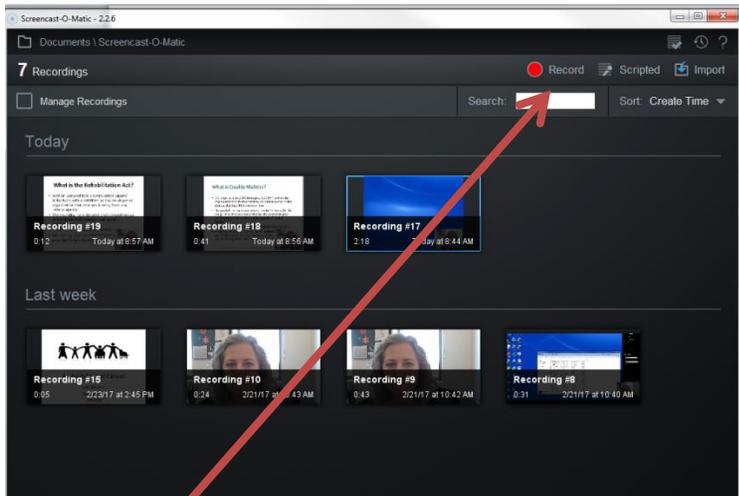


# RECORDING IN SCREENCAST-O-MATIC

Select the PowerPoint(s) you wish to record.

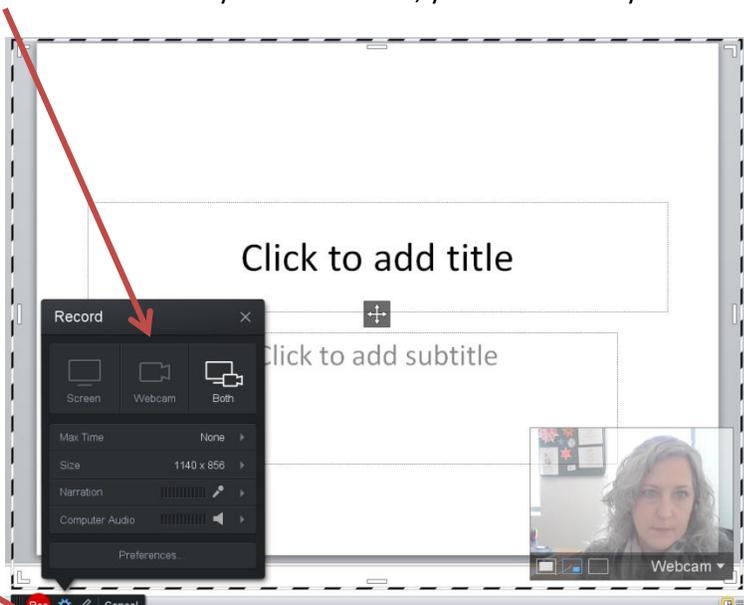
Open Screenshot-O-Matic. (abbreviated as SOM from this point on).

You will see the main screen, which shows your options as well as all your previously recorded videos.



Select Record (red button) at upper right.

You will see this box which allows you to choose the area to record on the screen. Click and drag corners to arrange as you wish. You can also choose whether to record just the screen, just the webcam, or both. Note that if you choose both, you can remove your face in the editing process.



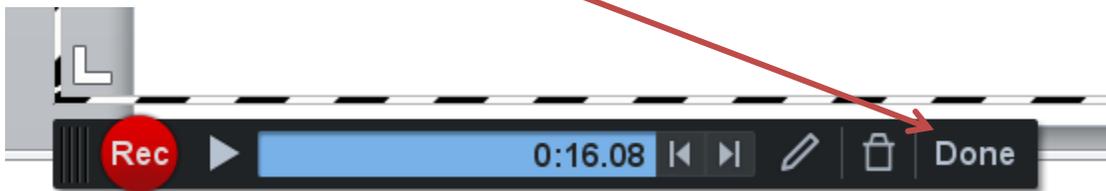
Once you are done with those choices, click the red "Rec" button. Note that if your selected area covers most of the screen, the Rec button may be hard to see.

After you click record, it will count you down on the screen - 3 2 1 Go! - and then you are recording!

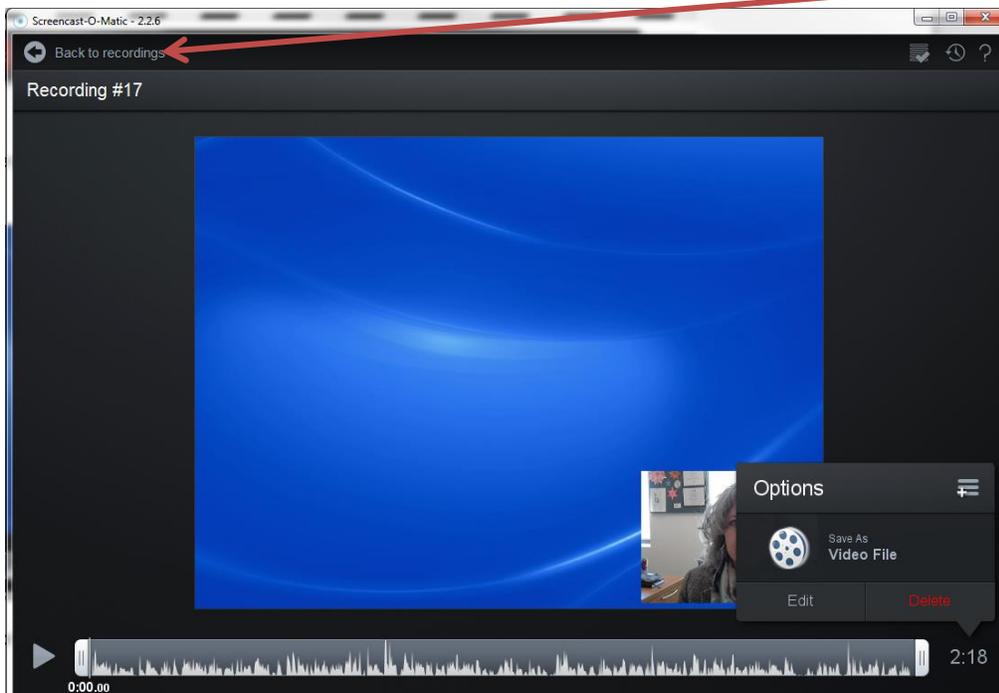
When you are done (or need a break), select the blue Pause button.



That will stop the recording. You may start again from where you left off by clicking Rec, delete it immediately with the trash can, or click Done to finish.



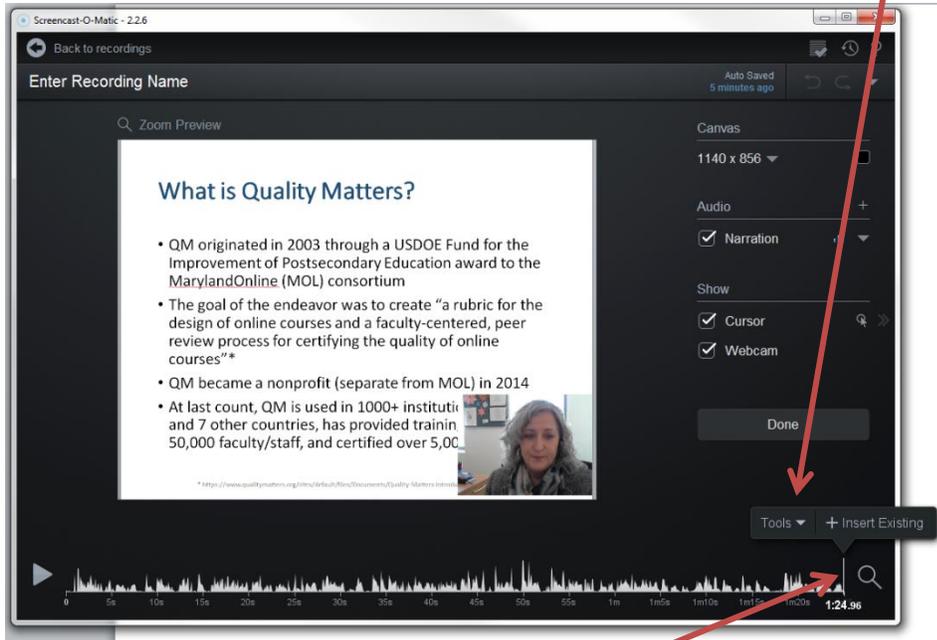
Once you select Done, you will be taken to a screen where you can review your recording, edit, or delete it. You do not need to "Save as video file" at this point – we'll save as video file when we are ready to move it. To get back to the main screen, choose "Back to recordings" at the top left.



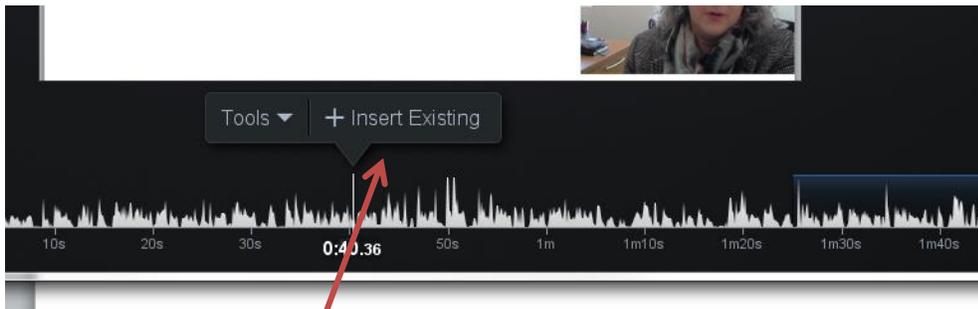
Once back on the main screen, you can record other videos, close out, whatever you want... the video will be saved automatically in SOM.

TO ADD OTHER VIDEOS TO AN EXISTING ONE:

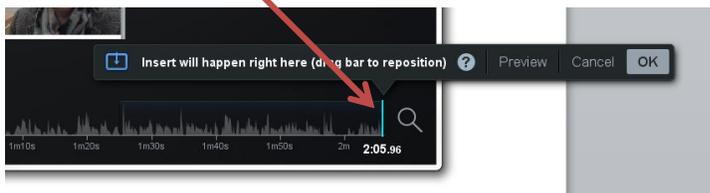
From the main screen in SOM, click the video with which you will start. You will be taken to that video and have options to edit it – lots of choices in the drop-down menu with Tools.



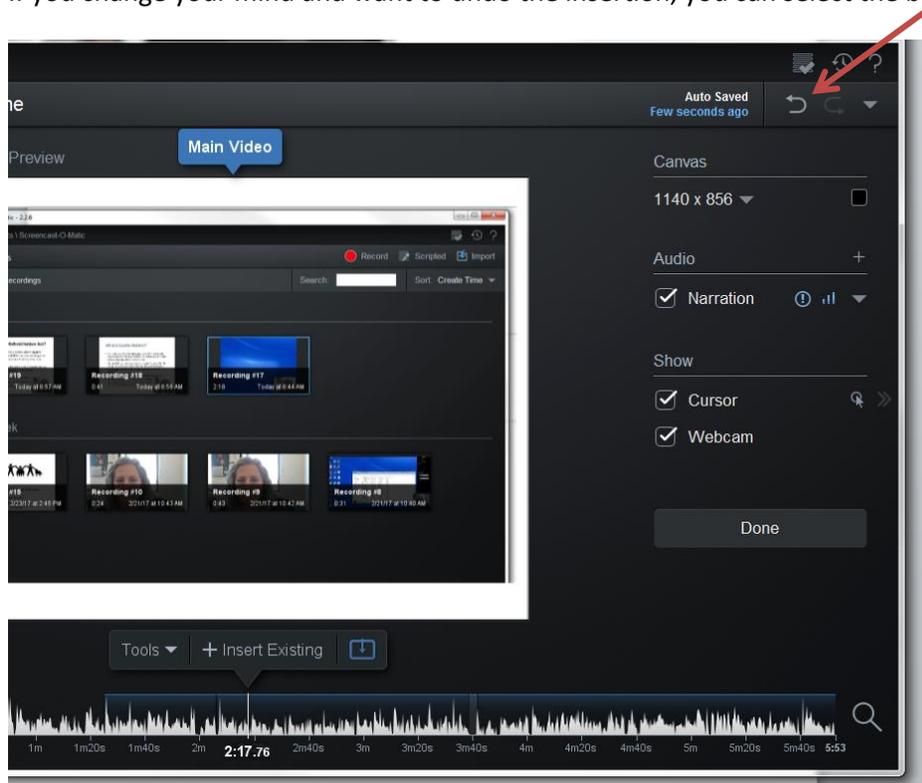
To inset another video, move the vertical tracking line to where you want to place it. The line is always below the Tools-Insert box.



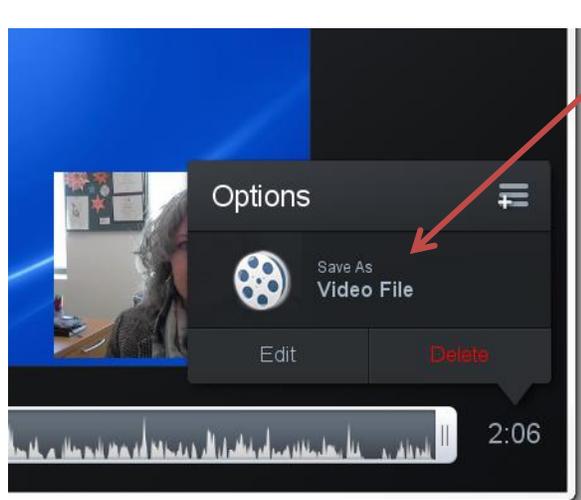
Once you select "Insert Existing", you will be taken to the main screen again in order to choose the video you want to insert. Once you choose it, you'll go back to where you were with a new box. Note the vertical tracking line is now blue. Position the tracking line where you want the insert to happen and choose OK.

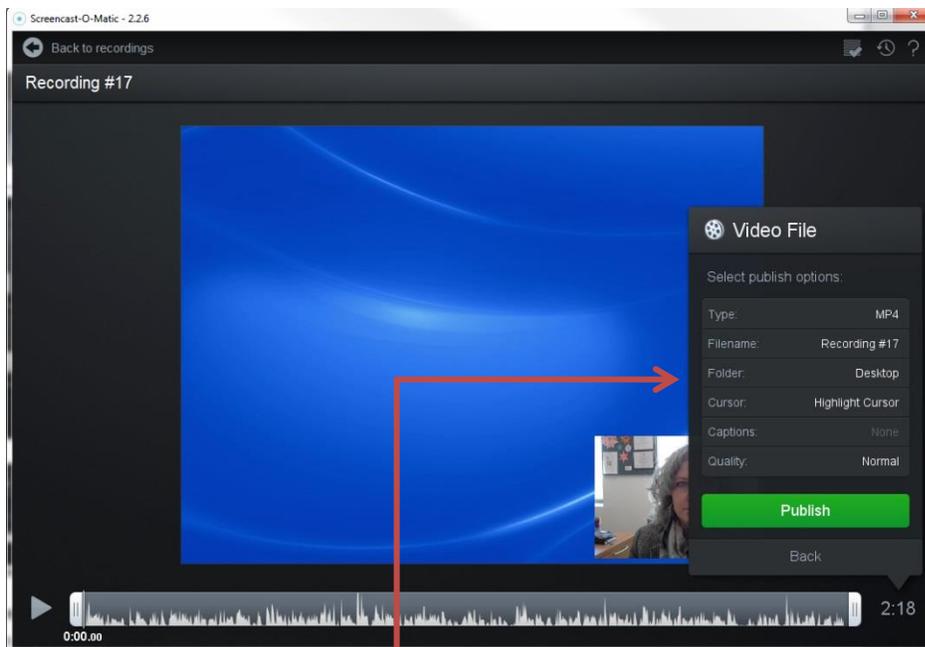


If you change your mind and want to undo the insertion, you can select the back arrow at upper right.

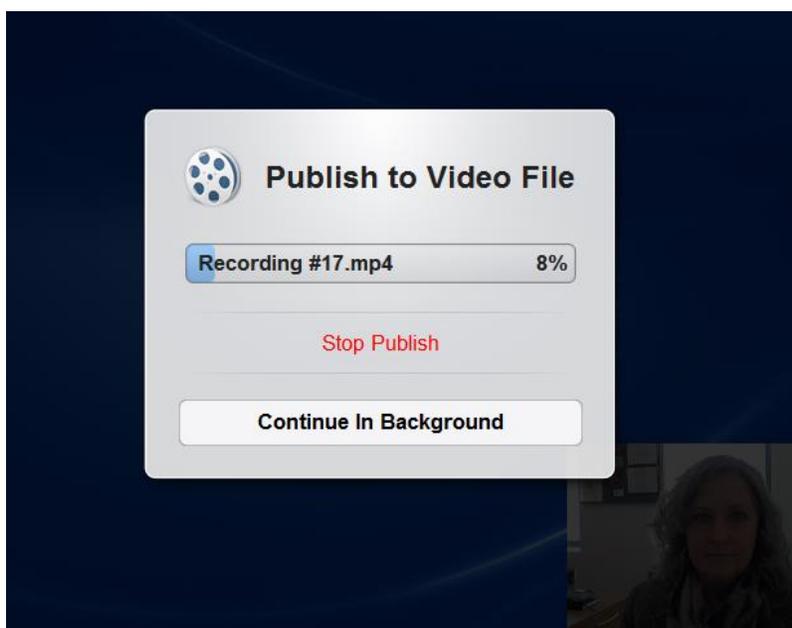


Once you have made all your insertions and are ready to upload the video, click Done. Choose the completed video from the main screen in SOM. You will see the same options as before: Edit, Delete, and "Save as Video File" and now we will select "Save as Video File".





In this box, you may change the filename, if you wish, and select the folder where you want to save the video. (I put mine on the desktop so I can find them again.) When you are ready, click Publish. The box will change to a progress bar – longer videos may take a while to save.



Once it is done, it is time to upload to Brightspace.