Welcome

The Lectora Professional Publishing Suite Supplement Information Center is a comprehensive guide to the Lectora Professional Publishing Suite Tools. This Information Center has been designed for you to easily find what you are looking for and quickly get back to work.

Within this Information Center, you will find information about the following:

- Using the Audio Editor
- Using the Image Editor
- Using the Screen Camera
- Using the Screen Capture Tool
- Using the Video Editor

Using the Lectora Audio Editor

You can use the Audio Editor to record new audio files to enhance your Lectora titles. Add a new dimension to your content by incorporating voice-overs, sound effects, and background music. Easily create and import audio files or attach an audio file to a video frame that further explains those hard to show steps and procedures. In addition to recording your original work, you can also edit existing audio files with built-in functionality to fade-in, fade-out, silence, compress, adjust volume control and more.

Before using the Audio Editor, make sure your sound drivers have been installed and configured with the Windows Device Manager. If you want to record your own sounds, you will need a microphone or other input audio device to act as the originating source for your audio files.

Using the Lectora Audio Editor, you can:

- Manage Audio
- Create Audio

Getting Started

Familiarize yourself with these general tasks to get the most out of the Audio Editor.

- Working with Audio
- Starting the Audio Editor
- Using the Audio Editor Controls
- Using the Audio Tools
- Setting Preferences

Working with Audio

Lectora supports the following audio formats:

- Uncompressed Windows audio (.wav)
- Standard MIDI (.mid)
- MPEG, Audio layer 3 (.mp3)
- Advanced Systems Format (.asf)
- RealMedia streaming media (.rm)
- uLaw audio (.au)
- Windows Media audio (.wma)
- Flash audio (.flv)

Starting the Audio Editor

You can start the Audio Editor from within Lectora or from the Windows **Start** menu.

To start the Audio Editor from within Lectora:

1. Select **Audio Capture Tool** from the **Tools** menu. The Audio Recording Tool window opens.

2. Use the **Record To** pull-down list to select the format of the new audio recording and click **Finish**.

To start the Audio Editor from the Windows **Start** menu:

1. From the Windows taskbar, click the **Start** menu.

2. From the **Programs** menu, select **Lectora Professional Publishing Suite**.

   The Lectora submenu opens.

3. Select **Audio Editor**.

The Audio Editor window opens. See Using the Audio Editor Controls and Using the Audio Tools to familiarize yourself the with Audio Editor interface and tools. See Setting Preferences for information about configuring the Audio Editor.

Using the Audio Editor Controls

The Control Panel display enables you to perform the standard CD player operations on the current audio (Play, Stop, Pause, Record, and so on). The individual controls are enabled and disabled based on the current operating mode of the Audio Editor.

Use the controls as follows:

Stop	Stops the Audio Editor while in either playback or record mode.
Play	Begins playback of the current audio. If a selection is currently active, playback will consist only of the current selection.
Pause	Suspends playback or record of an audio. Clicking this button a second time will resume playback or record.
Record	Begins audio capture from the currently selected audio input device.
Go to Start	Moves the current position in the audio to the beginning of the audio file (time 0:00.00).
Go to End	Moves the current position in the audio to the end of the audio file.
Begin Selection	Marks the starting point within the audio that you are editing. The current selection will be expanded or contracted when clicking the appropriate button based on the current position within the audio. See Selecting audio portions for more details.
End Selection	Marks the ending point within the audio that you are editing. The current selection will be expanded or contracted when clicking the appropriate button based on the current position within the audio. See Selecting audio portions for more details.
Fade In / Fade Out	Fades the volume linearly across the entire selection region. See Fading for more details.
Insert Event	Inserts an event at a particular set time. See Using events for more details.
Zoom In / Zoom Out	Zoom portions of the audio on the display. See Zooming in and out for more details.

Using the Audio Tools

The following tools are provided with the Audio Editor. Access them using the **Tools** menu:

Crop	Deletes the unselected portion of the audio. (Select the portion of the audio that you want to use by setting the **Begin Selection** and **End Selection** buttons).
Fade In	Fades in the volume linearly across the entire selection region.
Fade Out	Fades out the volume linearly across the entire selection region.
Silence	The Audio Editor replaces the audio in the selected region with silence. If there is not a selected region, a dialog is presented asking how many milliseconds of silence you want to insert in the audio at the current position in the audio (1000 milliseconds = 1 second).
Insert Event	Inserts an event at a particular set time. See Using events for more information.
View Current Events	Displays the events created and allows for modification of events. See Using events for more information.

Setting Preferences

Before recording, specify your audio preferences.

Follow these steps to access the Audio Editor preferences.

1. Start the Audio Editor.

2. Select **Preferences** from the **File** menu. The Audio Editor Preferences window opens.

3. Use the Audio Editor Preferences window to define the preferred playback and record devices to be used by the Audio Editor. By default, the Audio Editor uses the Microsoft Sound Mapper to choose the appropriate device to use during playback/record for a particular audio. Set the settings for the desired frequencies.

   If you have multiple input or output sound cards on your machine, you might want to specifically select one of these devices based on your requirements for the current audio.

   The option check boxes allow you to see what the device claims it can handle during the corresponding playback/ record session. If you want a specific sound format that is not checked (supported) by a specific wave device, then you will be unable to use that device.

   If during playback or record you receive an error that states the currently selected input/output device cannot handle the current request, try selecting the Microsoft Sound Mapper as the device. Even if there is only one associated device on your computer, the Sound Mapper achieves certain functions through a software implementation instead of using the services on the actual sound device.

4. Click **OK** to return to the Audio Capture Tool.

Managing Audio

Use the Audio Editor to manage your audio files.

See these tasks for more information:

- Creating new audio
- Opening existing audio
- Saving audio
- Saving audio in a different format

Creating new audio

Follow these steps to create new audio:

1. With the Audio Editor started, select **New** from the **File** menu or type **Ctrl+N**.

   The Audio Format window opens.

2. Use the **Name** list to specify a format for the audio.

   Click **Save As** to create a custom format based on the settings specified. Click **Remove** to delete a format.

3. Use the **Format** list to select an audio filter codec.

4. Use the **Attributes** list to select the desired attributes.

5. Click **OK**.

You can begin capturing audio.

Opening existing audio

Choose from three ways to open a supported audio file in the Audio Editor:

- Drag and drop audio file from Windows Explorer into the Audio Editor work area.
- Select **Open** from the **File** menu. The Open Audio File window opens. Navigate to the appropriate directory, select the audio, and then click **Open**.
- Type **Ctrl+O**. The Open Audio File window opens. Navigate to the appropriate directory, select the audio, and then click **Open**.

The audio opens in the Audio Editor.

Saving audio

To save audio, select **Save** from the **File** menu.

The audio is saved.

You can also save audio in other formats. See Saving audio in a different format for details.

Saving in another format

You can save audio in other supported formats.

Follow these steps to save audio in another supported format:

1. Select **Save as** from the **File** menu. The Save Audio File window opens.

2. Navigate to the appropriate directory, specify the name of the file in the **File name** field, and select a supported file type in the **Save as type** field. Select from the following supported file types:

   - Flash File (.flv)
   - Windows Media Audio (.wma, .asf)
   - RealAudio (.ra, .ram, .rm, .rmm)
   - Wave (.wav)

3. Click **Save**.

You can also use the Save As window to change audio parameters. See Changing audio parameters for details.

Creating Audio

Use the Audio Editor to create new audio or edit existing audio.

See these tasks for more information:

- Recording
- Selecting audio portions
- Cropping
- Fading
- Using events
- Zooming in and out
- Adding silence
- Changing audio parameters

Capturing audio

Follow these steps to capture audio:

4. Make sure you have a microphone connected to your computer.

5. Start the Audio Editor. See Starting the Audio Editor for details.

6. Click the **Record** button.

   If you have not already configured the new audio, the Audio Format window opens. See Creating new audio for details about completing the Audio Format window.

7. To stop recording audio, click the **Stop** button.

8. To save the audio, select **Save** from the **File** menu.

The audio is saved and loaded into the Audio Editor for play-back and editing.

Selecting audio portions

To select an audio portion, click in the Audio Sample window. This moves the current position within the audio to this location. Hold down the left-mouse and drag the cursor left or right to expand (or contract) the audio selection.

To expand a current selection, hold down the **Shift** key when you click and the selection will expand (either the starting or ending point) to include the location where you just clicked.

Cropping

You can delete the unselected portion of your audio file.

To crop the audio file, follow these steps:

1. Select the portion of the audio that you want to keep.

2. Select **Crop** from the **Tools** menu.

The unselected portion is deleted and the Audio Sample window is filled with the selected portion of the audio.

Fading

You can fade the audio in or out.

To fade the audio, follow these steps:

1. Select the portion of the audio that you want to fade.

2. To fade in, select **Fade** In from the **Tools** menu. To fade out, select **Fade Out** from the **Tools** menu.

Play the audio to listen to the faded portion.

Using events

Events, also known as script commands, set within an audio (.wma or .flv) file can be used within a Lectora title to trigger actions while the audio is playing. This is especially useful when synchronized captioning is needed for audio.

Follow these steps to set an event within the audio:

1. Use the **Previous Frame** and **Next Frame** buttons (or select **Previous Frame** and **Next Frame** from the **Controls** menu) or move the slider under the Audio Sample window to the location within the audio where you want to add the event.

2. Click the **Insert Event** button or select **Insert Event** from the **Tools** menu. The Insert Event window opens.

3. Use the **Name** field to specify the name for the event. Use the **Time** fields to directly specify the insertion point of the event.

4. Click **OK**.

The event location is marked on the slider.

Viewing current events

From the **Tools** menu, select **View Current Events** to see the list of events in the current audio file. The Events window opens.

Use this window to manage events.

- To edit an event, select it and click the **Edit** button. The event details are displayed. Edit the details as necessary.
- To remove an event, select it and click the **Remove** button.
- To add a new event, click the **Add** button to open the Update Event window. Specify the details of the new event and click **OK.**

When you import the audio file into a Lectora title, and if events are present within the audio, the **Events** tab within the Audio Properties window can be used to execute specified actions. Using the **Events** tab, select the event label from the Event list and specify the action that should be executed when the audio has reached the time of the event.

See "Using Actions" in the *Lectora Professional Publishing Suite Information Center* for details about integrating actions into your title.

Zooming in and out

If you are working with a long audio file, you can zoom in on portions of the audio display. This feature is available using the **View** menu or by using the keyboard shortcuts.

To zoom in, press the **Shift** key and the **Up Arrow** key on the keyboard. To zoom out, press the **Shift** key and the **Down Arrow** key on the keyboard.

When the audio portion is zoomed in, the Audio Sample window will automatically scroll during playback to keep the current position within the audio displayed at all times. You can also use the slider control below the Audio Sample window to scroll the image.

There is a limit to how far you can zoom into an audio. This is based on memory limitations available on the machine where the Audio Editor is running.

Adding silence

You can add silence to audio.

To add silence to the audio, follow these steps:

1. Select the location within the audio that you want to add silence.

2. Select **Silence** from the **Tools** pull-down menu. The Insert Silence window opens.

3. Specify the length of silence in milliseconds. The default is 5000 milliseconds.

The silence is inserted at the location.

Changing audio parameters

When you have created a new audio or loaded pre-existing audio, you can change the characteristics of the audio depending on its audio format (alter compression options, degrade the number of samples, convert to mono from stereo, and more).

Follow these steps to change the audio parameters:

1. Select **Save** or **Save As** from the **File** menu. The Save Audio file window opens.

   The right-side of the window displays the audio file information, if it is available.

2. Click the **Change Parameters** button to change the audio parameters.

   The audio options are displayed based on the audio format and the audio capabilities of your workstation.

3. Specify an audio option and click **OK**. You are returned to the Save Audio File window.

4. Rename the audio, if necessary. Click **Save** to save the audio in the same format or select a different format in the **Save As Type** field.

When you convert audio formats, the conversion will not improve the quality of the audio, regardless of the new audio type selected. You are always limited by the quality of the original source.

Using the Image Editor

The Image Editor enables you to create new images and modify existing ones. With the Image Editor, you can perform a variety of tasks that will enable you to edit images quickly and easily.

- Save to a variety of Web-friendly image formats (BMP, JPEG, GIF, PNG, and TIFF)
- Add text annotation to your images
- Crop, scale, and rotate the entire image or just portions of the image
- Apply standard imaging effects to your pictures (posterize, mosaic, emboss, and more)
- Create animated GIFs
- Draw simple and complex shapes
- Use a variety of painting tools to get just the right appearance

If you are new to the Image Editor, view the tasks in Getting Started.

Using the Image Editor, you can:

- Manage Images
- Create Images
- Use the Animation Tool

Getting Started

Familiarize yourself with these general tasks to get the most out of the Image Editor.

- Working with Images
- Starting the Image Editor
- Using the Paint Toolbar
- Using the Color Palette

Working with Images

Using the Image Editor, you can view and edit the following image file formats:

- Microsoft Windows Bitmap (.bmp)
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg)
- Portable Network Graphics (.png)
- Tagged Image File Format (.tif)

You can also convert images from one format to another. For details, see Saving an image in a different format.

Starting the Image Editor

You can start the Image Editor from within Lectora or from the Windows **Start** menu.

- To start the Image Editor from within Lectora:

    1. Select **New Image Tool** from the **Tools** menu. The Image Tool window opens.
    2. Select the format and size of the new image and click **Finish**.

- To start the Image Editor from the Windows **Start** menu:

    1. From the Windows taskbar, click the **Start** menu.
    2. From the **Programs** menu, select **Lectora Professional Publishing Suite**.

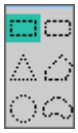
       The Lectora submenu opens.
    3. Select **Image Editor**.

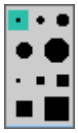
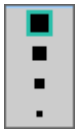
The Image Editor opens. If you are new to the Image Editor, see Using the Paint toolbar for an introduction to the Image Editor tools.

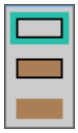
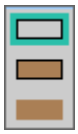
Using the Paint Toolbar

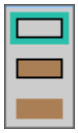
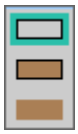
The Paint Toolbar contains all the basic editing tools you use to create images with the Image Editor. To select a tool, click the appropriate button within the toolbar. When a tool has been selected, the Tool Options display will contain options available for the currently selected tool.

The Paint Toolbar can be docked at one of the sides of the Image Editor, or you can make it a floating toolbar by dragging the toolbar outside the main Image Editor window.

Select Tool  	Use this tool to define an area to use with the standard editing commands, image effects, spatial filters, and some of the other tools. To select an area, click the **Select Tool**, and then click on the image with the left-mouse button and drag the cursor to select the part of the image with which you want to work. Release the left-mouse button. You now have a selection layer that is a copy of the contents within the selection. If you move the cursor over the selection area, the cursor will change to a hand cursor, showing that you can now move the selection to another part of the image. To copy the selection, use the **Copy** command from the **Edit** menu, or type **Ctrl + C**. To delete the selection, use the **Delete** command from the **Edit** menu, or use the keyboard **Delete** key. When you delete a selection, the selection is replaced with the background color (see the **Foreground and Background Color Tool** for more information). You can now select one of the other tools (such as **Fill Tool**) to use with the selected area. To unselect a selection, click on an area outside of the selection. When you choose the **Select Tool,** you can pick from several different selection options, located in the options box just below the toolbar: • **Rectangle** • **Rounded Rectangle** • **Triangle** • **Polygon** • **Circle** • **Freeform** The **Rectangle** option creates a rectangle between the starting selection point and the ending selection point. The **Rounded Rectangle** option is similar to the **Rectangle** option, except with rounded corners. The **Triangle** option creates a selection in the shape of a triangle. The Polygon option creates a multi-sided selection placing a point everywhere you use the left-mouse button after the initial click. To close the shape, double-click on the image with the left-mouse button. The **Circle** option creates circular and oval selection regions. The **Freeform** option enables you to define exact areas of the image. After you select this option, click the left-mouse button on the image and drag the cursor around (holding the left-mouse button) down, to highlight the area you want to select. When you have the area defined, release the left-mouse button, and the selection will automatically close itself.
Pen Tool 	Use this tool to create a freeform drawing of lines on the image using the currently selected foreground color (see the **Foreground and Background Color Tool** for more information). When you select this tool, use the left-mouse button to start drawing. As long as you have the left-mouse button pressed, you can move the pointer across the image and draw a freeform line. When you release the left-mouse button, the current freeform line is completed.
Brush Tool 	Use this tool to draw freeform strokes on your image using a variety of brush shapes. Select the tool and then choose one of the various brush styles and sizes located in the options box just below the toolbar. Then use the left-mouse button within the image to begin drawing. As long as the left-mouse button is pressed, the brush tool will stroke a continuous path using the selected style and size until you release the left-mouse button.

	
Eraser Tool  	Use this tool to remove portions of the image and replace them with the currently selected background color (see the **Foreground and Background Color Tool** for more information). When you select the tool, click the left-mouse button and drag the cursor over the area of the image that you want to erase. Select from a variety of eraser sizes located in the options box just below the toolbar.
Fill Tool 	Use this tool to fill an area of the image with the current foreground color (see the **Foreground and Background Color Tool** for more information). If you click within a selection region, the entire region is replaced with the foreground color. If there is not a selection present, the **Fill Tool** will fill all adjoining pixels that have the same color as the pixel you clicked on in the image.
Eye Dropper Tool 	Use this tool in conjunction with the **Foreground and Background Color Tool** indictor to select the current foreground or background color from the current image. Select the tool, and move the cursor over an image. Click the left-mouse button to use the current color under the cursor as the new foreground color. Click the right-house button (or press and hold the **Ctrl** key while using the left-mouse button) to use the current color under the cursor as the new background color. See the **Foreground and Background Color Tool** for more information.
Zoom Tool 	Use this tool to zoom into and out of the current image so that finer detail work can be done on the image. To zoom in on the image, select the tool and use the left-mouse button to click on the portion of the image that you want to enlarge. To zoom out, click the right-mouse button within the image.
Magnifying Tool 	Use this tool to zoom into a portion of the displayed image. When you select this tool, the cursor changes to a square magnifying glass when you move the cursor over the image. If you click and hold the left-button down, the magnify window appears which you can move around the image as long as the left-mouse button stays pressed.
Spray Tool  	Use this tool to create an airbrush effect on your image. Select the tool and the size of the spray area (either small, medium, or large located in the options box just below the toolbar), and then click and hold the left-mouse button over the image. If you hold the mouse still while pressing the button, the spray will concentrate in that area. You can create numerous effects using this tool (from adding snow to a scene, to removing harsh edges to an image).
Text Tool 	Use this tool to add text to your images. Select the tool, and click on the image you want to place the text. The Text window opens, displaying the current text font settings (font style, size, color, and attributes). Click the **Text font/color** button to change the font settings. Click the **Antialias text** option to switch between using an Antialiased quality font or a Draft quality font. The **Leave text background transparent** option is used in conjunction with the **Background Color** selection to determine whether the text will be added transparently to the image, or whether the bounding box of the text will be filled with the **Background Color**. See the **Foreground and Background Color Tool** for more information.

	When you have entered the text you want to add to the image, Click **OK** to add the text to the image.
Line Tool  	Use this tool to draw straight lines of varying thickness on the image. Select the tool, and then use the left-mouse button to mark the line on the image. When you release the left-mouse button, the line will be drawn between the initially selected point and the ending point using the line thickness you selected. Select from varying line thickness from 1 to 9 pixels using the options located in the options box just below the toolbar.
Curve Tool  	Use this tool to define a Bézier curve of varying thickness on the image. A Bézier curve is defined by four points**:** a starting point, an ending point, and two control points (one for each the starting and ending points). With these four points, a Bézier Curve can be drawn. To draw the curve, select the initial point and drag the cursor to the ending point. Then use the left-mouse button to input two more points that will be used to determine the slopes of the curve between the start and ending points. Select from varying line thickness from 1 to 9 pixels using the options located in the options box just below the toolbar.
Rectangle Tool  	Use this tool to draw a rectangle using the current foreground and background colors (see the **Foreground and Background Color Tool** for more information). Select the tool, and then click on the image with the left-mouse button and drag the cursor to define the rectangle you want to draw. When you release the left-mouse button, the rectangle will be drawn based on the tool option you choose from the options box located just below the toolbar: • **Rectangle** • **Filled Rectangle with Border** • **Filled Rectangle No border** Select the **Rectangle** option to draw only the border of the rectangle using the currently selected foreground color. Select the **Filled Rectangle with Border** option to draw the border of the rectangle using the currently selected foreground color and fill the rectangle with the currently selected background color. Select the **Filled Rectangle No Border** option to fill the rectangle with the foreground color.
Round Rectangle Tool  	Use this tool to draw a rectangle with rounded corners using the current foreground and background colors (see the **Foreground and Background Color Tool** for more information). Select the tool, and then click on the image with the left-mouse button and drag the cursor to define the rounded rectangle you want to draw. When you release the left-mouse button, the rounded rectangle will be drawn based on the tool option you choose from the options box located just below the toolbar: • **Rectangle** • **Filled Rectangle with Border** • **Filled Rectangle No border** Select the **Rectangle** option to draw only the border of the rounded rectangle using the currently selected foreground color. Select the **Filled Rectangle with Border** option to draw the border of the rectangle using the currently selected foreground color and fill the rectangle with the currently selected background color. Select the **Filled Rectangle No Border** option to fill the rectangle with the foreground color.
Oval Tool	Use this tool to draw ovals using the current foreground and background colors (see the

 	**Foreground and Background Color Tool** for more information). Use this tool to draw an oval using the current foreground and background colors. Select the tool, and then click on the image with the left-mouse button and drag the cursor to define the oval you want to draw. When you release the left-mouse button, the oval will be drawn based on the tool option you choose from the options box located just below the toolbar: • **Oval** • **Filled Oval with Border** • **Filled Oval No border** Select the **Oval** option to draw only the border of the oval using the currently selected foreground color. Select the **Filled Oval with Border** option to draw the border of the oval using the currently selected foreground color and fill the oval with the currently selected background color. Select the **Filled Oval No Border** option to fill the oval with the foreground color.
Polygon Tool  	Use this tool to draw multiple-sided shapes using the current foreground and background colors (see the **Foreground and Background Color Tool** for more information). Select the tool, and use the left-mouse button to start the polygon. For each vertex you want to set, click the left-mouse button. When you are finished creating the sides of the polygon, double-click the left-mouse button to close the polygon shape. The polygon will be drawn based on the tool option you choose from the options box located just below the toolbar: • **Polygon** • **Filled Polygon with Border** • **Filled Polygon No border** Select the **Polygon** option to draw only the border of the polygon using the currently selected foreground color. Select the **Filled Polygon with Border** option to draw the border of the polygon using the currently selected foreground color and fill the polygon with the currently selected background color. Select the **Filled Polygon No Border** option to fill the polygon with the foreground color.
Foreground and Background Color Tool 	Use this tool to set the colors used by the normal painting tools when changing the image. The foreground color is the color used by the drawing tools to draw on top of the image. The background color is the color used when you delete a selection from the current image. If you want to change the foreground or background color, double-click the appropriate square to display the Color window. Use the Color window to select from any of the predefined basic colors, or you can select a custom color by inputting direct RGB values or by selecting the color from the display window. When you have a selected foreground and background color, you can swap the two colors by selecting the **Swap** indicator in the upper right corner of the **Foreground and Background** display. If you want to reset the colors to black and white, click the **Black/White** indicator in the lower-left corner.

Using the Color Palette

The Color Palette is a dockable toolbar that enables you to see the colors used by the current image if you are in 8-bit color mode or lower resolution. Select **Color Palette** from the **View** menu to display the Color Palette.

The Color Palette also enables you to set the foreground and background colors. Click the left-mouse button to use the current color under the cursor as the new foreground color. Click the right-mouse button (or press and hold the **Ctrl** key while using the left-mouse button) to use the current color under the cursor as the new background color. See the **Foreground and Background Color Tool** in Using the Paint toolbar for more information.

If you are saving to a file format that supports transparency (such as GIF), you can select the transparent color by choosing the **Enable Transparency** option, and then clicking the **Pick Trans Color** button. This feature is only available if the current image is in 8-bit color mode. An **X** in the color table entry indicates the current transparent color index in the palette.

Managing Images

Use the Image Editor to manage your images.

See these tasks for more information:

- Creating a new image
- Opening an existing image
- Saving an image
- Saving in another format

Creating a new image

Follow these steps to create a new image:

1. With the Image Editor started, select **New Image** from the **File** menu.

   The New Image window opens.

2. Use the **Name** field to specify a name for the image.

3. In the **Image Size** box, specify the **Width** and **Height** of the image in pixels.

4. Click **OK**.

The blank image is opened within the work area of the Image Editor.

Opening an existing image

Choose from three ways to open a supported image type in the Image Editor:

- Drag and drop an image from Windows Explorer into the Image Editor work area.
- Select **Open** from the **File** menu. The Open Image window opens. Navigate to the appropriate directory, select the image, and then click **Open**.
- Type **Ctrl+O**. The Open Image window opens. Navigate to the appropriate directory, select the image, and then click **Open**.

The image is opened in the Image Editor.

Saving an image

To save an image, select **Save** from the **File** menu.

The image is saved.

You can also save images in other formats. See Saving an image in a different format for details.

Saving an image in a different format

You can save images in other supported formats, however, you might have to adjust the color resolution to save between some formats.

Follow these steps to save the image in another supported format:

1. From the **File** menu, select **Save as**. The Save As window opens.

2. Navigate to the appropriate directory, specify the name of the file in the **File name** field, and select a supported file type in the **Save as type** field. Select from the following supported file types:
    - Microsoft Windows Bitmap (.bmp)
    - Graphics Interchange Format (.gif)
    - Joint Photographic Experts Group (.jpg)
    - Portable Network Graphics (.png)
    - Tagged Image File Format (.tif)

Creating Images

The Image Editor enables you to create new images and modifying existing ones.

See these tasks for more information:

- Adding text
- Adding lines and shapes
- Flipping, reversing, and rotating
- Rotating and resizing the canvas
- Shearing the image
- Resizing the image
- Cropping the image
- Applying image effects
- Using an image spatial filter
- Adjusting color values

You can add text to your image.

To add text, follow these steps:

1. Click the **Text Tool** toolbar graphic  or select **Text** from the **Tool** menu and move the cursor over the image canvas. The cursor changes to the text cursor when it is on the canvas.

2. On the image canvas, click where you want to add text. The Text window opens.

3. Enter the text to be inserted in the image in the field provided. Click the **Text font/color** button to select the font, color, and font size. Anti-aliasing makes characters more legible when rendered in small font sizes. Uncheck **Antialias text** to disable anti-aliasing. To change the background from transparent, uncheck **Leave the text background transparent** and click the **Background Color** button to select a background color.

4. Click **OK**. The cursor changes to the hand cursor with the new text behind the hand.

5. Move the cursor to position the new text on the image.

6. Click to place the text on the image.

Adding lines and shapes

You can add lines and shapes to your image.

To add lines and shapes, follow these steps:

1. Select the appropriate paint tool based on the drawing or shape you want to add. The cursor changes based on the tool you are using.

2. On the image canvas, move the cursor to the position on the image where you want to add the line or shape.

3. Click and hold down the left-mouse button. This starts the drawing. Drag the cursor to continue drawing the shape or line. Release the left-mouse button when you are finished drawing the line or shape.

The shape or line is added to the image.

You can change the direction of text and images on your canvas.

Follow these steps to flip, reverse, or rotate your image.

To flip the image, select the text or image and click **Flip** from the **Image** menu.

To reverse the image, select the text or image and click **Reverse** from the **Image** menu.

To rotate the image, follow these steps:

1. Select the text or image, and select **Rotate Image** from the **Image** menu.

2. Select the direction in which to rotate, as one of the following:
    - **90 degrees clockwise**
    - **180 degrees clockwise**
    - **270 degrees clockwise**
    - **Any Angle**

    If you select **Any Angle**, the Rotate window opens.

    In the **Clockwise Angle** box, specify an angle within the range of **-360** to **360** degrees in the field or move the slider. When rotating the image, select the **Resize** check box to resize the final image to accommodate the extra size required in both the horizontal and vertical directions. If you do not resize the image, the portions of the image that are rotated out of the displayable view will be removed. Click the **Background** button to change the background.

Rotating and resizing the canvas

You can rotate and resize the image canvas. To rotate the image canvas, select **Rotate Canvas** from the **Image** menu and select the direction in which to rotate as one of the following:

- **90 degrees clockwise**
- **180 degrees clockwise**
- **270 degrees clockwise**

To resize the canvas to add or remove workspace around an image, select **Canvas Size** from the **Image** menu. The Canvas Size window opens.

Specify the new **Width** and **Height** of the canvas in the **New size** box. If you select to increase the size of the canvas, the current image will be centered within the new canvas and the added canvas will be added with the current background color used to fill the new space. If you specify a smaller canvas size, the image will be cropped about its midpoint.

Shearing the image

You can slant, or shear, the image in either the horizontal or vertical direction. This translation adjusts the corners and sides of the image to create a parallelogram.

To shear an image, select **Shear** from the **Image** menu. The Shear window opens.

In the Clockwise Angle box, specify an angle within the range of **-45** to **45** degrees in the field or move the slider. When shearing the image, select the **Horizontal** check box to shear the final image horizontally. Unselect the **Horizontal** check box to shear the final image vertically. Click the **Background** button to change the background.

Resizing the image

Use the **Resize** option to adjust the pixel dimensions, print dimensions, and resolution of your image. To resize the image, select **Resize** from the **Image** menu. The Image Resize window opens.

When specifying a new size for the **Width** and **Height** of the image, you can enter either an exact pixel size or a percentage of the current pixel size that you want to change. The **Resolution** of the image effects how large the image will appear when displayed on different devices (monitors, printers, and so on). Resolution is measured in units of dots per inch or dpi. In this unit, dots and pixels are synonymous.

Use the **Method** pull-down list to select the resize method. Choose from:

- **Normal**
- **Bicubic**
- **Resample**

Select the **Maintain Aspect Ratio** check box to force the width and height to be scaled similarly.

Bitmap data is resolution dependent; therefore, if you change the dimensions of a bitmap image, you might cause a loss in image quality and sharpness.

Cropping the image

To crop an image, select the area to crop, then select **Crop** from the **Image** menu. This will discard all the non-selected areas of the image and make the contents of the selection become the image.

Applying image effects

The Image Effects options apply an algorithm to the image to produce the desired effect. For each of the following effects, the algorithm is applied to the current selection (or the image as a whole if there is no current selection). In all of the Image Effect window, the **Before** and **After** windows enable you to see the result on your image without changing the source image. The **Before** and **After** windows can also be used to drag the displayed area of the image if the 1:1 button is pressed.

To apply an image effect, click **Image Effect** from the **Image** menu and select one of the following image effects:

Posterize	Use this effect to quantize the image's colors to a specified number of color levels per plane.
Mosaic	Use this effect to divide the image into tiles of a specified size and changes the color of the pixels within the tile to the average color of the original pixels within the tile. By adjusting the Tile size, you will create larger or smaller squares (tiles) in the resulting image.
Average (or blur)	Use this effect to change the color of each pixel in the image to the average color of pixels in its neighborhood. You can modify the effect by changing the Sample size of the neighborhood that is used for calculating the average value.
Median	Use this effect to change the color of each pixel in the image to the median color of pixels in its neighborhood. This is similar to the Average effect, but it used for noise reduction rather than a blur effect. You can modify the effect by changing the Sample size of the neighborhood that is used for calculating the median value.
Sharpen	Use this effect to increase or decrease the sharpness of the image. Specify **–100** for minimum sharpness. Specify **+100** for maximum sharpness. Sharpening is used to help focus somewhat blurry images by increasing the contrast of adjacent pixels. The filter will first try to locate areas of the image where significant color changes occur (typically edges), and then sharpen the areas (edges) by increasing the contrast of the target pixel.
Despeckle	Use this effect to remove speckles (little blotches) from an image. This effect is most widely used to clean up scanned images (such as FAX images). The Despeckle effect detects the edges in an image (those areas where significant color changes occur) and then blurs all of the selection area except for those edges. This blurring will remove noise while preserving detail in the image.
Add Noise	Use this effect to add random pixels to the image. You specify the percentage of coverage and the color plane that the pixels represent. If you select the Master channel, then all color channels (Red, Green, and Blue) will be affected.
Emboss	Use this effect to make an image appear to be raised or stamped by converting the fill color to gray and tracing the surface edges with the original fill color. You can specify the depth and direction of the apparent light source when applying this effect.
Underlay	Use this effect to combine the source image with a second image so that one appears to be an underlying texture for the other. This is most effective when the underlying image is a filtered one, such as an embossed image. You must have two or more images option in the Image Editor for this effect to be used correctly (otherwise you cannot specify a distinctly different image for the underlay). When you choose to underlay, you can specify whether the underlying image is tiled or stretched to fit the image.
Edge Enhance	Use this effect to find areas in the image where significant color changes occur and sharpen them. This sharpens only the edges and preserves the overall smoothness of the image.
Oilify	Use this effect to apply an oil-painting effect to the image. By increasing the **Sample size** used in this effect, you reduce the overall detail in the image.

Using an image spatial filter

The Image Spatial Filters options apply an algorithm to the image to produce the desired effect. For each of the following effects, the algorithm is applied to the current selection (or the image as a whole if there is no current selection.) In all of the Image Spatial Filter dialogs, the Before and After windows enable you to see the result on your image without touching the source image. The Before and After displays can also be used to drag the displayed area of the image if the 1:1 button is clicked.

To apply an image spatial effect, click the Image menu, select Image Spatial Effect and select one of the following spatial filter options.

Gradient	Use this filter to detect edges in the image using a gradient directional filter. All pixels that are not on the detected edges are changed to blank. You can modify this filter by choosing the direction of the edge detection algorithm.
Laplacian	Use this filter to detect edges in the image using a Laplacian line detection algorithm. All pixels that are not on the detected edges are changed to blank. You can modify this filter by choosing one of three omni directional filters, or by choosing one of the three bi-directional filters.
Sobel Filter	Use this filter to detect edges in the image using Sobel edge detection. All pixels that are not on the detected edges are changed to blank. You can modify this filter by choosing either Horizontal or Vertical detection.
Prewitt Filter	Use this filter to detect edges in the image using Prewitt edge detection. All pixels that are not on the detected edges are changed to blank. You can modify this filter by choosing either Horizontal or Vertical detection.
Shift and Difference	Use this filter to detect edges in the image using shift-and-difference edge detection. All pixels that are not on the detected edges are changed to blank. You can modify this filter by choosing the appropriate value for diagonal, horizontal, or vertical detection.
Line Segment	Use this filter to detect edges in the image using line segment edge detection. You can use this filter to find line discontinuities in the image. All pixels that are not on the detected edges are changed to blank. You can modify this filter by choosing the appropriate value for horizontal, vertical, left-to-right diagonal, or right-to-left diagonal detection.

Adjusting color values

The Color options enable you to convert an image from an existing color scheme to a different color scheme, and adjust color values (brightness, contrast, hue, and so on.). In all of the Color windows, the **Before** and **After** windows show the result on your image without changing the source image. The **Before** and **After** windows can also be used to drag the displayed area of the image if the 1:1 button is clicked.

To adjust the color values, click the **Color** menu and select one of the following color options.

Halftone	Use this option to convert a bitmap with any resolution to a halftoned bitmap, with a specified pattern rotation. A halftoned bitmap is a 1-bit bitmap that has been dithered for black and white printing or display. When halftoning an image, you can decide between output that is appropriate for viewing or printing. If the image is not for printing, then you should always select the View option.
Gray Scale	Use this option to convert the current image (or selection) from a 1-, 4-, 8-, 16-, 24-, or 32-bit bitmap to an 8-bit, 12-bit, or 16-bit grayscale bitmap, as appropriate.
Color Resolution	Use this option to convert the color depth of the current image. You can use this option to either increase or decrease the color depth (number of allowable colors) in the current image. If you select any of the color resolutions that are 8-bit color or lower, you will be able to select a dithering method and a palette to apply when converting the image. The palette chosen will become the palette for the image. If you want to save your image to an image format that does not support the current color depth of your image, then you will need to use this option to degrade the number of colors in your image to fit the requirements of the destination image format. For example, if you try to convert a 24-bit JPG image to the GIF format, you will need to change the color depth of the image to 8-bit color (or less) before the Image Editor will allow you to save the image in the new format.
Brightness	Use this option to change the intensity (brightness) of the image. The intensity of the image can be changed from –100 (darken) to +100 (lighten). This adjustment affects every pixel in the image; therefore, it is not recommended for high-end output since it can result in a loss of detail in the image.
Contrast	Use this option to change the contrast of the image. The contrast of the image can be changed from –100 to +100. This adjustment affects every pixel in the image; therefore it is not recommended for high-end output since it can result in a loss of detail in the image.
Hue	Use this option to define how far around the color wheel you would like to shift the colors of the individual pixels in the image. The angle selected reflects the number of degrees or rotation around the color wheel from the pixel's original color. A positive angle indicates a clockwise rotation of the color wheel; a negative value indicates counterclockwise rotation. A 180-degree rotation in either direction changes each color to its complement. Positive rotation takes red toward green, green toward blue, and blue toward red. Negative rotation has the opposite effect.
Saturation	Use this option to define how far away from (or towards) the center of the color wheel that the color will shift away from the pixel's original color.
Gamma	Use this option to measure the brightness of midtone values produced by a device (typically a monitor). Intensity Detect values ideally follow a logarithmic progression, because the eye perceives changes in intensity as being equal when the ratio of change is equal. For example, you would see a change from 0.1 to 0.2 as being equal to a change from 0.2 to 0.4. Gamma is a standard constant that is used to calculate the progression. For most CRTs the gamma constant is in the range of 2.2 to 2.5.
Intensity detect	Use this option to convert the Intensity levels of the image. Intensity levels range from 0 to 255 for each color plane (red, green, and blue). This option processes each plane separately. If a value falls within the range, it is raised to 255. If it falls outside the range, it is lowered to 0.

Intensity Stretch	Use this option to increase the contrast in the image by centering, maximizing, and proportioning the range of intensity values across the entire image.
Histogram_Equalize	Use this option to bring out hidden details through contrast improvement. Like the Intensity Stretch option, it remaps the intensity values to use the full range of 0 to 255. But instead of remapping the values proportionally, it uniformly redistributes the values to balance the number of pixels across the range of intensities. Thus, clusters of similar intensity values in the original image are spread out, enabling you to see differences that were too subtle in the original.
Histogram Contrast	Use this option to change the contrast of an mage. The Histogram Contrast option is similar to the Contrast option, except that it uses a bitmap-specific middle value. The ordinary Contrast option raises all intensity values above 128 and lowers all values below 128. The Histogram Contrast option first finds the median intensity value in the bitmap. It then uses that median value, instead of 128, as the middle value.
Invert	Use this option to invert the colors in the image, making it like a photographic negative. Inverting the image again, will restore the original source image.
Fill	Use this option as a shortcut for replacing the contents of a selection area with a user-specified color.
Solarize	Use this option to apply an effect to the class object's bitmap that mimics the accidental exposure of photographic film to light. It does so by inverting all color data with an intensity value greater than or equal to the threshold that you specify.
Unique Colors	Use this option to examine the current selection area (or the entire image if there is no selection), and indicate the number of unique colors found.

Using the Animation Tool

Use the Animation Tool to create and edit animated GIFs within the Image Editor.

You can also use the Animation Tool to create the 3-frame animated GIF files that Lectora uses to create buttons (see "Adding buttons" in the *Lectora Professional Publishing Suite Information Center*).

See these tasks for more information:

- Starting a new animation
- Using the controls
- Adding a frame
- Deleting a frame
- Changing the delay time
- Playing animation
- Stopping animation
- Copying a frame
- Cutting a frame
- Pasting a frame
- Looping

Starting a new animation

Follow these steps to start a new animation:

1. From the **File** menu, select **New Animation**. The New Animation window opens.
2. In the **Name** field, specify a name for the animation.
3. In the **Image Size** box, specify the **Width** and **Height** of the image.
4. Click **OK**. The Animation Tool window opens.
5. Use the options in the **Animation** menu to create the animation.

Using the Animation Tool controls

This section describes how to use the animation controls.

The blue highlight in the thumbnail pane indicates the currently selected frame within the animation sequence. The highlighted image is displayed in the main window. Use the tools provided by the Image Editor to edit the current image. Select different thumbnails to switch between images. By right-clicking in the thumbnail pane, you can access the same tools that are available from the **Animation** menu.

Adding a frame

The Animation Tool allows you to insert and delete frames into the animation based on the currently selected frame in the thumbnail pane.

To add a frame, do one of the following:

- From the **Animation** menu, select **Add Frame**.
- Select a thumbnail image, then right-click and select **Add Frame**.

A blank frame is inserted after the currently selected frame in the animation sequence. Fill the frame to add to the animation.

Deleting a frame

To delete a frame, select the thumbnail image that you want to delete, and do one of the following:

- From the **Animation** menu, select **Delete Frame**.
- Right-click the thumbnail image and select **Delete Frame**.

The selected frame is deleted from the animation.

Changing the delay time

Follow these steps to change the delay time between animation frames:

1. Do one of the following:
    - From the **Animation** menu, select **Frame Properties**.
    - Select a thumbnail image, then right-click and select **Frame Properties**.
    - Double-click a thumbnail image.

    The Frame Properties window opens.

2. Use the **Delay** field to specify the amount of time between frames in 1/100th of a second.

3. Click **OK**.

Playing animation

Use the Play command to preview the animation before you add it to your title.

To play the animation, select **Play** from the **Animation** menu. The animation is displayed in the main window.

The animation play is based on the loop setting. See Looping for details.

Stopping animation

Use the Stop command to stop the animation when it is playing.

To stop the animation, select **Stop** from the **Animation** menu. The animation is stopped.

Copying a frame

Copy frames to save time.

To copy a frame, select the thumbnail frame and do one of the following:

- From the **Animation** menu, select **Copy Frame**.
- Select a thumbnail image, then right-click and select **Copy Frame**
- Press **Ctrl+C**

The frame is copied to the clipboard. Paste the frame to the animation. See Pasting a frame for details.

Cutting a frame

Cut frames to remove and copy them to the clipboard.

To cut a frame, select the thumbnail frame and do one of the following:

- From the **Animation** menu, select **Cut Frame**.
- Select a thumbnail image, then right-click and select **Cut Frame**
- Press **Ctrl+X**

The frame is removed from the animation and copied to the clipboard. Paste the frame to the animation in a new location. See Pasting a frame for details.

Pasting a frame

Paste copied frames to build your animation.

To paste a frame, follow these steps:

1. Follow the steps in Copying a frame or Cutting a frame.

2. Do one of the following to paste the copied frame:
    - From the **Animation** menu, select **Paste Frame**.
    - Select a thumbnail image, then right-click and select **Paste Frame**.
    - Press **Ctrl + V**

The frame is added to the animation.

Looping

Set the Loop Properties to determine how many times the animation is continuously played.

Follow these steps to access the Loop Properties

1. From the **Animation** menu, select **Loop**. The Loop Properties window opens.

2. Select **Loop forever** if you want the animation to continuously play until it is stopped; otherwise, select the number of loops using the **Loop count** list.

3. Click **OK**.

If you select a specific **Loop count**, the animation will only display once more than the number of times that you select. Thus, if you want the animation to only play once and never repeat, set this value to **0**. The range for this value is **0** to **1000** .

Using the Screen Camera

Record real-time screen interactions, including mouse movements, mouse clicks, drop down menus, data-field entry, and more. The captured interactions are automatically imported into Lectora based on the format you select. This is perfect for software training and simulations.

Using the Screen Camera, you can:

- Capture Screen Interactions
- Include Audio in Your Recording

Getting Started

Familiarize yourself with these general tasks to get the most out of the Screen Camera:

- Working with Screen Recordings
- Starting the Screen Camera
- Selecting a Recording Format
- Using the Screen Camera Controls
- Setting Preferences

Working with Screen Recordings

Recording from the screen can be a very computing intensive task; depending on the size of the area you want to record.

Generally speaking, to have the best recording, you should try to record the smallest area possible that still conveys the point you are trying to make to the viewer of your recording. Many times there is unused space in the recording, which could be cropped to a smaller recording area.

If you must use a large screen area, you can adjust the number of frames that are recorded per second to a lower value. This might cause the recording to be a bit "jumpy", depending on the amount of movement that is occurring on the screen, but it will significantly reduce the processing time needed to produce the screen recording.

Starting the Screen Camera

You can start the Screen Camera from within Lectora or from the Windows **Start** menu.

- To start the Screen Camera from within Lectora:

    1. From the **Tools** menu, select **Screen Camera Tool**. The Screen Recording Tool window opens.
    2. Review the information on the window. Use the **Record To** pull-down list to select a recording format and click **Finish**. See Selecting a Recording Format for details about recording formats.

- To start the Screen Camera from the Windows **Start** menu:

    1. From the Windows taskbar, click the **Start** menu.
    2. From the **Programs** menu, select **Lectora Professional Publishing Suite.**

       The Lectora submenu opens.

    3. Select **Screen Camera**.

The Screen Camera window opens. If you are new to the Screen Camera, see Using the Screen Camera Controls to familiarize yourself the Screen Camera's tools and see Setting Preferences for information about configuring custom settings.

Selecting a Recording Format

When you start the Screen Camera, you will be prompted for the recording format. Select from one of the following:

Flash Video	Flash video is a highly compressed video format that has the capability of synchronizing events with the video. Requires the Flash browser plug-in.
Windows Media Video	This is the smallest video format and has the capability of synchronizing events with times in the video.
Real Video	This format can contain audio voice-over as well as video, but requires additional software to be installed on the user's computer. When recorded in this format, files can be large.
AVI Video	This format contains both audio and video, but files are typically larger in comparison to Real Video. Any multimedia element may also require a plug-in on the browser for playback, which a user may have to download. AVI files can be converted to streaming video, which can work very well over the Internet, but they require a streaming media server for optimum performance.
Animated GIF	This format is the smallest file format because it does not contain audio. GIF files are extremely compact and enable you to create much longer recordings at a much smaller file size. Virtually all browsers natively support GIFs, so there will be no issues viewing them. However, there is no way to include audio with a GIF file, and they do not translate easily into streaming video files.

Using the Screen Camera Controls

The Screen Camera interface is designed to look and operate like a video camera so that it is simple and natural to use.

Settings	Click this control to open the Preferences window. Use this window to configure the preferences for the Screen Camera.
Record	Click this control to start the recording process, which begins with selecting the area of the screen to be recorded. The selection can be done in several different ways. See Setting Preferences for details.
Stop	Click this control to end the current recording.
Pause	Click this control to pause the recording during a recording session. Clicking this control again will resume the recording.
Play	Click this control to play the current screen recording. This control is disabled until you have completed the recording process.
Minimize/Close	Click these controls to minimize and close the Screen Camera.

Setting Preferences

Set your preferences before recording.

Follow these steps to specify your recording preferences:

1. Start the Screen Camera. See Starting the Screen Camera for details.
2. Click the **Settings** button. The Screen Camera Preferences window opens.
3. Specify the following information:

Record to	When enabled, this field allows you to specify the format in which you want to record. Select from: • **Flash Video** • **Windows Media Video** • **Real Video** • **AVI Video** • **Animated GIF** See Selecting a Recording Format for more information.
What to record	Select from one of the following recording options:

Record a window	Select this to record a selected window. After you click **Record**, move the cursor to the window and click to select the area you want to record. Recording starts when you select the section of a window.
Record a selected area of the desktop	Select this to record an area of the desktop. After you click **Record**, move the cursor to the area of the desktop you want to record. Click and drag to select the area. Recording starts when you select the area.
Record a fixed size area of the desktop	Select this to record a fixed area of the desktop. Specify the **Width** and **Height** of the area you want to record and click **Record**. A frame will follow the cursor. After you click **Record**, move the frame and click to start the recording.
Record the entire desktop	Select this to record the entire desktop. This option should only be used if your desktop is set to a low resolution such as 640x480. Resolutions larger than this can create recordings that are very jumpy and are extremely large. Recording starts when you click **Record**.

Minimize camera window before capturing	Select this to minimize the camera window to the Windows Taskbar when the recording is started. This can be useful to clear the desktop for your recording, but be sure you know the hotkey to stop recording before you select this option.
Record cursor	Select this to include the cursor in your recording. This is the default.
Show capture rectangle	Select this to show the green capture frame while recording. If you clear this option, the frame will not be shown.
Play movie after saving file	Select this to play the recording immediately after you save it.
Camera window is always on top	Select this to force the camera window to be on top of all other windows.

4. Click the **Hotkey** tab.
5. The default settings for the three Hotkeys (Record, Pause, and Stop) are displayed. To specify a different Hotkey, click the **Next key typed** button and press the key or key combination on your keyboard that you want to use for the

Hotkey function. You can use any key in combination with the **Ctrl**, **Shift**, or **Alt** key. The **Esc** key is reserved to cancel the selection of the screen area, and cannot be used as a hotkey.

6. Click the **Video/Audio** tab.

7. Specify the following information:

Auto Configure	Select this to have the Screen Camera Tool automatically determine the proper frame rate, video codec, and key frame rate for your recording.
Video Setup	Select this to open the options window, which is based on the video format you are using. Use this window to configure the codec used for video recording.
Frames/sec	Specify the number of frames captured per second for a recording. A higher number will produce smoother movement, but create larger files and use more system resources. A smaller number will create smaller files but may appear to be jumpy based upon how much screen action will be in your recording.
Record Audio	Select this to record audio with your video. If you will not be recording audio with your video, ensure that this box is not checked, as this will cause your recordings to be needlessly large.
Volume/Input	Click this to open the Windows Record Control window. Use this window to set the microphone volume and specify the device that will be used for input. Ensure that the microphone is selected as the input device to record your voice.
Auto configure	Select this to have the Screen Camera Tool automatically determine the proper sampling rate, audio codec, and format for your recording.
Audio Setup	Click this to open the Audio Format window. Use this window to configure the codec used for audio recording.
Audio capture device	Specify the device to be used to capture the audio.

8. Click the **GIF Options** tab.

9. Specify the following information. If you are saving in a format other than Animated GIF, these controls are disabled.

   The GIF file format only allows 256 colors, so any image saved as a GIF will have a palette of no more than 256 colors. You can adjust the palette used for a GIF in three ways:

Use optimized palette	Select this to have the Screen Camera Tool analyze the image and choose the 256 most-used colors in the image as the palette.
Use Windows 256 color palette	Select this to use the Windows Palette as the palette.
Use web palette	Select this to use the web palette as the palette. The web palette is a 216-color palette that is considered "Web safe". This means that if you use these colors, they will be accurately represented on a user's browser.

Select the **Loop the animation** check box to continually replay the animation when it is viewed within a browser.

10. Click the **Mouse Click** tab.

11. Specify the following information:

Highlight mouse click with	Select this to place a visual indication each time you click the mouse within the recording area. Choose from the following options: ● **Red concentric circles** ● **Blue concentric circles**

- **Red starburst**
- **Blue starburst**

Play click sound effect	Select this to insert a sound into the recording for each click up and click down. The default sounds are standard button clicks for click up and click down. You can replace them with any sound you like. Click  to browse for a sound. Click  to preview the sound.
Create Windows Media Events for Mouse Clicks	Select this to create Windows Media Events for each mouse click. This option is only available if you are recording in Windows Media Video format.

12. Click **OK**.

Capturing Screen Interactions

Follow these steps to record screen interactions:

1. Start the Screen Camera. See Starting the Screen Camera for details.

2. Click the **Settings** button to specify recording preferences. See Setting Preferences for details. When you record to an Animated GIF, and add the recording to a Lectora title, it is added as an animation object. When you record to any other format, and add the recording to a Lectora title, it is added as a video object.

3. Click the **Record** button to begin the recording process and continue based on your recording preferences.

4. When you are done recording, click the **Stop** button to stop recording. A Save as window opens. Enter the name of the file. If the **Play movie after saving file** option is checked, the recording is played back.

Including Audio in Your Recording

You can add voice-over audio to an AVI recording.

To record audio, follow these steps:

1. Ensure that you have a microphone properly connected to the correct input jack on your computer.

2. Start the Screen Camera. See Starting the Screen Camera for details.

3. Follow the steps in Selecting a Recording Format to select the AVI Video format.

4. Click the **Settings** button. On the **Video/Audio** tab, select the **Record Audio** check box. Click the **Volume/Input** button and ensure that the microphone is selected as your input device and that the microphone volume is turned to the proper level.

5. Begin your recording and speak into the microphone while you interact with the screen.

Using the Screen Capture Tool

Use the Screen Capture Tool to capture and save any portion of the visual image of your Windows desktop. Do this to create step-by-step software demonstrations, display examples of Web pages, or capture an event on your system. After you've captured a screen image, you can manipulate it in a variety of ways, copy it to the Windows clipboard, or save it in a variety of image formats.

Using the Screen Capture Tool, you can:

- Capture Portions of Your Computer Screen
- Copy a Screen Capture
- Save a Screen Capture
- Edit a Screen Capture

Getting Started

Familiarize yourself with these general tasks to get the most out of the Screen Capture Tool:

- Working with Screen Captures
- Starting the Screen Capture Tool
- Specifying the Image Format
- Setting Preferences
- Using the Screen Capture Toolbar

Working with Screen Captures

The Screen Capture Tool can save an image as a Windows Bitmap (.bmp), JPEG (.jpg or .jpeg), or GIF (.gif).

The GIF file format only allows 256 colors, so the image will have a reduced palette if saved as a GIF. You can adjust the palette used for a GIF in the Preferences window. See Setting Preferences for details.

A JPEG file can be saved with a quality setting of between 0 and 100. A lower quality setting will achieve a smaller file, but the file will not be as visually accurate to the original image. By default, the quality setting is at 75, which provides a good balance of image quality and file size. You can adjust the quality setting used for a JPEG in the Preferences panel.

Bitmap files are saved in true color non-compressed files. The saved file will be the largest file, but will be an exact copy of the image.

Starting the Screen Capture Tool

You can start the Screen Capture Tool from within Lectora or from the Windows **Start** menu.

- To start the Screen Capture Tool from within Lectora:

    1. From the **Tools** menu, select **Screen Capture Tool**. The Screen Capture Tool window opens.
    2. Review the information on the window, select an image format and click **Finish**. See Specifying the Image Format for details about recording formats.

- To start the Screen Capture Tool from the Windows **Start** menu:

    1. On the Windows taskbar, click the **Start** menu.
    2. On the **Programs** menu, select **Lectora Professional Publishing Suite.**

       The Lectora submenu opens.
    3. Select **Screen Capture**.

The Screen Capture window opens. If you are new to the Screen Camera, see Using the Screen Capture Toolbar to familiarize yourself the Screen Camera's tools and see Setting Preferences for information about configuring custom settings.

Specifying the Image Format

When you start the Screen Capture Tool from within Lectora, you will be prompted for the recording format. Select from one of the following:

Graphics Interchange Format (.gif)	GIF is the file format most widely used on the Internet. The GIF format supports the Indexed color mode. In addition, GIF supports transparency within the image that allows colors/images underneath the image to show through (see Color Palette for a more detailed description of transparency).
Joint Photographic Experts Group (.jpg)	JPG is the file format most widely used to display photographs on the Internet. The JPG format supports both RGB and Indexed color modes. The JPG format differs from the other formats discussed in this section because it uses compression techniques that selectively discard data to achieve its high level of compression (reduced file size). This allows for a smaller file to store the image within (i.e., faster download time) than those image formats that do not discard data, but the downside is that the image now no longer contains all the original source data. This is known as “lossy” compression, because the uncompressed image is a fairly faithful representation of the original source image, but there are compression artifacts that show slight differences between the compressed image and the original.

Setting Preferences

Set your preferences before recapturing screens.

Follow these steps to specify your preferences:

1. Start the Screen Capture Tool.
2. Select **Preferences** from the **Options** menu. The Screen Capture Preferences window opens.
3. Specify the following information:

Hide window before capturing	Select this to hide the Screen Capture window when the window is captured.
Play sound when capturing	Select to play a beep sound to inform you of the capture.
Include cursor in capture	Select this to include the cursor in the captured image.
Multicapture mode	Select this when performing a sequence of captures. When in multicapture mode, the application is always ready to capture with the hotkey. After a capture, the Screen Capture Tool window will not open, allowing you to capture the next window in sequence.
Timing	Select when to capture the window. Choose from the following options:

Capture immediately	Select this to capture the screen when you click once after exiting the Preferences window.
Timed capture	Select this to wait the assigned number of seconds before capturing the window. See Step 7 for details.
Hotkey capture	Select this to wait until the hotkey is pressed before capturing the window. See Step 5 for details.

Capture Type	Select the part of the desktop to capture. Choose from the following options:

Capture entire desktop	Select this to capture the entire desktop.
Capture the foreground window	Select this to capture the top-most window on the desktop.
Capture area of the desktop selected by the mouse	Select this to capture an area of the desktop that you select.
Capture a window selected by the mouse	Select this to capture a window that you select.
Capture a fixed size area of the desktop	Select this to capture a fixed area that you specify. Use the Width and Height fields to specify the fixed size area.

4. Click the **Hotkey** tab.
5. These settings are only available if the **Timing** setting on the **General** tab is set to **Hotkey capture**.

The default hotkey is displayed. To change the hotkey, click the **Next key typed** button and press the key or key combination you want to use to initiate the capture. You can use any key in combination with the **Ctrl**, **Shift**, or **Alt** key. The **Esc** key is reserved to cancel the capture, and cannot be used as a hotkey.

6. Click the **Timer** tab.

7. These settings are only available if the **Timing** setting on the **General** tab is set to **Timed capture**.

   Specify the delay time in seconds in the **Timed capture delay** field. The delay can be from **1** to **60** seconds. Select the **Play tick sound while timer is running** option to have the Screen Capture Tool play a tick sound each second while the timer is running to help you gauge when the capture is about to occur.

8. Click the **Image Options** tab.

9. Specify the following information:

GIF Options	Select the palette option for saving GIF files. The GIF file format only allows 256 colors, so any image saved as a GIF will have a palette of no more than 256 colors. Choose from the following options:	
	Use optimized palette	Select this to have the Screen Capture Tool analyze the image and choose the 256 most-used colors in the image as the palette.
	Use Windows 256 color palette	Select this to use the Windows 256-color palette as the palette.
	Use web palette	Select this to use the web palette as the palette. The web palette is a 216 color palette that is considered "Web safe". This means that if you use these colors, they will be accurately represented on a user's browser. Selecting this option will force the GIF to use that palette.
JPEG Quality	Use the slider to specify the quality setting when saving the image as a JPEG file. A lower quality setting will achieve a smaller file, but the file will not be as visually accurate to the original image. By default, the quality setting is at 75, which provides a good balance of image quality and file size.	

10. Click **OK**.

Using the Screen Capture Toolbar

The Screen Capture toolbar is displayed when you start the Screen Capture Tool from the Windows Start button.

The Screen Capture toolbar enables quick access to the most frequently used settings and functions of the application.

Capture Now	Initiates the screen capture according to your settings.
Settings	Displays the Preferences panel, which will enable you to configure all of the preferences for the application.
File Open	Enables you to open an existing image.
File Save	Enables you to save your image files to disk.  The Screen Capture Tool can open and save to Windows Bitmap (*.BMP), JPEG (*.JPEG), or GIF (*.GIF).
Cut	Cuts the selected portion from the image. If there is not a selected portion, then this feature will cut the entire image.
Copy	Copies the image to the Windows clipboard. If there is not a selected portion, then this feature will copy the entire image to the clipboard.
Paste	Creates a new image from the image copied to the clipboard.
Print Image	Prints the image.
Capture Foreground Window	Select this to capture the top-most window on the screen when the **Capture Now** button is clicked.
Capture Window	Select this to choose the window you want to capture when the **Capture Now** button is clicked.
Capture Area	Select this to choose the capture area you want to capture when the **Capture Now** button is clicked.
Capture Fixed Area	Select this to choose the fixed-size area you want to capture when the **Capture Now** button is clicked. Set the width and height of the fixed area in the Preferences window. See Setting Preferences for details.
Capture Desktop	Select this to capture the entire desktop when the **Capture Now** button is clicked.
Capture Immediately	Select this to immediately capture the screen when when the **Capture Now** button is clicked.
Hotkey Capture	Select this to wait for the hotkey to be pressed before capturing the screen when when the **Capture Now** button is clicked. Set the hotkey in the Preferences window. See Setting Preferences for details.
Timed Capture	Select this to wait the assigned number of seconds before capturing the screen when the **Capture Now** button is clicked. Set the delay in the Preferences window. See Setting Preferences for details.

Using the Status Bar

The Status Bar is displayed along the bottom of the Screen Capture Tool when you launch it from the Windows **Start** button. The status bar provides information on the current position of the mouse cursor within an image as well as information about the current selection within an image. The status bar is divided into three sections:

Selection rectangle	The selection rectangle contains the X and Y coordinates of the current selection within an image. This is the area that will be used for edit operations such as copy, cut, or crop. If there is no current selection, this area will be blank.
Selection width and height	This is the width and height of the rectangle that is described in the first status area. If there is no current selection, this area will be blank.

Cursor position If the cursor is over a captured image, the current X and Y coordinates of the cursor will be displayed here. If the cursor is not over a captured image, this area will be blank.

Capturing Portions of Your Computer Screen

Follow these steps to capture the screen:

1. Start the Screen Capture Tool. See Starting the Screen Capture Tool for details.

2. Set your preferences for capturing the screen. See Setting Preferences for details.

3. Continue based on the preferences specified in Step **2**. If you select to capture the image immediately, the screen capture process starts when you click **OK** to exit the Preferences window.

Copying a Screen Capture

If you need to transfer the resulting screen capture image to another application, you can copy it to the Windows clipboard. To do so, select **Copy** from the **Edit** menu.

You can select **Cut** from the **Edit** menu to copy the image to the clipboard and delete it from the Screen Capture window.

Selecting **Paste** from the **Edit** menu will create a new image from an image on the clipboard if there is an image on the clipboard. If there is no image on the clipboard, no image will be created.

All clipboard operations act on the current selection in the window. You can select an area of the image to act on by clicking the mouse within the image and then dragging the mouse to your desired selection. If there is no current selection, the entire image will be used for the operation.

Saving a Screen Capture

The Screen Capture Tool can save an image to a Windows Bitmap (*.bmp), JPEG (*.jpeg), or GIF (*.gif). To save the resulting screen capture image, select **Save** or **Save As** from the **File** menu. Name the image and select a location to which to save the image. Press **Save** to save the file.

The GIF file format only allows 256 colors, so the image will have a reduced palette if saved as a GIF. You can adjust the palette used for a GIF in the Preferences window. See Setting Preferences for details.

A JPEG file can be saved with a quality setting of between 0 and 100. A lower quality setting will achieve a smaller file, but the file will not be as visually accurate to the original image. By default, the quality setting is at 75, which provides a good balance of image quality and file size. You can adjust the quality setting used for a JPEG in the Preferences panel.

Bitmap files are saved in true color non-compressed files. The saved file will be the largest file, but will be an exact copy of the image.

Editing a Screen Capture

When you have captured an image, you can edit it in several ways by using the options on the **Edit** menu.

To crop the image, use your mouse to create a selection within the current image. Then choose **Crop** from the **Edit** menu. The image will be cropped to the selection.

Selecting **Flip** from the **Edit** menu can flip the entire image either horizontally or vertically.

You can resize the image by selecting **Resize** from the **Edit** menu. Specify the new width and height of the image in the field provided. Select the **Keep Aspect Ratio** checkbox to proportionally alter the height when a new width is specified. The height is also proportionally altered when you specify a new width.

Using the Video Editor

The Video Editor enables you to manage and edit videos for your Lectora titles. With the Video Editor, you can preview and edit video, insert events to trigger actions while users play your videos, add audio clips, and more.

You can also use the Video Editor to edit your screen recordings captured with the Lectora Screen Recording Tool. For details about the Lectora Screen Camera, see the *Lectora Screen Camera Information Center*.

Using the Video Editor, you can:

- Manage video
- Edit video

Getting Started

Familiarize yourself with these general tasks to get the most out of the Video Editor.

- Working with Video
- Starting the Video Editor
- Using the Video Editor Controls

Working with Video

A video typically consists of a series of compressed images (frames) that are presented at standard intervals to the audience. This interval is measured in frames per second, which you typically see abbreviated as FPS. Typical movies range in rates of anywhere from 15 to 32 FPS. The smaller the number, the less number of frames that get presented to the user per second of video; the larger the number, the more data it requires to present the video to the user. This is a tradeoff between how jumpy the end video appears to the user, versus the size of the movie.

The video format used by the Video Editor is the Microsoft AVI file format. The acronym AVI stands for Audio Video Interleave. What this means is that the file format represents a series of interleaved multimedia streams (both audio and video). When you edit videos using the Video Editor, the streams are handled automatically for you as you make the appropriate edits, and the final video file will consist of a video stream and an optional audio stream. When you add additional audio clips to the video, the Video Editor merges the audio streams into a single audio stream.

Starting the Video Editor

Follow these steps to start the Video Editor:

1. On the Windows taskbar, click the **Start** menu.
2. On the **Programs** menu, select **Lectora Professional Publishing Suite.**

   The Lectora submenu opens.
3. Select **Video Editor**.

The Video Editor window opens.

Using the Video Editor Controls

The Control Panel enables you to perform the standard video player operations on the current video (play, stop, pause, and so). The individual controls are enabled based on the current operating mode of the Video Editor.

If you attempt to play the video and nothing appears to happen, make sure that you have not set the beginning and the ending point of the selection to the same frame within the video.

Use the controls as follows:

Menu bar	Provides menus containing commands and tools for managing and editing videos and getting help.
Time display	Displays the current position within the current video.
Start	Displays the position within the current video of the start of the selection.
Finish	Displays the position within the current video of the end of the selection.
Length	Displays the length of the current selection. If you do not have video selected, this field displays the length of the entire video.
Begin Selection	Marks the starting point within the video that you are editing. See Selecting video portions for more details.
End Selection	Marks the ending point within the video that you are editing. See Selecting video portions for more details.
Insert Event	Inserts an event at a particular set time. See Using events for more details.
Video Sample Display	Displays the current frame within the video. In playback mode, the Video Sample Display will show the video.
Slider	Displays the relative position of the frame within the video. If you scroll with the slider through the video, the Video Sample Display will update with the current frame within in the video.
Stop	Stops the Video Editor while in playback mode.
Pause	Suspends playback of the video. Clicking this button a second time will resume playback or record.
Play	Begins playback of the current video. If a selection is currently active, playback will consist only of the current selection.
Go to Start	Moves the current position in the video to the beginning of the selection. Click this button again to move the current position in the video to the start of the video (time 0:00.00).
Prev Frame	Moves the current position in the video to the previous frame.
Next Frame	Moves the current position in the video to the next frame.
Go to End	Moves the current position in the video to the end of the selection. Click this button again to move the current position in the video to the last frame of the video.

Status Bar	Displays information about the state of the Video Editor.

Managing video

Use the Video Editor to manage your video files.

See these tasks for more information:

- Opening existing video
- Setting Save Options
- Saving video
- Saving video in a different format

Opening existing video

Choose from three ways to open a supported video in the Video Editor:

- Drag and drop video from Windows Explorer into the Video Editor work area.
- Select **Open** from the **File** menu. The Open Video File window opens. Navigate to the appropriate directory, select the video, and the click **Open**.
- Type **Ctrl+O**. The Open Video File window opens. Navigate to the appropriate directory, select the video, and then click **Open**.

The video opens in the Video Editor.

Setting Save Options

Follow these steps to set compression options. You can also change the compression options when you save your modified videos.

Complete the following to set your video compression options:

1. Open an existing video file. For additional information, see Opening existing video.

2. Select **Save Options** from the **File** menu. The Compression Options window opens.

3. Use the **Choose a stream** list to select the stream that you want to modify. The format of the stream you select is displayed in the **Current Format** field. If you want to enable interleaving, select the **Interleave every** check box and use the **Frames** field to specify the frequency of interleaving.

4. Click the **Options** button. If you selected a video stream in step **3**, the Video Compression window opens. If you selected an audio stream in step **3**, the Sound Selection window opens.
    - **Video streams**
      Use this window to change the type of video compressor codec (Compression/Decompression module) used for the images stored within the video stream, the quality of the compression, and the regulation of key frames within the final video stream. Select the **Compressor** menu to select a video compressor codec. Use the Compression Quality slider to select a quality rating from the range **0** to **100**. To enable the regulation of key frames, select the **Key Frame Every** check box and specify the key frame frequency in the **frames** field. To enable a data rate, select the **Date Rate** check box and specify the data rate in the **KB/sec** field.

      Click the **Preview** button to view a preview of the converted video, if available.

      Some video compressor codecs will allow you to configure them. If available, click the **Configure** button to open the Configure window and specify custom codec settings.

      Click the **About** button to display additional information about the compressor codec.

    - **Audio streams**
      Use this window to change the type of audio codec used within the audio stream, the number of samples per second (listed in Hz), the size of each data sample (8 or 16 bit), and the whether the audio is mono or stereo. Use the **Name** list to select a predefined codec name or select the **Save As** button to create a custom audio codec. If you create a custom audio codec, the codec is added to the **Names** list. Use the **Format** pull-down list to select the codec format. Use the **Attributes** pull-down list to select the number of samples per second (in Hz), the size of each data sample (8 or 16 bit), and the whether the audio is mono or stereo.

      Click **Remove** to deleted unwanted codec names.

5. Click **OK** to set the preferences.

Each of these options can have a significant effect on the overall size of the final video and the quality of the video.

Saving video

To save your video, select **Save** from the **File** menu.

The video is saved.

You can also save video in other formats. See Saving video in a different format for details.

Saving video in a different format

You can save video in other supported formats.

Follow these steps to save video in another supported format:

1. Select **Save as** from the **File** menu. The Save Video File window opens.

2. Navigate to the appropriate directory, specify the name of the file in the **File name** field, and select a supported file type in the **Save as type** field. Select from the following supported file types:

   - Flash Video File (.flv)
   - Windows Media Video (.wmv, .asf)

3. Click **Save**.

Editing video

Using the Video Editor, you can:

- Select video portions
- Copy, paste and delete video portions
- Trim video
- Insert an audio clip
- Remove an audio stream
- Use events
- Adjust the master volume
- Zoom in and out
- Start the Screen Camera

Selecting a video portion

You can select portions of the video to use with the typical editing commands (Cut, Copy, and Delete) and the Trim tool.

Follow these steps to select a portion of the video within the Video Editor:

1. Use the **Previous Frame** and **Next Frame** buttons (or select **Move Forward** and **Move Backward** from the **Controls** menu) or move the slider under the Video Sample display to isolate the frame that you want to use to start your selection.

2. Click the **Begin Selection** button to set the starting frame for the selection. Then navigate to the ending frame (using either the the **Previous Frame** and **Next Frame** buttons or by moving the slider) and click the **End Selection** button to set the end of the video selection. The current selection will then be updated in the Time Display and will be shown in the highlighted portion of the slider.

To select the entire video, select **Select All** from the **File** menu.

See Trimming video for details about the Trim tool.

Copying, pasting, and deleting

When you have a portion of the video selected, you can use the typical editing commands (Cut, Copy, and Delete).

Copying

To copy a video portion, select the video portion, select **Copy** from the **Edit** menu and select from the following options:

Copy both Audio and Video	Select this to copy streams of both types to the Windows clipboard. This is the default action and will automatically be done when you use the keyboard shortcut **Ctrl** + **C.**
Copy Video Only	Select this to copy only the video streams to the Windows clipboard.
Copy Audio Only	Select this to copy only the audio stream to the Windows clipboard. This copies the selected portion of the video to the clipboard in a WAVE format, which can be used in conjunction with audio editors to manipulate the sound clip.

Pasting

To paste, navigate to the location at which you want to paste the copied portion of video and select **Paste** from the **Edit** menu. When you paste into the current video, only the current position in the video file is relevant (any video selection is ignored). There are three possible combinations of multimedia that you can attempt to paste:

Pasting both Video and Audio	If you copied both the audio and video, **Paste** will insert the copied video and audio after the current location in the video.
Pasting Video Only	If you copied only the video, **Paste** will insert the copied video after the current location in the video. Silence will be inserted in the audio stream of the current video to keep the audio track in sync with the video.
Pasting Audio Only	If you copied only the audio, **Paste** will replace the current audio within the video at the current location.

Deleting

To delete, select the portion of the video you want to remove and either select **Delete** from the **Edit** menu or press the **Delete** key.

Trimming video

You can trim video to remove the unselected portion of the video.

To trim, select the portion of the video you want to keep and select **Trim** from the **Tools** menu. The unselected portions of the video are deleted.

See Selecting video portions for details about selecting portions.

Inserting an audio clip

You can insert an audio clip into a video.

Follow these steps to insert an audio clip:

1. Use the **Previous Frame** and **Next Frame** buttons (or select **Move Forward** and **Move Backward** from the Controls menu) or move the slider under the Video Sample display to move to the desired location in the video to which you want to insert an audio clip.

2. From the **Tools** menu, select **Insert Audio Clip**. Navigate and select the audio file you want to insert and click **Open**.

Removing the audio stream

You can remove the audio stream from a video.

Follow these steps to remove the audio stream:

3. Use the **Previous Frame** and **Next Frame** buttons or move the slider under the Video Sample display to move to the desired location where you want to the audio stream to be removed from the video.

4. Select **Remove Audio Stream** from the **Tools** menu.

Using events

Events, also known as script commands, set within a video (.wmv or .flv) can be used within a Lectora title to trigger actions while the video is playing. This is especially useful when synchronized captioning is needed for video.

Follow these steps to set an event within the video:

1. Use the **Previous Frame** and **Next Frame** buttons (or select **Previous Frame** and **Next Frame** from the **Controls** menu) or move the slider under the Video Sample display to the location within the video where you want to add the event.

2. Click the **Insert Event** button or select **Insert Event** from the **Tools** menu. The Insert Event window opens.

3. Use the **Name** field to specify the name for the event. Use the **Time** fields to directly specify the insertion point of the event.

4. Click **OK**.

The event location is marked on the slider.

Viewing current events

From the **Tools** menu, select **View Current Events** to see the list of events in the current video file. The Current Events window opens.

Use this window to manage events.

- To edit an event, select it and click the **Edit** button. The event details are displayed. Edit the details as necessary.
- To remove an event, select it and click the **Remove** button.
- To add a new event, click the **Add** button to open the Event window. Specify the details of the new event and click **OK**.

When you import the video into a Lectora title, and if events are present within the video, the **Events** tab within the Video Properties window can be used to execute specified actions. Using the **Events** tab, select the event label from the Event list and specify the action that should be executed when the video has reached the time of the event.

See "Using Actions" in the *Lectora Professional Publishing Suite Information Center* for details about integrating actions into your title.

Adjusting the master volume

You can adjust the Windows volume setting.

To adjust the master volume, select **Master Volume** from the **Tools** menu. The Windows Volume window opens. Adjust the volume as necessary.

Zooming in and out

You can display the frame data of the video stream at one of following five zoom resolutions:

- 4x - four times larger than normal display size
- 2x - two times larger than normal display size
- 1x - normal display size
- ½ - one half of the normal display size
- ¼ - one quarter of the normal display size

To select a zoom resolution, select the **Zoom** menu and select the zoom resolution.

Starting the Screen Camera

You can start the Lectora Screen Camera tool from within the Video Editor. The Screen Camera tool enables you to capture screen interactions as videos.

To start the Screen Camera, select **Screen Camera** from the **Tools** menu. If you have unsaved changes in the current video, you will be prompted to save them. The Video Editor temporarily closes and the Screen Camera starts.

When you exit the Screen Camera, the Video Editor restarts.

See the Screen Camera Information Center for details about capturing screen interactions.