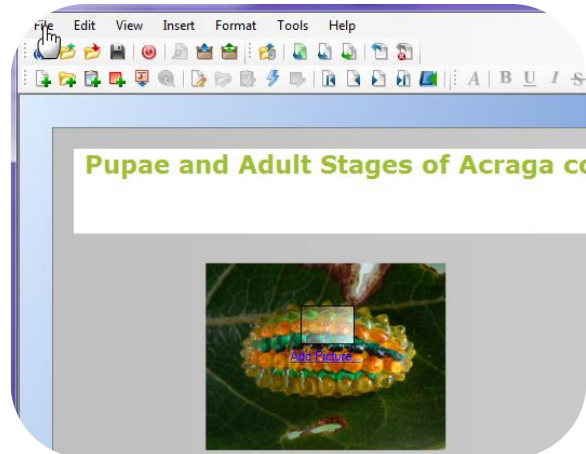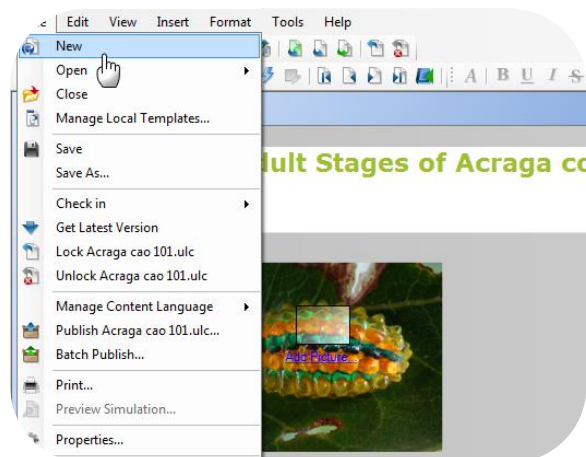# creating a recording / simulation

WARNING: if you are working on a course at the moment, please save and check your document in before doing this.
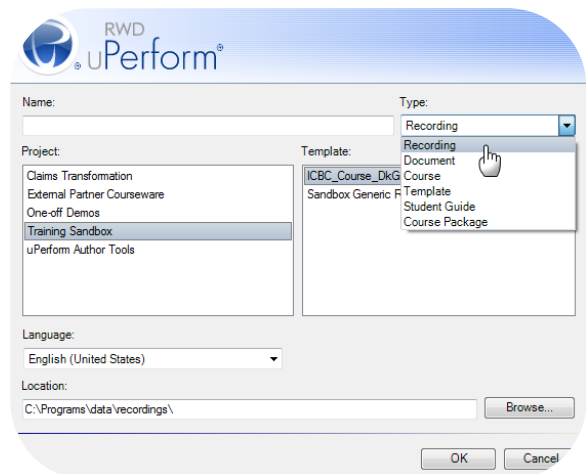
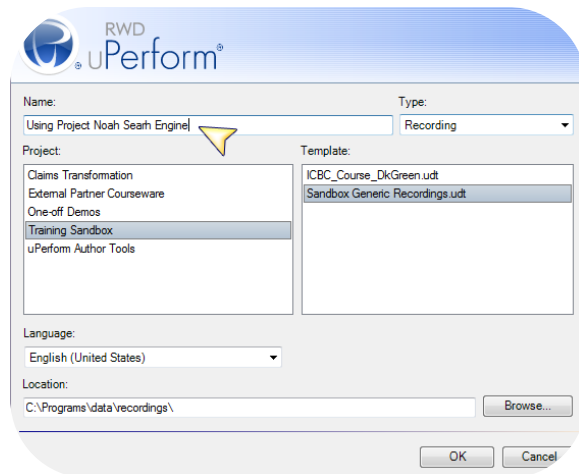1. Click on 'file' at the top menu bar.
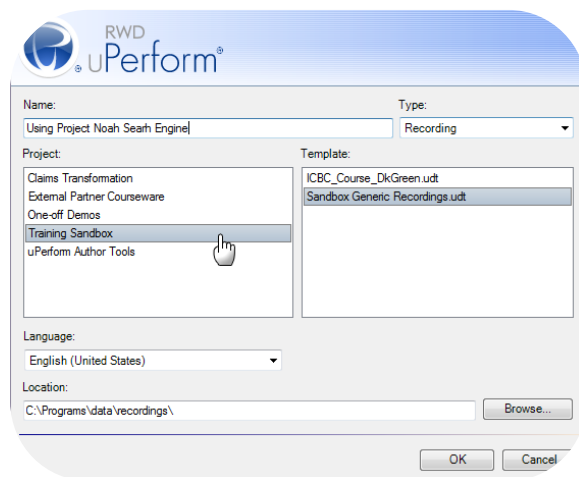

2. Select 'New'. A new window displays.

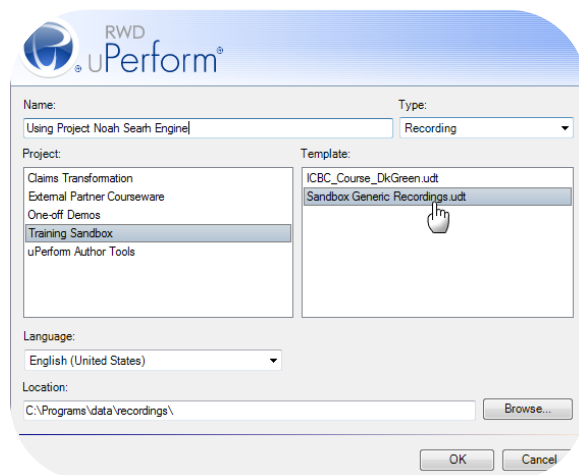3. Select 'Recording' from the 'Type' drop down menu.

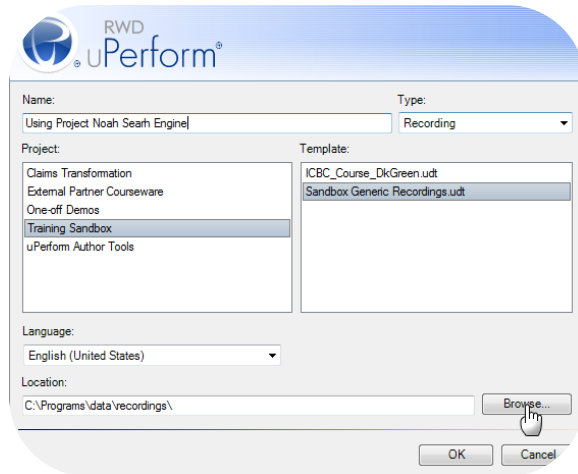4. Type the name of your recording in the 'Name' field.

5. Select the project you wish to store your recordings in.
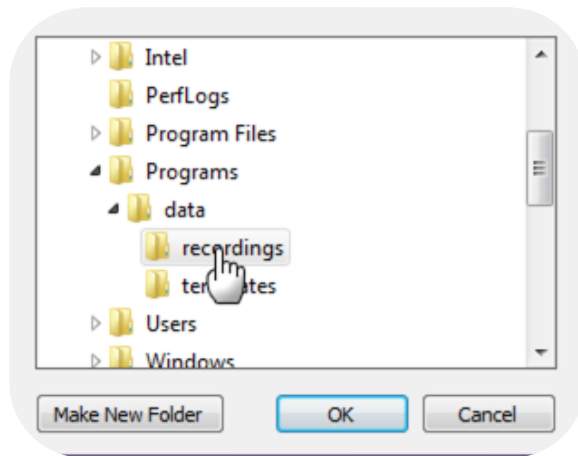
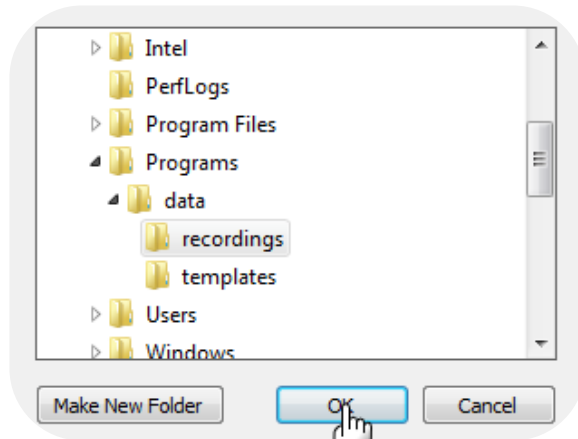6. Select 'Sandbox Generic Recording.udt' in the 'Template' field.
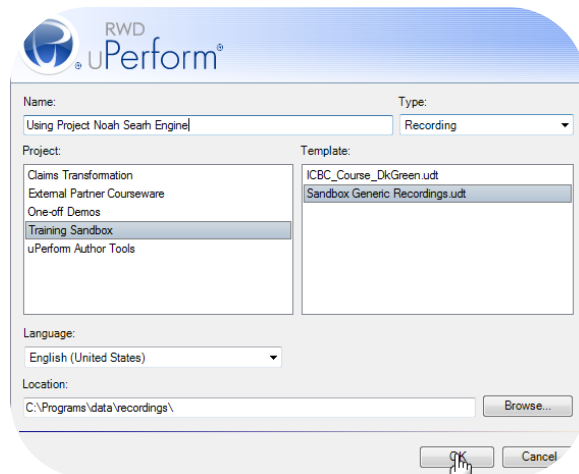
7. Click 'Browse'. A new window displays.

8. Select where you would like to store your recording locally.

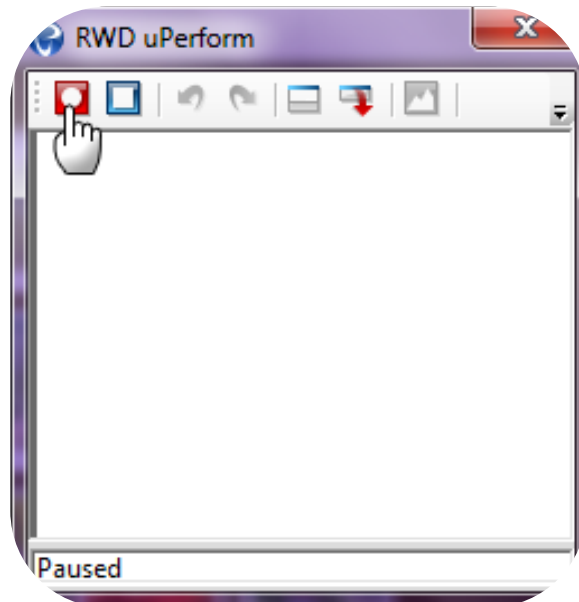9. Click 'OK' to set this folder as a default spot for saving recording.

10. Click 'OK' to create the recording. A new window displays.
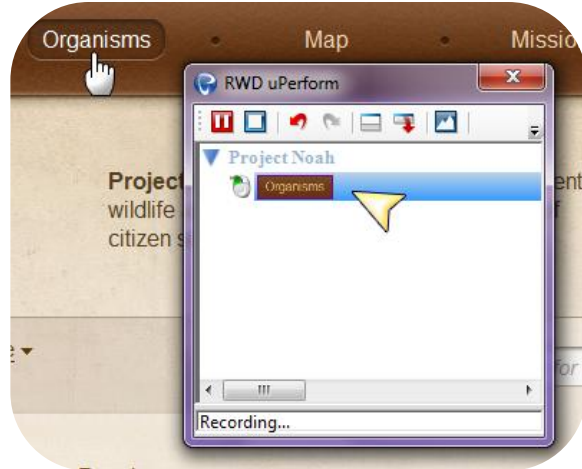
11. Go to the program you wish to record.

12. Click on the button to start recording.

13. uPerform records each mouse click you make by taking a picture of the program you are recording.
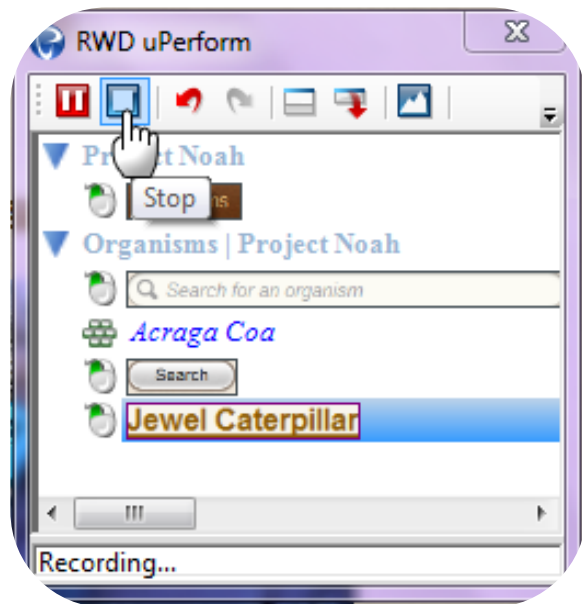
    You can see what you have recorded in the recording pop-up screen.
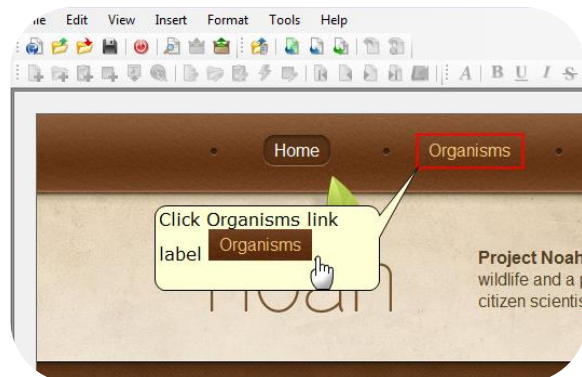
14. Click the ☐ button to stop recording. The editor window displays.
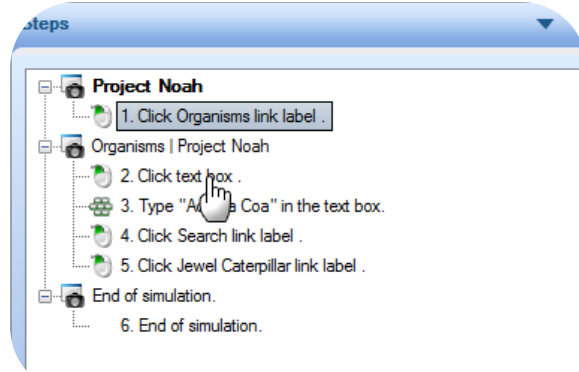
    *NOTE:

    You can pause your recording anytime by clicking the ⏸ button. This allows you to resume your recording when you are ready.
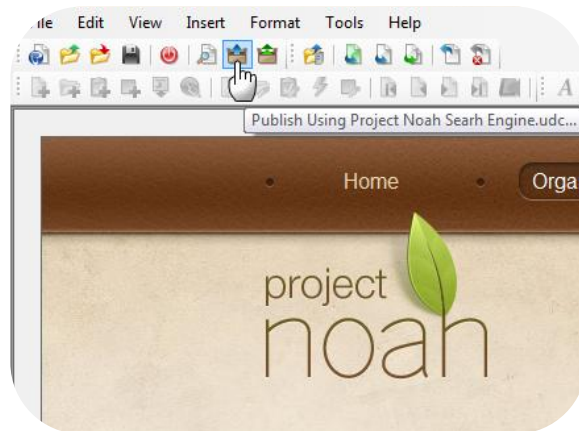
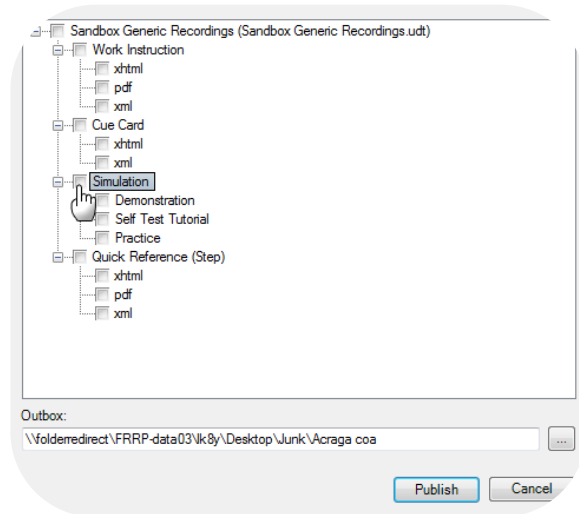15. Double click on the text bubble to edit the text.

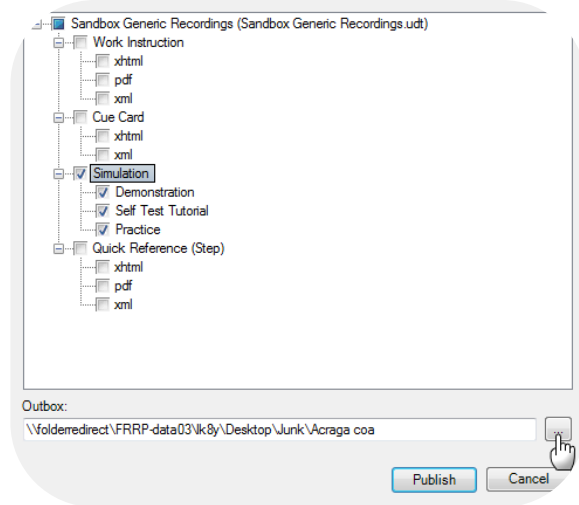16. Use the right navigation bar to go to the next picture for further editing.

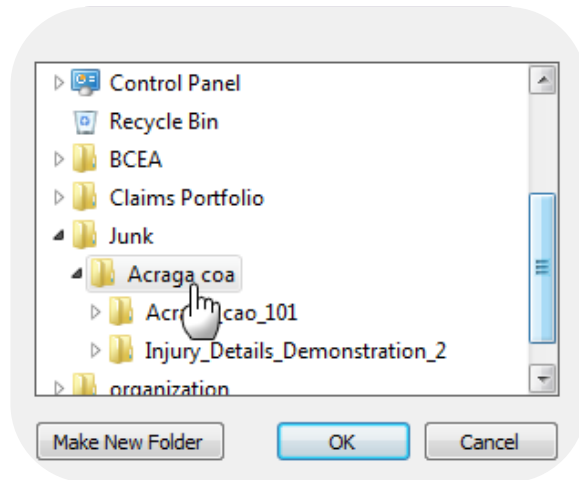17. Click on the publish icon ![publish icon] on the top menu bar. A new window displays.
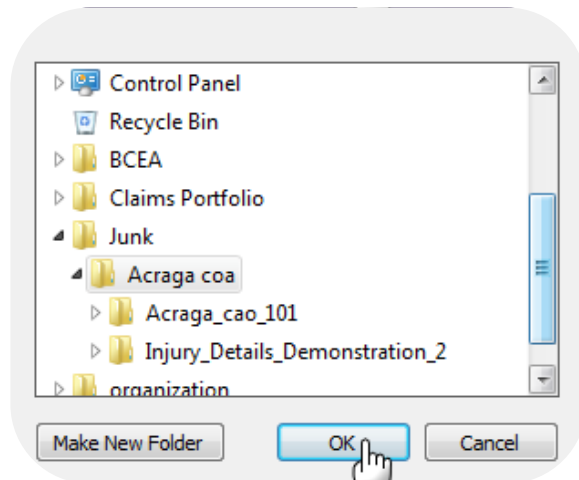
18. Click on the check box beside 'Simulation'.

19. Click on '…' to browse for an outbox location where you will find the published file.
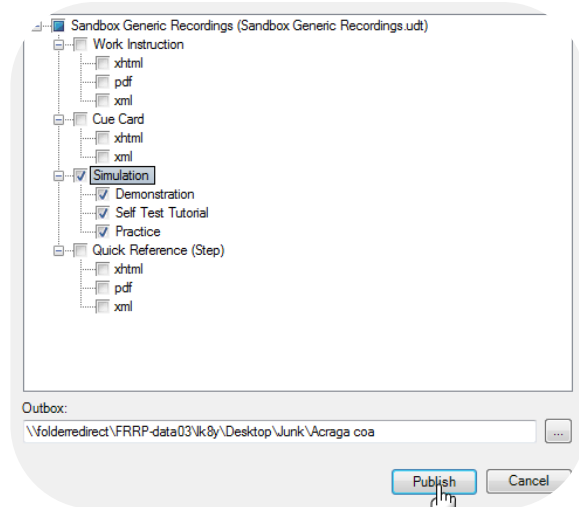

20. Select the folder you wish to save to.

21. Click 'OK'.

22. Click 'Publish'.

23. Once you have completed your recording, save and check-in your recording.