



Using Camtasia to Create an iPod ready video

Camtasia allows you to import video and convert it to an iPod ready format. The most recent version of Camtasia makes the procedure simple. The video can be published online and added to Blackboard and/or added to your website. Note: This procedure can be done in the Innovation Center, or on your own PC if you have Camtasia installed.

Here's a brief overview of how create an iPod ready video using Camtasia:

Step 1: Decide what you want to record.

Step 2: Write a narration script in Microsoft Word and practice narrating.

Step 3: Record the video with Camtasia and produce it as Flash.

Step 4: Create an accessible PDF of your recording.

Step 5: Publish the recording to the LPC1 server, and create a link to it in Blackboard.

Step 1: Decide what you want to record.

Are you going to record a walkthrough for a web site? An Excel tutorial? A demonstration of the features of some screen reader software?

Once you decide what you are going to record, it is a good idea to practice the steps a few times so you become comfortable with the flow. You will want to be able to remember the steps so you are not fumbling through the recording.

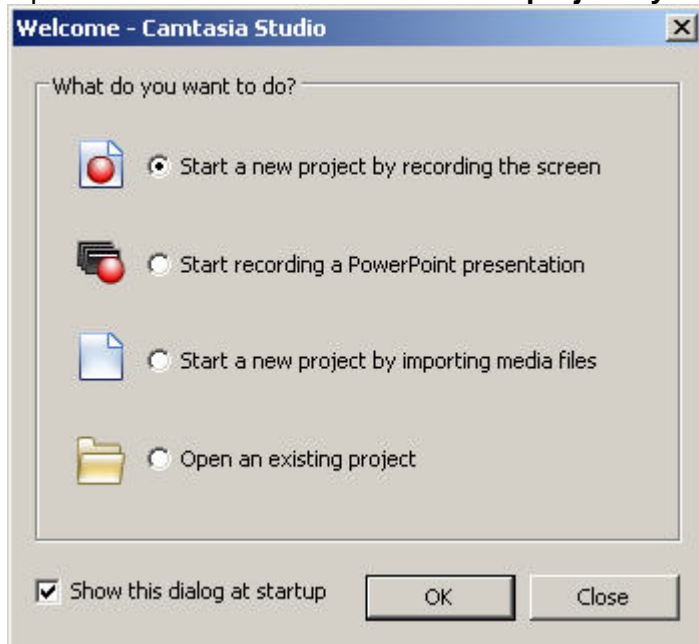
Step 2: Write your script in Word and practice.

The best way to have a smooth narration is to write a script in Microsoft Word and practice it a few times. The script you write here will make Step 4 very easy! Become comfortable with the topic and the flow of the information. Do a few "dry runs" so you can familiarize yourself with the pacing. Don't forget to speak reasonably slowly, with a short pause between topics. Imagine yourself in front of your class while you are narrating.

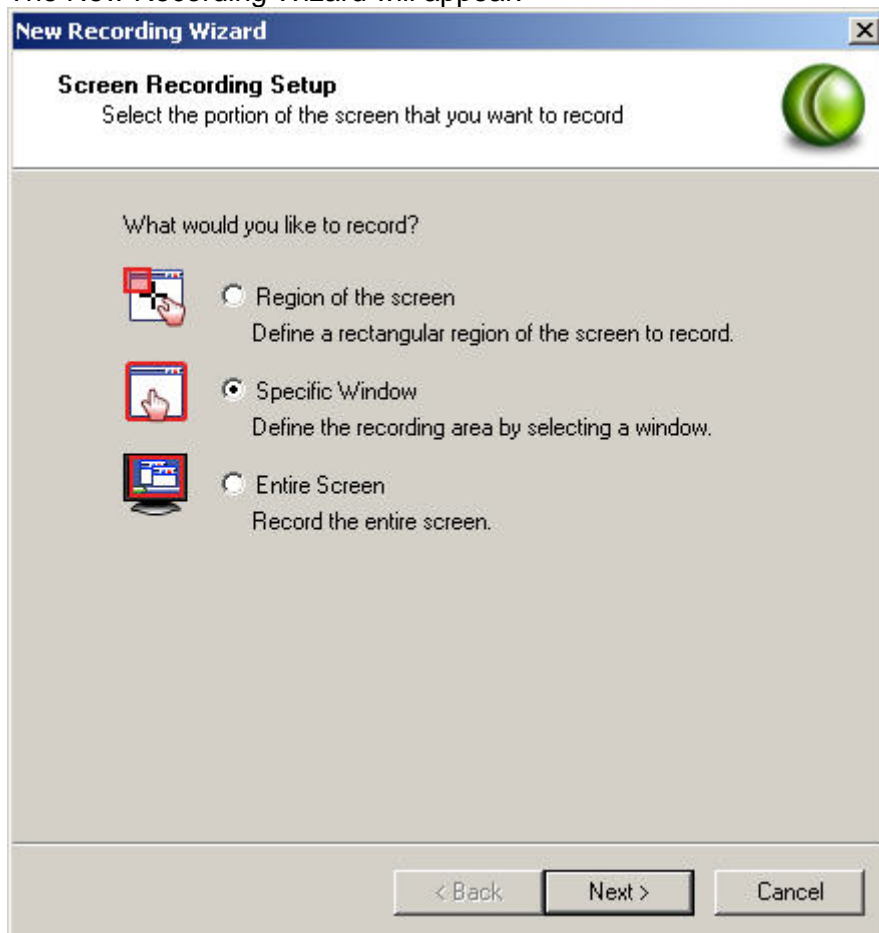
Once you are comfortable, it is time to record!

Step 3: Record the video with Camtasia and produce it as Flash.

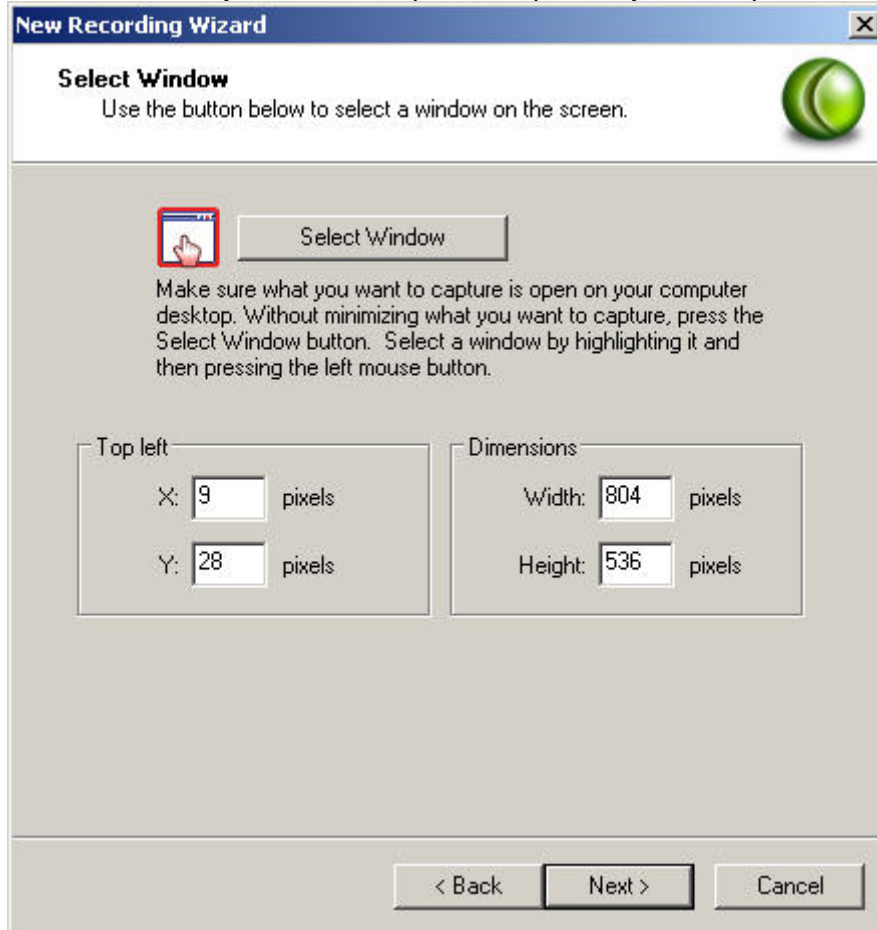
1. Have the program or web page you want to record ready to go.
2. Have your script ready.
3. Open Camtasia and select **Start a new project by recording the screen**. Click **OK**.



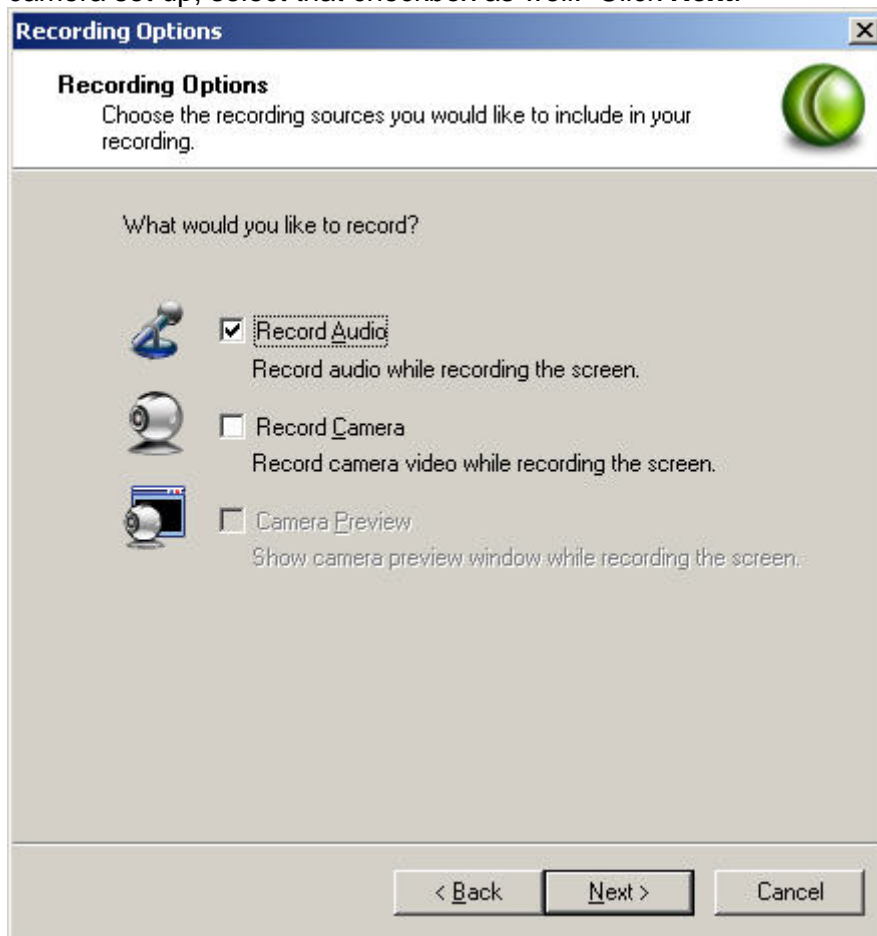
4. The New Recording Wizard will appear.



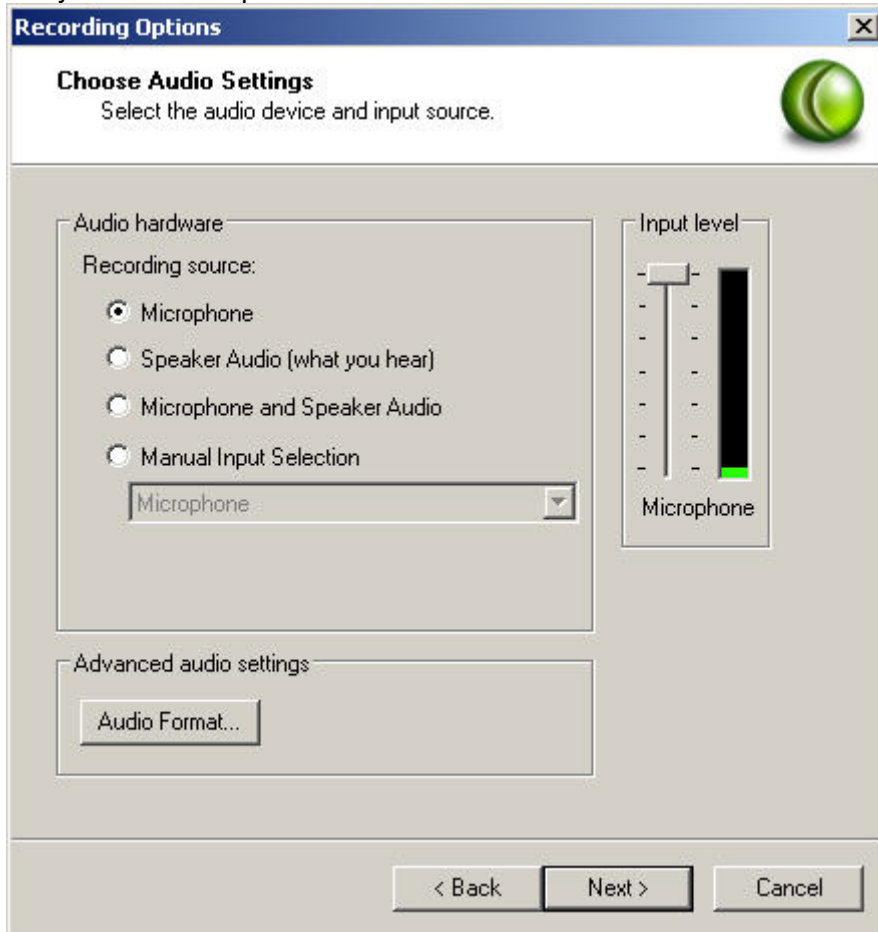
5. Choose the option you would like to use. Specific Window is recommended, because you can specify only the area you want to show, instead of capturing the entire screen. Click **Next**.
6. Click **Select Window** to determine the area to be recorded. As the dialog box says, make sure what you want to capture is open on your computer desktop. Click **Next**.



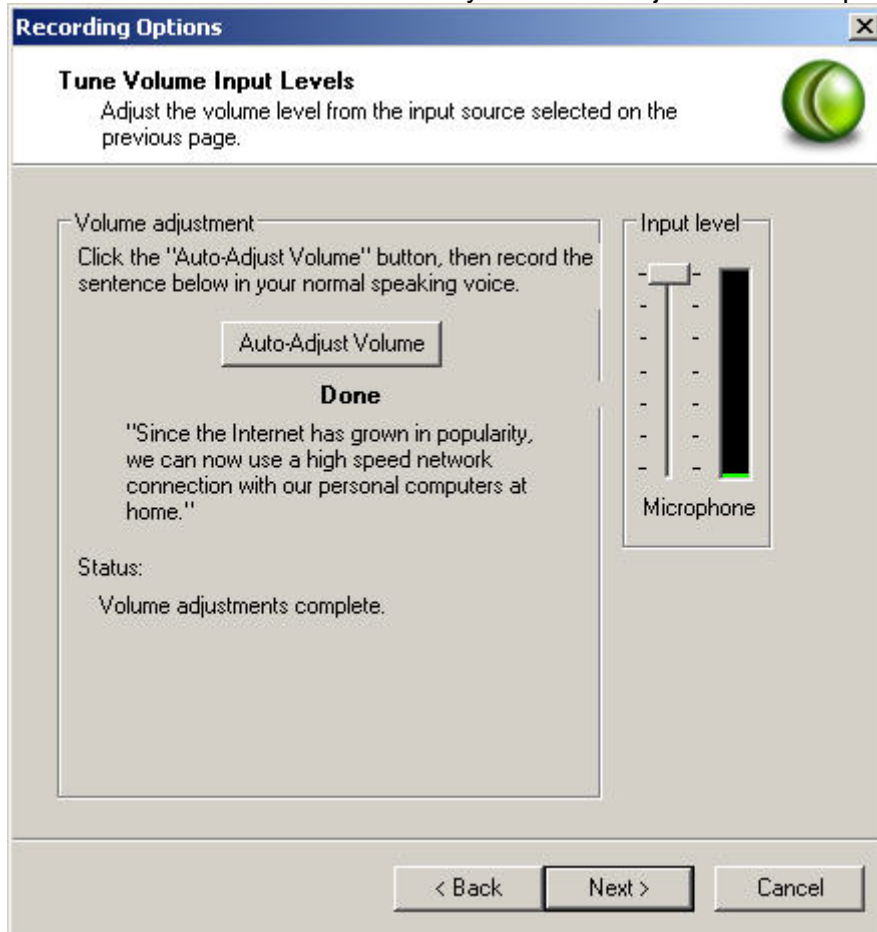
7. In the next dialog box, you can specify recording options. Since you will be narrating the movie, make sure to select the **Record Audio** checkbox. If you have an external camera set up, select that checkbox as well. Click **Next**.



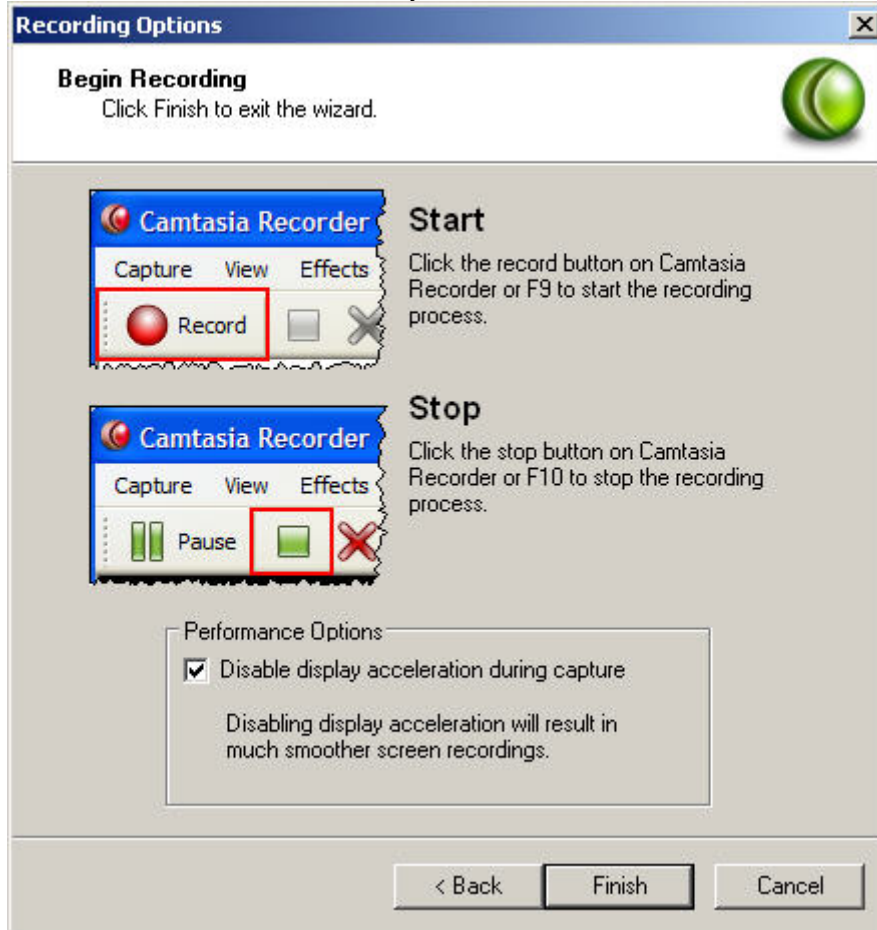
8. In the next dialog box, you are able to choose your audio settings. Your source will most likely be the Microphone. Click **Next**.



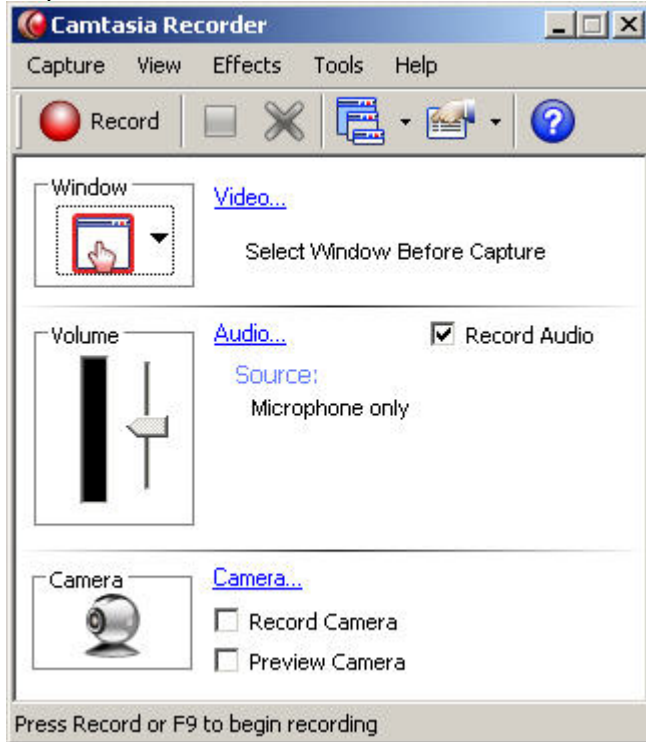
9. Next you are going to test the audio input levels. Click the **Auto-Adjust Volume** button to run the test. Once the screen says "Volume adjustments complete," click **Next**.



10. In the next dialog box, you are told that you can press F9 to begin recording, and F10 to stop. You can also disable display acceleration during recording, which may make a smoother recording. You may want to record once with this option selected, and once without it. Choose the version you like best. Click **Finish**.

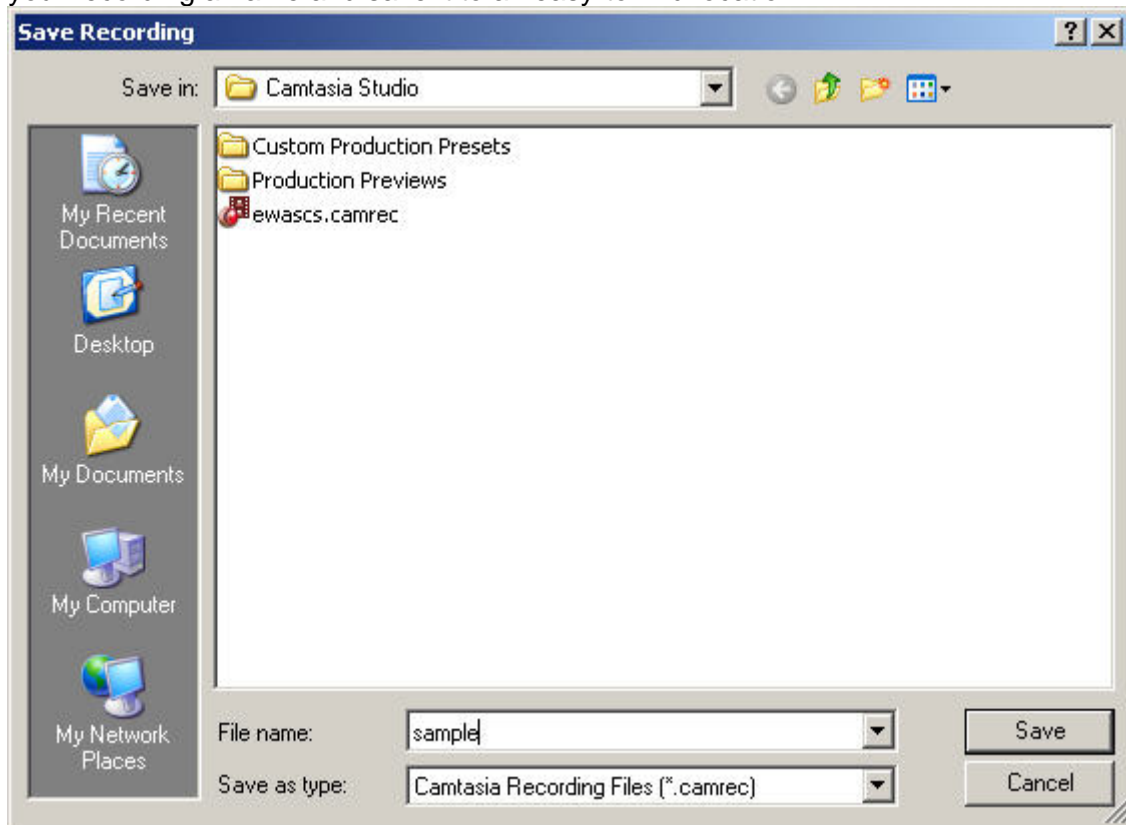


11. The Camtasia Recorder will appear. You are now ready to begin recording. You can click the Record button, or press **F9** to begin. You press **F10** to stop recording. You can also change the recording settings if you decide you don't like the way you originally set it up.



12. Once you press **F9**, a selection hand will appear, and a red border will appear around the edge of the window over which the hand is located. Move the hand over the window you wish to record, and click on the window. Camtasia is now recording the screen. You will see flashing green and black corners around the window that is being recorded.
13. Record your movie. Remember to speak in a level voice, and try not to speak too quickly. Explain every click. Press **F10** when you are done.
14. The **Recorder Preview** window will appear, and you will see what you just recorded. If you are satisfied, click **Save**. If you want to start over, click **Delete**.

15. If you choose to save the recording, the **Save Recording** dialog box will appear. Give your recording a name and save it to an easy-to-find location.

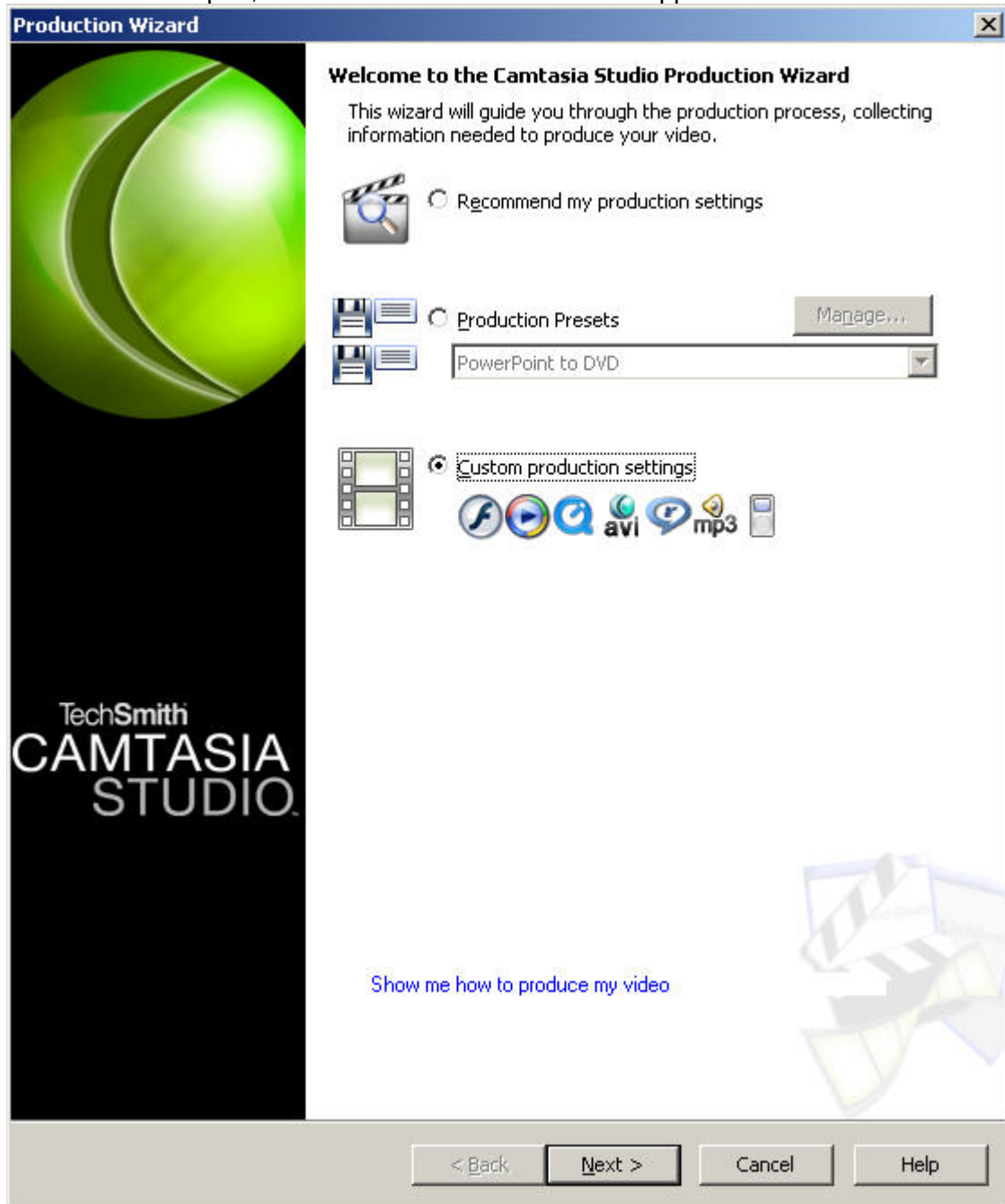


16. The **Post Save Options** box appears. If the movie needs to be edited, click **Edit my recording**. If it is as you like it, click **Produce my video in a shareable format**. If you want to record another movie, click **Create another recording**.



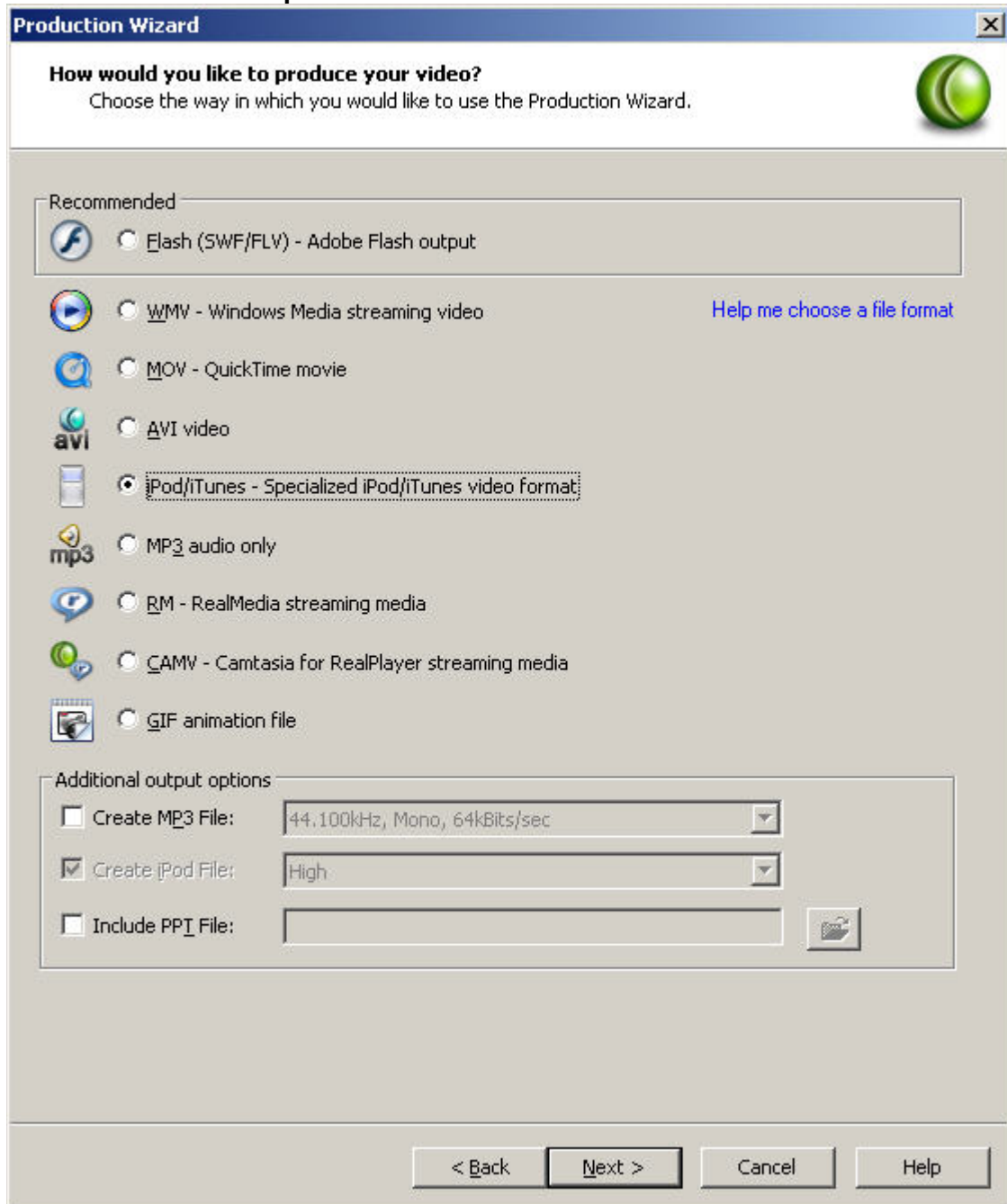
17. For the sake of this tutorial, we are going to assume that you recorded it perfectly, and we are going to click **Produce my video**.

18. Camtasia will reopen, and the **Production Wizard** will appear.

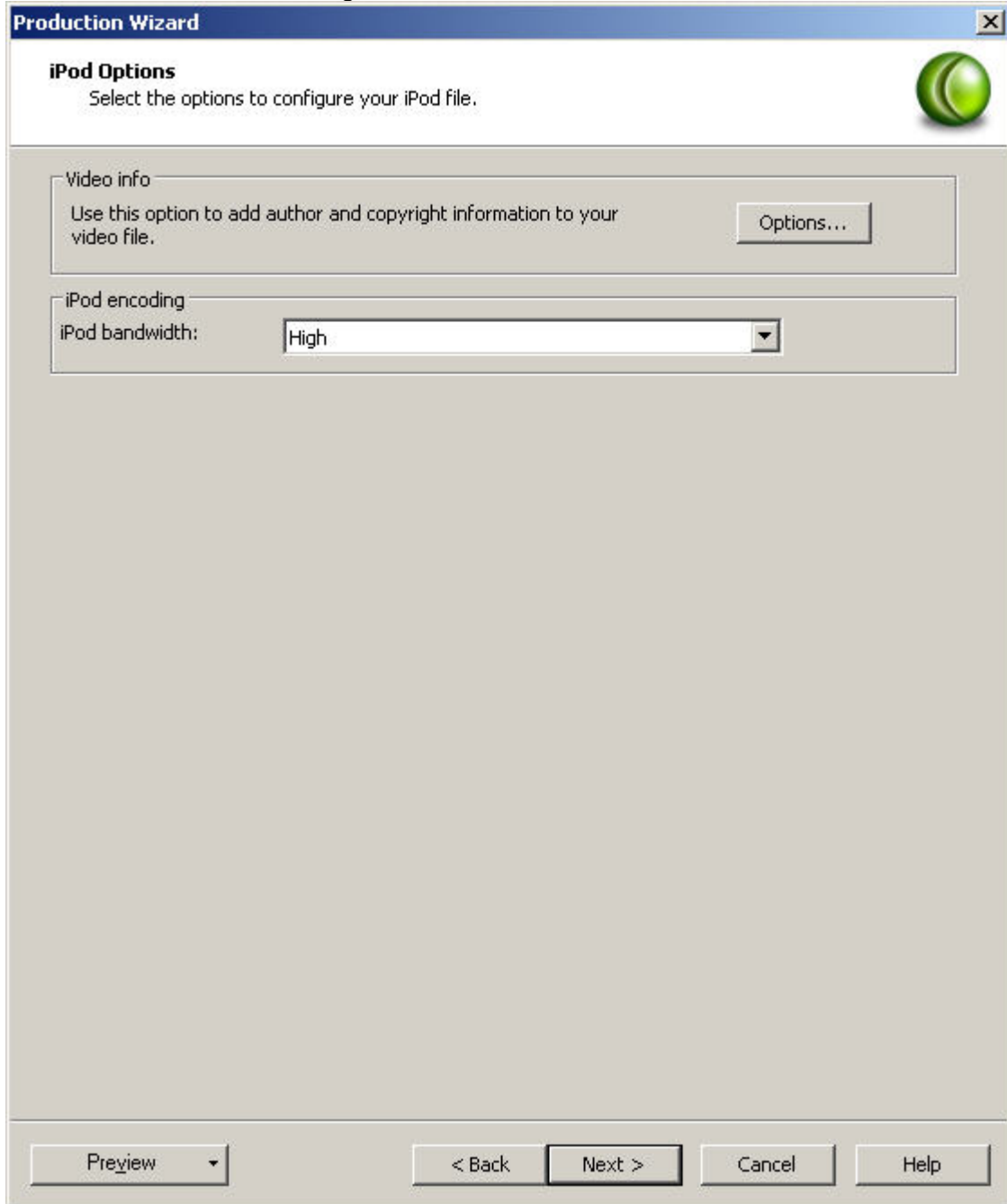


19. Select **Custom production settings** and click **Next**.

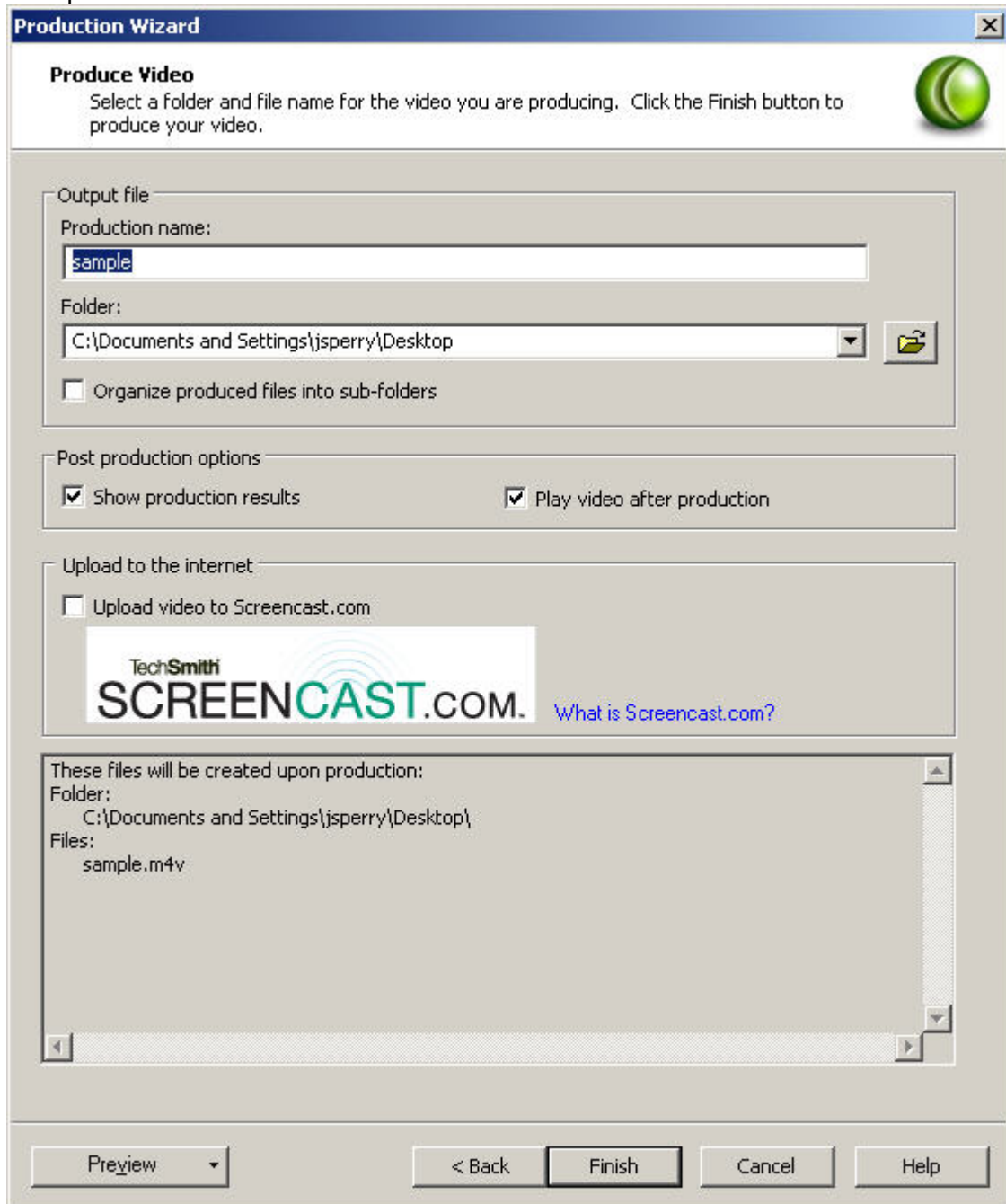
20. Select **iPod/iTunes – Specialized iPod/iTunes video format** and click **Next**.



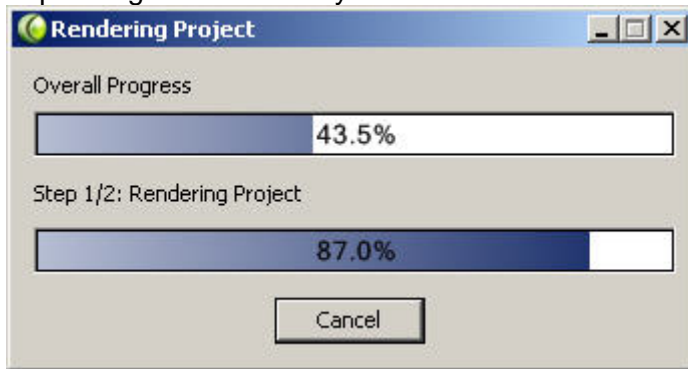
21. The iPod Options dialog box appears. You may edit the author and copyright information, as well as the bandwidth used by the encoder. It is recommended that you leave the bandwidth set to high. Click **Next**.



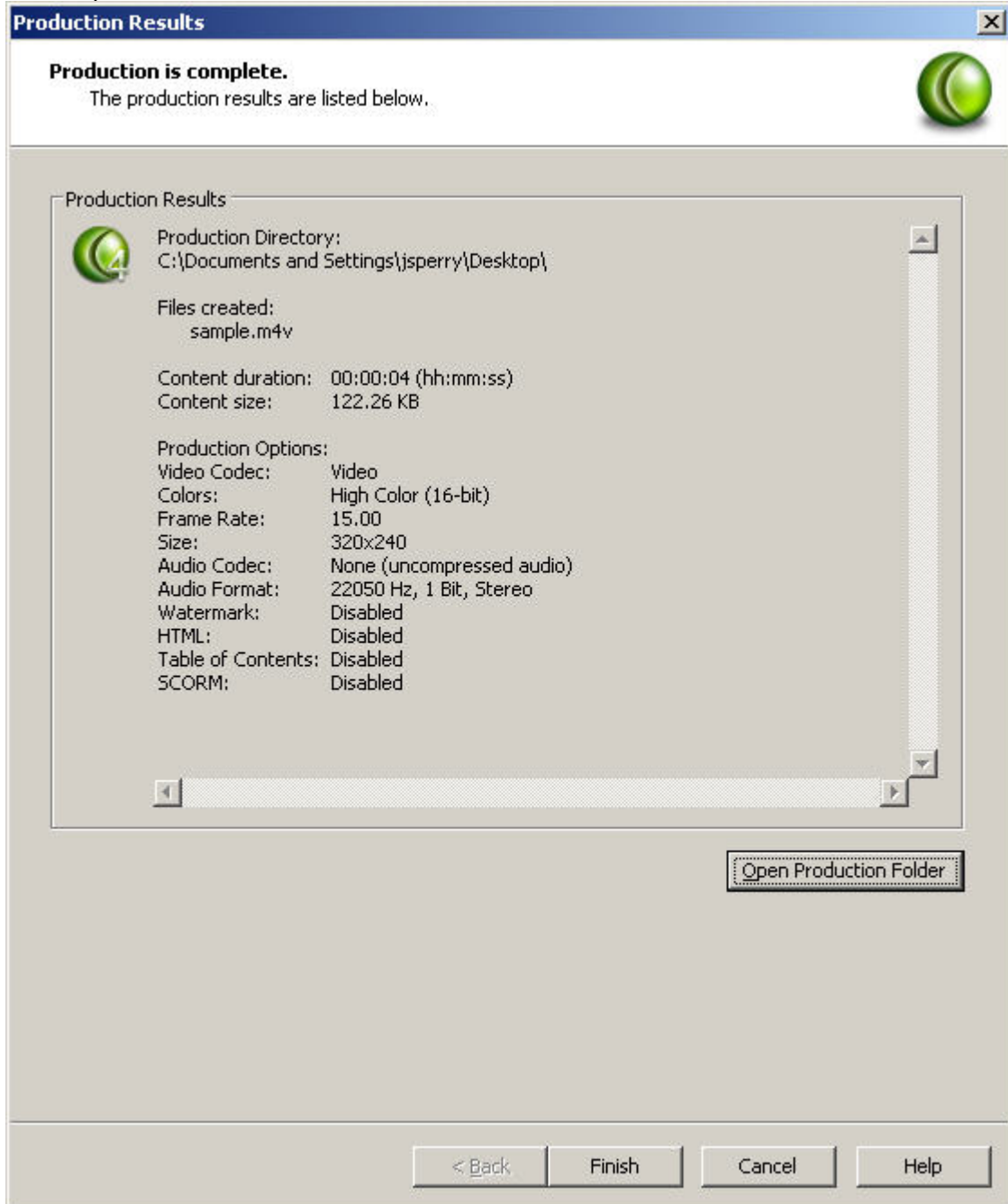
22. The **Produce Video** dialog box appears. Give your video a name and specify where you would like to save it. You can have it show you the results, as well as play the video after production. Click **Finish** to create the video.



23. You will see the **Rendering Project** window pop up. It may take a few minutes, depending on the size of your video.



24. Once the rendering finishes, the Production Results window will appear (if you chose to view the results on the previous screen). Review the results and click **Finish**. Close Camtasia and the program you recorded. You are now ready to create your accessible transcript of the video.

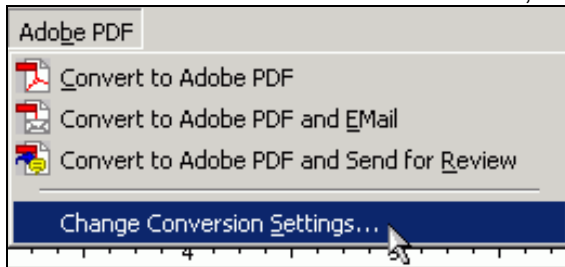


Close Camtasia and the program you recorded. You are now ready to create your accessible transcript of the video.

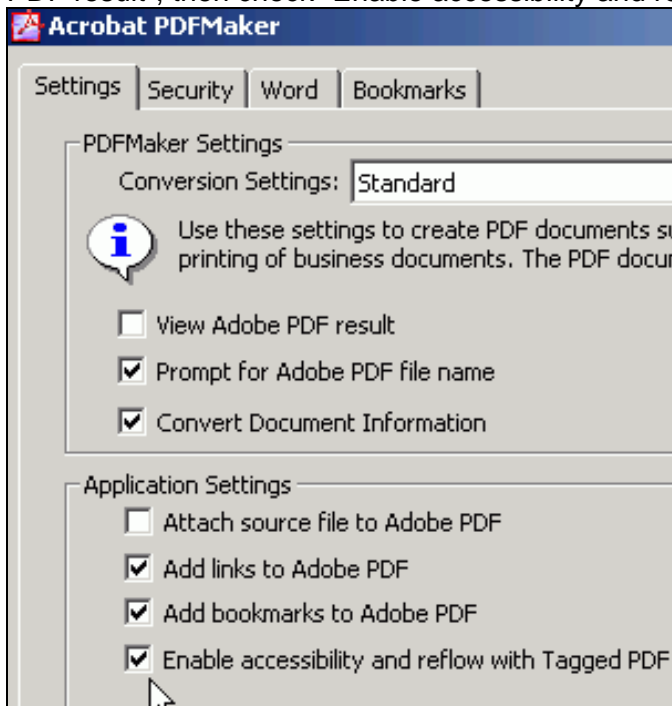
Step 4: Making an accessible PDF from the transcript of a video

To be in compliance with federal accessibility laws, we are required to make everything we post online as accessible as possible. Making a PDF version of the content of the presentation ensures that we are complying with these laws.

1. Open the transcript of the presentation in Microsoft Word.
2. Choose **Adobe PDF** from the menu bar, and select **Change Conversion Settings**.



3. The Acrobat PDFMaker conversion settings window will open. Uncheck "View Adobe PDF result", then check "Enable accessibility and reflow with Tagged PDF". Click **OK**.



You are now ready to begin converting your transcript into a PDF file.

4. Open your presentation in PowerPoint (if it is not already open).
5. Click the **Convert to Adobe PDF** button on the PowerPoint toolbar. Alternatively, you can click Adobe PDF on the menu, and select Convert to Adobe PDF.

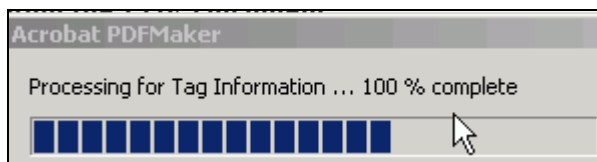


6. If you are asked to save the file, click **Yes**. Saving the PDF file will begin the convert to PDF process. After clicking **Save**, the Converting to Adobe PDF screen appears.

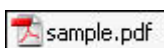


Acrobat will most likely show the processing for tag information when processing a text document, whether or not any images exist in the document. Tag information is the description information that you use (usually not more than 2-3 sentences) to describe the content of an image. It's exactly the same information that you would enter if you were adding "alt-tag" information for an image in Dreamweaver. The tag information is read aloud to the visually impaired individual by the assistive technology applications.

If the following dialog screen should appear after the tag processing is complete, click **Yes**.

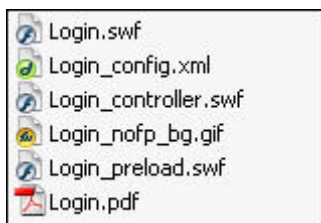


7. The conversion process is finished. Your file is ready to be loaded into Blackboard.



Step 5: Publish the video to LPC1, and create a link to it in Blackboard.

1. You will want to upload the entire folder containing the video to LPC1. It should include several files, including an HTML file, XML file, PDF file, and SWF files. If you do not have a folder on LPC1, contact the webmaster, Elizabeth Noyes at 424.1675 for assistance. The staff of the Innovation Center can assist with the upload process.
Note: For the iPod ready file, you can place it in the same folder.



2. Test the html file in a web browser. We recommend trying the link in both Internet Explorer and Firefox (or Safari if you are a Mac user), as students are able to use both. The link should look approximately like this:

http://lpc1.clpccd.cc.ca.us/lpc/harpell/lectures/astrohistory_pt2/astrohistory_p2.html

Yours will differ after the /lpc/ section, according to your name.

3. Once you know the link is accurate and works well, it is time to link to the video in Blackboard.
4. Open your browser and go to <http://clpccd.blackboard.com>.
5. From <http://clpccd.blackboard.com> click the **Login** button.



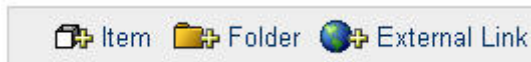
6. On the next screen, login to your account. Your username is the first initial of your first name and your entire last name. The default password is *instructor*, which you should change immediately if you have not already done so. Click **Login**.



7. Navigate to the course for which you want to upload the video. Go to the Control Panel and select the content area you wish to update.



8. Click **External Link** to create a new linked item.



9. Type a name that describes the video. Type or copy and paste the URL of the html file you just created into the next box. For the iPod file, you will create the same type of link, but point it to the .m4v file.


1 External Link Information

Name

URL

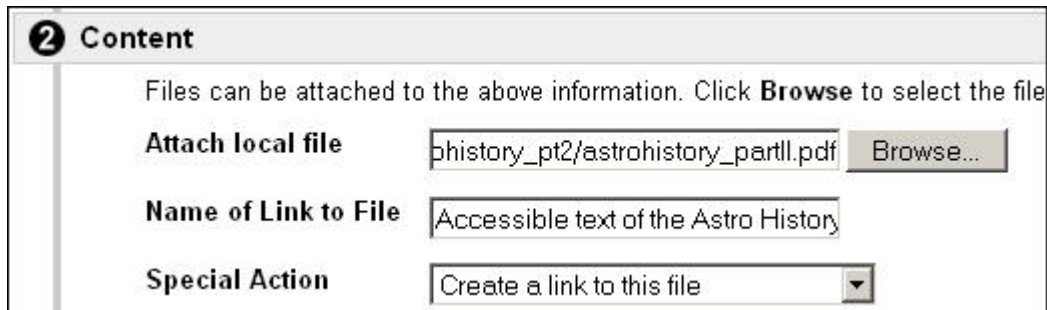
For example, <http://www.myschool.edu/>

10. Add any descriptive content to the Text box. This step is not required, but can be helpful to your students. The following image shows a recommended description. Note: If you want to use this description, simply copy and paste it from **Step 6** below.

 **Sample**
You have two options with this media file:

1. Click it to open it in QuickTime. It will open within Blackboard.
2. Right-click it and click Save As. Save it to a convenient location on your hard drive. You can watch it at your convenience from here, or you can put it on your iPod. To do so:
 - a. Open iTunes. Click File, then Add File to Library.
 - b. Locate the file and click Open when you have it selected. This will put the file in the Movies section of your iTunes Library.
 - c. Make sure your iPod is plugged in and showing in iTunes. Select the presentation and drag it to the iPod in the left hand menu. Wait for it to upload, then check the iPod to make sure it is there.
 - d. Disconnect the iPod and test the presentation. That's it!

11. Under the **Content** area, you will add the accessible PDF file. Point this to the PDF on your computer, and as a courtesy to students, include (PDF) in the Name of Link to File box. You can also modify availability options below this area.



2 Content

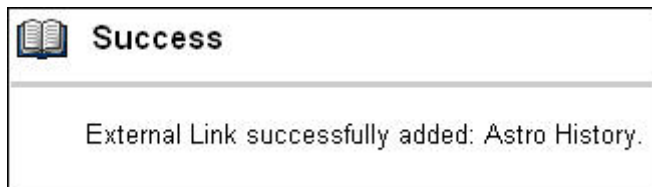
Files can be attached to the above information. Click **Browse** to select the file

Attach local file

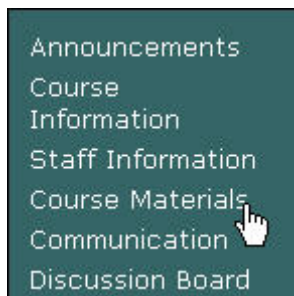
Name of Link to File

Special Action


12. Click **Submit** on the Add External Link Added page. Click **OK** on this page to update your course.




13. This takes you back to the Course Materials page (if that is where you added the content). Go back to the main page of your course. To see what the students will see, click the appropriate link on the left (in this case, Course Materials).



14. Click the new link to your video.

 **Quizzes**

 **Sample**
[Accessible version of sample presentation](#) (30.597 kb)
You have two options with this media file:

1. Click it to open it in QuickTime. It will open within Blackboard.
2. Right-click it and click Save As. Save it to a convenient location on your hard drive. You can watch it at your convenience from here, or you can put it on your iPod. To do so:
 - a. Open iTunes. Click File, then Add File to Library.
 - b. Locate the file and click Open when you have it selected. This will put the file in the Movies section of your iTunes Library.
 - c. Make sure your iPod is plugged in and showing in iTunes. Select the presentation and drag it to the iPod in the left hand menu. Wait for it to upload, then check the iPod to make sure it is there.
 - d. Disconnect the iPod and test the presentation. That's it!

15. Your flash video will open within Blackboard. It may take a while, depending on the size of the Flash file. It might even look like it is not doing anything, but it is opening the file. If it looks appropriate, then move on to checking the accessible PDF version.

16. Go back to the **Course Materials** screen. Click the link to the PDF document to make sure it opens appropriately. If successful...

Congratulations! You have just created and uploaded a Flash movie and accessible version of your video! Now let's move to Step 6.

Step 6: Copy the presentation into iTunes, and then on to your iPod.

You have two options with this file:

1. Click it to open it in QuickTime. It will open within Blackboard.
2. Right-click it and click Save As. Save it to a convenient location on your hard drive. You can watch it at your convenience from here, or you can put it on your iPod. To do so:
 - a. Open iTunes. Click File, then Add File to Library.
 - b. Locate the file and click Open when you have it selected. This will put the file in the Movies section of your iTunes Library.
 - c. Make sure your iPod is plugged in and showing in iTunes. Select the presentation and drag it to the iPod in the left hand menu. Wait for it to upload, then check the iPod to make sure it is there.
 - d. Disconnect the iPod and test the presentation. That's it!