Instructions on using Screencast-o-matic:

1. Go to the URL: www.screencastomatic.com.
2. Log-in (it's free to sign up for a new account).
3. Click on the start recording button **(figure 3 right)**.
4. Adjust the screen resolution, microphone input, audio levels and webcam as necessary and then select record **(figure 4)**.

microphone level   screen resolution
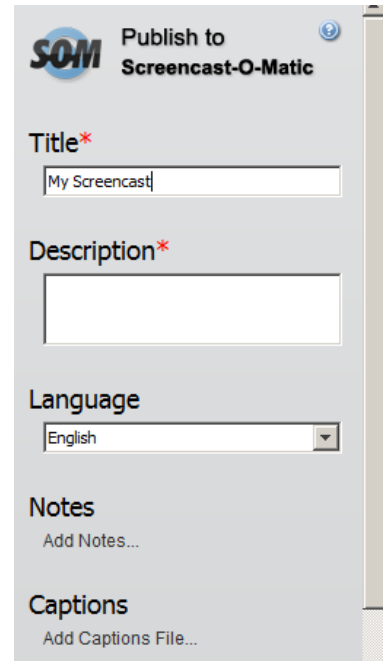
record   audio adjustments   webcam
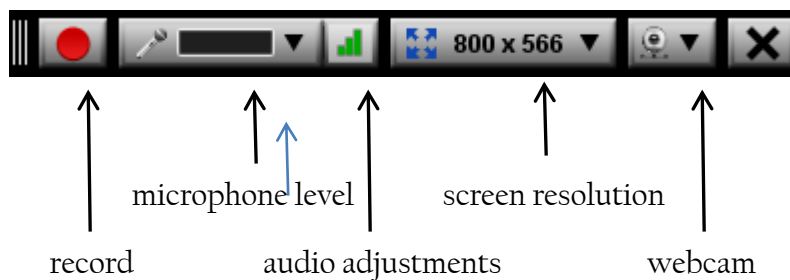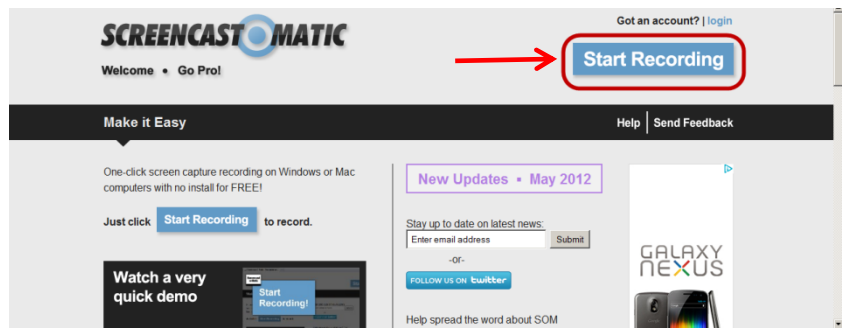
5. During recording the status bar keeps time and allows you to pause, restart or finish your presentation.

6. After selecting done, a preview of the presentation will appear. At this point, you may choose to re-record your presentation (*Back button*) or to publish your screencast to either SOM or YouTube.
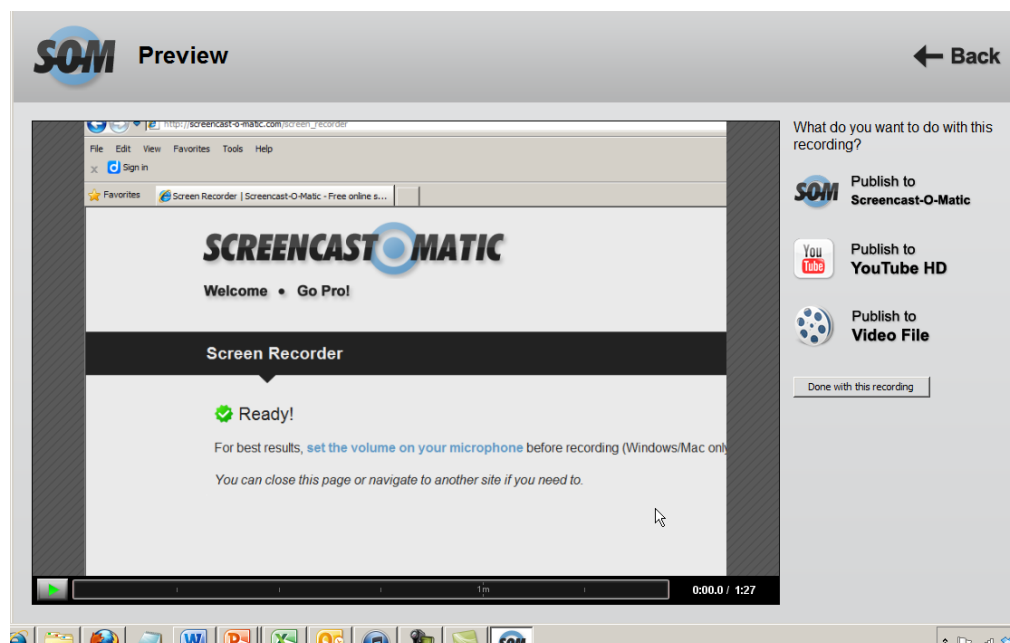
7. The next screen allows for the user to enter a title for the presentation, a description, notes and captions **(right)**. Notes and captions are discussed in detail on the site itself if you are interested in more information. When complete select the button upload to SOM.
8. The screencast with process at the next step. A URL is generated. Click on the URL to enter the information screen.
9. At the top of your new screen is a preview of your video. If you scroll down, on the left hand side there are two options: share link and embed code. The embed code is convenient for wikis. Copy the share link provided using the right-click option of your mouse.

SOM Publish to
Screencast-O-Matic

Title*
[My Screencast]

Description*
[   ]

Language
[English ▼]

Notes
Add Notes...

Captions
Add Captions File...