CAMTASIA 7 RECORDING CHECKLIST – AUDIO SETUP & RECORDING
(Note: The audio and video settings and recording recommendations outlined in this document were originally
designed for the Taubman Health Sciences Library and may not be applicable in all situations.)
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Samson C01U USB Microphone, Plantronics Headset Headphones & Porta-Booth:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>Setup C01U USB microphone on stand with shock mount &amp; pop filter inside the Porta-Booth (ask Anne or Carol for help if needed).</td>
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<tr>
<td>2</td>
<td>Plug Samson C01U USB microphone into USB port.</td>
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<td>3</td>
<td>Disconnect USB adapter from Plantronics headphones to use headphones only in computer headphones jack.</td>
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</table>
| 4    | Computer Audio settings:  
Recording Input – Samson C01U USB microphone  
Playback Output – Plantronics headphones |
| 5    | Adjust audio input levels. Increase or decrease input gain (volume). Levels should hit between green and yellow – never red. Red will distort the sound. |
| 6    | Please **NEVER** tap on the microphone’s head to test to see if the microphone is working. Tapping may damage the microphone. Only use your voice to test the microphone and to set the audio recording levels. |
| 7    | Try to keep the microphone as close to your mouth as possible and the input gain (volume) as low as possible to cut down on room noise. The volume of the narration can be raised in editing which is preferable to having too much room noise recorded because the microphone input volume is too high. |
Web Browser Setup:

Use any web browser and open all website tabs which will be used in the tutorial before you start recording for smoother transitions between websites.

Camtasia Setup:

• Open Camtasia from the desktop icon & from the popup Welcome window, select Record the Screen.

* Since we are uploading our videos to YouTube, the instructions in this handout are tailored to YouTube settings.

If NOT recording the entire browser window:

1) Click on Custom in the Select Area section in the Camtasia Recorder window.

2) Click on the dropdown arrow next to the “Custom” box and choose the preset 16:9 aspect ratio 1280x720. For YouTube, we want to use a recording area of 1280x720. The selection area green box will be changed to 1280x720.

3) MOST IMPORTANT!!! Click on the lock icon to the right of the Dimensions box to LOCK aspect ratio (see picture). The lock icon will be closed when aspect ratio is locked.

4) Click and drag a frame handle of the selection area if needed to adjust to a smaller size (like 960x540 if recording on a laptop) and the 16:9 aspect ratio will be maintained if the lock icon is closed and locked.
5) After you have selected the 1280x720 preset and locked the aspect ratio, if you know the 16:9 aspect ratio you want to use to record (i.e. 960x540), you can type it in. Type the width (960) in the top white Dimensions box and press enter. The corresponding 16:9 height to the 960 width is 540 which should appear in the bottom white box after you hit enter.

6) You can place the determined 16:9 recording area that is outlined in green over the website you want to record by clicking in the middle of the green box and dragging it and letting it go over the area you want to record.

16:9 ASPECT RATIO IS VERY IMPORTANT!

Recording in 16:9 ratio helps with editing and producing clear text videos when uploading to YouTube.

Use the Aspect Ratio Calculator on the desktop to double check 16:9 ratio. Make sure 16:9 Aspect Ratio is selected.
Type in a width or height dimension and then hit enter to receive the corresponding 16:9 dimension in width or height.

Hit clear to check another width or height dimension for 16:9 aspect ratio.

If recording the entire browser window (Lock to Application):

1) Click on Custom in the Select Area section in the Camtasia Recorder window.

2) Click on the dropdown arrow to the right of the Custom box. Choose Lock to Application. The Lock to Application setting will lock the recording area green box to the browser or application window.

3) Before leaving the preset window, choose the preset 16:9 aspect ratio 1280x7200. The selection area green box will be changed to 1280x720. For YouTube, we want to use a recording area that is at least 960x540.

4) Click on the lock icon to the right of the dimensions boxes to LOCK aspect ratio (see picture in previous “Not” recording entire browser window instructions).

5) After you have selected the 1280x720 preset and locked the aspect ratio, if you know the 16:9 aspect ratio you want to use to record (i.e. 960x540), you can type it in. Type the width (960) in the top white Dimensions box and press enter. The corresponding 16:9 height to the 960 width is 540 which should appear in the bottom white box after you hit enter.
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<td><strong>6)</strong> Click and drag recorder/browser window if needed to adjust to a larger size <em>(No more than 1280x720)</em> and the 16:9 aspect ratio will be maintained if the lock icon is closed and locked.</td>
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**Start Recording:**

Click on the red Record button to start recording in the Camtasia Recorder. There will be a 3 second countdown. Green flashing arrows will be seen on each corner of recording area while recording.

**While Recording:**

- Try using a prepared script and speak in a slow, clear, natural and upbeat voice.
- Use slow fluid movements when moving the mouse and pause mouse in areas that you want zoomed into later in editing.
- Hit the PAUSE button or F9 key OFTEN in between sections before proceeding on to the next sentence or paragraph to help reduce edits in post-production. Hit F9 again to resume recording.
- Click the STOP button or F10 when finished recording.

**After Recording:**

- A preview window will open to watch your recording. Click the save button if you are happy with the recording.
- Save all recordings/slides to the same folder on the desktop or share drive and name the folder the title of your video with a date of when the tutorial was recorded to help with file organization.

**PowerPoint Notes:**

- If using title and ending PowerPoint slides to a web browser tutorial, record voice over for these slides as separate videos. These can then be added at the beginning and end of the main tutorial video and will save time in editing.
- Create PowerPoint slides with dark backgrounds and light Large fonts with as little text as possible on each slide.
Camtasia can record inside or outside PowerPoint.

Outside PowerPoint option:

- If just recording a PowerPoint presentation, change the slideshow setup to show in a separate window at 1280x720.

**Saving & Preparing to Edit:**

1) Click on the Save and Edit icon in the preview window after recording.

2) Choose or create a folder to save your recording file.

3) Name your recording the same name as the folder and click Save.

4) In the Project Settings, click on the Presets drop down menu and choose Custom.

5) Type in Width: 1280, Height: 720 and check the Keep Aspect Ratio box.

6) The Camtasia Editing window will open but, before you start editing, you need to save your project. Under the File menu, choose Save Project As.

7) Choose the folder where all the recording files for the project are located. Name your project the same as the folder where all the recording files are located and click Save.

8) Back in the Editing window, your recorded clip should have been placed in the clip bin and the Timeline. If your clip is not already placed in the Timeline, you can right click the recording and choose Add to Timeline.

**General Audio/Video Editing Tips:**

- Don’t adjust any audio enhancements.

- Don’t cut off too much video or audio at the beginning or end of each clip or sentence to allow for further editing.