Screen Capture Guidelines

Detailed, step-by-step instructions about software usage or involving computer-controlled instrumentation will be illustrated by screen capture footage that you will record on the day of filming. These shots are marked with **SCREEN** annotations in the protocol section of the script.

What you should do:

A) As you review the script:

a. Download, install, and test the screen recording software. Recommended software options are listed at the end of this document.

b. Read the descriptions of the requested screen capture footage in the protocol, make any needed corrections, and provide any requested details.

B) Once you have returned the revised script to your scriptwriter:

a. Familiarize yourself with the screen recording software. You should be comfortable with starting, ending, and saving screen recordings.

b. Test the software used in your procedure while the screen recording software is recording. You may notice a slight lag or your cursor flickering while recording, so please make sure that you can easily demonstrate the procedure despite this.

c. Watch your test recordings to confirm that they are of high quality and are capturing your actions. (This is especially important for multi-monitor setups!)

For any technical problems, contact your scriptwriter at least one week before filming so that he or she can provide alternatives for the day of filming.

C) Once you have received the filming ("final") script (approx. 5 days before filming):

a. Check the descriptions of the requested screen capture footage in the protocol and notify your scriptwriter of any needed changes.

b. Practice performing each requested sequence of actions, particularly if actions have been truncated for time or involve pointing out attributes with the cursor.

D) On the day of filming:

a. Generate screen capture videos from the descriptions in the filming script.

  i. The videographer will film the screen while you give any explanation that you wish to provide for our reference.

  ii. Note that the videographer will be unable to provide technical support for screen capture software. **Please test the software in advance** to avoid technical difficulties on the day of filming.

    b. Include the shot numbers in the file names. Alternatively, put the file names with the corresponding shot descriptions when revising the script after filming.

    c. Upload the screen capture videos via your article link.

Screen capture videos can be prepared and uploaded prior to your film date, but for the benefit of the video editor, we will still film your demonstration of the software usage during the shoot. **Please do not record the videos before you have received the final script**, as the descriptions of the actions to be shown may have changed based on your comments and revisions.

Recommended software:

Windows, MacOS, and Linux: OBS Studio
1) Go to https://obsproject.com
2) See this screen capture tutorial: https://www.jove.com/video/5848?status=a7854k

MacOS Alternative: QuickTime
1) If not already installed, download and install the software: https://www.apple.com/support/mac-apps/quicktime/
2) Launch QuickTime.
3) Go to File>New Screen Recording.
4) Go to the white downward-facing arrow and choose "Show Mouse Clicks in Recording."
5) Click on the red button and follow the instructions that appear on the screen. Here, click to record the full screen.
6) To stop recording, click the stop button on the menu bar at the very top of the screen.
7) Save the file. Include the three-digit shot number in the file name.

Linux Alternative: You may use whatever software or utility is best for your distribution. The movie files should have a minimum resolution of 720 x 480; be in .mov, .mp4, or .avi format (.mov or .mp4 should be used if possible); be encoded with H.264/MPEG-4 or comparable; and have a framerate of 30 or 25 (whichever looks best). Please contact your scriptwriter if you have any questions.

Windows XP: Camtasia v. 6.0.3 [2009 Aug 25]
1) Go to https://www.techsmith.com/download/oldversions
2) Select 'Camtasia (Windows)' from the drop-down menu.
3) Another drop-down menu will appear. Select 'v 6.0.3 [2009 Aug 25]' from the second drop-down menu.
4) Download and install the software. Please contact your scriptwriter if you need a more detailed guide to downloading the software.

5) Tutorials are included in the software to help you become familiar with recording screen capture footage.
6) Export files as QUICKTIME MOV if possible. You may need to download the Windows version of QuickTime to get the appropriate codec. If this is not possible, AVI is the next best option.

If none of these options work for your computer, please promptly notify your scriptwriter so that we can help find an alternative method that works for you.