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

**Video Editing Tools**

SOM 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 Overlay Outline, Speed up and slow down, and Overlay Highlight.

**Overlay Outline**

1. **Click** the timeline where you want to add an overlay outline.
2. **Click** Tools.
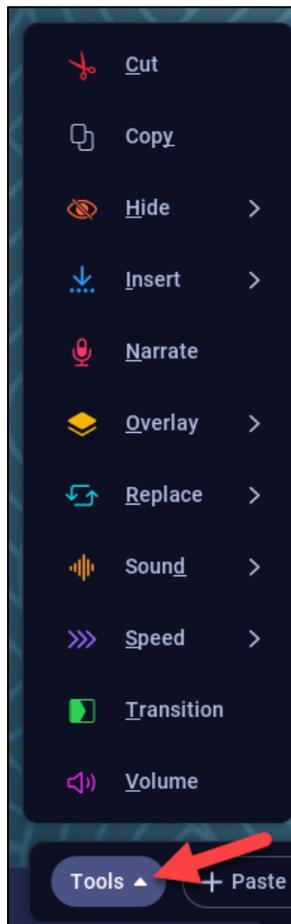
**3. Select** Overlay.
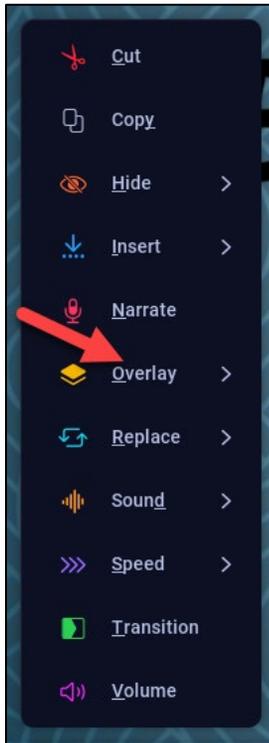


**4. Select** Outline.
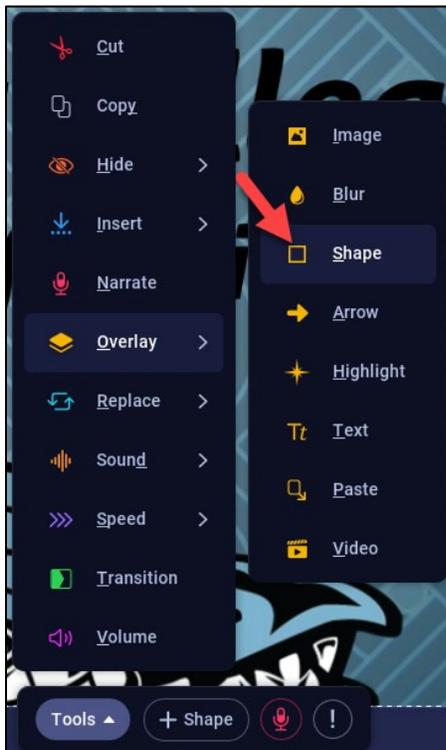
5. **Drag** and **resize** the highlight box to position it over your content. Fine-tune the position by **holding down** the CTRL key and **use** the arrow keys to move it around the video.
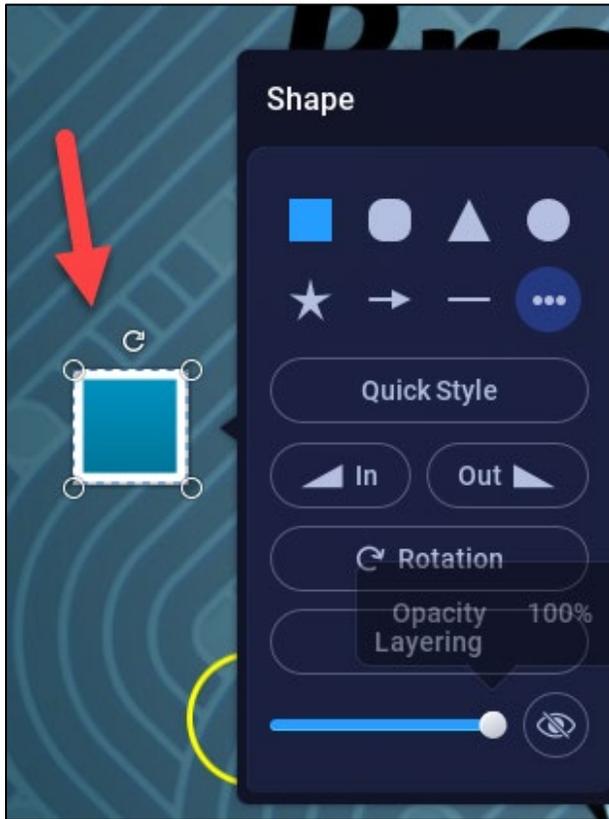


6. **Click** Style to add style properties to the outline.
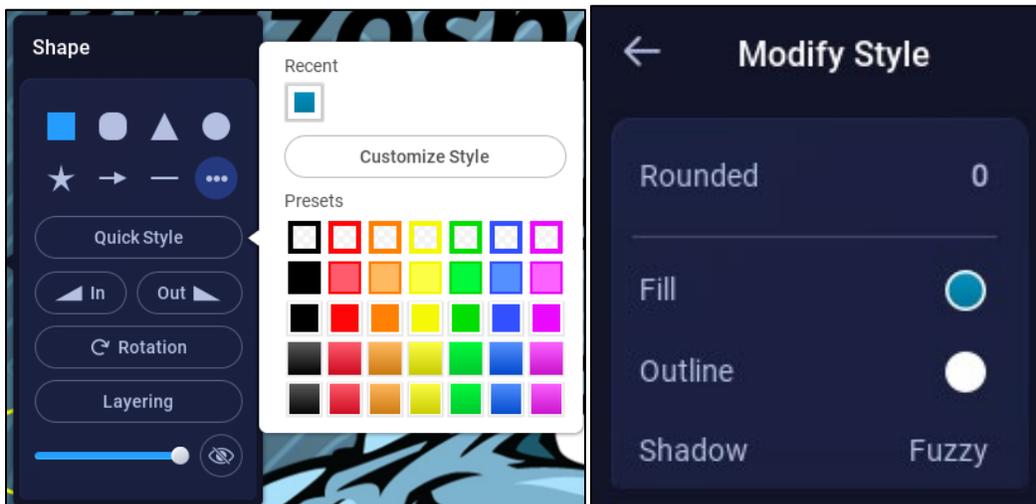
**7.** **Reuse** a recent style by **clicking** the recent button.
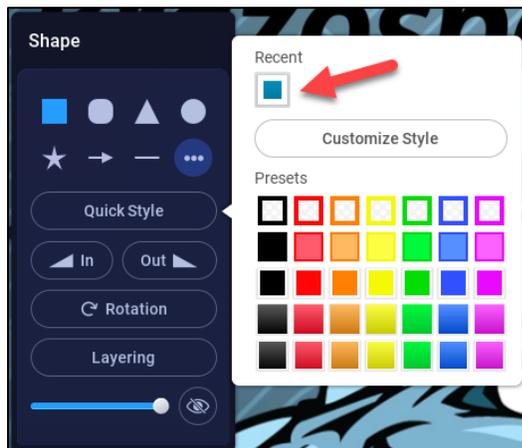


**8.** By default, the overlay has a transition in and out. Change that by **clicking** the In or Out button.



Then **click** either Fade, Pop, or None.
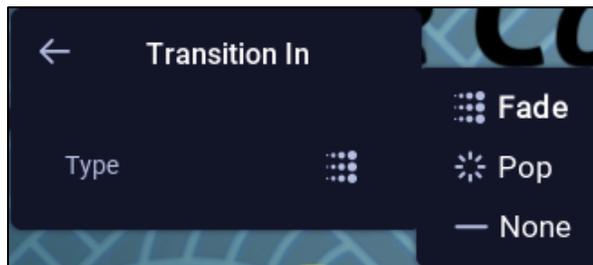


**9.** Change the opacity of the image by **clicking** in the bottom slider.



**10.** Change the start or stop point by **clicking** and **dragging** the blue sliders in the timeline.
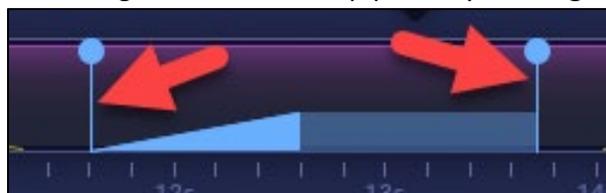
**11. Preview** the highlight by **clicking** the play button.
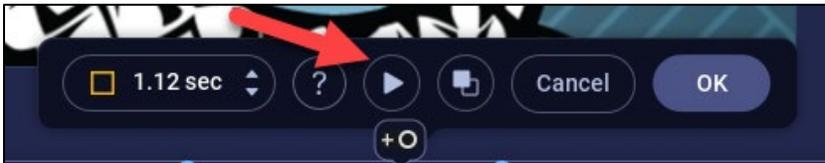


**12.** To keep the change, **click** OK.



**13.** Over the colored span where the overlay was added, edit the overlay, if necessary, by **clicking** the yellow arrow, proceed with edits.
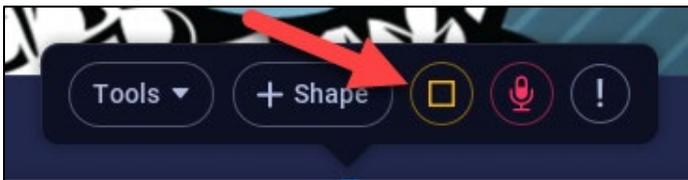


**14. Delete** the overlay by **clicking** on the trashcan.



**15.** To keep the change, **click** OK.

**Speed up and Slow Down**

Speed up or slow down certain sections of your video.

NOTE: Using this tool removes any narration on the changed section. It is best to use the tool before you add or replace narration.

1.  **Click** the timeline where you want to speed up or down.
2.  **Click** Tools.
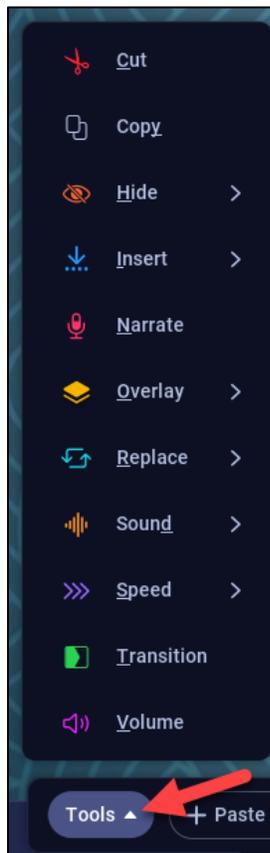


3.  **Select** Speed, then **click** either Speed Up or Slow Down.
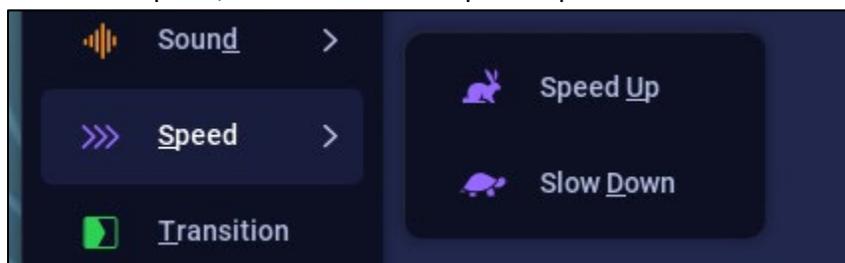
4. **Drag** the bar to **select** the area on the timeline to make the change to.
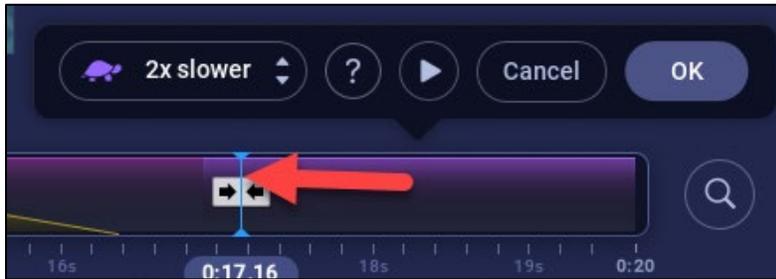


5. Choose the speed needed by **clicking** the arrows.
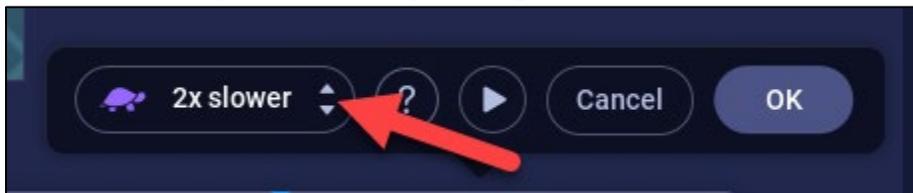


6. Preview the change by **clicking** the play button.



7. When done **click** OK.
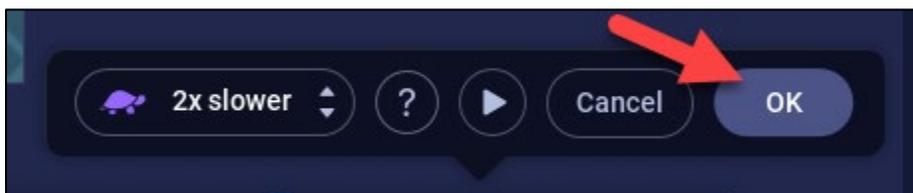


8. A colored span shows on the timeline where the speed was changed. If later you want to remove it, seek back to that spot, then **click** the icon.
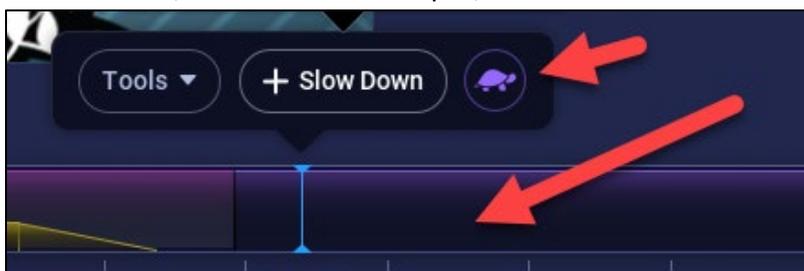
**9.** Click the trashcan to delete or adjust the speed by clicking the arrows.
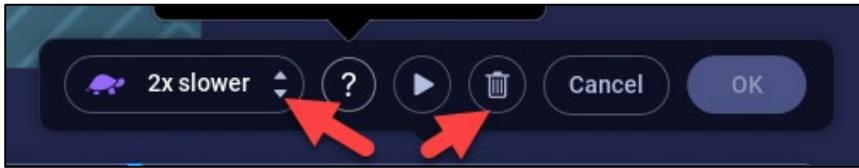


**10.** When satisfied click Done.
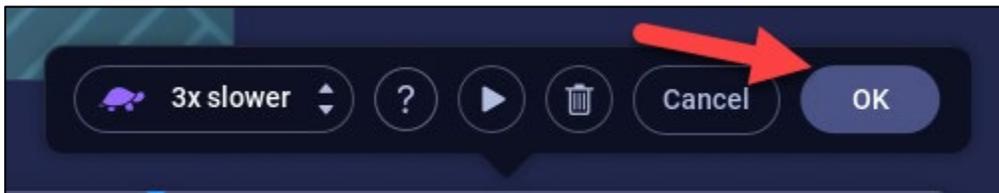


**Overlay Highlight**
1. **Click** the timeline where you want to add an overlay highlight.
2. **Click** Tools.
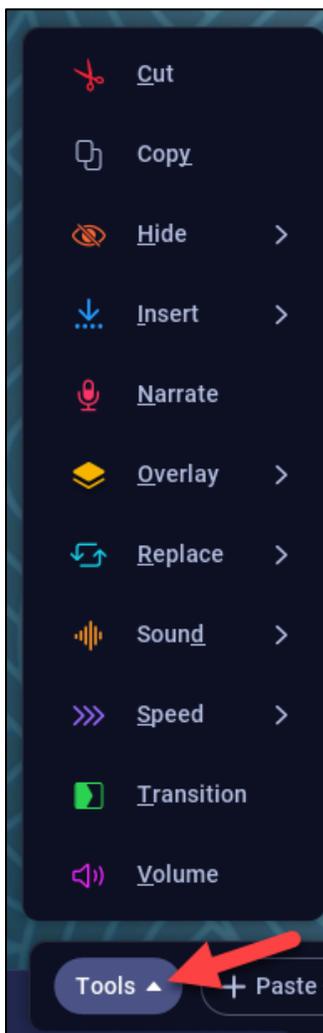
**3.** **Select** Overlay.
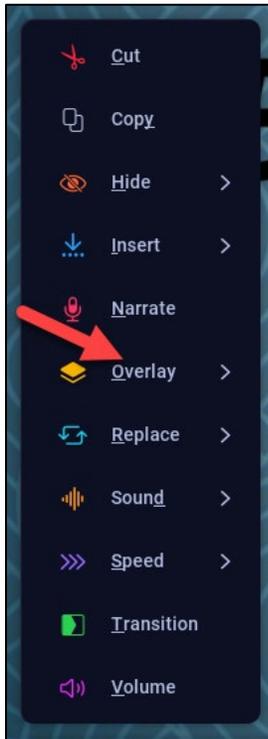


**4.** **Select** Highlight.
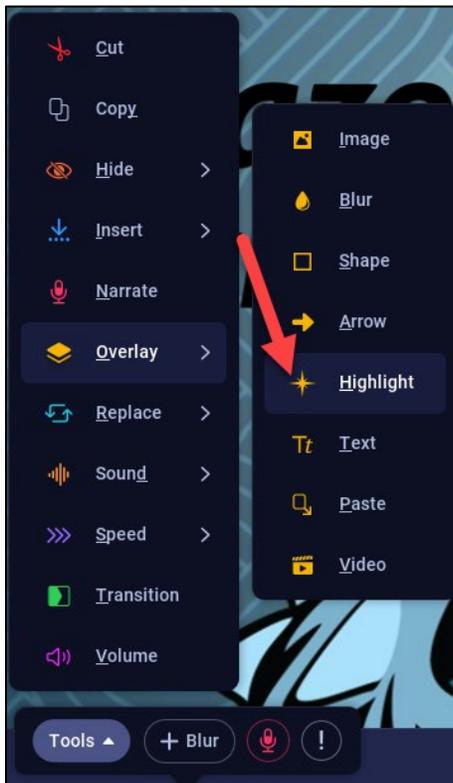
5. **Drag** and resize the highlight box to position it over your content. Fine-tune the position by **holding down** the CTRL key and use the arrow keys to move it around the video.
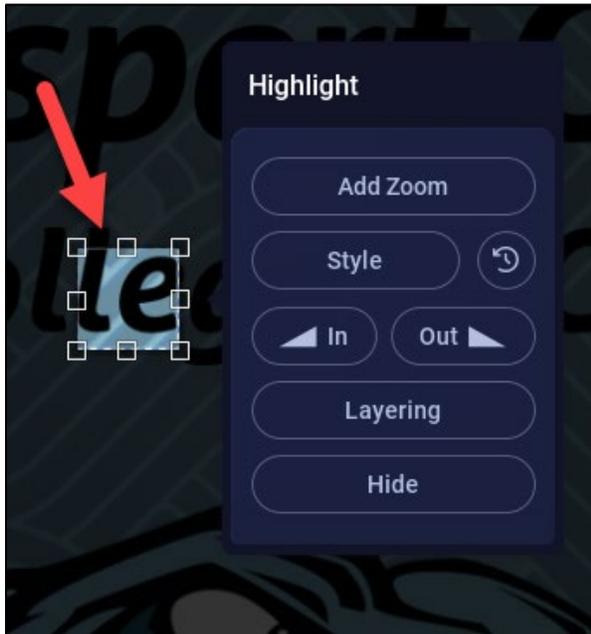


6. Zoom or magnify the highlighted area by **clicking** the Add Zoom button.
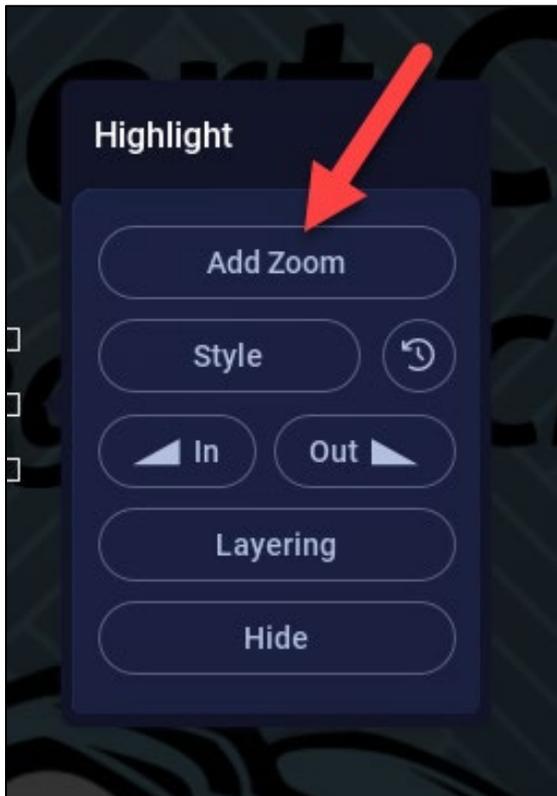
**7. Click** Style to add style properties to the highlight.
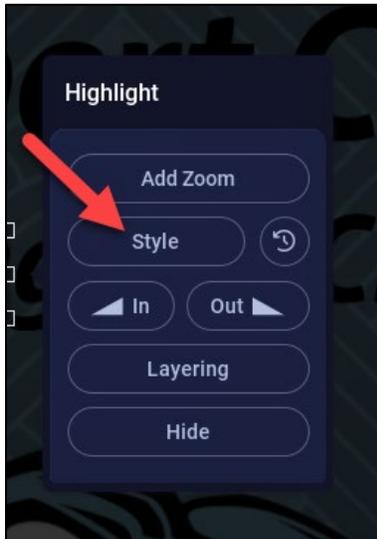


Available Style options are Color, Opacity, Blur, Shape, and Shadow. (Note: choosing color or blur changes the non-highlighted area, not the selected area)
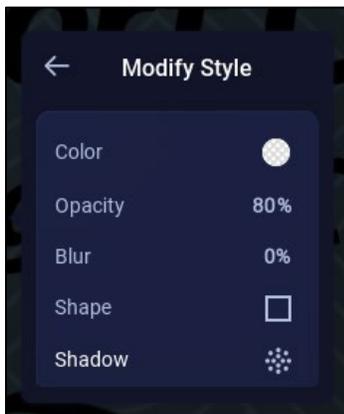


**8.** Change how the highlight fades in or out by **clicking** the IN button.
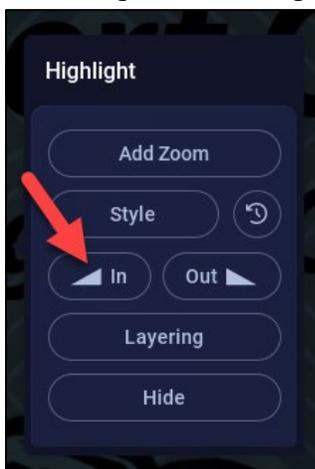
**9.** Change the start or stop point by **clicking** and dragging the blue sliders in the timeline.



**10.** Preview the highlight by **clicking** the play button.



**11.** To keep the change, **click** OK.
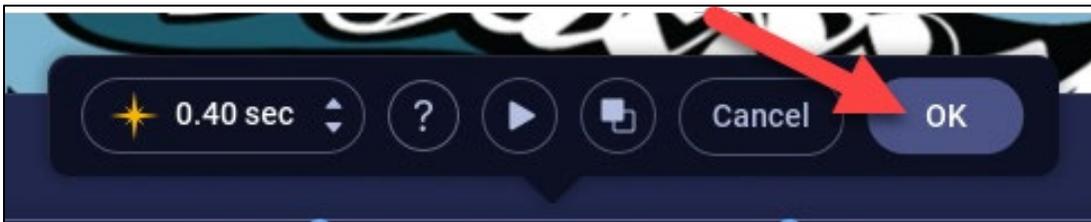


**12.** Over the colored span where the overlay was added, edit the overlay, if necessary, by **clicking** the yellow arrow, proceed with edits.
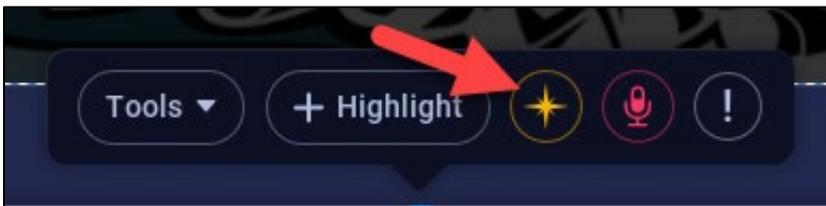


**13.** Delete the overlay by **clicking** on the trashcan.



**14.** To keep the change, **click** OK.
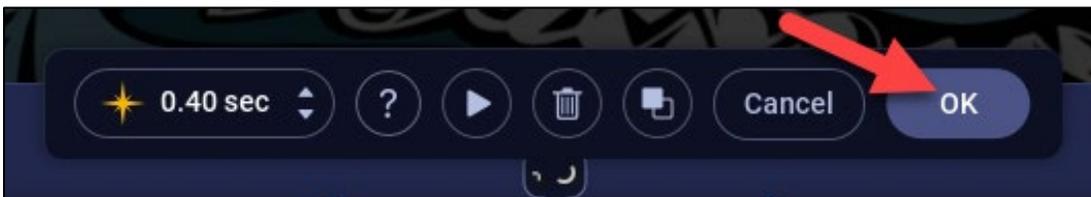
Videos:

For a quick video tutorial on overlay outline please https://screenpal.com/tutorial/overlay-shape/

For a quick video tutorial on speed up or down please visit

https://screenpal.com/tutorial/speed-up-and-down/

For a quick video tutorial on overlay highlight please visit

https://screenpal.com/tutorial/overlay-highlight/