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## ScreenPal Editing and Tools

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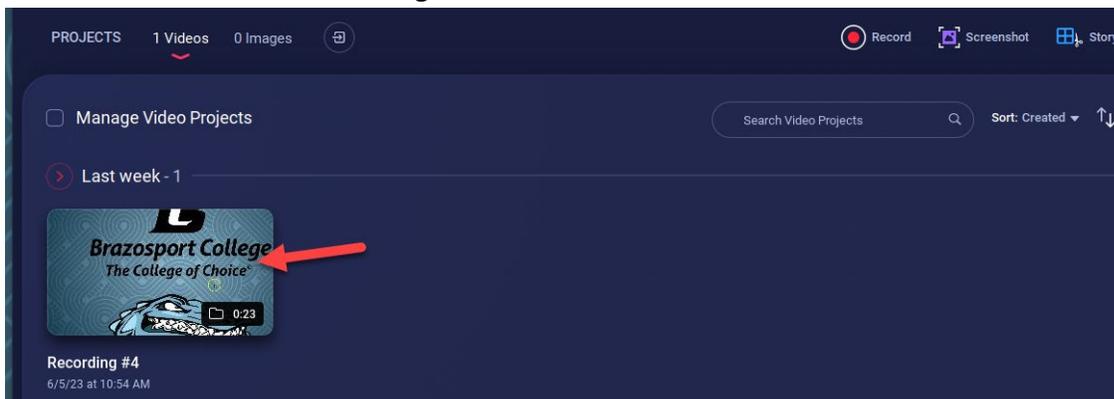
This manual will introduce editing features which can be used to professionalize and personalize your videos.

### Video Editing Tools

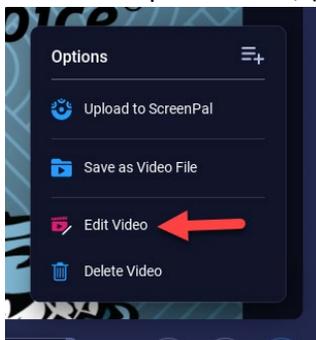
ScreenPal has several editing tools, such as cut, insert, overlay, etc. which can make your videos more personalized and professional. This manual focuses on editing tools only. If you want to learn the basics of recording and creating a video view Working with ScreenPal. For the purpose of this manual we will cover Cut, Copy, Hide, and Insert.

### Edit

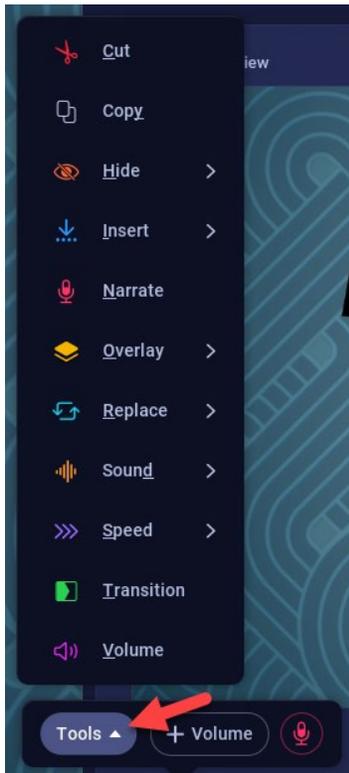
1. Open ScreenPal and choose a recording to work with by **clicking** once on it, alternately just create a brand-new recording.



2. In the Options area, (bottom right corner) **click** Edit.

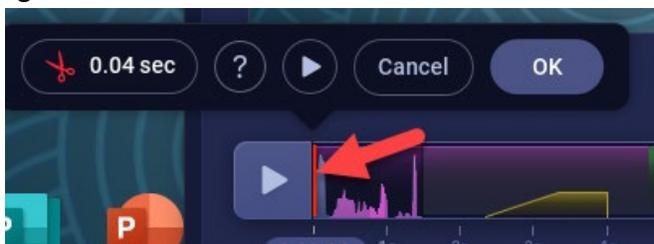


- Using the Tools dropdown menu in the lower left corner (click down arrowhead). **Select** an edit you would like to perform.

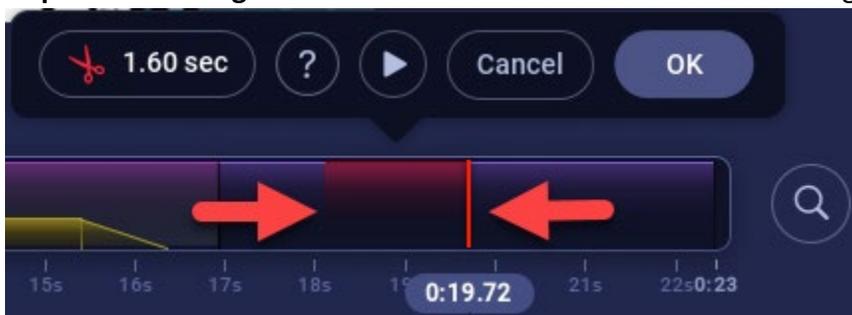


### Cut

- A box pops up with directions to drag the bar with the mouse to **select** what to cut. **Drag** to the right to choose the end of the area to be cut.



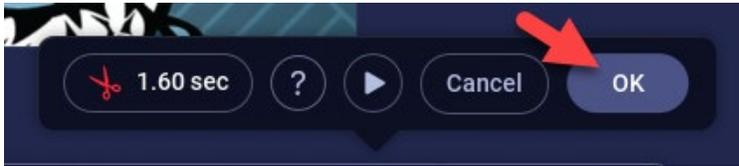
- Stop** and then **drag** left of the bar back to the left to select the beginning of the area to be cut.



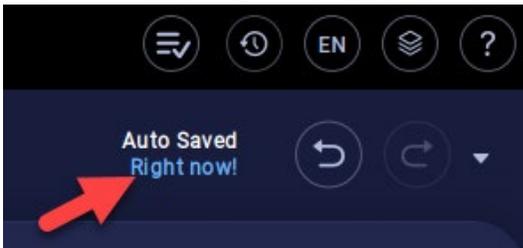
- Preview** this edit by **clicking** the play button.



4. Once satisfied with the edit **click OK**.



5. As you make changes ScreenPal saves the changes for you.

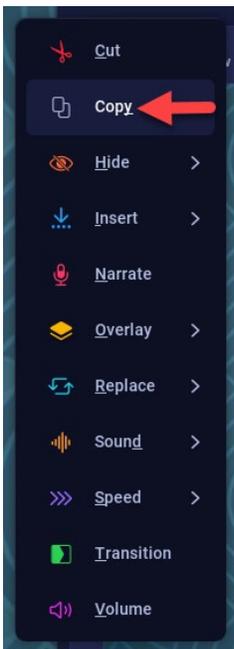


NOTE:

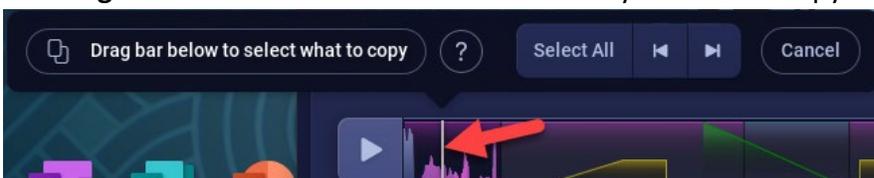
For a quick video tutorial on cutting please visit <https://screenpal.com/tutorial/how-to-cut/>

## Copy

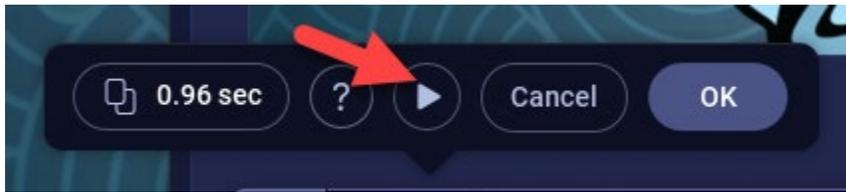
1. **Click Tools and select Copy.**



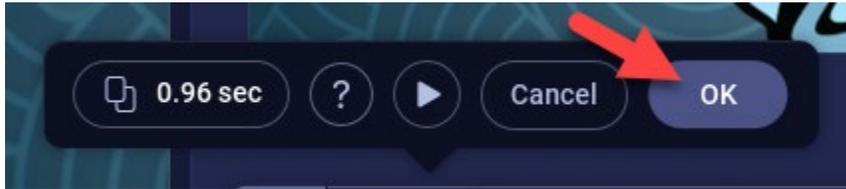
2. **Drag** the bar with the mouse to select what you want to copy.



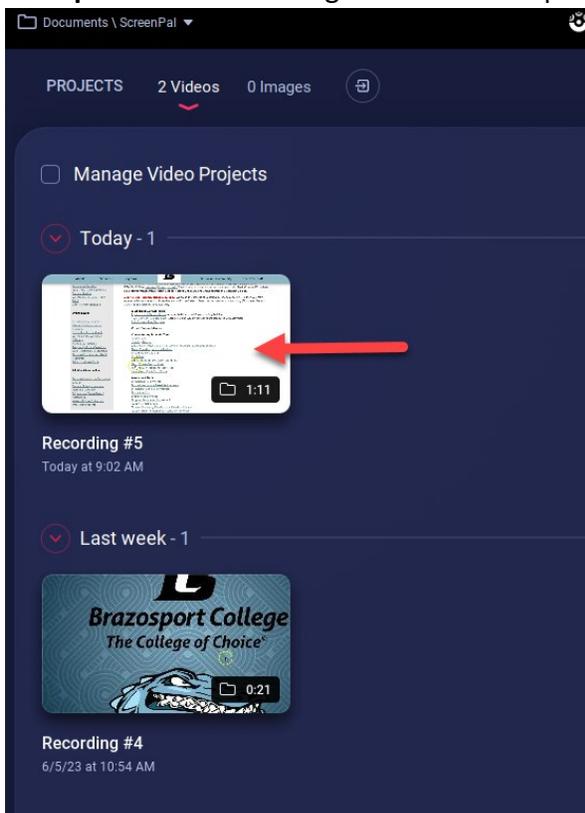
3. Preview this edit by **clicking** the play button.



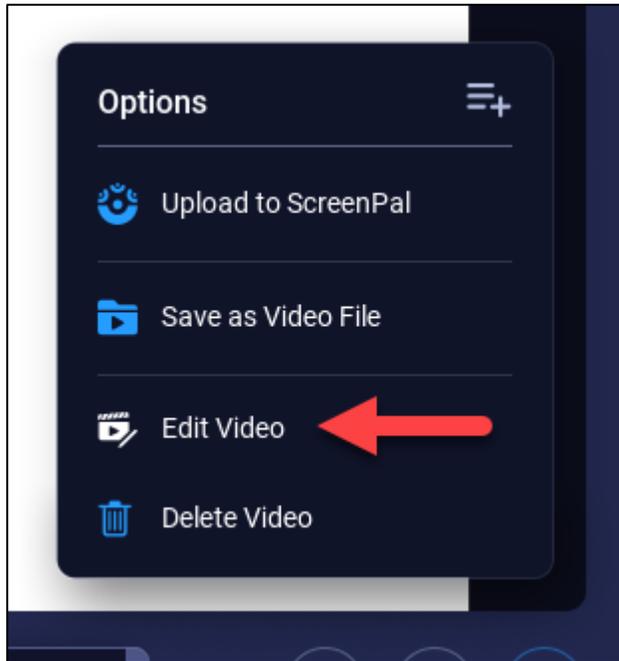
4. Once satisfied with the edit **click** OK.



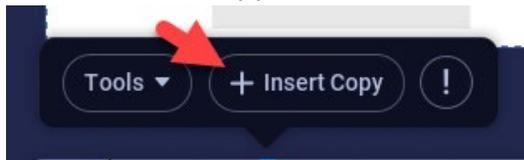
5. **Open** a new recording to insert the copied section.



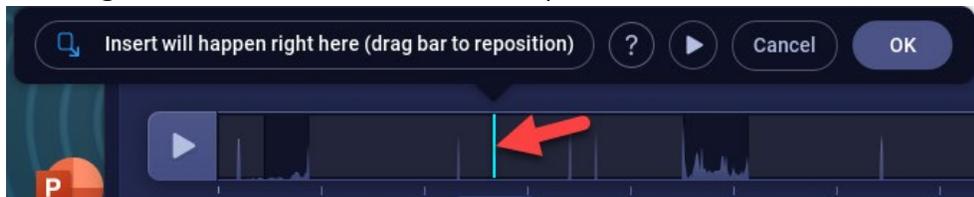
6. Click Edit Video.



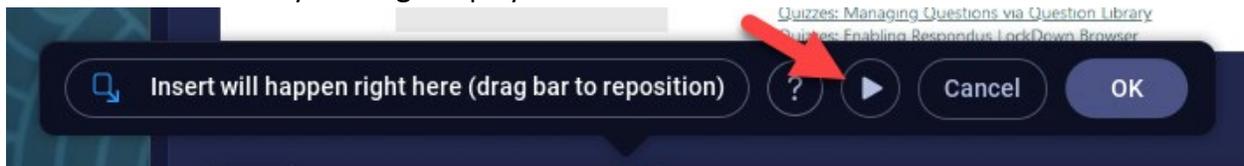
7. Click Insert Copy.



8. Drag the blue bar to choose where to paste.



9. Preview this edit by clicking the play button.



10. Once satisfied with the edit **click** the OK.



## Hide

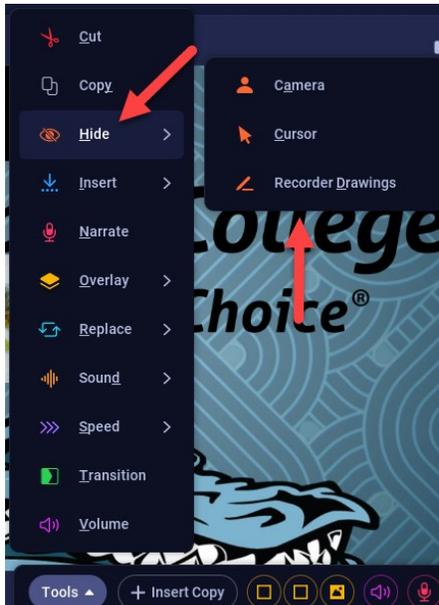
1. **Click** the timeline where you want to hide a section of the recording.



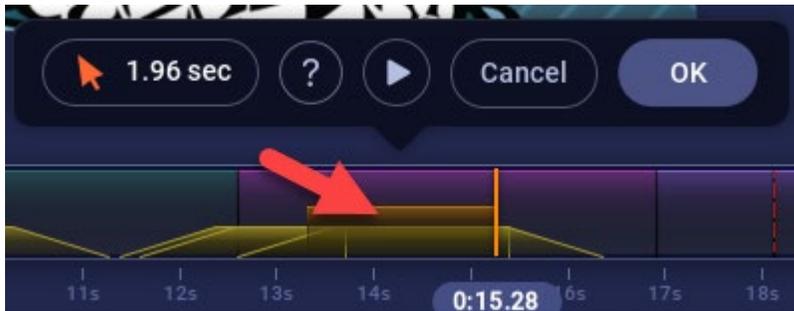
2. **Click** Tools.



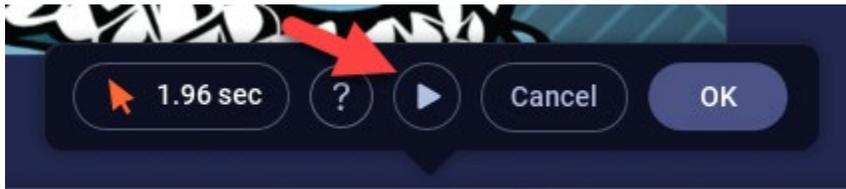
3. **Click** Hide, then **select** either Cursor or Webcam, or Recorder Drawings.



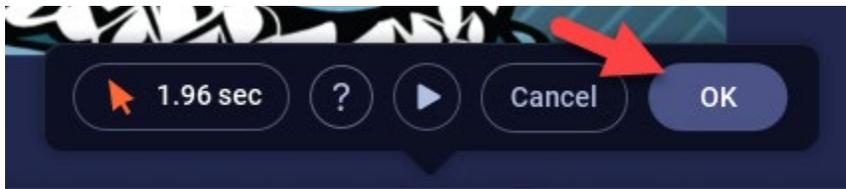
4. Drag the bar with the mouse to select the section to hide.



5. Preview the change by clicking the preview button.

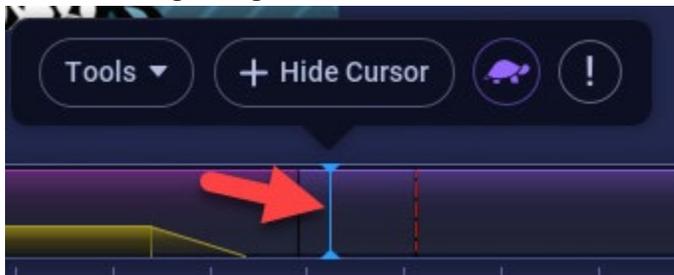


6. Once satisfied with the edit click the OK.



## Insert

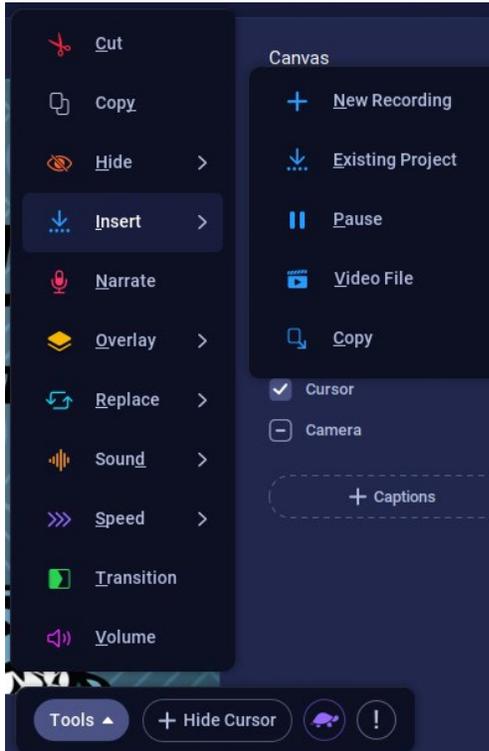
1. Click the timeline where you want to add a recording. This usually will be at either the end or the beginning.



2. Click Tools.



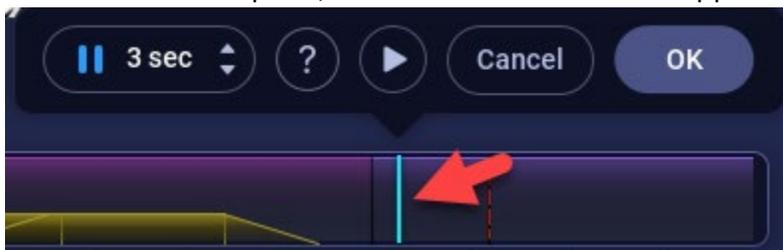
3. Click Insert, then select New or Existing Recording.



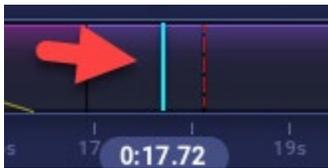
4. If you click New Recording, you can record new video. (The recorder is prompted allowing new recording.)

5. If you click Existing Recording, a list of videos (made in ScreenPal) will appear to choose from.

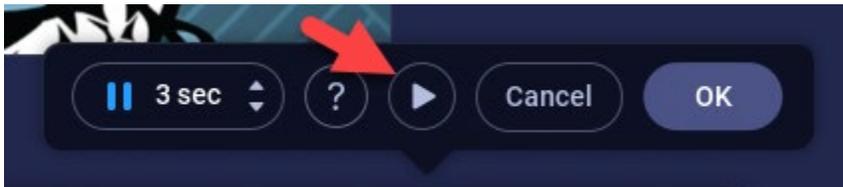
6. Choose either option, then once done a blue bar appears on the timeline.



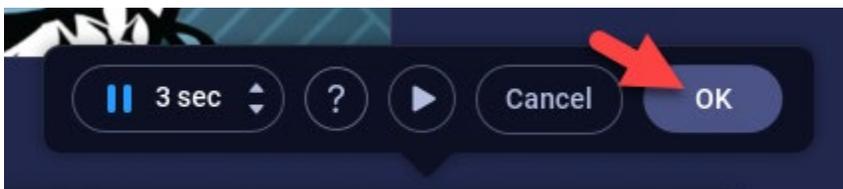
7. If you are not on the right spot, **drag** the blue bar to where you want to insert.



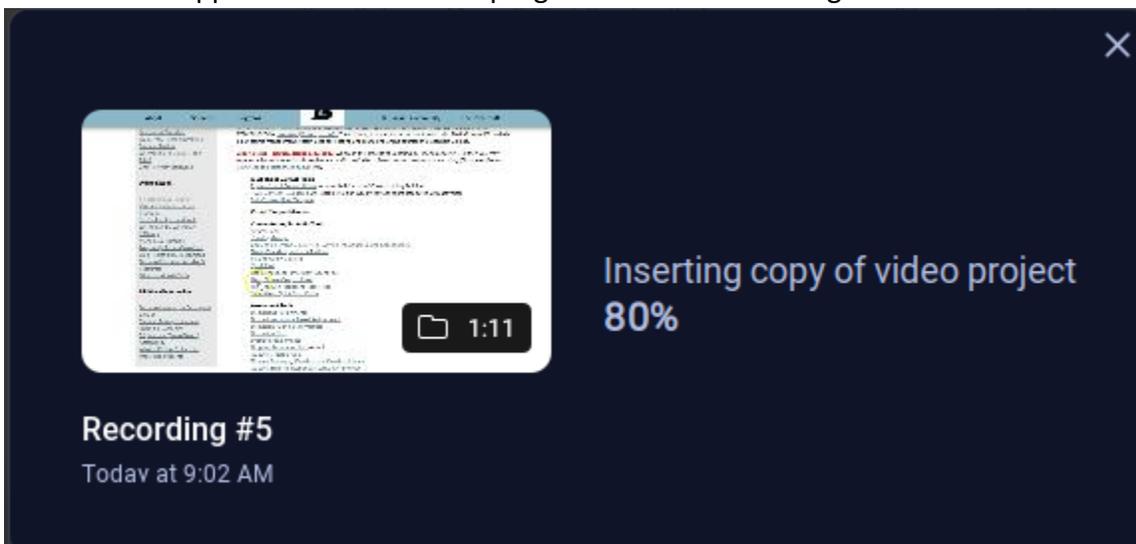
8. **Preview** the change by **clicking** the preview button.



9. Once satisfied with the edit **click** the OK.



10. A window appears that shows the progress of the video being inserted.



**Videos:**

For a quick video tutorial on all editing features please visit

<https://screenpal.com/tutorial/online-video-editor/>

For a quick video tutorial on copy and paste please visit <https://screenpal.com/tutorial/how-to-copy-and-paste-sections/>

For a quick video tutorial on hiding please visit <https://screenpal.com/tutorial/hide-cursor-or-webcam/>

For a quick video tutorial on inserting new or existing recordings please visit

<https://screenpal.com/tutorial/insert-new-or-existing-recordings/>