Examples -

Before starting, make sure your tutorial script is finished.

Ready to Begin?

1. Set up your work space / settings
        a. Start SMART Notebook 10
practice using your mouse to write numbers, draw shapes, etc.

        b. Check your sound settings:
Start, Control Panel, Sounds and Audio Devices
Click the Voice Tab; Under Voice Recording, click Volume
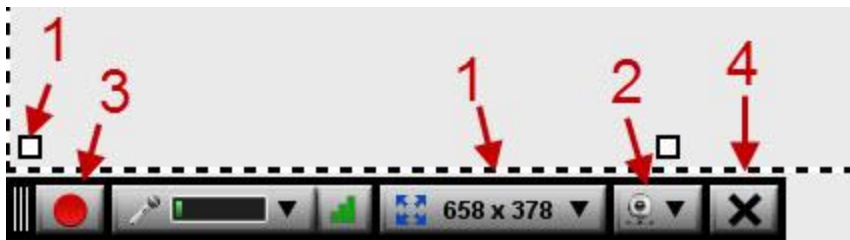Make sure Internal Mic is selected and the Volume is UP
OK

Recording with

---

1. Go to http://www.screencast-o-matic.com/

2. Click

   It may take a moment for Java to load. You may need to click to allow it to load.

3. **Adjust your settings** and begin recording as follows:

   1. Adjust the area to be recorded by dragging the small boxes in or out.
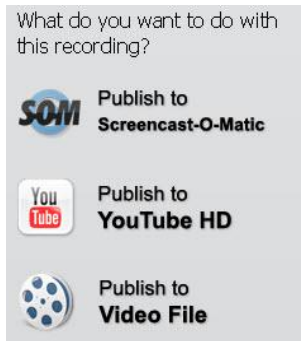   **2.** Turn on the webcam if you'd like to be seen along with your screen.
   3. Click the record button when you are ready. It will give you a 3, 2, 1 countdown.
   4. If you are not ready, just click the X to go back to the main screencast-o-matic page.

4. **Record** away! Click done when you are finished.

5. **Saving Options:**

Screencast-O-matic gives you three options for saving:

1. **Publish to Screencast-O-Matic**
   ○ You will need to create an account to do this.
2. **Publish to YouTube HD**
   ○ You will need to have a YouTube Channel first (easy and free to create)
   ○ You can send the link to your file on YouTube or embed the video in a webpage
3. **Publish to Video File**
   ○ You can use this option if you want to upload your video to a document manager page on your website.
   ○ Quicktime .mp4 should work fine.

6. Customize your recording:
Consider adding Captions or Notes, if more explanation is needed.

7. Future Recordings:
The next time you go to record, it will ask you if you want to delete your old recording. Click delete (just make sure you have saved it elsewhere first!)

Troubleshooting*: If you don't hear sound, check that your volume is up and then check the settings on your microphone. Here are instructions on how to set your laptop to record using the internal microphone.*