



HOW TO CREATE A PODCAST WITH CAMTASIA STUDIO

Camtasia Studio is a licenced video recording and editing program. A 30-day trial version can be downloaded from: <https://www.techsmith.com/camtasia-features.html>

HOW TO CREATE A PODCAST

- Before you start recording, ensure that all the websites and documents you wish to display are open on your desktop.
- Open Camtasia Studio.
- Click on **Record the screen**.
- Drag the corners of the highlighted space to select the area of the screen you wish to record.
- In the capture tray, switch the audio on.
- You can also insert a small video of yourself at the bottom of the recording by activating your webcam.
- Click on **Record** to start capturing.
- Do a short test recording to ensure that the sound is working properly.
- Click F9 to pause and resume and F10 to stop your recording.
- A preview will start playing automatically.
- If satisfied, click **Save and Edit**, or click **Delete** to discard the recording.
- A CAMREC file of the recording will be created. Save this on your computer.

HOW TO EDIT YOUR RECORDINGS

CAMREC recordings can only be edited with Camtasia Studio

- Select the dimensions of your video. The default is 854x480.
- Click on the play button to start your recording.
- Below the video you will see editing trays for both video and audio.

HOW TO PRODUCE AND SHARE THE RECORDING

- Once the editing is complete click on **Produce and Share** at the top of the screen.
- Choose MP4 only
- Click next
- Name your file
- Click Finish