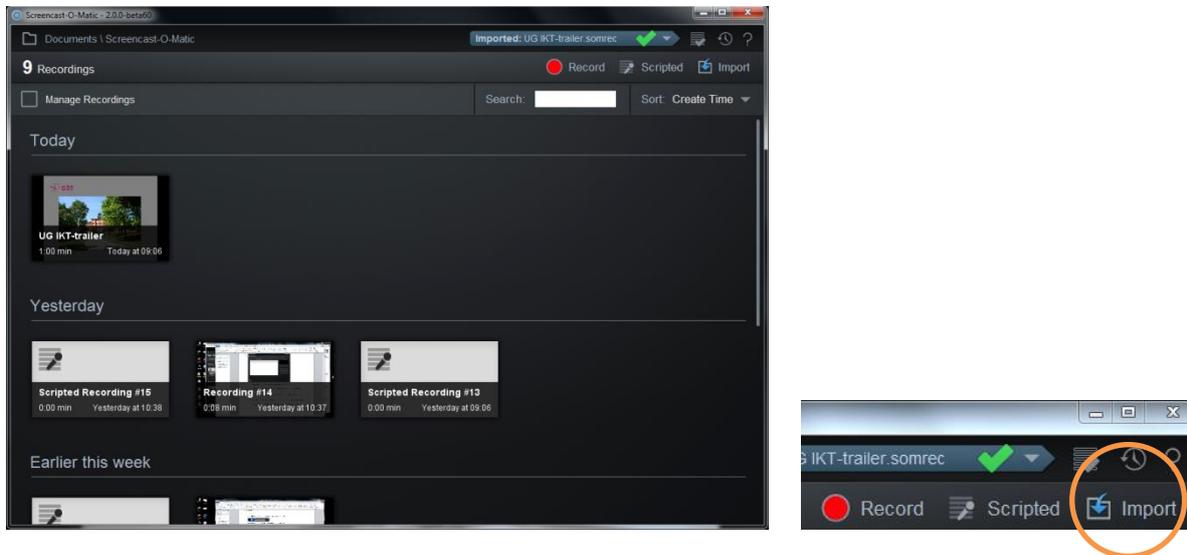## 3. Edit in SOM ver 2.0 (SOM = Screencast-o-matic)

When you log in to SOM2 you can see all of your recorded screencasts in the main window.

If you have recorded a SOM2-file (screencast) on another computer and want to edit it on your computer you need to import the file into SOM2. Click on **Import**, up to the right, browse to your file and import it to your recordings in SOM2. Your imported SOM-file will now show up among your recordings.
(In the last section of this guide you can read how *export* a SOM-file!)

Click on your recording to open it up. You will now see your recording in preview mode where you can start editing your screencast. Click on *Edit* to begin editing.
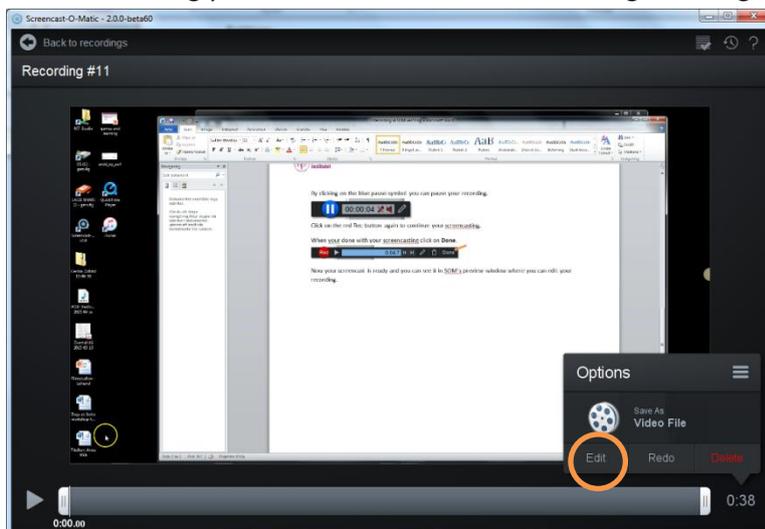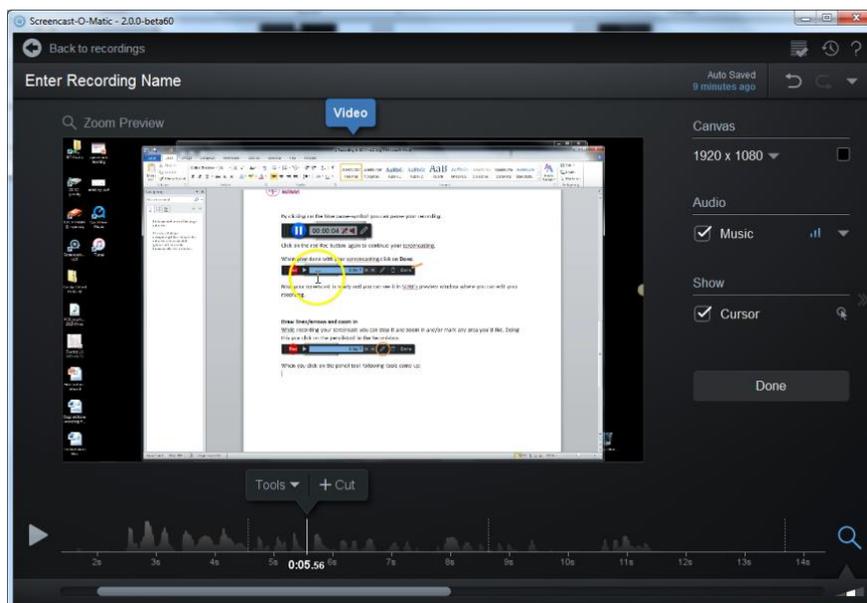
Clicking on *Edit* you will bring up the following view:
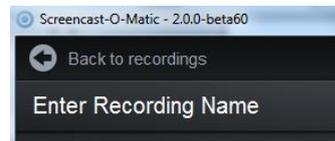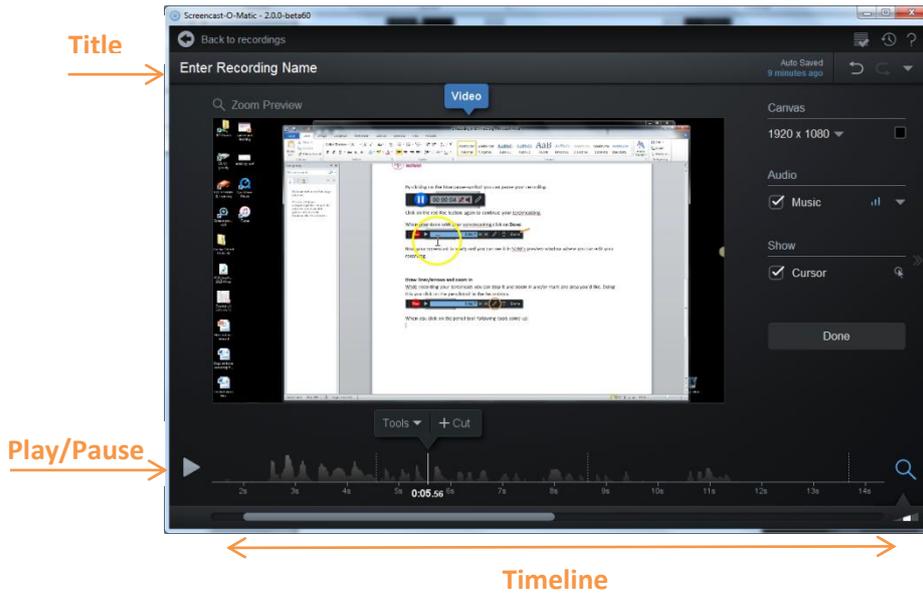
Up to the left you enter your **Title**

To the right you can adjust:

1. The size of your **canvas**.
2. Import/delete **audio** and higher or lower the recorded audio signal.
3. Show/Hide the **cursor**/mouse in your video.
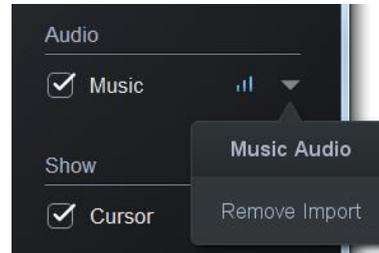4. Toggle timeline magnify.

1. You can adjust the size of your **canvas** by clicking on the small arrow. Click on *Apply* to re-size.
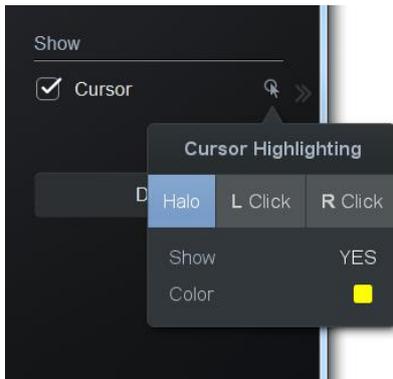For a full screen screencast eg a PowerPoint slideshow in **Ping Pong** enter 720 x 406.

2. Click on the small arrow to adjust the **audio**. Delete/Import audio. You can also raise and lower the audio signal.

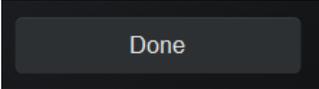3. Check **Cursor** if you want to show your cursor in the video.
Clicking on the small circle to the right of the Cursor box opens up tools to choose your type of cursor:

4. Below, to the right you can toggle the size of the timeline. Here you can zoom in and magnify the timeline. There are three views to choose from. Click the **magnifier** to enlarge.

Quit editing by clicking the **Done**-button to the below on the right side.

Edit your recorded timeline

When you open the toolbox you will see nine different editing tools.

Click on *Tools* to bring up the tools. Choose the tool you need and click on OK to accept your editing.

If you want to select an area in the timeline you left-click and drag the white marker over the wave form. Then click OK to accept your editing, for example *Cut*. Before accepting with OK, you can preview your selection by clicking on *Preview*.

By using the arrows on your keyboard ← → you can adjust the exact position for your selection.

If you want to insert a textbox or an arrow, click on *Overlay* and choose your type of insert.

All the adjustments made from the Tool-box will be shown in the same color in the timeline. Example yellow colored timeline is for overlay, green is for a transition and pink is for volume adjustments.
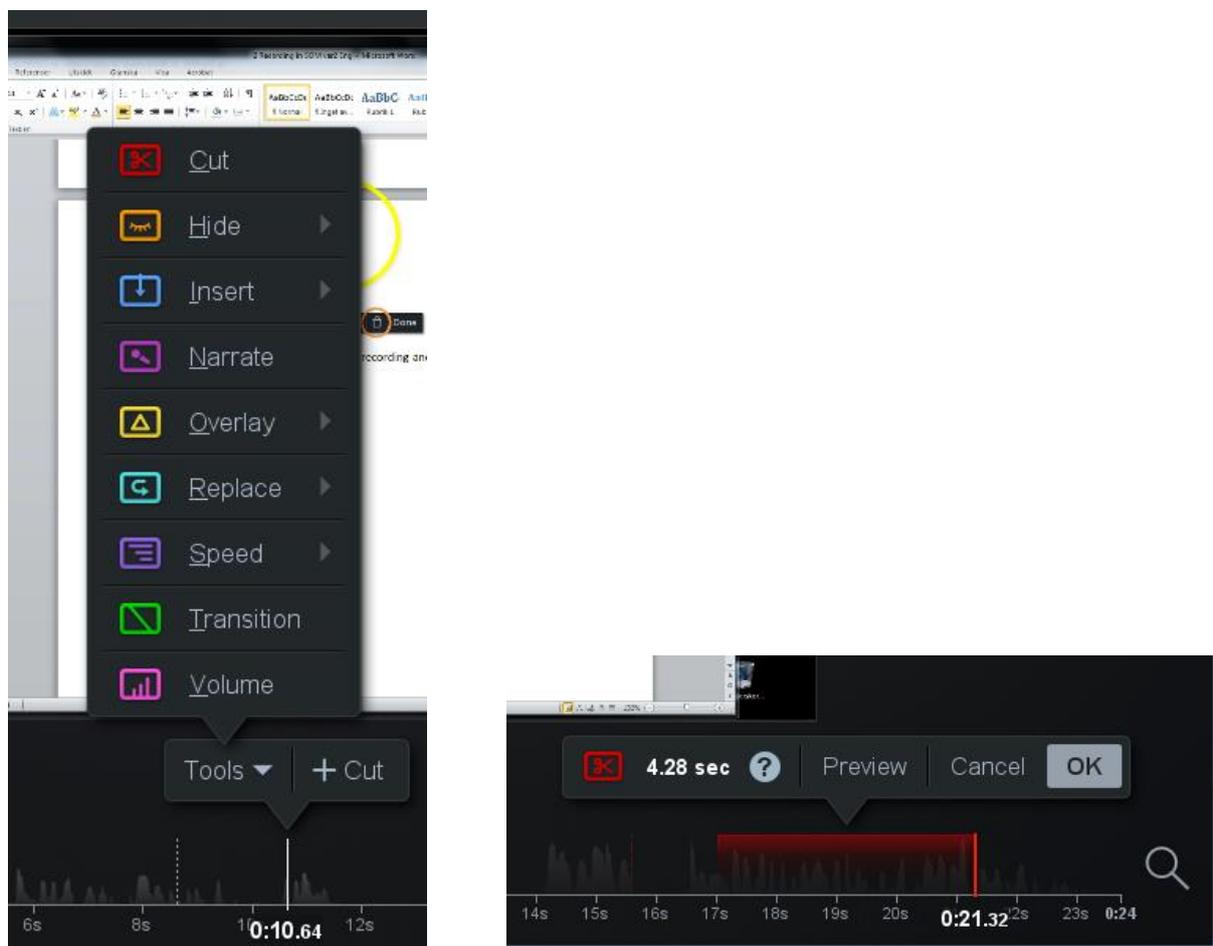
To undo an edit you just made, click on **Undo** up to the right. If you need to undo further back you bring up the **Edit History** by clicking on the small arrow up to the right.
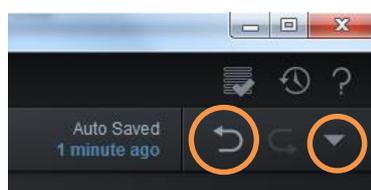
Export video file

When all of your editing is complete click on *Done*. You can export your video to a MP4-file which you can save and upload to a server later on.

In the **Option** window you click on the film symbol (wheel). Then you adjust the video settings for publishing.
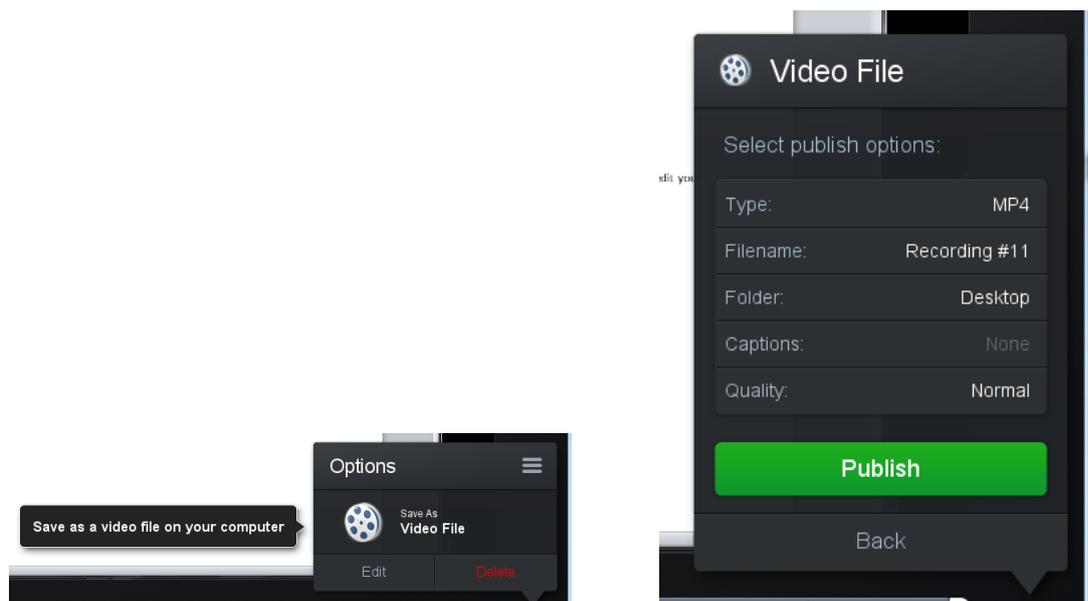**Type:** Choose MP4
Filename: Enter a filename for the video.
Folder: Select where to save the video file.
Captions: Click to choose captions to show at the bottom of your video file.
**Quality:** Set film quality to *Normal* (or *Higher* if you have the space and need a higher quality).

When all the settings are made for your video file click on *Publish* to save your video file.

Note: If you plan to publish your video in **Ping Pong** the size of your video should not exceed 720 width ie 720 x 406 for a PowerPoint fullscreen. If you need to re-size your recording you do this up to the right by clicking on *Canvas*.

Export SOM-file (a whole work file in SOM)

To export your work, an entire file, from SOM2 you check the box *Manage Recordings* in the main view.
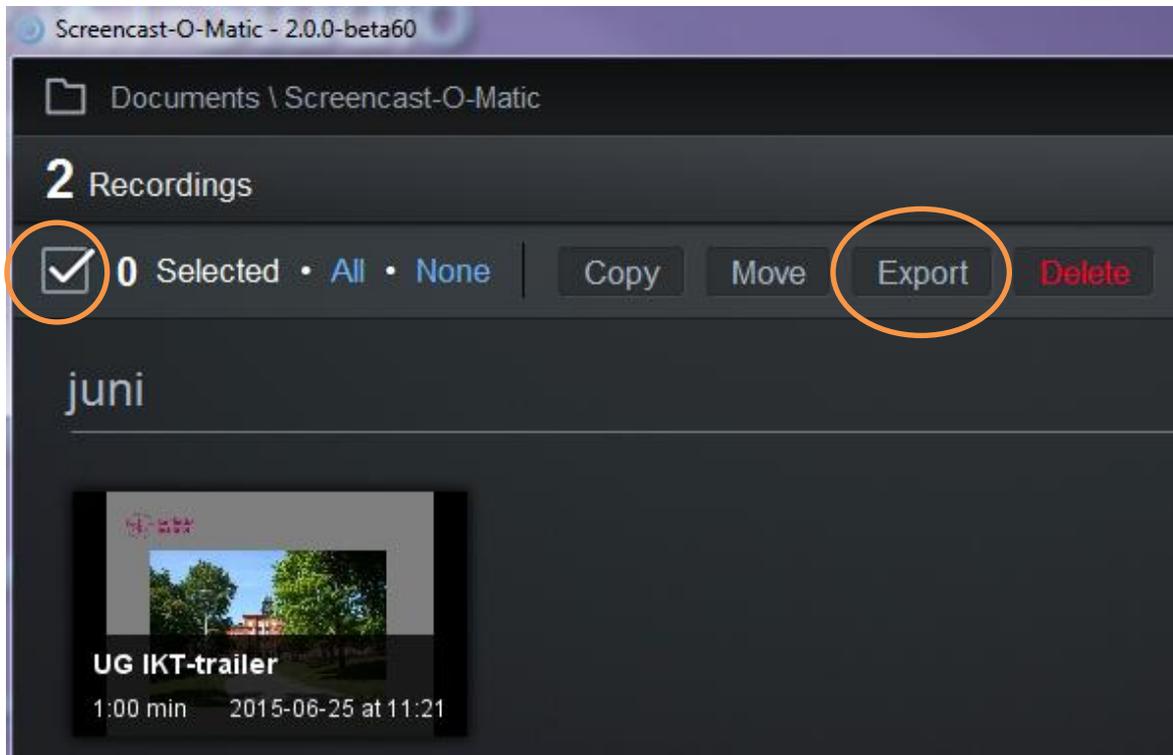
Mark the recording(s) you would like to export and click on *Export*. Browse the folder you like to save your file to and click OK.
If you like to *Copy*, *Move* or *Delete* a recording the procedure is the same.

Note: The SOM-file is Screencastomatic workfile and should not be confused with the MP4-file you export in the publish section. The MP4-file is your video file which you upload to a server or watch in a video player.