

WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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

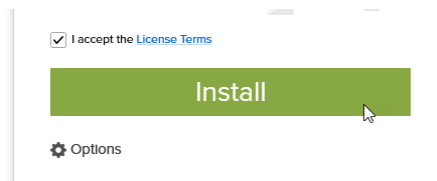
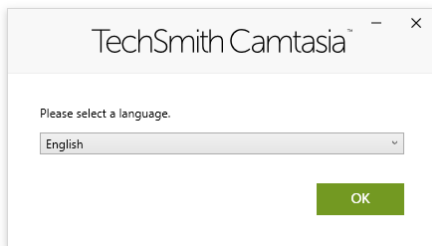
For this course, you will need Camtasia 2022. If you already have Camtasia installed, proceed to Lesson 1B.

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)

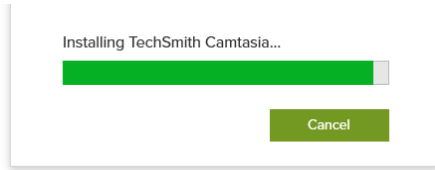
→ **NOTE:** The trial version of Camtasia is limited to 30 days which should be sufficient time to finish this Training. It can be reset once to receive 15 more days of the trial period. The trial version includes a watermark image on produced videos. Currently, licensing of Camtasia in Cognizant is 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:

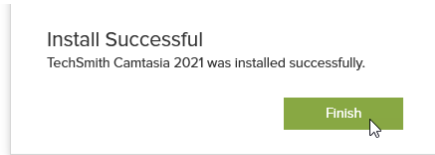


4. Wait for it to finish:

WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO



5. Click Finish when prompted:



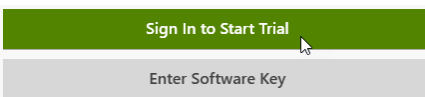
6. Camtasia is now installed and will open automatically. In here, select New Project:



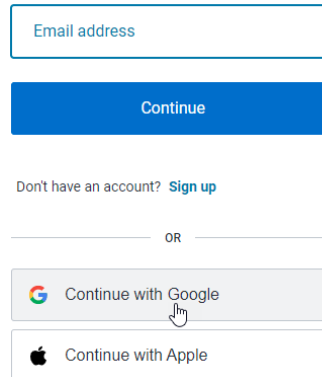
7. The assets will load.



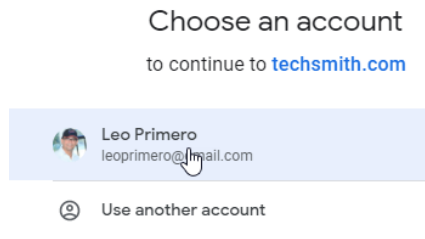
8. For this, select Sign-in to Start Trial:



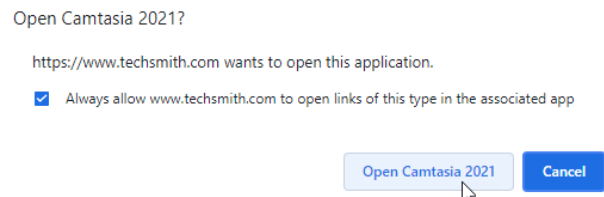
9. For your email, I suggest that you use any social media account you have, like Google:



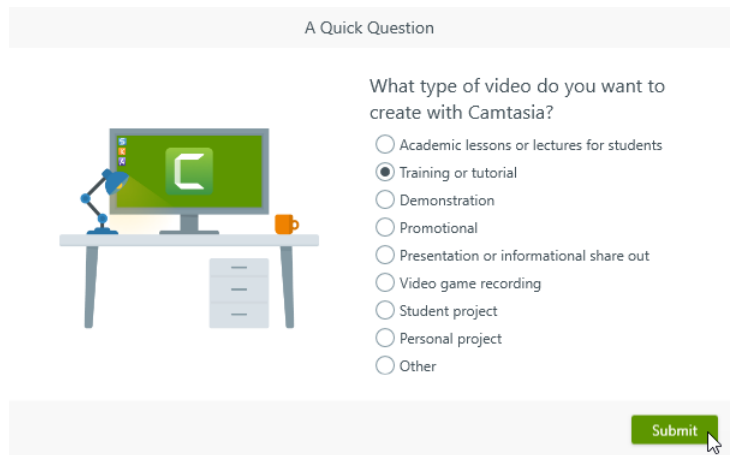
10. For me, I select my Gmail:



11. Then open Camtasia:

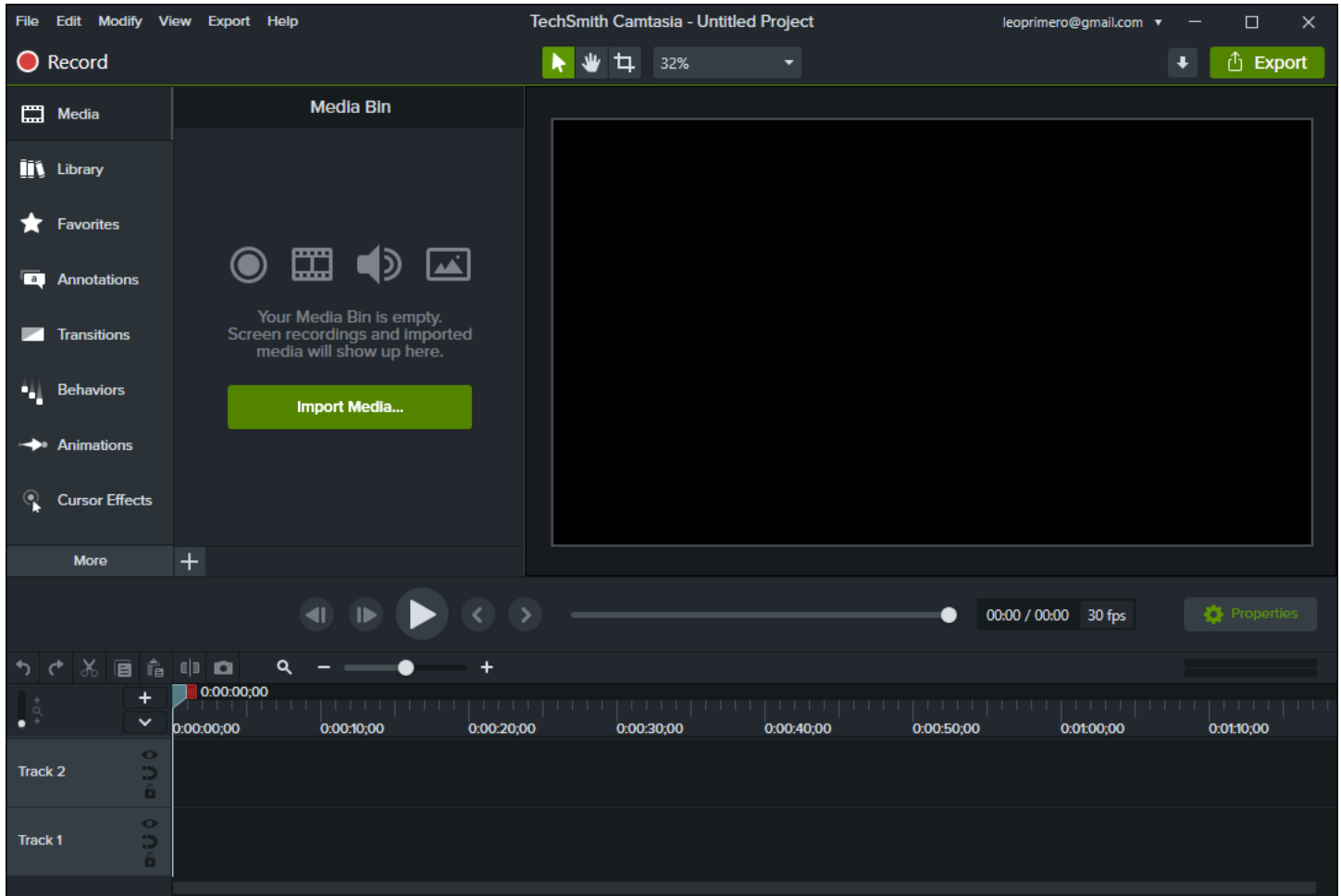


12. For this question, select Training or tutorial, then Submit:



WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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



WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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.

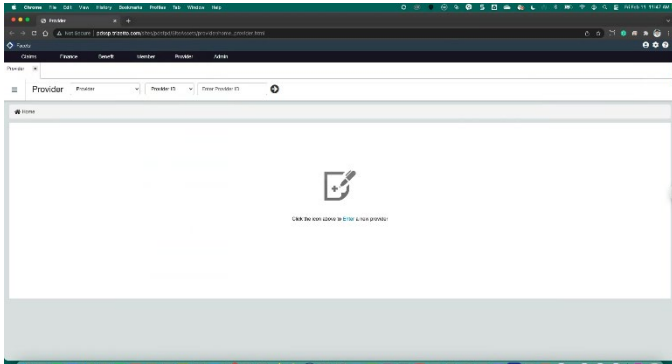
You are tasked to create a short demo video (at least 2 minutes) on searching and opening a Provider. You will be using the Provider app mocks for this week's assignment found below:

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

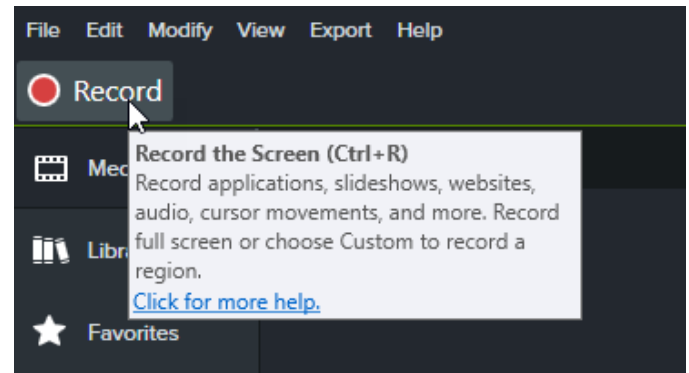
Open the doc below for the narrative scripts to use for your voice-over.



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



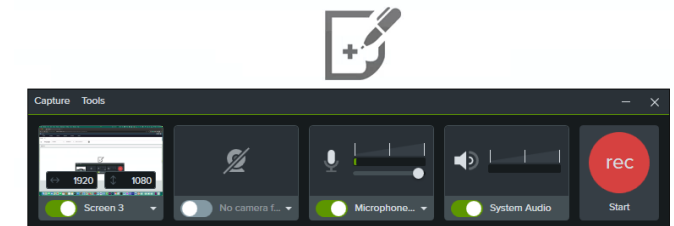
3. Select Record:



2. Open Camtasia, then click New Project:

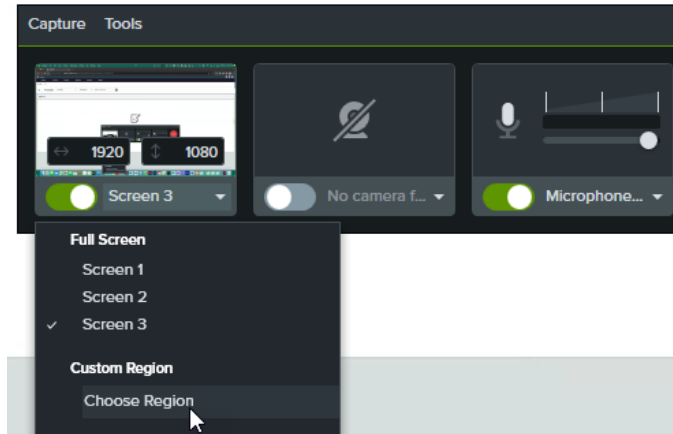


4. The Capture tool appears, which opens the Camtasia recorder. By default, it is set to capture everything that happens on your screen:



WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

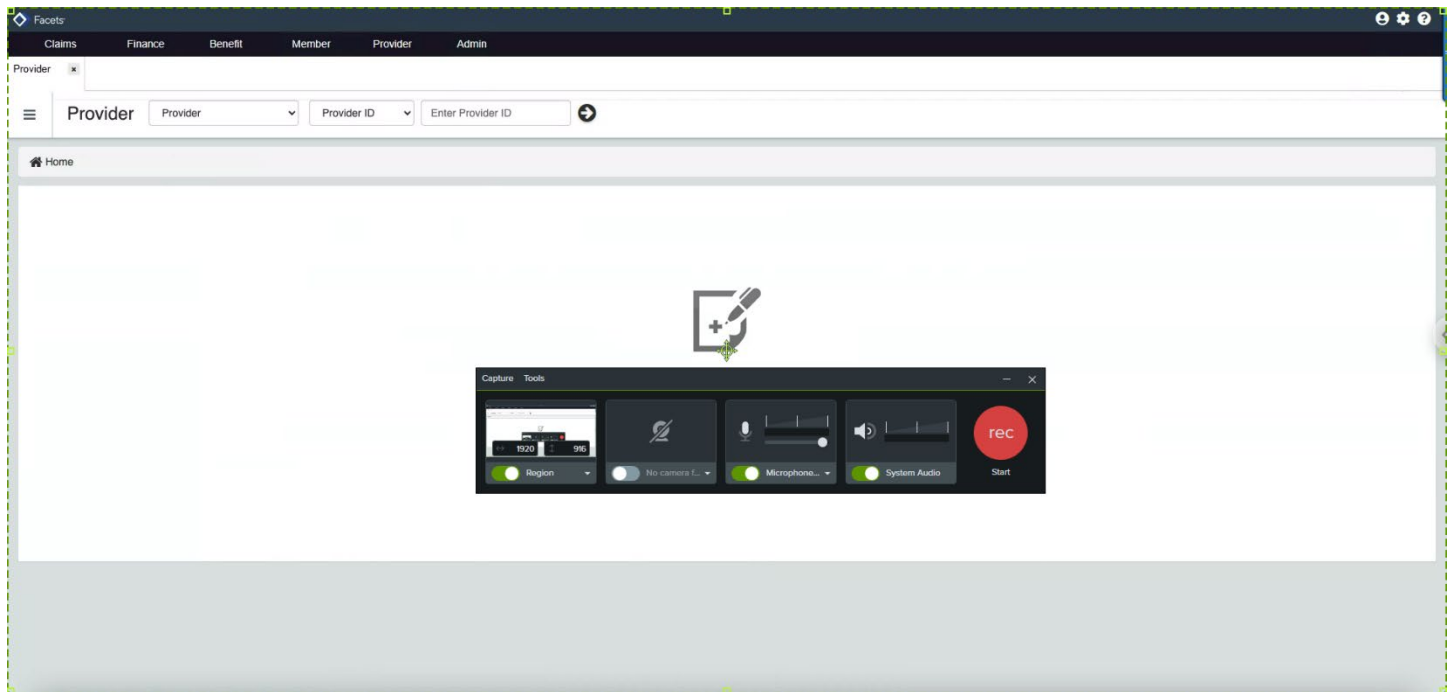
5. For this exercise, select **Custom Region** -> **Choose Region**:



In Mac, this displays as:

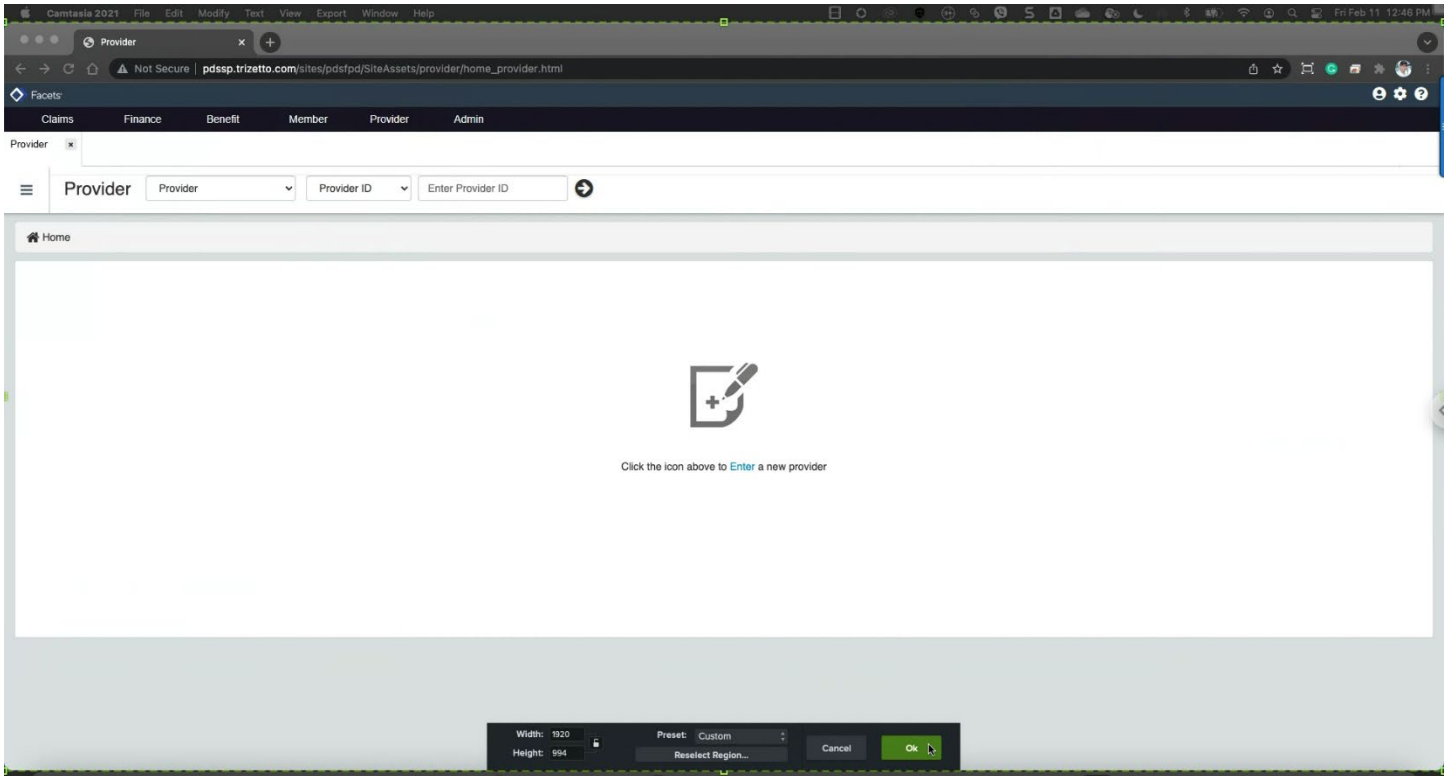


6. Select the visible area of the Provider you want to capture.



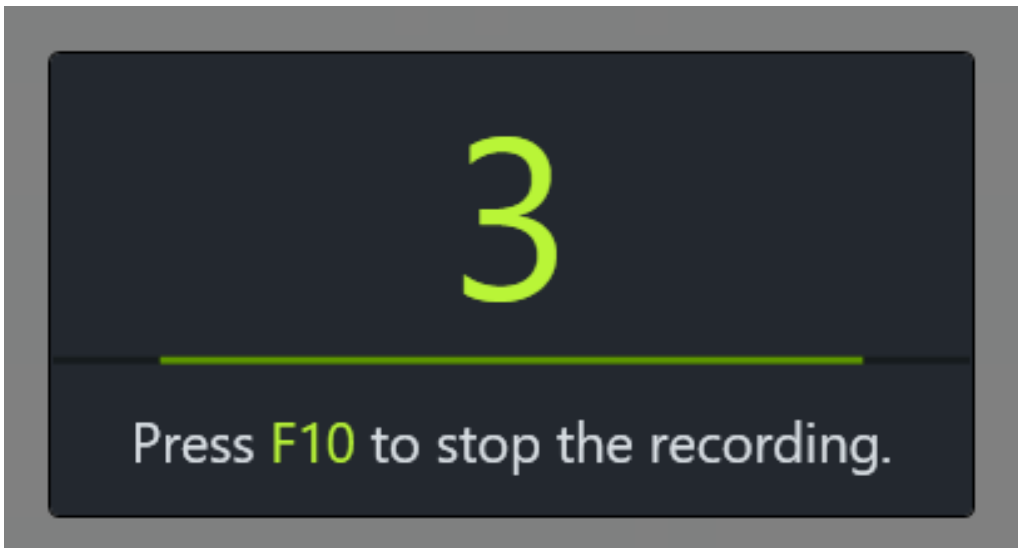
WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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



→ **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.

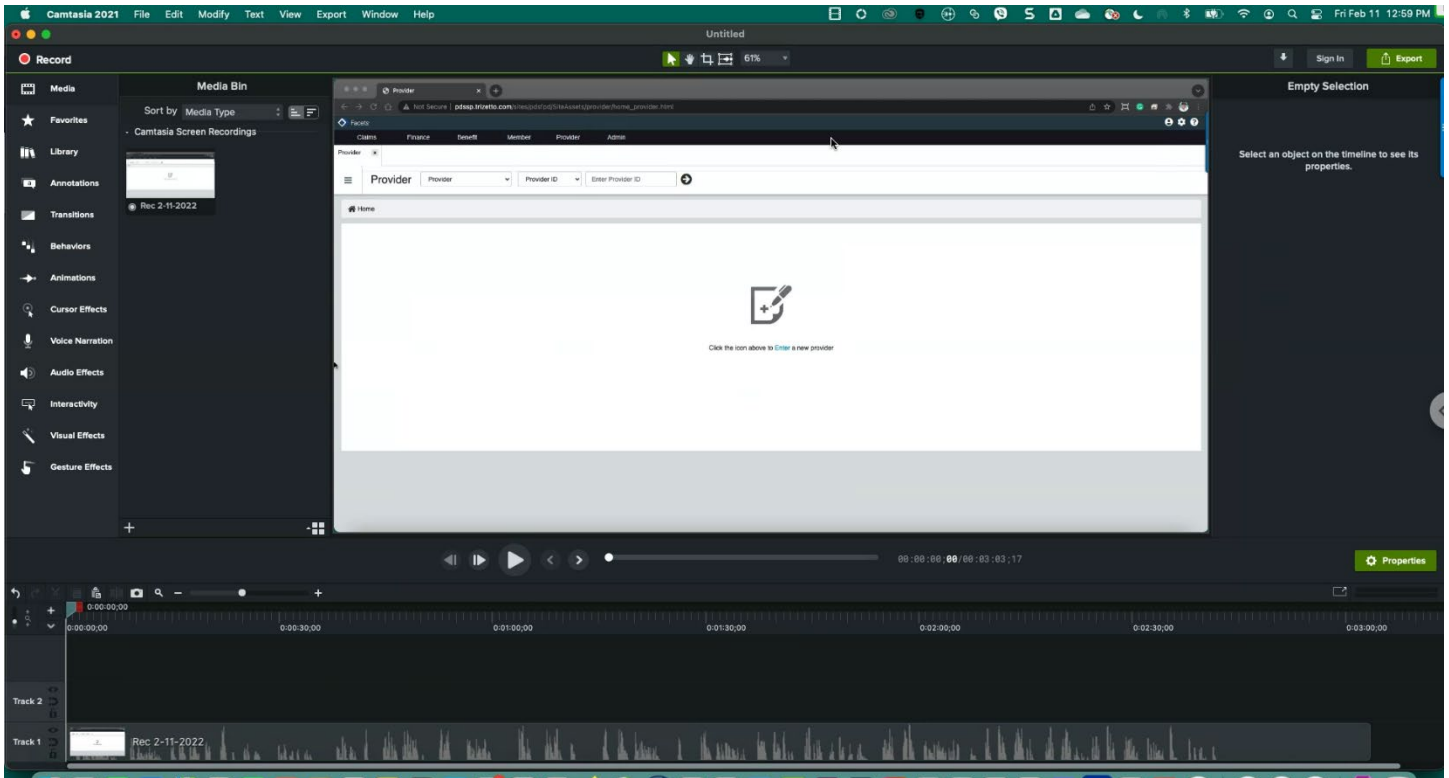
7. Start Recording. A timer will display telling you how many seconds before the recording starts. When it starts, follow the narrative provided to include how to click the flow of the interface.



→ **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.

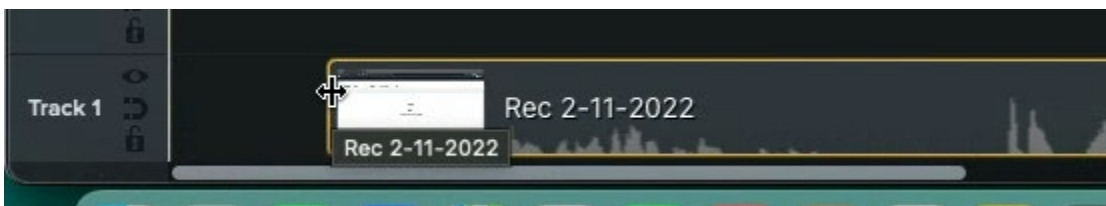
WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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



→ **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.



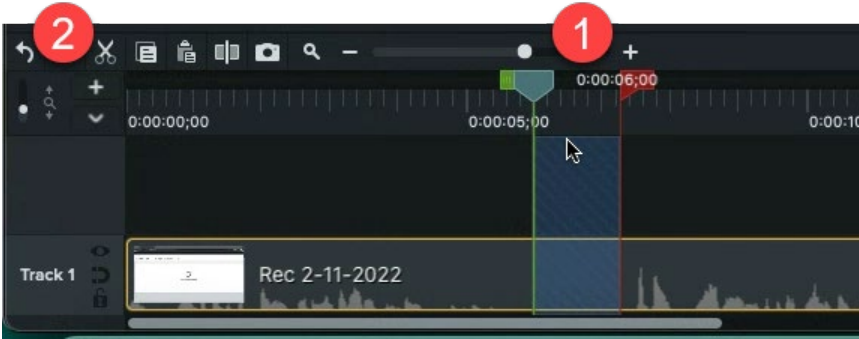
→ **NOTE:** It's good to know that any edits on the timeline won't affect the original recording in the media bin. Likewise, take note of the keyboard shortcuts to undo and redo, copy, and paste. Before this course ends, the following PC and MAC shortcuts will become second nature:

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

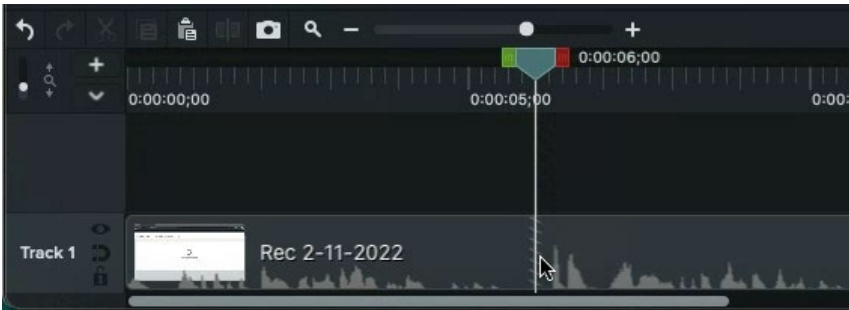
MAC: Command + Z (undo), Command + Y (redo), Command + X (cut), Command + C (copy), Command + V (paste)

WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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.



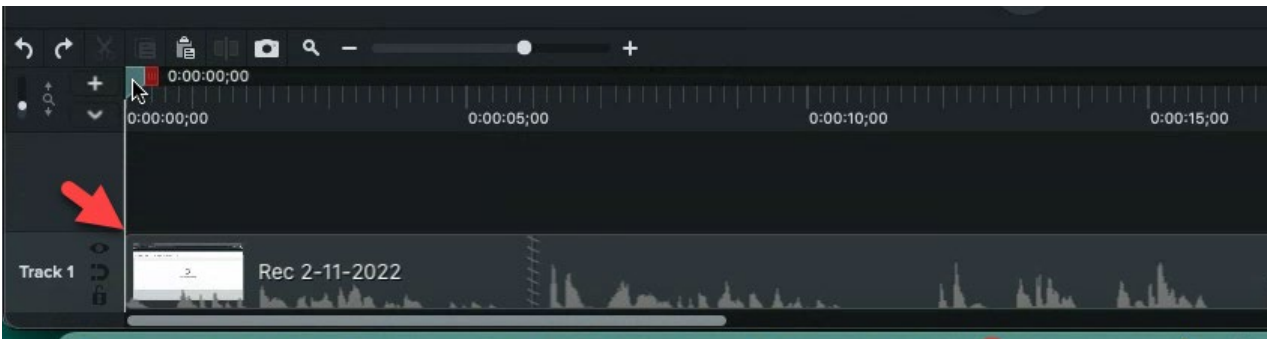
11. A stitched line appears, showing you where the cut was made. Test the video and if you cut too much, do an undo (Ctrl + Z in PC, Command + Z MAC), then redo the cut.



→ **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.

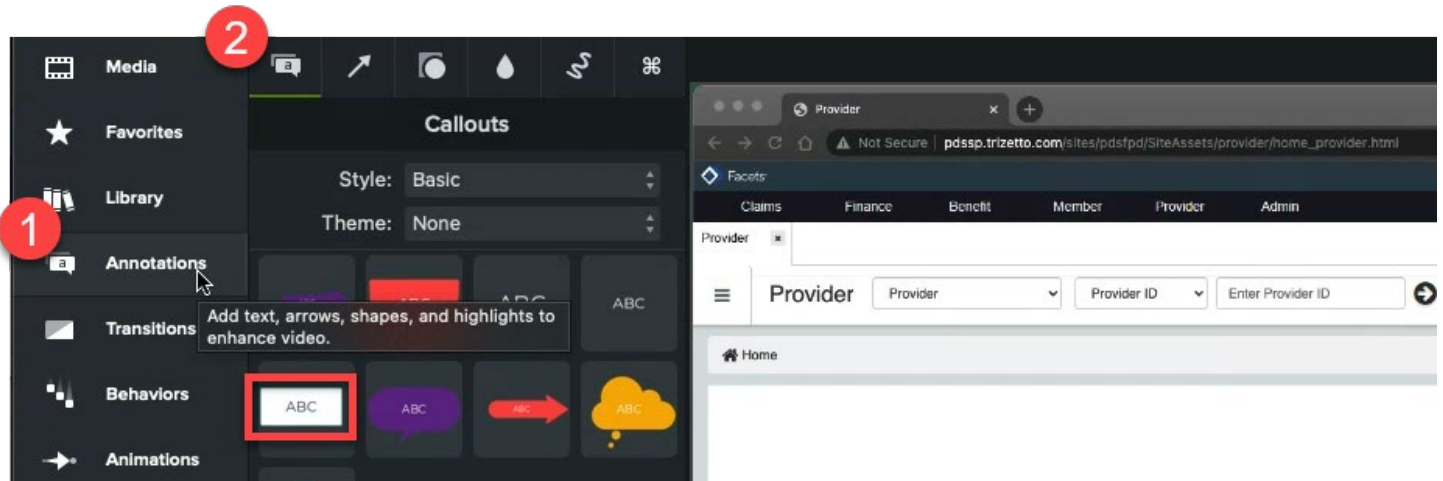
Once editing is done, you may add a level of polish and professionalism to your videos like eye-catching titles, annotations, effects, and more.

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



WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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



14. Drag and drop it to the canvas:

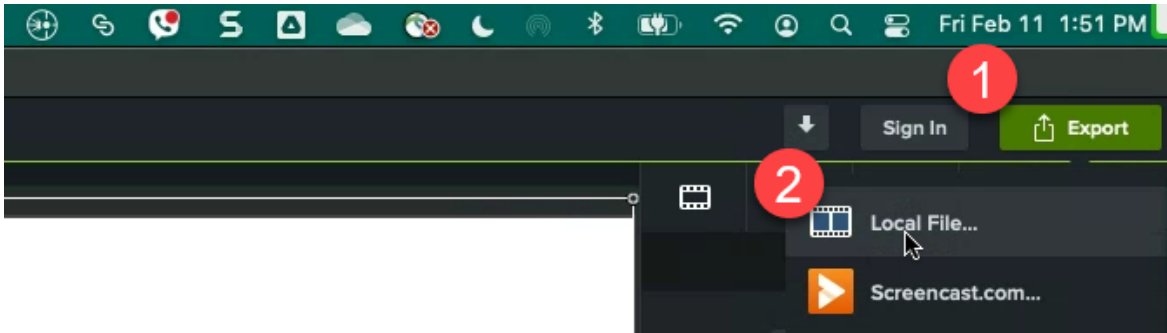


15. Expand that the callout will cover the whole canvas. Add the title as below, making sure that the display will end prior start of the second sentence (see red arrow). Test it:

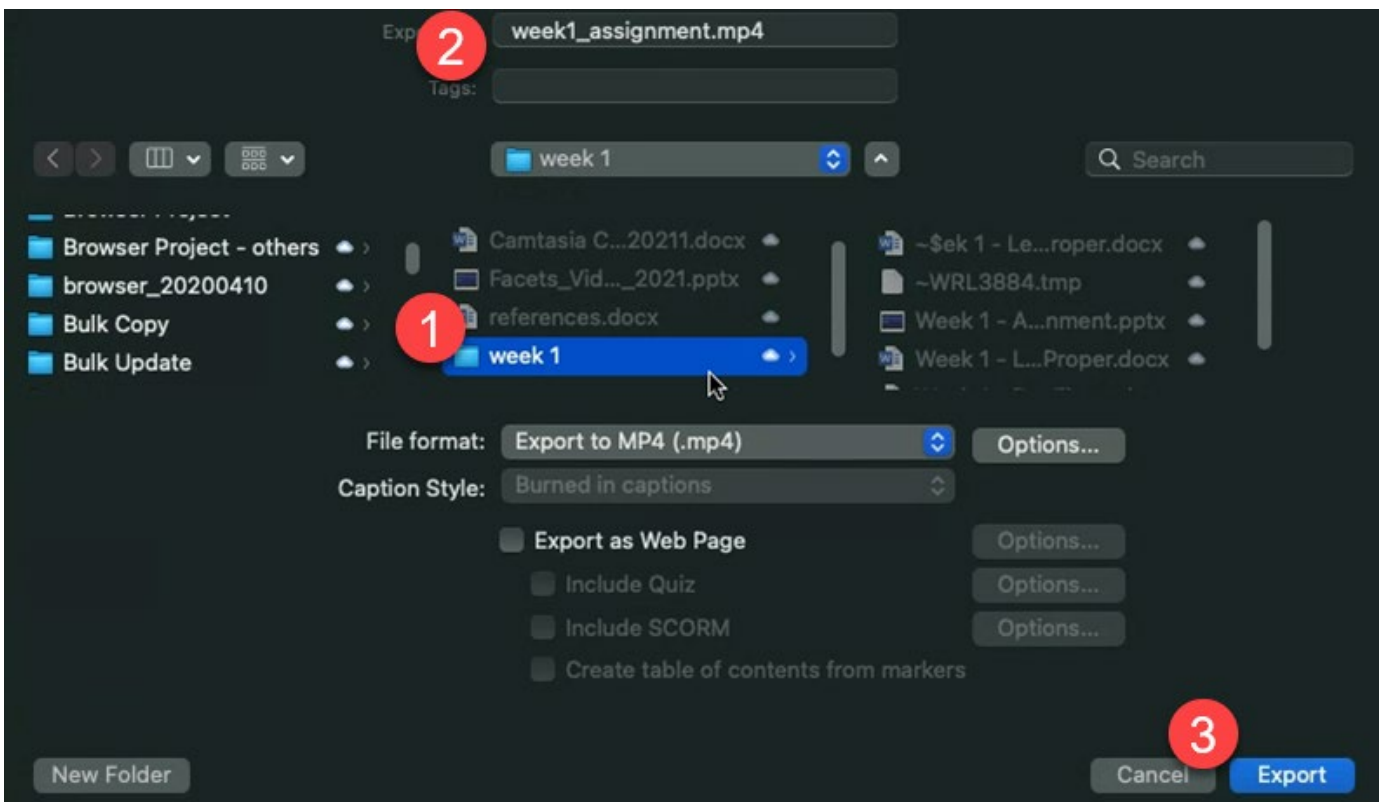


WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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

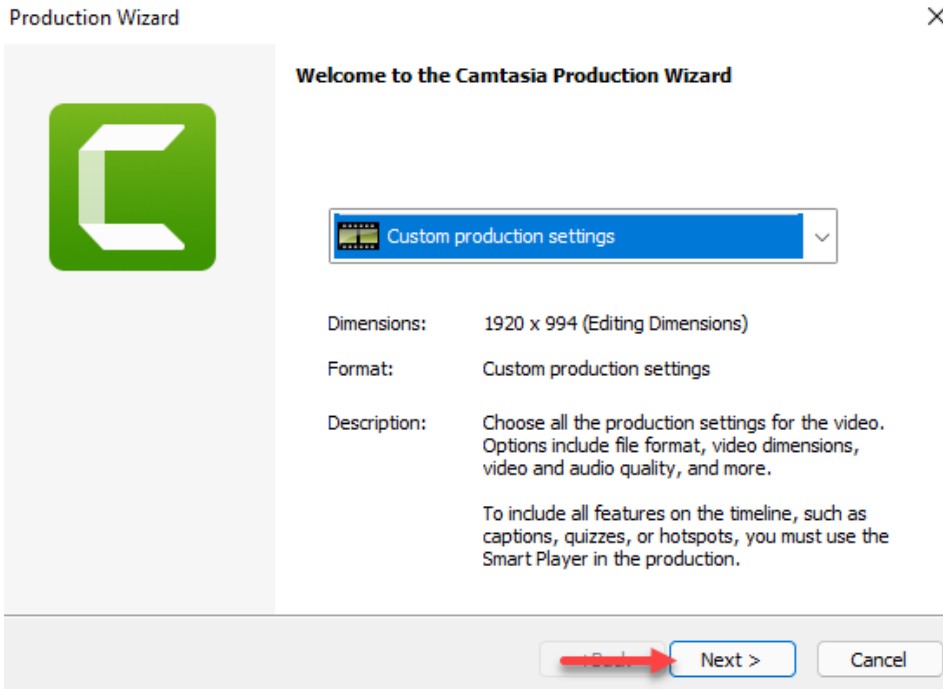


17. Navigate to where the (1) folder you want it exported, save it as (2) **week1_assignment.mp4**, and hit (3) Export:

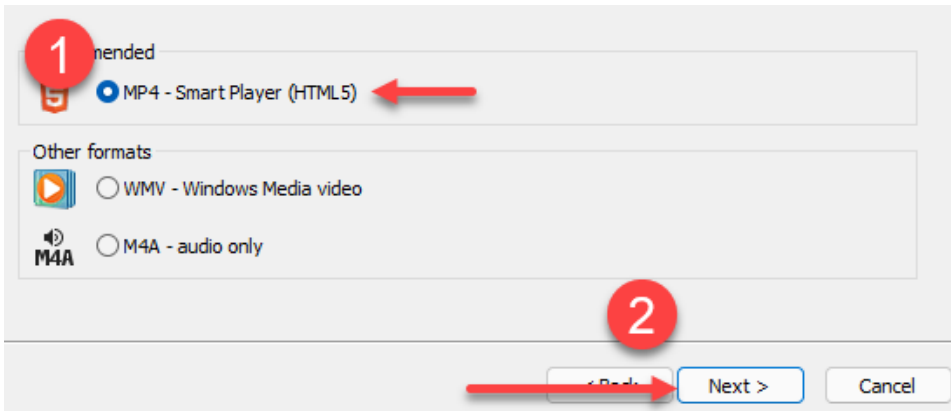


WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

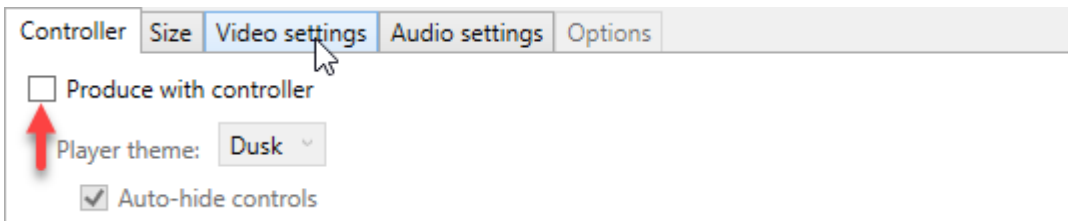
a. For PCs. In this screen, hit **Next**:



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

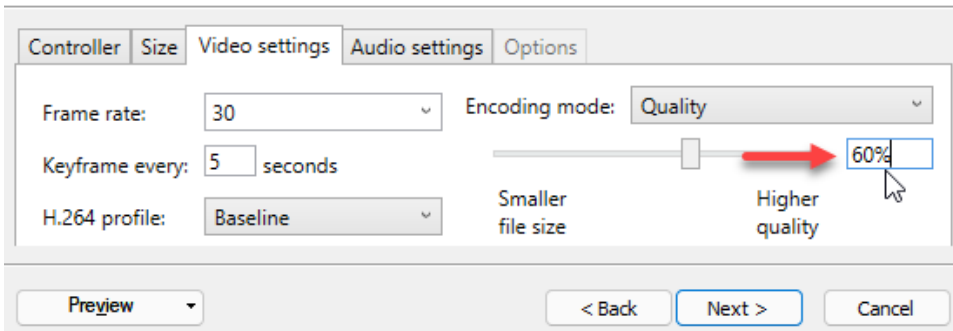


c. Make sure that the **Produce with controller** is **unchecked**, then select **Video settings**:



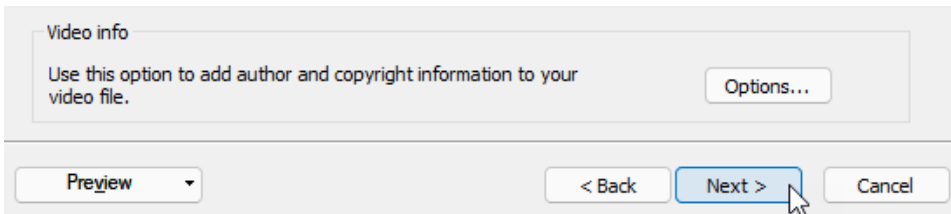
WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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

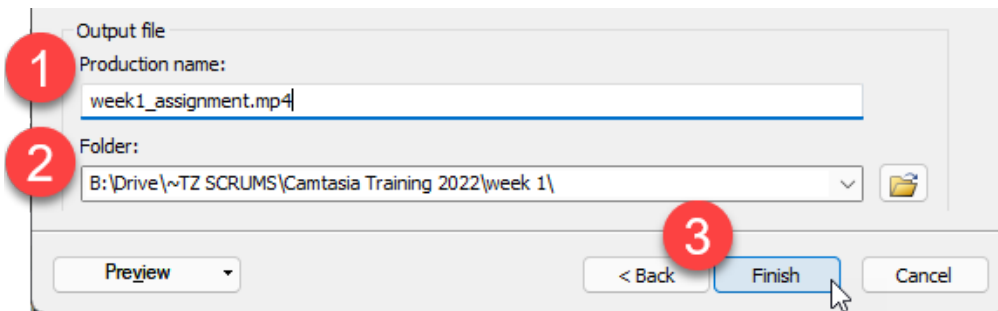


→ **NOTE:** The **60%** is an adequate quality mode for a 1920 resolution, plus it makes the production size smaller.

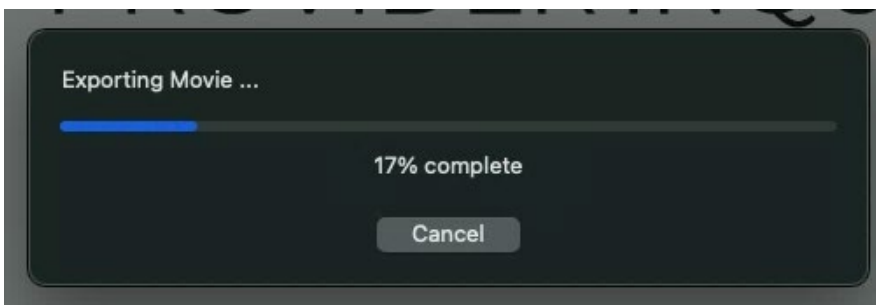
e. In here, hit **Next**:



f. Save it as (1) **week1_assignment.mp4**, make sure that you (2) select the folder where to put it, then (3) hit **Finish**:



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



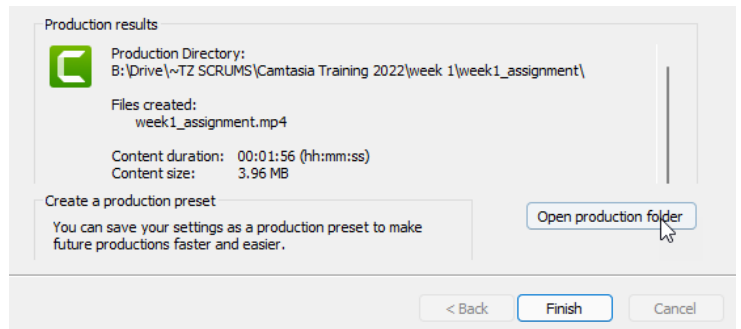
WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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

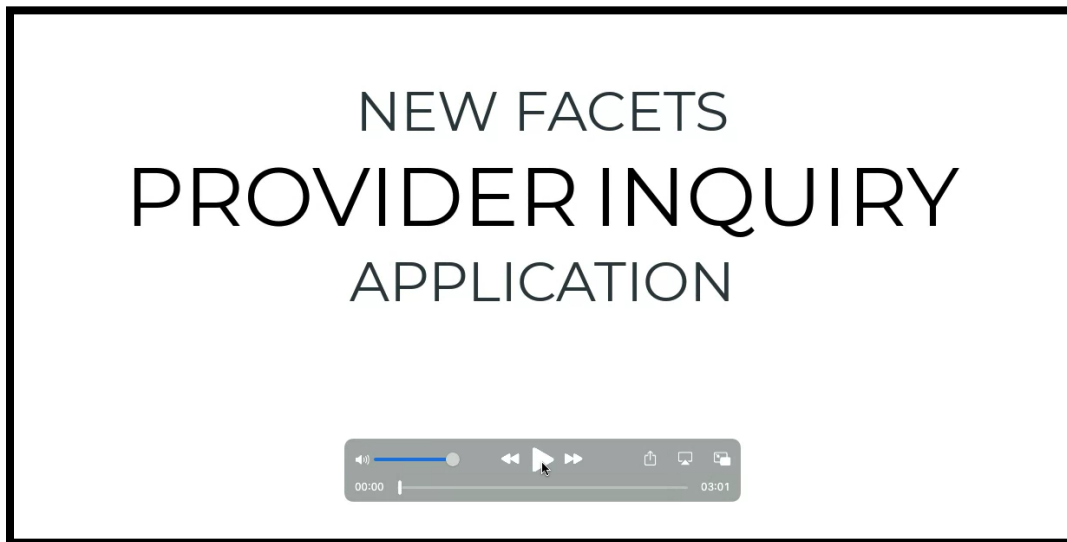
MAC:



PC:



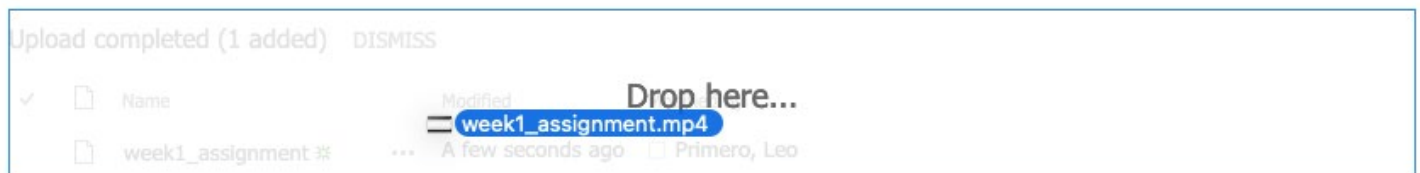
20. Play it and review your work:



→ **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.

Documents

















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

WEEK 1: SET UP CAMTASIA AND CREATE A SHORT VIDEO

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

 Name	Modified	Modified By
 aswathi_s	... A few seconds ago	<input type="checkbox"/> Primero, Leo
 grace_l	... About a minute ago	<input type="checkbox"/> Primero, Leo
 jenny_j	... About a minute ago	<input type="checkbox"/> Primero, Leo
 joe_k	... 4 minutes ago	<input type="checkbox"/> Primero, Leo
 kendrick_k	... About a minute ago	<input type="checkbox"/> Primero, Leo
 leo_p	... 4 minutes ago	<input type="checkbox"/> Primero, Leo
 muthu_s	... A few seconds ago	<input type="checkbox"/> Primero, Leo
 pushpa_b	... 3 minutes ago	<input type="checkbox"/> Primero, Leo
 rebecca_hb	... 3 minutes ago	<input type="checkbox"/> Primero, Leo
 rishabh_l	... 2 minutes ago	<input type="checkbox"/> Primero, Leo
 saranya_l	... About a minute ago	<input type="checkbox"/> Primero, Leo
 sasi_m	... About a minute ago	<input type="checkbox"/> Primero, Leo
 sridhar_s	... A few seconds ago	<input type="checkbox"/> Primero, Leo

→ **IMPORTANT:** [Drop me](#) a note when you are done so that I can review your work and give feedback.

WEEK 2: EDITING AND USING TOOL EFFECTS

Prerequisite

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

Goals

- Learn how to edit in-depth:
 - Trim and Split
 - Crop
 - Stitch
 - Ripple Move
 - 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.

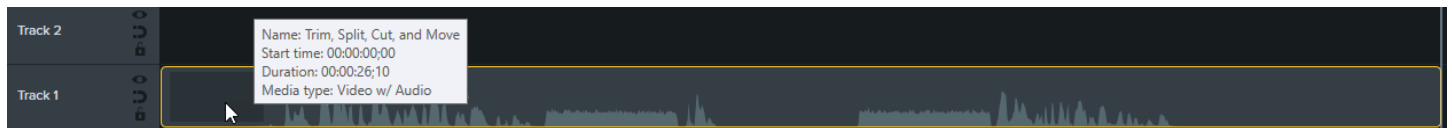
Lesson 2A: Trim, Split, Cut, and Move

1. Unzip the **assignment2_downloads.zip** file you need for this assignment:



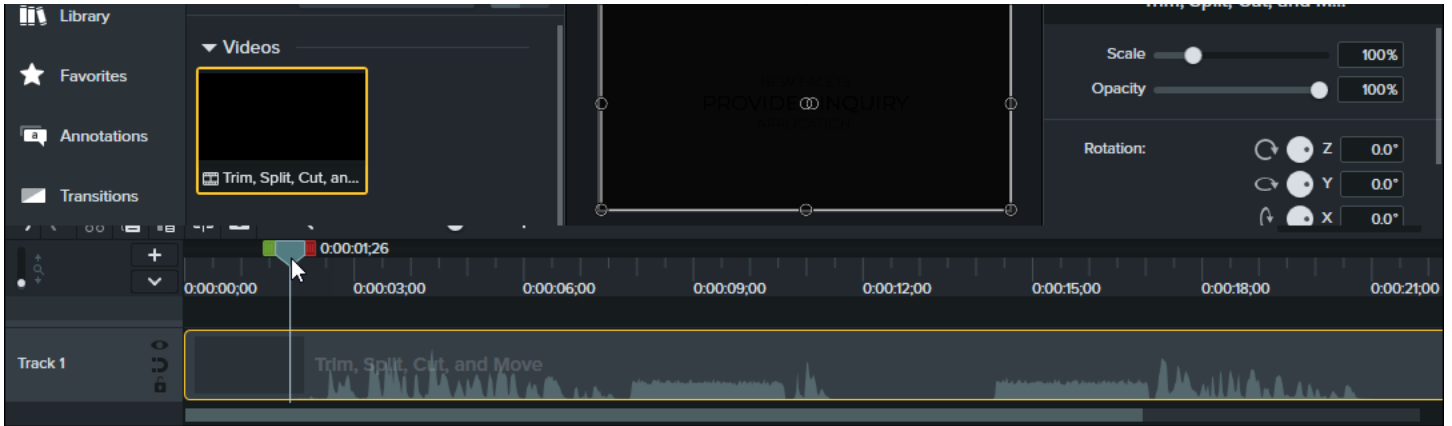
assignment2_downloads.zip

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:

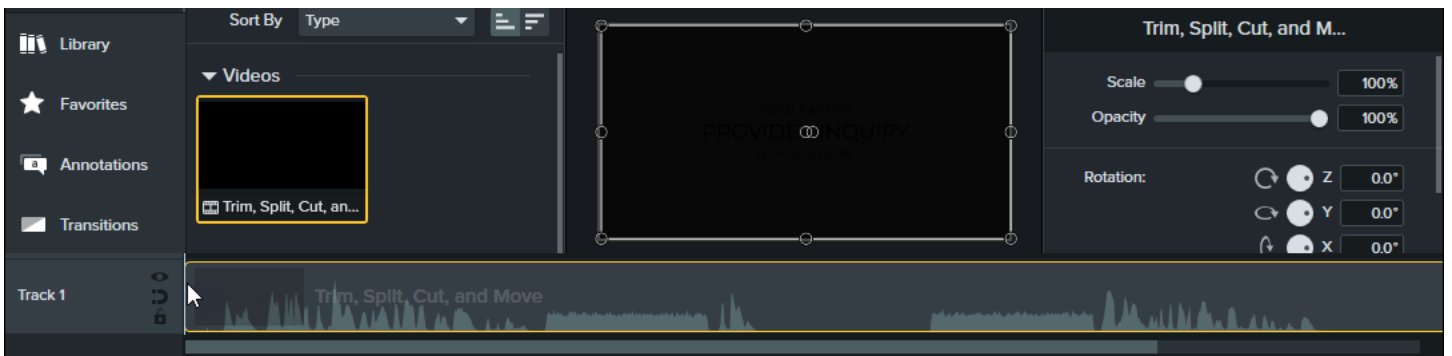


3. Play the file to familiarize yourself with the video. Your goal here is to trim, split, cut, and move sections of the video. Start by Trimming.
4. Remove the first portion of the video, **TRIM, SPLIT, and MOVE intro**. Make the Track larger (zoom it) to inspect it closer. Hitting **CTRL + Scroll up** 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."**

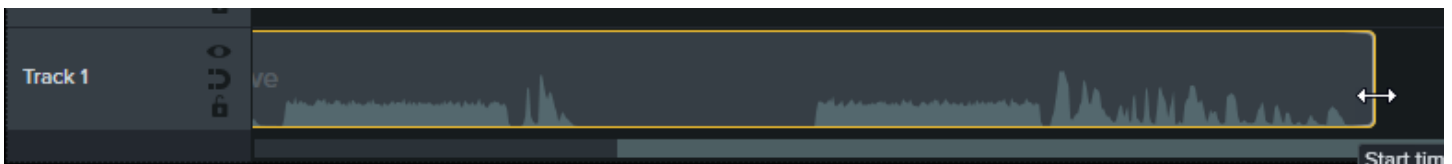
WEEK 2: EDITING AND USING TOOL EFFECTS



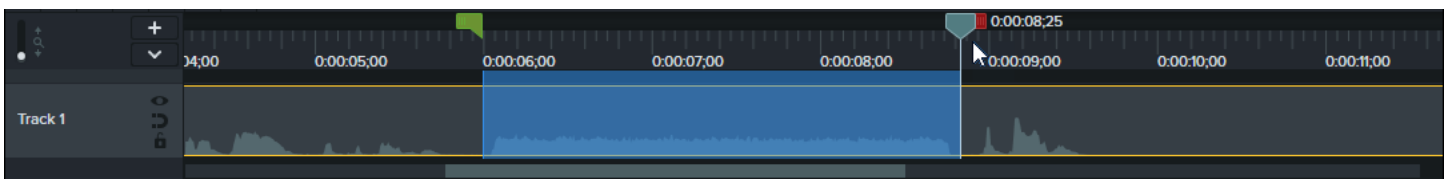
5. It will split the media. Delete that space to the left, and then Ripple Move the remaining media (Ripple Move is made by pressing the left mouse with the media selected and dragging it to the left). Play to ensure that your split and delete are where you want them. If not, do a **Ctrl + Z** to undo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



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:



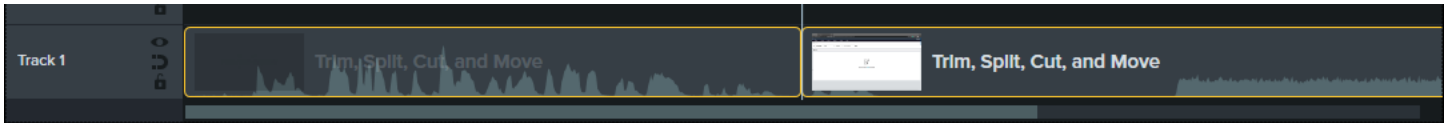
7. Some sections need to be cut out. Start with the static sound. Identify the start and end of it. Select it (place the green flag and drag the red flag to the right until you have completely selected it):



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.

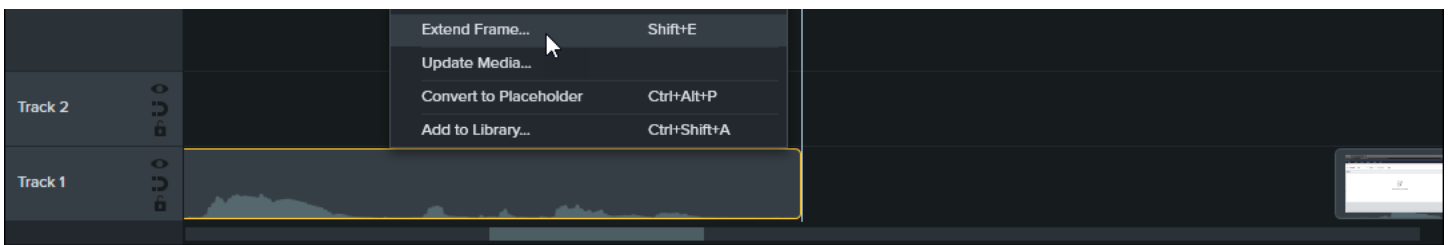
WEEK 2: EDITING AND USING TOOL EFFECTS



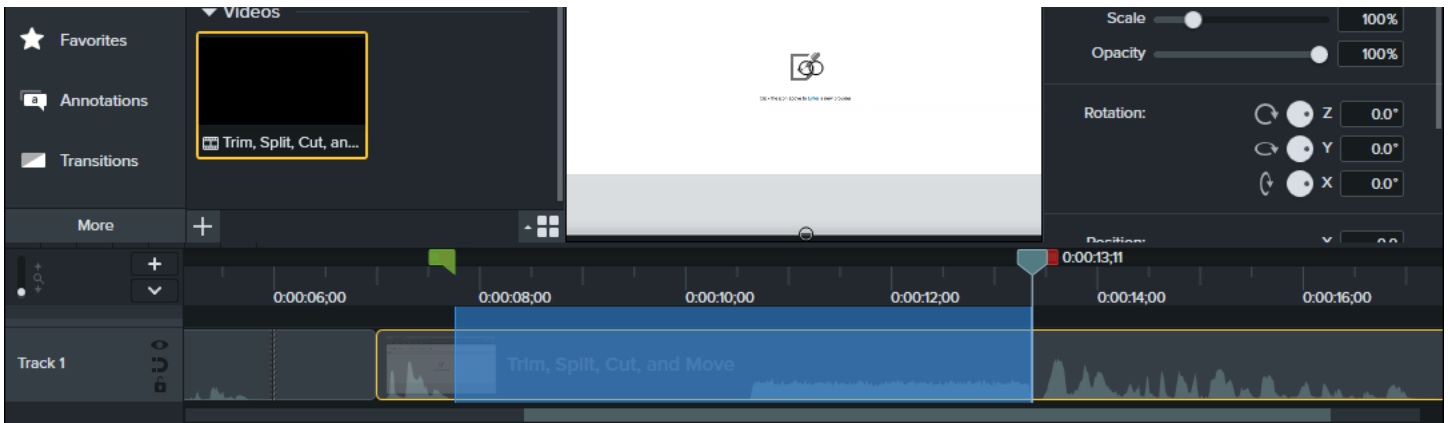
9. You will find that the left clip is very near the second cut, and the narration needs more “breathing space.” Please extend it. To do this, first select then Ripple Move the second clip to the right, making space for at least a one-second break:



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:



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:



leo_week2_assignment_A.mp4

WEEK 2: EDITING AND USING TOOL EFFECTS

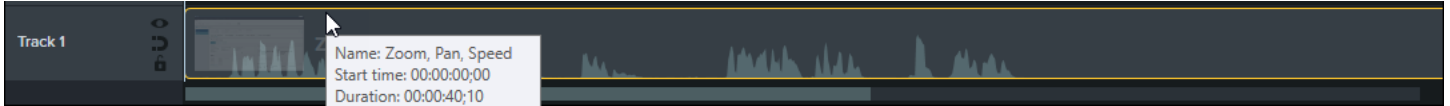
Lesson 2B: Zoom, Pan, and Speed Up

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:

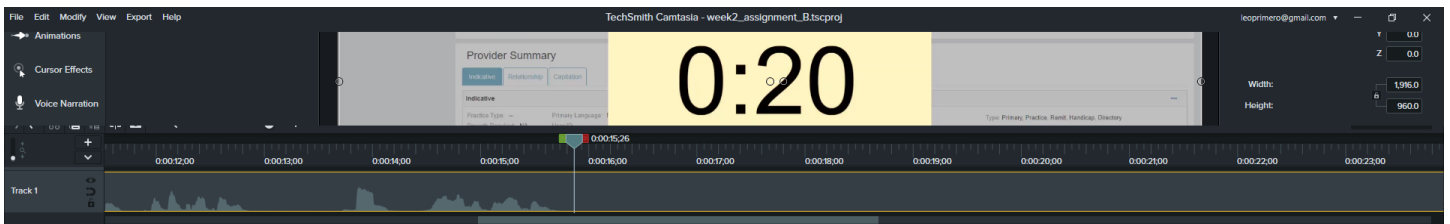


leo_week2_assignment_B.mp4

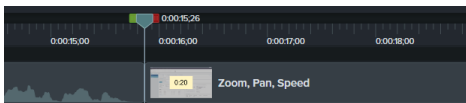
1. Open Camtasia, then click New Project. Add the file to your media bin: **Zoom, Pan, Speed.mp4**. Then drag and drop it to Track 1:



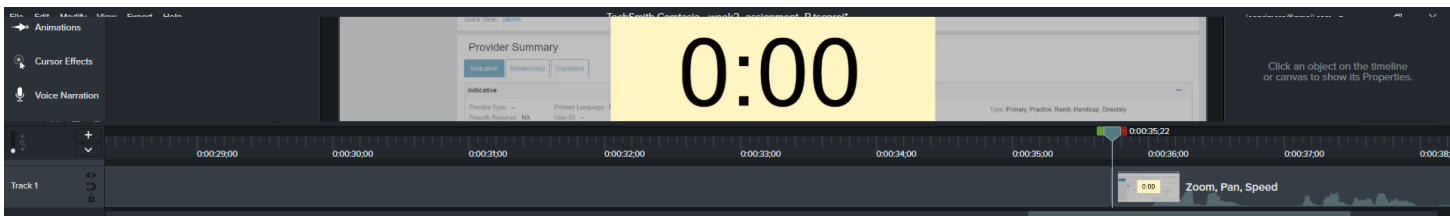
2. Play the file to familiarize yourself with the video. Your goal here is to zoom, pan, and speed up sections of the video.
3. Start with speeding up this section. The countdown is long, 20 seconds. Speed it up to two seconds. To do this, first, find the left endpoint.



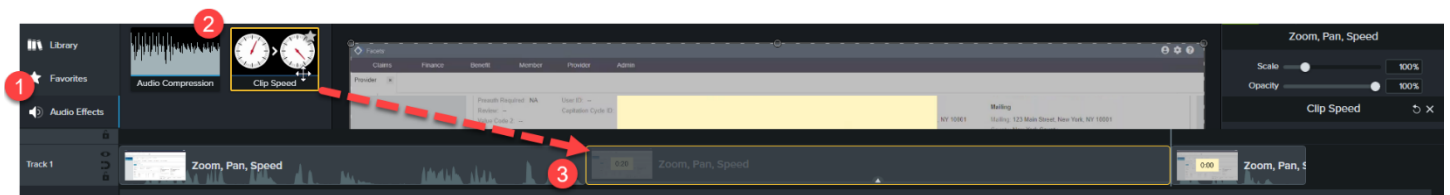
Note: Zoom in to select the start point precisely, then hit **"S"** to slice.



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

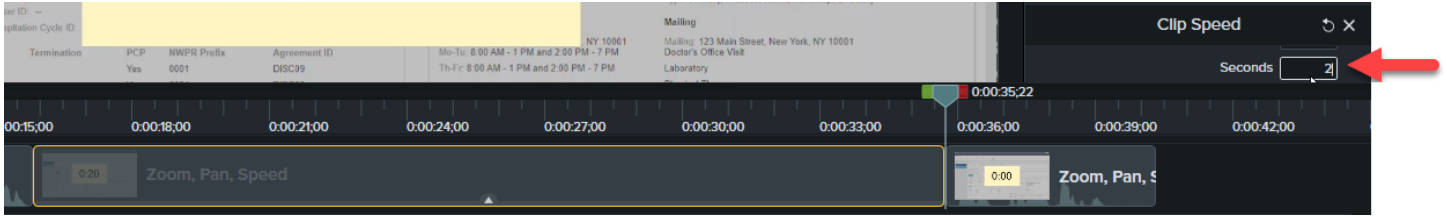


5. Select the sliced Timer section. Go to (1) **Audio effects** -> (2) **Clip Speed**, then (3) drag to the sliced timer:

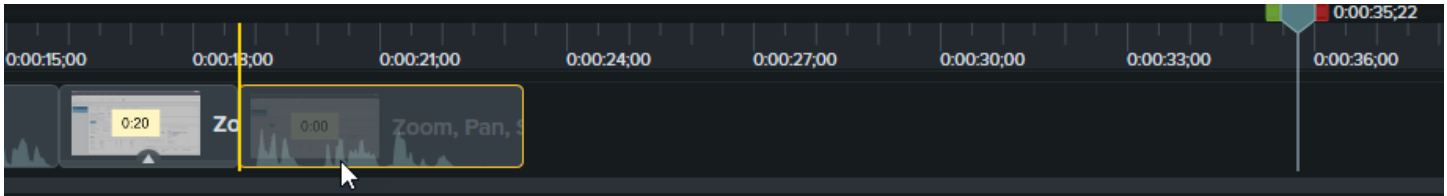


WEEK 2: EDITING AND USING TOOL EFFECTS

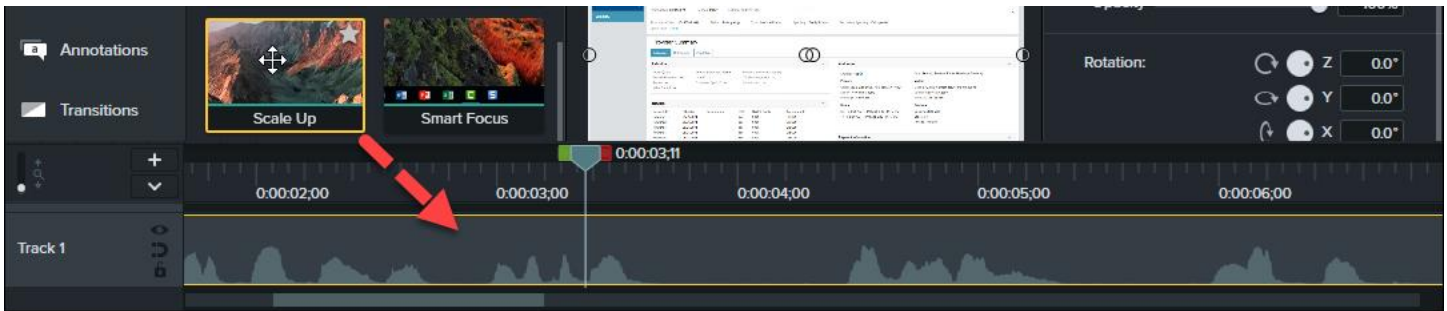
6. Assign **2 seconds** to the clip speed:



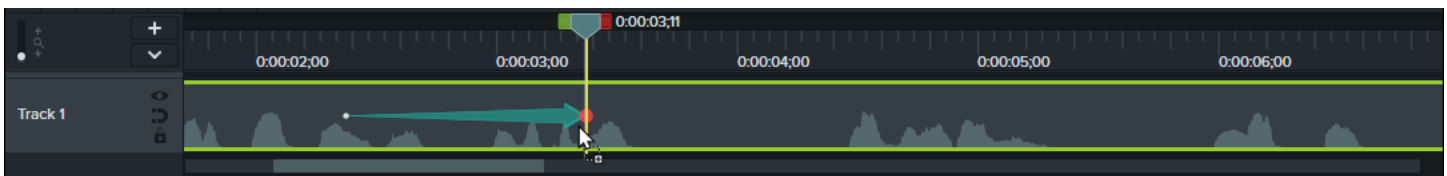
7. Once in effect, Ripple Move the right section closer to the left. Test it:



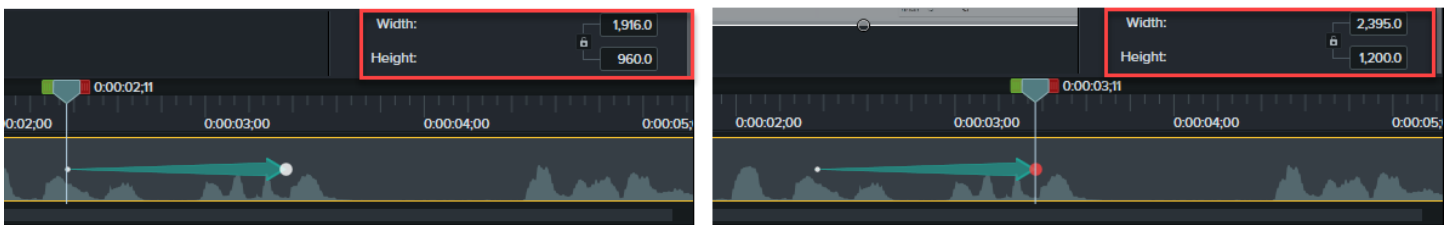
8. Next is to add a zoom effect to the video. Focus on the playhead below, pointing to the top two labels: Indicative and Addresses. Find the spot where the animation should be applied. Then select **Animations -> Scale Up**, then drag it to your Track:



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

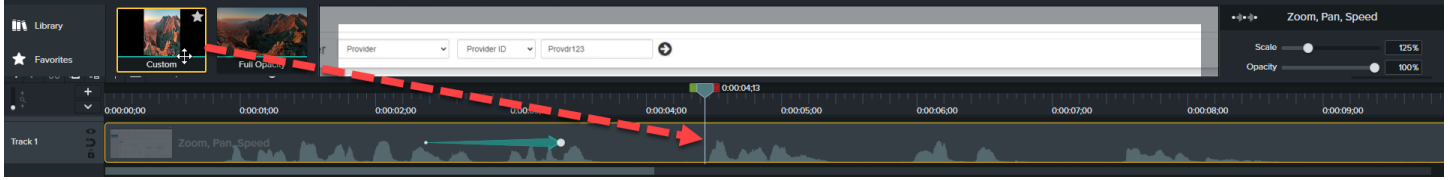


10. In the properties section, you will see the **Width** and **Height** of the media. See below left is the start, and the right is zoomed. Notice the Beginning and End of the widths and heights. This info is important because you can change the zoom properties here directly. Note that your values may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

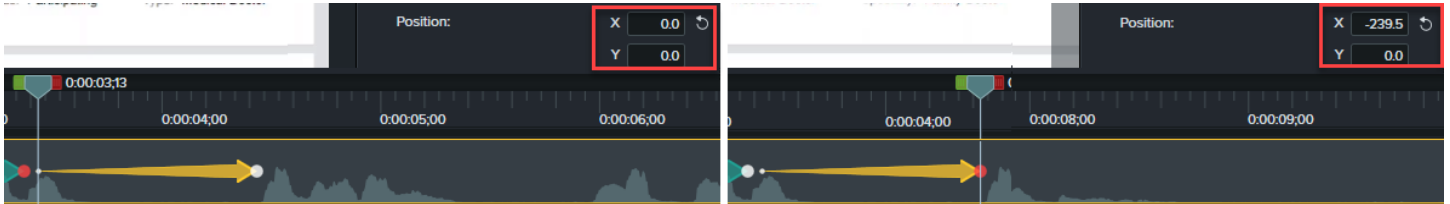


WEEK 2: EDITING AND USING TOOL EFFECTS

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:

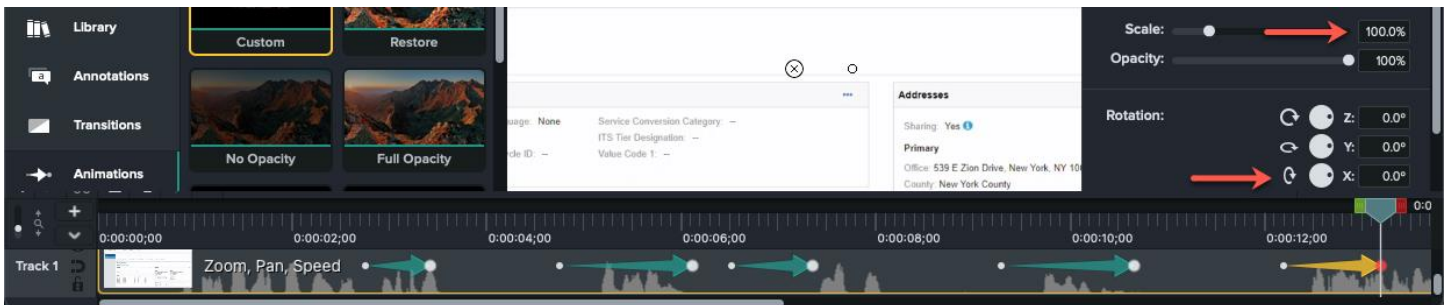


Note: When working with zooms and pans, the **position of the playhead** is important to success.

- 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:



leo_week2_assignment_B.mp4

WEEK 2: EDITING AND USING TOOL EFFECTS

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:



leo_week2_assignment_C.mp4

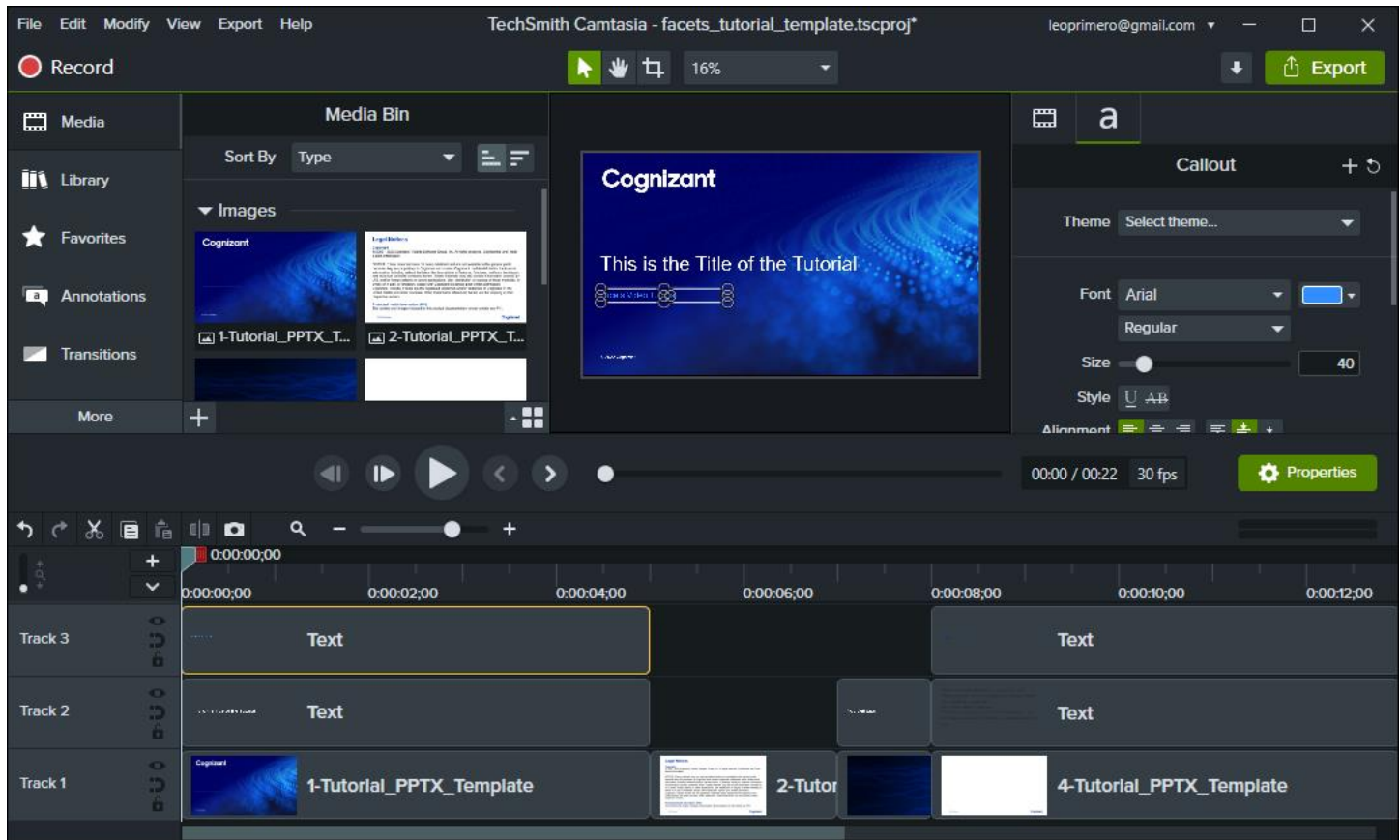
1. Use the following narrative to record an audio file. It is important to put **pauses** between the lines. Having pauses will allow you to spot where to split your audio easily.



Narrative.docx

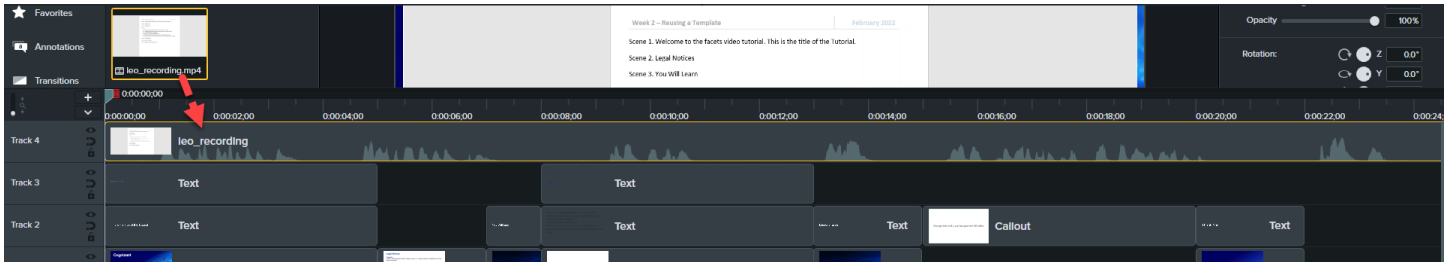
Note: One of the best recording tools is your **phone, laptop/PC** mic. In my case, I used Snag-It to record. Record the narration to the recorder of your choice. Once done, transfer the audio to the machine where your Camtasia 2021 is installed for later use.

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



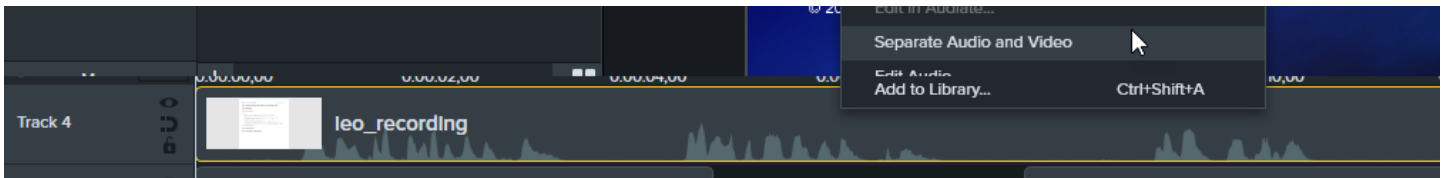
WEEK 2: EDITING AND USING TOOL EFFECTS

- 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:

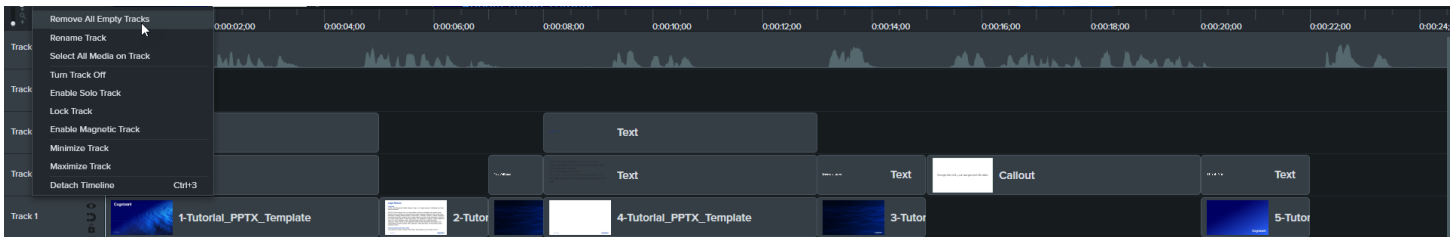


Note: Since I used Snag-it to record my narration, I have an **mp4** in this bin. Yours could be different. I must separate the audio and video and grab the audio for use. If you recorded a video of the narration, discard it and use only the audio.

- 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**:

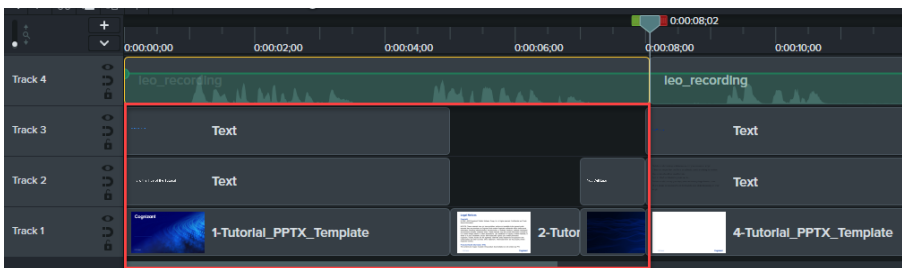


- When they separate, it will add another track to the top of your existing tracks. Highlight the video segment, then delete it. It's also good to clean up the tracks and remove empty ones. To do this, right-click any track, then select **Remove All Empty Tracks**:



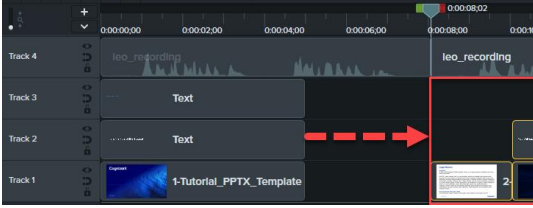
- Now, you can slice, cut, and move your audio to sync with the scenes in this template. You may extend and cut the scenes to ensure they sync properly with your audio (previous lessons).

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.

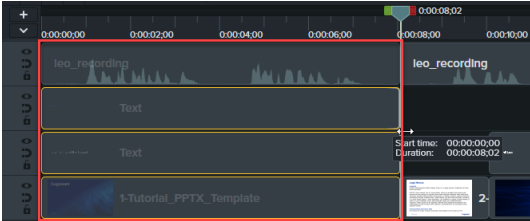


WEEK 2: EDITING AND USING TOOL EFFECTS

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

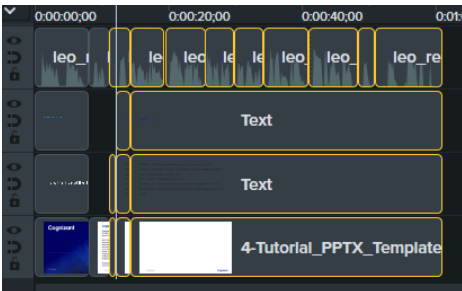


8. Next, I will extend both the texts and slides to match the end of the audio. See below that the audio, texts, and slides are now synced/aligned.



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.

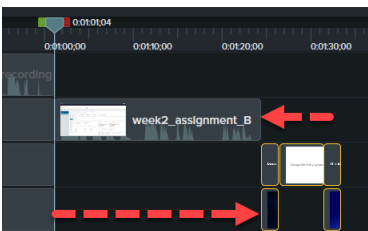
9. I will do this to the rest of my audio until I reach the placeholder where I need to place my **leo_week2_assignment_B.mp4** video to that placeholder. Below is what I have now for the *You Will Learn* scene after slicing each and editing the timeline:



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.

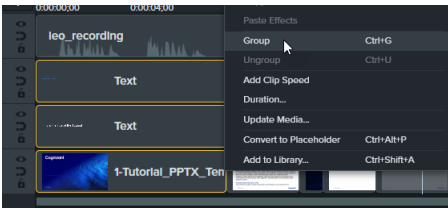
10. Insert your **leo_week2_assignment_B.mp4** (yours will be **firstname_week2_assignment_B.mp4**) into your Media Bin. Drag and drop it to the right of your *You Will Learn* scene. Next, slide the rest of the scenes to the right of that. Below is what I have now. Yours should be similar:



WEEK 2: EDITING AND USING TOOL EFFECTS

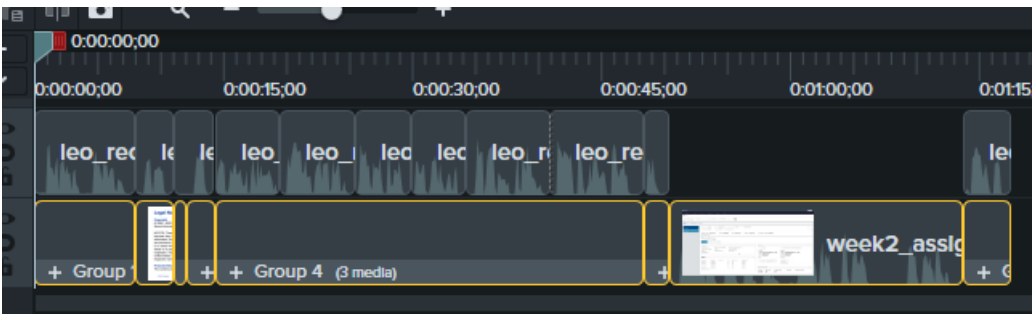
Note: After testing my work, I found it required more tweaking as the Thank You screen audio must be moved to the right. So, I made corrections. This checking and testing are done very often.

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**:

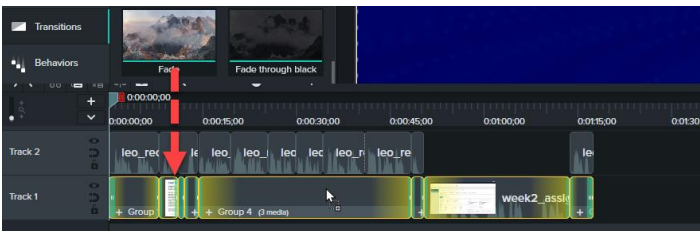


Note: Don't include the audio when grouping. You can also use the shortcut key **Ctrl + G** to group elements faster.

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



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:



leo_week2_assignment_C.mp4

→ **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.

WEEK 3: PPT INTEGRATION AND VIDEO TUTORIAL CREATION

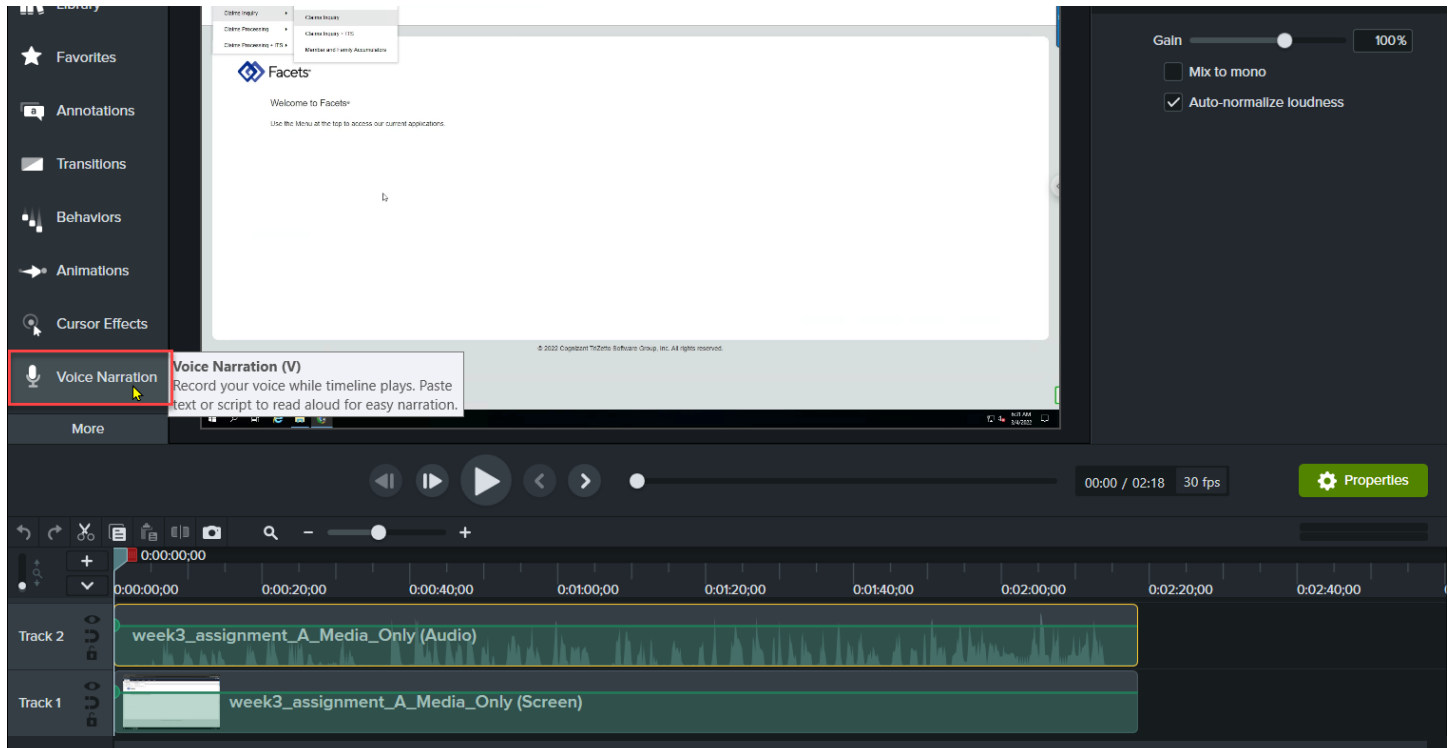
Lesson 3A: Editing the Provided Video Media

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**.

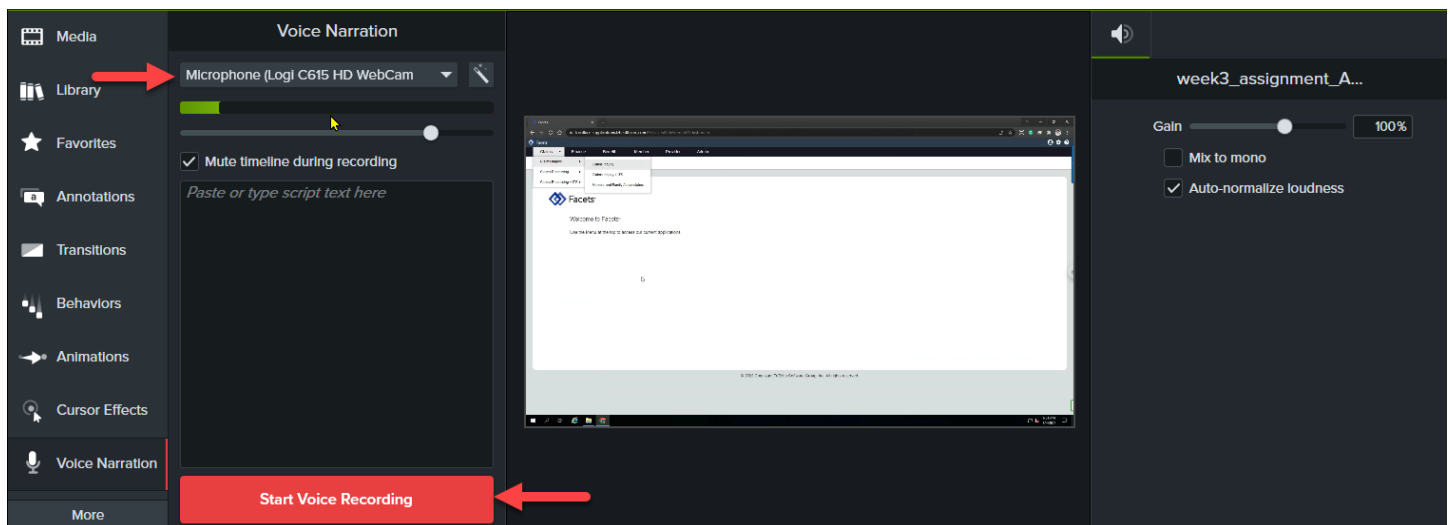


week3_assignment_A_Media_Only.zip

2. 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:



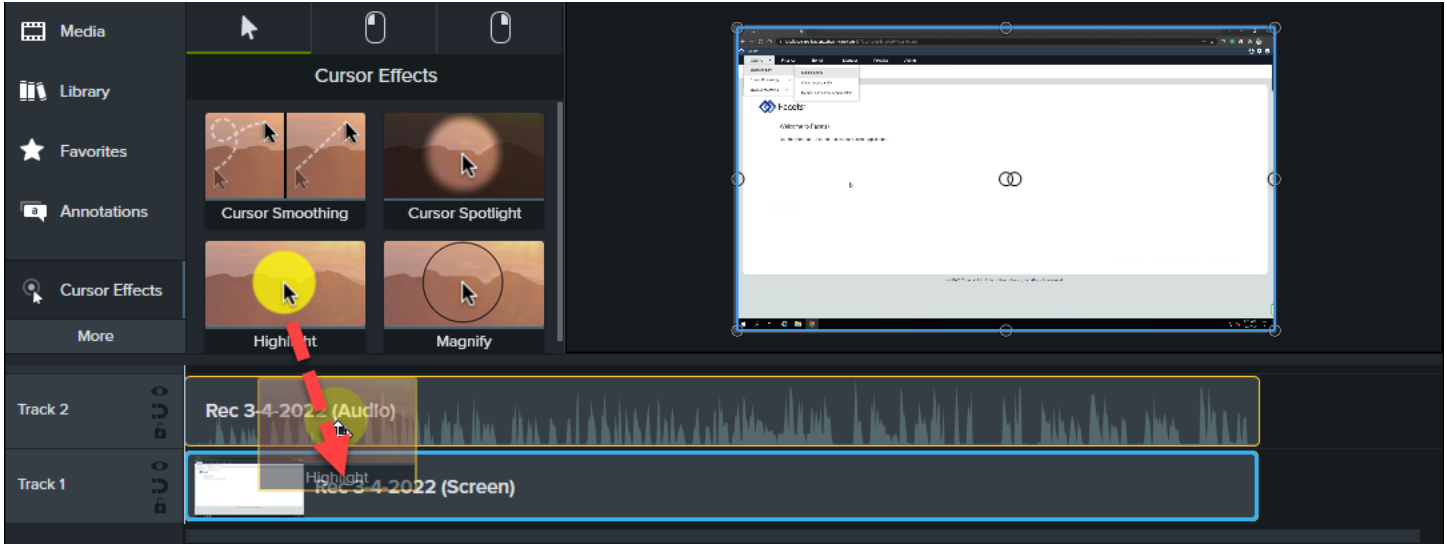
3. Make sure that you have a microphone selected that is working. You will see the green bar moves if that is enabled:



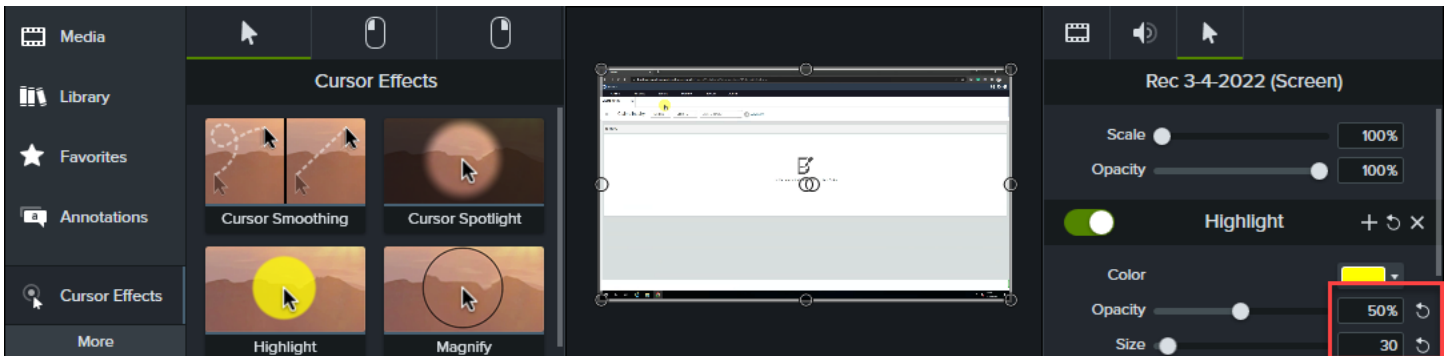
4. Start the recording. Ensure you synch your narration with the video – you can only do this if you practiced first. That way, it will be easier for you to use it for HW 3B.

WEEK 3: PPT INTEGRATION AND VIDEO TUTORIAL CREATION

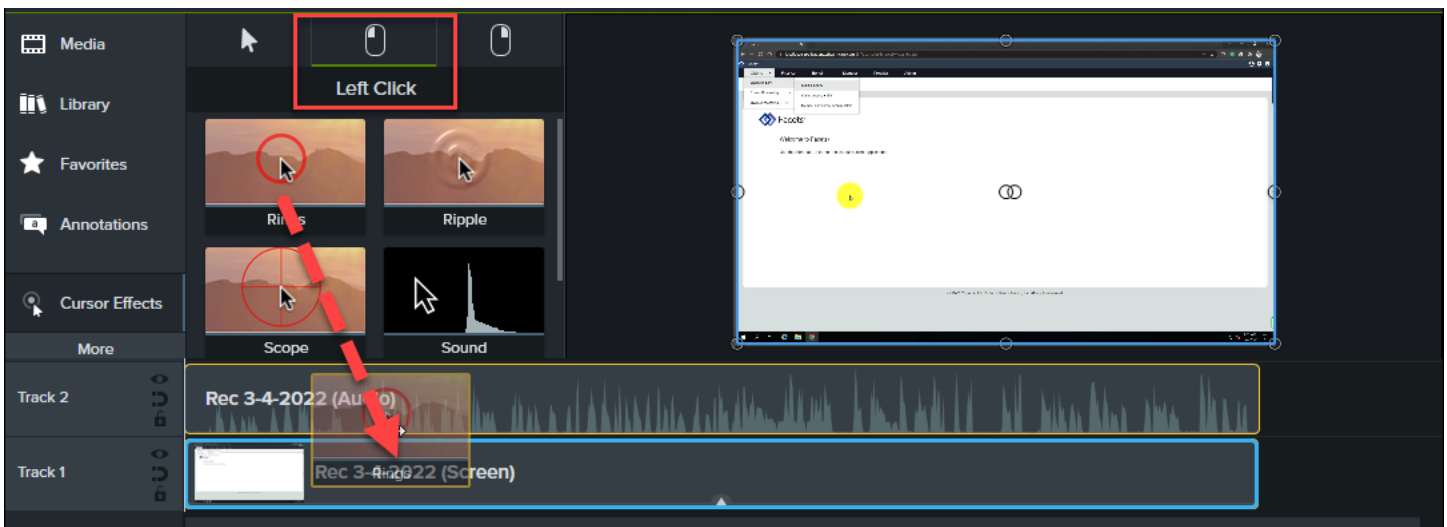
5. Edit to ensure that the audio, video, and transitions sync appropriately. As part of this assignment 3A proficiency requirement, you need to add on your video:
 - a. **Zoom and Pan** – previous lesson
 - b. **Cursor effects** – new
6. To add cursor effects, start by going to **Cursor -> Highlight**.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



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

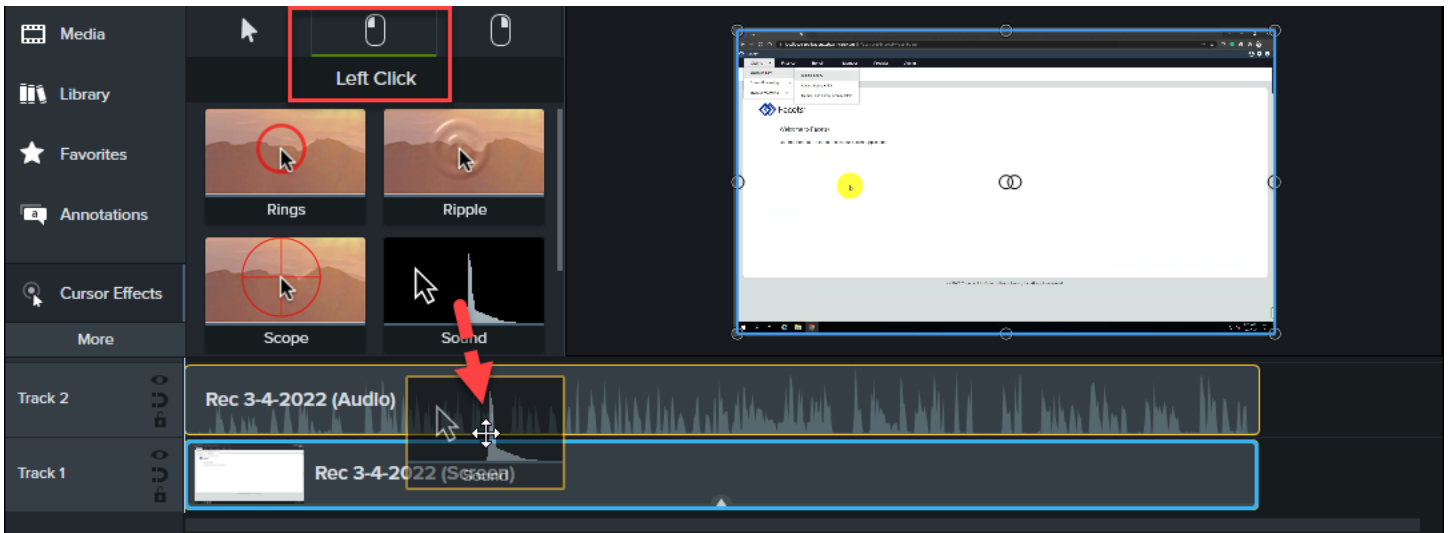


8. Add the **Rings** effects to the **Left Click**:

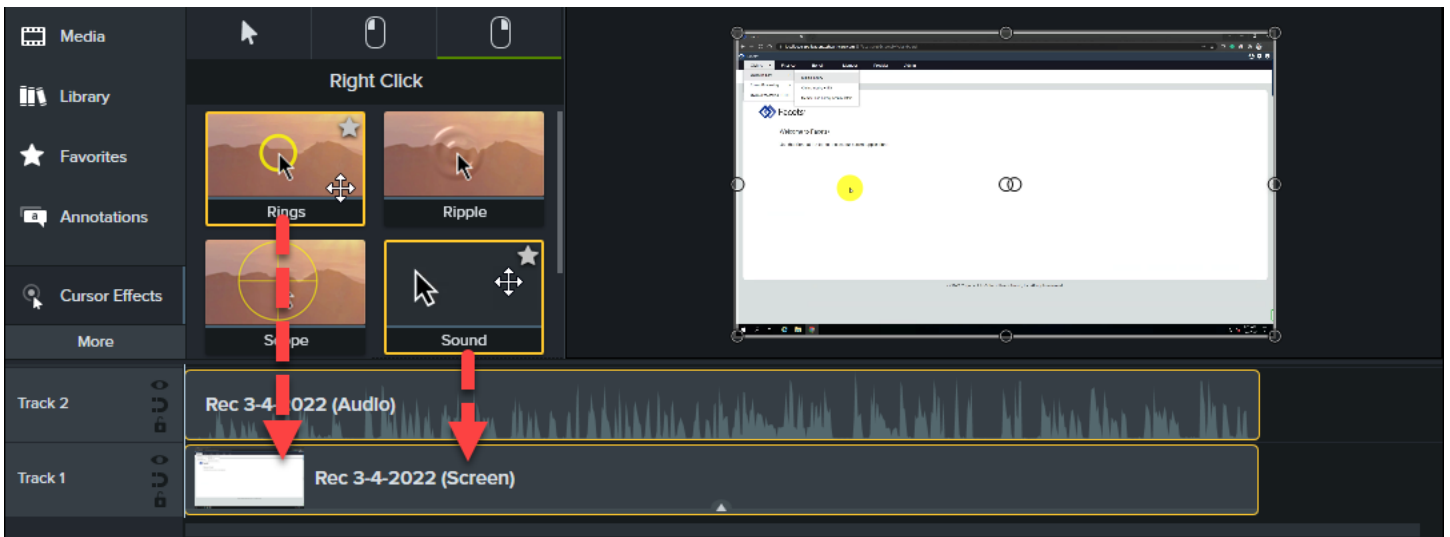


WEEK 3: PPT INTEGRATION AND VIDEO TUTORIAL CREATION

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.

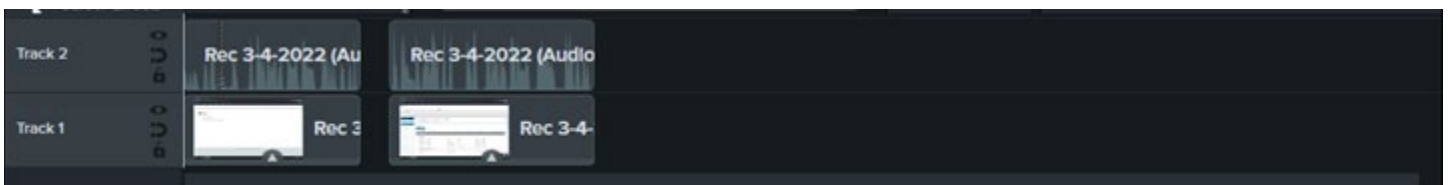


11. Test your work to ensure that the effects are working fine. Now comes the hard part, you are ready to edit. Remember your goal here is to identify, split and produce the two videos to insert into your PPT video.

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:



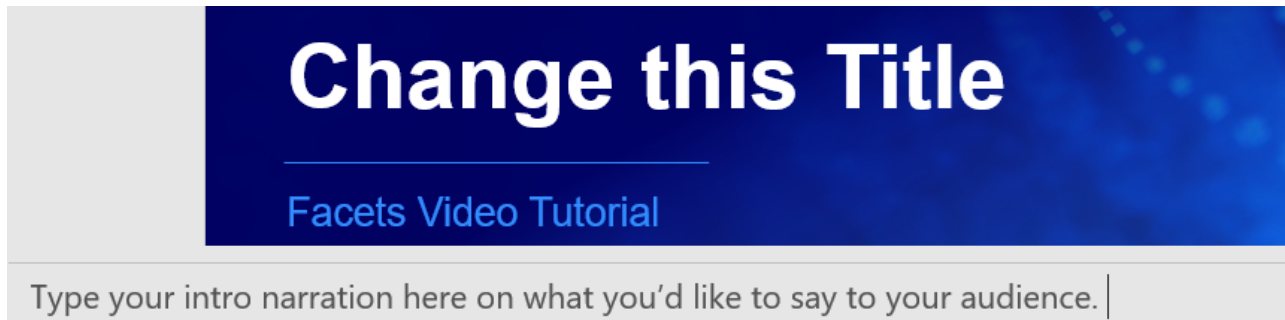
WEEK 3: PPT INTEGRATION AND VIDEO TUTORIAL CREATION

Lesson 3B: Customizing the PowerPoint and Recording

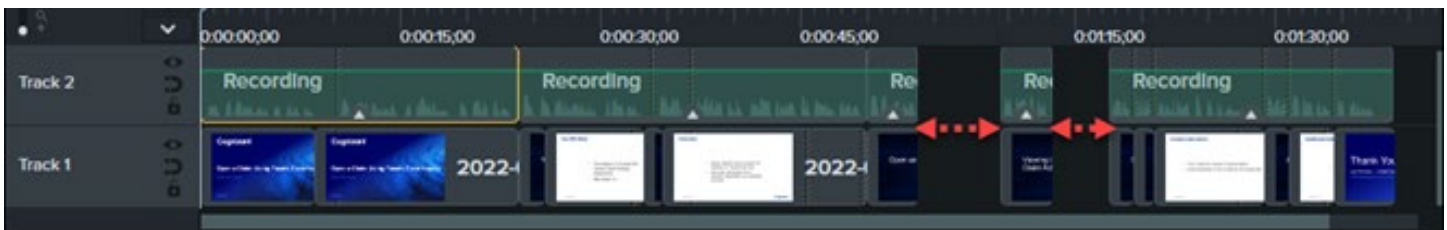
1. Having recorded the interactions' video, prepare the PPT that you will use to support them. Open the **Tutorial_PPT_Camtasia_Training.pptx**. Save it locally as **Firstname_Tutorial_PPT_Camtasia_Training.pptx**.



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



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):

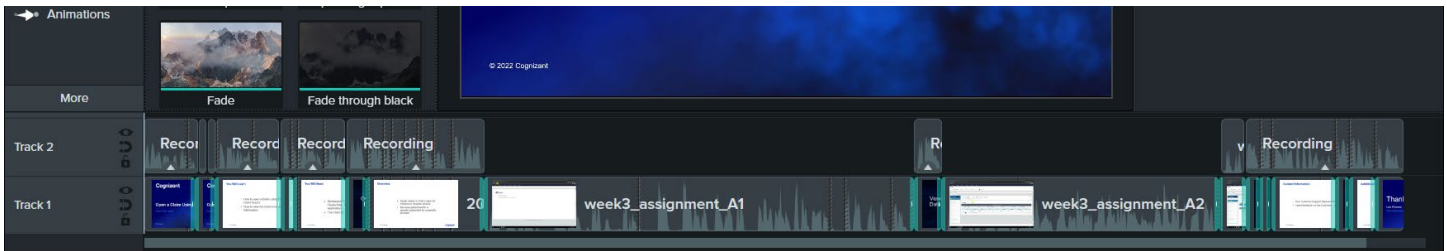


WEEK 3: PPT INTEGRATION AND VIDEO TUTORIAL CREATION

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:



leo_week3_assignment_C.mp4

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



Joe_Tutorial_POC.mp4



Joe_Video_Tutorial_CLMR.mp4

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

WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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

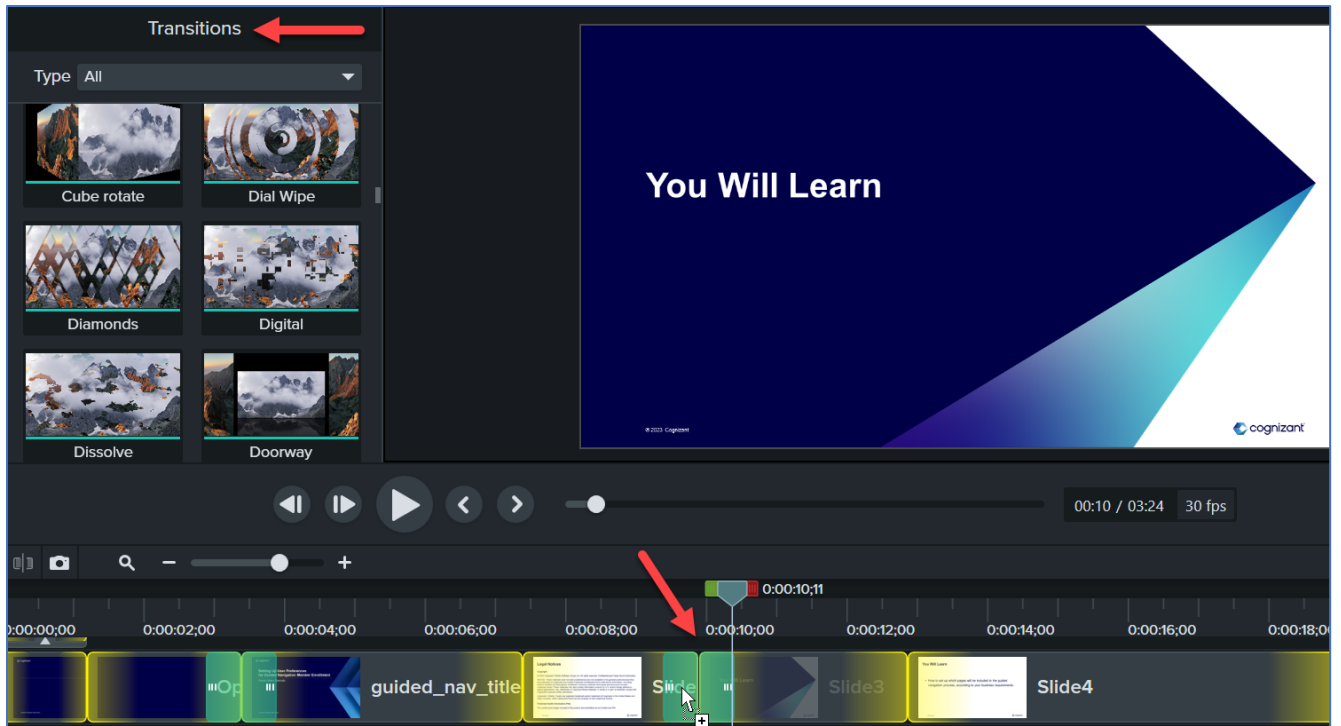
Use Camtasia to complete the steps to add transitions for title slides and word builds as described in Parts 1A, 1B, and 1C. **Open `Guided_Nav_Pref_Tutorial_Student_Version.tscproj`** to do this.

Part 1A: Add Title Slide Transitions

For all title slides, add one **Transition** of your choice whenever a title slide appears. Please use the same **Transition** for all 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.
Note: You can preview the action of each transition by gliding your mouse over it in the Transitions library.

WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

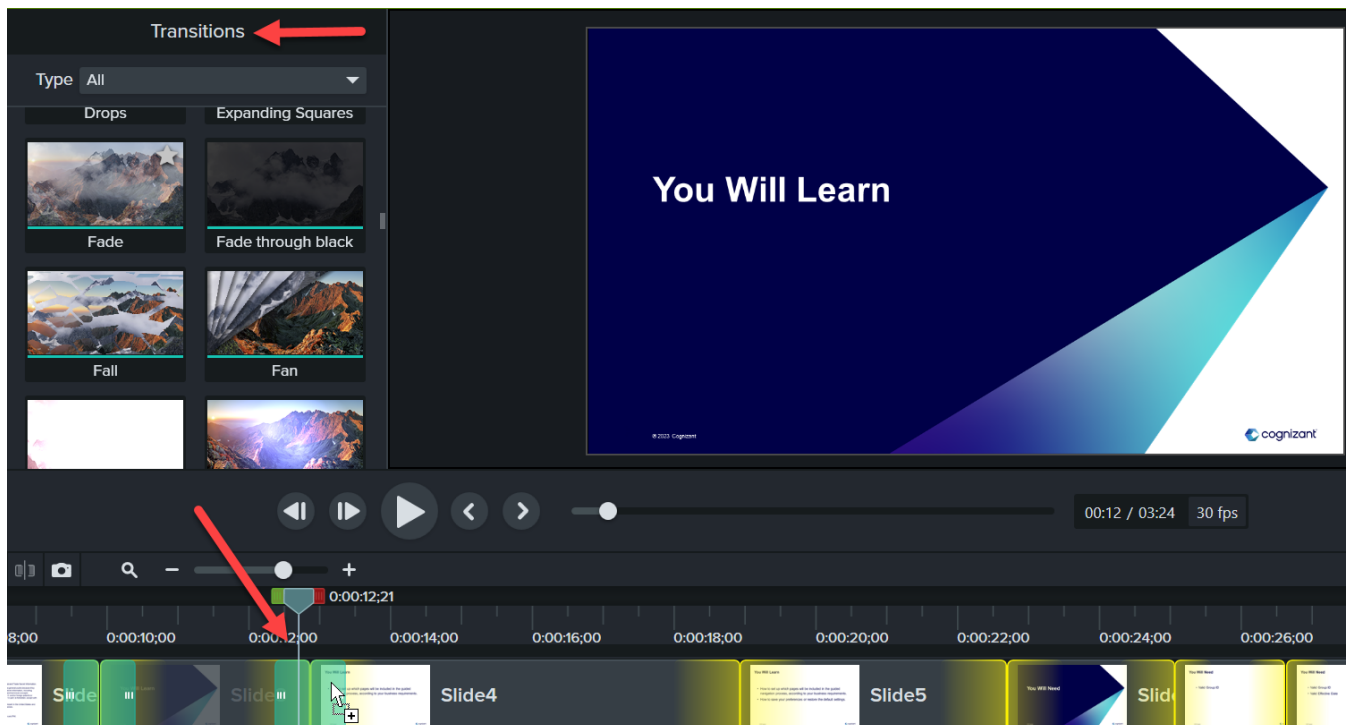


2. **Save** your work.

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.

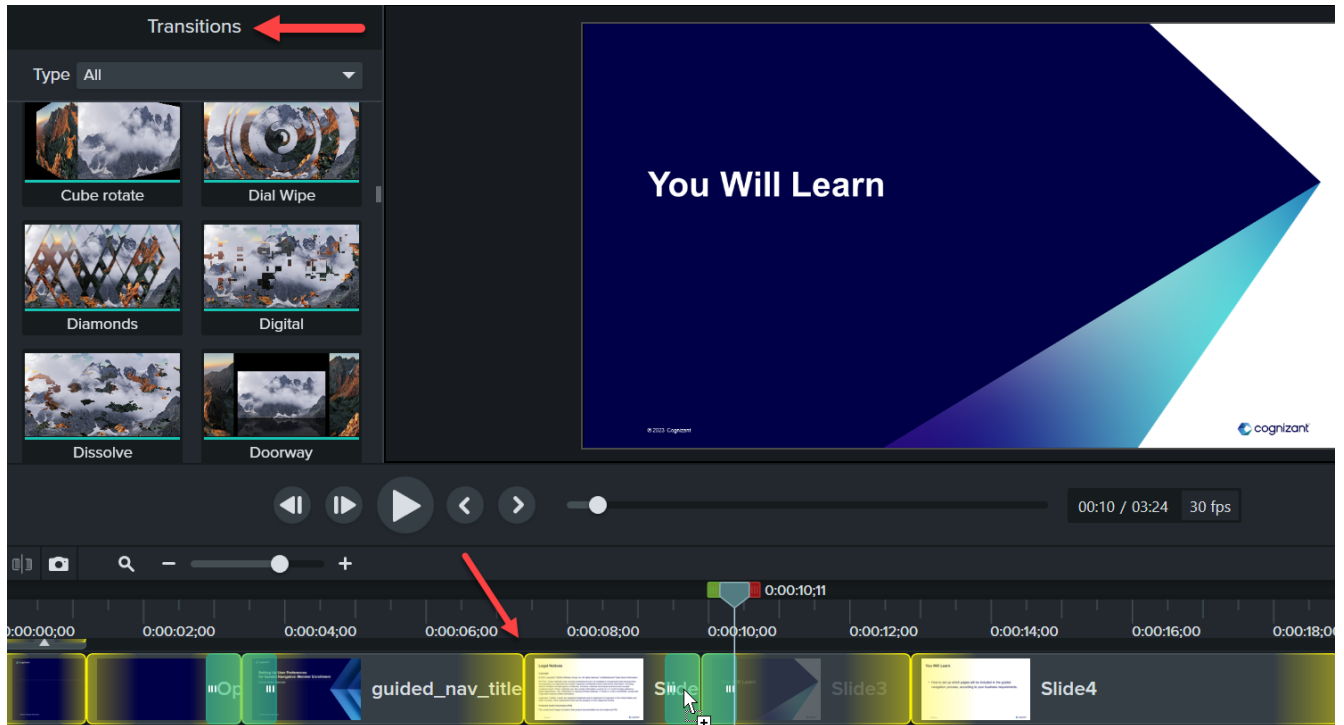


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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.



WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

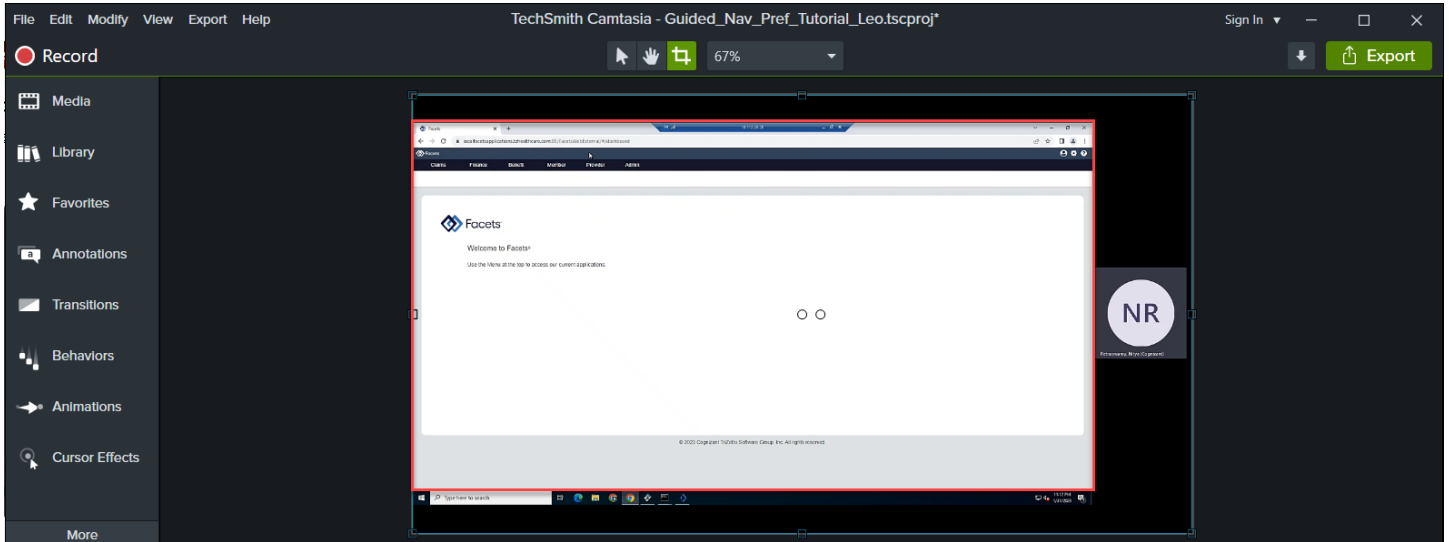
Part 2: Fix Visuals and Add Custom Animation

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.

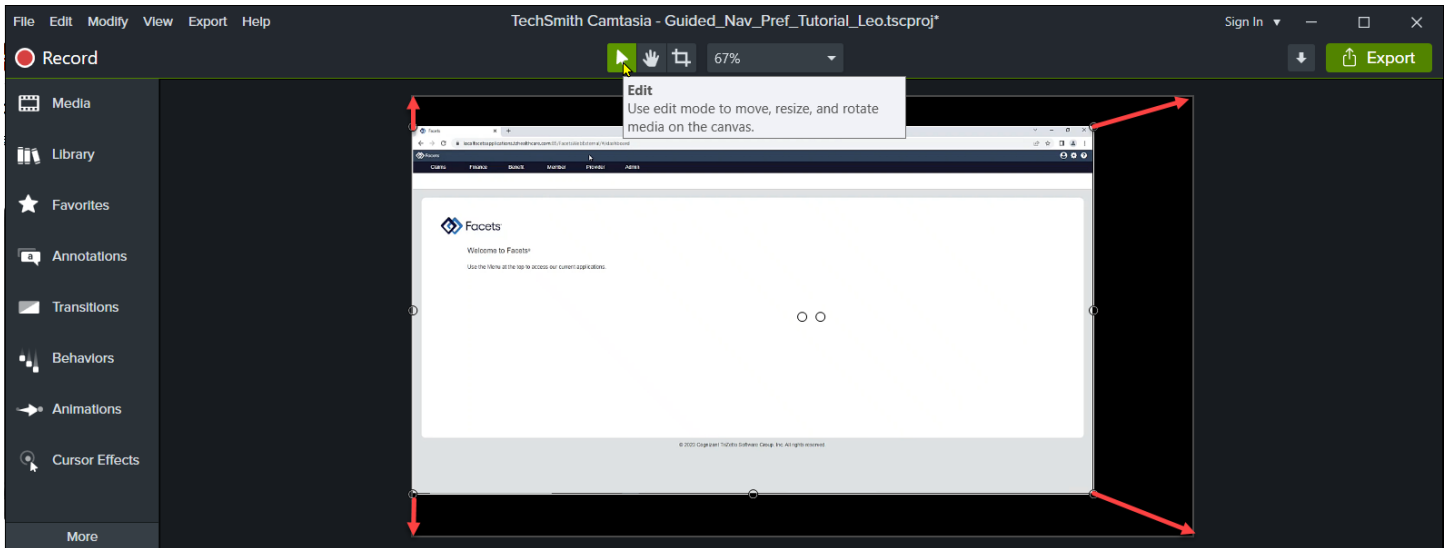
Part 2A: Fix MS Teams screen

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:



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.

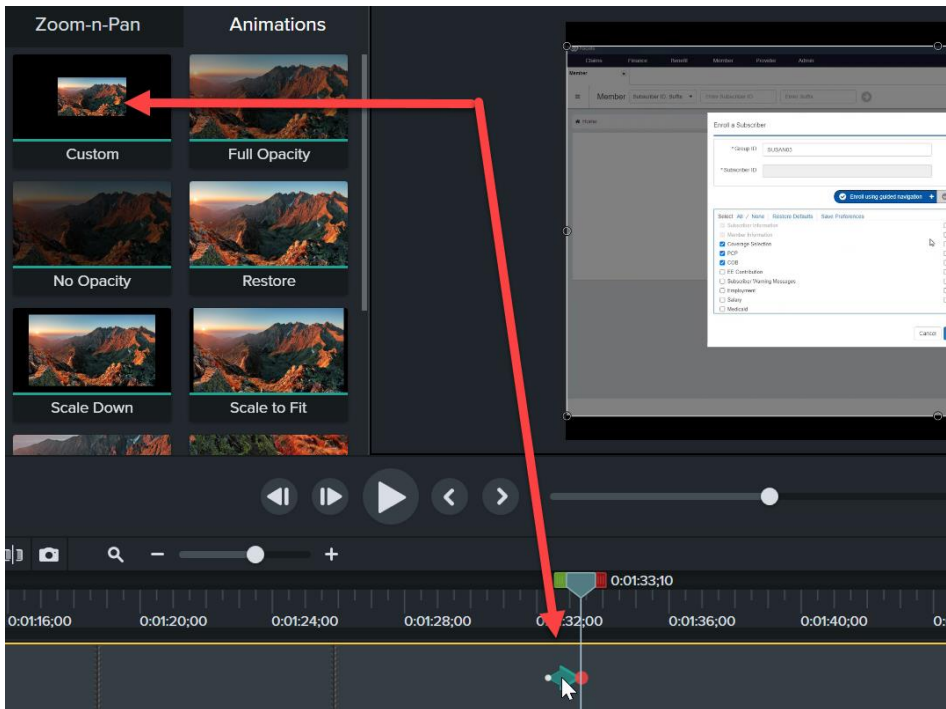


3. **Save** your work.

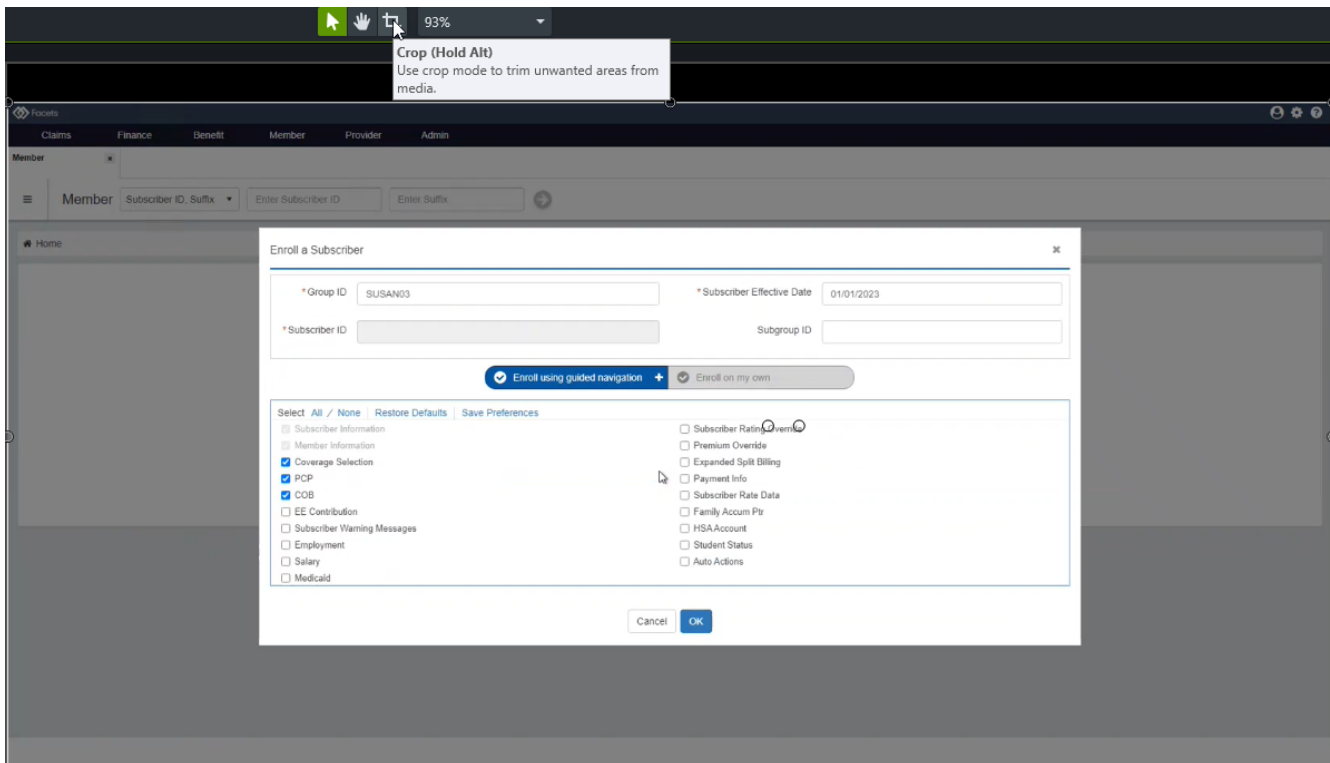
WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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.

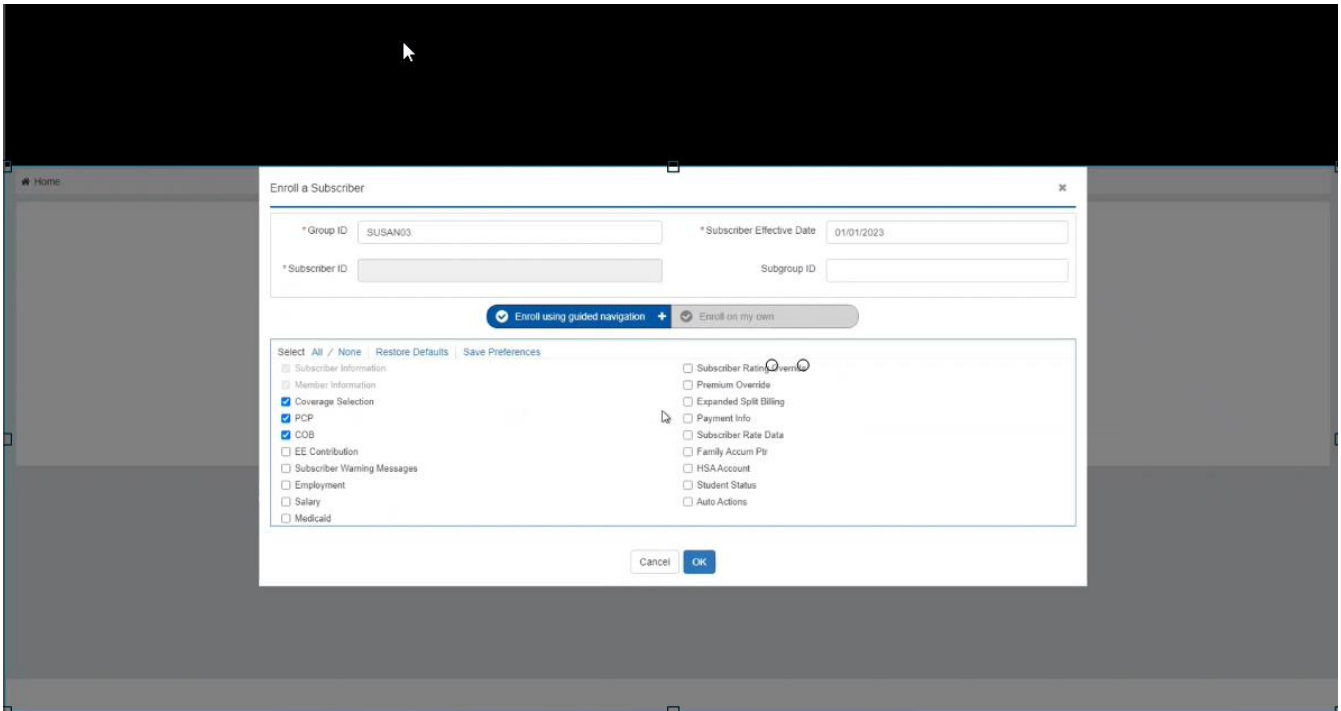


2. Then choose **Crop** mode.

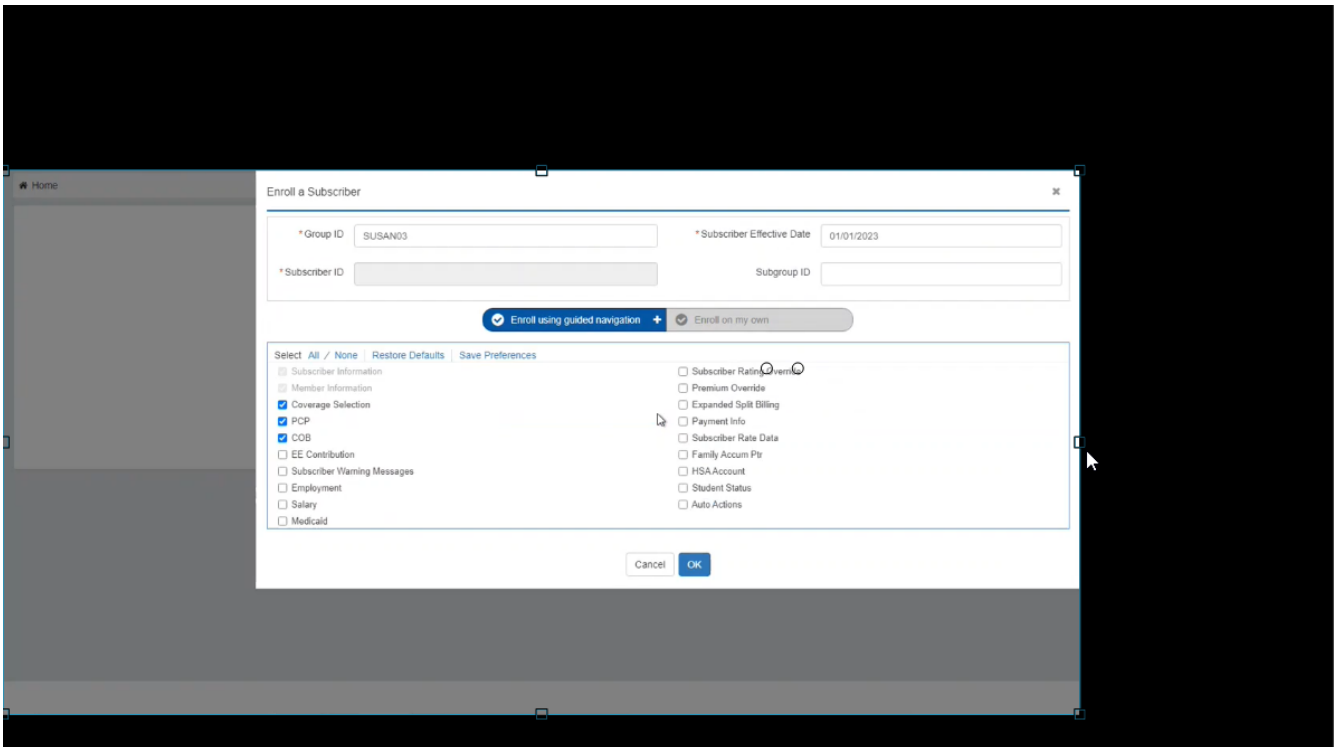


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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.

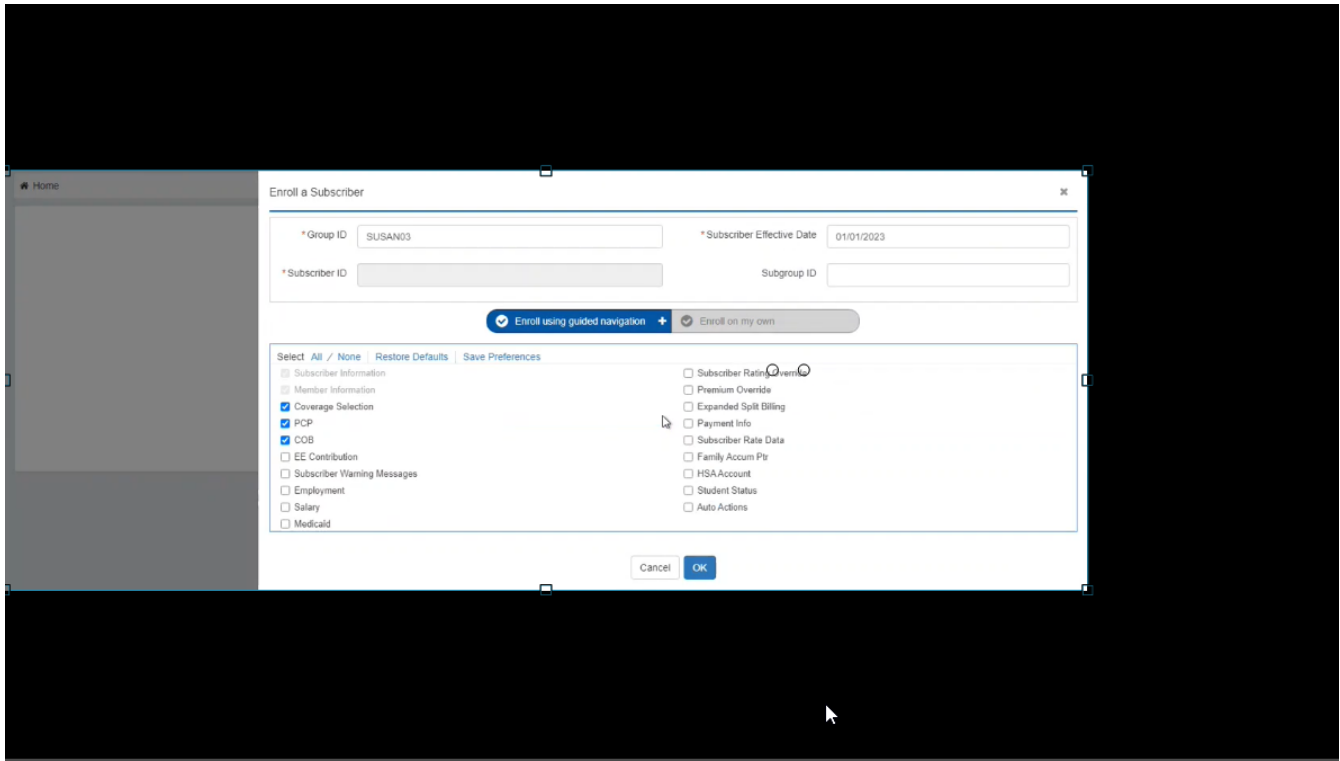


4. Pull in the right side.

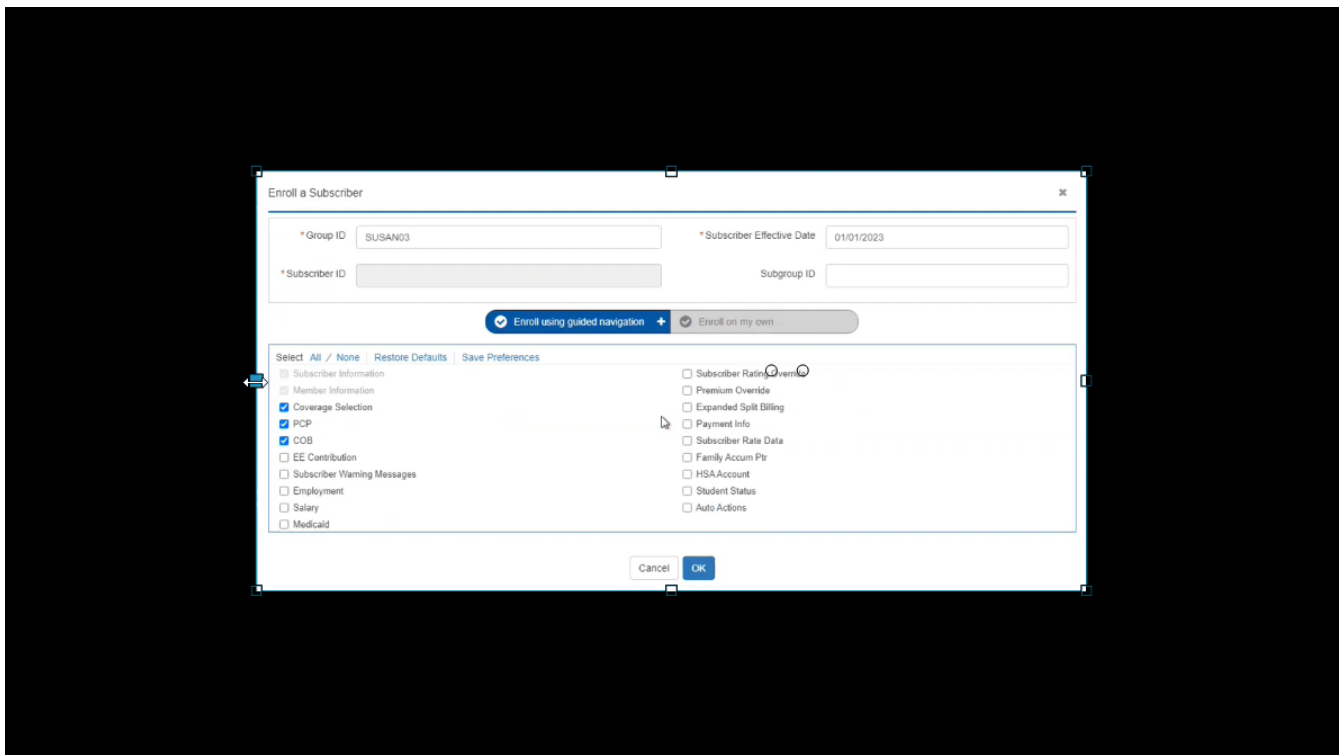


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

5. Pull up the bottom.

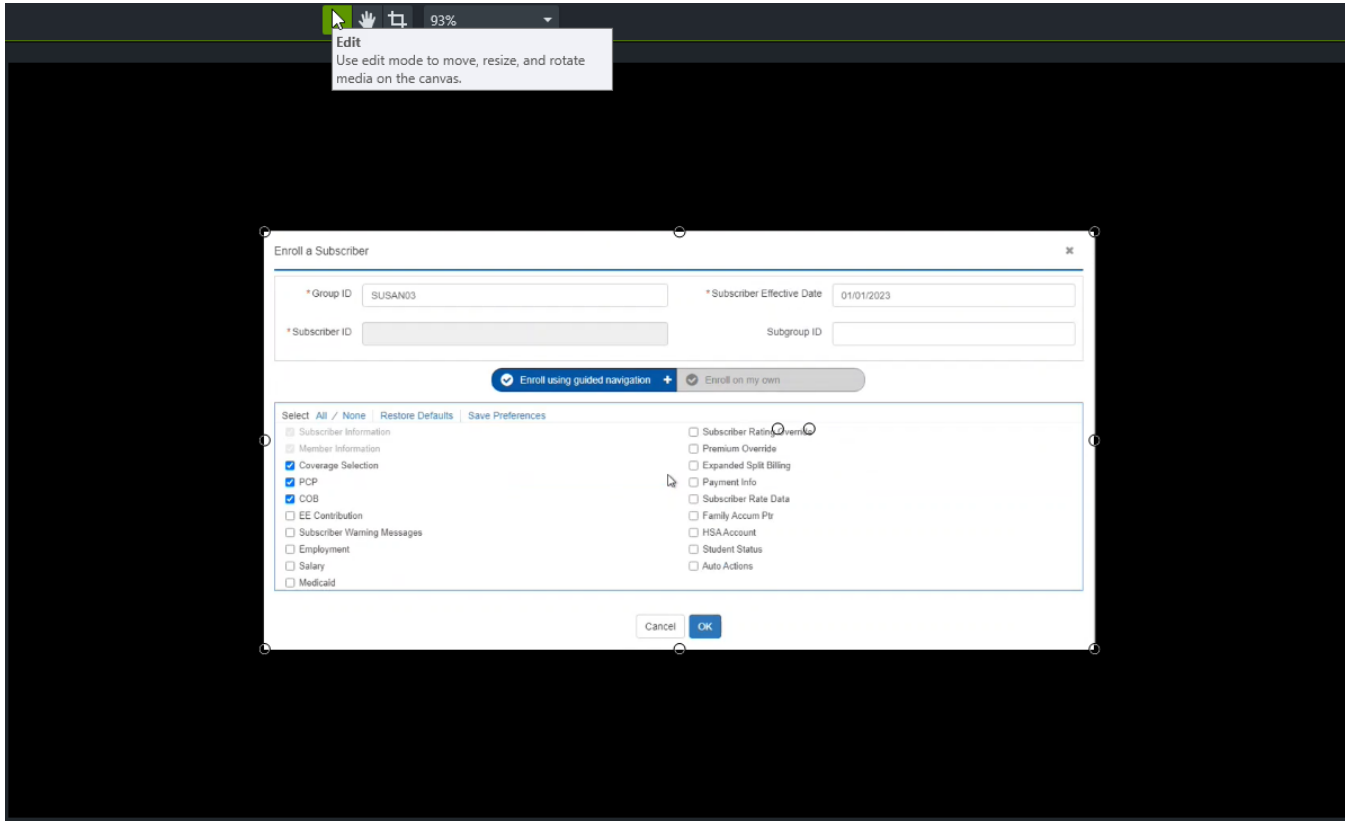


6. Pull over the left side.

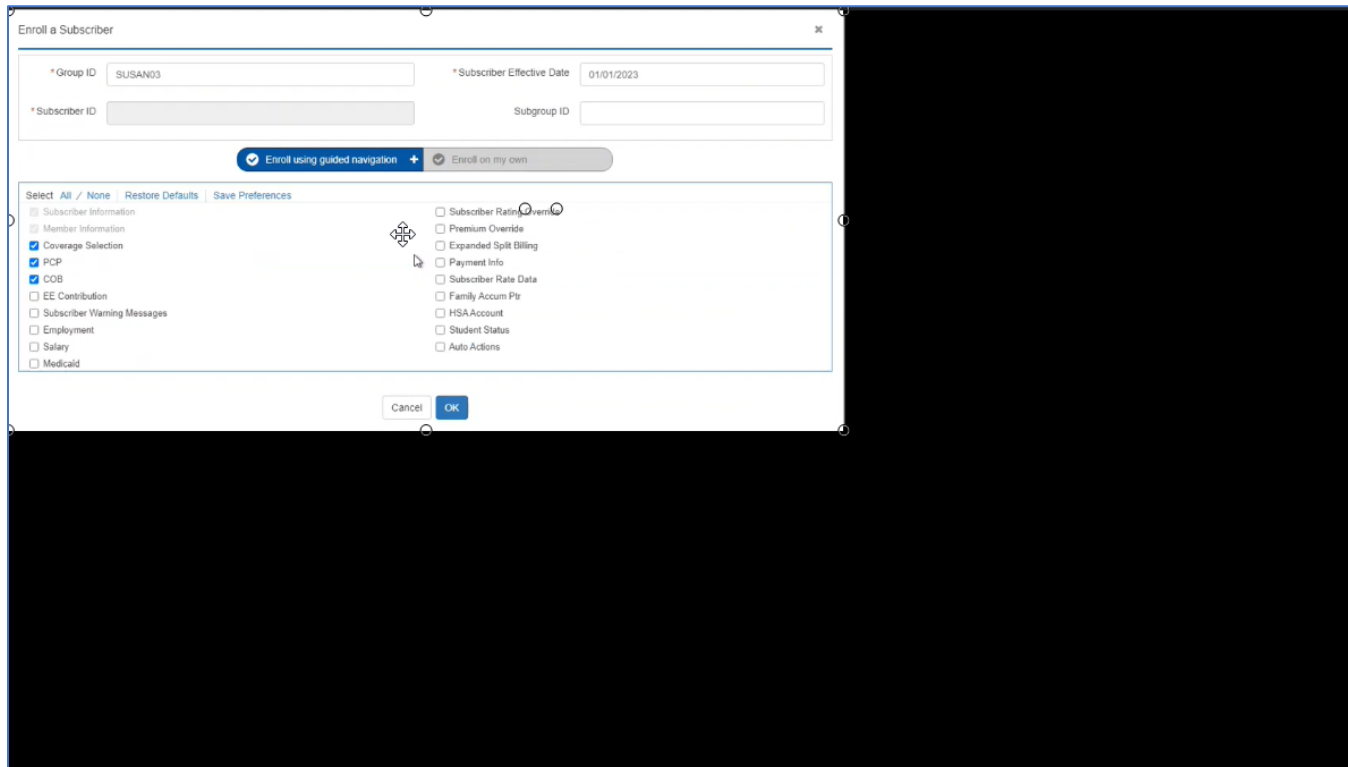


7. Choose **Edit** mode.

WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

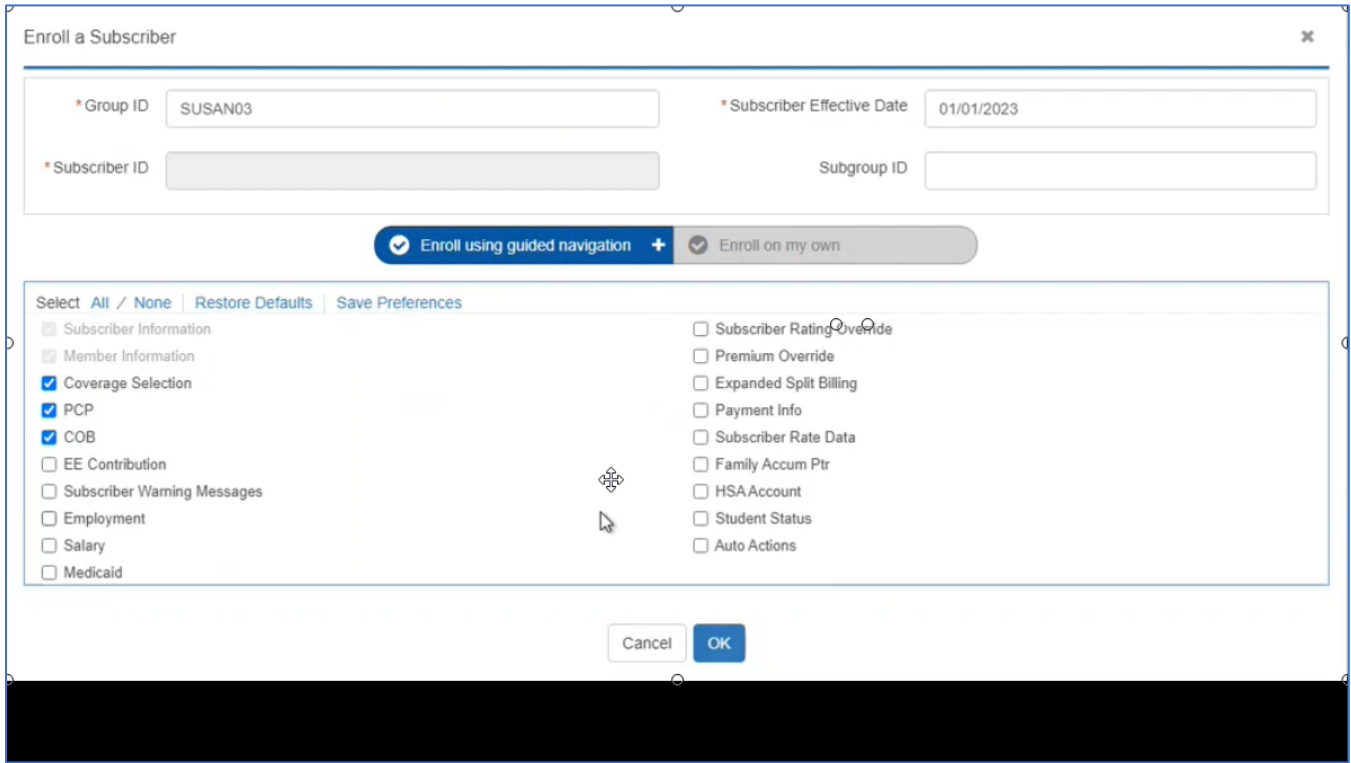


8. Capture the dialog box and move it up to the left-hand corner.

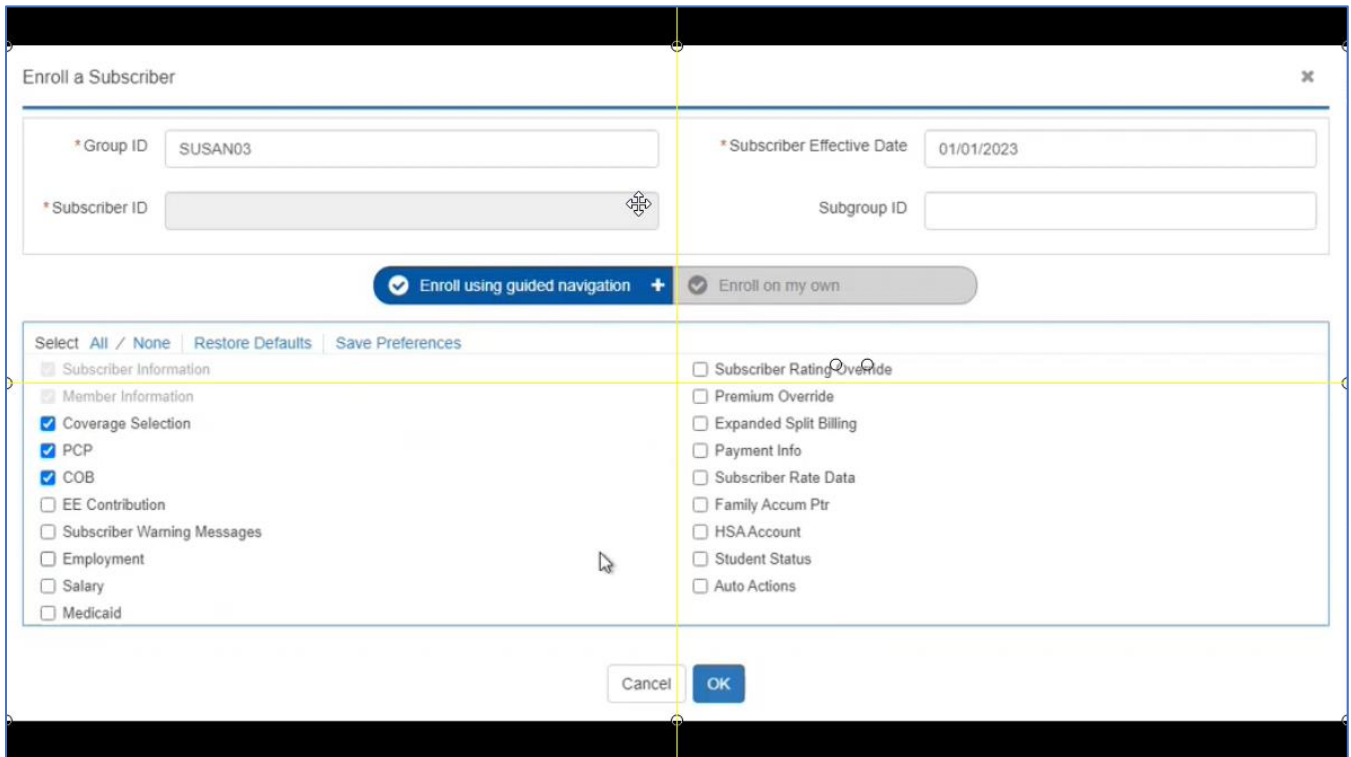


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

9. Enlarge the image to fill the frame.

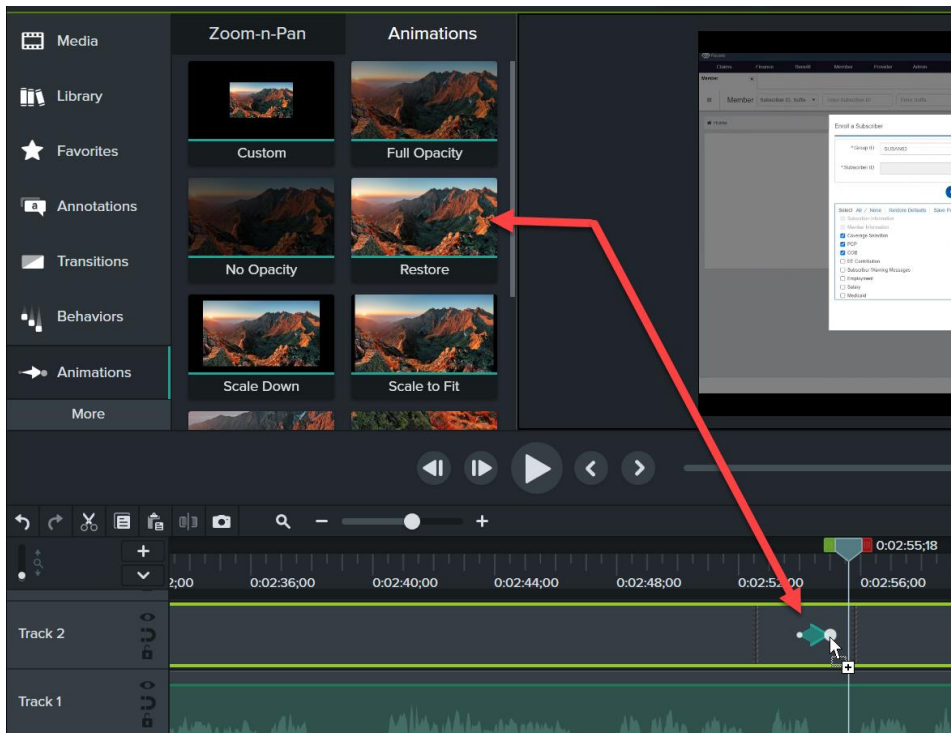


10. Position the dialog box in the center of the frame.



WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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



12. **Save** your work.

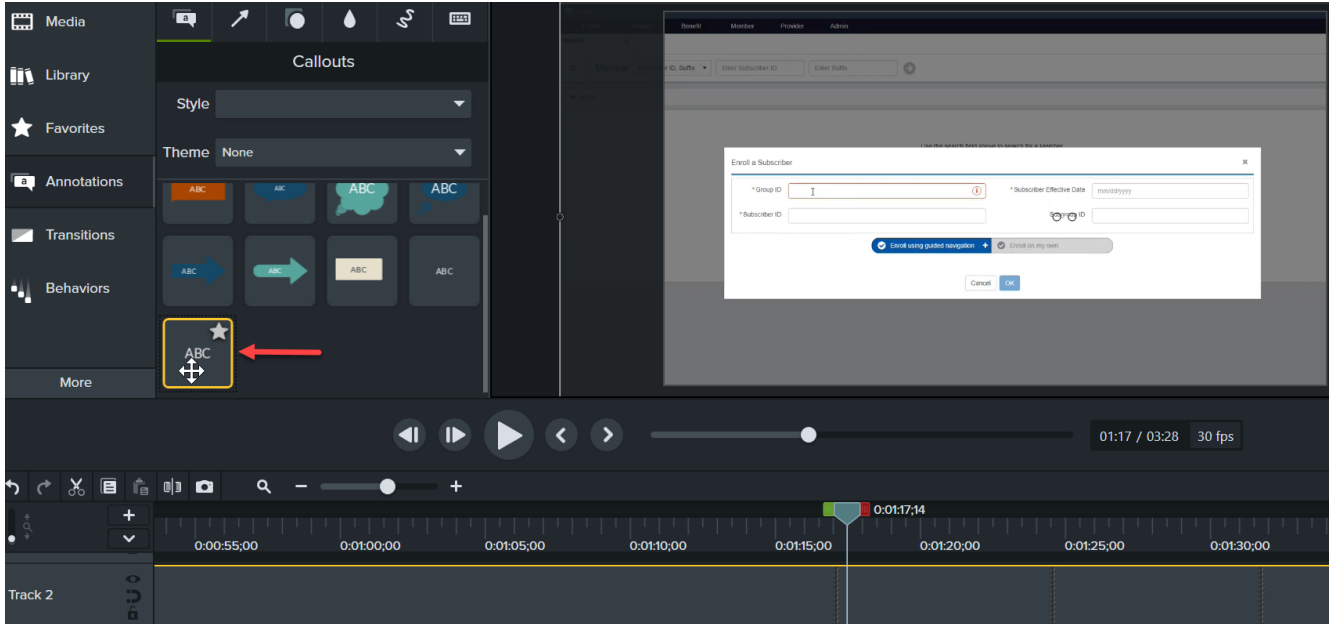
WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

Part 3: Add Custom Annotation

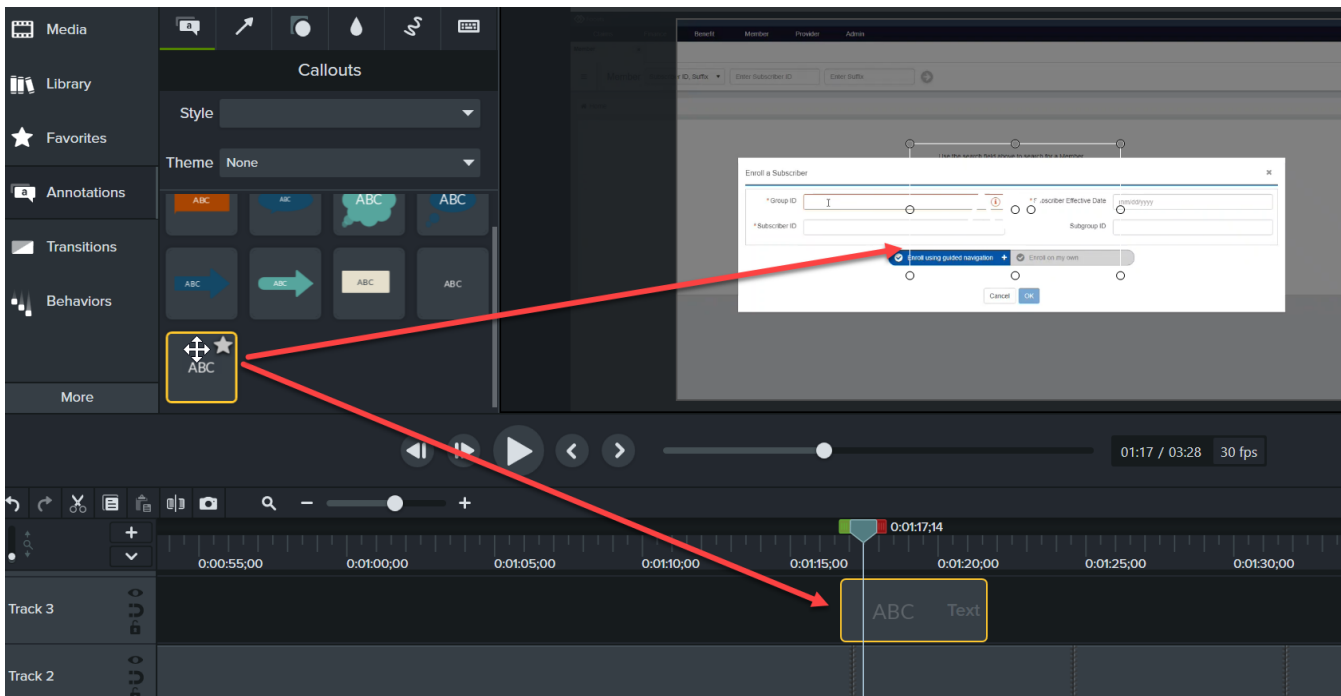
Complete the steps to add a custom annotation to enhance the presentation.

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**.

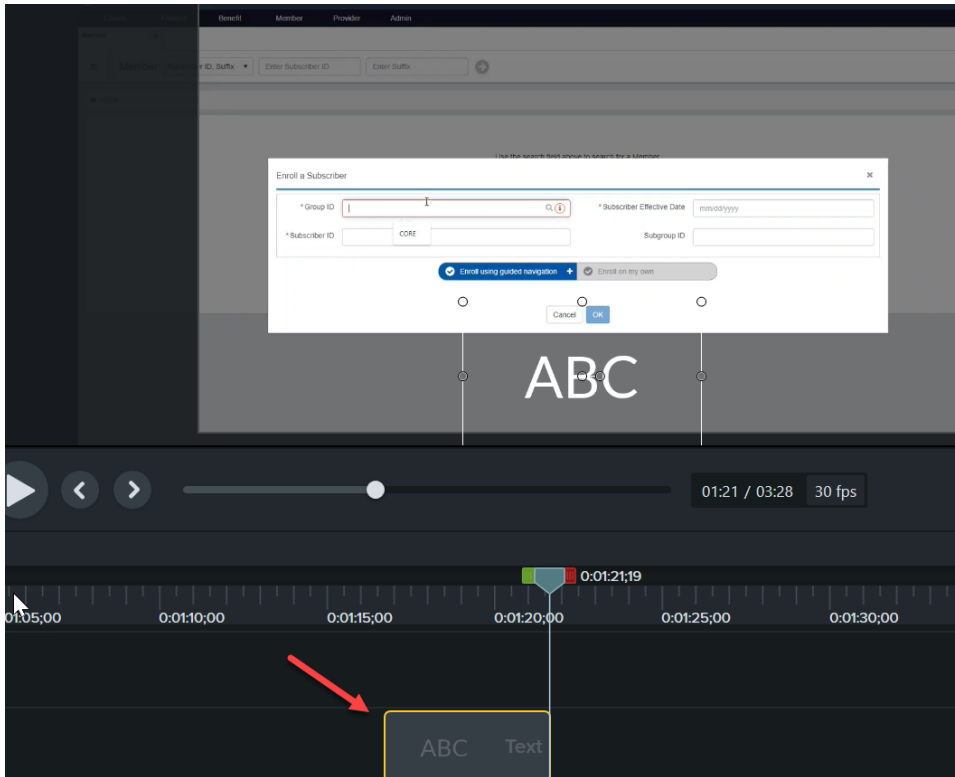


2. Drag and drop **ABC** on the timeline over the 7-second segment previously mentioned. The callout is added to the screen, although difficult to see.

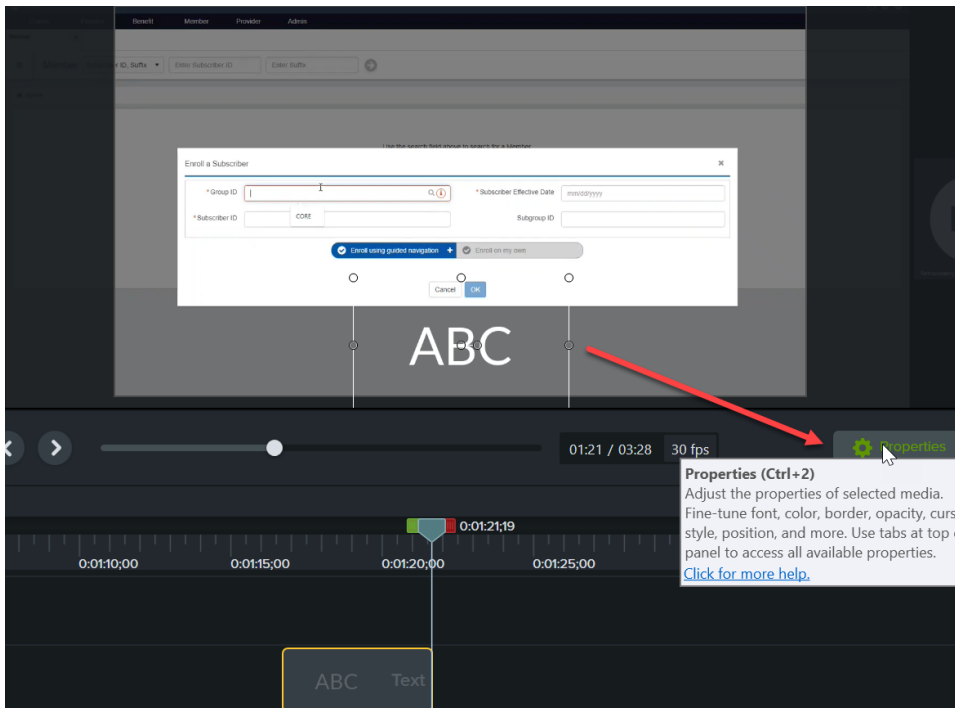


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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

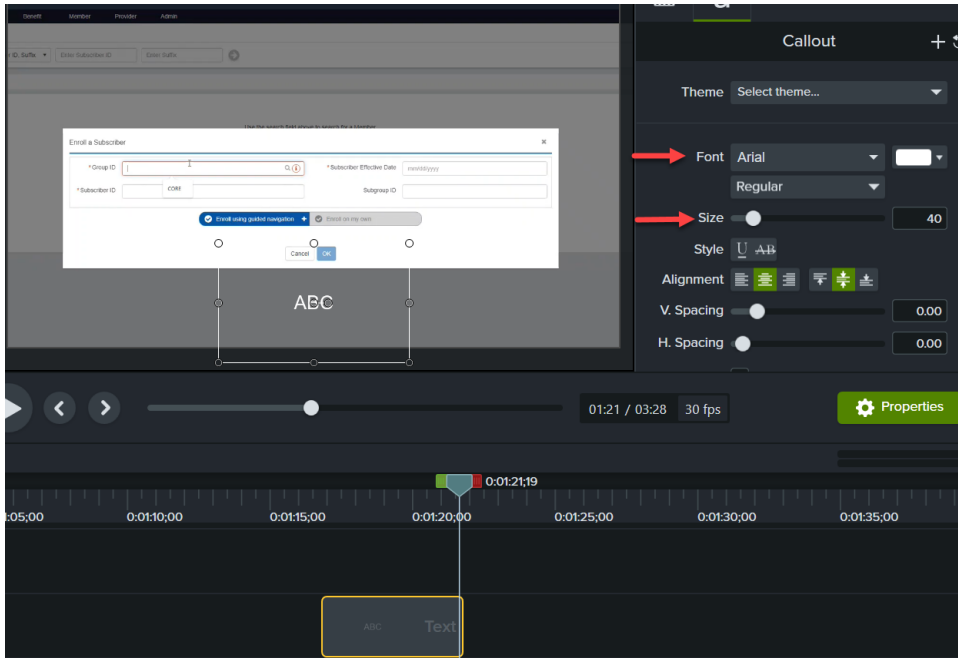


4. With the callout still captured, click on **Properties**.

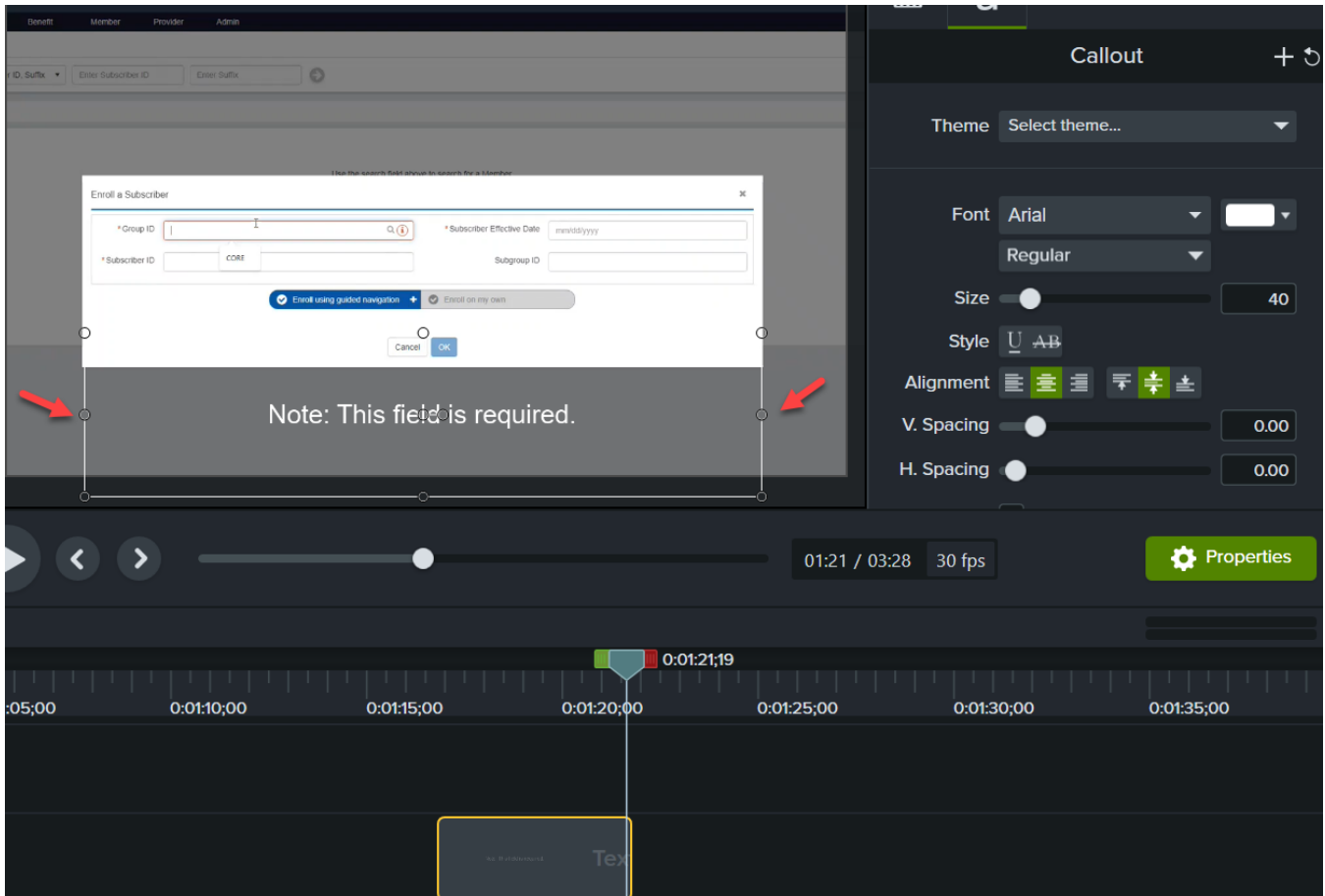


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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

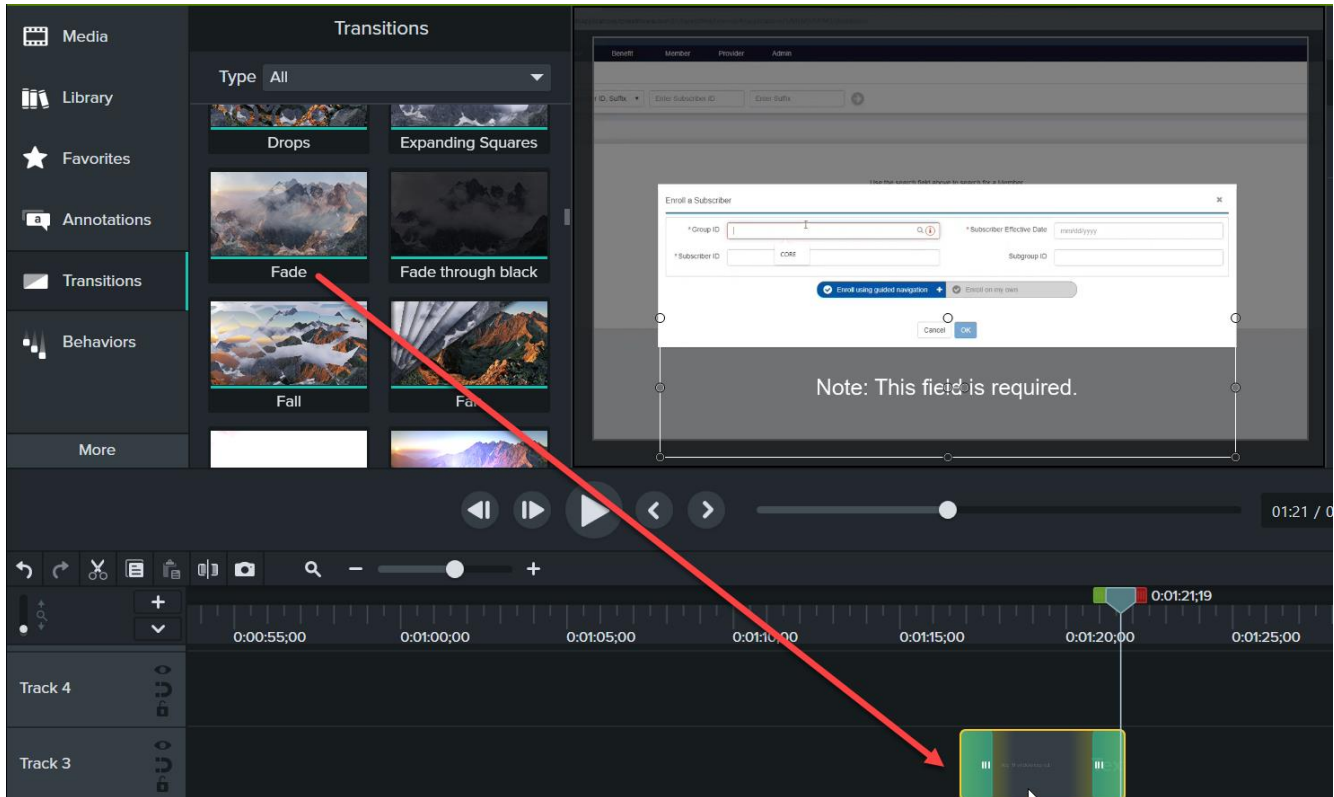


6. With the callout still captured, change the text from **ABC** to **Note: This field is required.**



WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

7. Go to **Transitions** and add a **Fade** to the callout.



8. **Save** your work.

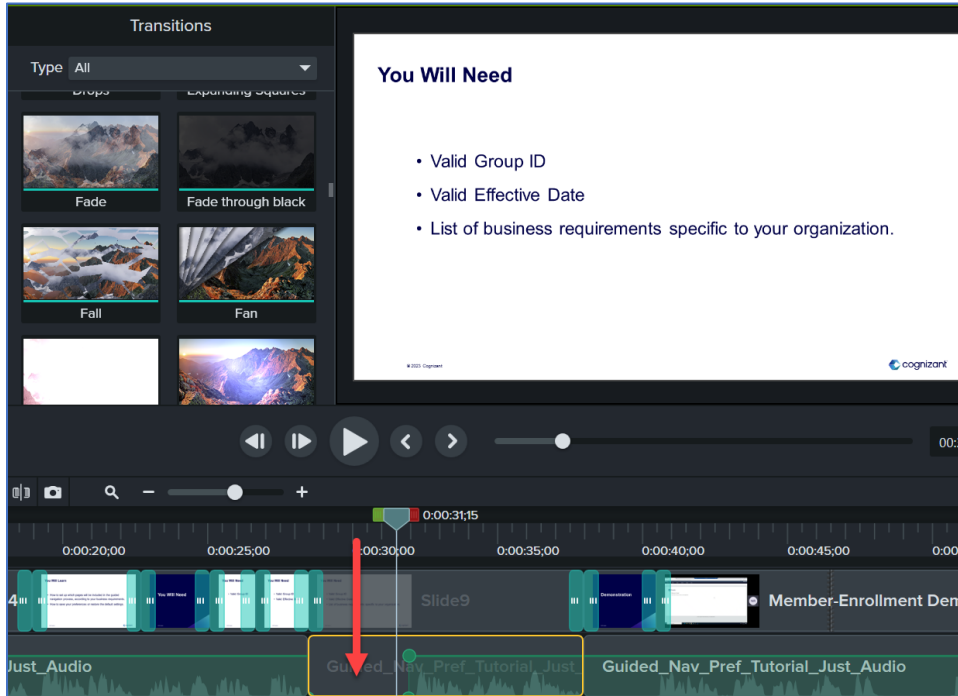
WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

Part 4: Fix Audio

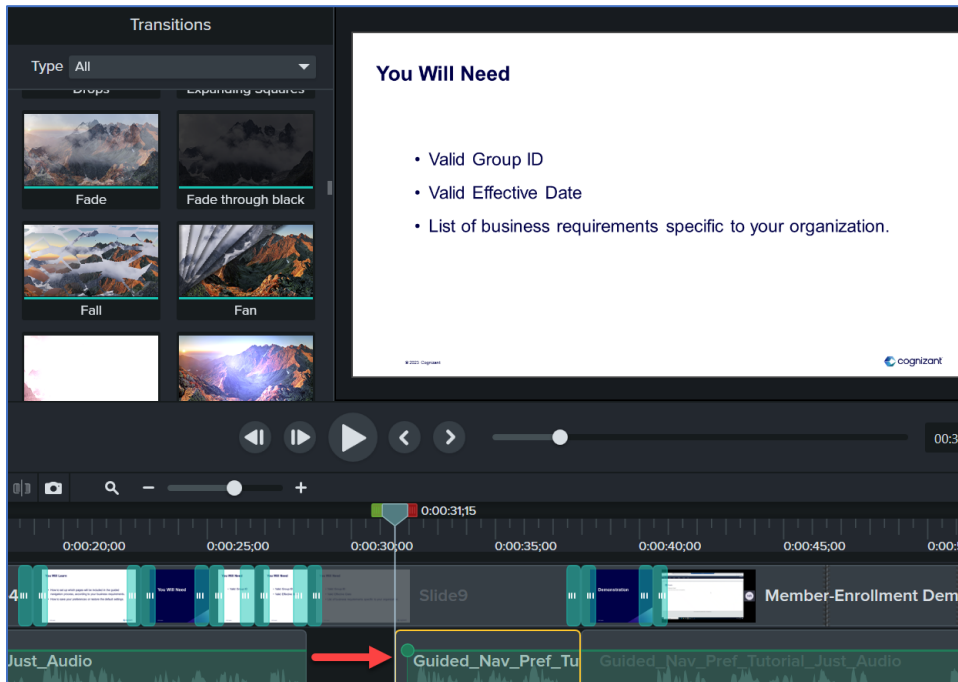
Complete Parts 4A and 4B to fix the audio mistakes in the video.

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.

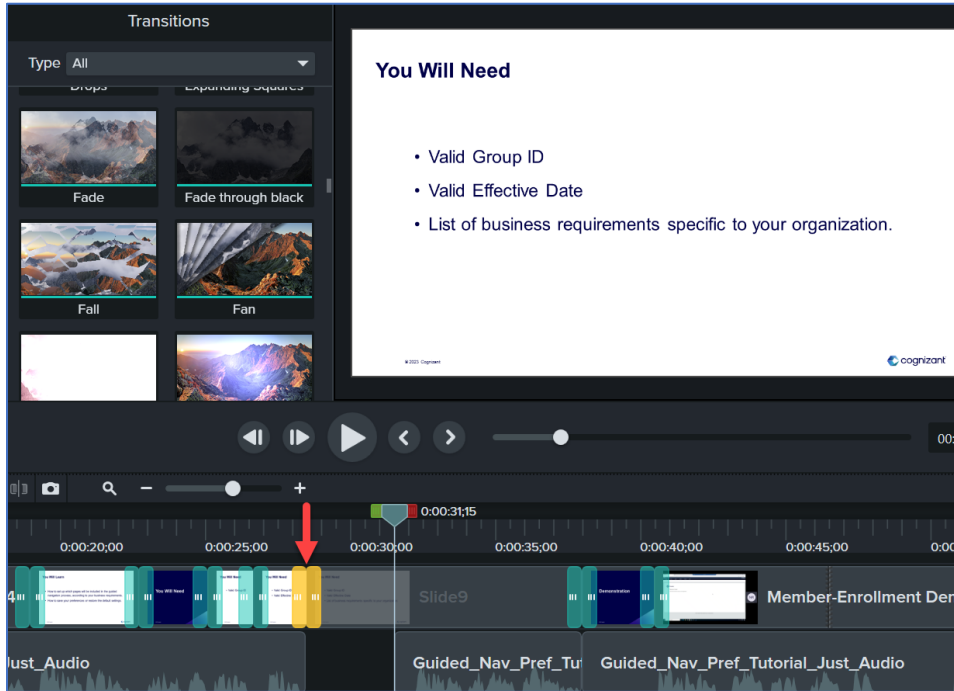


2. Capture the audio section and slide the end over to close the gap.

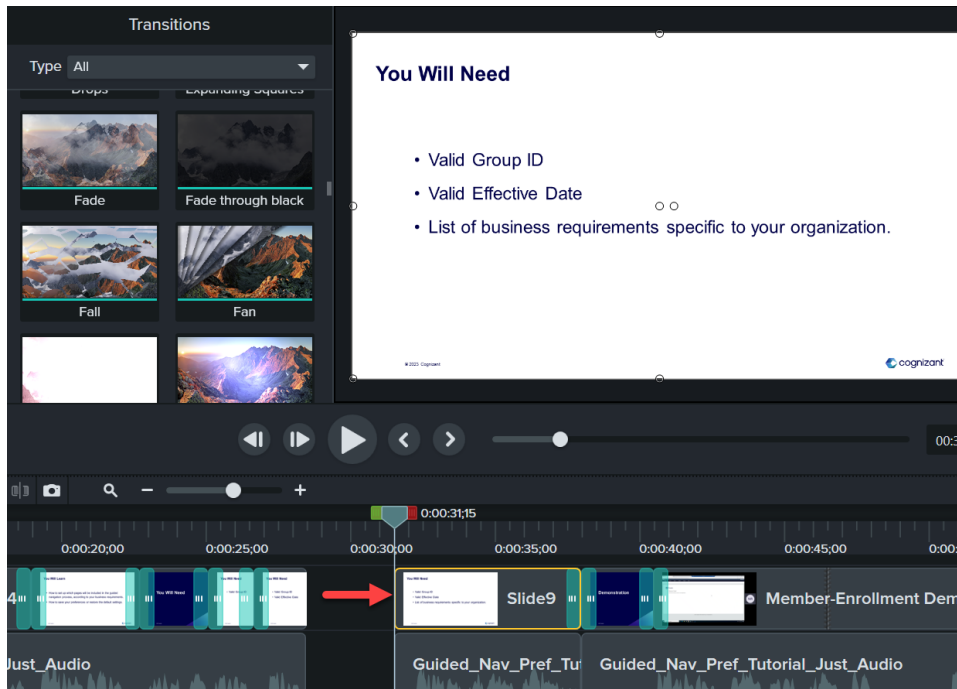


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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

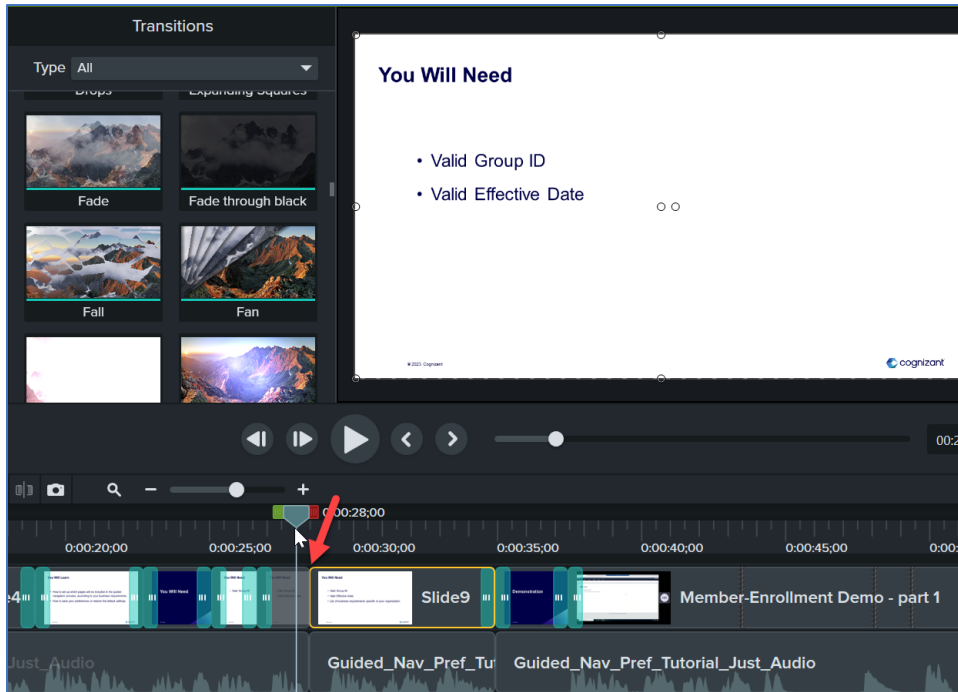


4. Capture the Slide 9 visual and slide the end over to align with and match the new end of the audio section.

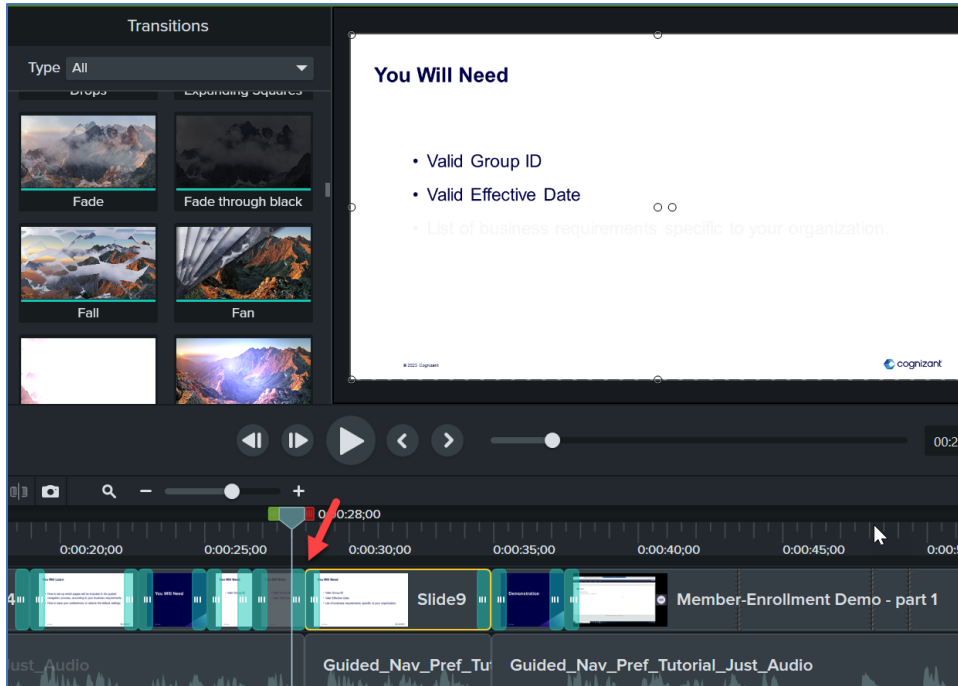


WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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.



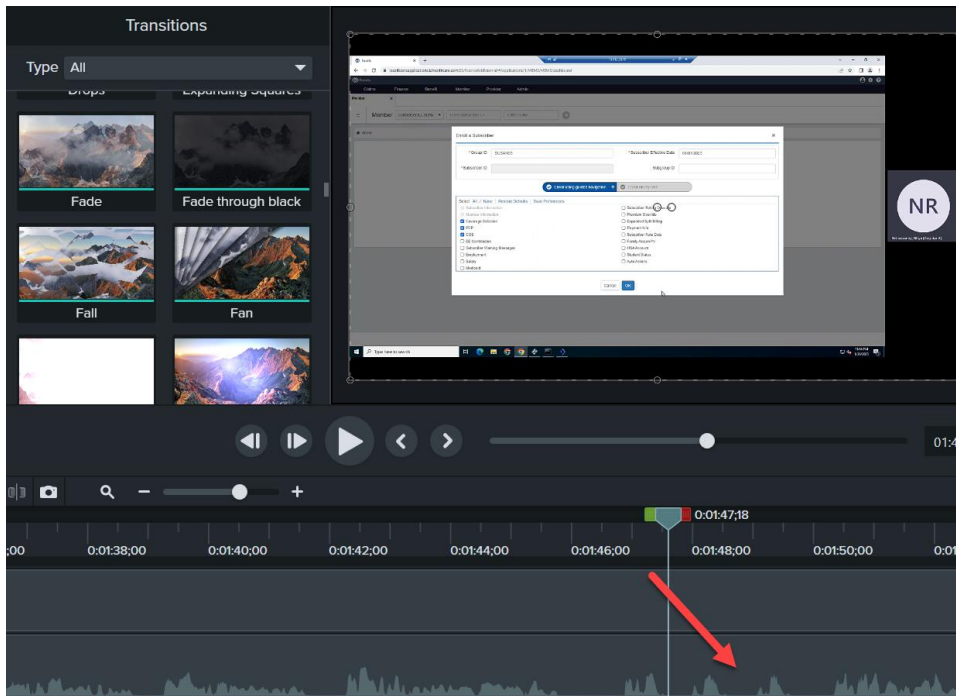
6. Replace the Transition and Save your work.



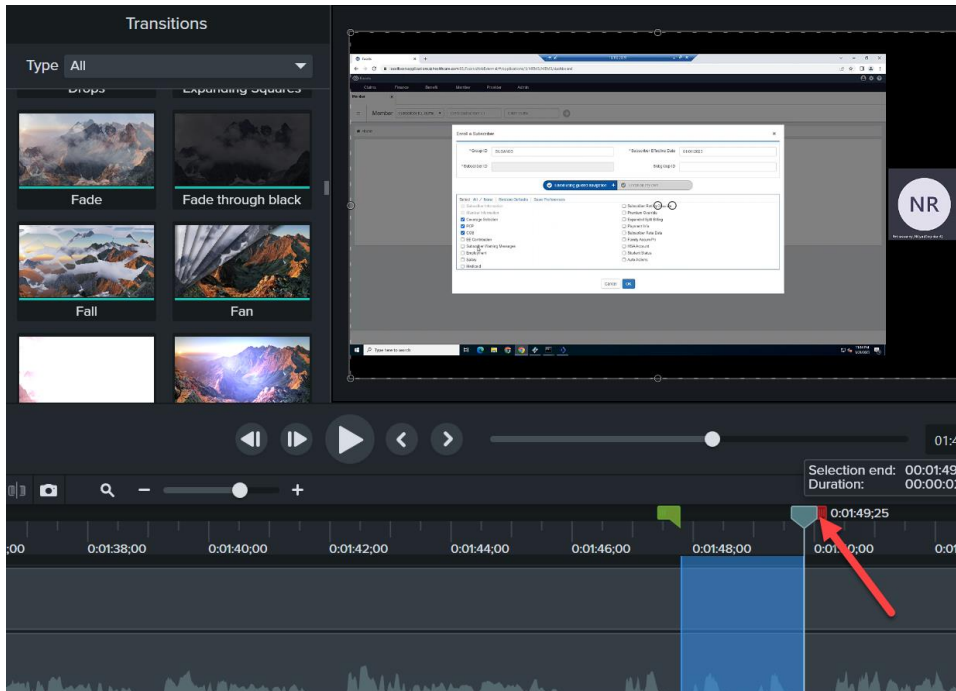
WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

Part 4B: Fix Repeated Words

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

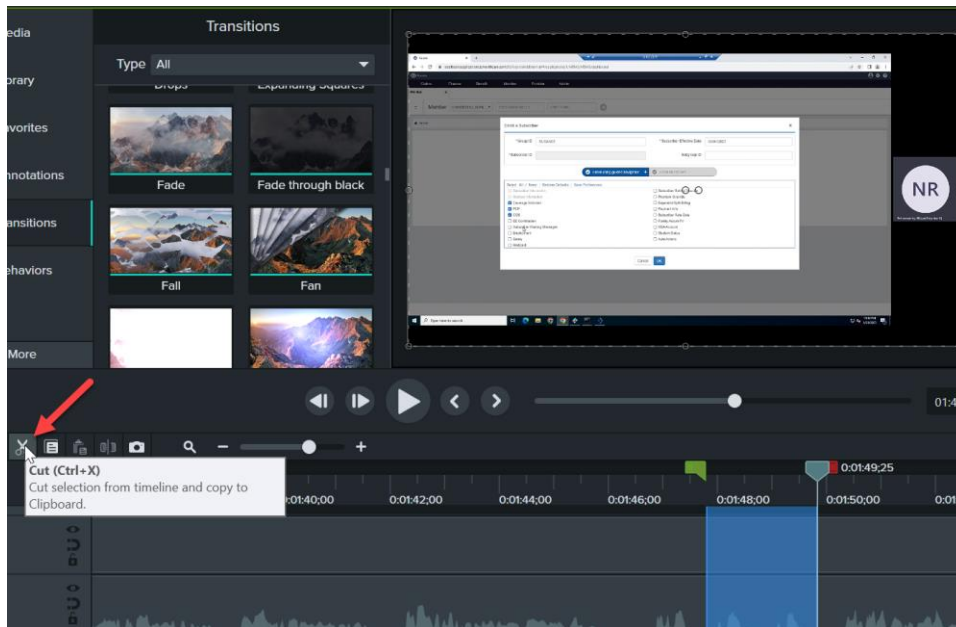


2. Place the play head at this point, grab the red mark on the timeline and slide it over the two repeated words.



WEEK 4: TEST CASE VIDEO TUTORIAL EDITING

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



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.