TOOLS AREA – This is where you will select the tools you wish to use. The default display is the Media bin where your video and other media reside.

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

TIMELINE – The Timeline is where your video and other media content are loaded. You will be using the Timeline for most editing activities. Each component of your video is loaded on a track in the Timeline.

PROPERTIES PANE – Depending on the medium selected (video, audio, annotation, etc.) the changeable properties are shown here, with the ability to make changes. You can alter the color, scale, sound level, opacity, etc. from this pane.
The Camtasia Canvas provides a preview of your video and a workspace for editing the image on the screen.

The controls on the Canvas allow you to play-pause, advance to the next frame, move to the end of the video, etc.

You can also zoom in and out of the image, and crop images on the screen.

The Timeline is where you will do most of your work. It shows you the progression of your video with all associated media – video, graphics, audio, animation, etc.

Tracks within all non-linear editors allow you to cut and move your media without altering the original raw files. You can edit and re-edit as much as you want.

Higher tracks supersede the lower tracks: images on Tracks 4 & 5 cover images on Tracks 2 & 3.

Use the Playhead to move through your video in a chronological fashion.

Video length is frequently displayed in terms of hours, minutes, seconds, and frames. The common video frame rate in North America in 30fps – 30 frames per second, meaning that each frame is shown to the audience for 1/30th of a second.
<table>
<thead>
<tr>
<th>Playhead</th>
</tr>
</thead>
<tbody>
<tr>
<td>To move through the Timeline:</td>
</tr>
<tr>
<td>• Left-click &amp; hold.</td>
</tr>
<tr>
<td>• Move mouse Left and Right – Left for backward, Right for forward.</td>
</tr>
</tbody>
</table>

Below we will look at:
A. Splitting a clip into two
B. Moving a clip
C. Deleting a clip
D. Deleting dead space
E. Deleting a section
F. Adding a section

### A. Splitting a clip into two

Position the Playhead at the location where the split should be.

Select the clip:

Left-click on the clip in the Timeline.

The clip will turn Blue.

Right-click on the Playhead.

On the menu, choose Split Selected at Playhead.

The one clip is now two clips.
**B. Moving a Clip**

Select the clip (see above).

Left-click and hold.

Move the clip to a new track or to a new position on the Timeline.

The example shows the clip on a new track and later in the video, by two seconds.

*Tip:* Notice the yellow line. Camtasia will “snap” to other components on the timeline. In this example, this clip is being snapped to the end of clip “Slide07” so both will end at the same time.

**C. Deleting a Clip**

There are two options when deleting a clip: Delete and Ripple Delete.

**Delete**
- Select clip (see above).
- Hit DELETE on your keyboard

Delete removes the clip and leaves the space empty.

**Ripple Delete**
- Select clip (see above).
- Right-click on the clip.
- Choose Ripple Delete.

The clip is now deleted and space left behind is back-filled by the clips that come after it.
<table>
<thead>
<tr>
<th><strong>D. Deleting Dead Space</strong></th>
<th><img src="image1.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform a Ripple Delete:</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Double-left click on the dead space.</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
</tbody>
</table>

| **Right-click in the green-shaded area.** | ![Image](image4.png) |
| **Choose Ripple Delete Range** | ![Image](image5.png) |

<table>
<thead>
<tr>
<th><strong>E. Deleting a Section</strong></th>
<th><img src="image6.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>To delete a section of time – which includes all tracks in that section:</td>
<td><img src="image7.png" alt="Image" /></td>
</tr>
<tr>
<td>Position the Playhead at the beginning or ending of the section to remove.</td>
<td><img src="image8.png" alt="Image" /></td>
</tr>
<tr>
<td>In this example, we will remove one second from the front of the video. The Playhead is at the beginning of the section to delete.</td>
<td><img src="image9.png" alt="Image" /></td>
</tr>
</tbody>
</table>

| **Left-click the Playhead and hold.** | ![Image](image10.png) |
| **Press the SHIFT key and hold.** | ![Image](image11.png) |
| **Keep the mouse button & SHIFT key held down as you:** | ![Image](image12.png) |
| **Move the mouse to the left or right to highlight the section to delete.** | ![Image](image13.png) |
| **Release SHIFT key and mouse button when done.** | ![Image](image14.png) |
Right-click in the green-shaded area.

Choose Ripple Delete Range.

*Tip:* This is useful for deleting unwanted footage at the beginning of your video – such as arrangement of your programs or PowerPoints.

---

**F. Adding a Section**

Position the Playhead at the beginning or ending of the section to which you want to add time.

In this example, we will add one second to the front of the video. The Playhead is at the beginning of the section to delete.

Left-click the Playhead and hold.

Press the SHIFT key and hold.

Move the mouse to the left or right to highlight the amount of time to add.

Release SHIFT key and mouse button when done.

Right-click and choose Insert Time.

*Tip:* This is useful for adding title slides to the beginning of your videos.
## Properties Pane

Select the component(s) on the Timeline you want to change:

Left-click on the component, or lasso several components as was done in this example.

### Options:

A. Scale – shrink or enlarge the image.  
   Opacity – make an image transparent.

B. Rotate the image in X, Y, & Z planes.  
   See example below.

C. Move the image on the screen.

---

Example of components rotated and repositioned.
### Tools (Audio)

#### Adjusting Global Audio Level
Select the audio clip.

*Tip:* The clip with the waveform is the audio clip.

In the Properties area, change the volume level:
- Left-click on the slider.
- Move to the right or left as desired.

#### Fading the Audio In or Out
You can have your audio fade in at the beginning, and fade out at the ending.

Select the audio clip.

In the Tools area, choose Transitions.
Left-click and drag the Audio Fade In/Out to the beginning of your audio clip. Release mouse button when you are over the audio clip.

<table>
<thead>
<tr>
<th><img src="image1.png" alt="Image" /></th>
<th><img src="image2.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>The audio fade transition is now on the audio clip.</td>
<td>To change the length of the transition:</td>
</tr>
<tr>
<td>Hover your mouse over the end of the transition, until the cursor becomes a double arrow.</td>
<td>Left-click and drag the end to the desired length.</td>
</tr>
<tr>
<td>To apply a fade transition to the end of the audio clip, reverse the above directions.</td>
<td></td>
</tr>
</tbody>
</table>