TOOLS AREA—This is where you will select the tools you wish to use and interact with the tool menus. The default display is for the Clip Bin where your video and other media is imported.

CANVAS—This is the viewing area of the Camtasia interface. This is where you will preview your video and perform some editing functions.

TIME LINE—The Time Line is where your video and other media content is loaded. You will be using the timeline for nearly all editing. Each component of your video is loaded as a track in the timeline.
**Camtasia Canvas**

The Camtasia Canvas provides a preview of your video and a workspace for editing and enhancing your video.

The controls on the Canvas allow you to play/pause, advance to the beginning or end, or move through your video one frame at a time.

Other controls allow you to zoom in for precise editing or view your video in full screen mode.

**Time Line**

The Time Line is where you will perform most of your editing.

1. The toolbar located at the top of the Time Line includes:
   - Zoom Slider
   - Undo/Redo
   - Cut
   - Split
   - Copy
   - Paste

2. The Play Head is essential for editing a video. Scrubbing is the term for moving the play head to select or play a portion of your video.

3. The play head an In Pointer (green) and an Out Pointer (red) that are used to select a portion of the video.
**Play head**

**Split 1 Clip into 2**

1. Position the play head to the location where you want to split the clip
   - This is called "scrubbing"
2. Click on the clip so it is highlighted in blue—if not already selected
3. Click on the SPLIT button
4. The clips are now split—they are separate
5. You may move the second clip to a new location on the timeline or apply attributes to it, without impacting the first clip
**DELETE A SECTION—BEGINNING**

1. Position the play head to the end of the part you want to remove
2. Click on the clip so it is highlighted in blue—if not already selected
3. Click on the GREEN marker button—hold it down
4. Move the GREEN marker to the beginning of the part you want to remove
   - You will see a blue curtain showing the section being selected
5. Release the left mouse button and click on the CUT button—the scissors
6. The section is now removed and the clip is shorter
1. Choose AUDIO from the tools menu
   - If you do not see it, choose it from the MORE list
   - When AUDIO is selected, all clips will show the audio levels in green
2. Click on the clip so it is highlighted in blue—if not already selected
3. Click FADE IN to fade the audio in slowly at the beginning of the clip
4. You can visually see the rise in volume from the first frame to 3 seconds
5. To remove background noise, click on ENABLE NOISE REMOVAL
   - This is an automatic removal

Tools (Audio)

Adjusting clip audio

- Choose AUDIO from the tools menu
  - If you do not see it, choose it from the MORE list
  - When AUDIO is selected, all clips will show the audio levels in green
- Click on the clip so it is highlighted in blue—if not already selected
- Click FADE IN to fade the audio in slowly at the beginning of the clip
- You can visually see the rise in volume from the first frame to 3 seconds
- To remove background noise, click on ENABLE NOISE REMOVAL
  - This is an automatic removal