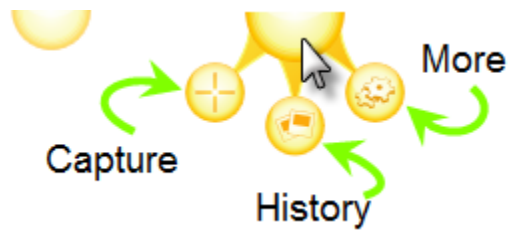


This is the Jing sun. Mousing over the sun reveals the rays Capture, History, and More.



- **Capture** is where you begin capturing still images or video.
- **History** will show you copies of your previous captures.
- **More** allows you to alter settings for Jing.

Jing Tutorial: Capture an Image

Content taken from the Jing Learning Center, <http://help.jingproject.com>

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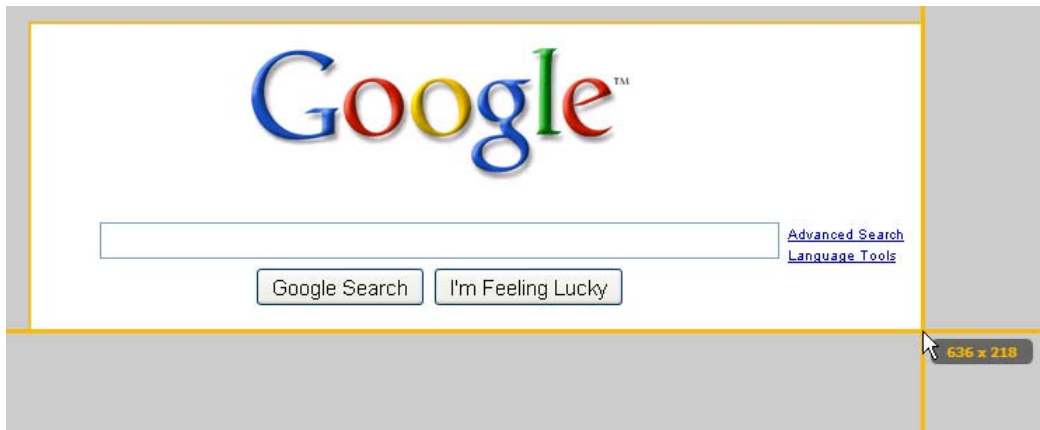
Jing can be used to capture an image of something on your computer screen. You can capture all or part of your screen and perform some minor editing on the image. Then, you can save the image to your computer, or copy it to your clipboard to be pasted into another program like Microsoft Word or PowerPoint.

To capture an image:

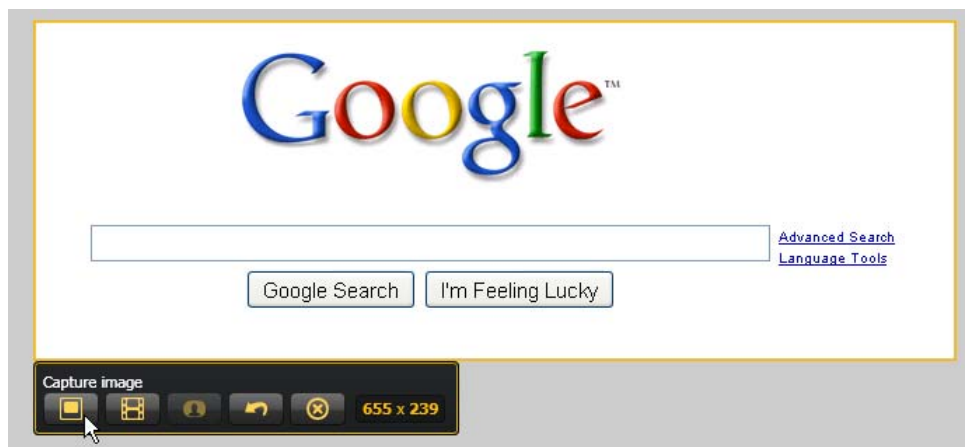
- 1) Click **Capture**.



- 2) Select an area of your screen to capture. You can select a window, part of a window, or you can click and drag the cross-hairs to select a region.



- 3) Click **Capture Image**.

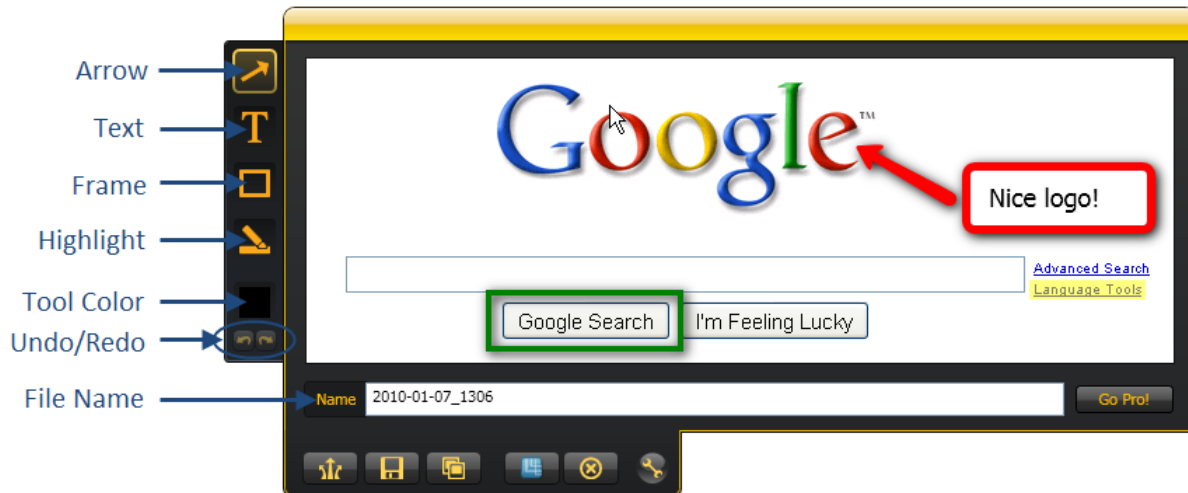


Jing Tutorial: Capture an Image

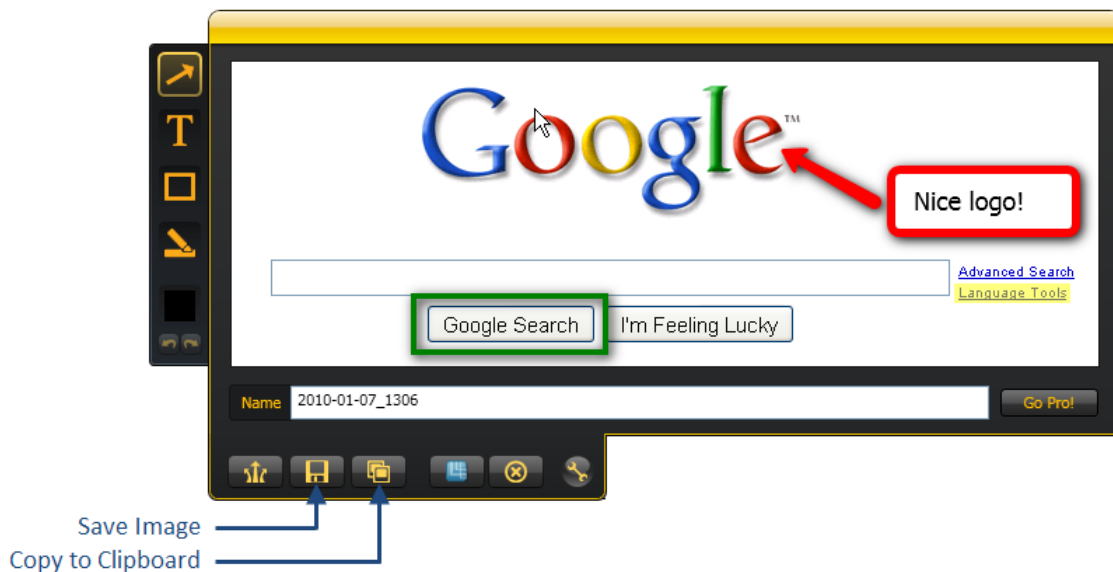
Content taken from the Jing Learning Center, <http://help.jingproject.com>

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- 4) You can add arrows, text, frames, and highlights to images. You can also rename your file to something more intuitive instead of using the default name.



- 5) You can choose to save the image to your computer, or copy the image to the clipboard. Images will be saved as PNG files.



If you save the image file to your computer, you can share it with your audience including sending in email as an attachment or posting in VSpace. Images that are copied to the clipboard can be pasted into Microsoft Word documents or PowerPoint presentations.

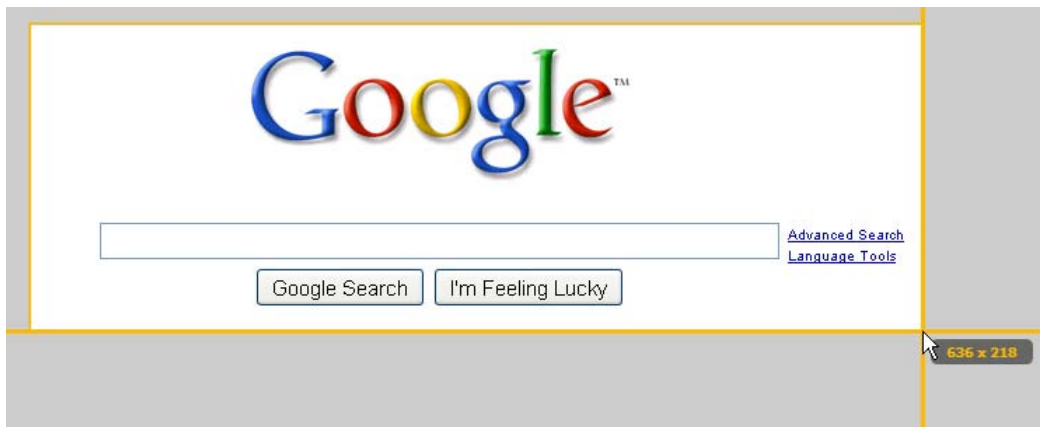
Jing can also be used to capture short, 5-minute maximum length videos. If you have a microphone hooked up to your computer, you can even narrate the videos.

To capture a video:

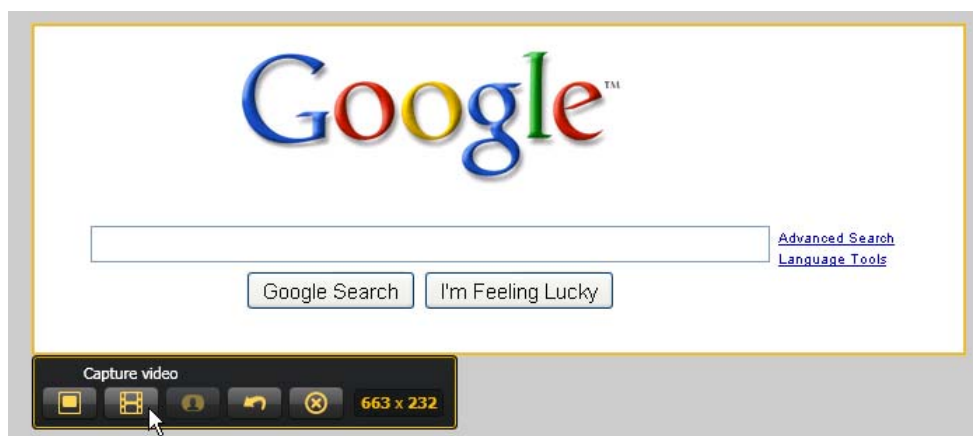
- 1) Click **Capture**.



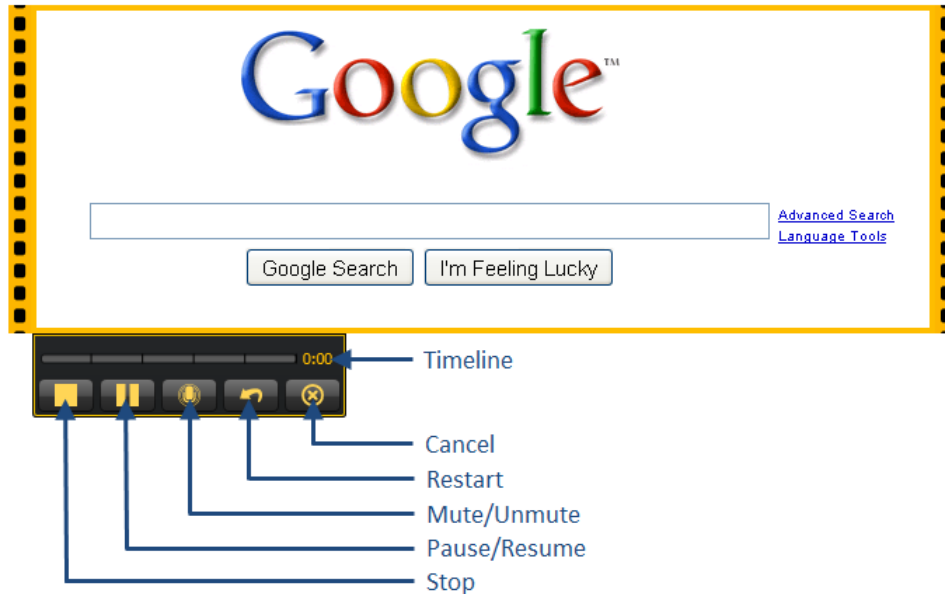
- 2) Select an area of your screen to capture. You can select a window, part of a window, or you can click and drag the cross-hairs to select a region.



- 3) Click **Capture Video**.

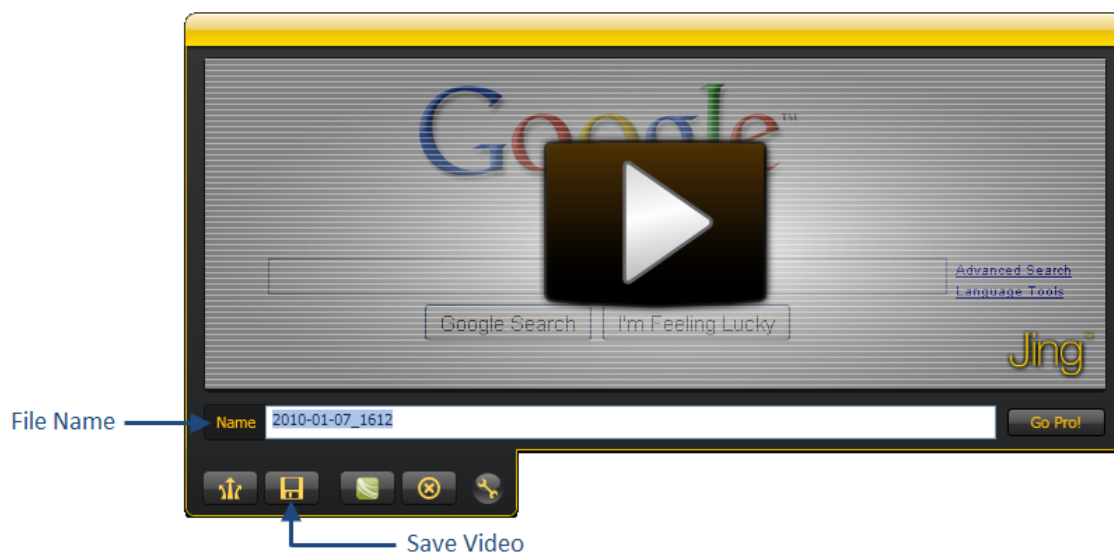


- 4) A countdown will begin. If a microphone is detected for recording, Jing will indicate that. After 3 seconds, recording will begin.



- 5) Click **Stop** when done recording.

A preview of your video will appear. You can review the video by clicking the large arrow on the preview window.



- 6) You can rename your file to something more intuitive than the default name. Then, save the video to your computer. The video will be saved as a SWF file.

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After you have saved the video file to your computer, you can share it with your audience including sending in email as an attachment or posting in VSpace.

SWF video files can be large depending on what is being recorded. In general, expect about 5 MB of file size per 1 minute of video. To reduce file size, record only the area that is needed.



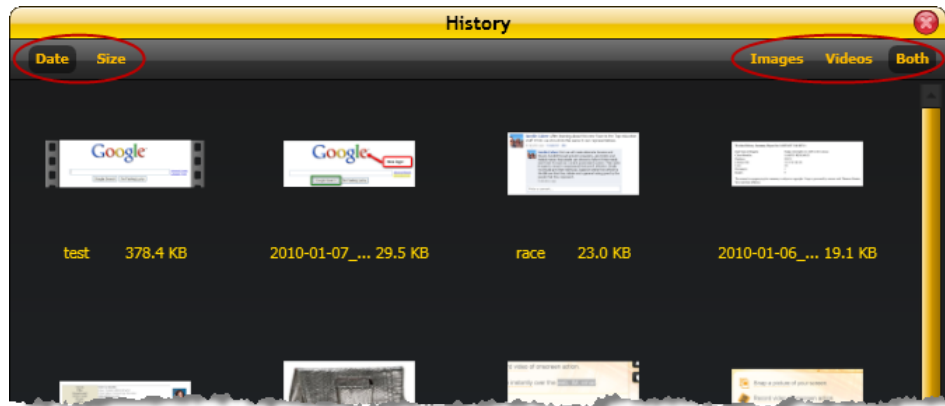
Jing's History contains previously captured images and videos. You can browse the captures in your History and share them again with your audience.

To view captures in History:

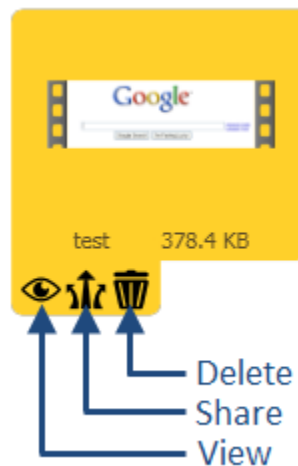
- 1) Click **History**.



You can sort your captures by date or file size as well as narrow results by choosing to display image or video results, or both.



- 2) Select a capture by clicking it.



- **View** will open up the image or video in the Jing Preview Window and allow you to rename the capture, edit if it is an image, and save.

- **Share** will copy the item to your clipboard for pasting.
- **Delete** removes the capture from History.

History is specific to the computer you are on. If you captured something on a different computer, you will not see it in History.



To change Preferences:

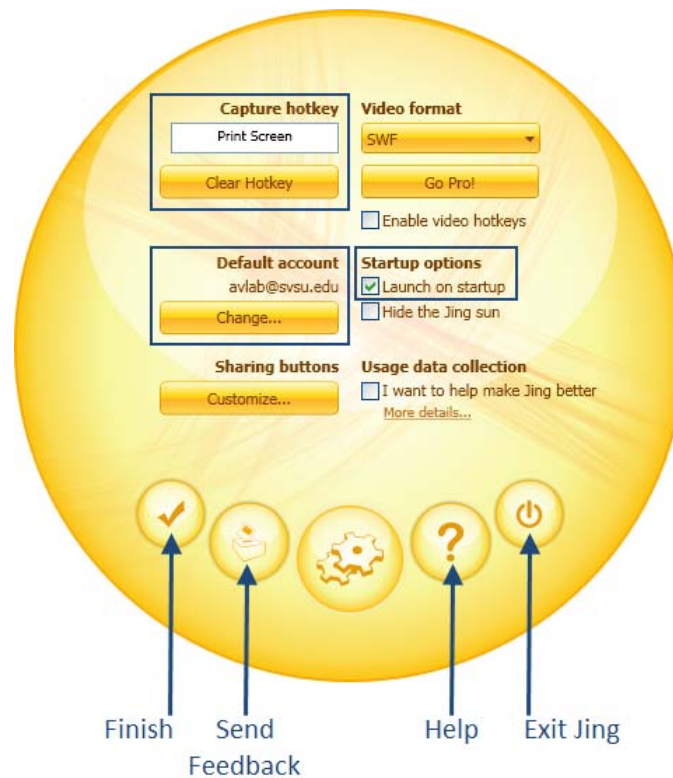
- 1) Click **More**.



- 2) Click **Preferences**.



The Preferences for Jing will appear. Unless you are using Jing Pro (the paid version), some of these options will not apply.



- **Capture hotkey** gives you the option to set up a keystroke on your keyboard for launching a Jing capture. Jing must be open for this to work, and the keystroke that you select must not be the same as in another program. For example, Snagit's default hotkey is Print Screen. If your Jing hotkey is Print Screen, there will be a conflict. To remedy the situation, choose different hotkeys for both programs.
- **Default account** allows you to change the person using Jing. Please note that this is not tied to your SVSU username. This is also the username that is used for posting content to Screencast.com if you share Jing captures on the internet.
- **Startup options** is where you can indicate whether or not you want Jing to launch on startup. If you choose not to have Jing open on startup, you can always manually open it.