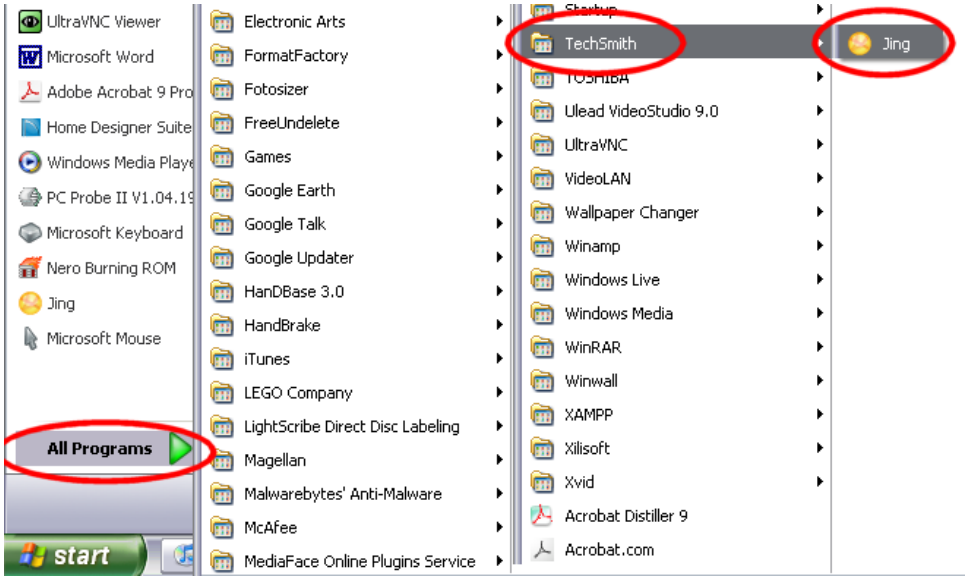
Jing Instruction Manual:

Jing is a free program you can use to record audio and video of your computer use or capture still images of your screen. Software such as this is often called a “screen capture” program. Let’s begin by starting the Jing software.



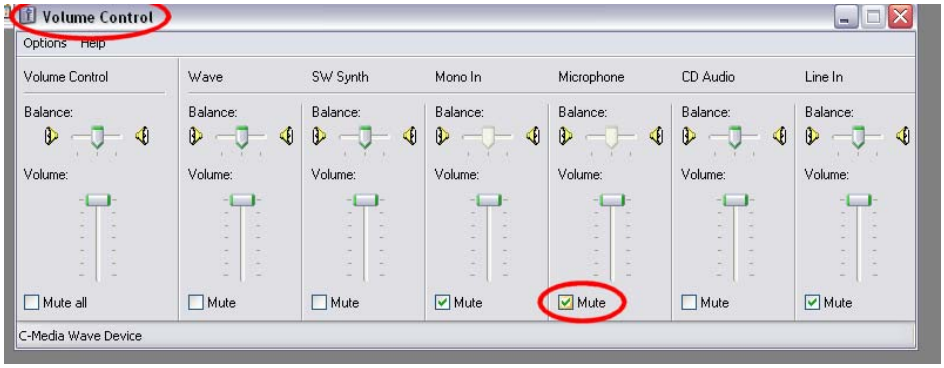
Find the program by navigating to the Start menu, then the “TechSmith” menu, then finally on the Jing icon.

At this point you will be asked to create your user account. In order to begin using Jing you must enter a valid email address, a display name (a nickname, essentially) and a password. Once entered, you must agree to TechSmith’s terms and conditions to begin using the program.

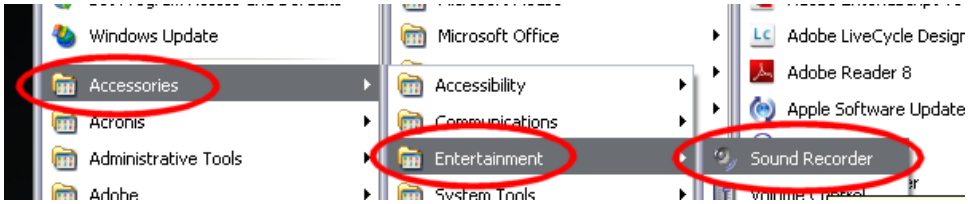
Once the program is running you will find it in the top-center of your screen, represented by a yellow half-circle. Moving your mouse over top of the circle will bring up the options needed to use the program.

Before using the program it is best to test your microphone to ensure that it is working and is configured correctly. First, locate your microphone and follow the cable to your computer, making sure that it is connected to the Microphone port and not the Speaker port. Microphone ports are often marked with a small icon of a radio microphone or are sometimes colored pink. If you are using a laptop that has a built-in microphone you do not need to follow this step.

Once the microphone is connected you need to check your computer's Volume settings to see if the microphone has been muted. Open the volume control and uncheck the "Mute" setting if necessary.



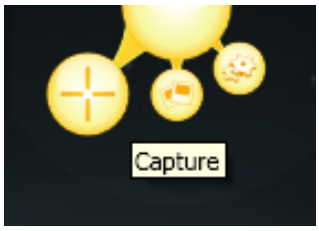
Test your microphone using the Sound Recorder program that is installed on all Windows machines by default. It can be found in the Start menu, under "Accessories", then "Entertainment" and finally Sound Recorder.



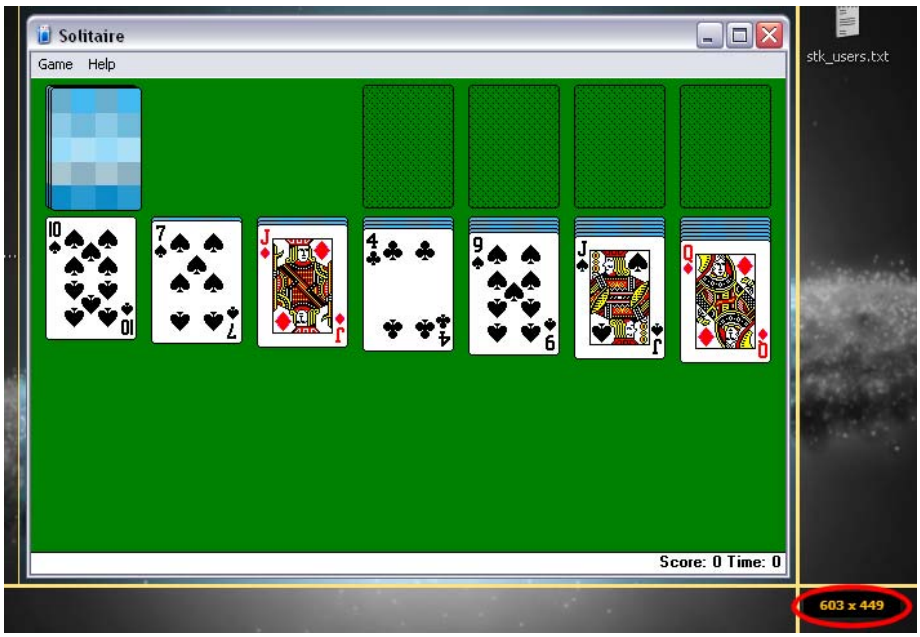
Click the Record button and begin speaking into your microphone. You should see the green line in the center of the program change to indicate any sounds detected.

Click the Stop button, then the Play button to play back your recording. If you hear your voice then you have successfully configured your microphone for use in Jing. If you do not hear your voice, check the settings in the above steps and try again. You can close the Sound Recorder when you are finished, without saving your recorded file.

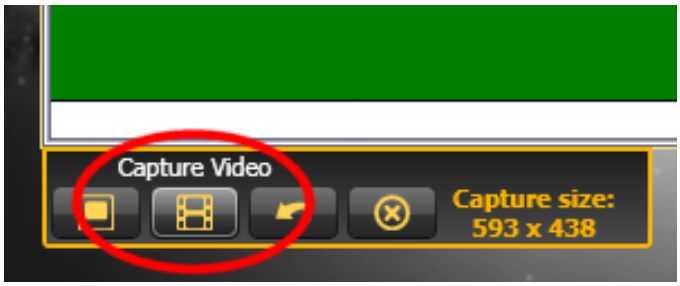
When you are ready to record your video, move your mouse over the Jing icon and find the Capture icon at the far left.



Click the Capture button. Your screen will display a set of yellow lines, or cross-hairs, to show you where your capture area will begin. Move your mouse to the top-left corner of the area you want to capture, click and hold your mouse button and drag to the bottom-right corner of the area to record. Two numbers will be displayed next to your mouse indicating the height and width of your selected area in pixels.



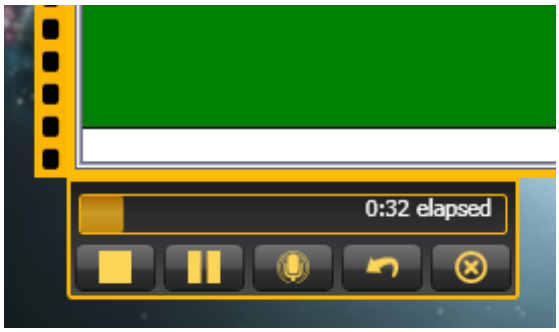
Release your mouse button to select that area and display the Jing recording options panel. Here you can choose to capture a single still image or begin your video recording. In our case we will click the “Capture Video” button.



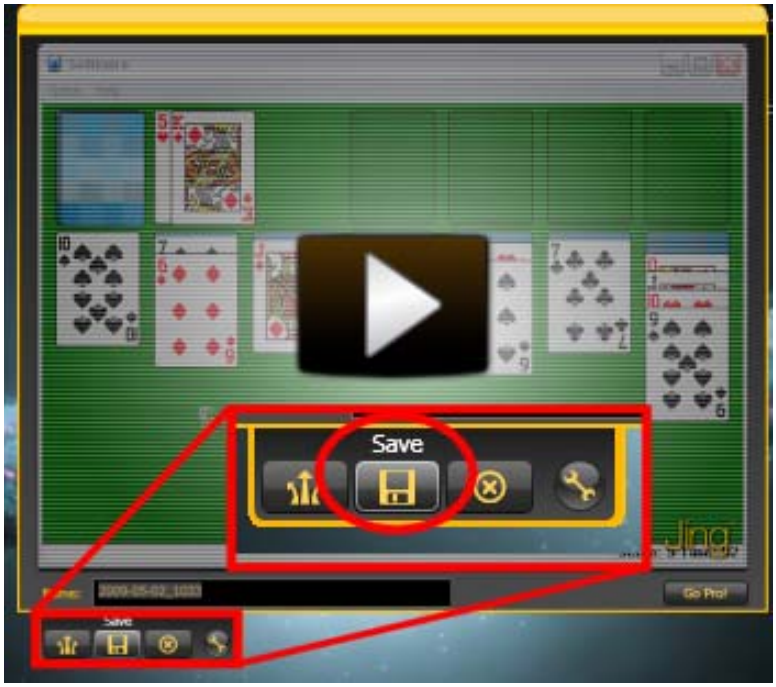
You will see a three-second count-down to prepare you before the video begins recording. You will also see an indicator for your microphone, letting you know if it is muted or not.

When the recording begins you will see two yellow lines moving on the left and right edge of your recording area. Give your presentation, making sure that everything you do is within the recording area highlighted. Anything outside of that area will not be captured. In the bottom-left corner you will be able to see the elapsed time and have access to the Stop or Cancel buttons.

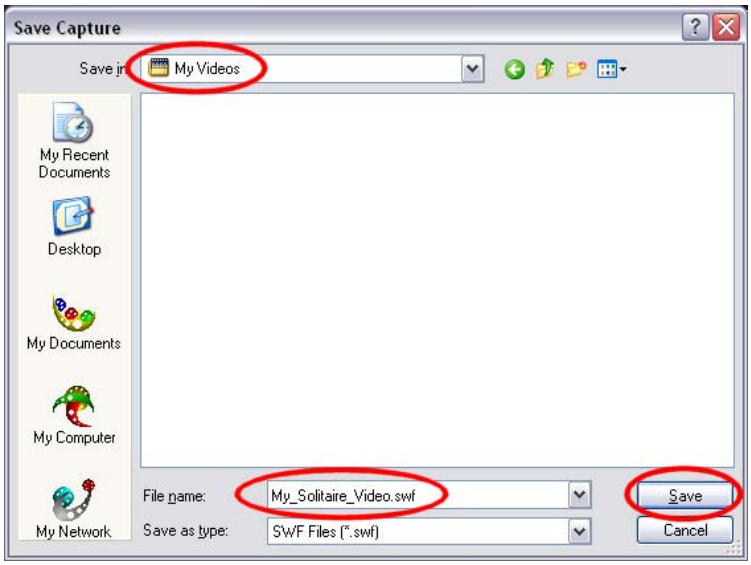
When you finish your presentation, click the Stop button.



After stopping your recording you will be shown a screen to preview your video before saving. Simply click the large play triangle to watch the video. When you have finished watching and are ready to save, click the “Save” button at the bottom-left corner.



A Windows dialog box will appear, asking you to choose a location and give your file a name. In this case, save the file to the “My Videos” folder within the “My Documents” folder. Name the file anything you would like. In this example the file is named “My_Solitaire_Video.swf”. You do not need to add the .swf to your file name, it will be added automatically when the file is saved.



To complete the process, click the Save button in the Windows dialog box.

You have just successfully saved your first screen capture video using the free Jing program!