

# Screencast.com<sup>®</sup>

## Getting Started Guide

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# Contents

Getting Started With Screencast.com .....	2
A Few Terms You Should Know .....	2
Create a Screencast.com Account.....	3
Give Me the Short “How To” .....	4
Give Me the More Detailed “How To” .....	5

# 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.

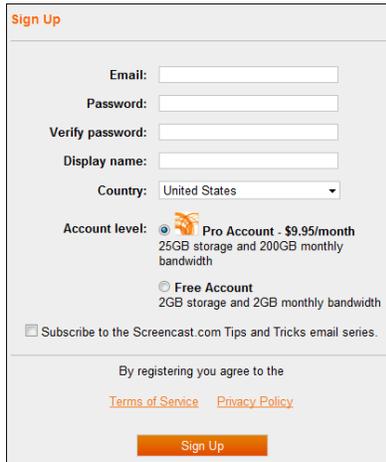
# Create a Screencast.com Account

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.

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

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



- In the *Sign Up* page, under the **Account level** field, select the account type: **Pro** or **Free**.

- 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 (\_).

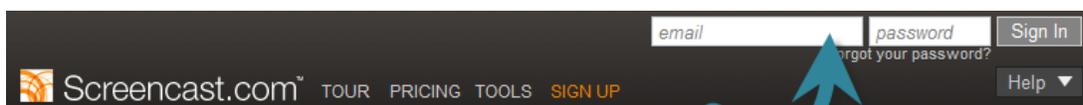
- Your display name is shown in the title of your Library and in the URL to all of your content, folders, and playlists. It must be unique.

▶ **Country:** Enter your country of residence.

- Check the **Subscribe to the Screencast.com Newsletter** option to receive tips and tricks via email.

- 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.

- 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.

**1** Click **Create Folder**. Give your folder a **Title**. This name displays in the library.

**2** Click a folder to open it.

**3** Within the folder, click **Upload Content**.

**4** Hover over a folder and click **Share** to share your content with others.

**Videos**

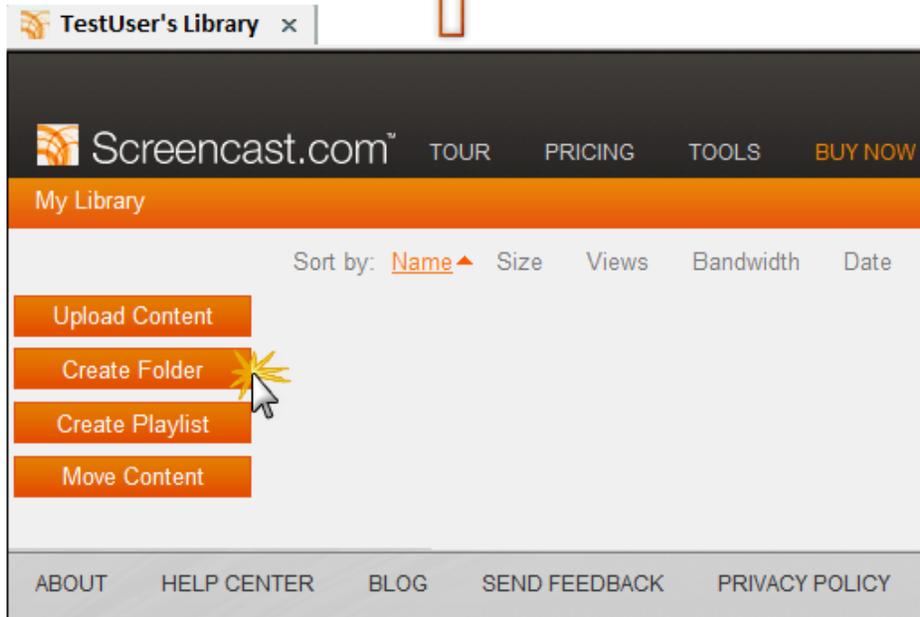
**Photos**

**Screenshots, PowerPoints, & More**

## 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.

1



TestUser's Library x

Screencast.com™ TOUR PRICING TOOLS BUY NOW

My Library

Sort by: Name ▲ Size Views Bandwidth Date

Upload Content

Create Folder

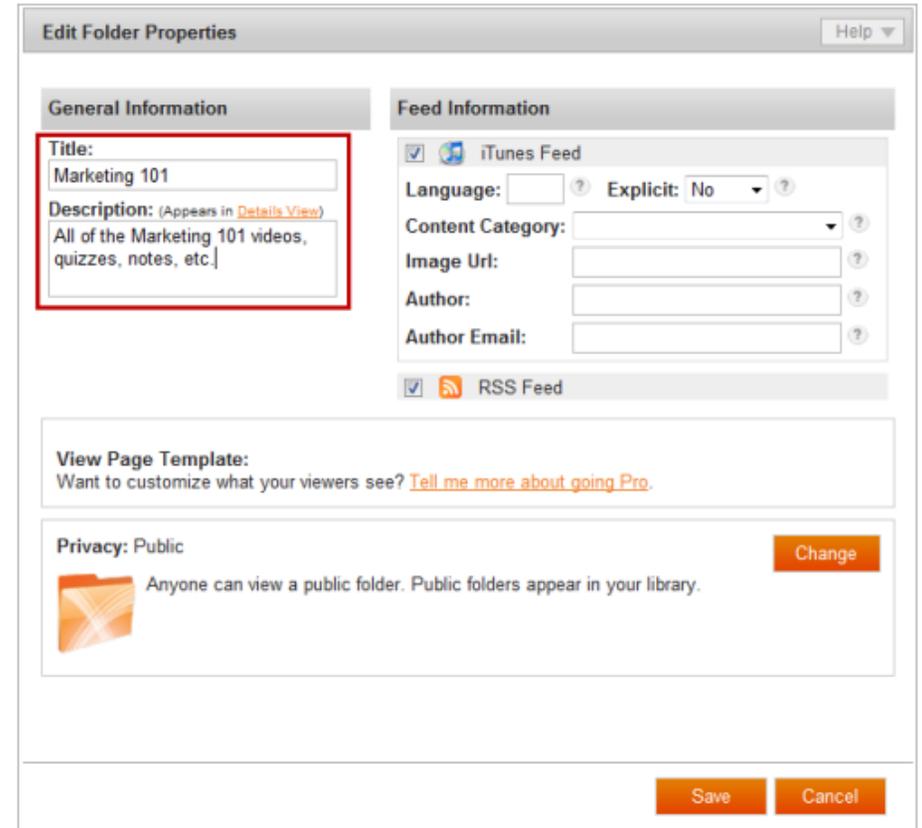
Create Playlist

Move Content

ABOUT HELP CENTER BLOG SEND FEEDBACK PRIVACY POLICY

Click **Create Folder**.  
The *Edit Folder Properties* dialog box appears.

2



Edit Folder Properties Help ▾

General Information

**Title:**  
Marketing 101

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

Feed Information

iTunes Feed

Language:  ? Explicit: No ▾ ?

Content Category:  ?

Image Url:  ?

Author:  ?

Author Email:  ?

RSS Feed

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

**Privacy:** Public Change

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

Save Cancel

Enter a **Title** for this folder along with a **Description**.

# 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.](#)

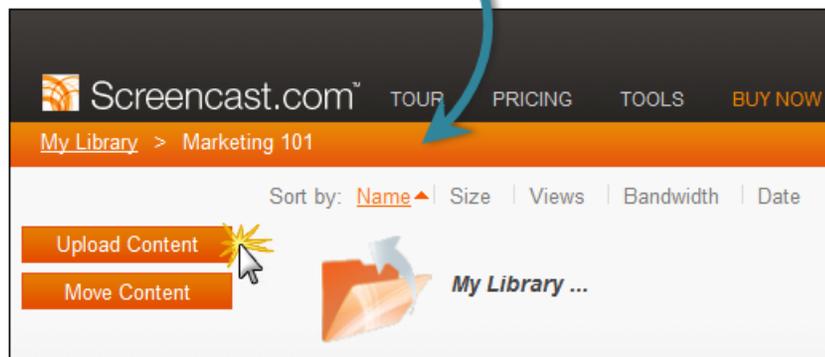
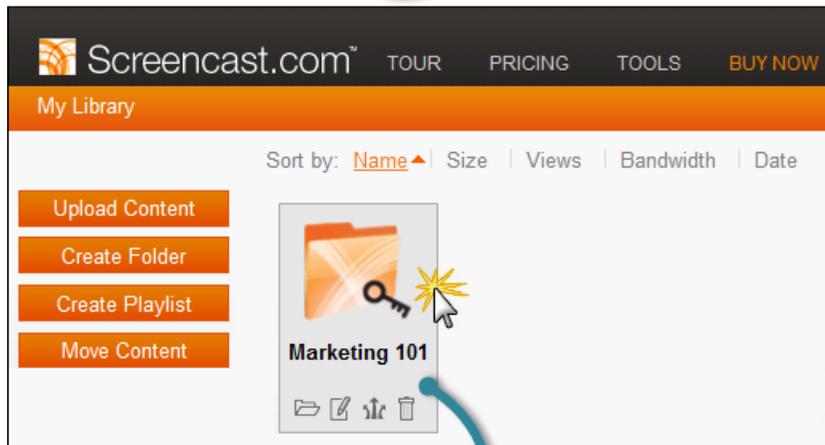
**Privacy: Password** Change

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

**Password: Secret** Change

Save Cancel

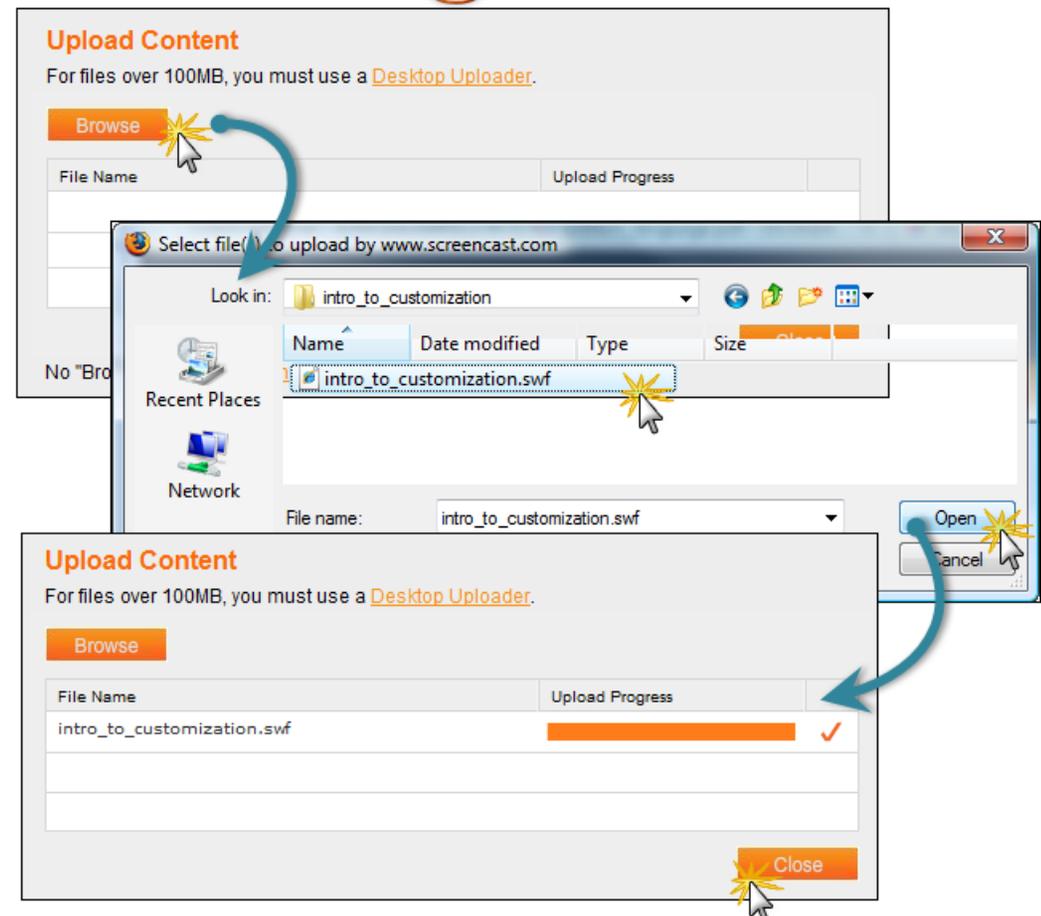
5



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 screenshot shows the Screencast.com web interface. At the top, there's a navigation bar with the logo and links for 'TOUR', 'PRICING', and 'TOOLS'. Below that, a breadcrumb trail shows 'My Library > Marketing 101'. A toolbar contains 'Upload Content' and 'Move Content' buttons. A list of content items is displayed, with 'intro\_to\_custom...' selected. A context menu is open over this item, showing icons for folder, edit, share, and delete. The 'Share' icon is highlighted.

The content files are now in the folder.

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

8

The 'Share Content' dialog box is shown. It has a 'Help' dropdown in the top right. The 'Share URL' section contains a text input field with the URL 'http://www.screencast.com/tzOw22vU'. The 'Embed Link' section contains a text input field with the HTML code '<a href="http://www.screencast.com/tzOw22vU">intro\_to\_customization</a>'. The 'Embed on your page' section contains a text input field with the text 'Only available in public or hidden folders.'. The 'Email invitation' section contains a 'Send invite...' button. A 'Done' button is located at the bottom right of the dialog.

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