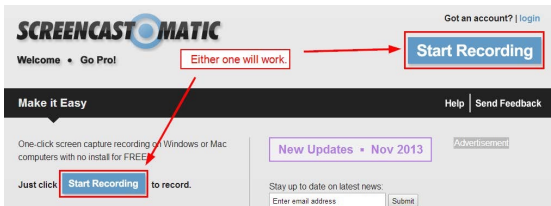


How to Use Screencast-o-matic

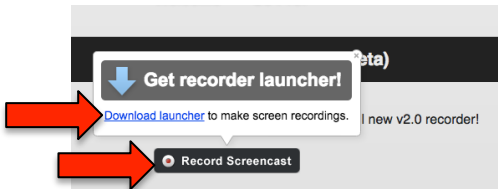
In the workplace, you may be required to create an instructional/training video or communicate with employees in this manner.

1. To get started, use Google Chrome and go to www.screencast-o-matic.com.

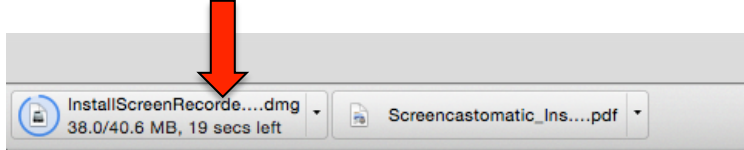
2. Click “Start Recording.”



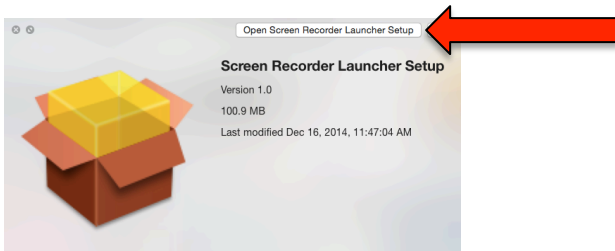
3. Click the “Record Screencast” button under v2.0



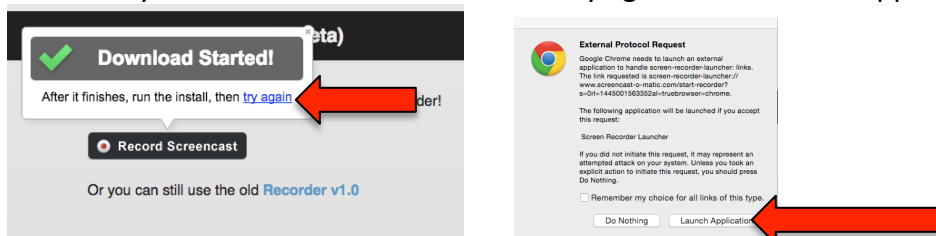
4. Download the launcher. Watch the bottom of your window to see when the download completes.



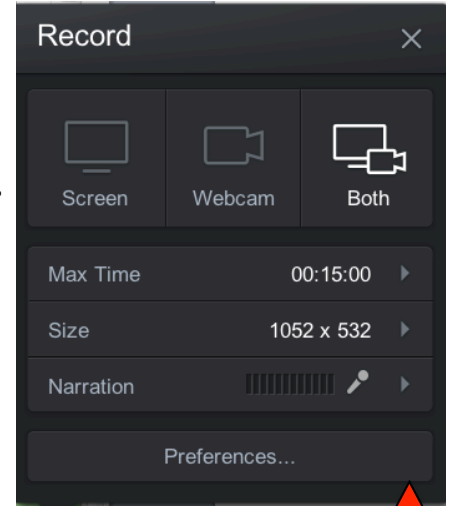
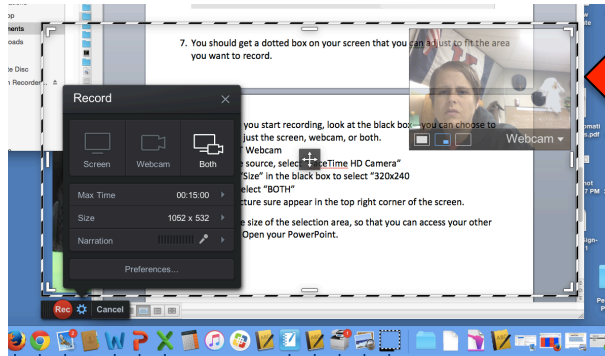
5. When the download completes, click on the file. It will open up a new window. Click “Open Screen Recorder Launcher Setup”.



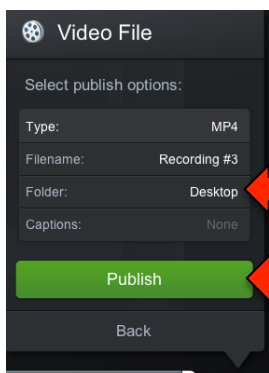
6. Return to your browser window and click “try again” and “launch application”



7. You should get a dotted box on your screen that you can adjust to fit the area you want to record.
 - Before you start recording, look at the black box—you can choose to record just the screen, webcam, or both.
 - SELECT Webcam
 - For the source, select “FaceTime HD Camera”
 - Go to “Size” in the black box to select “320x240”
 - Then select “BOTH” from the black box
 - **Your picture should appear in the top right corner of the screen.**



8. Decrease the size of the selection area, so that you can access your other documents. Open your PowerPoint.
9. In the black record box—select “size” → “full screen”
10. Move the webcam view (your face) to the top right or bottom right of your screen—so that your words aren’t blocked.
11. Click on the PowerPoint. Select “Slideshow” and “Play from start”
12. Click “Record”. Wait for the 3...2...1. Your PowerPoint will minimize—don’t freak out! After the countdown just click on your PowerPoint and it will go back to full screen. Use your spacebar to reveal your bullet points.
13. When finished, click “Pause” and then “Done”
14. Save As “Video File”. In the black box, make sure the destination folder is “Desktop” and then click “Publish”



Tips:

- If you use notes, hold them behind the camera (laptop screen lid/above the camera) so you’re not looking down/around.
- Remember—this is still public speaking, so avoid sounding monotone.
- Consider what you’re wearing and background distractions.

15. The file should save on your desktop. AirDrop your file to Torbett.