I. Quick Start Guide ................................................................. 1
  Recording a movie .............................................................. 2
    How to make your first recording ..................................... 2
  Editing your movie ........................................................... 6
  The toolbar ........................................................................... 6
  Editing frames ...................................................................... 9
    How to delete frames: ......................................................... 9
    How to insert frames: ......................................................... 9
    How to crop a movie: ......................................................... 9
  Annotating your movie .......................................................... 10
    How to add text to a movie ............................................... 10
    How to add an image to a movie ........................................ 15
  Using zoom/pan, cropping and autoscroll ................................. 17
    How to zoom or pan: ......................................................... 17
    How to crop a movie and use the autoscroll ....................... 18
  Publishing your movie .......................................................... 20
  Exporting your movie ........................................................... 20
  Uploading to YouTube for easy sharing .................................. 22
Part I. Quick Start Guide
Recording a movie

First you need to make a recording which you can edit and publish.

How to make your first recording

Here, you will use BB FlashBack Recorder to record a movie which you can then edit in BB FlashBack Player.

1. Open the BB FlashBack Pro 3 Recorder from the windows start menu.

2. On the welcome screen, click Record a new movie;
3. Set the recording options and click the record button;
4. In the options, the **Record: Region** was selected, so set the size and position of the region and click **Record**:

5. Click the stop button to end recording;
Recording a movie

6. Click **Save** and follow the steps to save the recording;
Editing your movie

First, open BB FlashBack Pro 3 Player and then open the movie you have recorded:

The toolbar

Use the toolbar to edit the movie. An overview of the whole toolbar is shown below.

The toolbar buttons are grouped into sections according to their function. The top left of the toolbar gives quick access to saving and publishing options.

The middle of the top row of buttons provides shortcuts to objects that you can insert into a movie.
Editing your movie

• Click  Properties to edit the properties of any object which has been inserted into the movie

• Click  to delete any object from the movie

• Click  to insert a textbox

• Click  to insert an image

• Click  to highlight a section of your screen

• Click  to add a button

• Click  to insert an arrow

• Click  to insert another movie

• Click  to set a marker

• Click  to insert a watermark

• Click  to pause a section of the movie

The top right of the toolbar gives quick access to effects

• Click  to add a highlight to the mouse cursor

• Click  Add Zoom/Pan  to insert or edit a zoom or pan

• Click  to delete an existing zoom or pan

• Click  to set a cropping rectangle

• Click  to add start and end titles to the movie

• Click  Apply Effects  to switch the effects on whilst you edit the movie

The middle left part of the toolbar gives you the option to play a short section of the movie, or jump to a different part

The middle right part of the toolbar allows you to change the viewing options
Editing your movie

The bottom left of the toolbar gives quick access to basic editing options

- Click to undo or redo previous steps.
- Click to delete
- Click to crop the movie to a selected area
- Click to insert

The bottom right of the toolbar is for sound editing operations

- Click to add a new sound track.
- Click to add a new sound.
- Click to record a new sound.
- Click to adjust the volume levels or mute a track or clip.
- Click to apply a fade in or fade out to a clip.
- Click to split a sound clip.
- Click to merge sound clips.
- Click to merge sound tracks.
- Click to copy sound.
- Click to cut sound.
- Click to paste a copied or cut sound.
- Click adjust or mute the master volume.

The playback bar gives easy access to playing the movie at various speeds, skipping forward and back or going directly to a different part of the movie.
Editing your movie

Editing frames

The framebar gives easy access to edit any individual frame or groups of frames in the movie.

You can insert and delete frames, and you can crop a movie down to specific frames.

How to delete frames:

1. Select the first or last frame to be deleted.
2. Drag the mouse across the frame bar to select additional frames.
3. Press the delete key on the keyboard.
   
   Or

   Click on the toolbar.

   Or

   Click Edit -> Delete Frame(s)… in the menu.

4. Click OK.

How to insert frames:

1. Select the point where you wish to insert the frames.
2. Click on the toolbar.

   Or

   Click Edit -> Insert Frame(s)… in the menu.

3. Enter the number of frames you wish to insert.
4. Click OK.

How to crop a movie:

1. Select the frame where you want movie to begin.
2. Click and drag across the framebar until you reach the frame where you want the movie to end.
3. Click on the toolbar.

   Or

   Click Edit -> Crop Frame(s)… in the menu.
4. Click **OK** to confirm the edit;

![Crop Frames and Sound dialog box]

**Annotating your movie**

You can add text, images and other objects to a movie.

**How to add text to a movie**

1. Select the frame where you want to insert the textbox.

2. Click **A** on the toolbar.

   Or

   Click **Insert -> Text** in the menu.
3. Set the properties of the textbox;
4. Set the appearance of the textbox;

![Image of text box appearance settings]

- **Filled Box**: Background Colour: White
- **Gradient fill**: Second color: Silver, Direction: Top - Bottom
- **Border**: Border Width: 1, Border Colour: Navy
- **Draw Shadow**: Color: Black, Width: 3, Opacity: 30%
5. You can create and edit styles to use with textboxes throughout a movie;
6. When you are creating a textbox, you can set the size and position. Alternatively, once the textbox has been created, you can click and drag in the view screen to manually resize and move it;
7. You can create a transition to fade the textbox in and out:

![Transition settings window]

8. Click **OK** to insert the textbox.

**How to add an image to a movie**

1. Select the frame where you want to insert the image.

2. Click **Insert** on the toolbar.

Or

Click **Insert -> Image** in the menu.
3. Click **Load Image**;

4. Browse to the image, select it and click **Open**.
5. Set the properties of your image.

- Set the size and position of where it will appear in the movie from the **Position** tab.
- Add a fade in or fade out, using the **Transitions** tab;

6. Click **OK** to insert the image.

You can also insert highlights, buttons, arrows and other objects into the movie in a similar way.

**Using zoom/pan, cropping and autoscroll**

You can create zoom and pan effects in a movie. You can also crop a large movie to a smaller section and use the autoscroll effect to follow the mouse, missing none of the action.

**How to zoom or pan:**

1. Select the frame where you want to add the zoom or pan.

2. Click **Add Zoom/Pan** on the toolbar.

   Or

   Click **Effects -> Add ZoomPan** in the menu.
Editing your movie

3. Set the properties of the zoom;
   
   • Select **Custom Area** to zoom to a particular region of the movie.
   
   • Select **Whole Movie** to zoom back to show the entire movie if you previously added a zoom-in.
   
   • The transition speed sets how quickly the zoom or pan will appear on screen.

   ![Insert Zoom/Pan Keyframe](image)

   Zoom/Pan effects let you change the area of the movie that will be visible in exports. Set the visible area by sizing the green rectangle.

   Use the 'Apply Effects' button to see how the movie looks with the Zoom/Pan applied.

   Learn more about Zoom/Pan keyframes.

4. Click **OK** to insert the zoom effect.

   Click and drag to re-size the zoom/pan.

   Please note, the zoom will remain in the movie until the end, or another zoom effect is created.

**How to crop a movie and use the autoscroll**
Editing your movie

1. First, add a cropping rectangle to the movie:
   - Click on the toolbar.
   - Or
     - Click Effects -> Set Cropping Rectangle in the menu.

2. Then add the autoscroll effect:
   - Click Effects.

3. Go to the Autoscroll Cropping Rectangle submenu.

4. Click Mouse In Centre.
   - Or
      - Click Mouse Near Centre.

The cropping rectangle can be resized in the view screen. When you export the movie, only the area within the cropping rectangle will be exported.

The cropping rectangle will follow the mouse cursor as it moves across the screen when the autoscroll is set.

If zoom and pan effects are being used, a zoom in or pan will only show sections within the cropping rectangle.
Publishing your movie

When you have finished editing the movie, it can be exported in a variety of formats and can be uploaded to YouTube.

Exporting your movie

Here I will demonstrate how to export the movie to Flash

1. Click on the toolbar.

Or

Click **File -> Export** in the menu.

2. Select the Flash export format;

3. Click **OK**.
Publishing your movie

4. Set the Flash Export Options

5. Click Export.

6. Choose where to save the exported files and click Save.

Three files are exported and you can choose view the export once completed.

To view the movie in a web browser, ensure that you open the .html file that has been exported.

Please note, each export format comes with different options to include in the export.
1. When exporting to AVI, you need to select the Codec;

![Codec Selection Window](image)

2. After selecting the Codec, you can set the AVI export options;

For example, you may choose to export the movie to AVI (which can be opened and edited again in FlashBack):

**Uploading to YouTube for easy sharing**

You can upload a movie to YouTube, directly from BB Flashback Pro 3 Player

1. Click ![Upload to YouTube](image) on the toolbar.

   Or

   Click **File -> Upload -> YouTube** in the menu.
2. Type in your username and password and click OK;
3. Complete the movie details and click **OK**;

![Uploading to YouTube dialog box](image)
4. Set the movie size and click **OK**;

![YouTube Movie Size dialog box](image)

Note: FlashBack will show sizes equal to and lower than the size of the movie i.e. it won't show the 1080p option if the movie you're uploading is only 400 pixels high.

5. You will receive a message to confirm if the upload was successful;

![Upload Movie dialog box](image)

Note: video will be unavailable until processed by host service. This may take a few minutes.
6. Click **Open in Browser** to view the movie in YouTube;