



Camtasia Help

Version 2020
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What's New in Camtasia 2020

Learn how to use the new features in [TechSmith Camtasia 2020](#).

Video Templates

Create and share a video template to help video collaborators quickly build consistent and professional videos. See [Create and Edit Video Templates](#).

Create a video from custom or downloaded template to:

- Create consistent videos across your team or project.
- Quickly recreate a video based on common video elements or video type.

See [Create a Video from a Template](#).

Placeholders and Replaceable Media

Quickly replace media on the timeline, while preserving properties, transitions, effects, audio points, and animations. See [Basic Timeline Editing](#) or [Create a Video from a Template](#).

Camtasia Packages

Create a Camtasia Package (.campaq) to back up and share your Camtasia resources such as templates, shortcuts, libraries, themes, and presets into a single file for deployment across computers, teams, and organizations. See [Package and Share Camtasia Resources](#).

Favorites and Presets

Add a preset or favorite to save your custom annotations, transitions, behaviors, animations, and effects. See [Save Custom Properties for Enhancements \(Presets\)](#).

Timeline Enhancements

- Automatically remove spaces between media on a track to insert or rearrange media on the timeline with magnetic tracks.
- Detach the timeline to view more tracks at a time or to move to another monitor for precise editing.
- Create unique animations with [track mattes](#).

See [Timeline Overview](#) and [Basic Timeline Editing](#).

Media Bin Enhancements

New views help you to quickly sort and find media. Identify unused media in the Media Bin to clean up a project. See [Organize Media in Camtasia](#).

Recording Enhancements

Camtasia 2020 includes webcam capture improvements, ability to capture screen recordings at higher frame rates, and other recording enhancements. See [Record the Screen and Audio](#).

To view a full list of the features and improvements in Camtasia version 2020, see the version history for [Windows](#) and [Mac](#).

Camtasia 2020 Video Tutorials

Learn the Basics

- [Record, Edit, Share](#)
- [Video Editing Basics: Timeline](#)
- [Video Editing Basics: Canvas](#)
- [Add Annotations, Callouts & Titles](#)
- [Export & Share](#)
- [Edit Audio in Camtasia](#)
- [Zoom & Pan with Animations](#)
- [How to Use a Template](#)
- [Record a PowerPoint Presentation](#)
- [Make Your First Video](#)

Editing

- [Editing In- Depth 1](#)
- [Editing In- Depth 2](#)
- [Ripple Move and Extend Frame](#)
- [Getting Crisp, Clear Screen Video](#)
- [Magnetic Tracks](#)
- [Customize Camtasia](#)
- [Crop a Piece of Media](#)
- [Freeze Parts of a Video with Extend Frame](#)
- [Speed Up and Slow Down Parts of Your Video Using Clip Speed](#)
- [Remove Mistakes From a Video Using Trim & Split](#)
- [Stitch Media to Join Clips Together](#)
- [Ripple Move Multiple Clips](#)

Tools and Effects

- [Cursor Smoothing](#)
- [Device Frames](#)

- [Quizzing & Surveys](#)
- [Add Interactive Hotspots to a Video](#)
- [How to Remove a Color \(Green Screen\)](#)
- [Manually Add Captions to a Video](#)

Camtasia for Teams

- [Create & Manage Themes](#)
- [Create & Manage Camtasia Libraries](#)
- [How to Create a Template](#)
- [How to Use a Template](#)

Animations and Behaviors

- [Animations In- Depth](#)
- [Behaviors](#)
- [Animate Titles with Behaviors](#)
- [Create an Animated Scene](#)
- [Animated Countdown](#)

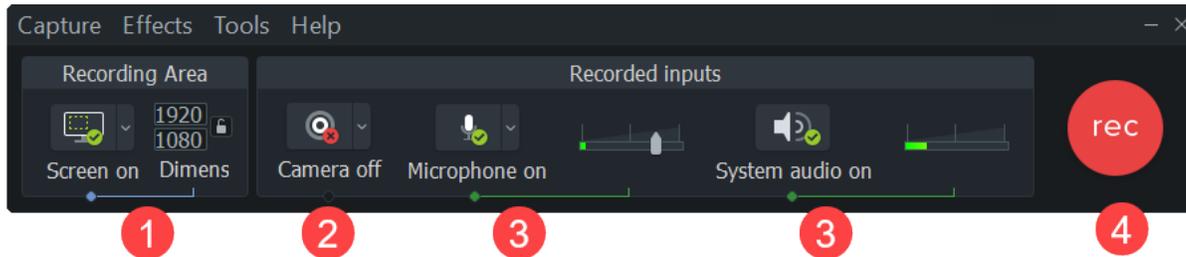
Working with External Media

- [Import PowerPoint Slides](#)
- [PowerPoint Add- In Toolbar](#)
- [Record Your iOS Device \(Mac\)](#)
- [Download and Install TechSmith Assets](#)
- [Record & Edit Webcam Video](#)

Record the Screen and Audio

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

Windows



Mac



1. Choose the screen area to record:

- **Full screen** (default)
- **Presets:**
 - Click the dropdown and select standard recording dimension.
- **Custom area:**
 - Click the dropdown and select the **Choose Region** option (Mac) or the **Select area to record** option (Windows).

Tip: Hide Desktop Icons on Mac

Select the Camtasia icon in the Menu Bar > Hide Desktop Icons.

2. To record a webcam, click the dropdown to select the camera device.

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. Click the audio dropdown to select the microphone or audio device.
- System audio is recorded by default.

Tip: Run a sample recording to test the audio.

- **No Audio:** Make sure the audio device is on and connected.
- **Low Audio:** Drag the audio slider to increase the audio level. Make sure you select the correct audio device in the dropdown.

4. Click the **Record** button.

5. Click the **Stop** button.

The TREC recording file is added to the Media Bin in Camtasia Editor.

Recording Shortcuts

Option	Windows Shortcut	Mac Shortcut
Start Recording	F9	Command+Shift+2
Pause Recording	F9	Command+Shift+2
Stop Recording	F10	Command+Option+2
Add a Marker	Ctrl+M	

Camtasia Recorder automatically records:

- Keyboard shortcut data to generate keystroke callouts in Camtasia Editor
- Cursor data to customize the cursor in Camtasia Editor

Related Articles

[Record a PowerPoint Presentation](#)

[Record, Edit, Share Tutorial](#)

[Record Your iOS Device Tutorial](#)

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](#)

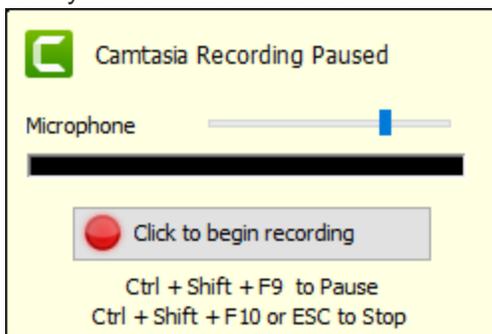
Record with the Camtasia PowerPoint Add-In (Windows Only)

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

1. Open Microsoft PowerPoint.
2. Click the **Add-In** 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.

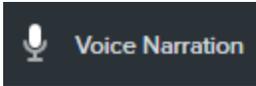
3. Click **Open** (Windows) or **Import** (Mac).
4. On Mac, Microsoft PowerPoint opens.
 - Click the **Grant Access** button.
 - In the Sides dropdown, select All, Range, or Single.
 - Click **Import**.
5. Camtasia imports the slides as images into the Media Bin. Drag the slides onto the timeline.
6.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

Record Voice Narration

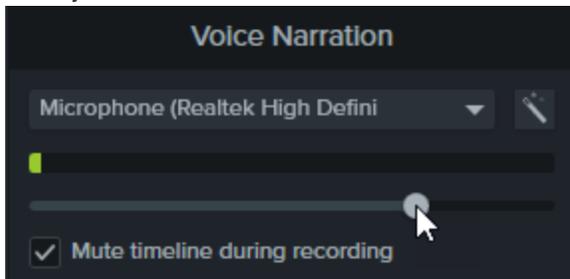
Record microphone audio while playing back the video on the timeline, also known as a voice over. You can paste a script to read from during recording.

For advanced voice narration recording and editing, try [TechSmith Audiate](#).

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 an optional script into the text box.
4. Select **Mute timeline during recording** (Windows) or **Mute speakers during recording** (Mac) to prevent audio on the timeline from playing through your speakers or headphones.
5. Drag the playhead to the position on the timeline to start recording audio.
6. Click the **Start Voice Recording** button.
7. Camtasia plays back the video on the timeline. Speak into a microphone to record your voice narration.
8. Click the **Stop** button to stop recording.
9. On Windows, enter a file name and click **Save**.

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

Related Articles

[Record a PowerPoint Presentation](#)

Organize Media in Camtasia

View and manage recording, video, audio, and image source files for your current project in the Media Bin.

Add Source Files to Your Project

To add media to your video project, select one of the following options:

- [Import Media from Your Computer](#)
- [Import Media from a Mobile Device](#)
- [Import Media from Google Drive](#)
- [Record Voice Narration](#)
- [Reuse Assets Across Projects \(Asset Libraries\)](#)
- [Record a PowerPoint Presentation](#)
- [Download TechSmith Assets for Camtasia](#)

To add content to your video, drag media from the Media tab onto the timeline.

Camtasia 2020 Supported File Formats

Windows	Mac
Video Files AVI, MP4, MPG, MPEG, MTS, M2TS, WMV, MOV	Video Files AVI, MP4, MPG, MPEG, WMV, MOV, SWF
Camtasia Recording Files TREC	Camtasia Recording Files TREC
Image Files BMP, GIF, JPG, JPEG, PNG, PDF	Image Files BMP, GIF, JPG, JPEG, PNG, PDF
Audio Files WAV, MP3, WMA, M4A	Audio Files M4A, WAV, MP3
Other Files PPT, PPTX, SAMI, SRT	Other Files PPT, PPTX, SAMI, SRT

Import Media from Your Computer

1. Click the **Media** tab.
2. Click  > **Import Media** or double-click in the Media Bin.
3. Click to select the media to import. Control+click or Command+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

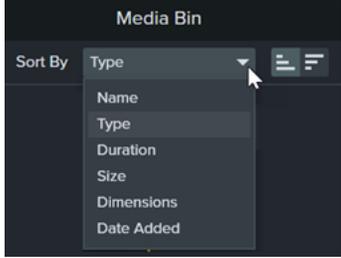
1. Click the **Media** tab.
2. Click  > **Import From Google Drive**.
3. Enter your Google email and password.
4. Click to select the media to import. Control+click or Command+click to select multiple files.
5. Click **Import**.

The imported media appears in the Media Bin.

Media Bin Tasks

After adding media to your project, the following tasks help you view and organize content in the Media Bin.

<p>Change Media Bin View</p>	<p>On the Media tab, click the Media Bin View button to change the media display to one of the following options:</p>  <ul style="list-style-type: none">• Extra Small Thumbnails
------------------------------	---

	<ul style="list-style-type: none"> • Small Thumbnails • Medium Thumbnails • Large Thumbnails • List View
Sort Media	<p>On the Media tab, select an option from the Sort By dropdown. Click the Ascending or Descending button.</p> 
View Media Details	Right- click (Windows) or Control- click (Mac) media and select Details .
Locate Unused Media (Media not located on the timeline)	<ul style="list-style-type: none"> • To remove unused media, right- click (Windows) or Control- click (Mac) and select Delete Unused Media. • To select unused media, right- click (Windows) or Control- click (Mac) and select Select Unused Media.
Rename Media (Mac Only)	Control-click media, select Rename and type new name.

Related Articles

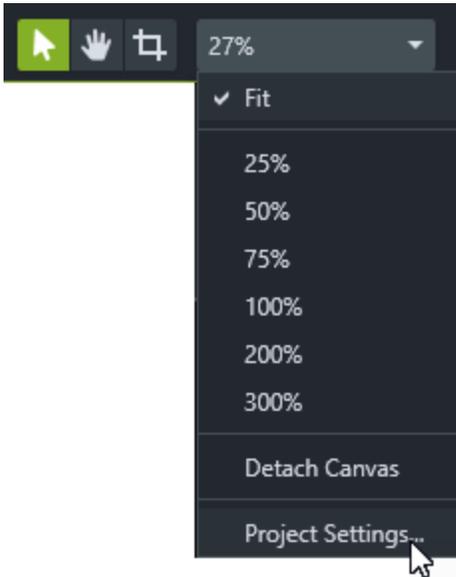
[Basic Timeline Editing](#)

[Captions](#)

[Reuse Assets Across Projects \(Asset Libraries\)](#)

Project Settings

The Project Settings dialog controls the settings for an individual project. To edit the project settings, select the **Magnification dropdown > Project Settings**.



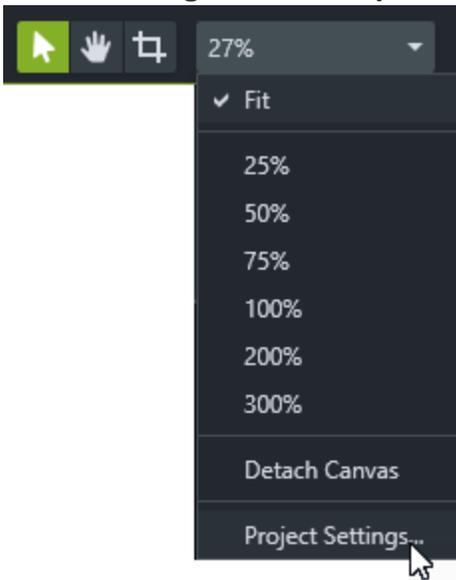
Change the Canvas Dimensions

The canvas displays a preview of how the final video will look when exported 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.

Tip: Things to remember when changing the canvas dimensions

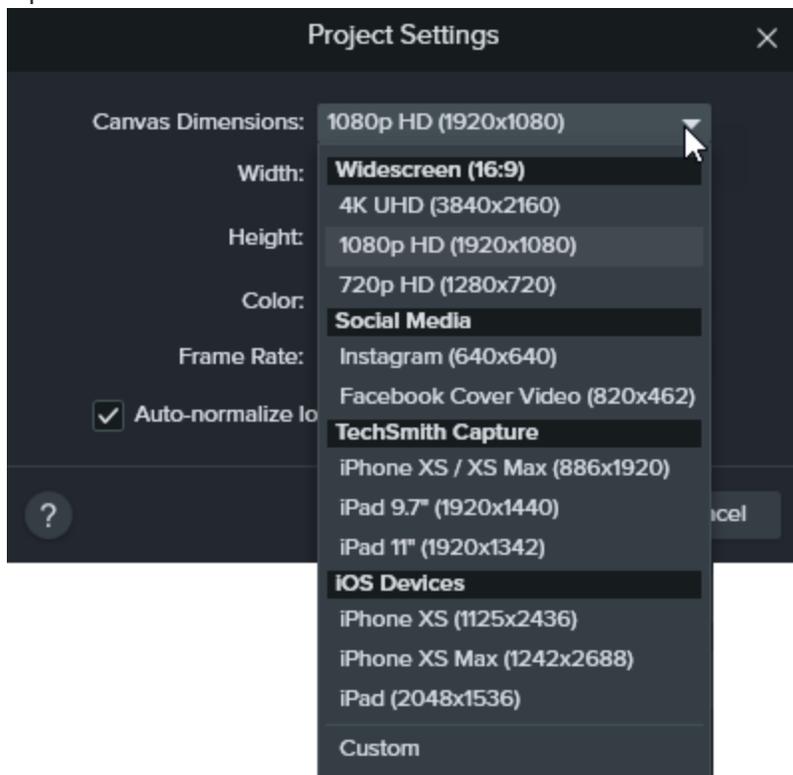
- The canvas dimensions must be at least 640 x 480 to include a [table of contents \(TOC\)](#) or [quiz/survey](#).
- Change the canvas dimensions **before** you begin editing your video. Changing the dimensions after editing can skew the look of edited media.

1. Select the **Magnification dropdown > Project Settings**.

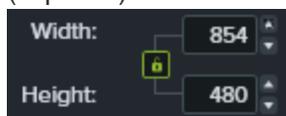


2. The Project Settings dialog appears.

- To select a standard video size, click **Canvas Dimensions** (Windows) or **Dimensions** (Mac) and select a preset.



- To enter custom width and height, click **Canvas Dimensions** and select **Custom**. Enter dimensions (in pixels) into **Width** and **Height** fields.



Click the lock icon  to enable or disable the aspect ratio lock.

- See [Change the Editing Frame Rate](#).

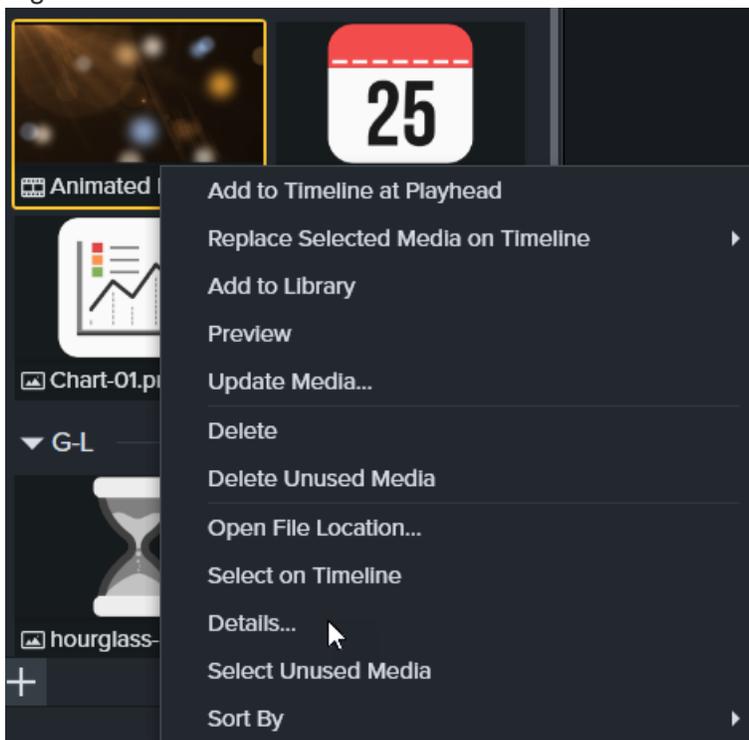
3. Click **Apply**.

Change the Editing Frame Rate

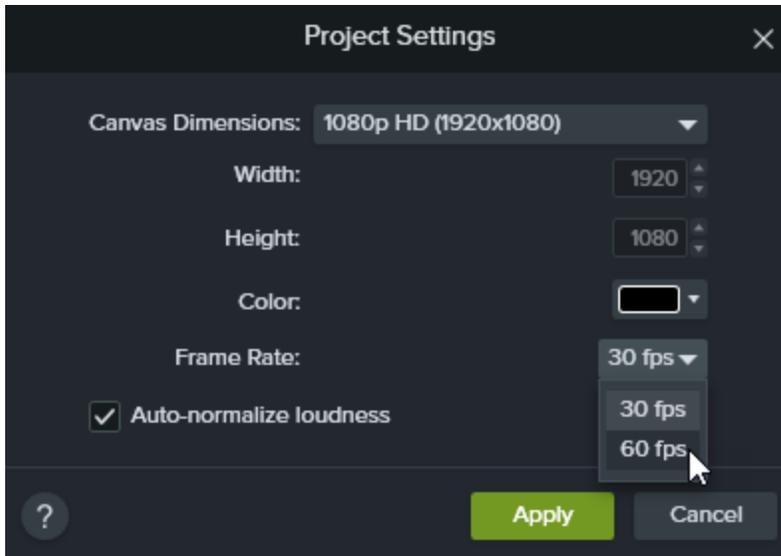
Frame rates typically vary throughout a video. Capture, edit, and share videos at the same frame rate to reduce poor video quality.

To edit and export a video at a high target frame rate (60 fps), your timeline must include high frame rate video clips.

1. Right-click the media in the Media Bin and select **Details** to view the actual media frame rate.

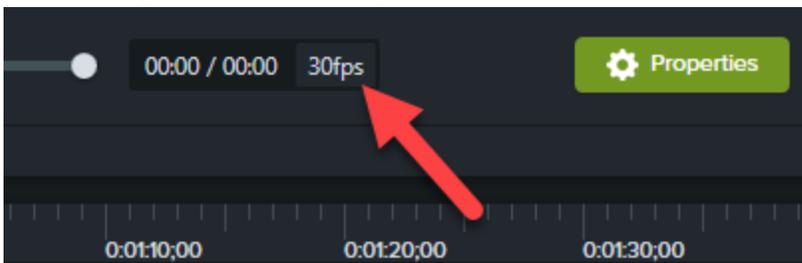


2. Select the **Magnification dropdown > Project Settings > Frame Rate dropdown** to change the editing frame rate.



3. Click **Apply**.

The editing frame rate displays above the timeline.



Maintain Consistent Audio Levels Across Clips

Enable the **Auto-normalize loudness** option to automatically adjust the audio loudness across clips to maintain audio consistency for a project.



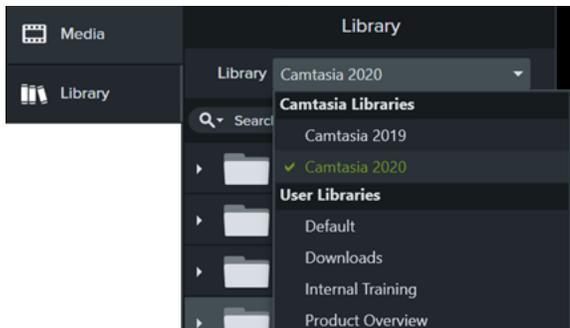
Related Articles

- [Getting Crisp, Clear Screen Video Tutorial](#)
- [Export and Share a Video](#)

Reuse Assets Across Projects (Asset Libraries)

The Library stores assets for reuse across your Camtasia projects to help you quickly create consistent looking videos. Download or save intros, animated backgrounds, icons, lower thirds, music, groups, annotations, and more to the Library.

Camtasia offers two types of Libraries:



- **Camtasia Libraries:** The Library installed with Camtasia contains royalty-free assets to add a professional look to your video such as intros, lower thirds, animated backgrounds, etc.
- **User Libraries:** [Create custom Libraries](#) to organize assets based on a project, video type, asset type, or a company's video guidelines.

To add an asset to your video, drag the asset to the desired location on the timeline or right-click the asset in the Library and select **Add to Timeline at Playhead**.

Organize Assets

Create a Custom Library	<ol style="list-style-type: none">1. Click the Library tab.2. In the Library dropdown, select Create New Library.3. Enter a Library name.4. Select an option from the Start from dropdown: create a blank Library or create a copy of an existing Library.5. Click Create.
Add an Asset or Group to a Library	<p>Asset or Group From Timeline:</p> <ol style="list-style-type: none">1. Right-click an asset or group on the timeline and select Add to Library.

2. Enter a name.

Tips for Naming Assets:

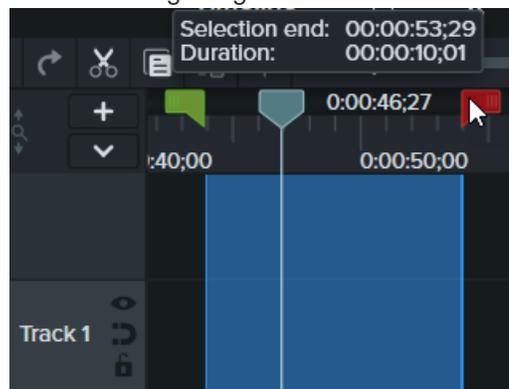
- Keep the name short.
- Avoid generic names such as "callout1." Use descriptive cues such as video purpose, asset type, or color in the name. For example, "blue- speakerintro."

3. Select a Library.

4. Click **OK**.

Selection From Timeline:

1. Click and drag the green and red handles to select an area on the timeline.



2. Right-click the selection and select **Add Timeline Selection to Library**.

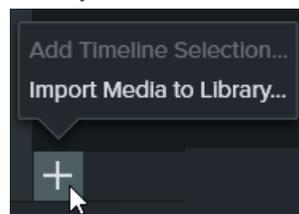
3. Enter a name.

4. Select a Library.

5. Click **OK**.

From Computer:

Click the + icon and select **Import Media to Library** or drag the desired assets into a Library or folder.

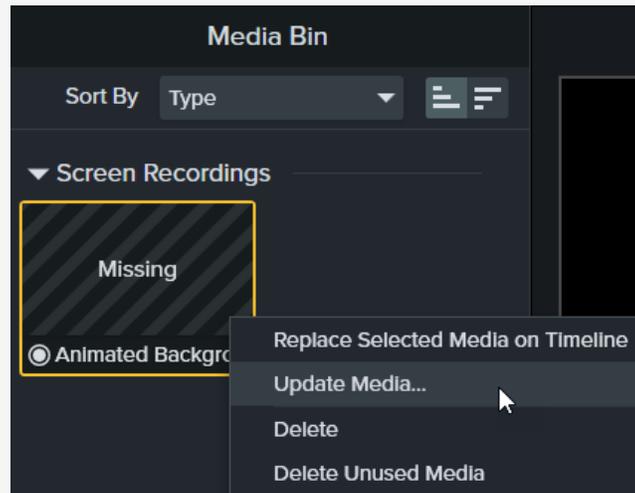


From Store:

Click the **Download More Assets** link. See [Download TechSmith Assets](#).

<p>Add a Folder to the Library</p>	<ol style="list-style-type: none"> 1. Click the Library tab. 2. Select a Library from the Library dropdown. 3. Right- click within the Library and select New Folder. 4. Enter a folder name. 5. Press the Enter key. <div style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p>To add a nested folder, click and drag the desired folder into another folder.</p> </div>
<p>Move Assets or Folders within a Library</p>	<ol style="list-style-type: none"> 1. Click the Library tab. 2. Select a Library from the Library dropdown. 3. Click to select the asset or folder. CTRL+click (Windows) or CMD+click (Mac) to select multiple assets or folders. 4. Drag the selection to the desired folder or location in the current Library.
<p>Move Assets or Folders to Another Library</p>	<ol style="list-style-type: none"> 1. Click the Library tab. 2. Select a Library from the Library dropdown. 3. Click to select the asset or folder. CTRL+click (Windows) or CMD+click (Mac) to select multiple assets or folders. 4. Right- click (Windows) or Control- click (Mac) the selection and select Move to > choose the desired Library from the list.
<p>Delete an Asset or Folder</p>	<p>Right- click the asset or folder in the Library and select Delete.</p>

Deleting assets will break any existing projects that contain the asset on the timeline. The asset displays "missing" in the Media Bin.



To update the asset in the project, right-click the missing asset and select **Update Media**. Choose the desired asset on your computer.

Find Assets

Search within a Library or across all Libraries to find assets based on file names.

Search for Assets in Library	<ol style="list-style-type: none">1. Click the Library tab.2. Click the Search dropdown to search all Libraries or the current Library.  <ol style="list-style-type: none">3. Type in the Search field.4. The search results appear. To sort the search results, right-click the Library and select Sort By.
Download More Assets	To download additional assets, click the Download more assets link at the bottom of the Library. See Download TechSmith Assets .

Sort Assets	Right-click a folder or asset in the Library and select Sort By . You can sort by name, type, date added, date used, or reverse the order.
Preview an Asset	Double-click the asset in the Library. A preview window appears.

Share a Library

To maintain a consistent video style across a project or organization, share your Library assets with others. Camtasia packages the Library assets in a Library zip file (.libzip).

Or, create a Camtasia Package (.campaqage) to back up and share your Camtasia resources such as [templates](#), [shortcuts](#), libraries, [themes](#), and [presets](#) to another user or computer. See [Package and Share Camtasia Resources](#).

If you have Camtasia 2019 installed, your user Libraries are automatically imported into Camtasia 2020 during installation. To import Libraries from previous versions, complete the steps below.

Export a Library	<ol style="list-style-type: none"> 1. Click the Library tab. 2. Select a Library from the Library dropdown. 3. Select Library dropdown > Manage Library > Export Library. 4. Click Save to save the .libzip file. 5. Send the .libzip file to others to import into Camtasia.
Import a Library	<ol style="list-style-type: none"> 1. Select File > Library > Import Zipped Library. 2. Locate the .libzip file to import and click Open. 3. Choose to create a new Library or add the assets to an existing Library and click Import. <p>Camtasia adds the assets to the selected Library.</p>

Related Articles

[Download TechSmith Assets for Camtasia](#)

[Package and Share Camtasia Resources](#)

[Download TechSmith Assets Tutorial](#)

[Speed up Video Creation with Camtasia Library Tutorial](#)

Download TechSmith Assets for Camtasia

Enhance your [Camtasia](#) videos with assets downloaded from the [TechSmith Assets for Camtasia](#) website.

Asset Types

The following types of assets are available to download from <https://library.techsmith.com>.

Most assets are available for use in TechSmith Camtasia version 2018 or later projects.

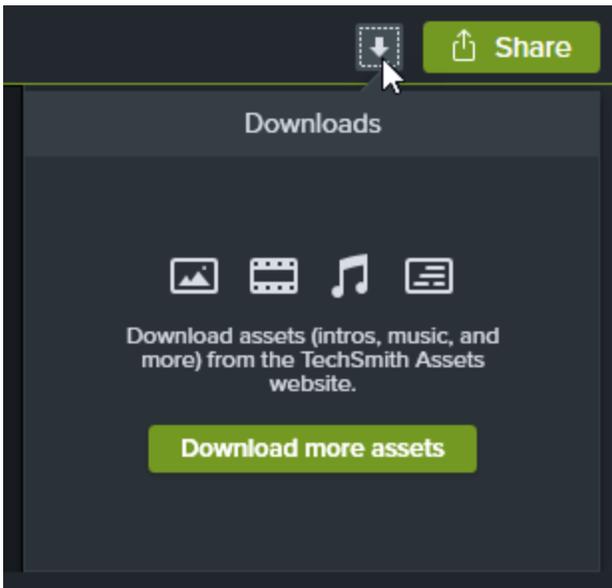
Asset Type	Category
Customizable	<ul style="list-style-type: none">• Templates: Video templates in various styles for quicker creation. See Create a Video from a Template. <p>Templates are available for use in TechSmith Camtasia version 2020 or later.</p>• Device Frames: Computer or mobile device frames to provide context around an image or video clip. See Add a Device Frame. <p>Device frames are available for use in TechSmith Camtasia version 2019 or later.</p>• Intros: Animations to introduce a video or scene.• Outros: Animations to end a video or scene• Motion Graphics• Themes: Themes with preset colors and fonts. <p>Themes are available for use in TechSmith Camtasia version 2020 or later.</p>
Video	<ul style="list-style-type: none">• Footage: Video clips of real- world recorded content• Motion Backgrounds: Video clips to use as a background or scene in a video.• Effects: Short clips with an alpha channel to accent media.
Images	<ul style="list-style-type: none">• Photos: Static images of real- world photography.

Asset Type	Category
	<ul style="list-style-type: none"> • Icons: Illustrations or set of icons.
Audio	<ul style="list-style-type: none"> • Music: Instrumental or vocal audio tracks. • Loops: Short audio samples to create a seamless playback loop. • Sound Effects: Short audio clips to accompany action on the screen for emphasis or storytelling.

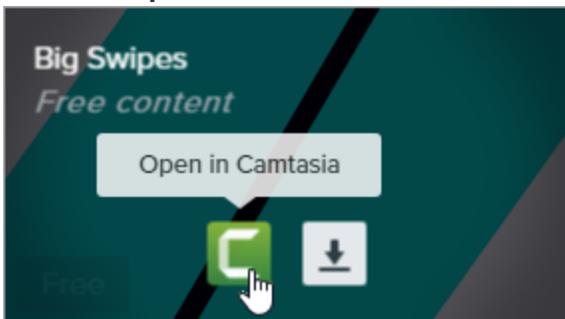
Download Assets to Camtasia

Automatically import downloaded assets into your Camtasia Downloads library for quick use in a video project.

1. In TechSmith Camtasia, click the **Downloads** button > **Download more assets**.

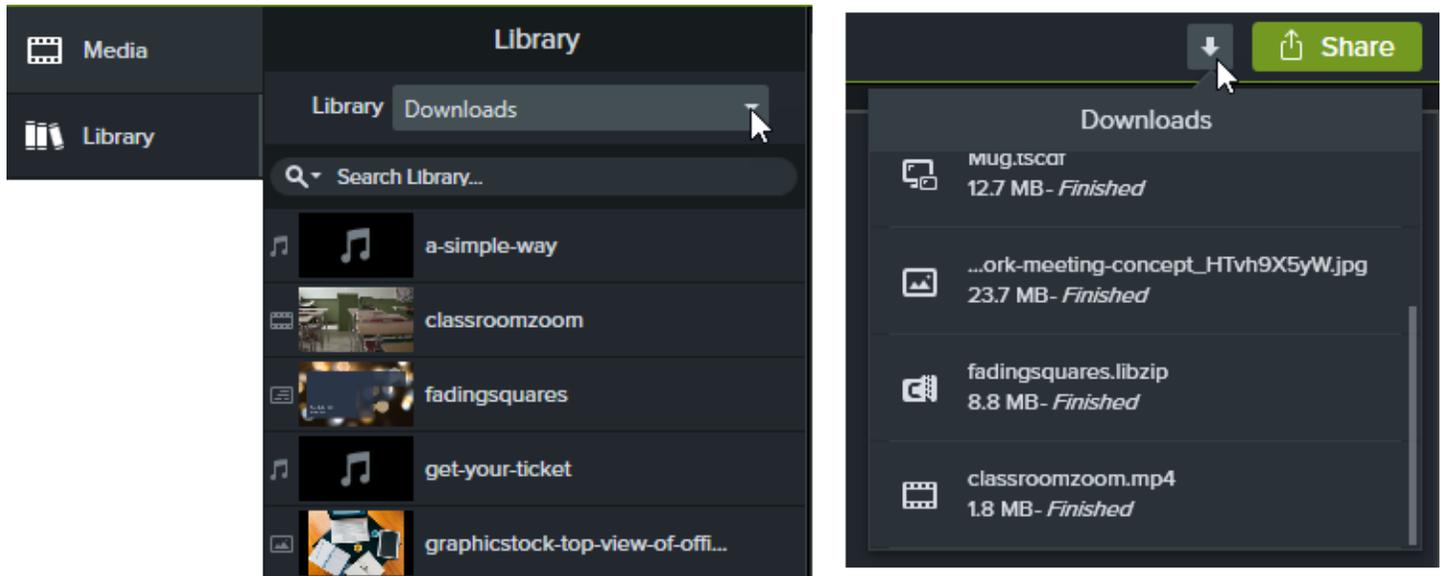


2. The [TechSmith Assets for Camtasia website](#) opens. Sign in with your TechSmith account.
3. Hover your cursor over an asset to preview it.
4. Click the **Open in Camtasia** button to download the asset into Camtasia.



You must have Camtasia version 2019 or later to open assets directly in Camtasia. For previous versions, see [Download Assets to Your Computer](#).

In Camtasia, the asset downloadsto **Library tab > Library dropdown > Downloads** and appears in the list of downloaded assets under the **Downloads** button.



Downloaded device frames are available from the **Type** dropdown in the properties when the Device Frame effect is added to the timeline. See [Add a Device Frame](#).

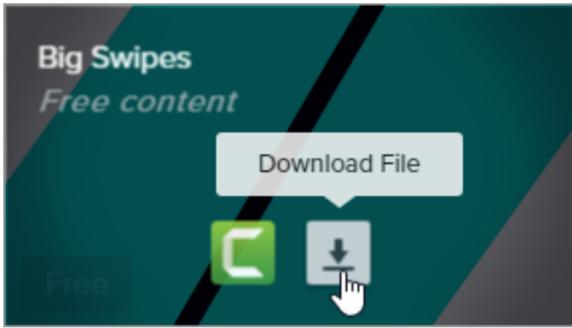
Download Assets to Your Computer

To learn how to download assets onto your computer, continue with the following sections based on your web browser:

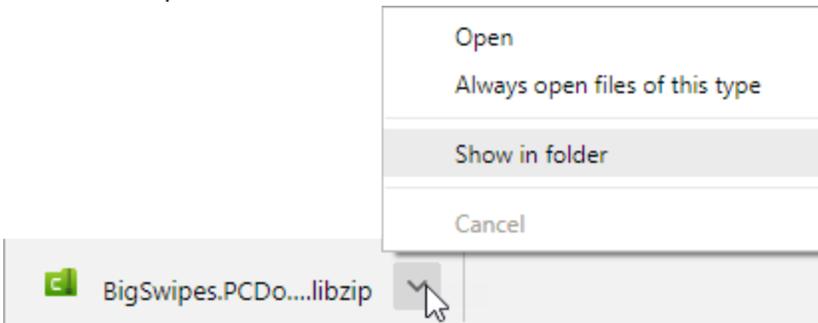
Google Chrome

1. Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.

2. Hover your cursor over an asset to preview it. Click the **Download** button.



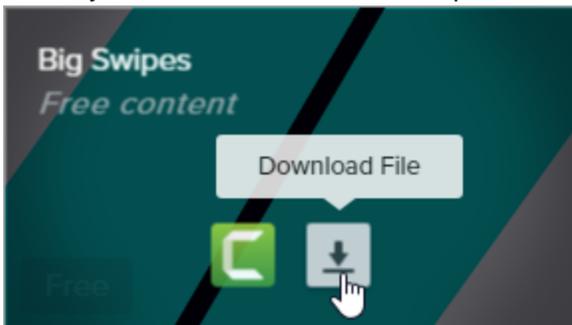
3. Google Chrome downloads the asset into your Downloads folder. At the bottom of your web browser, click the dropdown and select **Show in folder**.



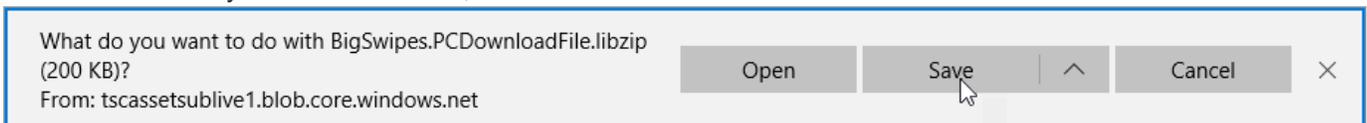
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

Microsoft Edge

1. Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
2. Hover your cursor over an asset to preview it. Click the **Download** button.



3. At the bottom of your web browser, click the **Save** button.



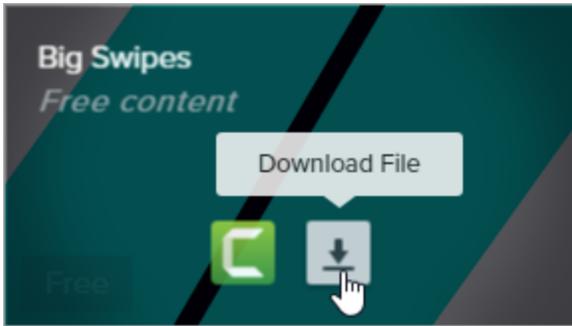
4. Microsoft Edge downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button.



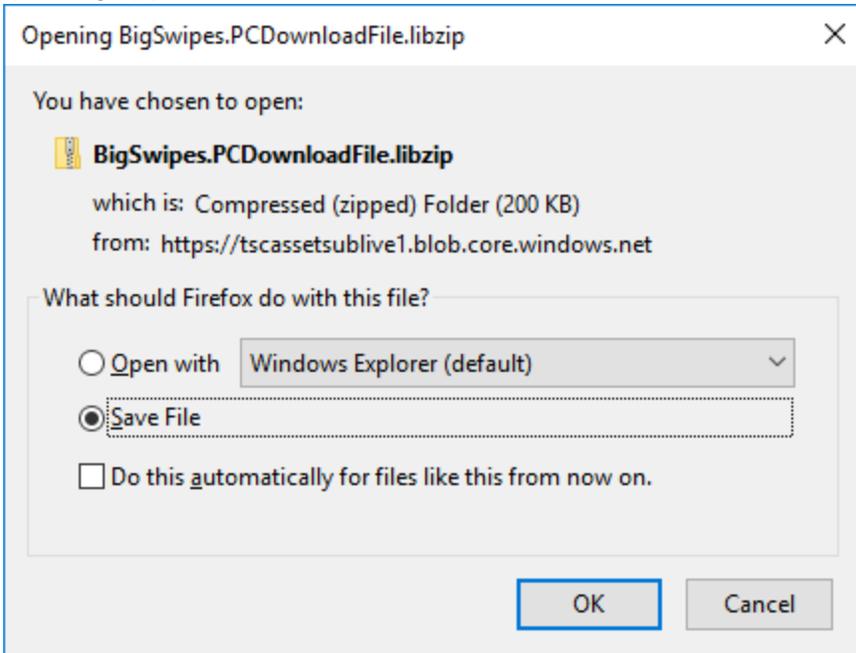
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

Firefox

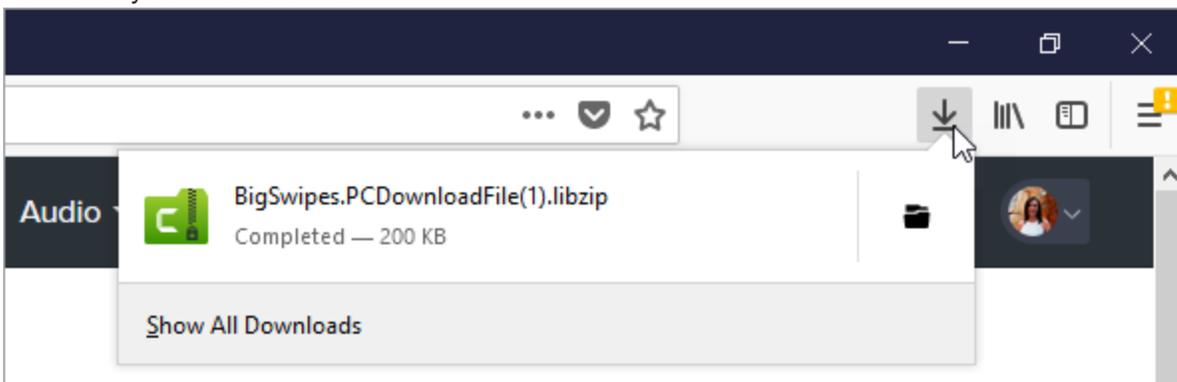
1. Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
2. Hover your cursor over an asset to preview it. Click the **Download** button.



3. A dialog appears. Select **Save File** and click **OK**.



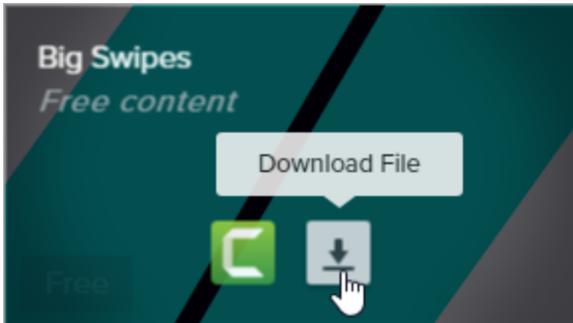
4. Firefox downloads the asset into your Downloads folder. Click the **Downloads** button in the upper-right corner of your web browser.



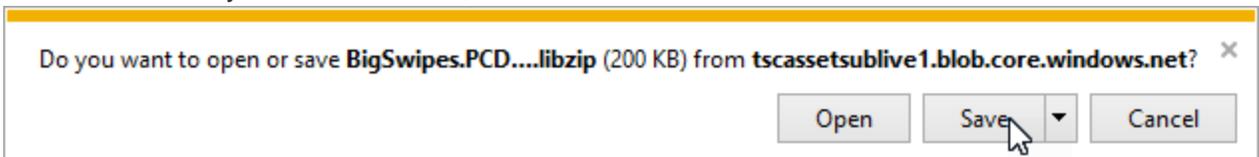
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

Internet Explorer

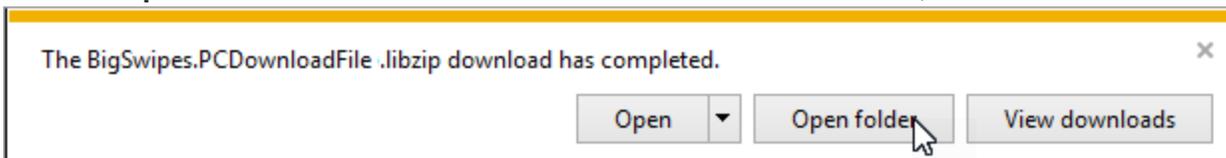
1. Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
2. Hover your cursor over an asset to preview it. Click the **Download** button.



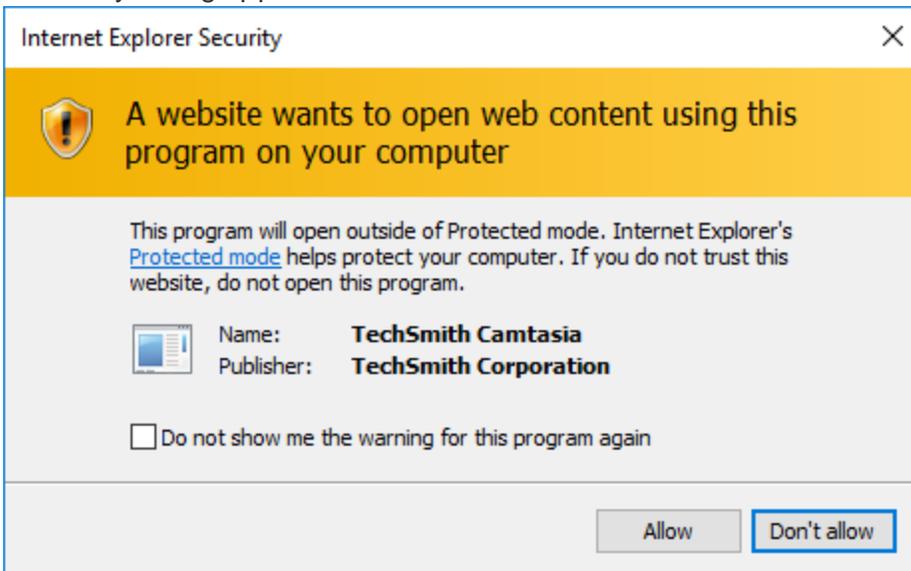
3. At the bottom of your web browser, click the **Save** button.



4. Internet Explorer downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button. To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

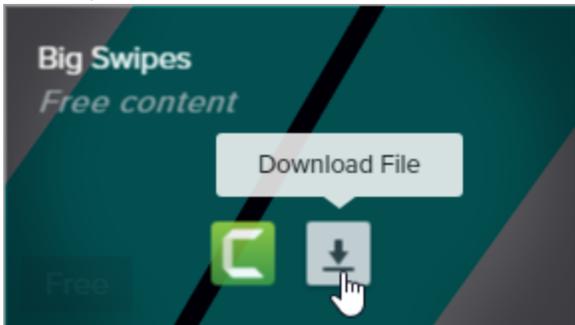


5. A security dialog appears. Click the **Allow** button.



Safari

1. Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
2. Hover your cursor over an asset to preview it. Click the **Download** button.



3. Safari downloads the asset into your Downloads folder.

To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

Add Assets to Camtasia

If you downloaded an asset to your computer, complete the following to add the asset to Camtasia.

Asset File Format	How to Add to Camtasia
LIBZIP (Intros, Lower Thirds)	<ol style="list-style-type: none"> 1. Double-click the .libzip file. 2. Camtasia opens. In the Import to Library dialog, select Create New Library or select an existing Library to add the asset to. 3. Click the Import button.
CAMPACKAGE (Templates, Themes)	<p>Double-click the .campackage file.</p> <p>A dialog appears and lists the imported resources. See Package and Share Camtasia Resources.</p>
TSCDF (Device Frames)	<p>Double-click the .tscdf file.</p> <p>The device frames is added to the Type dropdown in the properties. Add a Device Frame effect to the timeline to access the device frame properties. See Add a Device Frame.</p>
MP4 (Footage, Intros, Motion Graphics)	<ol style="list-style-type: none"> 1. In Camtasia, select File > Library > Import Media to Library or drag and drop the asset into the Library. 2. Select the asset and click Open on Windows and Import on Mac. 3. In the Add to Library dialog, select a Library from the dropdown. 4. Click OK.
MP3 (Music, Loop,	<ol style="list-style-type: none"> 1. In Camtasia, select File > Library > Import Media to Library or drag and drop the asset into the Library. 2. Select the asset and click Open on Windows and Import on Mac. 3. In the Add to Library dialog, select a Library from the dropdown. 4. Click OK.

Asset File Format	How to Add to Camtasia
Sound Effects) JPG (Photos, Illustrations, Icons)	

Related Articles

[Reuse Assets across Projects \(Asset Libraries\)](#)

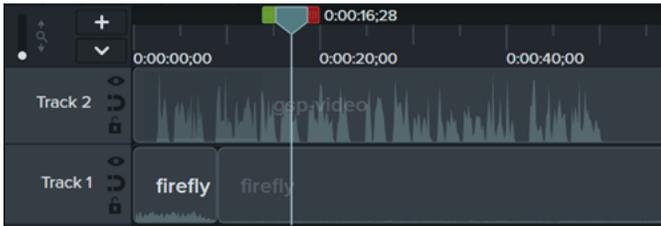
[Add a Device Frame](#)

[Create a Video from a Template](#)

[Download TechSmith Assets Tutorial](#)

Timeline Overview

The timeline displays the sequence of all media in a video. Use the timeline to assemble a video.



Add Content to a Video

Drag media from the [Media](#) or [Library](#) tab onto the timeline.

As you make edits on the timeline, the Media Bin always maintains the original version of your media. To learn more managing media in your video, see [Organize Media in Camtasia](#).

Preview a Video

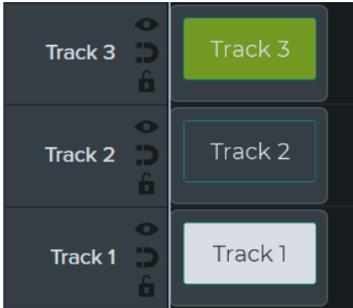
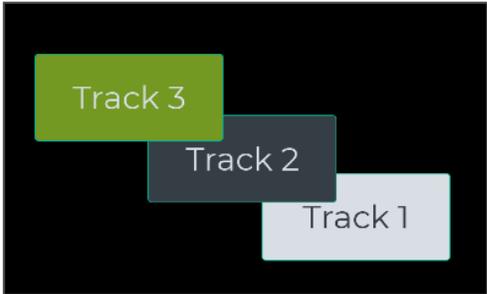
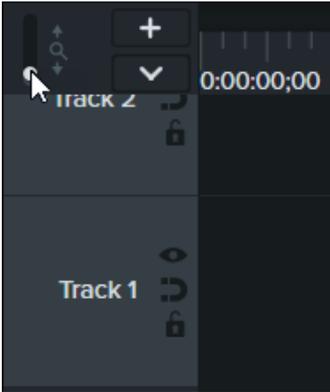
The playhead location represents a point in time in the video. All media at that point on the timeline tracks display as the current frame on the [canvas](#).

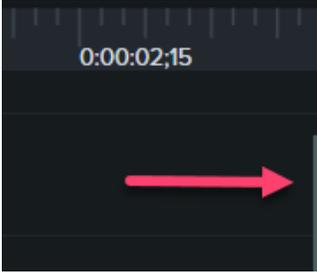
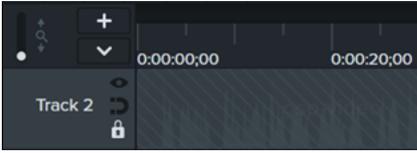


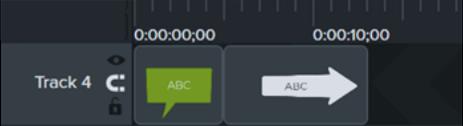
Preview a Frame	Drag the playhead to the desired position on the timeline. Camtasia displays the frame on the canvas.
Preview Video	Drag the playhead to the desired position on the timeline. Click Play to preview the video. 

<p>Preview One Track (Solo Track) Mac Only</p>	<p>Option+click the Disable Track icon  to the left of the track. Camtasia hides all other tracks from the preview.</p> <p>If you export the video, only the solo tracks are exported in the video.</p>
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Timeline Tracks

<p>Track Order</p>	<p>For visual media on the timeline, the track order controls the z- order position for media in a video.</p> <p><i>FRONT</i></p>  <p><i>BACK</i></p>  <p>To reorder tracks (Mac only), click the track name and drag to a new position on the timeline.</p>
<p>Detach Timeline</p>	<p>Detach the timeline to view more tracks at a time or to move to another monitor for precise editing. Select View > Timeline > Detach Timeline or press Ctrl+3 (Windows) or Command+3 (Mac).</p>
<p>Change the Track Size (Track Height)</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>Add a Track An unlimited number of tracks can be added to the timeline.</p>	<p>Complete any of the following to add a track:</p> <ul style="list-style-type: none"> • Click + to add a track to the timeline. • Drag and drop media from the Media or Library tab onto the "blank" area on the timeline. • Right- click (Windows) or Control- click (Mac) a track and select Insert Track > Above or Below.
<p>Remove a Track</p>	<ul style="list-style-type: none"> • Right- click (Windows) or Control- click (Mac) a track name and select Remove Track. • Right- click (Windows) or Control- click (Mac) a track name and select Remove All Empty Tracks.
<p>Scroll through Tracks</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>Rename a Track</p>	<p>Double-click the track name and type.</p>
<p>Lock / Unlock Track Lock a track to prevent editing or other changes to the media on the track.</p>	<p>Lock a Track Click the lock icon  to the left of the track. The icon turns white and the track dims with a lined effect to indicate the track is locked.</p>  <p>Unlock a Track Click the white lock icon to the left of the track. The icon turns gray and the track</p>

	<p>brightens to indicate the track is unlocked.</p> <p>About Locked Tracks</p> <ul style="list-style-type: none"> • Media on a locked track appears on the canvas, preview, and the final, exported video. • Media on locked tracks is included in the video during the production process. • Tracks in a group on Mac cannot be locked. • Media on a locked track cannot be cut, copied, deleted, pasted, or modified in any way.
<p>Enable / Disable Track Disable a track to prevent media from appearing in the canvas, preview, or the final video.</p>	<p>Turn a Track Off Click the eye icon  to the left of the track. The icon turns white and the track dims to indicate the track is off.</p>  <p>Turn a Track On Click the white eye icon to the left of the track. The icon turns gray and the track brightens to indicate the track is active.</p> <p>About Turned Off Tracks</p> <ul style="list-style-type: none"> • Media on turned off tracks is not included in the video during the production process. • 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. • Media on a turned off track cannot be cut, copied, deleted, pasted, etc.
<p>Enable / Disable Magnetic Track Automatically remove spaces between media on a track to insert or rearrange media on the timeline.</p>	<p>Enable Magnetic Track Click the magnet icon  to the left of the track. Spaces between media are automatically removed.</p>  <p>Disable Magnetic Track Click the magnet icon  to the left of the track. Spaces can be added between media on the track.</p>



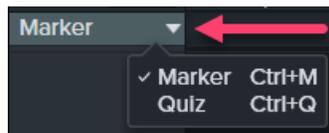
About Magnetic Tracks

- You can move media on the track but cannot add space between media after you enable the Magnetic Track.
- Groups on Magnetic Tracks keep spaces between media on Windows.
- The Insert Time option is disabled for magnetic tracks.

To learn about common timeline editing tasks on magnetic tracks, see [Basic Timeline Editing](#).

Show / Hide Quiz or Marker View
When a quiz or marker is added to the timeline, the quiz or marker view automatically opens.

Click the Quiz/Marker dropdown  and select which tracks to turn on or off.



Related Articles

[Basic Timeline Editing](#)

[Getting Started with Track Mattes](#)

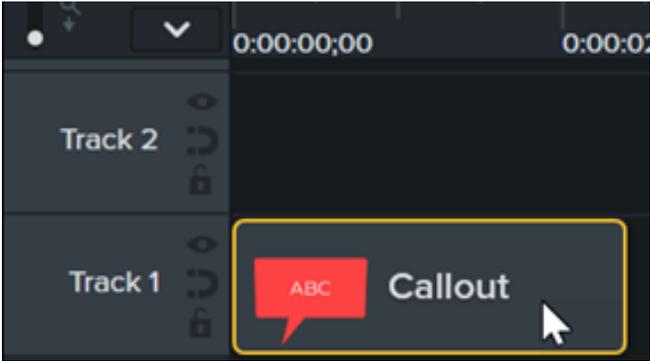
[Organize Media in Camtasia](#)

Basic Timeline Editing

The timeline displays the sequence of all media in a video. To learn more about working on the timeline, see [Timeline Overview](#).

Make a Selection

Select media to edit, move, or delete on the timeline.

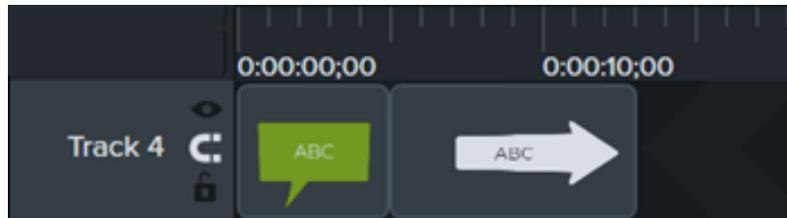
<p>Select Part of the Timeline</p>	<p>Click and drag the green or red playhead handles to make a selection. The selected area is highlighted in blue.</p>  <p>For a precise selection, drag the Zoom slider to zoom in or out on the timeline content.</p> 
<p>Select Media on Timeline</p>	<p>Click to select media. Shift+click to select multiple media.</p>  <p>To select all media in an area on the timeline, click and drag the cursor on the timeline.</p>

Rearrange Media or Insert Space

Magnetic Track
Automatically
remove the spaces
between media on a
track to insert or
rearrange media on
the timeline.

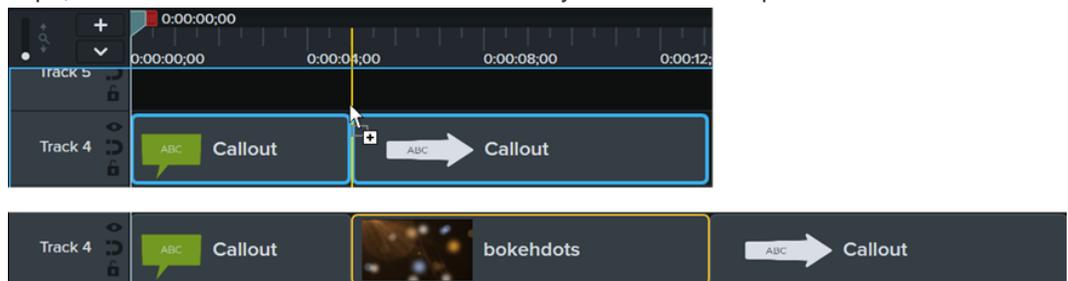
Enable Magnetic Track

Click the magnet icon  to the left of the track.
Spaces between media are automatically removed.



Insert Media

Drag media from the Media or Library tab onto the track. If you add media between two clips, the other media on the track automatically shifts to insert space for the new media.

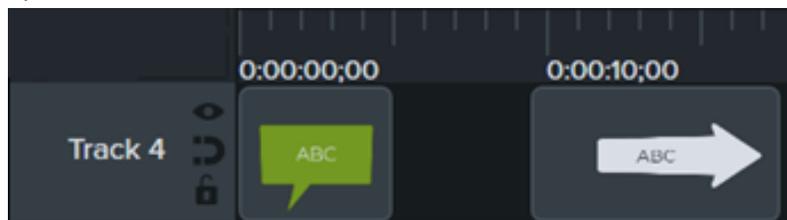


Rearrange Media

Click and drag media to a new location on the track. If you move the media between two clips, the other media on the track automatically shifts.

Disable Magnetic Track

Click the magnet icon  to the left of the track.
Spaces can be added between media on the track.



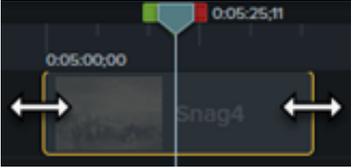
Split

Divide media into two clips.

- You can move and edit each clip separately.
- Split clips to insert transitions, title slides, or graphics between scenes.

	<p>To Split Media:</p> <ol style="list-style-type: none"> 1. Drag the playhead to the location to split. 2. Click to select media to split. To select multiple media, Ctrl+click (Windows) or Command+click (Mac) to select the media. 3. Click Split  or press S on the keyboard. <p>The clip splits into two separate clips.</p>
Insert Space at a Specific Point (Ripple Split)	Hold the Shift key and drag the playhead. Camtasia splits the media across all tracks and moves everything to the right of the playhead with the selection.
Move Media to Insert Space (Ripple Move)	<p>Move Media on One Track:</p> <p>Hold the Shift key and drag the media to a new location. Everything to the right of the clip moves with the selection.</p> <p>Move Media on Multiple Tracks:</p> <ol style="list-style-type: none"> 1. Shift+click to select the first clip on each track. 2. Hold the Shift key and drag the media to a new location. Everything to the right of the clip moves with the selection. <p>See Ripple Move and Extend Frame Tutorial.</p>

Remove Unwanted Parts

Trim (Mark-in or Mark-out a Clip)	<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"> 1. Click to select a clip on the timeline. 2. Hover the cursor over the beginning or end of the clip. 3. Drag the end of the clip in or out. 
Cut	<p>A cut removes a selection from the timeline and adds it to the clipboard.</p> <ul style="list-style-type: none"> • When using the Cut tool, no gap is left on the timeline and remaining media is stitched together. • If desired, paste the media elsewhere onto the timeline.

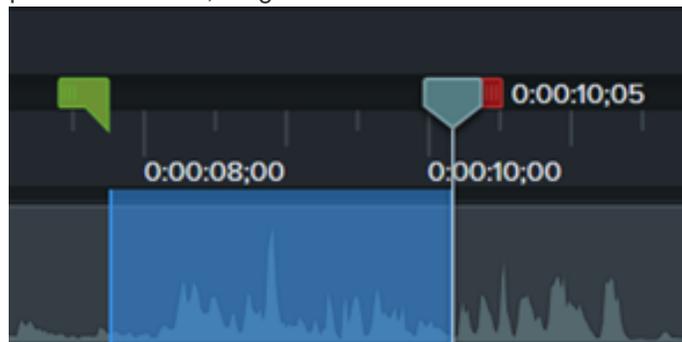
- You can cut a single clip or across multiple clips.

To Cut Media:

Select media on the timeline and click the **Cut** button .

To Cut a Timeline Selection:

1. Click the  icon to lock tracks on timeline that contain media you do not want to cut.
2. Click and drag the green or red handles on the playhead to make a selection. For a precise selection, drag the **Zoom** slider to zoom in on the timeline content.



3. Click the **Cut** button . The selection is cut and media on timeline shifts and is stitched together.
4. To paste the selection on the timeline, move the playhead to a new location and click the **Paste** button .

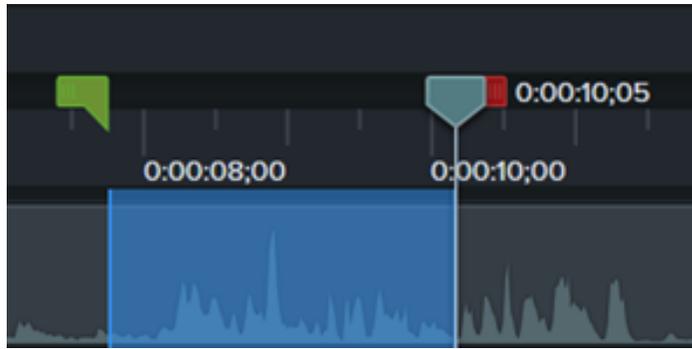
Delete Media or Selection

To Delete Media:

Select media on the timeline and press **Delete**.

To Delete a Timeline Selection:

1. Click the  icon to lock tracks on timeline that contain media you do not want to delete.
2. Click and drag the green or red playhead handles to make a selection. For a precise selection, drag the **Zoom** slider to zoom in on the timeline content.



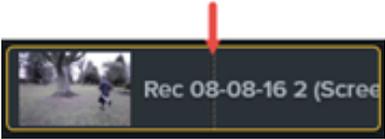
3. Press **Delete** on the keyboard.

Extend Media (Freeze Frame)

<p>Extend the Frame of a Video Clip</p>	<p>Extend a frame in a video clip to extend the duration to match the audio or voice narration.</p> <ol style="list-style-type: none"> 1. Drag the playhead to the frame to extend. 2. Click to select the clip on the timeline. 3. Right-click the clip and select Extend Frame or press Shift+E on the keyboard. 4. The Extend Frame dialog appears. Enter the desired duration of the extended frame. 5. Click OK. <p>You can also extend the frame by holding the Alt key (Windows) or Option key (Mac) while dragging the end of a clip.</p> <p>While extending the frame, hold the Shift key to move the media on the same track to the right of the extended frame.</p>
<p>Add Exported Frame</p>	<ol style="list-style-type: none"> 1. Drag the playhead to the frame to add. 2. Right-click the playhead and select Add Exported Frame. <p>Camtasia adds the frame to the timeline.</p>
<p>Save Video Frame as Image</p>	<p>Save the current frame (on the canvas) as an image file (BMP, GIF, JPG, or PNG).</p> <ol style="list-style-type: none"> 1. Drag the playhead until the desired frame is displayed on the canvas.

2. Select **Export > Export frame as**.
3. The Export Frame As dialog appears. Enter a file name and select a file location.
4. Select a file format from the **Save as type** field.
5. Click **Save**.

Other Editing Tasks

<p>Stitch Media</p>	<ul style="list-style-type: none"> • Only sections of media created from the original clip can be stitched together. • Media must be next to each other to be stitched. • Media is automatically stitched back together when cut. • Media is NOT stitched and a gap appears on the timeline when deleted. <p>To Stitch Media Together: Right- click the location where the two media clips touch and select Stitch Media.</p>  <p>To separate media, right- click on the stitch and select Unstitch.</p>
<p>Placeholders</p>	<ul style="list-style-type: none"> • Convert to Placeholder: Replace media on timeline with a placeholder. <ol style="list-style-type: none"> 1. Click to select media on timeline. 2. Right- click (Windows) or Control- click (Mac) the media and select Convert to Placeholder. 3. Edit the placeholder title and optional note in the properties. • Add Placeholder: Add a media placeholder to create a template or to replace content at a later time. <ol style="list-style-type: none"> 1. Drag the playhead to the desired location on the timeline. 2. Right- click (Windows) or Control- click (Mac) on the timeline and select Add Placeholder. 3. Edit the placeholder title and optional note in the properties. <p>See Create and Edit Video Templates.</p>
<p>Replace Media on the timeline</p>	<p>Quickly replace media on the timeline, while preserving properties, transitions, effects, audio points, and animations.</p>

1. To switch out media or placeholders on the timeline, drag the new media from the [Media](#) or [Library](#) tab onto the media or placeholder on the timeline. When a green outline appears around the media or placeholder, release your mouse button.



2. A menu appears with the replacement options. If the new media is a different duration than the original media or placeholder, select one of the following options:
 - **Ripple Replace:** Shift all clips on the track to the right to insert space for the entire duration of the new media.
 - **Replace with Clip Speed:** Increase the playback speed of the new media to fit the duration of the placeholder.
 - **Replace From End:** Trim the new media to fit the duration of the placeholder. If the new media is longer, the beginning of the clip is trimmed to fit the duration.
 - **Replace From Start:** Trim the new media to fit the duration of the placeholder. If the new media is longer, the end of the clip is trimmed to fit the duration.

Related Articles

[Timeline Overview](#)

[Basic Audio Editing](#)

Add Markers

Markers indicate points on the timeline or within media.

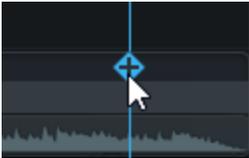


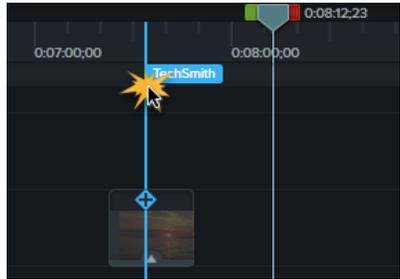
Use markers to:

- 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

- Markers stay in the same location even if you move, add, or delete media on the timeline.

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

To perform this task...	Do 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+]]
Change marker name <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>If you include a table of contents when you produce a video, the marker names appear as the table of contents entries within the video.</p> </div>	<p>Windows: Click to select marker > Enter new name in Properties > press Enter. - Or - Right- click marker > Rename > Enter new name in Properties > press Enter.</p> <p>Mac: Click to select marker and type name.</p>
Turn a timeline marker into a media marker - Or - Turn a media marker into a timeline marker	<ol style="list-style-type: none"> 1. Hover the cursor over the marker to change until the marker line turns blue. 2. Click timeline or media to change the location of the marker. 
Move the location of a marker	Click and drag the marker to the desired position.

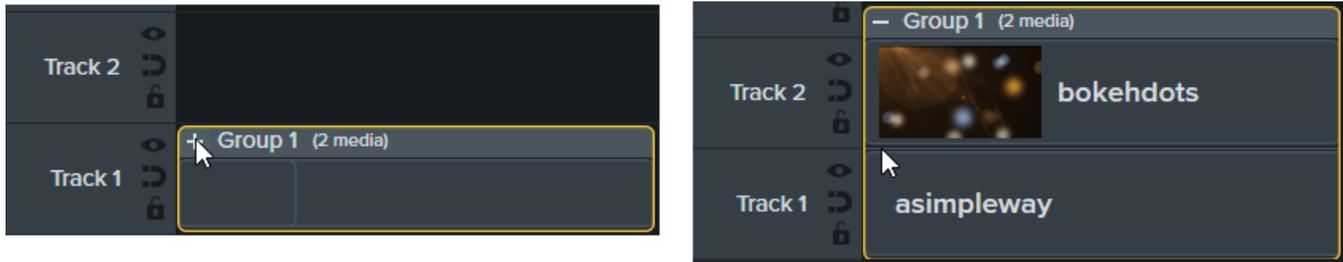
To perform this task...	Do this..
Delete a marker	<ol style="list-style-type: none"> 1. Click to select a marker. 2. Press Delete.
Delete all markers	Choose Modify > Markers > Remove all Markers .
Split media at the point of all markers	Windows: Choose Modify > Markers > Split at All Markers .

Related Articles

[Video Table of Contents](#)

Working with Media Groups

A group is a set of media and enhancements combined into a single track.



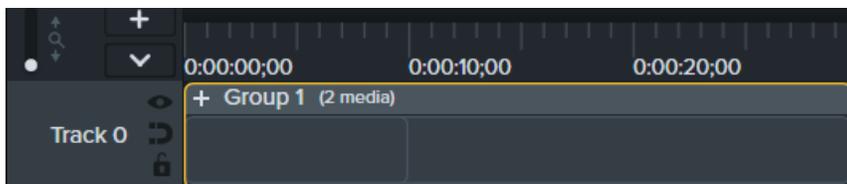
Group media to:

- Organize the timeline.
- Edit the properties for all media in the group such as scale or opacity.
- Move a set of media on the canvas or timeline.
- [Save a media group to your library](#) to use in a future project.

Characteristics of a group:

- Groups can contain an unlimited number of media or tracks.
- Add groups to other groups to organize media.
- You can lock or disable the track for a group, but cannot for individual tracks within a group.
- Spaces are maintained between media in groups on magnetic tracks. See [Timeline Overview](#).

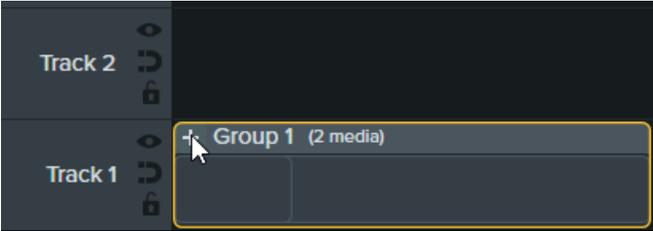
Group Media



1. Shift+click to select media on the timeline to add to the group.
2. Right-click (Windows) or Ctrl+click (Mac) the selection and select **Group** or press **Ctrl+G**.

Edit a Group

Some groups in the Library or available for download from the [TechSmith Assets for Camtasia website](#) have editable properties such as title, subtitle, or shapes. See [Adjust Media Properties](#).

<p>Open or Close Group</p>	<p>Click the plus or minus icon on the group on the timeline.</p>  <ul style="list-style-type: none"> • Open the group to edit each piece of media on separate tracks. • Close the group to edit media on the same track.
<p>Move Media In or Out of a Group</p>	<p>Click and drag media in an open group to another track on the timeline.</p>
<p>Rename Group</p>	<p>Right- click group on the timeline and select Rename Group.</p>
<p>Ungroup media</p>	<p>Delete the group and separate all media.</p>
<p>Automatically Resize Group Area on the Canvas</p> 	<p>Set the area surrounding the group on the canvas to a different size.</p> <p>Right- click (Windows) or Ctrl+click (Mac) a group on the timeline and select Resize Group and select one of the following options:</p> <ul style="list-style-type: none"> • Canvas Size: Fit to canvas. • Visible Size: Fit to visible media in a group. • Custom Size: Enter a custom height and width in pixels and click Resize.

<p>Resize Media Group on the Canvas</p> 	<p>Select a group on the timeline or canvas and drag the corner handles on the canvas.</p>
<p>Move Media Group</p>	<p>Click and drag to move a group:</p> <ul style="list-style-type: none"> • On the timeline to a different time in the video. • On the canvas to a different location on the screen in the video.
<p>Add Enhancements</p>	<p>Add animations, behaviors, and effects to media groups or individual media in groups.</p>
<p>Crop Group on the Canvas</p>	<p>Select a group on the timeline or canvas and click the  Crop icon.</p> <ul style="list-style-type: none"> • Drag the handles surrounding the group on the canvas to the desired size.
<p>Rotate Group on the Canvas</p>	<p>Select a group on the timeline or canvas and drag the center handle.</p>

Add a Group to the Library

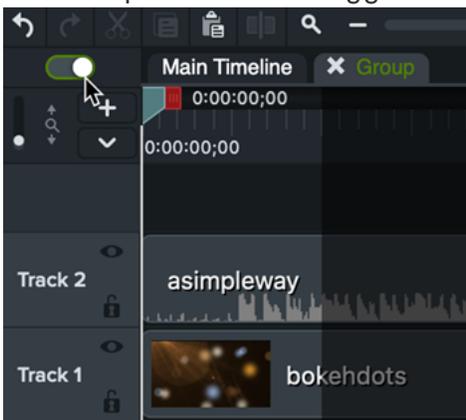
Save media groups to your library to share or reuse in projects.

1. Right-click (Windows) or Ctrl+click (Mac) a group on the timeline and select **Add to Library**.
2. Add a name.
3. Select a Library.
4. Click **Use Canvas Size** or **Use Visible Size** to set the selection area surrounding the group on the canvas.
5. Click **OK** (Windows) or **Add** (Mac).

Preview a Group (Mac Only)

Quickly preview only the media within a group on the canvas.

1. Click the plus/minus icon to open a group.
2. Click the preview mode toggle.



- **Enable Preview Mode:** All media on the timeline including the media group is visible on the canvas.
- **Disable Preview Mode:** Only the media group is visible on the canvas.

Related Articles

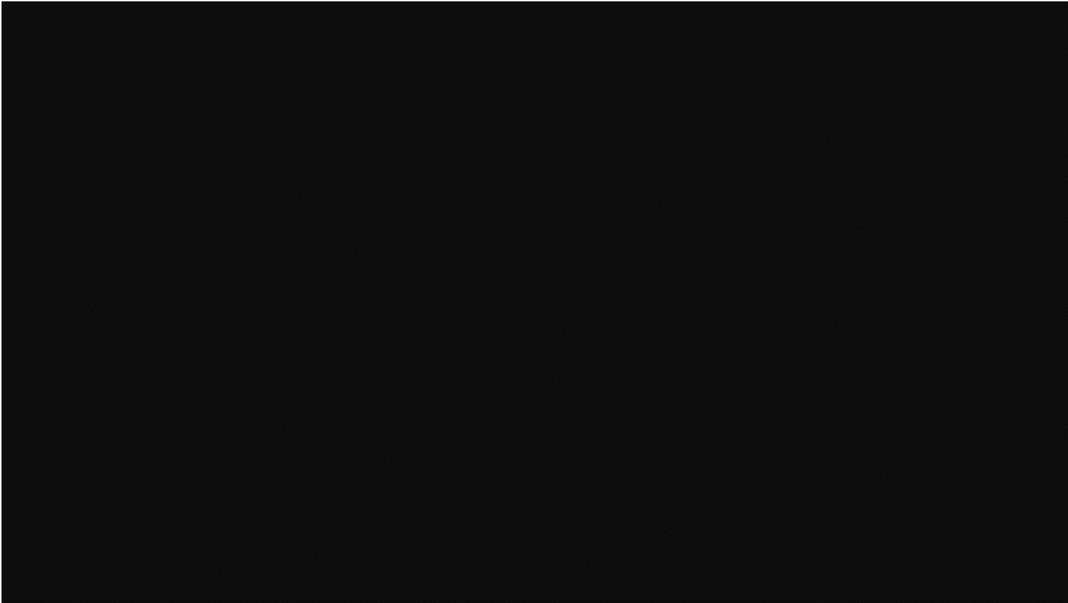
[Timeline Overview](#)

[Reuse Assets Across Projects \(Asset Libraries\)](#)

[Download TechSmith Assets for Camtasia](#)

Getting Started with Track Mattes

Create stunning animations or transitions with track mattes.



When you select a track matte mode for a track, parts of the media on tracks below display through the media on the top track. Media set as the track matte on the top track becomes a mask and is not visible in the final video.

Apply a track matte mode to a track that contains media with transparent pixels or media that doesn't cover the whole canvas. Camtasia supports the following transparent media file formats: .mp4, .mov, .gif, .png, and .bmp.

Create a Track Matte

1. On the timeline, add media with transparency to the top track to use as the track matte.

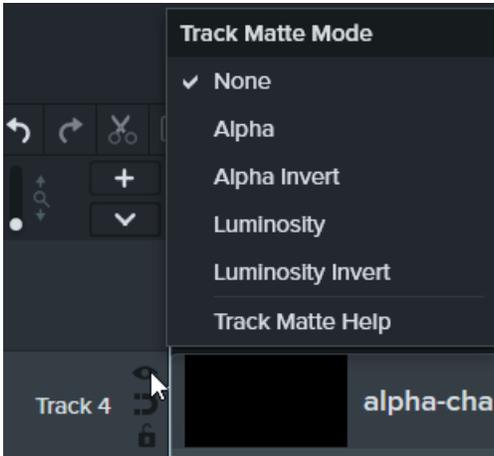


Media must have a transparent channel such as an alpha channel to be an effective track matte.

2. On the tracks below, add the media to display through the track matte.



3. On the top track, Right-click (Windows) or Control-click (Mac) the eye icon  to select one of the following track matte modes:



- **Alpha:** Media on the tracks below is invisible through the transparent pixels but visible through opaque pixels on the track.
- **Alpha Invert:** Media on the tracks below is visible through the transparent pixels but invisible through opaque pixels on the track.
- **Luminosity:** Media brightness (white/black) determines the level of pixel visibility and transparency between tracks.
 - Maximum brightness (White) = 100% visible
 - Minimum brightness (Black) = 100% invisible
- **Luminosity Invert:** Media brightness determines the level of pixel visibility and transparency between tracks.
 - Maximum brightness (White) = 100% invisible
 - Minimum brightness (Black) = 100% visible

4. Preview your media on the Canvas before exporting.

To preview a single track on Mac, Option+Click the eye icon  of a track and Camtasia hides all other track media. Option+Click the eye icon  again to include all media in the final video.

Camtasia displays the media based on your track matte settings.

On a Mac, you can create more complex track matte animations and transitions by grouping media.

Download the **Track Matte Getting Started Project** [here](#).

Related Articles

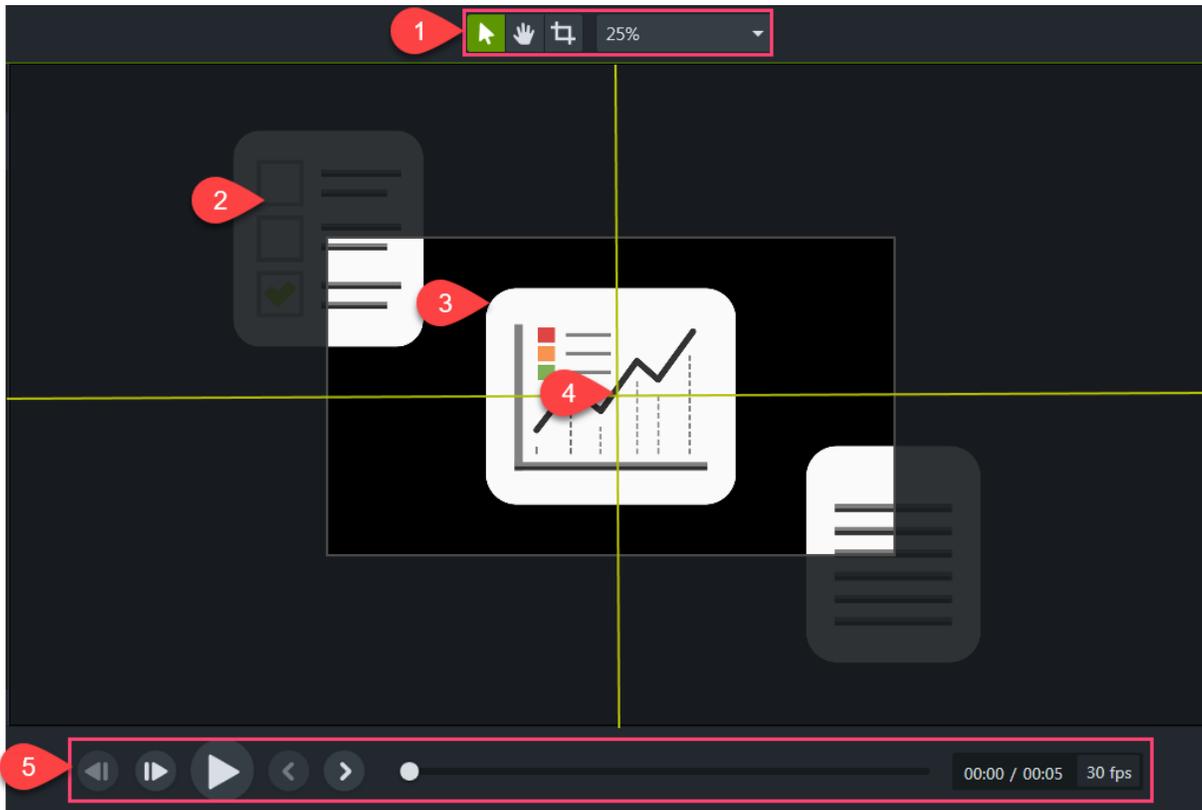
[Basic Timeline Editing](#)

[Adjust Media Properties](#)

[Download TechSmith Assets for Camtasia](#)

Position Media on the Canvas

The canvas, also 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 and [project settings](#) are located in the toolbar above the canvas.
2. If you move any media outside the canvas boundary, it is not included in the video.

To add media located outside the canvas to the video, add an animation to the media to move into view.

3. The final video only includes media within the canvas boundary. The z-order position of the media on the canvas is determined by where media is placed on the [timeline](#).
4. The canvas contains boundary guidelines to help you snap media to the edge, center, or align with other media.
5. Preview the video using the video playback buttons. Or drag the progress indicator to scrub through the video.

Canvas Tools

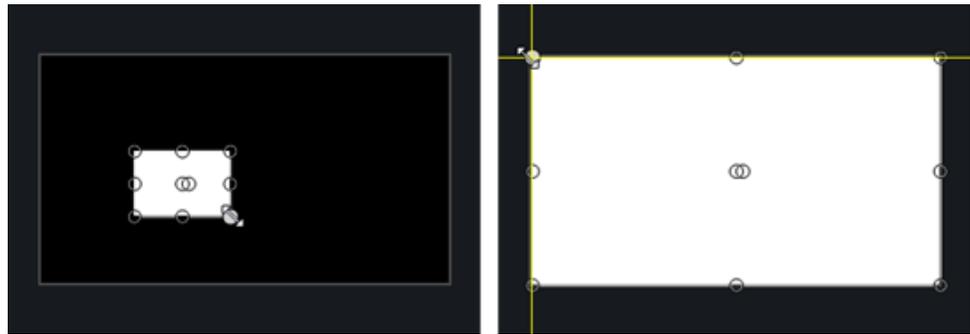
The canvas background displays in the final video whenever media or assets do not cover the entire canvas.

For the entire video:

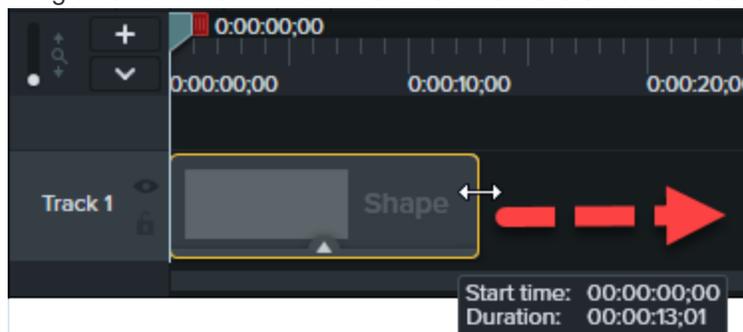
1. Right-click the canvas and select **Project Settings**.
2. Select a color from the **Color** dropdown.
3. Click **Apply**.

For a portion of the video:

1. Click the **Annotations** tab.
2. Click the **Shapes** subtab.
3. Drag a rectangle onto the canvas. Drag the handles until the annotation covers the entire canvas.



4. Right-click the annotation on the canvas and select **Arrange > Send to Back**.
5. In the Properties, select the desired background color from the **Fill** and **Outline** color dropdown.
6. Drag an end of the annotation on the timeline to extend the duration.



Change Canvas Background Color

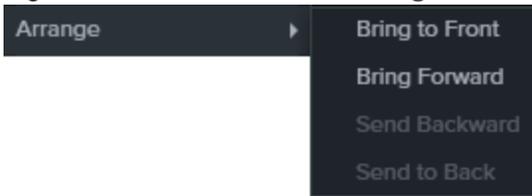
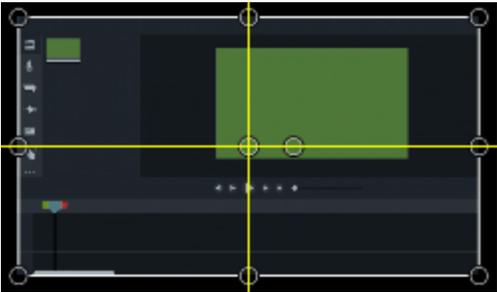
Turn Edit Mode On

Edit mode allows you to resize, rearrange, and rotate media. After using Crop or Pan, click **Edit** to continue working on the canvas.

	
<p>Turn Crop Mode On</p> 	<p>Crop removes the unwanted outer areas of a video or an image clip.</p> <ol style="list-style-type: none"> 1. Click Crop to turn crop mode on. 2. On the canvas, drag the blue handles to remove desired area. 3. Click Edit to return to edit mode.
<p>Turn Pan Mode On</p> 	<p>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.</p> <ol style="list-style-type: none"> 1. Click Pan to toggle pan mode on or off. 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. 3. While in pan mode, the canvas editing features are disabled. 4. Click Edit to return to edit mode.
<p>Detach or Attach Canvas</p>	<ol style="list-style-type: none"> 1. Right- click canvas and select Detach Canvas. The canvas detaches and moves around your screen freely. 2. To reattach canvas: <ul style="list-style-type: none"> • Windows: Click the Reattach canvas button in the empty canvas location.  • Mac: In the empty canvas location, Control+click and select Attach Canvas.
<p>Switch to Full Screen Mode</p>  Windows  Mac	<ol style="list-style-type: none"> 1. While the canvas is detached, click the Full Screen button to expand it to fit the entire screen. All editing features are still enabled while working in full- screen mode. 2. Press the Esc key on the keyboard to exit full screen mode.
<p>Change the Canvas Magnification</p> 	<p>Click the Canvas Options dropdown menu to change the magnification level of the video on the canvas.</p> <ul style="list-style-type: none"> • This does not change the canvas dimensions/ editing dimensions of the video. • Choose Fit to view the entire video within the boundaries of the canvas. • When the view is magnified, click the Pan mode icon  to enable moving the video around within the boundaries of the canvas.

Edit Media on the Canvas

Edit media on the canvas to arrange, rotate, resize, and order the appearance of media on the timeline.

Select Media	Click media on the canvas to select and move or edit the properties . This also selects the media on the timeline.
Move, Resize, or Rotate	<ul style="list-style-type: none">• Move media: Click and drag the media to a new location on the canvas.• Resize media: Drag a handle around the edges of the media in or out to set desired size.• Rotate media: Drag the center handle of the media to rotate.
Select More than One Media	<ul style="list-style-type: none">• Press and hold Shift then click each media on the canvas or timeline to select.• Selected media can be moved, rotated, and resized together.
Open Media Properties	Click media on the canvas to select and click Properties
Reorder Media	<ul style="list-style-type: none">• Right- click media and select Arrange.  <ul style="list-style-type: none">• The media automatically updates on the timeline to reflect the new z- order of the media.
Align Media	<p>Canvas snapping can assist in aligning media. As you move media on the canvas, the snapping guidelines appear.</p>  <p>To disable canvas snapping guidelines, select View > Enable Canvas Snapping to remove the checkmark.</p>

Related Articles

[Timeline Overview](#)

[Working with the Canvas Tutorial](#)

[Getting Crisp, Clear Screen Video Tutorial](#)

Basic Audio Editing

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.

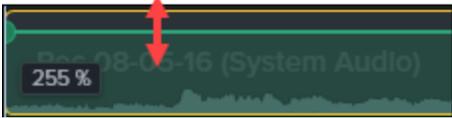
- Our ears almost always detect an audio error but our eyes are not so aware of errors occurring on-screen.
- Most people won't watch a video if the audio is bad – even if the video itself is very good.
- People are more likely to continue watching a poor quality video if the audio is good.

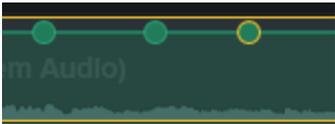
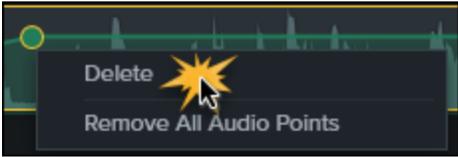
Tips for Getting Great Audio

- 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 Silence Audio . 
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	<p>To create a fade, add three audio points to the audio bar. Drag up or down to create the desired fade.</p> 
Delete audio points	<p>Right- click an audio point and choose to delete selected point or all points.</p> 
Separate system audio from screen recording	Right- click audio and choose Separate Video and Audio .
Change the look of the waveform (Windows only)	<p>Choose Edit > Preferences > Program tab > Mirror waveform.</p> 
Save audio as M4A or WAV	<p>Share > Export Audio Only.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Export to MP3 is no longer available.</p> </div>
Apply Mix to Mono to have audio in both channels	<p>Select audio clip on timeline > Properties button > Audio sub-tab  > check Mix to Mono.</p>
Apply Gain to adjust audio level of all selected clips	<p>Select audio clip on timeline > Properties button > Audio sub-tab  > Gain > drag the slider control to adjust audio level.</p>

Related Articles

[Audio Effects](#)

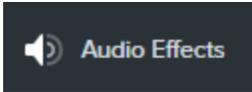
[Audio Editing Basics Tutorial](#)

Audio Effects

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

Add an Audio Effect

1. Click the **Audio Effects** tab.

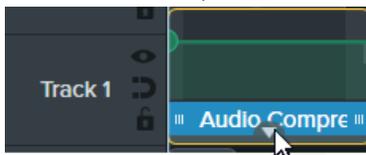


2. Drag an effect onto a clip with audio on the timeline.

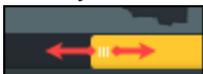
- To show certain effects, click the Show Effects tray icon on the media.



- To hide effects, click the Hide Effects tray icon on the media.



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



4. To customize the effect, click **Properties**.



Some effects have audio points instead of properties which are adjusted by clicking and dragging audio points on the track. See [Basic Audio Editing](#).

Audio Effects

Effect	Customize Properties
Noise Removal Helps reduce background noise.	<ol style="list-style-type: none">1. Click Properties.2. Choose Analyze to automate noise removal process. (Windows only) Or, manually adjust the Sensitivity, Reduction (Mac), or Amount (Windows) to get desired effect.
Audio Compression Helps even out audio levels.	<ol style="list-style-type: none">1. Click Properties.2. Choose level from Volume variation dropdown menu. Or, manually adjust Ratio, Threshold, and Gain to get desired effect.
Fade In / Fade Out 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.
Pitch (Mac Only) Adjust frequency of sound waves to change voice sound.	<ol style="list-style-type: none">1. Click Properties.2. Manually adjust Pitch, Ease In, or Ease Out to get desired effect.
Clip Speed Cause audio and video clip to play back faster or slower.	<ul style="list-style-type: none">• Drag effect on timeline to adjust speed. • Or open Properties to adjust Duration and Speed to get desired effect.<ul style="list-style-type: none">• Adjust speed higher to cause video to play back faster.• Adjust speed lower to the video to play back slower.

Related Articles

[Basic Audio Editing](#)

[Timeline Overview](#)

Enhance Your Video Overview

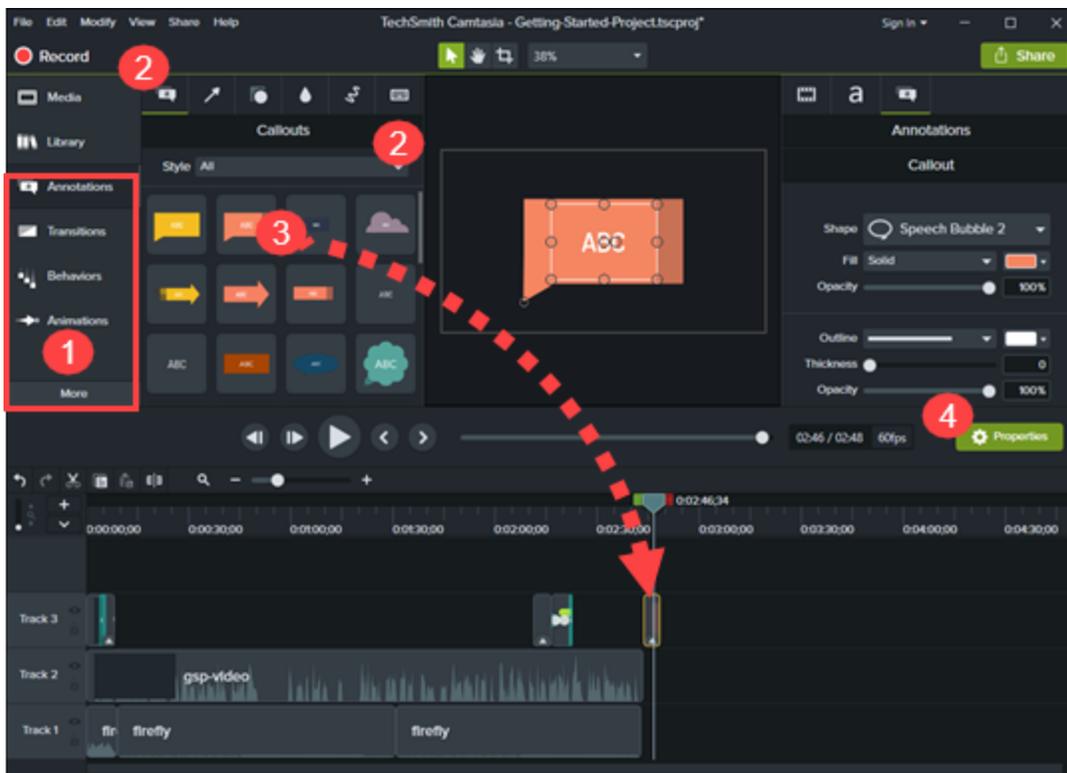
Add video enhancements to apply effects, animations, behaviors, transitions, and annotations to your video.

Video Enhancements Types

Text and Annotations	<p>Graphics or text that appear on top of a video to draw viewers' attention to important objects or processes. To learn more about editing annotations, see Edit Enhancements.</p> <ul style="list-style-type: none">• Create an Intro or Title• Position Media on the Canvas• Blur or Mask a Video• Add Annotations, Callouts & Titles Tutorial
Transitions	<p>Transitions add a visual effect between the end of a clip and the beginning of the next clip. Use transitions to indicate the passage of time, change in location, or to create a smooth flow between clips.</p>
Behaviors	<p>Behaviors are animated presets to drag and drop on text and media to liven it up and engage your viewers. Apply behaviors to any visual object on the timeline.</p> <p>These might include:</p> <ul style="list-style-type: none">• 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. <p>See Camtasia Behaviors Tutorial and Add Annotations, Callouts & Titles Tutorial.</p>
Animations	<p>Animations add interesting focal points to your video such as:</p> <ul style="list-style-type: none">• 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 the canvas to the right.• Callouts that animate in various ways on the canvas to draw attention to an area in the video.• Zooming in or out on important parts of your video to draw attention to key actions or enhance difficult to view parts within a video. See Zoom In or Out In a Video. <p>Add animations to images, video clips, and annotations. To learn more about editing annotations, see Edit Enhancements.</p> <p>See Zoom & Pan with Animations Tutorial and Animations In- Depth Tutorial.</p>

Cursor Effects	<p>Camtasia Recorder collects and stores cursor data in the TREC recording file. Add cursor effects to enhance or edit the cursor your recording.</p> <ul style="list-style-type: none"> • Smooth Out the Cursor in Screen Recordings Tutorial
Visual Effects	<p>Visual effects can improve the look and quality of your video. Effects apply to the entire clip on the timeline.</p> <ul style="list-style-type: none"> • Add a Device Frame • Remove a Color Tutorial (Green Screen or Chroma Key effect) • Interactive Hotspots
Gesture Effects	<p>Gesture effects add visual effects that simulate taps, swipes, and pinches on mobile devices.</p>

Add an Enhancement



1. Click an enhancement tab such as the **Annotation tab > Callouts subtab**.
2. Drag the enhancement onto the timeline. For some enhancements, Camtasia highlights where the selection can be applied.

3. To edit the properties, see [Adjust Media Properties](#).

To save custom enhancements as presets or favorites, see [Save Custom Properties for Enhancements \(Presets\)](#).

4. To edit the enhancement, see [Edit Enhancements](#).

Edit Enhancements

Delete	Select the enhancement on the timeline and press the Delete key.
Change Duration	<ul style="list-style-type: none">• Drag the end of the enhancement on the timeline in or out.• Right- click on the enhancement on the timeline and select Duration. Enter a duration in seconds.
View or Edit Behaviors and Visual Effects	<ol style="list-style-type: none">1. Click the Effects tray on an object on the timeline. 2. Click to select the behavior or effect.3. Edit the properties or press the Delete key to remove the behavior or effect.
Annotations	<p>Click to select the annotation to edit.</p> <ul style="list-style-type: none">• Edit Text: Double- click the annotation on the canvas and enter the desired text.• Move: Click and drag the annotation to new location on the canvas.• Resize: Click and drag a handle in any direction.• Rotate: Click and drag the center handle.
Animations	<p>Click to select the animation to edit. The selected animation turns yellow .</p> <ul style="list-style-type: none">• Change Duration: Drag the end of the animation in either direction.• Move: Click and drag the animation arrow onto another location on the media on the timeline.• Restore: Drag the Restore animation onto a clip after another animation to reverse the previous animation to its previous state. <p>For more editing help, see Zoom & Pan with Animations Tutorial and Animations In-Depth Tutorial.</p>

Behaviors	<p>Click the Effects tray on the media and click to select the behavior. The selected behavior turns yellow.</p>  <p>In the properties:</p> <ul style="list-style-type: none">• In tab: Customize how the behavior enters the canvas.• During tab: Customize the behavior while it is on the canvas.• Out tab: Customize how the behavior exits the canvas. <p>For more editing help, see Camtasia Behaviors Tutorial and Add Annotations, Callouts & Titles Tutorial.</p>
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For additional editing help, see [Timeline Overview](#).

Related Articles

[Timeline Overview](#)

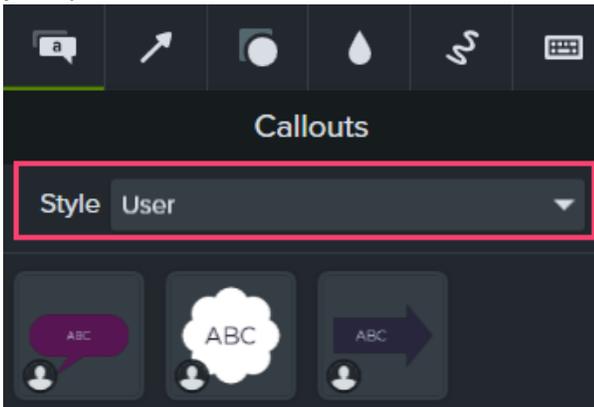
[Adjust Media Properties](#)

[Save Custom Properties for Enhancements Presets](#)

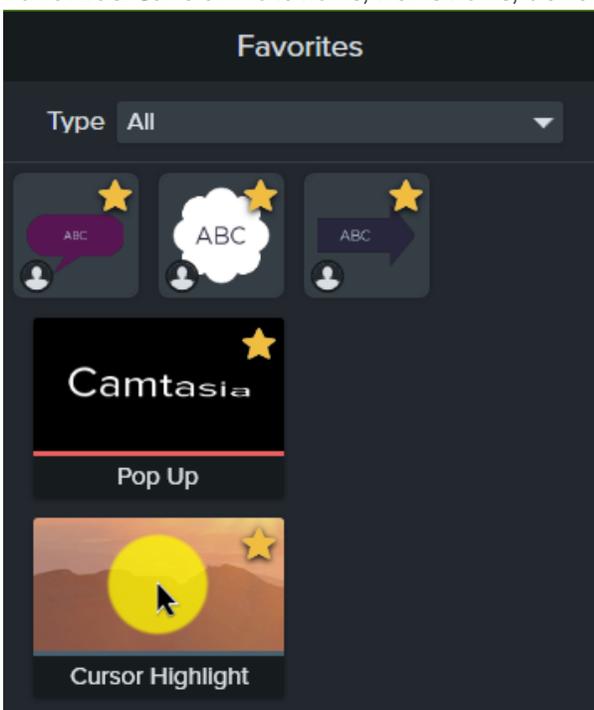
Save Custom Properties for Enhancements (Presets)

Add a preset or favorite to save your custom annotations, transitions, behaviors, animations, and effects.

- **Presets:** Save annotations, behaviors, and effects. In the **Style** or **Type** dropdown, select **User** to view your presets.



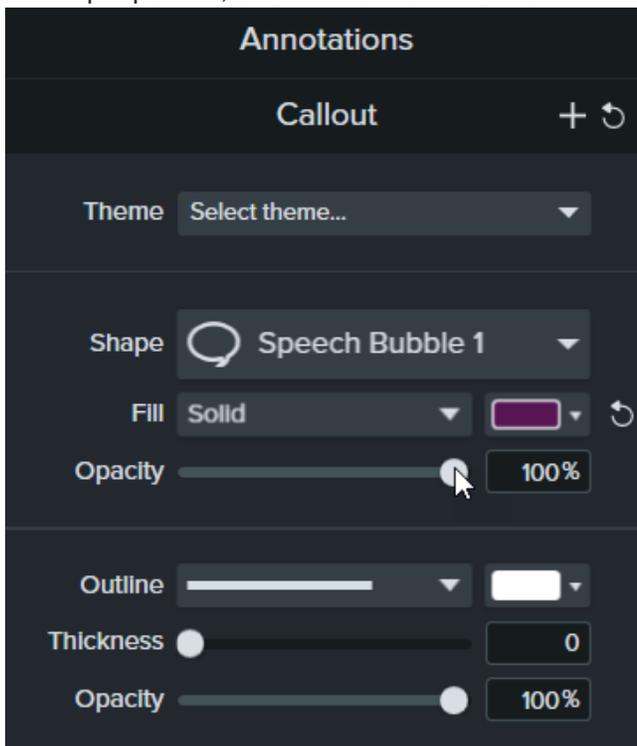
- **Favorites:** Save annotations, transitions, behaviors, animations, and effects to the **Favorites** tab.



Create a Preset

Customize and save enhancements including annotations, transitions, behaviors, animations, and effects.

1. Click an enhancement tab such as the **Annotationstab > Calloutsubtab**.
2. Drag an enhancement on to the canvas or to the timeline.
3. In the properties, customize the enhancement.



4. Click the plus icon  to save the custom enhancement properties as a new preset.

Camtasia saves the preset to the enhancement tab and adds a user icon.



Tip: Package presets to share your video enhancements with others.

Add your presets to a Camtasia package to quickly share your presets with others. See [Package and Share Camtasia Resources](#).

Add Favorites

Save time by adding commonly-used annotations, transitions, behaviors, and effects to the **Favorites** tab.

1. Click an enhancement tab such as the **Annotationstab > Calloutsubtab**.
2. Click the Favorites icon .

Camtasia adds the enhancement to the **Favorites** tab and the Favorites icon  changes.



Click the Favorites icon  to remove the annotation from the Favorites tab.

Rename an Enhancement

1. Click an enhancement tab such as the **Behavior** tab.

To edit an enhancement name, the name must be visible under the enhancement.

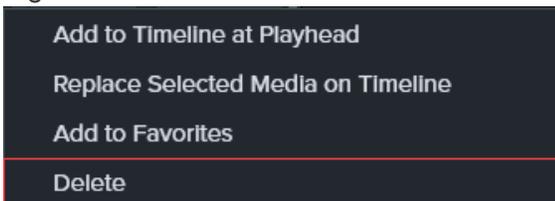
2. Right-click an enhancement and select **Rename**.
3. Type a new name and press **Enter**.

Camtasia displays the new enhancement name.

Delete an Enhancement

Remove unneeded or out-dated annotations, behaviors, and effects.

1. Click an enhancement tab such as the **Annotation** tab > **Callouts** subtab.
2. Right-click an enhancement and select **Delete**.



Camtasia deletes the enhancement from the enhancement tab.

To replace all the default enhancements in that tab, select an enhancement tab. Right-click and select **Restore** or **Restore Default**.

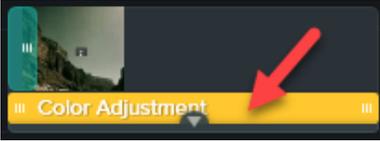
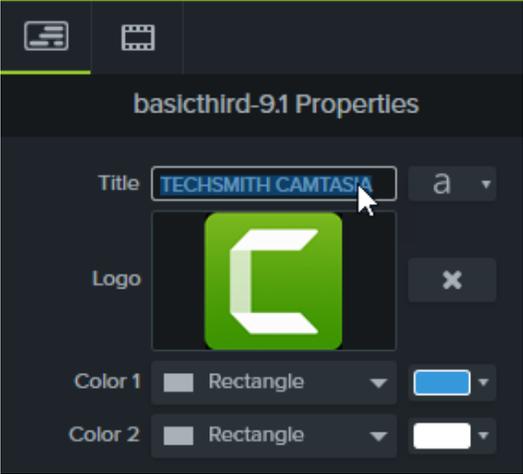
Related Articles

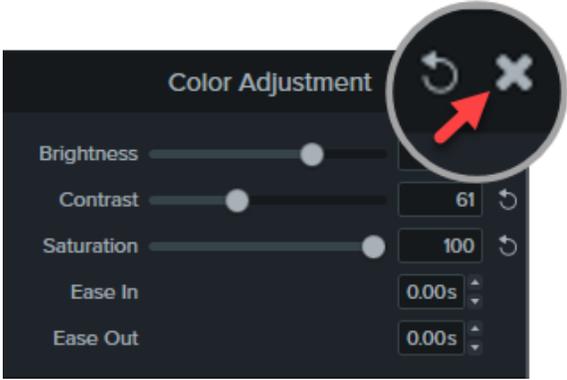
[Enhance Your Video Overview](#)

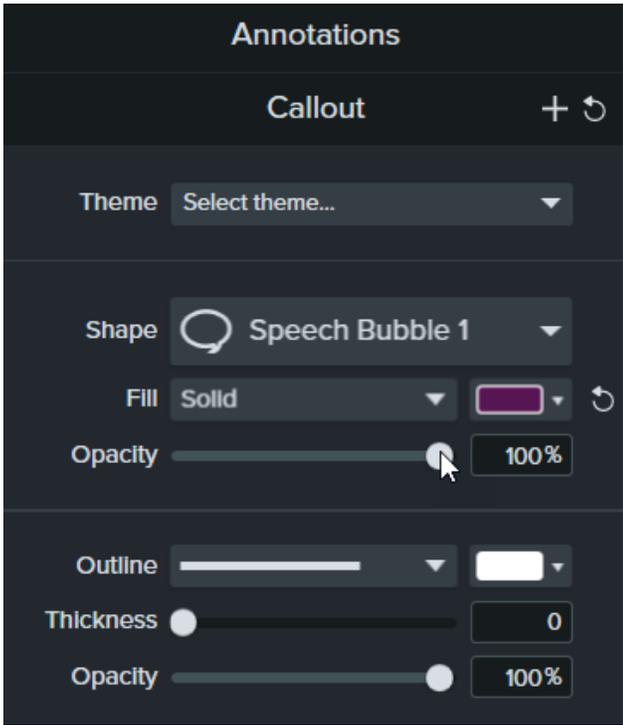
[Package and Share Camtasia Resources](#)

Adjust Media Properties

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

Option	Edit Properties
Open the properties for media, animation, behavior, or effect	<ol style="list-style-type: none">1. Select on timeline. 2. Click the Properties button. 
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">1. Click to select asset on timeline.2. Click the Properties button. 3. On the Quick Properties tab, edit the desired properties. 
View properties for each effect Effects can be layered on media.	<ol style="list-style-type: none">1. Click to select effect on timeline.2. Click the Properties button. 3. Drag the scroll bar in the Properties pane.

Option	Edit Properties
	
<p>Set properties back to the default settings</p>	<p>Click the rewind button next to the desired option.</p>
<p>Delete an effect, animation, or behavior from a media or clip on the timeline</p>	<p>Click the X on the Properties box. To undo the delete:</p> <ul style="list-style-type: none"> • Press Ctrl+Z or Cmd+Z. • Choose Edit > Undo. • Click Undo . 
<p>Add a Preset Save annotations, behaviors, and effects.</p>	<ol style="list-style-type: none"> 1. Click an enhancement tab such as the Annotations tab > Callouts subtab. 2. Drag an enhancement on to the canvas or media on the timeline. 3. In the properties, customize the enhancement as desired.

Option	Edit Properties
	 <p data-bbox="683 1003 1398 1079">4. Click the plus icon  to save the custom enhancement properties as a new preset.</p> <p data-bbox="662 1094 1463 1167">In the Style or Type dropdown, select User to view your presets. See Save Custom Properties for Enhancements.</p>

Related Articles

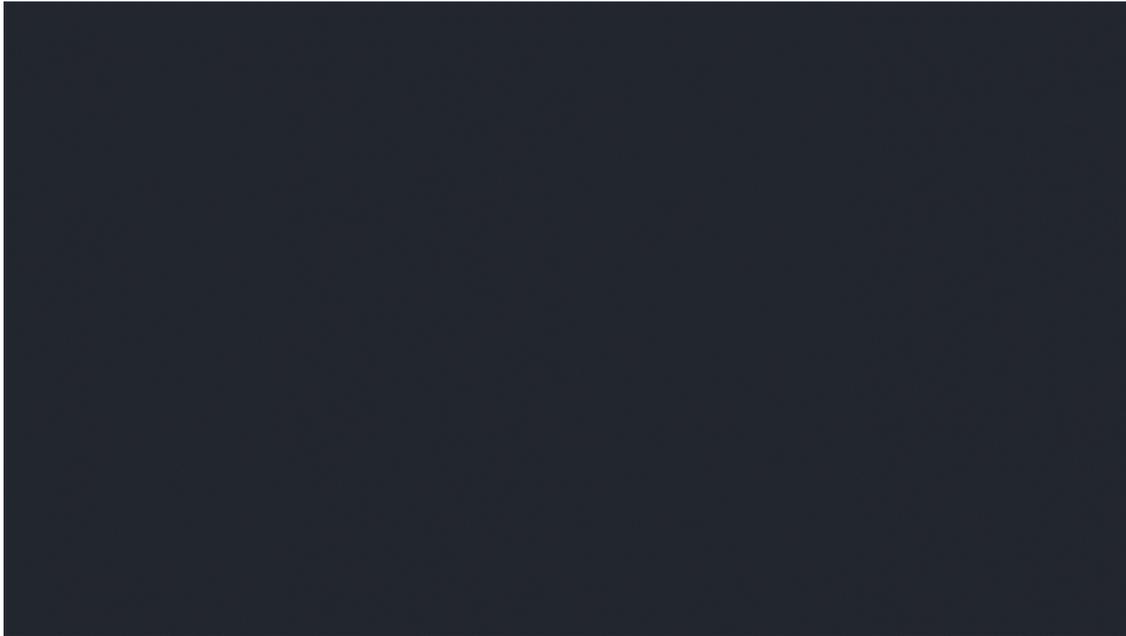
[Create and Manage Themes](#)

[Enhance Your Video Overview](#)

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Create an Intro or Title

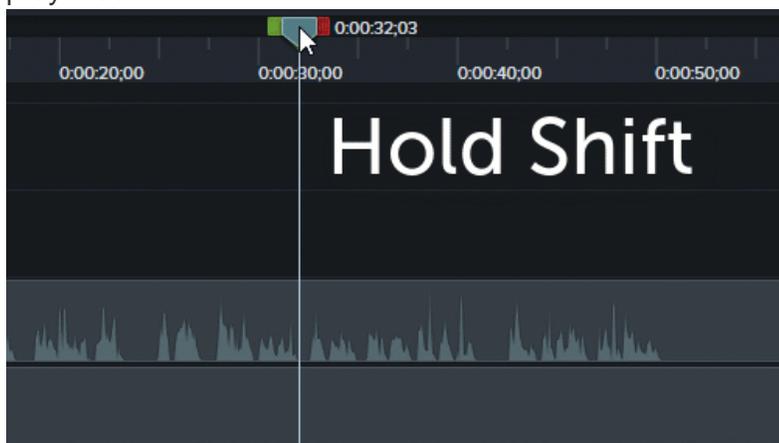
Title slides introduce a video, scene, or provide a call-to-action for your viewers.



To use one of Camtasia's premade intros, drag an intro from the [Camtasia 2020 Library](#) onto the timeline or [download more](#).

Create a Custom Intro

1. To insert space, drag the playhead to the desired location on the timeline. Hold the **Shift** key and drag the playhead. Camtasia splits the media across all tracks and moves everything to the right of the playhead.



2. Add a background:

- **Solid Background:** Click the **Annotations** tab and drag a rectangle shape onto the timeline. Drag the handles to cover the canvas. Click the **Properties** button to edit the color.
- **Static Image or Motion Backgrounds:** Drag media from the [Library](#) or [Media Bin](#) onto the timeline.

3. Drag the end of the media to adjust the duration to fill the space on the timeline.



4. Add text such as the subject of the scene, your company name, or the speaker's name:

- Click the **Annotations** tab and drag a text annotation onto the timeline. Double-click the annotation on the canvas and enter text. Click the **Properties** button to edit the text properties.

5. Add other customizations:

- Drag assets such as your company logo or other visual elements from the [Library](#) or [Media Bin](#) onto the timeline.
- To add a clickable call-to-action such as your a link to subscribe to your newsletter, channel, or social media, see [Interactive Hotspots](#).
- To animate text or visual elements, see [Enhance Your Video Overview](#).

Related Articles

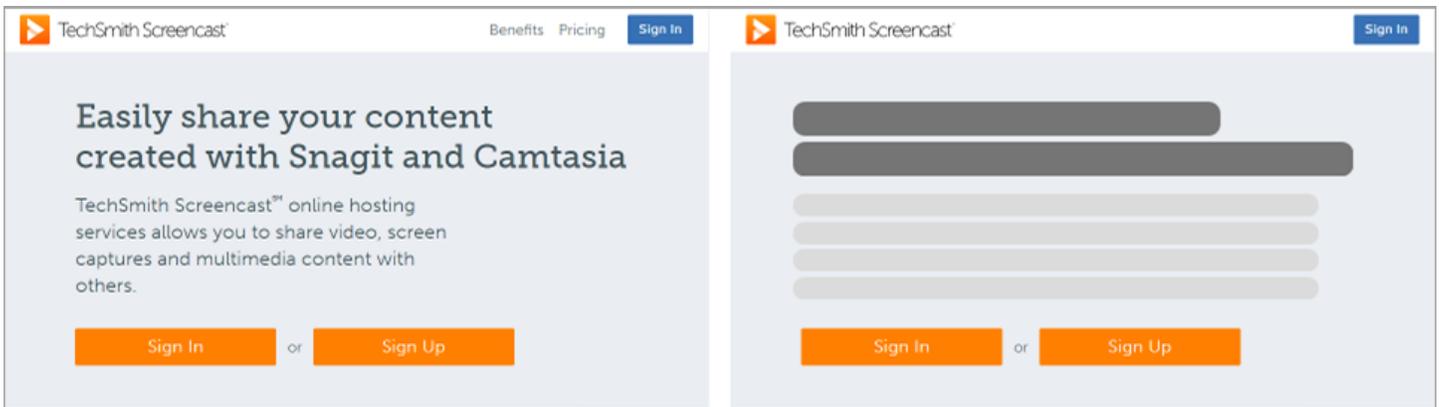
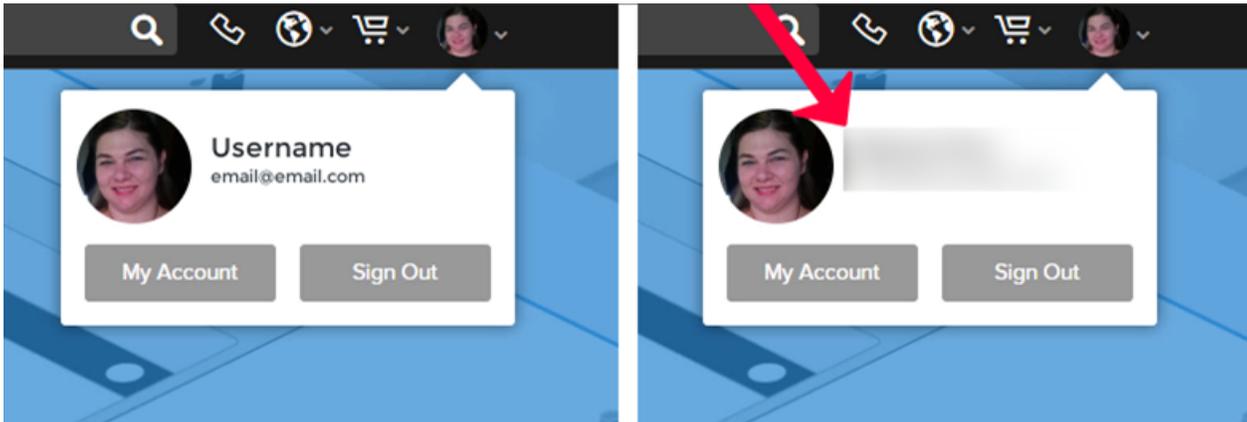
[Enhance Your Video Overview](#)

[Reuse Assets Across Projects \(Asset Libraries\)](#)

[Download TechSmith Assets for Camtasia](#)

Blur or Mask a Video

Add annotations to hide portions of the video containing confidential or distracting content.



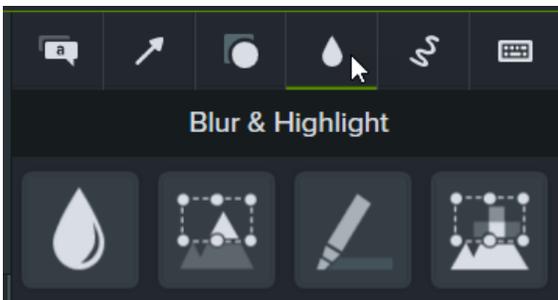
Blur an Area

Add a blur to cover sensitive information in a video such as billing or personal information.

Some blurred numbers and text can be decoded. We recommend using other annotations, such as callouts or shapes, to cover confidential information. See [Mask an Area](#).

1. Click the **Annotations** tab.

- **Windows:** Click the **Special** subtab.



- **Mac:** Click the **Blur & Highlight** subtab.

2. Drag a blur annotation onto the canvas or timeline:

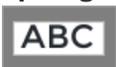
- **Blur:** Applies a standard blur effect.



- **Pixelate:** Applies a square or pixel blur.

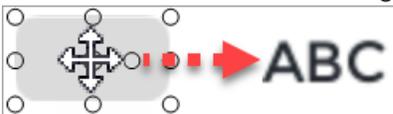


- **Spotlight:** Dims the video outside the selected area.

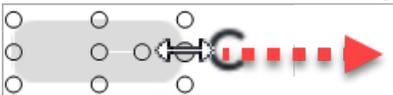


3. Position the annotation on the canvas.

- To move the annotation, drag the center of the annotation to the desired location.



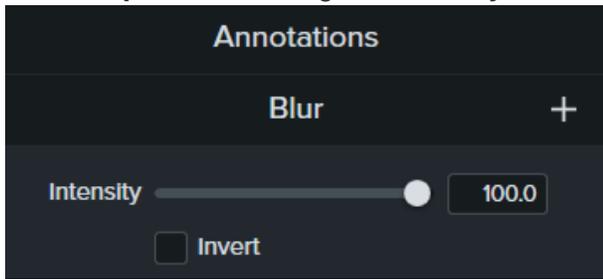
- To resize the annotation, drag the handles in any direction.



4. To change the duration, drag an end of the annotation on the timeline in either direction.



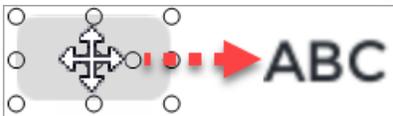
5. Click **Properties** and drag the **Intensity** slider to adjust the amount to blur.



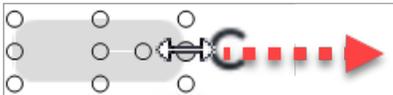
Mask an Area

Add a shape annotation to cover up a pop-up, simplify a video, or hide sensitive content.

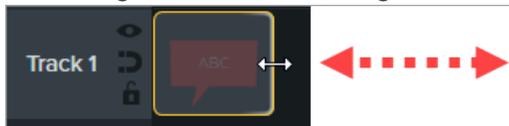
1. Click the **Annotations** tab.
2. Click the **Shapes** subtab.
3. Drag a shape annotation onto the canvas or timeline.
4. Position the annotation on the canvas.
 - To move the annotation, drag the center of the annotation to the desired location.



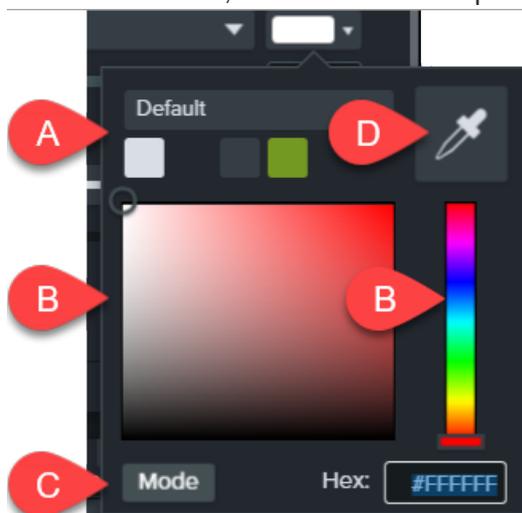
- To resize the annotation, drag the handles in any direction.



5. To change the duration, drag the end of the annotation on the timeline in either direction.



6. Click **Properties** to customize the annotation. See [Adjust Media Properties](#).
- To select a color, click the color dropdown and complete one of the following:



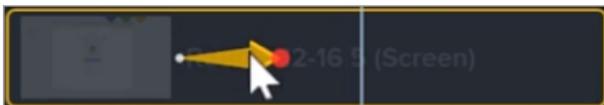
- A. Click to select a theme color.
- B. Click to select a color from the palette or drag the color slider.
- C. Enter a RGB or Hex value.
- D. Click the color picker and click to select a color on the screen.

Blur or Mask a Moving Object

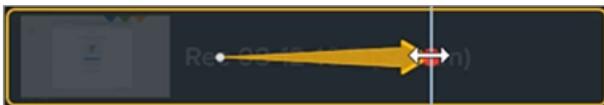
Add an animation to cover up or blur a moving object in your video.

- Add a blur or shape annotation onto the canvas or timeline. See [Blur an Area](#) or [Mask an Area](#).
- Select **Animationstab > Animations subtab** (Windows) or click **Animationstab** (Mac).
- Drag the **Custom** animation onto the shape or blur on the timeline.

- To position an animation, drag the arrow.

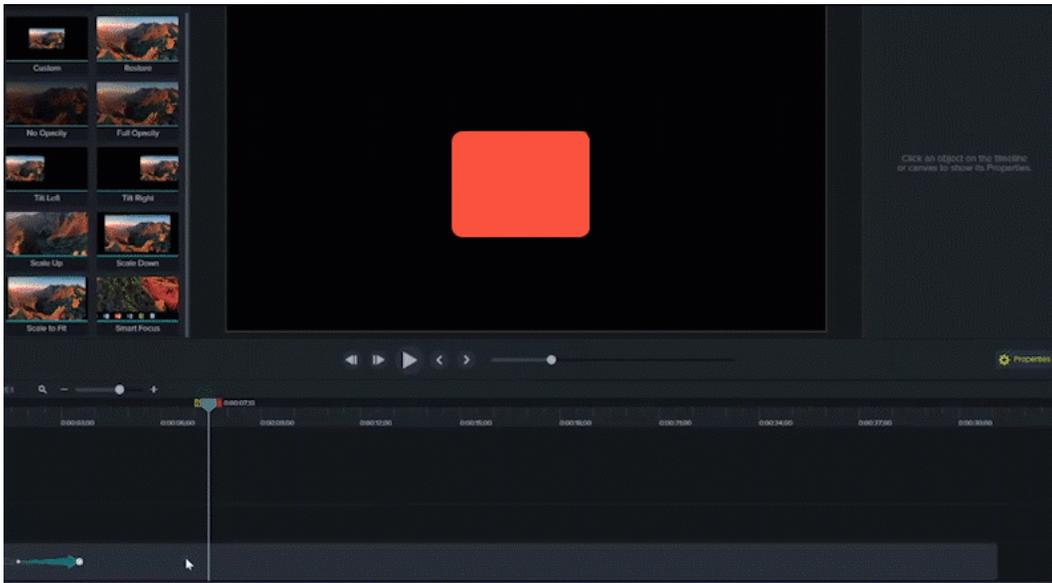


- To extend/reduce the animation duration, drag either end of the arrow.



- On the timeline, drag the playhead to the right of the animation arrow. To set the end location for the

animation, drag the annotation to cover or blur the object on the canvas.



The blur or shape annotation moves with and covers the location set in the video.

Related Articles

[Enhance Your Video Overview](#)

[Adjust Media Properties](#)

[Animations & Effects Tutorial](#)

[Animations In-Depth Tutorial](#)

Hide the Cursor

You can hide the cursor on any Camtasia Recording file (TREC) added to the timeline.

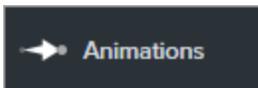
To highlight, magnify, or apply another cursor effect, see [Enhance Your Video](#).

Hide Cursor for Entire Clip

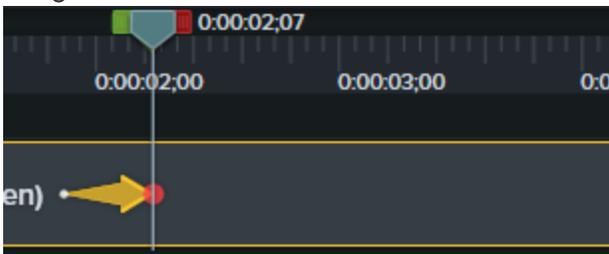
1. Click to select a TREC recording on the timeline.
2. Click the **Properties** button.
3. Change the **Opacity** to zero.

Hide Cursor for a Duration

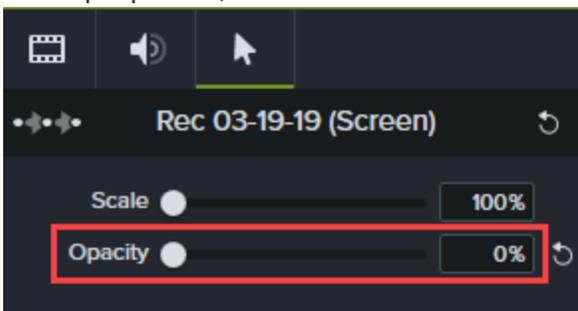
1. Select **Animationstab > Animations** subtab.



2. Drag the **Custom** animation onto the TREC on the timeline.
3. Drag the end of the animation arrow to the location to start hiding the cursor.

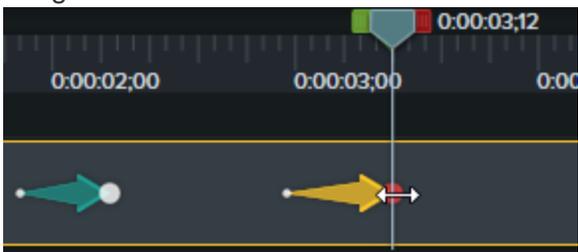


4. In the properties, click the **Cursor** tab and set the **Opacity** to 0%.

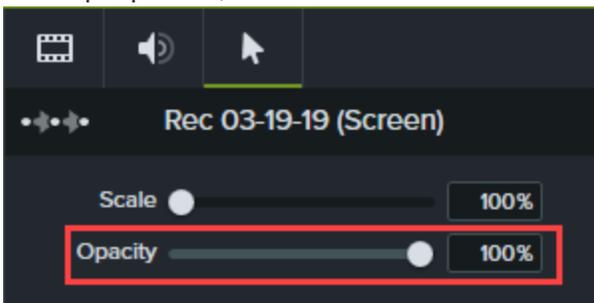


5. To show the cursor again in the video, drag another **Custom** animation onto the TREC on the timeline.

6. Drag the end of the animation arrow to the location for the cursor to appear.



7. In the properties, click the **Cursor** tab and set the **Opacity** to 100%.



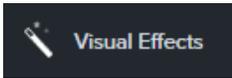
Related Articles

[Enhance Your Video Overview](#)

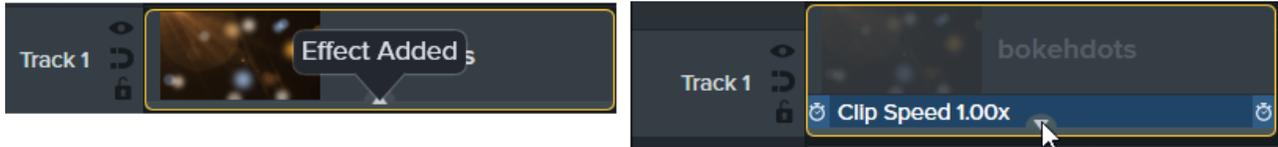
Change the Clip Speed

Speed up or slow down media on the timeline.

1. Click **Visual Effects** tab.



2. Drag the **Clip Speed** effect onto media on the timeline.



3. Select the media with the clip speed applied and click the **Properties** button to adjust the **Duration** and **Speed** to get the desired effect.
 - Increase the speed to play back the video faster.
 - Decrease the speed to play back the video slower.

To vary the duration and speed of different parts of the media, split the media first before applying the Clip Speed effect.

Related Articles

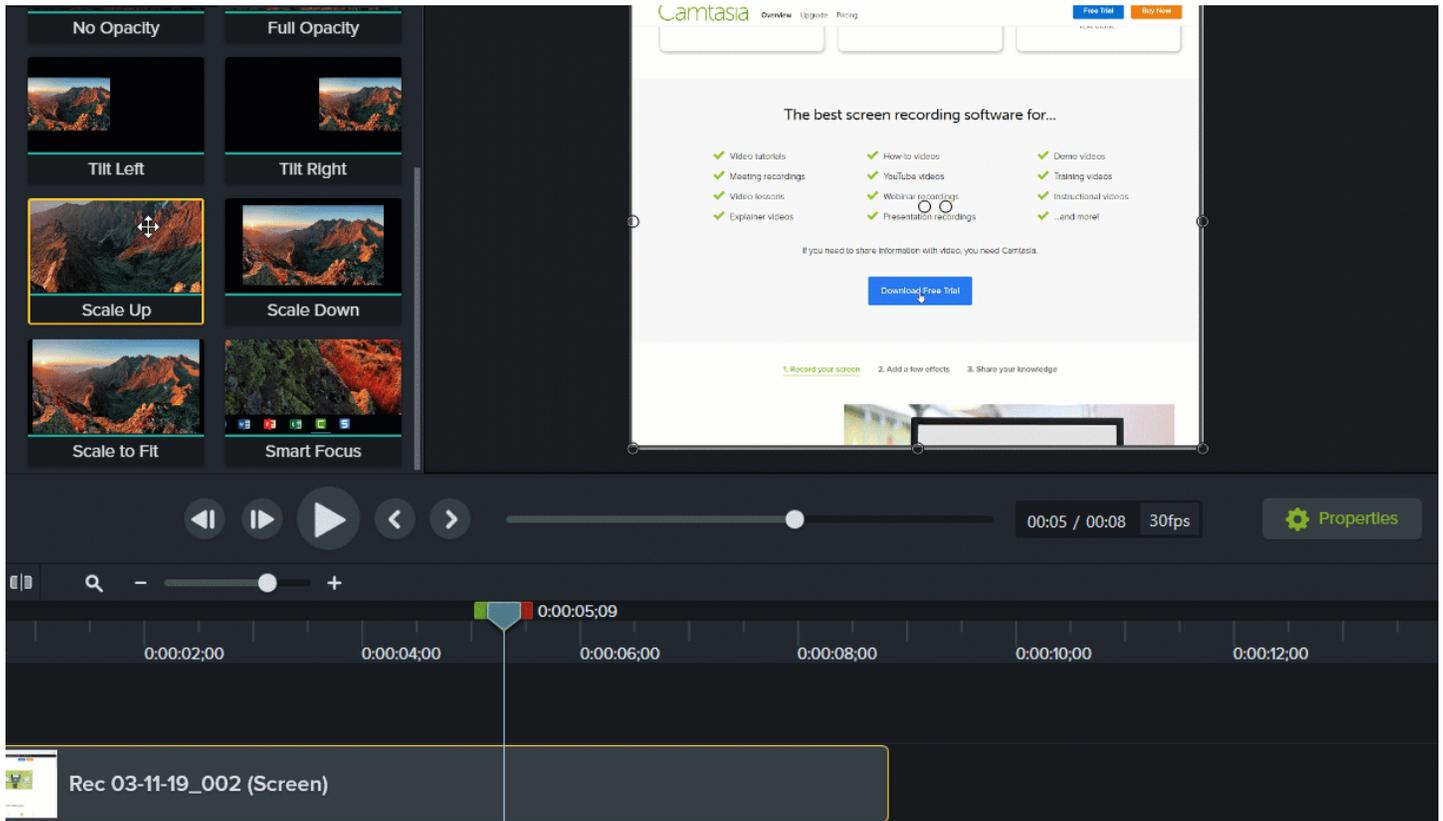
[Enhance Your Video Overview](#)

[Animations & Effects Tutorial](#)

Zoom In or Out In a Video

Zoom in or out on important parts of your video to draw attention to key actions or enhance difficult to view parts within a video.

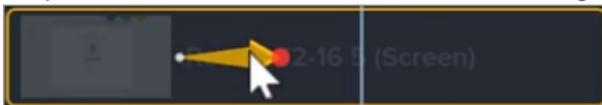
Apply Zoom In and Out Animations



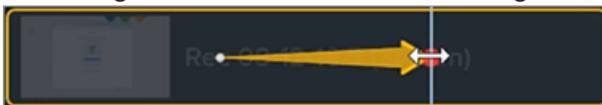
1. Select the **Animation** tab > **Animations** subtab (Windows) or click the **Animation** tab (Mac).

2. Drag the **Scale Up** animation onto media on the timeline.

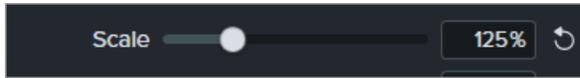
- To position when the animation occurs, drag the arrow.



- To change the animation duration, drag either end of the arrow.



3. Click **Properties** to customize the annotation. See [Adjust Media Properties](#).
 - To adjust the zoom, move the playhead to the right of the arrow and drag the **Scale** slider.

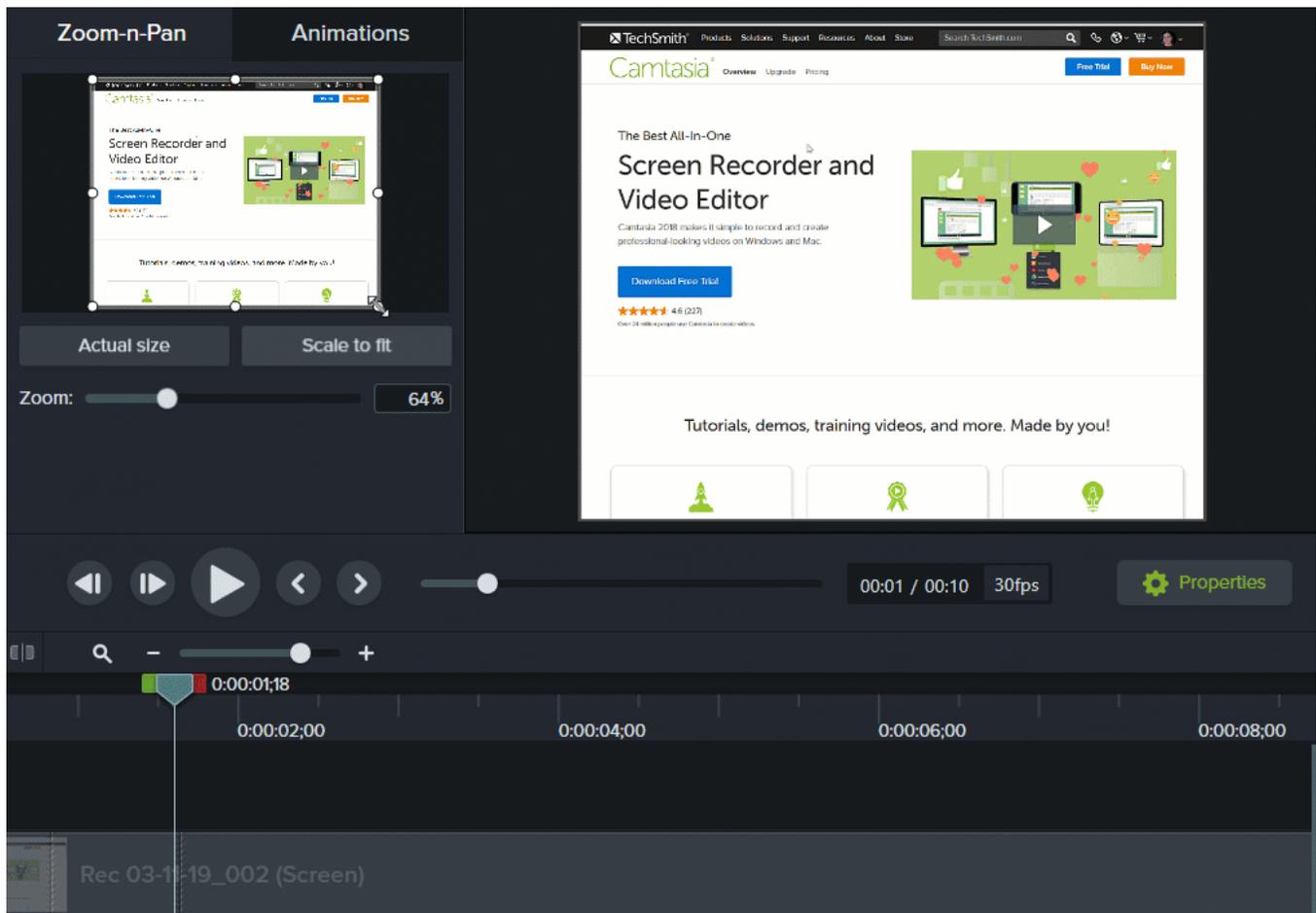


4. To zoom out, drag the **Scale Down** or **Scale to Fit** animation onto the media on the timeline and adjust the location, duration, and properties of the animation.

Preview the animations on the canvas to see how they appear in the final video.

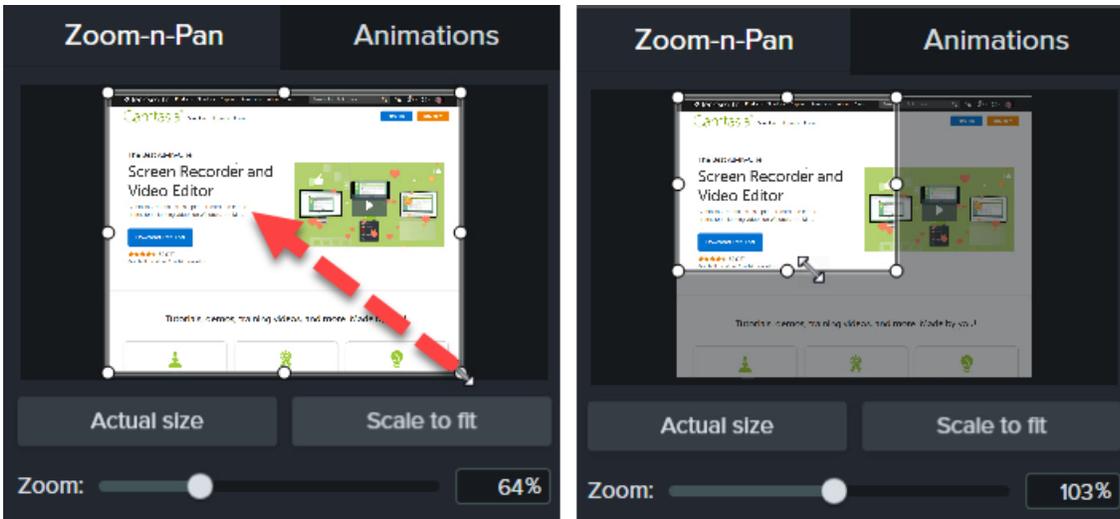
Apply Zoom-n-Pan Animations (Windows Only)

Use Zoom-n-Pan to quickly add zoom in, zoom out, and pan animations to the timeline.



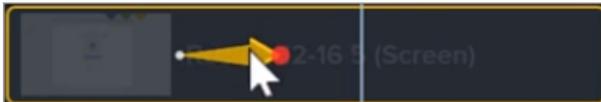
1. Drag the playhead on the timeline to where you want the zoom to occur.
2. Select the **Animations > Zoom-n-Pan** tab.

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

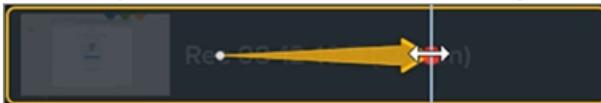


4. A zoom animation appears on the timeline.

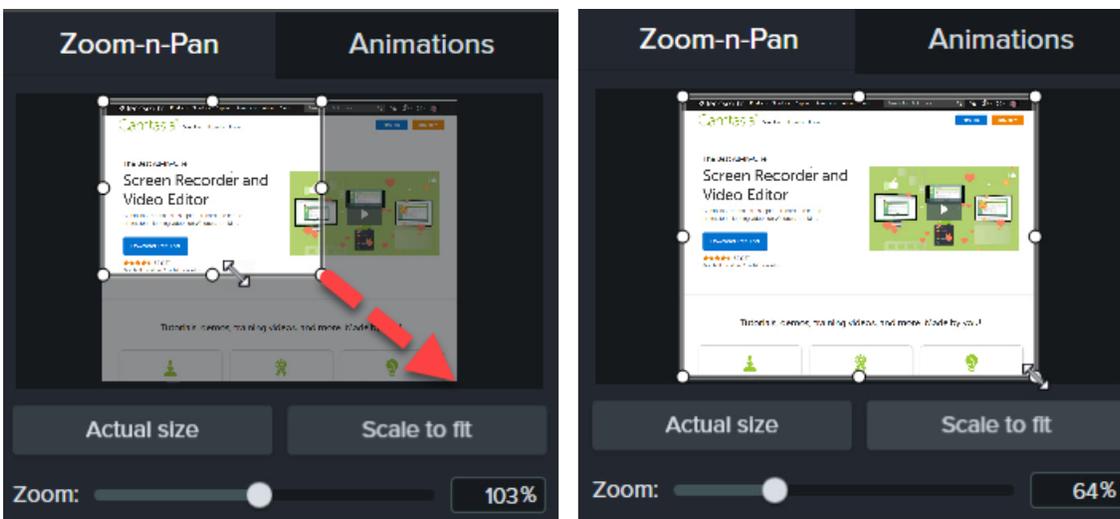
- To position when the animation occurs, drag the arrow.



- To change the animation duration, drag either end of the arrow.



5. To zoom out, drag the playhead where the zoom animation ends. Repeat steps 3 and 4 to zoom out or use the **Scale to Fit** button to quickly zoom to full scale. A second animation arrow appears on the timeline.



About SmartFocus™

SmartFocus collects data during recordings such as cursor movements, mouse clicks, and other actions and uses that to add zoom and pan animations to your media.

SmartFocus can only be applied to .trec files using Camtasia version 2019 or later.

1. Select **Animations > Animations subtab**.
2. Drag the **Smart Focus** animation onto a .trec file on the timeline.

Tip

Apply SmartFocus first. To apply additional zoom and pan animations manually, see [Apply Zoom In and Out Animations](#).

To help SmartFocus predict where to apply zoom and pan animations, follow the tips below during recording:

- **Slow down.** Use slow, deliberate mouse movements.
- **Limit clicking.** Do not randomly click around the screen or repeatedly click with the mouse.
- **Record at full screen dimensions and produce at smaller dimensions.** SmartFocus is ideal for cases where you need to record at full screen or large dimensions, but want to produce the final video at smaller dimensions.

For example, if you record a full screen application and then produce the final video for distribution on a smaller mobile device, the full screen recording is not clearly viewable at the original dimensions without zooming.

After applying SmartFocus, a dialog appears with the option to change the editing dimensions of your video to a smaller size.

- **Record clips longer than 30 seconds.** SmartFocus is optimized for recordings longer than 30 seconds. For shorter clips, manually add zoom and pan animations. See [Apply Zoom In and Out Animations](#).
- **Do not “talk” with the cursor.** Do not move the cursor around or point at unnecessary areas on the screen as you speak. Try to keep the cursor still in the area of focus in the recording unless you are demonstrating a focused action.
- **Keep the cursor close when entering text.** SmartFocus may not predict the correct action if you click in a text box, move the cursor to the other side of the screen, and then start talking. If you want the viewer to see what is typed into the text box, keep the cursor in or near the text box.

- **Use the mouse scroll wheel (if applicable).** Try using the mouse scroll wheel instead of clicking and dragging on the scroll bar. SmartFocus may zoom in on the scroll bar instead of the content scrolling. For example, use the mouse scroll wheel when scrolling long web pages.

Related Articles

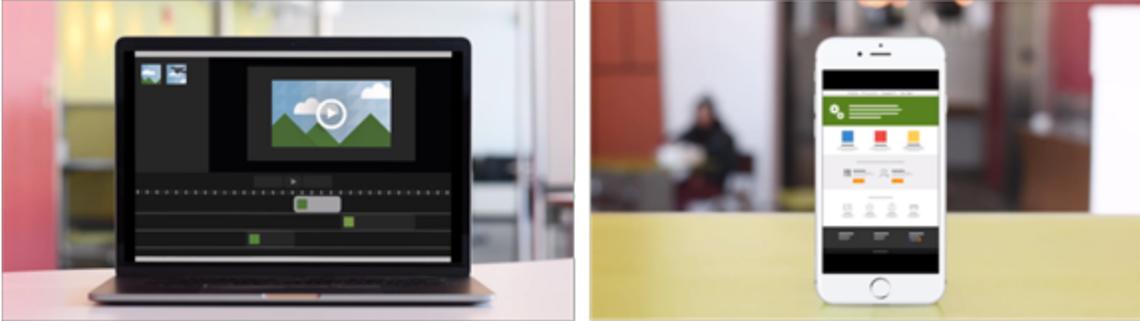
[Enhance Your Video Overview](#)

[Adjust Media Properties](#)

[Animations & Effects tutorial](#)

Add a Device Frame

Add a device frame around an image or video clip to provide context and a professional look to your video.

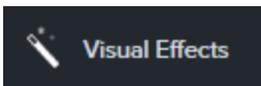


Device frames are great for:

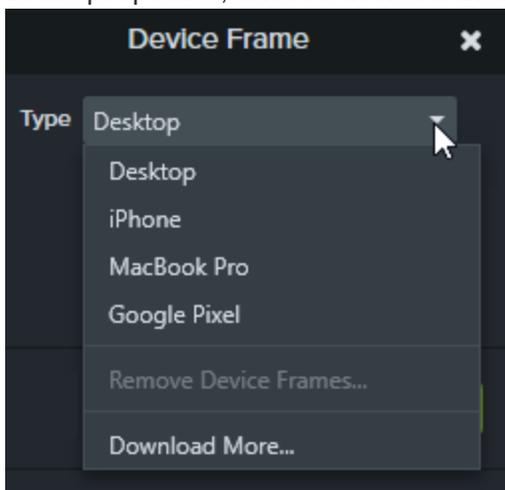
- Introducing a scene such as a mobile or desktop demo.
- Showing your company's website within a product marketing video.

Add a Device Frame

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



2. Drag the **Device Frame** effect onto an image or clip on the timeline.
3. Click the **Properties** button to open the properties.
4. In the properties, select a device frame from the **Type** dropdown.



To download more device frames, select the **Download More** option in the Type dropdown or go to <https://library.techsmith.com/Camtasia>.

Related Articles

[Enhance Your Video Overview](#)

[Download TechSmith Assets for Camtasia](#)

[Device Frames Tutorial](#)

Interactive Hotspots

Hotspots provide a clickable call-to-action in a video for viewers such as:

- Open the next video in a series.
- Provide a link to subscribe to your newsletter, channel, or social media.
- Jump to a specific point in a video to learn more based on viewer's interest.
- Provide a link to purchase your product or software.

Add a Hotspot

1. Click the **Visual Effects** tab.
2. Drag the **Interactive Hotspot** effect onto visual media on the timeline.
3. Click the **Properties** button to customize the hotspot. The default pauses the video at the end of a hotspot and requires the user to click to continue. Other options include:
 - **URL:** Send the viewer to the URL entered.
 - **Marker:** Send the viewer to a specific marker in the video. You must have markers on the timeline to select this option.
 - **Time:** Send the viewer to a specific time or frame in the video.
4. To test the URL, Marker, or Time options, click the **Test** button.

The [TechSmith Smart Player](#) is required to display hotspots in a video. See [Playback Requirements for Quizzes, Hotspots, and Captions](#) to learn how to produce a video with interactive hotspots.

Related Articles

[Add Interactive Hotspots to a Video Tutorial](#)

[Playback Requirements for Quizzes, Hotspots, and Captions \(Smart Player\)](#)

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.

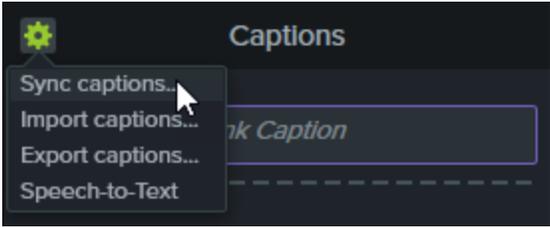
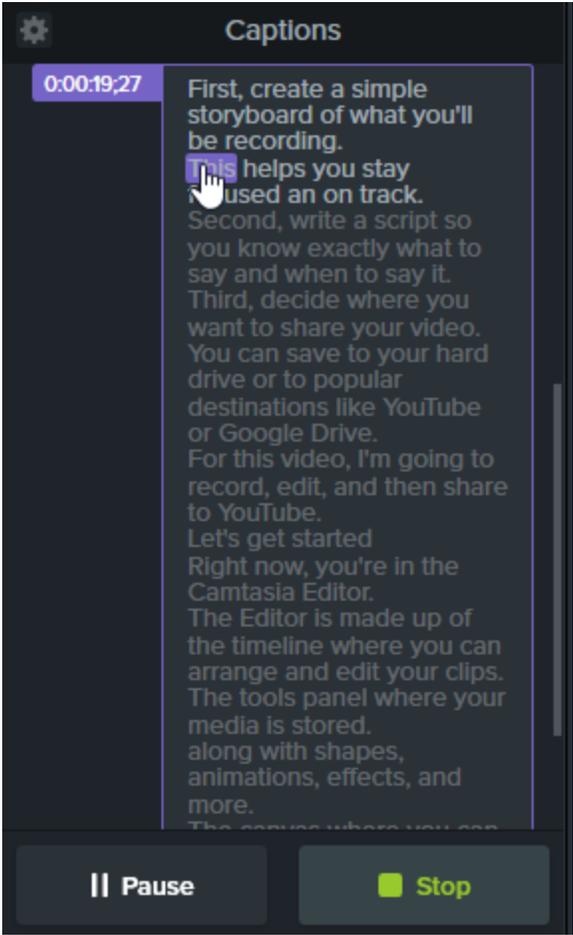
Caption Type	Production Option
<p>Closed Captions</p>  <p>Playback in the TechSmith Smart Player is required.</p> <ul style="list-style-type: none">• Captions are turned on/off by the viewer via a CC button on the video controller.• Captions are ADA compliant.• Caption display can be customized.• Captions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

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

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>Manually Add Captions</p>	<ol style="list-style-type: none"> 1. Move the playhead to the beginning of the timeline. 2. To add captions: <ul style="list-style-type: none"> • On Windows, click the Captions tab and click the Add Caption button. • On Mac, click the Audio Effects tab and drag the Captions effect onto the audio track on the timeline. Click the first caption segment. 3. Click the Loop button or press Enter to play the audio section. Type what you hear or paste the corresponding text from a written script. <div data-bbox="760 646 1037 772" data-label="Image"> </div> <ul style="list-style-type: none"> • If your caption exceeds three lines, the text changes to gray. Click the Split button to move the gray text into a new caption. • To change the duration of a caption, drag the Duration slider. The default duration is four seconds. <div data-bbox="829 978 1365 1062" data-label="Image"> </div> • For more caption writing tips, see ADA Compliant Caption Tips. 4. Click the Next Caption button or press the Tab key to add a new caption. <div data-bbox="760 1255 1050 1344" data-label="Image"> </div> 5. Repeat steps 3 and 4 until the end of the video.
<p>Sync Captions from a Script (Windows Only) 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"> 1. Move the playhead to the beginning of the timeline. 2. Click the Captions tab and click the Add Caption button. 3. Paste the full script into the caption editor. 4. Click the Gear icon and select Sync captions.

Method	Steps
	 <p>5. Read the instructions that appear and when ready to sync captions, click Continue. 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"> • Click Pause to pause the video playback. • Click Stop to finish syncing the script and captions.
<p>Import or Export a Caption File You can import or export captions as</p>	<p>Import a Caption File</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 File > Import > Captions 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"> 1. Select the Export menu > Export Captions. 2. Enter a file name and select SAMI or SRT. 3. On Windows, click Save. On Mac, click Export. <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 Import or Export a Caption File.</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"> • On Windows, select caption on timeline and press the Delete key. • On Mac, select caption on timeline and delete text from the caption editor.
Remove all captions from media or timeline	<ul style="list-style-type: none"> • On Windows, select Modify > Captions > Remove All Captions. • On Mac, select media on timeline. Select Modify > Captions > Remove Captions.
Split caption	Right-click on the caption and select Split Caption .
Merge caption	<ul style="list-style-type: none"> • Move the playhead to the caption on the timeline to merge. Right-click on the caption and select Merge with Next Caption. • Or, click the gear icon  and select an option.
Hide captions in video	<p>On Windows:</p> <ul style="list-style-type: none"> • On the Captions track, click the disable option.  <ul style="list-style-type: none"> • Or, Select Share > Custom Production > New Custom Production > MP4 option > Next > Options tab > Uncheck

the Captions option.

On Mac:

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

Create a Video Table of Contents

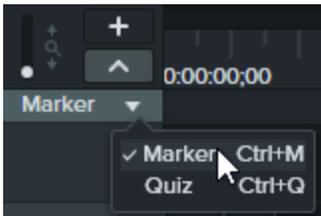
Add an interactive table of contents to your video to create navigation points for your viewers.

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 export 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. Select one of the following options:
 - **Export > Screencast.com**
 - To create an MP4 file with custom TOC settings: Select **Export** button > **Custom production** > **New Custom Production** > **MP4 - Smart Player (HTML 5)** > **Next** > **Next** > **Next** > **Marker options**.
2. On the Marker options screen, choose the desired TOC options.
3. Step through the rest of the Production Wizard to complete the production process.

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"> • Text with thumbnail: TOC shows both the thumbnail and the text • Text only: TOC shows only the text • Thumbnail only: TOC shows only the thumbnail

Produce a Table of Contents (Mac)

1. Select **Export > Screencast.com** or **Export > Local File > 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 **Export**.
 - **For Export as Web Page:** Click **Export as Web Page** and 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.



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.

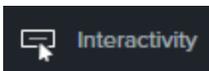
The [TechSmith Smart Player](#) is required for table of contents, closed captions, search, quizzing, and hotspots in a video. To include the TechSmith Smart Player, produce the video to MP4 or export to Screencast.com.

Quiz Features

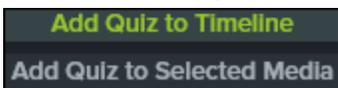
<ul style="list-style-type: none">• Unlimited number of fill in the blank, multiple choice, short answer, or true/false questions.	<ul style="list-style-type: none">• Require quiz / survey takers to submit a name and email address.
<ul style="list-style-type: none">• Provide up to thirty answers options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

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.



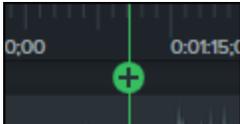
3. Quiz is added and quiz mode is turned on.



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



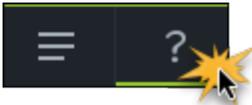
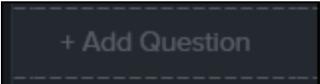
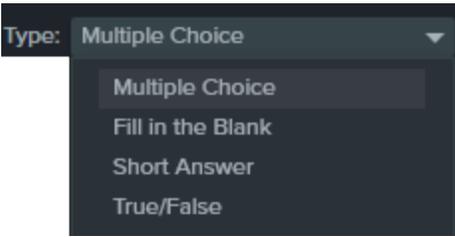
5. To add another quiz, move cursor along timeline and click to place quiz. As long as quiz mode is "on," you are able to add new quizzes.

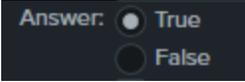
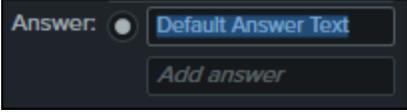
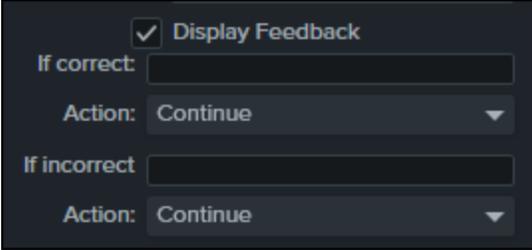


6. To turn "off" quiz mode, click the small arrow next to **Quiz** under the timeline toolbar.

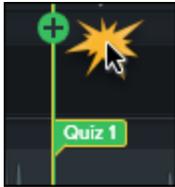


Quiz Questions and Options

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

Perform this action...	Do this...
Enter question	<p>Click in the Question field. Immediately type question.</p> 
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 Display Feedback option.</p>  <ul style="list-style-type: none"> • Enter a response for a correct / incorrect answers. • Choose next action to come after correct / incorrect answers.
Preview how quiz appears to your viewers	<p>Click the Preview button. </p>
Enter quiz name	<p>Click the Quiz Options sub-tab. </p> <p>Enter the name in the Quiz Name field.</p>
Create survey	<p>Click the Quiz Options sub-tab. </p> <p>Leave the Score Quiz option unchecked.</p>
Get scores and information about quiz	<p>See Quiz Reporting.</p>

Working with Quizzes

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

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.

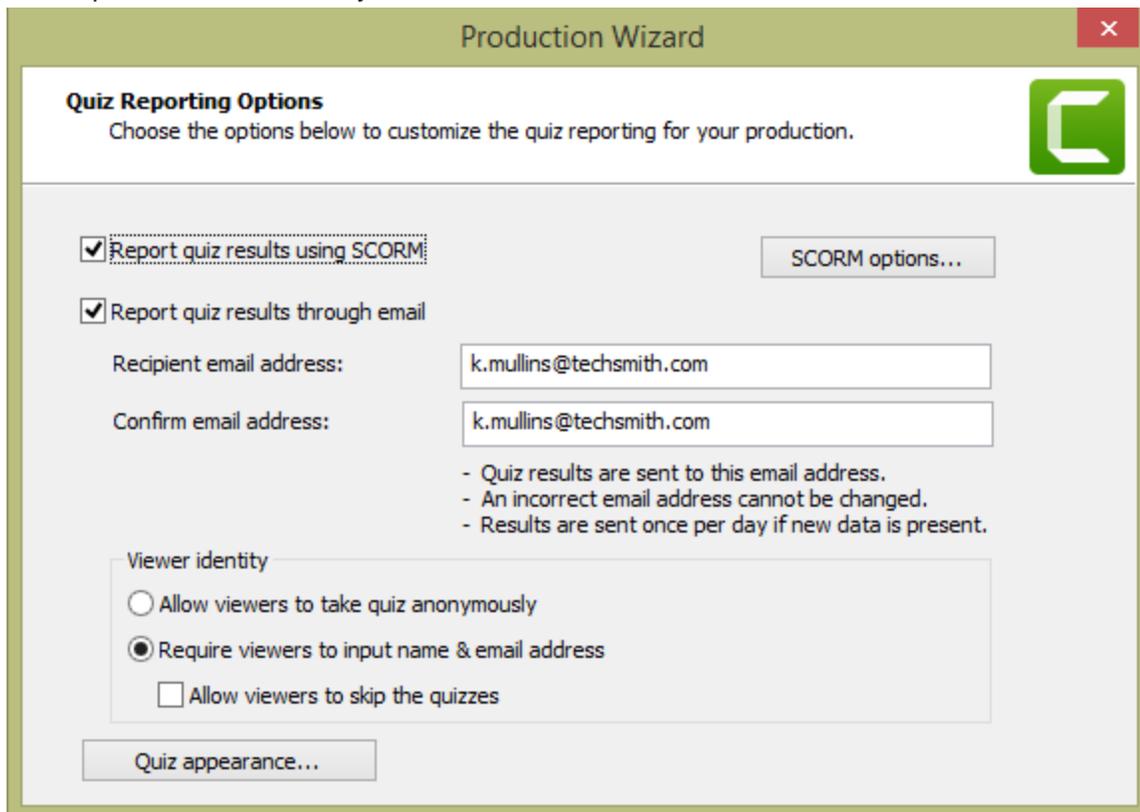
About the CSV Report

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.



The screenshot shows a window titled "Production Wizard" with a close button in the top right corner. The window contains a section titled "Quiz Reporting Options" with a sub-instruction: "Choose the options below to customize the quiz reporting for your production." There is a green icon in the top right of this section. The options are as follows:

- Report quiz results using SCORM. A button labeled "SCORM options..." is to the right.
- 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

At the bottom left, there is a button labeled "Quiz appearance..."

Export Video Wizard Reporting Options For Mac

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

Reporting Options	Details
Report quiz results using SCORM (Only available with Export > 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">• The email address must match in both fields. An incorrect email address cannot be changed later.• Quiz results are sent to the recipient once each day if new data is present via the Camtasia Quiz Service.
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 the Take quiz now button to read Take survey now .

Related Articles

[Quizzing & Surveys Tutorial](#)

Create and Edit Video Templates

Create and share a video template to help video collaborators quickly build consistent and professional videos.

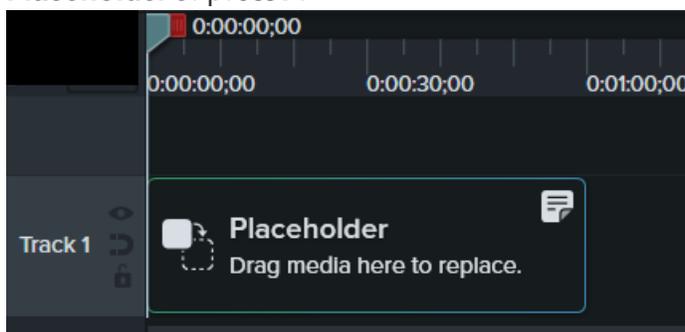
Create a Video Template

Create a new project or update an existing project to save as a video template. Include common enhancements such as:

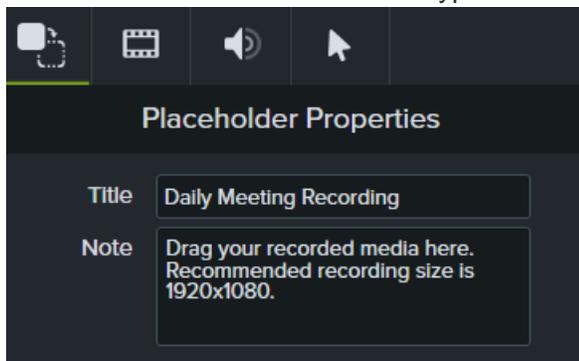
Asset	Description
Placeholders	Placeholders guide video creators on the type of content to replace in your template. Placeholders preserve the canvas position, transitions, effects, audio points, and animations when possible.
Intros	Animations to introduce a video or scene.
Motion Backgrounds	Video clips to use as a background or scene in a video.
Lower Thirds	Overlay animations and text to introduce a speaker or scene in a video.
Effects	Short clips with an alpha channel to accent media.
Outros	Animations to end a video or scene.
Device Frames	Computer or mobile device frames to provide context around an image or video clip.

To download assets and pre-made templates, see [Download TechSmith Assets for Camtasia](#).

1. Select **File > New Project**.
2. Build a video and make the desired edits.
3. To add a placeholder, drag the cursor to the desired location on the timeline and select **Edit > Add Placeholder** or press **P**.



4. Camtasia adds the placeholder to the timeline. In the Properties panel, enter a title and an optional note to instruct video creators on the type of content or media specifications for replacing the clip.



5. To save the project as a template, select **File > Save Project as Template**.

To customize the thumbnail for the template in the Template Manager, place the playhead at the desired location on the timeline before saving or exporting.

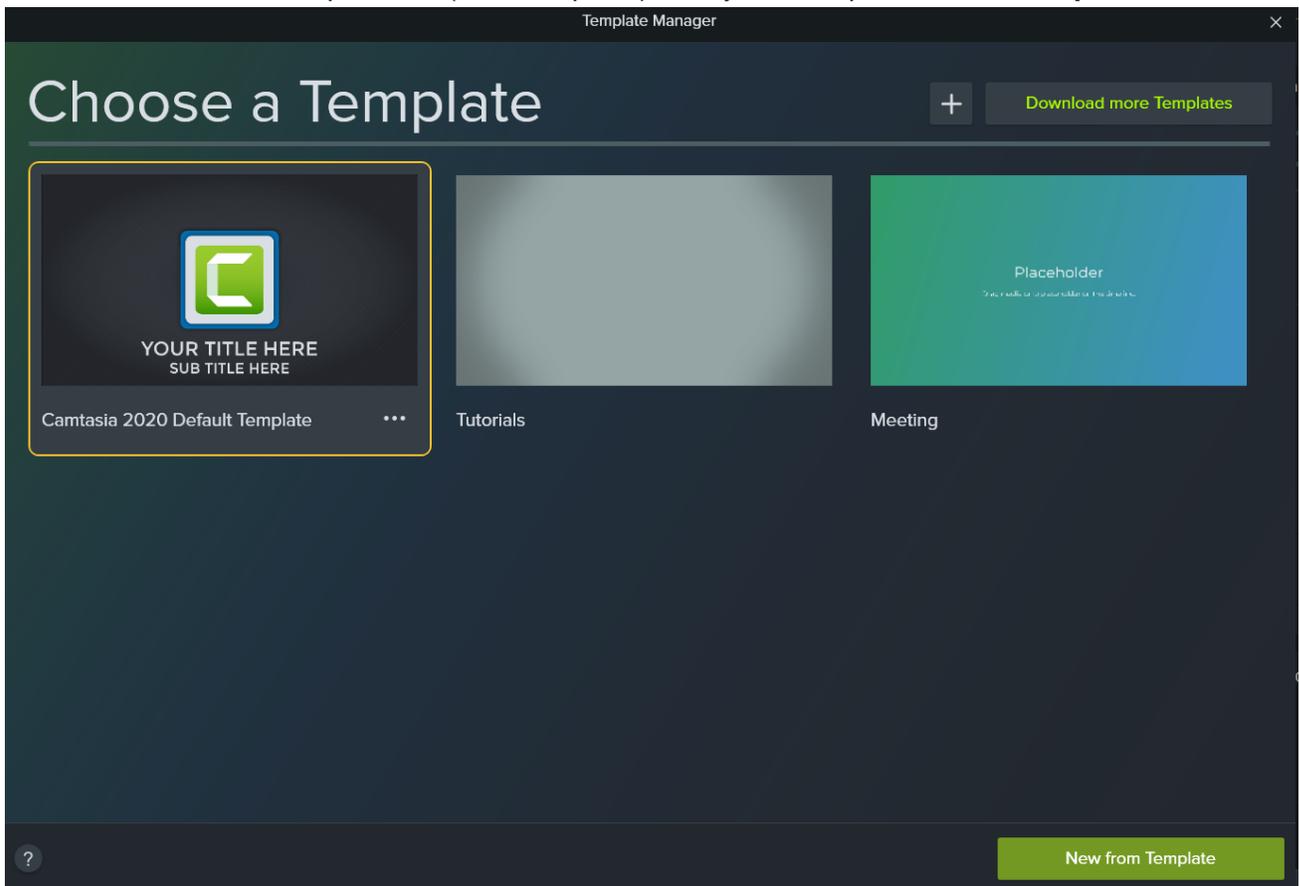
6. Enter a template name and click **Save**.

To share the video template, see [Share a Video Template](#).

Edit a Video Template

Ensure video creators maintain your video standards by updating your video templates with the latest branding, logos, and other video updates.

1. Select **File > Mange Templates**.
2. To select a template to edit in the Template Manager:
 - Click to select a template from the list and click **New from Template**.
 - Click **+** to select a template file (.camtemplate) from your computer and click **Open**.



3. Make the desired edits.
4. Select **File > Save Project as Template**.
5. Enter a template name and click **Save**.

Use the same file name to replace the current template or add a number to the end of the file name to designate the template version.

To share the video template, see [Share a Video Template](#).

Share a Video Template

Export a template (.camtemplate) or add the template, source files, and media to a [Camtasia Package](#) (.campackage) to share with others.

1. Open a saved template in Camtasia Editor.
2. Select **File > Export > Template**.

To customize the thumbnail for the template in the Template Manager, drag the playhead to the desired location on the timeline before saving or exporting.

3. Browse to a location and enter a file name.
4. Click **Save**.

Camtasia exports a template (.camtemplate). To build a new video from this template, see [Create a Video from a Template](#).

Related Articles

- [Enhance Your Video Overview](#)
- [Create a Video from a Template](#)
- [Create and Manage Themes](#)

Create a Video from a Template

Create a video from a Camtasia Template (.camtemplate) to:

- Create consistent videos across your team or project.
- Quickly recreate a video based on common video elements or video type.

To learn how to create your own video template, see [Create and Edit Video Templates](#).

Import a Template

1. Select **File > Manage Templates**.
2. The Template Manager opens. Select an option to import a template:
 - Click the **Download More Templates** button to download a template online from the [TechSmith Assets for Camtasia website](#).
 - Click the **Import** button to import a template from your computer. Select a .camtemplate file and click **Open**.

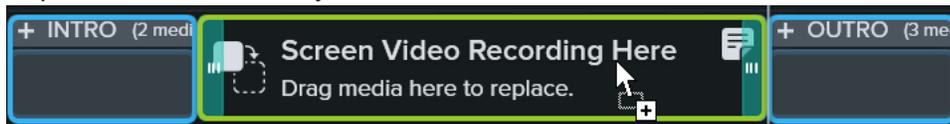
The template is added to the Template Manager. The Template Manager lists all the templates currently available in Camtasia.

Create a Video Project from a Template

1. Select **File > New Project from Template** and select a template from the list.

If the template was not previously added to the Template Manager, see [Import a Template](#).

2. The template opens as a new project. Select **File > Save As** to save the video project file (.tscproj).
3. To switch out media or placeholders in a template, drag the new media from the [Media](#) or [Library](#) tab onto the original media or placeholder on the timeline. When a green outline appears around the media or placeholder, release your mouse button.



4. A menu appears with the replacement options. If the new media is a different duration than the media or placeholder, select one of the following options:
 - **Ripple Replace:** Shift all clips on the track to the right to insert space for the entire duration of the new media.

- **Replace with Clip Speed:** Increase the playback speed of the new media to fit the duration of the placeholder.
- **Replace From End:** Trim the new media to fit the duration of the placeholder. If the new media is longer, the beginning of the clip is trimmed to fit the duration.
- **Replace From Start:** Trim the new media to fit the duration of the placeholder. If the new media is longer, the end of the clip is trimmed to fit the duration.

5. To share the video, see [Export and Share a Video](#).

Related Articles

[Create and Edit Video Templates](#)

[Export and Share a Video](#)

[Download TechSmith Assets for Camtasia](#)

Create and Manage Themes

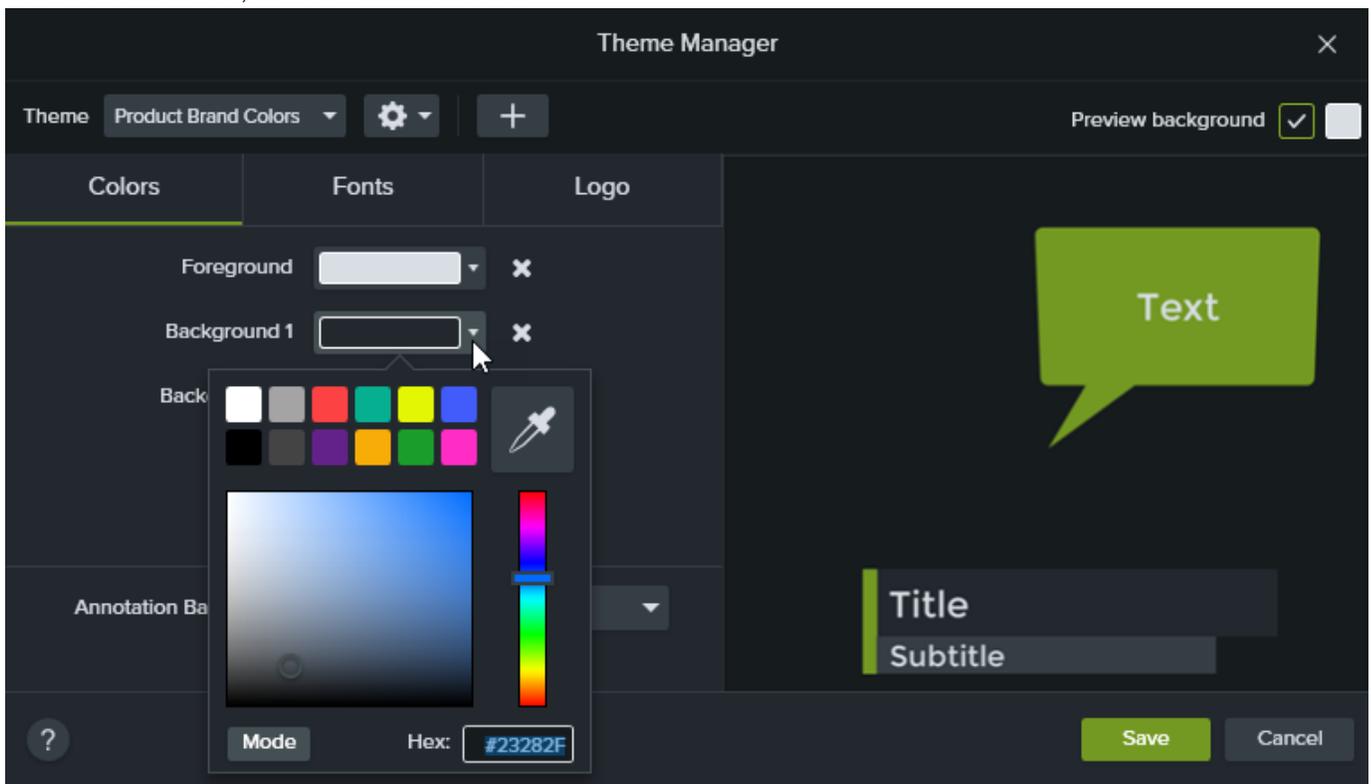
A theme is a set of preset fonts, colors, and logos used to customize assets in your video. Quickly apply theme presets to maintain consistency across a series of videos.

[Export](#) and share individual themes with your team or add to a [Camtasia package](#) to share custom resources.

Create a Theme

1. Select **File** (Windows) or **Camtasia 2020** (Mac) > **Manage Themes**.
2. The Theme Manager appears. Click the **Create New Theme** button.

3. Enter a theme name and click **OK**.
4. On the **Colorstab**, set the theme colors:

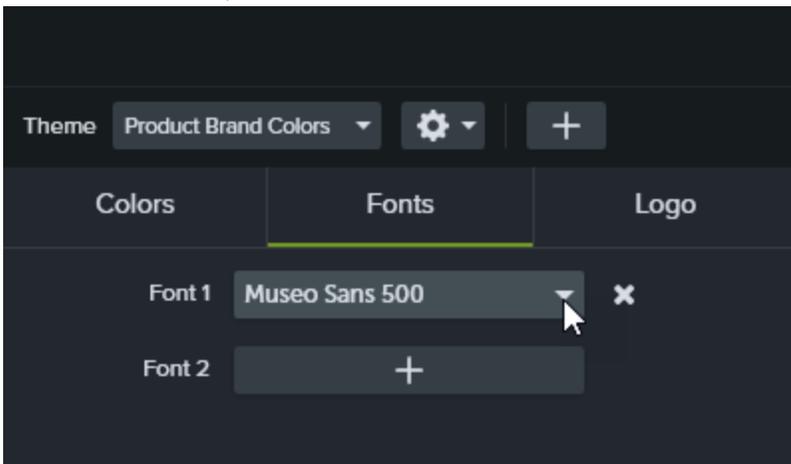


- **Change a Color:** Click a dropdown and select a color from the palette, enter a Hex value, a RGB value, or click the color picker to select a color on the screen.
- **Add a New Color:** Click the **Add** button and select a color.



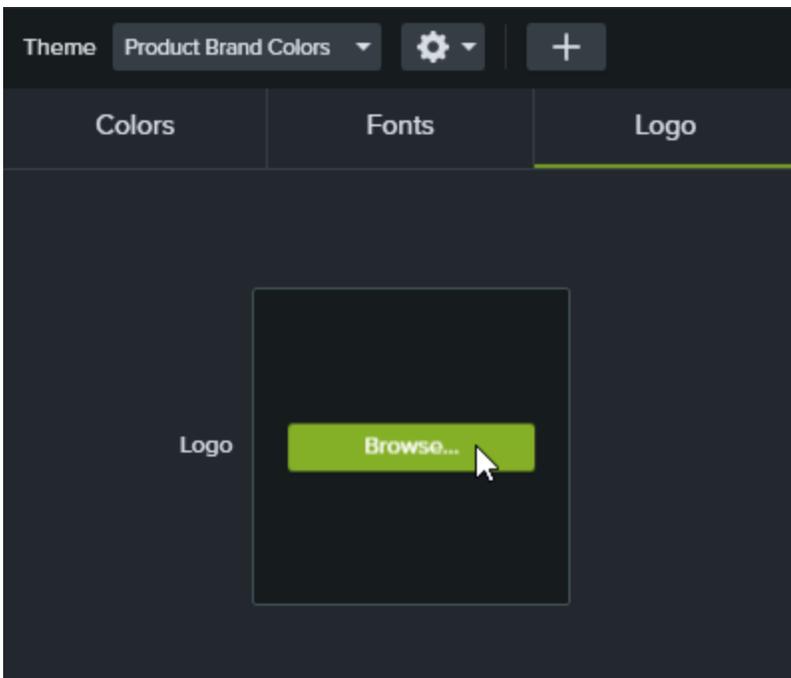
- **Annotation Background:** Select a theme color to use as the annotation fill color. See [Apply a Theme](#).
- **Delete a Color:** Click the  icon.

5. On the **Font** tab, set the theme fonts:



- **Change a Font:** Click the dropdown and select a font.
- **Add a New Font:** Click the **Add** button and select a font.
- **Delete a Font:** Click the  icon.

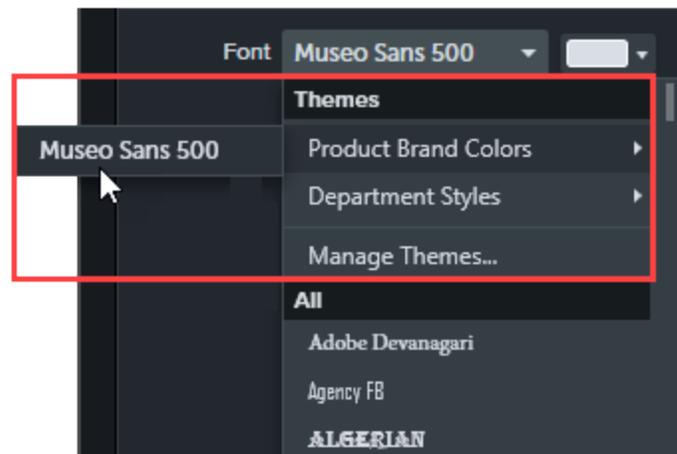
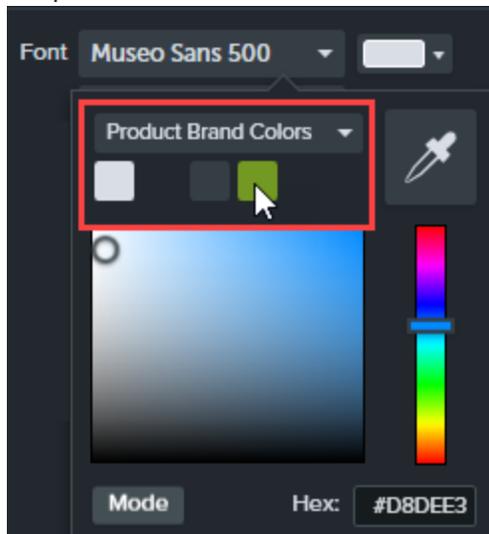
6. On the **Logo** tab, click the **Browse** button to select an image such as a corporate logo, icon, or company name.



7. Click **Save** to save the changes to the theme.

Apply a Theme

1. Click to select the annotation or asset on the canvas or timeline.
2. Click the **Properties** button to open the Properties panel.
3. Complete one of the following to apply a theme or theme property:
 - **Automatically Apply Theme Settings:** Select a theme from the **Theme** dropdown.
 - **Apply a Specific Theme Setting (color, font, etc.):** Select a theme from the properties dropdown you want to change. If the theme is available for the property, the theme presets appear in the dropdown.

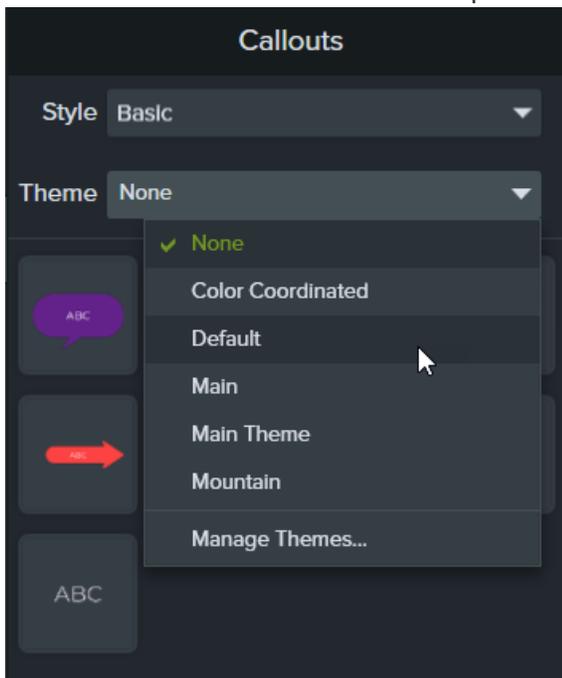


On Mac, you must have the system color picker disabled to view the theme colors. Select **Camtasia 2020 > Preferences > General tab > uncheck the Enable System Color Picker option.**

Add Annotations Based on a Theme

1. Click the **Annotations** tab.
2. Select **Annotation tab > Callouts, Arrows and lines, or Shapes** subtab.

3. Select a theme from the **Theme** dropdown.



4. Camtasia automatically applies the theme colors and fonts to the annotations on the tab. Drag an annotation onto the timeline to add to your video.

Tip: Apply a theme to an annotation on the canvas or timeline.

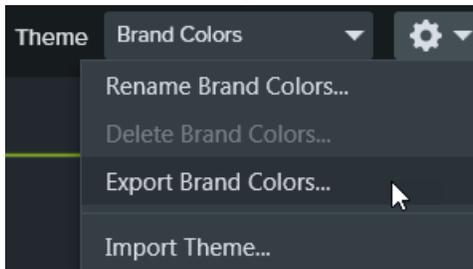
Click to select the annotation on the canvas or timeline. In the properties, select the theme to apply.

Edit a Theme

1. Select **File** (Windows) or **Camtasia 2020** (Mac) > **Manage Themes**.
2. The Theme Manager appears. Select a theme from the **Theme** dropdown.
3. Make desired edits to theme colors, fonts, and logos.
4. To change the theme name, click the gear icon  and select **Rename**.
5. Click **Save**.

Export a Theme

1. Select **File** (Windows) or **Camtasia 2020** (Mac) > **Manage Themes**.
2. The Theme Manager appears. Click the gear icon  and select **Export Theme**.

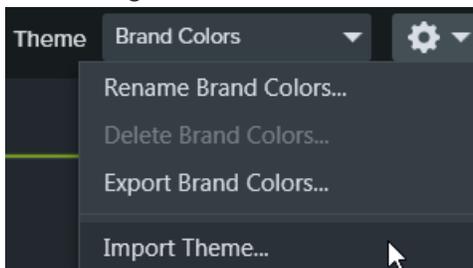


3. Select the location to save the .camtheme file and click **Save**.

Camtasia saves the theme to your computer.

Import a Theme

1. Select **File** (Windows) or **Camtasia 2020** (Mac) > **Manage Themes**.
2. The Theme Manager appears. In the Theme dropdown, select a theme to import.
3. Click the gear icon  and select **Import Theme**.



4. Locate the .camtheme file and double-click the file to open into Camtasia.

Camtasia imports the .camtheme file into the Theme Manager.

Related Articles

- [Create & Manage Themes Tutorial](#)
- [Adjust Media Properties](#)
- [Package and Share Camtasia Resources](#)

Share Projects

The Camtasia Project files (.tscproj) allow you to share your video projects to other computers and collaborate with others.

- To create and share projects as video templates, see [Create and Edit Video Templates](#).
- To quickly export Camtasia resources for use between shared projects, see [Package and Share Camtasia Resources](#).

Incompatible Media and Effects

The Camtasia Project file format (.tscproj) is cross-platform compatible. However, not all media and effects are supported across platforms.

Media	Windows Incompatible with Camtasia Mac	Mac Incompatible with Camtasia Windows
Video Effects	AVI, WMV, MTS	-
Image Files	-	JPG2000
Audio Files	WMA	-

Enhancements	Windows	Mac
Captions	Not cross-platform compatible	Not cross-platform compatible
Shortcuts	Not cross-platform compatible	Not cross-platform compatible

Effects	Windows	Mac
Gesture Effects	-	Not cross-platform compatible
Visual Effects	-	<ul style="list-style-type: none">• Not cross-platform compatible:<ul style="list-style-type: none">• Sepia

Effects	Windows	Mac
		<ul style="list-style-type: none"> • Reflection • Spotlight • Window Spotlight • Region • Partially compatible (imports with project but cannot edit): <ul style="list-style-type: none"> • Freeze Region • Outline Edges • Mask • Mosaic • Spotlight
Audio Effects	-	Partially compatible (imports with project but cannot edit): <ul style="list-style-type: none"> • Pitch

Share a Project to the Same Platform

Create a zip file to backup or share your project. Zip files contain the Camtasia Project file (.tscproj), content in the Media Bin, and enhancements added to the project.

1. In Camtasia Editor:
 - Windows: Select **File > Export > Zipped Project**.
 - Mac: Select **File > Save As**.
2. Name the project and choose a file destination.
3. Click **Save**.

Camtasia saves a zipped project file to your computer.

To export all Camtasia resources, including asset libraries, presets, themes, and templates, see [Package and Share Camtasia Resources](#).

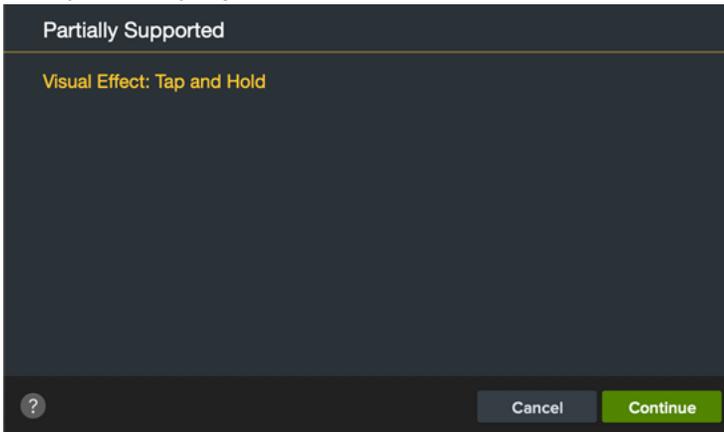
Import a Project on the Same Platform

1. Select **File > Import > Zipped Project**.
2. Browse to the location of the zipped file.
 - Windows: Click **Import**.
 - Mac: Click **Open**.
3. A save dialog appears. Click **Save** to import the project to the selected location.

Camtasia saves the project file to your computer and opens the project.

Share a Project to Another Platform

1. In Camtasia Editor, select **File > Export > Project for Windows/Mac**.
2. If you receive a warning about incompatible or partially supported media in the project, click **Continue** to export the project.



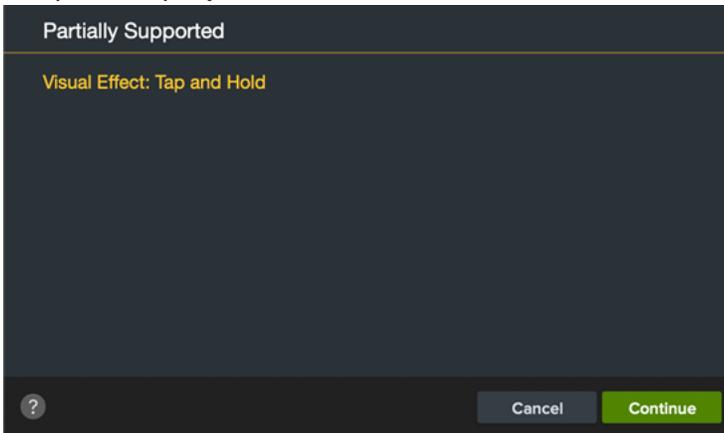
3. Name the zipped project and choose a file destination.
4. Click **OK**.

Camtasia saves a zipped project file to your computer.

Import a Project on Another Platform

1. In Camtasia Editor, select **File > Import > Zipped Project**.

2. If you receive a warning about incompatible or partially compatible media in the project, click **Continue** to open the project.



Incompatible media displays as a placeholder in the timeline. If you open the project on the original platform, the media is visible.

Related Articles

[Package and Share Camtasia Resources](#)

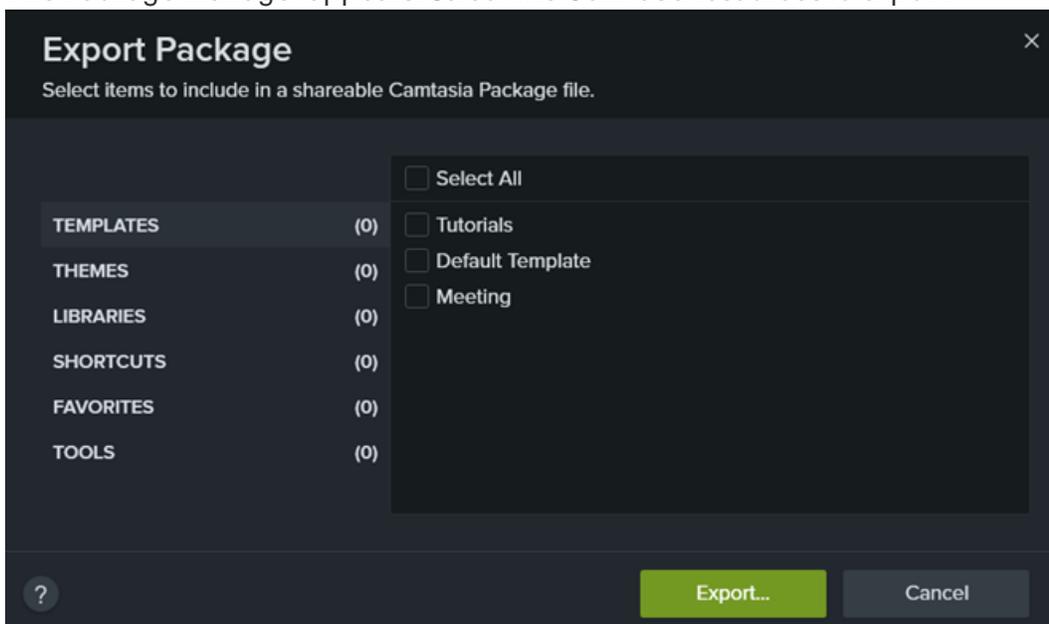
Package and Share Camtasia Resources

Create a Camtasia Package (.campaackage) to back up and share your Camtasia resources such as [templates](#), [shortcuts](#), [libraries](#), [themes](#), and [presets](#). Deploy package files to new or existing users across multiple computers, teams, and organizations.

Export a Package

Share a Camtasia Package (.campaackage) with video resources such as [templates](#) and Camtasia settings to another user to help quickly create consistent and professional videos.

1. Open a new or existing project in Camtasia.
2. Select **File > Export > Package**.
3. The Package Manager appears. Select the Camtasia resources to export.



4. Click **Export**.
5. Enter a package name and click **Save**.

Camtasia saves the .campaackage file. To open the Camtasia Package on another computer, see [Import a Package](#).

Import a Package

Import a Camtasia Package (.campaackage) to add video resources such as [templates](#), [shortcuts](#), [libraries](#), [themes](#), and [presets](#) into Camtasia.

Shortcuts are not cross-platform compatible.

1. Open a new or existing project in Camtasia.
2. Select **File > Import > Package**.
3. Select the Camtasia Package (.campackage) file to import and click **Open**.
4. Click **Replace** or **Skip** (Windows and Mac) or **Keep Both** (Mac only) if prompted in the progress dialog.
5. A dialog appears and displays a list of imported resources. Click **OK**.

Camtasia imports the resources.

Related Articles

[Create and Edit Video Templates](#)

[Create and Manage Themes](#)

[Reuse Assets Across Projects \(Libraries\)](#)

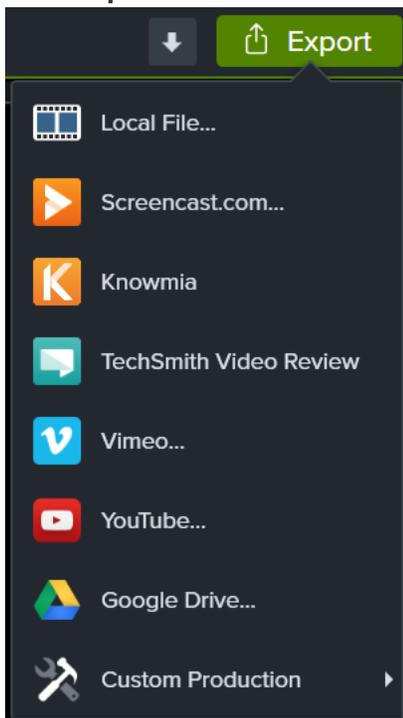
Export and Share a Video

Export and share a video file based on the sequence of media (recordings, video clips, audio clips, images, and effects) on the timeline.

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

Export Your Video

1. Click **Export**.



2. Select an option from the **Export** menu.
 - On Windows, the **Production Wizard** appears. Step through the wizard to create your video.
 - On Mac, the **Export As** dialog or a login screen appears. Choose desired options to create your video.

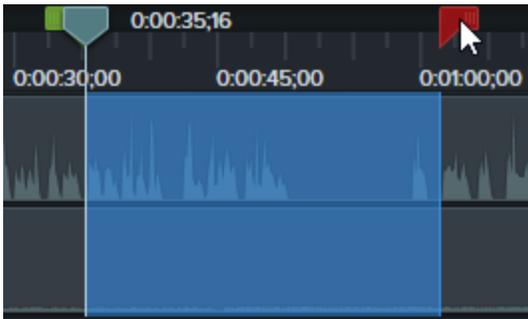
Tip

To save a production preset for future use (Windows only), select **Export > Custom Production > Add/ Edit Presets**.

Export a Selection of the Timeline

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

1. Make selection on timeline.



2. On Windows, right-click the selection and select **Produce Timeline Selection As**. On Mac, select **Export > Local File**.
3. On Windows, the Production Wizard appears. Step through the wizard to create your video.

On Mac, the **Export As** dialog appears. Choose desired options to create your video.

Export File Format Options

Windows	Mac
MP4, WMV, AVI, GIF, M4A, WAV	MP4, MOV, GIF, M4A, WAV

Related Articles

- [Playback Requirements for Quizzes, Hotspots, and Captions](#)
- [Export & Share Tutorial](#)

Export an Audio File

Export audio on the timeline as a standalone .mp3 (Windows only), .m4a, or .wav file.

Edit and create professional audio in TechSmith Audiate

Import .wav files into [TechSmith Audiate](#) to remove hesitations and complete additional audio editing for voice narration.

Export an Audio File

Export a .mp3 (Windows only), .m4a or .wav audio file.

1. Select **Export** menu > **Export Audio Only**.
2. Enter a file name and location.
3. Select a file type.
4. Click **Save** (Windows) or **Export** (Mac).

Export Audio from Production Wizard (Windows Only)

Export .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 **Export**  > **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.

Related Articles

[Export and Share Your Video](#)

Playback Requirements for Quizzes, Hotspots, and Captions (Smart Player)

TechSmith Smart Player is designed to support interactive video features and ensure playback across web browsers and devices. Smart Player is required for playback if your video contains:

- [Quizzes](#)
- [Hotspots](#)
- Keyword Search
- [Closed Captioning](#)
- [Table of Contents](#)

There are two options to use the TechSmith Smart Player:

- Upload the video to [Screencast.com](#).
- Produce a video with Smart Player and host the files on your own website.

Host on Screencast.com

Hosting your video on [Screencast.com](#) provides the optimal viewing experience since the TechSmith Smart Player is built in. Viewers do not need to download or install anything. Select **Export > Screencast.com**.

Host on a Website

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

1. Select **Export > Local File > MP4 with Smart Player**.
2. On the Smart Player Options screen, select one of the following options:
 - **Export Smart Player files for hosting**
 - **Use hosted Smart Player files (Recommended):** Ensures you always have the latest version of the TechSmith Smart Player without having to manually update files on your web server or reproduce video files. See [Hosted TechSmith Smart Player FAQ](#).
3. Upload the production files to your web server.
4. On your webpage, link to the .html file in the uploaded files. To learn how, see this [support article](#).

Related Articles

[Export and Share a Video](#)

[Uploading files to a web server to embed on a website](#)
[Hosted TechSmith Smart Player FAQ](#)

Camtasia 2020 Shortcuts

To customize the shortcuts, select **Edit** (Windows) or **Camtasia 2020** (Mac) > **Preferences** > **Shortcuts** tab. See [Customize Camtasia Shortcuts](#).

Recorder Options

To customize the Recorder options on Windows, select **Camtasia Recorder** > **Tools** > **Options** > **Shortcutstab**.

Option	Customizable?	Windows Shortcut	Mac Shortcut
Launch recorder <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"><p>To customize on Windows, select Edit > Preferences > Shortcuts > Program Options tab.</p></div>	Yes (Windows only)	Ctrl+R	Ctrl+R
Start/pause recording	Yes	F9	Command+Shift+2
Stop recording	Yes	F10	Command+Option+2
Marker	Yes	Ctrl+M	-----
ScreenDraw	Yes	Ctrl+Shift+D	-----
Select region	Yes	No default	-----
Hide tray icon	Yes	No default	-----

Animations and Effects

Option	Customizable?	Windows Shortcut	Mac Shortcut
Add last used transition	Yes	Shift+T	Shift+T
Add custom animation	Yes	Shift+A	Shift+A
Jump to next animation	Yes	Alt+K	Option+K
Jump to previous animation	Yes	Shift+K	Shift+K
Start/stop narration recording	Yes	Ctrl+Shift+V	-----

Canvas Options

Option	Customizable?	Windows Shortcut	Mac Shortcut
Zoom in on canvas	Yes	Ctrl+Equal sign - Or - Scroll Wheel	Command+Equal sign - Or - Scroll Wheel
Zoom out on canvas	Yes	Ctrl+Minus - Or - Scroll Wheel	Command+Minus - Or - Scroll Wheel
Preview Media outside of group	Yes	-----	Shift+Command+G
Enable/disable canvas snapping	Yes (Windows only)	Ctrl+Semicolon	Command+Semicolon
Move selected media left	-----	Left Arrow Key	Left Arrow Key
Move selected media right	-----	Right Arrow Key	Right Arrow Key
Move selected media up	-----	Up Arrow Key	Up Arrow Key
Move selected media down	-----	Down Arrow Key	Down Arrow Key
Move media 10 pixels	-----	Shift+Arrow Key	Shift+Arrow Key
Change size of selected	-----	Ctrl+Scroll Wheel	-----

Option	Customizable?	Windows Shortcut	Mac Shortcut
media on canvas			
Exit full screen canvas view	-----	Esc	Esc
Maintain aspect ratio while resizing media (excludes annotations)	-----	Drag corner handle on selected media to resize	Drag corner handle on selected media to resize
Override aspect ratio when resizing (excludes annotations)	-----	Hold Shift and drag corner handle on selected media to resize	Hold Shift and drag corner handle on selected media to resize
Resize media with aspect ratio and maintain center point (excludes annotations)	-----	Hold Ctrl and drag corner handle on media to resize	Hold Command and drag corner handle on media to resize
Freely rotate media (3D)	-----	<ol style="list-style-type: none"> 1. Select media on canvas 2. Press and hold Shift+Ctrl 3. Drag on media clip to freely rotate in 3D <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin-top: 10px;"> <p>Do not use side or rotate handles</p> </div>	-----

Program Options

Option	Customizable?	Windows Shortcut	Mac Shortcut
Show/hide tools panel	Yes	Ctrl+1	Command+1
Show/hide properties panel	Yes	Ctrl+2	Command+2
Attach/detach Timeline	Yes	Ctrl+3	Command+3 (On Timeline Navigation tab on Mac)
Open media tab	Yes	B	B

Option	Customizable?	Windows Shortcut	Mac Shortcut
Open library tab	Yes	R	R
Open favorites tab	Yes	F	F
Open annotation tab	Yes	N	N
Open transition tab	Yes	T	T
Open behaviors tab	Yes	O	O
Open animation tab	Yes	A	A
Open cursor effects tab	Yes	U	U
Open voice narration tab	Yes	V	V
Open audio effects tab	Yes	D	D
Open visual effects/video effects tab	Yes	L	X
Open interactivity tab	Yes	I	I
Open captions tab	Yes	C	-----
Launch preferences dialog	Yes (Windows only)	Ctrl+Comma	Command+Comma
Launch recorder	Yes (Windows only)	Ctrl+R	Ctrl+R
Import Package	Yes	Ctrl+ Shift+P	Ctrl+Shift+P
Export Package	Yes	Ctrl+ Shift+E	Ctrl+Shift+E
Open gesture effects tab	Yes (Mac only)	-----	G
Maximize or de-maximize window	Yes	-----	Command+Shift+M
Hide other programs	-----	-----	Command+Option+H
Minimize window	-----	Windows logo key+Down Arrow	Command+M

Option	Customizable?	Windows Shortcut	Mac Shortcut
Exit/quit Camtasia	-----	Alt+F4	Command+Q
Close window	-----	-----	Command+W
Symbols and emojis	-----	-----	Ctrl+Command+Spacebar
Enter full screen program	-----	-----	Command+Shift+F
Display system menu	-----	Alt+Spacebar	-----
Activate menus	-----	Alt+First letter of menu	-----
Remove focus or close current control, menu, or dialog box	-----	Esc	Esc

Project Options

Option	Customizable?	Windows Shortcut	Mac Shortcut
Import media into media bin	Yes	Ctrl+I	Command+I
Export frame as	Yes	Ctrl+F	Ctrl+F
Export Frame at Playhead	Yes	-----	Ctrl+Shift+F
Production Wizard (Windows) Export (Mac)	Yes	Ctrl+P	Command+E
Silence audio	Yes	Shift+S	Option+S (On Timeline Editing tab on Mac)
New project	-----	Ctrl+N	Command+N
Open project	-----	Ctrl+O	Command+O
Save project	-----	Ctrl+S	Command+S
Launch online help	-----	F1	-----

Timeline Editing

Option	Customizable?	Windows Shortcut	Mac Shortcut
Group	Yes	Ctrl+G	Command+G
Ungroup	Yes	Ctrl+U	Command+U
Silence audio	Yes	Shift+S (On Project Options tab on Windows)	Option+S
Split selected media at playhead	Yes	S	Command+T
Split all tracks at playhead	Yes	Ctrl+Shift+S	Command+Shift+T
Stitch selected media	Yes	Ctrl+Alt+I	Command+Option+I
Add annotation	Yes	Shift+N	Shift+N
Extend frame	Yes (Windows only)	Shift+E - Or - Hold Alt and drag end of clip	Hold Option and drag end of clip
Add selection to library	Yes	Ctrl+Shift+A	-----
Add Placeholder	Yes	P	P
Deselect all	Yes (Windows only)	Ctrl+D	Command+Shift+A
Select all	-----	Ctrl+A	Command+A
Ripple delete <ul style="list-style-type: none"> Copies to clipboard (Mac only) No gap Stitches media together on timeline Deletes selection and shifts all timeline media left 	Yes (Windows only)	1. Make a selection on timeline 2. Press Ctrl+Delete or Backspace	1. Make a selection on timeline 2. Press Command+Delete or Backspace

Option	Customizable?	Windows Shortcut	Mac Shortcut
Cut <ul style="list-style-type: none"> Copies to clipboard No gap (Windows only) Stitches media together on timeline (Windows only) 	-----	Ctrl+X	Command+X
Copy	-----	Ctrl+C	Command+C
Delete <ul style="list-style-type: none"> Leaves space on timeline 	-----	Delete	Delete
Paste	-----	Ctrl+V	Command+ V
Redo	-----	Ctrl+Y	Command+Shift+Z
Undo	-----	Ctrl+Z	Command+Z
Pan	-----	Hold Spacebar and drag canvas	Hold Spacebar and drag canvas
Crop	-----	Hold Alt and drag handles	Hold Alt and drag handles
Open Media Bin tab	-----	B	B
Increase/decrease properties	-----	Use handles/sliders to adjust number - Or - Type number - Or - Click number and use Up/Down Arrow to increase or decrease number	Use handles/sliders to adjust number - Or - Type number - Or - Click number and use Up/Down Arrow to increase or decrease number

Timeline Navigation

Option	Customizable?	Windows Shortcut	Mac Shortcut
Play/pause/stop video	-----	Spacebar	Spacebar
Return playhead	Yes	Ctrl+Alt+M	Ctrl+Option+Spacebar
Move playhead to previous clip	Yes	Ctrl+Alt+Comma	Ctrl+Comma
Move playhead to next clip	Yes	Ctrl+Alt+Period	Ctrl+Period
Step backward on timeline	Yes	Comma	Comma
Step forward on timeline	Yes	Period	Period
Zoom in	Yes	Ctrl+Shift+Equal sign - Or- Ctrl+Scroll Wheel	Command+Shift+Equal sign - Or- Command+Scroll Wheel
Zoom out	Yes	Ctrl+Shift+Minus - Or- Ctrl+Scroll Wheel	Command+Shift+Minus - Or- Command+Scroll Wheel
Zoom to fit <ul style="list-style-type: none"> Shows all media on timeline 	Yes	Ctrl+Shift+7 - Or- Ctrl+Scroll Wheel	Command+Shift+0
Zoom to max <ul style="list-style-type: none"> Shows maximum timeline view 	Yes	Ctrl+Shift+9 - Or- Ctrl+Scroll Wheel	Command+Shift+9 - Or- Command+Scroll Wheel
Make timeline selection	-----	Hold Ctrl and drag playhead	Hold Command and drag playhead
Zoom to selection	Yes	Ctrl+Shift+8	Command+Shift+8
Jump to beginning of timeline	Yes	Ctrl+Home	Command+Return

Option	Customizable?	Windows Shortcut	Mac Shortcut
Move playhead to beginning			
Jump to end of timeline Move playhead to end	Yes	Ctrl+ End	Command+ Shift+ Return
Extend selection to next clip	Yes	Ctrl+ Shift+ Alt+ Right Arrow	Command+ Shift+ Option+ Period
Extend selection to previous clip	Yes	Ctrl+ Shift+ Alt+ Left Arrow	Command+ Shift+ Option+ Comma
Extend selection range left	Yes	Shift+ Comma	Shift+ Comma
Extend selection range right	Yes	Shift+ Period	Shift+ Period
Move up or down through tracks	-----	Scroll Wheel - Or - Drag scroll bar	Scroll Wheel - Or - Drag scroll bar
Increase track heights	Yes	Alt+ Equal sign	Option+ Equal sign
Decrease track heights	Yes	Alt+ Minus	Option+ Minus
Lock/unlock tracks	-----	Click Lock button - Or - Hold Shift and click Lock button to lock/unlock all tracks	-----
Extend selection to timeline beginning	Yes	Ctrl+ Shift+ Home	-----
Extend selection to timeline end	Yes	Ctrl+ Shift+ End	-----
Select succeeding media	Yes	Alt+ Right Arrow	-----
Select preceding media	Yes	Alt+ Left Arrow	-----
Ripple Split • Inserts space on	-----	Hold Shift and drag playhead	Hold Shift and drag playhead

Option	Customizable?	Windows Shortcut	Mac Shortcut
timeline <ul style="list-style-type: none"> Moves everything to the right of the playhead 			
Ripple move	-----	1. Select clip on timeline 2. Hold Shift and drag media	-----
Ripple trim <ul style="list-style-type: none"> Extends/reduces media duration without creating space 	-----	Hold Shift and drag end of media in/out	----
Ripple split and move everything on track at playhead	-----	Hold Shift and drag playhead	Hold Shift and drag playhead
Temporarily disable snapping	-----	Hold Ctrl and drag media	1. Drag media 2. Hold Ctrl while dragging
Enable Canvas Snapping	-----	Ctrl+Semicolon	Command+Semicolon
Enable Timeline Snapping	-----	-----	Command+Shift+Semicolon
Attach/detach Timeline	Yes	Ctrl+3 (On Program Options tab on Windows)	Command+3

Captions

Option	Customizable?	Windows Shortcut	Mac Shortcut
Add caption	Yes	Shift+C	Shift+C
Increase caption duration	Yes (Windows only)	Ctrl+Alt+]]	Command+]]

Option	Customizable?	Windows Shortcut	Mac Shortcut
Decrease caption duration	Yes (Windows only)	Ctrl+Alt+[Command+[
Next caption	-----	Tab	Tab
Previous caption	-----	Shift+Tab	Shift+Tab
Replay current caption segment (Loop Button)	-----	Enter - Or - Click Loop button	Enter - Or - Click Loop button

Marker and Quiz Options

Option	Customizable?	Windows Shortcut	Mac Shortcut
Add marker	Yes	Shift+M	Shift+M
Add quiz	Yes	Shift+Q	Shift+Q
Show/hide marker view	Yes	Ctrl+M	Ctrl+M
Show/hide quiz view	Yes	Ctrl+Q	Ctrl+Q
Next marker	Yes	Ctrl+]]	Ctrl+]]
Previous marker	Yes	Ctrl+[[Ctrl+[[
Select next marker Extend selection to next marker	Yes	Ctrl+Shift+]]	Ctrl+Shift+]]
Select previous marker Extend selection to previous marker	Yes	Ctrl +Shift+[[Ctrl +Shift+[[
Next quiz (jump to and select)	Yes	Ctrl+0	Ctrl+0
Previous quiz (jump to and select)	Yes	Ctrl+9	Ctrl+9

Library Options

Option	Customizable?	Windows Shortcut	Mac Shortcut
Import to library	Yes	Ctrl+Shift+I	-----
Add selection to library	Yes	Ctrl+Shift+A	Command+Option+A
Open library tab	-----	R	R
Collapse selected folder <ul style="list-style-type: none"> • Move upwards to parent 	-----	Left Arrow - Or - Double- click	Left Arrow - Or - Double- click
Expand selected folder	-----	Right Arrow - Or - Double- click	Right Arrow - Or - Double- click
Collapse all folders	-----	Ctrl+ Left Arrow	Command+ Left Arrow
Expand all folders	-----	Ctrl+ Right Arrow	Command+ Right Arrow
Collapse/expand subfolders	-----	Alt+ Click	Option+ Click
Select next element upwards	-----	Up Arrow	Up Arrow
Select next element downwards	-----	Down Arrow	Down Arrow
Scroll to top	-----	Home	Fn+Left Arrow
Scroll to bottom	-----	End	Fn+Right Arrow
Scroll to and select top	-----	Ctrl+ Home	Option+Command+Up Arrow
Scroll to and select bottom	-----	Ctrl+End	Option+Command+Down Arrow
Scroll upwards by height of view	-----	Page Up	Fn+Up Arrow
Scroll downwards by height of view	-----	Page Down	Fn+Down Arrow
Delete selected items <ul style="list-style-type: none"> • In custom library 	-----	Delete	Delete

Option	Customizable?	Windows Shortcut	Mac Shortcut
Multi- Select items	-----	Shift+Click - Or- Shift+Arrow Key	Shift+Click - Or- Shift+Arrow Key
Add/remove item from selection	-----	Ctrl+Click	Command+Click
Enter asset rename mode <ul style="list-style-type: none"> In custom library 	-----	F2	Enter

Text Options for Annotations

Option	Windows Shortcut	Mac Shortcut
Edit text	-----	Option+Return
Bold	Ctrl+B	Command+Shift+B
Italic	Ctrl+I	Command+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	Command+Shift+U
Copy selected text	Ctrl+C	Command+C
Paste text	Ctrl+V	Command+V
Undo	Ctrl+Z	Command+Z
Redo	Ctrl+Y	Shift+Command+Z
Delete text	1. Select text	1. Select text

Option	Windows Shortcut	Mac Shortcut
	2. Press Delete	2. Press Delete
Align left	-----	1. Select text 2. Press Command+Shift+Left Bracket
Align center	-----	1. Select text 2. Press Command+Shift+Backslash
Align right	-----	1. Select text 2. Press Command+Shift+Right Bracket
Copy style	-----	Command+Option+C
Paste style	-----	Command+Option+V
Show special characters	-----	Ctrl+Command+Spacebar

PowerPoint Add-In Shortcuts (Windows Only)

Option	Windows Shortcut
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 you record with Camtasia Recorder's ScreenDraw feature.

- When recording full screen, use the ScreenDraw shortcuts 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 > Effectstoolbar**.
3. Click the **Record** button to begin recording. After the countdown, the ScreenDraw option appears.

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

4. Click the **ScreenDraw** button on the Effectstoolbar.
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**.

Option	Windows Shortcut
Program Options	
Enable ScreenDraw	Ctrl+Shift+D
Exit ScreenDraw	Esc
Tool width	1 through 8
Undo	Ctrl+Z
Redo	Ctrl+Y
Shape	
Frame	F
Highlight	H
Ellipse	E
Pen	P
Line	L

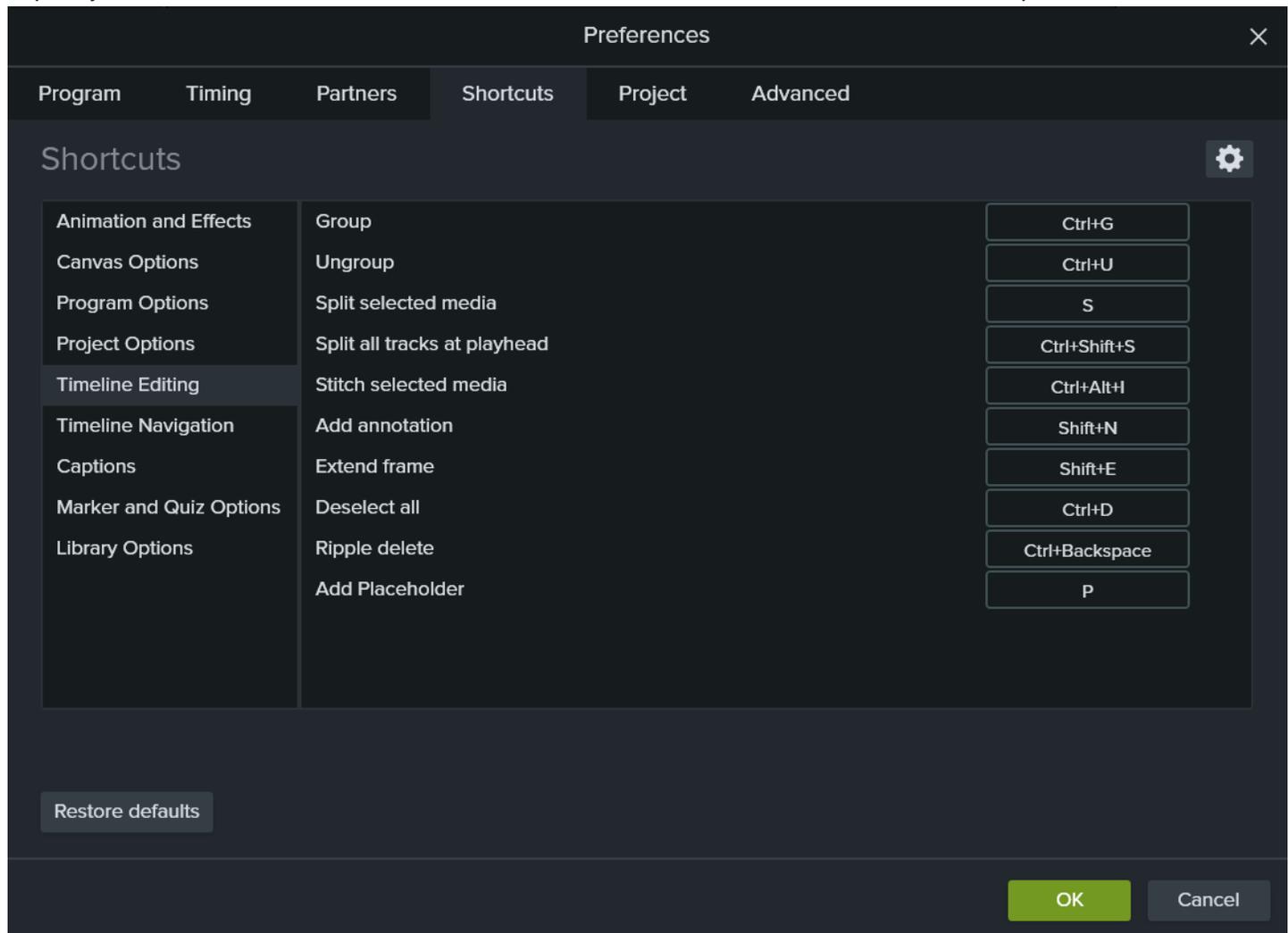
Option	Windows Shortcut
Arrow	A
Color	
Black	K
Blue	B
Cyan	C
Green	G
Yellow	Y
White	W
Magenta	M
Red	R

Related Articles

[Customize Camtasia Shortcuts](#)

Customize Camtasia Shortcuts

Speed up video creation based on your preferences by customizing the recording and editing shortcuts. Export your customized shortcut sets to share with others or to transfer to another computer.



Edit Shortcuts

1. To customize shortcuts:

- **Windows:** Select Edit > Preferences > Shortcuts tab.
- **Windows Recorder Shortcuts:** Select Recorder > Tools > Options > Shortcuts tab.
- **Mac:** Select Camtasia 2020 > Preferences > Shortcuts tab.

2. Click in the field and press the desired key combination.



If the keyboard shortcut entered is already assigned to another customizable shortcut, Camtasia unassigns the shortcut for that command and displays a message.

If the keyboard shortcut entered is reserved by system controls or another program, a message appears. Please enter another keyboard shortcut combination.

Delete Shortcuts

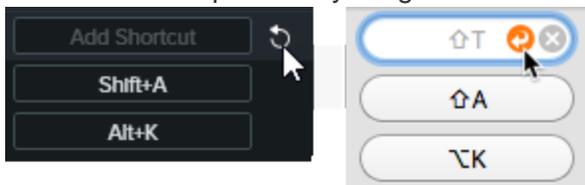
- To delete a shortcut, click in the field and click the **Delete** button.



- To delete a shortcut set (Mac only), select the set from the **Shortcut Set** dropdown. Click the  icon and select **Delete**.

Revert to Previous Shortcut

- To revert to the previously assigned shortcut, click the **Revert** button.



- To restore all shortcuts to the original Camtasia defaults:
 - **Windows:** Click the **Restore defaults** button.
 - **Mac:** Select **TechSmith Camtasia Default** from the **Shortcut Set** dropdown.

Export Editor Shortcuts

Shortcut sets are not cross-platform compatible.

1. Select **Edit (Windows)** or **Camtasia 2020 (Mac) > Preferences > Shortcutstab.**
 - On Mac, select the set to export from the **Shortcut Set** dropdown.

2. Click the  icon and select **Export**.
3. Enter a file name, location, and click **Save**.

Camtasia saves the Camtasia Shortcuts file (.camshortcuts on Windows and .camsc on Mac).

Import Editor Shortcuts

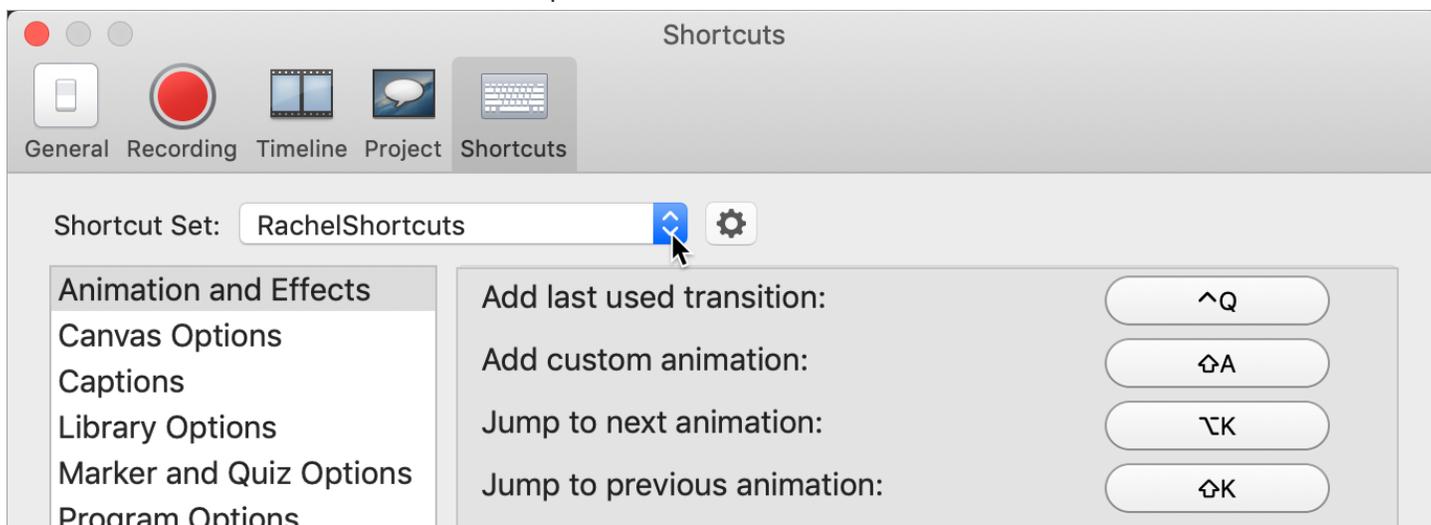
Shortcut sets are not cross-platform compatible.

1. Select **Edit (Windows)** or **Camtasia 2020 (Mac) > Preferences > Shortcutstab.**

2. Click the  icon and select **Import**.

3. Select a Camtasia Shortcuts file (.camshortcuts on Windows and .camsc on Mac) and click **Open**.

On Windows, Camtasia overwrites the existing keyboard shortcuts with the new shortcut set. On Mac, Camtasia adds the Shortcut set to the dropdown.



Related Articles

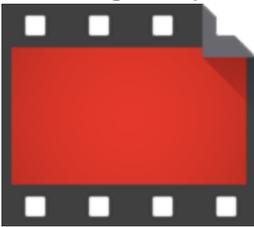
[Camtasia 2020 Shortcuts](#)

[Package and Share Camtasia Resources](#)

Camtasia File Formats

Follow these file management best practices when setting up your first Camtasia project (TSCPROJ).

Camtasia File Types

File Format	Description
<p>Recording Files (TREC)</p> 	<p>Default file format produced after recording in Camtasia Recorder. TREC stores audio, screen recording, camera recording, and metadata into a single package.</p> <p>TREC files can only be opened in Camtasia.</p>
<p>Project Files (TSCPROJ)</p> 	<p>Video project file that saves any edits completed on the timeline and references the location on your computer of any recordings and source files in the Media Bin.</p> <p>Open the TSCPROJ project file at any time to update, collaborate, or export a video to share.</p> <p>TSCPROJ files can only be opened in Camtasia.</p>

Manually Save Recordings

By default, Camtasia automatically names and saves all TREC recordings to the Camtasia folder located here: C:\Users\username\Documents\Camtasia.

You can configure Camtasia Recorder to open a Save dialog to enter a file name and location for each TREC recording file after recording.

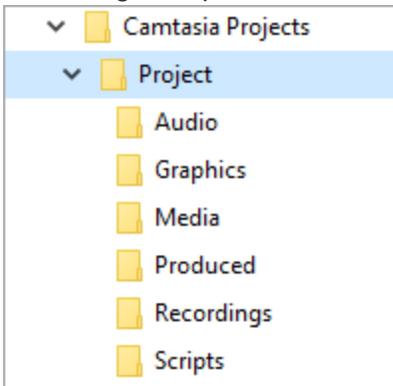
1. In Camtasia Recorder, select **Tools > Options**.
2. The Tool Options dialog appears. Click the **File options** button.
3. Select the **Ask for file name** option.
4. Click **OK**.

After stopping the recording, a Save dialog appears where you can enter a file name and save the recording to the project folder.

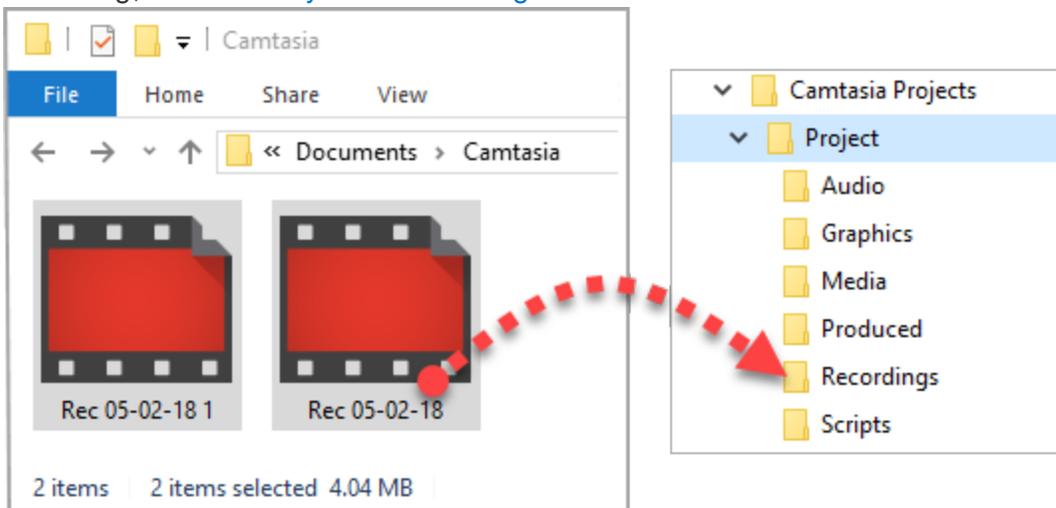
File Management Tips

Video file management can be overwhelming. Here are some tips and common workflows we use at TechSmith to help you get started:

- When starting a new video project, set up a directory to save all the source files such as audio, recordings, scripts, etc. into one location for your video project. Here's an example folder structure:



- After recording, move the recording files (TREC) from the default Camtasia folder into your video project directory. To skip this step, you can set Camtasia Recorder to prompt for a file name and location after recording, see [Manually Save Recordings](#).



To add recordings and other media into your video project file (TSCPROJ), select **Camtasia > File > Import > Media**. Select the files in your project directory. Camtasia imports the files into the Media Bin.

- To archive a video project, create a backup, or to move the project to another computer, select **File > Export > Zipped Project** (Windows) or **File > Export > Project for Windows** (Mac) to save the final project as a ZIP file. Make sure to select the **Include all files from Media Bin in zip** option to save a copy of the source files in the Media Bin in the ZIP file.

Make sure you can open the zipped project in Camtasia (**File > Import > Zipped Project**) and that the project contains all of the source files before deleting any files from your computer.

- Do you frequently reuse the same video assets? See [Reuse Assets Across Projects \(Asset Libraries\)](#) to learn how to save assets to the Library for reuse across all of your Camtasia video projects.

Asset Files

Enhance your [Camtasia](#) videos with assets downloaded from the [TechSmith Assets for Camtasia](#) website or [save your own asset files](#). See [Download TechSmith Assets for Camtasia](#).

Library

Download or save intros, animated backgrounds, icons, lower thirds, music, groups, annotations, and more to the Library to use in other projects. See [Reuse Assets Across Projects \(Asset Libraries\)](#).

Packages

Create a Camtasia Package (.campackage) to back up and share your Camtasia resources. See [Package and Share Camtasia Resources](#).

Templates

Create and share a video template to help video collaborators quickly build consistent and professional videos. See [Create and Edit Video Templates](#) or [Create a Video from a Template](#).

Themes

Quickly apply theme presets containing colors, fonts, and logos to maintain consistency across a series of videos. See [Create and Manage Themes](#).

Export File Formats

Export and share a video file based on the sequence of media (recordings, video clips, audio clips, images, and effects) on the timeline. See [Export and Share a Video](#) or [Export an Audio File](#).

Import File Formats

Import different media types into your project to use on the project timeline. See [Organize Media in Camtasia](#).

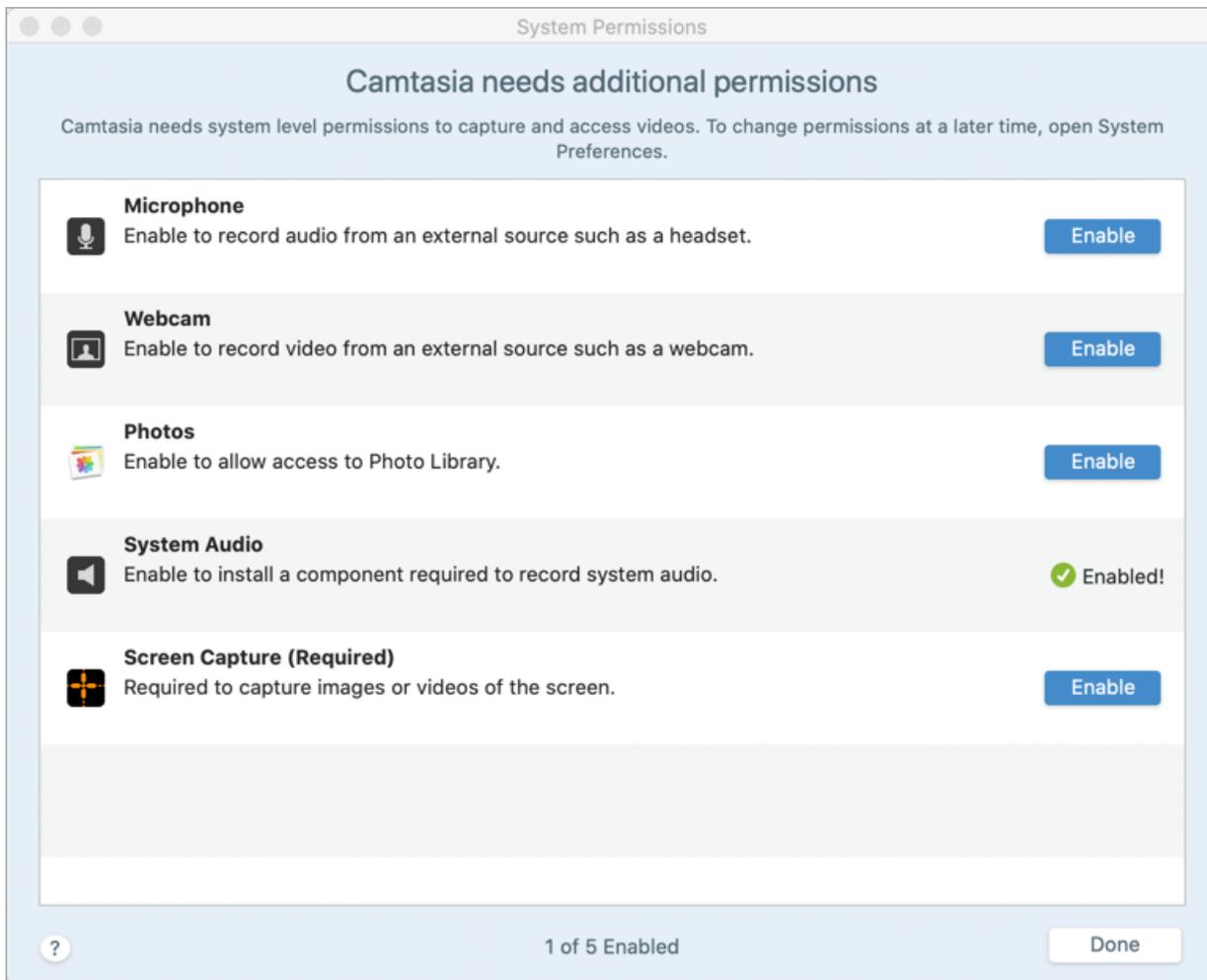
Related Articles

[Record the Screen and Audio](#)

[Project Settings](#)

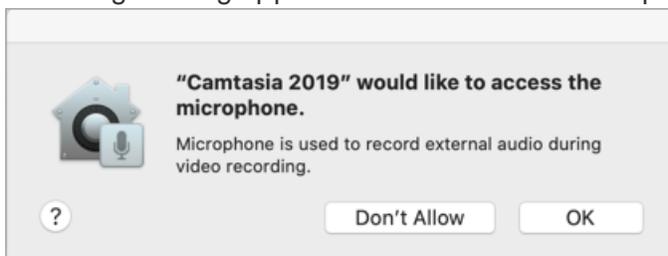
macOS Permissions

Permissions are required for [TechSmith Camtasia](#) to capture video and access the OS Photo Library. A dialog appears the first time Camtasia runs on MacOS 10.14 or later.

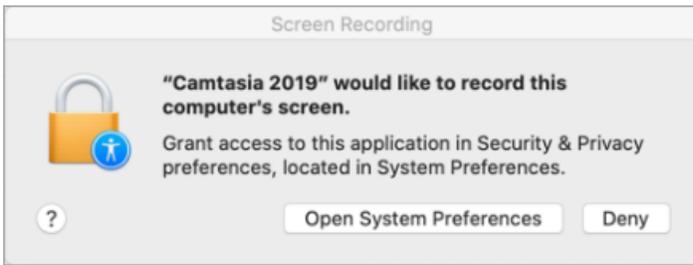


Enable Permissions in Camtasia

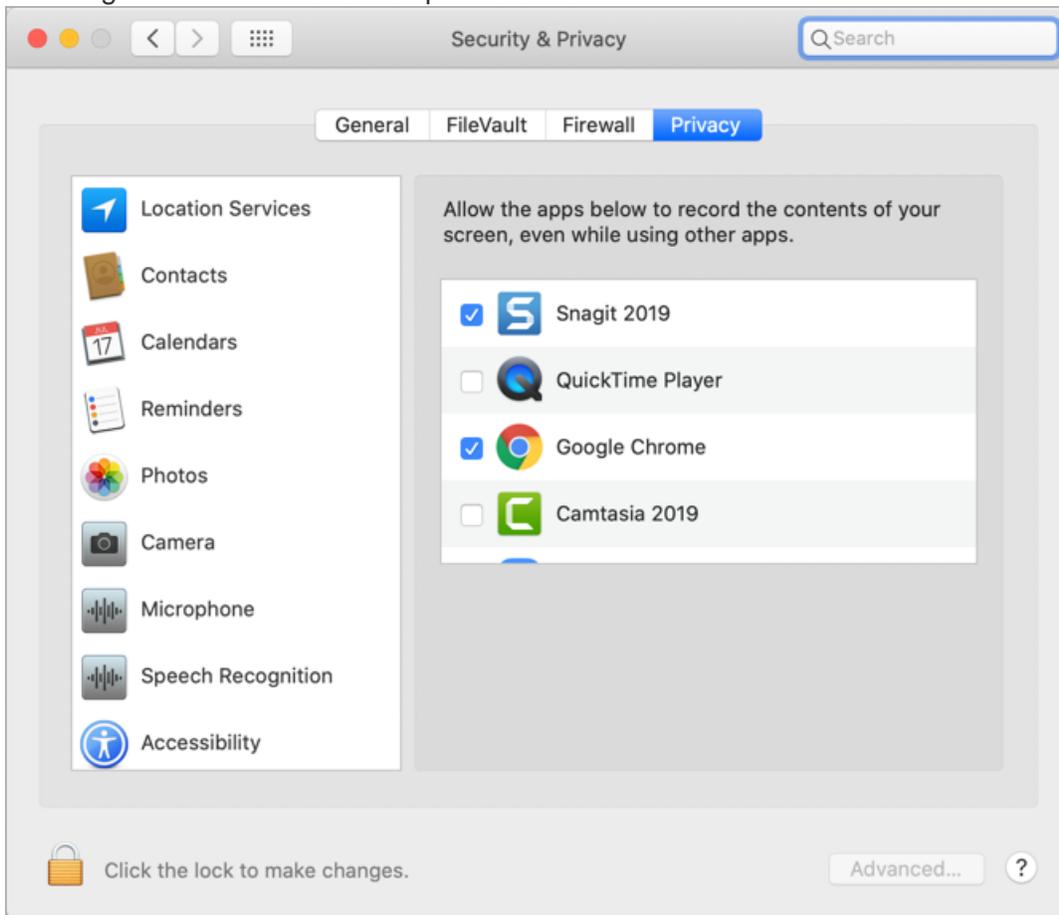
1. Click **Enable** for a permission in the System Permissions dialog.
2. A message dialog appears. Click **OK** to allow the permission.



For screen capture permission, a different message dialog appears. Click **Open System Preferences**.



The Security & Privacy > Privacy tab dialog appears. Click the corresponding Camtasia version checkbox in the right column to allow the permission.



3. After a permission is enabled, a prompt to exit Camtasia appears. To close Camtasia, select **Quit Now** or select **Later** to manually restart Camtasia at a later time.

It is recommended to enable all permissions before restarting Camtasia. Using Camtasia to record or edit without restarting may result in unpredictable application behavior.

Manually Edit Permissions

1. Select **System Preferences > Security > Privacy > Privacy tab.**



2. Click the permission type in the left column.
3. Click the corresponding Camtasia version checkbox in the right column to allow the permission.
4. If Camtasia is running and a permission is allowed, a prompt to exit Camtasia appears. To close Camtasia, select **Quit Now** or select **Later** to manually restart Camtasia at a later time.

Using Camtasia to record or edit without restarting may result in unpredictable application behavior.

Additional Camtasia Resources

The [Camtasia help file](#) is available online for version 2020. The online help provides content to assist you in getting started in Camtasia and to find answers to your questions.

To access the help file at any time, download the full Camtasia help PDF [here](#).

Did you not find what you were looking for in the online help? 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.
- [TechSmith Academy](#): Premium, free learning platform to help anyone learn more about visual and video creation. Current courses focus on creating scripts, storyboards, working with lighting, recording better audio, and more.
- [Software Key Help](#): Learn how to unlock TechSmith products.