In this video we are going through the basics of using the Record function.

Record, as well as Scripted and Import, create a new project file where all the work you do will be saved. This recording workflow benefits from you already having a reasonable idea of what and how you want to save.

Before recording, there are some settings you must adjust. It is easier to delete something at the editing stage than to add. For example, it is possible to reduce the picture size or omitting the camera image by changing a few settings but you're going to have to re-record if you want a sharper image or to include a camera image in your recording.

In this example, our imaginary goal is to save a colleague a quick guide video on the transfer of written instructions to Examinarium. The quick schedule and a single viewer enables us to record the whole screen and possibly show the camera image a couple of times in the final video. We don't want any computer sounds in the recording, because the instructions do not need audio.

So, we determine the resolution, Fullscreen, and the image source is Both. Plus, it's a good idea to check that SOM is using the right microphone and to make sure that the computer's audio is not being recorded.

There is no need to limit the recording time.

Camera settings are connected to the camera image. If you have more than one camera, you can choose which one you want to use.

You can also remove the background through color separation. The menu that opens from the Preferences button has a lot of adjustable settings. But for this video, the most important one is Alt+P, which pauses the recording.

The recording itself is rather straightforward: Press Rec and after the countdown, do and explain the the things you want to record.

No worries, even if the recording has pauses. Cutting them out at the end of recording is quite easy. So, you can just keep recording where you left off. You can also preview the recording while recording, and if the outcome doesn’t look good, you can start over again.

Note that the recycling bin will remove the entire preview recording.

Re-correcting a single point in the recording is possible even at the editing stage.

Once you've recorded the video, you can either ask Screencast-O-Matic to create a video file by selecting Save, or you can edit the recording.

In our example, we want to send a video to a colleague right away, so we'll choose Save. The video can be edited later if necessary. This is done by opening the project file again.

When exporting, Screecast-O-Matic creates a video file with the contents of the open project and the settings you want. This can take a while depending on the material, the amount of editing and your computer specs.

A good file format for most cases is mp4. In our fictional example normal quality is good enough. But when exporting a file to Unitube, it's good to choose the highest quality setting, since Unitube and other publishing platforms compress the uploaded files again.

File name and location depend on the specific needs of the user.

When everything's ready, press Publish and wait for the video file to be completed. Now we could send our recording to a colleague.

Thank you for your attention.