


**SCREENPAL**

**101**



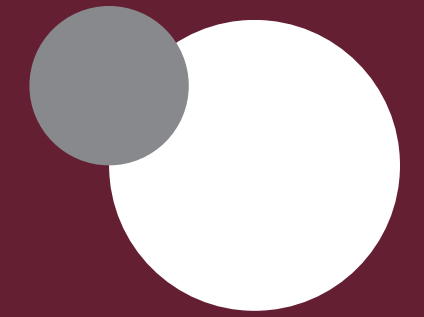
**UNIVERSITY OF MARYLAND  
EASTERN SHORE**



A top-down view of a desk with a laptop, glasses, and a watch, overlaid with a large maroon circle containing text. The laptop is on the left, glasses are on the right, and a watch is at the bottom right. A small grey circle is at the top right of the maroon circle, and a small white circle is at the bottom left.

Screenpal is a video recording of  
your computer screen.  
It allows you record & edit your  
on-screen activities.

# To download and install



Navigate to  
the screen  
recorder  
website

Select  
“Launch Free  
Recorder”

Click on the  
“WebLaunchRec  
order.exe” file in  
the bottom left  
corner

The program will install.

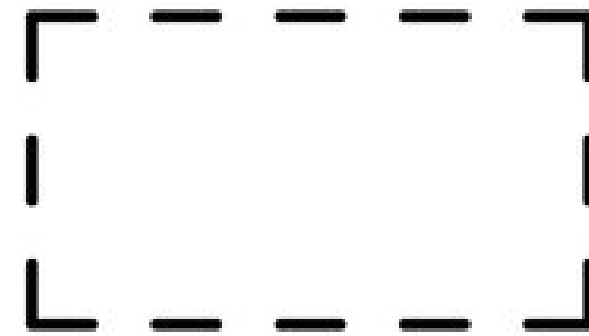
This should not require an “Admin ID & Password”.

You can sign up for a free account and create your account, but an account is not needed to utilize the recorder.



# To Begin recording

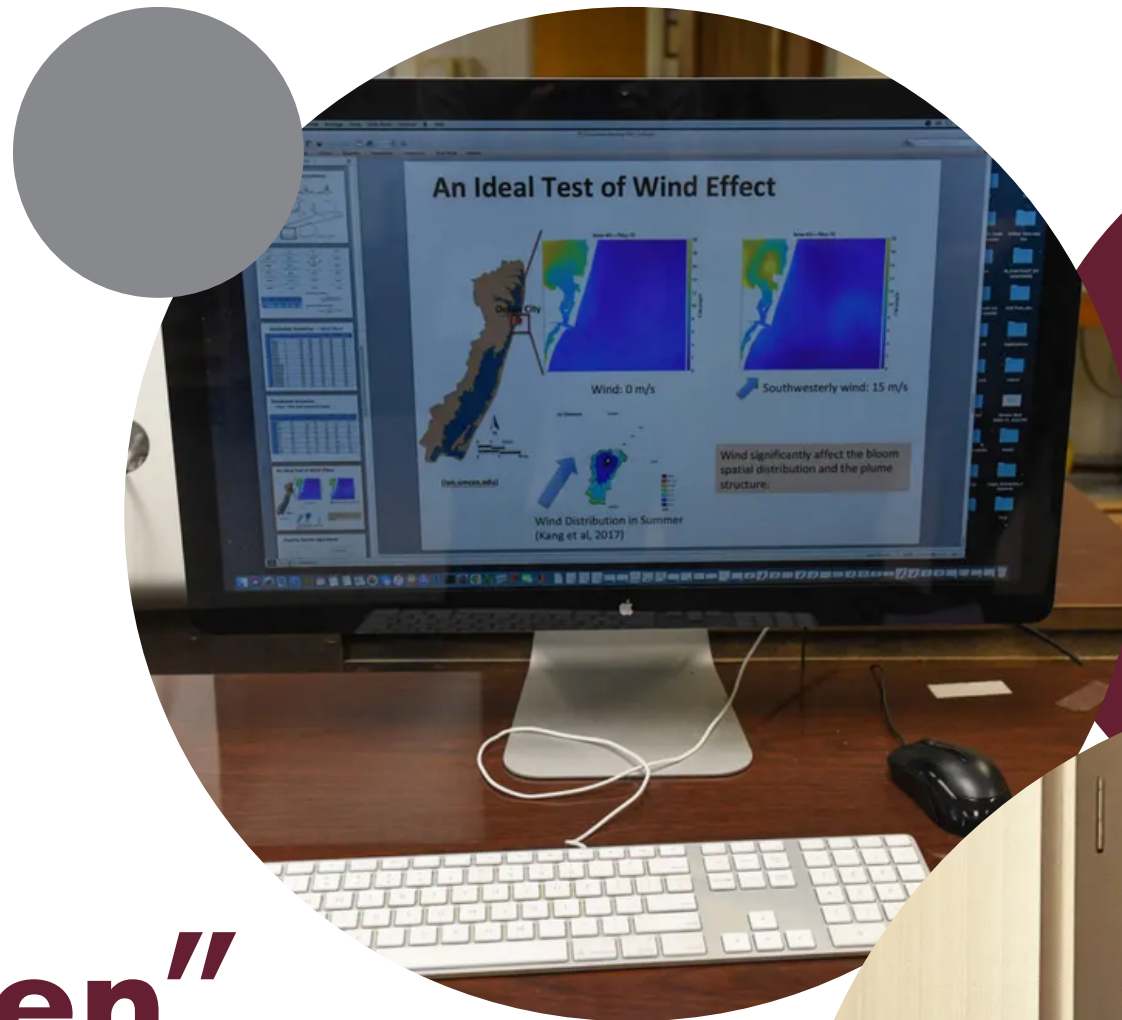
You will notice a rectangular dashed line around your screen with a small control panel.



You will need to widen or narrow this dashed rectangle to fit the portion of your screen that you would like to record.

**Click on the “screen”  
button to capture your  
screen while  
recording.**

Record for 5 minutes or less  
( ideal)

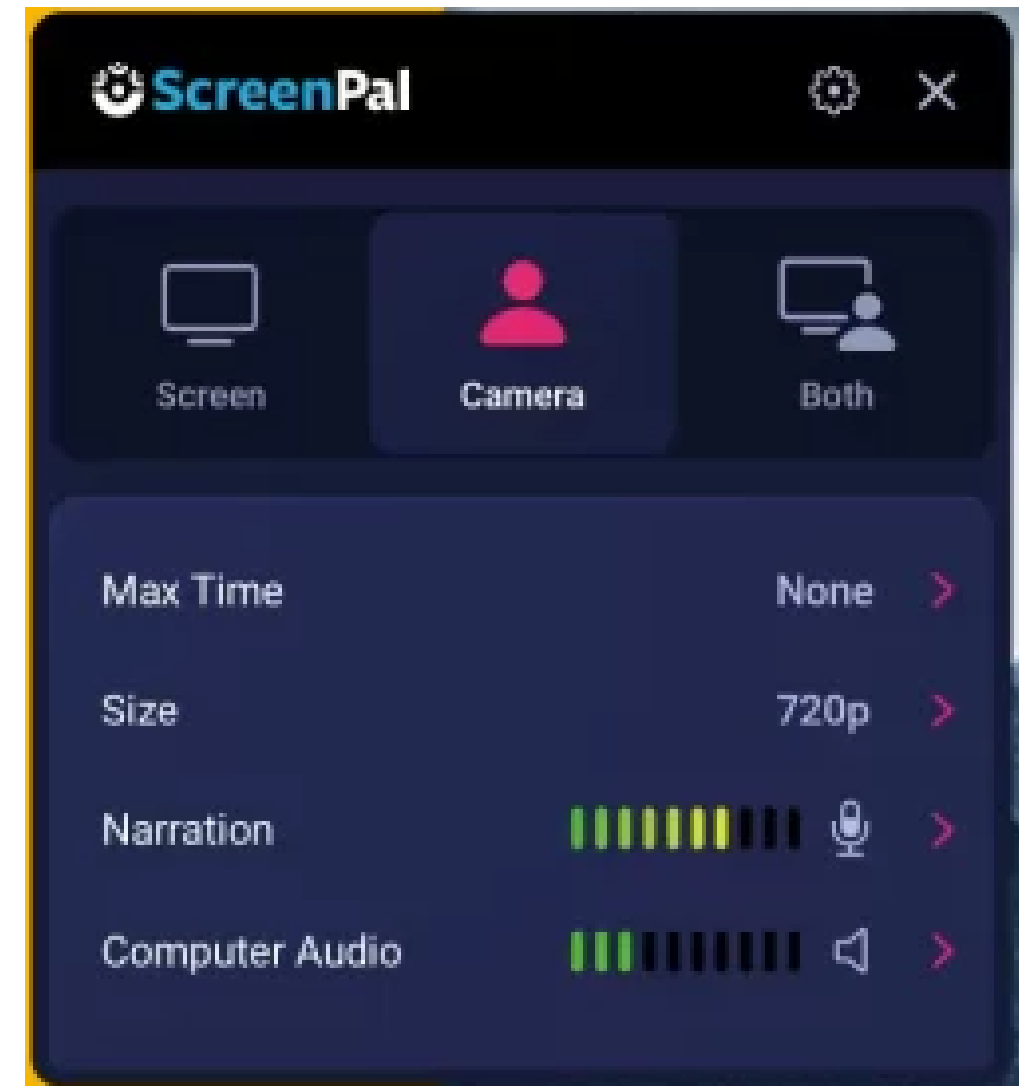


**Click on the three lines  
next to the **Red**  
Record button to test  
your microphone.**

**You should see **green**  
lines light up when you  
are speaking.**



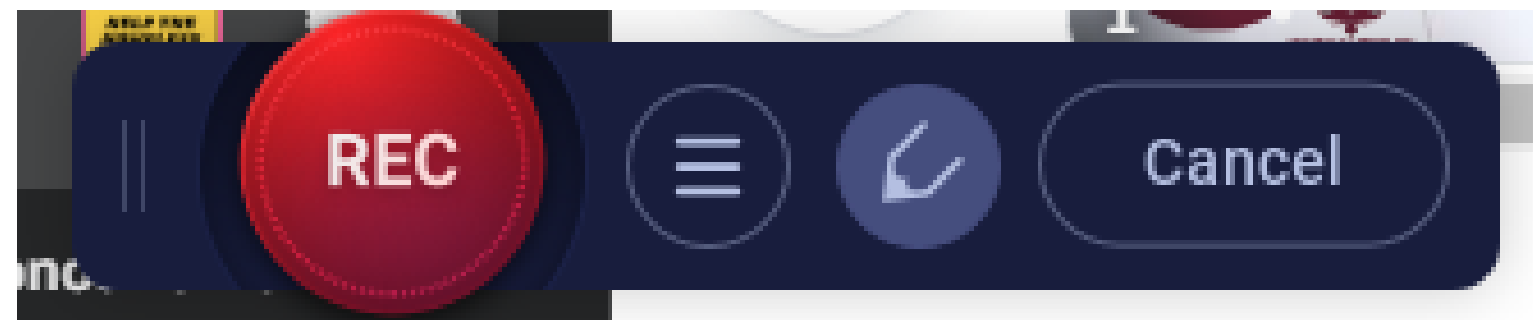
**Click the arrow to the right of the “Narration” section to troubleshoot any microphone issues**





Click the Red **REC** button to begin the recording. It will give you a countdown until it starts.

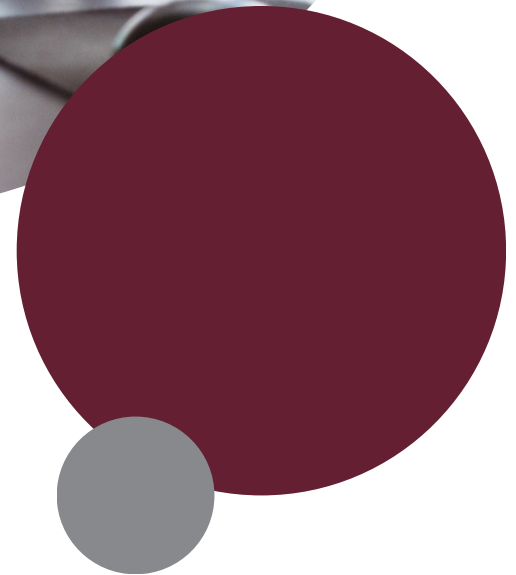
Click the blue **“Pause”** (||) “ circle when you are finished recording





**Click “Done” when you are satisfied with your recording.**

**Or the “trash” can icon if you would like to start over.**

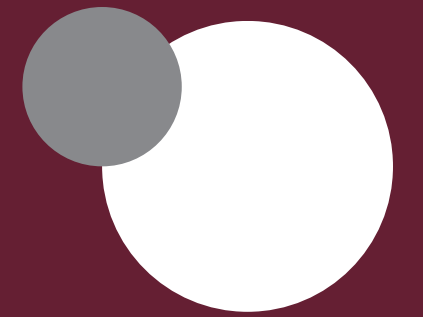


**Click on the  
“Save/Upload” to save  
the video.**

**At this point you can  
review the video or  
proceed with saving  
the file**



# To Save and Publish Video



Select the  
“**Save as  
Video File**”  
option

Name your video  
file, choose the  
folder to save it to  
(desktop is  
recommended for  
easy access)

Click on the  
green  
“**Publish**” icon

Click on “**Done**” when you are finished



**THANK YOU !**