AVI Recording with Camtasia Recorder - Revised

Settings

- From the Capture menu

  1. Select Input, then Fixed Region. On the Fixed Region window, input the appropriate width and height and click OK.
     - Synergistic   320x240
     - Pathways   Movie Page (type 9) 640x480
                            Other Pages 520x390
                            Coach Pages display the movie at whatever size you use for the Recording. The Coach window will be sized to fit the dimensions you selected.
  2. Select Output, then File.
  3. Select Quick Capture. If a tip window appears, click the Close button.

- From the View menu

  1. Select Standard.

- From the Effects menu

  1. Select Audio, then Record Audio.
  2. Select Cursor, then Highlight Cursor & Clicks.
  3. Select Zoom & Pan, then AutoPan.

  * The Settings option provides tabs on which you can adjust the settings for each of the recording effects.

- From the Options menu

  1. Select Preferences, then the AVI tab.
     - Under the Video Options heading, make sure Auto Configure is selected.
     - Under the Audio Options heading, makes sure Interleave audio is selected. Set the interval to one second.
     - Click in the Audio capture device drop-down. Select SB Live! Wave Device.
       * This audio setting is specific to the computer we currently use in the studio to capture AVIs.

  2. Select Preferences, then the Program tab. Make sure the following settings are selected:
     - Minimize before starting capture
     - Pause before starting capture
     - Play movie after saving file
     - Play AVI files with Camtasia Player
     - Disable display acceleration during capture

  3. Click OK.

- Additional audio settings

  1. Double-click the Volume icon (speaker) on the Taskbar.
  2. From the Options menu on the Play Control window, select Properties.
  3. On the Properties window, select Recording.
  4. Make sure the following volume controls are selected: MIDI, CD Audio, Line-In, Microphone, and Wave.

  The video team will hook up the necessary audio hardware and double-check the audio settings for you.

Recording

1. Click the red Record button on the Camtasia Recorder window or press F9 on the keyboard to generate a capture rectangle.
2. Position the red capture rectangle over the area where you want to begin the video clip and click once to set the rectangle. The capture rectangle will change from a solid box to four corners.
   * If you place the rectangle in the wrong place, press the F9 key on the keyboard to remove the rectangle.
3. Press F9 on the keyboard to begin recording. The capture rectangle will become a flashing solid box, indicating you are recording.
4. When finished recording the clip, press F10 on the keyboard or press F9 to pause the recording and click the black square Stop button on the Camtasia Recorder window. You may have to click on the minimized Camtasia Recorder title bar on the Taskbar to restore the Camtasia Recorder window.
5. Name and save the file to the appropriate location at the Save Movie File As dialog box.
6. The video file will automatically play back in Camtasia Player for you to check the file.

Camtasia Recorder Tips
(a.k.a. Learn from the stupid things Gina has done during AVI shoots)

- Place your mouse pointer in the middle of the capture rectangle before you press F9 to begin recording in order to avoid a "jerky" start to your video clip. Since Camtasia Recorder automatically tracks your mouse movements, placing the pointer in the middle of the rectangle prevents the software from jerking the rectangle from the area where you initially set it to the current location of the mouse pointer.

- Do not move the mouse too fast across the screen. Camtasia tracks the mouse pointer/cursor in real time. However, what may seem an appropriate speed while recording can often seem too fast during playback. Carefully watch the file and remember that students are trying to follow your instructions on-screen.

- Make sure you know where you are clicking next. Quickly moving the mouse to find the correct button or to catch up with what the talent has just said can make the viewer seasick!

- Never chase the talent – even though it can be a fun pastime in the studio. Ask the talent to slow down or pause between instructions to give you the time to locate the correct point on-screen. You can (politely) control the speed of the talent's voice-over.

- If you have to re-shoot a file, always return the software's settings and appearance to what they were in the previous shot. This will save you from shooting the file a third time when you suddenly realize the software does not look the way it should.

- Move the mouse pointer to "underline" or circle around a field name or button to add emphasis or clarity to the instructions. This is particularly helpful when there are several fields or buttons on-screen at the same time.

Camtasia Recorder Presentation
AVI Script

To start:
- *Launch Camtasia Recorder using the icon located on your Desktop.*
- *Launch WordPad by clicking the Start menu and selecting Programs, Accessories, and finally WordPad.*

108-1
The margins of your document need to be one inch on all four sides. To change the margins of the WordPad document, select Page Setup from the File menu. A Page Setup dialog box will appear. Under the Margins heading, highlight the Left margin measurement and type the number one. Repeat this procedure to change the Right margin measurement. Click the OK button after making the changes.

108-2
Create a title for your document. Type "Three Things I Have Learned During Training" on the first line of the document. To make the title stand out from the remainder of the text you are going to type, change its alignment and format. Highlight the title and click the Center button on the Format Bar. Next, click the "B" button on the Format Bar to change the title to a bold font. Click off the title to view the changes.

108-3
To prepare the document for additional text, set the proper spacing and change the alignment and format back to the original settings. Press the Enter key on the keyboard twice to set the remaining text apart from the title. Click the Align Left button on the Format Bar to place the cursor on the left side of the document. Click the "B" button on the Format Bar to remove the bold formatting from the text you are going to type.

108-4
Next, begin a bulleted list of things you have learned during training. Click the Bullet button on the Format Bar to add the first bullet to your document. Type "We have a very complex job!" Press the Enter key on the keyboard to add the next bullet to the document and type your next statement. Repeat these procedures to add two more statements to your list. If you add an extra bullet that is not needed, click the Bullet button again to remove the last bullet.

108-5
Change the font style and size of all of the text in your document. From the Edit menu, select the Select All option. All the text in your document should be highlighted. Click the down arrow next to the Font field on the Format Bar. From the drop-down options, select Comic Sans MS. Click the down arrow next to the Font Size field. From the drop-down options, select 14. Click off the text to view the changes.

108-6
Save your document. From the file menu, select Save. On the Save As dialog box, click the Save in drop-down arrow. Locate and double-click Desktop. Locate and double-click the AVI folder. Click in the File name field. Name your document "Training List." Click the Save Button.

108-7
Close WordPad. To do so, select Exit from the File menu.