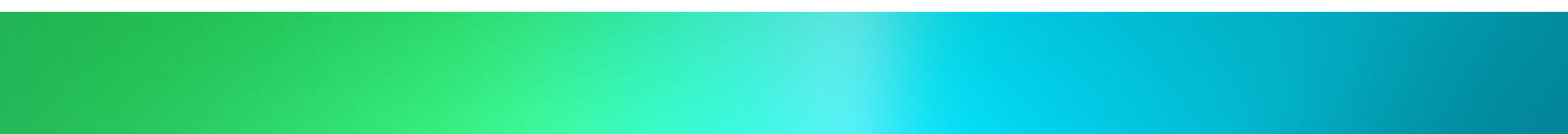




TouchCast Studio 2.0 migration & Fabric Portal overview for existing customers





Updating and Migrating to Studio 2.0

Manual update via the Apple App Store

Before updating Studio, please ensure you are running the latest Operating System on your iPad. Go to Settings, tap General, if your iPad needs an update it will be signposted here.

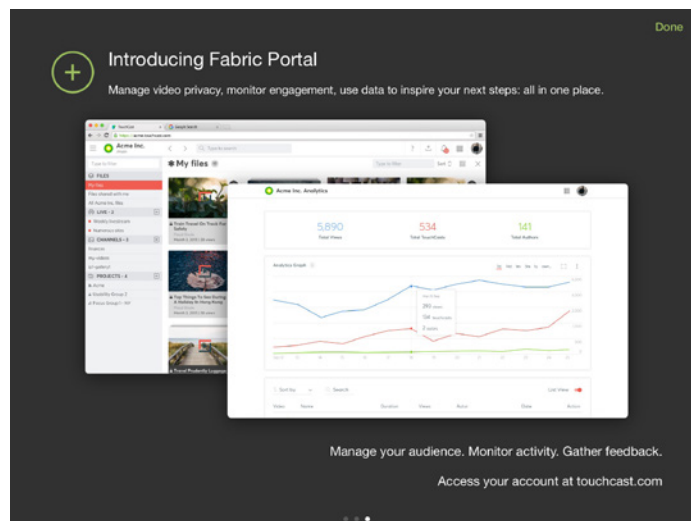
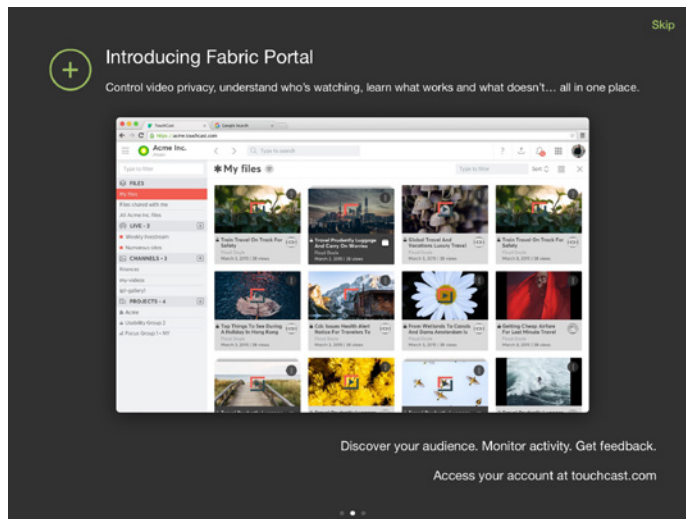
Once your operating system is up-to-date you can now update TouchCast Studio

On your iPad, go to the Apple App Store.
Tap Updates at the bottom of the iPad.
Locate TC Studio from available updates and tap Update.

Opening and signing in to Studio

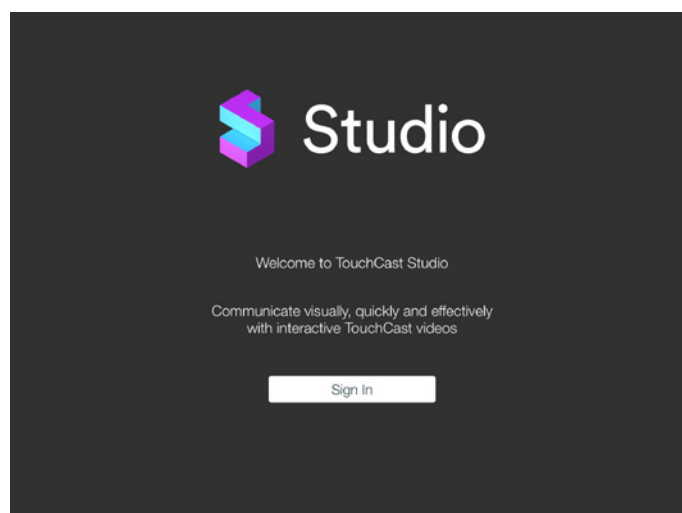
Locate the TouchCast Studio application on your home screen (as shown below), please notice the icon has now been updated. On first launch after update you will go through the welcome screens below, tap Done when you reach the end.





Studio Log in

During your first use of Studio following the update you will need to log in using your existing TouchCast account and password. Tap Sign in.





The steps which follow explain the Sign in process for existing Studio users and those who have not signed in using that device previously.

The screenshot shows the 'TouchCast Sign In' screen. At the top left is a 'Cancel' button. The title is 'TouchCast Sign In' with the TouchCast logo below it. The main heading is 'Sign in to TouchCast'. Below this is an 'Email:' label and a text input field with the placeholder 'Type your email...'. A red 'Sign in' button is positioned below the input field. Underneath is an 'or' separator. Below the separator are four social media icons: Windows, LinkedIn, Google+, and Facebook. At the bottom, there is a link 'Don't have an account? Sign up' and three footer links: 'Terms of use', 'Support', and 'Privacy policy'.

The screenshot shows the 'TouchCast Sign In' screen for a returning user. At the top left is a 'Cancel' button. The title is 'TouchCast Sign In' with the TouchCast logo below it. The main heading is 'Sign in to TouchCast'. Below this, it says 'Hi alison2@Testing.com Please enter your password:'. Underneath is a 'Password:' label and a password input field with the placeholder 'Type your password' and a visibility toggle icon. A red 'Continue' button is positioned below the input field. Above the button is a link 'I forgot my password'. Below the button is a link 'Not alison2@Testing.com? Click here'. At the bottom, there are three footer links: 'Terms of use', 'Support', and 'Privacy policy'.

Enter your email address in the Email entry field and tap the Sign in button.

If you would like to view the TouchCast Terms of Use, tap the Terms of use link located below the sign on fields.

If you would like to obtain general TouchCast support information, tap the Support link located below the sign on fields.

If you would like to review the TouchCast Privacy Policy, tap the Privacy policy link located below the sign on fields.



The first time you type in your email address you will be prompted to populate the security questions and password, as follows:

Alison

Last name:

Witt

Password:

Type your password

Please make sure your password is at least 8 characters long, contains at least one uppercase letter, a number, a symbol and doesn't contain parts of your email.

Select a security question below. This question will help us verify your identity should you forget your password.

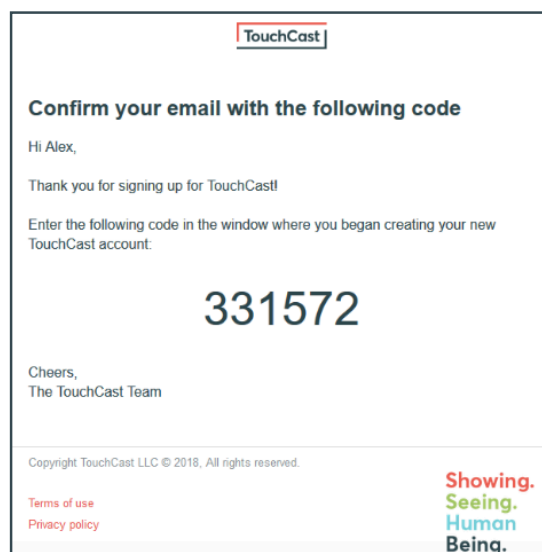
Security question:

Select a question...

Answer:

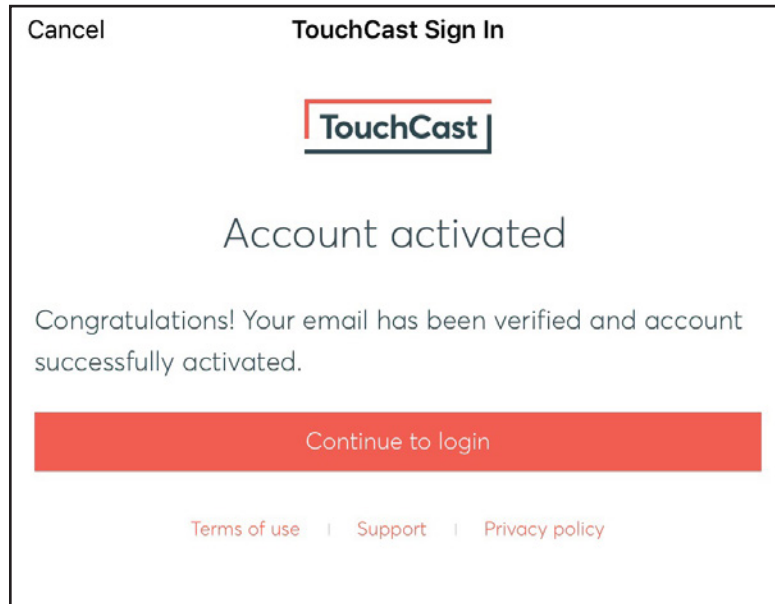
- First Name
- Last Name
- Password - Passwords must be at least 8 characters long, contains at least one uppercase letter, a number, a symbol and doesn't contain parts of the email address.
- Security Question (selected from list) and answer to the selected question
- Checkbox to indicate agreement with the TouchCast Terms of Use

This will trigger the validation of the email address and other required information. TouchCast will send a verification email (to the email account used to create the account), if your validation code does not arrive, please check your Spam folder or connect your IT helpdesk to see if it has been blocked. If this is the case and your email is blocked, please let TouchCast know.



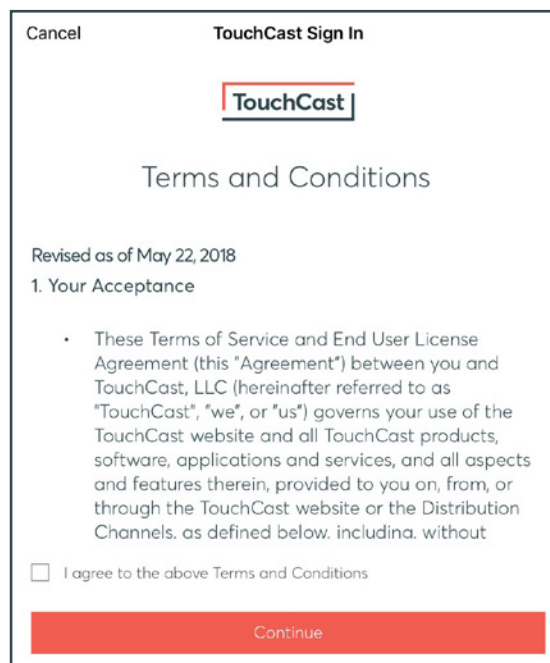


Enter the code from the email into the confirmation code entry field and tap Activate Account. TouchCast will then activate the account and send the following screen which includes a link to the login screen.



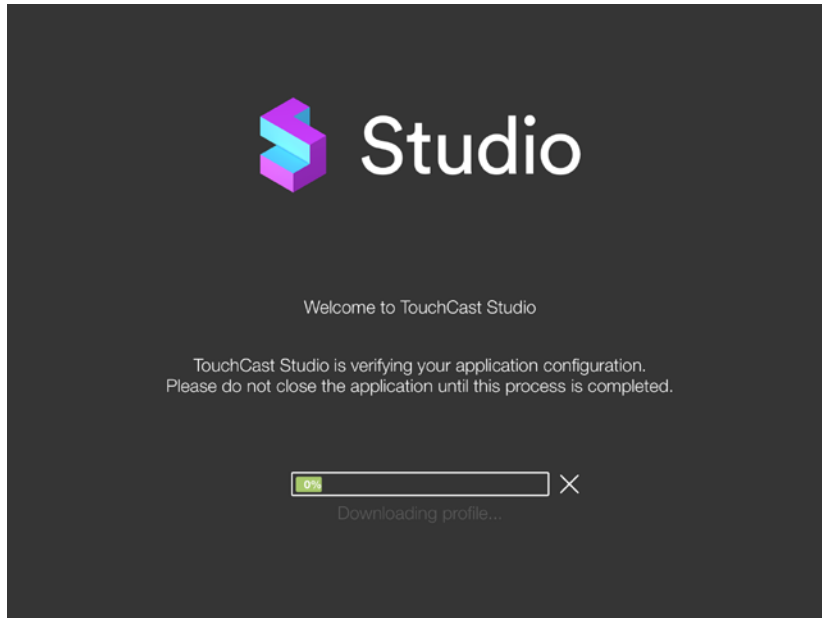
From this point the TouchCast account holder can enter their Account ID (email address) and the password they selected to begin working with Studio.

If you have not previously accepted the TouchCast usage terms and conditions, the following screen will display. Please review these terms and check the box at the bottom of the screen indicating your acceptance of the terms and conditions before continuing. If the terms and conditions change at some point in the future, the revised terms and conditions will display and require your acceptance.





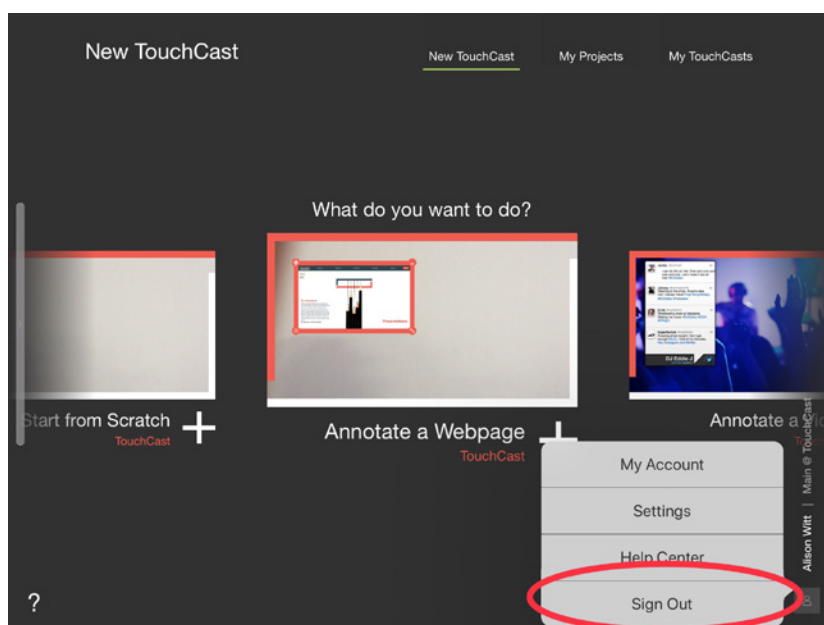
Each time you log in, TouchCast Studio loads your configuration settings (shown in the screenshot below). This should only take a moment and then you are ready to begin working with your projects.



Sign Out of Studio

Sign Out Icon

To sign out of Studio, tap the person icon located at the lower right of the Studio Projects screen. The Sign Out button will display. Tap the Sign Out button to continue signing out of Studio.





TouchCasts from earlier versions of Studio

Upgrading from Studio 1.x to Studio 2.0

Organizations and individual users have been developing touchcast videos for several years with the initial release of Studio (Studio 1.x). We encourage them to begin using the latest release of Studio (Studio 2.0) in order to take advantage of the new features and the security enhancements it provides.

The first time you open TouchCast Studio, after updating to Studio 2.0, you will be prompted to authenticate your account credentials and update your account information as previously outlined.

All of your Studio projects will still be located inside 'My Projects' and you can still 'Fetch' project codes that a colleague may previously have shared.

Any touchcast videos you uploaded and shared prior to migration to Fabric will continue to work on the same, existing links (URLs).

If you are unable to find your previously uploaded TouchCasts, please contact support@touchcast.com and they will provide a URL showing all touchcasts you have previously uploaded and shared.

Transfer an Existing Touchcast Video to Fabric

If you want to transfer an existing shared touchcast to the your new TouchCast Fabric Portal, use this transfer tool:

<https://touchcast.com/transfer>

The screenshot shows the TouchCast website interface. At the top left is the TouchCast logo, and at the top right is a 'Plans' link. The main heading reads 'TouchCast is excited to introduce Fabric'. Below this, there is a paragraph explaining that TouchCast Fabric is the secure backend for all TouchCast tools. A second paragraph states that existing users of TouchCast Studio will be migrated into Fabric and provides instructions on how to use the transfer tool. A 'Learn more' link is provided. The 'Video transfer tool' form is centered on the page. It has a title 'Video transfer tool' and a small TouchCast logo icon. Below the title is a label 'Touchcast video URL:' followed by a text input field with the placeholder text 'Enter your touchcast video URL'. At the bottom of the form is a red button labeled 'Login and Import'.

Paste the URL of the video into the URL field, then tap the Login and Import button. You will log in using your TouchCast credentials and the Fabric system will upload the video file into your Fabric



account (only you will have access to this new Fabric entry until you change the privacy settings on the video, which you can do by opening the URL that the transfer tool returns). Your Fabric Portal will email you notification when the transfer is complete which contains a link to the video.

Account Actions Popup

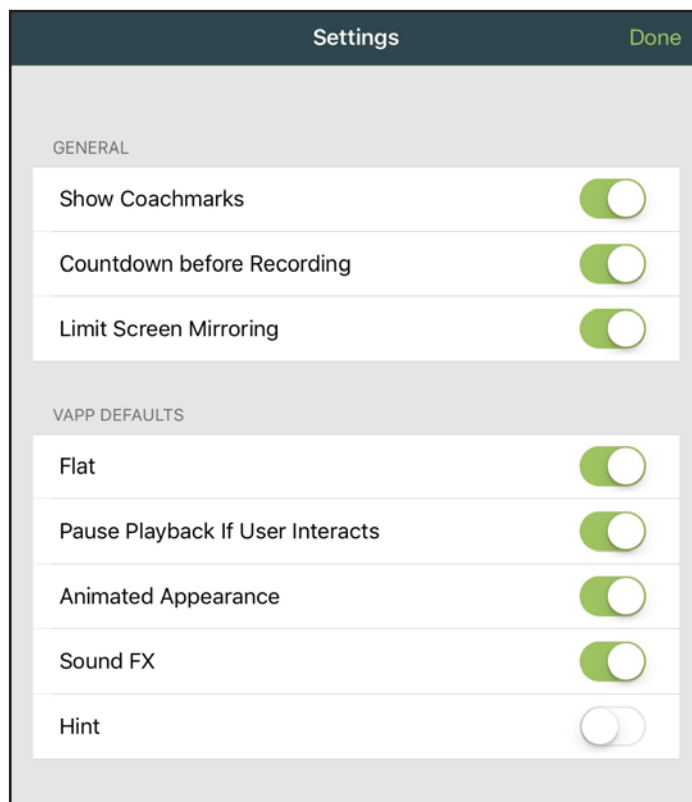
The main Studio screens (e.g., My TouchCasts) include an option to open the user profile popup (person icon) situated at the bottom right of the screen.

My Account

Tap the Profile button to edit your TouchCast account profile information. These settings are shared across all TouchCast products.

Studio Settings

These settings control how certain Studio app features behave. Please note these features used to be located under the iPad Settings.



Show Coachmarks - Default On. Controls whether Studio Coachmarks appear on screens. 'Coachmarks' point out key actions on major screens. They appear as green dots. Tap on the dot placed near a major user interface location and a description of that action appears

Countdown before Recording - Default On. When on, a five second countdown proceeds the beginning of recording when the Record button is pressed.



Limit Screen Mirroring - Default On. When on, the screen mirroring option under Camera settings is available.

Pause Playback If User Interacts - Default On. When on, this vApp setting option defaults to On.

Help Center

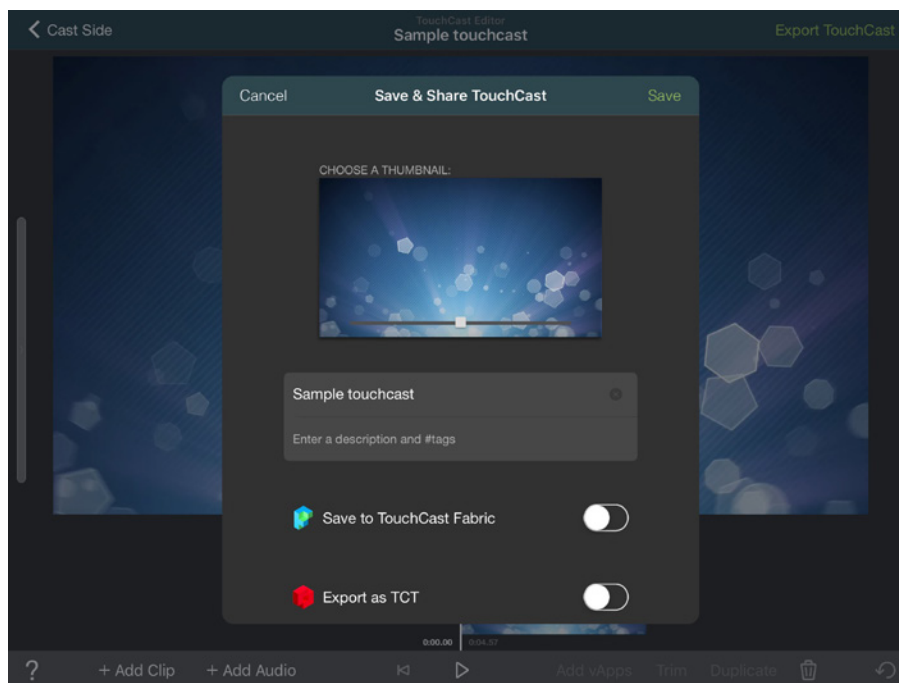
The TouchCast Help Center screen opens with information and links to support sources.

Upgrade and Share

Upload & Share Screen

Once you are satisfied with your clips, you are ready to upload and share the finished touchcast. The Upload & Share screen provides options to:

- Edit the video name
- Edit the video description
- Upload the video to the TouchCast Fabric repository and set privacy settings
- Export the video as a touchcast video or MP4 video file
- Publish the video on YouTube
- Save the video to your device (camera roll)



Touchcast Preview Frame

Studio automatically selects one frame from the first clip of the video to be displayed as the thumbnail. You can modify the frame used by moving a small white box located near the bottom of



the preview pane.

Touchcast Name

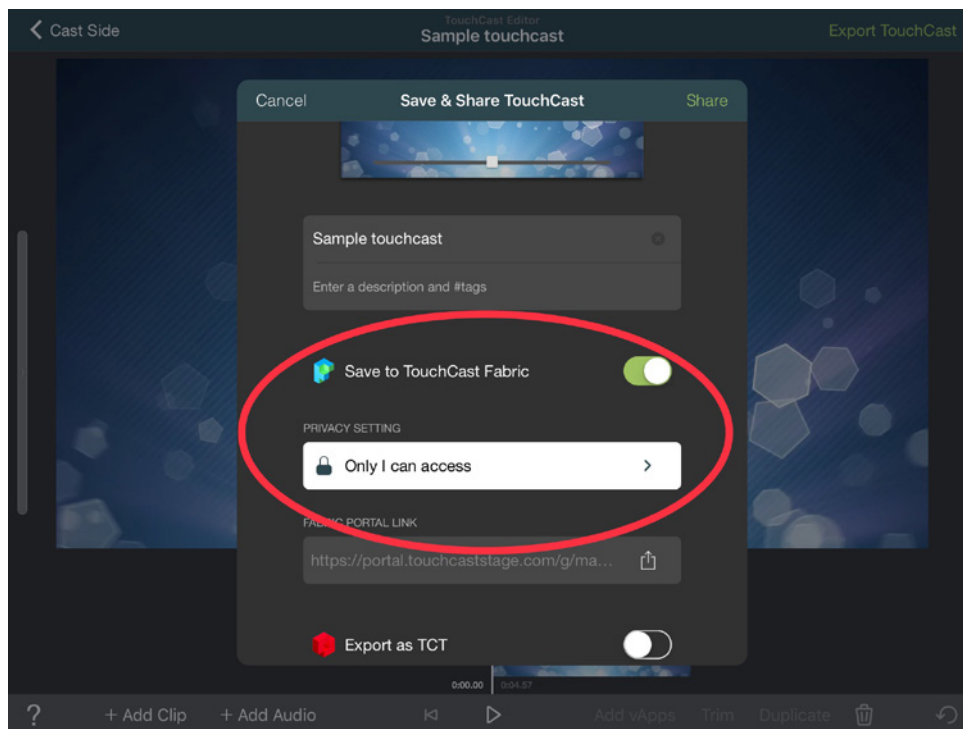
The Name field contents is used as the project name in TouchCast Fabric and as the filename if the file is exported to a local storage location.

Description

The Video Description field is used if the file is to be exported to TouchCast Fabric, but will not be used if the file is to be exported as a .tct file (not to Fabric) or as a .mp4 file.

Fabric Upload Option

Upload & Share with Fabric (toggle control) – Uploads the presentation to your TouchCast Fabric Portal. Uploading your touchcast to Fabric allows you to share your fully interactive touchcast video internally, externally and track analytics.

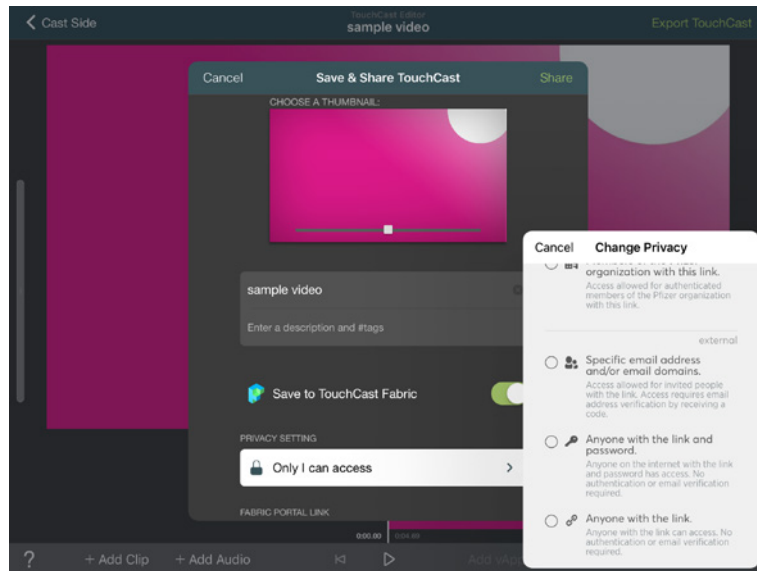


In this example access to the new touchcast through the Fabric Portal is limited to the author (Only I can access). Tapping the privacy settings opens the Fabric screen where additional persons from your organization can be granted access. Please be aware the sharing options available to the end user is dependent on the security set within your Fabric Portal.



Fabric Privacy Settings

The Fabric Access Privacy Settings available are:



Private - You will be the only person able to find and view the presentation. Tap selection button, then the Save button to save your changes.

Members of the Organization - You and others belonging to your Organization (or approved domains) will be able to view the touchcast. Tap the selection button, then the Save button to save your changes.

Specific people can access - Only you and persons listed (by email address or email domain) will be able to find and view the presentation. Tap selection button, then the Save button to save your changes.

When this access setting is selected, tapping in the dropdown opens a list of TouchCast users already registered in your Organization. Select as many members as you like, then tap the Save button to save your changes.

Anyone with the link can access. Any persons having the link will be able to view the presentation.

Anyone with the link and password can access. Only persons having BOTH the link and assigned password will be able to view the presentation.

Export as Touchcast Video format .TCT

Exporting to a .tct file lets you share your fully interactive TouchCast Presentations with other TouchCast product users.

Export as MP4 Video

Export to mp4 file - Saves the presentation as a flat, non interactive mp4 file.



Accessing your Fabric Portal

TouchCast Fabric is the secure architecture for the TouchCast cloud-based platform, plus a set of tools for clients to manage their TouchCast users and content.

The TouchCast Fabric Portal solution provides hosting, video management, analytics, security, and all of the administration settings a company needs when deploying TouchCast applications (TouchCast Studio and TouchCast Pitch for Windows 10). Upload any video file and Fabric provides the player (and access controls) to distribute and engage your audience.

You can access your portal by:

[Launching your desktop browser, Chrome, Safari, FireFox, MS Edge or IE 11.](#)

Your portal address will follow this format: **[yourcompany].touchcast.com**

When you follow your link you will be presented with the following screen. Click Launch to open your Fabric Porta.

REMEMBER TO BOOKMARK YOUR PORTAL PAGE

The screenshot shows the TouchCast Fabric Portal interface. At the top left, there is a 'TouchCast' logo. On the right, there are links for 'Plans', a grid icon, and a user profile icon. A left-hand navigation menu includes 'Dashboard', 'Main' (highlighted in red), 'StudiosUK', 'Administration', 'Settings', 'Members', and 'Departments'. The main content area displays the 'Main department' header with a grey 'M' icon, '83 active members', and a 'Closed' status. Below this, a section titled 'Get started using any of the following products:' lists three options: 'Fabric Portal' with a 'Launch' button and a direct URL; 'Studio' with a 'Learn more' button and availability for iPad Air or newer; and 'Pitch' with a 'Learn more' button and availability for Windows 10 & MacOS High Sierra.



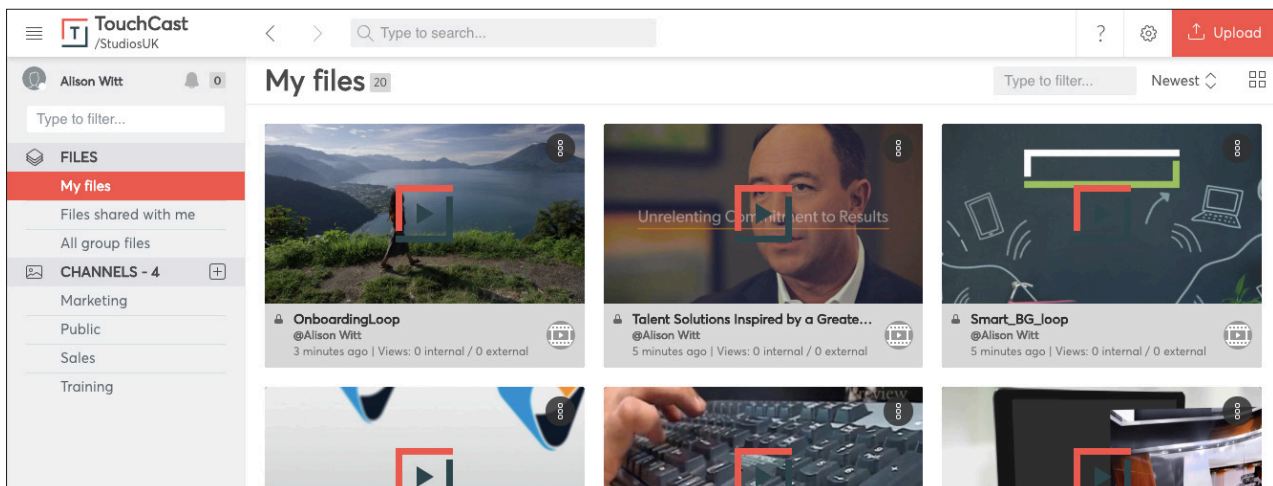
Fabric Portal User Interface

Key features

The Fabric Portal is configured for your organisation with TouchCast licensed departments and members.

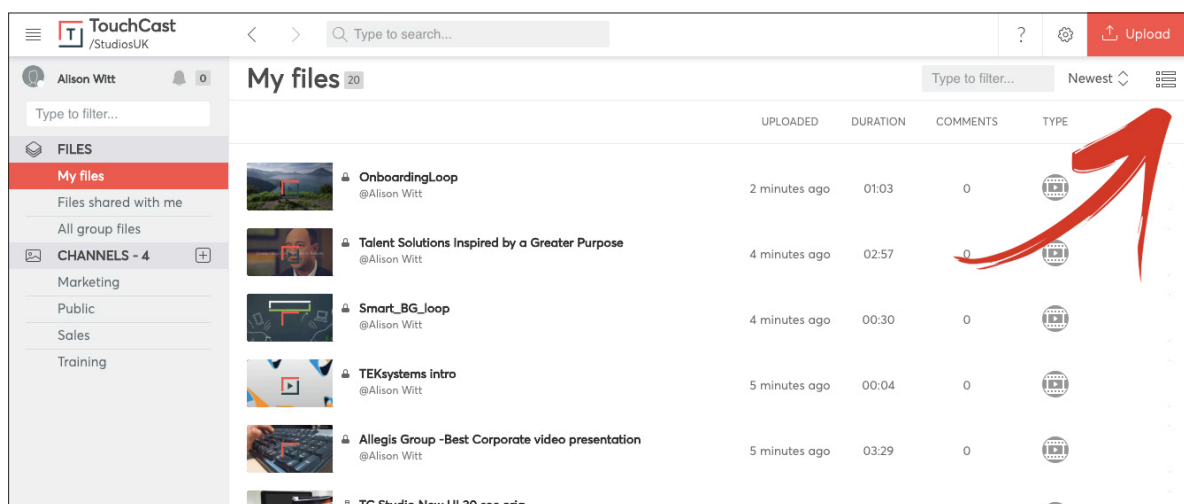
When you launch your portal you will be taken to 'My Files', the user interface has two key panels, navigation on the left and the main panel to the right. There is a third dynamic panel that appears to the right depending on the function selected.

At the top left of the screen you will see your organisation and department. If you belong to other departments they can be switched to by selecting the organisation.



To the left of the organisation, there is a menu icon, selecting this will hide/show the navigation panel.

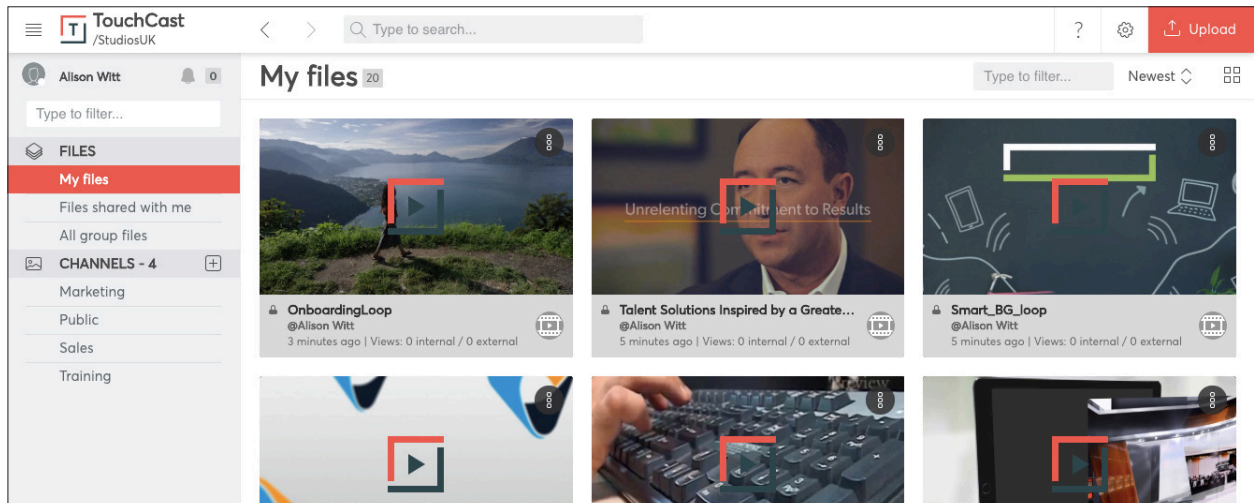
On the far right under the upload button there is an icon for changing views. Select this to switch between list and icon view.





My files

The 'My Files' area of the Portal will show all files you have uploaded. This could be touchcasts you have uploaded directly from Studio or Pitch, .TCT files, MP4, .Mov, PDF, JPEG or PNG files you have uploaded from your local drive or a shared volume or service.



Files shared with me

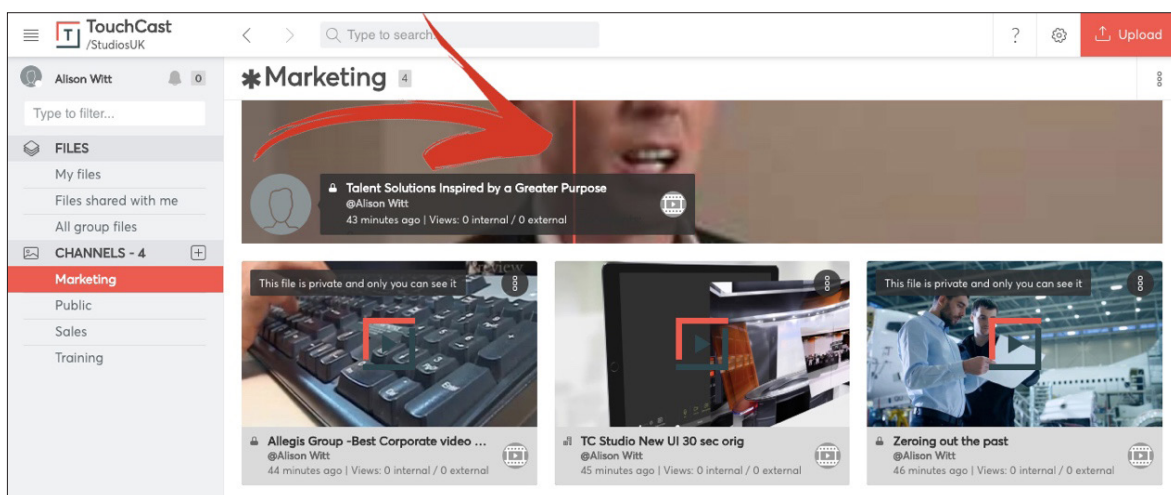
'Files shared with me' will show any content that has been shared directly with you via the Portal.

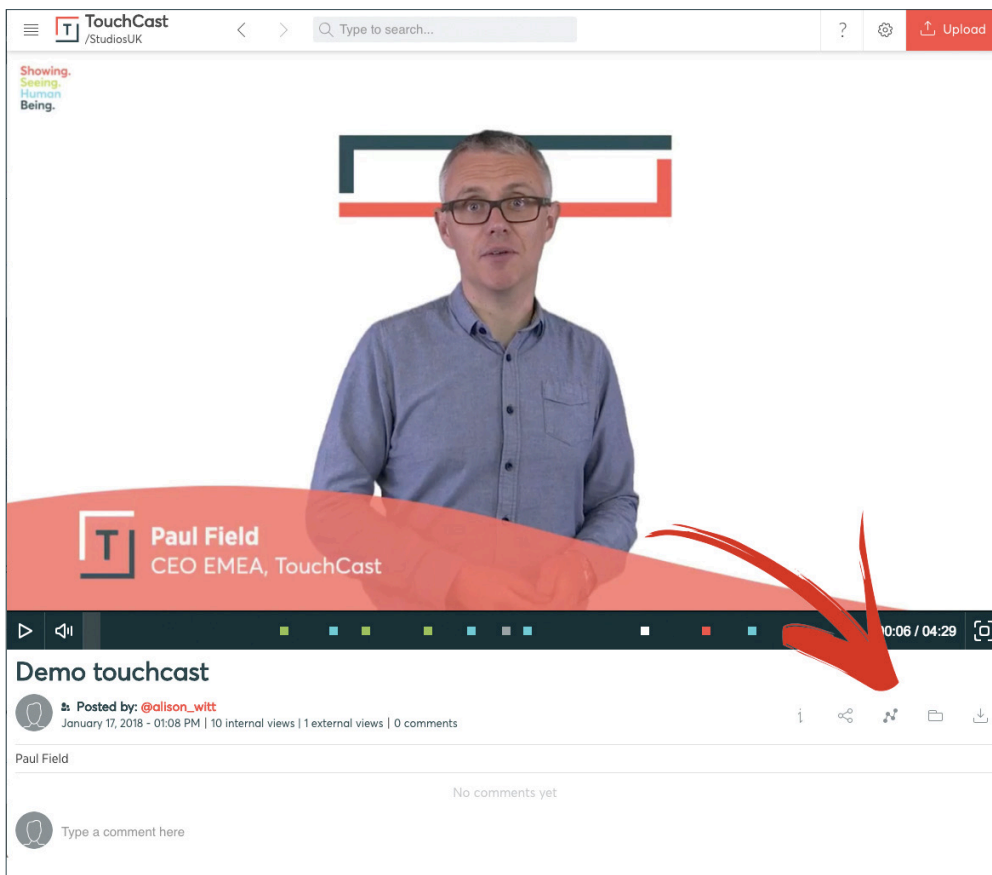
Group Files

'Group Files' shows all content that has been shared at the Department level.

Playing a TouchCast

When viewing files within the Portal you will notice all video files have a vertical red line over the image thumbnail. This is the video scrubber, by moving the red line over your thumbnail you will be able to fast forward through the video.

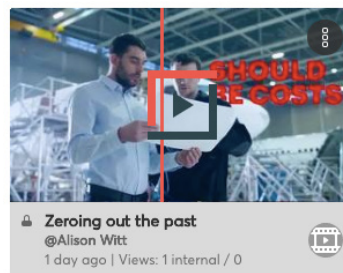
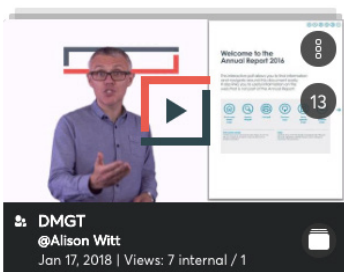




Select the play button to start playing your video. The video will open to full width of the screen and show the available controls below.

When a touchcast is played in the Portal a row of icons are displayed below the video, here you can access the file info, sharing, analytics, embedded content within the touchcast and the option to download the touchcast either as a TCT or non-interactive MP4.

To play a video full screen, select the full screen icon at the bottom right of the video canvas.

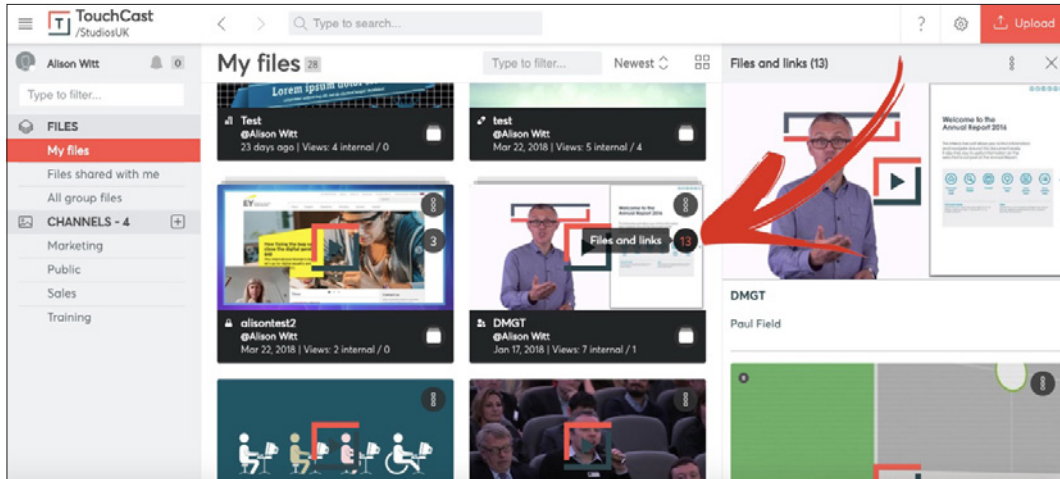


Interactive touchcasts are displayed with a folder icon with a number displayed to indicate the assets within the touchcast.

Flat videos, MP4s or Mov files appear with a single thumbnail and video icon. .

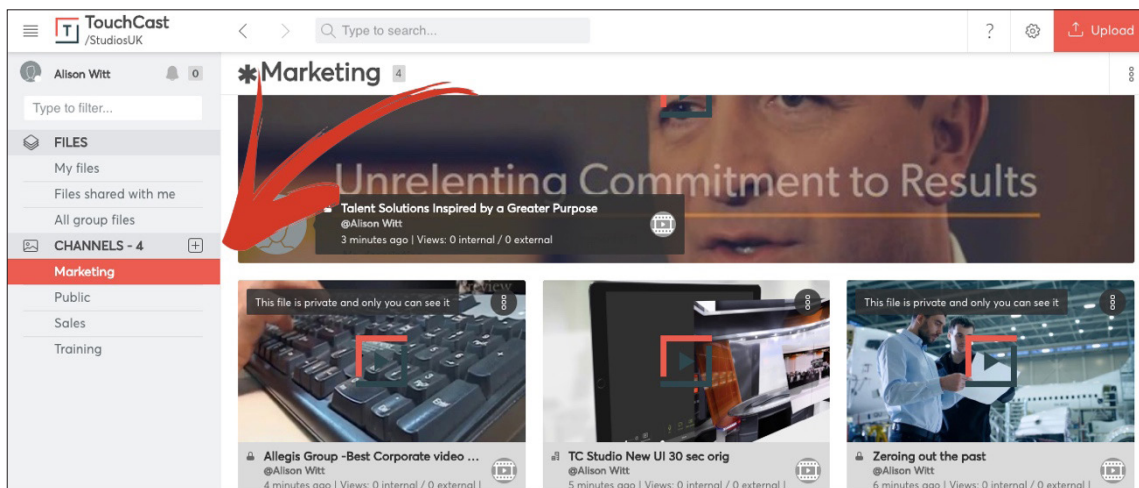


Clicking on the assets will open the dynamic panel to the right and display all the assets from within the touchcast. From here the analytics of embedded asset can be viewed and the content downloaded.



Channels

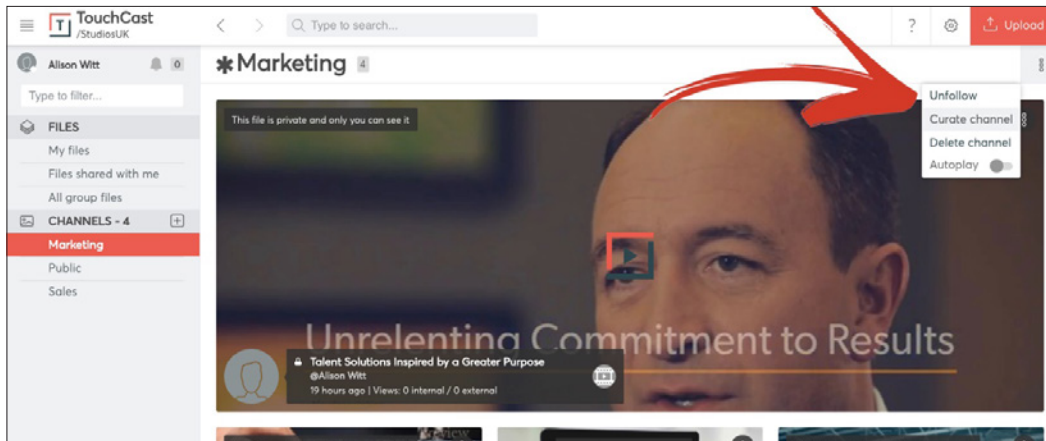
Channels are for curating content. Content curated into a Channel can be made public to the department or retain the permission set by the owner. Any portal member can create and curate channels.



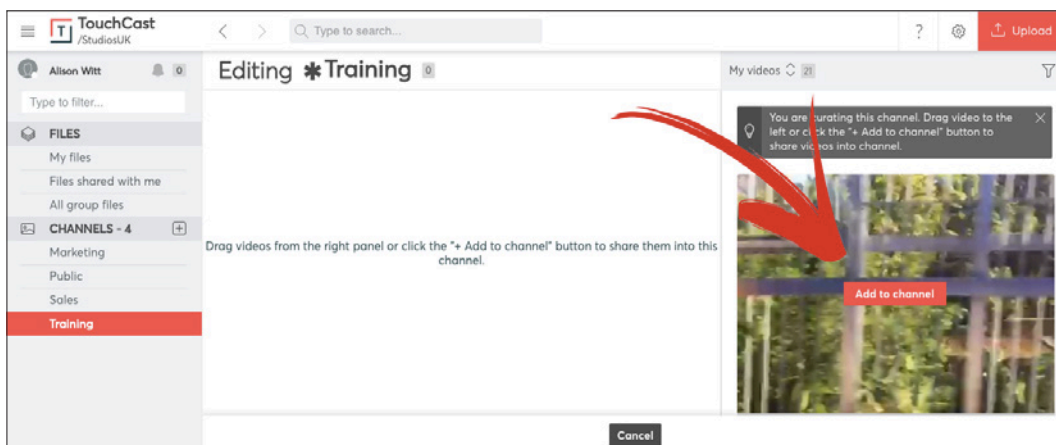
To create a new Channel the user can select the (+) symbol to the right of the channel label. Here the user will add a name and description.



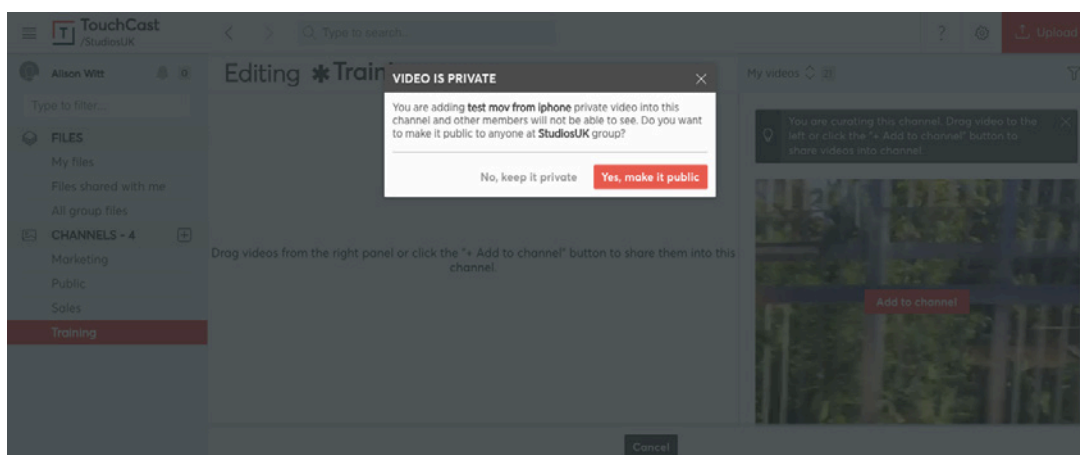
To add content to an existing Channel, select the option to 'Curate Channel'. From this location it is also possible to 'Unfollow' a channel, 'Delete' a channel and set a channel to 'Autoplay'.



When in the curate channel mode the third dynamic panel will be displayed. This will show you all your videos.

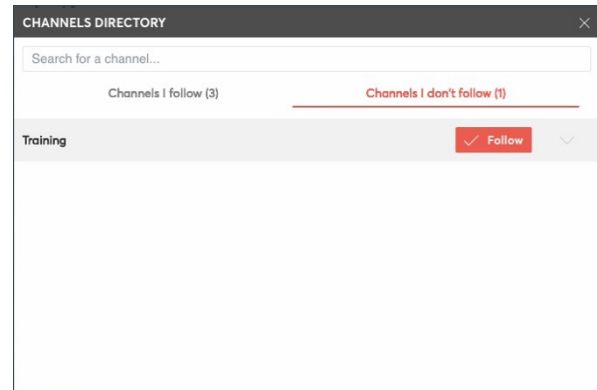
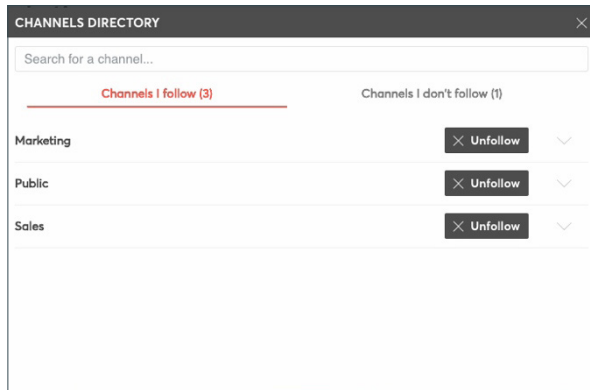


From here you can add your videos to the channel, at this point you will see the sharing option. If you select 'No, keep it private' the content will remain with its current sharing permission. If you select 'Yes, make it public' it is only public to the portal users in the current department. It will not open up the permissions across the organisation or the internet.





To follow someone else's channel the user selects the Channels label, this will show the channels being followed or new channels available. Anyone can follow any channel but they will only be able to see videos that have been shared with them.



By following a channel it will add the channel name to the navigation panel. Unfollowing a channel will remove the channel listing from your view.

Sharing

Uploading to the Fabric Portal can take place in a number of ways.

1. Directly from the TouchCast Studio 2.0 iPad application
2. TouchCast Pitch Windows 10 application
3. TouchCast Pitch for Mac High Sierra
4. Via the Upload button within the Fabric Portal interface
5. Drag and drop from your desktop or other volume directly to the portal.

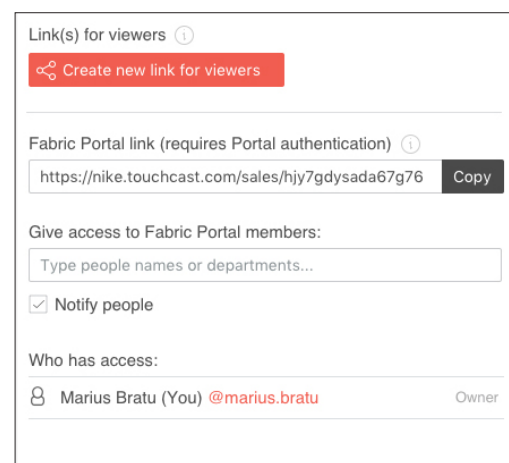
At the point of uploading or once the content is uploaded, it is possible to change the sharing/visibility of the content.

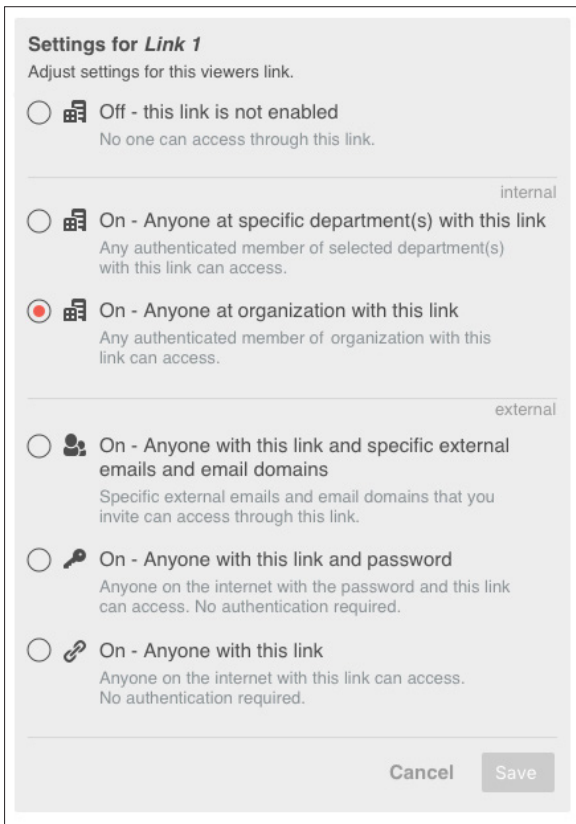
Each sharing option will be outlined below:

As default, any content uploaded to the Fabric Portal will default to 'Only Me'. This means the only person with access is the author or uploader of the content. Only the owner of the content can change the permission/sharing.

The first step for the owner is to create a new link for the viewer. It is possible to have multiple links with different sharing options. Eg. You could create a link and share with your manager and then have a second link that was shared with another group or domain.

The first option is to create a link for individuals or departments. Here you can type a Portal user name or department and choose to notify those members via email when you share the URL.





'Anyone in a department'. This will open up the permissions so any Portal user in your department can view the content – anyone outside of that department will not be able to view.

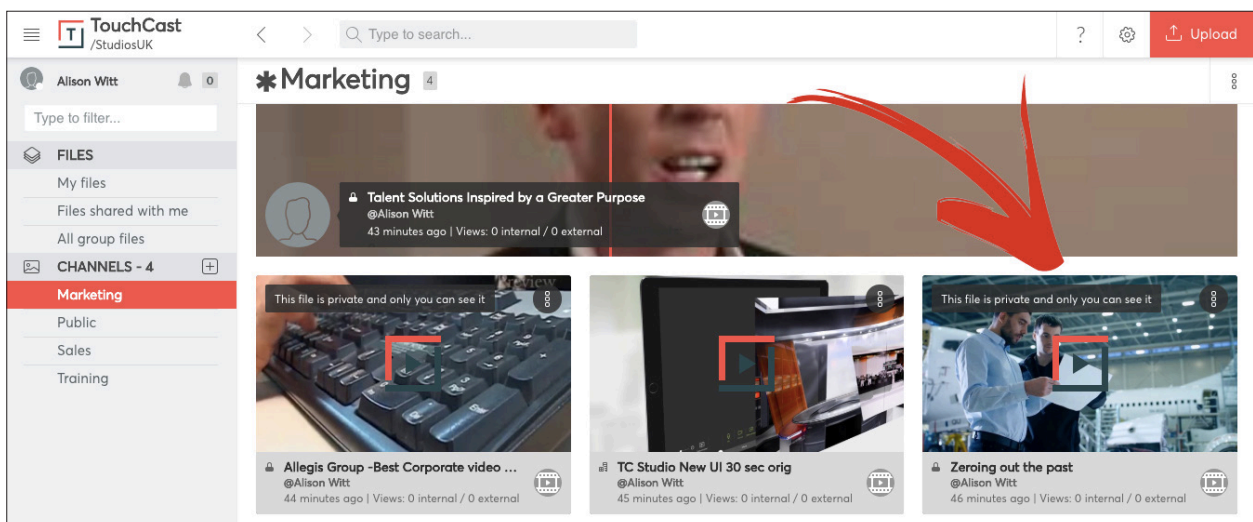
'Anyone at the organisation'. This will open up the permissions and allow anyone with an approved email domain to view the content. If the same URL was then sent to someone outside of the organisation the recipient would NOT be able to view the content.

'On – Anyone with this link and specific external emails and email domains', will allow the content owner to specify any email address or domain and only recipients that match the criteria can view the video. It is important to note that the viewer will need to validate their email address to view.

'On – Anyone with this link and password, will allow the owner to share the link with anyone but the viewer will need to have the password to view the video.

'On – Anyone with this link', will allow anyone on the internet with this link to access the video with no authentication or validation required.

Once the touchcast is shared, a banner will appear within the thumbnail to show if the content is private to you.



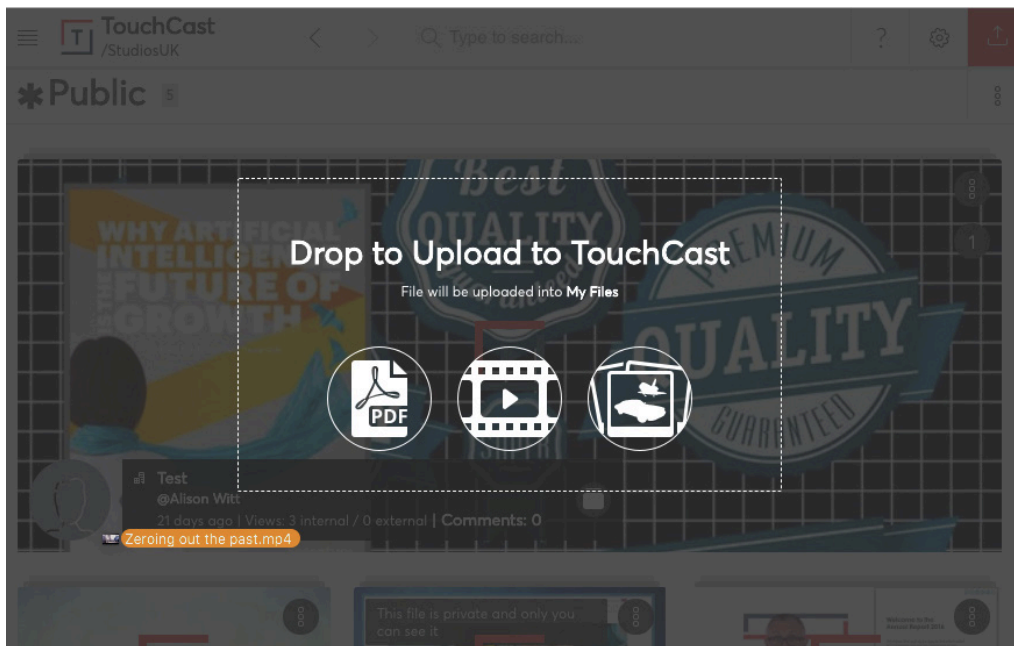


Uploading

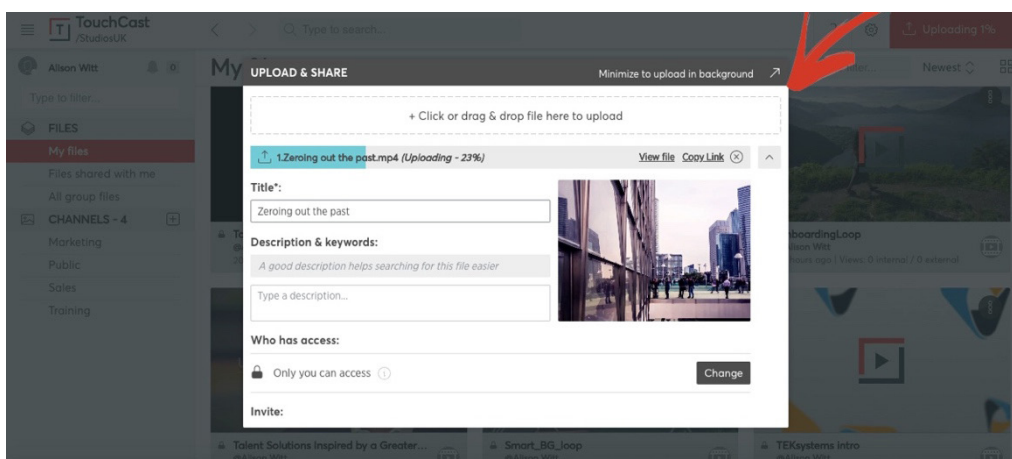
As outlined previously, TouchCast Studio and Pitch for Windows and Mac will upload automatically to your Fabric Portal.

It is also possible to upload content directly to the portal via the 'Upload' button, or drag and drop the files to the portal window.

When a user drags and drops content over the portal window they will be notified that the content will be uploaded to 'My Files'.



The user can change the title and add a description during the upload process, selecting the top right button will minimize the upload dialog and process the content in the background.



Once uploaded your content will appear in 'My Files'. We hope you have found this overview informative.

For further information, please contact your TouchCast representative.