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Welcome

MatchWare ScreenCorder is a desktop recording tool for capturing on-screen activity. Everything that takes place on the screen, including keyboard actions, speech, mouse clicks and movement, is recorded. ScreenCorder lets you create tutorials, on-line training videos, software demos, CBT material and more, recording directly from your own desktop.

Here is a list of ScreenCorder's main features:

- You can record a sound track at the same time as you create the video desktop recording or add the sound track later to comment your recording or give step-by-step audio instructions.

- You can add a variety of objects to your screen recording, including animated objects, still images, webcam recordings, speech bubbles and magnifiers, which you can customize according to your needs.

- Once you have created your initial screen recording, you can edit it in many different ways. You can for instance remove sections at the beginning or at the end, cut out a section in the middle, insert new audio and/or video material or freeze particular frames.

- You can make your recordings interactive by inserting markers at particular points and by placing actions (pause, go to a specific marker, send an email and so on) on its objects.

- You can export your recording in different video formats: WMV, AVI, Flash® (SWF) and FLV (Flash® Video).

- You can assess your viewers' understanding of your material by inserting quizzes at various points of the recording, which you can then export to a SCORM 1.2 compliant Learning Management System (LMS).

- Finally you can save your desktop recordings as projects. This enables you to re-open them at a later date to expand them, edit them and recreate videos from them, either in the same video format as the original recording or in a different format.

MatchWare ScreenCorder also comes with a Web Builder. This is a separate program for use with ScreenCorder which allows you to create a web presentation environment for one or more of your videos, complete with navigation, design (using the predefined templates included), title, description and so on.

What's new in ScreenCorder 5

ScreenCorder 5 has many new features, which are fully described in the appropriate sections of this documentation. Here is a brief description of the most important enhancements.

User Interface: The ScreenCorder 5 interface has been improved with a new visual display and new navigation controls. See "Viewing a recording" for a full description of ScreenCorder controls and navigation facilities.

Multimedia Catalog: ScreenCorder 5 includes a new Multimedia Catalog with an enhanced interface. It contains a variety of text bubbles, arrows, animated objects and magnifiers which you can customize as you wish by resizing or rotating them, changing their border color, fill color, level of transparency and so on. For more information on these objects, see "Adding multimedia objects" and "Inserting still images".

Webcam objects: ScreenCorder 5 lets you create one or more webcam recordings for insertion into your video. You can save these webcam recordings for use in different ScreenCorder projects, and even import other AVI videos into your recordings. To find out how to create and insert a webcam object into your screen recording, see "Adding webcam objects".

Markers: ScreenCorder 5 allows you to set markers in your recording to identify particular frames, during the actual recording or during the editing phase. You can use these markers to single out frames on which you want to do further work, isolate a section of the recording which you need to delete, or add interactivity to your recording. For a full description of this new feature, see "Using markers".

Interactivity: With ScreenCorder 5, you can add interactivity to the objects placed on your recording during the editing phase. This enables you to create navigation menus for your viewers and let them perform specific actions by clicking particular objects. For more information, see "Adding interactivity". Note that this feature is only supported by the Flash® (SWF) video format.

Quizzes: ScreenCorder lets you assess your viewers' understanding of your video material by inserting quizzes at key points of the recording. Quizzes can also be used to provide feedback on the information given in the video. You can choose whether the scores should be presented at the end of each quiz or on a cumulative score card displayed at the end of the last quiz. You can also choose to receive the scores by e-mail or to store them on a SCORM-compliant Learning Management System (LMS). For a full description of this feature, see "Adding quizzes". As this feature relies on interactivity, it is only supported by the Flash® (SWF) video format.

Snapshots: You can now capture still snapshots of your screen recording during the editing phase. You can then export all the snapshots selected, either as image files in the folder of your choice, or embedded in a pre-formatted Microsoft Word document. For more information, see "Exporting snapshots".

Notes:

- The 8 bit color resolution, which most computers do not offer any more, is not supported by ScreenCorder 5. The Animated GIF and AVI 8 bit export formats, which were only available for desktop recordings made in 8 bit color resolution, have therefore been removed from the formats available.

- In order to support all the new features mentioned above, the file format of ScreenCorder projects has been changed. This means that projects created in ScreenCorder 4 or earlier versions can no longer be opened in ScreenCorder 5.

Installation

ScreenCorder Installation

Stand-alone installation

➢ Insert the CD-ROM in the CD-ROM drive.

➢ Follow the instructions on the screen when the ScreenCorder Install program starts.

If the ScreenCorder Install program does not start automatically:

➢ Choose Start - Run.

➢ Type the following:

    X:\start.exe

    where X represents the CD-ROM drive letter.

Administrative installation (system administrators only)

The Windows® Installer can perform an administrative installation of an application or product to a network for use by a workgroup. An administrative installation installs a source image of the application onto the network that is similar to a source image on a CD-ROM. The administrative installation package can then be pushed by system administrators to client computers in a domain via Group Policies. This is only possible from Windows 2000 Server onwards.

To find out more about Windows® Installer and administrative installations, please refer to the Microsoft web site.

Creating an administrative installation

Administrators can create an administrative installation from the command line by using the /a command line option.

➢ Choose Start - Run.

➢ Type the following:

    msiexec.exe /a X:\install\setup.msi

    where X represents the CD-ROM drive letter.

    (please check the location of the setup.msi on the CD-ROM)

➢ Specify the following in the dialog that appears:

- Where you want to unpack the .msi file
- The user name and company name to use as default
- The serial number

➢ (optional) Check 'Force activation when ScreenCorder is run' if you want ScreenCorder to be automatically activated the first time the program runs.

➢ (optional) Check 'Automatically activate during installation' if you want to activate ScreenCorder during installation.

These two activation options are "silent" (i.e. they do not display any messages).

The above options are stored in a file called "admin.ini" in the destination folder. You can edit this file using a text editor like Notepad if you want to change the options without making a new administrative installation.

Applying a patch package to an administrative installation

➢ Choose Start - Run.

➢ Type:

```
msiexec.exe /p <path to .msp file> /a <path to administrative .msi file>
```

Members of the workgroup using ScreenCorder must then reinstall the application from the new administrative source image to receive the update.

To completely reinstall the application and cache the updated .msi file on their computer, users may enter either of the following commands:

- ```
  msiexec.exe /fvomus //server/<administrative .msi file>
  ```

- ```
  msiexec.exe /I //server//<administrative .msi file> REINSTALL=ALL
  REINSTALLMODE=vomus
  ```

Troubleshooting

Changing the location of the activation file

By default, the activation data is stored in:

C:\Documents and Settings\All Users\Application Data\mwas\ScreenCorder5.0.mwas

In some rare situations, client computers may be setup with restricted access to the above folder, and this will cause the activation file not to be saved. If you have a client server system setup in this way, you can move the activation file to another location by adding an entry to the admin.ini file as follows:

```
[Activation]

mwas=c:\different folder with write access\ScreenCorder5.0.mwas
```

Storing several activation files on the server

You can store several activation files in the same folder of the server by adding an entry to the admin.ini file as follows:

```
[Activation]

mwas=\\server\activations\ScreenCorder5.0_%COMPUTERNAME%.mwas
```

Where:

server = the name of the server

activations = the share name on the server

%COMPUTERNAME% will be replaced with the client computer name

Problem applying a patch

Q. Nothing happens when I double-click the patch file (ex. patch.msp).

A. The .msp file extension may be allocated to an application other than the Windows installer.

In this case, you can apply the patch as follows:

➢ Chose Start - Run.

➢ Type the following command:

```
msiexec.exe /p c:\temp\patch.msp
```

(assuming that you have copied the .msp file to c:\temp)

Quick Start

Tutorial

This tutorial will guide you quickly through your first desktop recording. The features and options mentioned here are all described in detail in this documentation.

When you open ScreenCorder the first window that appears is the Welcome window.

➢ Click the **New Project** button to begin a new recording.

The ScreenCorder **Recording Settings** dialog appears.

Step 1 - Defining the recording area

The **Video** tab is selected by default.
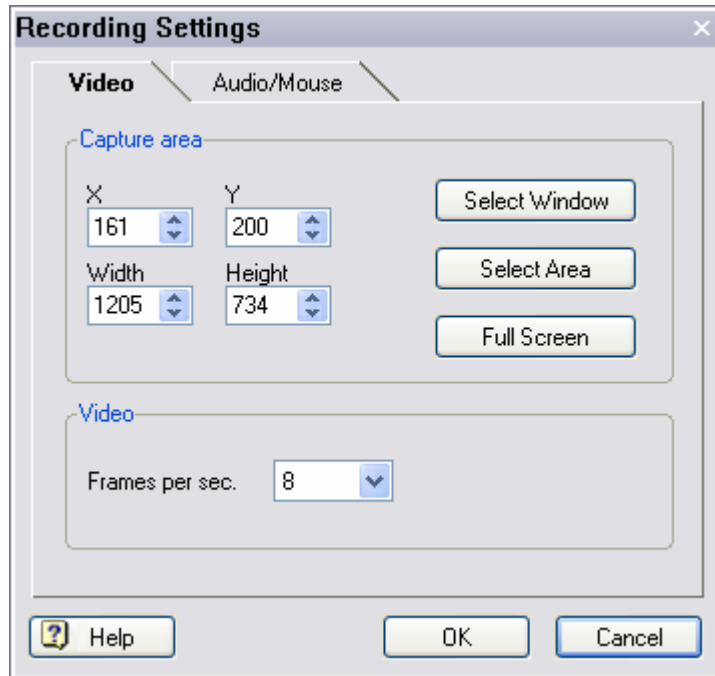
➢ Click the **Select Window** button to select your recording area.

ScreenCorder disappears and you can now select a window or frame with the mouse pointer.

➢ Move the mouse pointer around until the window or frame you want to record from is highlighted, then click to select it.

If necessary, you can now define the recording area more precisely with the X, Y, Width and Height fields.

Instead of using Select Window you could also use Select Area to define your own recording area.

Step 2 (optional) - Defining the audio and mouse settings

➢ Click the **Audio / Mouse** tab at the top of the Recording Settings dialog.
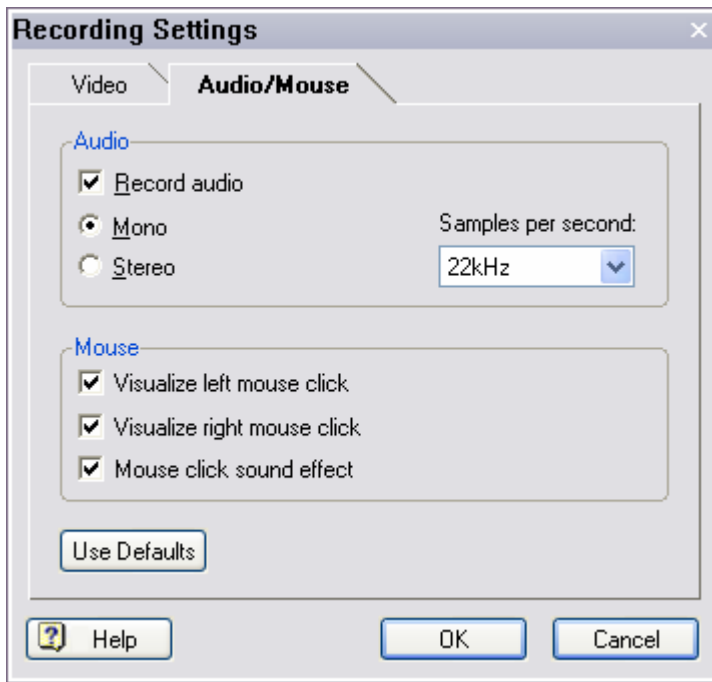
➢ If you do not want to record sound, uncheck 'Record audio'.

➢ Click OK at the bottom of the Recording Settings dialog to save the settings and exit the dialog.

The Capture Tip dialog may appear. Just click the Don't Adjust button to continue.

Step 3 - Creating the recording

You are now in the main window.
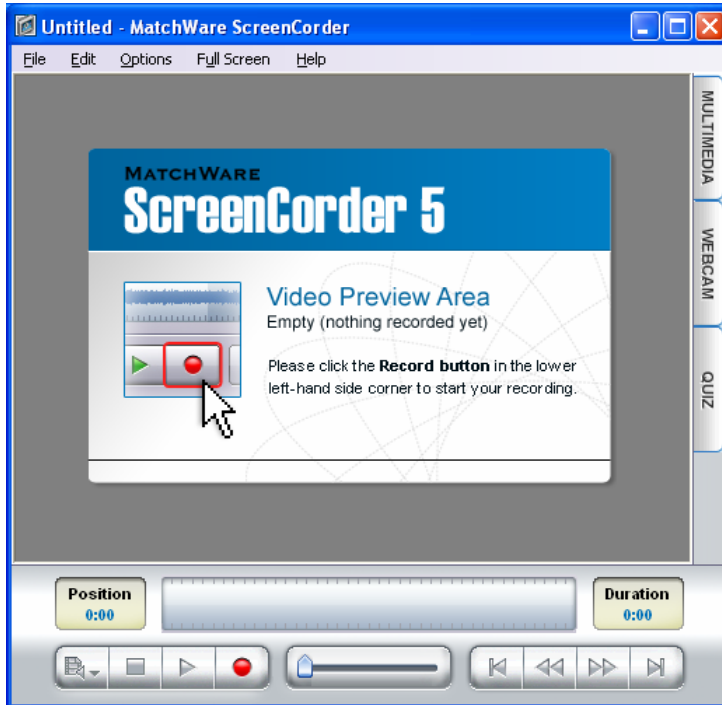
➢ Click the **Record** button ● to start recording (capturing).

An information screen may appear. After reading it, click Begin Recording Now.

ScreenCorder hides itself. A red flashing frame appears around the recording region you defined in the Recording Settings dialog to indicate that recording is in progress.

🔍 If you are recording full screen, the red flashing frame does not display, as it would otherwise be visible in the recording itself.

You can move the pointer around, left and right-click with the mouse, use the keyboard, open menus and so on. Any action taking place within the recording region you defined in the Recording Settings dialog is now recorded.

💡 *A common mistake when recording mouse movement is to move the mouse too quickly. When you are recording mouse movements, make sure that you move the mouse slowly. This will make it easier for the viewers of your video to follow your speech and on-screen actions.*

➢ Press the **Esc** key when you have finished recording.

➢ Click the **Play** button ▶ to check the recording.

If you are satisfied with the recording proceed to Step 4. If not, you can restart from the beginning and remake your entire recording, or just re-record the part you are unhappy with. To do this, move the slider to the point from which you want to start re-recording and click the Record button.

Step 4 - Saving the project / Exporting the recording

Before you create a video from your desktop recording, it is a good idea to save it as a project.

Saving your recordings as projects allows you to re-open them a later date, continue working on them and re-export them as videos, in the same format as the original video or in a different format.

➢ Choose **File | Save Project** on the main menu, choose a path and name for your project in the Save As dialog that opens and click Save.

You are now ready to export your recording as a video.

➢ Choose **File | Export Video** on the main menu.

The **Setup** dialog of the Export Wizard appears.
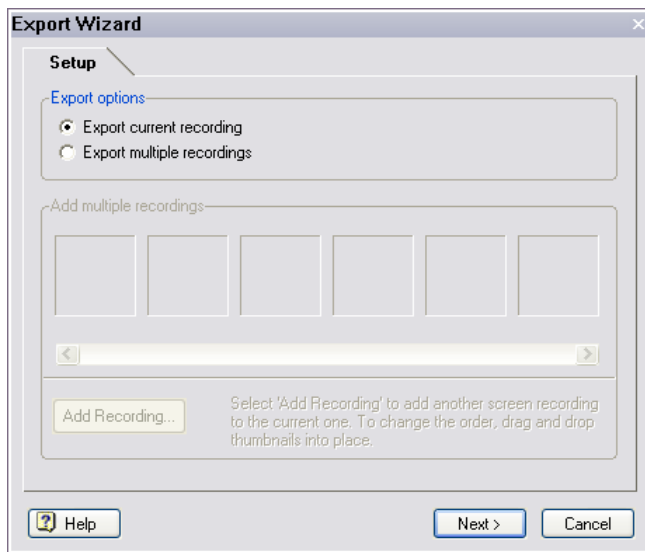
➢ Make sure **Export current recording** is checked and click Next.

The **Format** dialog appears to let you select your preferred video format.

➢ Click Next.

The **Compression Settings** tab appears with the standard compression settings.

➢ Click Next.

The **Destination** dialog appears.

➢ Enter a path and name for your video or browse for a specific folder.

➢ Click **Export** to start creating the video.

➢ Once the export is complete, click **Play Video** to view the video in the built-in ScreenCorder Player.

You must close the Player before you can continue working in ScreenCorder.

Optimizing Tips

You can start recording as soon as ScreenCorder is installed. To help you get the best possible results, we have listed here the main points to pay attention to when recording. Following the tips given in the topics mentioned below should ensure a perfect outcome.

1. Computer settings

See "Setting up the environment" in the chapter "Setting up a recording".

2. Size of recording area

See "Defining the recording area" in the chapter "Setting up a recording".

3. Recording settings

Video

See "Defining the video settings" in the chapter "Setting up a recording".

Audio

See "Defining the audio and mouse settings" in the chapter "Setting up a recording".

4. Exporting the video

ScreenCorder supports four different export options: WMV, Flash® (SWF), FLV (Flash® Video) and AVI.

See "Creating a video - Step 2: Format" for a description of the advantages and disadvantages of each format.

Tips for WMV export

See the paragraph "WMV format" in "Creating a video - Step 3: Compression Settings".

Tips for Flash® (SWF) export

See the paragraph "Flash (SWF) format" in "Creating a video - Step 3: Compression Settings".

Tips for FLV (Flash® Video) export

See the paragraph "FLV (Flash Video) format" in "Creating a video - Step 3: Compression Settings".

Tips for AVI export

See the paragraph "AVI format" in "Creating a video - Step 3: Compression Settings".

5. Resizing the recording

See the paragraph "Resizing the recording" in "Creating a video - Step 2: Format".

User Guide

Setting up a recording

Setting up the environment

Although you can start your desktop recording straight away (see "Defining the recording area"), the tips below will ensure that you get the best possible results.

1. Close all unnecessary programs

Almost all system resources are being used during recording. To free up as much computer power as possible, close all programs and tasks that are not being used in the recording. You should also use as powerful a PC as possible for the recording.

Although recording takes up a lot of computer power, playing back the recorded video is not particularly resource-demanding and can be done on less powerful PCs.

2. Disable hardware acceleration

On many PCs it is recommended to disable hardware acceleration during recording in order to get the best possible results. On Windows® 2000/XP this is quite simple: just make sure that the command 'Options | Auto-disable Hardware Acceleration' of the main menu is checked.

Some PCs suffer a system crash when a third-party application tries to alter this setting. If you experience a system crash when trying to record with the 'Auto-disable Hardware Acceleration' option checked, uncheck it and use the following manual procedure instead to disable hardware acceleration:

➢ Open the Control Panel.

➢ Double-click the Display icon.

➢ Click the Settings tab.

➢ Click the Advanced button.

➢ Click the Performance tab.

➢ Move the hardware acceleration slider all the way to the left (None).

➢ Click OK and you are ready to start recording.

3. Screen resolution

Your screen resolution (800 x 600, 1024 x 768, 1280 x 1024 and so on) is irrelevant as long as you are not recording a large area. If you have a high screen resolution, you should always try to record a specific window or area rather than full screen. Should you want to record full screen you should use the lowest possible screen resolution, usually 800 x 600.

Defining the recording area

The first step when creating a new recording is to define the recording area.
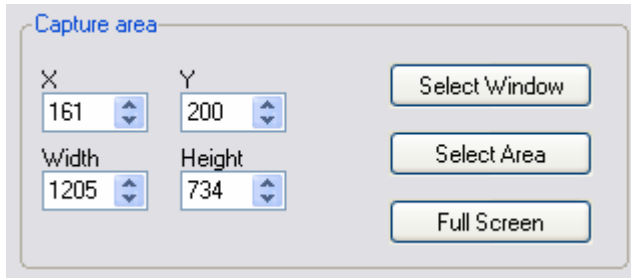
This is done from the ScreenCorder Recording Settings dialog, which appears whenever you open ScreenCorder or click File | New to create a new desktop recording.

The default video, audio and mouse settings should be adequate for most recordings. However, this dialog also lets you modify these defaults if required. See "Defining the video settings" and "Defining the audio and mouse settings" for more information.
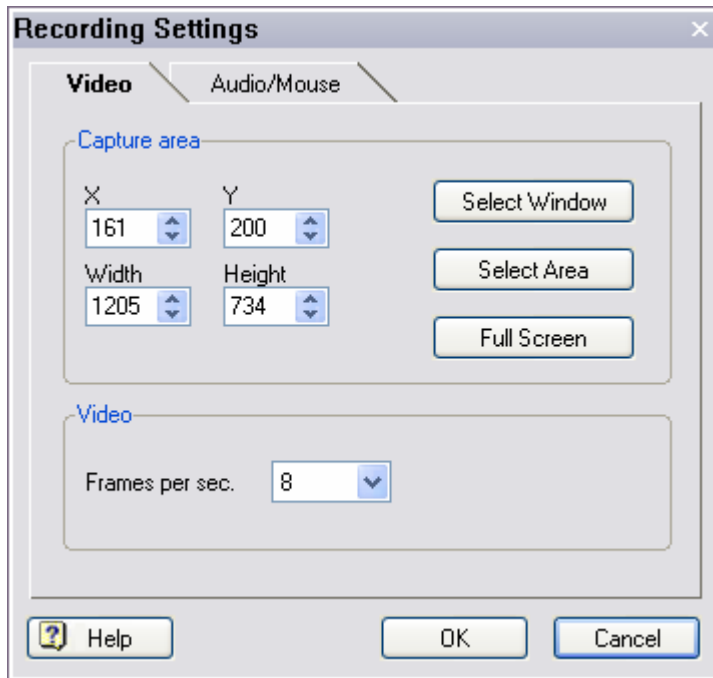
Selecting the recording area

The Video tab of the Recording Settings dialog lets you define the screen area from which to record. This is referred to as the "recording area" or "capture area". You have three possibilities, described in detail below.

Selecting another application window

This lets you record all the activity taking place in another application window, to create for instance a tutorial on how to use a particular software application.

➢   Click the **Select Window** button.

ScreenCorder disappears, and a frame appears around the selected window or frame.

➢   Move the mouse pointer until the window or frame you want to record from is highlighted, then left-click to select it.

The rule of thumb when defining the recording area is that it should be as large as necessary, but as small as possible. If your final video does not need to have a specific width and height, we recommend that you resize the application window to make it as small as possible, yet large enough to show all the menu items, buttons and other elements which you need to access during the recording.

If on the other hand you are creating a video for integration on a web site for instance, it will need to fit exactly in the space allocated for it on the web page. You will need to determine the required dimensions in advance and make sure you set the application window to these exact dimensions, to avoid any scaling or resizing when playing back the video. Scaling and resizing usually results in loss of quality.

Unfortunately Windows does not let you specify how big an application window should be. You therefore need to use the mouse to resize the window to the required dimensions or use a freeware tool such as Sizer (http://www.brianapps.net/sizer.html) to set the application window to the required size.

Defining your own recording area

You can also define your own recording area with the mouse.

➢   Click the **Select Area** button.

ScreenCorder disappears and the mouse pointer becomes cross-shaped.

➢ Place the mouse pointer in the top left corner of your desired recording area. Click and keep the left mouse button down while dragging out the area.

➢ Let go of the mouse button once you have reached the bottom right corner of the recording area.

The recording area is now defined by a red frame shown on top of the Recording Settings dialog. If necessary, you can adjust this recording area by dragging one of its sides or one of its corners. You can also move it elsewhere by dragging its title. As soon as you drag the recording area, ScreenCorder disappears again to let you see the underlying screen content.

Recording in full-screen mode

➢ Click the **Full Screen** button to select the entire screen.

Full screen recordings have the same size as the screen.

Adjusting the recording area

Once you have selected a recording area, ScreenCorder displays its coordinates in the X, Y, Width and Height fields of the Recording Settings dialog.

You can use these fields to adjust the position or size of the recording area one pixel at a time, or enter new values to define a new recording area.

You can also use these fields before using the Select Window, Select Area or Full Screen buttons.

ScreenCorder always remembers the coordinates of the last recording defined, even after you close and restart the program.

X and Y

These fields show the coordinates of the top left corner of the recording area. For instance, the coordinates X=61, Y=113 indicate that the top left corner of the recording area starts 61 pixels from the left edge of the screen and 113 pixels from its top.

➢ To move the recording area to the right, increase the X value. To move it to the left, decrease the X value.

➢ To move the recording area down, increase the Y value. To move it up, decrease the Y value.

Changing the X or Y value of the recording area does not change its size (i.e. the Width and Height values).

Width and Height

The Width and Height fields allow you to resize the recording area.

Width	Height
1278	839

Resizing the recording area does not change the position of its top left corner (i.e. its X and Y values).

Capture Tip

When you click OK to go to the main window and start your screen recording, ScreenCorder may display the following message:

Capture Tip

The WMV 'Windows Media Video 9' codec and various AVI video compression codecs require the recorded video to have specific dimensions (width and height). In order to have the widest variety of video codecs at your disposal when exporting this recording, we recommend that you choose width and height values that are greater or equal to 32 and divisible by 4. Alternatively you can resize your recording at export time, but this may degrade the picture quality of the final result.

If you click 'Adjust', ScreenCorder will round up the width and/or height of your capture area so it complies with the suggestions given above. To leave the capture area as it is, click 'Don't Adjust'.

☐ Don't show this again   [Adjust]   [Don't Adjust]

➢ Click **Adjust** to let ScreenCorder resize the window automatically.

   You are then returned to the Recording Settings dialog, where the adjusted values appear in the Width and Height fields (up to 3 pixels extra in each field).

➢ Click OK to go to the main window and start your recording.

If you click **Don't Adjust**, ScreenCorder leaves your recording area unchanged and takes you straight to the main window. When you come to export your recording however, the video codecs installed on your PC that do not support odd window sizes will be disabled.

If you disable the display of this capture tip, you can re-enable it by choosing Options | Show Capture Tip on the main menu.

Defining the video settings

The Video tab of the Recording Settings dialog lets you modify the default video settings if necessary.

This dialog appears whenever you open ScreenCorder or click File | New to create a new desktop recording.
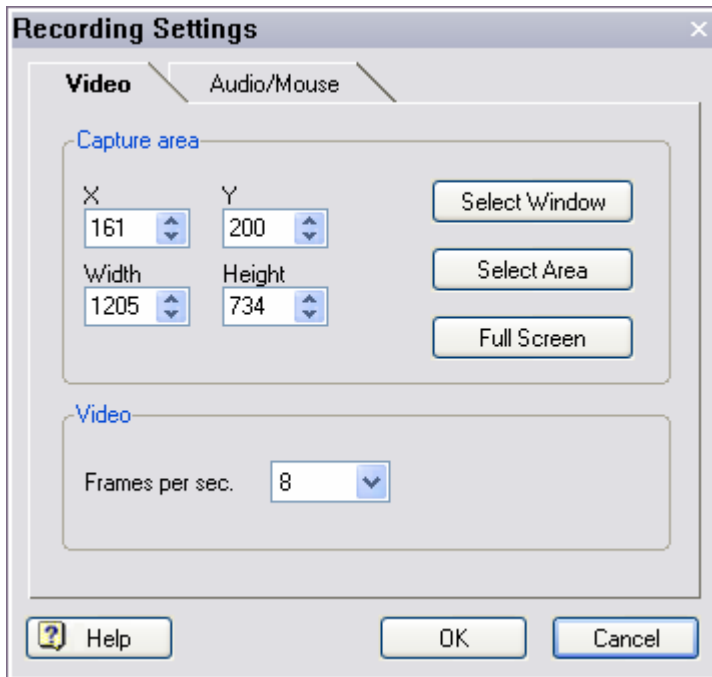
Video settings
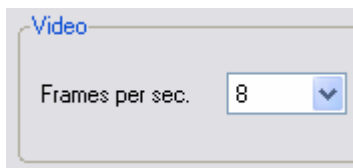
Frames per second: This is the number of pictures to be recorded per second. The default value is set to 8. This is ideal in most cases, especially when recording from an application window. A smaller number

of frames may cause the transition between the recording frames to become jerky; a higher number of frames is usually not beneficial and results in an unnecessarily large file.

➢ To change this value, select your preferred frame rate from the drop-down list.

If you are recording large screen areas, we recommend using a lower frame rate. Recording full screen with a large screen size takes a lot of computer power. To get the most accurate recording in this situation, you should not try to capture more than 4 frames per second.

However performance depends also greatly on your graphics card and your CPU, so if your recording is not satisfactory, try lowering the frame rate. On the other hand a higher frame rate may be used if the computer can keep up and you feel there is a definite gain in quality and appearance. Be aware that unless your content requires it, you will not necessarily gain anything from a high frame rate.

The following values should give a satisfactory result even on slower computers:

Full Screen:	800 x 600 or above	2-8 frames per second
Large area / window:	up to 800 x 600	6-12 frames per second
Small area / window:	less than 640 x 480	8-20 frames per second

When recording moving objects (for instance a video), you will need to experiment to find out the number of frames per second required to make the recording look good. You will also need to test that the computer has enough power to play and record the video content simultaneously. Recording a real video of 320 x 240 for instance should give satisfactory results on standard computers. However very few computers would be powerful enough to record a real video of 600 x 400 and above without loss of quality, even with a frame rate of 25 fps. If the frame rate is too high for the computer to handle, ScreenCorder simply drops the frames that it cannot record.

The value 25 fps corresponds to the PAL video standard (Europe and other countries). The value 30 fps corresponds to the NTSC standard (USA, Japan and other countries).

Defining the audio and mouse settings

The Audio/Mouse tab of the Recording Settings dialog lets you modify the default audio and mouse settings if necessary.

This dialog appears whenever you open ScreenCorder or click File | New to create a new desktop recording.

The audio options allow you to define the audio mode and output quality, whereas the mouse options let you add markers and sounds whenever the mouse is clicked.
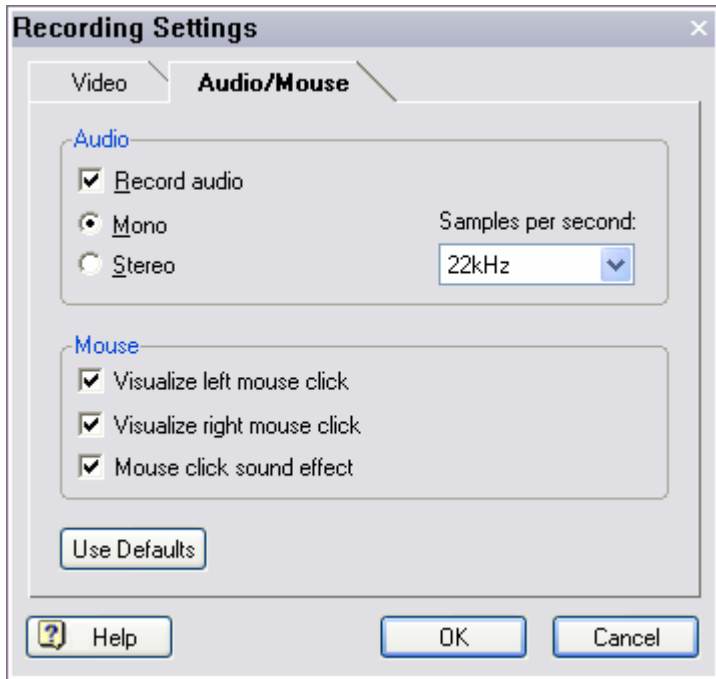
Audio settings

ScreenCorder can record speech, music and other sounds, from the microphone or the line input.

You don't however have to record the audio at the same time as the video. You can choose to make your initial recording without sound, and add a sound track later.
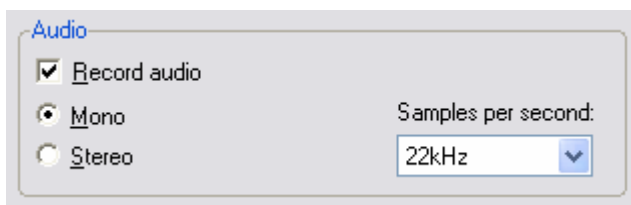
Record audio: Uncheck this option if you want ScreenCorder to ignore sound input during your video recording. Recording without sound will reduce the size of your output file.

Notes:

- If you don't want to record the sound when creating your video recording, but intend to add a sound track later, do not disable this option. It must be checked before you start your video recording.

- If you choose to record without sound, ScreenCorder will not add mouse click sounds.

Mono: Check this for mono audio recording. Mono sound only takes up half of the space used by stereo. Since it is adequate in most cases and optimizes performance, it is the recommended setting.

Stereo: Check this for stereo audio recording (two channels). Stereo recording needs twice as much space as mono recording.

Speech should always be recorded in mono. Stereo is only necessary for music or two-channel sound effects.

Samples per second: Use the drop-down list to choose between 11, 22, 44 and 48 KHz.

44/48 KHz gives the best sound quality, but uses twice as much space as 22 KHz, and four times as much as 11 KHz.

Because the recording frame rate is slowed down, you may experience a decrease in performance when using 22 or 44/48 KHz. We recommend 22 KHz, but you should also experiment to find out which setting is best for you. When working with speech only, 22 KHz is entirely sufficient.

In most cases the Mono, 22 KHz setting gives a very satisfactory result. If the audio component of your recording is only made up of speech, there is no reason to use a higher setting. With a lower setting, the speech quality would however deteriorate significantly.

Mouse settings

While making your screen recordings, you will probably use both left mouse clicks and right mouse clicks. To help your viewers distinguish between the two, ScreenCorder displays a red marker when you click the left mouse button and a green marker when you click the right mouse button.

By default, ScreenCorder also adds a click sound to your screen recording whenever you click a mouse button.
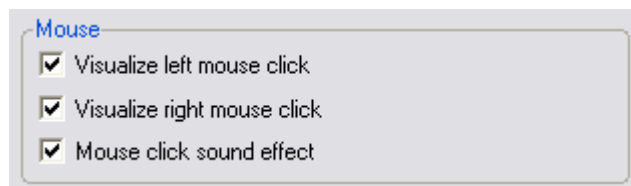
Visualize left mouse click: Uncheck this option to prevent ScreenCorder from adding a marker whenever you click the left mouse button.

Visualize right mouse click: Uncheck this option to prevent ScreenCorder from adding a marker whenever you click the right mouse button.

Mouse click sound effect: Uncheck this option to prevent ScreenCorder from adding a click sound whenever you click a mouse button.

Notes:

- This last option is disabled if you have unchecked the 'Record audio' option.

- Recorded click sounds are **not** overwritten when you record new audio on top of an existing recording.

Restoring the default settings

The **Use Defaults** button allows you to restore the audio and mouse settings to their ScreenCorder defaults.

Creating a recording

Starting a recording

Once you have defined your recording area and checked the video, audio and mouse settings, ScreenCorder displays its main window.
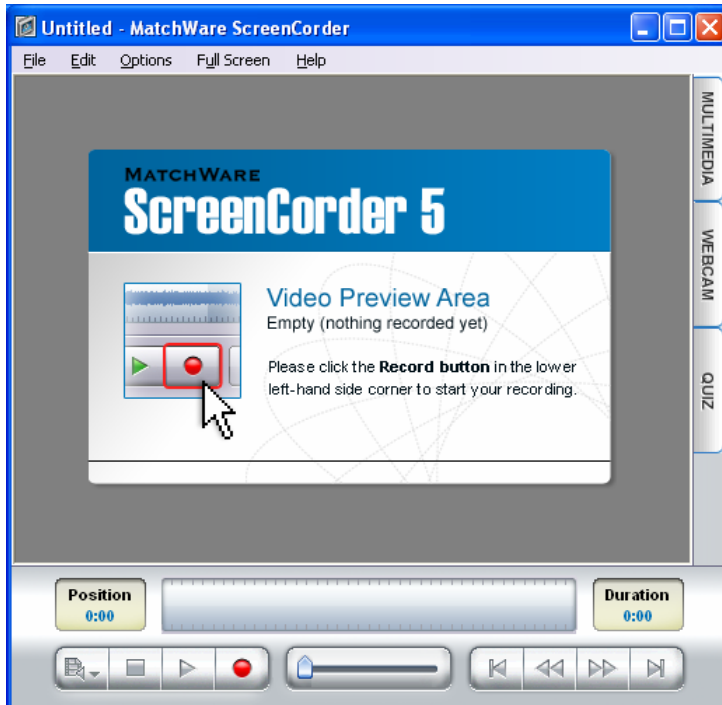
This window allows you to create your desktop recording, view it, edit it and export it to different video formats, namely WMV, Flash® (SWF), FLV (Flash® Video) and AVI.

⚠ If you intend to combine your new recording with existing recordings to create a single video, all the recordings must have identical audio and video settings, including the size of the recording area. They must also be created with the same display color setting (e.g. 16, 24 or 32 bit colors).

If some of these values are different, you will not be able to merge the recordings in the same video.

You can check the video and audio settings of an existing recording by opening it and choosing **File** | **Properties** on the main menu.

➢ To start recording, click the **Record** button 🔴.

➢ An information screen may appear. After reading it, click Begin Recording Now.

ScreenCorder hides itself. A red flashing frame appears around the recording region you defined in the Recording Settings dialog to indicate that recording is in progress.

📌 If you are creating a full screen recording, the red flashing frame does not display. Otherwise it would also be visible in the recording itself.

You can move the pointer around, left and right-click with the mouse, use the keyboard, open menus and so on. Any action taking place within the recording region is now recorded.

📌 You can customize ScreenCorder so that it automatically adds callouts pointing to the different menus, commands and buttons you select while making your screen recording. These callouts appear on the recording slightly before you actually click the menu or button and disappear shortly afterwards.

You can enable or disable this feature as well as the display of the red frame around the recording region with the **Options** menu. See "Customizing ScreenCorder" for more information.

💡 *A common mistake when recording mouse movement is to move the mouse too quickly. When you are recording mouse movements, make sure that you move the mouse slowly. This will make it easier for the viewers of your video to follow your speech and on-screen actions.*

➢ Click the **Esc** key when you have finished recording.

You are now returned to the main ScreenCorder window, ready to view your recording.

📌 As well as using the recording buttons, you can also use the default key combinations provided by ScreenCorder or define you own combinations. For more information, see "Keyboard shortcuts" and "Customizing ScreenCorder".

Viewing a recording

To view your screen recording, you use the control panel of the main ScreenCorder window.
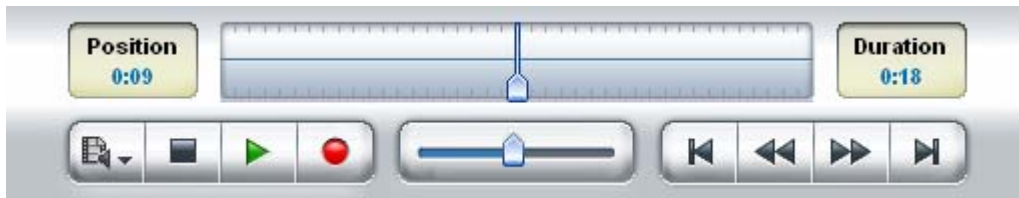
Using the ScreenCorder controls

The ScreenCorder control bar consists of the following elements:

- **The recording buttons**

  - The **Recording Mode** button is used when editing your recording. See "Editing a recording" for more information.

  - The **Stop** button is used to pause the recording or play back.

  - The **Play** button is used to play the recording from its current position. If the recording is positioned on its last frame, it is automatically rewound and restarted from its first frame.

  - The **Record** button is used to add audio or video footage to the recording or replace it with new material. See "Editing a recording" for more information.

- **The slider**

  The slider shows the position of the current frame within the recording.

  You can drag the slider indicator in either direction to browse through your recording or to locate a specific frame from which to play the recording or record new material.

  You can also click the slider bar to move the slider indicator in the direction of the click. 10 clicks move the slider indicator from one end of the recording to the other.

- **The direction buttons**

  - The **Go to Beginning** button lets you go to the beginning of the recording.

  - The **Go to End** button lets you go to the end of the recording.

  - The **Step Back** button moves one frame backwards in the recording.

  - The **Step Forward** button moves one frame forward in the recording.

Note that you can also navigate through your recording with the arrow keys of your keyboard (left, right, up and down). The Page Up and Page Down keys let you move through the recording in bigger steps.

In addition, the control panel contains:

- **A position timer**

Position
0:17

This shows the precise location (in minutes and seconds) of the current frame within the recording.

- **A duration timer**

Duration
0:35

This shows the total length of the recording in minutes and seconds.

- **A visual display**

This display is a more precise version of the slider. Here however, it is the recording that moves, and the vertical indicator remains centered at all times. Moving the indicator left or right does change the current frame, but the indicator always returns to its central position, the new current frame being positioned under it.

The display shows the amplitude (volume level) of the recorded audio, much like an audio editing program. It also indicates the location of any markers that have been set in the recording.

For more information about markers, see "Using markers".

To find out how to use this display to locate a specific frame within the recording, see "Editing a recording".

Viewing your recording in Full Screen mode

➢ To view your recording in Full Screen mode, click **Full Screen** on the main ScreenCorder menu.

This compresses the main menu and the control panel to a small window displayed on top of your recording.
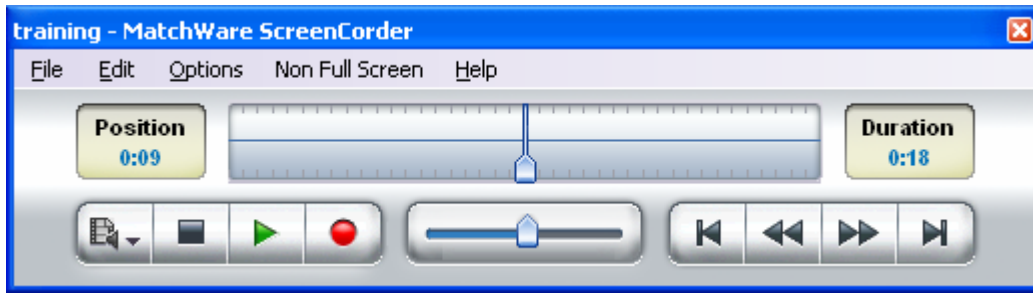
> ➤ Drag this reduced ScreenCorder window wherever convenient.

> ➤ Click **Non Full Screen** to return to the window mode.

If the recording you are viewing was not made in Full Screen mode, the recording is shown in its actual size in the middle of the screen. The rest of the screen appears as black space.

Editing a recording

Once you have completed your initial desktop recording you can append or insert new footage, overwrite or delete parts of the recording that you are unhappy with, or replace the entire recording. You can also re-record some or all of the sound track.

Saving your recording as a project will allow you to perform these editing operations at a later date. See "Saving the project" for more information about ScreenCorder projects.

Locating a particular frame

Most editing operations require that you locate specific frames in your recording. You can do this in many different ways depending on the precision required:

- Drag the **slider** indicator in either direction to browse through your recording until you reach the required frame.

  You can also click the slider bar to move the slider indicator in the direction of the click. 10 clicks move the slider indicator from one end of the recording to the other.

- Play back your recording using the **Play** button ▶ and press the **Stop** button ■ once you have reached the required frame.

- If you have already set a marker on a particular frame in order to locate it again, choose **Edit | Markers | List Markers**, select the marker in the dialog and click **Go to Marker**. See "Using markers" for more information.

- For precision positioning, use ScreenCorder's **visual display**:

  Click the visual display indicator and drag it in the required direction. This technique enables you to locate frames containing little or no sound before inserting or deleting material to ensure that transitions between old and new material are as smooth as possible. Note that the visual display indicator always remains centered within the display.

Adding and inserting new material (video and audio)

- To add new footage at the end of the recording, go to the last frame and click the Record button .

- To overwrite part of the recording, locate the frame from which you want to start re-recording, make sure the Recording Mode is set to **Audio and Video Overwrite** , and click the Record button .

- To insert new material within the recording, locate the frame at which you want to insert the new footage, set the Recording Mode to **Audio and Video Insert** and click the Record button .

- To overwrite the entire recording, go to the first frame , make sure the Recording Mode is set to **Audio and Video Overwrite** and click the Record button .

- To insert new material at the beginning of the recording, go the first frame , set the Recording Mode to **Audio and Video Insert** and click the Record button .

Adding and inserting new material (audio only)

ScreenCorder also lets you overwrite part of the audio track or insert new audio material (while freezing the underlying video for the duration of the sound).

If you have created your initial video recording without sound, you can also add an audio track separately during the editing phase.

You can only add or re-record sound if you have enabled the 'Record audio' option of the Recording Settings dialog before creating the video recording. If this setting was unchecked when you created your video recording, the 'Audio only Overwrite' and 'Audio Only Insert' buttons mentioned below will be inactive. See "Defining the audio and mouse settings" for more information on the 'Record audio' option.

- To overwrite part of the audio track, locate the frame from which you want to start re-recording the audio, set the Recording Mode to **Audio only Overwrite** and click the Record button .

  The video recording is now played back from the frame you selected, allowing you to record your speech or sound effects on top of it.

- To insert new audio material within the recording, locate the frame at which you want to insert the new audio, set the Recording Mode to **Audio only Insert (freeze video)** and click the Record button .

  The video recording is now frozen on the frame you selected, and will stay on this frame for the duration of your new sound.

- To add an audio track or overwrite the existing one entirely, go to the first frame , set the Recording Mode to **Audio only Overwrite** and click the Record button .

You can continue to record sound even once the video has reached its last frame. In that case, the video stays frozen on that last frame for the duration of the additional sound.

Extending a frame

If you discover during play back that you should have stayed longer on a particular frame, you can extend the duration of that frame during the editing stage.

Let's suppose you are demonstrating how to initiate a particular operation. Extending the frame where you open the relevant menu item will ensure that the viewer has enough time to register the exact location and contents of the menu.

➢ Locate the frame to extend.

➢ Choose **Edit | Freeze Frame**.

➢ In the dialog that opens, indicate the amount of time you want the frame to last.

This operation is equivalent to inserting new video material. The video and audio footage following the frame in the initial recording is just "moved along" in the recording and the length of the overall recording increases by the duration of the frozen frame.

Deleting parts of the recording

There are three ways of deleting parts of a recording:

- To delete the beginning of a recording, locate the first frame you want to keep and choose **Edit | Cut Away Beginning**.

- To delete the end of a recording, locate the last frame you want to keep and choose **Edit | Cut Away End**.

- To delete a specific section, set markers to delimit the beginning and the end of the section to delete, choose **Edit | Cut Away Interval** and select the two markers. See "Using markers" for more information.

These operations cannot be undone. It is therefore advisable to create a backup copy of the project (File | Save As) before deleting any material in case you need to go back to the old version.

Saving the project

Once you have created a screen recording, it is a good idea to save it as a ScreenCorder project. This allows you to work on it over several ScreenCorder sessions before exporting it as a video.

Even if you decide to export your recording as a video straight away, saving it as a project will allow you to edit it at a later date and re-export it, in the same format as the original video or in a different format.

Saved projects are stored in a proprietary ScreenCorder format (as opposed to one of the standard video formats), with the extension .scpr. The .scpr project file and all the files associated with it are saved in the same folder. You should not delete or move any of these files, as doing so would damage the integrity of your project.

➢ Choose **File | Save Project** to save the current recording as a ScreenCorder project.

To avoid mixing the .scpr file and its associated files with other files, it is advisable to always save projects in empty folders.

If you have a project open, ScreenCorder asks you whether you want to save your changes before opening a new project. You can only have one project open at a time.

Deleting projects

You can delete unwanted projects and all their related data files from within ScreenCorder as follows :

➢ Open the unwanted project.

➢ Choose **File | Delete Project**.

This command is only available if the project has already been saved.

⚠ The Delete Project command cannot be undone.

Enhancing a recording

Adding multimedia objects

Once you have created a screen recording, you can enhance it by placing different elements on specific frames, such as speech bubbles, animated objects, magnifiers and still images from the Multimedia Catalog, or even your own pictures.

This topic describes how to add pictures and objects such as speech bubbles, animated objects and magnifiers to your recording. To find out how to add still images, see "Inserting still images".

Note that you can also add webcam recordings and external AVI videos to your recordings. For more information, see "Adding webcam objects".

Once you have added objects to your recording, you can make them interactive. This will allow the viewers of your exported video to trigger various operations. This feature however is only supported by the Flash video format. For more information, see "Adding interactivity".

Adding your own pictures

ScreenCorder lets you add your own pictures to the recording. The allowed formats are WMF, EMF, JPG, GIF, BMP and PNG.

Only pictures in the vector format WMF or EMF can use transparency.

➢ Position the recording on the frame on which you want to add the picture.

➢ Drag the picture from the Windows Explorer onto the recording.

The picture is now inserted on the current frame of the recording.

Adding an object from the Multimedia Catalog

➢ Position the recording on the frame on which you want to add the object.

➢ Click the **Multimedia** tab shown on the right of the ScreenCorder window to open the Multimedia Catalog.

The Multimedia Catalog opens on its Objects tab.
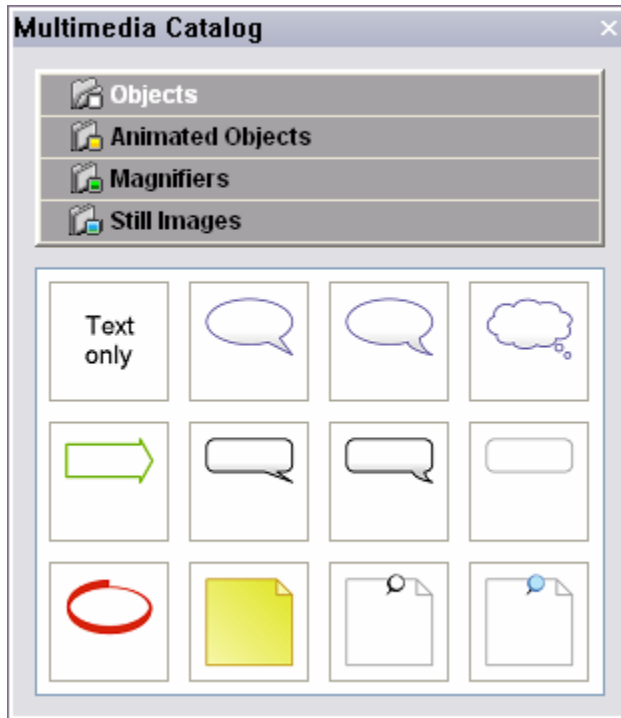
Although the Multimedia Catalog opens on the top right of the ScreenCorder window, you can move it anywhere on the screen. To close it, click the cross icon ☒ on the right of its title bar.

➢ Click the **Objects**, **Animated Objects** or **Magnifiers** tab depending on the type of object you want to insert.

You can also open the relevant tab directly by using the **Edit | Add** command from the main menu and choosing the required sub-menu item.

➢ Click the object required and drag it onto the recording.

The object is now inserted on the current frame of the recording.

Moving an object within the frame

• To move an inserted object within the recording frame, just drag it to the desired location with the mouse or use the keyboard arrow keys to move it by small increments. To move the object in bigger jumps, keep the Shift key down while pressing the required arrow key.

Note that you can also extend the pointer of some of the speech bubbles or make it point somewhere else on the frame by dragging its extremity with the mouse, as shown below.
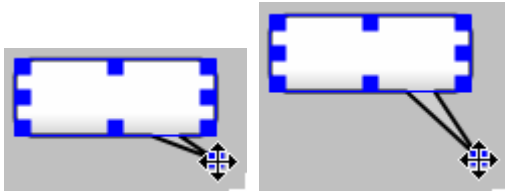
- To resize it, pull the relevant handle in the required direction.

- To resize it proportionally (thereby keeping its aspect ratio unchanged), pull one of the corner handles.

- To rotate it (arrow-shaped objects only), right-click it and choose **Rotate Clockwise** or **Rotate Anti-Clockwise** in its local menu.

Editing an object

➢ To view and edit the properties of the object, double-click it on the frame or choose **Properties** in its local menu.

As for the Multimedia Catalog window, you can move the Properties dialog anywhere on the screen. Moving it away from the object you are editing allows you to check the effect of your changes straight away. To close the Properties dialog, click the cross icon ☒ on the right of its title bar.

The **Text** tab lets you add a comment or a prompt to the object.
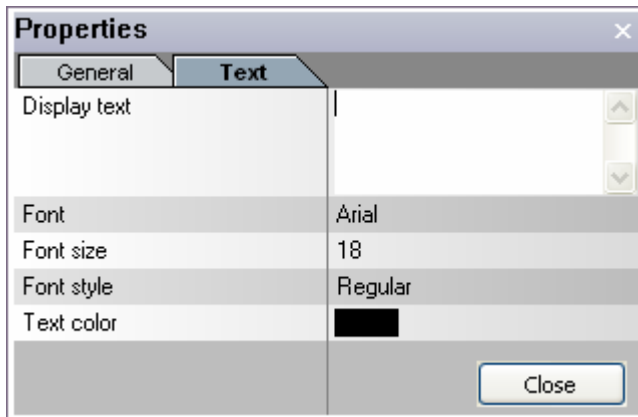
➢ Enter the text to be displayed in the top field. The text will be automatically centered and wrapped within the object.

The other fields of the Text tab let you modify the font attributes and text color as required. Just click the relevant field and choose the setting you need.

The **General** tab lets you modify the general properties of the object.

Properties		✕
General	Text	
Line color		⬛
Line width	3	
Fill color 1		⬛
Fill color 2		⬜
Rotation	0°	↺ ↻
Transparency	0%	
Fade in/out	☐	
Gray out background	☐	
Display to end of recording	☑	
Duration	5,000 seconds	
		Close
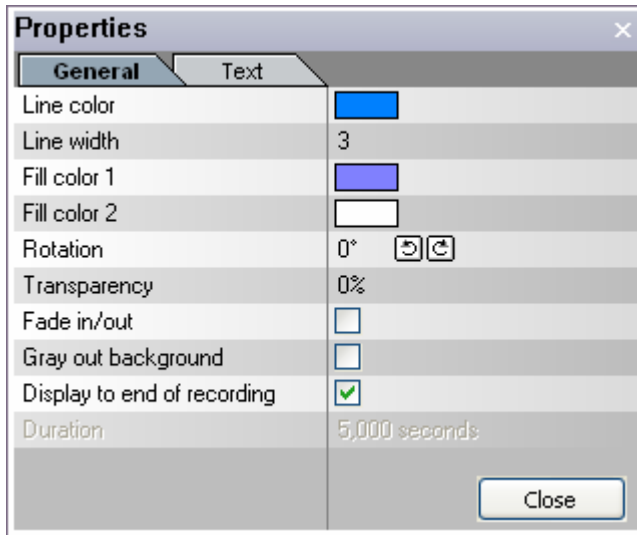
- **Line color** and **Line width:** These fields let you change the color and the width of the object's border.

- **Fill color 1** and **Fill color 2:** These fields let you set up a color gradient inside the object by choosing two different colors. Note that some objects only have one Fill color.

- **Rotation:** This property is only available for arrow-shaped objects. Click the clockwise icon ↻ to rotate the arrow clockwise in increments of 45 degrees and click the anticlockwise icon ↺ to rotate it in the other direction.

- **Loop:** This property is only available for animated objects.

- **Transparency:** This setting allows you to give a degree of transparency to the object.

- **Fade in/out:** If you check this property, the object appears gradually during playback for a smoother transition. Unless the object is meant to stay visible until the end of the recording, it will also disappear gradually.

  Fade in/out effects are not recommended if you intend to export your recording to the FLV format (Flash® Video) as they increase the file size. If you still want to use them, for instance because you also plan to export your recordings to other formats, ScreenCorder allows you to disable them at the time of the export to FLV.

- **Gray out background:** When you check this property, the entire contents of the recording frame except for other objects or callouts are overlaid with a gray filter. This is useful when you want to give more prominence to the object placed on the frame than to the underlying recording. The effect lasts from the frame where the object appears to the frame where it disappears.

- **Display to end of recording** and **Duration:** By default, the objects you insert on the recording stay visible until the end of the recording. If you want to show the object for a shorter time, uncheck this property and indicate the required amount of time in the Duration field.

You can also set the duration of an object very precisely as follows:

➢ Scroll forward in the recording to the exact frame from which the object should disappear.

➢ Right-click the object and choose **End at Current Frame** in its local menu.

Now the object is shown from the point at which you dropped it onto the recording, and hidden again from the frame you just selected.

Copying or moving an object to a different frame

If you have created and customized an object, you can easily re-use it or even move it to a different frame without recreating it from scratch:

➢ Right-click the object and choose **Copy** (to re-use it) or **Cut** (to move it) in its local menu.

➢ Position the recording on the exact frame to which you want to insert the copy of the object.

➢ Right-click the frame and choose **Paste** in its local menu.

➢ Edit the properties and set the duration of the new object as required.

Deleting an object

➢ To delete an inserted object, locate a frame on which it appears, select it and press **Delete** on the keyboard. You can also right-click it and choose Delete in its local menu.

This operation cannot be undone.

Inserting still images

As well as letting you add pictures, speech bubbles and animated objects on top of your recording (see "Adding multimedia objects"), the Multimedia Catalog allows you to insert still images between specific frames.

When you insert a still image, the recording is interrupted, the image is placed over the entire frame at the point of insertion and the part of the recording following the image is "moved along" without any material being overwritten.

The still image can be either a solid color or a picture selected from your hard drive. Inserting still images is a useful way of structuring a recording or adding content to it.

Inserting a still image

➢ Position the recording on the frame after which you want to insert the still image.

➢ Click the **Multimedia** tab shown on the right of the ScreenCorder window to open the Multimedia Catalog.
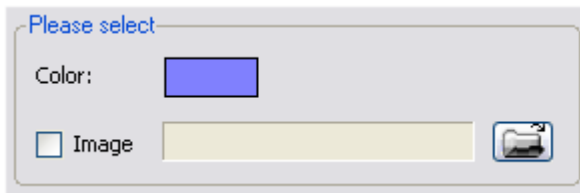
  Although the Multimedia Catalog opens on the top right of the ScreenCorder window, you can move it anywhere on the screen. To close it, click the cross icon ☒ on the right of its title bar.

➢ Click the **Still Images** tab.

  You can also open the Still Images tab directly by choosing **Edit | Add | Still Image** on the main menu.

➢ Fill in the fields as described below.

Color: Select a background color. This color will fill the entire recording area. If you also select an image, the background color will be shown in the areas not occupied by the image.

Image (optional): Here you may enter a path and file name or use the Browse button to select an image from your hard drive. The image is automatically resized to fit the recording, while maintaining its aspect ratio.
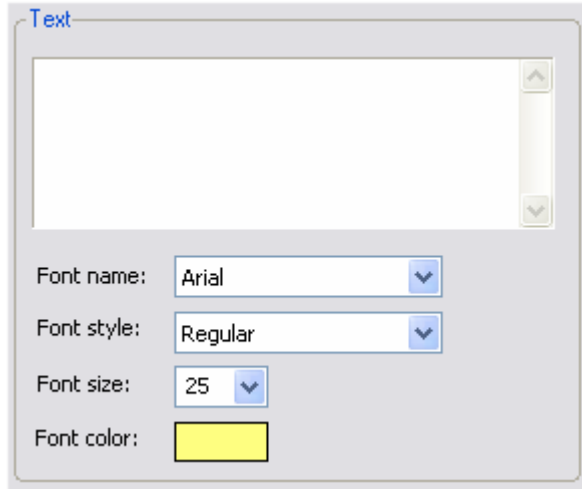
Text (optional): Enter the text that you would like to show on top of the color/image. The text will be automatically centered both horizontally and vertically within the color/image.

Font attributes (optional): Use these fields to specify how the text should be formatted.
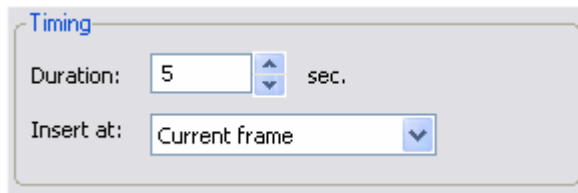
Duration: Enter the length of time during which the still image should stay visible. Remember that inserting a still image does not overwrite the existing video material, but just "moves it along" so that it restarts as soon as the still image disappears.

Insert at: Choose whether to insert the still image:

- At the current frame

- At the beginning of the recording

- At the end of the recording

➢ Once you have filled in all the fields, click the **Insert** button at the bottom of the dialog.

The still image now covers the entire frame of the recording at the point of insertion.

Once the still image has been inserted in the recording, you can also set its duration very precisely as follows:

➢ Scroll forward in the recording to the exact frame from which the still image should disappear.

➢ Right-click the still image and choose **End at Current Frame** in its local menu.

Now the still image is shown from the point at which you inserted it, and hidden again from the frame you just selected.

Editing a still image

➢ To view and edit the properties of a still image, double-click it in the recording or choose **Properties** in its local menu.

The Properties dialog that opens shows the properties you chose when you inserted the still image as described above.
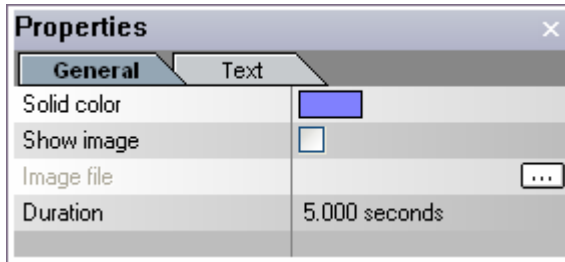
As for the Multimedia Catalog window, you can move the Properties dialog anywhere on the screen. Moving it away from the object you are editing will allow you to check the effect of your changes straight away. To close the Properties dialog, click the cross icon [X] on the right of its title bar.

➢ Use the Properties dialog to edit the still image as required.

Deleting a still image

➢ To delete an inserted still image, locate a frame on which it appears, select it and press **Delete** on the keyboard. You can also right-click it and choose Delete in its local menu.

This operation cannot be undone.

Adding webcam objects

Once you have created your main recording, ScreenCorder lets you create webcam recordings to be added to it. This is a useful way of personalizing your tutorials and presentations and making them more engaging for the viewer.
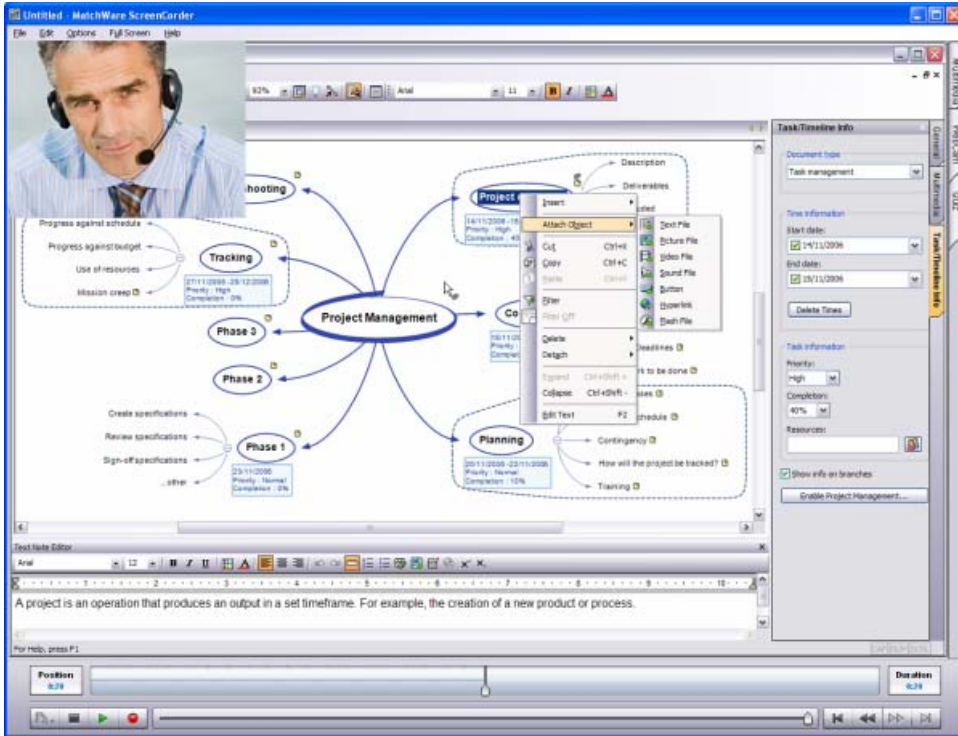
Webcam recordings take space and do not compress very well. For this reason, they are best suited to the AVI and possibly WMV video formats. If you intend to export your recording as a Flash® (SWF) or FLV video, you should keep the webcam recording window as small as possible and use a low recording frame rate.

You can also import an existing webcam recording in AVI format or any other video in AVI format directly by dragging it onto the recording, for instance from Windows Explorer, provided that the imported video and the main recording have the same audio sample rate. You can find out what the audio sample rate of your main recording is by choosing **File | Properties**. If the video you import is longer than the main recording, it will be truncated when the main recording ends. However, if you then insert new footage, either within the main recording or at the end of it, the playback of the imported video will also be extended by the same amount.

Setting up the webcam recording

➢ Make sure your webcam is installed correctly, connected to your PC and switched on.

➢ Position the ScreenCorder recording on the frame on which you want to add the webcam recording.

➢ Click the **WebCam** tab shown on the right of the ScreenCorder window or choose **Edit | Add | Webcam Recording** in the main menu.

The Webcam Settings dialog opens.

The Preview area shows a live picture from the webcam, enabling you to check the effects of the webcam settings before you make the actual recording.

Although the WebCam Settings dialog opens on the top right of the ScreenCorder window, you can move it anywhere on the screen. To close it, click the cross icon ☒ on the right of its title bar.

➢ Fill in the fields as described below.

Video Source: This opens the Source Settings dialog of the webcam installed on the PC. The exact content of the dialog depends on the webcam software.

Video Format: This opens the Format Settings dialog of the webcam installed on the PC, which lets you set the resolution of the webcam recording as well as its compression level.

If you intend to make your webcam recording window quite large, make sure that the resolution size you choose here is high enough. Although you can make the webcam recording window smaller than the resolution specified here without any negative effects, making it larger would cause quality loss in the exported video. To give an example, a 320x240 webcam recording will look fine when displayed in a window of size 320x240 or less. It will not look so good when displayed in a 400x300 window.

⚠ High webcam resolutions will result in large file sizes.

With some webcams, this dialog also lets you set a frame rate for the webcam recording. Note however that if the value specified here is higher than the frame rate of the main recording, ScreenCorder will adjust it automatically. On the other hand, you should avoid lower values to ensure that your webcam recording stays as smooth as possible.

Gray out background: When you check this property, the entire contents of the recording frame except for the webcam object are overlaid with a gray filter. This is useful when you want to give more prominence to the webcam recording than to the underlying material. The effect lasts from the frame where the webcam object appears to the frame where it disappears.

Freeze background: When you check this property, the main recording remains frozen on the frame shown at the point of insertion until the end of the webcam recording. This can be useful when you want to obtain the full attention of the viewer while you introduce the next section of the main recording.

When you select this option, you can also choose a **solid color** to fill all the areas of the frame not occupied by the webcam object and/or a **picture** from your own hard disk.

Fade video in/out: If you check this property, the webcam object appears and disappears gradually during playback for a smoother transition.

🖊 Fade in/out effects are not recommended if you intend to export your recording to the FLV format (Flash® Video) as they increase the file size. If you still want to use them, for instance because you also plan to export your recordings to other formats, ScreenCorder allows you to disable them at the time of the export to FLV.

Record audio: By default, the audio from the webcam recording replaces the audio from the main recording. The audio from the main recording only resumes once the webcam recording ends. You can however keep the main audio track during the webcam recording by unchecking the 'Record audio' property.

💡 *Some webcams have their own built-in microphone. To ensure that the audio from the webcam recording sounds the same as the audio from the main recording, you should set the webcam software to use your normal microphone rather than the webcam's built-in microphone.*

➢ Once you have filled in all the fields according to your needs, click the **Insert** button at the bottom of the dialog.

A webcam window is now inserted on the current frame of the recording, ready for you to create the webcam recording. For preview purposes, the webcam window shows a live picture from the webcam.

A small control bar at the bottom of the webcam window lets you create the webcam recording (see the next section).

By default, the webcam window is placed in the top left of the recording, with its control bar underneath. You can however move the webcam window anywhere else on the frame and resize it as required. To avoid loss of quality in the exported video, do not make the webcam window larger than the resolution size you specified in the Video Format dialog described above.

You can also move the control bar independently, even outside the ScreenCorder window, so that it does not obscure the recording.

Creating the webcam recording

To create the actual webcam recording, you use the webcam control bar, which contains the following buttons:

➢ Once you are ready to start the webcam recording, click the **Record** button .

The main recording starts playing back from the insertion point so that you can comment on it during your webcam recording.

If you have chosen not to record sound in your webcam recording, the sound of the main recording is also played back. This could be used for instance to interpret the audio of the main recording in sign language while it is being played back.

A red flashing frame around the webcam recording window indicates that recording is in progress.

If your webcam recording extends past the end of the main recording, the main recording stays frozen on its last frame until the webcam recording ends.

➢ Click the **Stop** button when you have finished your webcam recording.

 As well as using the recording buttons, you can also use the default key combinations provided by ScreenCorder or define you own combinations. For more information, see "Keyboard shortcuts" and "Customizing ScreenCorder".

➢ Using the slider or the direction buttons of the main ScreenCorder window, go back to the beginning of the webcam recording and click the **Play** button to check it.

You now have several options:

- If you are happy with the recording, click the **OK** button of the webcam recording window to accept it.

  The webcam object is now definitively integrated to the main recording and the webcam control bar disappears.

- To redo the webcam recording, click the **Redo** button .

  This deletes your webcam recording and repositions the main recording at the insertion point, ready for you to make a new attempt.

- To discard the webcam recording, click the **Cancel** button .

  This deletes your webcam recording and closes both the webcam recording window and its control bar.

Once a webcam object has been inserted in the main recording, you can set its duration very precisely as follows:

➢ Scroll forward in the recording to the exact frame from which the webcam object should disappear.

➢ Right-click the webcam object and choose **End at Current Frame** in its local menu.

Now the webcam object is shown from the point at which you inserted it, and hidden again from the frame you just selected.
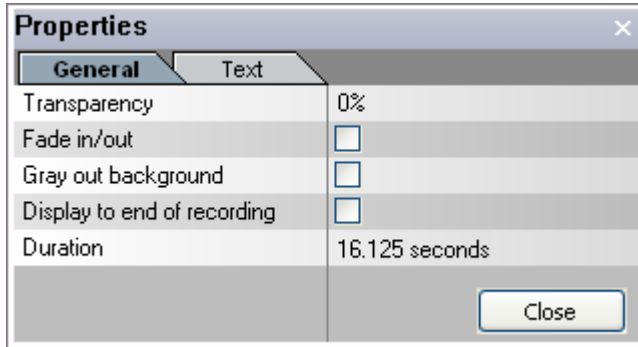
Editing a webcam object

➢ To view and edit the properties of a webcam object, double-click it in the main recording or choose **Properties** in its local menu.
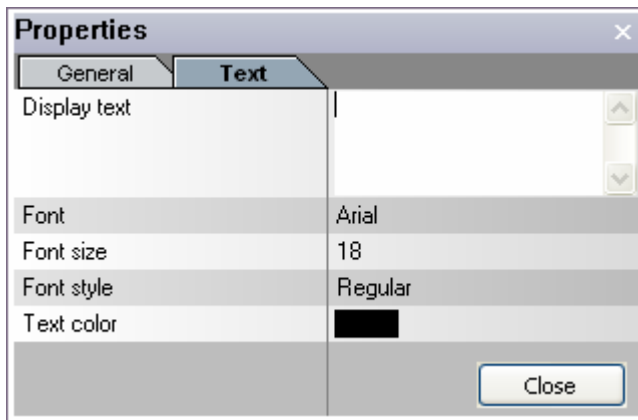
 You can move the Properties dialog anywhere on the screen. Moving it away from the object you are editing allows you to check the effect of your changes straight away. To close the Properties dialog, click the cross icon on the right of its title bar.

The **General** tab shows you the properties you chose when you inserted the webcam object as described above.

Properties

General	Text	
Transparency		0%
Fade in/out		☐
Gray out background		☐
Display to end of recording		☐
Duration		16.125 seconds

Close

The **Text** tab lets you add text to the webcam object.

Properties

General	Text	
Display text		
Font		Arial
Font size		18
Font style		Regular
Text color		⬛

Close

➢ Enter the text to be displayed in the top field. The text will be automatically centered and wrapped within the object.

The other fields of the Text tab let you modify the font attributes and text color as required. Just click the relevant field and choose the setting you need.

Copying or moving a webcam object to a different frame

You can easily re-use or move a webcam object to a different frame without recreating it from scratch:

➢ Right-click the webcam object and choose **Copy** (to re-use it) or **Cut** (to move it) in its local menu.

➢ Position the main recording on the exact frame on which you want to add the copy of the webcam object.

➢ Right-click the frame and choose **Paste** in its local menu.

➢ Edit the properties and set the duration of the new webcam object as required.

Saving a webcam object

➢ To save a webcam object for re-use in a different project, locate a frame on which it appears, right-click it and choose **Save Video Object as AVI** in its local menu.

Note that you will only be able to import the webcam object in a different project if they both have the same audio sample rate.

Deleting a webcam object

➢ To delete a webcam object, locate a frame on which it appears, select it and press **Delete** on the keyboard. You can also right-click it and choose Delete in its local menu.

This operation deletes the webcam object and its audio track (if you chose to include one) and restores the underlying audio track of the main recording.

⚠️ This operation cannot be undone.

Using markers

ScreenCorder lets you set markers in your desktop recording to identify particular frames, both during the actual recording and during the editing phase.

Setting markers may help you in many different situations, such as the following:

- To identify the frame from which you intend to overwrite the existing recording or insert new footage, so that you can easily go back to that frame to check the new material.

- To isolate a section of the recording that you need to delete.

- To add interactivity to your recording, by letting the viewer jump to particular sections of the video identified by markers. For more information, see "Adding interactivity".

In addition to any markers you may add, ScreenCorder always sets a [Start] marker at the beginning of the recording and an [End] marker at the end. If you add footage to your recording at a later stage, the [End] marker is automatically moved to the end of the new recording.

Adding a marker

You can add markers to your recording while you are making the recording, or during the editing phase.

- To add a marker on a particular frame while you are recording, press **Alt** + **M**.

    ScreenCorder names markers inserted in this way automatically, e.g. "Marker 1", "Marker 2" etc.

- To add a marker during the editing phase, locate the required frame and press **Alt + M**.

  You can also choose **Edit | Markers | Add to Current Frame** on the main menu or right-click the visual display and choose **Add Marker to Current Frame**.

You can redefine the key combination used to add a marker to your own choice of keys with the **Options | Shortcut Keys** command. See "Customizing ScreenCorder" for more information.
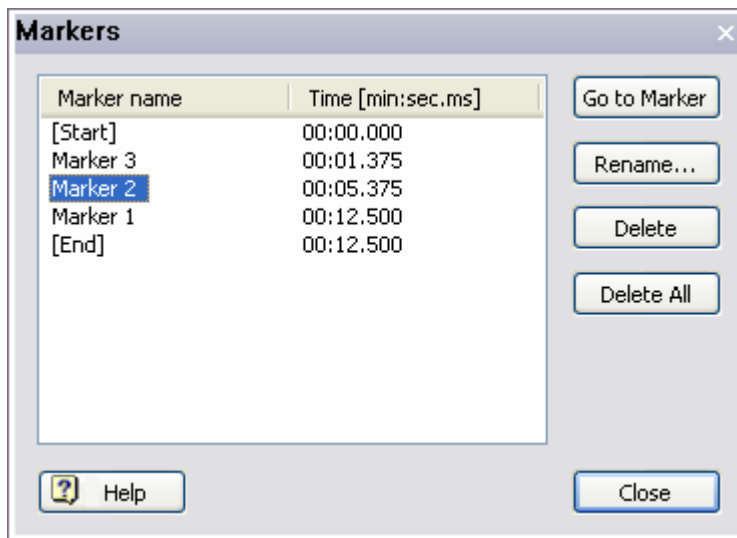
Markers are identified by small down arrows on ScreenCorder's visual display.

Listing all markers

➢ To list all the existing markers, choose **Edit | Markers | List Markers**.

This command displays a dialog listing all the existing markers with their exact position on the track.

Going to a marker

You can go to a particular marker, thereby locating the corresponding frame of the recording, in different ways:

- Choose **Edit | Markers | List Markers** on the main menu, select the required marker and click the **Go to Marker** button.

- Use the slider and the visual display to browse through the recording and locate the marker.

- Right-click the marker on the visual display and choose **Go to Marker** in its local menu.

*You can also press **Ctrl + Tab** to navigate forward from one marker to the next. The keys **Ctrl + Shift + Tab** let you navigate backwards through the markers.*

Moving a marker

➢ To move a marker, just click it on the visual display and drag it to its new position within the display.

Renaming a marker

You can rename a marker in different ways:

- Choose **Edit | Markers | List Markers** on the main menu, select the marker to rename and click the **Rename** button.

- Right-click the marker on the visual display and choose **Rename Marker** in its local menu.

Deleting a marker

You can delete a marker in different ways:

- Choose **Edit | Markers | List Markers** on the main menu, select the marker to delete and click the **Delete** button.

- Select it on the visual display and choose **Edit | Markers | Delete Selected** on the main menu.

- Right-click it on the visual display and choose **Delete Marker** in its local menu.

You can also delete all the markers in one go by choosing Edit | Markers | List Markers and clicking the Delete All button.

 If you try to delete a marker that you have used when adding interactivity to an object, ScreenCorder displays a warning. If you go ahead and delete the marker, any object referring to that marker will no longer be interactive. See "Adding interactivity" for more information.

Adding interactivity

ScreenCorder allows you to add interactivity to the objects placed on your desktop recording during the editing phase. This enables you to create navigation menus for your viewers or let them perform specific actions by clicking particular objects. You can for instance:

- Have the video pause automatically when a particular object appears

- Create a menu to let the viewer jump to different parts of the video

- Let the viewer pause the video and open a specific URL by clicking an object

⚠ This feature is only supported by the Flash® (SWF) video format. Therefore you should only use it if you intend to export your recording as a Flash SWF video.

To find out how to add objects to your recording, see "Adding multimedia objects".

Adding interactivity to an object

➢ Locate a frame containing the object to which you want to add interactivity.

➢ Right-click the object and choose **Interactivity** in its local menu.

The Interactivity dialog opens.
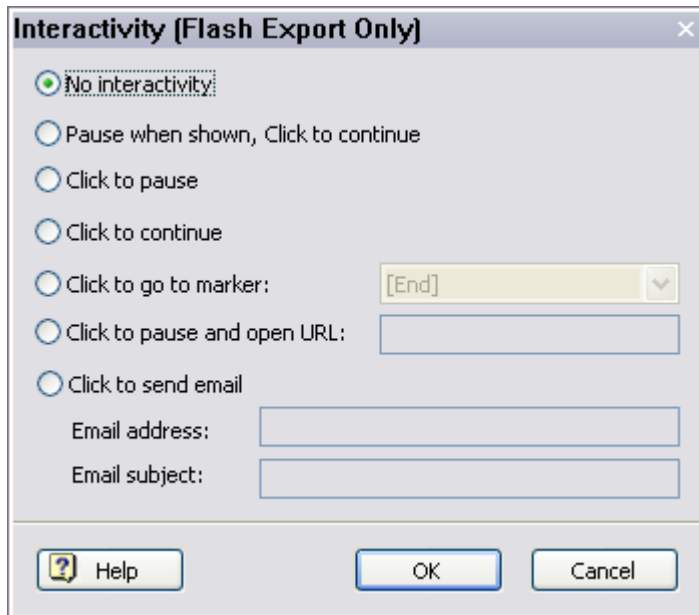
You can now specify the action that you would like the object to trigger when the viewer plays the exported video.

Pause when shown, click to continue: If you choose this option, the video pauses as soon as the object is shown. When the viewer clicks the object, the video starts playing again.

Click to pause: If the viewer clicks the object while the video is playing, the video is paused.

Click to continue: If the viewer clicks the object while the video is paused, the video starts playing again.

Click to go to marker: When the viewer clicks the object, the video jumps to the marker you select here and continue playing from that marker position. To find out how to set markers in your recording, see "Using markers".

Click to pause and open URL: When the viewer clicks the object, the video is paused and a new browser window opens with the URL you specify here.

Click to send email: When the viewer clicks the object, the default email application of his or her PC starts and a message is created, pre-filled with the email address and subject line you specify here.

Testing the interactive object

Once you have included one or more interactive objects in your recording, you can test that they work as expected by playing back the recording in the ScreenCorder window as usual (see "Viewing a recording").

However, while testing the recording in this way, a single click on an object normally selects that object for editing. To trigger the specified action while in playback mode, you therefore need to press the Ctrl key while clicking the object.

Once the Flash video is created, the viewer of course only needs to click the object to trigger the action specified.

⚠ Because of the security restrictions implemented in the Flash Player, the actions 'Click to pause and open URL' and 'Click to send email' are not operational when the video is run locally. They are only operational once the video has been uploaded to a web server and run from that server.

Adding quizzes

ScreenCorder lets you assess your viewers' understanding of your video material by inserting quizzes at key points of the recording. Quizzes can also be used to provide feedback on the information given in the video. You can choose whether the scores should be presented at the end of the quiz, or, if you include several quizzes in the recording, on a cumulative score card displayed at the end of the last quiz. You can also choose to receive them by e-mail or to store them on a SCORM-compliant learning management system (LMS).

⚠ Since this feature relies on interactivity, it is only supported by the Flash® (SWF) video format. Therefore you should only use it if you intend to export your desktop recording as a Flash SWF video. To view a recording exported as a SCORM 1.2 package, you will need access to a SCORM server. See "Creating a video - Step 2" for more information.

Setting up the quiz

➢ Position the ScreenCorder recording on the frame on which you want to add the quiz.

➢ Click the **Quiz** tab shown on the right of the ScreenCorder window or choose **Edit | Quizzes | Insert Quiz** on the main menu.

The Quiz Wizard dialog opens on its **Questions** tab.

➢ Specify the title that should appear at the top of the quiz page presented to the viewer.

➢ Type the first quiz question and press Enter.

➢ (optional) Double-click the Points column and type in a points value for the question. Typically, you would assign higher values to harder questions.

➢ Continue typing in questions and points values.

If necessary, you can change the order of the questions with the Move Up and Move Down buttons.

➢ For each question, enter the set of answers that the viewer will be able to choose from, adding a checkmark next to the correct answer.

➢ Click the **Settings** tab.

➢ Fill in the fields as required.

- If you enable **Allow backward movement to revisit questions**, thereby allowing the viewer to step back to a previous question and retry it, the next two options about showing the correct answer to the viewer are disabled.

- If the **Maximum time allowed** elapses before the viewer has completed the quiz, the Score page is displayed automatically.

- The **If failed, go to marker** option lets you direct the viewer to a specific part of your recording, identified by a marker, for instance the start of an easier quiz. To find out how to set markers, see "Using markers".

➢ Click the **Reporting** tab.

- The **Show cumulative score card** option allows you to display a cumulative score card at the end of the last quiz, summarizing the results obtained to the quizzes taken as a whole.

- The **Report scores by email** option is only enabled if you choose to show the cumulative score card. When you select this option, an 'Email Result' button is added on the cumulative score card. When the viewer clicks this button, a new message window opens in his or her default email program, pre-filled with the address and the subject you specify here, as well as the test results and a score verification code.

This reporting feature is only useful if you intend to host the video on a web server. If the video is not played from a web server, the subject line and the message body are not filled in.

The score verification code can be used to check that the score has not been tampered with when sending the email. To verify a code received by email, the recipient needs to open the project containing the quiz in ScreenCorder, choose **Edit | Quizzes | Verify Quiz Score Code**, type in the code and click Extract Score. The score obtained should match the score received by e-mail.

- The **Print score card** option is also only enabled if you choose to show the cumulative score card. When you select this option, a 'Print Result' button is added on the cumulative score card. When the viewer clicks this button, the score card is printed on his default printer.

➢ (optional) Click the **Messages** tab.

This last tab allows you to customize the messages displayed at the end of each quiz as well as on the cumulative score card, including the 'Email Result' and 'Print Result' buttons mentioned above. This feature might also be useful if you want to create a quiz in a language other than English.

- Clicking **Use Last Customized Messages** sets all the labels to the last set of customized messages you saved.

- Clicking **Reset All Messages** returns all the labels to their default values.

➢ Once you have filled in all the required fields, click OK to insert the quiz on the current frame.

Testing the quiz

Once you have inserted a quiz in your recording, you can test that it works as expected by playing back the recording in the ScreenCorder window as usual (see "Viewing a recording").

Playback stops as soon as a quiz is reached. You can now:

- Test the quiz by selecting answers and navigating through its question pages.

  Since a single click on an object normally selects that object for editing, you need to press the Ctrl key while clicking the relevant item during your testing.

- Bypass the quiz by clicking the Play button .

Before exporting the quiz as a SCORM package, you can also test it by exporting it as a standard Flash® (SWF) video. See "Creating a video - Step 2" for more information. When playing the Flash video, the viewer can only navigate within a quiz by using the Next and Back button (if you have enabled backward movement). The viewer will not be able to move forward to view the answers to the quiz before taking it, and unless you have enabled backward movement, will not be able to move backwards to the question pages after having completed a quiz.

Editing a quiz

Once a quiz is inserted in the recording, you can display the Quiz Wizard again to view and edit its properties:

- Locate the quiz to be edited and double-click its frame, or

- Choose **Edit | Quizzes | List Quizzes** on the main menu, select the quiz required in the dialog that opens and choose **Edit Quiz**.

The Quiz Wizard dialog opens on the Questions page.

Copying or moving a quiz to a different frame

You can easily copy a quiz to place it at a different point of your recording and adapt it without recreating it from scratch, or move a quiz on a different frame:

➢ Right-click the quiz frame and choose **Copy** (to re-use it) or **Cut** (to move it) in its local menu.

➢ Position the recording on the exact frame after which you want to insert the copy of the quiz.

➢ Right-click the frame and choose **Paste** in its local menu.

➢ Double-click the quiz frame to edit its properties as required.

Deleting a quiz

➢ To delete an inserted quiz, locate its frame within the recording, select it by double-clicking the frame and press Delete on the keyboard. You can also right-click it and choose **Delete** in its local menu.

⚠ This operation cannot be undone.
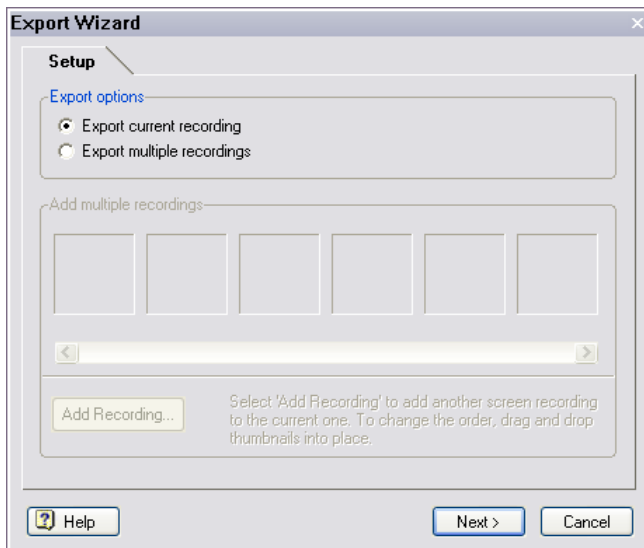
Creating a video

Creating a video - Step 1: Setup

Once you have created and edited your desktop recording, you can create a video for distribution in four easy steps.

Before creating the video, it is a good idea to save your recording as a project. This will allow you to continue editing the recording at a later stage if necessary and re-export it, in the same format as the original video or in a different format. See "Saving the project" for more information.

➢   Choose **File | Export Video** on the main menu to launch the Export Wizard.

This is the first dialog that appears:

ScreenCorder lets you chain several projects to create a single video. This dialog lets you choose whether to export the current screen recording only or whether to append other projects to it before creating the video.

Export current recording: Keep this option checked if you only want to export the current recording and proceed to Step 2.

Export multiple recordings: Check this option if you want to add other projects to your export. When you select this option a thumbnail preview of your current recording is added to the 'Add multiple recordings' area and the Add Recording button becomes active.

➢   Click **Add Recording** to select another project.

➢   Choose the project you want to add in the Open dialog.

A thumbnail preview of the project selected now appears to the right of the current recording thumbnail. You can change the order of the recordings by dragging and dropping the corresponding preview thumbnails.

➢   (optional) Click the thumbnail of the recording you wish to move and drag it to the desired point. A wide gray beam shows you the position where your recording will be dropped when you let go of the mouse button.
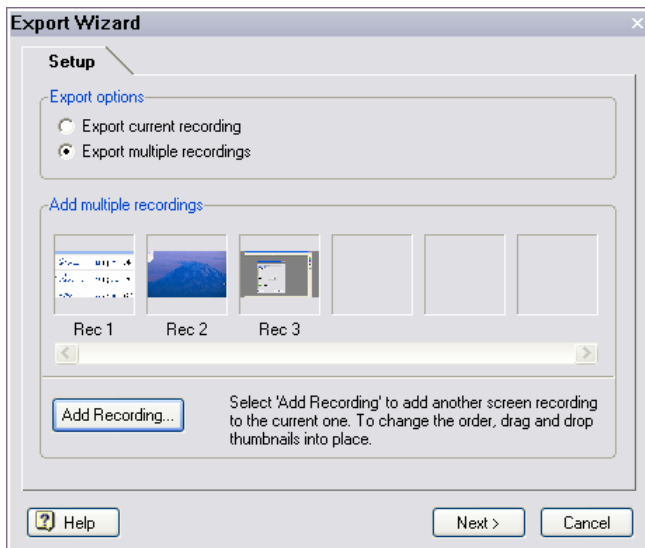
To remove a recording from the 'Add multiple recordings' area, select it and press Delete on the keyboard.

⚠ Chaining multiple projects is only possible when they share identical values for all the following:

•   Recording area size, for instance 640 x 480 pixels

•   Color, for instance 24 bit

•   Video settings

•   Audio settings

You can check the video and audio settings of an existing project by opening it and choosing **File | Properties** on the main menu.

➢ Click **Next** to go to Step 2 of the Export Wizard.

Creating a video - Step 2: Format

The second step of creating a video is to choose the video format required in the Format dialog.
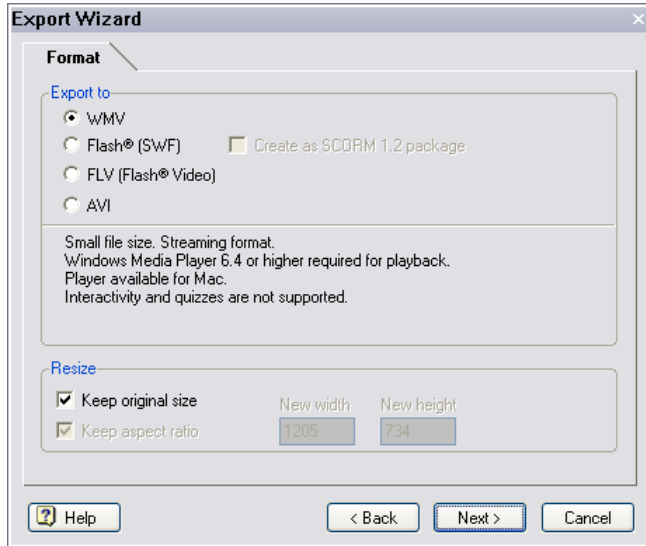
This dialog lets you select your desired video format. If necessary, you can also resize the recording before creating the video.

Choosing the video format

➢ Select the required video format: WMV, Flash (SWF), FLV or AVI.

The advantages and disadvantages of the different formats are described below. For specific questions, see also the "Questions and answers" topic.

WMV (Windows Media® Video)

WMV is a streaming video format with very good compression. It has gone from being a web format to being an all-round format that is equally suitable for web and full screen playback.

It has the following advantages:

- As a streaming format (meaning that the video data is downloaded while the video is being played back) it is ideal for web sites and multimedia presentations.

- The video file size is very small.

- The new Windows Media Video 9 codec is a good option for videos that contain a lot of photographic and webcam content, and it produces much smaller files than most AVI codecs. However the text of a typical screen is not quite as clear with this codec.

- You can assume that the required Media® Player (Version 6.4 and later) is available on all PCs.

However, compared to AVI it has two disadvantages:

- Color transitions, especially when recording photos, are simplified.

- WMV is a Windows-only format and is not immediately accessible on other platforms (although a Player/Plug-in is available for the Mac®).

Note also that the WMV format does not support ScreenCorder's interactivity and quiz features.

Flash® (SWF)

This format is also very suitable for the web and can be used on different operating systems. Its main advantages are:

- The required plug-in (Adobe Flash Player, version 8 and above) is available on most PCs and Mac computers.

- There is also a plug-in for Linux (though not yet widespread).

- This format is the only format that supports ScreenCorder's interactivity and quiz features. To find out how to add interactive objects and quizzes to your recording, see "Adding interactivity" and "Adding quizzes".

  This format also lets you create a SCORM 1.2 package to upload to a SCORM 1.2 compatible server (e-Learning Management System or LMS). Note that the SCORM package created can only be viewed from the SCORM server.

It has the following disadvantages:

- Larger file size than WMV export. The file size is greatly affected by the number of images: if the file contains many images or a constantly changing background, the file size can become very large.

- It is not a recommended format if your video contains webcam recordings as their content (high number of colors, changing graphics) has a significant impact on file size.

FLV (Flash® Video)

As for SWF, this format requires that the Adobe Flash Player (version 8 and above) is installed on the viewer's computer.

Exporting to FLV creates a SWF file and a FLV file. In the FLV export, the sole purpose of the SWF file is to load the FLV file into the Flash Player.

The main advantage of this export format over the Flash (SWF) export format is that the FLV file contains all the video information required (including any graphical objects you might have added), and can therefore easily be integrated as a standalone file into other Flash projects made with Adobe's Flash authoring environment. This cannot be done easily with the SWF export because, in that case, the video data is not held in a single file.

Other than that, this format has the same advantages and disadvantages as Flash (SWF), except for the following:

- It does not support ScreenCorder's interactivity and quiz features.

- Fade in/out effects are not recommended, as they increase the file size.

AVI (Audio Video Interleaved)

AVI is the right choice when the video needs to be of high quality, especially as regards colors.
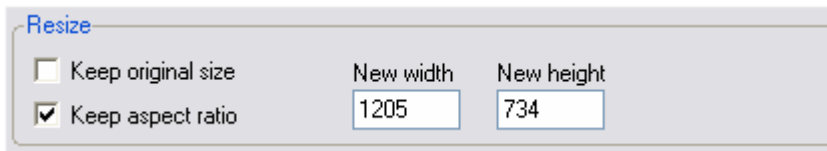
It is also a good format to use if you have included one or more webcam objects in your recording.

The disadvantage is that the file size of an AVI video can become very large, particularly compared to a WMV video. AVI is therefore only recommended for CD-ROM or hard disk presentations. Select this format if you intend to distribute your desktop recording to other operating systems or older PCs.

Note that the AVI format does not support ScreenCorder's interactivity and quiz features.

Resizing the recording (optional)

The Resize section of the Export Wizard Format dialog lets you resize your screen recording if necessary. You can choose whether to resize it proportionally (i.e. maintaining its X/Y aspect ratio) or not.

The 'Keep original size' option is checked by default, preventing you from resizing the recording.

➢ Uncheck 'Keep original size' to enable the resizing options.

You can go back to the size and quality of the original recording at any time by checking 'Keep original size' again, regardless of how many times you have resized the recording up or down. Even after you have created the video, you can use this option to restore the size and quality of the original recording before creating a new video, in the same format or in a different format.

The 'Keep aspect ratio' option is checked by default, meaning that when you change the Width value, the Height value is modified automatically. Conversely, any change you make to the Height value modifies the Width value automatically.

➢   (optional) To be able to modify the Width and Height values independently from each other, thereby squeezing or stretching the recording, uncheck 'Keep aspect ratio'.

➢   Enter the new width and/or height values.

 Resizing a recording alters its quality and appearance and increases file size. Text in particular may appear distorted when scaled. Resizing by more than 25 - 33% is not recommended, although this figure depends on your content. You should only resize the recording if you have recorded a large area (e.g. 1280 x 1024 or larger) which you need to reduce to a smaller video size (e.g. 640 x 512) or if general meaning is more important than perfect quality during playback.

Be particularly careful when resizing recordings of application windows, since user interfaces always look better in their original size than when scaled, and the compression codecs are optimized to give the best possible quality when working with unscaled recordings. Although ScreenCorder lets you resize the recording at this stage, we recommend that you always record using the correct size from the start, as this will give you the best quality.

➢   Click **Next** to go to Step 3 of the Export Wizard.

Creating a video - Step 3: Compression Settings

The third step of creating a video is to choose the necessary audio and video settings in the Compression Settings dialog.
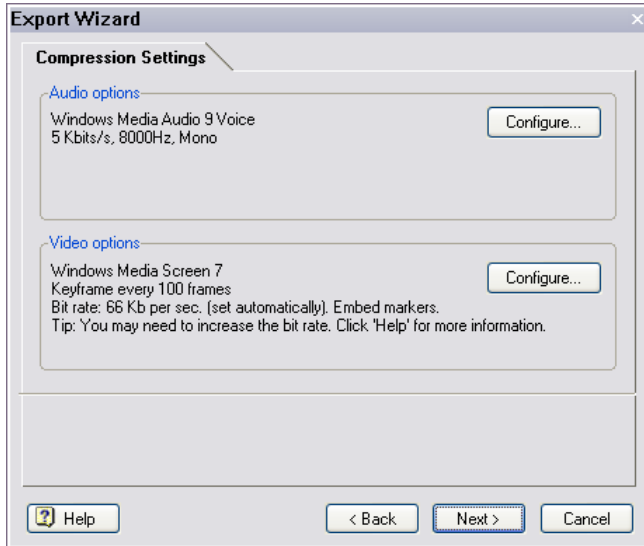
The Compression Settings dialog shows the currently selected audio and video codecs and other relevant options. Its contents differ according to the video format you chose in the previous step. The above dialog shows the settings applicable to the WMV video format.

 If you have chosen to create your recording without sound (see "Defining the audio and mouse settings"), the audio options are grayed out.

➢ Click the relevant **Configure** button to select a different codec or make other changes to the audio and video output settings.

The settings dialogs you then obtain also differ according to your chosen video format and are all described below.

➢ Once you have finished reviewing the audio and video settings for your chosen video format, click **Next** to go to the last step of the Export Wizard.

WMV format

Audio options

The default audio codec is Windows Media Audio 9 Voice, which is recommended for speech and produces small file sizes. Using the Format drop-down list, you can choose between different KHz formats. The Kbits/s numbers tell you how much space each format takes up per second of recorded sound.

The codec Windows Media Audio 7 is suitable for high quality sound.
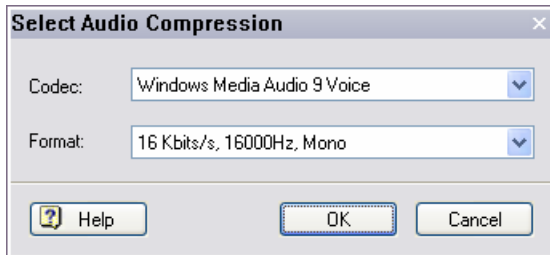
Video options
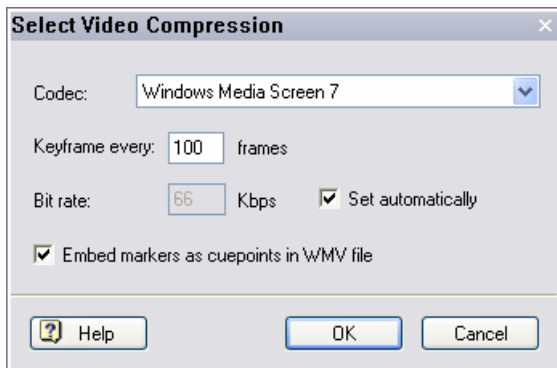
Codec: Choose between Windows Media Video 9 and Windows Media Screen 7.

- Windows Media Video 9 produces good results when your recording includes photographic images and webcam content, but is less crisp for text and lines.

- Windows Media Screen 7 is well-suited to typical screen recordings (not too many colors, gradients or photographic images).

Keyframe every: Specifies how often a full picture (keyframe) is saved. Normally only changes from one frame to the next are saved, thereby minimizing the file size. Fewer keyframes (e.g. every 30 frames) makes the video file size smaller, but slows the navigation during playback. More keyframes gives better quality and faster navigation, but also increases the file size. If navigation precision is not important, a keyframe every 10 seconds or so should be sufficient.

Bit rate: Indicates how many kilobits the file takes up per second of recorded video. By default, ScreenCorder suggests the best bit rate value automatically. This suggested bit rate depends on the size of the recording area (resolution), its content, and how often large parts of the recording area change. The suggested bit rate is not necessarily the best value in all situations, but can be used as a starting point. To enter your own value, uncheck the option 'Set automatically'.

⚠ If the bit rate is set too low, the resulting video may just show a black screen, as it is simply not possible to save all the data. Unless you are using Media Player 9 or above, too high a bit rate will give you unnecessary large video files, since even data that has not changed is saved in the video. If you are using Media Player 9 or above, you may enter a higher bit rate, since Media Player 9 only saves the changed data (giving you in effect a variable bit rate). Please see the paragraphs related to the Media® Player and WMV videos in "Questions and answers" for more information.

Embed markers: When this option is checked, all the markers you might have added to your recording are exported to the WMV video as cue points. Cue points are a standard feature of WMV files. In some programs such as MatchWare Mediator, you can use them to trigger specific actions during playback. To find out how to add markers to your recording, see "Using markers".

Flash® (SWF) format

Audio options

If you have selected the Flash format, clicking the Configure button (Audio) opens the following dialog:

**Channels:** Choose between Mono (one channel) and Stereo (two channels).

✐ If the recording was made without sound the Channel settings are grayed out. If the recording was made in Mono (default), Stereo is grayed out.

Audio compression: Here you set the compression level of the audio output. Higher compression gives you a smaller file, but a lower sound quality.

The default settings (Mono, Compression 1:11) give you a good combination of size and quality when you are working with speech only or if medium-quality music is acceptable. If file size does not matter or if you need more sounds or high-quality music in the video, you should choose a lower audio compression and possibly also select the stereo mode. Only select stereo however when this gives a genuine advantage, since stereo not only generates twice the amount of data but also demands twice as much computer power during playback. If file size is unimportant a ratio of 1:4 will give a satisfactory level of sound quality.

Video options
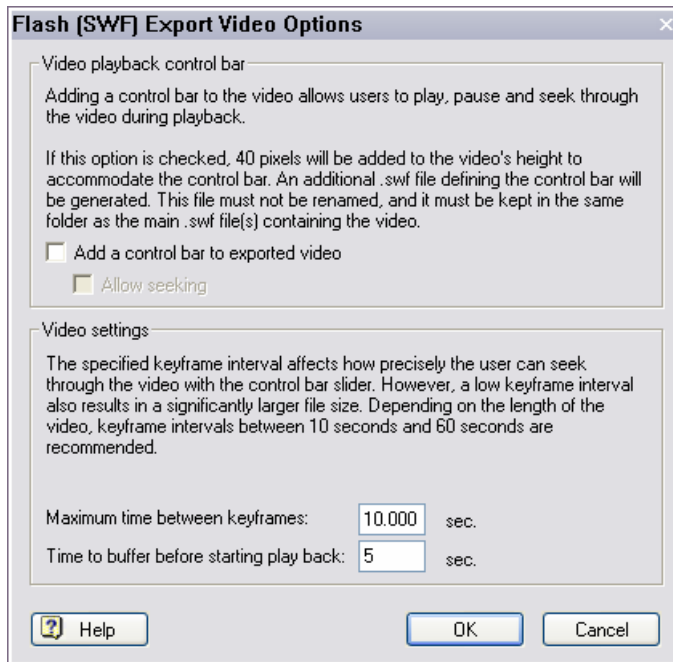
Add a control bar to the exported video: Check this option to include a standard control bar in the video. This choice depends on how you intend to use the exported SWF file:

- If you wish to use the SWF file as is on a web site or publish it with the Web Builder, we recommend adding the control bar.

   The control bar is placed in a separate SWF file. This file must not be renamed after export and must reside in the same folder as the video SWF file.

- If you intend to use the SWF file in a multimedia program that has its own control bars (such as MatchWare Mediator), you can uncheck this setting and include your own control bar in the program in question.

Allow seeking: If this option is enabled, the viewer will be able to navigate between keyframes within the video.

Maximum time between keyframes: This option specifies the maximum gap between 2 keyframes. The smaller the time interval, the smaller and more precise the steps when seeking through the video, but the larger the file size. The default of 10 seconds is a good compromise for most videos.

Time to buffer before starting playback: This option specifies how much of the video (in seconds) has to be downloaded before it can start playing. The best value to choose depends on the bit rate of the video, the speed of the user's connection and the length of the video: if the video is played from a local source, a small buffer should be sufficient; if it is played over the Internet, you should increase the buffer if it is likely that the bandwidth of the user connection will not be sufficient compared to the bit rate of the video. On the other hand, a bigger buffer means that the user has to wait longer for the video to play. If the buffer is too small, the video may stop during playback, restarting only once enough data has been downloaded.

SCORM manifest settings

This dialog is only available if you have selected the option 'Create as SCORM 1.2 package' in the previous step of the Export procedure. It lets you enter information that the SCORM e-Learning Management System can use to categorize the course.

Course title: The name of your course.

Course description: The description of your course.

Movie title: Enter a title, which can be the same as the course title.

Comma separated keywords: This field lets you enter keywords that users of the e-Learning System can search for when looking for particular courses. Keywords can include spaces.

Manifest identifier: This string uniquely identifies the course to the e-Learning System. It should be changed every time a new course is created. The Manifest ID has no specific format In SCORM 1.2 but it cannot be blank and must not contain spaces.

These variables may be used in different ways on different e-Learning Systems, and may not be implemented on all of them.

FLV (Flash® Video) format

The audio and video options applicable to the FLV (Flash® Video) format are identical to those described above for the Flash® (SWF) format, apart from these two differences in the video settings:

- There is an additional option, namely 'Disable fade in/out on objects to reduce file size'.

- The 'Time to buffer before starting playback' option is not available.

AVI format

Audio options

If you have selected the AVI format, clicking the Configure button (Audio) opens the following dialog:
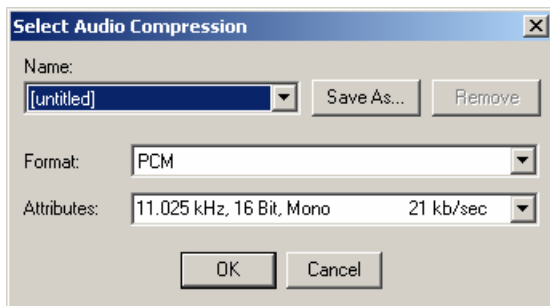
Name: The Name field lets you select the quality by type. Each of the options automatically selects a different bit rate in the Attributes field.

The available options are:

- None

- CD = 172 Kb/sec

- Radio = 43 Kb/sec

- Telephone = 21 Kb/sec

CD gives the highest quality, Telephone the lowest. The better the quality, the larger the file becomes.

Format: This is where you select the actual codec. All the codecs installed on your PC are listed, and you can select any one of them.

However, some of the audio codecs may not be compatible with the video codec selected. You also need to choose the codecs that are the most likely to be available on the viewers' computers.

PCM (uncompressed audio) and Microsoft ADPCM (lightly compressed) are the only AVI audio codecs that can be expected to be installed on all Windows computers. With both these formats you can set and change the quality level of the recorded audio.

Just try different options to see which combinations of audio and video codecs are available.

Attributes: Select the audio output quality in KHz or Kb/sec.

Depending on the codec selected in the Format field you may choose between 8, 11, 22 and 44 KHz. 44 KHz gives the highest sound quality and 8 KHz the lowest. However 44 KHz also uses four times as much space as 11 KHz and twice as much as 22 KHz. If you do not want to compromise quality for size, experiment to find out which setting is best for you.

Some of the codecs (such as ADPCM) only allow one quality option.

Video options
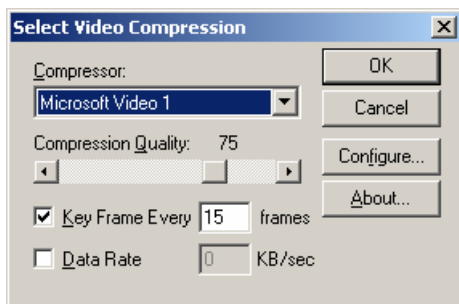
Compressor: Select your preferred codec from the list. Clicking the Configure button on the right gives access to more options for the selected codec.

The default codec is Microsoft Video 1. Although it may not give you the best level of compression, you should not change it without a good reason, as 'Microsoft Video 1' and 'Uncompressed, Full Frames' are the only AVI video codecs that can be expected to be installed on all Windows computers.

The MatchWare Screen codec is an internal codec used by ScreenCorder when creating the recording. It offers a good level of compression, but is only available on computers on which ScreenCorder is installed. You should therefore only choose it if you intend to play back the exported video on your own computer, or on computers where ScreenCorder has been installed.

Keyframe every: Specifies how often a full picture (keyframe) is saved. Normally only changes from one frame to the next are saved, thereby minimizing the file size. Fewer keyframes (e.g. every 30 frames) makes the video file size smaller, but slows the navigation during playback. More keyframes gives better quality and faster navigation, but also increases the file size.

Data rate: Indicates how many kilobytes the file takes up per second of recorded video.

If you do not have any AVI codecs installed or if the codecs installed are not compatible with your recording (colors, window size) the entire dialog - except the Compressor field - is grayed out, and the 'Uncompressed, Full Frames' codec is automatically selected. This codec will create a very large file, and is therefore not recommended.

Creating a video - Step 4: Destination

The last step is to choose the path and file name of the exported video.
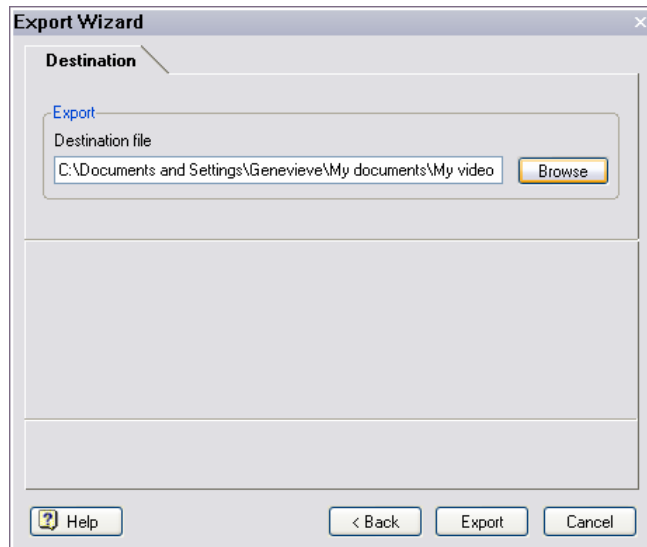
Destination file: Enter the complete path and file name or click the Browse button to select a folder on your computer.

➢ Click **Export** to create your video file.

When export is complete the following dialog appears:
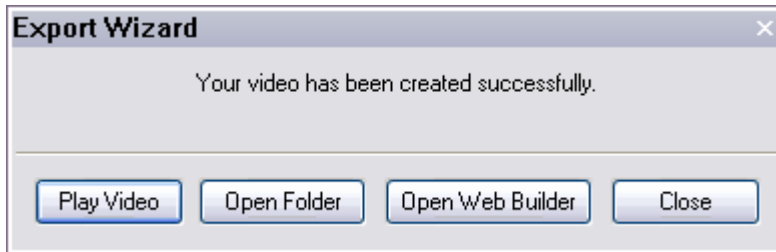
➢ Click **Play Video** to open the video in the built-in player.

When exporting to SWF with the SCORM packaging option selected, the video cannot be viewed immediately at the end of the export. It must first be uploaded to a SCORM 1.2 compatible e-Learning System and viewed from the SCORM server.

ScreenCorder also includes a Web Builder, which lets you quickly create a web site to present your videos. See the topic "Web Builder" for more information.

You must close the Player before you can continue working in ScreenCorder.

Creating a website

Web Builder

The Web Builder is a separate utility, programmed for use with ScreenCorder. Its purpose is to help you create a web presentation environment for one or more videos in a few minutes only, complete with navigation, design (using the predefined templates included), title, description and so on.

Starting the Web Builder

You can open the Web Builder in two different ways:

- Choose **File | Open Web Builder** in the ScreenCorder main menu.

- Click **Open Web Builder** in the Export Wizard dialog at the end of an export.
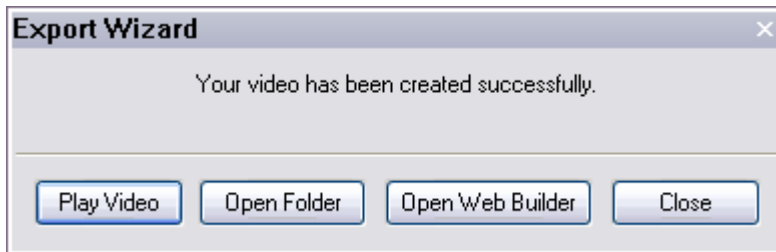
The following dialog appears:

Step 1: Create Project
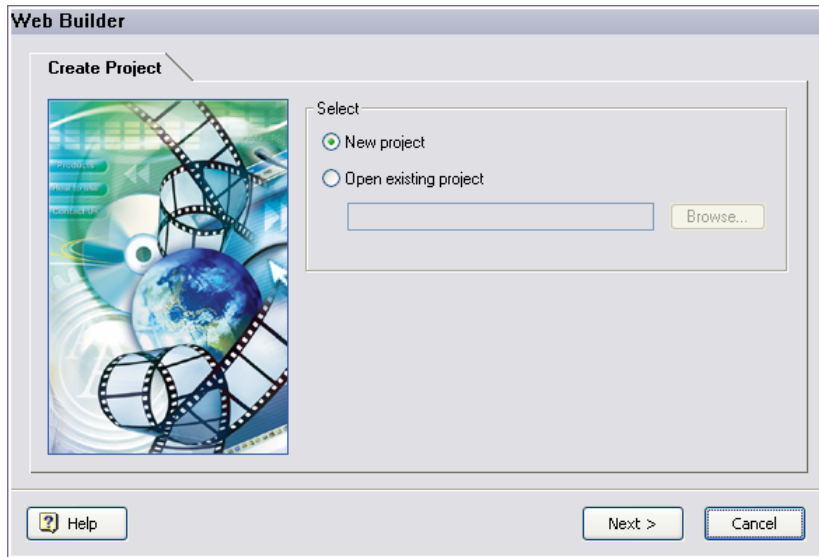
In this first dialog you can choose between creating a new project or opening up an existing project.

New project

➢ Select this option if this is the first time you are creating a web site for your video(s) or if you wish to create a whole new environment.

Open existing project

➢ Select 'Open existing project' if you have already created a web site and saved the corresponding project and want to:

- add more videos to the web site
- make other changes to the web site, such as editing the title page
- edit the web site to create a presentation

➢ Enter a path and file name or click the Browse button to select an existing project (extension .wbp) on your hard drive.

➢ Click Next.

Step 2: Template Size
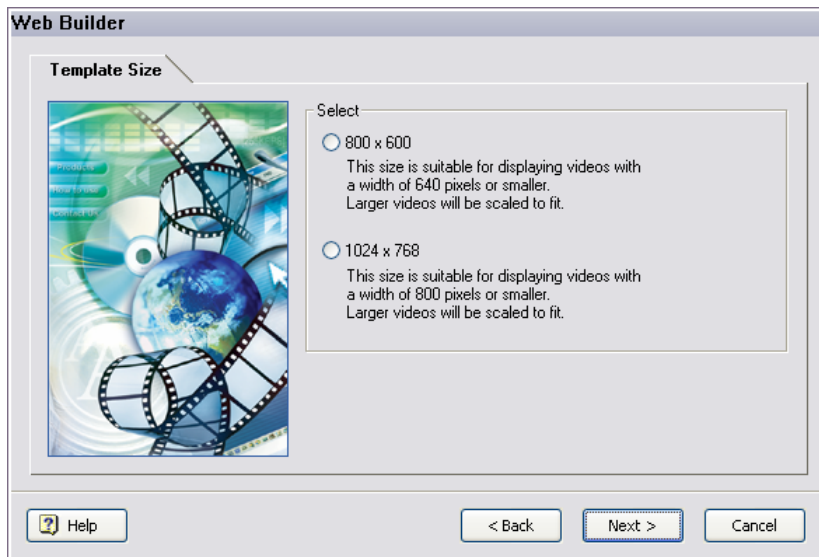
You have two different sizes to choose from for your web site: 800 x 600 and 1024 x 768.

The templates are optimized for different video sizes. Read the text shown under each choice to find out what template size to choose for your video. The template size determines the size of the web pages.

- If you choose a web site of 800 x 600, the maximum video width will be 640.

- If you choose a web site of 1024 x 768, the maximum video width will be 800.

If the selected video is larger than the maximum values it is scaled to fit the video frame. If it is not as wide as the video frame it is centered inside the frame. This means that a good display is guaranteed as long as the video width is less or equal to the maximum width possible.

When working with videos showing an application's user interface, make sure the videos do not need to be resized, as this leads to a dramatic loss in quality. Instead, you should choose to create the recordings from a smaller capture area.

If you are editing an existing project: If you select a new size for your web site, you will need to choose a template in Step 3 again. Changing the size has no other consequences on the rest of the project.

➢ Choose the desired template size and click Next.

Step 3: Select Template Style
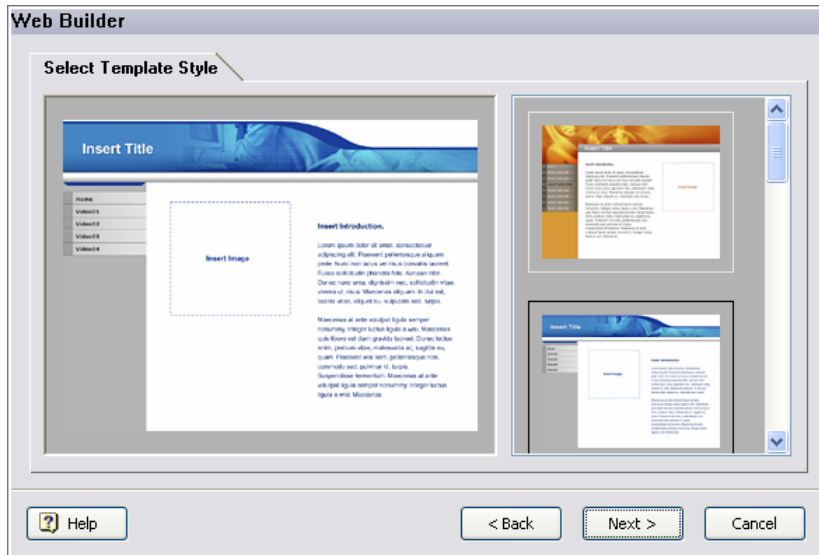
You can choose between 5 different templates for your web site. When you click a template on the right of the dialog, a preview of it appears on the left.

All templates have an identical layout, in the sense that they have a large area available for the video and the accompanying text.

If you are editing an existing project: If you changed the template size in Step 2, you must choose a template again. If you did not change the size in Step 2, the previously selected template is displayed on the left part of the dialog. You are free to keep it or to select a new one.

➢   Choose the desired template and click Next.

Step 4: Customize Title Page
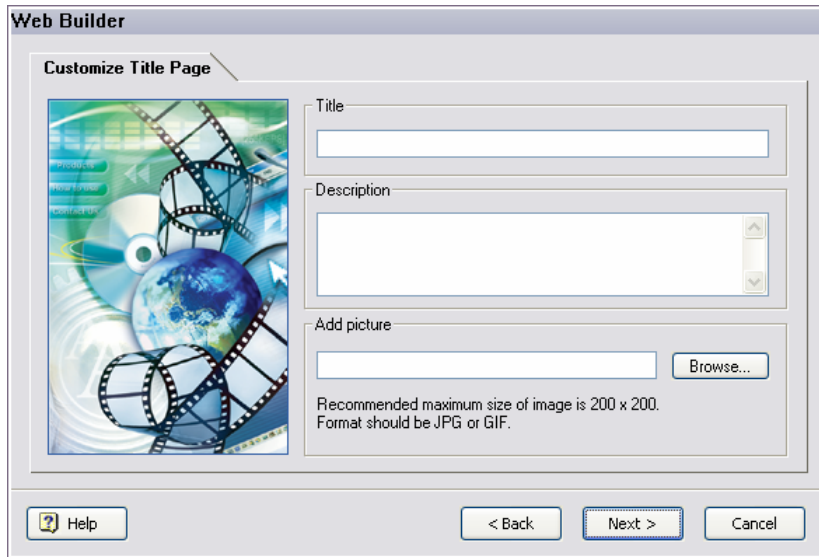
This dialog lets you design a title page for the web site.

Title: (required) Enter a title that will appear in the title bar on all the pages of your web site.

Description: (optional) Enter a description for the web site. The description will be placed on the right part of the home page.

Add picture: (optional) Enter a path and file name or click the Browse button to select a picture from your hard drive. The picture will be placed on the left part of the home page, next to the description text. JPG and GIF images are supported.

If you are editing an existing project: You are free to change the title and/or the description of your project and to select a new image, or you can leave everything as it is.

➢ Click Next.

Step 5: Add Video Files
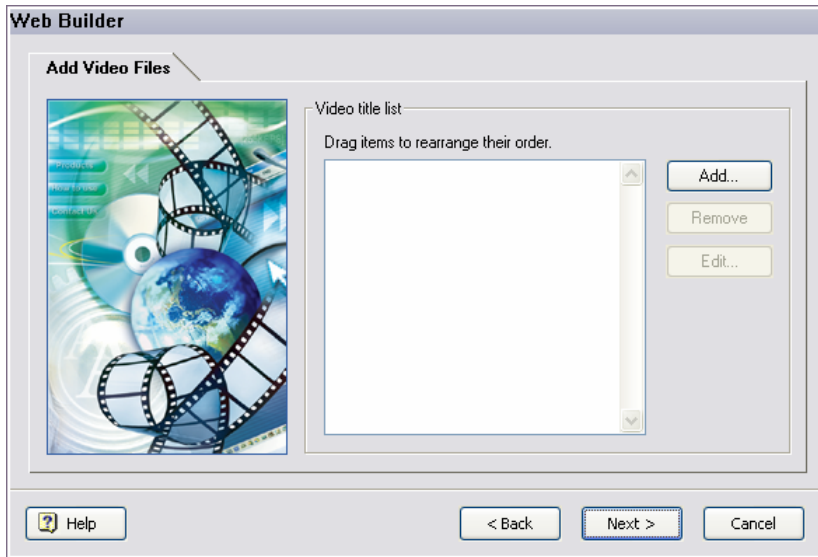
This dialog lets you add the actual content to the web site, in other words the videos.

➢   Click the Add button.

The following dialog appears:
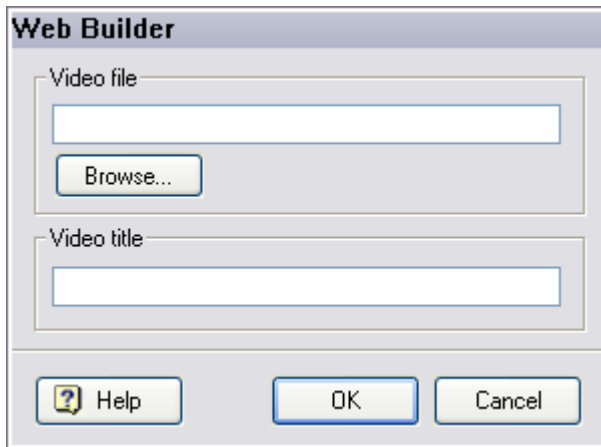
Video file: This allows you to choose the video to add.

➢   Enter a path and file name or click the Browse button to select a video file from your hard drive.

All four ScreenCorder export formats are supported (WMV, Flash, FLV and AVI).

Video title: This title will be inserted on a button in the menu bar that is automatically generated for your web site. Therefore you should not make the title too long.

➢ Enter a title for the video and click OK.

You are back in the Add Video Files dialog. Its video list now contains the selected video.

➢ Click Add to select another video by repeating the steps above.
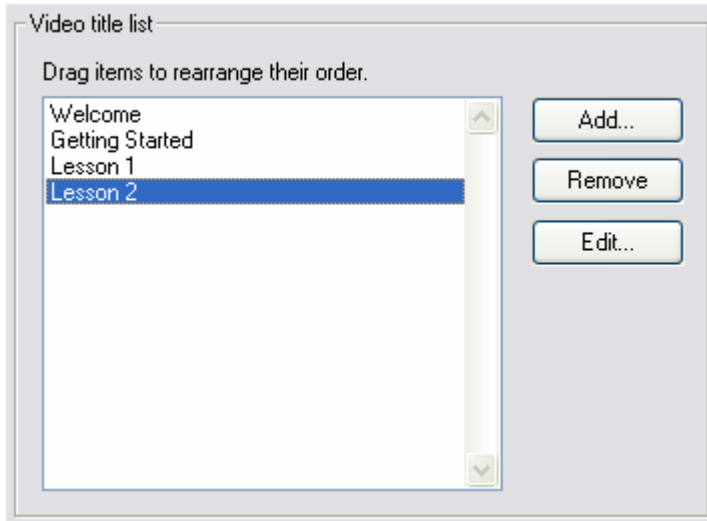
To delete a video from the list, select it and click the Remove button. To re-arrange the selected videos in the list, select a video and drag it up or down as required.

If you are editing an existing project: The videos you have previously selected are shown in the list. You are free to add more videos as described above or to delete existing videos from the list. You may also change the video titles.

➢ Click Next once the list is complete and ordered to your satisfaction.

Step 6: Save Project
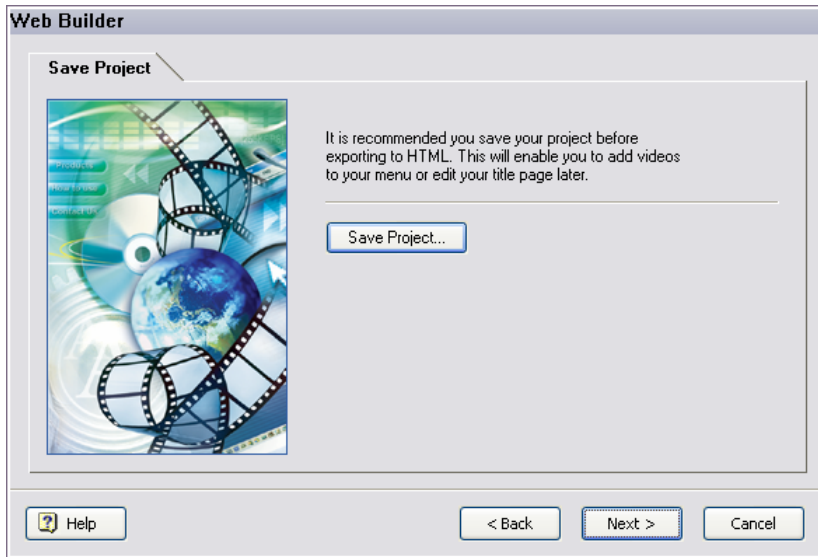
This dialog serves only one purpose: making sure that you save your project and all its settings before creating your web site. This will enable you to re-open the project later and make changes to it as described in the steps above.

➢ Click Save Project to save your settings in a Web Builder file (*.wbp).

➢ Enter a folder and file name for the Web Builder project in the Save dialog that appears and click Save.

If you are editing an existing project: If you do not want to replace your old project with the new project, make sure you choose a different file name for the new one.

➢ Click Next.

Step 7: Create Website
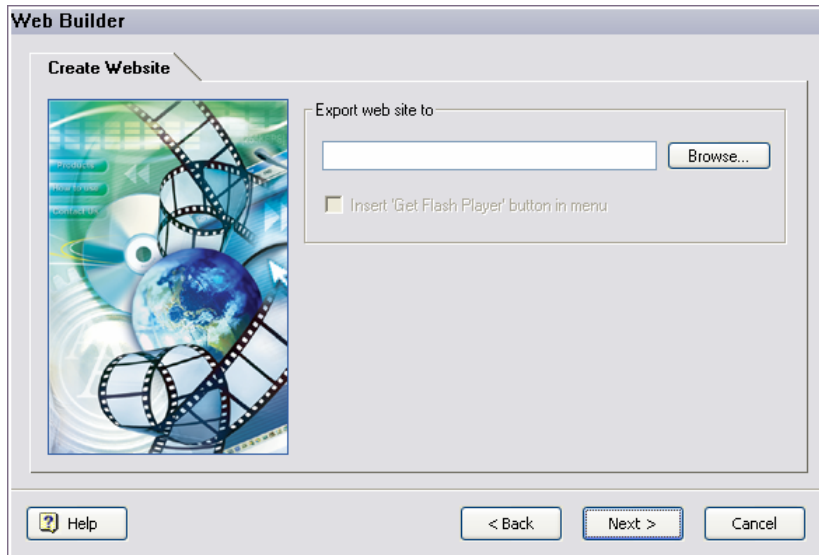
➢ Enter a path for your web site or click the Browse button to select one.

Since the exported HTML web site will contain many different files, it is recommended that you export to an empty file folder. You can create a new file folder by clicking the New Folder button in the bottom right corner of the Browse dialog.

You are now back in the Create Website dialog.

Insert 'Get Flash Player' button in menu: This option, which is selected by default, is only active when your Web Builder project contains Flash videos. If this is the case, Web Builder automatically inserts a 'Get Flash Player' button in the menu of your web site. This button will allow the users of your site to download the Flash Player software from the Adobe download center. Uncheck this option if you do not want a 'Get Flash Player' button to be inserted in the menu of your web site.

➢ Click Next to start the HTML export.

The web site is created and the following dialog appears:
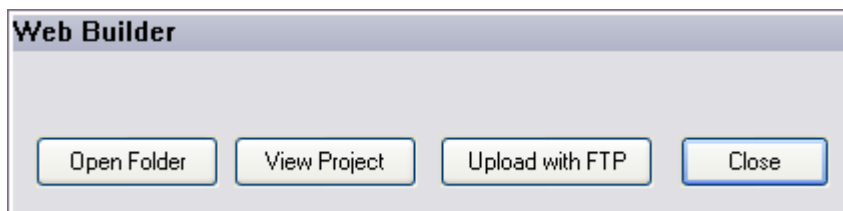
You now have the following options:

- Click **Open Folder** to open the folder containing all the exported files and videos.

  The file 'index.htm' is the start page for the entire web site.

- Click **View Project** to view the completed web site in your default browser.

- Click **Upload with FTP** to start the FTP Upload Manager. This will help you upload your exported HTML video presentation to the web. See "FTP Upload Manager" for more information.

- Click **Close** to close the dialog.

FTP Upload Manager

The FTP Upload Manager allows you to transfer your video presentations to the web as quickly and effortlessly as possible.

Starting the FTP Upload Manager

Once the Web Builder has finished exporting your video presentation to HTML, the following dialog appears:
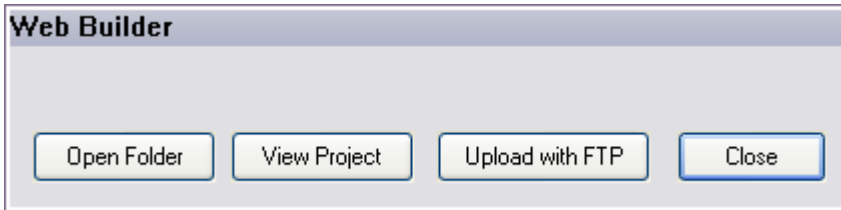
> ➢ Click 'Upload with FTP'.

The FTP Upload Manager dialog appears:
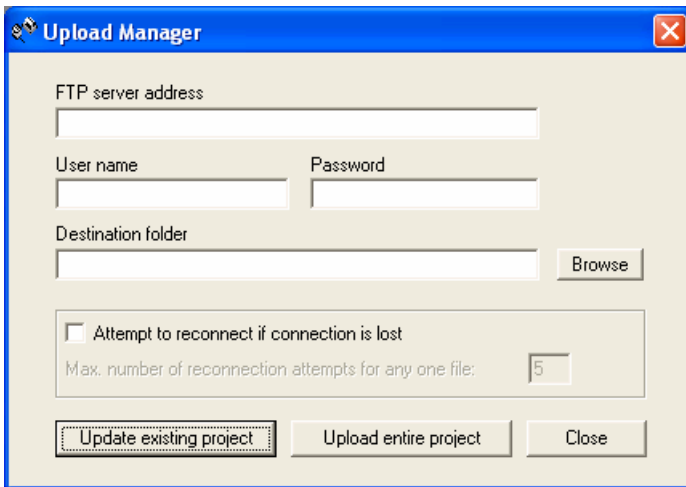
> ➢ In the 'FTP server address' field, enter the FTP upload address that you have received from your Internet Service Provider (ISP).

> ➢ Enter your user name and password in their respective fields.

If you do not have an FTP address, user name or password or have lost them, contact your ISP.

➢ Clicking the Browse button next to 'Destination folder' will connect you to the Internet. Once online, search for the remote folder you wish to upload your presentation to.

➢ Select the folder required and click OK to return to the Upload Manager dialog.

If you would like to upload the presentation to a new folder, click New Folder to create a new remote folder on the server. Click OK to return to the Upload Manager dialog.
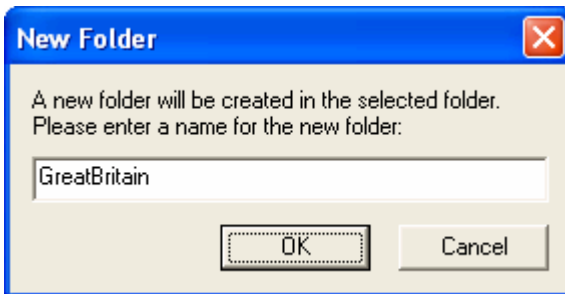
To quickly create a new remote folder enter a forward slash and the name of the new folder in the Destination folder field.

If your Internet connection goes down often, you are advised to check the option 'Attempt to reconnect' in the Upload Manager dialog to ensure a successful upload.
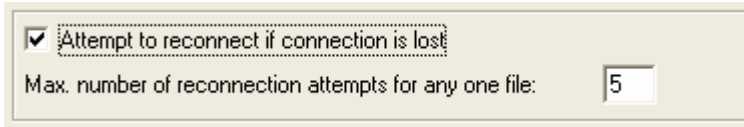
You can also set the number of reconnection attempts you want the Upload Manager to perform for a given file. If upload is still unsuccessful after this number of attempts, it is cancelled.

Uploading your presentation

➢ If you are uploading your presentation for the first time, click **Upload entire project** to connect to the FTP server and upload all the files.

You can follow the progress of the upload in the Upload Manager dialog.
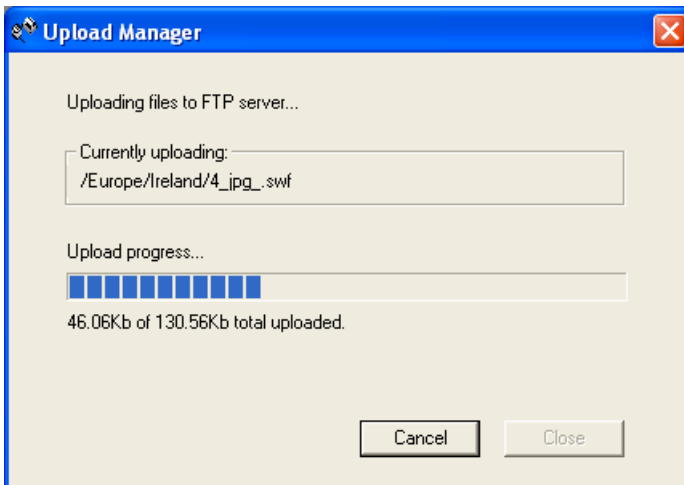
If upload is completed successfully, the following dialog appears:
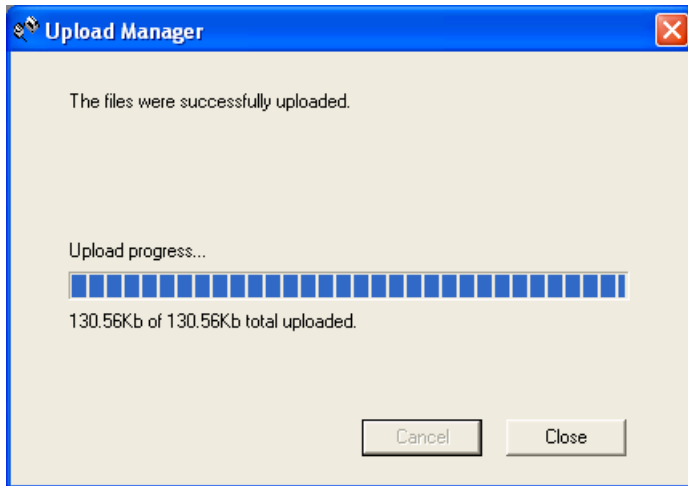
> Click Close to return to ScreenCorder.

The FTP Upload Manager remembers your FTP address, Username, Password and Destination. If you make changes to your presentation and would like to upload it again, click **Update existing project** to upload only the files that have changed since your last upload.

Exporting snapshots

Once you have created a desktop recording, ScreenCorder lets you capture snapshots of some of its frames during the editing phase. You can then choose to export all the snapshots selected, either as image files in the folder of your choice, or embedded in a preformatted Microsoft Word document.

Defining snapshot points

To identify the frames to capture, you need to set snapshot points while viewing the recording:

➢ Browse through the recording, and whenever you want to take a snapshot, press **Alt + S**.

You can also choose **Edit | Snapshots | Add to Current Frame** or right-click the visual display and choose **Add Snapshot to Current Frame**.

A snapshot symbol appears on the visual display.
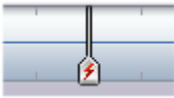
➢ Continue setting snapshot points by navigating through the recording and pressing Alt + S whenever you want to take a snapshot.

You can redefine the key combination used to add a snapshot point to your own choice of keys with the **Options | Shortcut Keys** command. See "Customizing ScreenCorder" for more information.

Listing all snapshot points

➢ To list all the existing snapshot points, choose **Edit | Snapshots | List Snapshots**.

This displays a dialog listing all the existing snapshot points with their exact position on the track.
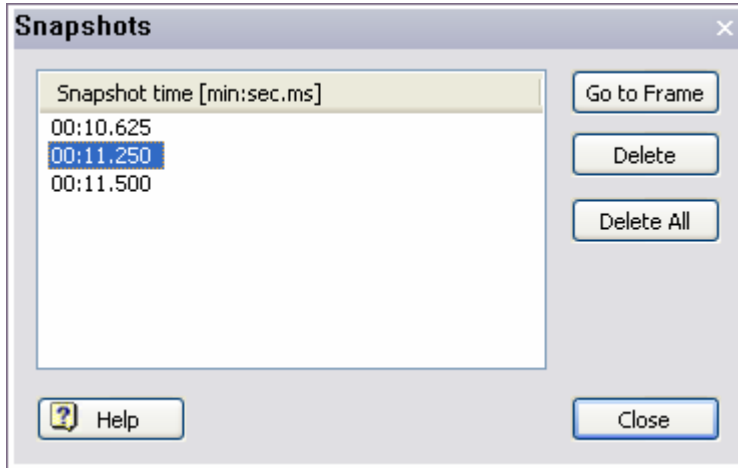
Going to a snapshot point

You can go to a particular snapshot point, thereby locating the corresponding frame of the recording, in different ways:

- Select the required snapshot point in the Snapshots dialog shown above and click the **Go to Frame** button.

- Use the slider and the visual display to browse through the recording and locate the snapshot point.

Exporting the snapshots

➢ Once you have set all the required snapshot points, choose **File | Export Snapshots** on the main menu.

You now have two options:

- Choose **To Folder** to export the snapshots as a series of image files in the folder of your choice.

- Choose **To Microsoft Word** to embed the snapshots into a preformatted Microsoft Word document, ready for you to enter suitable headings and descriptions.

Deleting a snapshot point

If you set a snapshot point by mistake, you can delete it in different ways:

- Choose **Edit | Snapshots | List Snapshots** on the main menu, select the snapshot point to delete and click the **Delete** button.

- Right-click it on the visual display and choose **Delete Snapshot** in its local menu.

You can also delete all the snapshot points in one go by choosing Edit | Snapshots | List Snapshots and clicking the Delete All button.

Customizing ScreenCorder

The Options menu lets you change some of ScreenCorder's default settings and recording options.
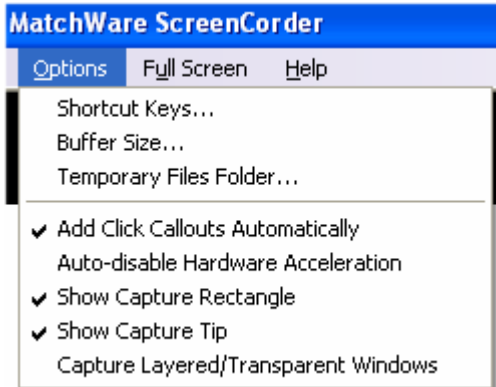
Shortcut keys

The Shortcuts dialog allows you to redefine the default shortcut keys or key combinations used by ScreenCorder for some of its actions.

➢ Click the field corresponding to the shortcut key you want to redefine.

➢ Press the new key or key combination you wish to use (e.g. Ctrl + E).

Start Recording key: The Start key is the key you press to start recording.

The default Start key is **F2**.

Pause Recording key: The Pause key lets you pause the recording at any time. During the pause the recording is frozen on the last frame recorded and you may display another window, change the background or simply take a break.

The recording is paused until you hit the Start key again.

The default Pause key is **F3**.

Stop Recording key: The Stop key is the key you press to stop recording. When you start recording, ScreenCorder disappears to make way for the window or area you are recording from. Since the ScreenCorder control bar is no longer visible, the only way to stop recording is therefore to press the designated Stop key.

By default the Stop key is set to **Esc**.

Add Marker key: The Marker key lets you set a marker on the current frame of your desktop recording, either during the actual recording or later on while editing it.

The default Marker key is **Alt + M**.

For more information about markers, see "Using markers" in the chapter "Enhancing a recording".

Add Snapshot key: The Snapshot key lets you set a snapshot point on the current frame of your recording.

The default Snapshot key is **Alt + S**.

For more information about snapshots, see "Exporting snapshots".

Buffer Size

During the recording, ScreenCorder saves temporary files on the hard drive. The Buffer Size dialog lets you modify the amount of RAM (in MB) available to ScreenCorder while recording.
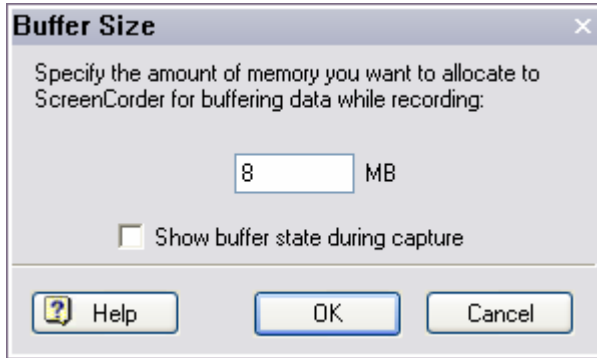
You can visualize the current buffer status during recording (unless you are recording Full Screen) by checking 'Show buffer state during capture'.
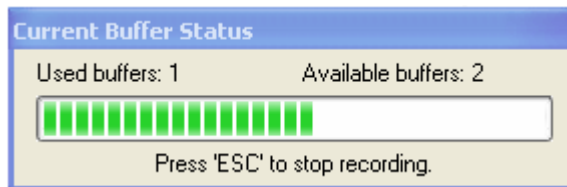
The buffer size is sufficient if the usage bar never comes close to the maximum, i.e. the right side of the dialog. If the usage bar is constantly across the middle or nearing the maximum, allocate more RAM to ensure a more fluid recording.

In general you should never allocate more than 50% of your RAM to the buffer.

Temporary Files Folder

During the recording, ScreenCorder creates one or more temporary files. These files can become very large when the recording area is big and the level of quality required high. If you have several hard drives or partitions on your computer, this command lets you choose the largest one for the storage of these files, thereby giving you as much space as possible.

Notes:

- You should always select a local hard drive, so that the temporary data is not sent across the network for storage.

- You must close ScreenCorder and restart it to activate the new setting.

Add Click Callouts Automatically

This option customizes ScreenCorder so that it automatically adds callouts pointing to the different menus, commands and buttons you select while making your recording. These callouts appear on the recording slightly before you actually click the menu or button and disappear shortly afterwards.

Auto-disable Hardware Acceleration

This option automatically turns the hardware acceleration off when ScreenCorder is recording, giving you more computer power for the recording.

Important: In the unfortunate event of a computer crash during recording while this option is enabled, you may receive an error message from your graphics card when restarting the machine. This is due to the fact that the crash prevented ScreenCorder from resetting the hardware acceleration parameter to its previous value. In that case, you should reset it manually yourself, as described in the topic "Setting up the environment".

When set, this option may cause system crashes if your PC does not allow third-party applications to alter the hardware acceleration setting. If this is the case, hardware acceleration should be turned off manually. Please see "Setting up the environment".

Show Capture Rectangle

This option causes the display of a red frame around the capture area during recording (unless you are recording Full Screen). The frame flashes during recording, and stays visible when the recording is paused. The frame is of course not visible in the final video. You are free to disable this option.

Show Capture Tip

When you are setting up a new recording, ScreenCorder displays a Capture Tip dialog whenever the Width or Height values you have defined for the recording area are not divisible by 4.

➢ To always skip this tip, uncheck this option or check 'Don't tell me again' in the Capture Tip dialog.

Capture Layered/Transparent Windows

This option is unchecked by default, which means that ScreenCorder only records the standard content on the desktop, ignoring other content such as the Microsoft Agents (small help icons that appear now and then).

➢ To record everything that is displayed on the screen, check this option.

 Activating this option slows the recording performance significantly. You should only activate it when really necessary.

Support

Questions and answers

Does it matter which version of Media Player I have on my computer?

ScreenCorder automatically makes use of the resources available on your computer. For this reason, you are advised to install Media Player 9 or later if you only have versions 6.4 or 7.0, because of the significant improvements made in Media Player 9 when it comes to handling screen videos.

With versions prior to Media Player 9, you had to make sure that the bit rate you specified when exporting was large enough to accommodate all the peaks in your data stream, while staying sufficiently low to keep the file size to a minimum. This is because the same amount of data was always written to disk, regardless of whether this data had changed or not. Determining the optimum bit rate usually involved trial and error.

With Media Player 9, only the changed data is written to disk. This means that you are free to choose a bit rate that is large enough to accommodate all the peaks in your data stream without worrying about file size. In other words, the same recording will always produce the same file size, regardless of whether the bit rate chosen is 120 Kbits/s or 1 Mbits/s. Videos created in this way can still be viewed with Media Player 6.4, but the end user will also benefit from installing Media Player 9.

Can I edit exported ScreenCorder videos?

ScreenCorder videos can be edited in video editing programs that support the appropriate file type. In other words, you can normally use any video editing program to edit an AVI video, but WMV videos can only be edited in video editing programs supporting WMV import/export.

You need however to make a careful note of the exact parameters of the video (size, width, height, codec, number of frames per second and so on) when recording and exporting it in ScreenCorder, as you must use these same values to save the video in the video editing program. If you use other values, the video will have to be re-calculated, resulting in quality loss and large increase in file size.

A good solution is to use AVI with PCM (uncompressed) audio and Full Frames (uncompressed) video when exporting from ScreenCorder. This prevents the quality loss that would otherwise occur if the data was being compressed twice (once when exporting from ScreenCorder, and a second time when exporting from the third-party video editor).

Can I record WAVe sounds that are played back during recording?

The answer to this question depends on the sound system installed on your computer. On newer computers, the sound system often allows several sources of sound to be recorded at the same time. In that case, you don't need to choose between for instance Microphone or Line In, but can select both.

In addition, some newer sound systems offer an audio source such as stereo mix that allows the recording of all the sounds played by the computer.

If you have such a sound system, just select the sound source required and mute all the unwanted sources.

If on the other hand your sound system only allows the recording of one sound source at a time, here are some workarounds:

- Set the loudspeaker so loud that the microphone picks up the sound.

- Do not plug the microphone directly into the soundcard, but use the Mixer Line In. In the Mixer you can then switch on the computer sound output.

- Record all sound (speech and sounds) via an external recorder (Computer Out → Recorder). Put the mixed sound onto the recording later.

Can I edit the sound in ScreenCorder videos?

You can already edit sound from within ScreenCorder (see the topic "Editing a recording").

If you wish to edit the sound track with sound effects or other special features, you must open the exported video in a video editing tool or in a sound editor that can also edit video sound. There are a number of suitable programs available, including some that can even edit WMV sound.

Can I export ScreenCorder recordings to QuickTime®?

It is not possible to export directly to the QuickTime format (*.MOV). You can however export to AVI and then export the ScreenCorder AVI to MOV in a video editing tool that supports QuickTime. Converting to QuickTime however is not really necessary, since most Mac® computers now support AVI videos and a Windows Media Player capable of playing WMV files is available for the Mac.

If you intend to convert a ScreenCorder AVI, make sure that you use a codec that is optimized for .MOV conversion. Otherwise the result may not be satisfactory and the file size may become very large.

Can I export ScreenCorder recordings to DVD?

You cannot export to DVD directly from ScreenCorder. You can however export your recording to AVI (choosing codecs with low compression or no compression, to avoid any loss of quality) and import the AVI video into a suitable video editing program to obtain an MPEG2/DVD file.

A recording area of 720 x 576 area (DVD size) will give the best results since you will not need to scale the video.

Bear in mind that only the central part of the recording will be shown on the TV. You should therefore avoid dealing with recording elements placed close to the edges.

Why does my WMV video suddenly stop or turn black?

You have set the bit rate too low. There is too much data to be read too fast, and the computer is not able to compress the recording.

To solve this, increase the bit rate (see also the paragraph about Media Player at the start of this topic).

Can I give an exact size to the window I want to record from?

Unfortunately Windows does not let you set program windows to precise sizes. Instead you must use the mouse to resize the window to the approximate width and height.

There are however freeware tools that can be used to set exact window sizes. One such tool can be found at: http://www.brianapps.net/sizer.html.

How do I change the number of screen colors?

➢ Double-click Display in your PC Control Panel or right-click your desktop.

➢ Select Properties.

➢ Click Settings and select the color resolution.

➢ Click OK.

Why is my screen recording not smooth?

If you are trying to record too many frames per second, your PC is unable to capture your actions and save them on the hard disk at the desired rate.

There are several solutions to this:

• Reduce the recording area or the number of colors.

• Lower the frame rate (Recording Settings dialog, Video tab).

• Increase the buffer size if it is near the maximum (Options | Buffer Size).

• Make your recordings on a faster PC, preferably one with dual processors.

Another common mistake when recording mouse movement is to move the mouse too quickly. When you are recording mouse movement, move the mouse slowly to ensure that your recording stays smooth.

How can I capture real videos so that they look smooth when played back?

Most of the systems currently available are not powerful enough to capture smoothly large (e.g. 720 x 576) real videos (such as can be viewed in the Media Player) within a recording. Many systems/graphic cards will only show a black area instead of the real video, and others will lose a large number of frames, making the video jerky. A solution to this problem is to import the real video later: create the recording as normal, then import the real video on top of the area occupied by the "black" or jerky captured video, adjusting its size so that it covers that area exactly.

When exporting to WMV, the Windows Media Video 9 codec is the best choice for real video content.

How do I avoid the "Unable to write video data to AVI file" error message?

➢ Go to Control Panel, Add/Remove Programs, Windows Setup, Multimedia.

➢ Click the Details button. Make sure that the Video Compression box and any Audio Compression boxes are checked.

Why is my mouse pointer not displayed correctly?

Sometimes a mouse pointer change does not show when you play back an unsaved recording. However, once your video is exported the pointer change will appear.

 Some programs handle the pointer in a non-standard way. This may cause the pointer to appear differently in your recording.

Is there a size limit on AVI videos?

Yes, AVI files are limited to 2 GB or 4 GB depending on the file system. This is not a ScreenCorder limitation, but an AVI standard limitation. How many minutes of video these sizes correspond to depends on frame rate, resolution, etc.

Your videos are however very unlikely to get near this limit.

Getting help

The ScreenCorder documentation is provided as online help in the program. It can also be found as a PDF file in the ScreenCorder installation folder.

The FAQ knowledge base

If you require support from MatchWare, please refer to our FAQ Knowledge Base:

http://faq.matchware.com/en/

As well as answering the most commonly asked technical questions concerning ScreenCorder, this database allows you to post comments and send questions to MatchWare.

The MatchWare web site

On the MatchWare web site, you will find all kinds of information about MatchWare products including tutorials, videos and comparisons. More details are added whenever necessary. Please see:

http://www.matchware.com

Reporting a problem

To report a problem, bug or any other error in ScreenCorder, please send a message to MatchWare via our FAQ Knowledge Base:

http://faq.matchware.com/en/

MatchWare BugBuster™

This is a small program that runs in the unfortunate event of a ScreenCorder crash. If this happens, BugBuster™ displays a form pre-filled with specific information about the problem. Enter a description of the circumstances of the crash and give as many details as possible. A step-by-step description will help us quickly locate and fix the bug.

If the crash is particularly severe, BugBuster may not work.

MatchWare does not send individual responses concerning BugBuster reports. If you want to contact MatchWare about a technical issue, please send a message via the FAQ Knowledge Base.

Shortcuts

Keyboard shortcuts

The table below lists all the default keyboard shortcuts provided by ScreenCorder.

Note that you can define your own key combinations for some of these with the **Options** menu. See "Customizing ScreenCorder".

Keyboard Shortcut	Description
F1	Display the online documentation
F2	Start recording
F3	Stop recording momentarily (Pause)
Esc	Stop recording and go to editing mode
Alt + M	Add a marker to the current frame
Alt + S	Add a snapshot point to the current frame
Ctrl + M	List all the existing markers
Ctrl + Tab	Go to the next marker in the recording
Ctrl + Shift + Tab	Go to the previous marker in the recording
Ctrl + click	Test an interactive object during the editing phase in ScreenCorder

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