# Camtasia for Mac 2

## Download

Follow these steps to download and install Camtasia for Mac:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the following website: <a href="http://www.techsmith.com/camtasia.html">http://www.techsmith.com/camtasia.html</a></td>
</tr>
<tr>
<td>2.</td>
<td>Enter your email address and click DOWNLOAD TRIAL</td>
</tr>
<tr>
<td>3.</td>
<td>If prompted, save the DMG file. Click Save File</td>
</tr>
<tr>
<td>4.</td>
<td>The DMG file will save to your Downloads. Depending on your browser it may download and automatically open, if not go to Finder &gt; Go &gt; Downloads  ⌥⌘2 (Option+Command+2).</td>
</tr>
<tr>
<td>5.</td>
<td>Double click the DMG</td>
</tr>
</tbody>
</table>
6. Add Camtasia for Mac to your Applications folder by dragging the Camtasia MAC 2 icon to the folder.

7. Camtasia will now be available in your Applications folder. To access go to Finder > Go > Applications or by hitting `Option+Command+A`.

8. Double click the Camtasia MAC 2 icon and the home screen will appear ready for you to record.

9. Follow the prompts given by the installer. When asked for a license key, paste in the license key provided by your instructional designer.
**Setup**

Follow these steps to prepare to record a presentation using Camtasia for Mac:

1. Plug in your USB Headset (microphone) to your computer’s USB port.

2. Open System Preferences and click Sound. The Sound preferences box displays.

3. In Sound preferences, click the Input tab and select the USB Headset as the sound input device.

4. In Sound preferences, under “Settings for selected device,” adjust the Input volume slider to forth hash mark from the right.

5. Close System Preferences.

6. Open the presentation application (e.g., Keynote, PowerPoint).

7. Open Camtasia for Mac 2.
**Recording**

Follow these steps to record a full-screen application such as Keynote or PowerPoint:

1. If you haven’t done so already, open the presentation application and Camtasia for Mac.

2. In the Camtasia window, click the Record button. The Record settings box displays.

3. In the Record settings box, select the following:
   a. Screen - Full Screen (If you have more than one display connected, click the drop-down and select the appropriate display. Green margins indicate the selected display.)
   b. Camera - Off
   c. Microphone - Logitech (or other) USB Headset. NOTE: Do not select Built-in Microphone.
   d. System Audio – Off

4. In PowerPoint, **make your presentation full screen** by hitting `⇧⌘↵` (Shift+Command+Enter), (or, in the PowerPoint menubar, click Slideshow > Play from Start).

5. Once the PowerPoint is in full screen. Hit `⌘⇧2` (Command+Shift+2), this will trigger Camtasia to start recording and you will see the countdown

   (TIP: It is a good idea to make a short test recording to check your settings.)

6. When you’re ready to stop the recording, hit `⌥⌘2` (Option+Command+2). Or you can click the red filmstrip icon in the menu bar, and click Stop Recording. Camtasia stops recording and the Camtasia video editing window displays.
# Saving Your Project

It is important to save a raw copy of your project in case you want to edit it at a later time. To save your project, follow these steps:

<table>
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<tr>
<td>1.</td>
<td>With Camtasia as the active application, hit ⇧⌘S (Shift+Command+S), (or in the Camtasia menubar, click File &gt; Save As...).</td>
</tr>
<tr>
<td>2.</td>
<td>Ensure the Create Standalone Project box is checked.</td>
</tr>
<tr>
<td>3.</td>
<td>Select the location you wish to save the project. (Note: It is probably best to create a folder and save all of your recordings in that folder).</td>
</tr>
</tbody>
</table>
**Exporting Your Video as an .MP4**

After you have edited and saved your video project (.camproj), follow these steps to export your video as an .MP4:

1. With Camtasia as the active application, hit ⇧⌘E (Shift+Command+E), or in the Camtasia menubar, click Share > Advanced Export...). The Advanced Export dialog box displays.

2. In the Advanced Export dialog box, give the produced .mp4 a name and destination (by default, Camtasia names the .mp4 the same as your video project and saves it in the same location as the project).

3. At the bottom of the Advanced Export dialog box next to Export, be sure that Export to Quicktime MPEG-4 is selected from the drop-down selector. Then click Options... The MPEG-4 Export Settings dialog box displays.

4. In the MPEG-4 Export Settings dialog box, next to Image Size, click the drop-down selector and click 1280 x 720 HD. Then click OK. The MPEG-4 Export Settings dialog box closes.

5. In the Advanced Export dialog box, click Export. Camtasia begins exporting your video. (Note: The longer your recording is, the longer it will take for Camtasia to render and export the video).

6. When the video is finished exporting, the Export finished dialog box displays. You can choose to either Reveal in Finder (opens a Finder window and shows the location of the newly produced .mp4 video file) or Close (closes the Export finished dialog box).
**Sharing your .MP4 Video File**

One option for sharing your .mp4 video files with your instructional designer is to use the EP Cloud system, explained below. Please consult with your ID to select the system for sharing video files, as other options (e.g., Dropbox, Google Drive, SkyDrive) may be available. To share your .mp4 video files using EP Cloud:

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<table>
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<tr>
<td><strong>1.</strong> Open an Internet browser application and go to <a href="http://cloud.ep.jhu.edu">http://cloud.ep.jhu.edu</a>. The EP Cloud login page displays.</td>
<td><img src="image1.png" alt="" /></td>
</tr>
</tbody>
</table>
| **2.** On the EP Cloud login page, type your login credentials into the appropriate spaces:  
  a. Username: The default is the course number, e.g., 575.429  
  b. Password: The default is changeme | ![](image2.png) |
| **3.** Click Log in. The EP Cloud directory page displays. | ![](image3.png) |
| **4.** On the EP Cloud directory page, click the folder named with your course number (e.g., 575.429). The course folder directory displays. | ![](image4.png) |
| **5.** In the course folder directory, click the folder for the module number to which you wish to upload. The module folder contents page displays. | ![](image5.png) |
| **6.** On the module folder contents page, click the up-facing arrow to upload a file. Your computer’s File Upload dialog box displays. | ![](image6.png) |
7. From the File Upload dialog box, click the file(s) you wish to upload. (You can select multiple files by holding CTRL while clicking the filenames. Then click Open. The files are uploaded to the module folder and displayed on the module folder contents page.

8. Email your ID to let him/her know the files are ready to be reviewed.