Record a task once and teach it to Claude

Here's how to set up what I showed in my video. You do a job once on your Mac while you explain it out loud. Claude watches the recording and proposes a skill for it. You read it, save it, and Claude can use it from then on. You won't write any code.

What you need

- **A Mac and the Claude app for Mac.** Recording a skill isn't available on Windows.
- **A Pro, Max, Ultra or Team plan.** It isn't available on the Free or Enterprise plans.
- **Cowork.** This is a part of the Claude app, next to the regular chat. Recording is available in Cowork only, not in chat.
- **One job to record,** one you do the same way each time. Step 1 helps you pick it.

A skill is a saved set of instructions Claude follows when a job calls for it.

What it does

Claude's help center describes it like this: you send Claude a video of your screen, clicks, typing and voice, and Claude proposes a skill for you to review before you save it. Nothing is saved until you click Save.

The tip on that page is the one to follow: talk through what you're doing while you record. Narration gives Claude context it can't get from your screen alone, like why you skip a step or how you choose between two options.

Step 1: pick the job

Pick a job you do over and over, the same way, and one that's quick to show. A recording can run for about 10 minutes, so choose something that fits. Good first ones are the job you dread most, like putting an invoice together or building a quote.

Choose one that is safe to have on screen. Everything on your screen is captured for the whole recording, along with anything you say. So:

- Don’t type passwords or secrets.
- Don’t show sensitive information or private conversations.
- Close any files, apps or conversations you don’t want captured before you start.

If you’re not sure what to say out loud, paste this into Claude first:

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I'm about to record myself doing [the job] so Claude can turn it into a skill. Write what I should say out loud while I do it, like I'm showing someone on their first day: what I'm doing, why I do each step, and how I choose between two options. Keep it to what I'd really say.
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Step 2: get your Mac ready

1 Update to the latest version of Claude for Mac.

2. The first time you record, macOS will ask for two permissions: **Accessibility**, for mouse and keyboard tracking, and **Screen recording**, so Claude can see your screen. Allow both.
3. macOS may ask you to restart Claude after you grant them. If it does, restart it and begin again.
4. If you want to narrate, leave the microphone on. You'll see a microphone control when you start recording. It lets you mute it or choose a different input.

Step 3: record it

1. Open **Cowork** in Claude for Mac.
2. Click the **+** button in the message box, then choose **Record a skill**. (The other way in: **Customize > Skills**, click **Add**, then choose **Record your screen**.)
3. Click **Start recording**.
4. Do the job the way you normally would, and explain it out loud as you go. A capture bar shows that recording is in progress and counts the steps it has captured.

5 Click **Done** when you finish. Click **Discard** if you want to throw the recording away without creating anything.

If you reach the time limit, a countdown appears in the capture bar when you have about a minute left. When it hits zero, recording stops and everything captured so far goes to Claude, the same as if you had clicked Done.

Step 4: read what Claude proposes

After you click Done, Claude starts a Cowork task, reviews the recording and proposes a skill. You'll see one of two things:

- **A new skill,** marked **NEW** on the proposal card. Click **Save** to keep it, or **Dismiss** to discard it.
- **An update to a skill you already have.** If your recording overlaps one, Claude proposes changes to that skill instead. The card shows which skill it's based on. Click **Update** to apply the changes, or **Dismiss**.

Before you decide, expand **Content** on the card and read the skill. Check that it says what you do, in the

order you do it, and that it kept the reasons you gave. If something is wrong, dismiss it and record again, saying that part more clearly.

Step 5: use it

A skill you save from a recording appears in **Customize > Skills** and works like any other skill. Check that its switch is on, because Claude can't use a skill that is switched off.

Claude uses your enabled skills on its own when they're relevant to what you ask. Claude's help center says you don't need to invoke them separately. It decides from the skill's description, so ask for the job in plain words, the way you described it while recording.

Try it on a real case once, and look at the result against what you'd have done by hand. If Claude doesn't use the skill when you expect it to, or does the job a little differently, open the skill in **Customize > Skills** and edit it, or record the job again. A recorded skill can be edited, shared and deleted on the same terms as any other skill.

What gets kept

The video and audio from your recording aren't retained. What's saved afterward is a set of screenshots from the session. You can see them by expanding the **Recorded demonstration** step in the task. They live in the Cowork task, so deleting the task removes them.

Which jobs to record first

Start with the one you dread most. Two ideas from my video:

- **Invoices:** do one the way you always do, saying where the details come from and why you check what you check.
- **Quotes:** put one together while you explain how you choose the price, what you include, and what you leave out.

Both are repeat jobs with a clear way of doing them, which is what a recording captures well. Record the version you'd be happy to see every time.

Written on 21 November 2026 from Claude's help center pages "How to create custom skills" and "Use skills in Claude". I haven't run these steps myself while writing this guide. Claude changes fast: if a menu has moved, look for the same words in the app.