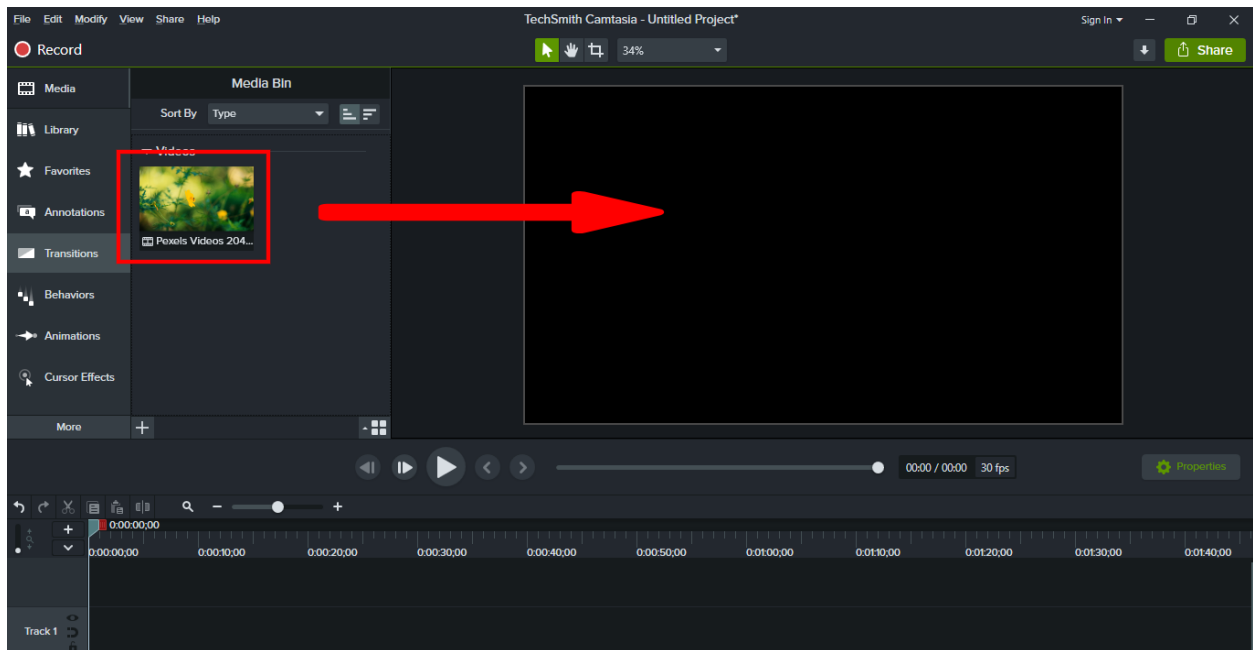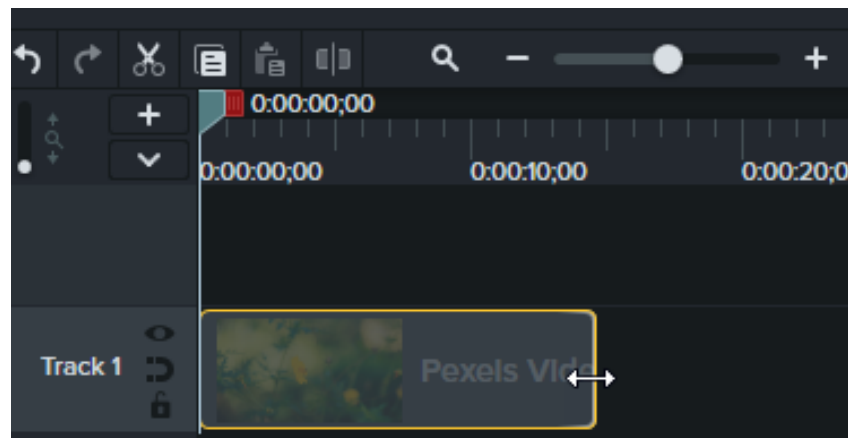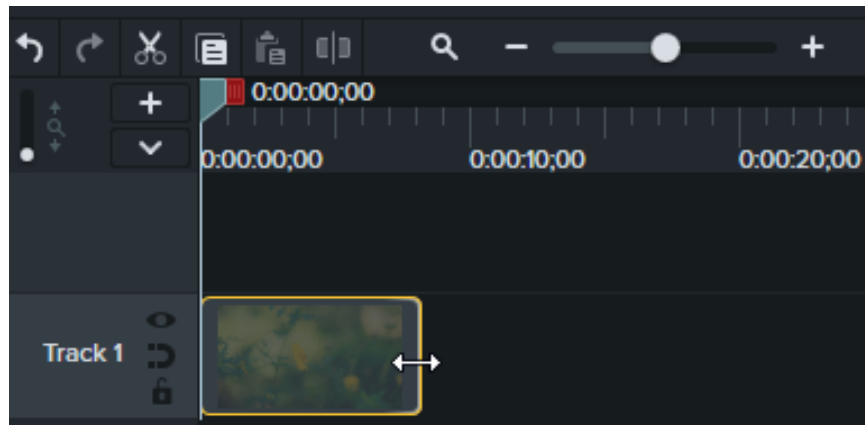**Editing Videos in Camtasia**

1. Make sure you have Camtasia installed on your computer. For instructions on how to do so, refer to the [Camtasia Instructor Guide](#).
2. Once you have opened Camtasia, click on **New Project** and **Import Media**, then select the video you wish to edit.
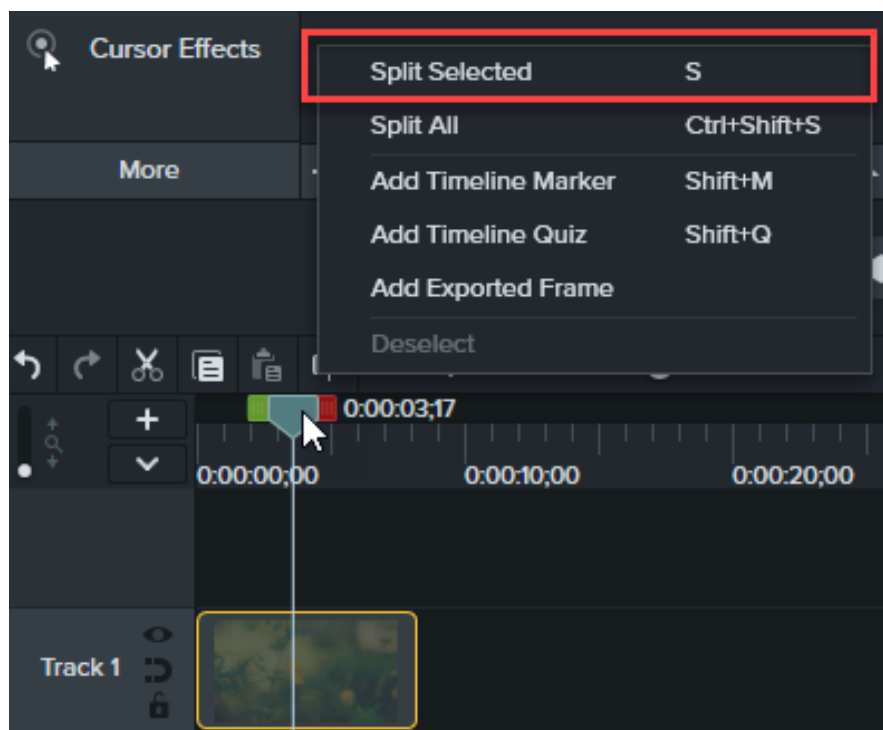3. To begin editing, drag the video you just imported into the large editing window.

4. To trim your video, you can drag the ends of the video clip in. You can also drag the clip back out if you trimmed too much and you wish to restore the clip.
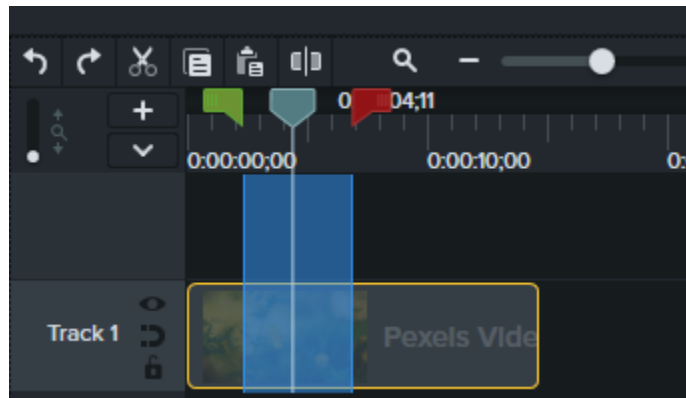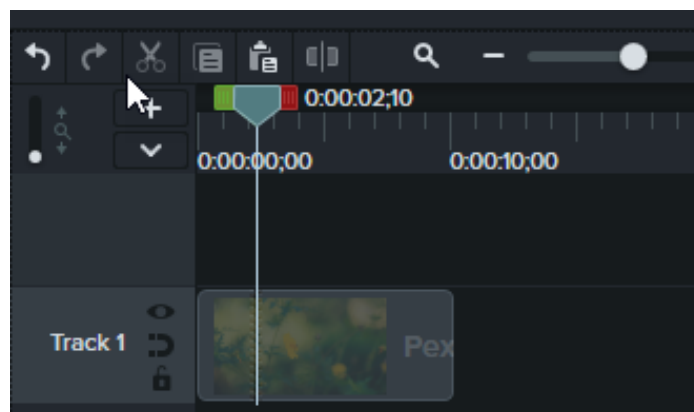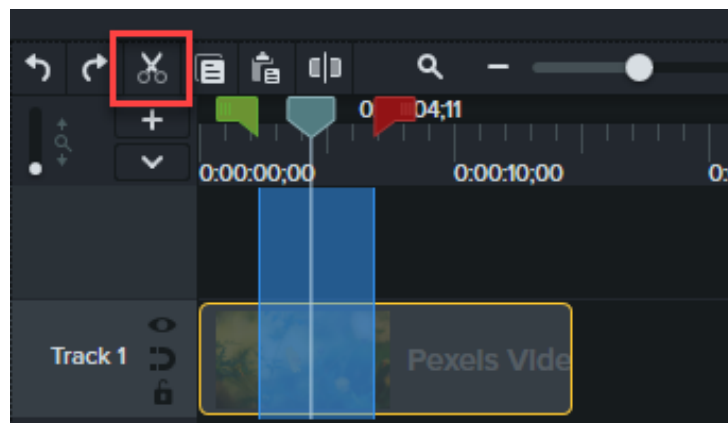
5. To split a clip, drag the playhead to where you want to split the video, then right-click on the playhead and select **Split Selected**.
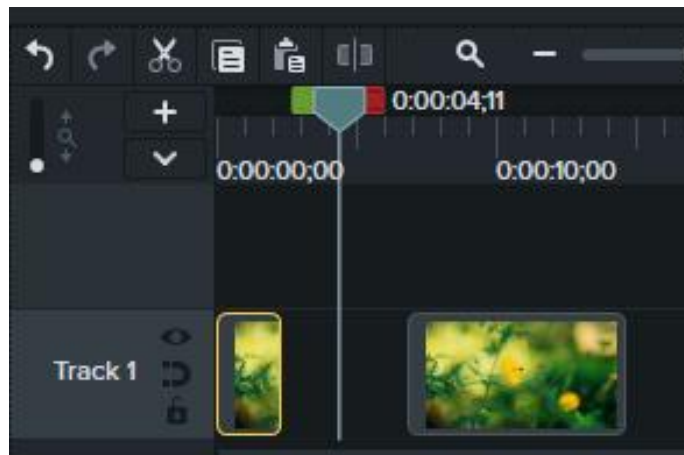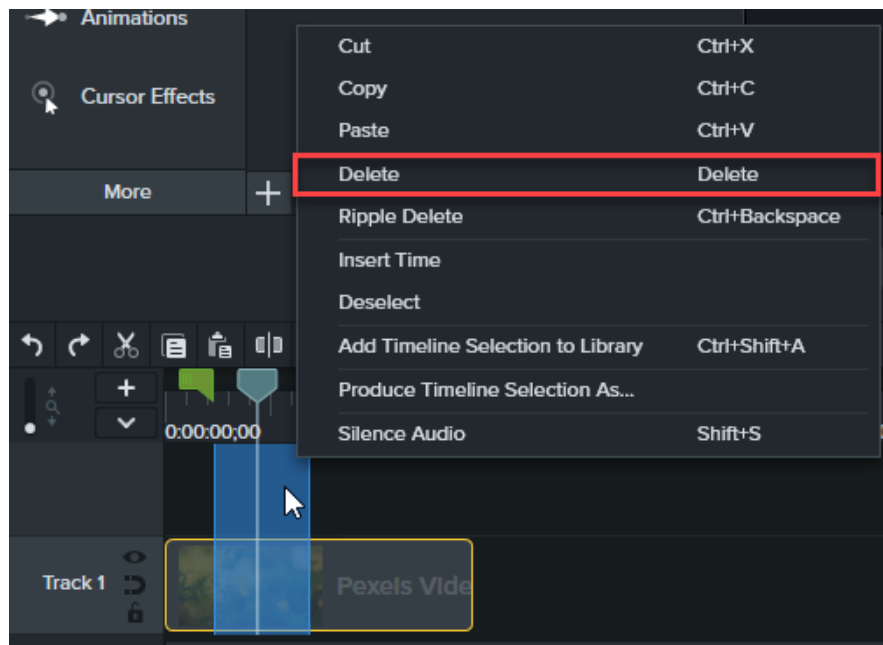
6. To delete a section of your video, first drag the green and red handles on the playhead to choose the section you want to delete.

7. Once you have selected which part to remove, click on the **Scissor icon** to cut the section or right click on the highlighted portion and select **Delete** to delete the section. Cutting the clip will automatically stitch the rest of the video back together, while deleting simply removes the selected portion from the video.

Above: Cutting the selected portion automatically stitches the ends of the rest of the video together.

Above: Deleting the selected portion will only remove it from the video.

8. When you have finished editing, click on the green **Share** button on the upper right-hand corner of the editing window, then select **Local File** and click **Next**. By default, MP4 is the chosen file format.
9. Continue clicking **Next**, changing the settings as desired, then name your video and choose where to save it to. Click **Finish** when your video is done rendering. Your edited video is now saved in your chosen location, and you can exit Camtasia.
10. Your video can now be uploaded to Canvas through Kaltura. Refer to the Kaltura user guide for instructions.

For more instructions and video tutorials on editing videos in Camtasia, refer to Camtasia's Deeper Dive into Editing tutorials.