- 1. Download ShareX from https://getsharex.com/, install, and run. The installation or the initial setup will ask you to download "ffmpeg.exe". Allow it download.
- 2. To make sure that the recording is picking up the sound from your microphone (see screenshot):
 - a. Go to "Task settings" (highlighted),
 - b. Select "Screen recorder" from the left panel,
 - c. Click the "Screen recording options" button (highlighted),
 - d. In the Sources section, click the drop-down menu "Audio source" and select your microphone (highlighted). Your selection may differ slightly from that in the screenshot.
 - e. You may now close all options windows.

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 □ Capture ↑ Upload ○ Workflows ○ Tools □ After capture tasks 	Curre	r configured hotkeys: nt Screen Capture region een L Capture entire screen ShareX - Task settings X		
 After upload tasks ■ Destinations ★ Task settings ★ Application settings ■ Hotkey settings 	· Shift · Ctrl +	+ F General St Image Effects Thumbnail Capture Region capture Screen recorder	Screen recording options Screen recording FPS: GIF FPS: Show cursor in recording Start recording after: Fixed duration: Record using lossless encoding a Ask for confirmation when abortin	30 ÷ 15 ÷ 0.0 ≐ seconds
 Screenshots folder History Image history News Debug Donate About 	•	Upload File naming Clipboard upload Uploader filters Actions Watch folders Tools Advanced		ShareX - Screen recording options FFmpeg path C:\Users\
	9			Codecs Video codec: H.264 / x264 Audio codec: AAC x264 / x265 VP8 Xvid NVENC GIF AMF CRF: 28 Preset: Ultra fast AAC Opus Vorbis MP3 Bitrate: 128k
				Command line preview — Test with CMD - Copy - Use custom commands

3. To start recording:

- a. Go to your Desktop (minimize all open applications).
- b. Open ShareX.
- c. Click "Capture" in the top left (highlighted) and select "Screen recording" (see screenshot).



- d. ShareX will now ask you to specify the recording region of your screen. To record the full screen, navigate the target to one of the top corners of the screen until W: and H: read 1920 and 1080, or your maximum screen resolution.
 - i. Please note: full screen selection is only possible when all applications are minimized (see step 3 a.)



e. Once you have selected the screen region, ShareX will begin recording immediately. This will be signified by the red dot in your taskbar (bottom left corner, see screenshot). To stop recording, click the red dot once. Your video file will be saved automatically.

