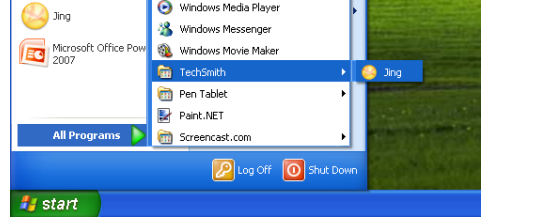
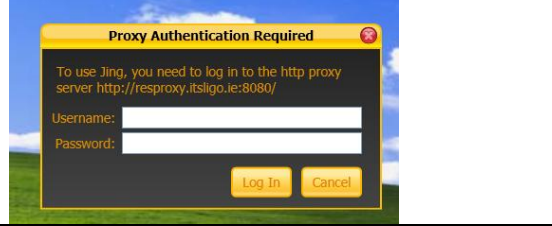

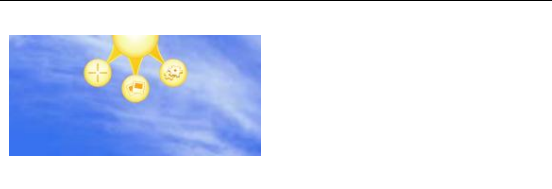
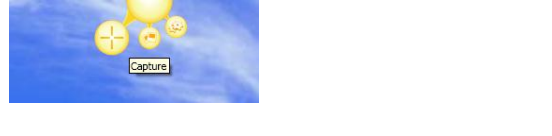
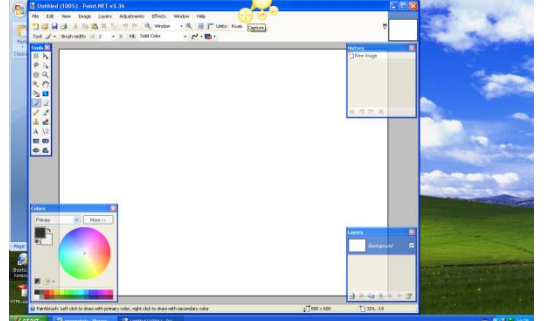


Locating and Using Jing

Start up Jing!

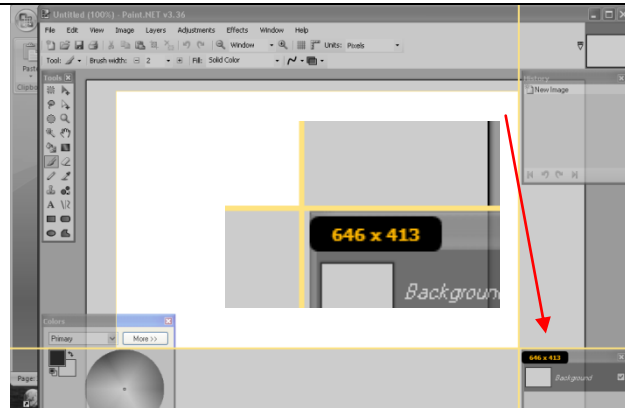
| | |
|---|--|
| <p>Locate the program, most likely: Start > All Programs > Techsmith > Jing</p> |  |
| <p>Optional: If you are connecting via a proxy, for example with a wireless network, you will be prompted for your institution or company login information. This is the same login you use for the network. NOT your Screencast.com login.</p> |  |
| <p>Locating Jing once it's started Jing will appear at the top of your screen as a faded sun.</p> |  |
| <p>When you scroll over it, the options will pop open.</p> |  |
| <p>Scrolling over each individually prompts a tooltip: text showing the name of the option. In this case, <i>Capture</i>.</p> |  |
| <p>Tip: Before you click capture, make sure you have the program you want to use open.</p> |  |

Selecting your recording area

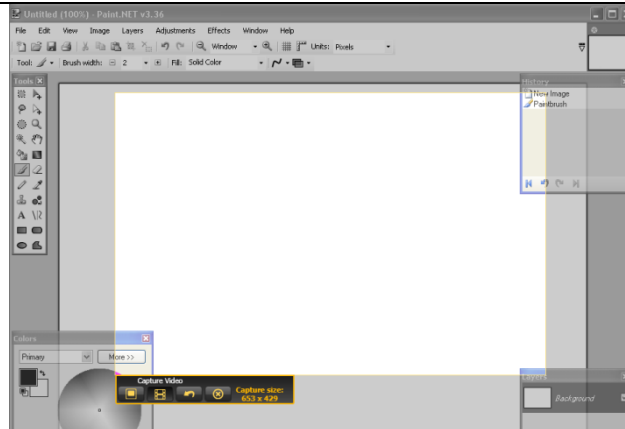
After you click capture, you will get *crosshairs* with which you can draw a selection area.

To draw the selection: click down at the top left of where you want to start, and drag the box to the bottom right.

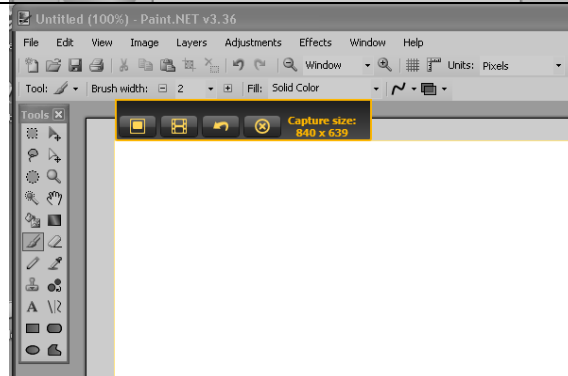
It will indicate the size of the selection area in the bottom right hand corner.







When your selection is made, the menu will appear in the bottom right hand corner.



Tip: If your selection box goes to the bottom of the screen, the menu will appear in the top left






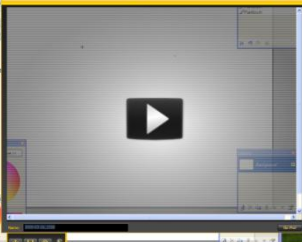









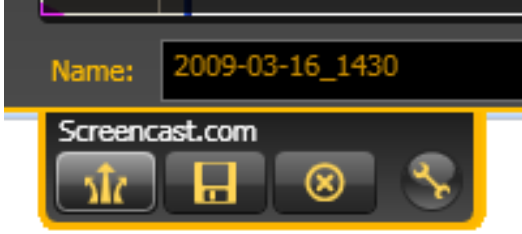




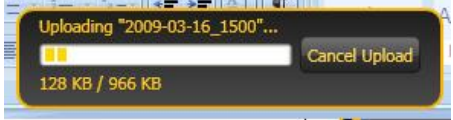
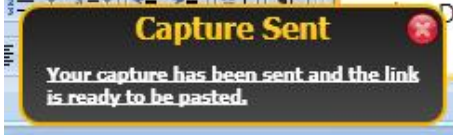
The menu has 4 options

| | |
|---|----------------|
|  | Capture Image |
|  | Capture Video |
|  | Redo selection |
|  | Cancel |

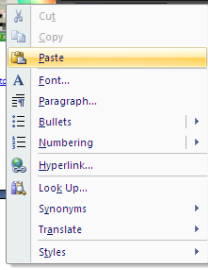
Click 'Capture Video' to make a video.



Recording a video in Jing

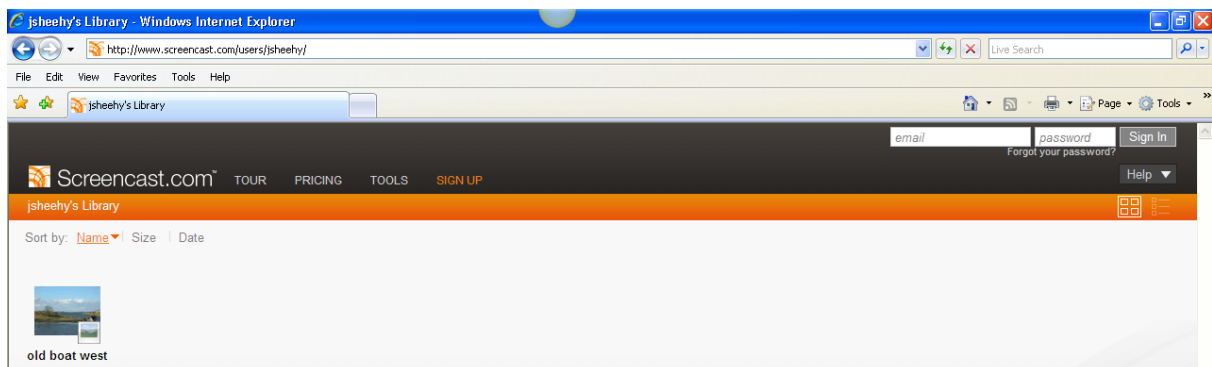
| | | | | | | | | | |
|---|--|--|---|---|---|--|---|-----------------|---|
| <p>After you click 'Capture' Jing will give you a countdown... 3, 2, 1... GO-!</p> <p>Tip: Before you start, make sure you are ready.</p> <ul style="list-style-type: none"> • Check that your Microphone is plugged in. • That you have started the program you want to record in. • The countdown indicates if the Mic is on. |  | | | | | | | | |
| <p>TIP: Use the pause button!</p> <p>You can press the <i>Pause</i> button to prepare yourself or gather your thoughts.</p> |  | | | | | | | | |
| <p>Click <i>Stop</i> to finish the recording. It will begin to process the video. This could take several minutes depending on how long your recording is.</p> |  | | | | | | | | |
| <p>When you are done, the video is temporarily available for a <i>Preview</i>.</p> <p>Press the arrow to 'play'.</p> |  | | | | | | | | |
| <p>The pause/play button appears at the bottom left of the preview window as a large arrow.</p> |  | | | | | | | | |
| <p>On the menu, there are three options available to you at this stage.</p> <table border="1" data-bbox="193 1406 783 1720"> <tr> <td></td> <td><i>Upload</i> (by default to Screencast.com)</td> </tr> <tr> <td></td> <td><i>Save</i> This saves a .swf to your computer.</td> </tr> <tr> <td></td> <td><i>Cancel</i> if you don't want to keep the video.</td> </tr> <tr> <td></td> <td><i>Settings</i></td> </tr> </table> |  | <i>Upload</i> (by default to Screencast.com) |  | <i>Save</i> This saves a .swf to your computer. |  | <i>Cancel</i> if you don't want to keep the video. |  | <i>Settings</i> | <p>Click the Screencast.com upload/share button if you want to upload.</p>  |
|  | <i>Upload</i> (by default to Screencast.com) | | | | | | | | |
|  | <i>Save</i> This saves a .swf to your computer. | | | | | | | | |
|  | <i>Cancel</i> if you don't want to keep the video. | | | | | | | | |
|  | <i>Settings</i> | | | | | | | | |
| <p>When you click Screencast.com Share button, the upload begins. It happens in the background, you don't have to do anything else to get it online.</p> |  | | | | | | | | |
| <p>When it is complete, you get a notification. Your video has been uploaded, and is now available online. Jing 'copies' the web address (URL) to your computer clipboard.</p> |  | | | | | | | | |

Jing: The missing manual

| | |
|---|---|
| <ul style="list-style-type: none">• <i>The capture is sent</i>: This means, the video or photo is uploaded.• <i>The link is ready to be 'pasted'</i>: This means you can paste it into an email, a document, a message, etc. | |
| <p>Tip: This is like 'Copy and Paste'. Ever use copy & paste? When you copy something, your computer temporarily stores the information so you can 'paste' it into another location. Jing conducts a 'copy' of the link. Now you just have to 'paste' it. Paste the address in an email or a document. It will look like: http://screencast.com/t/2nsFfmNZ</p> | <p>You can paste with a right-click to get the context menu: You can CTRL + v to paste as well.</p>  |
| <p>You can use this shortened link in an email, or paste it into a document. The link will bring the viewer to your library.</p> | <p>There are various privacy settings, but by default- whoever you send the link to will be able to see it, but no one can browse to your Jing folder in your library. It's hidden by default</p> |

Locating your Screencast.com account

If you're not logged in, you can't see private folders. You will see the login area, top left.



When you are logged in, you see your URL, and your folders and files. Like this:

