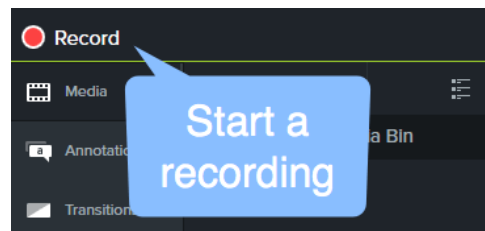**Purpose:** Learn the Camtasia recording process, editing and sharing of videos.

NOTE: The information below has been provided by TechSmith along with many other tutorials on the use of Camtasia use the following webpage; https://www.techsmith.com/tutorial-camtasia-record-edit-share.html (downloaded March 31, 2020).
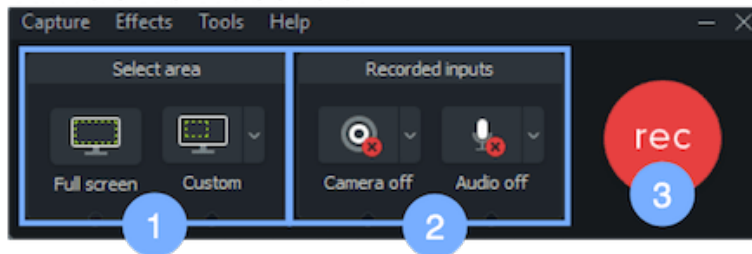
Record Your Screen

To start a recording, click the Record button at the top of the tools panel. This opens the Camtasia recorder, which by default, is set to capture everything that happens on your screen.
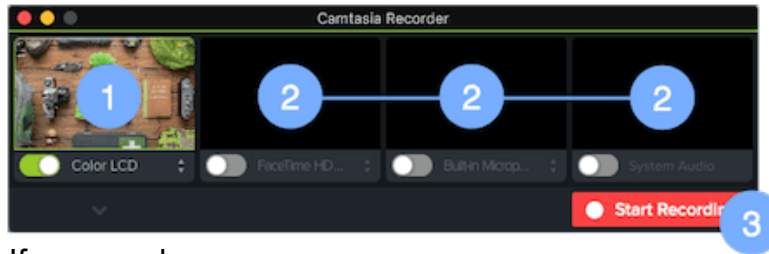
Customize Recording Settings

1. Choose to record the full custom region to record.
2. Choose other inputs to record along with the screen. Options include webcam, microphone audio and system audio. Select the down arrow or double arrows next to each to choose a specific microphone or webcam.
3. Click Start Recording to begin.

screen, or select a

Finish Recording (Windows)
When you're finished recording, click the Camtasia recorder icon in the taskbar, then the stop button. If you need to re-record, choose delete to start over.
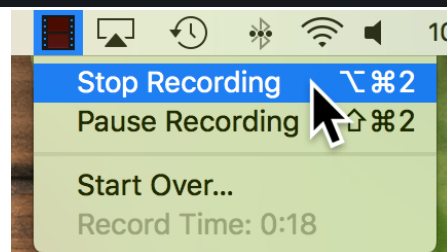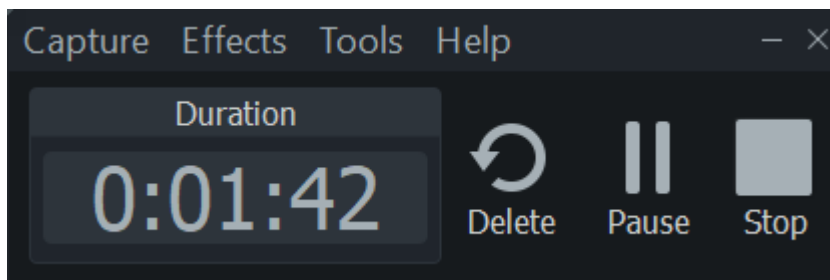Quick Tip: Press "**F10**" to stop a recording, or "**F9**" to pause/resume a recording.

Finish Recording (Mac)

To finish the recording, click the Camtasia icon in the Apple menu bar, then click "Stop Recording." Or, if you need to re-record, choose "Start Over."

Quick Tip: Press "**CMD+OPTION+2**" to stop a recording, or "**CMD+SHIFT+2**" to pause/resume a recording.

Trim out Mistakes

Often we record a little extra at the beginning and end of a recording. To remove the extra content, drag the end of the clip "in." This is called trimming. If you trim too much, drag the clip back to restore your video.

It's good to note that any edits you make on the timeline, won't affect your original recording in the media bin.

Cut out Mistakes

Drag the red or green handle on the playhead to select the area to remove, then click the cut button to remove the section. A stitched line appear, showing you where the cut was made.

If you make a selection and want to bring the playhead back together, double click the playhead.

Add Titles, Annotations, Effects & More

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

Export & Share

When you're ready to export or share your video, click the share button in the upper right corner of the editor, then select a destination.