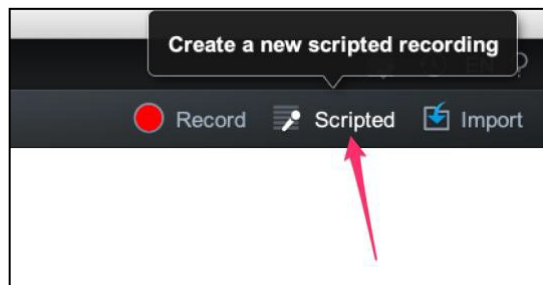
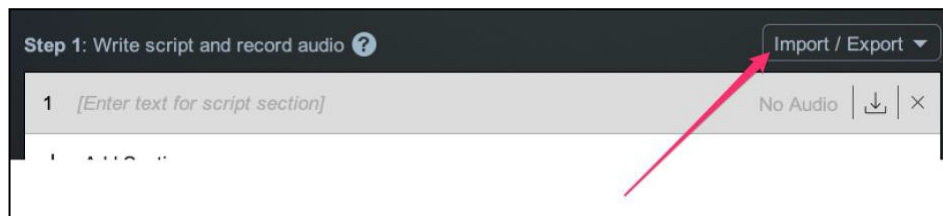


Screencast-o-Matic: Scripted Recording

1. Write your script.
 - Create a script draft using voice to text. If you'd like to generate a first draft of your script by doing a dress-rehearsal of your screencast, use another device (like a smartphone or tablet or laptop) to capture your voice using a feature such as Voice Typing in Google Docs. You may have to activate Google Voice Typing [on your iOS device](#) or [on your Android device](#).
2. Save your script as a .txt file. Make sure the paragraph breaks align with places you will make changes in your video (such as moving from one slide to the next or moving from one screen to the next).
3. Open the desktop client of Screencast-O-Matic.
4. Create a new Scripted Recording.

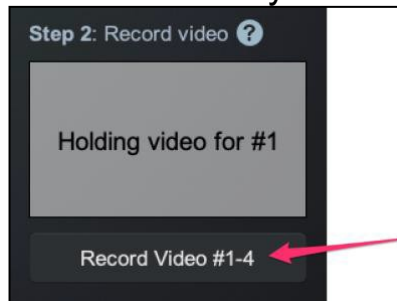


5. Import your .txt script file into Screencast-O-Matic.



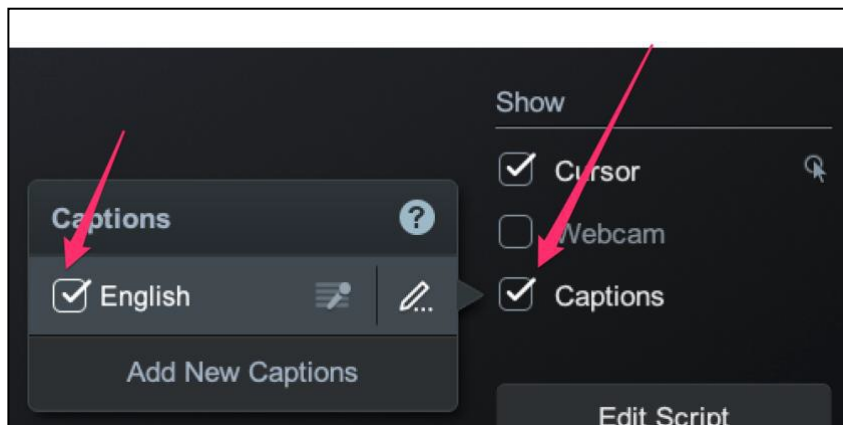
6. You will first record the audio portion of your screencast. Hit the Rec button and wait until your screen turns green to start talking. Click next when you are ready to move to the next section of your script. Repeat until you've recorded the audio for every portion of your script. You can re-record any segment if you'd like.

7. Next, you'll record the video portion of your screencast. Place your cursor at the first section of your audio recording, then click Record Video

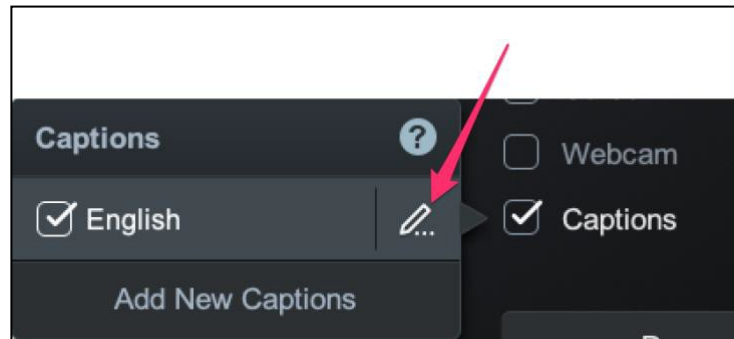


#1-[n].

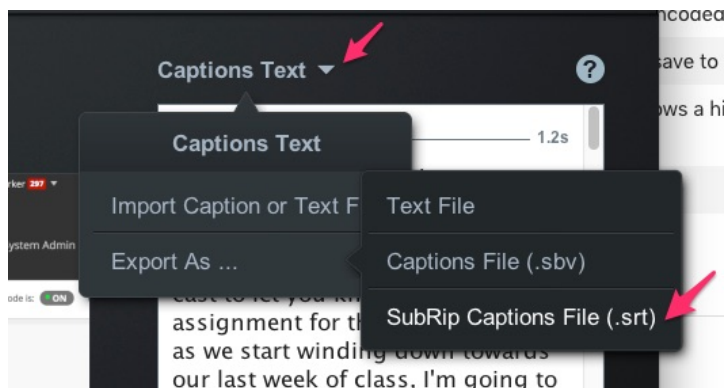
8. First, resize the recording pane to match the size of your [slides, browser window, etc.].
9. Make sure the volume is turned up to record the video (as Screencast-O-Matic will play back the audio you've previously recorded). Click the Rec button and record the video to accompany the first segment of audio.
10. When you are done with the first segment, click Next or Alt-N (Windows)/Option-N (Mac) to advance to the next segment.
11. Continue recording the video for each portion for your video.
12. When you are complete, click Done. You can re-record any segment of video by clicking Replace Video #[n].
13. Now it's time to [edit](#). Magnify the editing bar (zoom in) so that you can see the granular details of your video. You can trim extra length, show/hide your cursor, overlay text or arrows, increase the speed of certain sections, etc.
14. When editing, be sure to click to Show Captions and choose the appropriate language.



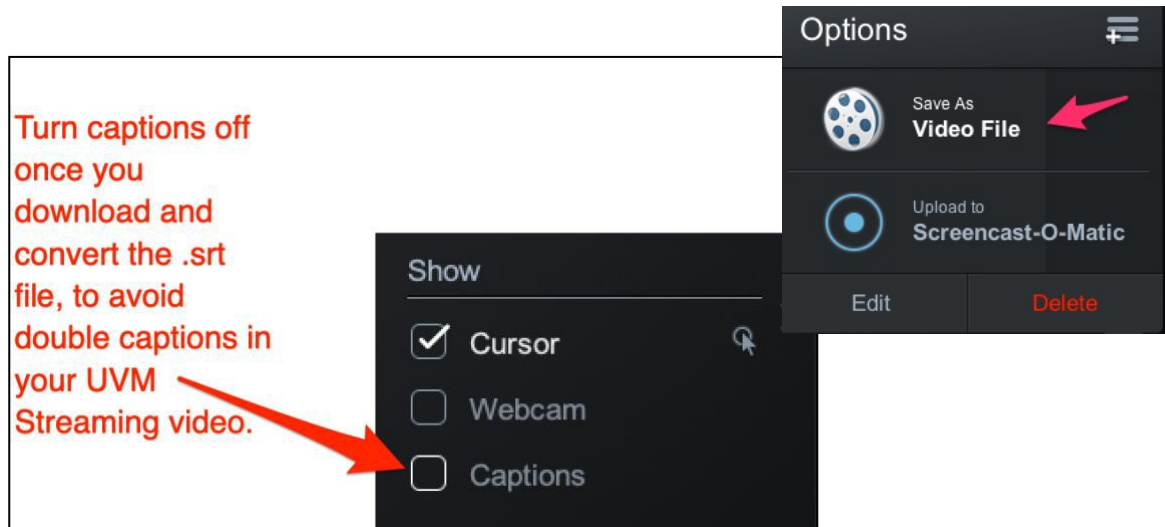
15. For the UVM Streaming server, you will need to upload the video file saved to your computer and the captions file separately, so you will need to export your captions before saving your video. From the captions menu, click on the Edit pencil icon.



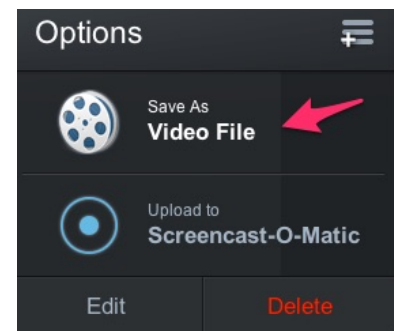
16. Then use the drop-down arrow next to Captions Text to export a captions file of your captions. UVM Streaming requires a .srt file. Be sure to save as .srt.



17. Once you've exported your caption file, turn off captions in your Screencast-O-Matic file (because you don't want double captions)



18. Once your video is complete, Save As a video file (.mp4) and upload it to the UVM Streaming site (<https://streaming.uvm.edu>).



19. After uploading, add the .srt captions file
- Go to UVM Streaming, find your video, and click Edit Video.
 - Scroll to the option to upload captions and click Choose File.
 - Browse to your .srt file.
 - Click Update Video.