HOW TO SCREENCAST USING JING

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## How to Screencast Using Jing

1. **Checklist: What do I need to record a screencast?**

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<tr>
<td><strong>1. A computer with Jing Screen-capture Software</strong></td>
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<tr>
<td>- Available on computers in the Library’s Group Study Rooms</td>
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<tr>
<td>- Available at faculty computer cluster</td>
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<tr>
<td>- Downloadable FREE to ANY Windows or Mac computer</td>
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<tr>
<td><strong>2. A headset microphone</strong></td>
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<tr>
<td>- Available for loan</td>
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<tr>
<td><strong>3. A quiet place to record your screencast</strong></td>
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<tr>
<td>- Library group study room</td>
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<tr>
<td>- Any location with a low level of background noise</td>
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### 1.1 Use your own computer
To download Jing Screen-capture software onto your own laptop or desktop computer visit: [www.jingproject.com](http://www.jingproject.com) Even if you decide not to create your final screencast on your computer you may find that playing around with the software in your own time may give you ideas for your final project.

### 1.2 Book a group study room
To book a group study room at the UTS library visit [www.lib.uts.edu.au/students/facilities](http://www.lib.uts.edu.au/students/facilities) and login to the Room Booking system. Booking a study room at the library is a good idea as it offers you a quiet place to do your final recording. Since it may take a number of attempts before you reach a recording you are happy with, make sure you book at least an hour in which to record your screencast.

### 1.3 Visit a faculty computer cluster
If you have left it too late to book a group study room or do not have a private computer to work on you can work on one of the faculty computer clusters. To find out which clusters have Jing screen-capture software on them you will need to ask your screencast support contact on your course: [jfrawley@it.uts.edu.au](mailto:jfrawley@it.uts.edu.au)
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2. Checklist: Designing a screencast

1. Choose a key topic or concept to present
   - Decide a focal point for a three minute presentation
   - Outline the key points

2. Choose a computer application
   - Word, PowerPoint, Xcel, Paint, etc.

3. Create a story board

4. Write a script

2.1 Choose your topic
Choose a topic from the list provided in the assignment handout. Brainstorm ideas on the main topic outlining key points and any story, case-study or scenario that may assist you in explaining it.

2.2 Choose an application
A screencast is a digital movie of anything that takes place on your computer screen, you can make a screen capture of one or more of the following:

- Access
- Calculator
- Internet Explorer
- Notepad
- Paint
- PowerPoint
- Project
- Publisher
- Visio
- Word
- Excel

You may want to experiment with using a few different applications to get ideas for what you would like to create your final screencast with. Be creative!

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1 Whilst we have listed Microsoft applications, Jing screencapture software is also compatible with Mac and will capture equivalent Mac programs.
2.3 **Create a storyboard**

Now sit down and draft out a storyboard. A storyboard looks a little like a comic-book strip: a series of images that, in sequence, will help you to visualize what your final screencast will look like.

*Figure 2. A Storyboard example for a screencast on cashflow statements*
2.4 **Write a script**

Write a script in either outlined or full script narration:

- **Outlined Narration**: Note down the key points and, once you have completed the screen recording, record the voice-over while watching the video, ad-libbing from your key points.
- **Full Script Narration**: Write down exactly what you want to say, word for word. Then record the audio while watching the video. Try to make it sound as if you are *not* reading a script.

3. **Checklist: Recording a screencast**

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3.1 **Register with Jing**

If you are using Jing for the first time you will need to register yourself as a user. If you are using your own computer, you will be prompted to register following the download. If you are using a university computer then you can find Jing under: Programs> Techsmith> Jing. Note your user name and password so that you can access your work at a later date.

**Figure 3. Account Setup**

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2 Techsmith is a reputable software provider and will only use your details to send a welcome e-mail and set-up an online account. Registration is necessary if you are to: 1) Use Jing 2) Login to Jing on another computer 3) Upload, store and view your material online. Jing does not spam its users with unnecessary e-mail.
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3.2 *Record*
Jing is easy-to-use software and you may find that by playing around with it that you become familiar with Jing, without referring to a manual. Techsmith, the makers of Jing, do offer some helpful tips to get you started ([http://help.jingproject.com/get-started/](http://help.jingproject.com/get-started/)) and the ‘Welcome to Jing’ manual has been put on Blackboard for you to use. In addition to this a brief outline has been included below:

1. **Plug in your microphone headset**
   Plug in your microphone headset. This is what you will be narrating your screencast with.

2. **Open Jing**
   Once you have downloaded Jing onto your own computer or logged onto a computer with Jing installed on it, you will need to open Jing. Jing can be found in the Program menu under Techsmith: *Programs > Techsmith > Jing*

   At the top of your screen is a small sun. Place your cursor over this and it will open up to reveal three options, which are discussed below in Figure 4.

   *Figure 4.* Jing
   
   **Capture:** the most useful function. Drag the square over the part of your computer screen you wish to capture.

   **History:** the screencasts and screencaptures you have made to date.

   **More:** A button that offers additional functions. You may not need to use this function.

3. **Capture**
   Select capture. Highlight the area of the screen you wish to capture. And select the feature you wish to use. For a screencast you will want to capture video. The buttons are explained below in Figure 5.
Once you choose to ‘Capture Video’ Jing will give you a 3 second count-down. Following this Jing will begin to record sound and any on-screen activity in the part of the screen selected by you.

4. **Controls**
   During the screencast you can stop, pause, restart or cancel your screencast. A guide to the buttons is available in the ‘Welcome to Jing’ handbook by Techsmith (2009). Since Jing does not allow you edit your screencast you may have to record your several times until you generate a version that you are happy with.

5. **Saving**
   Saving your work has been detailed in a step-by-step in Figure 6 on the following page. If you are using a university computer it is especially important that you save your work to a network drive or an external USB memory stick so that you can retrieve your work later.
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Figure 6. Saving your work

**STEP 1:**

How to save a screencast

Name your file

Save file

**STEP 2:**

Save to a location you intend to use again:

*University computer:*
Network drive or USB Memory Stick not the hard-drive.

*Private computer:*
Hardrive or USB Memory Stick.

Jing will notify you when your capture is saved.
3.3 **Upload your final Screencast**

Once you have a screencast that you are happy with you will need to upload this to TechSmith, which will give you a unique URL that you will submit to your lecturer as your final screencast. A step-by-step guide to doing this is presented in Figure 7.

*Figure 7. Saving your work*
4. Examples of Screencasts

To see some finished screencasts visit the following URL links. The first example is a screencast demonstrating how PowerPoint can be used to explain an accounting concept. The second example demonstrates how applications can be used in atypical ways to create engaging screencasts.

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<td>-PowerPoint</td>
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<tr>
<td>How to make creative</td>
<td>-Multi-application</td>
<td><a href="http://www.screencast.com/users/frajes/folders/Jing/media/9b093625-dd3c-4791-8813-a2ed07576025">http://www.screencast.com/users/frajes/folders/Jing/media/9b093625-dd3c-4791-8813-a2ed07576025</a></td>
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