



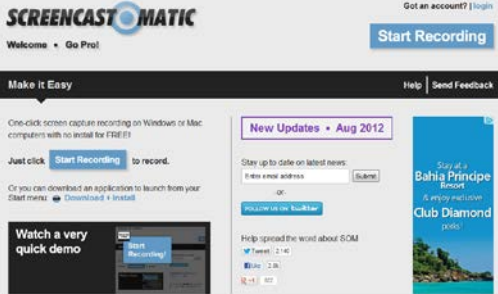

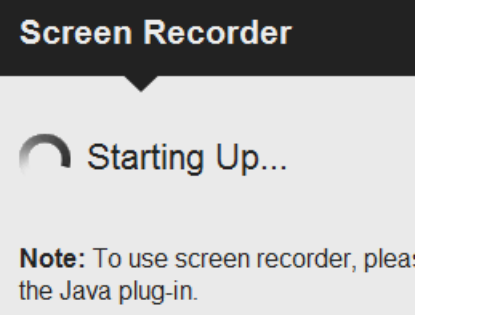
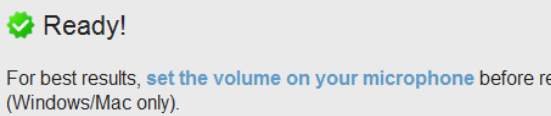

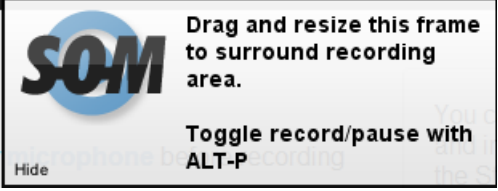




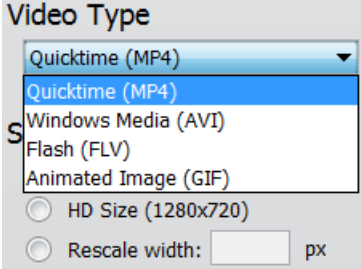



Screencasting Steps PC and Mac

Ck	Description	Images
1	<p>Brainstorm your ideas on what you might show on the computer screen- a favorite website, how to use a program, how to edit a photo, how to use foflexer, how to insert a picture in a word processing document, anything you think might be helpful for others. Storyboard your idea</p>	
2	<p>Check your computer to make sure you have a program you can record the screen with. This document takes you through using the Screencast-O-matic program (no download needed). Check with your SSI Chief about what program to use.</p>	<p>Alternatives: A smartboard that records, a program called Screenr or Jing (needs to be downloaded) or one of the many programs on an iPad.</p>
3	<p>Prepare your Video Title to show on the screen. You can use a Presentation program, a Word document you type the title into in with a large font, something to let your audience know what it will be about.</p>	
4	<p>Microphone: Make sure you have a microphone to record your voice narration with. Test it a few times to make sure you speak loud enough (or NOT TOO LOUD(:>))</p>	
5	<p>Prepare your screen recording area: Have the software program, website, or document you are going to do the training about already open on your computer.</p>	

<p>6</p>	<p>All set? Open up ScreencastOmatic http://www.screencast-o-matic.com/</p> <p>You DO NOT have to login and create an account.</p>	
<p>7</p>	<p>Practice! – Click on the Start recording button on the computer screen</p>	
<p>8</p>	<p>Wait while it checks to see if the needed Java plug-in is installed on the computer.</p> <p>Works with both a Mac and PC</p>	
<p>9</p>	<p>It will suggest you set the volume on your microphone. Click on the blue text on the screen to check</p>	
<p>10</p>	<p>It directs you to look at the recording bar, and click on the microphone icon on the bar.</p>	
<p>11</p>	<p>Once you click the start recording button you will see a dotted box on your screen. You can drag the box larger or smaller on your screen. It will record anything you see inside that box once you start.</p>	 <p>Alt-P will start and pause your recording</p>

12		<p>this recording bar will appear at the bottom of your screen. The red circle starts the recording and it will change to a pause symbol when it is recording.</p>
13	<p>If you pause, it will show this bar, and you can restart or click that you are done.</p>	
14	<p>When you click Done, it will show what you recorded and you can play it. Now watch your recording. If you like it proceed, if not, don't save it and do it again until you like the recording. You can delete the recording and do a new one over and over again after you press done. The program will only let you save ONE for free at a time. You have to delete it or download and then delete it before you can do another one.</p>	
15	<p>Saving your tutorial. If your SSI Chief wants this published on their site, or to YouTube, be sure to ask first. Recommended: Publish to Video File.</p>	

16	Once you select Video File, it will prompt you to choose the type of file . We recommend the Quicktime MP4 type .	
17	Click on Save Video and you will need to be ready to save it to your secret file space.	
18	Congratulations Agent !!! Show it off to your SSI Chief to get your badge.	