

HOW TO ADD CALLOUTS IN CAMTASIA STUDIO 8

Updated 031615

Adding Callouts

1. Select the *Callouts* button located in the tool bar. Click on a shape to select it. It will be added to the current slide in the *Preview window*. The *callout (or shape)* will also appear on a *Track* on the *Timeline*.



Figure 1. *Callouts* button

Callouts Options

Options allow you to select *Border*, color *Fill*, and *Effects* for you callout. You may add *Text* to your callout by typing inside the rich text editor box located above *Properties*. Adjust the timing of when your callout appears and disappears with the *Fade in* and *Fade out* settings.

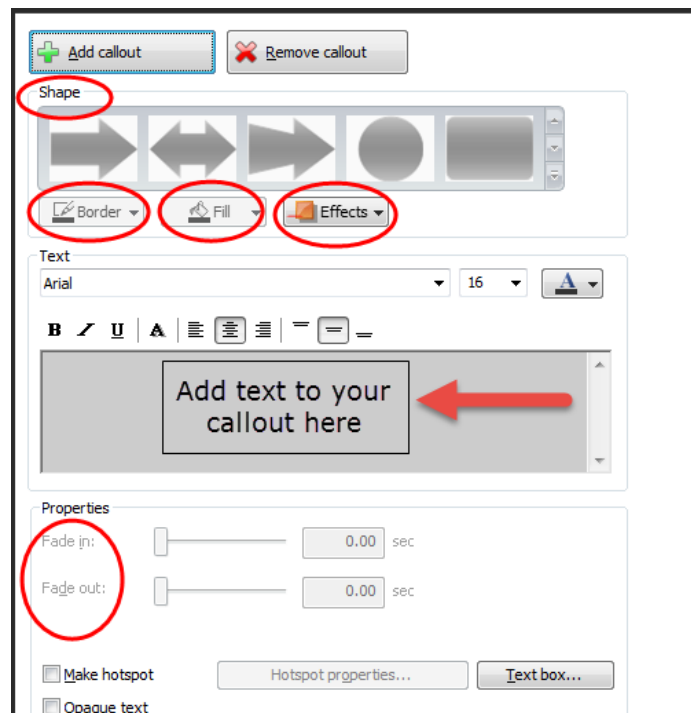


Figure 2. *Callouts* options.

2. To preview the callout, click the play button from the preview controls.



Figure 3. *Preview window and controls.*

Editing Callouts on Timeline

3. To extend the length of the call out, hover over the callout on the *Timeline*, when the bidirectional arrow appears click and hold the left mouse button on the callout and drag the callout. You may also reposition a callout by clicking and holding the left mouse button on a callout and dragging and dropping it from one track to another track (vertically) or to another location on the same track by dragging the callout horizontally. Remember to preview the callout by using the controls located beneath the preview window.

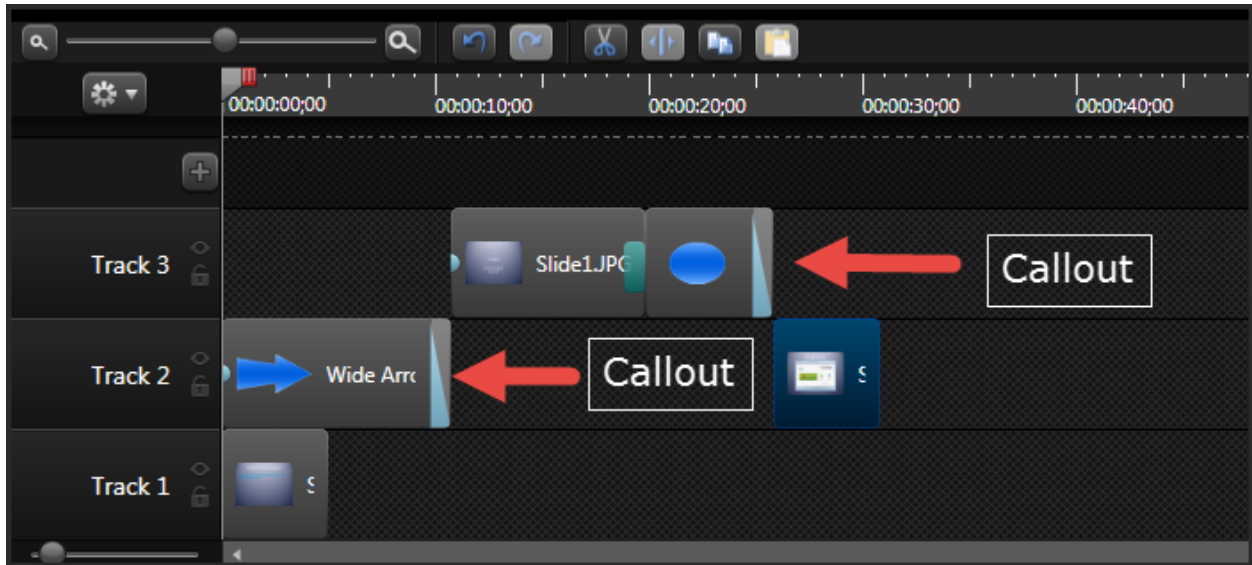


Figure 4. Callouts on *Timeline*.

***For further assistance, contact the Innovation in Learning Center at (251) 461 – 1888 or visit <http://usailc.org>.**