

“Cheat Sheet” for Camtasia Recording using IEEE Laptops with Windows XP and Camtasia Studio 4 (Version 4.02) December 2007 “Cheat Sheet” Version 1.1

1. These instructions refer to the Video Recording system as presently configured on the IEEE AESS Laptops
2. Print, (4 Viewgraphs to a page) out PowerPoint presentation “How to Develop and Produce Camtasia Studio 4 Lectures and Tutorials” located on the IEEE AESS Education website at: [//aess.cs.unh.edu/](http://aess.cs.unh.edu/) (Click on “Camtasia Info”). This will be a handy reference guide to the cheat sheet  
Be sure to watch the two part video on the above URL “How to Develop and Produce Camtasia Studio 4 Lectures and Tutorials” and read the Microsoft word document “IEEE Aerospace and Electronic Systems Society (AESS) Video Tutorial Program Submission and Instructor Guidelines” available at the same website before you proceed.
3. The slides that I refer to will be the PowerPoint slides in the presentation referenced above.
4. Slide 6- first, we initialize the Web Cam and Camtasia, under normal conditions ( i.e. on your 3<sup>rd</sup> or 4<sup>th</sup> time through), this initialization should take one to two minutes (These slide numbers refer to Part 1 of the Power Point presentation “How to Develop and Produce Camtasia Studio 4 Lectures and Tutorials”
5. Slide 7 through 10 - setup and test web cam ; double-click on Logitech WebCam icon located on desktop , this brings up a tall slim window on the desktop, next click on the top icon (a photograph),
6. Slide 11 - a window will then pop up showing your real time video image. It should be of the same video quality as that shown in slide 11. Slides 12 through 17 show you how to set up the lighting so as to have adequate video quality. These are essential aspects of the setup process. You may need to adjust the zoom and the pixel size (640 x 480) as per slide 18-21, so that we have a reasonable torso shot of the speaker and are not a zoomed in headshot. (ideal distance from webcam to speaker’s head 24-30”
7. The speaker should be looking pretty much directly into the Web Cam . Adjust the height of chair appropriately, if needed.
8. A left click on Web Cam icon at bottom right of screen and right-click on “exit”. This will assure that Web Cam window does not pop up continually during recording. (See slide 23-24 for instructions, if confused)
9. Slide 25 - Displays the zoom, brightness, contrast and speaker positioning that we are looking for.
10. Close the Web Cam window, if it is open. (Click on “x” in upper right corner of window
11. Open Camtasia Studio 4 by double clicking on an icon on desktop (see slides 27-30)
12. In the “Welcome, Camtasia Studio” window” select “start recording a PowerPoint presentation” and then click the “OK”. Box (see slide 30)
13. Open the PowerPoint presentation that you will be using for your video recording (see slides. 31 – 36)

14. Note: The Camtasia toolbar usually located in upper left . It has six buttons, “Record”;; “audio on /off” ; “video on /off”; “view video”; “video/audio options”; and”?”. These are the key Camtasia control function buttons. See slide 37 and 38
15. Slide 39-40 turn on and check the video stream, (video on /off button)
16. Slide 41- 61 turn on and adjust audio stream for speaker’s volume, make sure audio is turned on (audio on /off button), click “ video audio options button”, the video frame rate should be set to 10, in window, click on “advanced” in “Camtasia studio add in options” window. As you speak is the yellowish green bar will move back and forth indicating the op audio amplitude. If this does not happen, check and verify that the microphone is turned on. Check that audio device is “Logitech Mic”, then click “audio setup Wizard” in “advanced video and audio setup” window. Click “Next” at bottom of window. Follow instructions in audio adjustment box in an “tune volume input levels” When is “ done” click on “finish” then ”OK”, then another “OK”, now all of the setup is done and we are ready to record
17. First make a one minute test recording produced it and view it to carefully check on video quality, before recording the entire video. Slide 3 of Part 2 of the Power Point presentation “How to Develop and Produce Camtasia Studio 4 Lectures and Tutorials”
18. If quality is fine then record the session, save edit files, and produce preview 30 seconds and save the production files, I will now explain the recording and production process
19. REMEMBER don't forget to look at the camera during recording,
20. To start recording, click on the “record” button (See slide 7)
21. Then click on “click to begin recording” , pause one or two seconds and then begins speaking.... you are now recording!! (See slide 10)
22. To stop recording plot is your audio for a second or two, and then push the escape button on the keyboard. This will stop the recording.... but only after you click on” stop recording” in the Camtasia studio PowerPoint add-in window which pops up. There is always a double check of your wishes in the process of starting and stopping recording.
23. Slide, 15-18 - saving the recorded edit files. These files should always be saved. Do this just by clicking on the save button. The name of the saved edit file will be the same name as your PowerPoint presentation. But with a different extension (.Camrec)
24. Slide 20 -59 Production, preview , and saving production files.
25. Slide 22 – select” produce your recording” and click “OK”
26. Slide 25 - make sure” custom production settings” is selected and then click” Next”
27. Slide 26 - make sure “ flash(SWF/FLV) Adobe flash output” is selected, and then click” NEXT”
28. Slide 27- the flash template options window appears next
29. Slide 28-30 -in the appearances window click and drag on the arrow at the right to choose the “two videos side-by-side” option
30. Slide 31-32 - click on flash options in the appearances window

31. Slide 31-34 the tabs in the upper left control, whether you are looking at the video, PIP, audio, or controls sub-window. In the video sub window, make sure the "FLV" option is selected. Ignore the PIP and controls sub-windows.
32. Slide 36-40 In the audio sub window, make sure that the audio attributes is set for "20.050kHz, Mono, 96KBits/sec" and then click "OK"
33. slide 42-45 - choose flash template window size to be fit in "800 x 600"
34. Slide 47-52 - Perform a 30 sec preview of video , by clicking on "preview" and choosing "preview current settings" . The program will automatically produce the first 30 seconds of recorded video and fan display it, audio and video in flash eight format automatically. You can use this to make sure that the audio is being recorded correctly and the same for the video, and that all of the appropriate options have been chosen correctly. It's a great last-minute check before doing the long production run, which takes twice the time of presenting the video. Click on the "x" in the upper right-hand corner of the screen after the preview is complete
35. Slide 53 -55 If the preview looks good, just click on "Next" in the lower right , and then click on "Next" in the next window, and then click on "finish" in the next window. The production of your complete video recording will commence.
36. As mentioned earlier, the length of production is twice the length of the lecture, at the end of the production, the video will automatically play. At the end of the viewing click on the "x" in the upper right-hand corner of the screen, and then click on "finish" to actually complete the production process.
37. As per slides 60 and 61, the production folder will appear in the Camtasia studio folder, which is in the "my documents" folder. The production folder contains 11 files, which constitute the produced video. To activate the video, click on the HTML file (2K in length), which is contained in the folder. To view the video you need Adobe Flash 8, which can be downloaded free from the Adobe website [www.adobe.com](http://www.adobe.com).
38. Slide 63. Two Minute Sample Video for initial video quality assurance.. read this slide carefully.
39. Slide 64-65. Five minute introductory video slide and Overall quality assurance issues. Read these slides carefully.
40. Backup Slides 68- 75 How to turn off Hardware accelerator. It should be turned off, when you get the computer from IEEE AESS. Check this if Screen captured Power Point slides are out of sync with video and audio of speaker in produced video.
41. Backup slides 76-78 If black vertical bands are on either side of the screen captured Power Point, then these instructions will fix this problem. The laptop should be setup so that the problem does not occur.

Lastly, this is my second shot at a "cheat sheet". Please let me know of any suggestions and or corrections Thanks Bob O'Donnell rmod@ll.mit.edu