Kaltura Capture
Desktop Recorder
for Kaltura MediaSpace
Guide for Faculty / Staff
# University Information Technology Services

Kaltura Capture  
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Guide for Faculty / Staff

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Introduction

Kaltura Capture desktop recorder enables easy video creation anywhere by anyone.

Kaltura Capture has a simple user interface, requiring only one click to record, without complex setup or a lengthy learning curve. Kaltura Capture is supported both on Windows and Mac. You can record two camera inputs at once, two screens, or a camera and a screen. Kaltura Capture uploads recorded content into Kaltura MediaSpace.

The booklet demonstrates how to install and use Kaltura Capture as an add-on to Kaltura MediaSpace.

Learning Objectives

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

- Install the software
- Know how to use the intuitive user interface
- Create recordings with screen and webcam capture in one click
- Use various tools to annotate when recording
- Create recordings with PowerPoint that have automatic slide detection and creation of searchable chapters
- Seamless uploading to Kaltura MediaSpace
- How to edit the video after it has been uploaded to Kaltura MediaSpace
Software Installation
The Kaltura Capture software needs to be downloaded and installed in order to start using it.

Software Prerequisites and Requirements
For end users installing Kaltura Capture, the following website lists the minimum hardware and software requirements for Kaltura Capture.
https://knowledge.kaltura.com/kaltura-personal-capture-prerequisites-and-system-requirements

Download and Install for Windows
1. In a web browser, go to https://mediaspace.kennesaw.edu/.
2. In the top right corner of the website, click LOGIN (See Figure 1).
3. From the LOGIN drop-down menu, click Login (See Figure 1).

![Figure 1 - Login to MediaSpace](image1)

4. Enter your NetID credentials:
   a. Type your NetID (See Figure 2).
   b. Type your NetID password (See Figure 2).
5. Click Sign in (See Figure 2).

![Figure 2 - Sign in to MediaSpace](image2)
6. Click **ADD NEW** (See Figure 3).
7. From the **ADD NEW** drop-down menu, click **Kaltura Capture** (See Figure 3).

![Figure 3 - Kaltura Capture in Add New Menu](image)

8. Read the **KSU MediaSpace End-User License Agreement** (See Figure 4).
9. Click **(Required) I agree to the above terms and conditions** (See Figure 4).

![Figure 4 - KSU MediaSpace End-User License Agreement](image)

10. Scroll down below the **KSU MediaSpace End-User License Agreement**, click **Download for Windows**.

![Figure 5 - Download for Windows](image)
11. Depending on the web browser used, the software installation file will **download automatically** or you will have to click **save**.

12. Locate the file on your computer and run the software installation file.

13. The *Kaltura Capture Setup* will launch. From the **Welcome screen**, click **Next**.

![Figure 6 - Welcome Screen](image)

14. From the **Installation Settings** screen, click **Next**.

![Figure 7 - Installation Settings](image)
15. To begin the installation, click **Install**.

![Figure 8 - Start Installation](image)

16. To finish the installation, click **Finish**.

![Figure 9 - Finish Installation](image)
Download and Install for Mac

1. In a web browser, go to https://mediaspace.kennesaw.edu/.
2. In the top right corner of the website, click LOGIN (See Figure 10).
3. From the LOGIN drop-down menu, click Login (See Figure 10).

4. Enter your NetID credentials:
   a. Type your NetID (See Figure 11).
   b. Type your NetID password (See Figure 11).
5. Click Sign in (See Figure 11).
6. Click **ADD NEW** (See Figure 12).

7. From the **ADD NEW** drop-down menu, click **Kaltura Capture** (See Figure 12).

![Figure 12 - Kaltura Capture in Add New Menu](image)

8. Read the **KSU MediaSpace End-User License Agreement** (See Figure 13).

9. Click **(Required) I agree to the above terms and conditions** (See Figure 13).

![Figure 13 - KSU MediaSpace End-User License Agreement](image)

10. Scroll down below the **KSU MediaSpace End-User License Agreement**, click **Download for Mac**.

![Figure 14 - Download for Mac](image)
11. Depending on the web browser used, the software installation file will **download automatically** or you will have to click **save**.

12. Locate the file on your computer and **run** the software installation file.
13. The *Kaltura Capture* installation will launch. From the *installation* screen, left-click and hold *KalturaCapture* (See Figure 15).

14. Drag the *KalturaCapture* application icon to the *Applications* folder and release the left-click (See Figure 15).

![Figure 15 - Install Kaltura Capture](image)
Software Updates
Kaltura Capture updates to provide new features, better functionality, and patched issues.

Release Notes
To see what’s new, patched issues, and the current version, the following website lists the release notes.
https://knowledge.kaltura.com/kaltura-personal-capture-release-notes#personal+capture+release

Auto-Update
Kaltura Capture will auto-update to the latest version when the software is open and idle for 5 minutes.

Launching Kaltura Capture
1. In a web browser, go to https://mediaspace.kennesaw.edu/.
2. In the top right corner of the website, click LOGIN (See Figure 16).
3. From the LOGIN drop-down menu, click Login (See Figure 16).

Figure 16 - Login to MediaSpace
4. Enter your NetID credentials:
   a. Type your **NetID** (See Figure 17).
   b. Type your **NetID password** (See Figure 17).
5. Click **Sign in** (See Figure 17).

   ![Figure 17 - Sign in to MediaSpace](image)

6. Click **ADD NEW** (See Figure 18).
7. From the **ADD NEW** drop-down menu, click **Kaltura Capture** (See Figure 18).

   ![Figure 18 - Kaltura Capture in Add New Menu](image)
8. Read the **KSU MediaSpace End-User License Agreement** (See Figure 19).

9. Click (Required) **I agree to the above terms and conditions** (See Figure 19).

10. A pop-up will appear on the screen, depending on the web browser used, click **Open** or **Allow**.

11. **Kaltura Capture** will launch.
Interface Overview

The Kaltura Capture interface has the following options:

1. **Record** - Click this button to start recording (See Figure 21).
2. **Primary Source** - Click this button to enable or disable the first source (See Figure 21).
3. **Secondary Source** - Click this button to enable or disable the second source (See Figure 21).
4. **Audio** - Click this button to enable or disable the audio (See Figure 21).

**Note:** If you speak into the microphone of the selected audio input, in the center of the microphone icon, you will see the level go up and down to indicate the microphone is picking up audio.

5. **Source/Audio Settings** - Click the arrow to expand or collapse the preview, input menu, screen settings drop-down menu (See Figure 21).
6. **Preview** - Preview the device you are going to record (See Figure 21).

**Note:** This option is only available for screen and camera.

7. **Input Menu** - The input (screen, camera, or audio) dropdown menu contains a list of connected devices (See Figure 21).
8. **Screen Settings** - Record your entire screen (full screen) or a portion of your screen (See Figure 21).

**Note:** This option is only available for the screen.

9. **Manage Settings** - The management window is where you manage your recording library, configure the settings for recording your videos, and information regarding the software (See Figure 21).
Management Window

The management window is where you manage your recording library, configure the settings for recording your videos, and information regarding the software.

Open the Manage Window

1. From the Kaltura Capture interface, click Manage.

![Figure 22 - Manage](image)

2. From the Management window you will be able to do the following:
   a. **New Recording** - Return to the Kaltura Capture interface to configure and start recording (See Figure 23).
   
   ![Figure 23 - Management Window](image)

   b. **Library Tab** - Find and manage the media you recorded from your local storage (See Figure 23).

   c. **Settings Tab** - Configure the recording quality and preferences, change the default recording name, and collect and upload application logs for software troubleshooting (See Figure 23).

   d. **Information Tab** - View the software version and who the connected user is for video upload (See Figure 23).
**Library Tab**

1. From the *Management* window, click the **Library tab** (See Figure 24).
2. From the *Library* tab you will be able to do the following:
   
a. **Playback-Edit Media** - Navigate to the media Entry page to watch the recording or edit the media details (See Figure 24).

   **Note:** If the media has already been uploaded to MediaSpace, you cannot change any of the media details in Kaltura Capture. To edit the *Title, Description, or Tags*, edit the media in MediaSpace. For information about editing the media *Details*, please see Kaltura MediaSpace - Guide for Faculty / Staff in the [UITS Documentation Center](#).

   - b. **Date Recorded** - Date the media was recorded (See Figure 24).
   - c. **Length of Recording** - The length of time the media was recorded (See Figure 24).
   - d. **Website Link to Uploaded Media** - The link directs you to the Kaltura MediaSpace website where your uploaded media is located (See Figure 24).
   - e. **Delete** - Delete the media file from your local storage for the library (See Figure 24).
   - f. **Delete all uploaded files** - Deletes all uploaded media files from your local storage for the library (See Figure 24).

   **Note:** Deleting from Kaltura Capture will not delete your media uploaded to Kaltura MediaSpace.

   - g. **Upload** - Upload media to your Kaltura MediaSpace (See Figure 24).
Playback-Edit Media

1. In the Management window from the Library tab, click the Media image or title.

![Figure 25 - Media Image or Title]

2. From the media Entry window you can do the following:
   a. **Media Preview 1** - Preview the primary media (See Figure 26).
   b. **Media Preview 2** - Preview the secondary media (See Figure 26).

   **Note**: This preview will be available if both sources are enabled when recording.

   c. **Progress Bar** - The progress bar makes it easy to see where you are when watching the media (See Figure 26).
   d. **Play** - Play or pause the media (See Figure 26).
   e. **Time** - Shows the current time in the media when playing and the length of time the media was recorded (See Figure 26).
   f. **Audio** - Mute and unmute the media when it is playing (See Figure 26).
   g. **Date** - Date the media was recorded (See Figure 26).
   h. **Website Link to Uploaded Media** - The link directs you to the MediaSpace website where your uploaded media is located (See Figure 26).

   **Note**: If the media was not uploaded Kaltura MediaSpace, this website link will not be available.
i. **Title** - Title of the media (See Figure 26).

j. **Description** - Description of the media (See Figure 26).

k. **Tags** - Tags are non-hierarchical keyword or term assigned to an entry to help describe it and allow it to be found again through a search. (See Figure 26).

**Note:** Description and Tags are optional fields.

**Note:** If the media has already been uploaded to Kaltura MediaSpace, you cannot change any of the media details in Kaltura Capture. To edit the Title, Description, or Tags, edit the media in Kaltura MediaSpace. For information about editing the media Details, please see Kaltura MediaSpace - Guide for Faculty / Staff in the [UITC Documentation Center](#).

l. **Delete** - Delete the media file from your local storage for the library (See Figure 26).

m. **Save & Upload** - Save the media file to your local storage for the library and upload media to your Kaltura MediaSpace (See Figure 26).

n. **Save** - Save the media file to your local storage for the library (See Figure 26).

o. **Go to library** - Return to the library of media recorded by Kaltura Capture (See Figure 26).
Settings Tab

1. From the Management window, click the Settings tab (See Figure 27).
2. From the Settings tab you will be able to do the following:
   a. Camera recording quality - Configure the camera recording quality (See Figure 27).
   b. Screen recording quality - Configure the screen recording quality (See Figure 27).

   **Note:** If your camera or screen resolution capabilities are lower than the set resolution, the resolution will be closest to the resolution that the device can handle.

   c. Record system audio - Enable or disable the audio system recording (See Figure 27).

   **Note:** This is currently only available for Windows.

   d. Recording name prefix - The default media title after stopping a recording (See Figure 27).
   e. Highlight Cursor - Enable or disable highlighting of the cursor when clicking (See Figure 27).
   f. Collect and upload application logs - Upload application logs to Kaltura. After the upload is completed, copy the token and add it to your support ticket as a reference (See Figure 27).
   g. Cancel - Cancel any changes made in the Settings tab (See Figure 27).
   h. Save - Save any changes made in the Settings tab (See Figure 27).

![Figure 27 - Settings Tab](image-url)
Information Tab

1. From the Management window, click the Information tab (See Figure 28).
2. From the Information tab you will be able to do the following:
   a. **Kaltura Capture Version** - View the version information of the installed software (See Figure 28).
   
   b. **Connected User** - View the user currently connected to the software (See Figure 28). When a video is uploaded to Kaltura MediaSpace, this is the account it will upload to.
   
   c. **Website** - The link directs you to the Kaltura MediaSpace website where your media is uploaded to (See Figure 28).

![Figure 28 - Information Tab](image)

Recording Configurations

There are many ways to record using the devices connected to your machine.

**Note:** The default selection is the screen as the primary input and the camera as the secondary input. **Note:** All inputs are configured to the optimal quality available, so you can start recording. To change the screen or camera recording quality, navigate to the Settings tab in the Management window. **Note:** If your camera or screen resolution capabilities are lower than the set resolution, the resolution will be closest to the resolution that the device can handle.
Recording a Screen and Camera

**Note:** The default selection is the screen as the primary input and the camera as the secondary input.

1. From the *Kaltura Capture* interface, click to enable the **primary source, secondary source,** and **audio**.

   ![Enable Sources](image1)
   
   **Figure 29 - Enable Sources**

2. Under the **primary source,** click the **source settings menu** (See Figure 30).

3. From the **source settings menu,** click the **input dropdown menu** (See Figure 30).

4. Select a **screen** from the **input dropdown menu** (See Figure 30).

5. Confirm the **preview** is the correct screen source (See Figure 30).

   ![Screen Source Settings Menu](image2)
   
   **Figure 30 - Screen Source Settings Menu**
6. Select one of the screen settings:
   a. **Full Screen** - Selects the entire screen to record (See Figure 31).
   b. **Select Area** - Select a set area of your screen to record (See Figure 31).
      See Partial Screen - Select Area on how to configure.

7. Under the secondary source, click the **source settings menu** (See Figure 32).
8. From the source settings menu, click the **input dropdown menu** (See Figure 32).
9. Select a **camera** from the input dropdown menu (See Figure 32).
10. Confirm the **preview** is the correct camera source (See Figure 32)
11. Under the audio, click the audio settings menu (See Figure 33).
12. From the audio settings menu, click the input dropdown menu (See Figure 33).
13. Select an audio from the input dropdown menu (See Figure 33).

**Recording Your Screen or Partial Screen**

*Note: The default selection is the screen as the primary input and the camera as the secondary input.*

1. From the Kaltura Capture interface, enable a primary or secondary source (See Figure 34).
2. Under the source that you have selected for screen recording, click the source settings menu (See Figure 34).
3. From the source settings menu, click the input dropdown menu (See Figure 34).
4. Select a screen from the input dropdown menu (See Figure 34).
5. Confirm the preview is the correct screen source (See Figure 34)
6. Select one of the *screen settings*:
   a. **Full Screen** - Selects the entire screen to record (See Figure 35).
   b. **Select Area** - Select a set area of your screen to record (See Figure 35).
      See [Partial Screen - Select Area](#) on how to configure.

![Figure 35 - Select Screen](image)

**Partial Screen - Select Area**

1. From the *source settings menu* under the *source* that you have selected for *screen* recording,
   click **Select Area**.

![Figure 36 - Select Area](image)
2. From the select area screen you can do the following:
   a. **Move the Frame** - Left-click and hold anywhere inside the crop line and drag over to the area on your screen that you want to record (See Figure 37).
   b. **Crop Frame** - Left-click and hold anywhere on the crop line and drag the frame to the size you want to record (See Figure 37)
   c. **Default Area Screen Size** - Select from one of the default area screen sizes (See Figure 37).
      i. From the select area screen, click the area screen size dropdown menu (See Figure 37).
      ii. Select an area screen size from the area screen size dropdown menu (See Figure 37).

**Note:** The default area screen size is 800x600.

![Figure 37 - Select Area Screen](image-url)
3. Click **Confirm**.

![Figure 38 - Confirm](image1.png)

4. The selected area on your screen turns **red** (See Figure 39).

5. Confirm the **preview** is the correct selected area (See Figure 39).

![Figure 39 - Selected Area is Red](image2.png)
Recording one Screen

**Note:** The default selection is the screen as the primary input and the camera as the secondary input.

1. From the *Kaltura Capture* interface, click to enable the **primary source** (See Figure 40).
2. Click to disable the **secondary source** (See Figure 40).
3. Click to enable the **audio** (See Figure 40).

4. Under the **primary source**, click the **source settings menu** (See Figure 41).
5. From the **source settings menu**, click the **input dropdown menu** (See Figure 41).
6. Select a **screen** from the **input dropdown menu** (See Figure 41).
7. Confirm the **preview** is the correct camera source (See Figure 41)
8. Select one of the screen settings:
   a. Full Screen - Selects the entire screen to record (See Figure 42).
   b. Select Area - Select a set area of your screen to record (See Figure 42).
      See Partial Screen - Select Area on how to configure.

9. Under the audio, click the audio settings menu (See Figure 43).
10. From the audio settings menu, click the input dropdown menu (See Figure 43).
11. Select an audio from the input dropdown menu (See Figure 43).
Recording two Screens

Note: The default selection is the screen as the primary input and the camera as the secondary input.

1. From the Kaltura Capture interface, click to enable the primary source, secondary source, and audio.

2. Under the primary source, click the source settings menu (See Figure 45).
3. From the source settings menu, click the input dropdown menu (See Figure 45).
4. Select a screen from the input dropdown menu (See Figure 45).
5. Confirm the preview is the correct screen source (See Figure 45).
6. Select one of the *screen settings*:
   a. **Full Screen** - Selects the entire screen to record (See Figure 46).
   b. **Select Area** - Select a set area of your screen to record (See Figure 46).
      See [Partial Screen - Select Area](#) on how to configure.

7. Under the *secondary source*, click the **source settings menu** (See Figure 47).
8. From the *source settings menu*, click the **input dropdown menu** (See Figure 47).
9. Select a **screen** from the **input dropdown menu** (See Figure 47).
10. Confirm the **preview** is the correct camera source (See Figure 47)
11. Select one of the *screen settings*:
   a. **Full Screen** - Selects the entire screen to record (See Figure 48).
   b. **Select Area** - Select a set area of your screen to record (See Figure 48).
     See Partial Screen - Select Area on how to configure.

12. Under the *audio*, click the **audio settings menu** (See Figure 49).
13. From the *audio settings menu*, click the **input dropdown menu** (See Figure 49).
14. Select an **audio** from the **input dropdown menu** (See Figure 49).
Recording one Camera

Note: The default selection is the screen as the primary input and the camera as the secondary input.

1. From the Kaltura Capture interface, click to disable the primary source (See Figure 50).
2. Click to enable the secondary source (See Figure 50).
3. Click to enable the audio (See Figure 50).

4. Under the secondary source, click the source settings menu (See Figure 51).
5. From the source settings menu, click the input dropdown menu (See Figure 51).
6. Select a camera from the input dropdown menu (See Figure 51).
7. Confirm the preview is the correct camera source (See Figure 51)
8. Under the audio, click the **audio settings menu** (See Figure 52).
9. From the **audio settings menu**, click the **input dropdown menu** (See Figure 52).
10. Select an audio from the **input dropdown menu** (See Figure 52).

**Figure 52 - Audio Settings Menu**

**Recording two Cameras**

**Note**: The default selection is the screen as the primary input and the camera as the secondary input.

1. From the *Kaltura Capture* interface, click to enable the **primary source**, **secondary source**, and audio.

**Figure 53 - Enable Sources**
2. Under the primary source, click the source settings menu (See Figure 54).
3. From the source settings menu, click the input dropdown menu (See Figure 54).
4. Select a camera from the input dropdown menu (See Figure 54).
5. Confirm the preview is the correct camera source (See Figure 54)

![Figure 54 - Camera Source Settings Menu](image)

6. Under the secondary source, click the source settings menu (See Figure 55).
7. From the source settings menu, click the input dropdown menu (See Figure 55).
8. Select a camera from the input dropdown menu (See Figure 55).
9. Confirm the preview is the correct camera source (See Figure 55)

![Figure 55 - Camera Source Settings Menu](image)
10. Under the *audio*, click the **audio settings menu** (See Figure 56).
11. From the *audio settings menu*, click the **input dropdown menu** (See Figure 56).
12. Select an **audio** from the **input dropdown menu** (See Figure 56).

![Figure 56 - Audio Settings Menu](image)

**Recording Audio only**

**Note**: The default selection is the screen as the primary input and the camera as the secondary input.

1. From the *Kaltura Capture* interface, click to disable the **primary source** (See Figure 57).
2. Click to disable the **secondary source** (See Figure 57).
3. Click to enable the **audio** (See Figure 57).

![Figure 57 - Enable and Disable Sources](image)
4. Under the audio, click the audio settings menu (See Figure 58).
5. From the audio settings menu, click the input dropdown menu (See Figure 58).
6. Select an audio from the input dropdown menu (See Figure 58).

![Figure 58 - Audio Settings Menu](image)

**Recording a PowerPoint Presentation**

When you record a PowerPoint presentation, Kaltura Capture uploads the slides as images to chapters at their designated time stamps in the recording and indexes the text so it can be easily navigated through a video by jumping to a specific slide, or by searching for text in the slide.

After the video is uploaded to Kaltura MediaSpace, the chapters may be edited in the Timeline tab of the video in Kaltura MediaSpace. For information about editing the Timeline, please see Kaltura MediaSpace - Guide for Faculty / Staff in the [UITS Documentation Center](#).

**Note:** When recording slides, Powerpoint must be in Slide Show mode.

**Note:** Powerpoint Viewer is not supported for Kaltura Capture recordings.

**Note:** When using multiple screens, slides are only captured and recorded from the screen being recorded.

**Note:** If PowerPoint is opened in Protected Mode, slides cannot be captured in the recording. The following message will be displayed.

"PowerPoint is running in protected mode - no slides will be captured". You may click Enable Editing and create an identical PowerPoint presentation to use with Kaltura Capture.

**Note:** Each PowerPoint slide you use during the recording creates a chapter in the recording. Slides shown when recording is paused are not uploaded.
Note: The default selection is the screen as the primary input and the camera as the secondary input.

1. From the Kaltura Capture interface, enable a primary or secondary source (See Figure 59).
2. Under the source that you have selected for screen recording, click the source settings menu (See Figure 59).
3. From the source settings menu, click the input dropdown menu (See Figure 59).
4. Select a screen from the input dropdown menu (See Figure 59).
5. Confirm the preview is the correct screen source (See Figure 59).

6. Click Full Screen.
7. Open the **PowerPoint presentation** in **Slide Show mode** before or during the recording and present the slides.

![PowerPoint Slide Show Mode](image)

*Figure 61 - PowerPoint Slide Show Mode*
Create a Recording

Once you configure the settings for recording your media and decided what way to record using the devices connected to your machine, you are ready to start recording and upload to Kaltura MediaSpace.

Start Recording

1. From the Kaltura Capture interface, click the Record button.

2. You will see a 3 second count down and then your recording will start.
The Recording Menu

After the 3 second count down timer, the recording menu interface will display.

The recording menu interface has the following options:

1. **Stop Recording** - Press to stop the recording. You will be prompted with a confirmation box asking, “Are you sure you want to stop this record?” (See Figure 65).
   
   a. **Yes, Stop it** - The recording is stopped and you are directed to the media Entry window where you complete your recording (See Figure 65).
   
   b. **No** - You are returned to the previous recording state (before clicking on the Stop button) (See Figure 65).

   **Note**: If you paused the recording before clicking the stop button, you will be returned to the pause state. If you were recording before clicking stop button, you will return to the recording state.

2. **Pause/Resume Recording** - You can pause or resume your recording at any time.
3. **Cancel Recording** - Press to cancel and discard the recording. You will be prompted with a confirmation box. (See Figure 68).

   a. **Yes, Discard** - The recording is canceled and you are directed to the the *Kaltura Capture* interface (See Figure 68).

   b. **No** - You are returned to the previous recording state (before clicking on the Cancel button) (See Figure 68).

   **Note:** If you paused the recording before clicking the cancel button, you will be returned to the pause state. If you were recording before clicking cancel button, you will return to the recording state.

![Figure 68 - Cancel Recording](image)

4. **Elapsed Time** - The elapsed time for the recording.

   ![Figure 69 - Elapsed Time](image)

5. **Audio Gauge** - Displays if the audio enabled or disabled.

   ![Figure 70 - Audio Enabled](image)
   ![Figure 71 - Audio Disabled](image)
6. **Annotations** - Click 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. See [Annotations](#) on how to use Annotations.

**Note**: Annotations are available for Screen recordings only. Annotations are disabled if you are recording from your camera only.

![Annotations Open](image)

**Figure 72 - Annotations Open**

![Annotations Closed](image)

**Figure 73 - Annotations Closed**

7. **Minimize** - Minimize the recorder to the task bar/dock.

![Minimize](image)

**Figure 74 - Minimize**
Annotations

1. From the recording menu interface, click the Pencil icon to open the Annotations options (See Figure 75).

2. The annotations interface will display (See Figure 75).

Annotation Tools

Annotations have the following options:

1. Pencil Draw - Use to draw freely on your screen.
2. **Arrow** - Use to draw an arrow to point out a specific element on your screen.

![Figure 77 - Arrow](image)

3. **Text Box** - Use to add text anywhere on your screen.

**Note:** Text maximum - 500 characters.

![Figure 78 - Text Box](image)
4. **Cursor** - Turn on cursor mode to control your computer and exit the selected annotation tool.

![Figure 79 - Cursor](image)

5. **Select** - Select an annotation on the screen to move, resize, rotate, change color, or delete (See Figure 80).

   a. **Move** - Left-click and hold an annotation, then drag to a desired location on your screen (See Figure 80).
   
   b. **Resize** - Select an annotation, left-click and hold the sizing handle, then drag to a desired size (See Figure 80).
   
   c. **Rotate** - Select an annotation, left-click and hold the rotate handle, then drag to a desired angle (See Figure 80).
   
   d. **Change Color** - Select an annotation, then choose a color (See Figure 80).
   
   e. **Delete** - Select an annotation, then press delete on your keyboard.

![Figure 80 - Select](image)
6. **Colors** - Choose from one of the six colors before you annotate.  
**Note:** The default color is yellow.

![Colors](image1.png)  
*Figure 81 - Colors*

7. **Line Thickness** - Choose your line thickness before you annotate.  
**Note:** Line thickness can not be changed after an annotation is created.

![Line Thickness](image2.png)  
*Figure 82 - Line Thickness*

8. **Trash** - Delete all the annotations on the screen.  
**Note:** To remove an annotation, click the select icon and select an annotation, then press delete on your keyboard.

![Trash](image3.png)  
*Figure 83 - Trash*
9. **Whiteboard** - Use the whiteboard as a clean slate for additional annotations and to save what you annotate.

**Note:** Cursor mode is disabled while the whiteboard is open.
a. **Whiteboard Canvas** - Annotate on the canvas.

![Figure 85 - Whiteboard Canvas](image)

b. **Save** - Save what you write on the whiteboard as a PNG image.
   i. Click **Save**.

![Figure 86 - Save](image)
ii. From the Save As dialog box, choose a **location** (See Figure 87).

iii. Type a **File Name** (See Figure 87).

iv. Click **Save** (See Figure 87).

![Figure 87 - Save As Dialog Box](image)

c. **Close** - Close the whiteboard.

**Note:** Closing the whiteboard will not erase any annotations created.

![Figure 88 - Close](image)
Completing your Recording

After you "stop" your recording you will be directed to the entry page to complete the recording, enter the following information and click save.

**Note:** If you clicked stop by mistake, you can always click Cancel and you will be returned to the previous recording state (before clicking on the Stop button).

**Note:** If you paused the recording before clicking the stop button, you will be returned to the pause state. If you were recording before clicking stop button, you will return to the recording state.

1. Click the **Stop** button (See Figure 89).
2. You will be prompted with a confirmation box asking, “Are you sure you want to stop this record?” Click **Yes, Stop it** (See Figure 89).

![Figure 89 - Stop Recording](image)

3. From the **media Entry** window you can do the following:
   a. **Media Preview 1** - Preview the primary media (See Figure 90).
   b. **Media Preview 2** - Preview the secondary media (See Figure 90).
   **Note:** This preview will be available if both sources are enabled when recording.

   c. **Progress Bar** - The progress bar makes it easy to see where you are when watching the media (See Figure 90).
   d. **Play** - Play or pause the media (See Figure 90).
   e. **Time** - Shows the current time in the media when playing and the length of time the media was recorded (See Figure 90).
   f. **Audio** - Mute and unmute the media when it is playing (See Figure 90).
   g. **Date** - Date the media was recorded (See Figure 90).
h. **Title** - Title of the media (See Figure 90).

i. **Description** - Description of the media (See Figure 90).

j. **Tags** - Tags are a non-hierarchical keyword or term assigned to an entry to help describe it and allow it to be found again through a search. (See Figure 90).

**Note:** *Description* and *Tags* are optional fields.

**Note:** If the media has already been uploaded to Kaltura MediaSpace, you cannot change any of the media details in Kaltura Capture. To edit the *Title*, *Description*, or *Tags*, edit the media in Kaltura MediaSpace. For information about editing the media *Details*, please see Kaltura MediaSpace - Guide for Faculty / Staff in the **UITS Documentation Center**.

k. **Delete** - Delete the media file from your local storage for the library (See Figure 90).

l. **Save & Upload** - Save the media file to your local storage for the library and upload media to your Kaltura MediaSpace (See Figure 90).

m. **Save** - Save the media file to your local storage for the library (See Figure 90).

n. **Go to library** - Return to the library of media recorded by Kaltura Capture (See Figure 90).
Edit your Recording

After the media is uploaded to Kaltura MediaSpace, the media can be edited in the video editor tool in Kaltura MediaSpace. For information about using the video editor tool, please see Kaltura MediaSpace - Guide for Faculty / Staff in the UITS Documentation Center.

Quit Kaltura Capture

Clicking the close button (X) from the Kaltura Capture interface does not quit the software.

Closing Kaltura Capture while Uploading Media.

Closing Kaltura Capture while uploading media to Kaltura MediaSpace will prompt the following warning message:

1. **No** - Closes the warning message and continues to upload the media to Kaltura MediaSpace (See Figure 91).

2. **Yes, Close it** - Quits Kaltura Capture and stops uploading the media to Kaltura MediaSpace (See Figure 91).

![Figure 91 - Closing Kaltura Capture while Uploading Media](image)

Quit from Windows

1. From the Taskbar Notification area, right-click the Kaltura Capture icon (See Figure 92).
2. Left-Click Quit (See Figure 92).

![Figure 92 - Quit from Windows](image)
Quit from Mac

1. From the Menu bar, click KalturaCapture (See Figure 93).
2. Click Quit (See Figure 93).

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

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