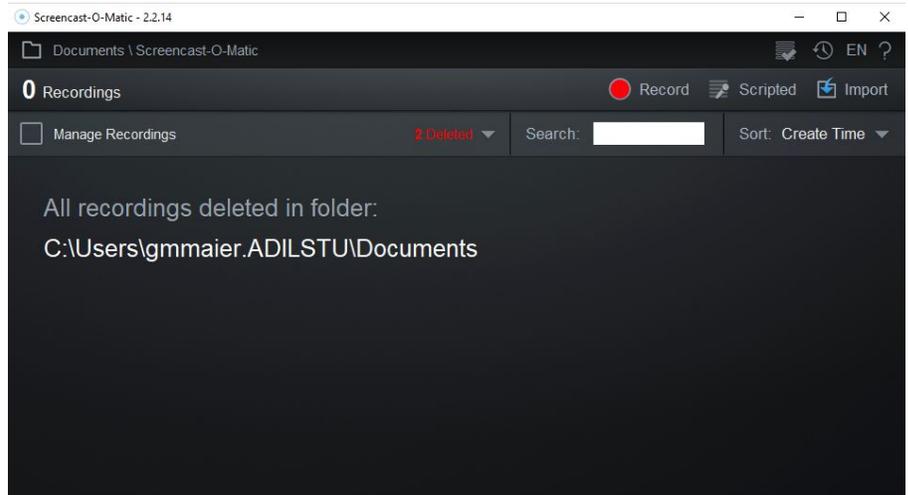


ScreenCast-o-Matic basics

Opening ScreenCast-o-Matic will present you with a library of all your past videos (screenshot shows mostly how it will look on first launch).

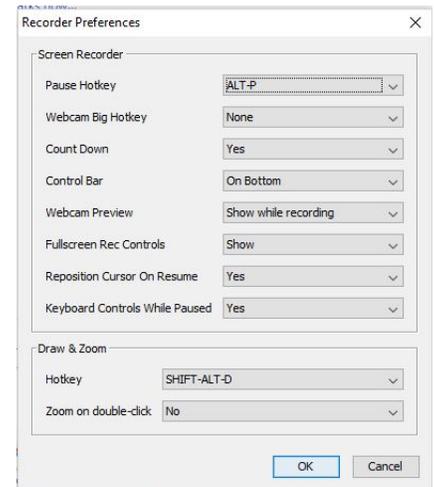
Click on the round, red Record button



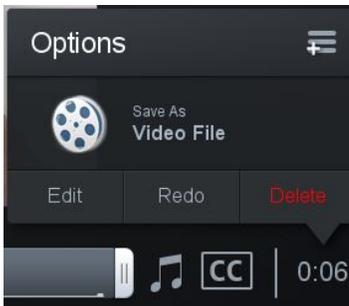
The recorder itself is easy to use. Set up the Size to be 720p or Full Screen, make sure the right microphone is selected, and choose whether you want computer sounds to be recorded.

The only thing I change in Preferences is I turn “Zoom on double-click” off.

Click the “Rec” button in the lower-left to start recording, which will begin after a short countdown.



The “Rec” Button will turn into a pause button while you’re recording. When you’re done recording, click the pause button and choose whether to delete your recording and try again or click “Done” to go to the editor (see below).



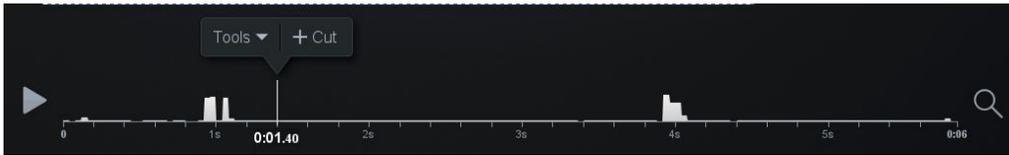
You could save your video now and go about your day, but you’re going to want to always click the Edit button first.

In your edit options on the right-side of the screen, you'll want to set your canvas to 1280 x 720. This determines your video file output size and is why you should go into the edit mode even if you don't need to do any editing.

Whether or not you show the cursor mostly depends on what you've recorded. Voice over PowerPoint probably won't need a cursor and anything else probably will.

Editing occurs at the bottom of the screen. The play head and its attached tools can be moved by either clicking in the play line with your mouse or by clicking the play button to advance. The spacebar on your keyboard also acts as a play/pause toggle.

To perform an edit, you first want to get the play head close to where a mistake is (and make sure your Tools are set to +Cut).



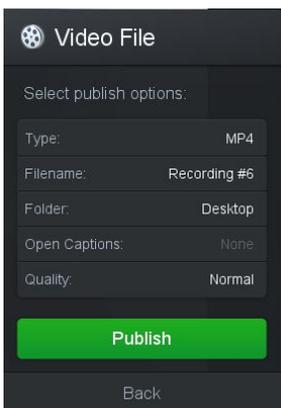
Clicking the +Cut button above the play head will allow you to select the part of the video you'd like to cut from the project. Drag the red bar(s) to highlight the bad part of the video, click Preview to make sure you've selected the right section, then click OK to cut out the bad part. It's usually best to move the play head behind the edit (a mark will appear wherever an edit has been made) and play through that section to make sure it sounds okay.



Clicking on the Tools pull-down (attached to the play head) will display all the different tool choices.

Some are not-so-useful, like Speed (adjusts how fast the video will play), while some can be very useful, like Insert for if you'd like to insert another clip into your project, such as an addendum, 2nd screen recording, or an existing recording.

Most of these tools will guide you through how they work, but if you need any help just contact us.



When you're all finished, click on the Done button on the right side, then click on Save As Video File.

You want to keep the Type as MP4, give it a file name, tell it where to put the rendered file, keep the quality as Normal, and click Publish. After a bit of time, you're video file will be where you told it to go and it will be ready for playing and/or uploading.

