How to use the MEDIALecture Screen Capture in the UTSA Medial Library
Navigate to the UTSA’s Medial Library at: https://medialibrary.utsa.edu/
Click on the login icon
The following screen will appear. Login with your UTSA Network ID <abc123>
Your home screen will appear again once logged in.

Click here to see your account settings
The “Record” icon on the top center of the page appears once you have logged in successfully. Click on it to be prompted for launching the MEDIALecture app for computers that have it installed already.
Click on the “Open MEDIALecture” button to launch the app.
While the application is being launched, this message will appear.

Starting up... Please Wait
When the application is launched it will appear in the bottom right-hand corner of the screen, and look like this:
To configure the application, click on the **Settings** tab.

In this section you can make several configuration changes to affect the way that the application behaves.

**Local Media Files Storage**
This is the path to where the recordings will be saved. If you wish to change this, click on **Browse** and select an alternative destination.
Select a Webcam
The webcam that the application should use can be selected from the drop-down list, and the quality can also be changed.

**Note:** Clicking more will expose more quality options, however it is not recommended to use these due to the way the encoding has been optimized for compatibility in MEDIAL.

Capture Settings
Here the quality can be changed for screen recordings. For the best quality use 1080P. Using **Low Capture Mode** is not recommended.

Select a Microphone
Here the drop-down list can be used to select the audio input device which MEDIALecture should use for voice input.

Media Upload
Check the box to delete recordings on the local disk of your computer after they have been uploaded. This option is recommended in order to prevent the local disk filling up.

Once all the changes desired have been made click on **SAVE** to commit them.
Using MEDIALecture
Screen Recording

- The MEDIALecture application recording is split up into four different sections:
  - Screen
  - Screen & Webcam
  - Webcam
  - Voice

Clicking on **Screen** will allow you to record your screen, and if you have selected a voice input device in Settings, also record your voice.

When you select this option it will present you with the option of whether you would like to record all or part of your screen.
Using MEDIALecture
Screen Recording

- Screen

If you have multiple monitors attached to your computer it will display them here, allowing you to choose the monitor to record. Leave the default set to record full screen, or choose Select Area to manually select the part of your screen to capture.

Once you have dragged the mouse to select the area you wish to record or have selected Full Screen, click the record button function to begin.
Using MEDIALecture
Screen Recording

- Screen

After the Record is initiated, the screen capture countdown will launch for recording to begin.

To pause and resume a recording you can use **Alt + P. Alt + D** will allow you to draw during the recording.
Using MEDIALecture

Task Bar
Clicking the MEDIALecture application in the task bar will open the control menu in the bottom right-hand corner of your screen.

Here you have the option to draw, pause, or end the recording by clicking **DONE**. You can also cancel the recording to end it but delete it.

Preview Window
Once the recording is complete it will open up in a preview window and start playing through it. The recording is displayed in a film reel at the top of the window, and the progress bar can be dragged across the film reel to seek through the recording.

Editing Options
On the left-hand side of the window there are four options: **TRIM**, **CHOP**, **TITLES & CREDITS**
Using MEDIALecture

Editing Options - Using these options, the clip can be trimmed, chopped, and titles and credits can be added.

Trimming

Clicking the **TRIM** button will place green arrow markers at the start and end of the film reel. These can be dragged through the clip to mark the new desired start and end points.

Once these have been set, click on **APPLY** to save them.

Chopping

Clicking the **CHOP** button will place green arrow markers at the start and end of the film reel. These can be dragged through the clip to select the part of the recording to be ‘chopped’ out. The image below shows the section in shadow being cut out of the clip.

Click **APPLY** to save the change.
Using MEDIALecture

Editing Options - Using these options, the clip can be trimmed, chopped, and titles and credits can be added.

**Titles**

This allows titles to be set that will appear at the beginning of the clip. The first time this button is clicked the designs will be downloaded. Once they have finished downloading you can browse through them using the forward and back arrows.

Clicking in the title and description fields allows you to edit them. Click on APPLY to save the changes.

**Credits**

This allows credits to be set that will appear at the end of the video clip. The first time this button is clicked the designs will be downloaded. Once they have finished downloading you can browse through them using the forward and back arrows.

Clicking in the title and description fields allows you to edit them. Click APPLY to save the change.
Using MEDIALecture

Commit Recording

Once any changes have been made using the buttons as described above, click on DONE to commit the recording.

Metadata

There are three options that can be chosen at this point:

- **UPLOAD** – This will upload the clip to the UTSA MEDIAL LIBRARY straight away
- **PREVIEW** – This allows you to preview the clip, and make any changes to it that may be necessary
- **SAVE** – Choose this option to save the clip in your local computer library. It can be accessed at a later time and edited if necessary, and uploaded to the UTSA MEDIAL LIBRARY at a chosen time

Edit Recording

To move on and save the changes to your clip click on Edit original recording.
The MEDIALecture application recording is split up into four different sections:
- Screen
- Screen & Webcam
- Webcam
- Voice

Clicking on **Screen & Webcam** option allows you to perform a screen recording while capturing your webcam device. The webcam that is used is the one selected in the **application settings area** (slide 10). Configure the recording in the same way as described above in the **Screen capture section** (slide 11), then start it.

Click **PAUSE** to pause the recording, **CANCEL** to start again without saving the recording, and **DONE** to save it and go to the editing screen. Editing options are the same & explained in the **Screen capture section** (slide 14) earlier in this document.
The MEDIALecture application recording is split up into four different sections:

- Screen
- Screen & Webcam
- Webcam
- Voice

Clicking on **Webcam** option allows you to perform a webcam device recording only. It captures video and audio input from your chosen webcam and microphone device in the **application settings area** (slide 10). Configure the recording in the same way as described above in the **Screen capture section** (slide 11), then start it.

Click **PAUSE** to pause the recording, **CANCEL** to start again without saving the recording, and **DONE** to save it and go to the editing screen. Editing options are the same & explained in the **Screen capture section** (slide 14) earlier in this document.
Using MEDIALecture
Voice

- The MEDIALecture application recording is split up into four different sections:
  - Screen
  - Screen & Webcam
  - Webcam
  - Voice

Clicking on **Voice** option allows you to perform an audio recording only. It captures audio input from your chosen microphone device in the [application settings area](#) (slide 10). Configure the recording in the same way as described above in the [Screen capture section](#) (slide 11), then start it.

Click **PAUSE** to pause the recording, **CANCEL** to start again without saving the recording, and **DONE** to save it and go to the editing screen. Editing options are the same & explained in the [Screen capture section](#) (slide 14) earlier in this document.

The progress is displayed in the bottom right-hand corner of the screen.
Using MEDIALecture

**Library tab** - This section displays any clips that have been saved but not yet uploaded to MEDIAL.

Hovering over a clip on the list will bring up ‘pen’ and ‘cross’ icons, allowing you to edit a recording or delete it.

To upload a recording click on the ‘**Not uploaded. Upload now**’ hyperlink in orange.
Using MEDIALecture

**Library tab** - This section displays any clips that have been saved but not yet uploaded to MEDIAL.

Before the clip is uploaded the title and description can be edited, and it can still be previewed and edited using the **PREVIEW** button. Click **UPLOAD** to upload the clip to MEDIAL.

The recording will be placed in the category you have chosen. In this case it will appear in your personal category in MEDIAL shortly after being submitted.

The video will be instantly available for viewing & sharing from the UTSA Medial Library.
Using MEDIALecture

Here you can click on Collect Logs, and it will allow the logs to be copied to the clipboard so they can be emailed to MEDIAL Support.
Using MEDIALecture

Thank you

For assistance in Requesting Captions and then Editing Captions please, see:

https://medialibrary.utsa.edu/Player/57820373
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