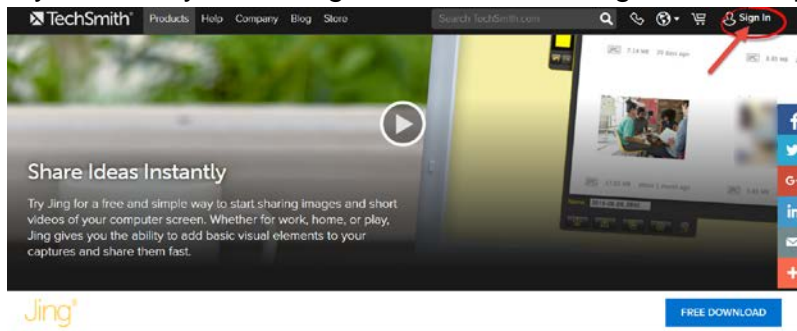
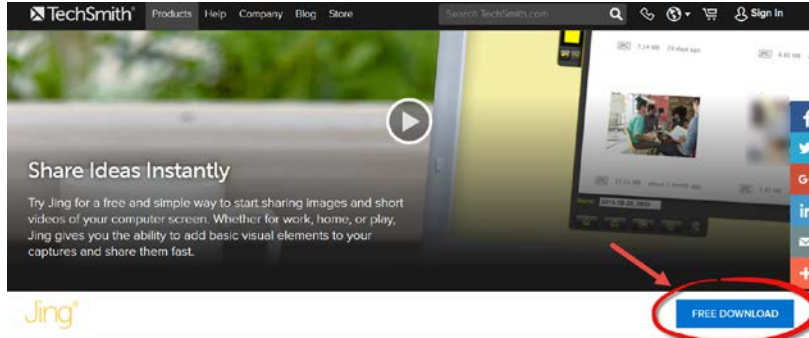


QUICK-START GUIDE

1. Visit the [Jing](http://Jing.com) website.
2. If you already have Jing and an account, sign in and skip to Step 7.



3. If you do not have Jing on your computer, click on the “Free Download” button.



4. Select the appropriate “download” button – either Windows or Mac – to begin. For best results, use the most current version of your web browser.



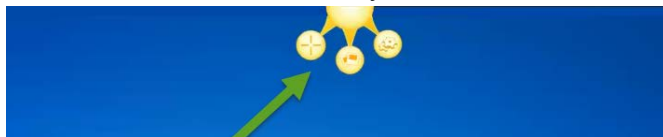
5. Once you have logged in or downloaded the product, watch the short demo video by clicking the play button.
(To skip the video, click “Get Started.”)



6. After viewing or skipping the video, you will be prompted to sign up for a free account with Jing.
7. Once you sign up, or sign in, you will see a little yellow “sun” peeking out from the top of the corner of your screen.



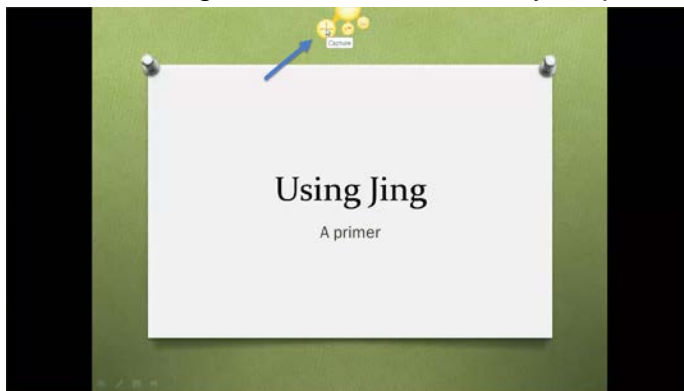
8. Hover over the “sun” and you will see three “rays.”



9. Hover over the far left ray that resembles crosshairs, or a plus sign, to begin your screencast. You will see the word “capture” as you hover over that ray.



10. Now you are ready to begin recording your screencast. Be certain that your complete slide presentation and/or other materials are prepped and ready prior to beginning your video capture. It is highly recommended that you create a script and/or speaker's notes for your PowerPoint to ensure that your screencast will meet the time requirements. This will also allow you to practice your presentation prior to recording it.
11. Open your PowerPoint presentation. **To record your PowerPoint you must have the presentation in slideshow view.**
12. From the Jing sun click on the left ray “capture” tag.



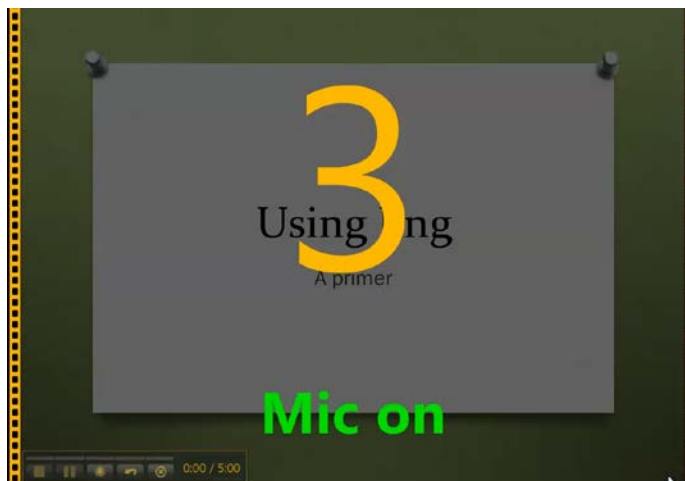
13. You will see a grid box that will allow you to capture your slide. Move the grid with your mouse until your image is inside the grid.



14. Next, you will see a small menu appear. Click on the filmstrip icon (“capture video”).



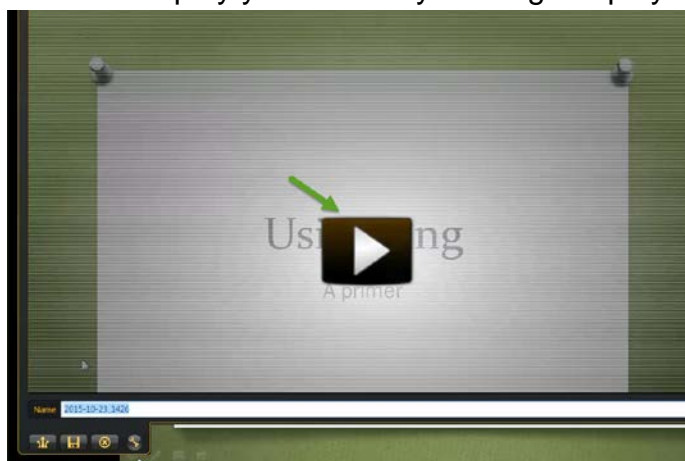
15. You will see a number countdown that will begin recording both the screen and your speech after “1.”



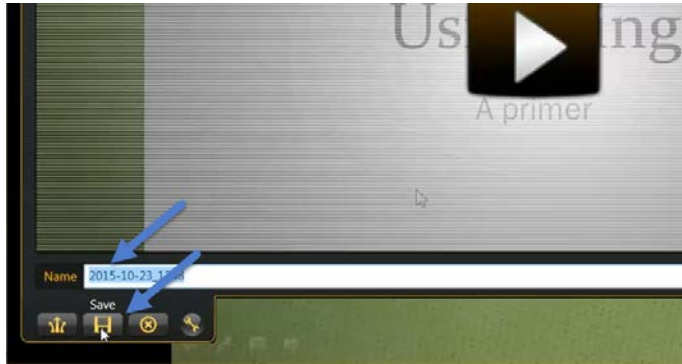
16. While recording your presentation and narration, move through your presentation as you normally would by clicking your mouse or hitting the forward arrow key.

- To pause the video, select the pause button (||). To resume, click on the resume button (●).
- When you are finished recording, select the stop button (■).

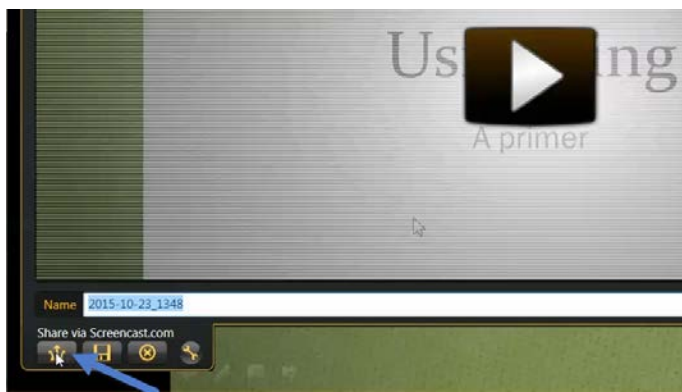
17. You can replay your video by clicking the play arrow in the center of the screen.



18. If you are pleased with your video, you can save it by selecting the save button at the bottom of the screen. You will be given the opportunity to name your presentation at that time.



19. After you save your video, you can share your video by creating a link through Screencast.com. Just select the “share” button and follow the steps.



Helpful hints:

- Be sure to create your screencast to conform to the parameters laid out in the assignment.
- Be sure to share your screencast according to the parameters laid out in the assignment.
- You may re-record your screencast until you feel comfortable with what you have completed for submission.
- You may delete your screencast at any time; however, once it has been deleted, the URL will no longer work. Wait until you have received the grade for your submission before deleting your screencast.
- If you run into any issues using Jing, visit the [Help](#) page for assistance. Select the “Jing” button. In addition to [technical support](#), you will find step-by-step tutorials and community support. You may also click the “submit a ticket” button to submit a support request.