

# Tech Café

## Record your own ScreenCasts

### What is a Screencast?

A screencast is a movie that captures the display from a computer screen along with someone talking about what's being shown. This might take the form of a formal narrated PowerPoint presentation, a software demo, or an informal walk-through of a particular concept.

### What you need:

A microphone

A computer

Free screencast generator (see list below)

An idea—set everything up before you get started

### Free Screencast options available on the internet

<http://www.screencast-o-matic.com/>

<http://goview.com>

<http://www.techsmith.com/jing-features.html>

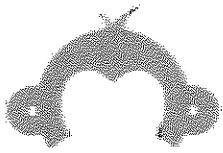
<http://www.overstream.net/>

<http://www.screenr.com/>

<http://www.utipu.com/>

Here's an article with tons of great tips on recording memorable screencasts

<http://www.articulate.com/rapid-elearning/how-to-create-screencasts-you-can-be-proud-of/>



# Survey Monkey

<http://www.surveymonkey.com/>

**Sign-up Free** by just filling in your information.

\*You can also sign up with your google account.

**Create a new survey:**

- Choose to either **Create a new survey** yourself or use a pre-made **expert survey template** (this option will give you a set of pre-written questions that you can edit to your own purposes).
- Choose your **theme**. Your questions can be organized on different pages. You can add a short title and description of each page by choosing **Edit Page Options**.
- **Add Question**. There are 16 different **question types** to choose from on the drop-down menu. Use the **questions examples** to view what each question type looks like. Type your **Question Text** and your **Answer Choices** (one per line). **Save**.
- You can also **Add Page**.

**Preview Survey:**

- It is always a good idea to preview your survey and answer the questions to make sure it looks the way you want it to!

**Collect Responses:**

There are many ways to collect responses using Survey Monkey

- Web link**- This option gives you the link to your survey so you can put it on your website or e-mail it yourself. This option is very simple, but does not allow you to track who has taken the survey.
- Email**- You can have survey monkey email recipients for you (still through your email). This option gives each person their own individual link, making tracking very easy. This also means that recipients will be able to pick up where they left off if they stop in the middle. You can send reminder emails to those who haven't responded.
- Website**- You can embed the survey on your website or on a pop-up menu.
- Facebook**- This option helps you post the survey on your wall.

**Analyze Results:**


- You can quickly view your survey results by using the **View Summary** option. This gives you the results for each question in both a count and percent format.
- Use **Browse Results** if you want to look at each survey separately. If you chose the **Email** collector above, you will be able to tell who sent which survey.

**Survey Monkey is a great website that can be used to make surveys to be taken online, either through e-mail or a webpage.**

**What you can do for free:**

- Make a survey up to 10 questions long.
- Send your survey to 100 people or less.
- Choose from a list of color settings, sort your questions into multiple pages, and choose from a large list of question types and formats.
- Email your survey to a group of people, send reminder emails to those who don't respond, embed the survey on your webpage, or post a link on your facebook page.

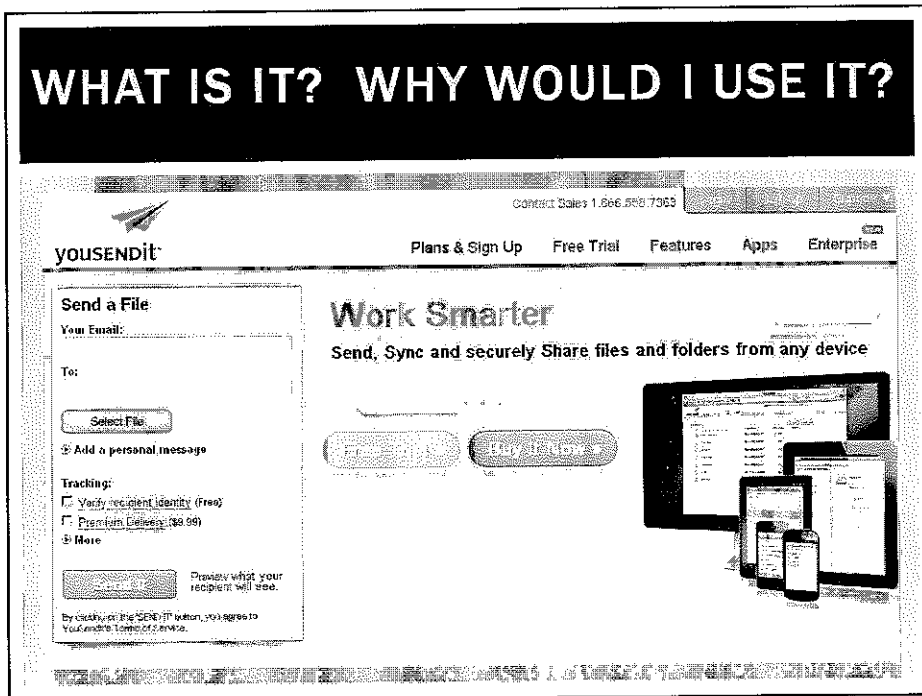
# TECHNOLOGY CAFÉ:



**Ohio Local History Alliance  
2012 Annual Meeting & Conference**

**Ruth M. Brindle Dobyns, Curator  
Quaker Heritage Center  
Wilmington, Ohio**

## WHAT IS IT? WHY WOULD I USE IT?



The screenshot shows the YouSendIt website with a navigation bar including "Plans & Sign Up", "Free Trial", "Features", "Apps", and "Enterprise". The main content area is titled "Work Smarter" and "Send, Sync and securely Share files and folders from any device". On the left, there is a "Send a File" form with fields for "You Email:", "To:", and "Select File:". Below the form are options for "Add a personal message", "Tracking" (with checkboxes for "Verify recipient identity (free)" and "Premium Delivery (\$8.99)"), and a "Preview" button. A "Buy it Now" button is also visible in the center.

# WWW.YOUSENDIT.COM

**YOUSENDIT**

Contact Sales 1 866 658 7943

Plans & Sign Up   Free Trial   Features   Apps   Enterprise

### Send a File

Your Email: \_\_\_\_\_

To: \_\_\_\_\_

Select File

Add a personal message

Tracking:

Verify recipient identity (Free)

Premium Delivery (\$9.99)

[More](#)

Preview what your recipient will see

By clicking on the "Send" button you agree to our Terms of Service.

## Work Smarter

Send, Sync and securely Share files and folders from any device

[Sign Up](#)

[Buy It Now](#)

# CHOOSE A PLAN


	Free	\$9.99/month or \$99.99/year	\$14.99/month or \$149.99/year
Sign Up	<input type="button" value="Sign Up"/>	<input type="button" value="Sign Up"/>	<input type="button" value="Sign Up"/>
Storage	2GB	5GB	Unlimited
E-Signatures	5	10	Unlimited
Maximum File Size	50MB	2GB	2GB
Control Expiration Dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouSendIt Dropbox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Security Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Download Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return Receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="button" value="Sign Up"/>	<input type="button" value="Free Trial"/>	<input type="button" value="Free Trial"/>

Secure business collaboration for teams and corporations

- Manage Multiple Users
- Active Directory Integration
- Policy Management
- Enterprise-grade Security
- Detailed Reporting

[Contact Sales for a FREE TRIAL 1 866 658 7943](#)

# CREATE AN ACCOUNT



Contact Sales 1.866.506.7569

Plans & Sign UpFree TrialFeaturesAppsEnterprise

Home > Plans & Sign Up > Lite > Sign Up for Lite

### Sign Up for a Free Lite Account

EMAIL

FULL NAME

NEW PASSWORD

I agree to YouSendIt's Terms of Service and Privacy Policy.


By clicking "Sign Up" you agree to YouSendIt's Terms of Service.

### Sign up with

Or

By registering, you agree to YouSendIt's Terms of Service and Privacy Policy.

# CONFIRM YOUR ACCOUNT



Welcome Ruth Brindle Dobyns

OverviewSendSignFoldersUpgrade

## Congrats! Your account has been created.

As a new user, you will receive a 30-day free trial of our premium features. To activate your account, please click the link below.

### Start Sending, Sharing and Storing Now

Once you validate your email, you will receive all YouSendIt features to offer. In the meantime, start with one of the folders below.

Send files up to 50mb

OverviewSendSign

Features for Sharing and Storing

SignFoldersUpgrade

# YOU'RE IN!

Welcome Ruth Brindle Bokoyrd

YOUSENDIT Overview Send Sign Folders Upgrade [Get 5GB of FREE Storage](#)

**Congrats! Your email has been verified.**

**Access files and folders from any computer**

- Save files from your desktop to the cloud
- Access your files from anywhere
- Share files and folders with anyone

[Download our FREE App](#)

Not finished?

# START SENDING!

Welcome Ruth Brindle Bokoyrd

YOUSENDIT Overview **Send** Sign Folders Upgrade [Get 5GB of FREE Storage](#)

**Congrats! Your email has been verified.**

**Access files and folders from any computer**

- Save files from your desktop to the cloud
- Access your files from anywhere
- Share files and folders with anyone

[Download our FREE App](#)

Not finished?

# TO SEND A FILE

**Send Files**

To: [eric@warington.edu](mailto:eric@warington.edu)

Subject: "Searching for Peace"

Message: We're excited to announce the opening of our next exhibit, "Searching for Peace". Download the Invitation for details about the exhibit opening and gallery hours.

Thanks!

**UPLOAD FROM DESKTOP**

Save a copy of uploaded files to my Send folder (Storage)

**Expiration options:**  
Send a temporary link. File expires on: Oct 02 2012

**Free options:**  
 Unlimited Storage  
 Unlimited Sending  
 Unlimited Signing

**Pay-per-use options:**  
 5MB (0.00 \$)

# AND YOU'RE DONE!

Welcome Ruth Elaine Doty

**youSENDit** Overview Send Sign Folders Upgrade Get 50GB of FREE Storage

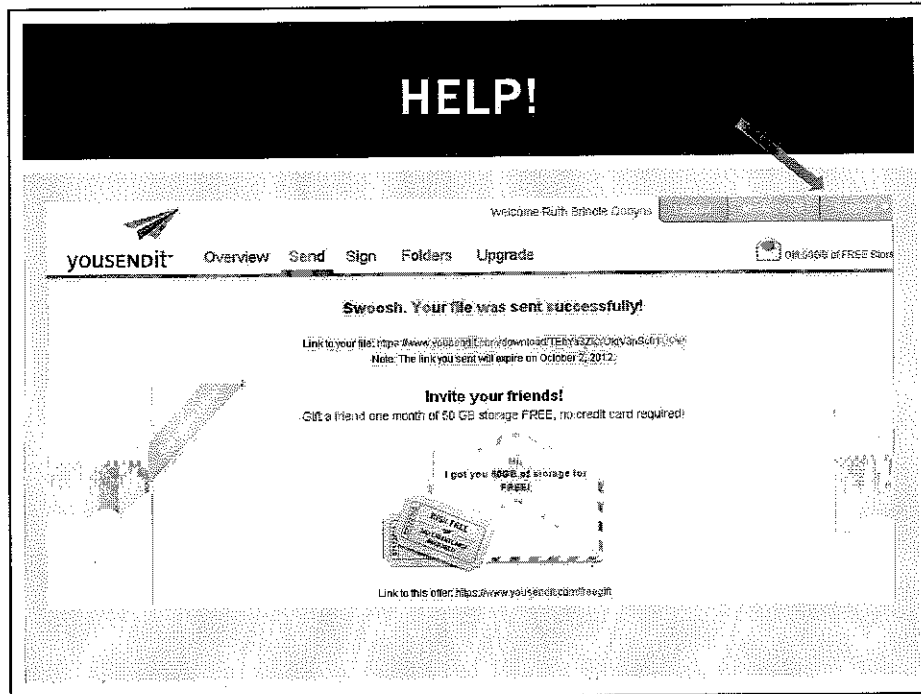
**Swoosh. Your file was sent successfully!**

Link to your file: <http://www.yousendit.com/download/ErHv42200k8595081U0w>  
Note: The link you sent will expire on October 2, 2012.

**Invite your friends!**  
Gift a friend one month of 50 GB storage FREE, no credit card required!

Hi,  
I got you 50GB of storage for FREE!

Link to this offer: <http://www.yousendit.com/invite>



## QUESTIONS?

Ruth Brindle Dobyns  
Quaker Heritage Center  
Wilmington College  
Pyle Center 1182  
Wilmington, OH 45177

937/382-6661 x 719

ruth\_dobyns@wilmington.edu