Overview: Using captions

You can create movies with captions:

- To send to recipients who don't have sound hardware.
- To create smaller files to make movies easier to store and distribute.
- To include and position bitmap images while recording.

To create a captioned movie:

1. Plan and create a <u>caption script</u>.

   Optionally, you can change default caption properties, including the background, font and color, position, and sequence of captions. It's a good idea to save the caption script in a file, in case you want to change or reuse it.

2. Record a new movie.

   While recording, use hot keys to show the captions when you want them to appear. To change the default hot keys for displaying captions, choose Edit - Hot Keys before recording the new movie.

To enable viewers to read caption text more easily, avoid performing other screen activity when displaying captions while recording.

Note You have to create captions **before** you record a movie, and then display them while recording. You can't add captions to an existing movie.

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{button ,AL(`H_CHOOSING_A_BACKGROUND_STEPS;H_CREATING_CAPTIONS_STEPS;H_SAVING_A_CAPTIO N_SCRIPT_STEPS;;H_RECORDING_WITH_CAPTIONS_STEPS',0)} <u>See related topics</u>

Selecting a caption background

A caption background is a bitmap that displays by itself as a graphic, or behind caption text. You can use any bitmap file, including those you create with graphics packages.

Tip You can also perform many of the following tasks by right-clicking a caption and selecting a menu item.

1. Choose Edit - Captions.
2. To edit an existing caption file, choose File - Open and double-click the caption file.
3. Click the Background tab, and use the scroll bar to display the caption you want to change.
4. If necessary, in the Location box select the folder containing the .BMP file to use. Then in the File box, select the .BMP file.

    To see information such as the size, palette, and dimensions of the bitmap, double-click it. Click OK when you're done.
5. (Optional) You can choose to make the background transparent or restore the default size.
6. (Optional) To apply the current settings:

    • To all captions in this file, click Apply to all.
    • To any new captions you create, click Set as.

    To check the current defaults, click Show.
7. To edit the background of a different caption, use the scroll bar to display that caption.
8. Choose File - Save or File - Save As to store your background settings.

To return to the control panel, click Go to Control Panel.

{button ,AL(`H_ABOUT_CAPTIONS_ABOUT;H_CHANGING_SIZE_POS_CAP_BCKGRND_STEPS;H_POSITION_T EXT_BKGD_STEPS;H_SETTING_CAPTION_POSITION_STEPS;H_CREATING_CAPTIONS_STEPS;H_RECOR DING_WITH_CAPTIONS_STEPS',0)} See related topics

Details: Entering caption text

Changing the size or position of the background
To make the entire background bigger or smaller, move the pointer over the border of the background until it appears as a two-headed arrow, and drag.

To change the position of the background on the screen, move the pointer over the background until it appears as a hand, and drag.

Positioning the text in the background
If necessary, double-click the background to display the editing box. Then:

 • To resize the editing box, drag a black border area.

 • To move the editing box, drag a white border area.

 • To center the editing box, double-click a white border area.

Pasting text from the Clipboard
You can create a caption by pasting text you previously copied to the Clipboard. To do so, place the insertion point in the caption editing box and press **CTRL+V**. If the editing box flashes and no text appears, the text won't fit in the box. Make the editing box bigger or make the font size smaller, and then press **CTRL+V** again.

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{button ,AL(`H_CREATING_CAPTIONS_STEPS',1)} <u>Go to procedure</u>

Entering caption text

Before you record a captioned movie, create all the captions.

Tip You can perform many of the following tasks by right-clicking a caption and selecting a menu item.

1. Choose Edit - Captions.

    To edit an existing caption file, choose File - Open and double-click the caption file.

    To create a new caption file instead of editing one that is open, choose File - New.

2. Click the Sequence tab, and click the thumbnail for the caption you want to change.

3. Click Edit Text and then enter text.

    You can also paste text from the Clipboard, as described in Details.

4. To display the text against the background, click View Text.

5. To add another caption after this one, click Add After.

    To add a caption before it, click Insert Before.

6. When you've completed all of the captions, choose File - Save As to store the caption file.

    You don't have to save captions to use them during the same ScreenCam session, but it's a good idea if you'll want to modify or re-use them later. By default, ScreenCam saves a caption file with an .SCS extension.

Before you record a captioned movie, individually display each caption, making adjustments as necessary.

To return to the control panel, click Go to Control Panel.

{button ,AL(`H_CREATING_CAPTIONS_DETAILS',1)} See details

{button ,AL(`H_SETTING_CAPTION_STYLE_STEPS;H_CHANGING_SIZE_POS_CAP_BCKGRND_STEPS;H_REC ORDING_WITH_CAPTIONS_STEPS;H_CHOOSING_A_BACKGROUND_STEPS;H_SETTING_CAPTION_POSI TION_STEPS',0)} See related topics

Details: Editing a caption file in a word processing application

Formatting characters in caption files

When you open a .TXT caption file in a word processing application, you see some information and formatting characters that you don't see in ScreenCam. If you get an error message or don't see all the captions when you reopen the text file in ScreenCam, you may have accidentally deleted some necessary characters. If so, re-enter these characters in the word processing application and then re-open the file in ScreenCam.

The following is an example of a caption text file. Use it as a model if you need to re-enter formatting characters. >>> (right angle brackets) mark the beginning of each caption, and <<< (left angle brackets) mark the end. Brackets must be at the beginning of a line.

```
This script text was taken from Caption File:
C:\SCRNCAM\CAPTIONS\SCRIPT.SCS


CAUTION!  Do not remove caption starting and ending delimiter strings (e.g., '>>>',
'<<<').
These strings indicate enclosed caption text.  Place the delimiters at the beginning
of a line.


Caption 1 of 3
>>>
Text of first caption.
<<<


Caption 2 of 3
>>>
Text of second caption.
<<<


Caption 3 of 3
>>>
Text of third caption.
<<<
```

Printing caption files

You may want to print the completed caption file from within the word processing application, to do a final check. It may also be helpful to use the printed file while recording, so you can see the text of captions and their sequence.

{button ,AL(`H_EDITING_CAPTIONS_STEPS',1)} <u>Go to procedure</u>

Editing a caption file in a word processing application

You may want to open a caption file in a word processing application, for example to check spelling or make global changes. After you edit the text, you can reopen and use the caption file in ScreenCam.

1. Create the caption file in ScreenCam, and save it in *.SCS file format.

2. Choose File - Save As.

3. Select "Text files (*.txt)" in the Save as type box, enter a file name that includes a .TXT extension, and click Save.

4. Edit and save the text file in a word processor, making sure to save it as a .TXT file.

   Caution In the file, you'll see characters (>>> and <<<) that you don't see in ScreenCam. Don't delete them, or you may have problems when you reopen the caption file in ScreenCam. For information, see Details.

5. In ScreenCam, choose Edit - Captions.

6. Choose File - Open, select "ScreenCam Caption Scripts (*.scs)" in the Files of type box, and double-click the *.SCS version of the text file you just edited.

7. Choose File - Open, select "Text files (*.txt)" in the Files of type box, and double-click the text file.

   ScreenCam places the edited text into the caption bitmaps, using the font styles previously specified for each caption.

   Note If the file doesn't open properly or all captions don't display, see Details.

8. Save the script as an *.SCS file.

To return to the control panel, click Go to Control Panel.

{button ,AL(`H_EDITING_CAPTIONS_DETAILS',1)} See details

Positioning text against the background

The position you choose for the editing box, which contains caption text, is the default for all subsequent captions you create. You can reposition the editing box at any time.

1. Choose Edit - Captions.
2. To edit an existing caption file, choose File - Open and double-click the caption file.
3. Use the scroll bar to display the caption you want to change.
4. If necessary, double-click the background to display the editing box. Then:
   • To resize the editing box, drag a black border area.
   • To move the editing box, drag a white border area.
   • To center the editing box, double-click a white border area.
5. To position text against the background of a different caption, use the scroll bar to display that caption.
6. Choose File - Save or File - Save As to store your settings.

To return to the control panel, click Go to Control Panel.

{button ,AL(`H_CHOOSING_A_BACKGROUND_STEPS;H_SETTING_CAPTION_POSITION_STEPS;H_CHANGIN G_SIZE_POS_CAP_BCKGRND_STEPS',0)} See related topics

Recording a movie with captions

You must create captions before you begin recording a captioned movie. You then record a *new* movie, using hot keys to display the captions while recording. You can't add captions to an existing movie.

1. Choose Edit - Captions.

2. Choose File - Open, and double-click the caption file.

3. Click Go to Control Panel.

4. If a movie is open, click Clear Movie.

5. (Optional) Preview and position all the captions *before* you begin recording by using the caption hot keys (default hot keys are shown below).

6. (Optional) To record screen activity only, click Camera.

7. (Optional) If you want the first caption to appear at the start of the movie, press the Next hot key.

8. Click Record, and click OK.

Wait until the Stop panel appears before performing screen actions to record. If the Stop panel is hidden, wait several seconds before starting.

9. As you record, press caption hot keys to show and hide captions. The defaults are:

   • **F2** to clear the current caption and show the next one

   • **F3** to clear the current caption without showing another one

   • **F5** to clear the current caption and show the previous one

10. To stop recording, click Stop on the Stop panel.

    If you hid the Stop panel, press **ESC** or whichever hot key you specified to stop recording.

11. To play the movie, click Play.

After you record a captioned movie, you can save it and embed it or create a link to it in another application. You can also change caption text or properties, and then re-record the movie.

{button ,AL(`H_SAVING_A_NEW_SCREEN_MOVIE_STEPS;H_LINKING_STEPS;H_SETTING_CAPTION_HOT_KE
YS_STEPS;H_ABOUT_CAPTIONS_ABOUT;H_POSITION_TEXT_BKGD_STEPS;H_SETTING_CAPTION_POSI
TION_STEPS;H_CREATING_CAPTIONS_STEPS',0)} See related topics

Saving a caption file

Save a caption file so you can modify or re-use it. You can save a caption file at any time while you are creating it.

1. From any Captions tab, choose File - Save or File - Save As.
2. If necessary, specify a different drive and folder.
3. In the Save as type box, select either ScreenCam Caption Scripts (*.scs) or Text files (*.txt).
4. In the File name box, type a name that includes the appropriate extension (.SCS or .TXT).
5. (Optional) Type a short description at the bottom of the dialog box.
6. Click Save.

{button ,AL(`;H_EDITING_CAPTIONS_STEPS',0)} See related topics

Setting hot keys

You can change hot key defaults to control recording, playback, and caption display.

1. Choose Edit - Hot Keys.

2. Click or tab to the hot key you want to change.

3. To specify hot keys to start recording, pause, or control logo or caption display, press a function key or function key combination (for instance, **F7** or **ALT+F7**).

    To specify **ESC** as the hot key to stop recording, select ESC above Stop. To specify a key other than **ESC**, select the button below Stop and press the key you want to use.

    To specify a hot key to play or pause during playback, click the down arrow and select a hot key.

4. (Optional) To reapply default values, click Reset.

5. When you are done, click OK.

{button ,AL(`H_SETTING_CAPTION_HOT_KEYS_DETAILS',1)} <u>See details</u>

Setting the style and alignment of caption text

You can select the font, style, size, color, or alignment of caption text either before or after you enter it.

Tip You can perform many of the following tasks by right-clicking a caption and selecting a menu item.

1. Choose Edit - Captions.

2. To edit an existing caption file, choose File - Open and double-click the caption file.

3. Click the Font tab, and use the scroll bar to display the caption you want to change.

4. Select a font, size, style, and color in the appropriate list boxes, and click a text alignment icon.

5. (Optional) To apply the current settings:

    • To all captions in this file, click Apply to all.

    • To any new captions you create, click Set as.

    To check the current defaults, click Show.

6. To change the style or alignment of another caption in this file, use the scroll bar to display that caption.

7. To save your changes when you are done, choose File - Save or File - Save As.

To return to the control panel, click Go to Control Panel.

{button ,AL(`H_SETTING_CAPTION_POSITION_STEPS;H_CHANGING_SIZE_POS_CAP_BCKGRND_STEPS;H_P
  OSITION_TEXT_BKGD_STEPS',0)} See related topics

Overview: Determining the best movie format for distribution

The format in which you should distribute movies depends on whether your recipients have ScreenCam installed on their computers, and how many movies you plan to send.

To distribute:	Use:	Comments:
One or more movies to someone who has the full ScreenCam recorder installed	.SCM format movies	This uses the least amount of disk space, since it contains only the movie data itself.
One movie to someone who doesn't have the ScreenCam recorder installed	.EXE (stand-alone) format movie	An .EXE format movie contains a built-in, playback-only program that allows viewing without the ScreenCam recorder or player.
More than one movie to someone who doesn't have the ScreenCam recorder installed	.SCM format movies, and include the ScreenCam player (SCPLAYER.EXE)	This saves disk space, since you include only one copy of the playback-only program, which can play all of the movies.
An embedded movie to someone who doesn't have the ScreenCam recorder installed	The file containing the embedded movie, and include the ScreenCam player	The recipient needs to run the player once before playing the movie, to register the player with Windows 95.
An embedded movie to someone who has the full ScreenCam recorder installed	The file containing the embedded movie	The recipient just double-clicks the movie icon to play the movie.

Note You can distribute both .SCM and .EXE format movies, as well as the ScreenCam player (SCPLAYER.EXE), free of charge. For any ScreenCam movie that you distribute for commercial purposes, you shall reproduce the ScreenCam logo (file SC_TM.EPS in your ScreenCam \LOGOS directory) (i) in your product splash screen and about box, (ii) on your media, CD-ROM, Internet Home Page or other online service offering and (iii) on your packaging. You are not permitted to copy or distribute the ScreenCam recorder (SCRNCAM.EXE). Use, duplication, or sale of any portion of this product, except as described in the Lotus License Agreement, is strictly forbidden.

Overview: Playing movies without ScreenCam

To enable people without ScreenCam to view your movies, save them in stand-alone (*.EXE) format. The ScreenCam player, included with stand-alone movies, lets anyone running Windows open and play movies, but not record or save them. When you run the player, it displays the player control panel.

Playing embedded movies with the ScreenCam player

If you underline a ScreenCam movie in a document, only recipients who have ScreenCam installed can automatically view the movie. For people who don't have ScreenCam installed, give them a copy of the ScreenCam player (SCPLAYER.EXE) and tell them to:

1. Run the ScreenCam player (SCPLAYER.EXE) once from Windows Explorer.

   This registers the player with Windows 95 so that it can play embedded ScreenCam movies.

2. Click the X at the top right to exit the player.

3. Open the document containing the embedded movie.

4. Double-click the icon of the movie you want to play.

{button ,AL(`;H_CUST_PLAYBK_FOR_EMBEDDED_MOVIES_STEPS',0)} See related topics

Playing .SCM format movies with the ScreenCam player

1. From Windows Explorer, right-click the movie to play.

2. Choose QuickView.

    The movie automatically begins playing, and closes when it finishes.

{button ,AL(`;H_CUSTOMIZING_SCM_STEPS',0)} <u>See related topics</u>

Sending movies using Notes or cc:Mail

If you use either Lotus Notes or cc:Mail at your site to send e-mail, you can send movies as attachments to mail messages from within ScreenCam. You can also attach movies to messages from any mail application that supports attachments.

1. In ScreenCam, open the movie you want to send and choose File - Send Mail.

    If Notes or cc:Mail is installed on your computer but not currently running, ScreenCam automatically starts it for you. If necessary, enter your name and password.

2. Fill in the address fields, and click Send.

ScreenCam attaches the movie and mails the message.

Overview: Organizing movies in Notes

If you use Lotus Notes, you can use Notes Field Exchange (Notes/FX) to store, organize, and easily access ScreenCam movies in Notes databases. Using Notes/FX, you can embed a ScreenCam movie in a Notes document and automatically see information about the movie, such as its author, file name, and last revised date.

If you later change the movie in ScreenCam, Notes automatically updates the information in the fields when you open and update the Notes document containing the embedded movie. You can also create views in the Notes database, for example, to view the Notes documents by movie author or creation date.

To use Notes/FX, you use standard Notes techniques for creating databases, forms, fields, and views. Your Notes documentation contains specifics. The following is an overview of the tasks you must perform.

1. In a new or existing Notes database, design a new form or edit an existing form to contain fields for the ScreenCam information you want to display.

   The names of the fields in the form must exactly match the field names used by ScreenCam. As an aid, you can copy the names of the fields you want to use from ScreenCam into the form.

2. If you want, create views in the Notes database organized by one or more of the fields.

3. Create Notes documents using the form and embed ScreenCam movies in the documents.

To use Notes/FX, you must have 32-bit Notes Release 4.0 or later installed, and you must be running Windows 95.

{button ,AL(`H_USING_FX_STEPS;H_SETTING_UP_FX_STEPS',0)} <u>See related topics</u>

Adding the sample database to your Notes workspace

When you install ScreenCam, you install a sample Notes movie database, SCMOVIES.NSF. This database contains a form you can use to organize movies using Notes/FX. To use the database, you must first add it to your Notes workspace.

1. Start Notes, if it isn't already running.

2. In Notes, choose File - Database - Open.

3. Specify the location of the sample database.

   • In the Server box, select Local.

   • In the Filename box, type the path where ScreenCam is loaded, followed by SCMOVIES.NSF. For example, type `C:\SCRNCAM\SCMOVIES.NSF`.

4. Click Add Icon, and click Done.

The database icon appears on your Notes desktop.

Creating and embedding movies using Notes/FX

After you create a Notes form with the appropriate fields, you can use it to create and embed movies and display information about them.

1. In Notes, choose Create and the name of the form you created with the fields to display ScreenCam information.
2. Click the rich text field where you want to embed the movie, and choose Create - Object.
3. In the list of object types, click Lotus ScreenCam 97 Movie.
4. To include a ScreenCam icon that represents this object, select "Display as icon."
5. Click OK, and record a new movie.
6. In ScreenCam, choose File - Update *<form name>*.

    The movie icon appears in the Notes document and information about the movie appears in the appropriate fields.
7. Click the X in the top right corner to leave ScreenCam and return to the Notes document.
8. In Notes, choose File - Save to store the Notes document and the embedded movie.

{button ,AL(`;H_CUST_PLAYBK_FOR_EMBEDDED_MOVIES_STEPS',0)} See related topics

Creating and storing movies in the sample database

The sample Notes database contains a blank embedded movie and fields to automatically display information about the movie.

1. If ScreenCam is running, close it by clicking the X at the top right corner.
2. If necessary, open the sample database (SCMOVIES.NSF) in Notes by double-clicking the Lotus ScreenCam Movies 97 icon.
3. Click in a rich text field and choose Create - Object.
4. Select "Create a new object."
5. In the list of object types, click Lotus ScreenCam 97 Movie.
6. Record a new movie.
7. In ScreenCam, choose File - Update *<form name>*.

   Notes fills in the fields in the form with information about the movie.
8. Click the X in the top right corner to close ScreenCam and return to Notes.
9. In Notes, choose File - Save to save the form, and File - Close to close it.

Add as many movies to the database as you want. Once you embed the movies, you can experiment with the database views to categorize the movies in different ways.

Embedding existing movies using Notes/FX

After you create a Notes form with the appropriate fields, you can use it to embed movies and display information about them in a Notes document.

1. In Notes, choose Create and the name of the form you created with the fields to display ScreenCam information.

2. Click the rich text field where you want to embed the movie and choose Create - Object.

3. Select "Create an object from a file."

4. Enter the file name, or click Browse, select the movie to embed, and click OK.

5. To include a ScreenCam icon to represent the movie in the Notes document, select "Display as icon."

6. Click OK.

The movie icon appears in the Notes document and information about the movie appears in the appropriate fields.

Details: Setting up Notes Field Exchange (Notes/FX)

The table below shows you the ScreenCam field names you can use with Notes/FX, their corresponding data types, and a description of the information that appears in the fields.

In addition to any of these fields, you should create a rich text field where you can embed the movie. If you want, you can embed a blank movie in this field. If you do this, users can open the movie form and just double-click the movie icon to activate ScreenCam, so they can begin recording a new movie.

To embed a blank movie, do the following:

1. In a Notes document created with the form you designed for ScreenCam, click a rich text field and choose Create - Object.

2. Under Object type, select Lotus ScreenCam 97 Movie and click OK.

3. In ScreenCam, choose File - Update *<form name>*.

4. Click the X in the top right corner to exit from ScreenCam.

You can use the following ScreenCam field names with Notes/FX:

Field name	Data type	Description
MovieAuthor	Text	Author of file. This is the user name entered when ScreenCam was installed.
CompanyName	Text	Name of company. This is the company name entered when ScreenCam was installed.
MovieFileName	Text	The complete movie file name, including the path
MovieBaseName	Text	The movie file name; the path is not included
MoviePathName	Text	The path or location where the movie is stored; the movie name is not included
MovieFileSize	Text	The size of the movie file in kilobytes
SizeInCharacters	Number	The number of bytes in the movie file
SizeInK	Number	The number of kilobytes in the movie file
MovieSegments	Number	The number of segments in this movie
MovieVersion	Text	The earliest release of ScreenCam that can play this movie
MovieFileDate	Text	The date the movie was created
MovieFileTime	Text	The time the movie was created
MovieFileDateTime	Text	The date and time the movie was created
LastRevisionDate	Time	The time and date the movie was last revised
Subject	Text	A description of the movie
MovieDuration	Text	The time required to play the movie
MovieDurationTenthsSeconds	Number	The time in tenths of seconds required to play the movie
MovieContents	Text	The contents of the movie (screen activity, sound, both, captions)

MovieDisplaySize	Text	The display size of the movie in pixels
MovieDisplaySizeVertical	Number	The number of vertical pixels in the movie display
MovieDisplaySizeHorizontal	Number	The number of horizontal pixels in the movie display
MovieSoundSampleRate	Text	The sample rate in kiloHertz
MovieSoundSampleRateNumber	Number	The sample rate number
MovieSoundSampleSize	Text	The sample size in bits
MovieSoundSampleSizeNumber	Number	The sample size number
MovieSoundChannels	Text	The number of separate portions that make up the sound: 1 (Mono) or 2 (Stereo)
MovieSoundChannelsNumber	Number	1 for Mono or 2 for Stereo
MovieSoundCompressionType	Text	Indicates whether or not the sound portion of the movie is compressed
MovieOLEEmbeddingState	Text	Indicates the movie is embedded
DocumentClass	Text	OLE class name of the embedded object (ScreenCam Movie)

{button ,AL(`H_SETTING_UP_FX_STEPS',1)} Go to procedure

Setting up Notes Field Exchange (Notes/FX)

To set up Notes/FX to use with ScreenCam, first create a Notes form in a new or in an existing Notes database. Then create fields in the form to display movie information. For information about creating databases, see your Notes documentation.

To create the Notes form and fields:

1. (Optional) Copy the field names from ScreenCam, to use as a reference:

    • Choose File - Properties and click the Lotus Notes/FX Fields tab.

    • Select the fields you want to use in the Notes form.

      To use all the fields, click Select All.

    • Click Copy, and then click OK.

2. In Notes, create a new database by choosing File - Database - New.

    To open an existing database, double-click it.

3. Either create a new form by choosing Create - Design - Form or select an existing form to edit.

4. (Optional) If you copied the field names from ScreenCam, choose Edit - Paste to paste them into the form for reference.

5. Choose Create - Field and create the fields to display ScreenCam information.

    Each field you create must have the same field name and data type as a field in the ScreenCam Lotus Notes/FX Fields dialog box. See Notes online help for steps to create fields, and see Details for a description of the fields.

6. Include a rich text field for embedding the movie.

7. Choose Design - Form Properties and:

    • If necessary, click the Basics tab of the Form Properties dialog box and enter a form name.

    • Click the Defaults tab and select "Store form in document."

    • (Optional) Click the Launch tab, select Select Lotus ScreenCam 97 Movie in the Auto Launch box, and select any other options you want.

      This includes the form name in the Create menu of the database.

Choose File - Save to save the form and choose File - Close to close it.

{button ,AL(`H_SETTING_UP_FX_DETAILS',1)} See details

{button ,AL(`;H_CREATING_EMBEDDING_USING_NOTESFX_STEPS;H_EMBEDDING_MOVIES_USING_NOTES FX_STEPS',0)} See related topics

Storing existing movies in the sample database

The sample Notes database contains a blank embedded movie and fields to automatically display information about the movie.

1. If ScreenCam is running, close it by clicking the X in the top right corner.

2. In Notes, if necessary double-click the Lotus ScreenCam Movies 97 icon (SCMOVIES.NSF) to open the sample database.

3. Click in a rich text field, and choose Create - Object.

4. Select "Create an object from a file."

5. Enter the file name, or click Browse and select the movie to embed.

6. To include a ScreenCam icon that represents this object, select "Display as icon."

7. Click OK, and click OK again.

The movie icon appears in the Notes document and information about the movie appears in the appropriate fields.

Updating an existing movie in Notes/FX

1. In Notes, select the document you want to update and choose Actions - Edit Document, or press **CTRL+E**.

2. Select the movie icon and choose ScreenCam Movie - Open.

    Be sure not to double-click the movie, which starts playback.

3. In ScreenCam, make any changes you want.

    For example, you can clear the screentrack or soundtrack, or change the settings by choosing Edit - Object Settings.

4. Choose File - Update *<form name>* to update the movie.

5. Click the X in the top right corner to close ScreenCam and return to Notes.

ScreenCam updates any fields in the Notes document affected by the changes you made to the movie.

Overview: Linking and embedding

After you save a movie, you can make it accessible from another application by creating a <u>link</u> to it or <u>embedding</u> it in a file. The other application must be a Windows 95 application that supports linking and embedding. You can either:

- Embed or create a link to a movie from within another application, or
- Copy a movie from ScreenCam to the Clipboard, and then embed it from there into another application.

For more information on transferring and sharing information among Windows 95 applications, see your Windows 95 documentation.

{button ,AL(`;H_CREATING_EMBEDDING_FROM_APP_STEPS;H_CUST_PLAYBK_FOR_EMBEDDED_MOVIES_S
    TEPS;H_EMBED_EXISTING_FROM_APP_STEPS;H_LINKING_STEPS',0)} <u>See related topics</u>

Overview: Saving movies

To keep a permanent copy of a movie, save it as a file on disk.

You can save movies in any of these file formats:

- .SCM, the native ScreenCam file format (the default)
- .EXE, the stand-alone format, to enable people without ScreenCam to play the movie
- .AVI, the Video for Windows format, to save just the screentrack
- .WAV, a Microsoft format for storing digitized sound, to save just the soundtrack

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{button ,AL(`;H_SAVING_A_NEW_SCREEN_MOVIE_STEPS;H_SAVING_AVI_STEPS;H_SAVING_THE_SCREENT
RACK_OF_A_SCREEN_MOVIE_STEPS;H_SAVING_THE_SOUNDTRACK_OF_A_SCREEN_MOVIE_STEPS',0)
} See related topics

Creating smaller files using audio compression

If you recorded a movie using the default Sound Recording Quality settings   -- 11 kHz, 8 bits, 1 (mono) --   you can decrease the movie size by compressing the audio. Compression may slightly impair sound quality, so only use audio compression on movies where sound quality is not of primary importance.

1. With the movie open, choose File - Save As, click Options, and click the Audio tab.

2. Click the down-arrow and select the compression you want.

    The olive color on the movie data bar indicates the amount of compression.

3. Click OK.

4. In the Save As dialog box, enter a file name if necessary, and click Save.

Note When saving .EXE format movies, the estimated size does not include the size of the ScreenCam player, needed to play the movie, so the size of the saved .EXE file will be larger than the estimated size. For .WAV format files, the estimated size includes screen data and sound, so the saved file will be smaller than the estimated size.

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{button ,AL(`;H_SETTING_SOUND_RECORDING_QUALITY_STEPS',0)} See related topics

Creating and embedding movies

1. Open the application and the file where you want to <u>embed</u> the movie.
2. Using the facilities of the application, select the option to create a new object.
3. In the list of object types, click Lotus ScreenCam 97 Movie.
4. To include a ScreenCam icon that represents this movie, select "Display as icon" and click OK.
5. Record a new movie.
6. (Optional) To set the movie's appearance and playback characteristics, in ScreenCam choose Edit - Object Settings. Click OK when you're done.
7. Close ScreenCam by clicking the X in the top right corner of the ScreenCam control panel.

To play the embedded movie, close ScreenCam if it is running, and double-click the image (icon, frame, or bitmap) representing the movie.

To save the embedded movie, save the application file.

{button ,AL(`;H_CUST_PLAYBK_FOR_EMBEDDED_MOVIES_STEPS',0)} <u>See related topics</u>

Customizing display and playback for embedded movies

You can set playback options for movies you <u>embed</u> in other applications.

1. Select the embedded movie in the application where it appears.

   Don't double-click the movie, or it will start playing.

2. Use the facilities of the application to open the embedded movie.

3. In ScreenCam, choose Edit - Object Settings and:

   • Determine how the movie will appear by selecting a <u>display option</u>.

   • Specify the number of times you want the embedded movie to play by selecting a <u>frequency option</u>.

   • Choose to <u>hide the control panel during playback</u> or to <u>close ScreenCam after playback</u>.

   Click OK.

To play the embedded movie, close ScreenCam if it is running, and double-click the image (icon, frame, or bitmap) representing the movie.

Close after playback
Closes the ScreenCam control panel and exits ScreenCam when the movie finishes.

This option is unavailable if you select the "Repeat continuously" Frequency option.

Frequency options

- Play once -- The movie plays once and then stops.

- Play *n* times -- The movie plays the number of times you specify.

- Repeat continuously -- The movie repeats until the person viewing it clicks Stop.

Hide panel during playback
Hides the ScreenCam control panel when the movie plays. To pause the movie, the person viewing it must press the pause hot key (by default, **SPACEBAR**).

Embedding or creating a link to existing movies

1. Open the application and the file where you want to <u>embed</u> or create a <u>link</u> to the movie.

2. Using the facilities of the application, select the option to create an object from a file or to create a link.

3. Enter the file name, or click Browse, select the movie, and click Insert or OK.

4. To include a ScreenCam icon that represents this movie, select "Display as icon" and click OK.

5. (Optional) Many applications let you change the icon for the link or embedded movie:

    • Select the movie and use the facilities of the application to edit its properties.

    • Click the View tab, choose the selections you want, and click OK.

To play the movie, close ScreenCam if it is running, and double-click the image (icon, frame, or bitmap) representing the movie.

To save the embedded movie or the link to it, save the application file.

{button ,AL(`;H_CUST_PLAYBK_FOR_EMBEDDED_MOVIES_STEPS',0)} <u>See related topics</u>

Hiding the Stop panel when recording

You can hide the Stop panel when recording so it doesn't appear in your movie.

1. Choose Edit - Preferences and click the Panel tab.

2. Deselect "Show the Stop panel" and click OK.

The next time you record a movie, use the hot key (**ESC** by default) to stop recording. To assign a different hot key, choose Edit - Hot Keys.

Details: Embedding movies using the Clipboard

Embedding data from .EXE movies
When you open an .EXE format movie in ScreenCam, it extracts the ScreenCam movie, which you can then embed in another application. You embed the movie data contained in the original .EXE file, but not the playback program that is also included in the file.

If you send a document containing an embedded movie to recipients who do not have ScreenCam, they will need the ScreenCam player installed on their computers to play the movie.

{button ,AL(`H_LINKING_STEPS',1)} Go to procedure

Embedding movies using the Clipboard

You can embed a movie into another application by copying it to the Clipboard. You can embed either a saved or an unsaved movie.

1. From the ScreenCam control panel, do one of the following:

    • Choose File - New, and record a new movie.

    (Optional) You can save the movie for later use in either .SCM or .EXE format.

    • Choose File - Open, select the movie, and click Open.

2. Choose Edit - Copy as Object to copy the movie to the Clipboard.

3. Open the other application and the file in which you want to embed the movie, and use the application's embed facilities (for example, Edit - Paste, or Edit - Paste Special).

4. Close ScreenCam by clicking the X in the top right corner of the ScreenCam control panel.

To play the movie, close ScreenCam if it is running, and double-click the image (icon, frame, or bitmap) representing the movie.

To save the embedded movie, save the application file.


{button ,AL(`H_LINKING_DETAILS',1)} See details

{button ,AL(`H_LINKING_FROM_APPS_STEPS;H_CUST_PLAYBK_FOR_EMBEDDED_MOVIES_STEPS',0)} See related topics

Recording a new movie

To create a movie, you record a period of screen activity. If your computer is equipped with sound hardware, you can record sound as well.

Note If your PC has 5 MB or less of free space, ScreenCam does not permit recording. In addition, ScreenCam may stop recording if it detects your system might not have enough room to store a movie.

1. Choose File - New.

2. On the ScreenCam control panel, do one of the following:

To record	Click
Sound only	
Screen activity only	
Both sound and screen activity	

3. Click Record, and click OK.

Wait until the Stop panel appears before performing screen actions to record. If the Stop panel is hidden, wait several seconds before starting.

4. To stop recording, click Stop on the Stop panel.

   If you hid the Stop panel during recording, press **ESC**, or whichever hot key you specified to stop recording.

5. To view the movie, click Play.

6. To save the movie, choose File - Save or File - Save As.

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{button ,AL(`H_HIDING_STOP_STEPS;H_SAVING_A_NEW_SCREEN_MOVIE_STEPS;H_RECORDING_WITH_CA
PTIONS_STEPS;H_RECORDING_WITH_LOGO_STEPS;H_SETTING_CAPTION_HOT_KEYS_STEPS;H_SETTI
NG_SOUND_RECORDING_QUALITY_STEPS',0)} See related topics

Changing the position of the logo

When you record a movie with a logo, the logo appears in whatever position it was in the last time you recorded a movie with a logo. If you want the logo to appear in a different position, do the following *before* you record the movie.

1. Click Record.

2. Drag the logo to where you want it to appear, and press **ESC** (or whichever hot key you specified) to stop recording.

3. Click Clear Movie to clear the movie.

The next time you record a movie, the logo appears in the new position.

Recording a movie with a logo

You can include a logo in a movie, for example to identify your organization. The logo can be any art or text stored in a bitmap file.

1. Choose Edit - Preferences and click the Panel tab.
2. Deselect "Show the Stop panel."
3. Select "Show Logo."
4. Click Browse Logo, and select the file containing the logo you want to use.

    Dimension and palette information appear to the right of the bitmap image.
5. Click Open, and click OK.

When you record, the logo appears where it was the last time you recorded with a logo; initially the logo is in the bottom right corner of the screen. To change the logo location, click Record, drag the logo where you want it, press the hot key you selected to stop recording, and click Clear Movie.

The default hot key to hide and show the logo during recording is **ALT+F12**, and the default hot key to stop recording is **ESC**. To assign different hot keys, choose Edit - Hot Keys.

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{button ,AL(`;H_RECORDING_SCREEN_MOVIES_STEPS',0)} See related topics

Saving a new movie

Note If you save a movie created with an earlier version of ScreenCam in ScreenCam 97, you can only play the movie using ScreenCam 97, or the ScreenCam 97 player.

1. Choose File - Save As.

2. If necessary, specify a different drive and folder.

3. Enter a file name in the File name box.

    To play this movie only on systems with ScreenCam installed, use the extension .SCM and select   "ScreenCam Movies (*.scm)" in the Save as type box.

    To play this movie on systems without ScreenCam, use the extension .EXE   and select "Stand-alone Movies (*.exe)" in the Save as type box.

4. (Optional) Type a short description of the movie at the bottom of the dialog box.

5. (Optional) To change audio, video, user, or thumbnail information saved with this movie, click Options. When you are done, click OK.

6. Click Save.

{button ,AL(`H_COMPRESSION_NEW_ABOUT;H_SAVING_AVI_STEPS;H_UPDATING_A_MOVIE_THUMBNAIL_S TEPS;H_UPDATING_AUTHOR_AND_COMPANY_INFORMATION_STEPS;H_SAVING_THE_SCREENTRACK_ OF_A_SCREEN_MOVIE_STEPS;H_SAVING_THE_SOUNDTRACK_OF_A_SCREEN_MOVIE_STEPS',0)} See related topics

Saving the screentrack of a movie as an .SCM or .EXE file

1. Record a new movie or open an existing movie that contains a screentrack.

    If necessary, choose Edit - Clear Soundtrack to remove a soundtrack.

2. Choose File - Save As.

3. In the Save as type box, select "ScreenCam Movies (*.scm)" or "Stand-alone Movies (*.exe)."

4. If necessary, specify a different drive and folder.

5. In the File name box, enter a name that includes the appropriate extension (.SCM or .EXE).

6. Click Save.

{button ,AL(`H_SAVING_A_NEW_SCREEN_MOVIE_STEPS;H_SAVING_THE_SOUNDTRACK_OF_A_SCREEN_MOVIE_STEPS;H_RECORDING_NEW_STEPS;H_REPLACING_STEPS;H_SAVING_AVI_STEPS',0)} See related topics

Saving the soundtrack of a movie

You can open and edit the soundtrack from a ScreenCam movie in an application such as Windows 95 Sound Recorder if you save the soundtrack as a .WAV file. You can also save the soundtrack in .SCM format.

1. Record a new movie or open an existing movie that contains sound.

   If necessary, choose Edit - Clear Screentrack to remove a screentrack.

2. Choose File - Save As.

3. If necessary, specify a different drive and folder.

4. In the Save as type box, select "Sound-only files (*.wav)" or "ScreenCam Movies (*.scm)."

5. In the File name box, enter a name that includes the appropriate extension (.WAV or .SCM).

6. Click Save.

If you saved the movie as a .WAV file, the original .SCM format movie remains open for you to work on.

{button ,AL(`H_SAVING_A_NEW_SCREEN_MOVIE_STEPS;H_SAVING_THE_SCREENTRACK_OF_A_SCREEN_ MOVIE_STEPS;H_RECORDING_NEW_STEPS;H_REPLACING_STEPS',0)} See related topics

Tips for making movies

Before you record a movie, consider the following tips:

- **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 divert attention from more important events in your movies.
- **When recording, wait for the Stop panel to appear**. After you click Record, recording does not begin until the Stop panel displays. Do not perform any tasks that you want recorded until you see the Stop panel. If you have hidden the Stop panel, wait several seconds before starting a movie.
- **Turn wallpaper off**. Displaying wallpaper slows down recording and playback. To turn off wallpaper, click Display from the Windows 95 Control Panel, and then under Wallpaper, select (None).
- **Use 16 color (4-bit), if possible.** Using 256 colors requires more disk space, and can cause palette shifting. In addition, some monitors aren't capable of displaying greater color depths.
- **Don't use 'Compress' when using Lotus Notes, or tell recipients to detach movies before playing them**. If you use the compression feature when attaching a movie to a Lotus Notes document, playback cannot begin until the movie is decompressed. If you need to compress an attached movie, it will play more quickly if you tell the recipient to detach the movie first.
- **Use captions if your viewers don't have sound hardware, or to display bitmap images without text.** Creating movies with captions instead of sound also results in smaller files, making movies easier to store and distribute.

Troubleshooting sound problems

To record and play sounds, your system must have sound hardware installed. The board or device must be configured correctly, and the appropriate driver files loaded. If sound hardware is installed and you still can't play sounds, follow the steps below.

1. Make sure that:

   • A speaker is plugged into the sound hardware and turned on.

   • The volume is set loudly enough so you can hear sounds.

   Use the volume control knob on your sound hardware to set the sound to a comfortable level. If your sound hardware provides for software control of the volume, you can also use the Volume control on the ScreenCam control panel.

2. From the Windows 95 Desktop, choose Start - Settings - Control Panel. Double-click the Multimedia icon, and click the Audio tab.

   Make sure the correct device is shown for both playback and recording. After making any changes, restart Windows 95 and try to record and play again. If you still have problems, check the documentation that came with your sound hardware.

3. From the same Multimedia Properties dialog box, click the Advanced tab, double-click the Audio Devices icon, and double-click the device you are trying to use.

   The status beneath the drive name should be "enabled and active;" if it is not, try reinstalling the drivers, restarting Windows 95, and checking the status again.

{button ,AL(`;H_VOLUME_CONTROL',0)} See related topics

Appending a movie to the current one

You can add an existing movie to the current one, provided both the current movie and the one you are appending have similar attributes.

1. With a movie already open in ScreenCam, choose File - Open.

2. If necessary, in the Look in box, select a different drive and folder.

3. If necessary, in the Files of type box, select the format (*.scm, *.exe, or *.wav) matching the movie you want to play.

4. (Optional) To see this movie's thumbnail, click the file name.

   To further check that this movie is the one you want, right-click the file name and choose Properties or Quick View.

5. To open the movie, double-click the file name.

6. Select "Append onto existing movie" and click OK.

ScreenCam treats the second movie as a segment, and places it at the end of the current movie. A movie can have a maximum of 20 segments.

Creating or editing captions

From the Sequence tab, you can either:

- Create new captions by entering caption text
- Adding, deleting, and rearranging captions

Changing panel preferences
You can perform the following tasks from the Panel tab:

Hiding the Stop panel during recording

Recording a movie with a logo

Hiding the control panel and mouse pointer during playback

Changing the order of movie segments

You can rearrange the order of <u>segments</u> in an open movie by performing the steps below.

1. Choose Edit - Segments.
2. Under Sequence, click the segment you want to move.
3. To remove or reposition a segment, choose Edit - Cut.

    To copy a segment, choose Edit - Copy.
4. Select the segment to precede the one you are repositioning or copying, and choose Edit - Paste.
5. To save your changes choose File - Save or File - Save As.

To return to the control panel, click Go to Control Panel.

Changing settings preferences

You can perform the following tasks from the Settings tab:

[Resizing a movie during playback](#)

[Ensuring fonts look exactly as recorded (font fidelity)](#)

[Seeing or hiding ToolTips and hidden messages](#)

[Setting sound recording quality](#)

Changing the size or position of caption backgrounds

1. Choose Edit - Captions.

2. To edit an existing caption file, choose File - Open and double-click the caption file.

3. Use the scroll bar to display the caption you want to resize or reposition on the screen.

Repositioning the background on the screen

1. Move the pointer over the background until it appears as a hand.

2. Drag the background to where you want it.

3. (Optional) To center or align captions, click the Position tab. Then:

    To center this caption, select "Center on screen." To center all captions, also click "Center all captions on screen."

    To align all captions with the upper left corner of the current one, select "Leave at freehand position" and click "Align all with top left caption corner."

Changing background size

1. Move the pointer over the border of the background until it appears as a two-headed arrow.

2. Drag the border to increase or decrease the background size.

    If you increase the size of the background, you may also need to resize the text area.

To change another caption, use the scroll bar to display that caption. When you are done, save your changes by choosing File - Save or File - Save As.

To return to the control panel, click Go to Control Panel.

{button ,AL(`H_CHOOSING_A_BACKGROUND_STEPS;H_SETTING_CAPTION_POSITION_STEPS;H_POSITION _TEXT_BKGD_STEPS',0)} See related topics

Changing where temporary files are stored

You may want to store ScreenCam temporary files, such as movies and caption scripts that you have not explicitly saved, to a drive and directory you specify.

1. Choose Edit - Preferences and click the Temp Files tab.

2. Select either the default Windows TEMP directory, or select "Choose a new location" and highlight the directory to use.

   The amount of remaining space displays beside the selected drive. While network drives may have greater capacity, access times are slower. If a specified network drive becomes unavailable, ScreenCam stores temporary files in the default TEMP directory.

3. Click OK.

Adding, deleting, and rearranging captions

1. Choose Edit - Captions.

2. Choose File - Open, and double-click the caption file you want to change.

3. Click the Sequence tab, and do any of the following:

    • Add a new caption

    • Delete a caption

    • Move a caption

    • Duplicate a caption

4. When you are done, save your changes by choosing File - Save or File - Save As.

To return to the control panel, click Go to Control Panel.

{button ,AL(`H_EDITING_CAPTIONS_STEPS;H_CHANGING_SIZE_POS_CAP_BCKGRND_STEPS;H_SETTING_C
    APTION_POSITION_STEPS;H_CHOOSING_A_BACKGROUND_STEPS;H_CREATING_CAPTIONS_STEPS;H_
    POSITION_TEXT_BKGD_STEPS;H_SETTING_CAPTION_STYLE_STEPS',0)} See related topics

Copyright

Trademarks

Creating movie segments

You can create movie <u>segments</u> while recording, or by appending one movie to another. A movie can contain up to 20 segments.

1. Begin creating a movie by clicking Record.

   [■]

2. To mark the end of a segment, click Pause.

   [❚❚]

3. Continue creating segments by recording and pausing. After recording the final segment, click Stop.

   [■]

4. (Optional) You can also create a segment in the current movie by opening and appending another existing movie that contains the same <u>attributes</u> as the one that is open.

5. To save your changes, choose File - Save or File - Save As.

During playback you can right-click a movie with segments to list the segments it contains. Then you can view a segment by selecting it.

Note If a movie has more than one segment, you cannot replace its screentrack or soundtrack.

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{button ,AL(`H_CHANGING_SEGMENT_ORDER_STEPS;H_SETTING_CAPTION_HOT_KEYS_STEPS;H_APPEN
   DING_TO_CURRENT_MOVIE_STEPS',0)} <u>See related topics</u>

Add a new caption

1. Select a caption above or below where the new one will go.
2. Click either Insert Before or Add After.
3. Enter the text for the new caption.

Apply to all
Applies the background to all captions in the current caption file.

Attributes for appending movies
- Screentrack dimensions must be the same.
- Soundtrack parameters must be the same.
- Movies must have the same format (screen-only, screen with sound, or sound only).

Author

The name of the person who created the movie. This is the user name entered when ScreenCam was installed.

Caption Scripts (*.scs)
Saves captions in the default caption format, preserving all information such as bitmap backgrounds and fonts.

{button ,AL(`;H_CREATING_CAPTIONS_STEPS',0)} See related topics

Channels

The number of separate audio portions that make up the sound: 1 (Mono) or 2 (Stereo). Your sound board may only support one channel (mono).

To check or change the Sample Rate setting, choose Edit - Preferences and click the Settings tab.

Color Depth
The amount of color information stored in the movie, in bits.

Company
The name of the author's company. This is the company name entered when ScreenCam was installed.

Compression

Indicates whether the sound portion of the movie is compressed. Compression is an option you can choose before saving a movie.

Contents
Indicates whether the current movie contains sound only, screen activity only, or both sound and screen activity, and whether the movie contains captions.

Data Size
The size of the screen activity portion of the movie, in kilobytes.

Data Size
The size of the sound portion of the movie, in kilobytes.

Delete a caption

1. Select the caption to delete.

2. Choose Edit - Cut.

Description

The description entered in the Save As dialog box when the movie was saved.

Display options

- "Icon" uses the ScreenCam icon.

- "Initial movie image" uses the first image of the movie.

     If the movie is not full size, you can select either "full size" to restore the full-screen view, or "view size" to use the reduced size.

- "Bitmap" uses the bitmap file you specify. If necessary, click Browse to find the bitmap to use.

Duplicate a caption

1. Select the caption to duplicate.

2. Choose Edit - Copy.

3. Select the caption to precede the one you are copying.

4. Choose Edit - Paste.

Duration
The time required to play the current movie.

Frequency options

"Play once" plays the movie once and then stops.

"Play *n* times" plays the movie the number of times you specify. If you select this option, type a number or click the arrow to specify a number.

"Repeat continuously" repeatedly plays the movie until you click Stop.

Location
The path and file name of the movie.

Make transparent
Makes any white areas in the background transparent.

Even if you select this option, ScreenCam won't record screen activity that occurs behind the background.

Move a caption

1. Select the caption to move.

2. Choose Edit - Cut.

3. Select the caption that will precede the one you are moving.

4. Choose Edit - Paste.

Movie Area
The size of the movie, in pixels. This matches the resolution of the system that recorded the movie.

Movie Size

The size of the current movie in kilobytes. For stand-alone (.EXE) movies, the actual file size, including the ScreenCam player, is also shown.

Movie Version

For ScreenCam (.SCM) movies, the earliest version of ScreenCam that is capable of playing this movie.

Movie View

Indicates whether the current movie window is full size, or whether it has been reduced. To be able to reduce the size and view, choose Edit - Preferences, click the Settings tab, and select "Allow resizing of the movie during playback."

Playback options

- "Hide panel during playback" hides the control panel during playback.

- "Close after playback" closes the control panel after the movie finishes playing.

Restore size

Restores the background to the original size of the bitmap, if you previously resized it. This is the size of the bitmap as it is stored in the file system, not necessarily a size you previously chose within ScreenCam.

Revised
The date and time the movie was last revised.

Sample Rate

The frequency with which the audio driver performs analog-to-digital or digital-to-analog conversions, measured in kiloherz (kHz).

To check or change the Sample Rate setting, choose Edit - Preferences and click the Settings tab.

Sample Size

The number of bits the audio driver uses to store a sound sample created by an analog-to-digital conversion.

To check or change the Sample Rate setting, choose Edit - Preferences and click the Settings tab.

segment
A piece of a movie that you can play individually, and easily rearrange to change the flow of a movie. You can create segments by recording and pausing, or by appending an existing movie with similar attributes to a movie already open in ScreenCam. If a movie has more than one segment, after you click Stop, you cannot record additional material with that movie open; however, you can close the segmented movie, record what you want and save it as a new movie, and then append the new movie to the movie with segments. A movie can have up to 20 segments.

Segments
The number of separate sections, or segments, in this movie. You can create segments by recording and pausing, or by appending an existing movie with similar attributes to a movie already open in ScreenCam.

Set as
Uses the current background settings the next time you create a caption file.

Show
Displays the path to the current default background bitmap.

Text files (*.txt)

Saves caption text only, in text file format so you can edit it in a word processing application. To retain bitmap and font information, first save the file in *.SCS format.

thumbnail
A smaller version of the first screen image of a movie, used to visually identify a movie throughout ScreenCam. Adding a thumbnail to an older movie that doesn't have one or updating a thumbnail to use greater color depth increases the size of a movie.

Thumbnail
The first image of this movie. If "(generated)" is shown, ScreenCam creates this thumbnail each time you open the movie. To save time, re-save the movie, which stores the thumbnail with it. "(stored)" indicates the thumbnail is already stored with the movie.

View Offset

For reduced-view movies, indicates whether or not the movie has been scrolled within its window, to focus on a particular area of interest. The offset is the distance scrolled from the upper left corner of the movie window, in pixels.

To be able to reduce the size and view, choose Edit - Preferences, click the Settings tab, and select "Allow resizing of the movie during playback."

View Size

The display size for the current movie, in pixels. This is the same size as the Movie Area, unless the view has been reduced.

To be able to reduce the size and view, choose Edit - Preferences, click the Settings tab, and select "Allow resizing of the movie during playback."

Displaying movie file information
You can see file information about the current movie from several different places.

- During playback, right-click over the movie and choose Properties.
- From the ScreenCam control panel, right-click over any control and choose Properties.
- From Windows Explorer, right-click over the movie file name, choose Properties, and click the Movie File tab.

The following information displays. When you're finished reading, click OK.

- Duration
- Contents
- Segments
- Location
- Revised
- Movie Size
- Movie Version
- Author
- Company
- Description

{button ,AL(`;H_DISPLAYING_SCREEN_SND_INFO',0)} See related topics

Displaying screentrack and soundtrack information
You can see screentrack and soundtrack information about the current movie from several places:

- During playback, right-click over the movie, choose Properties, and click the Movie Data tab.
- From the ScreenCam control panel, choose File - Properties, and click the Movie Data tab.
- From Windows Explorer, right-click over the movie file name, choose Properties, and click the Movie Data tab.

The following information displays. When you're finished reading, click OK.

Screentrack (dimmed if the current movie does not contain a screentrack):

- Movie Area
- Movie View
- View Size
- View Offset
- Color Depth
- Data Size
- Thumbnail

Soundtrack (dimmed if the current movie does not contain a soundtrack):

- Sample Rate
- Sample Size
- Channels
- Compression
- Data Size

{button ,AL(`;H_DISPLAYING_INFO_STEPS',0)} See related topics

Ensuring fonts look exactly as recorded (font fidelity)

Use font fidelity to ensure that any screen text and any captions in a movie play back with the same quality as when you recorded them, regardless of the capabilities of the playback system.

1. Choose Edit - Preferences and click the Settings tab.

2. Under General, select "Emphasize font fidelity during recording."

   If your system does not have much free disk space, and if you are not concerned about maintaining font quality on other playback systems, you may want to deselect font fidelity.

3. Click OK.

Opening a second movie
You can replace a movie that is currently open with another one. Alternatively, you can append a movie with similar attributes to the current one, or replace either the screentrack or soundtrack of the current movie.

Appending a movie to the current one

Replacing or adding a screentrack or soundtrack from a file

Opening caption files

After selecting Edit - Captions from the ScreenCam control panel, make sure the format shown in the Files of type box matches that of the caption file:

- To open a caption file saved in ScreenCam, select "ScreenCam Caption Scripts (*.scs)."
- To open a caption file saved in a word processing application, select either "Text files (*.txt)" or "All files (*.*)," depending on the format used to save the file.

{button ,AL(`;H_EDITING_CAPTIONS_STEPS',0)} See related topics

Opening a second caption file

You can replace a caption file that is currently open with another one. Alternatively, you can append a caption file to the current one by following these steps.

1. With a caption file already open in ScreenCam, choose File - Open.
2. If necessary, in the Look in box, select a different drive and folder.
3. To open the caption file, double-click the file name.
4. To close the current caption file and open the new one, select "Replace existing caption script."

   To add the second caption file to the end of the current caption file, select "Append onto existing caption script."
5. Click OK.

Resizing a movie during playback

You can focus on a specific part of a movie by resizing the movie window, and then changing the portion of the movie that displays. The entire movie will play using the new size and view.

1. Choose Edit - Preferences and click the Settings tab.

2. Under General, select "Allow resizing of the movie during playback," and click OK.

3. While playing a movie, or while it is paused, click and drag the movie to expose an edge.

4. Decrease the size of the window by dragging in from one or more edges.

5. To scroll to a part of the reduced image that is currently out of view, pause the movie (optional), and then double-click the movie and drag.

    You can restore the screen to full size at any time before saving by pressing **SHIFT** and double-clicking.

6. To save the new size and view, choose File - Save or File - Save As.

Saving the screentrack of a movie as an .AVI file

You can save the screen activity of ScreenCam movies as Video for Windows (.AVI) files to edit them in an .AVI editing application, insert them into other .AVI videos, and enable playback without the ScreenCam player.

1. Record a new movie or open an existing movie that contains a screentrack.

2. (Optional) Save the movie in .SCM format because:

   • You cannot play or edit .AVI files in ScreenCam.

   • .AVI files saved in ScreenCam do not contain sound.

3. Make sure your monitor is set to the same or higher color depth as the .SCM movie.

   In ScreenCam, choose File - Properties, click the Movie Data tab, check the Color Depth setting, and click OK.

   Then from the Desktop, choose Start - Settings - Control Panel. Double-click the Display icon, and click the Settings tab. If necessary, change the Color palette setting, and click OK.

4. In ScreenCam, choose File - Save As, click Options, and click the Video tab.

5. (Optional) Select the number of frames per second.

   When possible, use the default of 1. Movies saved in .AVI format can be very large, and increasing the number of frames per second increases their size.

6. (Optional) If the current movie size is less than full screen, you can select either the reduced size or the full movie size when creating frames.

7. Click OK.

8. Choose "Video for Windows files (*.avi)" in the Save as type box, enter a file name that includes an .AVI extension, and click Save.

The original .SCM format movie remains open for you to work on.

{button ,AL(`H_SAVING_A_NEW_SCREEN_MOVIE_STEPS;H_SAVING_THE_SCREENTRACK_OF_A_SCREEN_ MOVIE_STEPS',0)} See related topics

Overview: What is ScreenCam?

Lotus® ScreenCam™ 97 lets you record movies of screen activity on Microsoft® Windows® 95 systems. Each movie you create includes all mouse-pointer movements and other screen events, and optionally, voice-over narration or captions.

You can play back a movie, save it in a file, or embed it or create a link to it in another application. If you save a movie in stand-alone format, then even people without ScreenCam can play it.

If you use Lotus Notes® or cc:Mail™, you can mail movies to other users while you are working in ScreenCam. You can also organize and store movies in Notes databases using Notes Field Exchange (Notes/FX™).

You can play movies recorded with earlier versions of ScreenCam in ScreenCam 97. Movies you create in ScreenCam 97 require ScreenCam 97 or later versions for playback.

For the latest information about ScreenCam, visit the ScreenCam web site at http://www.lotus.com/screencam.

Segments button

During playback, click Segments to see how many <u>segments</u> a movie contains. You can then go directly to a particular segment by selecting it.

You can perform the same tasks by clicking over a movie with segments while it is playing.

Segments is dimmed if the current movie doesn't contain separate segments, and when the movie is at the beginning, waiting to be played.

Details: Setting hot keys

Record hot keys

When you press the Pause hot key, the Stop panel displays and flashes until you click Record or press the Record hot key. ScreenCam does not record the flashing panel in your movie.

Use the Logo hot key to display a logo while recording. To select a logo, choose Edit - Preferences, and click the Panel tab. Hide the Stop panel by deselecting "Show the Stop panel," and then click Show Logo and select the bitmap to use.

Playback hot keys

Before pressing a playback hot key, click the paused movie to activate it.

Captions hot keys

- Next closes the current caption and displays the next one.
- Clear closes the current caption without displaying another one.
- Prev closes the current caption and displays the previous one.

{button ,AL(`H_SETTING_CAPTION_HOT_KEYS_STEPS',1)} <u>Go to procedure</u>

Setting sound recording quality

1. Choose Edit - Preferences and click the Settings tab.
2. Under Sound Recording Quality, select <u>Sample Rate</u>, <u>Sample Size</u>, and <u>Channel</u> settings, and click OK.

    Note To be able to compress a movie's sound (one of the Save As options), you must use the default values --
    11 kHz, 8 bits, 1 (mono).

ScreenCam uses the new settings the next time you record.

Seeing or hiding button names and hidden messages

By default, ToolTips (button names) display when you move the mouse pointer over a ScreenCam control or navigational button. Help messages that provide details about dialog boxes, tabs, and certain actions also display by default. You can choose not to see a Help message again by selecting that option on the message when it appears.

To change these settings:

1. Choose Edit - Preferences and click the Settings tab.

2. Under General, select or deselect the ToolTips and hidden help messages options.

   Selecting "Show all hidden help messages" activates all messages for display, including those you may have previously hidden.

3. Click OK.

Updating author and company information

Before saving a movie, you may want to check that the author and company names for the movie are correct. This information is accessible to anyone who opens or plays the movie by choosing File - Properties from the ScreenCam control panel or by right-clicking over a movie while it's playing.

1. With the movie open, choose File - Save As, click Options, and click the User Info tab.

2. Select "Update user information" to replace the current names with the names that were entered during ScreenCam installation, and click OK.

3. Click Save to store the movie with the updated information.

{button ,AL(`;H_SAVING_A_NEW_SCREEN_MOVIE_STEPS',0)} See related topics

Updating a movie's thumbnail

If older movies don't have a <u>thumbnail</u>, you can add one to display their thumbnails more quickly from the Open and Properties dialogs. You might also want to update the thumbnail if your system has greater color depth than the system a movie was recorded on.

1. With the movie open, choose File - Save As, click Options, and click the Thumbnail tab.
2. Select "Update preview thumbnail" and click OK.
3. Click Save to store the movie with the updated thumbnail.

{button ,AL(`;H_SAVING_A_NEW_SCREEN_MOVIE_STEPS',0)} <u>See related topics</u>

Both

Click Both to indicate that you want to record both sound and screen activity.

To record screen activity only, click Camera.

To record sound only, click Microphone.

To begin recording, regardless of whether Microphone, Camera, or Both is selected,   click Record.

If you have no sound hardware, Both is dimmed.

Both is dimmed while a movie is playing, and when a multiple-segment movie is loaded.

{button ,AL(`H_CAMERA_BUTTON;H_MICROPHONE_BUTTON;H_RECORD_BUTTON',0)} See related topics

Camera

Click Camera to indicate that you want to record screen activity only. Sound will not be recorded unless you click either:

Microphone, or

Both.

To begin recording, regardless of whether Microphone, Camera, or Both is selected, click Record.

To replace the screentrack of a movie, choose Edit - Clear Screentrack. Camera and Record become active. Click Record. The existing soundtrack plays while you record the new screentrack.

To replace the soundtrack, choose Edit - Clear Soundtrack. Microphone and Record become active. Click Record.

Camera is dimmed during playback, when audio only (Microphone) is active, and for multiple-segment movies.

{button ,AL(`H_RECORD_BUTTON;H_RECORDING_NEW_STEPS;H_REPLACING_STEPS;H_BOTH_BUTTON;H_MICROPHONE_BUTTON',0)} See related topics

Clear Movie   ☒

Click Clear Movie to close the current movie.

Clear Movie is dimmed when you have already cleared the current movie or it is empty.

You must clear a movie before recording a new one. (If you want to keep a copy of the movie, save it using File - Save As before clearing it.)

You can also clear just the screentrack or just the soundtrack of a single-segment movie by choosing Edit - Clear Screentrack or Edit - Clear Soundtrack.

{button ,AL(`;H_RECORD_BUTTON;H_RECORDING_NEW_STEPS;H_REPLACING_STEPS',0)} See related topics

Overview: The ScreenCam controls

To record and play back movies, you use controls on the ScreenCam control panel. To see the name of a control, leave the mouse pointer over the control for a moment. When a control is unavailable, ScreenCam dims it. For example, Play is dimmed if no movie is open.

Duration window

Play button

Pause button

Rewind button

Segments button

Fast Forward button

Sound box

Sound button

Volume control

Record button

Stop button

Clear Movie button

Microphone button

Camera button

Both button

Duration window

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.

Exiting ScreenCam

To exit ScreenCam, do one of the following:

- Click X in the top right corner of the ScreenCam control panel.
- Choose File - Exit.
- Double-click the Control menu box in the left corner of the title bar.
- Press **ALT+F4**.

If you haven't saved the current movie, ScreenCam asks you to save or update it before exiting.

{button ,AL(`H_SAVING_A_NEW_SCREEN_MOVIE_STEPS',0)} See related topics

Fast Forward

Press and hold the mouse button over Fast Forward to quickly move toward the end of a movie.

After about five seconds the speed increases, and the button changes to a lighter green. The speed forward depends on the amount of screen activity within the particular movie.

Fast Forward is dimmed when you have cleared the current movie or it is empty. Fast Forward is also dimmed when the movie is at the beginning, waiting to be played.

Getting Help

You can access Help in ScreenCam in several ways.

To display the Help Table of Contents

Press **F1** when the ScreenCam control panel is active, or choose Help - Help Topics.

To display Help for a tab or dialog box

Click the Help button.

To display Help for a control on the control panel

1. Point to any active (undimmed) control and press the right mouse button.

2. On the menu that appears, choose the Help on *<control name>* command.

To display additional information within a Help topic

- Click green text with a dotted underline to view a pop-up window, typically a definition.

- Click green text with a solid underline to jump to another Help topic. Then to return to a previous topic, click Go Back at the top of the window.

- Click See details, See related topics, or Go to procedure buttons at the bottom of many windows to view a related Help topic.

- To see a list of standard Windows 95 Help options, enabling features such as annotation, changing the font size, and setting whether Help always displays on top of other windows, right-click any open Help topic.

To see Help window scroll bars

If scroll bars do not display, even though it appears that there is more information in a Help topic, resize the Help window by dragging an edge. The scroll bars should display.

Keyboard shortcuts

A keyboard shortcut is a key or a combination of keys that performs the same operation as a menu command. The following table lists the keyboard shortcuts that are available in ScreenCam.

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

Keyboard shortcuts for menu commands

Menu command	Keyboard shortcut
File - New	**CTRL+N**
File - Open	**CTRL+O**
File - Save	**CTRL+S**
Edit - Undo	**CTRL+Z**
Edit - Cut	**CTRL+X**
Edit - Copy	**CTRL+C**
Edit - Paste	**CTRL+V**
Edit - Copy Movie as an Object	**CTRL+C**
Exit	**ALT+F4**
Help	**F1**
Control Menu	**ALT+SPACEBAR**

To move the control panel using the keyboard

1. Press **ALT+SPACEBAR** to display the Windows Control menu.
2. Choose Move.
3. Use , ↓, →, and ← to move the control panel to a new location.
4. Press **ENTER** when the control panel is where you want it.

{button ,AL(`;H_SETTING_CAPTION_HOT_KEYS_STEPS',0)} See related topics

Microphone ■■

Click Microphone to indicate that you want to record sound only. Screen activity will not be recorded unless you click either:

■■

Camera, or

■■

Both.

■■

To begin recording, regardless of whether Microphone, Camera, or Both is selected, click Record.

If you choose Edit - Clear Soundtrack to remove the soundtrack of a movie, Microphone and Record become active. Click Record and create a new soundtrack to replace the one you deleted. The existing screentrack plays while you record the new soundtrack.

If you choose Edit - Clear Screentrack to remove the screentrack, Camera and Record become active, and Microphone is dimmed.

If you have no sound hardware, Microphone is dimmed.

Microphone is dimmed while a movie is playing, and when a multiple-segment movie is loaded.

{button ,AL(`;H_BOTH_BUTTON;H_CAMERA_BUTTON;H_RECORD_BUTTON;H_RECORDING_NEW_STEPS;H_REPLACING_STEPS',0)} See related topics

Moving the control panel

To move the control panel to a new location on the screen, you can use the mouse or the keyboard.

To move the control panel using the mouse

1. Do one of the following:

    *   Move the mouse pointer anywhere on the control panel except over an active control or the menu bar.

        The mouse pointer changes to a hand.

    *   Move the mouse pointer over the title bar.

        The mouse pointer remains an arrow.

2. Drag the control panel to a new location.

To move the control panel using the keyboard

1. Press **ALT+SPACEBAR** to display the Windows Control menu.

2. Choose Move.

3. Use , ↓, →, and ← to move the control panel to a new location.

4. Press **ENTER** when the control panel is where you want it.

Pause

Click Pause to interrupt playback.

The movie stops at its current location, and Pause changes to Play. Click Play to resume playing.

To pause while recording a movie, click Pause on the Stop panel or press the hot key assigned to pause **(F12** by default). When you pause while recording, the Stop panel displays and flashes until you click Record or press the Record hot key. The flashing panel is not recorded in your movie.

{button ,AL(`;H_PLAY_BUTTON',0)} <u>See related topics</u>

Play

Click Play to view a movie.

Once playback begins, Play changes to Pause.

If Play is dimmed, either open an existing movie or record a new one.

{button ,AL(`;H_FAST_FORWARD_BUTTON;H_PAUSE_BUTTON;H_REWIND_BUTTON',0)} See related topics

Record

Click Record to begin recording a movie.

When you record, the control panel disappears and the Stop panel displays in the bottom right corner of your screen, or wherever you left it from your last recording. To hide the Stop panel during recording, choose Edit - Preferences. If the Stop panel is hidden, wait several seconds after clicking Record before performing screen actions for your movie.

To replace the screentrack of a movie, choose Edit - Clear Screentrack, and click Record. The existing soundtrack plays while you record.

To replace the soundtrack, choose Edit - Clear Soundtrack, and click Record. The existing screentrack plays while you record.

If Record is dimmed, clear the current movie by clicking Clear Movie, and then click Record.

{button ,AL(`;H_CLEAR_BUTTON;H_RECORDING_NEW_STEPS;H_REPLACING_STEPS;H_STOP_BUTTON',0)}
   See related topics

Rewind

Click Rewind to return to the beginning of a movie.

If a movie is currently playing, ScreenCam goes to the start of the movie and then resumes playing.

If a movie is paused, click Play to resume playing.

Rewind is dimmed if you have cleared the current movie or it is empty. Rewind is also dimmed when the movie is at the beginning, waiting to be played.

{button ,AL(`;H_FAST_FORWARD_BUTTON;H_PAUSE_BUTTON;H_PLAY_BUTTON',0)} See related topics

Sound box

If your PC does not contain the necessary <u>sound hardware</u> to control audio, the control panel includes a Sound box. If the current movie doesn't include sound, the Sound box is dimmed.

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

{button ,AL(`;H_SOUND_BUTTON;H_VOLUME_CONTROL',0)} <u>See related topics</u>

Sound

Click Sound to turn audio on or off during playback.

If you have no sound hardware, Sound is replaced by the Sound box.

If your sound hardware provides for software control of the volume, Sound is replaced by the Volume Control.

If the current movie doesn't include sound, Sound is dimmed.

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

_____

{button ,AL(`;H_BOTH_BUTTON;H_CAMERA_BUTTON;H_MICROPHONE_BUTTON;H_SOUND_BOX;H_VOLUME
    _CONTROL',0)} See related topics

Stop ▐▐

Click Stop to stop playback.

▐▐

To stop recording a movie, click the Stop panel or press the hot key assigned to stop. The control panel reappears where you left it when you started recording.

🖐

You can reposition the Stop panel when the mouse pointer appears as a hand.

When the Stop panel is visible during recording, it is included in your movie. To hide the Stop panel while recording, choose Edit - Preferences. Then when you record, press hot keys to indicate when to stop (**ESC** is the default).

{button ,AL(`;H_RECORD_BUTTON;H_HIDING_STOP_STEPS',0)} See related topics

Volume control

Drag the lever up to raise the volume, or down to lower it. If the current movie doesn't include sound, the control is dimmed.

If your sound board does not provide for software control of the volume, the Sound button replaces the Volume control.

If you have no sound hardware, the Sound box replaces the Volume control.

{button ,AL(`;H_BOTH_BUTTON;H_CAMERA_BUTTON;H_MICROPHONE_BUTTON;H_SOUND_BOX;H_SOUND_BUTTON',0)} See related topics

Closing movies

The best way to close a movie depends on what you want to do next.

To close a movie and:	Do this:
Enable recording of a new one	Click Clear Movie.
Open an existing movie	Choose File - Open, click Open, and select "Replace existing movie."
Exit ScreenCam	Click X at the top right.

Details: Setting command-line options for stand-alone (.EXE) movies
You can enter command-line options one after another, or you can enter each option separately.

Command-line options

To do this:	Option:
Hide the ScreenCam title and product screens	/S
Start the movie only when Play is clicked	/P
Play resized movie at the specified screen coordinates (xx,yy)	/Vxx,yy
Play the movie repeatedly	/R
Play the movie a specified number of times	/2-/9
Close ScreenCam when the movie finishes	/C
Hide the control panel and mouse pointer during playback	/H

Examples

To: Hide the title and product information screens and close the movie MYMOVIE.EXE when it finishes playing

Enter: MYMOVIE.EXE /SC

To: Apply the same options as in the above example by entering the options separately

Enter: MYMOVIE.EXE /S /C

To: Play the movie three times and then stop

Enter: MYMOVIE.EXE /3

{button ,AL(`H_CUSTOMIZING_EXE_STEPS',1)} Go to procedure

Setting command-line options for stand-alone (.EXE) movies

1. From the Windows 95 desktop, choose Start - Run.

2. Type the full path name of the .EXE file you want to open, followed by a space and a / (slash), and then the characters for the command-line options you want.

    For example, enter `C:\SCRNCAM\MYMOVIE.EXE /SC`.

    See Details for information on the options you can specify.

3. Click OK.

{button ,AL(`H_CUSTOMIZING_EXE_DETAILS',1)} <u>See details</u>

Overview: Using command-line playback options

Whenever you play a stand-alone (.EXE) movie from the Windows Explorer or use the ScreenCam player to play an .SCM format movie, you can use command-line options to customize the way the movie plays. For example, you can play a movie repeatedly.

To include command-line options, choose Start - Run from the Windows 95 desktop and enter the options in the Command Line box. Each command-line option is a single character, which you can type in uppercase or lowercase. To enter an option, type / (slash) and then the character. You can also group multiple commands together.

When you play .SCM movies using the ScreenCam player, you can play movies consecutively by entering movie names in the command line. You should specify only one set of command-line options, however; these options will apply to all the movies included in the command line.

ScreenCam command-line options

Option	Result
/S	Hides the ScreenCam title screen, which plays by default at the beginning of a movie, and the product information screen, which plays at the end. You can also click the screens to hide them immediately.
/P	Waits for you to click Play to begin playback. By default, the movie begins playing automatically when you open it.
/Vxx,yy	Plays resized movies at the xx and yy screen coordinates you specify.
/R	Plays the movie repeatedly. To stop the movie, click Stop.
/2-/9	Plays the movie the specified number of times. You can specify a number between 2 and 9.
/C	Closes the movie as soon as it finishes playing. By default, the playback-only control panel remains on the screen.
/H	Hides the control panel and mouse pointer during playback.

Details: Setting command-line options for .SCM movies
You can enter command-line options one after another, or you can enter each option separately.

You can also enter the name of more than one movie. If you do, ScreenCam plays one movie immediately after the other and applies the specified options to all the movies.

Command-line options

To do this:	Option:
Hide the ScreenCam title and product screens	/S
Start the movie only when Play is clicked	/P
Play resized movie at the specified screen coordinates (xx,yy)	/Vxx,yy
Play the movie repeatedly	/R
Play the movie a specified number of times	/2../9
Close ScreenCam when the movie finishes	/C
Hide the control panel and mouse pointer during playback	/H

Examples

To: Hide the title and product information screens and close the movie MYMOVIE.SCM when it finishes playing

Enter: SCPLAYER.EXE /SC MYMOVIE.SCM

To: Apply the same options as in the example above by entering them separately

Enter: SCPLAYER.EXE MYMOVIE.SCM /S /C

To: Apply the same options as above to MYMOVIE1.SCM and MYMOVIE2.SCM, and play these movies sequentially

Enter: SCPLAYER.EXE MYMOVIE1.SCM MYMOVIE2.SCM /SC

To: Play the movie three times and then stop; put quotation marks before and after movie names that contain spaces

Enter: SCPLAYER.EXE "MY BEST MOVIE.SCM" /3

{button ,AL(`H_CUSTOMIZING_SCM_STEPS',1)} <u>Go to procedure</u>

Setting command-line options for .SCM movies

1. From the Windows 95 desktop, choose Start - Run.

2. In the Open field, type the path to the ScreenCam Player, SCPLAYER.EXE, followed by a space and a / (slash), the characters for the options you want to use, and the full path name of the movie(s) you want to use them with.

   For example, enter `C:\SCRNCAM\SCPLAYER.EXE /SC MYMOVIE.SCM`

   See Details for information on the options you can specify.

   If the movie name contains spaces, you must enter a double quotation mark (") before and after the file name for ScreenCam to recognize it.

3. Click OK.

{button ,AL(`H_CUSTOMIZING_SCM_DETAILS',1)} See details

Deleting movies

You can delete an <u>embedded</u> movie or a <u>link</u> to a movie from an application. You can use Windows Explorer to delete a movie saved to disk.

From another application

Use the facilities of the application that contains the link to or the embedded movie. In most cases, select the movie icon and then choose Edit - Delete, Edit - Clear, or Edit - Cut.

From Windows Explorer

1. Select the file name.

2. Press **DELETE**.

Hiding the control panel and mouse pointer

You can tell ScreenCam to hide the control panel and mouse pointer when you play movies from ScreenCam.

1. Choose Edit - Preferences and click the Panel tab.

2. Under During Playback, deselect "Show the control panel and mouse pointer," and click OK.

To pause or resume a movie during playback, press the designated hot key (**SPACEBAR** by default). To change the hot key, choose Edit - Hot Keys.

Creating an icon to play stand-alone (.EXE) movies
To make it easy to play a stand-alone movie, you can create an icon for it. When you double-click the icon, the movie plays automatically.

1. From Windows Explorer, select the movie.

2. Choose File - Create Shortcut, and if you want, rename the movie.

3. Drag the shortcut to the Desktop.

4. (Optional) Customize the way the movie plays by right-clicking the shortcut, selecting Properties, and clicking the Shortcut tab. In the Target box, add command-line options after the file name, and click OK.

{button ,AL(`;H_CUSTOMIZING_PLAYBACK_ABOUT',0)} See related topics

Playing embedded movies or links to movies in other applications

1. Open the application and file containing the <u>embedded</u> movie or a <u>link</u> to a movie.

2. Double-click the movie icon.

The movie plays automatically.

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{button ,AL(`;H_ABOUT_LINKING_AND_EMBEDDING_ABOUT;H_LINKING_FROM_APPS_STEPS;H_PLAYING_E MBEDDED_STEPS',0)} <u>See related topics</u>

Playing movies

Click Play to play a movie you have just recorded, or one that is already open in ScreenCam.

To play a movie that isn't open in ScreenCam, follow these steps.

1. Choose Edit - Movie, and choose File - Open.

   To open one of the four most recently opened movies, choose File - *<movie name>*.

2. If necessary, in the Look in box, select a different drive and folder.

3. If necessary, in the Files of type box, select the format (*.scm, *.exe, or *.wav) matching the movie you want to play.

4. (Optional) To check that this movie is the right one, click the file name to see a thumbnail of the movie. For additional property information, right-click the file name and choose Properties.

   To view the movie, right-click the file name and choose Quick View.

5. To open the movie, double-click the file name.

6. To play the movie, click Play.

You can also open a movie in .SCM or .EXE format from the Windows Explorer by double-clicking its file name.

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{button ,AL(`H_WAYS_TO_CUSTOMIZE_PLAYBACK_ABOUT;H_CUSTOMIZING_PLAYBACK_ABOUT;;H_ABOUT_
    SCPLAYER_ABOUT',0)} See related topics

Overview: Ways to customize playback

You can specify how you want a movie to play. ScreenCam provides a number of options for customizing playback. The options available and the way that you set them depend on the format in which you saved the movie and the application from which you want to play it.

ScreenCam playback customization options

You have these playback options:	If you're playing a movie from:	In this format:
Hide the control panel and mouse pointer	ScreenCam	.SCM
	ScreenCam player or Windows Explorer	.SCM or .EXE
	Another application	Embedded movie
Resize the window and scroll the view	ScreenCam	.SCM
Hide the ScreenCam title image	ScreenCam player or Windows Explorer	.SCM or .EXE
Start playback only when Play is clicked	ScreenCam player or Windows Explorer	.SCM or .EXE
Play resized movies at a specified location on the screen	ScreenCam player or Windows Explorer	.SCM or .EXE
Play the movie repeatedly	ScreenCam player or Windows Explorer	.SCM or .EXE
	Another application	Embedded movie
Play the movie a specified number of times	ScreenCam player or Windows Explorer	.SCM or .EXE
	Another application	Embedded movie
Play one movie right after another	ScreenCam player	.SCM
Close ScreenCam when playback ends	ScreenCam player or Windows Explorer	.SCM or .EXE
	Another application	Embedded movie

{button ,AL(`H_CUSTOMIZING_LINKED_STEPS;H_CUSTOMIZING_PLAYBACK_ABOUT;H_HIDING_CPANEL_ST EPS;H_RESIZING_DURING_PLAYBACK_STEPS;H_OPENING_FROM_ICON_STEPS;H_CUST_PLAYBK_FOR _EMBEDDED_MOVIES_STEPS',0)} See related topics

active window

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

caption

Text displayed against a background that is included in a movie, usually in place of sound narration. You can also use captions to display bitmap graphics without any text. Generally, use captions in movies when:

- You don't have sound hardware.
- You want to send movies to someone who doesn't have sound hardware.
- You want to create smaller movie files.
- You want to include bitmap graphics.

caption file

A file saved on disk that contains all the captions that you plan to display in a single movie. By default, caption files have .SCS extensions.

caption script

All the captions that you plan to display in a single movie.

You can save a caption script in a caption file, or record a captioned movie using the most recently opened caption file.

channels

The number of separate audio portions that make up the sound: 1 (Mono) or 2 (Stereo). Increasing the number of channels increases the amount of storage required to play and store the sound.

Your sound board may only support one channel (Mono).

Clipboard

The Windows 95 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 writes over the contents of the Clipboard.

embed

Store information such as text, graphics, sounds, or movies created in one application in a document created in another application. You can then access the embedded object from the other application.

Embedding a movie inserts a copy of the movie into the document. If you change an embedded movie, changes are not reflected in any other copies of the movie.

.EXE format
The internal format for an executable application. When you save ScreenCam movies in .EXE format, the saved file contains both the movie and the playback-only control panel. Anyone can view this movie on a computer running Windows, even if that computer does not have ScreenCam installed.

hot keys
Keys you use to control recording and playback in place of the mouse. You can set hot keys to start and stop recording, show and hide logos and captions during recording, and start and pause playback.

link

A pointer stored in a document created in one application to a file created in another application. When you double-click the icon representing the link, you access the information (such as graphics, sound, or a movie) stored in the file it points to.

When you store a link to a ScreenCam movie, you store a pointer to the ScreenCam file containing the movie, not the movie itself. This lets you create links to a single movie from several different applications and documents. If you make changes to a linked movie, the changes are reflected in all documents with links to it.

object

Information (text, graphics, sounds, or movies, for example) created in one application that you can embed or link in a document created in another application. You can then access the object from the application in which you embedded it or created a link to it.

object icon
The icon ScreenCam inserts in an application to represent a movie.

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).

.SCM format
The native file format for ScreenCam movies.

ScreenCam player

A run-time version of ScreenCam (SCPLAYER.EXE) that lets anyone running Windows play movies you send them. Saving a movie in stand-alone (*.exe) format enables playback, even on systems where ScreenCam is not installed.

By default, you install the ScreenCam player when you install the ScreenCam recorder.

soundtrack file
A .WAV file (a Microsoft file format for storing digitized sound) containing only the sound portion of a ScreenCam movie.

sound compression
The process of condensing the sound portion of a movie when saving it in a file. A higher compression option produces a smaller movie file, but may slightly impair the quality of the sound.

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

stand-alone movie
A single executable file containing both a movie and the ScreenCam player, which lets people play movies, but not record or save them. Anyone running Windows can play a stand-alone movie, even if the full ScreenCam recorder is not installed. A stand-alone movie has a file extension of .EXE.

.WAV format
A Microsoft file format for storing digitized sound. You can save the soundtrack from a ScreenCam movie in .WAV format. You can also open a .WAV file in ScreenCam; it opens as an untitled .SCM movie. In addition, you can combine a .WAV file in ScreenCam with a movie (.SCM) file, to add a soundtrack to or replace the soundtrack of an existing movie.

Replacing or adding a screentrack or soundtrack by recording

If you have a single-<u>segment</u> movie with both screen activity and sound, you can replace the existing screentrack or soundtrack by recording a new one. You can also add a single-segment screentrack or soundtrack to a movie that doesn't have one.

1. If necessary, open the movie you want to modify and choose which track to replace:

    • To clear the screentrack but keep the sound, choose Edit - Clear Screentrack.

    • To clear the sound but keep the screentrack, choose Edit - Clear Soundtrack.

2. To add a screentrack or soundtrack, click Record.

The movie plays while you record, so you can synchronize actions or sound to the existing soundtrack or screentrack.

3. Click Stop or press the hot key to stop recording.

If you don't click Stop, ScreenCam automatically stops recording when it reaches the end of the movie.

4. To save the movie, choose File - Save or File - Save As.

{button ,AL(`H_REPLACING_STEPS;H_SAVING_AVI_STEPS;H_SAVING_THE_SCREENTRACK_OF_A_SCREEN _MOVIE_STEPS;H_SAVING_THE_SOUNDTRACK_OF_A_SCREEN_MOVIE_STEPS',0)} <u>See related topics</u>

Replacing or adding a screentrack or soundtrack from a file

If you have a single-segment movie with both screen activity and sound, you can replace the existing screentrack or soundtrack with a single-segment screentrack or soundtrack saved in a file. You can also add a screentrack or soundtrack saved in a file to a movie that doesn't have one.

1. If necessary, open the movie you want to modify and choose which track to replace:

    • To clear the screentrack but keep the sound, choose Edit - Clear Screentrack.

    • To clear the sound but keep the screentrack, choose Edit - Clear Soundtrack.

2. Choose File - Open.

3. Select the format of the file to open in the Files of type box, select the file, and click Open.

    You can open:

    • A soundtrack in .WAV, .SCM, or .EXE format.

    • A screentrack in .SCM or .EXE format.

4. Select either "Replace or add screentrack" or "Replace or add soundtrack" and click OK.

    If the file is of a different duration than the existing movie, one track will be longer than the other, as specified in the message displayed. To replace the entire track anyway, click Yes.

    ScreenCam combines the screentrack or soundtrack with the existing movie, using the existing movie name.

5. To save the movie, choose File - Save or File - Save As.

{button ,AL(`;H_RECORDING_NEW_STEPS',0)} See related topics