



## Camtasia Help

Version 9.1/3.1

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# Table of Contents

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<b>Table of Contents</b> .....	<b>3</b>
<b>Record the Screen</b> .....	<b>10</b>
Windows .....	10
Mac .....	10
Recording Hotkeys .....	11
Related Articles .....	12
<b>Record Voice Narration</b> .....	<b>13</b>
Related Articles .....	13
<b>Record a PowerPoint Presentation</b> .....	<b>14</b>
Record with the Camtasia PowerPoint Add-In (Windows Only) .....	14
Narrate Slides in Camtasia .....	14
<b>Project Dimensions (Canvas Size)</b> .....	<b>16</b>
Change the Canvas Dimensions .....	16
Related Articles .....	17
<b>Import Media</b> .....	<b>18</b>
Import Media from Your Computer .....	18
Import Media from a Mobile Device .....	18
Import Media from Google Drive .....	19
Supported File Formats .....	19
Media Bin Tasks .....	19
Related Articles .....	20
<b>Project Collaboration Tips</b> .....	<b>21</b>
About The Camtasia Project File .....	21
Create a Camtasia Project File .....	21
Crucial Steps for Success: Complete Your Video in this Order .....	21

---

Share a Project Across Windows / Mac Platforms .....	22
Non-Compatible Media List .....	23
Working with Cross Platform Projects .....	23
Create a Camtasia Windows Archive or Backup Project .....	24
Create a Zipped Project .....	24
Import a Zipped Project .....	25
Collaboration Best Practices .....	25
<b>Manage Library Assets .....</b>	<b>28</b>
Working with Library Assets .....	28
Related Articles .....	30
<b>Timeline Basics .....</b>	<b>31</b>
Timeline Tracks .....	31
Related Articles .....	34
<b>Timeline Editing .....</b>	<b>35</b>
Make a Selection .....	35
Remove Unwanted Parts .....	36
Common Editing Tasks .....	37
Related Articles .....	39
<b>Canvas Basics .....</b>	<b>40</b>
Canvas Tools .....	40
Working with the Canvas .....	42
Related Articles .....	43
<b>Add Markers .....</b>	<b>44</b>
Working with Markers .....	44
Related Articles .....	46
<b>Audio Basics .....</b>	<b>47</b>
Edit Audio on Timeline .....	47

---

Related Articles .....	49
<b>Audio Effects .....</b>	<b>50</b>
Add Audio Effects .....	50
Related Articles .....	51
<b>Annotations and Callouts .....</b>	<b>52</b>
Add an Annotation .....	52
Annotation Types .....	52
Working with Annotations .....	55
Related Articles .....	58
<b>Behaviors .....</b>	<b>59</b>
Add a Behavior .....	59
Working with Behaviors .....	60
<b>Cursor Effects .....</b>	<b>61</b>
Add a Cursor Effect .....	61
Working with Cursor Effects .....	62
<b>Visual Effects .....</b>	<b>64</b>
Add a Visual Effect .....	64
Visual Effects .....	64
Working with Visual Effects .....	66
<b>Animations .....</b>	<b>68</b>
Add an Animation .....	68
Working with Animations .....	70
Use Easing to Change the Effect .....	70
<b>Zoom-n-Pan Animations (Windows) .....</b>	<b>73</b>
Add a Zoom In / Zoom Out Sequence .....	73
Add a Zoom and Pan Sequence .....	74
Related Articles .....	75

---

<b>Transitions</b> .....	<b>76</b>
Add a Transition .....	76
Use Trimmed Content In Transitions .....	77
Working with Transitions .....	78
<b>Camtasia Editor Properties</b> .....	<b>80</b>
<b>Captions</b> .....	<b>82</b>
Caption Types .....	82
Add Captions .....	83
Import a Caption File .....	85
Export a Caption File .....	86
ADA Compliant Caption Tips .....	86
Working with Captions .....	87
<b>Quizzes</b> .....	<b>89</b>
Quiz Features .....	89
Set Up a Quiz .....	89
Quiz Questions and Options .....	90
Working with Quizzes .....	92
Quiz Reporting .....	92
About the CSV Report .....	93
Production Wizard Reporting Options (Windows) .....	93
Share Video Wizard Reporting Options For Mac .....	94
<b>Video Table of Contents</b> .....	<b>95</b>
Create a Table of Contents (TOC) .....	95
Produce a Table of Contents (Windows) .....	95
Produce a Table of Contents (Mac) .....	96
<b>Produce and Share Your Video</b> .....	<b>97</b>
Share Your Video .....	97

---

Produce a Selection of the Timeline (Windows only) .....	97
Related Articles .....	97
<b>Produce an Audio File .....</b>	<b>98</b>
Produce an Audio File (Windows Only) .....	98
Export an Audio File .....	98
Related Articles .....	99
<b>Create a Production Preset .....</b>	<b>100</b>
Related Articles .....	100
<b>TechSmith Smart Player .....</b>	<b>101</b>
TechSmith Smart Player Hosting Options .....	101
Host on Screencast.com .....	101
Host on a Website .....	101
iPhone Compatibility .....	101
Related Articles .....	101
<b>Additional Camtasia Resources .....</b>	<b>102</b>
Viewing the Help Offline .....	102
<b>Camtasia Hotkeys .....</b>	<b>103</b>
Recorder Options .....	103
Project Options .....	103
Program Options .....	104
Canvas Options .....	105
Timeline Editing .....	107
Timeline Navigation .....	108
Marker and Quiz Options .....	110
Animations and Effects .....	111
Text Options for Annotations .....	111
Captions .....	112

---

PowerPoint Add-In Hotkeys (Windows Only) .....	113
ScreenDraw (Windows Only) .....	113
To Use ScreenDraw .....	113
<b>Camtasia 8 to 9 - Where is it now? .....</b>	<b>115</b>
Camtasia Tools .....	115
Camtasia Tool Icons .....	115
Camtasia Properties .....	117
Timeline Toolbar .....	119
Camtasia Menus .....	120
File Menu .....	120
Edit Menu .....	122
View Menu .....	124
Play Menu (Removed) .....	126
Tools Menu (Removed) .....	127
Help Menu .....	128
Camtasia 9 Modify Menu (New) .....	129
Camtasia 9 Share Menu (New) .....	132
<b>Tips for Creating Engaging Videos .....</b>	<b>133</b>
Be Prepared .....	134
Brush Up on Your Public Speaking Skills .....	134
Let your personality shine through – use a bit of humor if the situation fits. ....	134
Filmography .....	134
Learn the Basics .....	135
Projects and Teamwork .....	136
Get Great Audio .....	136
Recording the Screen .....	137
The Use of Special Effects .....	138



---

Editing .....	138
Share Your Video .....	139

# Record the Screen

Camtasia Recorder records exactly what you want: whether it's the entire screen, specific dimensions, a region, a window, or an application. Recorder is designed to be simple and easy-to-use starting with your first recording—just click the Record button and begin your onscreen activity.

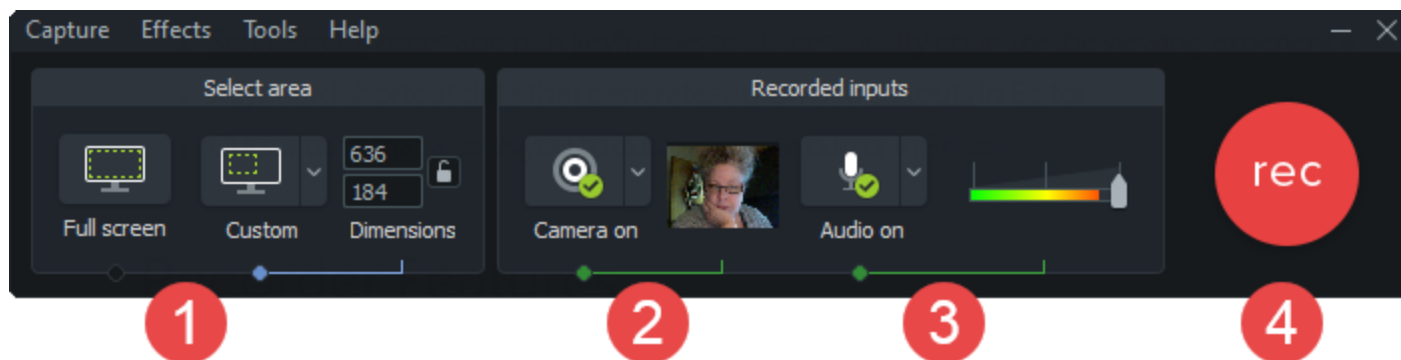
Recorder automatically records:

- Microphone audio
- Keyboard shortcut data used to generate automatic keystroke callouts in Editor
- Cursor data that allows you to customize the cursor in Editor

The default settings in Recorder give you a recording file that includes:

- Full screen recording
- System audio recording

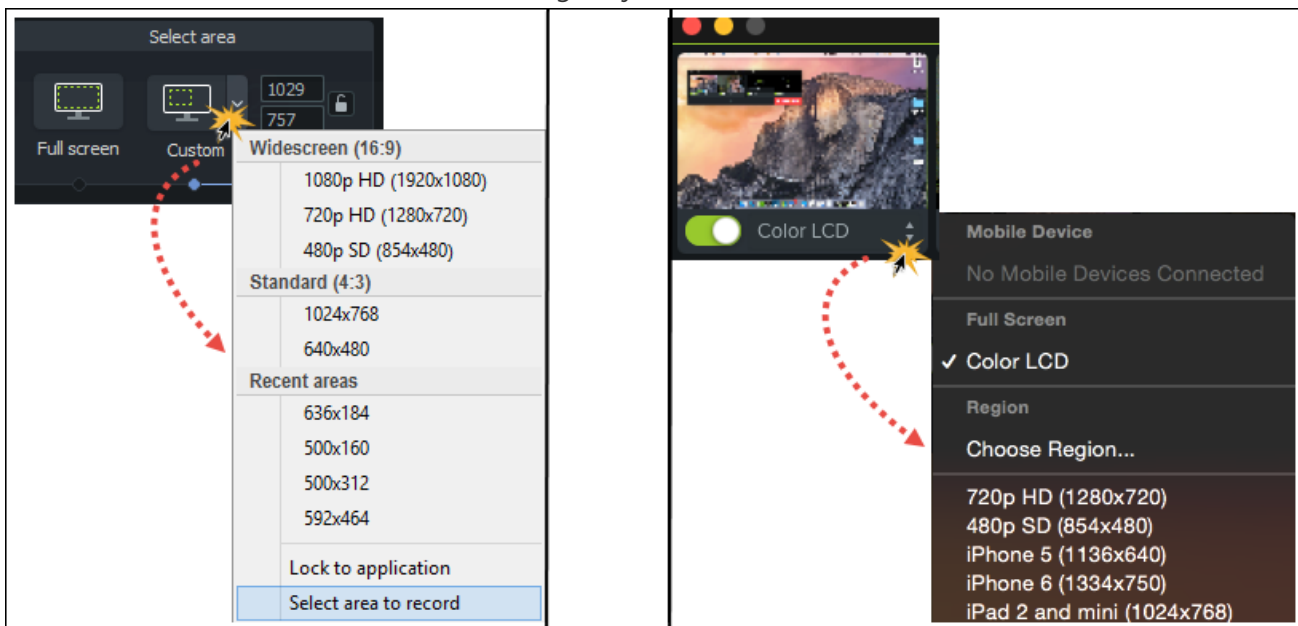
## Windows



## Mac



1. Choose area to record.
  - Full screen recording is the default.
  - Or, record with custom dimensions or a region you select.



2. If desired, record web camera.

Camtasia records both the screen and webcam. For webcam only, delete the screen recording track in Camtasia Editor.

3. Choose audio options:
  - Microphone audio is recorded by default.
  - System Audio is recorded by default.
4. Click the **Record** button.
5. Click the **Stop** button.

## Recording Hotkeys

Option	Windows Hotkey	Mac Hotkey
Start Recording	F9	-----
Pause Recording	F9	Command+Shift+2

Option	Windows Hotkey	Mac Hotkey
Stop Recording	F10	Comman+Option+2
Add a Marker	Ctrl+M	-----

## Related Articles

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[Record a PowerPoint Presentation](#)

[Record Voice Narration](#)

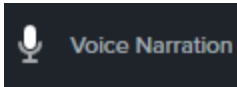
[Tips for Creating Engaging Videos](#)

# Record Voice Narration

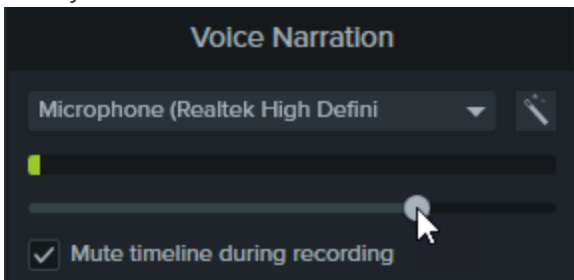
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Voice narration plays back the video on the timeline while recording a new audio track. You can paste a script to read from during recording.

1. Click the **Voice Narration** tab.



2. Select the audio device. To test the audio level, speak as you would during the recording. Drag the slider to adjust the audio level.



3. Paste a script into the text box.
4. Drag the playhead to the position on the timeline to start recording audio.
5. Click the **Start Voice Recording** button.
6. Camtasia plays back the video on the timeline. Record the voice narration.
7. Click the **Stop** button to stop recording.
8. On Windows, enter a file name and click **Save**.

The audio clip is added to the timeline and Media Bin.

## Related Articles

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[Record a PowerPoint Presentation](#)

# Record a PowerPoint Presentation

Camtasia provides two options for recording a PowerPoint presentation:

1. [Record with the Camtasia PowerPoint Add-In](#)
2. [Import slides into Camtasia and record voice narration](#)

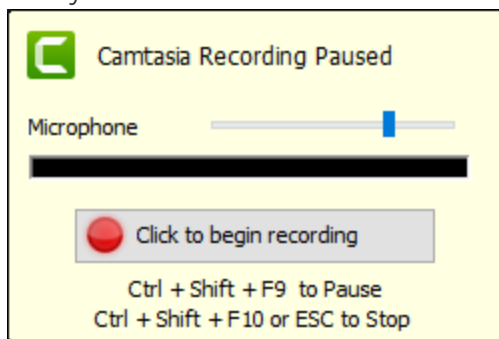
## Record with the Camtasia PowerPoint Add-In (Windows Only)

The Camtasia PowerPoint Add-In allows you to record a presentation in Microsoft PowerPoint.

1. Open Microsoft PowerPoint.
2. Click the **Add-Ins** tab.
3. Select the recording options in the toolbar.



4. Click the **Record** button.
5. Test your audio and then click the button to begin recording or press **CTRL+SHIFT+F9**.



6. Press **CTRL+SHIFT+F10** or press the **ESC** key to stop recording.
7. Click the **Stop Recording** button.
8. Name the recording and click **Save**.
9. Select **Produce your recording** or **Edit your recording** and click **OK**.

## Narrate Slides in Camtasia

Import .ppt or .pptx slides directly into Camtasia and record voice narration for the slides.

1. On the Media tab, click the **Import Media** button.
2. Select a PowerPoint Presentation file (.ppt or .pptx).

You can also drag a PowerPoint Presentation file onto the Media Bin to import the slides.

3. Click **Open** (Windows) or **Import**(Mac).
4. On Mac, Microsoft PowerPoint opens.
  - Click the **Grant Access** button.
  - In the Slides dropdown, select All, Range, or Single.
  - Click **Import**.
5. Camtasia imports the slides as images into the Media Bin. Drag the slides onto the timeline.
6. The default duration for each slide is 5 seconds. Drag the end of the clip to extend the duration.
7. Record [voice narration](#).

#### Tip

Add markers to the timeline to create a video table of contents with the final video. See [Video Table of Contents](#).

# Project Dimensions (Canvas Size)

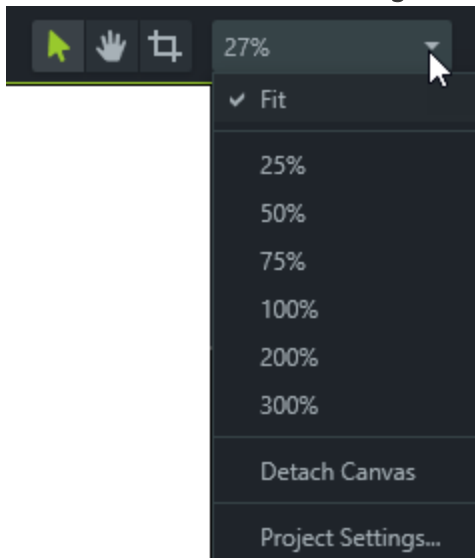
The canvas displays a preview of how the final video will look when produced and shared. If you choose to change the size of the video, set the canvas dimensions to the same size you plan to produce your final video.

When changing canvas dimensions, keep these things in mind:

- The canvas dimensions must be at least 640 x 480 to include a table of contents (TOC) or quiz/survey.
- Change the canvas or editing dimensions **before** you begin editing your video. Changing the dimensions after editing can skew the look of work already completed.

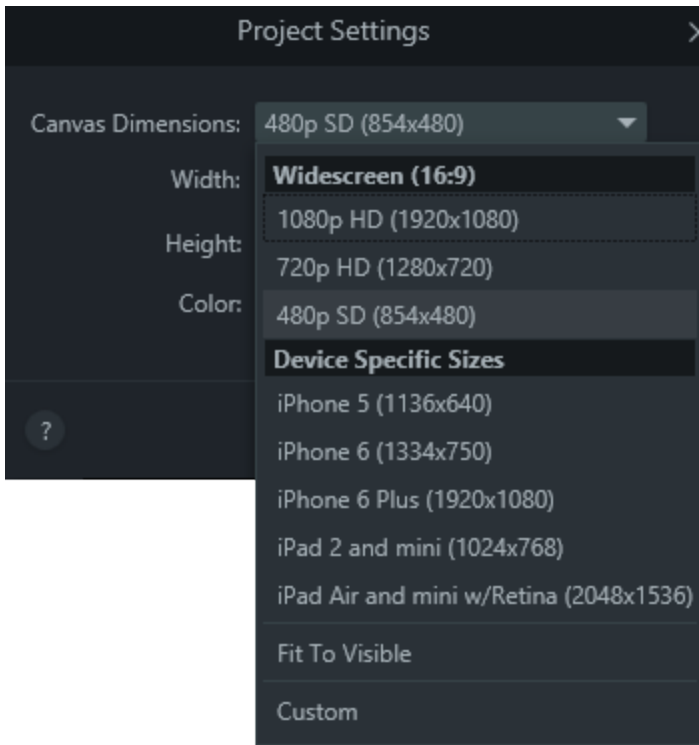
## Change the Canvas Dimensions

1. Over the canvas, click the **Magnification** dropdown and select **Project Settings**.



2. The Project Settings dialog appears.
  - To change dimensions to a standard size preset, click **Canvas Dimensions** and choose preset from menu.





- To enter custom width and height for dimensions, enter dimensions (in pixels) into **Width** and **Height** fields.



3. Click **Apply**.

## Related Articles

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[Produce and Share a Video](#)


# Import Media

Import videos, images, and audio files to use as source clips in your current Camtasia project.

To add media to your video, drag the clip from the Media Bin onto the timeline.



## Import Media from Your Computer

1. Click the **Media** tab.
2. Click  > **Import Media**.
3. Click to select the media to import. Ctrl+click or Cmd+click to select multiple files.
4. Click **Open**.

The imported media appears in the Media Bin.


## Import Media from a Mobile Device

Send images or videos to Camtasia from your mobile device.

1. Select **File > Connect to Mobile Device**.
2. Follow the onscreen instructions in the Connect Mobile Device dialog.

The imported media appears in the Media Bin.

# Import Media from Google Drive



1. Click the **Media** tab.
2. Click  > **Import From Google Drive**.
3. Enter your Google email and password.
4. Click to select the media to import. Ctrl+click or Cmd+click to select multiple files.
5. Click **Import**.

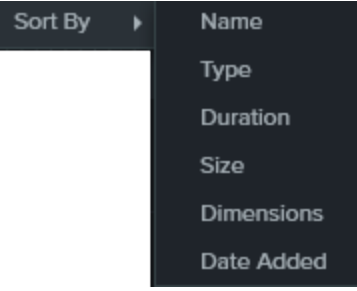

The imported media appears in the Media Bin.

## Supported File Formats

Windows	Mac
<b>Video Files</b> AVI, MP4, MPG, MPEG, MTS, M2TS, WMV, MOV, SWF	<b>Video Files</b> AVI, MP4, MPG, MPEG, WMV, MOV, SWF
<b>Camtasia Recording Files</b> TREC, CAMREC (Camtasia Studio version 8.3 and earlier)	<b>Camtasia Recording Files</b> TREC, CMREC (Camtasia version 2.x)
<b>Image Files</b> BMP, GIF, JPG, JPEG, PNG	<b>Image Files</b> BMP, GIF, JPG, JPEG, PNG
<b>Audio Files</b> WAV, MP3, WMA, M4A	<b>Audio Files</b> M4A, WAV, MP3
<b>Other Files</b> PPT, PPTX, SAMI, SRT	<b>Other Files</b> PPT, PPTX, SAMI, SRT

## Media Bin Tasks

Change Media Bin View	For thumbnail view, click  . For list view, click  .
Sort Media (Windows Only)	Right-click media, select <b>Sort By</b> and choose an option.

	
View Media Details (Windows Only)	<p>Right-click media, select <b>Details</b>.</p> 
Remove Unused Media from Media Bin	<p>Right-click media, select <b>Delete Unused Media</b>.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>This option is not available if all media is being used on timeline.</p> </div>
Rename Media (Mac Only)	<p>Right-click media, select <b>Rename</b> and type new name.</p>

## Related Articles

- [Record a PowerPoint Presentation](#)
- [Captions](#)
- [Manage Library Assets](#)

# Project Collaboration Tips

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Camtasia is a great tool for collaborating on video projects.

- Camtasia projects (.tscproj) can be zipped up and shared with others.
- Camtasia project files are cross-platform compatible. This means you can share your video projects between the Windows and Mac platforms.
- The Library in Camtasia Windows allows you to share media assets to ensure consistency in all your videos.
- Quick uploading to Screencast.com gives you a way to review and share your video.

## About The Camtasia Project File

The Camtasia project file (.tscproj or .cmproj) saves media, editing dimensions, and any edits completed on the timeline.

With a project file, you can:

- Continue work on a video at a later time.
- Share a zipped/exported project file with others for collaboration including sharing projects between the Windows and Mac platforms.
- Zip up your project to archive it.
- Repeatedly produce and share your video to a number of popular video formats and destinations.

## Create a Camtasia Project File

1. In Camtasia Editor, choose **File > New Project**.
2. Choose **File > Import > Media** to add recordings, video, images, and audio clips to the Media Bin.
3. Drag media, recordings, annotations, and transitions to the timeline.
4. Apply animations, effects, and behaviors to media on the timeline.
5. Choose **File > Save** to save the Camtasia project file.

The project is saved as a .tscproj file.

## Crucial Steps for Success: Complete Your Video in this Order

For the best video editing, complete your edits in the following order. You may not include each of these steps in every video project you work on, but, to ensure success, the order below should still be followed. For example, always import all the media and arrange it on the timeline before you begin to edit the audio. Or, edit the audio on the timeline before you add any transitions.

1. Import images, recording files, video clips, and audio. Arrange the clips on the timeline.
2. Make basic edits to the clips on the timeline. Cut and split clips, move clips, add markers, etc.
3. Edit the audio.
4. Add voice narration.
5. Add title clips and transitions.
6. Apply SmartFocus and zoom, pan, and other animations.
7. Add annotations, behaviors, cursor effects, and other visual effects.
8. Add markers and quizzes or surveys.
9. Add captions.

Captions are not cross-platform compatible. To share captions between Mac and Windows, you must export the caption file as a SAMI or SRT file and then import the file into Camtasia on the other platform.

## Share a Project Across Windows / Mac Platforms

Camtasia project files (.tscproj) are cross-platform compatible. However, not all media files and effects work across platforms. Additionally, legacy callouts and captions are not cross-platform compatible.

When you export a project, a warning message appears if the project contains media that is not compatible across platforms.



## Non-Compatible Media List

Windows Media and Effects These are not compatible with Camtasia Mac	Mac Media and Effects These are not compatible with Camtasia Windows
<b>Camtasia Recording Files:</b> CAMREC - Legacy Camtasia Studio recording file (Camtasia Studio version 8.3 and earlier)	<b>Camtasia Recording Files:</b> CMREC - Legacy Camtasia recording file (Camtasia version 2.x and earlier)
<b>Video Files:</b> AVI, WMV, SWF, MTS	<b>Video Files:</b> ProRes
<b>Audio Files:</b> WMA	<b>Image Files:</b> Tiff, JPG2000, PDF
LIBZIP - Camtasia Zipped Library Files	<b>Audio Effects:</b> Pitch
<b>Callouts:</b> Camtasia Studio Legacy Callouts	<b>Callouts:</b> Camtasia 2 Legacy Callouts
Captions	Captions
	<b>Visual Effects:</b> Sepia, Mask, Reflection, Spotlight, Window Spotlight, Glow, Freeze Region, Device Frame
	Gesture Effects

## Working with Cross Platform Projects

To perform this action....	Do this...
Share a video project for the other platform	<ol style="list-style-type: none"> <li>1. Camtasia &gt; File &gt; Export for Mac/Windows.</li> <li>2. If you receive a warning about incompatible media in the project, click: <ul style="list-style-type: none"> <li>• <b>OK/Continue</b> to continue with the export.</li> <li>• <b>Cancel</b> to go back to the project without exporting.</li> </ul> </li> </ol>

To perform this action....	Do this...
	<ol style="list-style-type: none"> <li>3. Name the zipped project and choose a file destination.</li> <li>4. Click <b>OK/Save</b>.</li> </ol>
Open a video project from the other platform	<ol style="list-style-type: none"> <li>1. Camtasia &gt; <b>File</b> &gt; <b>Import Zipped Project</b>.</li> <li>2. If you receive a warning about incompatible media in the project, click <b>OK/Continue</b> to open the project.</li> </ol> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Incompatible media displays a media placeholder in the project. If you open the exported project on the original platform, the media is visible.</p> </div>

## Create a Camtasia Windows Archive or Backup Project

Use the **Export Project as Zip** option to create a zip file to transfer a project to a new location, save a backup copy of the project files, or to send the project file for collaboration.

Moving or deleting original files (for example, on a hard drive or network) that are in a video project can break that project. Before moving or deleting any files, open your video projects and export them as a Camtasia zipped project file.

Be sure to select the **Include all files from the Media Bin in zip** option. This creates a self-contained project with backed up Media Bin files.

### Create a Zipped Project

1. In Camtasia, select **File** > **Export As Zip**. The Export Project as Zip dialog box opens.
2. Enter a name for the file.
3. Click **Browse** to select a location.
4. Enable the **Include all files from Media Bin in zip** option to include a copy of all media files in the Media Bin within the zip file. If this option is not enabled, only the media on the timeline will be included in the zip file.
5. Click **OK**.



## Import a Zipped Project

1. In Camtasia, select **File > Import Zipped Project**.
2. If you receive a warning about incompatible media in the project, click **OK/Continue** to open the project.

## Collaboration Best Practices

Tasks	Tips
Define the Scope	This includes laying out each of the goals, a clear objective, and the overall purpose of the video. Also, if the project warrants it, do some research and collect data to support your goals.
Define the Intended Audience	Will they be familiar with the terminology and concepts presented in the video? <ul style="list-style-type: none"><li>• Do you need to make a separate introductory video?</li><li>• Are you motivating, marketing, or instructing?</li></ul>
Assemble Your Video Project Team	Gather the people together who will be working on your video project and define each role. <ul style="list-style-type: none"><li>• Who will write the script or do the voice?</li><li>• Who will do the recording, editing, or technical review?</li></ul>
Get Organized Before You Begin	Create a unique folder for each of your video projects. <ul style="list-style-type: none"><li>• Then, as you build your project, put all of your recordings, project files, produced videos, and media files in that folder.</li><li>• Also, figure out ahead of time where your content will be stored and how it will be backed up. Screencast.com is a great place to upload, store, and protect files and videos. And, when it's time for your video to be reviewed, viewers can give feedback using the Screencast.com commenting feature.</li></ul>
Brainstorm on Paper	Large, wall sized sticky notes or white boards are a great way for your team to brainstorm and capture ideas for how your video will be laid out. It also helps to gather and organize the beginnings of the video narrative. <ul style="list-style-type: none"><li>• Conduct a brainstorming session before you begin work on the video to give each stakeholders a voice in how the video is put together.</li></ul>
Confirm the Project Timeline	When does the video have to be completed? <ul style="list-style-type: none"><li>• As you develop your video you may have flexibility in assigning each team member various tasks, but the deadlines are usually fixed.</li><li>• Remember to build in team members' vacation or personal time off into the timeline.</li></ul>

Tasks	Tips
Create a Detailed Script	<p>A good script is more than just narration – it describes what is happening on the screen during the narration.</p> <ul style="list-style-type: none"> <li>• These details allow you to visualize how the on-screen actions, timing, and transitions all work together and reveals where “dead space” exists.</li> <li>• Dead space is narrative that has no on-screen activity to accompany it. Areas of dead space may cause your audience to lose interest in your video.</li> </ul>
Create a Video Storyboard	<p>A storyboard is a way to sketch your video.</p> <ul style="list-style-type: none"> <li>• A good storyboard shows where transitions, callouts, title clips, zooms, and other effects will go.</li> <li>• Some people combine the script and storyboard into one document.</li> </ul>
Sort Out the Video Details	<ul style="list-style-type: none"> <li>• How long will the video be?</li> <li>• Will there be closed captioning available to viewers?</li> <li>• How will the video be distributed or shared?</li> <li>• Will you use corporate branding such as logos, colors, etc.?</li> </ul>
Use the Library in Windows Camtasia Editor	<p>Media in the Library is meant to be used from project to project.</p> <ul style="list-style-type: none"> <li>• It’s the place to store assets that have team or corporate branding such as title clips, callouts, etc.</li> <li>• Export one asset file, a folder of assets, or the entire Library as a ZIP file that others can import into their own Library.</li> </ul>
Get Feedback	<p>When soliciting feedback, be very, very specific on what you are looking for and when.</p> <ul style="list-style-type: none"> <li>• It’s always best to let your reviewers know the preferred feedback method and the timeframe for when the feedback is due</li> <li>• Do you need a technical review on a process being shown in the video?</li> <li>• Are you looking for comments on the voice used for the narration?</li> <li>• Or, feedback on how the video is meeting the goals that were to be addressed?</li> <li>• Send your script and storyboard out for early review so you have time to use the feedback to make changes. While this takes time, you’ll end up with a better video in the end.</li> <li>• When you begin to put your video together, create an early demo or prototype of the video and send it out to teammates or other stakeholders for review and feedback.</li> <li>• You might also want to do some testing with people who represent your target audience to ensure your goals are being met.</li> </ul>
Keep Everyone	<p>Keep all the project stakeholders informed of the progress all along the way.</p>

Tasks	Tips
Informed	<ul style="list-style-type: none"><li>• Let them know of your success as you complete each milestone, but also inform them of problems or changes as soon as they come up.</li><li>• Also, keep your entire team informed. If changes are being considered, tell the team about them as far ahead as you can.</li><li>• And, make sure everyone on the team is aware of what everyone else is doing.</li></ul>

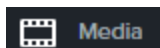
# Manage Library Assets

The Library is not available on Camtasia Mac.

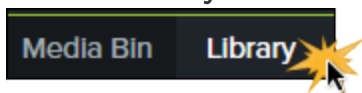
The Library stores downloaded or saved assets such as intros, animated backgrounds, icons, lower thirds, and music to use across your Camtasia projects.

To open the Library:

1. Click the **Media** tab.



2. Click the **Library** sub-tab.



3. Drag an asset from the Library onto the timeline to add to your video.

## Working with Library Assets

Preview a Library asset (Windows only)	Double-click the asset or group in the Library. A preview window appears.
Edit an asset	<ol style="list-style-type: none"><li>1. Click to select an asset or group on the timeline.</li><li>2. The Quick Properties appear on the right-side of the screen. Edit the desired properties.</li></ol>
Add an asset to the Library (Windows only)	<ol style="list-style-type: none"><li>1. Right-click an asset or group on the timeline and select <b>Add to Library</b>.</li><li>2. Enter an asset name.</li><li>3. The asset is added to the Library. Drag to move the asset to the desired location in the Library.</li></ol>
Add a folder	<ol style="list-style-type: none"><li>1. Right-click in a blank area in the Library and select New Folder.</li><li>2. Enter a name for the folder.</li></ol>

	<p>Subfolders are not supported in the Library.</p>
Download more assets	<p>To download additional royalty free assets such as intros, icons, and music, select <b>File &gt; Library &gt; Download More Assets</b> (Windows only) or visit <a href="https://library.techsmith.com/">https://library.techsmith.com/</a>.</p> <p><b>Windows:</b> To add the downloaded Windows assets into the Library:</p> <ul style="list-style-type: none"> <li>• <b>LIBZIP files:</b> Double-click the .libzip file.</li> <li>• <b>Zippered files:</b> Unzip the folder. In Camtasia, select <b>Import &gt; Media</b>.</li> </ul> <p><b>Mac:</b> To open the downloaded Mac assets, double-click the .cmproj file.</p>
Share assets (Windows Only)	<p>Create a zipped library file (.libzip) to share your Camtasia assets with others.</p> <ol style="list-style-type: none"> <li>1. In the Library, click to select an asset or folder to share. <ul style="list-style-type: none"> <li>• Ctrl+click to select multiple assets.</li> <li>• To select the entire Library, do not select any assets or folders.</li> </ul> </li> <li>2. Select <b>File &gt; Library &gt; Export Selected Assets</b>.</li> <li>3. Enter a name and location for the file.</li> <li>4. Click <b>OK</b>.</li> </ol> <p>To open the assets in another instance of Camtasia, double-click the .libzip file.</p>
Delete an asset from the Library	<p>Right-click the asset and select <b>Delete from Library</b>.</p> <p>If the asset is used on the timeline, the asset cannot be deleted from the Library.</p>
Delete a folder	<p>Right-click the folder and select <b>Delete from Library</b>.</p> <p>If the folder contains assets used on the timeline, the folder cannot be deleted from the Library.</p>
Clean up Library	<p>Remove broken links, rebuild the Library index, and update folders. It is recommended to regularly perform this maintenance if you frequently add, delete, and move assets within the Library.</p> <p>Select <b>Edit &gt; Preferences &gt; Advanced tab &gt; Clean Up Library</b>.</p>
Copy or	<p>When you add an asset to the Library, Camtasia adds a copy of the asset or a link to the asset file. To</p>

link assets to Library	<p>change the default method for adding assets, select <b>Edit &gt; Preferences &gt; Advanced tab &gt; Library Content group box</b>.</p> <ul style="list-style-type: none"><li>• <b>Copy:</b> Save a copy of the asset to the Library. Copied assets can increase the file size of Camtasia projects. It is recommended to only copy assets used across projects. Use the Media Bin to store assets only needed in the current project.</li><li>• <b>Link:</b> Link to the original asset file on a hard drive or network location. Moving the asset from its original location can break projects that link to those asset files. Make sure to save assets in a location where they will not be moved or accidentally deleted.</li></ul>
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## Related Articles

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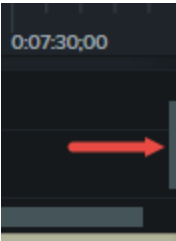
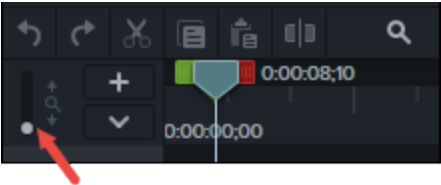
[Import Media](#)

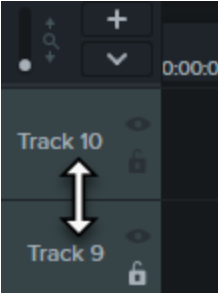

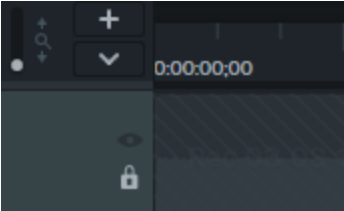

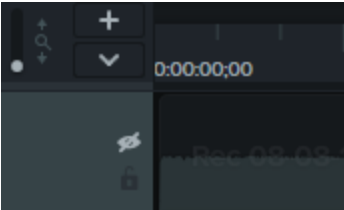
# Timeline Basics

The timeline displays the sequence of all media in a video. Use the timeline to assemble a video. To add content to a video, drag media from the Media Bin or Library onto the timeline.


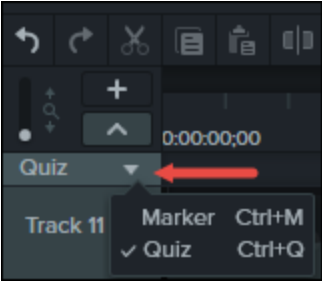
Everything that appears at one point in time vertically appears at the video, audio, or assets on each track appear in the video. The playhead represents a point of time in the video.

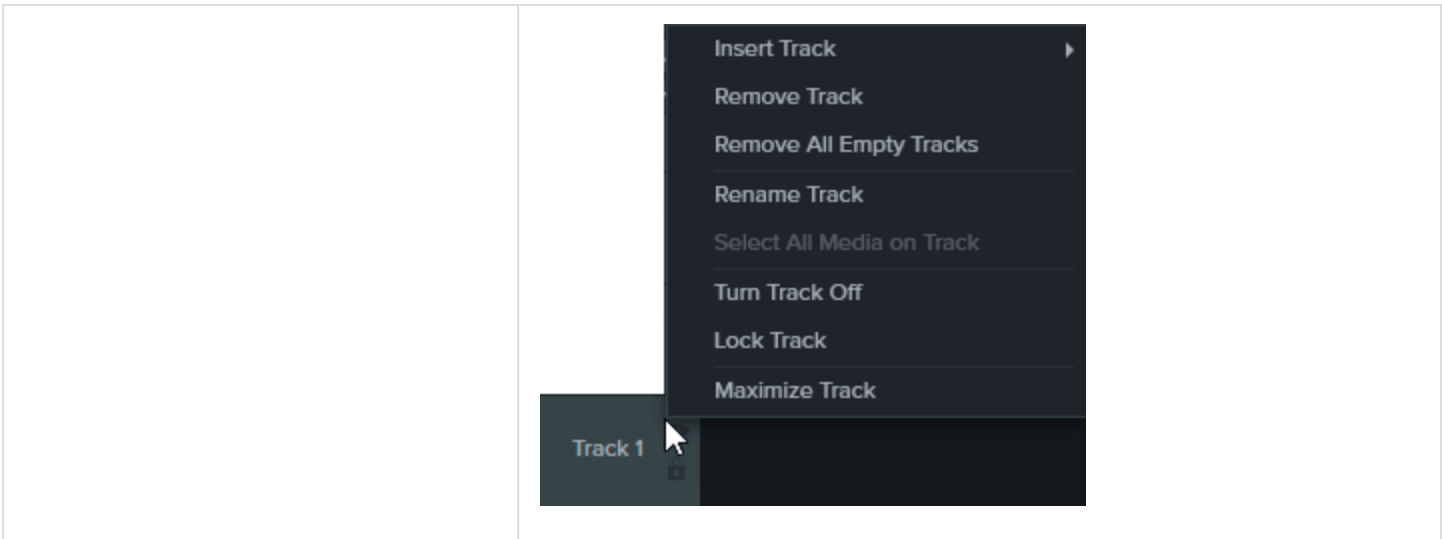
## Timeline Tracks

<p><b>Add a Track</b> An unlimited number of tracks can be added to the timeline.</p>	<p>Click <b>+</b> to add a track to the timeline. Or, drag and drop media from the Media Bin or Library onto the "blank" area on the timeline to create a new track.</p>
<p><b>Scroll through Tracks</b></p>	<p>If there are several tracks on the timeline, use the scroll bar on the right side of the timeline to view unseen tracks.</p> 
<p><b>Rename a Track</b></p>	<p>Double-click the track name and type.</p>
<p><b>Change Track Size</b></p>	<p>To resize all tracks, drag the track slider.</p>  <p>To resize only one track, drag the border between tracks up or down.</p>

	
<p>Lock / Unlock Track</p> <p>Lock a track to prevent editing or other changes to the media on that track.</p>	<p><b>Lock a Track</b></p> <p>Click the lock icon  to the left of the track.</p> <p>The icon turns white and the track dims with a lined effect to indicate the track is locked.</p>  <p><b>Unlock a Track</b></p> <p>Click the white lock icon to the left of the track. The icon turns gray and the track brightens to indicate the track is unlocked.</p> <p><b>About Locked Tracks</b></p> <ul style="list-style-type: none"> <li>• Media on a locked track appears on the canvas, preview, and the final, produced video.</li> <li>• Media on locked tracks is included in the video during the production process.</li> <li>• Tracks in a group cannot be locked.</li> <li>• Media on a locked track cannot be cut, copied, deleted, pasted, or modified in any way.</li> </ul>
<p>Turn Off / Turn On Track</p> <p>Turn a track off to prevent media from appearing in the canvas, preview, or the final produced video.</p>	<p><b>Turn a Track Off</b></p> <p>Click the eye icon  to the left of the track.</p> <p>The icon turns white and the track dims to indicate the track is off.</p> 



	<p><b>Turn a Track On</b></p> <p>Click the white eye icon to the left of the track. The icon turns gray and the track brightens to indicate the track is on.</p> <p><b>About Turned Off Tracks</b></p> <ul style="list-style-type: none"> <li>• Media on turned off tracks is not included in the video during the production process.</li> <li>• Turn off a track to sample various audio clips. For example, to hear only the background music on a track without the voice-over track, turn off the voice-over track.</li> <li>• Media on a turned off track cannot be cut, copied, deleted, pasted, etc.</li> </ul>
<p>Show / Hide Quiz or Marker View</p> <p>When a quiz or marker is added to the timeline, the quiz or marker view automatically opens.</p>	<p>Click the Quiz/Marker dropdown menu  and select which tracks to turn on or off.</p> 
<p>Tracks inside a Group</p>	<ul style="list-style-type: none"> <li>• Each piece of media in a group has its own separate track.</li> <li>• There can be an unlimited number of tracks in a group. Edit the media on a group track as you would on a timeline track.</li> <li>• There is no need to ungroup to edit media in a group.</li> </ul>
<p>Remove Empty Tracks</p>	<p>Right-click on a track and select <b>Remove all empty tracks</b>.</p>
<p>Track Options</p>	<p>Right-click on the track name to view track options available in the context menu.</p>



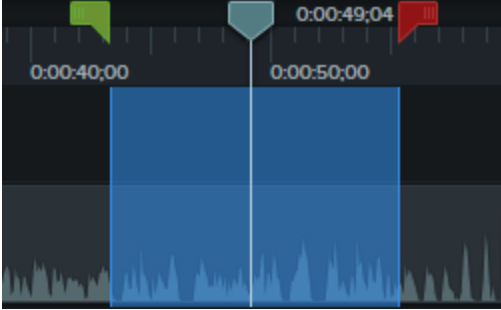

## Related Articles

[Timeline Editing](#)




# Timeline Editing

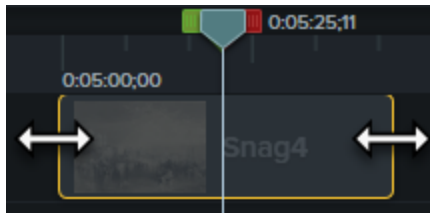
Use the timeline to assemble and edit your video.

## Make a Selection


<p>Select part of the timeline</p>	<p>Click and drag the playhead's green In or red Out points to make the selection. The selected area is highlighted in blue.</p>  <p>Drag the Zoom slider to get a better view of the timeline, if necessary.</p> 
<p>Select media on timeline</p>	<p>Click to select media.</p>
<p>Select multiple media on timeline</p>	<p>Click and drag the cursor on the timeline to select the desired media. -Or- Press <b>Shift</b> and click on multiple media to select.</p>
<p>Select All Media Deselect All Media</p>	<p><b>Windows:</b> Ctrl+ A Ctrl+D</p> <p><b>Mac:</b> Cmd+A Cmd+D</p>


# Remove Unwanted Parts

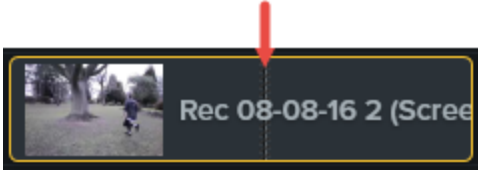
<p>Delete a selection</p> <p>Delete media</p>	<p>When using Delete, a gap is left between any clips on the timeline.</p> <p><b>To Delete a Timeline Selection</b></p> <ol style="list-style-type: none"><li>1. Lock tracks on timeline that contain media you do not want to delete.</li><li>2. Drag the in or out points to make the selection. Drag the Zoom slider to get a better view of the timeline, if necessary. The selected area is highlighted in blue.</li><li>3. Press <b>Delete</b> on the keyboard.</li></ol> <p>-Or-</p> <p>Select a media on the timeline and press <b>Delete</b>.</p>
<p>Cut a selection</p> <p>Cut a media</p>	<p>A cut removes a selection from the timeline and puts it on the clipboard.</p> <ul style="list-style-type: none"><li>• When using the Cut tool, no gap is left on the timeline and remaining media is stitched together.</li><li>• If desired, paste the elsewhere onto the timeline.</li><li>• You can cut a single clip or across multiple clips.</li></ul> <p><b>To Cut Media</b></p> <ol style="list-style-type: none"><li>1. Lock tracks on timeline that contain media you do not want to cut.</li><li>2. Drag the in or out points to make the selection. Drag the Zoom slider to get a better view of the timeline, if necessary. The selected area is highlighted in blue.</li><li>3. Click the <b>Cut</b> button . The selection is cut and media on timeline shifts and is stitched together.</li><li>4. To paste the selection elsewhere on the timeline, move the playhead to a new location and click the <b>Paste</b> button .</li></ol> <p>-Or-</p> <p>Select media on the timeline and click the <b>Cut</b> button .</p>
<p>Mark-in or mark-out a clip</p>	<p>Remove time from the beginning or end of a clip. The mark-in/mark-out option hides a portion of the clip instead of cutting it.</p> <ol style="list-style-type: none"><li>1. Click to select a clip on the timeline.</li><li>2. Hover the cursor over the beginning or end of the clip.</li><li>3. Drag the end of the clip in or out.</li></ol>



## Common Editing Tasks

<p>Split media</p>	<p>Divide one clip into two clips.</p> <ul style="list-style-type: none"> <li>You can move and edit each clip separately.</li> <li>Split clips to insert transitions, title slides, or graphics between scenes.</li> </ul> <p><b>To Make a Split</b></p> <ol style="list-style-type: none"> <li>Position the playhead on the timeline where the split will occur.</li> <li>Click to select media to be split. To select multiple pieces of media, Ctrl+click (Windows) or Cmd+click (Mac) to select the media.</li> <li>Click <b>Split</b>  or press <b>S</b> on the keyboard. The clip splits into two separate clips.</li> </ol>
<p>Extend the frame of a video clip</p>	<p>Extend the duration of a video clip by creating an image of one frame and inserting it on the timeline.</p> <ul style="list-style-type: none"> <li>Use this option to extend the video frame to match the length of the audio or voice narration.</li> <li>Press and hold the Shift key while dragging to move all other media on the same track.</li> </ul> <p><b>To Extend a Frame of a Video Clip</b></p> <ol style="list-style-type: none"> <li>Position the playhead on the frame to extend.</li> <li>Click to select the clip on the timeline.</li> <li>Right-click the clip and select <b>Extend Frame</b> or press <b>Shift+E</b> on the keyboard. The Extend Frame dialog appears.</li> <li>Enter the desired duration of the extended frame.</li> <li>Click <b>OK</b>.</li> </ol>

	<p>You can also extend the frame by holding the <b>Alt</b> key while dragging the end of a clip.</p>
<p>Group media on the timeline</p>	<p>Media on the timeline can be grouped together to:</p> <ul style="list-style-type: none"> <li>• Help keep the timeline organized</li> <li>• Resize all the media on the canvas at one time retaining the proper aspect ratio</li> <li>• Move media together on the timeline or on the canvas</li> <li>• Copy and paste frequently used sequences</li> <li>• Save frequently used sequences in the Library (Windows only) for use from project to project</li> </ul> <p><b>Group Characteristics</b></p> <ul style="list-style-type: none"> <li>• Tracks within a group cannot be locked.</li> <li>• Groups can contain an unlimited number of media or tracks.</li> <li>• Groups can be added to other groups.</li> <li>• Drag media in or out of a group.</li> </ul> <p><b>To Create a Group</b></p> <ol style="list-style-type: none"> <li>1. Select all the media on the timeline to go into the group.</li> <li>2. Right-click the selection and select <b>Group</b>. The media is moved into the group. <ul style="list-style-type: none"> <li>• Double-click the group title to rename it.</li> <li>• Click the plus/minus icon to open or close a group</li> <li>• Right-click a group and choose <b>Ungroup</b>. Media from the group retains its original position on the timeline.</li> </ul> </li> </ol>
<p>Timeline toolbar</p>	<p>Access to basic editing tools such as undo, redo, cut, copy, paste, and split.</p> 
<p>Stitch media</p>	<ul style="list-style-type: none"> <li>• When media is Cut, it is automatically stitched back together.</li> <li>• When media is Deleted, it is NOT stitched and a gap is left on the timeline.</li> <li>• Only sections of media created from one original clip can be stitched together.</li> </ul>

	<ul style="list-style-type: none"><li>• Media must be next to each other to be stitched.</li></ul> <p>To stitch two media together, right click where the media are touching and choose <b>Stitch Media</b>.</p>  <p>To separate media, right click on the stitch and choose <b>Unstitch</b>.</p>
Save a video frame as an image	<p>Save the current frame (seen on the canvas) as an image file (BMP, GIF, JPG, or PNG).</p> <ol style="list-style-type: none"><li>1. Position the playhead on the timeline. Refer to the canvas to ensure the correct frame is selected.</li><li>2. Select <b>Share &gt; Export frame as</b>.</li><li>3. The Export Frame As dialog appears. Enter a file name and select a file location.</li><li>4. Select a file format from the <b>Save as type</b> field.</li><li>5. Click <b>Save</b>.</li></ol>

## Related Articles

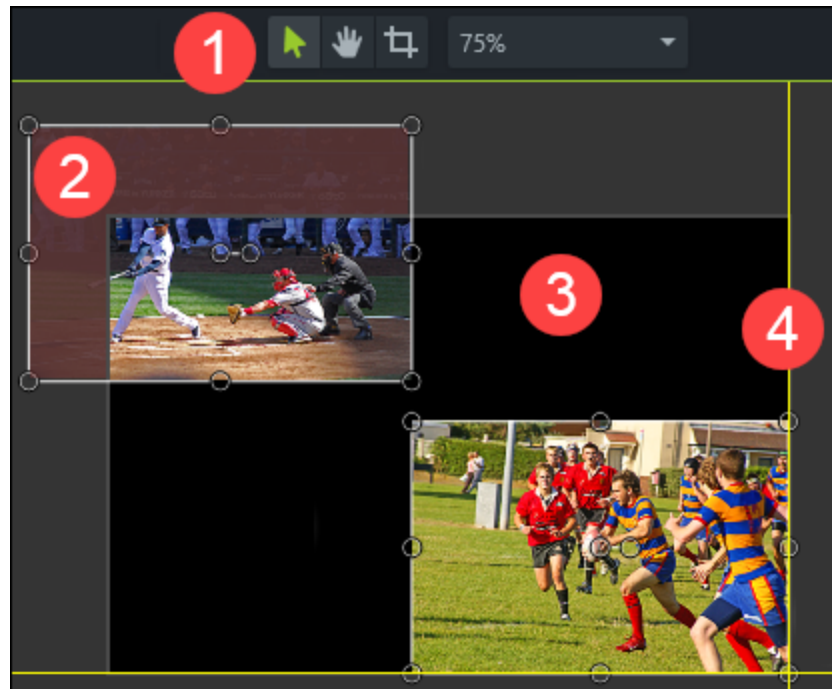
[Timeline Basics](#)

[Editing In-Depth 1 Tutorial](#)

[Editing In-Depth 2 Tutorial](#)

# Canvas Basics

The canvas, sometimes called the preview window, is the working area where you arrange, rotate, resize, and order the appearance of media on the timeline.










1. Canvas tools are located in the toolbar above the canvas.
2. An inactive area surrounds the canvas. Anything that is off-canvas is not included in the final video.  
**Tip!** Add an animation to media located off-canvas to have it move into view.
3. The active part of the canvas. Everything on the active part of the canvas is included in the final video.
4. The outside edges of the canvas contain boundary guidelines to help you snap media to the edge.

## Canvas Tools


To perform this action...	Do this...
Change canvas color	<p>The canvas is the actual background of your video and appears in the final video whenever it can be seen during video playback.</p> <p>To change the color of the canvas:</p> <ol style="list-style-type: none"><li>1. Right-click the canvas &gt; <b>Project Settings</b>.</li><li>2. In Project Settings, change the <b>Color</b>.</li><li>3. Click <b>Apply</b>.</li></ol>

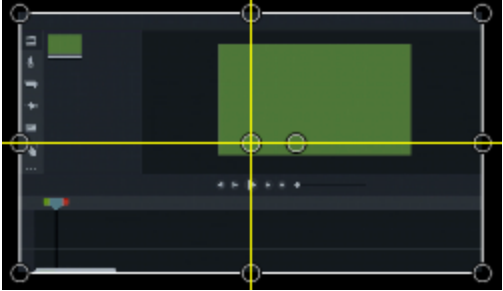


To perform this action...	Do this...
Turn Edit mode on 	Edit mode allows you to resize, rearrange, and rotate media. After using Crop or Pan, click <b>Edit</b> to continue working on the canvas.
Turn Crop mode on 	Crop removes the unwanted outer areas of a video or an image clip. <ol style="list-style-type: none"> <li>1. Click <b>Crop</b> to turn crop mode on.</li> <li>2. On the canvas, drag the blue handles to remove desired area.</li> <li>3. Click <b>Edit</b> to return to edit mode.</li> </ol>
Turn Pan mode on 	When zoomed in on the video at a high magnification level, use pan mode to move the video around within the boundaries of the canvas. <ol style="list-style-type: none"> <li>1. Click <b>Pan</b> to toggle pan mode on or off.</li> <li>2. In pan mode, the cursor turns into a hand on the canvas. Click and drag the video on the canvas to view an area of the video not currently shown on the canvas.</li> <li>3. While in pan mode, the canvas editing features are disabled.</li> <li>4. Click <b>Edit</b> to return to edit mode.</li> </ol>
Detach or attach canvas	<ol style="list-style-type: none"> <li>1. Right-click canvas &gt; <b>Detach Canvas</b>. The Canvas is detached.</li> <li>2. To reattach:           <ul style="list-style-type: none"> <li>• Click <b>Reattach canvas</b> button in the empty canvas location.   (Windows)</li> <li>• In the empty canvas location, right-click &gt; <b>Reattach Canvas</b>. (Mac)</li> </ul> </li> </ol>
Switch to full screen mode...  Windows  Mac	<ol style="list-style-type: none"> <li>1. While canvas is detached, click the <b>Full Screen</b> button to expand it to fit the entire screen.           <ul style="list-style-type: none"> <li>• All editing features are enabled while working in full screen mode.</li> </ul> </li> <li>2. Press the <b>Esc</b> key on the keyboard to exit full screen mode.</li> </ol>
Change the magnification... 	Click the <b>Canvas Options</b> dropdown menu to change the magnification level of the video on the canvas. <ul style="list-style-type: none"> <li>• This does not change the canvas dimensions / editing dimensions of the video.</li> <li>• Choose <b>Fit</b> to view the entire video within the boundaries of the canvas.</li> <li>• When the view is magnified, use <b>Pan</b> mode to move the video around within the boundaries of the canvas.</li> </ul>

# Working with the Canvas

The canvas is the working area where you arrange, rotate, resize, and order the appearance of media on the timeline.

To perform this action...	Do this...
Select media	Click a media on the canvas to select it. When a clip, group, or other media is selected on the canvas, it is also selected on the timeline.
Move, resize, or rotate	<ul style="list-style-type: none"><li>To move media, grab and drag to new location on the canvas.</li><li>To size media, grab a handle and drag to desired size.</li><li>To rotate, grab center handle and turn.</li><li>Press and hold the ALT key while dragging the clip for 3-D rotation.</li></ul>
Select more than one media	<ul style="list-style-type: none"><li>Press and hold <b>Shift</b>, then click each media to select.</li><li>Selected media can be moved, rotated, and resized together.</li></ul>
Reorder media	<ul style="list-style-type: none"><li>Right-click media &gt; Arrange &gt; choose option.</li></ul> 

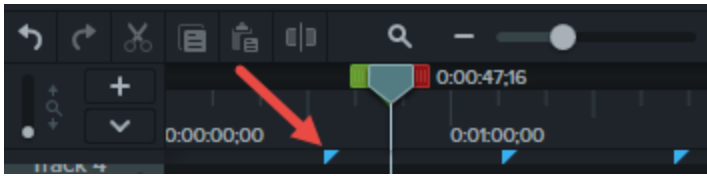
To perform this action...	Do this...
	<ul style="list-style-type: none"><li>• Media on the timeline is automatically updated on the timeline tracks to reflect the new order of the media.</li></ul>
Align media	<p>Snapping is available on the canvas to assist in aligning media.</p>  <p>As media is moved on the canvas, the snapping guidelines appear.</p>

## Related Articles

[Project Dimensions \(Canvas Size\)](#)

# Add Markers

Markers indicate points on the timeline or within media.


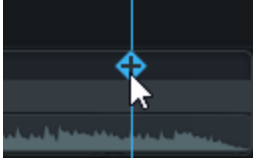


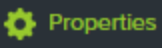
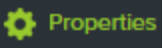
Use markers to:

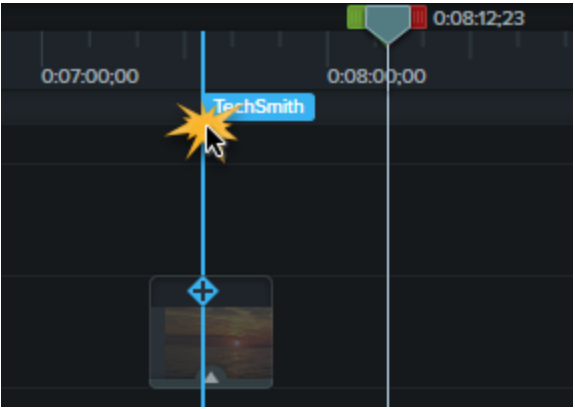
- Add an interactive table of contents to your video to create navigation points for your viewers. See [Video Table of Contents](#).
- Mark editing points such as mistakes during recording, sections to cut out, etc.
- Set points to split a long video into multiple videos.
- Automatically mark each slide on the timeline when recording a PowerPoint or Keynote presentation.

## Working with Markers

- By default, markers are added as timeline markers.
- When added to the timeline, markers stay in the same location regardless of what media is added, moved, or deleted on the timeline.

To perform this task...	To this...
Add a marker while recording	<b>Windows:</b> Press Ctrl+M when recording.
Add marker in Editor	<ol style="list-style-type: none"><li>1. Drag the playhead to the desired location on the timeline.</li><li>2. Press Shift+M.</li></ol>
Add marker to media	<ol style="list-style-type: none"><li>1. Press Ctrl+M to open the marker view.</li><li>2. Click the plus icon  on the media.</li></ol> 

To perform this task...	To this...
	If you move or delete media, the media markers stay with the media.
Show / Hide marker view	Ctrl+M
Next marker	Ctrl+] ]
Select between markers	Ctrl+Shift+[ -Or- Ctrl+Shift+] ]
Previous marker	Ctrl+[ [
Timeline select to previous marker	Ctrl +Shift+[ [
Timeline select to next marker	Ctrl+Shift+] ]
<p>Change marker name</p> <p>If you include a <a href="#">table of contents</a> when you produce a video, the marker names appear as the table of contents entries within the video.</p>	<p><b>Windows:</b></p> <p>Click to select marker &gt; Enter new name in <b>Properties</b>  &gt; press <b>Enter</b>.</p> <p>-Or-</p> <p>Right-click marker &gt; Enter new name in <b>Properties</b>  &gt; press <b>Enter</b>.</p> <p><b>Mac:</b></p> <p>Click to select marker and type name.</p>
<p>Turn a timeline marker into a media marker</p> <p>-Or-</p> <p>Turn a media marker into a timeline marker</p>	<ol style="list-style-type: none"> <li>1. Hover the cursor over the marker to change until the marker line turns blue.</li> <li>2. Click timeline or media to change the location of the marker.</li> </ol>

To perform this task...	To this...
	
Move the location of a marker	Click and drag the marker to the desired position.
Delete a marker	<ol style="list-style-type: none"> <li>1. Click to select a marker.</li> <li>2. Press <b>Delete</b>.</li> </ol>
Delete all markers	Choose Modify > Markers > Remove all Markers
Split media at the point of all markers	<b>Windows:</b> Choose Modify > Markers > Split at All Markers

## Related Articles

[Video Table of Contents](#)

# Audio Basics

When creating a video, it's important to capture good, quality video. But, it's just as important, if not more so, to get good quality audio.


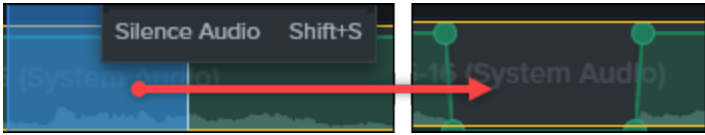
- Our ears almost always detect an audio error but our eyes are not so aware of errors occurring on-screen.
- Most people won't watch a video if the audio is bad – even if the video itself is very good.
- People are more likely to continue watching a poor quality video if the audio is good.





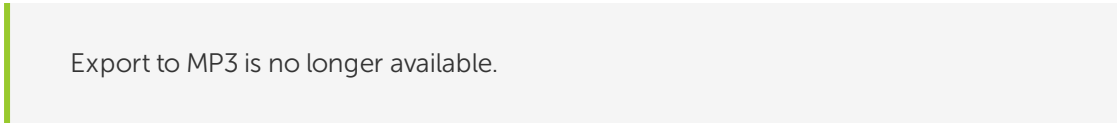
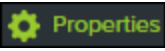

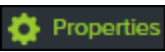

## Tips for Getting Great Audio

- Use the best microphone you can afford.
- Use default Camtasia Recorder audio settings.
- ALWAYS do a short test recording to ensure audio is being recorded.
- Use Audio Effects to enhance or correct audio.
- Add audio points to enhance certain areas of the waveform.

There are two ways to work with audio in Camtasia: edit directly on timeline or [add effects](#).

## Edit Audio on Timeline

To perform this action....	Do this...
Select audio on the timeline	Double-click a clip with audio. The clip turns green and the audio bar appears.
Increase or decrease the volume level	Drag the audio bar up or down. 
Silence a section of audio	Use the playhead to make a selection. Right-click the selection and choose <b>Silence Audio</b> . 
Add audio points	Double-click on the audio bar.

To perform this action....	Do this...
	
Move audio points	Grab and drag the audio point across the audio bar.
Fade audio in or out	To create a fade, add three audio points to the audio bar. Drag up or down to create the desired fade. 
Delete audio points	Right-click an audio point and choose to delete selected point or all points. 
Separate system audio from screen recording	Right-click audio and choose <b>Separate Video and Audio</b> .
Change the look of the waveform (Windows only)	Choose <b>Edit &gt; Preferences &gt; Program tab &gt; Mirror waveform</b> . 
Save audio as M4A or WAV	<b>Share &gt; Export Audio Only</b> . 
Apply Mix to Mono to have audio in both channels	Select audio clip on timeline > <b>Properties</b> button  > <b>Audio</b> sub-tab  > check <b>Mix to Mono</b> .
Apply Gain to adjust audio level of all selected clips	Select audio clip on timeline > <b>Properties</b> button  > <b>Audio</b> sub-tab  > <b>Gain</b> > drag the slider control to adjust audio level.



## Related Articles

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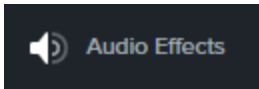
[Audio Effects](#)

# Audio Effects

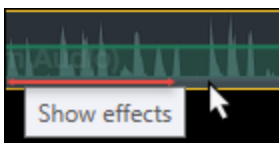
Use Audio Effects to enhance or correct audio. There are two ways to work with audio in Camtasia: [edit directly](#) on timeline or add effects.

## Add Audio Effects

1. Click **Audio Effects** tab.



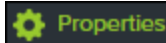
2. Drag an effect onto a clip with audio on the timeline. To show or hide the effects, click the Effects tray on media.



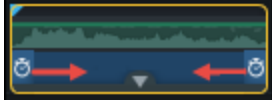
3. To adjust the duration, drag either end of the effect on timeline.



4. To customize effects, click **Properties**.



To customize this effect...	Do this...
<b>Noise Removal</b> Helps reduce background noise.	<ol style="list-style-type: none"><li>1. Click <b>Properties</b>.</li><li>2. Choose <b>Analyze</b> to automate noise removal process. (Windows only)</li></ol> Or, manually adjust the <b>Sensitivity</b> and <b>Reduction</b> to get desired effect.
<b>Volume Leveling</b> Helps even out audio levels.	<ol style="list-style-type: none"><li>1. Click <b>Properties</b>.</li><li>2. Choose level from <b>Variation</b> dropdown menu.</li></ol> Or, manually adjust <b>Ratio</b> , <b>Threshold</b> , and <b>Gain</b> to get desired effect.
<b>Fade In / Fade Out</b> Creates smooth transition in to or out of audio.	Automatically applied to beginning or end of audio clip. Grab audio points and drag to adjust.
<b>Pitch (Mac Only)</b>	<ol style="list-style-type: none"><li>1. Click <b>Properties</b>.</li></ol>

To customize this effect...	Do this...
Adjust frequency of sound waves to change voice sound.	<ol style="list-style-type: none"> <li>Manually adjust <b>Pitch</b>, <b>Ease In</b>, or <b>Ease Out</b> to get desired effect.</li> </ol>
<p><b>Clip Speed</b> Cause audio and video clip to play back faster or slower.</p>	<ul style="list-style-type: none"> <li>Drag effect on timeline to adjust speed.</li> </ul>  <ul style="list-style-type: none"> <li>Or, open <b>Properties</b> pane to adjust <b>Duration</b> and <b>Speed</b> to get desired effect. <ul style="list-style-type: none"> <li>Adjust speed <b>higher</b> to cause video to play back <b>faster</b>.</li> <li>Adjust speed <b>lower</b> to the video to play back <b>slower</b>.</li> </ul> </li> </ul>

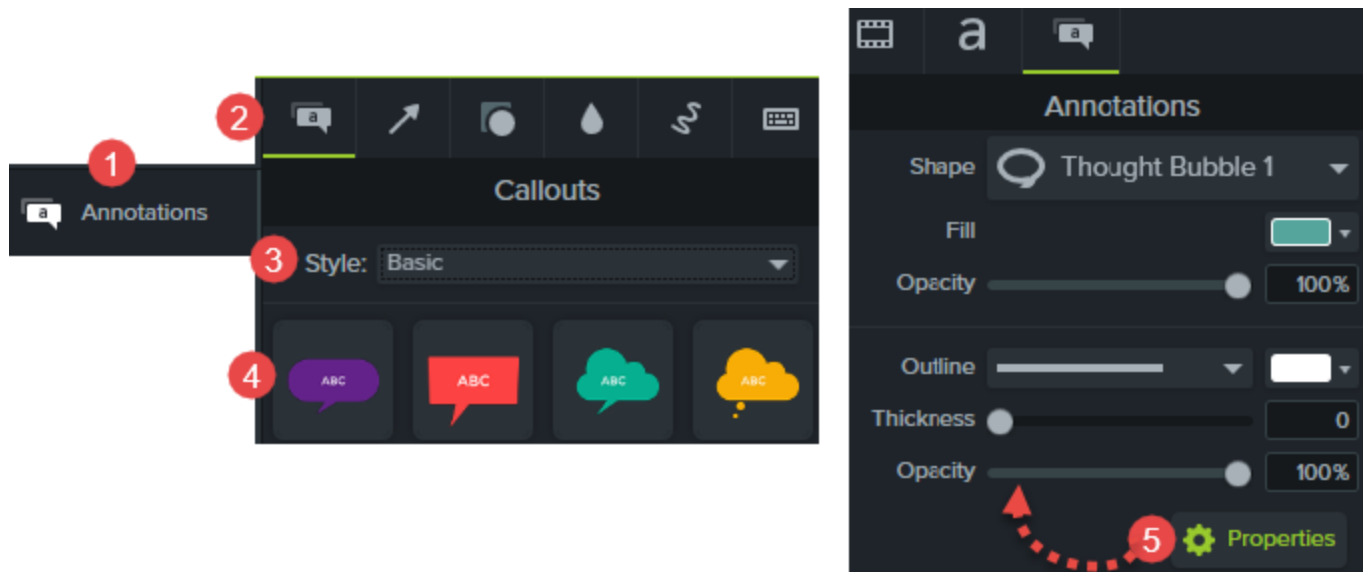
## Related Articles


[Audio Basics](#)

# Annotations and Callouts

Annotations, such as callouts or arrows, are graphics that appear on top of a video to draw viewers' attention to important objects or processes. Annotations also include effects like blurs, highlights, and interactive hotspots.

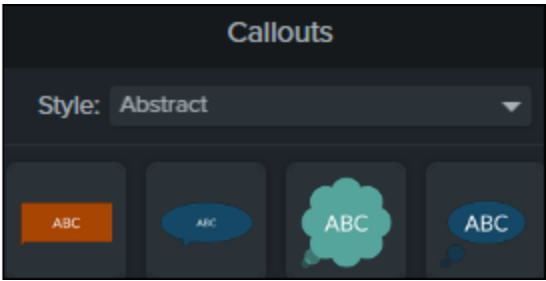
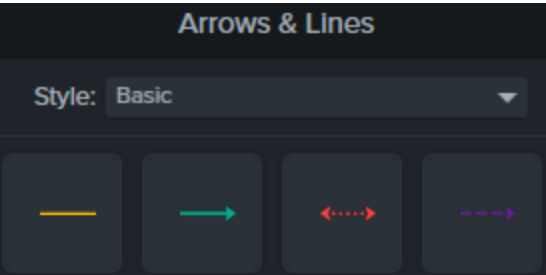
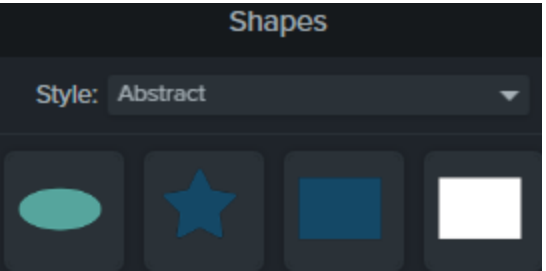
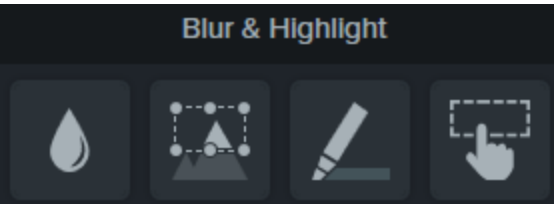

## Add an Annotation



1. Click the **Annotations** tab.
2. Click a sub-tab to select a category.
3. Select a **Style** from the menu.
4. Double-click to add to timeline at playhead. Or, drag annotation to desired location on timeline.
5. Customize in **Properties**.  **Properties**
6. To edit the text, double-click the annotation on the canvas and enter the desired text.

## Annotation Types

Annotation Category	Includes
Callouts	<ul style="list-style-type: none"><li>• Speech bubbles and plain text.</li></ul>

Annotation Category	Includes
<p>Callouts</p> 	<ul style="list-style-type: none"> <li>• Add a plain text annotation to an image to create a custom callout.</li> <li>• Choose from various styles like Abstract, Basic, Bold, Urban, and Legacy.</li> <li>• Legacy lines and arrows are from the previous version of Camtasia and are not cross platform compatible.</li> </ul>
<p>Arrows and Lines</p> 	<ul style="list-style-type: none"> <li>• Assorted lines and arrows without text.</li> <li>• Choose from various styles like Abstract, Basic, Bold, Urban, and Legacy.</li> <li>• Legacy lines and arrows are from the previous version of Camtasia and are not cross platform compatible.</li> </ul>
<p>Shapes</p> 	<ul style="list-style-type: none"> <li>• Assorted shapes without text.</li> <li>• Add a plain text annotation to a shape to create a custom callout.</li> <li>• Choose from various styles like Abstract, Basic, Bold, Urban, and Legacy.</li> <li>• Legacy lines and arrows are from the previous version of Camtasia and are not cross platform compatible.</li> </ul>
<p>Special Annotations</p> 	<p><b>Blur</b> Hide portions of the video containing confidential or sensitive content.</p>  <p><b>Spotlight &amp; Blur</b> Dim and blur outside areas of selection.</p>

Annotation Category	Includes
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**Highlight**  
Highlight selection or invert effect.



**Interactive Hotspot**  
Add a hotspot to include interactivity within a produced MP4 video.


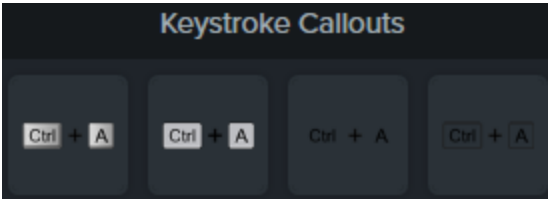
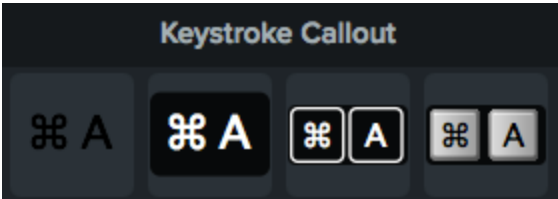
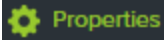
- Options include: Pause video, go to a URL, jump to marker, and more.
- For your viewers to make use of this interactive features, playback in the [TechSmith Smart Player](#) is required.
- Hosting your video on Screencast.com provides the optimal viewing experience.

**Pixelate**  
Hide portions of the video containing confidential or sensitive content.



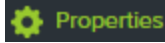
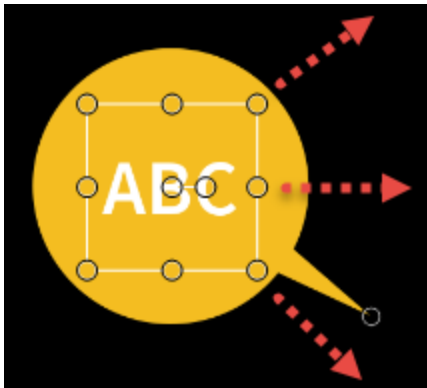
Sketch Motion Callouts

Animations drawn on the screen over a period of time.



Annotation Category	Includes
	
<p>Keystroke Callouts</p> <p>Windows Options</p>  <p>Mac Options</p> 	<p>Show keyboard activity in your video. For example, if you press Ctrl+C or Cmd+C on the keyboard as you are recording, show that keyboard combination using the keystroke callouts.</p> <p><b>Add Manually</b></p> <ol style="list-style-type: none"> <li>1. Drag keystroke annotation to timeline.</li> <li>2. Enter keystrokes in <b>Properties</b>. </li> </ol> <p><b>Auto Generate (Windows)</b></p> <p>Keystroke callouts can be auto generated from keystrokes captured in a TREC recording.</p> <ol style="list-style-type: none"> <li>1. Select recording with keystroke data.</li> <li>2. Select <b>Modify &gt; Generate Keystroke Callouts</b>.</li> <li>3. Choose options.</li> <li>4. Click <b>Generate</b>.</li> </ol> <p><b>Auto Generate (Mac)</b></p> <ol style="list-style-type: none"> <li>1. Click <b>Visual Effects</b> tab.</li> <li>2. Drag the Keystroke effect to a recording with keystroke data.</li> </ol>

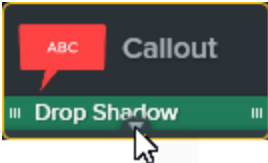
## Working with Annotations

To perform this action...	Do this...
Edit text	Double-click the annotation on the canvas and enter the desired text.

To perform this action...	Do this...
Customize the color, style, and other properties	Select annotation on timeline, click <b>Properties</b> . 
Customize motion	Add Behaviors to plain text or callouts to create unique effects. Options include: In, During, and Out actions, motion styles, directions, and more.
Copy and paste to other location	<ol style="list-style-type: none"> <li>1. Right-click annotation and select <b>Copy</b>.</li> <li>2. Move playhead on timeline to new location.</li> <li>3. Right-click timeline and select <b>Paste</b>. (Mac: CMD+V)</li> </ol>
Move annotation to new location on timeline or canvas	Click and drag to desired location.
Resize annotation on canvas	<p>Click and drag a handle in any direction.</p> 
Move annotation through layers on canvas	<p>Right-click annotation &gt; Arrange:</p> <ul style="list-style-type: none"> <li>• Bring to Front</li> <li>• Bring Forward</li> <li>• Send Backward</li> <li>• Send to Back</li> </ul>



To perform this action...	Do this...
	
Rotate annotation on canvas	<p>Grab center handle and drag left or right.</p> 
Delete	<p>Select annotation on a clip or media, press the <b>Delete</b> key.</p>
Change duration	<ul style="list-style-type: none"> <li>• Drag either end of the annotation out to extend the duration.</li> <li>• Drag either end of the annotation in to shorten the duration.</li> </ul>
Remove drop shadow	<ol style="list-style-type: none"> <li>1. Click the Effects tray on the annotation.</li> </ol>

To perform this action...	Do this...
	 <p data-bbox="500 472 958 556">2. Click to select Drop Shadow effect. 3. Press the <b>Delete</b> key.</p>

## Related Articles

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[Animations](#)

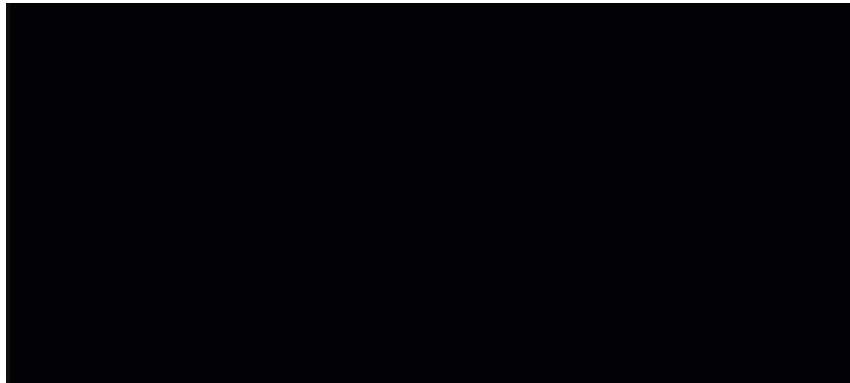
[Behaviors](#)

[Visual Effects](#)


# Behaviors

Behaviors are animated presets to drag and drop on text and media to liven it up and engage your viewers. These might include:

- Plain text that gently pulsates where you want viewers to click a link.
- Image or a logo that enters the screen then swings back and forth on a hinge.
- Callouts that animate in various ways on the canvas to draw attention to an area in the video.



## Add a Behavior


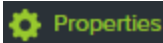

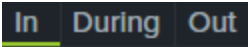
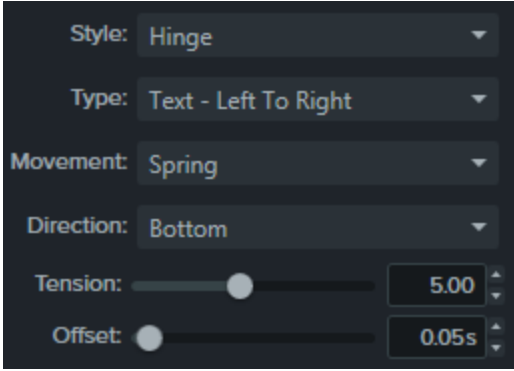
1. Click the **Behaviors** tab.
2. Drag desired behavior to clip or media on timeline.
3. Customize in **Properties**.  **Properties**

The screenshot shows the Camtasia interface. On the left, the 'Behaviors' tab is selected, showing a list of behaviors like 'Drifting' and 'Fade'. A red circle '1' is next to the 'Behaviors' tab. A red circle '2' is next to the 'Drifting' behavior. A red arrow points from the 'Drifting' behavior to the timeline. On the timeline, a red circle '3' is next to the 'Drifting' behavior. A red arrow points from the 'Drifting' behavior to the 'Properties' panel. The 'Properties' panel shows the 'Drifting' behavior settings: Style: Drifting, Movement: Ease In - Quint, Direction: Bottom, and Speed: 83%. A red circle '3' is next to the 'Properties' icon.

Behaviors can be:

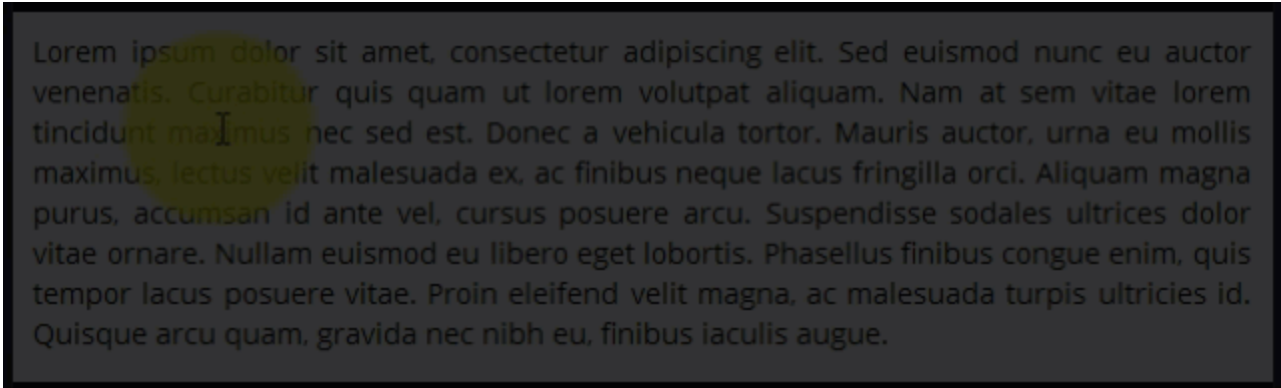
- Added to images, video clips, and plain text, callout, line, and shape annotations.
- Stacked together on a media to create unique effects.

## Working with Behaviors




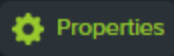
To perform this action...	Do this...
View behaviors applied	<p>Click the Effects tray on media to show or hide the behaviors.</p> 
Customize	<ol style="list-style-type: none"> <li>1. Select behavior on timeline and click <b>Properties</b>. </li> <li>2. Click <b>Behaviors</b> sub-tab. </li> <li>3. Choose action to change. </li> <li>4. Choose desired motion effects.</li> </ol>  <p>Some motion effects are only available for Plain Text Annotations.</p>
Delete	Select the behavior on a clip or media and press the <b>Delete</b> key.
Change duration	<p>The duration of a behavior cannot be independently changed - it extends the entire length of a media clip, callout, etc.</p> <p>To change the duration, change the duration of the media clip holding the behavior.</p>
Copy and paste to other location	<ul style="list-style-type: none"> <li>• Right-click behavior and select <b>Copy Effects</b>.</li> <li>• Reposition playhead, right-click the media or clip and select <b>Paste Effects</b>.</li> </ul>

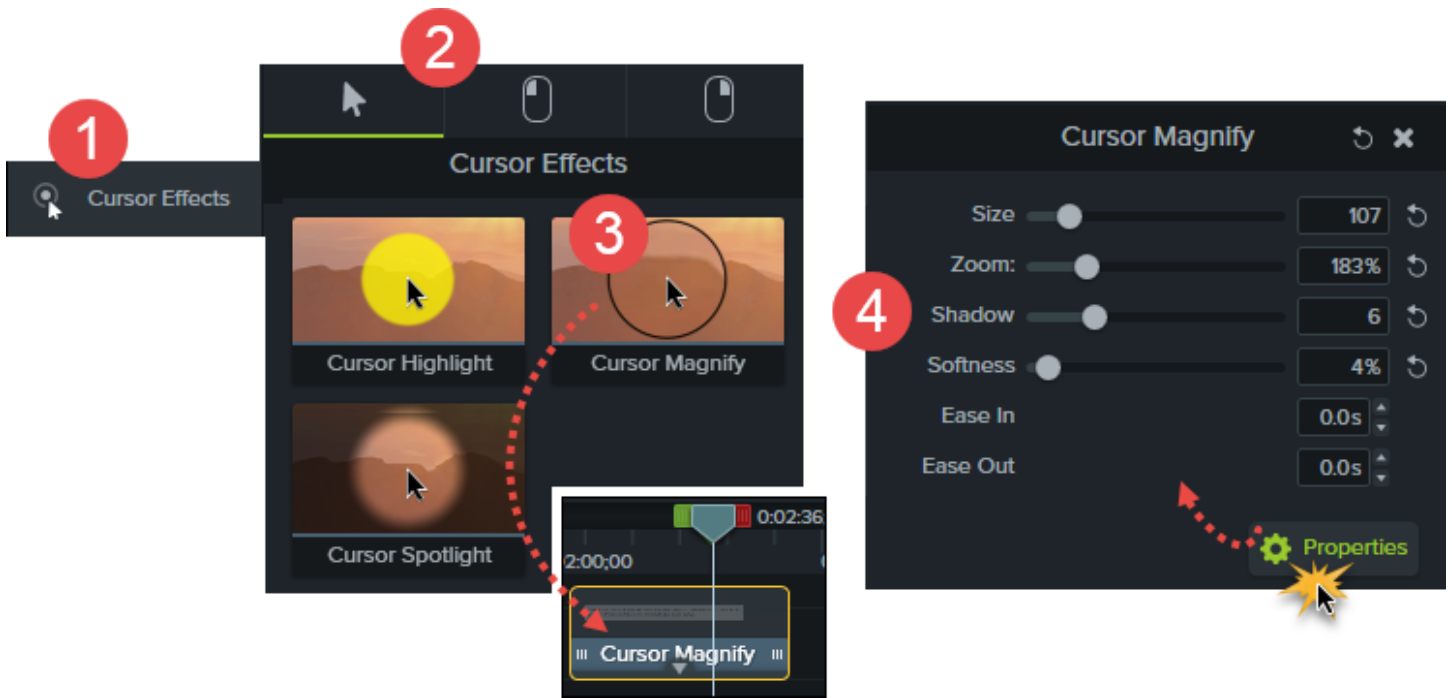
# Cursor Effects

In Camtasia Recorder, cursor data is collected and stored in the TREC recording file. In Editor, the cursor can be enhanced for better visibility using a highlight, spotlight, magnifier, rings, click sounds, and more.

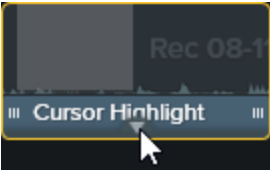
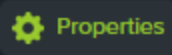


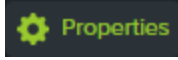
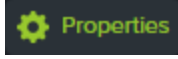
## Add a Cursor Effect

1. Click the **Cursor Effects** tab.
2. Click a sub-tab:
  - Cursor Effects 
  - Left Click Effects 
  - Right Click Effects 
3. Drag effect onto TREC recording on the timeline.
4. Customize in **Properties**. 



## Working with Cursor Effects

To perform this action...	Do this...
View effects applied	Click the Effects tray on media to show or hide the effects. 
Customize color, style, and other properties	Select cursor effect on timeline, click <b>Properties</b> . 
Copy and paste to other location	<ol style="list-style-type: none"> <li>1. Right-click cursor effect on timeline and select <b>Copy Selected Effects</b>.</li> <li>2. Move playhead on timeline to a recording with cursor data.</li> <li>3. Right-click on the clip and select <b>Paste Effects</b>.</li> </ol>
Move cursor effect to new location on recording	Click and drag to desired location.
Change duration	<ul style="list-style-type: none"> <li>• Drag either end of the cursor effect out to extend the duration.</li> <li>• Drag either end of the cursor effect in to shorten the duration.</li> </ul>

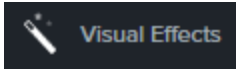
To perform this action...	Do this...
Delete	Select the cursor effect on recording, press the <b>Delete</b> key.
Hide cursor for entire clip	<ol style="list-style-type: none"> <li>1. Select TREC recording on timeline.</li> <li>2. Click <b>Properties</b>. </li> <li>3. Change the <b>Opacity</b> option to zero.</li> </ol>
Hide cursor for a duration	<ol style="list-style-type: none"> <li>1. Drag a cursor effect, such as Cursor Highlight, onto a TREC recording on timeline.</li> <li>2. Click <b>Properties</b>. </li> <li>3. Change the <b>Opacity</b> to zero.</li> <li>4. Drag either end of the cursor effect on a TREC recording in or out to change the duration.</li> </ol>

# Visual Effects

Visual effects can improve the look and quality of your video.

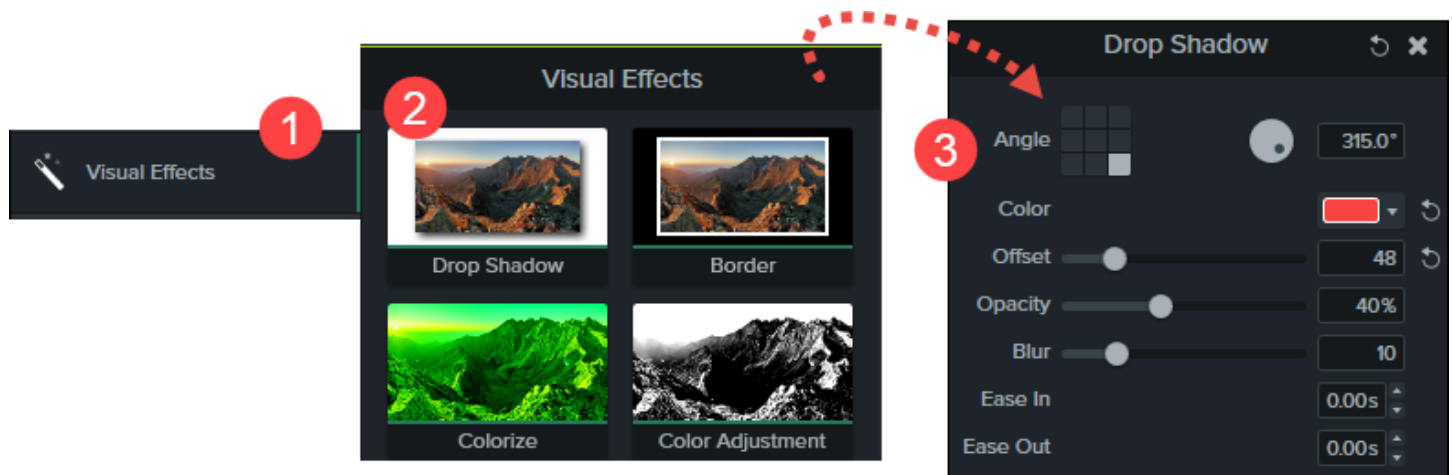
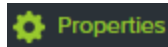
## Add a Visual Effect

1. Click the **Visual Effects** tab.



2. Drag visual effect onto media on the timeline.

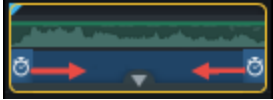
3. Customize in **Properties**.



## Visual Effects

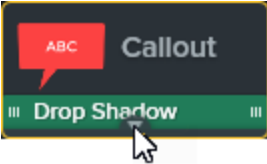
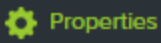
Drop Shadow	Add a drop shadow to callouts, images, video clips, and recordings. Use properties to adjust the color, angle, offset, opacity, and more.
Border (Windows Only)	Add a border to callouts, images, video clips, and recordings. Use properties to change the color and thickness.
Colorize	Changes the color of callouts, images, video clips, and recordings. Use properties to adjust the color, amount, and easing.
Color Adjustment	Change the brightness, contrast, and saturation of callouts, images,



	video clips, and recordings.
Remove a Color (Green screen or Chroma key effect)	<p>Removes a color from a video or image. Typically, this technique is used to remove a single color background in a video or image to allow other media to show through.</p> <p>Use properties to adjust the tolerance of the color removal, the softness of the effect, the hue of the color palette, and more.</p>
Clip Speed Cause media or video clip to play back faster or slower.	<ol style="list-style-type: none"> <li>1. Drag effect on timeline to adjust speed.</li> </ol>  <ol style="list-style-type: none"> <li>2. Or, open <b>Properties</b> pane to adjust <b>Duration</b> and <b>Speed</b> to get desired effect. <ul style="list-style-type: none"> <li>• Adjust speed <b>higher</b> to cause video to play back <b>faster</b>.</li> <li>• Adjust speed <b>lower</b> to the video to play back <b>slower</b>.</li> </ul> </li> </ol>
Interactive Hotspot	<p>Add a hotspot to include interactivity within a produced MP4 video.</p> <ul style="list-style-type: none"> <li>• Options include: Pause video, go to a URL, jump to marker, and more.</li> <li>• For your viewers to make use of this interactive features, playback in the <a href="#">TechSmith Smart Player</a> is required.</li> <li>• Hosting your video on <a href="#">Screencast.com</a> provides the optimal viewing experience.</li> </ul>
Device Frame	<p>Add a device frame around an image or video clip.</p> <p>To change the device frame, select <b>Properties &gt; Type</b> dropdown.</p>
Freeze Region (Mac Only)	<p>Freeze a region to isolate and hide an unwanted part of the screen recording.</p> <p>For example, if an email notification appears during recording, in Editor, add a Freeze Region effect around that pop-up to hide it in the final video.</p>
Glow (Mac Only)	<p>Add a radiating glow from the center of callouts, images, video clips, and recordings.</p> <p>Use properties to adjust the radius, intensity, and easing.</p>
Mask	Add a cropped rectangle or circle effect to callouts, images, video

(Mac Only)	<p>clips, and recordings.</p> <p>Use properties to adjust the inversion, rotation, opacity, corners, and more.</p>
Reflection	<p>Add a reflection or mirror effect to callouts, images, video clips, and recordings.</p> <p>Use properties to adjust the distance, opacity, and easing.</p>
Sepia	<p>Changes the color of callouts, images, video clips, and recordings to a shade of brown.</p> <p>Use properties to adjust the intensity and easing.</p>
Spotlight	<p>Add a dramatic, theatrical, spot light or shading effect to callouts, images, video clips, and recordings.</p> <ul style="list-style-type: none"> <li>• Use properties to adjust color, brightness, focus, and more.</li> <li>• Align spot light directly on media.</li> </ul>
Windows Spotlight (Mac Only)	<p>Highlights the active windows recorded during a process or sequence.</p> <p>Use properties to adjust the zoom, opacity, blur, and easing.</p>

## Working with Visual Effects

To perform this action...	Do this...
View effects applied	<p>Click the Effects tray on media to show or hide the effects.</p> 
Customize the color, style, and other properties	<p>Select visual effect on timeline, click <b>Properties</b>. </p>
Copy and paste to other location	<ol style="list-style-type: none"> <li>1. Right-click visual effect on timeline and select <b>Copy Selected Effects</b>.</li> <li>2. Move playhead on timeline to new location.</li> </ol>

To perform this action...	Do this...
	3. Right-click on the media and select <b>Paste Effects</b> .
Change duration	<ul style="list-style-type: none"><li>• Drag either end of the visual effect out to extend the duration.</li><li>• Drag either end of the visual effect in to shorten the duration.</li></ul>
Delete	Select visual effect on a clip or media, press the <b>Delete</b> key.

# Animations

Animations add interesting focal points to your video such as:

- A talking head that smoothly transitions or trades places with a screen recording.
- An image that enters the video from the left, pauses, then flies off to the right.
- Callouts that animate in various ways on the canvas to draw attention to an area in the video.

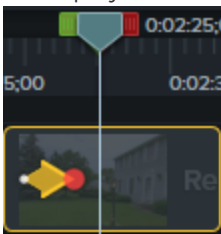


## Add an Animation

1. Click the **Animations** tab.
2. On Windows, click the **Animations** sub-tab.
3. Drag desired animation to clip or media on timeline.



- Add animations to images, video clips, and callout, line, or shape annotations.
- To change animation duration, drag the end of the animation in either direction.

<p>Custom This animation allows you to create your own look.</p>	<ol style="list-style-type: none"> <li>1. Drag animation to timeline where animation will occur.</li> <li>2. Place playhead after the animation.</li> </ol>  <ol style="list-style-type: none"> <li>3. Perform the desired action on the canvas. For example, resize media, rotate, drag off screen.</li> <li>4. Drag size of animation to set duration.</li> </ol> <p>To play media off screen, move media off canvas before adding the animation.</p>
<p>Restore</p>	<p>Restores clip to previous state by reversing the preceding animation. For example, if you twirl a callout onto the screen, the Restore animation will twirl in reverse to the original off-screen position.</p>
<p>No Opacity</p>	<p>Use to fade out media or clip so it cannot be seen.</p>
<p>Full Opacity</p>	<p>Use to return media or clip to full opacity after the No Opacity animation.</p>
<p>Tilt Left</p>	<p>Tilt media to the left. Customize effect in Properties.</p>
<p>Tilt Right</p>	<p>Tilt media to the right. Customize effect in Properties.</p>
<p>Scale Up</p>	<p>Scale the media up in size. This acts as a zoom in animation for the entire clip.</p>
<p>Scale Down</p>	<p>Scale media down in size. This acts as a zoom out animation for the entire clip.</p>
<p>Scale to Fit</p>	<p>Scales media up or down to fit the canvas dimensions.</p>
<p>Smart Focus</p>	<p>Camtasia Recorder's SmartFocus technology collects data about the actions completed and the cursor movement in the recording. SmartFocus predicts where to add zoom animations, saving you the time it takes to manually insert zoom and pan animations.</p>

This option is only available in TREC recordings created by Camtasia Recorder. TREC is the default setting for the recorder.

To activate SmartFocus animations:

1. Drag to clip on timeline.
2. Choose **Modify > SmartFocus**:
  - Apply to Timeline (Windows only)
  - Apply to Selected Media

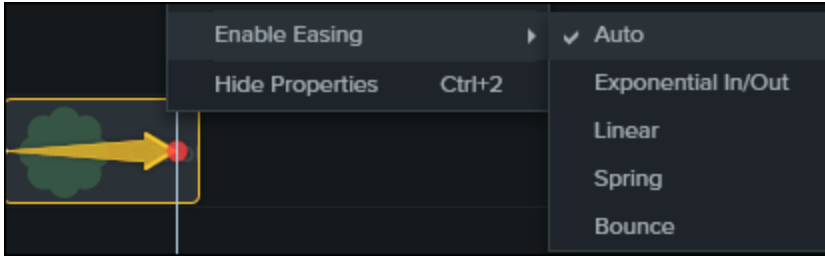
## Working with Animations

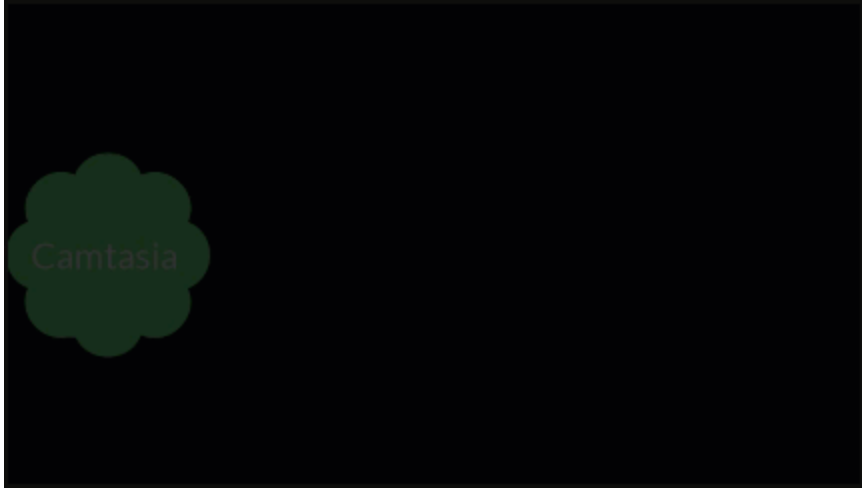
To perform this action...	Do this...
Delete	Select the animation on a clip or media, press <b>Delete</b> on keyboard.
Change duration	<ul style="list-style-type: none"><li>• Drag either end of the animation out to extend the duration.</li><li>• Drag either end of the animation in to shorten the duration.</li></ul>
Change location on clip or media	Click the middle of the animation and drag to desired location.
Copy and paste to other location	<ol style="list-style-type: none"><li>1. Right-click animation and select <b>Copy</b>.</li><li>2. Move playhead on timeline to new location.</li><li>3. Right-click on the media and select <b>Paste</b>.</li></ol>



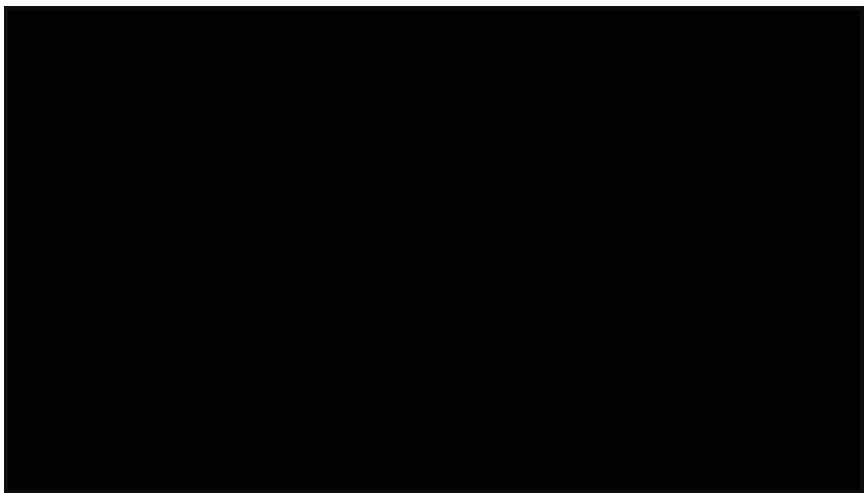
## Use Easing to Change the Effect

Easing determines the motion of the effect including how the effect begins and ends.

1. To change the easing action, right-click an animation on the timeline, choose **Enable Easing**.
2. Select the desired action from the menu.



Easing Action	Effect
Auto	
Exponential In/Out	

Easing Action	Effect
Linear	
Spring	
Bounce	



# Zoom-n-Pan Animations (Windows)

The Zoom-n-Pan feature is not available for Camtasia Mac. To add a zoom animation, see [Animations](#).

The Zoom-n-Pan tab offers a quick way to add zoom in, zoom out, and pan animations to the timeline.

Add zoom and pan animations to:

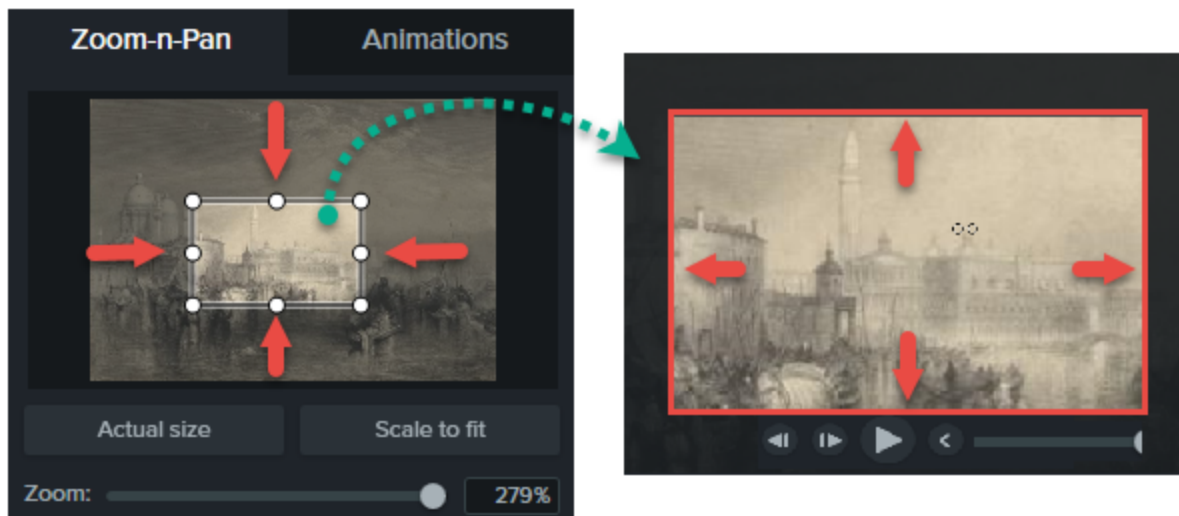
- Improve viewing when producing the final video at dimensions smaller than the source recording.
- Focus on important actions within the video, like typing in a text field or selecting an option in a large application.
- Move from area to area when editing dimensions are large.

## Add a Zoom In / Zoom Out Sequence

1. Position playhead on timeline where zoom will occur.
2. Choose **Animations** tool > **Zoom-n-Pan** tab.

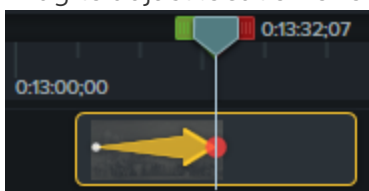


3. Move and size zoom rectangle to get desired effect. That area fills the canvas and is what your viewers see.



4. A zoom animation is added to the timeline.

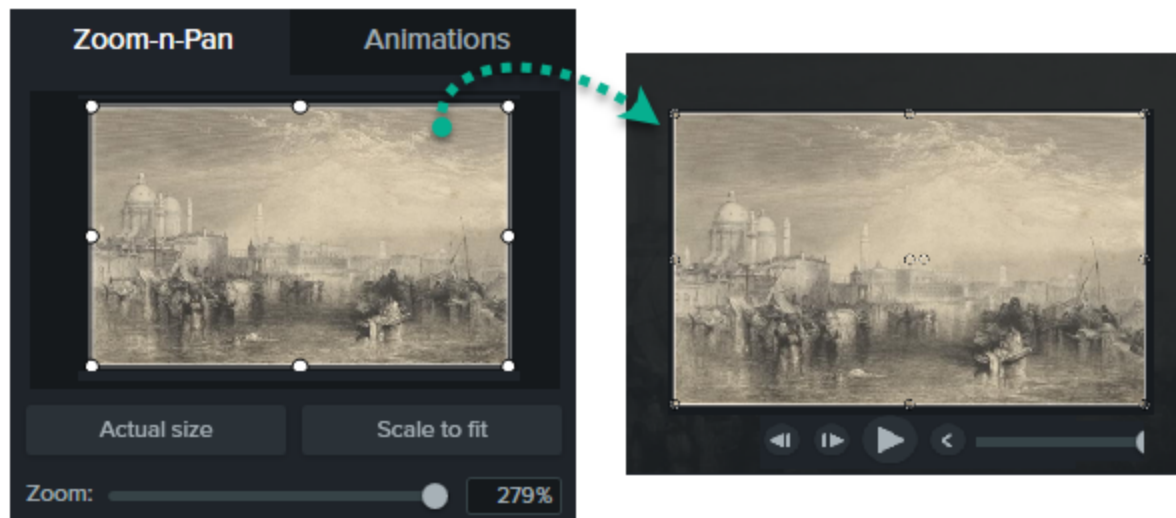
- Drag to adjust location of effect.



- Drag either end of the zoom animation on timeline to adjust effect's duration. This is how long the effect lasts.

5. To zoom back out, place playhead where zoom animation ends.

6. Repeat steps 3-4 dragging the rectangle to zoom back out.



## Add a Zoom and Pan Sequence

Panning moves the viewer to another part of the screen without changing the level of magnification. For this sequence, the first animation needs to be a zoom animation.

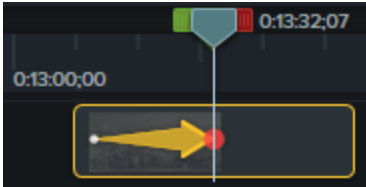


1. Position playhead on timeline where zoom will occur.
2. Choose **Animations** tool > **Zoom-n-Pan** tab.



3. Move and size zoom rectangle to get desired effect.
4. A zoom animation is added to the timeline.

- Drag to adjust location of effect.



- Drag either end of the zoom animation on timeline to adjust effect's duration. This is how long the effect lasts.
5. To create the pan animation, place playhead where pan will occur. Drag zoom rectangle to another part of the canvas without resizing.
  6. Repeat step 5 until all pan animations are created.
  7. To zoom back out, place playhead where zoom out animation will occur. Move and size zoom rectangle to get desired effect.

## Related Articles

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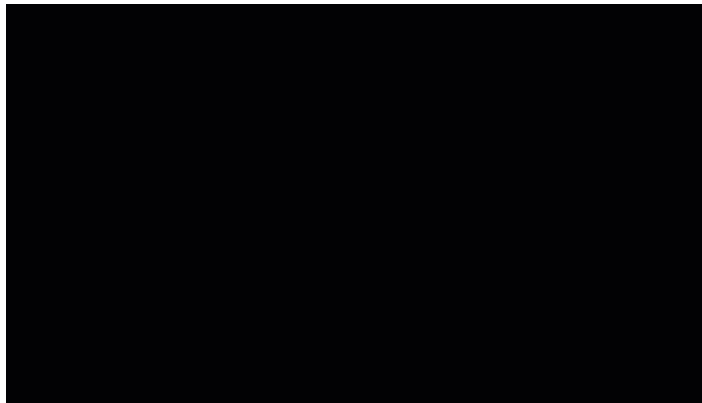
[Animations](#)

# Transitions

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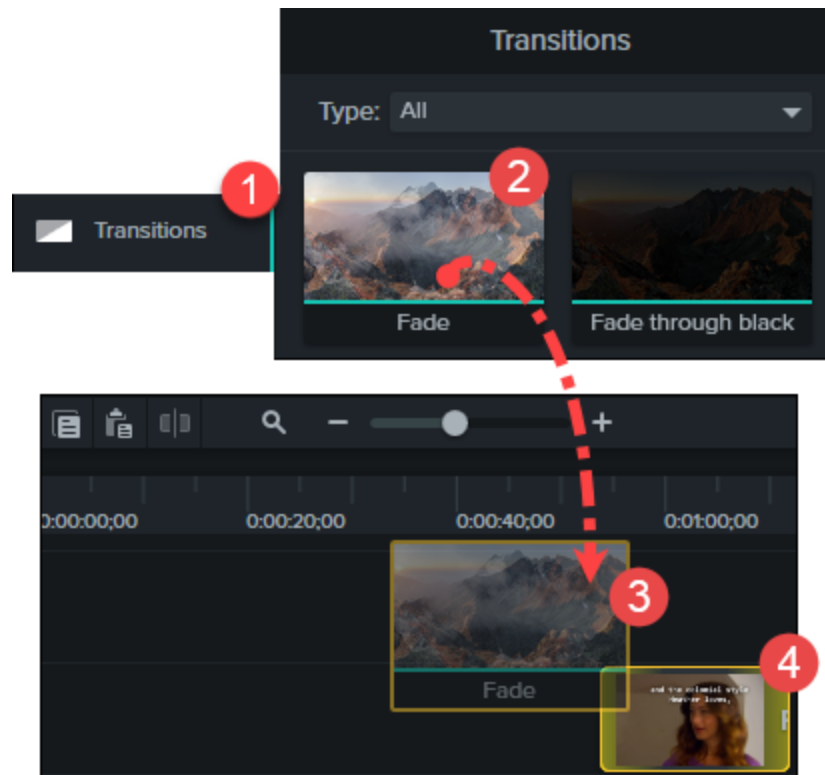
Transitions add a visual effect between the end of a clip and the beginning of the next clip.

- Transitions can be added to a group or to a single image, annotation, or video clip.
- Use transitions to indicate the passage of time, change in location, to call attention, or to create a smooth flow between clips.
- Add transitions to annotations and images to create a custom look.



## Add a Transition

1. Click the **Transitions** tab.
2. Drag transition onto media on the timeline. The yellow highlight indicates where you can add a transition.

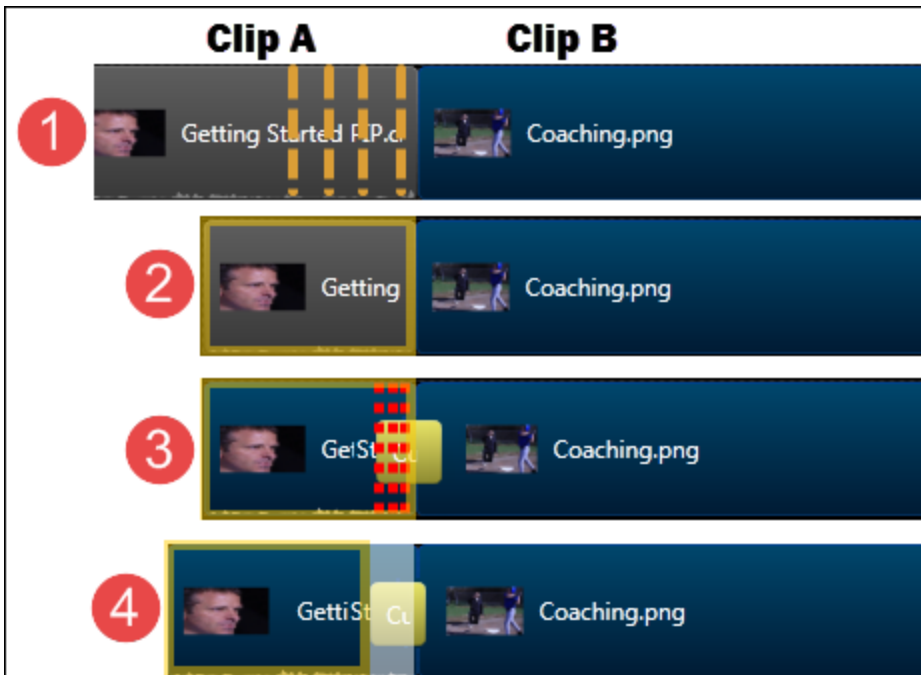


## Use Trimmed Content In Transitions

Transitions use frames at the end of one video and the beginning of another. This can consume portions of the video that need to be seen.

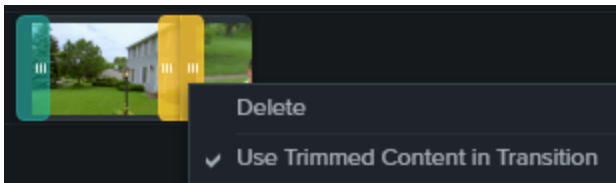
The **Use Trimmed Content in Transition** option has the transition effect use several frames of a video clip that was trimmed, split, or cut. This retains the edited portion of the video and allows the effect to appear smoother since the "good" frames are not being consumed by the transition.

To better understand this concept, consider the following scenario.



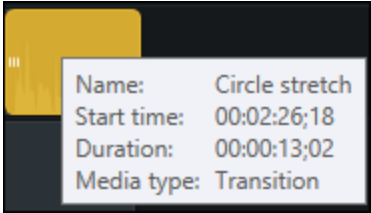
1. Clip A and Clip B are on the timeline. I need to edit Clip A to remove the highlighted portion.
2. Clip A has been edited and all unwanted frames removed.
3. A transition has been added between Clip A and Clip B. The transition consumes the ends of the clips causing the edited portion of Clip A to be cut off.
4. The solution is using the **Use Trimmed Content In Transition** option. This allowed the transition to use frames previously cut out of the video leaving the edited part fully intact.

To use the trimmed content option, right-click a transition and choose **Use Trimmed Content in Transition**.



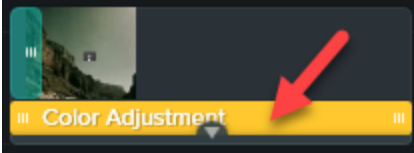
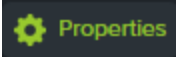
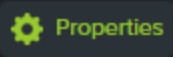
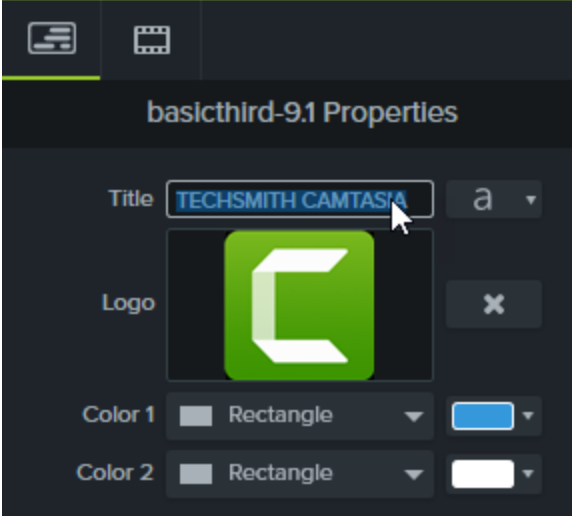
## Working with Transitions

To perform this action...	Do this...
Delete	Select the transition and press the <b>Delete</b> key.
Change duration	<ul style="list-style-type: none"> <li>• Drag the transition out to extend the duration.</li> <li>• Drag the transition in to shorten the duration.</li> </ul>

To perform this action...	Do this...
View details	<p>Hover over a transition and the Details appears.</p> 
Change transition type	Drag a different transition onto existing transition and drop it there.

# Camtasia Editor Properties

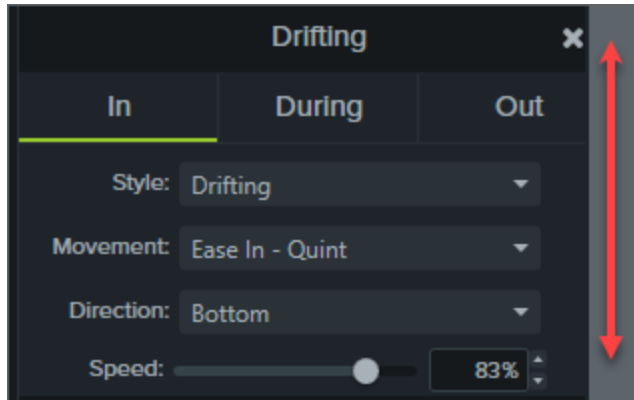
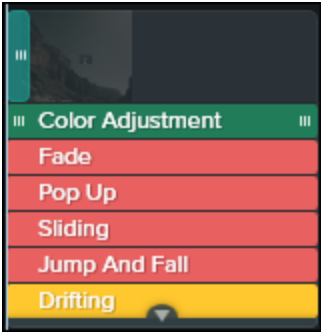
The **Properties** pane in the Editor allows you to customize the look of media, annotations, behaviors, effects and assets added to the timeline.

To perform this action...	Do this...
Open the properties for a clip, media, animation, behavior, or effect	<ol style="list-style-type: none"><li>1. Select on timeline. </li><li>2. Click the <b>Properties</b> button. </li></ol>
Edit the Quick Properties for assets Edit properties such as titles, logos, colors, text, and more for intros and lower thirds assets.	<ol style="list-style-type: none"><li>1. Click to select asset on timeline.</li><li>2. Click the <b>Properties</b> button. </li><li>3. On the Quick Properties tab, edit the desired properties. </li></ol>
View properties for each effect Effects can be layered on media.	Use the scroll bar on the Properties pane.

Quick Properties are only available for intros and lower thirds assets downloaded from <https://library.techsmith.com> or library assets with "9.1" at the end of the asset name.



To perform this action...	Do this...
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Set properties back to the default settings

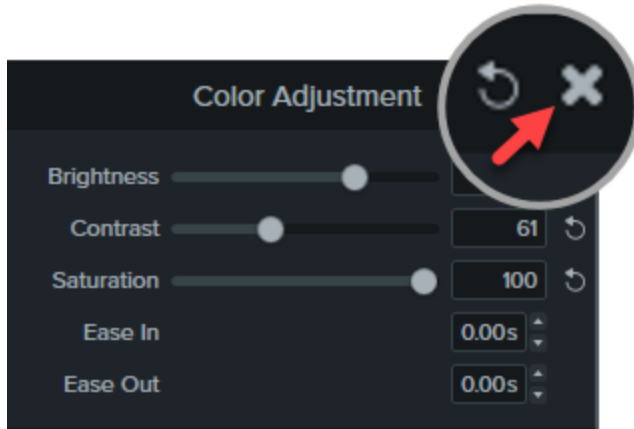
Click the rewind button next to the desired option.

Delete an effect, animation, or behavior from a media or clip on the timeline

Click the X on the Properties box.

To undo the delete:

- Press **Ctrl+Z** or **Cmd+Z**.
- Choose **Edit > Undo**.
- Click **Undo** .



# Captions


Captions display onscreen text for the audio, sounds, or actions occurring in a video.



Captions create videos accessible to a larger audience, including:

- Viewers who are deaf or hearing-impaired.
- Viewers that cannot listen to audio in their current settings.
- Viewers who are non-native speakers by providing onscreen translations in the captions.

## Caption Types

Camtasia offers three caption types. The caption type is selected during the video production process.

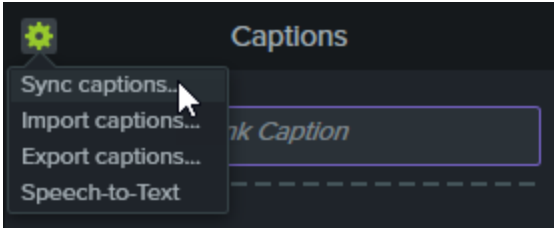
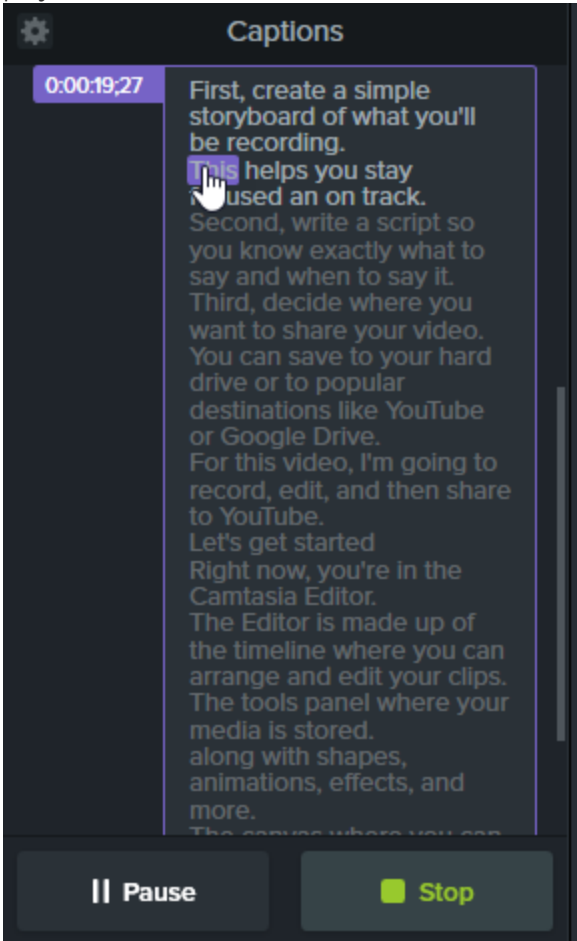
Caption Type	Production Option
<p><b>Closed Captions</b></p>  <p>Playback in the <a href="#">TechSmith Smart Player</a> is required.</p> <ul style="list-style-type: none"><li>• Captions are turned on/off by the viewer via a CC button on the video controller.</li><li>• Captions are ADA compliant.</li><li>• Caption display can be customized.</li><li>• Captions are searchable when produced as a MP4 video. Viewers can click a search result to jump to that location in the video.</li></ul>	<p><b>Windows:</b></p> <ul style="list-style-type: none"><li>• Select Share &gt; Custom Production &gt; New Custom Production &gt; MP4 &gt; Next &gt; Options tab &gt; Captions &gt; Caption type &gt; Closed captions.</li></ul> <p><b>Mac:</b></p> <ul style="list-style-type: none"><li>• Select Share &gt; Screencast.com &gt; Caption Style &gt; Closed Captions.</li><li>• Or, select Share &gt; Local Drive &gt; File format &gt; MP4 &gt; Export for Web Page &gt; Caption Style &gt; Closed Captions.</li></ul>
<p><b>Burned In Captions (Open Captions)</b></p>	<p><b>Windows:</b></p>

Caption Type	Production Option
 <ul style="list-style-type: none"> <li>• Captions are burned into the video and cannot be turned off by the viewer.</li> <li>• Captions are ADA compliant.</li> <li>• Caption display can be customized.</li> <li>• Captions are searchable when produced as a MP4 video. Viewers can click a search result to jump to that location in the video.</li> </ul>	<ul style="list-style-type: none"> <li>• Select Share &gt; Custom Production &gt; New Custom Production &gt; MP4 &gt; Next &gt; Options tab &gt; Captions &gt; Caption type &gt; Burned in captions.</li> </ul> <p><b>Mac:</b></p> <ul style="list-style-type: none"> <li>• Select Share &gt; Local Drive &gt; File format &gt; MP4 &gt; Caption Style &gt; Burned in captions.</li> </ul>
<p><b>Under Video Captions</b></p>  <ul style="list-style-type: none"> <li>• Captions cannot be turned off by the viewer.</li> <li>• This caption type adds captions under the video and increases the video's vertical dimension.</li> </ul>	<p><b>Windows:</b></p> <ul style="list-style-type: none"> <li>• Select Share &gt; Custom Production &gt; New Custom Production &gt; MP4 &gt; Next &gt; Options tab &gt; Captions &gt; Caption type &gt; Under video captions.</li> </ul> <p><b>Mac:</b></p> <ul style="list-style-type: none"> <li>• Select Share &gt; Local Drive &gt; File format &gt; MP4 &gt; Export for Web Page &gt; Caption Style &gt; Under video captions.</li> </ul>

## Add Captions

It is recommended to add captions as the final step before producing your video. Camtasia offers several ways to add captions to your video:

Method	Steps
<p><b>Manually Add Captions</b></p>	<ol style="list-style-type: none"> <li>1. Move the playhead to the beginning of the timeline.</li> <li>2. To add captions: <ul style="list-style-type: none"> <li>• On Windows, click the <b>Captions</b> tab and click the <b>Add Caption</b> button.</li> <li>• On Mac, click the <b>Audio Effects</b> tab and drag the <b>Captions</b> effect onto the audio track on the timeline. Click the first caption segment.</li> </ul> </li> <li>3. Click the <b>Loop</b> button or press <b>Enter</b> to play the audio section. Type the caption. <div data-bbox="760 611 1040 737" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• If your caption exceeds three lines, the text changes to gray. Click the <b>Split</b> button to move the gray text into a new caption.</li> <li>• To change the duration of a caption, drag the <b>Duration</b> slider. The default duration is four seconds. <div data-bbox="829 947 1365 1035" data-label="Image"> </div> </li> <li>• For more caption writing tips, see <a href="#">ADA Compliant Caption Tips</a>.</li> </ul> </li> <li>4. Click the <b>Next Caption</b> button or press the <b>Tab</b> key to add a new caption. <div data-bbox="760 1224 1052 1312" data-label="Image"> </div> </li> <li>5. Repeat steps 3 and 4 until the end of the video.</li> </ol>
<p><b>Add Captions from a Script</b> You can paste a prepared script into the caption editor to synchronize the script with the audio playback.</p>	<ol style="list-style-type: none"> <li>1. Move the playhead to the beginning of the timeline.</li> <li>2. On Windows, click the <b>Captions</b> tab and click the <b>Add Caption</b> button.  On Mac, click the <b>Audio Effects</b> tab and drag the <b>Captions</b> effect onto the timeline.</li> <li>3. Paste a script into the caption editor.</li> <li>4. Click the Gear icon and select <b>Sync captions</b>.</li> </ol>

Method	Steps
	 <p>5. Read the instructions that appear and when ready to sync captions, click <b>Continue</b>. The video begins playing and the sync controls appear below the caption editor.</p> <p>6. To add a new caption, click a word when you hear the word played back.</p>  <ul style="list-style-type: none"> <li>• Click <b>Pause</b> to pause the video playback.</li> <li>• Click <b>Stop</b> to finish syncing the script and captions.</li> </ul>
<p><b>Import or Export a Caption File</b> You can import or export captions as</p>	<p><b>Import a Caption File</b></p>

Method	Steps
<p>SAMI or SRT (SubRip) files. Export captions created in Camtasia to archive, to use in another program, or to share captions across platforms.</p>	<p>Select <b>File &gt; Import &gt; Captions</b> and select a SAMI or SRT (SubRip) file. The caption file opens in the caption editor.</p> <h3>Export a Caption File</h3> <ol style="list-style-type: none"> <li>1. Select the <b>Share menu &gt; Export Captions</b>.</li> <li>2. Enter a file name and select SAMI or SRT.</li> <li>3. On Windows, click <b>Save</b>. On Mac, click <b>Export</b>.</li> </ol> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>In Camtasia project files, captions are not cross-platform compatible. To share captions between Mac and Windows, you must export the caption file as a SAMI or SRT file and then import the file into Camtasia on the other platform. See <a href="#">Import or Export a Caption File</a>.</p> </div>

## ADA Compliant Caption Tips

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute designed to ensure equal access to opportunities and benefits for qualified individuals with disabilities. In many state, government and education institutions, videos must include ADA compliant captions.



Apply these caption tips to make your captions ADA compliant:

- Include no more than 32 characters per line.
- One to three lines of text appear onscreen, display for three to seven seconds, and then are replaced by the next caption.
- Captions are available throughout the entire video, even when there is no speaking.
- Time captions to synchronize with the audio.
- Require the use of upper and lowercase letters.
- Use a font similar to Helvetica medium.

If the caption style is not ADA compliant on Windows, the red ADA icon appears below the caption editor. To restore ADA compliancy for all captions, click the **ADA** dropdown and select **Make Compliant**.


- Captions should be accessible and readily available to those who need or want them.
- Captions should appear onscreen long enough to be read.
- Speakers should be identified when more than one person is onscreen or when the speaker is not visible.
- Spelling is correct.
- Words should be verbatim when time allows or as close as possible in other situations.
- All words are captioned, regardless of language or dialect.
- Punctuation is used to clarify meaning.
- Add music or other descriptions inside brackets such as [music] or [laughter].
- Indicate when no narration is present and describe any relevant sound effects.
- Use of slang and accent is preserved and identified.

## Working with Captions

Delete caption	<ul style="list-style-type: none"> <li>• On Windows, select caption on timeline and press the <b>Delete</b> key.</li> <li>• On Mac, select caption on timeline and delete text from the caption editor.</li> </ul>
Remove all captions from media or timeline	<ul style="list-style-type: none"> <li>• On Windows, select <b>Modify &gt; Captions &gt; Remove All Captions</b>.</li> <li>• On Mac, select media on timeline. Select <b>Modify &gt; Captions &gt; Remove Captions</b>.</li> </ul>
Split caption	Right-click on the caption and select <b>Split Caption</b> .
Merge caption	<ul style="list-style-type: none"> <li>• Move the playhead to the caption on the timeline to merge. Right-click on the caption and select <b>Merge with Next Caption</b>.</li> <li>• Or, click the gear icon  and select an option.</li> </ul>
Hide captions in video	<p>On Windows:</p> <ul style="list-style-type: none"> <li>• On the Captions track, click the disable option.</li> </ul>  <ul style="list-style-type: none"> <li>• Or, Select <b>Share &gt; Custom Production &gt; New Custom Production &gt; MP4 option &gt; Next &gt; Options tab &gt; Uncheck</b></li> </ul>

the Captions option.

On Mac:

- Select **View > Hide Caption Track**.
- Or, click **Properties**  **Properties** > Hide Caption Track.



# Quizzes

Insert a quiz or survey into your video to:

- Test viewer's knowledge through multiple choice, fill in the blank, short answer, and true/false questions.
- Add open ended questions to gain feedback or gather user information such as an email address to contact the viewer at a later time.

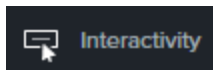
The [TechSmith Smart Player](#) is required for table of contents, closed captions, search, quizzing, and hotspots in a video. To include the TechSmith Smart Player, produce the video to MP4 or share to Screencast.com.

## Quiz Features

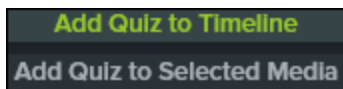
<ul style="list-style-type: none"><li>• Unlimited number of fill in the blank, multiple choice, short answer, or true/false questions.</li></ul>	<ul style="list-style-type: none"><li>• Require quiz / survey takers to submit a name and email address.</li></ul>
<ul style="list-style-type: none"><li>• Provide up to thirty answers options per question.</li></ul>	<ul style="list-style-type: none"><li>• Set the quiz to be scored or unscored.</li></ul>
<ul style="list-style-type: none"><li>• Get score reporting via the <a href="#">Camtasia Quiz Service</a>.</li></ul>	<ul style="list-style-type: none"><li>• For surveys, use the unscored option.</li></ul>

## Set Up a Quiz

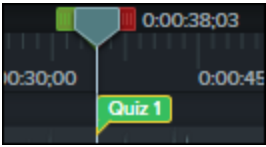
1. Select media or move playhead to desired quiz location then click the **Interactivity** tab.



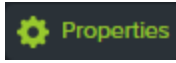
2. Choose to add quiz to media or timeline.



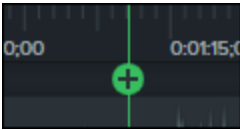
3. Quiz is added and quiz mode is turned "on"



4. Add questions and set options in **Properties**.




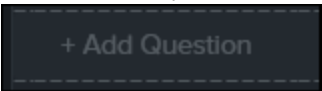
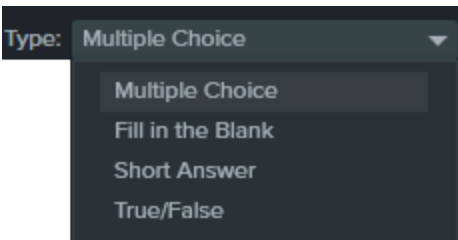
5. To add another quiz, move cursor along timeline and click to place quiz. As long as quiz mode is "on," you are able to add new quizzes.

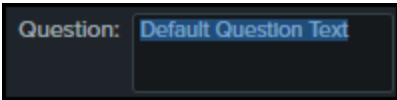
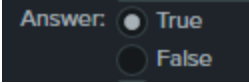
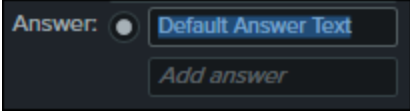
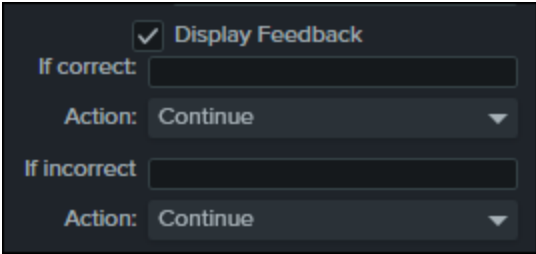





6. To turn "off" quiz mode, click the small arrow next to **Quiz** under the timeline toolbar.

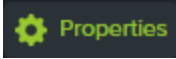
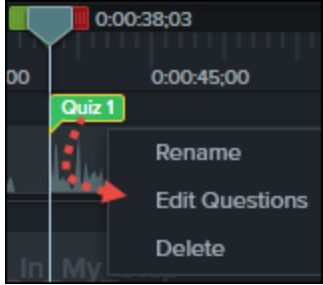
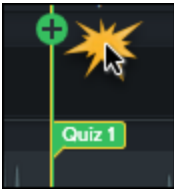


## Quiz Questions and Options

Perform this action...	Do this...
Create questions	 <p>Click the <b>Questions</b> sub-tab.</p> <ul style="list-style-type: none"><li>• The first question is created for you.</li><li>• To add more questions, click the <b>Add Question</b> button.</li></ul> 
Choose a question type	<p>Click <b>Type</b>. Select question from dropdown.</p> 
Enter question	Click in the <b>Question</b> field. Immediately type question.

Perform this action...	Do this...
	
Enter or select answer	<p>For true/false, choose answer type.</p>  <p>For all other questions, click in the answer field. Immediately type answer.</p> 
Give feedback for answers	<p>Check the <b>Display Feedback</b> option.</p>  <ul style="list-style-type: none"> <li>• Enter a response for a correct / incorrect answers.</li> <li>• Choose next action to come after correct / incorrect answers.</li> </ul>
Preview how quiz appears to your viewers	<p>Click the Preview button. </p>
Enter quiz name	<p>Click the <b>Quiz Options</b> sub-tab. </p> <p>Enter the name in the <b>Quiz Name</b> field.</p>
Create survey	<p>Click the <b>Quiz Options</b> sub-tab. </p> <p>Leave the <b>Score Quiz</b> option unchecked.</p>
Get scores and information about quiz	<p>See <a href="#">Quiz Reporting</a>.</p>

# Working with Quizzes

To perform this action...	Do this...
Customize color, look, style, and more	Select quiz on timeline, click <b>Properties</b> .  -Or- Right-click a quiz on timeline and choose editing option from menu. 
Delete	Select a quiz on a clip or media, press <b>Delete</b> on keyboard.
Change media quiz to timeline quiz	To change a media quiz to a timeline quiz, or vice versa: <ol style="list-style-type: none"><li>1. Select the quiz.</li><li>2. Hover mouse over timeline or media until it turns green. </li><li>3. Click to change the quiz location.</li></ol>

## Quiz Reporting

You can report the results of the quiz through email or via a SCORM-compliant Learning Management System (LMS).

- If you choose to have quiz results delivered by email, you receive the results through email via the Camtasia Quiz Service.
- The quiz service takes the collected quiz data and sends it to the quiz creator in the form of two CSV reports: Summary and Detailed.

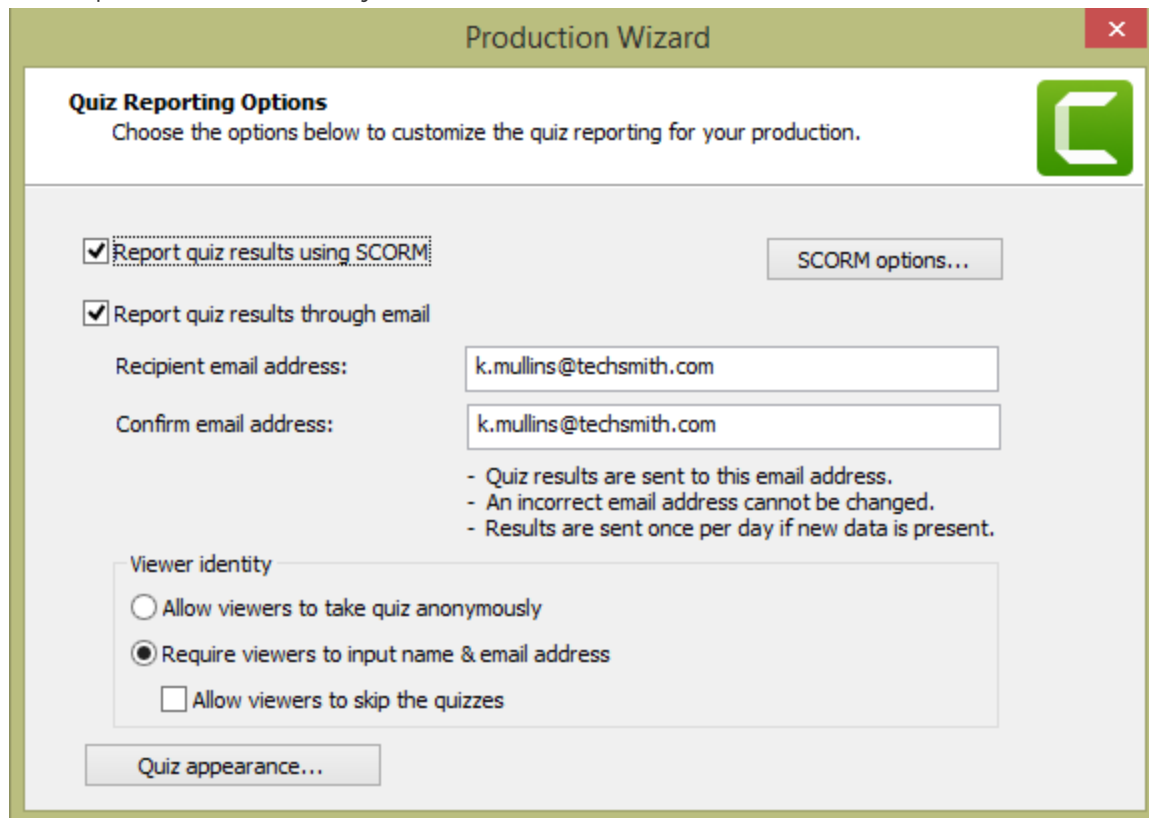
## About the CSV Report

The Summary CSV report contains a total score and percentage for each person, per video. While a video may have several quizzes, the summary report combines the scores from all quizzes in the video to give one overall score.

- The Detailed CSV report contains a time stamp, detailed question/answer scores, text field entries, and more.
- The reports are in a comma delimited CSV text file format. This format is best viewed in a program that allows you to easily manipulate data in columnar format like Microsoft Excel or Google Spreadsheets.
- Reports are sent once each day. No reports are sent if there is no new data collected.
- Reports aggregate data. So, each report contains both old and new data.
- You cannot unsubscribe from the Quiz Service. The only way to stop getting reports is to stop having people take the quiz or take the video down from the Web.
- You cannot change the reporting email address.

## Production Wizard Reporting Options (Windows)

The quiz reporting options are available in the Production Wizard when you choose Screencast.com, or an MP4 option with Smart Player.



**Production Wizard**

**Quiz Reporting Options**  
Choose the options below to customize the quiz reporting for your production.

Report quiz results using SCORM SCORM options...

Report quiz results through email

Recipient email address:

Confirm email address:

- Quiz results are sent to this email address.
- An incorrect email address cannot be changed.
- Results are sent once per day if new data is present.

Viewer identity

Allow viewers to take quiz anonymously

Require viewers to input name & email address

Allow viewers to skip the quizzes

Quiz appearance...

## Share Video Wizard Reporting Options For Mac

The quiz reporting options are available in the video Share screen when you choose **ScreenCast.com**, or **Local File > MP4** option.

Reporting Options	Details
Report quiz results using SCORM (Only available with Share > Local File > MP4)	Provides a packaged eLearning lesson with the video using SCORM.
Report quiz results through email	Enter, then re-enter, the email address of the person to receive the quiz reports. <ul style="list-style-type: none"><li>• The email address must match in both fields. An incorrect email address cannot be changed later.</li><li>• Quiz results are sent to the recipient once each day if new data is present via the Camtasia Quiz Service.</li></ul>
Viewer Identity	Choose viewer identity requirements. Require a name and email from the viewer taking the quiz / survey -Or- Allow them to take the quiz / survey anonymously.
Quiz appearance	Change the text viewers see when they take the quiz or survey. If you create a survey instead of a quiz, you can change <b>the Take quiz now</b> button to read <b>Take survey now</b> .


# Video Table of Contents

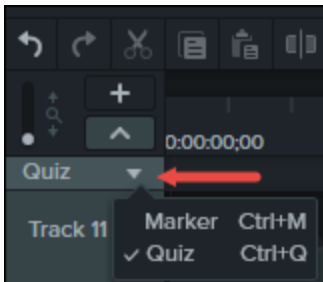
Add an interactive table of contents to your video to create navigation points for your viewers.

The [TechSmith Smart Player](#) is required for table of contents, closed captions, search, quizzing, and hotspots in a video. To include the TechSmith Smart Player, produce the video to MP4 or share to Screencast.com.

## Create a Table of Contents (TOC)

Add markers on the timeline as navigation points in your video table of contents. The marker names appear as table of contents entries in the video.

1. To show the marker track, click the **Quiz/Marker** dropdown menu  and select **Marker** or press Ctrl+M.

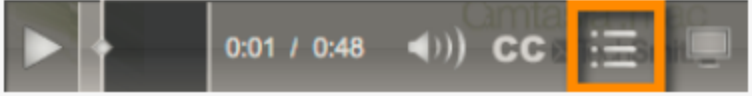


2. Click to add markers to the desired location on the timeline.
3. Right-click on the marker and select **Rename**. Type a name.

To learn more about editing markers, see [Add Markers](#).

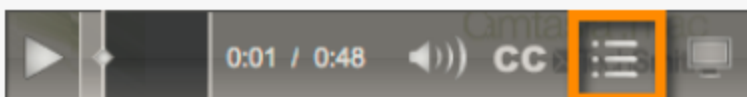
## Produce a Table of Contents (Windows)

1. Choose Share > Screencast.com or, to create an MP4 file with custom TOC settings:
2. Select **Share** button > **Custom production** > **New Custom Production** > **MP4 - Smart Player (HTML 5)** > **Next** > **Next** > **Next** > **Marker options**.
3. On the Marker options screen, choose the desired TOC options.
4. Step through the rest of the Production Wizard to complete the production process.
5. Upload the final video to Screencast.com.

Table of Contents Option	Description
Number marker entries	Number the table of contents entries sequentially in the produced TOC.
Table of contents initially visible	<p>Enable to show the table of contents when the video plays.</p> <p>If disabled, the viewer will need to click the TOC button on the video controller to view the table of contents.</p> 
Enable or disable markers for TOC entries	Disable any markers you do not want to appear in the table of contents.
Rename	Double-click the TOC entry in the list and type a new name.
Fixed Left	Choose to position TOC on the left side of the video.
Fixed Right	Choose to position TOC on the right side of the video.
Marker Display	<ul style="list-style-type: none"> <li>• <b>Text with thumbnail:</b> TOC shows both the thumbnail and the text</li> <li>• <b>Text only:</b> TOC shows only the text</li> <li>• <b>Thumbnail only:</b> TOC shows only the thumbnail</li> </ul>

## Produce a Table of Contents (Mac)

1. Select **Share > Screencast.com** or **Share > File Format > Export to MP4**.
2. Select one of the following to export a video with a table of contents:
  - **For Screencast.com:** Log in and select the **Create table of contents from markers** option. Click **Share**.
  - **For Export as Web Page:** Select the **Create table of contents from markers** option. Click **Export**.
3. To use the interactive TOC in the video, click the **Table of Contents** button on the player bar.





# Produce and Share Your Video

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The production process, also called rendering, creates a video file based on the sequence of recordings, video clips, audio clips, images, and effects on the timeline.

Preset production options contain settings optimized for popular distribution methods like Screencast.com, Vimeo, YouTube, your local hard drive, and more.

## Share Your Video

1. Click **Share**.



2. Choose desired share option from menu.
  - On Windows, the **Production Wizard** appears. Step through the wizard to create your video. Or, choose **Custom Production > New Custom Production** to select from other file outputs, customize production settings, or save the settings as a [preset for future use](#).
  - On Mac, the **Export As** or a login screen appears. Choose desired options to create your video.

## Produce a Selection of the Timeline (Windows only)

Produce a selection on the timeline to create a short video or to preview an effect.

1. Make selection on timeline.
2. Right-click selection and choose **Produce Timeline Selection As**.
3. The Production Wizard appears. Produce video with desired settings.

### Related Articles

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[Produce an Audio File](#)

[Create a Production Preset](#)


[TechSmith Smart Player](#)

# Produce an Audio File

Export your timeline audio as a standalone .m4a or .wav file.

## Produce an Audio File (Windows Only)

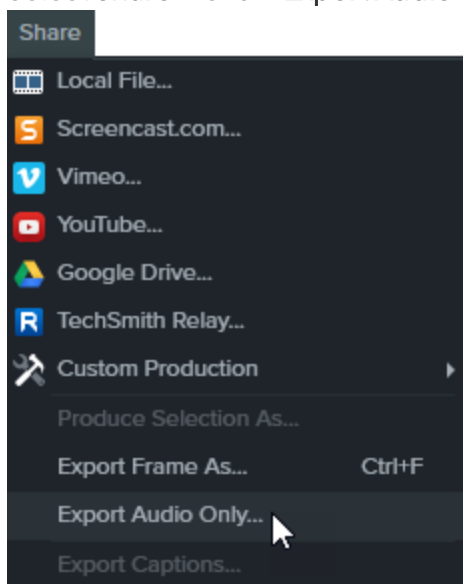
Produce .m4a audio file in the Production Wizard. The Production Wizard allows you to save additional information such as project, author, and iTunes details with the audio file.

1. Click **Share**  **Share** > **Local File**.
2. Select **Custom production settings** from the dropdown and click **Next**.
3. Select M4A - audio only and click **Next**.
4. Step through the wizard to create your audio file.

## Export an Audio File

Export a .m4a or .wav audio file.

1. Select **Share** menu > **Export Audio Only**.



2. Enter a file name and location.
3. Select a file type: .wav or .m4a. (MP3 is no longer an output option.)
4. Click **Save** (Windows) or **Export** (Mac).

## Related Articles

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[Produce and Share Your Video](#)

[Create a Production Preset](#)

# Create a Production Preset

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Add a production preset to:

- Create a production standard for company, team, or yourself.
- Save frequently used production settings to be quickly used again.

1. Click **Share** > **Custom Production** > **Add/Edit Presets**.
2. The Manage Production Presets dialog box appears. Click **New**.
3. The Production Preset Wizard opens. Enter a name and description for the preset and choose a file format.
4. Click **Next**. Step through the rest of the wizard to make selections relevant to the file format you chose.
5. At the end of the wizard, click **Finish**.
6. In the Manage Production Presets dialog, click **Close**.

The production preset appears in the dropdown list in the Production Wizard.

## Related Articles

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[Produce and Share Your Video](#)

[Produce an Audio File](#)

# TechSmith Smart Player

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The TechSmith Smart Player is designed to support interactive video features and ensure playback across web browsers and devices. If your video contains a table of contents, closed captioning, keyword search, quiz, or hotspots, the TechSmith Smart Player is required for playback.

## TechSmith Smart Player Hosting Options

To include the TechSmith Smart Player, produce the video to MP4 with Smart Player or share to Screencast.com.

### Host on Screencast.com

Hosting your video on Screencast.com provides the optimal viewing experience since the TechSmith Smart Player is built into Screencast.com. Viewers do not need to download or install anything. Select **Share > Screencast.com**.

### Host on a Website

When you produce the video, Camtasia generates the MP4 video and the required files for hosting your video on a website. You can then host the files on your own web server.

1. Select **Share > Local File > MP4 with Smart Player**.
2. Upload the production files to your web server.
3. On your webpage, link to the .html file in the uploaded files.

To learn how to host the TechSmith Smart Player on your website, see: <http://blogs.techsmith.com/tips-how-tos/host-the-smart-player-on-your-own-website>.

## iPhone Compatibility

The TechSmith Smart Player is compatible on most mobile devices and tablets. However, for iPhone users, the viewer will be directed to download the free TechSmith Smart Player App. After download, they can play back video content created from Camtasia.

## Related Articles

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[Produce and Share a Video](#)

# Additional Camtasia Resources

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The Camtasia help file is now available online for version 9.1 on Windows and version 3.1 on Mac. The online help provides content to assist you in getting started in Camtasia and to find answers to your questions.

Did you not find what you were looking for in the online help? [Submit feedback](#) or check out one of our other resources:

- [Camtasia Tutorials](#): Free training videos, tutorials, and guides.
- [Technical Support Articles](#): Browse our support articles for help with an issue or contact an expert.
- [Community](#): Get help in the TechSmith user community.
- [Enterprise Resources](#): Administrator resources and guides to help deploy and customize Camtasia installations.

## Viewing the Help Offline

The online help requires an internet connection. To access the help file at anytime, download the full Camtasia Help PDF [here](#).

# Camtasia Hotkeys

To customize the Windows hotkeys, select **Edit > Preferences > Hotkeys tab**.

## Recorder Options

To customize the Windows recording hotkeys, select **Recorder > Tools > Options > Hotkeys tab**.

Function	Windows Hotkey	Mac Hotkey
Start recording	F9	-----
Pause recording	F9	Cmd+Shift+2
Stop recording	F10	Cmd+Option+2
Marker	Ctrl+M	-----
ScreenDraw	Ctrl+Shift+D	-----
Select Region	None (Choose your own)	-----
Hide Tray Icon	None (Choose your own) Tools > Options > Hotkeys tab.	-----

## Project Options

Function	Windows Hotkey	Mac Hotkey
Launch Recorder	Ctrl+R	Cmd+Shift+2
Launch online help	F1	-----

Function	Windows Hotkey	Mac Hotkey
Save project	Ctrl+S	Cmd+S
New project	Ctrl+N	Cmd+N
Open project	Ctrl+O	Cmd+O
Import media into Media Bin	Ctrl+I	Cmd+I
Export audio as	-----	-----
Export frame as	Ctrl+F	Ctrl+F
Produce / Share Production Wizard	Ctrl+P	Cmd+E

## Program Options

Function	Windows Hotkey	Mac Hotkey
Open Media tab	B	B
Open Annotation tab	N	N
Open Transition tab	T	T
Open Behaviors tab	O	O
Open Zoom-n-Pan Animation tab	A	A
Open Cursor Effects tab	U	U
Open Voice Narration tab	V	V
Open Audio Effects tab	D	D
Open Visual Effects tab	L	X
Open Interactivity tab	I	I
Open Captions tab	C	-----
Open Gesture Effects Tab	-----	G
Open Properties Panel	Ctrl+2	Cmd+2



Function	Windows Hotkey	Mac Hotkey
Hide Other Programs	-----	Cmd+Option+H
Minimize Window	Windows Key+Down Arrow	Cmd+M
Quit/Exit	Alt+F4	Cmd+Q
Close (the window, not the program)	-----	Cmd+W
Symbols and emojis	-----	Ctrl+Cmd+Space
Enter full screen (whole program, not canvas)	-----	Cmd+Shift+F
Display system menu	Alt+Space	-----
Activate Menus	Alt+First letter of menu	-----
Menu options accelerators	1. Alt+First letter of menu 2. Let go of Alt+ Press underlined letter key	-----
Remove focus from current control or close a menu or combo dialog box	Esc	Esc

## Canvas Options

Function	Windows Hotkey	Mac Hotkey
Enable / Disable Canvas Snapping	Ctrl+;	Cmd+;
Zoom in on canvas	Ctrl+Plus -Or- Scroll wheel	Cmd+Plus -Or- Scroll wheel
Zoom out on canvas	Ctrl+Minus -Or- Scroll wheel	Cmd+Minus -Or- Scroll wheel
Change size of selected media on canvas	Select media+Scroll wheel	-----

Function	Windows Hotkey	Mac Hotkey
Full screen	-----	-----
Exit full screen canvas view	Esc	Esc
Move selected media on canvas	Arrow Keys (hold)	Arrow Keys (hold)
Move media 1 pixel	Arrow Keys (one press at a time)	Arrow Keys (one press at a time)
Move Media 10 pixels	Shift+Arrow Keys (one press at a time)	Shift+Arrow Keys (one press at a time)
Maintain aspect ratio while resizing media	Drag corner handle on selected media to resize.	Drag corner handle on selected media to resize.
Override Aspect Ratio when resizing	Shift+Drag corner handle on selected media to resize.	Shift+Drag corner handle on selected media to resize.
Resize media with aspect ratio and maintain center point	Ctrl+Drag corner handle on media to resize.	Cmd+Drag corner handle on media to resize.
Freely Rotate Media (3D)	<p><b>For Callouts</b>  Ctrl (hold both)</p> <ol style="list-style-type: none"> <li>1. Select media on canvas.</li> <li>2. Press and hold Ctrl.</li> <li>3. Drag on media clip to freely rotate in 3D.</li> </ol> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin: 10px 0;"> <p>Do not use side or rotate handles.</p> </div> <p><b>All Other Media Clips</b>  Shift+Ctrl (hold both)</p> <ol style="list-style-type: none"> <li>1. Select media on canvas.</li> <li>2. Press and hold both Shift+Ctrl.</li> <li>3. Drag on media clip to freely rotate in 3D.</li> </ol> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin: 10px 0;"> <p>Do not use side or rotate handles.</p> </div>	-----

# Timeline Editing

Function	Windows Hotkey	Mac Hotkey
Copy	Ctrl+C	Cmd+C
Cut <ul style="list-style-type: none"> <li>• Copies to clipboard</li> <li>• No gap</li> <li>• Media is stitched together on timeline</li> </ul>	Ctrl+X	Cmd+Shift+X
Paste	Ctrl+V	Cmd+V
Delete Leaves space on timeline	Delete	Delete
Redo	Ctrl+Y	Cmd+Shift+Z
Undo	Ctrl+Z	Cmd+Z
Group	Ctrl+G	Cmd+G
Ungroup	Ctrl+U	Cmd+U
Pan	Spacebar (hold)+Drag on Canvas	Spacebar (hold)+Drag on Canvas
Crop	Alt (hold)	Alt (hold)
Record Screen	Ctrl+R	Ctrl+R
Ripple Delete/Cut	Ctrl+Delete 1. Make a selection on timeline. 2. Press Ctrl+Delete. Selection is deleted and all timeline media is shifted.	Cmd+Shift+X 1. Make a selection on timeline. 2. Press Cmd+Shift+X. Selection is deleted and all timeline media is shifted.
Split selected media at playhead	S	Cmd+T
Split all tracks at playhead	Ctrl+Shift+S	Cmd+Shift+T
Stitch selected media	Ctrl+Alt+I	Cmd+Option+I

Function	Windows Hotkey	Mac Hotkey
Unstitch	-----	-----
Extend frame	Shift+E Alt+Drag end of clip	Alt+Drag end of clip
Select All	Ctrl+A	Cmd+A
Deselect All	Ctrl+D	Cmd+Shift+A
Add selection to Library	Ctrl+Shift+A	-----
Open Media Bin tab -Or- Toggle Clip Bin / Library view	B	B
Show/Hide Tools Panel	Ctrl+1	Cmd+1
Show / Hide Properties	Ctrl+2	Cmd+2

## Timeline Navigation

Function	Windows Hotkey	Mac Hotkey
Play/Pause/Stop video	Spacebar	Spacebar
Stop playback and return to previous location of the playhead	Ctrl+Alt+Space	Ctrl+Option+Space
Move playhead to previous clip	Ctrl+Alt+Comma	Ctrl+Comma
Move playhead to next clip	Ctrl+Alt+Period	Ctrl+Period
Step Backward on timeline	Comma	Comma
Step Forward on timeline	Period	Period
Zoom in on timeline	Ctrl+Shift+Plus Ctrl (hold)+Scroll Wheel	Cmd+Shift+Plus Cmd (hold)+Scroll Wheel
Zoom out on timeline	Ctrl+Shift+Minus Ctrl (hold)+Scroll Wheel	Cmd+Shift+Minus Cmd (hold)+Scroll Wheel

Function	Windows Hotkey	Mac Hotkey
Zoom to see all media on timeline	Ctrl+Shift+7 Ctrl (hold)+Scroll Wheel	Cmd (hold)+Scroll Wheel
Zoom to maximum timeline view	Ctrl+Shift+9 Ctrl (hold)+Scroll Wheel	Cmd+Shift+9 Cmd (hold)+Scroll Wheel
Zoom to timeline selection	Ctrl+Shift+8	Cmd+Shift+8
Play from beginning	-----	-----
Jump to beginning of timeline	Ctrl+Home	----
Jump to beginning select	Ctrl+Shift+Home	-----
Jump to end of timeline	Ctrl+End	-----
Jump to end select	Ctrl+Shift+End	-----
Next clip select	Ctrl+Shift+Alt+Right Arrow	Cmd+Shift+Option+Period
Previous clip select	Ctrl+Shift+Alt+Left Arrow	Cmd+Shift+Option+Comma
Split and ripple move everything on track This creates space on timeline	Shift+Drag Playhead	Shift+Drag Playhead
Ripple move	Shift 1. Select clip on timeline. 2. Hold Shift and drag media.	-----
Ripple trim	Hold Shift and trim end of media in/out.	----
Ripple split and move everything on track at playhead	Shift+drag playhead	Shift+drag playhead
Make timeline selection	Ctrl Hold and drag playhead	Cmd Hold and drag playhead
Extend timeline range selection right	Shift+Period	Shift+Period
Extend timeline range selection left	Shift+Comma	Shift+Comma
Temporarily disable snapping	Ctrl	Ctrl

Function	Windows Hotkey	Mac Hotkey
Move up or down through tracks	Scroll Wheel	Scroll Wheel
Increase Track Heights	Alt+Plus	-----
Decrease Track Heights	Alt+Minus	-----

## Marker and Quiz Options

Function	Windows Hotkey	Mac Hotkey
Add Marker	Shift+M	Shift+M
Show / Hide marker view	Ctrl+M	Ctrl+M
Next Marker	Ctrl+]	Ctrl +]
Select between Markers	Ctrl+Shift+[ -Or- Ctrl+Shift+]	-----
Previous Marker	Ctrl+[	Ctrl +[
Timeline Select to Previous Marker	Ctrl +Shift+[	Ctrl +Shift+[
Timeline Select to Next Marker	Ctrl+Shift+]	Ctrl+Shift+]
Open Interactivity tab	I	I
Add Quiz	Shift+Q	Shift+Q
Show / Hide quiz view	Ctrl+Q	Ctrl+Q
Jump to and select previous quiz	Ctrl+9	Ctrl+9
Jump to and select next quiz	Ctrl+0	Ctrl+0

# Animations and Effects

Function	Windows Hotkey	Mac Hotkey
Open Transition tab	T	T
Add Last Used Transition to Selected Media	Shift+T	Shift+T
Open Behaviors tab	O	O
Open Animations tab	A	A
Jump to next animation	Alt+K	Option+K
Jump to previous animation	Shift+K	Shift+K
Add Custom Animation	Shift+A	Shift+A
Open Visual Effects tab	L	X
Open Voice Narration tab	V	V
Start/Stop Voice Narration Recording	Ctrl+Shift+V	-----

# Text Options for Annotations

Function	Windows Hotkey	Mac Hotkey
Edit Text	-----	Option+Return
Bold	Ctrl+B	Cmd+Shift+B
Italic	CTRL+I	Cmd+Shift+I
Select one character right of the cursor	Shift+Right Arrow	Shift+Right Arrow
Select one character left of the cursor	Shift+Left Arrow	Shift+Left Arrow
Select all characters after the cursor.	Shift+Down Arrow	Shift+Down Arrow
Select all characters before the cursor.	Shift+Up Arrow	Shift+Up Arrow
Underline	Ctrl+U	Cmd+Shift+U

Function	Windows Hotkey	Mac Hotkey
Copy selected text	Ctrl+C	Cmd+C
Paste Text	Ctrl+V	Cmd+V
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Shift+Cmd+Z
Delete Text	Highlight text+Delete	Highlight text+Delete
Align Left	-----	Select text, then: Cmd+Shift+{
Align Center	-----	Select text, then: Cmd+Shift+\
Align Right	-----	Select text, then: Cmd+Shift+}
Copy Style	-----	Cmd+Option+C
Paste Style	-----	Cmd+Option+V
Show Special Characters	-----	Ctrl+Cmd+Spacebar

## Captions

Function	Windows Hotkey	Mac Hotkey
Add Caption	Shift+C	Shift+C
Previous Caption	Shift+Tab	Shift+Tab
Next Caption	Tab	Tab
Replay Current Caption Segment (Loop button)	Enter	Enter
Increase Caption Duration	Ctrl+ALT+]	Cmd+]
Decrease Caption Duration	Ctrl+ALT+[	Cmd+[



# PowerPoint Add-In Hotkeys (Windows Only)

Function	Current Windows Hotkey
Record	Ctrl+Shift+F9
Pause	Ctrl+Shift +F9
Stop	Ctrl+Shift+F10

## ScreenDraw (Windows Only)

When using ScreenDraw, all drawing is permanently burned into the recording and cannot be changed or removed. Adding arrows or callouts in Camtasia Editor after recording creates a similar effect. However, arrows and callouts in Camtasia can be edited.

Add drawing effects like arrows and circles over the screen as your record with Camtasia Recorder's ScreenDraw feature.

- When recording full screen, use the ScreenDraw hotkeys to enable ScreenDraw and to change the tools.
- You can change the tool, color, or width of the drawing tools.

## To Use ScreenDraw

1. Open Camtasia Windows Recorder.
2. Select **Tools > Recording Toolbars > Effects** toolbar.
3. Click the **Record** button to begin recording. After the countdown, the ScreenDraw option appears.

If recording Full Screen, use the ScreenDraw hotkeys to select tools, tool width, shape, and color.

4. Click the **ScreenDraw** button on the Effects toolbar.
5. The ScreenDraw tools expand. Select a tool and click and drag to draw on the screen.
  - To change the default tools, select an option from the dropdown list next to a tool on the Effects toolbar.
  - To undo the last ScreenDraw action, press Ctrl+Z.

- To exit ScreenDraw mode, press **Esc** or **Ctrl+Shift+D**.

Function	Current Windows Hotkey
<b>Program Options</b>	
Enable ScreenDraw	Ctrl+Shift+D
Exit ScreenDraw	Esc
Tool Width	1 through 8
Undo	Ctrl+Z
Redo	Ctrl+Y
<b>Shape</b>	
Frame	F
Highlight	H
Ellipse	E
Pen	P
Line	L
Arrow	A
<b>Color</b>	
Black	K
Blue	B
Cyan	C
Green	G
Yellow	Y
White	W
Magenta	M
Red	R

# Camtasia 8 to 9 - Where is it now?

Camtasia 9 has a fresh new look and feel that includes enhanced context menus, additional hotkey functionality, and many user interface and usability changes.

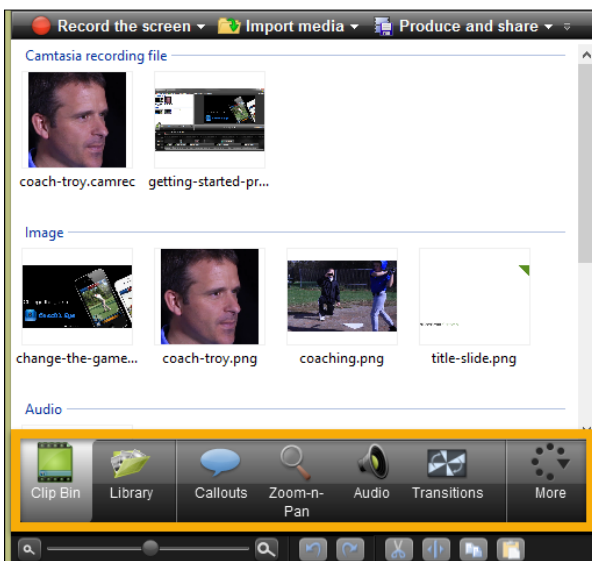
To help you get up and going quickly with Camtasia 9, we've created this "Where is it now?" topic.

- Use this interactive online topic or download the PDF.
- See also [Camtasia 9 / 3 Hotkeys](#).

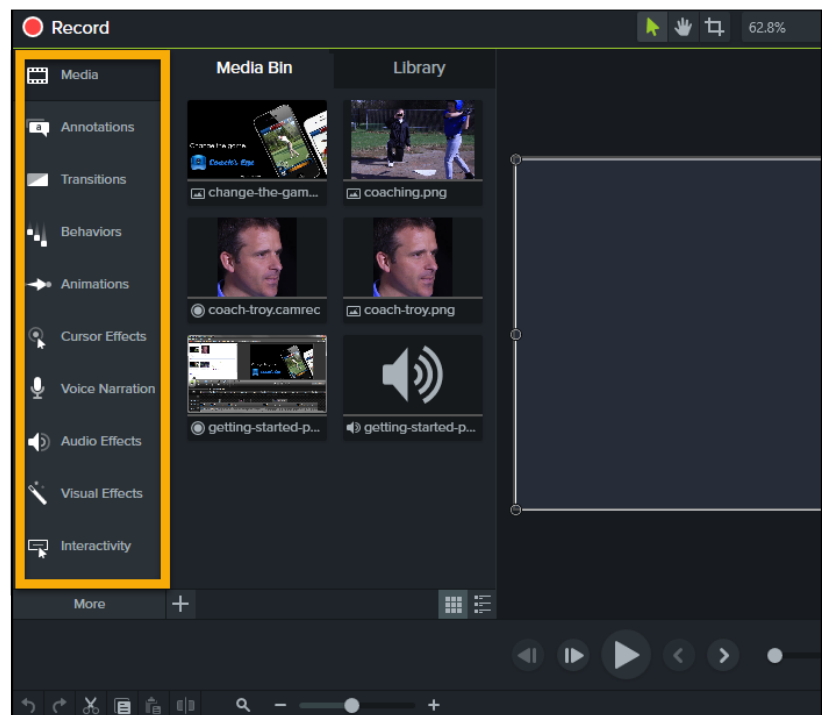
## Camtasia Tools

In Camtasia Studio 8, the tools you worked with were laid out horizontally under the Clip Bin and Library. In Camtasia 9, the tools are now laid out vertically on the left, next to the Media Bin and Library.

Camtasia Studio 8

































Camtasia 9



## Camtasia Tool Icons

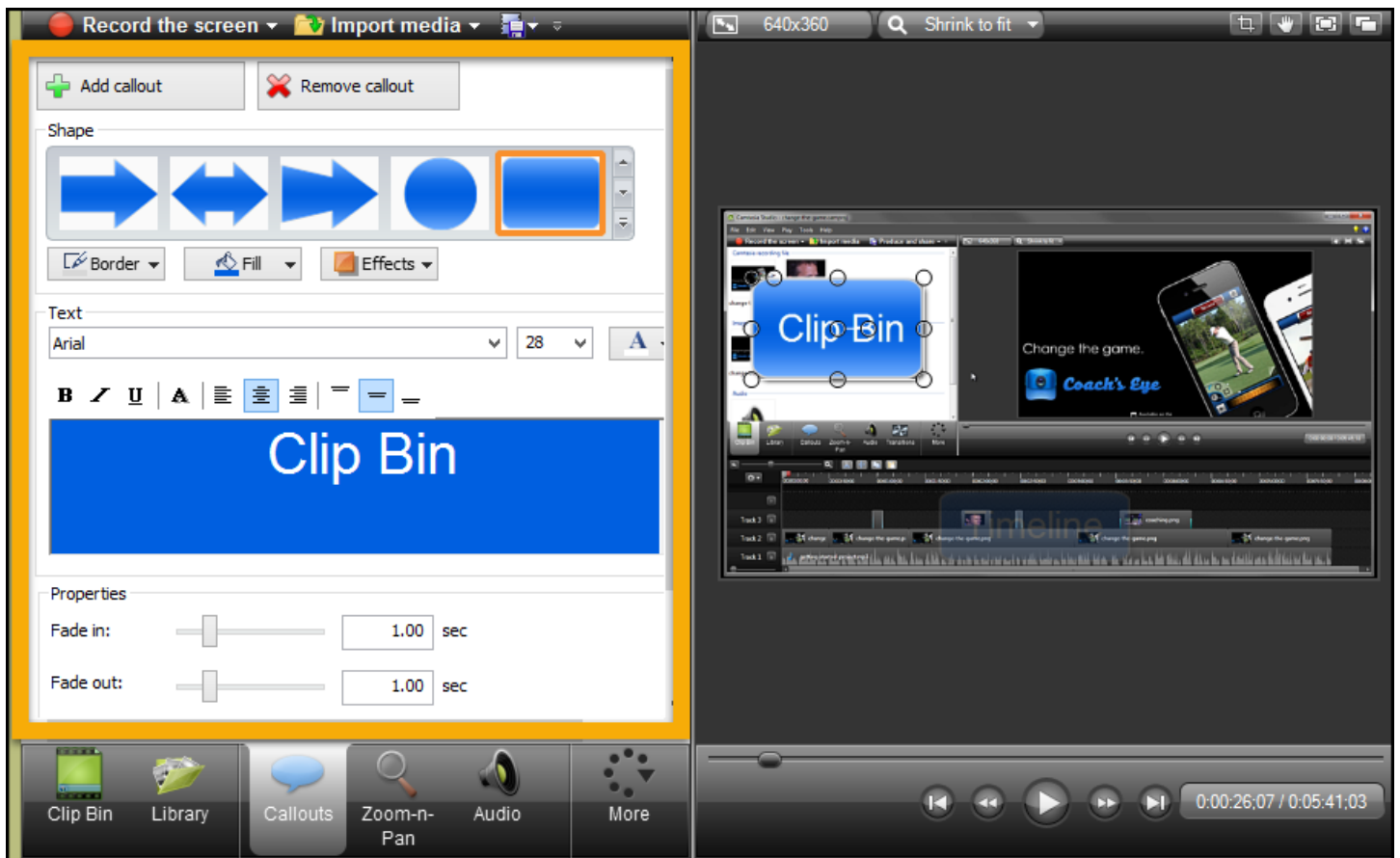
The icons have changed for the tools. Here's a look at how Camtasia Studio 8 looked compared to the new Camtasia 9 icons.

8 Icon	Camtasia Studio 8 Tool	9 Icon	Camtasia 9 Tool
	Clip Bin		<b>Media Bin</b> Click to open > Choose <a href="#">Media Bin</a>
	Library		<b>Media Bin</b> Click to open > Choose <a href="#">Library</a> tab (Windows only)
	Callouts		<b>Annotations</b> Click to open > Choose from the following tabs:  Callouts  Arrows  Shapes  Special (Blur, Pixelate, Hotspot, Highlight, etc.)  Sketch Motion Callouts  Keystroke Callouts
	Zoom-n-Pan		<b>Animations</b> Click to open > Choose Zoom-n-Pan or Animations
	Audio		<b>Audio Effects</b>
	Transitions		<b>Transitions</b>
	Cursor Effects		<b>Cursor Effects</b>

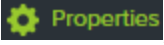
8 Icon	Camtasia Studio 8 Tool	9 Icon	Camtasia 9 Tool
	Quizzing		<b>Interactivity</b> Click <a href="#">Add Quiz to Timeline</a> .
	Visual Properties		<a href="#">Visual Effects</a>
	Voice Narration		Voice Narration
	Record Camera	-----	<b>No Longer Available</b> In <a href="#">Camtasia Recorder</a> , choose to record web camera. -Or- Use your Web Camera software.
	Captions		<a href="#">Captions</a>
-----	-----		<a href="#">Behaviors</a> This is a new feature. Behaviors are animated presets to drag and drop on text and media to liven it up and engage your viewers.

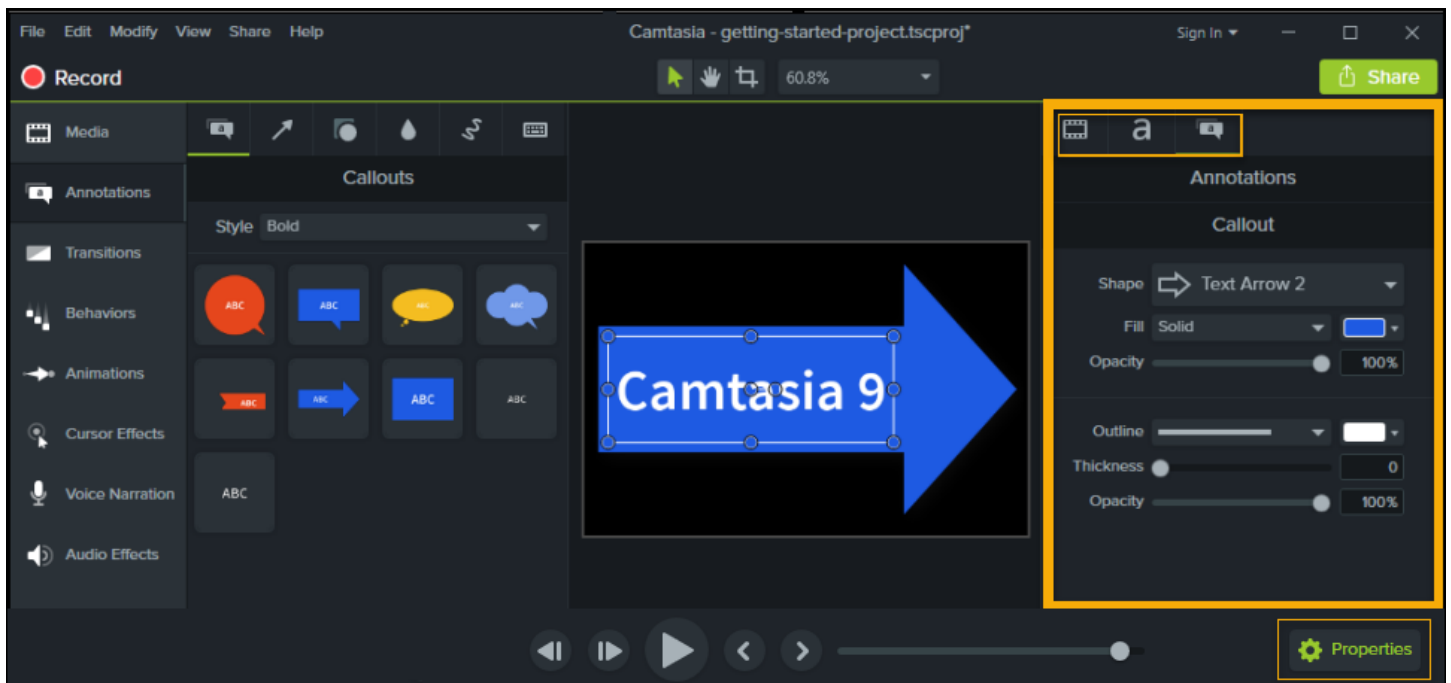
## Camtasia Properties

In Camtasia Studio 8, each tool had its own properties used to change the media or asset's look and behavior.



The new **Properties** pane in Camtasia 9 contains more options for you to change, modify, and customize your media, annotations, animations, behaviors, and more.





- Just make a selection on the timeline, click the **Properties** button , and make your changes.
- Use the tabs across the top of the Properties panel to see every available option.



## Timeline Toolbar

The icons have changed on the timeline toolbar. Here's a look at how Camtasia Studio 8 looked compared to the new Camtasia 9 icons.

Function	Camtasia Studio 8 Timeline Tools	Camtasia 9 Timeline Tools
Zoom In		
Zoom Out		
Zoom		
Zoom to Fit All Media	-----	
Undo		
Redo		
Cut		
Copy		

Function	Camtasia Studio 8 Timeline Tools	Camtasia 9 Timeline Tools
Paste		
Split		

## Camtasia Menus

Many of the menus are very different in Camtasia 9. We've also added two new menus and removed two menus.

- The tables below compare those in Camtasia 8 with those in Camtasia 9 so you can see at a glance what is different and what the same option is called now.
- Each table also tells you what is new or has been moved or removed completely from the program.

<a href="#">File Menu</a>	<a href="#">Edit Menu</a>	<a href="#">View Menu</a>	<a href="#">Play Menu (No longer available)</a>
<a href="#">Tools Menu (No longer available)</a>	<a href="#">Help Menu</a>	<a href="#">Camtasia 9 Modify Menu (New)</a>	<a href="#">Camtasia 9 Share Menu (New)</a>

## File Menu

Camtasia Studio 8 File Menu	Camtasia 9 File Menu
New Project	New Project
Open Project	Open Project
Recent Projects	Recent Project
Save Project	Save
Save Project As	Save As
(Was View > Project > Editing dimensions)	Project Settings
(Was Tools > Record the screen)	New Recording
Export Project as zip	Export as Zip
-----	Export for Mac



Camtasia Studio 8 File Menu	Camtasia 9 File Menu
	<b>New:</b> Used for cross platform project sharing.
Produce and share	(Moved to Share > Local File)
Produce special > <ul style="list-style-type: none"> <li>Produce selection as</li> <li>Export audio as</li> <li>Export frame as</li> </ul>	<ul style="list-style-type: none"> <li>(Moved to Share &gt; Produce Selection As)</li> <li>(Moved to Share &gt; Export Frame As)</li> <li>(Moved to Share Export Audio Only)</li> </ul> <div style="border-left: 2px solid green; padding-left: 10px; margin-top: 10px;"> <p>Output to MP3 is no longer available when exporting audio.</p> </div>
Sign in	Sign In
Sign out	Sign Out
Import media	Import > Media
Import from Google Drive	Import > Google Drive
Import from My Places	Import > My Places
Recent recordings	Import Recent Recordings
Library > <ul style="list-style-type: none"> <li>Import media to Library</li> <li>New folder</li> <li>Export Library</li> <li>Import zipped Library</li> <li>Get media online</li> </ul>	Library > <ul style="list-style-type: none"> <li>Import Media to Library</li> <li>New Folder</li> <li>Export Library</li> <li>Import Zipped Library</li> <li>Get Media Online</li> </ul>
Import zipped project	Import Zipped Project
(Was Tools > Sharing > Batch Production)	Batch Production
(Was Tools > Sharing > Upload media to FTP)	Upload Media to FTP
Connect mobile device	Connect Mobile Device
Exit	Exit

## Edit Menu


Camtasia Studio 8 Edit Menu	Camtasia 9 Edit Menu
Undo	Undo
Redo	Redo
Cut	Cut
Copy	Copy
Paste	Paste
-----	Delete
-----	Ripple Delete
Copy Visual Properties	Copy Properties
Paste Visual Properties	Paste Properties
Remove from timeline	<b>No Longer Available</b>
Remove from Clip Bin	<b>No Longer Available</b>
Split	Split
Split All	Split All
Stitch selected media	Stitch Selected Media
-----	Separate Video and Audio
-----	Group
-----	Ungroup
-----	Select
-----	Deselect All
-----	Arrange > <ul style="list-style-type: none"> <li>• Bring to Front</li> <li>• Bring Forward</li> <li>• Send Backward</li> </ul>

Camtasia Studio 8 Edit Menu	Camtasia 9 Edit Menu
	<ul style="list-style-type: none"> <li>• Send to Back</li> </ul>
-----	Copy Effects
-----	Paste Effects
(Was Play > Jump to)	Jump To > <ul style="list-style-type: none"> <li>• Beginning</li> <li>• End</li> <li>• Next Media</li> <li>• Previous Media</li> <li>• Next Animation</li> <li>• Previous Animation</li> <li>• Next Marker</li> <li>• Previous Marker</li> <li>• Next Quiz</li> <li>• Previous Quiz</li> </ul>
Add to Library	Add to Library
Extend Frame	(Moved to Modify > Extend Frame)
Clip speed	(Moved to Modify > Add Effects > Audio Effects > Clip Speed) -Or- (Moved to Modify > Add Effects > Visual Effects > Clip Speed)
Duration	(Moved to Modify > Duration)
Generate keystroke callouts	(Moved to Modify > Generate Keystroke Callouts)
Captions > <ul style="list-style-type: none"> <li>• Import captions</li> <li>• Export captions</li> <li>• Remove all captions</li> <li>• Sync captions</li> </ul>	(Moved to Modify > Captions)
Markers > <ul style="list-style-type: none"> <li>• Add a timeline marker</li> </ul>	(Moved to Modify > Markers)

Camtasia Studio 8 Edit Menu	Camtasia 9 Edit Menu
<ul style="list-style-type: none"> <li>• Split at all markers</li> <li>• Remove all markers</li> </ul>	
SmartFocus > <ul style="list-style-type: none"> <li>• Apply to selected clips</li> <li>• Apply to timeline</li> </ul>	(Moved to Modify > SmartFocus)
(Was Tools > Options)	Preferences

## View Menu

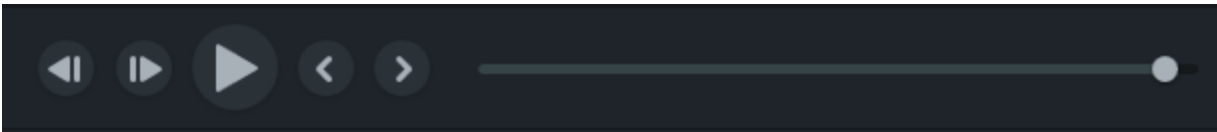
Camtasia Studio 8 View Menu	Camtasia 9 View Menu
Clip Bin (Clip Bin is now called Media Bin)	Tools > Media Bin <ul style="list-style-type: none"> <li>• Library</li> <li>• Annotations</li> <li>• Transitions</li> <li>• Behaviors</li> <li>• Zoom-n-Pan</li> <li>• Animations</li> <li>• Cursor Effects</li> <li>• Voice Narration</li> <li>• Audio Effects</li> <li>• Visual Effects</li> <li>• Interactivity</li> <li>• Captions</li> </ul>
-----	Hide / Show Tools <b>New:</b> Turns the left side Tools pane on or off
-----	Hide / Show Properties <b>New:</b> Turns the right side Properties pane on or off
Library	(Moved to View > Tools >Library)





Camtasia Studio 8 View Menu	Camtasia 9 View Menu
Show Marker View	Show Marker Track
Show Quiz View	Show Quiz Track
Hide Captions	<p><b>No Longer Available</b></p> <p>To hide captions in final video:</p> <ul style="list-style-type: none"> <li>• Turn track off before producing video.</li> </ul> <p>-Or-</p> <ul style="list-style-type: none"> <li>• Share &gt; Custom Production &gt; New Custom Production &gt; Next &gt; Options tab &gt; Uncheck Captions</li> </ul>
Project > <ul style="list-style-type: none"> <li>• Project information (<b>No Longer Available</b>)</li> <li>• Editing dimensions</li> </ul>	<ul style="list-style-type: none"> <li>• (Moved to File &gt; Project Settings)</li> </ul>
Canvas > <ul style="list-style-type: none"> <li>• % of magnification (<b>New</b>: Choose from dropdown menu over Canvas)</li> <li>• Shrink to fit (<b>No Longer Available</b>)</li> <li>• Fullscreen (<b>New</b>: View &gt; Canvas &gt; Detach Canvas &gt; Click Full Screen button. </li> <li>• Docked (<b>No Longer Available</b>)</li> </ul>	Canvas > <ul style="list-style-type: none"> <li>• Zoom In</li> <li>• Zoom Out</li> <li>• Zoom to Fill</li> <li>• Zoom to 100%</li> <li>• Detach Canvas / Attach Canvas</li> </ul>
Timeline > <ul style="list-style-type: none"> <li>• Zoom in</li> <li>• Zoom out</li> <li>• Zoom to fit</li> <li>• Zoom to selection</li> <li>• Zoom to maximum</li> </ul>	Timeline > <ul style="list-style-type: none"> <li>• Zoom In</li> <li>• Zoom Out</li> <li>• Zoom to Fit</li> <li>• Zoom to Selection</li> <li>• Zoom to Maximum</li> <li>• Increase Track Heights</li> <li>• Decrease Track Heights</li> </ul>
-----	Enable Canvas Snapping
Timeline snapping> <ul style="list-style-type: none"> <li>• Clip edges</li> <li>• Playhead</li> </ul>	Timeline Snapping > <ul style="list-style-type: none"> <li>• Media Edges</li> <li>• Playhead</li> </ul>

Camtasia Studio 8 View Menu	Camtasia 9 View Menu
<ul style="list-style-type: none"> <li>• Markers</li> <li>• Quizzes</li> </ul>	<ul style="list-style-type: none"> <li>• Animations</li> <li>• Markers</li> <li>• Quizzes</li> </ul>

## Play Menu (Removed)

The Play menu is no longer available. Use the Play tools under the canvas or use the hotkeys.



Camtasia Studio 8 Play Menu	No Longer Available
Play from beginning	No Longer Available
Play	 or press <b>Spacebar</b> on keyboard
Stop	 or press <b>Spacebar</b> on keyboard
Step backward	 or press <b>Comma</b> on keyboard
Step forward	 or press <b>Period</b> on keyboard
Jump to > <ul style="list-style-type: none"> <li>• Beginning</li> <li>• End</li> <li>• Previous clip</li> <li>• Next clip</li> <li>• Previous marker</li> <li>• Next marker</li> </ul>	(Moved to Edit > Jump to)

## Tools Menu (Removed)

Camtasia Studio 8 Tools Menu	No Longer Available
Record the screen	(Moved to File > New Recording)
Record PowerPoint	<p><b>No Longer Available</b></p> <p>To record PowerPoint presentation:</p> <ul style="list-style-type: none"> <li>• Record using the PPT Recorder plugin within PowerPoint.</li> <li>• Open presentation, record full screen.</li> </ul>
Voice Narration	(Moved to View > Tools > Voice Narration)
Record Camera	<p><b>No Longer Available</b></p> <p>In Camtasia Recorder, choose to record web camera. -Or- Use your Web Camera software.</p>
Audio	(Moved to View > Tools > Audio Effects)
Zoom-n-Pan	(Moved to View > Tools > Zoom-n-Pan)
Cursor Effects	(Moved to View > Tools > Cursor Effects)
Callouts	<p>(Moved to View &gt; Tools &gt; Annotations)</p> <ul style="list-style-type: none"> <li>• Callouts</li> <li>• Arrows</li> <li>• Shapes</li> <li>• Blur and Highlight</li> <li>• Sketch Motion</li> <li>• Keystrokes</li> </ul>
Transitions	(Moved to View > Tools > Transitions)
Captions	(Moved to View > Tools > Captions)
Quizzing	(Moved to View > Tools > Interactivity)
Studio tools	<b>No Longer Available</b>
Sharing >	

Camtasia Studio 8 Tools Menu	No Longer Available
Batch Production Upload media to FTP	(Moved to File > Batch Production) (Moved to File Upload Media to FTP)
Speech <ul style="list-style-type: none"> <li>Speech Properties</li> <li>Improve speech-to-text</li> </ul>	<b>No Longer Available</b> (Access is via Captions tab > Caption panel > Gear Icon > Speech-to-Text)
Options	(Moved to Edit > Preferences)

## Help Menu

Camtasia Studio 8 Help Menu	Camtasia 9 Help Menu
Camtasia Studio Help	Online Help (An internet connection is now required.)
Show Welcome Window	Show Welcome Window
Open Getting Started Project	Open Getting Started Project
Reset Balloon Tips	<b>No Longer Available</b> (Control tip display here: Edit > Preferences > Advanced tab > Tips)
Tutorials	Video Tutorials (An internet connection is required.)
Technical Support	Technical Support (An internet connection is required.)
Send Feedback	Send Feedback (An internet connection is required.)
Check for updates	Check for Updates (An internet connection is required.)
TechSmith on the web > <ul style="list-style-type: none"> <li>TechSmith home</li> <li>Camtasia Studio home</li> <li>TechSmith products</li> </ul>	TechSmith on the Web > <ul style="list-style-type: none"> <li>TechSmith home</li> <li>Camtasia Home</li> <li>TechSmith Products</li> </ul>



Camtasia Studio 8 Help Menu	Camtasia 9 Help Menu
<ul style="list-style-type: none"> <li>Tell a friend</li> </ul>	<ul style="list-style-type: none"> <li>Tell a friend (An internet connection is required.)</li> </ul>
About Camtasia Studio	About Camtasia
Register Camtasia online	<b>No Longer Available</b>
-----	Purchase Camtasia (An internet connection is required.)
-----	Enter Software Key
-----	Keyboard Shortcuts (An internet connection is required.)

## Camtasia 9 Modify Menu (New)

Camtasia Studio 8 Menu Option	Camtasia 9 Modify Menu
(Was Edit > Extend Frame)	Extend Frame
(Was Edit > Duration)	Duration
-----	Add Animation > <ul style="list-style-type: none"> <li>Custom</li> <li>Restore</li> <li>No Opacity</li> <li>Full Opacity</li> <li>Tilt Left</li> <li>Tilt Right</li> <li>Scale Up</li> <li>Scale Down</li> <li>Scale to Fit</li> <li>SmartFocus</li> </ul>
-----	Add Effects > <ul style="list-style-type: none"> <li>Visual Effects</li> </ul>

## Camtasia Studio 8 Menu Option

## Camtasia 9 Modify Menu

- Drop Shadow
- Border
- Colorize
- Color Adjustment
- Remove a Color
- Clip Speed
- Interactive Hotspot
- Audio Effects
  - Noise Removal
  - Volume Leveling
  - Fade In
  - Fade Out
  - Clip Speed
- Cursor Effects
  - Highlight
  - Magnify
  - Spotlight
  - Left Click
  - Right Click

### Add Behavior >

- Drifting
- Fade
- Jump and Fall
- Pop Up
- Pulsating
- Reveal
- Scale
- Shifting
- Sliding

Camtasia Studio 8 Menu Option	Camtasia 9 Modify Menu
(Was Edit > Generate Keystroke Callouts)	Generate Keystroke Callouts
	Remove > <ul style="list-style-type: none"> <li>• All Animations</li> <li>• All Audio Points</li> <li>• All Transitions</li> <li>• All Visual Effects</li> <li>• All Audio Effects</li> <li>• All Cursor Effects</li> <li>• Clip Speed</li> <li>• Remove All Effects</li> </ul>
(Was Edit > Captions)	Captions > <ul style="list-style-type: none"> <li>• Add Caption</li> <li>• Import Captions</li> <li>• Export Captions</li> <li>• Remove All Captions</li> <li>• Sync Captions</li> <li>• Apply Speech-to-Text</li> <li>• Speech Properties</li> <li>• Improve Speech-to-Text</li> </ul>
(Was Edit > Markers)	Markers > <ul style="list-style-type: none"> <li>• Add Timeline Marker</li> <li>• Split at All Markers</li> <li>• Remove All Markers</li> </ul>
(Was Tools > Quizzing)	Quizzes > <ul style="list-style-type: none"> <li>• Add Timeline Quiz</li> <li>• Remove All Quizzes</li> </ul>
(Was Edit > SmartFocus)	SmartFocus > <ul style="list-style-type: none"> <li>• Apply to Selected Media</li> <li>• Apply to Timeline</li> </ul>

## Camtasia 9 Share Menu (New)

Camtasia Studio 8 Menu Option	Camtasia 9 Share Menu
(Was File > Produce and Share)	Local File
(Was Produce and Share button drop down menu > Share to Screencast.com)	Screencast.com
(Was Produce and Share button drop down menu > Share to Vimeo)	Vimeo
(Was Produce and Share button drop down menu > Share to YouTube)	YouTube
(Was Produce and Share button drop down menu > Share to Google Drive)	Google Drive
(Was Produce and Share button drop down menu > Share to My Places)	My Places
(Was Produce and Share button > Production Wizard)	Custom Production > <ul style="list-style-type: none"><li>• New Custom Production</li><li>• Add/Edit Presets</li></ul>
(Was File > Produce special > Produce Selection as)	Produce Selection As
(Was File > Produce special > Export frame as)	Export Frame As
(Was File > Produce special > Export audio as)	Export Audio Only (Wav or M4A)

# Tips for Creating Engaging Videos

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TechSmith's Customer Engagement Group set out to discover what makes a really good video – one that engages the viewer until the very end and leaves them wanting more. We got several video-creators and video-watchers together in a room and conducted a focus group activity centered around this question.

The group discovered the vast majority of “what” creates an engaging video happens **before** you ever click the Record button inside Camtasia!

Things like:

- Setting clear goals for the video
- Speaking slowly
- Creating a script for the narrative
- Using a good microphone for better audio quality

The rest of the “what” had to do with understanding some of the guiding principles of screen recording and some basic editing tasks within Camtasia.

We thought you would like to see each of the categories the focus group came up with along with their thoughts, ideas, shortcuts, and tips-n-tricks for creating interesting, good, and engaging screencast videos. We hope you find these as helpful as we did!

## Be Prepared

- 1. Know your audience.**  
Will they be familiar with the terminology and concepts presented in the video?  
Do you need to make a separate introductory video?
- 2. Are you motivating, teaching, or selling?**  
Do just one of these in your video and don't attempt to do a combination of two or three at one time.  
Create appropriate content to fit your selected category.
- 3. Watch other videos to learn what makes them engaging, interesting, or bad.**
- 4. Write a script - don't wing it.**  
A good script contains the narrative and a description of what is happening on the screen during the narrative.  
Following a script also helps eliminate unwanted um's and ah's in the audio.
- 5. Create a storyboard of your video.**  
A storyboard is a way to sketch your video. You should show where transitions, callouts, zooms, and other effects will go.
- 6. Decide and plan what you will record ahead of time.**  
What applications will you use? Do you need forms or fields filled out? Do you use graphics that should be created ahead of time?
- 7. It will take you longer than you think.**  
So, don't wait until the last minute to start your video project.

## Brush Up on Your Public Speaking Skills

- 8. Be familiar with your video topic.**  
You should speak as though you are the expert on your subject.
- 9. Speak slowly and clearly, and follow the script.**  
Don't ramble on or feel like you have to speak constantly.
- 10. Be yourself.**

Let your personality shine through – use a bit of humor if the situation fits.

- 11. Speak naturally.**
- 12. Practice saying your script out loud.**
- 13. Listen to your recorded voice and become comfortable hearing yourself.**

## Filmography

- 14. Get familiar with the terminology and concepts of screen recording.**  
Read up a bit on video dimensions, video file formats, screencasting, etc.

15. **Record big and produce small.**  
Camtasia Recorder automatically records SmartFocus zoom key frames. Add those zoom key frames during editing to keep the action in your video focused.
16. **Tell a story.**  
What are you recording and why is it important?
17. **Open with an introduction and close with a summary.**  
Do an introduction of what you will be demonstrating and give a closing summary.
18. **Let the video do the talking.**  
You don't need to talk about every detail or step. Instead, show the steps and talk about the importance of the process or workflow that you're demonstrating.
19. **Keep the video moving along.**  
Don't linger in one place for too long. This can cause your viewers to lose interest.

## Learn the Basics

20. **Watch the Camtasia tutorial videos.**  
In Camtasia, choose **Help > Video Tutorials** to view the instructional videos to help get you going.
21. **Read the Camtasia help articles.**  
In Camtasia, choose **F1** or **Help > Online Help**.
22. **Practice, practice, practice.**  
It takes practice and time to learn the basics and to figure out what works best for you. Make sure you get some practice time in before your first project is due.
23. **Do several dry runs to test your script and timing.**  
Make changes and adjustments as needed.
24. **Don't be afraid to make mistakes.**  
Go ahead – jump in and get your feet wet, you'll learn as you go along. The unlimited Undo and Redo buttons on the timeline toolbar allow you to practice your editing skills or try out a new feature.
25. **Save your work frequently.**

## Projects and Teamwork

26. **Get organized before you begin.**  
Create a unique folder for each of your video projects. Then, as you build your project, put all of your recordings, project files, produced videos, and media files in that folder.
27. **Export your Camtasia Windows Project as a zip file.**  
Media files seen in Camtasia Windows Media Bin are only there by reference. So, if you move the files from their original location, they will be missing in your video project.  
Export a [Camtasia Project as a zip](#) file to create a backup project with all the necessary media files copied into the Media Bin and Library. You can also share the zipped project with a team of collaborators or use the zip file to move your project to another computer.
28. **Collaborate with Others Working on Another Platform**  
Camtasia projects can be used on the [Windows or Mac platform](#). When collaborating across platforms, choose **File > Export for Mac** or **File > Export for Windows**.
29. **Add clips and other assets to the Library for collaboration.**  
Media in the Camtasia Windows Library is meant to be used from project to project. It's the place to store assets that have team or corporate branding such as title clips, callouts, etc.  
Share the [Library](#) with others to be consistent from project to project.
30. **Create an early demo of the video and send it out for feedback from teammates or other stakeholders.**  
The key here is to do this early on in the process so you have time to use the feedback to make changes to your script and storyboard. While this takes time, you'll end up with a better video in the end.

## Get Great Audio

31. **Use the best microphone you can afford.**  
Sound is critical to screen recording videos. Quite often, if the sound is bad, people will not watch the video.
32. **Use the Camtasia Recorder default settings for audio.**
33. **Do a test recording and make sure audio is being recorded.**
34. **Adjust the audio volume in Camtasia.**  
If your volume is too low or too loud, use the [Audio Effects](#) in Camtasia to adjust the audio up or down. Add audio points to enhance certain areas of the waveform.
35. **Background music can add a nice touch if done correctly.**  
If you have background music playing while you are recording narration with a microphone, the background music appears on a separate track within Camtasia. Edit the background music to fit the narration using [fade effects or volume adjustments](#).
36. **Record the audio and video separately.**  
After you become familiar with using Camtasia, try recording the screen without the audio. Within Camtasia, do all of your video editing. When the video editing is complete, add the audio using the Voice Narration option. This is the preferred process for people who routinely create screen recordings.
37. **Stop and listen to the sound in your recording area.**  
Record your screen with audio but don't speak. Then, listen to the recording. You'll be surprised how



much noise is in a room. Is your chair squeaky or creaky? Is your phone ringer on? Is your keyboard loud when you type? Are there pets or kids in the background? Do you have a heating or cooling vent overhead that can be heard? Is your mic picking up the humming from your computer and other devices?

**38. Record in a quiet location.**

Try not to record your audio in a public location. Use an office or conference room away from high traffic areas. Place a note on the door letting others know you are recording.

**39. Use Camtasia's [Audio Effects](#) to enhance the audio.**

Reduce noise, even out volume level, and eliminate white noise, um's, and ah's.

## Recording the Screen

**40. Clean up a cluttered or busy desktop.**

It's best to record a desktop that has a plain background and is free from lots of desktop icons and gadgets

**41. Turn off all reminders and pop-ups.**

Turn off all meeting reminders, email notifications, and other pop-up screens.

**42. Look over your Internet browser window.**

Do you have unnecessary toolbars showing? If so, turn them off or hide them. Do your bookmarks and recent history reveal too much information about you?

**43. Open the applications you'll be recording and close the ones you won't.**

Some applications take time to get up and going and there's nothing worse than watching a video that records applications starting up. If it isn't critical to show how to launch an application, have all your applications ready to go and use <ALT + TAB> on the keyboard to cycle through the applications. Also, close all applications that you don't need such as emails, browser windows, etc.

**44. Resize windows and applications to fit recording area.**

Make sure when you switch to an application it displays in your selected recording area.

**45. Record full screen using Camtasia Recorder's default settings.**

The default settings found in Recorder gives you a high resolution, master recording file that includes SmartFocus zoom and pan key frames. These key frames automatically optimize the viewing experience when producing to a smaller dimension such as iPod.

**46. Control your mouse movements by using slow movements across the screen.**

Eliminate jerking or circling with the mouse to bring attention to an area on the screen as this can be very distracting and irritating to viewers. Instead, use Camtasia's [Cursor Effects](#) to enhance the cursor after you record. Add highlights, animation, and more.

**47. You don't need to start over if you make a mistake.**

If you make a mistake by clicking the wrong button or you stumble over a word – don't stop and start over. Just quit speaking for 3 - 5 seconds and then begin where you left off. Then, use Camtasia to [cut out the section](#) where the mistake occurred. The silence on the timeline lets you know where the mistakes are.

48. **If you're showing text onscreen, make sure the font is readable.**  
Use a font size that is larger than you think you'll need. This is especially true when recording a PowerPoint presentation.
49. **Make several short recordings instead of one long recording.**  
If your video is longer than 5 minutes, break it up into separate videos.

## The Use of Special Effects

50. **Use effects sparingly.**  
Just because you can add lots of bells and whistles doesn't mean you should. A polished, professional video uses effects only when necessary to [compliment or enhance the video](#).
51. **Only use one kind of transition per video.**  
Using different [transitions](#) can be distracting to viewers. A transition that is well placed and rightly timed should not be noticed.
52. **Use similar callout styles, colors, sizes, etc.**  
Using a lot of different [callouts](#) in various colors can be distracting to viewers and may cause your video to appear unprofessional.
53. **Cut out long quiet moments where you type, fill out forms, or wait for applications to start up.**  
Instead, use [Clip Speed](#) or a transition to show the passage of time.  
Cut out the section where no action takes place leaving the beginning and end where the action happens.  
Then, make a split on the timeline between the beginning and end and insert a Fade to Black or Cube rotate transition.

## Editing

54. **Practice using the Getting Started sample video project in Camtasia.**  
Camtasia comes preloaded with a sample project. Use this to practice making basic edits like [cut, copy, paste, split, undo and redo](#). Choose **Help > Open Getting Started Project**.
55. **Learn how the playhead works.**  
The playhead is used to make [selections on the timeline](#).  
Drag the green In point or red Out point to make a selection.  
Double-click the gray playhead to bring the points together again.
56. **If you need to preserve the audio and cut the video, separate the video and audio.**  
If you need to make edits that involve cutting out portions of your video but you don't want to cut the audio, right-click the media and select **Separate Audio and Video**. Then, lock the audio track.
57. **Choose to edit with dimensions that correspond to the dimensions your viewers will see in the final video.**  
So, if your video will be shared on an iPad, choose an iPad [dimensions for editing](#).
58. **Make all your video edits then add the callouts, title clips, etc.**

## Share Your Video

59. **Determine where and how you will share your video before you begin editing.** Some Camtasia features rely on the [TechSmith Smart Player](#) to work correctly.
60. **You need to produce your video before you can share it.**  
When working on your video in Camtasia, you are working in a video project. To create a [shareable video](#), click the **Share** button at the top of the screen.
61. **Always watch your video from beginning to end before you share it!**