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Introduction

This booklet is the companion document to the Kaltura CaptureSpace workshop. The booklet will show users how to install and use Kaltura CaptureSpace as an add-on to Kaltura MediaSpace.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Download and install the Kaltura CaptureSpace Software to your personal or office computer.
- Create multimedia presentations using a combination of screen recording, PowerPoint Presentations, and your webcam.
- Create simple recordings using just your computer’s webcam or microphone.
- Edit recordings and style them by adding credits or titles.
Download and Installation

1. Go to https://mediaspace.kennesaw.edu
2. Click the Guest button, then click Login.

![Figure 1 - Login](image1)

3. Login using your KSU NetID and Password.
4. Click the Add New button, then select Record a Presentation.

![Figure 2 - Record a Presentation](image2)

5. Check the system requirements for your operating system (Mac), then click the corresponding Download for Mac button.

![Figure 3 - Download](image3)
6. Open the downloaded file, the, drag the icon labeled **Kaltura CaptureSpace Desktop Recorder** to the **Applications** folder shortcut.

![Figure 4 - Drag to Applications](image)

## Exploring CaptureSpace

### Launching the Desktop Recorder

1. Go to [https://mediaspace.kennesaw.edu](https://mediaspace.kennesaw.edu).
2. Click the **Guest** button.
3. Click **Login**.

![Figure 5 - Login](image)

4. Login using your KSU **NetID** and **Password**.
5. Click the **Add New** button.
6. Click **Record a Presentation**.
7. The Kaltura CaptureSpace Desktop Recorder will automatically launch.

![Figure 6 - Record a Presentation](image)

![Figure 7 – CaptureSpace Desktop Recorder](image)

**Interface Overview**

1. The CaptureSpace Desktop Recorder is divided into 4 tabs (See Figure 8):
   a. **Record** – The starting point for selecting the type of presentation you would like to record.
   b. **Library** – A collection of all of your Kaltura CaptureSpace presentations.
   c. **Settings** – Your default recording settings (i.e. Camera resolution, camera and microphone selection, local storage folder)
   d. **Help** – Information about your recorder version and MediaSpace website.
Record

The Record tab enables you to select from the different recording options available in the *CaptureSpace Desktop Recorder*. The blue icons indicate which type of media can be recorded.

- a. Presentations & Lectures: Powerpoint, Webcam, Voice
- b. Screen: Screen, Voice
- c. Screen & Webcam: Screen, Webcam, Voice
- d. Webcam: Webcam, Voice
- e. Voice: Voice Only
Library

The Library tab enables you to browse through previous recordings. You can use the search box to quickly find recordings.
Settings
The Settings tab is a centralized screen that enables you to manage the CaptureSpace Desktop Recorder. Here you can:

a. Determine the location where your video files are stored before they are uploaded to Kaltura. (see Figure 11)
b. Select any webcam from the drop-down list and see the preview (see Figure 11).
c. Select any microphone from the drop-down list and gauge the voice level using the microphone meter (see Figure 11).
d. Select the recording quality: 480p or 720p for webcam, HD 720p or HD 1080p for screen recording (see Figure 11).

Creating a Recording
Presentations & Lectures
This type of recording is used to record a PowerPoint presentation in addition to your screen and webcam.
1. From the *CaptureSpace Desktop Recorder Record tab*, click the **Presentations & Lectures** button.

![Figure 12 - Presentations & Lectures](image)

2. Next you will select your **recording options**.
   a. Select the **camera** you intend to use (see Figure 13).
   b. Select whether you wish to record the screen or upload a presentation. Toggle Screen Capture On to capture your entire screen or click Browse to select a PowerPoint presentation (see Figure 13).
   c. Once your settings are correct click **Record**. You are presented with a countdown for 5 seconds and then the recording begins (see Figure 13).
3. Once you hit the **record** button, *Microsoft PowerPoint* will open, then go into presentation mode. Once this occurs, a 5 second timer will countdown, then the recording will begin.
4. A small **bar** will appear in the bottom-right corner of the screen. You may use this to pause the recording at any time, or once you are finished, click **Done**.

![Figure 15 - Done](image)

5. A window will appear asking whether or not you would like to Trim or Chop your recording. If you would like to use either of these features, do so, then click **Done** (see Figure 16).

**Note:** These tools are covered in the *Editing Tools* section of this document.

![Figure 16 - Click Done](image)
6. Give your presentation a:
   a. **Title** (see Figure 17)
   b. **Description** (see Figure 17)
   c. **Tags** (see Figure 17)

7. Click **Upload**. (see Figure 17)
Screen

1. From the CaptureSpace Desktop Recorder Record tab click the Screen button.

2. Select whether to record the entire screen or only a selected area.
   a. To record the entire screen select the radio button next to Full Screen (see Figure 19).
   b. To record a specific area of the screen, select the radio button next to Select Area (see Figure 19).
3. A 5 second timer will countdown, then the recording will begin.

![Figure 20 - Timer](image)

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.

![Figure 21 - Draw](image)
5. You may pause the recording at any time, then begin again by clicking the resume button. Once you’ve finished your recording, click **Done**.

![Figure 22 - Done](image)

6. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click **Done**.

7. Give your presentation a:
   a. **Title** (see Figure 23)
   b. **Description** (see Figure 23)
   c. **Tags** (see Figure 23)

8. Click **Upload** (see Figure 23)

![Figure 23 - Upload](image)
Screen & Webcam

1. From the CaptureSpace Desktop Recorder **Record** tab click the **Screen & Webcam** button.

![Figure 24 – Screen & Webcam](image)

2. Select whether to record the entire screen or only a selected area
   a. To record the entire screen, select **Full screen** (see Figure 25).
   b. To record a specific area of the screen, click on **Select Area**, then drag your mouse over the area you want to capture and release (see Figure 25).

3. When ready, click on **Record** to start the recording (see Figure 25).

![Figure 25 - Record](image)
4. A 5 second timer will count down, then the recording will begin.

![Timer screenshot](image)

**Figure 26 - Timer**

5. A preview of your webcam will be visible on screen. Drag this to a location on the screen where you would like it to both appear while recording and be saved in the final presentation. Note: Please note that this cannot be changed after the recording has finished, so place it somewhere that will not interfere with your content.

6. 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.

![Drawing tools screenshot](image)

**Figure 27 - Draw**
7. You may pause the recording at any time, then begin again by clicking the resume button. Once you’ve finished your recording, click **Done**.

![Figure 28 - Done](image)

8. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click **Done**.

9. Give your presentation a:
   a. **Title** (see Figure 29)
   b. **Description** (see Figure 29)
   c. **Tags** (see Figure 29)

10. Click **Upload** (see Figure 29)

![Figure 29 - Upload](image)
Webcam

11. From the CaptureSpace Desktop Recorder **Record** tab click the **Screen & Webcam** button.

![Figure 30 - Webcam](image)

12. You are presented with a preview for about 5 seconds. The recording then starts.
13. You may pause the recording at any time, then begin again by clicking the resume button. Once you've finished your recording, click **Done**.

![Figure 31 - Done](image)
14. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click Done.

![Figure 32 - Click Done](image)

15. Give your presentation a:
   a. **Title** (see Figure 33)
   b. **Description** (see Figure 33)
   c. **Tags** (see Figure 33)

16. Click **Upload** (see Figure 33)

![Figure 33 - Upload](image)
Voice

1. From the CaptureSpace Desktop Recorder **Record** tab click the **Voice** button.

![Voice button](image1)

**Figure 34 - Voice**

2. A timer will count down for 5 seconds before the recording begins.

3. You may pause the recording at any time, then begin again by clicking the resume button. Once you’ve finished your recording, click **Done**.

![Done button](image2)

**Figure 35 - Done**
4. The following screen is a set of Editing Tools. These are covered in a later section of this document. For the purposes of this section, click **Done**.

![Figure 36 - Click Done](image)

17. Give your presentation a:
   d. **Title** (see Figure 37)
   e. **Description** (see Figure 37)
   f. **Tags** (see Figure 37)

18. Click **Upload** (see Figure 37)

![Figure 37 - Upload](image)
Editing Tools

These tools are available to cut content from, or add styling to, your recordings. These are available immediately after you've created a recording in the editing window, or can be accessed at a later point by going to the Library tab in the CaptureSpace Desktop Recorder.

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 section titled Choppiing a Video.

1. Click on the Library tab in the CaptureSpace Desktop Recorder
2. Locate and double click on the recording you wish to edit.
3. Click on the **Preview** button at the bottom of the screen.

![Figure 39 - Preview](image)

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

![Figure 40 - Trim Button](image)

5. 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.

6. When you’re finished click **Apply**.

7. Then click **Done**.
Chopping a Video

This option allows you to chop parts of the video. If you wish to cut at the beginning or end of a recording, see the section titled **Trimming a Video**.

1. Click on the **Library** tab in the CaptureSpace Desktop Recorder
2. Locate and double click on the **recording** you wish to edit.

3. Click on the **Preview** button at the bottom of the screen.
4. Select **Chop** from the menu on the left. Two blue markers are displayed on the video strip.

![Figure 44 - Chop Button](image)

5. 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.

6. When you’re finished click **Apply**.

7. Then click **Done**.

![Figure 45 - Chop Markers](image)
Adding a Title to a Video
A title is a slide that will appear at the beginning of your recording.

Note: That a title CAN NOT be added to a Presentations & Lectures recording that uses a PowerPoint Presentation.

1. Click on the Library tab in the CaptureSpace Desktop Recorder,
2. Locate and double click on the recording you wish to edit.

3. Click on the Preview button at the bottom of the screen.
4. To create your titles:
   a. Click titles from the menu on the left.
   b. Click the arrows to find a design that you like.
   c. Click the Title Goes Here text to modify it. You can also use the tools at the top of the window to modify the font and text color.
   d. Click Apply
   e. Click Done.

Figure 48 – Creating Title
Adding Credits to a Video

1. Click on the **Library** tab in the CaptureSpace Desktop Recorder,
2. Locate and double click on the recording you wish to edit.

![Select a Recording](image)

**Figure 49 - Select a Recording**

3. Click on the **Preview** button at the bottom of the screen.

![Preview](image)

**Figure 50 - Preview**
4. To create your credits:
   a. Click Credits from the menu on the left.
   b. Click the arrows to find a design that you like.
   c. Click the Credit text to modify it and add your names below. You can also use the tools at the top of the window to modify the font and text color.
   d. Click Apply
   e. Click Done.

![Figure 51 - Creating Credits](image)

### Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)