

Screen Recorder User's Manual

1. Program Launch

1.1. Visit Screen-o-Matic website:

<https://screencast-o-matic.com/screen-recorder>

1.2. Click **Launch Free Recorder** to download Screen Recorder:



1.3. Once the download has completed, start **WebLaunchRecorder.exe**

1.4. After a few seconds, Screen Recorder will launch:



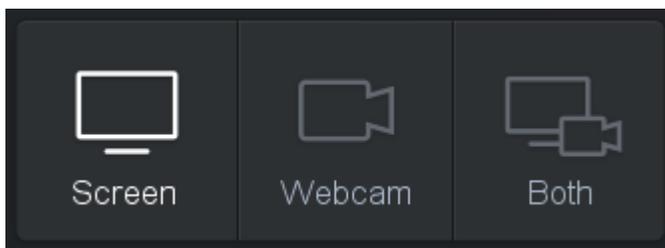
Note: To hide/unhide the **Record Settings** panel, press **Gear** under the bottom-left corner of the capture area (a striped rectangle).

2. Main Settings

2.1. Select the recording format:

2.1.1. **Both** – to record presentation and webcam output simultaneously;

2.1.2. **Screen** – to record only presentation:

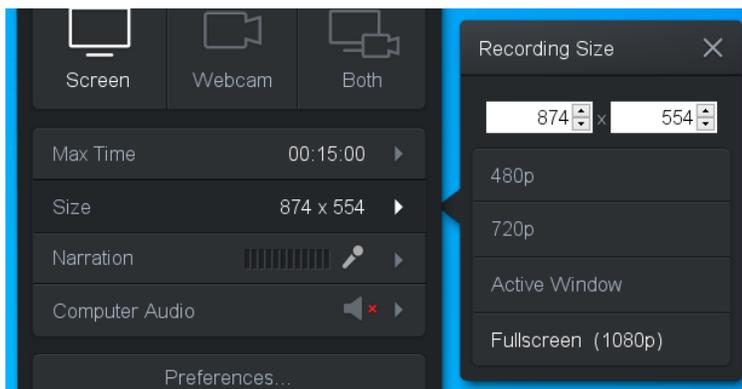


2.2. If you selected **Both** recording format, then you will see the webcam image in the bottom-right corner of the capture area:

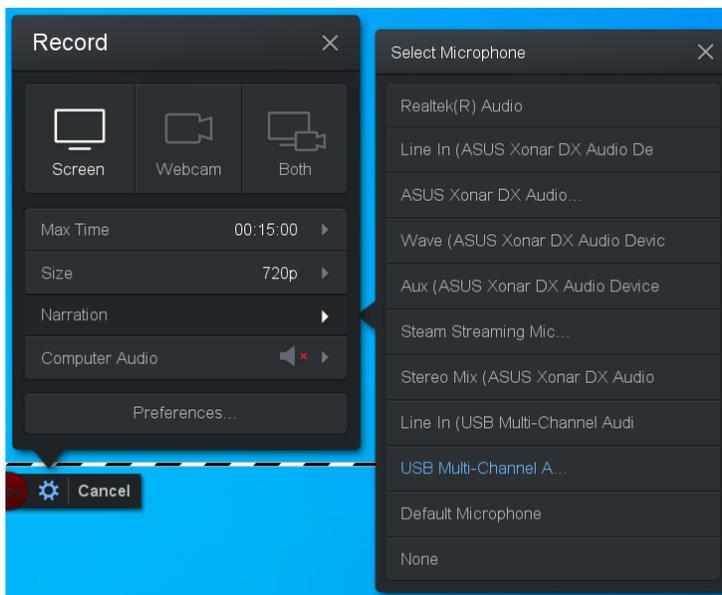


Note: To move the webcam image, just drag it to the right place.

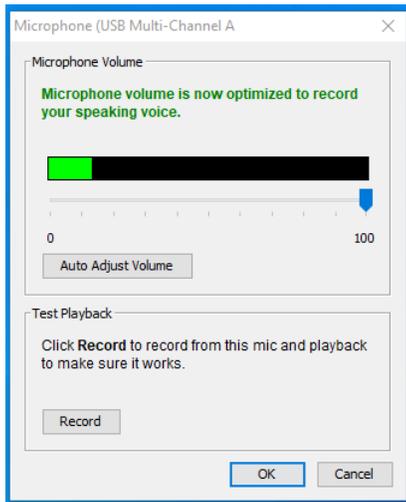
2.3. Press **Size** and select **Fullscreen** mode:



2.4. Press **Narration** and select your microphone:



- 2.5. Once the microphone is selected, **Microphone Settings** window will appear, where you can adjust microphone volume manually using the slider or automatically by pressing the **Auto Adjust Volume** button and following the instructions on the screen:



3. Recording

- 3.1. Open the presentation and align the webcam image so it will not cover presentation content of high importance.
- 3.2. When you are ready, lunch recording by pressing **Rec**. You will see the initial countdown **3-2-1-GO!** after which the recording will start:



Note: If the Windows taskbar stays visible after starting the recording, just click the presentation screen.

Note: In the bottom-left corner you can see the current duration of the presentation.

- 3.3. Once the presentation is over, press **Pause** in the bottom-left corner:



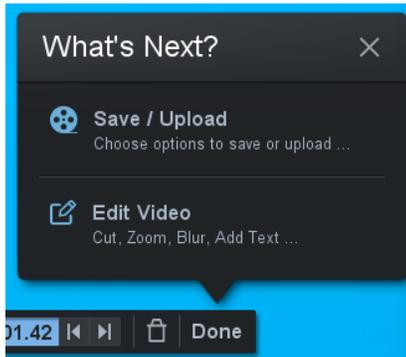
Note: You can pause/resume the recording at any moment of your presentation.

- 3.4. In the panel that appears press **Done** to finish the recording:

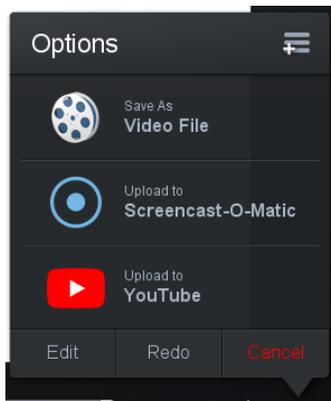


4. Saving

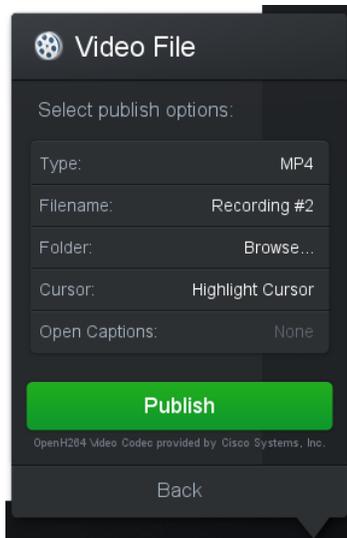
4.1. Select **Save / Upload**:



4.2. The editor window will open, where you can re-check your recording and then save it by selecting **Save As Video File**:



4.3. Click **Folder** to choose the output folder, then click **Publish** to save the recording:



4.4. Once the publishing is finished, **Upload** your recording to the **Conference Cloud Storage**.

You did it! Congratulations!