1. IntroGuide to SOM ver 2.0 (SOM = Screencast-o-matic)

Install and Log In

1. Download Screencastomatic version 2.0 at: http://www.screencast-o-matic.com/v2

Online-version from your browser

Stand alone app for your computer

Click on this link to download for PC: **InstallScreencastOMatic-v2-1.8.exe**
If you run a Mac, you´ll find the driver on the same website.

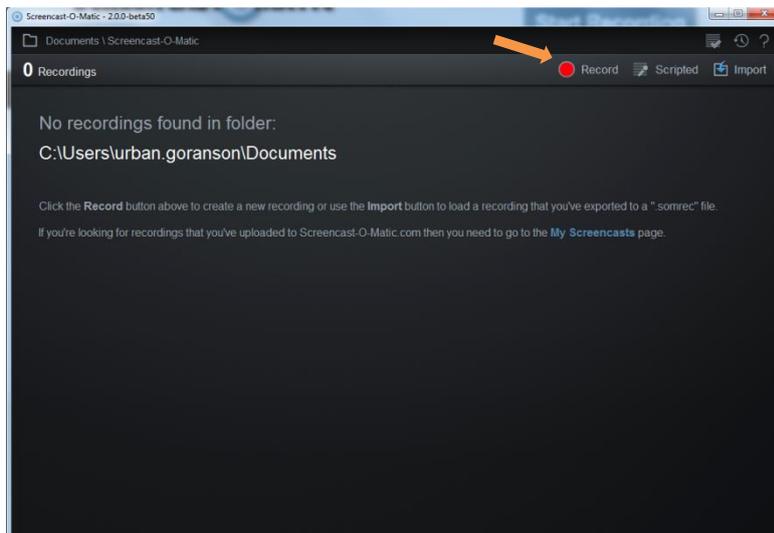2. Install the file on your computer and open SOM by double-clicking the SOM-icon.

3. Log in to SOM by entering KI´s username and password.

NB! If you <u>do not</u> wish to install SOM ver2 on your computer, you can run the program online from SOM´s server in your browser. To do this click on the black button *Record Screencast* (see image above) and log in with KI´s username and password.

Screencasting

4. There are two ways to record in SOM. Here is the easiest method.

Click on the red Record-button to start a new recording.

Settings

5. Before you can make your screencast you must adjust the settings in the black Record-window.

a, Start by choosing whether you want to record just the screen, just the webcam or both.

b, Set the *Max Time* to None (if you don´t want to set a maximum time for your recording).

c, Click on *Size* to select the screen size you wish to record. There are several alternatives to choose from. Select *Fullscreen* if you want to capture everything on your screen. Click on the arrow to the right to access the alternatives for *Size*.

You can also customize the size by "dragging" the handles in the framed box to the specific area you wish to record.
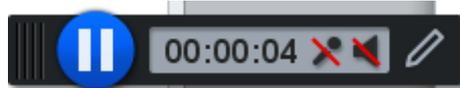
d, With *Narration* you choose the microphone you wish to record with. Click on the right arrow and select the microphone you have plugged in to your computer. NB! Please use a USB-connected headset!

e, Adjust *Computer Audio* if you want to record the audio *from* your computer. Choose *Yes* or *No*.

f, *Rec* – Click on the red Rec-symbol to start your screencasting. A countdown of 3 seconds warns you that you are about to start recording.
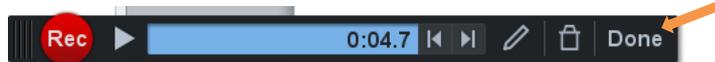

By clicking on the blue pause-icon you can pause your recording.

Click on the red Rec-button again to continue your screencasting.

When you're done with your screencasting click on **Done**.

Now your screencast is ready and you can see it in SOM´s preview window where you can edit your recording.