The Camtasia Relay program allows you to trim the beginning and end of a recording that you have created before you submit your product to the server for processing.

**Trimming**

1. If the presentation needs to be trimmed at the beginning and/or at the end, click the “Trimming” button.

   ![Trimming button](image1)

   Figure 1. *Trimming button.*

2. Slide the timeline bar where you want the presentation to start, and click “Set Presentation Start” icon. The timeline to be deleted will turn red. Click the red X button to undo the trimming process.

   ![Timeline with Trim Start](image2)

   Figure 2. *Set presentation start.*

3. Slide the timeline bar where you want the presentation to end, and click “Set Presentation End” icon. The timeline to be deleted will turn red. Click the red X button to undo the trimming process.

   ![Timeline with Trim End](image3)

   Figure 3. *Set presentation end.*

*For further assistance, contact the Innovation in Learning Center at (251) 461-1888.*