How to Create, Edit and Publish a Screen Recording

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Introduction

- This lesson demonstrates how to create a screen recording on a PC and publish it on YouTube.

- You will be able to create a video recording of anything on your computer screen, add a voice-over, text and images of your work, portfolio or client project to demonstrate or market your skills and knowledge to an online audience.

Training Outline

- Lesson 1: Create a Screen Recording with CamStudio

- Lesson 2: Edit the Screen Recording with Windows Live Movie Maker

- Lesson 3: Publish the Screen Recording to YouTube

Lesson 1: Objectives

- Download and install CamStudio.

- Create a folder to save your recordings.

- Choose what you want to record, this could be a Powerpoint Presentation, a .pdf file, or description of your website or Facebook page.

- Set up the mouse cursor highlight for improved visual guide, so the viewer can follow the mouse position on the screen.

- Increase the size of your text for better visibility before the movie is compressed and uploaded.

- Decide if you want to record voice or musical instrument or sounds, if so what microphone are you using.

Lesson 1: CamStudio

- Visit http://www.camstudio.org

- Scroll down and click
the Download button

- Select Save and then
Run to install the program

Launch CamStudio

- Double click the CamStudio icon to launch the program
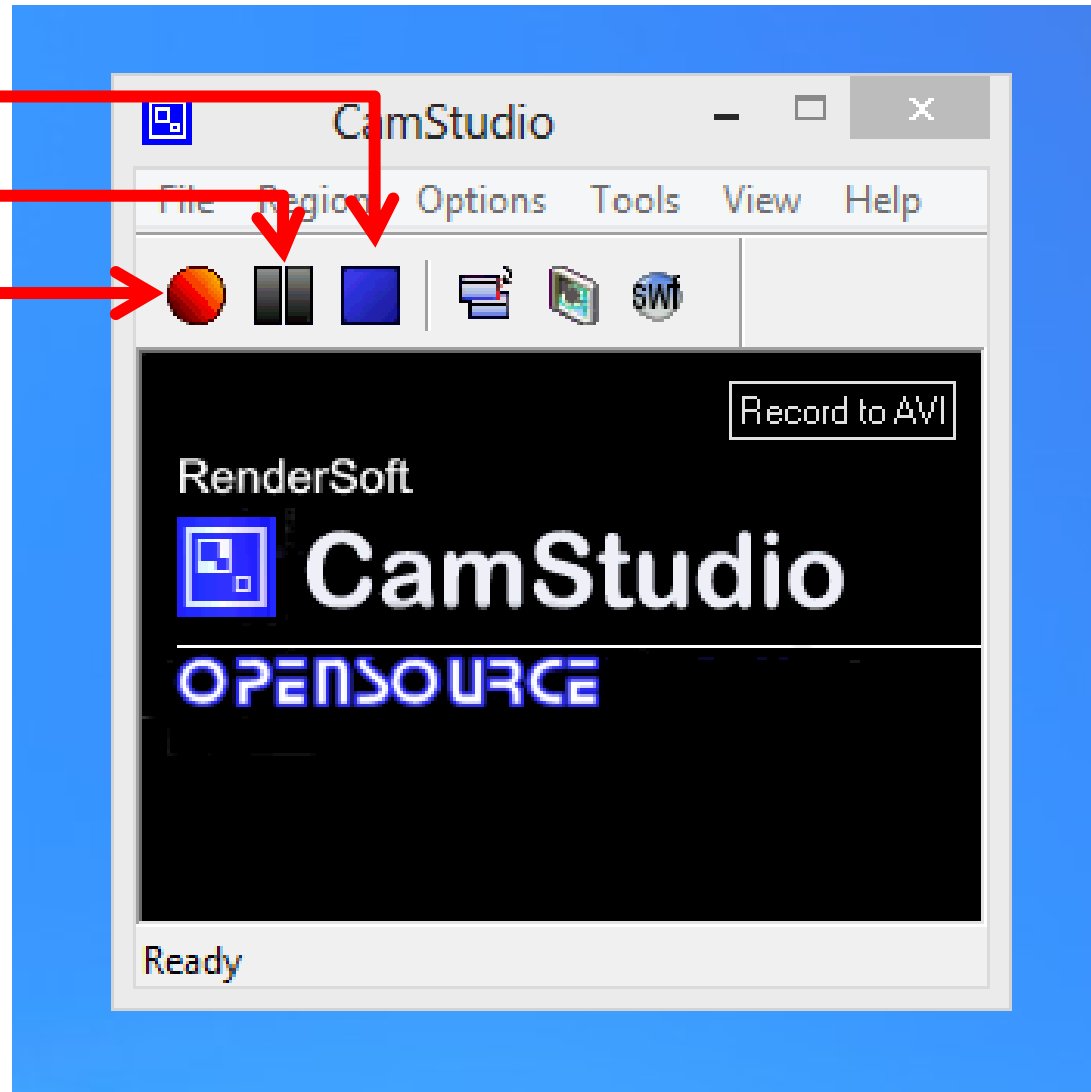
- The CamStudio control panel
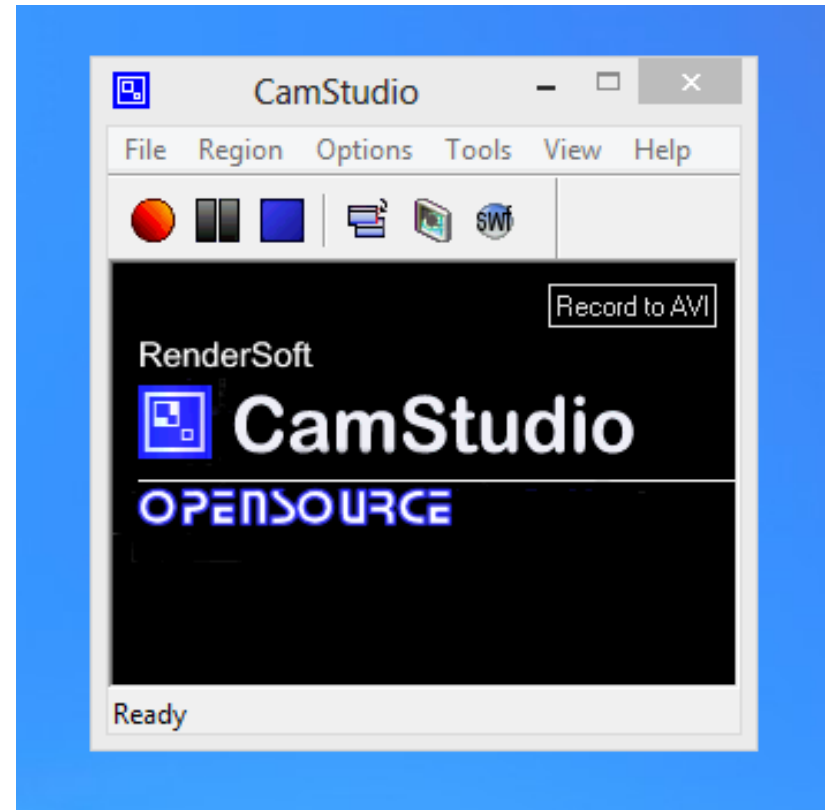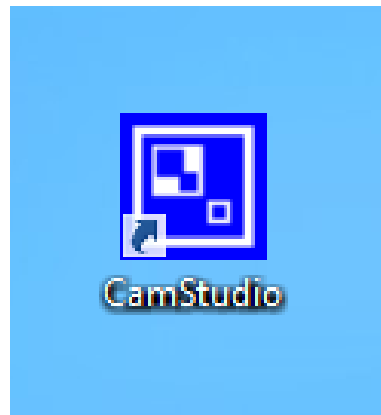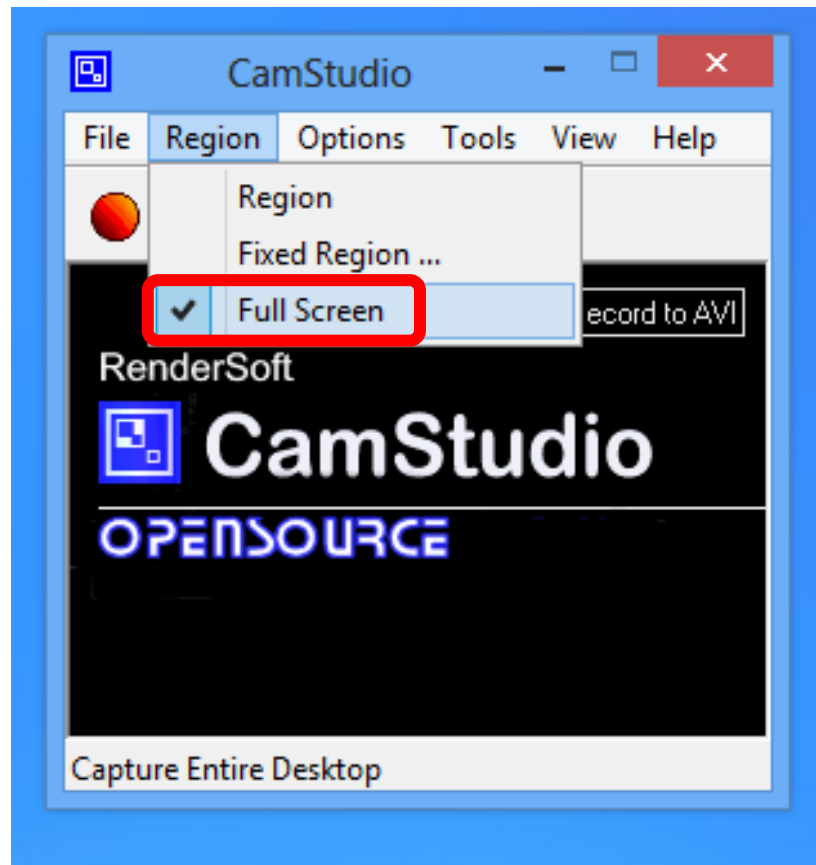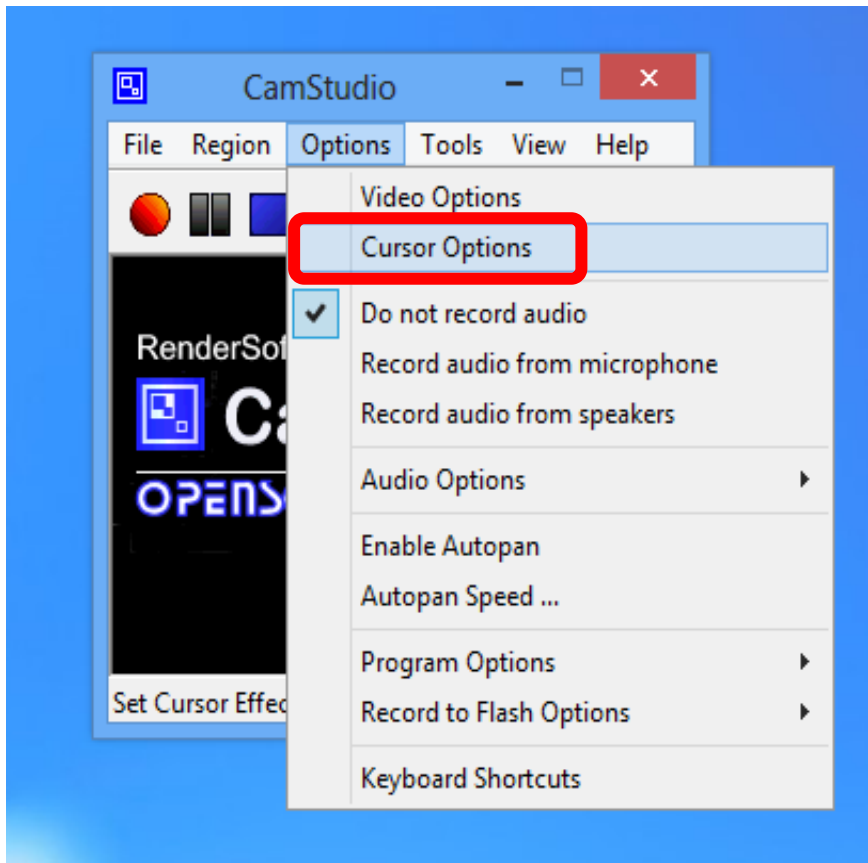
CamStudio Control Panel Functions

Select Region – Full Screen

- Full Screen will record the entire screen space on your PC.
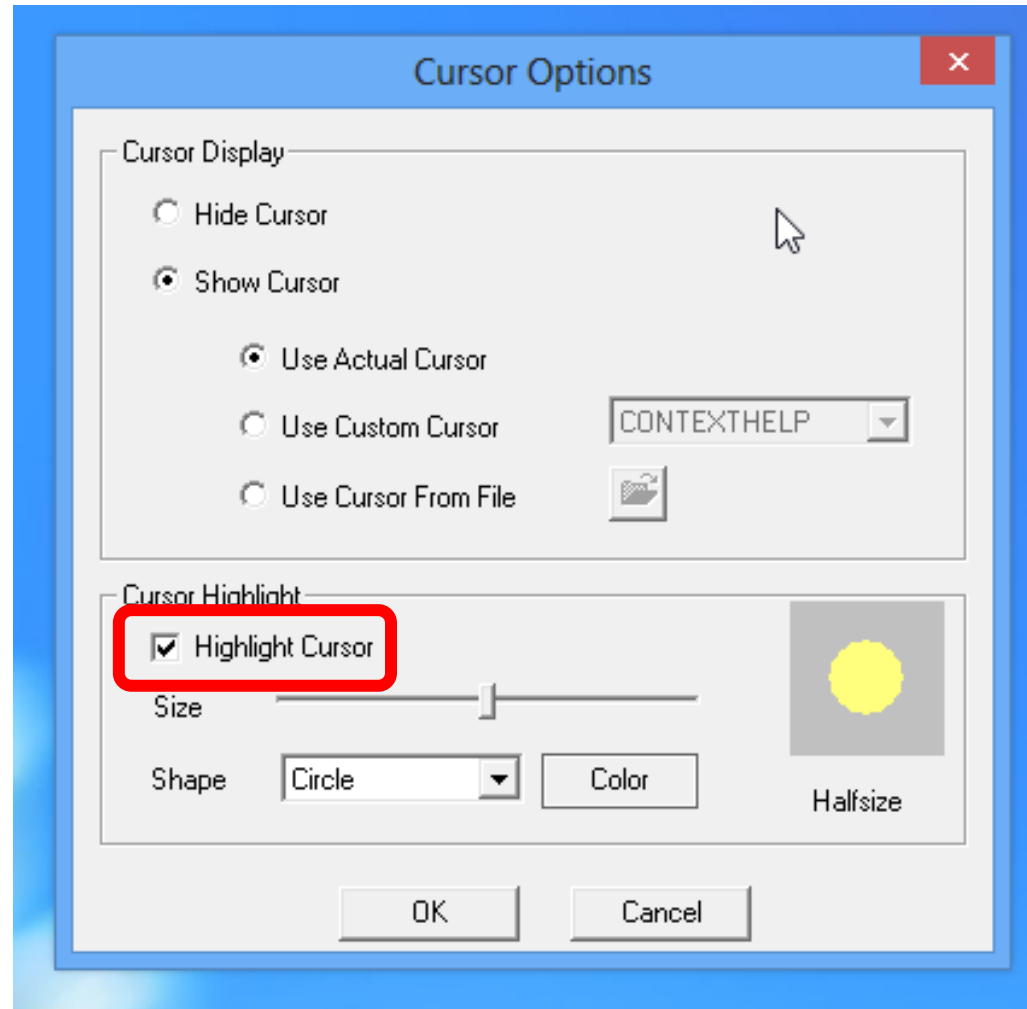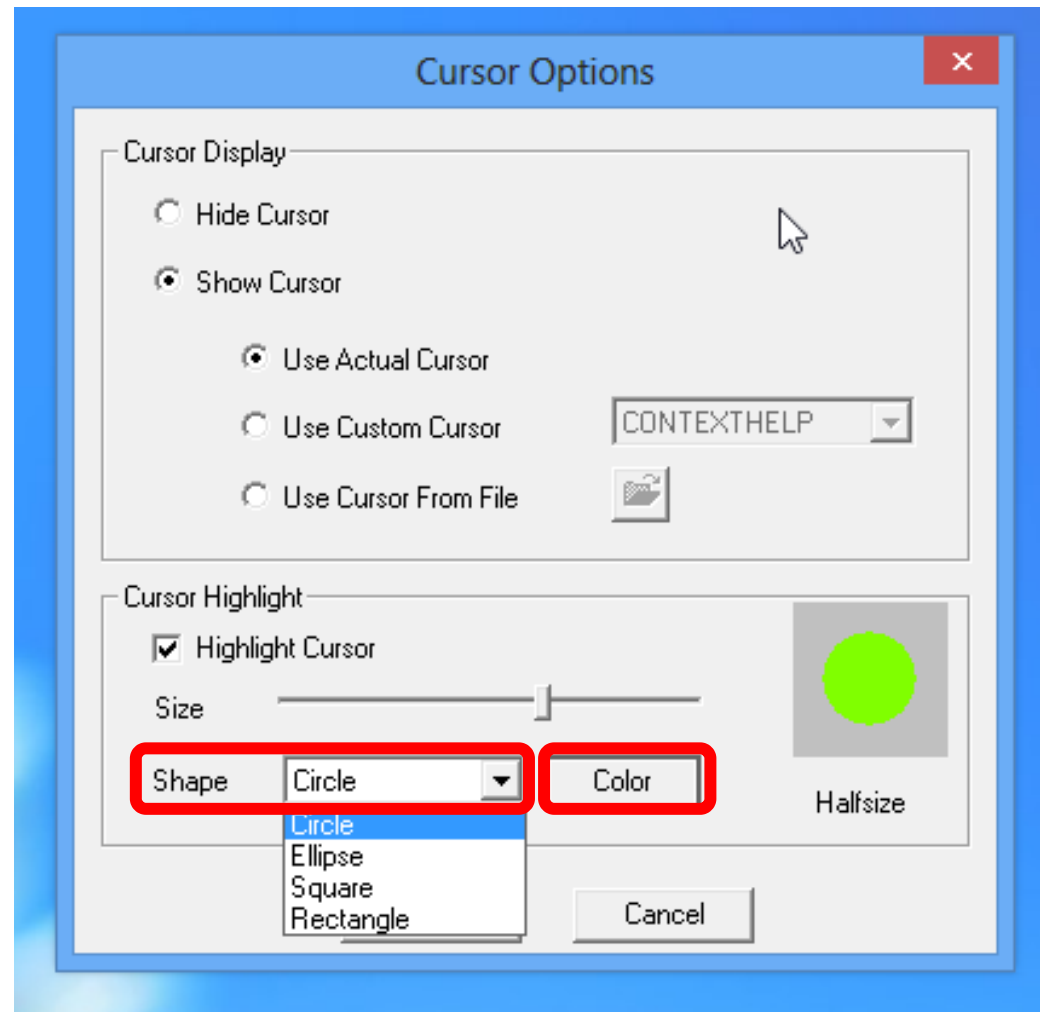- Select Region or Fixed Region to record only a portion of your screen

Select Options – Cursor Options

Cursor Options allows you to add a highlight shape to your mouse cursor, so viewers can follow your mouse as it moves on the screen

In Cursor Options, select the Highlight Cursor checkbox

In Cursor Options, select a Shape for your highlight and a Color

Select a colour from the pallette and click OK
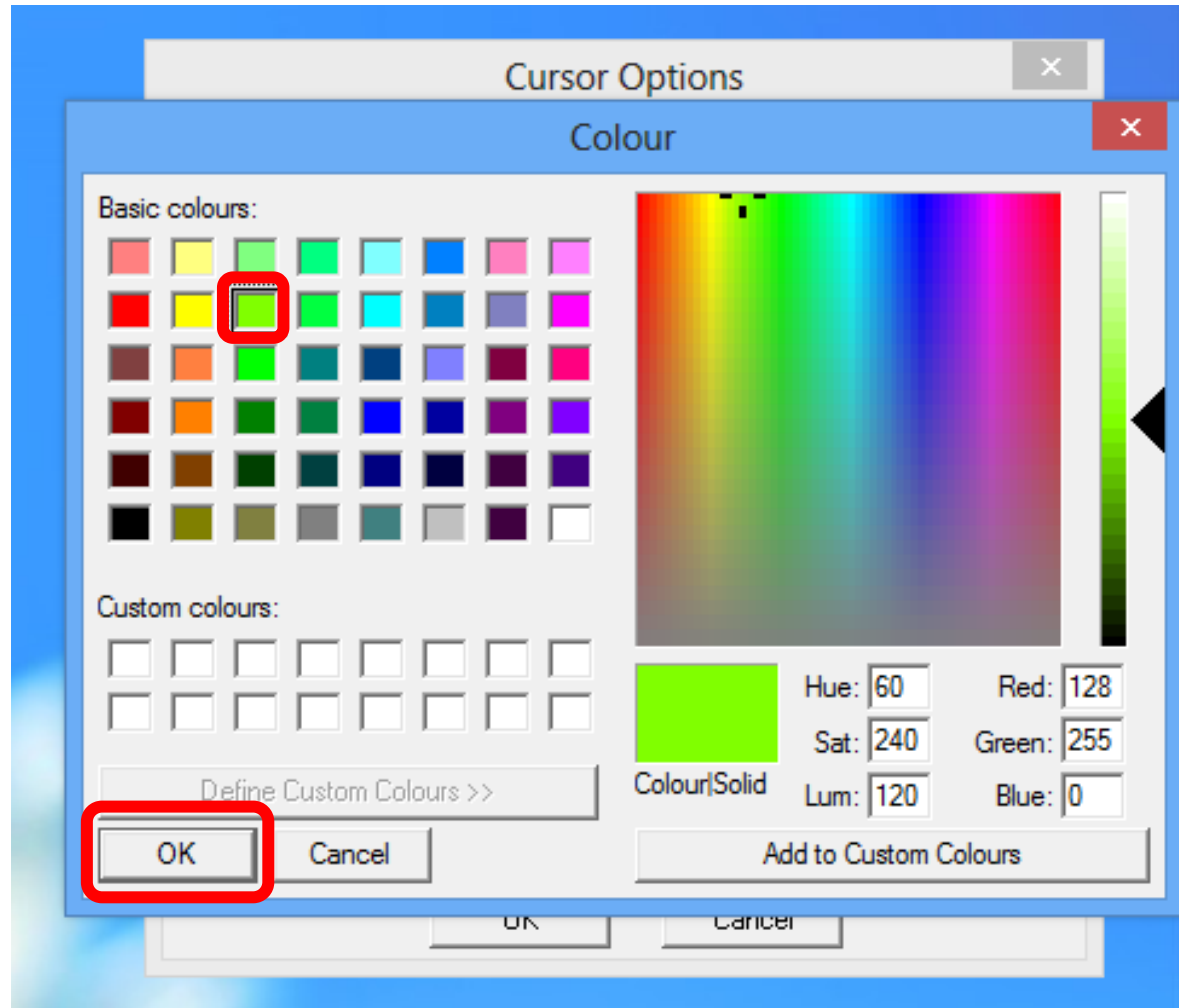
For Audio recording, select Options – Record audio from microphone
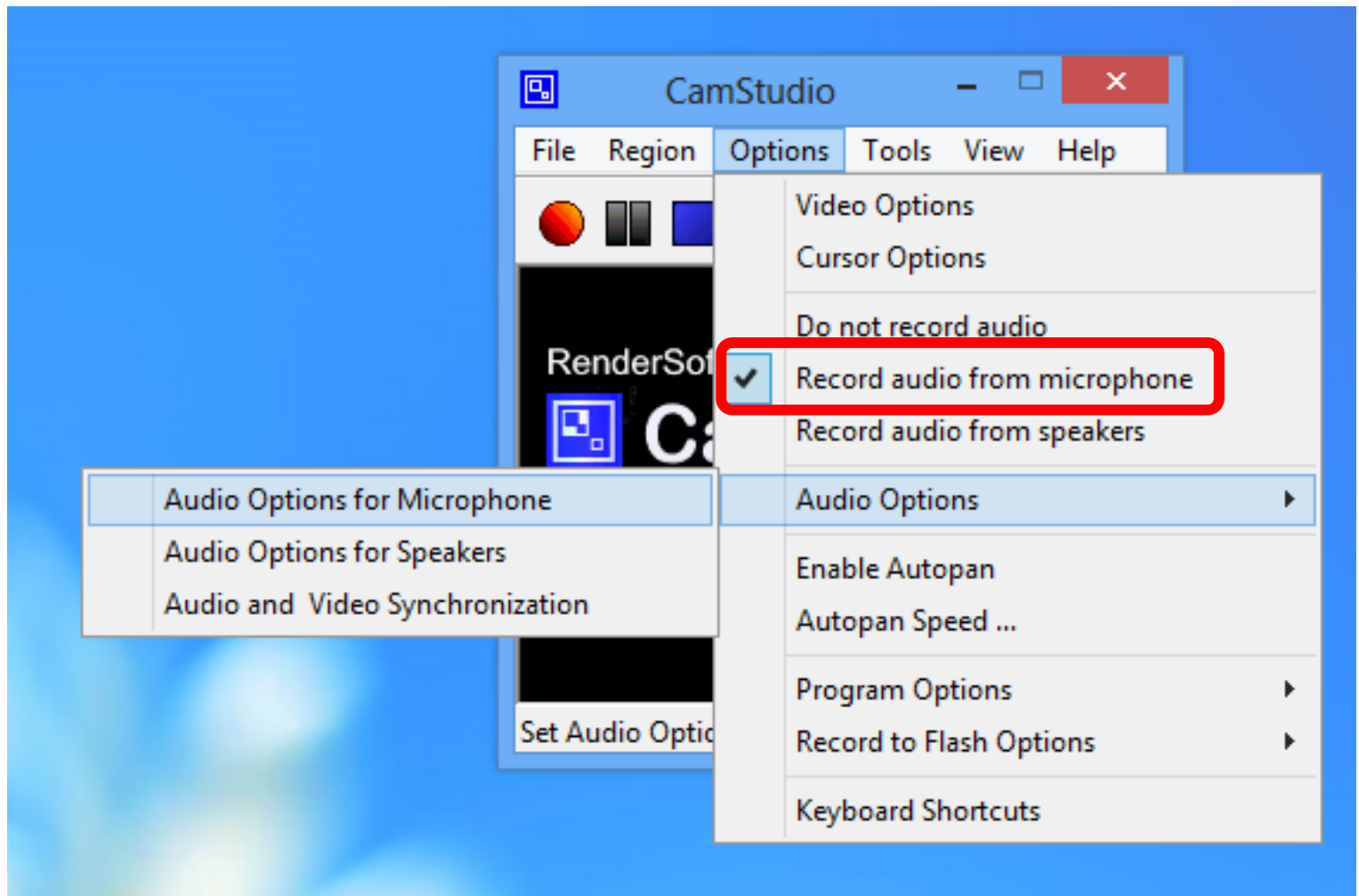
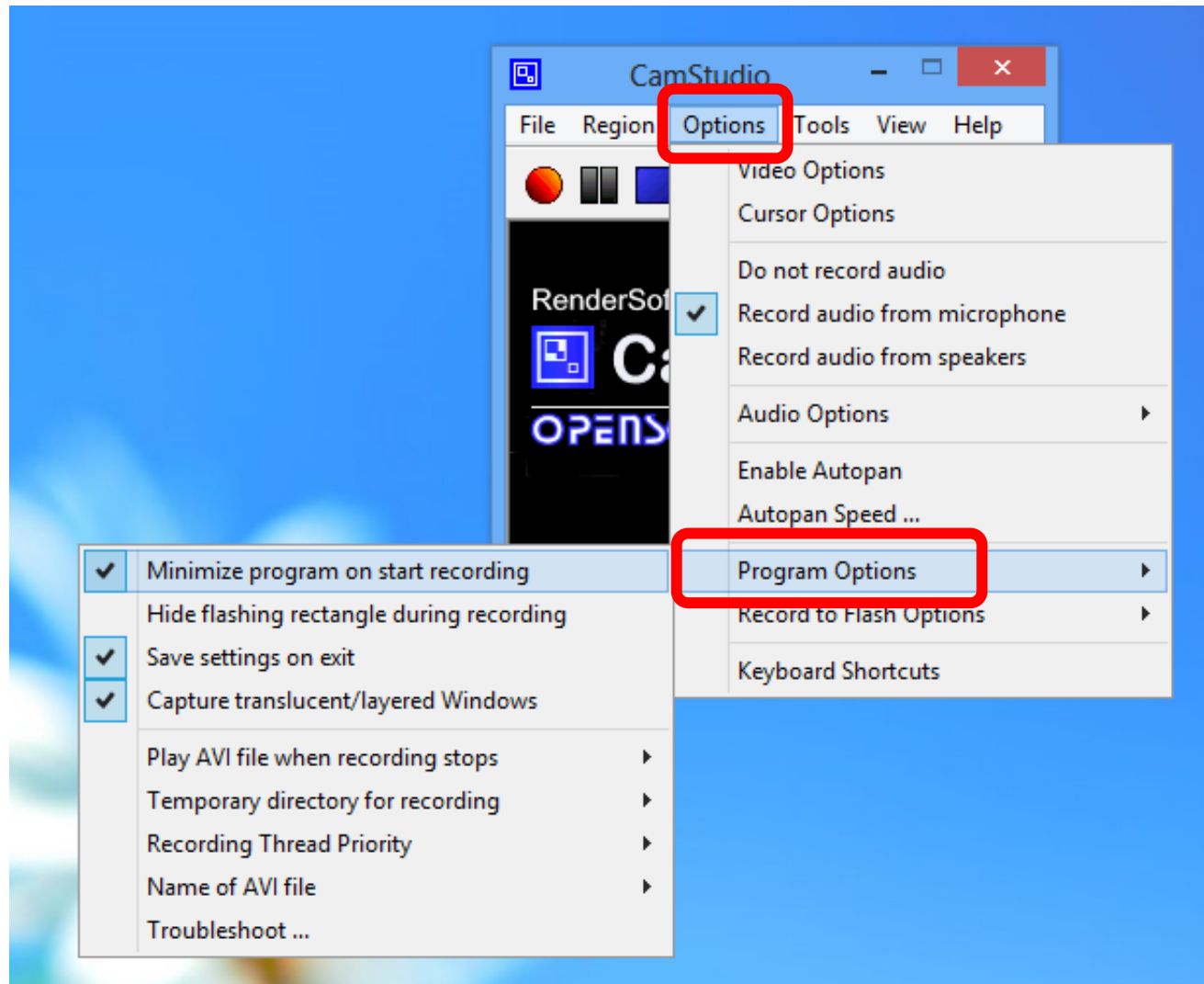# Select Audio Options – Audio Options for Microphone
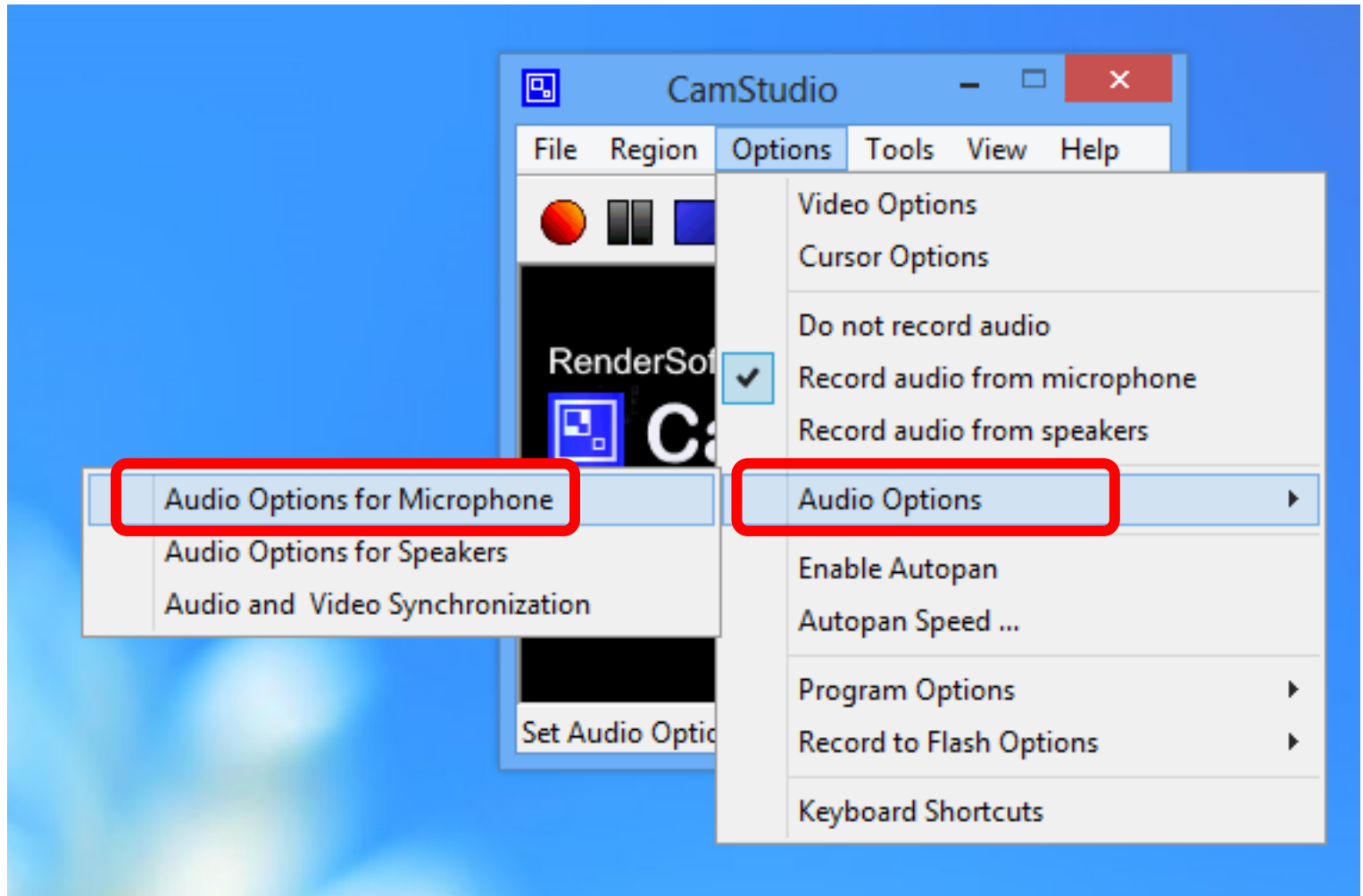
Select the Audio Capture Device

In Audio Options for Microphone – Audio Capture Device; select the drop down menu to see what microphone to use.

If you have connected an external microphone it should how up on the drop down menu.

Select Ok to save the settings.
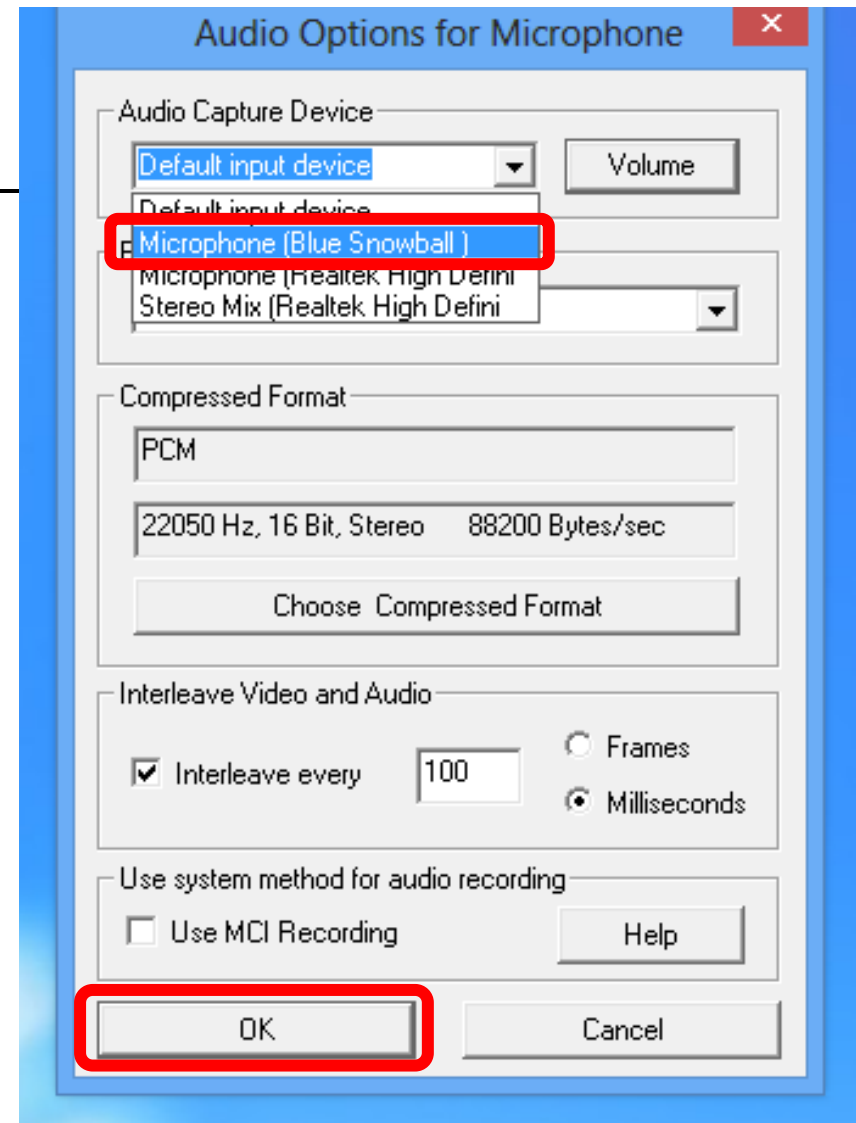
Select Options – Program Options

Select Minimize program on start recording to hide the control panel during recording

Select Save settings on exit to save the settings when you close the program, so the next recording will use the same settings
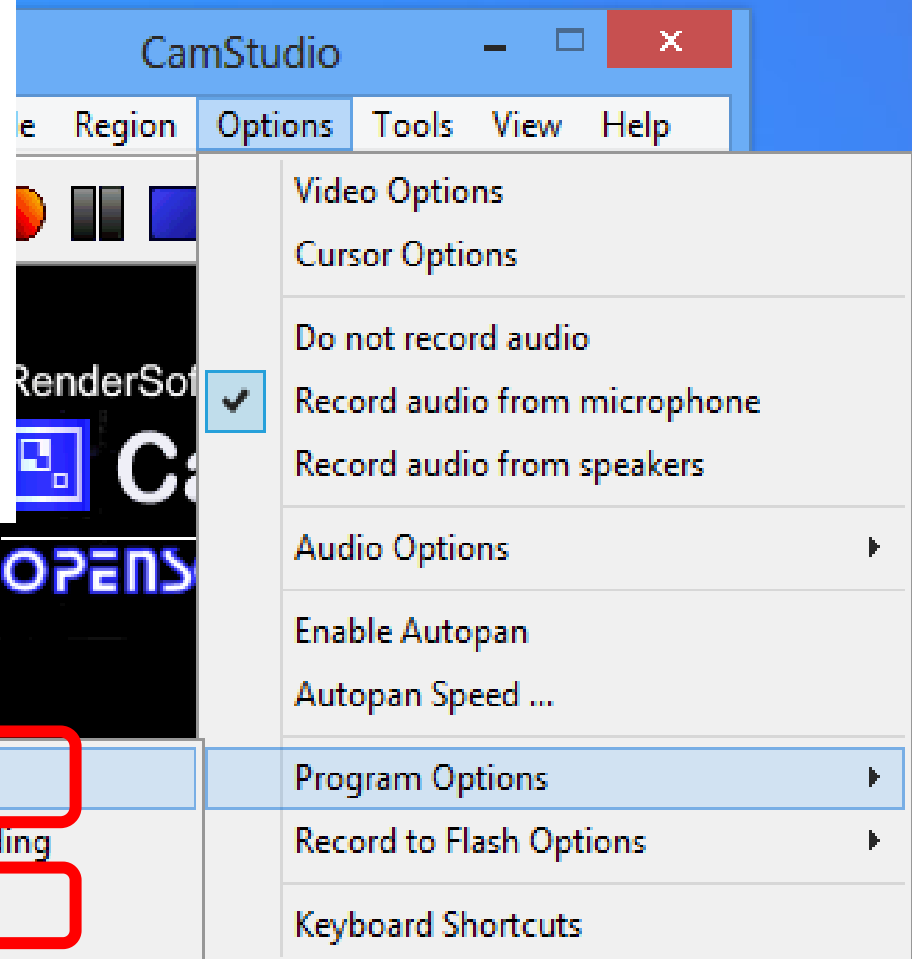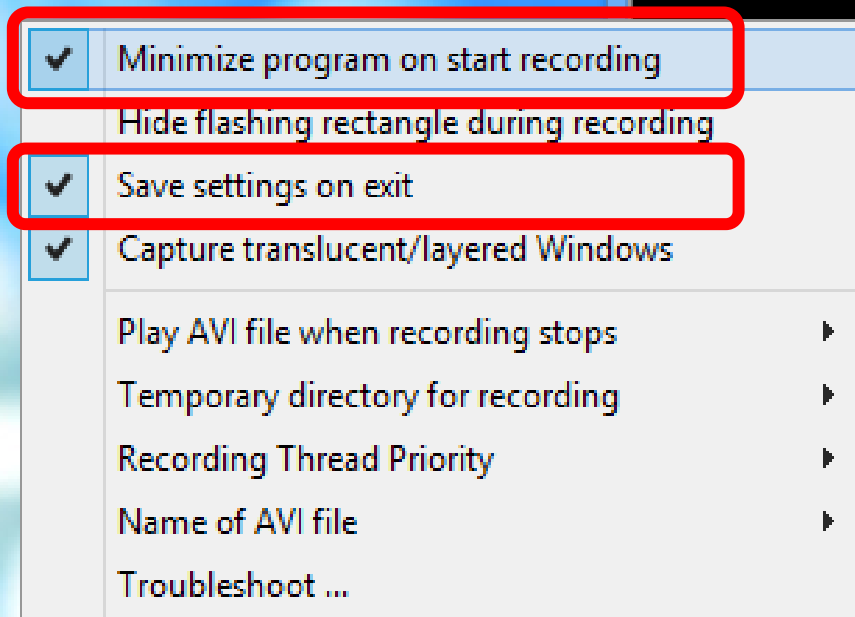
Select Options – Program Options – Temporary directory for recording – Use user specified directory: to save your recordings to a folder of your choosing
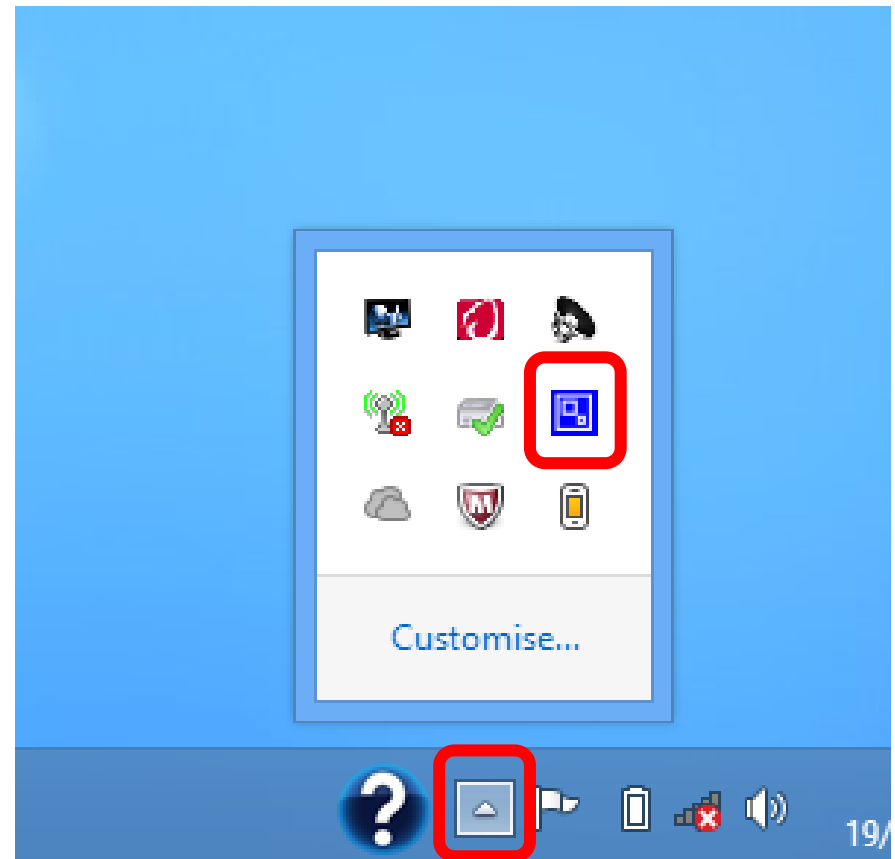
CamStudio — □ ×

File   Region   **Options**   Tools   View   Help

● ▌▌ ■

Video Options
Cursor Options

Do not record audio
✓ Record audio from microphone
Record audio from speakers

Audio Options ▸

Enable Autopan
Autopan Speed …

Program Options ▸
Record to Flash Options ▸

Keyboard Shortcuts

RenderSof
Ca
OPENS

✓ Minimize program on start recording
Hide flashing rectangle during recording
✓ Save settings on exit
✓ Capture translucent/layered Windows

Play AVI file when recording stops ▸
Temporary directory for recording ▸   ✓ Use Windows temporary directory
Recording Thread Priority ▸   Use installed directory
Name of AVI file ▸   **Use user specified directory …**
Troubleshoot …

Select a folder to save to and click OK
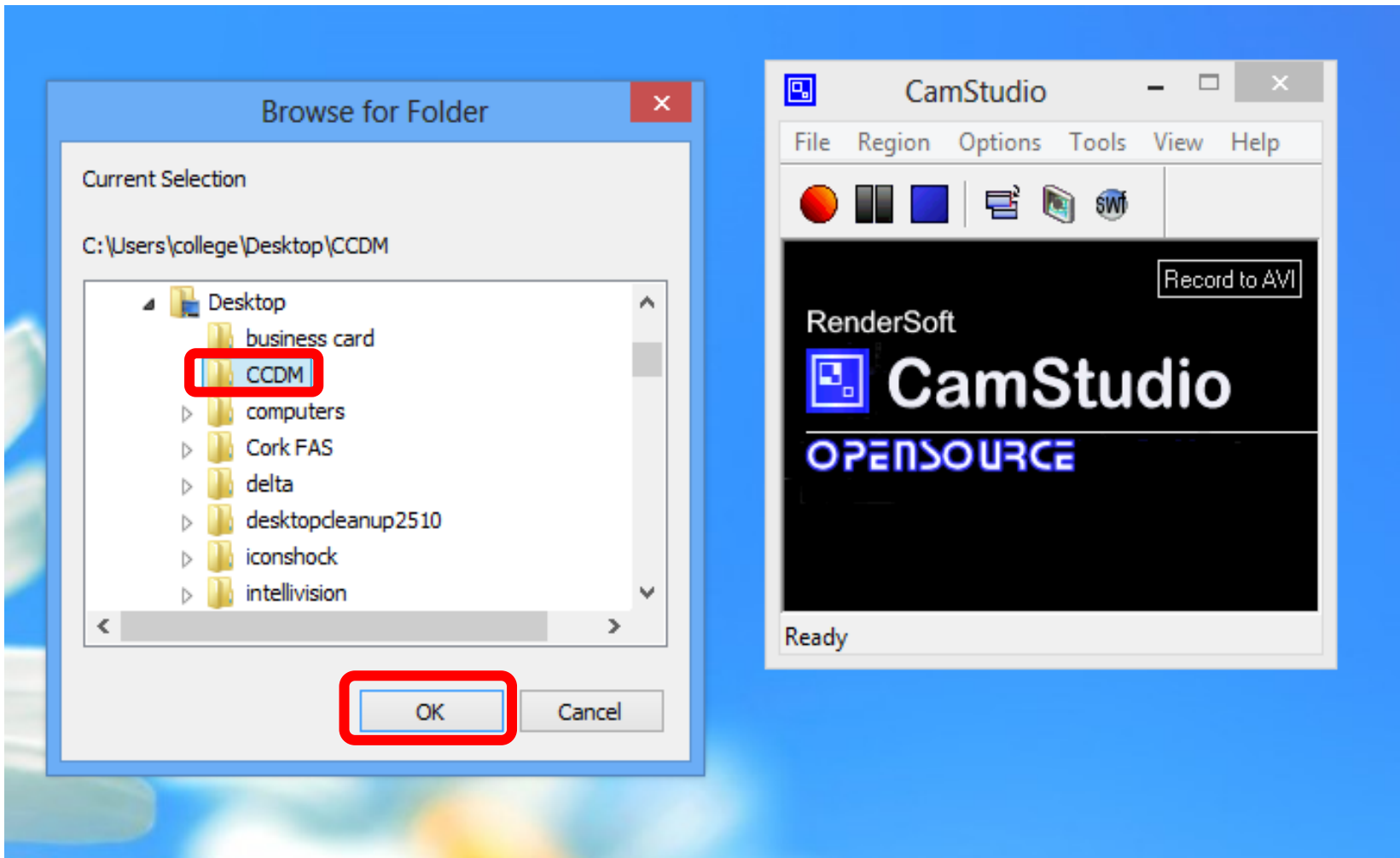
Click the red record button to start the screen recording
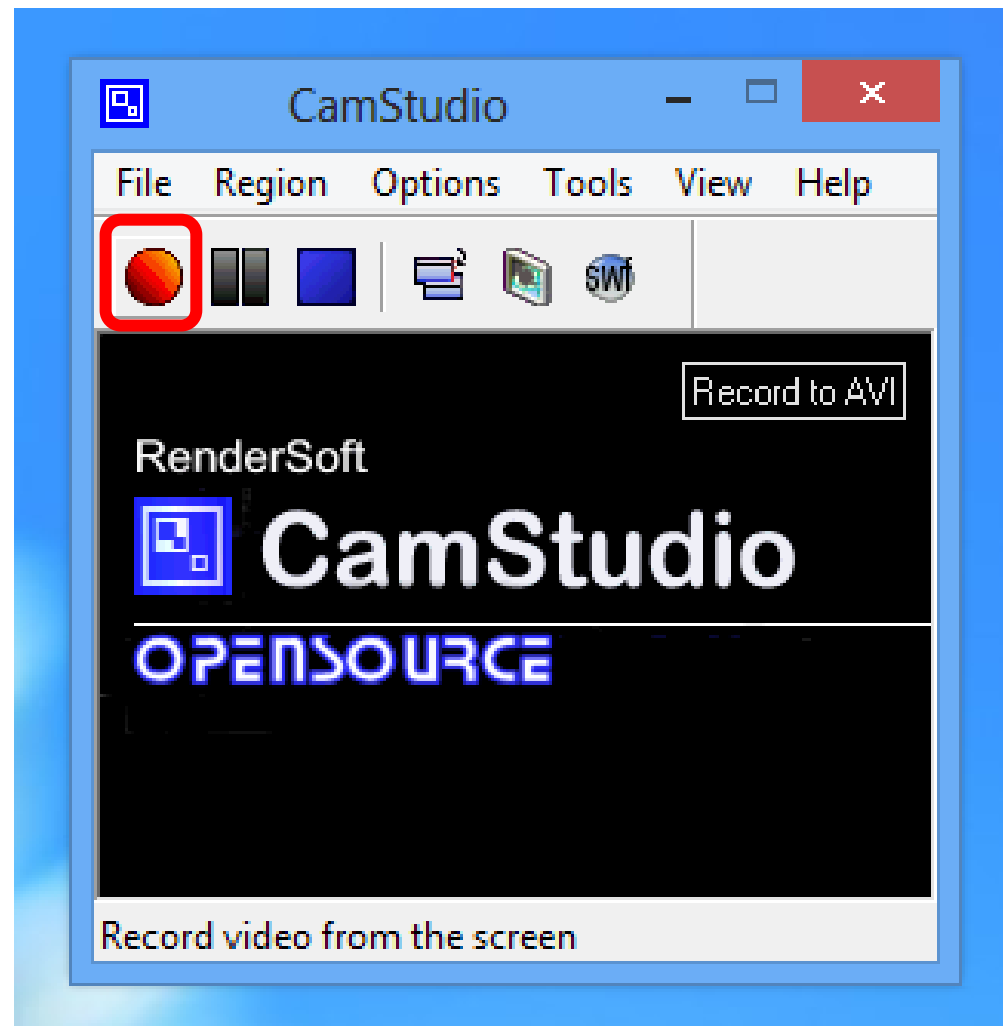
The CamStudio Panel disappears from the screen

It is in the hidden icons section in the bottom right of the Windows taskbar

Right click the CamStudio icon and select Stop to stop the recording
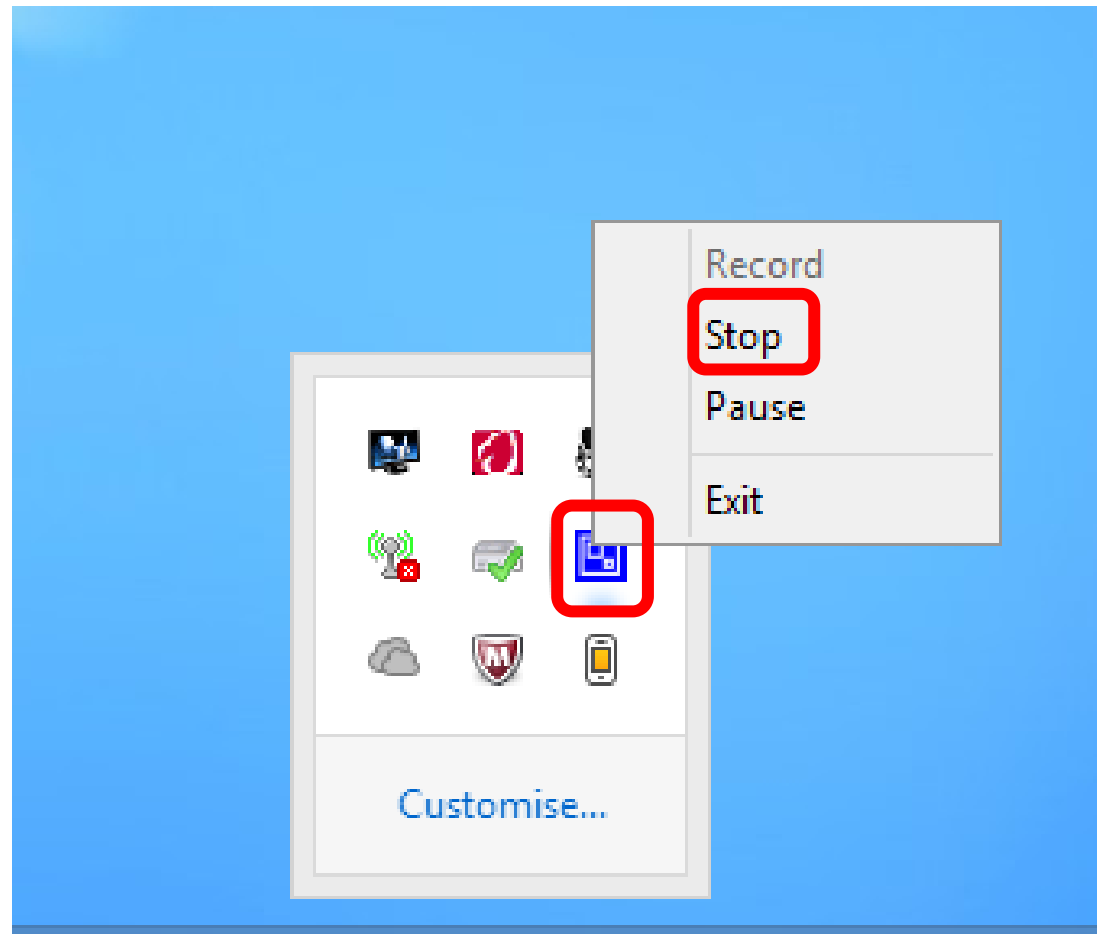
Enter a file name to save the screen recording
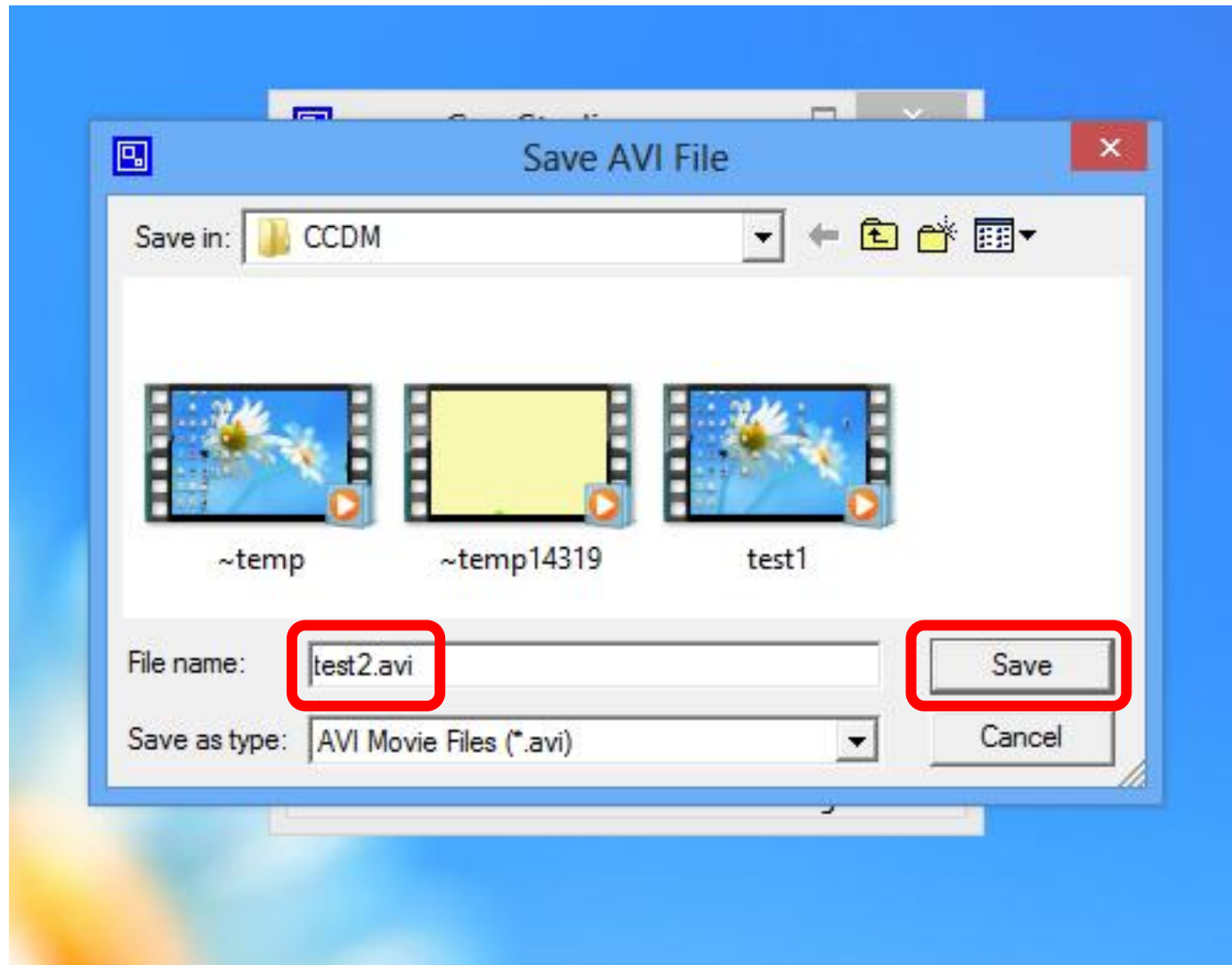
Lesson 1: Wrap-up

You are now ready to edit your screen recording in Windows Movie Maker.

To summarize:
- Installed CamStudio.
- Made a Save folder.
- Added a highlight to the mouse cursor.
- Set up a microphone
- Selected what you want to record.
- Increased the text size.
- Created a Screen Recording

Lesson 2: Windows Live Movie Maker

- Launch Windows Live Movie Maker.
- Add your screen recording to the editing window
- Set the start and end points
- Add titles, captions and credits
- Insert transitions
- Add photos or screenshots
- Save your movie project

Lesson 2: Launch Windows Live Movie Maker

Select Click here to browse for videos and photos

Click here to browse for videos and photos
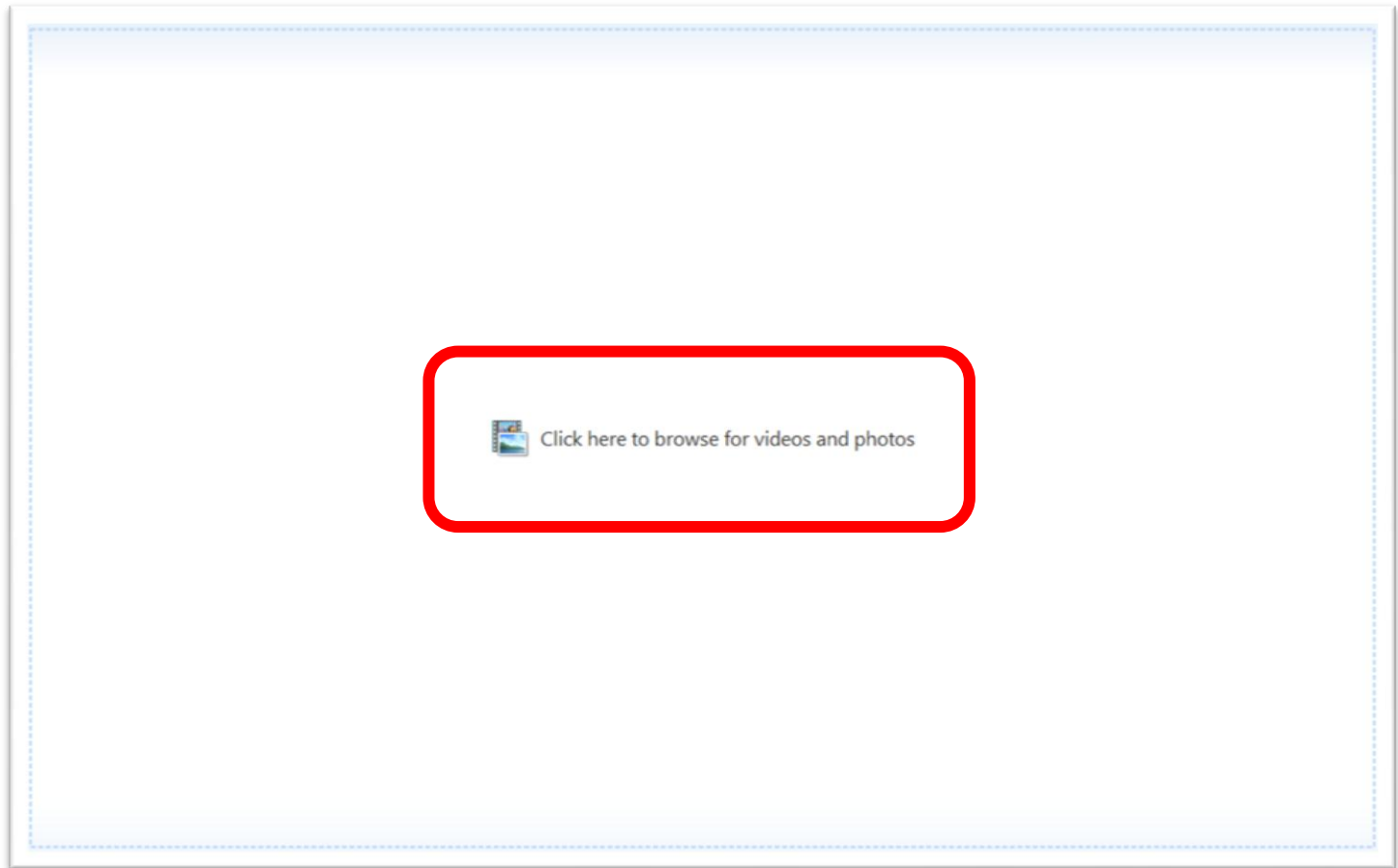
Select your screen recording movie and click Open
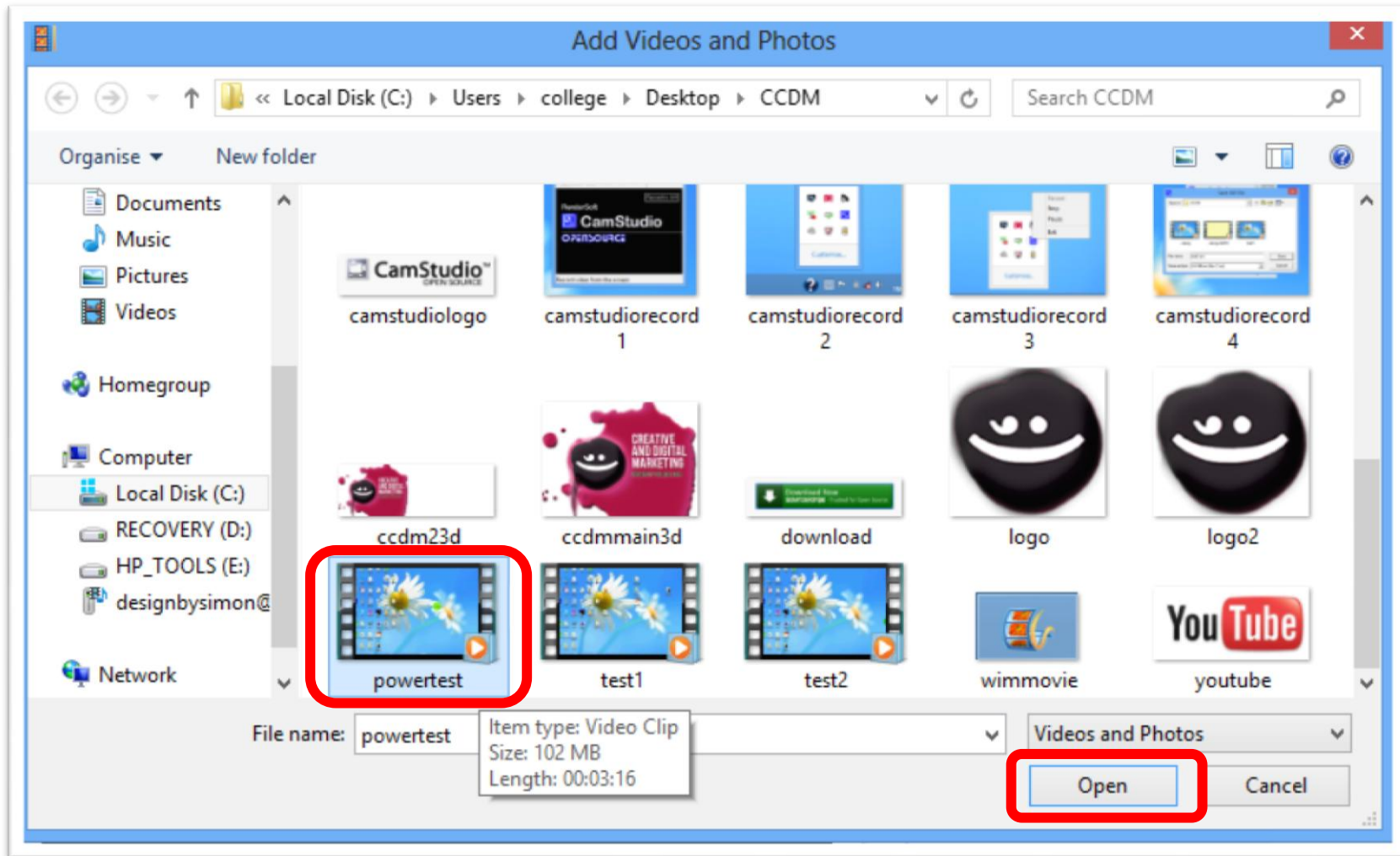
The Preview Window on the left displays your movie.
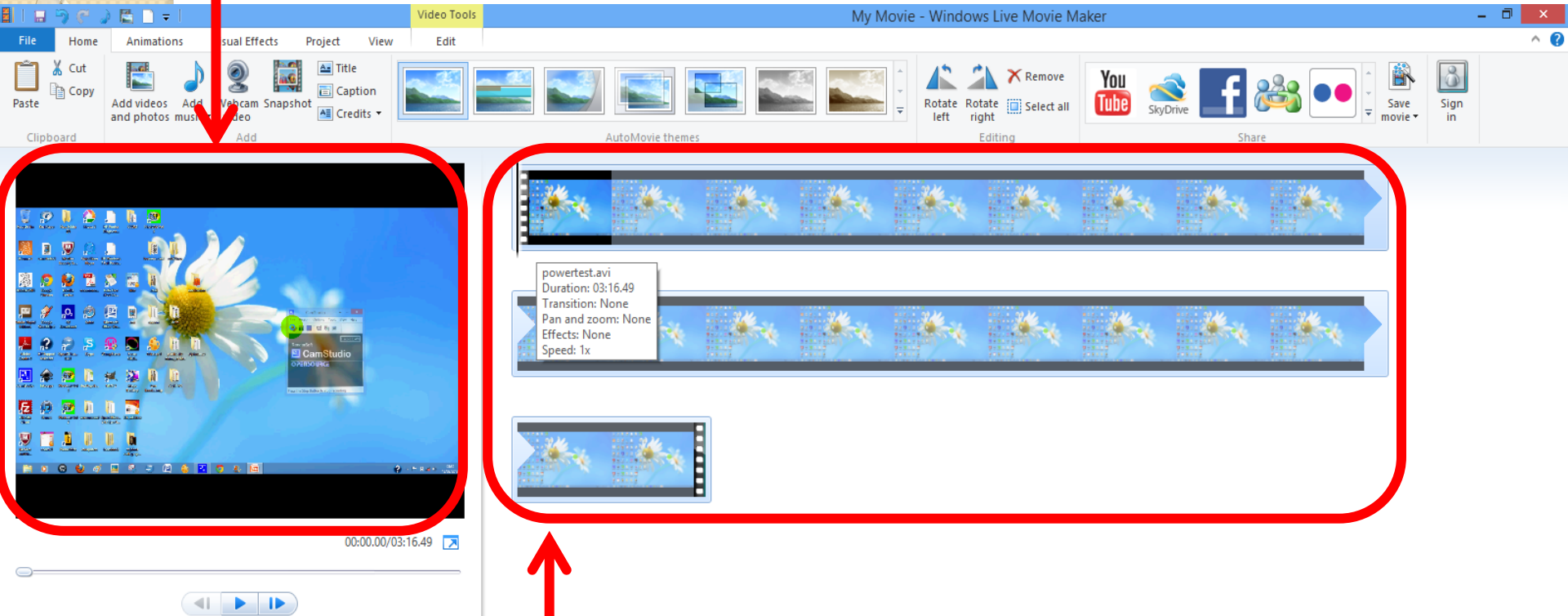
The Edit Window on the right shows a timeline and frames of your movie files.

Use the Timeline bar to set a start point and an end point for your movie
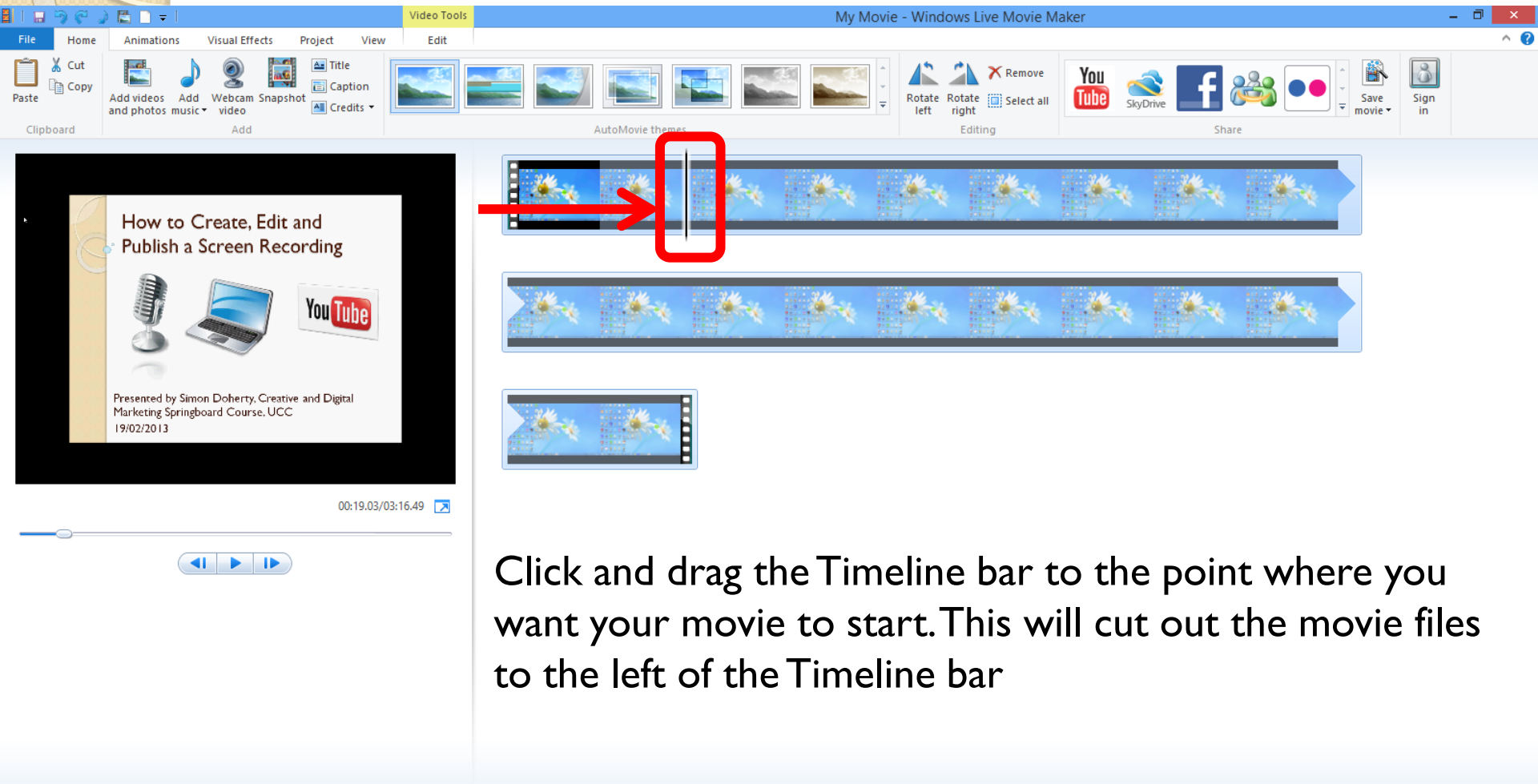
Click and drag the Timeline bar to the point where you want your movie to start. This will cut out the movie files to the left of the Timeline bar

Select Add videos and photos to add more movie or photos to your project
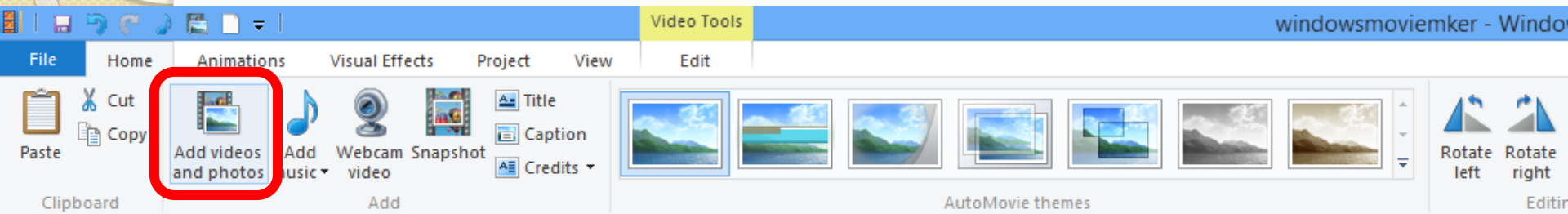
To set the dimension of your movie, select Project – Widescreen for 16:9 format or Standard for 4:3 format
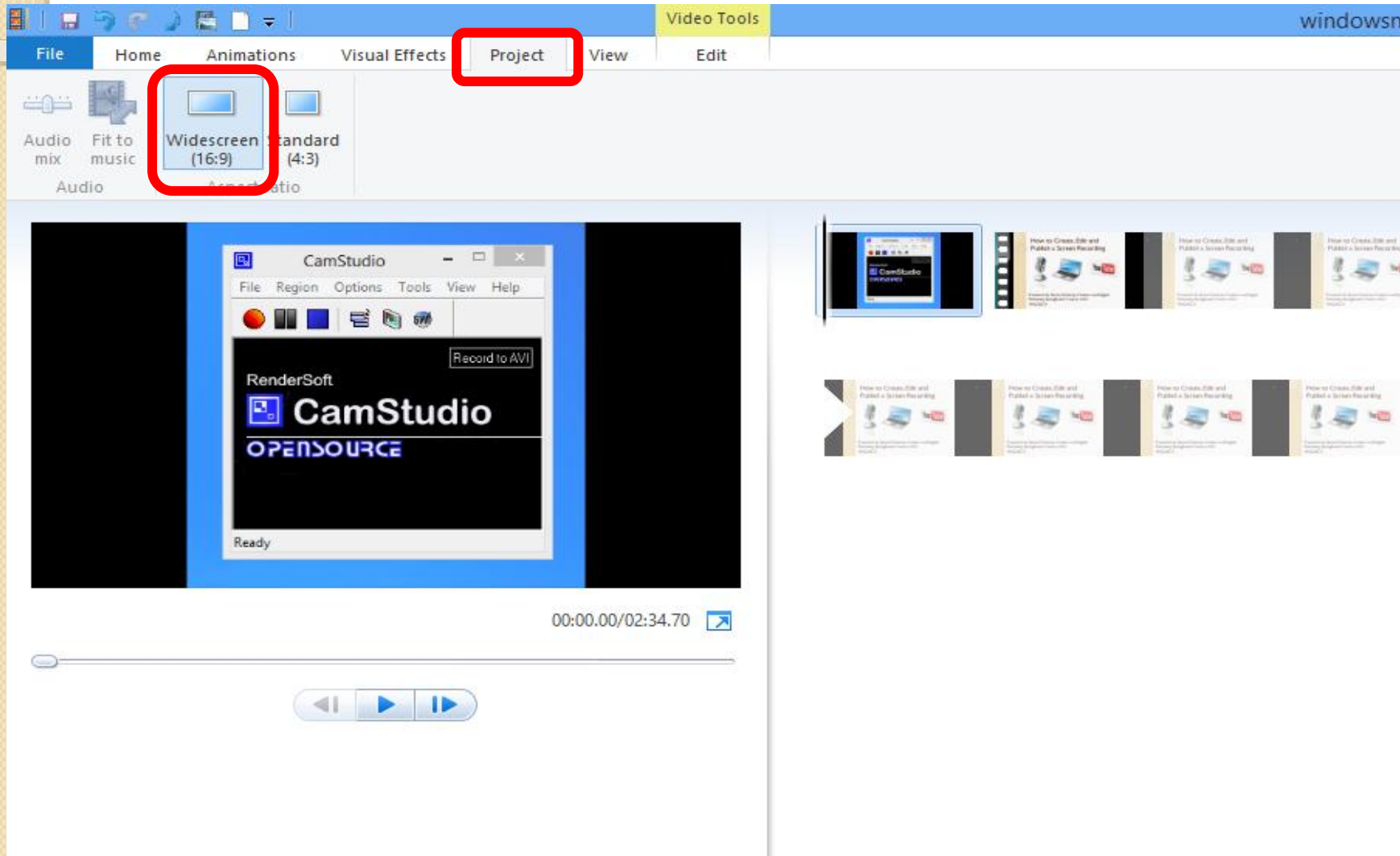
Select Animations to add animated transition effects between your movie clips

Select Home – Title to add the Opening Title to your movie

Select Format to edit the text font, colour and background of the title

Select Format to add an animation to your titles
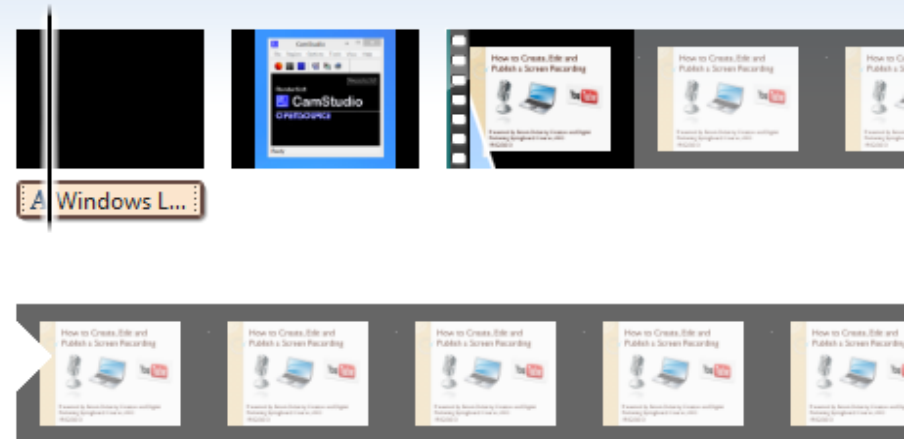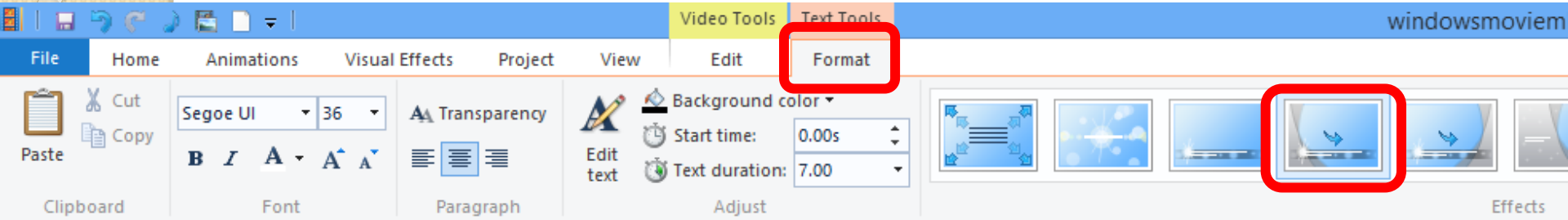
Select Home – Credits to add the Credits to your movie

Select File – Save movie to save you project
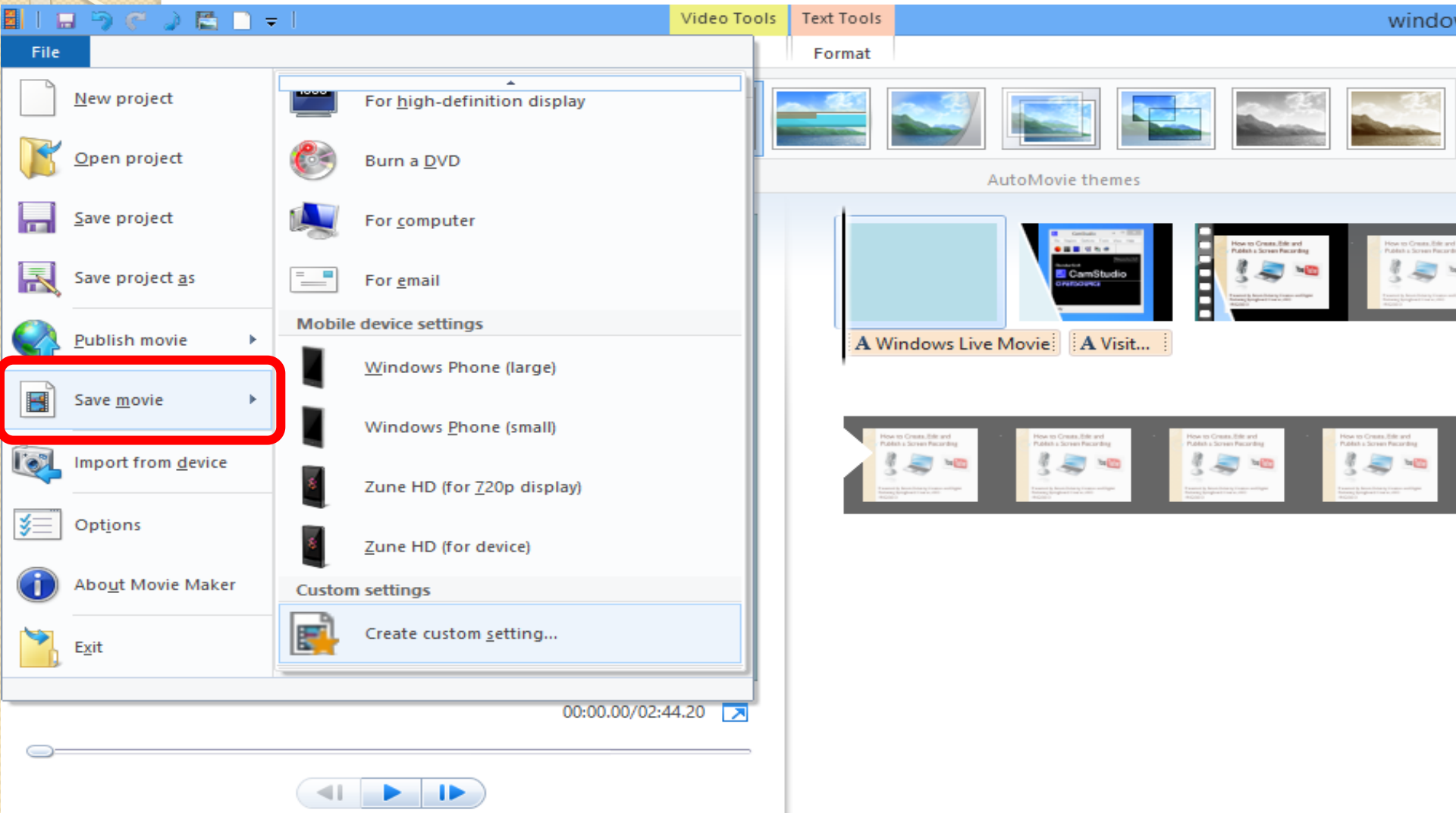
Lesson 2: Wrap-up

- Launch Windows Live Movie Maker.
- Add your screen recording to the editing window
- Set the start and end points
- Add titles, captions and credits
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Lesson 3: YouTube

- Connect to the Internet

- Open Windows Live Movie Maker

- Select the movie you want to publish

- Select Publish – YouTube

- Sign in with Windows Live account, or create free account

- Select the Recommended movie size

- Sign into YouTube account

- Edit the title, description, tags, category and permissions

- Publish the movie to YouTube

Launch Windows Live Movie Maker

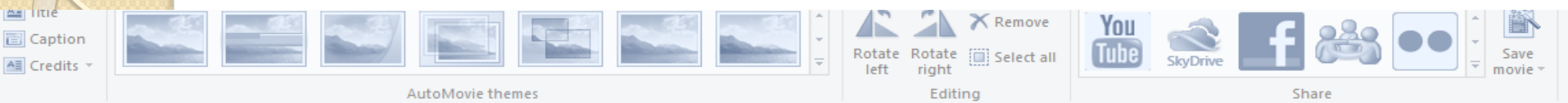# Open the movie project you want to publish
Select Publish - YouTube
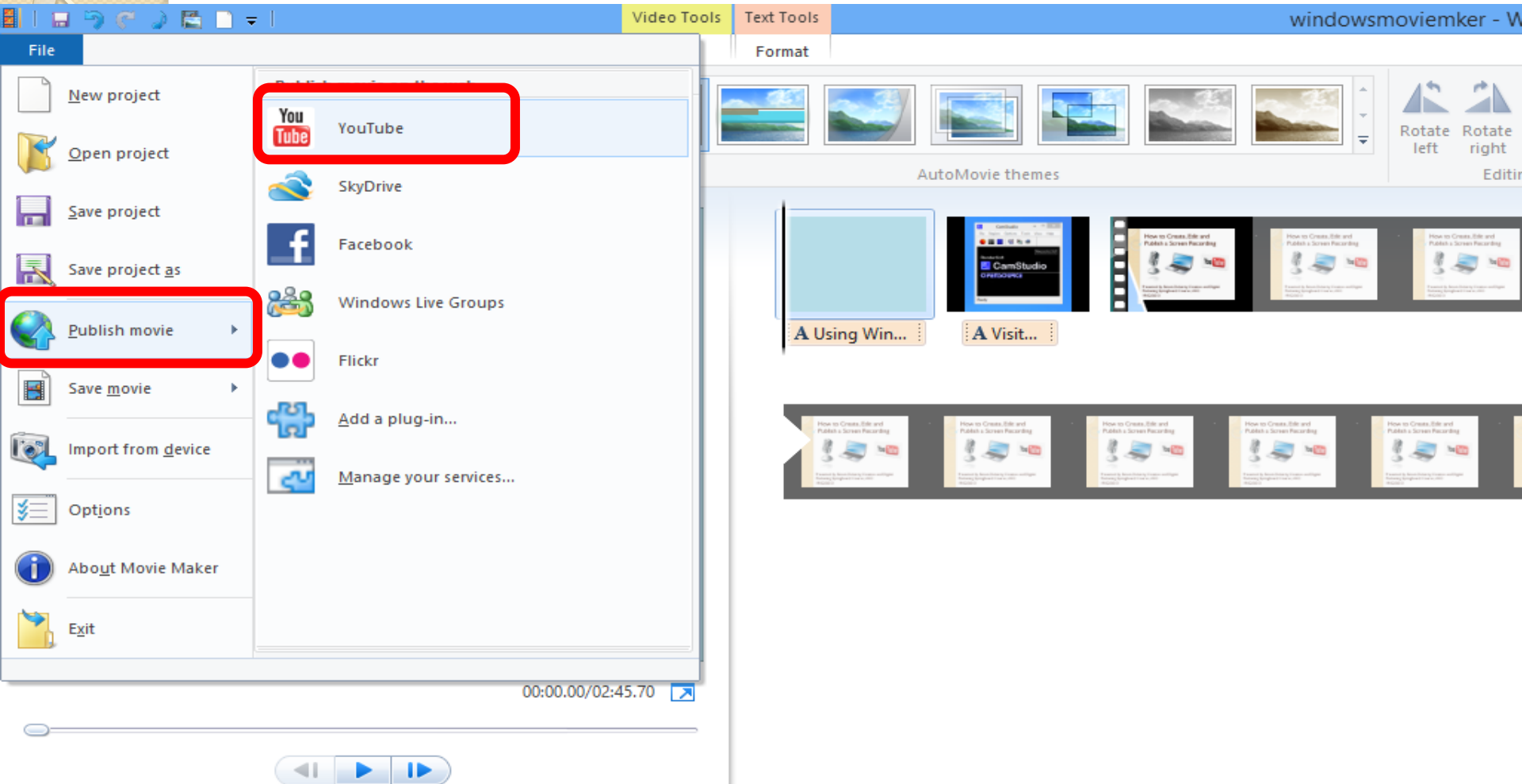
Select the Recommended size to publish
YouTube limits movie sizes to less than 2GB gigabytes or less than 15 minutes duration

Sign in to Windows Live account or create a new account (free)
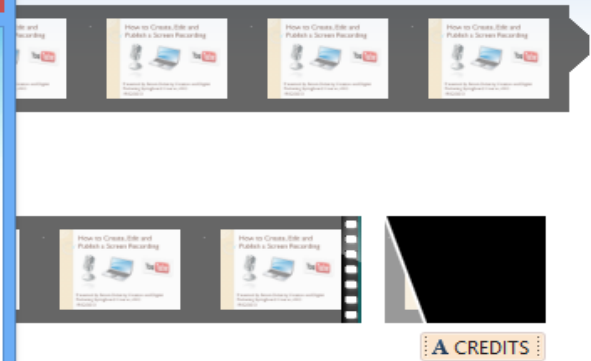
Sign in to your YouTube account

Enter title, description, tags, category and permissions

- Add a Title for your movie
- Add a Description
- Add some tags, separated with commas, to help with search engines
- Select a Category from the drop down menu
- Select Public or Private in the Permissions drop down menu
- Select Publish to publish the Movie to YouTube

Lesson 3: Wrap-up

- Connect to the Internet

- Open Windows Live Movie Maker

- Select the movie you want to publish

- Select Publish – YouTube

- Sign in with Windows Live account, or create free account

- Select the Recommended movie size

- Sign into YouTube account

- Edit the title, description, tags, category and permissions

- Publish the movie to YouTube

Summary of Lesson

- Lesson 1: Create a Screen Recording with CamStudio

- Lesson 2: Edit the Screen Recording with Windows Live Movie Maker

- Lesson 3: Publish the Screen Recording to YouTube

Assessment and Evaluation

- Publish a movie live to YouTube so students can follow process
- Publish .pdf of Powerpoint to website for students to download