

# Kaltura CaptureSpace Lite User Guide

Version: 1.0

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# System Requirements & Supported MS Office Versions

## System Requirements

The following are the minimum system requirements required to set up the Kaltura CaptureSpace Desktop Recorder:

- Windows 7, 8, 8.1, 10 32/64 bit with .NET Framework 4.0+ and Visual Studio runtime tools

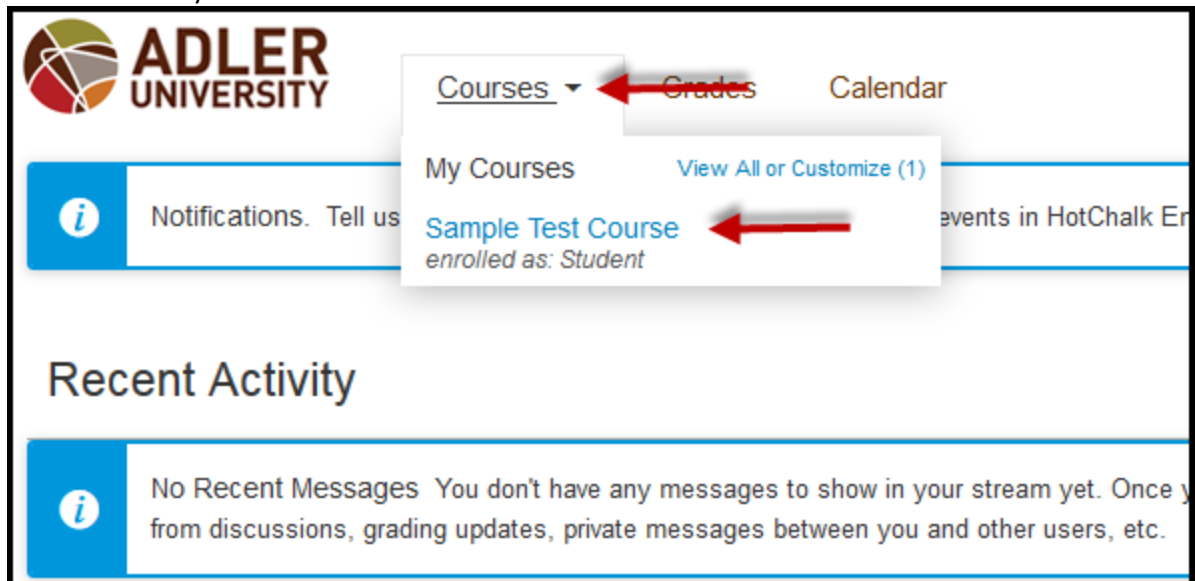
## Supported Microsoft Office Versions

The Kaltura CaptureSpace Desktop Recorder supports the following Microsoft Office versions:

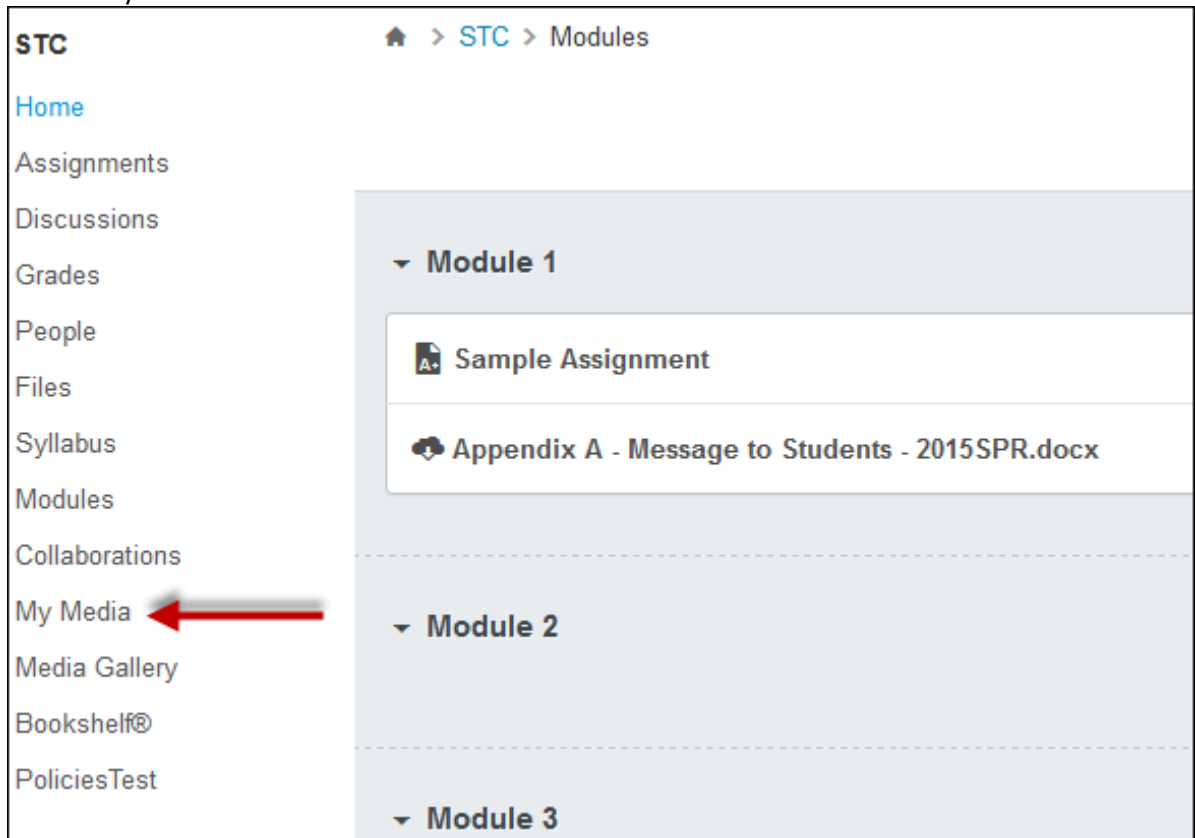
- Microsoft PowerPoint 2007 32 bit
- Microsoft PowerPoint 2010 32/64 bit
- Microsoft PowerPoint 2013 32/64 bit
- Microsoft PowerPoint for Mac 2011
- Microsoft PowerPoint for Mac 2016 Screen Recording

## First time using CaptureSpace Lite

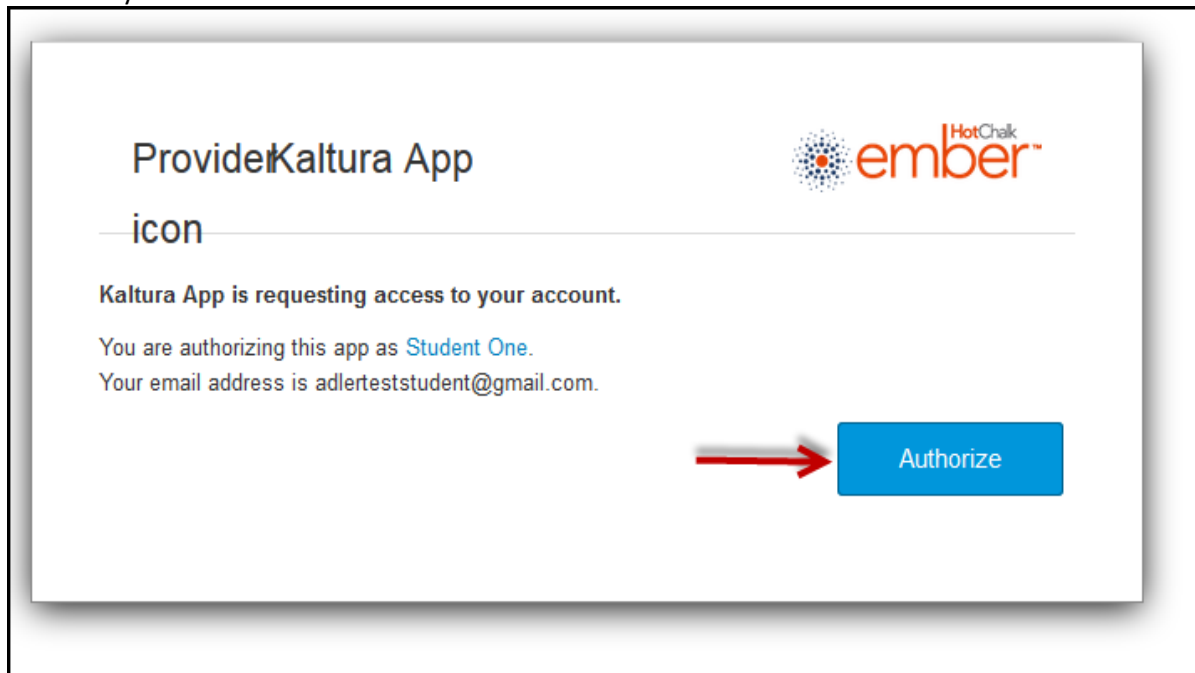
1. Login to Ember
2. Select a course you wish to record a video for



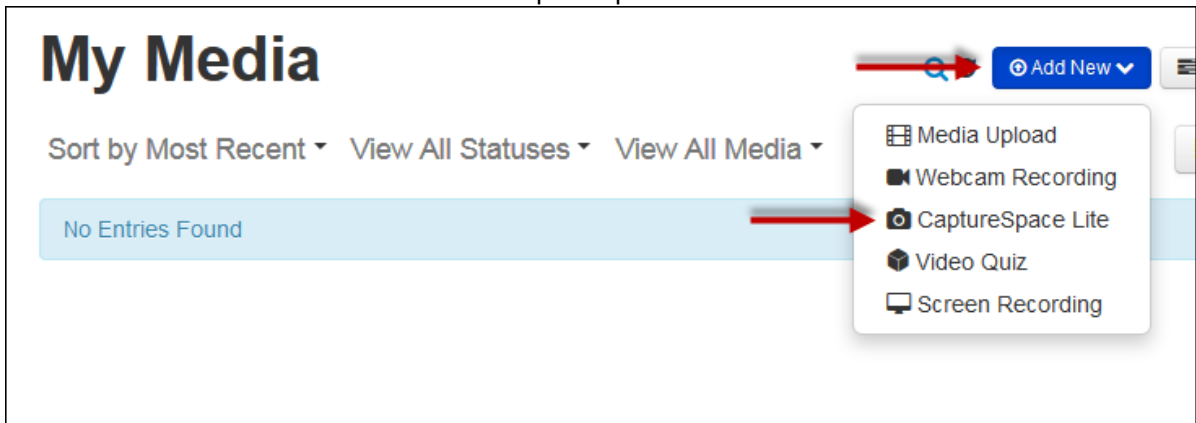
3. Select “My Media”



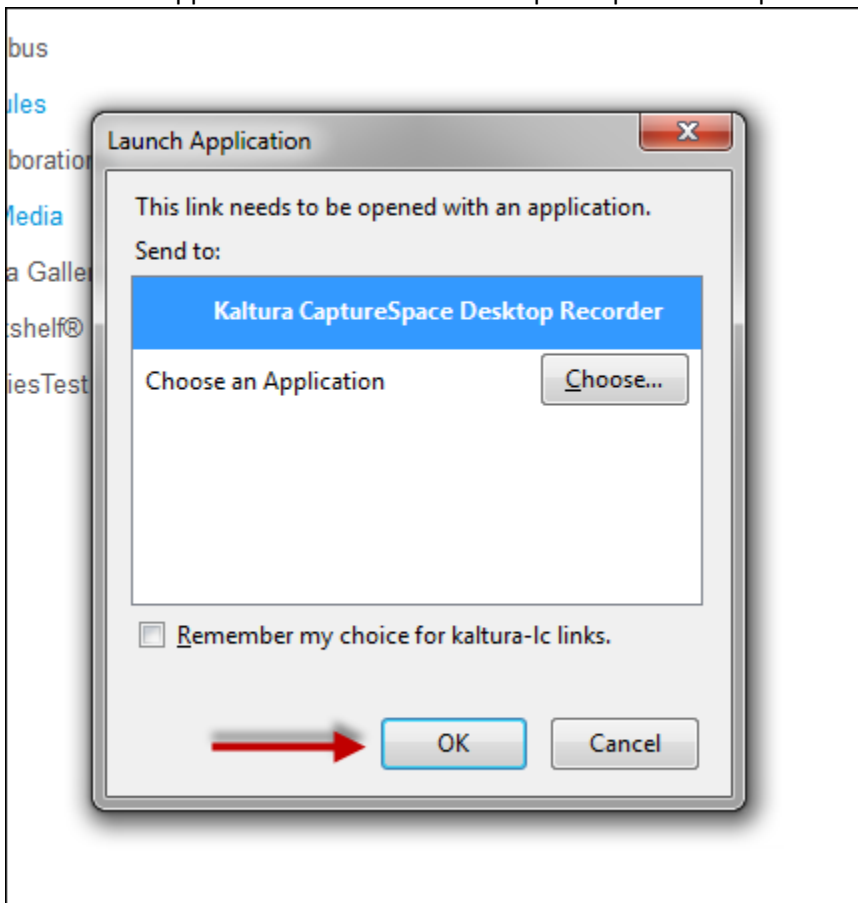
4. If you have not used the My Media feature before, you will need to authorize the Kaltura App access to your account. Click on the Authorize button



- Click on the “Add New” button and select CaptureSpace Lite



- When using the application for the first time you may be prompted by the browser to approve the application. Each browser may prompt you with a unique message.
- Click Launch Application to download the CaptureSpace Desktop Recorder.



- After the Kaltura CaptureSpace Desktop Recorder downloads, click Install.

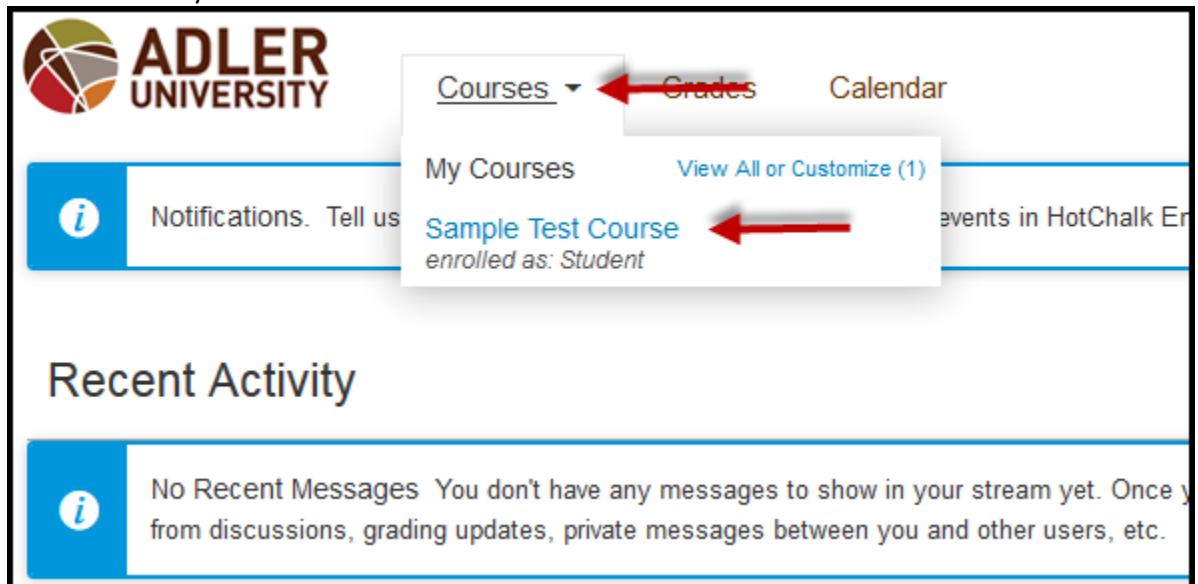
9. A message will appear “Please Launch the Kaltura CaptureSpace Desktop Recorder from the ‘Add New’ menu on your website.” Click OK and return to Ember.
10. Click on the “Add New” button and select CaptureSpace Lite



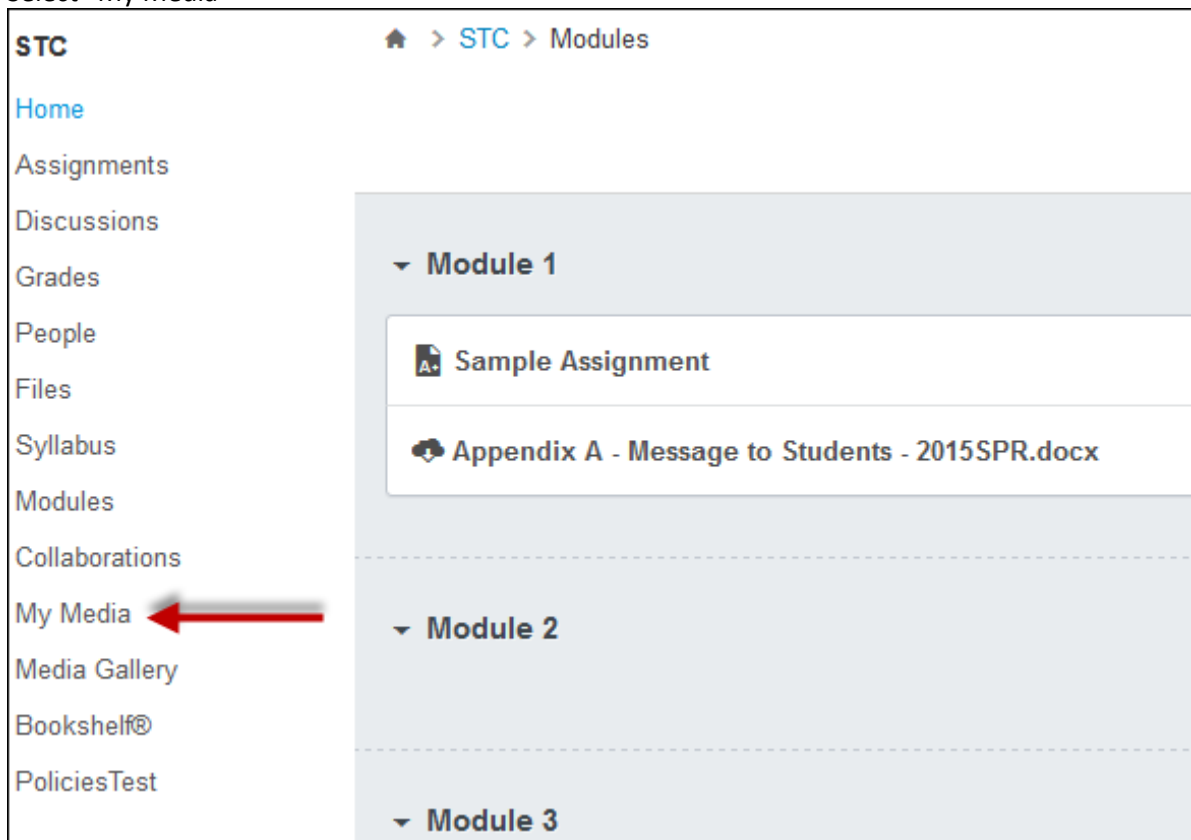
PLEASE NOTE: The initial launch of the Kaltura CaptureSpace Desktop Recorder client **MUST** be done via the website.

## Launching CaptureSpace Lite from Ember

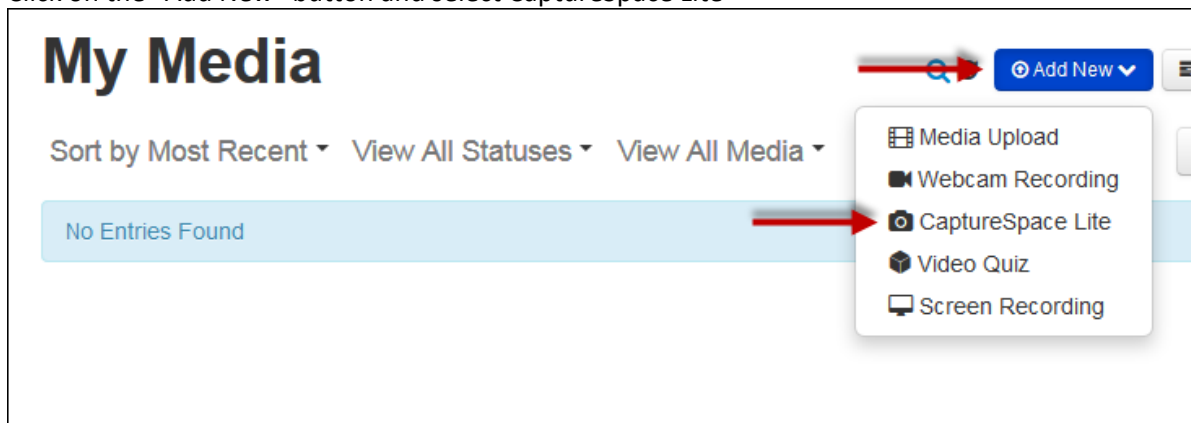
1. Login to Ember
2. Select a course you wish to record a video for



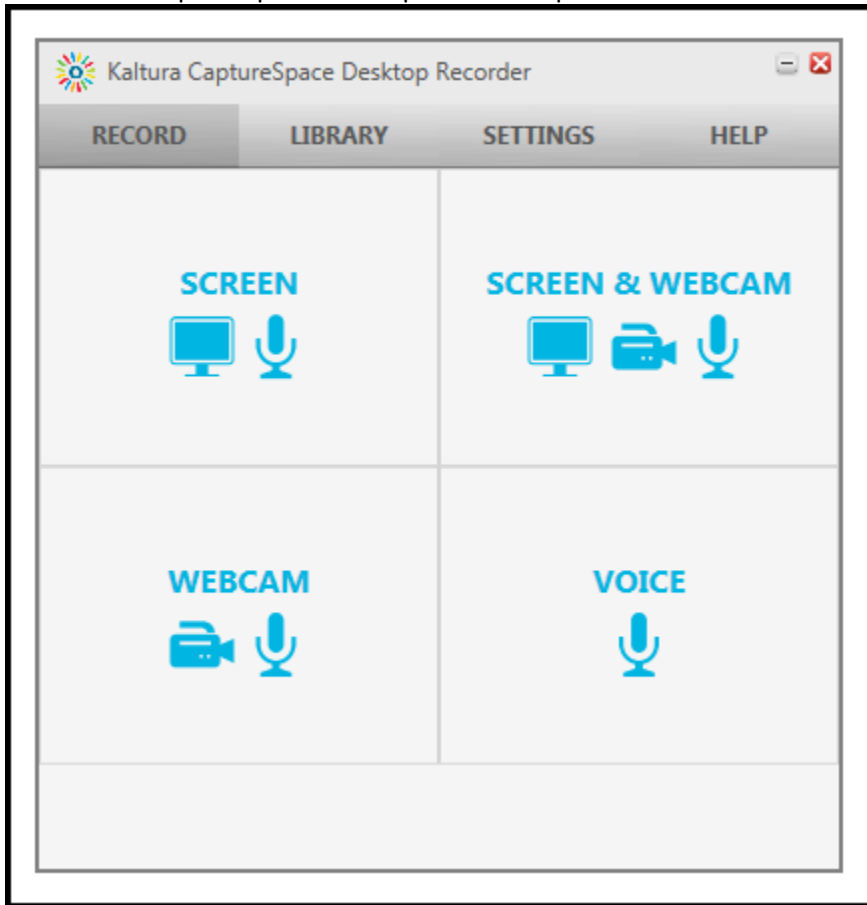
3. Select “My Media”



4. Click on the “Add New” button and select CaptureSpace Lite



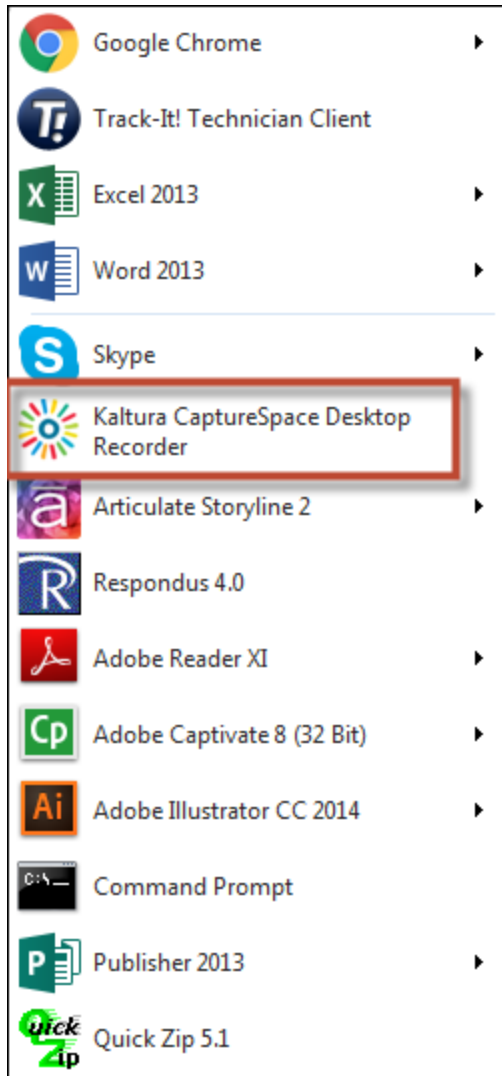
5. The Kaltura CaptureSpace Desktop Recorder opens.





# Launching CaptureSpace Lite from Your Desktop

1. From your desktop or Start Menu, click on the Kaltura CaptureSpace Lite Desktop Recorder icon.

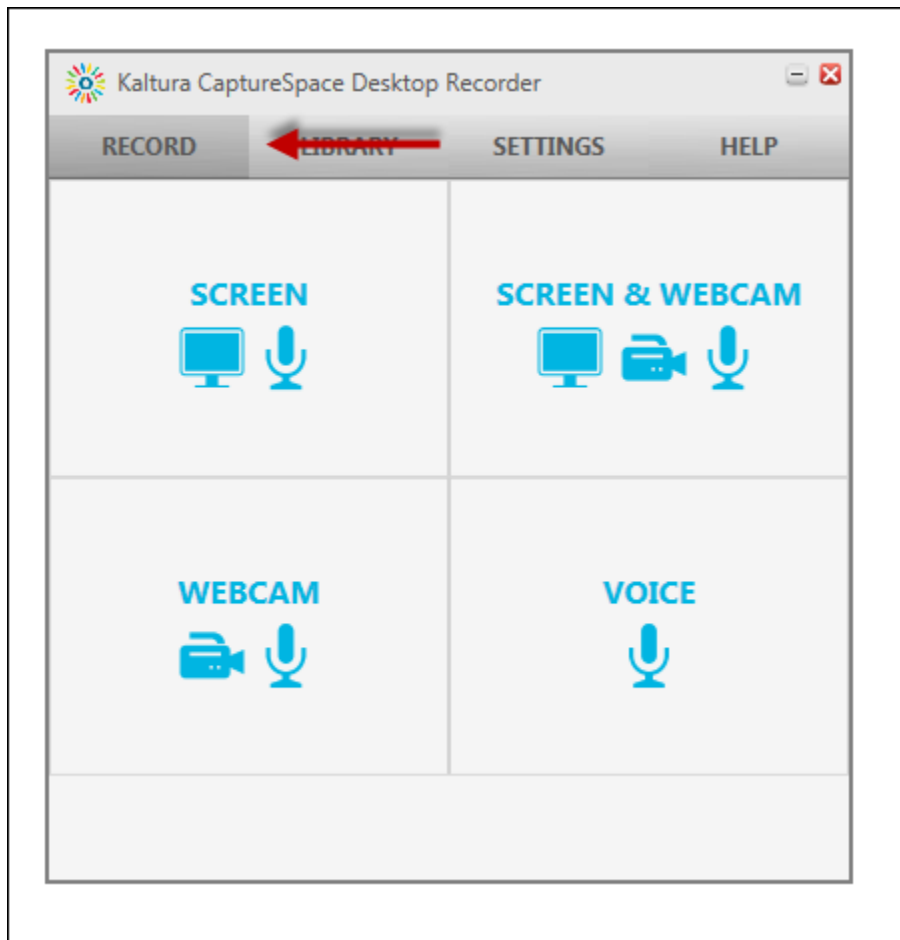


# CaptureSpace Recorder

## Record Tab

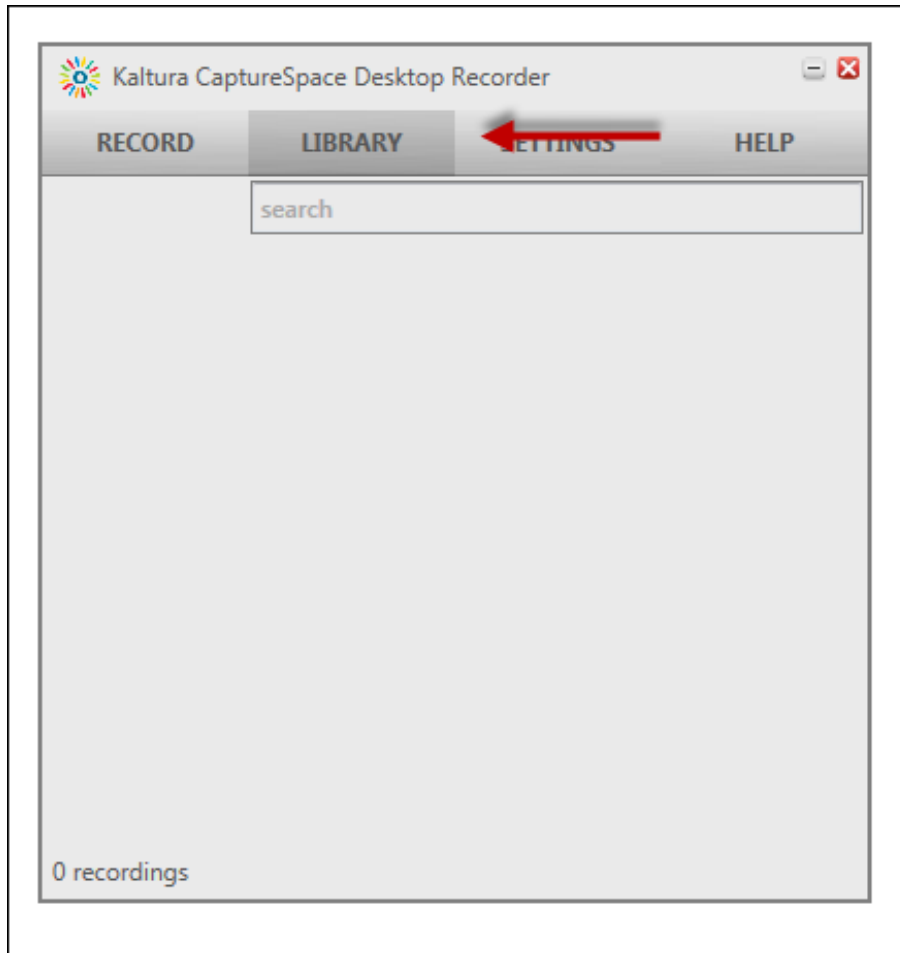
The Record tab enables you to select from the different recording options available in CaptureSpace Lite Desktop Recorder:

- Capture presentations and lectures, using all available features such as screen, presentation, camera, and voice.
- Record the screen and voice.
- Record the screen and video.
- Record only video.



## Library Tab

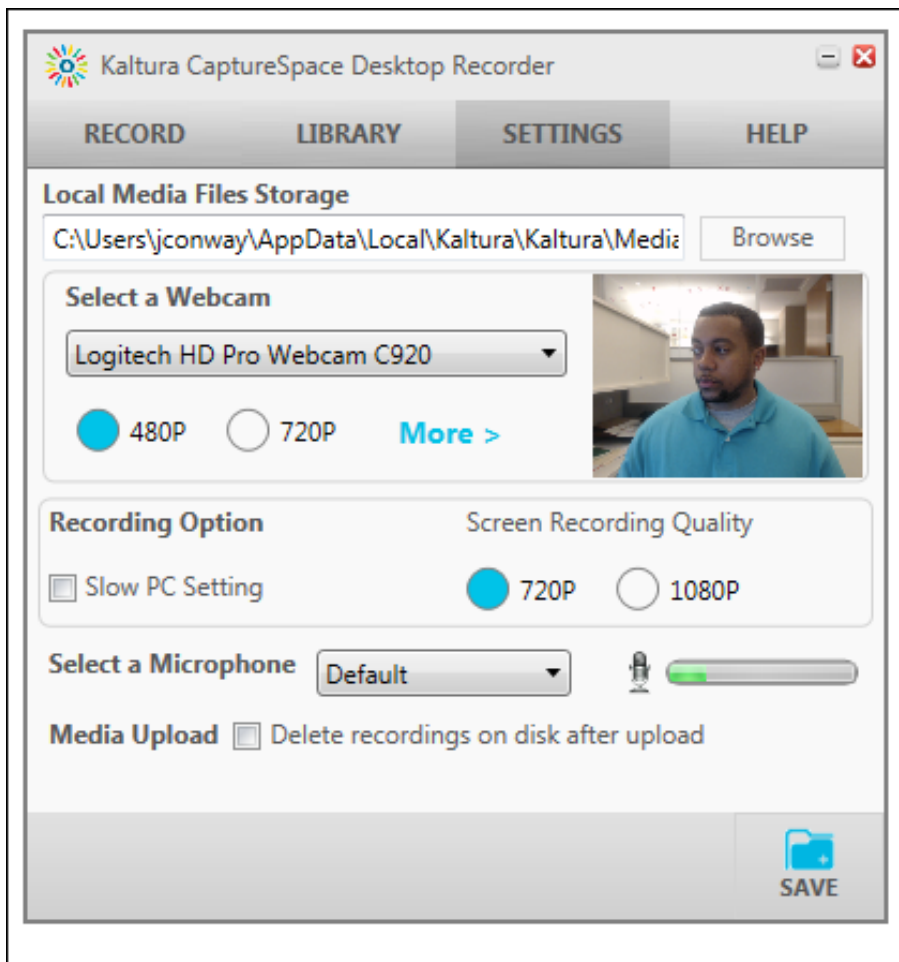
The Library tab enables you to browse through previous recordings. You can use the search box to quickly find recordings.



## Settings Tab

The Settings tab is a centralized screen that enables you to manage the CaptureSpace Desktop Recorder. Here you can:

- Determine the location where your video files are stored before they are uploaded to Kaltura.
- Select any webcam from the drop down list and see the preview.
- Select the recording quality: 480p or 720p for webcam, 720p or 1080p for screen recording.
- Select any microphone from the drop down list and gauge the voice level using the microphone meter.

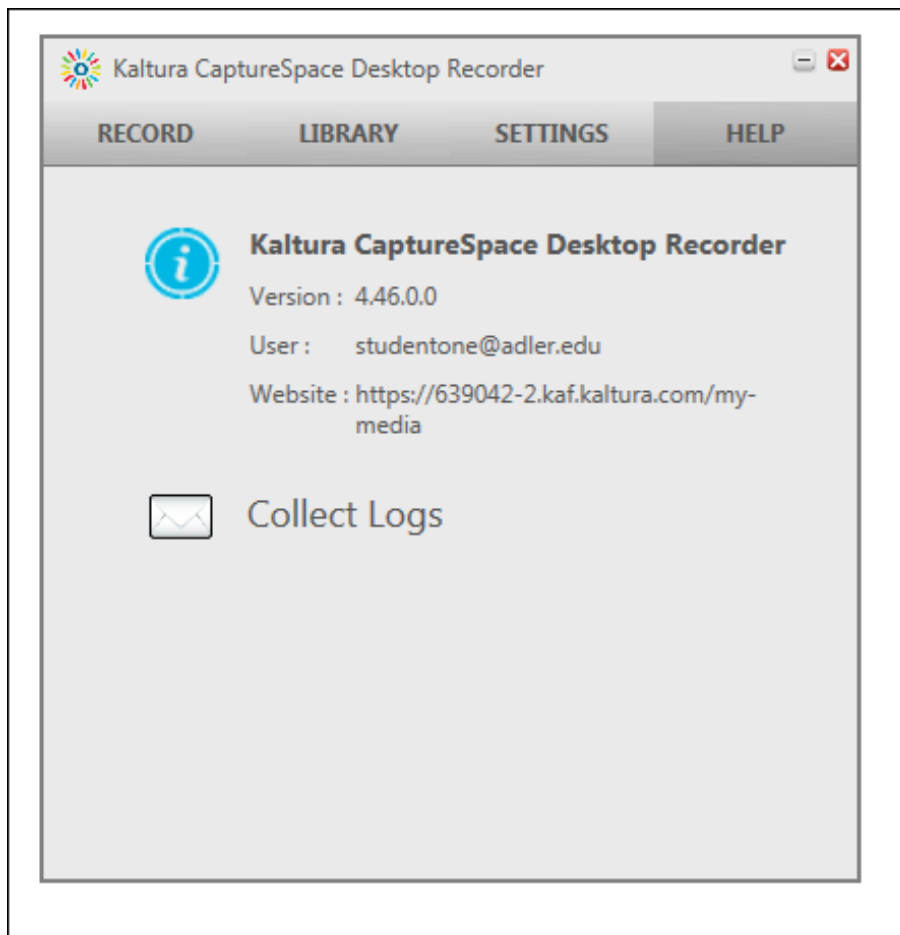


## Help tab

The Help tab provides you with the following information:

- Information about the logged in user.
- Recorder version number.
- Website where the user will be able to find their recordings<sup>3</sup>. Click “Delete” to confirm the deletion.

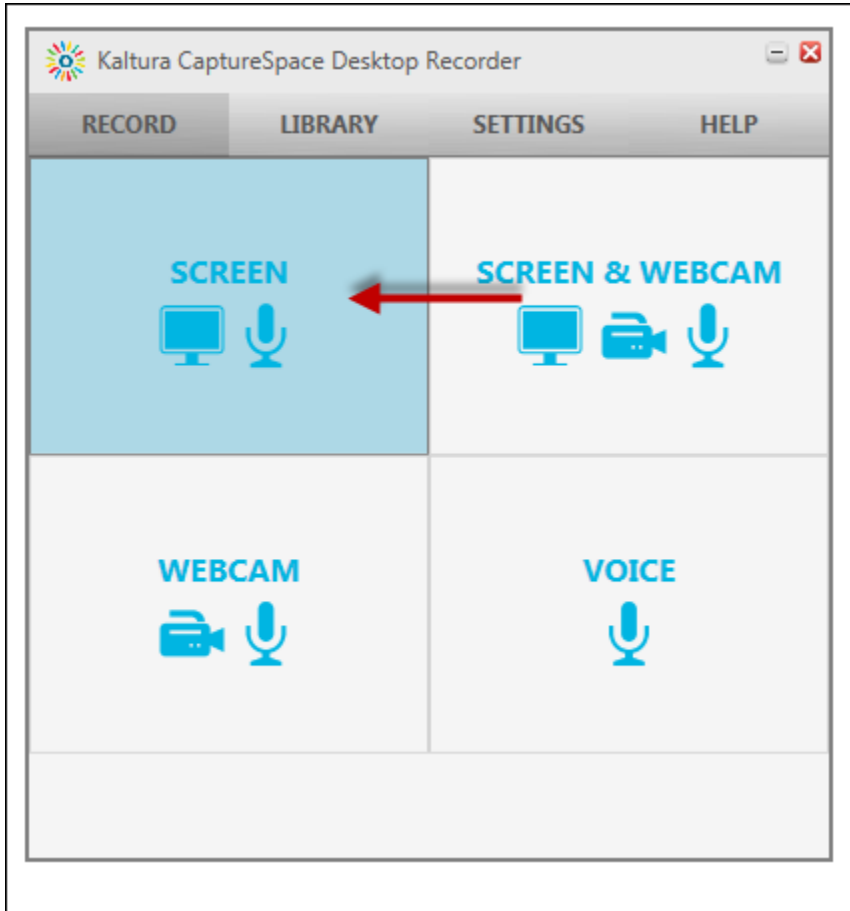
The Help tab also provides an option to collect logs to aid in troubleshooting any technical issues.



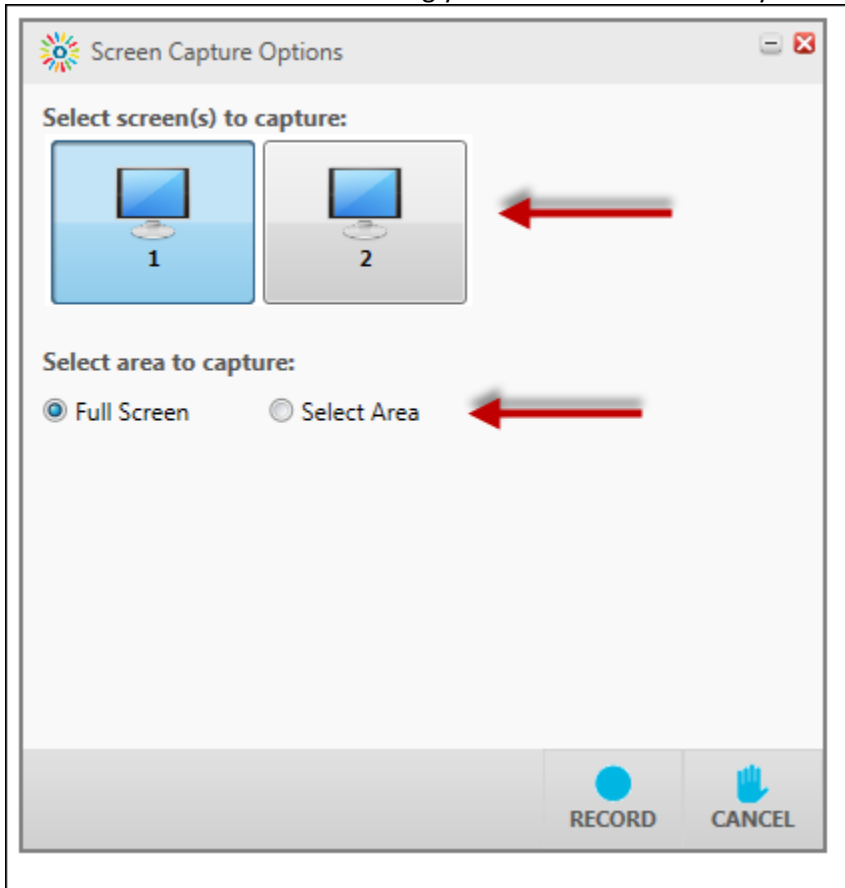
# CaptureSpace Recording Options

## Record Screen and Voice

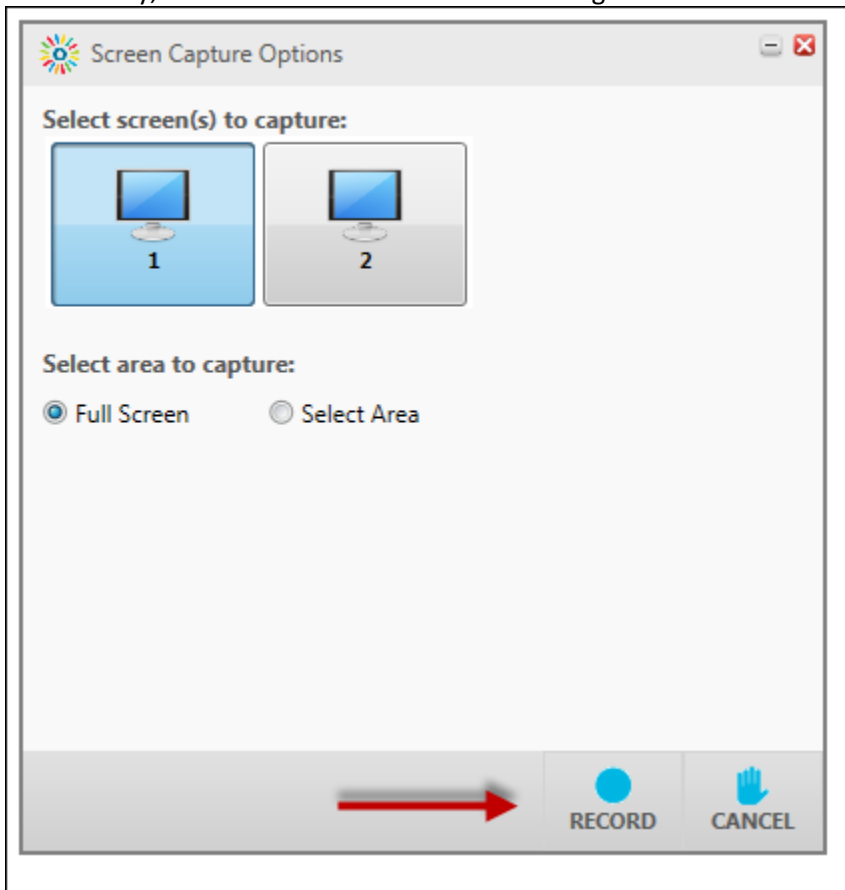
1. Click on Screen in the Record tab.



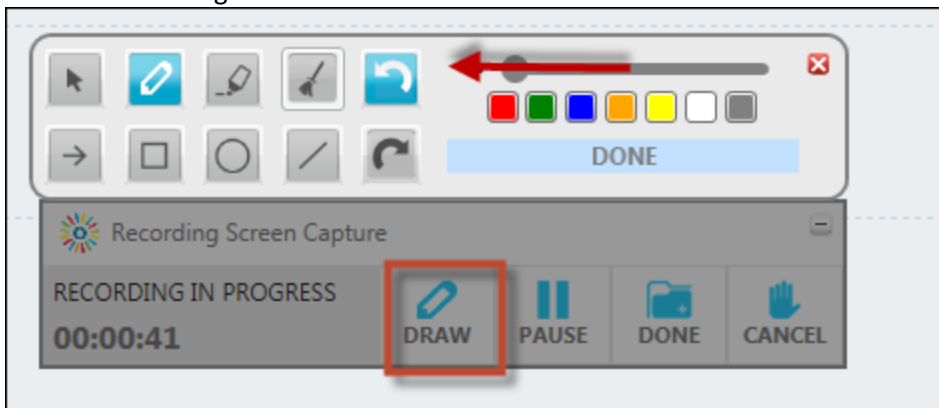
2. Select whether to record the entire screen or only a selected area. If you'd like to record the entire screen select Full screen. If you'd like to record a specific area of the screen, click on Select Area. To select an area – drag your mouse over the area you want to capture and release.



3. When ready, click on Record to start the recording.

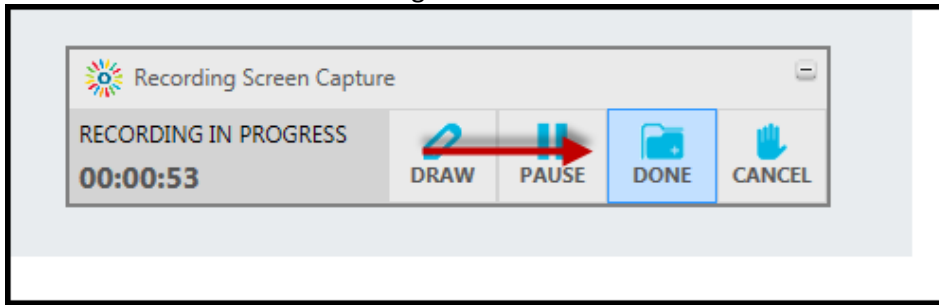


4. Drawing tools are available when recording the screen. The drawing tools can be used to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on Draw to use the drawing tools.



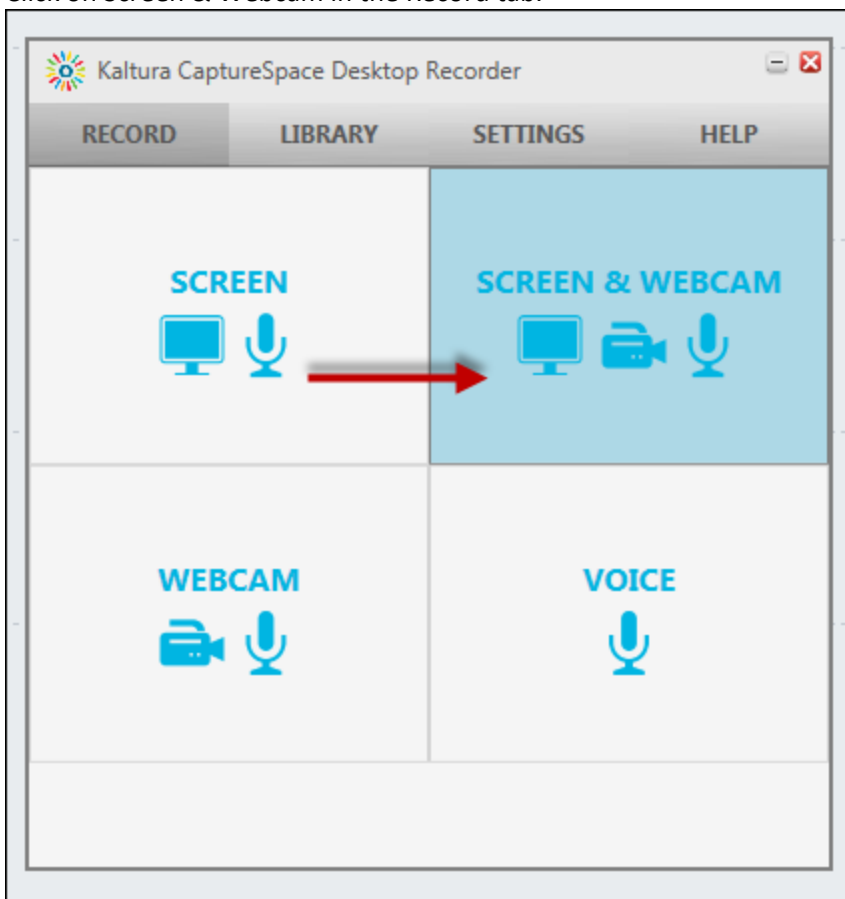


5. Click Done when finished recording.

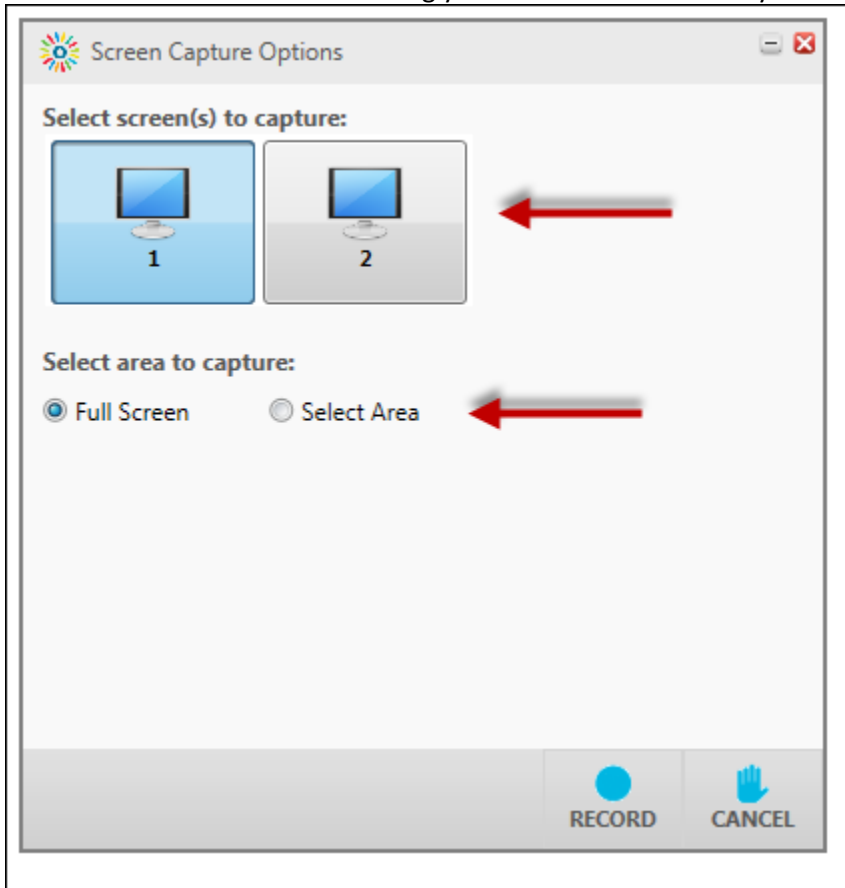


## Record Screen and Video

1. Click on Screen & Webcam in the Record tab.

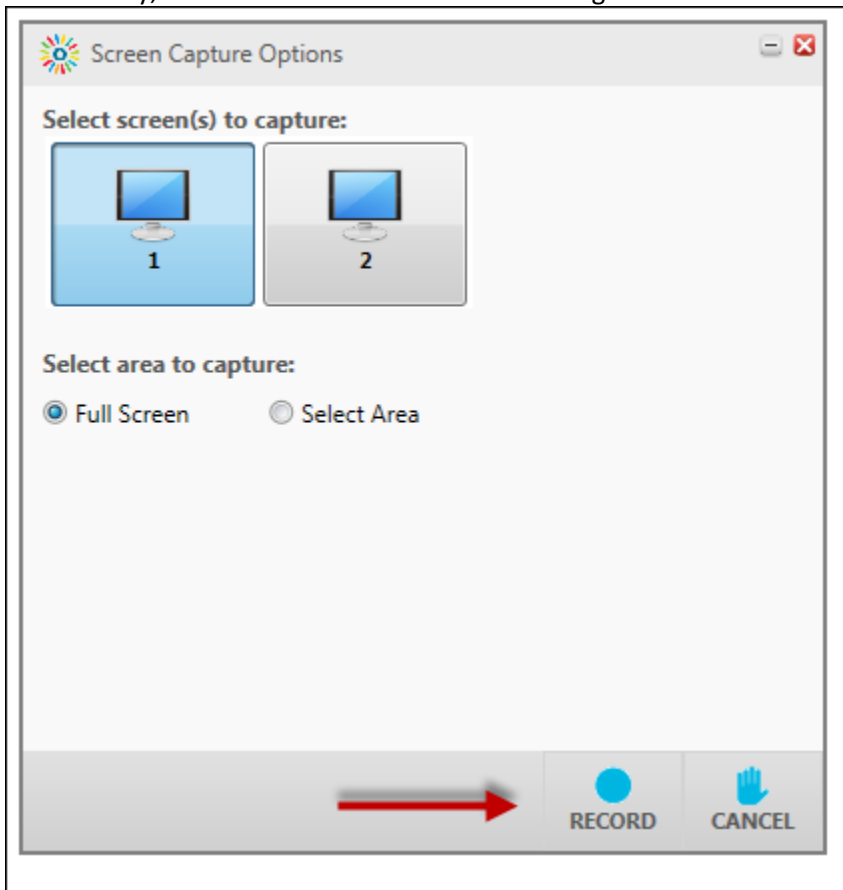


2. Select whether to record the entire screen or only a selected area. If you'd like to record the entire screen select Full screen. If you'd like to record a specific area of the screen, click on Select Area. To select an area – drag your mouse over the area you want to capture and release.

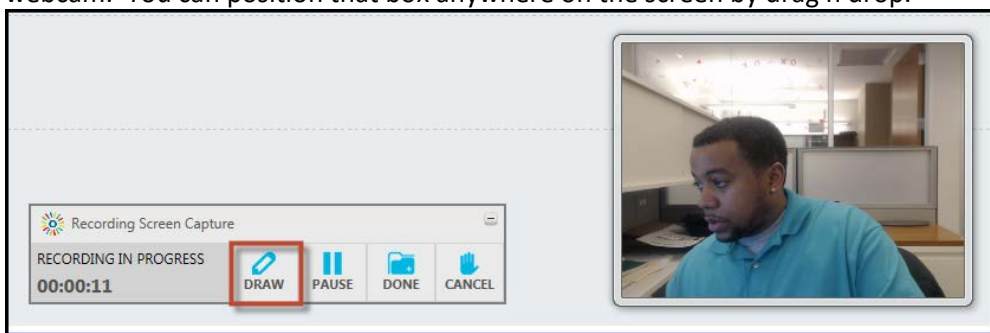


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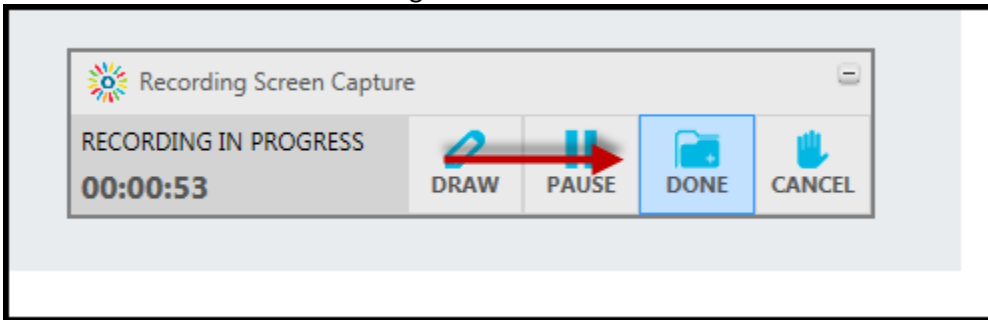
3. When ready, click on Record to start the recording.



4. Drawing tools are available when recording the screen. The drawing tools can be used to draw freely on the screen during the recording. You can stress important points by drawing a circle around them, or highlight important aspects. Anytime during a recording, you can click on Draw to use the drawing tools. You will also see a box with your image on the screen from the webcam. You can position that box anywhere on the screen by drag n drop.



5. Click Done when finished recording.



## Record Video Only

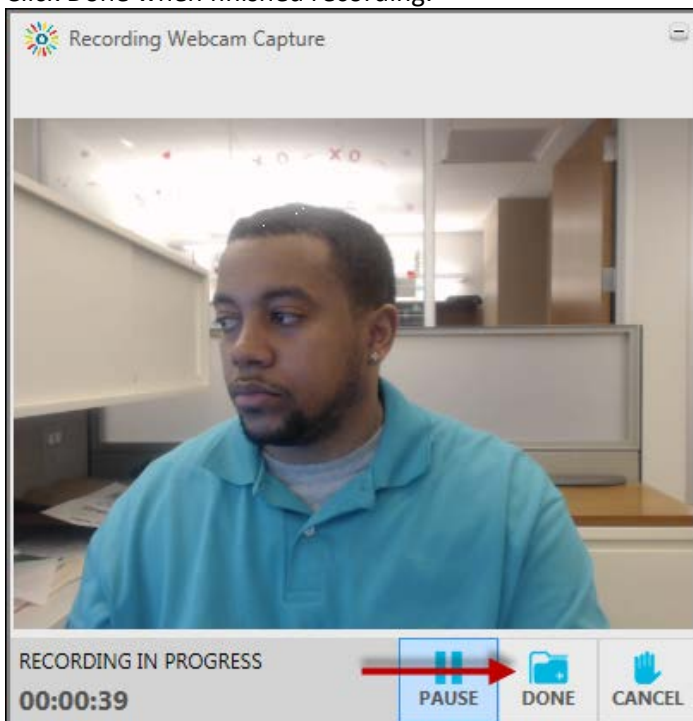
1. Click on Webcam in the Record tab.



- 
2. You are presented with a preview for about 5 seconds. The recording then starts.

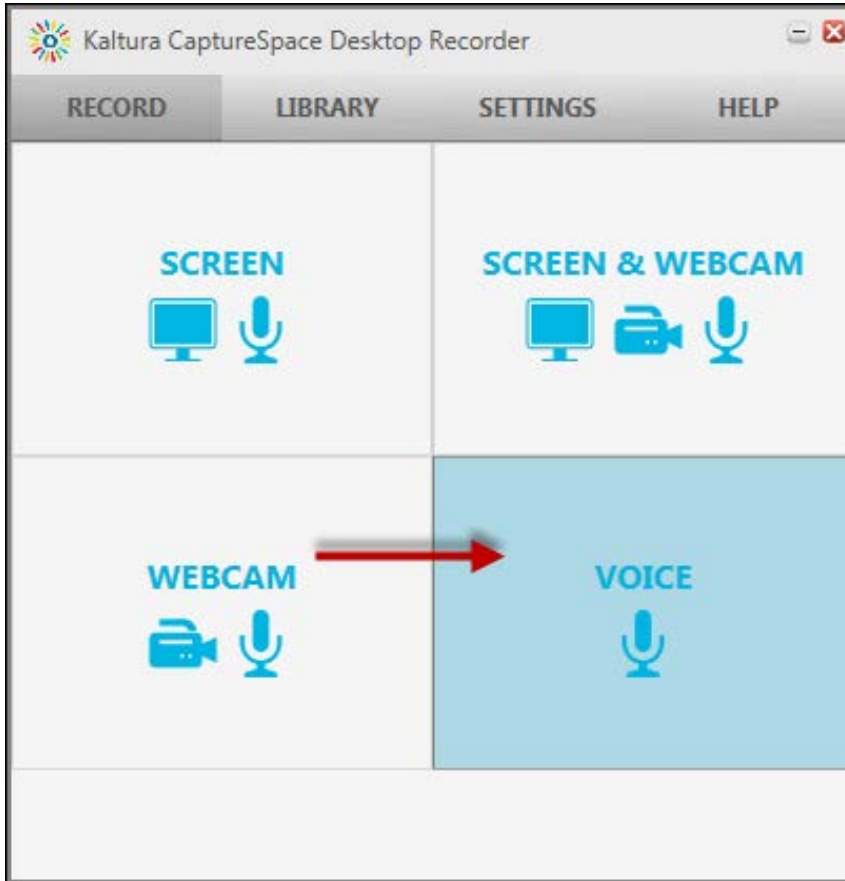


- 
- 
3. Click Done when finished recording.

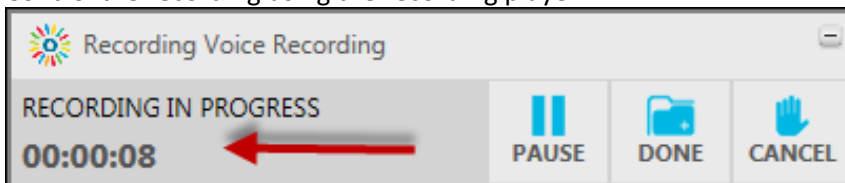


## Record Audio Only

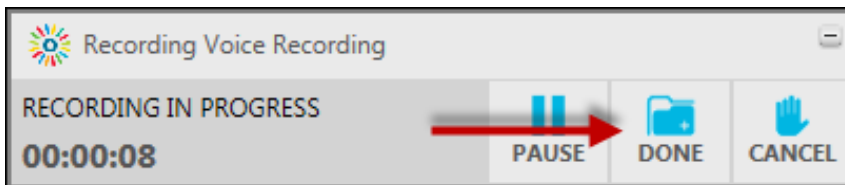
1. Click on Voice in the Record tab. You will see a countdown before the recording begins.



2. Control the recording using the recording player.



3. Click Done when finished.



# Editing a video

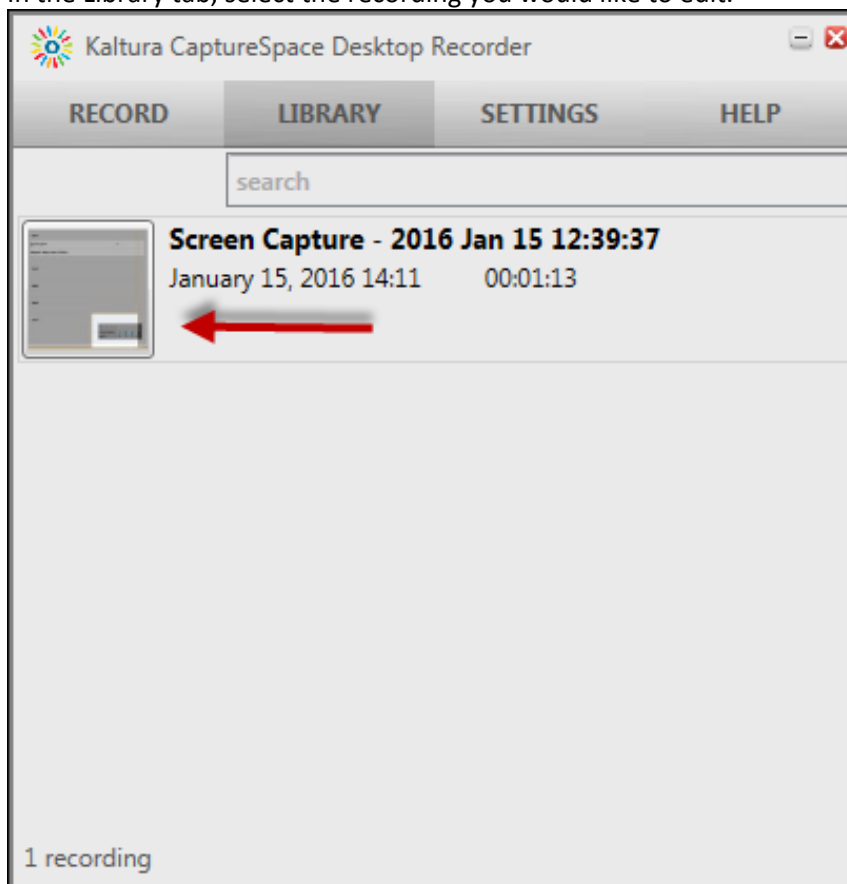


PLEASE NOTE: All edits made to the recording will be made to the original file.

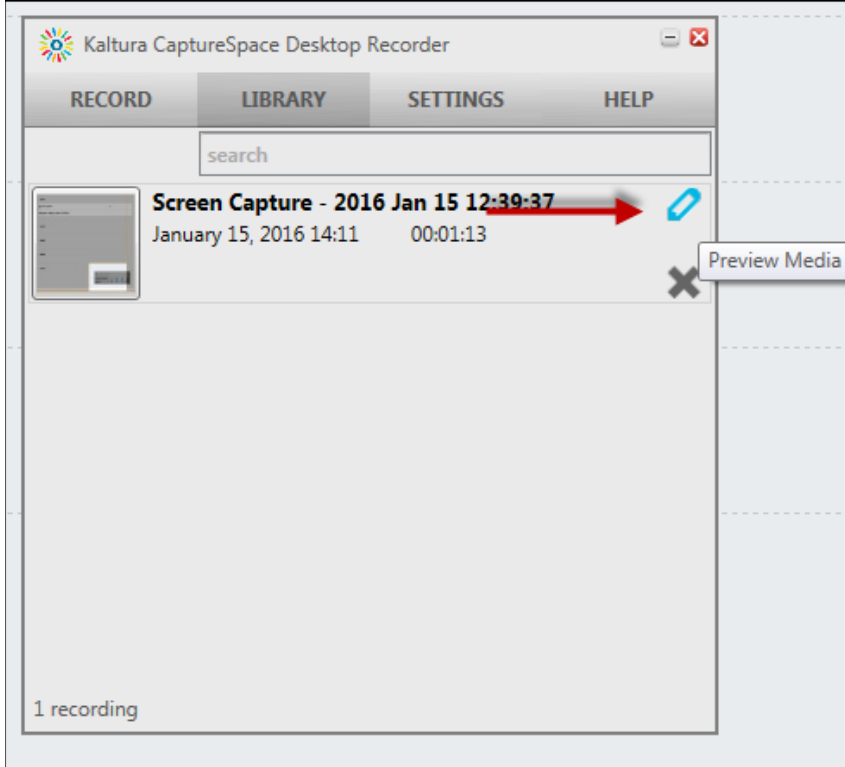
## Trimming a Video

This option allows you to trim the beginning and ending of a video, to remove a part in between the video see the option Chopping a video.

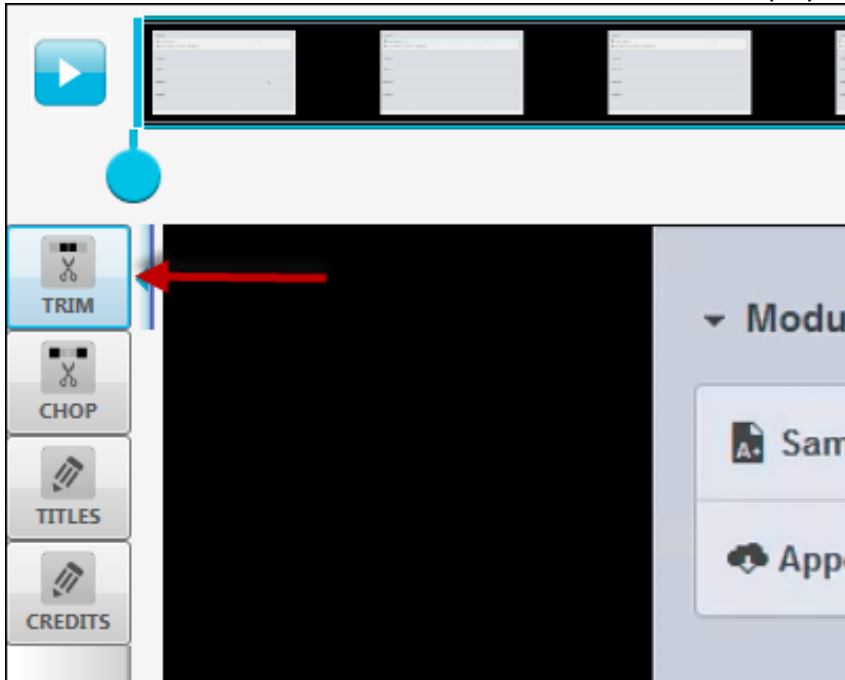
1. In the Library tab, select the recording you would like to edit.



2. Click on the Preview Media icon and then click on the Preview button at the bottom of the screen.

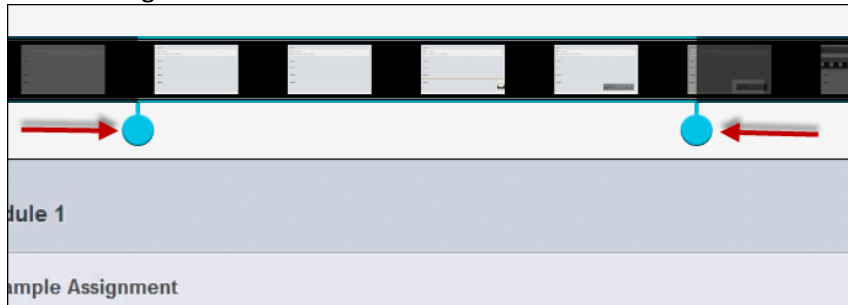


3. Select Trim from the menu on the left. Two blue markers are displayed on the video strip.

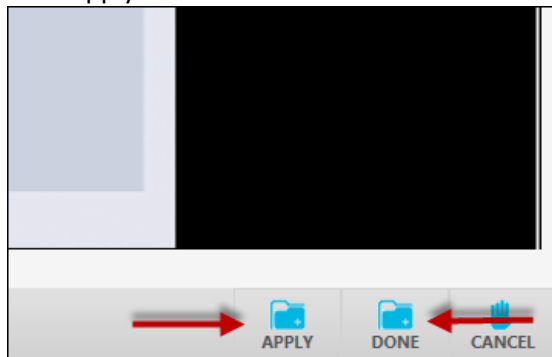




4. Use the Start and End markers to highlight the part of the recording you want to retain. The region to the left and right of the markers is greyed out. Trimming is only possible if the resulting video is longer than 10 seconds.



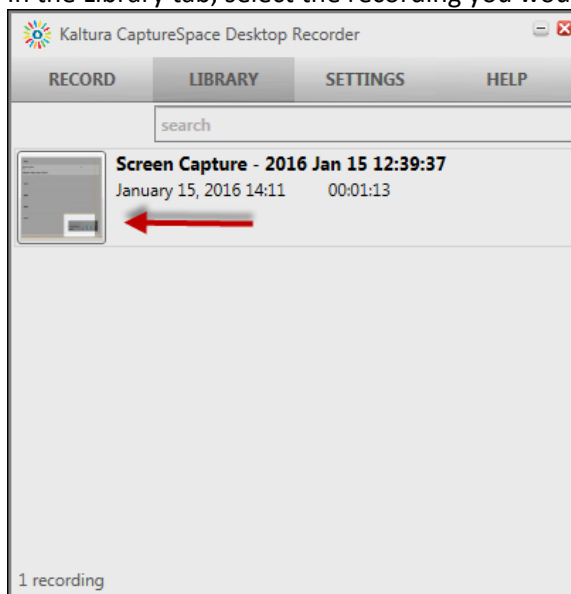
5. Click Apply and then click Done.



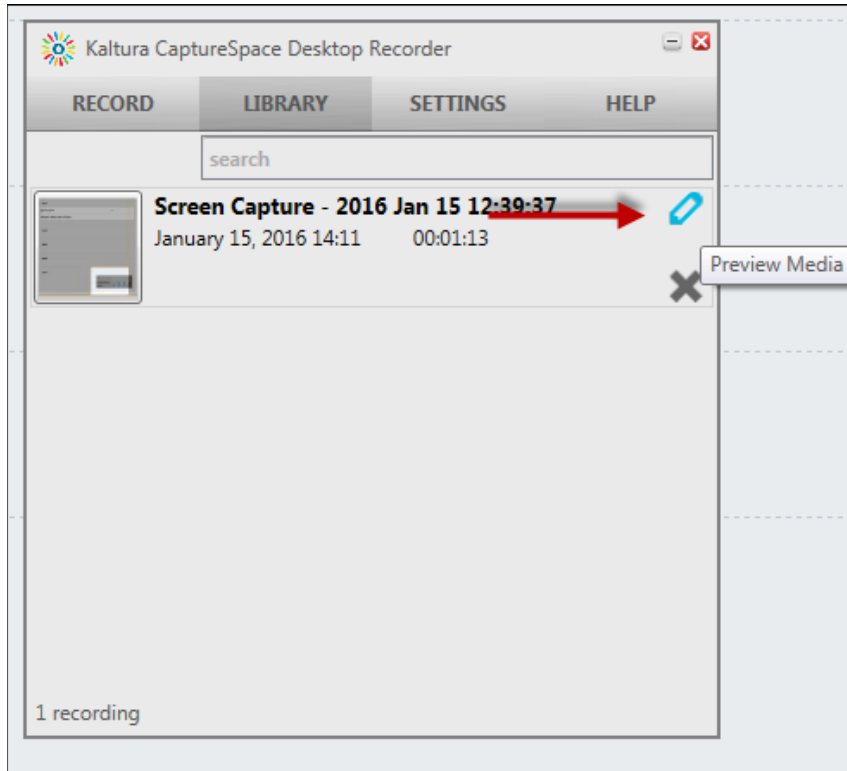
## Chopping a Video

This option allows you to chop parts of the video, to trim the beginning and ending of a video, see the option [Trimming a video](#).

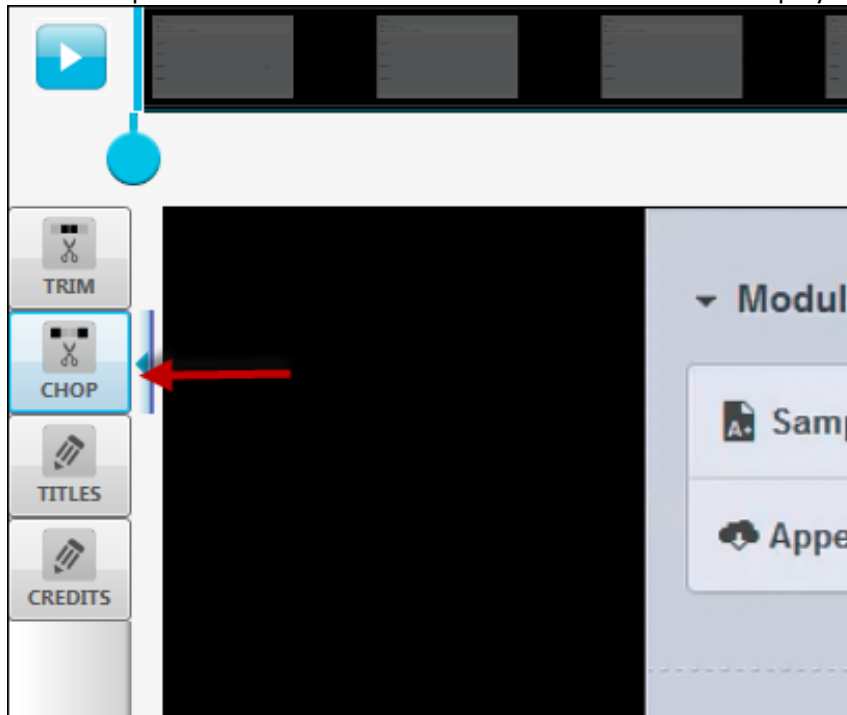
1. In the Library tab, select the recording you would like to edit.



2. Click on the Preview Media icon and then click on the Preview button at the bottom of the screen.



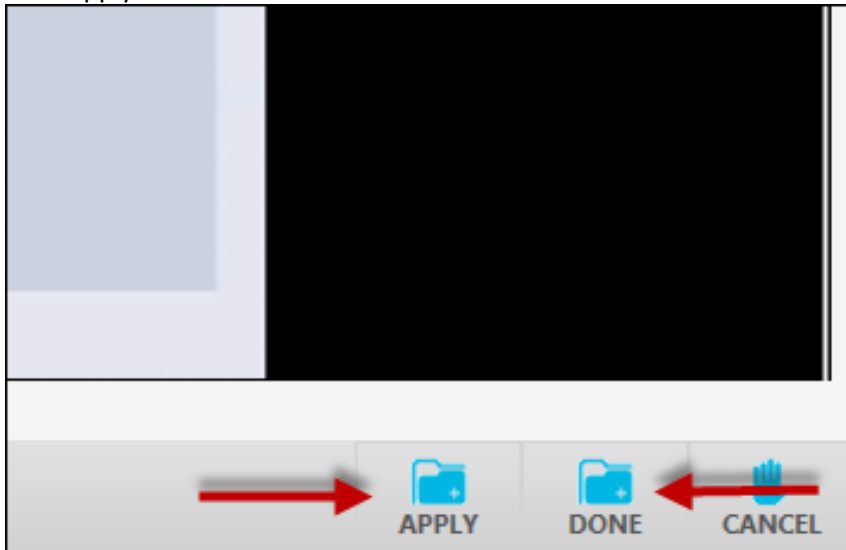
3. Select Chop from the menu on the left. Two blue markers are displayed on the video strip.



4. Use the Start and End markers to highlight the part of the recording you want to retain. The region to the left and right of the markers are greyed out.



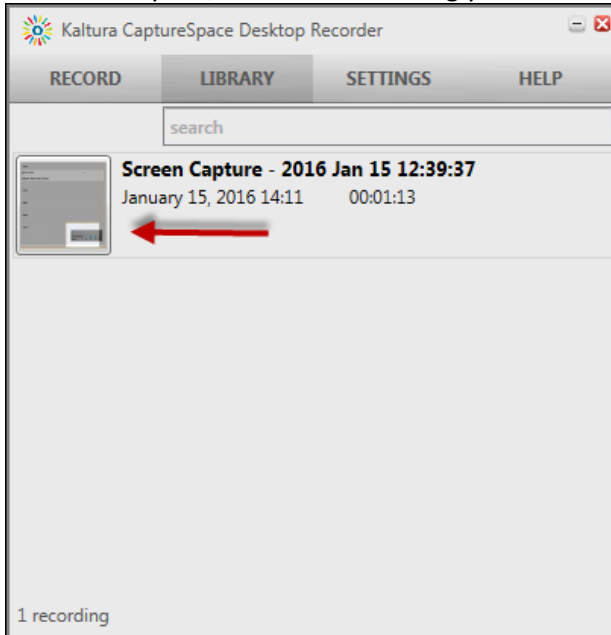
5. Click Apply and then click Done.



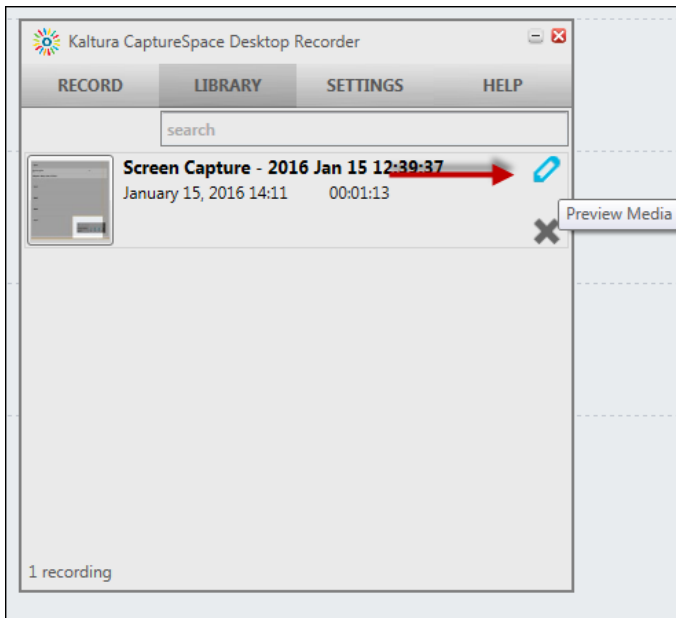
PLEASE NOTE: Chopping is only possible if the resulting video is longer than 10 seconds.

## Adding a Title Slide to a Video

1. In the Library tab, select the recording you would like to edit.



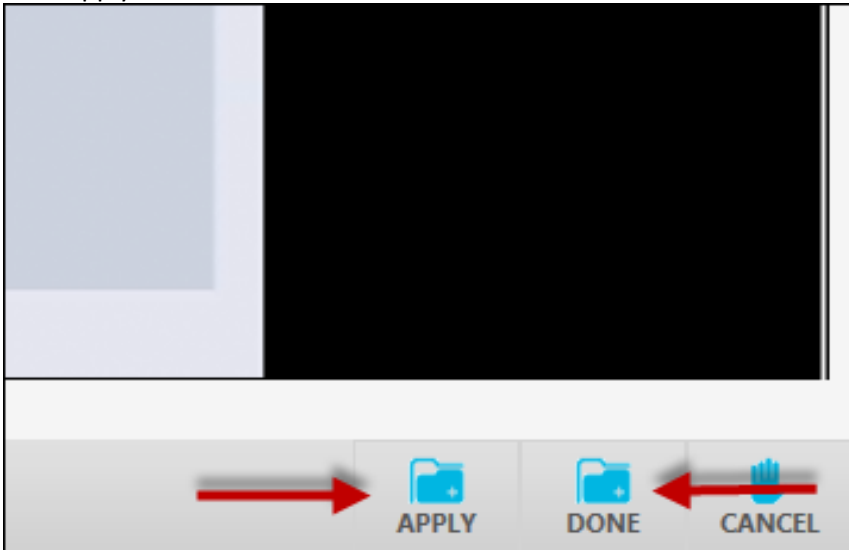
2. Click on the Preview Media icon and then click on Preview at the bottom of the screen.



3. Select Add Title from the menu on the left. You can edit the text on the titles. You can also add multiple titles to a video.



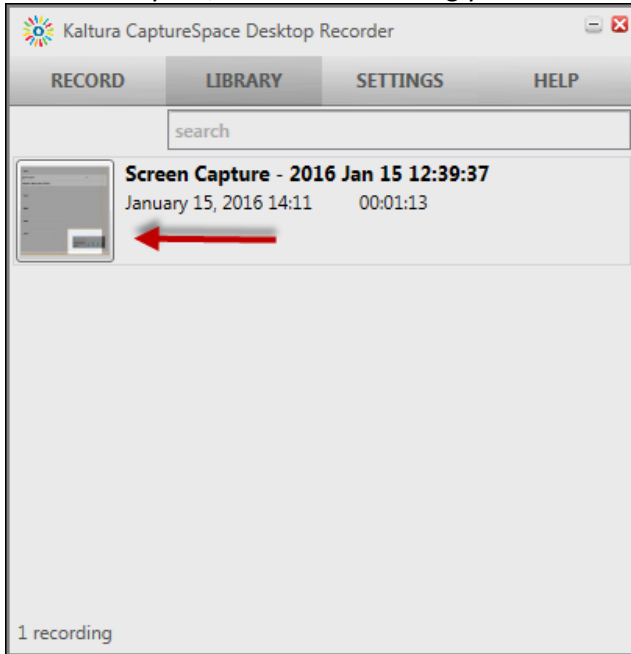
4. Click Apply and then click Done



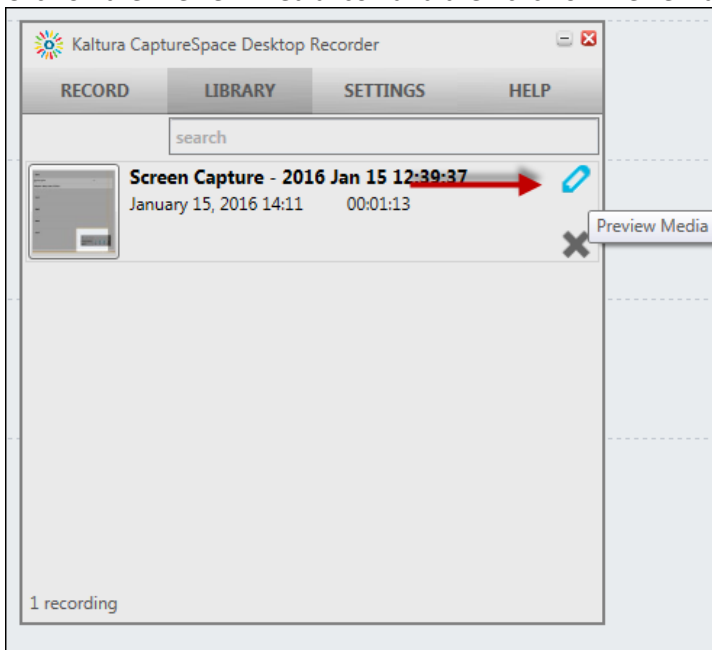
PLEASE NOTE: Adding a title is NOT supported on Windows 8.1 or on recordings of Lectures & Presentations using a presentation.

## Adding a Credits/end Slide to a Video

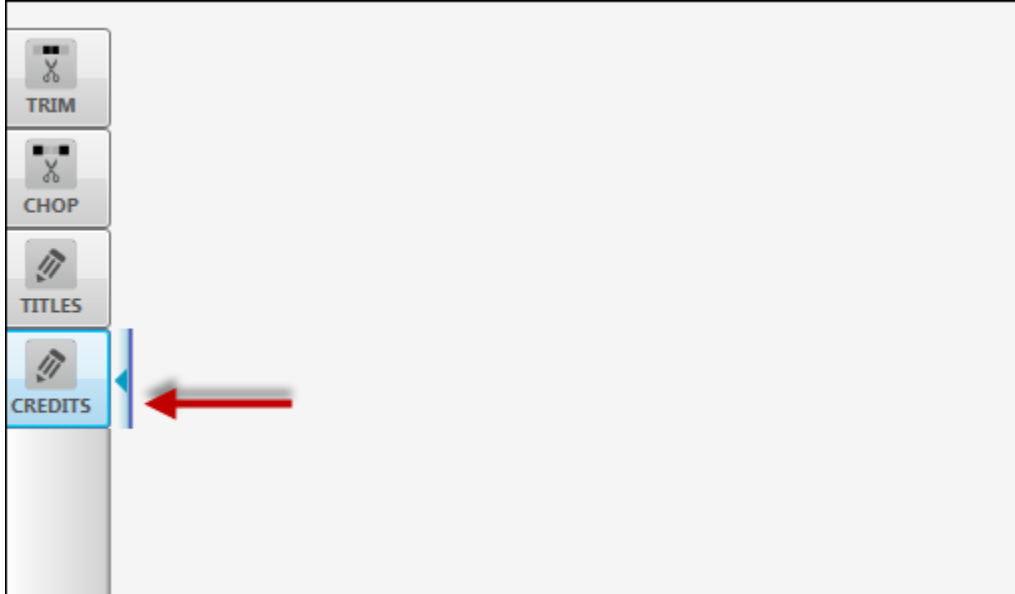
1. In the Library tab, select the recording you would like to edit.



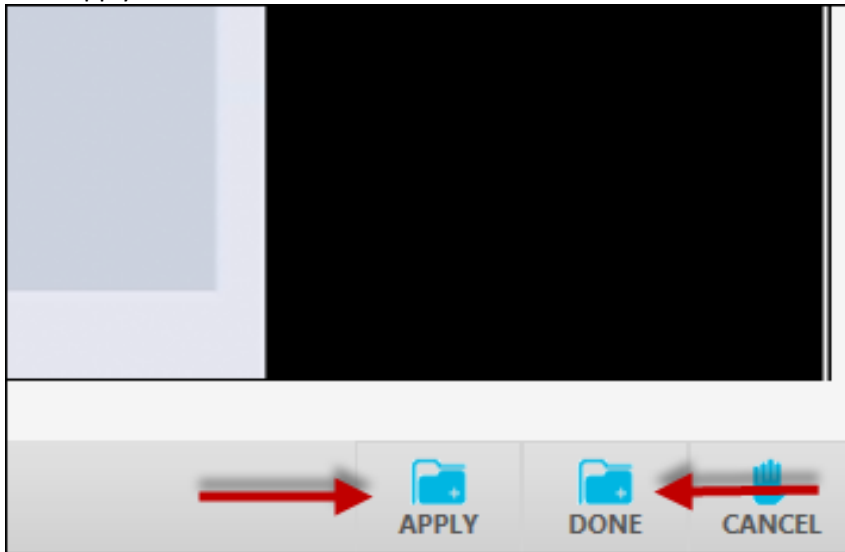
2. Click on the Preview Media icon and then click on Preview at the bottom of the screen.



3. Select Add Credits from the menu on the left. You can edit the text on the credits. You can also add multiple credits to a video.



4. Click Apply and then click Done



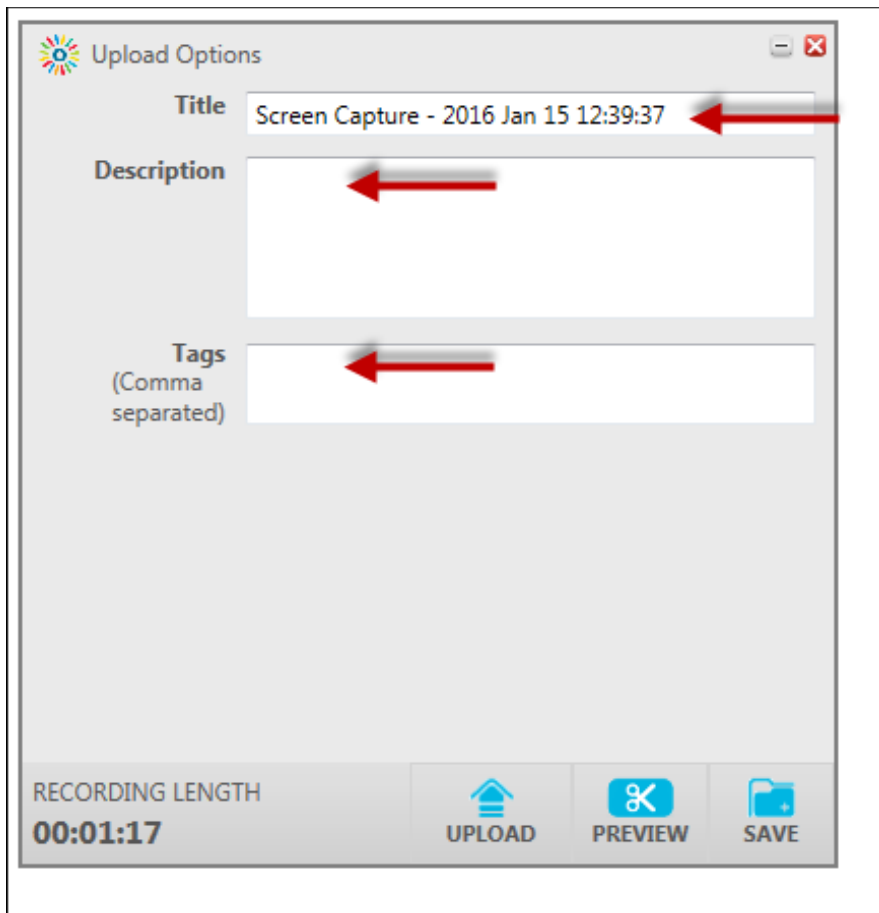
PLEASE NOTE: Adding credits is NOT supported on Windows 8.1 or on recordings of Lectures & Presentations using a presentation.

# Uploading Video to Kaltura

When ready, You can upload your recording to “My Media”. Your recording will be available in MediaSpace and Ember.

Upload Options screen

- Add or edit the recording title.
- Add a description to the video (optional).
- Add tags to the video (optional)

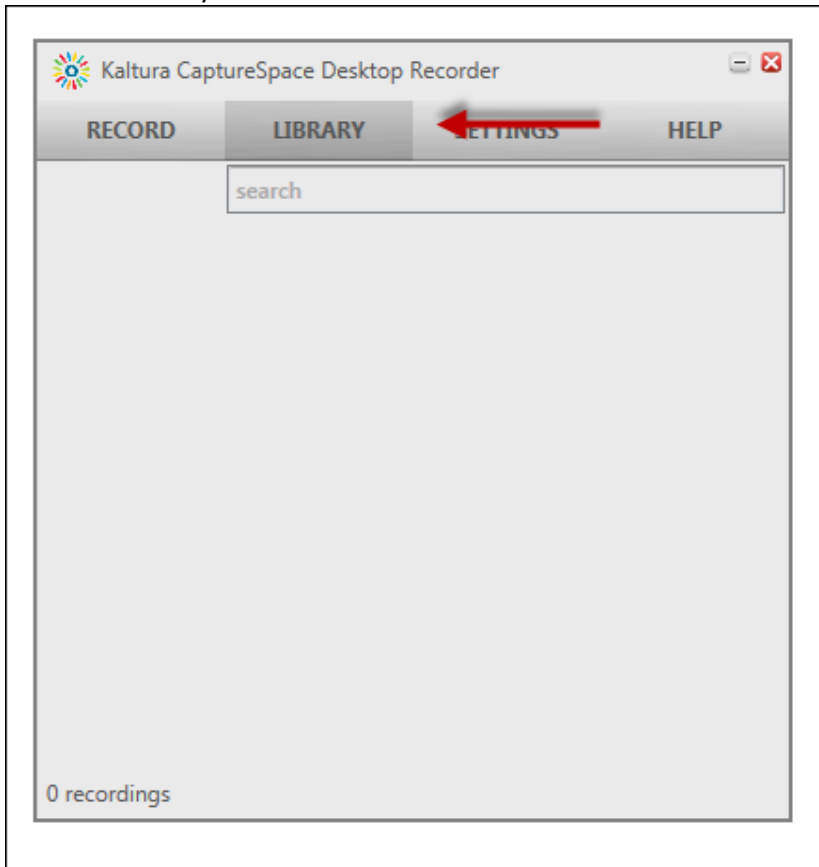


The screenshot shows the 'Upload Options' dialog box in Kaltura. It has a title bar with a Kaltura logo and window controls. The main area contains three input fields: 'Title' with the text 'Screen Capture - 2016 Jan 15 12:39:37', 'Description' (empty), and 'Tags (Comma separated)' (empty). Red arrows point to each of these fields. At the bottom, there is a 'RECORDING LENGTH' section showing '00:01:17' and three buttons: 'UPLOAD' (with a house icon), 'PREVIEW' (with a magnifying glass icon), and 'SAVE' (with a folder icon).

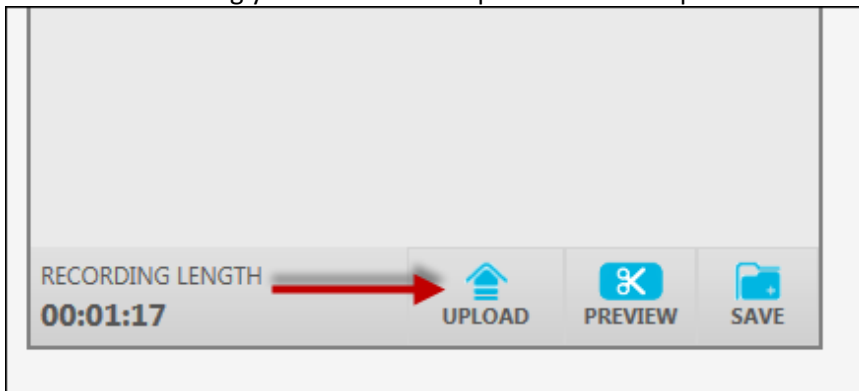


Upload media to “My Media”

1. Select the Library tab.



2. Select the recording you would like to upload and click Upload now.



3. Enter metadata for your media and click Save.

**Upload Options**

**Title** Screen Capture - 2016 Jan 15 12:39:37

**Description**

**Tags**  
(Comma separated)

RECORDING LENGTH  
**00:01:17**

UPLOAD PREVIEW SAVE

4. Click on Upload to begin uploading to the website.

**Upload Options**

**Title** Screen Capture - 2016 Jan 15 12:39:37

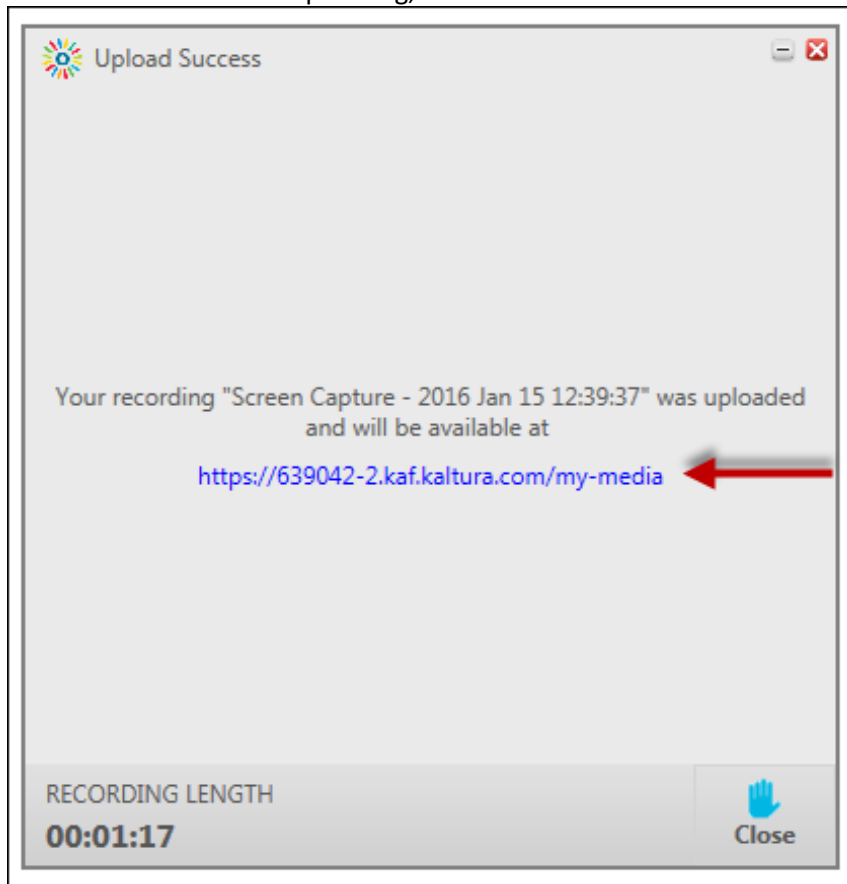
**Description**

**Tags**  
(Comma separated)

RECORDING LENGTH  
**00:01:17**

**UPLOAD** **PREVIEW** **SAVE**

5. After the video finishes uploading, a notification with a link to the recording is displayed.



PLEASE NOTE: It may take several minutes for the media to appear in "My Media".