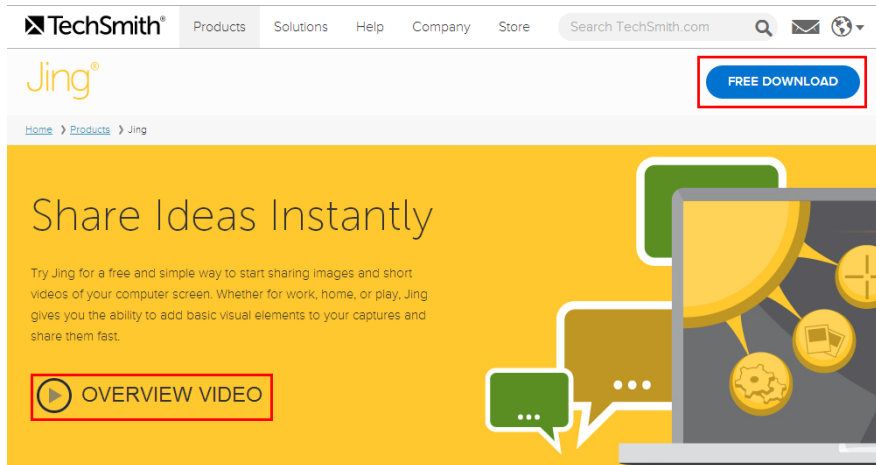


## Downloading and Using Jing

1. To get started with Jing, go to [www.techsmith.com/jing](http://www.techsmith.com/jing). Here you can watch the overview video for an introduction to Jing, or just click “Free Download” to move on.

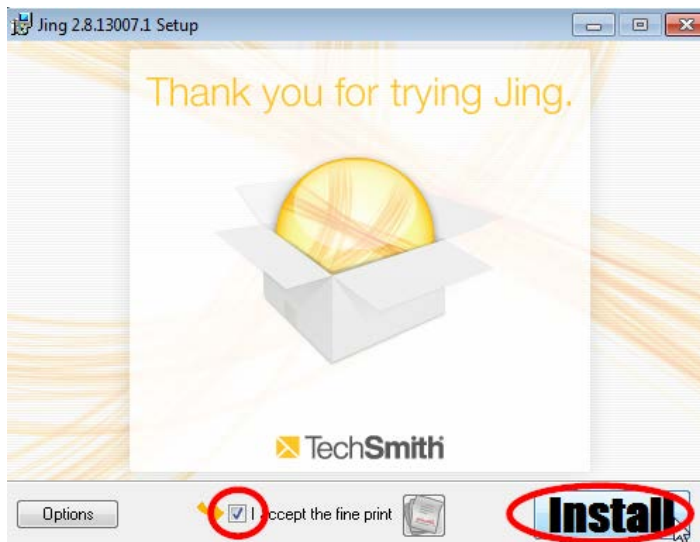


2. Click the download button for whichever OS you are working on (Windows or Mac), and follow the steps required to download based on your browser (usually you click the file and run it).

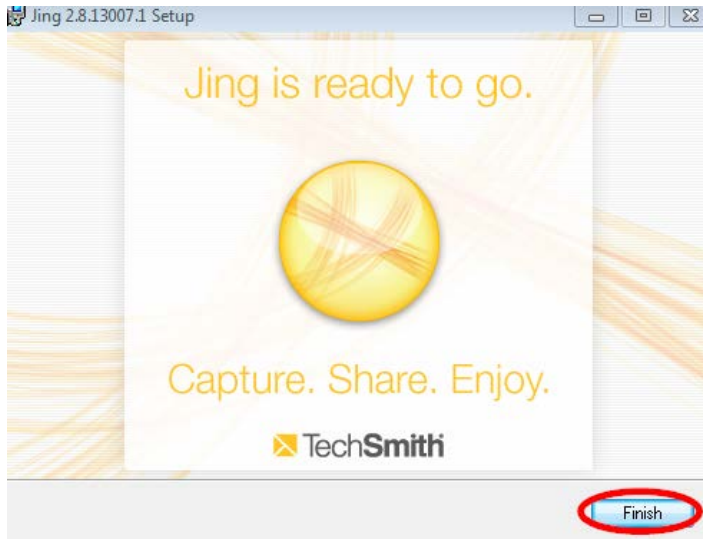
Choose a version of Jing to download:



3. When you get to the screen below, click the “I accept” box, and then click “Install.”



4. When it finishes loading, click "Finish."



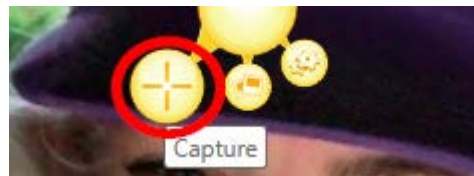
5. Give it a minute to load, and eventually a screen like the one below will pop up. You can watch the video or click "Get Started."



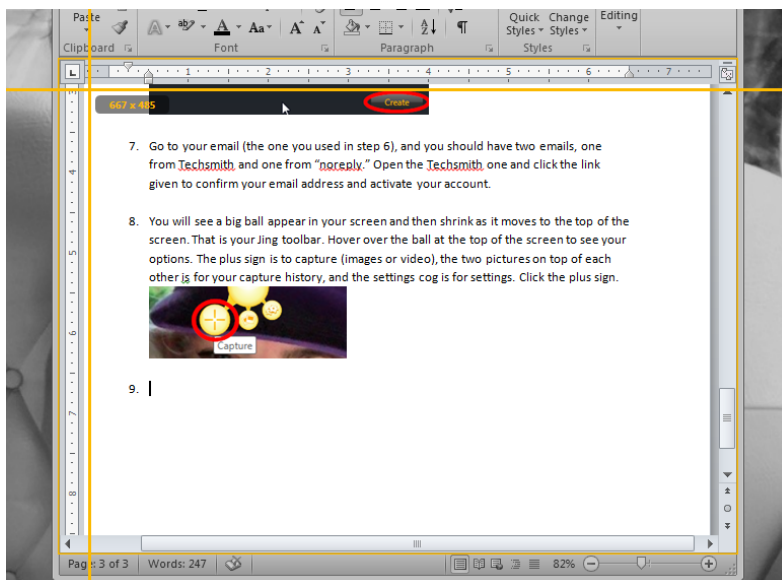
6. Fill out the form and click “Create.”

7. Go to your email (the one you used in step 6), and you should have two emails, one from Techsmith and one from “noreply.” Open the Techsmith one and click the link given to confirm your email address and activate your account.

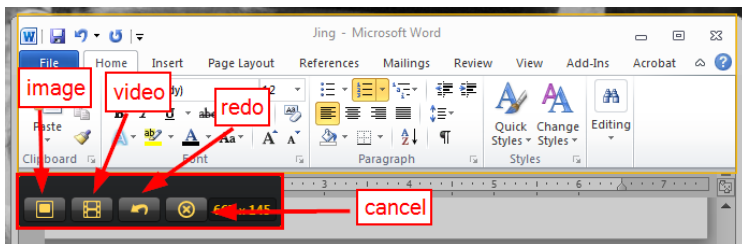
8. You will see a big ball appear in your screen and then shrink as it moves to the top of the screen. That is your Jing toolbar. Hover over the ball at the top of the screen to see your options. The plus sign is to capture (images or video), the two pictures on top of each other is for your capture history, and the settings cog is for settings. Click the plus sign.



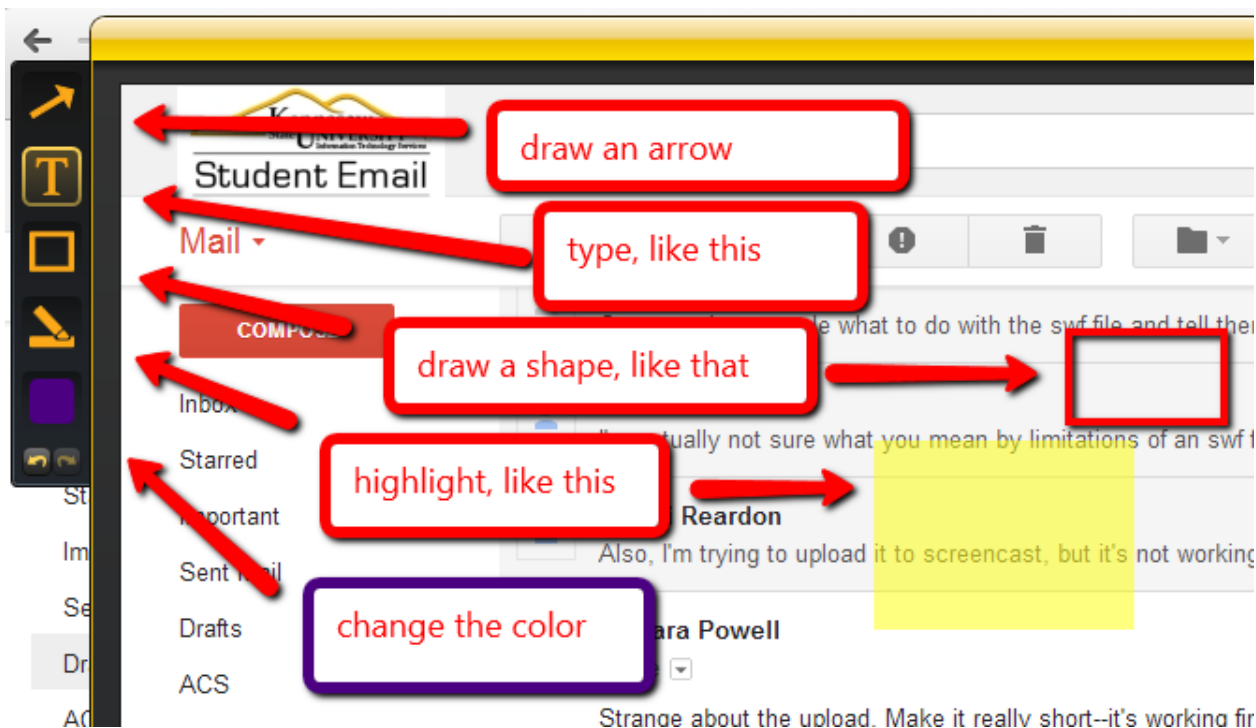
9. Your screen will look like the image below. You can click and drag to choose the area you want, hover your mouse over different areas and then click to choose the ones Jing makes for you.



10. When you click, you will get a box like the one below. As labeled in the image, the first button will take a picture, the second will start a video, the third will give you a redo on picking your area, and the last will cancel altogether.



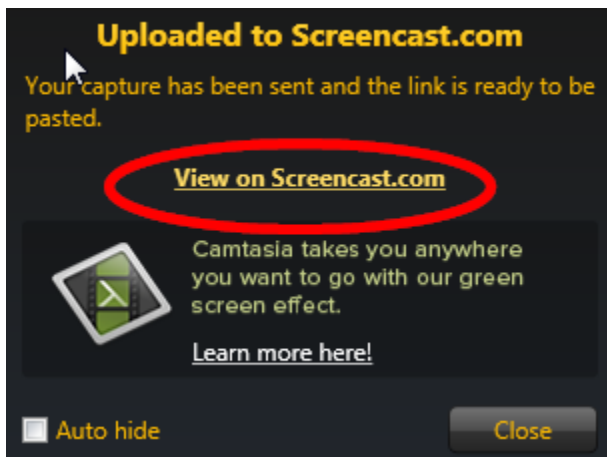
11. **Images:** When you choose image, you get a screen with different editing tools down the side. You can use these to write and draw shapes on the image. The arrow button will allow you to draw an arrow, the T button will allow you to write text, the square will allow you to draw a square the pen will allow you to draw freely on the image, and the color box will let you choose your color.



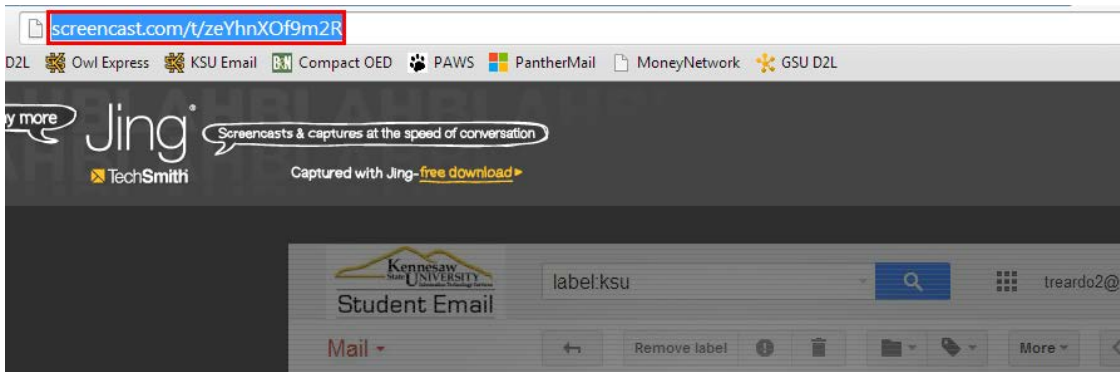
12. When you finish editing the screenshot you can share it as a link from screencast.com by clicking the share button.



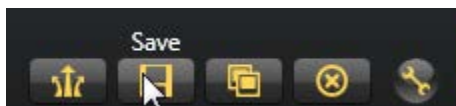
After it uploads, click “View on screencast.com” to view it in a browser and get the URL.



It will open screencast.com in your browser with your video. The URL in the address bar is what you will use to link to your video in D2L.

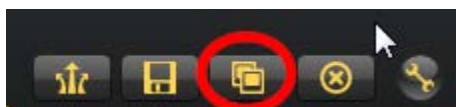


13. You can also save the picture by clicking “Save.”

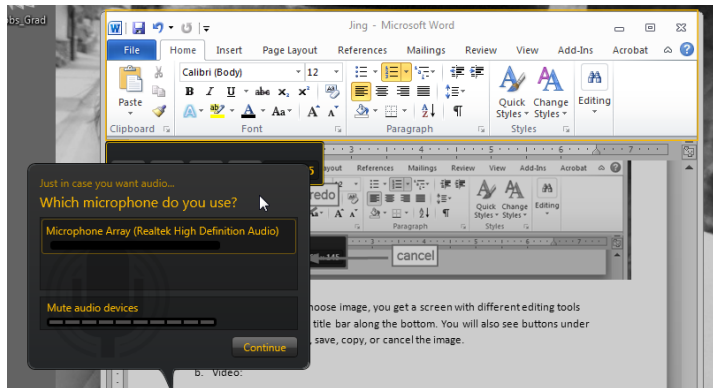


Jing will save your image as a PNG file. Find the folder you want to save it in and save it there.

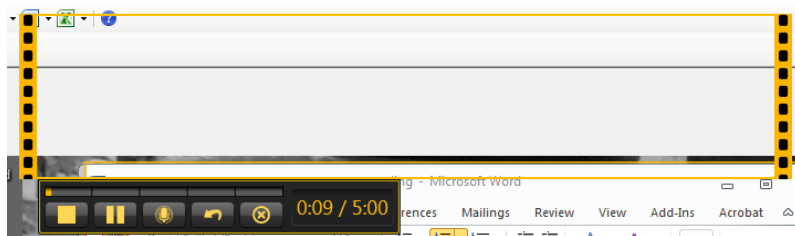
14. The last option with screenshots is to copy it to your clipboard (like copy-paste). To do this you can click “Copy.”



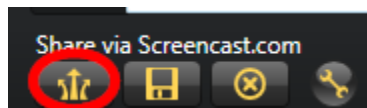
15. **Video:** When you choose video, it will first ask you which audio device you want to use. Click the one you want (built-in or a plug-in, if that's what you prefer), then click "Continue."



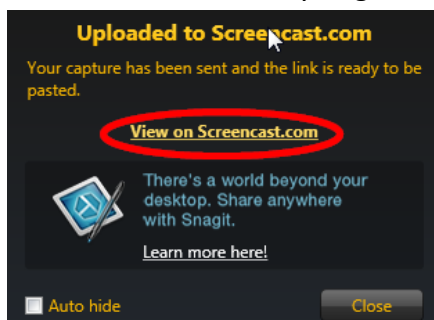
16. After you choose, Jing will count down from three and then start recording in that window. Whatever you do in that window will be the video, and whatever you say will be the audio. At the bottom, you will see several buttons. The first is to finish, the second is to pause, the third is to mute, the fourth is to redo the area selection, and the last is to cancel the video. Next to the buttons, you'll see the timer counting. Take note: **the limit for a Jing video is five minutes.**



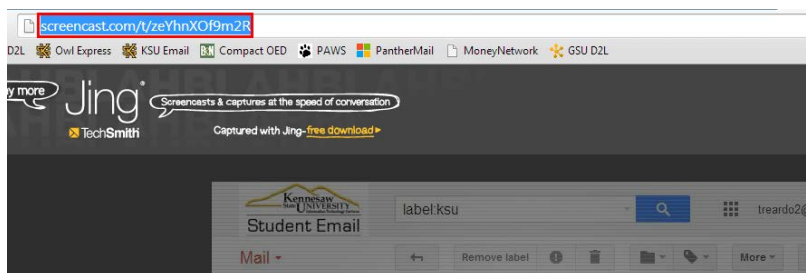
17. When you click finish, you will get a window where you can watch your video and title it. At the bottom you can share, save, or cancel your video. To share a link by uploading to screencast.com, click the share button.



Let it load, then when you get the screen shown below click “View on screencast.com.”



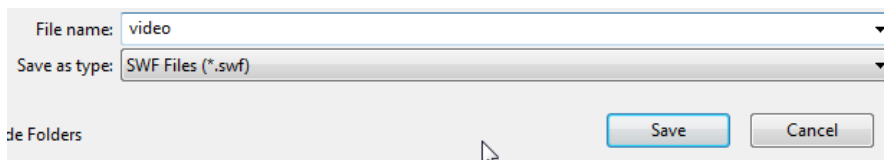
It will open screencast.com in your browser with your video. The URL in the address bar is what you will use to link to your video in D2L. NOTE: Jing uses Flash, which means that if you link to your videos this way any student using an iPhone or iPad in your class will not be able to see the video.



18. You can also save the video to your computer by clicking the save icon instead of the share icon.



19. When you save it, it will save as an SWF file. You should note that SWF files also use Flash, which means that your students with iPhones and iPads will not be able to see these videos, either.



20. When your video is finished you can upload it to D2L as a file, or you can upload it to YouTube and embed it into a Softchalk module or webpage.