

Using Jing

What is Jing?

[Jing](#) is free software created by Techsmith.com.

Once installed on your computer you can use it to:

- Snap a picture of your screen
- Record video and audio of onscreen action
- Share the picture or video by uploading it to your own UW web space or Techsmith servers (Screencast.com)

Jing is a great program for recording short demonstrations or tutorials for inclusion in other presentations or as stand-alone items. As one Jing developer puts it, "[Jing is brilliant for quick and dirty screencasts.](#)"

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Install Jing

Jing is already installed on the Windows and Mac sides of the lab computers at the iSchool. At home, you will need to install the Windows or Mac version of their capture software on your computer. Find the download instructions and video overview at: <http://www.techsmith.com/jing/free/>

Start Jing

1. Go to the Windows Search box and type in **Jing**, or follow this path:
All Programs > Techsmith > Jing

Related Resources

Tutorials: [Quit or Restart Jing](#); [Things You'll Want to Know](#);

Log In to Jing Using Your Screencast Account

Logging in to Screencast prepares your computer for output to Screencast.com once you start recording.

1. Register for a free account with Screencast.com if you do not already have one. You will need to provide an email address.
 - a. Click the Sign In button in the lower right of the screen
 - b. Either create a new account OR log in to Screencast.com using the email and password from an existing Screencast account.

Welcome to Jing

Sign up and start sharing your captures online

☒ Create new account [Why?](#)

☐ Use an existing account

Email

Password

[Forgot your password?](#)



Related Resources

Print: [Screencast New Users Handbook](#); [Your Screencast.com Account](#);

Tutorials: [What is Screencast.com?](#);

Videos: [Getting started with Screencast](#);

Customize Jing for Output to your UW Account

You can add a button to your Jing recorder to directly upload Jing screencasts and images to your UW web space or any other server space you have FTP or SFTP access to.

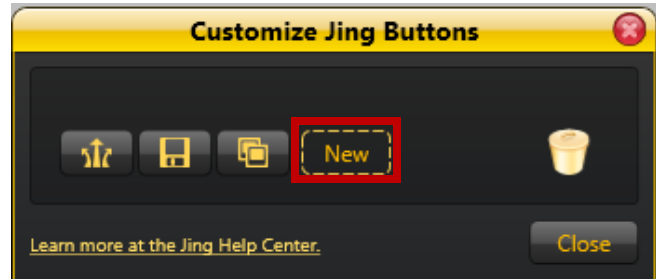
1. From the Jing 'Sun,' select **More>Preferences** →



2. Click the **Customize Buttons** button ☺



3. Click **New** to add a new type of output button →



4. Select the FTP option and fill in your server and account information [See image on next page]:
 - Button Description: A name you will easily associate with the server space (ex. **UW Webspace**)
 - Server: **dante.u.washington.edu** for UW STUDENTS, **homer.u.washington.edu** for UW Faculty, Staff, Courses
 - Type: **SFTP** (this is the only option for UW servers)
 - Directory: **public_html** (this is root directory for all files and directories for your website. You can add in paths to **EXISTING** folders as well: ex. **public_html/jing**)
 - **These instructions will use a jing folder as part of the description.** Go to <https://catalyst.uw.edu/filemanager> to add a folder for jing in your public_html space. You can also look over the **View / Organize Your UW Web Account** section in this instruction set.

Are you a UW Staff member AND a Student? Things work a bit differently if you have activated BOTH your staff and student web services.

For the Directory information, **public_html** is access to your staff space and **student_html** is access to your student space.

Contact ihelp@uw.edu if you have questions.

5. Click **Test Settings** when you are done to make sure Jing can connect to the server.

The second half of the **Button Settings** screen lets you pre-configure the URL to your recording after upload.

6. Select **Custom code** from the drop down button. Customize the URL to point to both images and videos for your account. Enter in the **server URL**, followed by **your UWNetID**, the the folder name you used AFTER public_html for the **Directory** information in step 4, and **[filename]**. ← **LEAVE THIS AS IS!!!!**
 - **STUDENTS:** `http://students.washington.edu/UWNetID/jing/[filename]`
 - **STAFF:** `http://staff.washington.edu/UWNetID/jing/[filename]`
 - **FACULTY:** `http://faculty.washington.edu/UWNetID/jing/[filename]`

7. Click **Save**.

Additional Jing Preferences

8. Other Preferences

- SWF, or Flash, is the only video recording option for free accounts
- Do you want it to launch on startup?
- Do you want to change your account info?
- What microphone do you wish to use?
- Are you working on Jing at your organization? You may need to adjust your proxy settings.
- Customize more buttons if you need the option to output to various locations.
 - Note that you can also **Customize buttons...** from the Capture screen after recording.



Related Resources

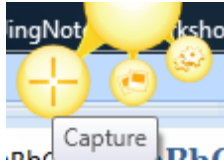
Print: [Preferences and Settings](#);

Tutorials: [Customize Buttons](#); [SFTP Setup \(The FTP Button\)](#); [The Facebook Button](#); [The Flickr Button](#); [The Twitter Button](#); [The Copy Button](#); [The Save Button](#); : [Jing Capture History](#); [Jing Startup and "Sun" Options](#); [Capture Hotkeys](#); [Using Jing with a Proxy Server](#);

Capture a Video (practice)

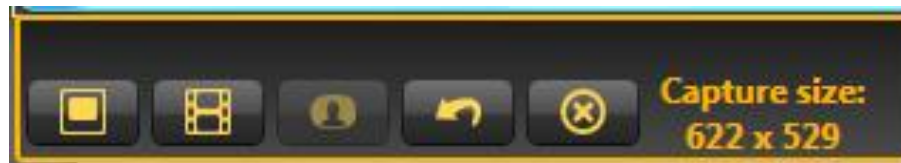
1. Record a video to test your microphone

- Open any application window and adjust the window size so it is NOT full screen (we don't want large dimensions on our video).
- Use the **Capture** menu again



c. Select **Capture Video**.

- If you click on a window, Jing usually assumed you want to record that application space and will snap to it.
- Note that the dimensions you choose for recording are set – no adjustments



- If you wish to change the dimensions before recording, click on the **Redo selection** icon to start again.
- When the countdown begins, make sure your microphone is on



2. Record about 15 to 20 seconds and then click the stop button.

- Be sure to move your cursor around, select menu items and TALK!
 - This is a test to make sure your microphone IS working. If you need to select a different microphone, go back to the Jing Sun **More > Preferences**

3. When the playback screen comes up, play and make sure you do have audio.
 - Note everything that was captured as part of your recording. Did you move your cursor around? Talk only? Browse through the website?
4. If it looks good, name the recording and save it to Screencast.com by clicking the **share** button  or SFTP it to your UW account with the FTP button.
 - Once uploaded, the URL is copied to the clipboard, just paste into a web browser to view. <Ctrl + C>



NOTE: If you have a big, big screen – like the lab computers – then your video might be very large when viewing. Some notes from Jing:

“Currently the **dimensions** of the Jing video cannot be changed. Jing records your screen at 100% scale and does not allow any resizing.

If the captured video is too large to view, you would need to re-record the video using a smaller area of your screen, or lower the desktop resolution to create a video with smaller **dimensions**.”

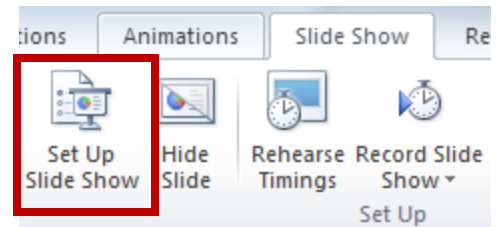
Related Resources

Tutorials: [Take Your First Capture](#); [Capture a Video](#); [Select an Area to Capture](#); [Where is my clipboard?](#); [Share to Screencast.com](#); [Embed Jing Content Using Screencast.com](#);

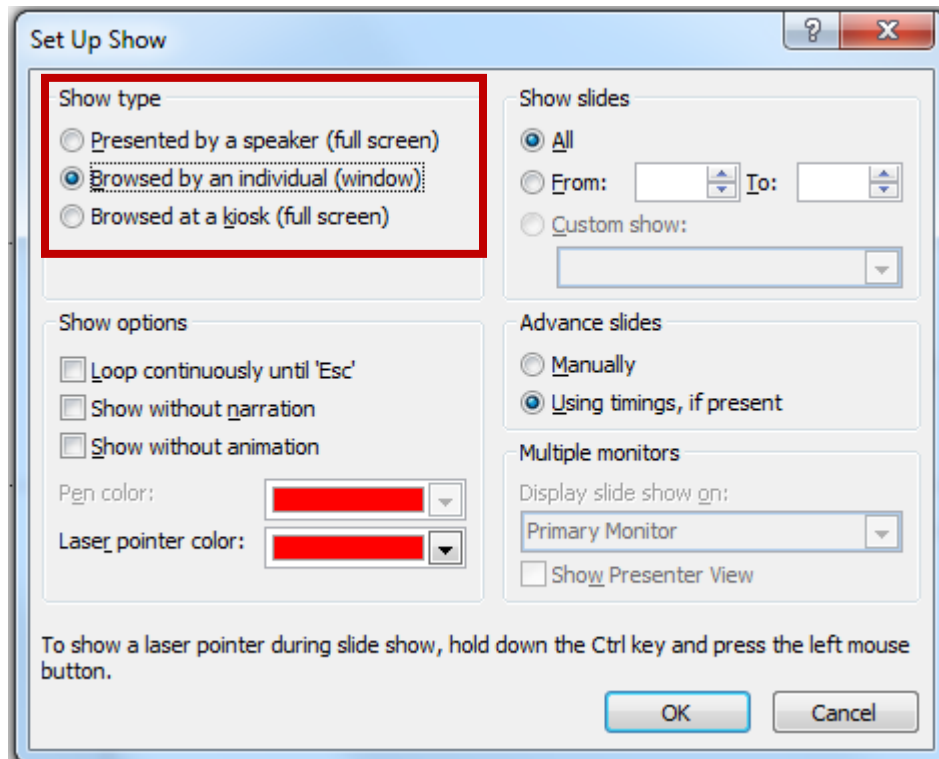
Capture a video (PowerPoint)

[Camtasia Relay](#) is also an option for recording PPT presentations.

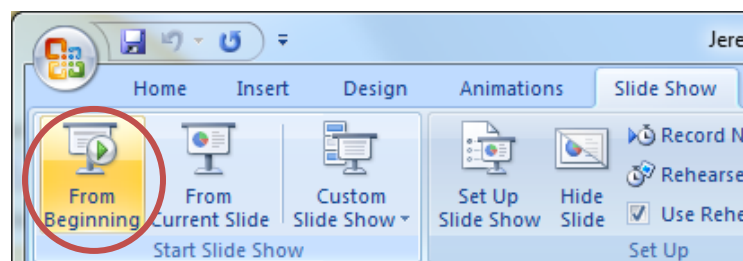
1. **Record a video using Powerpoint** as the application.
 - a. Put your slide show in presentation mode at a size that works for Jing. Go to the **Slide Show** menu and select **Set Up Slide Show**



- b. Allow the presentation to be browsed (meaning you can adjust the screen size)

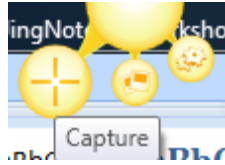


- c. Play the show from the beginning



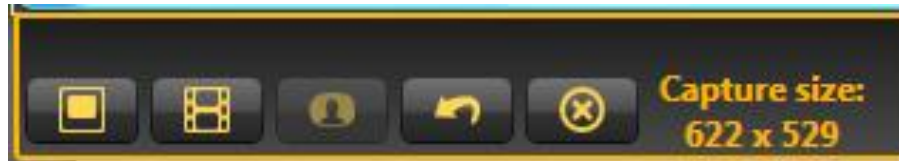
- d. Minimize the window so that you can adjust it smaller

- e. Use the Jing **Capture** menu



- f. Select **Capture Video**.

- If you click on a window, Jing usually assumed you want to record that application space and will snap to it.
- Note that the dimensions you choose for recording are set – no adjustments



- If you wish to change the dimensions before recording, click on the **Redo selection** icon to start again.
 - When the countdown begins, make sure your microphone is on
- g. Record and talk your way through the slides.
- Use the advance slide options within PPT.
- h. When you are done, click the stop button and review your recording.
- i. When the playback screen comes up, play and make sure you do have audio.
- j. If it looks good, name the recording and save it to Screencast.com or to your UW account.
- k. Once uploaded, the URL is copied to the clipboard, just paste into a web browser to view. **Ctrl + C**

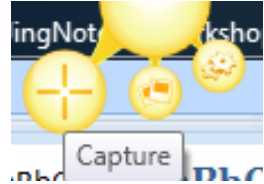


- If you did not set up Customs Code in the **Customize Jing for Output to your UW Account** section, there will not be a URL added to your clipboard when you upload to your UW Account. You will need to know how to find and build the URL to your Jing file.

Capture an image

NOTE: The image capture feature is not the most important aspect of Jing for us. There are many tools out there that allow you to markup a screenshot and send it. The Windows Snipping Tool (**All Programs > Accessories > Snipping Tool**) is another handy tool for this task.

1. Use the **Capture** menu
 - a. Drag your cursor to select the area of the screen you want to work with.
 - b. Hover over each menu item and note the options.
 - c. Select **Capture Image**
 - d. Name the image
 - e. Mark it up with the highlighter and text, move it around
 - f. Save to your preferred location.
 - Note that the location is saved to the clipboard (if you select paste the path will be copied to a document)
 - g. Now, go to **History**  and find the image.
 - h. Save a version of the image to Screencast.com (your web storage space for all Jing materials) or your UW web space.
 - i. The URL for the web location is now copied to your clipboard.
 - j. Open a new tab in a web browser, paste the URL into the address bar.



Related Resources

Tutorials: [Image Capture](#); [Where is my clipboard?](#); [Select an Area to Capture](#);

View / Organize Your UW Web Account

Access and organize the files on your UW web and file space by using an SFTP client or Catalyst File Manager to gain remote access to the server. We'll use File Manager in these instructions.

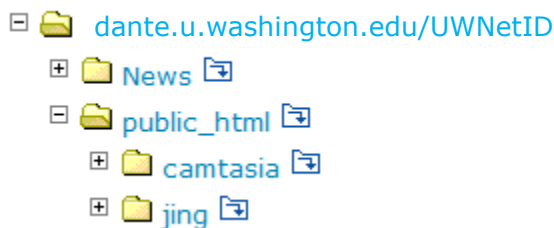
You will need to know:

- The folder currently holding your Jing or other media content
- How to move content and point to the new location on the server.

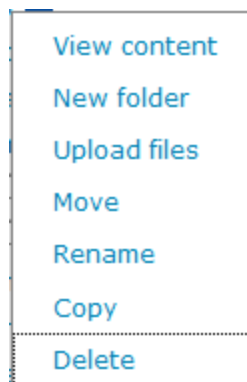
1. Log in to Catalyst File Manager: <https://catalyst.uw.edu/filemanager/> for web-based access your UW network space.



2. Click on the link for folder containing your recordings. Hint: Student public web space is on **Dante**.
3. Find the folder that contains your recordings. Web content for UW servers is found within **public_html** (your web folder)



4. Note the actions you can take on any file or folder by right-clicking on it.



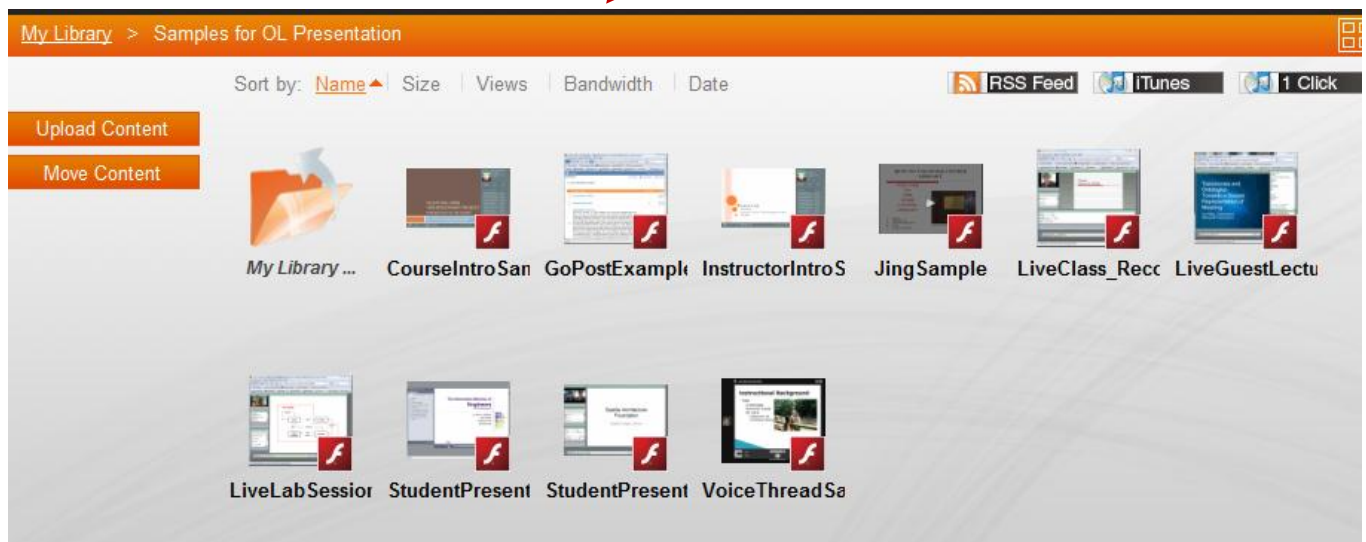
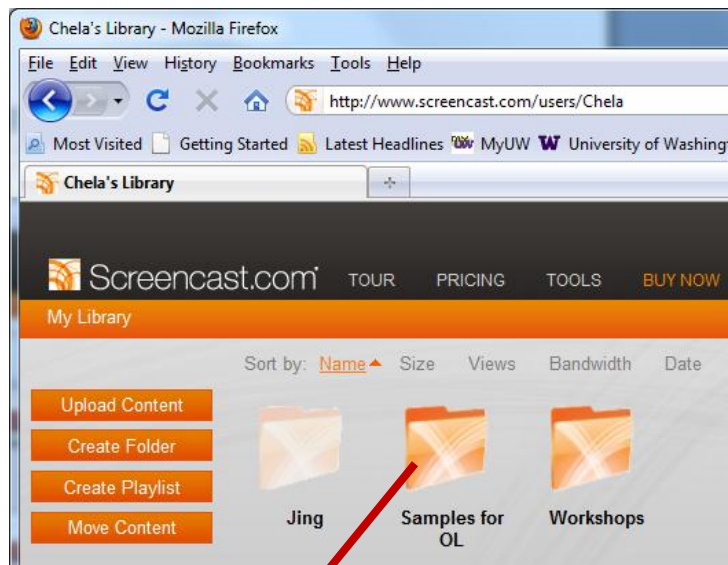
You may need to organize and clean up your web space from time to time and this is one way to access that space. Using an sFTP tool like WinSCP or Fugu is another way to access and organize your space.

Related Resources

Students may wish to embed your Jing Flash videos within a blog or webpage. If you are more familiar with HTML and embed code, use this [Embedded Media HTML Generator](#) from UCSF to build the code for embedding various file formats.

View / Organize Your Screencast.com Account

1. Login to your ScreenCast (Jing) account: <http://www.screencast.com> (look to upper right of screen)
 - Use the email and password you used at the beginning of this workshop to sign up.
2. Check out your account usage and settings: **My Account**
3. Explore your library: **My Library**
 - a. Create folders where you might store different types of recordings.
 - b. **NOTE:** Organize your content before you give out location URLs. It appears that moving a file to another folder will change the URL.



Related Resources

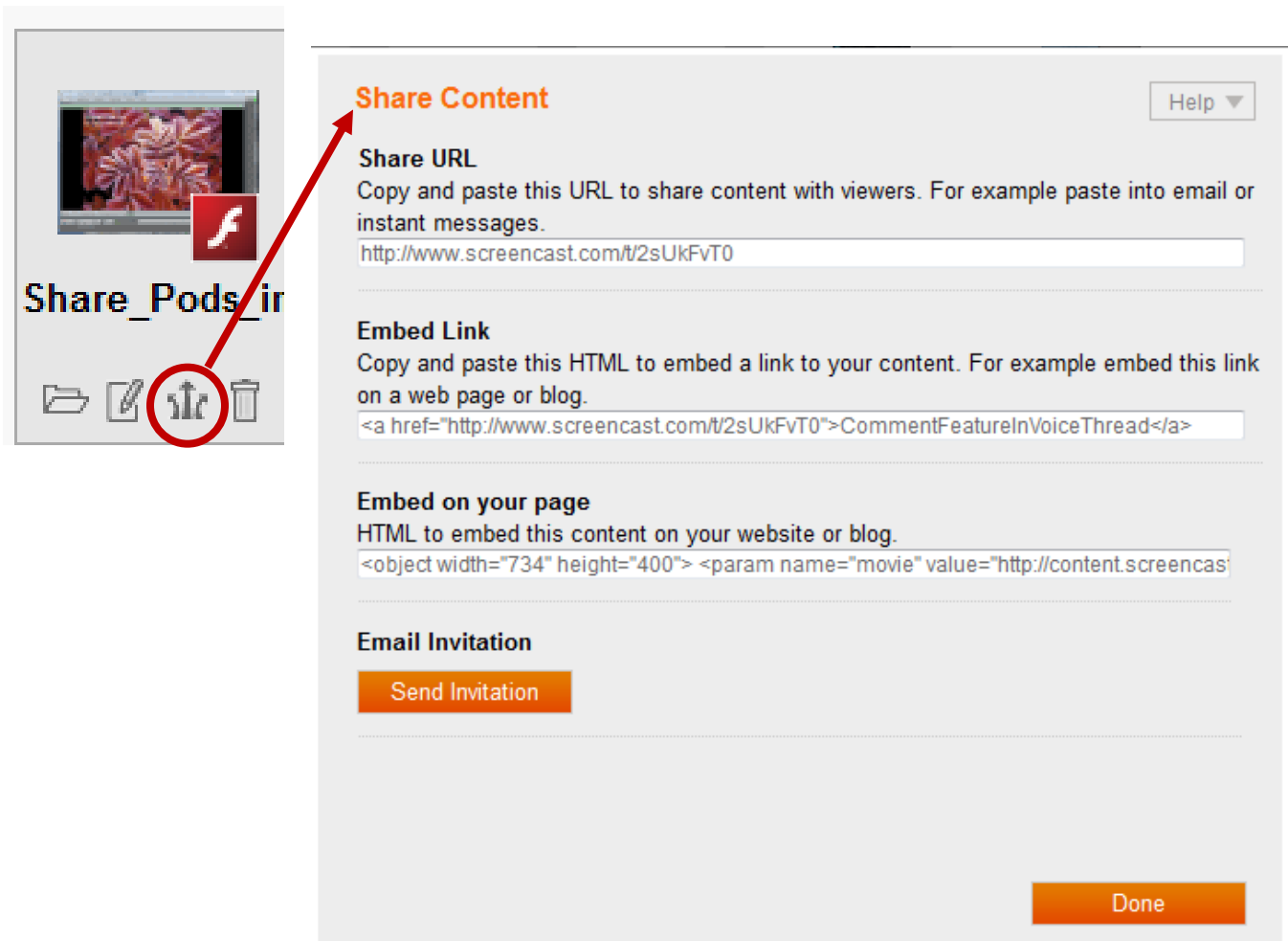
Videos: [Getting started with Screencast](#)

Print: [Screencast New Users Handbook](#)

Sharing Jing Recordings over time

Often you need to share a recording created weeks before. To find the URL for sharing files from Screencast, look for the recording in your library.

1. Finalize your library folder organization.
 - Move recordings to the appropriate folder.
2. When you are ready to share your presentation, do the following:
 - a. Highlight the recording you wish to share
 - b. Select the icon to **Share**
 - c. Copy the URL to share with others or copy the embed code to embed the file in a blog or webpage.



The image shows a 'Share Content' dialog box from Screencast. On the left, a smaller window shows a library view with a video thumbnail and a red 'Share' icon circled in red. A red arrow points from this icon to the 'Share Content' dialog. The dialog has a title bar 'Share Content' and a 'Help' button. It contains four sections: 'Share URL' with a text field containing 'http://www.screencast.com/t/2sUkFvT0'; 'Embed Link' with a text field containing 'CommentFeatureInVoiceThread'; 'Embed on your page' with a text field containing '<object width="734" height="400"> <param name="movie" value="http://content.screencas'; and 'Email Invitation' with a 'Send Invitation' button. A 'Done' button is at the bottom right.

Share Content Help ▼

Share URL
Copy and paste this URL to share content with viewers. For example paste into email or instant messages.

Embed Link
Copy and paste this HTML to embed a link to your content. For example embed this link on a web page or blog.

Embed on your page
HTML to embed this content on your website or blog.

Email Invitation

Related Resources

Tutorials: [Share to Screencast.com](http://www.screencast.com/share-to-screencast);

Print:

Resources and Instructions

The instructions used in this document come from the **Jing Learning Center** and were modified, when necessary, to adjust for the iSchool use of the product. <http://www.techsmith.com/learn/jing/>

In addition, students may find these resources helpful:

- [Tips and Tricks Package for Presenters](#)
- [Interactive Tutorial on Jing](#)
- [Edit Jing Videos in Camtasia Studio](#)
- [Jing FAQs](#)

iPrep is a student resource maintained by the iSchool Online Learning Team. The goal of iPrep is provide resources related to online or hybrid learning at the iSchool for students in all programs. For general Presentation Tools information, including Jing, look specifically in the section called “Presenting”.

<http://ischool.uw.edu/iprep/>

Things to remember:

- 5 minutes per recording (if you have a long presentation, try using [Camtasia Relay](#) instead)
- You can organize/store recordings on the Screencast.com server and then embed in blogs, etc
- You can organize/store recordings on your UW web server space and link or embed them in your web page
- Contact ihelp@uw.edu for assistance.