

# Screencasting: Creating a closed captioned screencast in 3 steps

**Record Audio ⇒ Record Video ⇒ Publish**

## What you need to get started

1. A laptop (or desktop computer) with a microphone. We recommend a laptop because they have built-in microphones.
2. Access to the Screencast-O-Matic's Pro Recorder. The Pro version is \$15US/year. The price per license decreases when you buy more licenses (e.g. for a department or a college).
3. A Screencast-O-Matic account. This is required to create a closed captioned screencast.
4. (Optional) Earphones/headset for listening to the audio of your screencast. If your earphone/headset has a built-in microphone, you can use it to improve the sound of your screencast. A USB microphone/headset is recommended.

We are making an assumption that you have some experience recording a screencast. If you don't, we suggest going through our Screencasting: An Introduction handout.

## Write script and record audio

1. Prepare and write your script in a text editor or Word.
2. Break down the script into short sentences. Press 'Enter' at the end of each sentence so that your script is made up 'lines' and not paragraphs. For a long sentence, find a natural break point to divide the sentence into 2 (or more) lines.
3. Once your script is ready, do a Select All (or highlight all the lines), and copy.
4. Launch your Screencast-O-Matic app and click on on the Scripted tool (beside the Record button tool).
5. Click where it says "[Enter text for script section]" (beside the number 1).
6. Paste your script. You'll notice that each line in your script is now broken up into segments and each segment is numbered. You will be recording each segment separately.
7. Now you are ready to record your audio. Note that the video portion will be recorded after all the audio has been recorded.
8. Check that your microphone is working. Green bars indicating sound levels should appear below the script area when you speak.
9. Click on segment 1.
10. Breathe. Click on the Rec button. Watch the text field go from a red background to a green background. When it turns green, read your script. When you are done, you have 3 choices. You can either
  - a. click the Pause button (to allow you to take a breather before choosing the next segment to record)
  - b. click the Next button (to start recording the next segment)
  - c. click the Redo button (to re-record the current segment)
11. Continue until you have recorded all the segments.

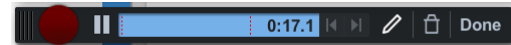
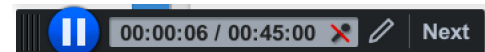


Note that you can review all the segments and choose to re-record the audio at anytime. You can perfect your audio before recording the video that will accompany the audio.

## Record video

1. Practice what you will show or demonstrate in your screencast (e.g. navigate through a website or LMS, display a PDF or Word document, etc.).
2. Get your "stage" ready by setting up your starting point (e.g. login page for your LMS).
3. Return to the Scripted tool and when you are ready, click on "Record Video" to activate the recording window.
4. At this point, you can adjust the size of the recording window or choose to record the full screen.
5. Click on the Rec button to begin recording your video.
6. As you hear your recorded audio segment, perform the actions that match the narration.
7. When you have completed this, you can either click the Pause button or the Next button.
  - a. use the Pause if you need to review the recording or introduce another document or webpage onto your stage
  - b. use the Next button to begin recording the video for the next segment
8. Once you've completed recording all the video segments, click Done.
9. This will take you back to your Scripting tool where you can review the screencast. Note that you can examine each segment and choose to re-record the audio and/or video for any segment.

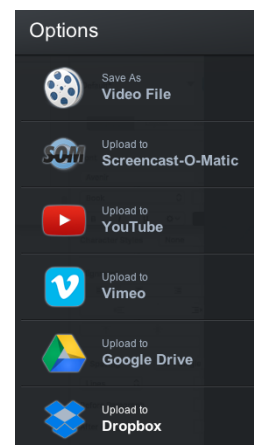
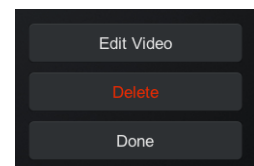
Record Video #1-2



There are more features you can explore in the Pro version. However, this handout is strictly focused on the workflow for creating a closed captioned screencast.

## Publish

1. If you are satisfied with the quality of your screencast, then you are ready to publish.
2. Click Done.
3. You can either save your screencast as an MP4 file or publish to a variety of cloud services (Screencast-O-Matic, YouTube, Vimeo, etc).
4. After choosing a service, you will be asked for account details to authorize the Screencast-O-Matic app to interact with the chosen service. We recommend using the Screencast-O-Matic as the hosting service to take advantage of the closed captioning feature.
5. Before publishing, you can set the parameters of the video such as
  - a. Title of your screencast
  - b. Password to protect the screencast (optional)
  - c. Quality (Lower, Normal, Higher)
6. Click on Publish to start the uploading process.
7. Once the upload is complete, your screencast is now ready for sharing.
8. Clicking Open Upload will take you to the page for your screencast on Screencast-O-Matic's cloud service.
9. Play the screencast and make note of the closed captions that appear.



## Three benefits of this method

1. The quality of your audio will be better.
2. Your script will serve as the text for your closed captioning.
3. To make corrections or modifications to your screencast, you won't need to re-record the whole screencast. You can simply re-record specific segments.

