

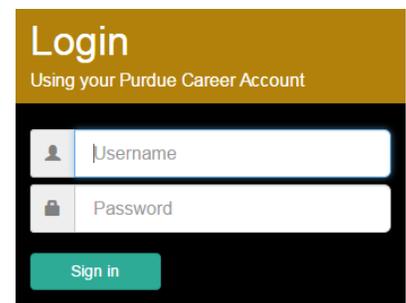
Editing and publishing your movie using Camtasia and Kaltura

Activity 1: Adding a video into Camtasia Studio

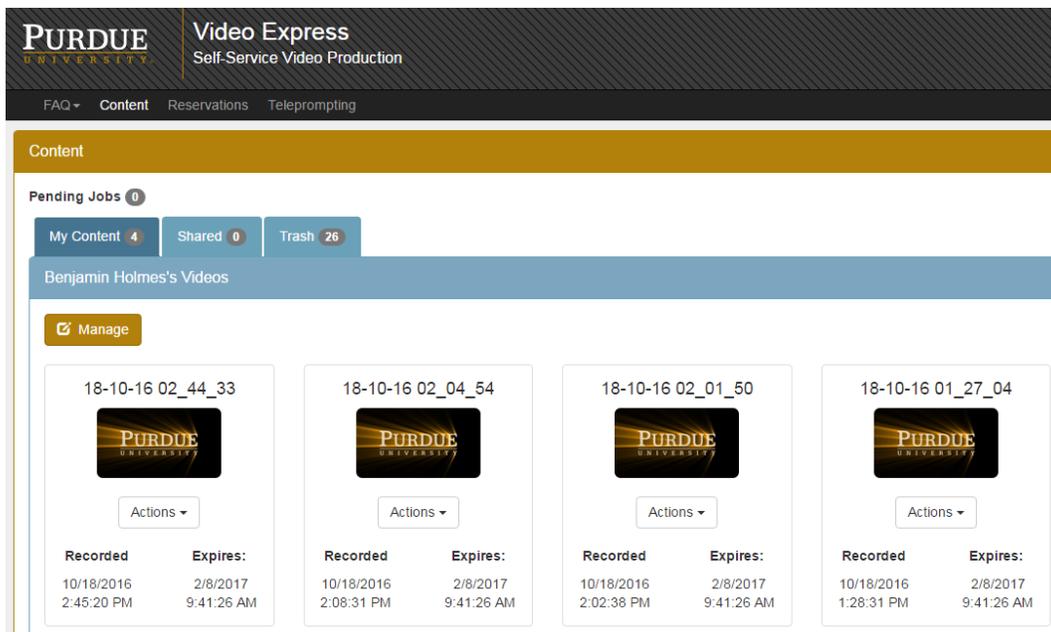
In this activity, you will add already-created video to a new Camtasia Studio project. The first step of the directions will explain how to add a video saved on the Video Express content manager. If you are not adding a Video Express video, please skip to Step 2.

Step 1: Download the footage you shot in the Video Express studio

- ◆ Go to <https://videoexpress.purdue.edu>
- ◆ Log in using your **career account** and **password**
- ◆ You will see all of your recent videos in the Content Manager, as shown below



The login form is titled "Login" and "Using your Purdue Career Account". It features two input fields: "Username" and "Password". Below the fields is a green "Sign in" button.

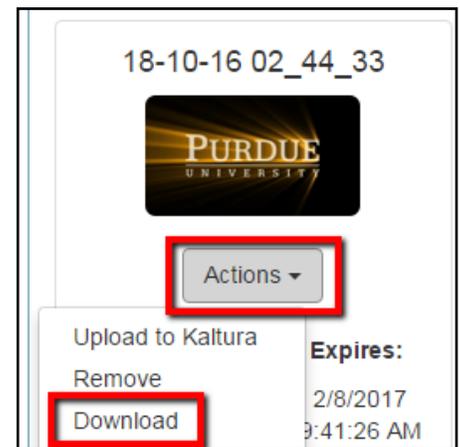


The screenshot shows the "Video Express Self-Service Video Production" interface. The top navigation bar includes "FAQ", "Content", "Reservations", and "Teleprompting". The main content area is titled "Content" and shows "Pending Jobs 0". Below this are tabs for "My Content 4", "Shared 0", and "Trash 26". The user's name "Benjamin Holmes's Videos" is displayed. A "Manage" button is visible. Four video thumbnails are shown, each with a "Purdue University" logo and a timestamp. Below each thumbnail is an "Actions" dropdown menu and a table with "Recorded" and "Expires" information.

Recorded	Expires:
10/18/2016 2:45:20 PM	2/8/2017 9:41:26 AM
10/18/2016 2:08:31 PM	2/8/2017 9:41:26 AM
10/18/2016 2:02:38 PM	2/8/2017 9:41:26 AM
10/18/2016 1:28:31 PM	2/8/2017 9:41:26 AM

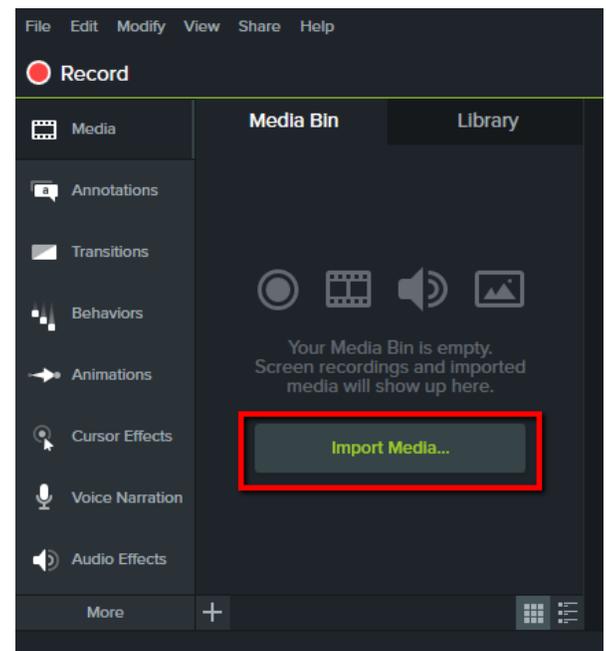
- ◆ Click on one of the images to **play** that movie
- ◆ If you have multiple videos, find the movie you want to download by previewing them. They will be listed in the order that they were recorded, with newest videos appearing first at the top of the page.

- ◆ **Download** a movie by **clicking** on the drop-down menu for the video you want and **selecting Download**.
- ◆ **Confirm** you want to download and it will save to your computer.
- ◆ **Repeat** this process for as many videos as you want to save. Remember that your videos will only be kept on the Video Express website for 2 weeks.



Step 2: Import the video into Camtasia

- ◆ **Open Camtasia Studio**
- ◆ **Click Import Media**
- ◆ **Browse** for your recording and **open** it. This will add it to the **Media Bin**.
- ◆ **Repeat** this for as many clips as you want to add.



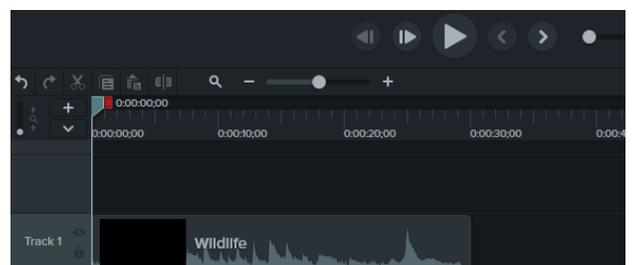
Step 3: Add a clip to your timeline

- ◆ **Choose** a clip to add to your **timeline**
- ◆ **Right-click** on the video in your **media bin**
- ◆ **Select Add to Timeline at Playhead**

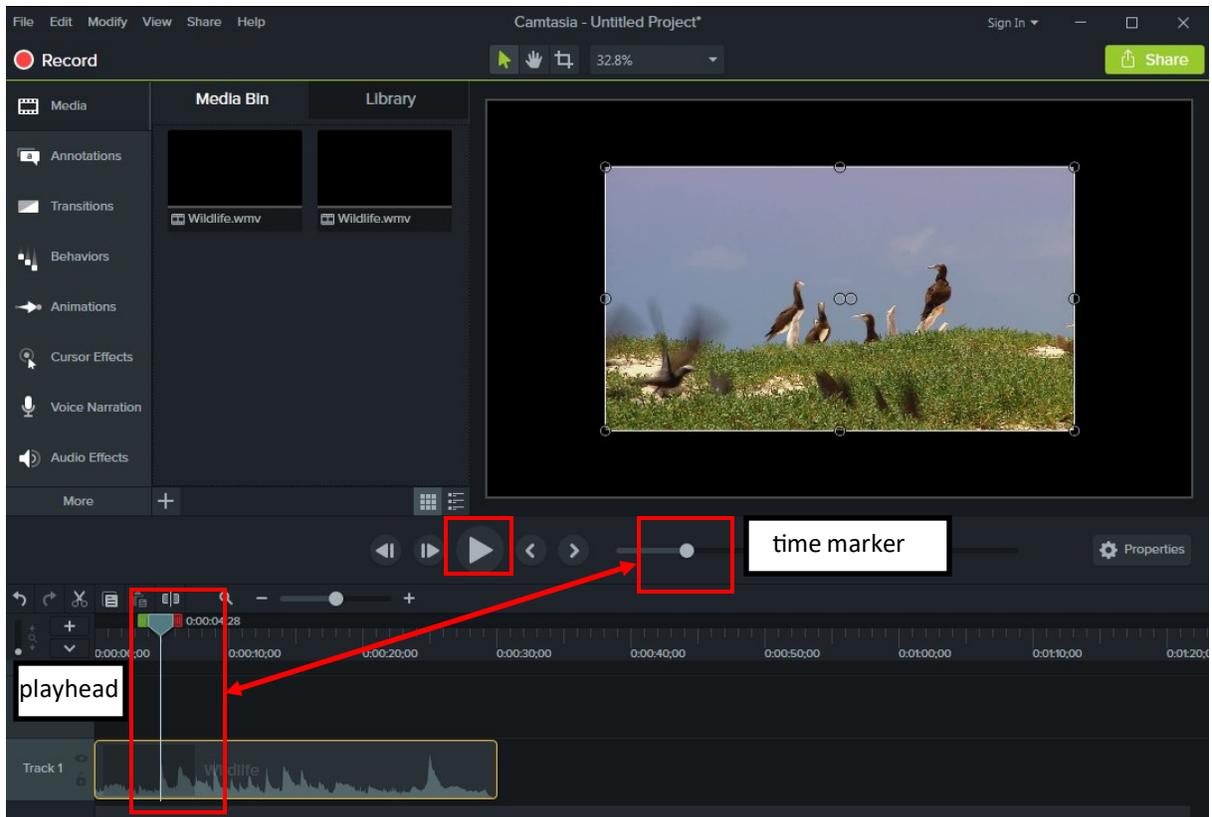
You may now see the **“What size do you want your video to be”** window (depending on version).

If so, **choose** the dimensions for your video and click OK.

Your clip will now be on the timeline. If you added it to an empty timeline, it should be listed as **Track 1**.



Step 4: Exploring the timeline



- ◆ Click the **Play** button below and to the left of the playback window.
- ◆ Notice what is happening on your screen as the video plays. The **time marker** on the video screen moves along with the **playhead** on the timeline
- ◆ Drag the **playhead** along the timeline of your recording. Doing this, you can control what is shown in the playback window.
- ◆ Use the **magnify slider** to make your recording take up the length of the timeline showing on your screen. Notice that if you magnify, the hash marks on the timeline signify lower time increments.

Note: The timeline extends indefinitely. Tracks added to the timeline are only as long as the shaded area on that track. The final movie (comprised of all tracks added to the timeline) will be as long as the track that extends the furthest down the timeline.

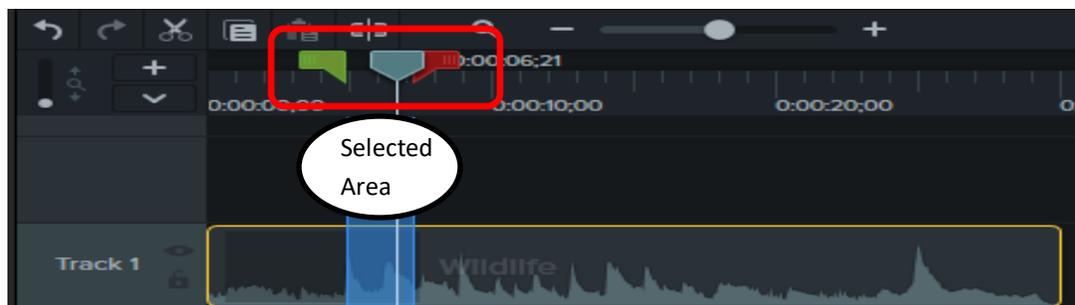
Activity 2: Manipulating your media on the timeline

In this activity, you will learn how to select specific pieces of a video in order to make a cut. Optional activities are included for more advanced editing and manipulation of media on the timeline.

Step 1: Identifying and selecting where to cut

- ◆ **Find** an area of your video where you want to make a cut. Generally there will be a few extra seconds at the end of your video used to stop a recording (in Video Express or Camtasia Screen Recording). Let's cut these few seconds off of the end of a clip.
- ◆ **Move** your **playhead** to the point where you would like the cut to start.
- ◆ **Click and drag** the **red slider** (on the right of the playhead) to the end of what you want to cut (this may be to the end of the clip). The playhead will move with the red slider, but the **green slider** on the left will stay in position where you started.

Notice how this “paints” the area between the green slider and the red slider. This means the area has been selected on the timeline.



- ◆ **Click play** and your video will start playing the selected area from the location of the green slider and end at the location of the red slider. This is how you can preview smaller areas of your clip on the timeline for editing.

Note: If you “lose” one of your sliders or the playhead, you can call them back to a single point on the timeline by double-clicking on the time ruler at the top of the timeline.



Step 2: Making the cut

- ◆ With the unwanted area of your clip selected, **click** on the **Scissors icon**.  The selected area should disappear from your timeline.

Note: Camtasia remembers your past actions. You can always undo something done in your current editing session by using the **Undo button**  above the timeline to the left of the **Scissors**.

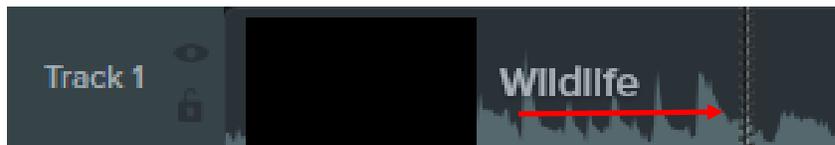
Stretch your skills(optional): Changing clip timing events

In this activity, you will learn some tips to remove or add footage in the middle of a clip on the timeline.

Step 1: Identify an area mid-recording you want to cut

- ◆ **Select** a small segment in the middle of your recording using the same highlighting process as described on the previous page.
- ◆ **Cut** out the segment.

When you make a cut in the middle of the clip, it will leave a **stitch mark** on your timeline.



Note: When you make cuts mid-clip, your cuts may not look seamless. If objects on screen change in position from pre-to-post cut, your cut may result in a “jump” that will be visible to viewers.

Note: With any type of cut, you need to be aware of other tracks (such as audio) that will be cut as well.

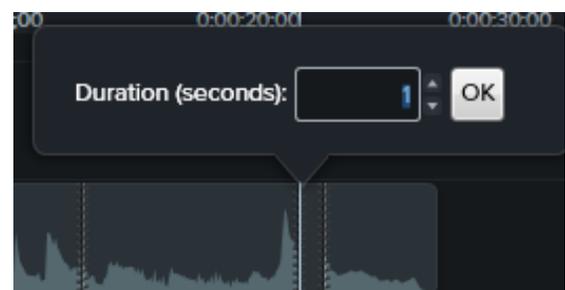
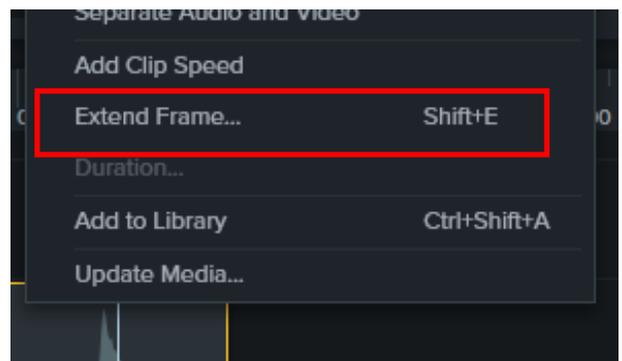
Step 2: Extending a frame

Extend a frame to keep specific screen content on the screen for a longer amount of time.

- ◆ **Click** on a clip already on the timeline to select it.
- ◆ **Right-click** on the **selected clip** and **choose** the **Extend Frame** option.

The **Extend Frame** tool will appear. This tool allows you to extend the frame second-by-second. You can use the counter arrows or type in a number that represents seconds or parts of seconds.

- ◆ **Set** the **duration**.
- ◆ **Click** **OK**.
- ◆ If you wish to change the duration of the extended frame, **right-click** within the frame area and then **click** **Duration** to reopen the tool.



Stretch your skill (optional): Adding and manipulating other media

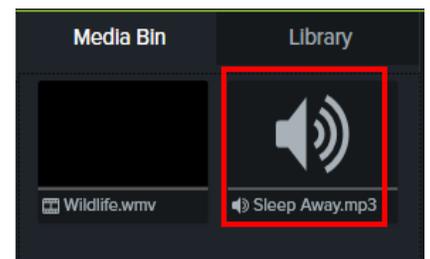
In this activity, you will learn how to add media (audio, images, etc.) to your project and adjust it to complement the other pieces on your timeline.

Step 1: Import media and add to timeline

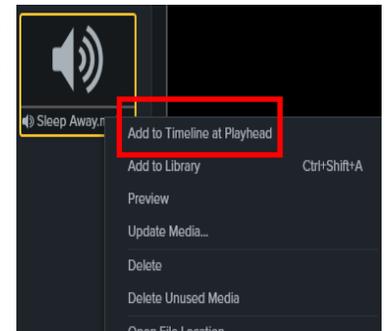
- ◆ Click the plus sign at the bottom left of the **Media Bin**, and select **Import Media**.
- ◆ Browse for your media (audio, video, images, etc.). For this training, choose one of the three music files (such as Kalimba) located in **Libraries>Music>Sample Music** and click **Open**.

The file you chose should now be added to the media bin.

- ◆ Move the playhead to the far left on the timeline (0:00).
- ◆ Right-click on the audio file in the **Media Bin** and select **Add to timeline** at playhead.
- ◆ The file should now be visible on your timeline. Notice that it was added as a new track.



Note: Think of tracks like layers of a cake. They stack on top of each other and add their qualities to the whole. When you've completed building a cake and add icing, the layers are not apparent from the outside. When your final video is saved, all tracks are merged into a single video, hiding all of the tracks that make it up. Tracks allow you to manipulate different pieces of your video without affecting the rest of the pieces.

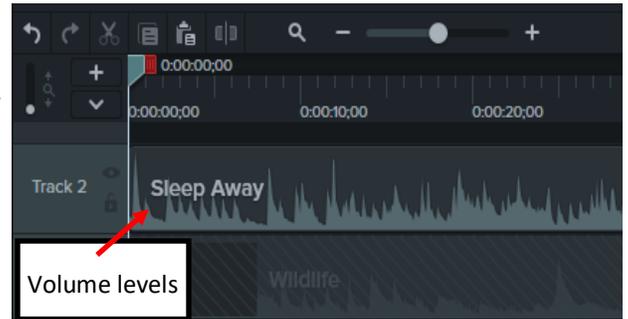


- ◆ For the time being, we want to make sure that we don't do anything to our video on Track 1. Click on the lock icon next to Track 1 to ensure no changes are made to that track. When a track is locked, the padlock will be closed and the track will fill with diagonal stripes.



Step 2: Trimming the added track

- ◆ **Notice** that on the audio track you can see the levels of the audio on the bottom edge of the track. Louder portions of the audio have higher peaks.
- ◆ You can **trim** audio tracks the same as we did with the video recording.

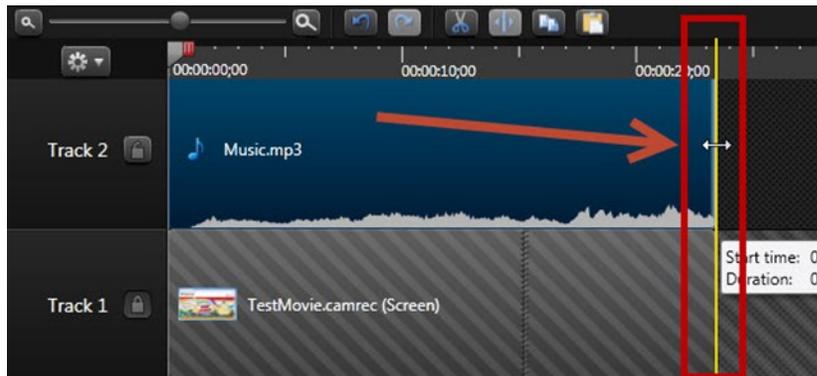


Note: Use the playhead and sliders if you need to make trims in the middle of a piece of media. If you are trimming the start or end of a track, you can trim the track by dragging the end to make it shorter.

- ◆ **Move** the **cursor** to the end of the track. It will change to a **double-sided arrow**.



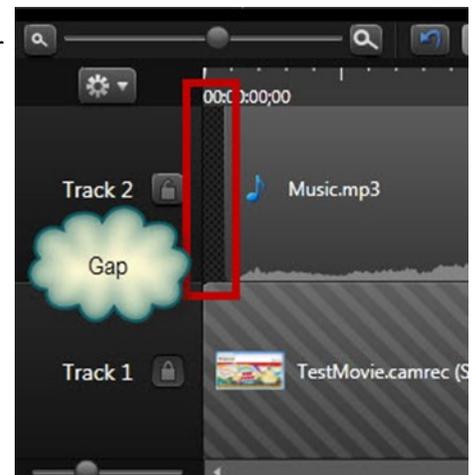
- ◆ With the **double arrow**, **click and drag** the end of the audio track until it is the same length as the segment of the video you want to place this audio over.



Step 3: Moving the added track

Note: When you save your final movie, it will be as long as your longest track.

- ◆ You can move entire clips on the timeline by clicking on them and dragging. Let's move our audio clip we just added.
- ◆ **Click** in the middle of the track and it will be highlighted in orange.
- ◆ **Drag** the audio the right by **clicking** on the highlighted track and **pulling** to the right. Notice how this leaves a gap.



Activity 3: Producing your movie

Now that you have finished editing your movie project, it is time to produce a video that can be played by others or uploaded to a media service like Kaltura or YouTube.

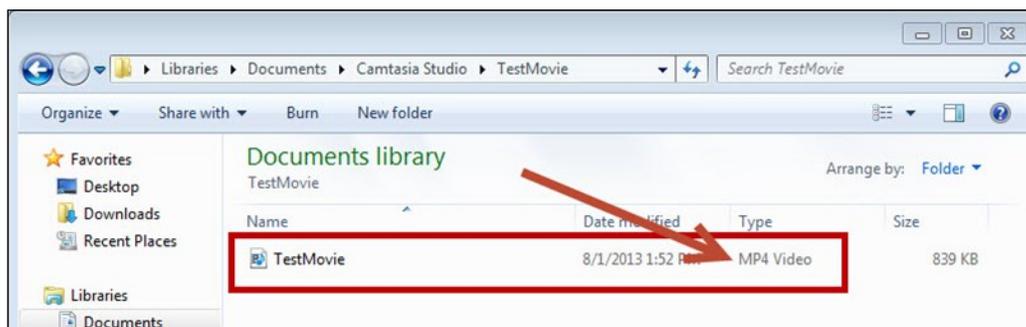
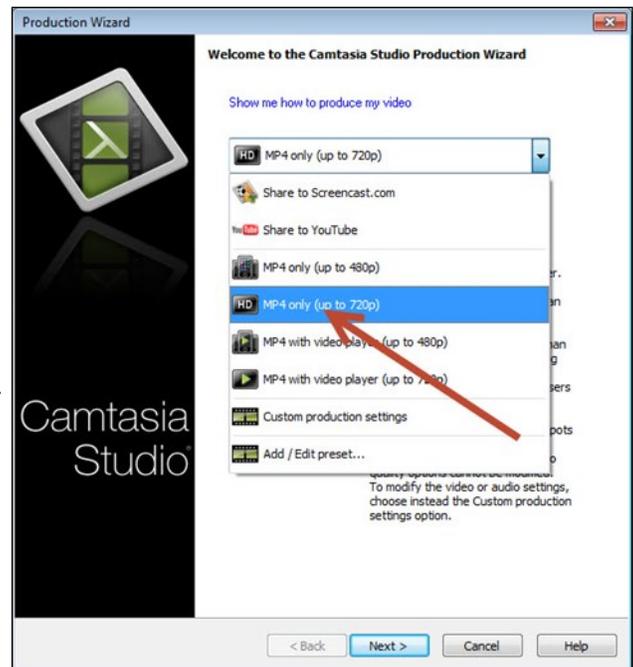
- ◆ Go to the **Share** menu and click **Local file**. The **Production Wizard** should appear.
- ◆ In the **Production Wizard**, choose **MP4 Only (up to 720p)**. If you want to create a smaller video file, you can also choose 480p.

Note: If you create a movie with a quiz or other interactive features, these are not reliably compatible with Blackboard or Kaltura and you would need to either Share to Screencast.com or use one of the MP4 with video player options.

- ◆ Click **Next>**.
- ◆ Input a name and choose a place to save your movie file.
- ◆ Click **Finish**.

You will see a progress bar as your video is made. Longer videos take a longer time for the movie to encode. When finished, Camtasia will default to displaying your production details and opening the movie.

- ◆ Click **Finish** to close the **Production Results** window.
- ◆ A folder containing your video has been produced. The movie file will be an MP4 file. Unless you change the default save location (to the Desktop, for example), the movie will be saved to **Documents>Camtasia Studio>NameofMovie**.



Activity 4: Creating captions for your movie

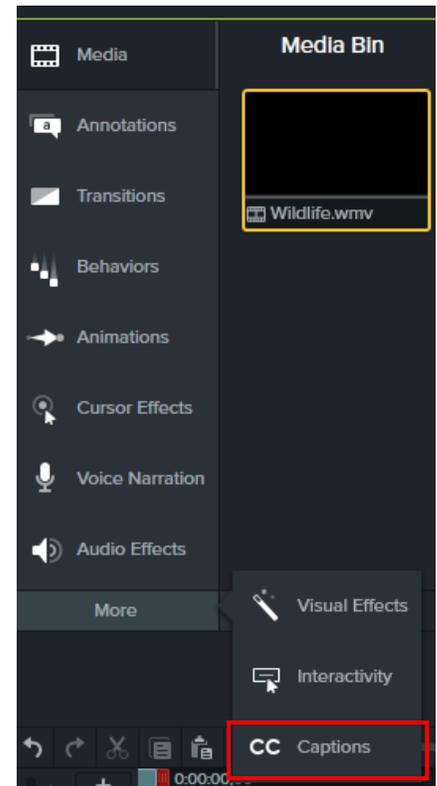
Camtasia has a built-in voice-to-text tool to help you create captions for your movies. Remember, according to University policy and ADA laws, all videos used in a course should be made accessible by including captions. This is easier to do when initially working with a video rather than trying to add captions in a

Step 1: Accessing captioning tools in Camtasia

- ◆ The **caption tool** is available under the **More** option.
- ◆ Click on **Captions** to open captioning options.

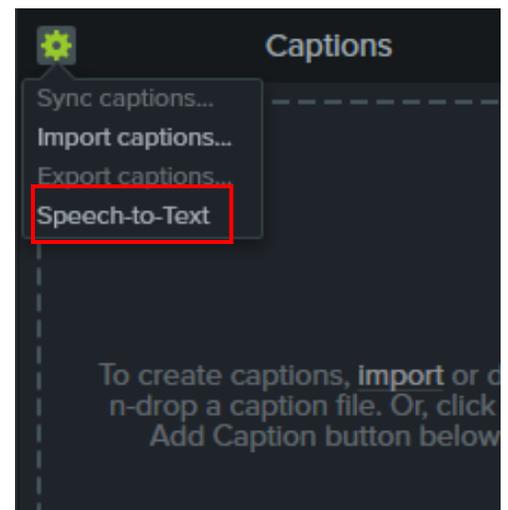
You will have several captioning options:

- ◆ **Add caption** You can manually key in captions for your video. You can also paste in captions if you followed a script.
- ◆ **Speech-to-text:** Camtasia will attempt to create captions for your video. If you are doing this on your personal computer or account, it may be worth the effort train Camtasia to recognize your vocal patterns. Depending on your voice, this may or may not be very accurate.
- ◆ **Import captions:** Allows you to import pre-made caption files

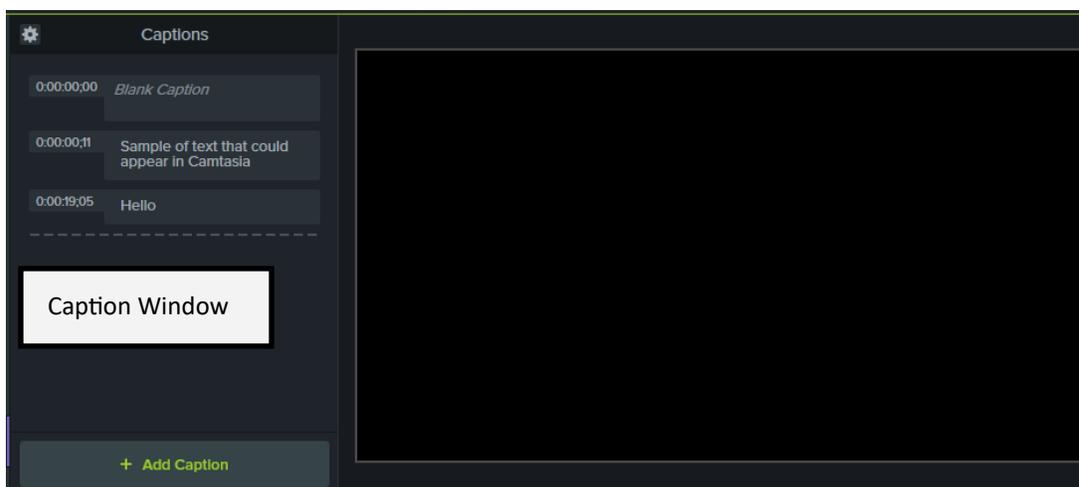


Step 2: Captioning using the speech-to-text option

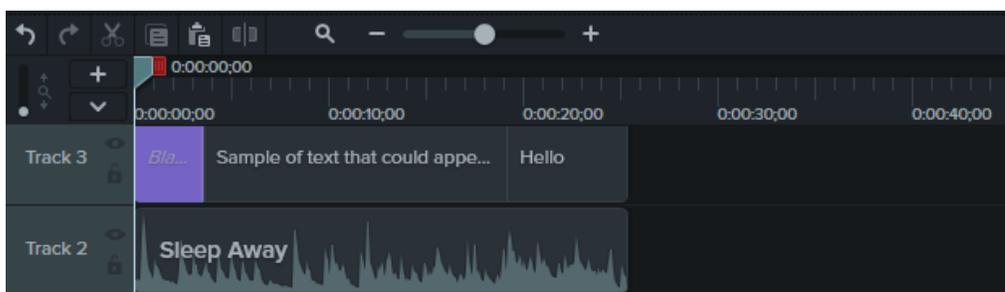
- ◆ With the captions tab open, click the **Speech-to-text** button.
- ◆ The **Tips for Generating Accurate Speech-to-text Captions** menu will open.
- ◆ For the purposes of this training, click **Continue** without doing any of the extra tasks. You may always return to train the computer to better recognize your voice.
- ◆ Camtasia will take some time to transcribe your video.
- ◆ Once the auto-captioning is finished, you will need to play your video and review your captions.



- ◆ **Click** on a caption in the **Caption Window** to change it if there is an error.



- ◆ **Fix** mistakes for your video. You can keep track of everything on the **caption track**.



- ◆ Once you've corrected your captions you have two options. You can:
 - ◇ Produce and share the movie with captions "burned in", meaning they are permanent and cannot be turned off.
 - ◇ Export captions to a caption file (.srt) which can be added to the video produced in Activity 3 once the video is placed in Kaltura. [This is the recommended option.](#)

Note: This training emphasizes the use of Kaltura for several reasons. Kaltura is a very robust service that has been purchased by Purdue specifically to handle streaming video. Videos uploaded to Kaltura offer you a larger degree of control in terms of privacy, security, and integration with Blackboard. Also, videos put into Kaltura do not count against any course's Blackboard space quota.

- ◆ **Click** on **Export captions ...** to save your captions to a .srt file. Save this file where you can find it as you will use it once you get into Kaltura.

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The Assistive Technology Center on campus provides consultation and training to faculty and instructors who teach students with disabilities at Purdue. Their Web address is <http://www.purdue.edu/atc> and they can be contacted at atc-info@purdue.edu.

Camtasia supports caption files and also includes text-to-speech features that can be used in conjunction with captioning. Videos demonstrating this can be found here:

<http://blogs.techsmith.com/tips-how-tos/easy-methods-for-creating-caption-tracks-in-camtasia-studio-8/>