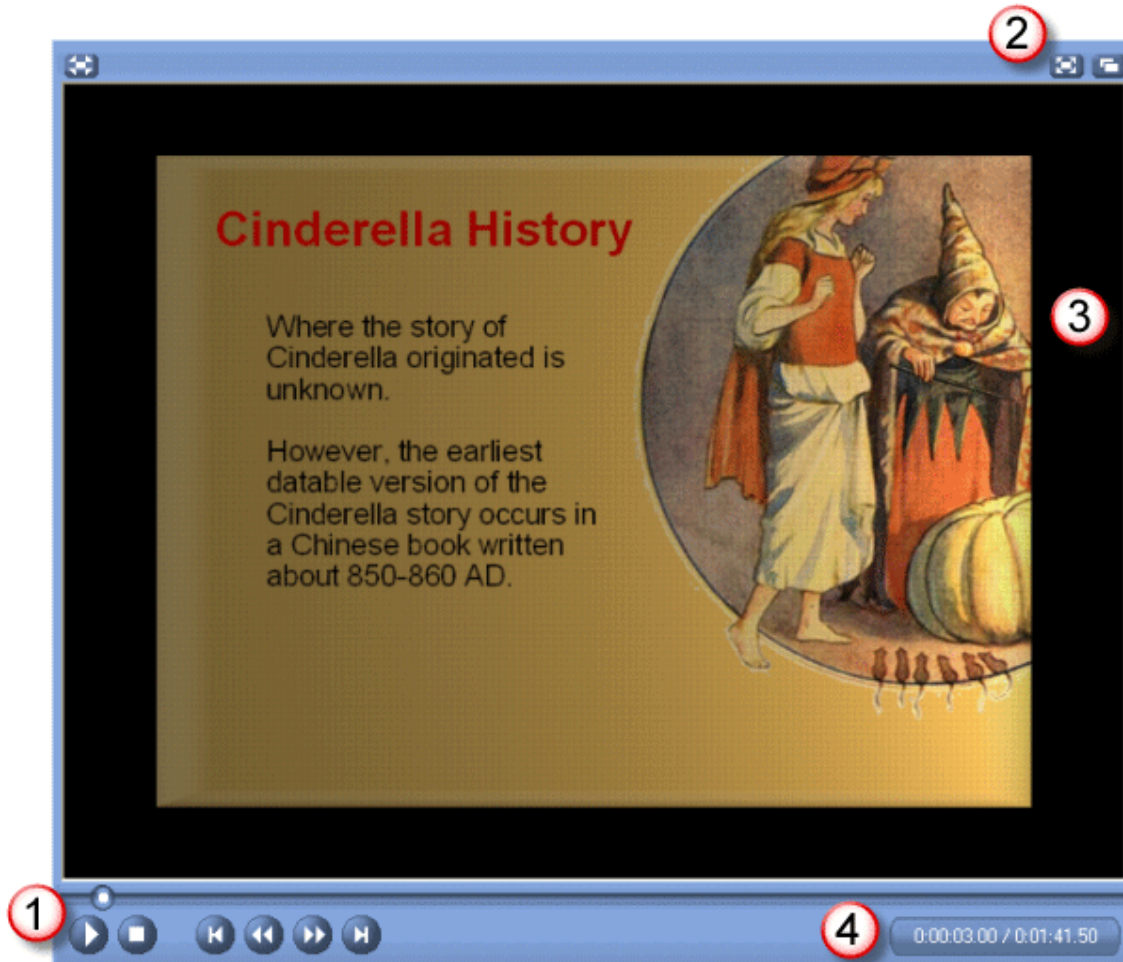


1	<b>Task List</b> pane. Click on a task's hyperlink. The Task Area populates with the available options or properties.
2	<b>Task Area.</b> This area changes depending on the option selected in the Task List. Either drag clips to the Timeline or select the necessary options or properties relating to the task.
3	<b>Clip Bin View.</b> Media files are stored here for easy access. Double-click on a clip in the Clip Bin to preview it in the Preview Area. Drag a clip from the Clip Bin down to the Timeline to include it in the current video. See also <b>The Clip Bin.</b>
4	<b>Properties and Options</b> area. When a link is selected in the Task List, the options for that feature show in this space called the Task Area. Make the selections and click <b>Finish.</b>
5	<b>Transitions View.</b> When Transitions are selected in the Task List, the work area appears here. The Storyboard also appears. Drag the Transition down to the Storyboard. Click <b>Finish.</b>

## The Preview Playback Area

The Preview Area is a very important and integral part of the Camtasia Studio interface.










- Double-click a clip to preview in the Preview Area before being placed on the Timeline or Storyboard.
- When moving through the video, the Preview Area keeps pace with the seek bar, allowing the current frame to be shown.
- When Voice Narration is added, clips on the Timeline play in the Preview Area allowing you to narrate in real time ensuring perfectly synched audio.
- When a Callout is added, make any adjustments directly in the Preview Area.
- When modifying a PIP clip, make the size and location adjustments in the Preview Area.



1	<b>Playback Controls.</b> Use the controls to move throughout the clips on the Timeline or Storyboard.
2	Toggle the Preview Area to <b>Full Screen</b> or <b>Undocked Mode</b> .
3	<b>Preview Area.</b> All videos, still images, and audio clips show in this area when selected in the Clip Bin or on the Timeline or Storyboard. When in Timeline view, as the clip plays in the Preview Area, the seek bar on the Timeline keeps pace with the playback of the clip.
4	<b>Time Status Bar.</b> This lets you know exactly where the seek bar is on the Timeline in the context of the entire video laid out on the Timeline.

## Playback Control Toolbar Description Table

This table the options found on the Playback Controls toolbar.

Button	Tool Name	Description & Use
	Play	Plays the video. When the video begins to play, this button toggles to <b>Pause</b> .
	Pause	Pause video.
	Stop	Stop the video from playing. Click the <b>Stop</b> button to stop the clip or video.
	Previous Clip	Move the seek bar to the beginning of the previous clip on the Timeline.
	Step Backward	Rewind the video frame by frame.
	Step Forward	Forward the video frame by frame.
	Next Clip	Move the seek bar to the beginning of the next clip on the Timeline.
	Time Status Bar	Indicates the position of the seek bar within the overall video on the Timeline. This is a read only field that changes as the seek bar moves through the clip or the video.
	Scrubber	Indicates the playback progress of the video. Drag the scrubber to any desired place in the video. Drag the scrubber to the place in the video. As the scrubber is dragged, the clip or video plays.

## Basic Timeline Edits

The Timeline is used to make basic edits to the video and image clips. These basic edits allow you to remove unwanted mistakes in the recording, shorten or lengthen clips to accommodate audio, etc.



It is important to note that original files or clips in the Clip Bin are not affected by any edits that occur on the Timeline.

### Tips

- When editing, you can undo/redo the editing until you are completely satisfied with the video.
- Automatically resize a clip on the Timeline by dragging either end of a clip to make the clip shorter. Once a clip is sized smaller, drag the end of the clip once again to make it longer.

### Use the Timeline to Search the Video

Searching for specific frames within the video is done several ways:

- Play the video in the Preview Area using the **Play** button  on the Playback Controls toolbar. Click the **Pause** button  to pause the video at the appropriate frame. The Timeline updates with the current setting.
- Click on the “scrubber” bar within the Preview Area and drag to a particular location in the video. Both the Preview Area and the Timeline update with the selected frame.



- Use the arrow keys on the keyboard to move the seek bar through the Timeline to the location.
- Click at any video location on the Timeline. The selection seek bar is moved to that location. The frame’s time reference appears as a tooltip.
- As you click on the Timeline, the Preview Area is continually updated with the selected frame.


### Lock and Unlock a Timeline Track

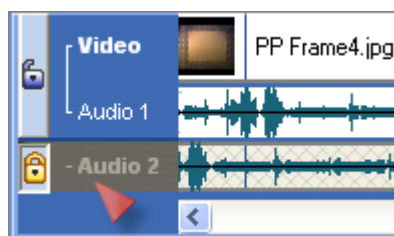
When applying edits to a Timeline selection, the edits are applied to all clips and elements located across all tracks, unless specific tracks are locked for editing.

#### Example


There is more than one audio track on the Timeline. When a selection is made on the Timeline, **all** of the audio tracks within that selection are affected by the volume up edits.

#### To Lock a Track

Click the **Unlock** icon  on the Timeline track that you want to lock. The track becomes locked as seen in this graphic.



## To Unlock a Track

Click the **Locked**  icon on the Timeline track that you want to unlock. The locked track becomes unlocked as seen in this graphic.

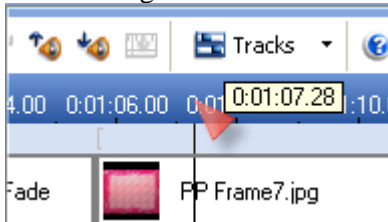


## Make a Timeline Selection

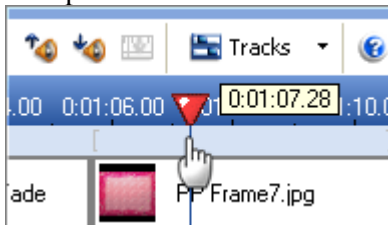
Before you can make most edits to a clip(s) on the Timeline, you must make a selection of the area that you want to edit.

To create a selection to edit:

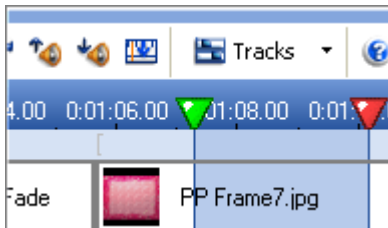
1. Hover the cursor over the top of the Timeline where the time increments are found. Notice that the seek bar moves along the Timeline with the cursor.



2. Click down and hold the mouse cursor at the point where you want to begin the selection. A red arrow appears on top of the seek bar as seen in the image below.



3. With the mouse cursor still held down, drag the seek bar across the Timeline.



4. Once the selection is made, release the mouse button. The selection remains on the Timeline.


## Make a Cut on the Timeline

Cutting deletes unwanted portions of the clip(s) from the Timeline.

---

**Note:** When making a selection to cut, **all** clips and elements included in the selection are cut unless you lock the specific tracks that contain clips or elements that you do not want to cut. See also **Lock and Unlock a Timeline Track**.

---

1. Lock any track(s) that contain clips and elements that you do not want to cut.
2. Select the range of time to be cut by clicking and dragging the seek bar on the Timeline. The selection is distinguished by a blue highlight.
3. Click the **Cut Selection** button .

The selected portion of the Timeline is removed. The Timeline duration is updated and playback of the Timeline in the Preview Area immediately reflects the cut(s) that were made.


---

**Note:** When cutting a clip, the original video is not altered in any way nor is the clip in the Clip Bin affected.

---

## Split a Clip on the Timeline

Splitting a clip divides one clip into two smaller clips making it easy to insert Transitions or graphics between scenes. All clips and elements located at the position of the seek bar are split unless you lock the tracks that contain clips or elements that you do not want to split. See also **Lock and Unlock a Timeline Track**.

1. Lock any tracks that contain clips and elements that you do not want to split.
2. Position the seek bar at the point where you want to make the split.
3. Click the **Split** button .

### Tips

- Images and Title Clips can be split.
- Callouts and Transitions **cannot** be split. If attempting to split at a position that contains either a Callout or Transition, an error message appears.

## Add a Marker

Markers allow you to provide easy navigation points for your viewer. When the video is produced in conjunction with the Table of Contents option, the Markers appear as interactive hyperlinks.

1. On the Timeline, place the selection seek bar on the frame where you want to add a Marker.
2. Choose **Edit > Add Marker** or press **<CTRL + M>**.
3. The *Marker Name* dialog box appears. Enter a name and click **OK**.
4. A Marker element is inserted on the Timeline within the Markers track.
5. Double-click on a Marker element on the Timeline to access the *Marker Name* dialog box once again.

---

## Drag a Clip or Element to a New Location

Dragging a clip or element on the Timeline moves the clip or element to a new location on the same track.

---

**Note:** Zoom-n-Pan key frames cannot be moved on the Timeline. They must be modified in the *Zoom-n-Pan* task page.

---

When dragging a video clip, it cannot be dragged to any arbitrary time on the Timeline. Instead, all clips must form a contiguous formation along the Timeline without any gaps.

When dragging an element, you can drag across clips but you cannot drag past the last video clip on the Timeline.

1. Click down and hold on the clip or element that you want to move.
2. Drag the clip or element along the track to the new location.
3. Release the mouse.

## Remove a Clip from the Timeline

Removing a video or audio clip from the Timeline removes that instance of the clip. The clip still resides in the Clip Bin.

To remove a video or audio clip from the Timeline:

1. Click on the clip to be removed to select it. A black border encases the clip.
2. Click the <Delete> key on the keyboard or right-click on the clip and choose **Remove from Timeline** from the context menu.

---


**Note:** When removing a clip on the Timeline, you are not altering the original video in any way nor is the clip in the Clip Bin affected.

---

## Delete an Element from the Timeline

Deleting an element such as a Callout or a Quiz from the Timeline permanently deletes that element from the Timeline.

---

**Note:** Select **Undo**  to restore an element deleted from the Timeline. However, if you go on to make other edits or additions to the Timeline, and then choose to restore an element using Undo, those edits or additions are lost during the undo process.

---

1. Click on the element to be permanently deleted to select it.
2. Click the <Delete> key on the keyboard or right-click on the element and choose **Delete from Timeline** from the context menu.

---

**Note:** Single click on a Zoom-n-Pan key frame to open the *Zoom-in-Pan* task page. Select the **Remove selected Zoom-n-Pan keyframe** from within the list box on the *Zoom-in-Pan* task page.  
Or, right-click on the key frame and choose **Delete from Timeline** from the context menu.

---



## Flash Video Tutorial

This tutorial teaches how to create an interactive Flash video ready for upload to the Web using Screencast.com.

- The media files used with the tutorial are included with the installation of Camtasia Studio.
- This tutorial is given at a beginner level. No prior knowledge of Camtasia Studio or video editing is necessary.

Each section of this tutorial is based upon a scenario that addresses common tasks that might need to be performed during the creation of a video.

**These sections build upon each other as you go through them sequentially.**

Therefore, it is highly recommended that you begin with the first section and work your way through each subsequent section in the order that they appear. After each section is completed, save your project file and use that file as a basis for the next section.

To successfully complete this tutorial, please read and follow the directions just as they are given.

When the tutorial is complete, you will have:

- Made an interactive Flash video containing three separate “chapters.”
- Added Voice Narration.
- Included Callouts, and Transitions.
- Produced the video using the Recommend my Settings Production Wizard.
- Created an iPod video of the video and an MP3 audio file.
- An HTML page with an embedded video ready to upload to the Web via Screencast.com.

### What you need to know before you begin...

Before you begin the tutorial, it is highly recommended that you look over the first chapter entitled **Camtasia Studio 4.0 Overview** on page 4. This overview chapter contains important information about the different components of the Camtasia Studio interface, the names of tools and buttons, specific terminology relating to video production, etc.

To begin the tutorial, continue with **Import Media** on page 23.

## Section 1. Import Media Files

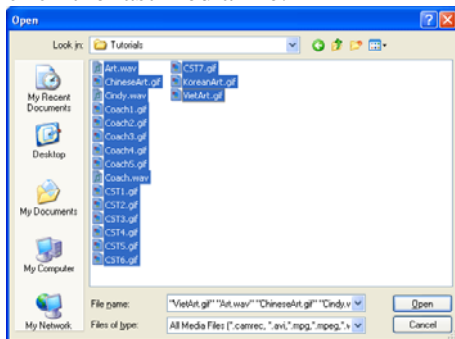
For this tutorial, TechSmith-created media files are used. Each of these files needs to be placed in the Clip Bin. Once these have been placed in the Clip Bin, they are referred to as clips.

The media files include the following:

- CST1.gif - CST7.gif
- Coach1.gif - Coach5.gif
- ChineseArt.gif
- KoreanArt.gif
- VietArt.gif
- Coach.wav
- Art.wav

### Add Media Files to the Clip Bin

1. Start Camtasia Studio. The *Welcome* dialog box appears.
2. Choose the **Start a new project by importing media files** option. Click **OK**.
3. Find **C:\Program Files\TechSmith\Camtasia Studio 4\Tutorials**.
4. Highlight each of the files. Click on the first file, press the <**SHIFT**> key on the keyboard, use the mouse to click the last media file.



5. Click **Open**.

The files are now in the Clip Bin:



Continue with **Section 2. Add Still Images to Timeline** on page 24.

## Section 2. Add Still Images to Timeline

Still images can add visual interest to your video. You can use any graphic, clipart image, photo, flowchart, or diagram in .bmp, .gif, .jpg, or .png file format.


### Fast Facts about Using Still Images

- Add as many still images as you would like to your video.
- The default duration time for still images to appear is five seconds. The duration of the image can be customized using **Tools > Options > Default Duration (In Seconds) > Images**.

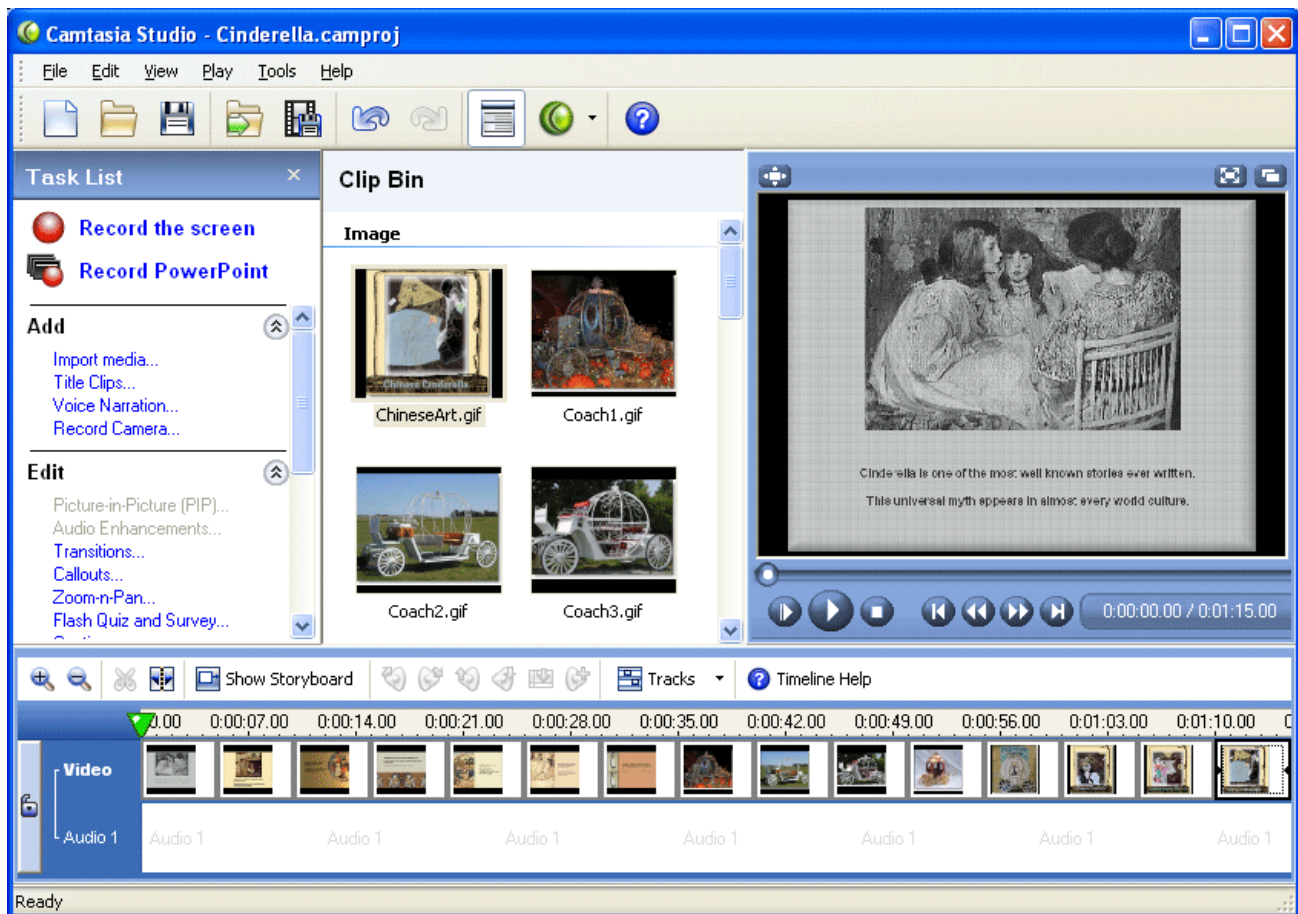
### Scenario

The image clips are added to the Timeline in a specific order to create different “chapters” in the video.

### Add the Still Images to the Timeline

1. In the order that they are numbered, drag the still images entitled CST1-CST7 onto the Timeline. If you get one into the wrong position, grab the image on the Timeline and drag it to the correct place and drop it there. This set of images makes up the first chapter in the video. We refer to this chapter as **The History of Cinderella**.
2. In the order that they are numbered, drag the still images entitled Coach1-Coach5 onto the Timeline after the first set of images. This set of images makes up the second chapter in the video. We refer to this chapter as **Cinderella’s Coach**.
3. In any order, drag the still images entitled ChinesArt, KoreanArt, and VietArt onto the Timeline after the second set of images. This set of images makes up the third chapter in the video. We refer to this chapter as **Cinderella Art**.
4. Click on the Timeline at the very beginning to move the seek bar to the first position in the video. You see that the first still image is updated to the *Preview Area*.
5. Click the **Save Project** tool . Name this project “Cinderella” and click **Save**.

This graphic shows the Timeline after the image clips have been added:



**That's it.** You have just created a complete video sequence by adding media clips to the Timeline.

Continue with **Section 3. Add Transition** on page 26.

## Section 3. Add Transitions

Transitions are animated effects that create a smooth flow between clips on the Timeline.

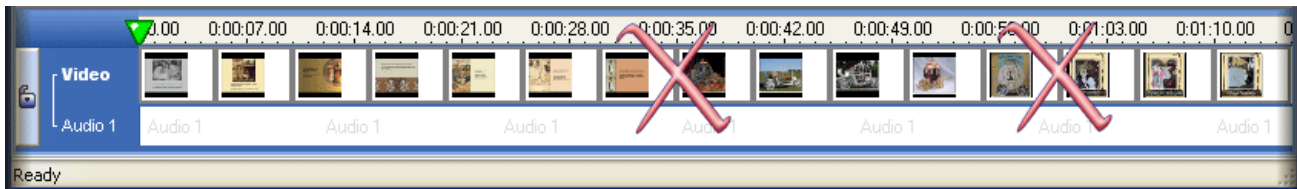
### Fast Facts about Using Transitions

- Transitions can only be inserted while you are in Storyboard view.
- The default duration time for Transitions is three seconds. The duration is customized using **Tools > Options > Transitions**.
- Transitions can only be placed between clips. You cannot begin or end a video with a Transition.

### Scenario

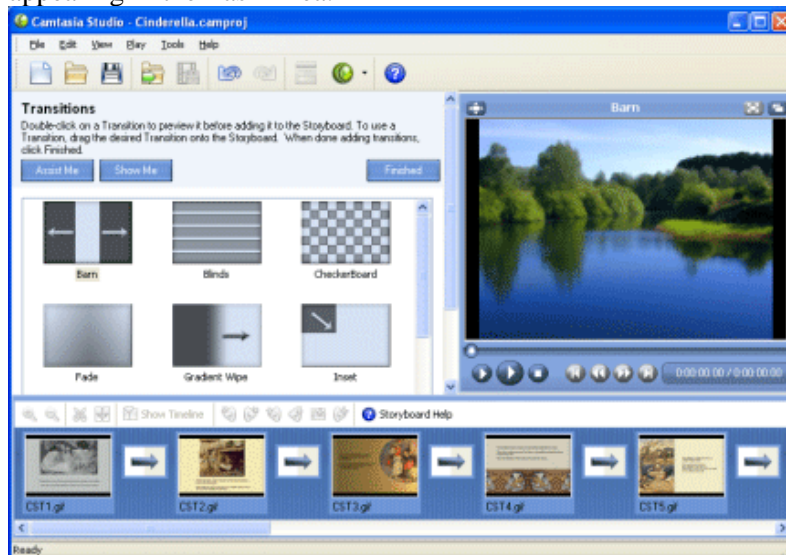
Transitions are added to the Timeline between image clips. Once the **Transitions** link is selected in the task pane, the Timeline changes to the Storyboard.

Transitions are placed between the image clips in each chapter - not between the chapters themselves. The two positions marked in the graphic below with a red "X" **do not need** a transition.



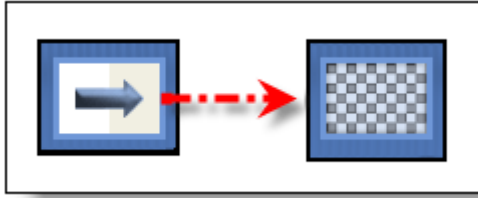
### Add the Transitions to the Timeline



1. Choose **Tools > Options**. The *Options* dialog box appears.
2. In the *Program* tab, change the **Default Duration** for Transitions from 3 seconds to 2 seconds. Click **OK**.
3. Within the Task List, click **Transitions**. The Storyboard view automatically appears with the Transitions appearing in the Task Area.



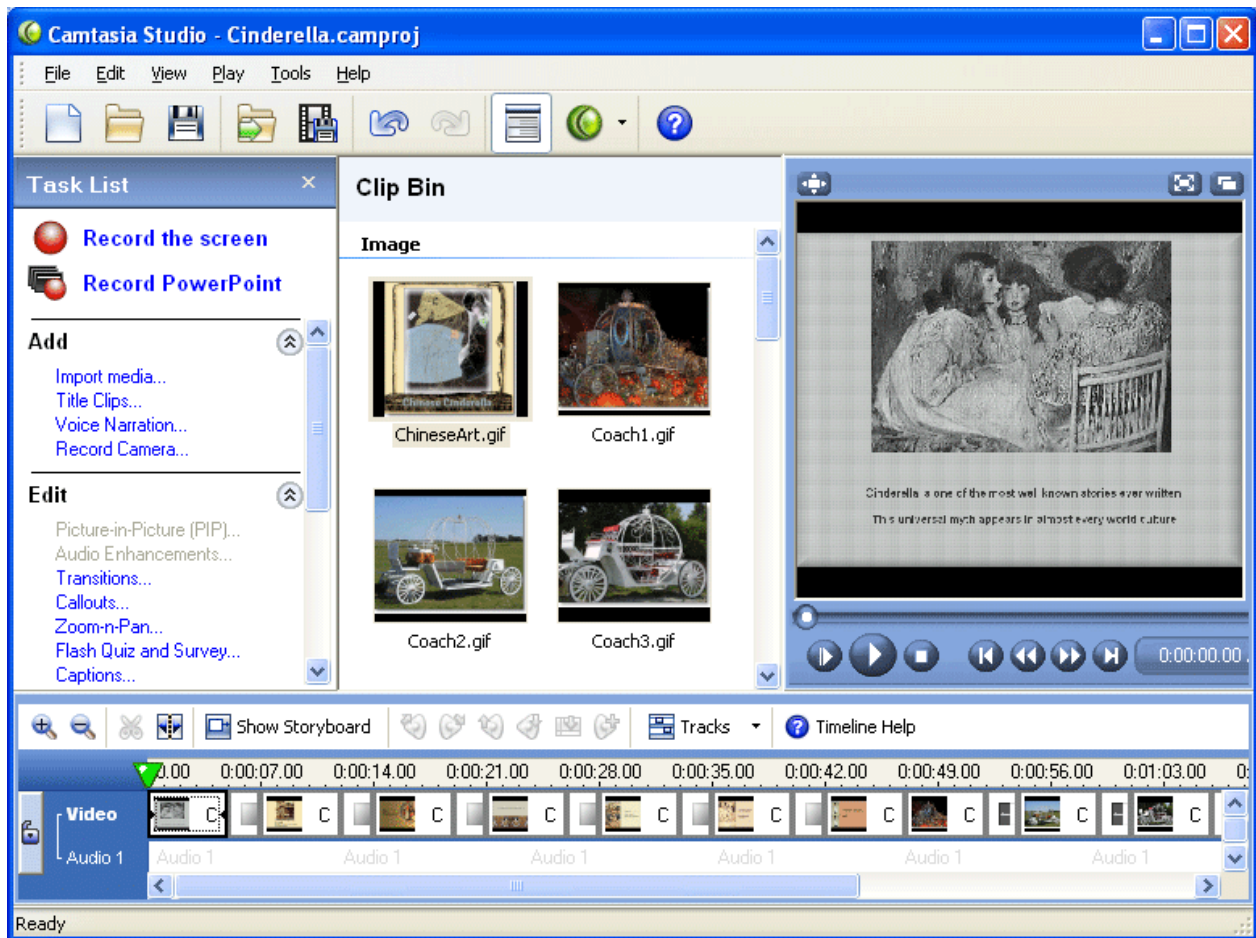
4. Double-click a Transition effect to see it play. Test several Transitions to see how they look.


- Once you decide on a Transition, drag it to the Storyboard in the desired location. Once placed on the Storyboard, an image depicting the Transition's effect appear in the placeholder.



- Continue to add Transitions until each of the placeholders are filled. These can all be the same Transition or different ones.
- Click **Finished** . The Timeline view returns.
- Click **Save Project** .

This graphic shows the Timeline after the Transitions have been added:



**Congratulations.** Transition effects have been successfully added to your video. Click **Play**  to see how it all looks.

Continue with **Section 4. Add Markers** on page 28.


## Section 4. Add Markers

Markers provide easy navigation points for your viewer. When the video is produced in conjunction with the Table of Contents option, the Markers appear as interactive hyperlinks.

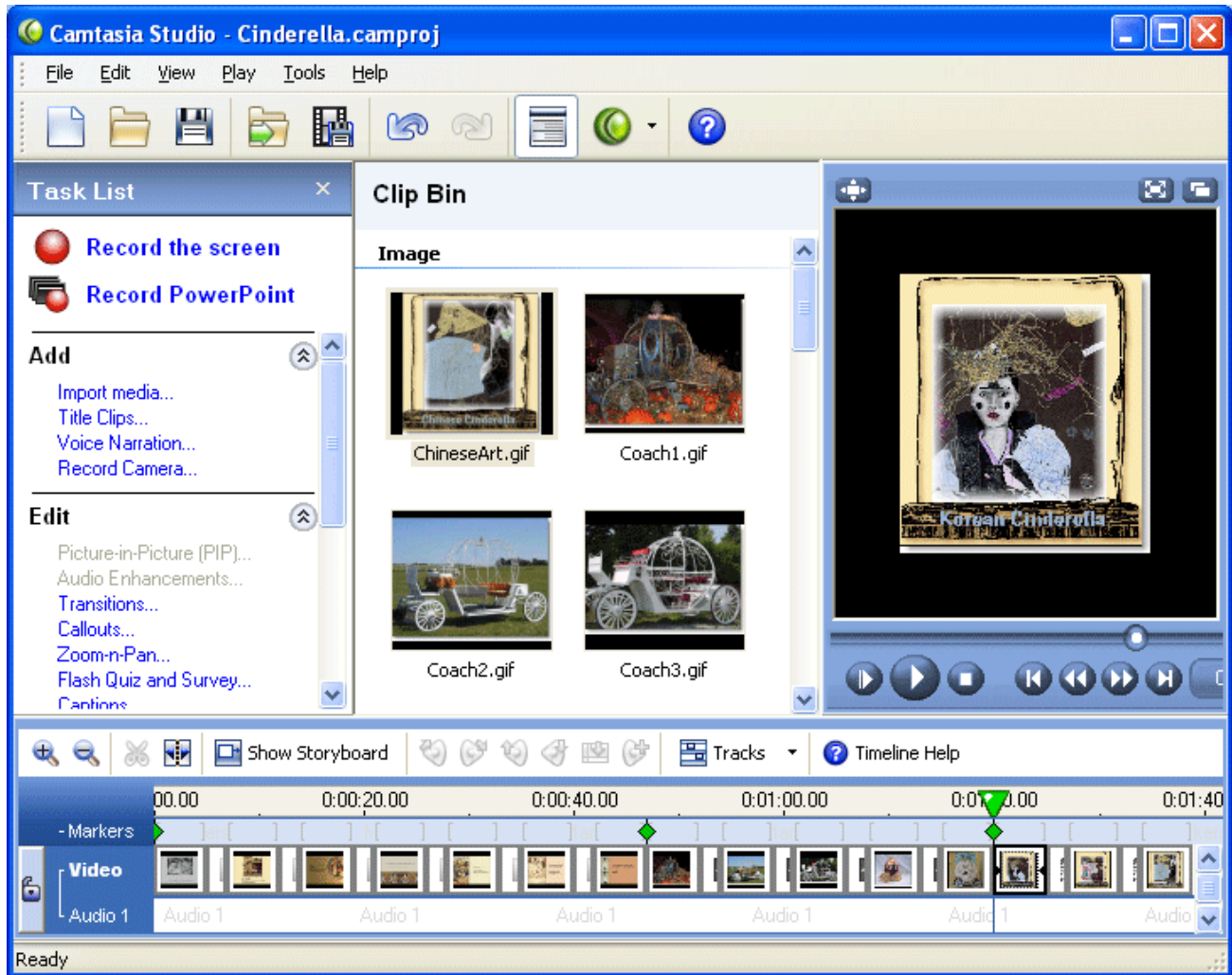
### Scenario

Markers are added to the beginning of the three chapters of the video. In the produced video, these allow the viewers to jump to the different chapters.

### Add the Markers to the Timeline

1. Click once on the first still image on the Timeline. This moves the seek bar to the beginning of the Timeline.
2. Press <CTRL + M>.
3. The *Marker Name* dialog box appears. Enter “The History of Cinderella” and click **OK**. A Marker element is inserted on the Timeline within the Markers track.
4. Click once on the first still image in the Coach sequence. The seek bar is moved to the beginning of that clip.
5. Press <CTRL + M>.
6. The *Marker Name* dialog box appears. Enter “Cinderella’s Coach” and click **OK**. Another Marker element is inserted on the Timeline.
7. Click once on the first still image in the Art sequence. The seek bar is moved to the beginning of that clip.
8. Press <CTRL + M>.
9. The *Marker Name* dialog box appears. Enter “Cinderella Art” and click **OK**.
10. Click **Save Project**  .

This graphic shows the Timeline after the Markers have been added:



**Great!** You have just created a set of Markers for use in your video's interactive index

Continue with **Section 5. Add Callout** on page 30.



## Section 5. Add Callouts

A Callout is a graphic that you can add to the Timeline so when the video is produced, the image appears within the video. Callouts are used to “call out” or draw attention to an important object or process being shown on the screen. Or, combined with text, they can give additional tutorial or instructional information.

Turning a Callout into a Flash Hot Spot adds interactivity to a Callout when it is produced as a Flash video. Adding interactivity is very nice for making chapters in the video that the viewer can easily jump to, or, for taking the viewer to a Website after they have finished watching the video.

### Fast Facts about Callouts

- Callouts come in a variety of shapes and styles.
- Callouts are customizable, allowing you to change the color, font, opacity, size, text, and more.
- Create new Callouts by importing your own graphics.
- A Callout’s duration and position can be quickly changed by dragging the Callout on the Timeline.

### Scenario

Three Callouts with Hot Spots are added to the video. These are placed on the last frames of each of the three chapters we have been creating.

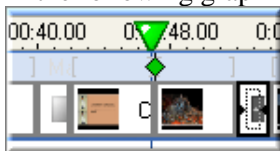
In the produced video, when the Callouts are clicked, the viewer is able to replay a segment of the video.

### Part 1. Add First Callout with Hot Spot Interactivity

1. Choose **Tools > Options**. The *Options* dialog box appears
2. In the *Program* tab, change the **Default Duration** for Callout from 5 seconds to 1 second. Click **OK**.
3. Within the Task List, click **Callouts**. The *Callouts* task page appears.
4. Click **Add Callout**. The *Callout Properties* task page appears.
5. Click on the last still image within the *History of Cinderella* sequence on the Timeline. To do this, click in the **numbered area above** the still image.
6. Immediately use the right arrow key on the keyboard to move the seek bar toward the end of this clip. Take note of the time by looking at the duration in the Preview Area. You want to be right around the 46.78 or 46.80 second time frame as seen in the following graphic.



This puts the seek bar just before the Marker that was placed on the first frame of the Coach chapter as seen in the following graphic.



**Note:** Use the left arrow key on the keyboard to move back if you have gone too far.

7. Under Shape, in the **Callout Type** field, choose the **Filled Rounded Rectangle** option from the dropdown menu.
8. Change the colors if you desire.
9. Enable the **Make Flash Hot Spot** option. Click the **Flash Hot Spot Properties** button.

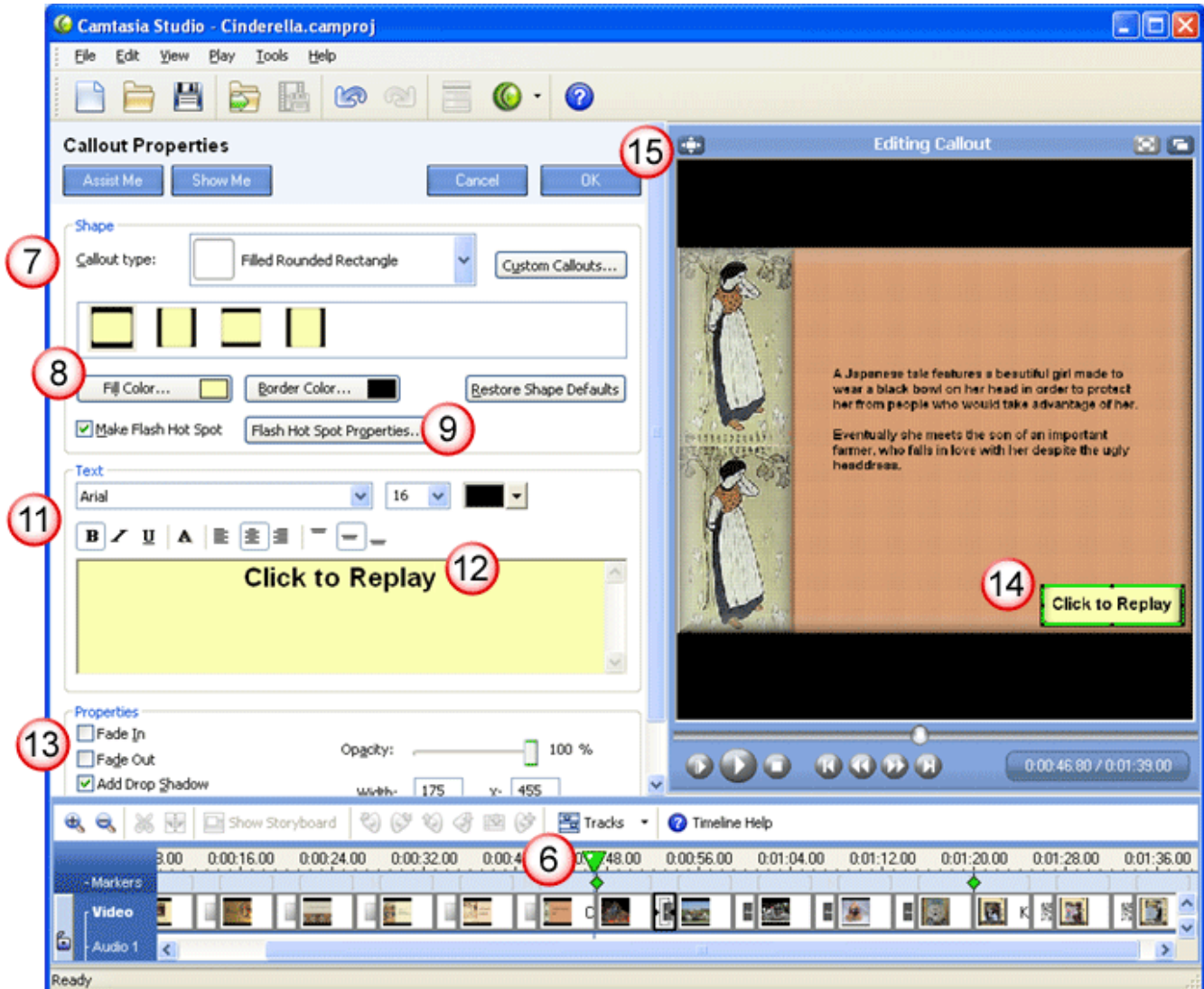


10. The *Flash Hot Spot Properties* dialog box appears. Enable the **Pause at end of callout** option. Enable the **Go to Frame at Time** option. The default time is set to the first frame. This is correct for this particular Hot Spot. Click **OK**.
11. Under **Text**, make the Font: **16**, Style: **Bold**, and Justification: **Center**.
12. In the Text field, type “Click to Replay”.
13. Under **Properties**, disable the **Fade In** and **Fade Out** options.

14. Use the green box located within the Preview Area to place and size your Callout. For our project, we want to move the Callout to the bottom right and size it just large enough to accommodate the text.
15. Click **OK**.
16. You are in the *Callout Properties* task page.

17. Click **Save Project** .

This graphic shows where each step is performed. The graphic number coincides with the step number.



Continue with **Part 2. Copy and Paste the Other Two Callouts** on page 32.

## Part 2. Copy and Paste the Other Two Callouts

The Callout that was just created is copied and pasted into the last frame of each of the other two chapters of the video. Copying and pasting Callouts allows you to get a consistent look in your video and is a very quick way to add more Callouts to your video.

Once the Callouts are pasted, the **Go to Frame at Time** fields need to be updated to reflect the correct “Go to” time.

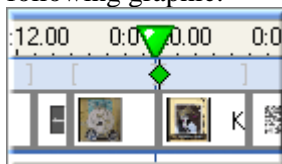
1. Within the *Callout Properties* task page, use the cursor to highlight the Callout that was just created.



2. Click Copy selected Callout.
3. On the *Timeline*, move to the last frame in the *Cinderella’s Coach* section. To do this, click in the **numbered area above** the still image.
4. Immediately use the right arrow key on the keyboard to move the seek bar toward the end of this clip. Take note of the time by looking at the duration in the Preview Area. You want to be right around the 1:19.70 time frame as seen in the following graphic.



This puts the seek bar just before the Marker that was placed on the first frame of the Art chapter as seen in the following graphic.



**Note:** Use the left arrow key on the keyboard to move back if you have gone too far.

5. Once you have the correct frame, click on the **Paste Callout** option. The *Callout* is pasted into the video and can be seen in the Preview Area.
6. On the *Timeline*, move to the last frame in the *Cinderella Art* section. To do this, click in the **numbered area above** the still image.
7. Immediately use the right arrow key on the keyboard to move the seek bar to the very end of this clip. Take note of the time by looking at the duration in the Preview Area. You want to be right around the 1:39.00 time frame as seen in the following graphic.



Once you have the correct frame, click on the **Paste Callout** option. The *Callout* is pasted into the video and can be seen in the Preview Area.

8. Click **Save Project** .

Continue with **Part 3. Enter the Go to Frame at Time Fields** on page 33.

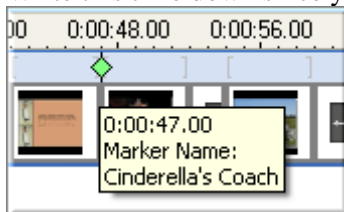
### Part 3. Enter the Go to Frame at Time Fields

Now that the Callouts are pasted into the correct locations, the **Go to Frame at Time** fields need to be updated to reflect the correct times.

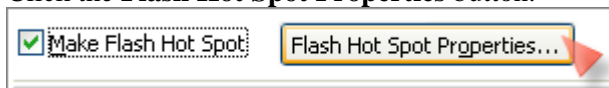
There is now three Callouts in the list box; one original and two copies. The copies are denoted with a number in parenthesis. The number one tells you that this was the first one pasted and the number two, the second one pasted.

Name	Start Time	Stop Time	Clip	Shape
Filled Rounded Rectangle 1	0:00:45.00	0:00:46.00	CST7.gif	Filled Round
Filled Rounded Rectangle 1 (1)	0:01:19.00	0:01:20.00	Coach5.gif	Filled Round
Filled Rounded Rectangle 1 (2)	0:01:38.00	0:01:39.00	ChineseArt.gif	Filled Round

1. Hover the mouse over the Marker on the Timeline that marks the beginning of the Cinderella's Coach chapter. Write this time down since you will enter it into the **Go to Frame at Time** field.




2. Double-click on the first pasted Callout. This Callout is associated with the Coach5.gif clip.
3. The *Callout Properties* task page appears.
4. Click the **Flash Hot Spot Properties** button.



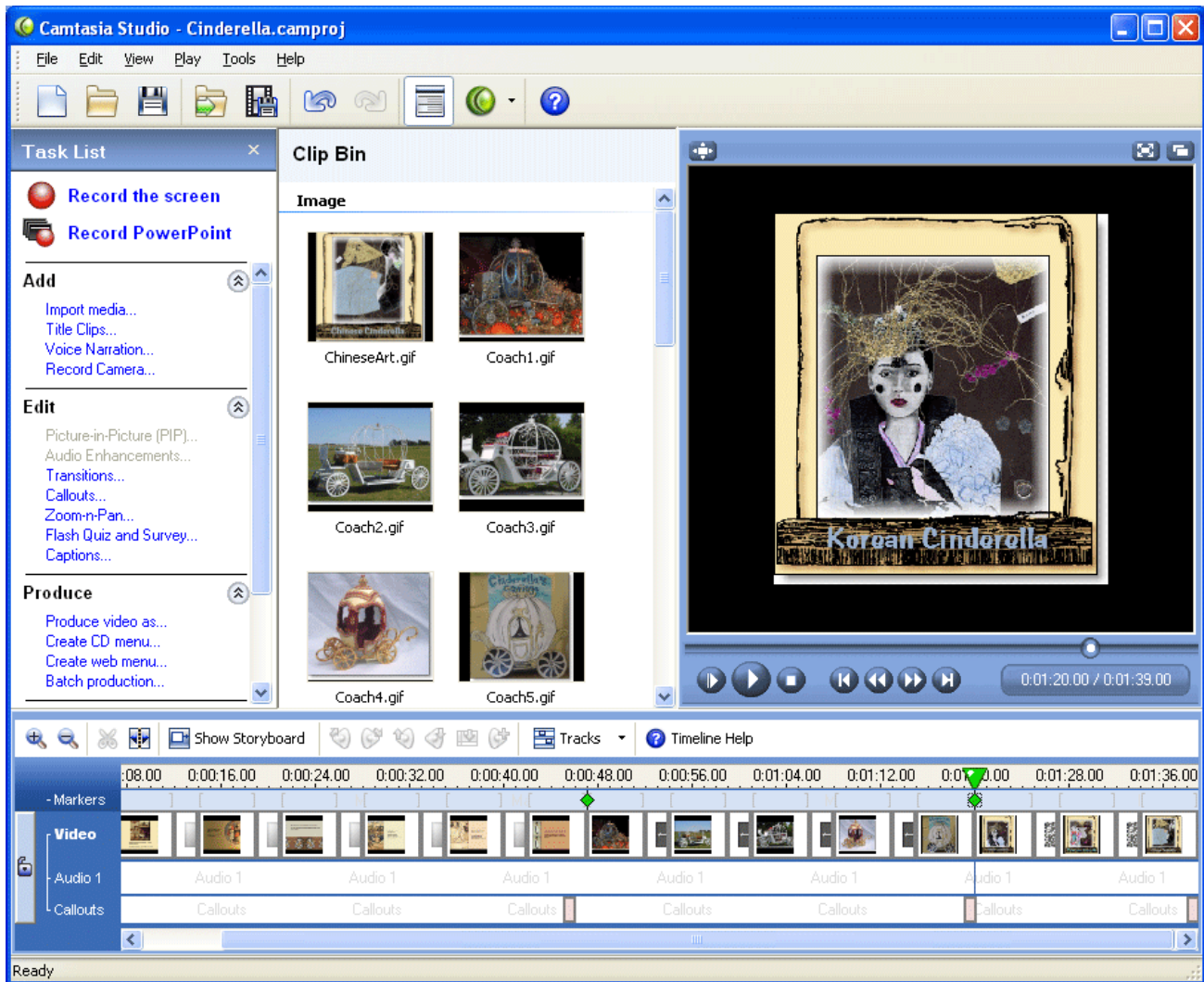
5. In the **Go to Frame at Time** field, enter the time that you just wrote down. Click **OK**.
6. Repeat steps 1-5 for the second pasted Callout.

7. When done, click **Finished** . The Timeline view returns.

8. Click **Save Project** .

Your Callouts are located on the Timeline's Callout track. If you cannot see this track, drag the boundary of the Timeline to expand the view.

This graphic demonstrates shows the Timeline after the Callouts have been added:



**Congratulations!** You have just created Callouts with interactive Hot Spots.

Continue with **Section 7. Add Voice Narration** on page 35.

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## Section 7. Add Voice Narration

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**Note:** It is necessary that you have a working microphone set up **before** you can record Voice Narration.

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Voice Narration is used to insert narration into the video using the playback of the clips on the Timeline as your guide. When using Voice Narration, the video plays along within the Preview Area while you are recording your voice.

Once the recording of the narration is complete, the Voice Narration audio clip that you have created is saved as a file and inserted into the Timeline at the correct position to correspond to the clip or clips that you were narrating.

Typically, if you want to narrate the entire video, it is best to wait and do the narration last, after all of the clips have been added and edited.

### Tips for Successful Voice Recording

- During recording, it is best to read with an unhurried, natural, and steady voice.
- While you are recording, the volume sensor shows a colored spectrum of your voice. It is best to record at a steady level where the level is somewhere near the middle and where the colors are in the high yellow to orange spectrum. If you are recording in the red spectrum, some clipping may occur.

### Scenario

Voice narration is added to the Timeline. Each image clip requires a separate Voice Narration recording. So, altogether seven small audio files are created.

For the narration, read the text off of the image clips as they are presented during playback in the Preview Area. If you cannot clearly read the text within the Preview Area, from the menu bar, choose **View > Shrink to Fit**, to disable that option. The text should now become clear in the Preview Area. Simply resize the screen so that all of the text is clearly showing.

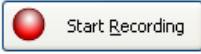


If you make a mistake while recording and do not want to save that audio file, choose **Cancel** within the Save Narration As dialog box. Confirm the delete process and then record again.

### Part 1. Practice Voice Narration

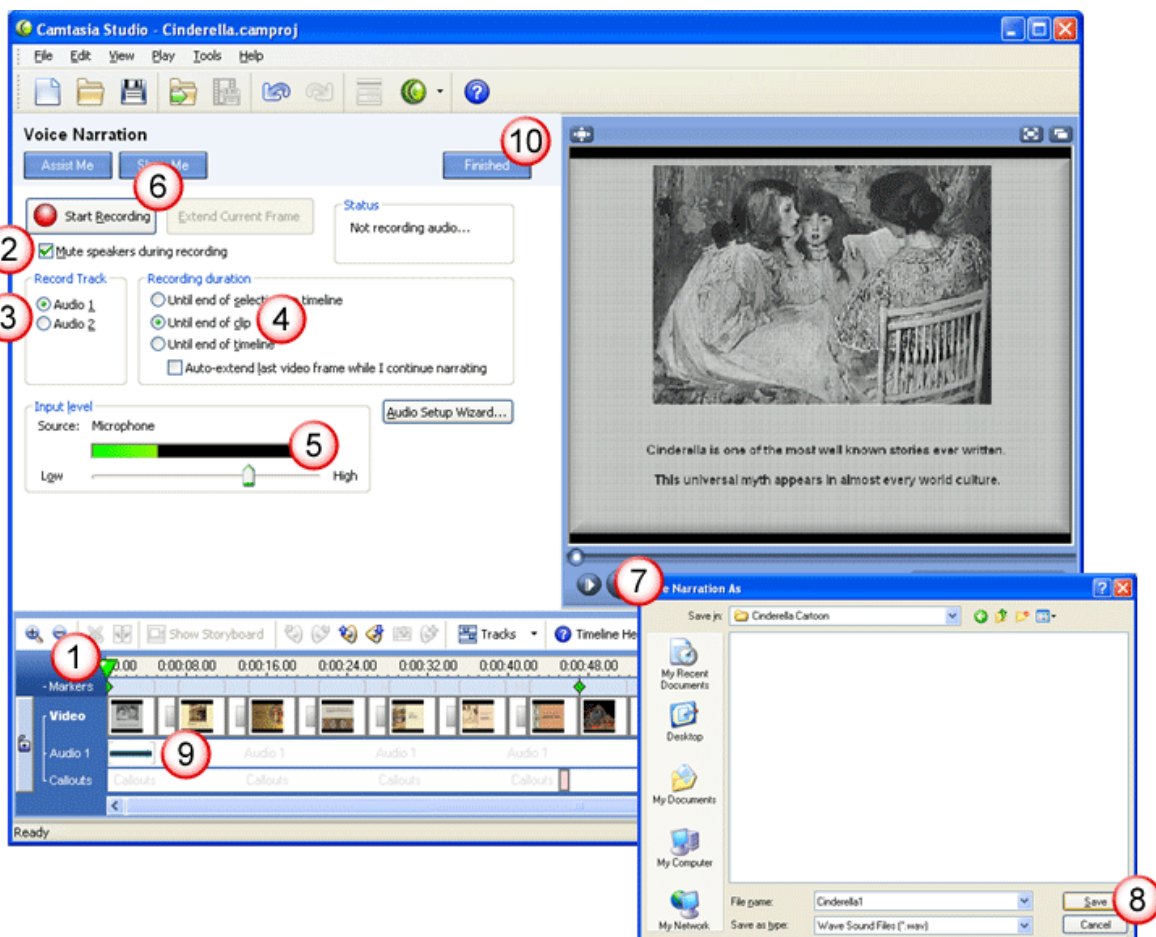
1. Click once on the first image clip move the seek bar to the beginning of the Timeline.
2. Play your video through from the beginning and read the text out loud in a comfortable and natural manner. You may have to practice the reading two or three times to get used to the coordination of pressing buttons, watching video playback, and reading text all at the same time. Once you feel that you are comfortable with the text itself and the timing of the reading, you are ready to record the voice narration.
3. Make sure that you have a working microphone attached to your PC and that it is in the correct position for speaking into.

You are now ready to begin adding your voice narration. Continue with **Part 2. Add Voice Narration** on page 36.

## Part 2. Add Voice Narration

1. Click once on the first image clip move the seek bar to the beginning of that clip. Click on **Voice Narration** within the Task List. The *Voice Narration* task page appears.
2. Enable the **Mute speakers during recording** option. This prevents any noise coming from your speakers from being recorded.
3. In the *Record Track* group box, make sure **Record to audio track1** option is selected. This ensures that your audio becomes properly synched with your image clips.
4. In the *Recording duration* group box, make sure **Until end of clip** is selected.
5. Now it is time to test your recording volume. Begin speaking out loud to see how loud you must speak to get a good recording. The volume sensor shows a colored spectrum of your voice. It is best to record at a steady level where the level is somewhere near the high yellow to orange spectrum. If you cannot easily speak that loud, simply increase the level of input using the slider in the **Input Level** field.
6. Now you are ready to record. Click **Start Recording** . Begin speaking into the microphone, reading the text as it appears on the screen.
7. When the seek bar reaches the end of the first still image, the recording automatically stops. The *Save Narration As* dialog box appears. Name this recording *Cinderella1*.
8. Click **Save**.
9. The audio file is automatically updated to the Timeline on the Audio 1 track.
10. Within the task page, click **Finished** . The Timeline view returns.
11. Click **Save Project** .

This graphic shows the location where each step is performed. The graphic number coincides with the step number.

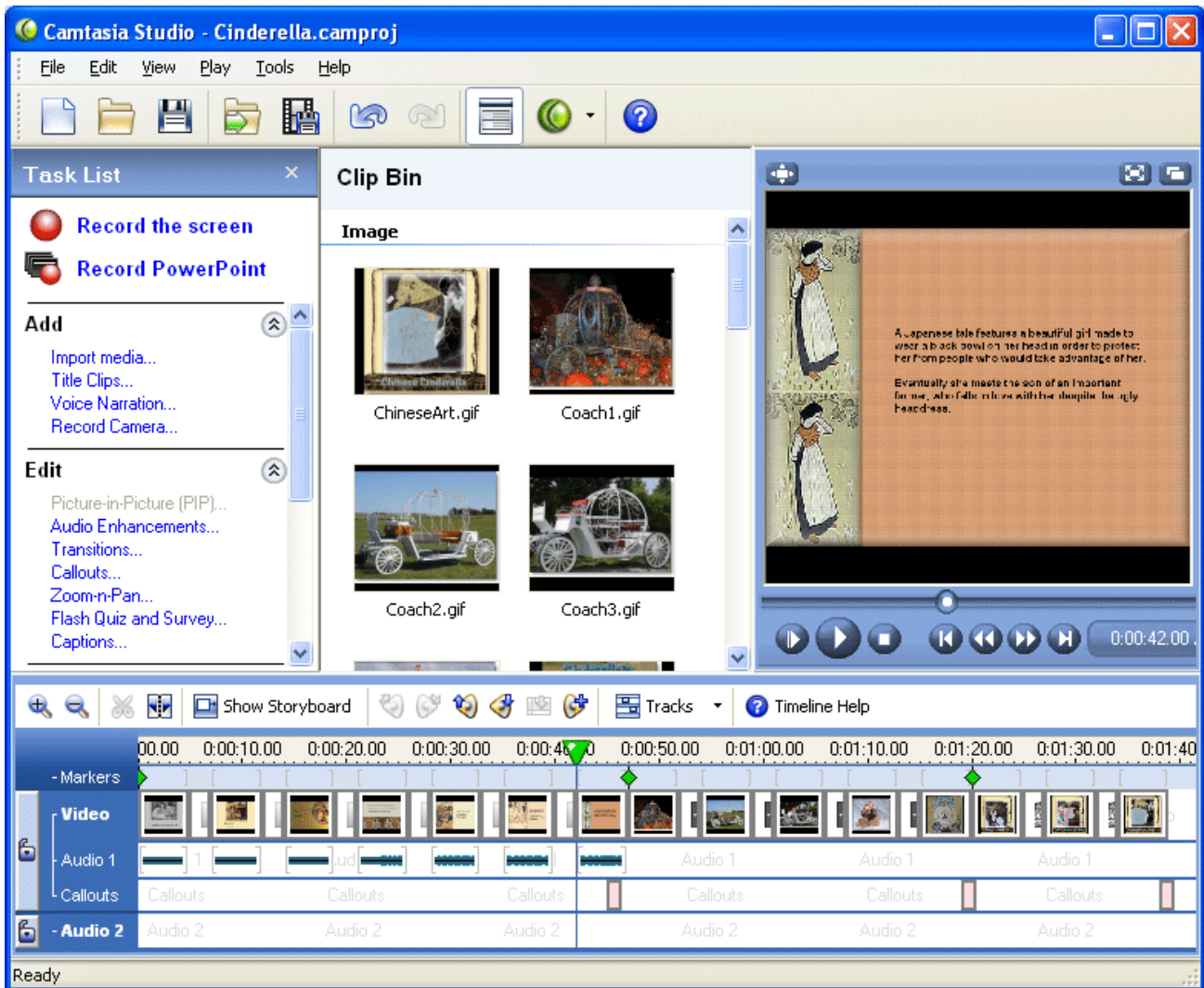



Continue with **Part 3. Record the Rest of the Voice Narration** on page 37.

### Part 3. Record the Rest of the Voice Narration

To record the rest of the clips, repeat steps 1-9 for each image clip located within the *History of Cinderella* chapter. When naming the audio files, change the name to the next successive number, i.e.: *Cinderella3*, *Cinderella4*, *Cinderella5*, *Cinderella6*, *Cinderella7*.

This graphic shows the Timeline appears after the Voice Narration audio clips have been added.



**Congratulations!** You have just created the Voice Narration audio files. To see how it all sounds and plays together, click **Play**  in the Preview Area.

Continue with **Section 8. Add a Zoom-n-Pan Effect** on page **38**.



## Section 8. Add a Zoom-n-Pan Effect

Zoom-n-Pan is used to zoom in and out on certain areas of the video, calling attention to and allowing your audience to see important screen movements or actions that they might not see otherwise.

The Zoom-n-Pan option works by inserting key frames that tell Camtasia Studio when to zoom in and when to zoom out. Key frames are markers that you place on the desired frames in the video clips.

Typically, key frames are used in pairs, one key frame to zoom in and one to zoom back out. If only one key frame is used and it is set to zoom in, the rest of the video plays back at the key frame's set magnification until the end since there is no key frame giving direction to zoom back out.

### Fast Facts about Zoom-n-Pan Key Frames

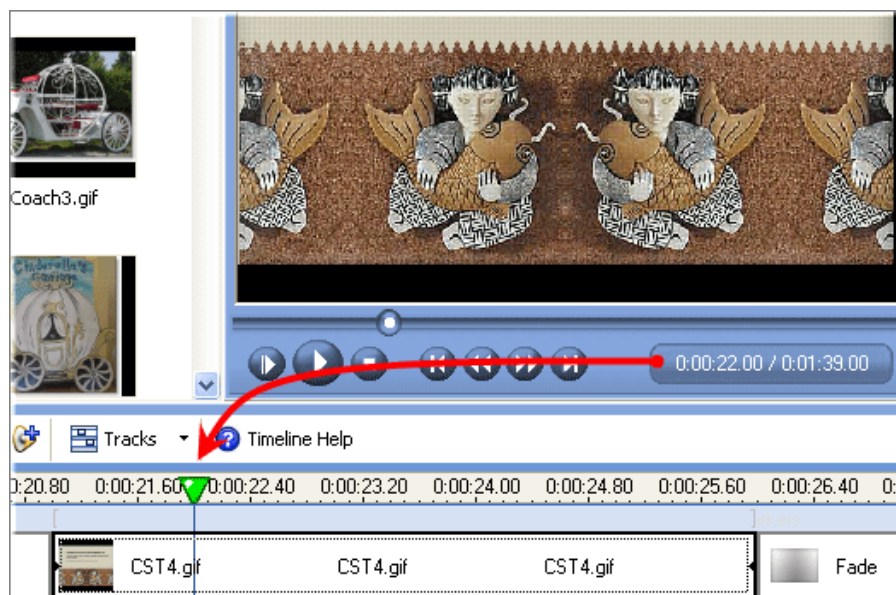
- You can add as many key frames to a video as desired. These do not need to be entered all at once but can be added as you add clips to the Timeline.
- Once a key frame is created, you can edit it or delete it.
- If you choose, you can delete all key frames at one time using the Zoom-n-Pan edit options.
- Once a key frame is inserted, it appears on the Timeline on the Zoom-n-Pan track.

### Scenario

Set a key frame sequence that zooms in and out on a particular area of a still image clip. The area to be used is in the Chinese Cinderella image clip.

#### Part 1. Move to the Zoom-n-Pan Location

1. Click on the still image that talks about the Chinese Cinderella. This is the image of the little girl with the fish. The seek bar moves to the beginning of the clip. The Preview Area is updated with the still image.
2. Immediately use the right arrow key on the keyboard to move the seek bar one second into this clip. Take note of the time by looking at the duration in the Preview Area. You should be right around the 22 second time frame.



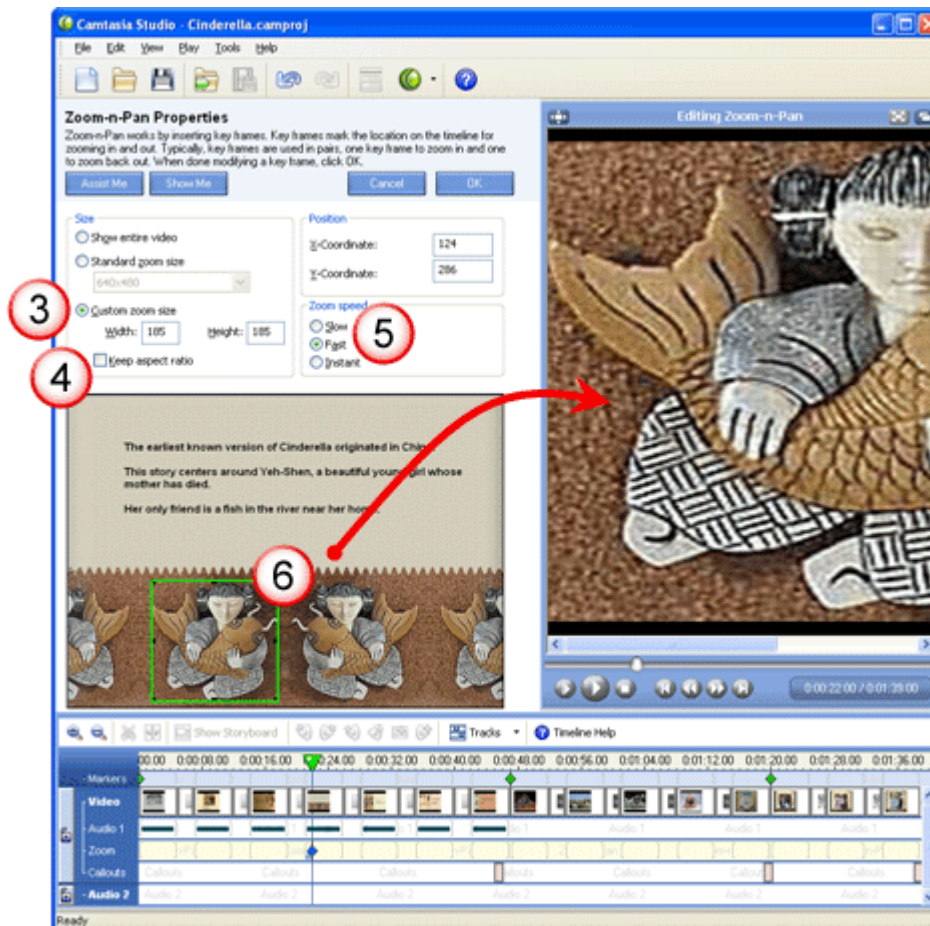
You are now ready to add the Zoom In key frame. Continue with **Part 2. Add Zoom In Key Frame** on page 39.

## Part 2. Add Zoom In Key Frame

1. With the seek bar at the 22 second time frame, click **Zoom-n-Pan** in the Task List. The *Zoom-n-Pan* task page appears.
2. Click **Add Zoom-n-Pan key frame**. The *Zoom-n-Pan Properties* task page appears.
3. Enable the **Custom zoom size** option.
4. Disable the **Keep aspect ratio** option.
5. In the **Zoom Speed** area, choose **Fast**. This allows the zoom effect to move in quickly.
6. Scroll down to view the green box. The placement of the green box outlines the area zoomed in on. Move and then resize the green box to the area shown in the graphic below. As you resize this box, the zoomed in area's preview appears in the Preview Area.
7. Click **OK**. The *Zoom-n-Pan* task page appears. The key frame appears in the key frame list.
8. The key frame is also added to the Zoom track on the Timeline.



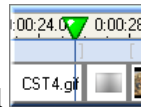
9. Click **Save project**.




That's all there is to it. You have just created a Zoom-n-Pan key frame.

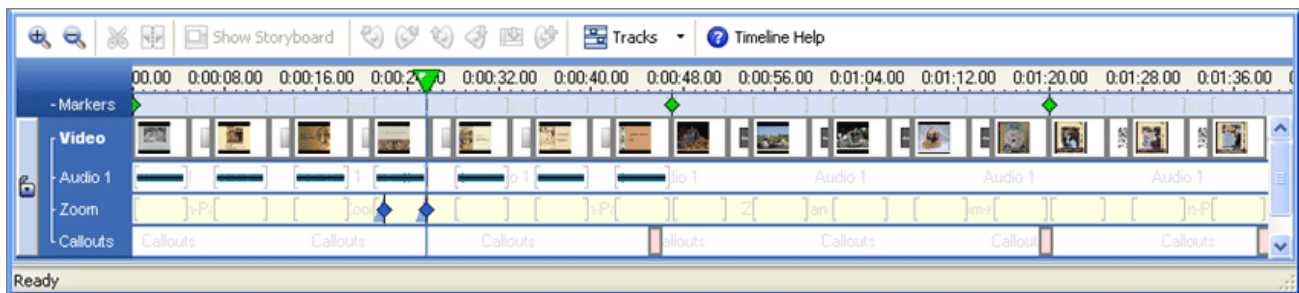
Continue with **Part 3. Add Zoom Out Key Frame** on page 40 to create the key frame that zooms out.


### Part 3. Add Zoom Out Key Frame



1. Click once on the seek bar's green play head currently located on the Chinese Cinderella still image.
2. Immediately use the right arrow key on the keyboard to move the seek bar almost to the end of this image clip. Take note of the time by looking at the duration in the Preview Area. You should be right around the 25.60 second time frame.
3. Click **Add Zoom-n-Pan key frame** option. The *Zoom-n-Pan Properties* task page appears.
4. Enable the **Show Entire Video** option. This directs Camtasia Studio to show the entire video when zoomed out.
5. Choose **Fast** in the Zoom Speed options.
6. Click **OK**.
7. The *Zoom-n-Pan* task page appears. The key frame appears in the key frame list. The key frame is also added to the Zoom track on the Timeline.
8. Click **Finished**
9. Click **Save Project** .

This graphic shows the Timeline after the Zoom-n-Pan key frames have been added:



**Congratulations.** You've just created a complete *Zoom-n-Pan* key frame sequence. To see how it all plays together, just play your video using the **Play** button  in the *Preview Area*.

Continue with **Section 9. Adding Audio Clips as Background Music** on page **41**.

## Section 9. Adding Audio Clips as Background Music

Adding background music is a great way to set the mood for your viewers as they watch your video. There may be times as you demonstrate a process or display a diagram on the screen, that there won't be any narration. In that case, it is nice to add a music in the background to give your video a more professional or polished touch.

When adding background music to your video, add your audio files after you have added all of your media clips to the Timeline and have completed all of your edits.



### Fast Facts about Adding Audio Files

- Once an audio file has been placed on the Timeline, you can edit it by adding fade in and fade out sections, increasing or decreasing the volume, or by removing portions of the audio altogether.
- Drag either end of the audio clip while it is on the Timeline to instantly size the audio to fit a particular clip.
- You can add the same audio loop file repeatedly to the Timeline to get a long playing sound.
- Audio tracks are placed on the Audio 2 track.

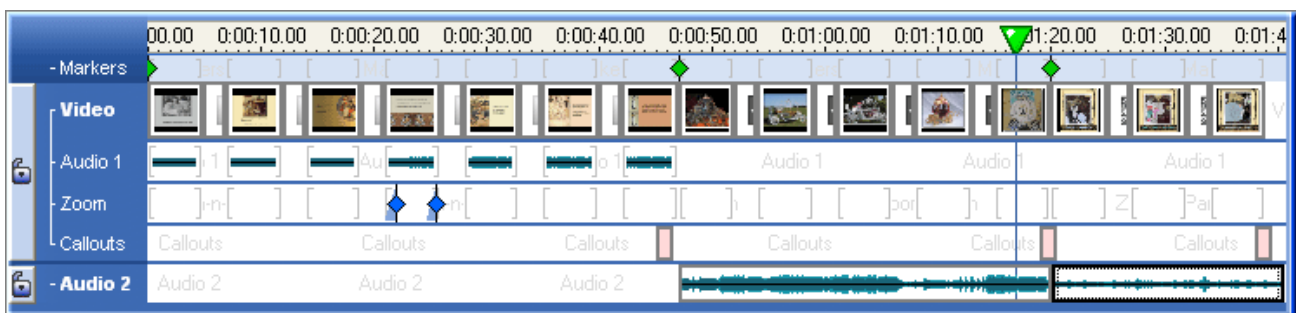
### Scenario

Insert two background audio clips on the Timeline to synch up with the *Cinderella's Coach* and *Cinderella Art* chapters.

### Adding Audio Clips to the Timeline

1. Use the **Zoom** tool  to zoom in closely on the Timeline.
2. Find the Coach.wav file in the Clip Bin. Drag it to the Timeline, lining it up with the beginning of the Coach section. The audio clip is placed on the Audio 2 track.
3. Select the Art.wav file in the Clip Bin and drag it to the Timeline, lining it up with the beginning of the Cinderella Art section.
4. Click **Save Project** .

This graphic shows the Timeline after the audio clips have been added:



**Good Job.** You have just created a background music sequence using two audio clips.

Continue with **Section 10. Produce an Adobe Flash Video** on page 42.

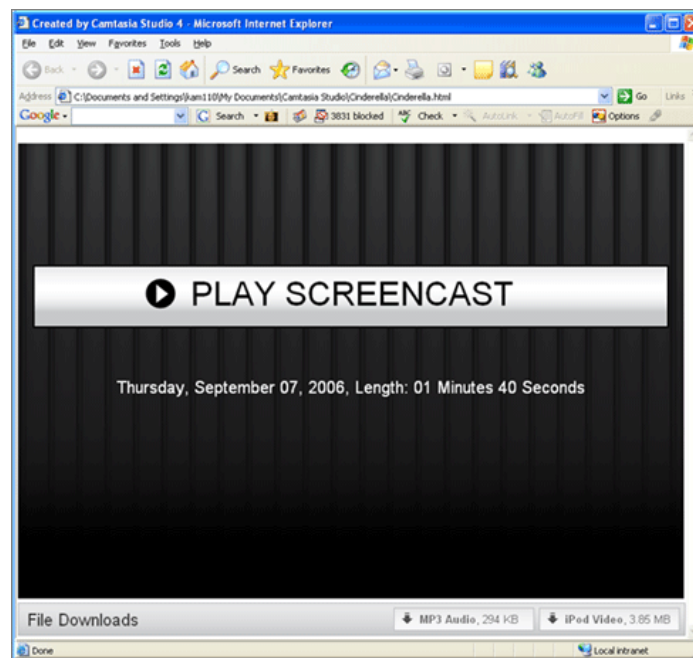
## Section 10. Produce an Adobe Flash Video

Adobe Flash is a cross-platform video file format that plays on any computer that supports the Flash Player. Flash is ideal for publishing videos on the Web.

### Scenario

Produce the Camtasia Studio project as a Flash video file using the *Recommend my Production Settings*.

Once produced, the video appears in an HTML page. Click **Play Screencast** to play the video. The MP3 audio file and iPod® video file are available for download from links at the bottom of this page.



### Produce a Adobe Flash Video File

1. Choose **Produce Video As** in the Task List. The *Production Wizard Welcome* dialog box appears.
2. Make sure the *Recommend my Production Settings* option is selected. Click **Next**.
3. *Distribution* dialog box: Choose **Web**.
4. At the bottom of this dialog box, enable **Create MP3 File** and **Create iPod File**. Click **Next**.
5. *What type of content does your Timeline include* dialog box: Check all that apply. Click **Next**.
6. *Optimize for file size or video quality?* dialog box: Leave default settings. Click **Next**.
7. *Optimize for file size or audio quality?* dialog box: Leave default setting. Click **Next**.
8. *Flash Templates* dialog box: Verify the **One video with TOC** option is selected. Click **Next**
9. *Table of Contents* dialog box: Leave default settings. Click **Next**.
10. *Where would you like to save your video files* dialog box: Leave default settings. Click **Next**.
11. *Completing the Production Wizard* dialog box: Click **Finish**. The production process begins. The *Rendering Project* dialog box appears giving a continual status.
12. *Production is Complete* dialog box: Choose **Yes. I'm ready to share my video over the Web**. Click **Next**.
13. *What would you like to do next?:* Choose **Upload video to Screencast.com**. Click **Finish**.

You see the *Screencast.com Login Info* dialog box. Enter the required information and follow the prompts to upload your video. For more information on Screencast.com, see <http://www.screencast.com/>.

**Congratulations.** You have just created your first interactive Flash video.

You have now completed this tutorial. For more in-depth information on each of the features found in Camtasia Studio, consult the help file.

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## Contact TechSmith Technical Support

If you have a question pertaining to Camtasia Studio, we recommend that you first search the built-in help file to find the information that you need.

If you still need technical support help, you can get free support by searching our Web site's support database

1. Log on to the Internet.
2. From within Camtasia Studio, choose **Help > Support**.
3. Select the [TechSmith Support Website](#) link.

### Diagnostic Information

When working with technical support, you could be asked to email or fax Camtasia Studio diagnostics.

If so:

1. Select **Help > Support**.
2. The diagnostic information is highlighted. Click **Copy to Clipboard** and paste the information into an e-mail message, along with any other information requested by the Technical Support team.

Alternatively:

3. Save the diagnostic information to a file by clicking **Save to File**, then attach the file to the e-mail or print the data and fax (+1 517.913.6121) it to Camtasia Studio support, along with any other information requested by the Technical Support team.
4. Click **OK** to close the Camtasia Studio Support window.

### Mailing Address

TechSmith Corporation  
2405 Woodlake Drive  
Okemos, MI 48864 USA

### Telephone

**Toll free:** 800.517.3001 (USA Only)

**Voice:** 517.381.2300

**Fax:** 517.381.2336

### TechSmith Support Links

- For more information on Camtasia Studio, visit our homepage at <http://www.techsmith.com/products/studio/default.asp>.
- For the most up to date FAQs, visit <http://www.techsmith.com/products/studio/faqs.asp>.
- For information on TechSmith's upgrade policy, visit <http://www.techsmith.com/products/upgrade/default.asp>.
- To find out about TechSmith's products, visit <http://www.techsmith.com>.
- For Frequently Asked Questions, visit <http://www.techsmith.com/products/studio/faqs.asp>.
- Download a free evaluation copy of Camtasia Studio at <http://www.techsmith.com/Camtasiastudiofretrial>.