

How to edit online ed videos using Camtasia

Editing an existing video

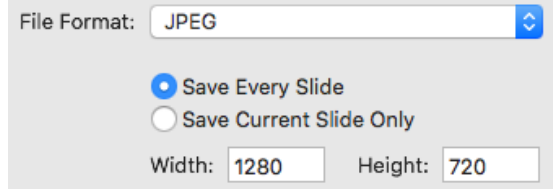
[Learn the Basics: Camtasia tutorials](#)

1- Create a main folder on your computer for each video to be edited

- Download and add existing video file (mp4)
- Add ppt file
- Note: all media that is used must be in this folder

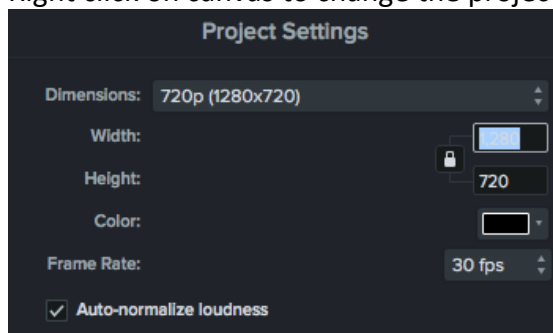
2- Edit the ppt file

- Preferred wide format: 16 x 9 ppt template
- As needed, save a new version using the same name as the previous ppt with an additional version number (ie_v2), in your main folder.
- Save a new pdf version of the final version for the course site
- Export the slides as .jpeg, choose all slides, wide format: 1280 x 720. This will make a folder of all the slides in your main folder.



3- Open a new project in Camtasia

- Save it in the main video folder using the same name as the ppt/lecture, include version numbers if needed (ie_v2)
- Preferred project naming: Course code_Module #.Part #_Faculty last name_version #
- Right click on canvas to change the project settings, select 720p



4 – Add media

- Click on the plus sign in your media bin to add media to Camtasia
- Select the video file and any new slides (jpegs)
- Note: Save the project periodically, Camtasia does not auto save

5- Edit video

- Drag video file to timeline, edit out any desired content
- Place the new slides on the track above to add new content

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- Save the project

6- Export/share the video

- Export the new version by “sharing” a “local file” to your main video folder on your computer. Be sure to change the version number if you export more than one.
- Export at 720p MP4 video file Note: new video should be about the same size as the original.

7- Archive video and ppt to box

- Upload new final version of video to box folder
- Upload new ppts, pdfs to box folder

8- Upload video and ppt to course site

- Upload new final version of video to course site
- Add pdf of new ppt in course site
- Uploading and sharing on the CLE instructions: <https://ucsflibrary.zendesk.com/hc/en-us/articles/360022510453>

9- Captions TBD

Once edits are approved and archived, no need to save Camtasia project

Notes and Tips

Individuals can request unlimited storage on box from IT

Also request the ability to upload large video files to box from IT (larger than 1.2GB)

Make sure there is at least 10GB available storage on your laptop

Close all other programs when video recording, editing and exporting

Upload large files early in the morning or late at night

Once you have uploaded the video to the course site and archived it on box, you can trash the files on your computer.