

## Making Your Own QuickTime Videos on a MAC - Screen Recording.

These instructions were created using an iMac running OS X El Capitan - September 2020

Open **QuickTime Player** (Command and Space will bring up a search bar which will help you find the app quickly)

Select **File** from the main menu and choose **New Screen Recording**. *A screen recording will record what happens on your screen but does not capture any audio (sound)*



This will bring up a small window containing a red record button in the centre.

Press the **red button**.

You have the option to record either your entire screen or select a specific part of the screen by clicking and dragging.

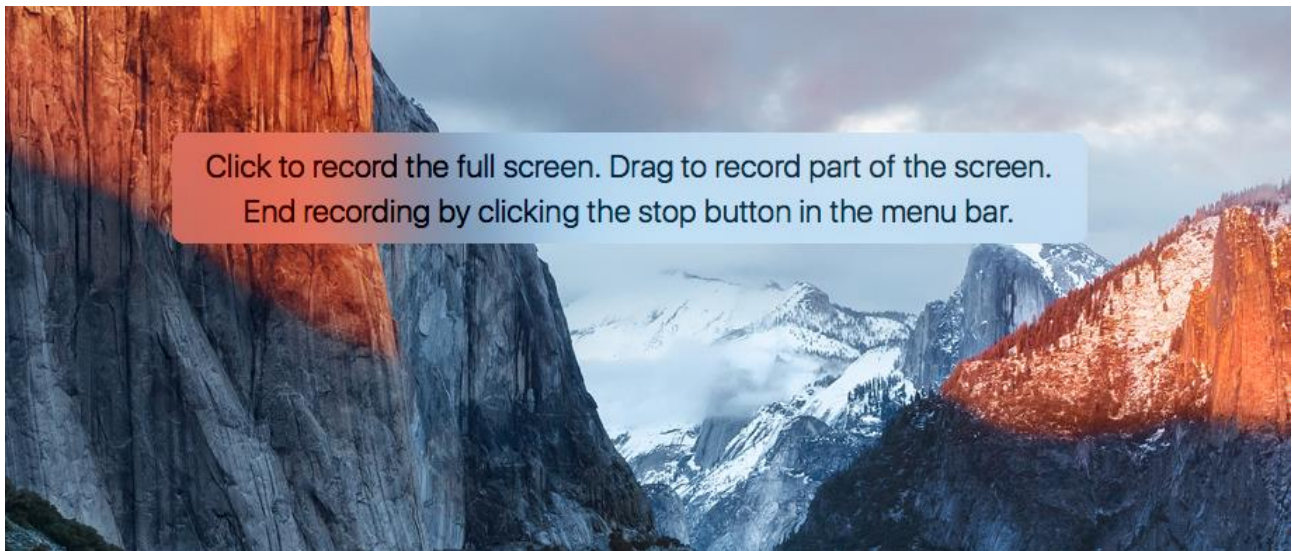
*NB. If you use multiple screens it may record both, so please test this with your personal set up.*

If you choose to only record a specific part of your screen then this area will be in full colour and the rest of your screen will be darker. You will still be able to use the whole

screen with your mouse, but the video will only capture what happens in the area you selected.

*Double check that everything you wish to display will comfortably fit. e.g. If you open a browser, will the whole window fit or will parts of it be missed.*

When you are happy that you will be able to capture everything **click to start recording**. If you are recording your full screen click the message in the centre of the screen.



If you are recording part of the screen, a red record button will appear in the selected area.

Once you click to start recording, QuickTime Player will record whatever you do on your screen including your mouse cursor (note that in the latest version of QuickTime Player screen recordings also record audio, so you don't need to add a commentary later). This is very useful if you wish to demonstrate how to do a specific task and include things like where to find certain menu options.

When you start recording, a **Stop Recording** button (a small dark grey square ) will appear in the small menu bar in the top right corner of your screen, where you would usually see your wifi icon and date etc. This is the button you press to stop recording your screen.

When you are finished recording, move your mouse to the top right hand corner and press the grey **Stop Recording** button.

QuickTime Player will automatically put your new "movie" on screen. Hover over the video and a small grey menu will appear. Press the grey triangular Play Button to watch your video.

The menu includes a share icon so that you can share your screen recording directly from QuickTime or you can choose to edit the content first.



Whilst or after viewing your new recording you can use QuickTime to **Trim** your video. Trim means to remove the beginning or the end of the recording.



To trim your video select **Edit** from the QuickTime menu at the top of the screen and choose **Trim**. This will display a timeline at the bottom of your screen.

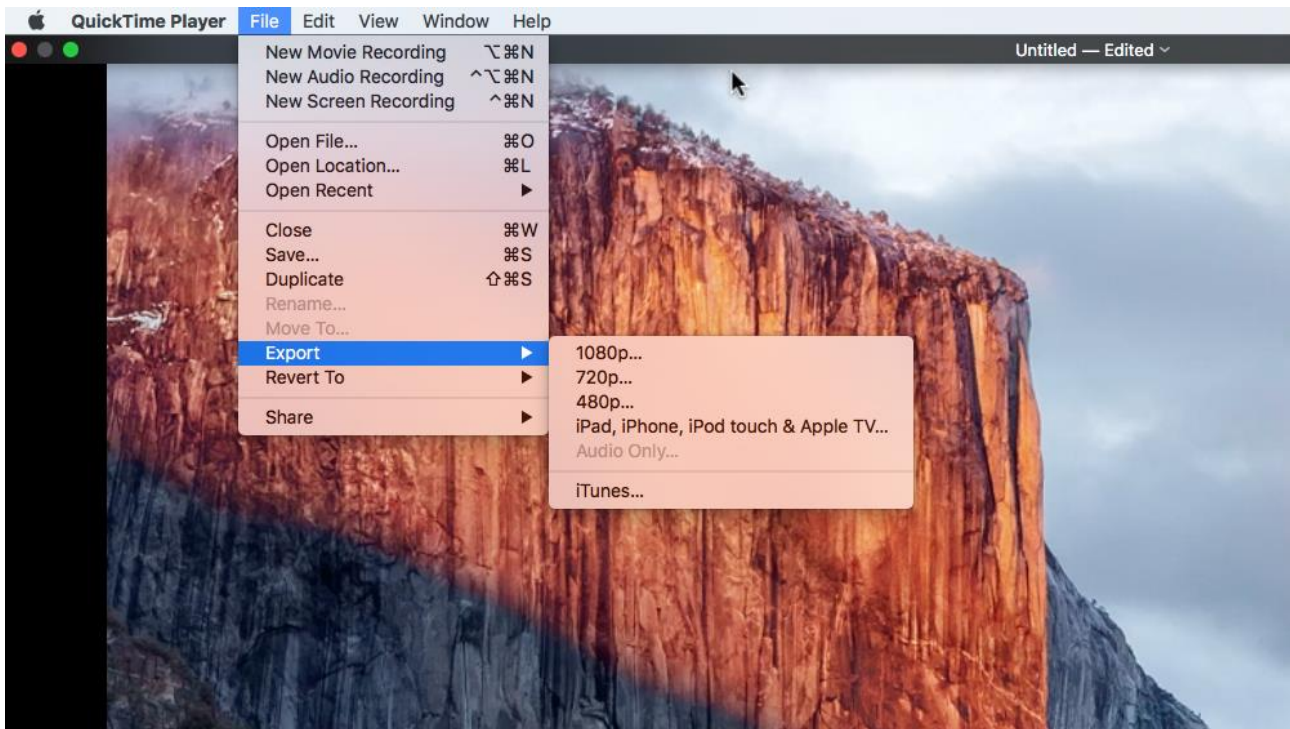
To trim the start of your recording, select the yellow handle on the left hand side of this new timeline and click and drag to your desired start point. It's a good idea to watch the video beforehand and make a note of how many minutes or seconds in you'd like to start.

To trim the end of your video select **Edit** from the Quicktime Menu, choose trim and select the yellow handle on there right hand side of the timeline and drag left until you reach your desired end point.

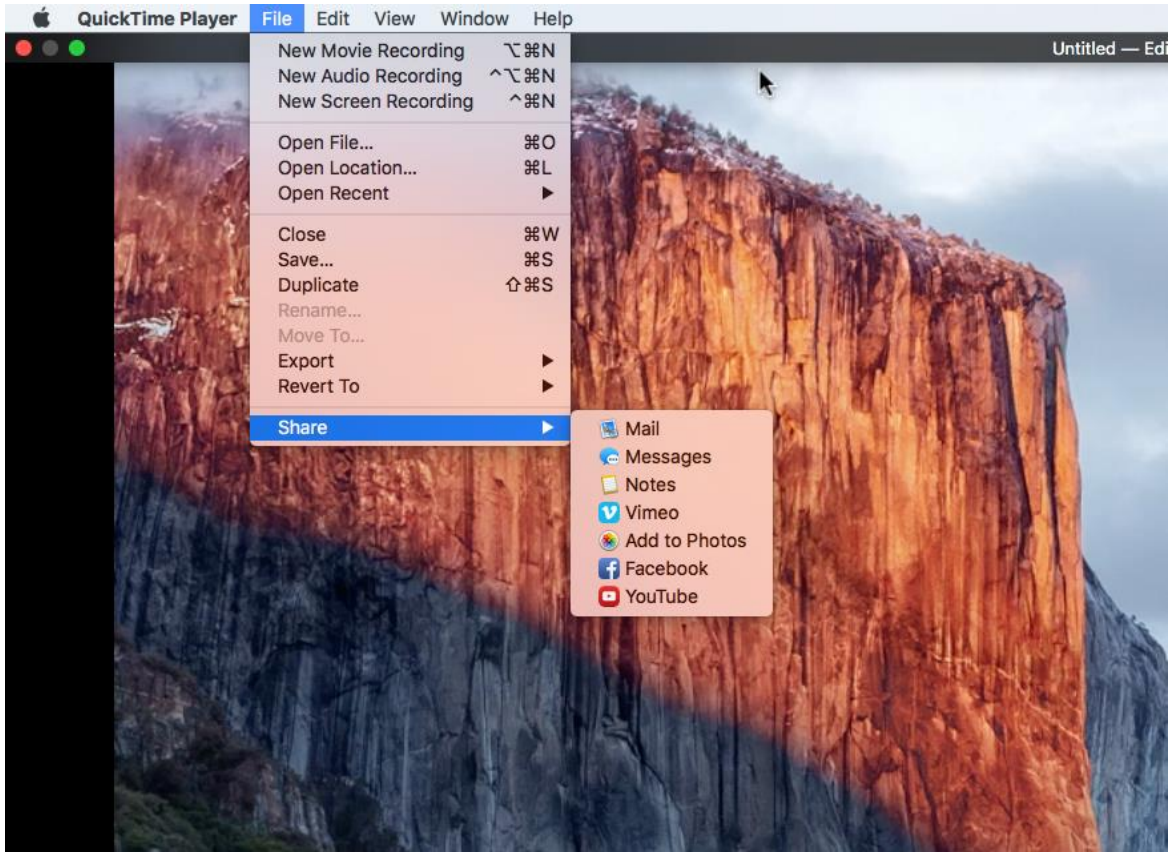


If you make a mistake and trim more than you intended to, select the yellow handle again and drag in the opposite direction to adjust to the correct point in your recording.

When you are happy click the grey **Trim** button.

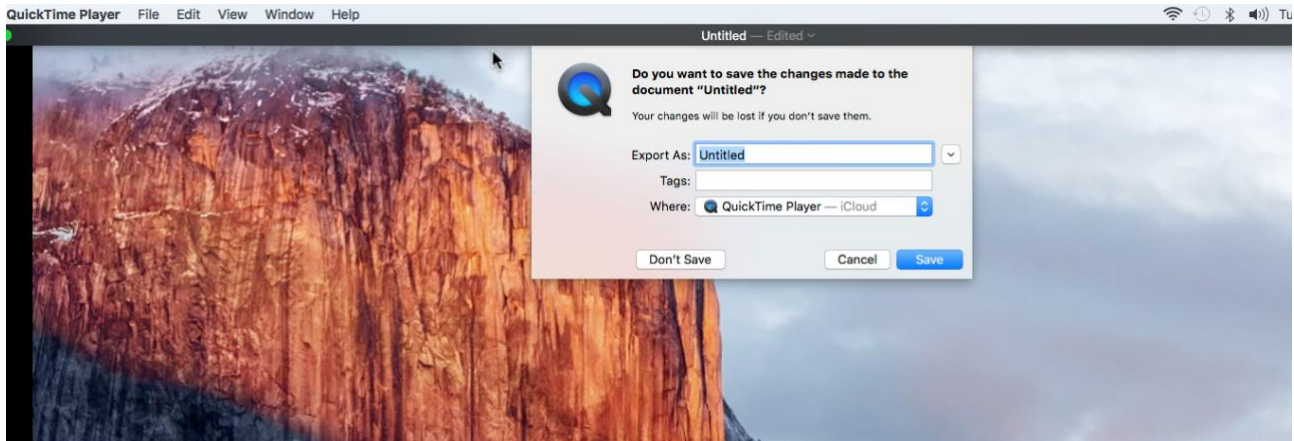


When you are happy with the finished product, you can **Export** the video by going to **File** in the QuickTime main menu and select from 1080p, 720p, 480p or Apple device specific options including iPhone and iPad.



Another option is to share your video directly into an email, your iPhoto library or a YouTube Account by selecting **Share** from the **File** menu and selecting the option that suits you best.

If you attempt to leave QuickTime without saving or exporting your new recording, it will try and prompt you by bringing up an **Export** box which allows you to select a



filename and a location for you to save the video file to. *This option may be setting dependent, so always try to export rather than relying on this option.*

Screen recorded videos made with QuickTime Player can be used as part of larger videos using video editing software such as Apple's iMovie or Adobe's Premiere Pro. So if you example you were creating a training video that included other media such as film footage, commentary and you wanted to include a demonstration you can include your screen recording (instead of trying to manage the reflections you get when you try to film your computer screen over your shoulder with a tripod!)

Video editing software will also allow you to add a voiceover, soundtrack, branding and captions to your work if you wish.

## Top Tips

1. If you are doing something as a training video, try to plan the steps beforehand. There is less chance that you will have to keep re-recording.
2. Do things slowly and exaggerate slightly to make it easier for people to follow what you're doing. e.g. Hover the mouse over an option for longer than you might do in real life.
3. If you choose to only record a selected part of your screen, make sure that the area will be big enough to include everything you wish to show.
4. Hide any sensitive information that could be included accidentally e.g. things on your desktop, or any open browser tabs.