

Quick Steps to Creating a New Camtasia Presentation

1. Gather media (save all photos, videos, and/or other media to one folder)
2. Open Camtasia and choose "Start a New Project by Importing Media"
 - a. Save your project
3. If necessary, perform your screen capture recording
4. Import media into Camtasia
5. Drag media to the timeline
6. Edit media as needed
7. Create narration if desired
8. Add narration or other audio to timeline
9. Preview your project
10. Produce your project
11. Place your video into WebCT, webpage, on a disc, etc.

Quick Recommendations for Producing Flash Videos for WebCT or Webpages from Camtasia

1. File – Produce Video As
2. SWF – Macromedia Flash Movie – NEXT >
3. Keep automatic settings – NEXT >
4. Largest video size (Recommended) – NEXT >
 - a. OR – you may want to experiment with preset video sizes if you really need to reduce the file size of the project
5. Keep default settings - NEXT >
6. Keep default settings – NEXT >
7. Production name
 - a. Keep the same or rename if desired
 - b. Choose a Destination folder – be consistent
 - c. FINISH