Create new movies, soundtracks, or standalone movies; access existing movies, save or update movies, view movie information, or close Lotus ScreenCam.

New
Prepares to create a new movie.

Open
Opens a standard dialog box, from which you can select an existing movie.   File Read replaces this command when you start Lotus ScreenCam from another application.

Read
Opens a standard dialog box, from which you can select an existing movie.   File Open replaces this command when you start Lotus ScreenCam from the Program Manager.

Save
Saves the current movie on disk.   File Update replaces this command when you start Lotus ScreenCam from another application.

Update
Saves the movie in the application from which you activated Lotus ScreenCam.   File Save replaces this command when you start Lotus ScreenCam from the Program Manager.

Save As
Saves the movie on disk as a new file in SCM format.

Import
Loads a standalone movie from disk.

Export
Saves the movie on disk as a standalone movie, or saves the sound track only as a soundtrack file.

Info
Displays size and recording information about the current movie.

Controls
Opens a cascade menu of commands you can use instead of the control panel controls.

Exit
Closes Lotus ScreenCam.

Prepares to start recording a new movie.   If an unsaved movie is open, Lotus ScreenCam prompts you to <u>save</u> or <u>update</u> that movie before creating a new one.
To start recording, click the <u>Record button</u>.

Shortcut
Press CTRL+N.

Note
If you started Lotus ScreenCam from another application, the File New command breaks the connection to that application and disables the <u>File Update</u> command.   To <u>embed</u> an existing movie in that application, use <u>File Read</u> to select the movie.   To embed a new movie in that application, use <u>Edit Copy Movie As an Object</u> to copy the movie to the <u>Clipboard</u>, then return to that application and paste the movie from the Clipboard.

See also
    <u>Create a Movie</u>

Opens the <u>File Open dialog box</u>, which you can use to access an existing movie file that has been saved in <u>SCM</u> format.

Shortcut
Press CTRL+O.

Notes
* Use <u>File Import</u> to import a <u>standalone movie</u>.
* If you started Lotus ScreenCam from another application, the File Open command is replaced by the <u>File Read</u> command.   To <u>embed</u> an existing movie in that application, use File Read to select the movie.   To embed a new movie, use <u>Edit Copy Movie As an Object</u> to copy the movie to the <u>Clipboard</u>, then return to that application and paste the movie from the Clipboard.

File Name
Type or select the name of the movie file you want to open.   This box lists all files with the extension selected in the List Files of Type box, from the selected drive and directory.

List Files of Type
Select a file type, but note that Lotus ScreenCam can only open or read files stored in SCM format.   (Use File Import to import a standalone movie.)

Directories
Select the directory containing the movie file.

Drives
Select the drive containing the movie file.

File Info
For the selected file, displays the date and time last modified, and the size of the file.

Description
For the selected file, displays any description entered when the file was created.

Opens the File Read dialog box, which you can use to access an existing movie file that has been saved in SCM format.

Notes
* Use File Import to import a standalone movie.
* If you started Lotus ScreenCam from the Program Manager, the File Read command is replaced by the File Open command.

File Name
Type or select the name of the movie file you want to read.   This box lists all files with the extension selected in the List Files of Type box, from the selected drive and directory.

List Files of Type
Select a file type, but note that Lotus ScreenCam can only read or open files stored in SCM format.   (Use File Import to import a standalone movie.)

Directories
Select the directory containing the movie file.

Drives
Select the drive containing the movie file.

File Info
For the selected file, displays the date and time last modified, and the size of the file.

Description
For the selected file, displays any description entered when the file was created.

Opens the <u>File Save As dialog box</u>, to save the movie on disk as a new file in <u>SCM</u> format.

Note
To save the movie in another application (and not as a separate movie file), see <u>Embed a Movie in Another Application</u>.

File Name
Type the file name for your new file, using the .scm extension to save the movie in scm format.   If you omit the extension, Lotus ScreenCam supplies the default .scm extension.

List Files Of Type
Limits the files listed in the File Name box, to the type of file selected (scm).

Directories
Select the directory to contain the file.

Drives
Select the drive to contain the file.

File Info
If you are overwriting an existing file, displays the date and time last modified, and the size of the file.

Description
Optionally enter a brief description of the file.   This description displays in the File Open dialog box when you select this file in the File Name box.

Opens the File Export dialog box, to save the movie on disk as a new standalone movie, or to save the sound track only as a soundtrack file.

Note
To save the movie in another application (and not as a separate movie or sound file), see Embed a Movie in Another Application.

File Name

Type the file name for your new file.
* To save a <u>standalone movie</u>, choose Standalone Movies from the List Files Of Type box, and use the .EXE extension.   Only the small, playback-only control panel will be available with this movie.   You can use the <u>File Import</u> command to open this file later, or you can just double-click on the icon to play it.   You will not be able to open this movie using <u>File Open</u> or <u>File Read</u> in Lotus ScreenCam.
* To save the sound track only in a <u>soundtrack file</u>, choose Sound files from the List Files Of Type box, and use the .WAV extension.   You will not be able to open or play this file using Lotus ScreenCam.   (You will have to use Lotus Sound or some other application that can play WAV-format files.)

List Files Of Type

Selects the type of file to be exported (EXE or WAV), and limits the files listed in the File Name box, to the type of file selected.

Directories

Select the directory to contain the file.

Drives

Select the drive to contain the file.

File Info

If you are overwriting an existing file, displays the date and time last modified, and the size of the file.

Opens the <u>File Import dialog box</u>, which you can use to access an existing movie file that has been saved as a <u>standalone movie</u>.

Note
To open a movie that was saved in <u>SCM</u> format, use either the <u>File Open</u> command or the <u>File Read</u> command.

File Name
Type or select the name of the movie file you want to import.   This box lists all files with the extension selected in the List Files of Type box, from the selected drive and directory.

List Files Of Type
Selects the type of file to be imported (EXE), and limits the files listed in the File Name box, to the type of file selected.

Directories
Select the directory to contain the file.

Drives
Select the drive to contain the file.

File Info
Displays the date and time last modified, and the size of the file.

Saves the movie on disk.   File Update replaces this command when you start Lotus
ScreenCam from another application.

Shortcut
Press CTRL+S.

See also
　　Save a Movie

Sends the movie to the application from which you activated Lotus ScreenCam.   <u>File Save</u>
replaces this command when you start Lotus ScreenCam from the Program Manager.
This command does not <u>save</u> anything on disk.   When you return to the application from
which you started Lotus ScreenCam, you must save your work in order to save any changes
to the <u>embedded</u> or <u>linked</u> movie.

See also
   <u>Save a Movie</u>

Opens the <u>File Info dialog box</u>, which displays file size and recording quality information.

Duration
The time required to play the current movie.

Total Size
The size of the current movie in bytes.

Contents
Indicates whether the current movie contains sound only, video only, or both sound and video.

Video Info
The video display size for the current movie.   This section will be grayed if the movie has sound only.

Sound Info
This section will be grayed if the movie has video only.
  * <u>Sample rate</u> (kHz)
  * <u>Sample size</u> (bits)
  * <u>Channels</u> (mono or stereo)

See also
> <u>Microphone Button</u>
> <u>Both Button</u>
> <u>Camera Button</u>

Opens a <u>cascade menu</u> of commands you can use instead of the control panel <u>controls</u>.

Closes Lotus ScreenCam.   If an unsaved movie is open, Lotus ScreenCam prompts you to save that movie before closing.

Shortcut

Click (Exit button)
Or press ALT+F4.

Clear the current movie, copy a movie to the <u>Clipboard</u>, or control whether the control panel displays during playback.

<u>Clear</u>
Clears the current movie.

<u>Copy Movie As an Object</u>
Copies the current movie to the Clipboard, including any additional information needed to <u>embed</u> or <u>link</u> that movie in another application.

<u>Panel Display</u>
Opens a dialog box that controls whether the control panel displays during playback.

Clears the current movie, without placing anything on the Clipboard.   If an unsaved movie is open, Lotus ScreenCam prompts you to save or update that movie first.   You can then record or play another movie.

Shortcut
Press DELETE

Copies the current movie to the <u>Clipboard</u>, including any additional information needed to <u>embed</u> or <u>link</u> that movie in another application.

Shortcut
Press CTRL+C

See also
    <u>Embed a Movie in Another Application</u>
    <u>Link a Movie in Another Application</u>

Opens the <u>Panel Display dialog box</u>, which controls whether the control panel displays during playback.

Note
This setting will be stored as the default, and will be used whenever you activate Lotus ScreenCam in the future.

Panel Display during Playback

You can select one of two options to determine whether the Lotus ScreenCam control panel displays during playback:

Keep visible
Keeps the control panel visible at all times.

Hide
Automatically hides the control panel when you click the <u>Play button</u>.   The panel will automatically reappear when the movie is finished.   Press ALT+TAB to redisplay the panel during playback.

Provide information about how to use Lotus ScreenCam.

Contents
Displays a list of topics in Lotus ScreenCam Help.

Search
Opens the Search dialog box, which you can use to search Lotus ScreenCam Help for any keyword.

Using Help
Opens Microsoft Windows Help, which explains how to use the Windows Help facility.   You can also press F1 when the Help window is active to open Microsoft Windows Help.

Keyboard
Displays a list of keyboard shortcuts.

How Do I?
Displays a list of procedural Help topics for Lotus ScreenCam.   Each topic describes how to perform a specific task.

See also
    Controls
    Displays information about the Control Panel controls.
    Getting Started Topics
    Displays a list of topics for new users of Lotus ScreenCam.

Displays a list of topics available in Lotus ScreenCam Help.

Opens the Search dialog box, which you can use to search Lotus ScreenCam Help for any keyword.

Displays <u>Microsoft Windows Help</u>, which explains how to use the Windows Help facility.

Shortcut
Press F1 any time that the Help window is the <u>active window</u>.

Tip
To display Help for any Lotus ScreenCam command, use the keyboard to select the command, and then press F1.

See also
    <u>Get Help in Lotus ScreenCam</u>

Displays a list of <u>keyboard shortcuts</u>.

Displays a list of topics for Lotus ScreenCam.   Each topic describes how to perform a specific task.

Displays a <u>list of topics</u> for new users of Lotus ScreenCam.

Displays a one-screen summary of panel controls for playing a movie.

Displays a one-screen summary of panel controls for recording a movie.

Displays version information about Lotus ScreenCam, and the amounts of free resources and disk space.

Click on the name of the control for which you want more information.

Duration Window

Play Button

Pause Button

Rewind Button

Fast Forward Button

Exit Button

Sound Box

Sound Button

Volume Control

Record Button
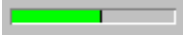
Stop Button

Clear Button

Microphone Button

Camera Button

Both Button

A colored bar indicates how much of the movie has played.   The bar is green during playback, and red when paused.   When the bar reaches the right-hand side of the control, the movie is complete.

Click the Play button to play a movie.   Once playback begins, this button changes to the Pause button.

When a movie is playing, the cursor becomes a crossed-out pointer when you move it over any part of the movie.   This means that you cannot click on anything in the movie.

If this button is grayed, you must either load an existing movie or record a new one.

See also
     Rewind Button
     Fast Forward Button

Click this button to stop playing a movie.   The movie will stop at its current location, and this button will change to the <u>Play button</u>.   Click the Play button to resume playing from the paused location in the movie.

Click this button to return to the beginning of the movie.   If the movie is currently playing, ScreenCam will go back to the beginning of the movie and then resume playing.   If the movie is paused, you must click the Play button to resume playing.

If this button is grayed, the current movie is empty or has been cleared.   The button is also grayed when the movie is at the beginning, waiting to be played.

See also
   Fast Forward Button
   Pause Button

Click the fast forward button to quickly move towards the end of the movie.   The movie will move forward for as long as you hold the button down.

If this button is grayed, the current movie is empty or has been cleared.   The button is also grayed when the movie is at the beginning, waiting to be played.

See also
    Rewind Button
    Play Button

Click the Exit button to close the current movie and exit Lotus ScreenCam.

If an unsaved movie is open, Lotus ScreenCam prompts you to save that movie before closing.

See also
   File Save As

This box displays in the control panel when you cannot control the sound, because your PC does not contain the necessary sound hardware.   If the current movie was recorded without sound, the box will be grayed.

If you have sound hardware, the Sound box is replaced by either the Sound button or the Volume control.

Click this button to turn the sound on or off during playback.   If you have no <u>sound hardware</u>, the Sound button is replaced by the <u>Sound box</u>.   If your sound hardware provides for software control of the volume, the Sound button is replaced by the <u>Volume control</u>.

If the current movie was recorded without sound, the button will be grayed.

If sound is turned on but you cannot hear it, try adjusting the volume on your speaker or sound card.

See also
<u>Microphone Button</u>
<u>Camera Button</u>
<u>Both Button</u>

Drag the lever up to raise the volume, or down to lower it.   If the current movie was recorded without sound, the control will be grayed and the lever completely lowered.   If your sound board does not provide for software control of the volume, this control is replaced by the Sound button.   If you have no sound hardware, the Volume control is replaced by the Sound box.

See also
Microphone Button
Camera Button
Both Button

Click this button to begin recording a movie.   The control panel will be replaced by the small red Stop button, which will appear in the lower right corner of your screen, or wherever you left it from your last recording.

When you click the Record button, the cursor changes to a stopwatch cursor while the recording process initializes.   Wait until the stopwatch cursor changes back to the default pointer cursor to begin your movie.

If the Record button is grayed, you must either clear the current movie by clicking the Clear button, or select the File New command.

Click the Stop button to stop recording a movie.   The control panel will reappear where you left it when you started recording.

You can drag the Stop button using the hand cursor.   Note that the Stop button will be recorded as part of your movie.

See also
     Record Button

Click this button to clear the current movie.

If this button is grayed, the current movie is empty, or has already been cleared.   You must clear a movie before recording.

See also
    Record Button

Click this button to indicate that you want to record sound only.   Screen activity will not be recorded unless you click either the <u>Camera</u> or <u>Both</u> button.

Regardless of which button (Microphone, Camera, or Both) is selected, you must click the <u>Record button</u> to begin recording.

If you have no <u>sound hardware</u>, the Microphone button will be grayed.

The Microphone button is disabled while a movie is playing.

Click this button to indicate that you want to record screen activity only.   Sound will not be recorded unless you click either the Microphone or Both button.

Regardless of which button (Microphone, Camera, or Both) is selected, you must click the Record button to begin recording.

The camera button is disabled while a movie is playing.

Click this button to indicate that you want to record both sound and screen activity.   Click the Camera button if you want to record screen activity only, or the Microphone button if you want to record sound only.

Regardless of which button (Microphone, Camera, or Both) is selected, you must click the Record button to begin recording.

If you have no sound hardware, the Both button will be grayed.

The Both button is disabled while a movie is playing.

When a plus sign (+) is shown, hold down the first key and press the second key.

File New	CTRL+N
File Open	CTRL+O
File Save	CTRL+S
Edit Copy	CTRL+C
Edit Clear	DELETE
Exit	ALT+F4
Help	F1
System Menu	ALT+SPACEBAR

You can display or hide the control panel during playback, as follows:

1. Choose Edit Panel Display to open the <u>Panel Display dialog box</u>.

2. Choose the Keep visible button to display the control panel during playback, or choose the Hide button to automatically conceal the control panel during playback.

   If you choose the Hide button, the control panel will disappear when you click the <u>Play button</u>.   The panel will automatically reappear when the movie is finished.   You can press ALT+TAB to redisplay the panel during playback.

3. Choose OK to close the Panel Display dialog box.

See also
  <u>Move the Control Panel</u>

1. Choose <u>File New</u>.
   If an unsaved movie is open, Lotus ScreenCam prompts you to <u>save</u> or <u>update</u> that movie before creating a new one.
2. Click either the <u>Microphone button</u> to record sound only, the <u>Camera button</u> to record video only, or the <u>Both button</u> to record both sound and video.
3. Click the <u>Record button</u> to begin recording.   All screen activity and/or sounds will be recorded.
4. To stop recording, click the <u>Stop button</u>.
   You can play the movie back by clicking the <u>Play button</u>.
5. To save the movie:
   * If you want to save the movie as a new file, choose <u>File Save As</u>.
   * If you want to replace a file you opened using the <u>File Open</u> command, choose <u>File Save</u>.
   * If you want to update an embedded movie you opened by double-clicking the <u>Lotus ScreenCam icon</u> in another application, choose <u>File Update</u>.

See also
   <u>Distribute Movies</u>

1. Choose <u>File New</u>.
   If an unsaved movie is open, Lotus ScreenCam prompts you to <u>save</u> or <u>update</u> that movie before creating a new one.
2. Click either the <u>Microphone button</u> to record sound only, or the <u>Both button</u> to record both sound and video.
3. Click the <u>Record button</u> to begin recording.   All screen activity and/or sounds will be recorded.
4. To stop recording, click the <u>Stop button</u>.
   You can play the movie back by clicking the <u>Play button</u>.
5. To save the soundtrack only as a <u>soundtrack file</u>:
   * Choose <u>File Export</u>.
   * Select <u>WAV format</u> in the List Files of Type box.
   * Type the name of your new file in the File Name box, using the .WAV extension.

1. Choose <u>File New</u>.
   If an unsaved movie is open, Lotus ScreenCam prompts you to <u>save</u> or <u>update</u> that movie before creating a new one.
2. Click either the <u>Microphone button</u> to record sound only, the <u>Camera button</u> to record video only, or the <u>Both button</u> to record both sound and video.
3. Click the <u>Record button</u> to begin recording.   All screen activity and/or sounds will be recorded.
4. To stop recording, click the <u>Stop button</u>.
   You can play the movie back by clicking the <u>Play button</u>.
5. To save the movie as a <u>standalone movie</u>:
   *   Choose <u>File Export</u>.
   *   Select <u>EXE format</u> in the List Files of Type box.
   *   Type the name of your new movie in the File Name box, using the .EXE extension.

See also
   <u>Play a Standalone Movie</u>
   <u>Distribute Movies</u>

1. Choose <u>File Import</u>.
   If an unsaved movie is open, Lotus ScreenCam prompts you to <u>save</u> or <u>update</u> that movie before importing a different one.
2. Choose the desired <u>standalone movie</u> in the <u>File Import Dialog Box</u>.

See also
   <u>Play a Standalone Movie</u>

1. Choose File Info to open the <u>File Info dialog box</u>.
2. Select OK to close the File Info dialog box.

There are two general approaches you can use to embed movies in other applications. Some applications may not support both approaches.

Using Edit Insert Object

If the application in which you want to embed the movie contains an Edit Insert Object command:

1. Choose Edit Insert Object.   This opens a dialog box listing all of the object types you can embed in that application.
2. Choose Lotus ScreenCam from the list of object types.   This loads Lotus ScreenCam.
3. Create a new movie, read an existing movie file, or import a standalone movie.   See Create a Movie, Read a Movie, or Import a Standalone Movie.
4. Choose File Update to embed the movie in the application from which you started Lotus ScreenCam.
5. Click the Exit button or choose File Exit to exit Lotus ScreenCam.
   You will be returned to the application from which you started Lotus ScreenCam, and the Lotus ScreenCam icon will appear in that application.   To play the embedded movie, double-click the Lotus ScreenCam icon, or choose Play from the Edit Lotus ScreenCam Movie Object cascade menu in the application.

Using Edit Paste Special

If the application contains an Edit Paste Special command:

1. Open Lotus ScreenCam from the Program Manager.
2. Create a new movie, open an existing movie file, or import a standalone movie.   See Create a Movie, Open a Movie, or Import a Standalone Movie.
3. Choose Edit Copy Movie as an Object to copy the movie to the Clipboard.
4. Click the Exit button or choose File Exit to exit Lotus ScreenCam.   You do not have to save the movie as a file.
5. Return to the application where you want to embed the movie.
6. Choose Edit Paste Special.   A dialog box may prompt you to either embed or link the movie.   If this happens, choose embed.
   The Lotus ScreenCam icon will appear in your application.   To play the embedded movie, double-click the Lotus ScreenCam icon, or choose Play from the Edit Lotus ScreenCam Movie Object cascade menu in the application.

See also
Link a Movie in Another Document

To clear the current movie, click the <u>Clear button</u>.

Note
To delete a movie file, use the File Delete command of the File Manager.

Tips
To delete a movie <u>object</u> in another application, use the facilities of that application.   (In most cases, you first select the <u>Lotus ScreenCam icon</u>, and then choose Edit Delete, Edit Clear, or Edit Cut.)

Click the Exit button, or choose File Exit.
If an unsaved movie is open, Lotus ScreenCam prompts you to save or update that movie before exiting.

See also
  Save a Movie
  Update a Movie

1. Create, open, or import the file you want to <u>link</u> in another application.   See <u>Create a Movie</u>, <u>Open a Movie File</u>, or <u>Import a Standalone Movie</u>.
2. If you have just created a new movie or imported a standalone movie, use <u>File Save As</u> to save that movie in scm format.   You can only link scm format movie files other applications.
3. Choose <u>Edit Copy Movie As an Object</u>.   Lotus ScreenCam copies the movie and file information to the <u>Clipboard</u>.
4. Click the <u>Exit button</u> or choose <u>File Exit</u> to exit Lotus ScreenCam.
5. Return to the application where you want to link the movie.
6. Choose Edit Link or Edit Paste Special.   A dialog box may prompt you to either <u>embed</u> or link the movie.   If this happens, choose link.
The <u>Lotus ScreenCam icon</u> will appear in your application.   To play the linked movie, either <u>double-click</u> the Lotus ScreenCam icon, or choose Play from the Edit Lotus ScreenCam Movie Object cascade menu in the application.

See also
<u>Embed a Movie in Another Document</u>

You can move the control panel using any of the following techniques.

Using the mouse:

When the cursor changes from an arrow to a hand, you can drag the panel to any location on the screen.   To obtain the hand cursor, point anywhere on the panel except on an active control or on the <u>Menu bar</u>.

Using the keyboard:

Press ALT+SPACEBAR to open the System menu, select the Move command, use the arrow keys to reposition the control panel, and press ENTER when done.

See also
   <u>Hide the Control Panel</u>

If the movie is saved in SCM format:

1. Choose <u>File Open</u>.
2. In the dialog box, select or type the name of the movie you want to open.   That file must be stored in SCM format.
3. Choose OK.   You can play the movie.

If the movie is saved in executable format:

*   Double-click the icon for that movie to play back the movie playback-only mode.
*   Or use <u>File Import</u> to import the movie into the full control panel window.

See also
<u>Open an Embedded or Linked Movie</u>
<u>Play a Movie</u>

1. Open the application containing the <u>embedded</u> or <u>linked</u> movie.
2. <u>Double-click</u> the <u>Lotus ScreenCam icon</u> representing the movie that you want to open, or select that icon and then choose Play or Edit from the Edit Lotus ScreenCam Movie Object cascade menu (in the other application).

See also
<u>Open a Movie File</u>
<u>Import a Movie</u>

From within Lotus ScreenCam:
   *   If the movie you want to play is the current movie, click the <u>Play button</u>.
       If it is not, see <u>Open a Movie File</u>, or if the movie is embedded in another application, see <u>Open an Embedded Movie</u>, and then click the Play button.

From within another application:
   *   Double-click the Lotus ScreenCam icon for the movie
   *   Or select Play from the Edit Lotus ScreenCam Movie Object cascade menu.

From within the Windows File Manager:
   *   Double-click the name of the desired SCM movie file
   *   Or, first load Lotus ScreenCam from Program Manager.   Then <u>drag</u> the filename from File Manager and drop it on top of the ScreenCam control panel.   The movie will begin to play automatically.

See also
    <u>Play a Standalone Movie</u>

There are two ways to start a standalone movie:
 *   Double-click the desktop icon for the movie
 *   Or use the Program Manager File Run command.

When you double-click the icon:
You add a standalone movie to your desktop by choosing File New from the Program Manager menu.   Select Program Item in the New Program Object dialog box and fill in the fields in the Program Item Properties dialog box.   Enter any command-line options (described below) you want after the movie file name in the Command Line field.

Once you have added the movie to your desktop, simply double-click its icon to play the movie using your command-line options.   You can change these options by selecting the icon and then choosing File Properties from the Program Manager menu.

When you use the Program Manager File Run command:
You can enter the file name for the standalone movie in the Command Line box, or you can click the Browse button to select the standalone movie from the Browse dialog box.   You can enter any Command Line options (described below) following the file name in the Command Line box.

About Command Line options:
A standalone movie contains both a playback-only player and a movie.   Command Line options tell the player how you would like the movie to be played.   Each Command Line option is a single character.   The upper and lower case versions of the same character have the same meaning.   These options can also be used with the Lotus ScreenCam player.   The following Command Line options are available:

S   Hides the ScreenCam title screen, which displays by default when you start a standalone movie.   This option hides the product information screen which appears at the end of a standalone movie as well.   You can also click on the screens to make them disappear immediately.

P   Waits for the user to click the Play button to begin playback of the movie.   By default, the movie begins playing automatically when the player is started.

R   Plays back the movie repeatedly.   You will have to stop it using the Pause Button.

C   Closes the standalone movie as soon as it completes.   By default, the playback-only player remains open.

To use one or more Command Line options, type a space and a slash (/) character following the standalone movie file name in the Command Line box, and then type the character or characters desired.

For example, if you created a standalone movie called **mymovie.exe**, typing either
>   **mymovie.exe /sc**

or
>   **mymovie.exe /S /C**

would hide the title and product information screens and close the movie when it has finished playing.

If you created a movie called **mymovie.scm** and wanted to use the ScreenCam Player, typing either
>   **scrncamp.exe /sc mymovie.scm**

or
>   **scrncamp.exe mymovie.scm /S /C**

would hide the title and product information screens and close the movie when it has finished playing.

See also
   Play a Movie
   Use the ScreenCam Player

1. Choose <u>File Read</u>.
2. In the dialog box, select or type the name of the movie you want to open.   That file must be stored in _{SCM} format.
3. Choose OK.   You can then play the movie, or embed or link it in another file.

See also
<u>Open an Embedded or Linked Movie</u>
<u>Play a Movie</u>
<u>Play a Standalone Movie</u>

* To save the movie in a new file, choose File Save As.
* To replace a file you opened using the File Open command, choose File Save.
* To update an embedded movie you opened by double-clicking the Lotus ScreenCam icon in another application, choose File Update.

See also
Distribute Movies

To record and play sounds, <u>sound hardware</u> must be installed in your computer.   The board or device must be configured correctly, and the appropriate driver files loaded.   If sound hardware is installed and you still cannot play a sound:

1. Check to make sure that:
    *   A speaker is plugged into the sound hardware, and turned on.
    *   The volume is set loud enough.
        Use the volume control knob on your sound hardware to set the sound to a comfortable level.
        If your sound hardware supports software control of the volume, you can also adjust the volume using the <u>Volume control</u> in the Lotus ScreenCam window.   The Volume control is replaced by the <u>Sound button</u> if your sound hardware does not allow software control of the volume.

2. Then try this:
    Choose the Sound option from the Windows Control Panel.   If the Test button is dimmed, and you have sound hardware installed, there is an address or interrupt conflict with your sound hardware or the sound drivers are not properly installed.   Check the sound hardware documentation for information about the I/O address, the interrupt vector (IRQ), the DMA channel, and driver installation.
    Make the necessary changes and restart Windows.

To update an embedded movie you opened by double-clicking the Lotus ScreenCam icon in another application, choose File Update.

See also
Save a Movie
Embed a Movie in Another Document

ScreenCam movies that are saved in SCM format can be distributed to others who do not have the full ScreenCam recorder installed on their system.   You can do this by sending the Lotus ScreenCam player along with the movies.

The player is a single executable file (SCRNCAMP.EXE) which contains a playback-only control panel.   There is no main menu as there is in the recorder.   All available menu items can be reached from the control panel system menu.

On a system that does not have the full ScreenCam recorder installed, the ScreenCam player can be used to play movies that have been embedded or linked into a document.

To use the player to play embedded or linked movies:

1. Run the player once from File Manager or Program Manager.   This registers the player with Windows so that it can play embedded and linked movies.

2. Exit the player.

3. Simply double-click on any movies contained in a document.

See Embed a Movie in Another Document and Open an Embedded or Linked Movie for more information on embedding and linking movies.

You can also use the same command-line options with the player that are available for Standalone Movies.   See Play a Standalone Movie for more information on command-line options.

See also
    Distribute Movies
    Save a Movie

You can create movies and either save them in SCM format or export them in EXE format.   A native SCM format movie requires either the Lotus ScreenCam recorder or the Lotus ScreenCam player to view it.   A standalone EXE format movie contains a built-in playback-only control panel, and can be viewed without the ScreenCam recorder or player.   You can distribute these movies in several ways:

Distribute SCM movie files only:
Use this method if the person to whom you are sending the movie already has the full Lotus ScreenCam recorder installed on their system.   This is the most efficient way to send movies since you only send the movie data itself.   Create a SCM movie by using File Save As.

Distribute a standalone EXE movie file:
Use this method if the person to whom you are sending the movie does not have the ScreenCam recorder, and you are only sending one movie.   The recipient merely has to run the one movie file; no other applications are required.   Create a standalone EXE movie by using File Export.

Distribute the ScreenCam player and several SCM movie files:
Use this method if the recipient does not have the ScreenCam recorder, and you are sending more than one movie.   This method saves disk space since only one copy of the playback control panel is used.

Distribute the ScreenCam player and movies embedded in a document:
You may embed movies in your document if your application supports linked or embedded objects.   Then send your document and the player.   If the person to whom you are sending the document already has the full ScreenCam recorder installed on their system, they simply double-click the movie objects.   Otherwise, they would run and exit the player once, and then double-click the movie objects.

Use this method if you wish to send a document containing movies and your application supports embedding of objects.

Please note that you can distribute both SCM and EXE format movies, as well as the Lotus ScreenCam player free of charge.   However, you are not permitted to copy the Lotus ScreenCam recorder.   Use, duplication, or sale of any portion of this product, except as described in the Lotus License Agreement, is strictly forbidden.

See also
 Create a Movie
 Create a Standalone Movie
 Embed a Movie in Another Document
 Use the ScreenCam Player

Lotus ScreenCam allows you to record, save, and play back episodes of screen activity.   You can create movies of screen sessions including all screen activity and cursor movements, with an optional voice-over narration.   Each movie can be:
 *   Saved as a native Lotus ScreenCam movie (SCM format)
 *   Saved as an executable (EXE) file, with a built-in playback-only control panel
 *   Saved as a soundtrack (WAV format) file (in which case only the sound is saved)
 *   Embedded in an OLE-capable application

See also
    Getting Help in Lotus ScreenCam
    Tips for Making Movies
    How Do I? Topics

To display the Lotus ScreenCam Help Table of Contents:

* Make sure that no menu or menu command is selected (displayed in reverse video), and press F1, or choose Help Contents.

To display Help for a selected menu command:

* Whenever you select a menu command, the selected command displays in reverse video, and a brief description of that command displays in the Lotus ScreenCam title bar. To obtain Help for the selected command, press F1.

To display Help for a dialog box:

* Click the question mark in the upper right-hand corner of any Lotus ScreenCam dialog box.

To display Help for a control panel button:

* Point to any active (non-grayed) control and click the right mouse button.

Plan ahead.
Know exactly what you want to show in your movie before you start.

Keep movies short and to-the-point.
Shorter movies require less storage, are more easily understood, and can be transferred to other users and viewed more quickly.

Limit unnecessary mouse movements.
Extra mouse movements can distract attention from more important events in your movies.

When recording, wait for the stopwatch cursor to disappear.

After you click the Record button, recording does not begin until the system beeps and the stopwatch cursor disappears.   Do not perform any tasks you want recorded until after the stopwatch disappears.

Turn wallpaper off.
Wallpaper slows down the recording and playback process.   Turn off wallpaper by selecting (none) in the Wallpaper file box of the Desktop settings in the Windows Control Panel.

Do not use Compress when using Lotus Notes.
When attaching a movie to another document using Lotus Notes, do not use the compression feature.   Decompressing the file will slow down playback.

See also
     How Do I? Topics

active window

The <u>window</u> in which you are working.   The <u>title bar</u> in the active window is always highlighted.   Many windows can be open, but you can work in only one window at a time.

cascade menu

A menu that appears when a <u>pull-down menu</u> item has additional choices.   A cascade menu is indicated by an arrowhead (▶) next to the pull-down menu item.   It appears to the right of the pull-down menu item.

channels

The number of separate recordings that make up the sound: 1 (Mono) or 2 (Stereo). Increasing the number of channels improves the sound quality but increases the amount of storage required to play and store the sound.   Your sound board may only support one channel (Mono).

click

To press and release a mouse button quickly.   Click with the left mouse button unless otherwise specified.   (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, click with the right button.)

Clipboard

The Windows area that stores the contents of an Edit Cut or Edit Copy command.   You can retrieve the contents with Edit Paste.   The next Edit Cut or Edit Copy command overwrites the contents of the Clipboard.

command

An instruction you give Lotus ScreenCam.   Commands are listed in menus and appear as buttons in dialog boxes.   To complete some commands, you choose commands from menus and select options and enter specific information in dialog boxes.

If an ellipsis (…) follows the command name, a dialog box appears when you choose the command.   If an arrowhead (▸) follows the command name, a <u>cascade menu</u> appears when you choose the command.

dialog box

A window that requests information needed to perform a command.   A dimmed dialog box item is unavailable (either it is not appropriate for the selected objects, or it is incompatible with other dialog box items that you have chosen).

double-click

To press and release the mouse button twice, quickly, without moving the mouse.   This usually chooses and carries out a command.   Double-click with the left mouse button unless otherwise specified.   (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, double-click with the right button.)

drag

Move an object to a new location.   To drag, position the mouse pointer on the object, press and hold down the left mouse button, move the mouse, and then release the button.

embed

Package an <u>object</u> from one application and store it in another application.   An embedded object exists only in the application in which it is embedded.   You can embed Lotus ScreenCam objects in other applications.

embedded

An <u>object</u> from one application stored in another application.   You can embed Lotus ScreenCam objects in other applications.

embedded object

An object from one application stored in another application.   You can embed Lotus ScreenCam objects in other applications.

EXE format

The internal format for an executable application.   You can save Lotus ScreenCam movies in EXE format, in which case the saved file contains both the movie and the playback-only control panel.   This movie can be viewed under Windows on any system, regardless of whether or not that system has the full Lotus ScreenCam application installed.

icon

A small picture that represents a command, operation, or application.   The sample represents the Lotus ScreenCam application.   Generally, you <u>click</u> or <u>double-click</u> an icon to activate the command, operation, or application it represents.

insertion point

The position in an application window where the text you type or object you paste is inserted.   The insertion point is usually indicated by a blinking vertical line.   As you type, text appears to the left and the insertion point moves to the right.

link

A connection in one application allowing access to an <u>object</u> contained in another application.

linked

A linked <u>object</u> is a pointer in one application to the actual data in another application.

list box

A list of choices that appears in a dialog box.   If there are more choices than can fit in the box, use the scroll bar or scroll arrows to bring the other choices into view.

Lotus ScreenCam icon

An icon that Lotus ScreenCam includes with a movie to be <u>linked</u> or <u>embedded</u> in another application.   The application in which the movie is embedded or linked displays this icon to indicate the presence of the Lotus ScreenCam object.

menu

A list from which you choose command items.   Lotus ScreenCam displays a pull-down menu when you choose a menu name from the menu bar.   A pull-down menu item followed by an arrowhead   (▶) leads to a <u>cascade menu</u>.   A menu item followed by an ellipses (...) leads to a <u>dialog box</u>.

Dimmed menu items are not available for the current task, mode, or selected object.

message box

A box that displays status, warning, and error messages.

object

Information (text, graphics, sounds, or movies, for example) that can be packaged by one application and <u>embedded</u> in, or <u>linked</u> to, other applications.

object icon

The <u>icon</u> Lotus ScreenCam inserts in your application to represent an <u>embedded</u> note.

pull-down menu

The list of menu items that appears when you choose a menu name from the menu bar.

sample rate

The frequency with which the audio driver performs analog-to-digital or digital-to-analog conversions, measured in thousands of cycles per second (kHz).   Increasing the rate improves the sound quality, but increases the memory required to play and store the movie. Your sound board controls the range of rates available (usually 11, 22, or 44 kHz).

sample size

The number of bits the audio driver uses to store a sound sample created by an analog-to-digital conversion.   The audio driver performs thousands of conversions a second, as determined by the sample rate setting.   Increasing the sample size improves the sound quality, but increases the memory required to play and store the movie.   Your sound board controls the number of sample sizes available (usually 8 or 16 bits).

save

To copy a file from memory to disk.

scroll

To change the visible contents of a window or list box by moving the contents up, down, left, or right.

scroll arrows

The arrows at either end of a <u>scroll bar</u>.

scroll bar

A vertical or horizontal bar that you use to scroll the contents of a window or list box.   Scroll bars are located at the right and bottom of a window and at the right of list boxes.   Click the scroll arrows or drag the scroll box to scroll the window or the list.

scroll box

The rectangular box in a scroll bar that you can move to change the displayed area of the current view or list.   Dragging the scroll box moves you quickly through the area or list you are scrolling.

The position of the scroll box within the bar indicates your relative position in the total area being viewed.   For example, in a list box, if the scroll box is at the top of the scroll bar, you are at the top of the list; if the scroll box is at the bottom of the scroll bar, you are at the bottom of the list.

select

To highlight an option or an item.

specify

To select from the items in a list box or enter a new item by typing.

SCM Format

The native file format for Lotus ScreenCam movies.

sound hardware

A sound board installed inside your PC, or a sound device attached to your PC (to the parallel port, for example).

soundtrack file

A wav-format file containing only the sound portion of a Lotus ScreenCam movie.

standalone movie

A single executable file containing both the Lotus ScreenCam playback-only program and a Lotus ScreenCam movie.   The movie can be viewed under Windows on any system, even if the full Lotus ScreenCam application is not installed on that system.

title bar

The horizontal bar across the top of a window.   In addition to the current file name, the Lotus ScreenCam title bar contains the Control menu box   and the Minimize button .

The title bar also displays command descriptions when you are working in a menu.

update

Package an <u>object</u> in one application and insert it in another application.   This is similar to a <u>save</u> operation, except that nothing is saved on disk by an update.   (You still must save your work in the application that received the update in order to save the updated object.)

WAV format

A Microsoft file format for storing digitized sound.   You can save the sound track from a Lotus ScreenCam movie in WAV format, but you cannot open a WAV file using Lotus ScreenCam.   (To open and play a WAV file, use LotusSound or any other application that can play WAV files.)   By default, WAV files have the .WAV extension.

window

An area of the screen through which you view and work with an application.   Each window is independent of other windows.   The window in which you are working is the active window.   The <u>title bar</u> in the active window is always highlighted.   Many windows can be open simultaneously but you can work in only one window at a time.