

Have you ever needed to **explain a process** on the computer that pertains to your department, division, or the entire school?
Do people keep **misunderstanding** something in that process?
Is it **difficult to explain in writing**?

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Have you ever tried a *Screen Capture Tool*?
Not sure which one to use?
Make a quick demo with this recommended tool: **Screencast O Matic**.

But How Matt? Write an outline, explain it clearly in under 10 minutes (preferably in under 5, 4, or 3 minutes), and it is free with **Screencast O Matic**.

GET STARTED TODAY:

1. **Sign Up for Free:** <https://screencast-o-matic.com/> (*I used a google account.*)
2. Login in and **Download Install Recorder to Machine** (*works faster than the web version and you have more options on how to save files for use later.*)
3. Use these **Helpful Tutorials to Record:** <https://help.screencast-o-matic.com/>
4. **Save file as video file and Publish it on You Tube** and Caption it with Youtube and/or use 3CMedia. (*Do not publish at Screencast O Matic.*)
5. Contact Matt for **local trainings** on this software. (*You need to ask for approval from your supervisor to schedule an hour meeting with Matt and/or attend a Friday Open Studio workshop during the 10 – 12 morning hours.*)
6. Examples of Final Products: Contact Matt and he can send you his VC YouTube Channel with closed captions.

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