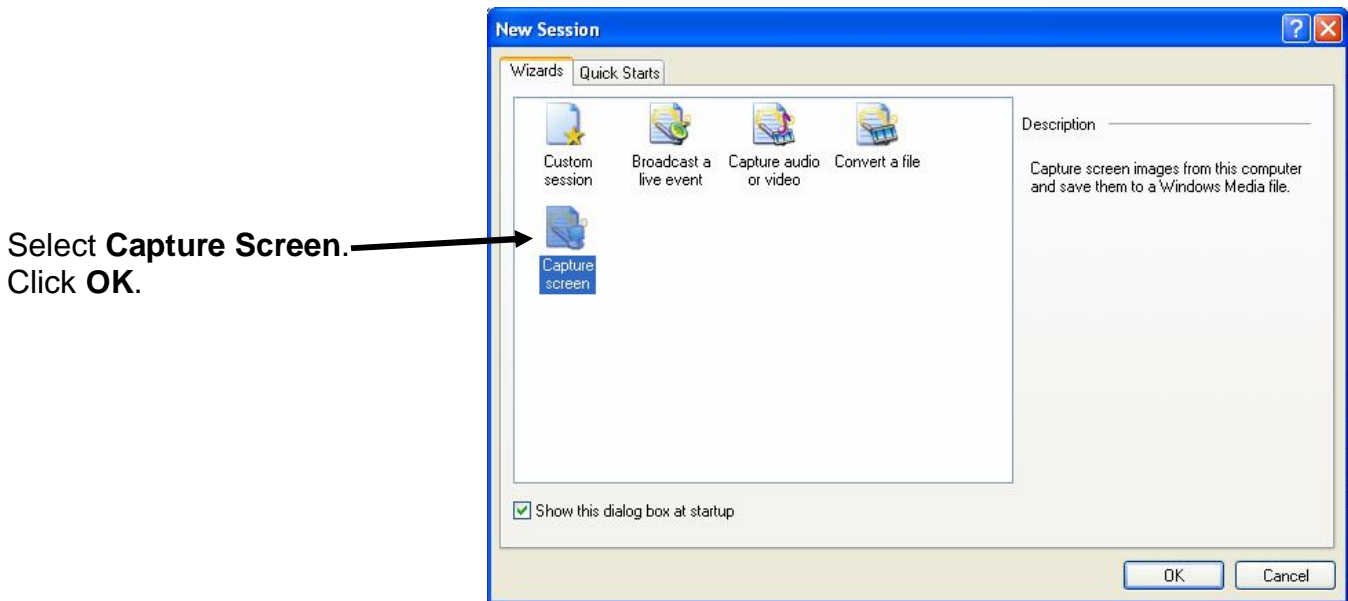


Capture and Record Your Screen Using Windows Media Encoder

Sometimes the best way to teach someone how to do something is to show them. Using Windows Media Encoder you can do just that. Here's how...

Start the software program or open the web page you want to demonstrate. Get it to the point where you want to start recording. It helps simplify things if all other windows are closed.

Start **Windows Media Encoder**.



Select **Capture Screen**.
Click **OK**.

Select what part of the screen you want to record.

Specific Window – lets you record what happens inside one of the windows you currently have open.

Region of the Screen – will let you click and drag to select the area of the screen you want to record. (Or you can type in coordinates.)

Entire Screen – No selection necessary. It records everything.

If you want to record your voice to explain what you are doing on the screen, check the **Capture Audio** box. Usually the default device is the microphone. Click **Next**.

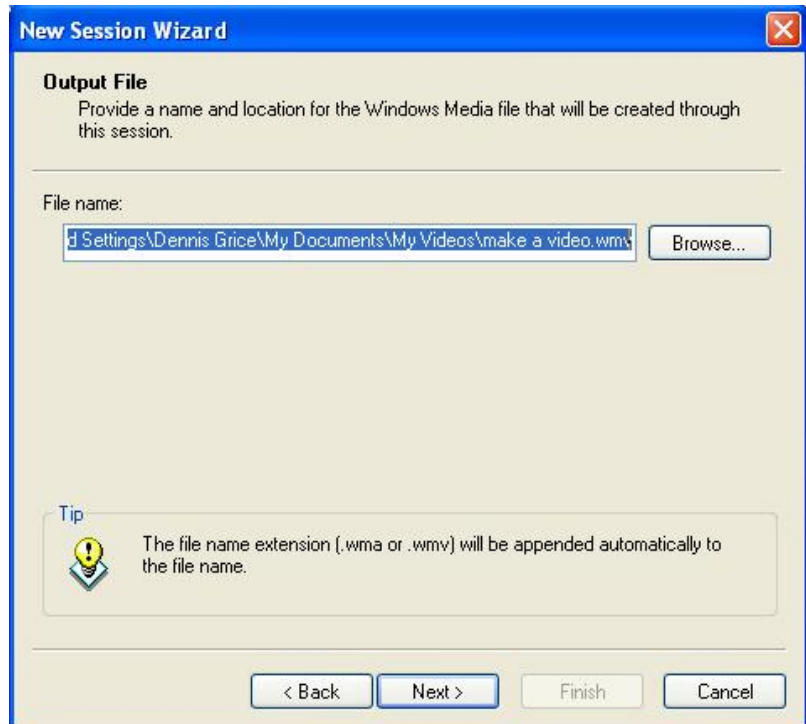


Give your video file a name and select where you want to save it.

For my example, I clicked **Browse** and selected the **My Videos** folder. Then I named it “make a video”.

You can name and save yours wherever you want. *(But don't forget where you save it.)*

Click **Next**.



Select the quality settings.

I think Medium works best. If you select Low, the text on your screen may not be readable. If you select High, the file size may be too big. Medium seems to be just right.

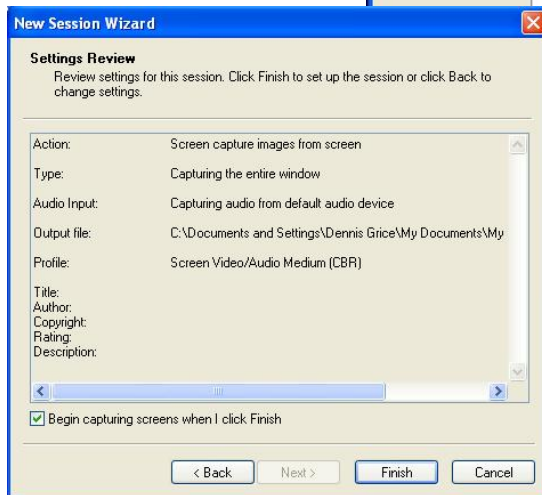
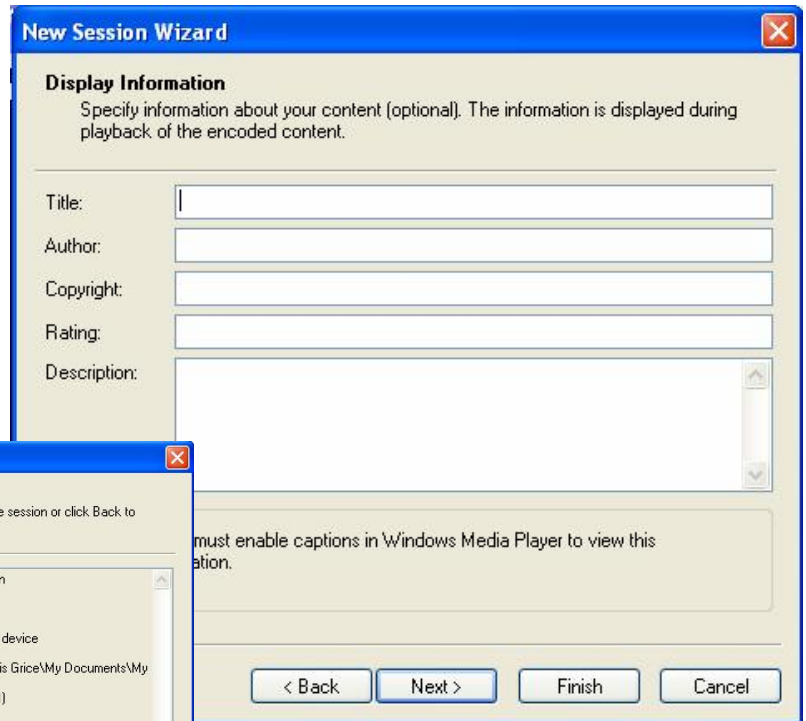
Click **Next**.



The next screen contains optional info about the video you are about to capture.

You can fill this out if you want to.

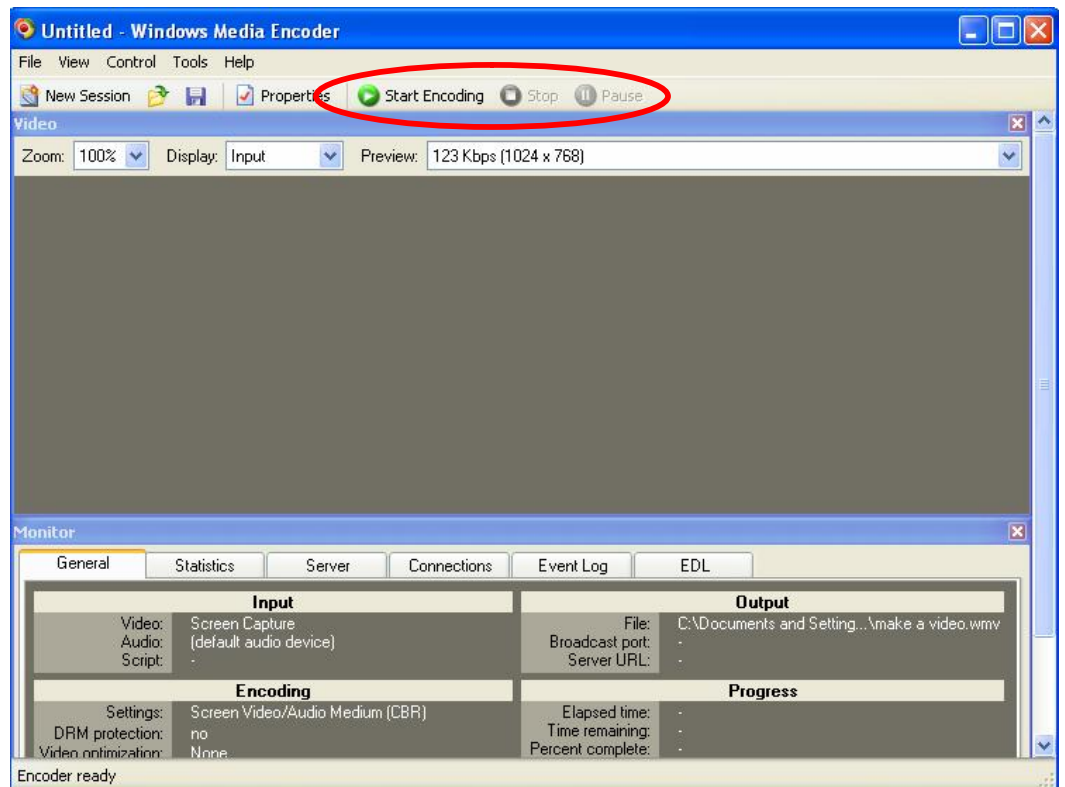
Click **Next**. A screen will appear confirming your settings. Click **Finish**.



The encoder window will appear, indicating you are ready to start recording. When you click **Start Encoding**, the window will minimize and your screen recording will begin.

If you want to pause or stop the recording, bring back media encoder window by clicking on it down in the toolbar.

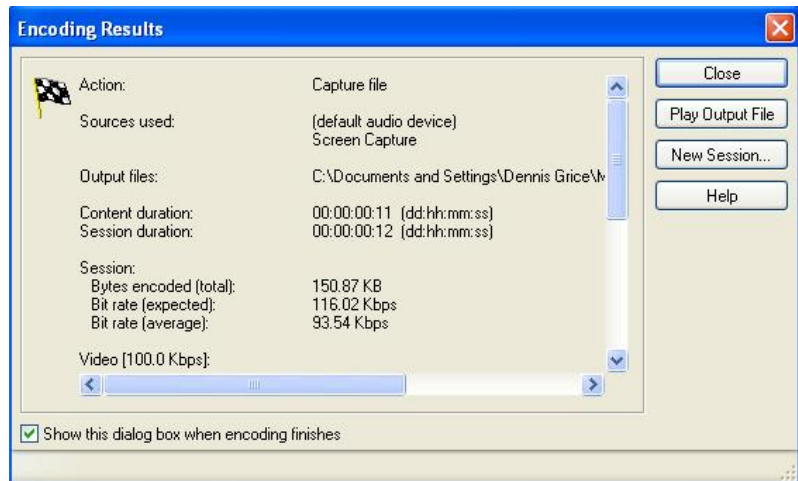
Whenever you bring up the media encoder window, recording will pause. If you are done recording, click **Stop**.



After you click stop, a screen will appear with the results of your recording.

If you want to see what you recorded, click **Play Output File**.

After you watch your video, click **Close**.



“I MESSED UP. CAN I DO IT AGAIN?”

No problem. To record it again just click **Start Encoding**. You will be asked if you want to overwrite your old file. Click **Yes**.

“IT’S PERFECT. I’M DONE.”

Great. When you exit the Media Encoder, it will ask if you want to save the current session. This isn’t really necessary. Your video file is already saved. Saving the session is not the same as saving the video.