#### Prerequisite

You will need to be registered for this course.

#### Goals

- Download and Setup Camtasia 2022
- Learn How to prepare the Camtasia Workspace
- Create a sample video from scratch using Camtasia
- Upload a video library to the PDSSP class site

#### Introduction

This is the start of your weekly lessons. First and foremost, there is no in-person session. Weekly assignments will be sent out as Docs every Monday at 8 PM. The deadline to finish your assignment is 9 PM on the Sunday of that week. The assignments are designed to be straightforward but will require meticulous work and may not be finished in one sitting. Please use time management and scheduling to do your homework accordingly.

I recommend using the second monitor for the homework instructions if you have two monitors. That way, you have a better focus on the task at hand. I utilize MAC at work but also a PC at home. The screenshots in the assignments may mostly come from the PC. If you have a personal computer/laptop, I recommend that you use it to install Camtasia for this course. Using a VM will be very difficult to finish this course. Both MAC and PC interfaces presentation should be the same. More important is your aptitude to see the instructional arrows/bullet points, where they are in this document, to include the highlighted elements in red, and follow them.

**IMPORTANT:** Please use the class TMS chat room to raise any questions you encounter. Note that the question you ask could be the same question other participants are thinking. So please don't hesitate to ask.

#### Lesson 1A: Downloading and Installing Camtasia

For this course, you will need Camtasia 2022. If you already have Camtasia installed, proceed to Lesson 1B.

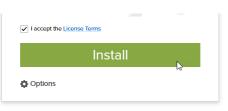
1. Download a trial version 2022 version from TMS. Each is a huge file and may take time, depending on your internet connection.

PC Version 2022 (366 MB) | MAC Version 2022 (489 MB)

→ NOTE: The trial version of Camtasia is limited to 30 days which should be sufficient time to finish this Training. It can be reset once to receive 15 more days of the trial period. The trial version includes a watermark image on produced videos. Currently, licensing of Camtasia in Cognizant is on a case-to-case basis. You may request a corporate license if you use it for work.

2. Open the package downloaded, then select a language: 3. Click Install:

TechSmith Camtasia	. – ×
Please select a language. English	v
-	ок



4. Wait for it to finish:



5. Click Finish when prompted:



6. Camtasia is now installed and will open automatically. In here, select New Project:



7. The assets will load.



8. For this, select Sign-in to Start Trial:



9. For your email, I suggest that you use any social media account you have, like Google:

Em	ail address
	Continue
Don't l	nave an account? Sign up
	OR
G	Continue with Google
Ś	Continue with Apple

10. For me, I select my Gmail:

	Choose an account
	to continue to techsmith.com
1	Leo Primero leoprimero@lmail.com
0	Use another account

#### 11. Then open Camtasia:

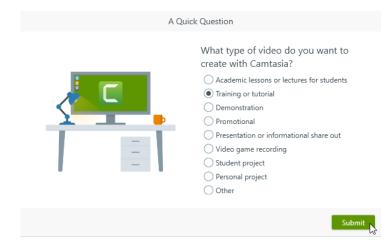
Open Camtasia 2021?

https://www.techsmith.com wants to open this application.

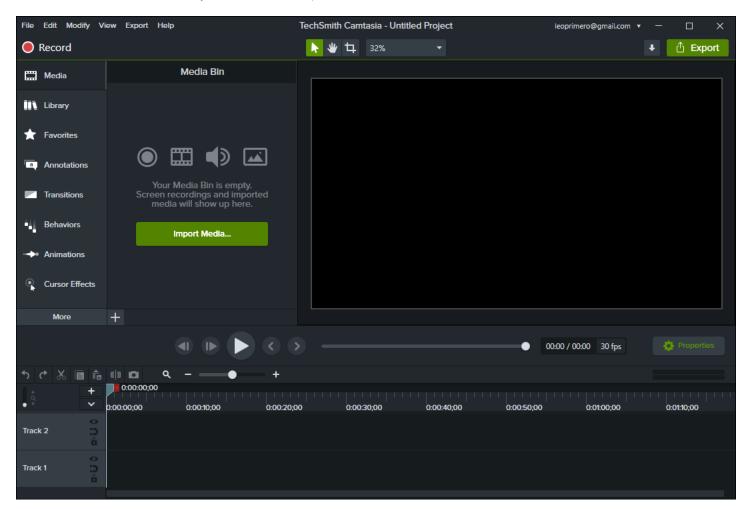
Always allow www.techsmith.com to open links of this type in the associated app



12. For this question, select Training or tutorial, then Submit:



13. Your Camtasia is now ready for use. You can proceed to Lesson 1B



#### Lesson 1B: Create a Short Video Presentation – Record, Edit, and Share

For this lesson, you will need Camtasia installed. You will also need a **microphone** to record your audio. By the end of this lesson, you will be able to record, edit a video, and export a short Camtasia video to a remote online folder.

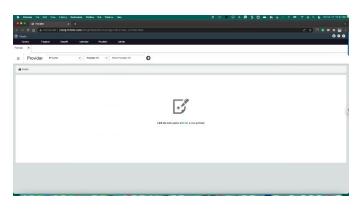
You are tasked to create a short demo video (at least 2 minutes) on searching and opening a Provider. You will be using the Provider app mocks for this week's assignment found below:

https://products.trizetto.com/sites/ESC/Facets/Shared%20Documents/PXT/UX%20Works/provider/home\_provider.html

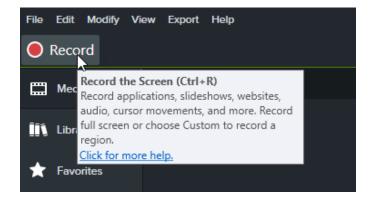
Open the doc below for the narrative scripts to use for your voice-over.



1. Open the link provided. Maximize the resolution that it fills the full view in your browser:



#### 3. Select Record:



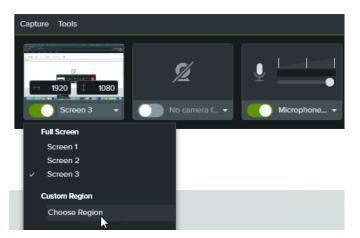
4. The Capture tool appears, which opens the Camtasia recorder. By default, it is set to capture everything that happens on your screen:



2. Open Camtasia, then click New Project:



5. For this exercise, select **Custom Region -> Choose Region**:



In Mac, this displays as:



6. Select the visible area of the Provider you want to capture.

∲ Facets · · · · · · · · · · · · · · · · · · ·	0
Claims Finance Benefit Member Provider Admin	
Provider ×	
Provider     Provider ID     Enter Provider ID	
de Home	
Capture Tools - X	

In MAC, this is how it displays. Select OK:

	Camtasia 2021 File Edit Modify Text View Export Window Help	🗄 O 💿 🗢 🕀 영 S 🖸 🛥 🗞 🌜 🕴 🕸 ର 😜 ର 😂 Fri Feb 11 12:46 PM
	O Provider x +	0
~	→ C △ ▲ Not Secure   pdssp.trizetto.com/sites/pdsfpd/SiteAssets/provider/home_provider.html	0 🛧 🎞 🧧 🛲 🕸 😚 : .
F	acets	0 ¢ 0
	Claims Finance Benefit Member Provider Admin	
Provid	der ×	
≡	Provider Provider ID    Provider ID	
*	¢ Home	
	لرَّ*	
	Click the icon above to Enter a new p	rovider
	Width: 1920 Preset: Custom :	
	Height: 994 Reselect Region	Cancel OK b

→ NOTE: Make sure that a broken green line borders the area you want to capture. You can drag and drop by pressing your left mouse that lines to your desired size to record.

7. Start Recording. A timer will display telling you how many seconds before the recording starts. When it starts, follow the narrative provided to include how to click the flow of the interface.



→ NOTE: In PC, press "F10" to stop or "F9" to pause/resume a recording. In MAC, press "CMD+OPTION+2" to stop or "CMD+SHIFT+2" to pause/resume a recording.

8. Once finished with the recording, the **Camtasia New Project** page will open. Below is a MAC interface. The PC view is similar.

		1 File Edit Modify Text View Ex	port Window Help	8 0	💿 🖶 🕀 🧐 S 🗖 🛥 🗞 L in 🕸 🛤	) 🗢 💿 Q 😫 Fri Feb 11 12:59 PM 🖣
••	•			Untitled		
🖲 R	ecord			💦 🐐 🖽 🙃 61% 🔹		Sign In 🚹 Export
<b></b>	Media	Media Bin	0 Povder X		0	Empty Selection
*	Favorites	Sort by Media Type : E F - Camtasia Screen Recordings	C      C      A hot Secure   pdssp.trizetto.com/tires.pds/troi/StaAssets/provider/home_provi      Fasse     Calms Prance Benefit Member Provider Admin		0 ☆ H © # % @   ⊖ ¢ 0	
iiv.	Library		Phovider	R.		Select an object on the timeline to see its properties.
-	Annotations	. <u></u>	Provider Provider ID     V     Enter Provider ID	Ð		
	Transitions	Rec 2-11-2022	<b>#</b> Hore			
-14	Behaviors					
.+	Animations			- 4		
୍	Cursor Effects			+		
Ŷ	Voice Narration			Click the icon above to Enter a new provider		
Ð	Audio Effects					
-	Interactivity					
4	Visual Effects					•
5	Gesture Effects					
		+ .:				
			a 🗈 🖻 a a 🕶		08:00:00;00/00:03:03;17	C Properties
					0.10.10.00.00.00.10.11	
<b>€</b> ⊂	_ <b>€</b>	<b>□</b>				
• *	+ 0:00:00;00	0:00:30;00	0:01:00;00	0:01:30;00	0:02:00;00 0:02:30;00	0:03:00;00
Track 2						
Track 1	0 1	Rec 2-11-2022	de l'alite de sur la de s de la	n i Kumu kulu dikata	al de namen a d le des al des de la des hard. De e	

→ NOTE: It's normal to make mistakes while recording. When I did mine, I made a few redos of a sentence or two. So the mistakes needed to be cut out. From the original 3 minutes of capture I did, I sliced about a minute. My final product is just under 2 minutes.

9. If you recorded with a little extra silence at the beginning and end of a recording. To remove that extra content, drag the end of the clip "in." This is called trimming. If you trim too much, drag the clip back to restore your video.

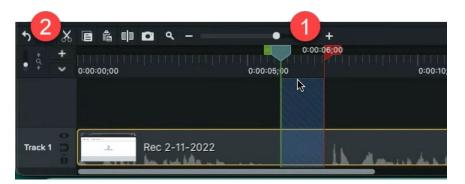
6		
Track 1	Rec 2-11-2022	1 .
	Rec 2-11-2022	

→ NOTE: It's good to know that any edits on the timeline won't affect the original recording in the media bin. Likewise, take note of the keyboard shortcuts to undo and redo, copy, and paste. Before this course ends, the following PC and MAC shortcuts will become second nature:

**PC:** Ctrl + Z (undo), Ctrl + Y (redo), Ctrl + X (cut), Ctrl + C (copy), Ctrl + V (paste)

MAC: Command + Z (undo), Command + Y (redo), Command + X (cut), Command + C (copy), Command + V (paste)

10. To cut out mistakes or silences, (1) drag the red or green handle on the playhead to select the area to remove, then (2) click the cut button (Ctrl + X in PC Command + X in MAC) to remove the section.



11. A stitched line appears, showing you where the cut was made. Test the video and if you cut too much, do an undo (Ctrl + Z in PC, Command + Z MAC), then redo the cut.



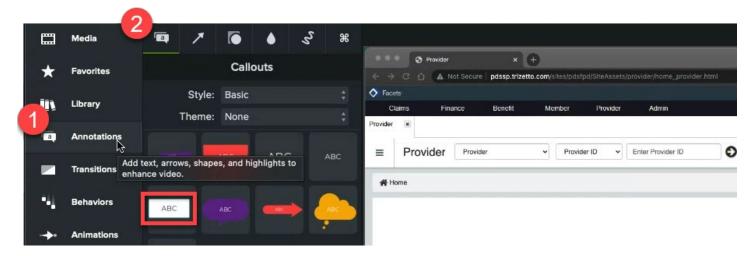
→ NOTE: The editing part could be the hardest part of the assignment. Doing this for the first time can be very tedious. The only way to be good at this is to practice. Now, do the rest of your edits. Make sure to remove unnecessary "umms," voice-over mistakes, unnecessary pauses, silences, etc.

Once editing is done, you may add a level of polish and professionalism to your videos like eye-catching titles, annotations, effects, and more.

12. For this section of the assignment, add a Page Title. Make sure that your cursor is at the start of the timeline:



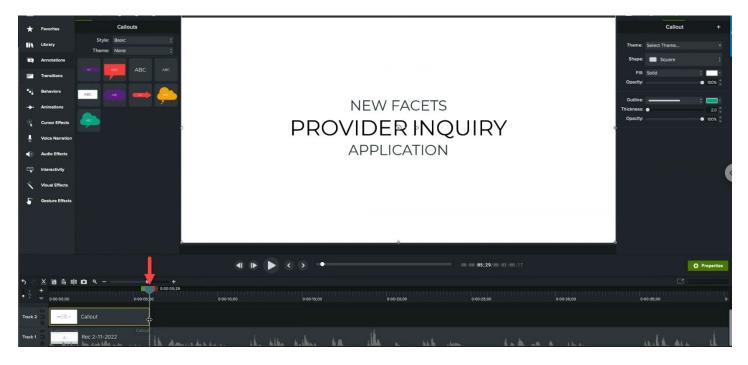
13. Under Media, select (1) Annotations -> (2) Callouts, then select the ABC with a white background:



14. Drag and drop it to the canvas:



15. Expand that the callout will cover the whole canvas. Add the title as below, making sure that the display will end prior start of the second sentence (see red arrow). Test it:



16. Once you are content with your edits, (1) Export the video. (2) Select Local File:



17. Navigate to where the (1) folder you want it exported, save it as (2) week1\_assignment.mp4, and hit (3) Export:

	week1_assignment.mp4	
	📄 week 1 😒 🗸	Q Search
<ul> <li>Browser Project - others</li> <li>browser_20200410</li> <li>Bulk Copy</li> <li>Bulk Update</li> </ul>	Facets_Vid2021.pptx	<ul> <li>\$ek 1 - Leroper.docx</li> <li>~WRL3884.tmp</li> <li>Week 1 - Anment.pptx</li> <li>Week 1 - LProper.docx</li> </ul>
File for		Options
Caption S	tyle: Burned in captions Export as Web Page Include Quiz Include SCORM	≎ Options Options
New Folder	Create table of contents from	

 $\times$ 

a. For PCs. In this screen, hit Next:

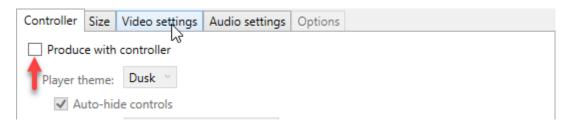
#### Production Wizard

	Camtasia Production Wizard
Dimensions: Format:	1920 x 994 (Editing Dimensions) Custom production settings
Description:	Choose all the production settings for the video. Options include file format, video dimensions, video and audio quality, and more. To include all features on the timeline, such as captions, quizzes, or hotspots, you must use the Smart Player in the production.
	Next > Cancel

b. Make sure that MP4 is selected, then click Next:

MP4 - Smart Player (HTML5)	-
Other formats           Other formats           OWMV - Windows Media video	
● OM4A - audio only M4A	2
	Next > Cancel

c. Make sure that the **Produce with controller** is **unchecked**, then select **Video settings**:



d. Set the Encoding mode quality to 60%, then hit Next:

Frame rate:	30	Ŷ	Encoding mode:	Quality	÷
Keyframe every:	5 seconds				60%
H.264 profile:	Baseline	~	Smaller file size	Higher quality	15

- → NOTE: The 60% is an adequate quality mode for a 1920 resolution, plus it makes the production size smaller.
  - e. In here, hit Next:

	Video info				
	Use this option to add author and copyright informa video file.	tion to your	Options		
C	Pre <u>v</u> iew ▼	< Back	Next > Cancel		

f. Save it as (1) **week1\_assignment**.mp4, make sure that you (2) select the folder where to put it, then (3) hit **Finish**:

Output file Production name:	
week1_assignment.mp4	
Polder:	
B:\Drive\~TZ SCRUMS\Camtasia Training 2022\wee	k 1\
Pre <u>v</u> iew •	< Back Finish Cancel

18. The wait could be a few minutes depending on the length of your video and the processing speed of your machine:

Exporting Movie		_		
	17% co	mplete		
	Can	icel		

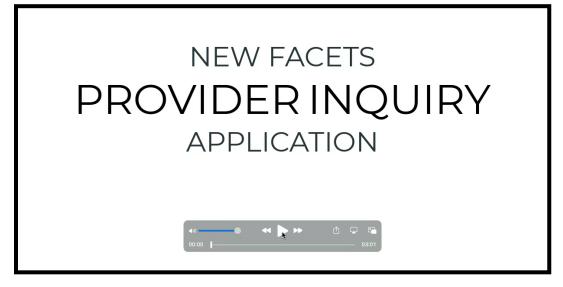
PC:

19. Once done, open the folder where it was exported:

MAC:

	Production results Production Directory: B:\Drive\~TZ SCRUMS\Camtasia Training 2022\week 1\week1_assignment\ Files created: week1_assignment.mp4
Export finished Reveal in Finder Close	Content duration:       00:01:56 (hh:mm:ss)         Content size:       3.96 MB         Create a production preset       Open production folder         You can save your settings as a production preset to make future productions faster and easier.       Open production folder
	< Back Finish Cancel

20. Play it and review your work:



→ NOTE: Make sure to save your Camtasia project as week1\_assignment locally. Camtasia will create a folder that is called week1\_assignment.tscproj. Inside it, you will find the project file.

21. If satisfied with your production, upload it to your **dedicated** PDSSP Camtasia training folder. The file size produced should be about 5MB. Select the **week1\_assignment.mp4** file from your Windows Explorer, then **drag and drop** it into your dedicated training folder, The upload should not take long.

Do	cum	ents		
Uple	oad o	ompleted (1 added)	DISMISS	
×.			Modified Drop here	

#### Here's my assignment 1 work for reference:

https://products.trizetto.com/sites/ESC/Facets/Shared%20Documents/PXT/UX%20Works/camtasia\_2023B/leo\_p/week1\_assignment.mp4

22. Each of you has a dedicated folder in our Camtasia Course SharePoint folder. <u>Click here to view the parent remote</u> <u>folder</u>. Open your folder: select your folder -> first name + first letter of your last name. Upload your work in it.

$\square$	Name		Modified	Modified By
	aswathi_s		A few seconds ago	Primero, Leo
	grace_l	•••	About a minute ago	Primero, Leo
	jenny_j	•••	About a minute ago	Primero, Leo
	joe_k	•••	4 minutes ago	Primero, Leo
	kendrick_k	•••	About a minute ago	Primero, Leo
	leo_p	•••	4 minutes ago	Primero, Leo
	muthu_s	•••	A few seconds ago	Primero, Leo
	pushpa_b	•••	3 minutes ago	Primero, Leo
	rebecca_hb	•••	3 minutes ago	Primero, Leo
	rishabh_l	•••	2 minutes ago	Primero, Leo
	saranya_l		About a minute ago	Primero, Leo
	sasi_m	••••	About a minute ago	Primero, Leo
	sridhar_s	•••	A few seconds ago	Primero, Leo

→ IMPORTANT: Drop me a note when you are done so that I can review your work and give feedback.

#### Prerequisite

Finished Assignment 1. Download and install Camtasia 2021 for all assignments moving forward.

#### Goals

- Learn how to edit in-depth:
  - o Trim and Split
  - Crop
  - o Stitch
  - Ripple Move
  - o Adjust Clip Speed
  - Extending Frame
- Using templates

#### Introduction

This assignment contains the essential and fundamental sections of your Basic Training: Editing. These exercises will ensure that the skills learned will be retained through hands-on application.

**IMPORTANT:** Submit your work to our TMS chat directly. Please do not use SharePoint anymore, as the connection to it is terrible. Likewise, if you are using a MAC, you may not be able to view the embedded files in this doc. If so, I have also uploaded those files into our class TMS chat.

#### Lesson 2A: Trim, Split, Cut, and Move

1. Unzip the assignment2\_downloads.zip file you need for this assignment:



2. Open your Camtasia 2021, then click New Project. Add the file provided to your media bin: **Trim, Split, Cut, and Move.mp4.** Drag and drop it to Track 1:

Track 2	Name: Trim, Split, Cut, and Move Start time: 00:00:00;00	
Track 1	Duration: 00:00:26;10 Media type: Video w/ Audio	

- 3. Play the file to familiarize yourself with the video. Your goal here is to trim, split, cut, and move sections of the video. Start by Trimming.
- 4. Remove the first portion of the video, TRIM, SPLIT, and MOVE intro. Make the Track larger (zoom it) to inspect it closer. Hitting CTRL + Scroll up on your keyboard will allow you to zoom into the media. By carefully sliding the cursor, find the point where the introduction and the start of the presentation are meeting. With the media selected, hit "S."

1	Library							min, opin, out, and mi	
	Favorites	▼ Videos					Sci Opac	•	100% 100%
	Annotations Transitions	Trim, Split, Cut	t, an				Rotatio	on: (२ • २ २ • • ४ २ • • ४	0.0°
+ơ+	+	0:00:00;00	0:00:01;26 0:00:03;00	0:00:06;00	0:00:09;00	0:00:12;00	0:00:15;00	0:00:18;00	0:00:21;00
Track	1 D		Irim, Split, Cut, and		wantenance (h.		phie de annu de arte inne i dan d	MAR HILLAND AND	

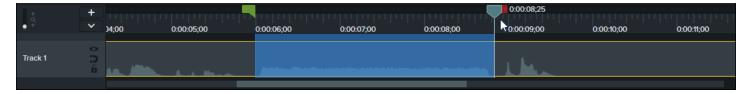
5. It will split the media. Delete that space to the left, and then Ripple Move the remaining media (Ripple Move is made by pressing the left mouse with the media selected and dragging it to the left). Play to ensure that your split and delete are where you want them. If not, do a **Ctrl +Z** to undo and do it again until you reach the start point. You should have something like this now:

Library	Sort By Type 🔻 🚊 🚍	°			Trim, Spli	t, Cut, and M
★ Favorites	▼ Videos		non menn Provide <b>m</b> Nguiry	0	Scale Opacity	100%
Annotations					Rotation:	()• ()• Z (0.0*
Transitions	🛱 Trim, Split, Cut, an		0	Đ		C → O.0 → O
Track 1	Trim, Spilt, Cut, and Move	iden Mindle standale a derivisionen asteled b	ma Ik.	gali a data metana bia matakana		A.4

6. Next, trim the end of the video to remove the long silence. Place your mouse at the very end, then slide until you're satisfied with the endpoint:

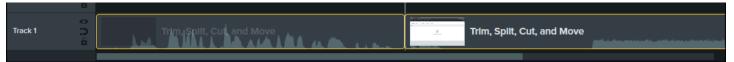
Track 1	0.0	
		Start tim

7. Some sections need to be cut out. Start with the static sound. Identify the start and end of it. Select it (place the green flag and drag the red flag to the right until you have completely selected it):



Note: As mentioned, it will help if you to zoom in. Hitting **CTRL + Scroll up** on your keyboard will allow you to zoom in. The opposite, **CTRL + Scroll down**, is to zoom out.

8. Hit **Ctrl + X** to cut. Then, while ensuring the media is selected, hit "**S**" to split. That will allow you to extend the left-cut media (next step). Test the video.



9. You will find that the left clip is very near the second cut, and the narration needs more "breathing space." Please extend it. To do this, first select then Ripple Move the second clip to the right, making space for at least a one-second break:

File Edit Modify V	lew Export	Help	TechSmith Camtasia - Untitled	Project*	leoprimero@gmail.com • —		×
Track 1		Trim, Split, Cut, and Move		>	Trim, Split, Cut, and Move	-	-

10. Zoom in and place the cursor just after the first cut, right-click, then select Extend Frame... for 1 second.

11. Once the 1-second pause is added, make a Ripple Move to the left of the second clip, then test it. If satisfied, continue to cut the long silence and the video static. Identify the sections that need to be cut using the green and red markers, cut, then test. Again, try to zoom in to identify the points to cut. Below is what I selected to cut:

*	Favorites		▼ Videos			ග්		Scale Opacity	100% 100%
a	Annotation	IS				s - the schild coverte same a new provide		Rotation:	() - Z 0.0°
	Transitions		🎞 Trim, Split, Cut, an						C+
	More		+	- 88				Decition	Y DO
		+						0:00:13;11	
• +		~	0:00:06;00	0:00:08;00	0:00:10;00	0	0:00:12;00	0:00:14;00	0:00:16;00
Track		0 0 4		Trim, S			ha mbanna a sta she she da a la sa dan sa		h. h

- 12. Hit Ctrl + X to cut. Test, and that should be it.
- 13. Finally, remove the dog barking by following the same instructions above. When done, do a File-> Save As... and save it as firstname\_week2\_assignment\_A to your local machine for this Assignment 2A (I named mine leo\_week2\_assignment\_A). Produce it as firstname\_week2\_assignment\_A.mp4 inside your work folder. When submitting later, please zip the whole assignment 2A work folder and drop it into our TMS chat.

Here's my work for reference:



#### Lesson 2B: Zoom, Pan, and Speed Up

**IMPORTANT:** This Lesson 2B is best done in one sitting. It would be hard to break this into different sessions as you must remember where you are in the steps. I also recommend you look at my assignment 2B first to give you an idea of what is required of you:



1. Open Camtasia, then click New Project. Add the file to your media bin: **Zoom, Pan, Speed.mp4.** Then drag and drop it to Track 1:

Track 1	Name: Zoom, Pan, Speed Start time: 00:00:00:00
	Duration: 00:00:40;10

- 2. Play the file to familiarize yourself with the video. Your goal here is to zoom, pan, and speed up sections of the video.
- 3. Start with speeding up this section. The countdown is long, 20 seconds. Speed it up to two seconds. To do this, first, find the left endpoint.

File Edit Modify V	lew Export Help			TechSmith Camtasia - week2	_assignment_B.tscproj				leoprimero@gmail	com • − 🗗 🗙
<ul> <li>Animations</li> <li>Cursor Effects</li> </ul>		0	Provider Summary Industrie Relationship Capitation		· 20				Width:	T 0.0 Z 0.0
			Indicative Practice Type: Primary Language Presette Desident - Na Lines Pr		.20	Тур	e Primary, Practice, Remit, Handicap, Dire	ctory	Height:	e 960.0
• •	0.00.12,00 0.00.13,00	0:00:14;00	.               Y   .	0015;26 0.16;00 0.00.17;00	0:00:18;00	0.00:19;00	0:00:20,00	0.00:21;00	0:00:22;00	0:00:23;00
Track 1 5			the second				<sup>"</sup>			

Note: Zoom in to select the start point precisely, then hit "S" to slice.



4. Do the same with the right endpoint, then hit "S" to slice.

Ani		laur Evnart Uala	Galax View: Metho	TackSmith Comtacia_wool	2 occiment Discovol*			·	<i>m</i> ∨
୍କୁ Cu	rsor Effects		Provider Summ		$\cdot \cap \cap$			Click an object on the tir or canvas to show its Proj	meline
yvoi	ce Narration		Indicative Practice Type — Present Respired NA	Primary Language: 1	.00	Type: Primary Practice, Renit, Handicap, Dire	ctory		perues.
<b>.</b> ‡	+	0.0029,00	0:00:30:00 0:00:31:00	0:00:32;00	0:00:33;00 0:00:34;00	0:00:35:00	0:00:35;22	0:00:37:00	0.00:38
Track 1	0.04	0.00.29,00	0.00.30,00	0.00.32,00	0.00.34,00	0.00.3500		, Pan, Speed	0.00.38,

5. Select the sliced Timer section. Go to (1) Audio effects -> (2) Clip Speed, then (3) drag to the sliced timer:

Library		0			••••	Zoom, Pan, Speed
Favorites	Audio Compression Clip Speed	Clams Pinance Bi Provider #	enefit Member Provider	Agna		Scale 100%
Audio Effects			Preauth Required NA User ID: - Review: - Capitation Cycle Value Code 2: -	D Holling NY 5001 Halling 323 Main 5	Street, New York, NY 10001	Clip Speed 5 ×
Â						
Track 1	Zoom, Pan, Speed	Marine Marine 1	hr. 1. 3. 🗉	620 Zoom, Pan, Speed	2000 ZC	oom, Pan, š

6. Assign **2 seconds** to the clip speed:

ser ID: spitation Cycle ID: Termination	PCP NWPR Prefix	Agreement ID	Mo-Tu: 8:00 AM -	. NY 10001 1 PM and 2:00 PM - 7 PM	Mailing Mailing, 123 Main Street, Ne Doctor's Office Visit	w York, NY 10001		Clip S	Speed	×c
00:15;00	Yes 0001 0:00:18;00	DISC09 0:00:21;00	Th-Fr: 8:00 AM - 1 0:00:24;00	1 PM and 2:00 PM - 7 PM	Laboratory 0.017 0:00:30;00	0:00:33;00	0:00:35;22	0:00:39;00	Seconds 0:00:42;00	
0:20	Zoom, Pan, S	Speed					<u>0.00</u> Zo	om, Pan, S		

7. Once in effect, Ripple Move the right section closer to the left. Test it:

0:00:15;00	0:00:13;00	0:00:21;00	0:00:24;00	0:00:27;00	0:00:30;00	0:00:33;00	0:00:35;22
0:20	Zo 0.00	Zoom, Pan, S					

8. Next is to add a zoom effect to the video. Focus on the playhead below, pointing to the top two labels: Indicative and Addresses. Find the spot where the animation should be applied. Then select **Animations -> Scale Up**, then drag it to your Track:

<ul> <li>Annotations</li> <li>Transitions</li> </ul>		art Focus	And and a second	Rotation:	() () Z (00° () () X (00° () () X (00°
• • • •	0:00:02;00	0:00:03;00	03; <b>11</b> 0:00:04;00	0:00:05;00	0:00:06;00
Track 1					4.

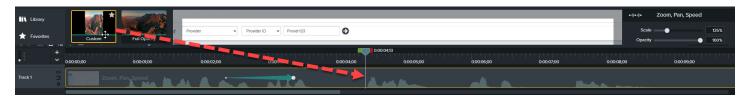
9. Once dropped, a default zoom will be applied. To preview the animation, click and drag the playhead through the arrow.

•         •	t	+		0:00:03	;1	
Track 1 D	• *	~	0:00:02;00	0:00:03;00	0:00:04;00 0:00	:05;00 0:00:06;00
	Track 1	100			A. and M.	~ .

10. In the properties section, you will see the **Width** and **Height** of the media. See below left is the start, and the right is zoomed. Notice the Beginning and End of the widths and heights. This info is important because you can change the zoom properties here directly. Note that your values may be different from mine. If done, test it.



11. Now add the Pan effect. Select a point where you want it to stop and add a pan. Next, select Animations -> Custom:

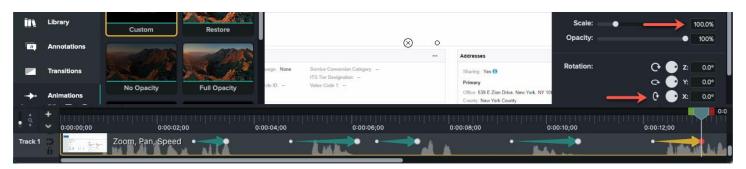


12. Drag and drop the custom animation to the timeline to affect the pan. Note that the **X** end value should show **negative** (as it is panning left), and the Y value remains at **0**. The screenshots below are mine showing the pan effect's beginning and end. Yours may be different:



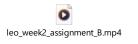
Note: When working with zooms and pans, the **position of the playhead** is important to success.

- To change how a clip looks at the end of a zoom or pan, the playhead must be positioned **after** the animation arrow.
- To change how a clip looks at the beginning of a zoom or pan, the playhead must be positioned **before** the animation arrow.
- 13. Do a zoom back out to make it return to the original state. Start by placing your cursor at the point where you want the whole screen to be back. Place it when the cursor is over the Network label. Then drag the custom animation to the timeline. Go to the X value, hit the reset icon to "0.0", and change the scale to 100%.
- 14. This is what my canvas looks like now. Yours should be similar:



15. Test, and that should be it. Produce it as firstname\_week2\_assignment\_B.mp4. Do a File-> Save As... and save it as firstname\_week2\_assignment\_B to your local machine. When submitting, please zip your assignment 2B work folder with your produced video and drop it into our class TMS chat.

Here's my work for reference:



#### Lesson 2C: Creating a Video from a Template

**IMPORTANT:** This Lesson 2C is best done in one sitting. It would be hard to break this into different sessions as you must remember where you are in the steps. I also recommend you look at my assignment 2C first to give you an idea of what is required of you:

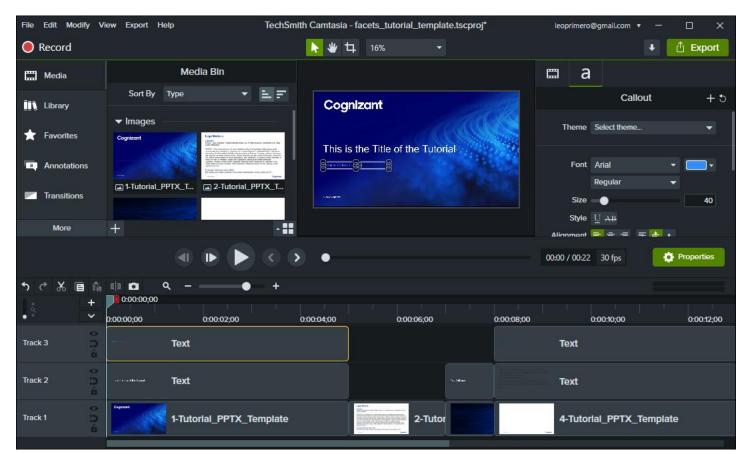


1. Use the following narrative to record an audio file. It is important to put **pauses** between the lines. Having pauses will allow you to spot where to split your audio easily.



Note: One of the best recording tools is your **phone**, **laptop/PC** mic. In my case, I used Snag-It to record. Record the narration to the recorder of your choice. Once done, transfer the audio to the machine where your Camtasia 2021 is installed for later use.

2. Unzip the **template.zip**, then open **facets\_tutorial\_template.tscproj** in Camtasia 2021. This should look like what you have:



3. Before everything else, perform a **Save as...**, then save it as **firstname\_week2\_assignment\_C**. Once saved, add the audio you recorded to the Media Bin, then drag it to your timeline:



Note: Since I used Snag-it to record my narration, I have an **mp4** in this bin. Yours could be different. I must separate the audio and video and grab the audio for use. If you recorded a video of the narration, discard it and use only the audio.

4. If you did not include a video, you could skip this step and go to #7. If you did record to include video, this is how to separate them. Right-click the media, and from the selection, select **Separate Audio and Video**:



5. When they separate, it will add another track to the top of your existing tracks. Highlight the video segment, then delete it. It's also good to clean up the tracks and remove empty ones. To do this, right-click any track, then select **Remove All Empty Tracks**:



6. Now, you can slice, cut, and move your audio to sync with the scenes in this template. You may extend and cut the scenes to ensure they sync properly with your audio (previous lessons).

Tips: Slice them up according to the scenes. Next, adjust the scenes to match the audio. Below is an example. My Intro narration goes beyond the Intro scene.

1 :							0:00:08;02	
• *		0:00:00;00	0:00:02;00	0:00:04;00	0:00	:06;00	0:00:08;00	0:00:10;00 0:
Track 4	° n A	leo_record				L	leo_record	ling
Track 3	0 D 4		Text					Text
Track 2	004		Text				March 4 and public descent provide a 1 of the Second second second second second second second and the second second second second second second and the second se	Text
Track 1	004	Capitant	1-Tutorial_PPTX_1	<b>F</b> emplate	Page Area Martin San San San San San San San San San Sa	2-Tutor		4-Tutorial_PPTX_Template
						_		

7. I will grab everything to the right of that audio and move it just after my narration.



8. Next, I will extend both the texts and slides to match the end of the audio. See below that the audio, texts, and slides are now synced/aligned.

+	0.00.00,00 0.00.02,00 0.00.04,00 0.00.06,00	0:00:08;02
° S a		leo_recording
0 0 6	Text	
00	Text	S art time: 00:00:00;00 Duration: 00:00:08;02
e S S	forest 1-Tutorial_PPTX_Template	

Note: You will now appreciate placing pauses between your narration. Those spaces will make your editing easier and more efficient. Remember that it is better to have longer scenes to cut than shorter ones to extend.

I will do this to the rest of my audio until I reach the placeholder where I need to place my
leo\_week2\_assignment\_B.mp4 video to that placeholder. Below is what I have now for the You Will Learn scene
after slicing each and editing the timeline:



#### **IMPORTANT:**

- The audio is at the top.
- You can see that I have sliced each sentence.
- I also adjusted the in-between pauses and synced the video to match their duration below the audio.
- Always try your best to sync your audio and videos.
- This part of the assignment requires close attention to details.
- Insert your leo\_week2\_assignment\_B.mp4 (yours will be firstname\_week2\_assignment\_B.mp4) into your Media Bin. Drag and drop it to the right of your You Will Learn scene. Next, slide the rest of the scenes to the right of that. Below is what I have now. Yours should be similar:



Note: After testing my work, I found it required more tweaking as the Thank You screen audio must be moved to the right. So, I made corrections. This checking and testing are done very often.

11. Once everything is OK, add transitions between your scenes. But before you do that, **Group your related elements by scenes** first. Start with the intro. Select the two texts and the slide, right-click, then select **Group**:

0.00.00,00	0:00:04;00		c
0			
leo_recon	aing No hullili	Group	Ctrl+G
			Ctrl+U
5	Text	Add Clip Speed	
â		Duration	
C Scientificant	Text	Update Media	
ě .		Convert to Placeholder	Ctrl+Alt+P
Copeand	<b>.</b>	Add to Library	Ctrl+Shift+A
	1-Tutorial_PPTX_Ten		

Note: Don't include the audio when grouping. You can also use the shortcut key Ctrl + G to group elements faster.

12. After grouping the elements and selecting them, this is what my timeline looks like now:

0:00:00;00	×	-			
0:00:00;00	0:00:15;00	0:00:30;00	0:00:45;00	0:01:00;00	0:01:15;
leo_re¢ l€	l€ leo_ leo_i	lea lec leo_r	leo_re		le

13. Now add the transition. Select all the video groups. Then go to Transitions - > Fade, then drag and drop to your videos:



14. The transitions should immediately take effect. Test your video. If satisfied, produce as firstname\_week2\_assignment\_C.mp4 inside your work folder. When ready, upload this with the other assignment 2 zipped folders to our TMS chat.

Here's my work for reference:



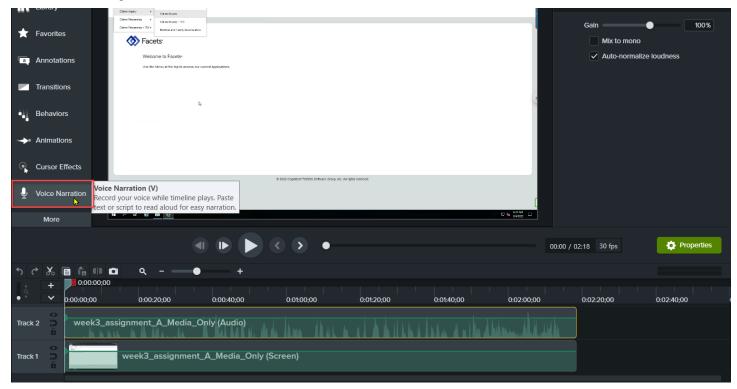
→ FINALLY: Message me in our Camtasia TMS chat that you are done so that Joe and I can review your work and give you feedback.

#### Lesson 3A: Editing the Provided Video Media

1. Unzip the week3\_assignment\_A\_Media\_Only.zip and open week3\_assignment\_A\_Media\_Only.tscproj using Camtasia. Save this to become your **week3\_assignment\_A.tscproj**.



 Since you are using my captured media, I need you to replace my narration with yours. Perform a voice-over to replace mine. Study the media first and ready a narration script you will use to voice over – take note of the timeline where the particular script must be read. Once you have a working script, practice it. Once ready, click the Voice Narration widget:

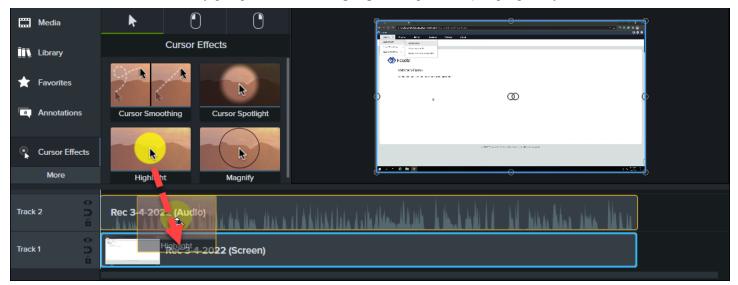


3. Make sure that you have a microphone selected that is working. You will see the green bar moves if that is enabled:

	Media	Voice Narration		•
Ì١	Library	Microphone (Logi C615 HD WebCam 🔹 🔨		week3_assignment_A
*	Favorites	Mute timeline during recording	Control         Control         Control           0 + 0.0         Control space of the state of t	Gain 100%
	Annotations	Paste or type script text here	Antonia and Antonia an	✓ Auto-normalize loudness
	Transitions		Wooden Bit Ander Generalize winners anderskapparen	
-44	Behaviors			
-	Animations		120 Sector Microbio Reviews A	
•	Cursor Effects		■ 2 2 6 <u>■ 6</u> PS (2)	
Ŷ	Voice Narration			
	More	Start Voice Recording		

Start the recording. Ensure you synch your narration with the video – you can only do this if you practiced first. That
way, it will be easier for you to use it for HW 3B.

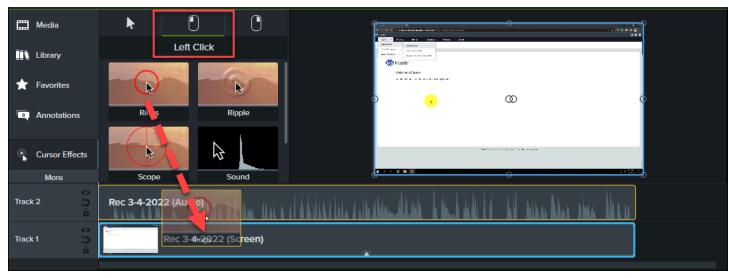
- 5. Edit to ensure that the audio, video, and transitions sync appropriately. As part of this assignment 3A proficiency requirement, you need to add on your video:
  - a. Zoom and Pan previous lesson
  - b. Cursor effects new
- 6. To add cursor effects, start by going to Cursor -> Highlight. Drag and drop Highlight to your Track 1:



7. Adjust the properties. Make Opacity 50% and Size 30:

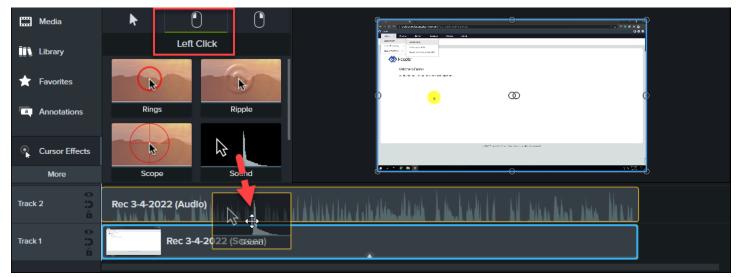
🛄 Media	k	0	0		•	<b>►</b>	
Library		Cursor Effects	5		Red	c 3-4-2022	(Screen)
★ Favorites	2.		R	0	Scale 🔵 pacity —		100%
a Annotations	Cursor Smoo	thing Cur	sor Spotlight			Highligh	nt + 5 ×
Cursor Effects			k	0 <u></u> 0	Color bacity —	•	50% Č
More	Highlight	t	Magnify		Size 🕡	)	30 5

8. Add the Rings effects to the Left Click:

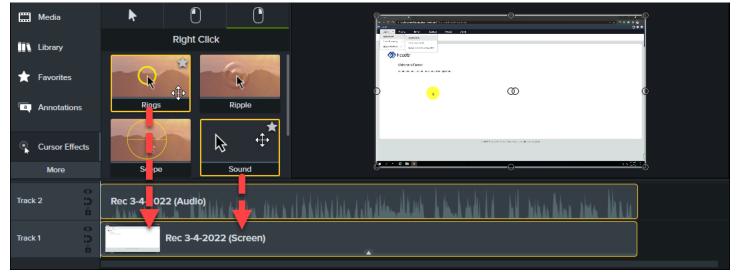


Week I: Lesson Proper

9. Add Sound effects to the Left Click as well.



10. Next, go to the Right Click, select Rings, then drag and drop to your track 2. Add the Sound effects as well.

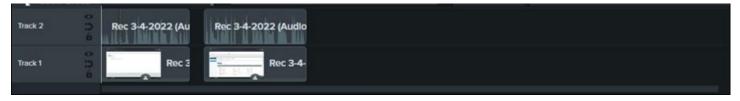


11. Test your work to ensure that the effects are working fine. Now comes the hard part, you are ready to edit. Remember your goal here is to identify, split and produce the two videos to insert into your PPT video.

Note: Identify where to separate and then split them. Once done splitting, go back and edit to make sure you remove your "umms," unnecessary silence, unneeded words, etc.

Also, remember to add your zoom and pan for the sliced videos. Once done, export it locally as **firstname\_week3\_assignment\_A.mp4**.

Here's my timeline after splitting and editing. Yours should be similar:



#### Lesson 3B: Customizing the PowerPoint and Recording

1. Having recorded the interactions' video, prepare the PPT that you will use to support them. Open the **Tutorial\_PPT\_Camtasia\_Training.pptx**. Save it locally as **Firstname\_Tutorial\_PPT\_Camtasia\_Training.pptx**.



2. Slide 1 - change the title to reflect the tutorial you are making. Add your narration notes to the Note section of the slide.

	Change this Title
	Facets Video Tutorial
Type your in	tro narration here on what you'd like to say to your audience.

- 3. Slide 2 do not change; no narration is needed.
- 4. Slides 3 to 18 type your start and body narration asked by the slides.
- 5. Slides 10 and 12 you will replace these with the interactive videos you split.
- 6. Do not place any **transition** to your PPT. Placing them will make slicing harder later in Camtasia. You can add transitions in Camtasia later.
- 1. Once your narration script is ready, you will record this PowerPoint video using Camtasia.

Note: I suggest you practice until you become comfortable narrating before recording. Don't forget to place ample pauses between slides to allow easier editing later.

- 2. Run the Powerpoint slide show. If you have multiple monitors, record the screen where it is on full-screen view.
- 3. Select your mic and system audio. Start the recording.
- 4. Once done, Camtasia will open with that recording on your media. Edit this to ensure the audio, video, and transitions sync appropriately. Save this as **firstname\_week3\_assignment\_B** and export as **firstname\_week3\_assignment\_B.mp4**.
- 5. This is what I have now. I placed two spaces for the two interactive videos (see separated by arrows below):



#### Lesson 3C: Integrating Your Videos

- 1. Open your **firstname\_week3\_assignment\_B**. Save this to become your **firstname\_week3\_assignment\_C**. That way, you have a backup to go back to if you mess up this last lesson of your HW 3 if you are asked to redo it.
- 2. Insert the video from **firstname\_week3\_assignment\_A** into the respective spaces you reserved. Continue to edit your final video here.

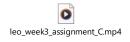
Note: I added the **Fade** transition to my scenes (you can choose the transition of your choice). By preference, I always remove the video's first and last Fade transitions as I want my viewers to see the title immediately at first and for the last scene not to disappear. Below is what I have:



- 3. Test and, when satisfied, export the video production into your firstname\_week3\_assignment\_C.tscproj.
- 4. Zip up the **PPT** file and the whole **firstname\_week3\_assignment\_C.tscproj** folder. Name your zipped file: **Firstname\_Assignment\_3.zip**. Then drop it in our TMS chat to be reviewed.

**In Summary:** You must be attentive to small details to produce a good video. Videos are not easy to create. This nearly three-minute video took a while to create and required many iterations. But expertise and perfection can be achieved with practice and more practice.

Here again, is the link to my HW 3C work for your reference:



To see samples of Joe's work that we used for our Facets Video Tutorial projects, click the videos below:



→ FINALLY: Message me and Joe in our Camtasia TMS chat that you are done so that we can review your work and give feedback.

#### Prerequisites

• Finished Assignment 3.

#### Goals

• Learn other video editing techniques to complement Facets video tutorial presentations.

#### Introduction

This assignment will enhance your video editing skillset by building on procedures covered in previous lessons using a real recorded demo. It will employ a typical video file recorded in MS Teams that must be edited.

The topic on which you will be editing the video tutorial is:

#### Setting Up User Preferences for Guided Navigation Member Enrollment

Note: You will be required to submit the entire set of Assignment 4 project files you will make. So, once done with Assignment 4, zip up the whole **tscproj** folder and drop it in our TMS chat or your PDSSP folder for review. Name your zipped file: **Assignment\_4\_Yourname.zip**.

As part of the Assignment 4 proficiency requirement, you must add to your tutorial video all the Parts outlined in Lesson 4, as shown below.

#### Lesson 4: Review All Assignment Parts

This assignment has five parts that must be done in the order they're given to ensure a successful outcome. Extract the Guided\_Nav\_Pref\_Tutorial\_Student\_Version.zip to your local drive for this:



Guided\_Nav\_Pref\_Tutorial\_Student\_Version.zip

Part 1: Add Transitions throughout the video for title slides and word builds.

Part 2: Crop, Grow and Recenter the MS Teams video recording screen using Custom Animations.

Part 3: Add Custom Annotations to the presentation.

Part 4: Fix multiple Audio mistakes in the video.

Part 5: **Search** and **Destroy**: There will be five obvious, additional mistakes besides the ones documented in the instructions, and it's up to you to find them and resolve them using any means available. Ask questions, and be resourceful.

Please ensure that Parts 1 through 4 are completed before you proceed to Part 5.

#### Part 1: Add Transitions

Use Camtasia to complete the steps to add transitions for title slides and word builds as described in Parts 1A, 1B, and 1C. **Open Guided\_Nav\_Pref\_Tutorial\_Student\_Version.tscproj** to do this.

#### Part 1A: Add Title Slide Transitions

For all title slides, add one **Transition** of your choice whenever a title slide appears. Please use the <u>same</u> **Transition** for <u>all</u> title slides for consistency throughout the presentation.

1. Go to **Transitions**, select one to use, then drag and drop your transition before all title slides in the presentation. <u>Note</u>: You can preview the action of each transition by gliding your mouse over it in the Transitions library.

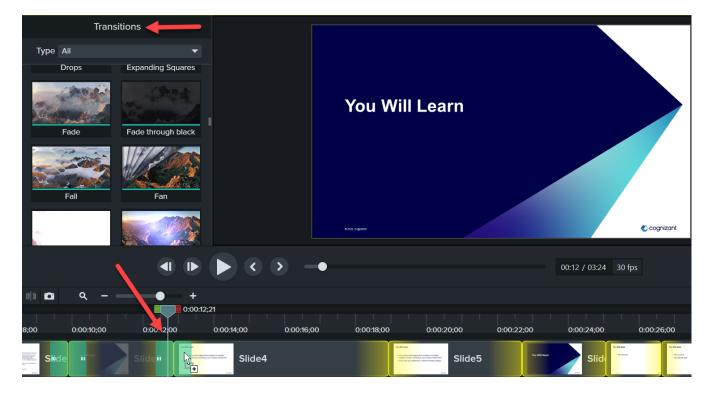
Trans	sitions				
Type All	▼				
Cube rotate	Dial Wipe		You Will Lo	earn	
Diamonds	Digital				
Dissolve	Doorway		#103 Caynaw		© cognizant
			•	00	:10 / 03:24 30 fps
a) 🖬 🔍 –	<b>——</b> +				
):00:00;00 0:00:02	2;00 0:00:04;00	0:00:06;00 0	0:00:08;00 0:00:10;00	11 0:00:12;00 0:00:14;00	0:00:16;00 0:00:18;0
		juided_nav_title		Slide3	

2. Save your work.

#### Part 1B: Add Word Build Transitions

Add a Fade transition whenever a word slide appears for all word slides. This gives the effect of a word build as the viewer watches the video and enhances their focus.

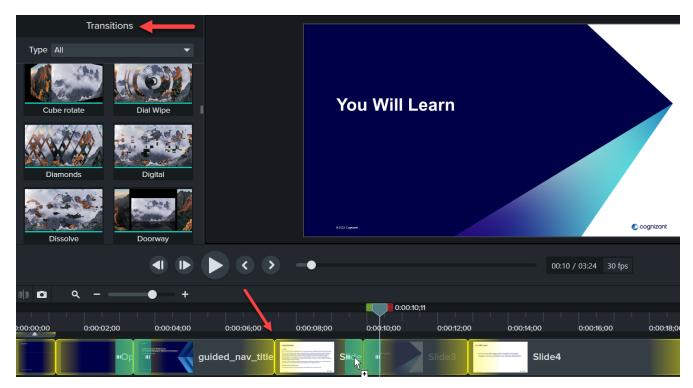
1. Go to **Transitions**, select **Fade**, then drag and drop your transition before all word slides in the presentation.



2. Save your work.

#### Part 1C: Other Transitions

For anywhere on the time line that does not already have any transitions, simply add a **Fade through black** transition as previously described in the **Fade** transition.



#### Part 2: Fix Visuals and Add Custom Animation

Complete the steps to fix the MS Teams recording and enhance a dialog box using a custom animation as described in Parts 2A and 2B.

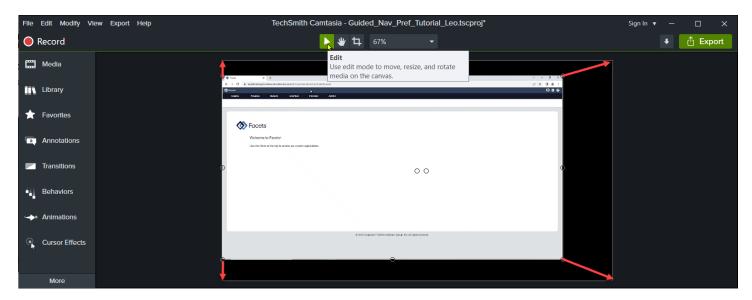
#### Part 2A: Fix MS Teams screen

Complete the steps to crop, grow and recenter the MS Teams recording to make the visual information more visible, readable, and cleaner.

1. After the Demonstration title slide, on the recording screen, choose **Crop** mode. Crop the media's side to accentuate the demo recording:

File Ed	dit Modify Vie	ew Export Help	TechSmith Camtasia - Gui	ided_Nav_Pref_	futorial_Leo.tscproj*		Sign In 🔻 🔸	- 0	×
🔵 Re	ecord		★ ₩	67%			+	🖞 Exp	ort
	Nedia						1		
۱۱۹ L	lbrary		<ul> <li>Bans, S + All All All All All All All All All A</li></ul>	1819263	- 0 ×	v - 0 × ⊕ € 0 4 1 ⊖ 0 0			
<b>★</b> F	avorites		Tacets						
a A	Annotations		Welcome to Faceta* Usethe New at the see to access our current spectations.						
Π.	fransitions		()	(	0 0	NR			
≜ <u>і</u> в	3ehaviors					Retainwarky, Miree (Capricent)			
⊶• A	Animations								
ရှင	Cursor Effects		67	2021 Coge baet Tel2rito Software Group, Inc. All righ	nsorred				
			🖬 🔎 Spinhee to seach 🛛 🖻 🕐 📰 🌀 😰 🎸 🖳 🥎			C7 4+ 1512944 B			
	More						-9		

2. After cropping, stretch the media until it fills the canvas completely. Make sure that you change the selection to Edit mode. FYI, Camtasia has a snap-into-place functionality, so use it to be accurate when stretching and "snapping" the media.



3. Save your work.

#### Part 2B: Enhance Dialog Box with Custom Animation

1. At the point where the **Enroll a Subscriber** dialog box is expanded (where the narrator says, "Click on the plus to see more..."), go to **Animations** and drag and drop **Custom** on the timeline.

Zoom-n-Pan	Animations			
			Etimo Pauce Insue Renne	Marelani Provide Athen Trans Manufacture (2) Trans Manufacture (2) Trans Manufacture (2)
	2 South		• Taw	Errol a Subscriber
Custom	Full Opacity			*Subsyster 10
No Opacity	Restore		Ċ.	Contract generations      Contract generations     Contract generations     Contract generation     Contract generation     Contract     Contrat     Contract     Contrat     Contract     Contrat     Contract
Scale Down	Scale to Fit			
				•
i) <b>d</b> 🤉 –	<b>— —</b> +			
0:01:16;00 0:01:24	0;00 0:01:24;00	0:01:28;00	0:01:33;10	36;00 0:01:40;00 0:0
			•	

2. Then choose Crop mode.

🕹 🖌	93% -			
	Crop (Hold Alt)			
	Use crop mode to trim unwanted areas from			
A	media.			
Tooets		)		မ န စ
Claims Finance Benefit Member Provide				
Member *				
Member Subscriber ID, Suffix      Enter Subscriber ID	Enter Suffix			
Home     Enroll a Subscriber			×	
*Group ID SU	ISAN03	*Subscriber Effective Date	01/01/2023	
* Subscriber ID		Subgroup ID		
	Enroll using guided navigation +	Enroll on my own		
	Restore Defaults   Save Preferences	0.0		
Subscriber Information	in .	Subscriber Ratin@verri		6
Member Information		Premium Override		
Coverage Selection	N	<ul> <li>Expanded Split Billing</li> <li>Payment Info</li> </ul>		
	La	Payment Into     Subscriber Rate Data		
EE Contribution		Subscriber Rate Data     Family Accum Ptr		
Subscriber Warning 1	Vessages	HSAAccount		
Employment		Student Status		
Salary		Auto Actions		
Medicaid				
	Cancel	ок		
5				

3. Similar to the steps you followed for fixing the MS Team recording screen, using the blue position dot on the top center of the captured screen, pull down the image until it meets the top of the dialog box.

	٢		
A Mome	Enroll a Subscriber	8	×
	* Group ID SUSAN03. * Subscriber ID	*Subscriber Effective Date 01/01/2023 Subgroup ID	
	Enroll using guided mavigation     Select All / None   Restore Defaults   Save Preferences     Subacities Information     Menter Information	Erstull on my own     Subscriber Ratin@rvem     Premium Overlide	
	Coverage Selection	Paradian Orvensia     Expanded Spit Billing     Payment Info     Subscriber Rate Data     Family Accum Pt     HSAAccount	
	Employment Salary Modicaid	Student Status Actions	_
	Cano	er ok	
		_	

4. Pull in the right side.

# Home	Enroll a Subscriber		×	
	* Group ID SUSAN03	* Subscriber Effective Date	01/01/2023	
	* Subscriber ID	Subgroup ID		
	Enroll using guide	d navigation 🕂 🞯 Enroll on my own		
	Select All / None Restore Defaults Save Preferences			
	Subscriber Information	Subscriber Rating@verni		
	Member Information	Premium Override		
	Coverage Selection PCP	Expanded Split Billing     Department Info		
	COB	Generation Subscriber Rate Data		
J	EE Contribution	Gauscriber Rate Data     Family Accum Ptr		
	Subscriber Warning Messages	HSAAccount		*
	Employment	Student Status		
	Salary	Auto Actions		
	Medicaid			
		Cancel OK		

5. Pull up the bottom.

# Home	Enroll a Subscriber		C. ×	
	* Group ID SUSAN03 * Subscriber ID	* Subscriber Effective Date Subgroup ID	01/01/2023	
	Enroll using guided navigation     Select All / None   Restore Defaults   Save Preferences			
	Subscriber Information  Member Information  Coverage Selection  PocP  CoB	Subscriber Ratin@vern@ Premium Override Expanded Split Billing Payment Info Subscriber Rate Data	C	
	EC Contribution     EE Contribution     Subscriber Warning Messages     Enployment     Salary	Subscriber Rate Data		
	Canc	el ОК		
			Ŭ	
			•	

6. Pull over the left side.

				8	e	
Enro	Il a Subscribe	er			×	
_						
	* Group ID	SUSAN03		* Subscriber Effective Date	01/01/2023	
* 9	Subscriber ID			Subgroup ID		
			S Enroll using guided navigation	+ 🕙 Enroll on my own		
_						
		e Restore Defaults S	Save Preferences	Subscriber Ratin@verri@		
	Subscriber Infor			Subscriber Rating@verril@ Premium Override	0	
	Member Informa Coverage Selec			Expanded Split Billing		
	PCP	tion		Expanded Spit billing     Payment Info		
	COB			Subscriber Rate Data		
	EE Contribution			Family Accum Ptr		
	Subscriber Wan			HSAAccount		
	Employment			Student Status		
	Salary			Auto Actions		
	Medicaid					
			Ca	ncel OK		
			65		-	

7. Choose Edit mode.

<mark>▶ ₩ ◘</mark> 93% - Edit		
Use edit mode to move, resize, and rotate		
media on the canvas.		
	0	
nroll a Subscriber		×
* Group ID SUSAN03	* Subscriber Effective Date 01/01/2023	
* Subscriber ID	Subgroup ID	
Second Enroll using guided navigation	Enroll on my own	
Select All / None Restore Defaults Save Preferences		
Subscriber Information	Subscriber Ratin@vern@	
Member Information	Premium Override	Q
Coverage Selection	Expanded Split Billing	
PCP	Payment Info	
COB	Subscriber Rate Data	
EE Contribution	Family Accum Ptr	
Subscriber Warning Messages	HSAAccount	
Employment	Student Status	
Salary	Auto Actions	
Medicaid		

8. Capture the dialog box and move it up to the left-hand corner.

1	0		1.
Enroll a Subscriber	<u> </u>	ж	ľ
* Group ID SUSAN03	* Subscriber Effective Date	01/01/2023	
* Subscriber ID	Subgroup ID		
S Enroll using guide	ed navigation 🔸 🥏 Enroll on my own		
Select All / None   Restore Defaults   Save Preferences			
Subscriber Information	Subscriber Ratin@vern@		
Member Information	Premium Override     Expanded Split Billing		Y
Coverage Selection			
PCP	Payment Info		
COB	<ul> <li>Subscriber Rate Data</li> </ul>		
EE Contribution	<ul> <li>Family Accum Ptr</li> </ul>		
Subscriber Warning Messages	HSAAccount		
Employment	Student Status		
Salary	Auto Actions		
Medicaid			
	Cancel OK		

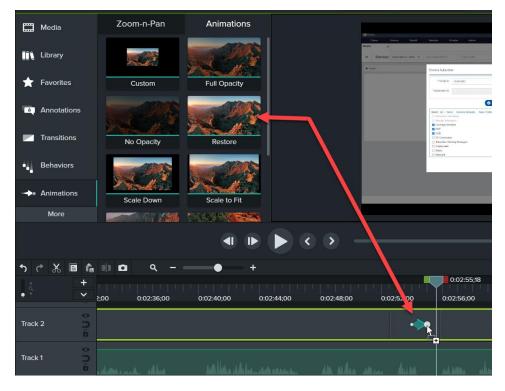
9. Enlarge the image to fill the frame.

Enroll a Subscriber		0		×
* Group ID SUSAN03		* Subscriber Effective Date	01/01/2023	
* Subscriber ID		Subgroup ID		
	II using guided navigation 🚽	S Enroll on my own		
Select All / None   Restore Defaults   Save Preference	S	0.0		
Subscriber Information		Subscriber Rating@veRide		
Member Information		Premium Override		
Coverage Selection PCP		Expanded Split Billing     Descent lafe		
COB		<ul> <li>Payment Info</li> <li>Subscriber Rate Data</li> </ul>		
EE Contribution		Subscriber Rate Data     Family Accum Ptr		
Subscriber Warning Messages	÷	HSAAccount		
Employment	3	Student Status		
Salary	43	Auto Actions		
Medicaid		-		
	Canc	el OK		

10. Position the dialog box in the center of the frame.

* Group ID	SUSAN03		* Subscriber Effective Date	01/01/2023	
* Subscriber ID		÷	Subgroup ID		
		roll using guided navigation 🕂	Enroll on my own		
	e Restore Defaults Save Preference	es			
Subscriber Info			Subscriber Rating@venide		
Member Inform	ation		Premium Override		
			and the second se		
Coverage Sele			Expanded Split Billing		
Coverage Select			Payment Info		
<ul> <li>Coverage Select</li> <li>PCP</li> <li>COB</li> </ul>	ction		Payment Info     Subscriber Rate Data		
Coverage Sele PCP COB EE Contribution	tion		Payment Info     Subscriber Rate Data     Family Accum Ptr		
Coverage Seler COB EE Contribution Subscriber War	tion		Payment Info Subscriber Rate Data Family Accum Ptr HSAAccount		
Coverage Sele PCP COB EE Contribution	tion	L <sub>2</sub>	Payment Info     Subscriber Rate Data     Family Accum Ptr		

11. When the Enroll a Subscriber dialog box closes, go to Animations and drag and drop Restore on the timeline.



12. Save your work.

## Part 3: Add Custom Annotation

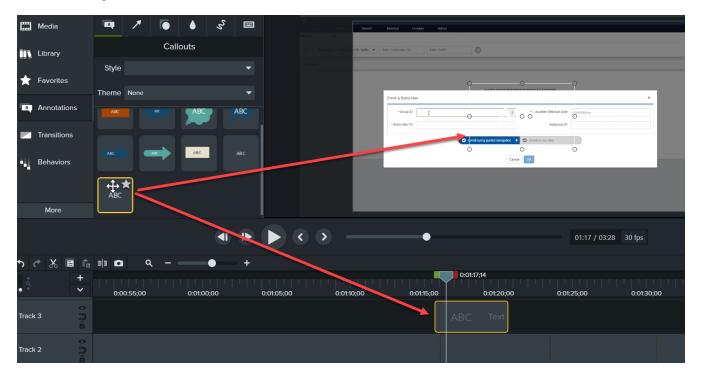
Complete the steps to add a custom annotation to enhance the presentation.

On the timeline, after the **Enter a Subscriber** dialog box appears, you will hear the following spoken words: "In the Group ID field, enter a valid value for your Group ID. For this demo, we'll enter SUSAN03." During this 7-second time period, you will add a **custom annotation** as described below.

1. Choose **Annotations > Callouts** and click on the last item named **ABC**.

Media	🗖 🥕 🌔 🌢 🕉 📼	Den Benefit Marber Provide Admin
Library	Callouts	
★ Favorites	Style	
a Annotations	Theme None	Errol a Subscriber X  "Graup D I O I Subscriber Theshe Data Innovativery
Transitions		*********************************
Behaviors		Cenor C
More		
		O1:17 / 03:28 30 fps
<b>5</b> 🕈 🔁 💼	e) 🖬 🔍 – — – +	
+ + + •	0:00:55;00 0:01:00;00 0:01:05;00	0.01:10;00 0.01:15;00 0.01:20;00 0.01:25;00 0.01:30;00
Track 2		

2. Drag and drop **ABC** on the timeline over the 7-second segment previously mentioned. The callout is added to the screen, although difficult to see.



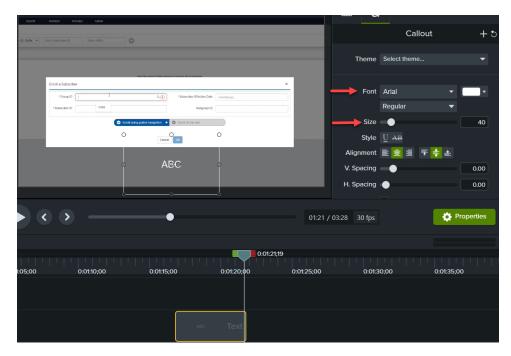
3. Capture the callout and move it down beneath the dialog box so you can see it.

Claims Finance	Benefit Member Provider Admin					
Member in						
= Member Susato (D)	Suffix   Enter Subscriber ID Enter Suffix	0				
A 1070						
		Lise the search field above	e in search for a Member		_	
	Enroll a Subscriber				×	
	*Group ID	۵(آ)	* Subscriber Effective Date	mmiddlyyyy		
	* Subscriber ID CORE		Subgroup ID			
			Enroll on my own			
		Enroll using guided navigation +				
		O	ОК	0		
					_	
		A A	30			
		_				
		•				
$\triangleright$ $\land$ $\triangleright$ $-$				01:21 / 03:28	30 fps	
				01.21/05.20	50 lps	
			0:01:21;19			
01:05;00 0:01:10;0	0 0:01:15;00	0:01:20;00	0:01:	25;00	0:01:30;00	)
	AB	C Text				

4. With the callout still captured, click on **Properties**.

Own From Benefit Monther Provider Admin	
Identification ( D. Suffix • ) DMH Subsorbir (D     Cherr Suffix • )	
Erroll a Subscriber X	
*Group ID I Q() *Subscriber Effective Date mitricotrypy	
*Subscriber ID COM Subgroup ID	I I R
🕑 Ernel using guided navigation 🔸 💿 Ernell on my own	
	References, et
ABC	
01:21 / 03:28 30 fps	
Properties (Ctrl+	2)
	ties of selected media.
	lor, border, opacity, cursc d more. Use tabs at top o
panel to access all	l available properties.
Click for more help	<u>).</u>
ABC Text	

5. Under **Properties**, change the **Font** to **Arial** and change the **Size** to **40**.



6. With the callout still captured, change the text from ABC to Note: This field is required.

Benefit Member Provider Admin		<u> </u>		
I G. Suffer, • Cittle Subscripter ID		Ca	allout	+ t
	Th	eme Select then	ne	•
Enroll a Subscriber      K *Group ID      I      Group ID      Group ID      I      Group ID      Group ID      I      Group ID      Group ID		Font Arial	•	T
Subpromer ID     CONE     Subprome ID     Subprome ID     CONE     Subprome ID     Subprom ID     Subprome ID     Subprome ID     Subprome ID     Subprome I		Regular Size		40
		Style <u>U</u> AB nent <b>E 💼</b> 🗐	<b>∓</b> <u></u> ≢ ≛	
ັ່ Note: This fieid⊃is required. ່⊂	V. Spa	•		0.00
	H. Spa			0.00
• • • • • • • • • • • • • • • • • • • •	1:21 / 03:28 30	) fps	🏚 Pro	operties
0:01:21;19 0:05;00 0:01:10;00 0:01:15;00 0:01:20;00 0:01:25;0	00	0:01:30;00	0:01:35;00	
to Distance Tex				

- Transitions Media Type All Library MONO/OF/ V. martil Drops Expanding Squares ☆ Favorites Annotations Fade through black Fade Transitions Cancel OK **Behaviors** Note: This field is required. More 01:21 / 0 > 41 < 法 🖹 🔓 🗅 🖸 5 a 0.01.21.19 + . ~ 0:00:55;00 0:01:00;00 0:01:05;00 0:01:10:00 0:01:20;00 0:01:15;00 0:01:25;00 Track 4 Track 3
- 7. Go to Transitions and add a Fade to the callout.

8. Save your work.

## Part 4: Fix Audio

Complete Parts 4A and 4B to fix the audio mistakes in the video.

#### Part 4A: Fix the Synchronization Problem

1. The third bulleted item's audio is not in sync with the slide visual in the You Will Need section.

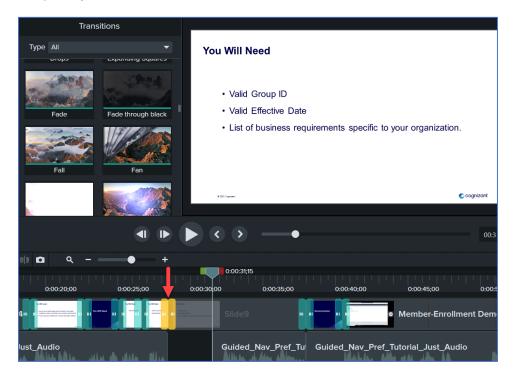
Trans	itions	_				
Type All	-	You Will Nee	d			
Fade Fade	Fade through black Fade through black Fan		ective Date	ments specific to	o your organizatio	n.
			•			00:3 <sup>.</sup>
a) 🖬 🔍 – 🖉	• +					
0:00:20;00	0:00:25;00	0:00:30:00	0:00:35;00	0:00:40;00	0:00:45;00	0:00:5
		Slide9			<ul> <li>Member-Enroll</li> </ul>	ment Dem
Just_Audio	م ألا مانك 🖌 د	uted_Nav_Pref_Tut	torial_Just_ G	uided_Nav_Pref_	_Tutorial_Just_Au	dio

2. Capture the audio section and slide the end over to close the gap.

Transitions	
Type All  Copy Copy Copy Copy Copy Copy Copy Copy	You Will Need
Fade     Fade through black       Fall     Fan	<ul> <li>Valid Group ID</li> <li>Valid Effective Date</li> <li>List of business requirements specific to your organization.</li> </ul>
	NEEL Square
	► < > — • 003 <sup>-</sup>
a) <b>D</b> Q +	
0:00:20;00 0:00:25;00	0:00:31;15
	Slide9 In Internet Demo

Week 4: Lesson Proper

3. Temporarily delete the **Transition** in front of Slide 9.



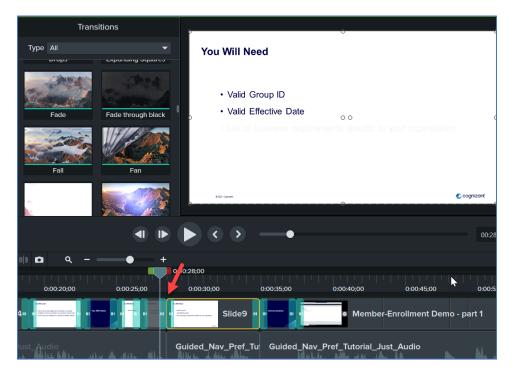
4. Capture the Slide 9 visual and slide the end over to align with and match the new end of the audio section.

Trans	sitions			
Type All		You Will Need		
Fade	Fade through black	<ul> <li>Valid Group ID</li> <li>Valid Effective Dat</li> <li>List of business re</li> </ul>	te oo	ç your organization.
Fall	Fan	430 Synar		€ cognizant
		•••		00:31
e) 🖬 🔍 –	<b>——</b> +			
0:00:20;00	0:00:25;00	0:00:30:00 0:00:35:00	0:00:40;00	0:00:45;00 0:00:50
4 111 111 -		Here We - Mark Mark Mark Mark Mark Mark Mark Mark		<ul> <li>Member-Enrollment Demo</li> </ul>
Just_Audio		Guided_Nav_Pref_T	u Guided_Nav_Pref_	Tutorial_Just_Audio

5. Press the Shift key, capture the play head and slide it to the left until it meets the previous media and closes the gap.

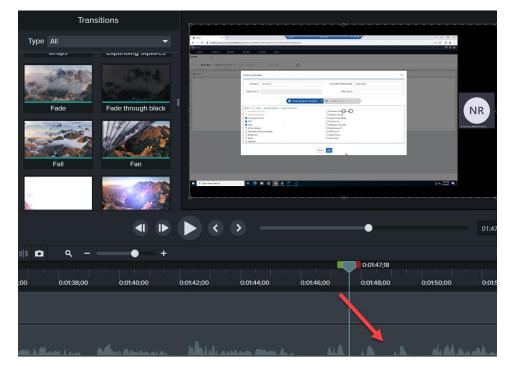
Trans	itions	°		õ		
Type All		You Will	Need			
Fade	Fade through black		d Group ID d Effective Dat	te oo		c
Fall	Fan					
		W 2025 Cognawn		o		C cognizant
			•			00:28
a) n 🖬 🔍 — 🖉	• +					
0:00:20;00	0:00:25;00	0:28;00 0:00:30;00	0:00:35;00	0:00:40;00	0:00:45;00	0:00:5
A m m m m m m m m m m m m m m m m m m m		na Hand Andrea Andrea Hand Kurr	9 III III <sup>Deconstation</sup> III	Membe	er-Enrollment Demo	o - part 1
Just_Audio		Guided_Nav_Pre	f_Tu Guided	_Nav_Pref_Tutorial	Just_Audio	

6. Replace the **Transition** and **Save** your work.



### Part 4B: Fix Repeated Words

1. At about the 1:47 mark on the timeline, the word 'default' is repeated twice.



2. Place the play head at this point, grab the red mark on the timeline and slide it over the two repeated words.

Trar	nsitions	p					
Type All			+		ung/	с е П ж т	
- Crops	Experiaring oquares	Clara Paro	derek Mether Ptoto Atra	_	_	000	
C Sharehouse	10.00		one (•) producero (corros	0			
A Street		. dere	Event a Eutometer	*Datase Re+ Effective Date	*		
Salata and a			-54460 (Control of Control of Con	5450812			
- Andrew -		1		e una grant sougrant 🔺 🦉 unat le try our			
Fade	Fade through black	0	Dated Al / Know   Becane Datada   Save Performent    Sciencia + Horeacies    Sciencia + Horeacies    Science Horeacies	n Debender Tar Ora-O Provine Tourda Disponenting thing			(NR)
pat in	111/ Barrow		C ROP C COR C ROP R Contraction	<ul> <li>Promethils</li> <li>Semicler Tax Data</li> <li>Famp Assembly</li> </ul>			he was a fille a fill a fil
	112112		<ul> <li>Satoger/Nering Verages</li> <li>Brock/Veri</li> <li>Satos</li> </ul>	O MARCUN O Marchana O Ana Johns			
No. Company			Dietod	Cartar CA			
Fall	Fan						
Fall	Fail						
	- AND AND	2 Pigge taxe to search	H @ H @ @ # H (	<u>&gt;</u>		Die marte	
Sec. 1	192	6					
1	8 C 11 S						
			<b>&gt;</b>		-•		01:49
						Selection end:	00:01:49;2
n <b>n</b> - A n	+					Duration:	00:00:02;
						0:01:49;25	
	0.0140.00	0.01.10.00	0.0144.00	0.0146.00	0.0140.00	0:01. 0;00	0.015
;00 0:01:38;00	0:01:40;00	0:01:42;00	0:01:44;00	0:01:46;00	0:01:48;00	0:01. 0;00	0:01:5
int & Manual Laws	Maria Barbara	h hille		A. (A		ه المان الع	-

3. Select the Cut tool to remove the repeated audio and unnecessary video and Save your work.

edia	Trans	p						
orary	Type All	▼	O tops + 0 = 1	ana anti-i prantan an' panang Galandara. Ana antara di pana dia ang	nna - •	-	- 6 + - 7 = 0 = 1 - () = =	
ivorites	AND		a Metter communer.	Intra Internet	0 "hork fronte			
notations	Fade	Fade through black	•	Read & J. Know   Beller Schole   Saw Territory	Nagrago			NR
ansitions		1.		Towards Normani     Towards     Towards     Towards     Office     Offic	Charact Notiting Charact Notiting Charact Notiting Character No			
ehaviors	Fall	Fan		-	CHER X			
More	~		C	U O E O O ¢ *	<u>&gt;</u>		D & the B	0
1				» —		•		01:49
Cut (Ctrl+X Cut selection Clipboard.		• + r01:40;00	0:01:42;00	0:01:44;00	0:01:46;00	0:01:48;00	0:01:49;25	0:01:5:
004								
¢ C	Mith Margari I sure	A Contractor	<b>Marture</b>	ain marks	N.A.	A	يع الله باط	

### Part 5: Search and Destroy

There are five additional glaring mistakes in the video. Using the tools you already learned, seek them out and fix them.

#### Part 6: Bonus (Optional)

Add one enhancement or effect you believe will help the viewer understand the information presented better, faster, or more effectively. You may use sound (intro and ending), and be as creative as you like as long as it enhances the existing content.

→ FINALLY: Message us in our Camtasia TMS chat that you are done so that we can review your work and give you feedback.