

Howard Green

TPW 480 - Fall 2013

Documentation Plan for Tutorial – Version 1

November 20, 2013

TUTORIAL- CAPTURE SCREENSHOTS AND CREATE A SCREENCAST IN CAMTASIA

Overview

This tutorial is designed to teach new hire technical writers in the publications group to perform screen captures prepare images and create video screencasts using Camtasia for Mac. The objective to provide our writers, following completion of the tutorial, with a solid working understanding of Camtasia and the motivation to use the program as part of their regular workflow.

The tutorial will be structured as follows: Building on a credible company scenario involving one of our online help systems, users will first learn to capture screens at their native size within Camtasia. They will then resize and crop several of these images, export and save the images under a recognizable file name and project hierarchy, so that they may be easily found and used by other team members on the project. The next module will teach how to capture scrolling web screens. Finally, the user will create a short screen capture video in Camtasia demonstrating a series of menu options and actions.

Resources

The tutorial will be made available both as a print document and as a video presentation. The print version will be written in Microsoft Word, with still images and graphics prepared in Adobe Photoshop, Illustrator, InDesign and other applications. Techsmith Camtasia will be used both to prepare the instructions and to create the final video tutorial.

Timelines

- Documentation Plan – 11 / 20 / 13
- First Draft – 12 / 2 / 13
- Usability Test Plan – 12 / 2 / 13
- Usability Test Report -12 / 9 / 13
- Revised Second Draft – 12 / 9 / 13
- Editing and Reviews – 12 / 9 – 12 / 16 / 13
- Final Release Draft – 12 / 18 / 13

Deliverables

- Print Tutorial
- Online Tutorial
- Video Screencast