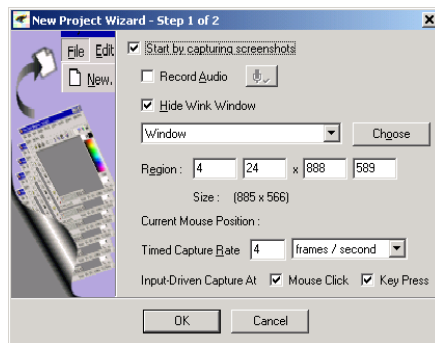


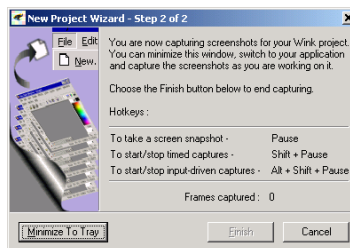
## Quick Instructions for Using Wink to Create Online Tutorials

(NB: This is how I [Emily] have been using Wink. You can do things quite differently if you like—see the manual for more options. Wink is available for download from <http://www.debugmode.com/wink/>.)

1. Think about what you want to demonstrate in the tutorial. Practice going through the steps once or twice. It might help to sketch out a storyboard. Keep it short!
2. Have your screen set up to begin the recording process. Make sure the window you'll be recording is open and set to where you want to begin.
3. Open up Wink (usu. Programs >> Debugmode >> Wink >> Wink).
4. Choose File >> New to create a new tutorial.



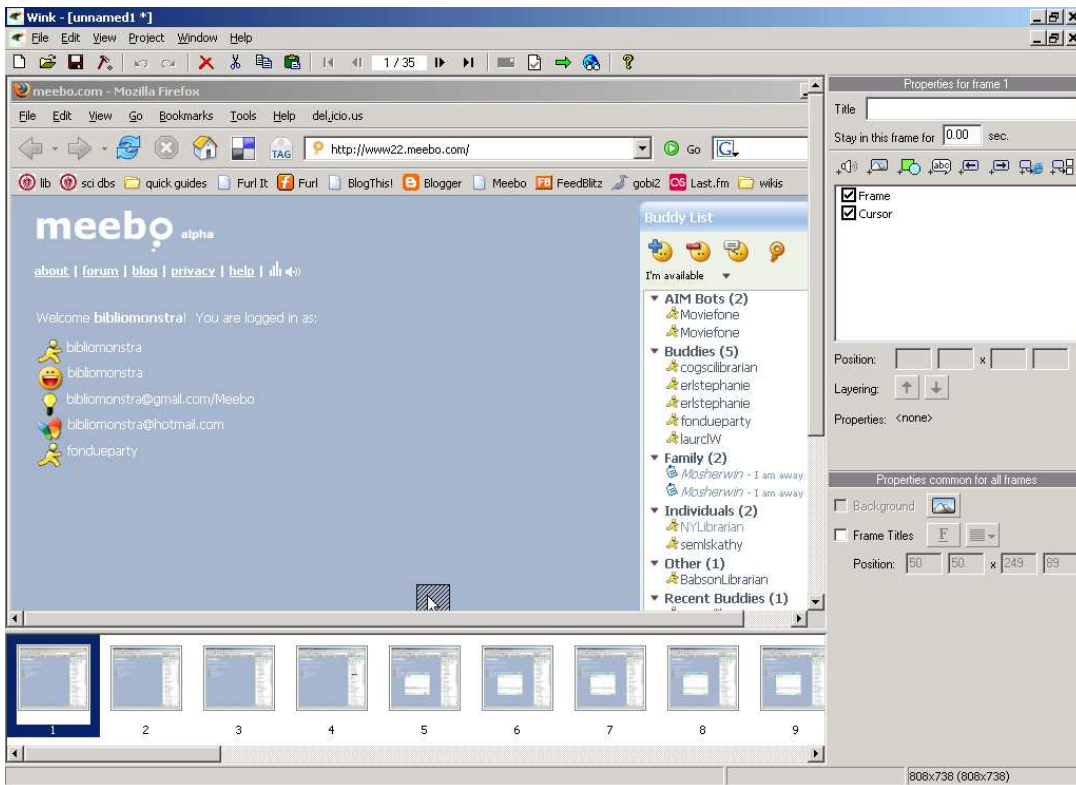
5. Set the options as follows:
  - Start by Capturing Screenshots: checked
  - Record Audio: unchecked
  - Hide Wink Window: checked
  - Choose “Window” from pulldown menu. You will see green outlines appear on your screen. These are enclosing the window that will be recorded for the tutorial. If the green lines are surrounding the wrong window, click the Choose button, then left click in the title bar of the window that you want to record.
  - Leave other options as they are (unless you want to change them—see manual).
6. Click OK. The following window will pop up:



7. Click the “Minimize To Tray” button. When you are ready to start recording, press the Alt, Shift, and Pause keys on your keyboard simultaneously. After this

point, every time you use your mouse or type a keystroke, Wink will record your screen.

8. When you are ready to stop recording, hit Alt-Shift-Pause again. Right-click the Wink icon in your system tray. A Wink window will pop up. Click the Finish button.
9. Wink will display your project. Along the bottom of the screen, you will see a storyline consisting of each frame that you captured as you were recording. You can edit these individual frames by adding text boxes, images, callouts, next/previous buttons, and even audio tracks. The main window shows the frame that is currently being edited. Options for editing are presented in the right side of the window. See the manual for detailed instructions on how to edit frames.



10. Save your file (it will have an .mm extension). When you are done editing it and are ready to produce, choose Project >> Render from the main menu. Wink will convert your file into a Flash (.swf) file and an associated .htm file. When it is done, you can view your file by choosing Project >> View Rendered Output.
11. Save the .swf and .htm files. These are the files you will need to be able to play the movie. You can upload them to a Web server or simply click on the .htm file to play the screencast on your computer.

This handout is short on detail—for much more information about using Wink, see the manual (Start >> Programs >> Debugmode >> Wink >> Wink User Guide [PDF]). If you have further questions, feel free to contact Emily Alling (5-6740; [calling@library.umass.edu](mailto:calling@library.umass.edu)).