TouchCast Studio User Guide

Version 2.0

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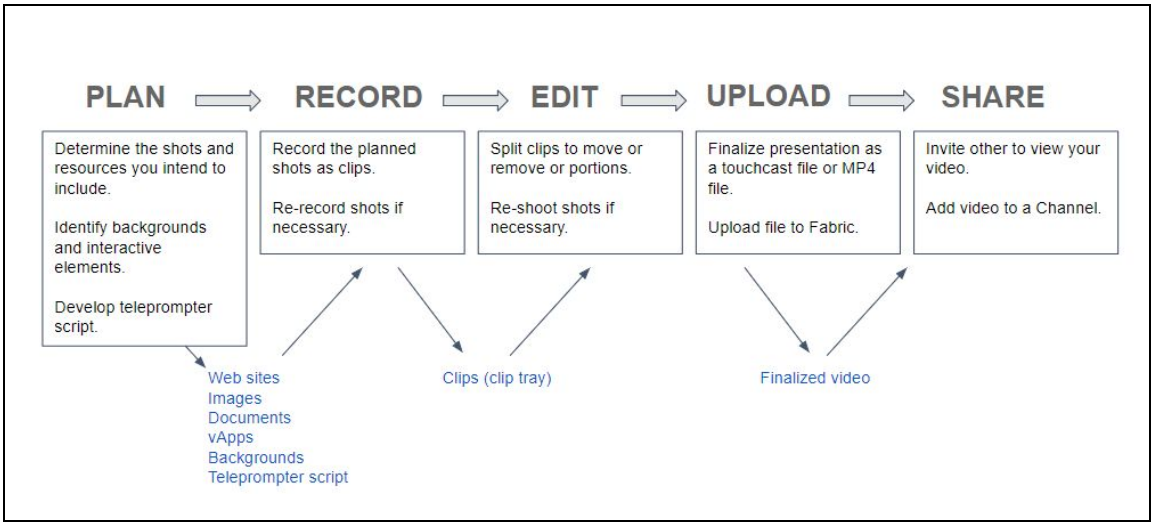
1 Studio Basics

1.1 Studio Features

Studio integrates video and interactive elements to create compelling, high quality presentations. The power of Studio lies in the interactive elements. On playback, your audience can browse documents, watch videos, and browse websites in full screen without leaving the presentation. Studio allows you to incorporate newscast-quality features into your presentations including greenscreen, teleprompter, titles, and transition effects between scenes.

1.2 Process for Creating a Touchcast Video

The following diagram illustrates the process the author follows to develop and share a touchcast video:



After a video is complete and uploaded to Fabric, it can be shared with others as a simple .mp4 format file (no interactive elements) or as a fully interactive touchcast file (.tct) directly from the TouchCast Fabric repository or through a link which utilizes the TouchCast Fusion Video Player. In this scenario, viewers will not need to install any software -- the video is fully interactive in all modern browsers on all modern devices.

Understanding three important Studio features will help you present professionally:

- The first feature is video apps (vApps). vApps are interactive elements such as embedding websites, other videos, scrollable documents, and polls which the viewer can interact with.

- The second feature is the teleprompter script. Each scene can have a written script developed and stored along with it. The presenter uses this script while recording to ensure key points are made by using pre-recording wording.

- The third feature is the clip tray. Post recording, the clips are organized in a horizontal tray where each scene video segment and its interactive resources are identified with markers.

The end product of the author's creative work is a well-orchestrated presentation.

1.3 Studio Terminology

.tcp file	A file with the .tcp file extension is a **TouchCast Project file**. As TouchCast Studio and TouchCast Pitch projects are being developed, they are saved in this proprietary TouchCast format. The .tcp file can not be opened and used by any other application outside TouchCast. In Studio, you'll find a list of all your project files (saved locally or in TouchCast Fabric) under the "My Projects" tab. In the iOS environment (iPad), Studio project files are saved locally (by default) and can not be accessed directly with a file explorer utility, but can be saved to TouchCast Fabric for backup or sharing with another user/device.
.tct file	A file with the .tct file extension is a used by TouchCast Studio and TouchCast Studio for output **videos containing interactive resources**. A .tct file must be viewed using a TouchCast product such as Studio, Pitch, or the TouchCast Fusion Video Player.
.mp4 file	A file with the MP4 file extension is an abbreviation for an MPEG-4 Video file, which is a compressed file format that can contain not only video, but also audio and subtitles. MP4 files are commonly used for video sharing using platforms such as YouTube. TouchCast Studio and Pitch can create .mp4 format videos, but **these videos will not contain interactive resources**.

Cast Side	**Cast Side** refers to the main screen where the author sets up and records segments (shots) of their video. The heading 'Return to Cast Side' appears at the top of other Studio screens (e.g., the edit screen).
Clip Tray	The Studio editor tool presents the individual clips of the recorded presentation in a horizontal list to facilitate finalizing each clip.
Export and Fetch	See Project Sharing
Greenscreen	Greenscreen (also called blue *screen* or *chroma key*) is a video filming technique where a specific background color is automatically replaced with another background color or image.
Live Stream	Live streaming refers to 'online streaming media' simultaneously recorded and broadcast in real time to viewers. It is often simply referred to as 'streaming'. TouchCast supports the sharing of Live Stream videos.
Studio Project Sharing	Project sharing allows you to share elements and settings from an in-progress touchcast (project stage) with collaborators. Project sharing also provides a way to transfer projects between devices. 1. Projects which have been saved to TouchCast Fabric from the My Project screen can be listed/accessed from the Fabric. 2. Project files which have been exported to a TouchCast server from the My Projects screen can be Fetched on another device using the code assigned when it was exported.
Teleprompter Script	Script which goes along with each scene. The teleprompter script can be visible to the presenter as the presentation is being recorded but it is not included in the recorded presentation.
TouchCast Fabric	TouchCast Fabric serves as both a storage repository and a sharing clearing house for touchcast videos. When users upload and share via Fabric, viewers do not need to install anything to enjoy an interactive touchcast video -- these work in all modern browsers on all modern devices including mobile.

vApp	A TouchCast term for embeddable interactive components, which include websites and documents that can be incorporated into Studio presentations.

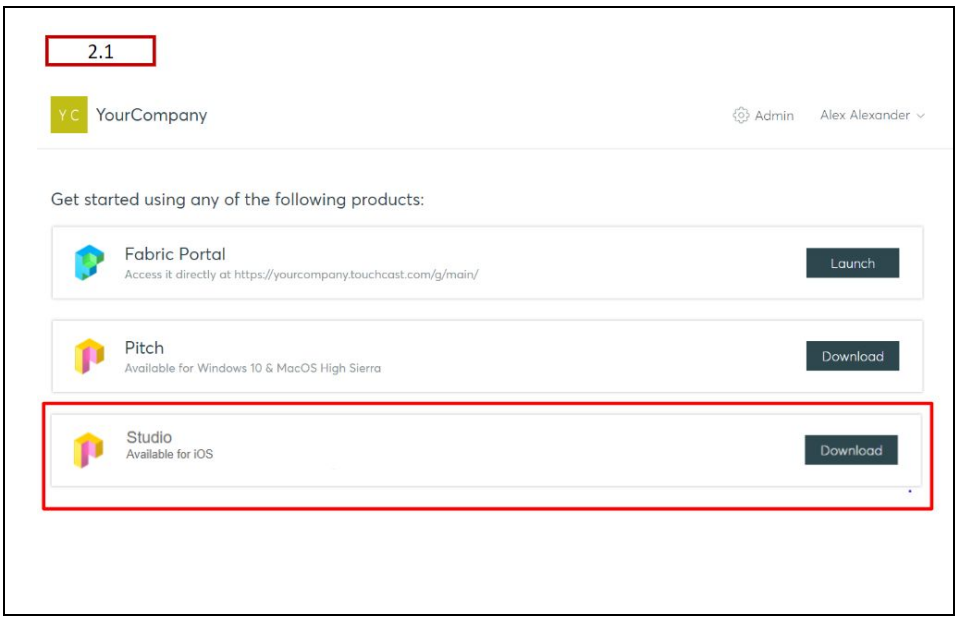
2 Installing and Operating Studio

2.1 Installing and Removing the Studio App

The TouchCast Studio app for iOS is downloaded from TouchCast Fabric.

Enterprise/Business accounts. You will receive an email with a link to the following Fabric page after you create your TouchCast account and your administrator assigns you a subscription for Pitch (this depends on your organization type).

Individual accounts are directed to the Fabric download where Pitch (or other TouchCast products included in your subscription) can be accessed/downloaded.

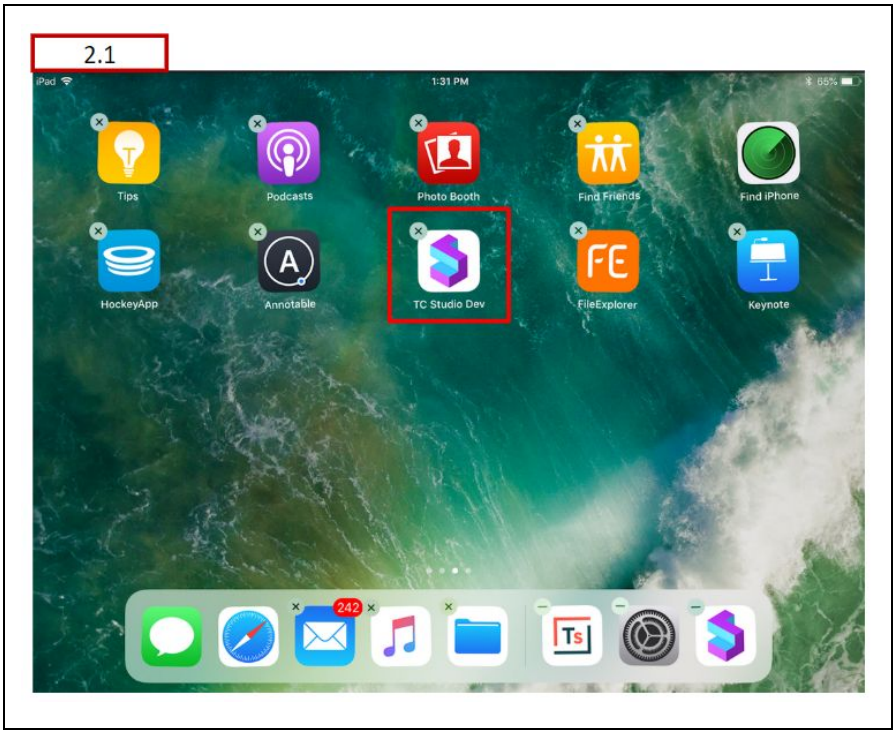


Tap the **Download** button located to the right of Studio product option to proceed with the download. A screen informing you of the download progress will display.

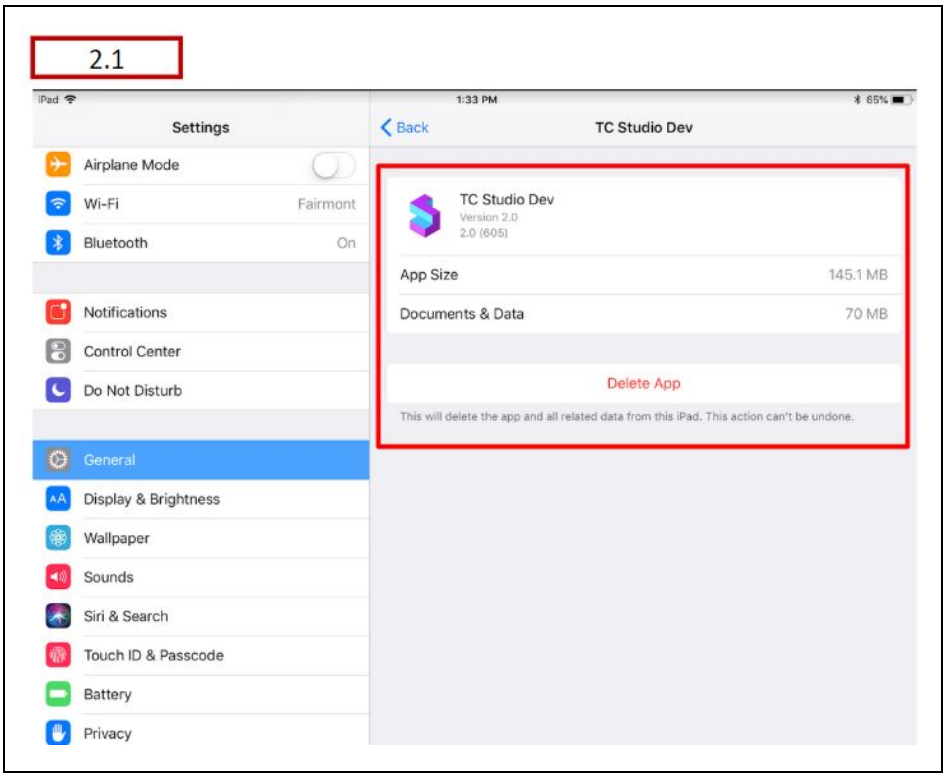
After the Studio app has downloaded, the installation process will begin and you will receive a message informing you when the Studio app is ready to launch and use.

Though we hope you won't want to, you can easily remove the Studio app from your iPad using any of three methods:

- Holding your finger on the app icon on your home screen. The icon will begin to wiggle and tapping the 'X' in the top-left hand corner of the icon will remove the app and all related app data (your projects residing locally on your device along with the app). This action cannot be undone.



- Delete the app using iPad Storage management. Tap **Settings** → **General** → **iPad Storage**. Locate the Touchcast app in the list of your installed apps and tap that icon. Tap the **Delete App** button to remove the app and all related app data (your projects residing on your device along with the app). This action cannot be undone.

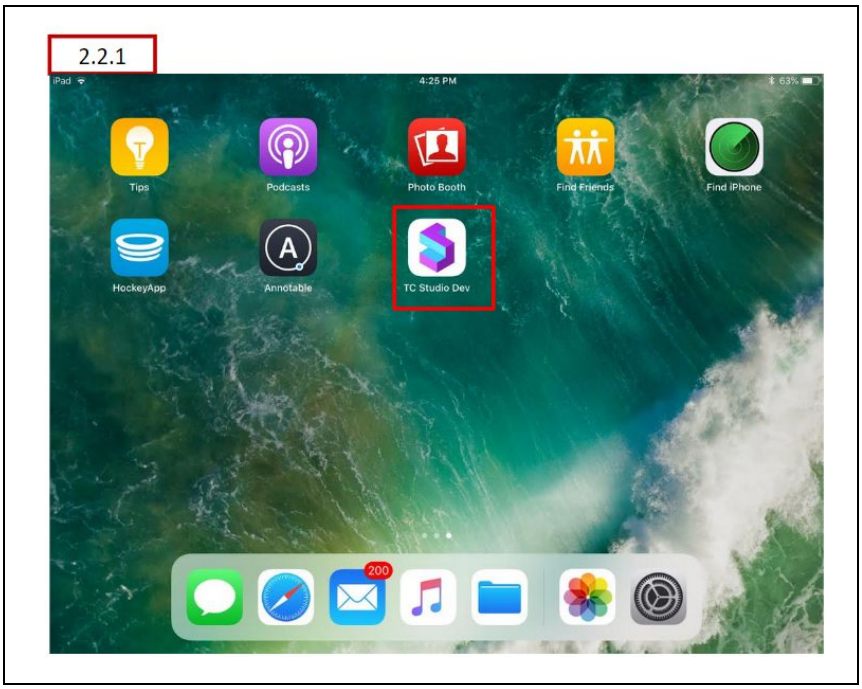


- Offload the app. Another option which may be available to you is to 'offload' the app, which removes the app, but retains related data. This can be useful if you intend to remove and reinstall the Studio app, e.g., to upgrade to a newer release.

2.2 Initiating a Studio Session

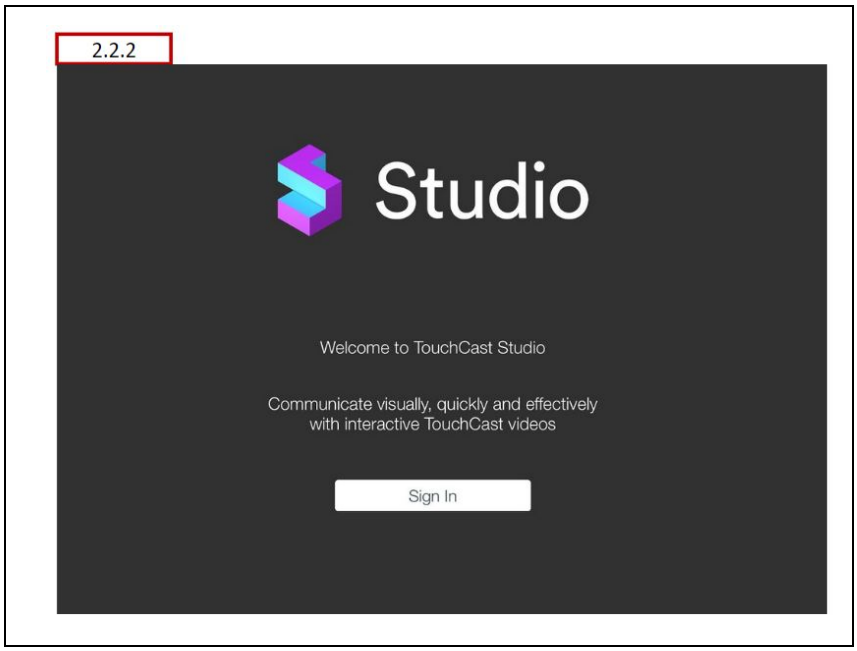
2.2.1 Open the Studio App

To initiate a Studio session, locate the TouchCast Studio application in your home screen (as shown below).

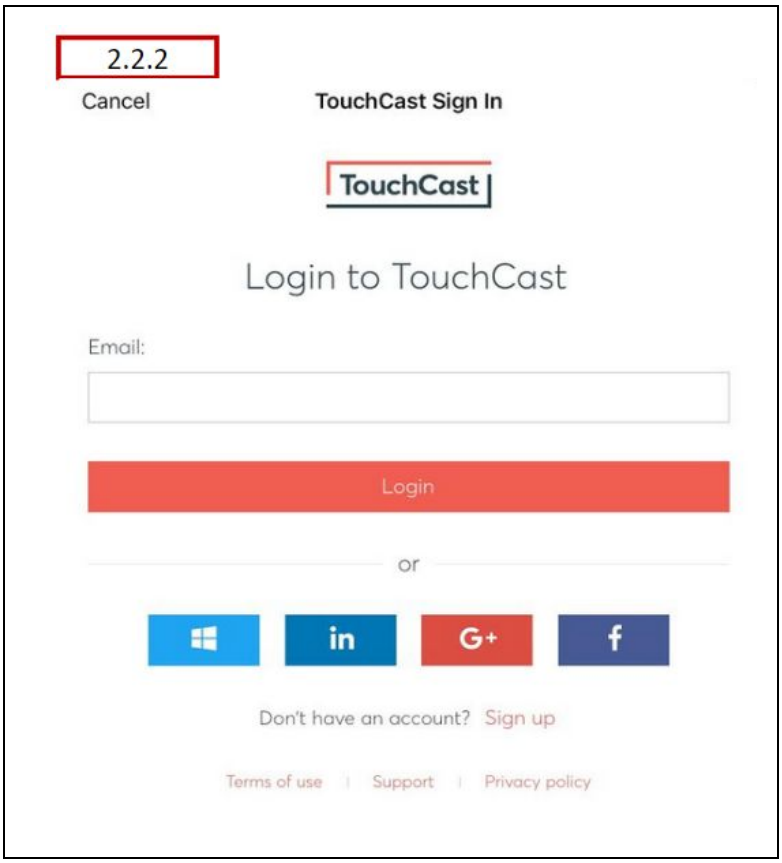


2.2.2 Studio Log in

During your first use of Studio (or if you logged out after your last Studio session) you will need to log in to Studio using your TouchCast account ID and password as explained in section 2.2.2.2 **Logging In With a TouchCast Account.**



The steps which follow explain the Login process for new Studio users and those who have not logged in using that device previously.



- If you previously have established a TouchCast account (email address is used as the account identifier), enter that email address in the Email entry field and tap the **Login** button. You can also login using your Google or Facebook login credentials. See more on this process below in section 2.2.2.2

- If you have not previously established a TouchCast account, tap the **Sign up** link. See more on this process below in section 2.2.2.1

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

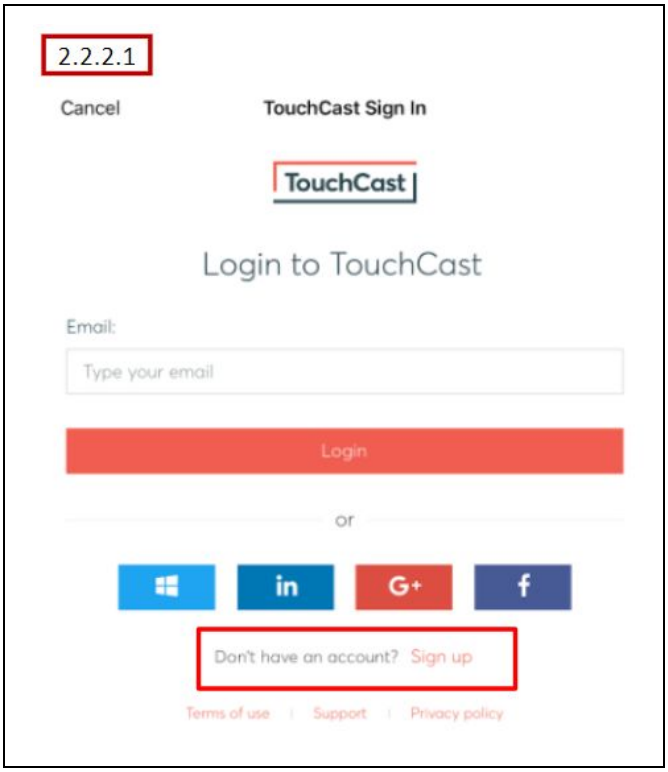
- If you would like to obtain general TouchCast support information, tap the **Support** link located below the sign on fields.

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

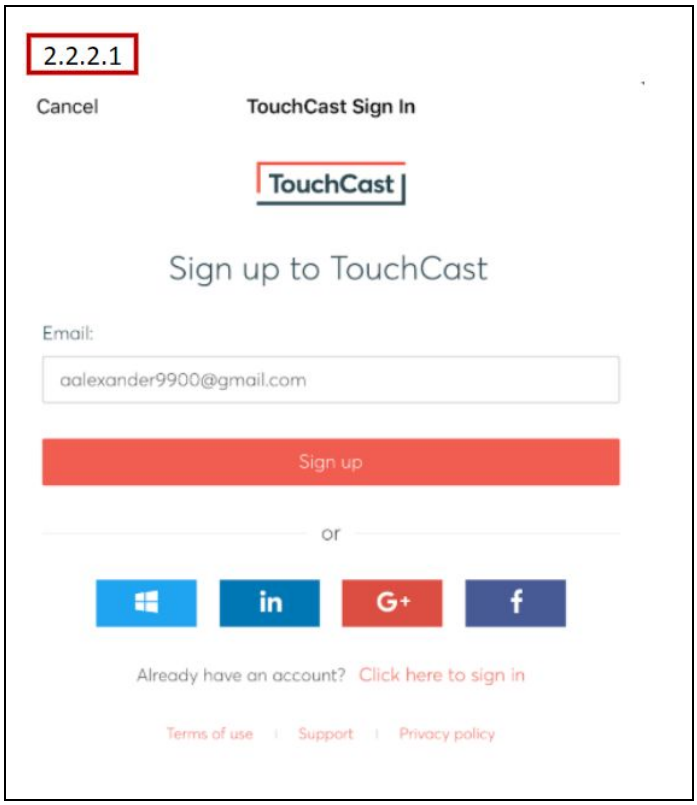
2.2.2.1 Establishing a New TouchCast Account

All TouchCast products share a common account management process and shared database. Once you establish a TouchCast account to use the Studio, you can use that account to use other TouchCast products.

To begin the process of creating a TouchCast account, tap the **Sign Up** link.

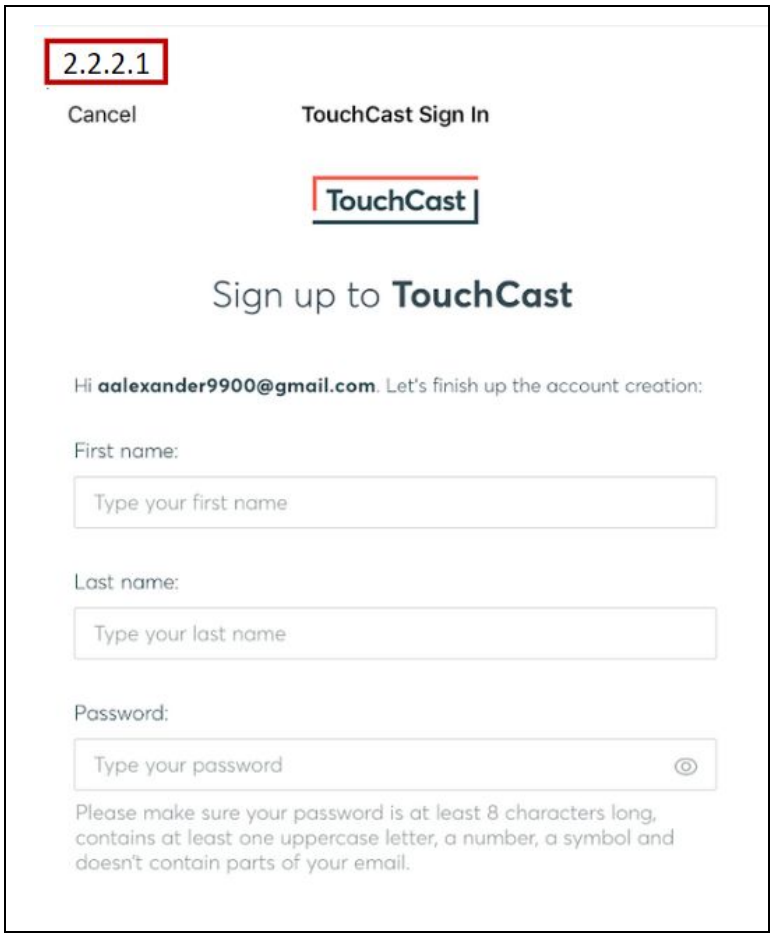


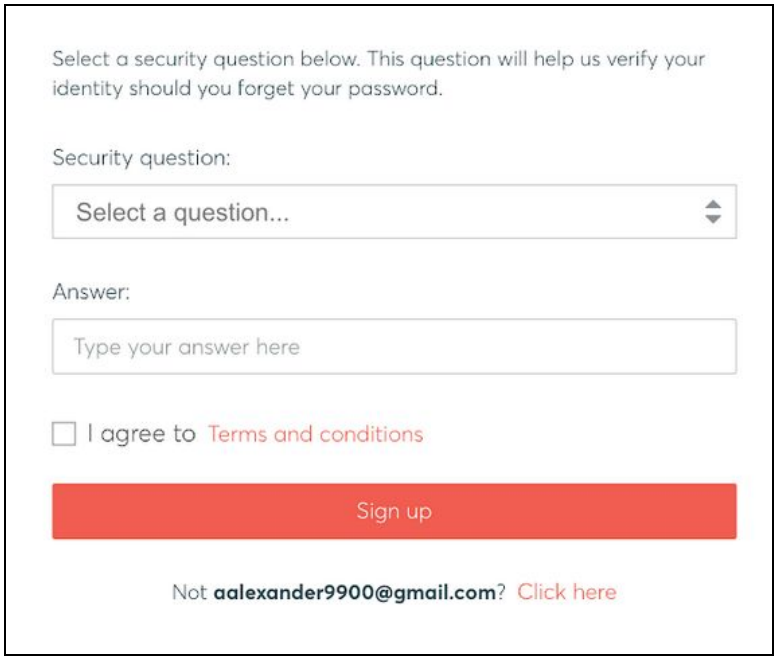
Tapping the Sign up option displays the first screen of the process (shown below) where the user enters their email address and taps the **Sign Up** button.



If the user realizes that they already have an account, they can tap the **Tap here to sign in** link to return to the Login screen.

After the email address to be used for the new TouchCast account has been entered and the **Sign up** button taped, a page for entering basic account credentials is displayed.


2.2.2.1
Cancel
TouchCast Sign In
TouchCast
Sign up to TouchCast
Hi aalexander9900@gmail.com. Let's finish up the account creation:
First name:
Type your first name
Last name:
Type your last name
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.

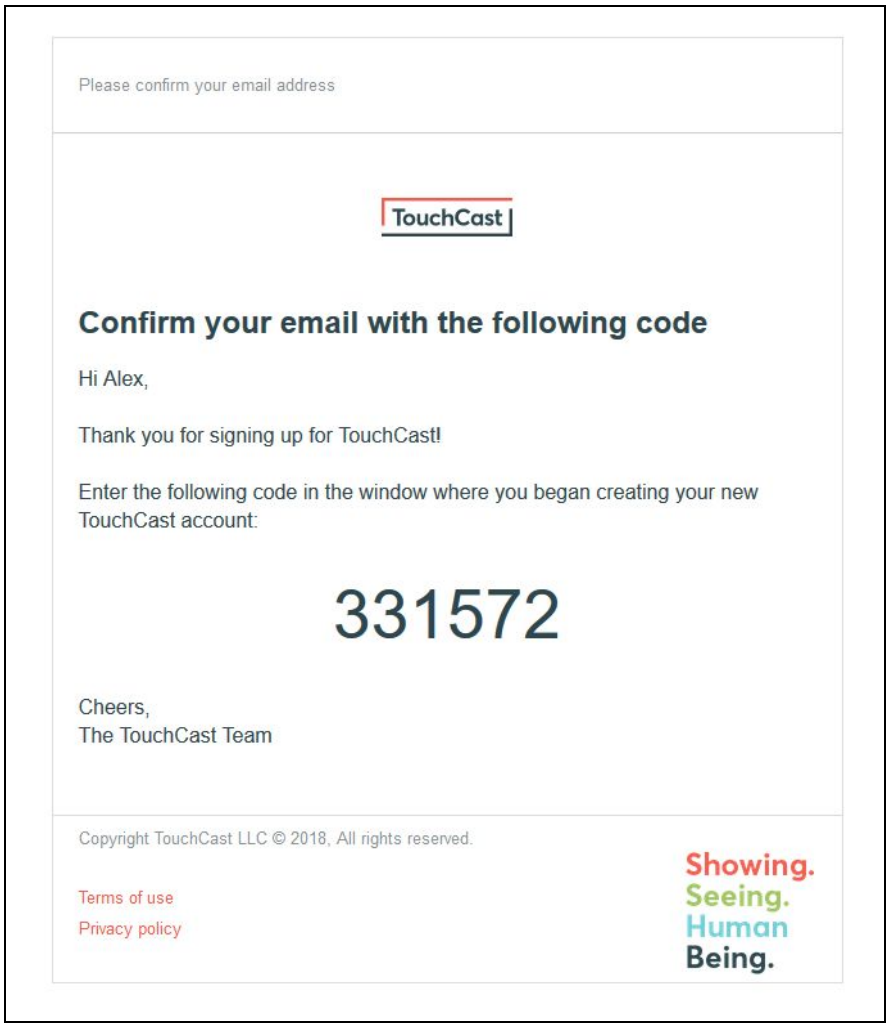

Select a security question below. This question will help us verify your identity should you forget your password.
Security question:
Select a question...
Answer:
Type your answer here
I agree to Terms and conditions
Sign up
Not aalexander9900@gmail.com? Click here

The information required to create a TouchCast account:

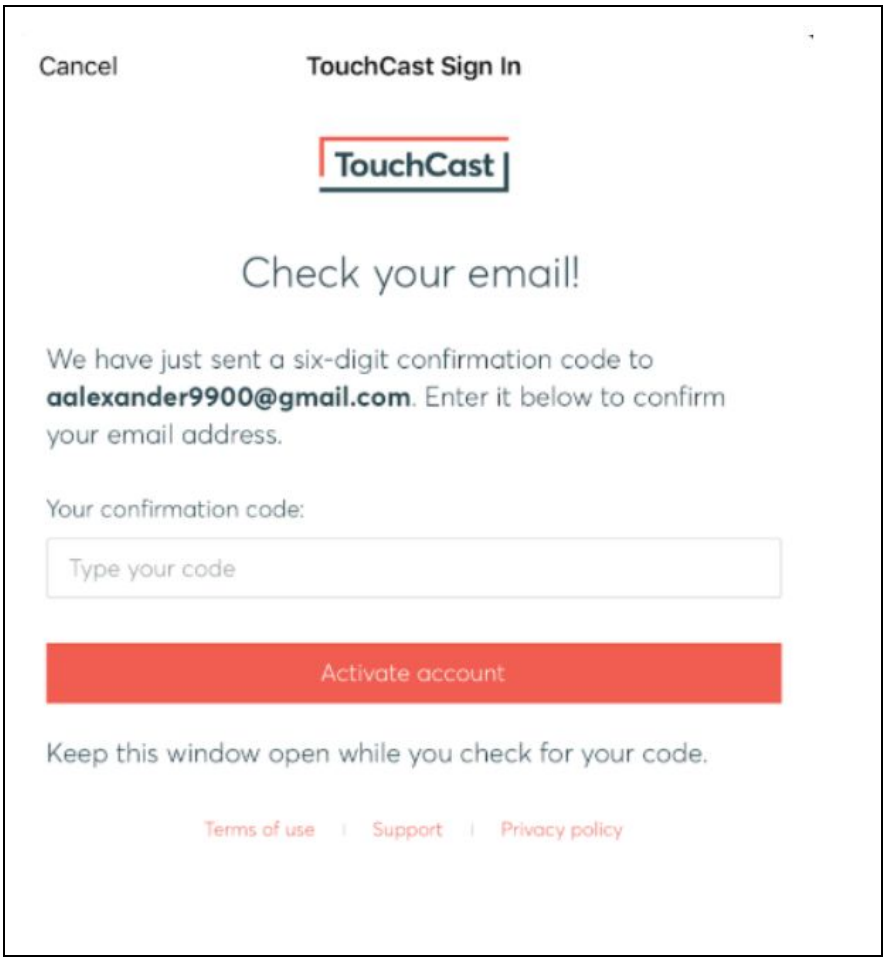
- First Name
- Last Name
- Password - Passwords must be at least 8 characters long, contains at least one uppercase letter, a number, a symbol and doesn't contain parts of the email address. TouchCast passwords are case sensitive. Example: #Rusty123
- Security Question (selected from list) and answer to the selected question
- Checkbox to indicate agreement with the TouchCast Terms of Use

Tapping the **Sign up** button, triggers validation of the email address and other required information. If the email address has previously been used to register in TouchCast, the user will be notified.

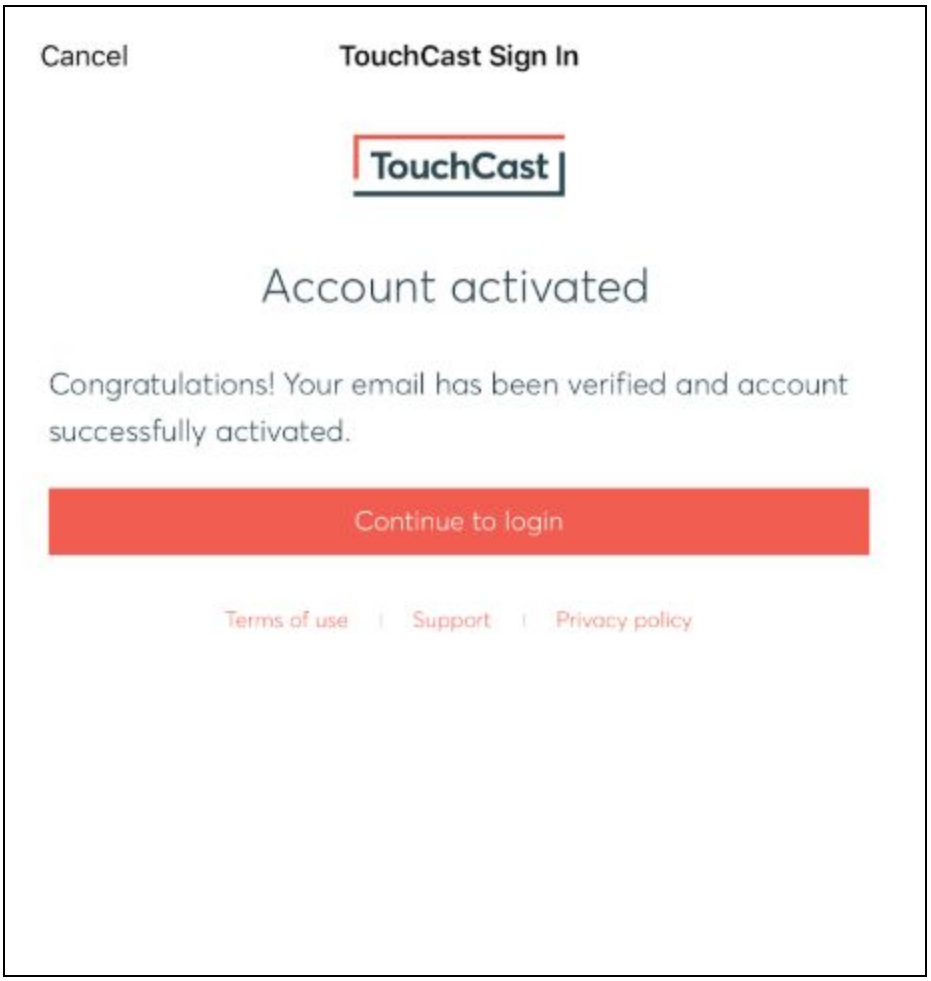
The next step in the account creation process is for TouchCast to send the user an email (to the email account used to create the account).



The registering user enters the code from the email into the confirmation code entry field and taps the **Activate Account** button.



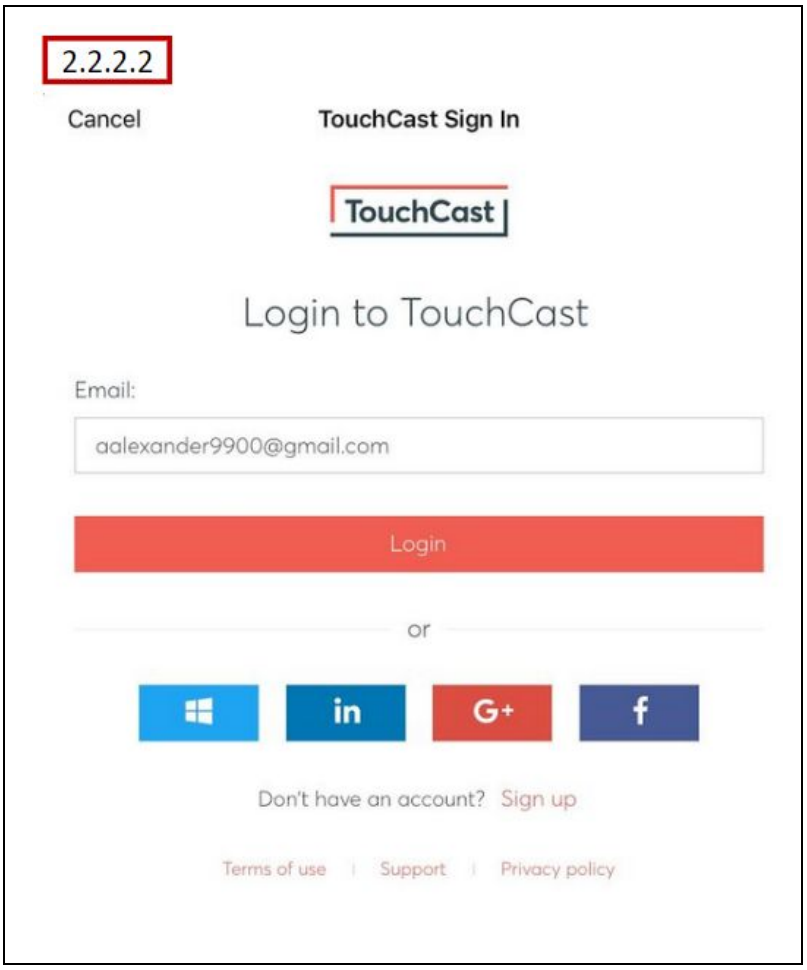
TouchCast will then activate the account and send the following screen which includes a link to the login screen.



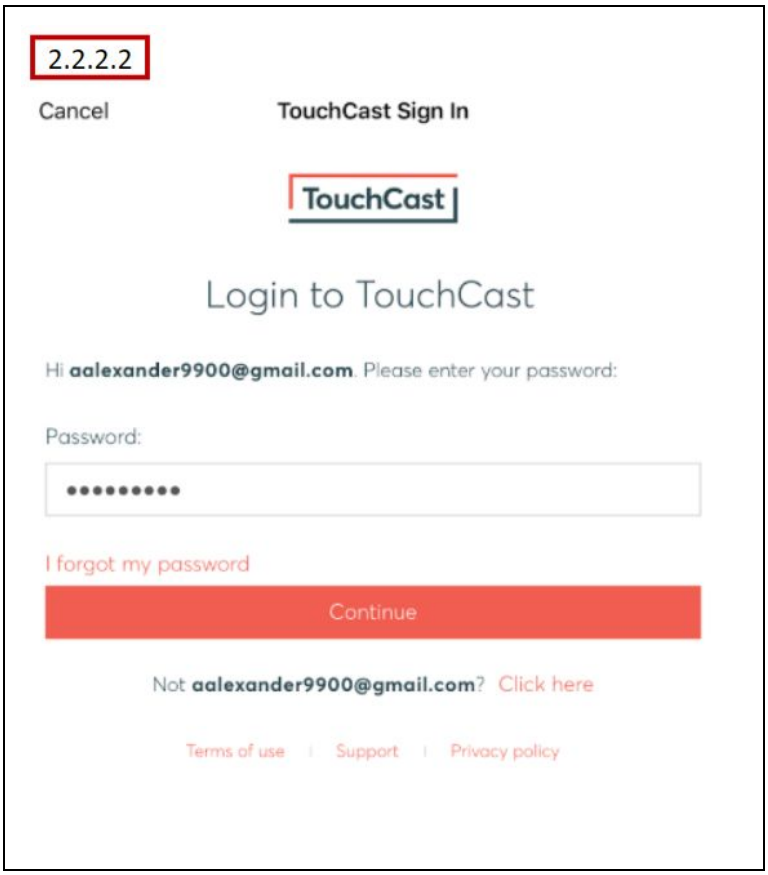
From this point the new TouchCast account holder can enter their Account ID (email address) and the password they selected to begin working with Studio.

2.2.2.2 Logging In With a TouchCast Account

All TouchCast products share a common account management process and shared database. If you have a TouchCast account ID (your email address), enter it in the Email field and tap the **Login** button. The Password entry screen will display.

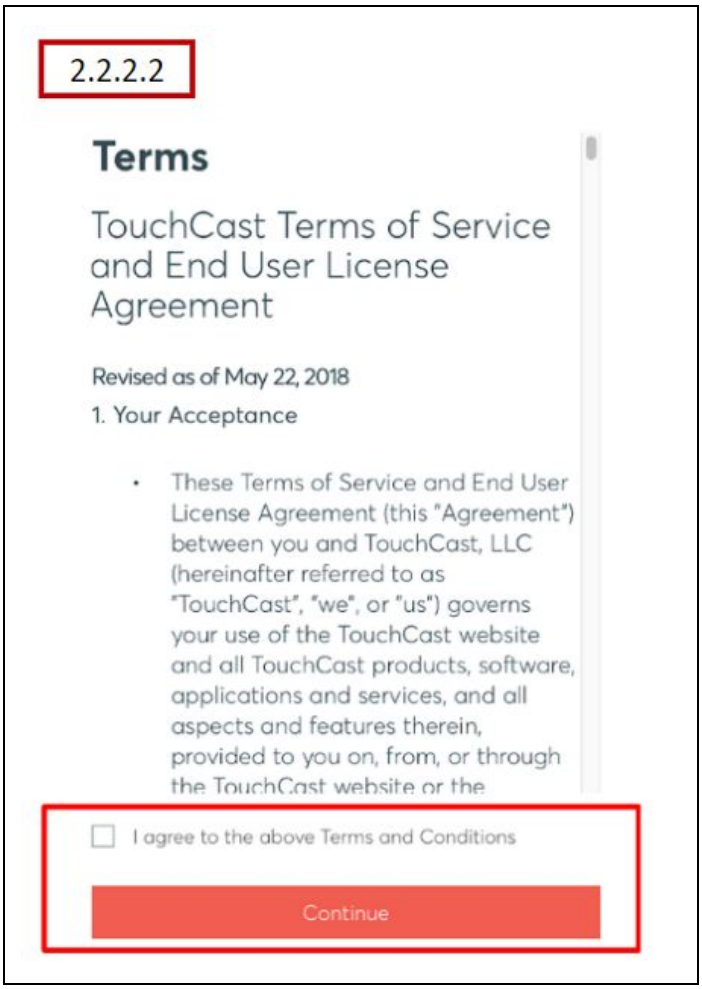


The Password entry screen will display for you to enter the password associated with this TouchCast account.



Alternatively, users can select the **Login with Google** or **Microsoft** option and log in using their credentials.

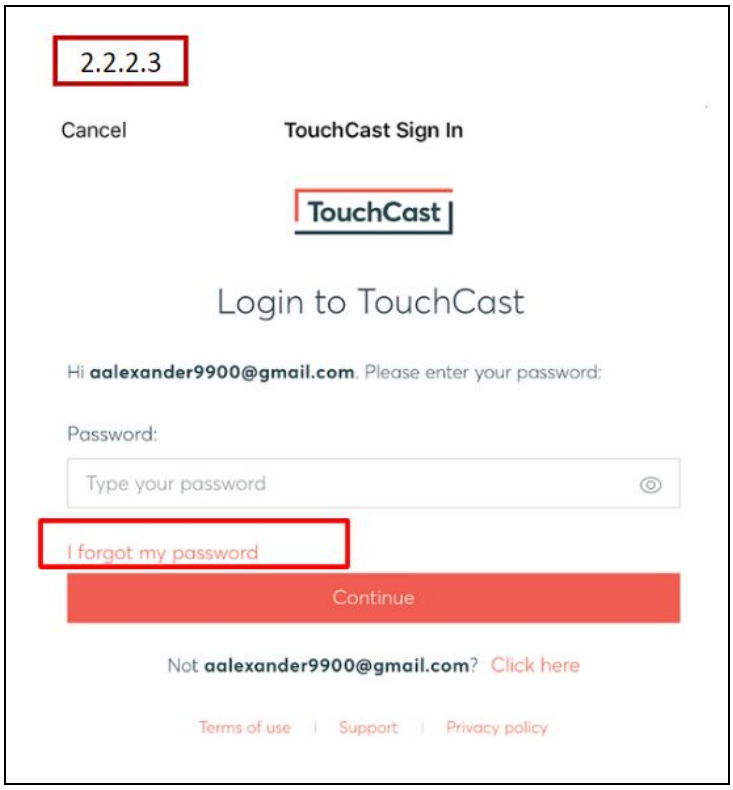
If you have not previously accepted the TouchCast usage terms and conditions, the following screen will display. Please review these terms and check the box at the bottom of the screen indicating your acceptance of the terms and conditions before continuing. If the terms and conditions change at some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



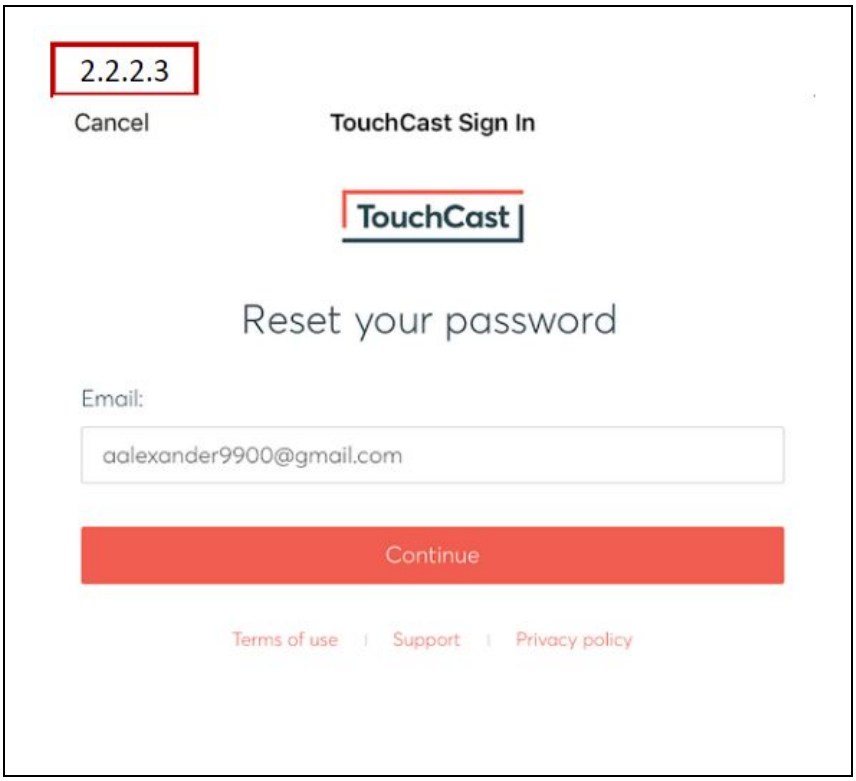
Each time you log in, TouchCast Studio loads your configuration settings (shown in the screenshot below). This should only take a moment and then you are ready to begin working with your projects.

2.2.2.3 Forgotten Password - Password Reset

If you do not remember your password, tap the **I forgot my password** link



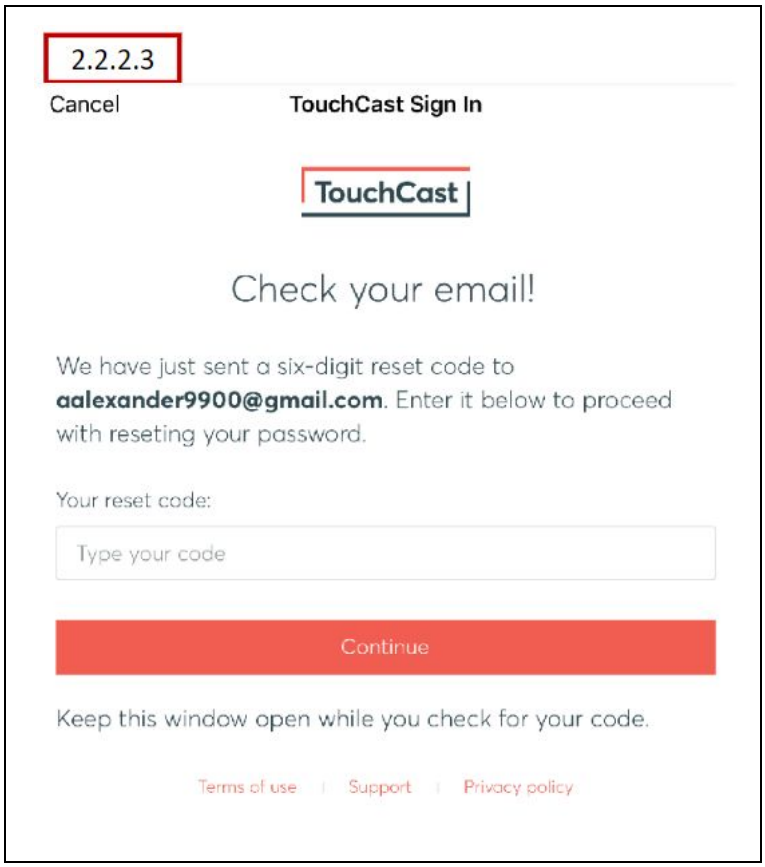
The Reset Your Password screen (shown below) will display.



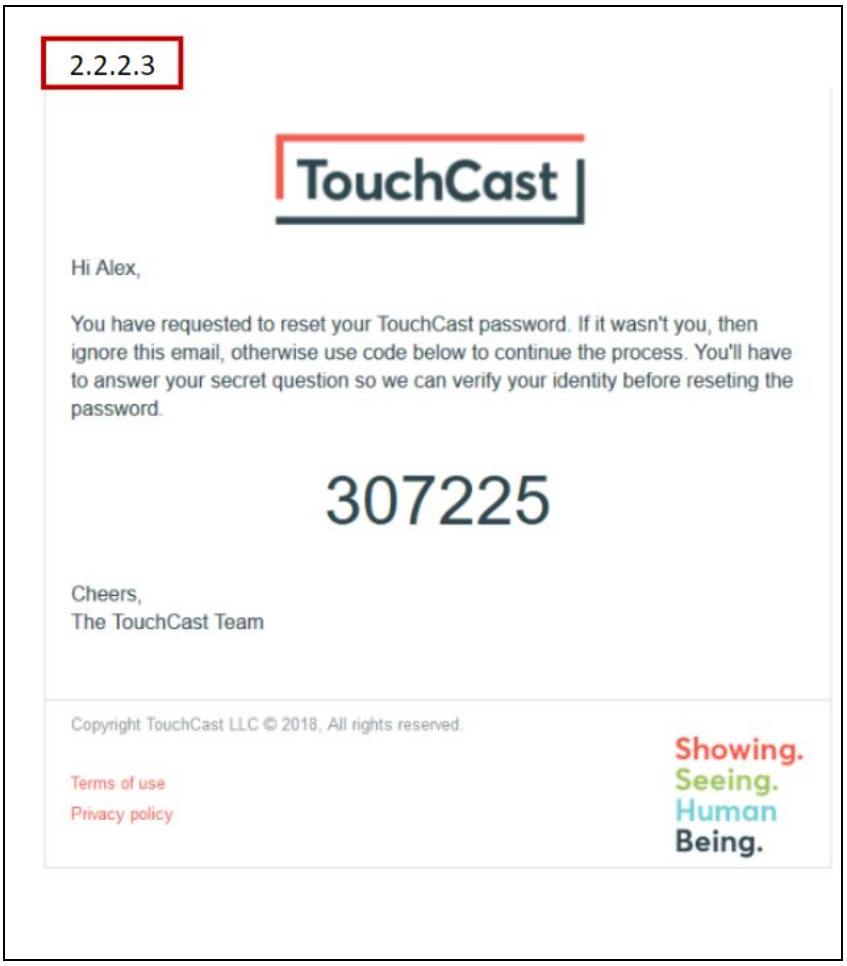
Confirm the account ID (email address) and tap the **Continue** button.

Two events will happen. First, the following screen is displayed explaining that you should have received an email containing a code you will need to enter in the screen to advance to the next step of the password reset process. Second, for security proposes, you will receive an email providing you a code to enter in the Studio screen.

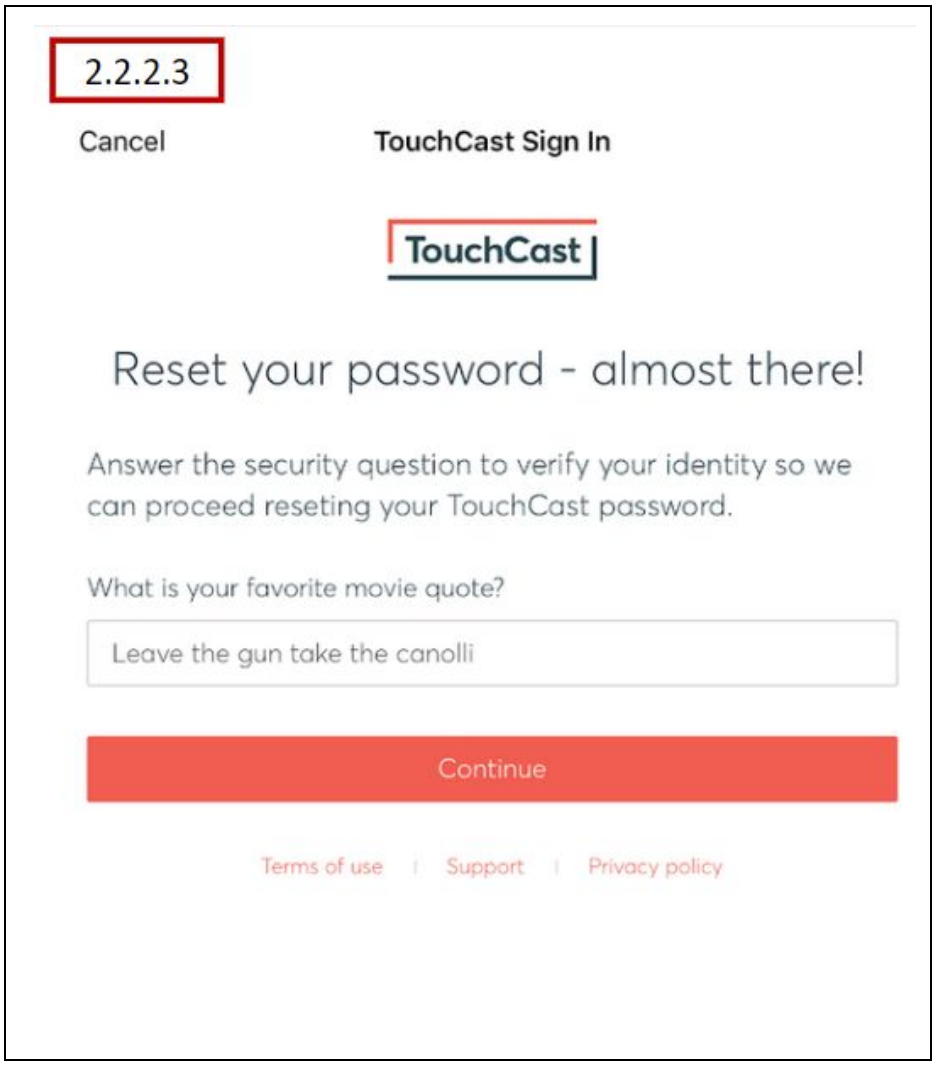
Screen requesting user to enter a code:



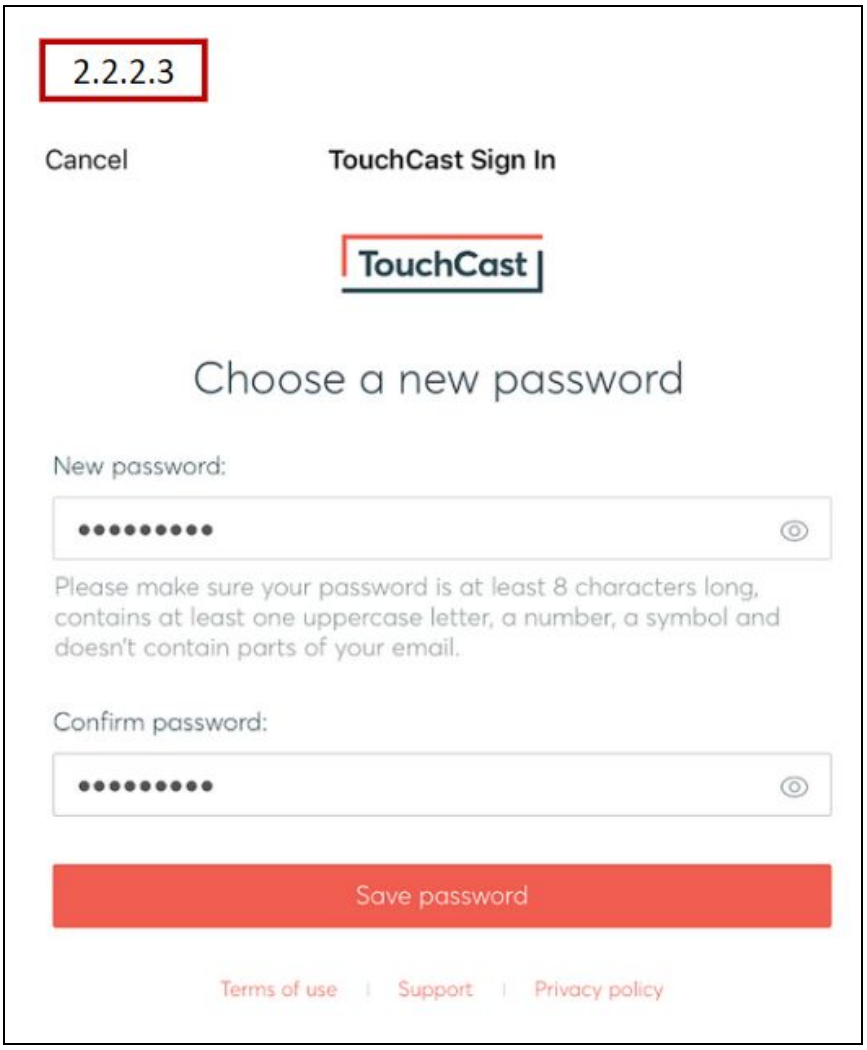
Email sent to users' email account providing code:



After you enter the code sent in the email, your will be sent the following screen directing you to enter the answer to the security question provided during TouchCast account registration. In this example, the question was *What is your favorite movie quote.*

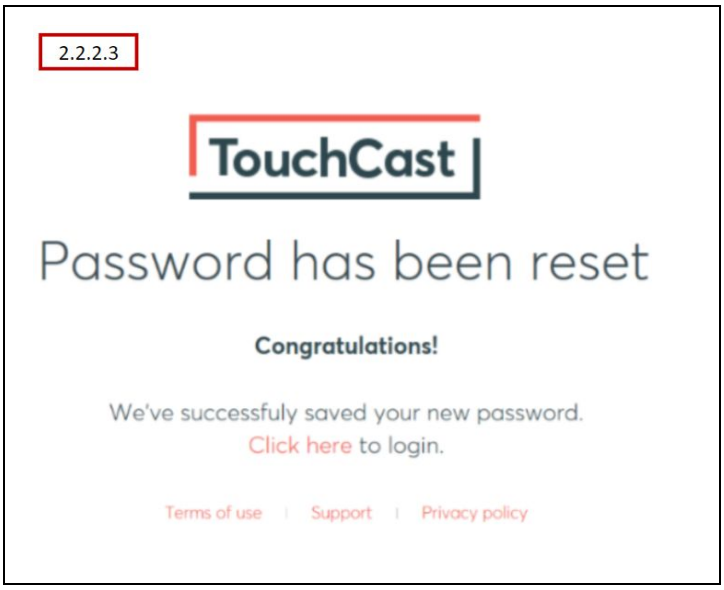


After you enter the answer exactly as entered during registration and tap **Continue**, you will be able to select a new password.



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. TouchCast passwords are case sensitive. Example: #Rusty123

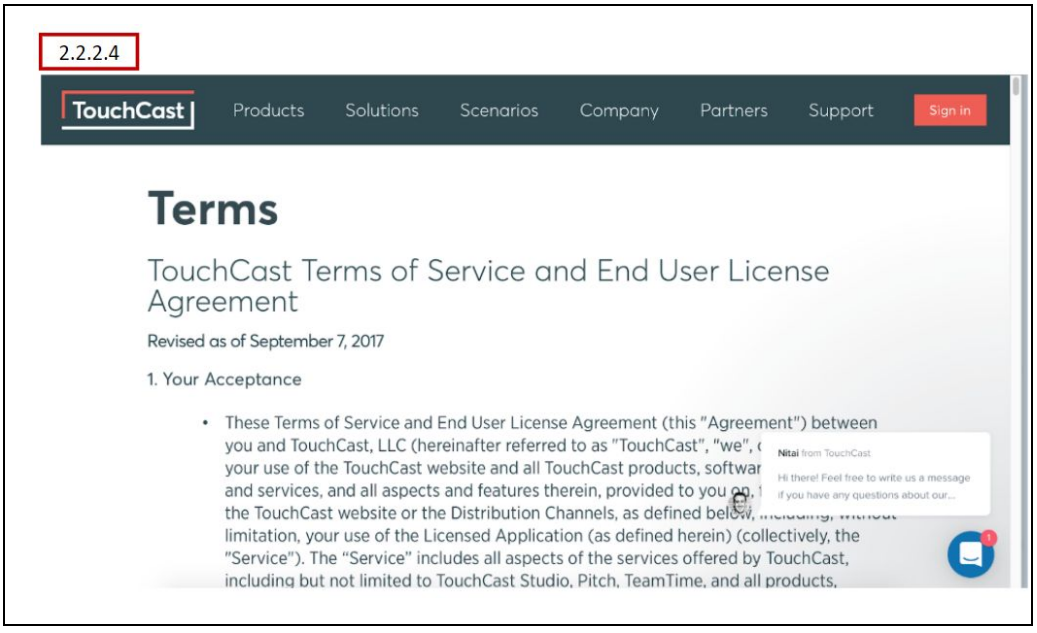
After the **Save Password** button is tapped, a screen advising you that the password has been successfully changed will display.



The new password you selected should be used to sign in.

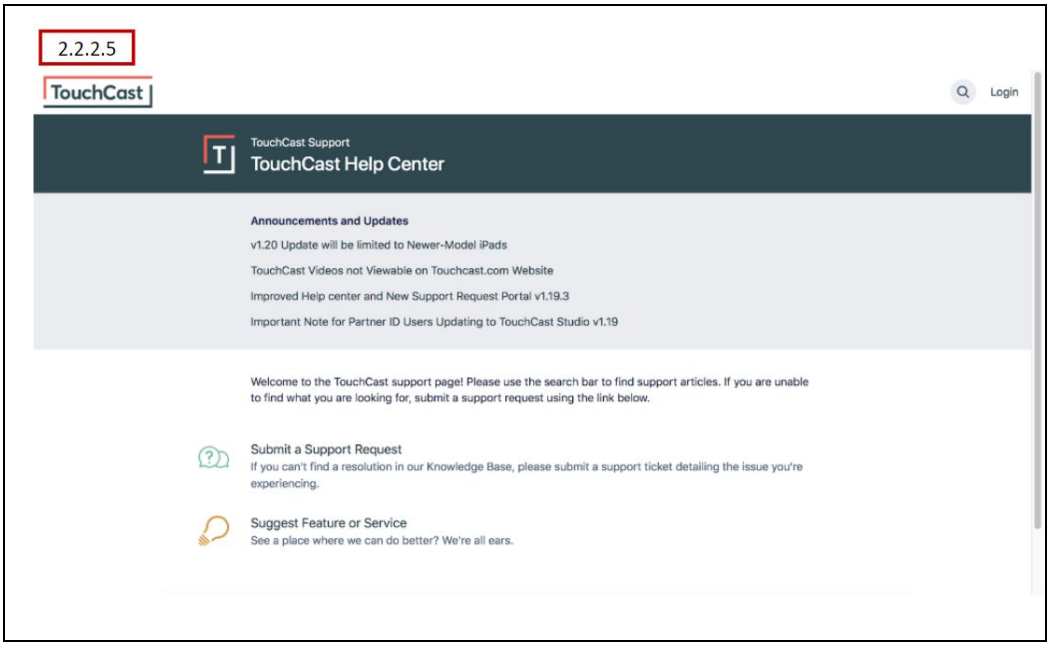
2.2.2.4 TouchCast Terms of Service and End User Agreement

Tapping the **Terms of Use** link displays a screen containing an explanation of TouchCast's End User Terms of Service. After reviewing the Terms of Service and End User Agreement, the user can close the screen and return to the sign on screen.



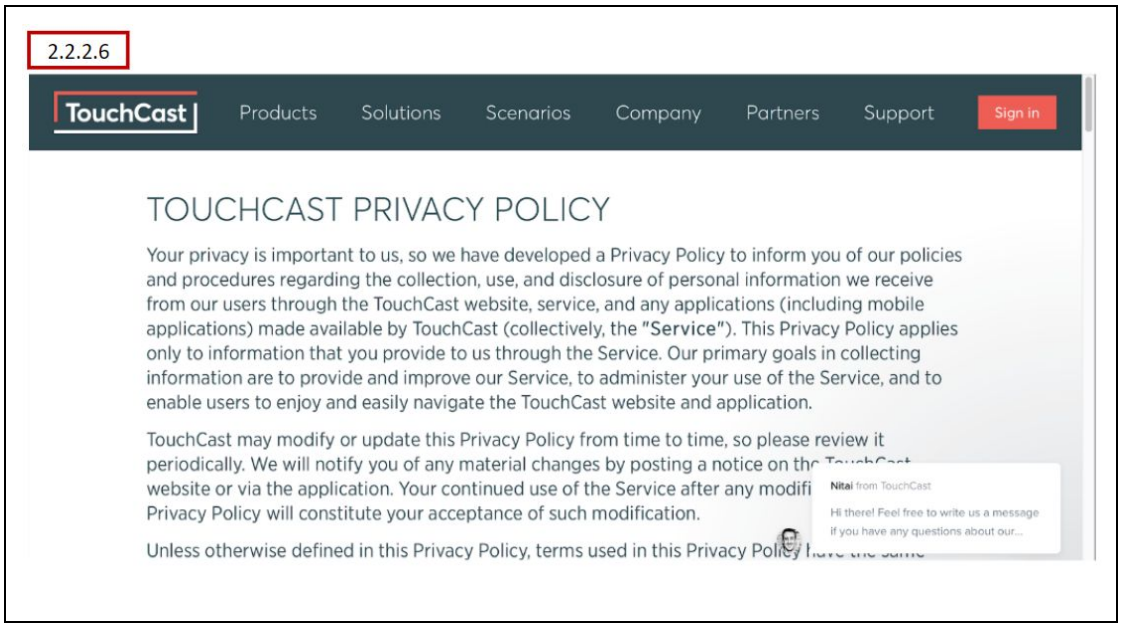
2.2.2.5 TouchCast Support

Tapping the **Support** link displays a screen containing TouchCast support information. After reviewing the Support information, the user can close the screen and return to the sign on screen.



2.2.2.6 TouchCast Privacy Policy

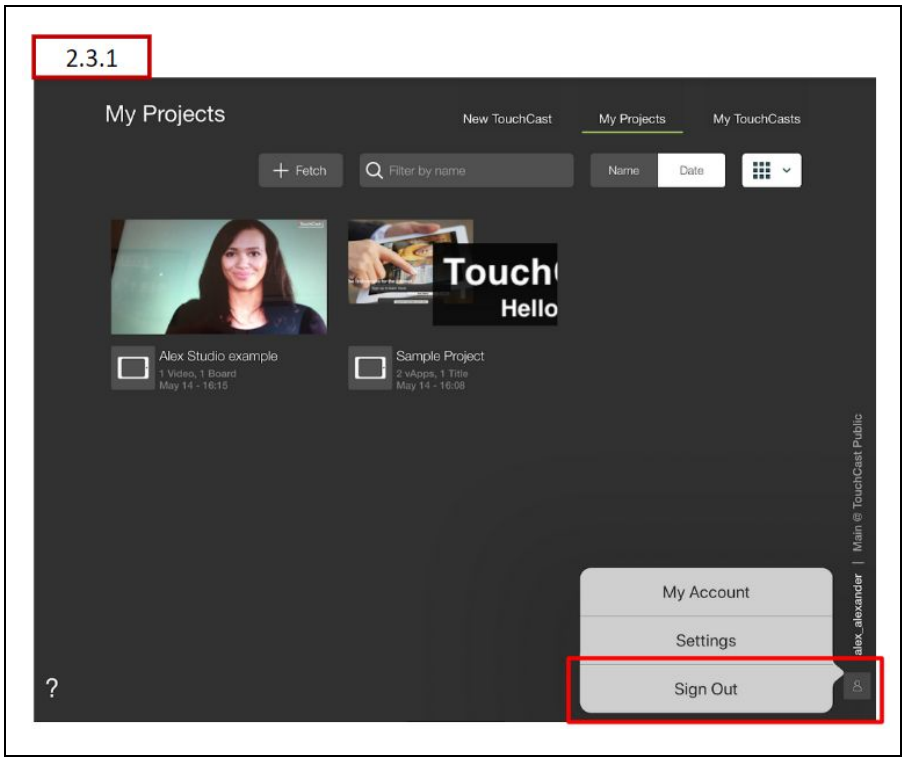
Tapping the **Privacy policy** link displays a screen containing the TouchCast Privacy Policy. After reviewing the TouchCast Privacy Policy, the user can close the screen and return to the sign on screen.



2.3 Sign Out of Studio

2.3.1 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.

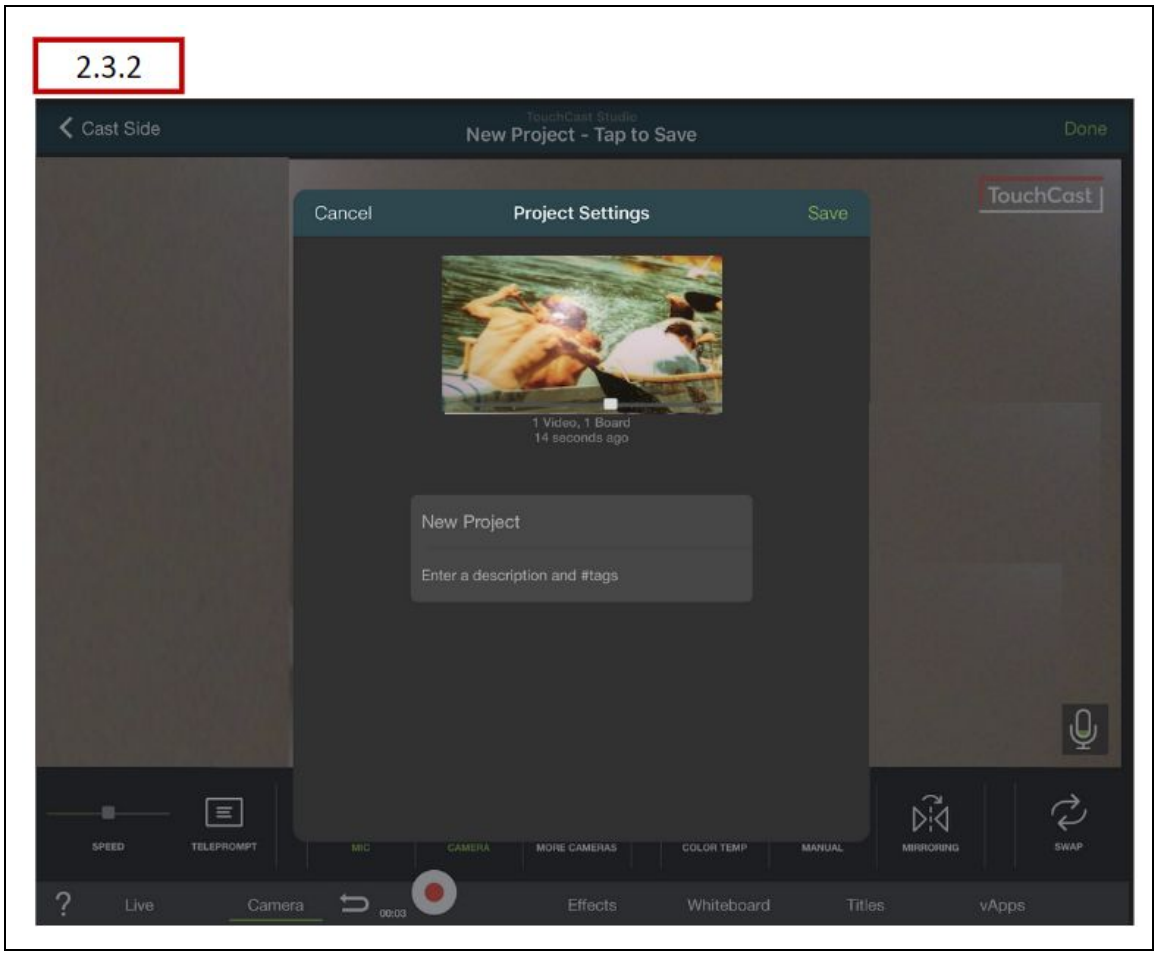


2.3.2 Saving Project Work

Use the **New Project - Tap to Save** button (top of the screen) to save a new project locally (to your device) and give the project a name.

The Project Settings opens, where you:

- Enter a project name (Studio uses this as the project file name)
- Enter a project description (this can be revised later)
- Tap the Save button to continue



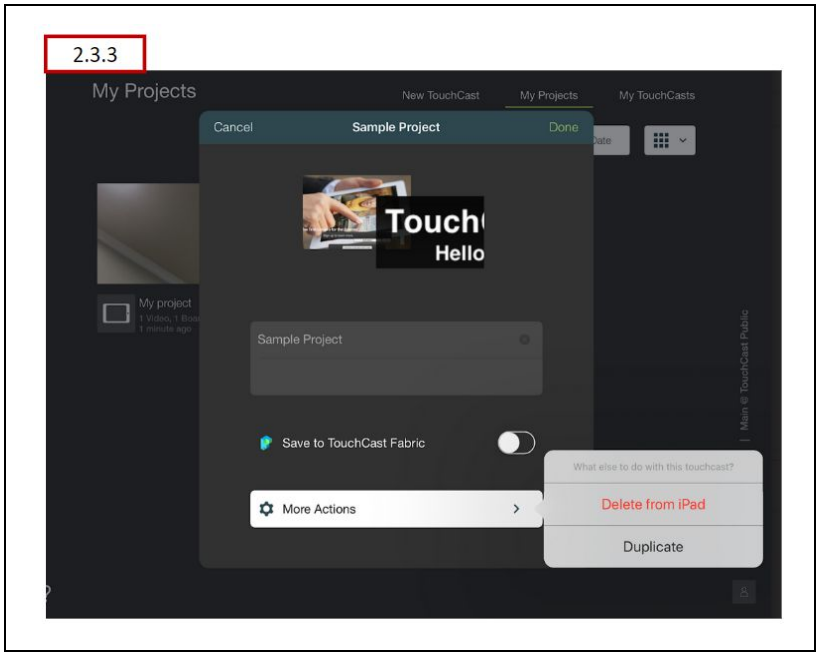
After you save a new project it will appear in the **My Projects** list where you can tap on the project image to reopen it and continue working with it.

Tapping the **Cast Side** button (top left) will close your project and return you to the Studio 'Cast Side' screen.

If you start a new Studio project (record one or more shots) and elect to go back to the Cast side of Studio, you will be prompted to save the project if you have not already done so.

2.3.3 Deleting Projects Off of Your Device

Project files are normally kept on your device while you are developing the video and afterwards if you think you may revise or reuse the project (to update it or create another video using all or parts of the original project). If you chose to delete the project file from your device, select the project from your **My Projects** list, tap the **More Actions** button, and finally the **Delete from iPad** option. This permanently removes the project file from your device (it can not be recovered!).

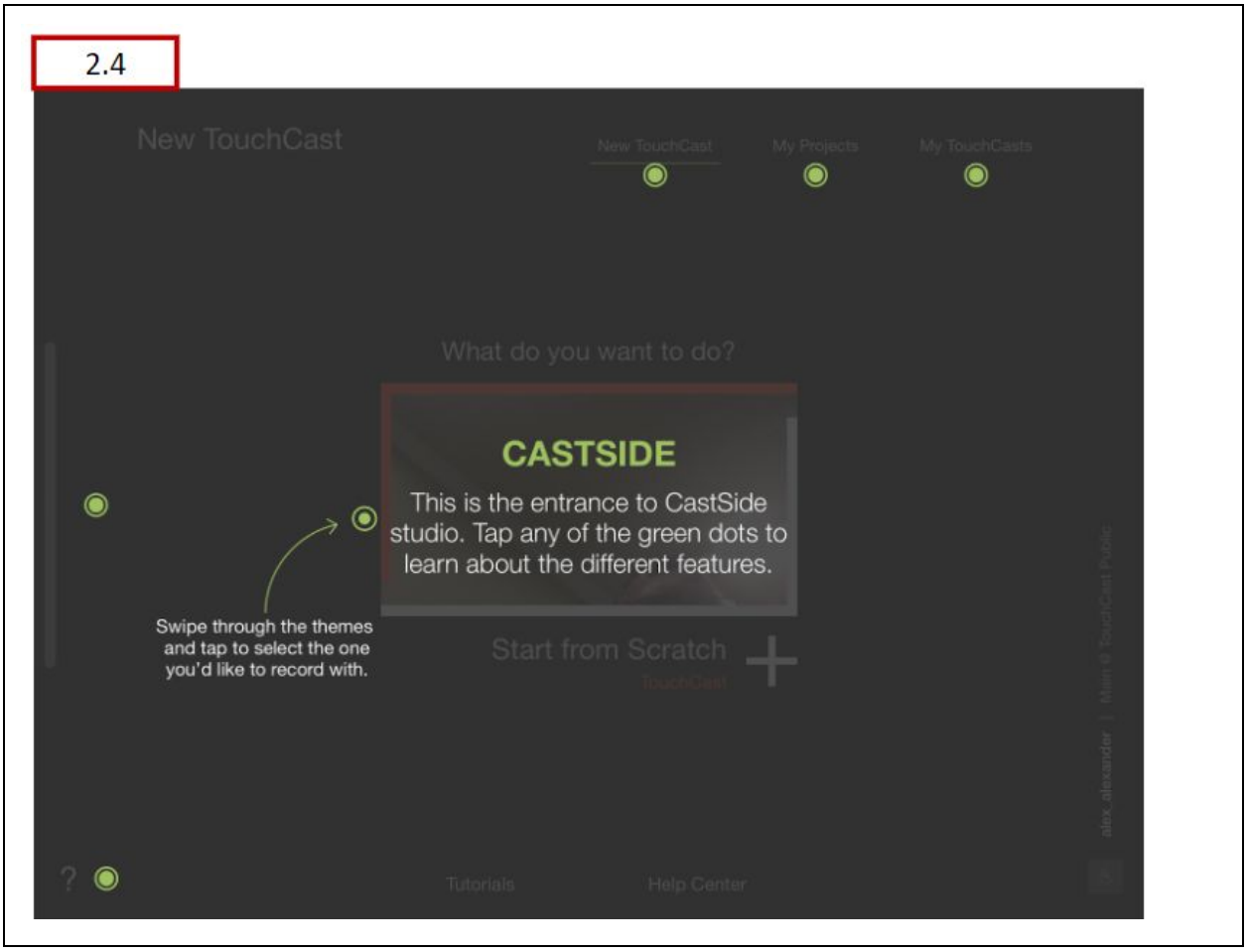


2.4 Studio Introduction Coachmarks

Studio provides introduction 'Coachmarks', pointing out key actions you use to develop videos. They appear as green dots. Tap on the dot placed near a major user interface location and a description of that action appears.

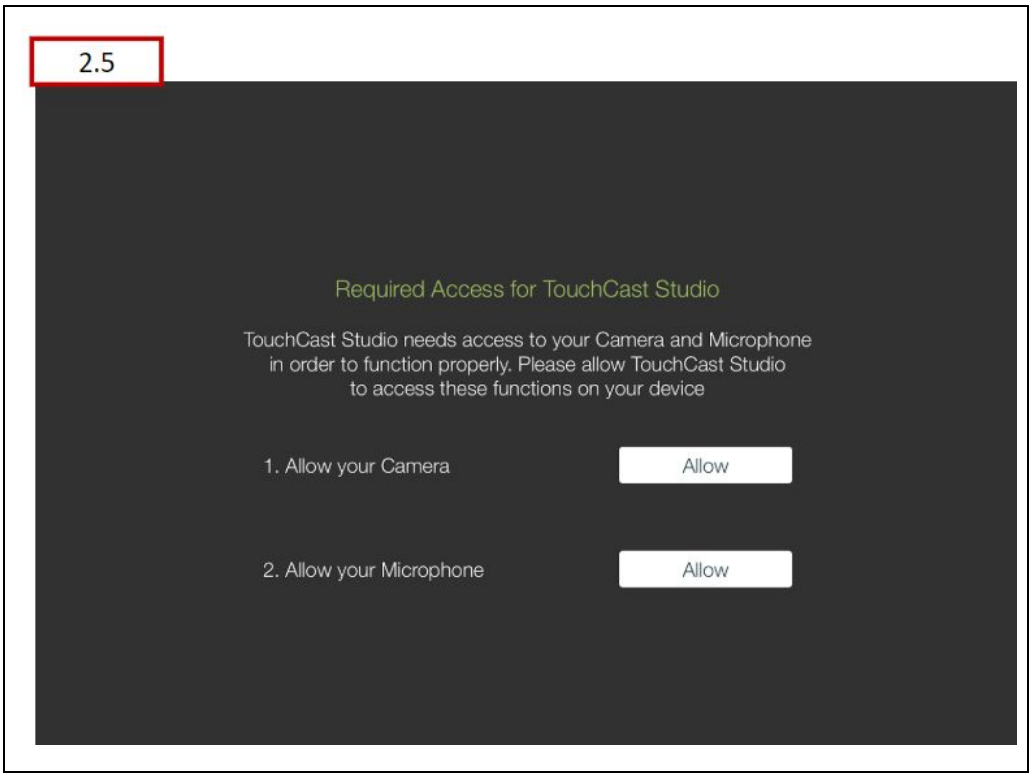
To view the Coachmarks, tap the question mark icon located in the lower left corner of the screen. To hide the Coachmarks, tap the question mark icon again.

Note: Initial installation (or reinstallation) of the Studio app on the device triggers the introduction Coachmarks to display by default.



2.5 Camera and Microphone Access

The first time that Studio is opened on a device, the app will request access to the device's camera and microphone.



Tap the **Allow** button to both questions to allow Studio to operate on your device.

Note: Reinstallation of the Studio app on the device triggers the camera and microphone access questions to display.

3 Videos From Earlier Versions of Studio

3.1 Upgrading from Studio 1.0 to Studio 2.0

Organizations and individual users have been developing touchcast videos for several years with the initial release of Studio (Studio 1.0). We encourage them to begin using the latest release of Studio (Studio 2.0) in order to take advantage of the new features 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.

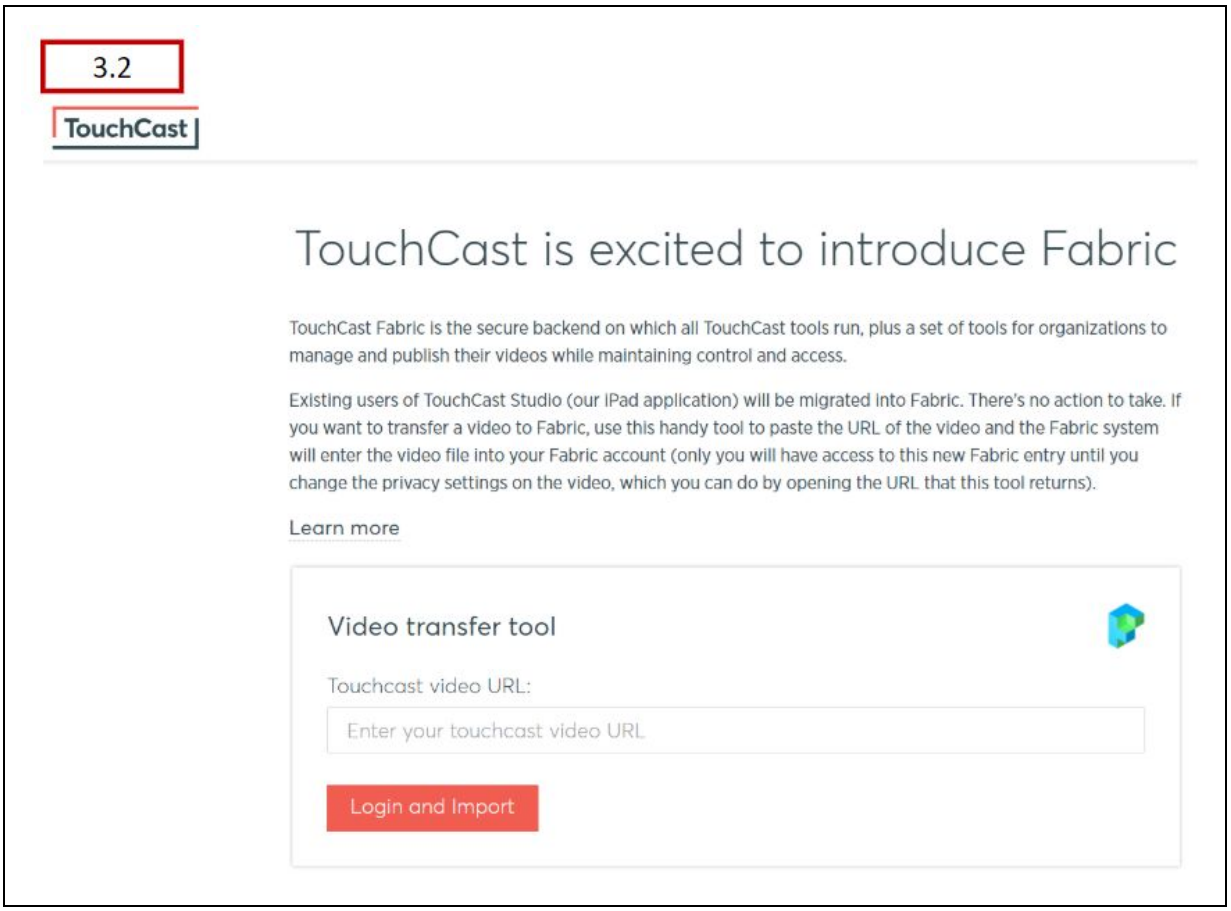
All of your Studio projects will still be located inside 'My Projects' and you can still 'fetch' project codes that a colleague previously shared.

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

3.2 Transfer an Existing Touchcast Video to Fabric

If you want to transfer an existing touchcast video to the TouchCast Fabric Cloud repository, use this transfer tool:

https://touchcast.com/transfer



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). Fabric will email you notification when the transfer is complete which contains a link to the video.

3.3 Summary of the Upgrade/Transfer Process

- Existing touchcast videos (.tct format) will continue to play and interactive elements will continue to work using their existing URL links for a period of one year.

- Existing .mp4 videos created using Studio will continue to play and do not require any further action. They can continue to be inserted as an interactive object in new touchcast videos created with Studio 2.0.

- Existing Enterprise clients will upgrade their user' touchcast videos. Your TouchCast product administrator will provide information on this.

- Individual users will use the Video Transfer tool explained in this section to transfer existing videos to TouchCast Fabric. They will repeat this process for each video they wish to transfer.

- TouchCast Studio project files created using Studio 1.0 can be opened with Studio 2.0. When the project is saved (using Studio 2.0), a new project file is created. The project file can no longer be opened using Studio 1.0. The original project file will be retained with the Studio 1.0 App data until the app is removed.

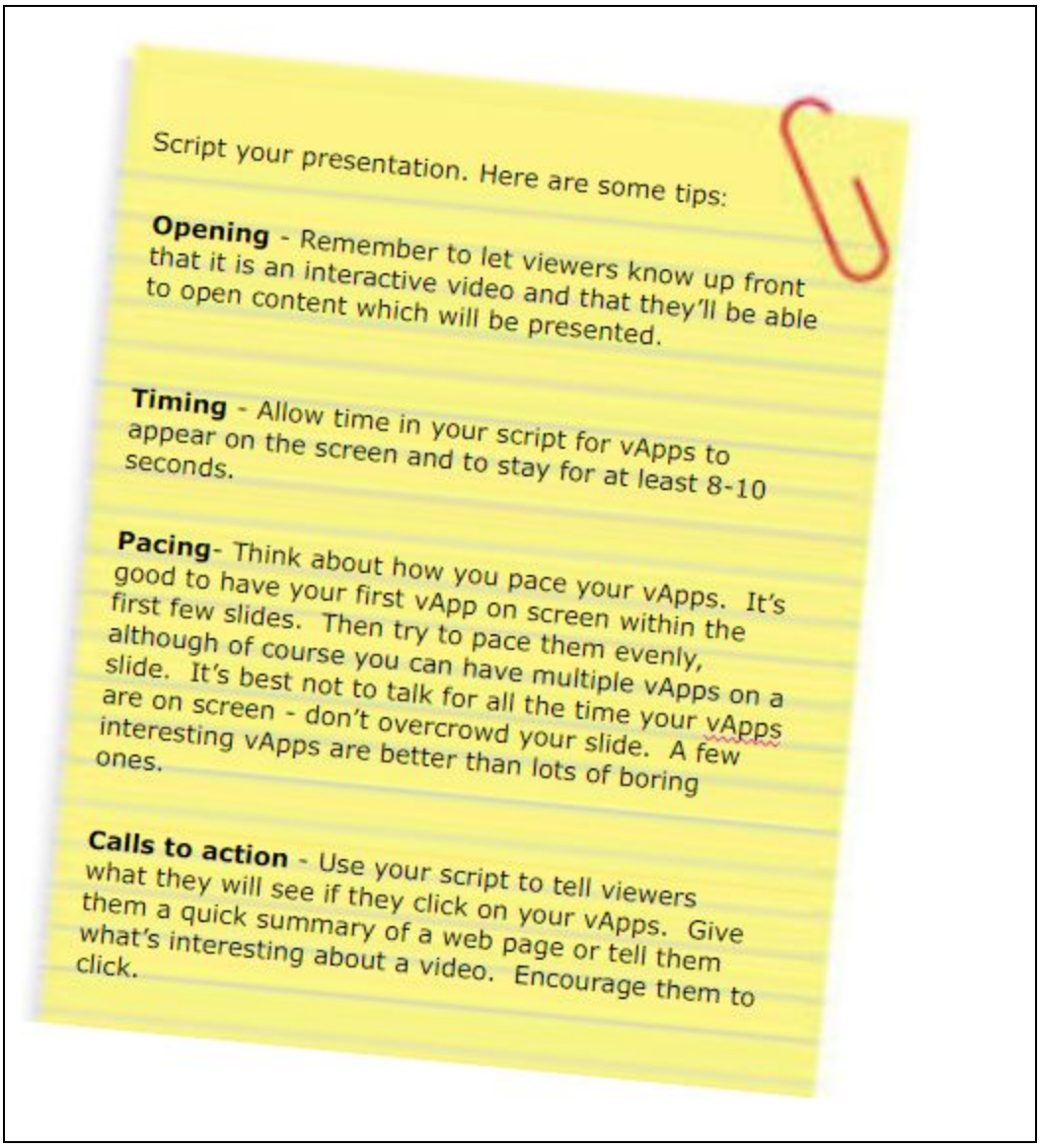
4 Planning Studio Projects

4.1 Scripting and Planning Your Video

TouchCast is the ideal platform for delivering rich content inside compelling HD video, giving your audience the chance to interact with, website, documents, videos, and images.

- Work out what your message is and what content you want to share - make it interesting.

- Determine if there is another project you can use as a ‘starter’ for this video and determine if you are going to develop it alone or with collaboration from others.



- Once you're happy with your script, source your content. Assemble all the items you want to use in vApps. Find and save your interactive content.

- Make a list of web page URLs or social media links (add them to Notes on your iPad); save videos and images to your iPad Camera Roll or one of the supported 'Cloud Storage Services' (DropBox Google Drive, One Drive, Box); and ensure you copy PDF presentations to your preferred Cloud Service. If you are unable to use Cloud Services, it is possible to use external storage devices that will allow you to copy files via USB directly to the iPad.

- Light your subject well. Using daylight from a large window is good. No window? Get your subject close to a light source and then check how shadows and glare may affect the subject's appearance.

- Check sound levels. Find a quiet spot to film, away from background noise. A microphone plugged in to your iPad's lightning port or the earphone socket will give broadcast quality sound. Always do a quick test before recording your final clips.

- Frame your subject. Place your subject on a third (the Guides button in Camera mode helps here). It's what TV camera crews do, and has the benefit of leaving room on the screen for placing your additional media (vApps) later.

- Have your script ready to roll in the teleprompter. To do this, copy and paste the text from an email, Notes or document. And remember you can edit in the 'Teleprompter', which you access in 'Camera' mode to make adjustments as you go. Here you can tap on the 'T' to set the font, size and colour. Keep your iPad camera on the left. This creates the best 'eye-line' when using the teleprompter.

- Remember, when filming don't feel you have to capture your entire script in one clip. Divide your script into sections for ease of recording and editing.

When all your vApp content matches up with what's in your script, you're ready move forward with your project.

5 Quick Tour of Studio's Main Screens

5.1 Why Read This Section?

Unless you are the person who learns software best by diving in and trying different combinations of actions until they 'get somewhere', you'll probably want to take a few minutes to view one of the TouchCast Studio introduction videos or read this section. What you will come away with is a basic understanding of the main screens you will use to initially create and further develop your touchcast videos.

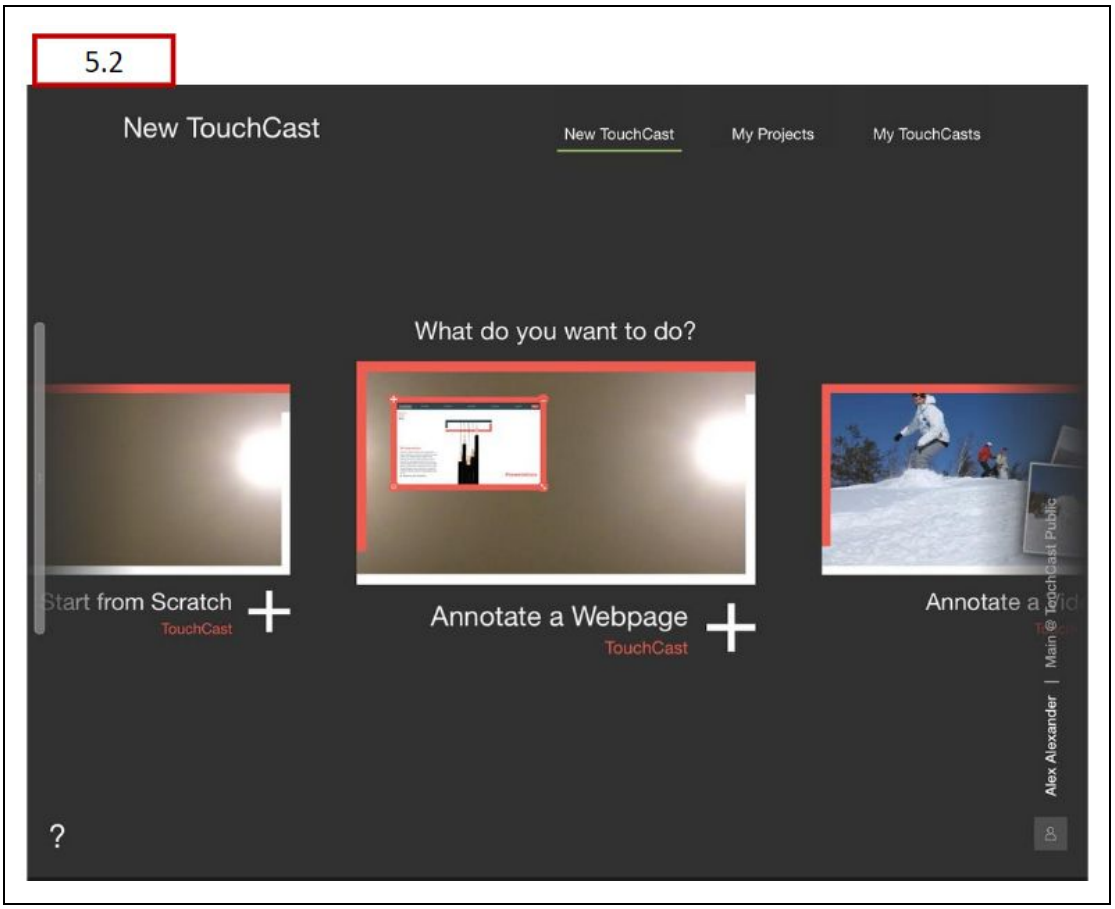
For those who have used Studio 1.0, much of the interface should be familiar. There are several new features and you will probably understand why and how to use them.

For first-time users of TouchCast Studio, the explanation of the three main screens **New TouchCast**, **My Projects**, and **My TouchCasts** should help you get productive and allow you to move on to more advanced features of Studio. Take advantage of the Studio Terminology presented in section 1 of this guide if you run across a term you are unfamiliar with.

OK. Let's get started.

5.2 New TouchCast Screen

When you log in to Studio, the first screen you see is the **New TouchCast** screen.



It may not necessarily be what you intend to do during your Studio session, but it is the default 'landing' place, and it's easy to navigate to either of the other main screens, **My Projects** or **My TouchCasts** from here.

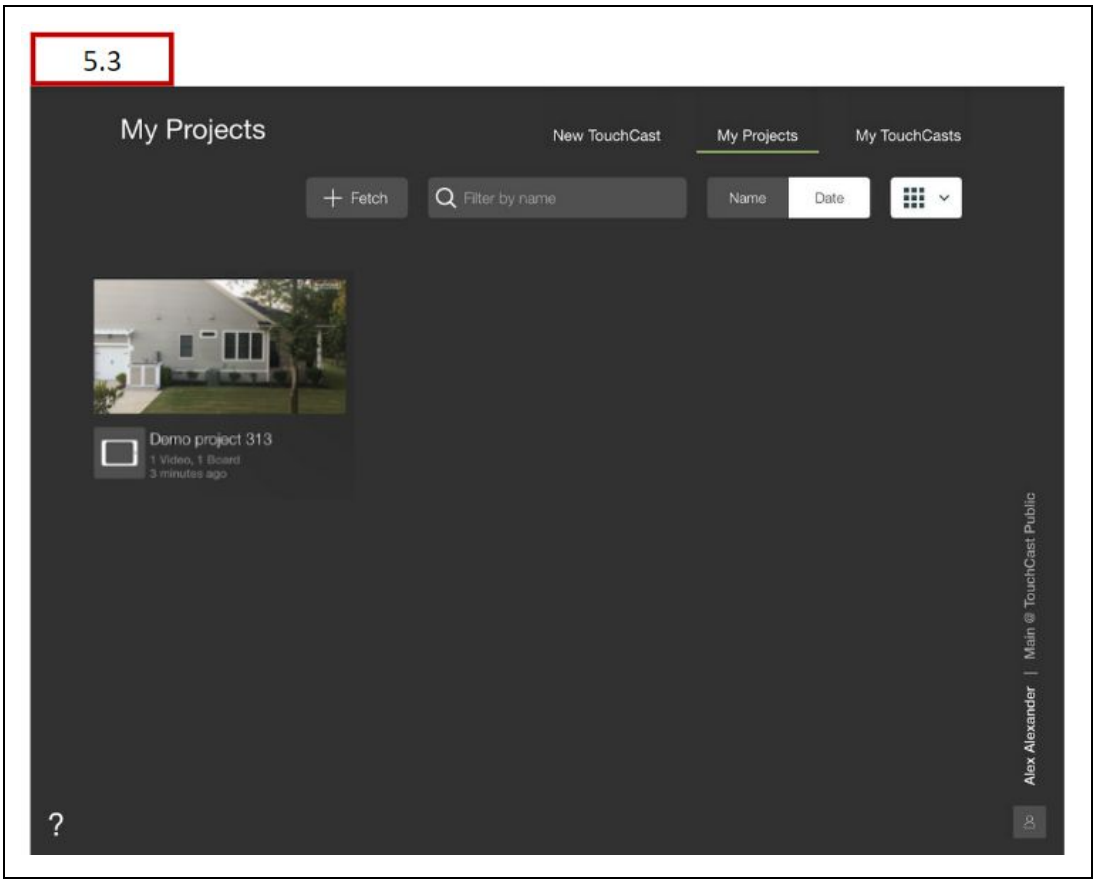
Assuming you really do intend to create a new touchcast, a horizontal (scrollable) list presenting different types of touchcasts is presented prominently on the screen. Click on one of the touchcast options and the Project Screen opens, providing options to create a video based on that type (plus a default type which lets you have complete control over the format and objects).

If you intend to work on a Studio project you've already started, tap the **My Projects** option to select a project and resume working on it.

If you intend to view or revise the share options on a video you have already completed and uploaded to the Fabric repository tap the **My TouchCasts** option.

5.3 My Projects Screen

Selecting the **My Projects** screen presents a list of your recent projects plus an option to 'fetch' projects others have shared with you. By default, the projects listed will be those stored on the device (local workspace). See additional information below on storing and sharing projects using TouchCast Fabric.



After you select (or fetch) an existing project, the TouchCast Editor screen opens providing you options for continuing development of that project.

Select a project
Thumbnail images of your projects will be listed on this screen. Tap one to open it and resume developing the project.

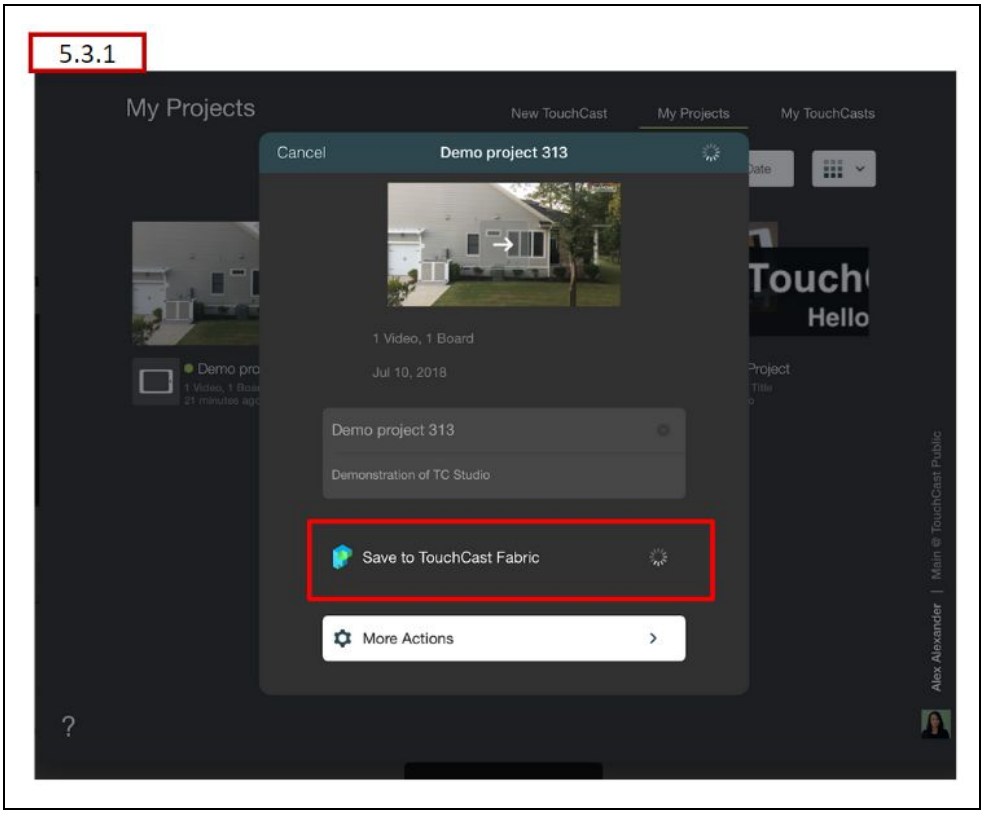
Fetch a project
Tap the Fetch option to open a project someone else has shared with you. To fetch a project, you will need the file password Studio assigned when that person shared the project with you.

Projects (by their nature) differ from touchcast videos. Touchcast videos are static objects, but projects are dynamic. In addition to being accessed from the local device for development, they may need to be copied (e.g., backup copy), saved elsewhere, and/or shared with others. To accommodate this, Studio 2.0 introduces new options for storing and sharing project files.

5.3.1 Storing Project Files Using Fabric

Once a project has been saved to the local device, it can also be saved to TouchCast Fabric. Fabric copies of projects can be used a backups or collaboration (i.e., sharing with others). Project codes (used with the share and fetch process) are not used with this method.

- Tap the icon of the locally stored project.
- A project card (shown below) opens. Activate the **Save to TouchCast Fabric** control to its 'On' position (green), tap the **Done** button, and the file will be uploaded to Fabric.



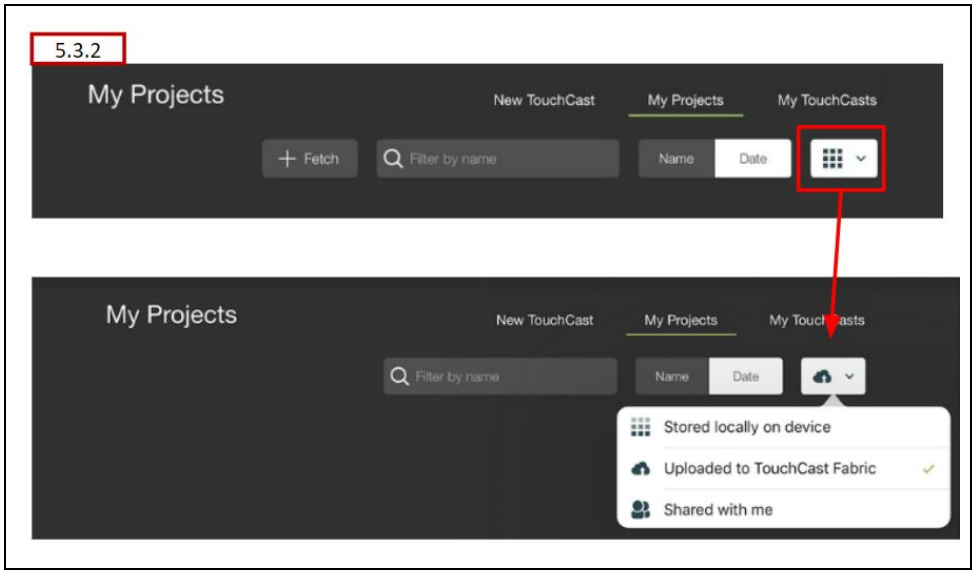
Two important points:

- You can continue to work with your locally saved project as usual.
- You can save an updated version of the project to Fabric again and again using the procedure explained above.

Use the **More Actions** options of the Project Card to make a local copy of the project file or delete the project file from the device.

5.3.2 Using the 'My Projects' Filter to Control Which Project Files Are Listed

Tap the filter icon located at the right of the filter menu (highlighted below) to open a list of three options controlling which project files are listed on the My Projects screen.



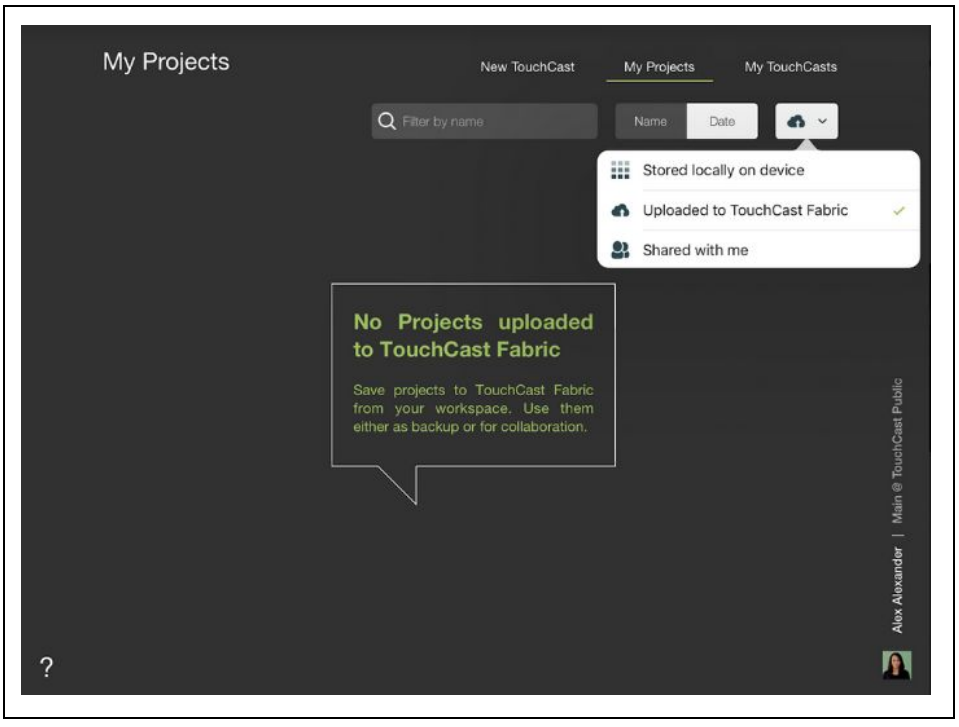
In addition to being able to filter project files by name or date, you can list only projects meeting the following criteria:

Stored locally on device - (default) This option includes all project files currently stored locally on the device on the My Projects screen. Tap any of the project file icons to open that project and continue working with it.

Uploaded to TouchCast Fabric - This option includes all project files you have saved to TouchCast Fabric (using the procedure explained in section 5.3.1) on the My Projects screen. Tap any of the project file icons to modify its privacy settings, rename it, or add a description to it. Also, you can fetch the version currently saved to Fabric back to your device if necessary (e.g., you accidently deleted its local version from your workspace).

Shared with me - This option includes all project files which others have saved to Fabric and 'shared' with you (using the sharing options). You will be able to fetch these project files to your local device and work with it (this will be your copy of the project and not affected by changes others may make to their local copy of the project).

If no files meet the selected option, the screen will display a message like the following (if this example, no projects have been saved to Fabric).

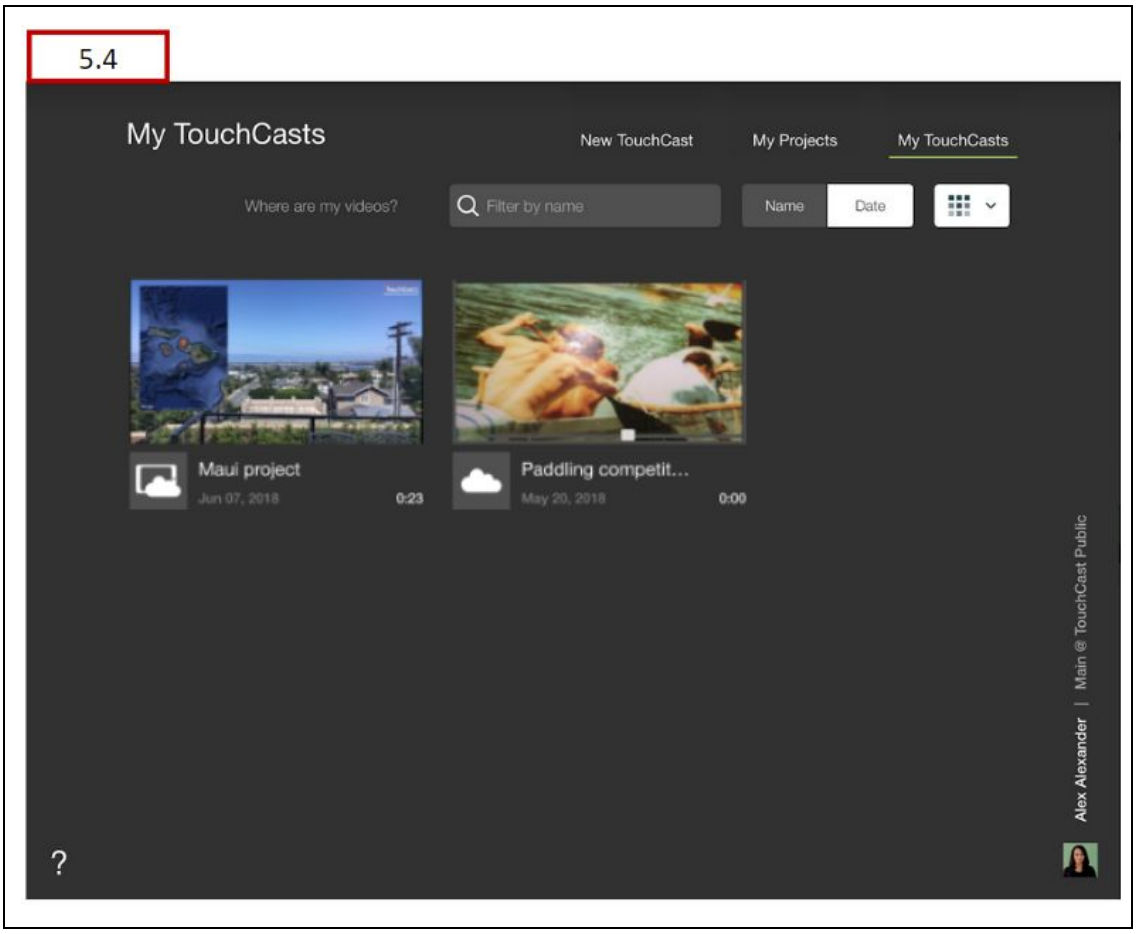


5.3.3 Sharing Settings in the Fabric Portal

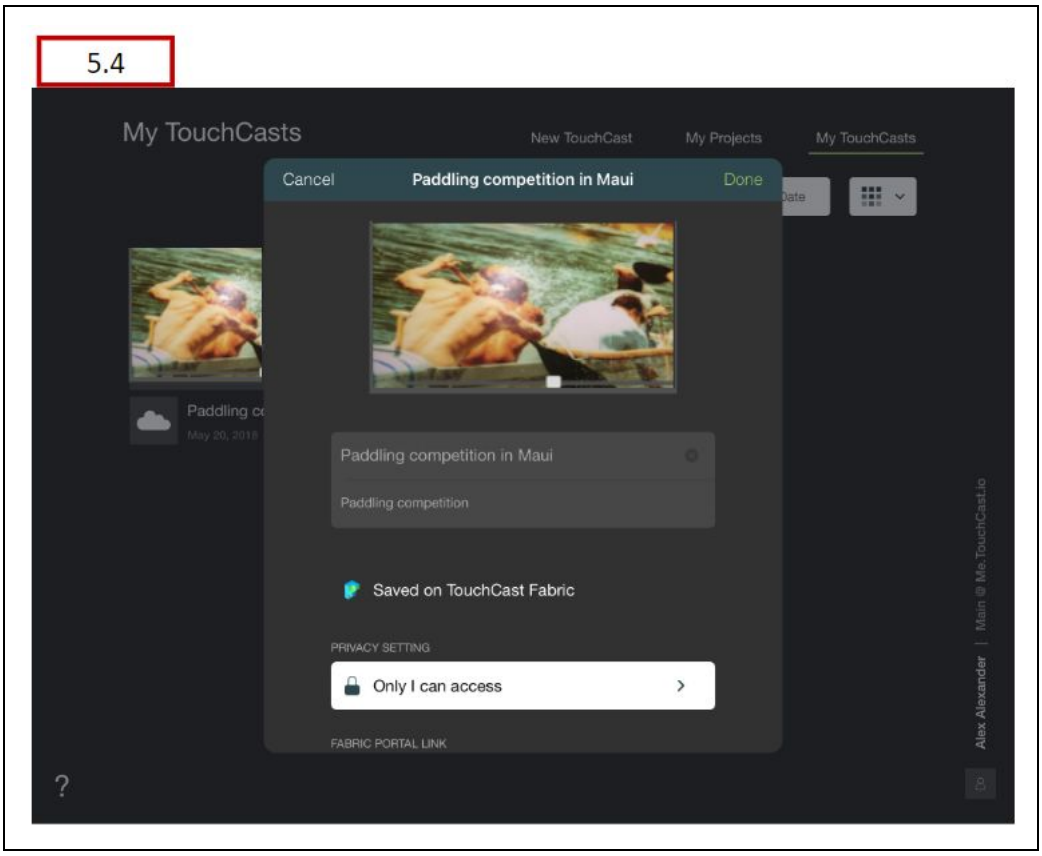
The TouchCast Fabric User Guide provides more information on managing project file sharing options.

5.4 My TouchCasts Screen

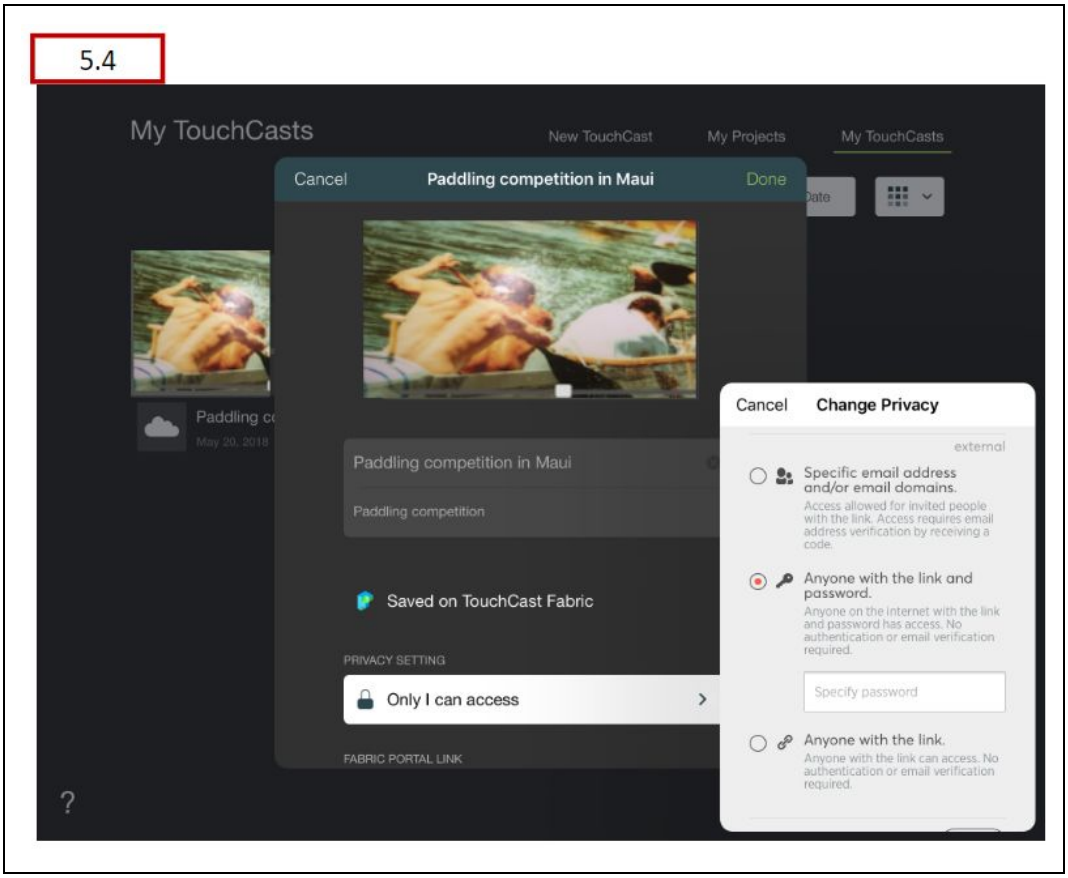
Selecting the **My TouchCasts** screen presents a list of the touchcast videos you have uploaded to the Fabric repository.



After you select an existing touchcast (by tapping the preview photo), the video attributes screen opens providing you options for viewing, changing description detail, or changing Privacy settings for that video.



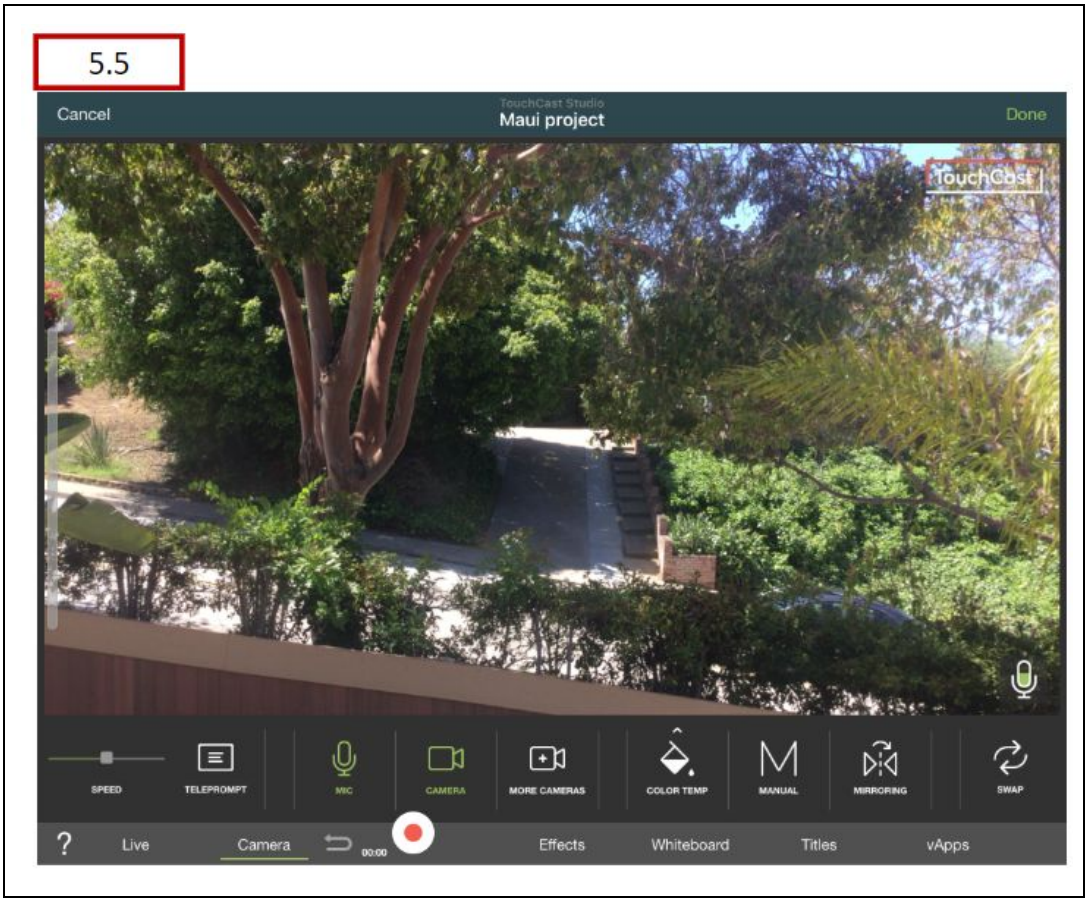
Tap the Privacy Setting field to change the setting as shown below.



The sharing options available are explained in detail in a later section of this guide.

5.5 TouchCast Record Screen

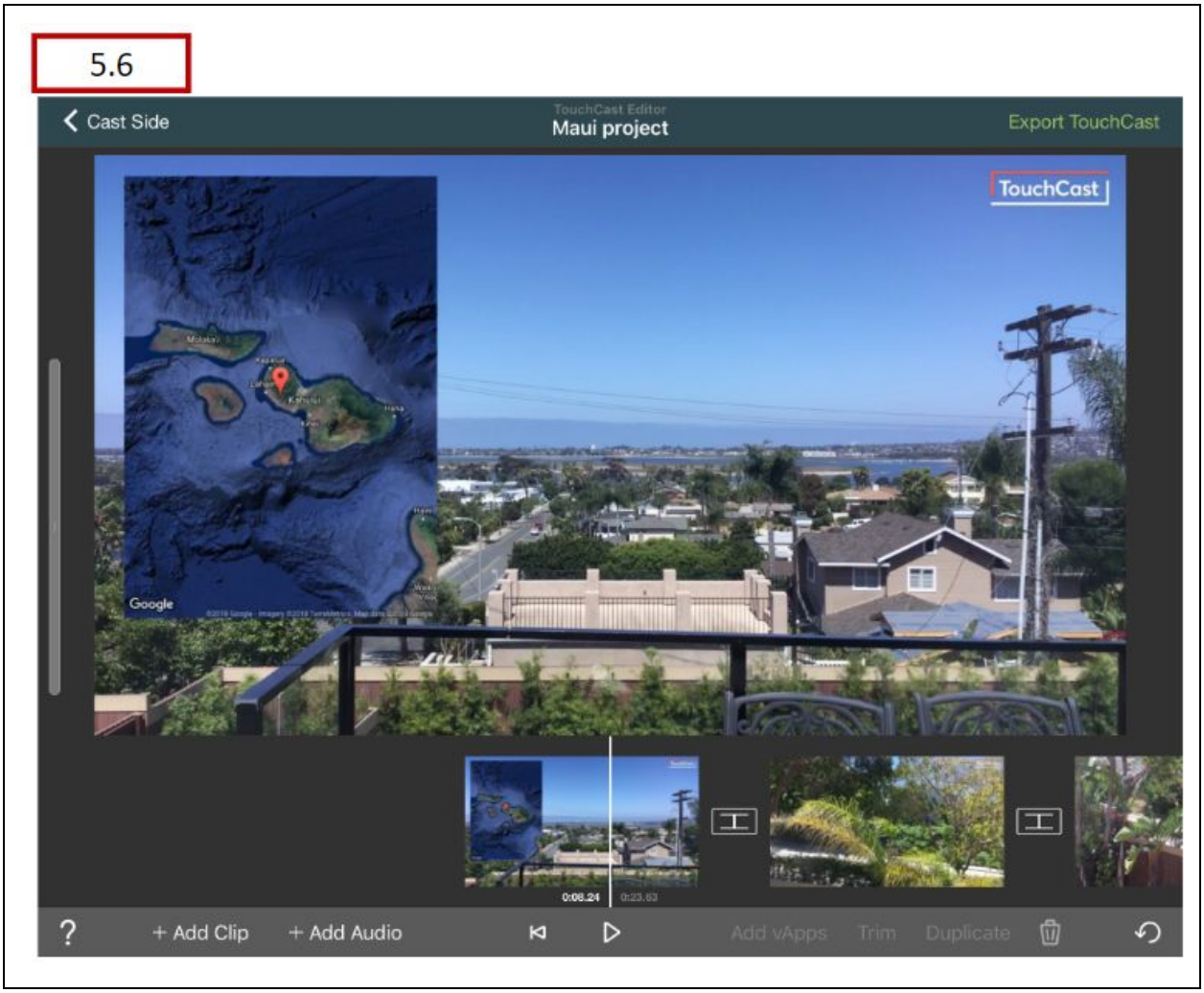
You'll use the **Record** Screen to capture your project's scenes so you can edit them and create your final video.



The Record screen is the 'busiest' screen in Studio. It contains options to control the camera, audio, whiteboard, titles, and a lot more. For now, just recognize it. These options are explained in detail in section 7 of this guide.

5.6 TouchCast Editor Screen

Whether you are creating a new video or continuing work on an existing project, you eventually reach the **TouchCast Editor** screen. This is where you edit existing clips, record new clips (add to your project), or initiate the Save/Upload process.



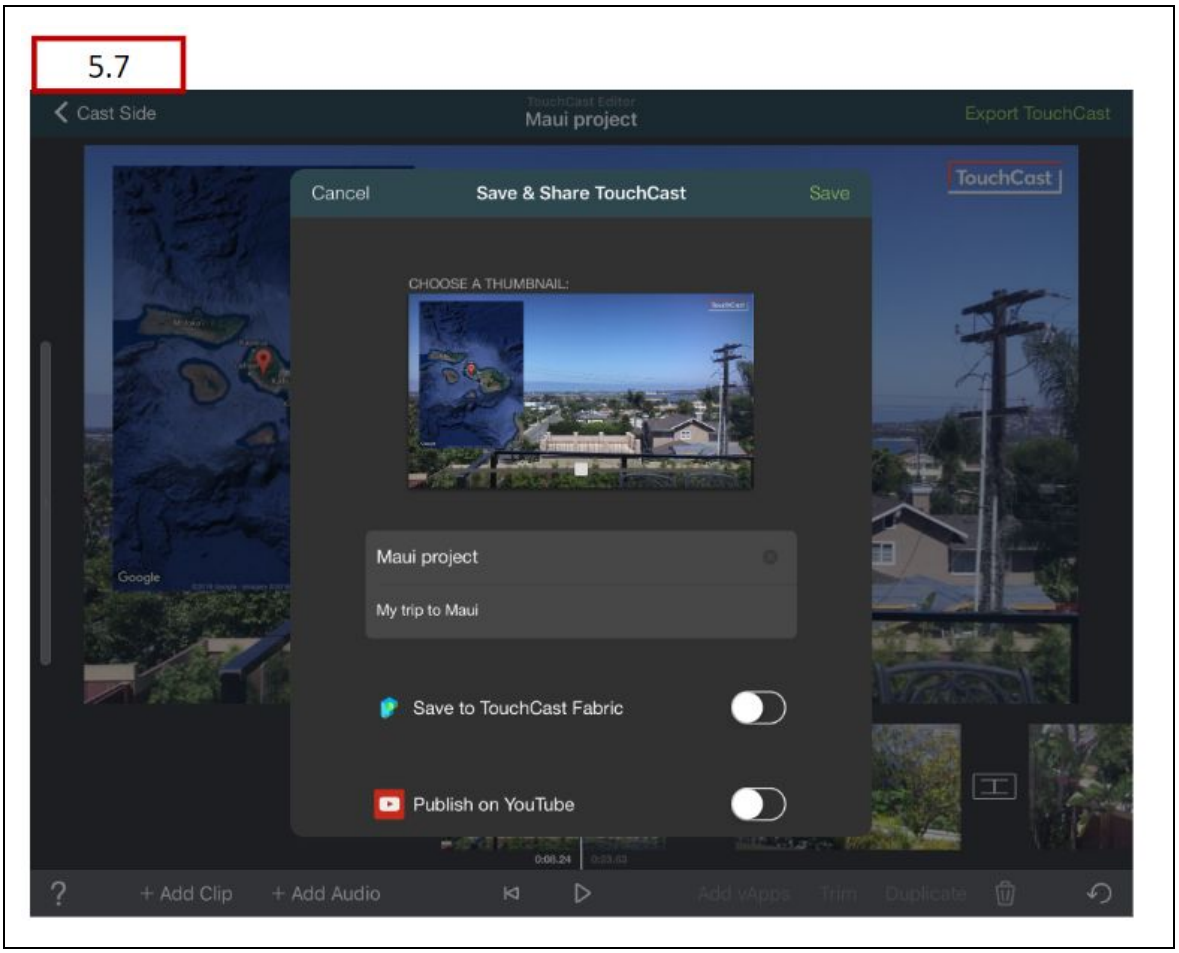
The Clip Tray located below the current frame display allows you to duplicate, trim, and add clips to the presentation. These options are explained in detail in section 8 of this guide.

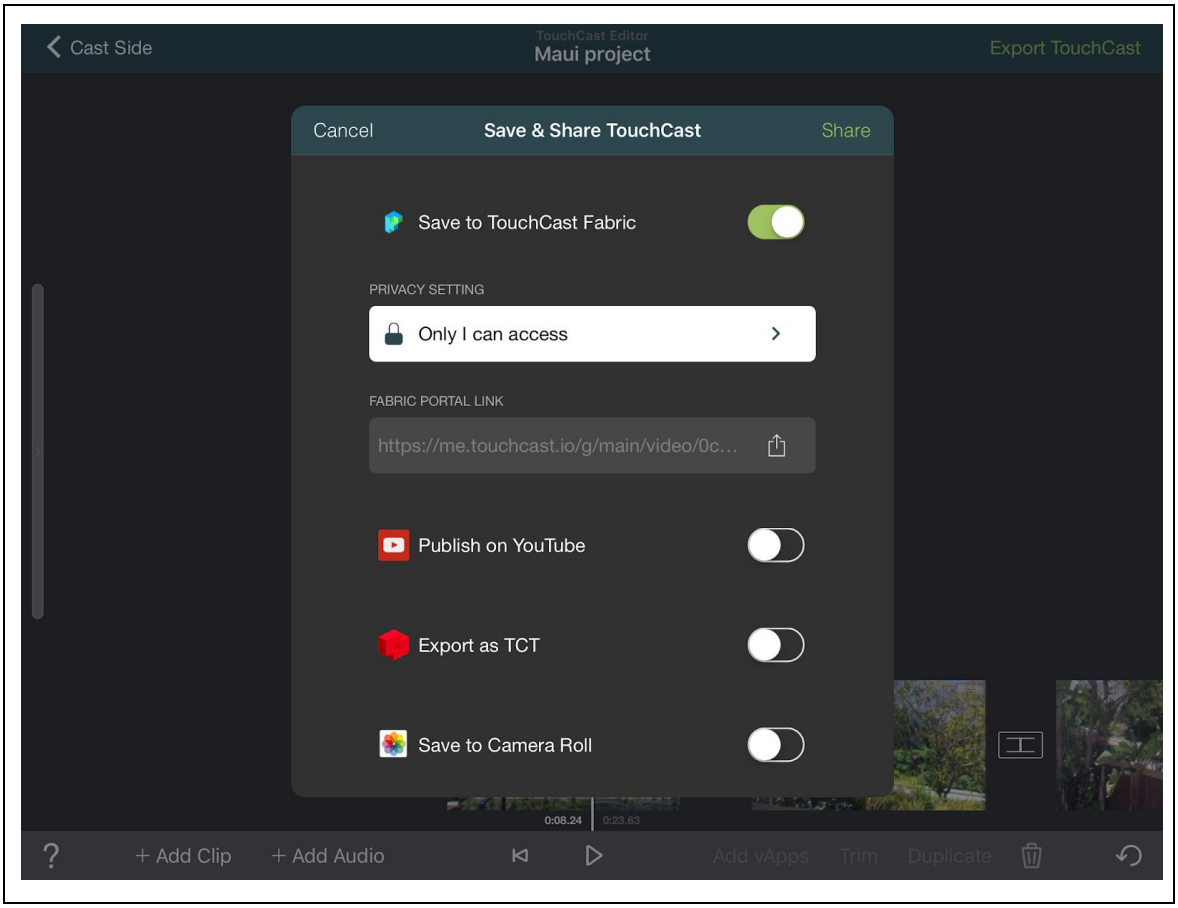
5.7 Upload & Share Screen

Once you are satisfied with your clips, you are ready to upload and share the finished video. 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)

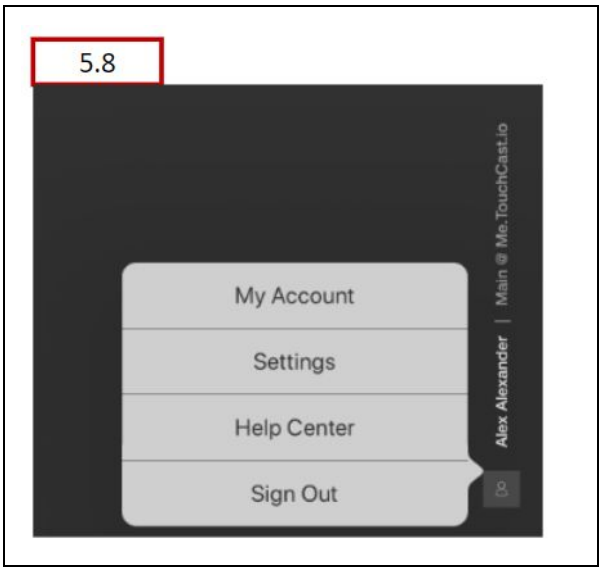




These options are explained in detail in section 9 of this guide.

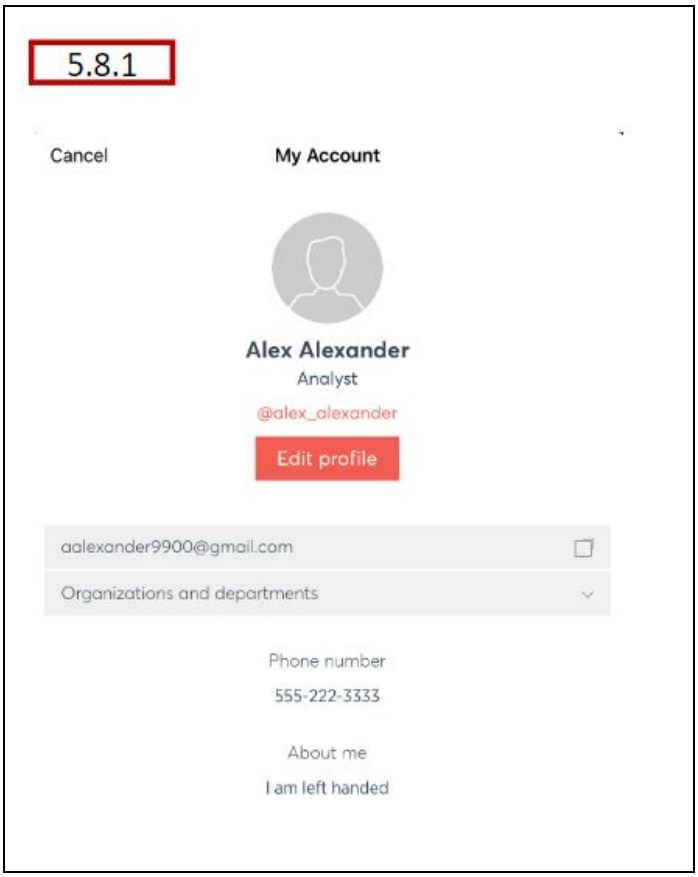
5.8 Account Actions Popup

The main Studio screens (e.g., My TouchCasts) include an option to open the user profile popup (person icon).



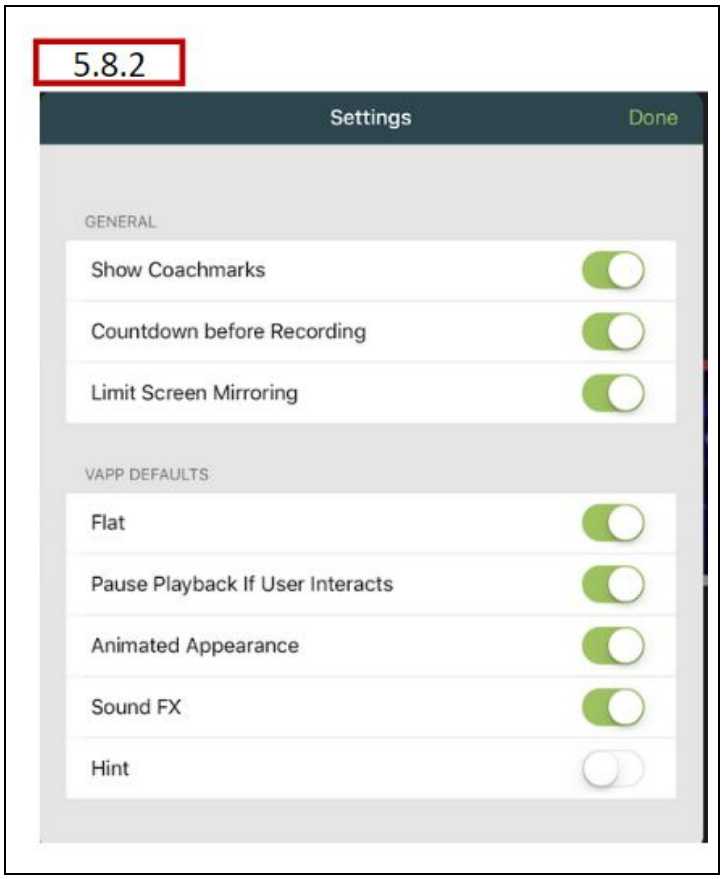
5.8.1 Account Profile Information

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



5.8.2 Studio Settings

These setting control how certain Studio app features behave.



Show Coachmarks - Default On. Controls whether Studio Coachmarks appear on screens. See section 5.9 of this guide for an explanation of Coachmarks.

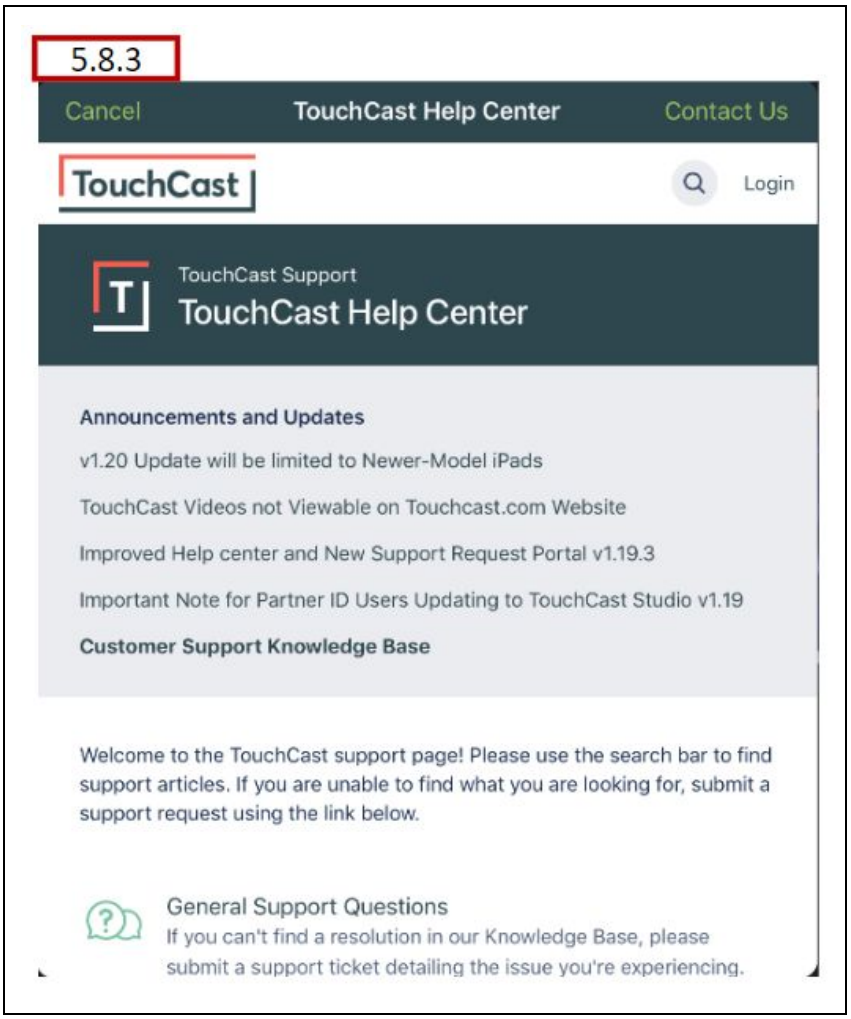
Countdown before Recording - Default On. When on, a five second countdown proceeds the beginning of recording when the Record button is pressed.

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.

5.8.3 Help Center

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



5.8.4 Sign Out

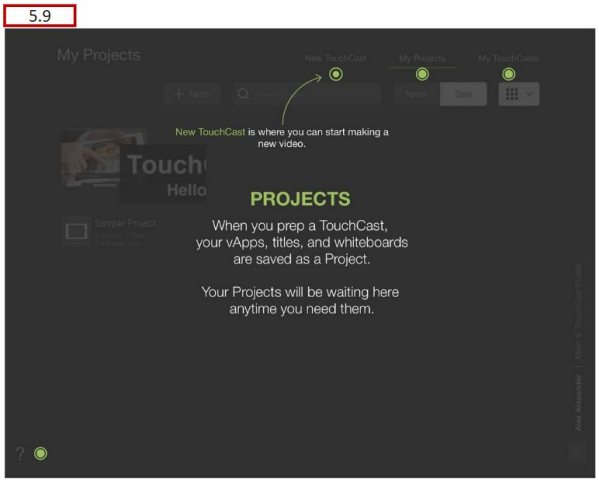
To sign out of Studio, tap the person icon located at the lower right of the Studio Projects screen. The Sign Out button will display. Tap the **Sign Out** button to continue signing out of Studio.

5.9 Coachmarks

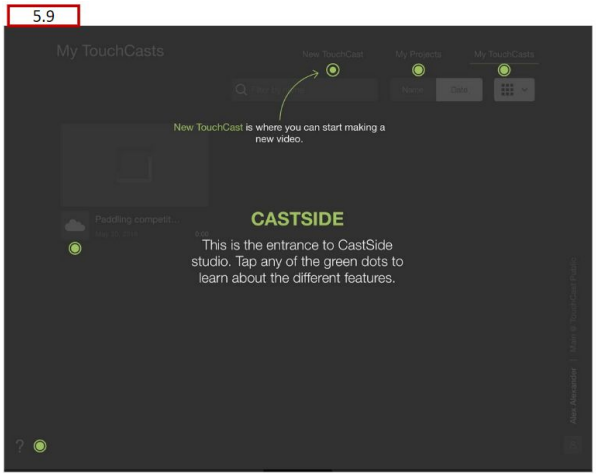
Remember, Studio provides 'Coachmarks' pointing out key actions on major screens. They appear as green dots. Tap on the dot placed near a major user interface location and a description of that action appears.

To view the Coachmarks available for a screen, tap the question mark icon located in the lower left corner of that screen. To hide the Coachmarks, tap the question mark icon again. You can choose to hide all Coachmarks by setting the Show Coachmarks setting 'Off'. This is explained in section 5.8.2 of this guide.

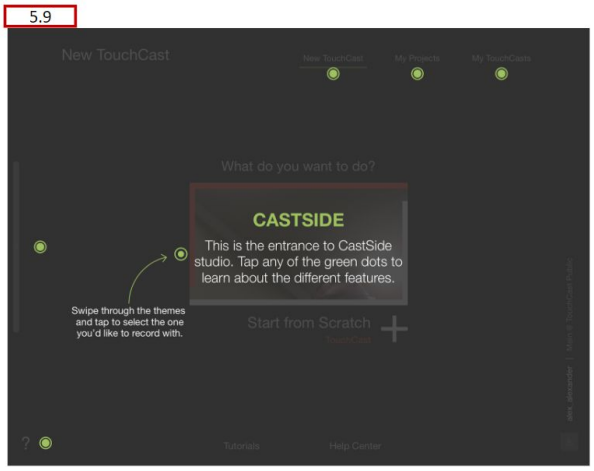
5.9



5.9



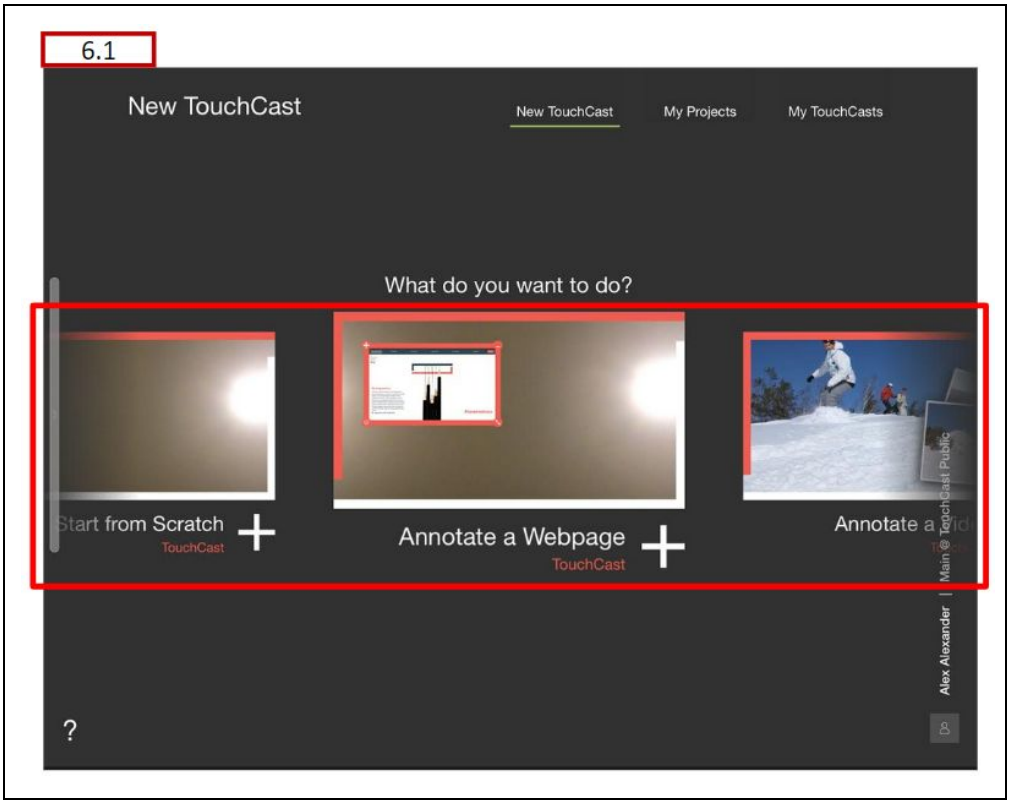
5.9



6 Creating New TouchCasts - Your Options

6.1 The 'New TouchCast Screen' Revisited

In the Quick Tour section, the **New TouchCast** screen was introduced. It's important to understand the 'new presentation' options Studio provides to help you create effective videos. This section explains the options Studio provides as well as introduces a few techniques which will help you develop more complex scenes using vApps.



The screenshot above highlights the horizontal scrolling area where you can select from over a dozen predefined presentation options (templates), providing you with a start on some of the most common presentation types. The options range from a presentation featuring a website, map, or document to a newsroom or 'how to' format. If none of the predefined options suit your interests, you can select a 'Start from Scratch' option and start with just the camera feed. The next section provides a quick introduction to the options you can choose from.

6.2 The Presentation Options You Can Select From

Start from Scratch

Tap the **Start from Scratch** option if you do not want to start with any of the other template options. The Studio Record screen will open with the current camera feed displayed in the presentation area.

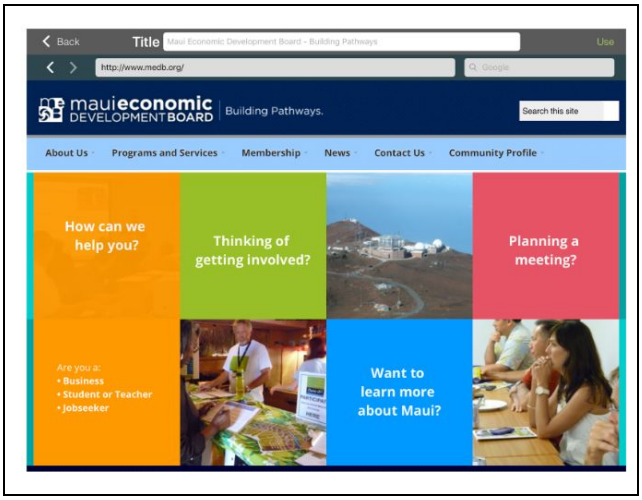
From this point you can begin adding vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.

Annotate a Website

Tap the **Annotate a Website** option if you want to display a live website in your presentation. Studio will prompt you to select the website URL, then the Record screen will open with the presentation area containing the website in a window superimposed on the current camera feed. The position, size, and sharp of the website window can be modified by dragging the window or grabbing the window's corners.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.

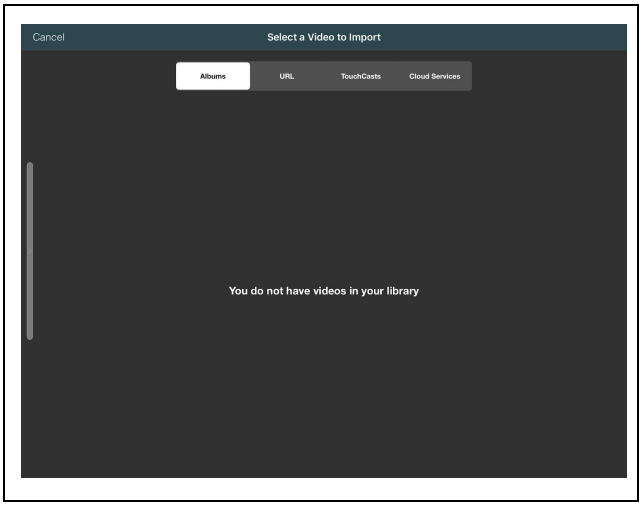
The URL www.maui.com was entered, and the following website is prepared to display in the presentation. Tap the **Use** button to proceed to the presentation screen.



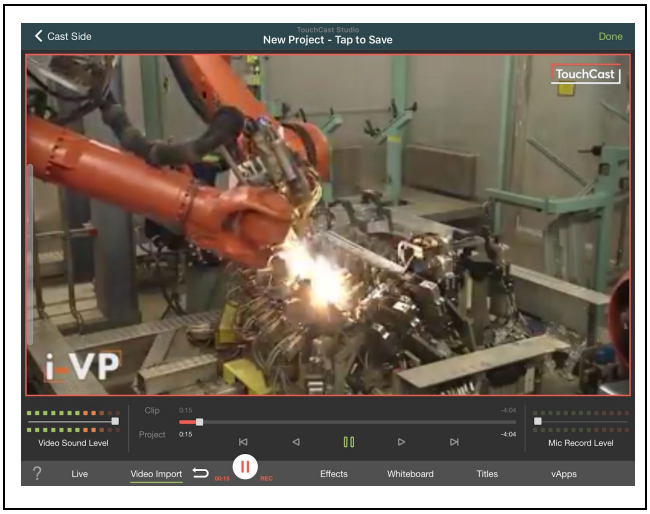
Annotate a Video

Tap the **Annotate a Video** option if you want to display a video in your presentation. Studio will prompt you to select the video URL, then the Record screen will open with the presentation area containing the video queued up to play in a window superimposed on the current camera feed. The position, size, and sharp of the video window can be modified by dragging the window or grabbing the window's corners.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.



You can select from videos located on your device (albums) or other locations (URL, TouchCasts, Cloud Services). After you have located your video, tap the **Use** button to proceed to the presentation screen. Below is the Record screen with a video about robotics displayed.

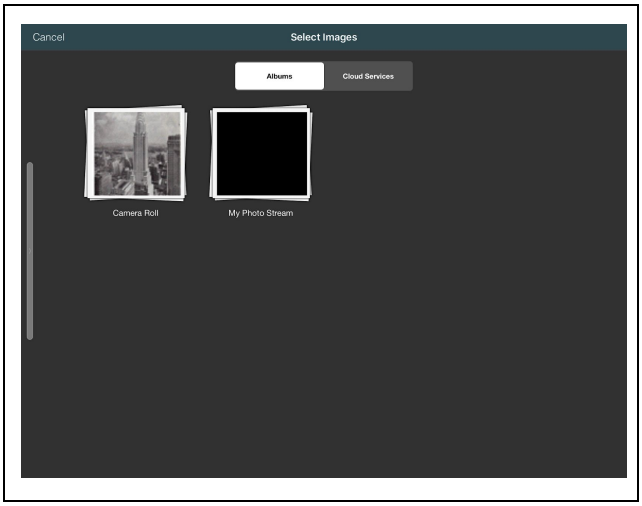


Annotate Images

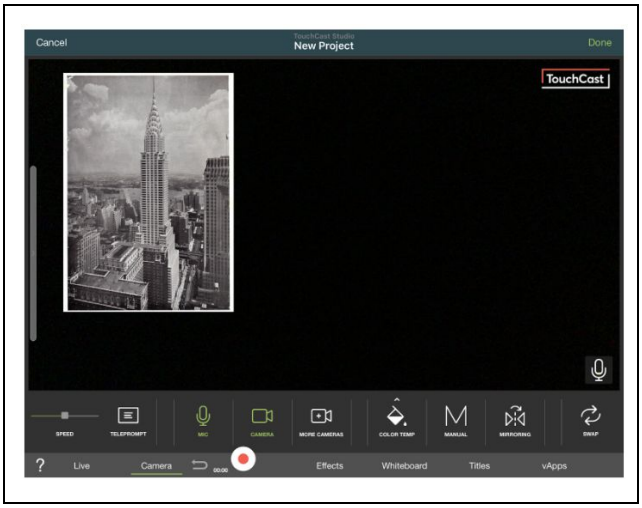
Tap the **Annotate Images** option if you want to display an image in your presentation. Studio will prompt you to select the image from your device or other location, then the Record screen will open with the presentation area containing the image in a window superimposed on the current camera feed. The position, size, and sharp of the image can be modified by dragging the window or grabbing the window's corners.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.

JPEG and PNG format files can be added to your project using this procedure. Other format image files can be used by saving them in JPEG or PNG format using one of the many image 'clip' tools available which typically can save images in multiple formats. Another option is to save the image as a PDF and use the Annotate a File option.



Above, we show a photo of the Empire State Building located in Manhattan in the device camera roll. It is selected, the **Use** button is tapped, and the Studio Record screen opens as shown below (we have the camera turned off - that's why the rest of the area is black).

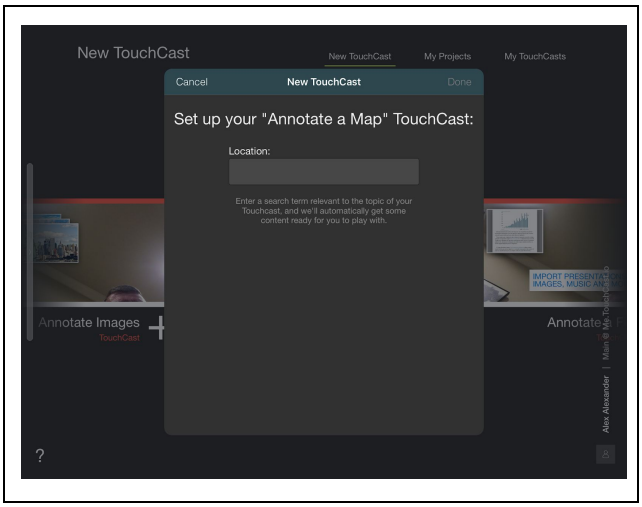


Annotate a Map

Tap the **Annotate a Map** option if you want to display a map image in your presentation. Studio will prompt you to enter the location name, then the Record screen will open with the presentation area containing the map image in a window superimposed on the current camera feed. The position, size, and sharp of the map image can be modified by dragging the window or grabbing the window's corners.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.

If Studio can not locate a map for your desired location, (e.g., Possum Hollow, PA), you can always find or scan a map and use the Image or File annotation options. The results will be the same.



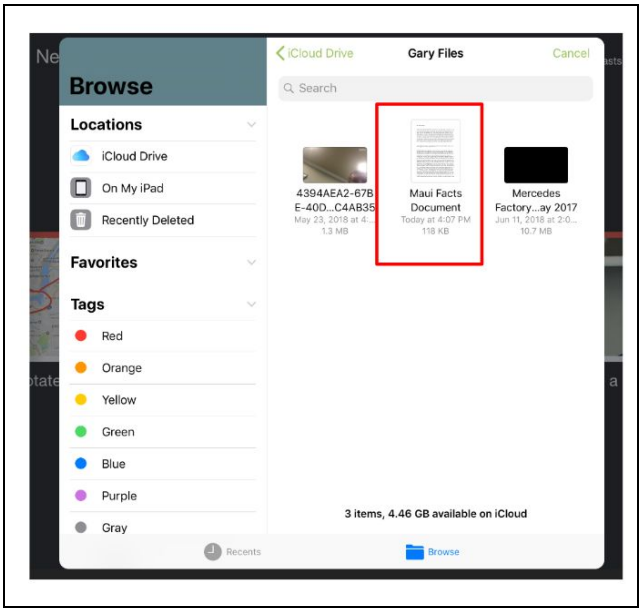
If we enter 'Maui, HI' in the location field and tap the Done button, the map of Maui will display in a window as shown below.

Annotate a File

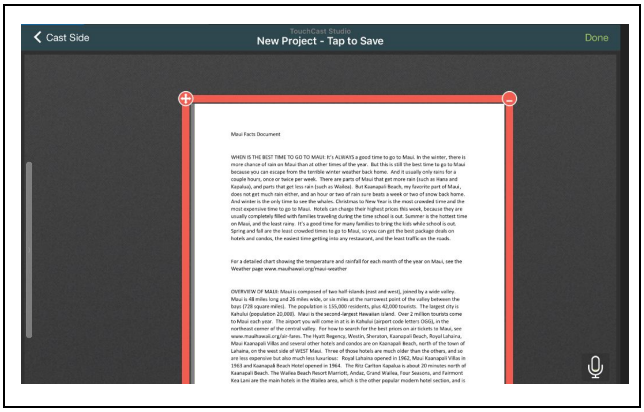
Tap the **Annotate a File** option if you want to display a file such as a document in your presentation. Studio will prompt you to select the image from your device or other location, then the Record screen will open with the presentation area containing the file contents in a window superimposed on the current camera feed. The position, size, and sharp of the file content can be modified by dragging the window or grabbing the window's corners. Documents will be scrollable if they do not fit in the window area.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.

PDF format files can be added to your project using this procedure. Other format files can be used by saving them in PDF format using one of the many PDF conversion tools available.

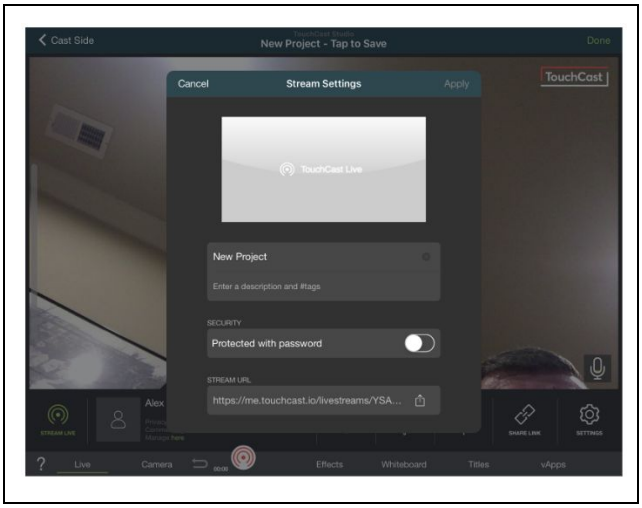


Above, we show a PDF file of Maui facts located in Manhattan in the device local files. It is selected, the Use button is tapped, and the Studio Record screen opens as shown below (we have the camera turned off - that's why the rest of the area is black). The vApp controls located in the corners of the document area can be used to size and position the document.



Create a Live Stream

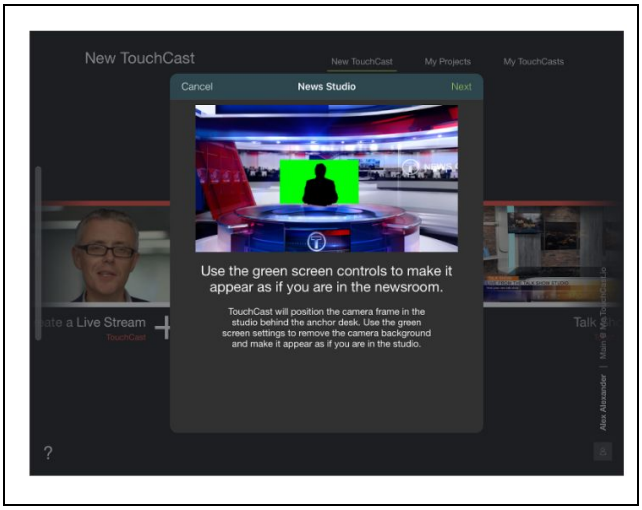
Tap the **Create a Live Stream** option if you want to capture an event from your device camera directly to a touchcast. Studio will prompt you to specify a name and description for the livestream broadcast, then the Record screen will open with the device camera recording.



News Studio

Tap the **News Studio** option if you want to display the camera feed image placed into a news studio setting in your presentation. Studio will position the camera frame in the studio behind the anchor desk. Use the green screen settings to remove the camera background and make it appear as if you are in the studio.

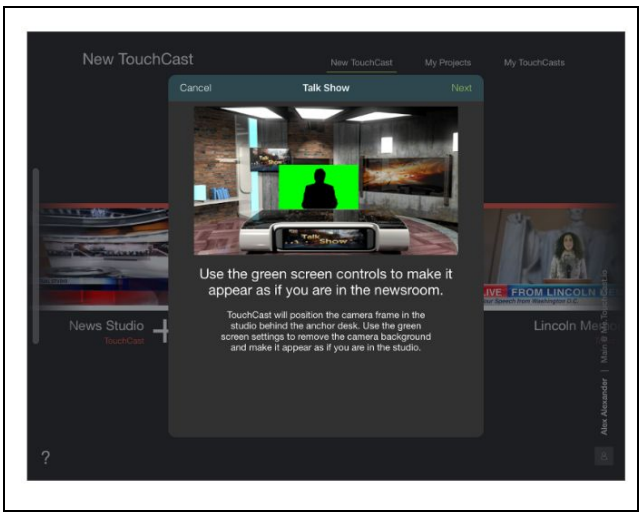
From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.



Talk Show

Tap the **Talk Show** option if you want to display the camera feed image placed into a talk show setting in your presentation. Studio will position the camera frame in the studio behind the host desk. Use the green screen settings to remove the camera background and make it appear as if you are in the studio.

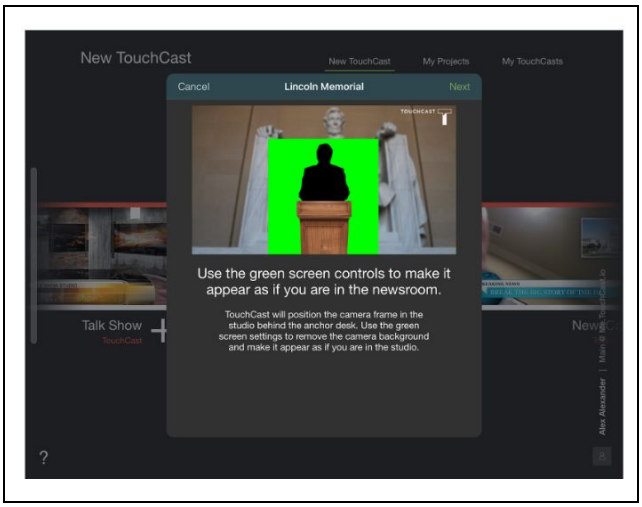
From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.

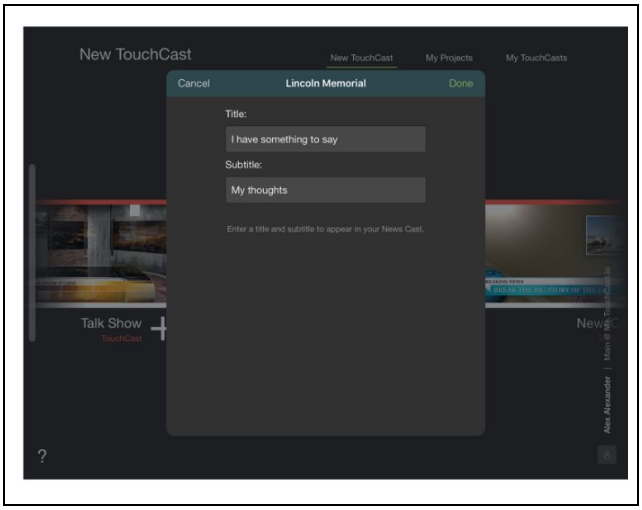


Lincoln Memorial

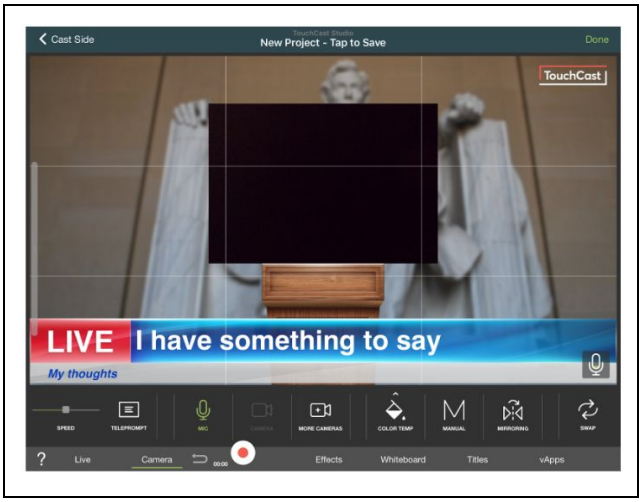
Tap the **Lincoln Memorial** option if you want to display the camera feed camera image placed in front of the Lincoln Memorial in your presentation. Studio will prompt you to enter a Title and subtitle which be inserted into a banner located at the bottom of the scene. Use the green screen settings to remove the camera background and make it appear as if you are in the scene.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.





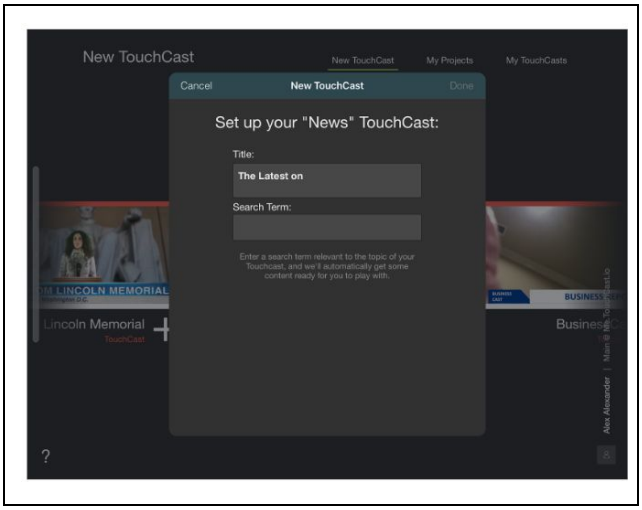
In the example below, the presenter image is black because we had the camera turned off. The Title and Subtitle appear in the banner. Note that grid lines appear on the screen. Grid lines are an Record screen option you may find hady to help line up objects.



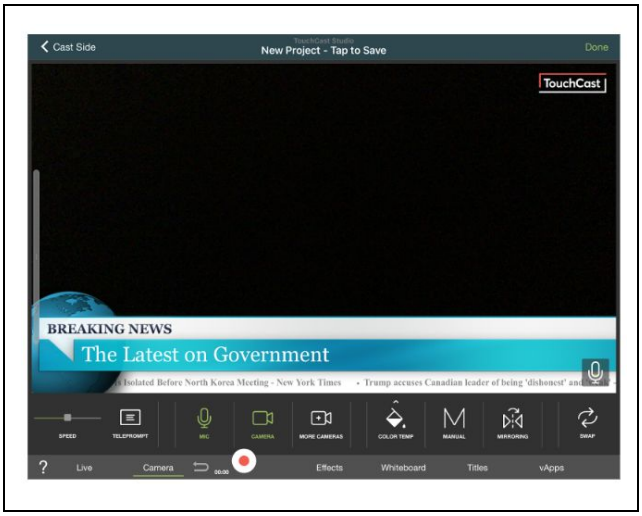
NewsCast

Tap the **NewsCast** option if you want to display the camera feed image placed into a news reporter setting in your presentation. Studio will prompt you to set up your news cast scene by entering a Title and Search Term. The Title is displayed on a banner at the bottom of the scene. The search term is used by Studio to locate relevant content to scroll across the bottom of the screen, Use green screen settings to remove the camera background and make it appear as if you are at the scene of your news cast.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.



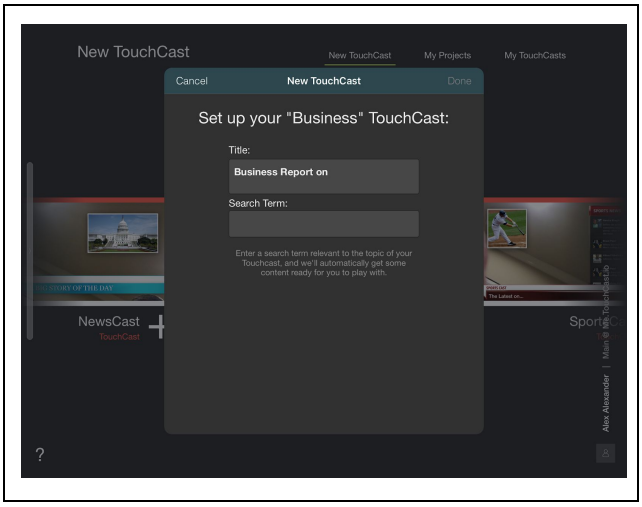
In the example below, the presenter image is black because we had the camera turned off. The Title and Subtitle entered appear in the banner.



BusinessCast

Tap the **BusinessCast** option if you want to display the camera feed image placed into a business reporter setting in your presentation. Studio will prompt you to set up your business news cast scene by entering a Title and Search Term. The Title is displayed on a banner at the bottom of the scene. The search term is used by Studio to locate relevant content to scroll across the bottom of the screen, Use green screen settings to remove the camera background and make it appear as if you are at the scene of your business news cast.

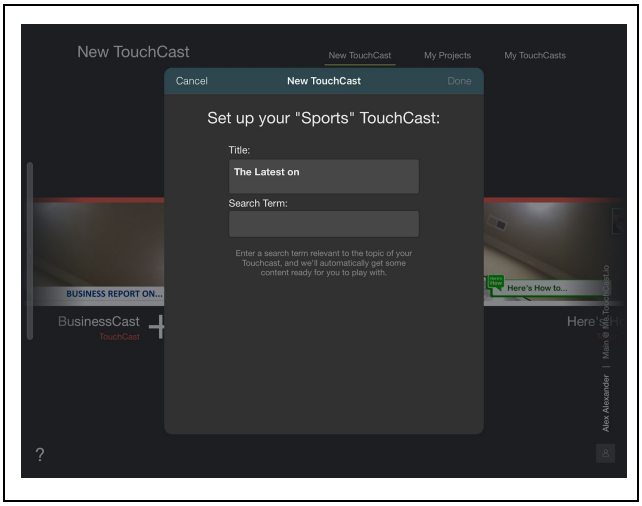
From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.



SportsCast

Tap the **SportsCast** option if you want to display the camera feed image placed into a sports reporter setting in your presentation. Studio will prompt you to set up your sports cast scene by entering a Title and Search Term. The Title is displayed on a banner at the bottom of the scene. The search term is used by Studio to locate relevant content to scroll across the bottom of the screen, Use green screen settings to remove the camera background and make it appear as if you are at the scene of your sports news cast.

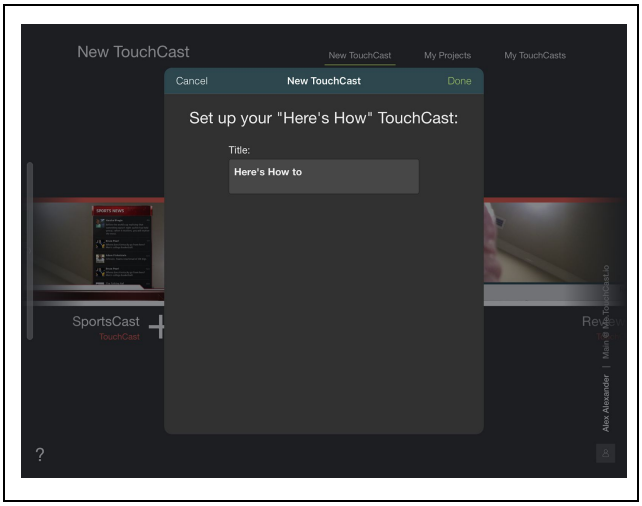
From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.



Here's How

Tap the **Here's How** option if you want to display the camera feed image placed above a banner suited to an explanation/training presentation. Studio will prompt you to set up your How to video scene by entering a Title. The Title is displayed on a banner at the bottom of the scene.

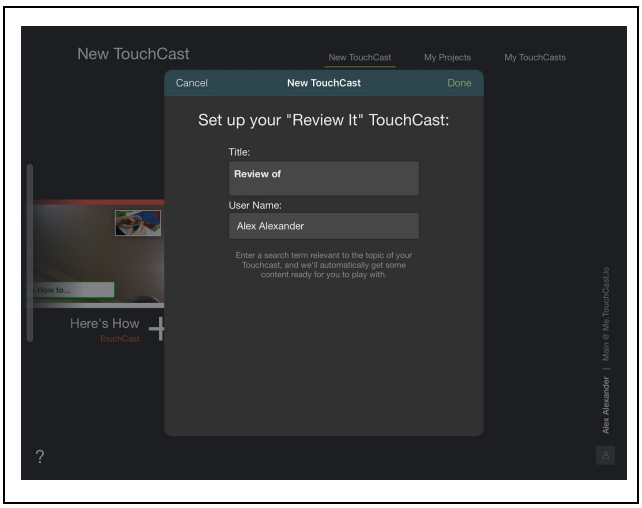
From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.



Review It

Tap the **Review It** option if you want to display the camera feed image placed above a banner suited to an review presentation. Studio will prompt you to set up your review video scene by entering a Title and username. The Title is displayed on a banner at the bottom of the scene.

From this point you can begin adding other vApps, text, drawings or other objects to your presentation prior to recording it, or add them as you record. The Studio Record screen is explained in more detail in section 7 of this guide.



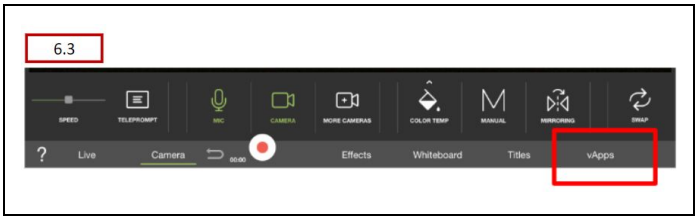
6.3 vApp Options You Can Select

The previous section and throughout this guide, references are made to vApps. Let's take a quick look at what you can do with vApps.

We've mentioned that vApps include:

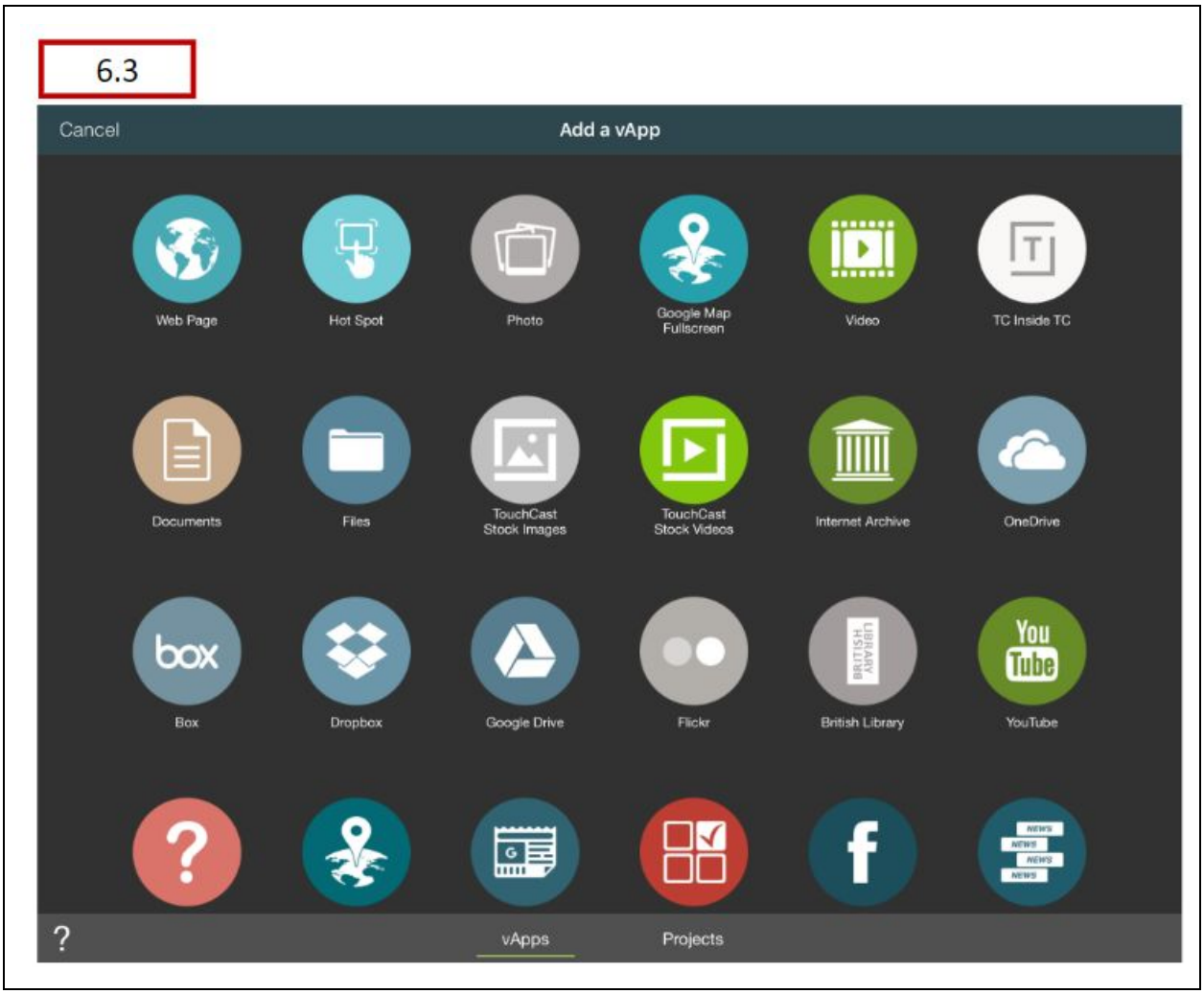
- Web sites
- Videos
- Images
- Files

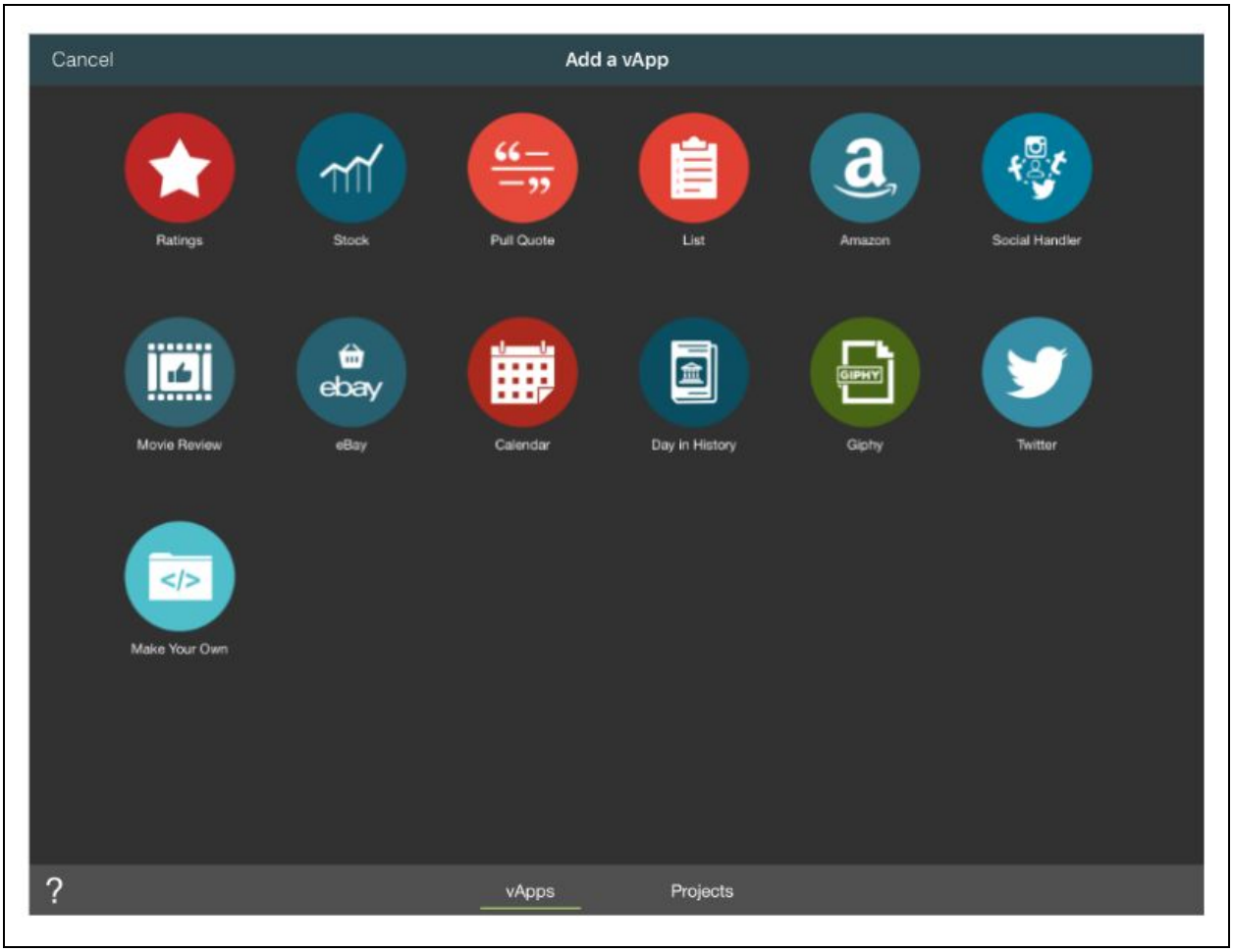
With TouchCast Studio, you have other vApp options to include in your videos. The Record screen includes the vApps option as highlighted below.



When you tap this button, the Add vApp option displays.

Tap that icon to open a screen of vApps you can use in your presentation.


6.3
Cancel
Add a vApp
Web Page
Hot Spot
Photo
Google Map Fullscreen
Video
TC Inside TC
Documents
Files
TouchCast Stock Images
TouchCast Stock Videos
Internet Archive
OneDrive
Box
Dropbox
Google Drive
Flickr
British Library
YouTube
?
vApps
Projects



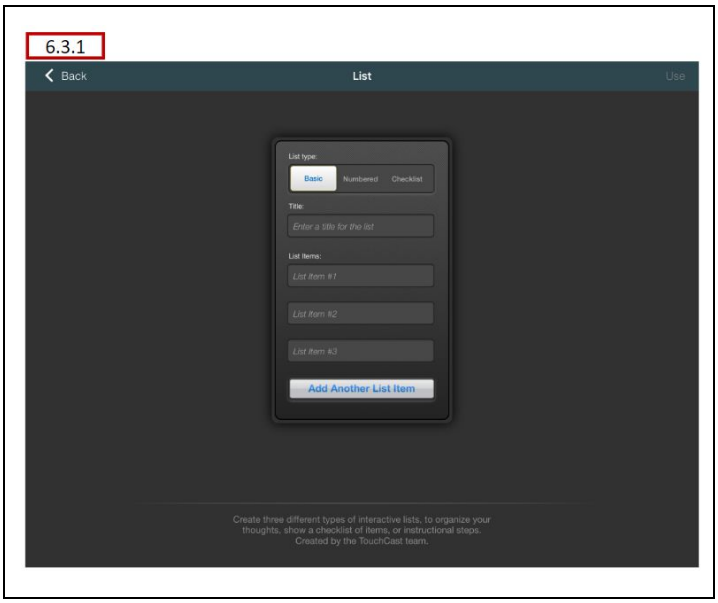
Some of the vApp options listed will be familiar (website, video, image, file). Others perform very specific functions and can really enhance your presentations.

There are too many vApps to explain them all in this guide, but here are five which represent some of the things you may want to try in you your presentations. When you have time, check out other vApps listed on the vApps page.

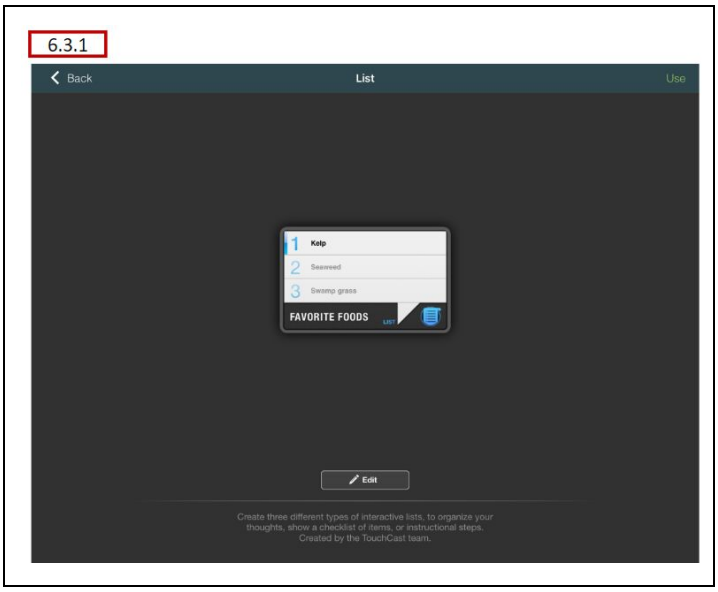
6.3.1 List vApp

The **List vApp** provides a handy way to build and display lists during your presentation. Experienced presenters often have their 'summary' list created and hidden on the screen (minimized) until the right moment to recap previous points they made in their dialog.

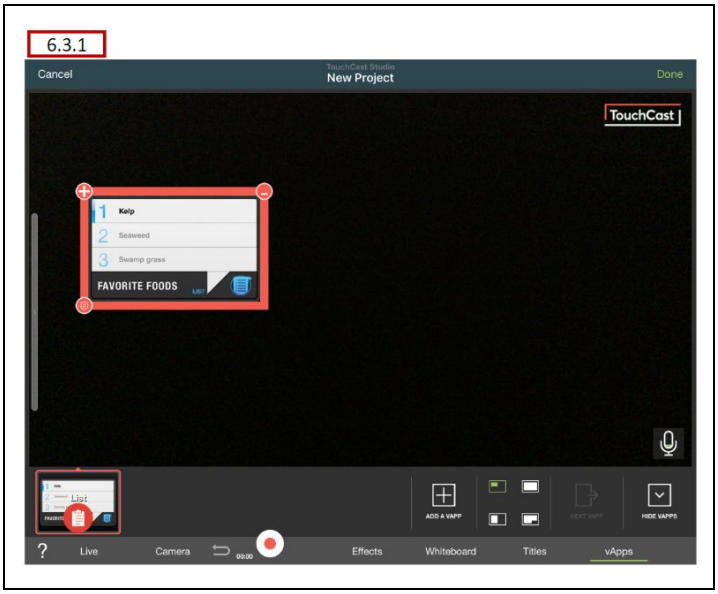
When you select the List vApp, a screen displays for you to enter the items you want included in you list. The entry form provides spaces for 3 items, but you can add more and you can select a 'basic' list' or a numbered of checklist format.



After you have your list items entered, tap the Use button and a preview of your list displays. You can edit your list further or tap the Use button to return to the Record screen.



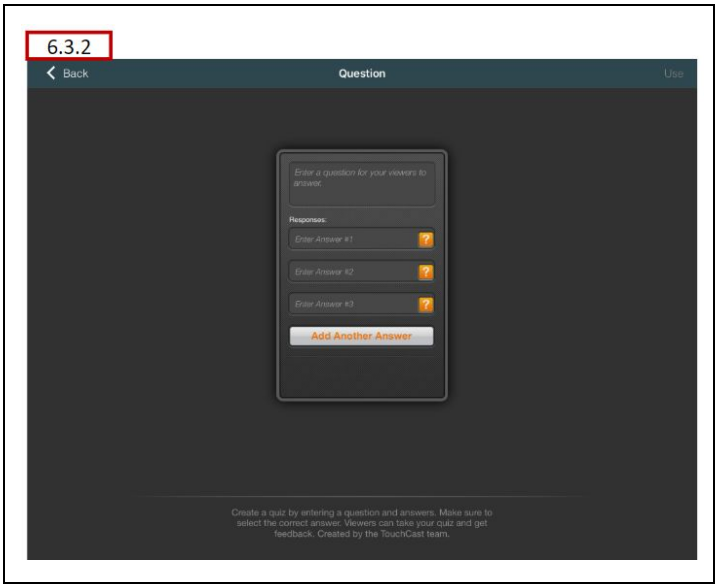
The example below shows a list displayed on the Record screen (the camera is turned off to highlight the vApp.) You list can be moved or resized and can be minimize ti hide it until you want it displayed.



6.3.2 Question vApp

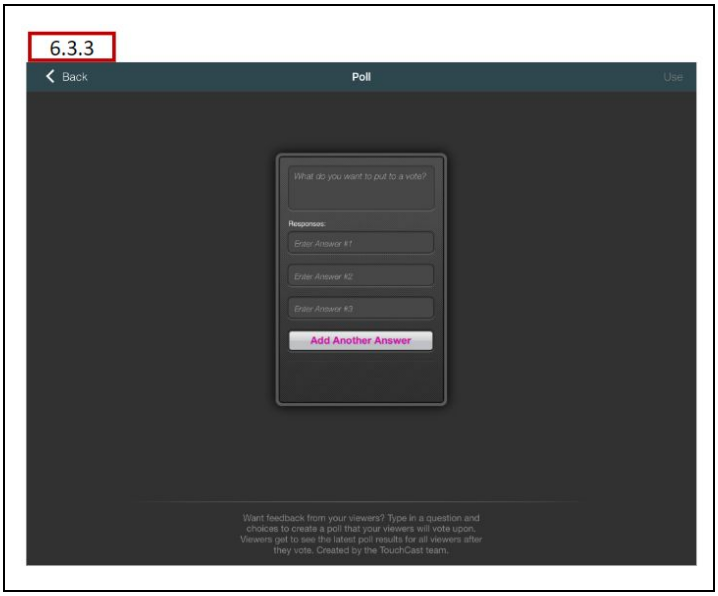
The **Question vApp** is used to pose a question along with possible answers on the presentation screen. The viewers can respond to by selecting one of the possible answers and receive feedback on their selection.

The process of building the quiz question is similar to the List vApp. You enter the question and a few possible answers (including one you designate as the correct answer). Studio provides an opportunity to preview the question before you proceed. The question can be minimized until you want to display it.



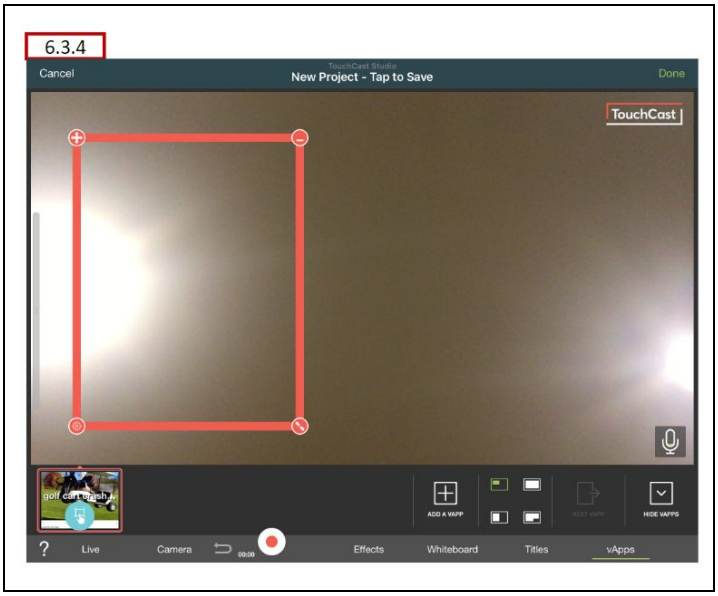
6.3.3 Poll vApp

The **Poll vApp** is used to collect feedback from you viewers. Type in a question and choices to create a poll that your viewers can vote upon. Viewers get to see the latest poll results for all viewers after they vote.



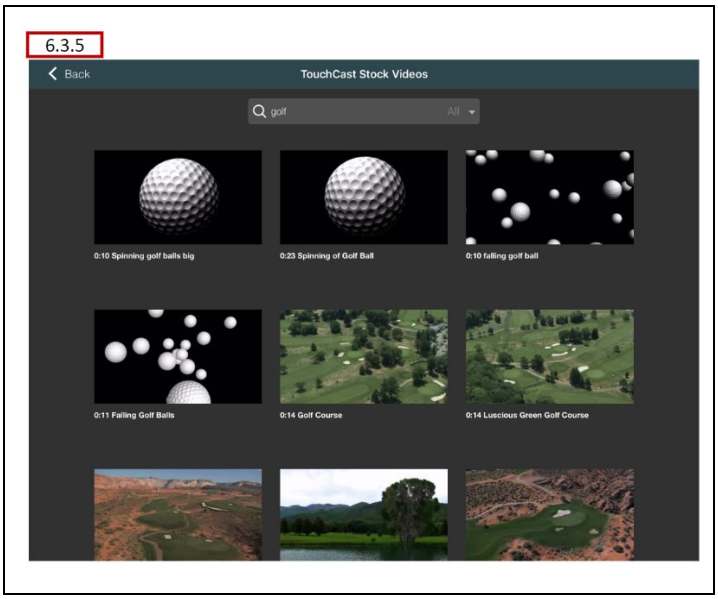
6.3.4 Hot Spot vApp

The **Hot Spot vApp** provides an easy way to have a website active but hidden from the viewers. You select the website by entering it's URL or locating it using a search function. The website active window appears in a tray located at the bottom left of the screen and a 'blank' placeholder frame remains on the screen (the viewers do not see the hotspot).

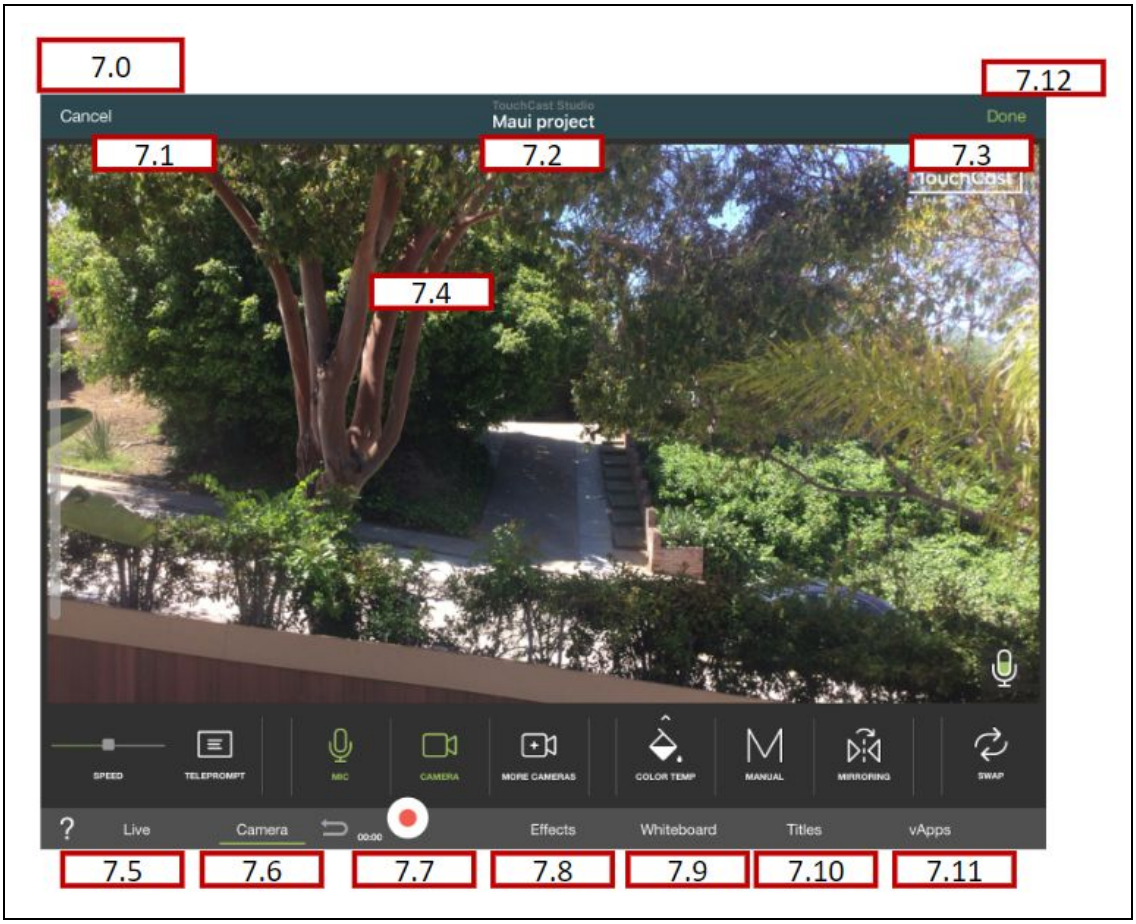


6.3.5 Stock Image vApp

The **Stock Image vApp** provides a collection of images and videos you can use in your presentation. In the example below, images were searched using the keyword 'golf'. The images matching that criteria are displayed for selection.


6.3.5
Back
TouchCast Stock Videos
golf
All
0:10 Spinning golf balls big
0:23 Spinning of Golf Ball
0:10 falling golf ball
0:11 Falling Golf Balls
0:14 Golf Course
0:14 Luscious Green Golf Course

7 Record Screen Features



In addition to the question mark icon (**?**) which you can tap to view Coachmarks, the Studio Record Screen contains these options:

> **Tip:** The options located across the bottom of the record screen (Live, Camera, etc.) when activated, display a sub-menu of options and controls unique to that option. Always check to see which option is active (underlined) to understand which sub-menu is currently displaying

.

7.1 Cast Side / Cancel Button

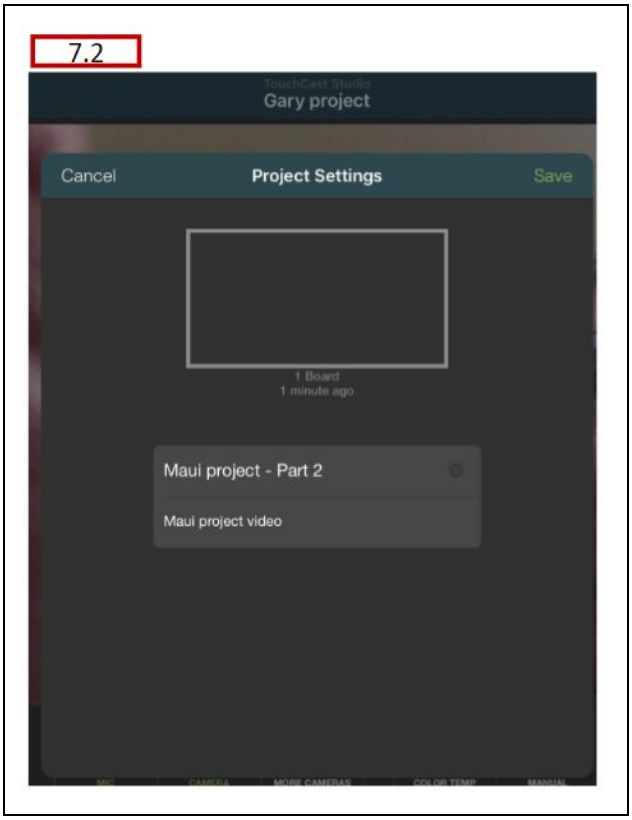
Depending on what you are currently doing, the **Cast Side** or **Cancel** button will be located in the upper left corner of the Record screen.

- **Cast Side** - You want to take a break from working on your project. Tap the Cast Side button and Studio prompts you to Save the project or discard it. Either way, you will return to the New TouchCast screen.
- **Cancel** - You are changing your project (e.g., adding a new scene) but changed your mind. Tap the Cancel button to discontinue. You will be prompted to save or discard any changes you have made.

7.2 Project Name

This area displays the **project name**. If you have not saved the project yet, the name defaults to *New Project*. Otherwise, the name you assigned when you last saved the project will display.

Tap this area to initially save your project and assign it a name or to save your project and optionally revise its name.



7.3 Done Button

Tap the **Done** button when you have completed recording your touchcast and are ready to begin editing your clips. If you select this option but have not recorded any clips yet, Studio will advise you of this and provide button to return to the Record screen and continue there.

7.4 Scene Display Area

The Scene Display contains what is being recorded (or will be recorded).

> **Tip:** The Watermark (upper right corner by default) displayed on the scene area can be removed, relocated or changed to some other logo using the Effects → Watermark options (Refer to section 7.8.4 for more information on Watermarks).

7.5 Live

The Live menu option is used to create a Live Stream video of an event. The camera feed is shared with others who you have shared the link with (and optionally the password).

An example of a Live Stream….

Suppose you want to create a Live Stream video of an important live announcement to be made at 12:00 pm today. You would like to allow others located in another city view the announcement 'live' on their tablet device and record the announcement so others can view it later.

- Prior to the event, you would alert others that you intend to broadcast a Live Stream.
- Just before the announcement, you would create the Studio Live Stream project and send the link to your intended audience.
- At 12:00, you would begin broadcasting your Live Stream. As you record, you can monitor viewer comments.
- You selected to record the stream locally (a settings option) so post-broadcast you edit the recorded video and make the presentation available to others who could not watch the Live Stream broadcast.

7.5.1 Moderator Account

The Live Stream moderator account name displays along with the current settings for Privacy and Comments. Tap the **Manage here** button to open the Settings and revise these setting options.

7.5.2 Live Stream Button

Tap this button to begin streaming. A countdown period allows you to prepare or tap on the button again to cancel streaming. The icon will change indicating that you are recording. Tap the icon while recording to stop streaming

> **Note:** If you choose to record a copy of the Live Stream locally (a setting option) you can later edit the recording of the event using Studio editing tools.

7.5.3 Network Connection Strength Indicator

The strength (speed) of the network connection is indicated using an antenna icon. The bolder the icon, the better the connection. To avoid drop-outs and poor quality, you should try to choose a location with a strong internet connection.

7.5.4 Number of Current Viewers

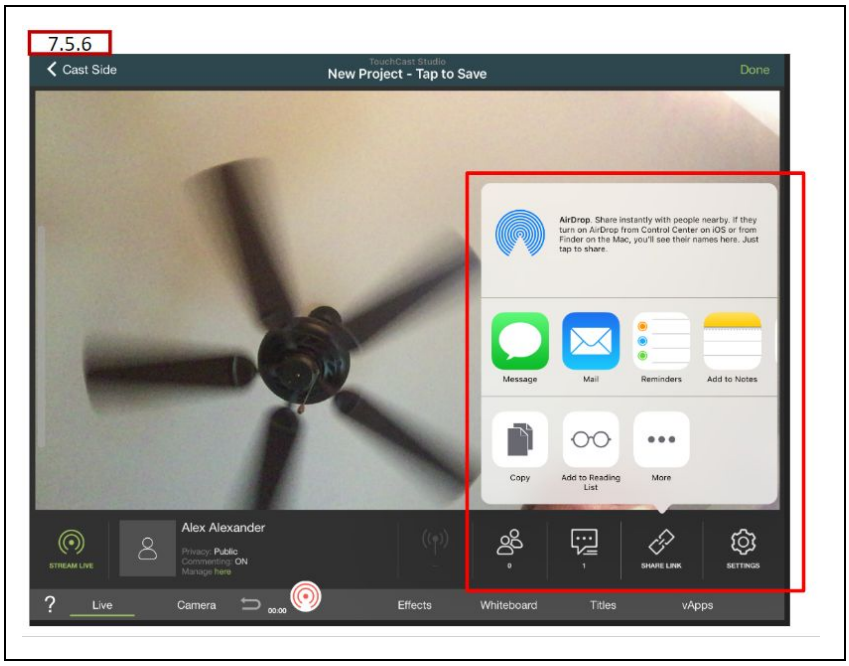
Count of the current number of viewers for this livestream.

7.5.5 Number of Total Viewer Comments

Count of the total comments posted by viewers of this livestream.

7.5.6 Share Link

Tap this option to share the link to the livestream with others. A pop up provides selection of options for sharing the livestream URL with others (e.g., text message, email).



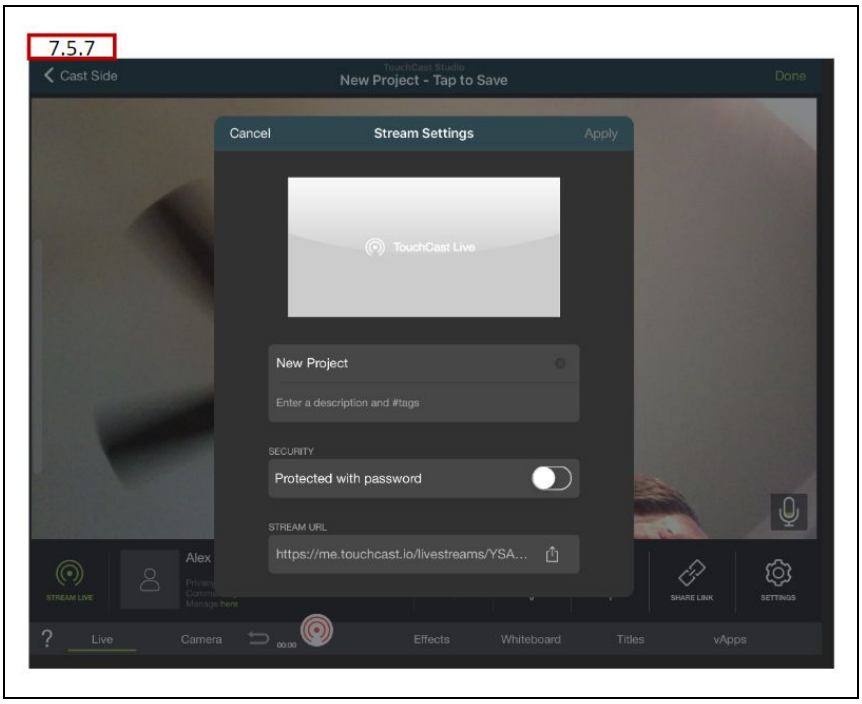
You can also copy the live stream link and send it to others using another method.

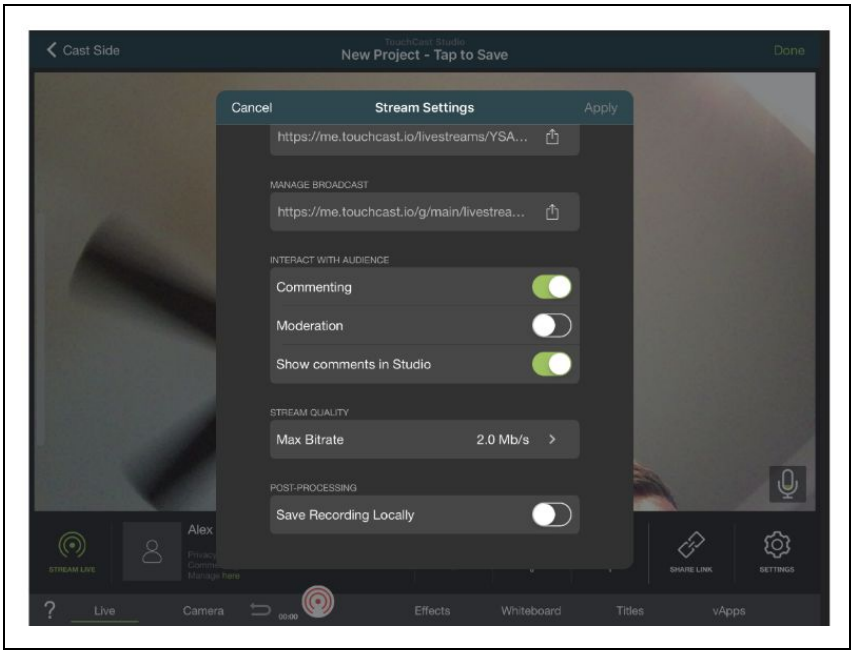
7.5.7 Settings

Tap the Settings icon to open a window of Streaming Settings. The window contains several settings so you will need to scroll to the bottom to view all the settings.

- Tapping the **Cancel** button closes the Settings window without making any changes.
- Tapping the Apply button closes the Settings window and saves any changes you have made.

Below are two screen shots showing all of the Streaming settings (defaults).





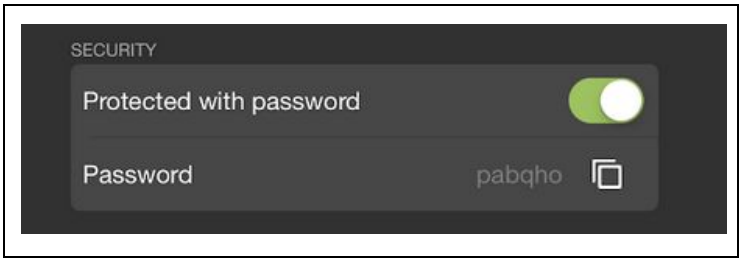
Live Stream Information - General information about the live stream

Stream Name - Enter a name for the Live Stream. This name will display to viewers of your stream. The default is New Project. Note: This name is different than the project name.

Stream Description - Enter a description for the Live Stream. This description will display to viewers of your stream. Note: This description is different than the project description.

Security

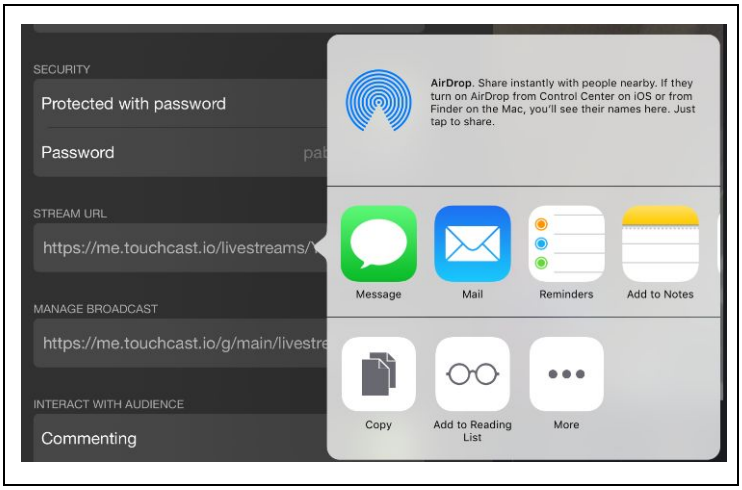
Protected with password - Toggle control On/Off. Default setting is 'off'. Set this control setting ON to assign a password to the Live Stream which is required to view the broadcast. Studio assigns the password. In the example below the password created is: pabqho. Others must have this password to view the live stream broadcast.

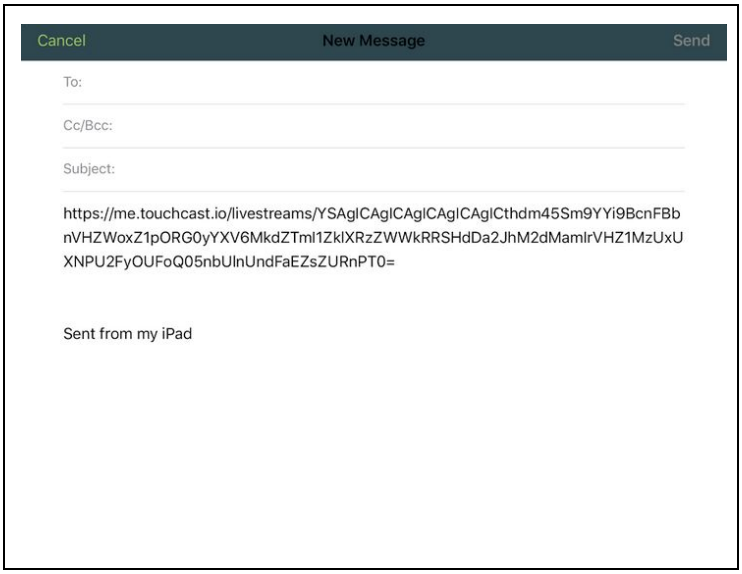


Stream URL

You can send this link to others allowing them to view the livestream broadcast. If a password has been created for the broadcast, that password must also be shared with them.

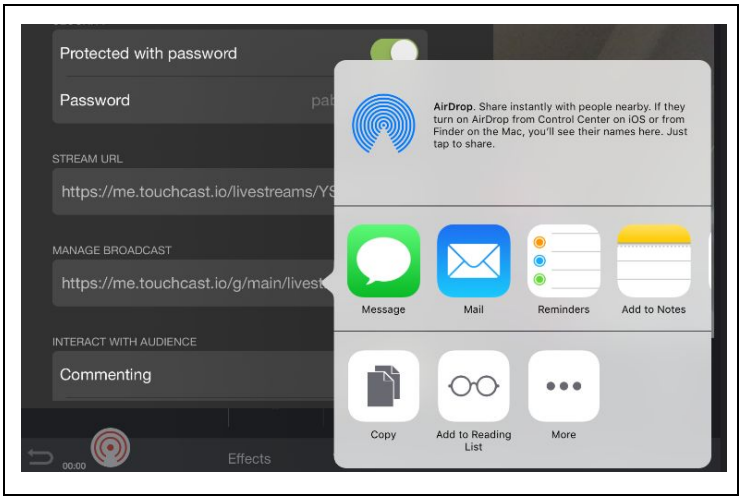
If the setting allowing interaction is 'On', all viewers will be able to interact with you and other viewers via posted comments.

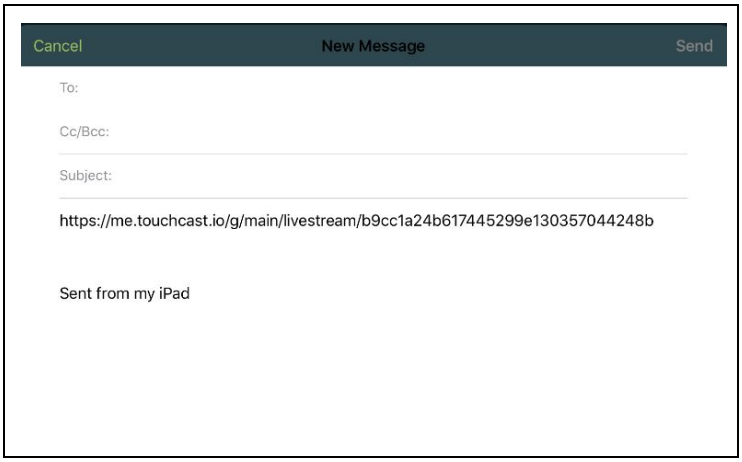




Manage Broadcast

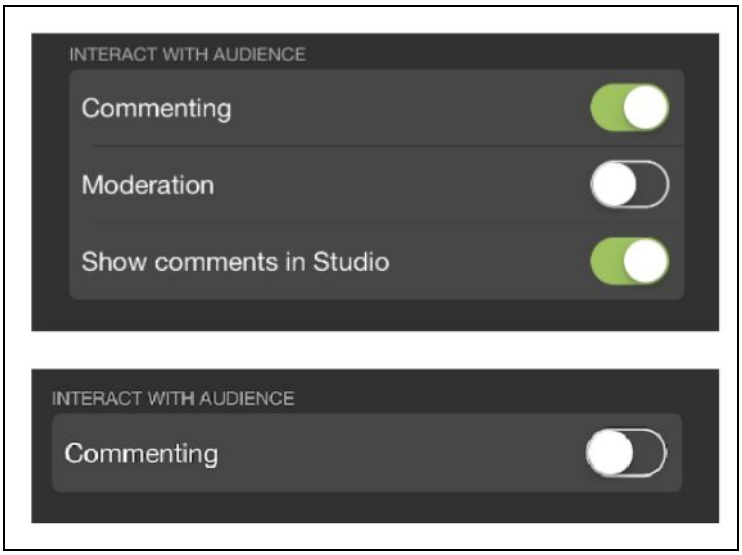
You can send this link to another person allowing them to manage the broadcast. This is done to free up the Live Stream creator to focus on the recording. The designated 'manager' can control the interaction with viewers, e.g., moderate comments. Tap the setting to open a window of options for sending the link.





Interaction Settings

The three settings located in the Interact With Audience section.



Commenting - Use this setting to control whether viewers are permitted to comment during the Live Stream. Default setting: On.

If this setting is set Off, the Moderation and Show comments in Studio settings are hidden.

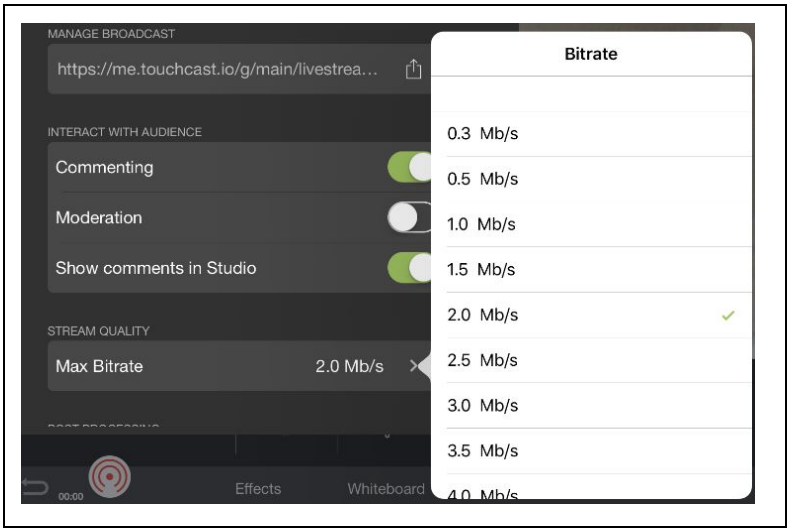
Moderation - Use this setting to allow you to moderate comments from viewers. The default setting is Off.

Show comments in Studio - Use this setting to allow you to allow viewer comments to display to others viewing the Live Stream. The default setting is On.

Stream Quality - Bitrate Options

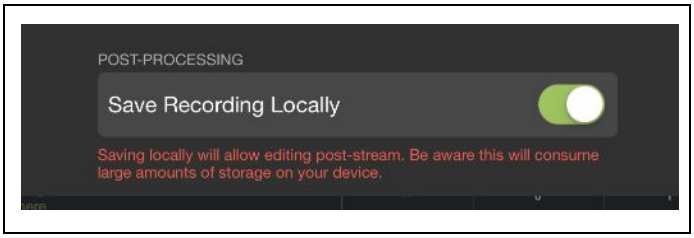
Tap the Max Bitrate setting control to select the bitrate you wish to broadcast at. A window of options ranging from 0.3 Mb/s to 6.0 Mb/s displays. The default rate is 2.0 Mb/s.

Higher bitrate provides better video quality, but not all situations allow high bitrates. Network capacities at both your end and the viewers end must be considered.



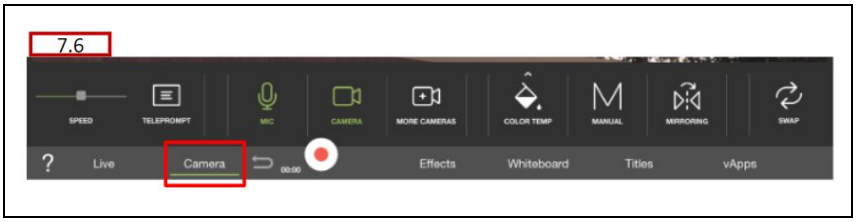
Save Recording Locally

Toggle control On/Off. Default setting is 'off'. Set this control setting ON to save the Live Stream recording locally (to your device.). Saving locally will allow editing post-stream. Note the warning regarding the amount of storage required to save on your device.



7.6 Camera / Mic / Teleprompter Settings

Tap the Camera menu button to expose controls for your Camera, Microphone, and Teleprompter.

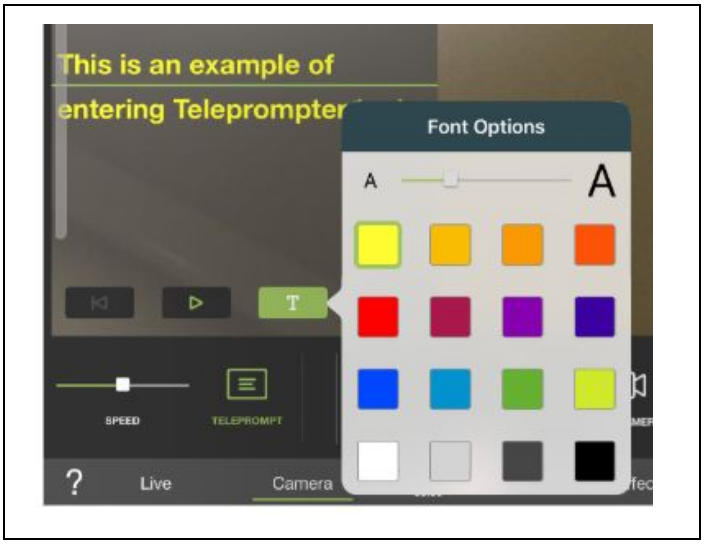


7.6.1 Teleprompter Controls

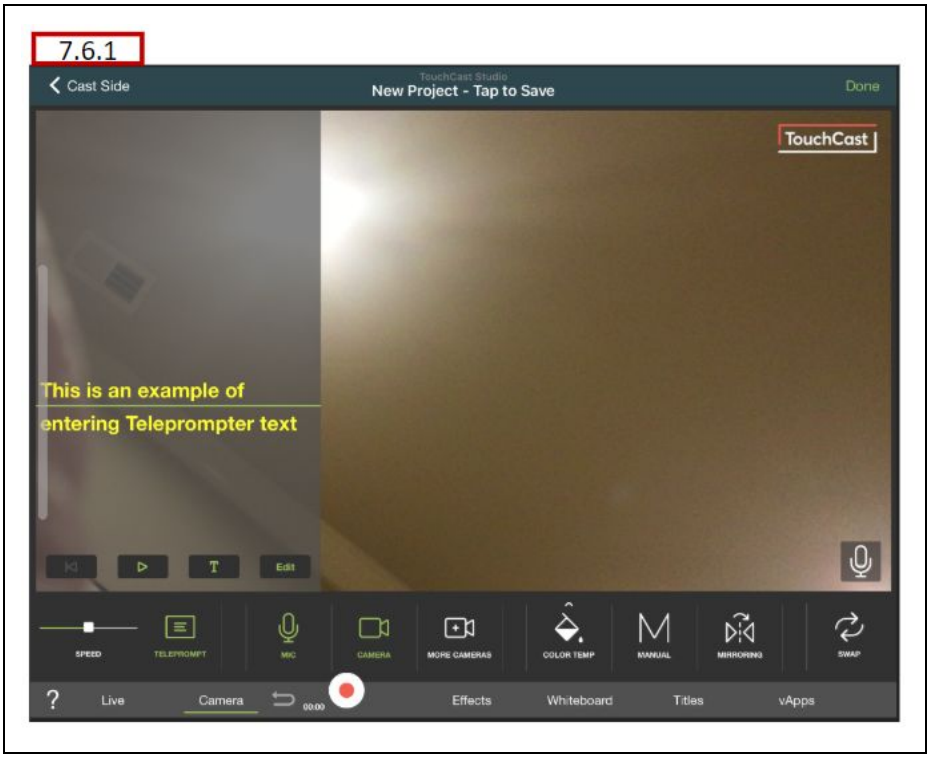
The **Teleprompter** script allows you to capture notes, script and other information associated with a scene so that it can be referred to when that scene of the presentation is being recorded. Teleprompter script does not appear in the recorded video clip.

When you tap the Teleprompter icon, the current script appears in a transparent area on the left portion of the record screen.

- Tap the back arrow to back up through the script
- Tap the forward arrow to move forward through the script
- Tap the **T** icon control the font size and color of the text



- Tap the Edit button to revise the script

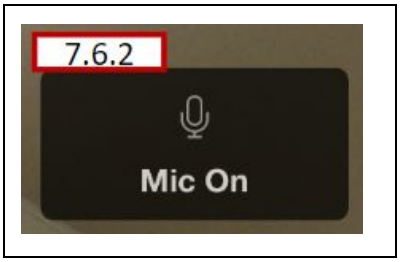


More on using the Teleprompter feature:

- Use Teleprompter speed control (slider control) to adjust the rate at which text scrolls.
- Once opened, the Teleprompter script display remains visible (to you) as you select other menu options (e.g., Effects, Whiteboard, etc).
- To close the Teleprompter script display, tap the Teleprompter icon again. The script will remain for use later.
- You can develop a new Teleprompter script for each scene prior to recording it as a clip.
- A best practice is to break script into shorter paragraphs to make it easier to follow as you present. Also, Teleprompter Script should be written as if you were talking, not as a formal document. This way it sounds natural to your audience.

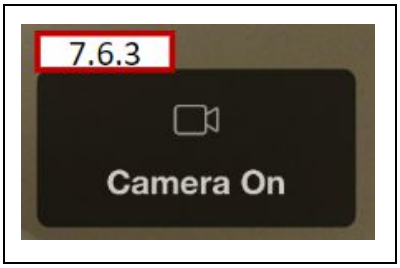
7.6.2 Microphone On/Off Control

The **Microphone** control turns the device microphone on or off. An icon displays momentarily indicating the state of the microphone each time you tap the control.



7.6.3 Camera On/Off Control

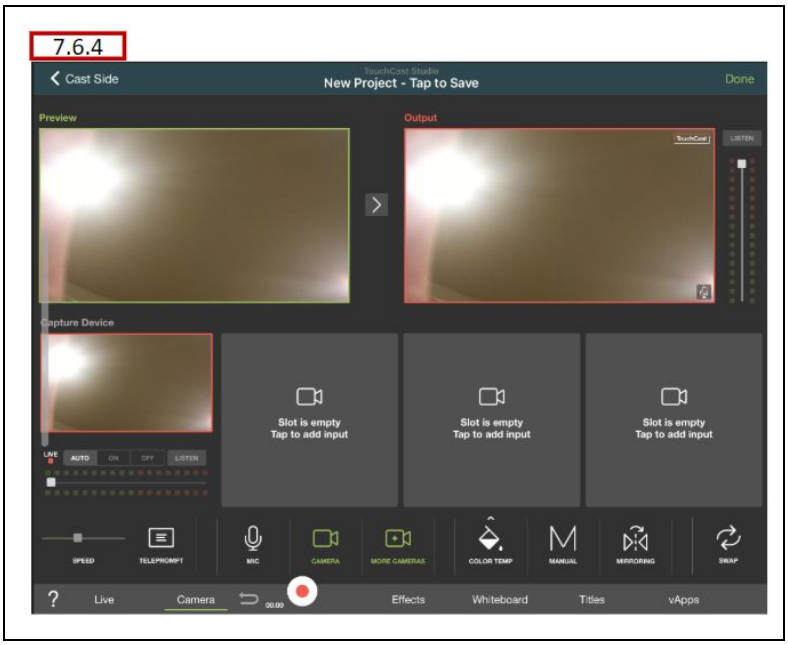
The **Camera** control turns the device camera on or off. An icon displays momentarily indicating the state of the camera each time you tap the control.



7.6.4 More Cameras

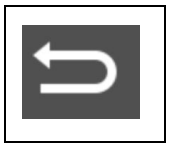
The **More Camera** function is used to install the TouchCast External Camera app. This app will automatically pair with Studio when both are running on the same network.

The Preview and Output feeds are displayed on the screen along with a slider control to check the volume of the selected camera.



If multiple cameras have been defined, the following ‘swap’ icon will be active. Tap on it to swap to the next camera.

‘

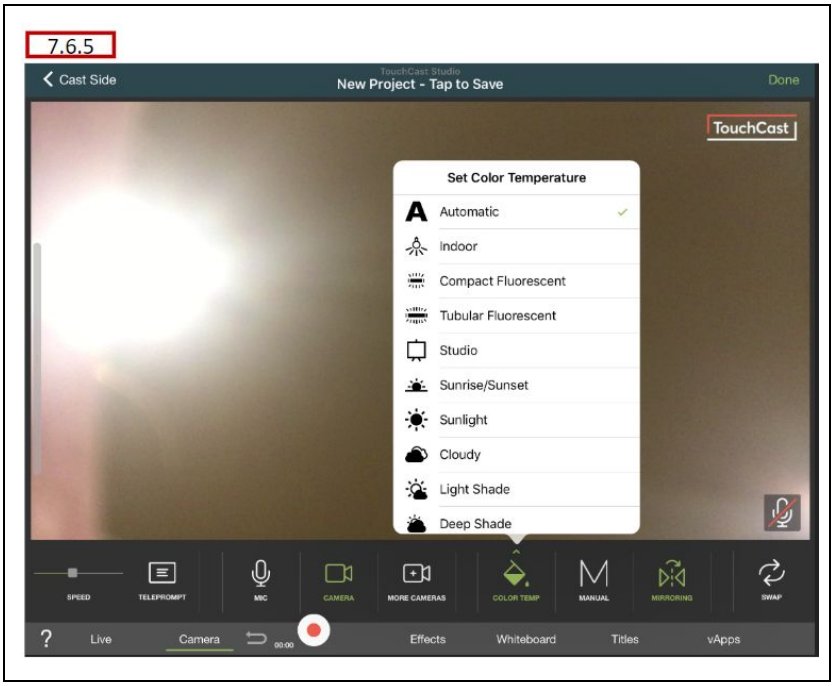


7.6.5 Color Temp Control

The **Color Temp** control is used to adjust the camera to optimize for a specific lighting situation. When you tap this control, a list of Color Temperature options opens. Select the setting which best matches your recording location.

- Automatic (default)
- Indoor
- Compact Fluorescent
- Tubular Fluorescent
- Studio
- Sunrise/Sunset
- Sunlight
- Cloudy

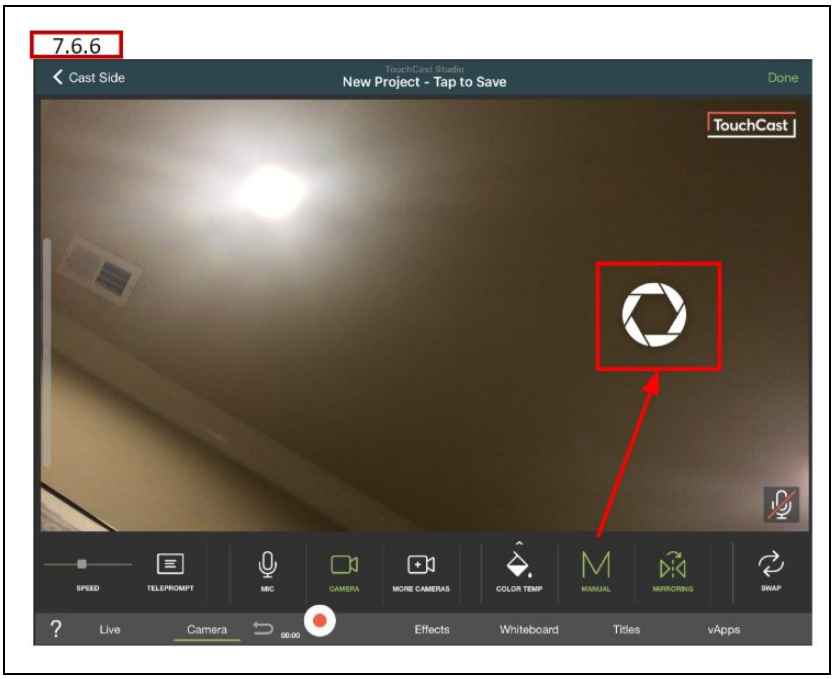
- Light Shade
- Deep Shade



7.6.6 Manual Focus and Exposure Control

The **Manual** function is used to set the camera focus and exposure based on a specific location you select on the scene. This is primarily used if the lighting is uneven or you want a clearer focus on your subject other than surrounding objects.

When you tap the control, an icon similar to a lens appears on the screen. Move the icon over the specific area you want to base exposure and focus on, then tap the icon to apply and save that position to the shot.

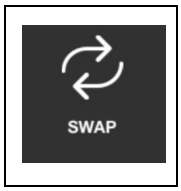


7.6.7 Image Mirror Control

The **Mirroring** function is used to automatically reverse the recording image (left - right perspective), enabling text to be recorded so that it appears correctly to the viewer. To disable the function, tap the control again.

7.6.8 Swap Cameras

The **Swap Cameras** function is used to swap between cameras if multiple cameras have been installed. If the device has a front and rear camera, you can swap between them using this control.



7.7 Record/ Pause Toggle

The large red on white **Record / Pause** button controls when video is being recorded. When recording, the Pause button (three vertical lines icon) displays. When paused, the Record button is displayed.

When recording, the recording elapsed time and the text REC appear in red below the button.

Each sequence your record (Tap the record button then tap it again to pause recording) creates a new clip in the Clip Tray (covered in Edit functions).

7.7.1 Record Countdown

When the record control is selected, prior to capture starting, a Countdown Animation displays showing the countdown from 5 seconds (the default delay) to when zero is reached and the recording actually begins. During the countdown, you can tap the Countdown Animation to stop the countdown (cancel starting to record) and return to the pre-record setup process.

The Countdown function can be disabled by setting the Setting option ‘Countdown before Record’ off (the default setting is on). The Studio Settings are explained in section 5.8.2 of this guide.

7.8 Effects

The **Effects** menu options provides features for enhancing the appearance and sound of your presentations, including:

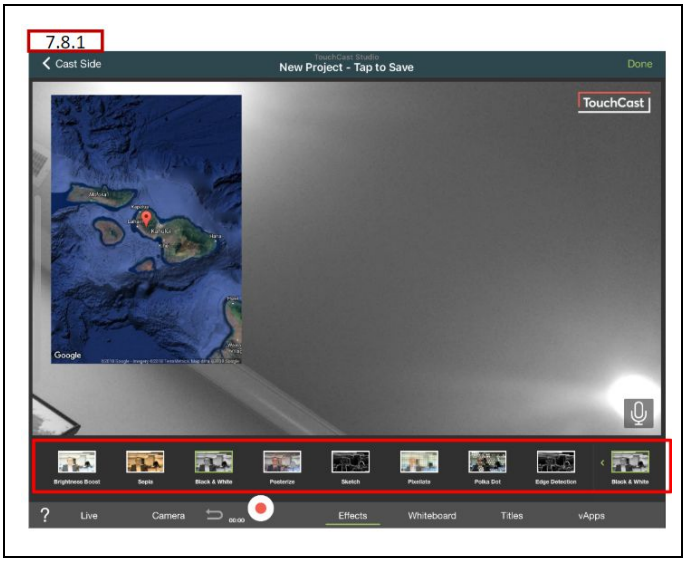
- Filter the camera feed
- Alignment guidelines
- Green Screen tools
- Watermark
- Sound Effects

7.8.1 Filter

The **Filter** option is used to modify the camera feed appearance. When you tap the control, a horizontal scrollable list of different filters appears, including:

- No Filter (default)
- Sepia
- Black & White
- Sketch
- Polka Dot
- Others

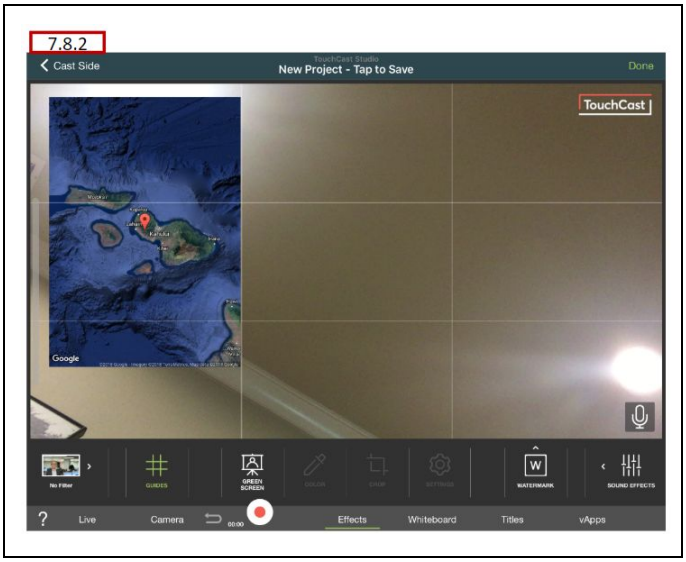
The current filter option displays to the right of the selections area. Tap one of the filter selections to apply it to the scene. To close the Filter control, tap the current filter setting.



7.8.2 Guides

The **Guides** option is used display a pattern of grid lines on the screen to help you align objects. The lines do not appear in the recorded presentation.he camera feed.

Tap the Guides icon (#) to turn on the grid lines and again to turn this feature off.

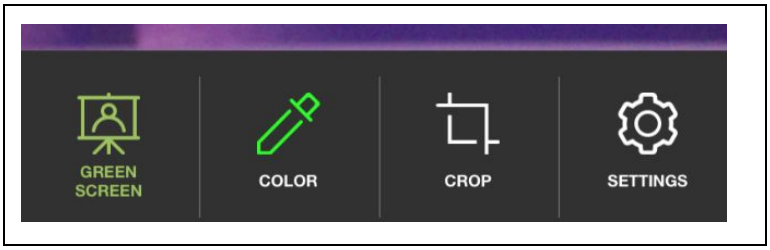


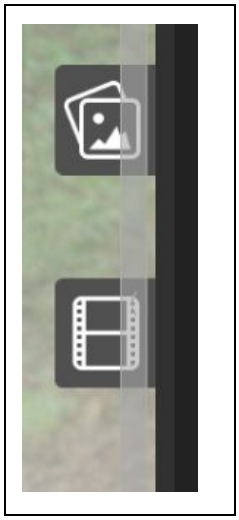
7.8.3 Green Screen

The **Green Screen** option activates additional tools for controlling green screen appearance of the camera feed.

- Color - Select a background color for removal
- Crop - Select an area to perform the background color removal (the default is the entire camera feed area).
- Settings - Adjust the background color removal for smoothness and sensitivity, control Degreen, and control virtual background stabilization.
- Background photo or video

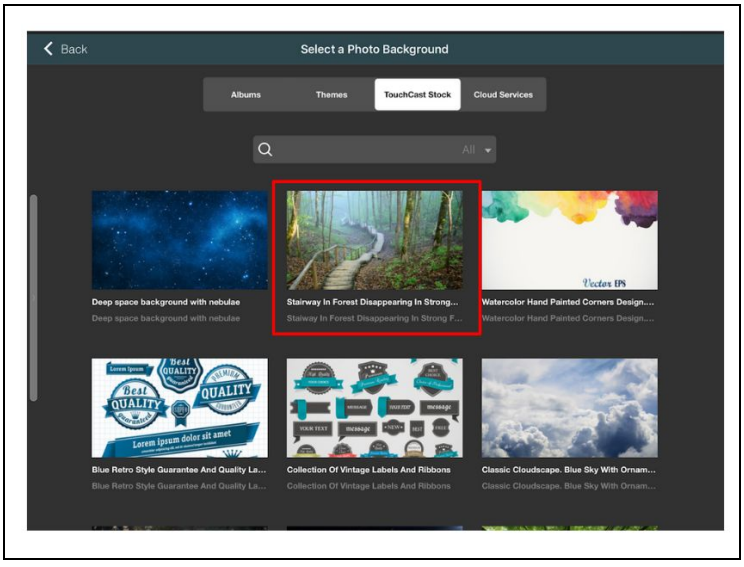
Tap the Green Screen icon to activate the options and again to turn this feature off.





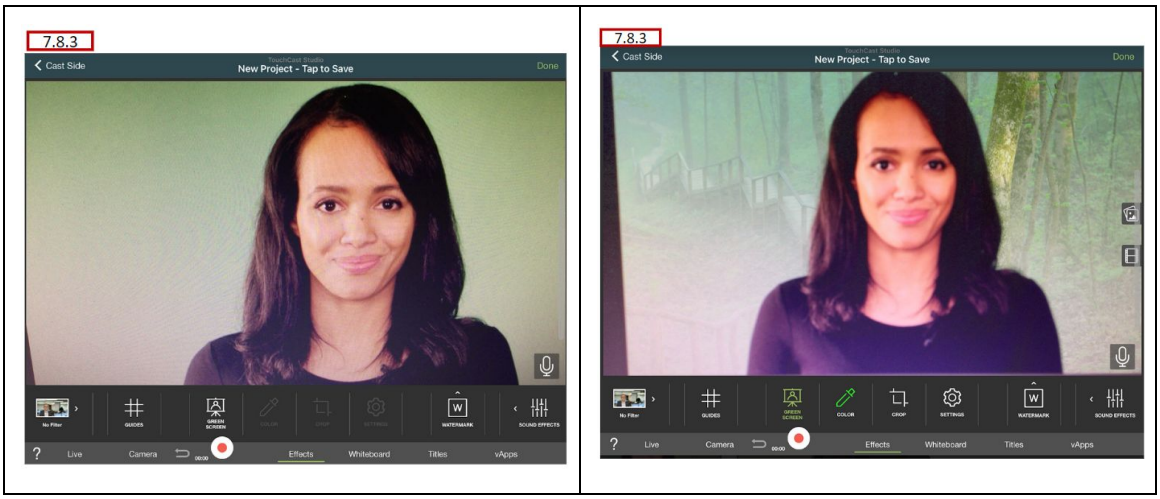
Two other Effects controls you should be aware of are the background selection buttons located on the right side of the screen when **Effects → Greenscreen** are active. You can select photos or videos as the new background.

In the example a background from the TouchCast Stock images is selected to be used as the background.

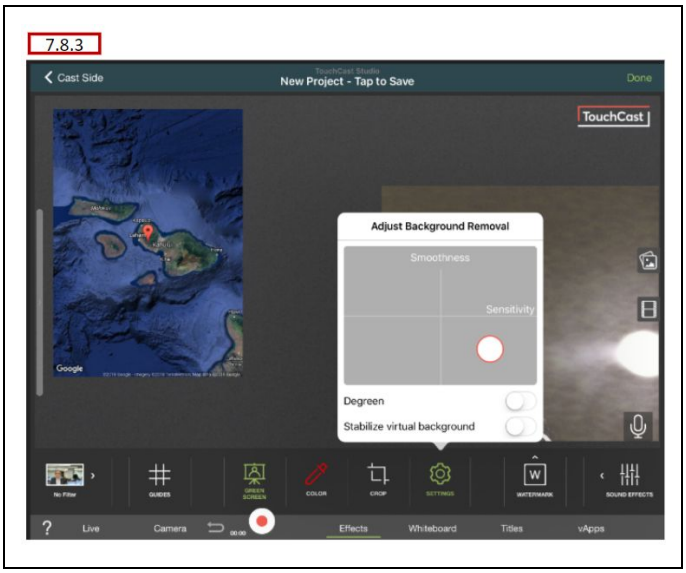


Prior to applying the greenscreen effect, the camera feed looked like this:

With greenscreen and our selected background, the the camera feed looks like this:



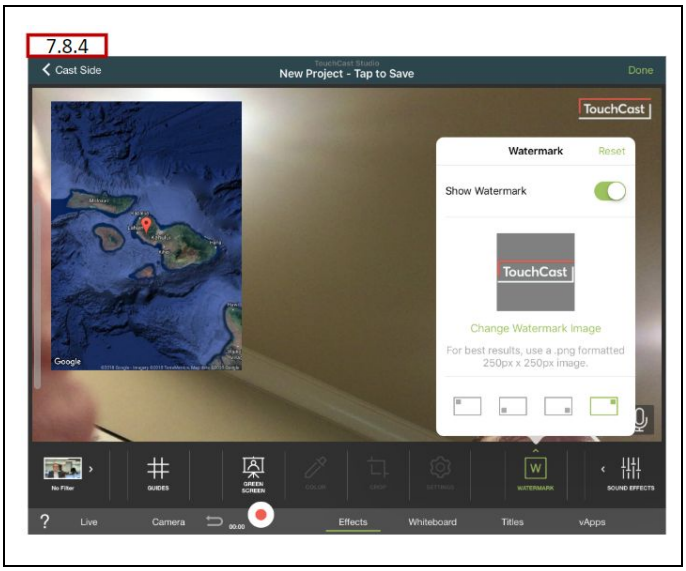
The Greenscreen Effects menu includes options for cropping the image and adjusting the greenscreen sensitivity as shown below



7.8.4 Watermark

The **Watermark** option is used to remove, relocate or change the semi-transparent logo which appears on the screen.

Tap the Watermark icon to open the watermark window and again to close the window.

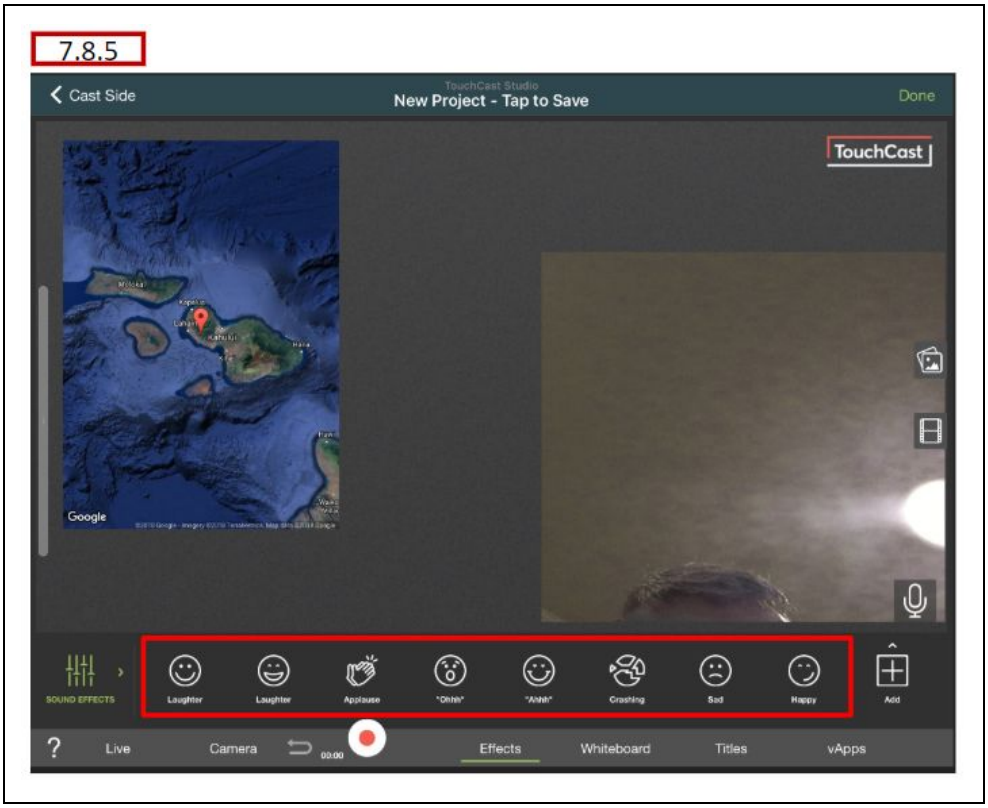


7.8.5 Sound Effects

The **Sound Effects** option is used add pre-recorded sound effects to your scenes. You can select from a collection of sounds including:

- Laughter
- Applause
- Crashing
- Ohhhs
- Ahhhs
- Sad
- Happy

Or, import a sound effect clip from your device or another source.



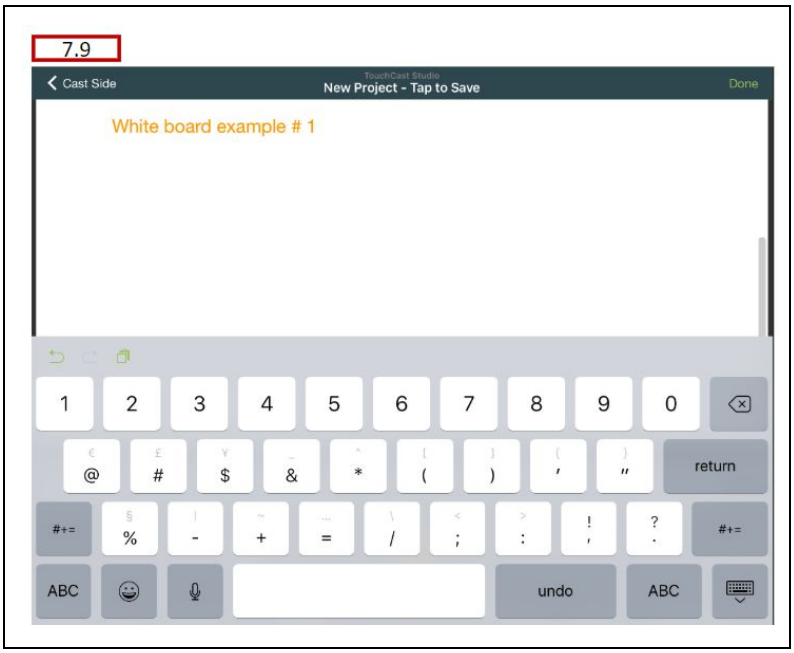
Tap the Sound Effects icon again to close the option.

7.9 White Board

The **White Board** menu options provides features for enhancing your presentations by incorporating pre-prepared drawings or drawing ‘on the fly’.

- Recalling saved whiteboard drawings
- Save and clear the whiteboard at any time
- Drawing surface
- Drawing tool/color/width of strokes
- Undoing strokes
- Exporting drawings as a vApp

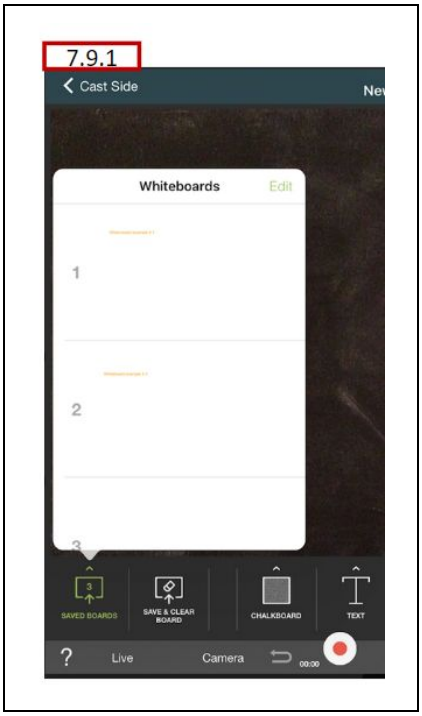
The following is a whiteboard example using a white surface with typed text:



Other surfaces are available and the illustrations can be drawn as well as typed. Below is additional Whiteboard options you will use.

7.9.1 Saved Boards

The **Saved Boards** option is used to recall a whiteboard drawing you created and saved previously. Drawings can be deleted from the 'saved' list using the Edit option.



7.9.2 Save & Clear Board

The **Clear & Save Board** option is used to save the contents of the whiteboard so it can be recalled later and clear the board to begin a new drawing.

7.9.3 Surface of the Board

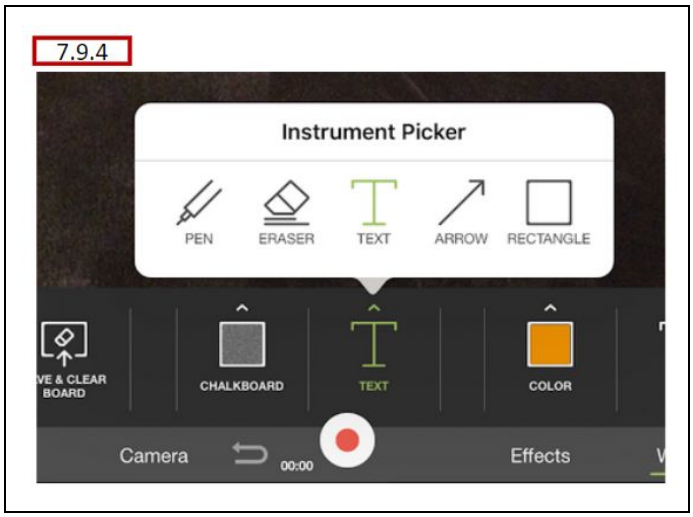
The **Surface** of the board you would like to draw on can be selected from a pop up window which opens when you tap on this control. The surface options are:

- Whiteboard (default) - White surface covering entire screen
- Chalkboard - Dark grey surface covering entire screen
- Glass - Transparent surface covering entire screen
- Crosslines - Add cross lines to the surface

The current surface selection will display as the icon for the control.

7.9.4 Drawing Instrument or Shape

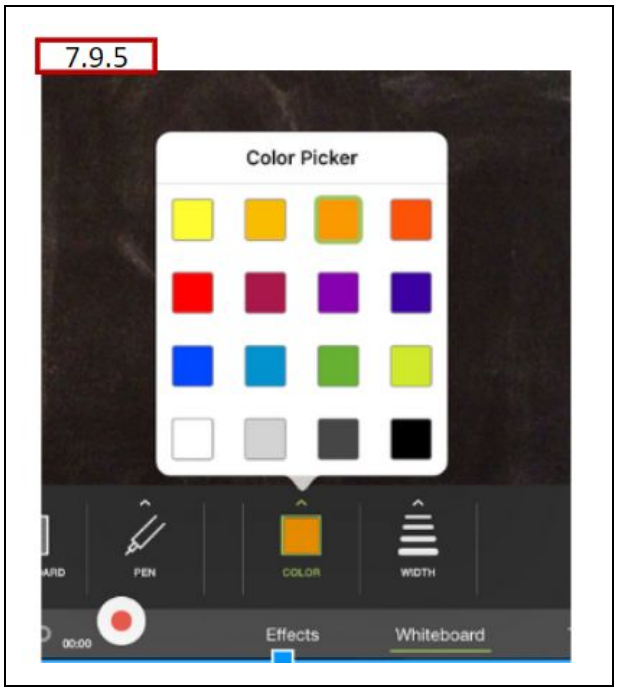
The **Instrument or Shape** you would like to draw with is selected from a popup. The currently selection will display as the icon for the control.



7.9.5 Stroke/Text Color

The **Stroke/Text Color** you would like to draw with can be selected from a pop up window which opens when you tap this control. The color options displayed as a palette.

The current color selection will display as the icon for the control.



7.9.6 Size of Text

The **Text Size** you would like to use if Text is the current instrument selection. The size is selected using a slider control in the popup window.

7.9.7 Stroke Width

The **Width** of the stroke you would like to draw with can be selected from a pop up window which opens when you tap on this control. The width is selected using a slider control.

7.9.8 Eraser Width

The **Width** of the eraser you would like to use if the Eraser is selected.

7.9.9 Undo

The **Undo** option is used to remove the last stroke added to the drawing.

7.9.10 Export Drawing as a vApp

The **Export Drawing as a vApp** function is used to save the drawing as a vApp which can be used on other presentations.

7.10 Titles

The **Titles** menu options provides a collection of presentation titles you can add to your presentation scenes. Text fields on the titles can be customized to fit your topic.

7.10.1 New Title

The **New Title** option is used to place a banner at the bottom of the scene. When you tap the New Title icon, a window listing over 20 title templates displays.

Tap on the title you would like to use. That title will be inserted into your scene.

.

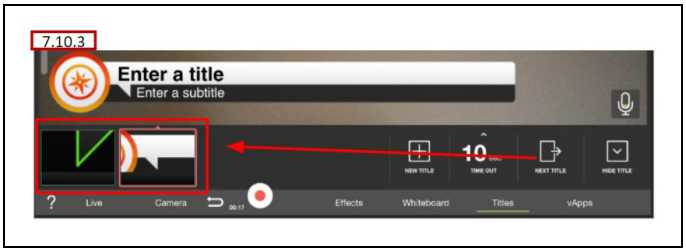
7.10.2 Time Out

The **Time Out** setting is used to set the title to disappear after a set length of time into the recording.

The Time Out interval will apply to all titles if a series of multiple titles is used. (see Next Title option).

7.10.3 Next Title

The **Next Title** option is used if you want to display a series of titles during your presentation. The titles you select display in a tray and each time you tap Next Title, the next title in the series displays. This option is disabled if only one title has been selected.



7.10.4 Hide Title

The **Hide Title** option is used to end the display of the current title. This option is disabled if no title is being displayed.

7.10.5 Remove Title

To remove a title from a scene, tap and hold the thumbnail of the title you wish to remove until the trash can icon appear below the title tray. Drag the title to the trash can icon to remove it.

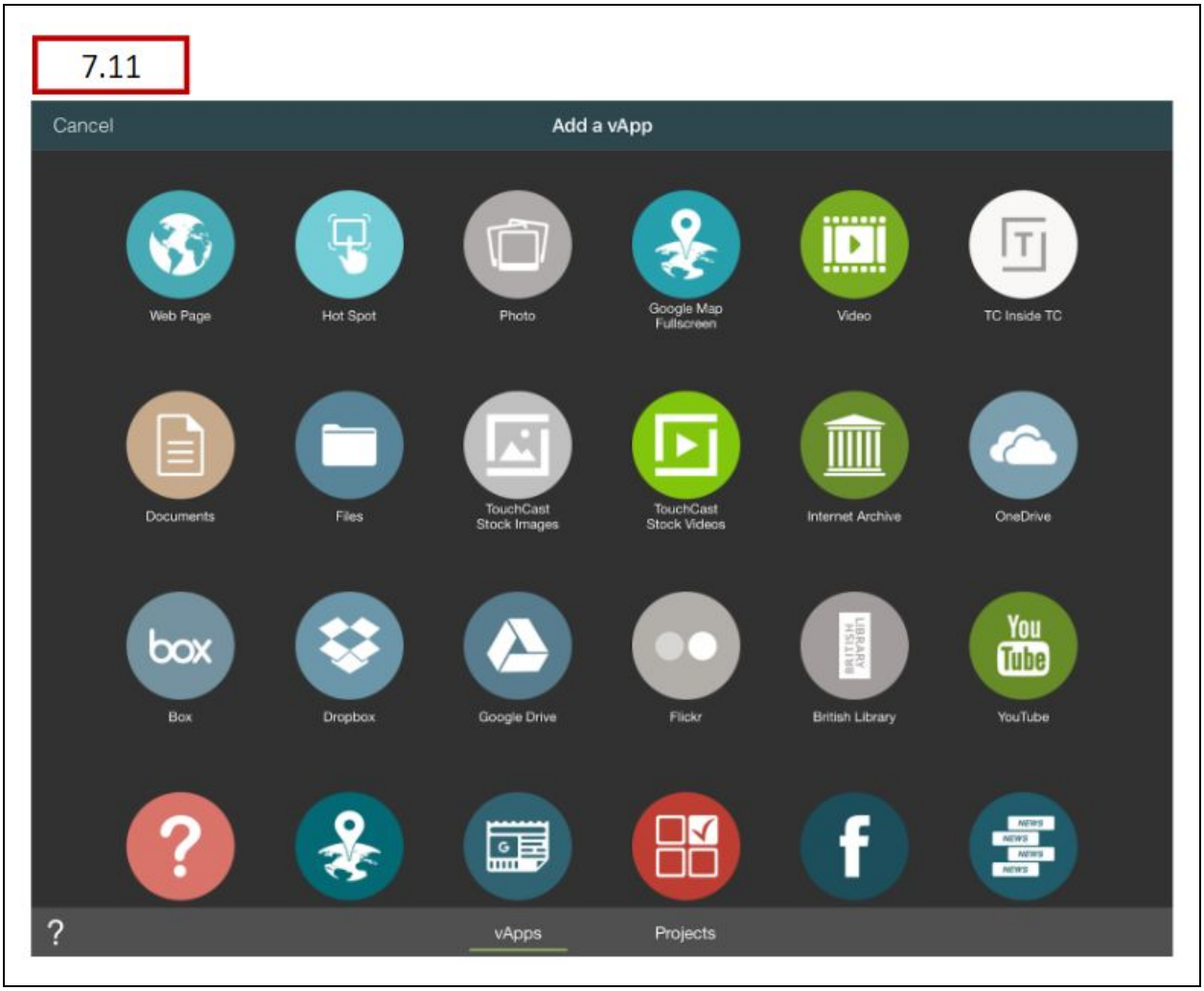
7.11 vApps

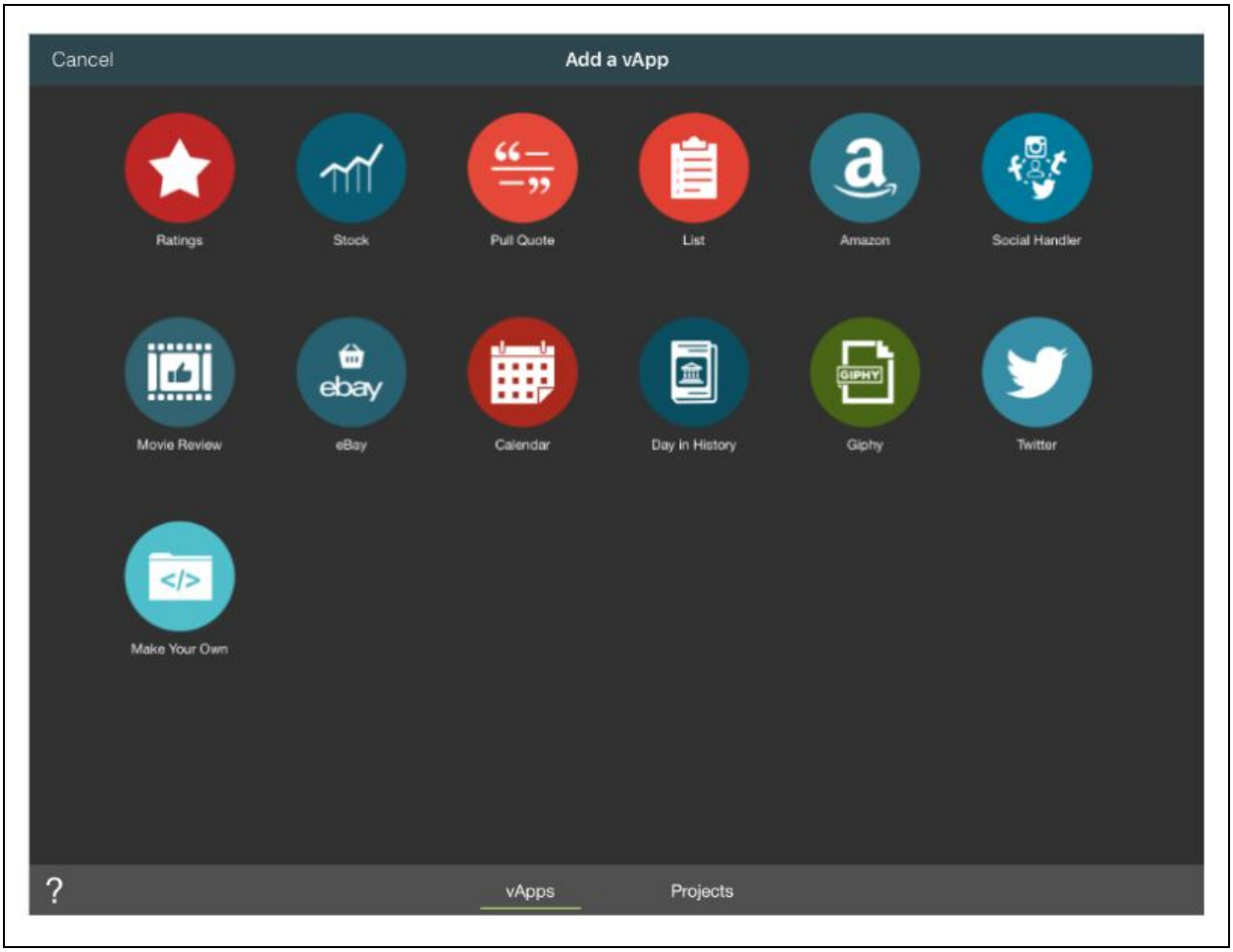
Section 6.3 of this guide provides a general explanation of vApps so only the basic steps of selecting a vApp will be presented in this section.

The options for adding a vApp to your presentation appear below:

When you tap this button, the Add vApp option (+ icon) displays.

Tap that icon to open a screen of vApps you can use in your presentation.





Select the vApp you like to include and a screen for entering information specific to that vApp will display. Some vApps have multiple ‘set up’ steps and which may include a ‘preview’ step (e.g., Lists, Polls, Quiz Questions).

When you have time, check out the variety of vApps available on the vApps page.

7.11.1 Removing vApps From Your Scenes

To remove a vApp from a scene (and remove it from the vapp tray), tap and hold the thumbnail of the vapp you wish to remove until the trash can icon appear below the title tray. Drag the title to the trash can icon to remove it.

7.11.2 Camera / Media Layout Positions

It's important to plan where your objects will appear on the scene. You will get familiar with the different patterns of Scene Layouts as you work with Studio, but here is a summary of common patterns.

Summary of Layout Terminology

Fullscreen Camera	The camera view appears full screen and the media (e.g., website, video, image, document, etc.) are displayed in windows on top of a camera view when selected.
Floating Media	The media (e.g., website, video, image, document, etc.) are displayed in windows on top of the camera view.
Split Screen	Both the camera view and the scene media are displayed in side-by-side panels of the screen. The screen split is 50% and cannot be resized.
Fullscreen Media	The camera view is not displayed on the scene. Instead, the media incorporated in the scene is displayed in full screen mode.
Floating Camera	The camera view is displayed in a window on top of the media (e.g., a website, video, document, or image).

7.12 Done

Tap the **Done** button located in the upper right corner of the Record screen when you have completed recording your clips and are ready to move on to the TouchCast Editor to finalize your presentation.

If during the Editing process you discover that you need to add or replace a segment of your presentation, no problem. You can select the *Add Clip* option of Edit which returns you to the Record screen.

8 Editor Screen Features

The **TouchCast Editor** screen is used to 'fine tune' the presentation prior to uploading it for sharing with others. To activate the editor, click the **Done** button located in the upper right corner of the Record screen (explained in section 7.12).

The Editor screen is displayed below and explained in this section. The edit tools are used to move through the recorded presentation and perform editing operations including:

- Deleting entire clips or portions of clips
- Moving clips to different locations in the presentations
- Splitting clips into multiple clips to allow additional editing
- Retaking scenes
- Adding additional clips and sound recording

In addition to the question mark icon (**?**) which you can tap to view Coachmarks, the Studio Editor Screen contains these options:

8.1 Cast Side Button

Tap the **Cast Side** button located in the upper left corner of the Editor screen if you want to take a break from working on your project. Studio prompts you to Save the project before you return to the *New TouchCast* screen.

8.2 Project Name

This area displays the **project name**. If you have not saved the project yet, the name defaults to *New Project*. Otherwise, the name you assigned when you last saved the project will display.

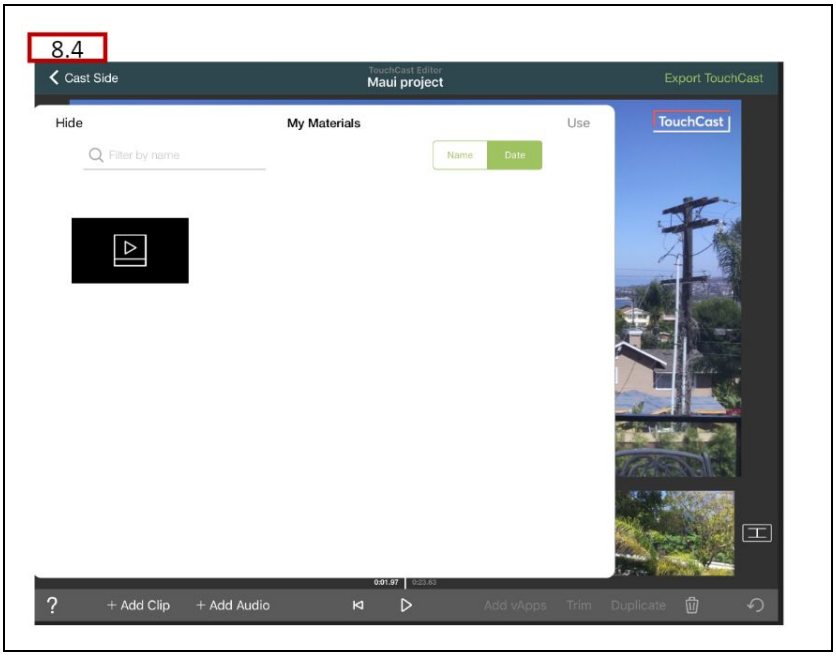
Tap this area to initially save your project and assign it a name or to save your project and optionally revise its name.

8.3 Export TouchCast Button

Tap the Export button when you have completed editing your presentation and are ready to prepare it for upload/export.

8.4 My Materials Collection

Tap the bar on the left side of the screen to open a window containing a list of materials you have used in your presentation clips. You can select objects and reuse them in other clips (select → Use button). Tap the Hide button to close the window.



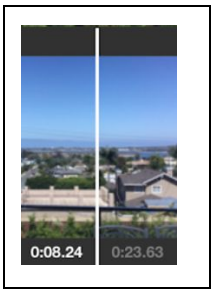
8.5 Clip Playback Window

The Clip Playback window displays the recorded frame at a specific location in the clip. Playback tools are used to move through the recorded presentation and perform editing operations.

8.6 Clip Tray / Clip Playback Controls

The Clip Tray contains thumbnails of all of the clips you have recorded in your presentation. Position clips and specific positions (frames) within clips over the playback bar, then perform actions such as trimming (splitting) clips duplicating clips, and deleting clips.

- Clips can be moved about in the Clip Tray by tapping and holding the clip thumbnail, then dragging the thumbnail to a new position on the tray.
- Tap the Jump Clip (back) icon to return to the beginning of the first clip.
- Tap the Playback icon to begin/resume playback of your presentation clips in the Playback Window. The icon will change to . Tap the icon to pause playback at the current frame position.
- The Playback Bar indicates the current frame within the presentation. Move the presentation position over the Playback Bar by selecting any clip and sliding the Clip Tray left (forward) of right (back).



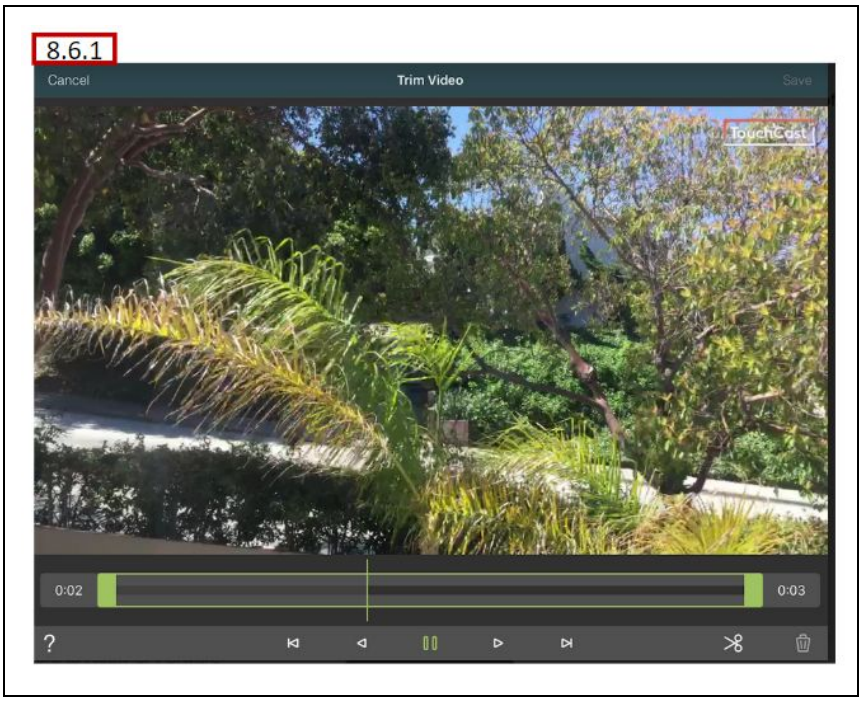
- The Playback Timer displays both the current position in the presentation and the total length of the recorded presentation in mm:ss:tt format.

The following is a brief description of the clip editing actions you will use:

8.6.1 Trim Clip

Tap the clip in the Clip Tray a clip to select it, then tap the **Trim** option to split the selected clip into two clips (replacing the original clip). The Trim option becomes active only after you have selected a clip. The playback bar serves as the split point.

When you select the Trim option, a window displays the selected clip in better detail, allowing you to locate a specific point (frame) where the split should be made. Place the playback bar on that spot and tap the scissors icon to execute the split.



8.6.2 Duplicate Clip

Tap the clip in the Clip Tray a clip to select it, then tap the **Duplicate** option to create a clone in the clip tray immediately after the original clip. The option becomes active only after you have selected a clip.

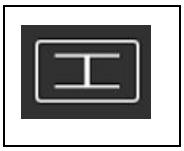
8.6.3 Delete Clip

Tap the clip in the Clip Tray a clip to select it, then tap the Delete option (trash can icon) to delete the clip. The option becomes active only after you have selected a clip

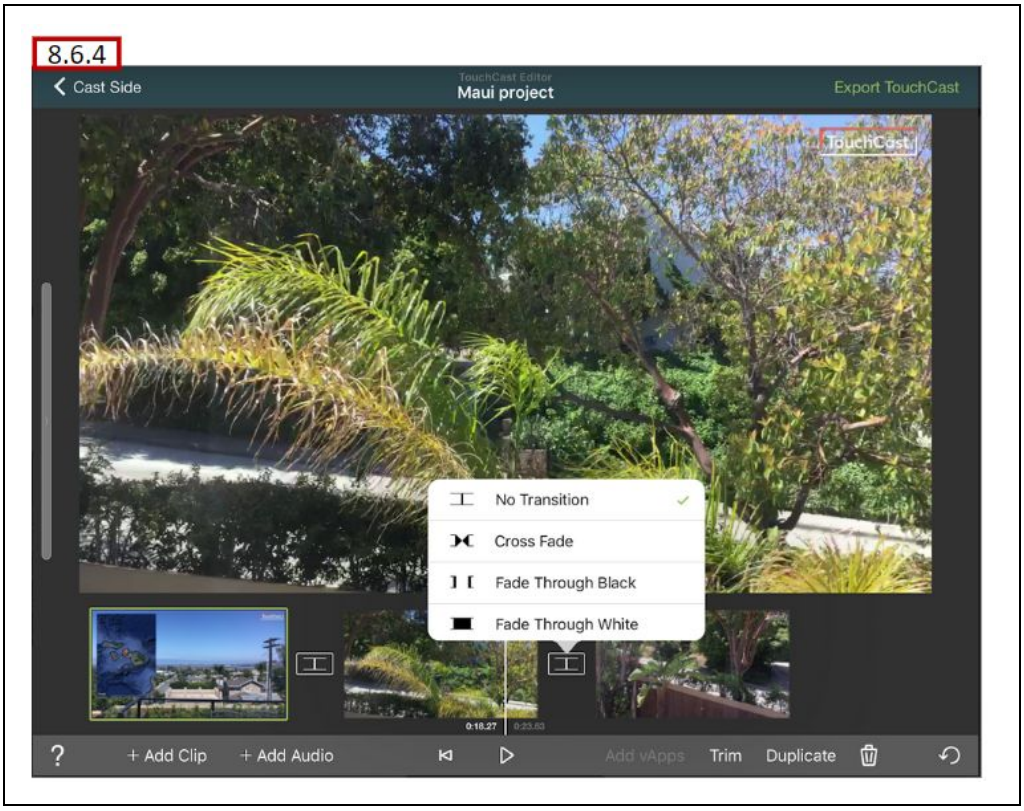
An example use of Trim and Delete is to remove ‘dead space’ at the end of a clip (shorten the clip). You would first trim the clip at the point you want to keep, creating two clips. Then you would delete the second clip containing the ‘unwanted’ part.

8.6.4 Transition

Breaking points between clips are represented with the following icon:



Clicking the break point icon between clips displays transition options for how the clip will transition to the next clip.



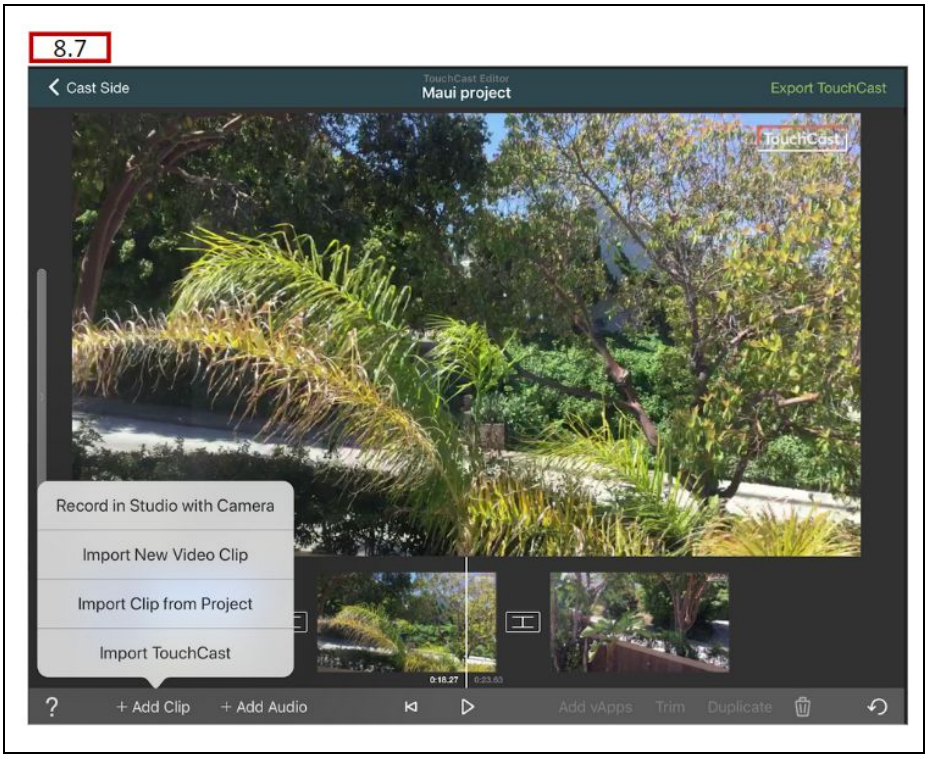
- None - (Default) No transition between clips
- Crossfade - Previous clip dissolves into the next one
- Fade with White - Previous clip fades to white and next one appears out of white
- Fade with Black - Previous clip fades to black and next one appears out of black

8.6.5 Undo

Allows the last clip editing action to be undone. When you tap the undo icon you will be prompted to confirm that you want to undo the last clip edit command (the command will stated in the prompt). You can proceed to undo the action or cancel the undo action.

8.7 Add Clip

Tap the **+ Add Clip** button to add an additional clip to your presentation. A pop up of option for creating the new clip will display.

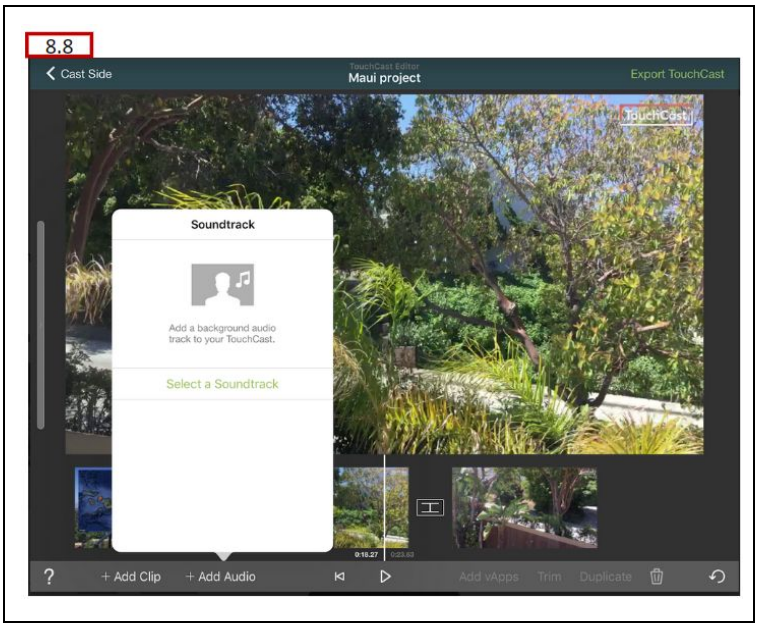


- Record in Studio with Camera - takes you back to the Record screen where you will record the new clip
- Import New Video Clip - creates the new clip using an existing video clip you select from your local files or search for
- Import Clip from Project - creates the new clip using a clip from your My Materials collection of clips you have used in the project
- Import TouchCast - creates the new clip using an existing touchcast video

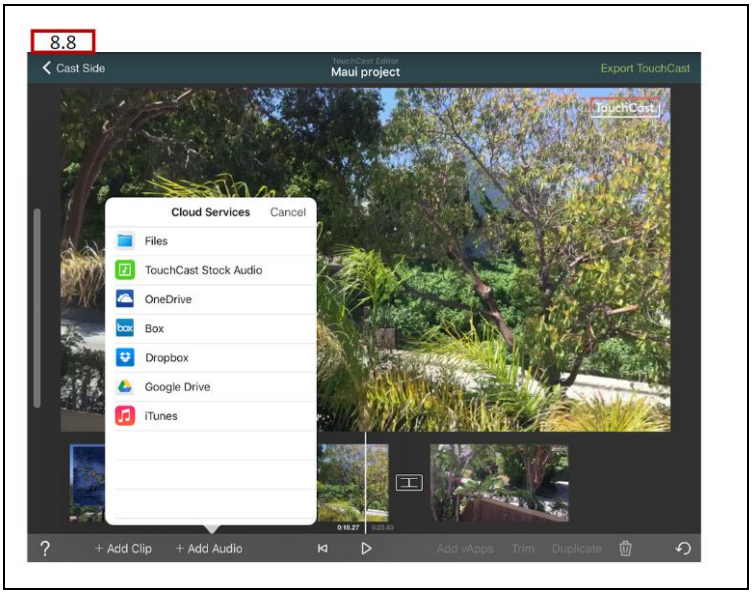
Additional clips will be placed at the end of the Clip Tray.

8.8 Add Audio

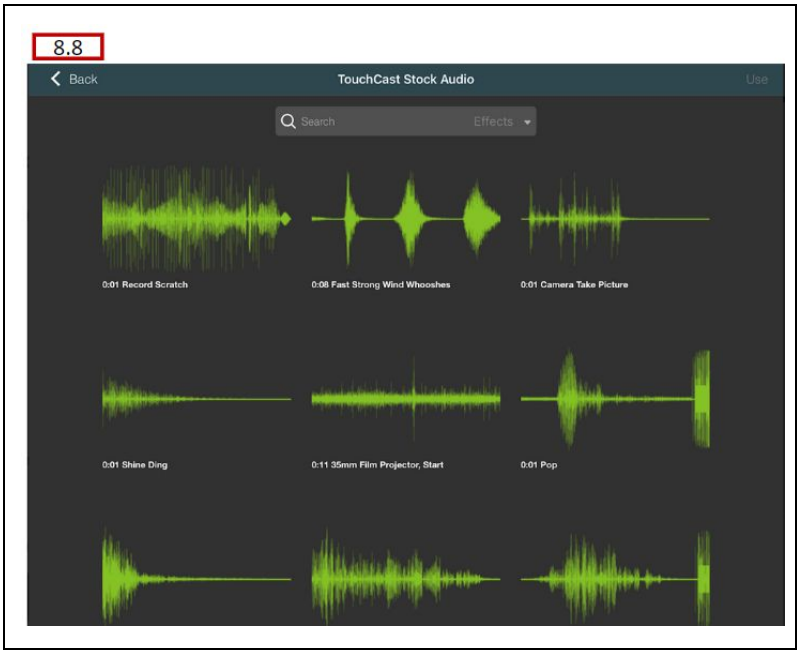
Tap the **+ Add Audio** button to add a background audio track to your touchcast. Audio tracks can be selected from several sources including local files and TouchCast Stock Audio files including music, loops, and sound effects.



Tap the Select a Soundtrack button. A list of audio file sources displays. In the example below, the TouchCast Stock Audio option is selected.



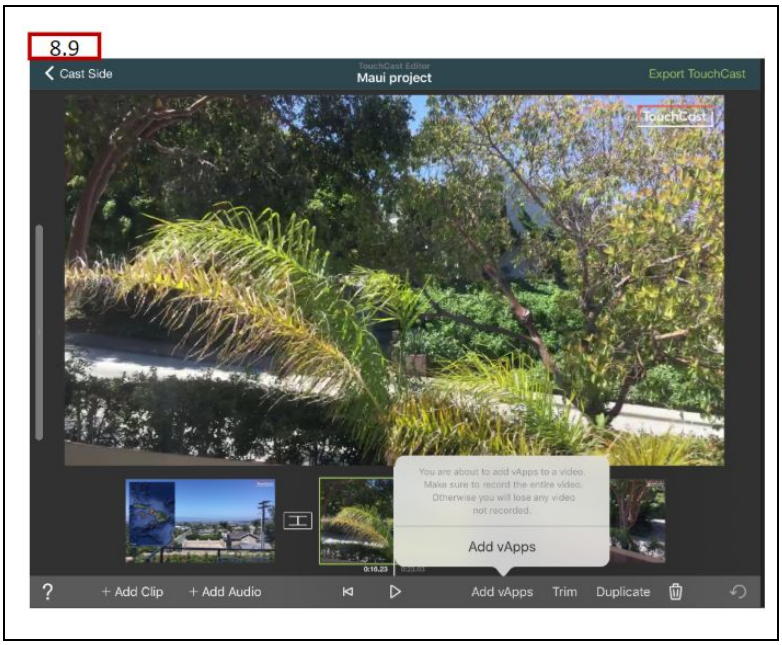
A search function allows you to filter audio files by type (music, loops, and sound effects) or by name.



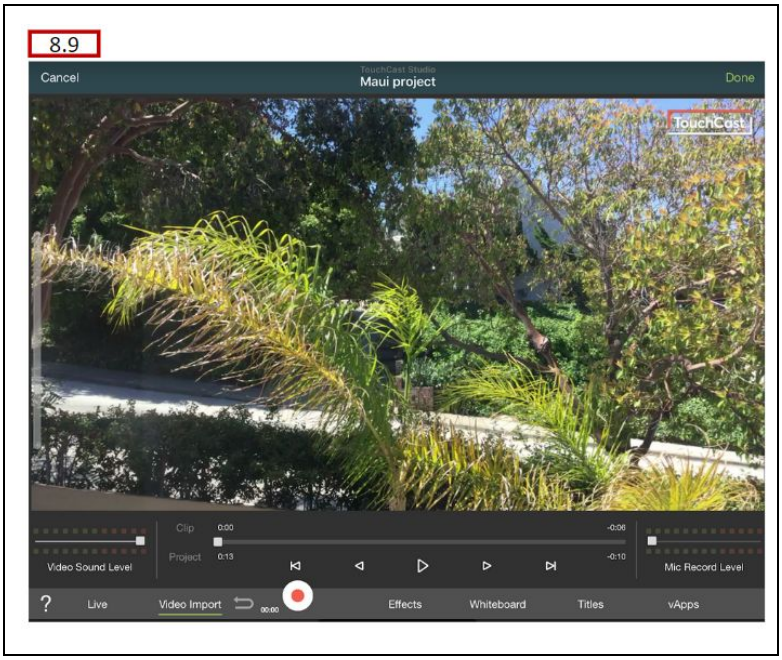
Select the audio file and tap the **Use** button to add the audio to your presentation.

8.9 Add vApps

Use the **Add vApps** option to add one or more vApps to one of your recorded scenes. The option becomes active only after you have selected a clip.

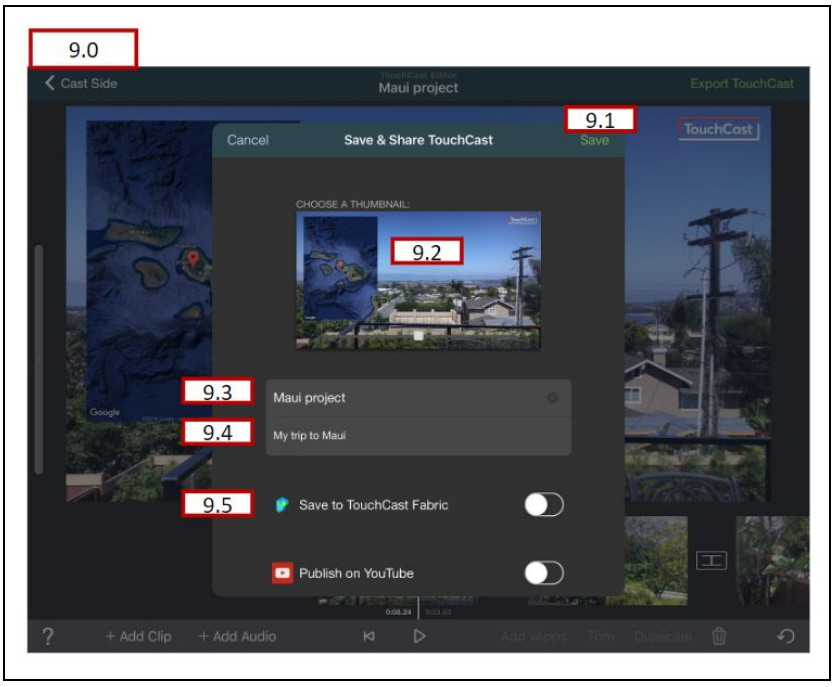


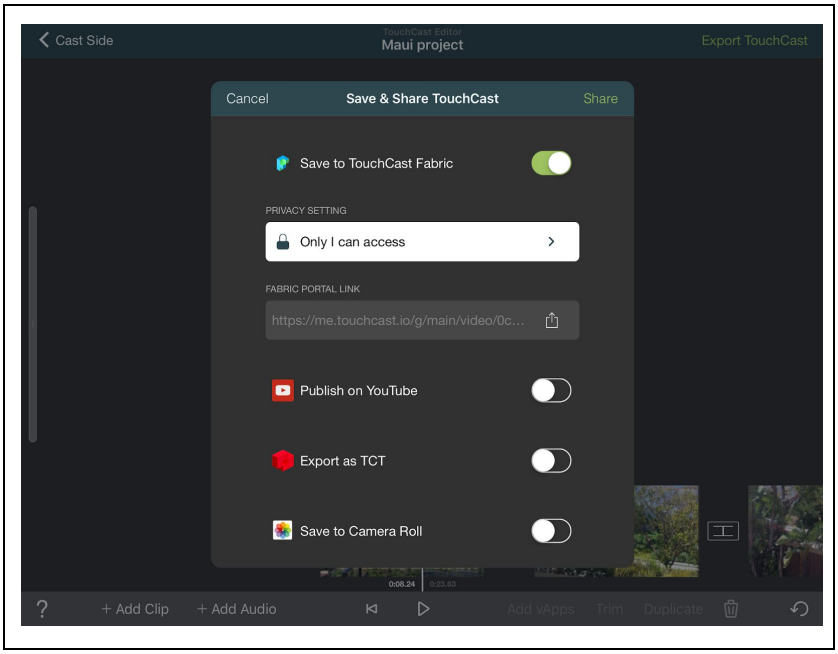
When you select the Add vAps option, a window displays the selected clip in better detail, allowing you to locate a specific point (frame) where the vApp should be added. Place the playback bar on that spot and tap the vApps button to select and place the vApp (as explained section 6.3 of this guide).


8.9
Cancel
Maui project
Done
TouchCast
Clip
0:00
-0:06
Project
0:13
-0:10
Video Sound Level
Mic Record Level
?
Live
Video Import
00:00
Effects
Whiteboard
Titles
vApps

9 Uploading and Sharing Your Video

After the Studio project is prepared for upload, the **Save & Upload** screen displays. The screen presents options for how (the format) and where (locally or in TouchCast Fabric) the presentation should be saved or exported.





9.1 Save/Share

Tap the **Save** (or **Share**, depending on other selections) button to proceed with the upload.

9.2 Video Preview Frame

Studio automatically selects one frame from the first clip of the presentation to be displayed in Fabric (if the Fabric Repository is used). You can modify the frame used by moving a small white box located near the bottom of the preview pane.

9.3 Video Name

The **Video 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.

9.4 Video Description

The **Video Description** contents 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 elsewhere (not to Fabric) or as a .mp4 file. In these cases, the project description cannot be associated with the file. Entering a Video Description is optional, but recommended so that others will understand the content in your presentation as they view a list of presentations.

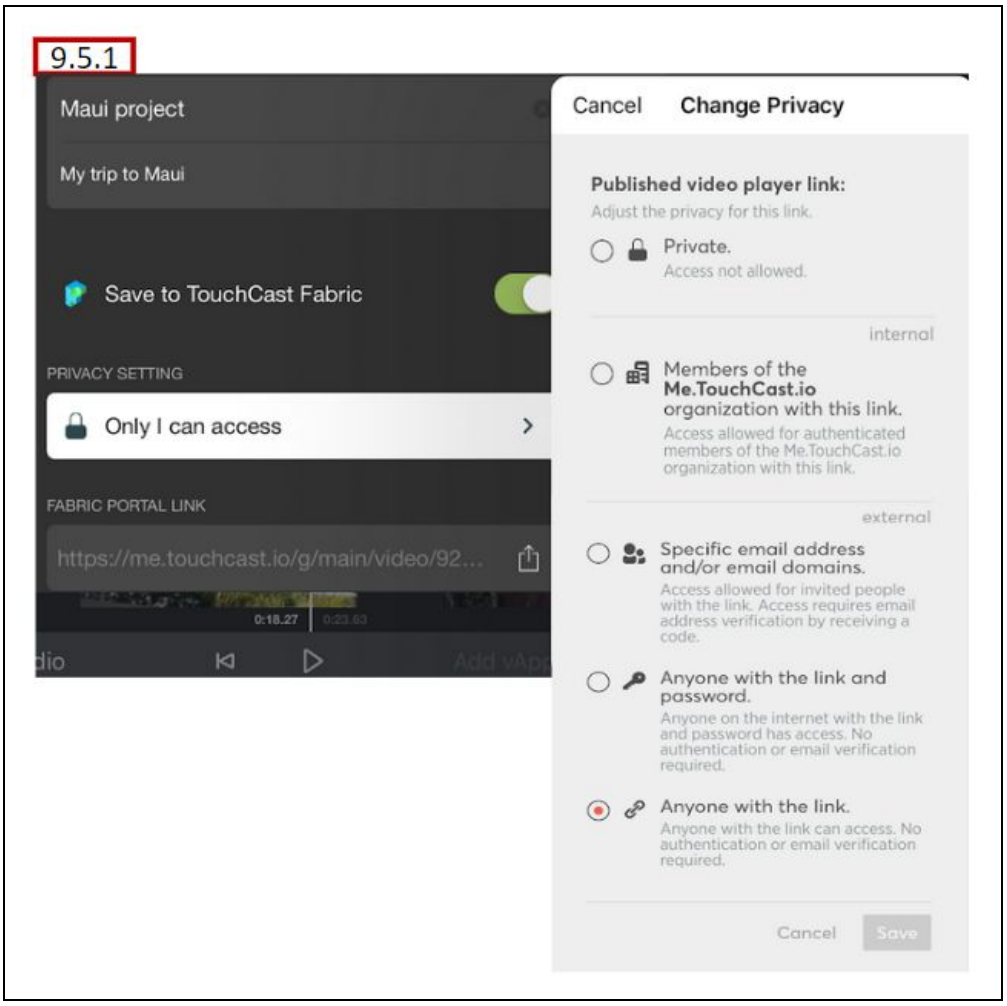
9.5 Fabric Upload Option

Upload & Share with Fabric (toggle control) – Uploads the presentation to TouchCast Fabric where others in the enterprise department (or public if that is designated) can view the presentation. Uploading a .tct file to Fabric allows you to share your fully interactive touchcast video internally, track analytics, and replace interactive media elements that you have added to it. These features are described in the TouchCast Fabric documentation.

This control indicates that TouchCast Fabric will be the sharing repository for the video. When it is set on, an additional option for Privacy and the Fabric Portal Link appear on the screen. upload begins and a progress window displays. In the example below, the upload has completed.

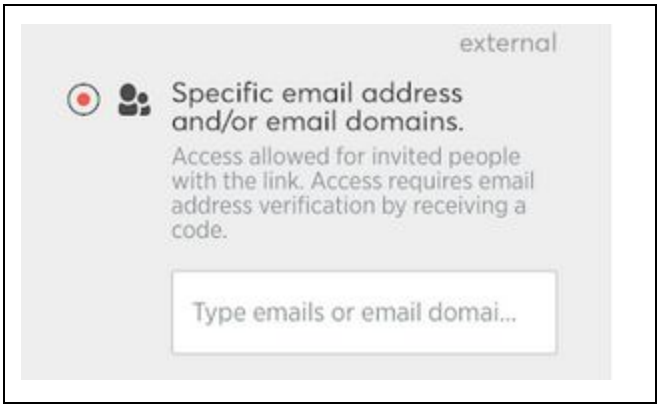
In this example access to the new presentation through TouchCast Fabric is limited to the author. Tapping the **Change** button opens the Fabric screen where additional persons from your organization can be granted access.

9.5.1 Fabric Privacy Settings



The Fabric Access Privacy Settings available are:

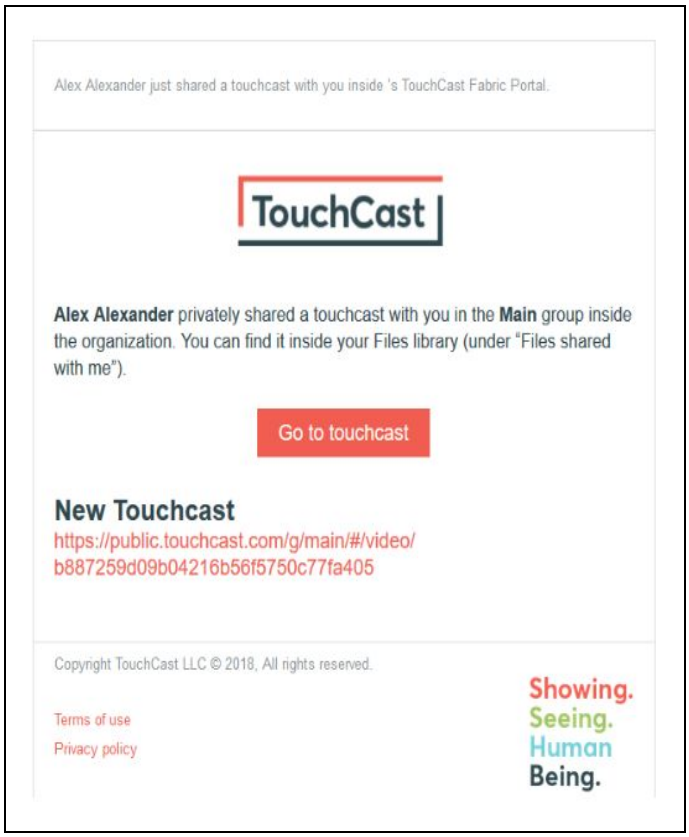
- Private - You will be the only person able to find and view the presentation. Tap selection button, then the **Save** button to save your changes.
- Members of the Organization - You and others belonging to your Organization will be the only persons able to find and view the presentation. Tap selection 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.

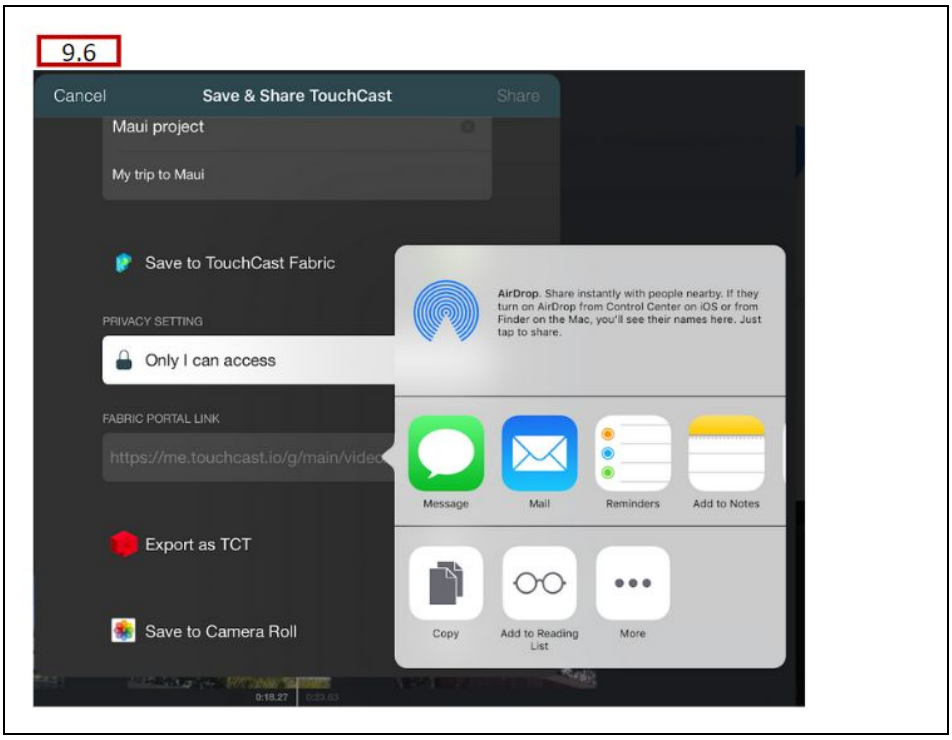
- Anyone with the link can access. Any persons having the link will be able to view the presentation. Tap selection button, then the **Save** button to save your changes.
- Anyone with the link and password can access. Only persons having BOTH the link and assigned password will be able to view the presentation. Tap selection button, then the **Save** button to save your changes.

Below is an example of the email informing members of your organization of presentations you have shared with them:



9.6 Fabric Portal Link

After a Fabric sharing option has been selected, the Fabric Portal link for sharing the presentation become active. Tap the **Copy** button to copy the link to the system clipboard so it can be pasted into communications to your teammates.



9.7 Export as Touchcast Video

Export to .tct file – (recommended) Saves the presentation as a touchcast format file.
A Windows File Explorer window displays for navigating to the location (local device or network) where the file should be exported. The export file name defaults to 'New Project1' (the presentation project name assigned on the export window) but can be changed as needed on the Windows Explorer Save screen prior to saving the file. The filename extension defaults to '.tct'.

Exporting to a .tct file lets you share your fully interactive TouchCast Presentations. Viewers will need to have a TouchCast app installed on their device to play the touchcast video.

9.8 Export as MP4 Video

Export to mp4 file – Saves the presentation as a standard mp4 file.
A Windows File Explorer window displays for navigating to the location (local device or network) where the file should be exported. The export file name defaults to 'New Project1' (the presentation project name assigned on the export window) but can be changed as needed on the Windows Explorer Save screen prior to saving the file. The filename extension defaults to '.mp4'.

Exporting to a .mp4. will allow you to share your TouchCast Presentation to websites such as YouTube and Twitter, but unlike touchcast .tct files, viewers will **not** be able to interact with objects that you have incorporated into your presentation.

10 Best Practice Tips

10.1 Test Your Camera and Audio Setting

Always check the Camera and Microphone settings before working with Studio to develop presentations. The default setting be fine for your session but it's always better to check them first.

Use the Camera options to:

- Select the camera to be used when you record
- Setup green screen special effects if that is to be used

Use the Audio options to:

- Select the microphone to be used as you record
- Set your microphone record volume (gain)

10.2 Teleprompter Script

Use of the Teleprompter Script is recommended. Even a simple outline will help you avoid 'rambling' or omitting key information.

10.3 Drawing Objects - Prepare in Advance vs On the Fly

Drawing objects, e.g., lines, arrows, circles, etc. can be added to scenes as you record or in advance, e.g., during scene preparation or when recording is paused. The purpose of the drawing and your comfort using the drawing tools should be considered as you prepare your presentation. A good practice is to draw on the fly only when necessary and when you do, avoid overdoing it!

10.4 Break Presentations and Scenes Into Multiple Clips

Each time you begin recording your presentation, Studio starts a new clip. You could begin recording and capture all of your scenes, then stop recording. This will result in one very long clip. While this method could work, it makes editing and finalizing your presentation more difficult,

A better approach is to start recording as you begin a scene and pause when you are done with that scene. Using this method, you will have one clip for each scene (plus clips for scenes retakes). The method makes editing your presentation easier.

Yet another approach is to use Record Start / Pause operations to break sections within a scene into multiple clips. This method provides additional flexibility as you edit and handle multiple takes.

10.5 Save Your Project File Frequently

Remember to save your project. Studio prompts you to save your project if you leave either Record or Editor screens, but it is a good practice to save your projects at other key points in you work.

10.6 Sharing Project Files With Others

As explained in section 5.3, Studio project files can be shared with others using a 'share and fetch' process. If you share a project with another member of your team, be sure to note the associated code and send it to them along with the sharing notification. They will need that code to 'fetch' the project to their device. The sharing codes are specific to the project and sharing event. If you fetch a project using an older code, you may begin work with the wrong version.

10.7 Saving Project Files to TouchCast Fabric

As explained in section 5.3, Studio project files can be saved to TouchCast Fabric either as a backup location or to share the file with others. Remember, additional work on the project is made to the local device workspace (e.g., Pad) so the file must be saved again to Fabric to reflect the latest changes. Sharing settings are used to permit others to fetch a copy of the project file and work with is. The shared version is completely independent of your copy.

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