Instructions for PCAP—Personal Capture program / Installation and use

Mac Version

PC Version

PCAP allows you to…
- Record sessions from any computer
- Add video & audio (though video is not a requirement)
- Record, edit and publish the finished recording

Requirements
- ☐ PCAP/Echo360 account
- ☐ PCAP software
- ☐ Webcam with audio or a microphone
- ☐ Windows or Mac OSX (see note for other versions)

Download and install the PCAP software. Install the proper version before continuing. Please contact Randy at ext. 42175 for the link or try this link. *Note*: There is also a version for iPhone, iPad and Android. These allow you to upload recordings into Echo360 as well. Contact Randy at ext. 42175 for links to download.

Start PCAP (Echo360 Personal Capture).
Mac-Click on Start Recording. Don't worry; it's not really going to start recording at this point. It just takes you to another screen before it starts recording.
PC– See the main screen.

Check inputs / configure where needed.

Mac Version

PC Version

Mac-You want to make sure that PCAP will record audio and video. While it defaults to record the audio and the screen, you need to tell it to record the webcam, too. To do this, click on the Configure button. It takes you to a screen listing all of the audio/video devices on your computer. Select an audio device and your video device (if you want video). Click on OK and then see what the screen looks like. You will then Enable the camera (if needed).

PC– There are drop-down boxes for a microphone, display and webcamera. Make sure that you select the proper microphone and display. You aren't required to use the webcamera, select if needed.
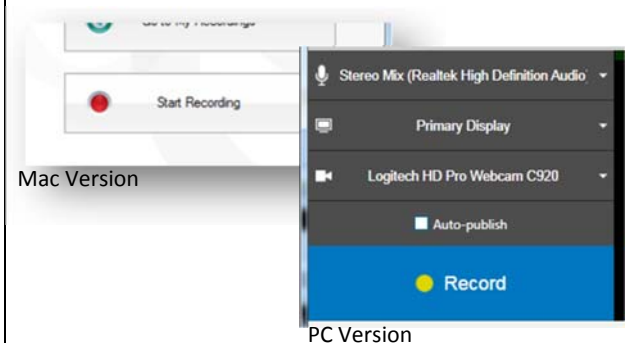
Mac-You should see a jumping green bar on the left side and your webcam on the right. You won't see your computer screen, but instead will see a placeholder for it.
PC- You should see a jumping green bar on the top part of the program. You can see your computer

screen on the left-hand side and video (if selected) on the right.

Ready to record something? Gather your presentation materials, clear your throat, take a deep breath and let's start the process!

Start Recording.
You can now start to record by clicking on the Record Bar (PC) or the Start Recording button (Mac). You should get a popup screen that gives you a countdown timer, then a smaller notification confirming that the recording has started. Don't worry about the beginning of the recording as you can edit out that later. The PCAP window disappears allowing you to bring up any presentation materials (PowerPoint, Keynote, Word, etc.) that you'll use. You won't see the webcam image, as it's recording. Just go ahead and talk to your screen (I know, that's difficult). Move ahead like you would present normally.

Pause recording.
You can pause the recording by restoring the window and pressing the pause button or do a right-click on the icon and select Pause.

End recording.
Mac- To stop your recording, select the PCAP icon and tell it to stop the recording. You will taken immediately to the editing screen.
PC– To stop the recording, click on the icon to bring up the application and choose Stop Recording. You will now see the recording listed underneath the main screen.
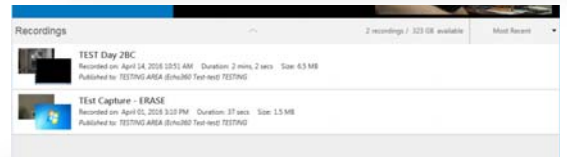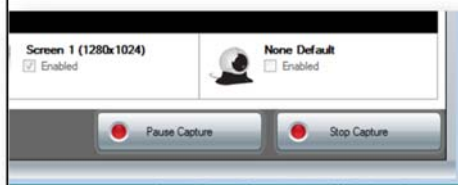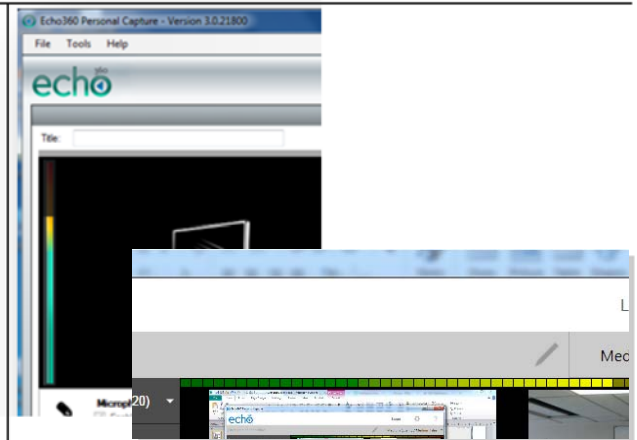
Edit a Recording—*Mac*.
Mac- Your screen that was recorded is on the left-hand side of the screen and your image (if you recorded it) is on the right. The red triangle represents a playing head, that is where you are in the recording. You can grab the red triangle and move it to the right to move ahead in your recording and move it to the left to go to the beginning. There is a play button on the lower left-hand side along with a stop button and volume control.

Edit a Recording—*PC*.
PC– To enter the editor, select the icon listed by your recording. Your screen that was recorded is on the left-hand side of

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the screen and your image (if you recorded it) is on the right. The vertical line represents a playback marker, that is where you are in the recording. You can move the line and move it to the right to move ahead in your recording and move it to the left to go to the beginning. There is a play button on the lower middle side along with a stop button and volume control.

Getting rid of the beginning of the recording.
If you want to edit out the very beginning of the recording, press the play button or move the triangle to where you wish, then press play. When you find the spot where you want to session to really start, press pause (not stop). See the two other triangles? Those represent markers to indicate where the beginning of the part you don't want will be and the end of the segment to be erased. Here's a shortcut; you are paused where you want the recording to really start. Press the rightmost triangle next to the scissors. This will select all of the session before the red triangle playback and remove it. You can restore it by clicking on the Clear Cuts button if you make a mistake.
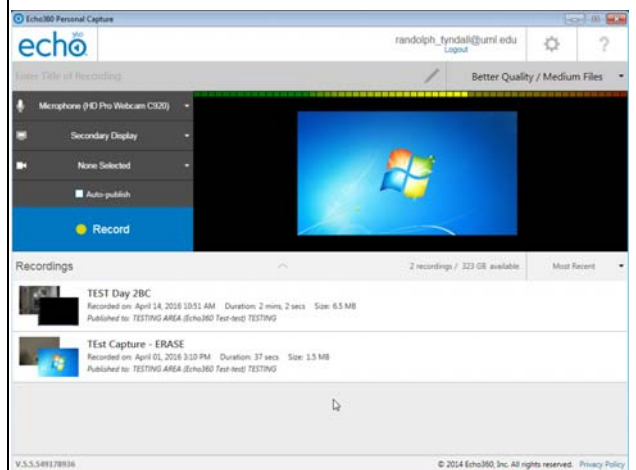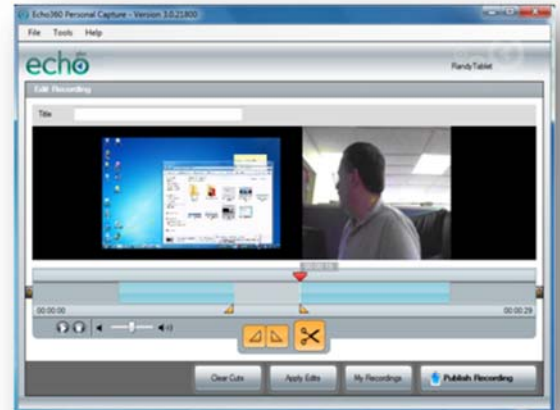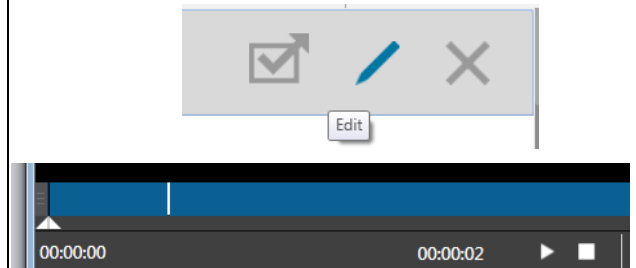
Getting rid of the end of the recording.
It's just the same as above, but you select the left-most triangle. You then move the small right triangle to the end of the recording. Press the scissors button and you have removed the end of the recording.

Removing a middle section of the recording.
This involves you first finding where you want the bad recording segment begins and using the left triangle, then selecting that same triangle next to the scissors. Mark the end of the bad segment the same way, but with moving the right triangle and selecting the right triangle next to the scissors. Sounding complicated? Try it and see that it's not that difficult.

You can make multiple edit cuts within the same recording. Each segment will be marked and removed. Again, you can press the Clear Cuts button to restore all of the original session. PCAP doesn't list each removed segment, it just marks them on the timeline. To see a list of each marked segment, you need to use the echo360 editor on the server (covered in another editing lesson). See note*.
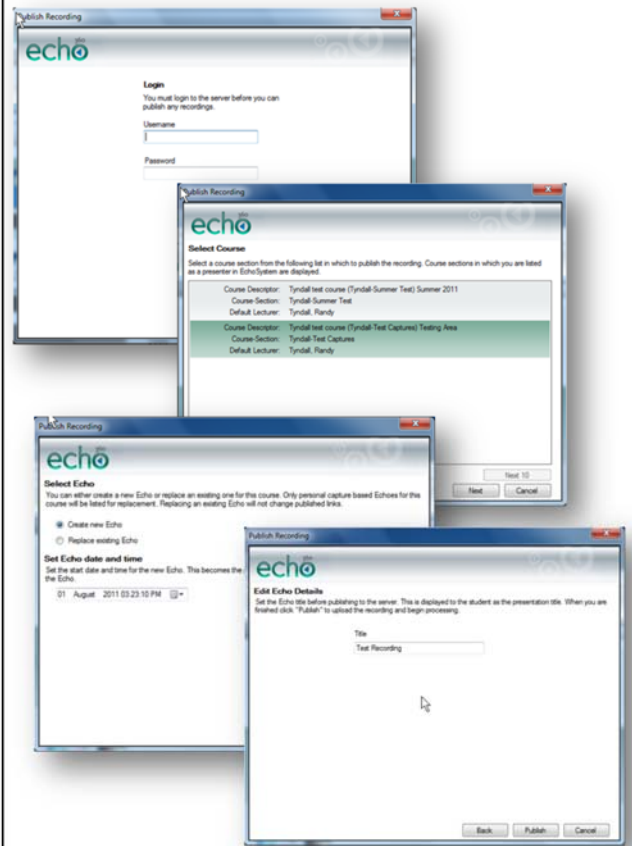
Publishing a recording.

Now that you've finished a recording, you have the option of publishing the recording or saving for publishing at a later time. Your recordings are normally saved to whatever computer you record with.

(*Mac*) Press the Publish Recording button or select the recording from your list of recordings, then press the Publish Recording button.

You will then be asked to login to the echo server. Enter your echo server login and password (usually your UML email account and password).
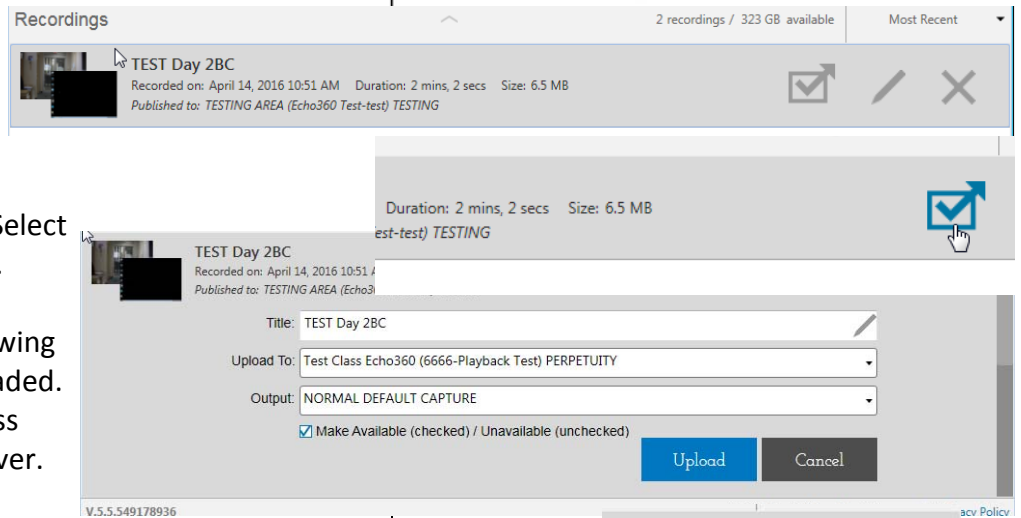
Select the class and section where the recording should be published. *If you don't see the class or section you expected, please call 42175 to have it properly configured.*
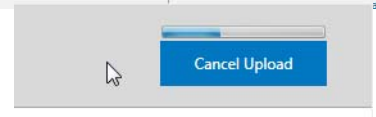

(*PC*) On the list of recordings, hover over top of a recording and select the checkmark to publish to the Echo server. You will be asked, once it logs you in, to select which class.
You can also enter a title for it. Select Upload to publish the recording.

You should see an indicator showing that the recording is being uploaded. It will appear in the selected class area, once processed by the server.

If you don't see your particular class, please contact Randy at ext. 42175 to have it configured.

*note: You can also edit the recording after you publish it. Editing with PCAP means that you cannot go back to the original recording. Editing after it has published allows you to always keep the original recording.

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