

Add Zing with Jing!

Screen shots and videos FAST, EASY, FREE

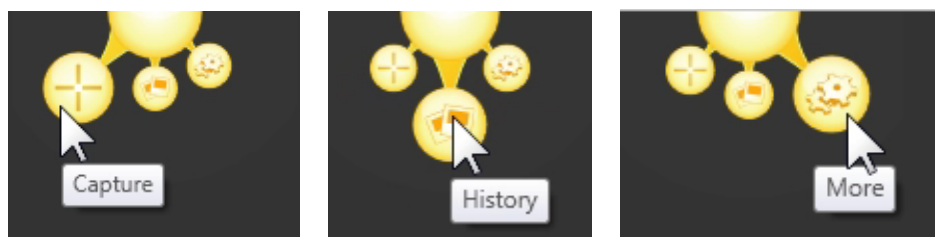
What is Jing? Jing is free software that allows you to capture screen shots and short (5 minutes max) videos, with or without audio. Images are ready to paste into documents, or, store your captures at Jing's companion site, screencast.com (2 mb, free).

Prepare your computer:

- Jing works best with a **fast connection**
- Download the latest version of **Adobe Flash Player**:
<http://get.adobe.com/flashplayer/> (or QuickTime, for Macs)
- **Go to the Jing site:** <http://www.jingproject.com/> click the platform (Windows or Mac).
 - Download should begin automatically. After downloading, double click Jing in the download window to install. Once install is complete, a "Welcome to Jing" box will pop up -- let it run all the way through, then click "continue" when prompted. You will be prompted to sign up (or log in, if you already have an account) to Screencast.com.
 - After signing on to ScreenCast, the Jing Sun will appear at the top of the screen.
 - In future, the Jing starts automatically, and the Jing Sun will appear when you start up your computer.

The Jing Sun

By default, the Jing Sun sits at the top of your screen. Pass your mouse over it to see the three sunbeams:



Capture your first image

1. Open to an image or screen that you want to capture.
2. Mouse over the sun, click the Capture button.
3. Holding down the left mouse button, click and drag the crosshairs to select the area to capture. When you let go of the mouse you'll get the options menu; for a still image, click on the Capture Image button.
4. Jing will create a simple image edit box, as shown on the next page:



Use these tools to add arrows, text boxes, highlighting, etc.

This is the default name; change it if you want.

Upload to screencast.com

Save to disk

Copy the image. It doesn't look like anything happens, but when you click the copy button the image is placed on the clipboard, ready to be pasted into a document.

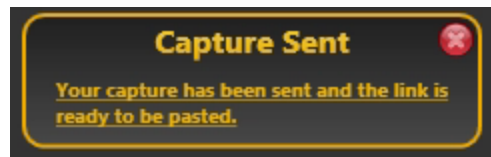
Delete this capture. A handy button!

Customize buttons.

5. Edit the image, if you want, using the edit tools on the left bar.

7. Decide what you want to do with the image:

- **Upload it to Screencast.com.** Easy way to save and store captures; provides a URL (link). First you get a progress message, and then you get a message that looks like the one at right. You can immediately paste the link either into a browser window, a Word document, an email, etc. The image is also stored in your folder in screencast.com, so you can always find the link again.
- **Save the image to disk.** This is just like any other file you save. Choose name, location, and file type (.png is the default).
- **Copy the image.** Just click this button, then paste (right-click → paste) into a document.



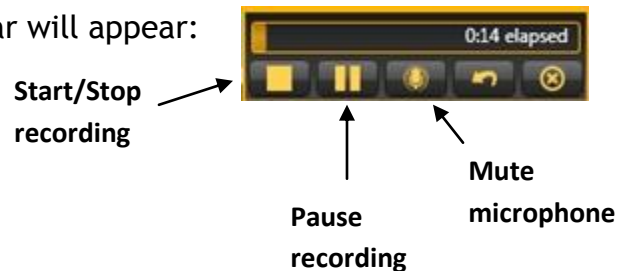
Capture a Video

Start the same as if you are capturing an image: mouse over the sun, click the Capture button, and select the area to capture.



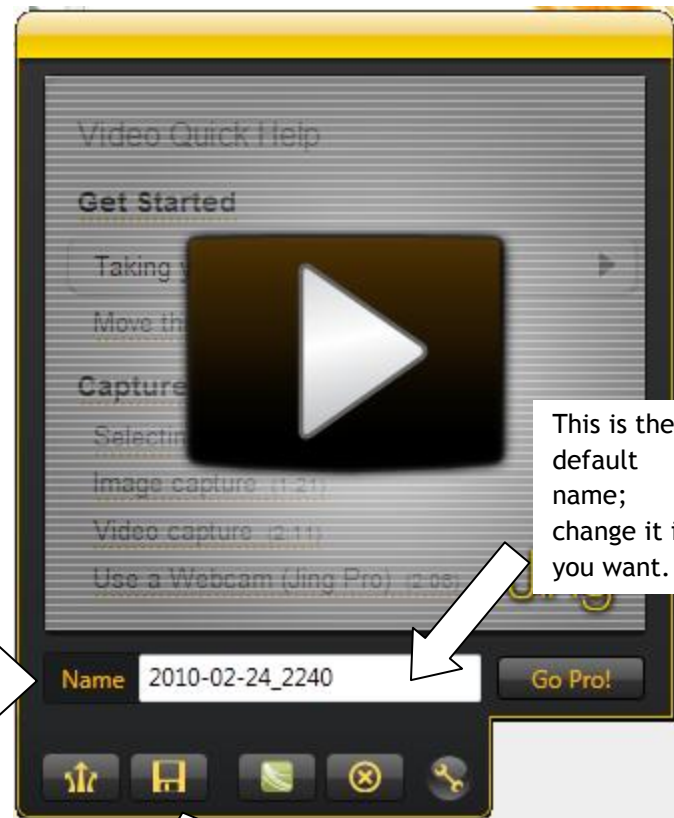
When the menu pops up, select the **Capture Video** button.

The video recording tool bar will appear:



When you click Start, you'll get a 3-second countdown to prepare for the audio recording. (Click the mute microphone button if you don't want to record audio.)

Click the button again to stop the recording. You'll get a preview window and menu for completing the recording, as shown.



Upload to screencast.com. You will be given the link to paste into a document and the video will also be saved in your ScreenCast account.

If you want to embed a video (rather than just giving people a link) you can change the settings options to provide the embed code instead of a link.

Save to disk. Saves the video recording to your local drive as a .swf file. You can then upload the video to YouTube, a website, etc.

*Hint: Video files get very large very quickly!
Keep the screen size small and the recording short.*

Practice: Capture and Paste an Image

1. Open a Word Document (no need to name or save it).
2. Go back to the browser and go to the Clark home page (www.clark.edu)
3. Mouse over the Jing Sun (top of the window); click the Capture button (first sun beam on the left)
4. Hold down the left mouse button and click and drag the crosshairs to select the penguin (or whatever else you want from that page). Let go of the mouse.
5. Use the edit tools (left vertical bar of tools) to add arrows and text to the image.
6. Click the “copy” button (bottom row of tools, third from left).
7. Go back to the Word document. Right click → Paste. Your image should appear!

How cool is that!??