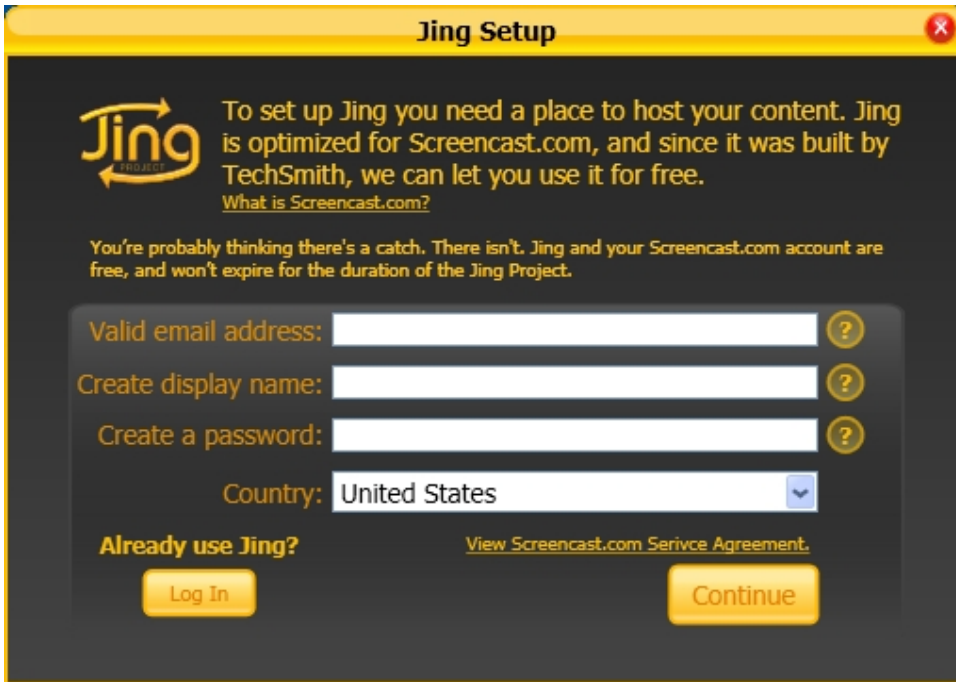


Kennedy Library Intranet : Using Jing

This page last changed on Feb 24, 2009 by cwhunt@calpoly.edu.

Overview

Jing can be downloaded from [the Jing web site](#) and a user with administrative privileges must install it on a computer. Once Jing is installed you will see the Jing Setup dialog when you run it.



You need an account on Screencast.com in order to use Jing. This is so you have the option of storing your screen captures to a web site (but you don't have to do that). If you do not already have an account fill in the form and click continue. Otherwise log in with your Screencast.com credentials.

When Jing is running you will see a gold hemisphere at the top of the screen (by default). I call this the Jing sunburst (internally it's known as "the launcher", "the sun" or "the sun launcher"). You can drag the sunburst to the edge of the screen on any side.



Configuration

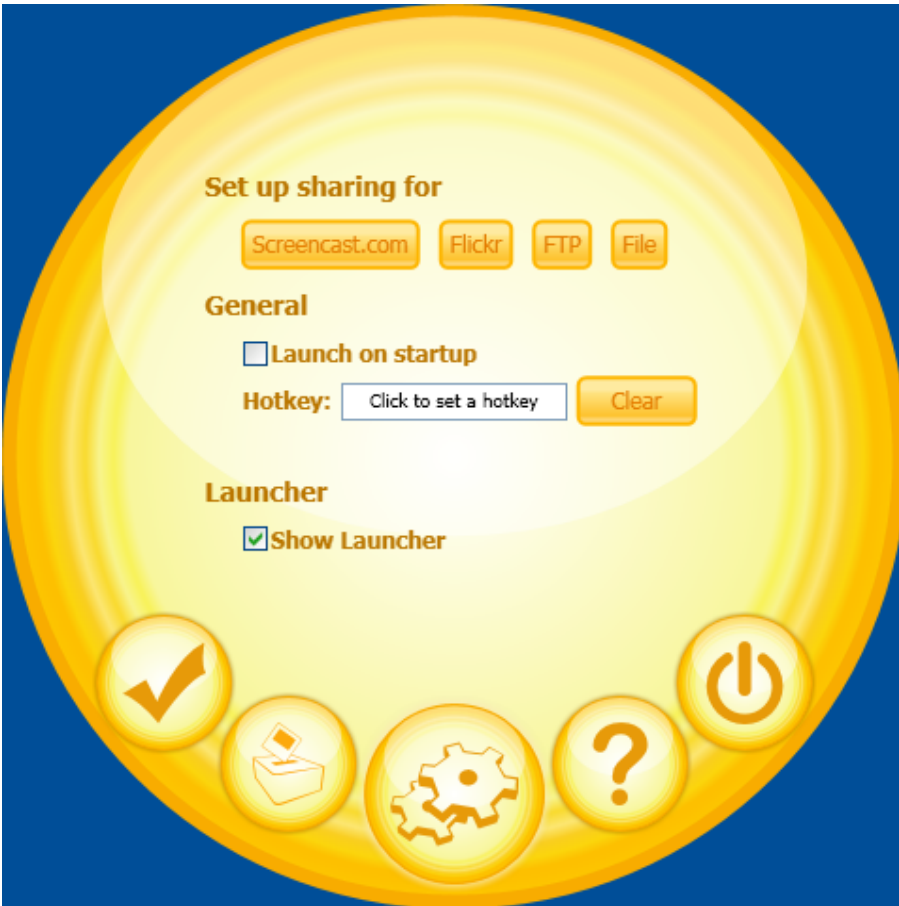
If you roll your mouse over the icon you have three options. The left option is "Capture". The middle option is "History" and the right option is "More" (including configuration).



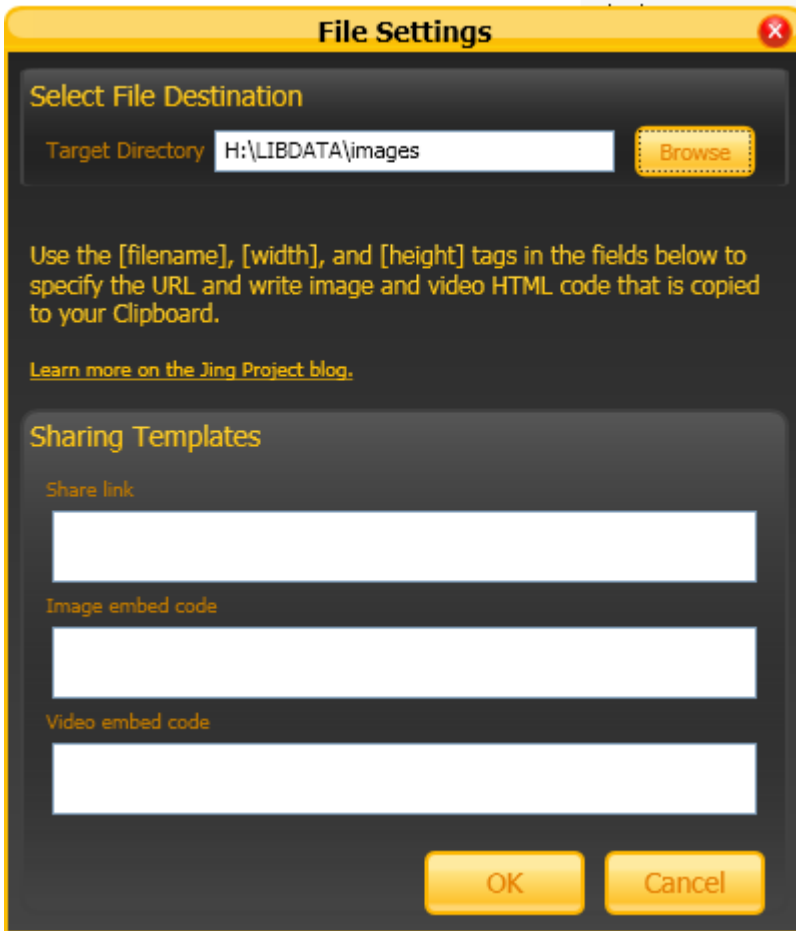
To configure Jing, click the "More" option.



Click "Preferences" at the bottom of the circle (it looks like two overlaid cogs).



Where it says "Set up sharing for" click the "File" button.



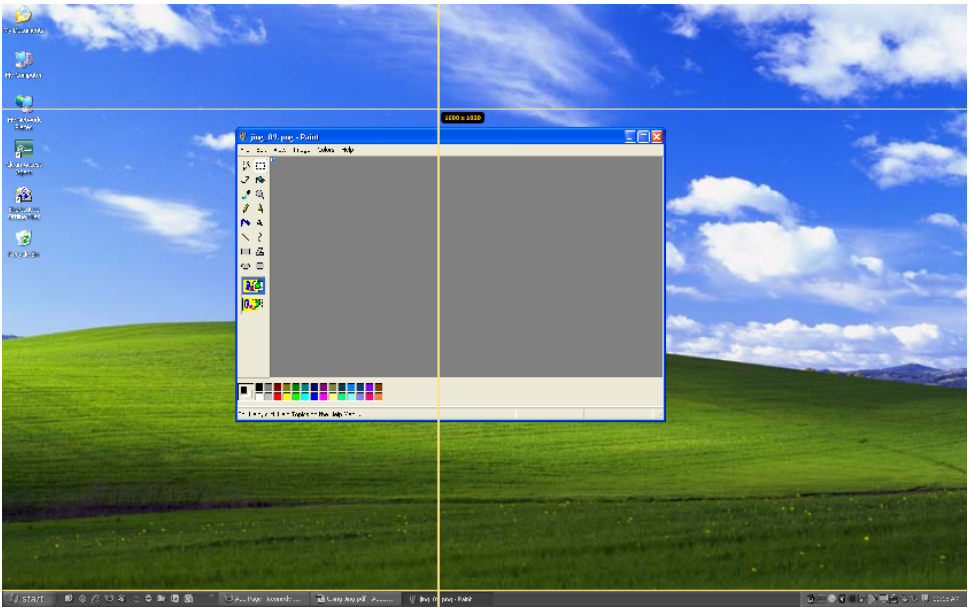
Browse for a location in your home directory or on the local computer to store your Jing files.

Capturing

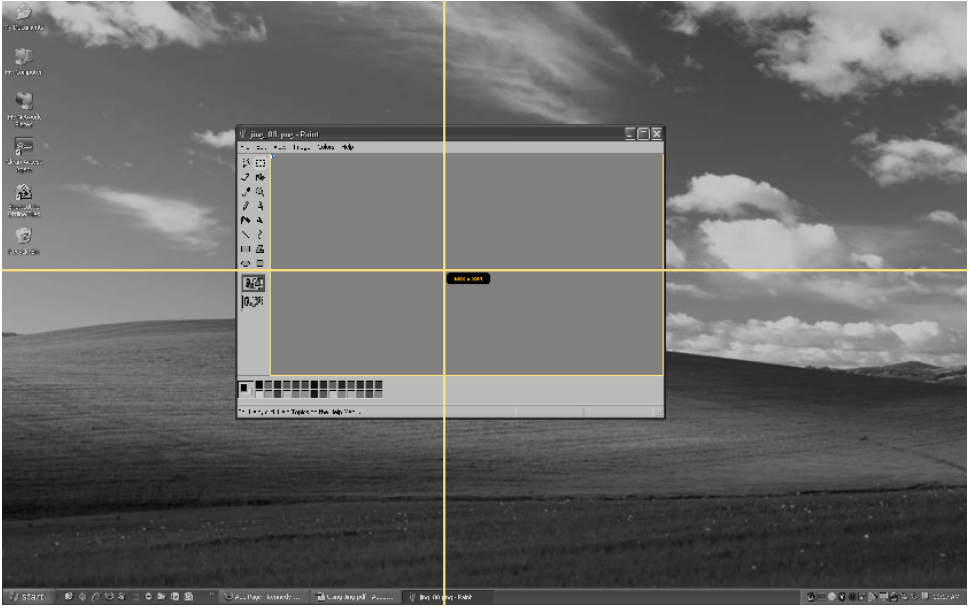
To perform a screen capture roll your mouse over the Jing icon and select the Capture option (the one on the left that looks like a plus sign).



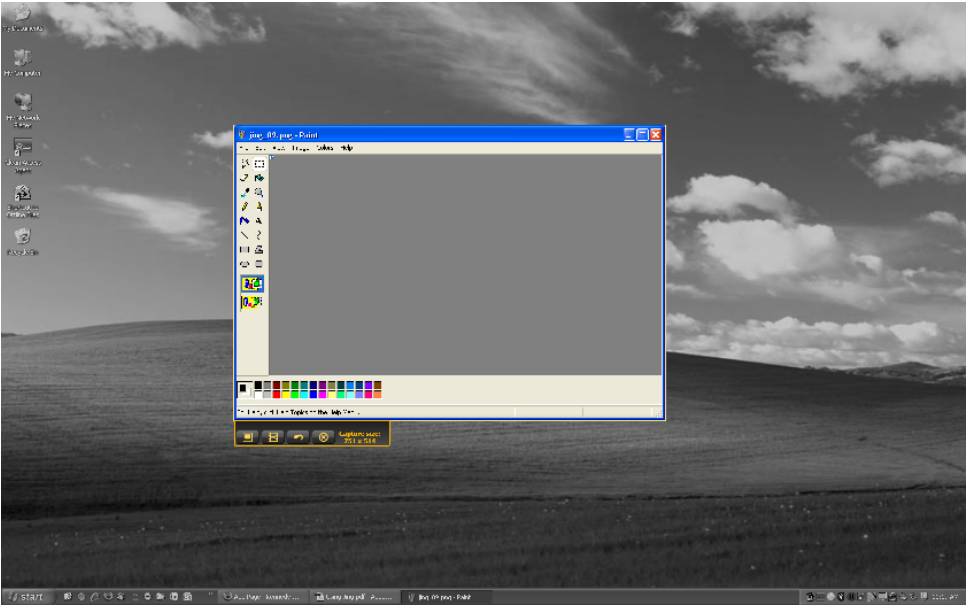
Your mouse pointer will turn into crosshairs.



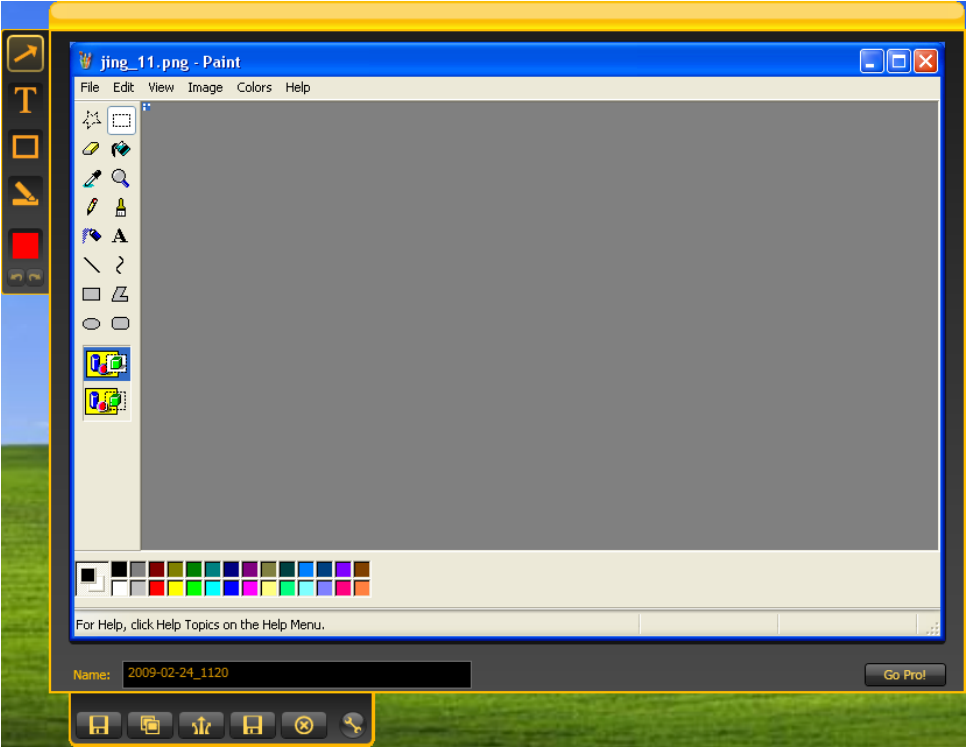
As you move the crosshairs the capture will be in color and what won't be captured is grayed out. You can select the whole screen, a window, elements of windows, or an arbitrary rectangle. Click the mouse to select your capture.



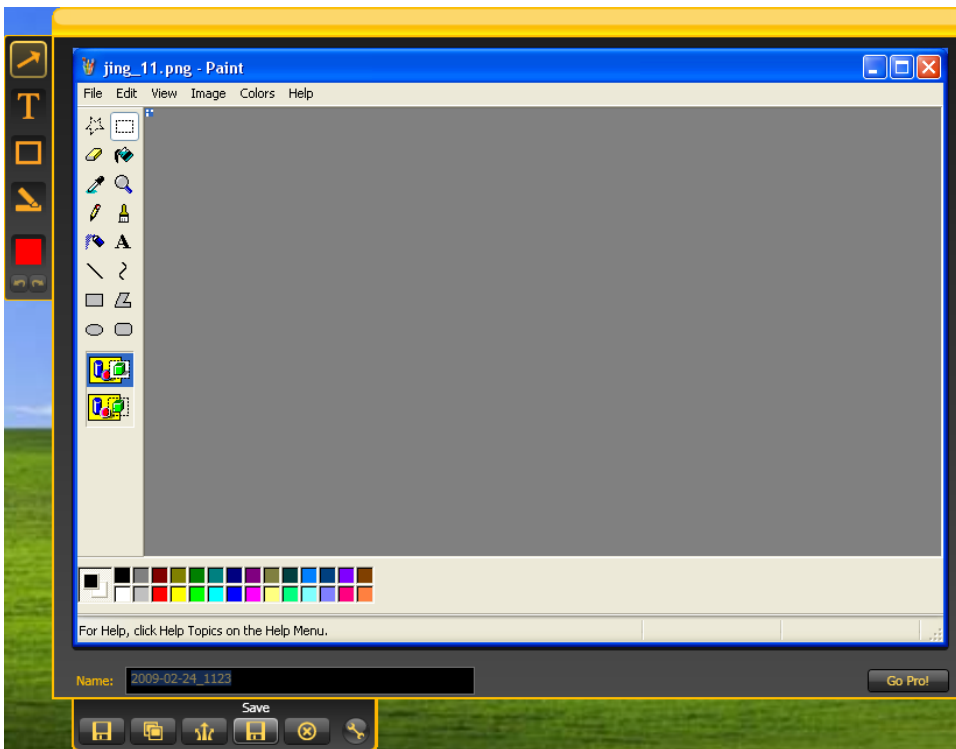
Once your desired screen element is captured it will show in a frame with options at the bottom.



Click the "Image" button. You have options for storing your image. Clicking "File" will store your image to the location you configured about without prompting and assign it a name based on date and time.



The "Save" button is the middle button in the bottom row (I don't recognize what this is supposed to represent - it looks like a house with flat roof).



Clicking this button starts a file save dialog and you can choose where to put the file and what to name it. When you've shared a capture for the first time you will see a congratulations message.



On subsequent captures there will be a more innocuous message notifying you that your capture has been shared (this automatically disappears).



Note that when you're using the "File" or "Save" options you're only sharing your capture with the file system. You may also want to go into the configuration settings and assign a hotkey to Jing (I like `Ctrl-1`) for cases where you don't want to lose the focus of the element you're trying to capture.