

BBFlashBack Training for Library Staff

Learning outcomes:

By the end of the course you will be able to:

- record a screencast
- insert/import text, images, audio & video
- edit text, audio & video files
- produce a video



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BBFlashBack Training for Library Staff

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1. BBFlashBack overview

BBFlashBack is a Windows-based screen recording programme, distributed by Blueberry Software. The programme allows users to record and edit computer screen actions and audio files; embed images, audio files and videos, add text effects, cut and paste movie footage and edit mouse movements. BBFlashBack can produce short videos in different formats such as Flash, AVI, WMV, or EXE format.

1.1 Main functions

The programme provides video and audio recording tools with limited editing options. It contains one video (timeline) track and several audio tracks that can be added. Main BBFlashBack functions include: **Record** (Video, Audio) – **Edit** (Video, Audio, Text) – **Import** (video, audio, image & text) – **Produce** (FLV, SWF, AVI, WMV and EXE format).

1.2 Starting a BBFlashBack programme

Click on 'BBFlash icon'  on your desktop if you have a short cut there; or

Start > Programs > Blueberry Software > BBFlashBack Pro > BBFlashBack Pro Recorder:

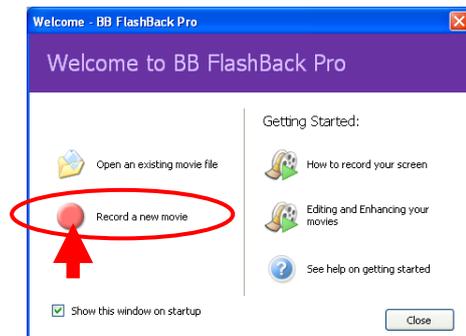


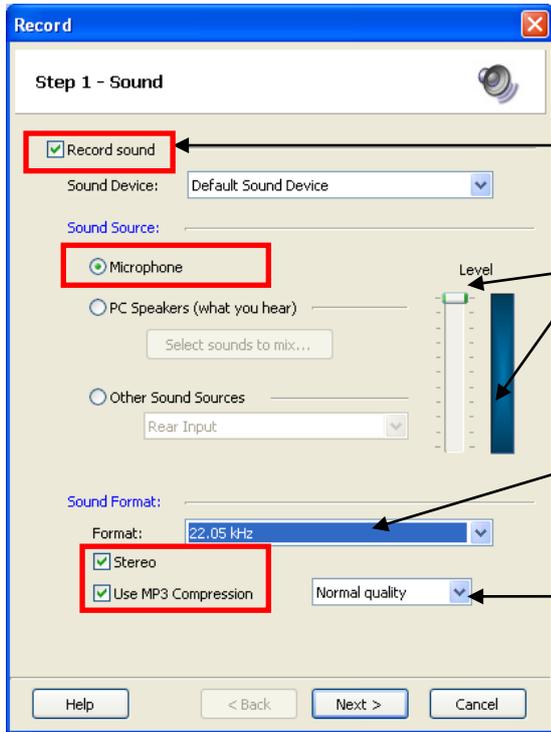
2. Recording a movie

2.1 Recording a new movie

Exercise 1: Record a screencast. Search for articles about bees and dance in Library Search and record including these screens: Library home page, Library Search, search box and typing in bees and dance, first screen of results.

1. Plug your microphone and open BBFlashBack and click on **Record a new movie** and use the 6-step recording settings below.





If you are planning to record a sound or a voiceover at the same time while you are recording a screen action, plug in a microphone into your PC and tick this option.

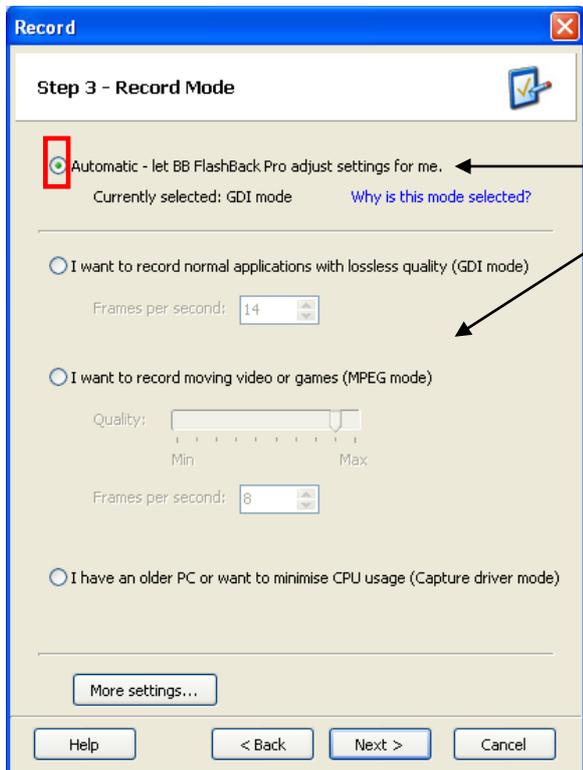
Test the microphone by speaking and monitoring the green stripe that indicates the sensitivity of the device. If there is no movement on the scale, this indicates that your microphone is not operating.

22.05 kHz is the optimal sound format for streamed videos.

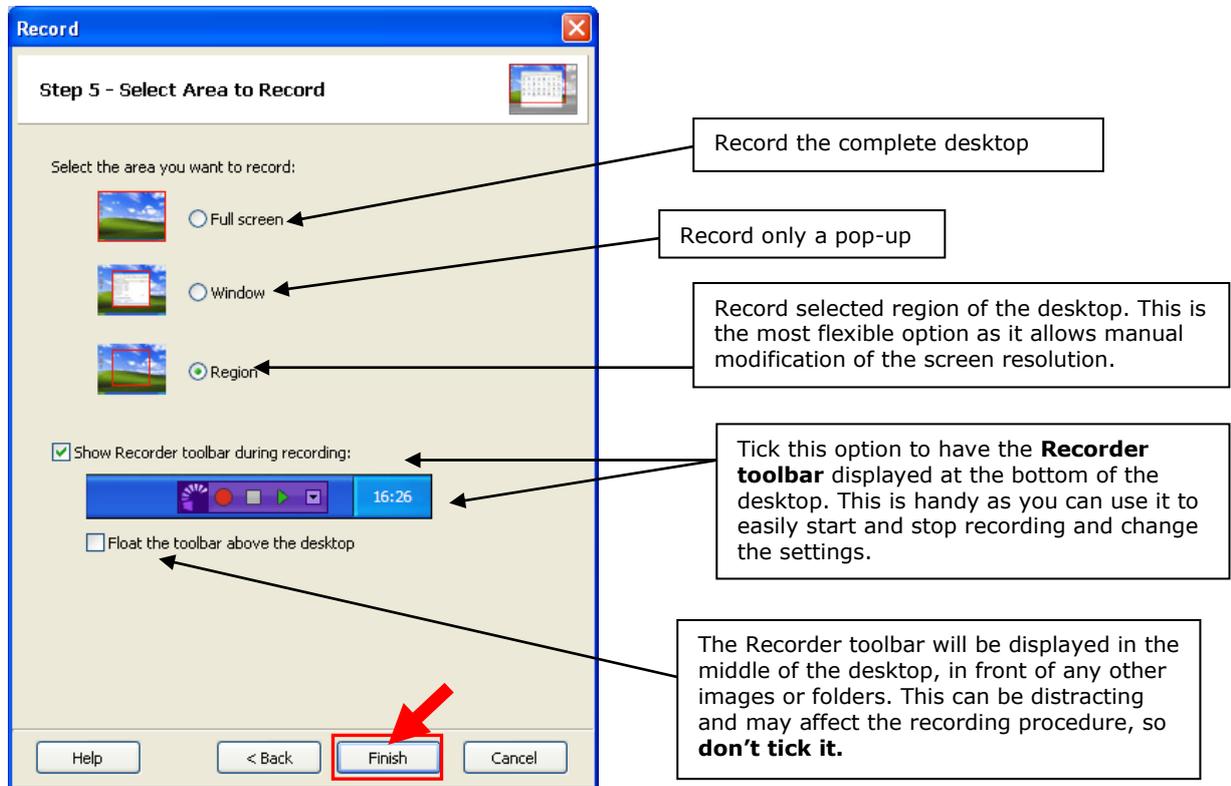
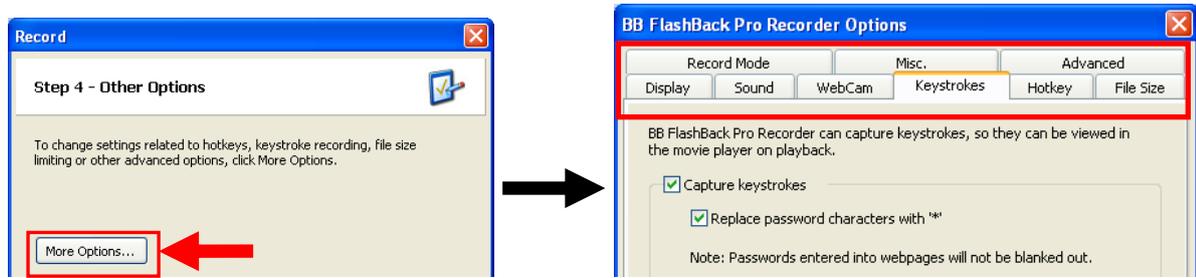
Select both **Stereo** and **MP3 Compression**. This will improve the sound quality of your recording. Click Next



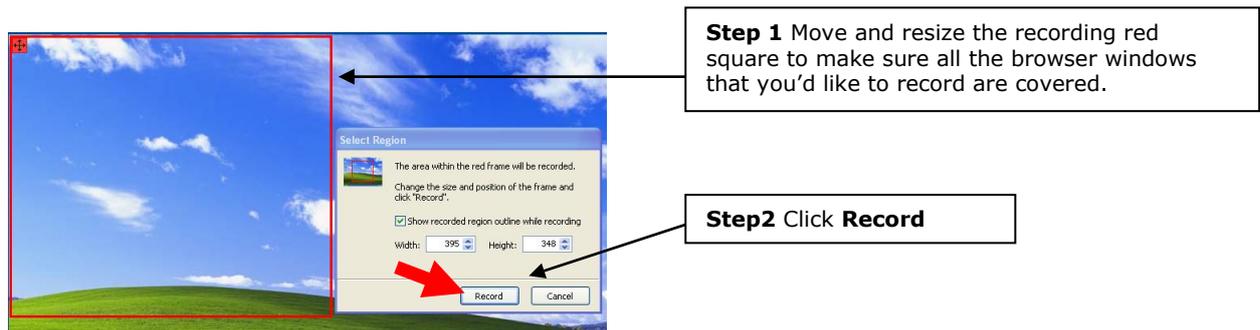
This is disabled because there is no webcam installed. You can tick this option if you have a webcam installed on your PC. Click Next.



You can either let BBFlashBack adjust the settings for you (recommended) or choose your own settings by selecting one of the three options in this box or click More settings, then, click Next.



2. The recording red square will appear with the 'Record' pop-up box on your screen, you need to move the recording red square and click 'Record' as shown 2 steps below:



Recap exercise 1: Record a new video: Search for articles about bees and dance in Library Search, including these screens: Library home page, Library Search, search box and typing in *bees and dance*, first screen of results.

3. Record your screen movement. Once you click 'Record'. BBFlashBack will start recording all the screens and cursor movement within the recording red square until you stop it.
4. Click the **Stop** button to stop recording at the bottom of your desktop:



5. Click Save when a pop-up window appears or click Discard if you are not satisfied with the recording. Name the video and save it to desktop. It will be automatically saved in BBFlashBack movie file (*.fbr) format.



6. You can export the video or review or edit it now. Click **Open in Player** to open and view it, then you can edit it.



7. The BBFlashBack playing/editing window will open automatically for you to play or edit the movie. You can click on the Pause button to stop playing.

2.2 Recording a video using a webcam camera

If you have a webcam camera set up on your PC, you can create a BBFlashBack video recording of yourself, save it as a BBFlashBack video file and embed it into your screencasts. To do this, double click on the BBFlashBack Recorder, click **Record a new movie** and select the screen resolution of your new video. If you have a headset with a microphone plugged into the PC, select relevant **Sound Settings** to record the voiceover at the same time as your video. Select the following **WebCam Recording** settings and use **Test WebCam** button to preview the position of web camera:



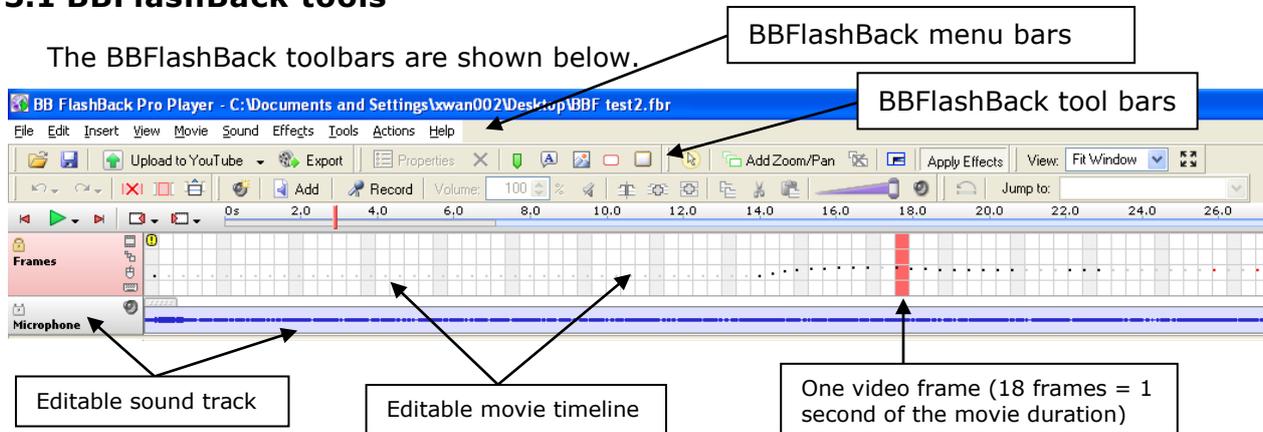
Keep clicking **Next** till the Record Movie button appears on the screen and start recording. You will notice that the video preview window is not available while the webcam is recording. Click  and save new .fbr video. You may edit it in BBFlashBack Player and insert it into your screencast using the **Insert >> FlashBack** movie command.

3. Editing a movie

When you open an existing movie or screencast in BBFlashBack, you can play it and edit it. The main BBFlashBack screencast editing tools are accessible under the main **Edit** menu and will also appear by right clicking on a selected frame in the timeline menu.

3.1 BBFlashBack tools

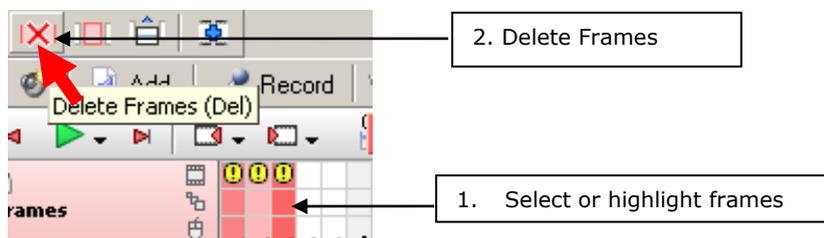
The BBFlashBack toolbars are shown below.



3.2 Playing and editing your screencast

1. Play and stop: Click the Play  button on the BBFlashBack Player timeline and review the screencast recorded in Exercise 1.

2. Delete frames: when you play a movie or screencast, video frames are displayed at the top of the screen. You can delete any unwanted frames by selecting or highlighting them and clicking the Delete  button or using the **Delete** key.

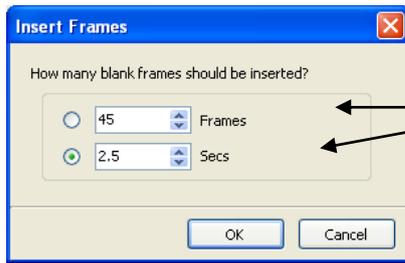


E.g. if you want to delete some frames between the word "e" and "s" as shown below "bees and dance", you can highlight 8 frames between and delete these frames as shown below.



3. Insert frames: You can also insert frames by clicking the Insert Frame  button or go to *Edit > Insert Frames*

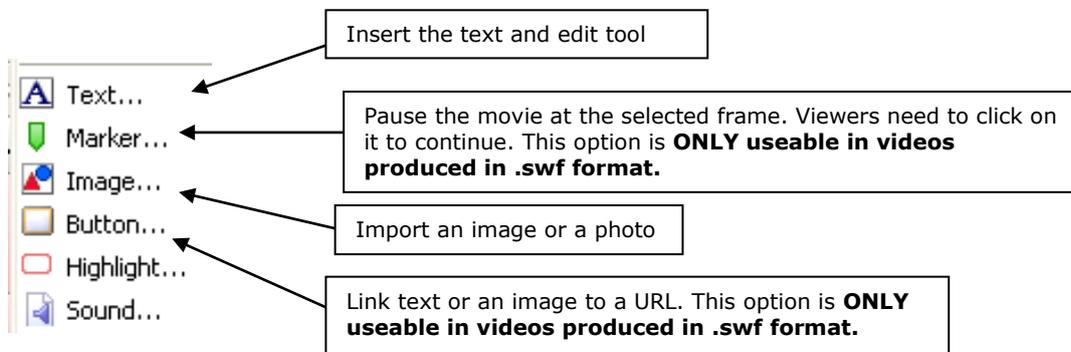
Exercise 2: Insert frames with a duration of 2.5 seconds at the beginning of your screencast. **Tip:** select the first frame on the timeline and then insert frames.



Changing the duration of the video:
You can either change the number of frames or the duration in seconds. Changing the duration in seconds is recommended as the number of frames will be changed accordingly.

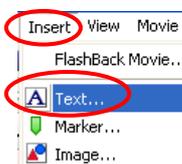
3.3 Insert a text and an image

You can insert a text or an image into your existing movie or screencast. You can do this by going to the *Edit* menu or by right clicking on the selected frame in the timeline menu:



Exercise 3: Insert a text at the beginning of your movie or screencast.

1. Select the first frame on the timeline:
2. *Insert > Text...:*



3. Type your text message and select duration in the Insert Text pop-up menu, click OK.

You can select textbox **fade in** and **fade out** animation options.

To ensure that you will be able to see new textbox on the screen, go to the **Position** menu and click **Center Text Box**

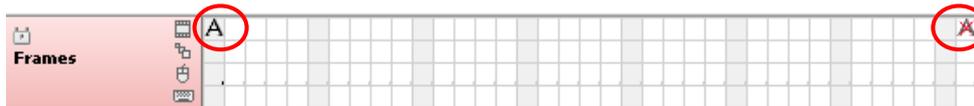
Select the colour of the background.

Type in the title of your video, select the font type & colour; e.g. Verdana, size 18pt – 36pt.

Select the shape of the textbox.

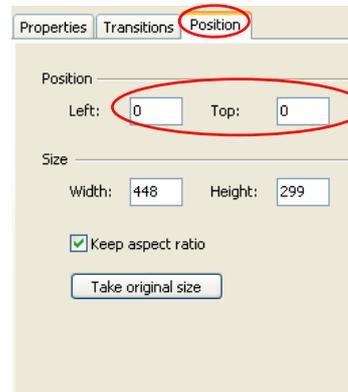
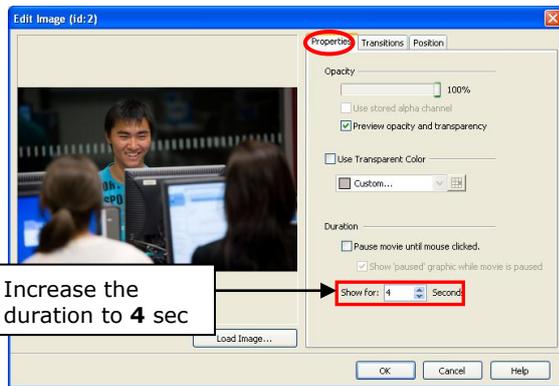
Select the duration of the textbox on the timeline. Make sure that it matches the duration of previously added video sequence.

4. You can resize or reposition the text box to fit your screen.
5. You can edit your text box by double clicking on the text box.
6. The inserted text signs **A** **X** appear on the movie timeline to indicate the duration of the textbox; you can move these signs to change the position or the duration of the text box.

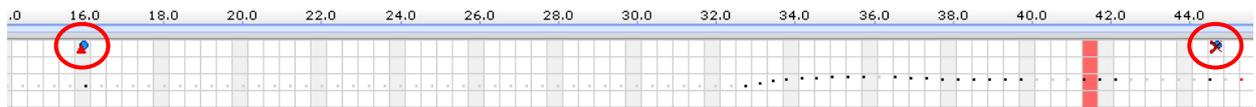


Exercise 4: Insert an image after the text box. Follow the steps below.

1. Select the frame that contains the end of the text appearance sign **X**;
2. Insert 56 frames (=4 seconds)
3. *Insert > Insert Image...*;
4. Click **Load Image...** to select an image (for this class activity, you can upload an image from the folder: Desktop\BBFlash Class Exercises);
5. Increase the duration of the image to 4 seconds or at your choice;
6. You can click the *Transitions* tab and set the *Fade In* and *Fade Out* timing e.g. for 0.20 – 0.50 seconds
7. Click the *Position* tab and put 0 in both left and top position to make the inserted image to appear on the top of the screen and click 'OK'. You can resize or reposition the image by clicking and dragging.



8. The inserted image signs will appear on the movie timeline to indicate the duration of the image. You can move these signs to change the position or the duration of the image as shown below.



Tip: If the inserted image is smaller than the screen, you can insert a button to cover the background: **Insert >** **Button...**

Exercise 5: Insert a speech text cloud on top of the inserted image by following the steps below.

1. Select an appropriate frame within the image signs , for example, the 10th frame away from the image sign .
2. **Insert >>** **Text...**
3. Select the shape of the new textbox: on the pop-up menu. Type in the speech wording, e.g. "The course is really useful. I can find articles much faster than before!"

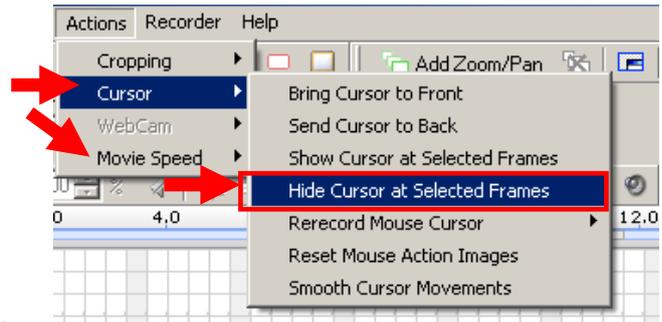


4. Select a font size and font type and select duration (e.g. 2.5 sec, a bit shorter than the duration of the inserted image)
5. Click the *Transitions* tab and set the *Fade In* and *Fade Out* timing e.g. for 0.20 – 0.50 seconds
6. Click *OK*.
7. Resize the text cloud on the screen and position it onto the image as shown below.

3.4 Hiding recorded mouse clicks

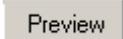
While recording a screencast, you may select the option to automatically highlight all performed mouse clicks. This action appears as a blinking red circle next to the cursor in the final production. However, this may be a distracting occurrence in some sequences.

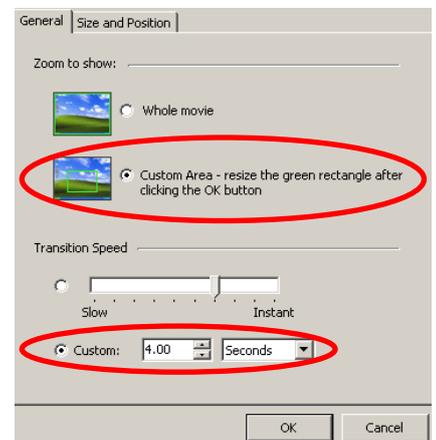
You do not need to delete frames to remove it; instead you can use the following toolbar to rectify it:



3.5 Inserting Zoom/Pan

BBFlashBack allows you to “zoom in” to any area of the movie and more clearly show a particular screen action. You can insert zoom/pan by following the steps below.

1. Select a frame that you’d like to zoom into.
2. *Effect* >  Add ZoomPan...
3. Select the *Custom Area* on the pop-up menu. This will enable you to select the zoom area manually. Select *Custom* and then time the zoom effect to the duration of the sequence you are emphasising. Click *OK*.
4. A green square will appear on the BBFlashBack screen. Reposition it and resize manually to the part of the screencast you are zooming into.
5. Scroll forward on the timeline and select the frame that you’d like to end the zoom/pan effect, then return to the full screen view.
6. Repeat step 2 in this exercise, but instead of selecting the Custom Area, make sure to tick the **Whole movie** option.
7. Adjust the timing to 1 second.
8. Preview the complete movie by selecting the  *Preview* option at the top toolbar menu and then .



3.6 Looping the video

If you wish to set your video so that it keeps looping while you are editing it using BBFlashBack , or as a finished and produced screencast, select *Movie*  **Loop** (at the top BBFlashBack Player menu) >> *Loop*.

3.7 Embedding a URL in a video

BBFlashBack allows you to embed a URL into a video. You can embed a URL in your video and create a ‘stop button’ by following the steps below.

1. Select the last video frame on the timeline.

2. Go to *Insert > Insert Button*.
3. On the pop-up menu, select the following options:

The screenshot shows the 'Insert Button' dialog box with several callouts:

- IMPORTANT:** Make sure to open the **Position** menu and change all margins to **0**, otherwise you may not be able to see the new button on the screen.
- Type in the text: "Click here to book this session" and select the font type, size, colour and the background colour.
- Your screencast will pause as soon as the button appears and viewers will need to click on it to continue the movie.
- You can type in a URL link that viewers will be able to connect to by clicking on the button.

4. Click *OK* and *Save* .

After the final production of the screencast, viewers will be able to click on this button within the video and, for example, go directly to the Library Workshops webpage and book the session.

NOTE: The 'stop button' and URL functions are applicable **ONLY** in the BBFlashBack screencasts produced in **SWF** or **EXE** format.

4. Recording, editing & inserting an audio file

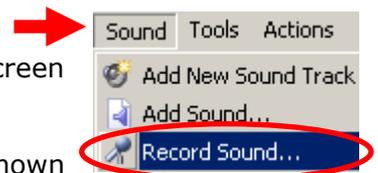
BBFlashBack enables you to record audio using a microphone plugged into your PC while you are recording a screencast. You can also record audio after you have recorded your screencast. BBFlashBack also allows you to insert or import additional WMA, mp3 audio or music files. The audio, or voice recording, can be edited within the separate audio timeline.

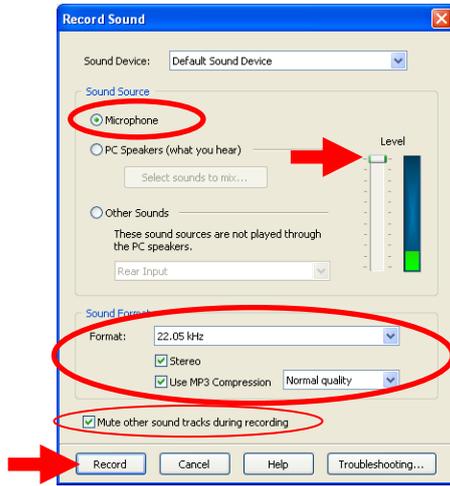
4.1 Recording an audio file

You can go to **Sound** menu > **Record Sound** to record audio.

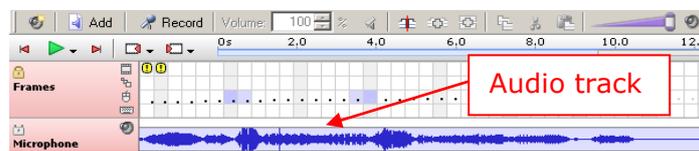
Exercise 6: Record and edit a new audio file. Follow the steps below.

1. Prepare a written script or an outline for your narration. Plug a headphone set with a microphone into your PC.
2. Select the frame on the BBFlashBack timeline where the screen action starts.
3. Go to *Sound* menu at the top and select *Record Sound* as shown on the right.
4. On the pop-up menu, select the following options and click *Record*:





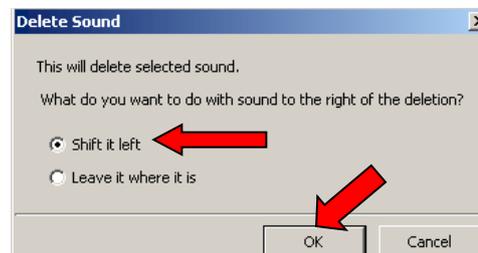
- To **stop** recording sound, click at the top. Your voice recording will automatically appear in new audio track on the timeline. Click to play it.



4.2 Editing audio tracks

- Remove** unwanted parts of the audio recording: click on the audio track (it will change to the pink colour when the sound track is selected); select some sound tracks and delete them by using keyboard or right click on the selection and select **Delete** on the drop-down menu.

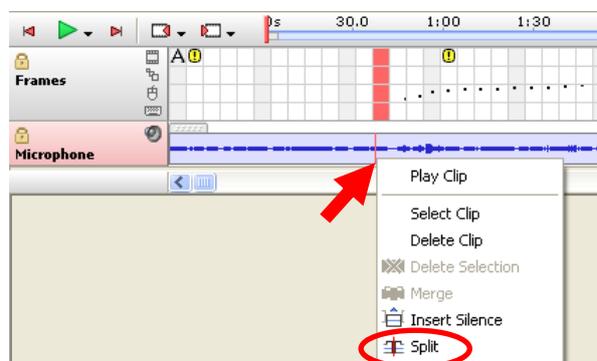
A pop-up box will appear. Select the following options and click *OK* and *Save* .



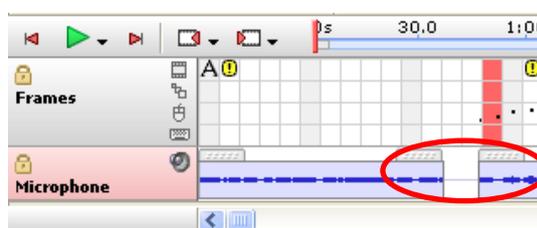
- Split** the audio tracks:

- 1) Select the audio track that you want to split from; Right click and select as shown below.

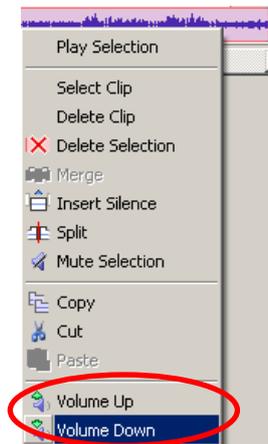
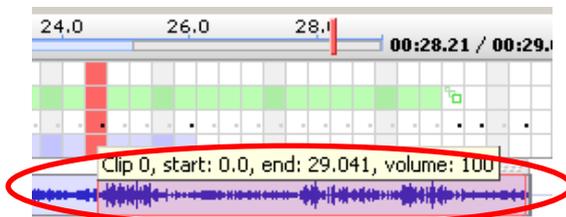
It is **pink** when the track is selected



- 2) You can then split the sound or move the split sound to another place



- 3. Volume up/down:** 1) Click  to go to the end of the timeline. Select the music track and drag and drop your cursor so that the last part of the music file is selected;



- 2) Right click on it and select the **Volume up** or **Volume down** command. Repeat this step again to reduce the volume further. Replay the sequence to hear the difference.

- 4. Other audio editing tools:** select parts of the audio track and 1) cut  or copy  and past  them into the second track; 2) reposition and merge  them;

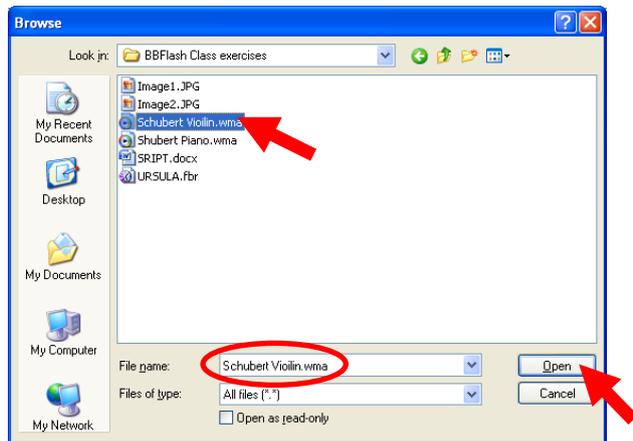
You may also increase the volume levels by using the   tool.

4.3 Inserting or importing an audio or music file

BBFlashBack allows you to insert or import an additional audio file, e.g. background music file. You can do this by going to **Insert** menu > .

Exercise 7: Insert a background audio file into your screencast. Follow the steps below.

1. Select the very first video frame on the timeline.
2. Go to *Insert* > .
3. Using the pop-up window, select and import the WMA music file from your desktop **BBFlash Course** exercises folder or from your own sound folder.



4. Click OK.

5. The background audio track appears on the BBFlashBack timeline as shown below:



6. Click Play  and preview the complete movie.

Note: You will notice that the audio track has the same duration as the video track. The background music may interfere with the voice recording, so you may want to reduce the volume of the newly imported music file.

5. Importing a BBFlashBack video

You can record several different screencasts and save them as separate **.fbr** BBFlashBack files. The programme allows you to import and combine two or more BBFlashBack videos, edit them on the same timeline, and cut and paste selected frames from one video into another.

Exercise 8: Insert or import a BBFlashBack video at the end of your screencast.

Follow the steps below.

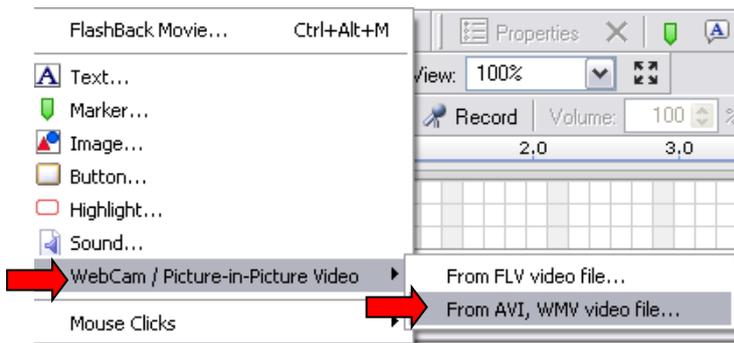
1. Select the last frame on the BBFlashBack timeline.
2. Go to *Insert > FlashBack Movie*.
3. Select the **Ursula.fbr** video in the **BBFlash Course** folder on Desktop and click **Open**. Wait until the video is downloaded into the timeline.
4. The third audio track will appear. If the sound recording of the imported video is not loud enough, you can select it and increase the volume.

5.1 Importing *picture-in-picture* video: AVI & WMV formats

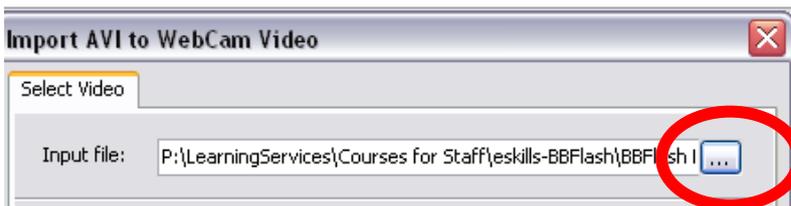
You can embed videos in other formats (apart from .fbr), such as AVI & WMV. They can be imported as *picture-in-picture* elements, where inserted video can be moved and positioned anywhere on the original FBR video screen and resized - so that the embedded video appears as another window in your screencast.

Exercise 9: Embed a picture-in-picture AVI or WMV video into your screencast.

1. Select the last frame of the video you are creating. Insert additional frames (40 additional seconds).
2. Go to Insert > Webcam Picture-In-Picture Video > **From AVI, WMV video file...**



3. Navigate to the video file you wish to insert.



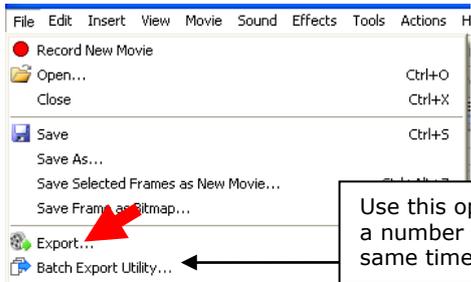
4. Select the **COURSE VENUE.wmv** video in the **BBFlash Course** folder on Desktop and click **Open**. Wait until the video is downloaded into the timeline.
5. Make sure that the **Import soundtrack** function is selected on the Import menu.
6. Click **Import**.
7. Reposition and resize the inserted video on the .FBR video screen as you prefer.
8. Click Save . You can export completed video in FLV, SWF, AVI, WMV etc video formats as needed.

6. Exporting and producing your video

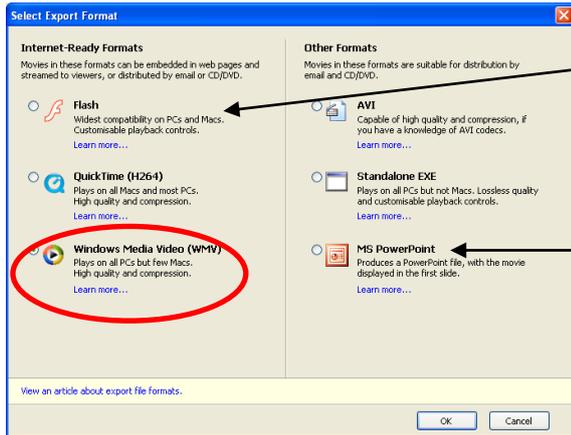
Once the video is completed, you need to combine all the images, text, audio and video and export them into one file. This process is called production.

Exercise 10: Produce your video by following the steps below.

1. *File* menu > *Export*:



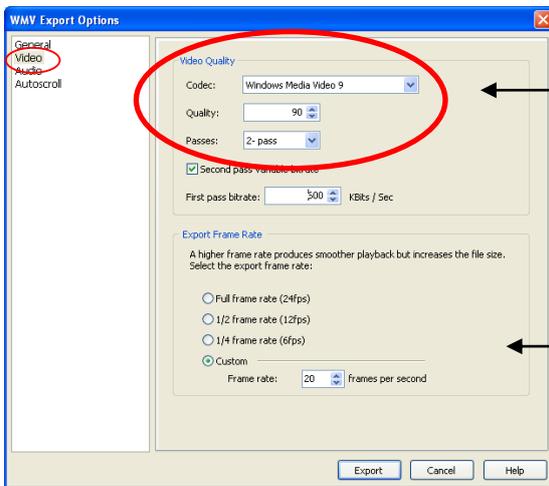
2. You need to check with Library's Web Manager for recommended format you can produce your video in. You can select WMV for this class activity.



Before producing a video in flash format, check whether your PC has a Flash Player or Adobe Flash CS5 programme installed.

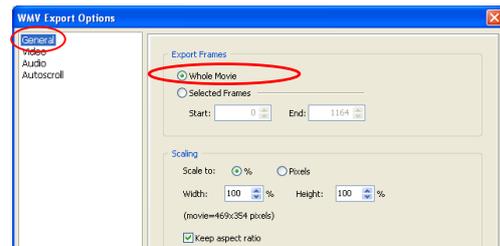
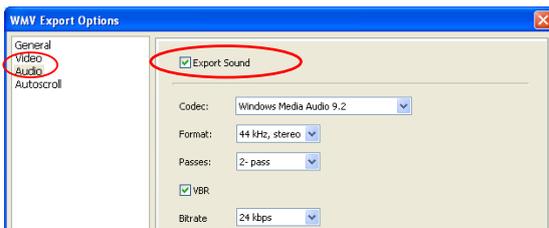
This option produces a flash video embedded into a blank PowerPoint presentation.

3. Select *General, Video, Audio* to choose product settings as shown below:



When producing a video in AVI or WMV format, you will need to select a codec to be encoded into the audiovisual file. Codec is a software that enables your computer to play the video. You can download all relevant codecs onto your computer as free applications from the web and save them on your C drive. This is the list of codecs available in BFlashBack when you are producing a video in the WMV format.

Use the 'smallest file size' if you are producing only a pilot video to be sent in an email for viewing. If you are producing a video to be streamed from a website, select **Custom** or **Full frame rate**.



4. Click on *Export* and save the video file on your desktop or drive, wait for the 'export' procedure to be completed, and preview the final product.

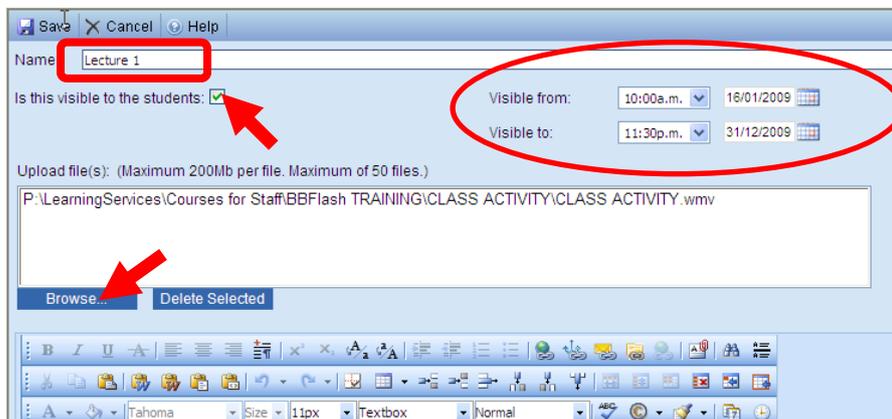
7. Making your video available via Cecil

You can link the url of your video and make it available via Cecil. Otherwise, you can upload the video as separate file by following the steps below.

1. Video must be encoded as .wmv file.
2. Login into Cecil. Select the course from the course navigation pane on the left of the screen.



3. Click on the **Resources** tab.
4. Click on the **New** button in the toolbar. A **New File Resource** dialog window appears. Type in a title for the file in the **Name** field, e.g. **Lecture 1**.
5. Enter the dates (timeframe) that you would like this file to be available using the **Visible from:** and **Visible to:** fields.
6. If you wish to hide the file temporarily from the students, untick the checkbox **Is this visible to the students.**
7. Click on **Browse** and find the video file you wish to upload.



8. Click on the **Save** button in the toolbar at the top of the window.
9. On the **Course Resources** Cecil page select the **Lecture 1** file and click on the **Download** button.

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Home (All Courses) » amor025.mor01YK2009 » Resources

amr025.mor01YK2009

New Download Help

Go to student view

Resources

Lecture 1

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Activities & Marks

Resources

Knowledge Map

Course Resources

The resource area is where you find a list of all the file resources that have been uploaded into the course. Please select a file resource from the tree to view the properties of the file and to preview or download the file.

Name	Source	Size
<input type="checkbox"/> Lecture 1	Resources	4.4 MB

Total size of selected files: 0.0Kb

Note: The **maximum file size** that you can upload at one time is **200 MB** (whether it is one 200MB file or several files add to a total 200MB maximum).

For more help regarding uploading your screencasts and videos to Cecil, please contact Cecil helpdesk, ext. 85100, email: cecilhelp@auckland.ac.nz

7.1 Uploading your video to a webpage

Email your video uploading request with the video file attached to web-request@lbr.auckland.ac.nz.

8. Creative Commons

Creative Commons is a non-profit organization (<http://creativecommons.org/>), US based and founded in 2001. It provides four main Creative Commons Copyright licenses (<http://creativecommons.org/about/licenses>) that address the open source distribution flexibility and allow the use and modification of licenced digital content within the international legal framework. These four basic licenses can be combined to produce eleven valid Creative Commons licenses.

9.1 Creative Commons Aotearoa New Zealand Licenses (CCANZ)

New Zealand is the 41st country to officially launch its Creative Commons licenses. For more information, visit: <http://creativecommons.org.nz>. Six licenses (3 non-commercial and 3 commercial) have been designed by legal experts in intellectual property law for use in the New Zealand jurisdiction.

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9.2 Embedding a CCANZ License into a webpage

The Creative Commons License copyright information is usually embedded in the webpage where your video is streamed from. It is rarely embedded in a video file itself. For example, the Library's Study and Research Help (<http://www.library.auckland.ac.nz/instruct>) webpage contains the Creative Commons License created for Library instructional videos.



To license newly created and publicly available digital content go to the Creative Commons Website: <http://creativecommons.org/license/?jurisdiction=nz>, fill in the required information and click **Select a License**.

Here is the HTML code for the complete license, including the license tag/image.

1. Select the complete HTML code
2. Copy it
3. Open the webpage in Dreamweaver CS5, where your video is displayed or uploaded
4. Select the **Split/Code view**
5. Scroll down the website HTML code
6. Place the cursor to the position of the webpage where you'd like the CC License to display
7. Click **Paste**
8. Click **Save**
9. Preview the webpage and the CC License in browser
10. Email web-request@auckland.ac.nz and ask for the modified page to be uploaded onto live server.

8.3 Embedding a CCANZ License into Microsoft Office files

For embedding Creative Commons Licenses directly into Microsoft Office files, please refer to this site for details:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=D1DDBDC8-627F-415A-9B0A-97362BC9B480&displaylang=en>

9. Further help - BBFlashBack online tutorials

- How to record the screen: <http://www.bbsoftware.co.uk/mm/HowToRecord2.htm>
- Editing and enhancing your video: <http://www.bbsoftware.co.uk/mm/Editing2.htm>

Learning Services

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