



# Screencast.com<sup>®</sup>

## Getting Started Guide

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# Getting Started With Screencast.com

Screencast.com is a TechSmith solution for business and academic professionals looking to manage and share videos, images, documents, or anything else online. Whether you have a Free Account or a Pro Account, this *Getting Started Guide* will help you get up to speed fast.

In this guide, you will find the following topics:

- ▶ **Create a Screencast.com Account** on page 3.
- ▶ **Give Me the Short “How To”** on page 4.
- ▶ **Give Me the More Detailed “How To”** on page 5.

## A Few Terms You Should Know

Before you begin using Screencast.com, here are a few terms to become familiar with.

Term	Usage
<b>Breadcrumb</b>	A link at the top of the Screencast.com page that leads back to your library. If content in a folder is set to the public privacy level, the breadcrumb to your library is visible. Clicking the breadcrumb gives viewers access to all the public content in the library.
<b>Content</b>	The files that you upload. Can be video, images, PowerPoint presentations, documents, and more.
<b>Embed</b>	Embedding content on a website or blog allows it to play or display within the page without launching an external player or a new browser window. Screencast.com creates the embed code that you copy and paste into the blog or webpage.
<b>Folder</b>	A place to organize your content. Folders can have privacy levels assigned to them. Entire folders can be shared or embedded on a blog or webpage using the MediaRoll.
<b>Library</b>	The main working view. When you sign in to your account, you are in the library. This is where you add folders, upload content, create playlists, move content, and more.
<b>Privacy</b>	Used to make your content public or private. There are four levels of privacy that can be applied to content in folders: Public, Hidden, Password, or Authenticated.
<b>RSS</b>	An RSS Feed is a way to quickly distribute your content to a wide number of people. An RSS feed also allows people who subscribe to your feed to be automatically updated with changes to your content or additions to your folders.
<b>Share</b>	Sharing determines how others come and view your content. Share individual files in your library, the entire contents of a folder, a playlist made up of content collected from other folders, or a MediaRoll embedded in a web page or blog.
<b>Upload</b>	The process that gets content from your computer into the Screencast.com library or folder.

### More Resources for Learning to Use Screencast.com

The [Help Center](#) located on the Screencast.com website includes many in-depth articles and videos on each of the topics covered in this guide.

You will also find information on using features not covered here such as [Commenting](#), creating a [customized View Page](#) template, and much more.

There are also two companion PDF guides available for download:

- ▶ The *Getting Started* guide gives an end-to-end workflow for using Screencast.com.
- ▶ The *Example Case Study* is a practical application of how the Screencast.com features work together.

# Create a Screencast.com Account

Creating a Screencast.com account is fast - just fill out a few fields and you are on your way!



A valid email address is required for either account.

1. To create a Screencast.com account, click this link to go to the *Sign Up* page:

<https://www.screencast.com/signup.aspx>

2. In the *Sign Up* page, under the **Account level** field, select the account type: **Pro** or **Free**.
3. Fill in the following fields:
  - ▶ **Email:** Enter a valid email address. An activation email is sent to this account, as well as storage and transfer bandwidth notices.
    - A valid email address must be **between 6 and 129 characters**. Valid characters include a-Z 0-9 \_ - .



**Note:** While RFC 2822 states (+) is a valid character for an email address, Screencast.com does not support email aliases via the use of a plus sign (+) in the address.

- ▶ **Password:** Passwords must be at least 6 characters and are case sensitive. Combinations of letters (capitalized and lowercase) and numbers are suggested.
  - Your display name and common passwords such as "password" or "qwerty" cannot be used. Pick a unique password.



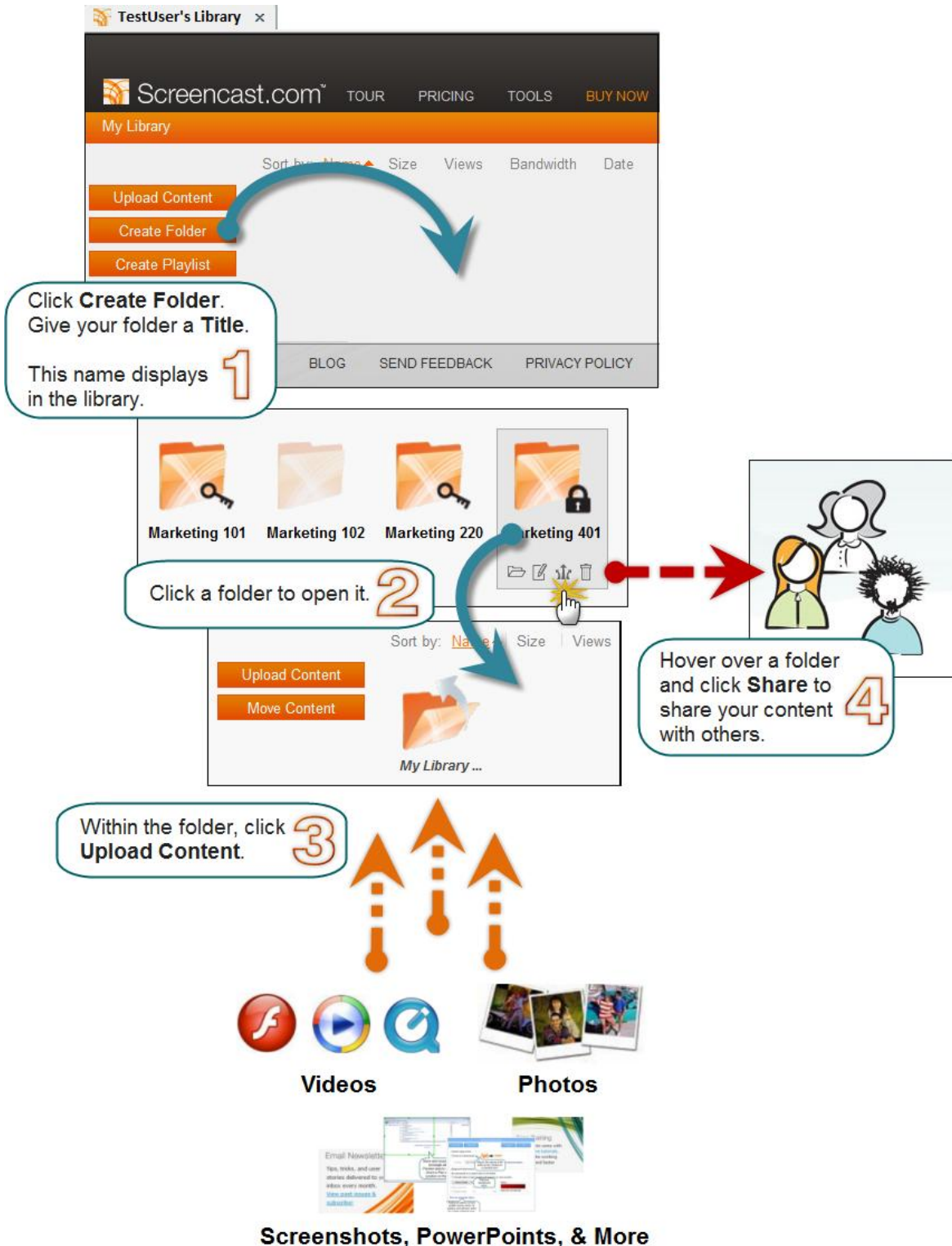
You can change your password at any time on your *Account Information* page. To access the *Account Information* page, sign in to your account and then click your **Display Name** link at the top of the Screencast.com page.

- ▶ **Display name:** A valid display name is between 2 and 20 characters, starts with a letter, does not include spaces, and is made up of letters (A-Z), numbers (0-9), and the following symbols: hyphen (-), and underscore (\_).
    - Your display name is shown in the title of your Library and in the URL to all of your content, folders, and playlists. It must be unique.
  - ▶ **Country:** Enter your country of residence.
4. Check the **Subscribe to the Screencast.com Newsletter** option to receive tips and tricks via email.
  5. Click **Sign Up** and Screencast.com sends an activation email to the address you entered above. Click the link in the email and your Screencast.com account is activated.
  6. Sign in and get started using Screencast.com.

# Give Me the Short “How To”

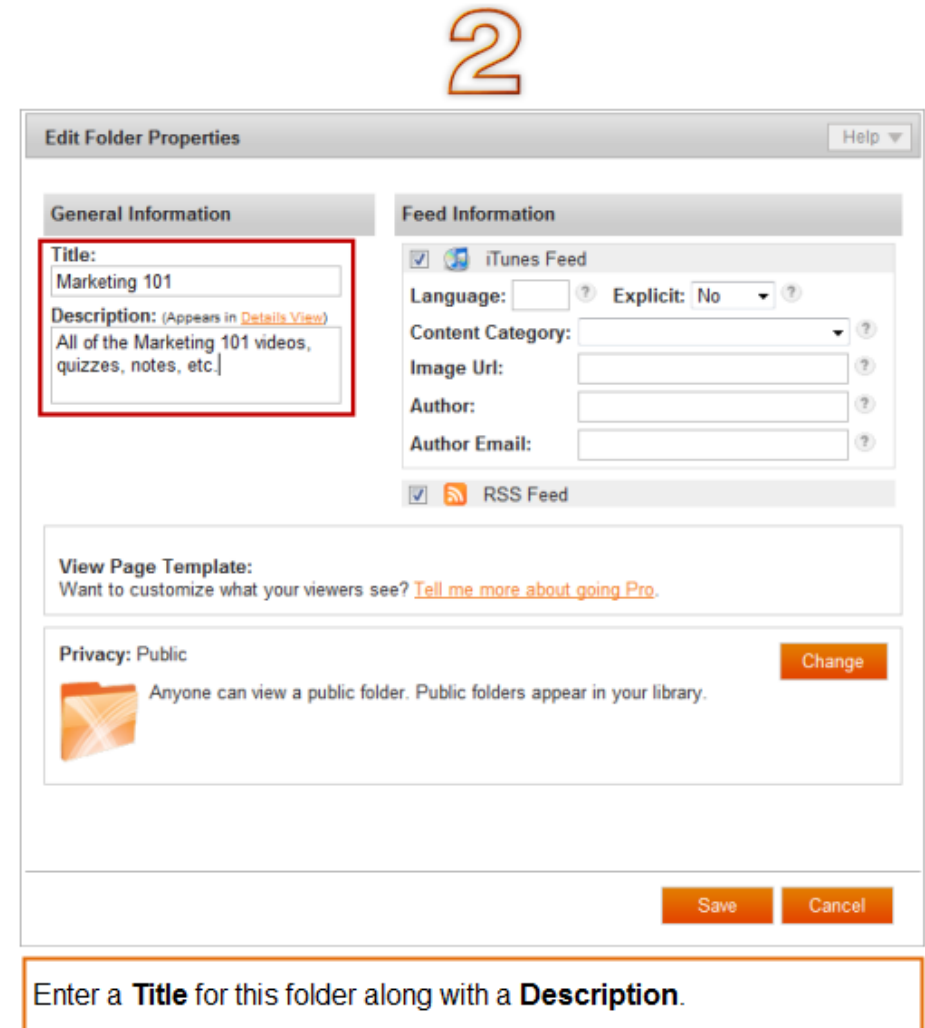
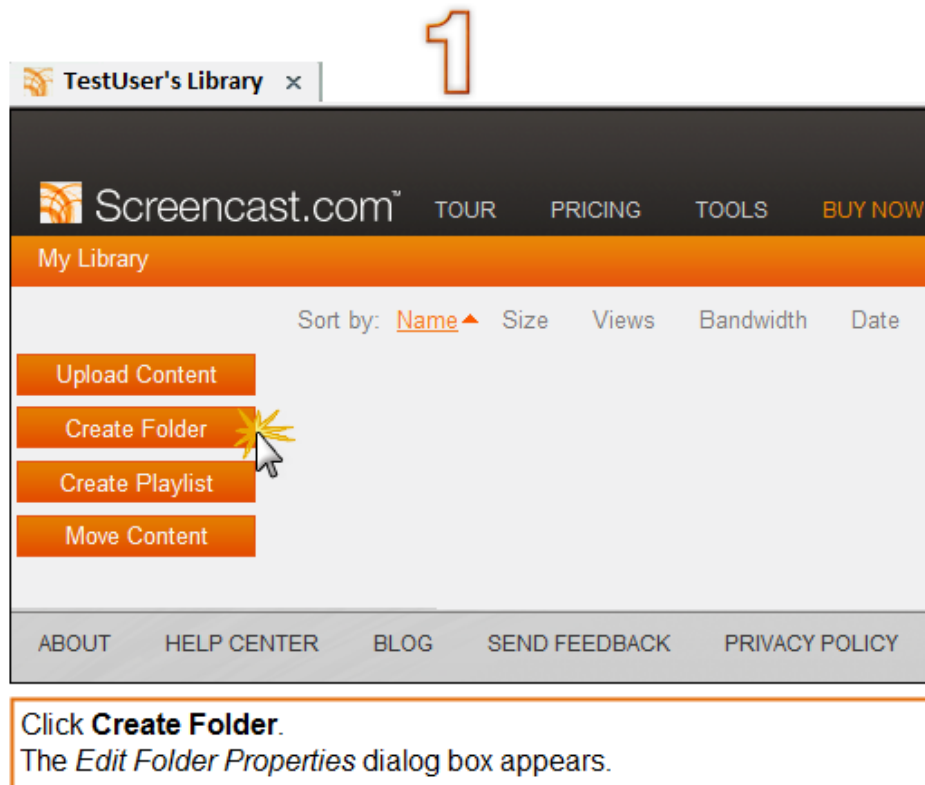
In general, Screencast.com is easy to use – you can get started in just four steps:

1. Create your folders and apply a privacy level to each. This helps you keep things secure.
2. Upload your content to the folders. This can be almost anything you want; video, photos, screenshots, presentations, documents, and more.
3. Share you content via a URL, within an email invitation, or embed the content within your own blog or webpage.



## Give Me the More Detailed “How To”

This section provides a walk through on how to create a folder, apply a privacy level, upload content, and share it with others.




3

Click the **Change** button to apply a privacy level other than public.

Click to assign the privacy level.


If *Password* is selected, enter the password and click **Save**.

**Privacy: Public** Change

 Anyone can view a public folder. Public folders appear in your library.

**Edit Folder Properties** Help

Public Hidden **Password** Authenticated

 Viewers need the URL and the password to view the content in a password protected folder. You can share the URL and the password with multiple viewers.

Save Cancel

**Password:**  
Secret

Save Cancel

4

Click **Save**. You return to the library and the folder will be seen.

**Edit Folder Properties** Help


**General Information** **Feed Information**

**Title:**  
Marketing 101

**Description:** (Appears in [Details View](#))  
All of the Marketing 101 videos, quizzes, notes, etc.

**View Page Template:**  
Want to customize what your viewers see? [Tell me more about going Pro.](#)

**Privacy: Password** Change

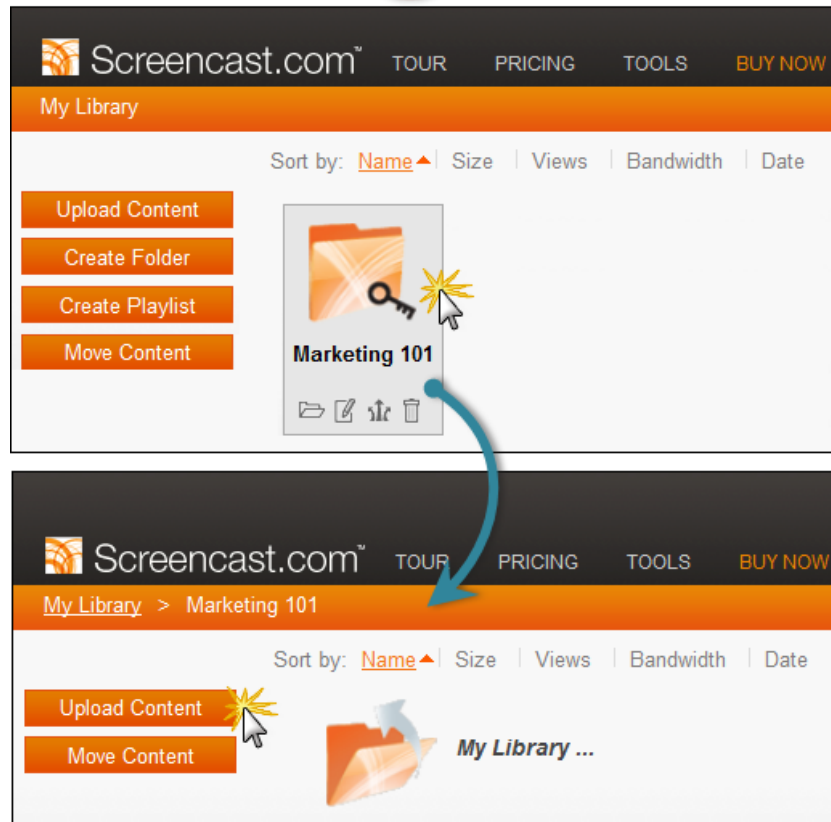
 Viewers need the URL and a password to view content in a password protected folder.

**Password: Secret** Change

Save Cancel



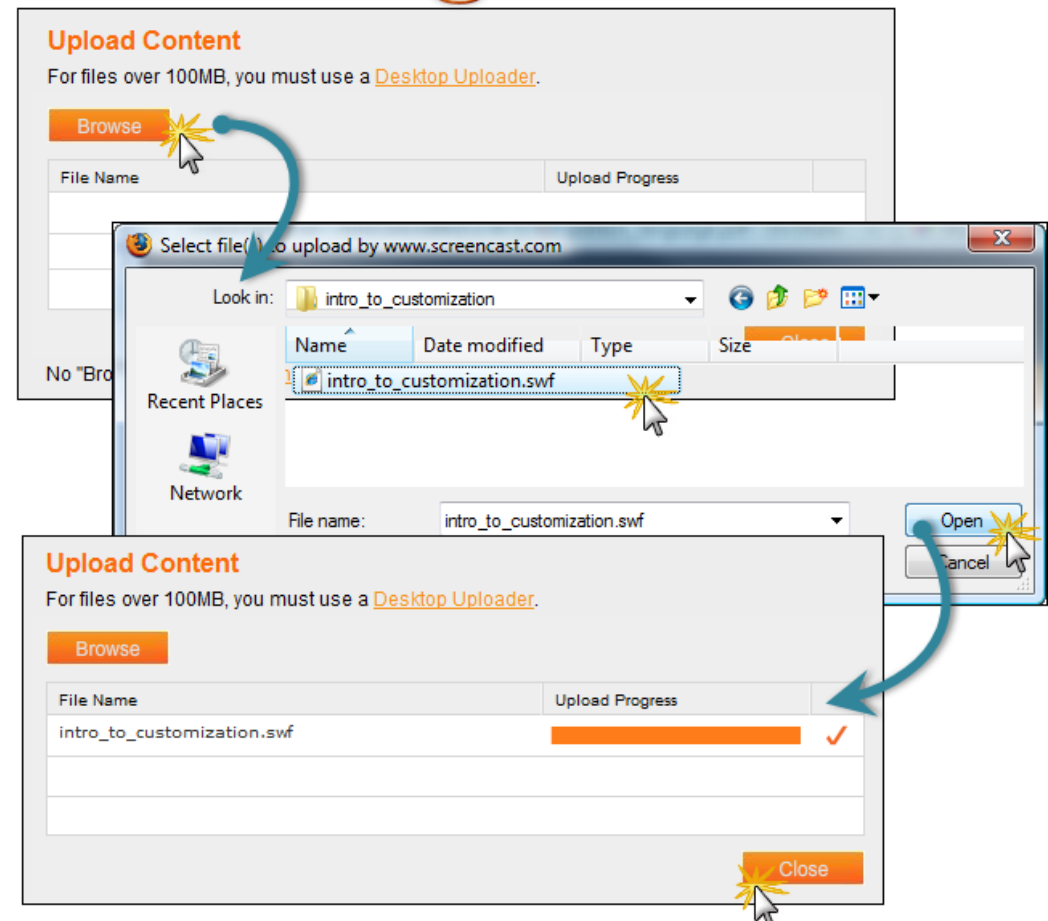
5



To add content to the folder, click the folder and it will open.

Click the **Upload Content** button.  
The *Upload Content* dialog box appears.

6



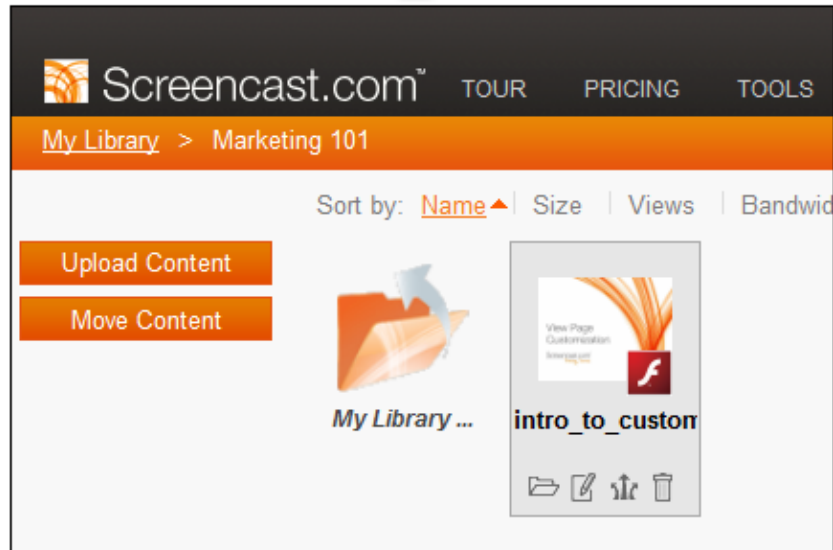
Click the Browse button. In the *Select Files* dialog box, browse for and select the files you want to place into this folder.

Click **Open**. The files will begin to upload immediately.

When uploading is complete, click **Close**.



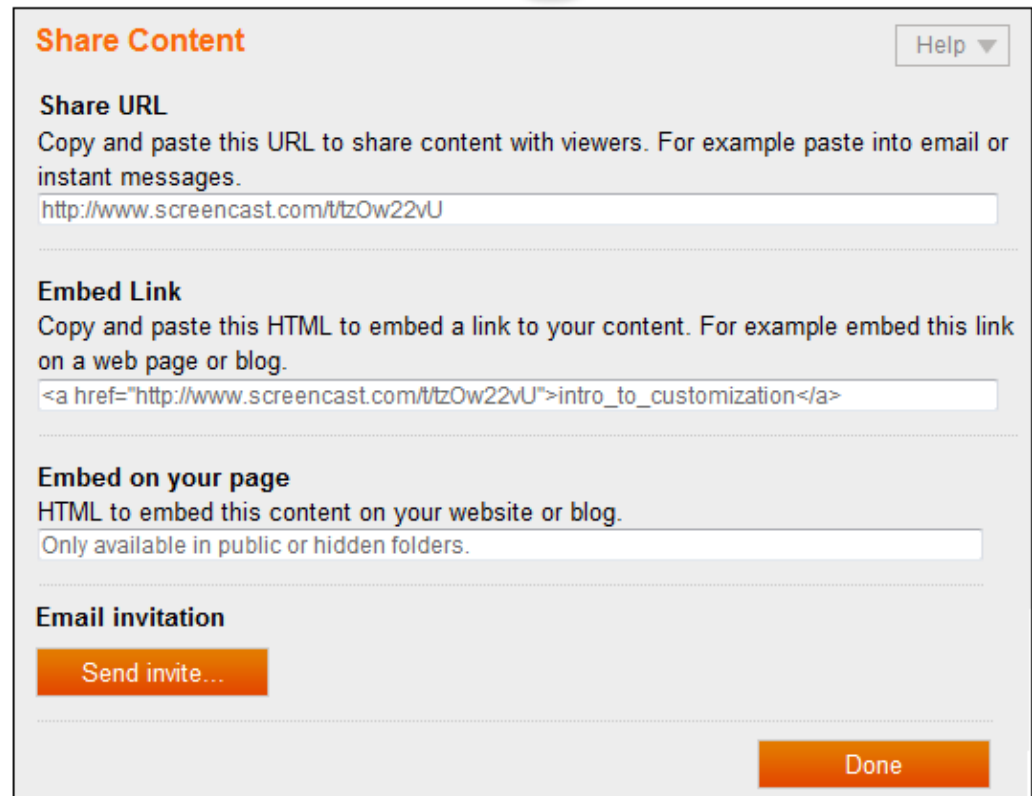
7



The content files are now in the folder.

Hover over a piece of content and click **Share**.  
The *Share Content* dialog box appears.

8



Click the **Send invite** button.  
The *Send Invitation* dialog box appears.