Screencast-o-matic (SOM) Quick Start

Download a 6-month license for Screencast-o-matic

1. **For MacOS from the UVM Software download archive**
2. **For Windows from the UVM Software download archive**

1) Record a new video (see also: Welcome to Screencast-o-matic)

a. Start Screencast-o-matic (SOM) then click the red "*Record*" button.

b. **Record options:** choose "*Screen*" only or "*Webcam*" only (record your face), or "*Both.*" If you choose "*Both*" you can remove your webcam later.

c. **Size:** We recommend "*720p*" (medium size) or "*Fullscreen*" (large).

d. **Narration:** To record your voice, click the mic icon. Click on the microphone name to get a pop-up window where you can test the volume of your mic.

e. **Preferences:** Click "*Preferences*" to see the short-cut keys you can use while recording.
Very important: Note the "*Pause*" shortcut key combo. You will need this as you record.

Figure 1: Initial recording settings

f. Click "*Rec*" and wait for the 3…2…1… countdown. Everything you do from this point will be recorded.

g. **To pause:** use your shortcut key, or, if you are finished recording, "*Pause*" and then click "*Done.*"

h. From the "*What's Next*" pop-up menu choose "*Edit Video.*" You do **not** need to save it first. SOM automatically saves your changes as you edit it.
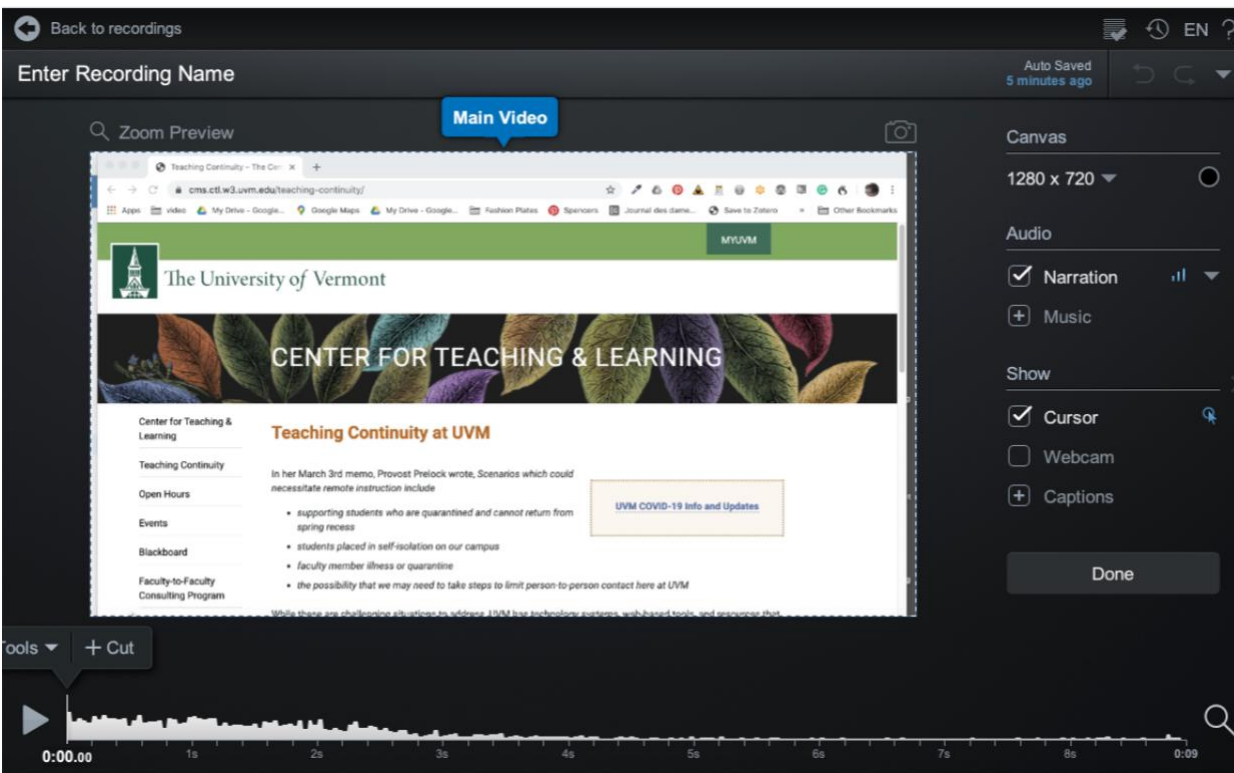
2) The Editing Screen

Figure 2: The editing screen showing a screenshot from a CTL screencast

a. **Enter Recording Name:** click to provide a file name for your video

b. **Main Video window:** where you preview your video as you edit it

c. **Canvas, Audio, Show:** Choices that impact the entire video: size, whether the video has narration, whether the webcam is on or off, whether the cursor is hidden or not.

d. **Timeline and Tools**: The play button, the Tools menu, and the Timeline where you can see your audio, and where you can drag the playhead (vertical line) to any specific point in your video.

e. **Done button**: click when you are ready to save your video.

3) The Tools Menu

Editing tools include cut, copy, insert another recording, speed up or slow down sections of your recording, insert a pause or freeze frame, resize, crop, flip your video horizontally or vertically, add transitions, adjust volume, and add drawing overlays like boxes, arrows, or text on top of your recording. You can learn more about these tools at the Screencast-o-matic Tutorials page.
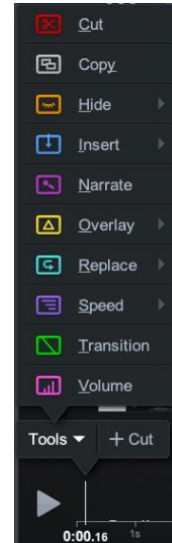
Figure 3: The Tools Menu

4) Using the Tools: Cut

a. Move the playhead to the beginning or end of area to be cut.

b. Click on the *"Tools"* menu and then click "*Cut*."

c. The playhead vertical bar turns red. Select the section to cut by dragging the red playhead bar along the timeline. Or, click on the start or end of the span, then use the arrow keys to reduce or expand the selection.

d. To preview the cut, click the "*Preview*" button, click OK to finish the process.

e. Any time you edit the recording, the video is automatically saved.

f. After the cut has been made, a dashed red line will show you where the cut was made.

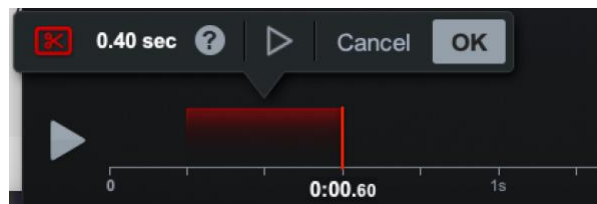g. To undo the cut, click on the red playhead, click the red scissor icon, then the click "*Remove*".

Figure 4: A sample of the Cut process

5) Using the Tools: Hide the Webcam and Cursor

a. Move the playhead to where you want to begin hiding the webcam or cursor.
b. Click the "*Tools*" menu button and choose "*Hide*" and then choose either "*Cursor*" or "*Webcam*."
c. Select the section by dragging the orange bar along the timeline or you can click on the start or end of the span, then use the arrow keys to fine tune your selection.

6) Save the Video

a. Click "*Done*" and choose to "*Save as Video file*."
b. Options:
   i. For best results, save as mp4.
   ii. Give the video a name.
   iii. Indicate where it should be stored.
   iv. Chose if the cursor should appear in your recording or be hidden.
   v. Choose whether to add or edit captions at this time.
   vi. Choose High, Medium, or Low quality.
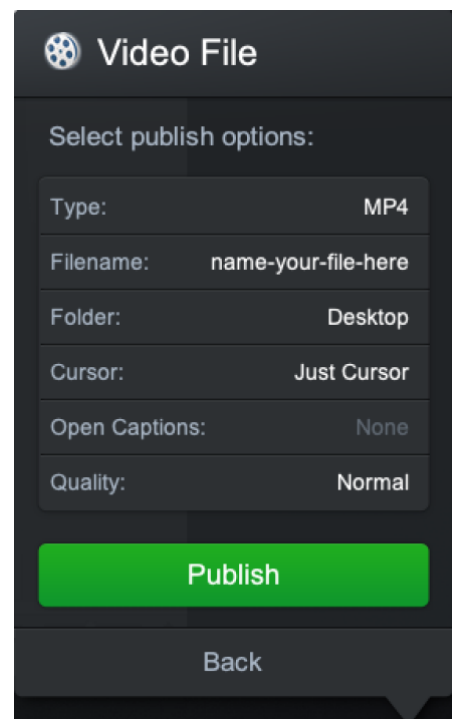   vii. Click "*Publish*."

Figure 5: The "Save Video" settings

7) Be ADA Compliant: Caption Your Video

Before creating your next video, remember that, to be ADA compliant, UVM videos should be captioned. SOM gives you several ways to caption. Consider your workflow, then choose whether you will:

a. Create captions by [pre-writing and reading a script](#), then read from the script as you create your video, or
b. Narrate as you create your video, then have SOM use its [speech-to-text option to create the captions](#) for you after the video is created.

Frequently Asked Questions

1) **I clicked on Record and chose WebCam or Both for my recording but I do not see a camera listed.** Most laptops have a built-in webcam but many desktop computers, or modular components like the Dell Mini, do not. If you do not have a camera you will need to use an external webcam

2) **I clicked on Narration but do not see any microphones listed**. Most laptops have a built-in microphone but many desktop computers, or modular components like the Dell Mini, do not. You will need to connect an external microphone to capture the audio.

3) **If I want to narrate a Powerpoint. Should I record my voice inside Powerpoint or use SOM?** We do not recommend narrating your Powerpoint slides in Powerpoint because the results are not reliably played on both Windows and Mac. SOM will give you a cross-platform, more flexible to edit, result.

4) **I want to narrate a Powerpoint but the slides look fuzzy and it's hard to get out of the slideshow window to get to the SOM controls.** It will be easier, and provide better quality, if you do not record a full-screen slideshow. Instead in Powerpoint recording size: Slide Show: Set Up Show: Browse by an Individual, then stretch the window to fit into a standard SOM screen size (like 720p). Another advantage of this method is that you can put your script in the Notes section of Powerpoint.

5) **I'm trying to edit but the timeline is too compressed. Can I expand it?** Yes. Click on the magnifying glass icon in the lower right corner. This opens a slider bar and displays three small chunks. Click the largest chunk to expand the timeline. Use the slider bar to move back and forth along the timeline.