

TipCam for Brainshark

If you are creating video for use in Brainshark and need an easy-to-use tool to record screen movement, audio and activity, consider TipCam. If you have TipCam for Brainshark, then this document will show you the Recording, Editing and Posting options available to you.

NOTE: You must purchase a license for TipCam for Brainshark in order to use this application. Be aware that there are other screen recording tools available both free and at a low-cost that offer different functionality.

Basics of TipCam

TipCam allows users to record their screen movement, to demonstrate a product or show a user how a website works.

Installing TipCam

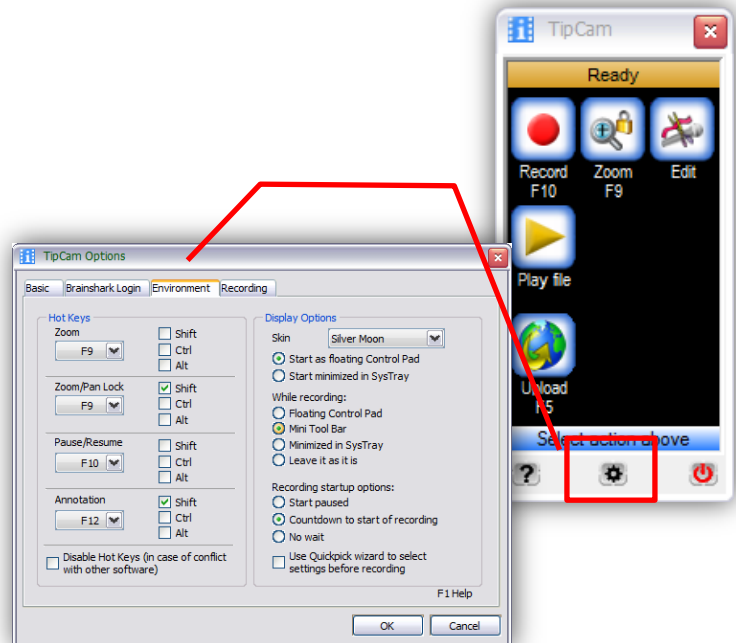
TipCam for Brainshark is available for purchase at <https://www.utipu.com/buy/tipcam/brainshark/>

Once you have purchased TipCam, you can download and install the program.

Control Panel Hotkeys

Though you can customize the “Hotkeys” in TipCam, we will reference the default Hotkeys in this document. If you would like to change the default Hotkeys in TipCam:

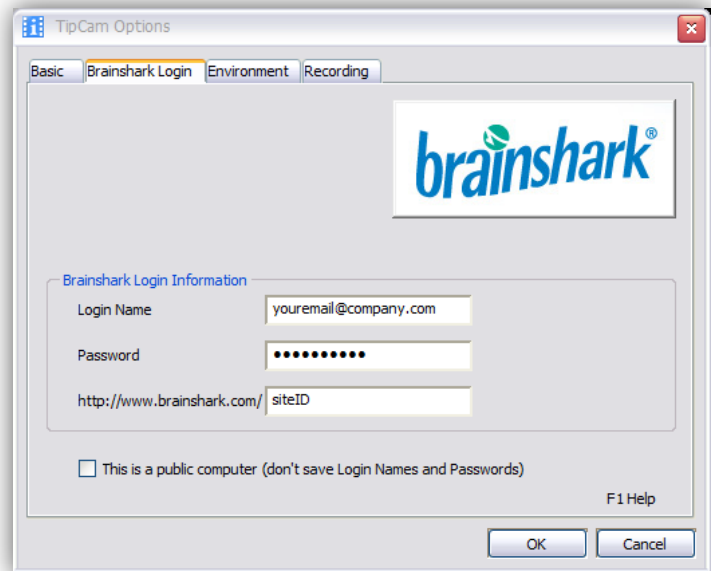
1. Click **Options** on the *TipCam Control Panel*.
2. Select the *Environment* tab.



Before You Begin...

Before TipCam can automatically log you into Brainshark and create a new presentation when you click *Upload*, you need to enter your Brainshark login information in TipCam.

1. Click **Options** on the *TipCam Control Panel*.
2. Select the *Brainshark Login* tab.
3. Enter your Brainshark username and password.
4. Update the <http://www.brainshark.com/> URL so it matches your Company's Brainshark login page URL. NOTE: If you do not know the direct link to your Brainshark site, contact your Company Administrator.

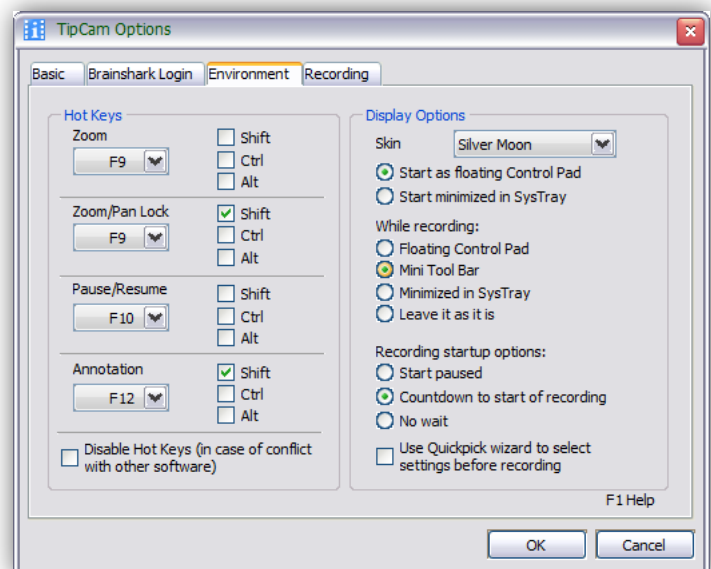


Recording

Using TipCam, you can record your full screen, or a custom-sized portion of your screen; you can record just screen capture, just audio or both. If you would like to record audio, you need a computer microphone. While you can use the built-in microphone on your computer, for better quality, we recommend a USB microphone.

By default, you can control the recording from the TipCam Control Panel, but a quick adjustment on the Environment tab in Options can enable the Mini Tool Bar or the SysTray icon.

1. Click **Options** on the *TipCam Control Panel*.
2. Select the *Environment* tab.
3. Make adjustments to the *Display Options*.
4. Click **OK**.



Begin Your Recording

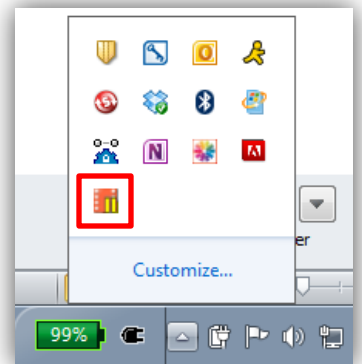
1. Click **Record** on the *Control Panel*, or press "F10."
2. By default, TipCam gives a 3-second countdown. (adjust this option on the *Environment* tab in **Options**)

Control Your Recording

1. For additional information on recording features and functionality, click **Help** (F1) on the TipCam Control Panel.
2. Control the recording in the following ways:
 - a. **Use the Control Panel:** if the main Control Panel is still visible, click the action you want.
 - b. **Use the Hotkeys:** change or note the Hotkeys from the *Environment* tab in **Options**.
 - c. **Use the Mini Toolbar:** enable this feature from the *Environment* tab in **Options**.
 - d. **Right click the SysTray icon:** enable this feature from the *Environment* tab in **Options**.
3. If you would like to include any zooming or annotating in your recording, you must add these features while recording since they cannot be added during the editing process.
 - a. **Zoom:** use this feature to focus on a particular area of the screen.
 - b. **Annotate:** use this feature to circle or mark content while recording.
 - c. **Pause:** use this feature to add breaks during recording.



Mini Toolbar



SysTray Icon

Best Practice: During recording, move your mouse slowly and pause between highlighting areas on the screen to reduce confusion on the part of your viewers. Preview the result before distributing to ensure that cursor movements are crisp and not distracting.

End Your Recording

1. When you are finished recording, click **Stop**.
2. Click **Save** to save the recording, or **Discard** to delete it.

Editing

Once the recording is complete, you can make minor edits to the audio or the video by selecting **Edit** on the TipCam Control Panel.

Add New Audio

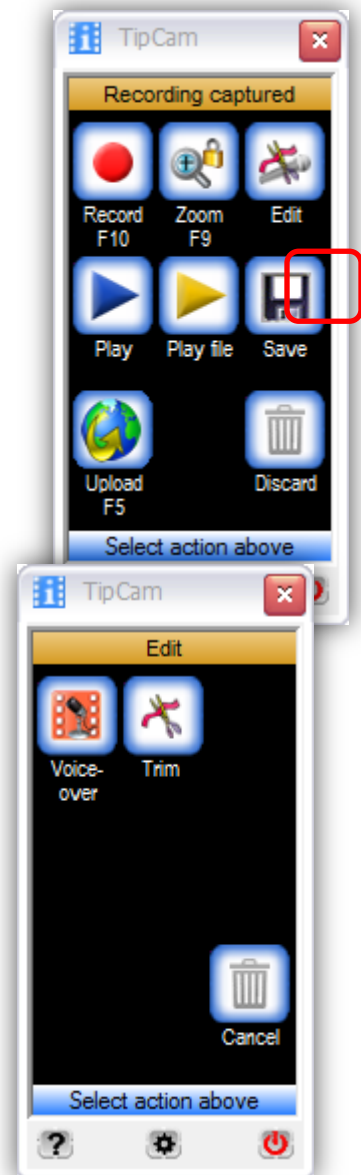
You can add a different audio track to the recording. If the audio track extends past the video, the last image of the video will remain on the screen until the audio ends.

1. Click **Edit** on the *Control Panel*.
2. Click **Voiceover**.
3. Select the recording file, if you have more than one.
4. Click **Record**.
5. TipCam will show your video for reference.
6. Click **Stop** when finished recording.

Edit the Video

You can use the video editor portion of the application to trim the start or the end of the video.

1. Click **Edit** on the *Control Panel*.
2. Click **Trim**.
3. If you have not saved your TipCam capture, you will be prompted to do so, otherwise select your video file from the list or click Browse to locate it on your computer.
4. Use the arrow buttons at the beginning and end of the green Trim bar to align it with the player progress bar to indicate the area you wish you trim.
5. Click **Trim**.
6. Click **Play** to review the finished file prior to saving it under a new name.



Upload to Brainshark

When you have recorded and edited your capture, you can upload your content to Brainshark.

1. Click **Upload** on the *Control Panel*, or press “F5.”
2. Select your file:
 - a. Select **Upload the latest recorded Tip** to choose a file you just recorded but have not saved.
 - b. If you have saved your file, you must click **Browse** to locate your file.
3. Click OK.
4. In the *Upload Complete* box, select one of the following:
 - a. **View on web site**: launches your tip in the Brainshark viewer.
 - b. **Edit on web site**: brings you to the *Presentation Properties* tab of your video in Brainshark where you can add additional slides, attachments, or other Brainshark features.
 - c. **Copy to Clipboard**: copies the link to your Brainshark presentation to the clipboard so you can paste it ([Ctrl] + V) where you need it.

