Rapid

QUICK START GUIDE

Create high resolution screenshots and screen recordings

For Rapid Marketing, Projects and CS Team

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Screenshots

Screen recordings

Our Rapid video tutorials and support hub centre is paramount to the learning process and client engagement for all our Rapid apps. As a brand, it is vital that we produce high resolution screen recordings and screenshots so that our support videos and quick start guides are of high quality and easy to read and learn.

This quick start guide will outline the steps you need to take high resolution screenshots and screen recordings so our clients can easily understand how to work our apps and have the best experience when using our systems.

1.1. **Full width screenshots**

Whether you are taking a screenshot of the dashboard or of the home menu page, please ensure that you have 'maximised' the window by clicking this icon (□) in the top right hand side of the window and entered full screen on your desktop before taking the screenshot. Please make sure this icon (⧉) 'Restore Down' is present in the right hand side of the window to ensure that your current window is 'maximised'.

This will enable you to capture the full width of the web page. The designer will be able to crop the image (if necessary) rather than photoshop any information that is missing or has been cropped off.

Do's
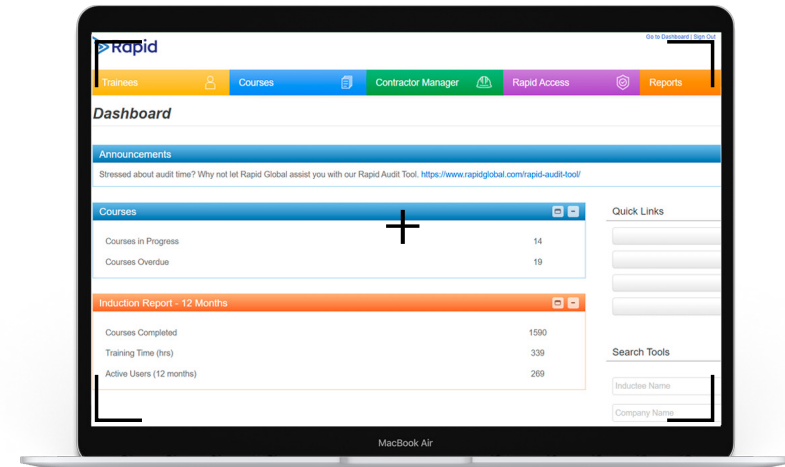
Don'ts
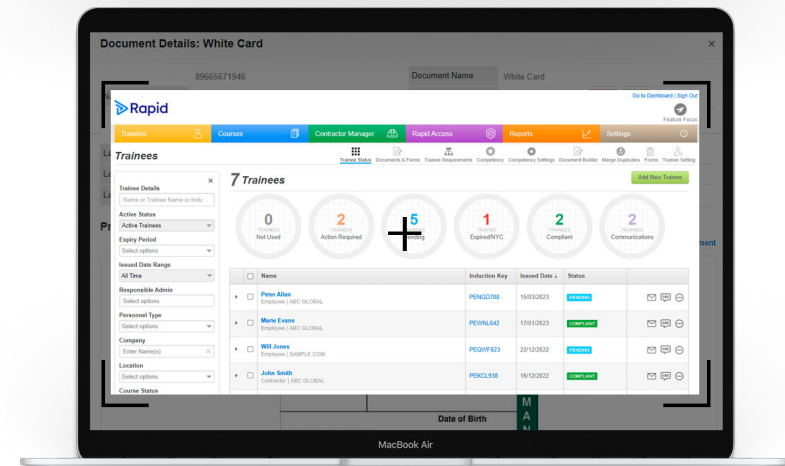
1.2. **Specific & detailed screenshots**

If you are taking a screenshot of data that is specific, for example a close up of the dashboard or a feature within the app, please ensure that you have zoomed into the dashboard or product feature before taking the screenshot. You can achieve this by using shortcuts and holding CTRL and pressing +/- on the keyboard. This will allow the screenshot to capture as many pixels in highest resolution.

Do's
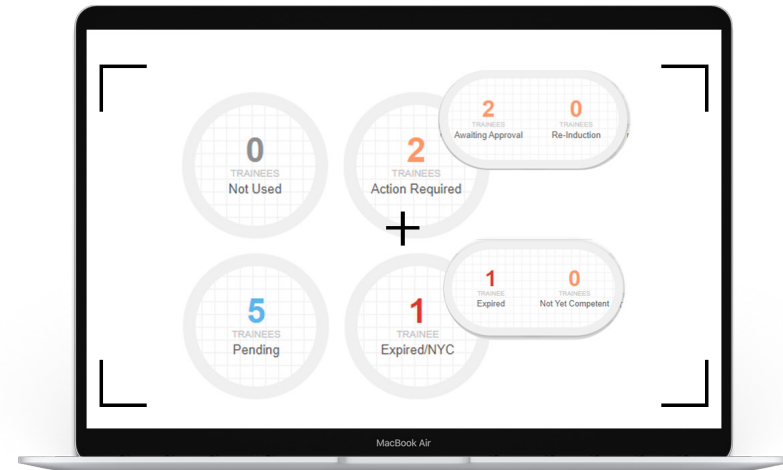
**Don'ts**
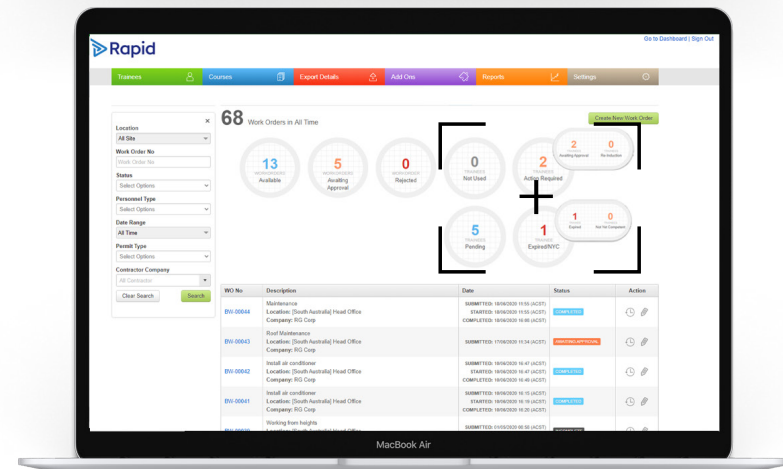
1.1. **Recording your screen**

If you are creating a screen recording for a tutorial video or a promo video, please ensure that you have entered full screen on your desktop before starting the screen recording. Please ensure that you have 'maximised' the window by clicking this icon (☐) in the top right hand side of the window and entered full screen on your desktop before taking the screenshot. Please make sure this icon (⬒) 'Restore Down' is present in the right hand side of the window to ensure that your current window is 'maximised'.

This will allow the screenshot to capture as many pixels in high resolution as possible and no information will be missing or cropped off.
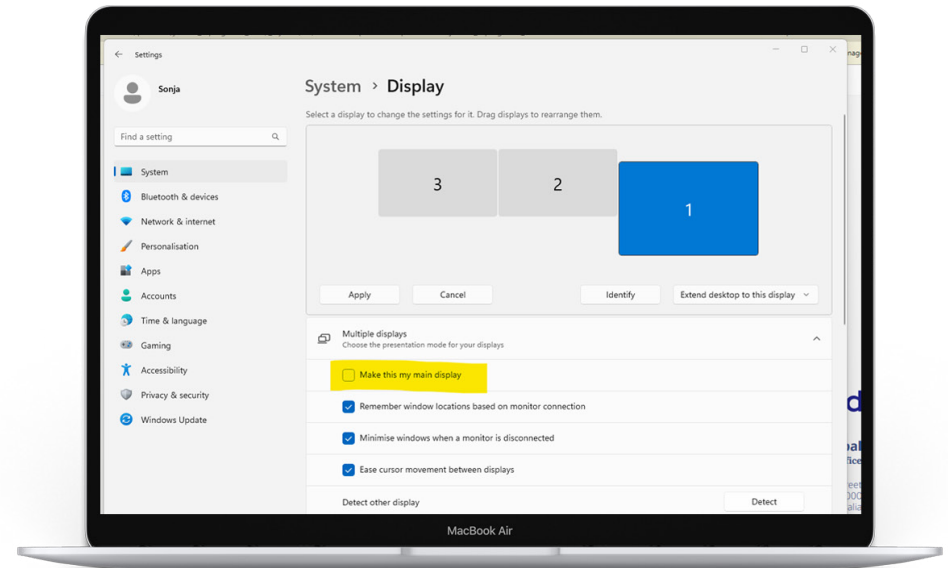
Do's

Don'ts

5
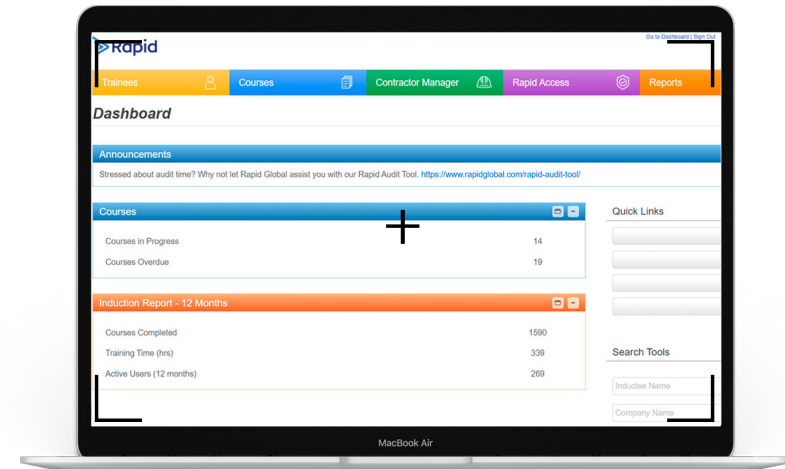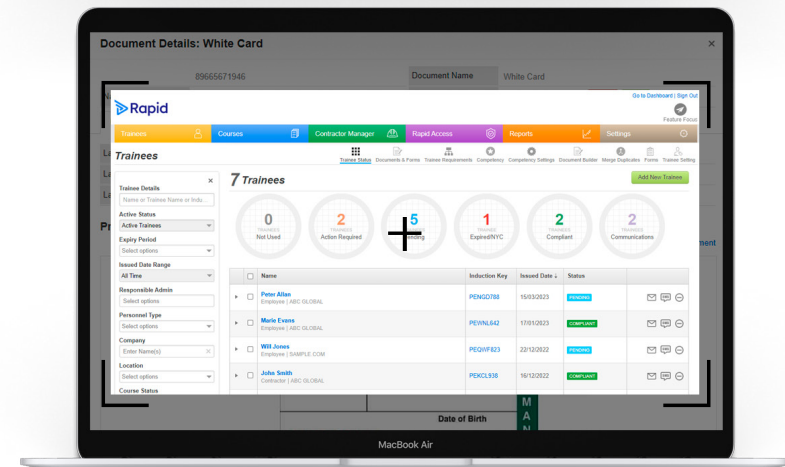
1.2. **Main display system**

If you are creating a screen recording, please ensure you have the correct display settings for the monitor you will be using to screen record. Right click on your desktop and go to the display settings. As highlighted in the image, please make sure the "Make this my main display" box is ticked.

This will enable the screen recording to capture the most amount of pixels as the main display monitor is a bigger screen and will be able to render things at a higher quality. Additionally, selecting the main display option ensures that the cursor is also visible in your recordings.

Learn more

Rapid's marketing team are here to support you.

Marketing Centre

Dive into a library of brand and product marketing materials, content and assets.

Submit a marketing request

Request support from the marketing team by raising a Marketing Request (MR) project in Jira.

Contact us

For any other marketing related support or queries, please contact us via email marketing@rapidglobal.com.

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