TechSmith Camtasia®

Camtasia Help

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TechSmith®

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What's New in Camtasia 2022

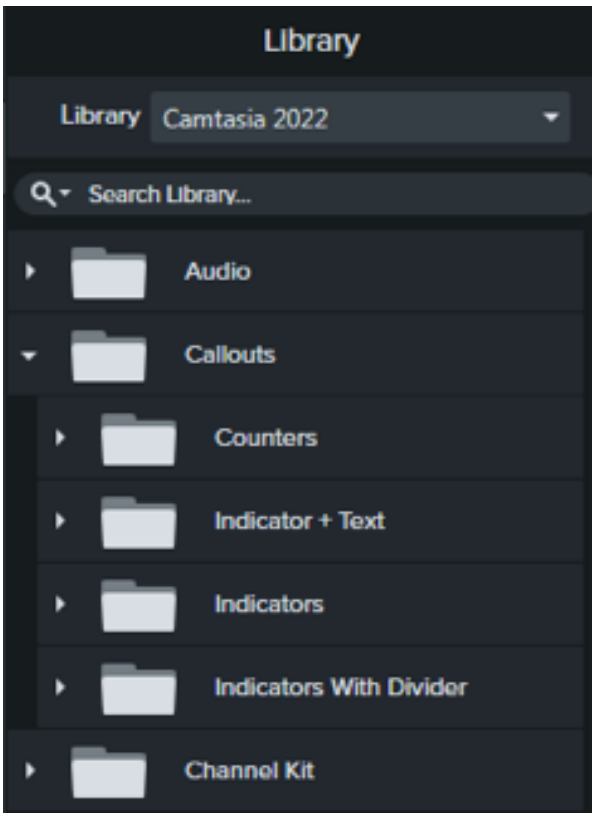
Learn about new features and improvements in Camtasia 2022 that simplify the process of making polished videos.

Camtasia Library Expansion

Camtasia 2022 comes preloaded with a brand-new library stocked with over 1000 assets. The updated library includes many new categories of assets and elements to improve the look of any video.

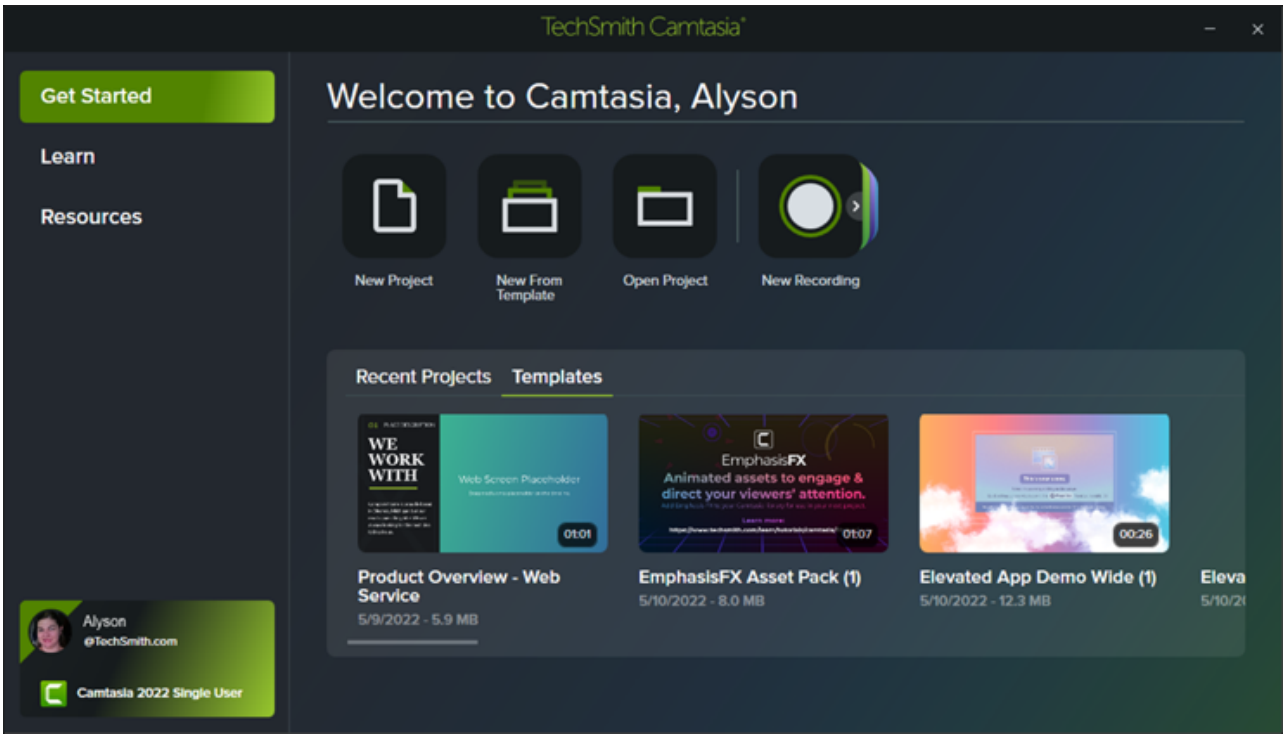
- Animations
- Audio tracks
- Time counters
- Callout labels/indicators
- And much more!

See Reuse Media Across Projects (Asset Libraries).



Camtasia Home

Access new projects, templates, learning resources, and more in the new Home window. Camtasia displays this window on start-up.



Automatic Cursor Replacement

Camtasia automatically replaces the cursor in your recordings (TREC) with a matching vector cursor. This allows for greater cursor scaling without blurriness or loss of quality even when sharing cross-platform (Windows and Mac).

Cursor Path Editing

Edit, delete, or add cursor paths to Camtasia recordings (TREC) or add new cursor paths to images, videos, grouped media and more to create polished looking videos:

- Software or product demos
- Instructive or how-to videos
- Business presentations and recorded slideshows

Emphasize a button or link with your cursor, match your voice narration with the on-screen cursor movement, correct a mistake made with the cursor during recording, and much more.

See Cursor Path Editing.

Camtasia and Audiate Sync

Export voice recordings to TechSmith Audiate (*free trial or subscription required*) for quick and powerful audio editing:

- Automated effects improve the sound quality
- Text-based editing eliminates hesitations and mistakes

Then export your edited audio back to Camtasia for automatic integration with your Camtasia project.

See Edit Audio.

New Video Templates

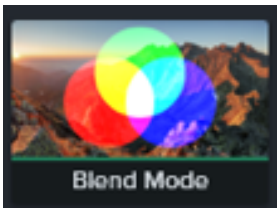
Camtasia is preloaded with a new collection of templates to quickly build professional and stylish videos.

See How to Use a Template.

New Visual Effects

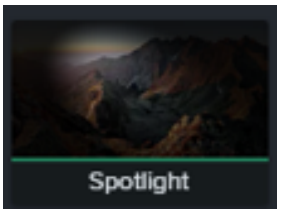
Blend Mode

Blend visuals from two pieces of media to customize the look of screen content or create a cinematic effect with video footage, images, and b-roll.



Spotlight (New in Windows)

Shine some light and focus attention in your video. Drag and drop this visual effect to your media and adjust the properties for your preferred look.



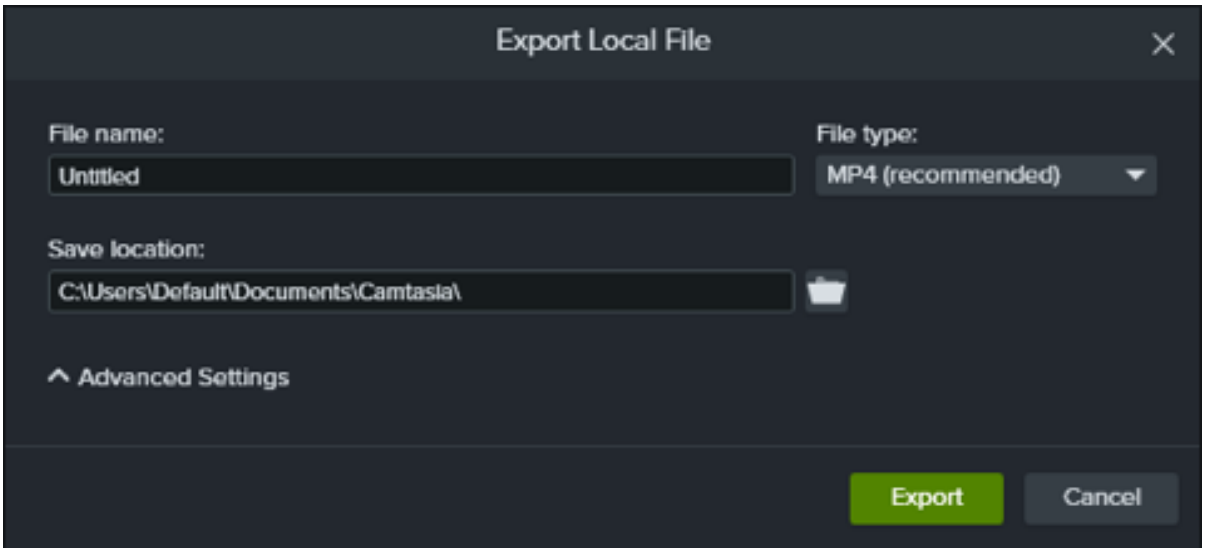
Outline Edges (New in Windows)

Instantly transform your media into a simplified sketch of your on-screen content.

See Visual Effects Overview.

Simplified Export on Windows

Camtasia 2022 has streamlined the export process on Windows to show the most commonly-used settings by default. All export options are still available.



See Export & Share Your Video.

Record, Edit, Share

Learn how to set up a recording, complete basic video edits, and share your video.

In this tutorial:

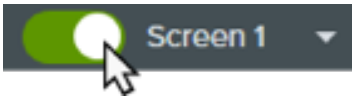
- Record Your Screen
- Edit Your Recording
- Export & Share

Record Your Screen

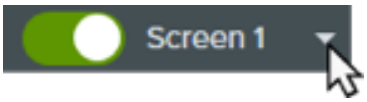
Camtasia Recorder captures your screen, camera, and audio.

Set Up Your Recording

1. Select the recording area:
   - Click the toggle to turn screen recording on or off.

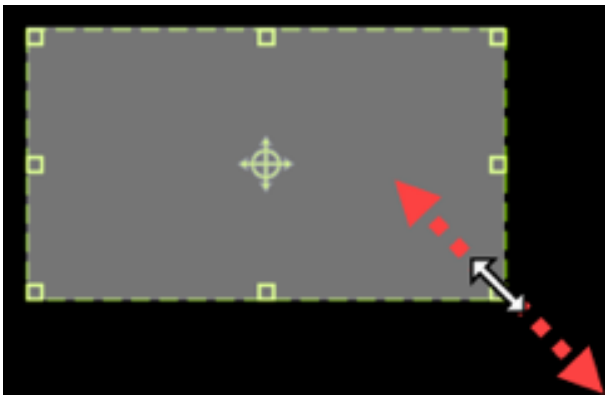
     

   - Click the dropdown and select a recording area option.

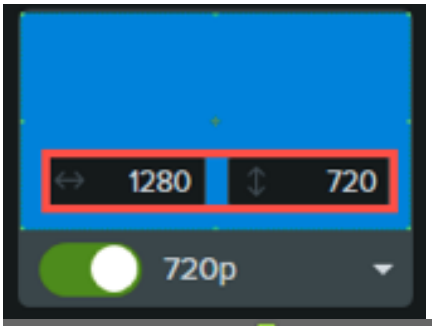


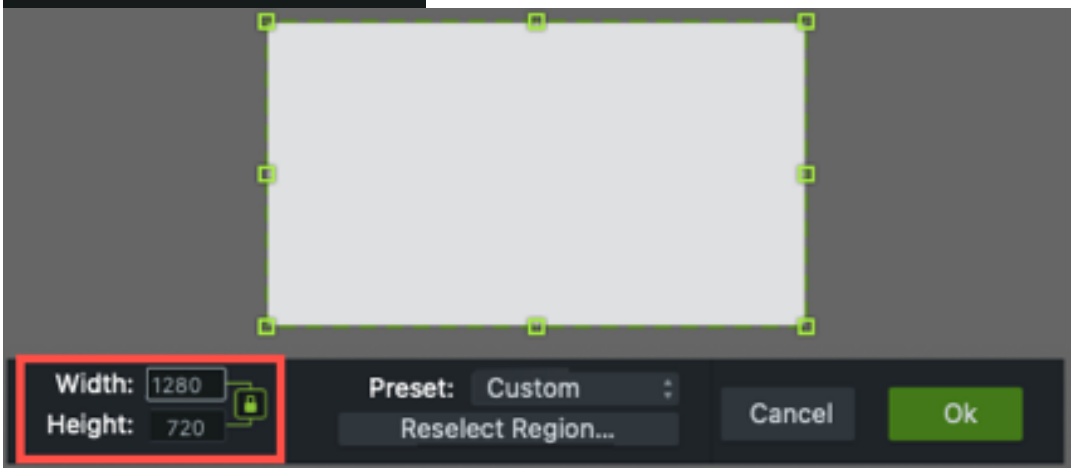
2. Camtasia highlights the selected recording area on the screen. To edit the recording area:

   - Drag the handles to adjust the selection.

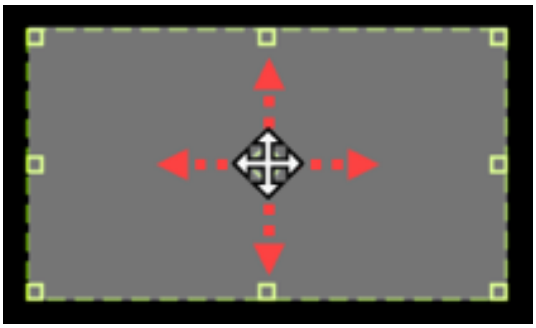


   - To enter a specific size, type the dimensions in pixels into the **Width** and **Height** fields.



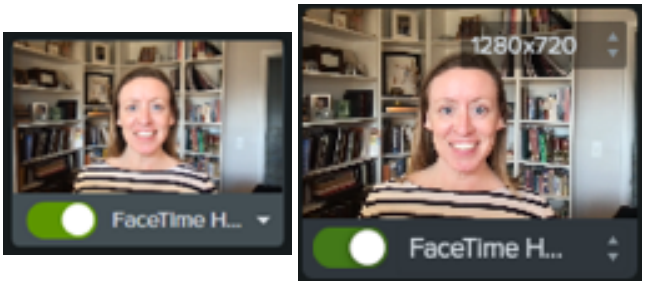


   - To move the selected area on the screen, click the center handle (Windows) or within the selected area (Mac) and drag to the desired location.

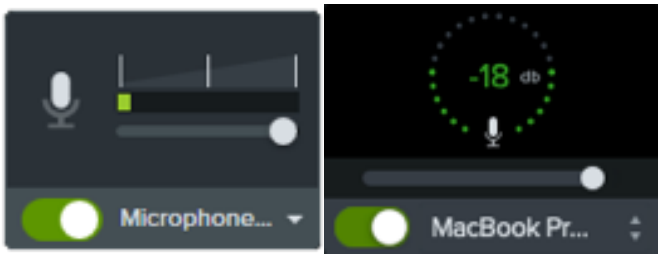


- If your computer is connected to multiple displays, you can drag the selected area from one screen to another.

3. To record video from a built-in or connected camera device, click the toggle to turn camera recording on or off and select a camera device from the dropdown. See Record & Edit Camera Video (Picture-in-Picture).

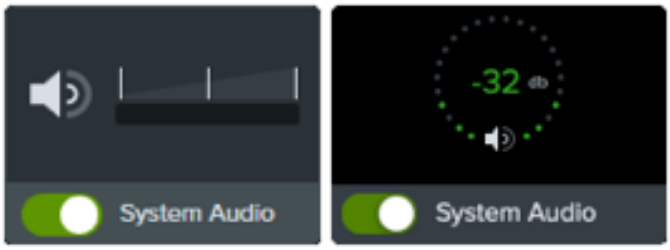


4. To record audio from your computer's built-in microphone or from a connected USB microphone:



   - 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.

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. Start recording:

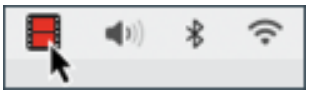
   - **Windows:** Click the **Record** button or press **F9** on the keyboard.
   - **Mac:** Click the **Start Recording** button or press **Command +Shift+2** on the keyboard.

7. Stop recording:

   - **Windows:**

- Click the **Stop** button on the recording toolbar.
- Or, press **F10** on the keyboard.
- Or, click the **Camtasia Recorder icon** in the taskbar and then click the **Stop** button.

- **Mac:**
  - Click **Stop Recording** on the recording toolbar.
  - Or, press **Command+Option+2** on the keyboard.
  - Or, click the **Camtasia icon** in the menu bar and select **Stop Recording**.



The TREC recording file appears in the Media Bin.

Your first recording is automatically added to the timeline. For subsequent recordings, drag the file from the Media Bin onto the timeline to include in your video.

Recording Tips

- **Hide desktop icons (Mac only):** Before recording your desktop, hide app, folder, and file icons. In the menu bar, select **Camtasia icon > Hide Desktop Icons**.
- **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.
- **Customize shortcuts:** Speed up your workflow with recorder shortcuts. See Customize Shortcuts.
- **Record with a connected USB microphone:** For greater reliability, use a connected USB rather than Bluetooth microphone.
- **Set maximum frame rate (Windows only):** To ensure quality video recording, set the maximum capture frame rate. In Camtasia Recorder, select **Tools menu > Preferences > Inputs tab > Maximum capture frame rate**. See Crisp & Clear Screen Recordings and Camtasia Target Capture Frame Rate.
- **Select a recording encoder (Windows only):** Consider whether the default TSC2 encoder or H264 encoder is better for your situation. In Camtasia Recorder, select **Tools menu > Preferences > Inputs tab > Recording encoder**. See When to Use TSC2 vs H264 in Camtasia for Screen Recording.

Edit Your Recording

Make a few quick edits to remove mistakes and add polish to your video.

Trim Mistakes

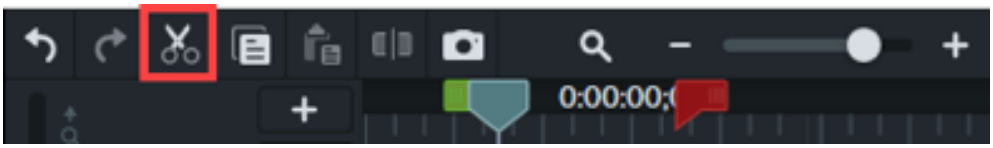
Remove any extra content at the beginning or end of a recording. Trimming does not affect the original recording in the media bin.

1. Click to select the recording on the timeline.
2. Drag the end of the clip in toward the center.
3. To restore video that was trimmed too far, drag the end of the clip back out.

Cut Out Mistakes

Remove mistakes or unwanted sections of your recording.

1. Drag the red or green handle on the playhead to select the area to remove.
2. Click the **Cut** icon to remove the section.



A stitched line appears where the cut was made.

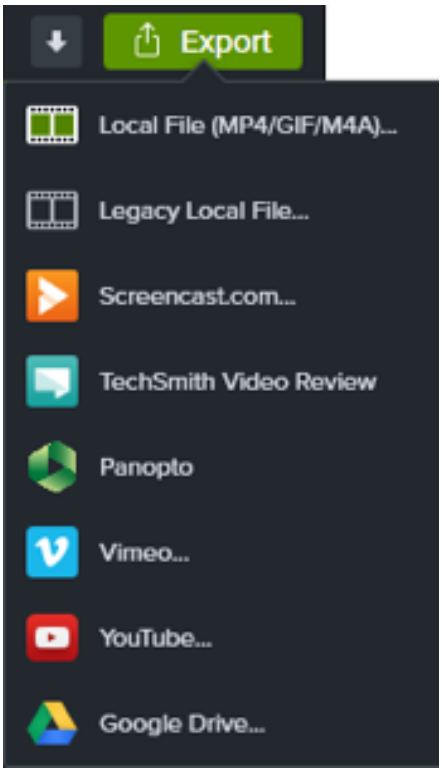
> Tip: Undo a selection.
>
> Double-click the playhead to bring the red and green handles back together.

Add Titles, Annotations, Effects & More

Add a level of polish and professionalism to your videos with eye-catching titles, annotations, effects and more. Click and drag them from the tools panel to the timeline or canvas. See Add Annotations, Callouts, & Titles.

Export & Share

When you are ready to export or share your video, click the **Export** button in the upper right corner of the Editor, then select a destination. See Export & Share Your Video.


Export
Local File (MP4/GIF/M4A)...
Legacy Local File...
Screencast.com...
TechSmith Video Review
Panopto
Vimeo...
YouTube...
Google Drive...

Build Your Video with Imported Media

Learn how to import and edit media files to quickly create a professional looking video.

Import Media

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

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** (Windows) or **Import** (Mac).
5. Drag the media onto the timeline.

The imported media appears in the Media Bin and on the timeline. To learn more, see Import & Manage Your Media.

> **Note:** Set the canvas dimensions, editing frame rate, and audio levels during the editing phase of your project.

Add an Intro/Outro

Add an intro to introduce a speaker or scene. Add an outro to provide a call-to-action for your viewers.

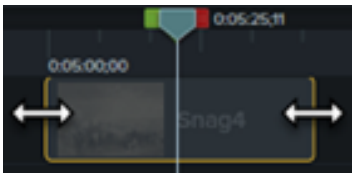
To add a premade intro/outro, drag the asset from the library to the desired location on the timeline, or right-click (Windows) or Control+click (Mac) the asset in the library and select **Add to Timeline at Playhead**.

- To download more intros and outros, see Download & Install TechSmith Assets.
- To create a custom intro/outro, see Custom Intro or Title.

Trim Media

Remove mistakes when screen recordings don't go as planned.

1. Drag media from the Media Bin onto the timeline.
2. Click to select a clip on the timeline (Mac only).
3. Hover the cursor over the beginning or end of the clip.
4. Drag the end of the clip in or out.



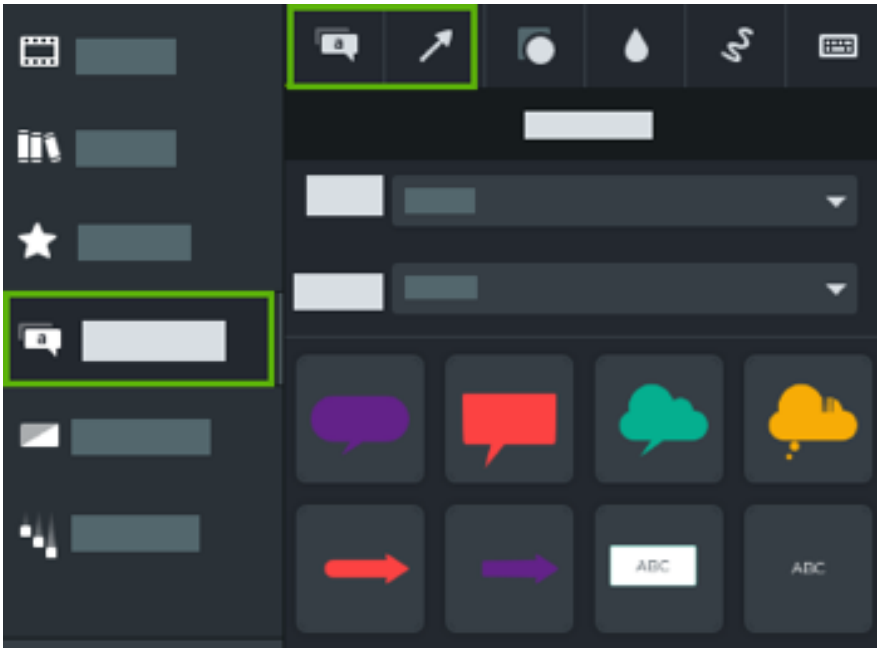
To learn more, see Remove Mistakes (Trim & Split).

> **Note:** Automatically remove the space between media on a track to insert or rearrange media on the timeline. See Close Timeline Gaps with Magnetic Tracks.

Add Annotations

Improve your video and focus your user's attention with annotations.

1. Click **Annotations** > **Callouts** subtab or **Arrow & Lines** subtab.



2. Drag an annotation from the tools panel to the timeline or the canvas.
3. Double-click the annotation to change the text.
4. Click the **Properties** button to change the font, background color, and more in the properties panel.
5. Click and drag the annotation handles on the canvas to change size, position, or rotation.

To learn more, see Add Annotations, Callouts, & Titles.

Export Video

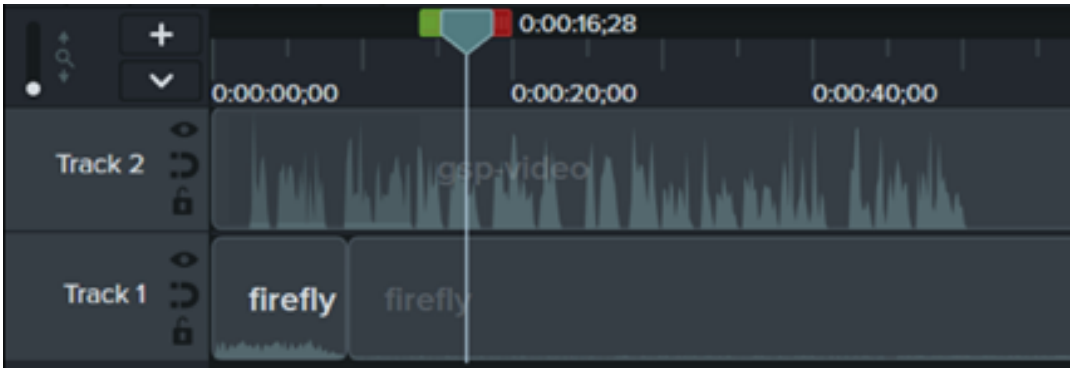
Export a project as a video file on your computer or share it to popular web destinations. See Export & Share Your Video.

Explore the Timeline

Learn how to use the timeline to arrange your video.

Timeline Overview

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



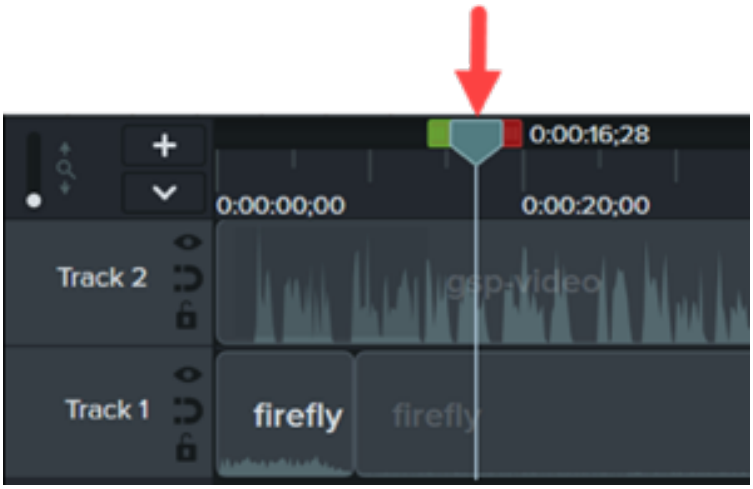
Add Content to a Video

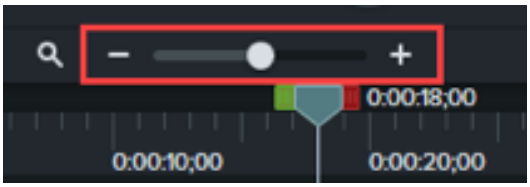
Drag media from the Media Bin or Library tab onto the timeline.

As you make edits on the timeline, the Media Bin always maintains the original version of your media. To learn more about managing media in your video, see Build Your Video with Imported Media.

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.

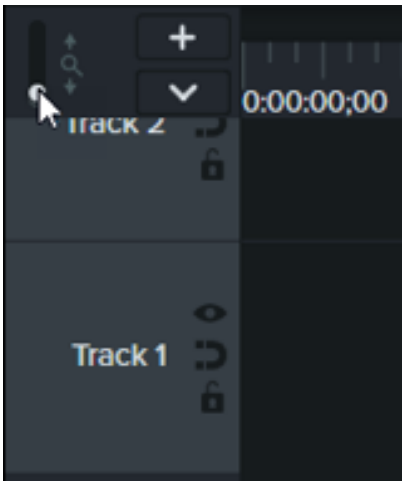
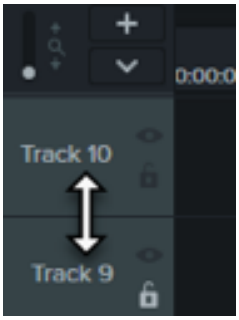


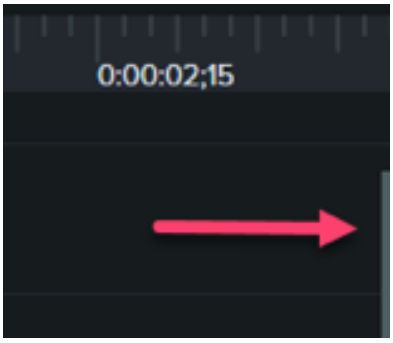
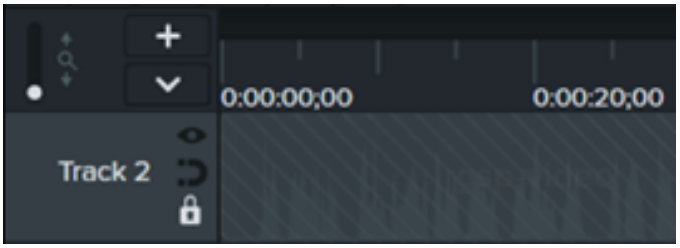
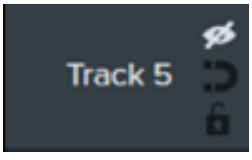
Preview a Frame	Drag the playhead to the desired position on the timeline. Camtasia displays the frame on the canvas.
Preview Video	Drag the playhead to the desired position on the timeline. Click the play button to preview the video.
Preview One Track (Solo Track) Preview one selected track on the canvas.	Hold **Alt** key (Windows) or **Option** key (Mac) and click the icon to the left of the track. The icon changes to and all other tracks are disabled. **Note:** If you export the video with a solo track enabled, only the solo track is exported.
Zoom the Timeline	Drag the zoom slider to zoom in on the timeline for more precise editing.  To view the project in full, click the icon to fit the entire project to the timeline.

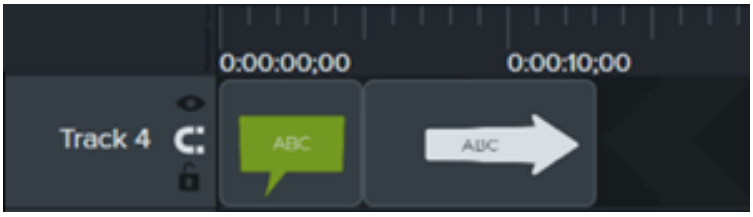
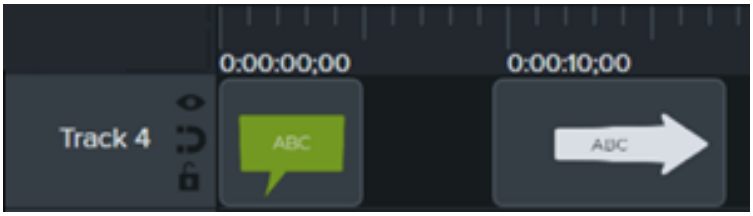
Timeline Tracks

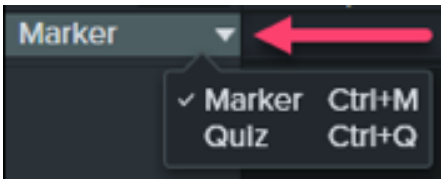
The timeline is organized into layers called tracks. Media on the top layers cover media on the layers below.

Track Order For visual media on the timeline, the track order controls the z-order position for media in a video.	To reorder tracks, click near the track name and drag to a new position on the timeline.

Detach/Reattach Timeline Detach the timeline to view more tracks at one time or to move to another monitor for precise editing.	**To detach the timeline:** Select **View** > **Timeline** > **Detach Timeline** or press **Ctrl+3** (Windows) or **Command+3** (Mac). **To reattach the timeline:** Press **Ctrl+3** (Windows) or **Command+3** (Mac) to reattach the timeline.
Change the Track Size (Track Height)	To resize all tracks, drag the track slider.  To resize only one track, drag the border between tracks up or down. 
Add a Track Add an unlimited number of tracks to the timeline.	Complete any of the following to add a track: • Click + to add a track to the timeline. • Drag and drop media from the Media Bin or Library tabs onto an empty area on the timeline. • Right-click a track and select **Insert Track** > **Above** or **Below**.
Remove a Track	• Right-click a track name and select **Remove Track**. • Right-click a track name and select **Remove All Empty Tracks**.

Scroll through Tracks When several tracks are on the timeline, use the scroll bar to view more tracks.	Click and drag the scroll bar on the right side of the timeline up or down to view more tracks. 
Rename a Track	Double-click the track name and type a new name.
Lock / Unlock Track Lock a track to prevent editing or other changes to the media on the track.	**Lock a Track** Click the icon to the left of the track. The icon turns white and the track dims with a lined effect to indicate the track is locked.  **Unlock a Track** 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. **About Locked Tracks** • Media on a locked track appears on the canvas, preview, and exported video. • Media on a locked track cannot be cut, copied, deleted, pasted, or modified in any way.
Enable / Disable Track Disable a track to remove media from the canvas, preview, and exported video.	**Disable a Track** Click the icon to the left of the track. The icon turns white and the track dims to indicate the track is off.  **Enable a Track** Click the white eye icon to the left of the track.

	The icon turns gray and the track brightens to indicate the track is on. **About Turned Off Tracks** • Media on disabled tracks is not included in the exported video. • Disable a track to sample various audio clips. For example, to hear only the background music track, turn off the voice-over track. • Media on a disabled track cannot be cut, copied, deleted, pasted, etc.
Enable / Disable Magnetic Track Automatically remove spaces between media on a track.	**Enable Magnetic Track** Click the icon to the left of the track. Spaces between media are automatically removed.  **Disable Magnetic Track** Click the icon to the left of the track. Spaces can be added between media on the track.  **About Magnetic Tracks** • You can move or rearrange media on the track but cannot add space between media. • Groups on magnetic tracks keep spaces between media. To learn about common timeline editing tasks on magnetic tracks, see Close Timeline Gaps with Magnetic Tracks.
Show / Hide Quiz or Marker View When a quiz or marker is added to the timeline, the quiz or marker view automatically opens.	Click and select which tracks to turn on or off.



To learn more about quizzes and markers, see Build Quizzes & Surveys or Add Markers & Video Table of Contents.

Tip: Speed up your workflow with efficient editing skills.

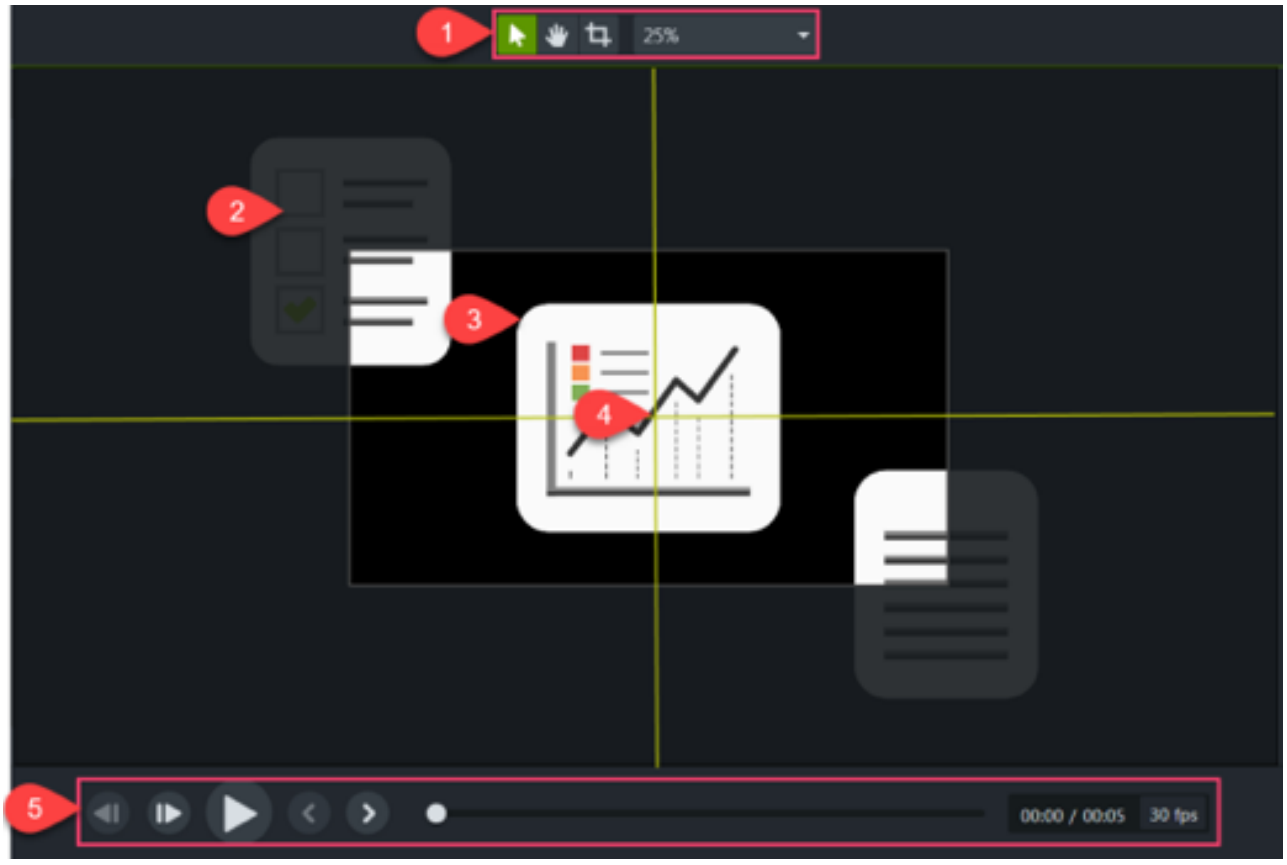
See Editing In-Depth for techniques to edit video more efficiently and to avoid recording multiple times.

Explore the Canvas

Learn how to preview and arrange media on the canvas for your video.

Canvas Overview

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



1. The canvas tools and project settings are located in the toolbar above the canvas.
2. The final video only includes media within the canvas boundary.
3. The z-order position of media on the canvas is set by the placement of media on the timeline. Media on the top timeline track appears in front of media on lower tracks on the canvas.
4. The canvas offers boundary guidelines to help you snap media to the edge, center, or align with other media.
5. Click the playback buttons to preview the video.

Canvas Tools

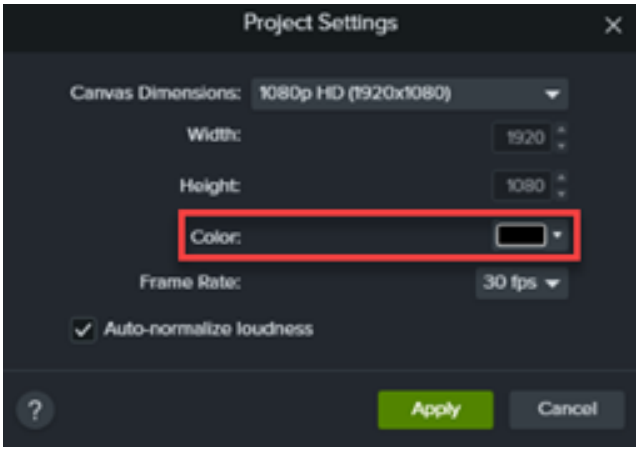
The canvas tools are located in the toolbar above the canvas.

Change Canvas Background Color

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

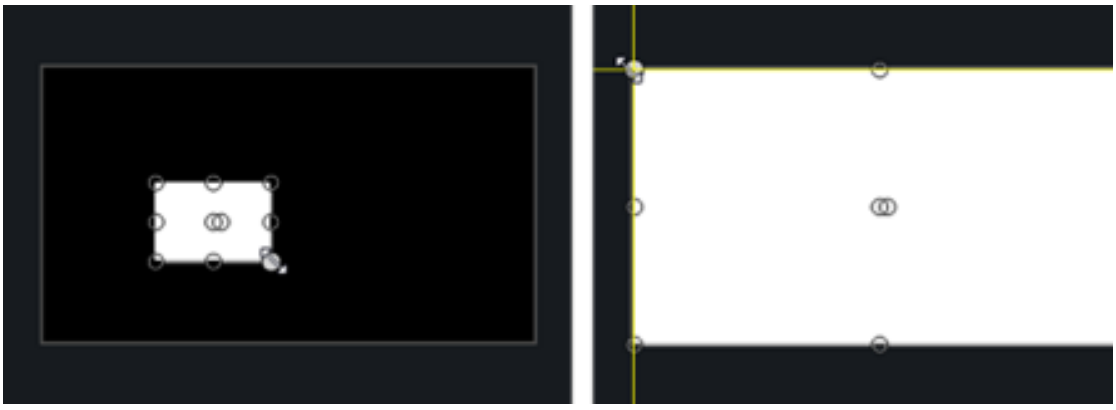
For the entire video:

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

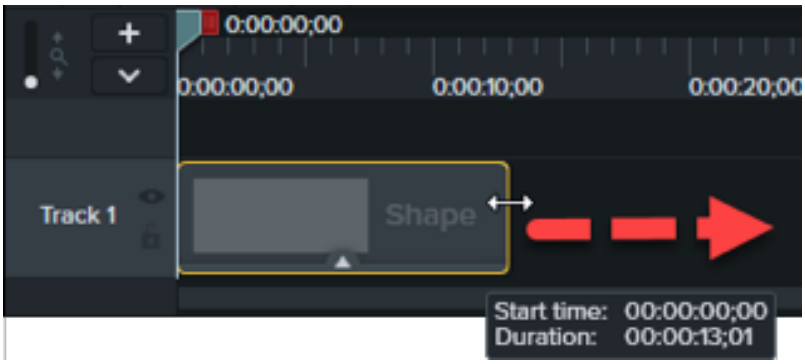


For a portion of the video:

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



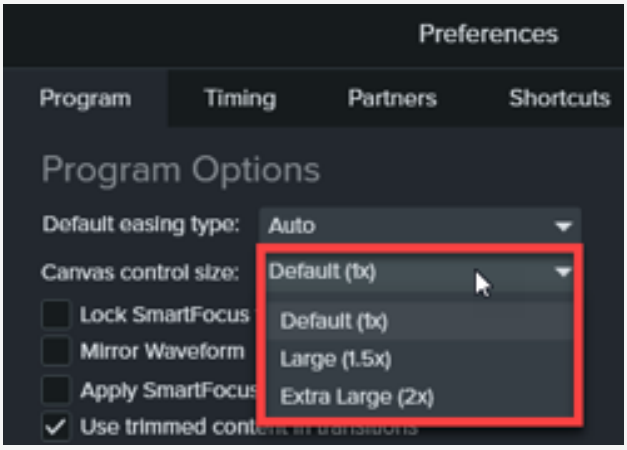
4. Right-click the annotation on the canvas and select **Arrange > Send to Back**.
5. In the properties, select the desired background color from the **Fill** color dropdown and the **Outline** color dropdown.
6. Drag an end of the annotation on the timeline to set the duration for the background.

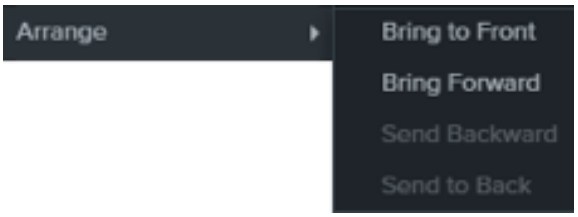
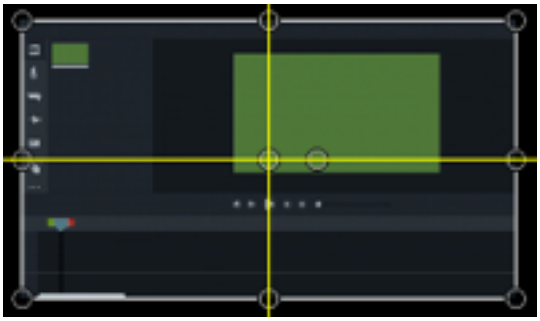
	
Turn Edit Mode On	Edit mode allows you to resize, arrange, and rotate media. After using Crop or Pan, click **Edit** to continue working on the canvas.
Turn Crop Mode On	Crop removes the unwanted outer areas of a video or image. 1. Click **Crop** to turn crop mode on. 2. On the canvas, drag the blue handles to remove the desired area. 3. Click **Edit** to return to edit mode.
Turn Pan Mode On	When zoomed in on the video at a high magnification level, use Pan mode to move the video around within the boundaries of the canvas. 1. Click **Pan** to turn pan mode on. 2. In Pan mode, the cursor turns into a hand on the canvas. Click and drag the video on the canvas to view an area of the video not currently shown on the canvas. 3. While in Pan mode, the canvas editing features are disabled. Click **Edit** to return to edit mode.
Detach or Attach Canvas	**To detach the canvas:** Right-click an empty area of the canvas and select **Detach Canvas**. You can move the detached canvas to the desired location on your screen or enable full screen mode. **To reattach the canvas:** Right-click an empty area of the canvas and select **Attach Canvas**.
Switch to Full Screen Mode Windows Mac	1. While the canvas is detached, click the **Full Screen** button to expand it to fit the entire screen. All editing features are still enabled while working in full screen mode. 2. Press the **Esc** key to exit full screen mode.

Change the Canvas Magnification	Click the **Canvas Options** dropdown menu to change the magnification level of the video on the canvas. • This does not change the canvas dimensions / editing dimensions. • Select **Fit** to view the entire video within the boundaries of the canvas. • When the view is magnified, click the **Pan** to enable moving the video around within the boundaries of the canvas.

Edit Media on the Canvas

Learn how to control the appearance of media in a video with the following canvas actions:

Select Media	Click to select the media on the canvas. To select multiple media, **Shift+click** media on the canvas.
Move, Resize, or Rotate Media with canvas controls	• **Move media:** Click and drag the media to a new location on the canvas. • **Resize media:** Drag a handle on the media in or out. • **Rotate media:** Drag the center handle on the media to rotate. **Note:** To adjust the size of the Canvas controls such as the handles to resize and rotate on Windows only, select **Edit menu > Preferences > Program tab**. Select an option from the **Canvas control size** dropdown. 
Show/Hide Canvas Ruler (Windows Only)	Select **View menu > Show/Hide Canvas Ruler** to enable or disable the canvas ruler.
Open Media Properties	1. Click to select the media on the canvas. To select multiple media, **Shift+click** media on the canvas.

	2. Click the **Properties** button to view the Properties panel.
Reorder Media	Right-click media and select **Arrange**.  The media updates on the timeline to reflect the new z-order.
Align Media	Use the canvas guides to align media. As you drag media on the canvas, the guides appear. Drag media on the canvas until it aligns with the edge, center, or other media guidelines.  To disable canvas snapping guidelines, select **View > Enable Canvas Snapping** to remove the checkmark.

Export & Share Your Video

Learn to export a project as a video file on your computer or share it to popular web destinations.

In this tutorial:

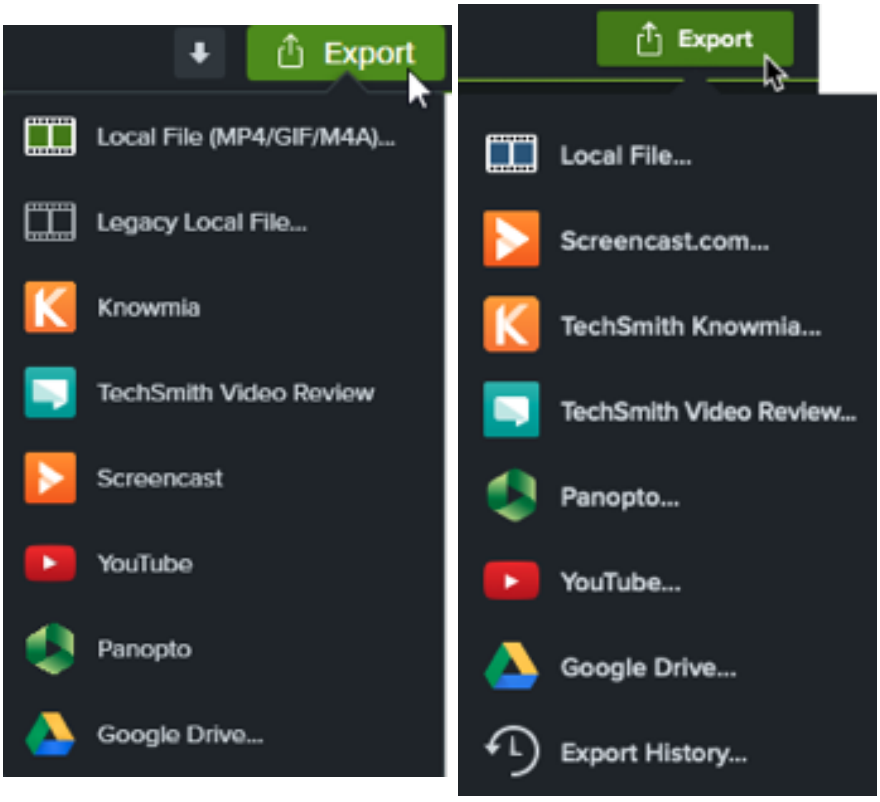
- Export Your Video
- Export a Selection on the Timeline
- Export to YouTube
- Export Videos with Interactive Features

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, YouTube, your local hard drive, and more.

1. Click **Export**.



2. Select an option from the **Export** menu.
    - **Local File (Windows):** Opens the Export Local File dialog to save an MP4, GIF, or M4A file.
    - **Local File (Mac):** Opens the Export As dialog to save an MP4, MOV, or GIF file.

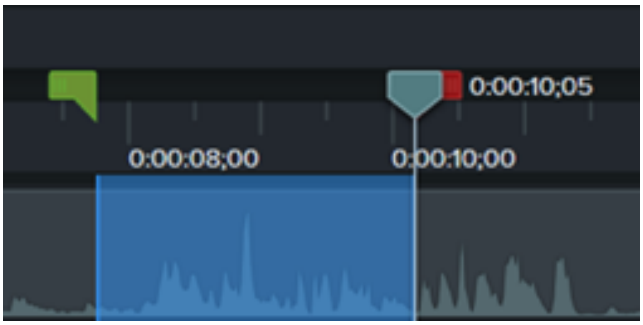
- **Legacy Local File (Windows):** Opens the Production Wizard to save an MP4, WMV, AVI, GIF, or M4A file. Follow the prompts in the wizard to create your video.
- Other options export to web services which require you to sign in to an account.

> **Note:** If your video includes a table of contents, closed captions, search, quizzing, or hotspots, see Export Videos with Interactive Features.

Export a Selection on the Timeline

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

1. Drag the green and red playhead handles to make a selection on the timeline.



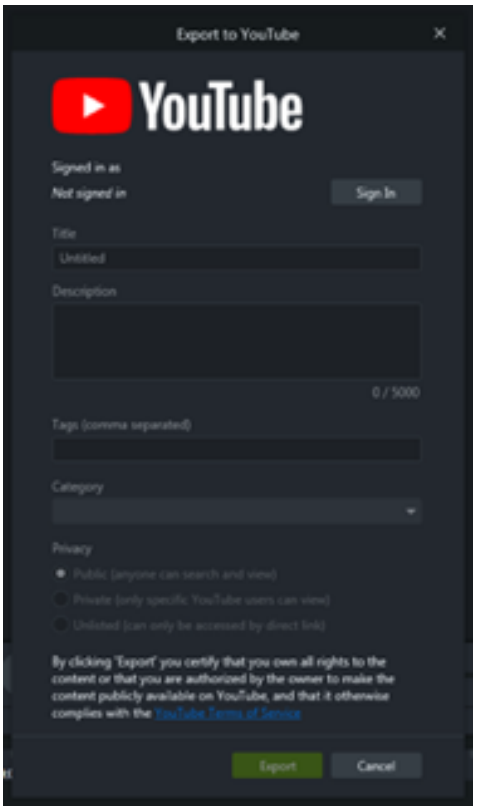
2. Export the selection:
   - **Windows:**
     1. Right-click the selection and select **Produce Timeline Selection As**.
     2. The **Production Wizard** appears. Step through the wizard to create your video.
   - **Mac:**
     1. Select **Export** > **Local File**.
     2. A confirmation window appears. Click **Continue** to export only the selected portion of the timeline.
     3. The **Export As** dialog appears. Choose the desired options to create your video.

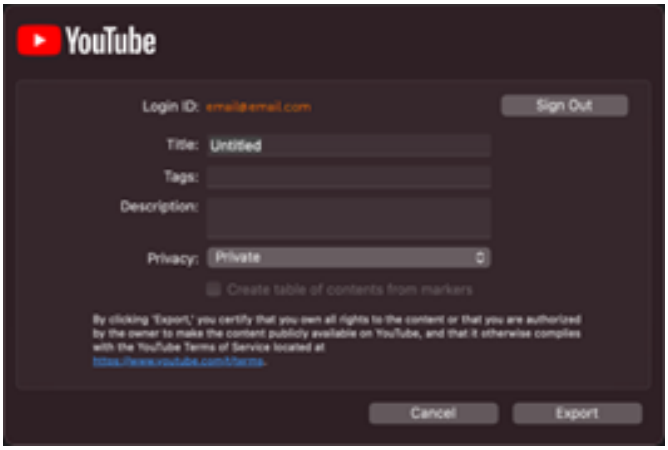
Export to YouTube

Upload your videos directly from Camtasia to YouTube.

> **Note:** 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, privacy, and category.





> Tip: Add tags to improve improve search engine optimization (SEO).
>
> Add commonly misspelled words from your content as tags so YouTube can help users find your video.

3. Set the privacy settings to the desired level.
4. Click **Export**.

> **Note:** If your timeline includes captions or a table of contents:
>
> - **Windows:** Camtasia 2022.1.0 and newer automatically uploads your captions and TOC to YouTube.
> - **Mac:** Select **Create table of contents from markers** to upload your TOC. Camtasia automatically uploads your captions to Youtube.

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

> **Note:** Quizzes and interactive hotspots in Camtasia are not supported on YouTube.

Export Videos with Interactive Features

The TechSmith Smart Player is required for videos with interactive features such as table of contents, captions, search, quizzing, and hotspots. To include the TechSmith Smart Player, export the video to:

- **Knowmia:** Interactive features are exported automatically.
- **Screencast (Windows):** Interactive features are exported automatically.

  > **Note:** Quiz reporting is not currently supported.

- **Screencast.com (Mac):** In the export dialog, select **Caption style**, **Quiz**, and/or **Create table of contents from markers** options.
- **Local File (Mac):** In the **Export As** dialog, select **Caption Style**, **Include Quiz**, and/or **Create table of contents from markers** options.
- **Legacy Local File (Windows):** See below.

Legacy Local File (Windows)

To customize Smart Player and export your video as an MP4 file:

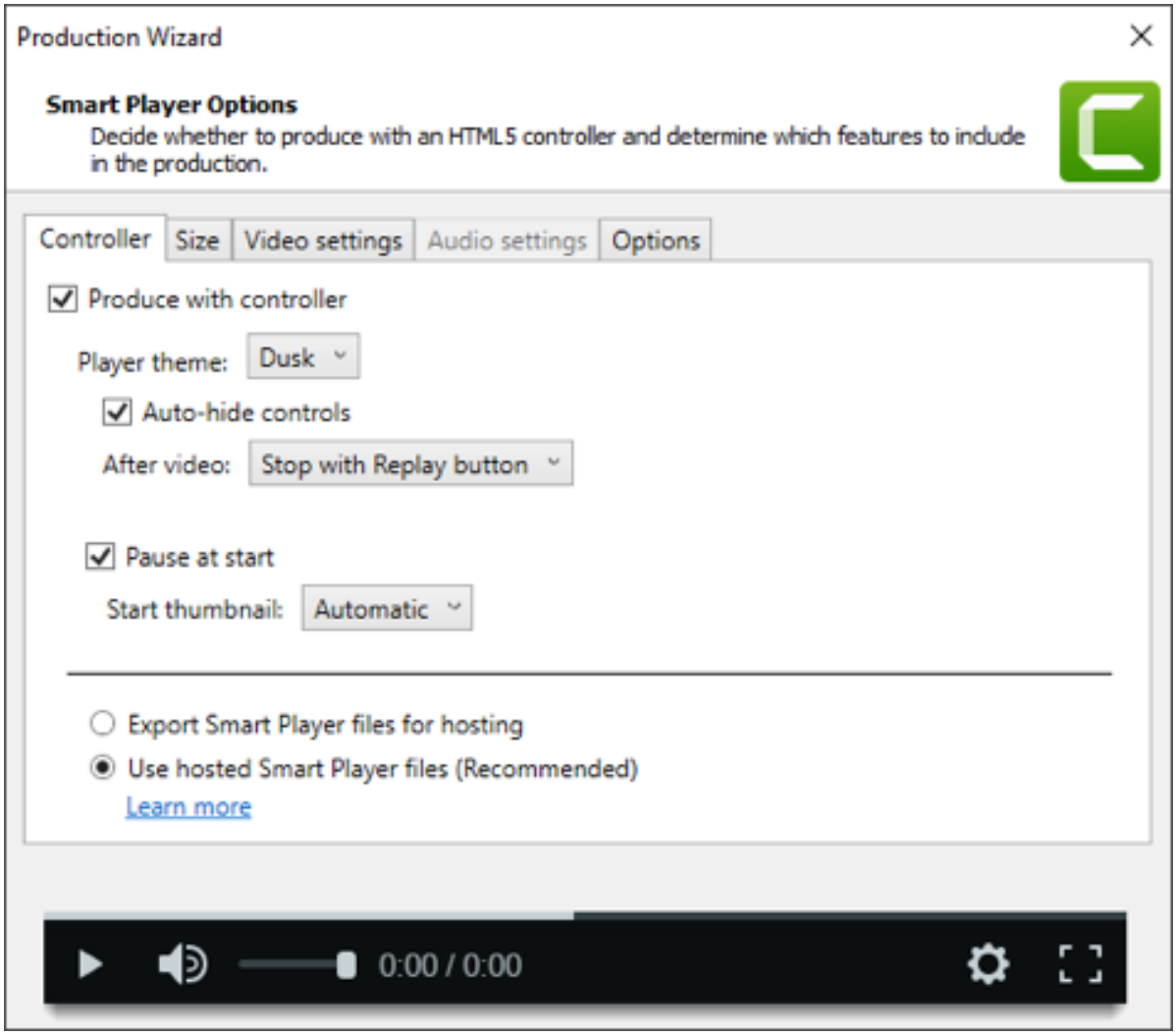
1. Click **Export** > **Legacy Local File**.
2. Select **Custom production settings** from the dropdown and click **Next**.
3. Select **MP4 – Smart Player (HTML5)** and click **Next**.
4. The Smart Player Options dialog opens.
   - On the **Controller** tab, select the **Produce with controller** option.
   - Customize the desired settings for each additional tab. See Smart Player Options.
5. Click **Next**.
6. The Video Options dialog opens. Customize the desired settings such as quiz reporting for SCORM compliant packages (LMS packages).

   > **Note:** You must have a quiz on your timeline to view the Reporting options.

7. Click **Next**.

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

Smart Player Options

Tab Name	Options
Controller	Customize the Smart Player's color theme, playback settings, thumbnail image, and more.  **Produce with controller**: Select this option if your video includes quizzing, captions, or interactive hotspots. **Exported vs. Hosted Smart Player files:** • **Export Smart Player files for hosting**: The export includes additional CSS and JavaScript files required to run the Smart Player on your website. As web browsers evolve, it may be necessary to

	manually update or reproduce video files with the newest version of Smart Player. • **Use hosted Smart Player files (Recommended):** Smart Player CSS and JavaScript files are hosted and kept up-to-date by TechSmith. This option ensures you always have the latest version of Smart Player without having to manually update files on your web server or reproduce video files. For additional details about Exported vs Hosted Smart Player files, see Hosted TechSmith Smart Player FAQ.
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. **Note:** Adjusting these settings affects the size of the exported video file.
Audio settings	Set the audio bit rate. The default settings for these options are best for standard videos.
Options	Customize and enable additional Smart Player options such as the viewing controls, search, table of contents, captions, and quizzing. Select **Table of contents**, **Captions**, or **Quizzing** in the Options tab to include in the exported video. These options are only available if added to the timeline before export.

Tip: Archive your finished project in a folder that contains all the media in your video.

- On Windows go to **File** > **Export** > **Zipped Project**.
- On Mac go to **File** > **Save As** and select the **Create standalone project** option.

How to Use a Template

Learn how to use templates to create consistent looking videos for yourself or your teammates.

In this tutorial:

- Import a Template
- Create a Video Project from a Template
- Rename a Template
- Delete a Template

Import a Template

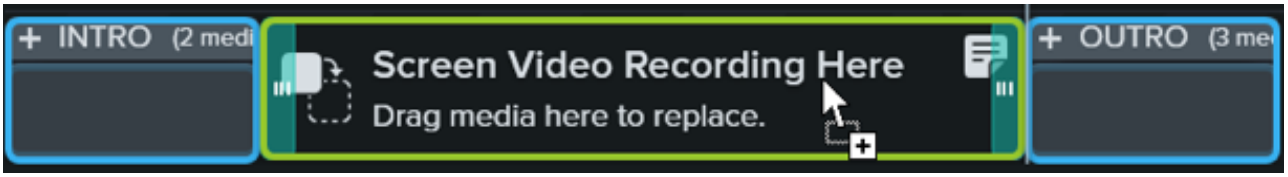
1. Select **File** > **Manage Templates** (Windows) or **Camtasia 2022** > **Manage Templates** (Mac).
2. The Template Manager opens. Select an option to import a template:
    - Click the **Download More Templates** button to download a template online from the TechSmith Assets for Camtasia website.
    - Click + 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.

> **Note:** To create a video template, see Build a Video Template to Share.

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**.
   Note: 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 for Windows or .cmproj for Mac).
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.

Rename a Template

1. Select **File** > **Manage Templates** (Windows) or **Camtasia 2022** > **Manage Templates** (Mac).
2. The Template Manager opens. Click to select a template.
3. Click ••• and select **Rename Template**.
4. Type the new template name and press **Enter**.

Delete a Template

1. Select **File** > **Manage Templates** (Windows) or **Camtasia 2022** > **Manage Templates** (Mac).
2. The Template Manager opens. Click to select a template.
3. Click ••• and select **Delete Template**.
4. Click **OK** (Windows) or **Yes** (Mac) to confirm.

Import & Manage Your Media (Media Bin)

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

To add or organize media in 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
- Media Bin Tasks
- Record Voice Narration
- Record iOS Devices
- Record a PowerPoint Presentation
- Import PowerPoint Slides
- Reuse Media Across Projects (Asset Libraries)
- Download & Install TechSmith Assets

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

> **Note:** To learn which file formats are supported in Camtasia, see Camtasia 2022 Supported File Formats.

▼ 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** (Windows) or **Import** (Mac).

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

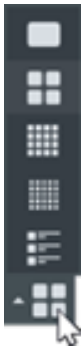
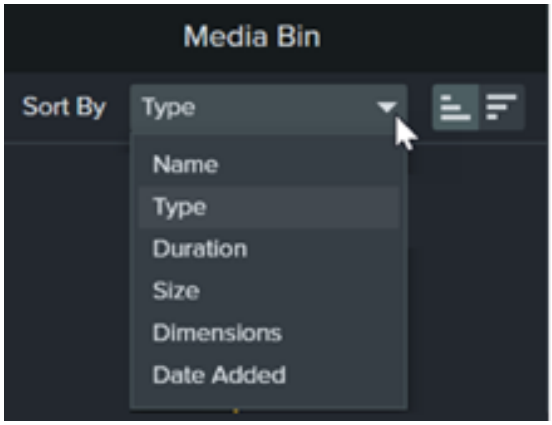
1. Click the **Media** tab.
2. Click icon **> Import From Google Drive**.
3. Enter your Google email and password.

4. Click to select the media to import. **Control+click** (Windows) or **Command+click** (Mac) to select multiple files.
5. Click **Import**.

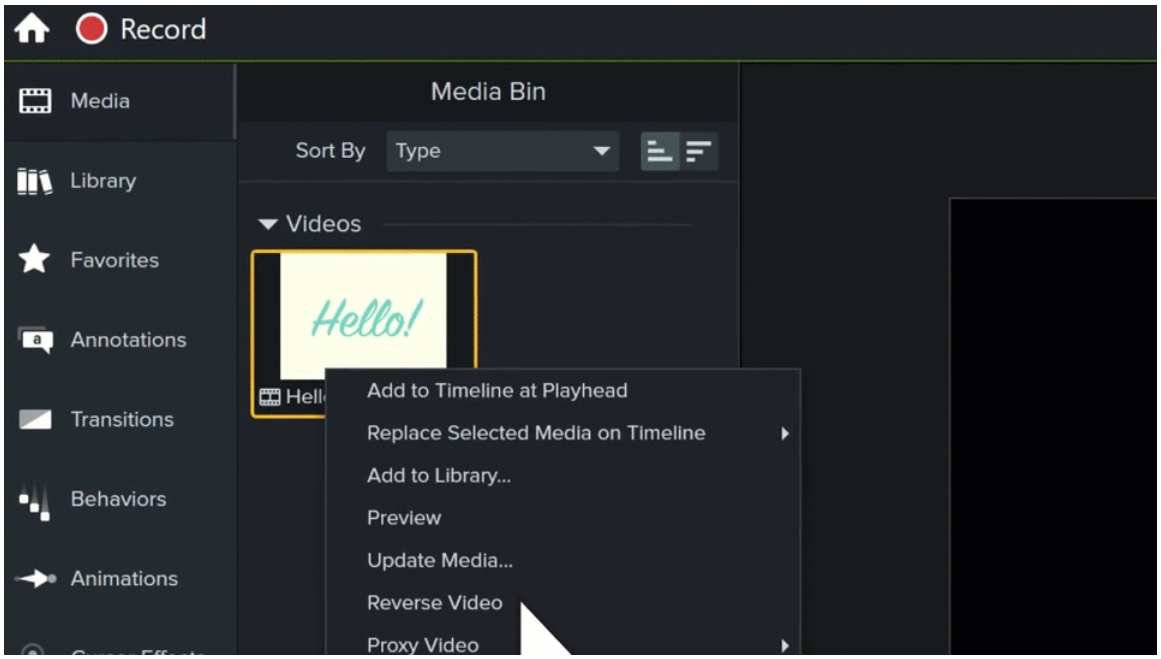
The imported media appears in the Media Bin.

Media Bin Tasks

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

Change Media Bin View	Click the **Media Bin View** button to change the media display to one of the following options:  • Large Thumbnails • Medium Thumbnails • Small Thumbnails • Extra Small Thumbnails • List View
Sort Media	Select an option from the **Sort by** dropdown. Click the **Ascending** or **Descending** button. 
View Media Details	Right-click media and select **Details**.
Locate Unused	

Media (Media not located on the timeline)	To remove unused media, right-click media and select **Delete Unused Media**. To select unused media, right-click media and select **Select Unused Media**.
Create a Proxy Video	Create a proxy of your high definition videos to improve editing performance such as lags or skips during playback. Right-click media in the Media Bin and select **Proxy Video > Create Proxy Video**. An icon appears in the video thumbnail when the process is complete.
Delete a Proxy Video	Right-click (Windows) or Control+click (Mac) the proxy media in the Media Bin and select **Proxy Video > Delete Proxy Video**. To delete all proxy videos: • **Windows:** Select **Edit > Preferences > Advanced tab > Delete Proxy Videos button**. • **Mac:** Select **Camtasia 2022 > Settings** (macOS 13 or later) or **Preferences** (macOS 12 or earlier) **> General tab > Delete All Proxy Videos button**.
Rename Media (Mac Only)	Right-click media and select **Rename**. Type a new name.
Create a Reverse Video	Create a copy of your video media where the events are in reversed order.



Right-click (Win) or Control+click (Mac) the media in the Media Bin and select **Reverse Video**.

The new media is added to the media bin.

> **Note:** Reversed videos do not include audio.

To cancel a reverse video while processing, right-click (Win) or Control+click (Mac) the media in the Media Bin and select **Cancel Reverse Video**.

Camtasia Supported File Formats

Windows	Mac
Video Files AVI, MP4, MPG, MPEG, MTS, M2TS, WMV, MOV	**Video Files** MP4, MPG, MPEG, MOV
Camtasia Recording Files TREC	**Camtasia Recording Files** TREC
Image Files BMP, GIF, JPG, JPEG, PNG, PDF, TIF, TIFF, JSON (Lottie)	**Image Files** BMP, GIF, JPG, JPEG, PNG, PDF, JSON (Lottie)
Audio Files WAV, MP3, WMA, M4A	**Audio Files** M4A, WAV, MP3

Caption Files SMI, SAMI, SRT	**Caption Files** SAMI, SRT
PowerPoint Files PPT, PPTX	**PowerPoint Files** PPT, PPTX

Learn About Camtasia Files

Learn about Camtasia project and recording files along with best practices to keep your project files organized.

In this tutorial:

- Camtasia File Types
- Manually Save Recordings
- File Management Tips
- Other Camtasia Files

Camtasia File Types

File Format	Description
Recording Files (TREC)	Default file format produced after recording in Camtasia Recorder. TREC stores audio, screen recording, camera recording, and metadata into a single package. **Note:** TREC files can only be opened in Camtasia.
Project Files (TSCPROJ)	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. Open the TSCPROJ project file at any time to update, collaborate, or export a video to share. **Note:** TSCPROJ files can only be opened in Camtasia.

Manually Save Recordings

By default, Camtasia automatically names and saves all TREC recordings to the Camtasia folder located here:

- **Windows:** C:\Users\username\Documents\Camtasia
- **Mac:** Users/username/Movies/Camtasia 2022/Temporary Recordings

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

Windows:

1. In Camtasia Recorder, select **Tools** > **Options**.
2. The Recorder Preferences dialog appears. Click the **Files** tab.
3. Select the **Prompt for file name** option.
4. Click **OK**.

Mac:

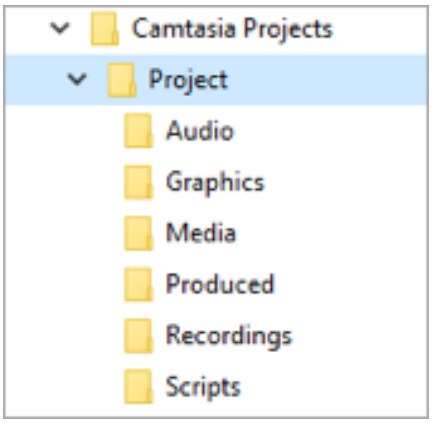
1. Select **Camtasia 2022 menu** > **Settings** (macOS 13 or later) or **Preferences** (macOS 12 or earlier) > **Recording tab**.
2. In the **After recording** dropdown, select the **Prompt to Save** option.

After stopping the recording, a Save dialog appears where you can enter a file name and save the recording to your desired location.

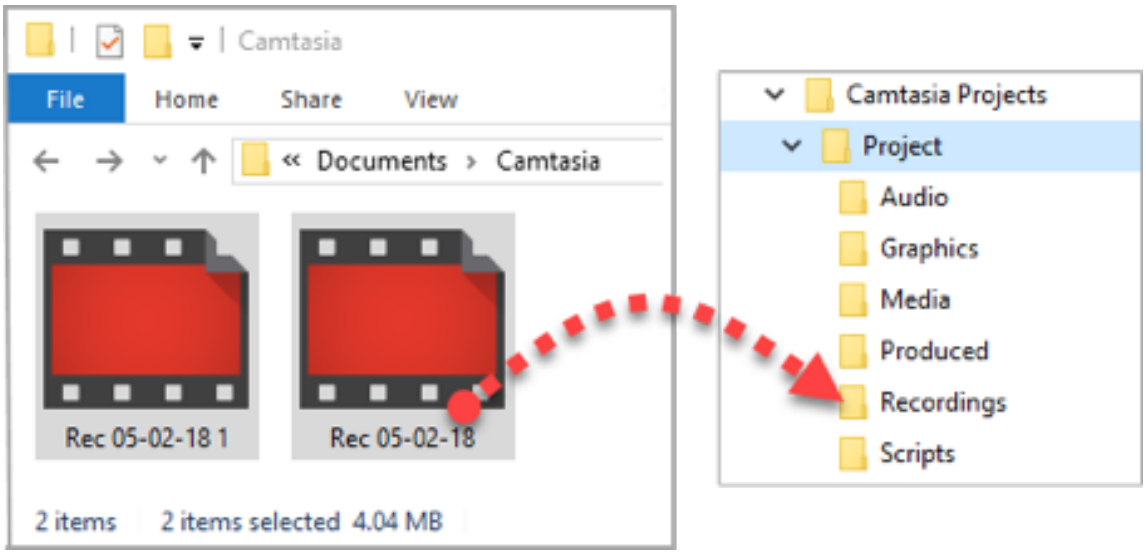
File Management Tips

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 learn more about adding source files to your project and supported file formats, see Import & Manage Your Media (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.
    - **Important:** 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 Media Across Projects (Asset Libraries) to learn how to save assets to the Library for reuse across all of your Camtasia video projects.

Other Camtasia Files

Type	Description
Asset Files	Enhance your Camtasia videos with assets downloaded from the TechSmith Assets for Camtasia website or save your own asset files. See Download & Install TechSmith Assets.
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 Media Across Projects (Asset Libraries).
Packages	Create a Camtasia Package (.campackage) to back up and share your Camtasia resources. See Package & Share Camtasia Resources.

Templates	Create and share a video template to help video collaborators quickly build consistent and professional videos. See Build a Video Template to Share or How to Use a Template.
Themes	Quickly apply theme presets containing colors, fonts, and logos to maintain consistency across a series of videos. See Build Your Color Palette (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 & Share Your Video or Export an Audio File.
Import File Formats	Import different media types into your project to use on the project timeline. See Import & Manage Your Media (Media Bin).

Learn About Standalone Projects

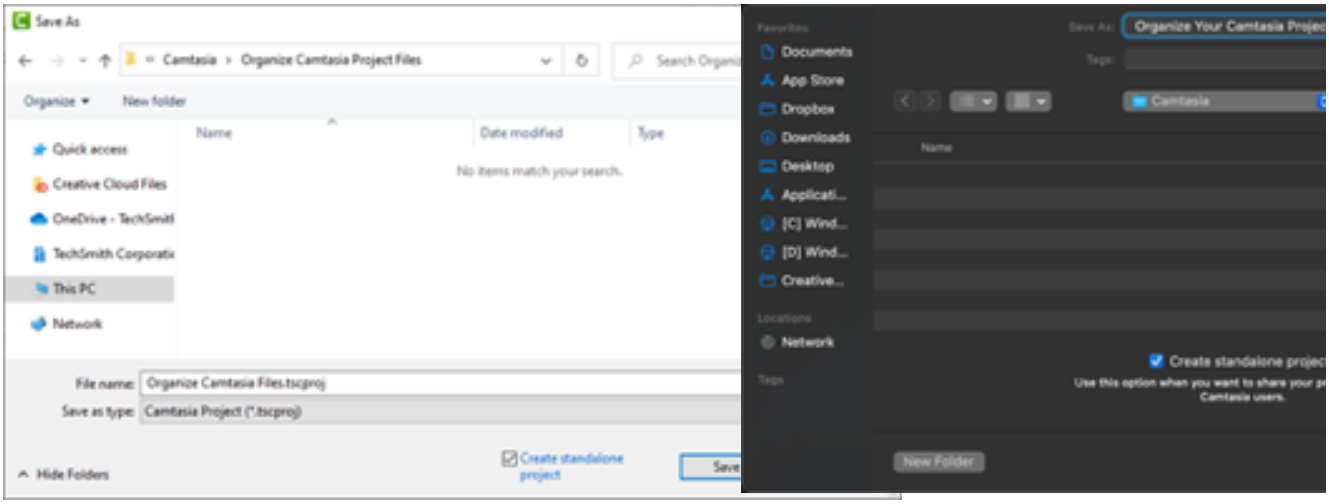
Keep your Camtasia project files organized with standalone project folders.

About Camtasia Projects

The Camtasia Project file format (.tscproj) allows you to quickly save and share your video project files.

- Share a Camtasia standalone project to build and collaborate on a video with others.
- Share a Camtasia standalone project to work on a video across computers, such as between work and personal computers.

The standalone project includes all media and assets used in the video project. When you save a new Camtasia project, the **Create standalone project** option is selected by default.



Save a Project

1. Select **File** (Windows) or **Camtasia 2022** (Mac) > **Save As**.
2. The Save As dialog appears. Enter a project name and choose a file location.
3. Make sure the **Create standalone project option** is enabled. This options includes all media and assets used in the video in the project file.
4. Click **Save**.

Share a Project

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

and enhancements added to the project.

> **Note:** To export all Camtasia resources, including asset libraries, presets, themes, and templates, see Package and Share Camtasia Resources.

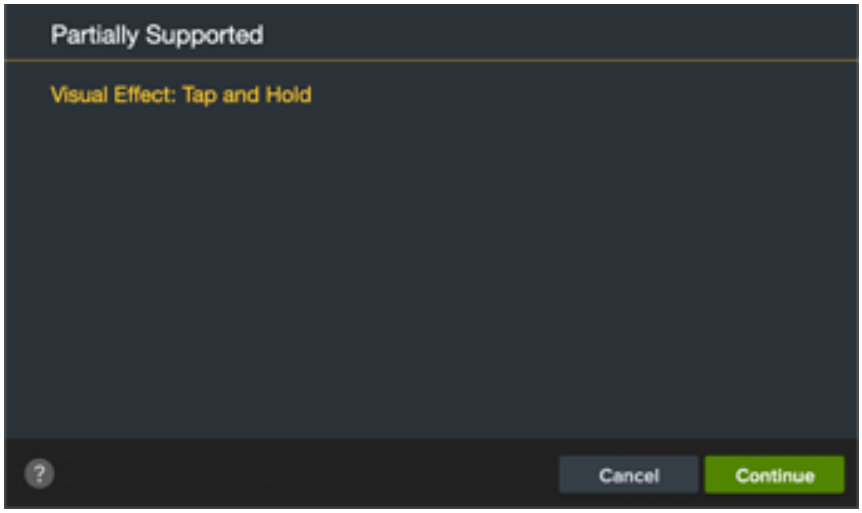
▼ Share a Project to the Same Platform

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

Camtasia saves a zipped project file to your computer.

▼ Share a Project to Another Platform

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



3. Enter the project name and choose a file destination.
4. Click **OK**.

Camtasia saves a zipped project file to your computer.

> **Note:** To learn about media and effects that are not supported across platforms, see Incompatible Media and Effects.

Open a Project

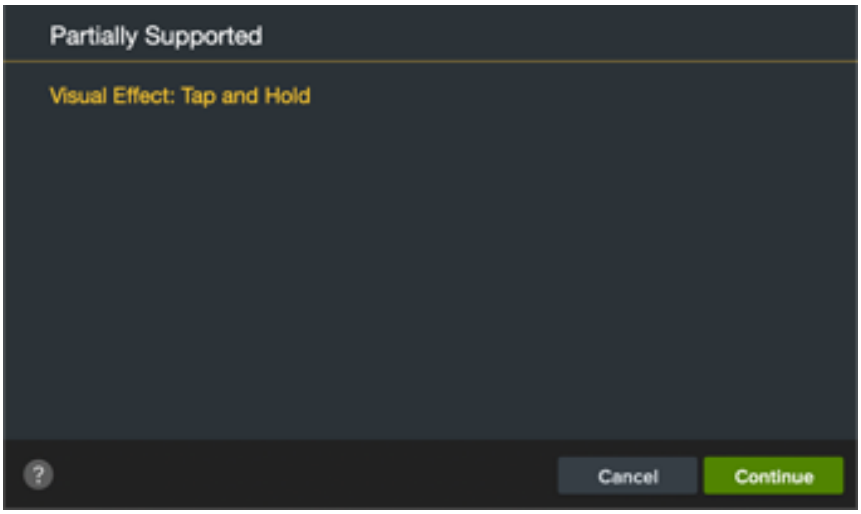
▼ Import a Project on the Same Platform

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.

▼ 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 on the timeline. If you open the project on the original platform, the media is visible.

> **Note:** To learn about media and effects that are not supported across platforms, see Incompatible Media and Effects.

Incompatible Media and Effects

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

Crisp & Clear Screen Recordings

Learn how to set recording dimensions, project dimensions, and export settings to get crisp, clear video.

In this tutorial:

- Recording Dimensions
- Project Settings
- Export Settings
- Scaling Tips

The following items can impact video quality:

- Recording Dimensions: The size of your recording. If you record full screen, the recording dimensions are usually the same as the resolution of your monitor.
- Project Settings: The size of your canvas in Camtasia, the editing frame rate, and audio levels.
- Export Settings: The options you choose when exporting your video, including the size of your video.

Adjust these settings to produce high video quality.

Recording Dimensions

One way to get a crisp, clear screen recording is to display your screen video at its original recording size, which avoids any scaling.

Scaling stretches or shrinks a screen recording to display it at a different size than the original recording. Scaling decreases quality and causes videos to appear blurry or distorted. See Scaling Tips to learn when scaling is necessary or how to use scaling to your advantage.

> **Tip: Start with the recording dimensions.**
>
> If you know the desired dimensions for your final video, enter these dimensions into the Width and Height fields in Camtasia Recorder for your source recording. See Record, Edit, Share.

Project Settings

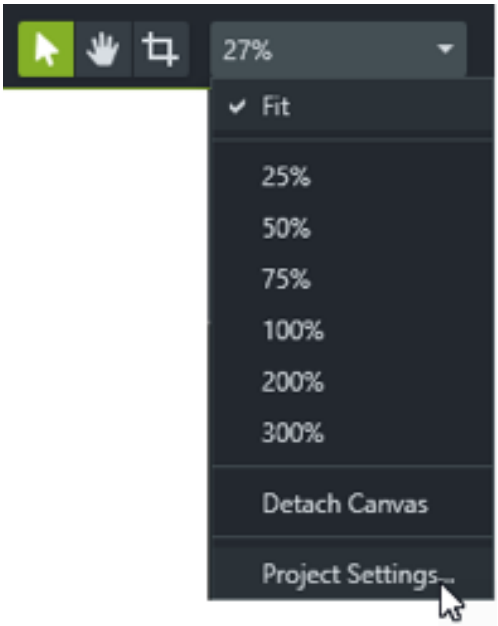
Set the canvas dimensions, editing frame rate, and audio levels during the editing phase of your project.

Canvas Dimensions

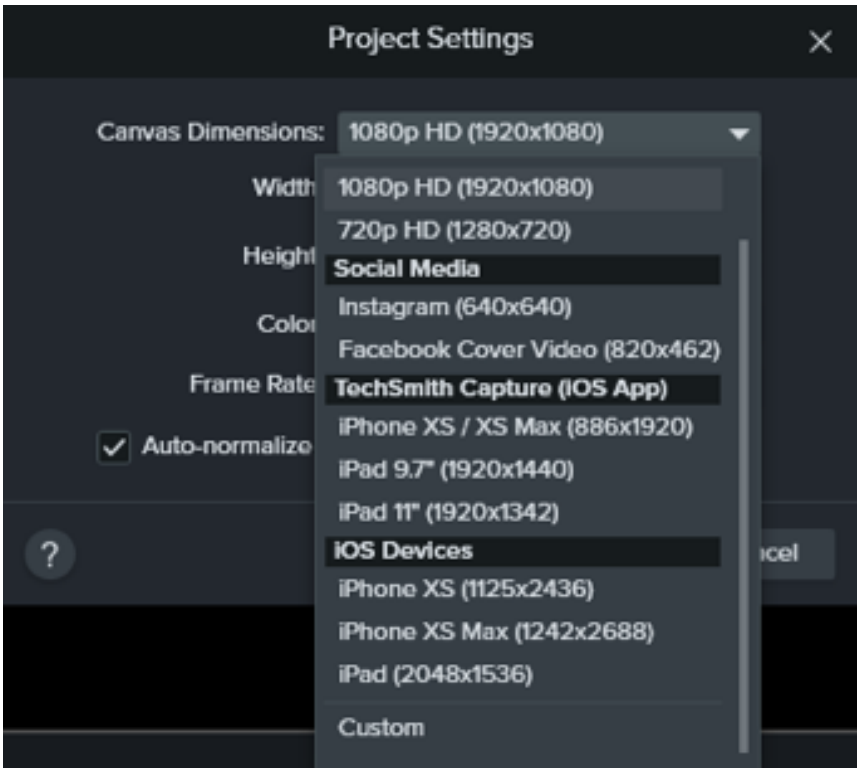
Once you have a recording, set the canvas dimensions to the same as your recording dimensions.

> Tip: 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.

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

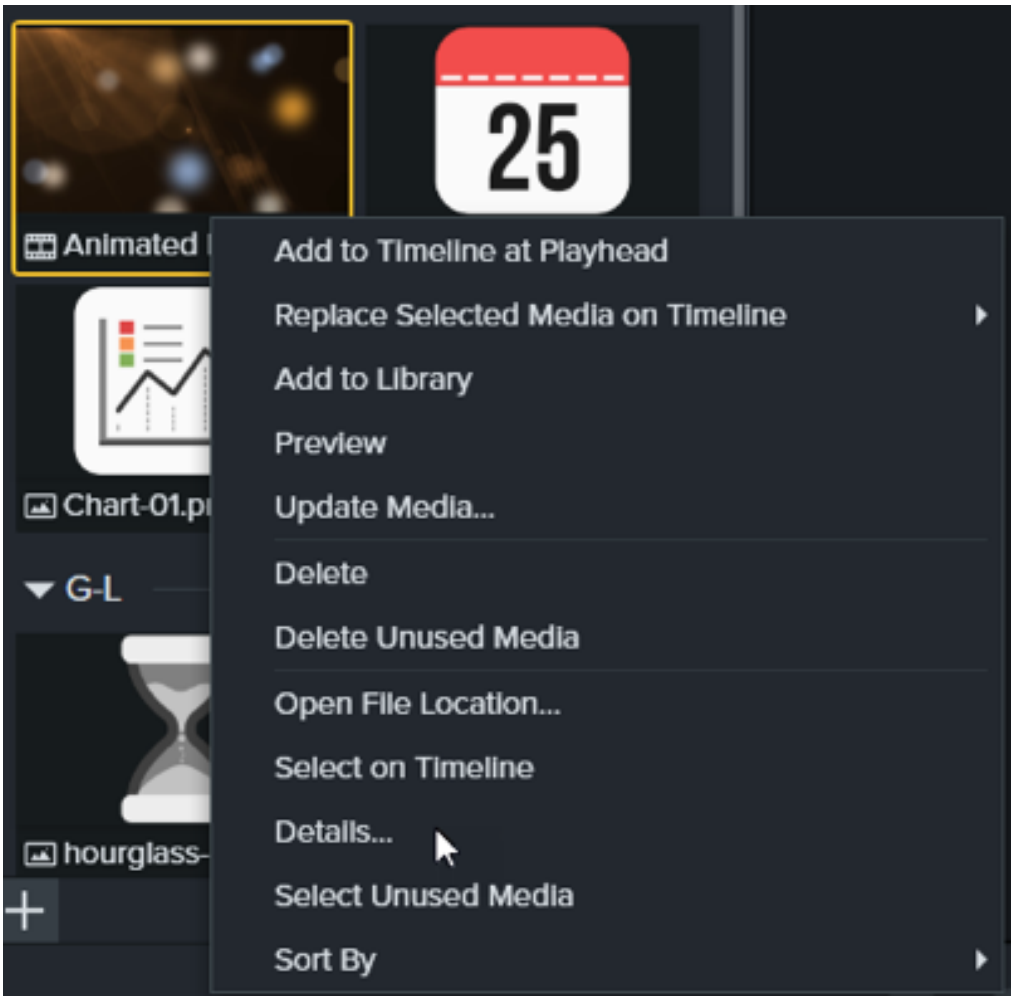
3. Click **Apply**.

Editing Frame Rate

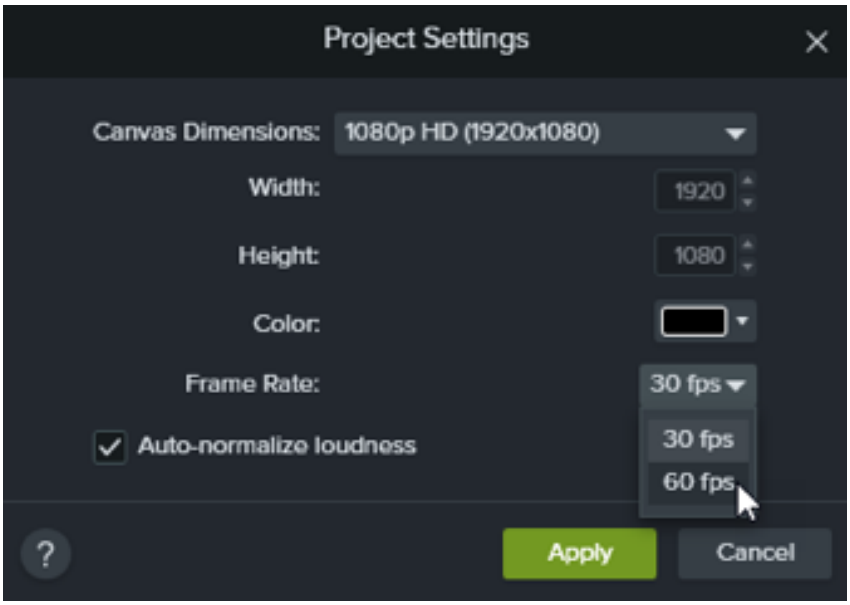
Frame rates typically vary throughout a video. Record, edit, and share videos at the same frame rate to maintain video quality.

> **Note:** 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 (Windows) or Control+click (Mac) 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.

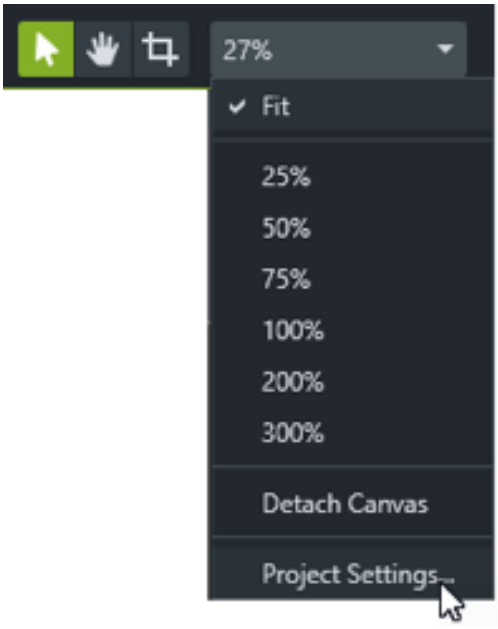


3. Click **Apply**.

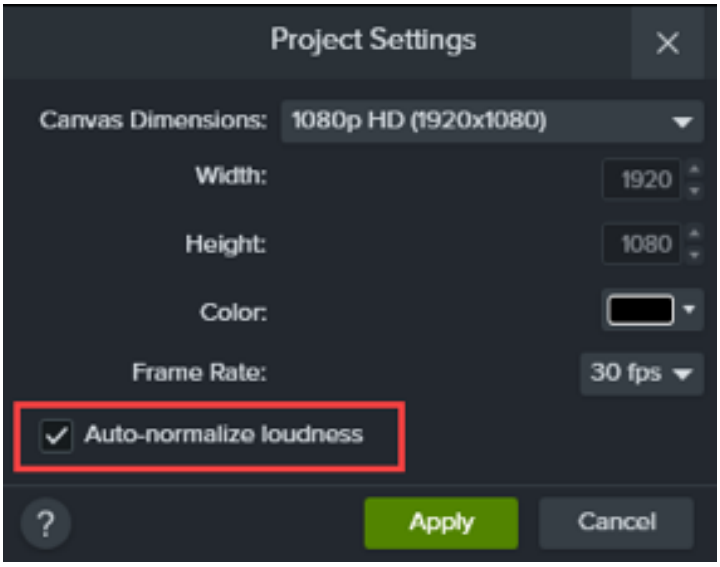
Consistent Audio Levels

Crisp, clear audio is also a key element of video quality. Enable the **Auto-normalize loudness** option to automatically adjust the audio loudness across clips to maintain audio consistency for a project.

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



2. Click to enable the **Auto-normalize loudness** option.



3. Click **Apply**.

To learn more about improving audio quality, see Add Audio Effects.

Export Settings

Match the dimensions or aspect ratio in recording, editing, and exporting your video to maintain video quality. Complete the following to export a video with the current project (editing) dimensions:

Windows:

1. Click the **Export** button and select **Local File**.
2. Enter a **File name** and select a **Save location**.
3. Click to display **Advanced Settings**.
4. On the **Dimensions** tab, select **Current Project Dimensions**.
5. Click **Export**.

Mac:

1. Click the **Export** button and select **Local File**.
2. Enter a file name in the **Export As** field and select a location.
3. In the **File format** dropdown, select **Export to MP4**.
4. Click the **Options** button.
5. In the **Dimensions** dropdown, select **Current** and click **OK**.
6. Click **Export**.

Scaling Tips

Sometimes You Can't Avoid Scaling

Sometimes it's not possible to match your recording and project dimensions. For example:

- If you record a screen that is bigger or smaller than the size of the video you want to create.
- Your monitor doesn't fit a standard 16:9 aspect ratio.

In these situations scaling the recording is unavoidable, but you can use scaling to your advantage.

How We Use Scaling to Our Advantage

For our tutorial videos, we record on a monitor that is twice the size of our project dimensions. The screen recording will be displayed at half its original size and will have some quality loss. This is fine for us, because we spend most of our time

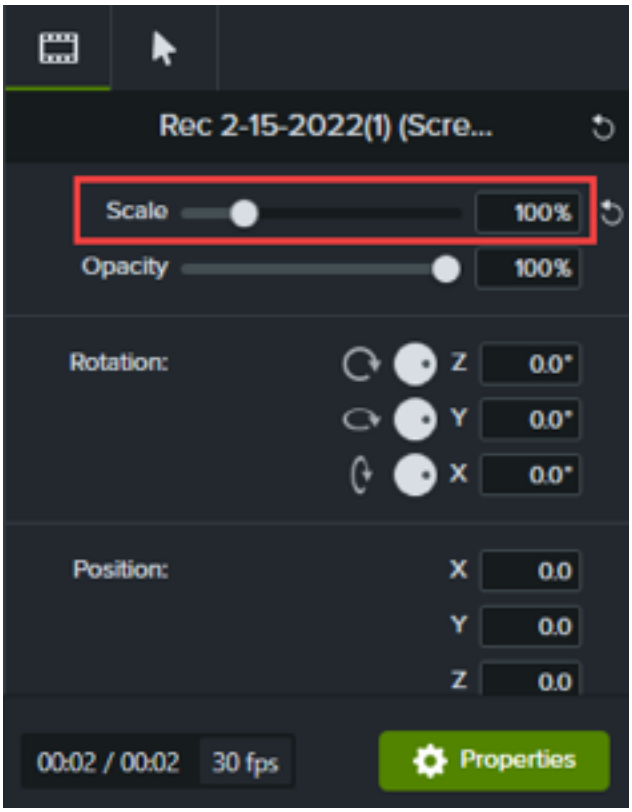
zoomed in and focused on specific parts of the user interface, which is where we want to see the highest quality.

To get the highest quality and most detail, we zoom to the original size of the recording, or 100% scale. To show something on an adjacent part of the screen, we pan over and remain at 100% scale.

To learn about zooming in Camtasia, see Zoom in to Focus Attention.

Follow the 100% Rule

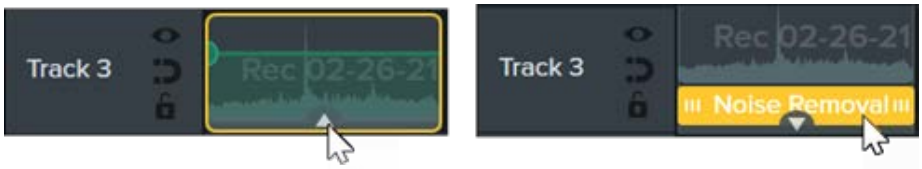
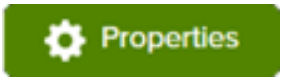
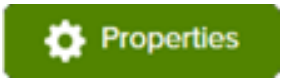
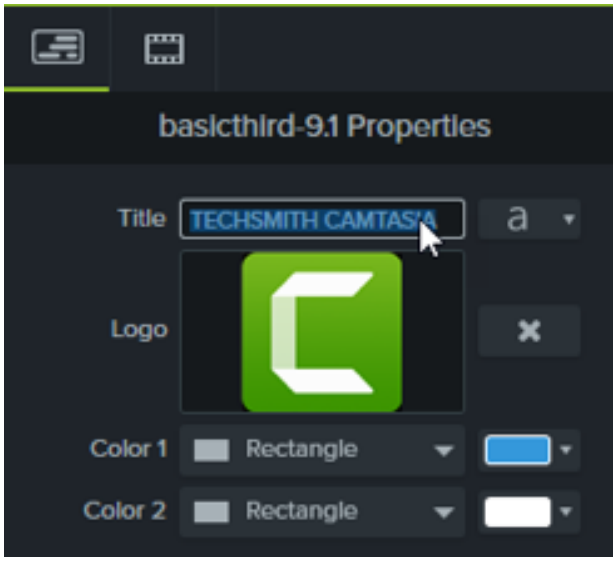
When in doubt, keep your screen recording at 100% scale. This displays it at the highest quality possible.



Discover the Properties Panel

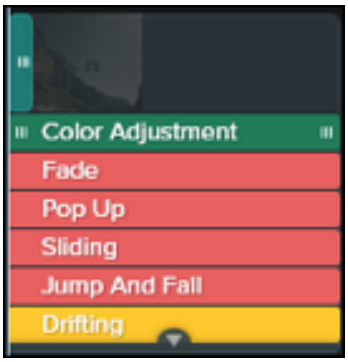
The Properties panel in Camtasia allows you to customize media, annotations, behaviors, effects, and assets added to the timeline.

The Properties panel shows the available options to customize media, annotations, behaviors, effects, and assets on the timeline or canvas.

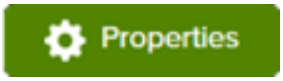
Option	Edit Properties
Open Properties (media, annotations, behaviors, or effects)	1. Click to select media on the timeline. For effects and behaviors, click the **Show Effects** tray icon on the media and click the e or behavior.  2. Click the **Properties** button. 
Edit Quick Properties for Assets Edit properties such as titles, logos, colors, text, and more for assets.	1. Click to select asset on timeline. 2. Click the **Properties** button.  3. On the Quick Properties tab, edit the desired properties.  To learn how to customize the properties for groups and assets, see Create Custom Assets

View Effect Properties

If multiple effects are added to media, you may have to scroll to view all the properties available.



1. Click to select media on timeline.
2. Click the **Properties** button.



3. Drag the scroll bar in the Properties panel.

Reset to Default Settings

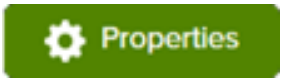
Click the button in the properties.

Preview Effects

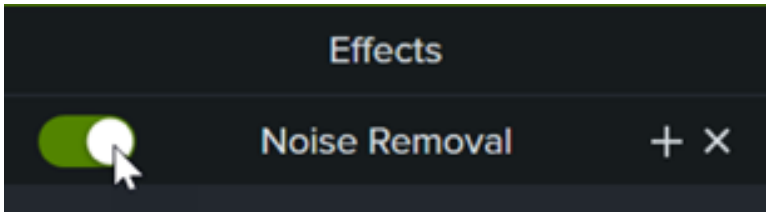
Turn an effect, transition, or behavior on/off. Disabled effects are not applied in the preview or exported video.

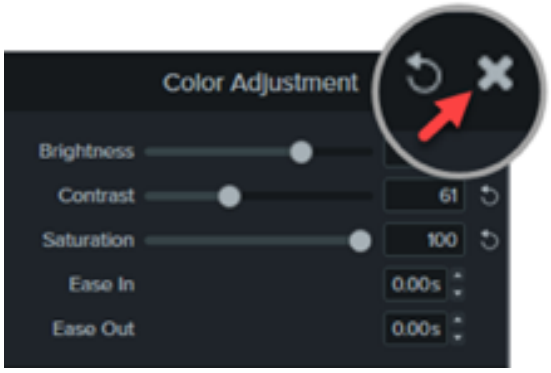
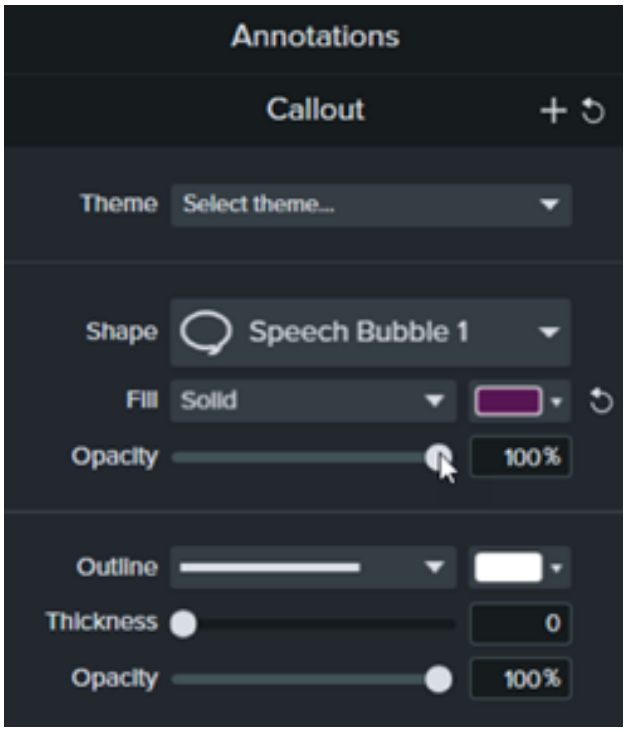
1. Click to select media on timeline.
   For effects or behaviors, click the **Show Effects** tray icon on the media. Click to select the effect or behavior.

2. Click the **Properties** button.



3. Click the **Enable/Disable** button to turn the effect on or off.



Delete Remove the applied effect, animation, or behavior from media on the timeline.	Click the ✕ button in the properties.  To undo the delete: • Press **Ctrl+Z** (Windows) or **Command+Z** (Mac). • Select **Edit** > **Undo**.
Add a Preset Save annotations, behaviors, and effects.	1. Click an enhancement tab such as the **Annotations tab** > **Callouts subtab**. 2. Drag an enhancement onto the canvas or media on the timeline. 3. In the properties, customize the enhancement as desired.  4. Click the + to save the custom enhancement properties as a new preset. **Note:** To view annotation presets, select **Annotations tab** > **Style** and select **User** from the **Style** dropdown. See Customize Camtasia (Favorites & Presets).

Create Custom Assets

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

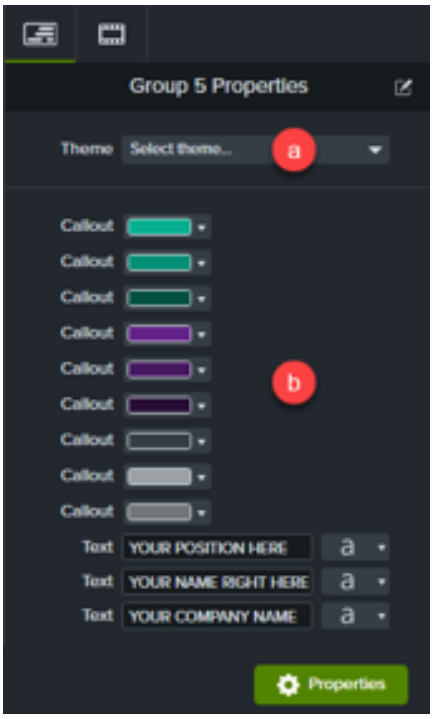
Create a Custom Asset

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 (Windows) or Control+click (Mac) the selection and select **Group**. See How to Use Group Tabs.
3. Click the **Properties** button. The Properties panel displays the editable properties in the group. Complete any of the following to edit the group properties:

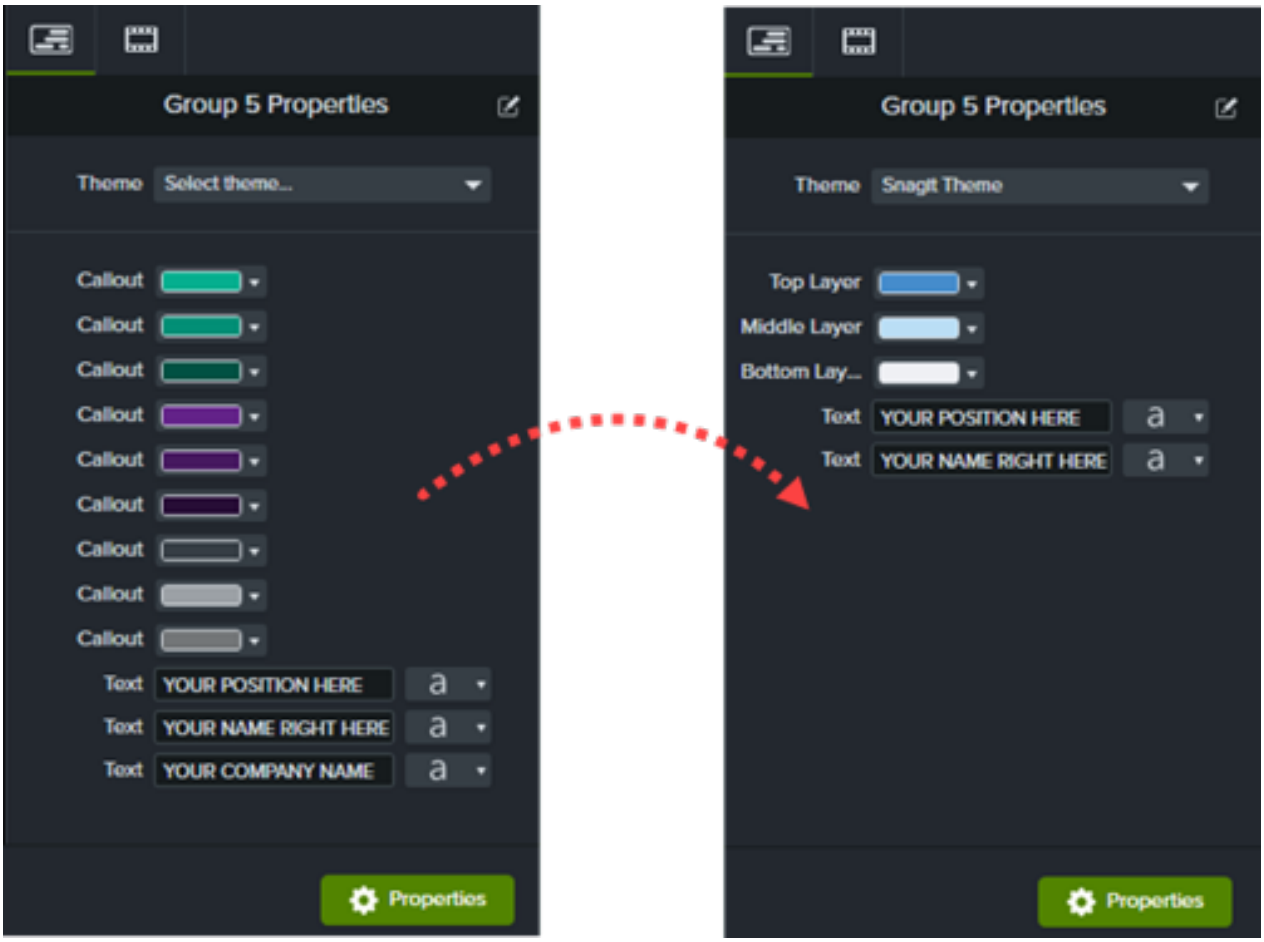
   - Apply a theme to the entire group. See Build Your Color Palette (Themes).
   - Edit properties individually within the group.



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.



Option	Steps
Link Assets Link multiple assets together to edit at one time.	1. Drag the **Reorder** icons up or down to move the assets to be linked next to each other. **Note:** Only assets of the same type can be linked. For example, callouts with other callouts or text with other text can be linked.

2. Click the **Link** icon to link an asset with the one above it. Each linked "child" below inherits the properties of the "parent" above it.
3. Repeat to link any additional assets.
4. Click **Save**.

Unlink Assets:

1. Click the **Unlink** icon to edit the properties individually.
2. Click **Save**.

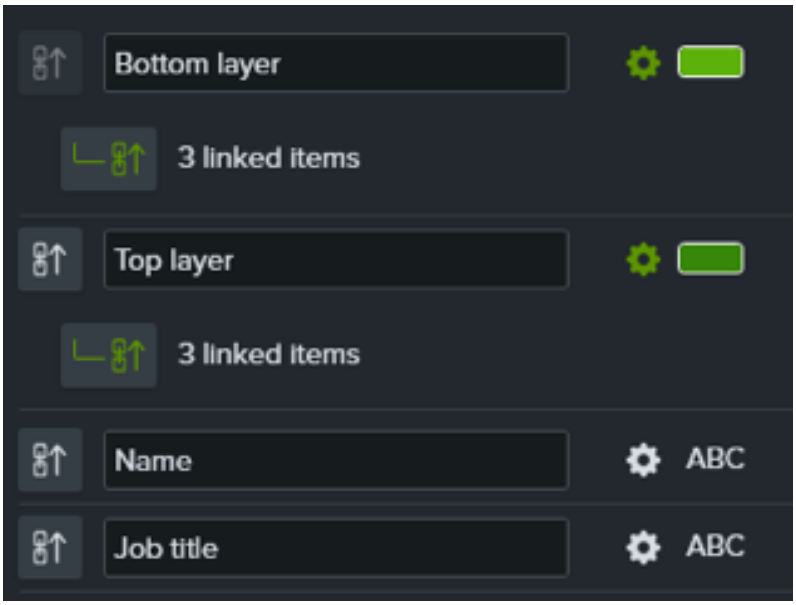
Label Assets

Add descriptive labels to provide context for individual parts of the custom asset.

For example:

- Distinguish similar items from each other.
- Indicate text to enter, such as "Name" and "Job title."

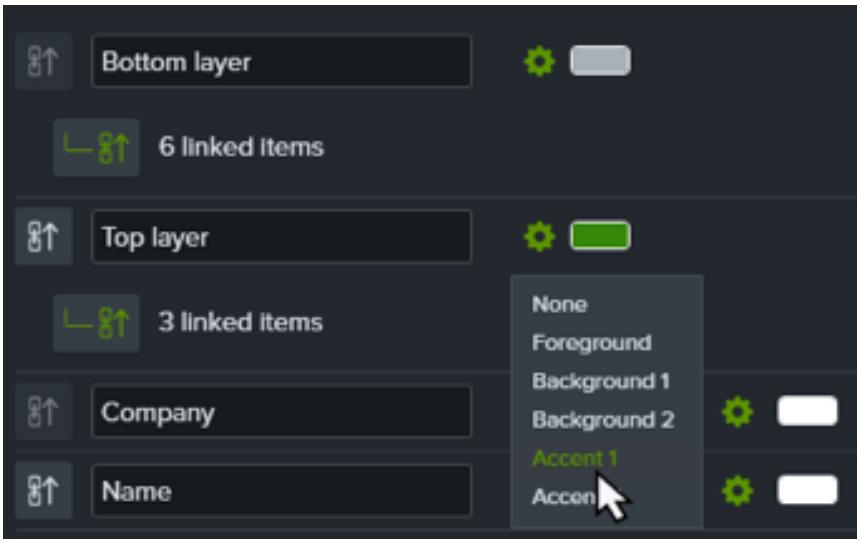
1. In the **Label** field, enter the desired label.
2. Click **Save**.



Assign Theme Elements

Control which element from a theme applies to each property.

For example, assign “Background 1” from your Company’s theme to one property and “Accent 1” to another property to set their colors.



1. In the Properties panel, apply a theme to the group.
2. Click the **Open Quick Property Editor** button.

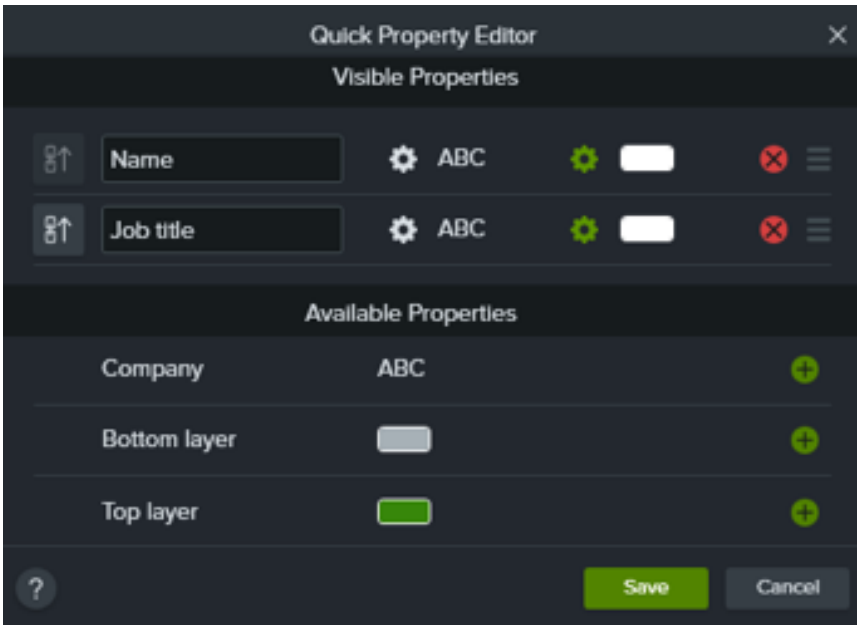
3. Click the gear icon and select a theme element from the dropdown.
   - **Green gear** **:** A theme element is applied to the property. Changes to the theme affect the property.
   - **White gear** **:** No theme element is applied to the property.
4. Click **Save**.

Edit Visible Properties

Control which properties are shown in the Properties panel for editing.

For example, remove assets that display company name or brand colors from Visible Properties to prevent them from being edited.

1. Edit the asset and its properties as desired.
2. Click the **Remove Property** icon



to move the property from Visible Properties to Available Properties. The property does not appear in the Properties panel and cannot be edited.

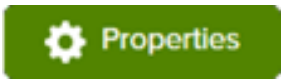
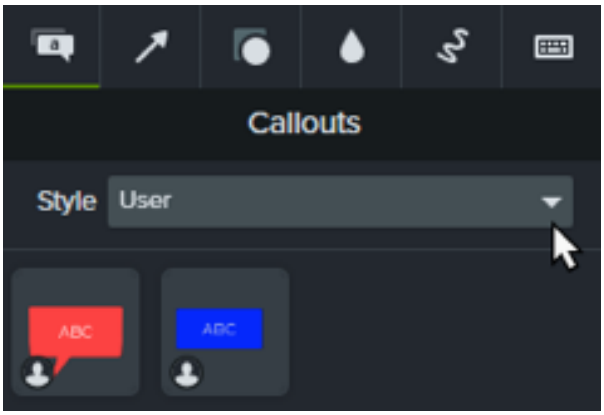
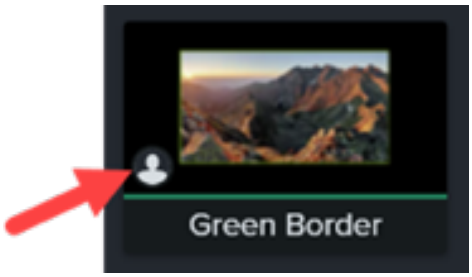
3. Click the **Add Property** icon to include a property in the Properties panel and allow it to be edited.
4. Click **Save** to view your changes in the Properties panel.

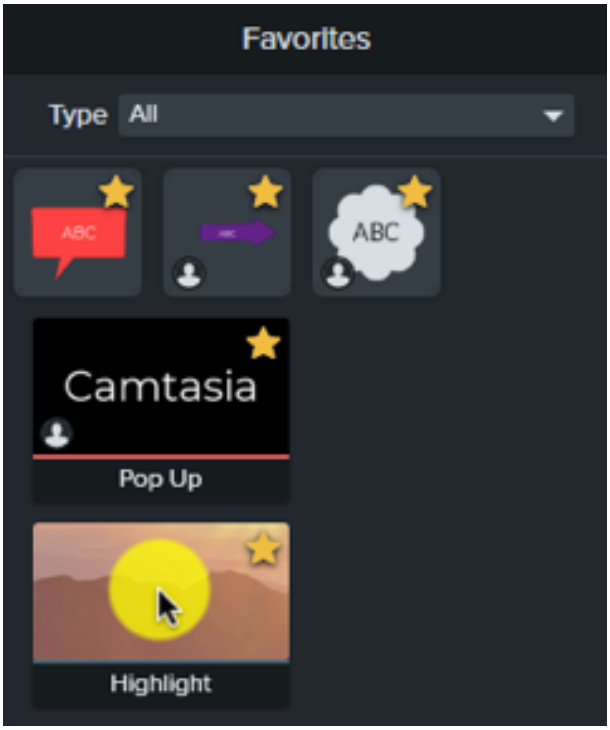
Tip: Reuse and share your custom assets with others.

- To reuse custom assets across projects, add them to a Library. See Reuse Media 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 & Share Camtasia Resources.

Customize Camtasia (Favorites & Presets)

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

Option	Steps
Presets Save custom properties for annotations, transitions, behaviors, animations, and effects.	1. Click an enhancement tab on the left. 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 Discover the Properties Panel. 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 (Windows only). 

	Tip: Customize the name to quickly find your presets. To rename a preset, right-click (Windows) or Control+click (Mac) the preset and select **Rename**. Type the new name and press the **Enter** key. Name customization is not available for annotations.
Favorites Add frequently-used annotations, transitions, behaviors, animations, and effects to the **Favorites** tab. Package your Favorites to share with others to: • Maintain a consistent look or style across videos. • Help your team build professional videos based on your favorite video enhancements.	1. Click an enhancement tab on the left. 2. Click the **Favorites** icon on an enhancement. Camtasia adds the enhancement to the **Favorites** tab.  To remove a favorite from the **Favorites** tab, click the **Favorites** icon .
Restore Defaults Reset default annotations, transitions, behaviors, animations, and effects in the selected tab to the original defaults.	1. Click an enhancement tab on the left. 2. Right-click (Windows) or Control+click (Mac) an empty area in the tab pane and select **Restore All Default** (Windows) or **Restore Default** (Mac).

Freeze Video Clips with Extend Frame

Learn how to extend a frame to lengthen the duration of a video clip.

Lengthen a video clip to match the audio or voice narration, or for more time to explain a particular screen or moment in your recording.

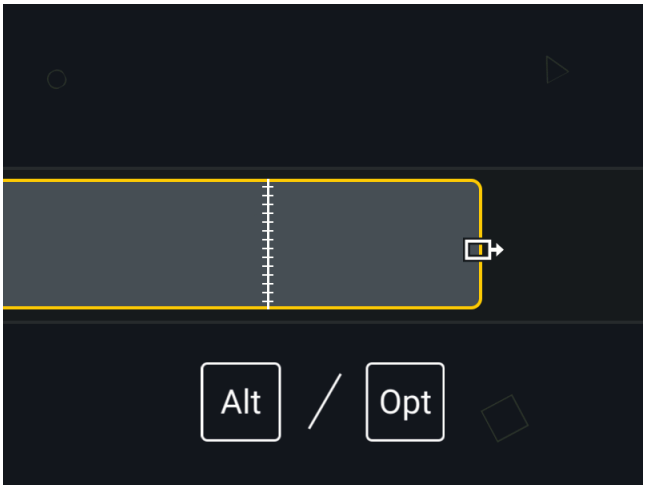
Windows:

1. Drag the playhead to the frame to extend.
2. Right-click the video clip and select **Extend Frame** or press **Shift+E** on the keyboard.
3. The Extend Frame dialog appears. Enter the desired duration of the extended frame.
4. Click **OK**.

You can also extend the frame by holding the **Alt** key while dragging the end of a clip.

Mac:

Hold the **Option** key while dragging the end of the clip.



Ripple Extend

Move other media to the right on the same track to make room for the longer clip.

Windows:

Press and hold **Shift+Alt** while dragging the end of the media.

Mac:

1. Press and hold the **Option** key while completing the following steps.
2. Click and hold the end of the clip to extend. The Extend Frame icon appears.

3. Press and hold the **Command** key while dragging the end of the clip.

Add Exported Frame as Image

Add a frame to a new track on the timeline for more flexible editing.

1. Drag the playhead to the desired frame.
2. Right-click (Windows) or Ctrl+click (Mac) the playhead and select **Add Exported Frame**.

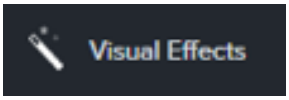
Camtasia exports the frame as an image to your Media Bin and automatically adds it to a new track on the timeline.

Speed Up & Slow Down Video Clips

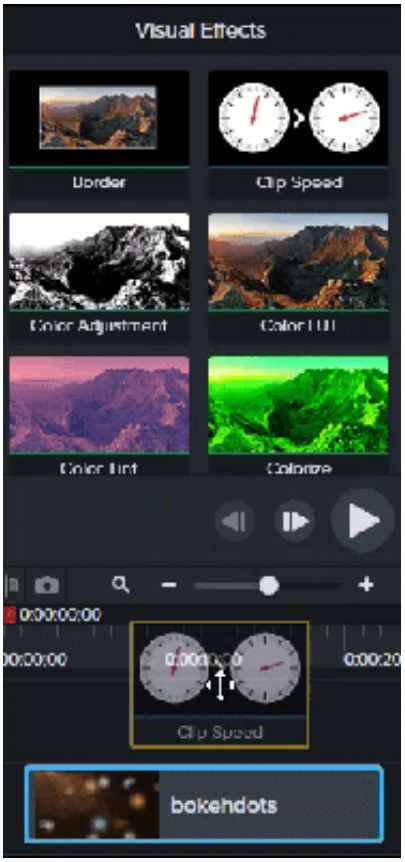
Learn how to speed up or slow down media on the timeline.

Clip speed allows you to play a video clip faster or slower than its natural pace.

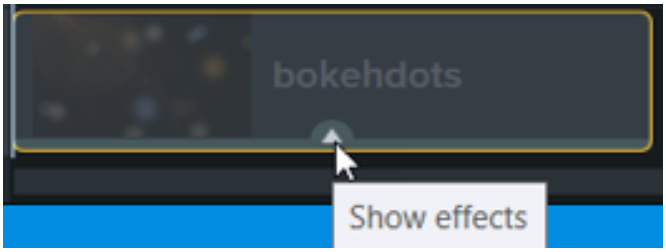
1. Click **Visual Effects** tab.



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

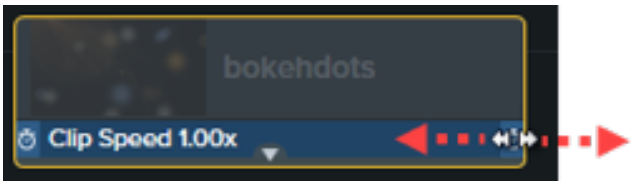


3. Select the media with the clip speed applied and click the arrow on the bottom of the clip to open the Effects tray.

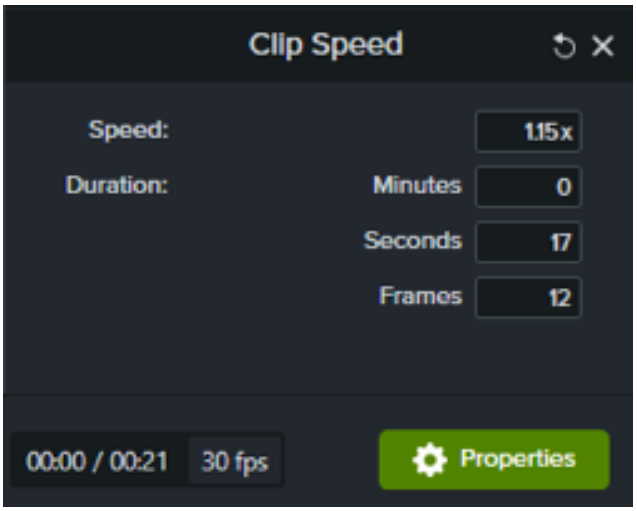


4. Select **Clip Speed** in the Effects tray and complete one of the following:

    - Drag the clip speed handles to adjust the speed of the clip.



- 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.

Tip: Split media first to adjust the speed of different segments.

To vary the duration and speed of different parts of the media, split the media first before applying the Clip Speed effect. To learn more about splitting media, see Remove Mistakes (Trim & Split).

Join Clips Together

Learn to stitch clips back together to select, move, and edit them as one.

Stitch Media

If you split media to break it apart, stitch the clips back together to edit them as one.

To learn more about splitting, see Remove Mistakes (Trim & Split).

1. Click and drag your cursor to select the two media clips you want to stitch together.
2. Right-click (Windows) or Ctrl+click (Mac) the media and select **Stitch Selected Media**.

- Only sections of media created from the original clip can be stitched together.
- Media must be next to each other to be stitched.
- Media is automatically stitched back together when cut.
- Media is NOT stitched and a gap appears on the timeline when deleted.

Unstitch Media

To separate media:

- **Windows**: Right-click the stitch and select **Unstitch**.
- **Mac:** Ctrl+click the stitch and select **Unstitch Media**.

Add an Enhancement to Stitched Media

Stitched media share the same properties. Any animations or effects that you add to stitched media applies to both clips. Animations can span the stitch.

1. Stitch the clips together. See Stitch Media.
2. Click an enhancement tab such as **Animations**, **Audio Effects** or **Visual Effects**.
3. Drag the enhancement to the stitched media on the timeline.
4. (Optional) If applying an animation, adjust the length of the animation arrow to span the stitch.

Move Multiple Clips at Once

Learn how to move clips across tracks to create space or to move a group of media.

Move Media on One Track

Hold the **Shift** key and drag the media to a new location on the timeline. Everything to the right of the clip moves with the selection.

Move Media on Multiple Tracks

1. **Shift+click** to select the first clip on each track.
2. Hold the **Shift** key and drag the media to a new location on the timeline. Everything to the right of the clip moves with the selection.

Ripple Move & Extend Frame

Learn how to improve your editing skills and take your videos to the next level with ripple move and extend frame.

Sometimes you need to create space in the middle of a project to make room for a longer explanation or to add additional content.

Ripple move or ripple split media to create the space, then extend a video frame to accommodate longer audio recording.

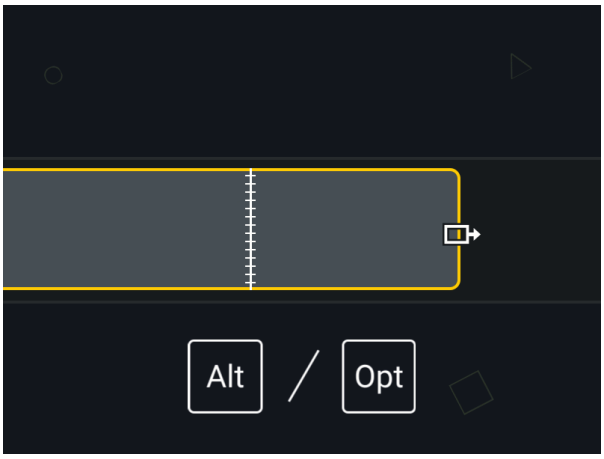
Rearrange Media or Insert Space

Option	Steps
Insert Space at a Specific Point (Ripple Split)	Hold the **Shift** key and drag the playhead. Camtasia splits the media across all tracks and moves everything to the right of the playhead.
Move Media to Insert Space (Ripple Move)	**Move Media on One Track:** Hold the **Shift** key and drag the media to a new location on the timeline. Everything to the right of the clip moves with the selection. **Move Media on Multiple Tracks:** 1. **Shift+click** to select the first clip on each track. 2. Hold the **Shift** key and drag the media to a new location on the timeline. Everything to the right of the clip moves with the selection.

Extend Frame (Freeze Frame)

Extend a frame to lengthen the duration of a video clip to match the audio or voice narration. You can also add a video frame as an image on your timeline for more flexible editing, or save it as an image file for use outside of your project.

Option	Steps
Extend the Frame of a Video Clip	**Windows:** 1. Drag the playhead to the frame to extend. 2. Right-click the video clip and select **Extend Frame** or press **Shift+E** on the keyboard. 3. The Extend Frame dialog appears. Enter the desired

	duration of the extended frame. 4. Click **OK**. You can also extend the frame by holding the **Alt** key while dragging the end of a clip. **Mac:** Hold the **Option** key while dragging the end of the clip.
Move Other Media While Extending the Frame (Ripple Extend)	Move other media to the right on the same track to make room for the longer clip. **Windows:** Press and hold **Shift+Alt** while dragging the end of the media. **Mac:** 1. Press and hold the **Option** key while completing the following steps. 2. Click and hold the end of the clip to extend. The Extend Frame icon appears. 3. Press and hold the **Command** key while dragging the end of the clip.
Add Exported Frame as Image	1. Drag the playhead to the frame to export. 2. Right-click the playhead and select **Add Exported Frame** Camtasia adds the frame to the timeline.
Save Video Frame as Image	Save the current frame (on the canvas) as an image file (BMP, GIF, JPG, or PNG). 1. Drag the playhead to the frame to export. 2. Select **Export** > **Export frame as**. 3. The Export Frame As dialog appears. Enter a file name and select a file location. 4. Select a file format from the **Save as type** field (Windows) or type a file format after the filename (Mac).

	5. Click **Save**.

Close Timeline Gaps with Magnetic Tracks

Learn how to automatically remove the space between media on a track to insert or rearrange media on the timeline.

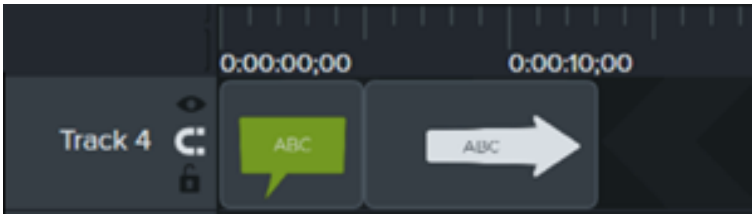
Magnetic tracks automatically remove all space between media on a track.

- You can move or rearrange media on a magnetic track but cannot add space between media.
- Groups on magnetic tracks keep spaces between media.

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

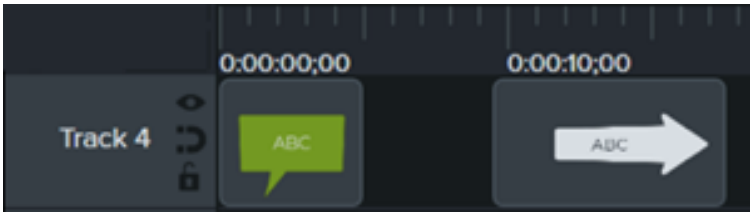
Click and drag media to a new location on the track.

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.



How to Use Group Tabs

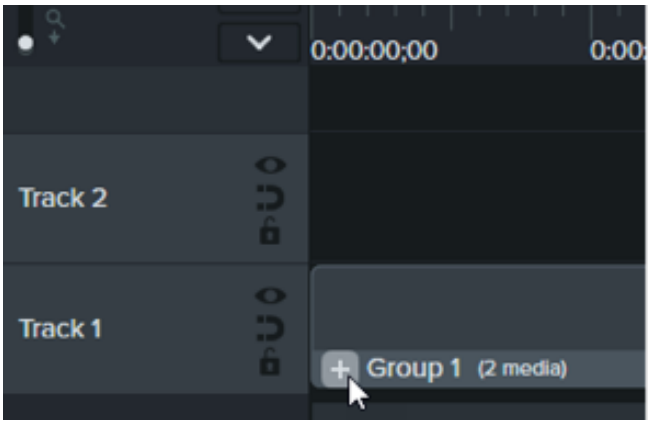
Learn how to group media to organize your timeline and edit multiple pieces of media at once.

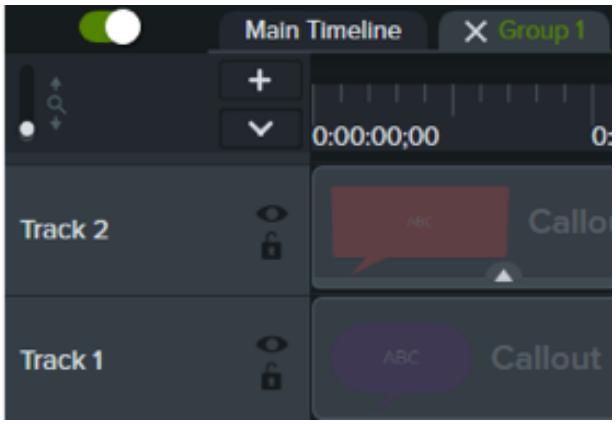
In this tutorial:

- Working with Groups
- Create a Group
- Edit a Group
- Add a Group to the Library
- Preview a Group

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:

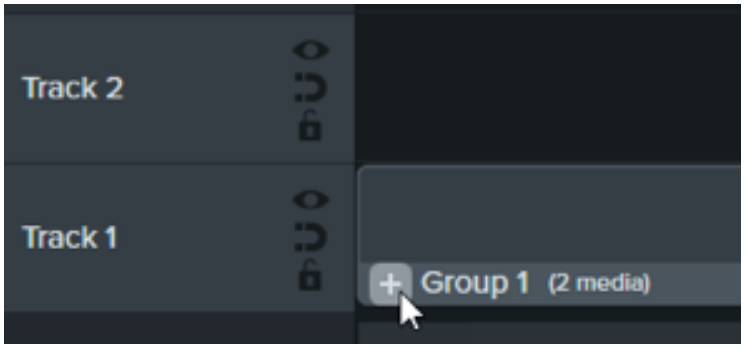
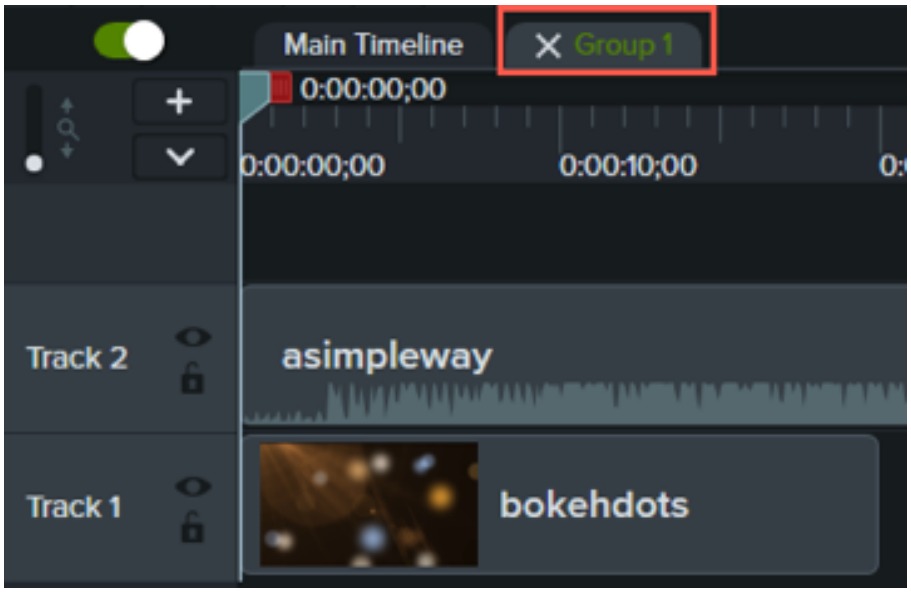
- Groups can contain an unlimited number of media, annotations, enhancements, or tracks.
- Groups can be nested in other groups for further organization.
- Spaces are maintained between media in groups on magnetic tracks.

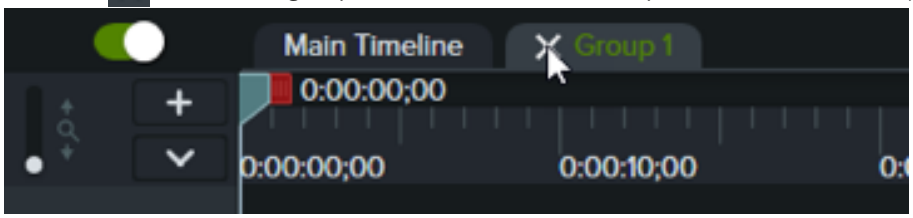
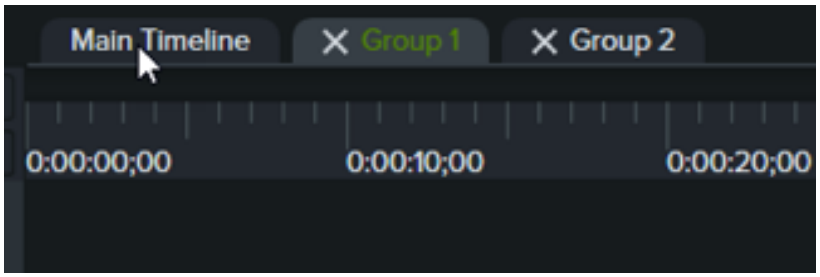
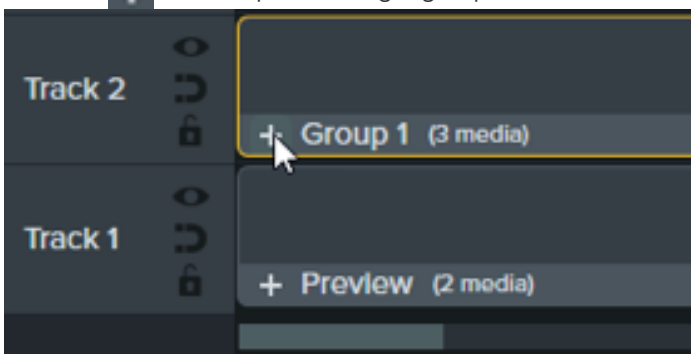
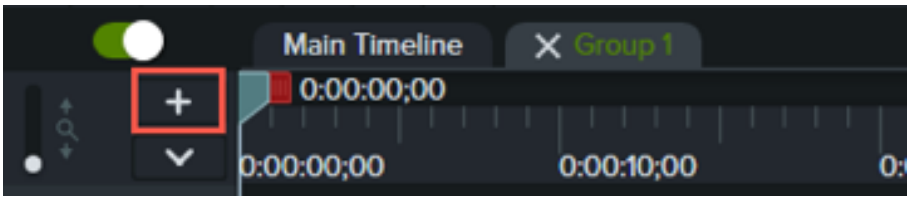
Create a Group

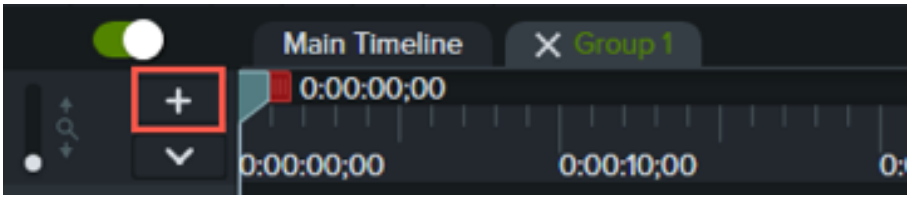
1. Hold **Shift+click** to select media on the timeline to add to the group.
2. Right-click (Windows) or Control+click (Mac) the selection and select **Group**, or press **Ctrl+G** (Windows) or **Command+G** (Mac).

Edit a Group

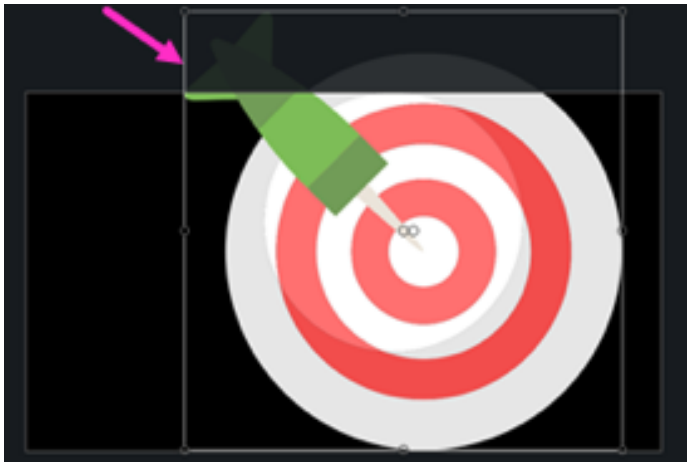
> Some groups in the default Camtasia library and on the TechSmith Assets for Camtasia website have editable properties such as title, subtitle, or shapes. See Discover the Properties Panel.

Option	Steps
Open Group Expand a group on the timeline to view and edit media individually.	Click the + icon on the group on the timeline or click a group on the canvas and press **Ctrl+Shift+G** (Windows).  Media within the group appear on separate tracks. The group name displays in a tab above the timeline. 

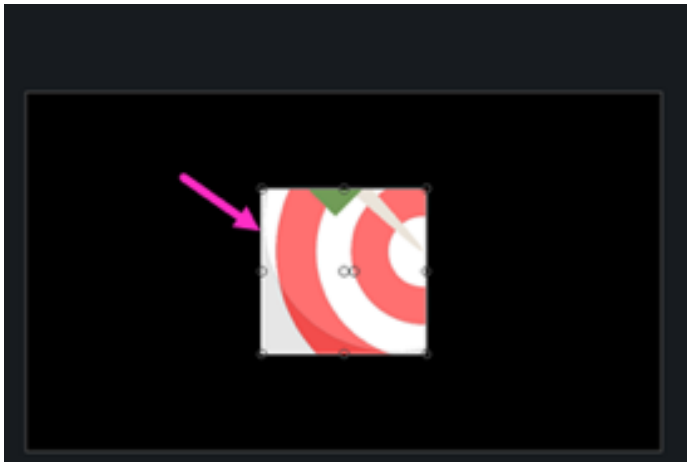
Close Group Collapse items within a group to a single track.	Click the ✕ icon on the group tab above the timeline or press **Control+Shift+U** (Windows).  The group displays on a single track on the timeline.
Navigate Between Groups and Timeline	Click a tab to navigate between open groups or the main timeline. Camtasia displays a green tab name for the currently selected tab. 
Add Media to an Existing Group	1. Right-click (Windows) or Control+click (Mac) media on timeline or canvas and select **Cut**. 2. Click the + icon to open the target group.  3. Paste media into the group: ◦ On Windows, right-click the canvas or an empty section of the timeline and select **Paste**. ◦ On Mac, click the **Add a Track** icon. Control+click the empty track and select **Paste Media at Playhead**. 

Remove Media from Group	1. Right-click (Windows) or Control+click (Mac) clip on timeline and select **Cut**. 2. Click the ✕ icon to close the tab. 3. Paste media: ◦ On Windows, right-click the canvas or an empty section of the timeline and select **Paste**. ◦ On Mac, click the **Add a Track** icon. Control+click the empty track and select **Paste Media at Playhead**. 
Rename Group	Double-click group tab on timeline and type new group name.
Ungroup Media	Right-click (Windows) or Control+click (Mac) group on the timeline and select **Ungroup**.
Edit Group Properties	Select a group on the timeline or canvas and click the **Properties** button. The Properties panel displays a list of editable group properties (also known as Quick Properties). See Create Custom Assets.
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.
Resize Group Area 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.	Right-click (Windows) or Control+click (Mac) a group on the timeline and select **Resize Group**. Select one of the following options: • **Canvas Size:** 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.

- **Visible Size:** The group area includes all items without cropping. This is useful to zoom out on items that extend beyond the canvas.

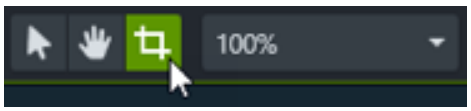


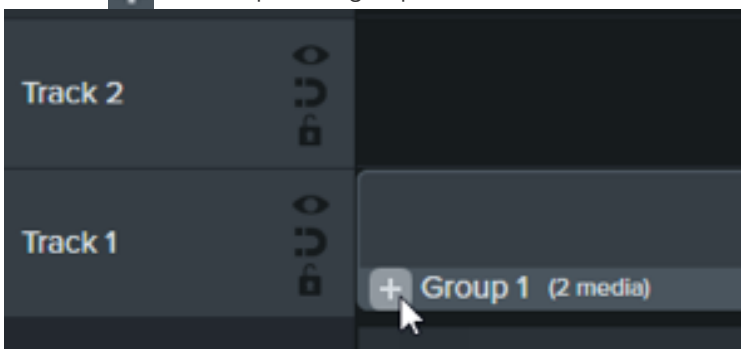
- **Custom Size:** Enter a custom height and width in pixels and click **Resize**. This is useful to restrict media from displaying beyond an area of specific size.

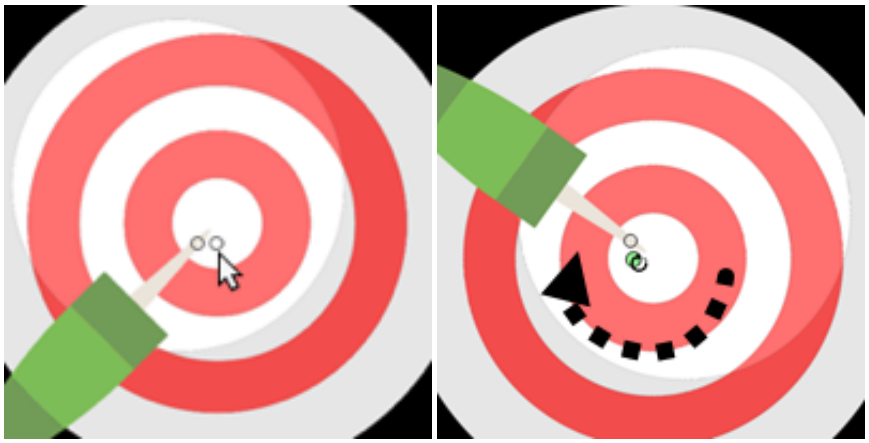


Crop Group on the Canvas

1. Click to select a group on the timeline or canvas.
2. Click the **Crop** button.



	3. Drag the handles on the canvas to the desired size.
Move Group	Click and drag to move a group: • On the timeline to a different time in the video. • On the canvas to a different location on the screen in the video.
Add Enhancements Add animations, behaviors, and effects to media groups or individual media in groups.	**To a Group:** Click and drag enhancements onto a group on the timeline. **To Individual Media:** 1. Click the + icon to open the group.  2. Click and drag enhancements onto media in the group on the timeline.
Rotate Group on the Canvas	Select a group on the timeline or canvas and drag the center handle.



Add a Group to the Library

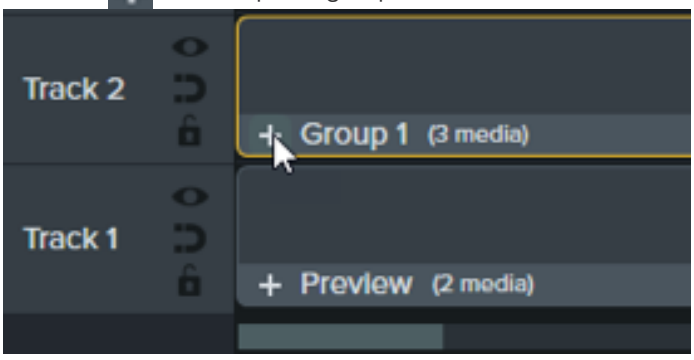
Save media groups to your Library to share or reuse in projects.

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 Media Across Projects (Asset Libraries).
5. Click **OK** (Windows) or **Add** (Mac).

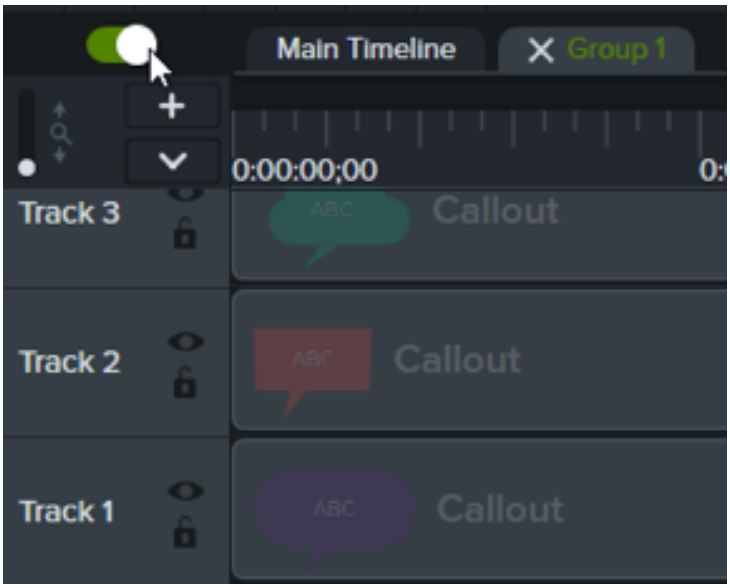
Preview a Group

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.

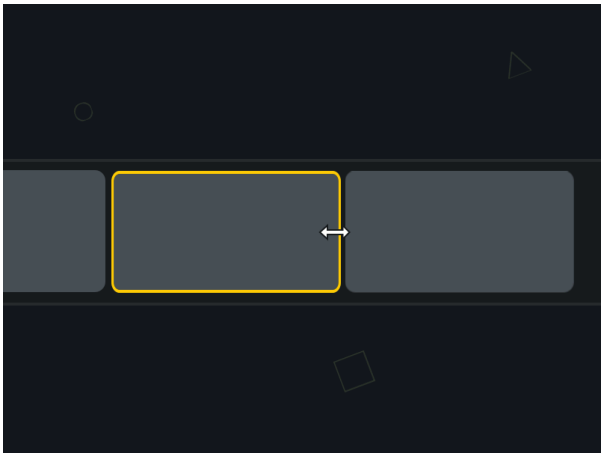
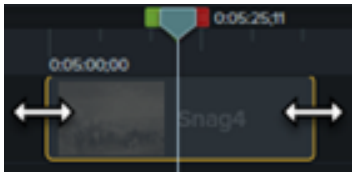
- **Disable Preview Mode:** Only the group is visible on the canvas. The exported video includes all media.

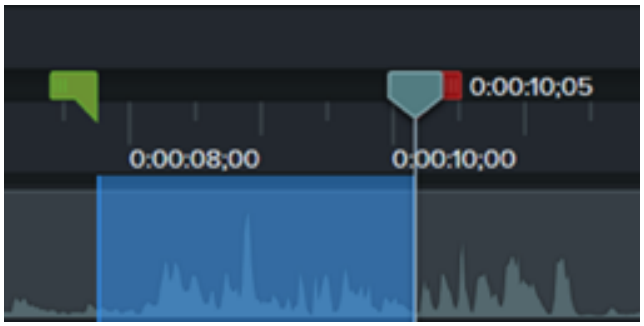
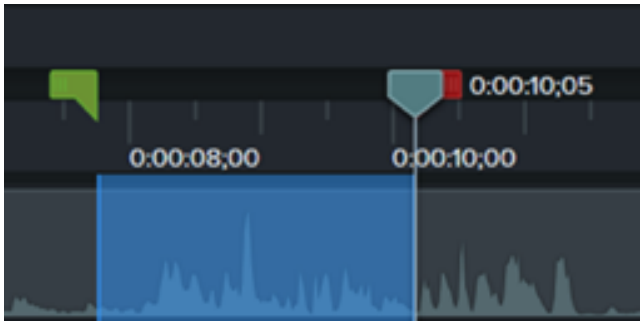
Remove Mistakes (Trim & Split)

Learn how to remove mistakes when screen recordings don't go as planned, and how to split media into multiple clips.

Remove Unwanted Parts

Camtasia offers multiple options to remove unwanted parts of media.

Option	Steps
Trim (Mark-in or Mark-out a Clip) 	Reduce or extend the start or end of a clip without cuts or splits. 1. Click to select a clip on the timeline (Mac only). 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 cut 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.
Delete Media or Selection	**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.

Rearrange Media or Insert Space

Split media into multiple clips to:

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

Option	Steps
Split 	1. Drag the playhead to the location to split. 2. Click the button or press **S** on the keyboard. All media on the timeline splits into separate clips. To split selected media, click to select media before splitting. Hold **Shift+click** to select multiple media.
Insert Space at a Specific Point (Ripple Split)	Hold the **Shift** key and drag the playhead. Camtasia splits the media across all tracks and moves everything to the right of the playhead.

Editing In-Depth

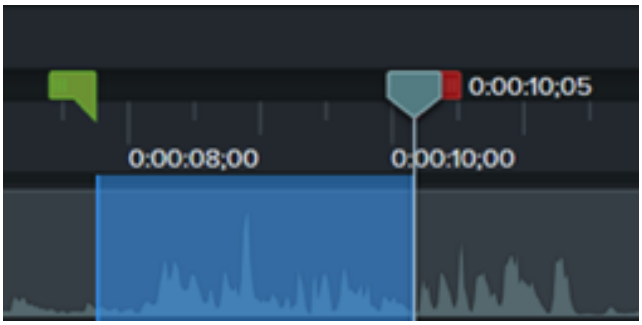
Learn editing techniques to minimize recording again and edit video more efficiently.

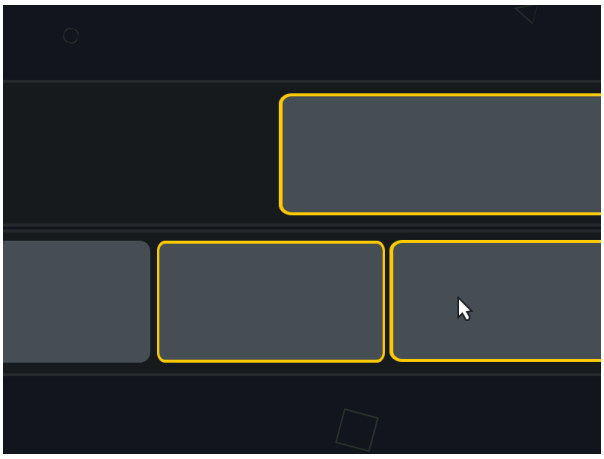
In this tutorial:

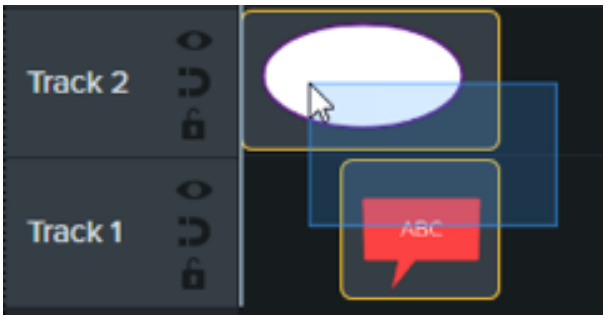
- Make a Selection
- Rearrange Media or Insert Space
- Remove Unwanted Parts
- Extend Media (Freeze Frame)
- Other Editing Tasks

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. **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.



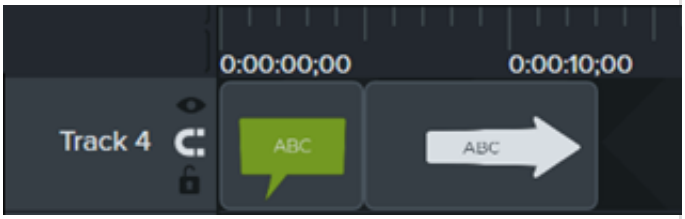


Rearrange Media or Insert Space

Automatically remove all space 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. Any space between media is automatically removed.



Magnetic Track

Insert Media

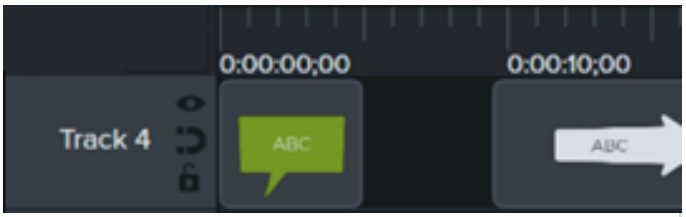
Drag media from the Media Bin or Library onto a track. If you add media between two clips, other media on the track automatically shifts to insert space.

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:

1. Drag the playhead to the location to split.
2. Click to select media to split. **Shift+click** to select multiple media.
3. Click the button or press **S** (Windows) or **Command+T** (Mac) on the keyboard.

To split all media on the timeline, press **Control+Shift+S** (Windows) or **Command+Shift+T** (Mac) on the keyboard.

Insert Space at a Specific Point (Ripple Split)

Hold the **Shift** key and drag the playhead. Camtasia splits the media across all tracks and moves everything to the right of the playhead.

Move Media to Insert Space (Ripple Move)

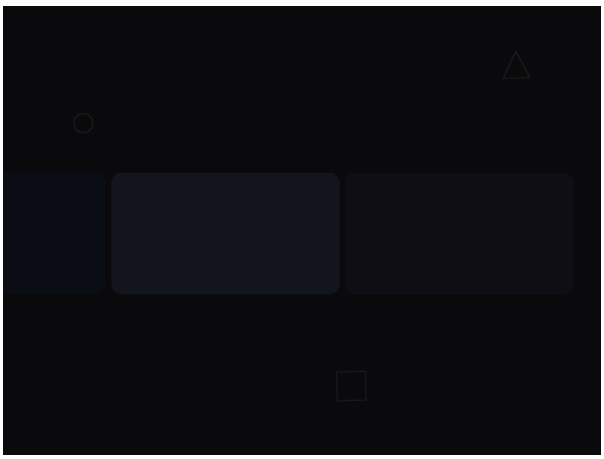
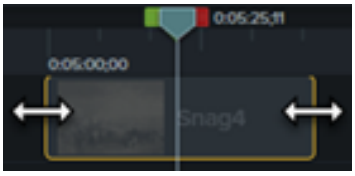
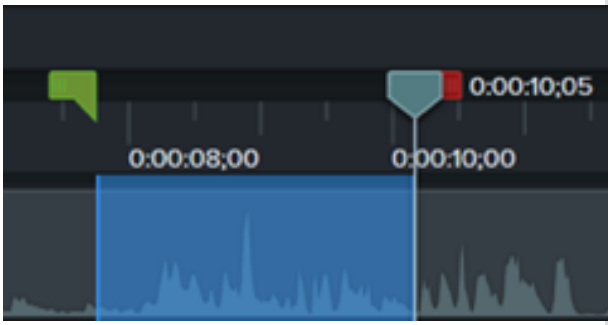
Move Media on One Track:
Hold the **Shift** key and drag the media to a new location on the timeline. Everything to the right of the clip moves with the selection.

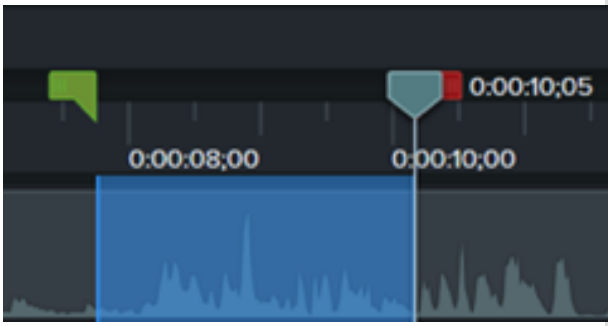
Move Media on Multiple Tracks:

1. **Shift+click** to select the first clip on each track.
2. Hold the **Shift** key and drag the media to a new location on the timeline. Everything to the right of the clip moves with the selection.

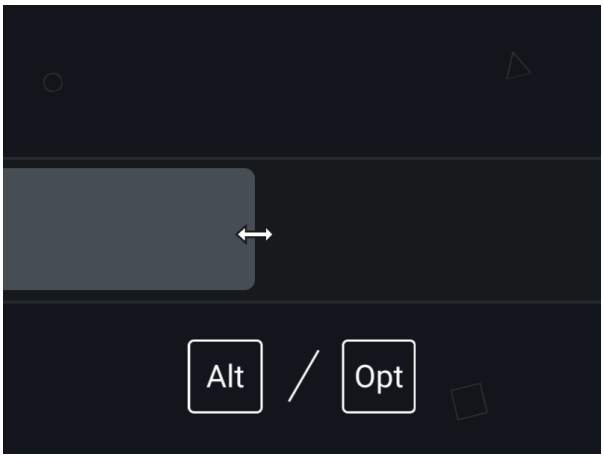
See Ripple Move & Extend Frame or Move Multiple Clips at Once.

Remove Unwanted Parts

Trim (Mark-in or Mark-out a Clip) 	Reduce or extend the start or end of a clip without cuts or splits. 1. Click to select a clip on the timeline (Mac only). 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:** 1. Click to select media or **Shift+click** to select multiple media on the timeline. 2. Click the button. **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.
Delete Media or Selection	**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.

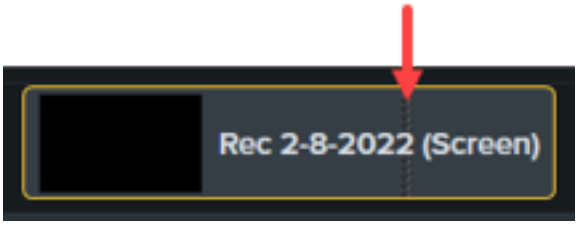
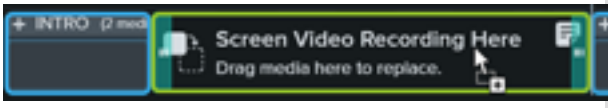
Extend Media (Freeze Frame)

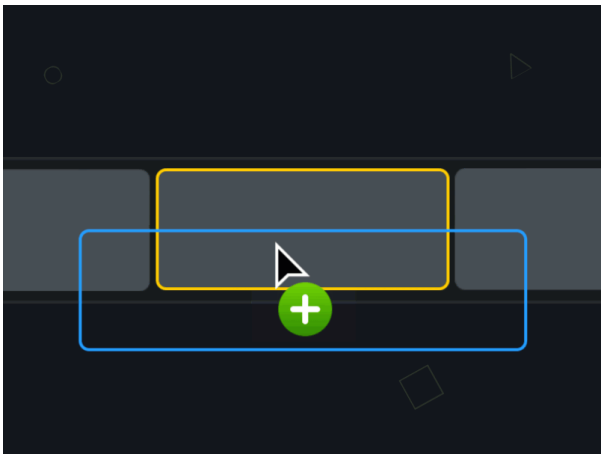
Extend the Frame of a Video Clip  	Extend a frame to lengthen the duration of a video clip to match the audio or voice narration. **Windows:** 1. Drag the playhead to the frame to extend. 2. Click to select the clip on the timeline. 3. Right-click the clip and select **Extend Frame** or press **Shift+E** on the keyboard. 4. The Extend Frame dialog appears. Enter the desired duration of the extended frame.

	5. Click **OK**. You can also extend the frame by holding the **Alt** key while dragging the end of the clip. **Mac:** Hold the **Option** key while dragging the end of the clip.
Add Exported Frame as Image	Add a frame to a new track on the timeline for more flexible editing. 1. Drag the playhead to the desired frame. 2. Right-click (Windows) or Control+click (Mac) the playhead and select **Add Exported Frame**. Camtasia exports the frame as an image to your Media Bin and automatically adds the frame to a new track on the timeline.
Save Video Frame as Image	Save the current frame (on the canvas) as an image file (BMP, GIF, JPG, or PNG). 1. Drag the playhead until the desired frame is displayed on the canvas. 2. Select **Export** > **Export frame as**. 3. The Export Frame As dialog appears. Enter a file name and select a file location. 4. Select a file format from the **Save as type** field. 5. Click **Save**.

Other Editing Tasks

Stitch Media	• Only sections of media created from the original clip can be stitched together. • Media must be next to each other to be stitched. • Media is automatically stitched back together when cut. • Media is NOT stitched and a gap appears on the timeline when deleted.

	To Stitch Media Together: Right-click (Windows) or Control+click (Mac) the location where the two media clips touch and select **Stitch Media**.  To separate media, right-click on the stitch and select **Unstitch** (Windows) or **Unstitch Media** (Mac).
Placeholders	**Convert to Placeholder:** Replace media on timeline with a placeholder. 1. Click to select media on the timeline. 2. Right-click (Windows) or Control+click (Mac) the media and select **Convert to Placeholder**. 3. Edit the placeholder title and optional note in the properties. **Add Placeholder:** Add a media placeholder to create a template or to replace content at a later time. 1. Drag the playhead to the desired location on the timeline. 2. Right-click (Windows) or Control+click (Mac) on the timeline and select **Add Placeholder**. 3. Edit the placeholder title and optional note in the properties. See Build a Video Template to Share.
Replace Media on the Timeline	Quickly replace media on the timeline, while preserving properties, transitions, effects, audio points, and animations. 1. To switch media or placeholders on the timeline, drag new media from the Media Bin or Library onto the media or placeholder on the timeline. When a green outline appears around the media or placeholder, release your mouse button. 



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

Add Markers & Video Table of Contents

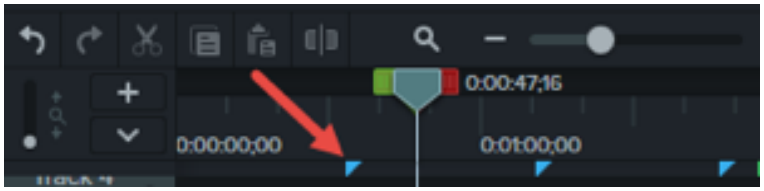
Add markers to indicate points on the timeline or to create an interactive table of contents for navigation for your viewers.

In this tutorial:

- Working with Markers
- Create a Video Table of Contents
- Export Video with Table of Contents

Working with Markers

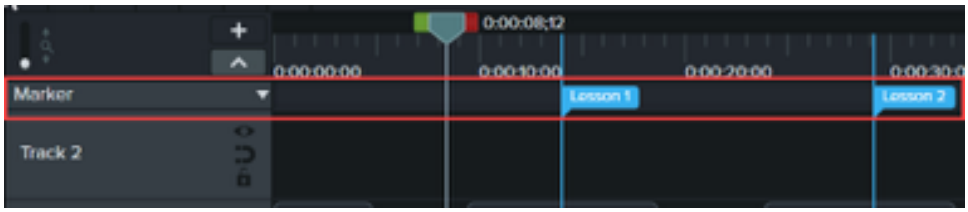
Markers indicate points on the timeline or within media.

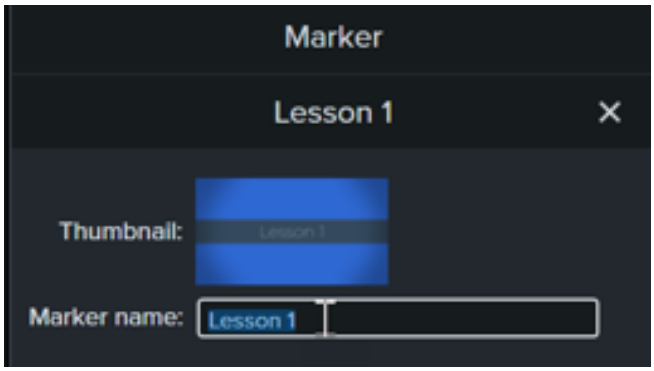
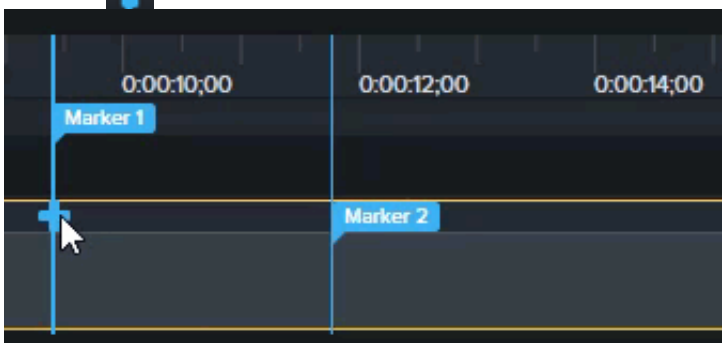
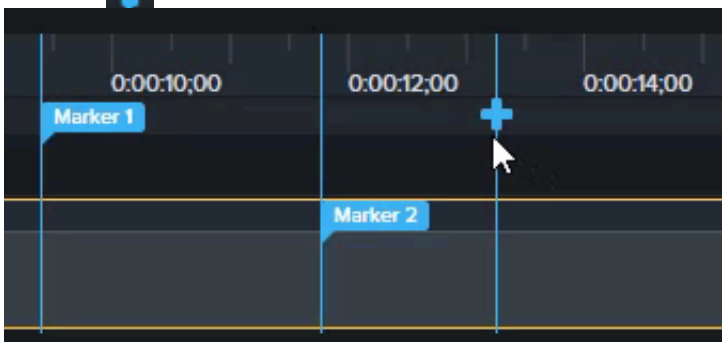


Use markers to:

- Add interactive table of contents to your video to create navigation points for your viewers. See Create a 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.

Option	Description
Add a marker while recording	Press **Ctrl+M** (Windows) or **Shift+Ctrl+Option+Command+M** (Mac) while recording.
Add a timeline marker	Timeline markers always maintain their original location on the timeline and are not impacted by timeline edits. 1. Drag the playhead to the desired location on the timeline. 2. Press **Shift+M**.
	Media markers are attached to the media. If you move the media on the timeline, the marker moves with the media. 1. Press **Ctrl+M** to open the marker view.

Add a media marker	2. Click the plus icon on the media.
Show / hide marker view	When the Marker view is shown, Camtasia displays the Marker track and the marker names on the timeline. Show the Marker view to edit markers.  Press Ctrl+M.
Next marker	Ctrl+]
Previous marker	Ctrl+[
Timeline select to previous marker	Press **Ctrl+Shift+[** to make a timeline selection between the playhead and the previous marker.
Timeline select to next marker	Press **Ctrl+Shift+]** to make a timeline selection between the playhead and the next marker.
Change marker name	**Note:** If you include a table of contents when you export a video, the marker names appear as the table of contents entries within the video. 1. Click to select marker. 2. Enter new name in **Properties**.

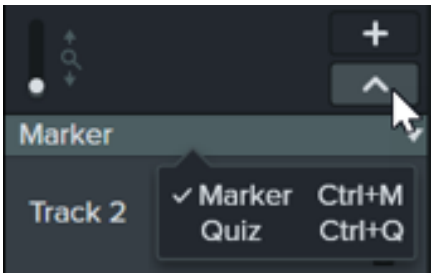
	 3. Press **Enter**.
Turn a timeline marker into a media marker	1. Press **Ctrl+M** to show the marker view. 2. Hover over the media to display the icon. 3. Click the icon where the vertical marker line crosses the media. 
Turn a media marker into a timeline marker	1. Press **Ctrl+M** to show the marker view. 2. Hover over the Marker track to display the icon. 3. Click the icon where the vertical marker line crosses the media. 
Move the location of a marker	Click and drag the marker to the desired position.
Delete a marker	1. Click to select a marker.

	2. Press **Delete**.
Delete all markers	Select **Modify** > **Markers** > **Remove all Markers**.

Create a Video Table of Contents

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 and select Marker or press **Ctrl+M**.



2. Drag the playhead to the desired location on the timeline. To add a marker, click the Marker track or press **Shift+M** to add a timeline marker.
3. Enter a name in the Properties panel and press **Enter**.

Export Video with Table of Contents

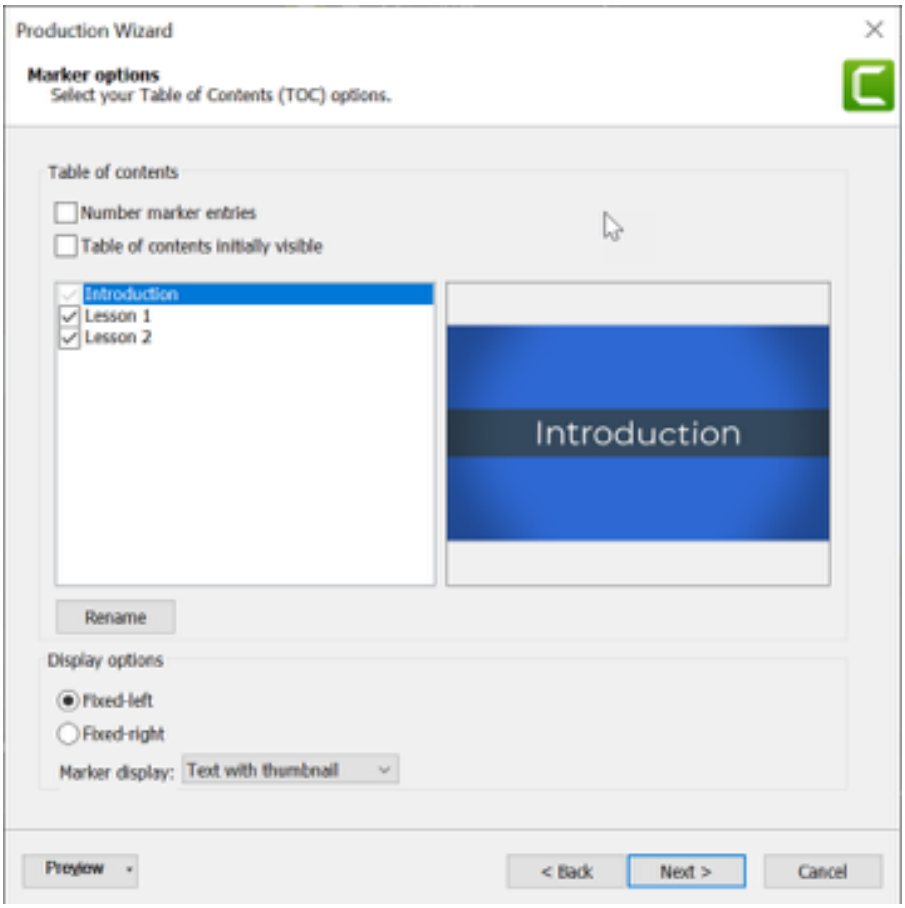
> **Note:** The TechSmith Smart Player is required for table of contents, closed captions, search, quizzing, and hotspots in a video. To include the TechSmith Smart Player, export the video to Legacy Local File (Windows), Local File (Mac), Knowmia, or Screencast.

Windows

Export to one of the following locations:

- **Knowmia:** Select **Export** > **Knowmia**.
- **Screencast:** Select **Export** > **Screencast**.
- **Local MP4 file with Smart Player:**
    1. Select **Export** > **Legacy Local File**.
    2. In the Production Wizard, select **Custom production settings** and click **Next**.
    3. Select **MP4 – Smart Player** and click **Next**.
    4. On the **Options** tab, enable the **Table of Contents** option and click **Next**.
    5. Click **Next** to view Marker options.
    6. Select the desired Marker options.
    7. Follow the prompts in the Production Wizard to complete the export process. The table of contents appears in the html files exported with the MP4.

Marker Options



Marker Option	Description
Number marker entries	Automatically number the table of contents markers sequentially in the exported video table of contents.
Table of contents initially visible	Select the checkbox to show the table of contents by default. If you disable this option, viewers must click the **Table of Contents** button on the video controller to view the TC
Disable markers for TOC entries	Deselect a marker checkbox to exclude the marker in the video table of contents.
Rename	Double-click the marker name in the list and type a new name.

Fixed Left	Select to position the table of contents on the left side of the video.
Fixed Right	Select to position the table of contents on the right side of the video.
Marker Display	• **Text with thumbnail:** Table of contents shows both the thumbnail and the marker name. • **Text only:** Table of contents shows only the marker name. • **Thumbnail only:** Table of contents shows only the thumbnail.

Mac

1. Export video to one of the following locations:
    - **Knowmia:** Select **Export** > **TechSmith Knowmia**.
    - **Screencast.com:** Select **Export** > **Screencast.com**.
    - **Local MP4 file with Smart Player:** Select **Export** > **Local File** > **Export to MP4 (.mp4)**.
2. To include a table of contents, select the following options:
    - **For Screencast.com:** Sign in and enable the **Create table of contents from markers** option.
    - **For Local MP4 with Smart Player:** Enable **Export as Web Page** and **Create table of contents from markers** options.
3. Click **Export**.

To view the video table of contents, viewers must click the **Table of Contents** button on the video controller.

Enhance Your Video Overview

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

In this tutorial:

- Video Enhancement Types
- Add an Enhancement
- Edit Enhancements

Video Enhancement Types

Type	Description
Animations	Animations add interesting focal points to your video such as: • A talking head that smoothly transitions or trades places with a screen recording. • An image that enters the video from the left, pauses, then flies off the canvas to the right. • Callouts that animate in various ways on the canvas to draw attention to an area in the video. • Zooming in or out on important parts of your video to draw attention to key actions or enhance difficult to view parts within a video. Add animations to images, video clips, and annotations. To learn more about editing annotations, see Edit Enhancements. • Animations In-Depth • Animate Text & Images with Behaviors • Zoom In to Focus Attention
Annotations and Text	Graphics or text overlaid on a video to draw viewers' attention to important objects or processes. To learn more about editing annotations, see Edit Enhancements. • Add Annotations, Callouts, & Titles • Explore the Canvas • Blur or Mask a Video
Behaviors	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: • Plain text that gently pulsates where you want viewers to click a link.

	• Image or a logo that enters the screen then swings back and forth on a hinge. • Callouts that animate in various ways on the canvas to draw attention to an area in the video. See Animate Text & Images with Behaviors and Add Annotations, Callouts, & Titles.
Cursor Effects	Camtasia Recorder collects and stores cursor data in the TREC recording file. Add cursor effects to enhance or edit the cursor in your recording. • Edit the Cursor with Effects • Quickly Smooth Cursor Movements
Transitions	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.
Visual Effects	Visual effects can improve the look and quality of your video. Apply an effect to an entire clip or adjust the duration to a portion of a clip. • Visual Effects Overview • Add Hotspots (Interactive Videos) • Create Stunning Animations with Media Mattes • Provide Context with Device Frames • Remove a Color (Green Screen) • Speed Up & Slow Down Video Clips
Gesture Effects (Mac only)	Gesture effects add visual effects that simulate taps, swipes, and pinches on mobile devices. See Record iOS Devices.

Add an Enhancement

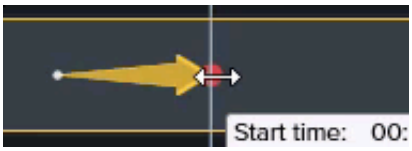
1. Click an enhancement tab, such as the Annotations tab or Behaviors tab.
2. Select an enhancement from the subtabs or dropdowns.
3. Drag the enhancement onto the timeline. For some enhancements, Camtasia highlights where the selection can be applied.
4. To edit the properties, see Discover the Properties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

Tip: Save custom enhancements to reduce editing time.

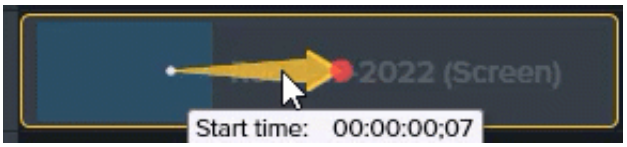
Save custom enhancements as presets or favorites to streamline your workflow. See Customize Camtasia.

Edit Enhancements

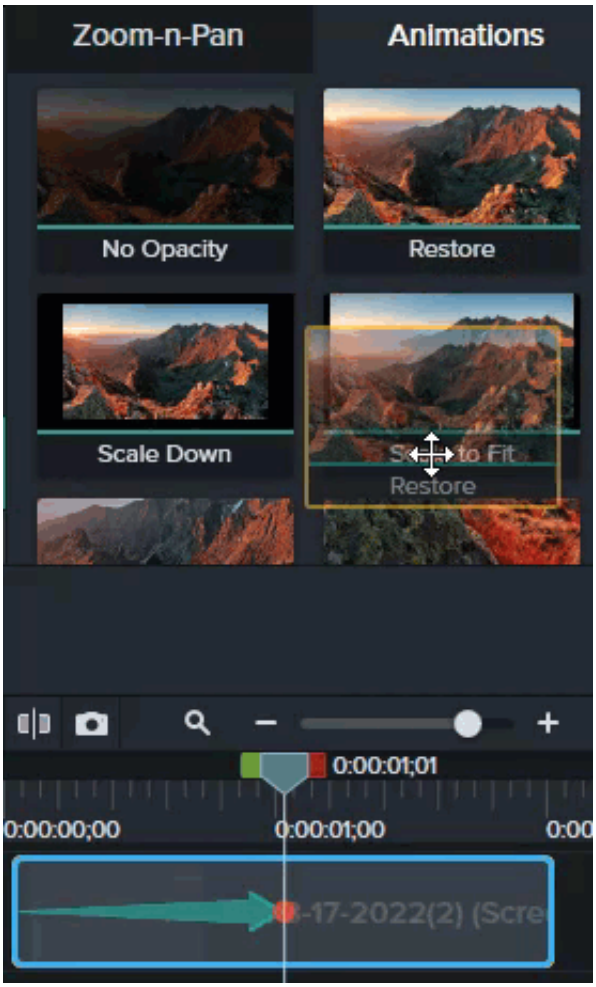
Type	Details
Animations	Click to select the animation arrow to edit. The selected animation arrow turns yellow. • **Change duration:** Drag the end of the animation in either direction.



- **Move:** Click and drag the animation arrow onto another location on the media on the timeline.



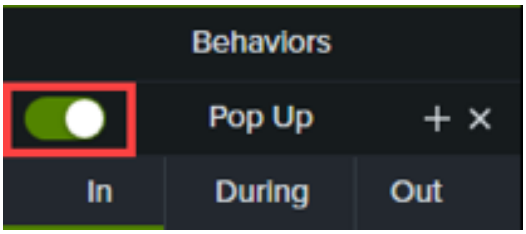
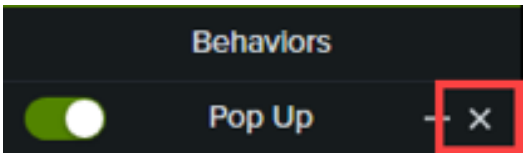
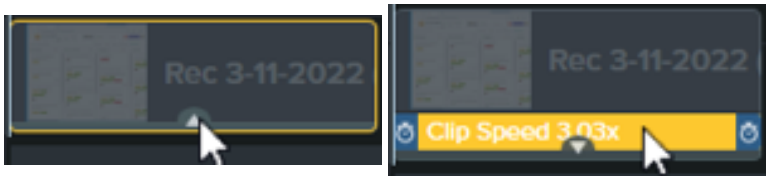
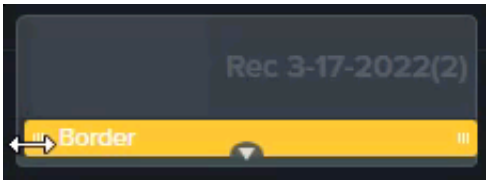
- **Restore:** Drag the **Restore** animation onto a clip after another animation to reverse the previous animation to its previous state.

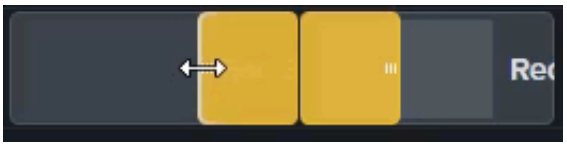


- **Delete:** Press the **Delete** key.

For more editing help, see Animations In-Depth and Zoom In to Focus Attention.

Annotations and Text	Click to select the annotation to edit. • **Edit text:** Double-click the annotation on the canvas and enter the desired text. • **Move:** Click and drag the annotation to new location on the canvas. • **Resize:** Click and drag a handle in any direction.

	• **Rotate:** Click and drag the center handle. • **Delete:** Press the **Delete** key. For more editing help, see Add Annotations, Callouts, & Titles.
Behaviors	Click the Effects tray on the media and click to select the behavior. The selected behavior turns yellow. In the properties panel: • **Turn on/off:** Click the toggle to turn the behavior on or off.  • **Delete:** Click the **X icon** to remove the behavior.  • **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 Animate Text & Images with Behaviors and Add Annotations, Callouts, & Titles.
Cursor Effects, Gesture Effects, and Visual Effects	Click the Effects tray on the media and click to select the effect. The effect turns yellow.  • **Change duration:** Drag the effect handles to adjust when the effect starts and ends during the clip. 

	• **Delete:** Press the **Delete** key to remove the behavior or effect. • **Edit properties:** Adjust the settings in the properties panel. • **Turn on/off:** Click the toggle in the properties panel. For more editing help, see Edit the Cursor with Effects, Record iOS Devices (Mac), and Visual Effects Overview.
Transitions	Click to select the transition on the timeline. The transition turns yellow. • **Change duration:** Drag the transition handles on the timeline to adjust when the transition starts and ends.  • **Edit properties:** Adjust the settings in the properties panel. • **Turn on/off:** Click the toggle in the properties panel. • **Delete:** Press the **Delete** key.

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 Import & Manage Your Media (Media Bin).

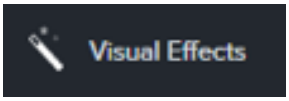
Visual Effects Overview

Apply effects to add visual polish to your videos, engage your viewers, and clarify your communication.

Add a Visual Effect

Apply visual effects to speed up or slow down a video clip, adjust or remove color, add clickable links, and more.

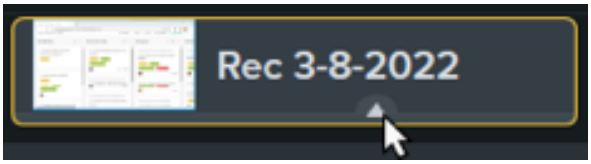
1. Click the **Visual Effects** tab.

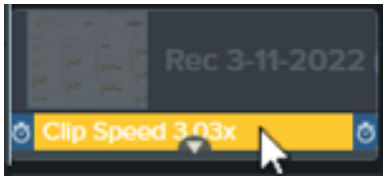


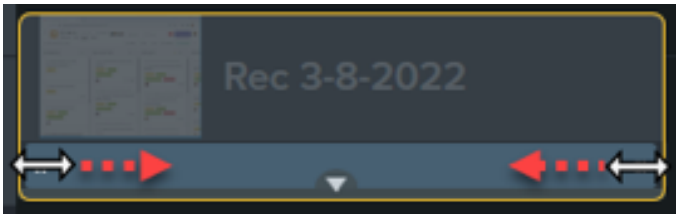
2. Drag an effect onto media on the timeline.

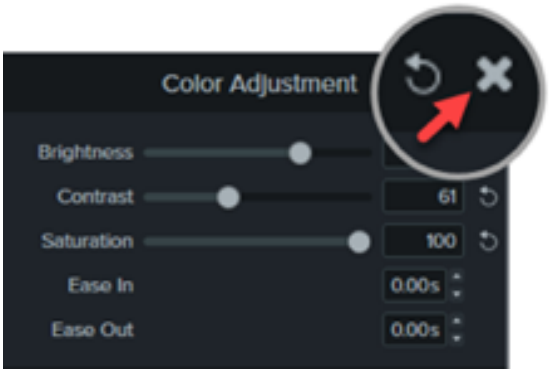
Edit a Visual Effect

Click the **Effects** tray on the media and click to select the effect. The effect turns yellow.





Option	Description
Adjust the Properties	Click the **Properties** button to view and adjust the effect settings in the properties panel.
Turn Off and On	Click the toggle in the properties panel.
Adjust the Duration	Drag the effect handles to adjust when the effect starts and ends during the clip. 
Delete the Effect	Press the **Delete** key or click the **X icon** in the properties panel.

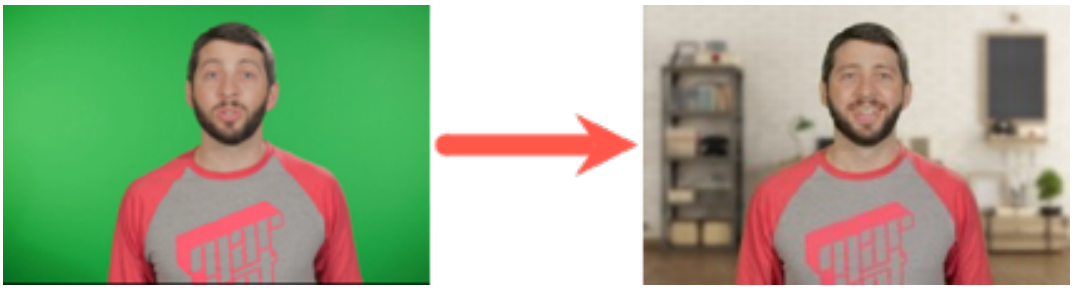


Visual Effect Types

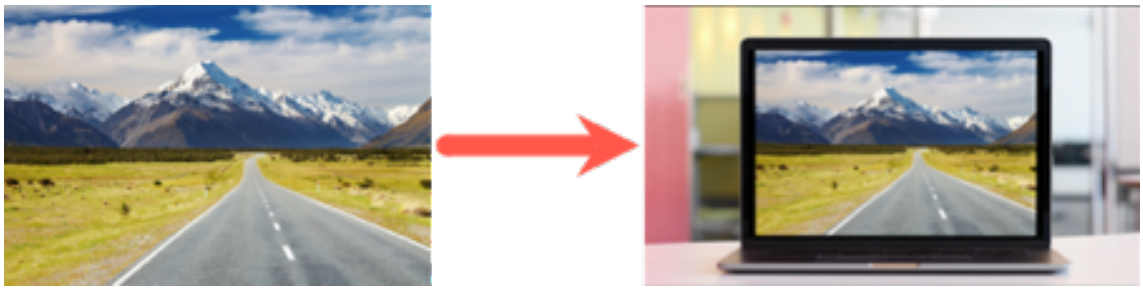
- Color Effects
- Graphic Display Effects
- Motion Effects
- Multi-Track Effects

Color Effects

Effect	Details
Color Adjustment	Adjust the brightness, contrast, and saturation settings of an image or video in the properties panel.
Color LUT	Apply the default Color Lookup Table (LUT) to enhance color contrast, or import Color LUT files to apply othe color grading treatments.

Color Tint	Apply one color to light tones and a second color to dark tones in a video or image.
Colorize	Apply a single color overlay to media.
Glow	Apply a glowing effect to light areas of media.
Remove a Color	Remove a single-color background to substitute a different background image or video.  See Remove a Color (Green Screen).
Sepia (Mac)	Apply a sepia tone to media.

Graphic Display Effects

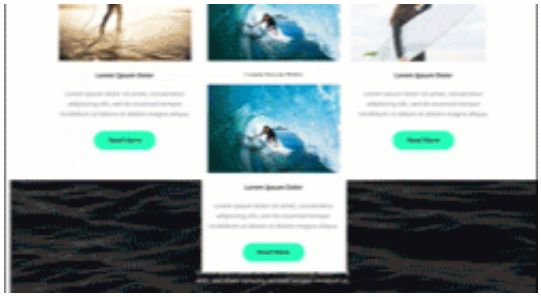
Effect	Details
Border	Add a color border around the media.
Corner Rounding	Round one or more corners.
Device Frame	Display media within the frame of a laptop, mobile device, or computer display.  See Provide Context with Device Frames.

Drop Shadow	Apply a drop shadow to give media a 3D effect on the canvas. Specify the shadow color and angle.
Keystroke (Mac)	Automatically display key combinations pressed during recording that included the Command, Option, or Control modifier key. **Note:** This effect can only be applied to screen recordings captured with Camtasia (TREC files). Tip: On Windows, manually add keystrokes as annotations. Select **Annotations tab > Keystroke Callouts subtab** , and drag a callout onto the timeline. Edit the key combination in the properties panel.
Mask (Mac)	Reveal only an oval or rectangular portion of media, or invert the mask to hide a portion of the media.

Interactive Hotspot	Add a clickable call-to-action to link to a webpage, automatically pause video, or direct users to replay or jump to a different section of your video. See Add Hotspots (Interactive Videos).
Mosaic (Mac)	Pixelates media to create a tiled or mosaic effect.
Outline Edges (Mac)	Automatically apply the effect of a line drawing to a video or image.
	Add a reflection to media that does not take up the entire canvas.

Reflection (Mac)	
Spotlight (Mac)	Create the appearance of a spotlight shining on the media.
Window Spotlight (Mac)	Automatically dim all inactive windows in a screen recording to draw attention to the active window. **Note:** This effect can only be applied to screen recordings captured with Camtasia (TREC files).

Motion Effects

Effect	Details
Clip Speed	Play a video clip faster or slower than its original pace. See Speed Up & Slow Down Video Clips.
Freeze Region (Mac)	Fix one area of a video on the canvas while the remaining area continues to play. 
Motion Blur	Blurs objects that have animation applied to them. **Note:** Motion Blur does not affect movement in video clips.

Multi-Track Effects

Effect	Details
	Choose from dozens of modes to custom blend an image or video with media on the track(s) below.

Blend Mode	
Media Matte	Simplifies adding a track matte or “masking” to display or hide media on the tracks below. See Create Stunning Animations with Media Mattes.

Customize Your Cursor and Path

Learn how to replace or import a cursor, edit a cursor path, or add a new path to your video.

In this tutorial:

- Replace or Import a Cursor
- Edit a Recorded Cursor Path
- Create a New Cursor Path
- Restore the Original Cursor Path

Camtasia allows you to add or edit cursor paths and upload custom cursors to create professional looking videos such as:

- Software or product demos
- Instructional or how-to videos
- Business presentations and recorded slideshows

Cursors are used to tell a story, draw viewers' attention to key parts of the screen, or add polish to a video.

Emphasize a button or link with your cursor, match your voice narration with the on-screen cursor movement, correct a mistake made with the cursor during recording, and much more.

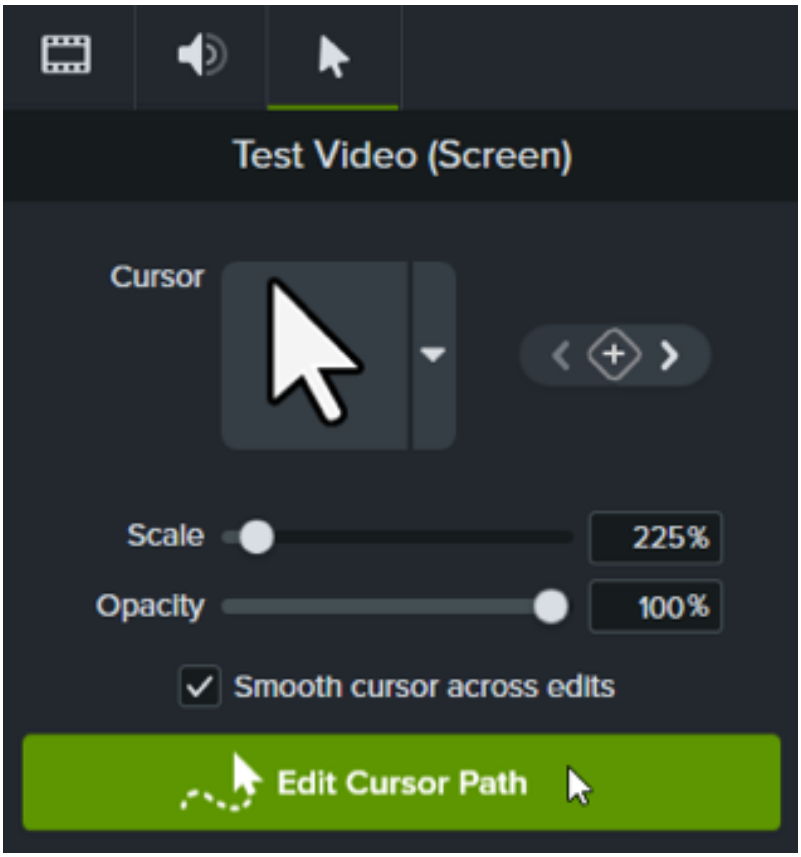
Replace or Import a Cursor

Adjust the cursor size and style, or add a custom cursor to improve your videos and reduce distractions.

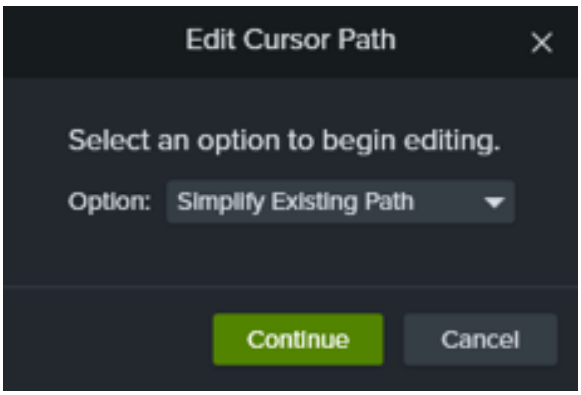
1. Select a Camtasia recording (TREC) on the timeline or canvas.

   > **Note:** You can only edit the cursor path on screen recordings captured with Camtasia (TREC) or after a new cursor path is added. To create a new cursor path in a video or image imported into Camtasia, see Create a New Cursor Path.

2. On the cursor tab in the Properties panel, click the **Edit Cursor Path** button.



3. In the Edit Cursor Path dialog, select **Simplify Existing Path** or **Create New Path** in the dropdown and click **Continue**.



> **Note:** You only need to complete this step the first time that you edit the cursor path.

4. Click to select a point to edit on the timeline.

You can also click the keyframe arrows in the cursor Properties panel to move your selection between cursor keyframes on the timeline.

5. Click the cursor dropdown and select one of the **Replace Cursor Image** options.
    - **Current:** Edit only the cursor at the playhead.
    - **Similar:** Edit all cursors of the same style as the cursor at the playhead.
    - **All:** Edit all cursors on the timeline.
6. To replace the cursor, complete one of the following:
    - Click one of the available cursor images found in the recording.

    - Click the **Recorded Cursors** dropdown and select a different category of available cursors. Then select your desired cursor.
    - Click the + icon to import a new cursor image. Available file types for imported cursors are BMP, JPG, JPEG, PNG, PDF, TIF, and TIFF.

      > **Note:** To select the location of the pointer for the imported cursor, move the crosshairs in the image. Click **Save Cursor Edits** to apply.
7. Click and drag the **Scale** control to adjust the size of the cursor on the canvas.

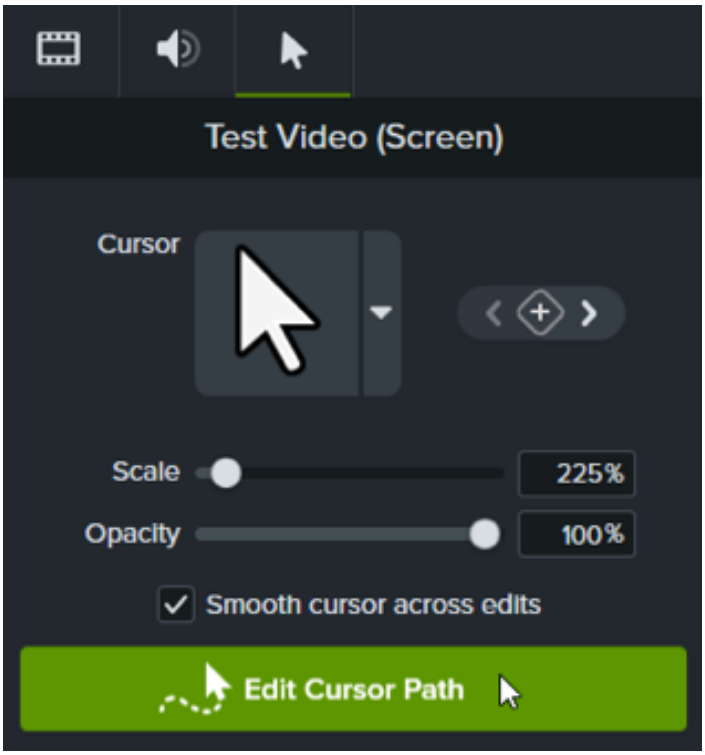
The newly edited cursor is visible during video playback.

Edit a Recorded Cursor Path

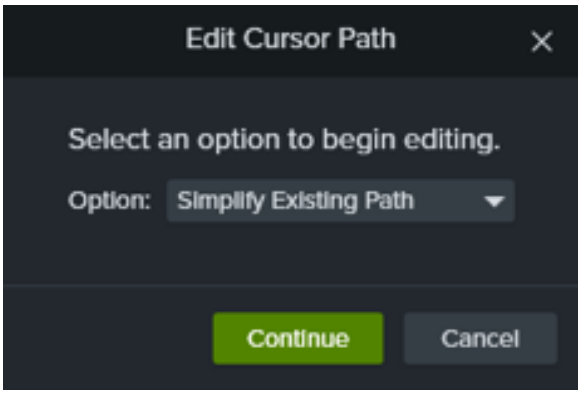
Edit a recorded cursor path to improve your cursor flow from location to location in your video.

1. Select a Camtasia recording (TREC) on the timeline or canvas.

   > **Note:** You can only edit the cursor path on screen recordings captured with Camtasia (TREC) or after a new cursor path is added. To create a new cursor path in a video or image imported into Camtasia, see Create a New Cursor Path.
2. On the cursor tab in the Properties panel, click the **Edit Cursor Path** button.

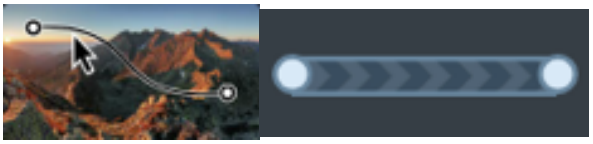


3. In the Edit Cursor Path dialog, select **Simplify Existing Path** or **Create New Path** in the dropdown and click **Continue**.



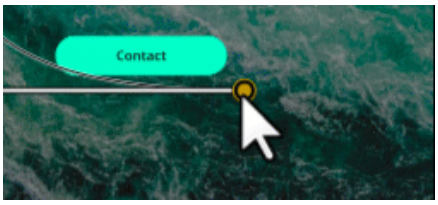
> **Note:** You only need to complete this step the first time that you edit the cursor path.

4. The cursor path and points appear on the canvas and timeline.

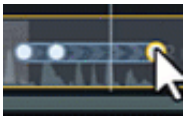


Click to select a point to edit, then complete any of the following options:

- Right-click a point on the timeline and select **Delete** to remove that point.
- Click and drag a point on the canvas to adjust where the cursor moves in the recording.



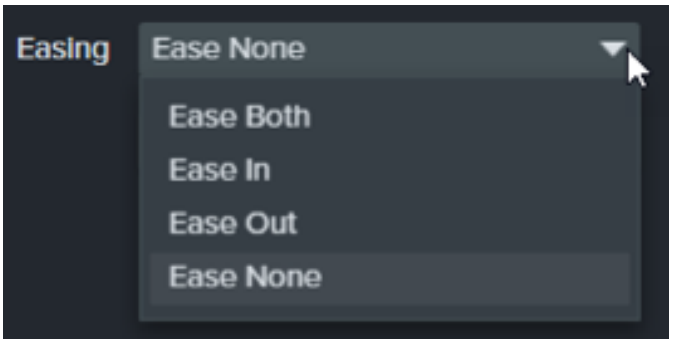
- Click and drag a point on the timeline to extend or reduce the duration of the cursor movement to that point. To extend the duration, drag the point to the right. To reduce the duration, drag the point to the left.



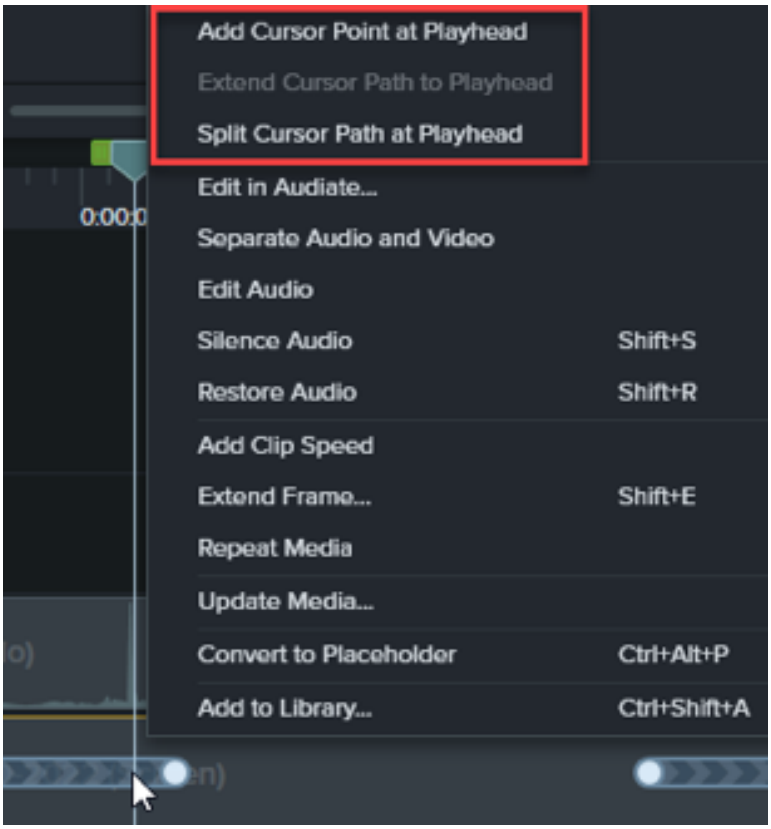
- Select a **Line Type** in the Properties panel to set straight or curved cursor movements in and out of the point.

> **Note:** After selecting a line type, click and drag the handle of the point on the canvas to manually adjust the curve of the cursor movement if desired.

- Select an option from the **Easing** dropdown to set the cursor speed as it passes through the selected point for a more natural look.



5. Click and drag the playhead on the timeline to the location to edit. Right-click the playhead line, then select one of the following options to edit the cursor path:



- **Add Cursor Point at Playhead**: Adds another point to the path to allow for more detailed control over the cursor movement and look.
- **Split Cursor Path at Playhead**: Adds a new path segment and two new points to the timeline. This is useful if you want the cursor to pause at a location before continuing on its path.
- **Extend Cursor Path to Playhead:** Extends the path duration to the selected location and adds two new cursor points on the timeline.

> **Note:** The **Extend Cursor Path to Playhead** menu option is only available if the playhead is on a cursor keyframe and there is no timeline cursor path in that location.

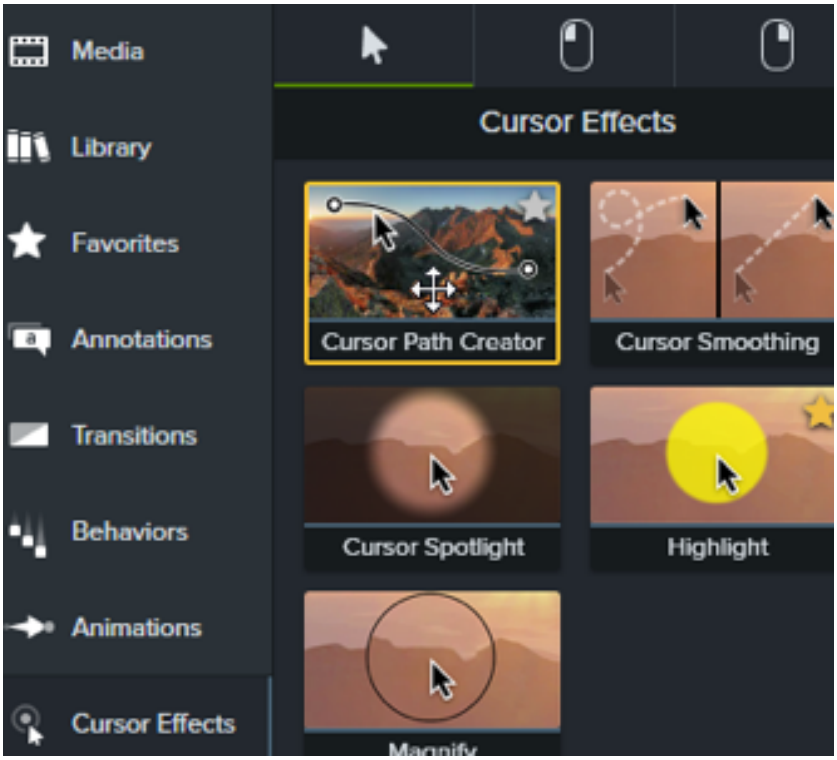
6. If you have split cursor paths after editing, click the **Smooth cursor across edits** checkbox in the Properties panel to improve the cursor flow.
7. Click and drag the **Scale** control to adjust the size of the cursor on the canvas.
8. Click **Finish Editing** to exit cursor path editing.

Create a New Cursor Path

Add a cursor to images or videos in Camtasia.

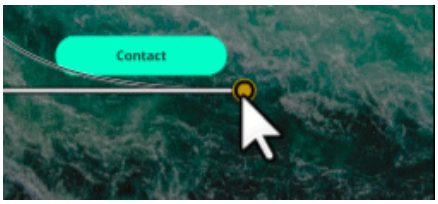
Note: You cannot add the **Cursor Path Creator** effect to media recorded with Camtasia. To edit a cursor path in a Camtasia recording (TREC), see Edit a Recorded Cursor Path.

1. Drag the **Cursor Path Creator** effect from the Cursor Effects or Visual Effects tab on to an image or video on the canvas or timeline.

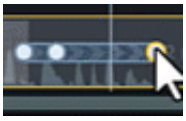


2. The cursor path and points appear on the canvas and timeline. Click to select a point to edit, then complete any of the following options:

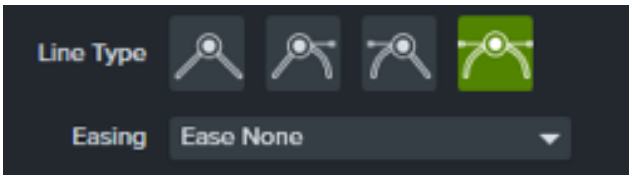
   - Right-click a point on the timeline and select **Delete** to remove that point.
   - Click and drag a point on the canvas to adjust where the cursor moves in the recording.



   - Click and drag a point on the timeline to extend or reduce the duration of the cursor movement to that point. To extend the duration, drag the point to the right. To reduce the duration, drag the point to the left.

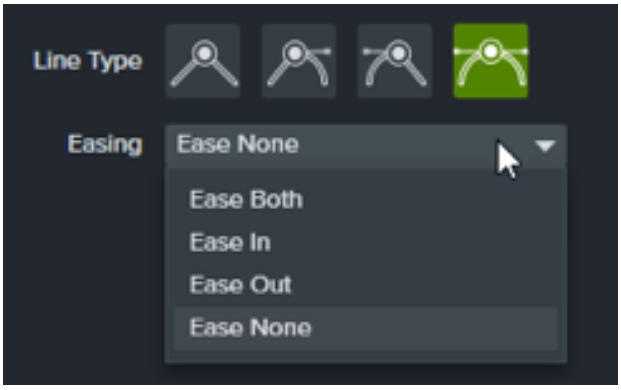


   - Select a **Line Type** in the Properties panel to set straight or curved cursor movements in and out of the point.

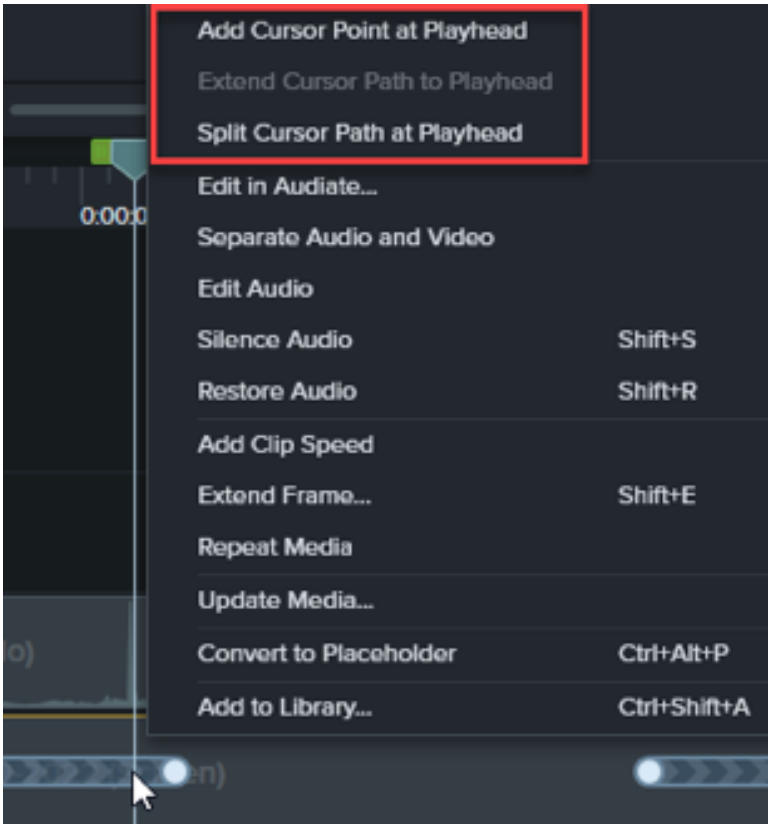


> **Note:** After selecting a line type, click and drag the handle of the point on the canvas to manually adjust the curve of the cursor movement if desired.

- Select an option from the **Easing** dropdown to set the cursor speed as it passes through the selected point for a more natural look.



3. Click and drag the playhead on the timeline to the location to edit. Right-click the playhead line, then select one of the following options to edit the cursor path:



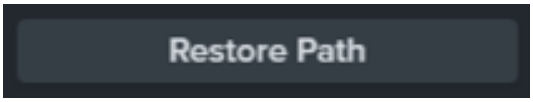
- **Add Cursor Point at Playhead**: Adds another point to the cursor path to allow for more detailed control over the cursor movement and easing of the cursor path.
- **Split Cursor Path at Playhead**: Adds a new path segment and two new cursor points to the timeline. This is useful if you want the cursor to pause at a location before continuing on it's path.
- **Extend Cursor Path to Playhead:** Extends the path duration to the selected location and adds two new cursor points on the timeline.

> **Note:** The **Extend Cursor Path to Playhead** is only available if the playhead is on a cursor keyframe and there is no timeline cursor path in that location.

4. If you have split cursor paths after editing, click the **Smooth cursor across edits** checkbox in the Properties panel to improve the cursor flow.
5. Click and drag the **Scale** control to adjust the size of the cursor on the canvas.
6. Click **Finish Editing** to exit cursor path editing.

Restore the Original Cursor Path

To restore the original cursor path, click **Restore Path** in the Properties panel.



Quickly Smooth Cursor Movements

The Cursor Smoothing effect transforms cursor movements in screen recordings to smooth lines.

> **Note:** The Cursor Smoothing effect can only be applied to screen recordings captured with Camtasia. Once the recording clip is on the timeline, the effect may be applied.

Add Cursor Smoothing Effect

1. Select the **Cursor Effects** tab.
2. Drag the **Cursor Smoothing** effect to the desired clip on the timeline.
3. Edit settings in the Properties panel. See Edit Cursor Smoothing Properties.

Edit Cursor Smoothing Length and Timing

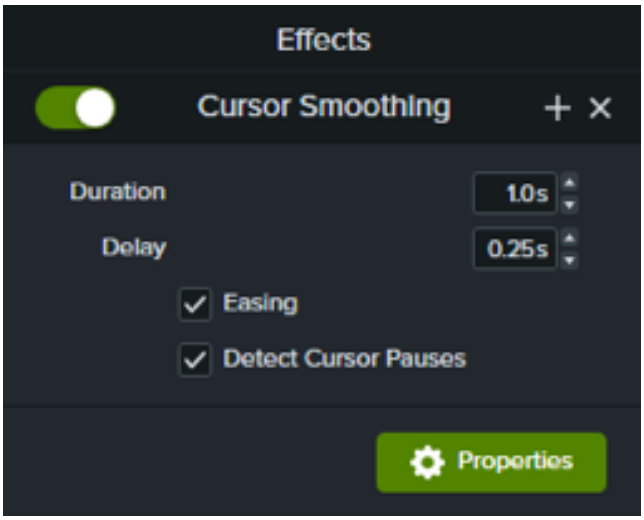
1. With the Cursor Smoothing effect applied, click the **Show Effects** tray icon on the media.

2. Click and drag the right or left edge of the effect to adjust the length.
3. Click and drag to reposition the effect in the clip.

> Tip: Smooth the cursor at multiple points in the clip.
>
> To apply the effect to multiple sections of the same clip, click and drag the effect to the clip again. Then adjust the length and position.

Edit Cursor Smoothing Properties

Customize the settings for the Cursor Smoothing effect in the Properties panel.



- **Duration**: The amount of time it takes the cursor to move from one point to the next.
- **Delay**: The amount of time the cursor pauses before and after each click.
- **Easing**: Slows the cursor down as it approaches an endpoint and gradually accelerates the cursor as it leaves. Easing gives the cursor a natural looking motion.
- **Detect Cursor Pauses**: If enabled, Camtasia will recognize when the cursor is stationary for one second or longer and display the pause in the cursor path. When disabled, only clicks will be registered as points on the cursor path.

Edit the Cursor with Effects

Learn how to add cursor effects to enhance the cursor in your recording or hide it from view.

In this tutorial:

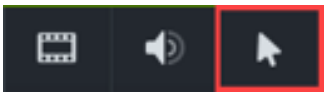
- Edit Cursor Properties
- Add and Edit Cursor Effects
- Hide the Cursor

> **Note:** It is only possible to edit cursor properties, add effects, and hide the cursor for screen recordings captured with Camtasia, also known as TREC files.

Edit Cursor Properties

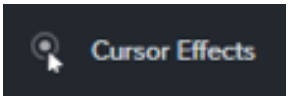
Adjust the size and opacity of the cursor.

1. Drag a Camtasia screen recording onto the timeline.
2. Click the **Properties** button to view the properties panel.

3. Select the **Cursor** tab.
   
4. Customize the cursor settings:
   - **Scale:** Drag the slider or enter a percentage value to enlarge or reduce the cursor size. The default is 225%.
   - **Opacity:** Drag the slider or enter a percentage value to increase or reduce the cursor transparency.

Add and Edit Cursor Effects

Add a cursor effect to improve visibility and focus for all or part of a screen recording.

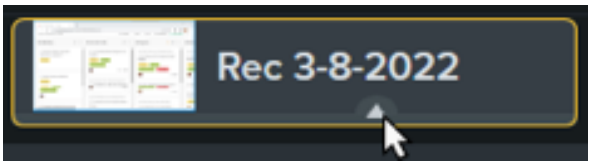
1. Drag a Camtasia screen recording onto the timeline.
2. Click the **Cursor Effects** tab.
   

3. Drag an effect onto media on the timeline.

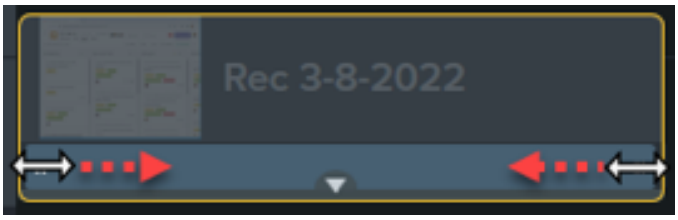
4. Edit the applied effect as desired:

    - Adjust the duration to enhance the cursor for only a portion of the clip:

        1. Click the arrow on the bottom of the clip to open the Effects tray.

        2. Drag the effect handles to adjust when the effect starts and ends during the clip.

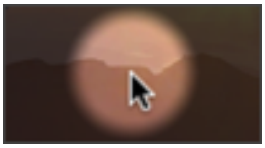
        

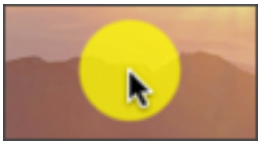
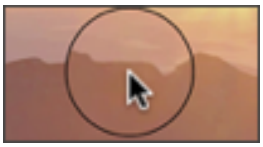
    - Edit the cursor effect properties:

        1. Click the **Properties** button to view the properties panel.
        2. Select the **Cursor** tab.

        3. Customize the settings.

> **Note:** To remove a cursor effect, open the Effects tray on the media on the timeline, click to select the effect, and press the **Delete** key.

Effect	Description and Properties
Cursor Smoothing	Transforms distracting cursor movements into smooth lines. See Quickly Smooth Cursor Movements.
Cursor Spotlight 	Draws attention to the cursor by dimming and blurring the rest of the screen area. • **Color:** Color applied to dim the screen outside of the spotlight area. • **Size:** Size of the spotlight area. • **Softness:** Blur around the edge of the the spotlight area. • **Saturation:** Color intensity of the screen recording outside of the spotlight area. • **Opacity:** Transparency of the dimming color outside of the spotlight area.

	• **Blur**: Clarity of the screen recording outside of the spotlight area. • **Ease In:** Animates the start of the effect as a smooth transition. • **Ease Out:** Animates the end of the effect as a smooth transition.
Highlight 	Adds a circle of color to help the viewer identify and follow the cursor. • **Color:** Color of the highlight around the cursor. • **Opacity:** Transparency of the highlight color. • **Size:** Size of the highlight area. • **Softness:** Blur around the edge of the highlight area. • **Ease In:** Animates the start of the effect as a smooth transition. • **Ease Out:** Animates the end of the effect as a smooth transition.
Magnify 	Enlarges the cursor area to show detail. • **Size:** Size of the magnified area around the cursor. • **Zoom:** Level of magnification. • **Shadow:** Width and blurring of the magnification border. • **Softness:** Blurring of the screen recording at the edge of the magnified area. • **Ease In:** Animates the start of the effect as a smooth transition. • **Ease Out:** Animates the end of the effect as a smooth transition.

Hide the Cursor

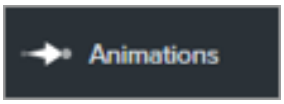
You can hide the cursor on any Camtasia screen recording (TREC file) added to the timeline.

To hide the cursor for an entire clip:

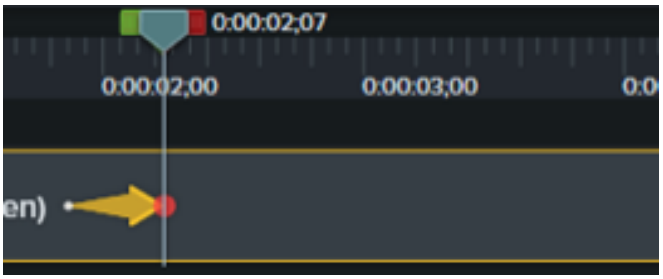
1. Click to select a TREC recording on the timeline.
2. Click the **Properties** button.
3. Click the **Cursor** tab and set the **Opacity** to 0%.

To hide the cursor for a duration of a clip:

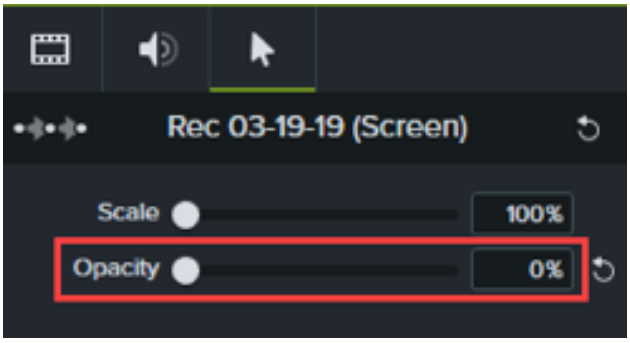
1. Select **Animations tab** > **Animations subtab**.



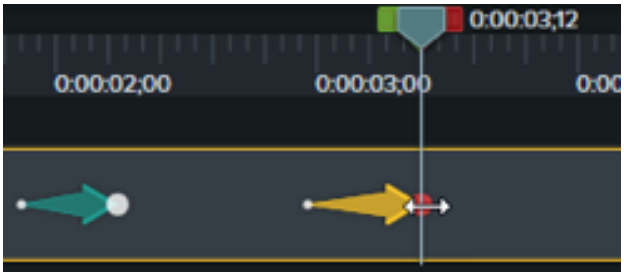
2. Drag the **Custom** animation onto the TREC on the timeline.
3. Drag the animation arrow to the location to start hiding the cursor.



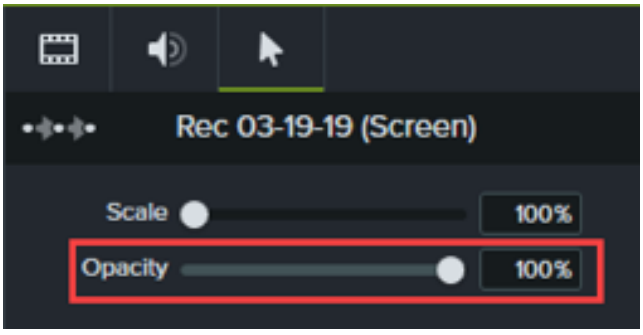
4. In the properties, click the **Cursor** tab and set the **Opacity** to 0%.



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%.



Provide Context with Device Frames

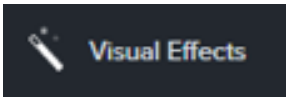
Add a device frame around an image or video clip to provide context and a professional look to your video.

Device frames are great for:

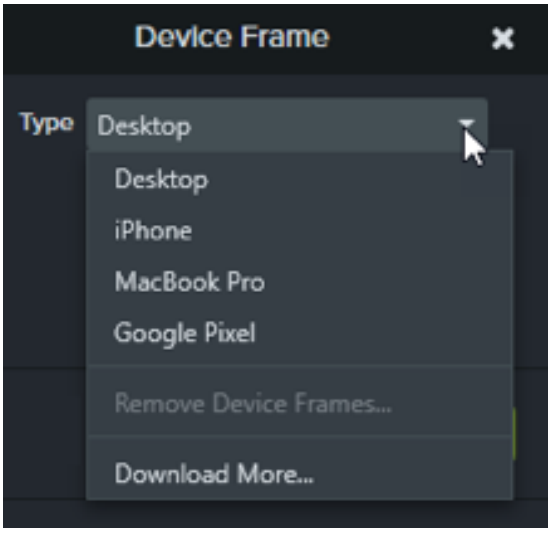
- Introducing a scene such as a mobile or desktop demo.
- Showing your company's website within a product marketing video.

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.

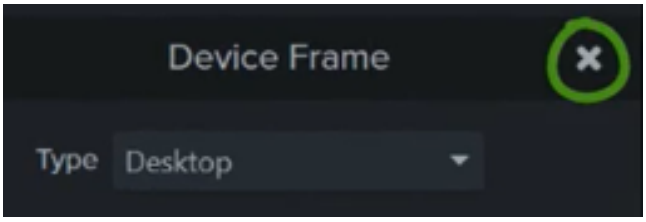
   

5. Device frames fit media with a 16:9 aspect ratio and will fill standard video dimensions such as 1080p and 720p. If a device frame doesn't fill the entire canvas. Click and drag the edges of the clip until it snaps to the borders on the canvas.

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

Remove a Device Frame

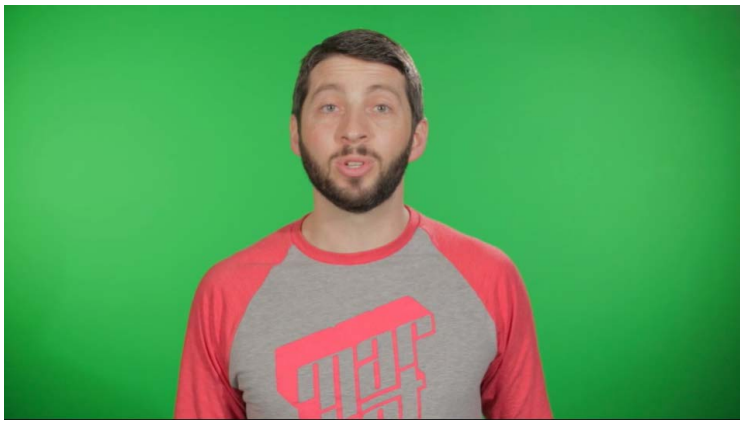
In the properties, click the X icon.



Remove A Color (Green Screen)

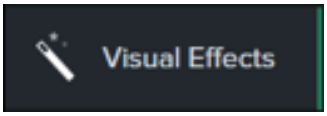
Learn how to remove a single-color background from a video with the Remove a Color effect.

Record your subject in front of a single color backdrop, add the Remove a Color effect, and then replace the background with other media. This is also known as green screen or chromakey.

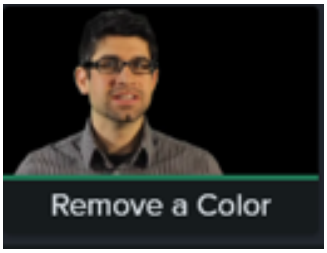


> **Note:** Download our sample green screen video to practice applying this effect. Click the options button in the bottom-right corner of the sample video and select **Download**.

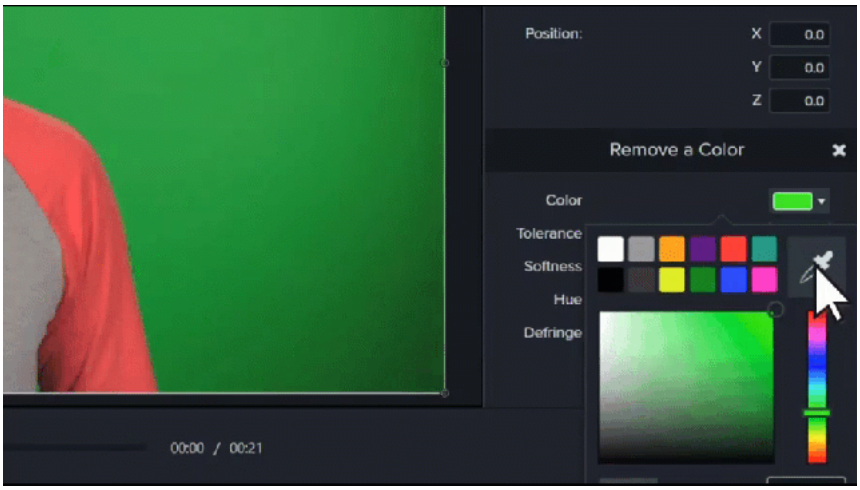
1. Click the **Visual Effects** tab.



2. Drag the **Remove a Color** effect onto media on the timeline.



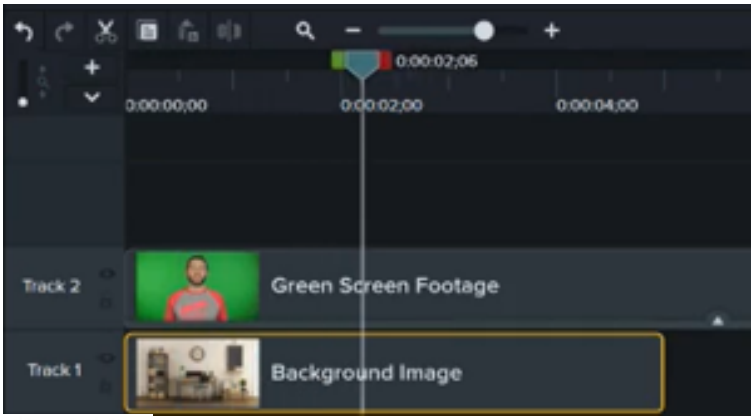
3. Click the **Properties** button to open the properties.
4. In the properties, click the **Color** dropdown and click the **Eyedropper** button to select the color to remove from the media on the canvas.



5. Adjust the following properties to continue editing the color removal:

   - **Tolerance:** Drag the slider to increase or decrease the range of tints and shades for the selected color.
   - **Softness:** Drag the slider to smooth out pixelation and rough edges of color around the subject.
   - **Defringe:** Drag the slider left or right to make any remaining color less noticeable.
   - **Hue:** Drag the slider to adjust the color of the clip to better match a new background.
   - **Invert:** Select to reverse the color removal and hide everything except the color removed.

6. To add a new background, drag media onto the track below the edited clip.



Build Quizzes & Surveys

Gather feedback and learn more about your viewers by using Camtasia quizzes and surveys. Learn how to set up, edit and publish a quiz.

In this tutorial:

- Quiz Features
- Set Up a Quiz
- Quiz Questions and Options
- Quiz Reporting

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.

> **Note:** 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, export the video to Legacy Local File (Windows), Local File (Mac), Screencast.com, or Knowmia. See Export & Share Your Video.

Quiz Features

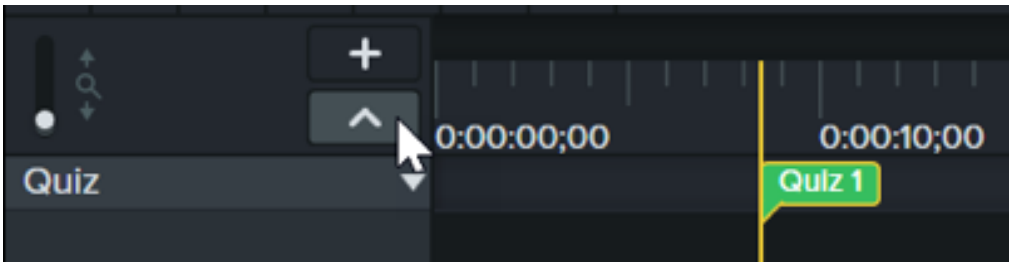
- Unlimited number of fill in the blank, multiple choice, short answer, or true/false questions.
- Provide up to thirty answer options per question.
- Get score reporting via the Camtasia Quiz Service.
- Require quiz / survey takers to submit a name and email address.
- Set the quiz to be scored or unscored.
- For surveys, use the unscored option.

Set Up a Quiz

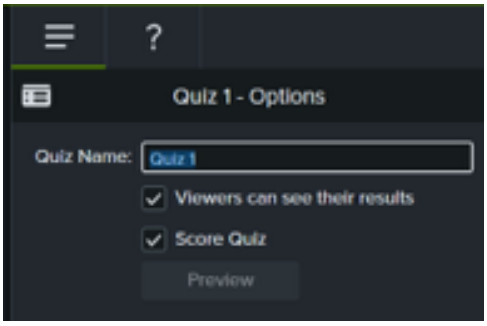
1. Select media or move the playhead to the desired location and select **Modify** > **Quizzes** > **Add Timeline Quiz** or press **Shift+Q**.

   > **Note:** Add a quiz to media to keep the quiz aligned to that media while editing.

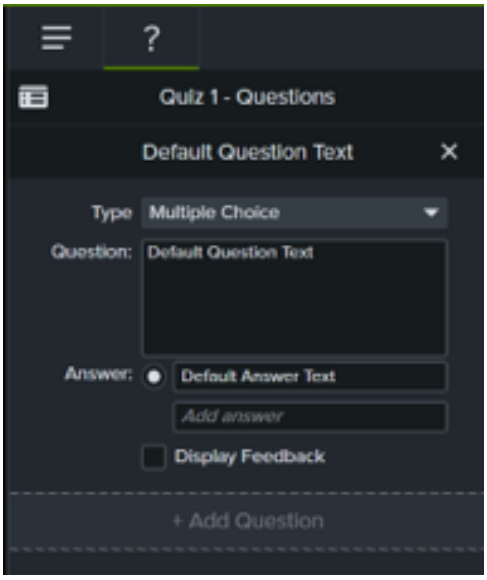
2. Camtasia adds the quiz and enables quiz mode.



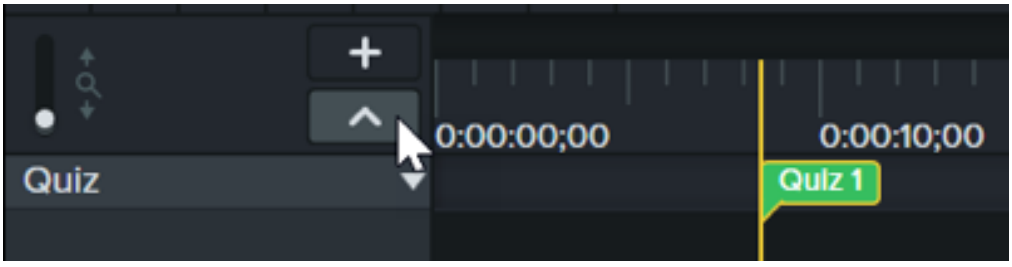
3. Set quiz options in the **Properties** > **Options** tab.



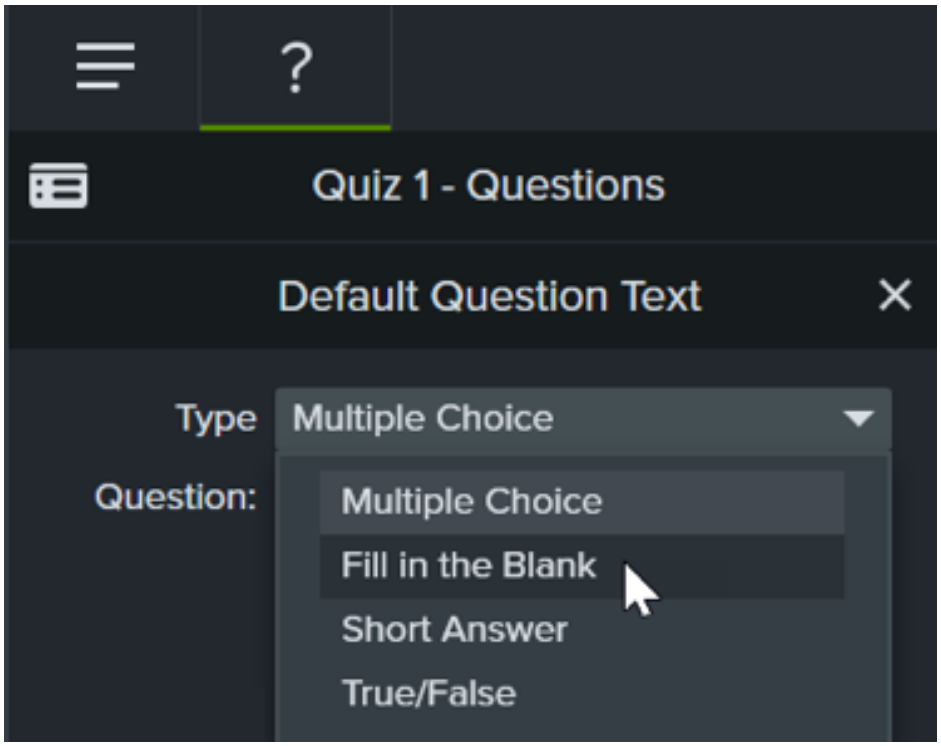
4. Enter quiz questions in the **Properties** > **Questions** tab.

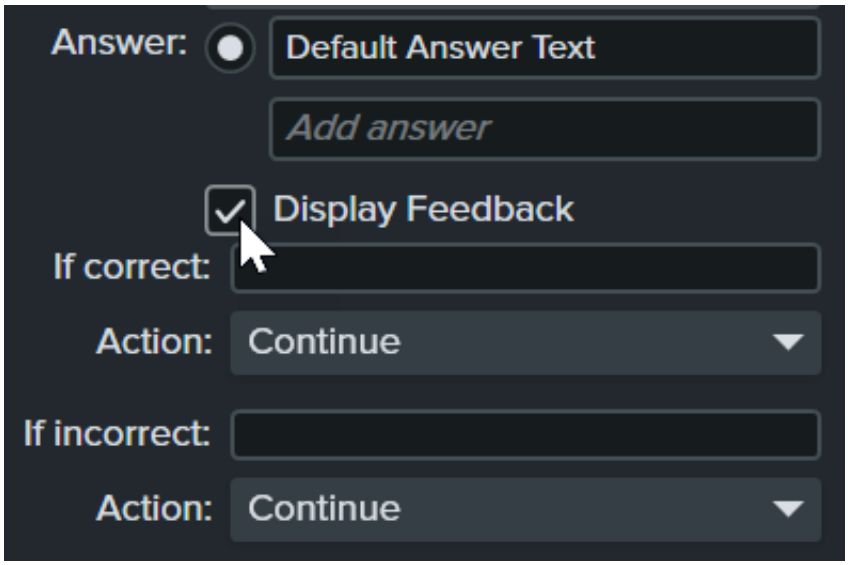
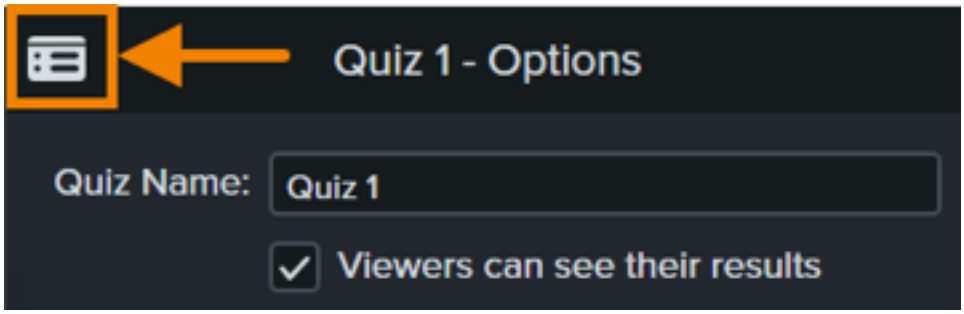


5. To add another quiz, move the cursor along the timeline or on the selected media and click to add a quiz. As long as quiz mode is enabled, you are able to add new quizzes.
6. To disable quiz mode, click the small arrow next to **Quiz** under the timeline toolbar or press **Ctrl+Q**.



Quiz Questions and Options

Option	Description
Create questions	Click the **Questions** subtab. • The first question is added for you. • To add more questions, click the **Add Question** button and type the question.
Choose a question type	Select a question type from the dropdown. 
Enter or select answer	• For true/false questions, click **True** or **False** to set the answers. • For all other question types, click **Add Answer** and type an answer. • For multiple choice questions, click to select the correct answer.
Give feedback for answers	Check the **Display Feedback** option.

	 • Type a response for the correct / incorrect answers. • Select the next action after the correct / incorrect answers.
Change question order	Click up and down arrows to change order of the questions in the quiz.
Preview how quiz appears to your viewers	Click the **Preview** button. 
Enter quiz name	Click the **Quiz Options** subtab. Enter the name in the **Quiz Name** field.
Create survey	Click the **Quiz Options** subtab. Leave the **Score Quiz** option unchecked.
Allow users to view results	Click the **Quiz Options** subtab. Click the **Viewers can see their results** checkbox.

Delete quiz	Select a quiz on the timeline or media and press the **Delete** key.
Get scores and information about quiz	See Quiz Reporting.

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. Click the link in the email and follow the steps to download the 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 to take the quiz or remove the video from a shared location.
- You cannot change the reporting email address.

Export a Video with a Quiz (Windows)

To export a video with a quiz:

1. Select **Export** > **Local File**.
2. Select the **MP4 with Smart Player** option from the **File type** dropdown.
3. Optional: If you want to upload the video package to a SCORM compliant LMS, select **Advanced** > **Smart Player** tab > enable the **Report using SCORM** option. Click the **SCORM options** button to customize.
4. Click **Export**.

Export a Video with a Quiz (Mac)

To export a video with a quiz, select one of the following options:

- **Screencast.com:**

    1. Select **Export** > **Screencast.com.**
    2. Enable the **Include Quiz** option.
    3. Click the **Options** button to set the reporting options.
    4. To set up reporting, enable the **Report quiz results through email** option and enter an email address. Click **OK**.
    5. Click **Export**.

- **MP4**:

    1. Select **Export** > **Local File**.
    2. Select **Export to MP4** from the File format dropdown.
    3. Enable the **Include Quiz** option. Click the **Options** button.
    4. To set up reporting, enable the **Report quiz results through email** option and enter an email address. Click **OK**.
    5. Optional: If you want to upload the video package to a SCORM compliant LMS, enable the **Include SCORM** option. Click the **Options** button to customize.
    6. Click **Export**.

Add Hotspots (Interactive Videos)

Learn how to link to a webpage, automatically pause your video, or direct users to replay or jump to different sections with Camtasia's interactive hotspots.

Hotspots provide a clickable call-to-action in a video 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 the 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 the visual media on the timeline you want to use as the call-to-action, such as text, image, or annotation.
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 & Video Table of Contents.
    - **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.

> **Note:** 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, export the video to Legacy Local File (Windows), Local File (Mac), Screencast, or Knowmia. See Export & Share Your Video.

Display Captions in Your Video

Learn how to add captions, ensure ADA compliance, and export your video with captions.

In this tutorial:

- Caption Types
- Add Captions
- ADA Compliant Captions Tips
- Working with 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

The caption type is selected during the video export process.

Closed Captions

> **Note:** 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, export the video to Knowmia, Screencast, Legacy Local File (Windows), or Local File (Mac). See Export & Share Your Video.

- Captions are turned on/off by the viewer via a CC button on the video controller.
- Captions are ADA compliant.

- Captions can be customized.
- Captions are searchable when produced as a MP4 video.
- Viewers can click a search result to jump to that location in the video.

▼ Windows

Complete one of the following options:

- Select **Export** > **Knowmia**.
- Select **Export** > **Screencast**.
- Select **Export** > **Legacy Local File** and complete the following:

    1. In the Production Wizard, select **Custom production settings** and click **Next**.
    2. Select **MP4 – Smart Player** and click **Next**.
    3. On the Options tab, enable the **Captions** option and select **Closed captions** from the Caption Type dropdown.
    4. Follow the prompts in the Production Wizard to complete the export process.

▼ Mac

Complete one of the following options:

- Select **Export** > **TechSmith Knowmia**.
- Select **Export** > **Screencast.com** > **Caption Style** > **Closed Captions**.
- Select **Export** > **Local Drive** > **File format** > **MP4** > **Export for Web Page** > **Caption Style** > **Closed Captions**.

Burned In Captions

- Also known as “open,” captions are always visible and cannot be turned off by the viewer.
- Captions are ADA compliant.

- Captions can be customized.
- Captions are searchable when produced as a MP4 video with Smart Player. Viewers can click a search result to jump to that location in the video.

▼ Windows

1. Select **Export** > **Local File**.
2. In the File type dropdown, select **MP4**.
3. Click **Export**.

▼ Mac

Select **Export** > **Local Drive** > **File format** > **MP4** > **Caption Style** > **Burned in captions**.

Under Video Captions

- Captions cannot be turned off by the viewer.
- Captions can be customized.
- This caption type adds captions under the video and increases the video's vertical dimensions.

▼ Windows

1. Select **Export** > **Legacy Local File**.
2. In the Production Wizard, select **Custom production settings** and click **Next**.
3. Select **MP4 – Smart Player** and click **Next**.
4. On the Options tab, enable the **Captions** option and select **Under video captions** from the Caption Type dropdown.
5. Follow the prompts in the Production Wizard to complete the export process.

▼ Mac

Select **Export** > **Local Drive** > **File format** > **MP4** > **Caption Style** > **Under video captions**.

Add Captions

Camtasia offers various caption methods:

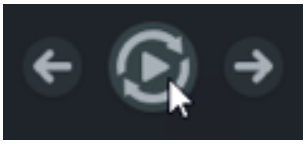
- Manually Add Captions
- Sync Captions from a Script (Windows only)
- Speech-to-Text (Windows only)
- Import or Export a Caption File

Manually Add Captions

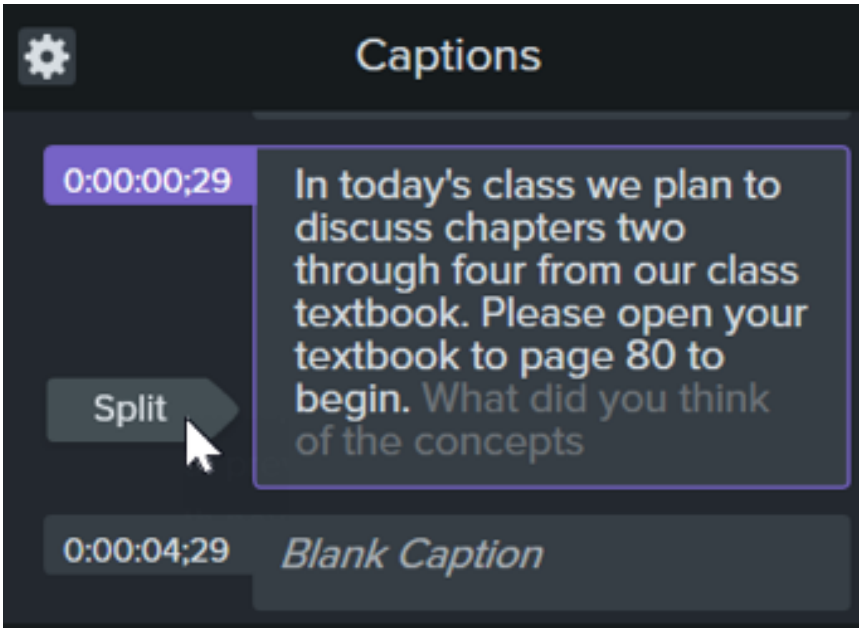
Manually type the captions as you view your video.

1. Move the playhead to the beginning of the timeline.
2. To add captions:
    - **Windows:** Click the **Captions** tab and click the **Add Caption** button.
    - **Mac:** Click the **Audio Effects** tab and drag the **Captions** effect to the audio track on the timeline. Click the first caption segment.
3. Customize font, color, text size, and more in the font properties dialog (optional).

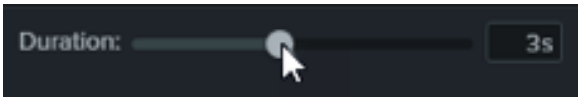
4. Click the **Loop** button or press **Enter** to play the audio section. Type what you hear or paste the corresponding text from a written script.



- If your caption exceeds three lines, the text changes to gray. Click the **Split** button to move the gray text into a new caption.

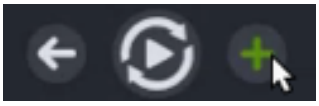


- To change the duration of a caption, drag the **Duration** slider. The default duration is four seconds.



- For caption writing tips, see ADA Compliant Caption Tips.

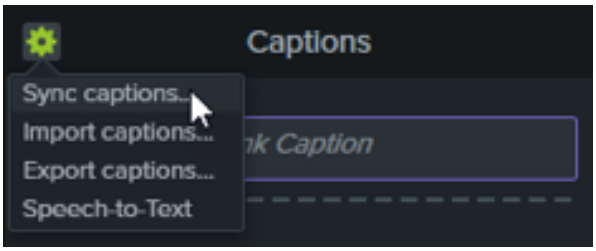
5. Click the **Add New Caption** button or press the **Tab** key to add a new caption.



Sync Captions from a Script (Windows only)

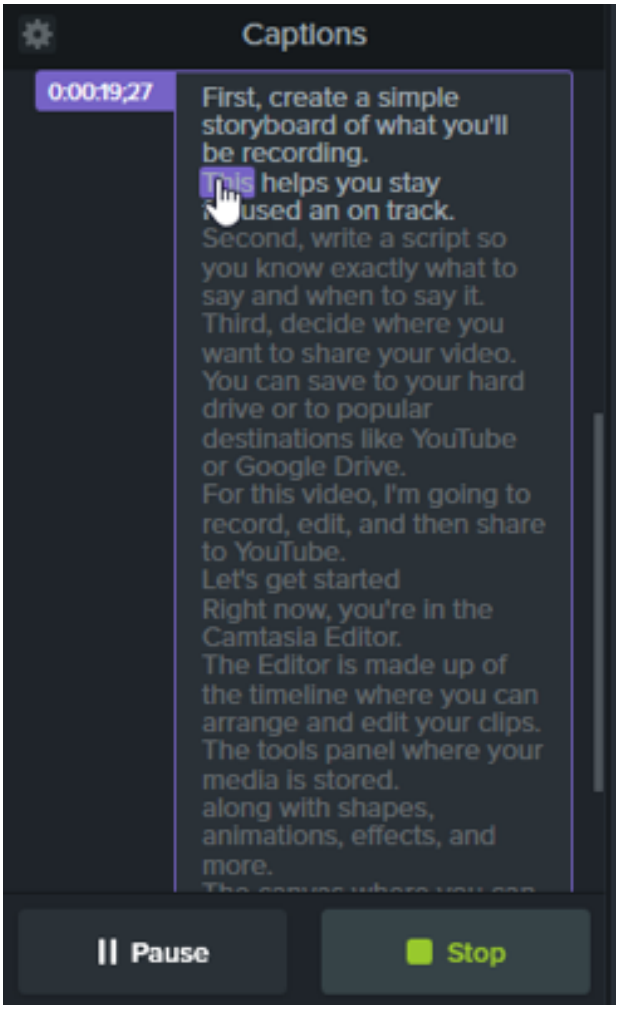
Paste a prepared script into the caption editor and synchronize the script with the audio playback.

1. Move the playhead to the beginning of the timeline.
2. Click the **Captions** tab and click the **Add Caption** button.
3. Paste the full script into the caption editor.
4. Click the Gear icon and select Sync captions.



5. Read the instructions that appear and when ready to sync captions, click **Continue**. The video begins playing and the sync controls appear below caption editor.

6. To add a new caption, click a word when you hear the word played back.



   - Click **Pause** to pause the video playback.
   - Click **Stop** to finish syncing the script and captions.

Speech-to-Text (Windows only)

Camtasia utilizes the Microsoft Speech-to-Text engine to automatically convert voice recordings in your project into captions.

1. Click the select media you want to caption on the timeline.
2. Click the **Captions** tab.
3. Click the gear icon and select **Speech-to-Text**.

> **Note:** Speech-to-Text is grayed out if there is no voice recording on your timeline.

4. 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.

5. When you complete the Speech-to-Text setup, click **Continue**.
6. Another dialog appears. Select what you want to caption:
    - **Entire Timeline:** Camtasia captions the full range of all media with audio on the timeline.
    - **Selected Media:** Camtasia captions only the selected audio media on the timeline.
7. Review and edit the captions in the captions editor. See Working with Captions.

> **Tip: Train Speech-to-Text to improve accuracy**
>
> Continue to train Speech-to-Text to recognize your pronunciation and improve the transcription accuracy.

Import or Export a Caption File

You can import or export captions as SAMI or SRT (SupRip) files. Export captions created in Camtasia to archive, to use in another program, or to share captions across platforms.

Import a Caption File
Select **File** > **Import** > **Captions** and select a SAMI or SRT (SubRip) file. The caption file opens in the caption editor.

Export a Caption File

1. Select the **Export menu** > **Export Captions**.
2. Enter a file name and select SAMI or SRT.
3. On Windows, click **Save**. On Mac, click **Export**.

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.

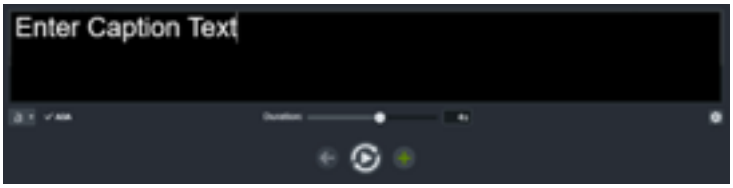
Apply these caption tips to make your captions ADA compliant:

- 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.

> **Note:** 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	• **Windows**: Select a caption in the Captions panel. Click the preview window to edit in the caption editor. • **Mac:** Select a caption on the Caption track and edit in the caption editor. 
Edit font properties	Select caption on the timeline. Click the font properties icon in the caption editor and adjust desired settings.

	Note: On Camtasia Windows, exporting to Screencast automatically overrides customized font properties to meet ADA compliance.
Clear caption text	• **Windows:** Double-click to select a caption on the timeline. Right-click the highlighted caption and select **Clear Caption Text**. • **Mac:** Select caption on timeline and delete text from the caption editor.
Remove all captions from media or timeline	• **Windows:** Click caption on timeline and press the **Delete** key. • **Mac:** Select media on timeline. Select **Modify > Captions > Remove Captions**.
Split caption	Right-click (Windows) or Control+click (Mac) on the caption and select **Split Caption**.
Merge adjacent captions	Right-click (Windows) or Control+click (Mac) on the caption and select **Merge with Previous Caption** (Windows) or **Merge with Next Caption** (Mac)
Hide captions in video	**Windows:** • On the Captions track, click the disable icon. • Or, select **Export > Legacy Local File > Custom production settings > Next > MP4 – Smart Player > Next > Options tab > disable the Captions option.** **Mac:** • Click to disable the **Show Caption Track** in the View menu. • Or, click **Properties > Hide Caption Track**.

Add Annotations, Callouts, & Titles

Learn to improve your video and focus your user's attention with annotations and customizable visuals from the Camtasia library.

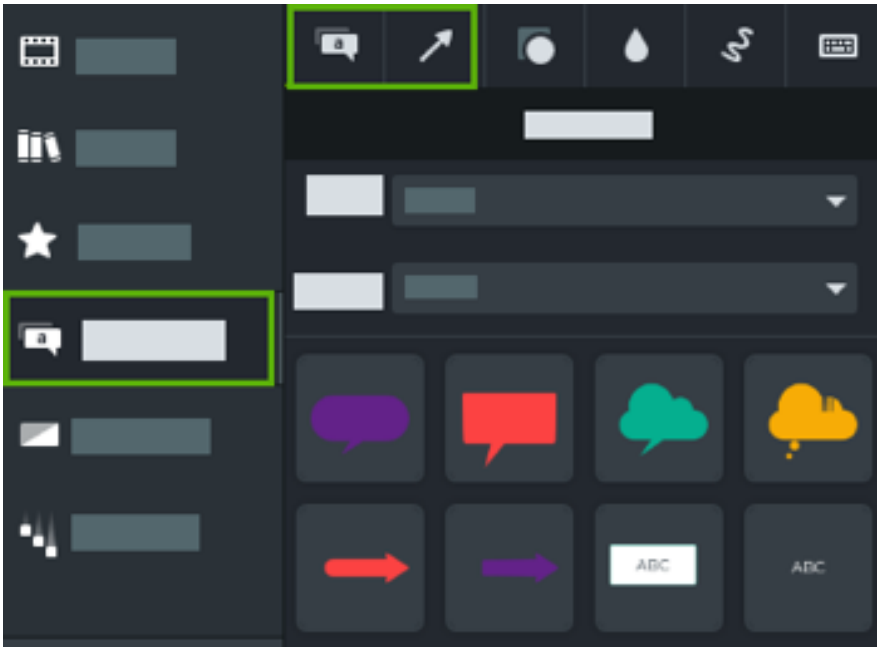
In this tutorial:

- Annotations
- Shapes and Blur
- Sketch Motion
- Custom Intro or Title
- Lower Thirds
- Apply a Theme to an Annotation

Annotations

Add and customize annotations to point out important details in your video.

1. Click **Annotations** > **Callouts** or **Arrows & Lines** subtab.



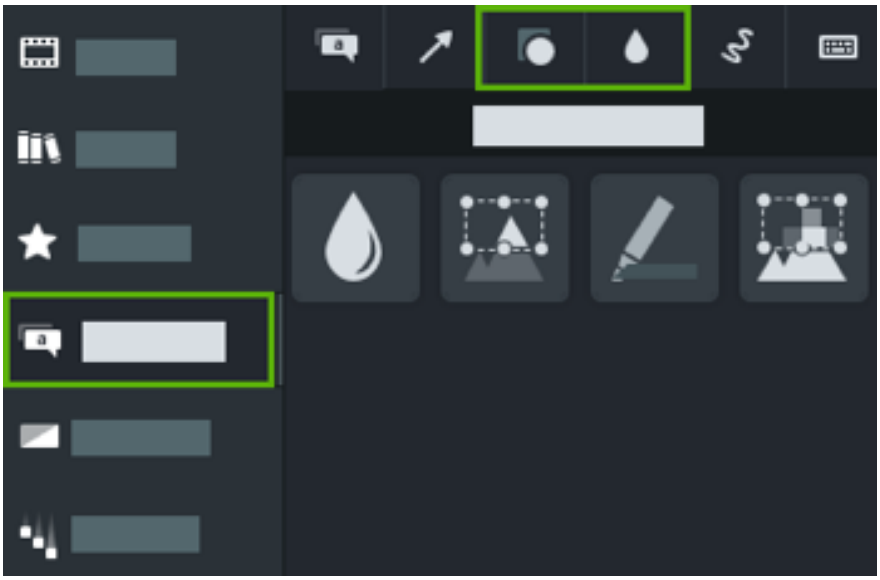
2. Drag an annotation from the tools panel to the timeline or the canvas.
3. Double-click the annotation to change the text.
4. Click the **Properties** button to change the font, background color, and more in the properties panel.
5. Click and drag the annotation handles on the canvas to change size, position, or rotation.

Shapes and Blur

Add a shape or blur to hide sensitive information in a video. See Blur or Mask a Video.

> **Note:** Some third-party tools can reverse pixelation. Secure confidential information by covering it with a shape rather than blur or pixelation.

1. Click **Annotations** > **Shapes** or **Blur & Highlight** subtab.

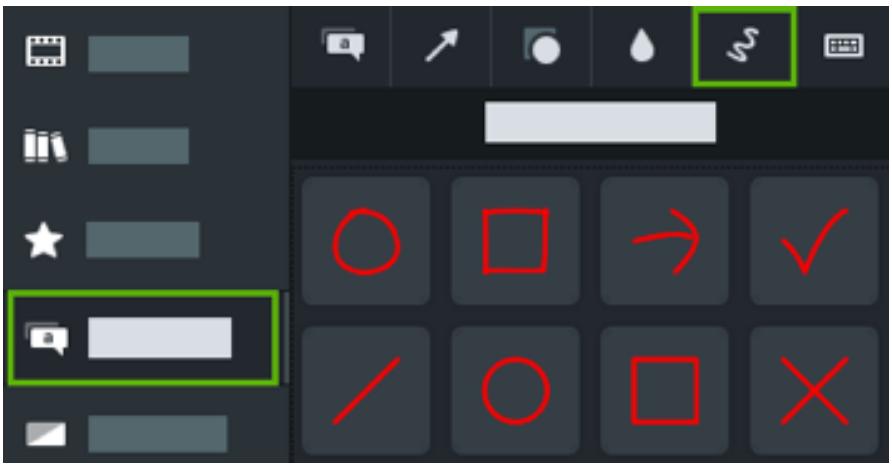


2. Drag a shape or blur option from the tools panel to the canvas.
3. Click the **Properties** button to adjust the shape color or blur intensity in the properties panel.
4. Click and drag the shape or blur handles on the canvas to change size, position, or rotation.

Sketch Motion

Add a sketch motion callout to draw on your video and point out important information.

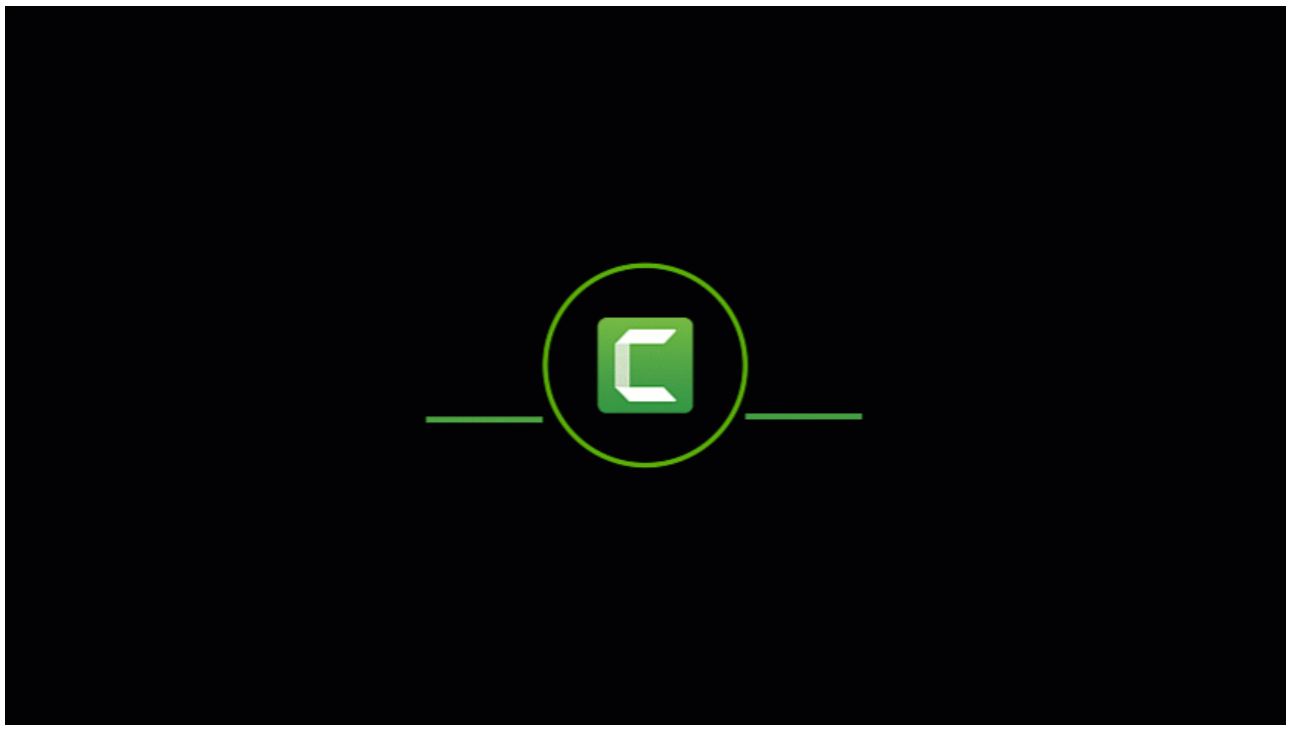
1. Click **Annotations** > **Sketch Motion** subtab.



2. Drag a sketch motion option from the tools panel to the canvas.
3. Click and drag the sketch motion handles on the canvas to change the size, position, and rotation.
4. On Camtasia for Windows, click the **Properties** button and change the **Draw Time** to adjust the time it takes to draw the callout.

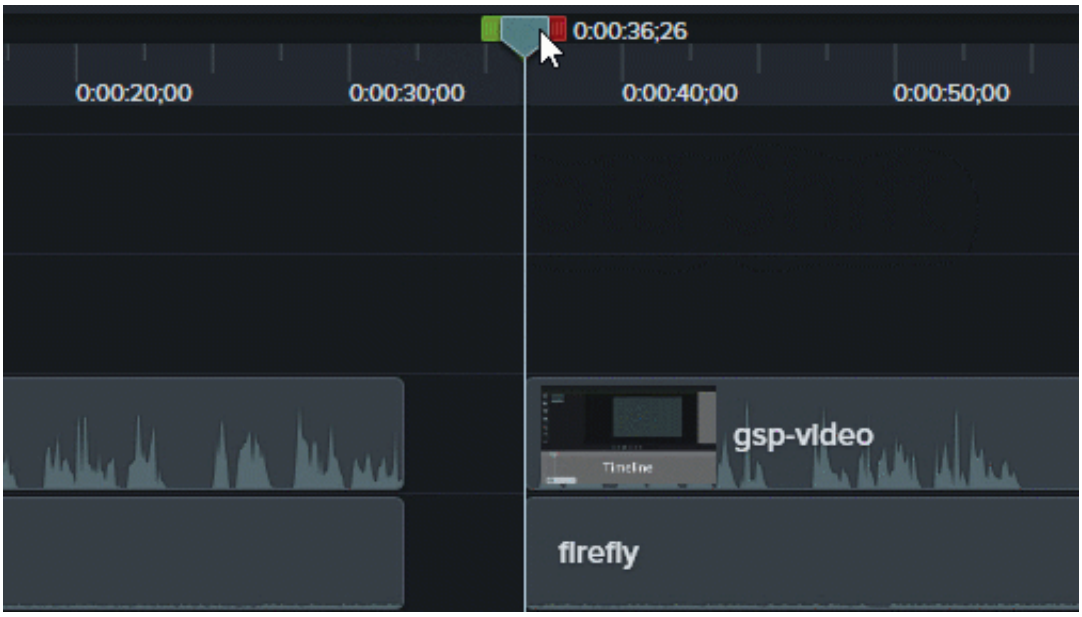
Custom Intro or Title

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



> **Note:** To use one of Camtasia's premade intros, drag an intro from the Camtasia 2022 Library onto the timeline or download more.

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:

    1. Click **Annotations > Callouts** subtab and drag a text callout onto the timeline.
    2. Double-click the callout on the canvas and enter text.
    3. 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 Add Hotspots.
    - To animate text or visual elements, see Enhance Your Video Overview.

Lower Thirds

A lower third is a graphic layered with text located at the bottom portion of the screen. It provides context for the video or reference information such as the speaker's name and profession.

Add a premade lower third from the Camtasia Library:

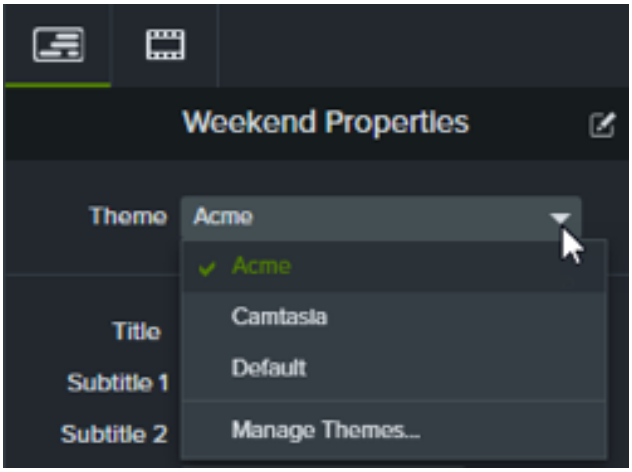
1. Click the **Library** tab.
2. Select the **Camtasia 2022** option from the **Library** dropdown.
3. Double-click the **Lower Thirds** folder and double-click a lower third asset to preview it.
4. Drag a lower third to the timeline or the canvas.
5. Click the **Properties** button to change color, text, and more in the properties panel.

To learn how to edit premade lower thirds or to create your own, see Create Custom Assets.

Apply a Theme to an Annotation

When you work with annotations, callouts, or text in a project, easily apply your theme to change the look and feel.

1. Click to select the annotation on the timeline or the canvas.
2. Click the **Properties** button to open the properties panel.
3. Select a theme from the dropdown.



See Build Your Color Palette to learn more about Camtasia Themes.

Create Stunning Animations with Media Mattes

Learn how to create stunning animations or transitions with the Media Matte effect.

In this tutorial:

- About Media Mattes
- Apply a Media Matte Effect
- Media Matte Modes
- Add Track Mattes Manually
- Additional Resources

About Media Mattes

The Media Matte visual effect is a simplified way to add track mattes or “masking” to your videos.

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.

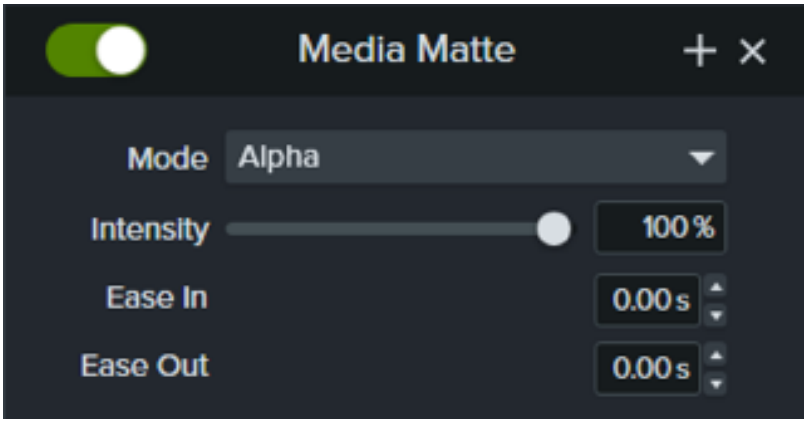
Camtasia supports the following transparent media file formats: .mp4, .mov, .gif, .png, and .bmp.

> **Note:** 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.

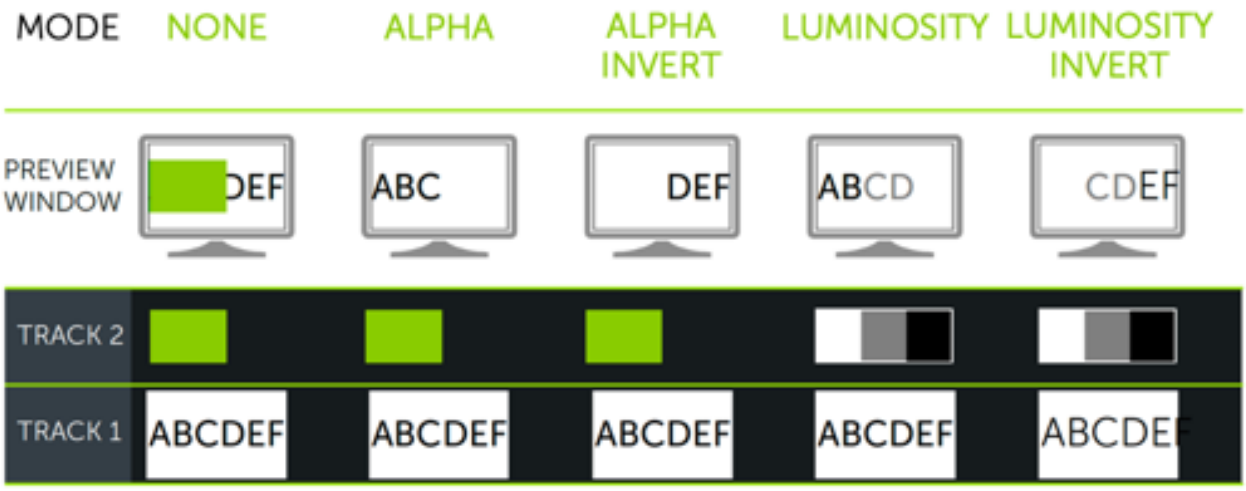


5. Drag the **Intensity** slider to adjust the visibility of the selected mode.
6. Set the amount of time you want the effect to Ease In or Ease Out during playback. (Optional)

Note: Create complex track matte animations and transitions by grouping media. See How to Use Group Tabs.

Media Matte Modes

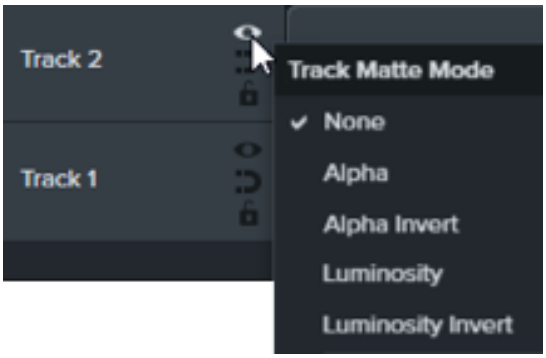
There are four modes available in the Properties panel after applying the Media Matte effect:



- **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

Add Track Mattes Manually

To manually enable track mattes on the Camtasia timeline, right-click (Windows) or Control+click (Mac) the icon on a track and select a Track Matte Mode option: **Alpha**, **Alpha Invert**, **Luminosity**, or **Luminosity Invert**. See Media Matte Modes.



Additional Resources

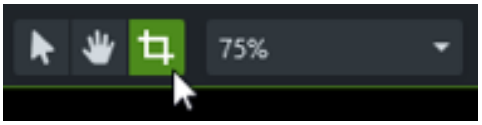
- **Track Mattes Explained:** This 6-minute YouTube video shows the manual alternative workflow using track mattes.
- **Track Mattes Reference PDF:** Download this reference PDF of track matte modes and timeline navigation shortcuts.
- **Track Mattes Getting Started Project:** Download this sample project package with media, track matte, and animation to experiment on your own. See How to Use a Template to learn how to import and create a video project from this template.

How to Crop Media

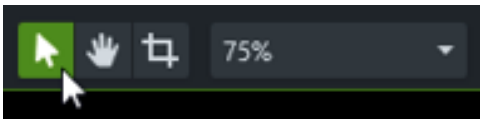
When canvas space is at a premium, show more of what's important by using crop mode to hide unwanted parts of a video or image.

Crop removes the unwanted outer areas of a video or an image clip.

1. Click **Crop** in the toolbar above the canvas to turn crop mode on.



2. On the canvas, drag the blue handles to remove desired area.
3. Click **Edit** to return to edit mode.



Record Voice Narration

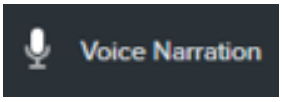
Learn how to record a voice-over for video.

The Audio Narration option allows you to record a voice-over while playing back the video on the timeline. You can paste a script to read from during the recording.

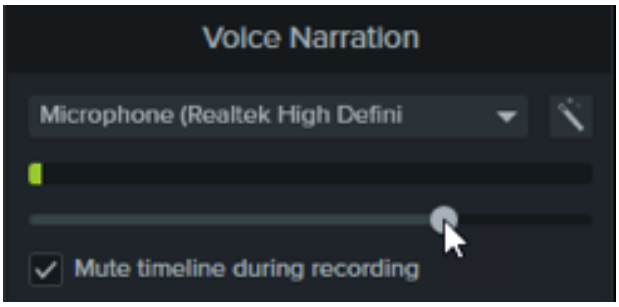
Tip: Start with great audio.

- Use the best quality microphone you can afford.
- Use default Camtasia Recorder audio settings or start your project with TechSmith Audiate to record and edit voice-overs.
- ALWAYS do a short test recording to ensure audio is being recorded.
- Use Audio Effects to enhance or correct audio.
- Add audio points to adjust the volume of specific areas of the waveform.

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



2. Select the desired audio device from the dropdown.
3. To test the audio level, speak as you would during the recording. Drag the slider to adjust the audio level if the meter's color does not change to green or changes to yellow or red.



4. Type or paste an optional script into the text box.
5. 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.
6. Drag the playhead to the position on the timeline to start recording audio.
7. Click the **Start Voice Recording** button.
8. Camtasia plays back the video on the timeline. Speak into a microphone to record your voice narration.
9. Click the **Stop** button to stop recording.
10. On Windows, enter a file name and click **Save**.

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

Edit Audio

Learn how to edit audio on the timeline in Camtasia or send audio to Audiate for text-based editing.

In this tutorial:

- Edit Audio on the Timeline
- Edit Audio in Audiate

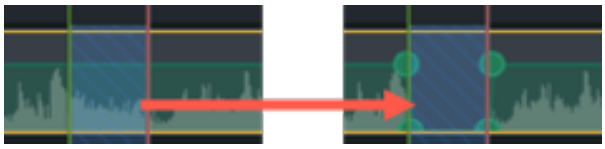
Audio quality is just as important as video quality, if not more so.

- We detect audio errors more easily than visual errors.
- Most people won't watch a video with bad audio, even if the video itself is very good.
- People are more likely to continue watching a poor quality video if the audio is good.

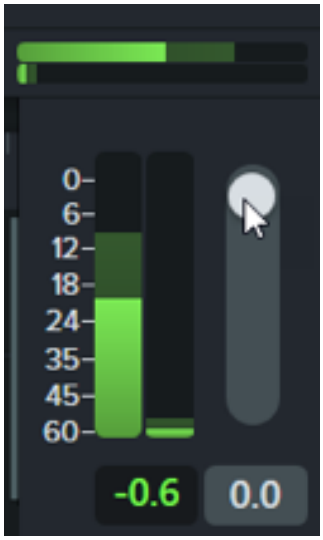
Tip: Start with great audio.

- Use the best quality 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 adjust the volume of specific areas of the waveform.

Edit Audio on the Timeline

Option	Details
Select audio on the timeline	Double-click a clip with audio. The clip turns green and the audio bar appears.
Silence a section of audio	Use the playhead to make a selection. Right-click the selection and choose **Silence Audio**. 
Add and move audio points to adjust volume of parts of a clip	Double-click on the audio bar to add points. Click and drag the audio points up, down, or across the audio bar.

Fade audio in or out	To create a fade, add three audio points to the audio bar. Drag points up or down to create the desired fade. -OR- Click the **Audio** tab and drag the **Fade In/Fade Out** effects to the clip on the timeline. See Add Audio Effects.
Delete audio points	Right-click an audio point and select **Delete** or **Remove All Audio Points**.
Separate system audio from screen recording	Right-click audio and select **Separate Video and Audio**.
Change the look of the waveform (Windows only)	Select **Edit** > **Preferences** > **Program** tab > **Mirror waveform**.
Save audio as M4A, MP3 (Windows only), or WAV	To export an audio file, select **Share** > **Export Audio Only**. See Export an Audio File.
Apply Mix to Mono to have audio in both channels	Select audio clip on timeline and click **Properties** button > **Audio** subtab > **Mix to Mono** checkbox.
Adjust audio level of all selected clips	Select audio clip on timeline and click **Properties** button > **Audio** subtab . Drag the **Gain** slider to adjust the clip's audio level. -OR- Drag the audio bar up or down.

Adjust the audio level for the whole project	Click the volume indicator below the Properties button. Drag the slider to adjust the project's audio level. 

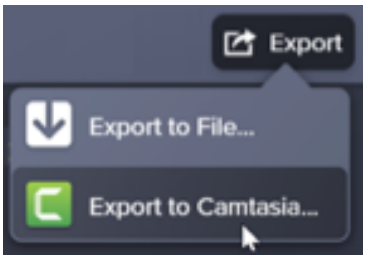
Edit Audio in Audiate

Edit audio in TechSmith Audiate to reduce the time spent editing narration and to create smooth, professional sounding voice clips.

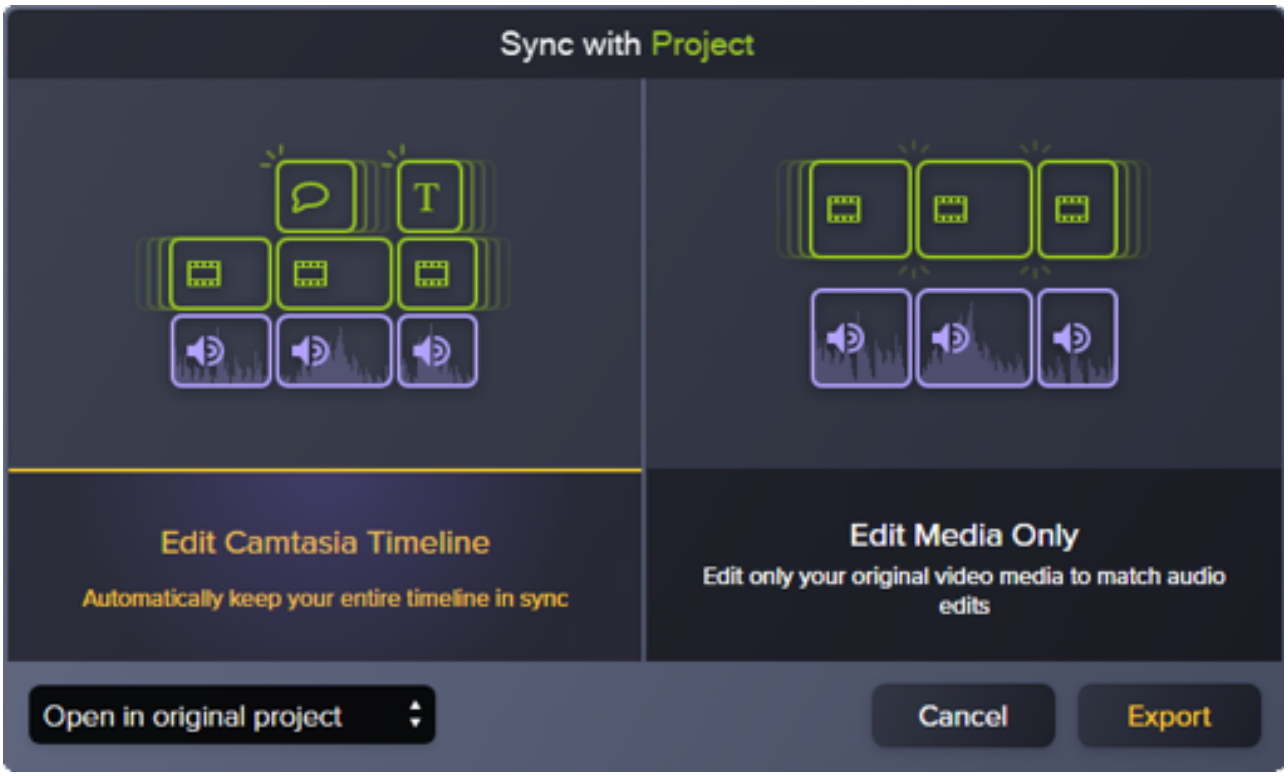
- Use text-based editing to quickly remove words or edit hesitations, such as "ums" or "ahs".
- Edit and correct the transcription to export as a script or captions.

> **Note:** Audiate is only available in English, but supports voice recording and transcription in all non-Asian languages.

1. Right-click a clip on the timeline that includes spoken audio 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 & Mistakes.
4. Select **Export** > **Export to Camtasia**.



5. The Sync with Camtasia dialog appears. Select an option to sync the edited audio:



- Edit Camtasia Timeline: Automatically updates the entire Camtasia project timeline to sync with the edited audio. For example, if you changed the duration of the audio clip, select this option to automatically update other media on the timeline to match.
- Edit Media Only: Edits only the original video media to match the edited audio. Other clips on the timeline are not changed. Select this option if you prefer to manually adjust other media on the timeline.

6. Click **Export**.

The edited audio file is imported back into the Camtasia project.

> Tip: Start projects in Audiate to avoid time-intensive editing later.
>
> Record or import audio in TechSmith Audiate first. Audiate automatically creates a transcript for you to delete “ums”, “ahs”, and pauses with the text-based editor. Export the audio directly into Camtasia to finish your project. Learn more about Audiate.

Add Audio Effects

Learn how to apply an audio effect to adjust the volume on different tracks, remove background noise, or even change the pitch of the speaker's voice.

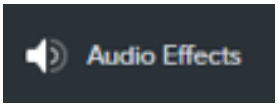
In this tutorial:

- Audio Effects Example: Reduce Background Music
- Add and Edit Effects
- Effect Types

Audio Effects Example: Reduce Background Music

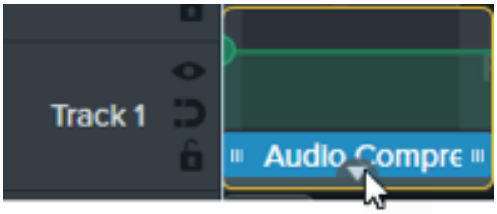
Add and Edit Effects

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

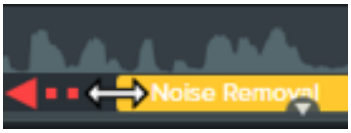


2. Drag an effect onto an audio clip on the timeline.
    - To view applied effects, click the **Show Effects** tray icon on the media.

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



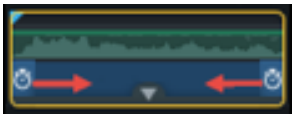
3. To adjust the duration, drag either end of the effect on the timeline.



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

Note: Some effects have audio points instead of properties which are adjusted by clicking and dragging audio points on the track. See Edit Audio.

Effect Types

Effect	Customize Properties
Audio Compression Helps even out audio levels.	1. Click **Properties**. 2. Select a level from **Volume variation** dropdown menu or manually adjust **Ratio**, **Threshold**, and **Gain** to get the desired effect.
Clip Speed Change audio and video clip to play back faster or slower.	Complete one of the following: • Click the **Show Effects** tray icon on the media and drag the effect handles on the timeline.  • Click **Properties** and enter an amount for **Speed** or **Duration** to get the desired effect. ◦ Adjust speed **higher** for the video to play back **faster**. ◦ Adjust speed **lower** for the video to play back **slower**.
Emphasize Emphasizes the audio for the applied media by decreasing the volume of all other audio tracks.	1. Click **Properties**. 2. Drag the **Emphasis** slider to change the volume for all other audio tracks on the timeline. **100%** mutes the audio of the other tracks for the duration of the applied clip. 3. Select **Ramp Position** to set where the volume transition starts and ends on the timeline. ◦ **Outside:** Complete audio change before and after applied media. ◦ **Span:** Complete audio change over the start and

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.	end of the applied media. ◦ **Inside:** Complete audio change at the start of the applied media and before the end of the applied media. 4. Enter an amount in seconds to set the duration the **Ramp In** and **Ramp Out** volume transitions occur.
Fade In / Fade Out Creates smooth transition in to or out of audio.	Automatically applied to beginning or end of audio clip. Grab audio points and drag to adjust.
Pitch (Mac Only) Adjust frequency of sound waves to change voice sound.	1. Click **Properties**. 2. Manually adjust **Pitch**, **Ease In**, or **Ease Out** to get desired effect.
Noise Removal Helps reduce background noise.	1. Click **Properties**. 2. Click **Analyze** to automate noise removal process (Windows only) or manually adjust the **Sensitivity**, **Reduction** (Mac), or **Amount** (Windows) to get desired effect.

Export an Audio File

Learn three ways to export audio from Camtasia for different purposes.

There are three ways to export audio without video from Camtasia:

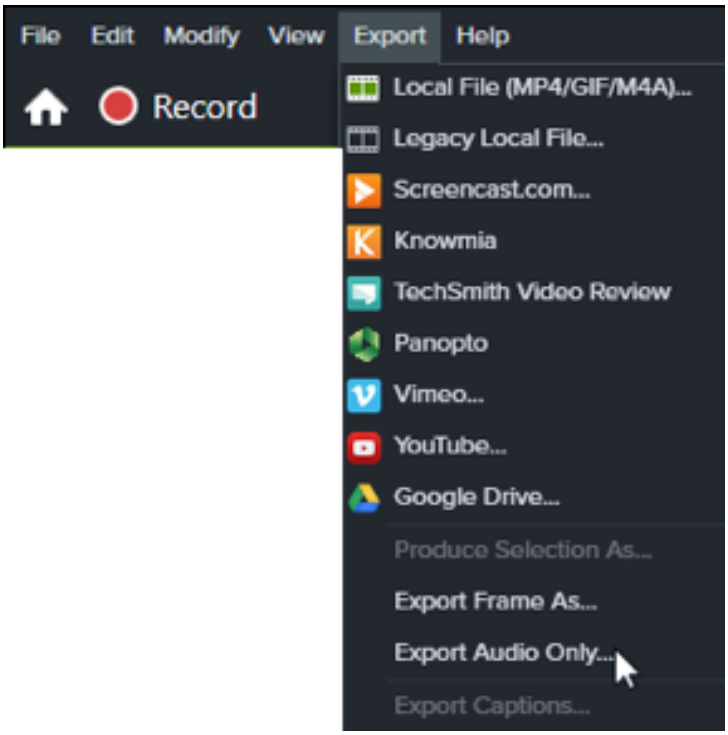
- Export a standalone audio file to import the audio to a different Camtasia project.
- Export audio with additional project information, for example to upload to iTunes.
- Export to Audiate to generate a transcript and edit audio as text.

Export Standalone Audio File

Export audio from your project as a standalone .mp3 (Windows only), .m4a, or .wav file.

> **Note:** The exported file includes all enabled audio tracks. To learn how to disable or enable tracks, see Explore the Timeline.

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 with Additional Project Information (Windows Only)

The Camtasia Production Wizard allows you to export .m4a audio file along with project, author, and iTunes details.

1. Click **Export**

> **Legacy 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 audio to TechSmith Audiate to reduce the time spent editing narration.

- Use text-based editing to quickly remove words or edit hesitations, such as “ums” or “ahs.”
- Edit and correct the transcript to export as a script or captions.
- Send the edited audio from Audiate back to Camtasia. Camtasia automatically syncs the rest of the media on the Camtasia project timeline.

To learn how to export to Audiate and then return the edited audio to Camtasia, see Edit Audio.

Animations In-Depth

Learn how to create and edit animations to add visual interest to your video.

In this tutorial:

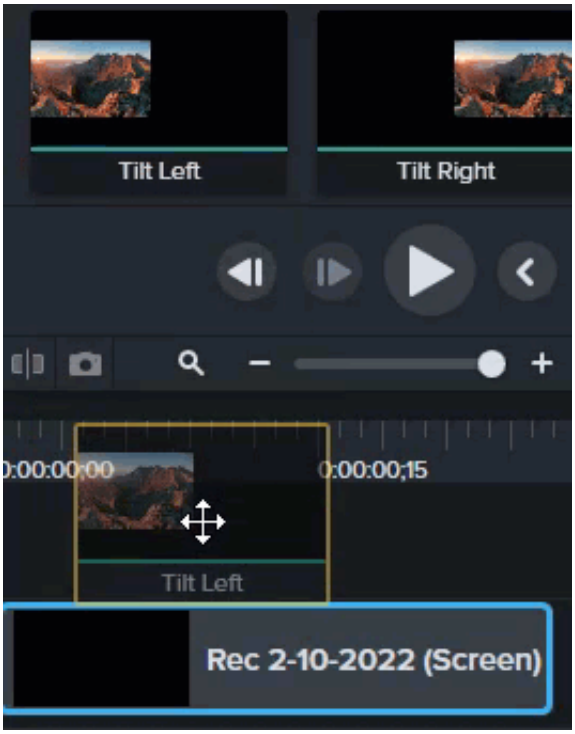
- Add an Animation
- Edit an Animation
- Animation Properties
- Easing
- Auto Animate Mode (Mac only)

Animations add interesting focal points to your video such as:

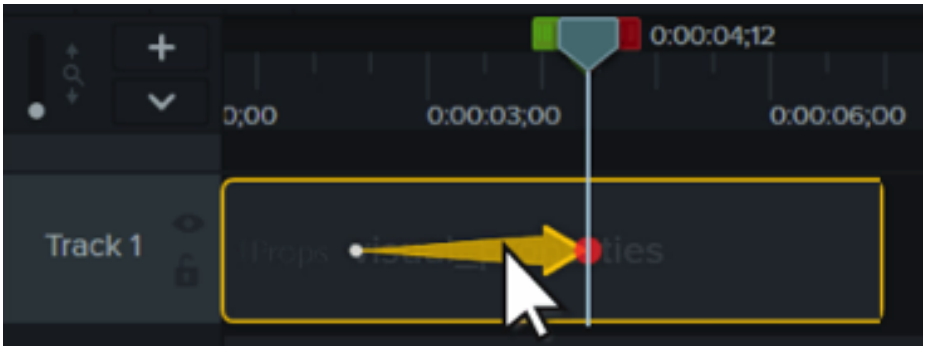
- A talking head that smoothly transitions or trades places with a screen recording.
- An image that enters the video from the left, pauses, then flies off the canvas to the right.
- Callouts that animate in various ways on the canvas to draw attention to an area in the video.
- Zooming in or out on important parts of your video to draw attention to key actions or enhance difficult to view parts within a video.

Add an Animation

1. Click the **Animations** tab.
2. Click the **Animations** subtab (Windows only).
3. Drag an Animation onto media on the timeline.



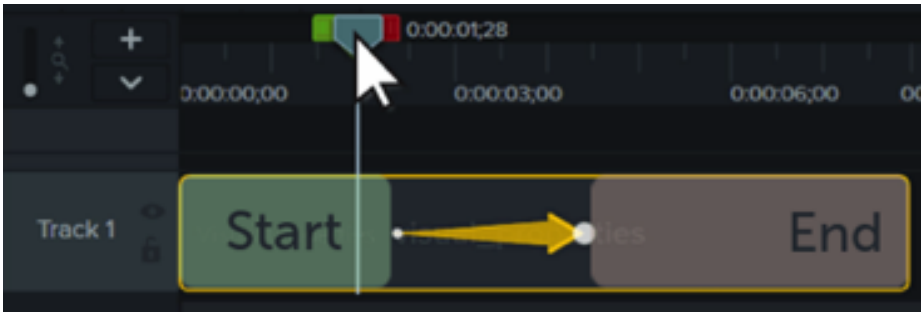
Camtasia displays the animation as an arrow on top of the media.



Edit an Animation

Animations move media in the video based on the change from one set of visual properties to another. These properties include position on the screen, rotation, scale, and opacity.

The tail and head of the animation arrow on the timeline indicate where the animation begins and ends. Adjust the visual properties at each point to set how the media displays at the start and end of the animation.



> **Note:** For more detailed information about Zoom animations, see Zoom in to Focus Attention.

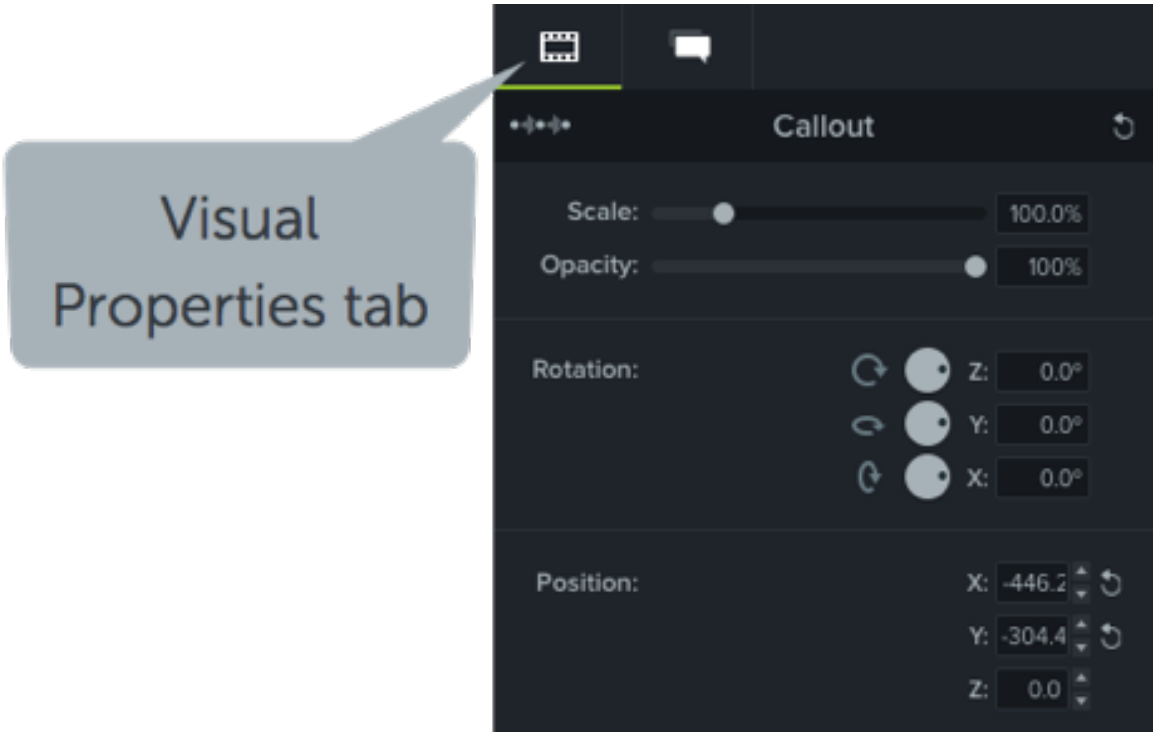
1. Place the playhead to the left of the animation arrow.
2. Click the **Properties** button.

3. Adjust the visual properties for the start of the animation. See Animation Properties.
4. Move the playhead to the right of the animation arrow.
5. Adjust the visual properties for the end of the animation.
6. Drag the arrow tail to where you want the animation to start.
7. Drag the arrow head to where you want the animation to end.

Tip: Streamline animation editing with Edit All Animations mode.

With Edit All Animations mode, edits you make to a single animation are applied to all animations in the selected media. Click the Edit All Animations icon at the top of the Properties panel to toggle this mode on and off.

Animation Properties



Property	Description
Scale	Drag the slider or enter a value to adjust the size as a percentage of the original media.
Opacity	Drag the slider or enter a percentage to adjust the transparency of the media.
Rotation	Do any of the following to rotate the media around the Z, Y, or X axis: • Click and drag the spinner • Click a position on the spinner • Enter a degree value **Tip:** To rotate media during an animation, set **Rotation** at the end of the animation arrow to **360°** (clockwise) or **-360°** (counterclockwise).
Position	Enter X, Y, or Z coordinate values or click the increase/decrease buttons to place the media relative to the center of the canvas.

Size	Enter pixel values or click the increase/decrease buttons to adjust the size of the media. Click the lock icon to enable or disable the aspect ratio lock.

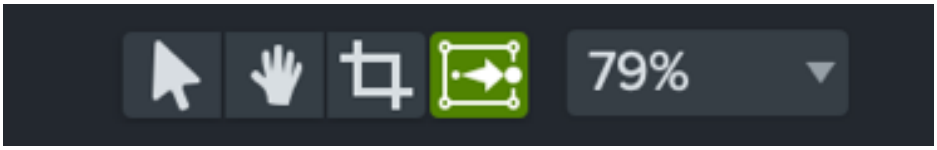
Easing

Easing helps media to look more natural as it moves during an animation. To change the easing:

1. Right-click (Windows) or Command+click (Mac) the animation arrow and select **Enable Easing** (Windows) or **Animation Easing** (Mac).
2. Select an Easing option:
    - Exponential In/Out
    - Linear (Windows) / None (Mac)
    - Bounce
    - Spring
    - Auto (defaults to Exponential Easing)

Auto Animate Mode (Mac only)

Enable **Auto Animate Mode** to automatically add animations to the timeline as you move, rotate, and scale media on the canvas or adjust the media's visual properties.



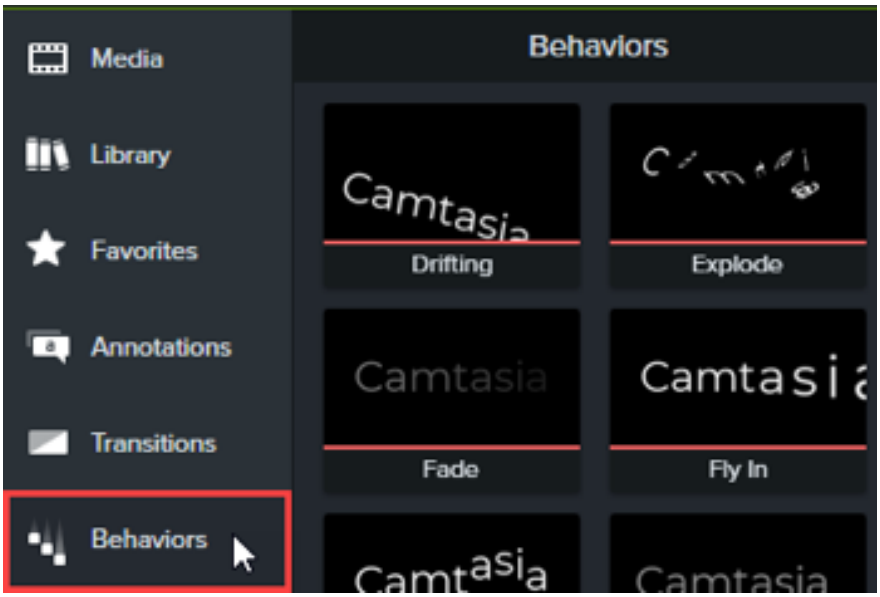
Animate Text & Images with Behaviors

Learn how to apply and customize Camtasia Behaviors to quickly make eye-catching videos with a unique look and feel.

Camtasia Behaviors are pre-made animations that quickly add professionalism and polish to your videos.

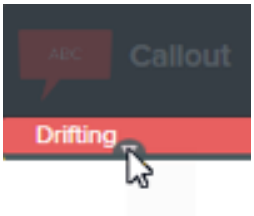
Add a Behavior

1. Click the **Behaviors** tab.



2. Drag a behavior animation onto media on the timeline.

Behaviors appear as an effect in the effects tray.

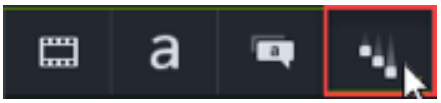


> **Note:** Add multiple behaviors to the same media to create interesting animation effects.

Edit a Behavior

Customize how a behavior enters the screen, what it does when it's on the screen, and how it leaves.

1. Click to select media with a behavior applied on the timeline. If the media is in a group, expand the group before applying the behavior otherwise the entire group is affected by the behavior. See How to Use Group Tabs.
2. Open the **Properties** panel > **Behaviors** subtab.

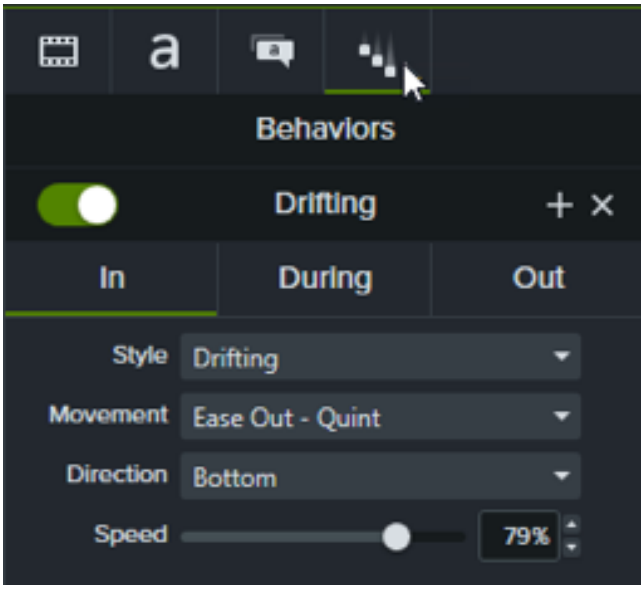


3. Edit the behavior properties for the In, During, and Out tabs. For more details on each property, see Behavior Properties.
4. Click the + button in the properties panel to save the customized behavior as a preset for future use (optional).

> **Note:** Select multiple media with behaviors applied to edit the behaviors in the properties panel simultaneously.

Behavior Properties

Style and movement properties are automatically set to compatible options when a new behavior is added to the timeline. Any change to the style or movement properties will also change which properties are available to edit.



Each stage of the animation (In, During, and Out) has its own editable properties under the corresponding properties subtab.

In and Out Subtabs

Property	Description
Style	Set the type of animation for how the media enters and leaves the canvas.
Movement	Set the type of easing related to the selected animation style.

Direction (as available)	Set the direction of the media as it enters and leaves the canvas. Availability of this property depends on the selected style.
Speed/Tension (as available)	Set the pace of movement for the selected style. Availability of this property depends on the selected style.

During Subtab

Property	Description
Style	Set the type of animation while the media is visible on the canvas.
Movement	Set the type of easing related to the selected animation style.
Opacity/Jump/Rotation/Scale/Shift (as available)	Set the intensity of the related behavior. Availability of this property depends on the selected style.
Loop Time	Set the number of seconds for the behavior to finish a loop.
Delay	Set the number of seconds between each behavior loop.
Loops	Set the number of times the behavior loops. Select **Loop Forever** to continually repeat the behavior while the media is visible on the canvas.

Blur or Mask a Video

Learn how to add blur or shape annotations to hide portions of the video containing confidential or distracting content.

In this tutorial:

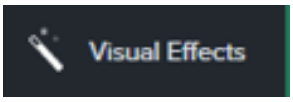
- Blur an Area
- Mask an Area
- Blur or Mask a Moving Object

Blur an Area

Add a blur effect to cover sensitive information in a video such as names or email addresses.

> **Note:** Viewers can decode some blurred numbers and text. We recommend using other annotations, such as callouts or shapes, to cover critically confidential information. See Mask an Area.

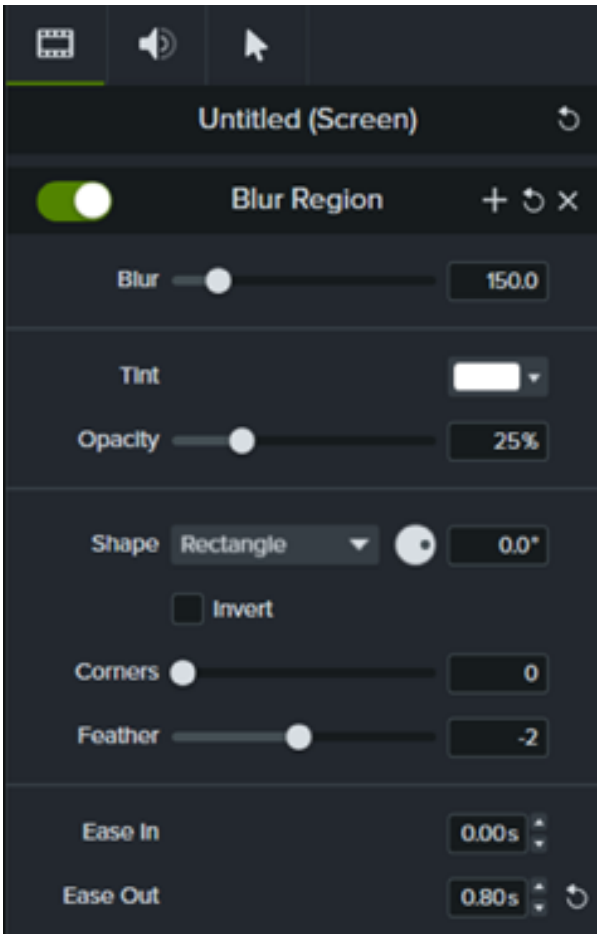
1. Click the **Visual Effects** tab.



2. Drag the **Blur Region** effect onto the canvas or timeline over the object to hide.

> **Note:** Blur Region is applied as an effect on the media so the blur will move and resize as the media is moved or resized.

3. Click and drag the blur shape handles on the canvas to cover the object to hide.
4. In the Properties Panel, do the following:



- Drag the **Blur** slider to adjust the amount to blur.
- Select a **Tint** color from the dropdown.
- Drag the **Opacity** slider to adjust the amount of transparency of the blur.
- Select **Oval** or **Rectangle** from the Shape dropdown.
- Click the **Invert** checkbox for a blur spotlight effect.
- Drag the **Corners** slider to adjust the corner rounding of the blur shape.
- Drag the **Feather** slider to adjust edge softness of the blur.
- Adjust the **Ease In** control to set how quickly the blur effect appears on the Canvas. When set to 0.00s, the effect appears immediately at the beginning of the media.
- Adjust the **Ease Out** control to set how quickly the blur effect disappears from the Canvas. When set to 0.00s, the effect disappears immediately at the end of the media.

▼ For Camtasia 2022.0.4 and older

1. Click the **Annotations** > **Blur & Highlight** tab.

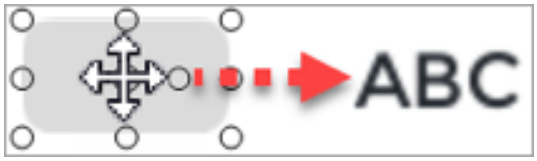
2. Drag a blur annotation onto the canvas or timeline:

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

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

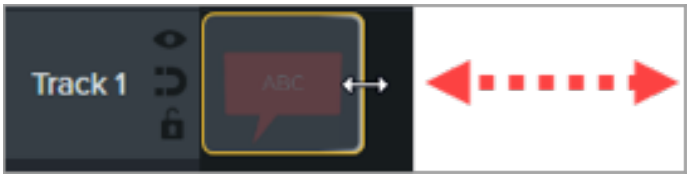
- **Spotlight**: Dims the video outside the selected area.

3. Click and drag the blur annotation on the canvas over the object to hide.
   - To move the blur, drag the center of the annotation to the desired location.

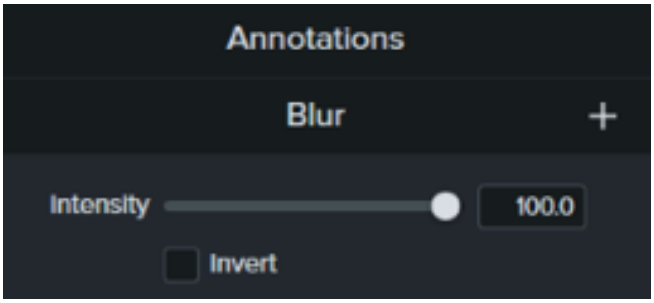


   - To resize the blur, drag the handles in any direction.

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



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

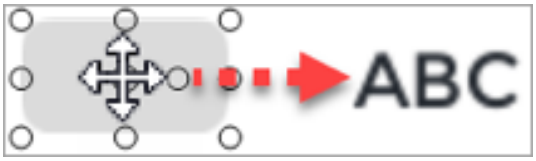


Mask an Area

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

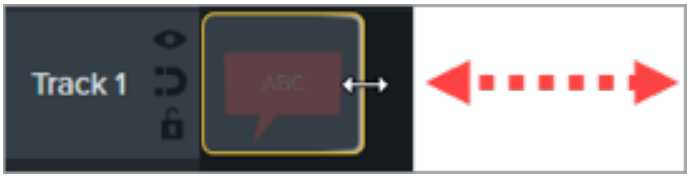
1. Click the **Annotations** > **Shapes** subtab.

2. Drag a shape annotation onto the canvas or timeline.
3. Click and drag the shape annotation on the canvas over the object to hide.
4. Position the shape annotation on the canvas.
    - To move the shape, drag the center of the annotation to the desired location.



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

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



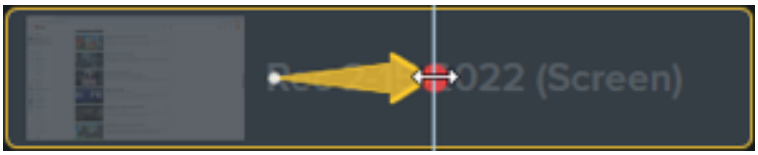
6. Click **Properties** to customize the shape annotation. See Discover the Properties Panel.

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 and align with the object to hide.
2. Select **Animations** > **Animations** subtab (Windows) or click **Animations** tab (Mac).
3. Drag the **Custom** animation onto the shape or blur annotation on the timeline.
4. Drag the arrow tail on the timeline to where the motion begins.

5. Drag the arrow head on the timeline to where the motion ends.



6. Drag the playhead to the right of the animation arrow until the red dot appears.
7. Click and drag the shape or blur on the canvas to the new location of the object to hide.

> **Note:** For more detailed information about animations, see Animations In-Depth.

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

Zoom In to Focus Attention

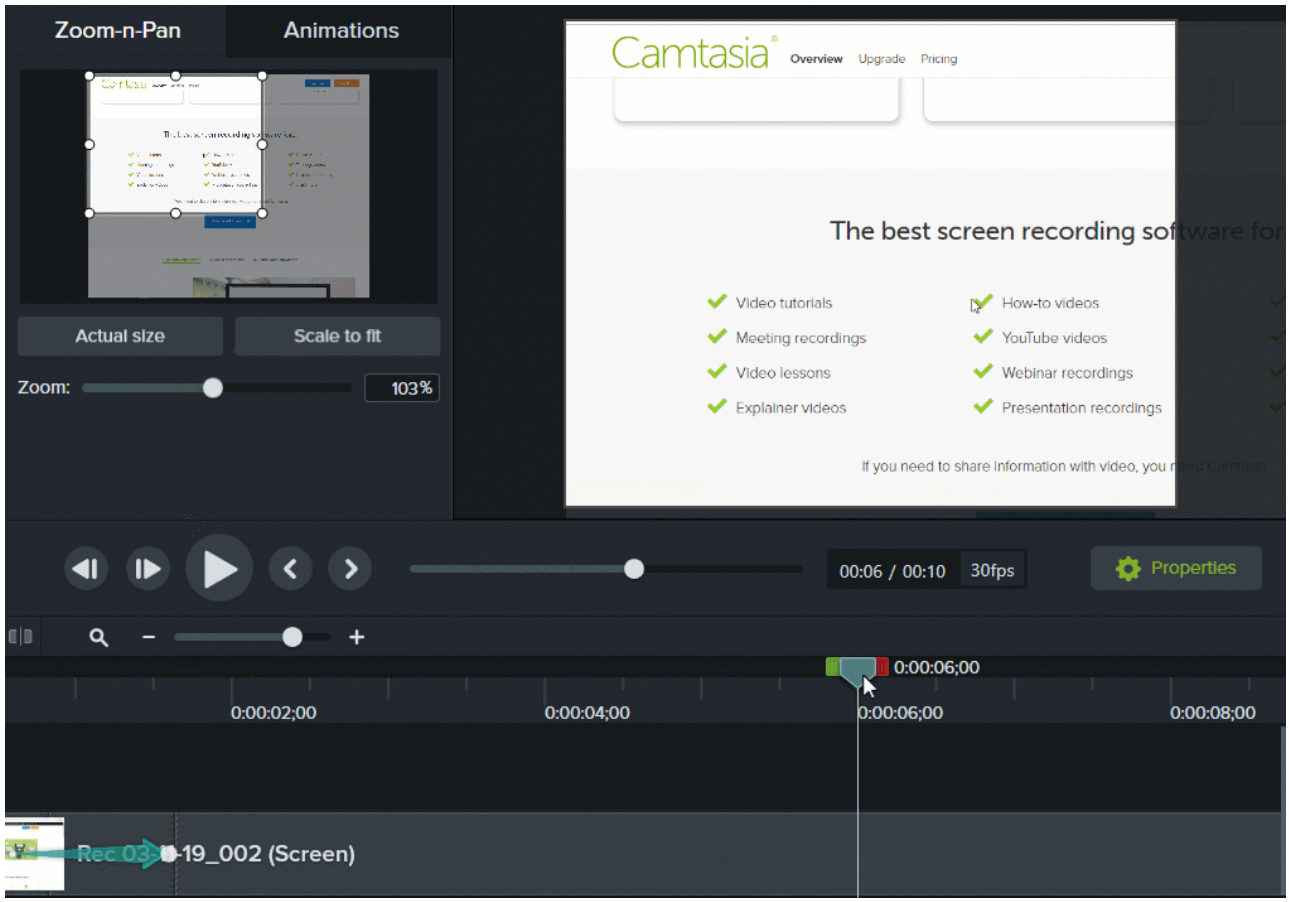
Zoom in or out on important parts of your video to draw attention to key actions or enhance difficult to view parts within a video.

In this tutorial:

- Zoom-n-Pan
- SmartFocus
- Manually Apply Zoom Animations

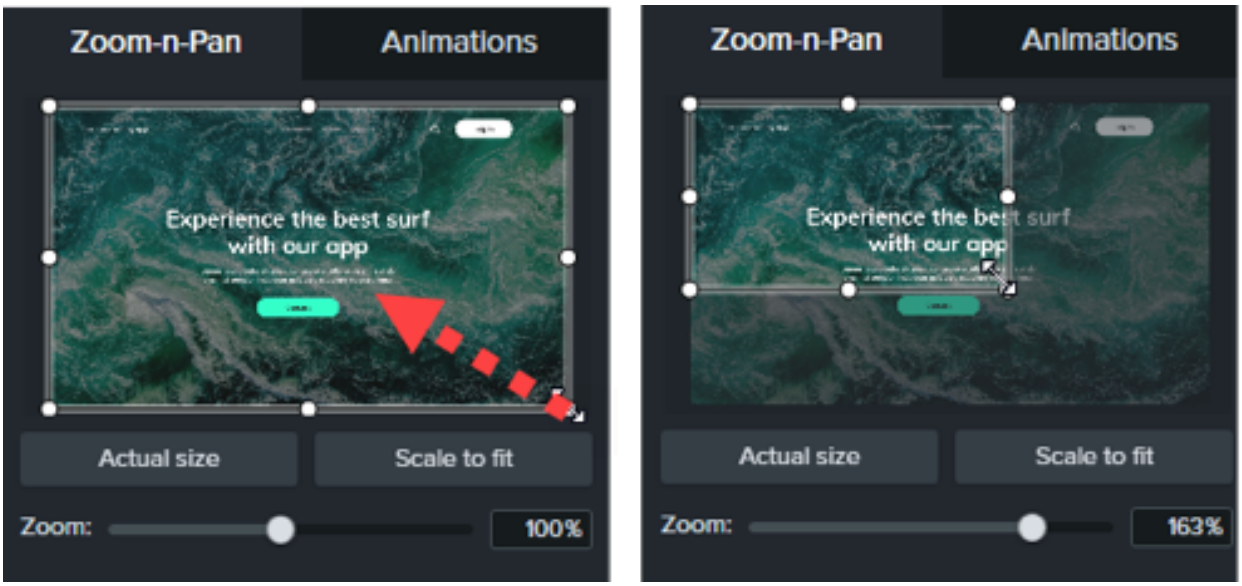
Zoom-n-Pan

Quickly add zoom in, zoom out, and pan animations on the timeline.

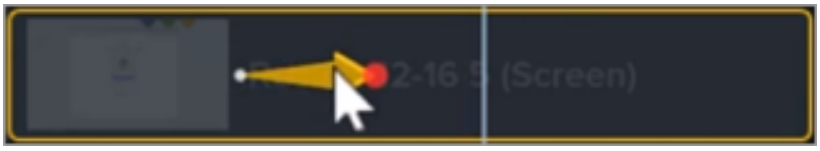


Windows

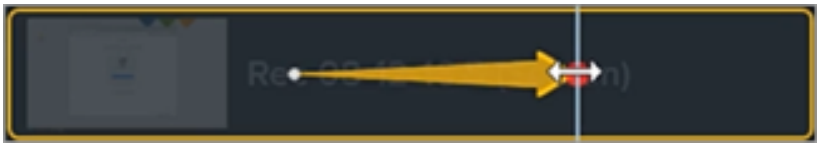
1. Drag the playhead on the timeline to where you want the zoom to occur.
2. Select **Animations** > **Zoom-n-Pan subtab**.
3. Move and resize the zoom rectangle to get the desired effect. The area fills the canvas and displays what your viewers see.



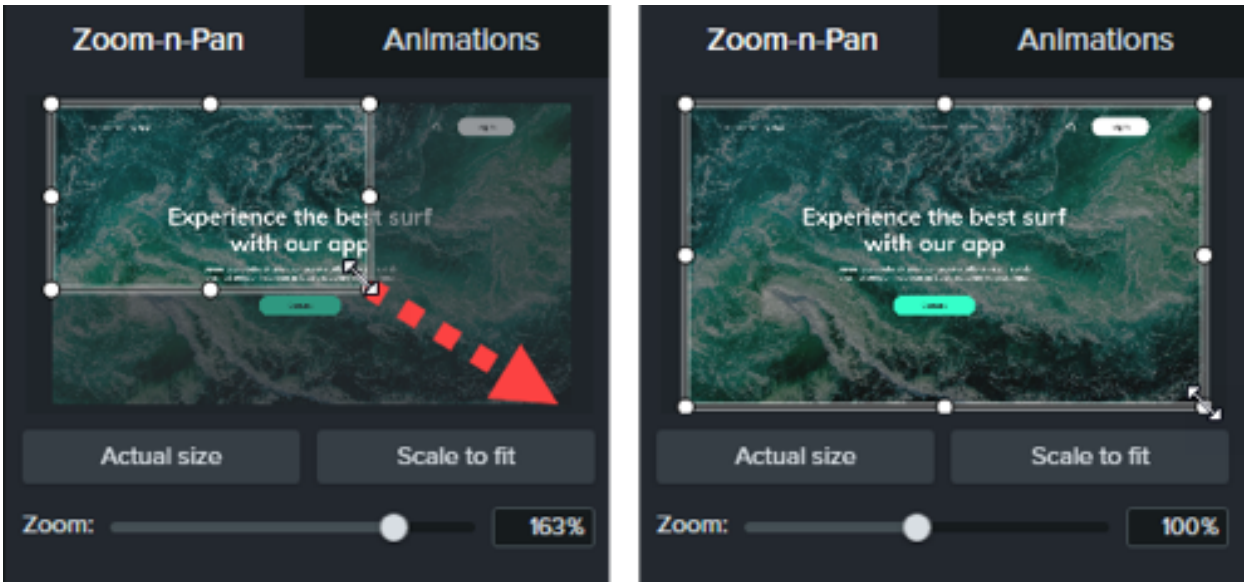
4. A zoom animation appears on the timeline.
    - To position when the animation occurs, drag the arrow.



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

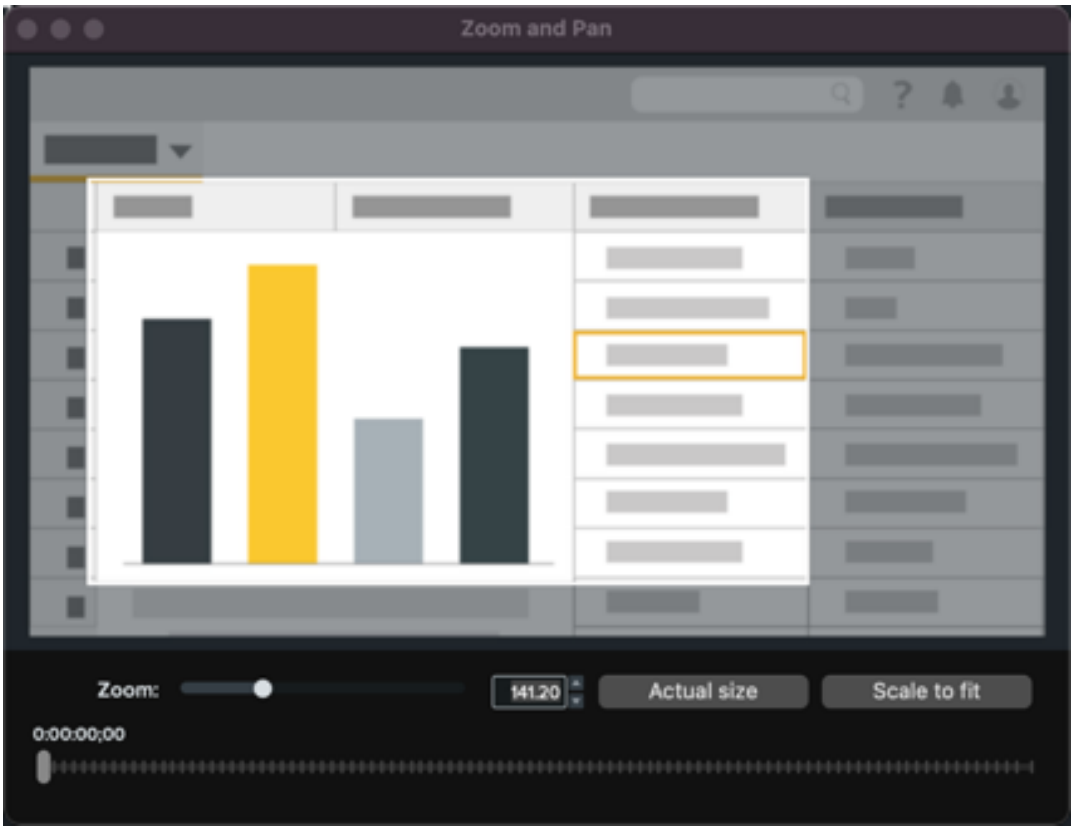


5. To zoom out, drag the playhead where the zoom animation ends. Repeat steps 3 and 4 to zoom out or use the **Scale to fit** button to quickly zoom to full scale. A second animation arrow appears on the timeline.



Mac

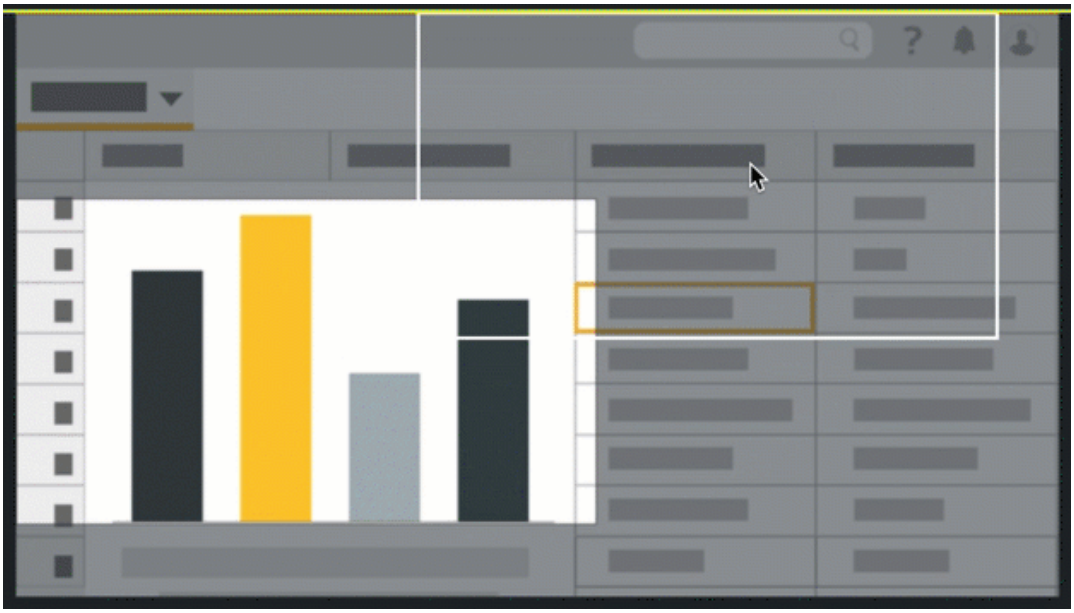
1. Drag the playhead on the timeline to where you want the zoom to occur.
2. Click to select the media or group to apply the zoom and pan to.
3. Select **Edit menu > Zoom-n-Pan**. The Zoom and Pan Window appears. The highlighted area in the white rectangle is what your viewers see.



4. Complete any of the following options:

- Resize the white rectangle to zoom in or out. Yellow lines appear when the preview snaps to the canvas edge.

- Move the rectangle to pan across the canvas.

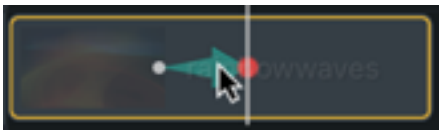


- Drag the **Zoom** slider or enter a percentage value to zoom in or out.

- Click **Actual size** to scale the video to 100% its original size.
- Click **Scale to fit** to display the entire media on the canvas.

5. An animation arrow appears on the timeline.

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



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

6. Drag the playhead and repeat steps 4 and 5 to add more zoom and pan animations.

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.

> **Note:** 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 Manually Apply Zoom 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.

  > **Note:** 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 Manually Apply Zoom 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.

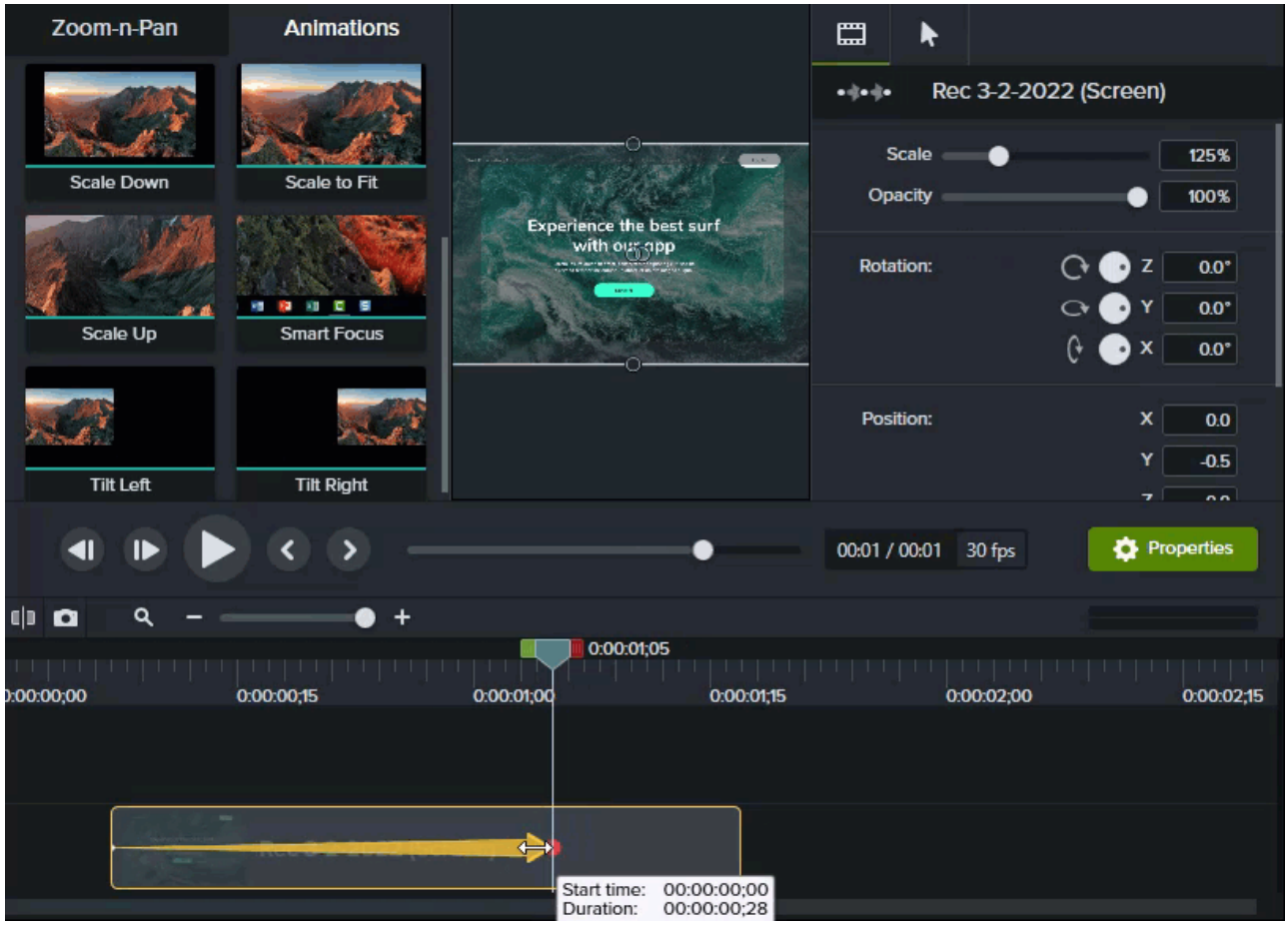
SmartFocus at Time (Mac Only)

SmartFocus at Time allows you to apply SmartFocus at a specific point in your video.

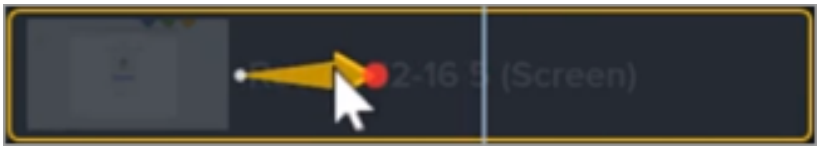
1. Drag the playhead on the timeline to where you want to apply SmartFocus.
2. Click the **Animations tab**.
3. Drag the **SmartFocus at Time** animation onto a .trec file on the timeline.

Manually Apply Zoom Animations

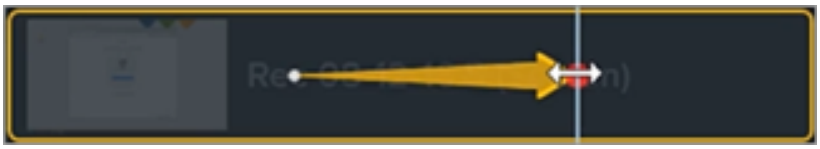
Manually apply zoom animations, for example after applying SmartFocus or when recordings are longer than 30 seconds.



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 Discover the Properties Panel.
    - 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.

Build Your Color Palette (Themes)

Learn how to create and apply themes to quickly apply styles to callouts, shapes, arrows, and assets to match your personal or corporate brand.

In this tutorial:

- Themes
- Create a Theme
- Apply a Theme
- Add Annotations Based on a Theme
- Edit a Theme
- Export a Theme
- Import a Theme

Themes

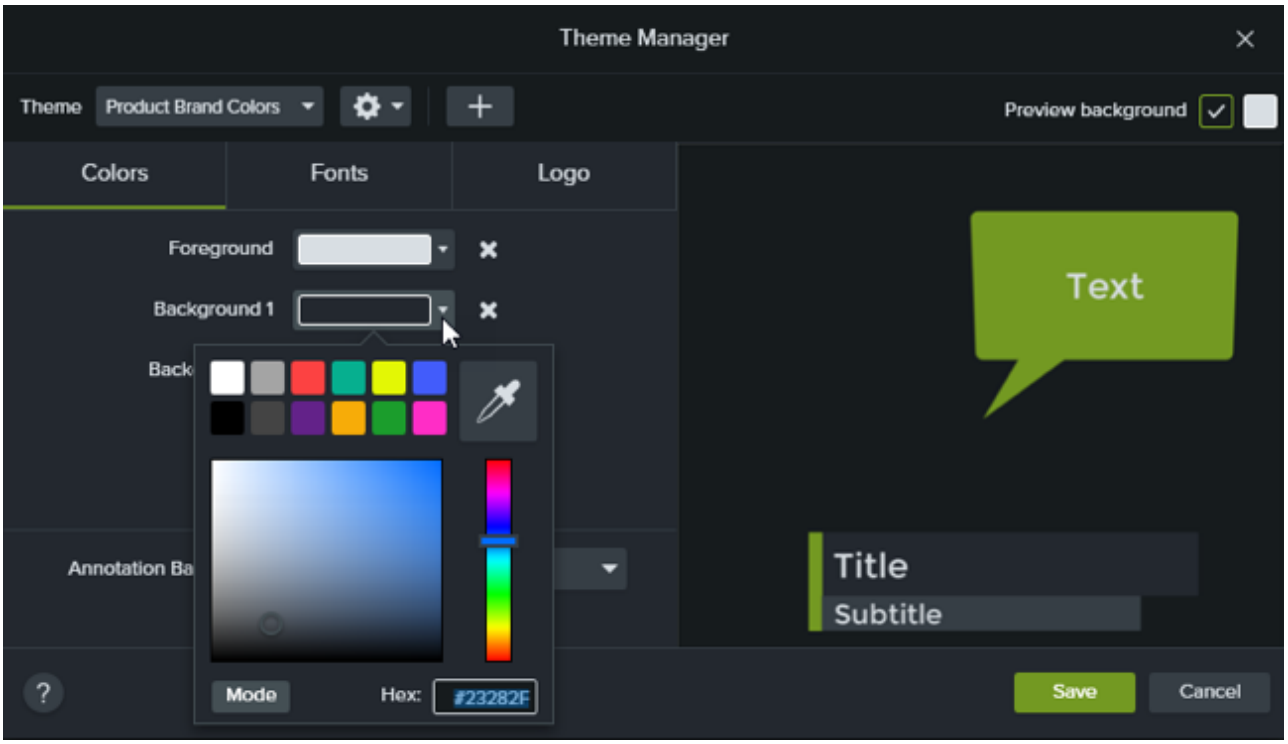
A theme is a set of preset fonts, colors, and logos used to customize assets in your video. Quickly apply theme presets to maintain consistency across a series of videos.

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 2022** (Mac) > **Manage Themes**.
2. The Theme Manager appears. Click the **Create New Theme** button.

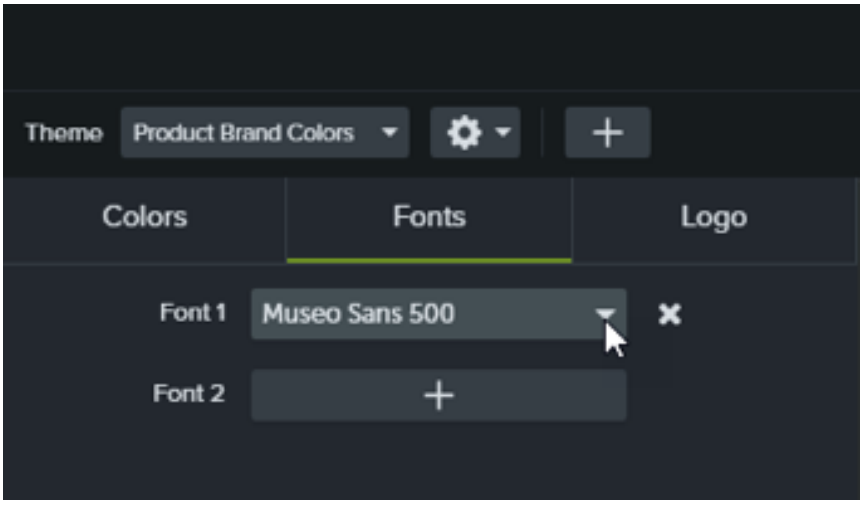
3. Enter a theme name and click **OK**.
4. On the **Colors** tab, set the theme colors:



- **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.

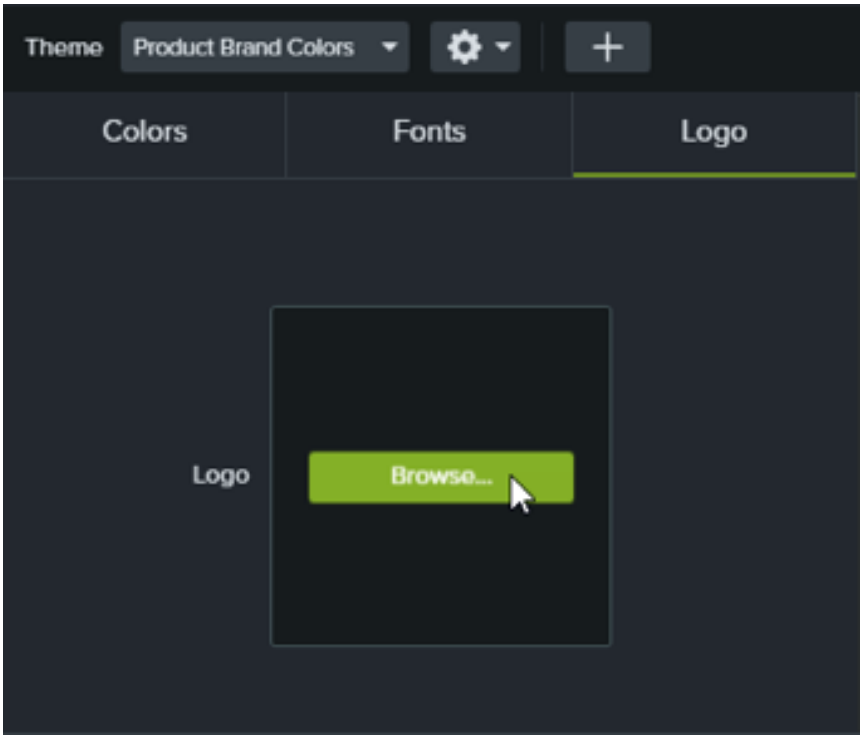
5. On the **Fonts** tab, set the theme fonts:



- **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.

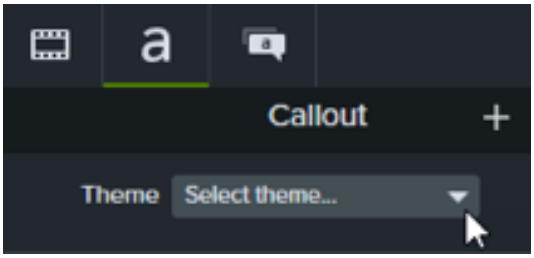


7. Click **Save** to save the changes to the theme.

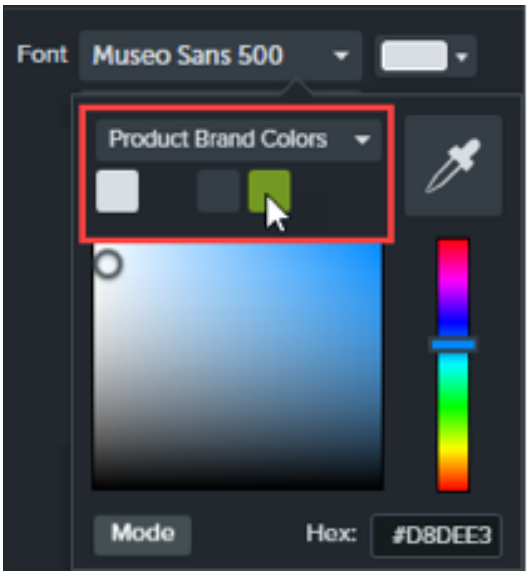
Apply a Theme

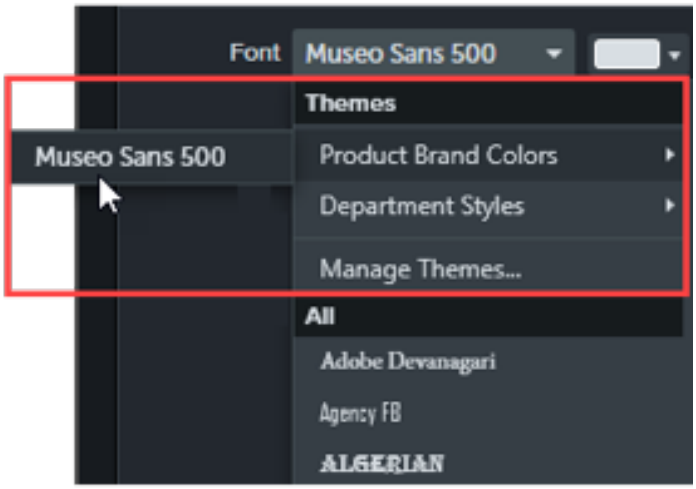
1. Click to select the annotation or asset on the canvas or timeline.
2. Click the **Properties** button to open the Properties panel.
3. Complete one of the following to apply a theme or theme property:

   - **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.





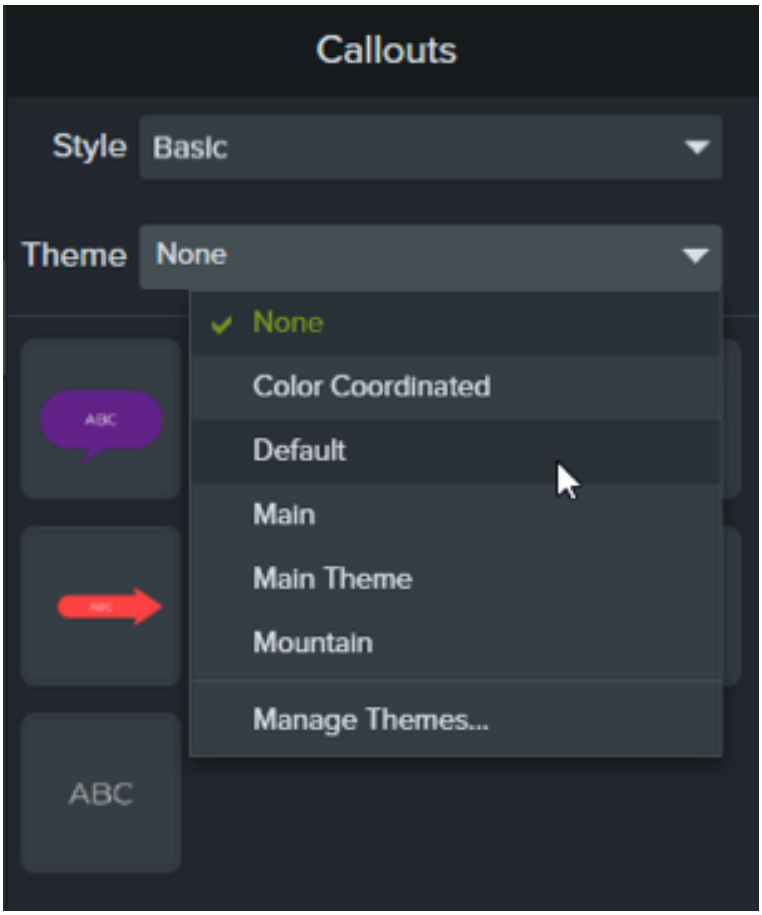
On Mac, you must have the system color picker disabled to view the theme colors. Select **Camtasia 2022** > **Settings** (macOS 13 or later) or **Preferences** (macOS 12 or earlier) > **General tab** > **uncheck the Enable System Color Picker option**.

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

1. Group annotations on the timeline. See How to Use Group Tabs.
2. 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 **Callouts**, **Arrows and lines**, or **Shapes** subtab.
3. Select a theme from the **Theme** dropdown.



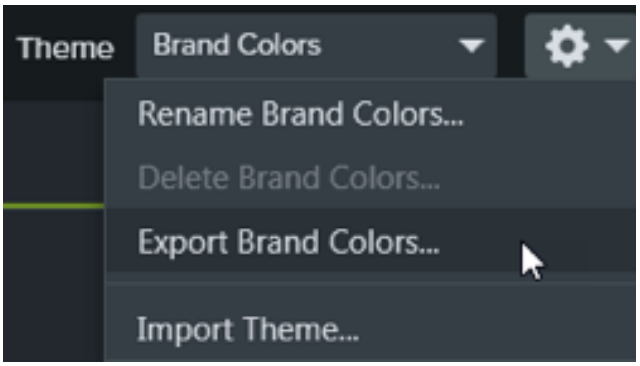
4. Camtasia automatically applies the theme colors and fonts to the annotations on the tab. Drag an annotation onto the timeline to add to your video.

Edit a Theme

1. Select **File** (Windows) or **Camtasia 2022** (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

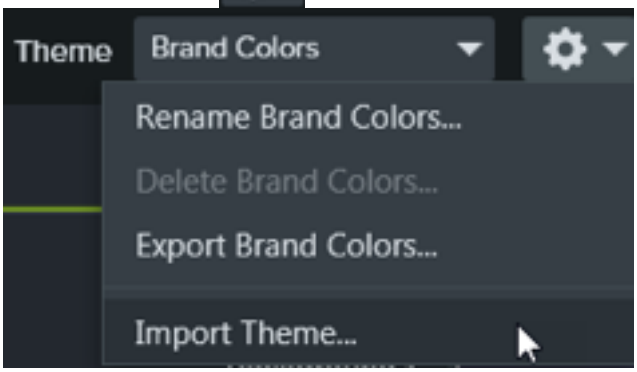
1. Select **File** (Windows) or **Camtasia 2022** (Mac) > **Manage Themes**.
2. The Theme Manager appears. Click the gear icon and select **Export Theme**.



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 2022** (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**.



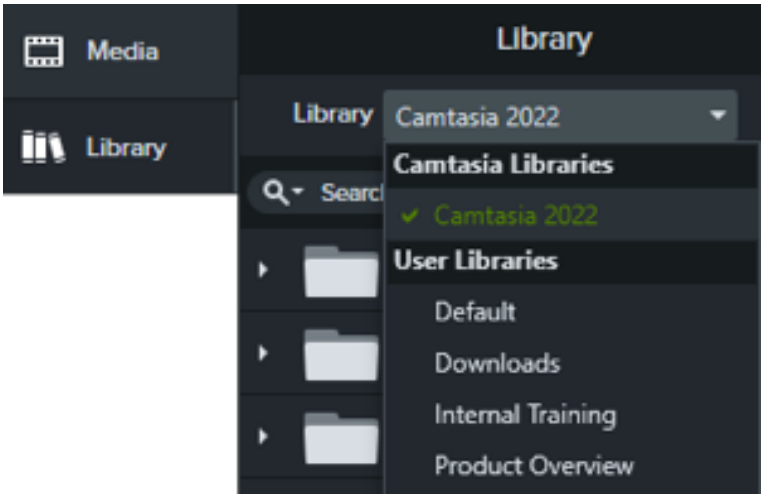
4. Locate the .camtheme file and double-click the file to open into Camtasia.
   Camtasia imports the .camtheme file into the Theme Manager.

Reuse Media Across Projects (Asset Libraries)

Learn how to speed up the video creation process and maintain consistency across your videos with Camtasia 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 & Install 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 (Windows) or Control+click (Mac) the asset in the library and select **Add to Timeline at Playhead**.

Organize Assets

Create a Custom Library	1. Click the **Library** tab. 2. In the Library dropdown, select **Create New Library**. 3. Enter a name. 4. Select an option in the **Start from** dropdown to create a blank library or create a copy of an existing library. 5. Click **Create**.

Add an Asset or Group to a Library

Asset or Group from Timeline:

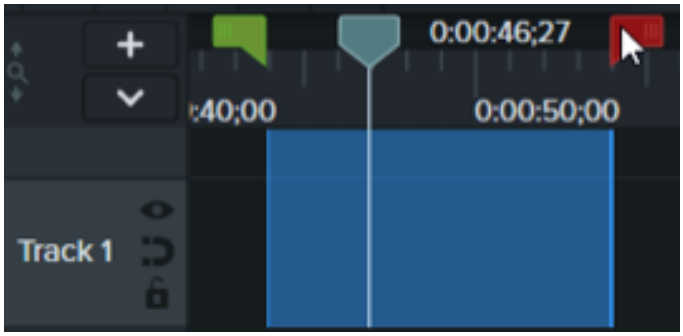
1. Right-click (Windows) or Control+click (Mac) an asset or group on the timeline and select **Add to Library**.
2. Enter a name.

   > 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 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:

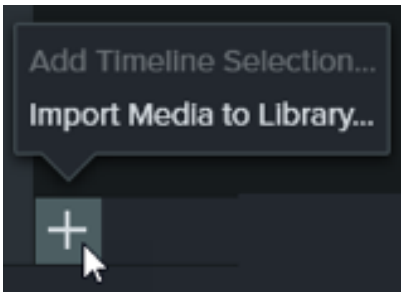
1. Click and drag the green and red handles to select an area on the timeline.



2. Right-click (Windows) or Control+click (Mac) 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:

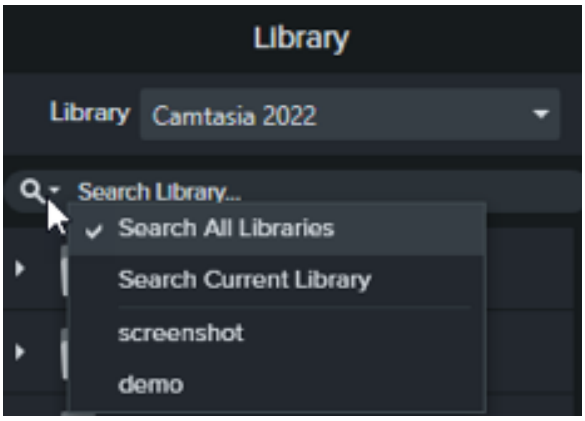
1. Click the **Library** tab.
2. Click the + icon and select **Import Media to Library** or drag the desired assets into a library or folder.

	 **From Media Bin:** 1. Click the **Media** tab. 2. Right-click (Windows) or Control+click (Mac) an asset in the Media Bin and select **Add to Library**. 3. Select a library from the **Add to** dropdown. 4. Click **Import**. **From TechSmith Assets Store:** Click the **Download More Assets** link. See Download & Install TechSmith Assets.
Add a Folder to the Library	1. Click the **Library** tab. 2. Select a library from the **Library** dropdown. 3. Right-click (Windows) or Control+click (Mac) within the library and select **New Folder**. 4. Enter a folder name. 5. Press the **Enter** key.
Move Assets or Folders within a Library	1. Click the **Library** tab. 2. Select a library from the **Library** dropdown. 3. Click to select the asset or folder. **Ctrl+click** (Windows) or **Command+click** (Mac) to select multiple assets or folders. 4. Drag the selection to the desired folder or location in the current library. **Note:** To nest a folder in a library, click and drag the folder onto another folder.
Move Assets or Folders to Another Library	1. Click the **Library** tab. 2. Select a library from the **Library** dropdown. 3. Click to select the asset or folder. **Ctrl+click** (Windows) or **Command+click** (Mac) to select multiple assets or folders.

	4. Right-click (Windows) or Control+click (Mac) the selection and select **Move To > the desired library**.
Delete an Asset or Folder	Right-click (Windows) or Control+click (Mac) the asset or folder in the library and select **Delete**.

Find Assets

Search within a library or across all libraries to find assets based on file names.

Search for Assets in Library	1. Click the **Library** tab. 2. Click the Search icon and select the scope of the search: **Search All Libraries**, **Search Current Library**, or select a recent search term from the dropdown.  3. Type in the **Search Library** field. 4. The search results appear. To sort the search results, right-click (Windows) or Control+click (Mac) a result and select **Sort By**.
Download More Assets	To download additional assets, click the **Download more assets** link at the bottom of the library. See Download & Install TechSmith Assets.
Sort Assets	Right-click (Windows) or Control+click (Mac) a folder or asset in the library and select **Sort By**. You can sort by name, type, date added, date used, or reverse the order.
Preview an Asset	Double-click the asset in the library. A preview window appears.

Share a Library

To maintain a consistent video style across a project or organization, share your library assets with others.

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 & Share Camtasia Resources.

> **Note:** 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	1. Click the **Library** tab. 2. Select a library from the **Library** dropdown. 3. Select **Library dropdown > Manage Library > Export Library**. 4. Click **Save** to save the .libzip file. 5. Send the .libzip file to others to import into Camtasia.
Import a Library	1. Select **File > Library > Import Zipped Library**. 2. Locate the .libzip file to import and click **Open**. 3. Choose to create a new library or add the assets to an existing library and click **Import**. Camtasia adds the assets to the selected library.

Build A Video Template to Share

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

In this tutorial:

- Create a Video Template
- Edit a Video Template
- Share a Video Template

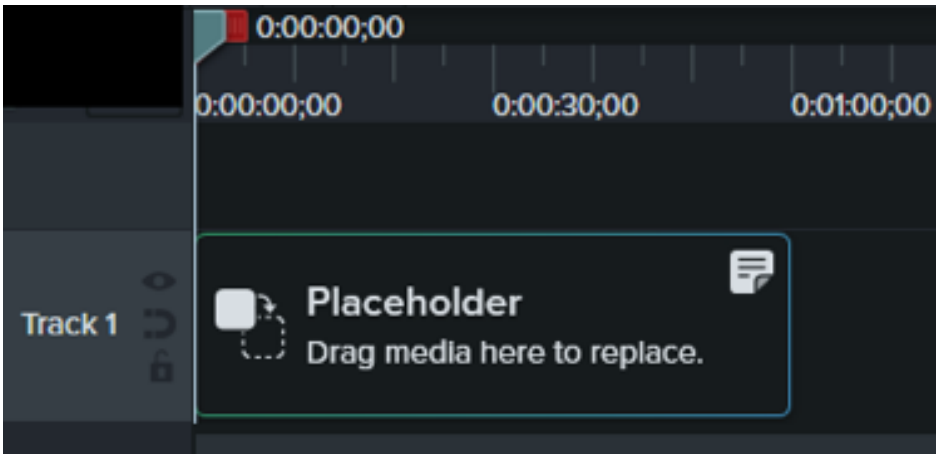
Create a new project or update an existing project to save as a video template. Include common video enhancements such as:

Asset	Description
Placeholders	Placeholders guide video creators on the type of content to replace in the 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 the 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 images to provide context around a screenshot or video clip.

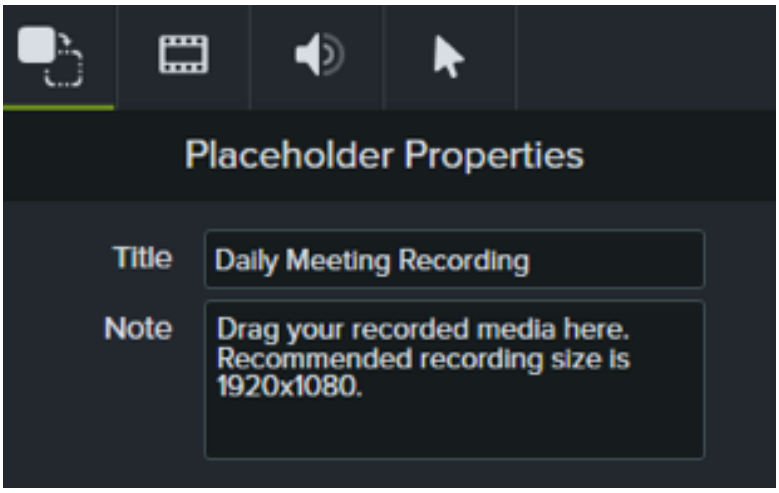
To download assets and premade templates, see Download & Install TechSmith Assets.

Create a Video Template

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



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



4. Add other desired enhancements in the project on the timeline or canvas.
5. To save the project as a template, select **File > Save Project as Template**.
6. Enter a template name and click **OK**.

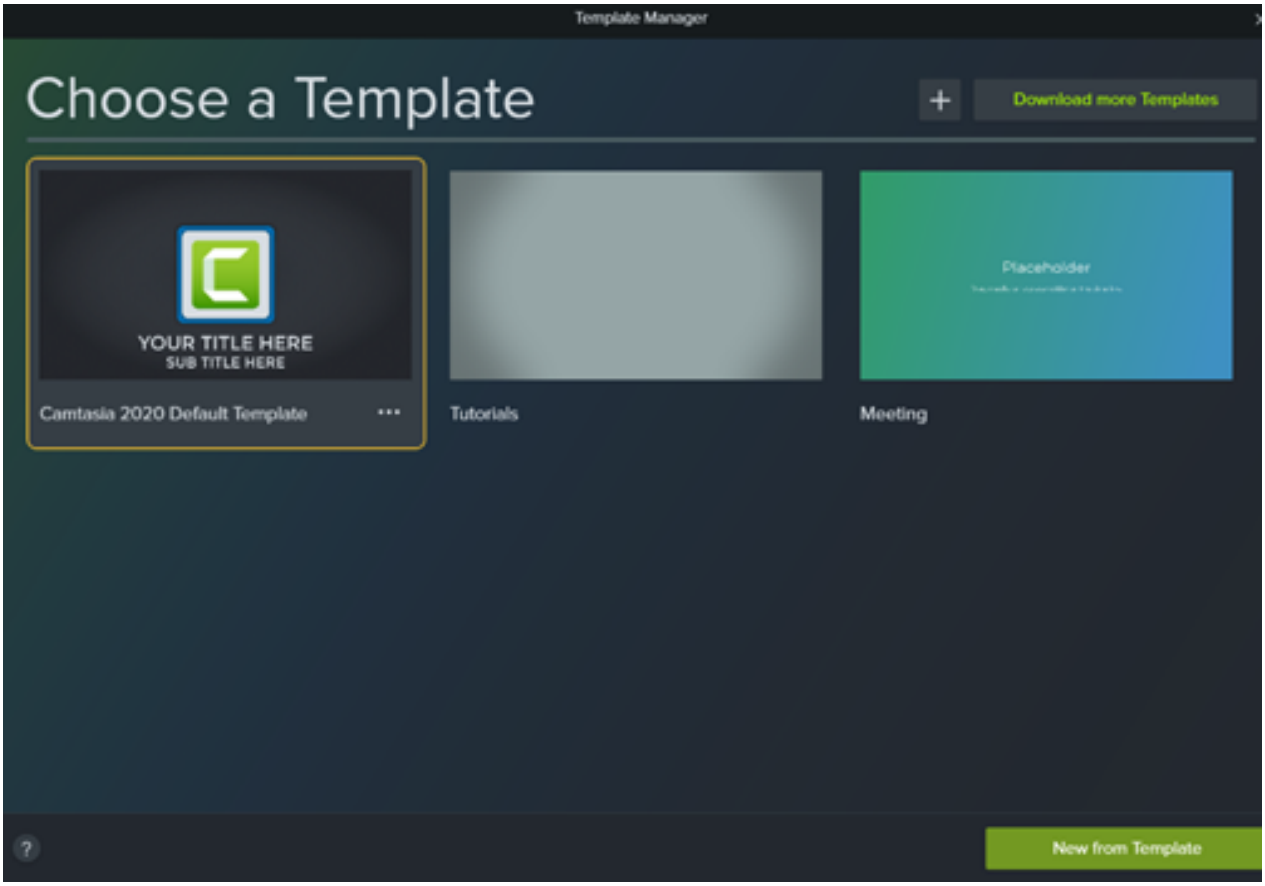
To share the the video template, see Share a Video Template.

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

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** (Windows) or **Camtasia 2022** (Mac) > **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 the + to select a template file (.camtemplate) from your computer and click **Open**.



3. After making the desired edits, select **File** > **Save Project as Template**.
4. Enter a template name and click **OK**.

Tip: Strategies to save template changes.

- To replace the current template, save with the same file name.
- To designate a template version, add a number to the end of the file name.

Share a Video Template

Export as a single template (.camtemplate) or add templates, source files, and media to a Camtasia Package (.campackage) to share with others.

1. Open a saved template in Camtasia Editor.

2. Select **File > Export > Template**.
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 How to Use a Template.

Package & Share Camtasia Resources

Create a Camtasia Package (.campackage) to back up and share your Camtasia resources such as templates, shortcuts, libraries, themes, and presets.

Create a Camtasia Package (.campackage) to:

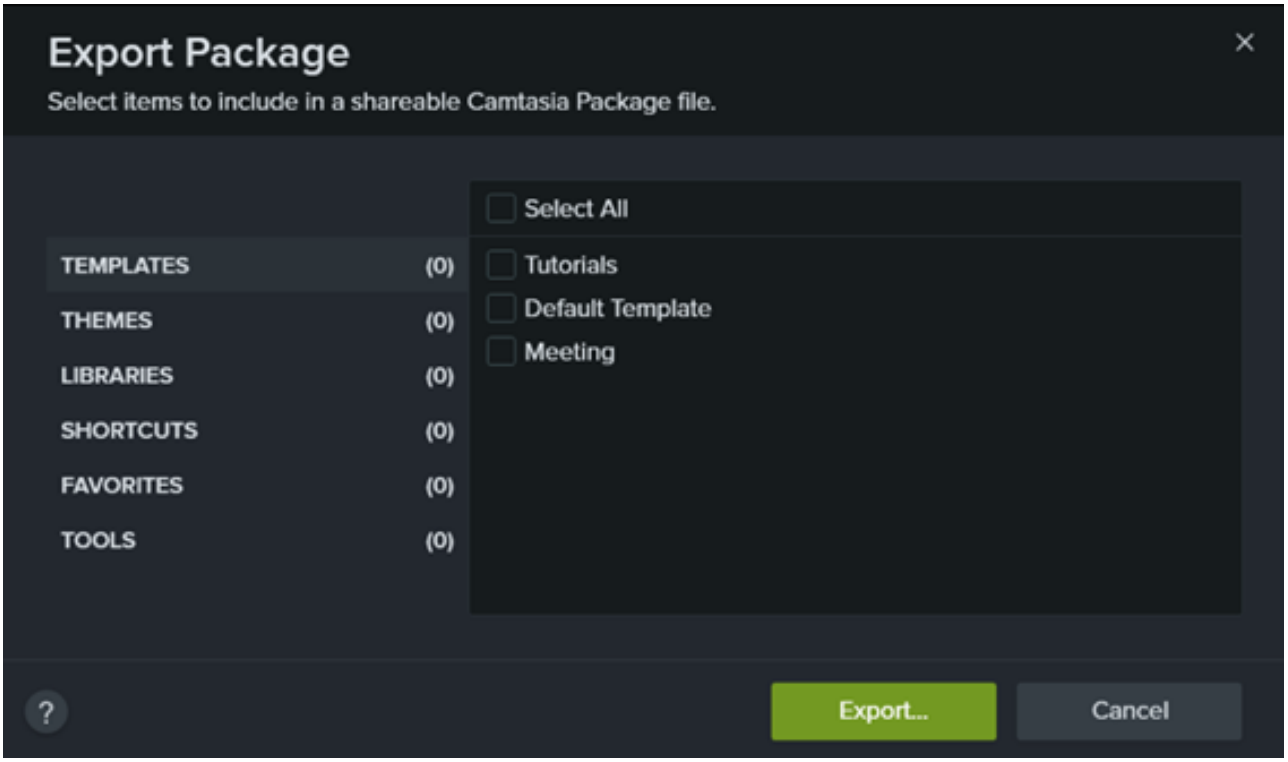
- Share assets with others to quickly create consistent and professional videos.
- Deploy brand assets and resources across multiple computers, teams, or organizations.
- Back up your Camtasia resources.

Packages can include: templates, shortcuts, libraries, themes, and presets.

Export a Package

Export a Camtasia Package (.campackage) to share the video resources you used, such as templates and asset libraries, to 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 .campackage file. To open the Camtasia Package on another computer, see Import a Package.

Import a Package

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

> **Note:** 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 file (.campackage) to import and click **Open**.
4. Click **Replace** (Windows and Mac), **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 selected resources.

Record a PowerPoint Presentation

Learn three ways to record a Microsoft PowerPoint presentation with Camtasia.

Camtasia provides three ways to record a Microsoft PowerPoint Presentation:

1. Record with the Camtasia PowerPoint Add-In (Windows)
2. Import Slides into Camtasia and Record Voice Narration
3. Record with Camtasia Recorder

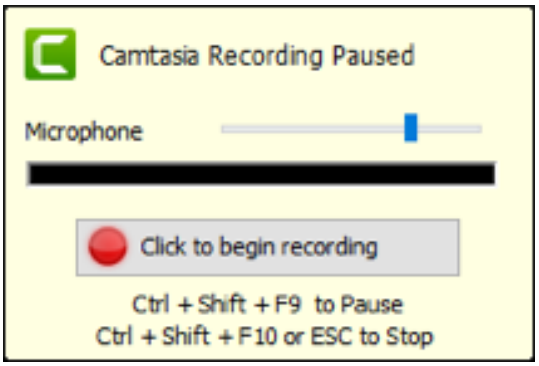
Record with the Camtasia PowerPoint Add-In (Windows)

The Camtasia PowerPoint Add-In allows you to record a presentation directly in Microsoft PowerPoint. The video recording captures any transitions or animations in the presentation.

> **Note:** The PowerPoint Add-in toolbar is only available on Windows. To record a presentation on Mac, see Import Slides into Camtasia or Record with Camtasia Recorder.

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**.

To learn more about recording and customizing the PowerPoint Add-In settings, see Record with the PowerPoint Add-In.

Import Slides into Camtasia

Import individual .ppt or .pptx slides into the Media Bin. Drag the slides onto the timeline to build your video presentation and record voice narration to complete your video. This method allows you to add additional transitions, callouts, and other video enhancements offered in Camtasia.

See Import PowerPoint Slides.

Record with Camtasia Recorder

Record with Camtasia Recorder to capture the presentation as you deliver it. Open the Microsoft PowerPoint presentation in Presenter mode and record with the Camtasia Recorder. As you record, the transitions and animations in the presentation are captured in the recording.

To learn more about setting up your recording, see Record, Edit, Share.

Record & Edit Camera Video (Picture-in-Picture)

Record video from a webcam or other camera device to connect with your viewers. Learn how to record camera only, or include camera with screen recording as a picture-in-picture video.

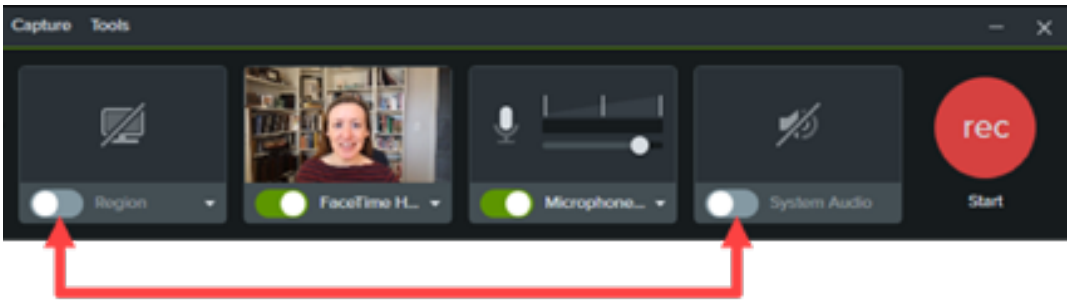
In this tutorial:

- Record Camera Only
- Record Your Screen and Camera Together (Picture-in-Picture)
- Add Animations to Show, Hide, or Move Media

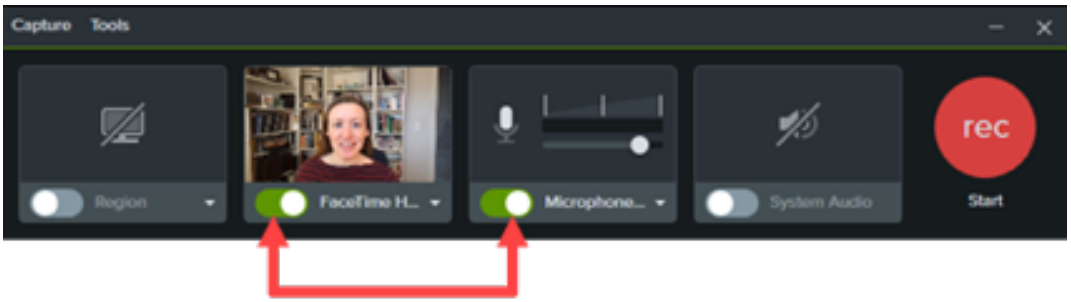
Record Camera Only

To record a camera only video without screen recording:

1. In the Camtasia Recorder, click the **Screen Recording** and **System Audio** toggle buttons to turn them off.

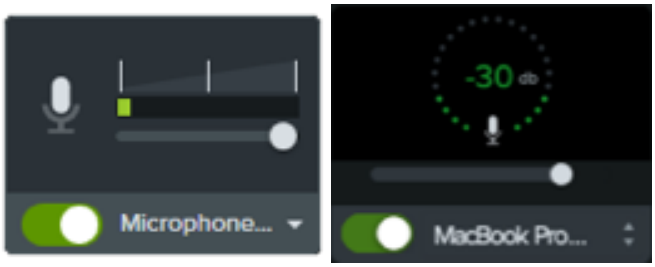


2. Click the **Camera** and **Microphone** toggle buttons to turn them on.



3. Click the **Camera** and **Microphone** dropdowns to select specific devices.

4. Drag the microphone slider to increase or decrease the audio level.

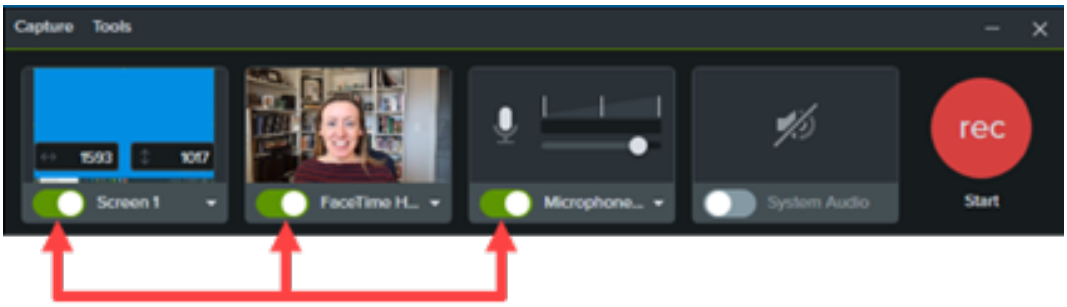


5. Click the **Record** (Windows) or **Start Recording** (Mac) button.
6. Click the **Stop** (Windows) or **Stop Recording** (Mac) button.

Camtasia combines the camera video with microphone audio on Track 1 of the timeline.

Record Your Screen and Camera Together (Picture-in-Picture)

1. In the Camtasia Recorder, click the Screen **Recording**, **Camera**, **Microphone**, and **System Audio** (optional) toggle buttons to turn them on.



2. Click the **Record** (Windows) or **Start Recording** (Mac) button.
3. Click the **Stop** (Windows) or **Stop Recording** (Mac) button.

Camtasia adds the screen capture to Track 1 of the Editor, and combines the camera video with microphone audio on Track 2.

For more detailed information about recording, see Record, Edit, Share.

Add Animations to Show, Hide, or Move Media

Add animations to media, for example to:

- Resize the camera video to fill the screen at the start of the video.
- Reposition the camera video to reveal an area of the screen recording.

For detailed information about how to apply animations, see Animations In-Depth.

Edit Zoom Recordings

Bring your Zoom recording into Camtasia to remove unwanted sections, fix audio, and add polish so that it is ready to share.

In this tutorial:

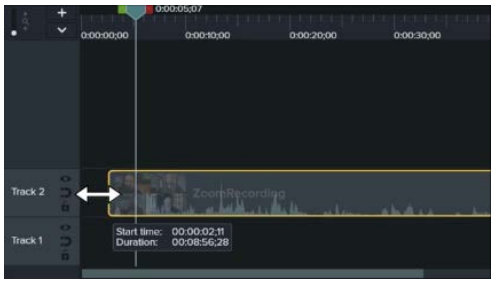
- Import Zoom Recording
- Trim the Start and End
- Remove Sections
- Edit Audio
- Add an Intro
- Share Your Recording

Import Zoom Recording

1. Open Camtasia.
2. Click the **Media** tab.
3. Click + > **Import Media** or double-click the Media Bin.
4. Browse to select the Zoom recording and click **Open** (Windows) or **Import** (Mac).
5. The imported media appears in the Media Bin. Drag the Zoom recording from the Media Bin onto the timeline.

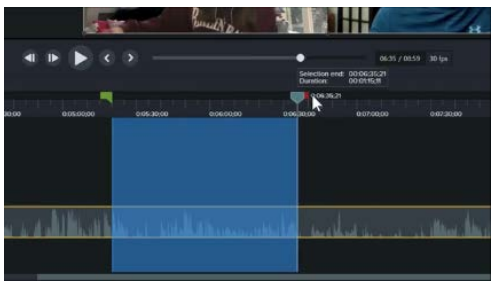
Trim the Start and End

Trim out the wait time or conversations recorded before the Zoom call content begins.



1. On the timeline, drag the end of the clip in or out.
2. Drag the playhead to the desired location on the clip and click **Play** to preview the trimmed clip.

Remove Sections

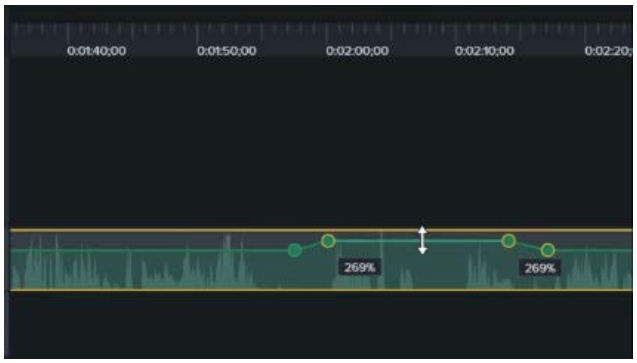


1. Click and drag the green or red handles on the playhead to make a selection.
2. Click the **Cut** button.

   The selection is removed and the remaining media is stitched together.

Edit Audio

Add audio points to adjust the volume for a part of the Zoom recording.

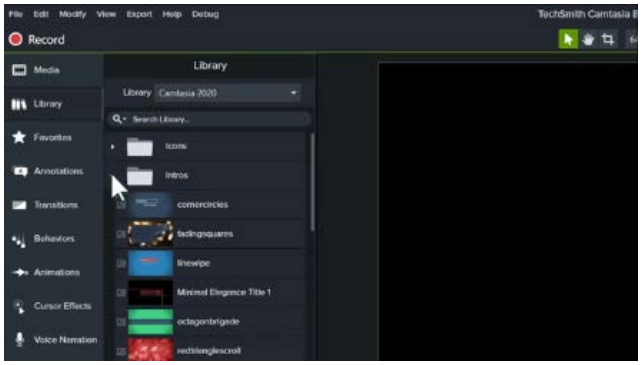


1. On a clip with audio, double-click to add an audio point.
2. Drag an audio point or line between audio points to raise or lower the volume.

See Editing Audio & Adding Effects.

Add an Intro or Outro

Intros are animations and text that provide context for the video's content. Outros are animations and text that provide resources such as contact information, websites, and actions to conclude a video.

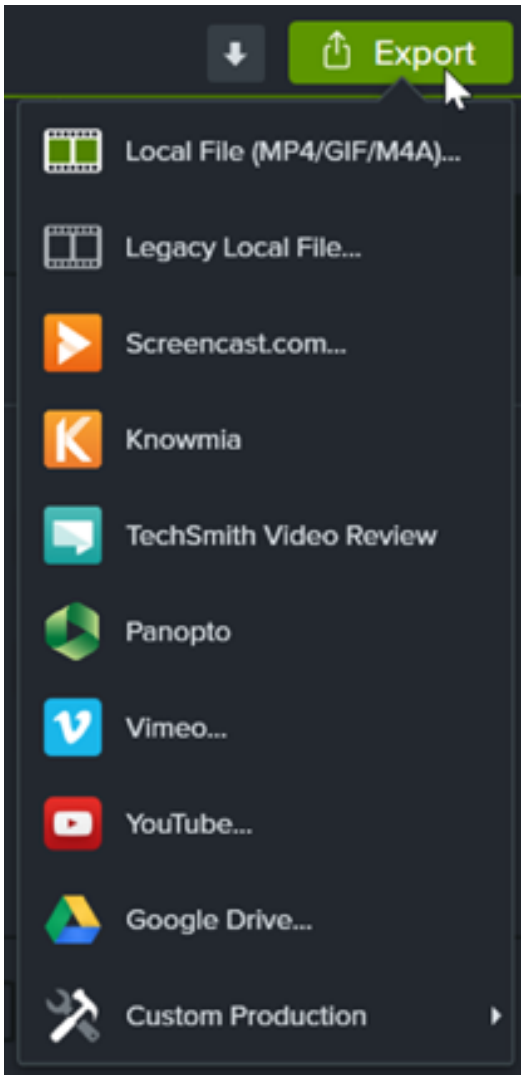


To use one of Camtasia's premade intros or outros:

1. Click the **Library** tab.
2. Click the **Intros** or **Outros** dropdown to view the available assets.
3. Drag the library asset onto the desired location on the timeline.

To download more library assets, see Download & Install TechSmith Assets. To create your own custom intro or outro, see Create Custom Assets.

Share Your Recording



To share your edited Zoom recording, click **Export** and select the option that works best for you.

Select **Local File** to save to your computer or share to another destination like YouTube.

See Export & Share Your Video for details about sharing options.

Download & Install TechSmith Assets

Learn how to download and install TechSmith Assets for Camtasia.

Enhance your Camtasia videos with assets downloaded from the TechSmith Assets for Camtasia website.

In this tutorial:

- Asset Types
- Download Assets to Camtasia
- Download Assets to Your Computer
- Add Assets to Camtasia

Asset Types

The following types of assets are available to download from TechSmith Assets for Camtasia.

> **Note:** Most assets are available for use in TechSmith Camtasia version 2018 or later.

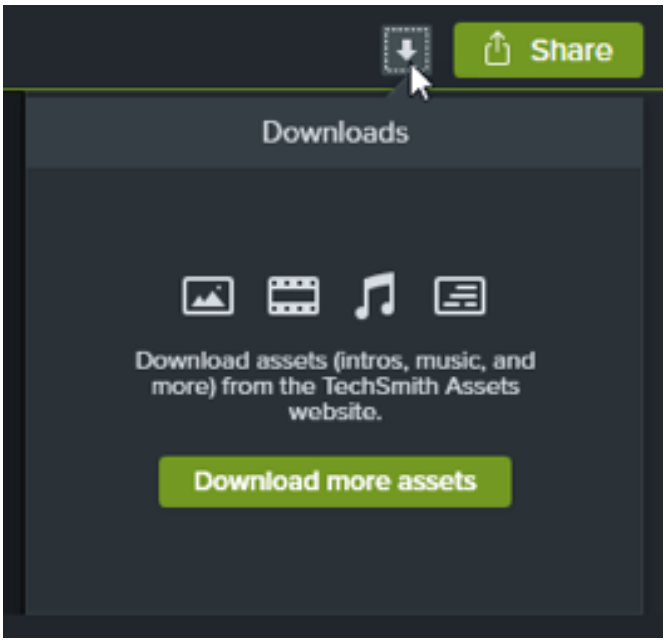
Asset Type	Category
Customizable	• **Templates:** Video templates in various styles for quicker video creation. See How to Use a Template. > **Note:** Templates are available for use in TechSmith Camtasia version 2020 or later. • **Device Frames:** Computer or mobile device frames to provide context around an image or video clip. See Provide Context with Device Frames. > **Note:** Device frames are available for use in TechSmith Camtasia version 2019 or later. • **Intros:** Animations to introduce a video or scene. • **Outros:** Animations to end a video or scene • **Motion Graphics:** Animations and text to introduce a speaker or scene in a Camtasia video. • **Themes:** Themes with preset colors and fonts.

	Note: Themes are available for use in TechSmith Camtasia version 2020 or later.
Video	• **Footage:** Video clips of real-world recorded content • **Motion Backgrounds:** Video clips to use as a background or scene in a video. • **Effects:** Short clips with an alpha channel to accent media.
Images	• **Photos:** Static images of real-world photography. • **Icons:** Illustrations or set of icons.
Audio	• **Music:** Instrumental or vocal audio tracks. • **Loops:** Short audio samples to create a seamless playback loop. • **Sound Effects:** Short audio clips to accompany action on the screen for emphasis or storytelling.

Download Assets to Camtasia

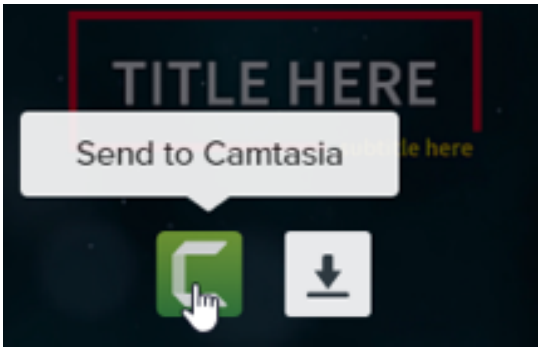
Automatically import downloaded assets into your Downloads library for quick use in a video project.

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



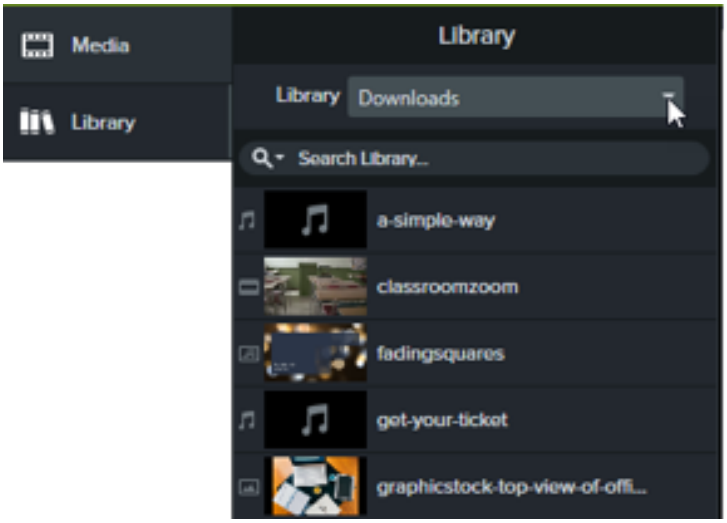
2. The TechSmith Assets for Camtasia website opens. Sign in with your TechSmith account.
3. Hover your cursor over an asset to preview it.

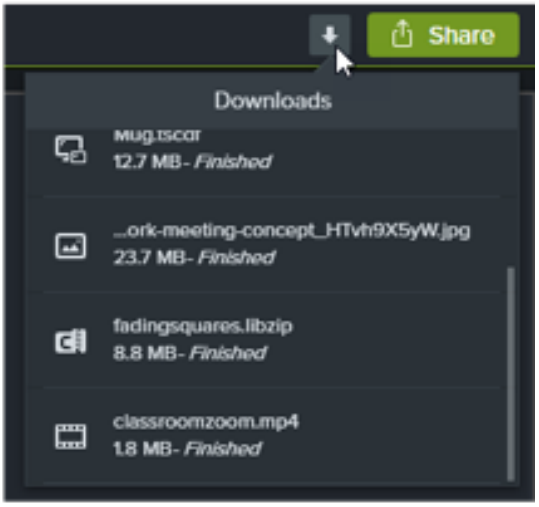
4. Click the **Send to Camtasia** button to download the asset into Camtasia.



> **Note:** 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.





> **Note:** Downloaded device frames are available from the **Type** dropdown in the properties when the Device Frame effect is added to the timeline. See Provide Context with Device Frames.

Download Assets to Your Computer

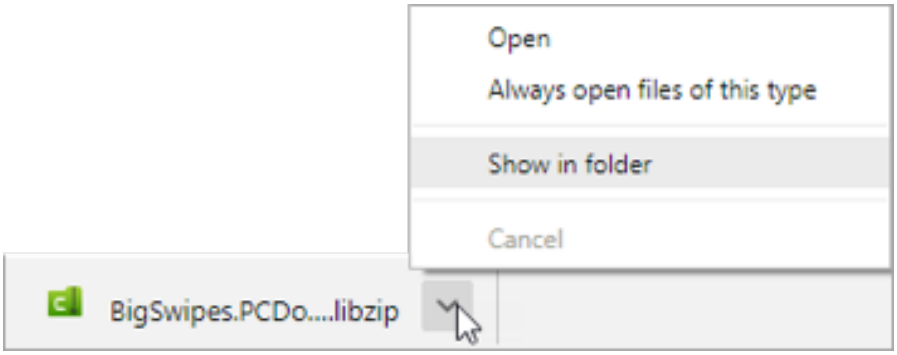
To learn how to download assets onto your computer, continue with the following sections based on your web browser:

▼ Google Chrome

1. Go to the TechSmith Assets website and sign in with your TechSmith Account.

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

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

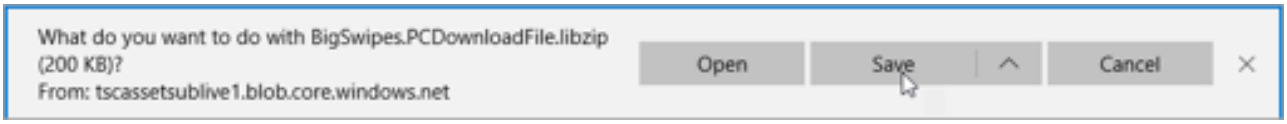


To add the asset to TechSmith Camtasia, see Add Assets to Camtasia.

▼ Microsoft Edge

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

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



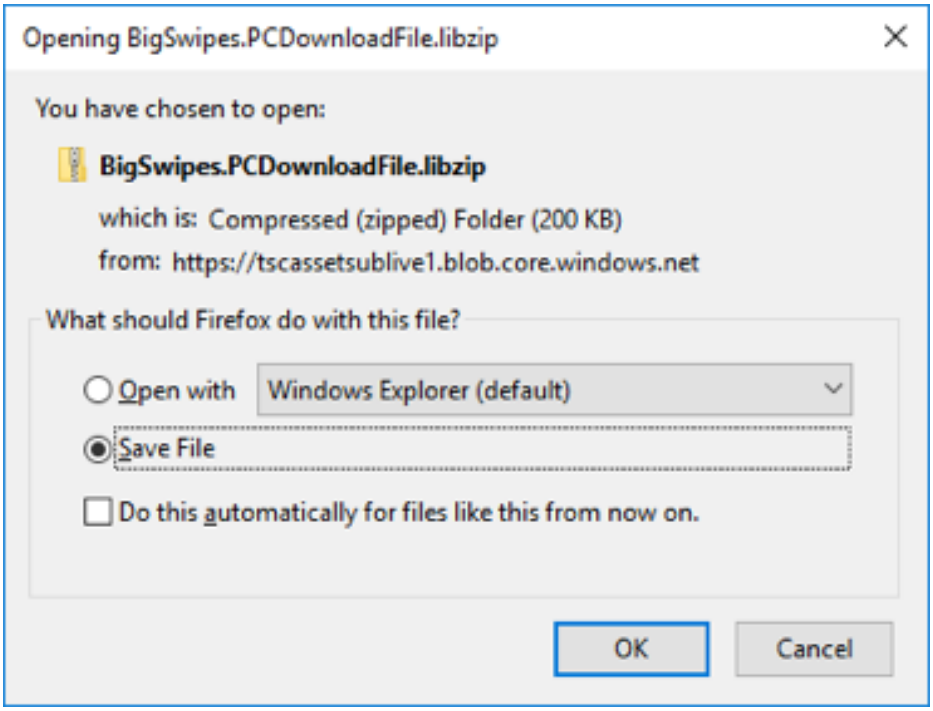
4. Microsoft Edge downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button.

To add the asset to TechSmith Camtasia, see Add Assets to Camtasia.

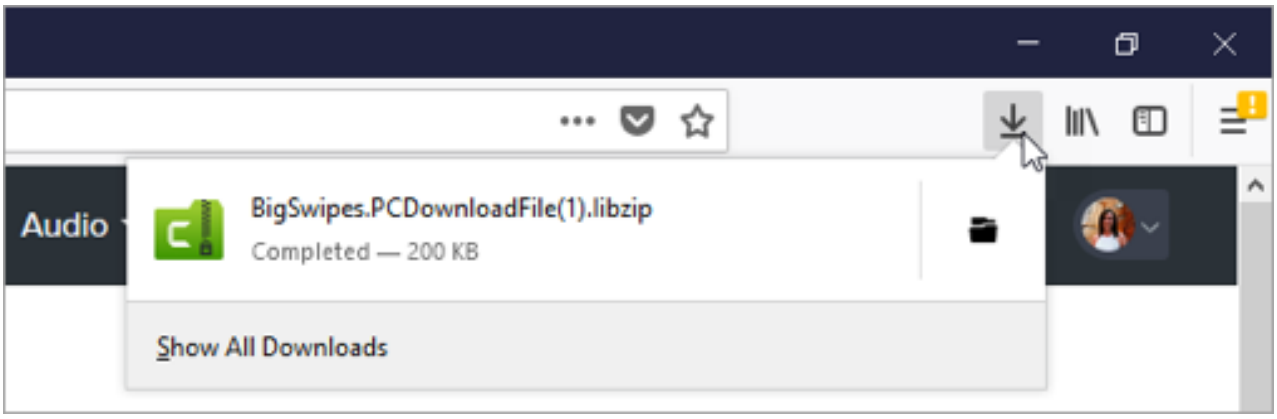
▼ Firefox

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

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



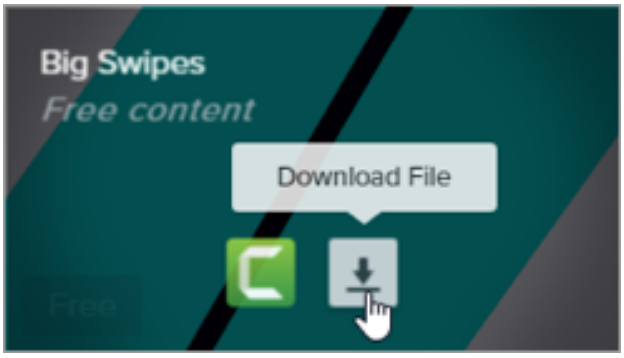
4. Firefox downloads the asset into your Downloads folder. Click the **Downloads** button in the upper-right corner of your web browser.



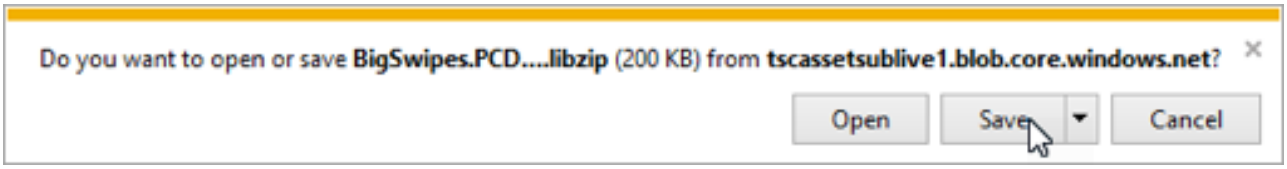
To add the asset to TechSmith Camtasia, see Add Assets to Camtasia.

▼ Internet Explorer

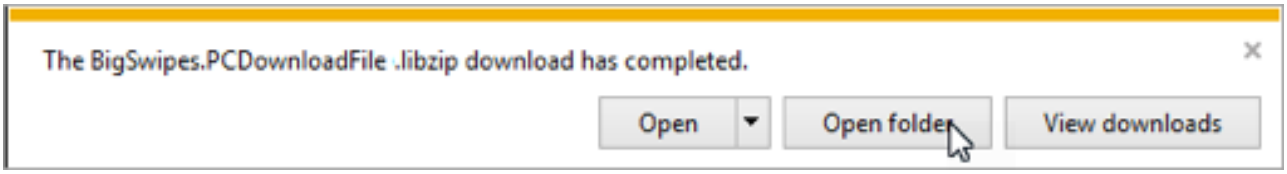
1. Go to the TechSmith Assets website and sign in with your TechSmith Account.
2. Hover your cursor over an asset to preview it. Click the **Download** button



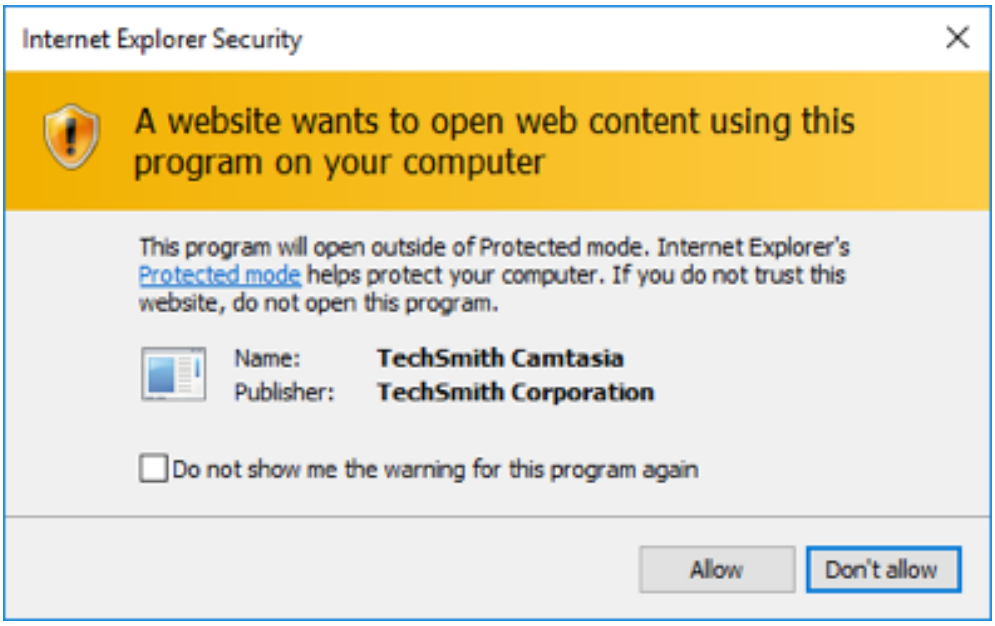
3. At the bottom of your web browser, click the **Save** button.



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



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



▼ Safari

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

3. Safari downloads the asset into your Downloads folder.

To add the asset to TechSmith Camtasia, see Add Assets to Camtasia.

Add Assets to Camtasia

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

Asset File Format	How to Add to Camtasia
LIBZIP	1. Double-click the .libzip file.

(Intros, Lower Thirds)	2. Camtasia opens. In the Import to Library dialog, select **Create New Library** or select an existing Library to add the asset to. 3. Click the **Import** button.
CAMPACKAGE (Templates, Themes)	Double-click the .campackage file. A dialog appears and lists the imported resources. See Package and Share Camtasia Resources. • To access templates, select **File > New Project from Template**. The template is located in the Template Manager. • To access themes, select **File** (Windows) or **Camtasia 2022** (Mac) **> Manage Themes** or select a theme in the **Theme** dropdown in the Properties panel.
TSCDF (Device Frames)	Double-click the .tscdf file. The device frames are added to the **Type** dropdown in the properties. Add a Device Frame effect to the timeline to access the device frame properties. See Provide Context with Device Frames.
MP4 (Footage, Intros, Motion Graphics) **MP3** (Music, Loop, Sound Effects) **JPG** (Photos, Illustrations, Icons)	1. In Camtasia, select **File > Library > Import Media to Library** or drag and drop the asset into the Library. 2. Select the asset and click **Open** on Windows and **Import** on Mac. 3. In the Add to Library dialog, select a Library from the dropdown. 4. Click **OK**.

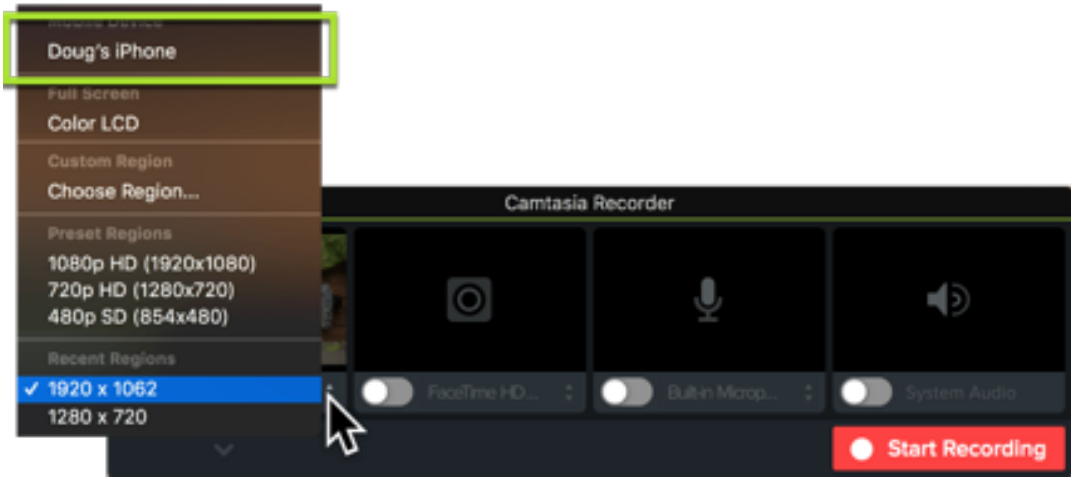
Record iOS Devices (Mac)

Learn how to record the screen of any iOS device running iOS 8.0 or later. Add gesture effects to show every tap, pinch, and swipe.

> **Note:** You can only connect and record iOS devices from Camtasia Mac. This option is not available on Camtasia Windows.

1. Connect your iOS device with a Lightning cable to a computer running macOS 10.15 or later.
   Note: The iOS device requires iOS 8.0 or later.

2. In Camtasia, select **File > New Recording**.
3. Camtasia Recorder opens. Click the Screen dropdown and select the iOS device from the Mobile Device section.

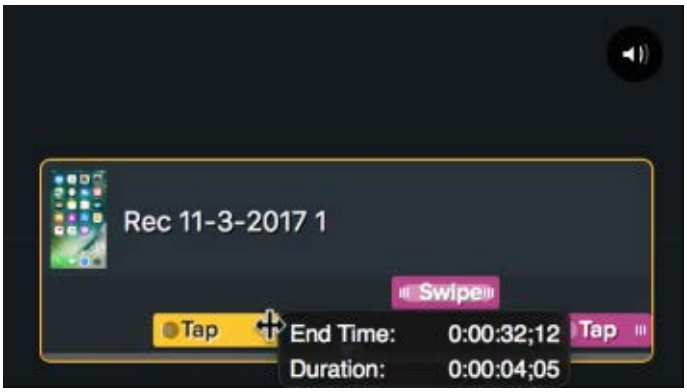


   To learn how to set up the other recording options such as microphone or system audio, see Record, Edit, Share.
4. Set up the desired screen on your device and click the **Start Recording** button in Camtasia.
5. When you are finished recording the iOS device, click the **Stop Recording** button in Camtasia.

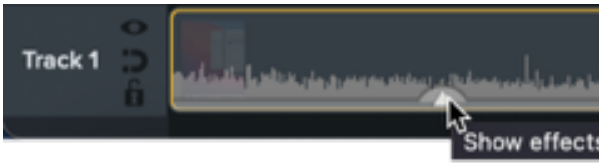
The recording opens in Camtasia Editor. Add gesture effects or a device frame to enhance your final video.

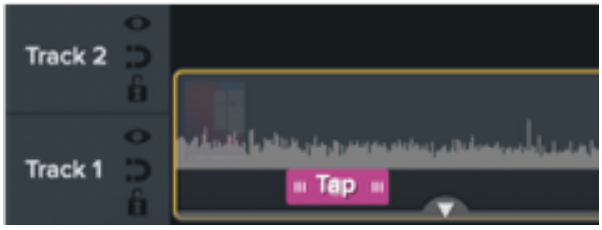
Add Gesture Effects

Gesture effects add visual effects that simulate taps, swipes, and pinches on mobile devices.

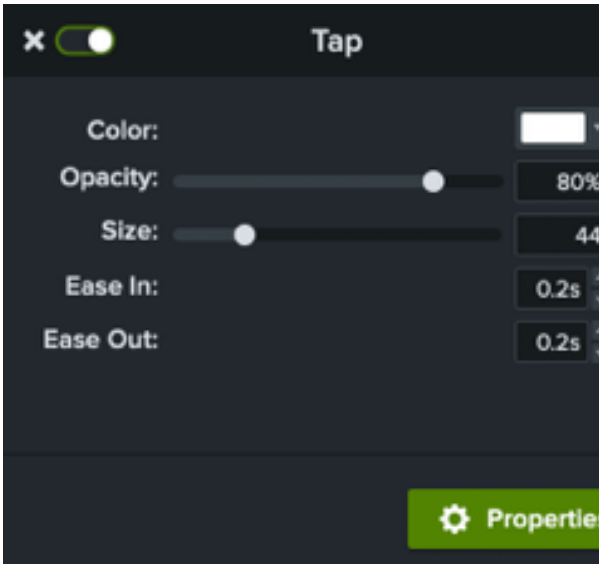


1. Click the **Gesture Effects** tab.
2. Drag a gesture effect onto the canvas.
3. To change the duration of an effect, click the **Show Effects** tab on the timeline and drag the ends of the effect in or out.





4. To edit the properties, click to select the effect on the timeline and edit the settings in the Properties panel.



Add a Device Frame

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

To learn how to add a device frame, see Provide Context with Device Frames.

Record with the PowerPoint Add-In (Windows)

Learn how to customize the Camtasia Add-In for Microsoft PowerPoint to record presentations.

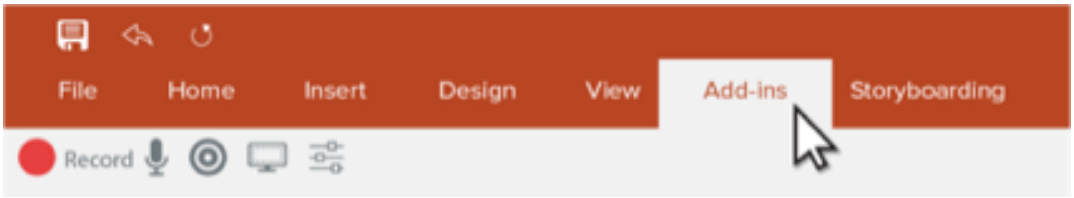
The Camtasia PowerPoint Add-in provides robust, customizable options to record in Microsoft PowerPoint, and then edit or produce the recording in Camtasia.

> **Note:** The Microsoft PowerPoint Add-In toolbar is only available for Windows. To record PowerPoint slides on Mac, see Import PowerPoint Slides or Record a PowerPoint Presentation.

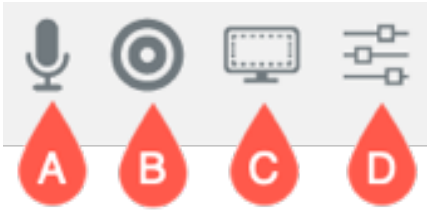
Set Up the Recording

> **Note:** The PowerPoint add-in toolbar is installed by default with Camtasia. If the add-in does not appear in Microsoft PowerPoint, complete the following: select **File** > **Options** > **Add-ins tab** > **Manage dropdown**. Select **Disabled Items** and click **Go**. If the Camtasia add-in appears in the list, select it and click **Enable**.

1. Open Microsoft PowerPoint.
2. Click the **Add-Ins** tab.



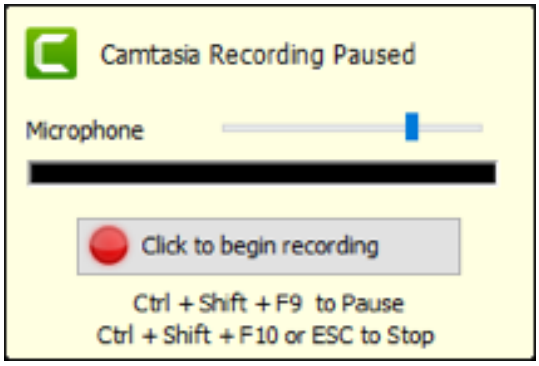
3. Select the recording options in the toolbar:



- **A. Record audio:** Click to toggle microphone or system audio recording on or off. To select the device and specific audio settings, see Camtasia Add-in Options.
- **B. Record camera:** Click to toggle camera on or off.
- **C. Show camera preview:** Click to open a preview of the camera. Click the **X** in the top-right corner to close the preview.
- **D. Recording options:** Click to open the Camtasia Add-in Options settings.

Camtasia Add-in Options

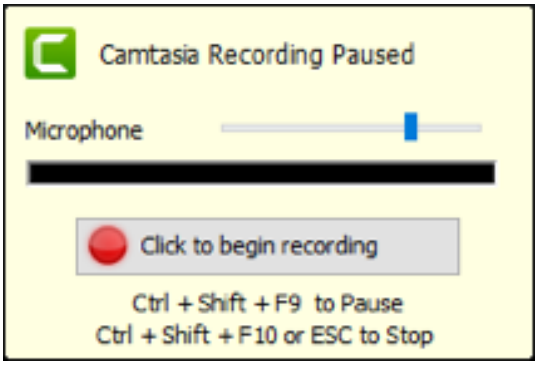
Click the **Recording Options** button in the toolbar to open the Camtasia Add-in Options.

Option	Description
Start recording paused	• Select this option to check microphone levels before recording.  • Deselect this option to record immediately once you click the Record button.
Edit in Camtasia when finished	• Select this option to automatically open Camtasia after recording. • Deselect this option to save the recording without opening Camtasia.
Include watermark	• Select this option to display a logo or other image in your recording. • Click **Watermark** to select the image and display properties.
At end of presentation	Select an option to **Continue recording**, **Prompt to continue recording**, or **Stop recording**.
Screen frame rate	Select the number of frames recorded per second. Recordings with higher frame rates display more smoothly but also result in larger file size.
Record to	Select **TSC2** or **H.264** video coding format. For guidance on which format to choose, see When to Use TSC2 vs H264 in Camtasia for Screen Recording.
Record audio	• Select to record microphone and/or system audio. • Deselect to record video only.
Audio source	Select a built-in or connected microphone.
Volume	Slide to adjust recording volume.
Capture system audio	Select to record the system audio (sounds from applications and websites).

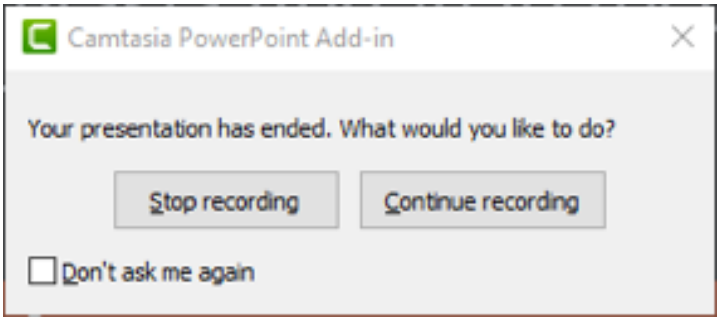
Record from camera	• Select to record from a built-in or connected camera for Picture-in-Picture display. • Click **Camera setup** to preview the webcam and select the camera device, dimensions, and frame rate.
Keyboard shortcuts	Customize hotkey combinations to control Record/Pause and Stop recording.

Record the PowerPoint Presentation

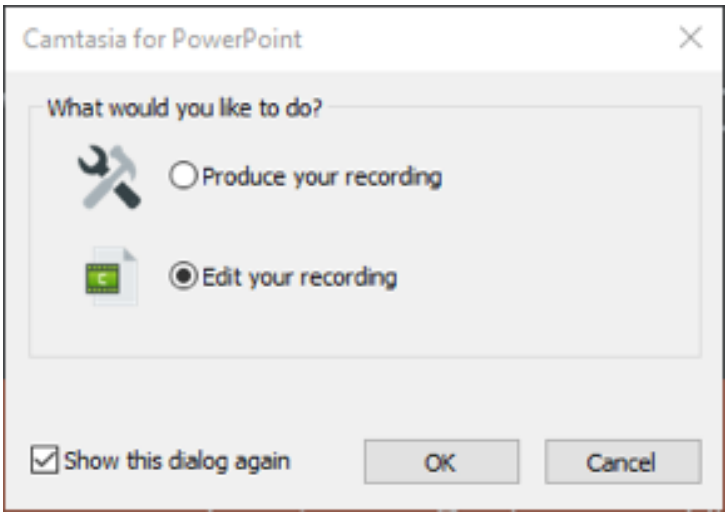
1. In PowerPoint, open the Camtasia Add-in and set the recording options. See Set Up the Recording.
2. Click the **Record** button.
    - If the **Start recording paused** option is not selected, recording begins immediately.
    - If the **Start recording paused** option is selected, the Camtasia Recording Paused window appears. Speak to test your audio and slide the Microphone setting to adjust volume as needed. Click the button to begin recording or press **CTRL+SHIFT+F9**.



3. Press **CTRL+SHIFT+F10** or press the **ESC** key to stop recording.
4. Click the **Stop Recording** button.



5. Name the recording and click **Save**.
6. Select **Produce your recording** or **Edit your recording** and click **OK**.


Camtasia for PowerPoint
What would you like to do?
Produce your recording
Edit your recording
Show this dialog again
OK
Cancel

Import PowerPoint Slides

Import PowerPoint slides directly into Camtasia and quickly edit them to match audio narration.

Import PowerPoint Slides

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

1. Select **File > Import Media**.
2. Select a PowerPoint presentation file (.ppt or .pptx).

   > **Note:** 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. See Change Default Slide Duration to change the duration before importing slides and other media.
7. Record voice narration.

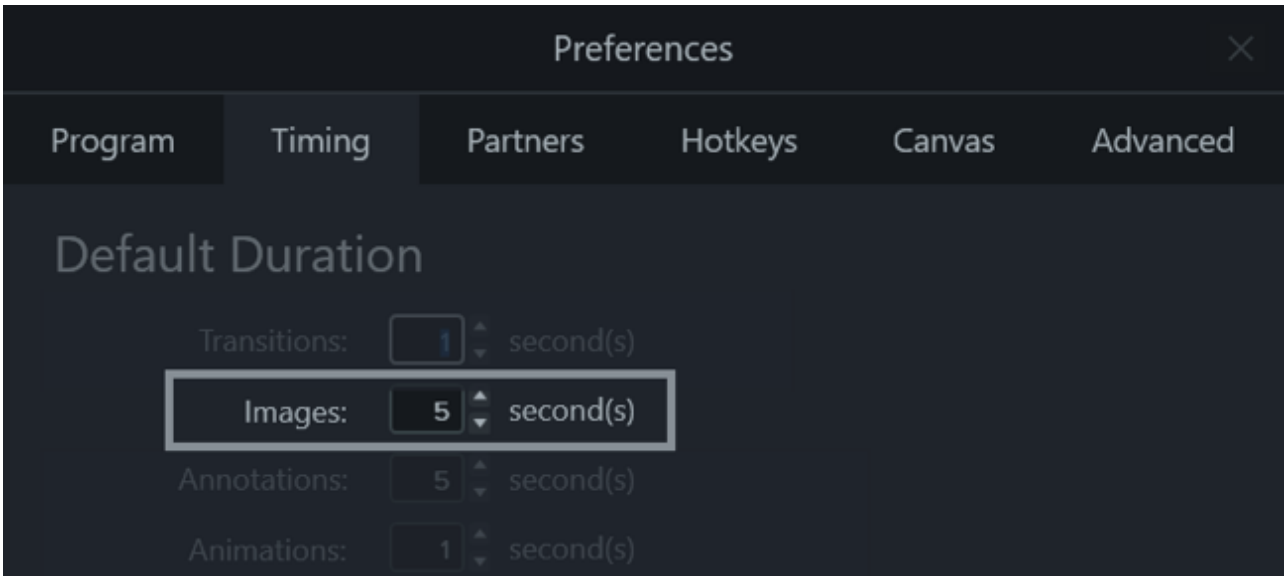
Tip: Create a Video Table of Contents.

Add markers to the timeline to create a video table of contents with the final video. See Add Markers & Video Table of Contents.

Change the Default Slide Duration

The default duration of slides and images added to the timeline is 5 seconds.

1. Select **Edit** (Windows) or **Camtasia 2022** (Mac) > **Settings** (macOS 13 or later) or **Preferences** (Windows and macOS 12 or earlier).
2. Click the **Timing** (Windows) or **Timeline** (Mac) tab.
3. Enter a default duration for the **Images** (Windows) or **Default Image Duration** (Mac).



4. Click **OK** (Windows) or close the Preferences dialog (Mac) to save the changes.

> Tip: Adjust the duration of a slide.
>
> To adjust the duration of a single slide, select the desired clip on the timeline. Then drag the end of the clip in or out. You may need to insert space between slides before extending the duration (see below).

Insert Space Between Slides

Create space between slides to make room for longer narrations or to insert additional media.

Move Media on One Track:
Hold the **Shift** key and drag the media to a new location on the timeline. Media to the right of the clip moves with the selection.

Move Media on Multiple Tracks:

1. **Shift+click** to select the first clip on each track.
2. Hold the **Shift** key and drag the media to a new location on the timeline. Media to the right of the clip moves with the selection.

> **Note:** For Mac, you must click and hold the mouse button on the last selected clip as you drag to move media to the right of the selection.

Camtasia Shortcuts

Quickly reference the keyboard shortcuts in Camtasia.

In this tutorial:

- Recorder Options
- Animations and Effects
- Canvas Options
- Program Options
- Project Options
- Timeline Editing
- Timeline Navigation
- Captions
- Marker and Quiz Options
- Library Options
- Text Options for Annotations
- PowerPoint Add-In Shortcuts

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

- On Windows, select **Edit** > **Preferences** > **Shortcuts tab**.
- On Mac, select **Camtasia 2022** > **Settings** (macOS 13 or later) or **Preferences** (macOS 12 or earlier) > **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	F9	Command+Shift+2
Stop recording	Yes	F10	Command+Option+2
Add marker while recording	Yes	Shift+M	Shift+Ctrl+Option+Command+M

Animations and Effects

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

Canvas Options

Option	Customizable	Windows Shortcut	Mac Shortcut
Zoom in on canvas	Yes	Ctrl+Equal sign -Or- Scroll Wheel	Command+Equal sign -Or- Scroll Wheel
Zoom out on canvas	Yes	Ctrl+Minus -Or- Scroll Wheel	Command+Minus -Or- Scroll Wheel
Center canvas	Yes	Alt+C	Option+C
Preview media outside of group	Yes	—-	Shift+Command+G
Pan to here	Yes	—-	Command+Option+Z
Scale to fit	Yes	—-	Command+Option+F
Scale to fill	Yes	—-	Shift+F
Pan and scale to 200%	Yes	—-	Command+Option+4
Pan and scale to 100%	Yes	—-	Command+Option+3
Pan and scale to 50%	Yes	—-	Command+Option+2
Pan and scale to 25%	Yes	—-	Command+Option+1
Enable/disable canvas snapping	Yes (Windows only)	Ctrl+Semicolon	Command+Semicolon

Move selected media left	No	Left Arrow Key	Left Arrow Key
Move selected media right	No	Right Arrow Key	Right Arrow Key
Move selected media up	No	Up Arrow Key	Up Arrow Key
Move selected media down	No	Down Arrow Key	Down Arrow Key
Move media 10 pixels	No	Shift+Arrow Key	Shift+Arrow Key
Change size of selected media on canvas	No	Ctrl+Scroll Wheel	—-
Exit full screen canvas view	No	Esc	Esc
Maintain aspect ratio while resizing media (excludes annotations)	No	Drag corner handle on selected media to resize	Drag corner handle on selected media to resize
Override aspect ratio when resizing (excludes annotations)	No	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)	No	Hold Ctrl and drag corner handle on media to resize	Hold Command and drag corner handle on media to resize
Freely rotate media (3D)	No	1. Select media on canvas. 2. Hold Shift+Ctrl while dragging media. **Note:** Do not use side or rotate handles.	—-

Program Options

Option	Customizable	Windows Shortcut	Mac Shortcut

Show/hide tools panel	Yes	Ctrl+1	Command+1
Show/hide properties panel	Yes	Ctrl+2	Command+2
Attach/detach timeline	Yes	Ctrl+3	Command+3 (On Timeline Navigation tab on Mac)
Open media tab	Yes	B	B
Open library tab	Yes	R	R
Open favorites tab	Yes	F	F
Open annotations tab	Yes	N	N
Open transitions tab	Yes	T	T
Open behaviors tab	Yes	O	O
Open animations tab	Yes	A	A
Open cursor effects tab	Yes	U	U
Open voice narration tab	Yes	V	V
Open audio effects tab	Yes	D	D
Open visual effects/video effects tab	Yes	L	X
Open gesture effects tab	Yes (Mac only)	—-	G
Open interactivity tab	Yes	I	I
Open captions tab	Yes	C	—-
Launch home dialog	Yes (Windows only)	Ctrl+H	—-
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 (Mac)	Yes (Mac only)	See below – Maximize/Minimize window (Windows)	Command+Shift+M
Hide other programs	No	—-	Command+Option+H
Maximize/Minimize window (Windows)	No	**Maximize:** Windows logo key+Up Arrow **Minimize:** Windows logo key+Down Arrow	See above – Maximize or de-maximize window (Mac)
Exit/quit Camtasia	No	Alt+F4	Command+Q
Close window	No	—-	Command+W
Symbols and emojis	No	—-	Ctrl+Command+Spacebar
Enter full screen program	No	—-	Command+Shift+F
Display system menu	No	Alt+Spacebar	—-
Activate menus	No	Alt+First letter of menu	—-
Remove focus or close current control, menu, or dialog box	No	Esc	Esc
Launch Home	Yes	Ctrl+H	Command+Period

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 to local file (Windows) Export (Mac)	Yes	Ctrl+E	Command+E
Export frame at playhead	Yes	Ctrl+Shift+F	Ctrl+Shift+F
Silence audio	Yes	Shift+S	Option+S (On Timeline Editing tab on Mac)
Restore audio	Yes	Shift+R	Option+R (On Timeline Editing tab on Mac)
New project	No	Ctrl+N	Command+N
Open project	No	Ctrl+S	Command+O
Save project	No	Ctrl+S	Command+S
Launch online help	No	F1	—-

Timeline Editing

Option	Customizable	Windows Shortcut	Mac Shortcut
Group	Yes	Ctrl+G	Command+G
Ungroup	Yes	Ctrl+U	Command+U
Open group	Yes (Windows only)	Ctrl+Shift+G	Ctrl+Shift+G
Close group	Yes (Windows only)	Ctrl+Shift+U	Ctrl+Shift+U
Silence audio	Yes	Shift+S (On Project Options tab on Windows)	Option+S
Restore audio	Yes	Shift+R (On Project Options tab on Windows)	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
Remove all stitches from selected track	Yes	Ctl+Shift+\	Command+Shift+\
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
Duration	Yes (Mac Only)	—-	Ctrl+D
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+Shift+D	Command+Shift+A
Select all	No	Ctrl+A	Comand+A
Ripple delete • Copies to clipboard (Mac only) • No gap • Stitches media together on timeline • Deletes selection and shifts all timeline media left	Yes (Windows only)	1. Make a selection on timeline. 2. Press Ctrl+Delete or Backspace.	1. Make a selection on timeline. 2. Press Command+Delete or Backspace.
Cut • Copies to clipboard • No gap (Windows only)	No	Ctrl+X	Command+X

• Stitches media together on timeline (Windows only)			
Duplicate	Yes (Windows only)	Ctrl+D	Command+D
Copy	No	Ctrl+C	Command+C
Delete Leaves space on timeline	No	Delete	Delete
Paste	No	Ctrl+V	Command+V
Redo	No	Ctrl+Y	Command+Shift+Z
Undo	No	Crl+Z	Command+Z
Pan	No	Hold Spacebar and drag canvas	Hold Spacebar and drag canvas
Crop	No	Hold Alt and drag handles	Hold Alt and drag handles
Open media bin tab	No	B	B
Increase/decrease properties	No	Drag handles/sliders to adjust number -Or- Type number -Or- Click number and use Up/Down Arrow to increase or decrease number	Drag 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	No	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 -Or- Ctrl+Scroll Wheel	Command+Shift+Equal -Or- Command+Scroll Wheel
Zoom out	Yes	Ctrl+Shift+Minus -Or- Ctrl+Scroll Wheel	Command+Shift+Minus -Or- Command+Scroll Wheel
Zoom to fit Shows all media on timeline	Yes	Ctrl+Shift+7 -Or- Ctrl+Scroll Wheel	Command+Shift+Minus -Or- Command+Scrool Wheel
Zoom to max Shows maximum timeline view	Yes	Ctrl+Shift+9 -Or- Ctrl+Scroll Wheel	Command+Shift+9 -Or- Command+Scroll Wheel
Make timeline selection	No	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+Shfit+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	No	Scroll Wheel -Or- Drag scroll bar	Scroll Wheel -Or- Drag scroll bar

Increase track heights	Yes	Alt+Equal sign	Option+Equal sign
Decrease track heights	Yes	Alt+Minus	Option+Minus
Lock/unlock tracks	No	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	—-
Select all media To left of playhead	Yes (Windows Only)	Ctrl+Alt+J	—-
Select all media to right to right of playhead	Yes (Windows Only)	Ctrl+Alt+L	—-
Select all timeline to left	Yes (Mac Only)	—-	Ctrl+Shift+Left Arrow
Select all timeline to right	Yes (Mac Only)	—-	Ctrl+Shift+Right Arrow
Ripple Split • Inserts space on timeline • Moves everything to the right of the playhead	No	Hold Shift and drag playhead	Hold Shift and drag playhead
Ripple move	No	1. Select clip on timeline. 2. Hold Shift and drag media.	—-
Ripple trim Extends/reduces media	No	Hold Shift and drag end of	—-

duration without creating space		media in/out	
Ripple split and move everything on track at playhead	No	Hold Shift and drag playhead	Hold Shift and drag playhead
Temporarily disable snapping	No	Hold Ctrl and drag media	Hold Ctrl and drag media
Enable canvas snapping	No	Ctrl+Semicolon	Command+Semiconlon
Enable timeline snapping	No	—-	Command+Shift+Semicolon
Attach/detach timeline	Yes	Ctrl+3 (On Program Options tab on Windows)	Command+3

Captions

Option	Customizable	Windows Shortcut	Mac Shortcut
Add caption	Yes	Shift+C	Shift+C
Increase caption	Yes (Windows only)	Ctrl+Alt+]	Command+]
Decrease caption	Yes (Windows only)	Ctrl+Alt+[	Command+[
Next caption	No	Tab	Tab
Previous caption	No	Shift+Tab	Shift+Tab
Replay current caption segment (Loop button)	No	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	No	R	R
Collapse selected folder Move upwards to parent	No	Left Arrow -Or- Double-click	Left Arrow -Or- Double-click
Expand selected folder	No	Right Arrow -Or- Double-click	Right Arrow -Or- Double-click
Collapse all folders	No	Ctrl+Left Arrow	Command+Left Arrow
Expand all folders	No	Ctrl+Right Arrow	Command+Right Arrow

Collapse/expand subfolders	No	Alt+Click	Option+Click
Select next element upwards	No	Up Arrow	Up Arrow
Select next element downwards	No	Down Arrow	Down Arrow
Scroll to top	No	Home	Fn+Left Arrow
Scroll to bottom	No	End	Fn+Right Arrow
Scroll to and select top	No	Ctrl+Home	Option+Command+Up Arrow
Scroll to and select bottom	No	Ctrl+End	Option+Command+Down Arrow
Scroll upwards by height of view	No	Page Up	Fn+Up Arrow
Scroll downwards by height of view	No	Page Down	Fn+Down Arrow
Delete selected items (In custom library)	No	Delete	Delete
Multi-select items	No	Shift+Click -Or- Shift+Arrow Key	Shift+Click -Or- Shift+Arrow Key
Add/remove item from selection	No	Ctrl+Click	Command+Click
Enter asset rename mode (In custom library)	No	F2	Enter

Text Options for Annotations

Option	Windows Shortcut	Mac Shortcut
Edit text	—-	Option+Return
Bold	Ctrl+B	Command+Shift+B
Italic	Ctrl+I	Command+Shift+I
Select one character right of the cursor	Shift+Right Arrow	Shift+Right Arrow

Select one character left of the cursor	Shift+Left Arrow	Shift+Let Arrow
Select all characters after the cursor	Shift+Down Arrow	Shfit+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	Select text and press Delete	Select text and press Delete
Align left	—-	Select text and press Command+Shift+Left Bracket
Align center	—-	Select text and press Command+Shift+Backslash
Align right	—-	Select text and press Command+Shift+Right Bracket
Copy style	—-	Command+Option+C
Paste style	—-	Command+Option+V
Show special characters	—-	Ctrl+Command+Spacebar

PowerPoint Add-In Shortcuts

Option	Window Shortcut
Record	Ctrl+Shift+F9
Pause	Ctrl+Shift+F9
Stop	Ctrl+Shift+F10

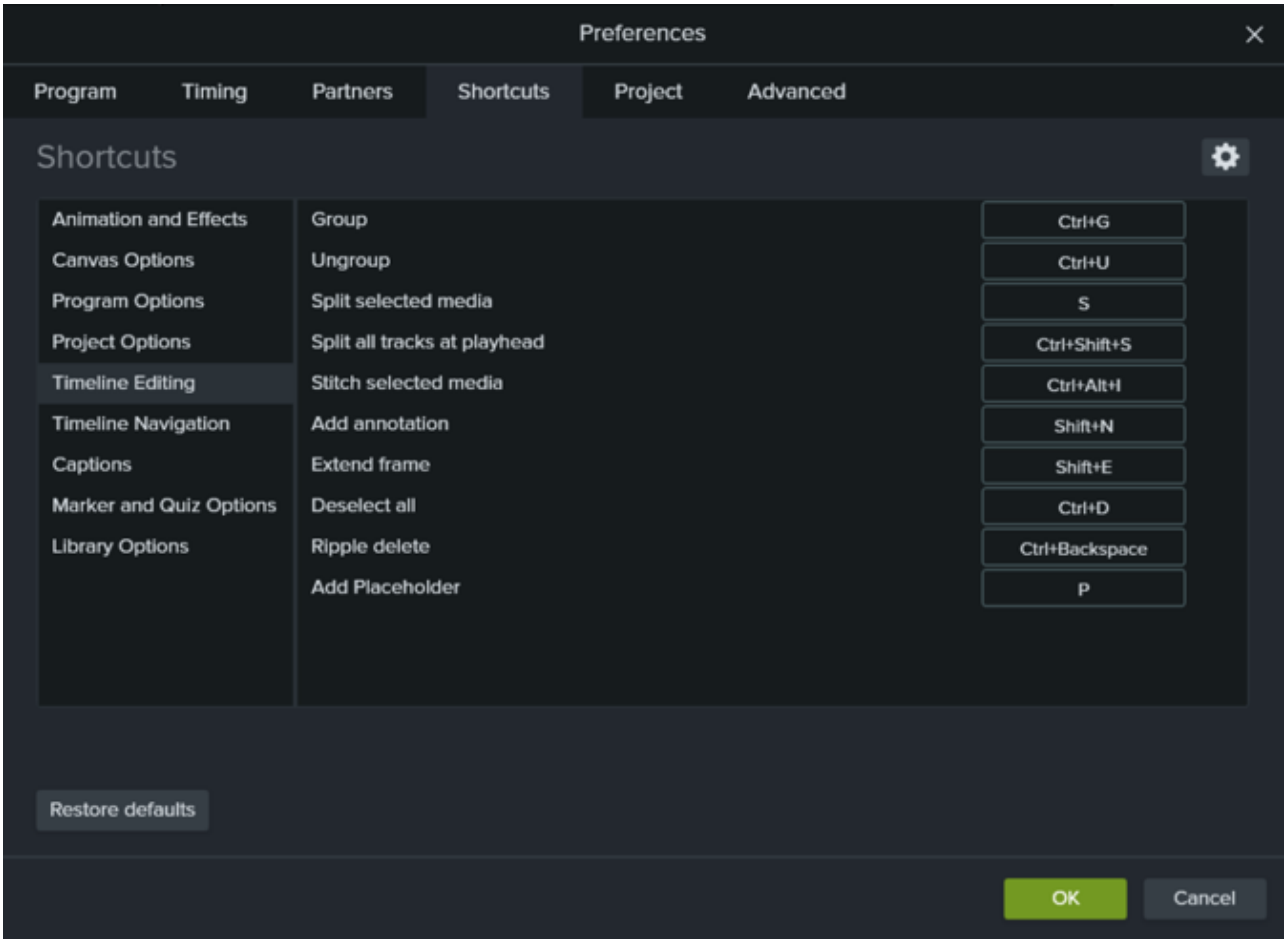
Customize Shortcuts

Learn how to customize the Camtasia recording and editing keyboard 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.

In this tutorial:

- Edit Shortcuts
- Delete Shortcuts
- Revert to Previous Shortcut
- Export Editor Shortcuts
- Import Editor Shortcuts



Edit Shortcuts

1. To customize shortcuts:

- **Windows:** Select **Edit** > **Preferences** > **Shortcuts tab**.
- **Mac:** Select **Camtasia 2022** > **Preferences** > **Shortcuts tab**.

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

> **Note:** 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

> **Note:** Shortcut sets are not cross-platform compatible.

1. Select **Edit (Windows)** > **Preferences** > **Shortcuts tab** or **Camtasia 2022 (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**.

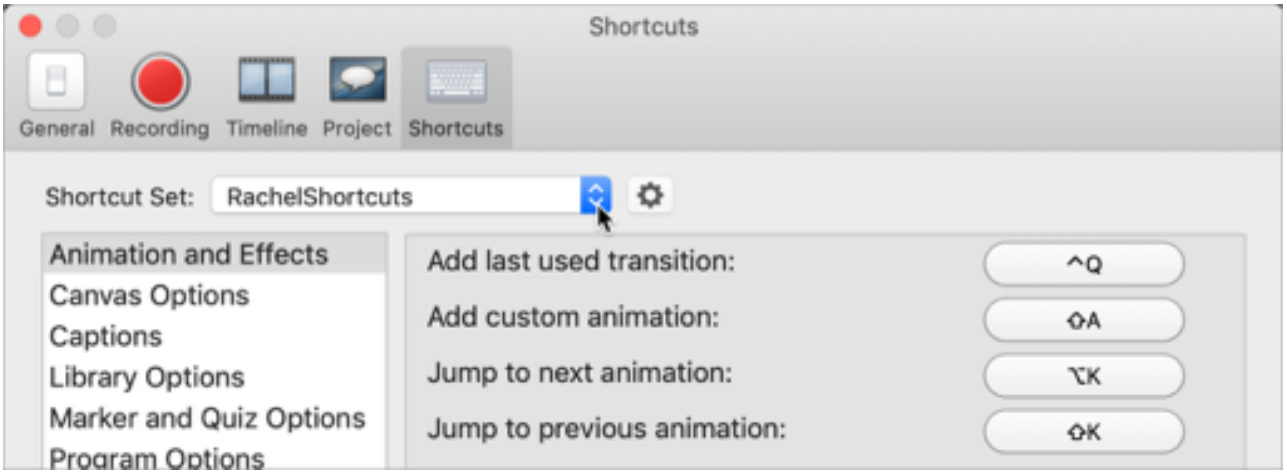
Camtasia saves the Camtasia Shortcuts file (.camshortcuts on Windows and .camsc on Mac).

Import Editor Shortcuts

> **Note:** Shortcut sets are not cross-platform compatible.

1. Select **Edit (Windows)** > **Preferences** > **Shortcuts tab** or **Camtasia 2022 (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**.

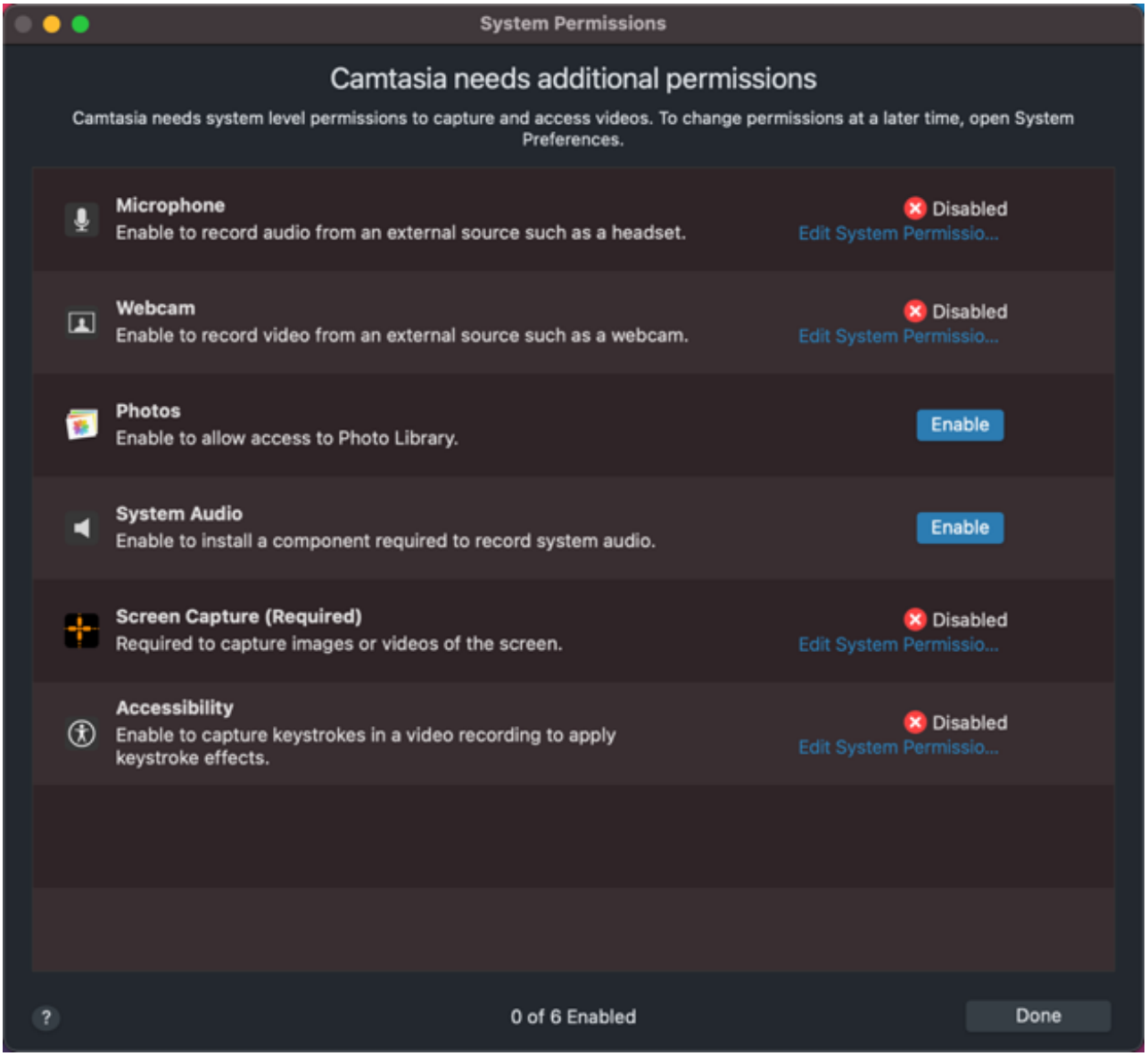
On Windows, Camtasia overwrites the existing keyboard shortcuts with the new shortcut set. On Mac, Camtasia adds the shortcut set to the dropdown.



macOS Permissions

Learn how to enable permissions for Camtasia on macOS 10.14 or later.

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.

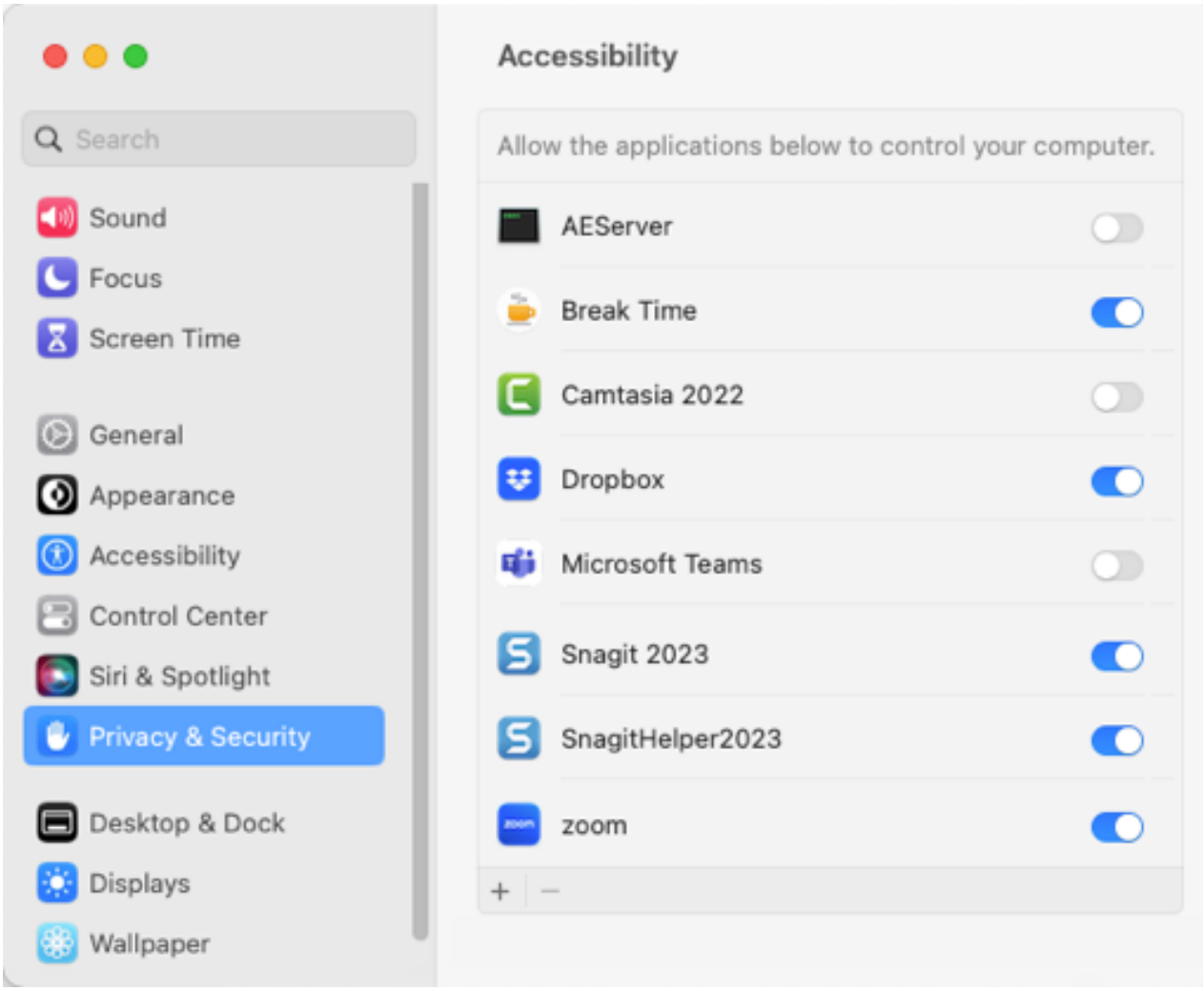


To open the Camtasia System Permissions dialog again, click **Camtasia 2022** > **Settings** (macOS 13 or later) or **Preferences** (macOS 12 or earlier) > **General tab** > **Camtasia System Permissions**.

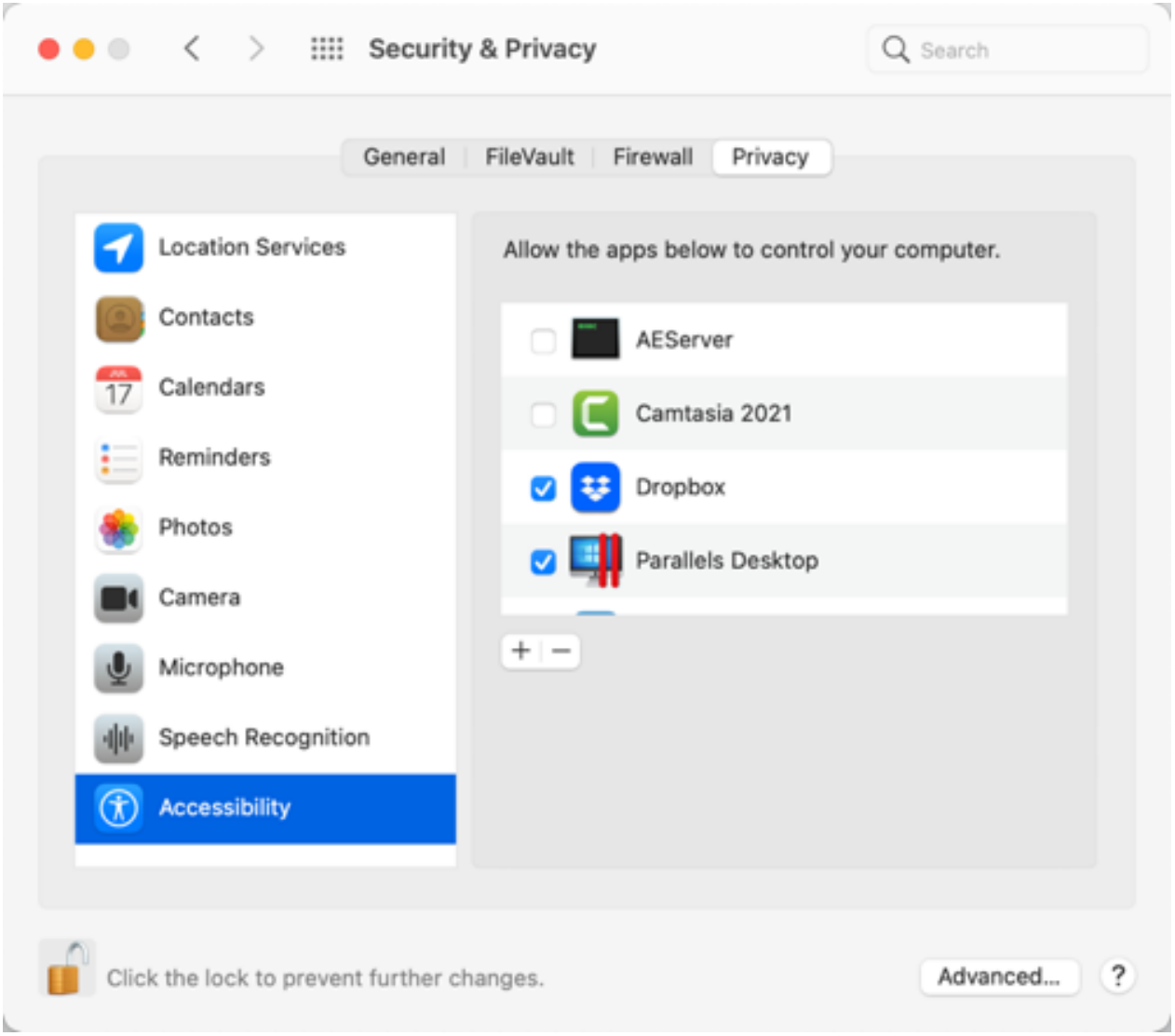
Enable Permissions in Camtasia

1. In the Camtasia System Permissions dialog, click **Edit System Permissions** or the **Enable** button for a permission.
2. Complete one of the following:

- **macOS 13 or later:** The Privacy & Security settings dialog opens. Click the corresponding Camtasia version checkbox in the right column to allow the permission.



- **macOS 12 or earlier:** The Security & Privacy > Privacy tab dialog appears. Click the corresponding Camtasia version checkbox in the right column to allow the permission.

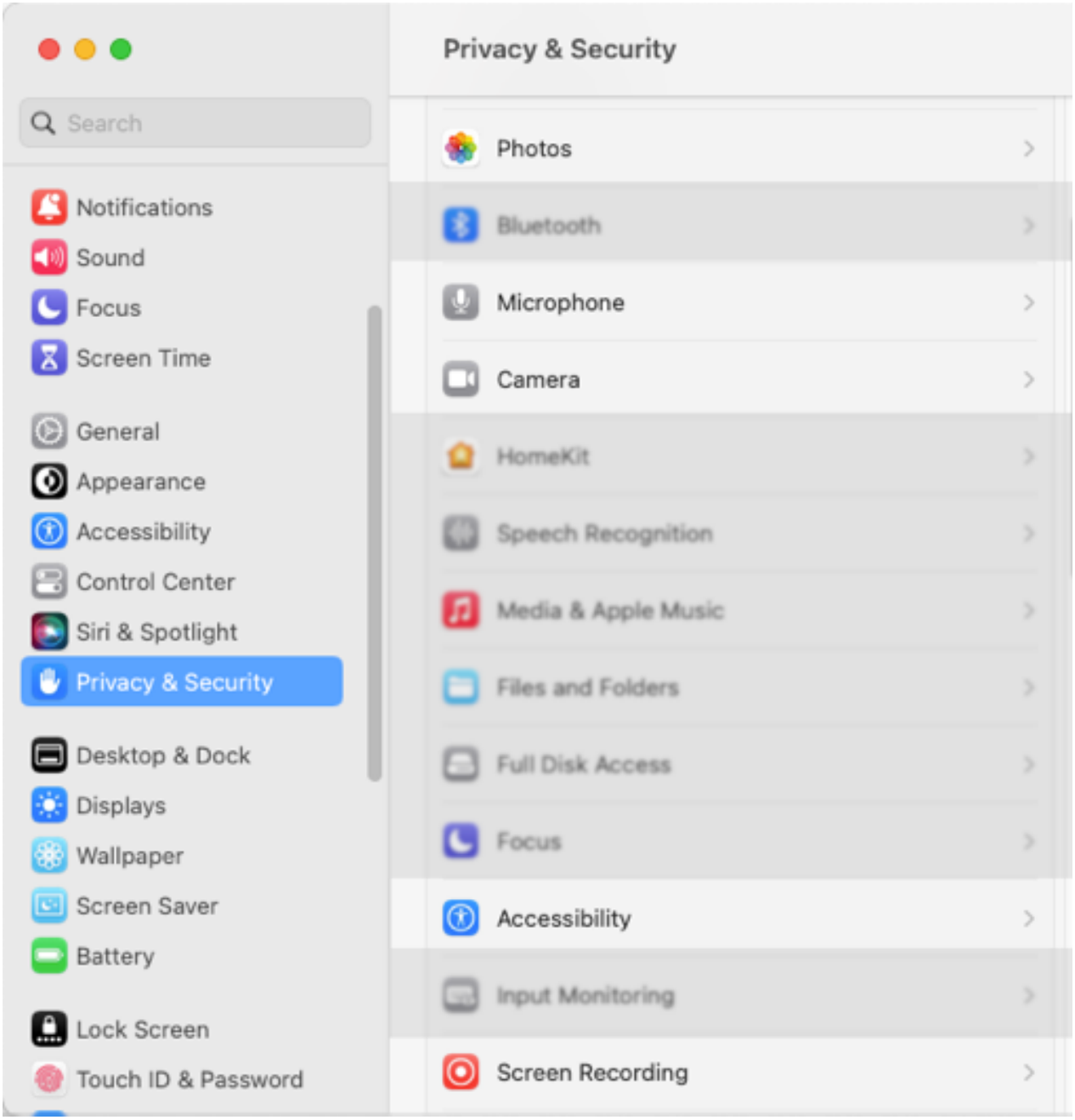


3. After a permission is enabled, a prompt to exit Camtasia appears. Click **Quit & Reopen** or click **Later** to manually restart Camtasia at a later time after all desired permissions are enabled.

> **Note:** It is recommended to enable all permissions before restarting Camtasia. If you do not restart after permission changes, Camtasia may display unpredictable behavior.

Manually Edit Permissions

1. Complete one of the following:
    - **macOS 13 or later:** Open **Mac System Settings** > **Privacy & Security**. Click the permission type in the right column.



- **macOS12 or earlier:** Open **Mac System Preferences** > **Security & Privacy** > **Privacy tab**. Click the permission type in the left column.

2. Click the corresponding Camtasia version checkbox in the right column to allow the permission.
3. If Camtasia is running and a permission is allowed, a prompt to exit Camtasia appears. Click **Quit & Reopen** or click **Later** to manually restart Camtasia at a later time after all desired permissions are enabled.

> **Note:** It is recommended to enable all permissions before restarting Camtasia. If you do not restart after permission changes, Camtasia may display unpredictable behavior.

Camtasia® 2022

TRACK MATTES

MODE	NONE	ALPHA	ALPHA INVERT	LUMINOSITY	LUMINOSITY INVERT
PREVIEW WINDOW	DEF	ABC	DEF	ABCD	CDEF

TIMELINE

DETAILS

NONE
Both objects appear. The shape on track 2 covers the text on track 1

ALPHA
Tracks reveal what is directly under it. If the green object is above ABC, then ABC will be visible when ALPHA is applied

ALPHA INVERT
Conceals what is directly under it. If the green object is above ABC, then ABC will NOT be visible. But DEF will be.

LUMINOSITY
Mattes reveal what is white or bright in the track below it. In this case, the white is on top of AB and therefore it comes through as normal. Gray is only 50% "bright" or luminent, so the letters CD are 50% transparent.

LUMINOSITY INVERT
Conceals what is white or bright in the track below it. In this case, the white part of the graphic hides the AB. EF are visible because Lumonisity invert show things that sit beneath a black object.

SHORTCUTS

	Windows	Mac
Next Clip	Ctrl + Alt + Period	Ctrl + Period
Previous Clip	Ctrl + Alt + Comma	Ctrl + Comma
Step Forward	Period	Period
Step Backward	Comma	Comma
Play / Pause	Space Bar	Space Bar
Split Selected Media	S	Cmd + T
Add Placeholder	P	P
Select All	Ctrl + A	Cmd + A

*Many shortcuts can be reassigned (Preferences > Shortcuts)

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Camtasia® 2022

Common Shortcuts

Recording

	Windows	Mac
Pause / Resume	F9	Cmd Shift 2
Stop	F10	Cmd Option 2
Add Marker	Shift M	

Editing

	Windows	Mac
Annotations	N	N
Split	S	Cmd T
Custom Animation	Shift A	Shift A
Add Last Transition	Shift T	Shift L
Group	Ctrl G	Cmd G
Ungroup	Ctrl U	Cmd U
Split All	Ctrl Shift S	Cmd Shift T
Stitch	Ctrl Alt I	Cmd Option I
Play / Pause	Space Bar	Space Bar
Step Forward	Period	Period
Step Backward	Comma	Comma
Add Marker	Shift M	Shift M
Next Marker	Ctrl]	Ctrl]
Previous Marker	Ctrl [	Ctrl [
Zoom on Canvas	Ctrl =/-	Cmd =/-

Alt / Option

1. Hold **Alt/Option**, then click and drag the handle of an object on the canvas to crop the object.
2. Hold **Alt/Option**, mouse over the edge of a clip on the timeline, then click and drag to extend the frame of that clip.

Shift

1. Hold **Shift** while moving media to move all other media on the same track
2. Hold **Shift** while moving the playhead to split and move all media at once

*Many shortcuts can be reassigned (Preferences > Shortcuts)

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