

How to record screencast to video clip.

1. Please open the link <https://www.apowersoft.com/free-online-screen-recorder>
2. Press **Start recording** button.
 - a. If you are a new user, the Apowersoft Online Launcher utility will be downloaded and installed.
 - b. If you have used this service before, the Apowersoft Online Launcher utility will be launched automatically.
3. After a few seconds the utility will start, the button "Start Recording" will become dark, and white toolbar will appear. (Figure 1). You may use left side of the toolbar to drag.

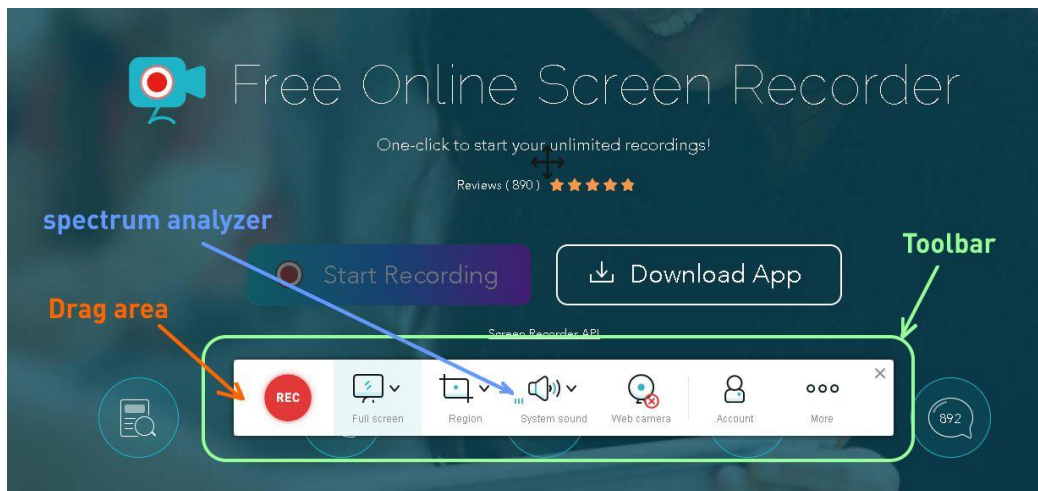


Figure 1

4. Let's prepare for the screencast.
 - a. Press **Full screen** (and choose appropriate display, if you have any)
 - b. Click to the right of speaker icon and choose your microphone from drop-down list. If your microphone is connected successfully, you will see an animation of spectrum analyzer (Figure 1).
 - c. Click on **Web camera** icon. The red cross should disappear, and the preview window should appear. It is possible to drag and resize the preview window.
 - d. It is recommended to highlight your mouse cursor. For this purpose, press **More**, select **Settings**, and on the **Recording** tab choose **Show hot spot** option in the **Mouse styles** drop down list.
 - e. On the **General** tab you can set up a folder for your future screencast video clips. Press OK.
 - f. If you accidentally close the toolbar, you may launch it again by clicking on **Start recording** button in browser window (topic 2).
5. To start screencasting click the red button "**Rec**", and switch to your presentation within 3 seconds.
6. If there is floating timer window, you can drag it to another display or hide by pressing **Ctrl-Alt-F4** key
7. Start your message and presentation as if you make speech in classroom. If the preview window overlap significant parts of your presentation, you should drag preview to another place.

- When your message will be over, please stop screen recording. To do this, you may press **Ctrl-Alt-F2** or right click on the flashing screen recorder icon on the system taskbar (Figure 2) and choose **Stop**. If you can't see the flashing icon, please click on the double arrow to unhide hidden icons.



Figure 2

- Popup window **Save recording** will appear within a few seconds. On the lower part you may adjust the beginning and the end of your speech by moving crop sliders on the timeline (Figure 3).

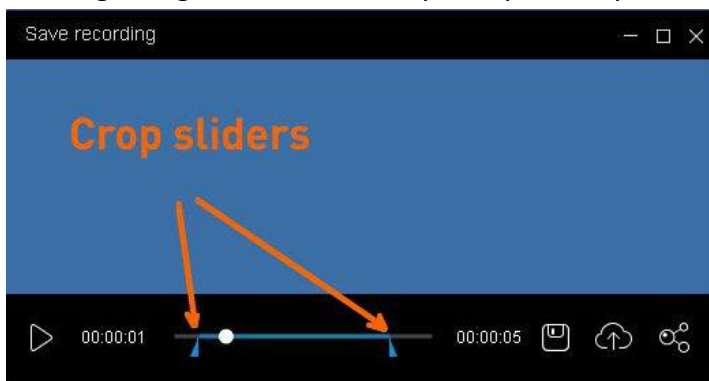


Figure 3

- Press diskette icon to **Save as video file**, and **Done**.
- Wait until the utility will finish rendering your screencast video clip. Then rename your video clip to "**Speaker_Last_Name – Topic.mp4**" and upload to any cloud drive (Google drive, Yandex Disk, Dropbox and so on). Next you should create share link of this video clip and send the link to BGRSSB-2020 committee.

If you have other questions, please visit support page <https://www.apowersoft.com/support/product/online-screen-recorder-support-35>

Or watch detailed manual on Youtube <https://youtu.be/ORHb-v0ABx8?t=159>

If you have Android OS, please read <https://www.apowersoft.com/android-recorder>

If you have iPhone/iPad, please read <https://www.apowersoft.com/iphone-ipad-recorder>