Sample Script

When you are getting ready to make a screencast, it is often helpful to create a script. It will help guide you and prevent you from forgetting any steps as you record your screencast. Here's an example of one.

Step	Action on Screen	Narration
1	*Show title screen*	Hello and welcome to this video tutorial on how to record the screen using Camtasia.
2	*Show MS Word doc*	Depending on the recording and your comfort level with narrating, having a script can help clarify the steps or points you'll describe. Thinking about the end us of your recording can help you determine how much effort you should spend creating it.
3	*Show pictures of microphone and noisy vent*	If you are concerned about the quality of the finished product, it is important to record using a decent microphone and a quiet recording space. One option is to book the ITMS recording booth, which is quiet, has a good microphone, and the Camtasia software loaded on its computer.
4	Show desktop icons being collected and moved into a folder	Before beginning the recording, first clear off your desktop in case it might be needed as a background for your recording. Also, you might also want to choose and activate a desktop pattern that isn't too busy.
5	Show desktop folder	Create a folder on the desktop and label it. When prompted to save recorded files, save them to this same folder. Camtasia saves the recorded files as "camrec" files. In another tutorial, you can find out how to edit and produce your recording in a "camproj" file.
6	Zoom in on the Camtasia icon	Locate the Camtasia software icon and click it to launch the program.
7	Show open camtasia interface	The two Camtasia recording options are 1. Recording the screen and 2. Narrating a PowerPoint presentation. This tutorial will show you how to record the screen.
8	*Show "lit" (i.e. Ready) icons on the taskbar. Open the screen to be recorded.*	To record the screen, first have the software, webpage, or whatever screen that you are going to record open. Have other screens to be recorded ready to launch.
9	Zoom in on the record the screen button in camtasia	Clicking the record the screen button minimizes the main Camtasia interface and opens the Camtasia recorder control bar.
10	Show dotted line. Adjust it. Maximize the webpage that will be recorded.	A green, dotted line appears around the screen to be recorded. This shows the area that will be recorded. Reduce or Enlarge it to suit the area that you want to record. Setting it to the maximum dimensions by clicking the Full Screen button on the Camtasia recorder control bar, and having the screen you want to record maximized, allows for the most flexibility as well as consistency with other pieces to be recorded in your production.
11	Show Camtasia record controller, zoom in on audio adjustments. Show slider, show system audio setting.	Adjust the audio record level using the slider and do some test speaking. Check that the audio record levels don't go into the red. If you need to record the system audio, such as in the case of including the audio of an online video, make sure the 'record system audio' is selected
12	*Zoom in on webcam control*	If you want to have a small inset video of your head and shoulders appear over top of the screen recording in the finished production, You can turn the webcam on at this point, using this button. A small preview window should appear. For this particular demo, we won't enable it.
13	*Show red record button*	Once you have adjusted your settings, click the red record button. A small screen will appear with a count-down.
14	*Show screen with stopping and pausing instruction spelled out*	You can now begin your recording and narration. Pressing F9 on the computer keyboard pauses the recording. Pressing F10 causes the recording to stop.
15	*Show preview window*	When you stop the recording, a preview window will open and allow you to review what y have just recorded. In the preview window, you can then choose to either save and edit your recording, produ or delete it. Save the recorded "camrec" file to the appropriate desktop folder.
16	*Continue to show preview window*	In part 2 of this tutorial series, you'll learn how to do basic editing of your recording within a camproj file.