

Save and Manage Files Step – by – Step

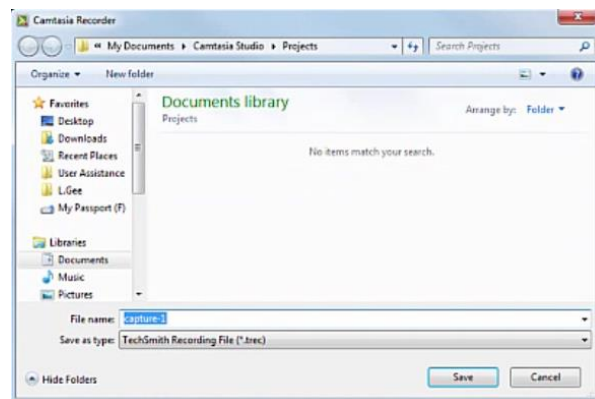
Once you have stopped recording, a preview window pops up of what you recorded. Click this button at the bottom of the screen to view your recording in a full screen.



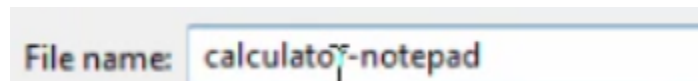
Once you have reviewed your recording, click the save and edit button in the bottom right hand corner.



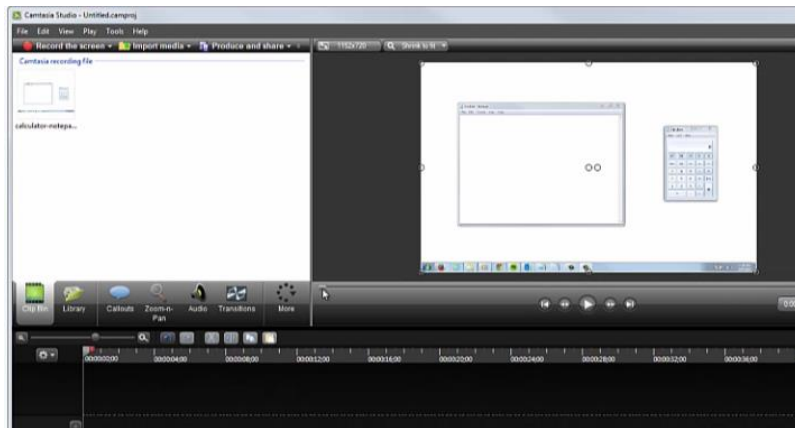
The below screen will pop up. Here is where you will decide where you would like to save your recording. Make sure it is somewhere you know how to access. It is up to you on how you will want to organize your project. Perhaps creating a new folder and placing everything that you need for that one project in the same folder, so it is all in one place.



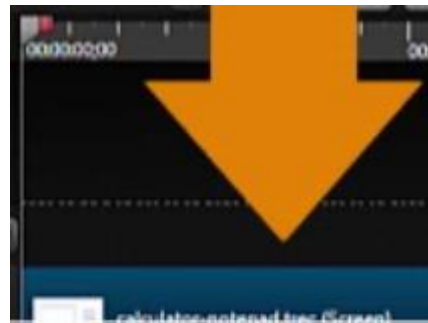
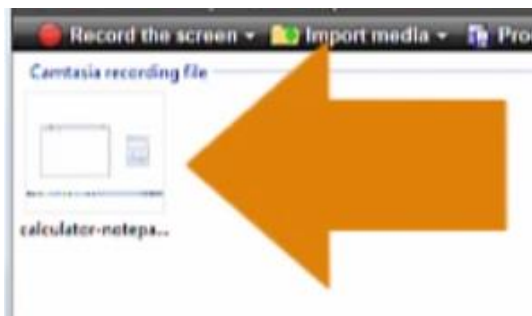
Give the file a name so that you know what video it is.



The recording file will be saved and opened in a new Camtasia Studio project.



The project is where you will add and edit your files. Notice now the project that you just saved has been added to the clip bin and the timeline.



Now you will need to save the project file, File, Save Project. Save it using the same name as the recording file and make sure that it is located in the same folder that you saved the recording file. This is the file that we will use to edit.

