



Working with ScreenPal

ScreenPal is a fast and easy browser-based screen capture and editing program used to create and share screen recordings.

PREPARATIONS There are a few preparations to do BEFORE opening the ScreenPal program, such as selecting the correct recording devices, preparing a script, and selecting the best recording area.

1. Recording Devices

You will want to get a headset set or stand-alone microphone for audio recording. You can use either a USB or Analog (plug) set. USB sets have noise canceling capabilities and better microphones but tend to be pricier. Most sets will begin at \$15.00 and go up. An optional purchase is a webcam to use only if you want to record yourself.

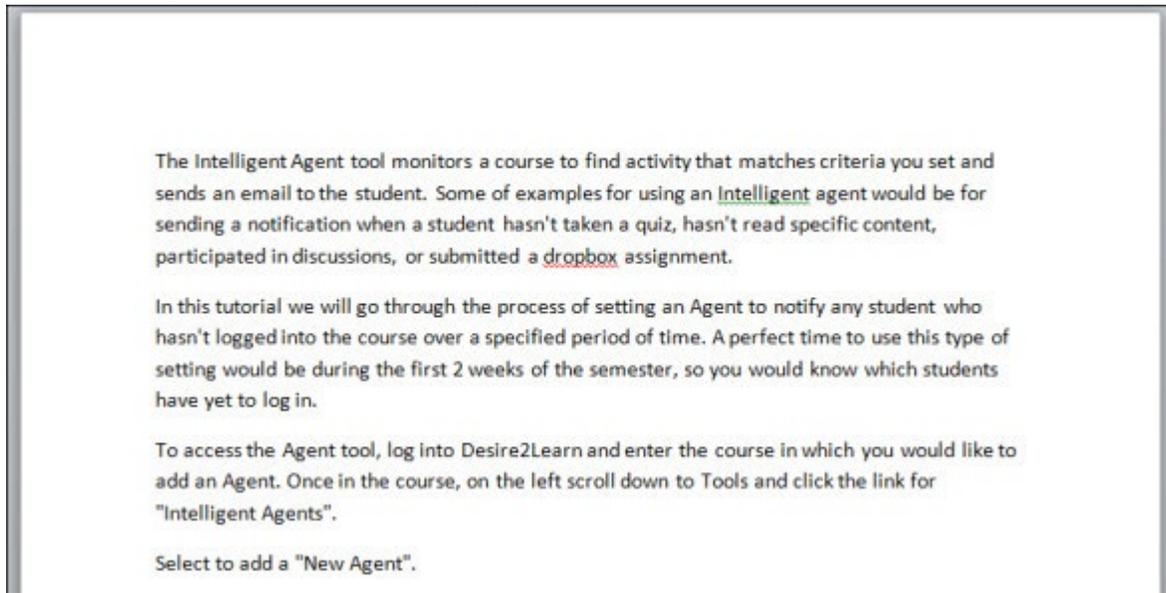
2. Create the Script

Write a script or create a detailed outline of what you want to say during your video. Creating a script may be the hardest part of the entire video and recording process. This script will also be used as your transcript which can be added for those who have any issues with viewing/hearing the video (no matter how many precautions you take this is a possibility) and meet **ADA (Americans with Disabilities Act)** requirements.

Open Microsoft word and begin typing exactly what you want to say, separating topics of discussion into paragraphs.

In fact, what I typically will do is have Word and whatever it is I want to record open and go through a "practice run", doing everything I want to do in the video, but without recording it. As I am going through this simulation I am typing and describing what I want to say and do during the video. This basically ends up being my script.

The following is an example of a script:



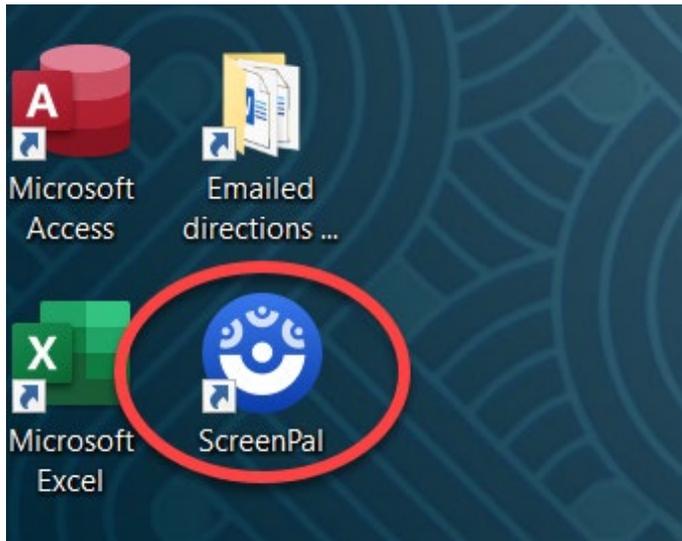
An alternative to a script would be creating a storyboard or an outline of what you want to do and say in a more general format. Now, if you are good at talking on the fly, or as you go and basically winging it then this may be a better option for you.

3. Recording Area

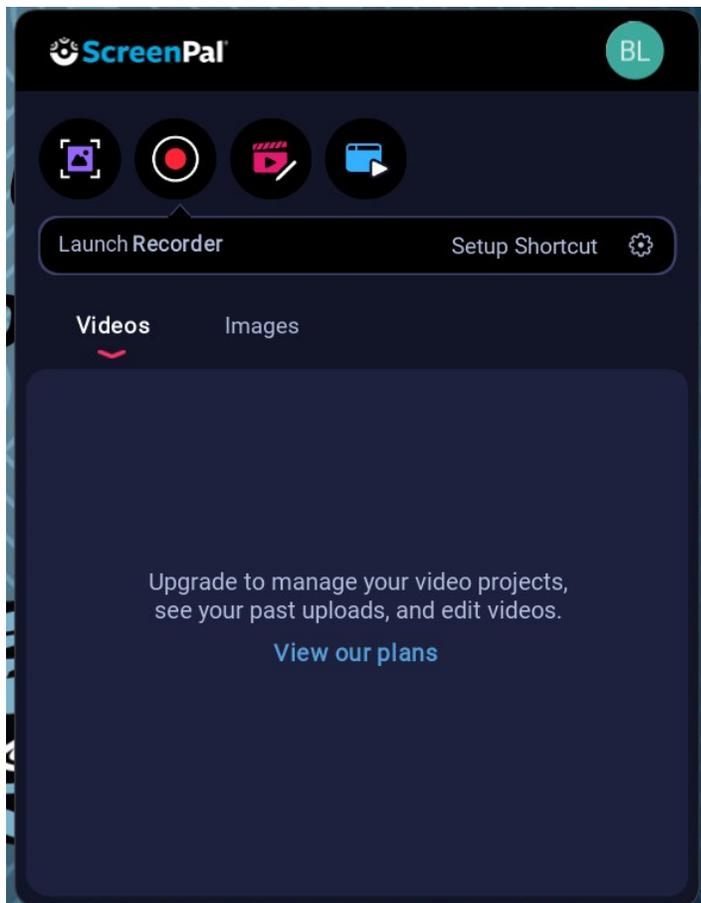
Distractions are, well, "distracting". Find a room with little interruption and background sound. You don't want to be interrupted by phone calls or people walking into your office as you record so put up a "Recording in Progress" sign on your door and take your phone off the hook.

Opening ScreenPal

1. Click on the ScreenPal icon on the desktop of your computer.



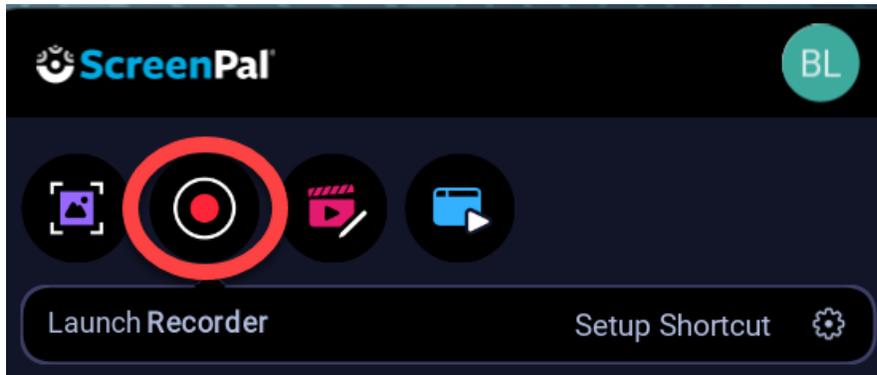
2. The ScreenPal program will open on your computer.



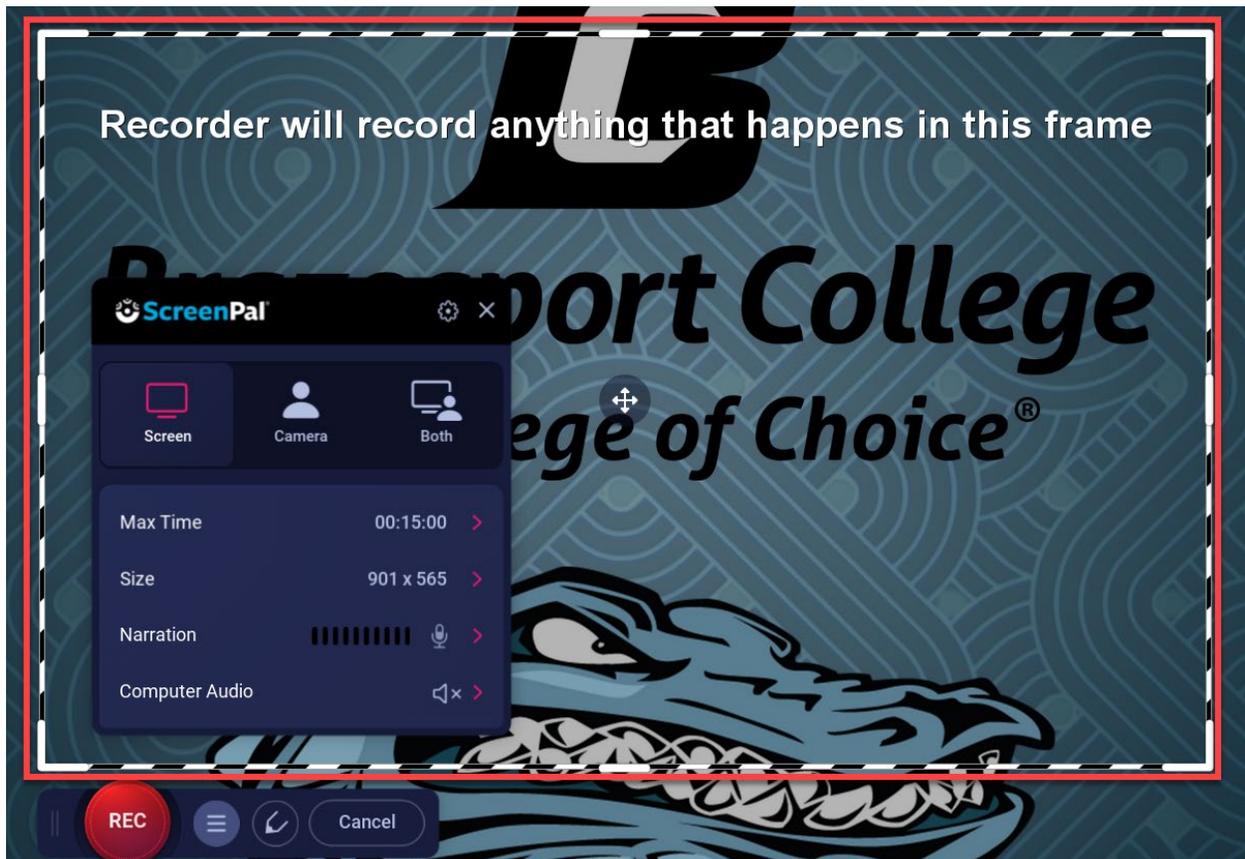
Recording Your Screen

Once you open ScreenPal on your computer, you can start recording your screen.

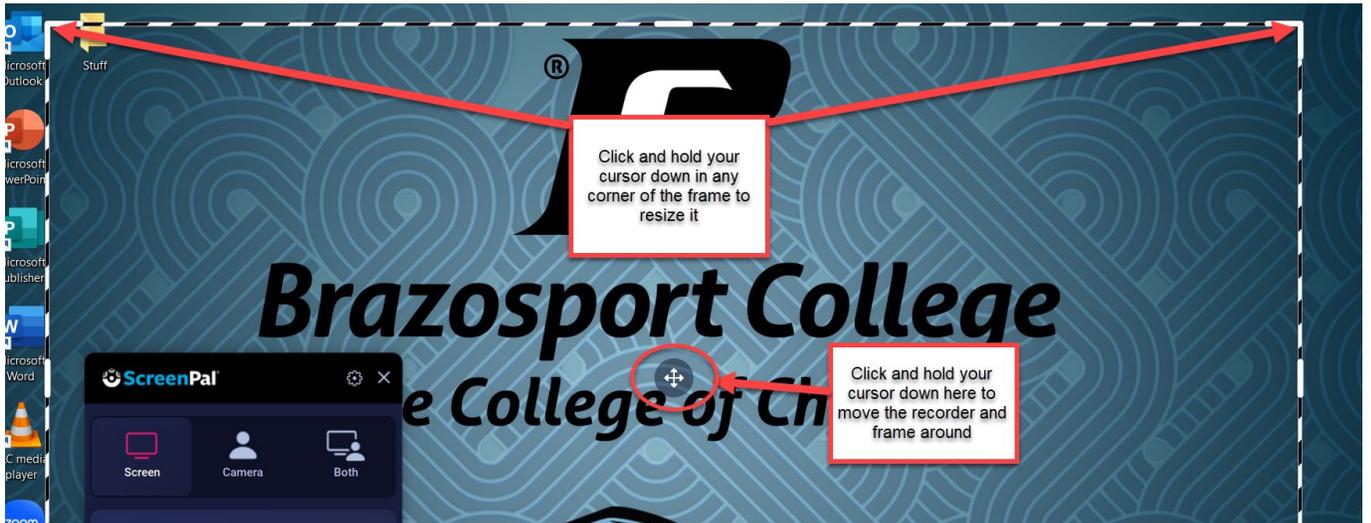
1. Click record in the top left corner of the program.



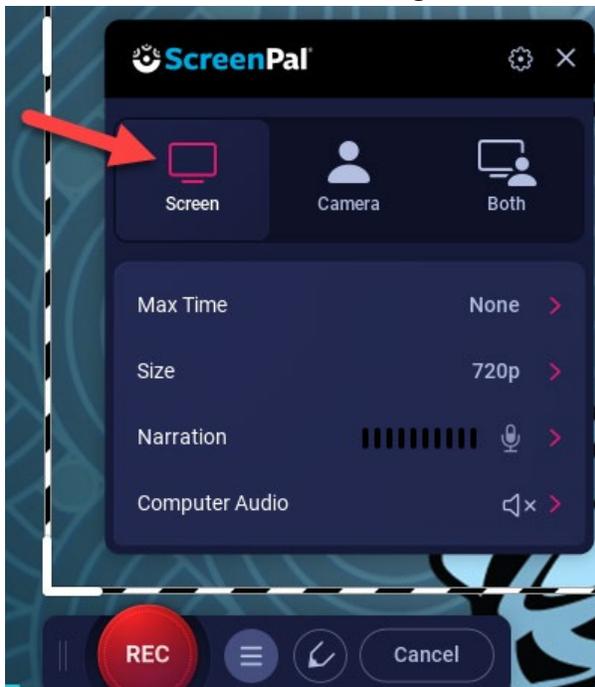
2. The screen recorder will open. Anything shown inside the outlined white and black frame will be captured in your recording.



3. **Move and adjust** the size of the recorder frame to ensure that only what you want to record is shown inside the frame.



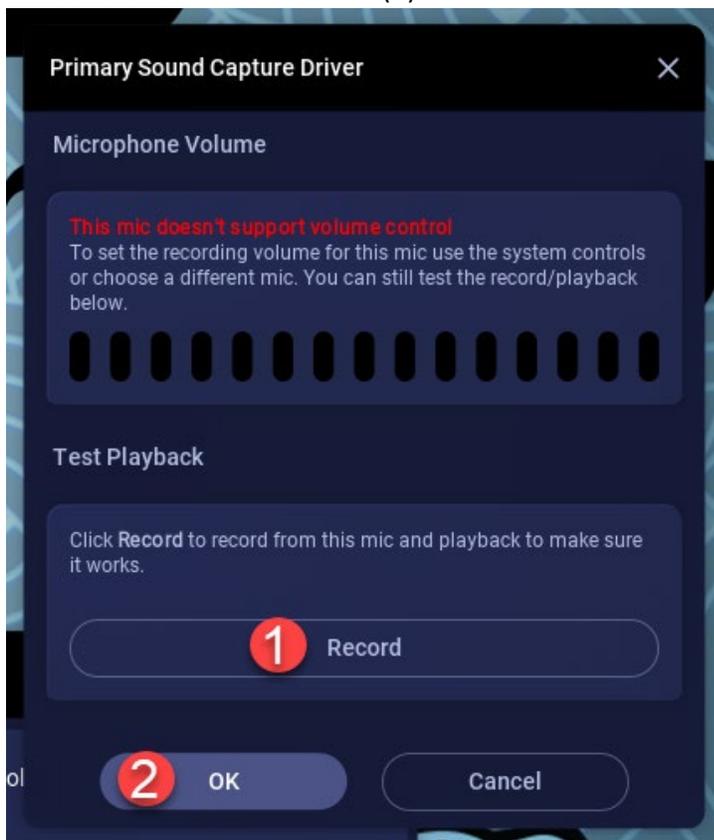
4. Ensure that Screen recording is selected from the recorder settings.



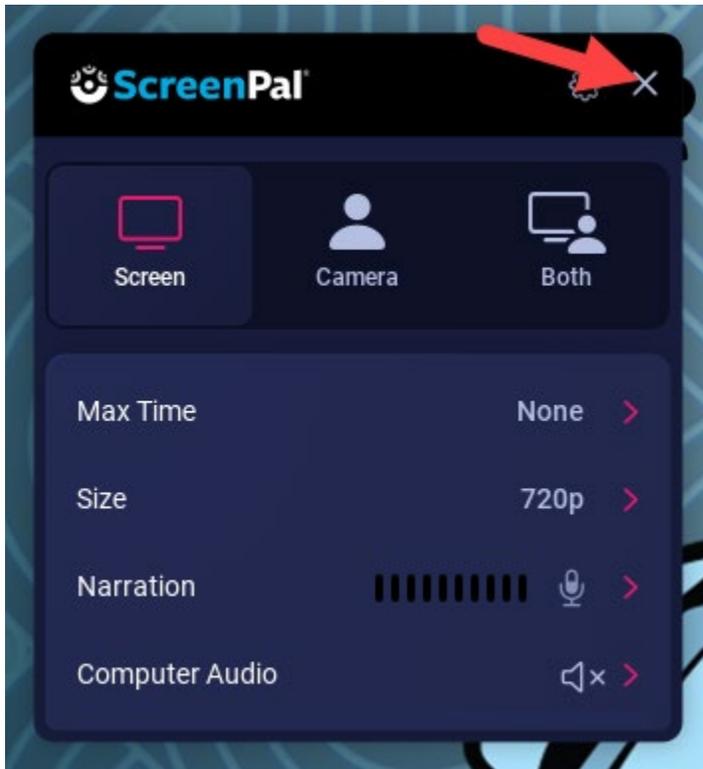
5. Click on Narration (1) and select the microphone/headset that you will be recording your audio from (2).



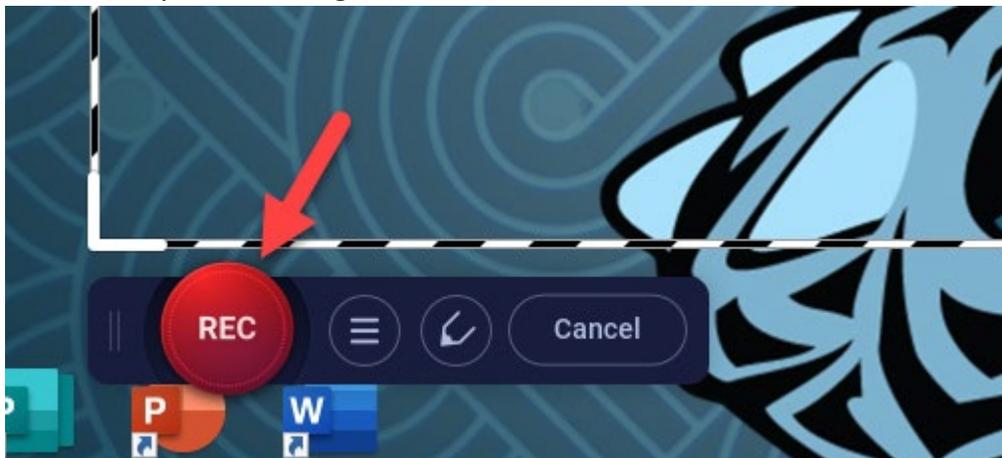
6. Click on the record button to test your microphone and make sure it is working (1). When done click the OK button (2).



7. Close the recorder settings by **clicking** the X in top right corner.



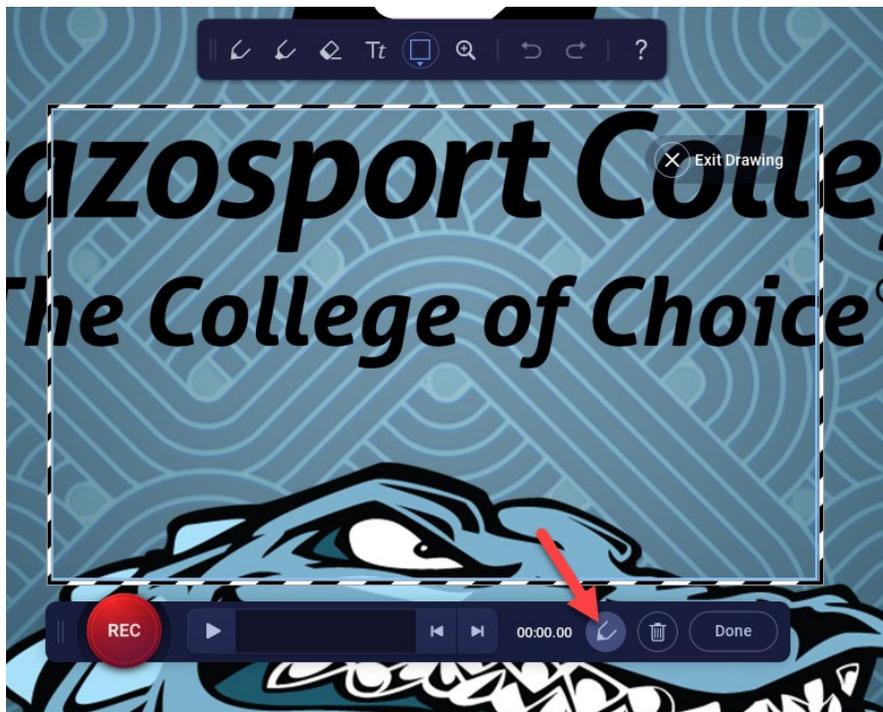
8. To start your recording, **click** the Record button.



- Recording will start after the 3 second countdown. When the countdown is done the recording will begin and you can start reading from your script and work your way through the video.



- If needed, during your recording you can **draw** with your mouse by **clicking** on the Draw & Zoom icon.



11. After you are done recording **click** the Pause button.



12. Click the Play button (1) to preview your recording. If you like what you see, click Done (2).
Click the trash icon (3) to delete the recording and record it again.

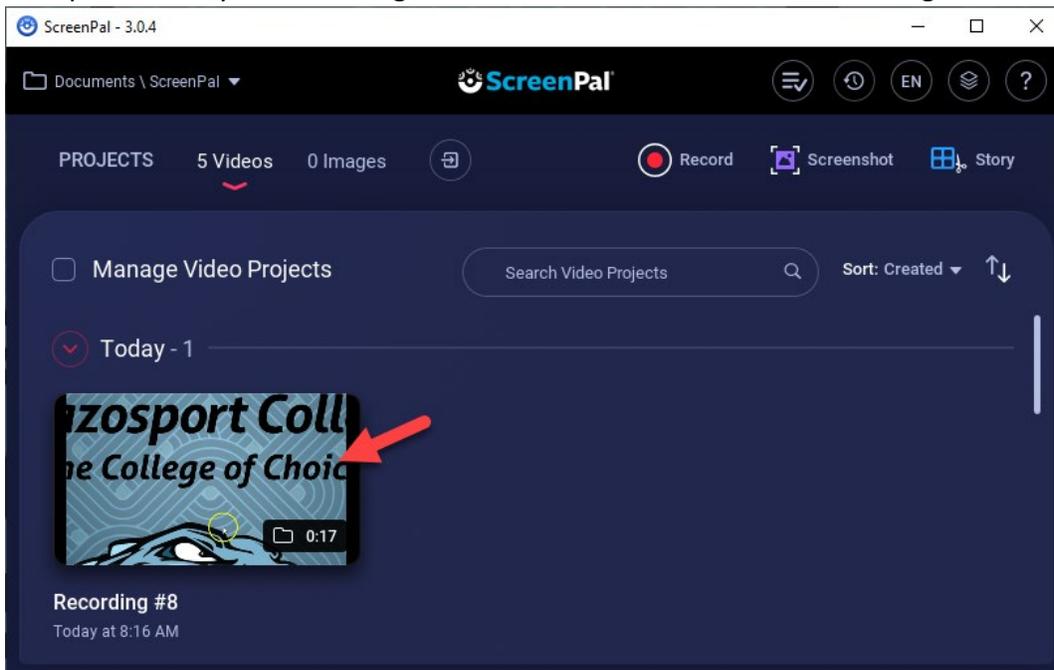


Editing recording

1. Click edit to edit the recording.



2. When you click Edit, your recording is automatically saved. So, if you close ScreenPal and open it later your recording will be saved and listed under Recordings.



3. For additional information about editing in ScreenPal, please **click** the link [here](#) to see an overview video of the editing tools or visit the additional manuals about video editing in ScreenPal for a more in depth look at each editing tool.