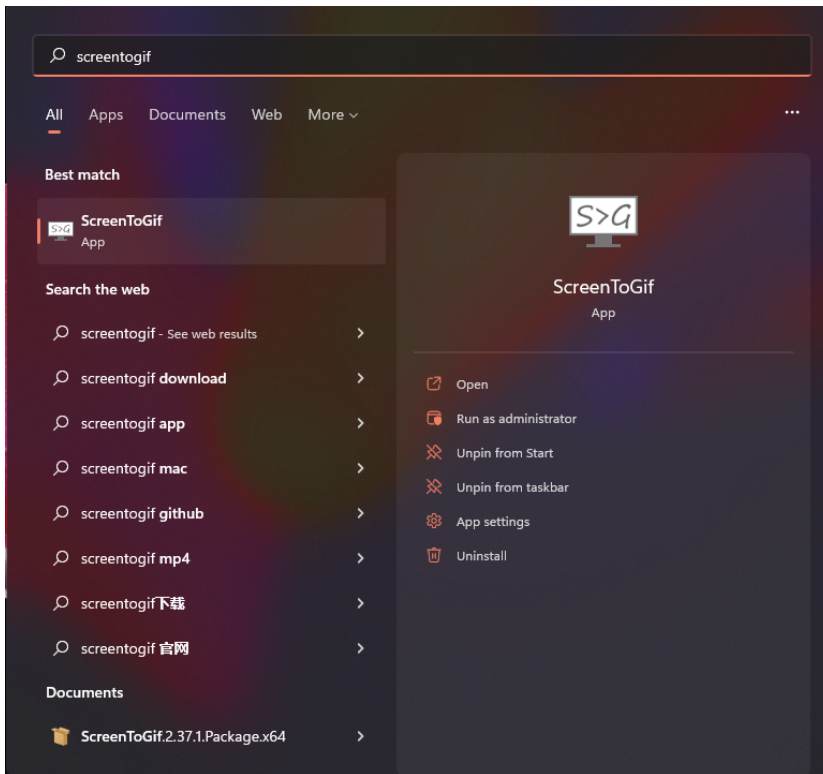


# How to use ScreenToGif

**1) Open the application:** Once the application has been installed on your PC you can search for it in your windows Start Bar.



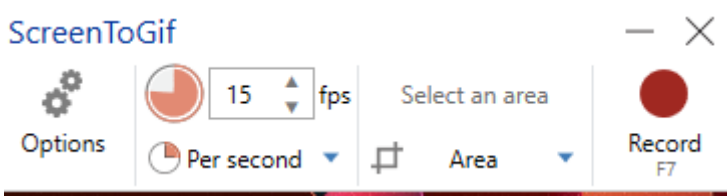
**2) First Menu:** You then need to open the application and you will be shown this application screen.

[image.png](#)

- **Recorder** allow you to record all of your screen(s) or a portion of a single screen.
- **Webcam** records from your webcam.
- **Board** works like paint and allows you to film by recording what you draw by freehand.
- **Editor** allows you to edit gifs you have created. You can do everything from **Delete** individual frames (pictures), **Merge** multiple .GIFs together, and **Add** additional frames.

## Record

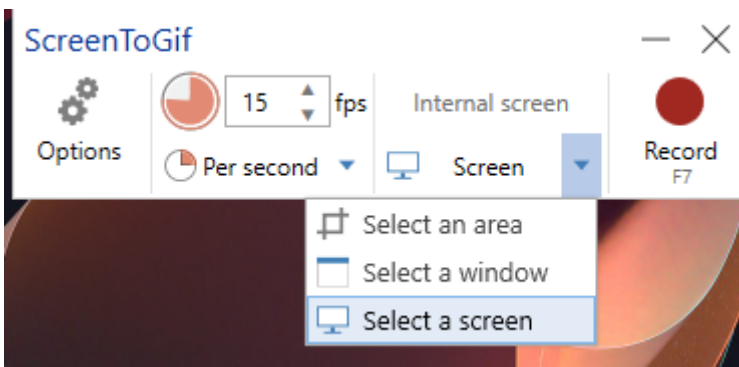
**1)** Once you have selected your capture option You will receive a new window on your screen



Here you can select a few options

How often the camera takes a photo, in this case 15 FPS means 15 photos per second, this is a good standard for a relatively smooth animation, you can reduce or increase this as you like.

You can select the area you want to record by selecting the down arrow next to 'Area' and selecting a custom sized area, a specific 'window' (application like chrome or outlook) or an entire screen.



**OR**

You can adjust the area you wish to record by selecting **Area** this will allow you to drag a window to the size you wish



Once you have selected the custom area you wish to record you will be offered the options to Accept or Reject this.

loading.gif

Once accepted you will be taken back to the original application window and it will also show your recording window shown by the corner border in the image below.



**2) You can hit record:** And you will be given a countdown, this can be adjusted in settings but it is only 3 seconds.



**3) SUGGESTION:** When making your recording your clicks will be shown as yellow highlights over the mouse, you will need to make large slow motions over the screen and possibly even circle around application or options you might be selecting to allow the audience to understand what they are seeing. This is an example of the type of movements should aim for.

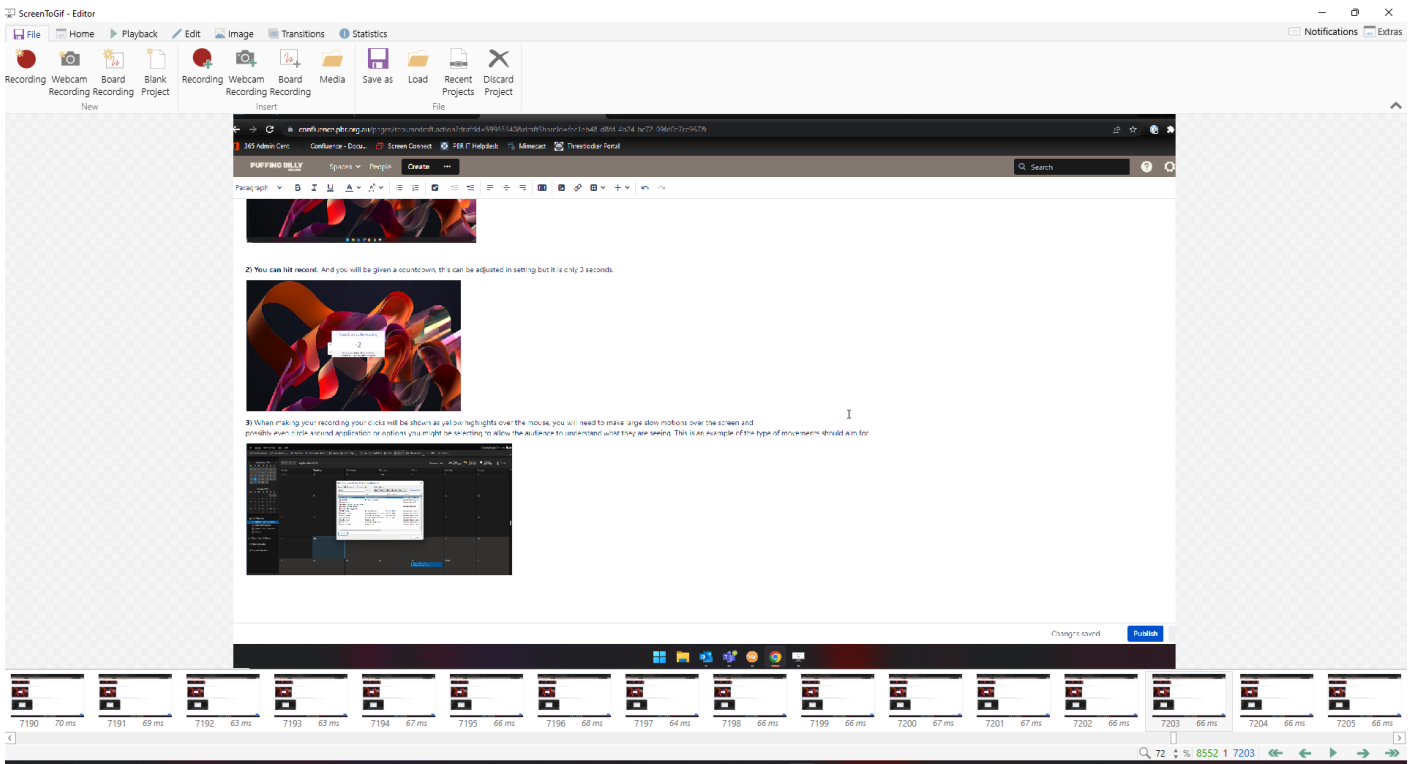


**4) You're Done!? How to stop the recording.**

Great now you can **press F8** and it will stop the recording and it will take you to the editor.

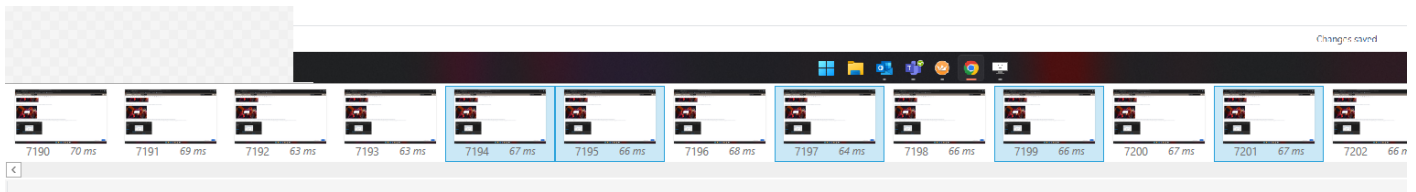
Depending on the length of your animation this can take some time.

# The Editor

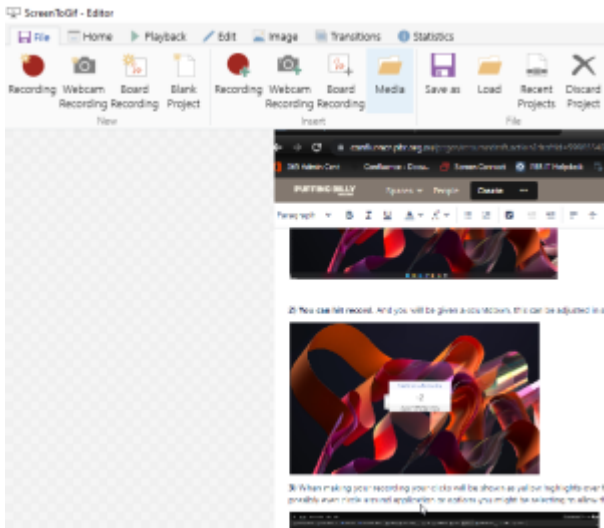


From here you can **Delete**, **Merge**, or **Add** frames to your animation.

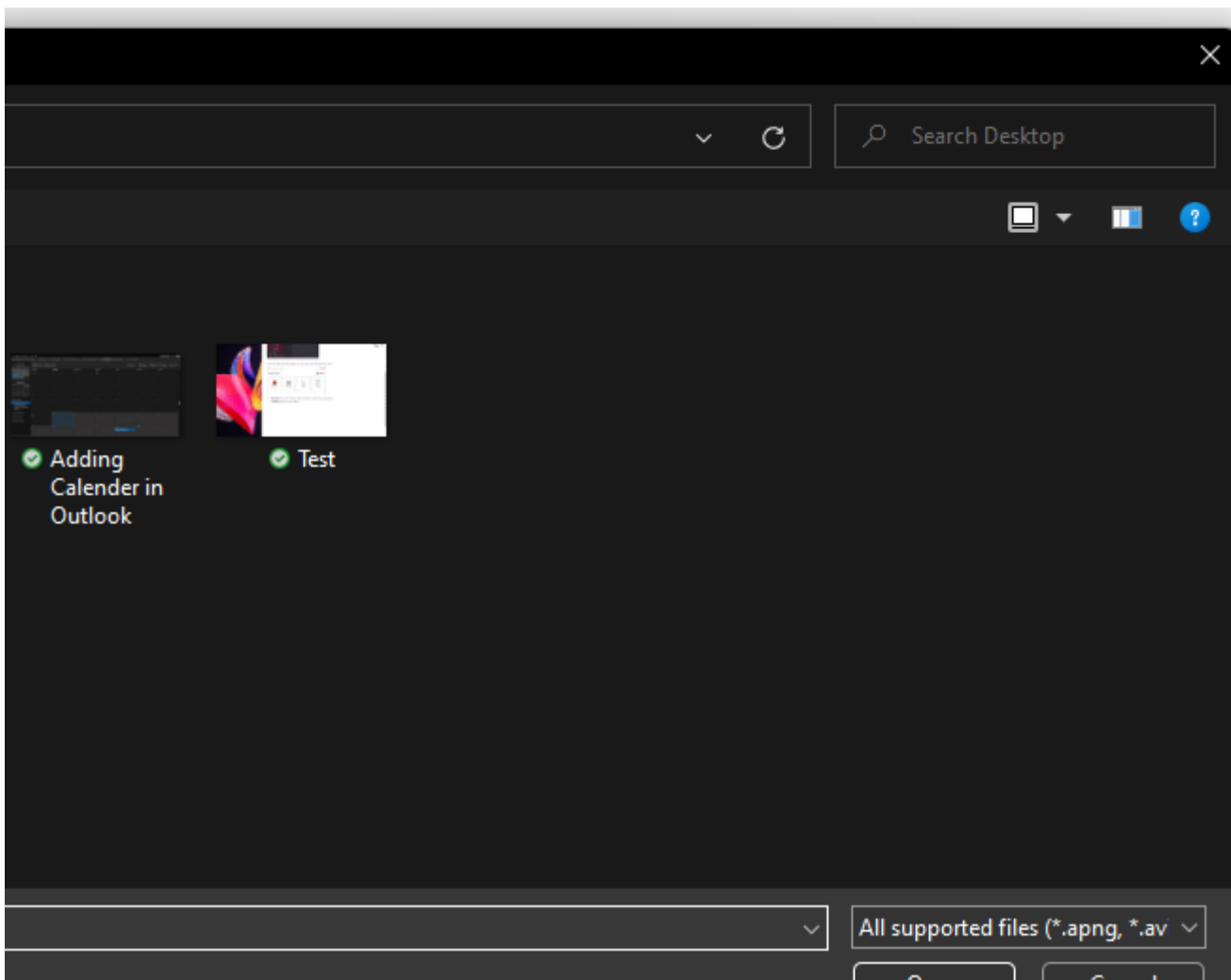
**1) DELETE:** To delete select the frame by left clicking it down the bottom and pressing 'Delete' on your keyboard. To delete multiple frames, you can shift-left click to select continuous frames or ctrl-left click to select multiple individual ones.



**2) MERGE:** To Merge frames or gifs in the editor you need to select File then 'Media'.

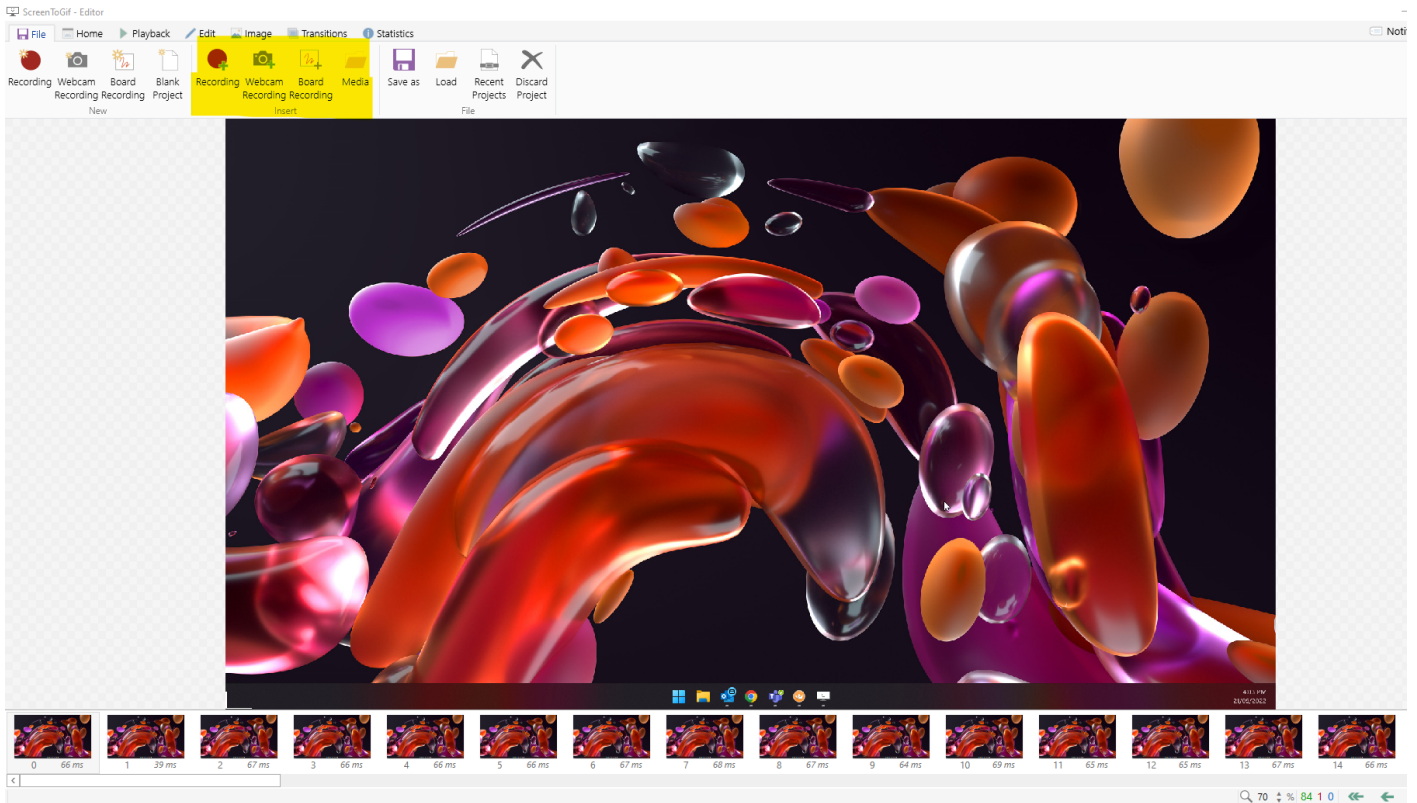


You will then be prompted to select a gif you have previous created, you will need to navigate to the area you saved this document, such as your desktop.

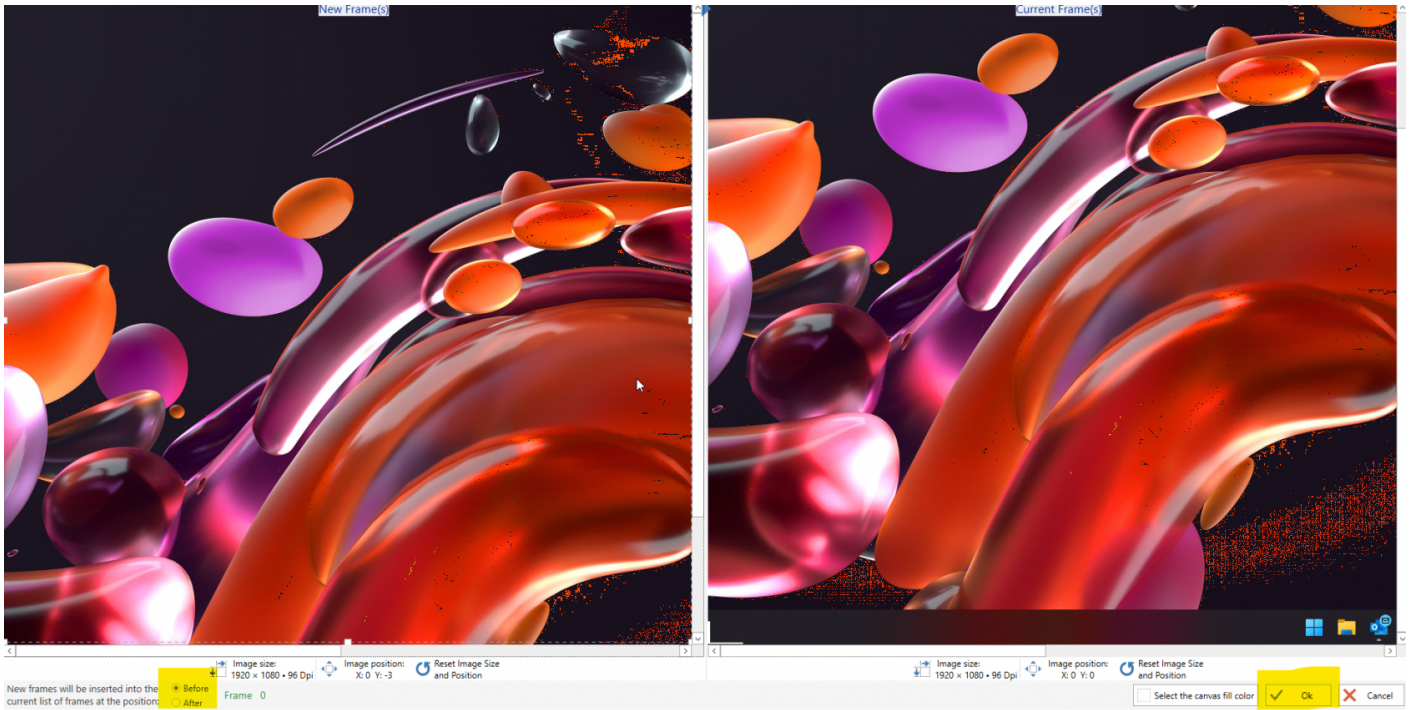


Your document will go through a loading process again to merge the two animations, then you can edit this as you wish.

**3) ADD:** To add additional frames, whether that is webcam frames, a 'board' or more recorded frames you just select 'File' and then select the option you wish you add below.



You will then be prompted to approve the addition, you can also select whether the new frames will be added before or after the old ones.



**ScreenToGif is a great program with lots of other options like transitions, image editing and looping. We suggest in free time to get used to the program create new things and have a test of the software to get used to it.**

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Revision #2

Created 2022-09-26 16:47:19 UTC by Mitch Fraser

Updated 2022-10-03 16:27:12 UTC by Dylan Healey