



Camtasia 2018 Help

Version 2018.0

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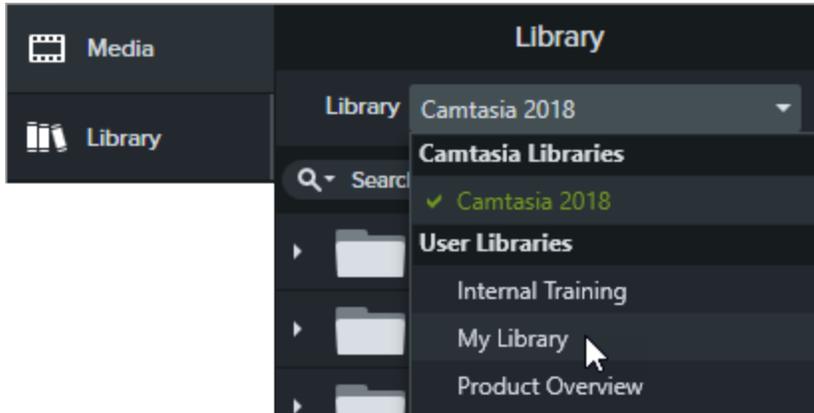
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What's New in Camtasia 2018

Learn how to use the new features in [TechSmith Camtasia 2018](#).

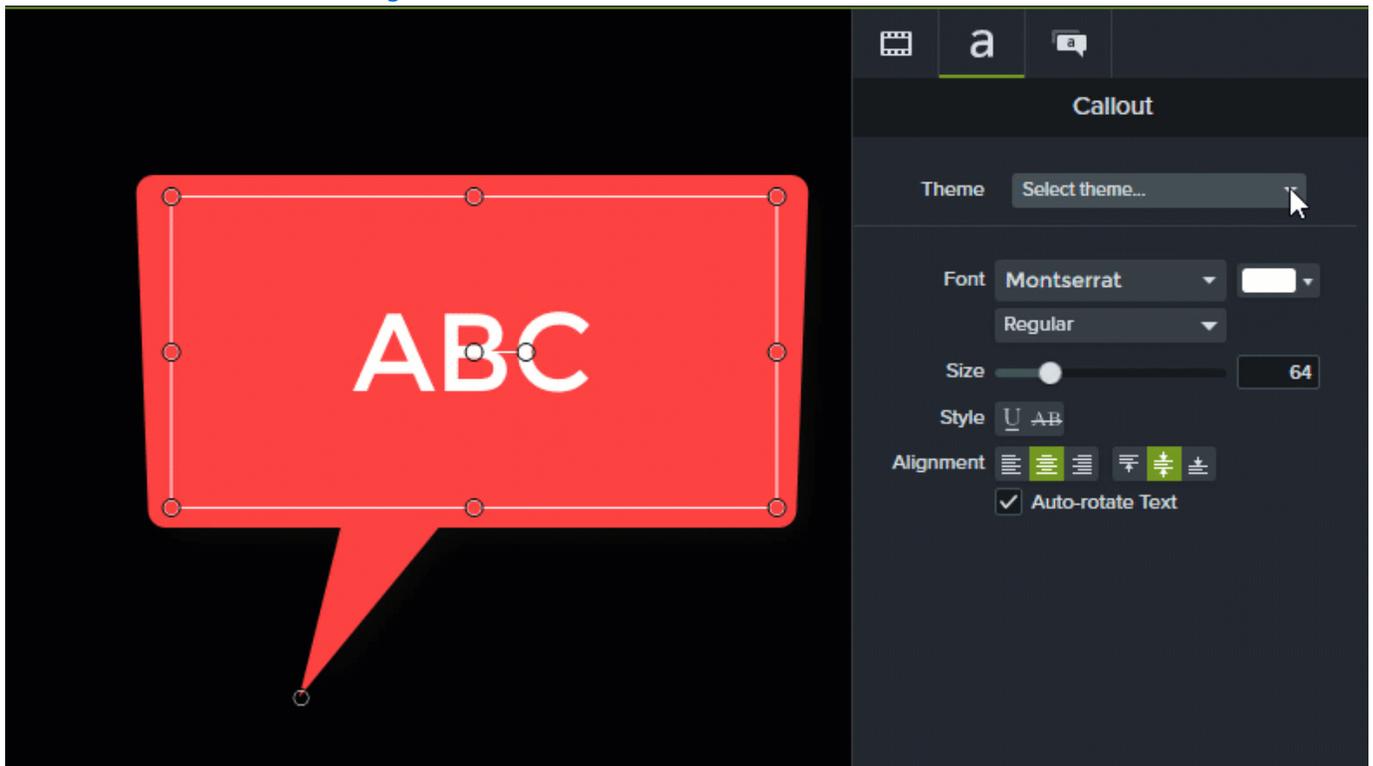
- **Find & Organize Video Assets**

Add custom user Libraries and folders to organize assets for use in any Camtasia project. See [Find and Organize Assets](#).



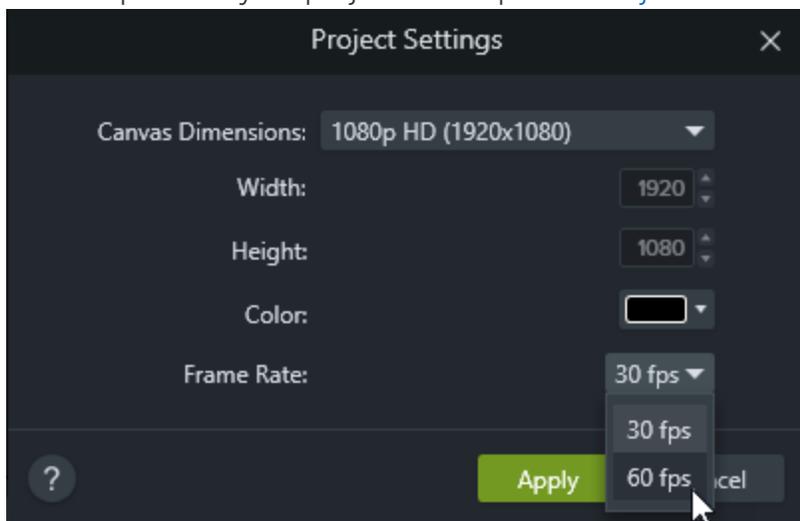
- **Themes**

In the Properties panel, quickly apply color and font presets to maintain consistency across a series of videos. See [Create and Manage Themes](#).



- 60 fps Support

Edit and produce your projects in 60 fps. See [Project Dimensions](#).



Camtasia 2018 Video Tutorials

Getting Started

- [Record, Edit, Share](#)
- [Transitions, Annotations, & Behaviors](#)
- [Animations & Effects](#)
- [Editing Audio](#)
- [Produce & Share](#)

Editing

- [Editing In-Depth 1](#)
- [Editing In-Depth 2](#)
- [Ripple Move and Extend Frame](#)
- [Getting Crisp, Clear Screen Video](#)

Camtasia Tools

- [Device Frames](#)
- [Quizzing & Surveys](#)
- [Add Interactive Hotspots to a Video](#)
- [Remove a Color \(Green Screen\)](#)
- [Maintain a Consistent Look and Feel with Themes](#)
- [Speed Up Video Creation With the Camtasia Library](#)

Animations and Behaviors

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

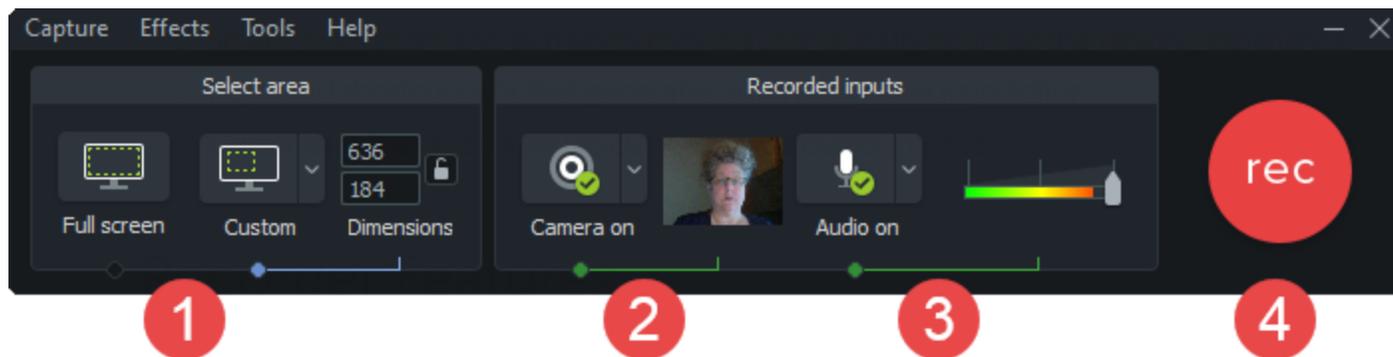
Working with External Media

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

Record the Screen and Audio

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

Windows



Mac



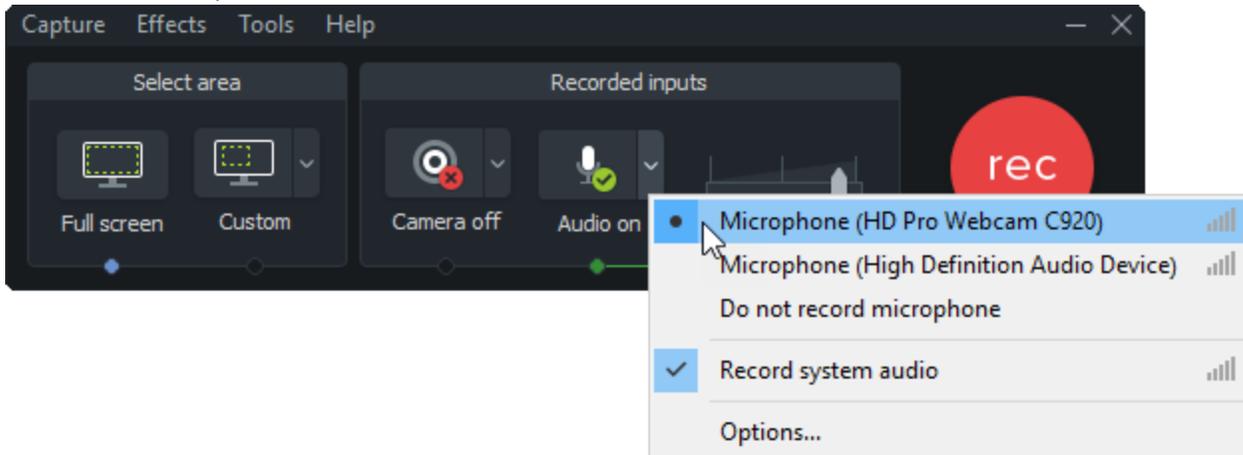
1. Choose the screen area to record:

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

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

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

- Choose audio options:



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

TIP: Run a sample recording to test the audio.

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

- Click the **Record** button.

- Click the **Stop** button.

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

Recording Hotkeys

Option	Windows Hotkey	Mac Hotkey
Start Recording	F9	

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

Camtasia Recorder automatically records:

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

Related Articles

[Record a PowerPoint Presentation](#)

[Record Voice Narration](#)

[Record, Edit, Share Tutorial](#)

[Record Your iOS Device Tutorial](#)

Record a PowerPoint Presentation

Camtasia provides two options for recording a PowerPoint presentation:

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

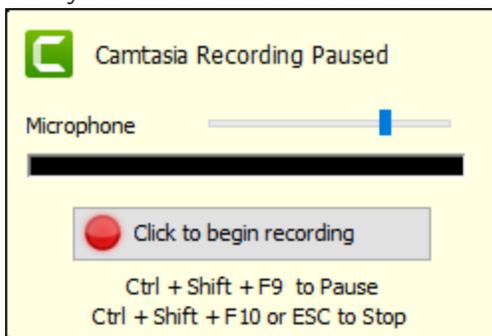
Record with the Camtasia PowerPoint Add-In (Windows Only)

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

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



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



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

Narrate Slides in Camtasia

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

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

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

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

Tip

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

Related Articles

[Record Voice Narration](#)

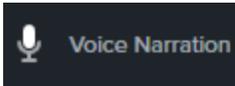
[Import PowerPoint Slides Tutorial](#)

[PowerPoint Add-In Toolbar Tutorial](#)

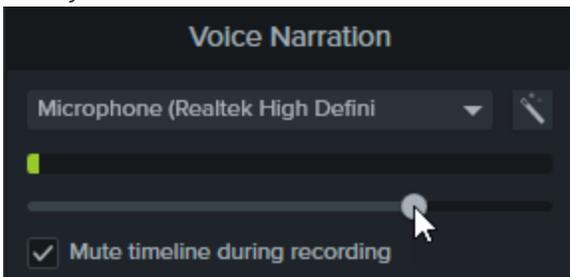
Record Voice Narration

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

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



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



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

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

Related Articles

[Record a PowerPoint Presentation](#)

Project Dimensions (Canvas Size)

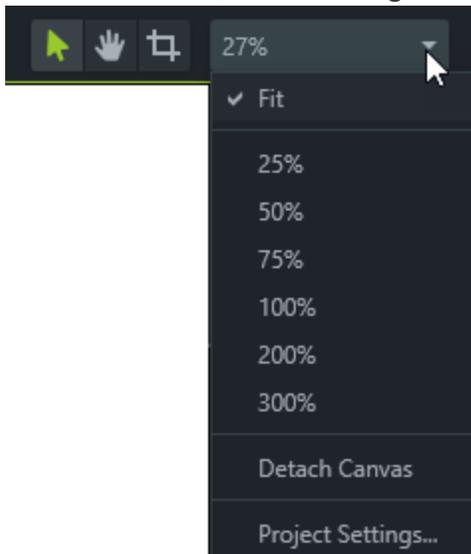
The canvas displays a preview of how the final video will look when produced and shared. If you choose to change the size of the video, set the canvas dimensions to the same size you plan to produce your final video.

When changing canvas dimensions, keep these things in mind:

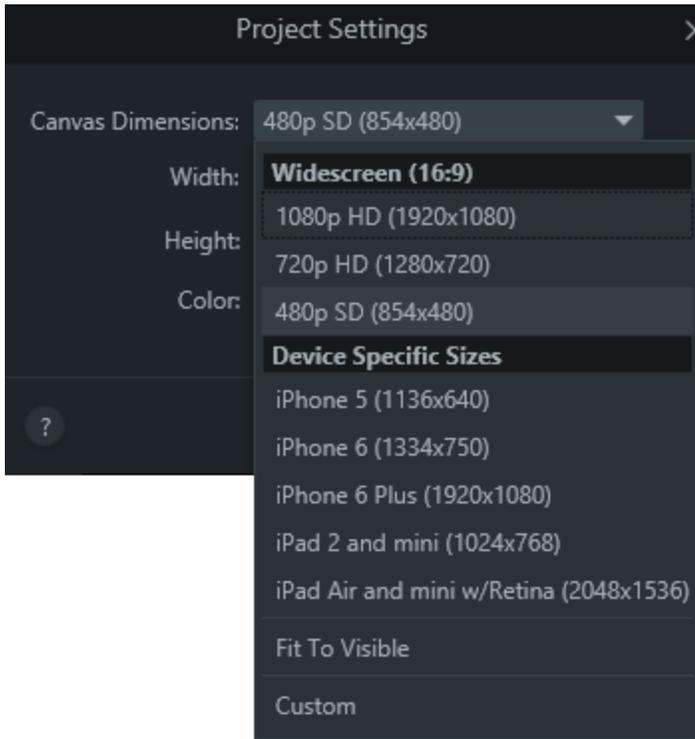
- The canvas dimensions must be at least 640 x 480 to include a table of contents (TOC) or quiz/survey.
- Change the canvas or editing dimensions **before** you begin editing your video. Changing the dimensions after editing can skew the look of work already completed.

Change the Canvas Dimensions

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



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



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

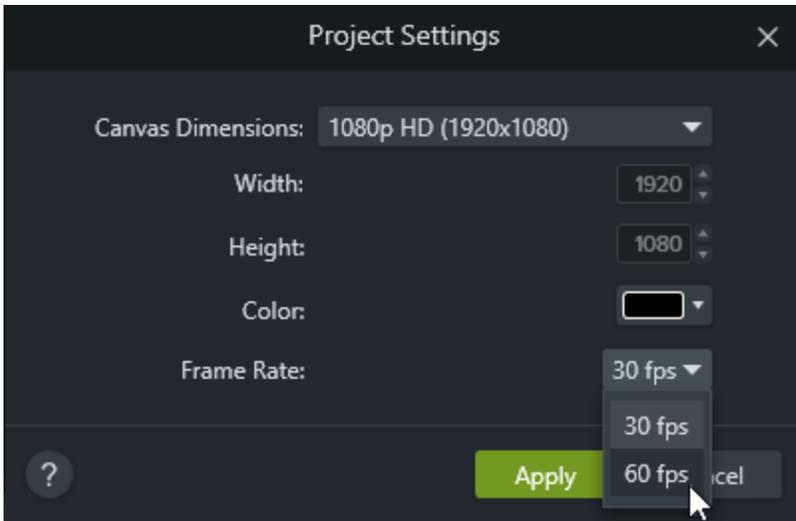


3. Click **Apply**.

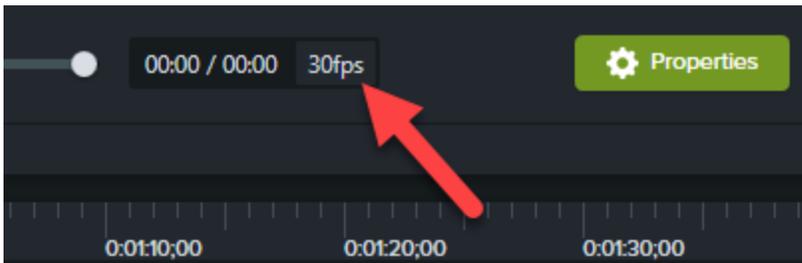
Change the Editing Frame Rate

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

Over the canvas, select **Magnification dropdown > Project Settings > Frame Rate dropdown** to change the editing frame rate.



The editing frame rate is displayed above the timeline.



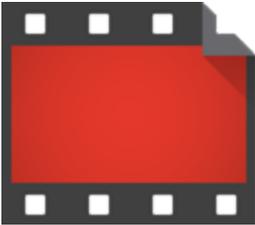
Related Articles

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

Manage Your Recordings and Project Files

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

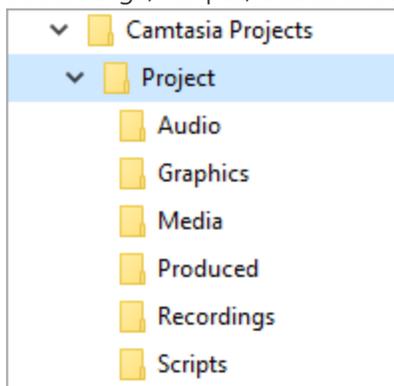
Camtasia File Types

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

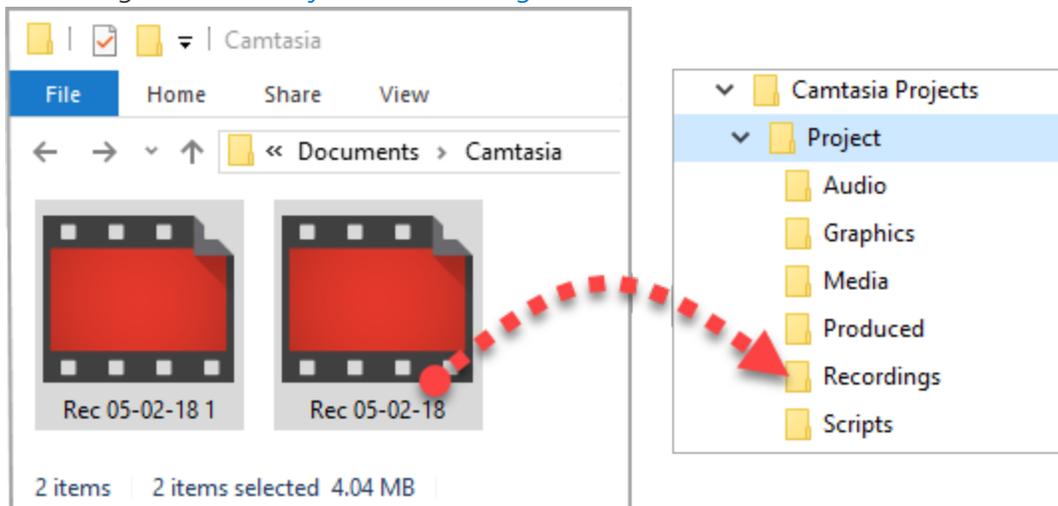
File Management Tips

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

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



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



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

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

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

- Do you frequently reuse the same video assets? See [Find and Organize Assets](#) to learn how to save assets to the Library for reuse across all of your Camtasia video projects.

Manually Save Recordings

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

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

1. In Camtasia Recorder, select **Tools > Options**.
2. The Tool Options dialog appears. Click the **File options** button.

3. Select the **Ask for file name** option.

4. Click **OK**.

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

Share Projects

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

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



Non-Compatible Media List

Windows Media and Effects These are not compatible with Camtasia Mac	Mac Media and Effects These are not compatible with Camtasia Windows
Camtasia Recording Files: CAMREC - Legacy Camtasia Studio recording file (Camtasia Studio version 8.3 and earlier)	Camtasia Recording Files: CMREC - Legacy Camtasia recording file (Camtasia version 2.x and earlier)
Video Files: AVI, WMV, SWF, MTS	Video Files: ProRes
Audio Files: WMA	Image Files: Tiff, JPG2000, PDF
LIBZIP - Camtasia Zipped Library Files	Audio Effects: Pitch
Callouts: Camtasia Studio Legacy Callouts	Callouts: Camtasia 2 Legacy Callouts

Windows Media and Effects These are not compatible with Camtasia Mac	Mac Media and Effects These are not compatible with Camtasia Windows
Captions	Captions
	Visual Effects: Sepia, Mask, Reflection, Spotlight, Window Spotlight, Glow, Freeze Region, Device Frame
	Gesture Effects

Share a Project to Another Platform

1. Camtasia > **File** > **Export for Mac/Windows**.
2. If you receive a warning about incompatible media in the project, click:
 - **OK/Continue** to continue with the export.
 - **Cancel** to go back to the project without exporting.
3. Name the zipped project and choose a file destination.
4. Click **OK/Save**.

Open a Project on Another Platform

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

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

Import Media

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

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



Import Media from Your Computer

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

The imported media appears in the Media Bin.

Import Media from a Mobile Device

Send images or videos to Camtasia from your mobile device.

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

The imported media appears in the Media Bin.

Import Media from Google Drive

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

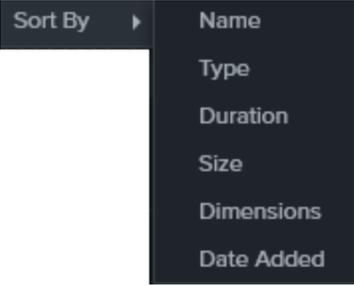
The imported media appears in the Media Bin.

Supported File Formats

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

Media Bin Tasks

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

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

Related Articles

[Record a PowerPoint Presentation](#)

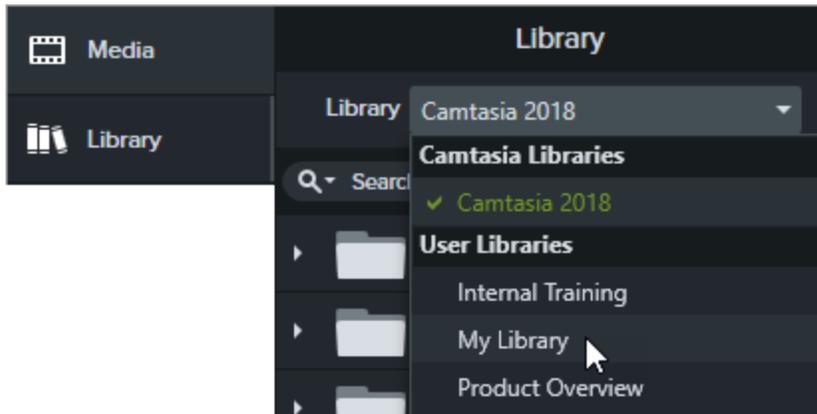
[Captions](#)

[Find and Organize Assets](#)

Find and Organize Assets

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

Camtasia offers two types of Libraries:



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

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

Organize Assets

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

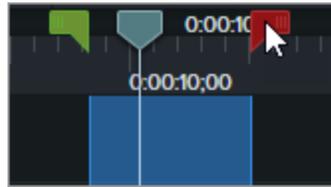
Tips for Naming Assets:

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

3. Select a Library.
4. Click **OK**.

Selection From Timeline:

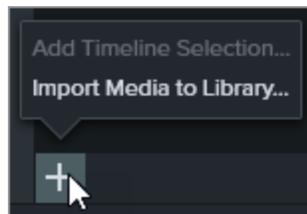
1. Click and drag the green and red handles to select an area on the timeline.



2. Right-click the selection and select **Add Timeline Selection to Library**.
3. Enter a name.
4. Select a Library.
5. Click **OK**.

From Computer:

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

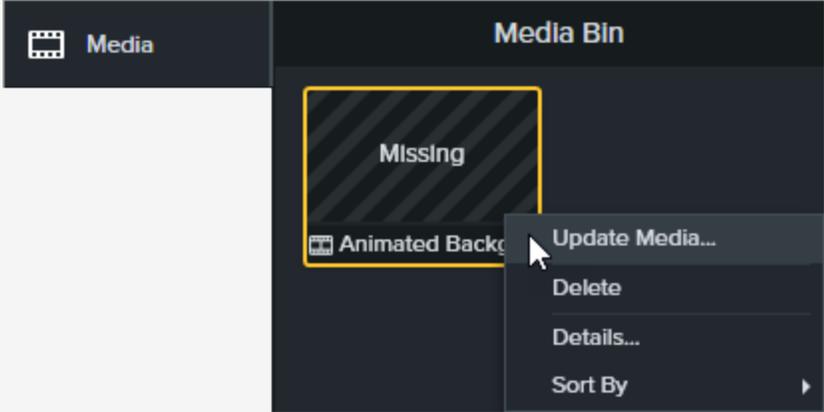


From Store:

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

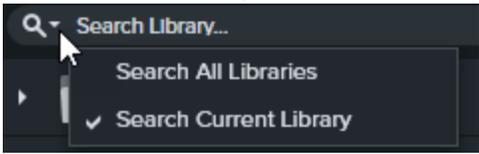
Add a Folder to the Library

1. Click the **Library** tab.
2. Select a Library from the **Library** dropdown.
3. Right-click within the Library and select **New Folder**.
4. Enter a folder name.
5. Press the **Enter** key.

	<p>To add a nested folder, click and drag the desired folder into another folder.</p>
<p>Move Assets or Folders within a Library</p>	<ol style="list-style-type: none"> 1. Click the Library tab. 2. Select a Library from the Library dropdown. 3. Click to select the asset or folder. CTRL+click (Windows) or CMD+click (Mac) to select multiple assets or folders. 4. Drag the selection to the desired folder or location in the current Library.
<p>Move Assets or Folders to Another Library</p>	<ol style="list-style-type: none"> 1. Click the Library tab. 2. Select a Library from the Library dropdown. 3. Click to select the asset or folder. CTRL+click (Windows) or CMD+click (Mac) to select multiple assets or folders. 4. Right-click (Windows) or Control-click (Mac) the selection and select Move to > choose the desired Library from the list.
<p>Delete an Asset or Folder</p>	<p>Right-click the asset or folder in the Library and select Delete.</p> <div data-bbox="448 961 1503 1635"> <p>Deleting assets will break any existing projects that contain the asset on the timeline. The asset displays "missing" in the Media Bin.</p>  <p>To update the asset in the project, right-click the missing asset and select Update Media. Choose the desired asset on your computer.</p> </div>

Find Assets

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

Search for Assets in Library	<ol style="list-style-type: none"> 1. Click the Library tab. 2. Click the Search dropdown to search all Libraries or the current Library.  3. Type in the Search field. 4. The search results appear. To sort the search results, right-click the Library and select Sort By.
Download More Assets	To download additional assets, click the Download more assets link at the bottom of the Library. See Download TechSmith Assets .
Sort Assets	Right-click a folder or asset in the Library and select Sort By . You can sort by name, type, date added, date used, or reverse the order.
Preview an Asset	Double-click the asset in the Library. A preview window appears.

Share a Library

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

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

Related Articles

[Download TechSmith Assets](#)

[Download TechSmith Assets Tutorial](#)

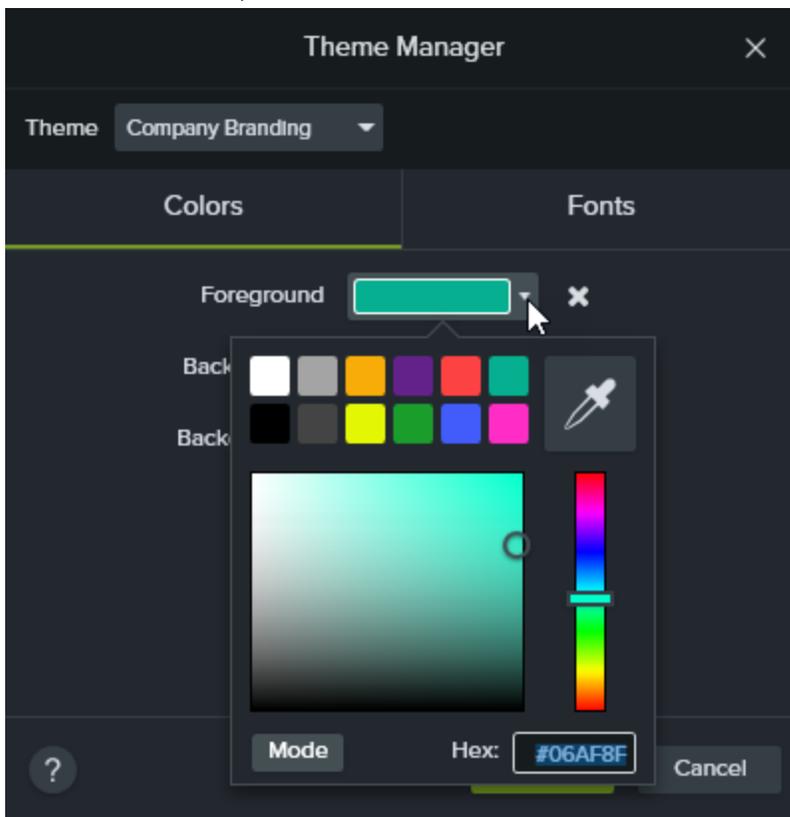
[Speed up Video Creation with Camtasia Library Tutorial](#)

Create and Manage Themes

A theme is a set of preset colors and fonts to apply to your video. In the Properties panel, quickly apply the presets to maintain consistency across a series of videos.

Create a Theme

1. Select **File > Manage Themes**.
2. The Theme Manager appears. In the Theme dropdown, select **Create New Theme**.
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, enter 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.

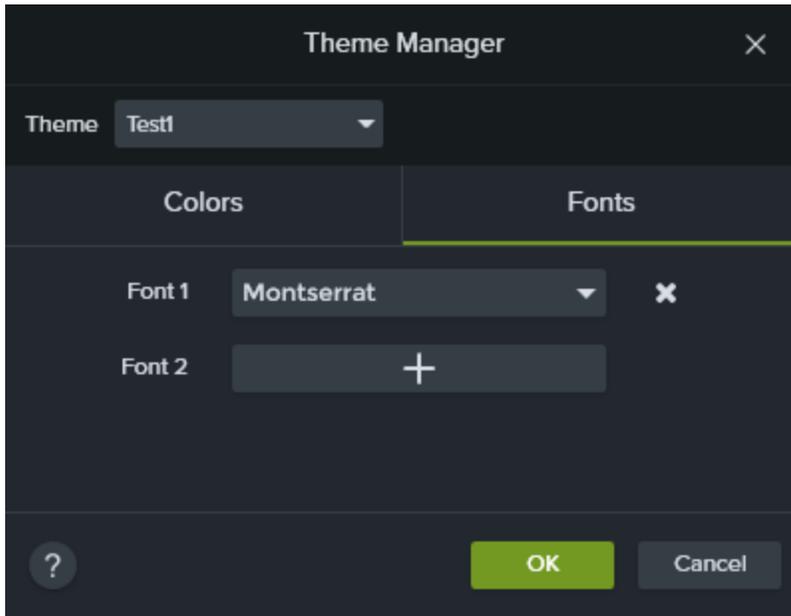


- **Annotation Background:** Select a theme color to use as the annotation fill color. See [Apply Theme](#)

to a Callout.

- **Delete a Color:** Click the  icon.

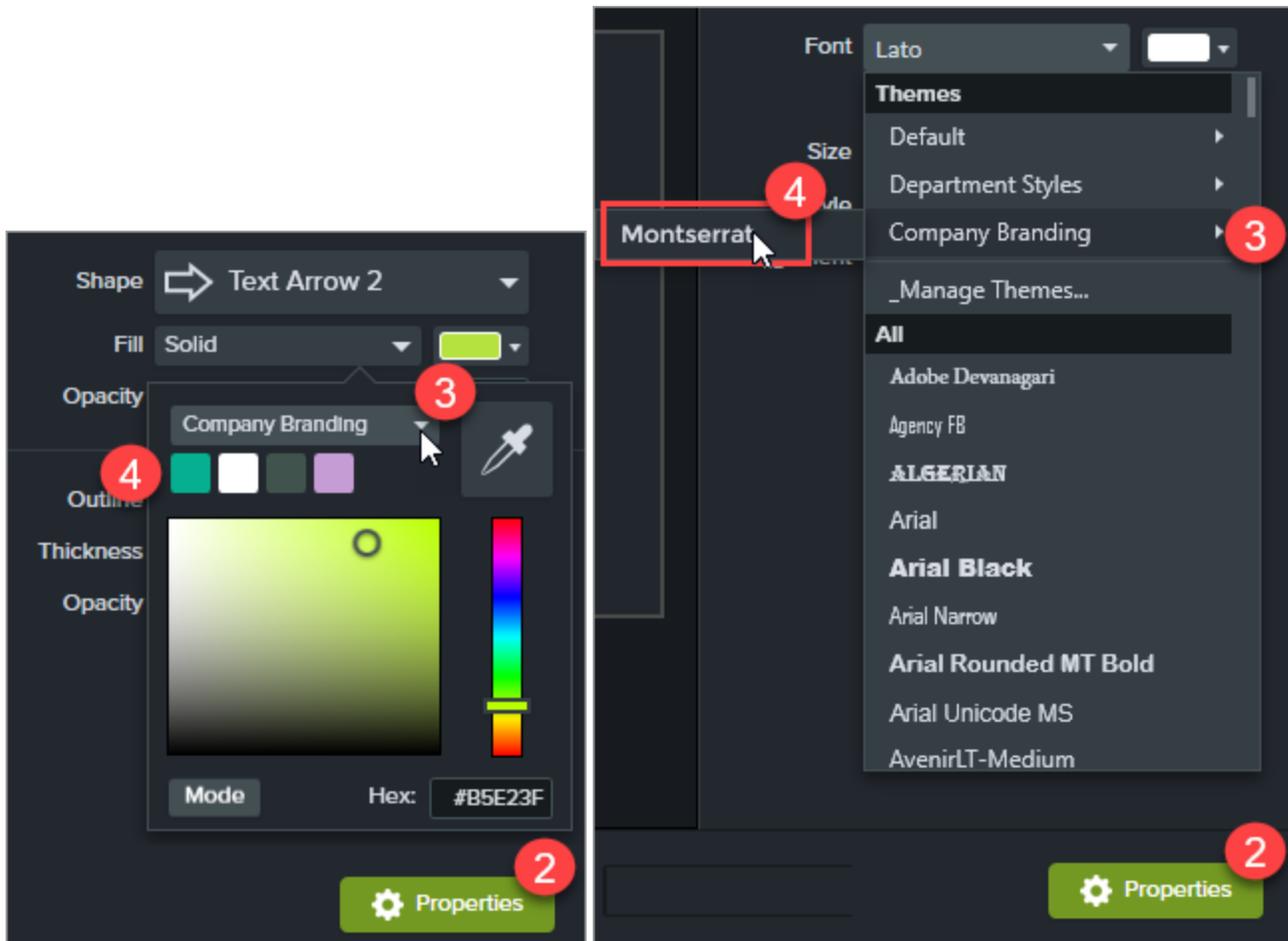
5. On the **Fonts** tab, set the theme fonts:



- **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. Click **OK** to save the changes to the theme.

Apply a Theme Color or Font



1. Select an object on the timeline.
2. Click the **Properties** button to open the Properties panel.
3. Select a theme from the **Color** dropdown or the **Font** dropdown.

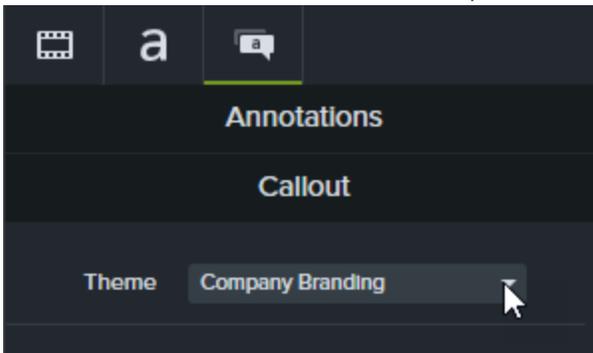
On Mac, you must have the system color picker disabled to view the theme colors. Select **Camtasia 2018 > Preferences > General tab > uncheck the Enable System Color Picker option.**

4. Select the color or font.

Apply Theme to a Callout

1. Select an annotation on the timeline or canvas.
2. Click the **Properties** button to open the Properties panel.

3. Select a theme from the Theme dropdown.



Camtasia automatically applies the theme colors to the annotation.

Related Articles

[Maintain a Consistent Look and Feel with Themes Tutorial](#)

[Camtasia Editor Properties](#)

Download TechSmith Assets for Camtasia

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

Asset Types

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

The assets are available for use in Techsmith Camtasia version 2018 or later projects.

Asset Type	Category
Video	<ul style="list-style-type: none">• Intros: Animations to introduce a video or scene.• Motion Backgrounds: Video clips to use as a background or scene within a video.• Lower Thirds: Overlay animations and text to introduce a speaker or scene in a video.• Footage: Video clips of real-world recorded content.• Effects: Short clips with an alpha channel to accent media.• Outros: Animations to end a video or scene.
Images	<ul style="list-style-type: none">• Photos: Static images of real-world photography.• Icons: Illustration or set of icons.
Audio	<ul style="list-style-type: none">• Music: Instrumental or vocal audio tracks.• Loop: Short audio samples to create a seamless playback loop.• Sound Effects: Short audio clips to accompany action on the screen for emphasis or storytelling.

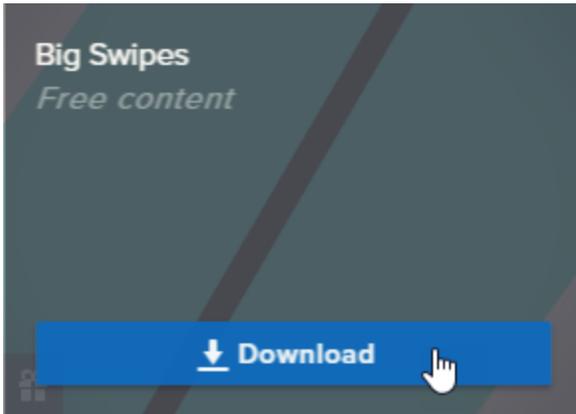
Download Assets

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

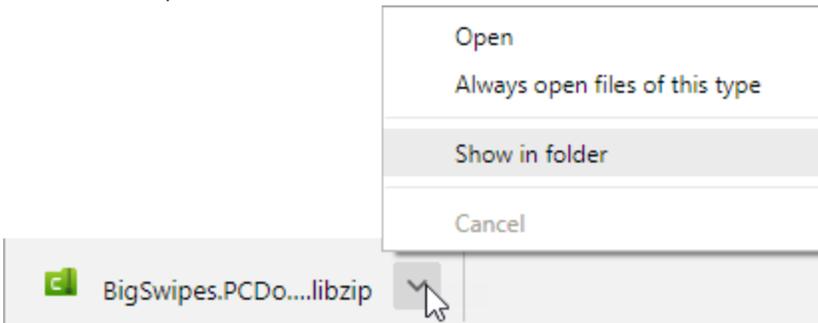
- [Google Chrome](#)
- [Microsoft Edge](#)
- [Firefox](#)
- [Internet Explorer](#)
- [Safari](#)

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.



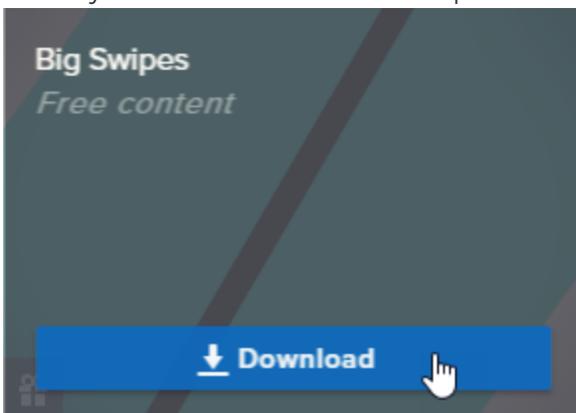
3. Google Chrome downloads the asset into your Downloads folder. At the bottom of your web browsers, click the dropdown and select **Show in folder**.



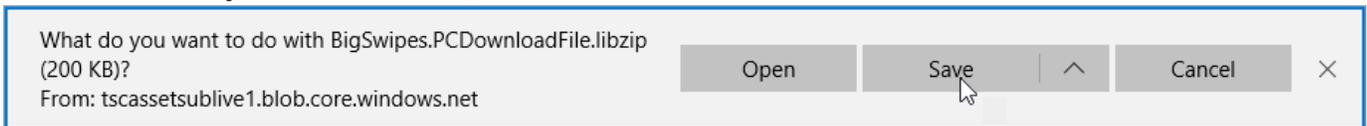
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia Library](#).

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.



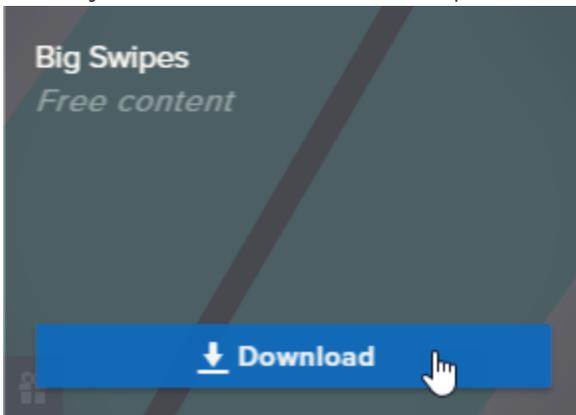
4. Microsoft Edge downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button.



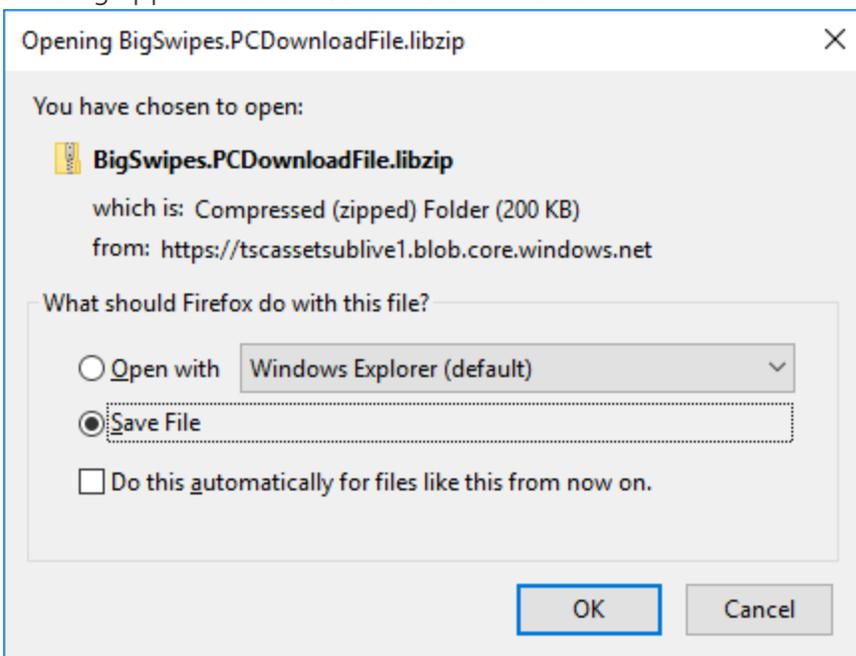
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia Library](#).

Firefox

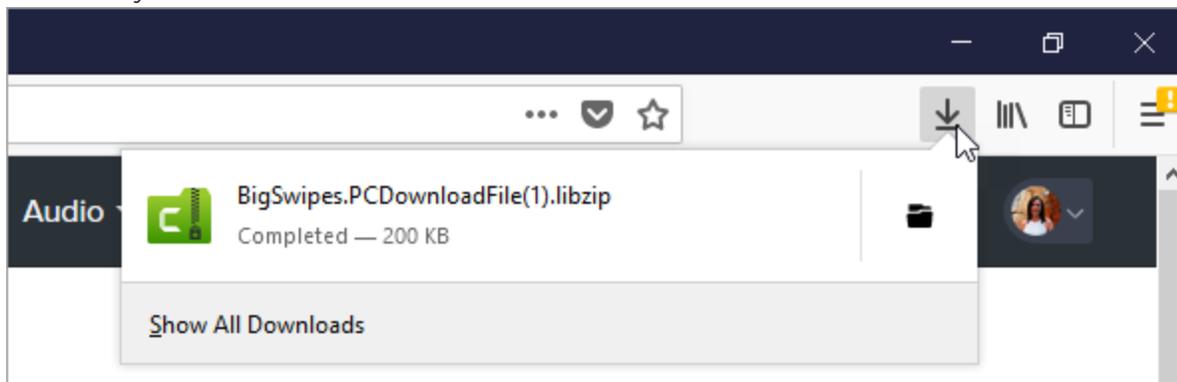
1. Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
2. Hover your cursor over an asset to preview it. Click the **Download** button.



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



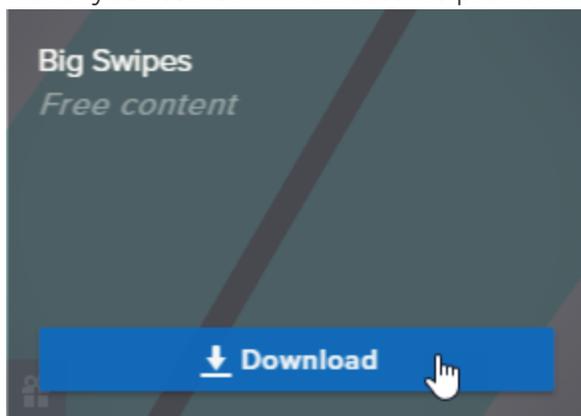
- Firefox downloads the asset into your Downloads folder. Click the **Downloads** button in the upper-right corner of your web browser.



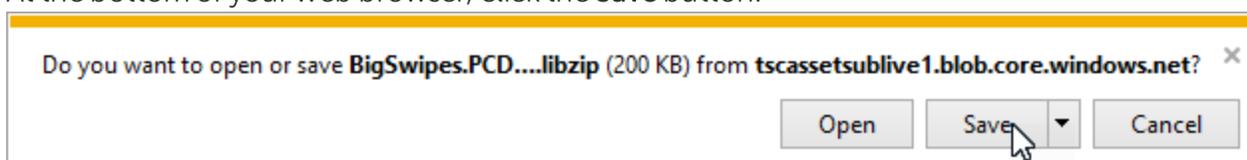
To add the asset to TechSmith Camtasia, see [Add Assets to Camtasia Library](#).

Internet Explorer

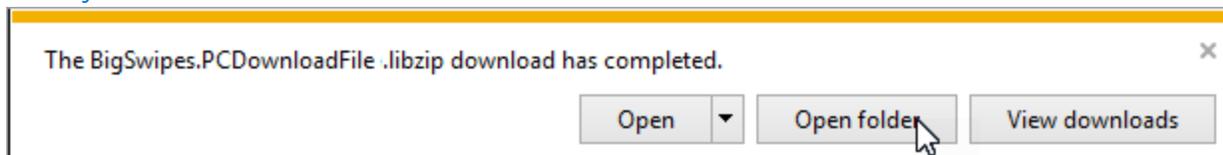
- Go to the [TechSmith Assets website](#) and sign in with your TechSmith Account.
- Hover your cursor over an asset to preview it. Click the **Download** button.



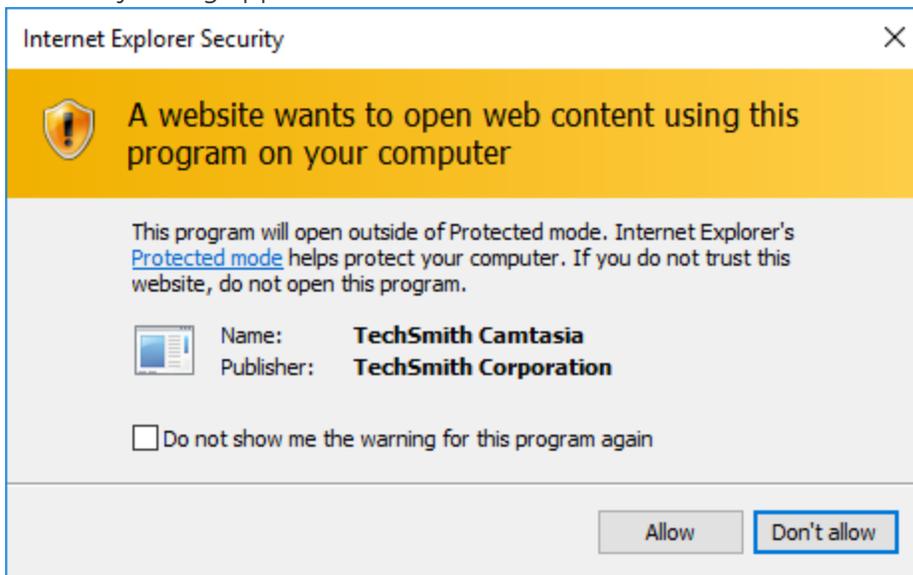
- At the bottom of your web browser, click the **Save** button.



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



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 Library](#).

Add Assets to Camtasia Library

Locate the asset in the **Downloads** folder. See [Download Assets](#).

Asset File Format	How to Add to Camtasia Library
LIBZIP (Intros, Lower Thirds)	<ol style="list-style-type: none">1. Double-click the .libzip file.2. Camtasia opens. In the Import to Library dialog, select Create New Library or select an existing Library to add the asset to.3. Click the Import button.
MP4 (Footage, Intros, Motion Graphics)	<ol style="list-style-type: none">1. In Camtasia, select File > Library > Import Media to Library or drag and drop the asset into the Library.2. Select the asset and click Open on Windows and Import on Mac.
MP3 (Music, Loop, Sound Effects)	<ol style="list-style-type: none">3. In the Add to Library dialog, select a Library from the dropdown.4. Click OK.

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

Related Articles

[Find and Organize Assets \(Camtasia Library\)](#)

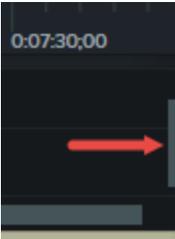
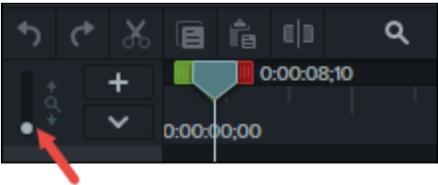
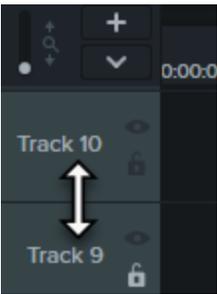
[Download TechSmith Assets Tutorial](#)

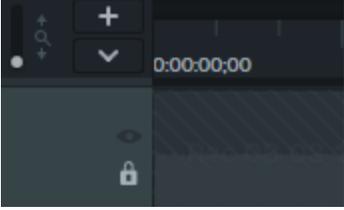
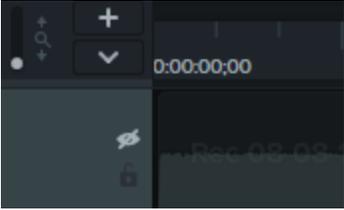
Timeline Basics

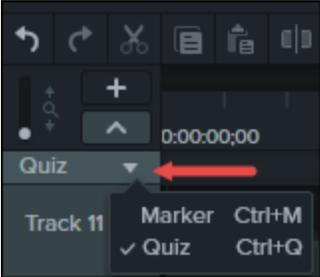
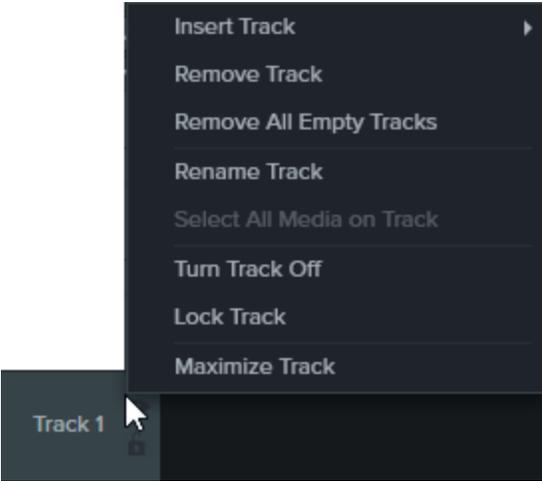
The timeline displays the sequence of all media in a video. Use the timeline to assemble a video. To add content to a video, drag media from the Media Bin or Library onto the timeline.

The playhead represents a point in time in the video. Everything that appears on the timeline tracks at that point displays as the current frame on the canvas.

Timeline Tracks

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

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

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

Related Articles

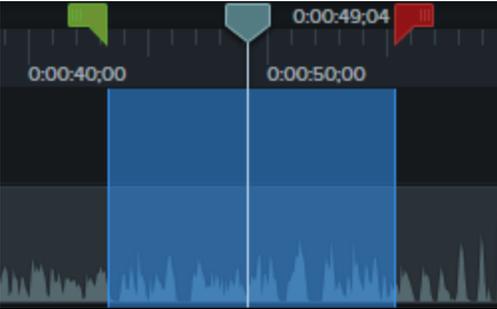
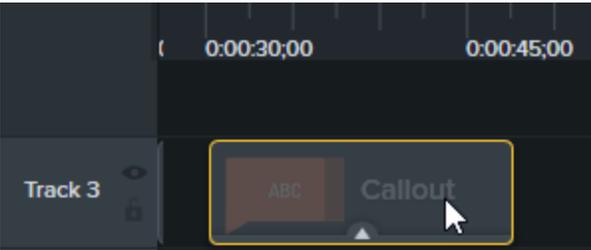
[Timeline Editing](#)

Timeline Editing

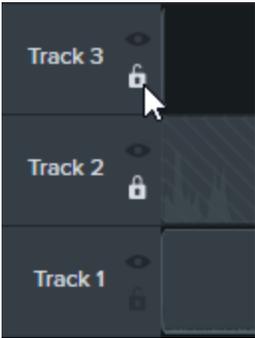
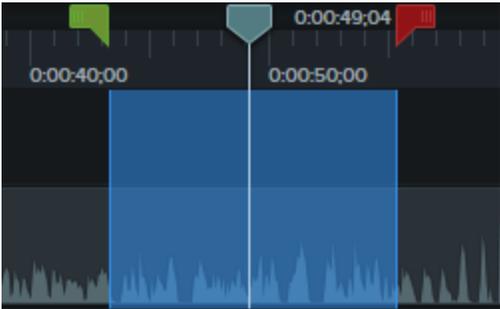
The timeline displays the sequence of all media in a video. Use the timeline to assemble a video. To learn more about working on the timeline, see [Timeline Basics](#).

Make a Selection

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

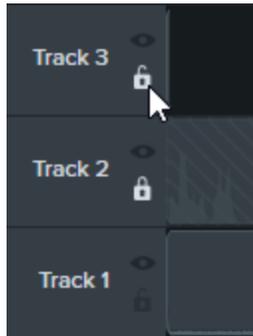
<p>Select part of the timeline</p>	<p>Click and drag the playhead's green or red handles to make a selection. The selected area is highlighted in blue.</p>  <p>For a precise selection, drag the Zoom slider to zoom in on the timeline content.</p> 
<p>Select media on timeline</p>	<p>Click to select media.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

Remove Unwanted Parts

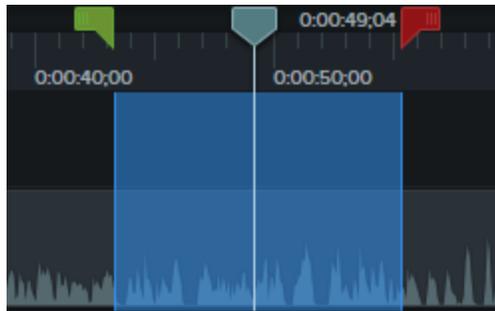
Delete media or selection	<p>To Delete Media: Select media on the timeline and press Delete.</p> <p>To Delete a Timeline Selection:</p> <ol style="list-style-type: none">1. Lock tracks on timeline that contain media you do not want to delete. 2. Click and drag the playhead's green or red handles to make a selection. For a precise selection, drag the Zoom slider to zoom in on the timeline content. 3. Press Delete on the keyboard.
Cut media or selection	<p>A cut removes a selection from the timeline and adds it to the clipboard.</p> <ul style="list-style-type: none">• When using the Cut tool, no gap is left on the timeline and remaining media is stitched together.• If desired, paste the media elsewhere onto the timeline.• You can cut a single clip or across multiple clips. <p>To Cut Media:</p> <p>Select media on the timeline and click the Cut button .</p>

To Cut a Timeline Selection:

1. Lock tracks on timeline that contain media you do not want to cut.



2. Click and drag the playhead's green or red handles to make a selection. For a precise selection, drag the **Zoom** slider to zoom in on the timeline content.

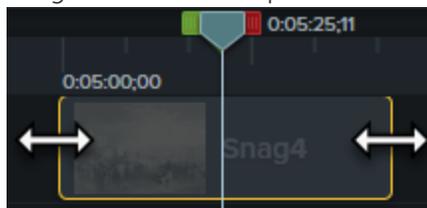


3. Click the **Cut** button . The selection is cut and media on timeline shifts and is stitched together.
4. To paste the selection on the timeline, move the playhead to a new location and click the **Paste** button .

Mark-in or mark-out a clip

Remove time from the beginning or end of a clip. The mark-in/mark-out option hides a portion of the clip instead of cutting it.

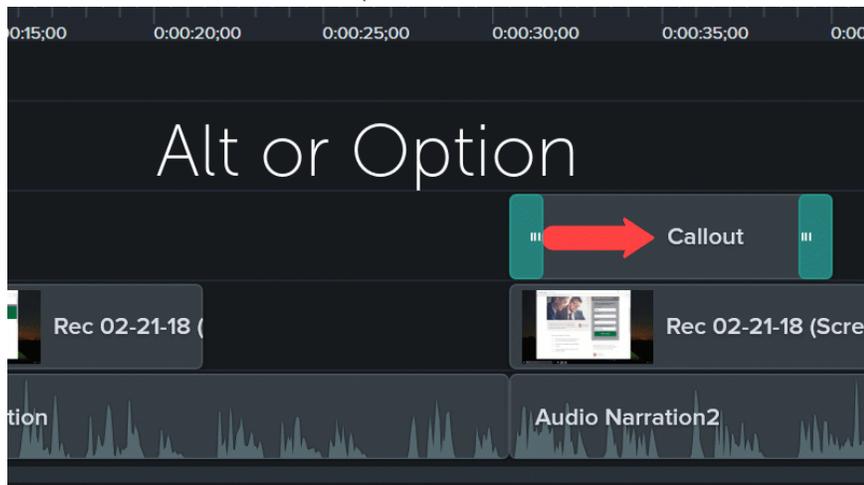
1. Click to select a clip on the timeline.
2. Hover the cursor over the beginning or end of the clip.
3. Drag the end of the clip in or out.



Insert Space or Extend Media

Use the following actions to move media together or sync video and audio.

Extend the frame of a video clip



Extend a frame in a video clip to extend the duration to match the audio or voice narration.

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

You can also extend the frame by holding the **Alt** key (Windows) or **Option** key (Mac) while dragging the end of a clip.

While extending the frame, hold the **Shift** key to move the media on the same track to the right of the extended frame.

Split

Divide media into two clips.

- You can move and edit each clip separately.

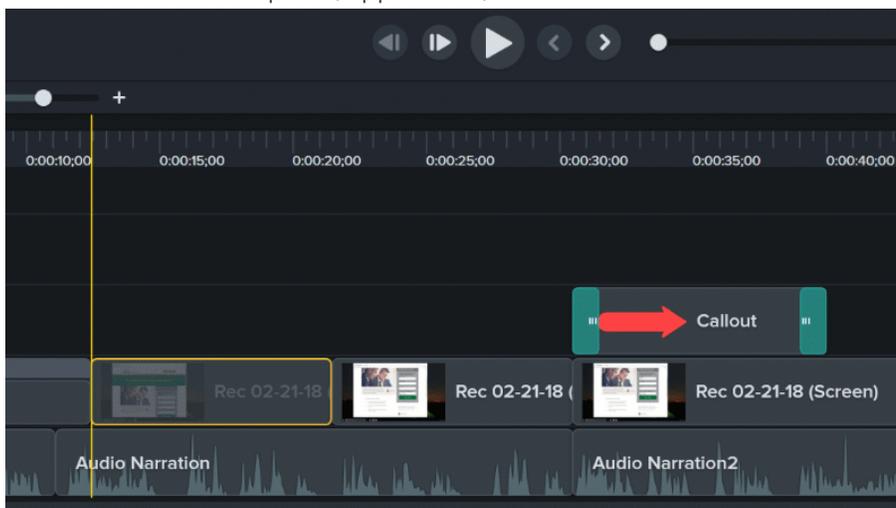
- Split clips to insert transitions, title slides, or graphics between scenes.

To Split Media:

1. Drag the playhead to the location to split.
2. Click to select media to split. To select multiple pieces of media, **Ctrl+click** (Windows) or **Cmd+click** (Mac) to select the media.
3. Click **Split**  or press **S** on the keyboard.

The clip splits into two separate clips.

Move media to insert space (Ripple Move)



Move Media on One Track:

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

Insert space at a specific point (Ripple Split)

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

See [Ripple Move and Extend Frame Tutorial](#).

Common Editing Tasks

Group media on the timeline	<p>Group media on the timeline to:</p> <ul style="list-style-type: none">• Help keep the timeline organized.• Resize all the media on the canvas at one time retaining the proper aspect ratio.• Move media together on the timeline or on the canvas.• Copy and paste frequently used sequences.• Save frequently-used sequences in the Library for use from project to project. <p>Group Characteristics:</p> <ul style="list-style-type: none">• Tracks within a group cannot be locked.• Groups can contain an unlimited number of media or tracks.• Groups can be added to other groups.• Drag media in or out of a group. <p>To Create a Group:</p> <ol style="list-style-type: none">1. Shift+click to select media to add to the group.2. Right-click the selection and select Group or press Ctrl+G. <p>Edit a Group:</p> <ul style="list-style-type: none">• Double-click the group title to rename it.• Click the plus/minus icon to open or close a group.• Right-click a group and select Ungroup. Media from the group retains its original position on the timeline.
Stitch media	<ul style="list-style-type: none">• Only sections of media created from the original clip can be stitched together.• Media must be next to each other to be stitched.• When media is cut, it is automatically stitched back together.• When media is deleted, it is NOT stitched and a gap is left on the timeline. <p>To Stitch Media Together:</p> <p>Right-click the location where the two media clips touch and select Stitch</p>

	<p>Media.</p>  <p>To separate media, right-click on the stitch and select Unstitch.</p>
Save a video frame as an image	<p>Save the current frame (on the canvas) as an image file (BMP, GIF, JPG, or PNG).</p> <ol style="list-style-type: none">1. Drag the playhead until the desired frame is displayed on the canvas.2. Select Share > 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.

Related Articles

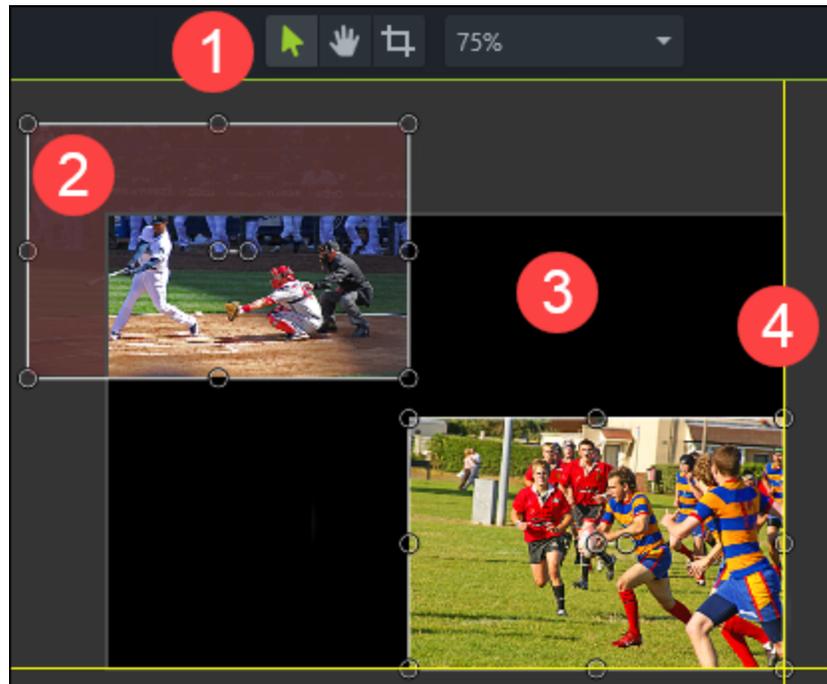
[Timeline Basics](#)

[Editing In-Depth 1 Tutorial](#)

[Editing In-Depth 2 Tutorial](#)

Canvas Basics

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



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

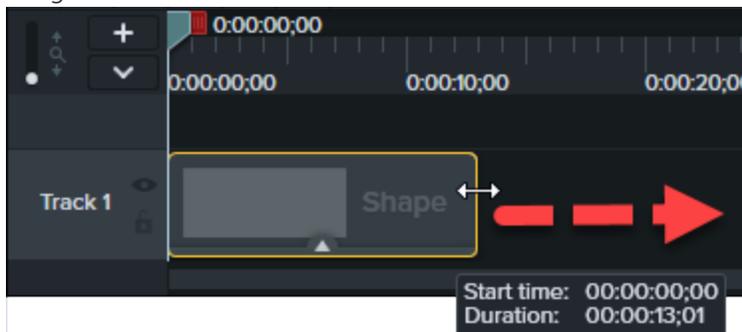
Canvas Tools

Change canvas background color	<p>The canvas background displays in the final video whenever media or assets do not cover the entire canvas.</p> <p>For the entire video:</p> <ol style="list-style-type: none">1. Right-click the canvas and select Project Settings.2. Select a color from the Color dropdown.3. Click Apply. <p>For a portion of the video:</p>
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1. Click the **Annotations** tab.
2. Click the **Shapes** subtab.
3. Drag a rectangle onto the canvas. Drag the handles until the annotation covers the entire canvas.



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



Turn Edit mode on



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

Turn Crop mode on



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

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

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 toggle pan mode on or off.

	<ol style="list-style-type: none"> 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. While in pan mode, the canvas editing features are disabled. Click Edit to return to edit mode.
<p>Detach or attach canvas</p>	<ol style="list-style-type: none"> Right-click canvas > Detach Canvas. The canvas is detached. To reattach: <ul style="list-style-type: none"> Windows: Click Reattach canvas button in the empty canvas location.  Mac: In the empty canvas location, right-click > Reattach Canvas.
<p>Switch to Full Screen mode</p>  Windows  Mac	<ol style="list-style-type: none"> While canvas is detached, click the Full Screen button to expand it to fit the entire screen. <ul style="list-style-type: none"> All editing features are enabled while working in full screen mode. Press the Esc key on the keyboard to exit full screen mode.
<p>Change the magnification</p> 	<p>Click the Canvas Options dropdown menu to change the magnification level of the video on the canvas.</p> <ul style="list-style-type: none"> This does not change the canvas dimensions / editing dimensions of the video. Choose Fit to view the entire video within the boundaries of the canvas. When the view is magnified, use Pan mode to move the video around within the boundaries of the canvas.

Working with the Canvas

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

Select media	<p>Click media on the canvas to select it.</p> <p>When a clip, group, or other media is selected on the canvas, it is also selected on the timeline.</p>
Move, resize, or rotate	<ul style="list-style-type: none"> To move media: Click and drag to new location on the canvas. To resize media: Drag a handle in or out to desired size.

	<ul style="list-style-type: none"> • To rotate media: Drag the center handle and turn. Press and hold the ALT key while dragging media for 3-D rotation.
Select more than one media	<ul style="list-style-type: none"> • Press and hold Shift, then click each media to select. • Selected media can be moved, rotated, and resized together.
Reorder media	<ul style="list-style-type: none"> • Right-click media > Arrange. <div data-bbox="467 464 998 655" data-label="Image"> </div> • Media on the timeline is automatically updated on the timeline tracks to reflect the new order of the media.
Align media	<p>Snapping is available on the canvas to assist in aligning media.</p> <div data-bbox="396 835 894 1129" data-label="Image"> </div> <p>As media is moved on the canvas, the snapping guidelines appear.</p>

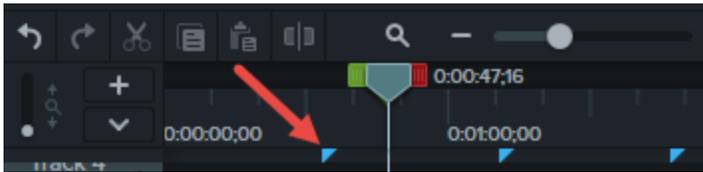
Related Articles

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

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

Add Markers

Markers indicate points on the timeline or within media.

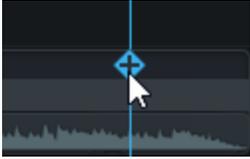


Use markers to:

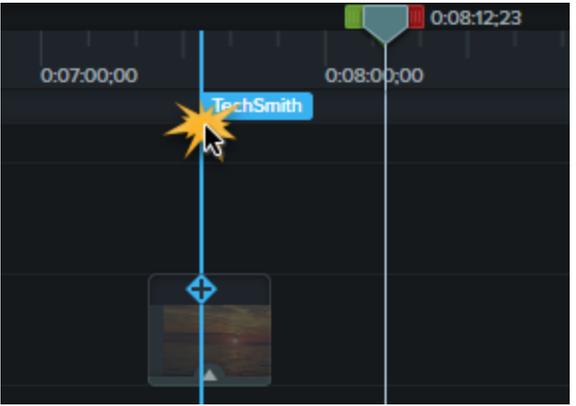
- Add an interactive table of contents to your video to create navigation points for your viewers. See [Video Table of Contents](#).
- Mark editing points such as mistakes during recording, sections to cut out, etc.
- Set points to split a long video into multiple videos.
- Automatically mark each slide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

Working with Markers

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

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

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

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

Related Articles

[Video Table of Contents](#)

Audio Basics

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

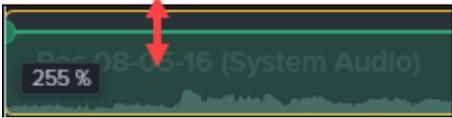
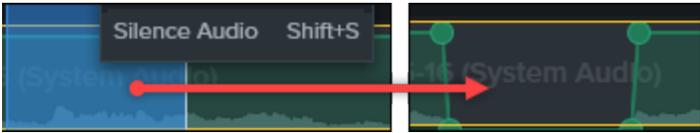
- Our ears almost always detect an audio error but our eyes are not so aware of errors occurring on-screen.
- Most people won't watch a video if the audio is bad – even if the video itself is very good.
- People are more likely to continue watching a poor quality video if the audio is good.

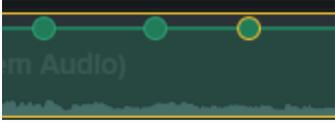
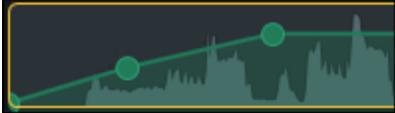
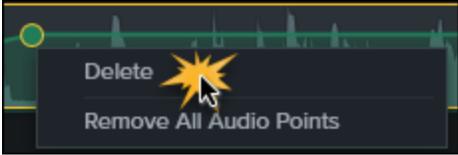
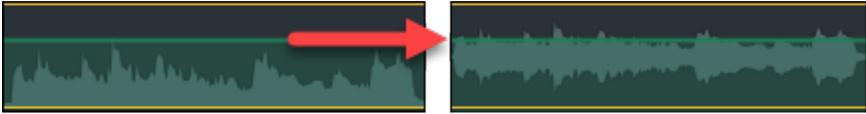
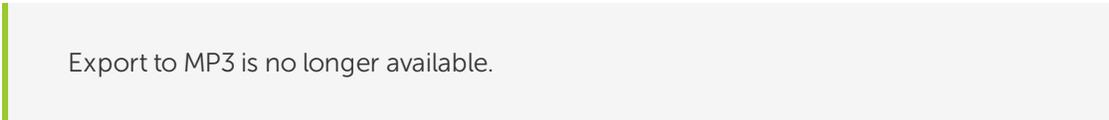
Tips for Getting Great Audio

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

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

Edit Audio on Timeline

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

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

Related Articles

[Audio Effects](#)

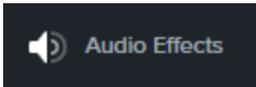
[Editing Audio Tutorial](#)

Audio Effects

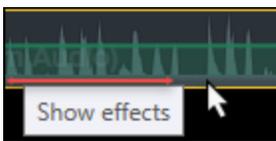
Use Audio Effects to enhance or correct audio. There are two ways to work with audio in Camtasia: [edit directly](#) on timeline or add effects.

Add Audio Effects

1. Click **Audio Effects** tab.



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



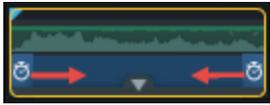
3. To adjust the duration, drag either end of the effect on timeline.



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



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

To customize this effect...	Do this...
<p>Pitch (Mac Only) Adjust frequency of sound waves to change voice sound.</p>	<ol style="list-style-type: none"> 1. Click Properties. 2. Manually adjust Pitch, Ease In, or Ease Out to get desired effect.
<p>Clip Speed Cause audio and video clip to play back faster or slower.</p>	<ul style="list-style-type: none"> • Drag effect on timeline to adjust speed.  <ul style="list-style-type: none"> • Or, open Properties pane to adjust Duration and Speed to get desired effect. <ul style="list-style-type: none"> • Adjust speed higher to cause video to play back faster. • Adjust speed lower to the video to play back slower.

Related Articles

[Audio Editing Basics](#)

Enhance Your Video Overview

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

Video Enhancements Types

Text and Annotations	<p>Graphics or text that appear on top of a video to draw viewers' attention to important objects or processes. To learn more about editing annotations, see Edit Enhancements.</p> <ul style="list-style-type: none">• Create an Intro or Title• Change the Canvas Background Color• Transitions, Annotations, & Behaviors Tutorial
Behaviors	<p>Behaviors are animated presets to drag and drop on text and media to liven it up and engage your viewers. Apply behaviors to any visual object on the timeline. These might include:</p> <ul style="list-style-type: none">• Plain text that gently pulsates where you want viewers to click a link.• Image or a logo that enters the screen then swings back and forth on a hinge.• Callouts that animate in various ways on the canvas to draw attention to an area in the video. <p>See Camtasia Behaviors Tutorial and Transitions, Annotations, & Behaviors Tutorial.</p>
Cursor Effects	<p>Camtasia Recorder collects and stores cursor data in the TREC recording file. Add cursor effects to enhance or edit the cursor your recording.</p> <ul style="list-style-type: none">• Hide the Cursor
Visual Effects	<p>Visual effects can improve the look and quality of your video. Effects apply to the entire clip on the timeline.</p> <ul style="list-style-type: none">• Add a Device Frame• Remove a Color Tutorial (Green Screen or Chroma Key effect)• Change the Clip Speed• Add an Interactive Hotspot
Animations	<p>Animations add interesting focal points to your video such as:</p> <ul style="list-style-type: none">• A talking head that smoothly transitions or trades places with a screen recording.• An image that enters the video from the left, pauses, then flies off the canvas to the right.• Callouts that animate in various ways on the canvas to draw attention to an area in the video.

	<p>Add animations to images, video clips, and annotations. To learn more about editing annotations, see Edit Enhancements.</p> <p>See Animations & Effects Tutorial and Animations In-Depth Tutorial.</p>
Transitions	<p>Transitions add a visual effect between the end of a clip and the beginning of the next clip. Use transitions to indicate the passage of time, change in location, or to create a smooth flow between clips.</p>

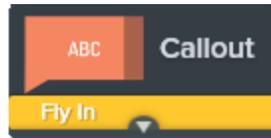
Add an Enhancement



1. Click a tab.
2. Select a subtab or style.
3. Drag the option onto the timeline. For some enhancements, Camtasia highlights where the option can be applied.
4. Edit the properties.

Edit Enhancements

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



In the properties:

- **In tab:** Customize how the behavior enters the canvas.
- **During tab:** Customize the behavior while it is on the canvas.
- **Out tab:** Customize how the behavior exits the canvas.

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

Create an Intro or Title

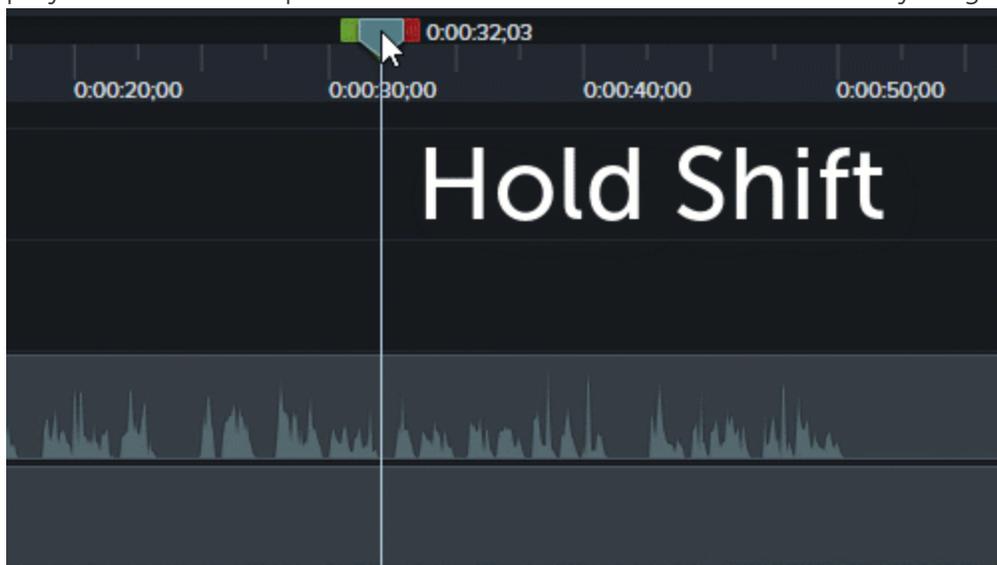
Title slides introduce a video, scene, or provide a call-to-action for your viewers.



To use one of Camtasia's premade intros, drag an intro from the [Camtasia 2018 Library](#) onto the timeline or [download more](#).

Create a Custom Intro

1. To insert space, drag the playhead to the location to insert the intro. 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 ends of the media to adjust the duration to fill the space on the timeline.



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

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

5. Add other customizations:

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

Related Articles

[Enhance Your Video Overview](#)

[Find and Organize Assets](#)

[Download TechSmith Assets](#)

Hide the Cursor

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

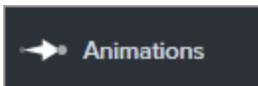
To highlight, magnify, or apply another cursor effect, see [Enhance Your Video](#).

Hide Cursor for Entire Clip

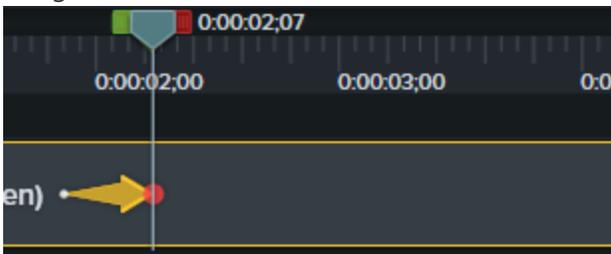
1. Click to select a TREC recording on the timeline.
2. Click the **Properties** button.
3. In the properties, click the **Cursor** tab and set the **Opacity** to 0%.

Hide Cursor for a Duration

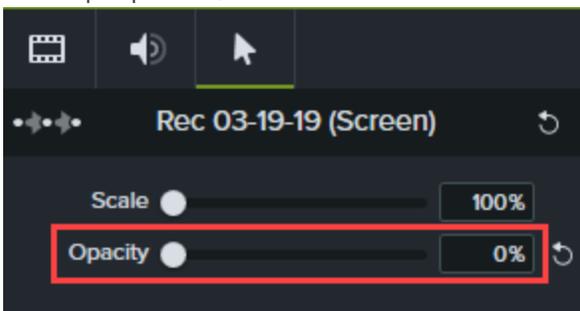
1. Select **Animations** tab > **Animations** subtab.



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

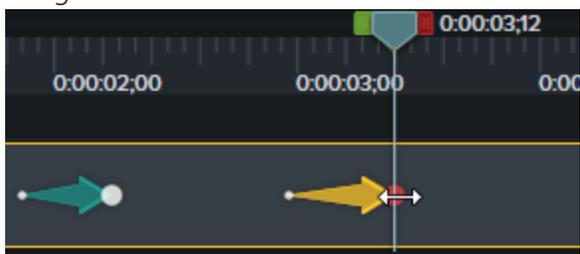


4. In the properties, click the **Cursor** tab and set the **Opacity** to 0%.

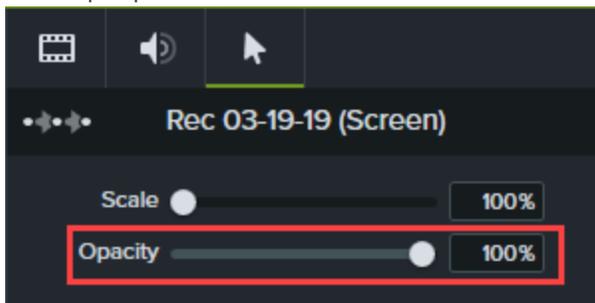


5. To show the cursor again in the video, drag another **Custom** animation onto the TREC on the timeline.

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



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



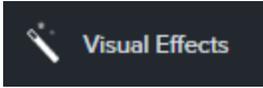
Related Articles

[Enhance Your Video Overview](#)

Change the Clip Speed

Speed up or slow down media on the timeline.

1. Click **Visual Effects** tab.



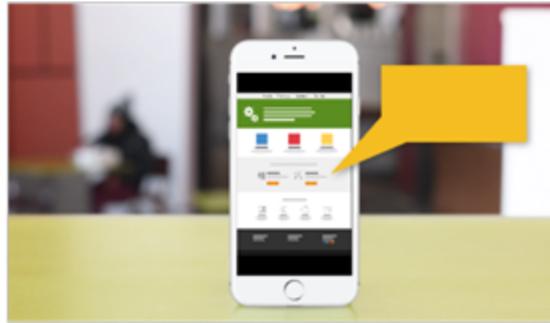
2. Drag the **Clip Speed** effect onto media on the timeline.
3. Click the **Properties** button to adjust the **Duration** and **Speed** to get the desired effect.
 - Increase the speed to playback the video faster.
 - Decrease the speed to playback the video slower.

Related Articles

[Enhance Your Video Overview Animations & Effects Tutorial](#)

Add a Device Frame

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

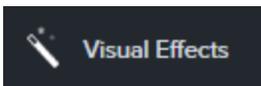


Device frames are great for:

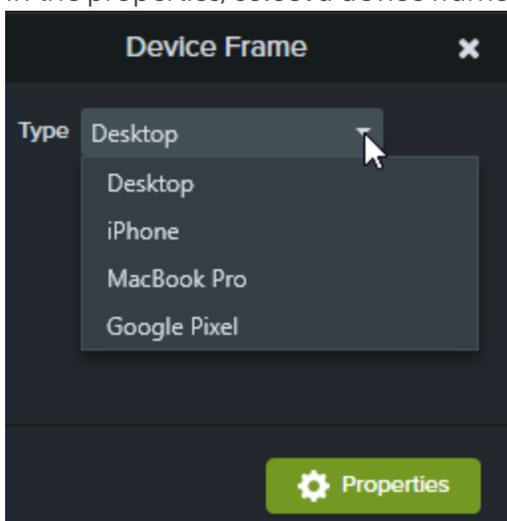
- Introducing a scene such as a mobile or desktop demo.
- Showing your company's website within a product marketing video.

Add a Device Frame

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



2. Drag the **Device Frame** effect onto a 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.



Related Articles

[Enhance Your Video Overview](#)

[Device Frames Tutorial](#)

Zoom-n-Pan Animations (Windows)

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

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

Add zoom and pan animations to:

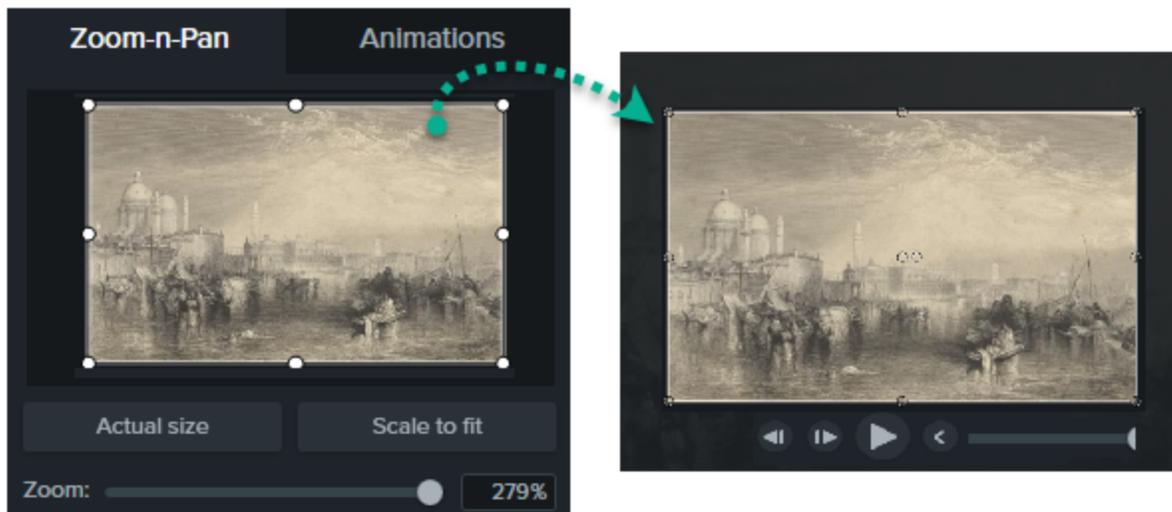
- Improve viewing when producing the final video at dimensions smaller than the source recording.
- Focus on important actions within the video, like typing in a text field or selecting an option in a large application.
- Move from area to area when editing dimensions are large.

Add a Zoom In / Zoom Out Sequence

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

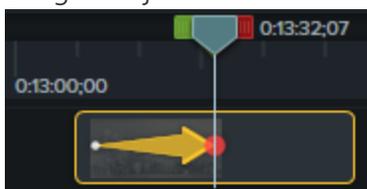


3. Move and size zoom rectangle to get desired effect. That area fills the canvas and is what your viewers see.



4. A zoom animation is added to the timeline.

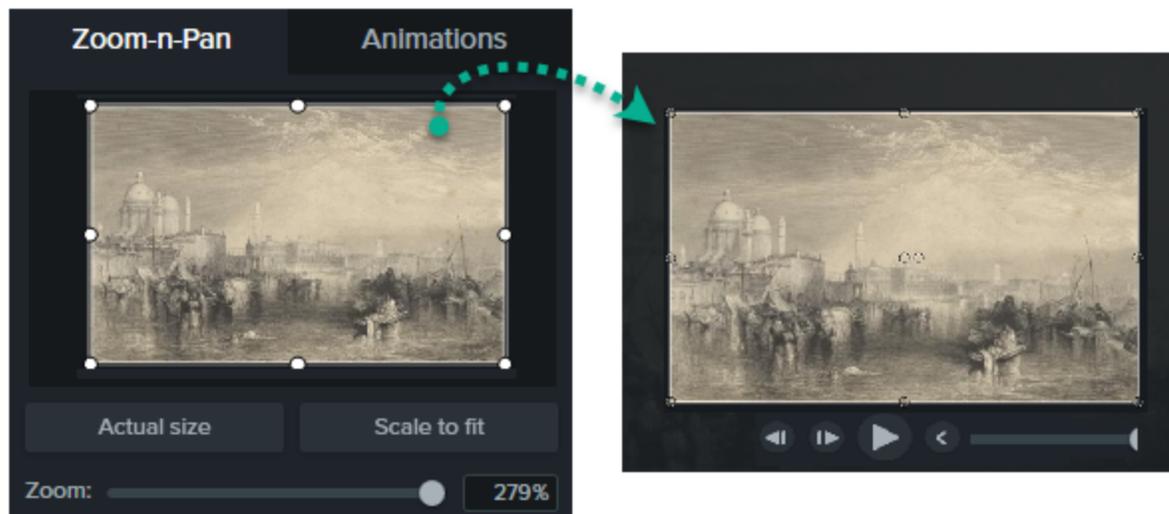
- Drag to adjust location of effect.



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

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

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



Add a Zoom and Pan Sequence

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



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



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

- Drag to adjust location of effect.



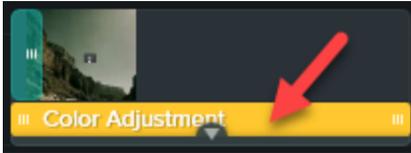
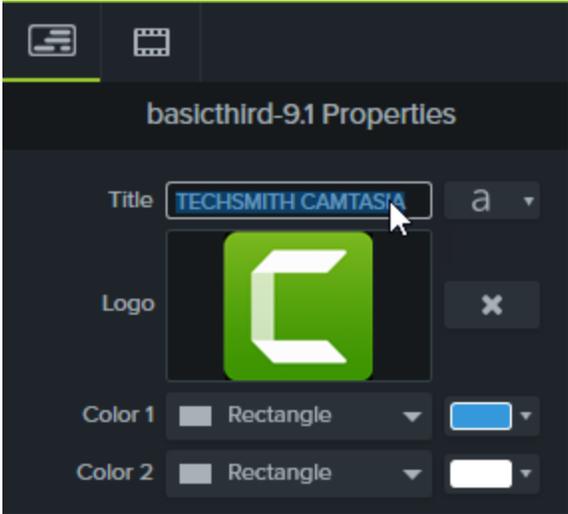
- Drag either end of the zoom animation on timeline to adjust effect's duration. This is how long the effect lasts.
5. To create the pan animation, place playhead where pan will occur. Drag zoom rectangle to another part of the canvas without resizing.
 6. Repeat step 5 until all pan animations are created.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

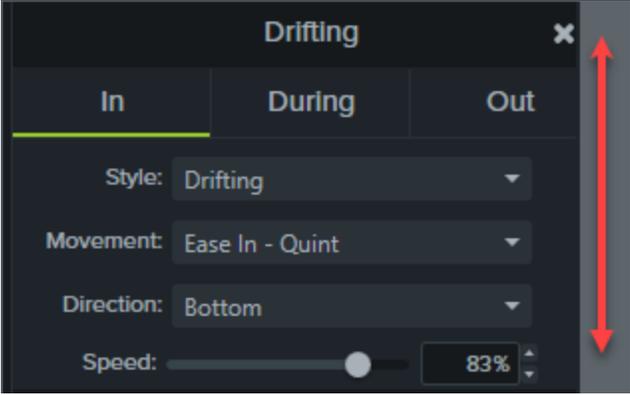
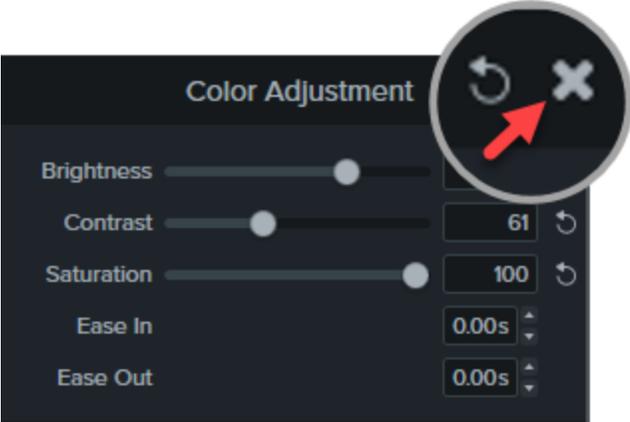
Related Articles

[Enhance Your Video Overview](#)

Camtasia Editor Properties

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

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

To perform this action...	Do this...
	
<p>Set properties back to the default settings</p>	<p>Click the rewind button next to the desired option.</p>
<p>Delete an effect, animation, or behavior from a media or clip on the timeline</p>	<p>Click the X on the Properties box. To undo the delete:</p> <ul style="list-style-type: none"> • Press Ctrl+Z or Cmd+Z. • Choose Edit > Undo. • Click Undo . 

Related Articles

- [Create and Manage Themes](#)
- [Enhance Your Video Overview](#)
- [Download TechSmith Assets](#)

Interactive Hotspots

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

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

Add a Hotspot

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

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

Related Articles

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

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

Captions

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

Captions create videos accessible to a larger audience, including:

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

Caption Types

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

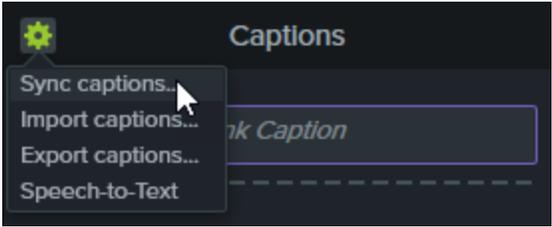
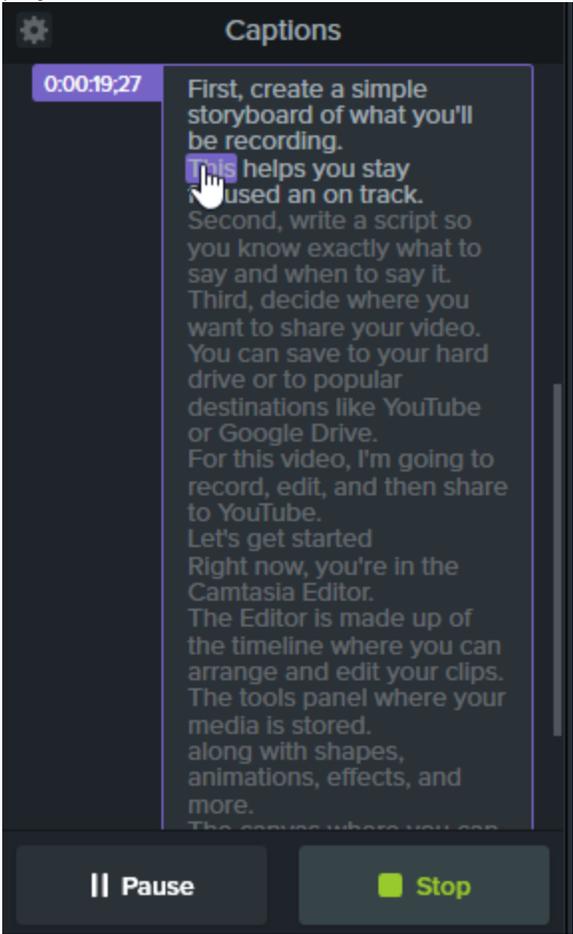
Caption Type	Production Option
<p>Closed Captions</p>  <p>Playback in the TechSmith Smart Player is required.</p> <ul style="list-style-type: none">• Captions are turned on/off by the viewer via a CC button on the video controller.• Captions are ADA compliant.• Caption display can be customized.• Captions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

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

Add Captions

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

Method	Steps
<p>Manually Add Captions</p>	<ol style="list-style-type: none"> 1. Move the playhead to the beginning of the timeline. 2. To add captions: <ul style="list-style-type: none"> • On Windows, click the Captions tab and click the Add Caption button. • On Mac, click the Audio Effects tab and drag the Captions effect onto the audio track on the timeline. Click the first caption segment. 3. Click the Loop button or press Enter to play the audio section. Type the caption. <div data-bbox="760 611 1037 737" data-label="Image"> </div> <ul style="list-style-type: none"> • If your caption exceeds three lines, the text changes to gray. Click the Split button to move the gray text into a new caption. • To change the duration of a caption, drag the Duration slider. The default duration is four seconds. <div data-bbox="829 951 1365 1035" data-label="Image"> </div> • For more caption writing tips, see ADA Compliant Caption Tips. 4. Click the Next Caption button or press the Tab key to add a new caption. <div data-bbox="760 1226 1050 1314" data-label="Image"> </div> 5. Repeat steps 3 and 4 until the end of the video.
<p>Add Captions from a Script You can paste a prepared script into the caption editor to synchronize the script with the audio playback.</p>	<ol style="list-style-type: none"> 1. Move the playhead to the beginning of the timeline. 2. On Windows, click the Captions tab and click the Add Caption button. On Mac, click the Audio Effects tab and drag the Captions effect onto the timeline. 3. Paste a script into the caption editor. 4. Click the Gear icon and select Sync captions.

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

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

ADA Compliant Caption Tips

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

Apply these caption tips to make your captions ADA compliant:

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

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

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

Working with Captions

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

the Captions option.

On Mac:

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

Quizzes

Insert a quiz or survey into your video to:

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

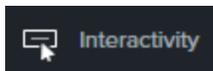
The [TechSmith Smart Player](#) is required for table of contents, closed captions, search, quizzing, and hotspots in a video. To include the TechSmith Smart Player, produce the video to MP4 or share to Screencast.com.

Quiz Features

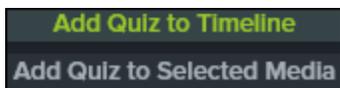
<ul style="list-style-type: none">• Unlimited number of fill in the blank, multiple choice, short answer, or true/false questions.	<ul style="list-style-type: none">• Require quiz / survey takers to submit a name and email address.
<ul style="list-style-type: none">• Provide up to thirty answers options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

Set Up a Quiz

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



2. Choose to add quiz to media or timeline.

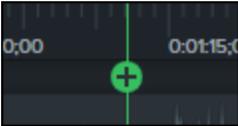


3. Quiz is added and quiz mode is turned on.



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

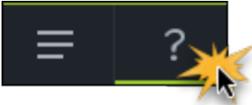
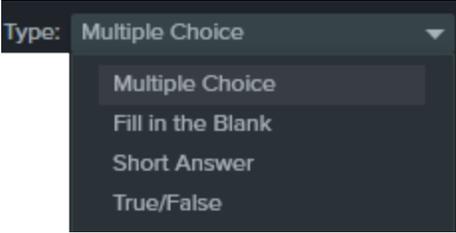
5. To add another quiz, move cursor along timeline and click to place quiz. As long as quiz mode is "on," you are able to add new quizzes.

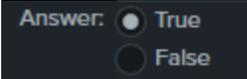
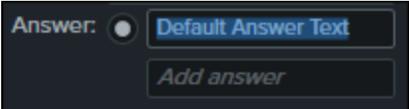
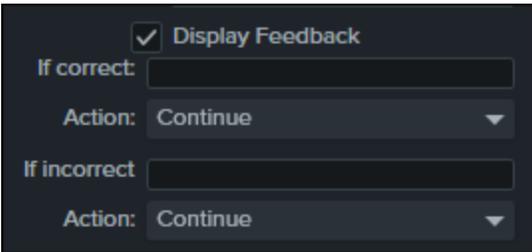


6. To turn "off" quiz mode, click the small arrow next to **Quiz** under the timeline toolbar.

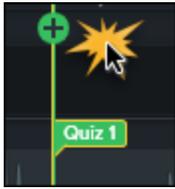


Quiz Questions and Options

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

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

Working with Quizzes

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

Quiz Reporting

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

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

About the CSV Report

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

overall score.

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

Production Wizard Reporting Options (Windows)

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

Production Wizard

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

Report quiz results using SCORM SCORM options...

Report quiz results through email

Recipient email address:

Confirm email address:

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

Viewer identity

Allow viewers to take quiz anonymously

Require viewers to input name & email address

Allow viewers to skip the quizzes

Quiz appearance...

Share Video Wizard Reporting Options For Mac

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

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

Related Articles

[Quizzing & Surveys Tutorial](#)

Video Table of Contents

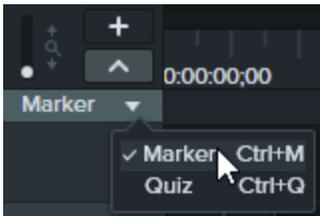
Add an interactive table of contents to your video to create navigation points for your viewers.

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

Create a Table of Contents (TOC)

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

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

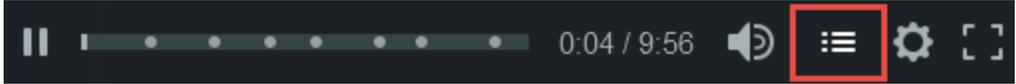


2. Click to add markers to the desired location on the timeline.
3. Right-click on the marker and select **Rename**. Type a name.

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

Produce a Table of Contents (Windows)

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

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

Produce a Table of Contents (Mac)

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



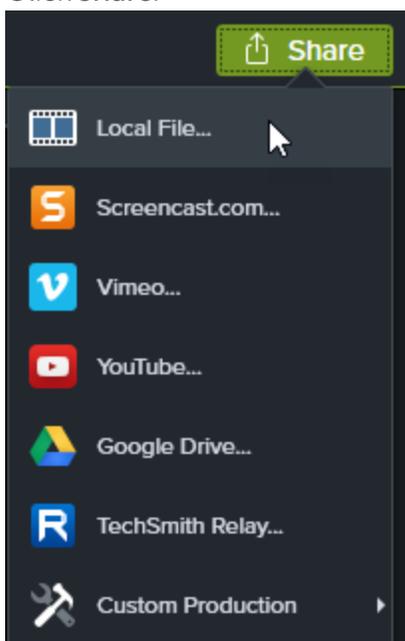
Produce and Share a Video

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

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

Share Your Video

1. Click **Share**.



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

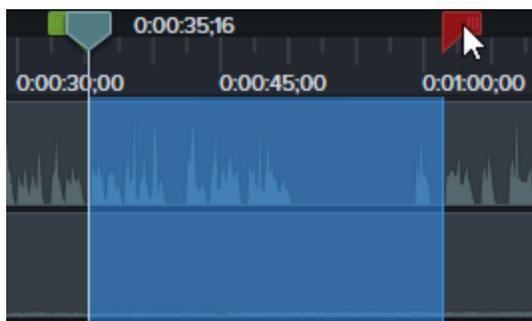
Tip

To save a production preset for future use, select **Share > Custom Production > Add/Edit Presets**.

Produce a Selection of the Timeline (Windows Only)

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

1. Make selection on timeline.



2. Right-click selection and select **Produce Timeline Selection As**.
3. The Production Wizard appears. Step through the wizard to create your video.

Related Articles

[Produce an Audio File](#)

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

[Produce & Share Tutorial](#)

Produce an Audio File

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

Produce an Audio File (Windows Only)

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

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

Export an Audio File

Export a .m4a or .wav audio file.

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



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

Related Articles

[Produce and Share Your Video](#)

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

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

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

There are two options to use the TechSmith Smart Player:

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

Host on Screencast.com

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

Host on a Website

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

1. Select **Share > Local File > MP4 with Smart Player**.
2. Upload the production files to your web server.
3. On your webpage, link to the .html file in the uploaded files. To learn how, see this [support article](#).

Related Articles

[Produce and Share a Video](#)

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

Additional Camtasia Resources

Did you not find what you were looking for in the online help? Check out one of our other resources:

- [Camtasia Tutorials](#): Free training videos, tutorials, and guides.
- [Technical Support Articles](#): Browse our support articles for help with an issue or contact an expert.
- [Community](#): Get help in the TechSmith user community.
- [Enterprise Resources](#): Administrator resources and guides to help deploy and customize Camtasia installations.
- [TechSmith Academy](#): Premium, free learning platform to help anyone learn more about visual and video creation. Current courses focus on creating scripts, storyboards, working with lighting, recording better audio, and more.
- [Software Key Help](#): Learn how to unlock TechSmith products.

Camtasia Hotkeys

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

Recorder Options

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

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

Project Options

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

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

Program Options

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

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

Canvas Options

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

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

Timeline Editing

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

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

Timeline Navigation

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

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

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

Library Options

Function	Windows Hotkey	Mac Hotkey
Open Library tab	R	R
Collapse selected folder / move upwards to parent	Left Arrow -Or- Double-click	Left Arrow -Or- Double-click
Collapse all folders	Ctrl+Left Arrow	Cmd+Left Arrow
Collapse all subfolders	Alt+Click	Option+Click
Expand selected folder	Right Arrow -Or- Double-click	Right Arrow -Or- Double-click
Expand all folders	Ctrl+Right Arrow	Cmd+Right Arrow
Expand all subfolders	Alt+Click	Option+Click
Select next element upwards	Up Arrow	Up Arrow
Select next element downwards	Down Arrow	Down Arrow
Scroll to top	Home	Fn+Left Arrow
Scroll to bottom	End	Fn+Right Arrow
Scroll to and select top	Ctrl+Home	Option+Cmd+Up Arrow
Scroll to and select bottom	Ctrl+End	Option+Cmd+Down Arrow
Scroll upwards by height of view	Page Up	Fn+Up Arrow

Function	Windows Hotkey	Mac Hotkey
Scroll downwards by height of view	Page Down	Fn+Down Arrow
Delete selected items	Delete	Delete
Select item	Click	Click
Multi-select items	Shift+Click Shift+Up Arrow Shift+Down Arrow	Shift + Click Shift+Up Arrow Shift+Down Arrow
Add / Remove item from selection	Ctrl+Click	Cmd+Click
Add timeline selection to Library	Ctrl+Shift+A	Cmd+Option+A
Enter asset rename mode	F2	Enter

Marker and Quiz Options

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

Function	Windows Hotkey	Mac Hotkey
Jump to and select previous quiz	Ctrl+9	Ctrl+9
Jump to and select next quiz	Ctrl+0	Ctrl+0

Animations and Effects

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

Text Options for Annotations

Function	Windows Hotkey	Mac Hotkey
Edit Text	-----	Option+Return
Bold	Ctrl+B	Cmd+Shift+B
Italic	CTRL+I	Cmd+Shift+I
Select one character right of the cursor	Shift+Right Arrow	Shift+Right Arrow

Function	Windows Hotkey	Mac Hotkey
Select one character left of the cursor	Shift+Left Arrow	Shift+Left Arrow
Select all characters after the cursor.	Shift+Down Arrow	Shift+Down Arrow
Select all characters before the cursor.	Shift+Up Arrow	Shift+Up Arrow
Underline	Ctrl+U	Cmd+Shift+U
Copy selected text	Ctrl+C	Cmd+C
Paste Text	Ctrl+V	Cmd+V
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Shift+Cmd+Z
Delete Text	Highlight text+Delete	Highlight text+Delete
Align Left	-----	Select text, then: Cmd+Shift+{
Align Center	-----	Select text, then: Cmd+Shift+\
Align Right	-----	Select text, then: Cmd+Shift+}
Copy Style	-----	Cmd+Option+C
Paste Style	-----	Cmd+Option+V
Show Special Characters	-----	Ctrl+Cmd+Spacebar

Captions

Function	Windows Hotkey	Mac Hotkey
Add Caption	Shift+C	Shift+C
Previous Caption	Shift+Tab	Shift+Tab
Next Caption	Tab	Tab

Function	Windows Hotkey	Mac Hotkey
Replay Current Caption Segment (Loop button)	Enter	Enter
Increase Caption Duration	Ctrl+ALT+]	Cmd+]
Decrease Caption Duration	Ctrl+ALT+[Cmd+[

PowerPoint Add-In Hotkeys (Windows Only)

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

ScreenDraw (Windows Only)

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

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

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

To Use ScreenDraw

1. Open Camtasia Windows Recorder.
2. Select **Tools > Recording Toolbars > Effects** toolbar.

3. Click the **Record** button to begin recording. After the countdown, the ScreenDraw option appears.

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

4. Click the **ScreenDraw** button on the Effects toolbar.

5. The ScreenDraw tools expand. Select a tool and click and drag to draw on the screen.

- To change the default tools, select an option from the dropdown list next to a tool on the Effects toolbar.
- To undo the last ScreenDraw action, press **Ctrl+Z**.
- To exit ScreenDraw mode, press **Esc** or **Ctrl+Shift+D**.

Function	Current Windows Hotkey
Program Options	
Enable ScreenDraw	Ctrl+Shift+D
Exit ScreenDraw	Esc
Tool Width	1 through 8
Undo	Ctrl+Z
Redo	Ctrl+Y
Shape	
Frame	F
Highlight	H
Ellipse	E
Pen	P
Line	L
Arrow	A
Color	
Black	K

Function	Current Windows Hotkey
Blue	B
Cyan	C
Green	G
Yellow	Y
White	W
Magenta	M
Red	R