

Digital Media – Screencast-O-Matic

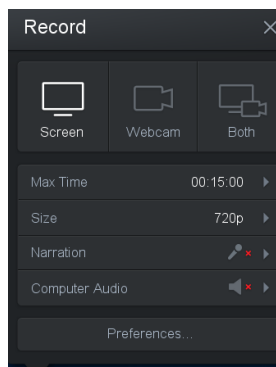
Screencast-O-Matic is an excellent free tool for recording screencasts and narration with or without webcam. It contains a basic editor that you can use to make trims and adjustments to create a finished end-product.

In this task you will use the Screencast-O-Matic software to illustrate and narrate a process which you commonly use at work.

Firstly, view the example video by clicking on this link:
<https://youtu.be/M8dUM8iqSQc>

Start *Screencast-O-Matic* by clicking on  in the taskbar at the bottom of the screen.


Make a recording of your voice, explaining a short process, like this:



In the **Record** panel, change the Screen Size option to **Fullscreen**

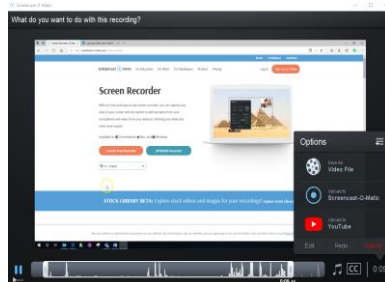
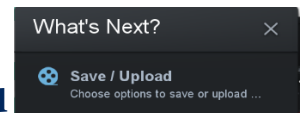
Set **Narration** to the mic/headset you are using

When ready, click  to start recording your screencast

Record your voice explaining a few steps
Use  if you need to pause recording

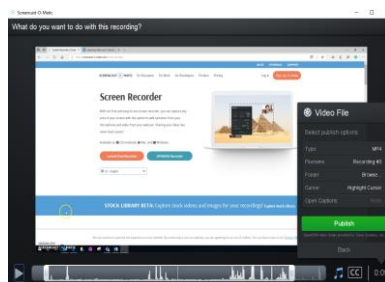
When finished, click  then **Done** to stop

When asked What's Next, choose **Save / Upload**



In the waveform at the bottom, playback the video and use the trim tool to top & tail your audio

Click  to add a soundtrack



When asked, Save as video file

Choose **Desktop** as the destination folder

Finally, **Publish**

You should now be able to play your video from the Desktop using *Windows Media Player*

Skills Toolkit

