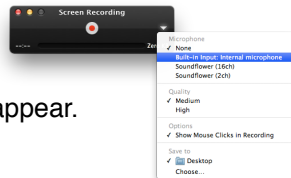# Creating Screencasts with QuickTime X

Introduction

A screencast is a recording of your computer's screen, accompanied by narration. To create a screencast using QuickTime Player, you need Mac OS X v. 10.6 or 10.7.

Step-by-Step

1. Clean any unnecessary icons from your desktop, and hide or quit any extra programs to avoid distractions.
2. If you will be using an external microphone or headset, connect it to you computer now.
3. Open **QuickTime Player**. This program can be found in your hard drive, then Applications.
4. Click the **File** menu, then **New Screen Recording**.
5. Click the white triangle at the right end of the **Screen Recording** window. A popup menu will appear.
6. If you connected an external microphone to your computer, select it under the **Microphone** section of this menu.
7. By default it will save on your Desktop. If you want to change this, click **Choose…** in the popup menu and select another location.
8. Click the red record button.
9. This message will appear in the center of the screen:
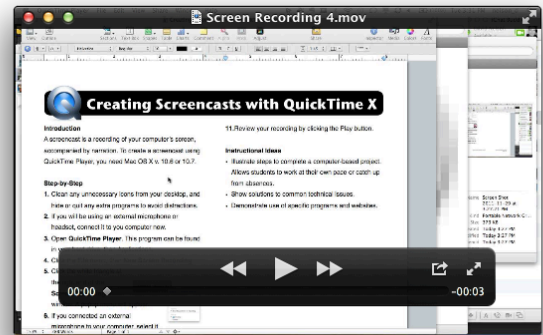
   Click to record the full screen. Drag to record part of the screen.

   - If you click once anywhere on the screen, recording will begin immediately. The entire screen will be captured in the recording.
   - If you click and drag a box surrounding part of your screen, it will be bright while the rest of the screen is dimmed. A **Start Recording** button will appear, and recording will begin once you click it.
10. The red record button will be replaced with a **Stop** button. Click it when you are finished.
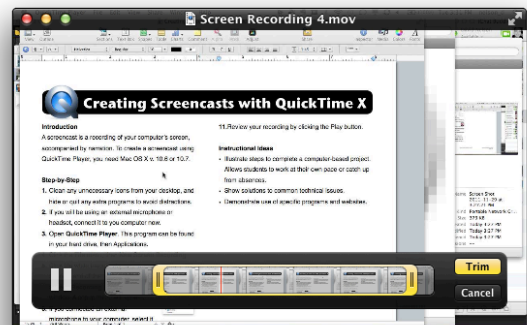
11. Review your recording by clicking Play button.

12. If you need to remove any extra footage from the beginning or end, go to the **Edit** menu, then **Trim**.
13. Drag the yellow handles in from the left or right until you have eliminated the unwanted parts.

14. Click the yellow **Trim** button when you are done.
15. If you will be posting the video online, you may wish to save a smaller copy. Go to the **File** menu, then **Export**. Select **480p** from the **Format** menu.

Instructional Ideas

- Record instructions for computer-based assignments so students can work at own pace, make up absences.
- Show solutions to common technical issues.
- Demonstrate use of specific programs and websites.
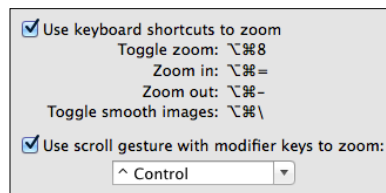- Show examples of student work in a linear video.

Screencasting Tips

Getting Started

Before you are able to create your screencasts, you will need a few tools to create a quality recording.

1. **Quiet Environment:** Be sure to start your recordings in a place where you won't be interrupted or disturbed.
2. **Remove Distractions:** Be sure to turn your your cell phone or office phone to silent while recording.
3. **Microphone:** Use either a table top mic or USB headphones to enhance clarity.
4. **Size of Cursor:** help viewers follow along by increasing the size of the mouse. System Preferences: Accessibility: Mouse
5. **Do not Disturb Mode:** Click Notifications in top right corner of screen and scroll upward to reveal "Do Not Disturb" toggle. This will prevent alerts from messages, Facebook, and your calendar from appearing on your screen.
6. **Screen Resolution:** Set screen size to 1280 x 700 before recording to prevent your screen from looking tiny on smaller screens.
7. **Clean Your Desktop:** Take a moment to clear away any files that have accumulated on your desktop to present a professional background and reduce distractions for your viewers.
8. **Quit Extra Programs:** to help your recording go as smoothly as possible, free up your processor by closing any applications that will not be part of your presentation.
9. **Use Zoom Feature:** To help your audience see information and addresses clearly, use the Zoom feature. To turn on, go to System

Preferences: Accessibility: Zoom. Check the box next to "Use scroll gesture with modifier keys to zoom." You can now zoom in and out by holding the control key with one hand and pushing two fingers toward your keyboard on your trackpad.

10. **Find a Location with Good Acoustics:** create your own recording studio with foam or other noise absorbing materials.

Getting a Quality Recording

1. Remember to **plan out the content** you will be modeling in your screencast. Creating a script, roadmap, or using a storyboard are helpful.
2. **Practice your steps** to ensure your presentation will run smoothly and you won't need to do any trouble shooting during your recording.
3. **Speak slowly and clearly.** Practice any challenging terms or vocabulary before you begin.
4. **Keep clips short.** Having multiple clips that viewers can play at their own pace instead of one giant film they may not be able to make it through in one sitting. Smaller clips will also be faster to load.
5. **Organize your clips.** Number your videos when possible to help viewers pick up where they left off in a series and be sure to be thoughtful in naming your clips to help viewers locate the information they need quickly.

Connecting Your Headphones

1. Plug your USB headphones or mic into your computer.
2. Open System Preferences: Audio
3. Select USB for Input and Output.
4. Be sure to select your USB mic in Quicktime to ensure your audio is recorded from your mic.