



 Screencast[®] Classic
Screencast Classic Help PDF

All rights reserved

This manual, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. The content of this manual is furnished for informational use only, is subject to change without notice and should not be construed as a commitment by TechSmith Corporation. TechSmith Corporation assumes no responsibility or liability for any errors or inaccuracies that may appear in this manual.

Trademarks

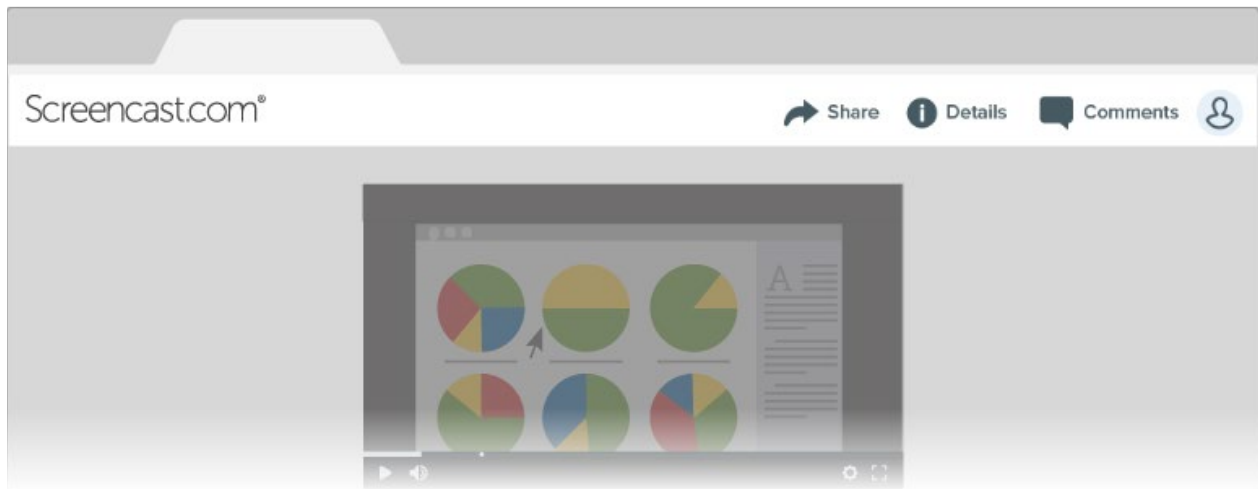
All-In-One Capture, Camtasia, Camtasia Relay, Camtasia Studio, Coach's Eye, Coach's Eye +, DubIt, EnSharpen, Enterprise Wide, Jing, Knowmia, Morae, Rich Recording Technology (RRT), Screencast, Screencast.com, ScreenChomp, Show The World, SmartFocus, Snagit, TechSmith, TechSmith AppShow, TechSmith Fuse, TechSmith Loop, TechSmith Relay, TechSmith Screencast, TechSmith Smart Player, and TSCC are either registered marks or marks of TechSmith Corporation in the U.S. and/or other countries. This list is not a comprehensive list of all TechSmith Corporation marks. The absence of a name/mark or logo in this notice does not constitute a waiver of any intellectual property rights that TechSmith Corporation has established in any of its product, feature or service names/marks or logos. All other marks are the property of their respective owners.

About Screencast Classic

Screencast is in the process of updating and improving our service. This document provides help for Screencast Classic.

- To view the latest Screencast help, see our [Screencast Tutorials website](#).
- To learn more about transitioning from [Screencast Classic](#) to our [updated Screencast service](#), see the [What's New in Screencast tutorial](#).
- To learn more about Screencast accounts, see our [product page](#).

Getting Started With Screencasting



A **screencast** is a video recording of a computer's desktop. Most screencasts include audio narration that explains to viewers what they're seeing. Screencasts often take the form of software demonstrations, quick how-to videos, professional tutorials, or even full presentations. Used in almost every industry to share information, they're a great way to make pertinent information or class content available to the people that need it.

Creating a Screencast

Screencast Classic works especially well with our screen capture and screen recording software products [Snagit](#) and [Camtasia](#). Create screencasts, videos, or images in Snagit or Camtasia, send them straight to folders in your library, and immediately receive the URL to share with colleagues, customers, students, and anyone else.

Screencasting With Snagit

Snagit allows you to capture and edit screenshots and record one-take videos of your screen and your webcam. After recording a video, you can make quick edits or cut out mistakes and unnecessary parts of your video. Then you can share right to Screencast Classic and receive a link for sharing. [Download a free trial](#) and view our [tutorials](#) to help get you started.

Screencasting With Camtasia

Camtasia offers a robust screen recorder and professional video editor. It is used for quick screencasts, professional tutorials, software demonstrations, and even lecture capture. With Camtasia, you can add quizzes, interactivity, audio tracks, title slides, transitions, animations, and much more to your videos. The software is both an excellent screencast tool and video editor. [Download a free trial](#) and view our [tutorials](#) to help get you started.

Add Content to Your Library

After [creating your account](#), you will be taken to your Library.

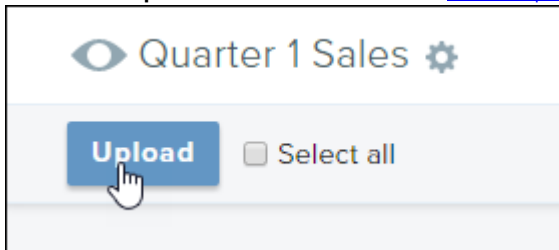
From the library you can:

- [Upload content](#)
- [Create folders](#)
- [Create playlists](#)
- [Move content to a folder or playlist](#)

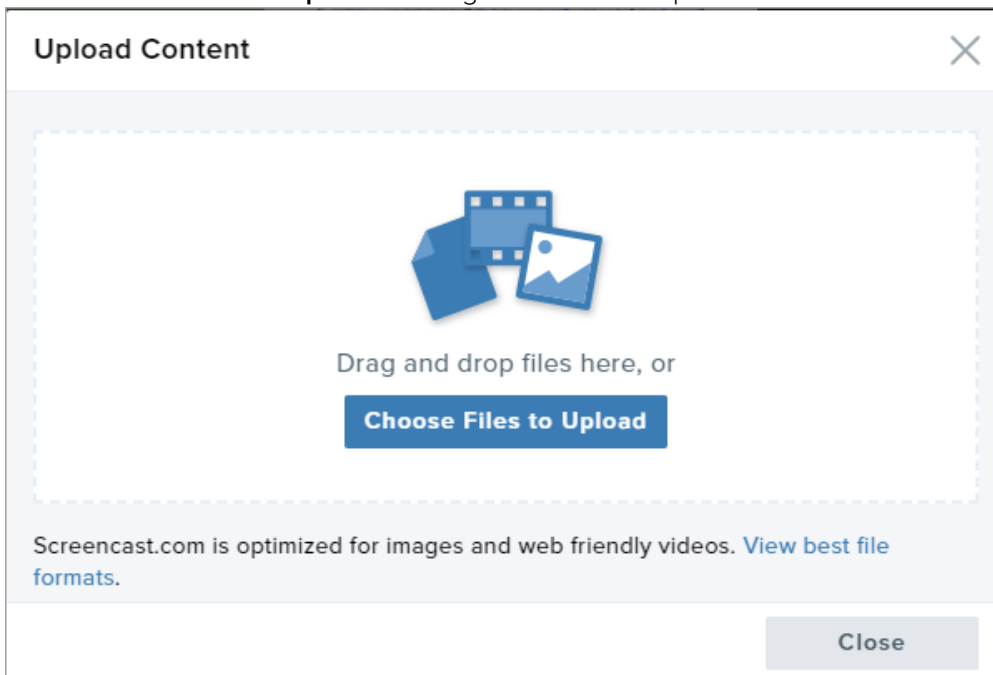
A great way to add content to your library is to [use Snagit or Camtasia to upload images and videos](#).

Upload Content

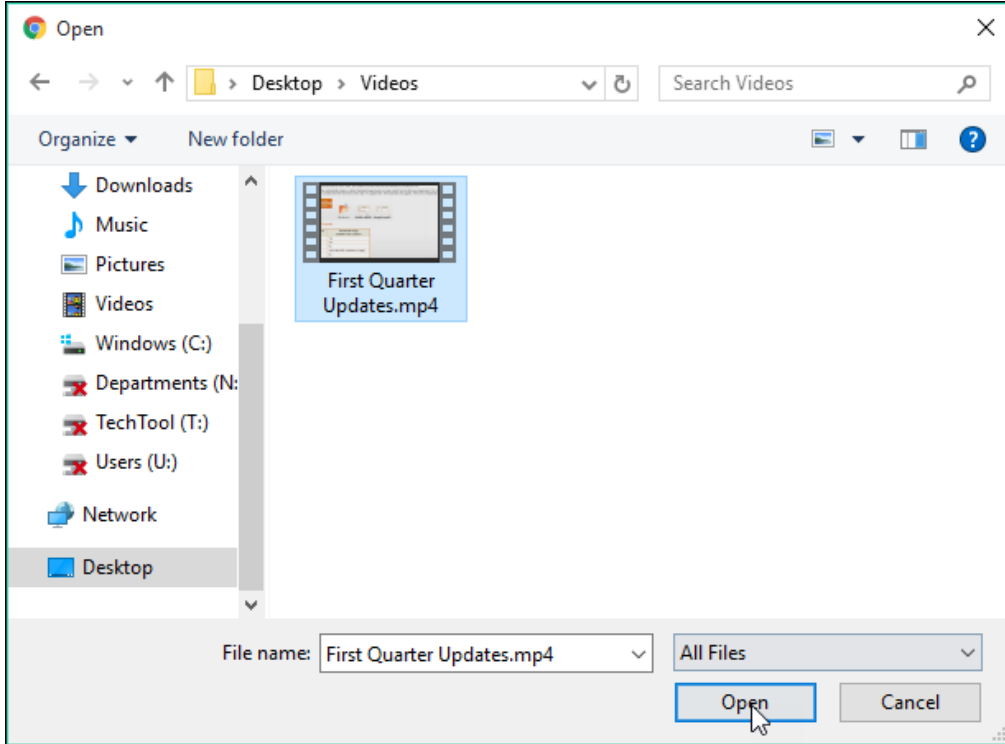
1. Click the **Upload** button to use the [Web Uploader](#) to add images or videos to your library.



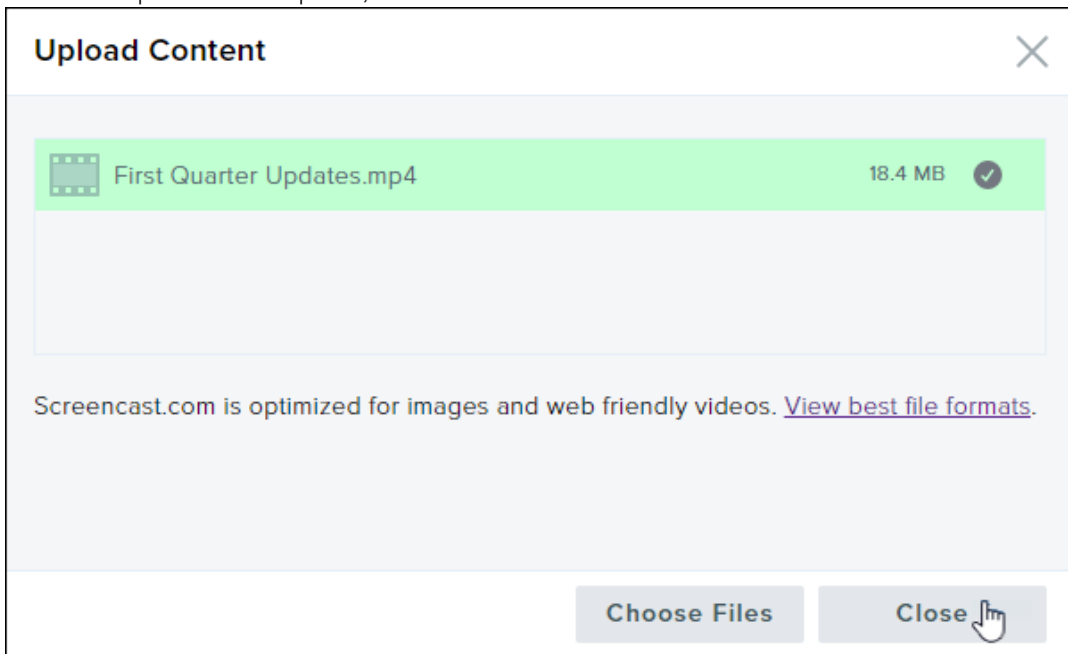
2. Click **Choose Files to Upload** or drag files onto the uploader.



3. Select the file(s) to upload and click **Open**.



4. After the upload is complete, click the **Close** button.



Now that you have content in your library, [try sharing it](#) with others.

Related Articles

- [Recommended File Formats for Sharing Content](#)
- [Create a Folder](#)
- [Working With Playlists](#)
- [Share a Single Media File](#)
- [Use the Web Uploader](#)

Create an Account

Get started with a free account. A valid email address is required to create an account. If you need more storage or bandwidth, upgrade to a [Pro account](#).

Create a Free Account

1. Go to [Screencast.com](#) and click **Create Free Account**.
2. Click **Sign up**.
3. Enter your email address and a password for your account or sign up with a Google account.
4. Click **Create Account** to complete the process.

You are now logged in and can begin to [add content to your library](#).

Related Articles

- [Add Content to Your Library](#)
- [Recommended File Formats for Sharing Content](#)
- [Share a Single Media File](#)
- [Upload Content From Snagit or Camtasia](#)

Recommended File Formats for Sharing Content

Viewing Content on Screencast

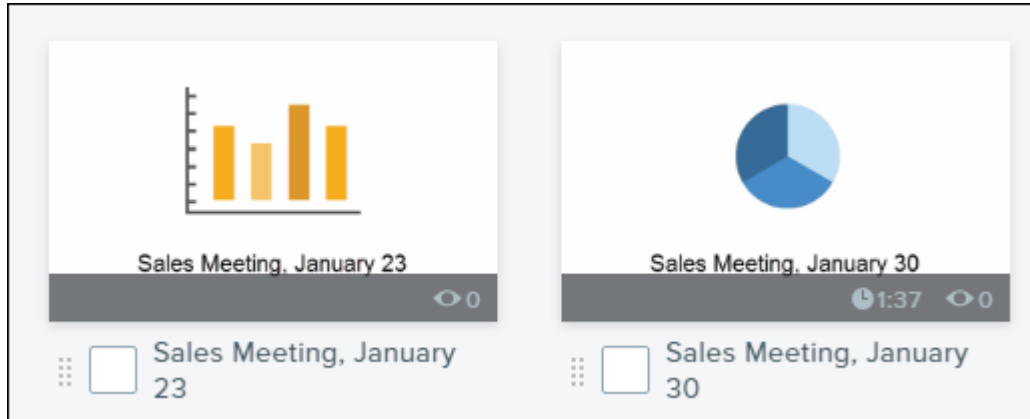
You can upload the following file formats to view or play directly on the View Page:

- **Supported Video File Formats:** MP4
- **Supported Image File Formats:** JPG, PNG, GIF

To open or view other file formats, viewers must download the file first. Screencast supports uploading the following file formats as attachments to download:

- **Document and Text Files:** CSV, PDF, RTF, TXT, XML
- **Microsoft Office Suite Files:** DOC, DOCX, PPT, PPTX, XLS, XLSX, XLSB

Supported video and image file formats display a thumbnail in the library. You can change the content thumbnail which also appear as the first frame in a video.



Embedding Content on Other Websites

Screencast provides an embed code to host content on a website or blog. The embed code is only available for the following file formats:

- **Supported Video File Formats:** MP4
- **Supported Image File Formats:** JPG, PNG, GIF

To display the content on a website or blog, copy the HTML embed code located in the [Share dialog](#) and paste the embed code into the website's source code.

Share

Share URL

Copy

Embed Code

```
<!-- copy and paste. Modify height and width if desired. --><iframe class="embeddedObject" name="embedded_content" scrolling="no" frameborder="0" type="text/html" style="overflow:hidden;" src="https://www.screencast.com/users/Rachel/folders/Snagit/media/c2de66f1-bcbb-
```

1438px X 967px **Reset** **Copy**

Email

Send an email to invite people to view your content.

Send Email Invitation

Close

Related Articles

- [Share Your Content](#)
- [Create a Custom View Page](#)

Browser Requirements

Screencast Classic supports the latest version of the following:

- Chrome
- Firefox
- Microsoft Edge Browser
- Safari
- Adobe Flash Player

Additionally, your browser should have JavaScript enabled.

Ways to Upload Content

There are several ways to upload content to Screencast Classic:

- Upload content from the library using the [Web Uploader](#).
- Upload content directly from [Snagit and Camtasia](#).

Content uploaded to Screencast Classic is not compressed or re-encoded. However, your content may be resized within the View Page in order to provide the best viewing experience. If your content has been resized, clicking on the media will display it at full size.

Related Articles

- [Storage and Bandwidth Limits](#)
- [Share a Single Media File](#)
- [Move Content](#)

Upload Content From Snagit or Camtasia

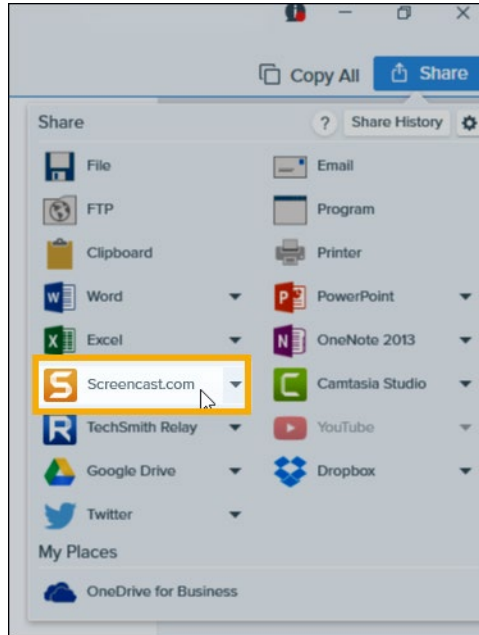
If you use [Snagit](#) or [Camtasia](#), Screencast makes it easy to share your media created with these applications.

Sharing From Snagit

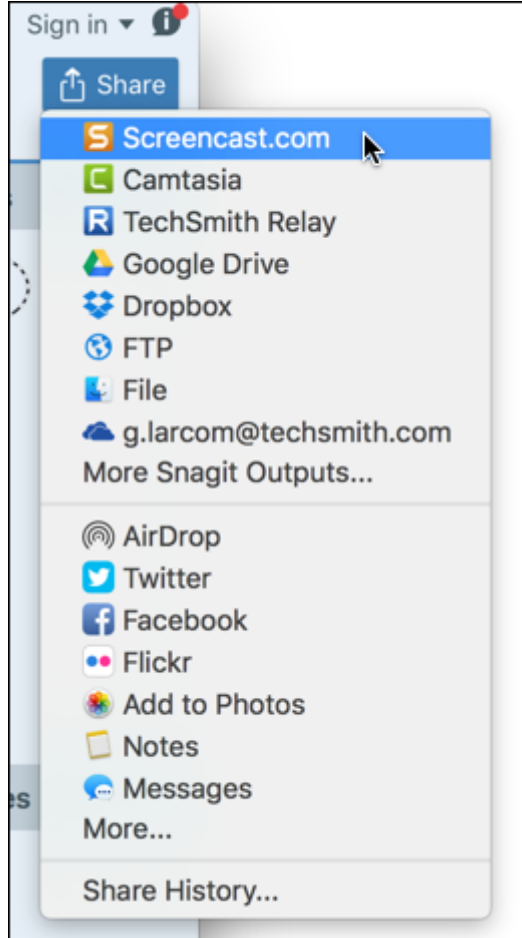
If you are not currently logged into your TechSmith account in Snagit, sign in or create an account. See [About TechSmith Accounts](#).

1. In Snagit Editor, select the media to upload to Screencast Classic.
2. Click the **Share** button in Snagit and select **Screencast**.

- On Windows

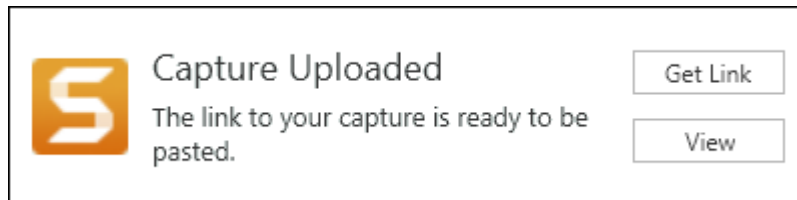


- On Mac

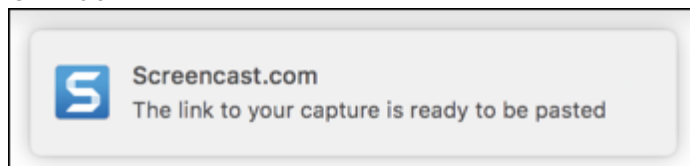


3. Snagit uploads your media to Screencast Classic and copies a link to your clipboard. A notification appears on your screen when the media has successfully uploaded to Screencast Classic.

- On Windows

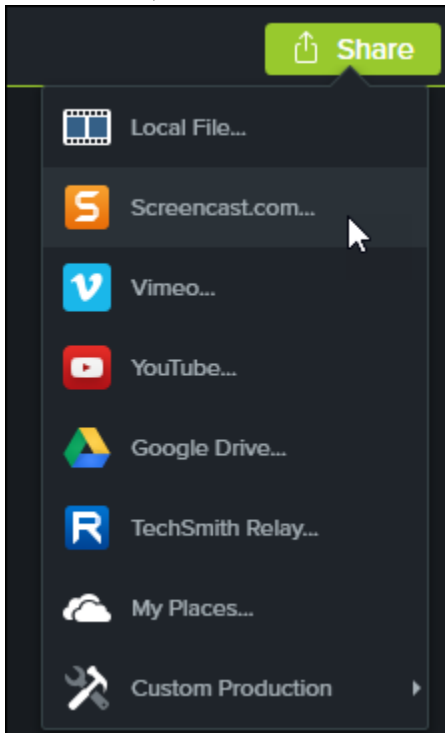


- On Mac



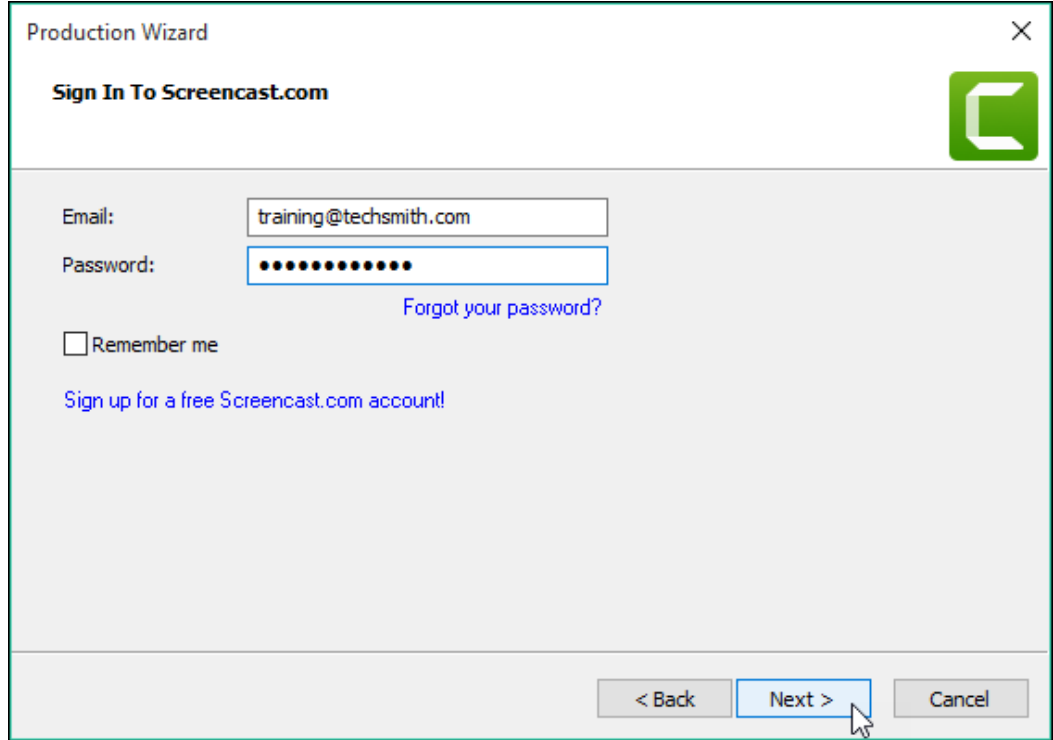
Sharing From Camtasia

1. In Camtasia, click the **Share** button and select **Screencast**.

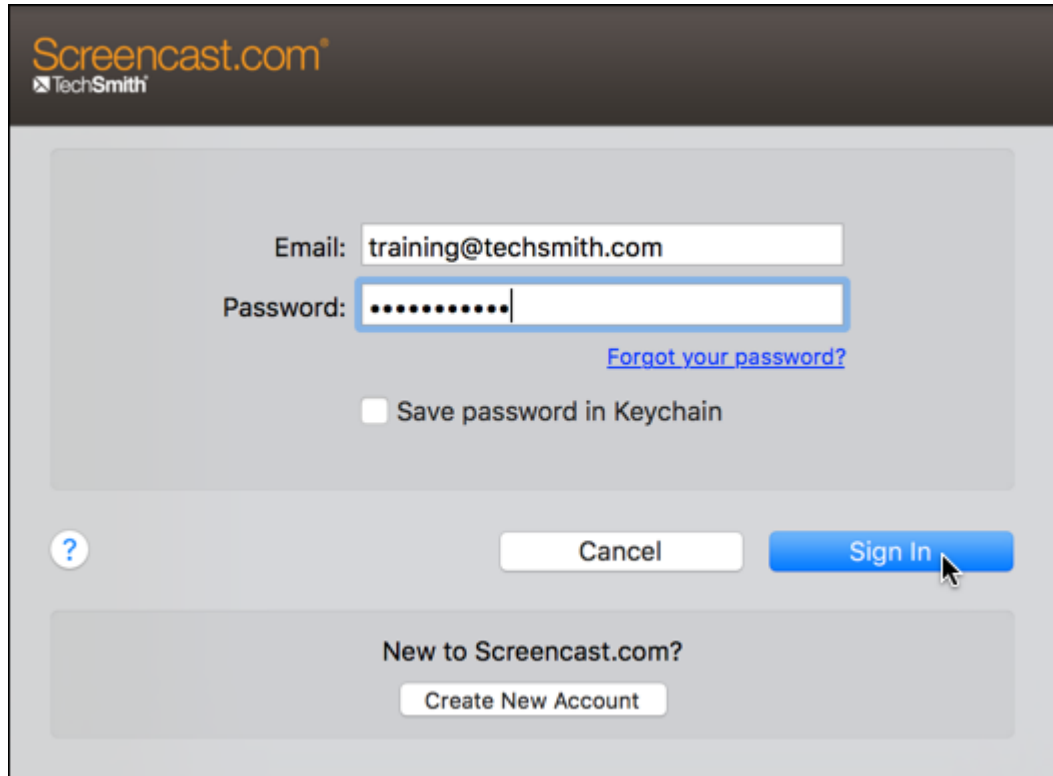


2. Sign in and follow the steps in the Screencast share dialogs to send your video to Screencast.com.

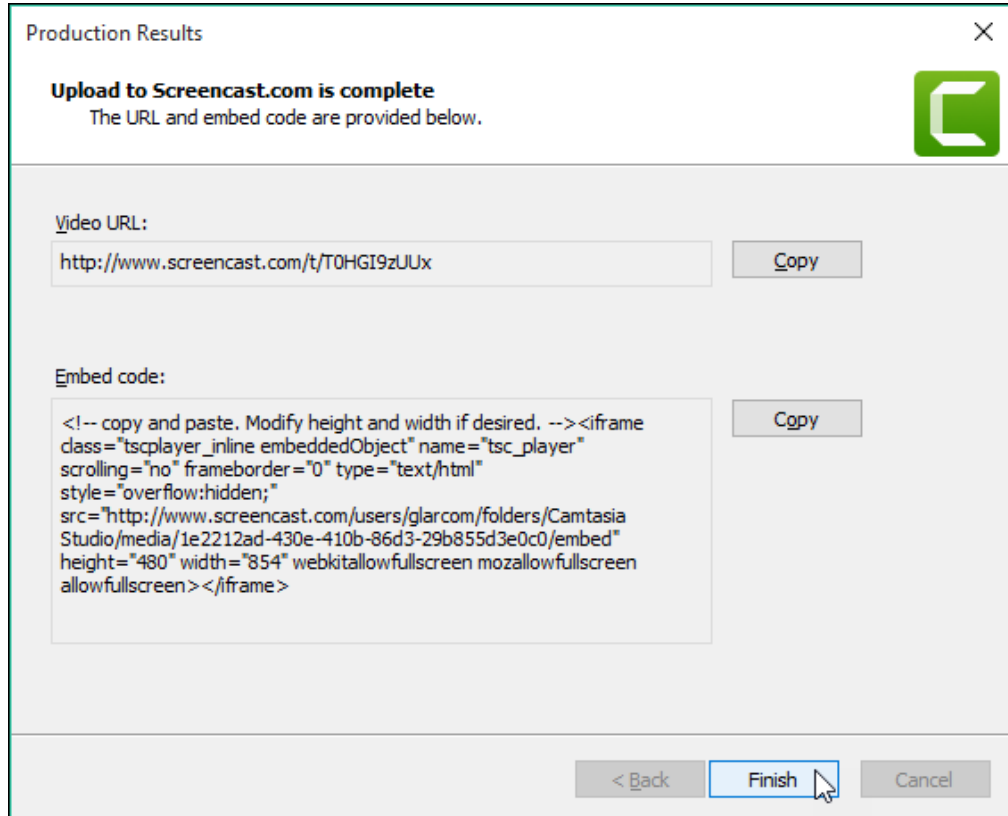
- o On Windows



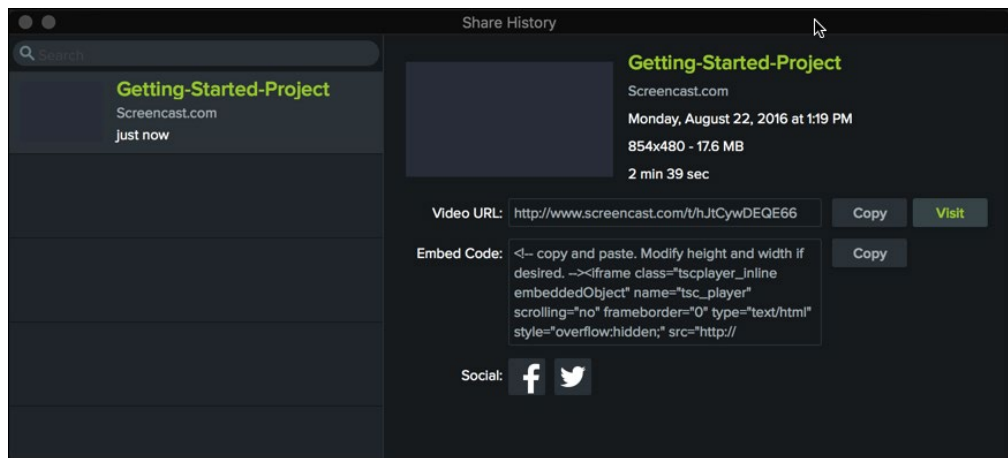
- o On Mac



3. After uploading your video to Screencast Classic, Camtasia opens the link in a web browser preview and provides a confirmation dialog with a shareable link and embed code.
 - o On Windows



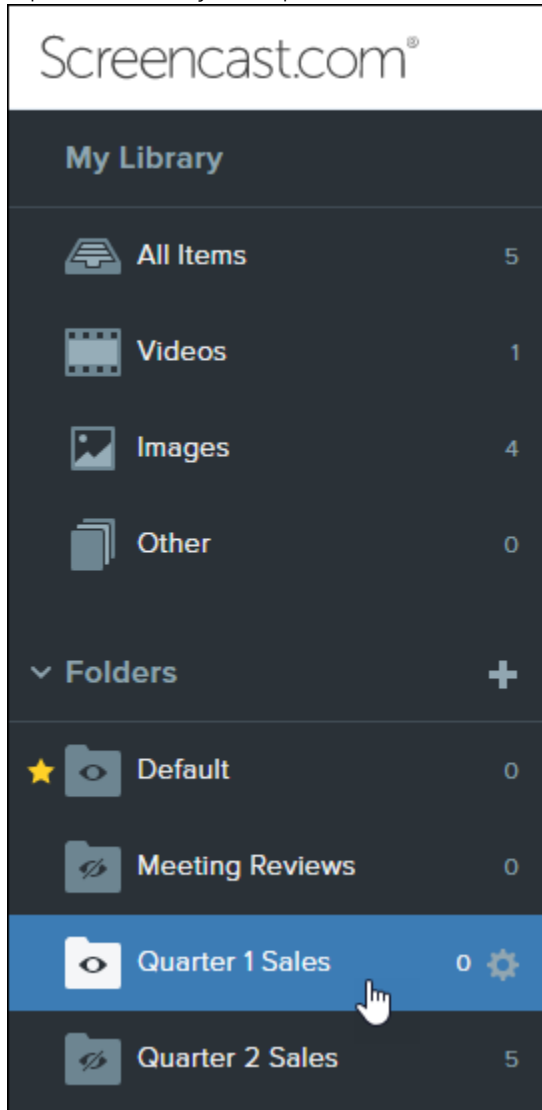
- o On Mac



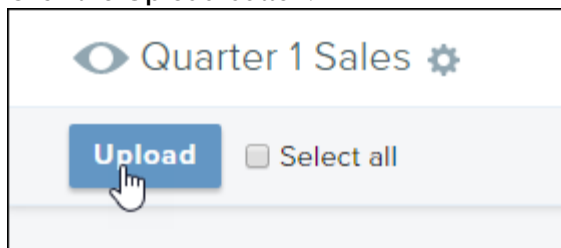
Use the Web Uploader

The Web Uploader allows you to upload files to your Screencast Classic library or a specific folder from your computer.

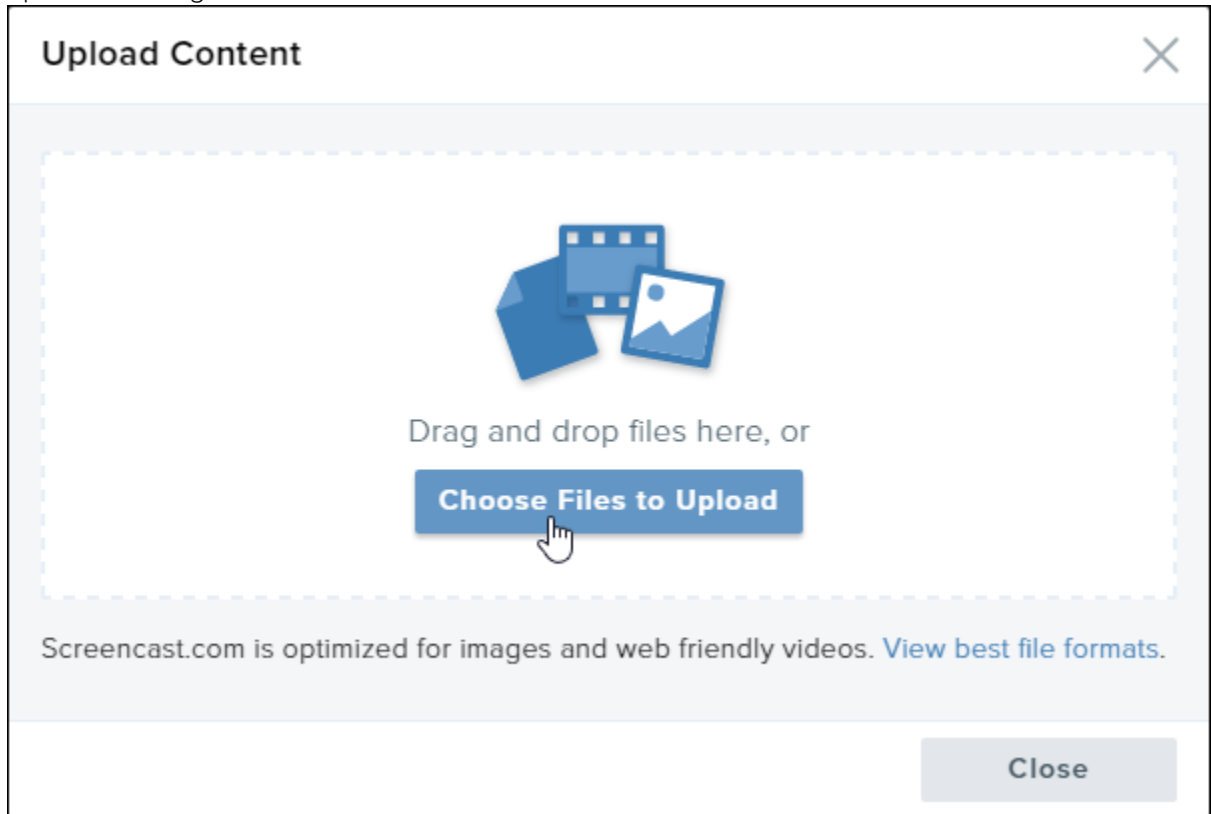
1. Open the library. To upload files into a folder, click to open the desired folder.



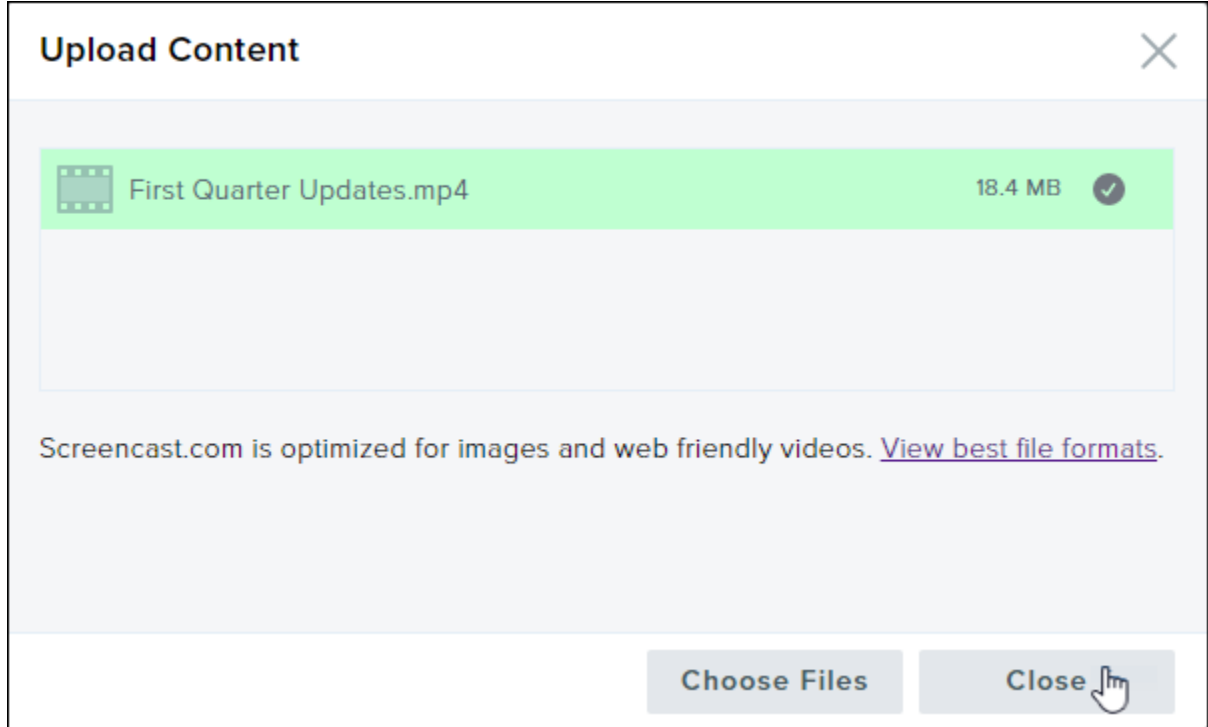
2. Click the **Upload** button.



3. The Upload Content dialog appears. Click **Choose Files to Upload** or drag files onto the uploader dialog.



4. After the upload is complete, click the **Close** button.



Related Articles

- [Share a Single Media File](#)
- [Upload Content From Snagit or Camtasia](#)

Take Screenshots or Record Video in TechSmith Capture

Quickly capture anything on your screen with the [TechSmith Capture](#). Continue with the following topics to learn how to take a screenshot or record a video to share to Screencast:

- [Capture an Image](#)
- [Record a Video](#)

Share a Folder or Playlist

Folders and playlists allow you to organize and share content as a group.

When sharing a folder or a playlist, you can:

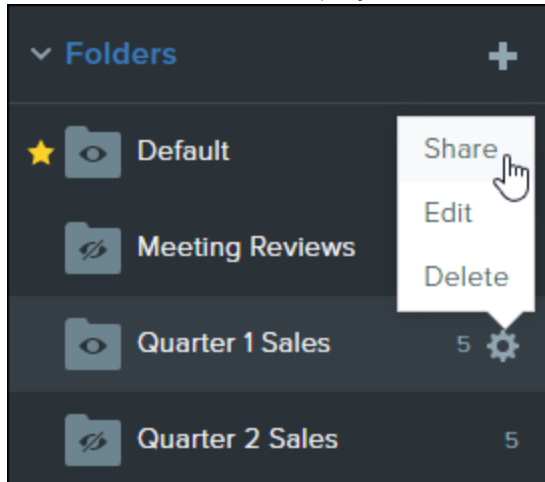
- Share a direct URL

- Embed a MediaRoll in a webpage
- Share a subscription link for an RSS feed

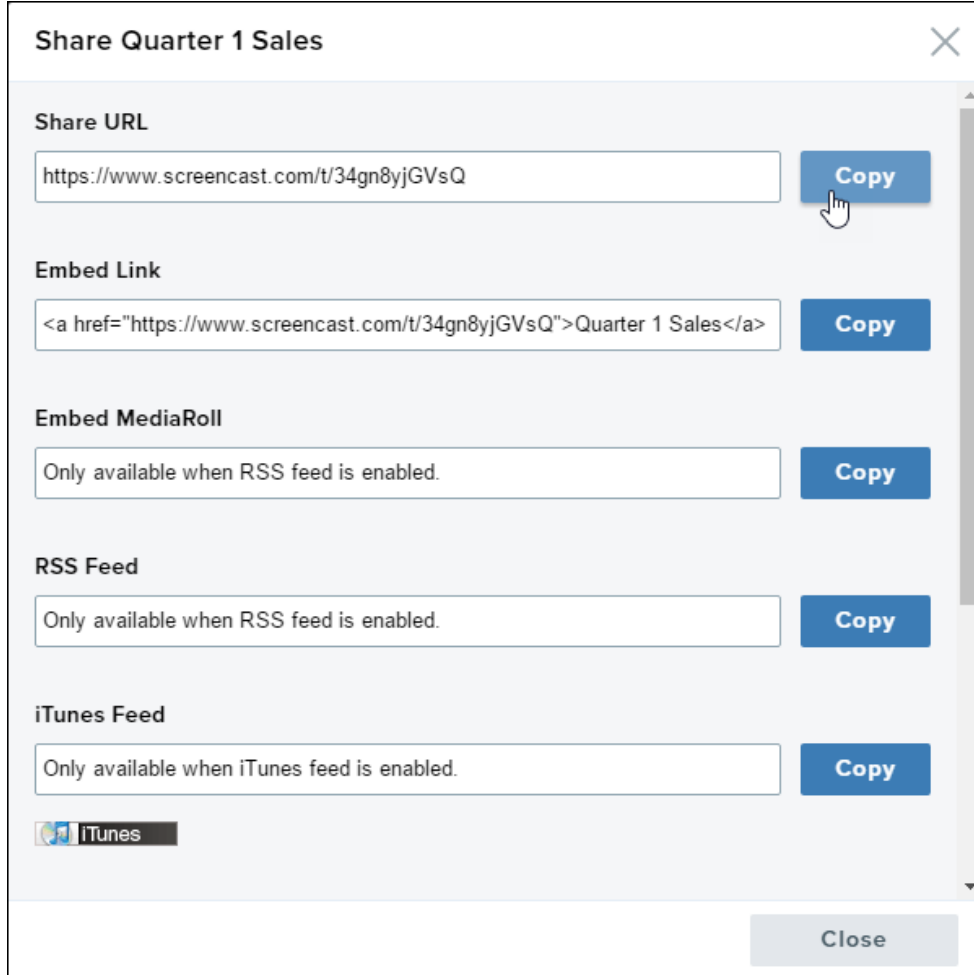
Consider Content Privacy Levels Before Sharing

Before sharing your content, consider who you want to be able to view it and set the appropriate [privacy level](#).

1. Hover over the folder or playlist in the sidebar. Click the gear icon and choose **Share**.



2. Click **Copy** next to the desired share option.



3. Paste the code into an email, instant message, or webpage to share with others.

Related Articles

- [Share a Single Media File](#)
- [Using Folder and Playlist RSS Feeds](#)
- [Embed a Folder or Playlist in a Web Page](#)
- [Content Privacy Levels](#)

Share a Single Media File

With Screencast Classic you can share an individual file, an entire folder, or a playlist consisting of content from different folders.

Content can be shared by:

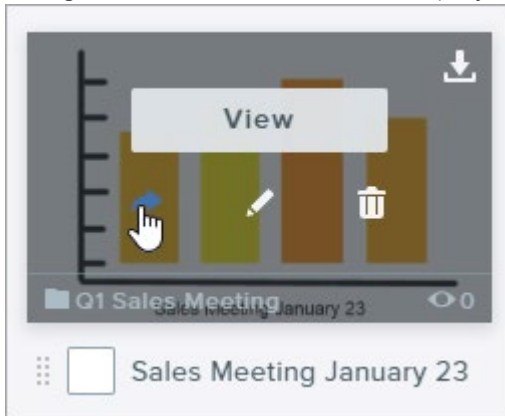
- Copying and pasting the URL.
- Embedding the content in a blog or webpage.
- Sending an email invitation that contains a link to the content.

Consider Content Privacy Levels Before Sharing

Remember to set the [privacy level](#) based on your audience for the shared content.

Share Content from Your Library

1. Navigate to the content, folder, or playlist to share. Click the **Share** icon.

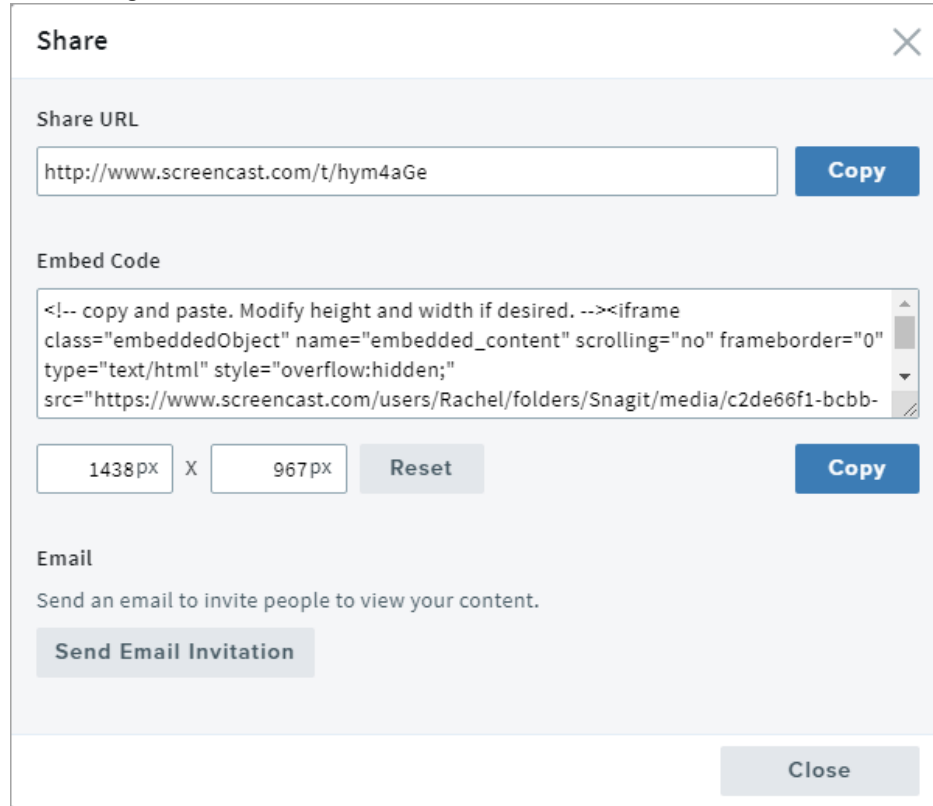


2. The Share dialog appears. Select a share option:

- **Share URL:** Click the **Copy** button to copy the URL to the clipboard to paste into an email, instant message, or another location.
- **Embed Code:** Click the **Copy** button to copy the embed code to the clipboard to paste into the source code of a website or blog.

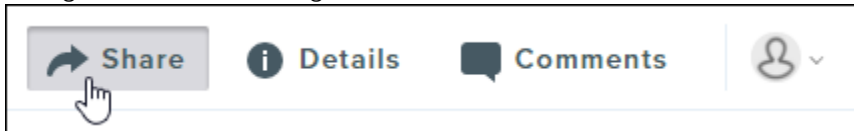
The embed code is only available for the following file formats: .mp4, .jpg, .png, .bmp, and .gif.

- **Send Email Invitation:** Click the **Send Email Invitation** button to send an email containing the URL to view the content.



Share Content from the View Page

1. Navigate to the View Page of the content to share and click the **Share** button.



2. The Share dialog appears. Select a share option:

- **Share URL:** Click the **Copy** button to copy the URL to the clipboard to paste into an email, instant message, or another location.
- **Embed Code:** Click the **Copy** button to copy the embed code to the clipboard to paste into the source code of a website or blog.

The embed code is only available for the following file formats: .mp4, .jpg, .png, .bmp, and .gif.

- **Send Email Invitation:** Click the **Send Email Invitation** button to send an email containing the URL to view the content.

Share [Close]

Share URL

http://www.screencast.com/t/hym4aGe [Copy]

Embed Code

```
<!-- copy and paste. Modify height and width if desired. --><iframe class="embeddedObject" name="embedded_content" scrolling="no" frameborder="0" type="text/html" style="overflow:hidden;" src="https://www.screencast.com/users/Rachel/folders/Snagit/media/c2de66f1-bcbb-
```

1438px X 967px [Reset] [Copy]

Email

Send an email to invite people to view your content.

[Send Email Invitation]

[Close]

Related Articles

- [Content Privacy Levels](#)
- [Share a Folder or Playlist](#)
- [Storage and Bandwidth](#)
- [Create a Folder](#)
- [Working With Playlists](#)

Using Folder and Playlist RSS Feeds

Rich Site Summary (RSS) is a web feed format used to publish frequently updated content such as blog entries, news headlines, and podcasts. Recipients subscribe to the feed by adding the URL to an RSS aggregator and then receive updates when new content is published.

RSS feeds can be created and shared for public folders, public playlists, and hidden playlists on Screencast Classic. After enabling a folder or playlist RSS feed, you can share the URL with recipients or they can go to the folder or playlist and copy the RSS URL.

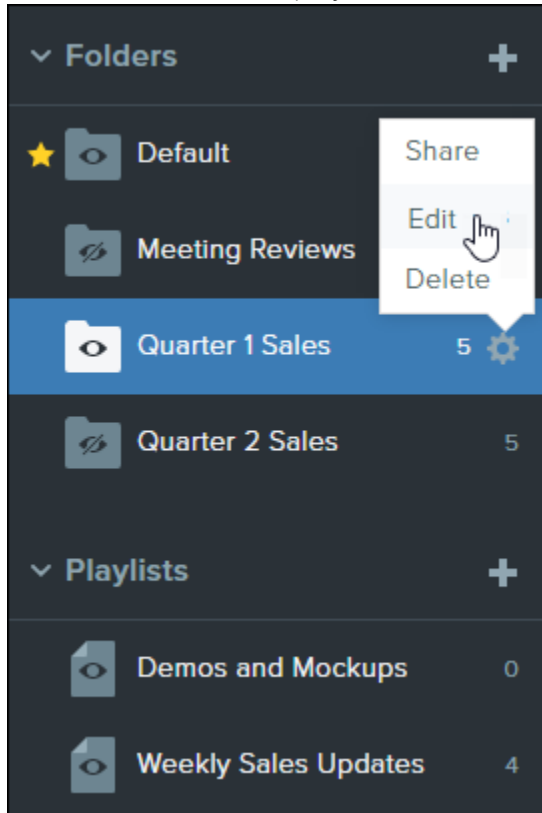
This article explains how to:

- [Enable RSS Feeds](#)
- [Share an RSS Feed](#)
- [Subscribe to an RSS Feed](#)

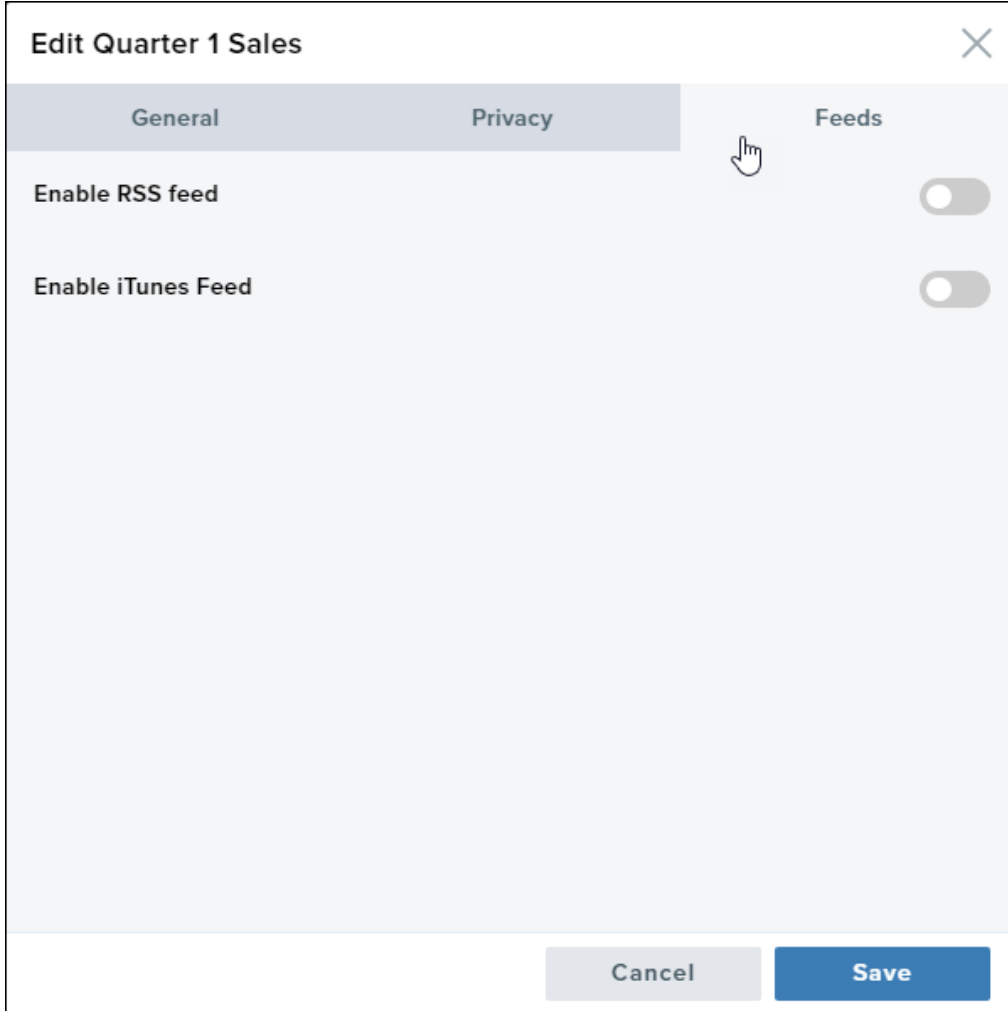
Enable a Folder or Playlist RSS Feed

To enable RSS feeds, folder privacy must be set to public. For playlists, privacy must be set to public or hidden. Learn how to [change content privacy levels](#).

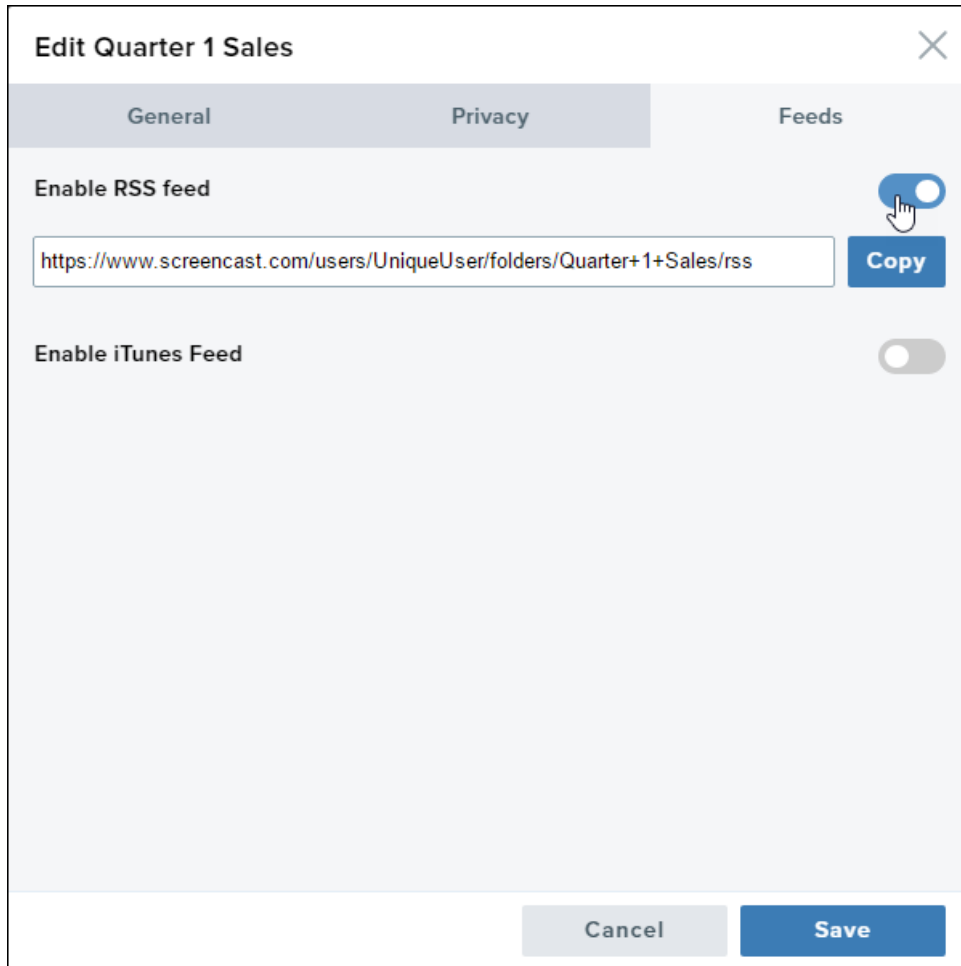
1. Hover over a folder or playlist in the list, click the gear icon, and choose **Edit**.



2. In the Edit folder dialog, click the **Feeds** tab.



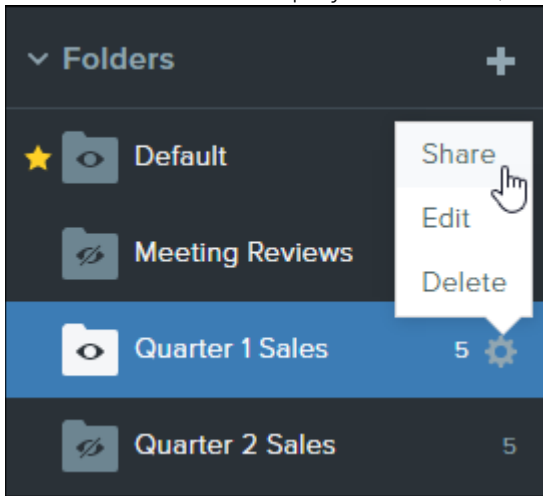
3. Click the **Enable RSS Feed** and/or the **Enable iTunes Feed** switches to toggle the feeds on or off.



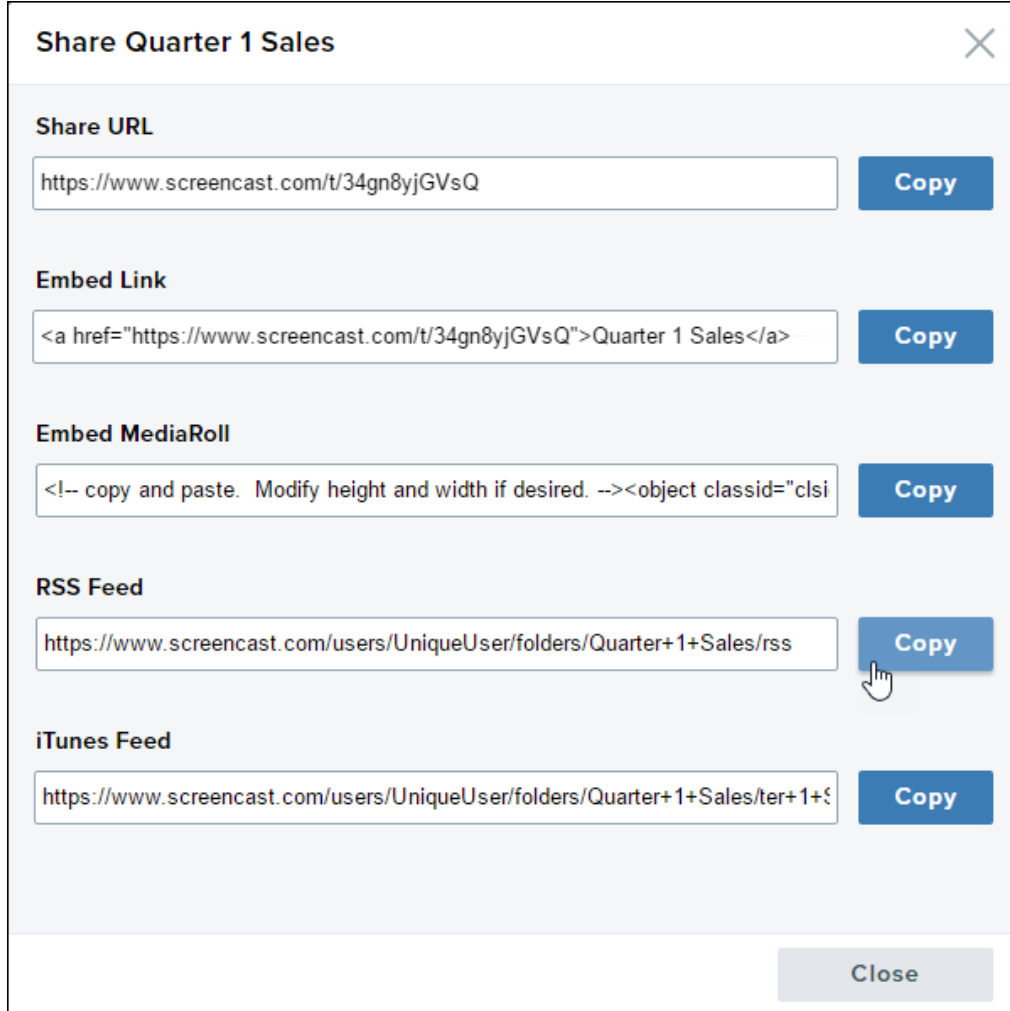
4. Click **Save**.

Share an RSS Feed URL

1. Hover over a folder or playlist in the list, click the gear icon, and choose **Share**.



2. In the Share dialog click **Copy** next to the RSS Feed or iTunes Feed URL.



3. Paste the URL into an email or instant message to share with others.

Subscribe to a Folder or Playlist RSS Feed

1. Navigate to the folder or playlist and click the **Share** button.



2. Click **Copy** for the RSS or iTunes feed option and paste the URL into the RSS aggregator of your choice.

Share Quarter 1 Sales ✕

Share URL

Copy

Embed Link

Copy

Embed MediaRoll

Copy

RSS Feed

Copy

iTunes Feed

Copy

Close

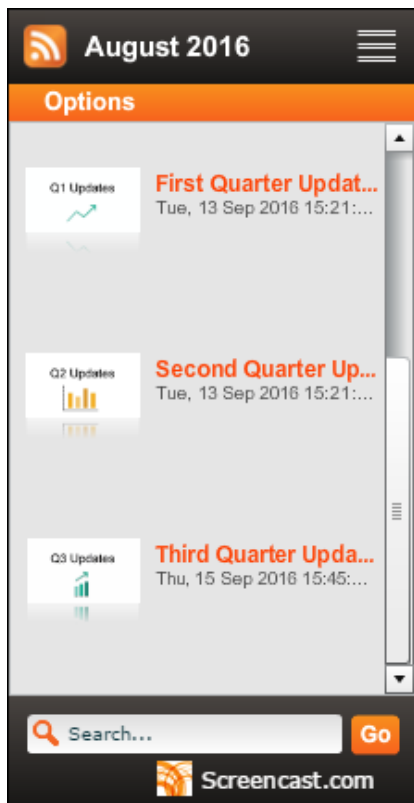
Related Articles

- [Content Privacy Levels](#)
- [Embed a Folder or Playlist in a Webpage](#)
- [Move Content](#)

Embed a Folder or Playlist in a Web Page

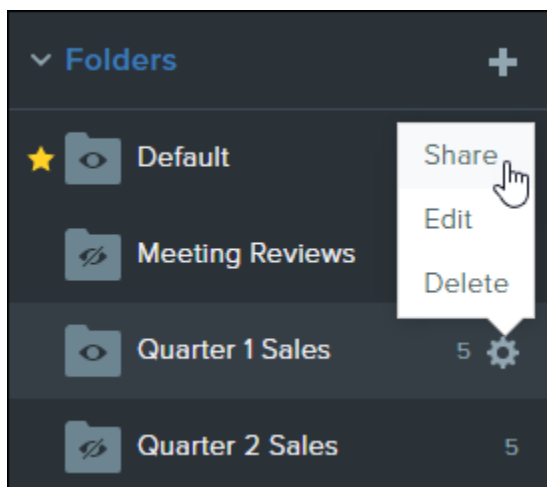
Embed a folder or playlist on a webpage using the MediaRoll. The MediaRoll is an embedded widget that uses an RSS feed to display the contents of a folder or playlist on a webpage or blog. Anytime content is added to the folder or playlist, it is displayed in the MediaRoll.

Screencast Classic generates the HTML embed code for the MediaRoll for you to copy and paste into a blog or webpage. The image below shows an example of how the MediaRoll displays to viewers.



Before embedding a folder or playlist MediaRoll, make sure that the [RSS feed is enabled](#).

1. Hover over a folder or playlist in the list, click the gear icon, and choose **Share**.



2. Click **Copy** for the Embed MediaRoll code snippet. The code is copied to the clipboard.

Share Quarter 1 Sales [X]

Share URL
 Copy

Embed Link
 Copy

Embed MediaRoll
 Copy

RSS Feed
 Copy

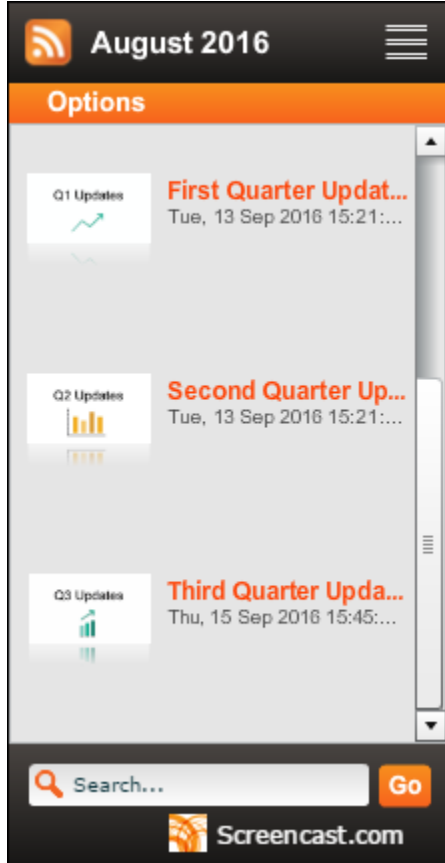
iTunes Feed
 Copy

iTunes

Close

3. Paste the code into a compatible blog or webpage.
The image below shows how the MediaRoll appears to viewers. When viewers click an

item in the MediaRoll, the content opens on Screencast Classic.



Related Articles

- [Using Folder and Playlist RSS Feeds](#)
- [Content Privacy Levels](#)

Storage and Bandwidth Limits

Storage and bandwidth are two important things to keep in mind as you use Screencast Classic.

Storage is the total amount of data you can have on Screencast Classic at a given time. Each file you upload uses a portion of your storage limit. If a file is deleted, its portion of your storage limit is free once again. Free accounts have 2 GB of storage space and Pro accounts have 30 GB.

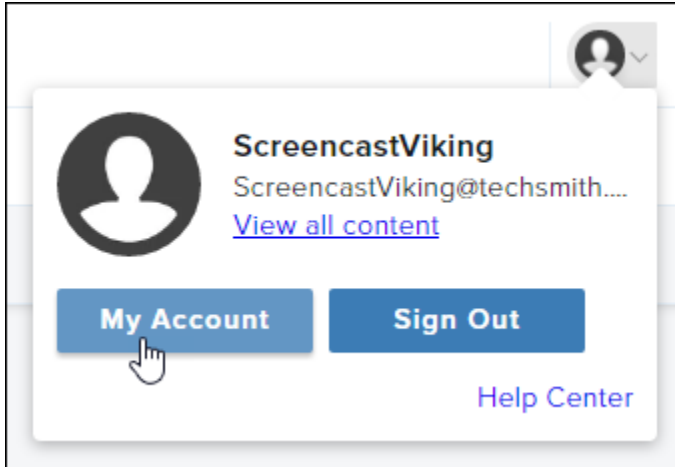
Bandwidth is how data transferred over the internet is measured. Viewing a 13 MB file requires the transfer or download of 13 MB of data. If that file is downloaded or viewed twice, then 26 MB of data is used. Files that are partially downloaded, like when only half a video is viewed, only use up the approximate proportion of data that was actually downloaded/viewed. On Screencast Classic, the amount of total bandwidth you have is dependent on whether you have a Free (2 GB) or a Pro

(240 GB) account. If you need more bandwidth, [upgrade to a Pro account](#). Your transfer bandwidth is reset to 0% used each month based on the day you purchased your Pro account or signed up for your free account.

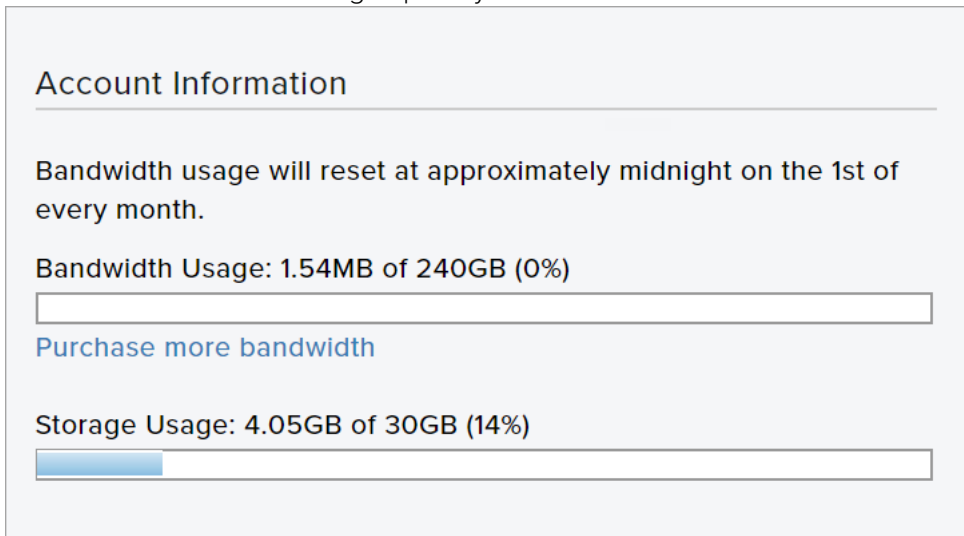
Content downloads and content views use bandwidth.

View Your Storage and Bandwidth

1. Sign in to your account and then click **My Account** in the account widget.



2. In the Account Information section, view the amount of bandwidth used in the current month and how much storage space you have left.



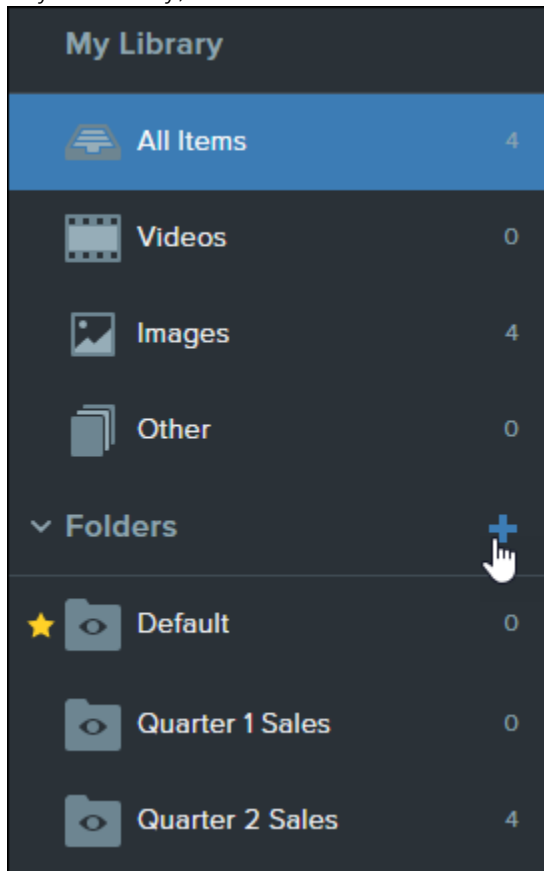
3. If you require more storage space or bandwidth, upgrade to a [Pro Account](#).

Create a Folder

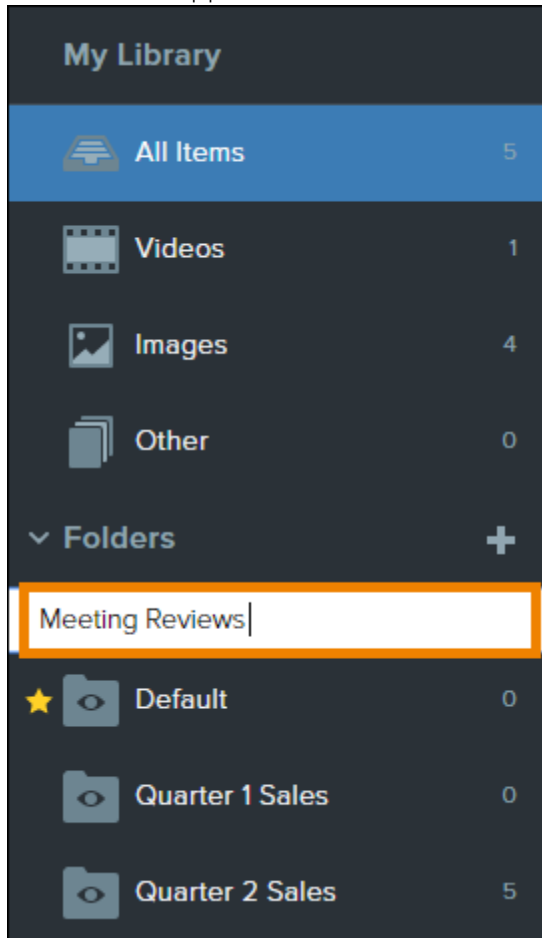
You can add folders to organize your content in the library on Screencast Classic.

Content can only exist in one folder at a time. To share content stored in different folders as one group, see [Working With Playlists](#).

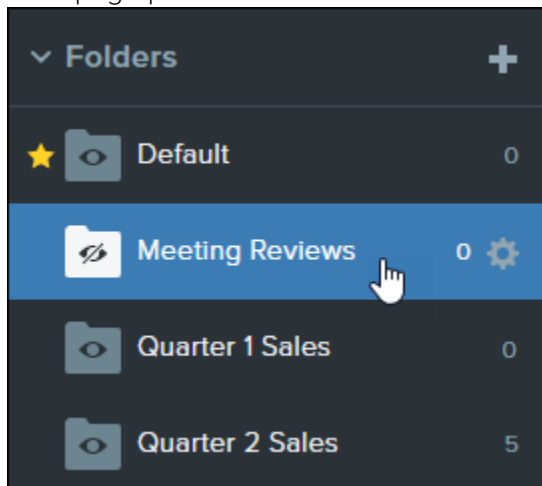
1. In your library, click the **Add Folder** button.



2. A new folder appears. Enter a folder name by typing in the field and then press **Enter**.

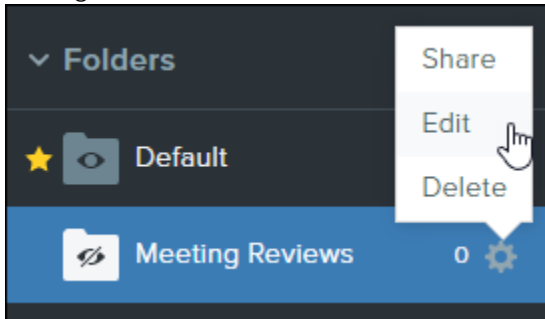


3. The folder is added to the Folders list in alphabetical order. Click the folder to open it in the main page panel.

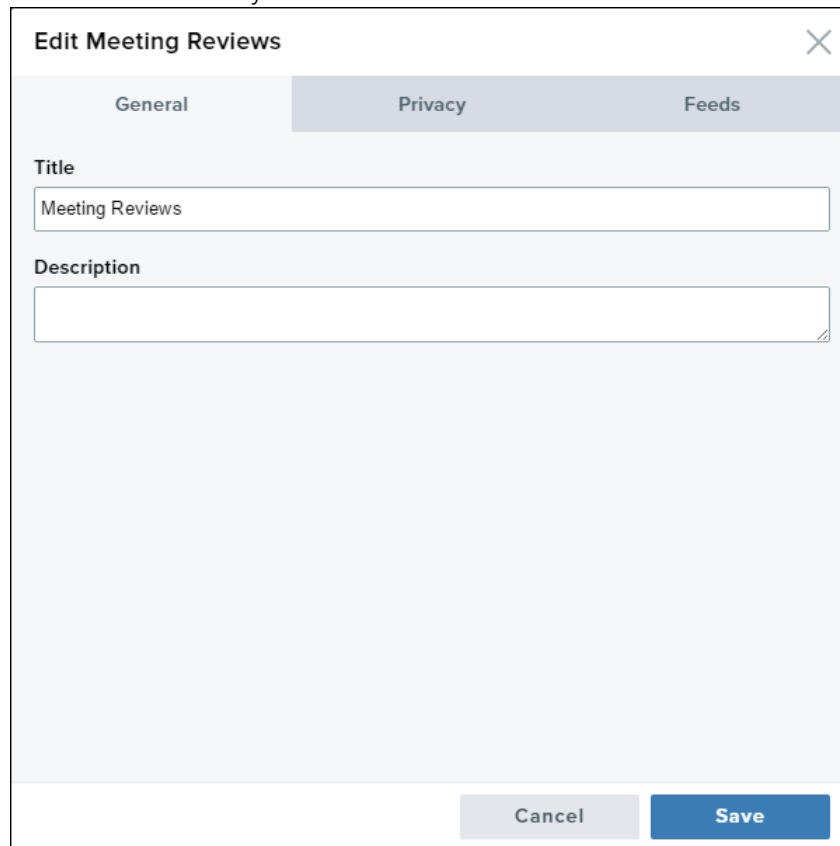


Edit Folder Settings

1. Hover over the folder in the list. Click the gear icon and choose **Edit** to display the folder settings.



2. The Edit folder dialog opens and allows you to manage folder settings including:
 - o Title and description
 - o Privacy level
 - o RSS feed availability

A screenshot of the 'Edit Meeting Reviews' dialog box. The dialog has a title bar with a close button (X) on the right. Below the title bar are three tabs: 'General', 'Privacy', and 'Feeds'. The 'General' tab is selected. The 'Title' field contains the text 'Meeting Reviews'. The 'Description' field is empty. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

3. After making the desired changes, click **Save**.

Related Articles

- [Content Naming Conventions](#)

- [Content Privacy Levels](#)
- [Working With Playlists](#)
- [Move Content](#)

Working With Playlists

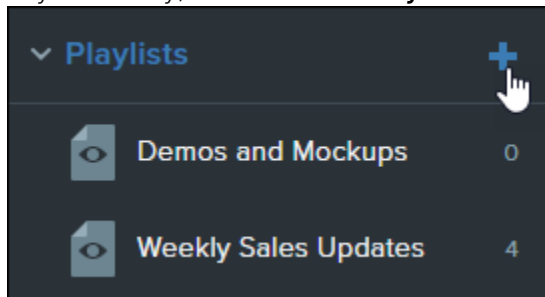
Create a playlist to share content located in different folders or in your library as a single group. Enable playlist RSS feeds to allow viewers to subscribe and receive notifications when new content is available.

This article covers how to:

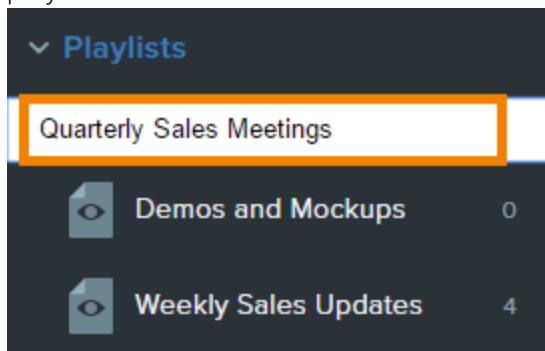
- [Create a playlist](#)
- [Edit playlist settings](#)
- [Add content to a playlist](#)

Create a Playlist

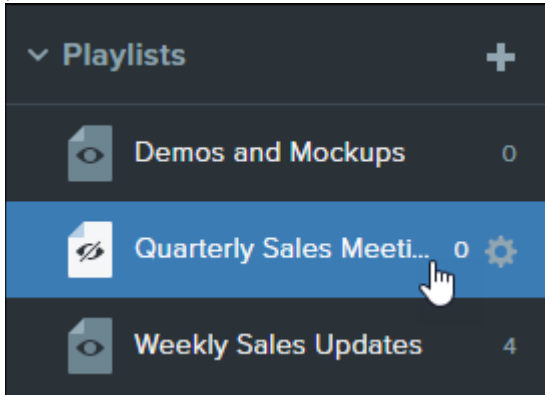
1. In your library, click the **Add Playlist** button.



2. Enter a playlist name by typing in the field and then press **Enter** to finish creating the playlist.

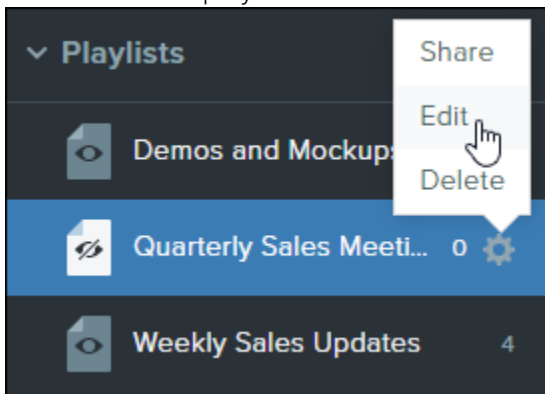


3. The playlist is added to the list in alphabetical order. Click the playlist to open it in the main panel.



Edit Playlist Settings

1. Hover over the playlist in the sidebar menu. Click the gear icon and choose **Edit**.



2. The Edit playlist dialog opens and allows you to manage folder settings including:
 - o Title and description
 - o Privacy level

- RSS feed availability

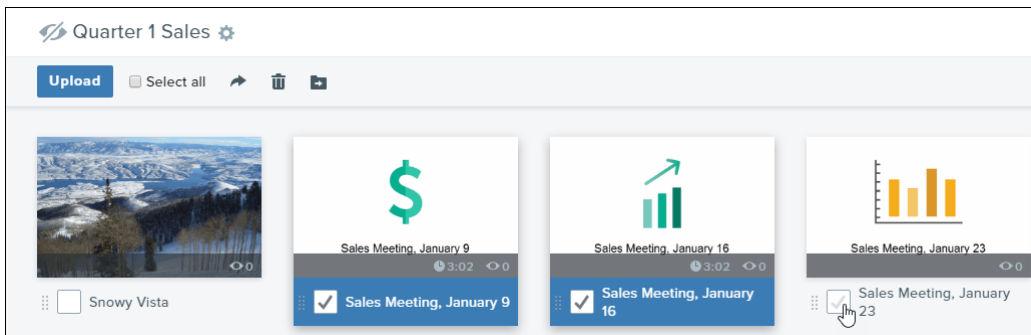
The screenshot shows a dialog box titled "Edit Quarterly Sales Meetings" with a close button (X) in the top right corner. The dialog has three tabs: "General", "Privacy", and "Feeds". The "Privacy" tab is currently selected. Under the "Title" label, there is a text input field containing "Quarterly Sales Meetings". Under the "Description" label, there is a larger text area that is currently empty. At the bottom of the dialog, there are two buttons: "Cancel" and "Save".

3. After making the desired changes, click **Save**.

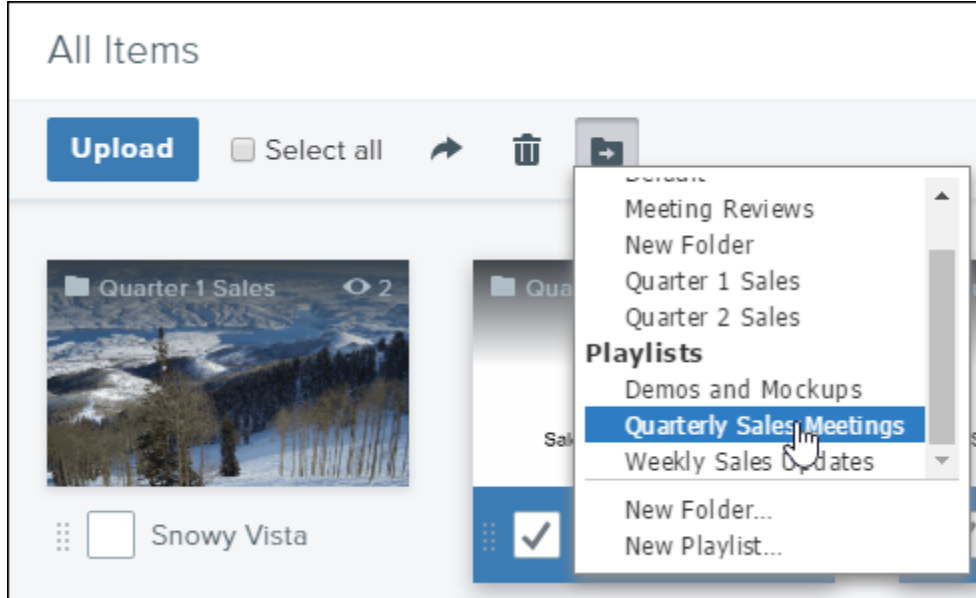
Add Content to a Playlist

After creating a playlist, you can add new content to it any time.

1. Navigate to the video(s), image(s), or other files you would like to add to the playlist, and click the checkbox to select each item.



2. Click the **Move selected content** button and select a playlist to add the content to.



The content is added to the playlist.

Related Articles

- [Manage Folder and Playlist Settings](#)
- [Share a Single Media File](#)
- [Create a Folder](#)
- [Update Content](#)

Manage Folder and Playlist Settings

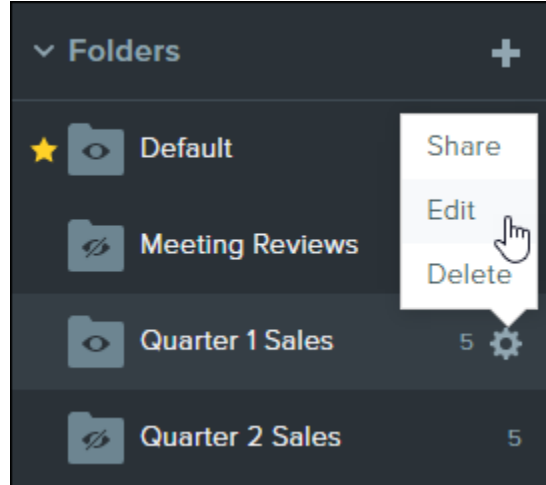
You can customize the following settings for folders and playlists:

- Title
- Description
- Privacy Settings
- Set up a RSS feed

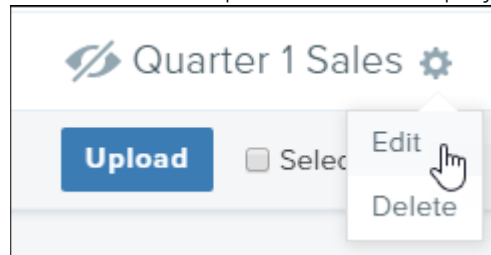
Customize the Folder or Playlist Settings

1. Complete one of the following to open the folder or playlist settings:

- Click the gear icon on a folder or playlist in the sidebar and select **Edit**.



- Double-click to open the folder or playlist. Click the gear icon and select **Edit**.



2. Edit the desired settings and click the **Save** button.

- **General tab:** Change the folder or playlist title and description. Pro Users can select a View Page template or [create a new template](#).
- **Privacy tab:** Select a [privacy level](#) for your folder or playlist.

- **Feeds tab:** [Control RSS feeds](#) for a folder or playlist. RSS feeds enable viewers to subscribe to your content and receive notifications for new content available.

Edit Quarter 1 Sales [Close]

General Privacy **Feeds**

Title
Quarter 1 Sales

Description
Quarter 1 sales meeting recordings will be available here.

Cancel Save

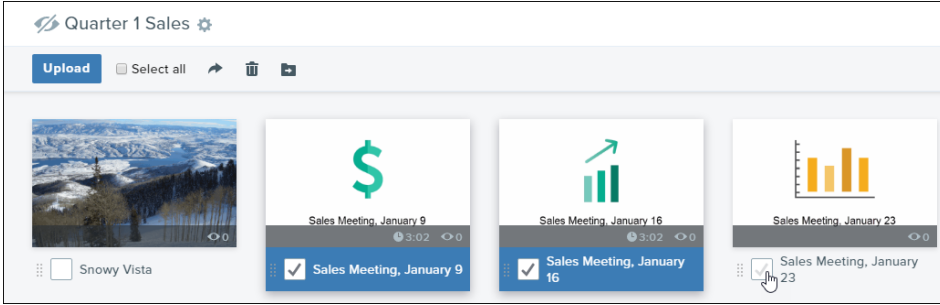
Related Articles

- [Use the Web Uploader](#)
- [Create a Folder](#)
- [Share a Folder or Playlist](#)
- [Share a Single Media File](#)
- [Content Details View](#)

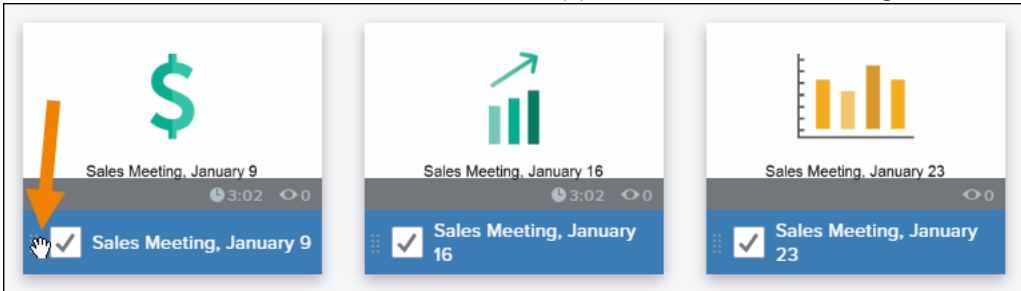
Move Content

Content can easily be moved from one folder to another or from your library to a particular folder. The process shown here can also be used to add content to a [Playlist](#).

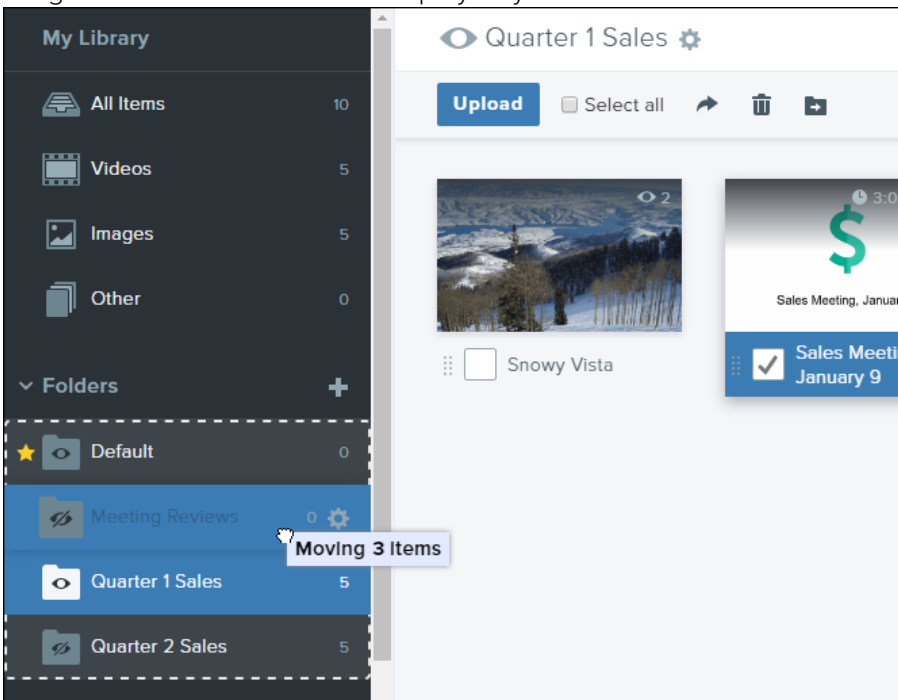
1. Navigate to the content to move. To move multiple items at once, click the checkbox associated with the desired items.



2. Hover over the move icon. When the hand appears, click and hold to grab.



3. Drag the content to the folder or playlist you want to add it to and release it.



The selected files are moved into the new folder or playlist.

Related Articles

- [Create a Folder](#)
- [Update Content](#)

- [Content Details View](#)

Update Content

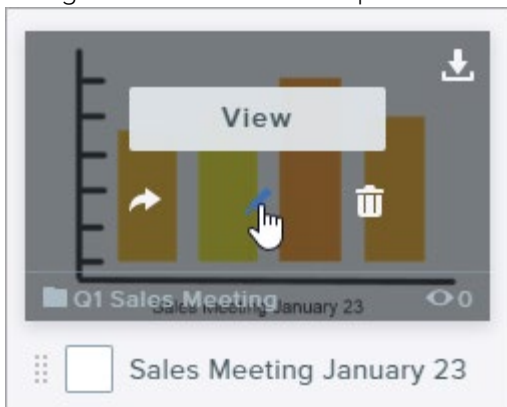
If you have a video, image, or another piece of content that needs to be updated, you can replace the old file with a new one. Replacing the file, as opposed to uploading a new file, allows you to continue to use the same link to direct viewers to your content.

A content file can be replaced from the:

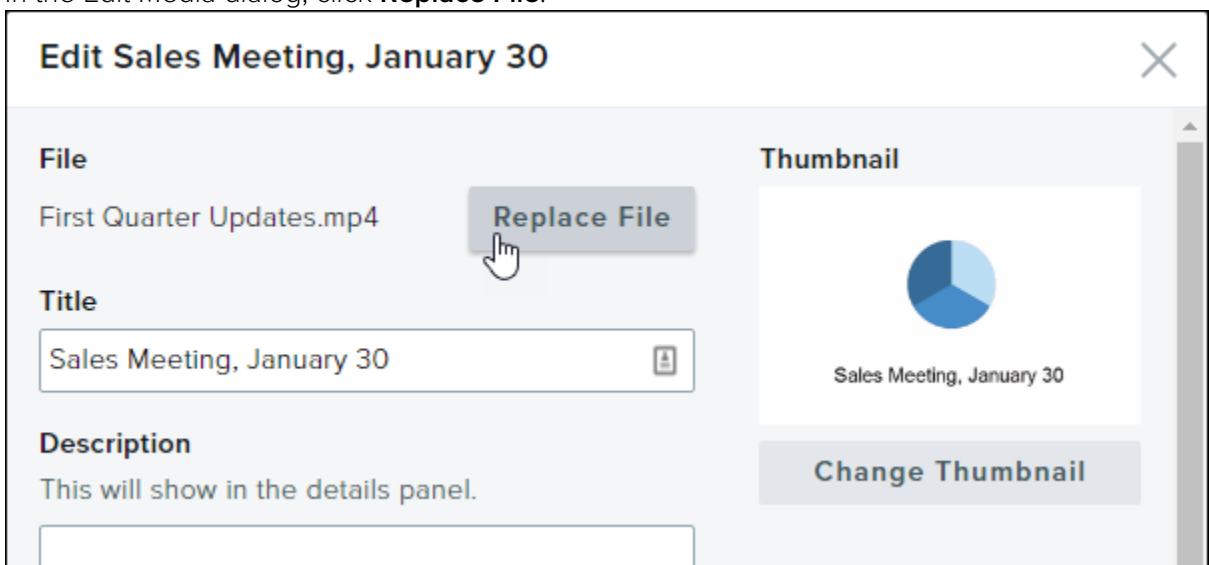
- [Library](#)
- [View Page](#)

Replace From the Library

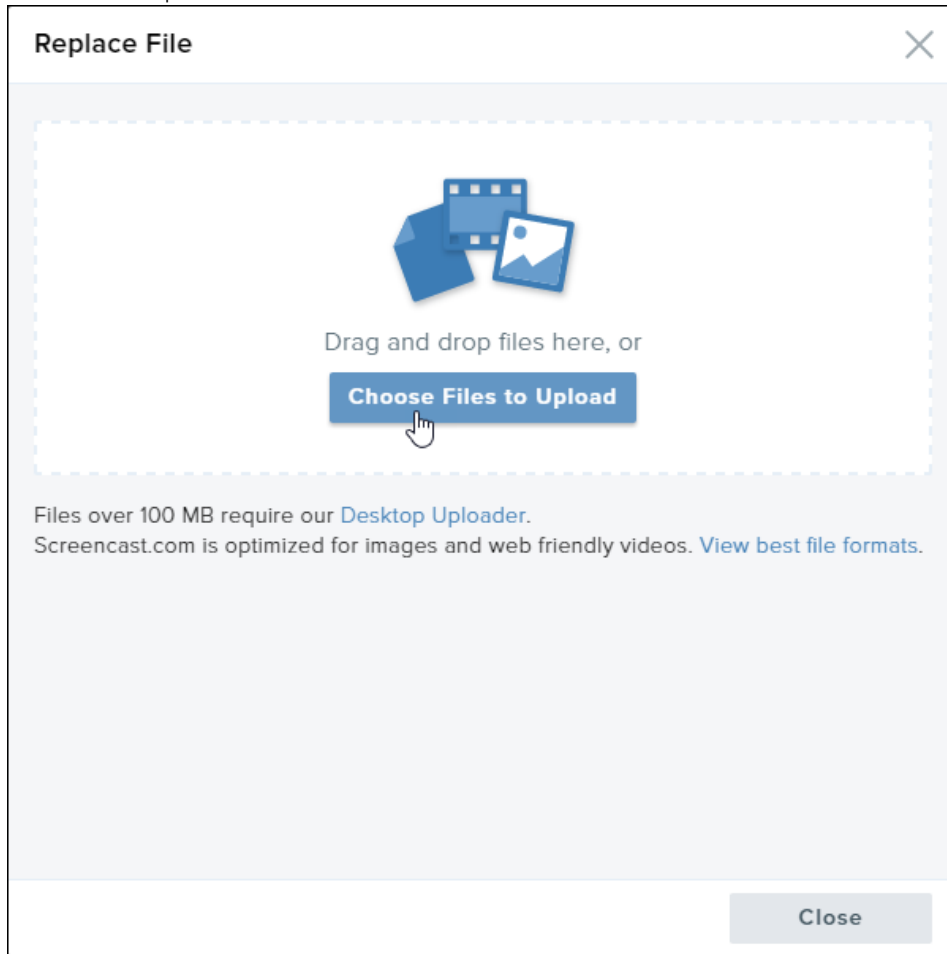
1. Navigate to the content to update. Hover over the item and click **Edit**.



2. In the Edit Media dialog, click **Replace File**.



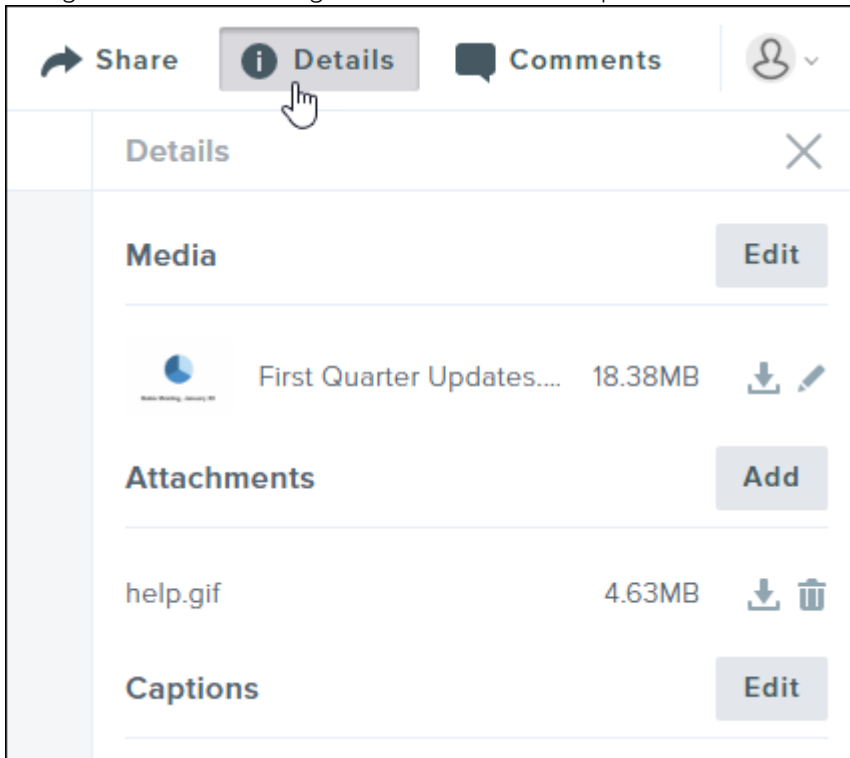
3. Drag and drop the replacement file on the uploader, or click **Choose Files to Upload** and select the replacement.



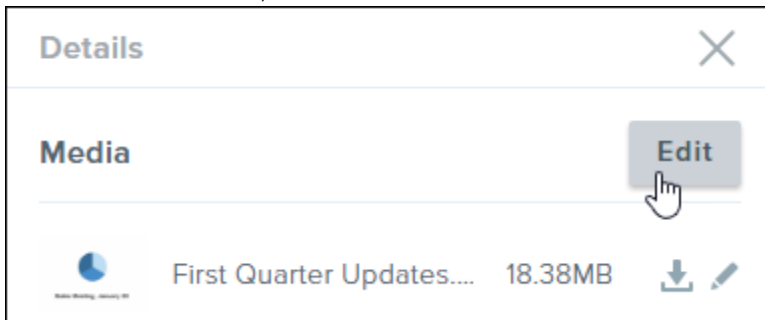
The file uploads and displays in the Library.

Replace From the View Page

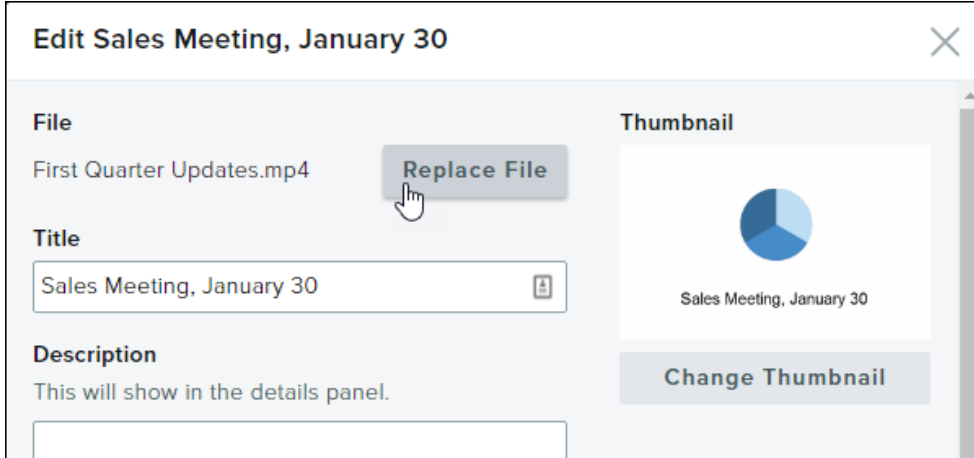
1. Navigate to the View Page for the content to replace and click the **Details** button.



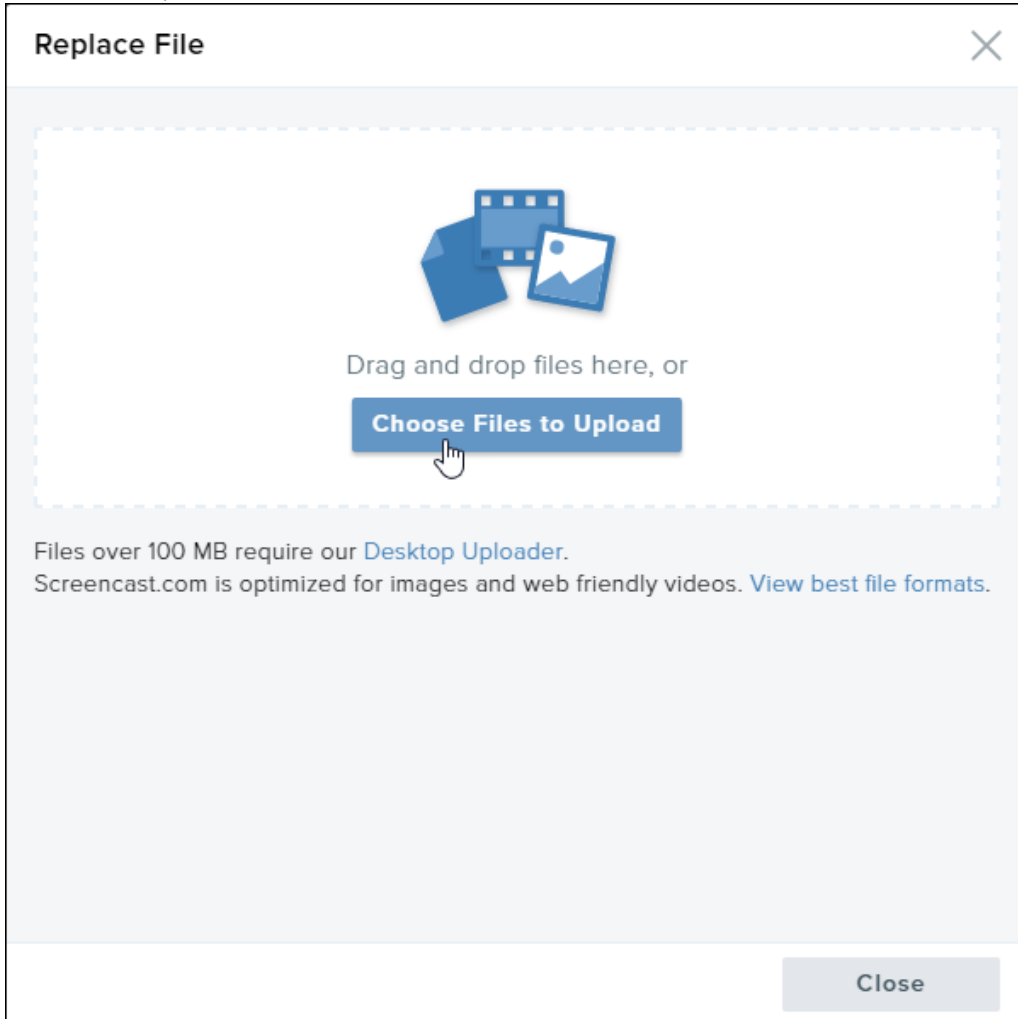
2. In the Media section, click **Edit**.



3. In the Edit Media dialog, click **Replace File**.

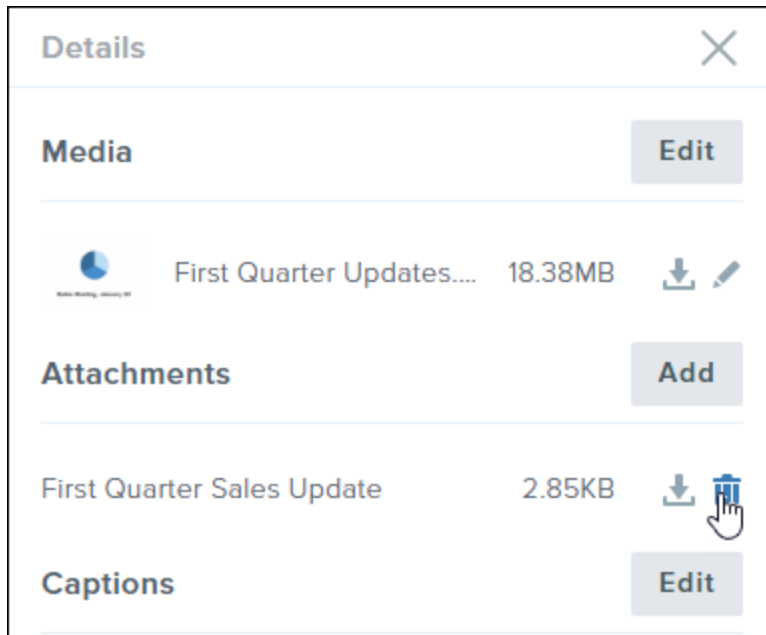


4. Drag and drop the replacement file on the uploader, or click **Choose Files to Upload** and select the replacement.



The file uploads and displays on the page.

Regardless of where you update the file from (the Library or the View Page), the old file can be found in the attachments section of the Details tab on the View Page. Click the **Delete** button to permanently delete the old version of the file.



Related Articles

- [Move Content](#)
- [Delete Content](#)
- [Content Details View](#)

Delete Content

Content on Screencast Classic can be deleted. Deleting content is a good way to free up [storage space](#) in your account. You can choose to delete individual files, a group of selected items, or entire folders and playlists. When content is deleted from your Library, it is permanently removed from Screencast.

This process will permanently delete content and cannot be undone. If you want to keep content that you are deleting from Screencast Classic, download it your computer.

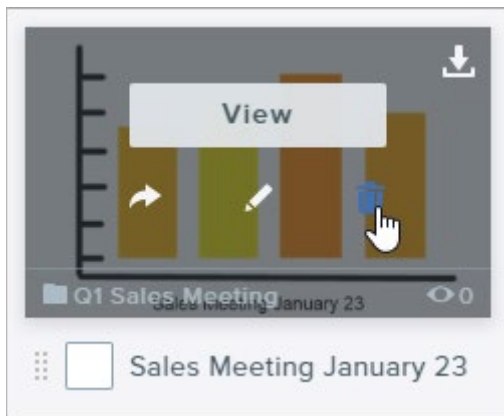
You can delete:

- [Individual files](#)

- [Multiple files](#)
- [Folders and Playlists](#)

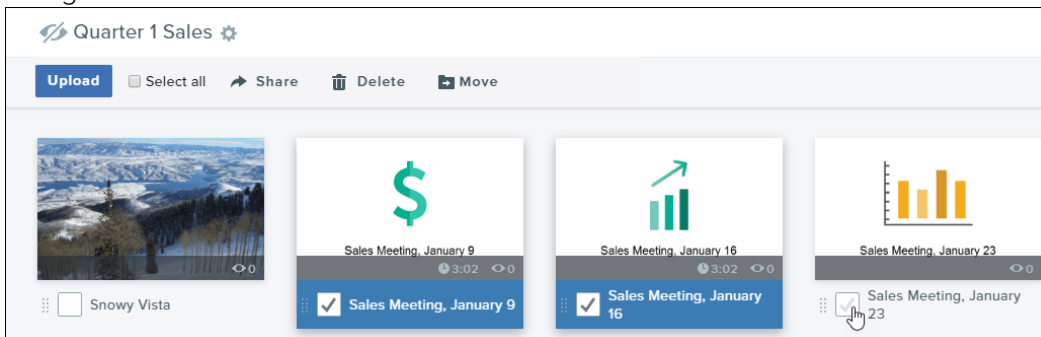
Delete an Individual File

Navigate to the content to delete. Hover over the item and click **Delete**.

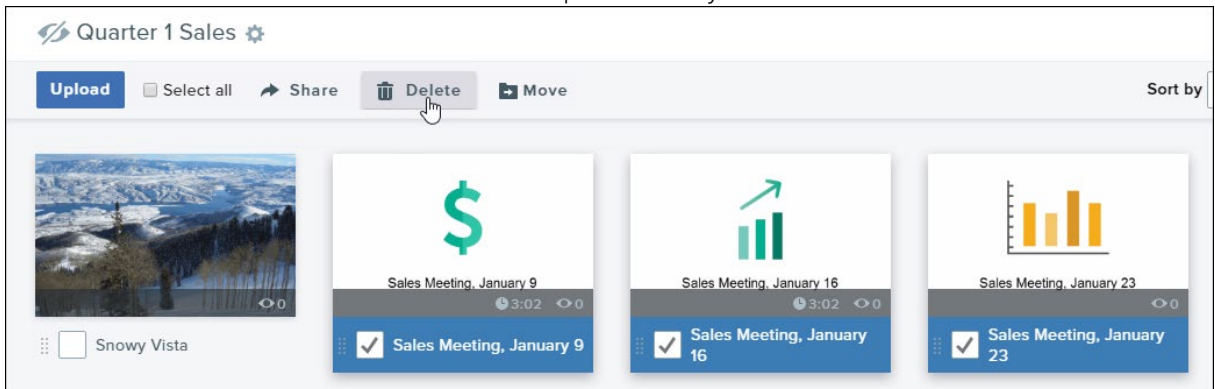


Delete Multiple Files

1. Navigate to the items to delete. Click the checkbox next to select each one.



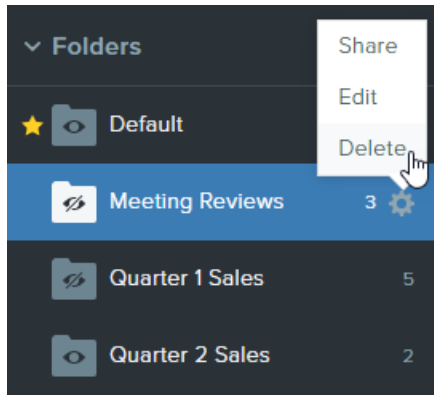
2. Click the **Delete selected content** button to permanently delete the items.



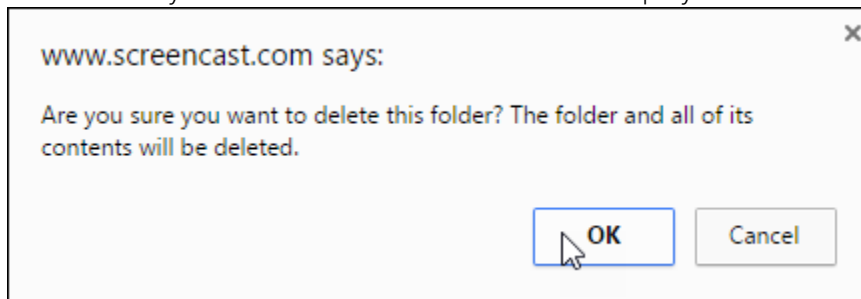
Delete a Folder or Playlist

Deleting a folder will also permanently delete the content inside of that folder. When a Playlist is deleted, the associated content remains intact in its original folder.

1. Hover over the folder or playlist in the list. Click the gear icon and choose **Delete**.



2. Confirm that you would like to delete the folder or playlist.



Related Articles

- [Move Content](#)
- [Update Content](#)
- [Working With Playlists](#)

Content Details View

The **Details** view in the Library allows you to view and sort content in your library or folders by different characteristics or statistics like title, number of views, or the upload date. You can also manage and edit content information (e.g. title and description), choose whether to display a download link to viewers in the Media Details panel on the View Page, and turn commenting on or off.

In this article, learn to:

- [Switch to the Details View](#)
- [Manage Content Details and Information](#)
- [Manage Download Links and Comments](#)

Switch to the Details View

Click the **Details** icon in the upper right corner of the Library to switch to the Details view.



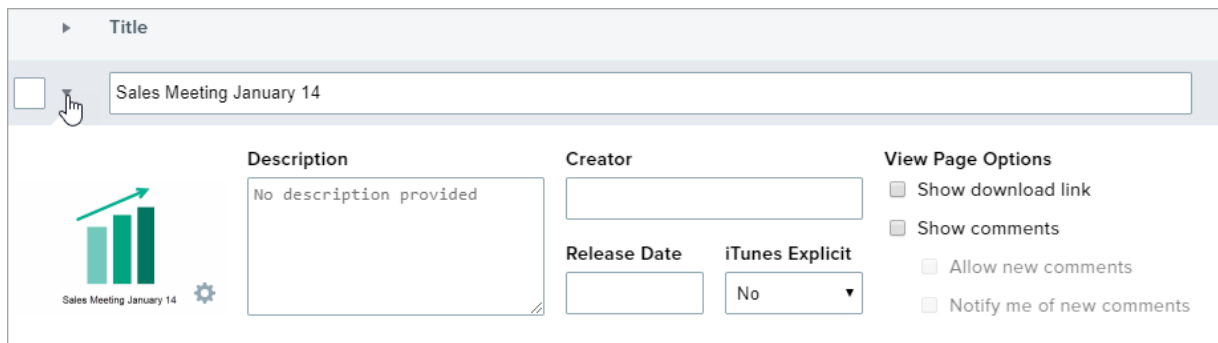
View Content Statistics

Columns allow you to see different content statistics including view count, file size, and even the amount of bandwidth a specific piece of content has used. Sort content according to a specific column by clicking the header. For example, to sort content by the number of times each file has been viewed, click the Views column.

Quarter 1 Sales ⚙			
Upload <input type="checkbox"/> Select all			
	Title	Views ↑	Bandwidth
☰ <input type="checkbox"/>	▶ Sales Meeting, January 30	68	0B
☰ <input type="checkbox"/>	▶ Sales Meeting, January 23	63	0B
☰ <input type="checkbox"/>	▶ Sales Meeting, January 16	57	0B

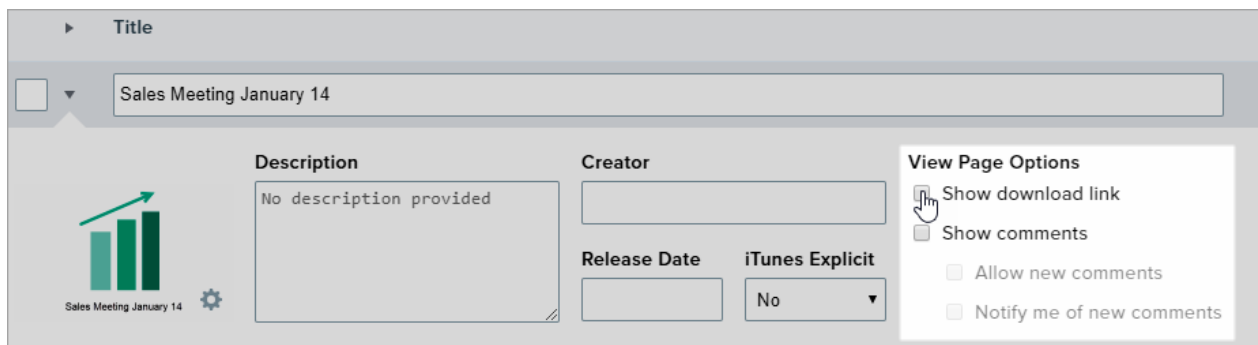
Manage Content Details and Information

Click any piece of content in the Details to view and edit the title, description, release date, or creator.



Manage Download Link and Comments

Use the check boxes to make a download link available to viewers in the Media Details panel on the view page and control the availability of comments.



Related Articles

- [Manage Folder and Playlist Settings](#)
- [Move Content](#)
- [Update Content](#)
- [Delete Content](#)

Content Naming Conventions

ScreenCast Classic has limits on the characters that can be used for file names, folder titles, and playlist titles.

The file name conventions apply to all content files uploaded to ScreenCast Classic - whether from another TechSmith product or from another source.

File Names

- Must be between 1 and 255 characters.
- Valid characters include _ () - . , \$! ' a-Z 0-9 (space)

Folder and Playlist Titles

- Must be between 1 and 128 characters.
- Valid characters include _ () - . , \$! ' a-Z 0-9 (space)
- Must not end with . (period)

Content File Titles

- Must be between 1 and 128 characters.
- Valid characters include _ () - . , \$! ' a-Z 0-9 (space)




Related Articles

- [Content Privacy Levels](#)
- [Move Content](#)

Content Privacy Levels

There are four levels of privacy that may be applied to folders or playlists: **Public**, **Hidden**, **Access Phrase Required**, and **Authenticated**. These four levels are intended to offer flexible sharing options while making sure content is available to your target audience.

If a specific folder is not selected during upload, the file is added to the Default folder. To control access to individually uploaded files, edit the privacy settings for the Default folder.

Library Icon	Privacy Level	Properties
	Public	<ul style="list-style-type: none">• Anyone with the link to your library can view public folders and playlists
	Hidden	<ul style="list-style-type: none">• Viewers must have the URL to see content• Default privacy setting for new folders and playlists• Does not appear in your library
	Access Phrase Required	<ul style="list-style-type: none">• Viewers must have the URL and enter an access phrase that is set by the owner to see content• Does not appear in your library• Viewers with the access phrase can see all folder content• Access phrases are intended to be shared with multiple viewers. Do not use a personal password.

**Library
Icon**

Privacy Level

Properties

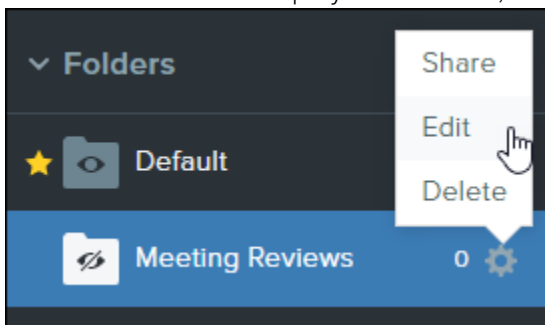


Authenticated

- Highest level of privacy
- Owners invite viewers by sending an email from the Screencast Classic Share dialog
- Viewers must have a TechSmith account and log in via the link they receive in the invitation to receive access to the folder or playlist

Change the Privacy Level of a Folder or Playlist

1. Hover over a folder or playlist in the list, click the gear icon, and choose **Edit**.



- In the Edit dialog, select the **Privacy** tab and choose a setting.

The screenshot shows a dialog box with three tabs: 'General', 'Privacy', and 'Feeds'. The 'Privacy' tab is active. Below the tabs, the title 'Privacy Settings' is displayed. There are four radio button options:

- Public**: Content is visible to anyone who visits the folder or your library.
- Hidden**: Content is only visible via a direct URL. (This option is selected)
- Access Phrase Required**: Access phrases are intended to be shared with multiple viewers. Do not use a personal password.
- Authenticated**: Send viewers an email invitation prompting them to log in or create a Screencast.com account to view the content.

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'.

- Click **Save**.

Related Articles

- [Share a Single Media File](#)

Account Overview

The Screencast Classic **Account Information** page displays an overview of your account.

From the account information page, you can:

- View or change your email address, display name, and password.

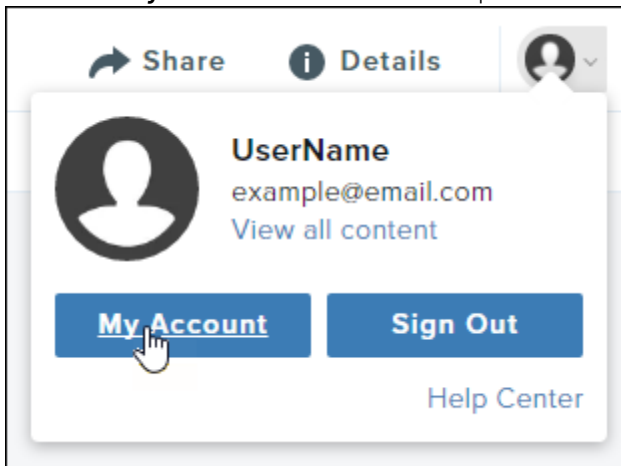
Changing your display name changes the URLs to all of your content, folders, and playlists. Any existing links or embedded content will break.

- View your [storage and bandwidth](#) usage.

- Enter a Google Analytics key to gather metrics about your content. [Learn about Google Analytics](#).
- Purchase a Screencast [Pro account](#) by clicking the **Purchasing Upgrade** link.
- Enter a key to activate a Pro account
- If you have a Screencast Pro account, view your account expiration date.
- If you have a Screencast Pro account, purchase additional transfer bandwidth by clicking the **Purchase more bandwidth** link.

Account Overview Page

1. Sign in to your account.
2. Click the **My Account** button at the top of the Screencast Classic page.



3. Edit the options on this page to make to make changes to your account.

Caption Editor Overview

Closed captions are an important piece of video accessibility. Captions also offer viewers a way to consume video content in audio restricted environments. The word "closed" is used because a viewer can choose to display them, as opposed to captions that are always displayed. The Screencast Classic Caption Editor allows Pro users to add, edit, and manage captions for videos in their library. Additionally, the Caption Editor includes some built-in ADA (Americans with Disabilities Act) compliance features.

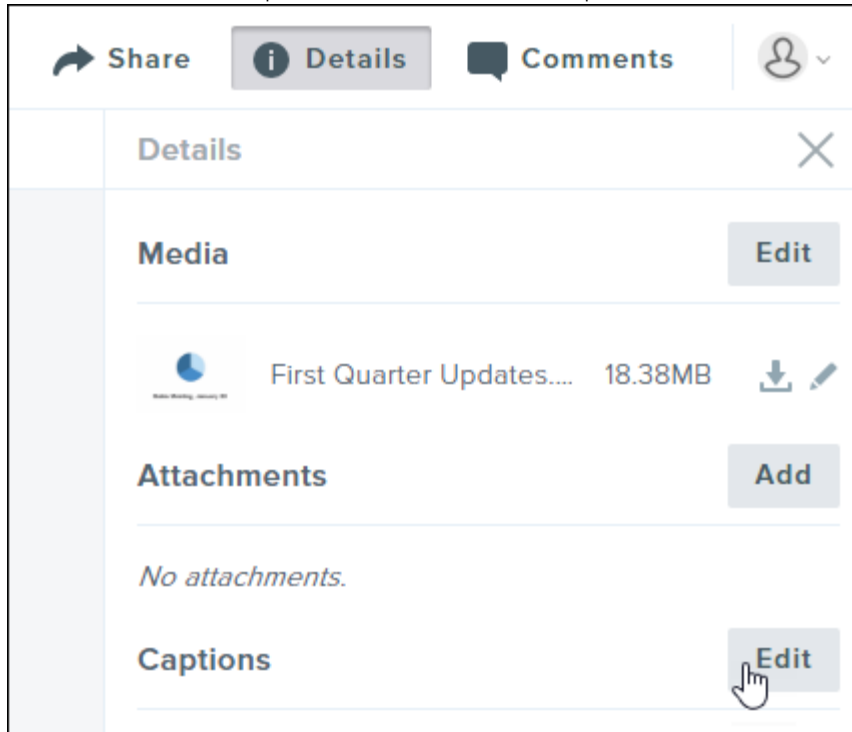
Videos must be in MP4 (h.264) or WEBM (.webm) format to use the Caption Editor.

Use the Caption Editor to:

- [Add and Edit Video Captions](#)
- [Import or Export Captions](#)

Access the Caption Editor

1. Sign in to your account and navigate to the View Page of a video.
2. In the Media Details panel, click **Edit** in the Captions section.



The video opens in the Caption Editor. Now you can start to [Add or Edit Video Captions](#).

Related Articles

- [Add or Edit Video Captions](#)
- [Import or Export Captions](#)

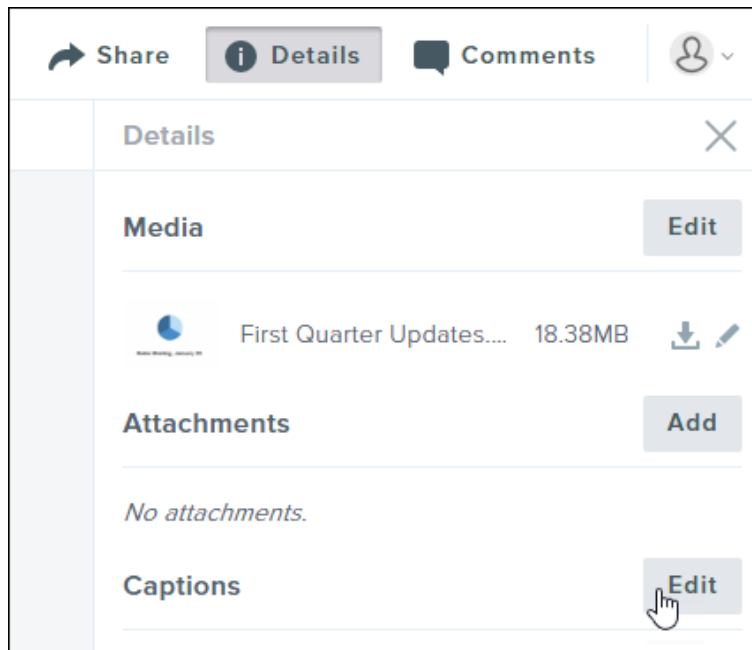
Add and Edit Video Captions

The Caption Editor allows Pro users to add captions to videos in their Library or edit existing captions that have been uploaded to Screencast Classic along with a video.

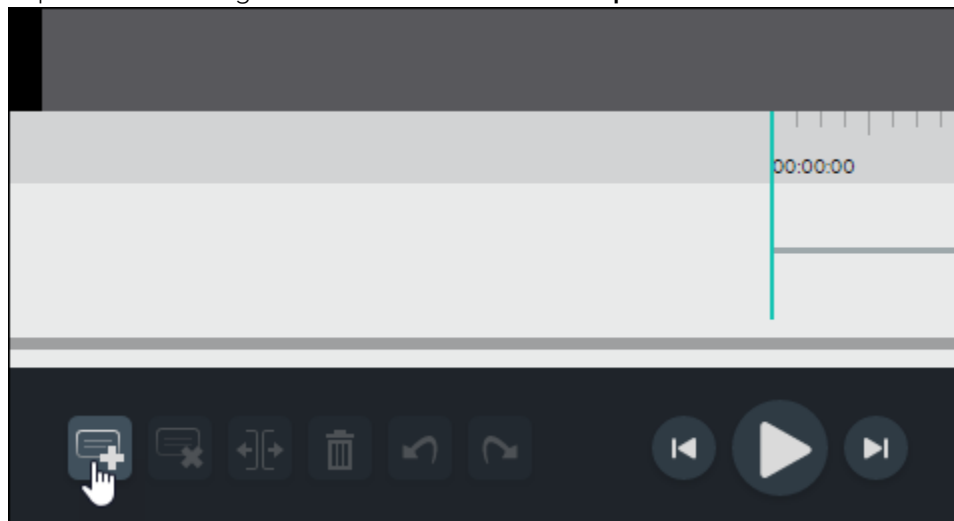
If you want to add an existing caption file to your video, you can [import a caption file](#) instead of manually adding captions.

The video must be in MP4 (h.264) or WEBM (.webm) format to use the caption editor.

1. Navigate to the view page of a video in your library, open the Media Details panel and click the **Edit** button in the Captions section.

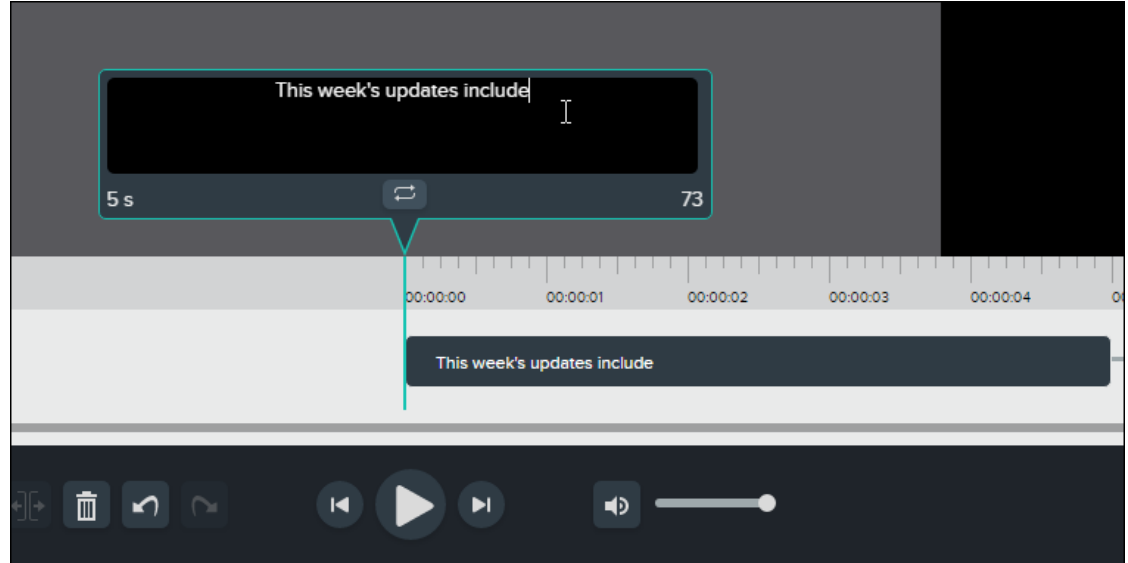


2. The video opens in the Caption Editor. Click **Play** to review your video or click and drag the timeline to scrub to specific points. The green line is the **playhead** and indicates where you are in the video.
3. Captions are added at the playhead. To add a caption, place the playhead where a caption should begin and click the **Add New Caption** button.

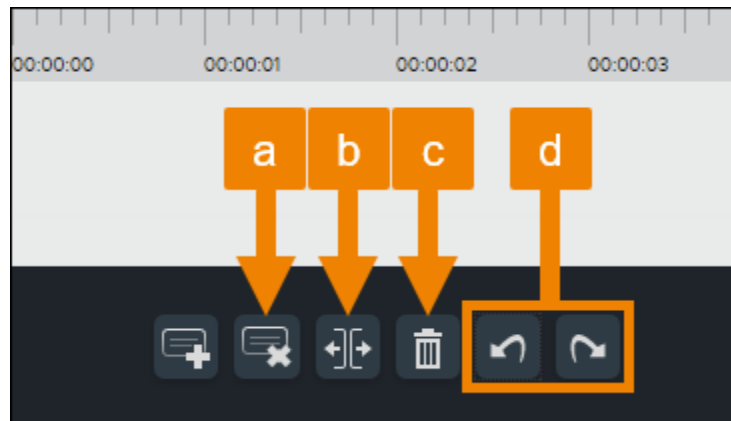


4. Click in the box above the caption and type the text heard in the video. **Tip:** Click the replay button in the center of the caption to repeatedly play the associated

portion of the video.

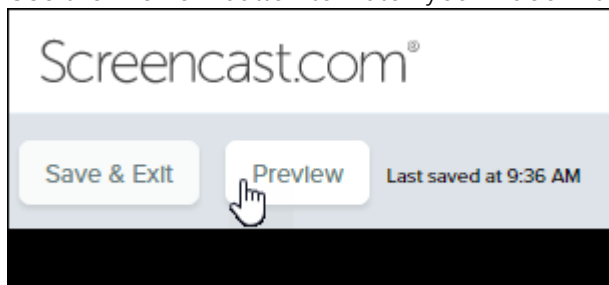


5. To change the duration of a caption, hover over the edge of it, click, and drag.
6. Add all of the necessary captions to the timeline. Use the caption editing buttons to (a) delete or (b) split a selected caption, (c) delete all captions on the timeline, or (d) undo and redo recent actions.

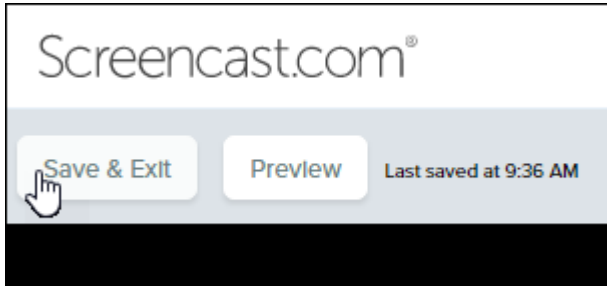


As you work, all of your changes are automatically saved.

1. Use the Preview button to watch your video with the added captions.



2. When you're done working, click **Save & Exit** to make the captions available on the live video.



You are returned to the video View Page. Play your video and click the **CC** button in the player to display the captions.



Related Articles

- [Caption Editor Overview](#)
- [Import or Export Captions](#)

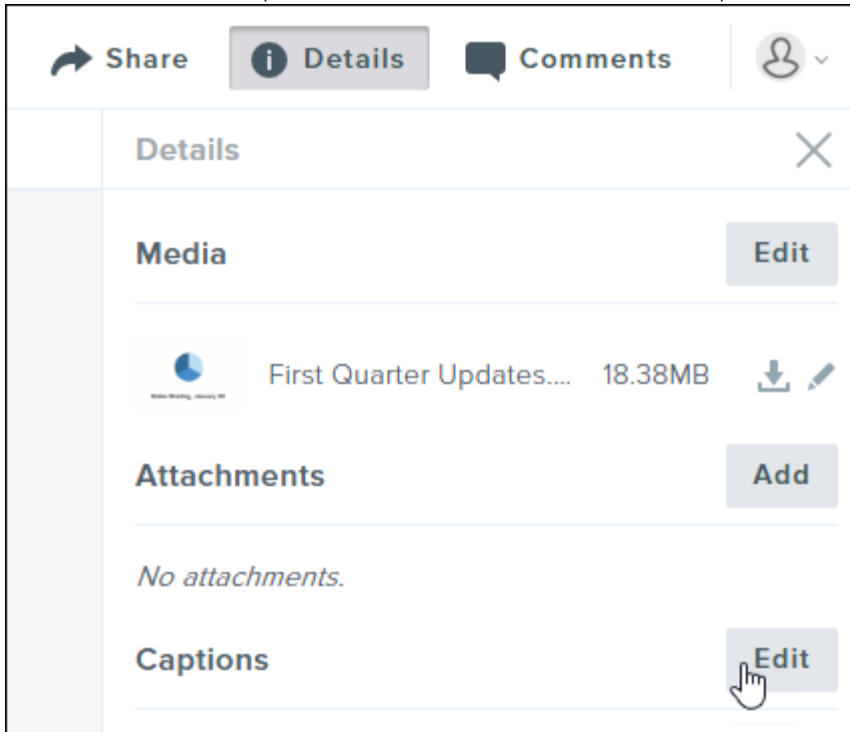
Import or Export Captions

If you have a caption file created in Camtasia or another program, you can import and add it to your video on Screencast Classic. Additionally, you can export the captions on Screencast Classic for archiving or to use in another program.

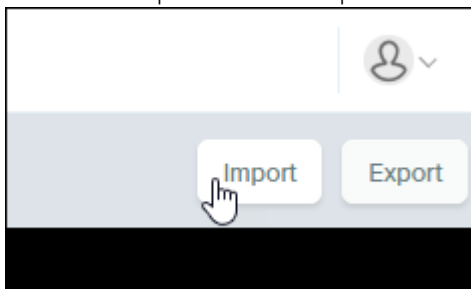
To import a caption file, it must be saved in one of the supported file formats: .srt, .sbv, .sami, .vtt, or .ttml.

Import a Caption File

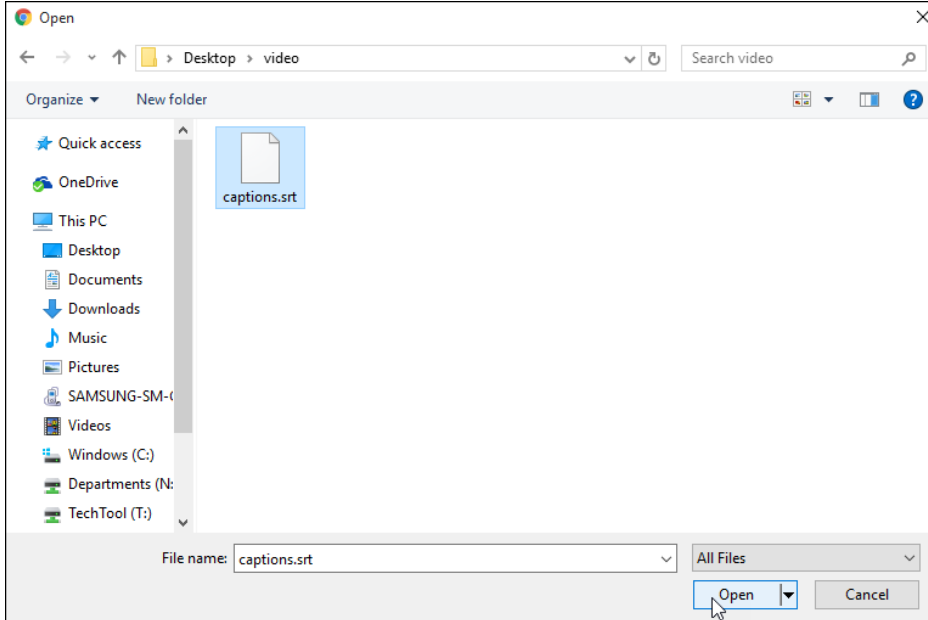
1. Navigate to the View Page of a video in your library.
2. In the Media Details panel, click the **Edit** button in the Captions section.



3. The video opens in the Caption Editor. Click the **Import** button.



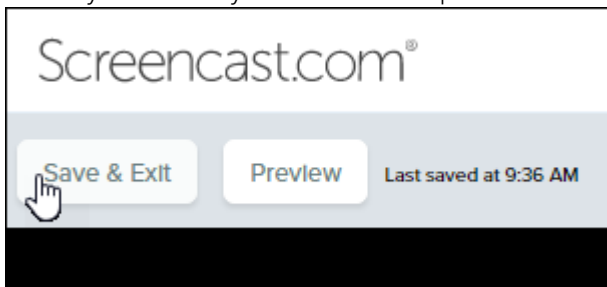
4. Select the caption file and click **Open**.



5. The captions are added to the timeline. Click the **Preview** button to view the captions with the video.



6. Make any [necessary edits to the imported captions](#).
7. When you're ready to make the captions available on the live video, click **Save & Exit**.

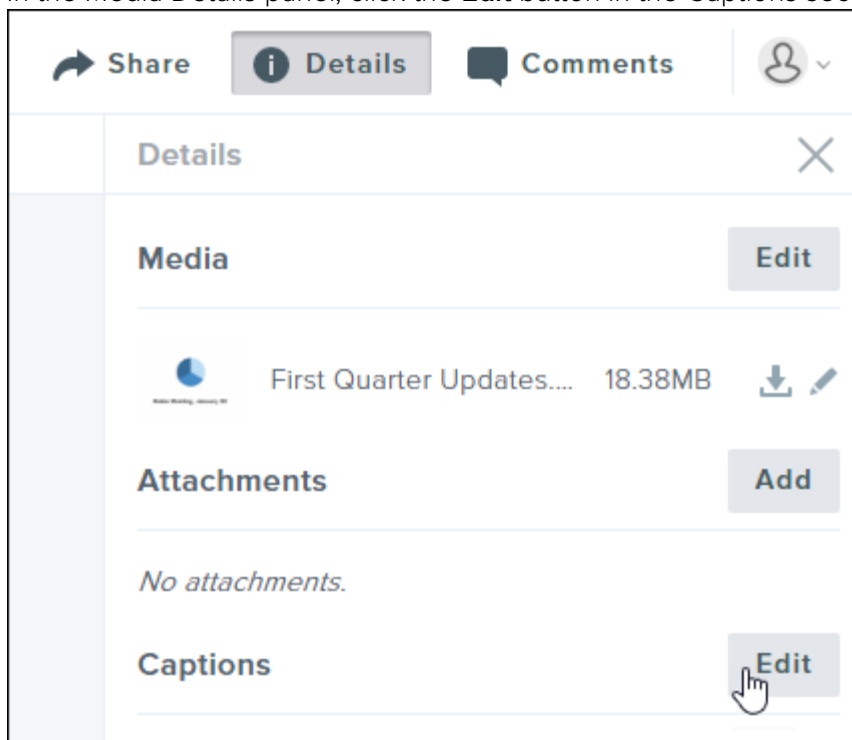


The video's View Page opens. Play your video and click the **CC** button in the player to display the captions.

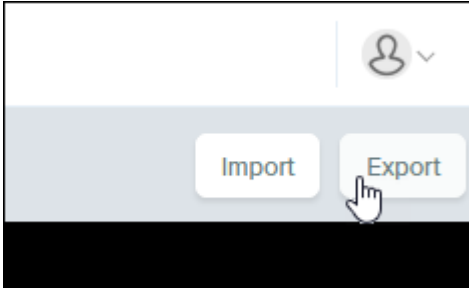


Export a Caption File

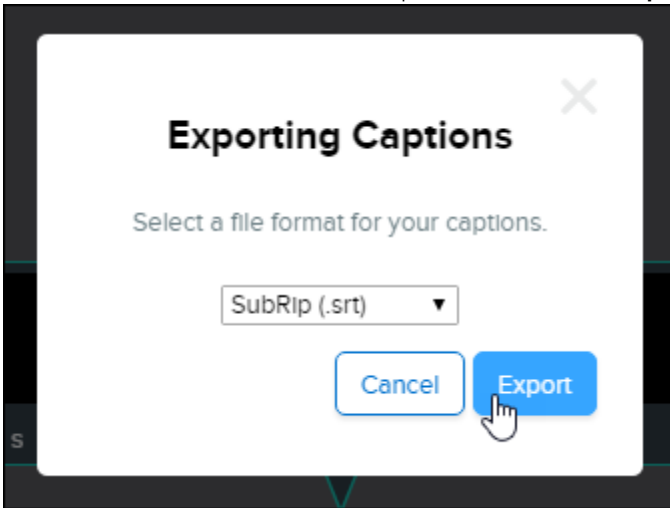
1. Navigate to the View Page of a video in your library.
2. In the Media Details panel, click the **Edit** button in the Captions section.



3. The video opens in the Caption Editor. Click the **Export** button.



4. Select a file format from the dropdown and click **Export**.



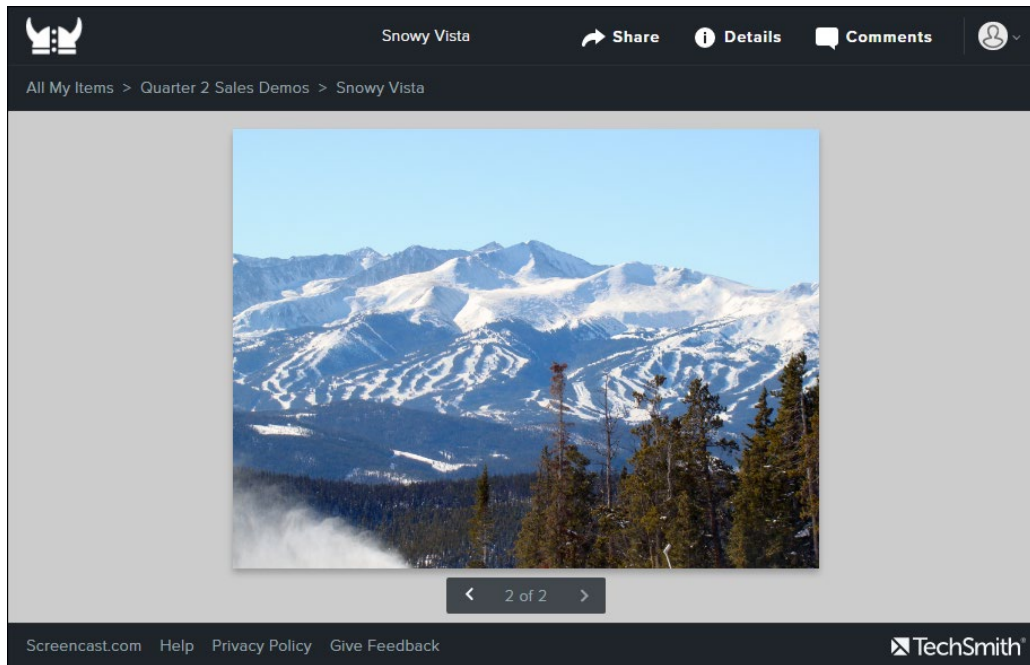
The caption file is sent to the default Downloads folder on your computer.

Related Articles

- [Caption Editor Overview](#)
- [Add and Edit Video Captions](#)

Create a Custom View Page

As a Screencast Pro user, you can create and edit uniquely branded View Page templates and assign them to the content within folders. Customize the templates to add your own logo, set the color scheme, and select which View Page interface options appear for your viewers.

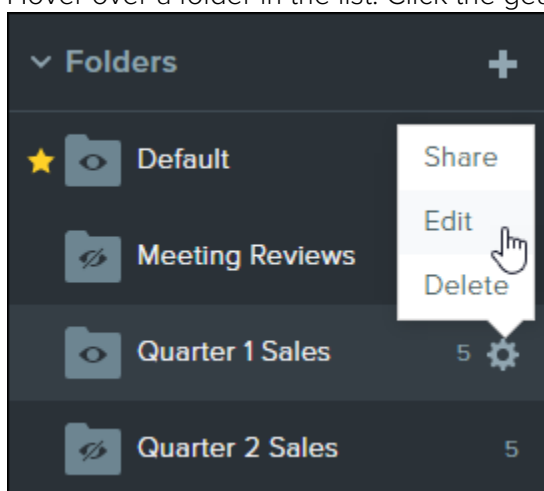


Templates are applied to an entire folder. The View Page for content located in that folder uses the assigned template. Templates cannot be assigned to an individual piece of content, a Playlist, or the Library in general.

View Page templates only change the appearance of the View Page that presents individual pieces of content, not the appearance of the containing folder.

Customize a View Page Template

1. Hover over a folder in the list. Click the gear icon and choose **Edit**.



2. In the View Page Template section of the Edit folder dialog, click **Add New**.

Edit Quarter 1 Sales ✕

General Privacy Feeds

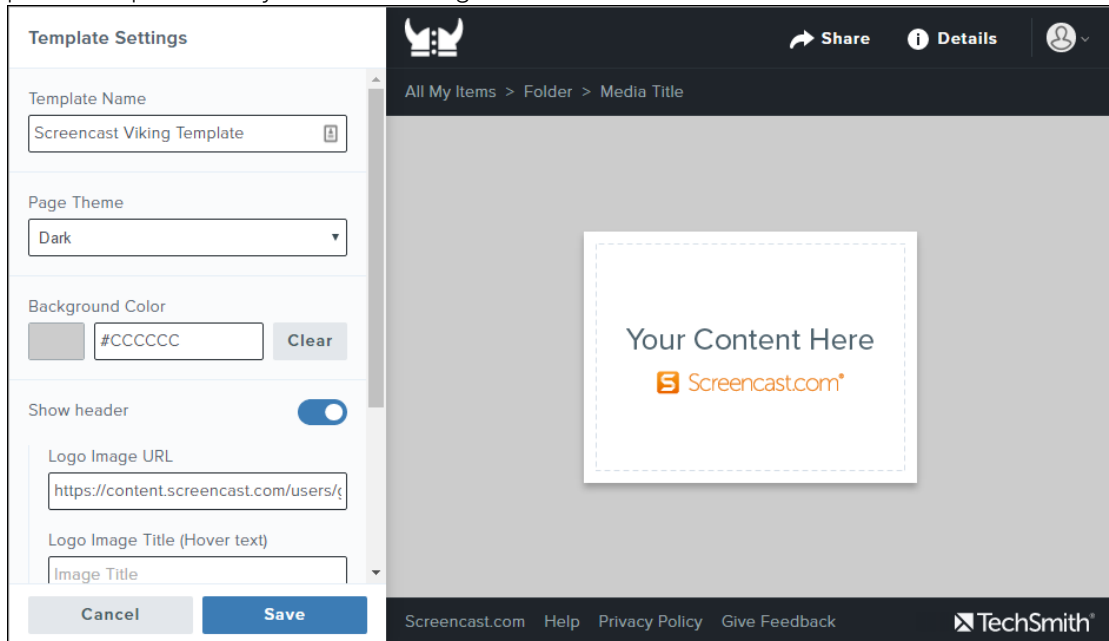
Title
Quarter 1 Sales

Description

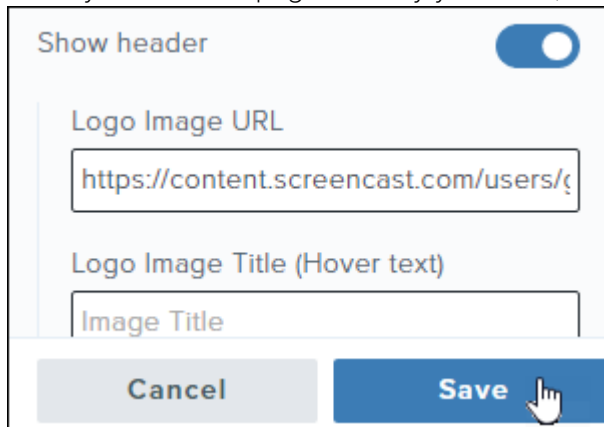
View Page Template
Change the background color, add your logo, and choose between light and dark themes.

Screencast

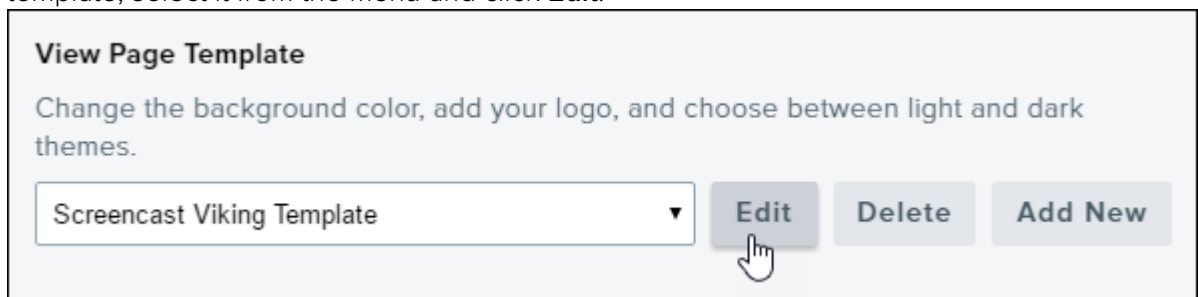
3. In the Template Settings dialog, name the template and edit the settings. The template preview updates as you make changes.



4. Once you have the page the way you like it, click **Save**.



5. Screencast Classic assigns the new template to the current folder. To make changes to a template, select it from the menu and click **Edit**.

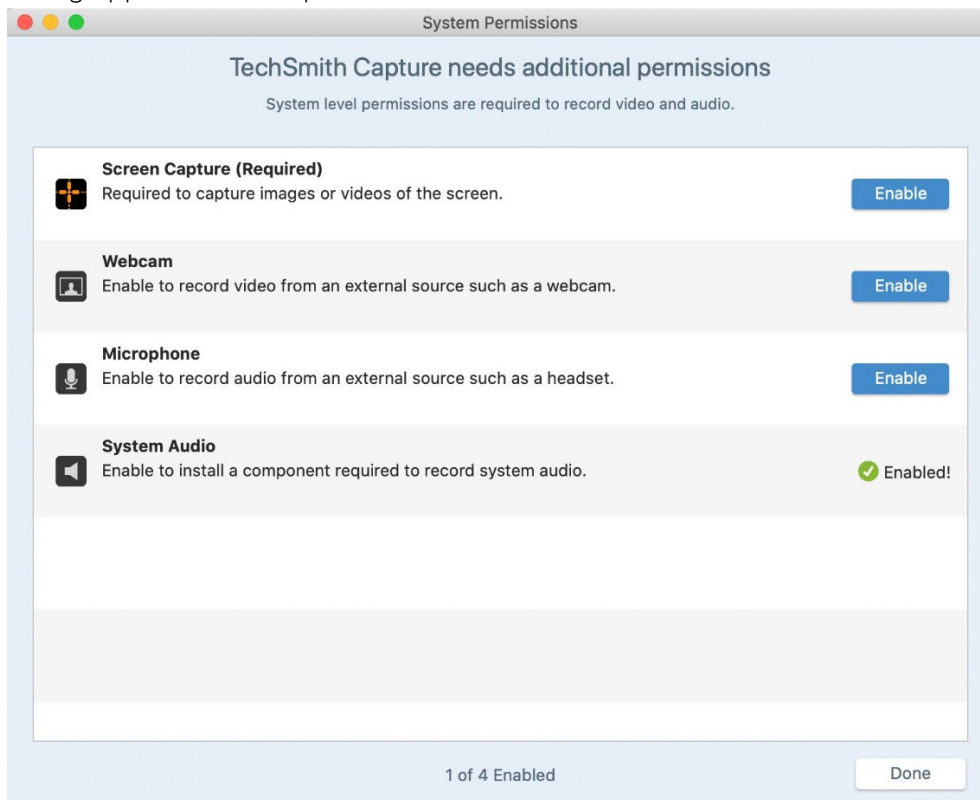


Related Articles

- [Caption Editor Overview](#)
- [Working With Playlists](#)

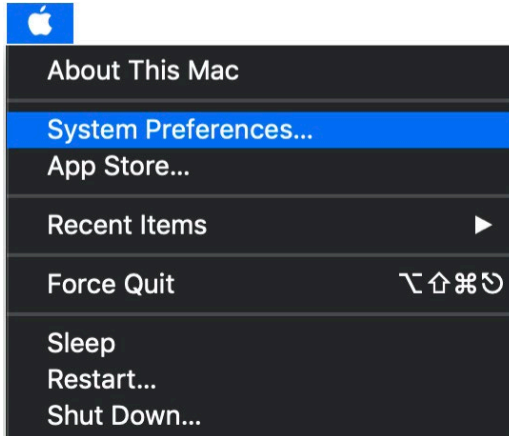
MacOS Permissions

Permissions are required for **TechSmith Capture** to capture, edit, and share images and videos. A dialog appears when a permission is needed.

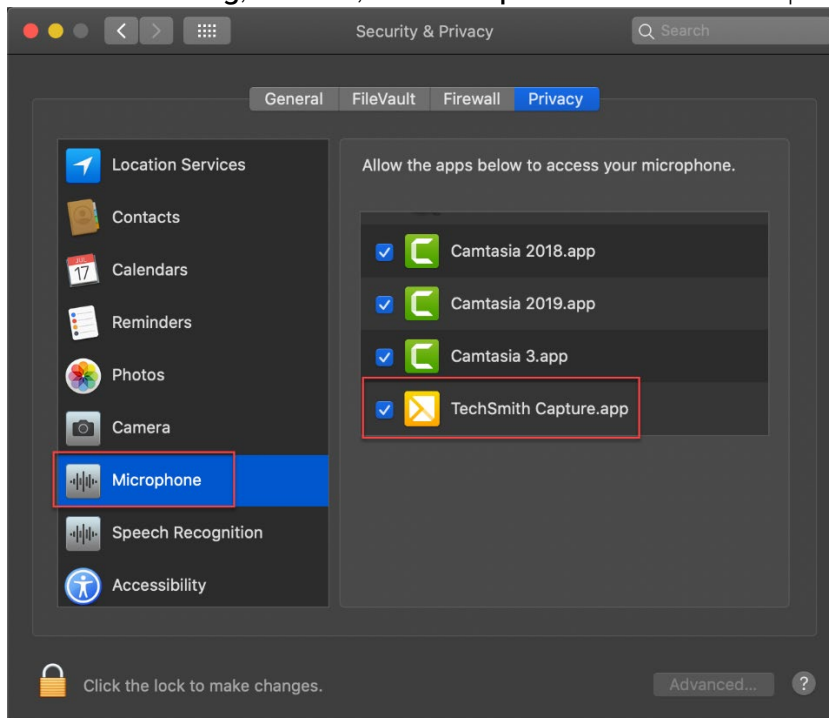


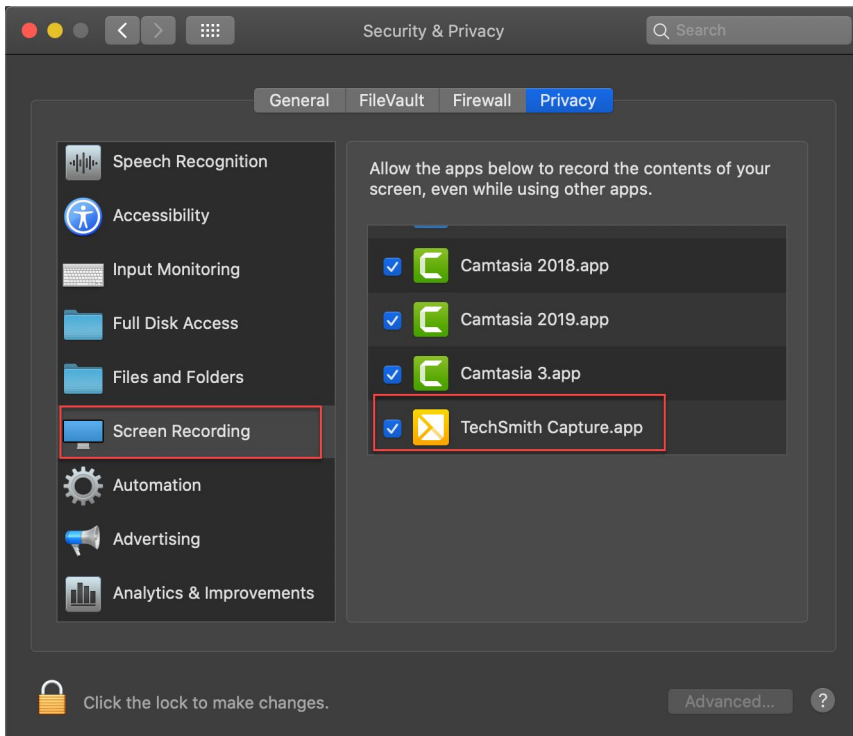
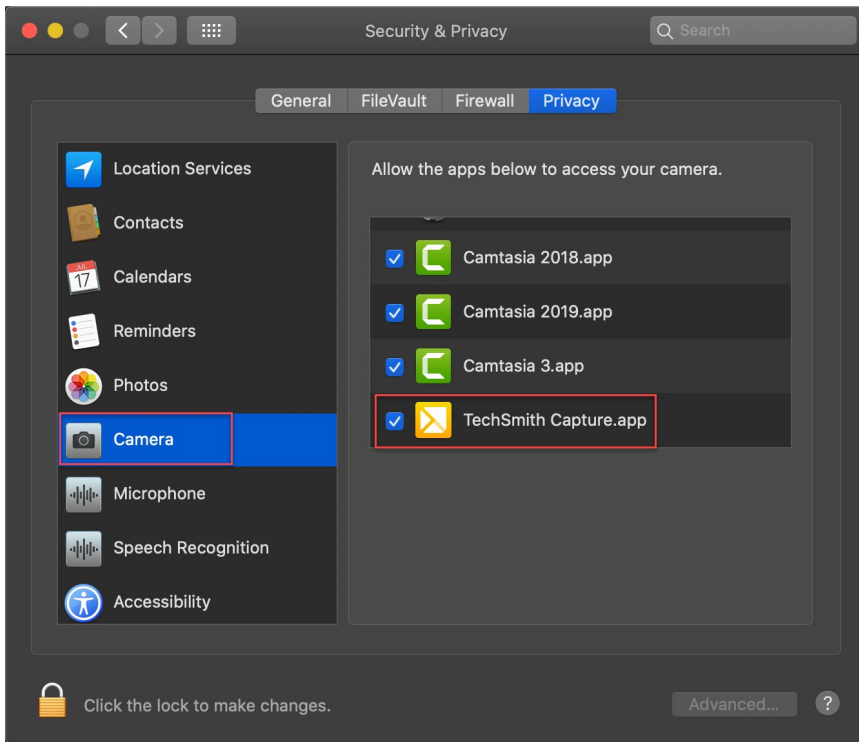
Manually Edit Permissions

1. Select **Apple Menu > System Preferences > Security & Privacy > Privacy tab.**



2. The Security & Privacy System Preferences dialog opens. Click **TechSmith Capture** under **Screen Recording, Camera, and Microphone** to enable each permission.





Related Articles

- [Capture an Image with TechSmith Capture](#)
- [Record a Video with TechSmith Capture](#)
- [TechSmith Capture & macOS Compatibility Info](#)