Making Screencasts – Dr. Davida Fromm, CMU, AphasiaBank Project

Here are some guidelines for creating screencasts like these on Mac OS. You may be able to follow similar steps on Windows, but the details will be different.

First, it can be helpful to prepare a script to follow but you may not need that. I printed out my script for each movie and followed it as I went along.  If you mess up and do a retake, you often have to undo things that you may have done (e.g., moving files to the input files list, changing directories, removing output files that got created or excel files that got saved).  Also, if you’re doing work on a CHAT file, it’s good to have some copies of its original form if you have to redo a movie because the one you worked on in the movie may end up getting changes that you’d have to undo (if you saved them).

Turn off any automatic notifications or programs that may flash something on your computer screen — e.g., Mail, Calendar.

Silence your cell phone or other ringers that may make noise while recording. Close the windows to avoid street noises.

1.  In System Preferences on OSX, go to Dock and select “Automatically hide and show the Dock”.

2.  For recording on my iMac, I also go to Displays and select “Scaled” and then select “1280 x 800”.

3.  In Quicktime Player, go to File and select “New Screen Recording”.

4.  Click on the downward caret to the right of the red dot in the middle of the Screen Recording box that appears and make sure it’s set to “Built-in Microphone: Internal Microphone” and the audio volume bar at the bottom is set to the far left.

5.  Press the red dot on that Screen Recording box to start.

6.  Click in the gray rectangle that appears to “Record in Full Screen”.

7.  After a few seconds, the circle with a dot at the top of the screen will turn from grey to black and you can begin recording.

8.  To stop recording, click the black circle with the dot.

9.  Save the movie – it will be in \*.mov format.

10.  If you need to edit your movie, you can do so in QuickTime Player using the Trim function (if you need to cut from the beginning or end) or the Split Clip function. (I usually make a copy of the original movie before I start editing, just in case.) For Split Clip editing, first go to View in the menu bar and select Show Clips. Then you can use the Split Clip option in Edit to cut out sections you want to delete (long pauses, minor mistakes, etc.)

11.  Save the edited version and then do any file conversions or processing needed for streaming or posting purposes.