

RECORD IT!

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# Use Record It!

Record It! is a standalone application designed to provide anyone with the ability to create recorded content that can be imported into the Developer. Record It! allows you to easily record the necessary steps to complete any software transaction complete with sound and any additional notes or instructions that you want to provide to the author who will receive your content.

You do not need a Developer installation to run this application. Record It! is automatically

installed and it appears as a shortcut  on the Start menu where the Developer is installed. As an author you can decide to use the standard Developer topic recorder or the Record It! application.

**Note:** If you are a Developer author and choose to use Record It! instead of the Developer topic recorder, you will need to import the Record It! topics into the Developer Library to link them to content (see *Import a New Topic from Record It!* in the Export/Import Content chapter of the Content Development guide for more information).

If you are a subject matter expert with no Developer installation, Record It! creates standalone files (.topic) that you can distribute to any author with a Developer installation. An author can import the recorded .topic files into the Developer for further refinement and publishing.

When you launch Record It! for the first time, a home page appears with options to perform the following actions:

- Create a New Topic
- Create a New Topic with Sound
- Open Other...
- Change recording preferences

Links to the five most recently opened topics also appear in the Open section of the Home page. You can use the Other link to open topics saved in a local or network folder. The menu and toolbar provide additional alternatives for creating and opening topics.

**Note:** The Home page also includes a link to the Record It! production documentation.

## Install Record It!

In a server installation of the Developer, the Record It! Setup program can be downloaded from the Developer server <Library URL>/Public/Recordit; for example, <https://mycompany:443/ODSContent/Public/RecordIt>. You may need to contact a product administrator or content authoring team to determine the Library URL.

The installation program is also available in the install media pack and can be distributed to subject matter experts. The location in the media pack is:  
Branding/<brand>/Installer/recorditsetup.exe.

To install Record It!, download the Record It! Setup program and then run it. When you run the setup program, you are prompted for a program folder and a location where you want the application installed on your computer. After installing, launch Record It! using the link that appears on your Start menu.

**Note:** Unless the trusted location policy is turned off, the installation location must be in a trusted location such as "C:\Program Files (x86)". The installer checks to see if the trusted location policy is in use and warns you, if necessary.

## Create a Record It! Topic

Before you record content, you should set your Recording Key and Sound Pause key preferences (Tools, Preferences) if you do not want to use the defaults.

When you select New Topic or New topic with sound on the Record It! home page, the Recorder starts.

Record It! uses automatic recording to record a system process and to keep errors to a minimum. In this mode, every action after you press PRINTSCREEN (default recording key) on the keyboard is recorded until you press PRINTSCREEN again. Only two PRINTSCREENS are necessary to capture the information for all frames, one to start recording and one to end the recording. When you press PRINTSCREEN at the beginning of the topic, the Recorder captures each screen and its associated action until you press PRINTSCREEN again to complete the recording. As you record a topic, you may inadvertently capture the wrong action; these recorded frames will have to be edited out in the Topic Editor.

**Note:** Point events are not recorded when using the automatic recording mode because there is no way to record the action without an event such as a mouse click. For example, when you click on a menu then move your cursor to a menu item that opens a submenu. No action occurs until you click on the submenu item.

Before you begin recording, the Recorder displays instructions for you to press PRINTSCREEN to start recording and press PRINTSCREEN again to stop recording. The recorder is hidden after the first PRINTSCREEN so it is not recorded with the application.

### Deskband Controls

After pressing PRINTSCREEN to start the recording, a deskband appears in the bottom right corner of the Windows taskbar. The deskband contains several controls that allow you to perform the additional actions during the recording process.

**Note:** If Record It! is configured to record sound, the camera sound that occurs when recording a frame is disabled so that it is not part of the recording.



Opens the Notes dialog box for adding comments. You can also add new comments or edit existing comments made during the recording after you save your work. The Add a Note button pauses sound and the recording of all user actions (mouse events, keystrokes, and so on) while the note is being entered. When the note is saved, sound and recording events resume and the Recorder returns to automatic recording mode. Note that if you add notes while recording, the action and screenshot are captured as they occur so clicking the note button always applies the note to the next frame.



The Pause button allows you to temporarily stop the recording and sound to perform steps that you do not wish to include in the recording.



The Record button displays when the recording is paused. Click the Record button to resume recording actions and sound.



This button has no function in Record It!. Record It! uses your system sound settings, which should be set before launching Record It!.




This is a visual scale depicting the recording level. Levels range from no color (no recording level), through Green, Dark Green, Yellow and Red (Very High recording level).




This visual indicator appears when a screenshot is taken. This space on the deskband also displays the type of context being recorded.

When you are finished recording, the topic opens in the Record It! Editor where you can save your work. When saving, you are prompted for a name and location where you want to save

the topic. You can then distribute your topic files to any content author that has access to the Developer.


 To create a topic without sound using Record It!:

1. Click the **New topic** link.  
*The Recorder opens.*
2. Activate the application you wish to record.
3. Press PRINTSCREEN to start the recording and capture the first screen.
4. Perform each action necessary to complete the task you wish to record.
5. When you have finished performing the steps in the topic, press PRINTSCREEN to stop the recording.  
*The topic opens in the Record It! Editor.*

 To create a topic with sound using Record It!:

**Note:** Record It! uses the system sound settings. These must be set before you launch the recording of a topic.





1. Click the **New topic with sound** link.
2. Activate the application you wish to record.
3. Press PRINTSCREEN to record sound for the Start Screen.
4. Record the sound for the Start (Introduction) Screen.
5. Press PRINTSCREEN a second time to start the capturing the topic steps.
6. Record the sound for the first step.
7. Perform the action for the first step.
8. Continue recording the sound and performing actions to complete the task you wish to record.
9. Press PRINTSCREEN a third time to stop recording.  
*The topic opens in the Record It! Editor.*

 To save a new topic:


1. In the Record It! Editor, on the **File** menu, choose **Save**.
2. Type a name for the new topic.
3. Select a folder in which to store the topic.
4. Click **Save**.

## Edit a Record It! Topic

You can open existing topics using the Other link in the Open section on the Home page, or by clicking the link to any topic file that appears on the Home page. The Record It! Home page remembers the five most recent topics that you opened.

Topics open in the Record It! Editor. The Record It! Editor displays screenshot thumbnails (or frames) on the left and a full size screenshot on the right. A Notes area appears beneath the full size screenshot so you can edit existing note text entered during the recording process or add new notes. Frames with note text display an  icon next to the frame thumbnail in the left pane. Use the Forward  and Backward  navigation arrows in the toolbar to move from frame to frame or click through the frame thumbnails in the left pane. Any changes that you make to each frame are automatically applied as you navigate from one frame to another. As you edit the topic, you can click  to save your changes.

**Note:** Use Close from the File menu to close a topic and return to the Record It! Home page. Clicking the Close button on the Record It! title bar closes the Record It! application.

While working in the editor, you can  delete any existing frame but you cannot insert a new frame. You have to rerecord the topic you if mistakenly delete a frame which is needed, or need to insert a new frame. You can, however, insert missing frames using the Topic Editor in the Developer.

**Note:** You cannot undo an action in the Record It! Editor, but you can close a topic without saving it, which then reverts to the previously saved version.

### Action Areas

The action area indicates where the action takes place in a frame. In the Record It! editor, it is designated by a red rectangle overlaying the frame's screenshot. Most often, the Recorder is able to determine the correct menu, menu entry, icon, or other object, and the action area is sized and positioned automatically. At times, however, you may need to move or resize the action area to select the correct location or to indicate a specific choice in a list.

You can move an action area easily by dragging it. If you need to resize the action area, you can drag the black selection handles on the action area or use double-click actions to change the size. Double-click the left mouse button where you want to set the upper left corner; and then hold the SHIFT key and double-click the left mouse button where you want to set the lower right corner.

### Action Settings

The action captured for the current frame appears in editable controls in the Action section of the toolbar. There are three basic action types; mouse, keyboard, and string input. A mouse action includes clicking, double-clicking, pointing, rolling the wheel, and dragging. A keyboard action occurs when you press a key on the keyboard to accomplish a task. A string input action occurs when you enter text into a document, field, dialog box, and so on. While Record It! automatically determines the action, you can change these captured settings if necessary.

Each action is composed of several action settings that appear in the toolbar. You can change an action by selecting another item from a field list or by typing new text into an edit field.

Action setting fields include:

- **Action type:** The Action type setting represents the mouse, keyboard, or typing action performed in the step. You can use the Action type list to select a different action. For example, you can change a "Left click" or "Left double-click".
- **Keyboard Modifiers:** Add Alt, Control, or Shift key to a keyboard action. If a keyboard modifier is part of the action, a check appears next to the selected modifier.
- **Object type:** The Object type setting refers to the type of object on which you performed the action. Common object types include Checkbox, Editfield, Combobox, Hyperlink, and Menu bar. You can select another object type from the list.






- **Object name:** The Object name setting refers to the name of the object on which you performed the action. This name is entered in the appropriate place in the bubble template to tell the user which icon to click. You can change this field, and subsequently, what appears in the bubble, by typing other text.
- **Key type:** If the action is a keyboard action, such as pressing the TAB key, the Key type setting appears in the toolbar. The Key type setting specifies what key is pressed. You can use the Key type list to select another key. If the keyboard action requires a key combination modifier, such as pressing CTRL for a CTRL+B action, the modifier key is specified in the Keyboard Modifiers list.
- **Input text:** An Input text field appears for string input frames. A string input is where the user is prompted to type a response. You can change the captured input text by typing other text. Note that typing other text does not change what appears in the screenshot.

Changing the action fields affects the text that the user sees in the bubble. The action field settings also represent the "correct" action that the user needs to take to satisfy the step in a knowledge testing mode. Changing the action settings does not affect the screenshots; they remain with the information that you captured. If your screenshots are no longer in sync with your action settings, you will need to rerecord the topic.

**Note:** You can replace screenshots using the Topic Editor in the Developer.

## Sound Tools

You can use the Sound section on the toolbar to  record sound for a frame or  listen to already recorded sound. Frames with recorded sound display a  sound icon next to the frame in the left pane. If you record sound for a frame that already contains sound, Record It! prompts you that you are re-recording sound for that frame. The new recording overwrites the original captured sound.

