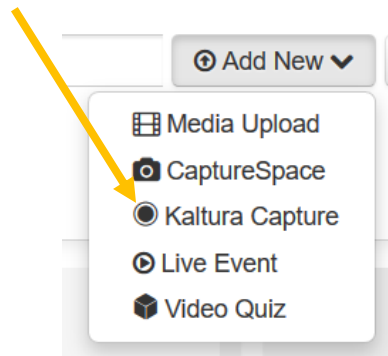# How to set Video and Audio Settings

This guide explains how to record a video in Kaltura Capture, after you have launched Kaltura Video Capture

**Navigate to My Media**

**Click "Add New" and choose "Kaltura Capture"**



## In the Kaltura Video Capture control panel select the "inputs" you wish to capture

To capture your computer screen, click the "Screen" icon

To capture your computer's web cam, click the "Web Cam" icon

To capture audio from your computer's microphone, click the "Audio" icon

Note: when an input icon is blue, the input is active (it will record that input). When an input icon is grayed out, the input is inactive (it won't record that input).
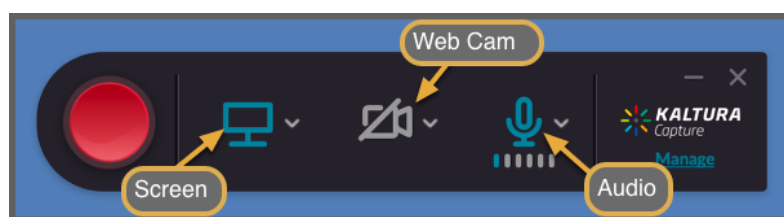


Click the icons to toggle the inputs on or off.  A popular configuration for recording presentations is with the "Screen" input and "Audio" input turned on, but with the "Web Cam" input turned off.

## To check the screen recording settings, click the small gray arrow next to the "Screen" icon



A preview of the desktop will appear. To change the screen you wish to record click the "Display" button under the preview image and choose a different display.

We recommend recording the full screen for best results, but if you would like to record a portion of your screen click 'Select Area' and a box will appear, then drag the corners of the box to define the area of your screen to record.

## To check the web cam settings, click the small gray arrow next to the "Web Cam" icon
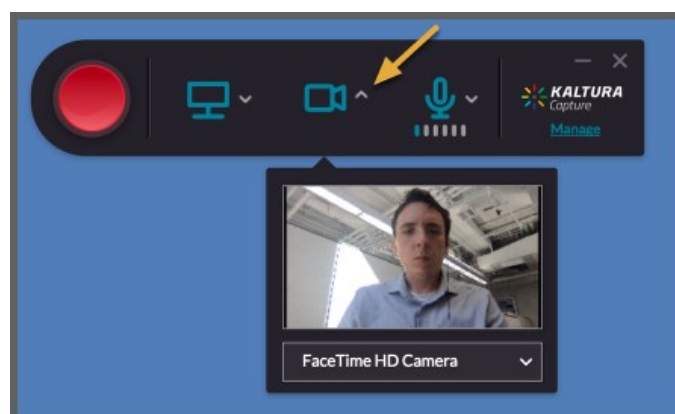


A preview of the web cam feed will appear. To change the camera you would like to record click the button under the preview image and choose a different camera.

Remember; if you do not wish to record your web cam click on the blue "Web Cam" icon so that it turns grey and has a slash through it.

## To check your audio settings, click the small gray arrow next to the "Audio" icon
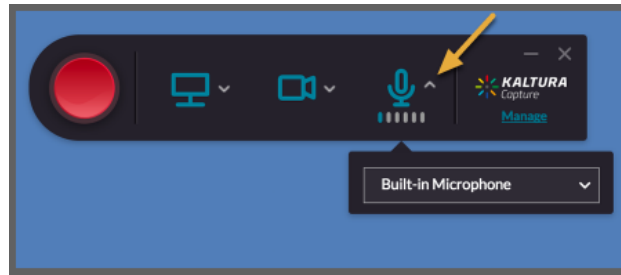


When you speak aloud you should see the audio indicator under the mic button move left to right. This shows that the audio signal is being picked up.

If you don't see the indicator move, or if you have multiple microphones on your computer you can change the microphone by clicking the button under the audio preview image, and choosing a different microphone.

## Once your settings are set, and your screen is set up for the beginning of your presentation, and you are ready to present, you can hit the round, red Record button to start your recording
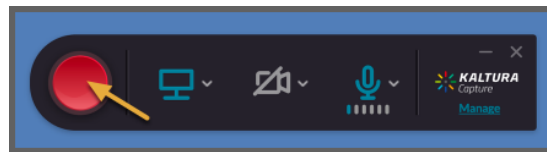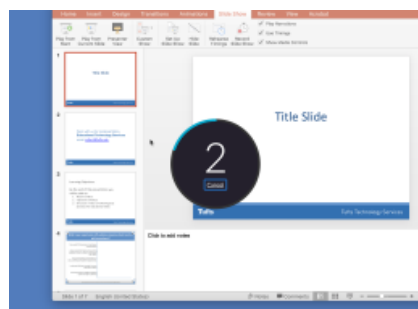


**Launch Powerpoint on your computer, or launch other media you want to record**

Set your screen up the way you want it to be before starting your recording

**Hit the red, round "Record" button on the Kaltura Capture control panel**
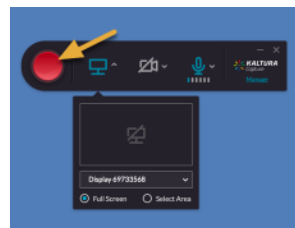


**A short countdown will begin**

**During the countdown expand Powerpoint or your other media to fill your entire screen**

Don't worry if the recording starts before you make your media full screen, or if you do not start your narration right when the countdown ends. You can edit the video later.

**Click the small horizontal "dash" in the upper right corner of the Kaltura Capture control panel to hide it**

Everything on screen will be visible in the video you record, including the Kaltura Capture control panel. If you don't want to include it, click the dash in the upper-right corner to minimize it.



**Now that the recording is in progress and your screen is set up, give your presentation**



Advance your slides and speak as you normally would. Everything on your screen is being recorded, including your mouse movements, and any applications or other onscreen objects that you interact with.

Note: videos that you play on screen will not record well in Kaltura Capture, because the audio will not be recorded and image quality will suffer. We recommend posting additional videos separately from the recordings you make with Kaltura Capture.

**Exit the Presentation**

**When you're done presenting, hit the "escape" key on your keyboard to exit full screen mode (if you are in PowerPoint).**

If you minimized the Kaltura Capture control panel during your recording it will be in your Tray (PC) or dock (Mac). The tray and dock are the list of icons usually arranged at the bottom of the screen.

Look in the tray or dock for the Kaltura Capture icon (shown below). Click the icon to access the Kaltura Capture control panel.



**To pause the recording, click the round red button with the"**
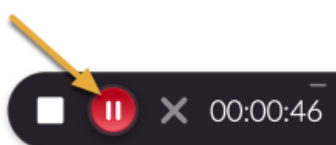
**To fully stop the recording, click the white square, and click the confirmation that appears**

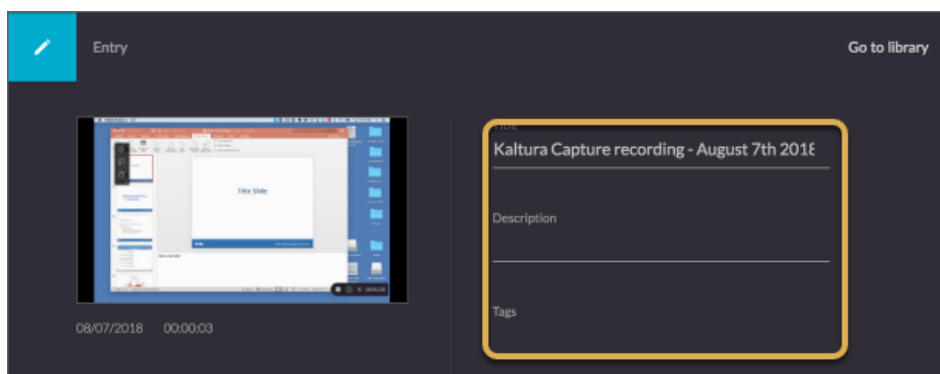**To cancel and discard the recording click the gray "X"**

**Annotations**- Click on the Pencil icon to open the Annotations options. Use the various tools to annotate. When you are through annotating, click the Pencil icon to return to the cursor mode.

Whiteboard
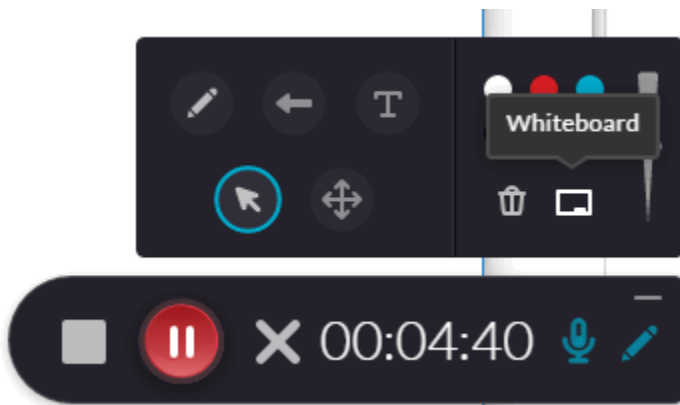
Annotations are available for Screen recordings only. Annotations are disabled if you are recording from your camera only.

**Once finished, if you kept your recording, you can name and tag it**

Entry                                                                                                        Go to library

Kaltura Capture recording - August 7th 2018

Description

Tags

08/07/2018    00:00:03

RECOMMENDATION: Change the name of your recording to something that is meaningful to you and specific to the video. This will allow you to search for and find the recording in Kaltura My Media later.

The Description and Tags fields are optional, but can help you categorize your videos to aid in search. Depending on how you share your videos with others the name and description may be visible to them.

**Click save and upload to save your recording to Kaltura My Media**
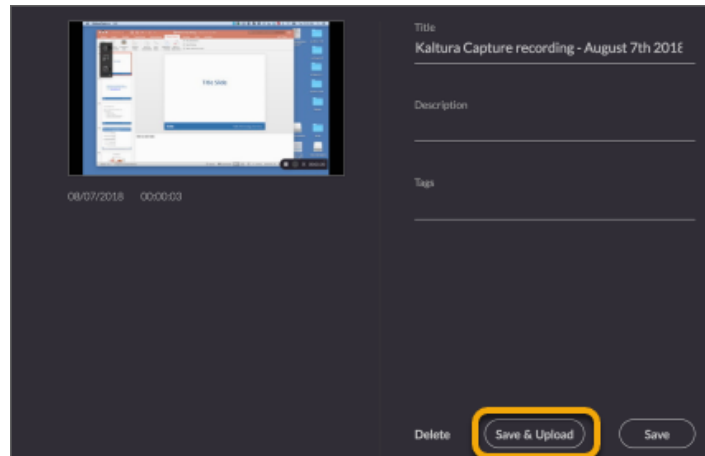


Note: in order to share your video with others or to edit it with the Kaltura Video Editor, you must first upload it. To do that click "Save & Upload".

Note: if you want to save the file locally on your computer, but NOT upload it, click "Save".

**To view the video, go to My Media**
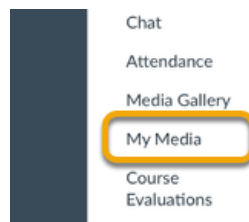


It may take a while – minutes or hours – for the video to finish uploading and appear in Kaltura My Media or MediaSpace. If it's not ready, wait several minutes, or longer (if it's a lengthy video) for the upload to complete.