



## How to Change from File to Online or v.v.

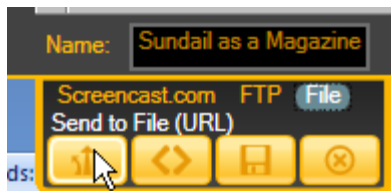
- Let's say you made a file online and you want it on your drive. If you want to make a copy of your video in the "other" format (e.g. online, if you choose Hard drive), click the yellow Jing sun and choose the center ray, History. Click on the clip you want to save to your drive. You will now see a second copy of the video in the other format. You never lose the original.



In the previous example, the capture was uploaded to Screencast. When you selected Screencast as the destination, there were two more choices for saving your capture. The middle one FTP, can be ignored. The rightmost is Save the file to your computer or to a network drive.



- Open History and click on the previously created Jing. It will open for viewing. Choose the File button.



- Click on the Share button. If it asks for a destination, type in:

**c:\Documents and Settings\your\_username\Desktop\jing\**

Make sure you use the username you login with, e.g. klucero

## Viewing Jing Videos



A full-screen capture will necessitate scrolling in playback. Use the F11 key, a Windows standard keyboard shortcut, to enable Full Screen mode and remove toolbars. Press F11 again to return to normal.

That's the basic idea! You quickly capture an image or make a little video. Then, you either share it or save it!

