



# Creating screen capture photos and videos

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## 1. Why use visual guides?

Learning new tasks can sometimes be daunting, especially when a person is learning alone or at a distance and the only instructions given are written with no visuals. Being able to see exactly what each step in a process consists of can let learners know they are on the right path, or if they have gone wrong.

Screen capture videos are useful tools for creating step by step guides for both staff and your public audience. Being able to see a process from start to finish and watching the mouse moving around the screen can often bring clarity and reassurance to those who are trying it for the first time.

An added bonus of having a video explaining how to carry out a task is that you only need to share the link to allow learners to develop their own skills using it. It can be time effective if you often have to provide support or guidance on this task remotely, e.g. how to provide telephone support to customers who are having trouble logging into an online resource.

## 2. What makes a good instructional video?

When using screen recording software to record step by step instructions, try to think of your potential audience. Usually, for this type of video, your audience is someone with little to no knowledge of the task you are creating guidance on.

Or it may be that your audience are people who have lost confidence in their own ability and want reassurance that they are following the correct procedures. In either example, you want your video to be clear and easy to understand so you should carry out the following steps when creating your own videos:



## 1. Think ahead

Think about how you want your video to look and whether you want to provide audio support to guide people through the video. Make sure you have the appropriate equipment if audio guidance is also needed.

## 2. Plan your route

Write down exactly what you want to show people. For example, if it's an overview of an online resource you will need to think about how to show each area of the website methodically instead of darting around, clicking wrong links and having to go back and forth between pages.

## 3. Practise the speed

Rehearse going through your video before you start recording. Move at a pace that is easy for others to follow. Too fast and people can't keep up, too slow and people lose interest.

## 4. Added extras

If your guide is designed to be used while people are actively following instructions (possibly best for procedures that are complicated or have many steps), then you might like to add suggestions to the learner to make following easier. In the beginning of the video you could outline what you are going to cover, and let people know that you will give them opportunities to pause and copy what you've done at the end of each section.

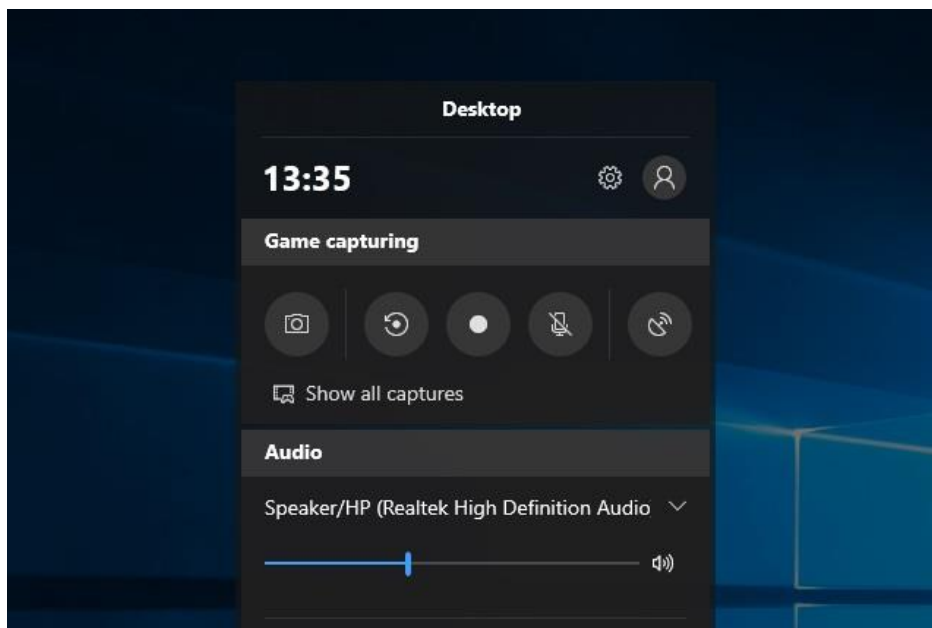
# 3. Capturing videos

The way to record videos of your screen varies between different platforms. Below are some of the more common ones:

## a) Windows

Windows computers don't provide a built-in screen recording software, apart from computers with Windows 10. For all other versions of Windows, you will need to download screen recording software. There are some examples of these later in this document.

In Windows 10, you can access the screen recording software by pressing the Windows key + G. This brings up the menu below which enables you to take a screen shot, record the last 30 seconds of screen time, or start recording until you ask it to stop. Any recording will be saved as files on your computer, to be edited or uploaded and shared.

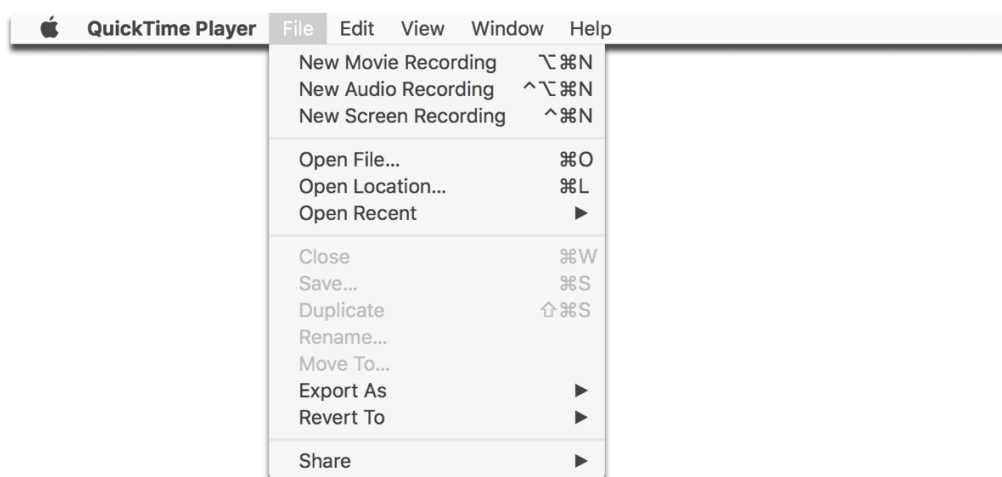


### b) Mac

Newer versions of Macs come with screen recording software, called Mojave. You can access this by pressing Shift + Command + 5, and the Mojave menu will come up on the screen as seen below. This allows you to start and stop recording while working.



If you have an older version of Mac, you can still use the QuickTime Player to record the screen. This program comes as standard on all Macs and should be easy to find using the Launchpad.



### c) iPhone or iPad

iPhones and iPads come with their own screen recording software. To access this, swipe down from the top of the screen so that the menu screen appears (see below).

To start the recorder, press the circular symbol with a white dot in the centre, as indicated in the image on the left hand side. The phone or tablet will start a three second countdown before it starts recording as seen in the centre image.

When recording the button will show red, as in the image on the far right. At this point you can carry out the task you would like to record and then stop the recording when complete. To stop the recording, swipe down to access the menu again, and press the same button.

The recording should be saved to the image gallery on the phone or tablet, and can be edited and uploaded to YouTube from there.

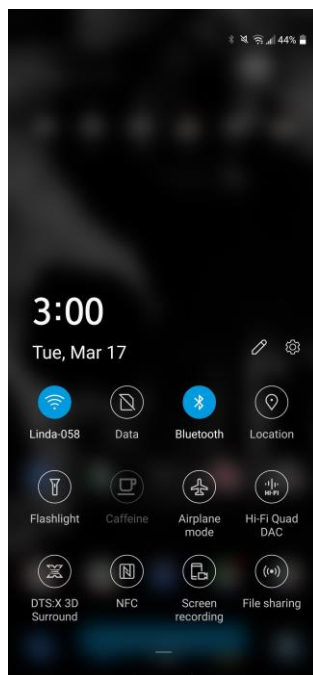


### d) Android smartphones and tablets

Similarly to the iPhone, Android smartphones and tablets require you to swipe down from the top of the screen to access the settings menu (see below). For some android phones, you may need to tap on the pencil icon to see the full range of settings. It may be that the screen recording icon is further down the list if it's not used frequently. Like the iPhone, tapping the



screen recording icon will give you a countdown before starting, and then require you to tap it again to stop the recording.



### e) Other tablets

Screen recording is possible on most tablets (but not eReaders), and they will usually require a download of a screen recording app. There are many apps available, and a free app will usually provide basic screen recording software suitable for instructional guides.

You can download a suitable app from the app store on your device.

## 4. Taking screenshots

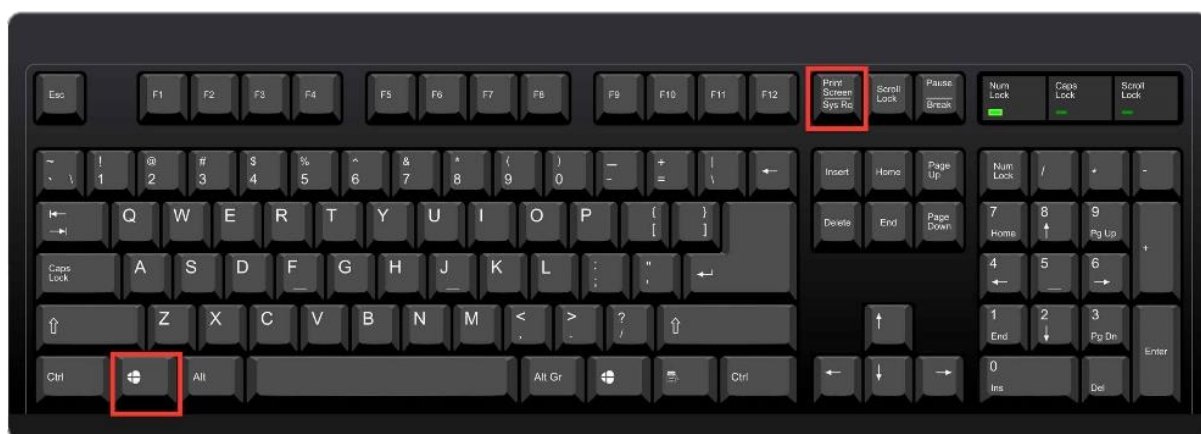
If you are unable to provide a video explaining how to carry out a digital task, then a screenshot of each step can still be an invaluable tool.

Each screen shot can be pasted into a document as a visual guide to explain each step of a process.

The way to take a screen shot varies between each platform. Below are the most common ones:

### a) Windows

On a Windows laptop or computer you can use the PRINT SCREEN key. This will take a screen shot.



### b) Mac

On a Mac, you will need to press SHIFT, COMMAND, and #3 key simultaneously to get a screen shot.



### c) Tablets or smartphone

Most tablets and smartphones will allow you to take a screenshot. The way to take a screen shot varies not only between makes of device, but also between models. For this reason, the best way to learn how to take a screen shot for your particular model would be to follow the user manual or instructions online.

## 5. Online video recording programs

For computers that do not provide video recording software, the following websites can provide the programs needed to record your desktop.

**OBS – Open Broadcasting Software**

<https://obsproject.com/>

This is a free online recording website which can be used on Windows, Mac and Linux platforms. There are no restrictions on video length, and can be streamed or recorded in HD.



[https://www.apowersoft.com/free-online-screen-recorder?\\_c=1](https://www.apowersoft.com/free-online-screen-recorder?_c=1)

Another free online recording software, which is also suitable for Window, Mac and Linux Platforms. Lower quality but easier to navigate than OBS. One benefit to this software is that, once downloaded on to your computer, you can immediately save the video and upload it to YouTube or Vimeo to be shared on social media if needed.

## 6. References

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