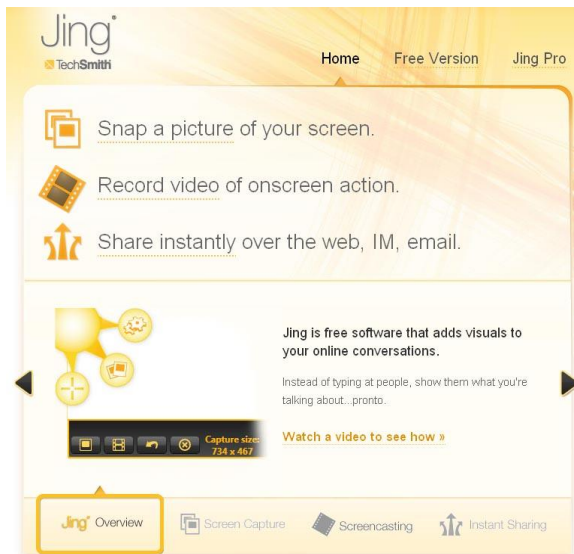


### About Jing

**Jing** is a free software program that allows you to capture screenshot images or video of any onscreen action, and share them in a number of ways. Screenshots can be edited by adding arrows or text to further illustrate an image. Additionally, you can record narration to accompany screen animations for enhanced instruction.

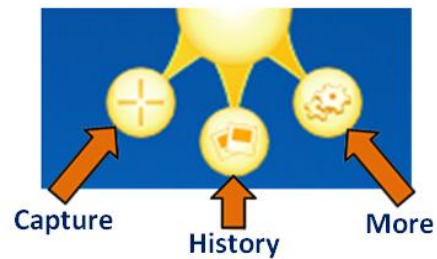


1. Get started with Jing by downloading the free version from the [website](#).
2. Select either the Mac OS x or PC version.
3. Save the file to your computer.
4. Run and follow the steps in the installation wizard.

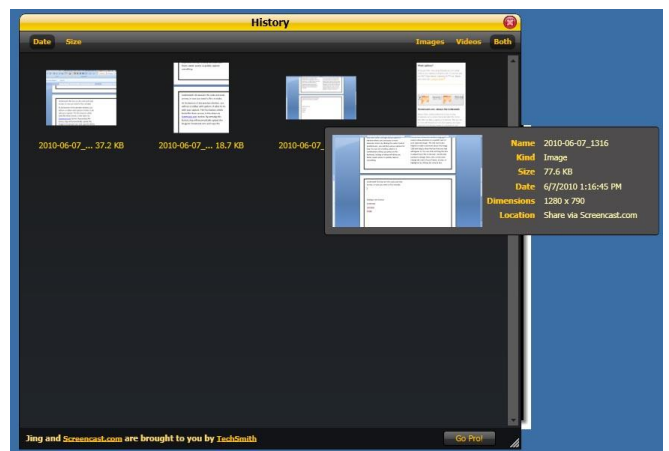
**Note:** There is a Pro version that is not free, but provides many more features than the free version.

### Getting Familiar with Jing

After Jing is installed, you should see a small sun peaking out at the top of your screen. Roll over the sun with your mouse in order to see your options.



- By clicking on the left **Capture** button, you will be able to access your options to begin a screen capture.
- The middle button is your **History** button. It opens a window which will display all of the images and videos you have captured. If you lose track of your recent captures, you can find them here.



- The right button, **More**, opens a window where you can access a more extensive menu.
- **More:** Clicking the center button (Preferences), gives you various options for Jing including:

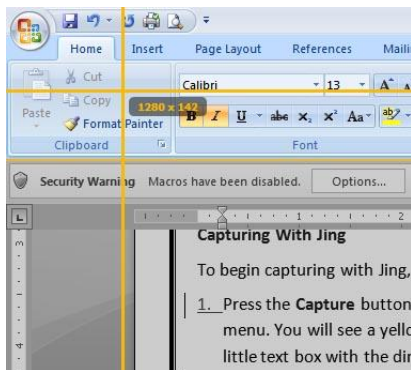


- **More:** Setting a hotkey. A hotkey is a combination of keystrokes that will cause the program to perform a certain action. Setting a hotkey will allow you faster, easier access to quickly perform a task.
- **More:** Setting up an account to use on Screencast.com for your uploads.
- **More:** Exit Jing from this menu.

## Capturing With Jing

1. Press the **Capture** button on the main sun menu. You will see a yellow cross and a little text box with the dimensions you are going to be capturing.
2. Click and drag to select the area you want to capture. It can be as big as your whole screen, or as small as you like. You can position your capture to a different area of the screen at this point.

**Note:** Simply click on a window or a section of a window to select it. For example, by clicking anywhere on the toolbar of Word, the entire toolbar is automatically selected.

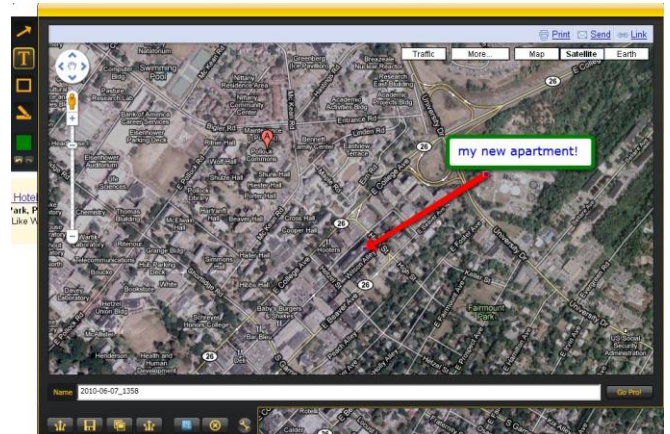


This applies for any program or window section. The part that is going to be selected will be in color, while what is excluded on your screen will be grayed out.

3. After selecting an area, you will see a box appear beneath it with options. The first

option on the left is **Capture image**. Click this if you want a simple screen capture.

4. Notice that the selected part of your screen is in a new window where you can preview and edit it. The tools to edit the image are located on the left-hand side of your image and include:



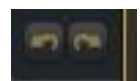
- The **Arrow**, **Frame**, or **Highlight** tools to draw attention to a specific part of your captured image. Change the color of your frames, arrows, or highlighter by clicking the **Tool Color** button.



- The **Text** tool can be used to make a comment about the image. Click and drag to draw a box where your text will appear. Click and drag this box to adjust the fit of the text. Use the text tool bar to change fonts, size, or text color.






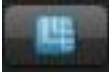

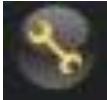
- Note:** Underneath this box are the **Undo** and **Redo** arrows, in case you need to fix a mistake.

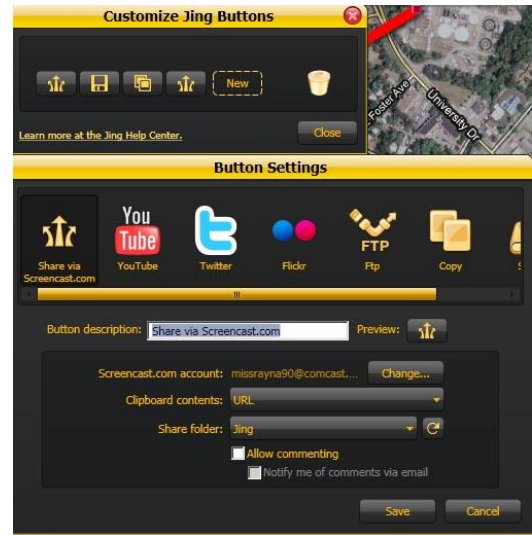


5. At the bottom of the preview window, you can rename the file, which is

helpful if you are planning to save it on your computer. You will see a toolbar with options of what to do with your capture.




- The first button, which looks like three arrows, is the **Share via Screencast.com** button. By pressing this button, Jing will automatically upload the image to your account on Screencast.com and copy the link to your clipboard so that it is ready to be pasted wherever you want to share it. 
- The next button is the **Save** button, which allows you to store your images or videos directly on your computer. 
- The third button is the **Copy** button. This allows you to paste the image into whatever program or window you wish. 
- The **Edit in Snagit** button allows you to edit your Jing images in a separate program called Snagit. 
- Next you see the **Cancel** button, which will get rid of your capture without saving it. 
- The last button is **Customize Jing Buttons**. Click this to customize your buttons on this menu. 
- You can drag and reorder buttons, as well as drag them to the trash to delete them. If you press the **New** button, you will see other button options. For example, you can add a button for direct upload to Youtube, Flickr, or Twitter.



## Capturing Video

The process for capturing video with Jing is almost identical to capturing images.

1. Press the capture button on the sun menu.
2. Select the area you want to record.
3. Press the **capture video** button. Jing counts down to the moment when it starts  recording. If you have a microphone, Jing can record narration with your video. You can stop recording audio by pressing the **Mute** button on the controls that appear while recording a video. You can pause recording at any point, and then resume again. Press the **Stop** button when you're done. Your captured video will come up in its own window, where you can replay and review it. As with captured images, you can save this video to your computer, or share it via Screencast.com.

**Note:** The free version of Jing only saves videos as .swf files.