

Podcasts, Videocasts & Screencasts Lunch & Learn

Mac Users:

- QuickTime Player
- Photo Booth
- iMovie

PC Users:

- Jing (*Free Download*)
- CamStudio (*Free Download*)

Tools for Online Users:

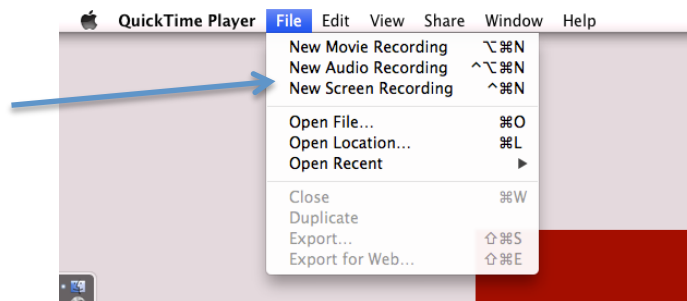
- ScreenCast-O-Matic
- Pod-O-Matic

Recording a Screencast Using QuickTime Player

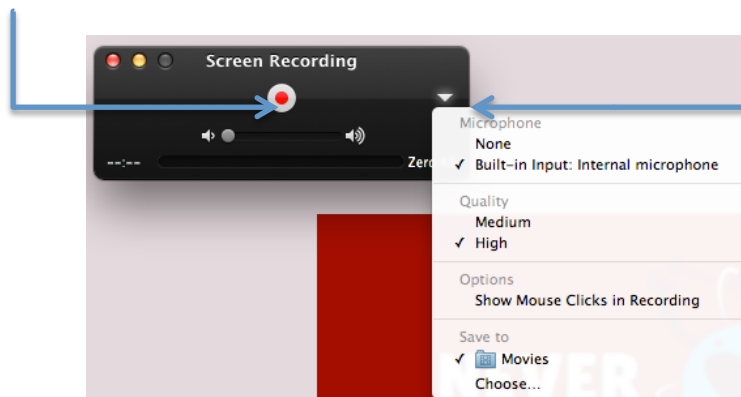
1. Open QuickTime Player in your *Applications Folder*



2. Click on *File* → *New Screen Recording*



3. Click on the *Record* button.



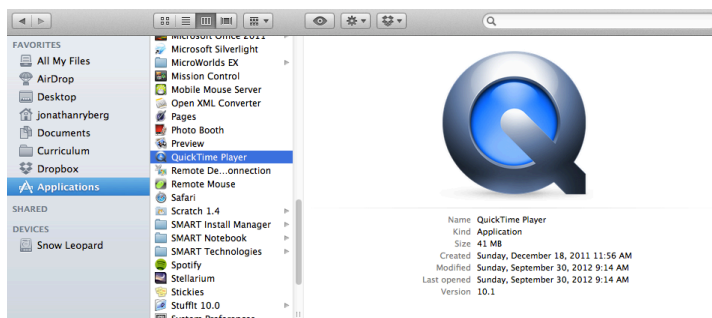
Note: The triangle allows you to record sound or record without sound.

4. Choose the area you want to record by dragging your mouse from corner to corner...or, simply press anywhere to record the full screen.

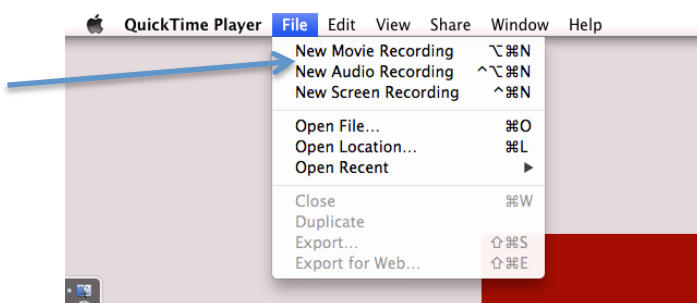
5. When you are finished, press the *Stop* button.

Recording a Videocast Using QuickTime Player

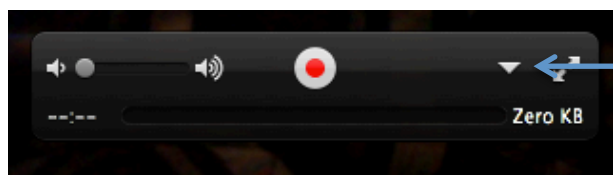
1. Open QuickTime Player in your *Applications Folder*



2. Click on *File* → *New Movie Recording*



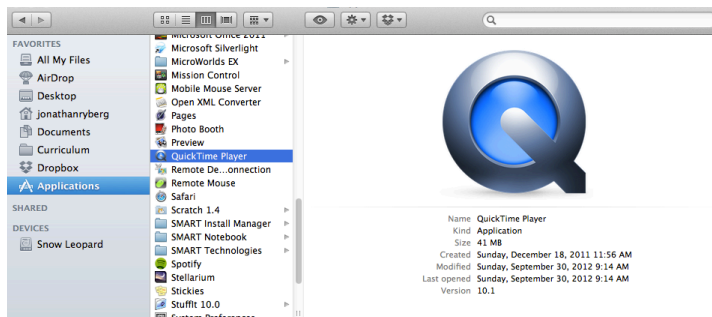
3. To record, click on the *Record* button. To stop recording, click on the *Stop* button.



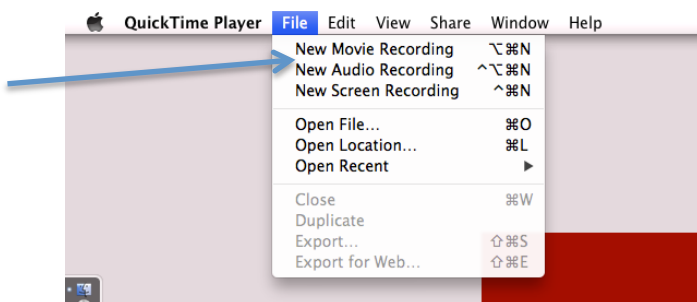
Note: The triangle allows you to record sound or record without sound.

Recording a Podcast Using QuickTime Player

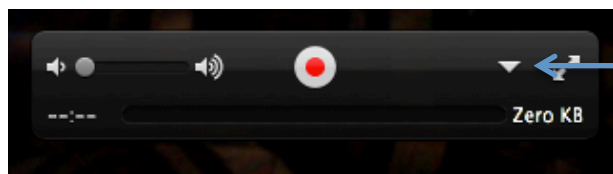
1. Open QuickTime Player in your *Applications Folder*



2. Click on *File* → *New Audio Recording*



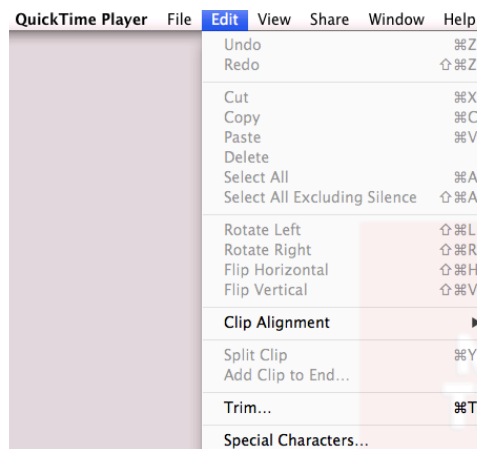
3. To record, click on the *Record* button. To stop recording, click on the *Stop* button.



Note: The triangle allows you to record sound or record without sound.

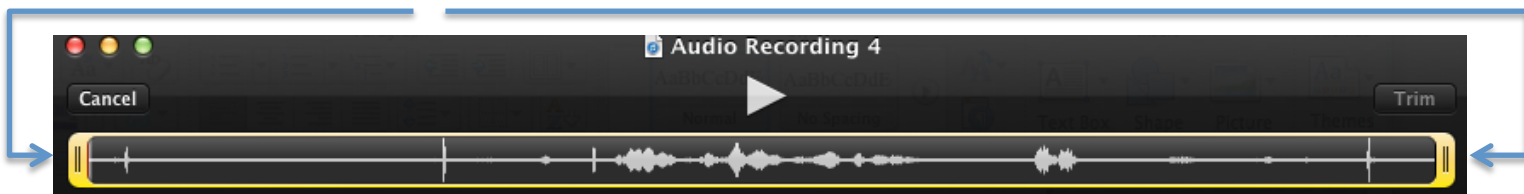
Editing in QuickTime Player

1. Click on *Edit* → *Trim*



2. Listen and/or watch your Podcast, Videocast and Screencast.

3. Drag the *Yellow Bars* at the beginning and end of your clip.



4. Click on *Trim* when you are finished.

Sharing or Saving in QuickTime Player

1. Click on *Share* → *YouTube* (iTunes or iMovie are other options)

