



# TechSmith Camtasia<sup>®</sup>

## Camtasia Help

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# What's New in Camtasia 2021

Learn how to use the new features in [TechSmith Camtasia 2021](#).

## Link and Edit Group Properties to Create Custom Assets

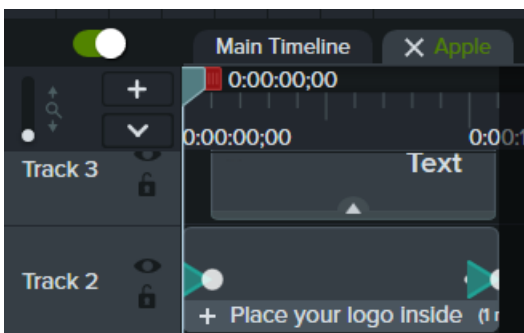


Edit and create your own custom assets with our Quick Property Editor. Reuse custom assets across multiple projects or share them with your team to maintain brand identity or consistent look and feel. See [Create Custom Assets](#).

- Link multiple assets in a project to edit their properties simultaneously.
- Create subgroups to edit more precisely within a group.
- Organize assets with custom labels and hide properties to prevent editing.

## Group Tabs

View and organize grouped media quickly with Group Tabs. Group Tabs were previously available in Camtasia for Mac and are new to Camtasia 2021 for Windows. See [Working with Groups](#).



## Move or Share Project Folders with All Assets

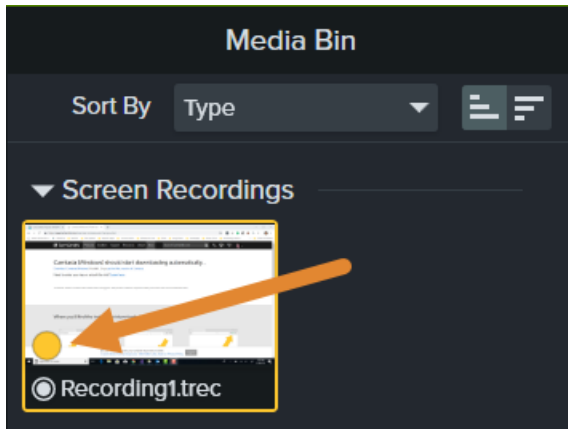
Camtasia saves your project and all its assets in a self-contained project folder. Share or move project folders quickly without affecting your project timeline or assets.

## New Transitions

Camtasia 2021 includes over 100 transitions in new categories that make it easier to find the right transition for your project. See [Enhance Your Video Overview](#).

## Proxy Media

Create a proxy of your high definition videos to improve editing performance such as lags or skips during playback. See [Organize Media in Camtasia](#).



## Emphasize (Audio) Effect

Apply the Emphasize effect to enhance a selected audio clip by decreasing the volume of all other audio tracks. For example, apply the effect to narration audio to decrease the volume of background music during the voice-over clip. See [Audio Effects](#).

To view a full list of the features and improvements in Camtasia version 2021, see the version history for [Windows](#) and [Mac](#).

# Camtasia 2021 Video Tutorials

## Learn the Basics

- [Record, Edit, Share](#)
- [Video Editing Basics: Timeline](#)
- [Working with the Canvas](#)
- [Add Annotations, Callouts & Titles](#)
- [Export & Share](#)
- [Editing Audio](#)
- [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 & Extend Frame](#)
- [Getting Crisp, Clear Screen Video](#)
- [Magnetic Tracks](#)
- [Customize Camtasia with Favorites and Presets](#)
- [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](#)
- [Organize Your Camtasia Project Files](#)
- [How to Use Group Tabs](#)

## Tools and Effects

- [Smooth Out the Cursor in Screen Recordings](#)
- [Device Frames](#)
- [Quizzing & Surveys](#)
- [Add Interactive Hotspots to a Video](#)
- [How to Remove a Color \(Green Screen\)](#)
- [Manually Add Captions to a Video](#)
- [Sync Captions with a Script](#)

## Camtasia for Teams

- [Create & Manage Themes](#)
- [Speed up Video Creation with the Camtasia Library](#)
- [How to Create a Template](#)
- [How to Use a Template](#)

## Animations and Behaviors

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

## Working with External Media

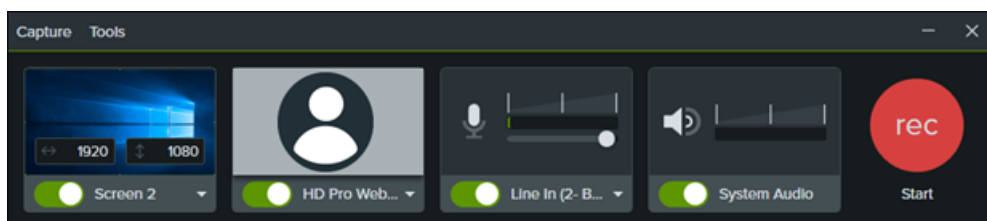
- [Import PowerPoint Slides](#)
- [PowerPoint Add-In Toolbar](#)
- [Edit Zoom Recordings with Camtasia](#)
- [Record Your iOS Device \(Mac\)](#)
- [Download and Install TechSmith Assets](#)
- [Record & Edit Webcam Video](#)

# Record the Screen and Audio

Camtasia Recorder captures your screen, webcam, and audio. Set the capture area to an entire screen, specific dimensions, a region, a window, or an application on the screen. To get started, click the record button and begin your onscreen activity.

## Set Up Your Recording

### Windows

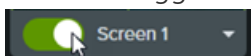


### Mac

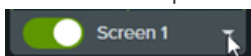


#### 1. Select the recording area:

- Click the toggle to turn screen recording on or off.



- Click the dropdown and select a recording area option.



#### 2. Camtasia highlights the selected recording area on the screen. To edit the recording area:

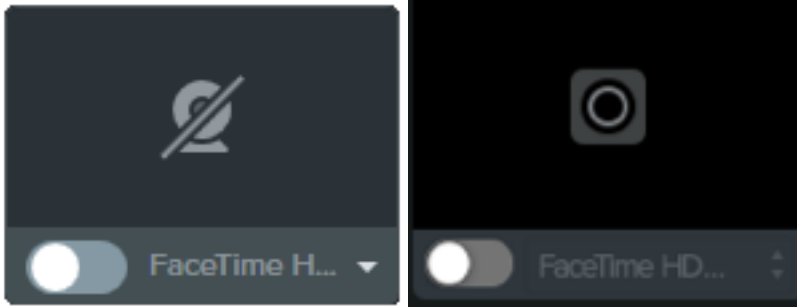
- Drag the handles to adjust the selection.
- To enter a specific size, type the dimensions in pixels into the Width and Height fields.
- To move the selected area on the screen, click the center handle (Windows) or within the selected area (Mac) and drag to the desired location.
- If your computer is connected to multiple displays, you can drag the selected area from one screen to another.



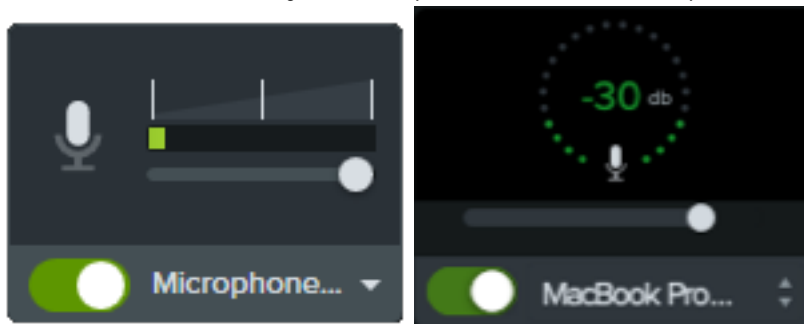
Tip: Hide desktop icons on Mac.

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

3. To record webcam video from a built-in or connected camera device, click the toggle to turn webcam recording on or off and select a camera device from the dropdown.



4. To record audio from your computer's built-in microphone or from a connected USB microphone:



- Click the toggle to turn microphone recording on or off and select an audio device from the dropdown.
- Drag the slider to increase or decrease the audio level.

Tip: Run a sample recording to test the audio.

- **No Microphone Audio:** Select an audio device in the dropdown or enable the Microphone option in the recorder.
- **No System Audio:** Enable the System Audio option in the recorder.
- **Low Microphone Audio:** Drag the audio slider to increase the audio level and make sure the connected audio device is positioned near the speaker.

5. Turn system audio on or off. System audio captures the sound from your computer such as application alerts or audio playing from your computer speakers.
6. Click the **Record** button.
7. Click the **Stop** button.

The TREC recording file is added to the [Media Bin](#) in Camtasia.

# Recording Shortcuts

Option	Windows Shortcut	Mac Shortcut
Launch Recorder	Ctrl+R  To customize on Windows, select <b>Edit &gt; Preferences &gt; Shortcuts &gt; Program Options</b> tab.	Ctrl+R  To customize on Mac, select <b>2021 &gt; Preferences &gt; Shortcuts &gt; Recorder Options</b> tab.
Start/Pause Recording	F9	Command+Shift+2
Stop Recording	F10	Command+Option+2

Camtasia Recorder automatically records cursor data to customize the cursor with effects. See [Enhance Your Video Overview](#).

## Related Articles

[Record a PowerPoint Presentation](#)

[Record Voice Narration](#)

[Record, Edit, Share Tutorial](#)

[Record Your iOS Device Tutorial](#)

[Record and Edit Webcam Video 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](#)

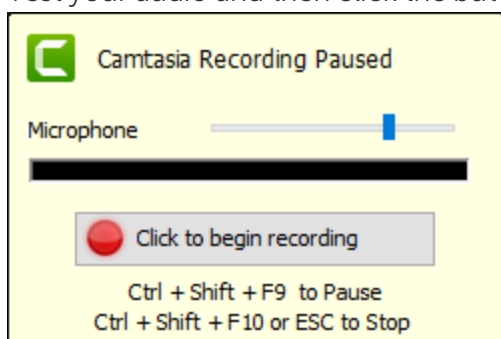
## Record with the Camtasia PowerPoint Add-In (Windows Only)

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

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



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



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

## Narrate Slides in Camtasia

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

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

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

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

#### Tip

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

## Related Articles

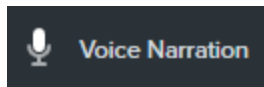
[Record Voice Narration](#)  
[Import PowerPoint Slides Tutorial](#)  
[PowerPoint Add-In Toolbar Tutorial](#)  
[Record a PowerPoint Presentation Tutorial](#)  
[Create a Video Table of Contents](#)

# Record Voice Narration

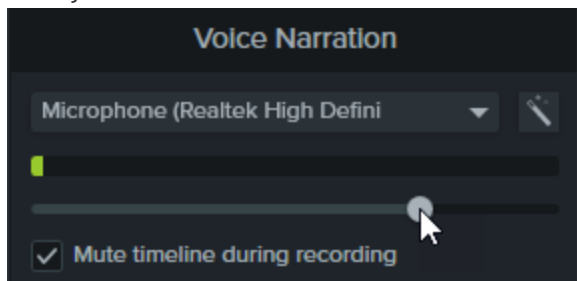
Record microphone audio while playing back the video on the timeline, also known as a voice over. You can paste a script to read from during recording.

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 Bin onto the timeline.

## Camtasia 2021 Supported File Formats

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

## 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** (Windows) or **Command+click** (Mac) 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

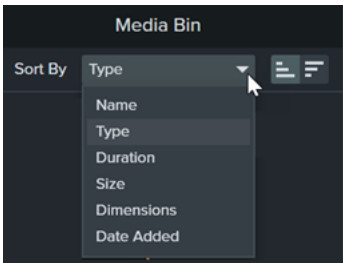
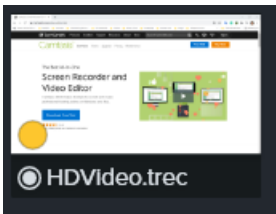
1. Click the **Media** tab.
2. Click the  icon > **Import From Google Drive**.
3. Enter your Google email and password.
4. Click to select the media to import. **Control+click** (Windows) or **Command+click** (Mac) to select multiple files.
5. Click **Import**.

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>Click the <b>Media Bin View</b> button to change the media display to one of the following options:</p> 
------------------------------	--

	<ul style="list-style-type: none"> <li>• Large Thumbnails</li> <li>• Medium Thumbnails</li> <li>• Small Thumbnails</li> <li>• Extra Small Thumbnails</li> <li>• List View</li> </ul>
Sort Media	<p>Select an option from the <b>Sort By</b> dropdown. Click the <b>Ascending</b> or <b>Descending</b> button.</p> 
View Media Details	Right-click media and select <b>Details</b> .
Locate Unused Media (Media not located on the timeline)	<ul style="list-style-type: none"> <li>• To remove unused media, right-click media and select <b>Delete Unused Media</b>.</li> <li>• To select unused media, right-click media and select <b>Select Unused Media</b>.</li> </ul>
Create a Proxy Video	<p>Create a proxy of your high definition videos to improve editing performance such as lags or skips during playback.</p> <p>Right-click media in the Media Bin and select <b>Proxy Video &gt; Create Proxy Video</b>. An icon appears in the video thumbnail when the process is complete.</p> 
Rename Media (Mac Only)	Right-click media and select <b>Rename</b> . Type a new name.



## Related Articles

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[Timeline Overview](#)

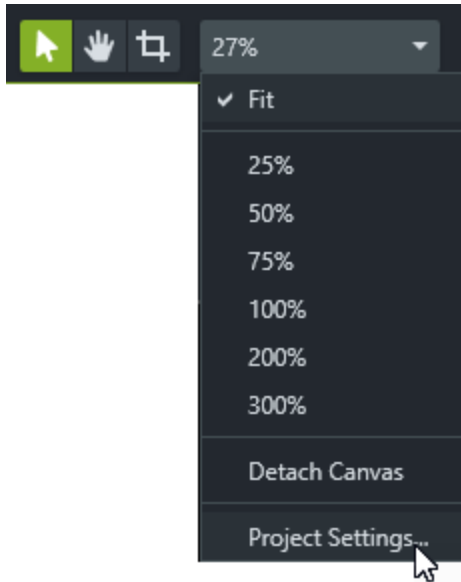
[Captions](#)

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

[Organize Your Project Files Tutorial](#)

# Project Settings

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



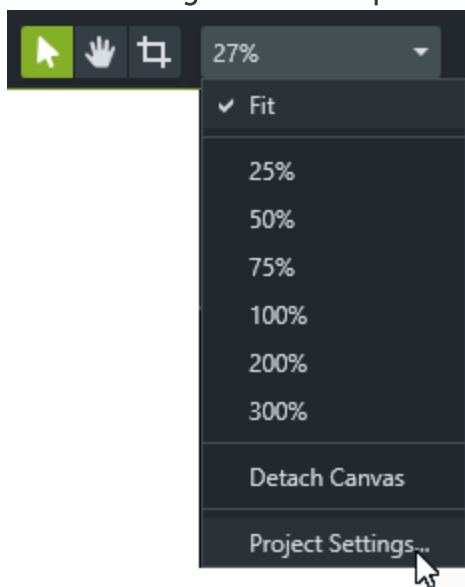
## Change the Canvas Dimensions

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

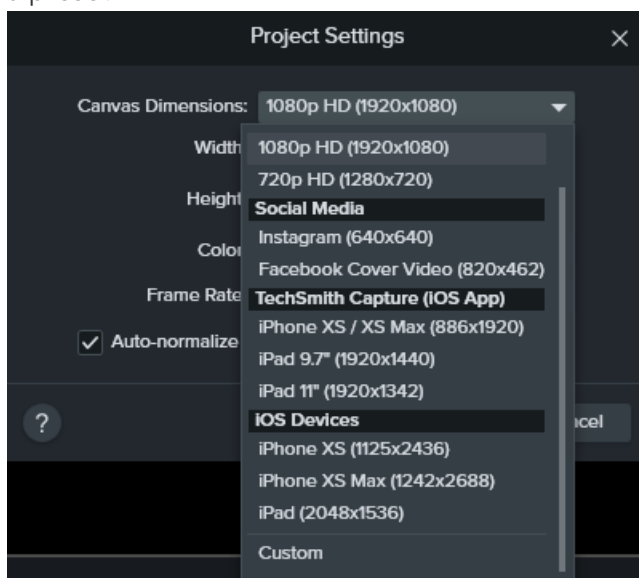
- The canvas dimensions must be at least 640 x 480 to include a [table of contents \(TOC\)](#) or [quiz/survey](#).
- Change the canvas dimensions **before** you begin editing your video. Changing the dimensions after editing can skew the look of edited media.

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

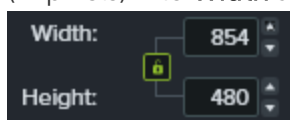


2. The Project Settings dialog appears.

- 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](#).

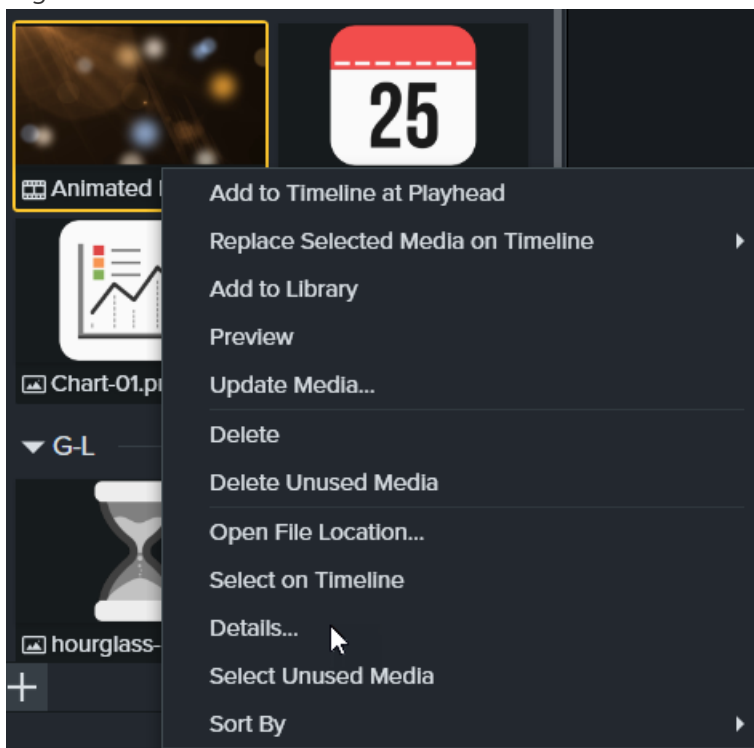
3. Click **Apply**.

## Change the Editing Frame Rate

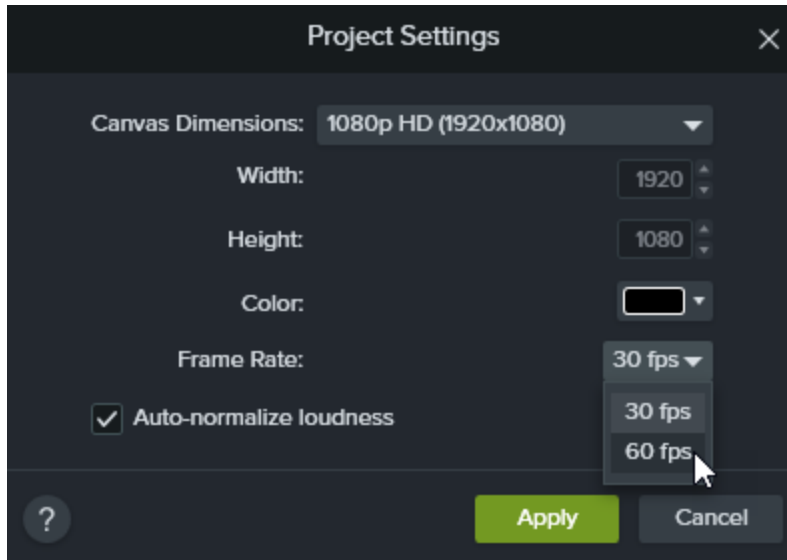
Frame rates typically vary throughout a video. Capture, edit, and share videos at the same frame rate to reduce poor video quality.

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.

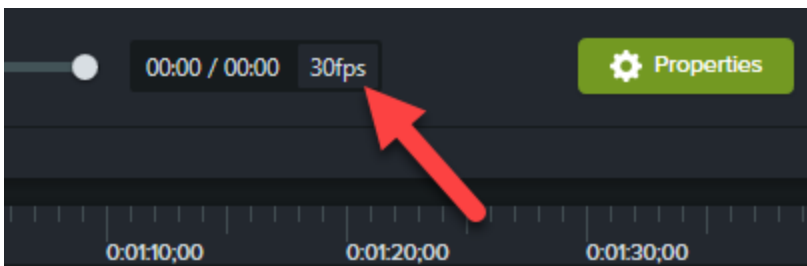


2. Select the **Magnification dropdown > Project Settings > Frame Rate dropdown** to change the editing frame rate.



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.



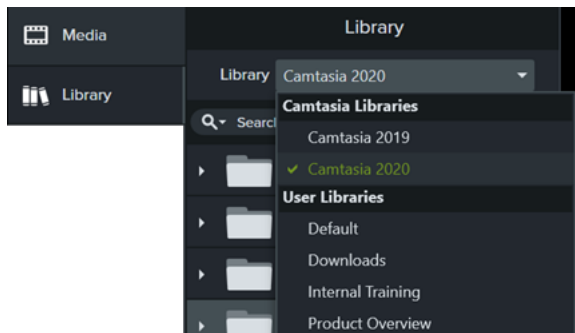
### Related Articles

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

# Reuse Assets Across Projects (Asset Libraries)

A library stores assets for reuse across Camtasia projects to create consistent looking videos. Download or save intros, animated backgrounds, icons, lower thirds, music, groups, annotations, and more to a 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. To download additional assets, see [Download TechSmith Assets](#).
- **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"><li>1. Click the <b>Library</b> tab.</li><li>2. In the Library dropdown, select <b>Create New Library</b>.</li><li>3. Enter a name.</li><li>4. Select an option in the Start from dropdown to create a blank library or create a copy of an existing library.</li><li>5. Click <b>Create</b>.</li></ol>
Add an Asset or Group to a Library	<p><b>Asset or Group From Timeline:</b></p> <ol style="list-style-type: none"><li>1. Right-click an asset or group on the timeline and select <b>Add to Library</b>.</li></ol>

2. Enter a name.

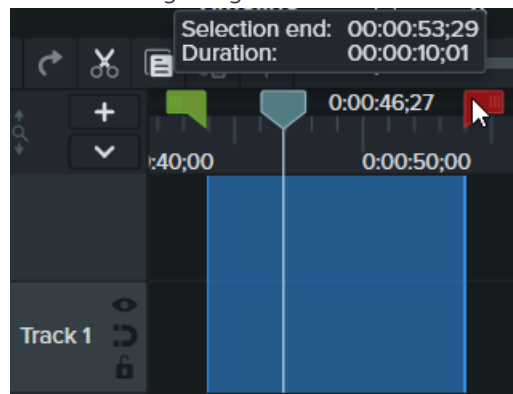
**Tip: Best practices when naming assets**

- 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 option from in the Library dropdown.
4. Select **Use Canvas Size** to have the asset or group automatically resize based on the canvas dimensions or **Use Visible Size** to keep the original dimensions.
5. Click **OK**.

**Selection From Timeline:**

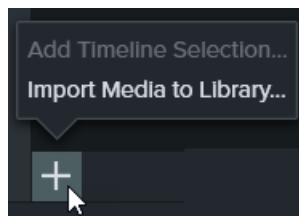
1. Click and drag the green and red handles to select an area on the timeline.



2. Right-click the selection and select **Add Timeline Selection to Library**.
3. Enter a name.
4. Select a library.
5. Select **Use Canvas Size** to have the asset or group automatically resize based on the canvas dimensions or **Use Visible Size** to keep the original dimensions.
6. Click **OK**.

**From Computer:**

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



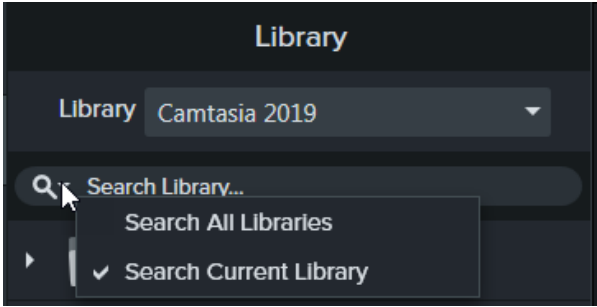
	<p><b>From Store:</b> Click the <b>Download More Assets</b> link. See <a href="#">Download TechSmith Assets</a>.</p>
Add a Folder to the Library	<ol style="list-style-type: none"> <li>1. Click the <b>Library</b> tab.</li> <li>2. Select a library from the <b>Library</b> dropdown.</li> <li>3. Right-click within the library and select <b>New Folder</b>.</li> <li>4. Enter a folder name.</li> <li>5. Press the <b>Enter</b> key.</li> </ol>
Move Assets or Folders within a Library	<ol style="list-style-type: none"> <li>1. Click the <b>Library</b> tab.</li> <li>2. Select a library from the <b>Library</b> dropdown.</li> <li>3. Click to select the asset or folder. <b>CTRL+click</b> (Windows) or <b>Command+click</b> (Mac) to select multiple assets or folders.</li> <li>4. Drag the selection to the desired folder or location in the current Library.</li> </ol> <div> <p>To nest a folder in a library, click and drag the folder onto another folder.</p> </div>
Move Assets or Folders to Another Library	<ol style="list-style-type: none"> <li>1. Click the <b>Library</b> tab.</li> <li>2. Select a library from the <b>Library</b> dropdown.</li> <li>3. Click to select the asset or folder. <b>CTRL+click</b> (Windows) or <b>Command+click</b> (Mac) to select multiple assets or folders.</li> <li>4. Right-click the selection and select <b>Move To &gt; the desired library</b>.</li> </ol>
Delete an Asset or Folder	<p>Right-click the asset or folder in the library and select <b>Delete</b>.</p>

## 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"> <li>1. Click the <b>Library</b> tab.</li> <li>2. Click the <b>Search</b> icon and select <b>Search All Libraries</b>, <b>Search Current Library</b>, or a recent search term from the dropdown.</li> </ol>
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	 <p>3. Type in the Search Library field.</p> <p>4. The search results appear. To sort the search results, right-click a result and select <b>Sort By</b>.</p>
Download More Assets	To download additional assets, click the <b>Download more assets</b> link at the bottom of the library. See <a href="#">Download TechSmith Assets</a> .
Sort Assets	Right-click a folder or asset in the library and select <b>Sort By</b> . 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.

Create a Camtasia Package (.campackage) 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 upgrade from Camtasia version 2019 or newer, user libraries are automatically imported into the latest version of Camtasia during installation. To import libraries from previous versions, complete the steps below.

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

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[Download TechSmith Assets for Camtasia](#)

[Package and Share Camtasia Resources](#)

[Download TechSmith Assets Tutorial](#)

[Speed Up Video Creation with the 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.

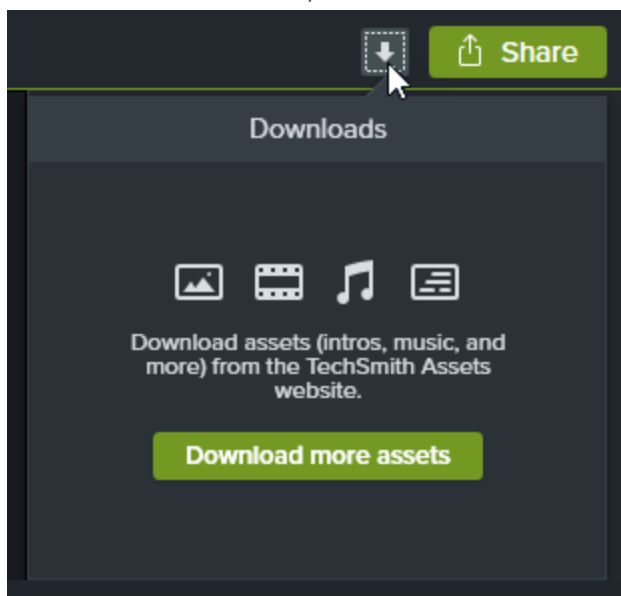
Asset Type	Category
Customizable	<ul style="list-style-type: none"><li>• <b>Templates:</b> Video templates in various styles for quicker video creation. See <a href="#">Quickly Make a Video from a Template</a>.  Templates are available for use in TechSmith Camtasia version 2020 or later.</li><li>• <b>Device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

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

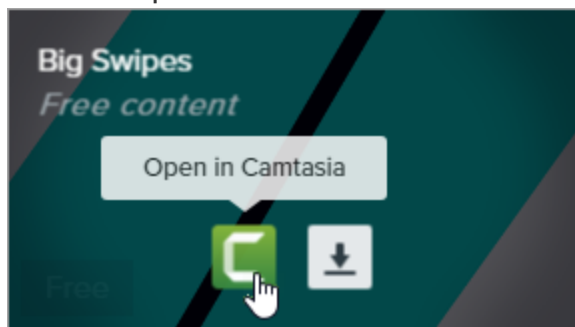
## Download Assets to Camtasia

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

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

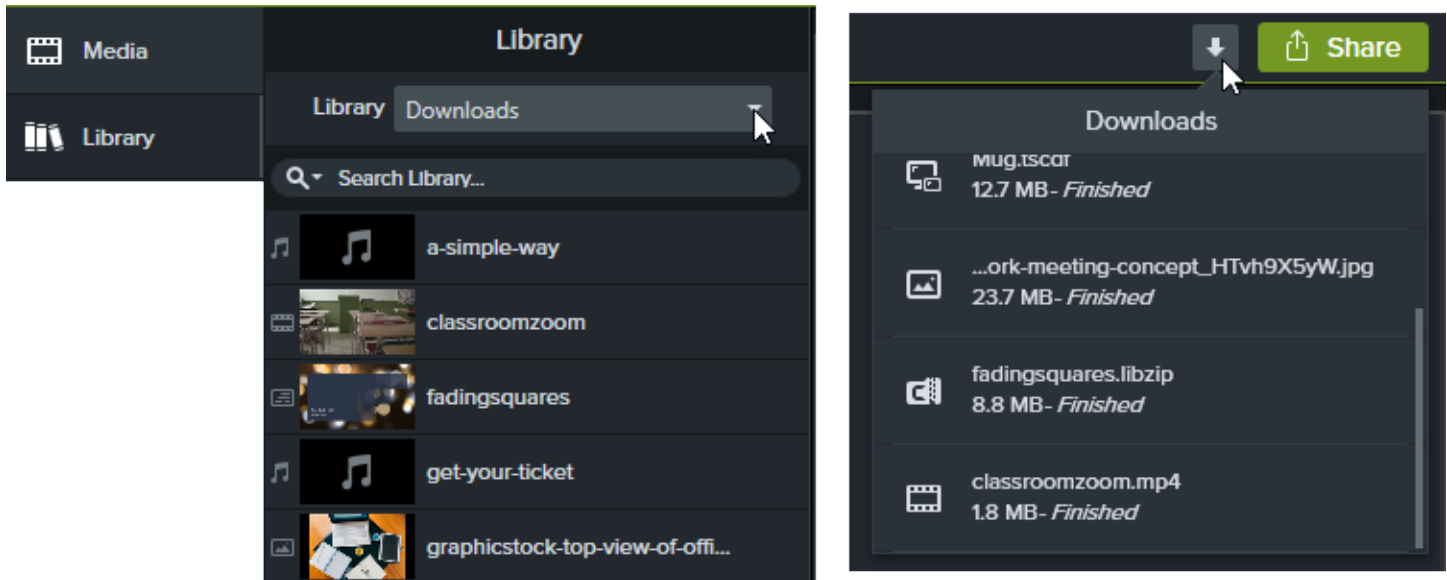


2. The [TechSmith Assets for Camtasia website](#) opens. Sign in with your TechSmith account.
3. Hover your cursor over an asset to preview it.
4. Click the **Open in Camtasia** button to download the asset into Camtasia.



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 downloads to **Library tab > Library dropdown > Downloads** and appears in the list of downloaded assets under the **Downloads** button.



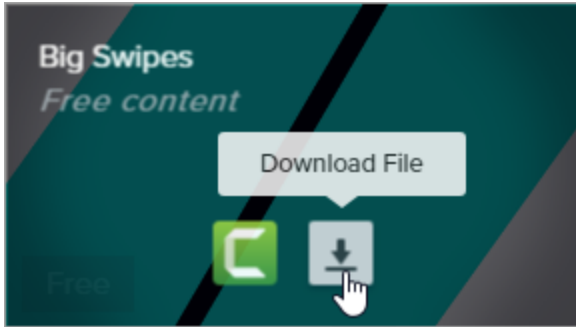
Downloaded device frames are available from the **Type** dropdown in the properties when the Device Frame effect is added to the timeline. See [Add a Device Frame](#).

## Download Assets to Your Computer

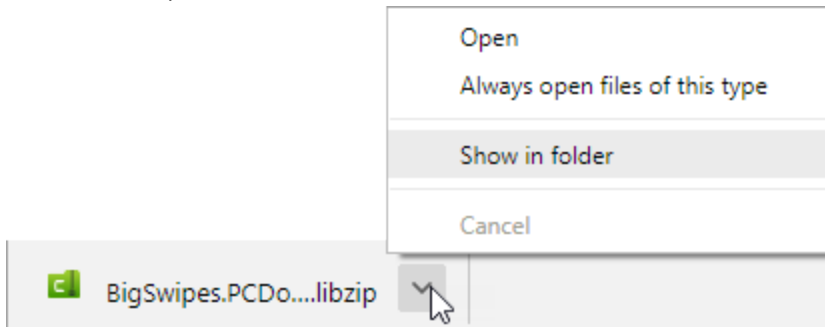
To learn how to download assets onto your computer, continue with the following sections based on your web browser:

[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.



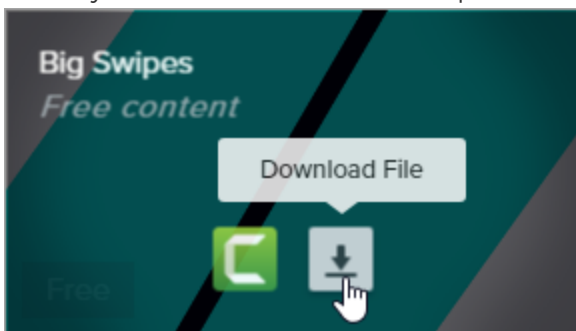
3. Google Chrome downloads the asset into your Downloads folder. At the bottom of your web browser, click the dropdown and select **Show in folder**.



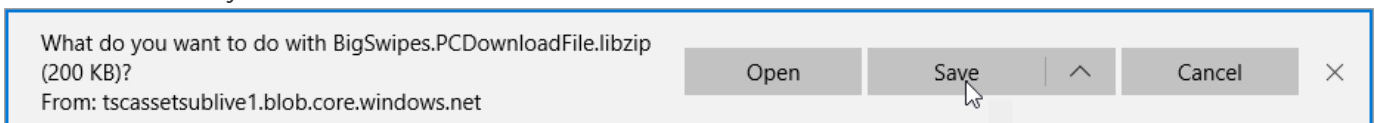
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

## Microsoft Edge

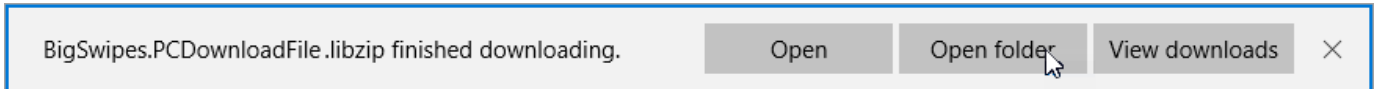
1. Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
2. Hover your cursor over an asset to preview it. Click the **Download** button.



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



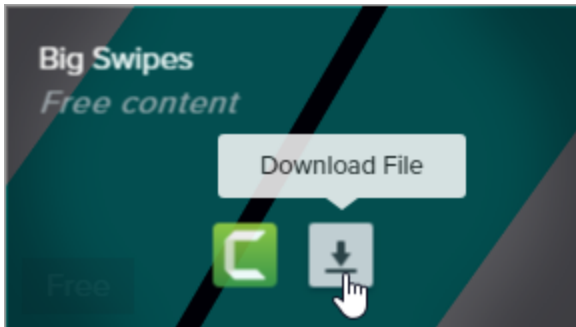
- Microsoft Edge downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button.



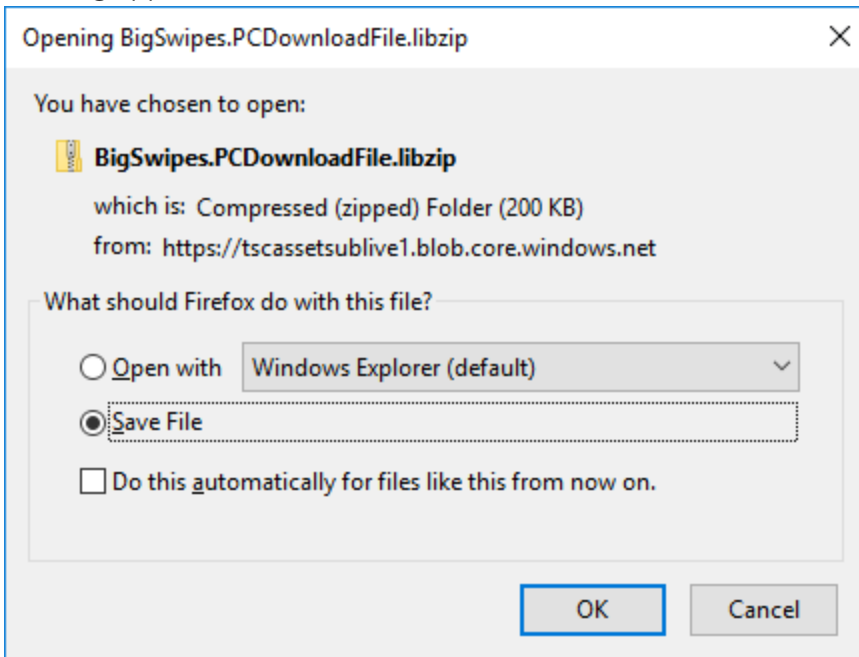
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

## Firefox

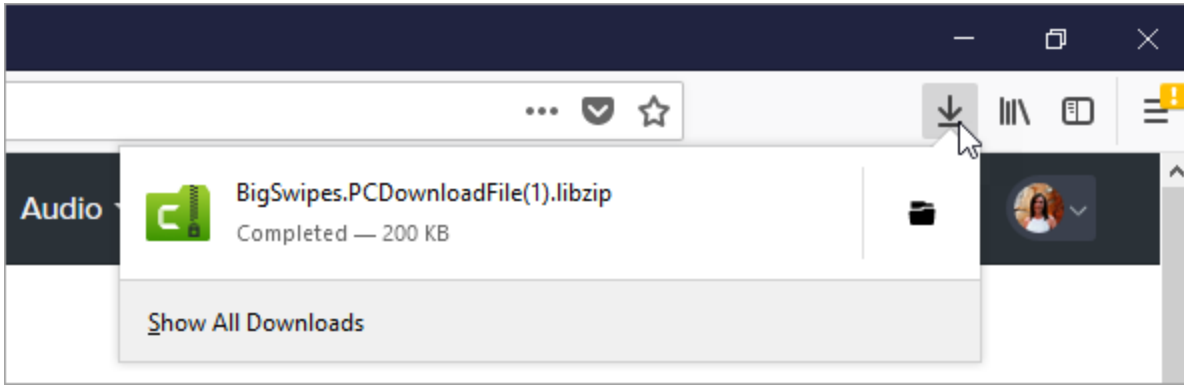
- Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
- Hover your cursor over an asset to preview it. Click the **Download** button.



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



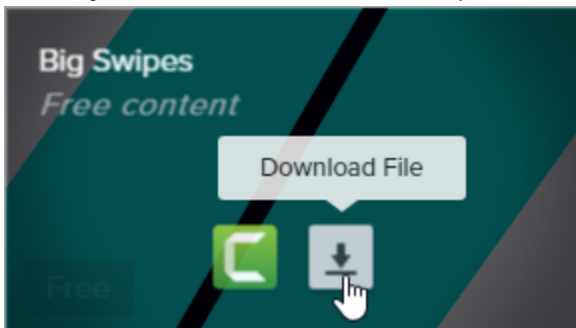
- Firefox downloads the asset into your Downloads folder. Click the **Downloads** button in the upper-right corner of your web browser.



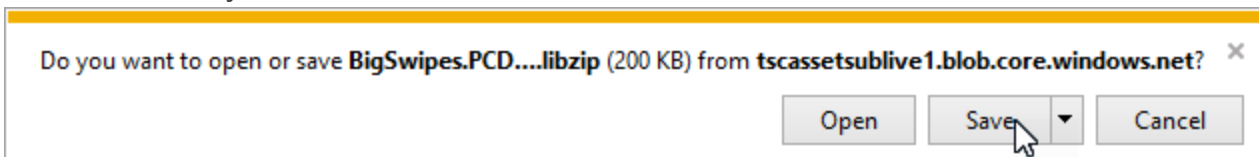
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).

## Internet Explorer

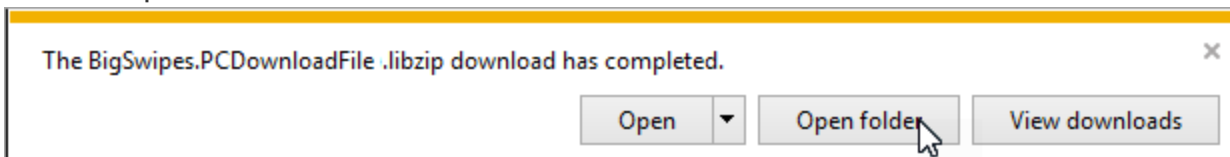
- Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
- Hover your cursor over an asset to preview it. Click the **Download** button.



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

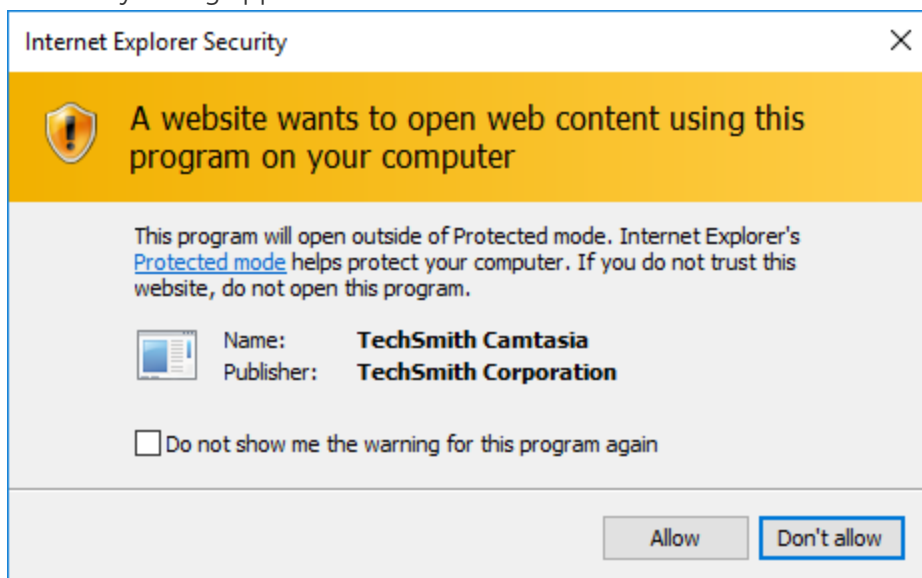


- Internet Explorer downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button. To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia](#).



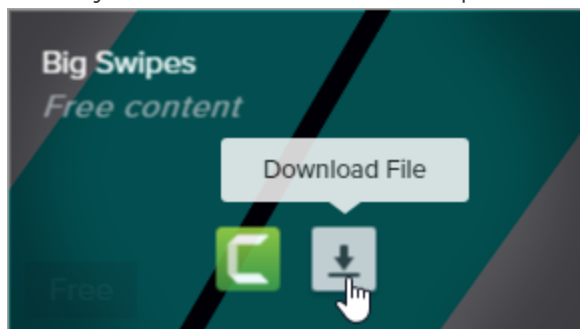


5. A security dialog appears. Click the **Allow** button.



## 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
<b>LIBZIP</b> (Intros, Lower Thirds)	<ol style="list-style-type: none"><li>1. Double-click the .libzip file.</li><li>2. Camtasia opens. In the Import to Library dialog, select <b>Create New Library</b> or select an existing Library to add the asset to.</li><li>3. Click the <b>Import</b> button.</li></ol>

Asset File Format	How to Add to Camtasia
<b>CAMPACKAGE</b> (Templates, Themes)	<p>Double-click the .campackage file.</p> <p>A dialog appears and lists the imported resources. See <a href="#">Package and Share Camtasia Resources</a>.</p> <ul style="list-style-type: none"> <li>To access templates, select <b>File &gt; New Project from Template</b>. The template is located in the Template Manager.</li> <li>To access themes, select <b>File (Windows)</b> or <b>Camtasia 2021 (Mac) &gt; Manage Themes</b> or in the <b>Theme</b> dropdown in the Properties.</li> </ul>
<b>TSCDF</b> (Device Frames)	<p>Double-click the .tscdf file.</p> <p>The device frames is added to the <b>Type</b> dropdown in the properties. Add a Device Frame effect to the timeline to access the device frame properties. See <a href="#">Add a Device Frame</a>.</p>
<b>MP4</b> (Footage, Intros, Motion Graphics)  <b>MP3</b> (Music, Loop, Sound Effects)  <b>JPG</b> (Photos, Illustrations, Icons)	<ol style="list-style-type: none"> <li>In Camtasia, select <b>File &gt; Library &gt; Import Media to Library</b> or drag and drop the asset into the Library.</li> <li>Select the asset and click <b>Open</b> on Windows and <b>Import</b> on Mac.</li> <li>In the Add to Library dialog, select a Library from the dropdown.</li> <li>Click <b>OK</b>.</li> </ol>

## Related Articles

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

[Add a Device Frame](#)

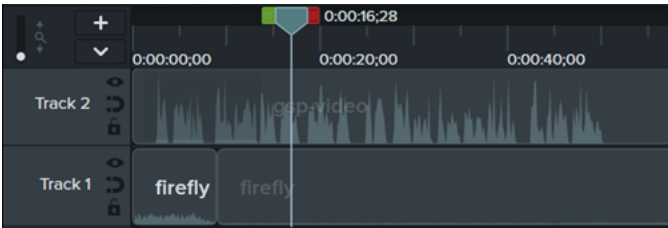
[Quickly Make a Video from a Template](#)

[Download TechSmith Assets Tutorial](#)

[Create Custom Assets](#)

# Timeline Overview

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



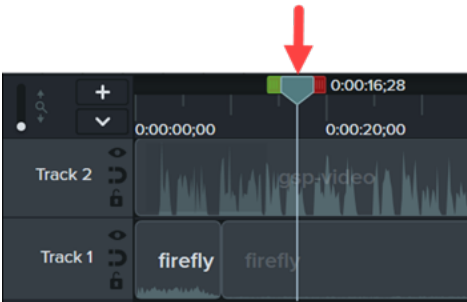
## Add Content to a Video


Drag media from the [Media Bin](#) 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

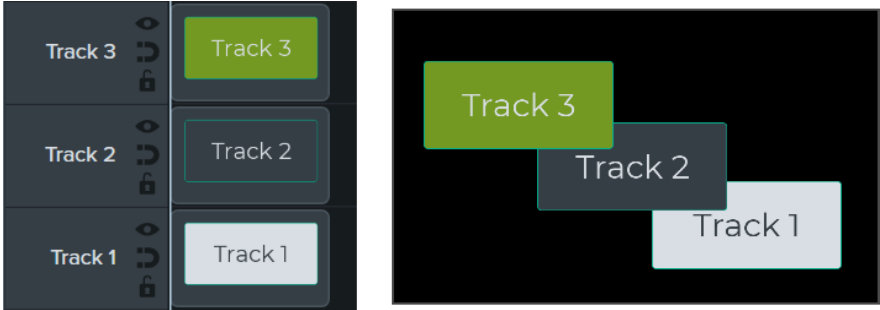
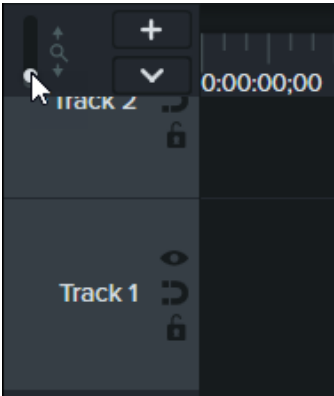
The playhead location represents a point in time in the video. All media at that point on the timeline display as the current frame on the [canvas](#).

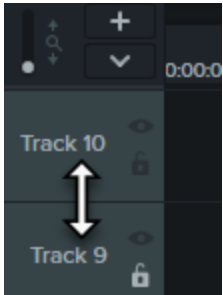
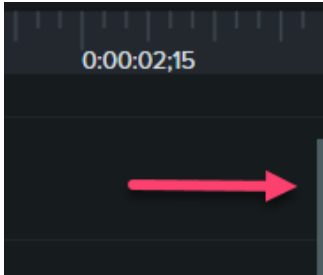

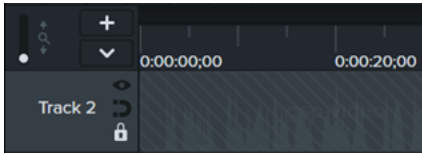



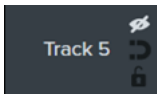

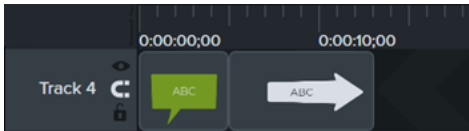

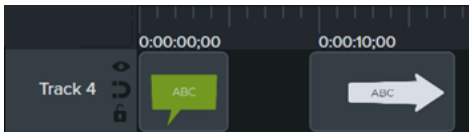

Preview a Frame	Drag the playhead to the desired position on the timeline. Camtasia displays the frame on the canvas.
Preview Video	Drag the playhead to the desired position on the timeline. Click the play button to preview the video. <div></div>
Preview One Track (Solo Track)	Hold <b>Alt</b> key (Windows) or <b>Option</b> key (Mac) and click the  icon to the

<p>Preview one selected track on the canvas.</p>	<p>left of the track. The icon changes to  and all other tracks are disabled.</p> <div> <p>If you export the video with a solo track enabled, only the solo track is exported.</p> </div>
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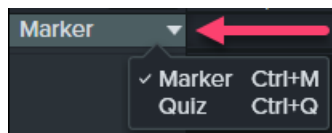
Timeline Tracks

<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>To reorder tracks, click near the track name and drag to a new position on the timeline.</p> <div> <div> <div>FRONT</div> <div> <div>Track 3</div> <div>Track 2</div> <div>Track 1</div> </div> <div>BACK</div> </div> <div>  </div> </div>
<p>Detach Timeline</p> <p>Detach the timeline to view more tracks at one time or to move to another monitor for precise editing.</p>	<p>Select <b>View &gt; Timeline &gt; Detach Timeline</b> or press <b>Ctrl+3</b> (Windows) or <b>Command+3</b> (Mac).</p>
<p>Change the Track Size (Track Height)</p>	<p>To resize all tracks, drag the track slider.</p> <div>  </div> <p>To resize only one track, drag the border between tracks up or down.</p>

	
<p>Add a Track</p> <p>Add an unlimited number of tracks to the timeline.</p>	<p>Complete any of the following to add a track:</p> <ul style="list-style-type: none"> <li>Click <b>+</b> to add a track to the timeline.</li> <li>Drag and drop media from the Media Bin or Library tabs onto an empty area on the timeline.</li> <li>Right-click a track and select <b>Insert Track &gt; Above</b> or <b>Below</b>.</li> </ul>
<p>Remove a Track</p>	<ul style="list-style-type: none"> <li>Right-click a track name and select <b>Remove Track</b>.</li> <li>Right-click a track name and select <b>Remove All Empty Tracks</b>.</li> </ul>
<p>Scroll through Tracks</p> <p>When several track are on the timeline, use the scroll bar to view more tracks.</p>	<p>Click and drag the scroll bar on the right side of the timeline up or down to view more tracks.</p> 
<p>Rename a Track</p>	<p>Double-click the track name and type a new name.</p>
<p>Lock / Unlock Track</p> <p>Lock a track to prevent editing or other changes to the media on the track.</p>	<p><b>Lock a Track</b></p> <p>Click the  icon to the left of the track.</p> <p>The icon turns white and the track dims with a lined effect to indicate the track is locked.</p>  <p><b>Unlock a Track</b></p> <p>Click the white lock icon to the left of the track. The icon turns gray and the track brightens to indicate the track is unlocked.</p> <p><b>About Locked Tracks</b></p>

	<ul style="list-style-type: none"> <li>Media on a locked track appears on the canvas, preview, and exported video.</li> <li>Media on a locked track cannot be cut, copied, deleted, pasted, or modified in any way.</li> </ul>
<p>Enable / Disable Track</p> <p>Disable a track to remove media from the canvas, preview, and exported video.</p>	<p><b>Disable a Track</b></p> <p>Click the  icon to the left of the track.</p> <p>The icon turns white and the track dims to indicate the track is off.</p>  <p><b>Enable a Track</b></p> <p>Click the white eye icon to the left of the track.</p> <p>The icon turns gray and the track brightens to indicate the track is on.</p> <p><b>About Turned Off Tracks</b></p> <ul style="list-style-type: none"> <li>Media on disabled tracks is not included in the exported video.</li> <li>Disable a track to sample various audio clips. For example, to hear only the background music track, turn off the voice-over track.</li> <li>Media on a disabled track cannot be cut, copied, deleted, pasted, etc.</li> </ul>
<p>Enable / Disable Magnetic Track</p> <p>Automatically remove spaces between media on a track.</p>	<p><b>Enable Magnetic Track</b></p> <p>Click the  icon to the left of the track.</p> <p>Spaces between media are automatically removed.</p>  <p><b>Disable Magnetic Track</b></p> <p>Click the  icon to the left of the track.</p> <p>Spaces can be added between media on the track.</p>  <p><b>About Magnetic Tracks</b></p> <ul style="list-style-type: none"> <li>You can move or rearrange media on the track but cannot add space between media.</li> <li>Groups on magnetic tracks keep spaces between media.</li> </ul> <p>To learn about common timeline editing tasks on magnetic tracks, see <a href="#">Basic Timeline Editing</a>.</p>
<p>Show / Hide Quiz or Marker View</p>	<p>Click  and select which tracks to turn on or off.</p>

When a quiz or marker is added to the timeline, the quiz or marker view automatically opens.



## Related Articles

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[Basic Timeline Editing](#)

[Organize Media in Camtasia](#)

[Enhance Your Video Overview](#)

# Basic Timeline Editing

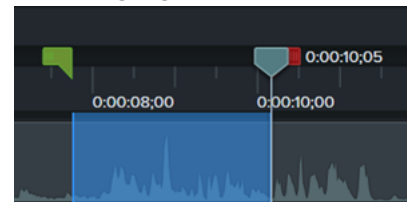
The timeline displays the sequence of all media in a video. To learn more about working on the timeline, see [Timeline Overview](#).

## Make a Selection

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

Select Part of the Timeline

Click and drag the green or red playhead handles to make a selection. The selected area is highlighted in blue.



For a precise selection, drag the **Zoom** slider to zoom in or out on the timeline.

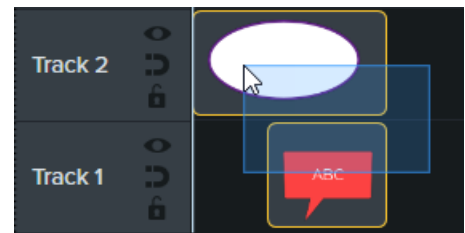


Select Media on the Timeline



Click to select media. Hold **Shift+click** to select multiple media. The selected media is outlined in yellow.

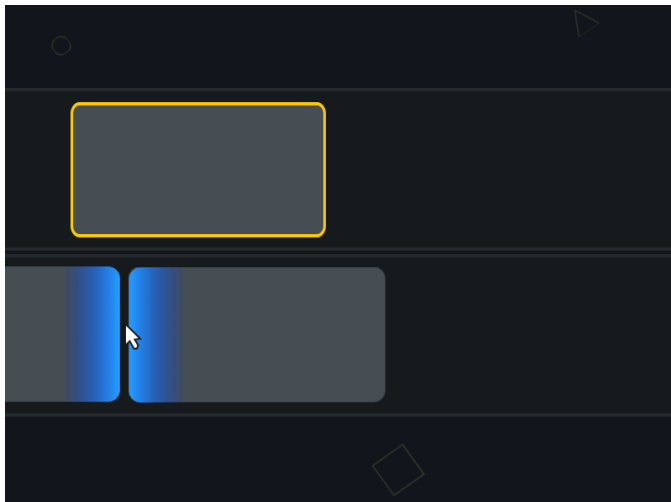
To select all media in an area on the timeline, click and drag the cursor across the media.






# Rearrange Media or Insert Space

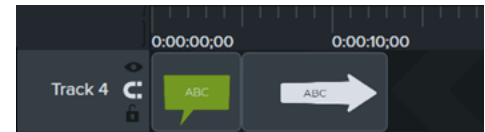
## Magnetic Track



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

### Enable Magnetic Track

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




### Insert Media

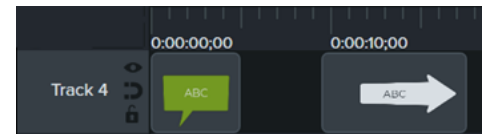
Drag media from the Media Bin or Library onto a track. If you add media between two clips, other media on the track automatically shifts to insert space.

### Rearrange Media

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

### Disable Magnetic Track

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





## Split

Split media into multiple clips to:

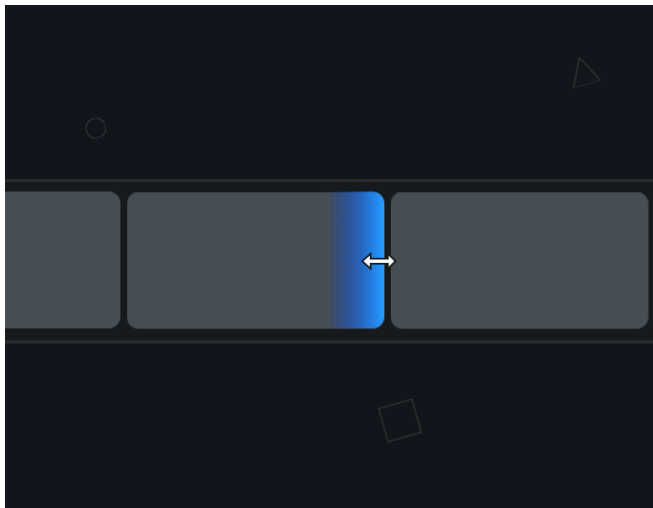
- Move and edit each clip separately.
- Insert transitions, title slides, or graphics between clips.

To Split Media:

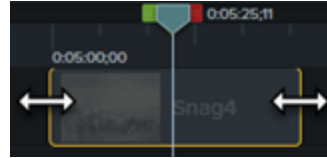
	<ol style="list-style-type: none"><li>1. Drag the playhead to the location to split.</li><li>2. Click the  button or press <b>S</b> on the keyboard.</li></ol> <p>All media on the timeline splits into separate clips.</p> <p>To split selected media, click to select media before splitting. Hold <b>Shift+click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

# Remove Unwanted Parts

<p>Trim (Mark-in or Mark-out a Clip)</p>	<p>Reduce or extend the start or end of a clip without cuts or splits.</p> <ol style="list-style-type: none"><li>1. Click to select a clip on the timeline (Mac only).</li></ol>
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2. Hover the cursor over the beginning or end of the clip.
3. Drag the end of the clip in or out.




Cut

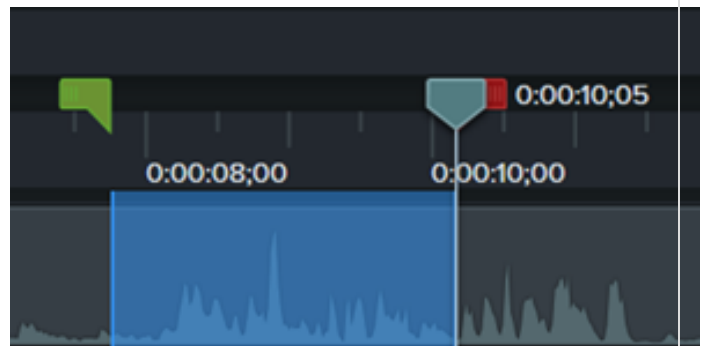
A cut removes a selection from the timeline and adds it to the clipboard. You can cut a single clip or across multiple clips.


#### To Cut Media:


Click to select media on the timeline and click the  button. Hold **Shift+click** to select multiple media.

#### To Cut a Timeline Selection:

1. Click the  button 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  button. The selection is removed and the remaining media is stitched together.
4. To paste the selection on the timeline, move the

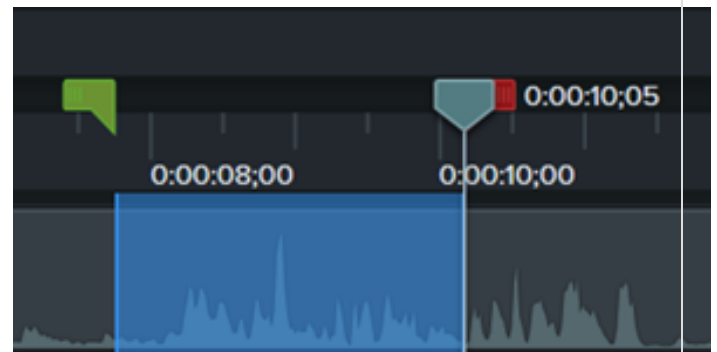
playhead to a new location and click the  button .

#### To Delete Media:

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

#### To Delete a Timeline Selection:

1. Click the  button 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.

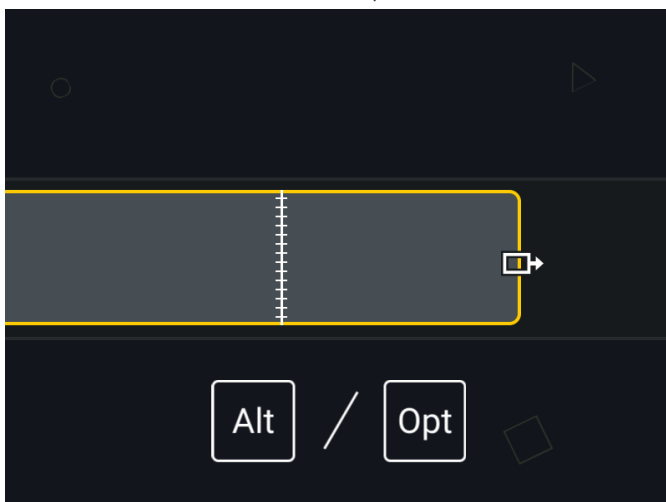


3. Press **Delete** on the keyboard.

Delete Media or Selection

## Extend Media (Freeze Frame)

#### Extend the Frame of a Video Clip

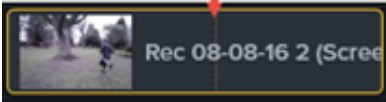


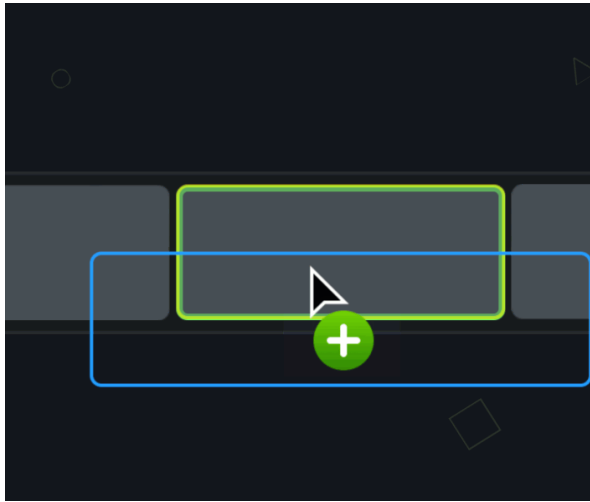
Extend a frame to lengthen the duration of a video clip to match the audio or voice narration.

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

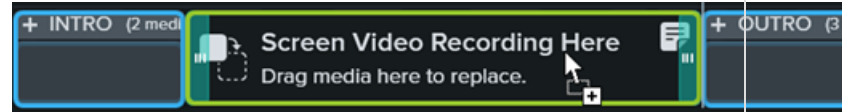
	<p>duration of the extended frame.</p> <p>5. Click <b>OK</b>.</p> <div> <p>You can also extend the frame by holding the <b>Alt</b> key (Windows) or <b>Option</b> key (Mac) while dragging the end of a clip.</p> <p>While extending the frame, hold the <b>Shift</b> key to move the media on the same track to the right of the extended frame.</p> </div>
Add Exported Frame as Image	<ol style="list-style-type: none"> <li>1. Drag the playhead to the frame to add.</li> <li>2. Right-click the playhead and select <b>Add Exported Frame</b>.</li> </ol> <p>Camtasia adds the frame to the timeline.</p>
Save Video Frame as Image	<p>Save the current frame (on the canvas) as an image file (BMP, GIF, JPG, or PNG).</p> <ol style="list-style-type: none"> <li>1. Drag the playhead until the desired frame is displayed on the canvas.</li> <li>2. Select <b>Export &gt; Export frame as</b>.</li> <li>3. The Export Frame As dialog appears. Enter a file name and select a file location.</li> <li>4. Select a file format from the <b>Save as type</b> field.</li> <li>5. Click <b>Save</b>.</li> </ol>

# Other Editing Tasks

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



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 original media.
  - **Replace From End:** Trim the new media to fit the duration of the original media. 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 original media. If the new media is longer, the end of the clip is trimmed to fit the duration.

## Related Articles

[Timeline Overview](#)

[Basic Audio Editing](#)

[Working with Groups](#)

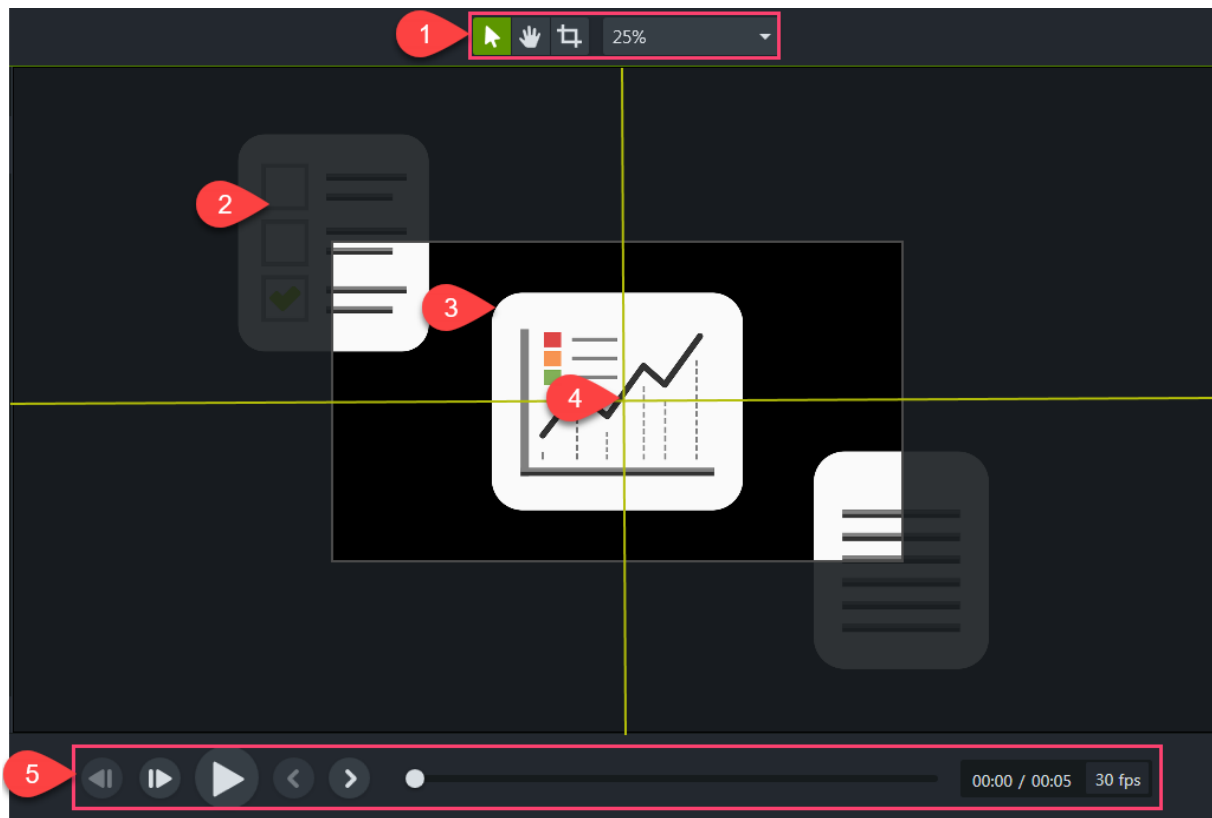
[Change the Clip Speed](#)

[Hide the Cursor](#)

[Video Editing Basics: Timeline Tutorial](#)

# 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.



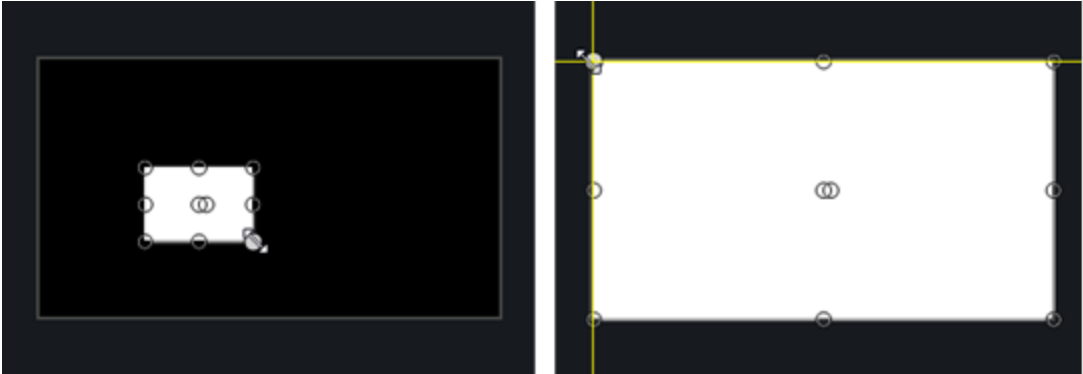
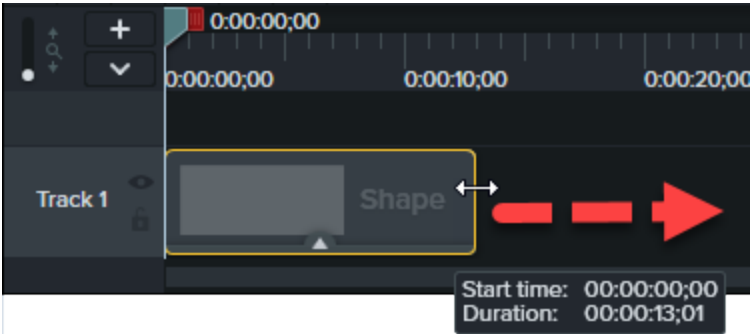
- Canvas tools and [project settings](#) are located in the toolbar above the canvas.
- If you move any media outside the canvas boundary, it is not included in the video.




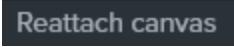




To add media located outside the canvas to the video, add an animation to the media to move into view.

- 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](#).
- The canvas contains boundary guidelines to help you snap media to the edge, center, or align with other media.
- Preview the video using the video playback buttons. Or drag the progress indicator to scrub through the video.



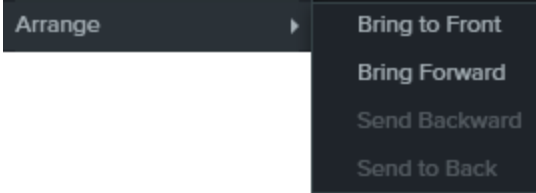
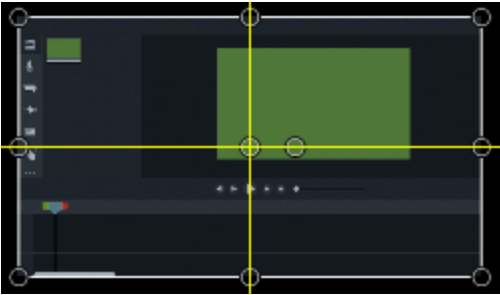
# Canvas Tools

<p>Change Canvas Background Color</p>	<p>The canvas background displays in the final video whenever media or assets do not cover the entire canvas.</p> <p>For the entire video:</p> <ol style="list-style-type: none"><li>1. Right-click the canvas and select <b>Project Settings</b>.</li><li>2. Select a color from the <b>Color</b> dropdown.</li><li>3. Click <b>Apply</b>.</li></ol> <p>For a portion of the video:</p> <ol style="list-style-type: none"><li>1. Click the <b>Annotations</b> tab.</li><li>2. Click the <b>Shapes</b> subtab.</li><li>3. Drag a rectangle onto the canvas. Drag the handles until the annotation covers the entire canvas.</li></ol>  <ol style="list-style-type: none"><li>4. Right-click the annotation on the canvas and select <b>Arrange &gt; Send to Back</b>.</li><li>5. In the Properties, select the desired background color from the <b>Fill</b> and <b>Outline</b> color dropdown.</li><li>6. Drag an end of the annotation on the timeline to extend the duration.</li></ol> 
<p>Turn Edit Mode</p>	<p>Edit mode allows you to resize, rearrange, and rotate media. After using Crop or Pan, click <b>Edit</b> to</p>

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

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

## Related Articles

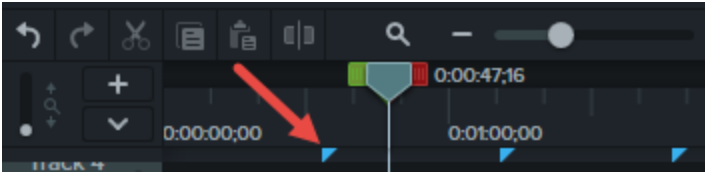
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[Timeline Overview](#)

[Video Editing Basics: Canvas Tutorial](#)

# Add Markers

Markers indicate points on the timeline or within media.

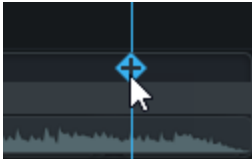


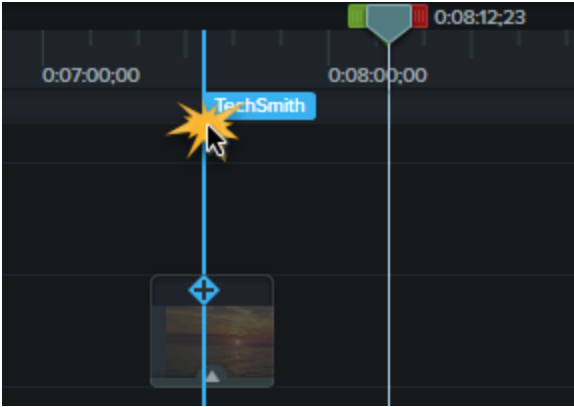
Use markers to:

- 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	<b>Windows:</b> Press Ctrl+M when recording.
Add marker in Editor	<ol style="list-style-type: none"><li>1. Drag the playhead to the desired location on the timeline.</li><li>2. Press Shift+M.</li></ol>
Add marker to media	<ol style="list-style-type: none"><li>1. Press Ctrl+M to open the marker view.</li><li>2. Click the plus icon on the media.</li></ol>  <p>If you move or delete media, the media markers stay with the media.</p>
Show / Hide marker view	Ctrl+M

To perform this task...	Do this...
Next marker	Ctrl+]
Previous marker	Ctrl+[
Timeline select to previous marker	Ctrl +Shift+[
Timeline select to next marker	Ctrl+Shift+]
Change marker name <div> <p>If you include a <a href="#">table of contents</a> when you produce a video, the marker names appear as the table of contents entries within the video.</p> </div>	<p><b>Windows:</b> Click to select marker &gt; Enter new name in <b>Properties</b> &gt; press <b>Enter</b>. -Or- Right-click marker &gt; Rename &gt; Enter new name in <b>Properties</b> &gt; press <b>Enter</b>.</p> <p><b>Mac:</b> 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"> <li>1. Hover the cursor over the marker to change until the marker line turns blue.</li> <li>2. Click timeline or media to change the location of the marker.</li> </ol> 
Move the location of a marker	Click and drag the marker to the desired position.
Delete a marker	<ol style="list-style-type: none"> <li>1. Click to select a marker.</li> <li>2. Press <b>Delete</b>.</li> </ol>
Delete all markers	Choose <b>Modify &gt; Markers &gt; Remove all Markers</b> .
Split media at the point of all markers	<p><b>Windows:</b> Choose <b>Modify &gt; Markers &gt; Split at All Markers</b>.</p>

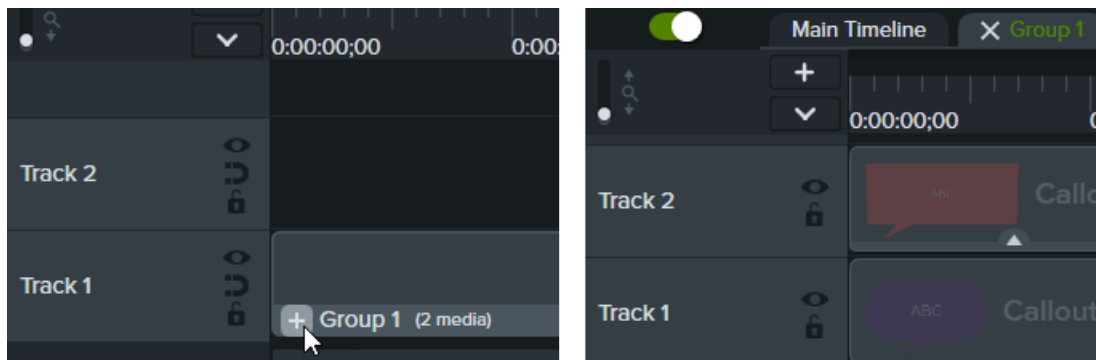
## Related Articles

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[Video Table of Contents](#)

# Working with Groups

A group is a set of media, annotations, and/or enhancements combined into a single track.



Group media to:

- Organize the timeline.
- Move a set of media on the canvas or timeline.
- Edit properties such as scale or opacity for all media in the group together.
- [Create custom assets](#) that can be shared and reused across projects.
- [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, annotations, enhancements, or tracks.
- Groups can be nested in other groups for further organization.
- Spaces are maintained between media in groups on magnetic tracks.

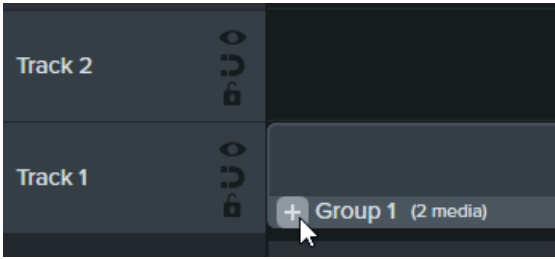
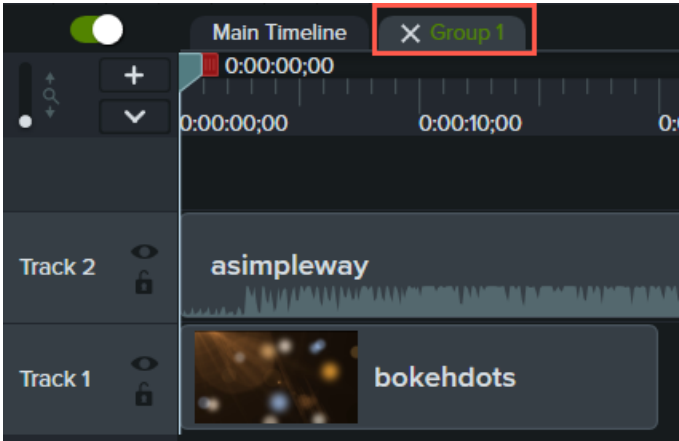
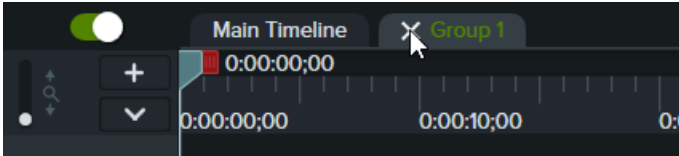
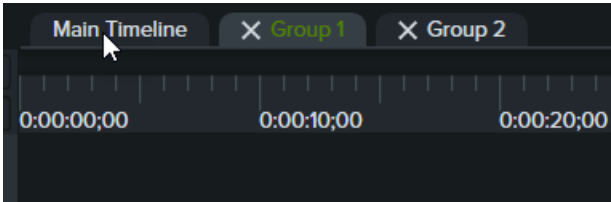
## Create a Group

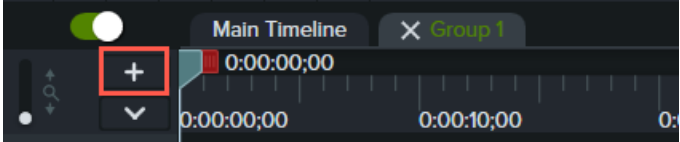
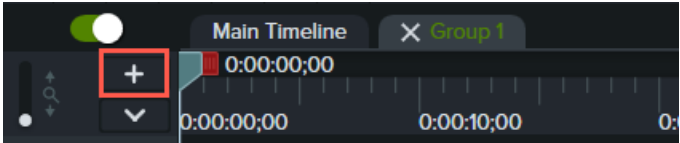

1. Hold **Shift+click** to select media on the timeline to add to the group.
2. Right-click (Windows) or **Control+click** (Mac) the selection and select **Group**, or press **Ctrl+G** (Windows) or **Command+G** (Mac).


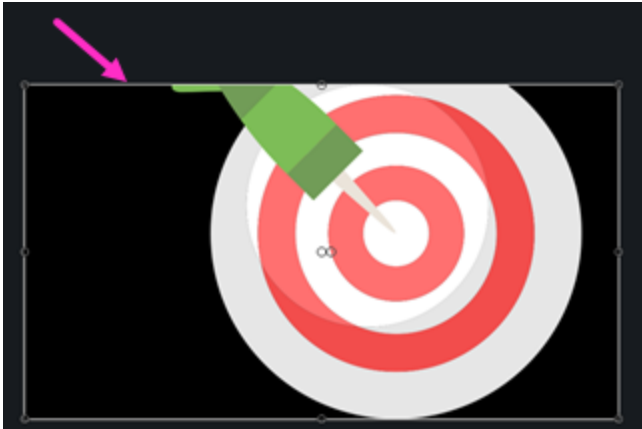
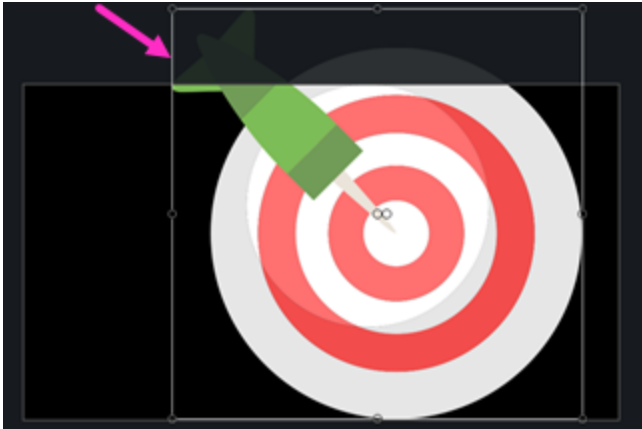
## Edit a Group

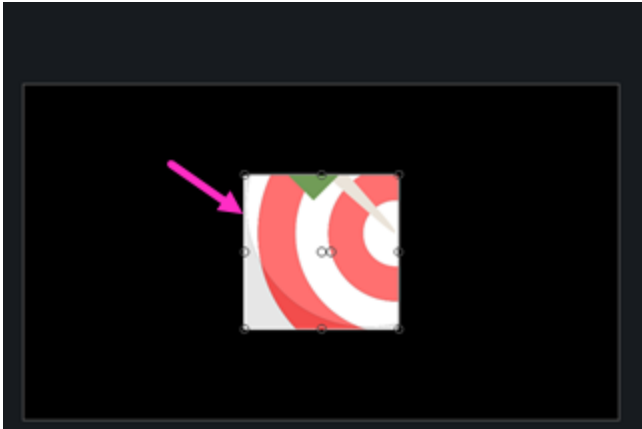

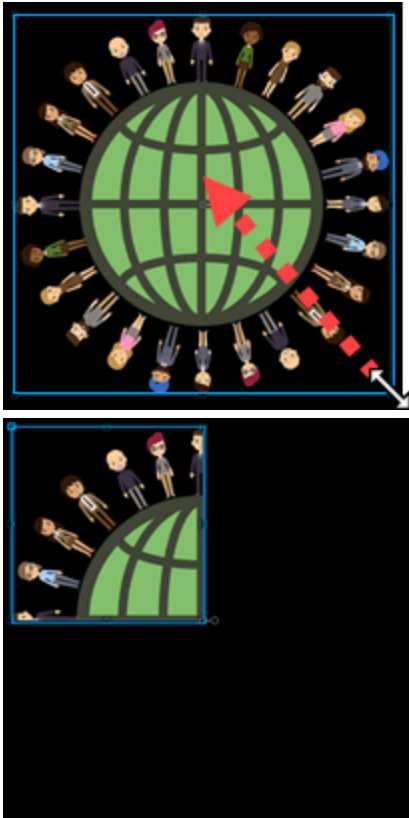
Some groups in the default Camtasia library and on the [TechSmith Assets for Camtasia website](#) have editable properties such as title, subtitle, or shapes. See [Edit Media Properties Overview](#).

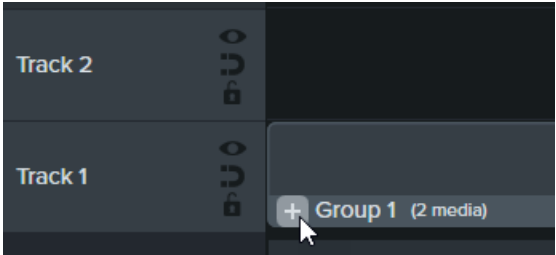
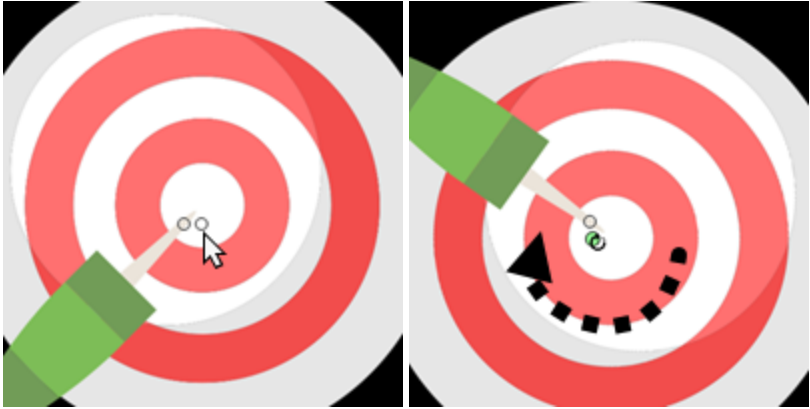


Option	Steps
<p><b>Open Group</b> Expand a group on the timeline to view and edit media individually.</p>	<p>Click the + icon on the group on the timeline or click a group on the canvas and press <b>Ctrl+Shift+G</b> (Windows).</p>  <p>Media within the group appear on separate tracks. The group name displays in a tab above the timeline.</p> 
<p><b>Close Group</b> Collapse items within a group to a single track.</p>	<p>Click the X icon on the group tab above the timeline or press <b>Control+Shift+U</b> (Windows).</p>  <p>The group displays on a single track on the timeline.</p>
<p><b>Navigate Between Groups and Timeline</b></p>	<p>Click a tab to navigate between open groups or the main timeline. Camtasia displays a green tab name for the currently selected tab.</p> 
<p><b>Add Media to an Existing Group</b></p>	<p>1. Right-click (Windows) or <b>Control+click</b> (Mac) media on timeline or</p>

Option	Steps
	<p>canvas and select <b>Cut</b>.</p> <ol style="list-style-type: none"> <li>Click the + icon to open the target group.</li> <li>Paste media into the group: <ul style="list-style-type: none"> <li>On Windows, right-click the canvas or an empty section of the timeline and select <b>Paste</b>.</li> <li>On Mac, click the <b>Add a Track</b> icon. <b>Control+click</b> the empty track and select <b>Paste Media at Playhead</b>.</li> </ul> </li> </ol> 
Remove Media from Group	<ol style="list-style-type: none"> <li>Right-click (Windows) or <b>Control+click</b> (Mac) clip on timeline and select <b>Cut</b>.</li> <li>Click the X icon to close the tab.</li> <li>Paste media: <ul style="list-style-type: none"> <li>On Windows, right-click the canvas or an empty section of the timeline and select <b>Paste</b>.</li> <li>On Mac, click the <b>Add a Track</b> icon. <b>Control+click</b> the empty track and select <b>Paste Media at Playhead</b>.</li> </ul> </li> </ol> 
Rename Group	Double-click group tab on timeline and type new group name.
Ungroup Media	Right-click (Windows) or <b>Control+click</b> (Mac) group on the timeline and select <b>Ungroup</b> .
Edit Group Properties	<p>Select a group on the timeline or canvas and click the <b>Properties</b> button.</p>  <p>The Properties panel displays a list of editable group properties (also known as Quick Properties). See <a href="#">Create Custom Assets</a>.</p>
Resize All Media in a Group	Select a group on the timeline or canvas and drag the corner handles on the canvas. All media in the group is scaled proportionately.

Option	Steps
	
<p><b>Resize Group Area</b></p> <p>Set the overall area of the group to a different size for advanced editing workflows. The size of individual media within the group is not affected.</p>	<p>Right-click (Windows) or <b>Control+click</b> (Mac) a group on the timeline and select <b>Resize Group</b>. Select one of the following options:</p> <ul style="list-style-type: none"> <li> <b>Canvas Size:</b> The group is the same size as the canvas. Camtasia crops any items that extend beyond the canvas edge. This option is useful to center a group on the canvas and prevent it from being moved accidentally. </li> </ul>  <ul style="list-style-type: none"> <li> <b>Visible Size:</b> The group area includes all items without cropping. This is useful to zoom out on items that extend beyond the canvas. </li> </ul>  <ul style="list-style-type: none"> <li> <b>Custom Size:</b> Enter a custom height and width in pixels and click <b>Resize</b>. This is useful to restrict media from displaying beyond an area of specific size. </li> </ul>

Option	Steps
	
Crop Group on the Canvas	<ol style="list-style-type: none"><li>1. Select a group on the timeline or canvas and click the  icon.</li><li>2. Drag the handles on the canvas to the desired size.</li></ol> 
Move Group	<p>Click and drag to move a group:</p> <ul style="list-style-type: none"><li>• On the timeline to a different time in the video.</li><li>• On the canvas to a different location on the screen in the video.</li></ul>

Option	Steps
<p><b>Add Enhancements</b></p> <p>Add <a href="#">animations</a>, <a href="#">behaviors</a>, and <a href="#">effects</a> to media groups or individual media in groups.</p>	<p><b>To a Group:</b> Click and drag enhancements onto a group on the timeline.</p> <p><b>To Individual Media:</b></p> <ol style="list-style-type: none"> <li>1. Click the + icon to open the group.</li> </ol>  <ol style="list-style-type: none"> <li>2. Click and drag enhancements onto media in the group on the timeline.</li> </ol>
<p><b>Rotate Group on the Canvas</b></p>	<p>Select a group on the timeline or canvas and drag the center handle.</p> 

## Add a Group to the Library

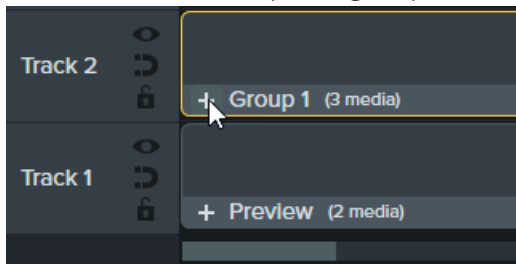
Save media groups to your Library to share or reuse in projects.

1. Right-click (Windows) or **Control+click** (Mac) a group on the timeline and select **Add to Library**.
2. Enter a name.
3. Select a library.
4. Click **Use Canvas Size** or **Use Visible Size** to set the saved group dimensions. To learn more about these options, see [Reuse Assets Across Projects \(Asset Libraries\)](#).
5. Click **OK** (Windows) or **Add** (Mac).

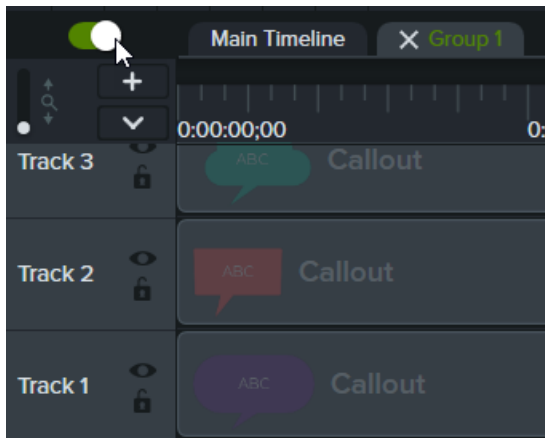
# Preview a Group

Preview only the media within a group on the canvas.

1. Click the + icon to open a group.



2. Click the **Preview Mode** button.



- **Enable Preview Mode:** All media on the timeline is visible on the canvas.



- **Disable Preview Mode:** Only the group is visible on the canvas. The exported video includes all media.



## Related Articles

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[Timeline Overview](#)

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

[Create Custom Assets](#)

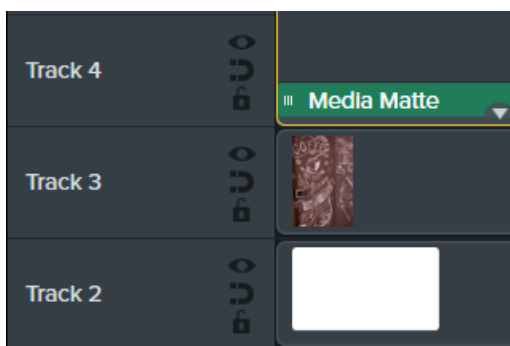
[How to Use Groups Tabs Tutorial](#)

# Getting Started with Media Mattes

Create stunning animations or transitions with the Media Matte effect.



When you apply the Media Matte effect to media on a track on the timeline, sections of the media on the tracks directly below display or are hidden by transparency and brightness properties of the media on the track above.



Camtasia supports the following transparent media file formats: .mp4, .mov, .gif, .png, and .bmp.

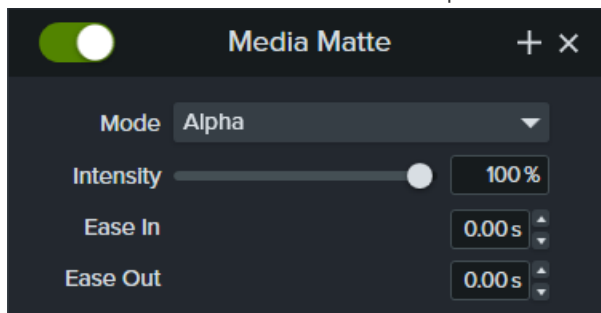


Apply a Media Matte with Alpha mode to a track that contains media with transparent pixels or media that does not cover the entire canvas such as still images and annotations.

## Apply a Media Matte Effect

Apply a Media Matte effect to compatible media on a track.

1. Click the **Visual Effects** tab.
2. Drag the **Media Matte** effect onto an image or clip on the timeline.
3. Click the **Properties** button.
4. Select a mode from the Mode dropdown. See [Media Matte Modes](#) for details.



5. Drag the **Intensity** slider to adjust the visibility of the selected mode.
6. Set the amount of time you want the effect to Ease In or Ease Out during playback. (Optional)

Create complex track matte animations and transitions by grouping media. See [Working with Groups](#).

## Media Matte Modes

There are four types of mode available in the Properties panel after applying the Media Matte effect:

- **Alpha:** Media on the tracks below is not visible through the transparent pixels and visible through the opaque pixels on the track above.
  - Maximum Intensity = 100% visible
  - Minimum Intensity = 0% visible
- **Alpha Invert:** Media on the tracks below is visible through the transparent pixels and not visible through opaque pixels on the track above.

- Maximum Intensity = 0% visible
- Minimum Intensity = 100% visible
- **Luminosity:** Intensity of the media brightness determines the level of pixel visibility and transparency between tracks.
  - Maximum Intensity = 100% visible
  - Minimum Intensity = 0% visible
- **Luminosity Invert:** Intensity of the media brightness determines the level of pixel visibility and transparency between tracks.
  - Maximum Intensity = 0% visible
  - Minimum Intensity = 100% visible

## Additional Resources

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

View our **Track Mattes Explained** video which shows the manual alternative work flow [here](#).

### Related Articles

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[Basic Timeline Editing](#)

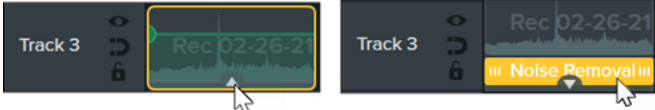
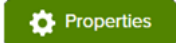

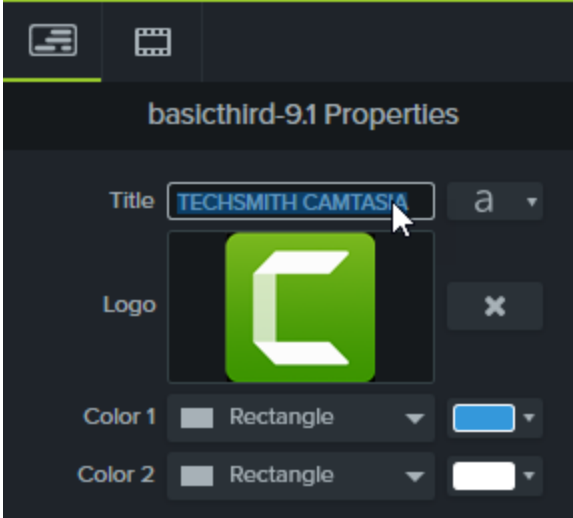
[Working with Groups](#)

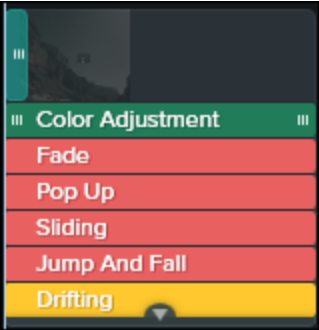

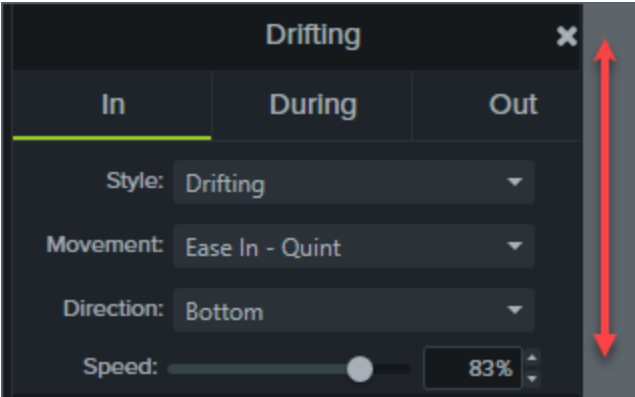

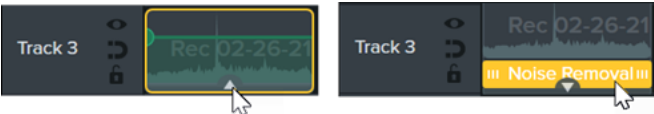
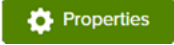
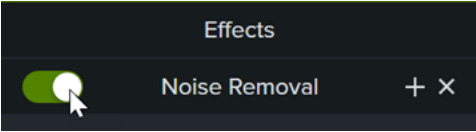

[Download TechSmith Assets for Camtasia](#)

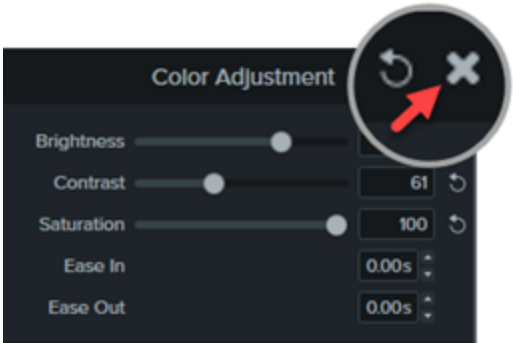

[Enhance Your Video Overview](#)

# Edit Media Properties Overview

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

Option	Edit Properties
<p><b>Open Properties</b> (media, animations, behaviors, or effects)</p>	<ol style="list-style-type: none"> <li>1. Click to select media on the timeline. For effects and behaviors, click the <b>Show Effects</b> tray icon on the media and click the effect or behavior.</li> </ol>  <ol style="list-style-type: none"> <li>2. Click the <b>Properties</b> button.</li> </ol> 
<p><b>Edit Quick Properties for Assets</b> Edit properties such as titles, logos, colors, text, and more for assets.</p>	<ol style="list-style-type: none"> <li>1. Click to select asset on timeline.</li> <li>2. Click the <b>Properties</b> button.</li> </ol>  <ol style="list-style-type: none"> <li>3. On the Quick Properties tab, edit the desired properties.</li> </ol>  <p>To learn how to customize the properties for groups and assets, see <a href="#">Create Custom Assets</a>.</p>
<p><b>View Effect Properties</b></p>	<ol style="list-style-type: none"> <li>1. Click to select media on timeline.</li> </ol>

Option	Edit Properties
<p>If multiple effects are added to media, you may have to scroll to view all the properties available.</p> 	<ol style="list-style-type: none"><li>Click the <b>Properties</b> button.</li></ol>  <ol style="list-style-type: none"><li>Drag the scroll bar in the Properties pane.</li></ol> 
<p><b>Reset to Default Settings</b></p>	<p>Click the  button in the properties.</p>
<p><b>Preview Effects</b></p> <p>Turn an effect, transition, or behavior on/off. Disabled effects are not applied in the preview or exported video.</p>	<ol style="list-style-type: none"><li>Click to select media on timeline.</li></ol> <p>For effects or behaviors, click the <b>Show Effects</b> tray icon on the media. Click to select the effect or behavior.</p>  <ol style="list-style-type: none"><li>Click the <b>Properties</b> button.</li></ol>  <ol style="list-style-type: none"><li>Click the <b>Enable/Disable</b> button to turn the effect on or off.</li></ol> 
<p><b>Delete</b></p> <p>Remove the applied effect, animation, or behavior from media on the timeline.</p>	<p>Click the  button in the properties.</p>

Option	Edit Properties
	<div data-bbox="738 237 1247 577"></div> <p data-bbox="738 632 969 659">To undo the delete:</p> <ul data-bbox="781 678 1086 758" style="list-style-type: none"><li data-bbox="781 678 1086 709">• Press <b>Ctrl+Z</b> or <b>Cmd+Z</b>.</li><li data-bbox="781 728 1086 758">• Choose <b>Edit &gt; Undo</b>.</li></ul>
<p data-bbox="118 1318 266 1346"><b>Add a Preset</b></p> <p data-bbox="118 1356 591 1383">Save annotations, behaviors, and effects.</p>	<ol data-bbox="769 821 1479 1018" style="list-style-type: none"><li data-bbox="769 821 1479 884">1. Click an enhancement tab such as the <b>Annotations tab &gt; Callouts</b> subtab.</li><li data-bbox="769 905 1479 968">2. Drag an enhancement on to the canvas or media on the timeline.</li><li data-bbox="769 989 1479 1018">3. In the properties, customize the enhancement as desired.</li></ol> <div data-bbox="808 1022 1271 1560"></div> <ol data-bbox="769 1602 1414 1671" style="list-style-type: none"><li data-bbox="769 1602 1414 1671">4. Click the  icon to save the custom enhancement properties as a new preset.</li></ol> <div data-bbox="803 1745 1414 1852"><p data-bbox="803 1745 1414 1852">To view annotation presets, select <b>Annotations tab &gt; Style</b> and select <b>User</b> from the <b>Style</b> dropdown. See <a href="#">Save Presets and Favorites</a>.</p></div>

## Related Articles

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[Create and Manage Themes](#)

[Enhance Your Video Overview](#)

[Download TechSmith Assets for Camtasia](#)


[Save Presets and Favorites](#)

# Save Presets and Favorites

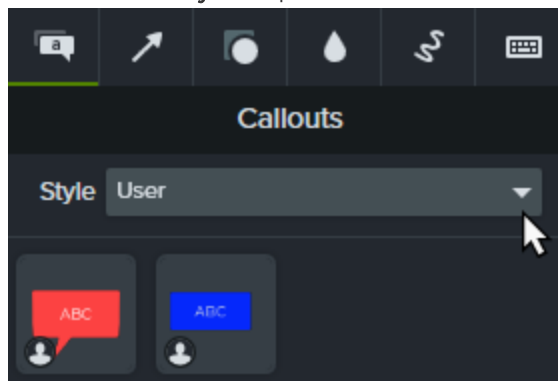
Save frequently-used video enhancements and custom properties as presets or favorites to reduce your editing time.

## Presets

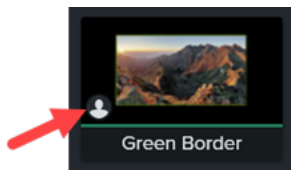
Save custom properties for annotations, behaviors, cursor effects, and visual effects.

1. Click one of the available tabs on the left. Add presets for annotations, behaviors, cursor effects, and visual effects.
2. Drag an enhancement from the selected tab onto the canvas or timeline.
3. Click the **Properties** button.  

4. Edit the properties to customize the enhancement. See [Edit Media Properties Overview](#).
5. Click the **+** button to save the custom properties as a new preset.

Camtasia saves the preset to the tab. To view preset annotations, select **User** from the **Style** dropdown.


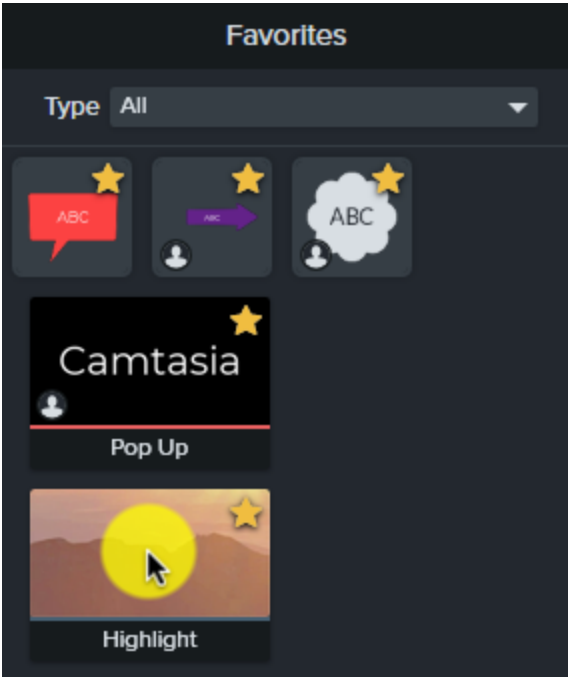



Presets are indicated by the user icon.



Tip: Customize the name to quickly find your presets.

To rename a preset, right-click the preset and select **Rename**. Type the new name and press the **Enter** key. Name customization is not available for annotations.

<p><b>Favorites</b></p> <p>Add frequently-used annotations, transitions, behaviors, animations, and effects to the <b>Favorites</b> tab.</p> <p><a href="#">Package</a> your Favorites to share with others to:</p> <ul style="list-style-type: none"><li>• Maintain a consistent look or style across videos.</li><li>• Help your team build professional videos based on your favorite video enhancements</li></ul>	<ol style="list-style-type: none"><li>1. Click one of the available tabs on the left. Add favorites for annotations, transitions, behaviors, animations, cursor effects, audio effects, or visual effects.</li><li>2. Click the <b>Favorites</b> icon .</li></ol> <p>Camtasia adds the enhancement to the <b>Favorites</b> tab.</p>  <p>To remove a favorite from the <b>Favorites</b> tab, click the <b>Favorites</b> icon .</p>
<p><b>Restore Defaults</b></p> <p>Reset enhancements in the selected tab to the original defaults.</p>	<ol style="list-style-type: none"><li>1. Click a tab. Restore default annotations, transitions, behaviors, animations, cursor effects, audio effects, or visual effects.</li><li>2. Right-click an empty area in the tab pane and select <b>Restore All Default</b>.</li></ol>

## Related Articles

- [Edit Media Properties Overview](#)
- [Create Custom Assets](#)
- [Enhance Your Video Overview](#)
- [Package and Share Camtasia Resources](#)
- [Customize Camtasia Tutorial](#)



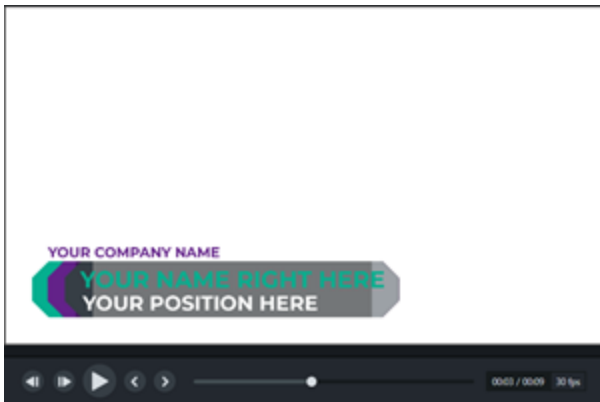
# Create Custom Assets

Create your own custom assets to reuse across multiple projects. Share custom assets with your team to maintain brand identity or consistent look and feel.

## Create a Custom Asset

Group media on the timeline to create your own custom asset.

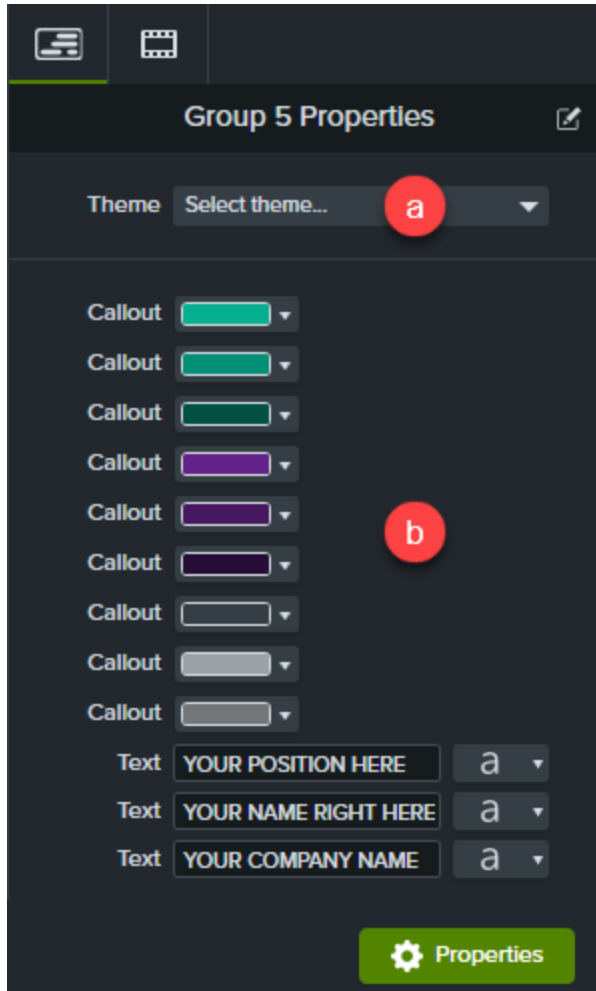
1. Add logos and annotations such as callouts, shapes, and lines to the canvas or timeline to build the custom asset.



2. Select all media to include in the custom asset. Right-click the selection and select **Group**. See [Working with Groups](#).
3. Click the **Properties** button. The Properties panel displays the editable properties in the group.



- Apply a theme to the entire group. See [Create and Manage Themes](#).
- Edit properties individually within the group.

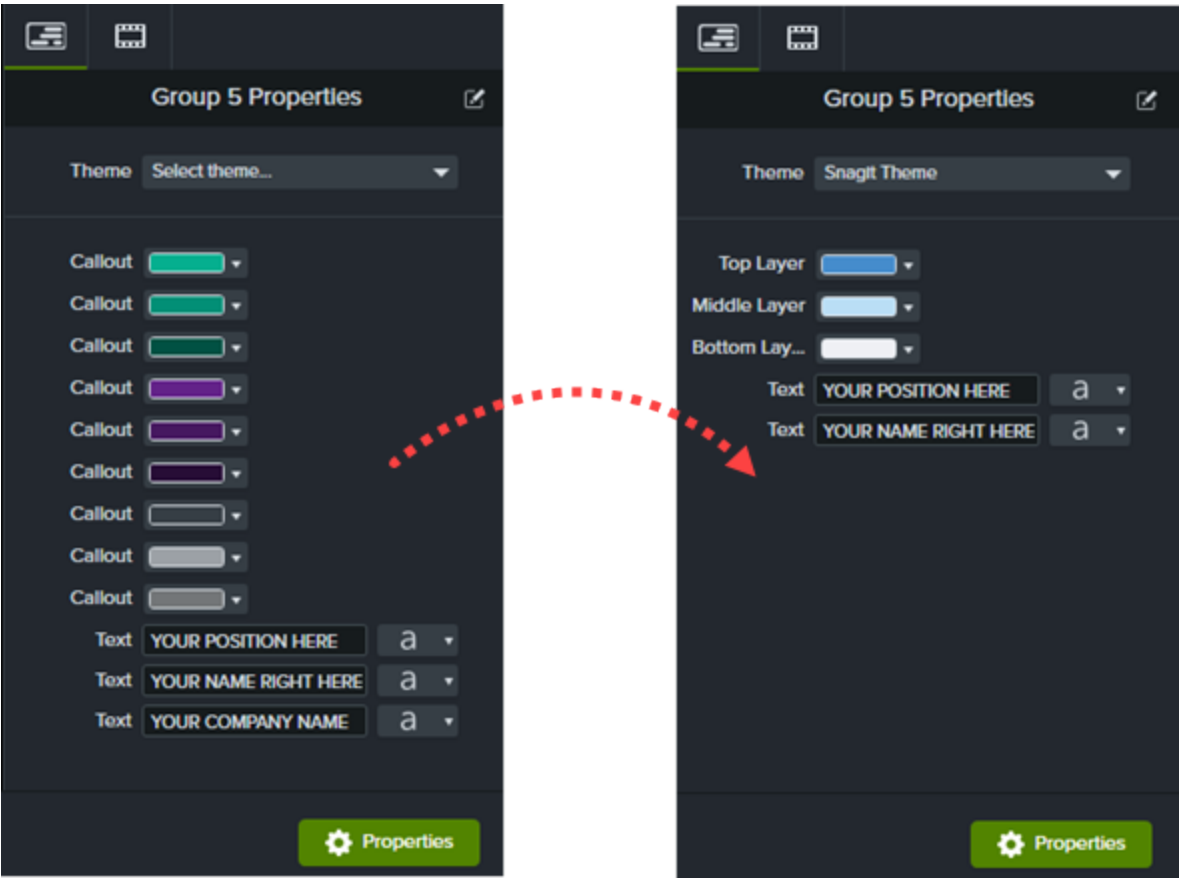


## Customize Asset Properties

The Quick Property Editor allows you to customize the display and organization of properties for a custom asset. Use the Quick Property Editor to:



- Control which properties are available for editing.
- Link assets together to quickly edit multiple assets at one time.

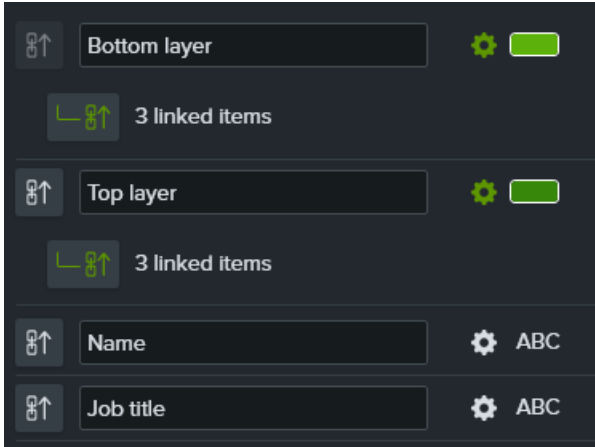
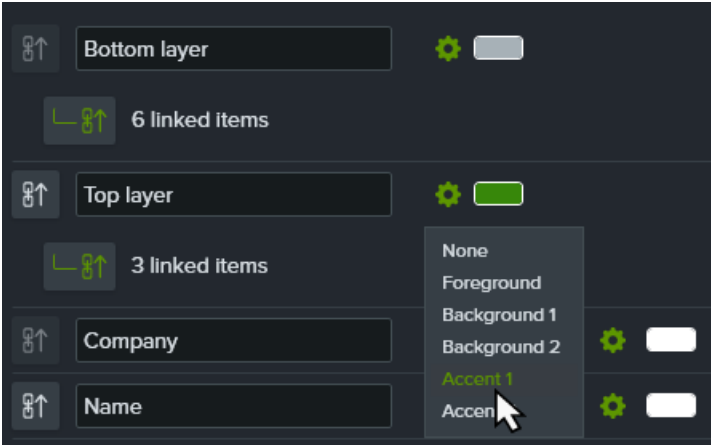



- Create your own descriptive labels for each asset or linked set of assets.

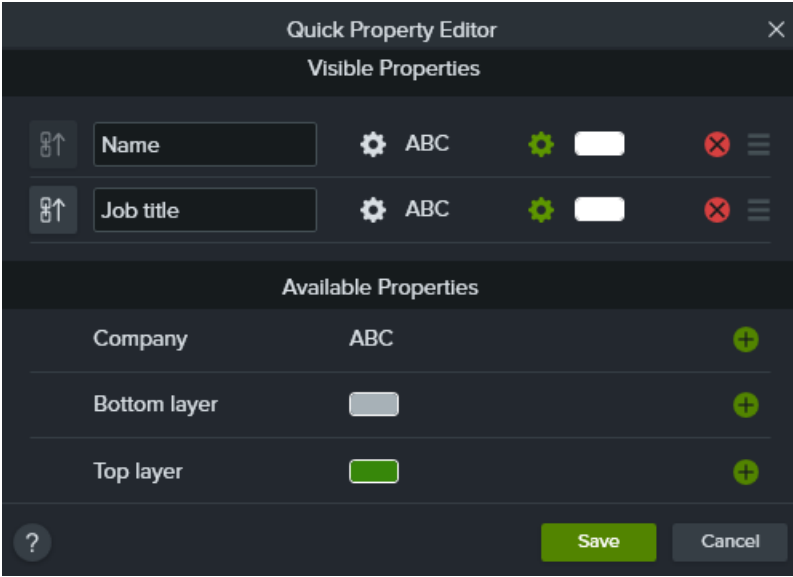




To open the Quick Property Editor, click the **Open Quick Property Editor** button  in the Properties panel.

Option	Steps
<b>Link Assets</b> Link multiple assets together to edit at one time.	<ol style="list-style-type: none"><li>1. Drag the <b>Reorder</b> icons up or down to move the assets to be linked next to each other.</li></ol>

Option	Steps
	<div data-bbox="1242 235 1505 714" style="border-left: 2px solid #90EE90; padding-left: 10px; margin-bottom: 20px;"> <p>Only assets of the same type can be linked. For example callouts with other callouts or text with other text.</p> </div> <ol style="list-style-type: none"> <li>Click the <b>Link</b> icon  to link an asset with the one above it. Each linked "child" below inherits the properties of the "parent" above it.</li> <li>Repeat to link any additional assets.</li> <li>Click <b>Save</b>.</li> </ol> <p><b>Unlink Assets:</b></p> <ol style="list-style-type: none"> <li>Click the <b>Unlink</b> icon  to edit the properties individually.</li> <li>Click <b>Save</b>.</li> </ol>
<p><b>Label Assets</b></p> <p>Add descriptive labels to provide context for individual parts of the custom asset.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Distinguish similar items from each other.</li> <li>Indicate text to enter, such as "Name" and "Job title."</li> </ul>	<ol style="list-style-type: none"> <li>In the <b>Label</b> field, enter the desired label.</li> <li>Click <b>Save</b>.</li> </ol>

Option	Steps
	
<p data-bbox="118 951 396 978"><b>Assign Theme Elements</b></p> <p data-bbox="118 989 846 1016">Control which element from a theme applies to each property.</p> <p data-bbox="118 1064 1110 1131">For example, assign "Background 1" from your Company's theme to one property and "Accent 1" to another property to set their colors.</p> 	<ol style="list-style-type: none"><li data-bbox="1200 749 1482 846">1. In the Properties panel, apply a theme to the group.</li><li data-bbox="1200 869 1492 1003">2. Click the <b>Open Quick Property Editor</b> button. </li><li data-bbox="1200 1035 1503 1472">3. Click the gear icon and select a theme element from the dropdown.<ul style="list-style-type: none"><li data-bbox="1281 1205 1503 1472">• <b>Green gear</b>  : A theme element is applied to the property. Changes to the theme affect the property.</li><li data-bbox="1281 1493 1503 1688">• <b>White gear</b>  : No theme element is applied to the property.</li></ul></li><li data-bbox="1200 1724 1365 1751">4. Click <b>Save</b>.</li></ol>

Option	Steps
<p><b>Edit Visible Properties</b></p> <p>Control which properties are shown in the Properties panel for editing.</p> <p>For example, remove assets that display company name or brand colors from Visible Properties to prevent them from being edited.</p> 	<ol style="list-style-type: none"> <li>1. Edit the asset and its properties as desired.</li> <li>2. Click the <b>Remove Property</b> icon  to move the property from Visible Properties to Available Properties. The property does not appear in the Properties panel and cannot be edited.</li> <li>3. Click the <b>Add Property</b> icon  to include a property in the Properties panel and allow it to be edited.</li> <li>4. Click <b>Save</b> to view your changes in the Properties panel.</li> </ol>

Tip: Reuse and share your custom assets with others.

- To reuse custom assets across projects, add them to a Library. See [Reuse Assets Across Projects \(Asset Libraries\)](#).
- To share a custom asset with others, add it to a Library and then export the Library as a Camtasia Package. See [Package and Share Camtasia Resources](#).

## Related Articles

[Edit Media Properties Overview](#)

[Working with Groups](#)

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

# 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.

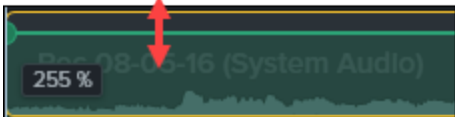
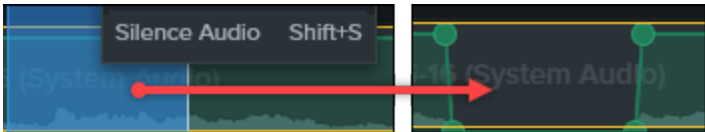
- Our ears almost always detect an audio error but our eyes are not so aware of errors occurring on-screen.
- Most people won't watch a video if the audio is bad – even if the video itself is very good.
- People are more likely to continue watching a poor quality video if the audio is good.





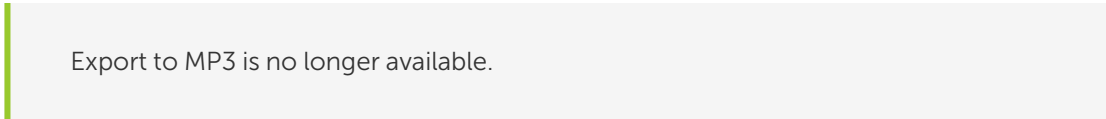


## Tips for Getting Great Audio

- 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 <b>Silence Audio</b> . 

To perform this action....	Do this...
Add audio points	<p>Double-click on the audio bar.</p> 
Move audio points	<p>Grab and drag the audio point across the audio bar.</p>
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	<p>Right-click audio and choose <b>Separate Video and Audio</b>.</p>
Change the look of the waveform (Windows only)	<p>Choose <b>Edit &gt; Preferences &gt; Program tab &gt; Mirror waveform</b>.</p> 
Save audio as M4A or WAV	<p><b>Share &gt; Export Audio Only.</b></p> 
Apply Mix to Mono to have audio in both channels	<p>Select audio clip on timeline &gt; <b>Properties</b> button &gt; <b>Audio</b> sub-tab  &gt; check <b>Mix to Mono</b>.</p>
Apply Gain to adjust audio level of all selected clips	<p>Select audio clip on timeline &gt; <b>Properties</b> button &gt; <b>Audio</b> sub-tab  &gt; <b>Gain</b> &gt; drag the slider control to adjust audio level.</p>



## Related Articles

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[Audio Effects](#)

[Edit Audio in Camtasia Tutorial](#)

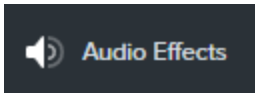
[Welcome to Audiate Tutorial](#)

# 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.

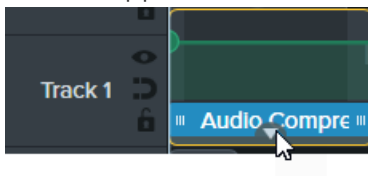


2. Drag an effect onto an audio clip on the timeline.

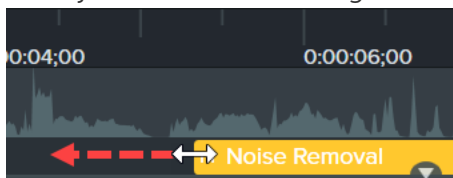
- To view applied effects, click the **Show Effects** tray icon on the media.



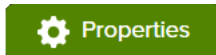
- To hide applied effects, click the **Hide Effects** tray icon on the media.



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

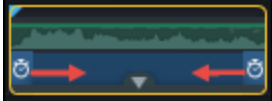





4. To customize the effect, click **Properties**.



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
<b>Audio Compression</b> Helps even out audio levels.	<ol style="list-style-type: none"> <li>1. Click <b>Properties</b>.</li> <li>2. Choose a level from <b>Volume variation</b> dropdown menu or manually adjust <b>Ratio</b>, <b>Threshold</b>, and <b>Gain</b> to get the desired effect.</li> </ol>
<b>Clip Speed</b> Change audio and video clip to play back faster or slower.	<ol style="list-style-type: none"> <li>1. Drag effect on timeline to adjust the speed.                </li> <li>2. Click <b>Properties</b> to adjust <b>Duration</b> and <b>Speed</b> to get the desired effect.               <ul style="list-style-type: none"> <li>• Adjust speed <b>higher</b> for the video to play back <b>faster</b>.</li> <li>• Adjust speed <b>lower</b> for the video to play back <b>slower</b>.</li> </ul> </li> </ol>
<b>Emphasize</b> Emphasizes the audio for the applied media by decreasing the volume of all other audio tracks.  For example, apply the effect to voice-over audio to decrease the volume of the background music for the duration of the voice-over clip.	<ol style="list-style-type: none"> <li>1. Click <b>Properties</b>.</li> <li>2. Drag the <b>Emphasis</b> slider to change the volume for all other audio tracks on the timeline. <b>100%</b> mutes the audio of the other tracks for the duration of the applied clip.</li> <li>3. Select <b>Ramp Position</b> to set where the volume transition starts and ends on the timeline.               <ul style="list-style-type: none"> <li>• <b>Outside:</b> Complete audio change before and after applied media.                    </li> <li>• <b>Span:</b> Complete audio change over the start and end of the applied media.                    </li> <li>• <b>Inside:</b> Complete audio change at the start of the applied media and before the end of the applied media.                    </li> </ul> </li> <li>4. Enter an amount in seconds to set the duration the <b>Ramp In</b> and <b>Ramp Out</b> volume transitions occur.</li> </ol>
<b>Fade In / Fade Out</b> Creates smooth transition in to or out of audio.	Automatically applied to beginning or end of audio clip. Grab audio points and drag to adjust.

Effect	Customize Properties
<b>Pitch</b> (Mac Only) Adjust frequency of sound waves to change voice sound.	<ol style="list-style-type: none"> <li>1. Click <b>Properties</b>.</li> <li>2. Manually adjust <b>Pitch</b>, <b>Ease In</b>, or <b>Ease Out</b> to get desired effect.</li> </ol>
<b>Noise Removal</b> Helps reduce background noise.	<ol style="list-style-type: none"> <li>1. Click <b>Properties</b>.</li> <li>2. Click <b>Analyze</b> to automate noise removal process (Windows only) or manually adjust the <b>Sensitivity</b>, <b>Reduction</b> (Mac), or <b>Amount</b> (Windows) to get desired effect.</li> </ol>

## Related Articles

[Basic Audio Editing](#)

[Timeline Overview](#)

# Enhance Your Video Overview

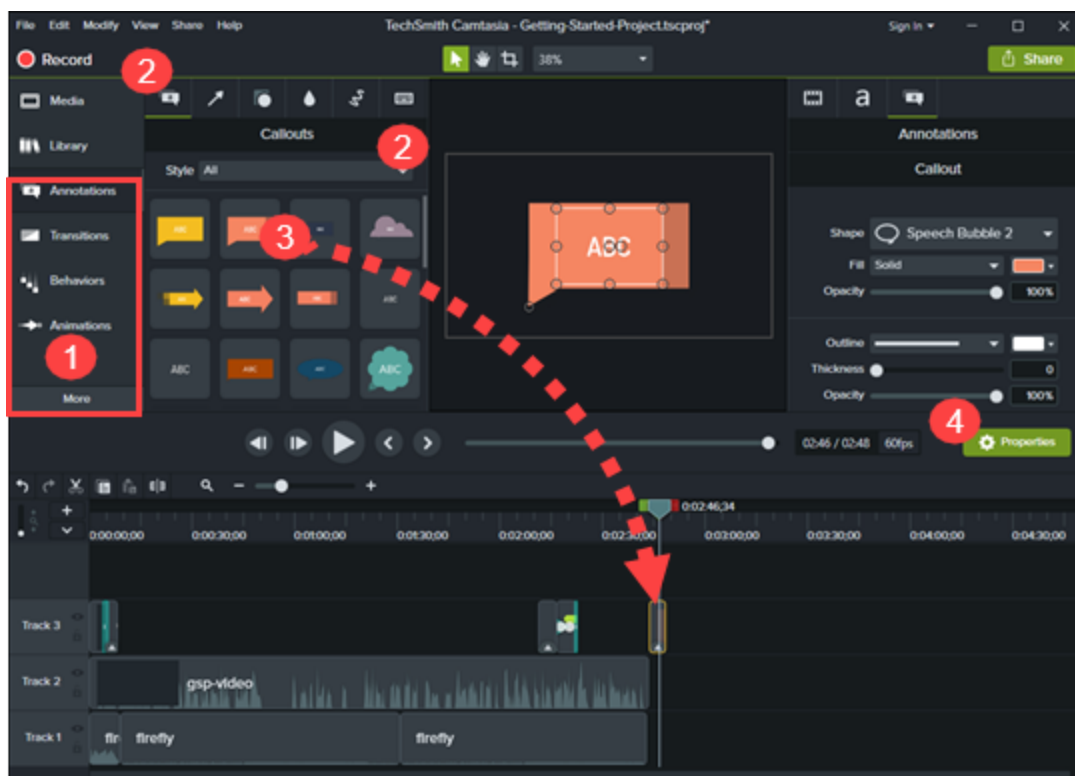
Add enhancements to apply effects, animations, behaviors, transitions, and annotations that can make your video look more polished and professional.

## Video Enhancement Types

Text and Annotations	<p>Graphics or text overlaid on a video to draw viewers' attention to important objects or processes. To learn more about editing annotations, see <a href="#">Edit Enhancements</a>.</p> <ul style="list-style-type: none"><li>• <a href="#">Create an Intro or Title</a></li><li>• <a href="#">Position Media on the Canvas</a></li><li>• <a href="#">Blur or Mask a Video</a></li><li>• <a href="#">Add Annotations, Callouts &amp; Titles Tutorial</a></li></ul>
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. These might include:</p> <ul style="list-style-type: none"><li>• Plain text that gently pulsates where you want viewers to click a link.</li><li>• Image or a logo that enters the screen then swings back and forth on a hinge.</li><li>• Callouts that animate in various ways on the canvas to draw attention to an area in the video.</li></ul> <p>See <a href="#">Camtasia Behaviors Tutorial</a> and <a href="#">Add Annotations, Callouts &amp; Titles Tutorial</a>.</p>
Animations	<p>Animations add interesting focal points to your video such as:</p> <ul style="list-style-type: none"><li>• A talking head that smoothly transitions or trades places with a screen recording.</li><li>• An image that enters the video from the left, pauses, then flies off the canvas to the right.</li><li>• Callouts that animate in various ways on the canvas to draw attention to an area in the video.</li><li>• 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 <a href="#">Zoom In or Out In a Video</a>.</li></ul> <p>Add animations to images, video clips, and annotations. To learn more about editing annotations, see <a href="#">Edit Enhancements</a>.</p> <p>See <a href="#">Zoom &amp; Pan with Animations Tutorial</a> and <a href="#">Animations In-Depth Tutorial</a>.</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 in your recording.</p> <ul style="list-style-type: none"> <li>• <a href="#">Hide the Cursor</a></li> <li>• <a href="#">Cursor Smoothing Tutorial</a></li> </ul>
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"> <li>• <a href="#">Add a Device Frame</a></li> <li>• <a href="#">Remove a Color Tutorial (Green Screen or Chroma Key effect)</a></li> <li>• <a href="#">Change the Clip Speed</a></li> <li>• <a href="#">Interactive Hotspots</a></li> </ul>
Gesture Effects	<p>Gesture effects add visual effects that simulate taps, swipes, and pinches on mobile devices.</p>

## Add an Enhancement

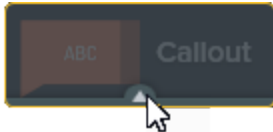


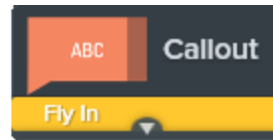
1. Click an enhancement tab such as Annotations or Behaviors.
2. Select an enhancement from the subtabs or dropdowns.
3. Drag the enhancement onto the timeline. For some enhancements, Camtasia highlights where the selection can be applied.

4. To edit the properties, see [Edit Media Properties Overview](#).

To save custom enhancements as presets or favorites, see [Save Presets and Favorites](#).

## Edit Enhancements

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



In the properties:

- **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.

For more editing help, see [Camtasia Behaviors Tutorial](#) and [Add Annotations, Callouts & Titles Tutorial](#).

### Tip: Improve editing performance with Proxy Video

If you experience lag, particularly when playing back or scrubbing through high-resolution video, create a Proxy Video to improve performance. See [Organize Media in Camtasia](#).

## Related Articles

[Timeline Overview](#)

[Basic Timeline Editing](#)

[Edit Media Properties Overview](#)

[Save Presets and Favorites](#)

[Add Annotations, Callouts, and Titles Tutorial](#)



# Create an Intro or Title

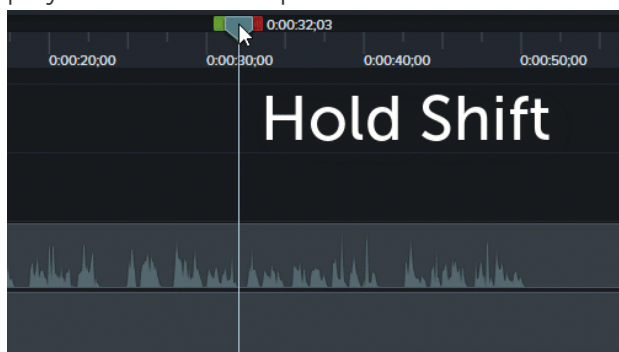
Introduce a video or scene, or provide a call-to-action for your viewers with an intro and title media.



To use one of Camtasia's pre-made intros, drag an intro from the [Camtasia 2021 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 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

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[Enhance Your Video Overview](#)

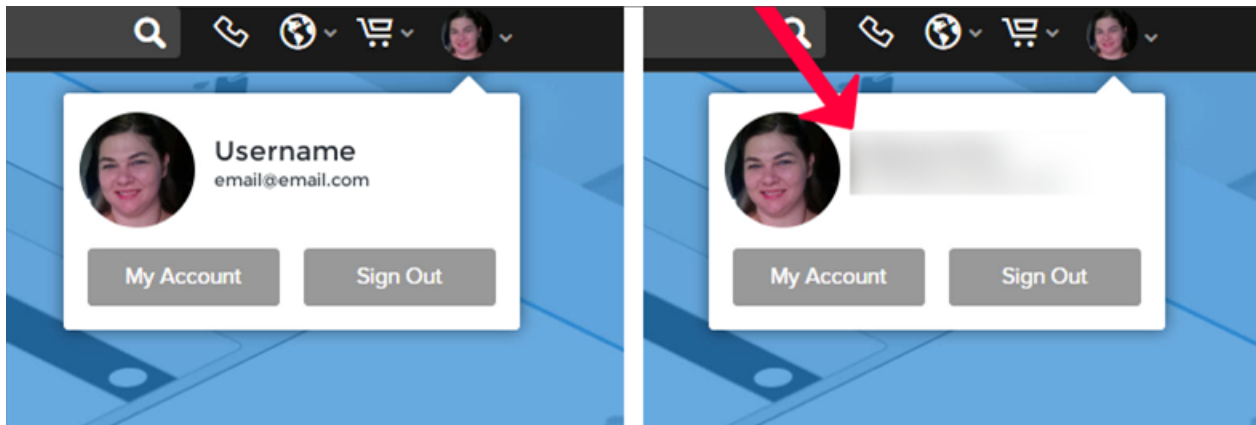
[Reuse Assets Across Projects \(Asset Libraries\)](#)

[Download TechSmith Assets for Camtasia](#)

[Basic Timeline Editing](#)

# Blur or Mask a Video

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



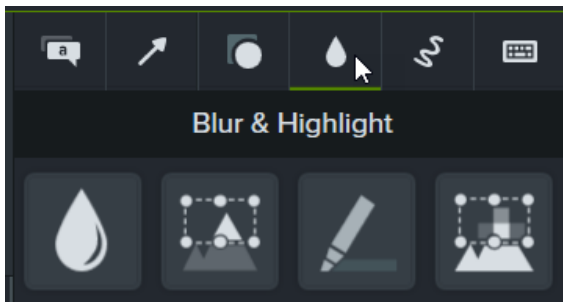
## Blur an Area

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.

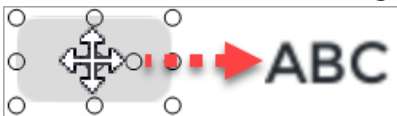


- **Spotlight:** Dims the video outside the selected area.



3. Position the annotation on the canvas.

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



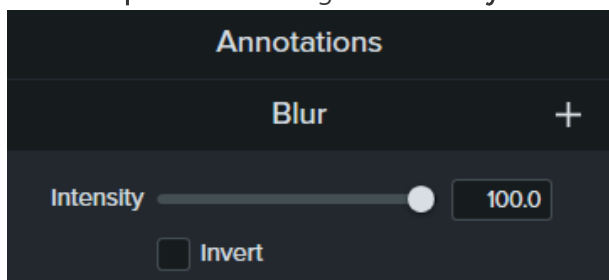
- To resize the annotation, drag the handles in any direction.



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



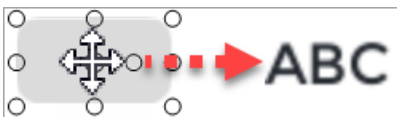
5. Click **Properties** and drag the **Intensity** slider to adjust the amount to blur.



## 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.



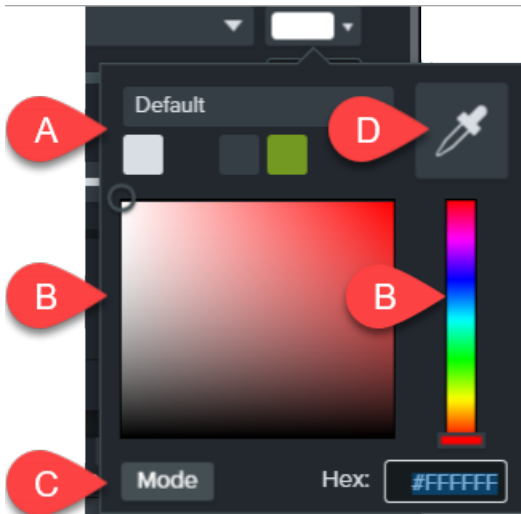
- To resize the annotation, drag the handles in any direction.



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 [Edit Media Properties Overview](#).
- To select a color, click the color dropdown and complete one of the following:

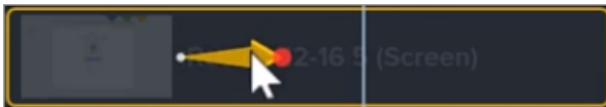


- A. Click to select a theme color.
- B. Click to select a color from the palette or drag the color slider.
- C. Enter a RGB or Hex value.
- D. Click the color picker and click to select a color on the screen.

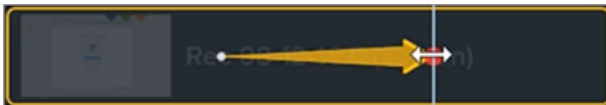
## Blur or Mask a Moving Object

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

1. Add a blur or shape annotation onto the canvas or timeline. See [Blur an Area](#) or [Mask an Area](#).
2. Select **Animations tab > Animations subtab** (Windows) or click **Animations tab** (Mac).
3. Drag the **Custom** animation onto the shape or blur on the timeline.
  - To position an animation, drag the arrow.

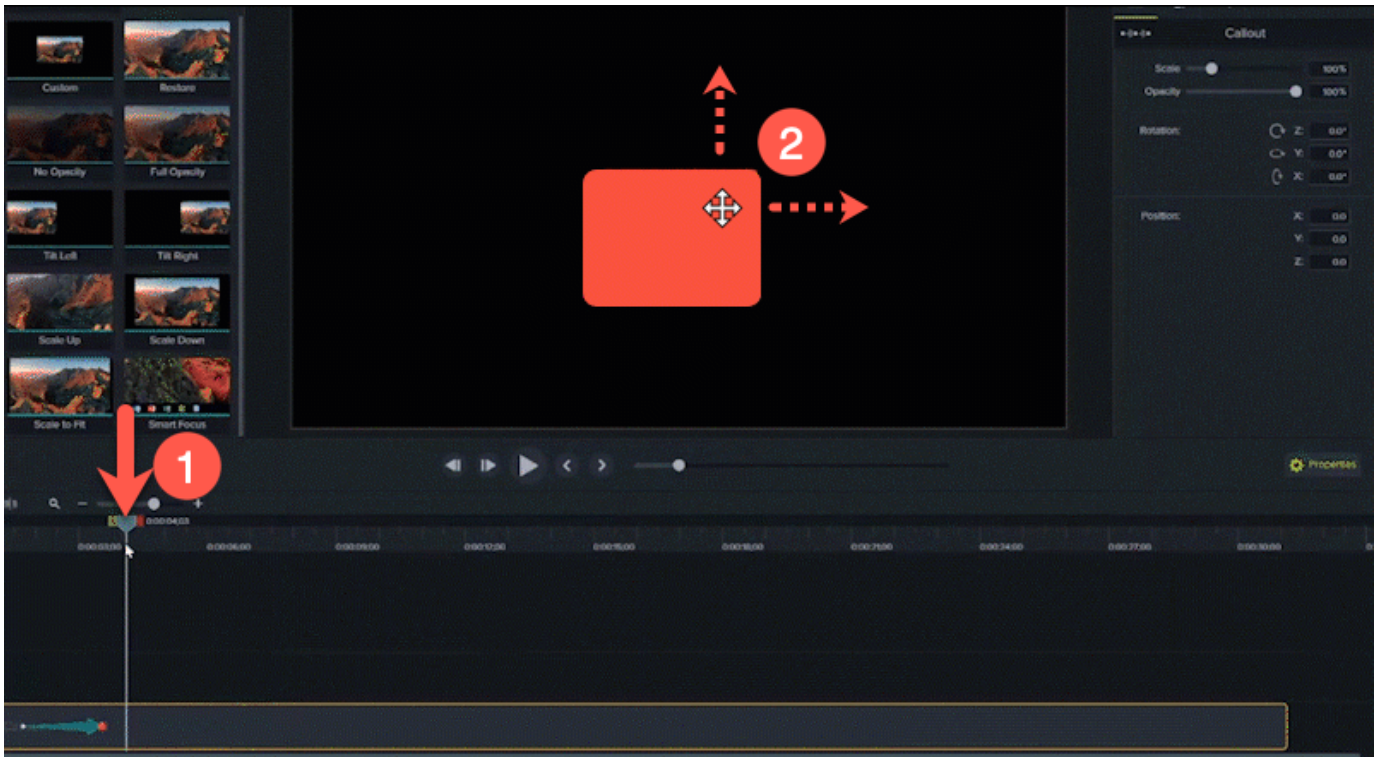


- To extend/reduce the animation duration, drag either end of the arrow.



4. 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](#)

[Edit Media Properties Overview](#)

[Zoom & Pan with Animations Tutorial](#)

[Animations In-Depth Tutorial](#)

# Hide the Cursor

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

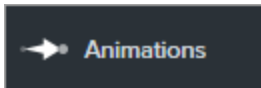
To highlight, magnify, or apply another cursor effect, see [Enhance Your Video](#).

## Hide Cursor for Entire Clip

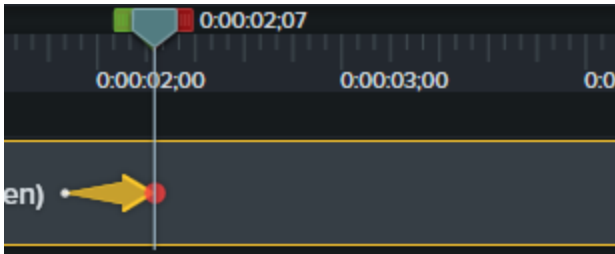
1. Click to select a TREC recording on the timeline.
2. Click the **Properties** button.
3. Click the **Cursor** tab and set the **Opacity** to 100%.

## Hide Cursor for a Duration

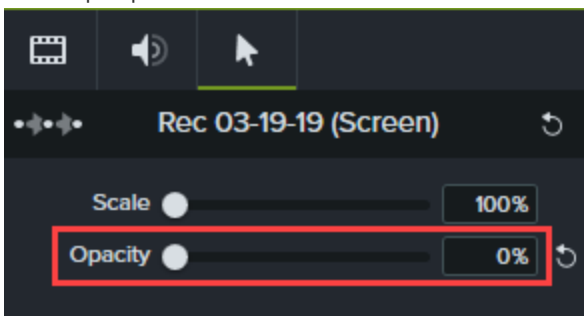
1. Select **Animations** tab > **Animations** subtab.



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.



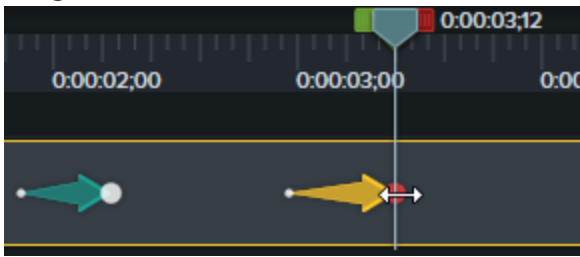
4. In the properties, click the **Cursor** tab and set the **Opacity** to 0%.



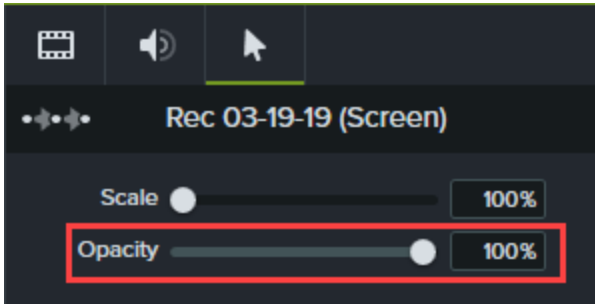
5. To show the cursor again in the video, drag another **Custom** animation onto the TREC on the timeline.



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

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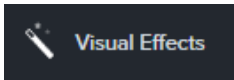
[Enhance Your Video Overview](#)

[Smooth Out the Cursor in Screen Recordings Tutorial](#)

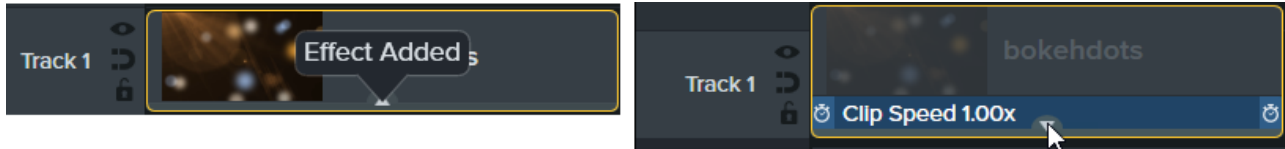
# Change the Clip Speed

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

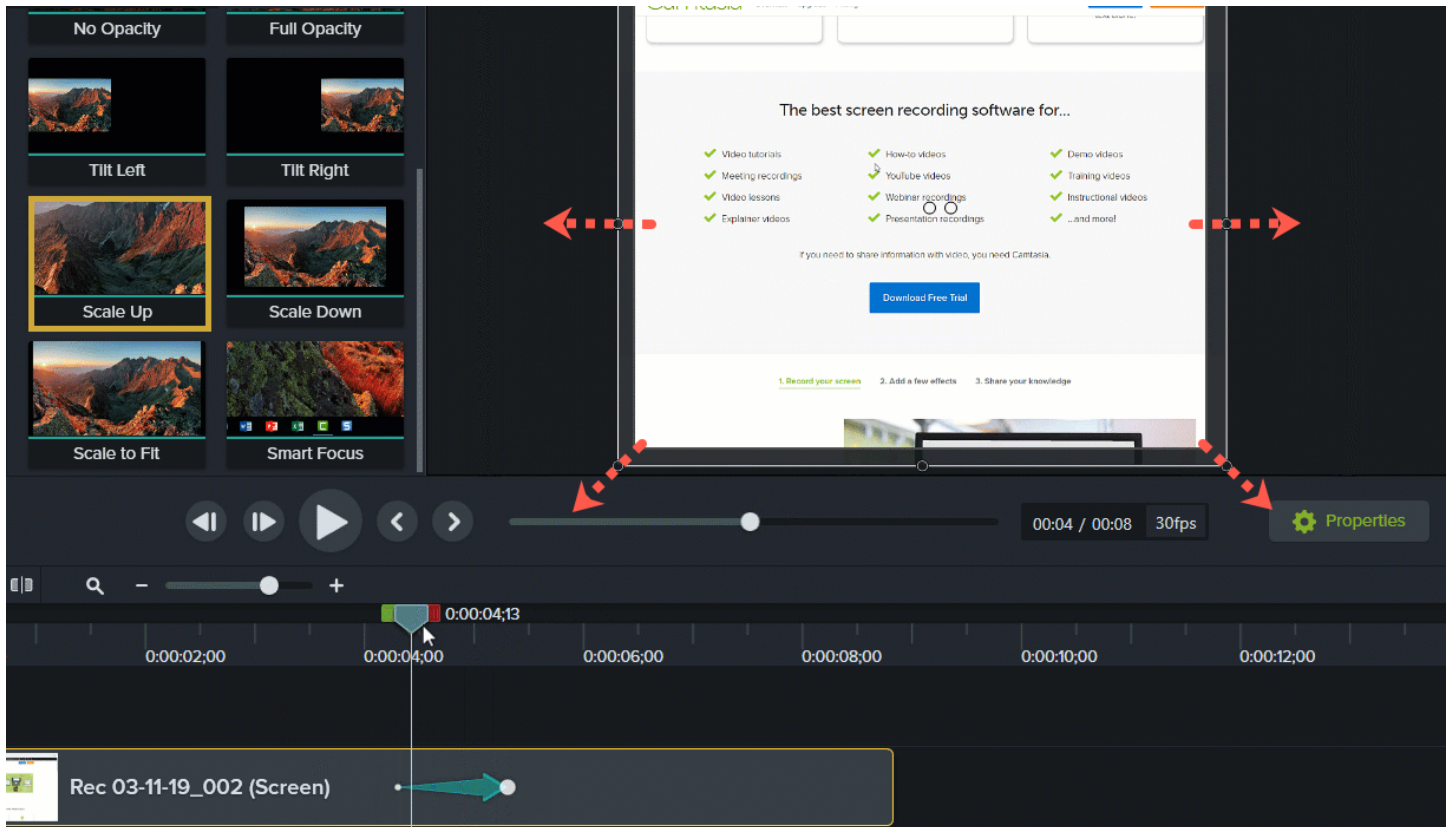
[Enhance Your Video Overview](#)

[Speed Up and Slow Down Parts of Your Video Tutorial](#)

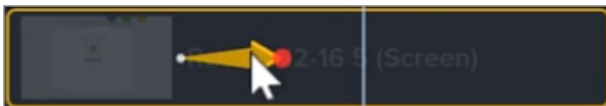
# Zoom In or Out In a Video

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 **Animations tab > Animations subtab** (Windows) or click the **Animations 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 [Edit Media Properties Overview](#).
  - To adjust the zoom, move the playhead to the right of the arrow and drag the **Scale** slider.

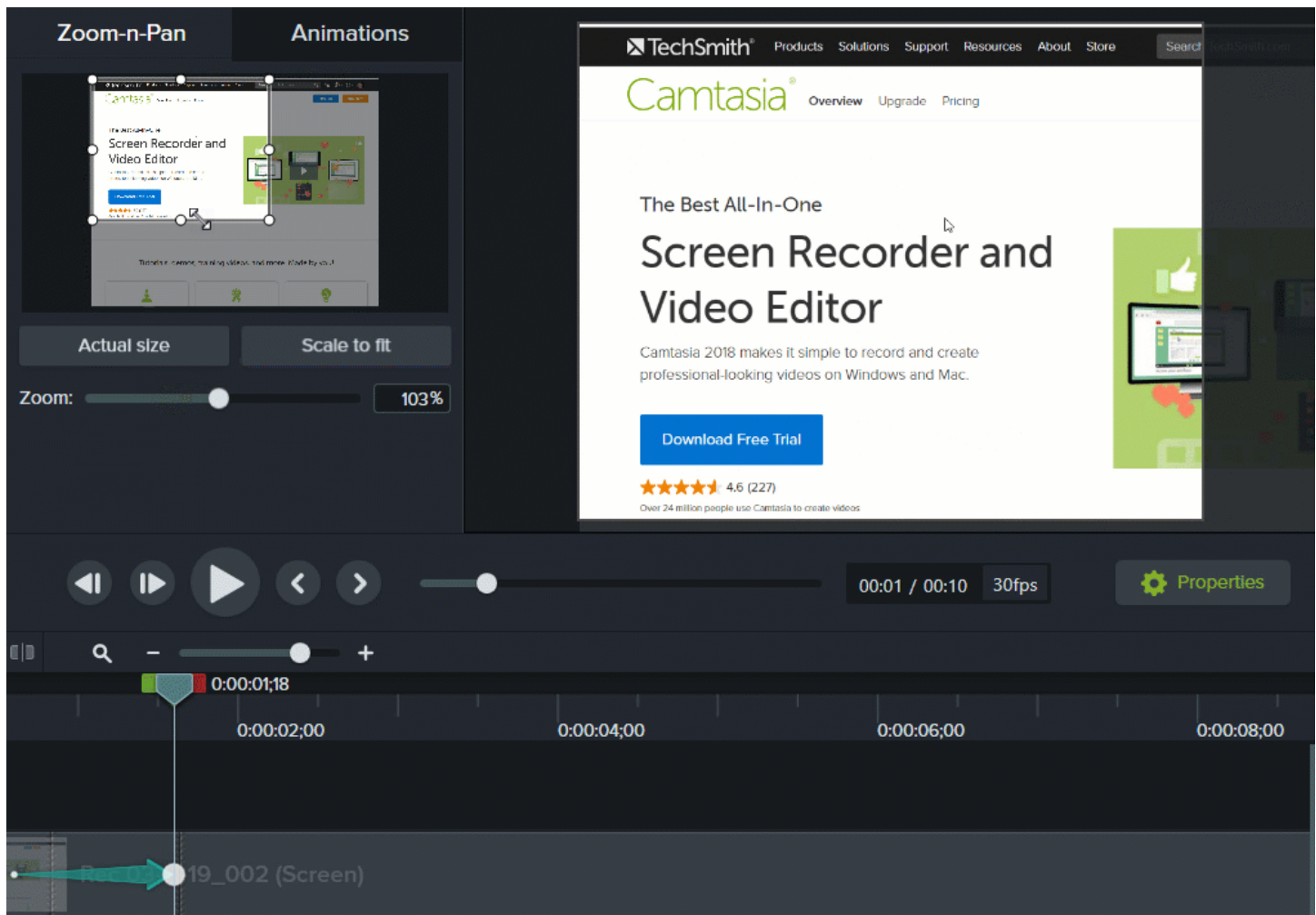


4. To zoom out, drag the **Scale Down** or **Scale to Fit** animation onto the media on the timeline and adjust the location, duration, and properties of the animation.

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

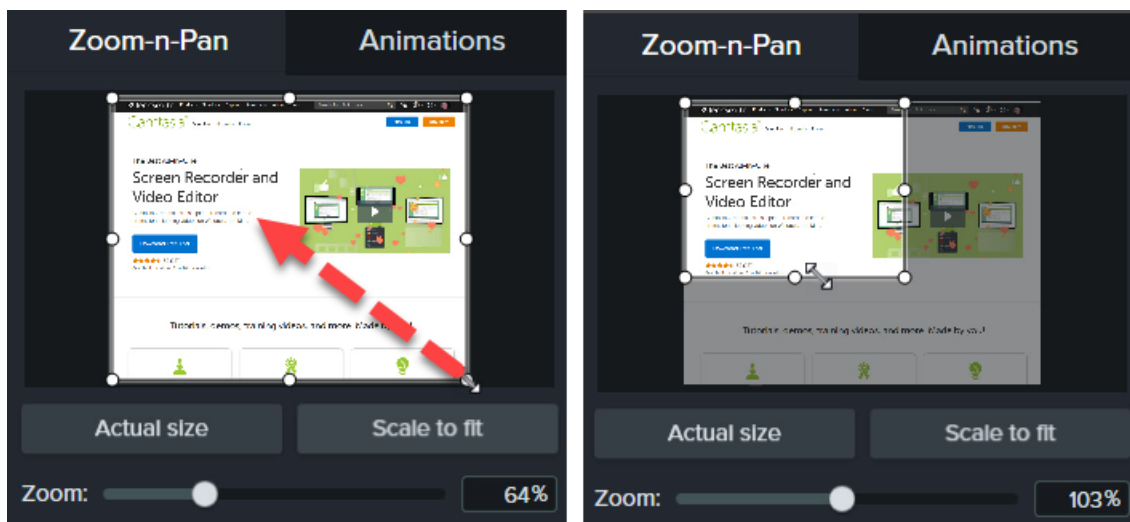
## Apply Zoom-n-Pan Animations (Windows Only)

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

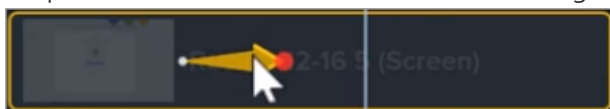


1. Drag the playhead on the timeline to where you want the zoom to occur.
2. Select the **Animations > Zoom-n-Pan** tab.

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



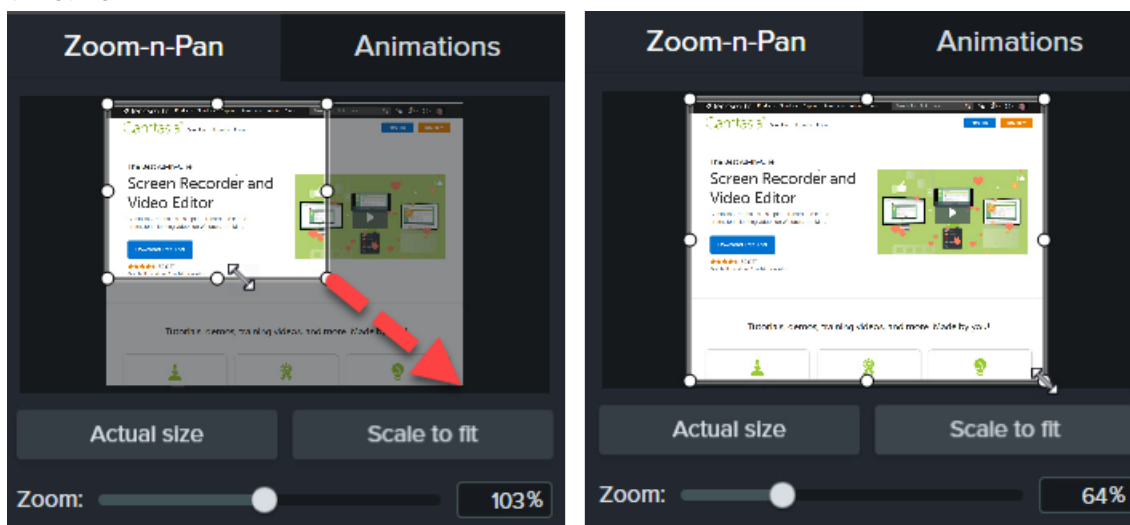
4. A zoom animation appears on the timeline.
- To position when the animation occurs, drag the arrow.



- 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

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[Enhance Your Video Overview](#)

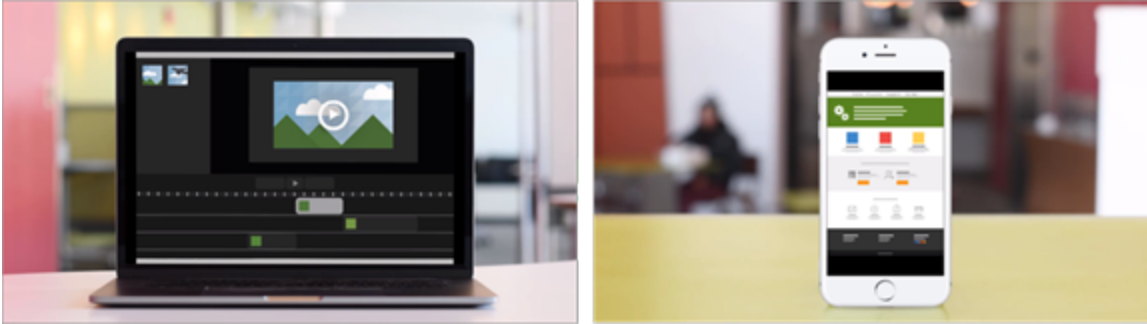
[Edit Media Properties Overview](#)

[Zoom & Pan with Animations 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.

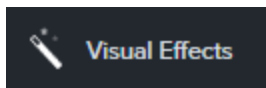


Device frames are great for:

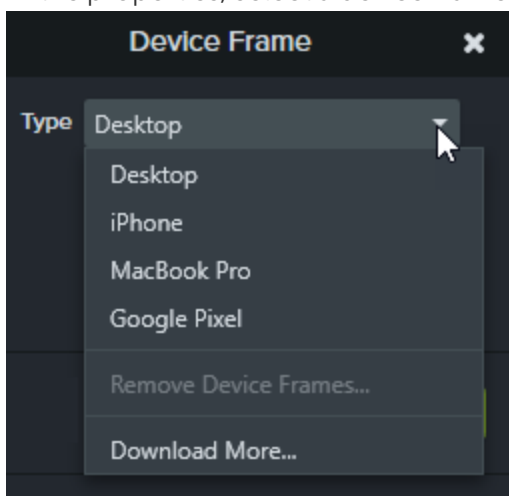
- Introducing a scene such as a mobile or desktop demo.
- Showing your company's website within a product marketing video.

## 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

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[Enhance Your Video Overview](#)

[Download TechSmith Assets for Camtasia](#)

[Device Frames Tutorial](#)

# 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.

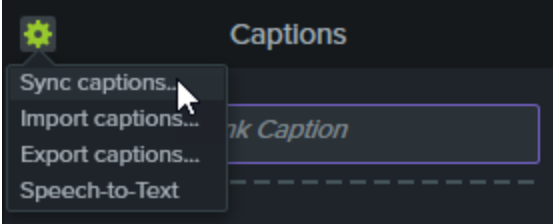
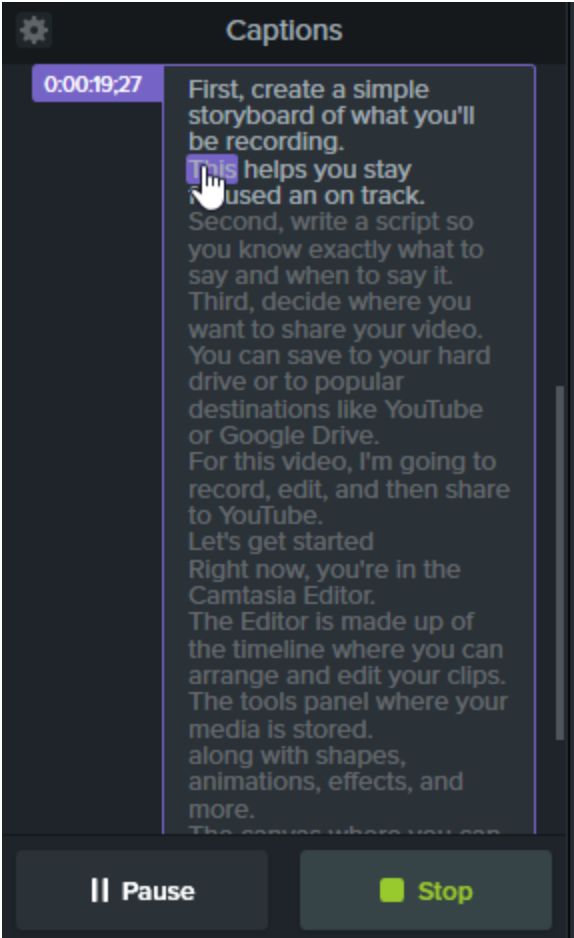
Caption Type	Production Option
<div><b>Closed Captions</b></div> <div></div> <div>Playback in the <a href="#">TechSmith Smart Player</a> is required.</div> <ul style="list-style-type: none"><li>• Captions are turned on/off by the viewer via a CC button on the video controller.</li><li>• Captions are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

Caption Type	Production Option
<div data-bbox="118 226 803 611" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• Captions are burned into the video and cannot be turned off by the viewer.</li> <li>• Captions are ADA compliant.</li> <li>• Captions can be customized.</li> <li>• Captions are searchable when produced as a MP4 video. Viewers can click a search result to jump to that location in the video.</li> </ul>	<ul style="list-style-type: none"> <li>• Select <b>Export &gt; Custom Production &gt; New Custom Production &gt; MP4 &gt; Next &gt; Options tab &gt; Captions &gt; Caption type &gt; Burned in captions.</b></li> </ul> <p><b>Mac:</b></p> <ul style="list-style-type: none"> <li>• Select <b>Export &gt; Local Drive &gt; File format &gt; MP4 &gt; Caption Style &gt; Burned in captions.</b></li> </ul>
<p><b>Under Video Captions</b></p> <div data-bbox="118 1010 797 1451" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• Captions cannot be turned off by the viewer.</li> <li>• Captions can be customized.</li> <li>• This caption type adds captions under the video and increases the video's vertical dimension.</li> </ul>	<p><b>Windows:</b></p> <ul style="list-style-type: none"> <li>• Select <b>Export &gt; Custom Production &gt; New Custom Production &gt; MP4 &gt; Next &gt; Options tab &gt; Captions &gt; Caption type &gt; Under video captions.</b></li> </ul> <p><b>Mac:</b></p> <ul style="list-style-type: none"> <li>• Select <b>Export &gt; Local Drive &gt; File format &gt; MP4 &gt; Export for Web Page &gt; Caption Style &gt; Under video captions.</b></li> </ul>

## Add Captions

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

Method	Steps
<p><b>Manually Add Captions</b> Manually type the captions as you view your video.</p>	<ol style="list-style-type: none"> <li>1. Move the playhead to the beginning of the timeline.</li> <li>2. To add captions: <ul style="list-style-type: none"> <li>• On Windows, click the <b>Captions</b> tab and click the <b>Add Caption</b> button.</li> <li>• On Mac, click the <b>Audio Effects</b> tab and drag the <b>Captions</b> effect to the audio track on the timeline. Click the first caption segment.</li> </ul> </li> <li>3. Customize font, color, text, and more in the font properties dialog (optional). <div data-bbox="852 613 1396 928" data-label="Image"> </div> </li> <li>4. Click the <b>Loop</b> button or press <b>Enter</b> to play the audio section. Type what you hear or paste the corresponding text from a written script. <div data-bbox="852 1056 1133 1182" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• If your caption exceeds three lines, the text changes to gray. Click the <b>Split</b> button to move the gray text into a new caption.</li> <li>• To change the duration of a caption, drag the <b>Duration</b> slider. The default duration is four seconds.</li> </ul> <div data-bbox="922 1421 1461 1507" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• For more caption writing tips, see <a href="#">ADA Compliant Caption Tips</a>.</li> </ul> </li> <li>4. Click the <b>Add New Caption</b> button or press the <b>Tab</b> key to add a new caption. <div data-bbox="852 1696 1151 1787" data-label="Image"> </div> </li> </ol>

Method	Steps
<p><b>Sync Captions from a Script (Windows Only)</b></p> <p>You can paste a prepared script into the caption editor to synchronize the script with the audio playback.</p>	<ol style="list-style-type: none"><li>1. Move the playhead to the beginning of the timeline.</li><li>2. Click the <b>Captions</b> tab and click the <b>Add Caption</b> button.</li><li>3. Paste the full script into the caption editor.</li><li>4. Click the Gear icon and select Sync captions.</li></ol>  <p>The screenshot shows the 'Captions' panel in Camtasia. A gear icon in the top left corner has been clicked, opening a dropdown menu. The menu options are 'Sync captions...', 'Import captions...', 'Export captions...', and 'Speech-to-Text'. The 'Sync captions...' option is highlighted by the mouse cursor.</p> <ol style="list-style-type: none"><li>5. Read the instructions that appear and when ready to sync captions, click <b>Continue</b>. The video begins playing and the sync controls appear below the caption editor.</li><li>6. To add a new caption, click a word when you hear the word played back.</li></ol>  <p>The screenshot shows the 'Captions' panel with a script pasted into the text area. The script reads: 'First, create a simple storyboard of what you'll be recording. This helps you stay focused and on track. Second, write a script so you know exactly what to say and when to say it. Third, decide where you want to share your video. You can save to your hard drive or to popular destinations like YouTube or Google Drive. For this video, I'm going to record, edit, and then share to YouTube. Let's get started Right now, you're in the Camtasia Editor. The Editor is made up of the timeline where you can arrange and edit your clips. The tools panel where your media is stored. along with shapes, animations, effects, and more. The canvas where you can...'. A timeline at the top left shows the time '0:00:19;27'. At the bottom of the panel, there are 'Pause' and 'Stop' buttons.</p>

Method	Steps
	<ul style="list-style-type: none"> <li>Click <b>Pause</b> to pause the video playback.</li> <li>Click <b>Stop</b> to finish syncing the script and captions.</li> </ul>
<p><b>Import or Export a Caption File</b></p> <p>You can import or export captions as 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><b>Import a Caption File</b></p> <p>Select <b>File &gt; Import &gt; Captions</b> and select a SAMI or SRT (SubRip) file. The caption file opens in the caption editor.</p> <p><b>Export a Caption File</b></p> <ol style="list-style-type: none"> <li>Select the <b>Export menu &gt; Export Captions</b>.</li> <li>Enter a file name and select SAMI or SRT.</li> <li>On Windows, click <b>Save</b>. On Mac, click <b>Export</b>.</li> </ol>
<p><b>Speech-to-Text (Windows Only)</b></p> <p>Camtasia utilizes the Microsoft Speech-to-Text engine to automatically convert voice recordings in your project into captions.</p>	<ol style="list-style-type: none"> <li>Click to select media you want to caption on the timeline.</li> <li>Click the <b>Captions</b> tab.</li> <li>Click the gear icon and select <b>Speech-to-Text</b>. <div> <p>Speech-to-Text is grayed out if there is no voice recording on your timeline.</p> </div> </li> <li>The Speech-to-Text tips dialog opens. Click each link to train the Microsoft Speech Engine to understand your voice, set up your microphone, and add words to the speech recognition dictionary.</li> <li>When you complete the Speech-to-Text setup, click <b>Continue</b>.</li> <li>Another dialog appears. Select what you want to caption: <ul style="list-style-type: none"> <li><b>Entire Timeline:</b> Camtasia captions the full range of all media with audio on the timeline.</li> <li><b>Selected Media:</b> Camtasia captions only the selected audio media on the timeline.</li> </ul> </li> </ol>

Method	Steps
	<p>7. Review and edit the captions in the caption editor. See <a href="#">Working with Captions</a>.</p> <div> <p>Tip: Train Speech-to-Text to improve accuracy</p> <p>Continue to train Speech-to-Text to recognize your pronunciation and improve the transcription accuracy.</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:

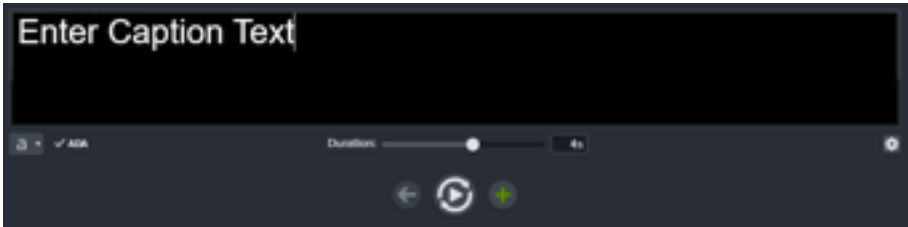
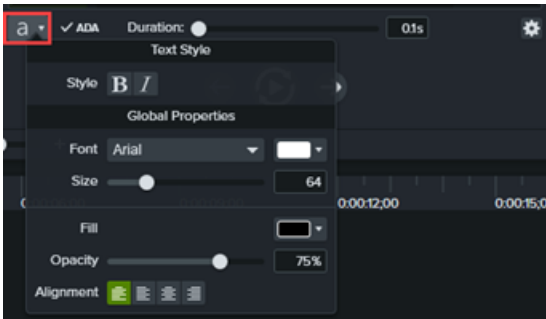
- Include no more than 32 characters per line.
- One to three lines of text appear onscreen, display for three to seven seconds, and then are replaced by the next caption.
- Captions are available throughout the entire video, even when there is no speaking.
- Time captions to synchronize with the audio.
- 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 compliance for all captions, click the **ADA** dropdown and select **Make Compliant**.


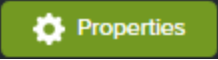
- Captions should be accessible and readily available to those who need or want them.
- Captions should appear onscreen long enough to be read.
- Speakers should be identified when more than one person is onscreen or when the speaker is not visible.
- Spelling is correct.
- Words should be verbatim when 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

Edit caption text	<ul style="list-style-type: none"> <li>• On Windows, select a caption in the Captions panel. Click the caption in the preview window to edit in the caption editor.</li> <li>• On Mac, select a caption on the Caption track and edit in the caption editor.</li> </ul> 
Edit font properties	<p>Select caption on the timeline. Click the font properties icon in the caption editor and adjust desired settings.</p> 
Clear caption text	<ul style="list-style-type: none"> <li>• On Windows, double-click to select a caption on the timeline. Right-click the highlighted caption and select <b>Clear Caption Text</b>.</li> <li>• On Mac, select caption on the timeline and delete text from the caption editor.</li> </ul>
Remove all captions from media or timeline	<ul style="list-style-type: none"> <li>• On Windows, click caption on the timeline and press the <b>Delete</b> key.</li> <li>• On Mac, select media on timeline. Select <b>Modify &gt; Captions &gt; Remove Captions</b>.</li> </ul>



Split caption	Right-click on the caption and select <b>Split Caption</b> .
Merge adjacent captions	Right-click on the caption and select <b>Merge with Previous Caption</b> (Windows) or <b>Merge with Next Caption</b> (Mac).
Hide captions in video	<p>On Windows:</p> <ul style="list-style-type: none"> <li>On the Captions track, click the disable icon.</li> </ul>  <ul style="list-style-type: none"> <li>Or, Select <b>Share &gt; Custom Production &gt; New Custom Production &gt; MP4 option &gt; Next &gt; Options tab &gt; Uncheck the Captions option</b>.</li> </ul> <p>On Mac:</p> <ul style="list-style-type: none"> <li>Click to disable the <b>Show Caption Track</b> in the View menu.</li> <li>Or, click <b>Properties</b>  <b>&gt; Hide Caption Track</b>.</li> </ul>

## Related Articles

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

[Export and Share a Video](#)

[Manually Add Captions to a Video Tutorial](#)

# Interactive Hotspots

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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. See [Add Markers](#).
  - **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.

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## Related Articles

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

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

[Export and Share a Video](#)

# 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.

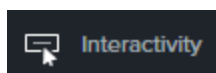
The [TechSmith Smart Player](#) is required for table of contents, closed captions, search, quizzing, and hotspots in a video. To include the TechSmith Smart Player, produce the video to MP4 or export to Screencast.com.

## Quiz Features

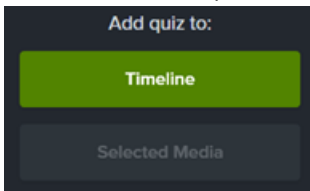
<ul style="list-style-type: none"><li>• Unlimited number of fill in the blank, multiple choice, short answer, or true/false questions.</li></ul>	<ul style="list-style-type: none"><li>• Require quiz / survey takers to submit a name and email address.</li></ul>
<ul style="list-style-type: none"><li>• Provide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

## Set Up a Quiz

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

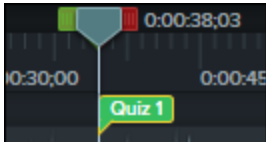


2. Choose to add quiz to the media or timeline.

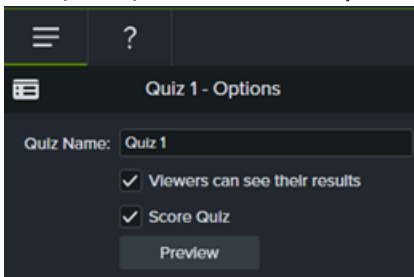


Add a quiz to media to keep the quiz aligned to that media while editing.

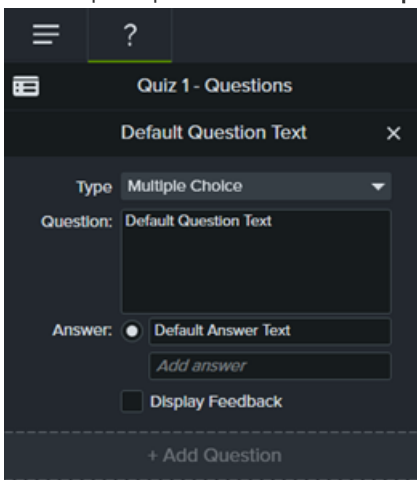
3. Quiz is added and quiz mode is enabled.



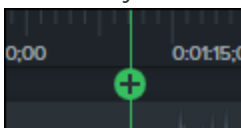
4. Set quiz options in the **Properties > Options** tab.



5. Enter quiz questions in the **Properties > Questions** tab.



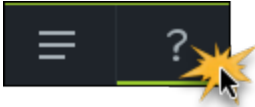

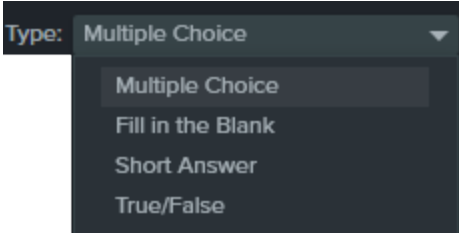
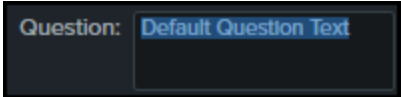
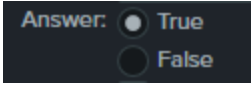
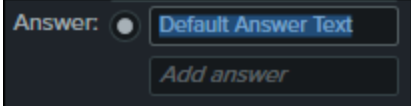
6. To add another quiz, move the cursor along the timeline and click to place a quiz. As long as quiz mode is enabled, you are able to add new quizzes.

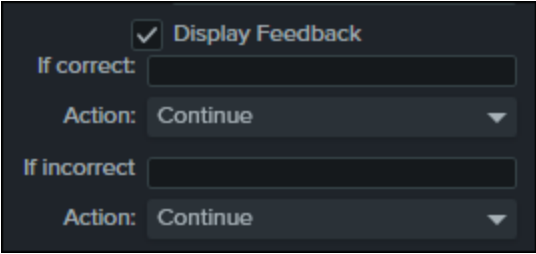





7. To disable quiz mode, click the small arrow next to **Quiz** under the timeline toolbar.



## Quiz Questions and Options

Perform this action...	Do this...
Create questions	<p>Click the <b>Questions</b> sub-tab.</p>  <ul style="list-style-type: none"><li>• The first question is added for you.</li><li>• To add more questions, click the <b>Add Question</b> button.</li></ul> 
Choose a question type	<p>Select a question type from the dropdown.</p> 
Enter question	<p>Click the <b>Question</b> field and type a question.</p> 
Enter or select answer	<p>For true/false questions, click <b>True</b> or <b>False</b> to set the answer.</p>  <p>For all other question types, click <b>Add Answer</b> and type an answer.</p> 

Perform this action...	Do this...
Give feedback for answers	<p>Check the <b>Display Feedback</b> option.</p>  <ul style="list-style-type: none"> <li>• Type a response for the correct / incorrect answers.</li> <li>• Select the next action after the correct / incorrect answers.</li> </ul>
Preview how quiz appears to your viewers	<p>Click the <b>Preview</b> button.</p> 
Enter quiz name	<p>Click the <b>Quiz Options</b> sub-tab.</p>  <p>Enter the name in the <b>Quiz Name</b> field.</p>
Create survey	<p>Click the <b>Quiz Options</b> sub-tab.</p>  <p>Leave the <b>Score Quiz</b> option unchecked.</p>
Allow users to view results	<p>Click the <b>Quiz Options</b> sub-tab.</p> <p>Click the <b>Viewers can see their results</b> checkbox.</p>
Delete quiz	<p>Select a quiz on the timeline or media and press the <b>Delete</b> key.</p>
Get scores and information about quiz	<p>See <a href="#">Quiz Reporting</a>.</p>

## Quiz Reporting

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

- If you select **Report quiz results through email** during export, you receive the results through email via the Camtasia Quiz Service.

- The quiz service sends the collected quiz data to the 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. If a video has 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 manipulate data in columnar format such as 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. Each report contains both old and new data.
- You cannot unsubscribe from the Quiz Service. To stop getting reports, request users not take the quiz or remove the video from a shared location.
- You cannot change the reporting email address.

## Production Wizard Reporting Options (Windows)

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

**Production Wizard**

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

☒ Report quiz results using SCORM SCORM options...

☒ Report quiz results through email

Recipient email address:

Confirm email address:

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

Viewer identity

☐ Allow viewers to take quiz anonymously

☒ Require viewers to input name & email address

☐ Allow viewers to skip the quizzes

Quiz appearance...

# 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. Supported SCORM versions include: <ul style="list-style-type: none"><li>• 1.2</li><li>• 2004 2nd Edition</li><li>• 2004 3rd Edition</li><li>• 2004 4th Edition</li></ul>
Report quiz results through email	Enter and confirm the email address of the person to receive the quiz reports. <ul style="list-style-type: none"><li>• The email address must match in both fields. An incorrect email address cannot be changed later.</li><li>• Quiz results are sent to the recipient once each day if new data is available via the Camtasia Quiz Service.</li></ul>
Viewer Identity	Choose viewer identity requirements. Require a name and email from the viewer taking the quiz or survey -Or- Allow them to take the quiz or survey anonymously.
Quiz appearance	Change the button text and labels displayed when viewers take the quiz or survey. <div><p>If you create a survey instead of a quiz, you can change the <b>Take quiz now</b> button to read <b>Take survey now</b>.</p></div>

## Related Articles

[Quizzing & Surveys Tutorial](#)

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

[Export and Share a Video](#)



# Create a Video Table of Contents

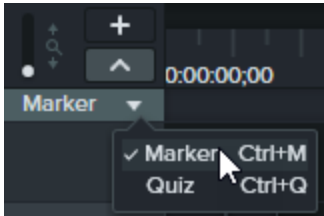
Add an interactive table of contents to your video to create navigation points for your viewers.

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 in the table of contents in the video.

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

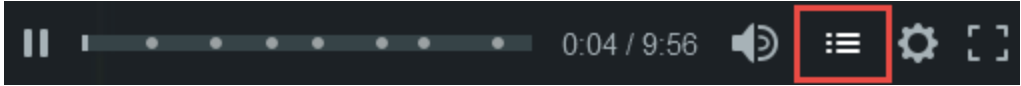


2. Click to add markers to the desired location on the timeline.
3. Right-click on the marker and select **Rename**. Type a name.

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

## Export a Table of Contents (Windows)

1. Export to one of the following locations:
  - **Screencast.com** - Select **Export > Screencast.com > Options > Options** to view Marker options.
  - **Local MP4 file with Smart Player** - Select **Export > Custom production > New Custom Production > MP4 - Smart Player (HTML 5) > Next > Next > Next** to view Marker options.
2. Select the desired Marker options.
3. Step through the rest of the Production Wizard to complete the export process.

Marker Option	Description
Number markers	Automatically number the table of contents markers sequentially in the produced TOC.
Table of contents initially visible	<p>Select the <b>Table of contents initially visible</b> checkbox to show the TOC 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> 
Disable markers for TOC entries	Deselect a marker checkbox to disable that marker so it does not display in the TOC.
Rename	Double-click the marker name in the list and type a new name.
Fixed Left	Select to position the TOC on the left side of the video.
Fixed Right	Select to position the TOC on the right side of the video.
Marker Display	<ul style="list-style-type: none"> <li>• <b>Text with thumbnail:</b> TOC shows both the thumbnail and the text</li> <li>• <b>Text only:</b> TOC shows only the text</li> <li>• <b>Thumbnail only:</b> TOC shows only the thumbnail</li> </ul>

## Export a Table of Contents (Mac)

1. Export video to one of the following locations:
  - **Screencast.com** - Select **Export > Screencast.com**.
  - **Local MP4 file with Smart Player** - Select **Export > Local File > Export to MP4 (.mp4)**.
2. Set table of contents to export with video to the desired location:
  - **For Screencast.com:** Log in and select the **Create table of contents from markers** option and click **Export**.
  - **For Local MP4 with Smart Player:** Select **Export as Web Page > Create table of contents from markers** and click **Export**.

Viewers must click the **Table of Contents** button on the video controller to view and interact with the TOC.



## Related Articles

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

[Add Markers](#)

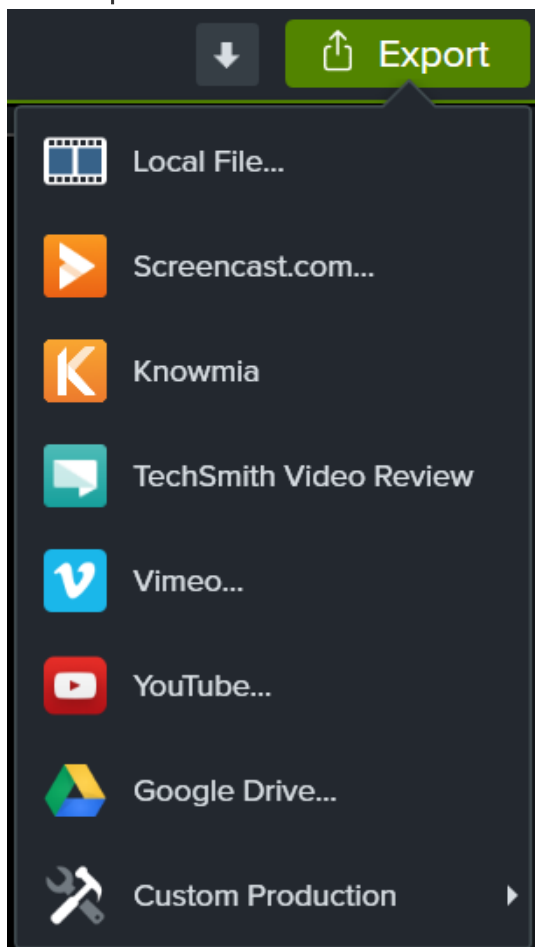
# Export and Share a Video

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

## Export Your Video

Export options contain settings optimized to share videos to Screencast.com, Vimeo, YouTube, your local hard drive, and more.

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 appears. Choose the desired options to create your video.

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

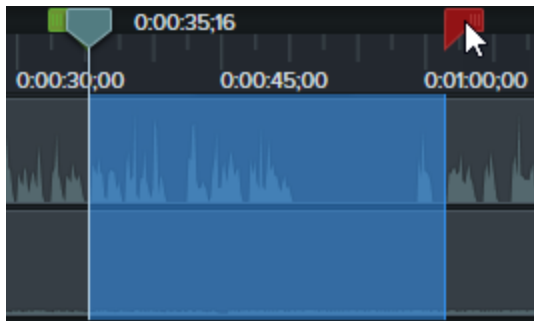
### Tip

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

## Export a Selection on the Timeline

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

1. Make selection on timeline.



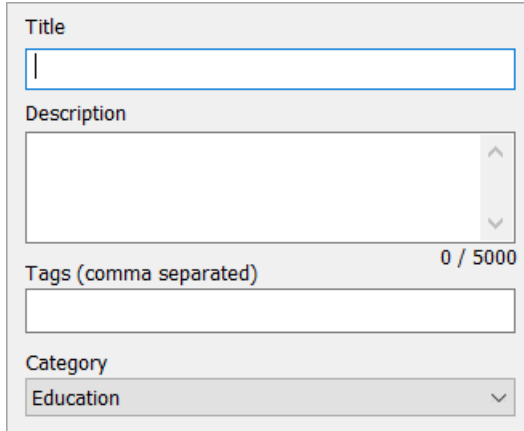
2. On Windows, right-click the selection and select **Produce Timeline Selection As**. On Mac, select **Export > Local File**.
  - On Windows, the Production Wizard appears. Step through the wizard to create your video.
  - On Mac, the **Export As** dialog appears. Choose desired options to create your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

## Export to YouTube

Upload your videos directly from Camtasia to YouTube.

Recommended YouTube video resolutions vary. 720p or 1080p (HD) are best for playback on standard monitors.

1. Click **Export > YouTube**. You may be asked to sign in to your YouTube account.
2. Enter a title, description, tags, and category.

A screenshot of the YouTube upload form within the Camtasia application. The form is organized into four sections: 'Title' with a single-line text input field; 'Description' with a multi-line text area and a character count of '0 / 5000'; 'Tags (comma separated)' with a single-line text input field; and 'Category' with a dropdown menu currently showing 'Education'. The form has a light gray background and rounded corners.

Add commonly misspelled words from your content as tags so YouTube can help users find your video.

3. Set the privacy settings to desired level.
4. To upload captions or markers, select **Upload captions**(Windows) or **Create table of contents from markers** (Windows and Mac). If your timeline includes captions on Mac, Camtasia automatically uploads the captions to YouTube.

Quizzes and interactive hotspots in Camtasia are not supported on YouTube.

5. Click **Finish**.

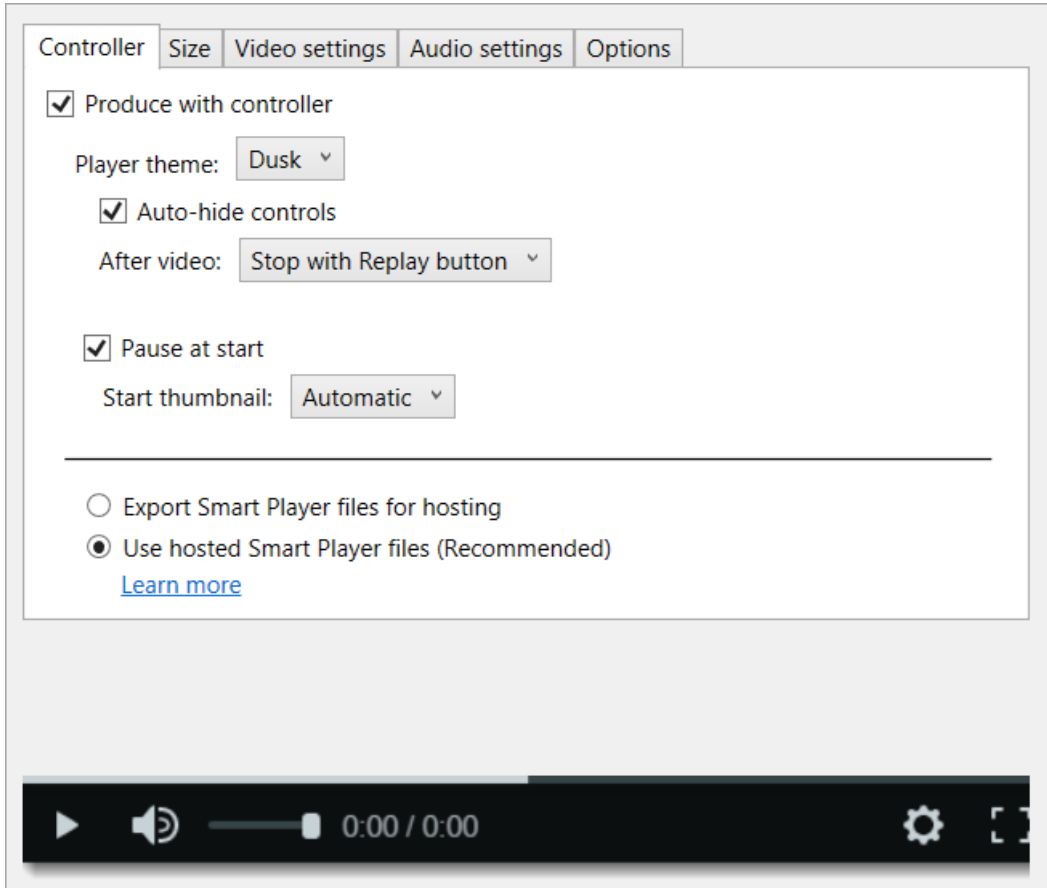
Camtasia uploads the video to YouTube and opens the video in a browser window for playback.

## Customize Export for Quizzing, Captions, and Hotspots (Windows)

If your video includes quizzing, captions, or hotspots, you can customize the video player (Smart Player).

1. Click **Export > Local File**.
2. Select **Custom production settings** from the dropdown and click **Next**.

3. Select **MP4 - Smart Player (HTML5)** and click **Next**.
4. The Smart Player Options dialog opens. Customize the desired settings for each tab.

Tab Name	Options
Controller	<p>Customize the Smart Player's color theme, playback settings, thumbnail image, and more.</p>  <p>The Produce with controller option is required for videos that include quizzes, captions, or interactive hotspots. If your video does not include these, deselect the <b>Produce with controller</b> option. See <a href="#">Playback Requirements</a>.</p>
Size	Set the embed size and exported video size. Embed size affects the view size of the exported video when hosted on a website.
Video settings	Set the frame rate, encoding mode, keyframe placement, H.264 encoding, and color mode. The default settings for these options are best for standard videos.

Tab Name	Options
	<div>Adjusting these settings affects the size of the exported video file.</div>
Audio settings	Set the audio bit rate. The default settings for these options are best for standard videos.
Options	<p>Customize and enable additional Smart Player options such as the viewing controls, search, table of contents, captions, and quizzing.</p> <p>Select <b>Table of contents</b>, <b>Captions</b>, or <b>Quizzing</b> in the Options tab to include in the exported video. These options are only available if added to the timeline before export.</p>

- Click **Next**. The Video Options dialog opens. Customize the desired settings such as quiz reporting for SCORM compliant packages (LMS packages).

You must have a quiz on your timeline to view the Reporting options.

- Click **Next**.
- The Produce Video dialog opens. Edit the video file name, file location, and video playback option.
- Click **Finish**.
- After export, click **Open production folder** to view the exported files.

## Related Articles

[Export an Audio File](#)

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

[Export & Share Tutorial](#)



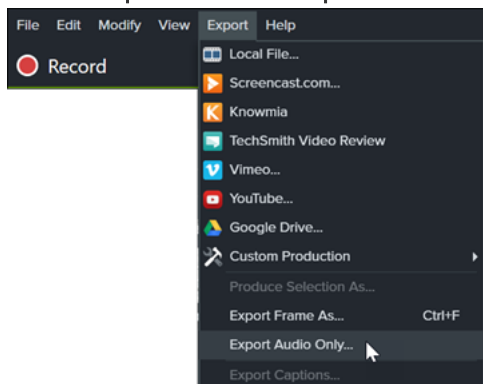
# Export an Audio File

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

## 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.

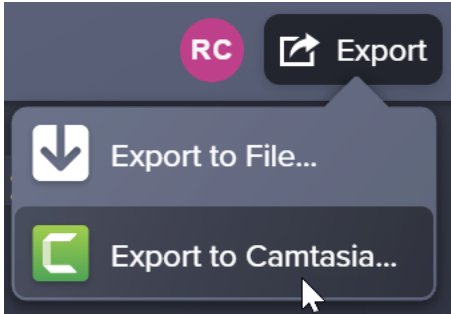
1. Click **Export**  **Export** > **Local File**.
2. Select **Custom production settings** from the dropdown and click **Next**.
3. Select **M4A - audio only** and click **Next**.
4. Step through the wizard to create your audio file.

## Export to Audiate for Editing

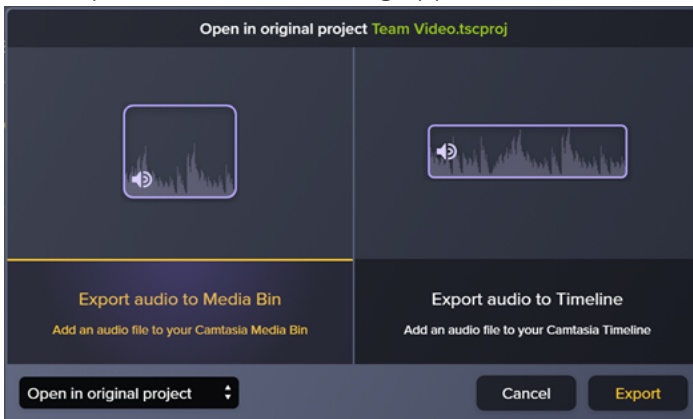
Export to [TechSmith Audiate](#) to edit your narration and create smooth, professional sounding voice clips.

- Use text-based editing to quickly remove words or edit hesitations, such as "ums" or "ahs."
- Edit the transcription and correct words to export the text for a script or captions.

1. Right-click a voice-over audio clip on the timeline and select **Edit in Audiate**.
2. Camtasia locks the current project and opens Audiate. If you have not previously installed TechSmith Audiate, click the **Download Audiate** button.
3. Edit the audio in Audiate. To learn how to edit audio in TechSmith Audiate, see [Edit Audio and Mistakes](#).
4. Select **Export button > Export to Camtasia**.



5. The Export to Camtasia dialog appears. Select where to export the edited audio file in Camtasia:



- **Export audio to Media Bin:** Adds the edited audio file into the Media Bin in the Camtasia project.
- **Export audio to Timeline:** Replaces the original audio file directly on the timeline in the Camtasia project.

6. Click **Export**.

The edited audio file is exported into the Camtasia project.

## 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](#)

For more information on how to export a video with quizzes, hotspots, and captions, see [Export and Share a Video](#).

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

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[Export and Share a Video](#)

[Uploading files to a web server to embed on a website](#)

[Hosted TechSmith Smart Player FAQ](#)

# 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:

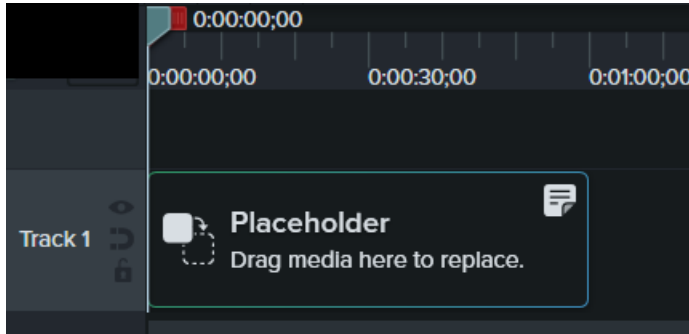
Asset	Description
Placeholders	Placeholders guide video creators on the type of content to replace in your template. Placeholders preserve the canvas position, transitions, effects, audio points, and animations when possible.
Intros	Animations to introduce a video or scene.
Motion Backgrounds	Video clips 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](#).

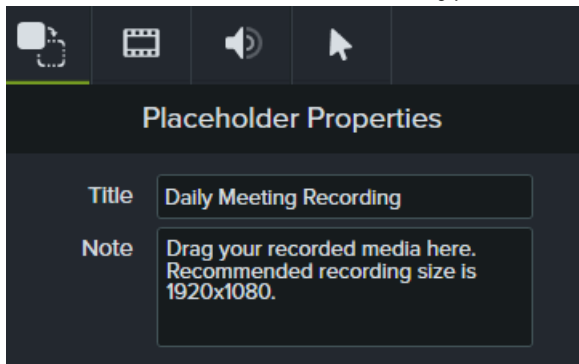
To create a video template:

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.

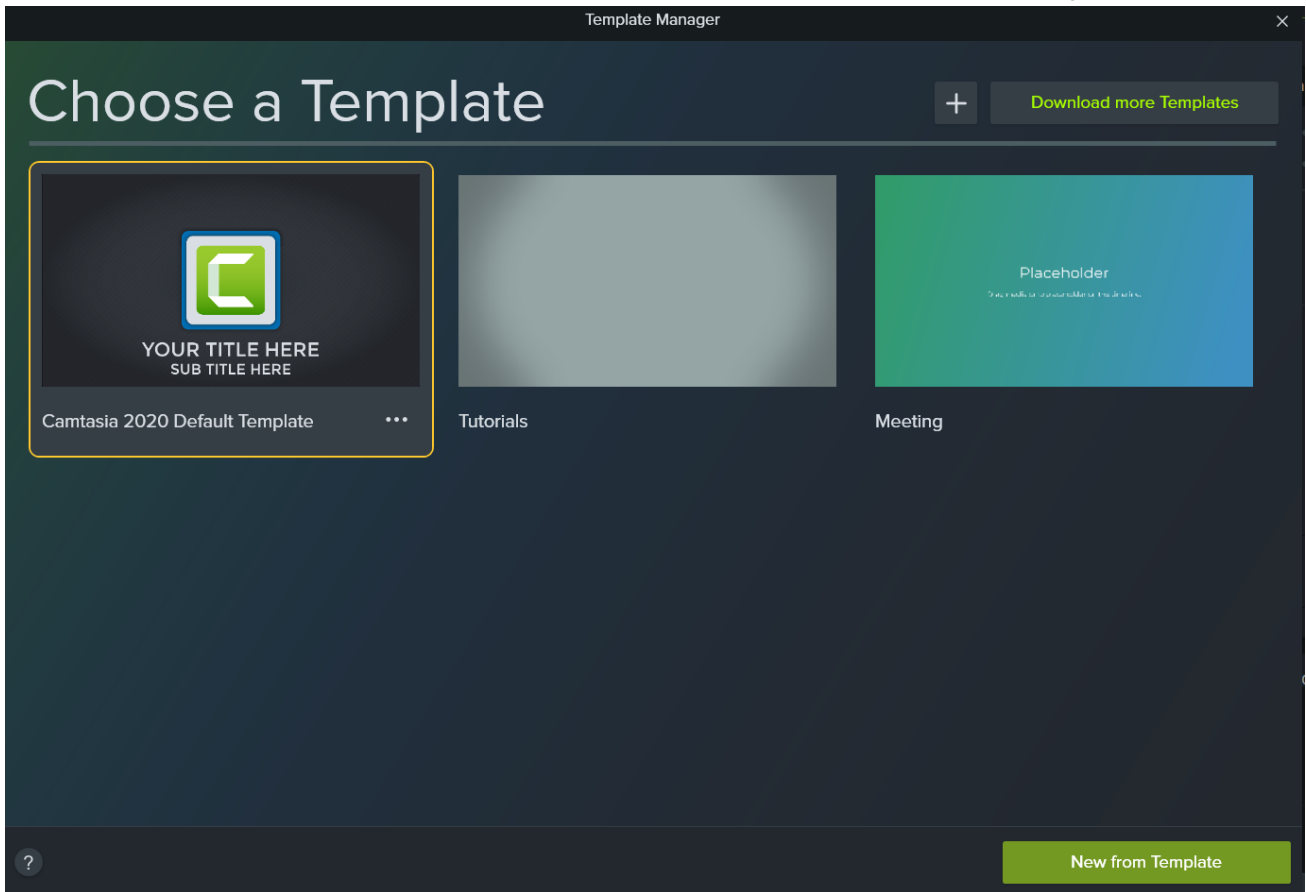
6. Enter a template name and click **Save**.

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 > Manage 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](#) (.cpackage) 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 [Quickly Make a Video from a Template](#).

## Related Articles

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[Enhance Your Video Overview](#)

[Quickly Make a Video from a Template](#)

[Create and Manage Themes](#)



# Quickly Make 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**.

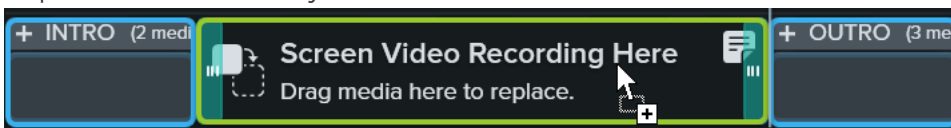
The template is added to the Template Manager. The Template Manager lists all the templates currently available in Camtasia.

## Create a Video Project from a Template

1. Select **File > New Project from Template** and select a template from the list.
2. The Template Manager opens. Select a template and click **New from Template**.

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

3. The template opens as a new project. Select **File > Save As** to save the video project file (.tscproj).
4. 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.



5. 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.

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

## Related Articles

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[Create and Edit Video Templates](#)

[Export and Share a Video](#)

[Download TechSmith Assets for Camtasia](#)


[How to Use a Template Tutorial](#)

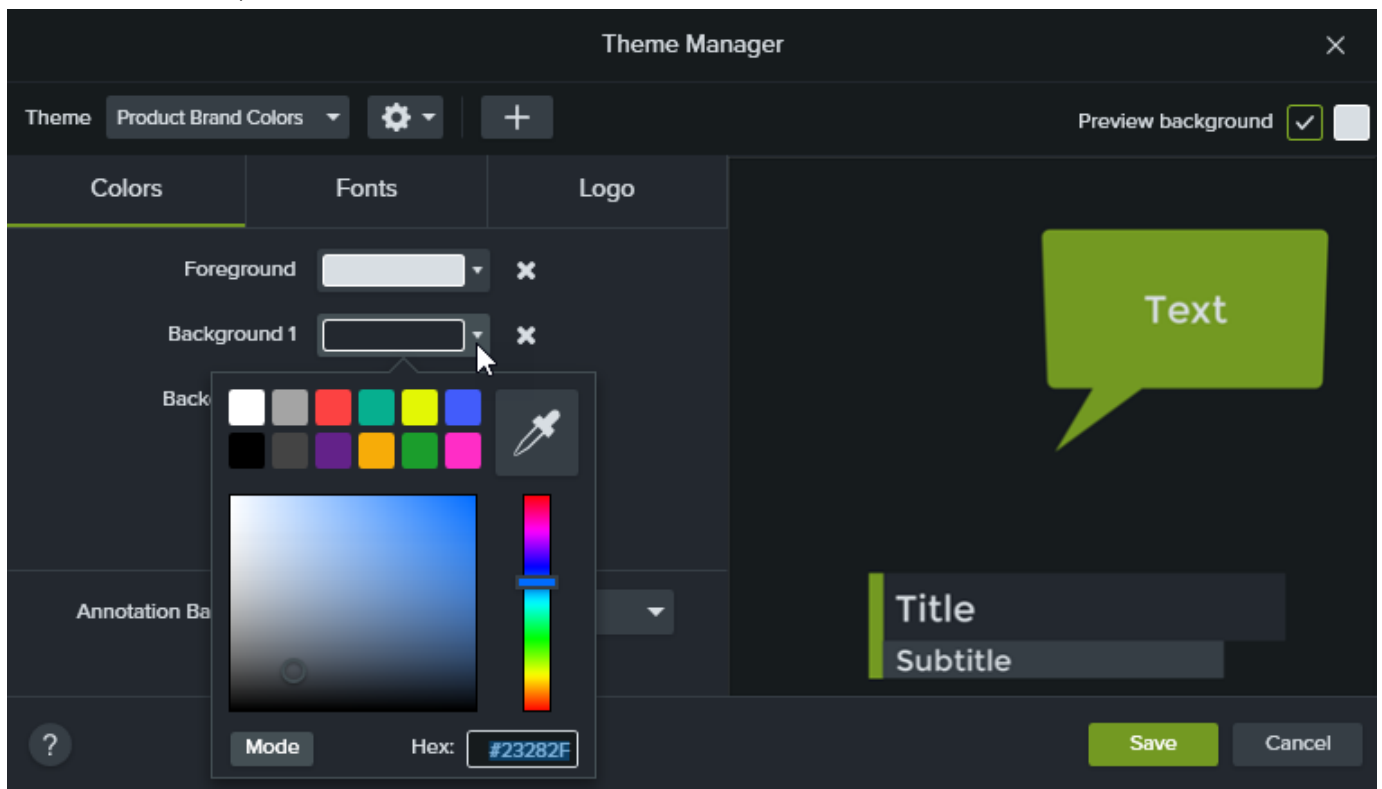
# Create and Manage Themes

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 2021** (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 **Colors** tab, set the theme colors:

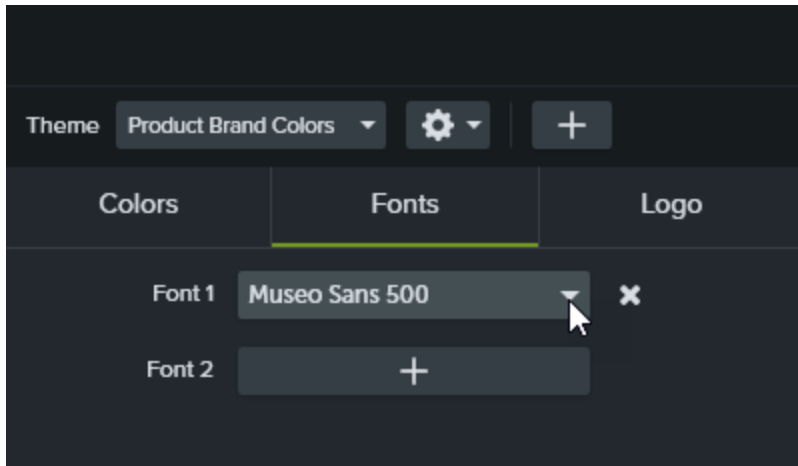



- **Change a Color:** Click a dropdown and select a color from the palette, enter a Hex value, a RGB value, or click the color picker to select a color on the screen.
- **Add a New Color:** Click the **Add** button and select a color.



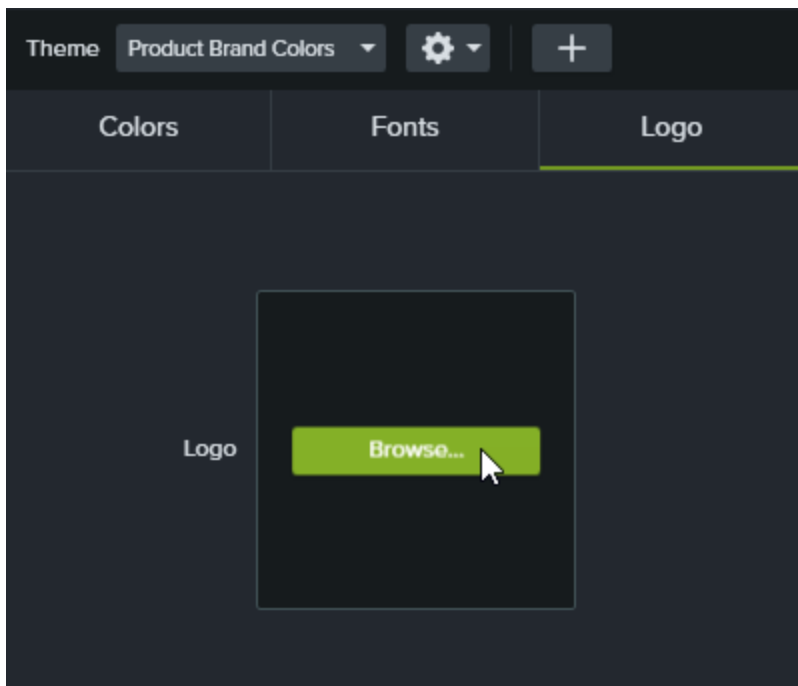
- **Annotation Background:** Select a theme color to use as the annotation fill color. See [Apply a Theme](#).
- **Delete a Color:** Click the  icon.

5. On the **Fonts** 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.

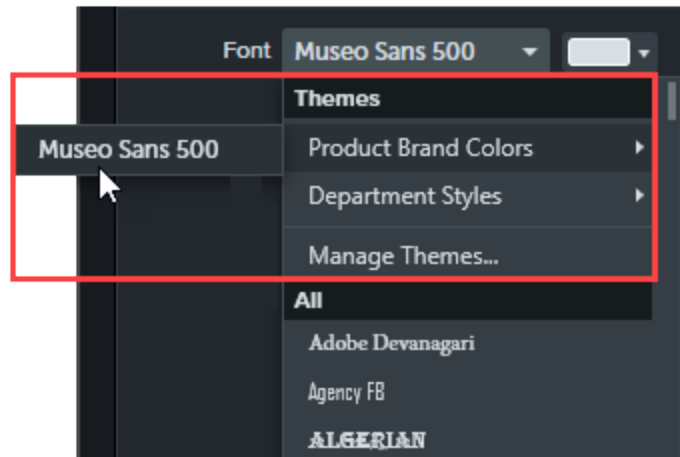
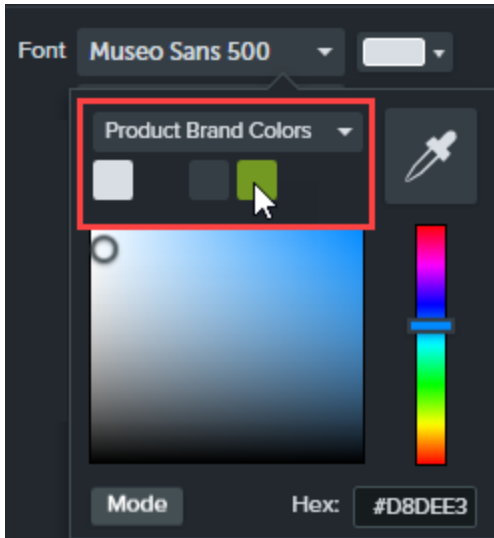
6. On the **Logo** tab, click the **Browse** button to select an image such as a corporate logo, icon, or company name.



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 2021 > Preferences > General tab > uncheck the Enable System Color Picker option.**

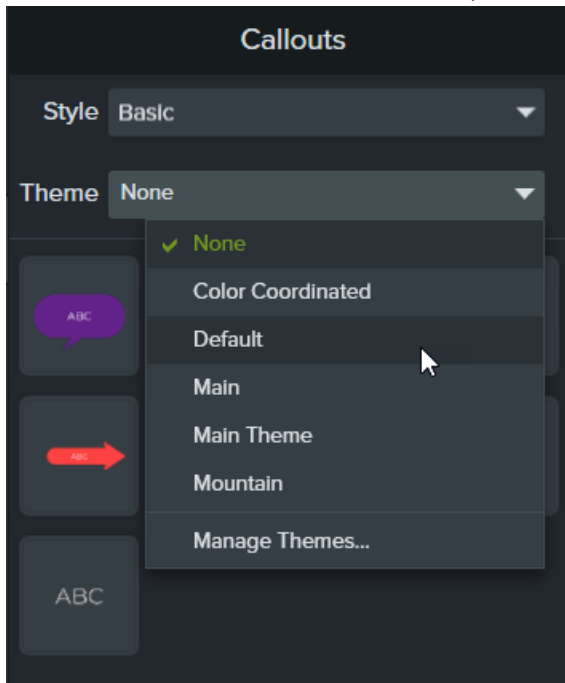
Tip: Apply theme settings to grouped properties to create a custom asset.

- Group annotations on the timeline. See [Working with Groups](#).
- Link properties in the Quick Property Editor to create subgroups and apply theme elements. See [Create Custom Assets](#).

## Add Annotations Based on a Theme


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

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




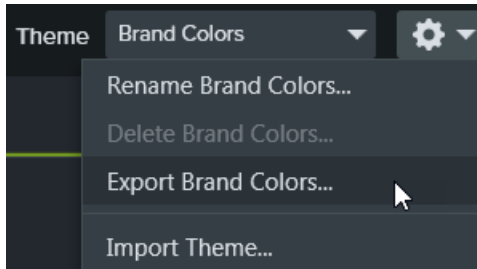
4. Camtasia automatically applies the theme colors and fonts to the annotations on the tab. Drag an annotation onto the timeline to add to your video.

## Edit a Theme

1. Select **File** (Windows) or **Camtasia 2021**(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 2021** (Mac) > **Manage Themes**.
2. The Theme Manager appears. Click the gear icon  and select **Export Theme**.

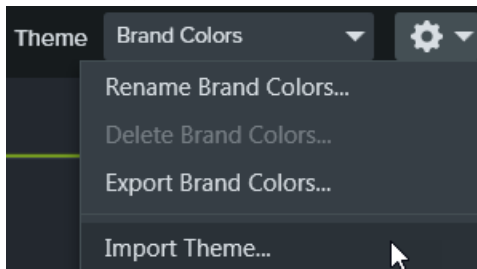


3. Select the location to save the .camtheme file and click **Save**.

Camtasia saves the theme to your computer.

# Import a Theme

1. Select **File** (Windows) or **Camtasia 2021** (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

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[Create & Manage Themes Tutorial](#)

[Edit Media Properties Overview](#)

[Package and Share Camtasia Resources](#)

# Share Projects

The Camtasia Project files (.tscproj) allow you to share your video projects in their entirety.

- Share with remote collaborators to build a video and polish the final product.
- Share to other computers, such as between work and personal computers.

To get started see [Share a Project to the Same Platform](#) or [Share a Project to Another Platform](#).

Tip: Sometimes it is useful to share only part of a project.

Share a video template to quickly create new videos. See [Create and Edit Video Templates..](#)

## 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 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**.



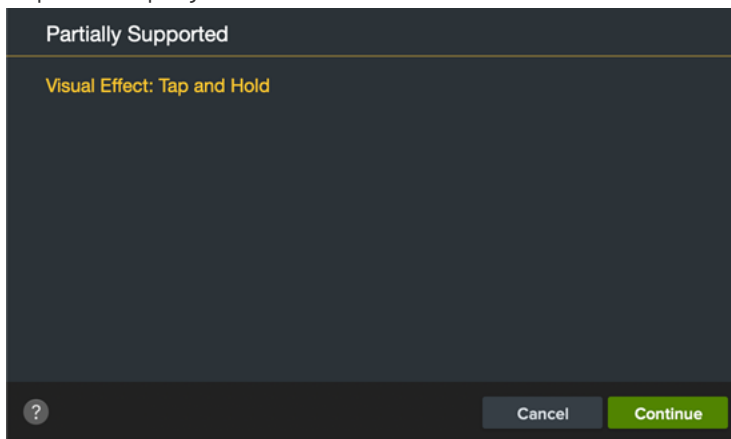
3. A save dialog appears. Click **Save** to import the project including all media and assets to the selected location.

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

## Share a Project to Another Platform

The Camtasia Project file format (.tscproj) is cross-platform compatible. However, not all media and effects are supported across platforms. See [Incompatible Media and Effects](#).

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.

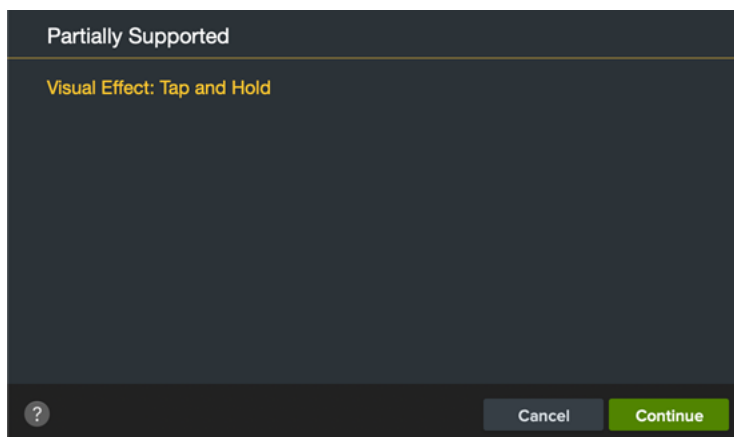


3. Name the zipped project and choose a file destination.
4. Click **OK**.

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.

## 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 Files	AVI, WMV, MTS	-
Image Files	-	JPG2000
Audio Files	WMA	-

Enhancements	Windows Incompatible with Camtasia Mac	Mac Incompatible with Camtasia Windows
Shortcuts	Not cross-platform compatible	Not cross-platform compatible

Effects	Windows Incompatible with Camtasia Mac	Mac Incompatible with Camtasia Windows
Gesture Effects	-	Not cross-platform compatible
Visual Effects	-	Partially compatible (imports with project but cannot edit): <ul style="list-style-type: none"> <li>• Color LUT (Lookup Table)</li> <li>• Freeze Region</li> <li>• Mask</li> <li>• Region</li> <li>• Spotlight</li> <li>• Window Spotlight</li> </ul>

## Related Articles

[Package and Share Camtasia Resources](#)

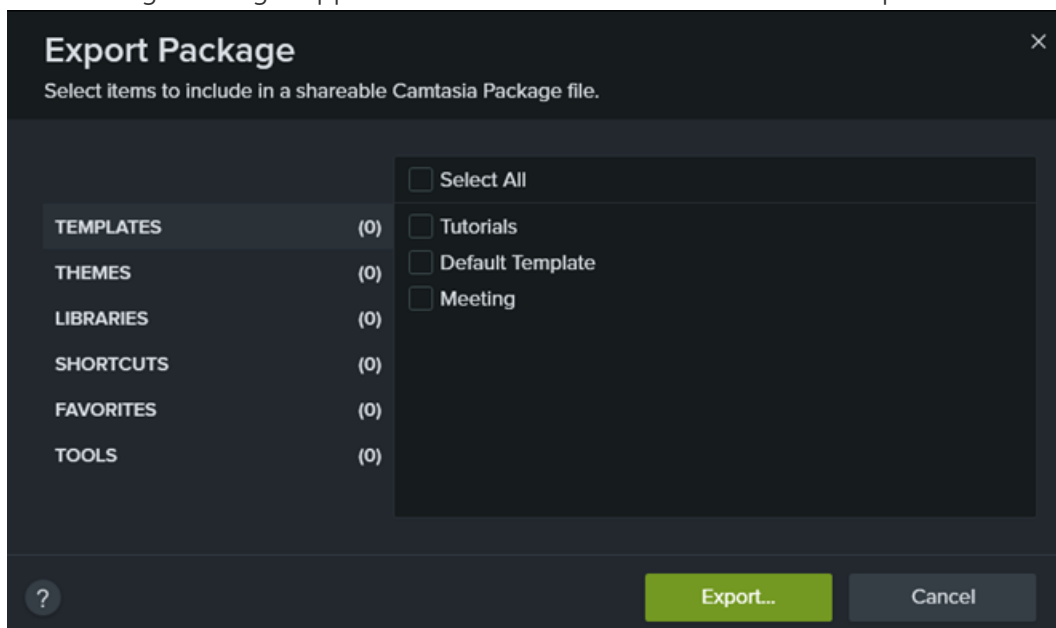
# Package and Share Camtasia Resources

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

## Import a Package

Import a Camtasia Package (.cpackage) 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

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[Create and Edit Video Templates](#)

[Create and Manage Themes](#)

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

# Camtasia 2021 Shortcuts

Shortcuts are tested on a QWERTY keyboard. Some shortcuts may not work with the keyboard you use.

To customize the shortcuts, select **Edit** (Windows) or **Camtasia 2021** (Mac) > **Preferences** > **Shortcuts** tab. See [Customize Camtasia Shortcuts](#).

## Recorder Options

Option	Customizable?	Windows Shortcut	Mac Shortcut
Launch recorder	No	Ctrl+R	Ctrl+R
Start/pause recording	Yes (Mac only)	F9	Command+Shift+2
Stop recording	Yes (Mac only)	F10	Command+Option+2

## 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	Yes	Shift+K	Shift+K

Option	Customizable?	Windows Shortcut	Mac Shortcut
animation			
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
Center Canvas	Yes (Windows only)	Alt+C	Option+C
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	-----	Shift+Arrow Key	Shift+Arrow Key

Option	Customizable?	Windows Shortcut	Mac Shortcut
pixels			
Change size of selected media on canvas	-----	Ctrl+Scroll Wheel	-----
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"> <li>1. Select media on canvas</li> <li>2. Press and hold Shift+Ctrl</li> <li>3. Drag on media clip to freely rotate in 3D</li> </ol> <div>Do not use side or rotate handles.</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 <a href="#">Timeline Navigation</a> tab on Mac)
Open media tab	Yes	B	B
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	Yes	L	X

Option	Customizable?	Windows Shortcut	Mac Shortcut
effects tab			
Open gesture effects tab	Yes (Mac only)	-----	G
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
Maximize or de-maximize window	Yes	-----	Command+Shift+M
Hide other programs	-----	-----	Command+Option+H
Minimize window	-----	Windows logo key+Down Arrow	Command+M
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	-----	Alt+Spacebar	-----

Option	Customizable?	Windows Shortcut	Mac Shortcut
menu			
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	Ctrl+Shift+F
Production Wizard (Windows) Export (Mac)	Yes	Ctrl+P	Command+E
Silence audio	Yes	Shift+S	Option+S (On <a href="#">Timeline Editing</a> 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
Open Group	Yes	Ctrl+Shift+G	Ctrl+Shift+G
Close Group	Yes	Ctrl+Shift+U	Ctrl+Shift+U
Silence audio	Yes	Shift+S (On <a href="#">Project Options</a> tab on Windows)	Option+S
Retore Audio	Yes (Mac only)	-----	Option+R
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	No	Ctrl+Shift+A	-----
Add Placeholder	Yes	P	P
Convert to Placeholder	Yes	Ctrl+Alt+P	
Deselect all	Yes (Windows only)	Ctrl+D	Command+Shift+A

Option	Customizable?	Windows Shortcut	Mac Shortcut
Select all	-----	Ctrl+A	Command+A
Ripple delete <ul style="list-style-type: none"> <li>• Copies to clipboard (Mac only)</li> <li>• No gap</li> <li>• Stitches media together on timeline</li> <li>• Deletes selection and shifts all timeline media left</li> </ul>	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
Cut <ul style="list-style-type: none"> <li>• Copies to clipboard</li> <li>• No gap (Windows only)</li> <li>• Stitches media together on timeline (Windows only)</li> </ul>	-----	Ctrl+X	Command+X
Copy	-----	Ctrl+C	Command+C
Delete <ul style="list-style-type: none"> <li>• Leaves space on timeline</li> </ul>	-----	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

Option	Customizable?	Windows Shortcut	Mac Shortcut
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

Option	Customizable?	Windows Shortcut	Mac Shortcut
Zoom to fit <ul style="list-style-type: none"> <li>Shows all media on timeline</li> </ul>	Yes	Ctrl+Shift+7 -Or- Ctrl+Scroll Wheel	Command+Shift+0
Zoom to max <ul style="list-style-type: none"> <li>Shows maximum timeline view</li> </ul>	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 Move playhead to beginning	Yes	Ctrl+Home	Command+Return
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

Option	Customizable?	Windows Shortcut	Mac Shortcut
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 <ul style="list-style-type: none"> <li>• Inserts space on timeline</li> <li>• Moves everything to the right of the playhead</li> </ul>	-----	Hold Shift and drag playhead	Hold Shift and drag playhead
Ripple move	-----	<ol style="list-style-type: none"> <li>1. Select clip on timeline</li> <li>2. Hold Shift and drag media</li> </ol>	-----
Ripple trim <ul style="list-style-type: none"> <li>• Extends/reduces media duration without creating space</li> </ul>	-----	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	<ol style="list-style-type: none"> <li>1. Drag media</li> <li>2. Hold Ctrl while dragging</li> </ol>



Option	Customizable?	Windows Shortcut	Mac Shortcut
Enable Canvas Snapping	-----	Ctrl+Semicolon	Command+Semicolon
Enable Timeline Snapping	-----	-----	Command+Shift+Semicolon
Attach/detach Timeline	Yes	Ctrl+3 (On <a href="#">Program Options</a> 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+]
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"> <li>• Move upwards to parent</li> </ul>	-----	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

Option	Customizable?	Windows Shortcut	Mac Shortcut
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"> <li>In custom library</li> </ul>	-----	Delete	Delete
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"> <li>In custom library</li> </ul>	-----	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	Shift+Left Arrow	Shift+Left Arrow

Option	Windows Shortcut	Mac Shortcut
of the cursor		
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	<ol style="list-style-type: none"> <li>1. Select text</li> <li>2. Press Delete</li> </ol>	<ol style="list-style-type: none"> <li>1. Select text</li> <li>2. Press Delete</li> </ol>
Align left	-----	<ol style="list-style-type: none"> <li>1. Select text</li> <li>2. Press Command+Shift+Left Bracket</li> </ol>
Align center	-----	<ol style="list-style-type: none"> <li>1. Select text</li> <li>2. Press Command+Shift+Backslash</li> </ol>
Align right	-----	<ol style="list-style-type: none"> <li>1. Select text</li> <li>2. Press Command+Shift+Right Bracket</li> </ol>
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

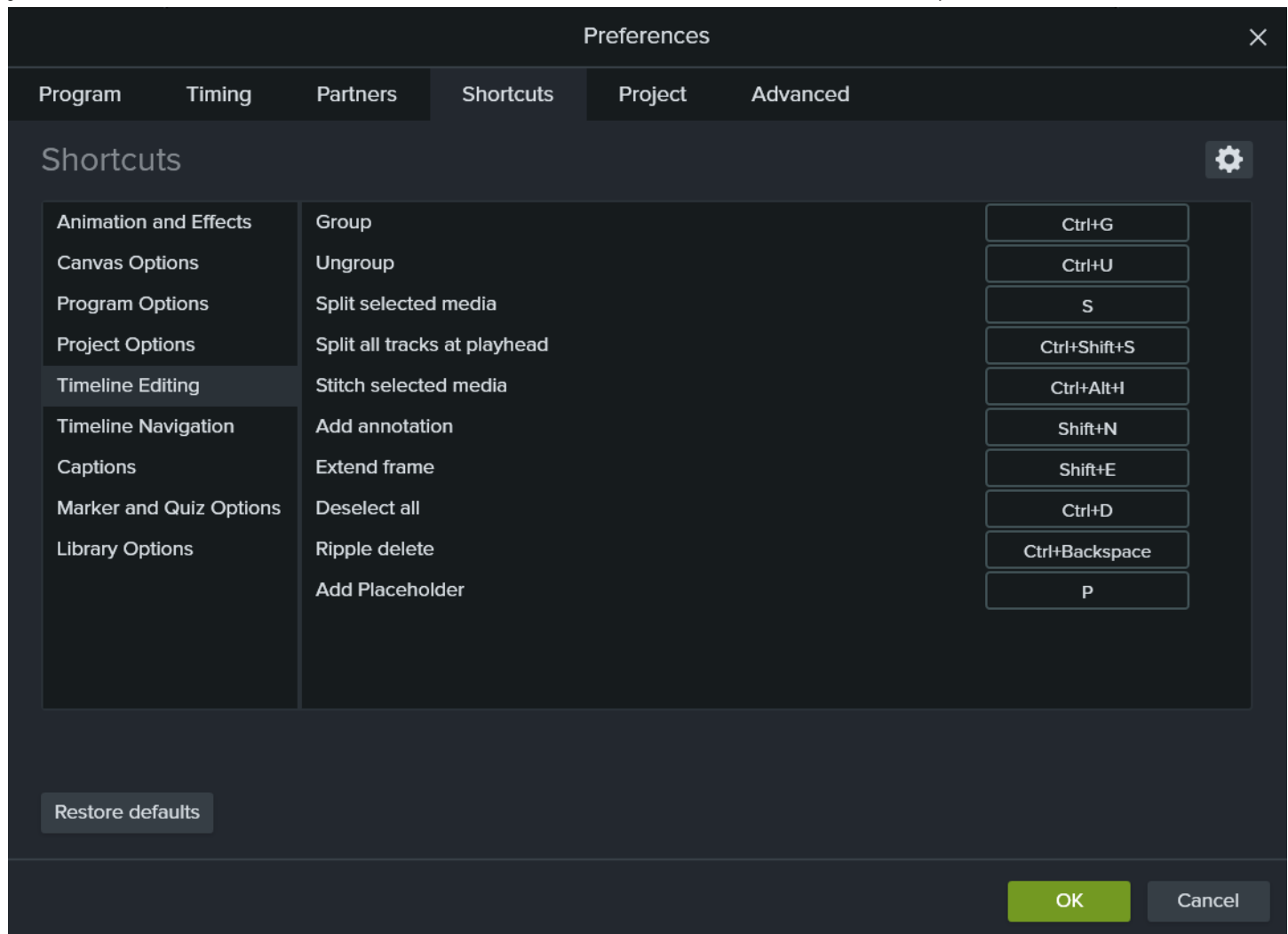
### Related Articles

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[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.
  - **Mac:** Select Camtasia 2021 > 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

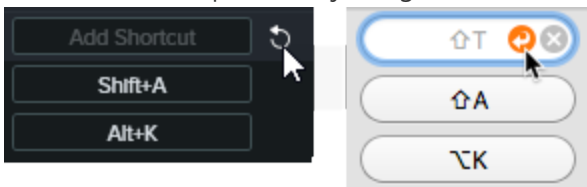
- To delete a shortcut, click in the field and click the **Delete** button.



- 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 2021 (Mac) > Preferences > Shortcuts tab**.
  - 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**.

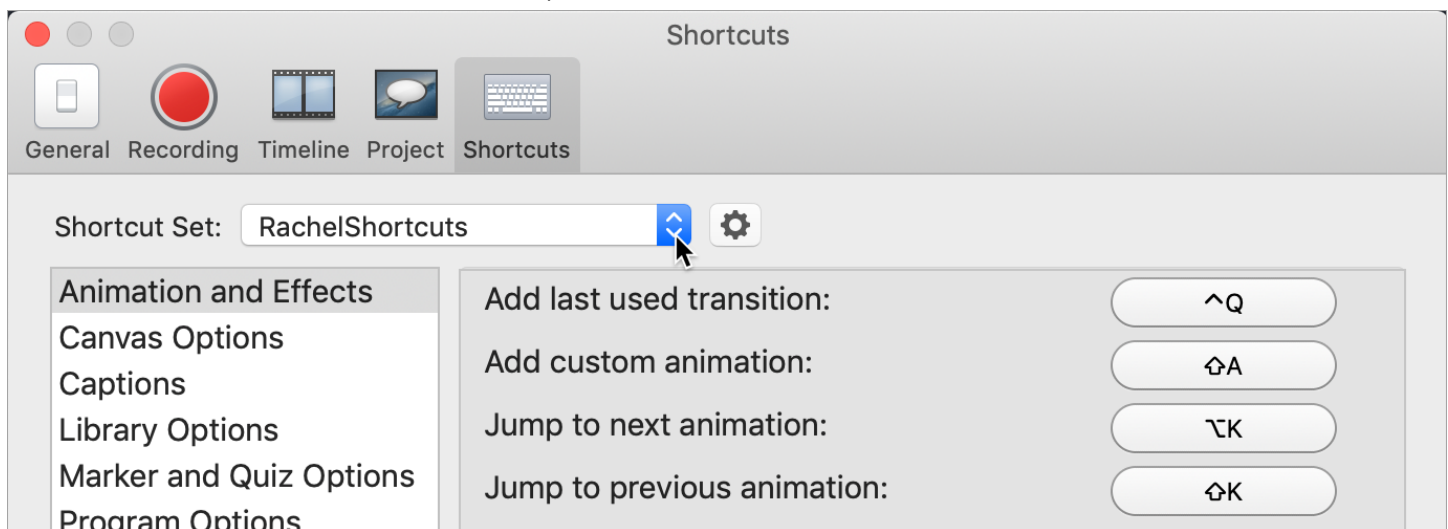
Camtasia saves the Camtasia Shortcuts file (.camshortcuts on Windows and .camsc on Mac).

# Import Editor Shortcuts

Shortcut sets are not cross-platform compatible.

1. Select **Edit (Windows)** or **Camtasia 2021 (Mac) > Preferences > Shortcuts tab**.
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

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[Camtasia 2021 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
<b>Recording Files (TREC)</b> 	<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>
<b>Project Files (TSCPROJ)</b> 	<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, <a href="#">collaborate</a>, or <a href="#">export</a> 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.

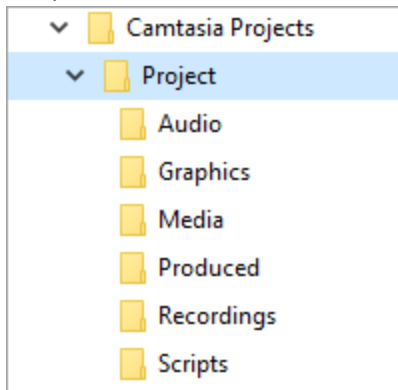
1. In Camtasia Recorder, select **Tools > Options**.
2. The Tool Options dialog appears. Click the **File options** button.
3. Select the **Ask for file name** option.
4. Click **OK**.

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

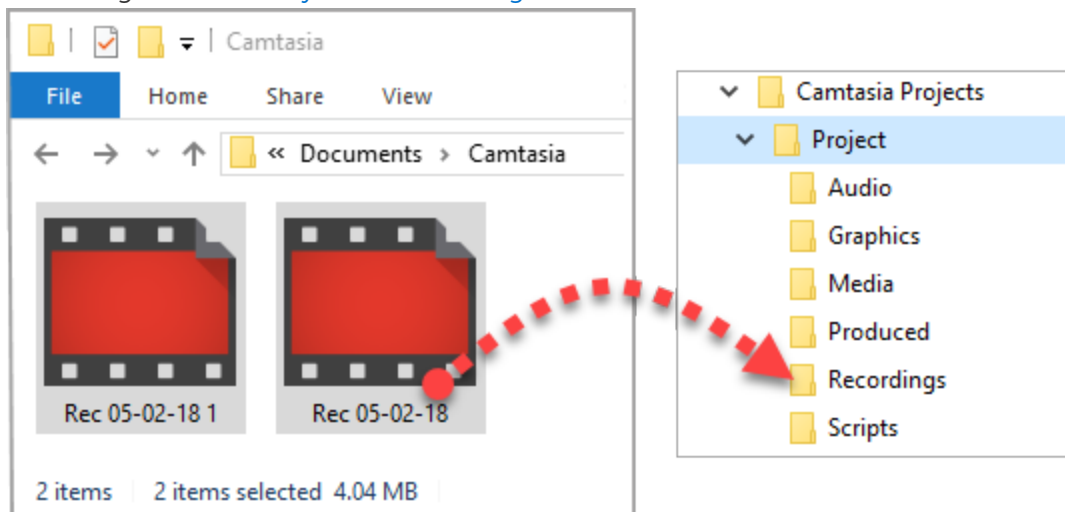
## File Management Tips

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 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 [Quickly Make 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

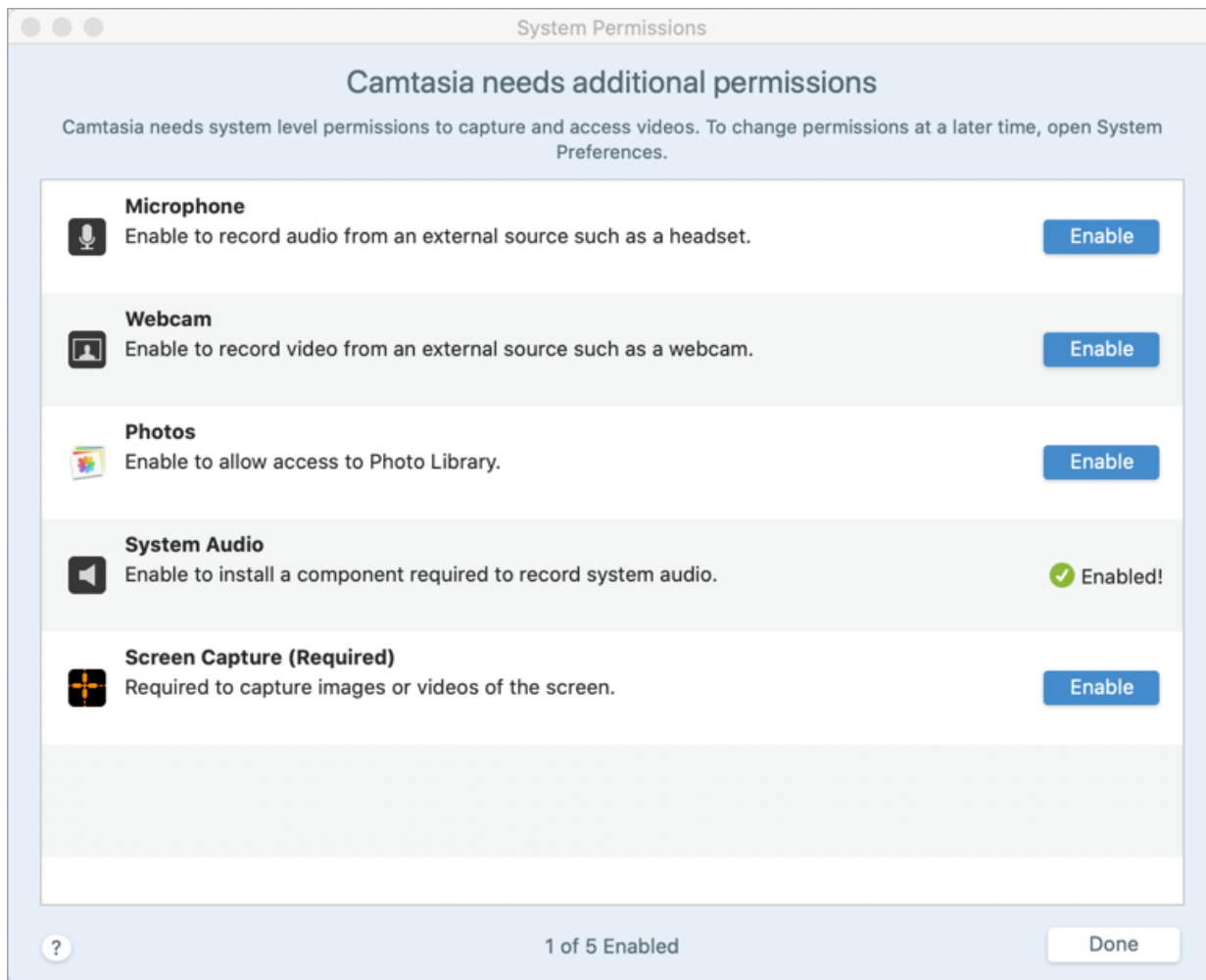
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[Record the Screen and Audio](#)

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

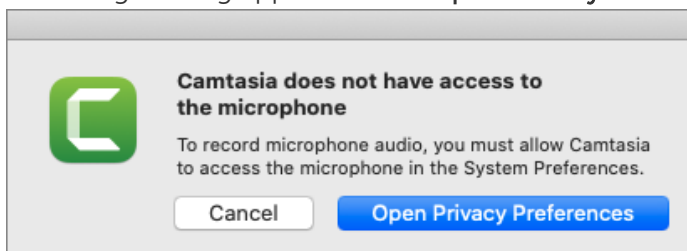
# macOS Permissions

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 **Open Privacy 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

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[Camtasia 2021 help](#) provides written content to get you started and to answer your questions.

If you did not find what you were looking for in the online help, check out some 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.
- [Camtasia Certification](#): In-depth learning platform available for active maintenance users to develop skills in screencasting and visual communication.
- [Software Key Help](#): Learn how to unlock TechSmith products.