# How to self-record using Screencast-O-Matic (Mac users)

Screencast-O-Matic is a browser-based screen capture tool that helps you record your computer screen and/or your own video image. This document includes step-by-step instructions on how to record and save your video.
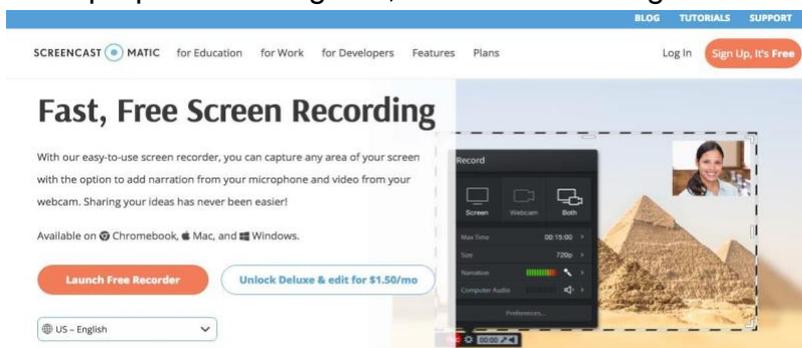
There are two versions of Screen-O-Matic:
- **The free version** only allows for up to **15 min** of recording time (per video) and it does not include editing features. It also will mark your video with a Screencast-O-Matic **watermark**.

- **The Deluxe version** allows for longer recordings, and includes no watermark when published. It will also allow you to do basic editing if this feature is required.

Both the versions allow you to preview your recording before saving. You can choose to delete a recording without saving it and re-record until you are happy with your video. We recommend having a practice and familiarizing yourself with the software.

## To download and Install the Screencast-O-Matic app:

1. Open your browser. In the address bar, type https://screencast-o-matic.com/ and press Enter.

2. On the Homepage, under **Fast, free screen recording**, click **Start Recording**. **Note**: For the purpose of this guide, we used the Google Chrome browser.
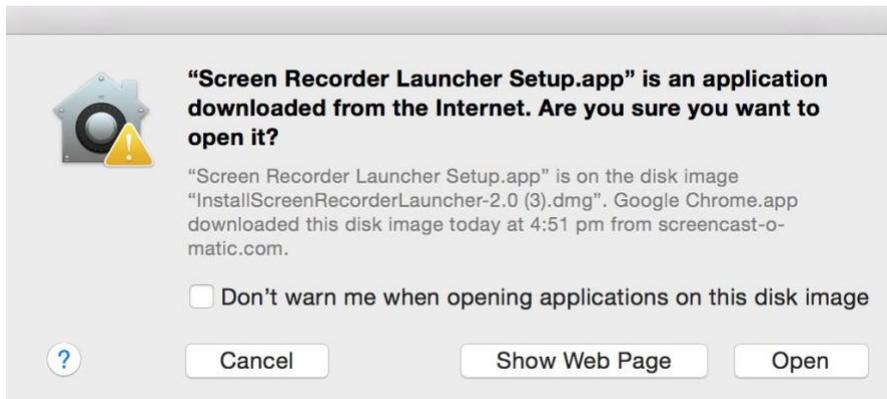


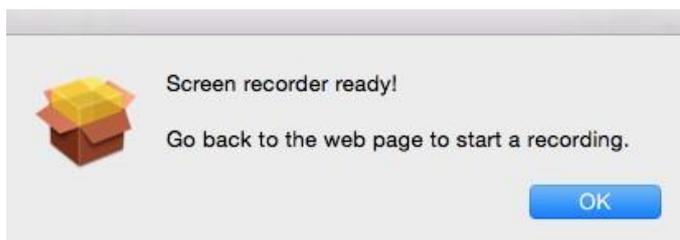3. Click on **Launch Free Recorder** and click **Allow** if prompted.

4.   Go to your downloads and click on '**InstallScreenRecorderLauncher'**

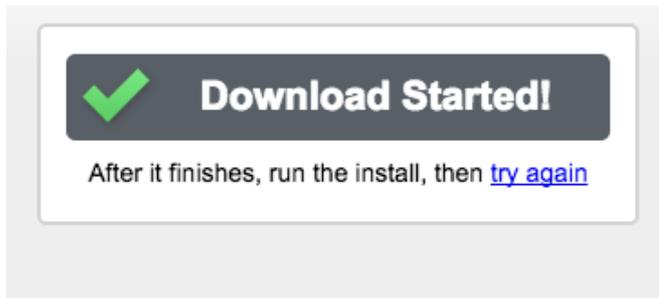5.   A box will appear like the one below. Double click on the yellow box.



6.   Now you will be asked if you wish to open this application. Click **Open**
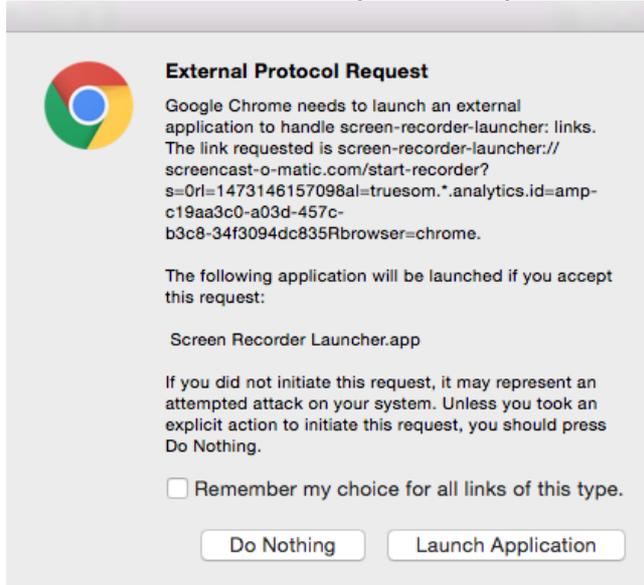


7.   The installation download will begin, and then when it has downloaded, the Screen Recorder Launcher icon will begin bouncing at the bottom of the screen. Click on the icon, then click **OK** in the pop-up box.
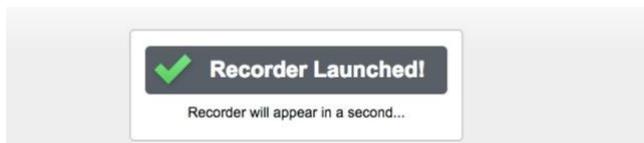
8.



9.   Screencast-O-matic has been downloaded to your computer. Now go back to the screencast-O-matic webpage, and click on **try again.**

**10.** An External Protocol request will open. Click **Launch application**
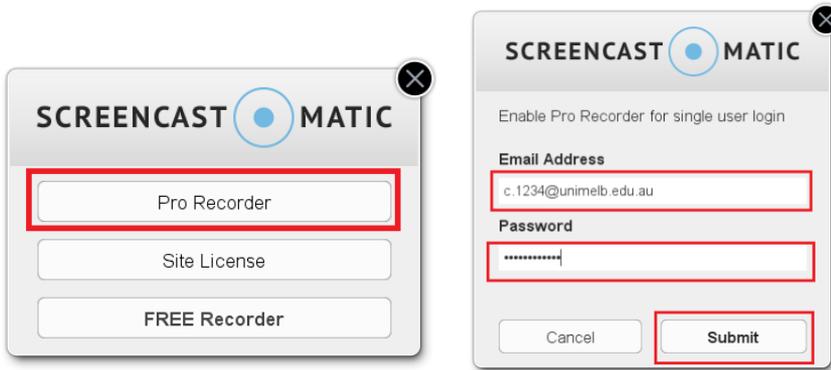


**11.** You will see '**Recorder Launched'**



## To create your video:

After you complete the setup, the app will launch automatically. For later use, you can launch the app from the website, or create a shortcut in your Dock by right-clicking on the icon and selecting **Keep in Finder.**
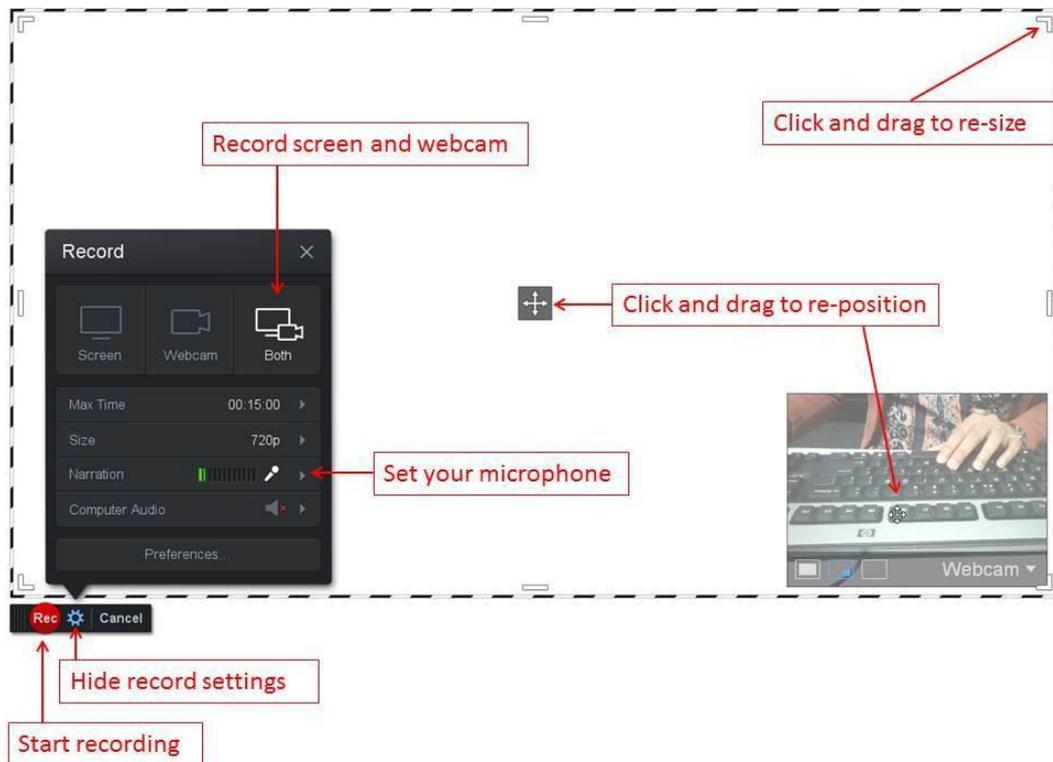


### Set up your record options
1. For the free version, go to step 3.
2. For the paid Deluxe Version, click on **Login,** enter the login details, and click submit.
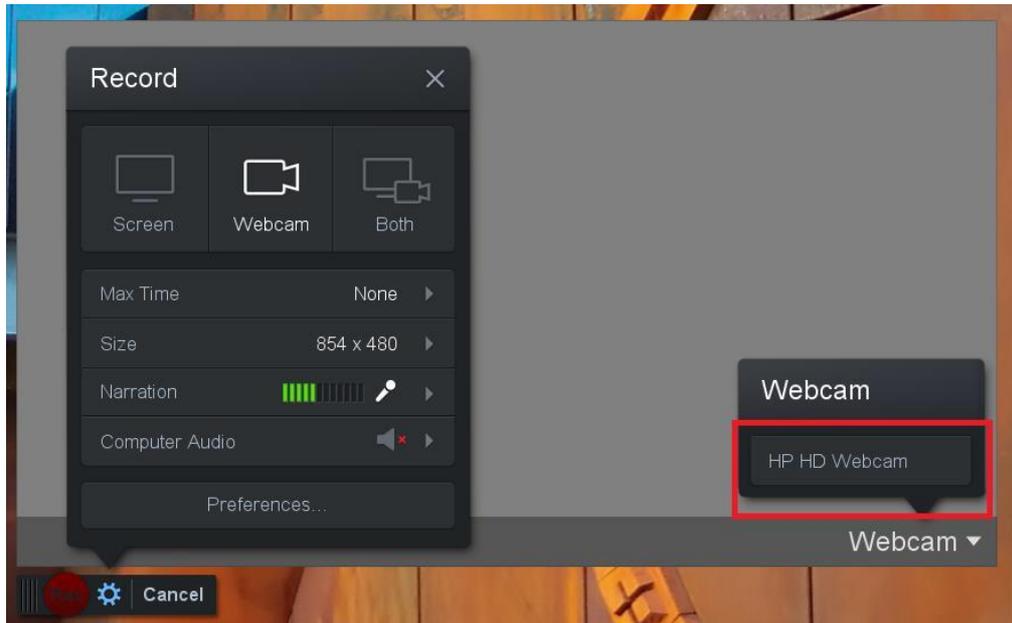
This displays a screen where you can access existing recordings and also record a new video by clicking on the "Record" button.

3. When you press record, you will see a screen capture for your recording settings. You can drag the screen capture area to re-position it anywhere on your computer screen or make it full-screen.



4   The Record dialog box includes options to record your computer screen, webcam image or both. If you want to record yourself as well as your PPT or screen capture, click **Both**. This displays a webcam image area and prompts you to select which webcam to use.

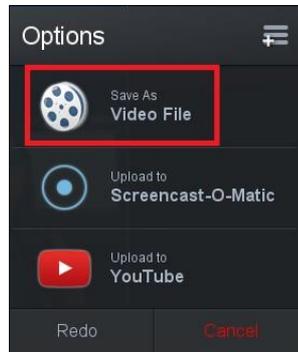5   Select your webcam from the pop-up menu. You can re-position and re-size the image area as desired.



6   To select and set up your microphone, in the **Record** dialog box, click **Narration**, and then from the menu, select your microphone. Try speaking through your microphone and ensure you can see green bars moving on the audio panel as you speak. This confirms that your voice-over will be captured.

7   **Note**: For a better audio quality, we suggest that you use a headset (headphones with attached microphones). Inbuilt or default microphones within laptop computers may produce a poor or low quality audio that are not completely audible/clear.

8   After you set your record options, click the settings ⚙ icon at the bottom to hide the Record dialog box.
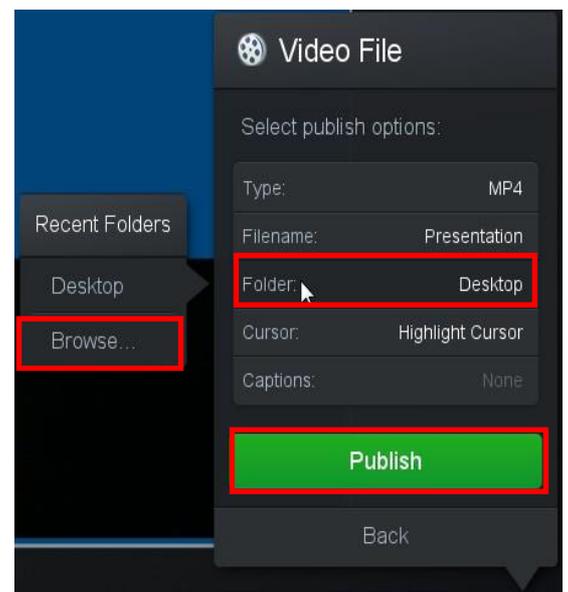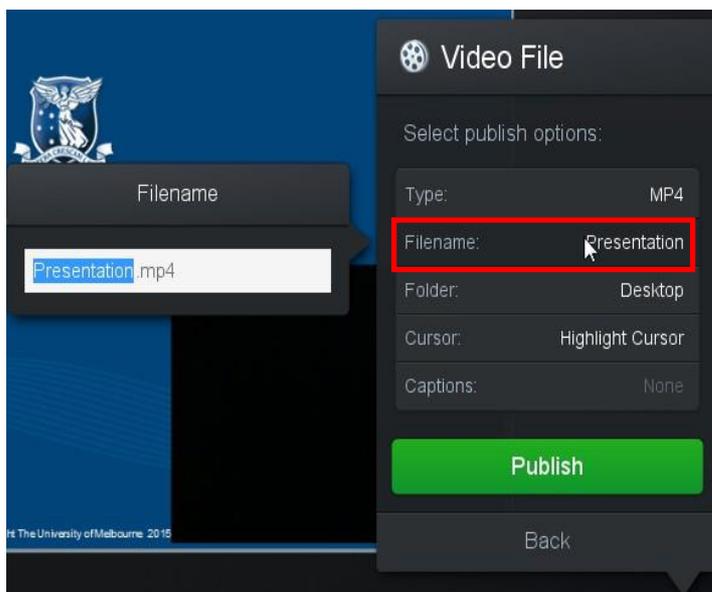
## Record your presentation

1.  Navigate to your presentation file on your computer and open your presentation.

2.  Drag the corners of the capture area to fit your presentation slide and re-position your webcam image as desired.

3.  To begin recording, click the 🔴Rec button. After you finish, click the ⏸ button to stop recording.

4.  Use the ▶ button to preview your recording. If you are happy with your recording, click **Done**. Or delete the video and re-record.
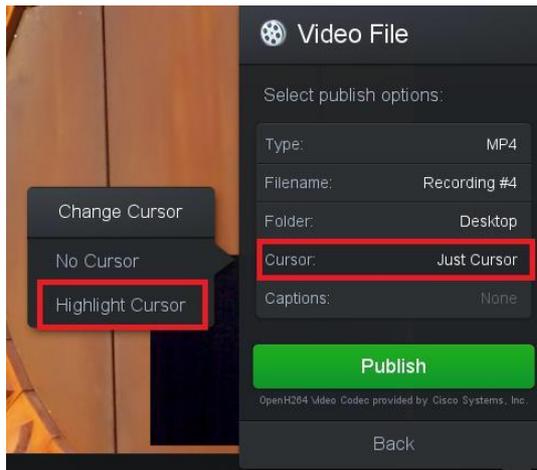
5. To save your recording, in the **Options** dialog box, click **Save As Video File**.
Please note: we recommend you DO NOT upload or save to Screencast-O-Matic, simply download as a video file to your own computer.
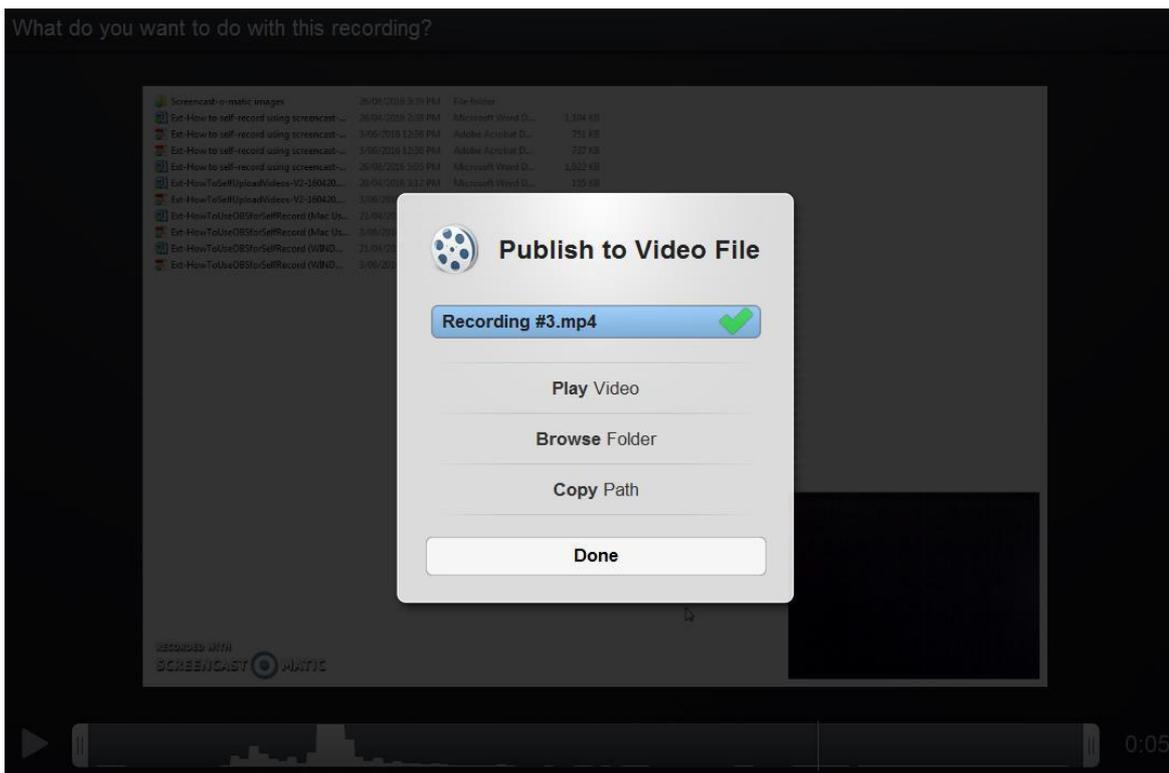


6. In the Video File dialog box, under **Select publish options:** create a **Filename** for your video, select a **Folder** on your computer where you would like to save your video file, and then click **Publish**.



7. Before you publish the video, you also have an option to show the **cursor being highlighted** (yellow circle around the cursor), or just show the cursor as it is.

8. Save your video as an MP4 format.
9. After your recording has been 'published to a video file', you can choose to play the video, browse to the location of your video, or copy the location path. To close and exit the app, in the **Publish to Video File** pop-up box, simply click **Done**.



**Congratulations! You have successfully recorded your video!**