






## WINDOWS 10: RECORD QUICK VIDEOS

You're trying to explain a software function or concept to someone – and they're just not getting it?

Show them exactly what you mean – by sending them a mini-video.

If you are doing this on a laptop – you can use the laptop's built-in microphone. If you're doing it on a desktop computer – you'll have to have a microphone plugged in.

These instructions assume you're using a laptop.

1. Start up the program that you want to demonstrate to them (let's say, Excel).
2. When you are ready to start recording – press  + G (meaning: hold down the  key and, while holding it down, tap the letter G once). The G, by the way, is for GAMING – because this is an Xbox feature that is built-in to Windows 10.
3. When asked DO YOU WANT TO OPEN GAME BAR – check the YES, THIS IS A GAME option. The Xbox Recording toolbar will appear.
4. Click the red RECORD button – then click the RECORD MIC checkbox. Do not turn on the RECORD MIC option until after you have started recording (or it will just turn itself off).
5. Do and say what it is, in the program, that you want recorded.
6. When you are finished recording – press  + G to bring back the Xbox Recording Toolbar – and stop the recording by clicking the STOP RECORDING button.
7. To access/attach the video: go to your DOCUMENTS/VIDEOS/CAPTURES subfolder (you've got one – it's a default of Windows) and you will see a video file (\*.mp4) with the same name as the document you had open when recording the video.
8. To play back the video: just double-click the mp4 file.
9. To close the video (playback) window: right-click the FILMS & TV icon displayed down on the Task Bar.
10. To email the video: right-click the mp4 file and choose SEND TO then EMAIL.

