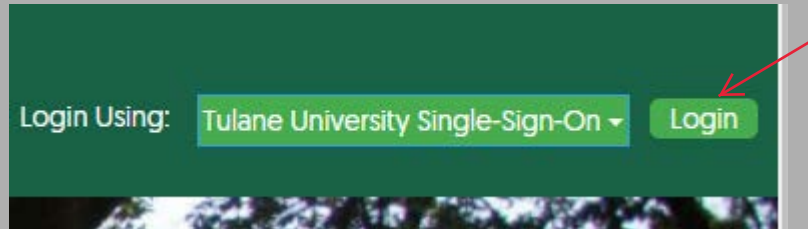


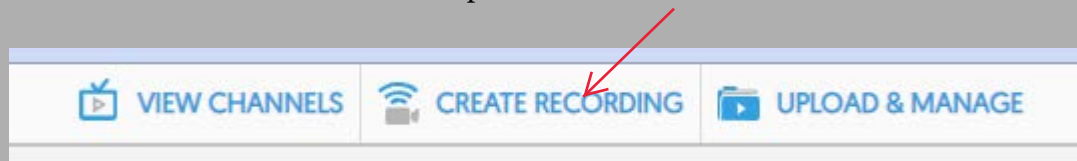
Tulane University YuJa How-To

- Visit <https://tulane.yuja.com>
- Click on "Login" in the upper right corner of the screen.

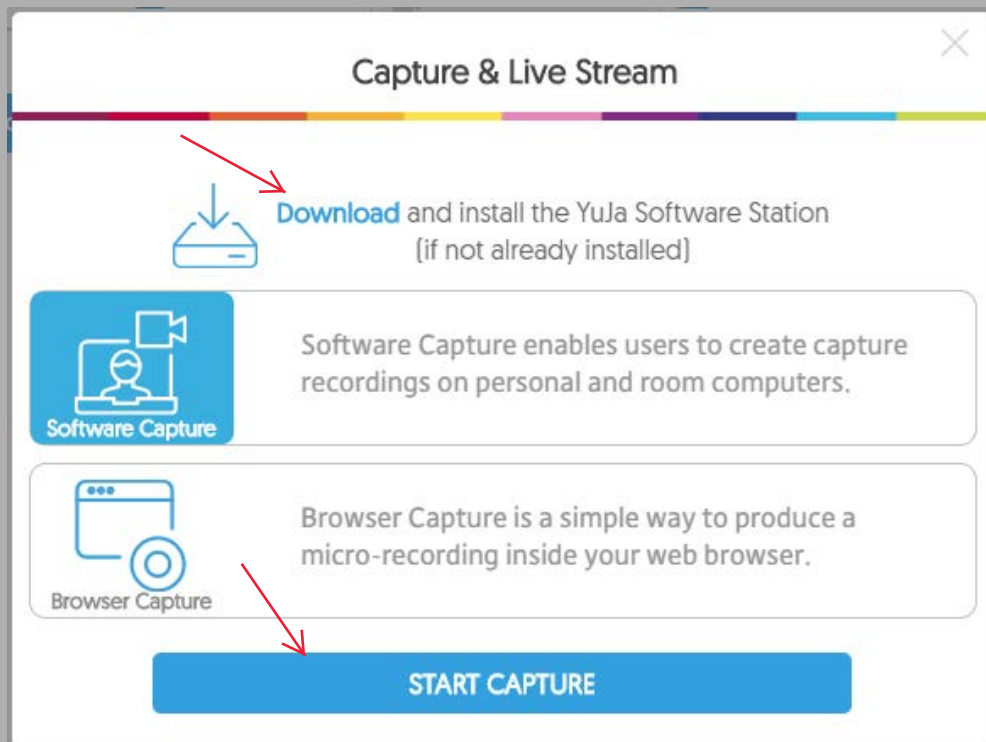


Make sure 'Login Using:' is set to 'Tulane University Single-Sign On' from the drop-down menu

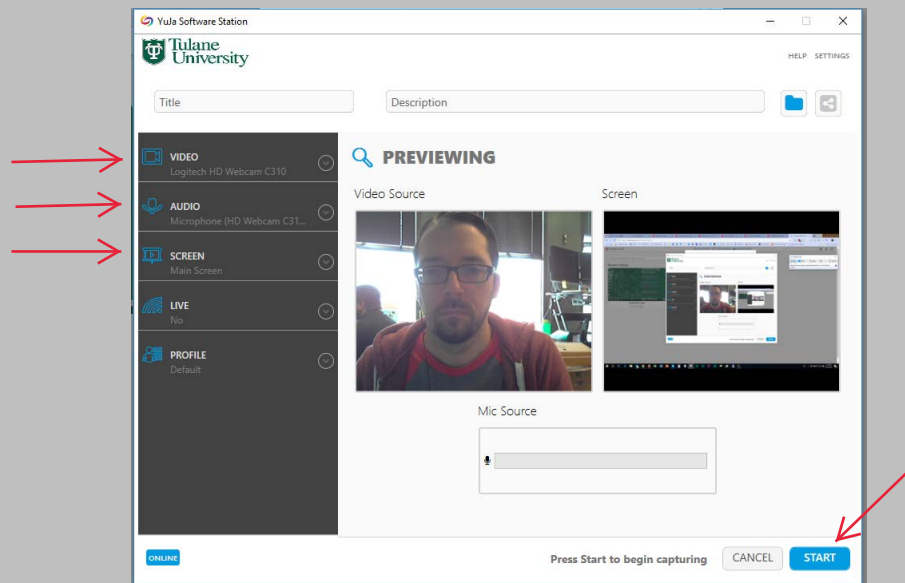
- Select 'CREATE RECORDING' from the top toolbar



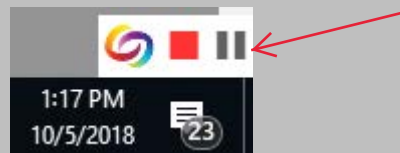
- If you haven't installed the YuJa software client start by clicking the 'Download' link.
- If the client is installed click the 'START CAPTURE' button



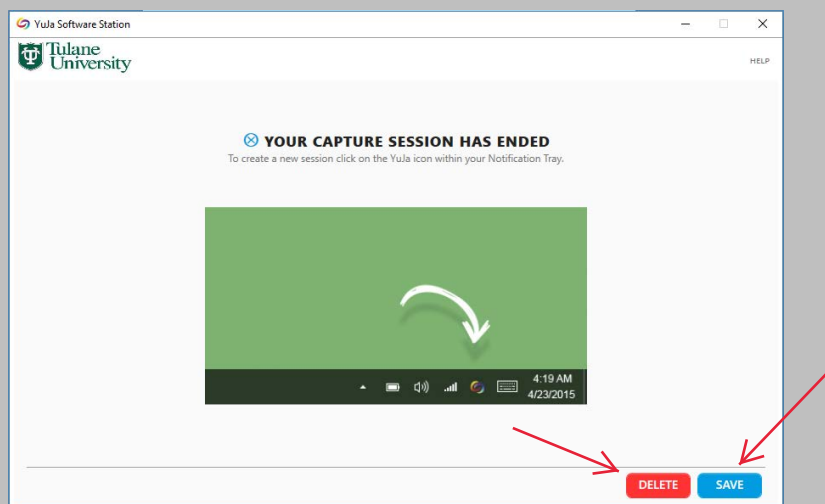
- The YuJa preview window will appear and allow you to adjust the Video, Audio and Screen inputs.
- The inputs are located on the vertical toolbar to the left of the window.
- The right side of the window will show you what your inputs look like.
- When your ready click the 'Start' button in the lower right.



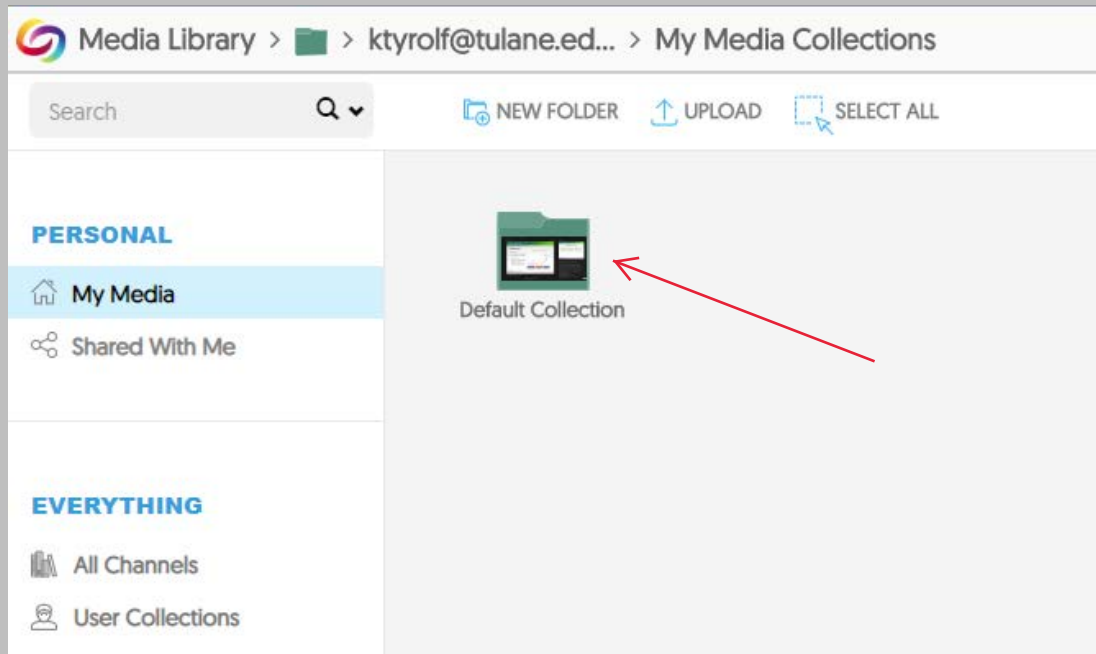
- While you record, the YuJa window will minimize into the lower right of your screen.
- You can Stop the recording using the 'Red Square' button.
- You can Pause/Resume the recording using the 'Pause/Play' button.
- You can view the full YuJa window again by clicking on the 'YuJa' icon to the left.



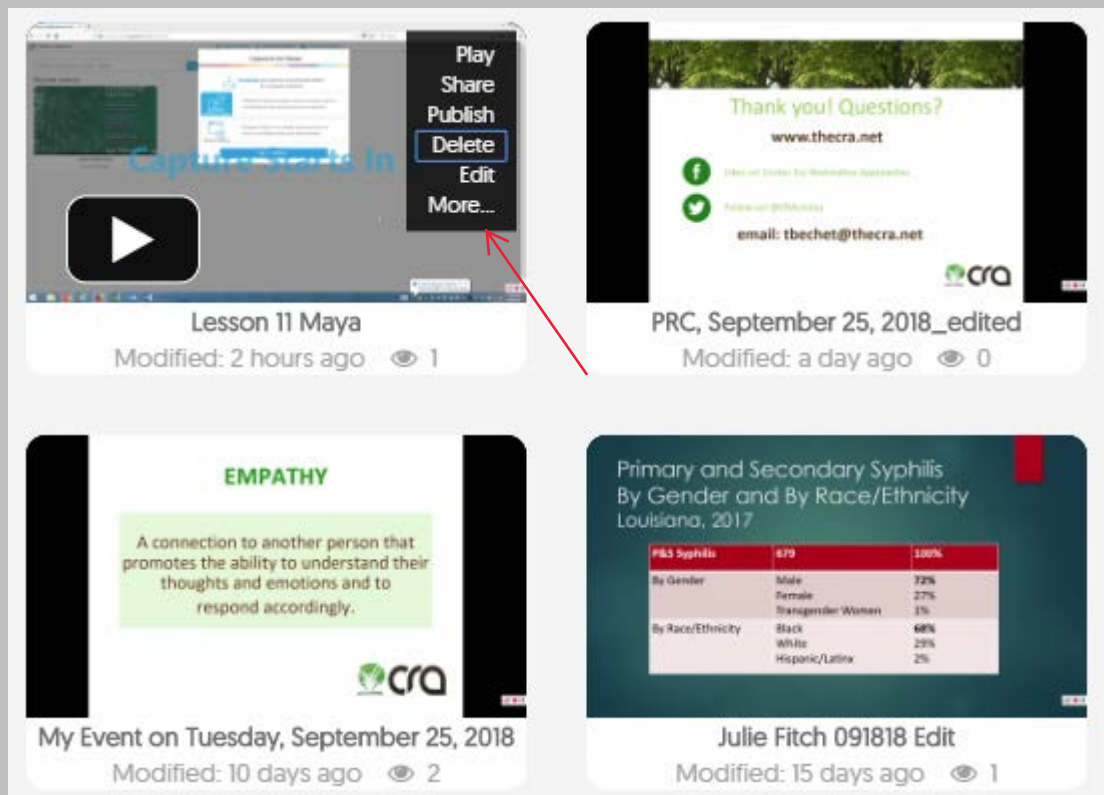
- After you Stop your recording a window will appear asking what you'd like to do.
- Clicking 'SAVE' will upload your recording to the cloud and prepare it for viewing.
- Clicking 'DELETE' will discard your recording.



- Your recorded presentations will be available inside your 'Default Collection' folder.
- Double-click the folder to open and view your recordings.



- Hovering your mouse over any of the recording will produce a small black menu in the upper right hand corner of the preview window.
- Click on 'More...' for a full list of options available to you.



- From this window you can see all of the options available to you in regards to your videos.
- The most commonly used options are:
 - Links - lets you generate shareable URLs for people to view your videos
 - Downloads - lets you download an audio or video copy of your presentation

