Sphere Software

Windows and MAC OS User Guide

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Sphere Software

Windows and MAC OS User Guide

About AVer Sphere Software

AVer Sphere is a software program that can be used with your AVer Document Camera.

Use the AVer Sphere software to record and annotate lesson plans with full integration of the document camera view within the lesson plans. The AVer Sphere software also allows you to share your video lesson plans on the most popular social media sites and upload to your Dropbox cloud storage account.

Some of the custom features included in Sphere:

- Full screen recording of your lesson plan
- Capturing images through the Document Camera
- Live annotation capability on the Document Camera view as well as the Media view.
- Import your own image files and video files into the Sphere software.
- 7 easy to use templates to incorporate into your lesson plan
- Sharing made simple through one click uploading.

AVer DocCam Compatibility

The following product models are supported by Sphere:

SPB350, SPB370, SPB350+, M50, M70, V300AF+, F50, F30, U15, W30

Operating System Requirements

Windows XP Users (SP3)

Minimum: Intel Pentium III 1 GHz or later x86 processors, 1GB of RAM, 100MB free hard disk for basic installation

Recommended: Intel Core 2 Duo 1.66GHz or later x86 processor, 2GB of RAM or higher.

Windows Vista (32 & 64 bit)

Minimum: Intel Core Duo 1.4 GHz or later x86 processors, 1 GB of RAM, 100MB free hard disk for basic installation (without content in Gallery)

Recommended: Intel Core 2 Duo 1.66GHz or later x86 processor, 2GB of RAM or higher.

Windows 7 (32 & 64 bit)

Minimum: Intel Pentium III 1 GHz or later x86 processors, 1 GB of RAM, 100MB free hard disk for basic installation (without content in Gallery)

Recommended: Intel Core 2 Duo 1.66GHz or later x86 processor, 2GB of RAM or higher.

Mac Users (Mac OS X 10.5.8/10.6.x/10.7.1)

Minimum: Intel Core Duo 1.83 GHz or later x86 processors, 1 GB of RAM, 100MB free hard disk for basic installation (without content in Gallery)

Recommend: Intel Core 2 Duo 2.0 GHz or later x86 processor, 2GB of RAM or higher.

Chapter 1: Getting Started with Sphere

Installation Instructions

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For MAC
1. Go to the URL and download the "Install Sphere for Mac" file.

2. Once it has finished downloading, go to the "Downloads" folder and double-click on .dmg file to start the automatic installation.

3. For installation, you will see the Installation Wizard for Sphere. Click Continue.

4. If you agree to the terms and conditions, select "Agree".

5. Click on the "Install" button.

6. Now you are ready to use the software. The Sphere icon will be located on your desktop.

7. To open the software double click on the icon.

8. Connect your AVer Document Camera via USB to your computer.

For Windows
1. Go to the URL and download the "Install Sphere for Windows' file

2. Once it has finished downloading, go to the "Downloads" folder and double-click on .exe file to start the automatic installation.

3. For installation, you will see the Installation Wizard for Sphere and click on "Next".

4. If you agree to the terms and conditions, select "Next".

5. Enter the required customer information and click "Next".

6. You will then see the "Install" button, and click on that.

7. Click on finish button after completion of the process.

8. Now you are ready to use the software. The Sphere icon will be located on your desktop.

9. To open the software double click on the icon.

For Powerpoint Plugin

1. Go to the URL and download the "Install Averversion PPT plug-in for Windows" file.

2. Once it has finished downloading, go to the "Downloads" folder and double-click on .exe file to start the automatic installation.

3. For installation, you will see the Installation Wizard and go to next.

4. Accept the agreement of terms and conditions and go to next.

5. Enter required customer information and go to next.

6. From the options menu, select the version which you want to download and go to next.

7. You will then see the **Install** button, and click on that.

8. Now you are ready to use the software and you will find the icon on your desktop.

9. To open the software double click on that icon.

For Flash Plugin

1.Go to URL and click the AverVision Flash Plug-in. If there is no response when clicking, right click the AverVision Flash Plug-in and choose **Settings**….

2.Click the **Allow** button and make sure the **Remember** check box is checked in the Adobe Flash Player Settings dialog box.

3.Click **Close** button to close the dialog box.

4.The AverVision Flash Plug-in should show either "The privacy setting is enabled now" or a live image.

5.Now you are ready to use AverVision Flash Plug-in in Software.

Sphere Software Overview

Launch the Sphere Software by double-clicking on the **Sphere** icon on the desktop. Make sure your AVer Document Camera is connected using the USB prior to launching the software.

When you start the Sphere software, you will be directed to a main lesson plan screen with the default layout. The default layout consists of the AVer Document Camera view. If your AVer Document Camera is connected, the live view will be displayed.

The Sphere software window consists of the following items:

- Drop-down Menu
- Menu Toolbar
- Media Library Tab
- Lesson Plan View

Drop-down Menu

The drop-down menu consists of the Sphere Settings options allowing you to add and modify your settings for audio, video, web camera as well as social media accounts and cloud storage. The Help Menu provides detailed information on each of the menu options located in the Sphere software.

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Menu Toolbar

The toolbar offers many commands to allow you to control your AVer Document Camera, allow for annotation, access Presenter View settings, change layouts, and perform screen/Document camera captures and screen recording. The toolbar is located at the top, center of the screen.

DocCam	Capture	Annotation
Auto focus	Full screen	Freehand
Zoom in	DocCam	Line
Zoom out	Time lapse	Shape
Reset zoom	Split screen	Text
Pause	DocCam View	Delete (duplicate)
Rotate	DocCam/WebCamView	Delete All
Flip (Mirror)	DocCam/WebCam View 2	Undo
Adjust image	DocCam/Media View	Redo
Add new folder	DocCam/WebCam/Media View	Playback Full screen
Upload Queue	Media/DocCam/WebCam View	Playback Exit Full Screen
Delete (duplicate)	WebCam/Media/DocCam View	Play
Presenter	WebCam Corner	Volume
Spotlight	Widget Mode	
Visor	Show Vision	
Record	Hide Vision	
Click to stop	Back to Normal Mode	

Media Library Tab

The Media Library Tab is accessible on the left hand side of the screen with expanding and minimizing options. This tab contains the directory view of all images, snapshots and videos imported and created in the Sphere directory.
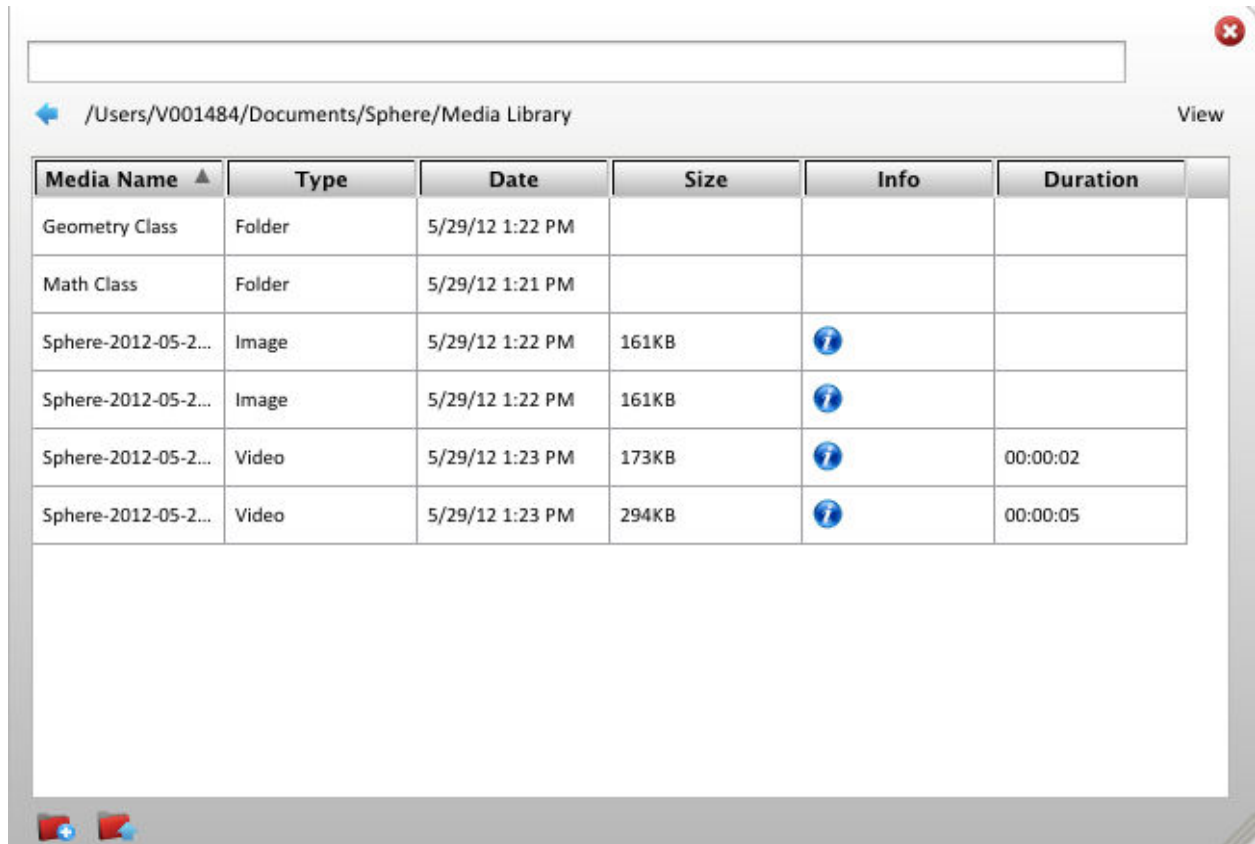
Open Media Library

Select the **Media Library** tab on the left hand side of the screen to open the view.

Sort Media Library

By selecting the columns, you can sort the contents of this directory by clicking on the top column name.

Add Folders to Media Library

By selecting the blue folder icon on the bottom left of the view, you can create a new folder and click on the folder name to rename it.

Lesson Plan View

The Lesson Plan View is the main screen display of the application. This view is where you can add media, activate the WebCam and include DocCam live views.
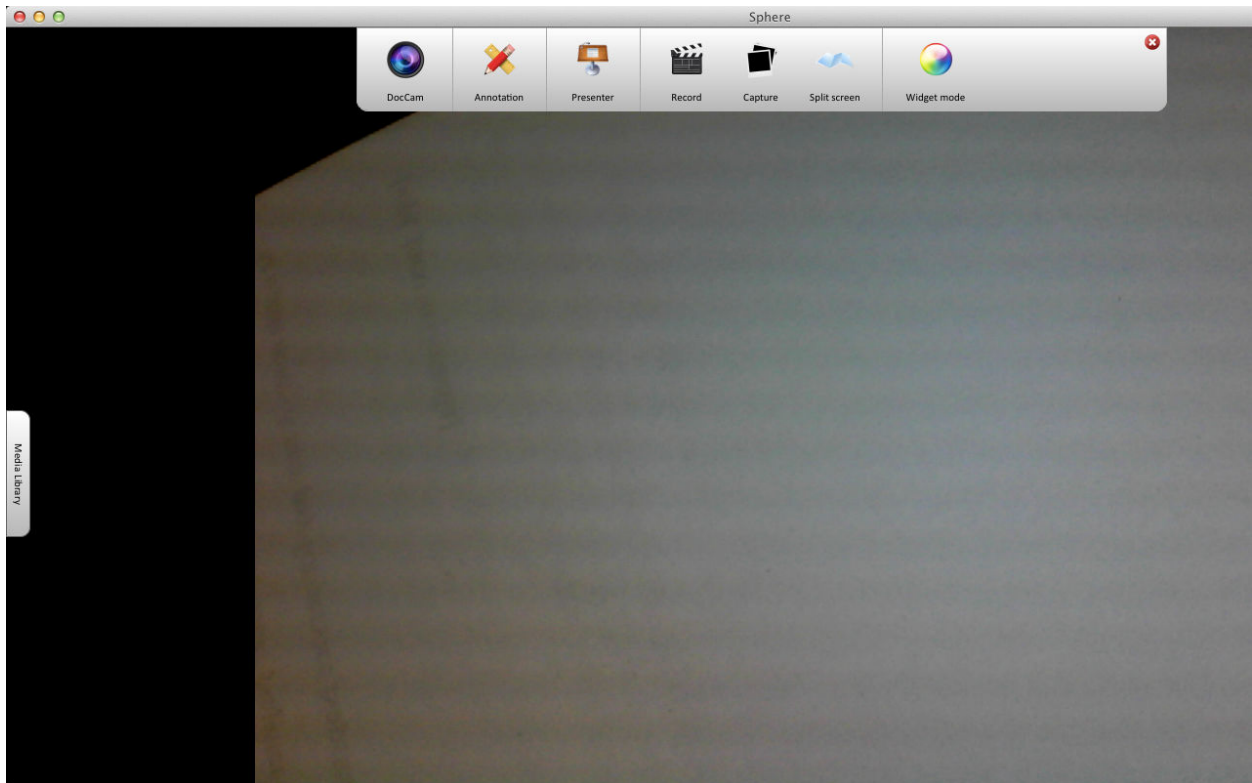
Chapter 2: Add & Modify Settings

In the Settings View, you can add and modify the default Sphere settings such as audio, WebCam, video and location of directory contents.

Open Settings View
On the MAC, select **Sphere > Preferences**.

On the PC, select **Sphere > Settings**.

Change Audio/Video Settings
1. Select the **Video** tab in the Settings View.
2. Select one of the options under the **Microphone** drop-down options.
3. To adjust the volume, select the **Volume** slider bar to adjust the volume settings.
4. To adjust the Default recording resolution, select from **High Quality, Medium Quality** or **Low Quality** under the **Default Recording Resolution** option.
5. Press **Save** to save your settings.

Change Default Storage Directory
1. Select the **Video** tab in the Settings View.

2. Navigate to the **Default Save Directory** section. Select the **...** button to the right of the directory location.
3. The **Open** dialog will appear. Select the folder to store your images and videos.
4. Press **Save** to save your settings.

Select WebCam

1. Select the **Webcam** tab in the Settings View.
2. Select the **Webcam** you would like to use from **drop-down** items.
3. Press **Save** to save your settings.

Add/Modify Social Media Login Settings

1. Select the **Site login** tab in the Settings View.
2. Enter your username password for the social media login.
3. Select the **Validate** button to confirm the username and password is correct. *
4. If the validation was successful, the dialog will show **Validated Account**. If not, go to the social media site to verify your username and password is correct.
5. Press **Save** to save your settings.

*If your social media account is not set up, please refer to the setup instructions on the social media site.

Add Dropbox Login Settings

1. Select the **Site login** tab in the Settings View.
2. Enter your username next to the **Dropbox** icon.
3. Select the **Validate** button.
4. A message will appear stating the following:

Sphere does not have permission to upload files to your account. Do you want to grant permission to Sphere?

No   Yes

5. Select **Yes** to setup the **Dropbox** account. You will be directed to the Dropbox website for authentication.
6. On the website, **login** to **Dropbox.**

7. After the login screen, the **Dropbox** authorization site will appear asking to authorize **AVer Sphere** to connect to your **Dropbox.** Select the **Allow** button.
8. If successful, the **Dropbox Success** message will appear. Close the browser window.
9. On the **Sphere Validation** view, select **OK**.
10. On the **Settings** view, select **Save**.

Chapter 3: Controlling the AVer DocCam

The Sphere software allows you access to the AVer DocCam controls which includes zooming capabilities as well as mirroring and auto focus options.
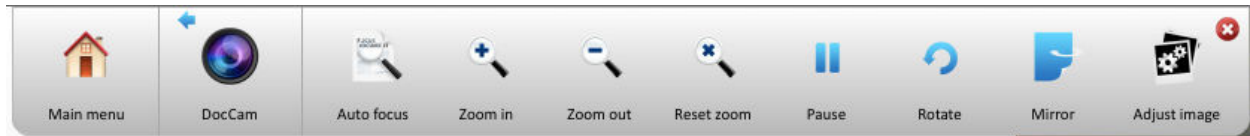
Zoom and Focus within the DocCam Live View
1. On the main menu toolbar, select the **DocCam** icon.
2. Select the **Auto focus** button to allow the DocCam to handle focus settings.
3. Select the **Zoom in** button to zoom in on the object within the live DocCam view.
4. Select the **Zoom out** button to zoom out on the object within the live DocCam view.
5. Select the **Reset zoom** button to reset the live view to the default settings.

Adjust the DocCam Live View Image
1. On the main menu toolbar, select the **DocCam** icon.
2. Select the **Adjust image** icon.
3. To adjust the brightness, move the **Brightness** slider.
4. To adjust the contrast, move the **Contrast** slider.
5. *To manually focus the image, select the **-** or **+** buttons under **Manual focus**.

   *This feature is only available on selected AVer DocCam models. Check your DocCam user manual for more information.

Change Camera Modes
1. On the main menu toolbar, select the **DocCam icon.**
2. Select the **Adjust image** icon.
3. To change the camera mode to **black and white**, select the first icon **black/white** under the **Camera modes** section of the toolbar.
4. To change the camera mode to **negative**, select the second icon **negative** under the **Camera modes** section of the toolbar.
5. * To change the camera mode to **auto image**, select the third icon **Auto image** under the **Camera modes** section of the toolbar.

6. * To change the camera mode to **microscope**, select the third icon **Microscope** under the **Camera modes** section of the toolbar.
7. * To change the camera mode to **text mode**, select the third icon **Text mode** under the **Camera modes** section of the toolbar.
8. *This feature is only available on selected AVer DocCam models. Check your DocCam user manual for more information.

Chapter 4: Annotation

The Sphere software allows you to annotate over the AVer DocCam live view as well as the Media View. Annotation tools are used to draw a line, shape, text or use freehand options.
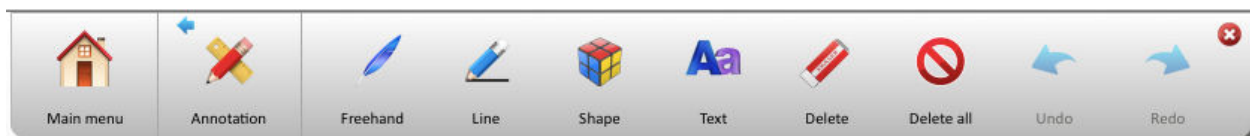
Drawing Lines
1. Press the **Annotation** button then the **Line** button.
2. To adjust the thickness of the line, move the **slider** under **Thickness**. The thickness range is from 1 pixel to 99 pixels. The default setting is 4 pixels.
3. To adjust the transparency of the line, move the **slider** under **Transparency**. The transparency range is from 0% to 100%
4. To set the color of the line, select one of the color boxes under **Color**.
5. To draw the line, hold down the left mouse and drag the line.
6. To stop drawing the line, release the mouse.

Drawing Shapes
1. Press the **Annotation** button then the **Shape** button.
2. To set the annotation tool to draw a circle, select the **circle icon** under **Shape.**
3. To set the annotation tool to draw a square, select the **square icon** under **Shape.**
4. To set the annotation tool to draw a triangle, select the **triangle icon** under **Shape.**
5. To set the thickness of the shape, move the **slider** under **Thickness**. The thickness range is from 1 pixel to 99 pixels. The default setting is 4 pixels.

6. To adjust the transparency of the shape, move the **slider** under **Transparency**. The transparency range is from 0% to 100%. The default setting is 0%.
7. To draw the shape, hold down the left mouse and the shape will appear. To increase the size of the shape, move the mouse away from the starting point of where you first pointed the mouse.
8. To stop drawing the shape, release the mouse.

Freehand Drawing
1. Press the **Annotation** button then the **Freehand** button.
2. To adjust the thickness of the line, move the **slider** under **Thickness**. The thickness range is from 1 pixel to 99 pixels. The default setting is 4 pixels.
3. To adjust the transparency of the line, move the **slider** under **Transparency**. The transparency range is from 0% to 100%
4. To set the color of the line, select one of the color boxes under **Color**.
5. To draw the line, hold down the left mouse and drag the line.
6. To stop drawing the line, release the mouse.

Annotate Text
1. Press the **Annotation** button then the **Text** button.
2. To change the font and font size, select the **drop down options** to the left of the **Text** button.
3. To set the text to **bold**, select the **B** button.
4. To set the text to **italic**, select the **i** button.
5. To set the text to **underline** mode, select the **u** button.
6. To change the **text color**, select one of the color boxes under **Color**.
7. To start writing text, left click on the view and use your keyboard to enter text.

Delete Shapes, Lines or Text
1. To **delete all** annotation, press the **Delete all** button in the **Annotation** menu.
2. To **delete a part** of the annotation, select the **Delete** button then select the shape, line or text to be deleted. A dotted square will appear specifying the area you selected for deletion.
3. Select **delete** again to remove the area of annotation selected.

1. To **undo** annotation, select the **undo** button in the **Annotation** menu.
2. To redo annotation, select the **redo** button in the **Annotation** menu.

Chapter 5: Set up and Record Lesson Plans

The Sphere software allows for full screen recording of your lesson plans which includes incorporating the AVer DocCam View, WebCam view and your own media into the view. With the Split View features, you can select from 1 of 7 templates to use for your lesson plan recording. The Presenter Views allows advanced capabilities such as using Spotlight to highlight certain parts of the lesson plan view as well as using Visor to hide and show your lesson plan view. Widget mode allows you to record screen activity outside of the Sphere software.

Using the Split View

1. Press the **Split screen** button on the main toolbar menu.
2. To select the full **DocCam** view, press the **first template** button.
3. To select the **DocCam** view with a **WebCam** view on the top right hand corner, press the **second template** button.
4. To select the **DocCam** view with a half screen view of the **WebCam**, press the **third template** button.
5. To select the **DocCam** view with a half screen view of the **Media**, press the **fourth template** button.
6. To select the **DocCam** view with a quarter screen view of the **WebCam** on the top left and a quarter screen view of the **Media** on the bottom right, press the **fifth template** button.
7. To select the **Media** view with a quarter screen view of the **DocCam** on the top left and a quarter screen view of the **WebCam** on the bottom right, press the **sixth template** button.
8. To select the **WebCam** view with a quarter screen view of the **Media** on the top left and a quarter screen view of the **DocCam** on the bottom right, press the **seventh template** button.
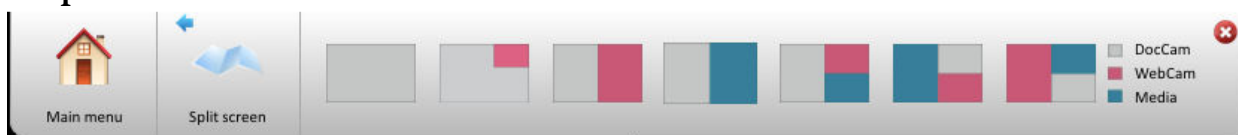
Add Image or Video to the Media View

1. Click on the **Media Library Tab** on the left hand side of the screen.
2. Select the **image or video file** you would like to add to the Media view.
3. **Drag and drop** the image or video file into the **Media view.** You can also double-click the image or video file which will be displayed in the **Media view**.

Recording Your Lesson Plan

1. In the main toolbar menu, press the **Record** button.
2. A popup dialog will appear stating the recording will start in 3 seconds.
3. To **stop recording**, press the **Click to stop** button.
4. Once the recording is done, the **Save/Publish Video** dialog will appear.
5. To set a customized filename or title for your recording, modify the text in the **File name** and/or **Title** box.
6. Select **Save** to save your recording to the Media Library.

Using the Spotlight View

1. In the main toolbar menu, press the **Presenter** button
2. To **spotlight** or **highlight** a part of the lesson plan view, press the **Spotlight** button.
3. An oval view will appear. Drag the view by holding down the left button of the mouse. To release the view, unclick the left button mouse.
4. To **exit Spotlight** mode, select the red **X** on the top right hand side of the lesson plan view.

Using the Visor View

1. In the main toolbar menu, press the **Presenter** button
2. To **hide or cover** the lesson plan view, press the **Visor** button.
3. A **gray view** will appear to hide your current lesson plan view. Move the view from left to right or right to left by holding down the left button of the mouse. To release the view, unclick the left button mouse.
4. To **exit Visor** mode, select the red **X** on the top right hand side of the lesson plan view.

Using Widget Mode

1. In the main toolbar menu, press the **Widget mode** button
2. The application will minimize to the top right hand corner of your screen with the live DocCam view.
3. Press the **Record** button to record all activity on the screen.

4. *Press the **DocCam** button to control the live DocCam view. (Refer to the *Recording Your Lesson Plan* for more information.
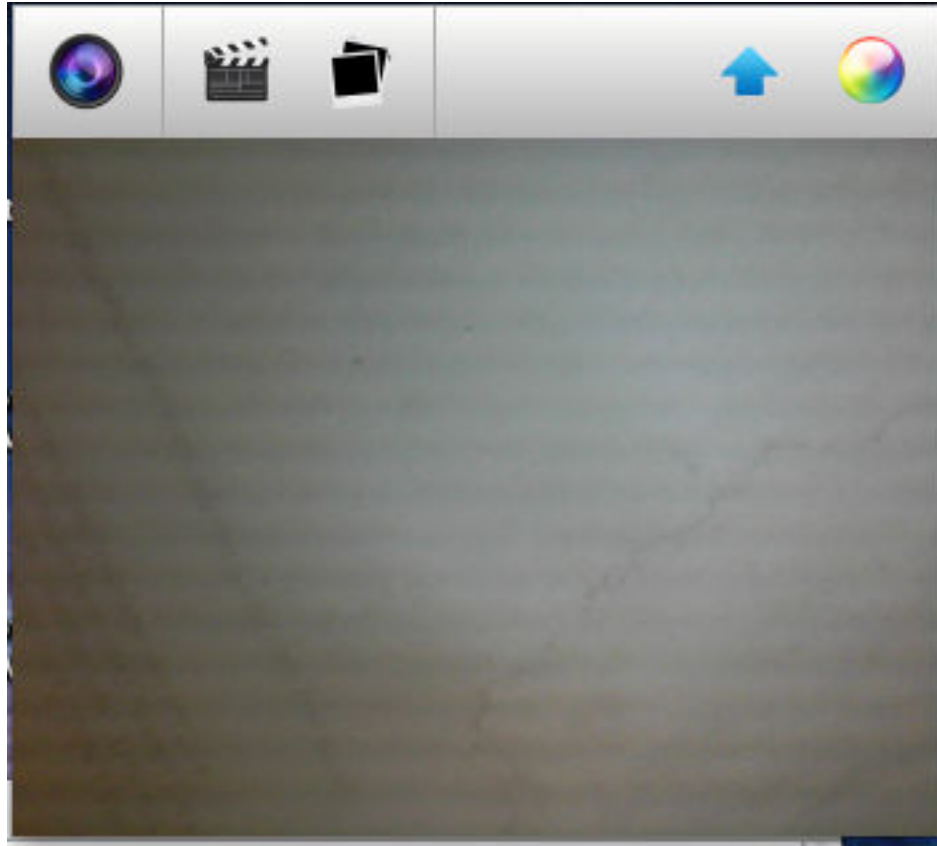
* Functionality in **Widget mode** is similar to regular mode in regards to controlling of the DocCam and recording.

Share Your Lesson Plan Videos on Facebook, TwitPic, Picassa, and YouTube
1. Click on the **Media Library Tab** on the left hand side of the screen.
2. Select the video you would like to share on Facebook, TwitPic, Picassa, YouTube and/or Dropbox.
3. In that row, select the blue **i icon**. The **Save/Publish Video** dialog will appear. Select the checkbox (you can select more than one) you would like to share.
4. Press the **Save** button.
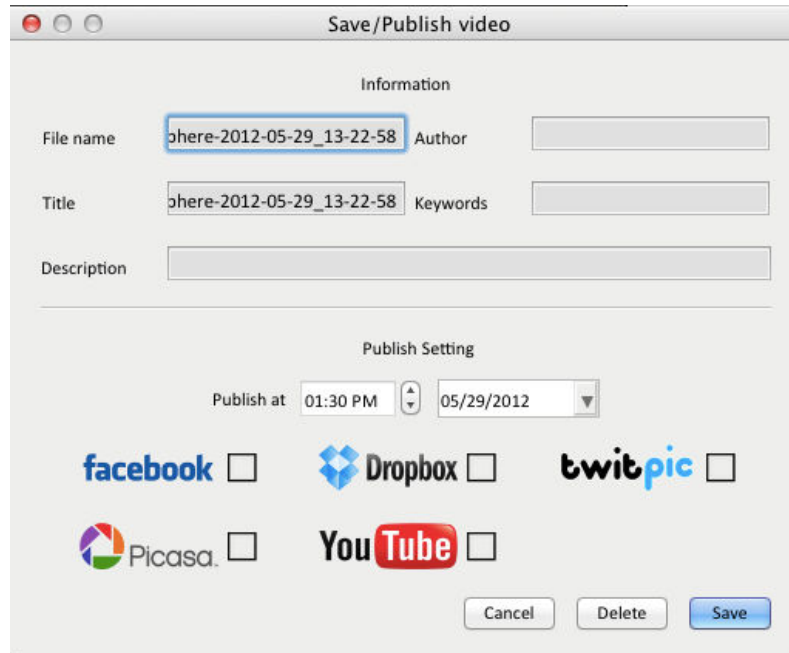
Upload Your Lesson Plan Videos on YouTube and Dropbox
1. Click on the **Media Library Tab** on the left hand side of the screen.
2. Select the video you would like to upload to Dropbox or YouTube.
3. In that row, press the blue **i icon**. The **Save/Publish Video** dialog will appear. Select the checkbox (you can select more than one) you would like to share.
4. Press the **Save** button.

Delete Your Lesson Plan Videos
1. Click on the **Media Library Tab** on the left hand side of the screen.
2. Select the video you would like to delete from the Media Library.
3. In that row, press the blue **i icon**. The **Save/Publish Video** dialog will appear. Press the **delete** button at the bottom of the dialog.
4. Press the **Save** button.

Check Status of Lesson Plan Video Uploads
1. Click on the **Media Library Tab** on the left hand side of the screen.
2. Press the **Launch Upload Manager** red folder button at the bottom of the Media Library Tab.
3. The **Schedule Queue** dialog will appear.
4. To **cancel** an upload, select the **x** to the right of the Lesson Plan Video title name.

5. To **clear** one Lesson Plan Video in the **Schedule Queue** dialog, press, the **Clear** button.
6. To **clear all** Lesson Plan Videos in the **Schedule Queue** dialog, press, the **Clear All** button.
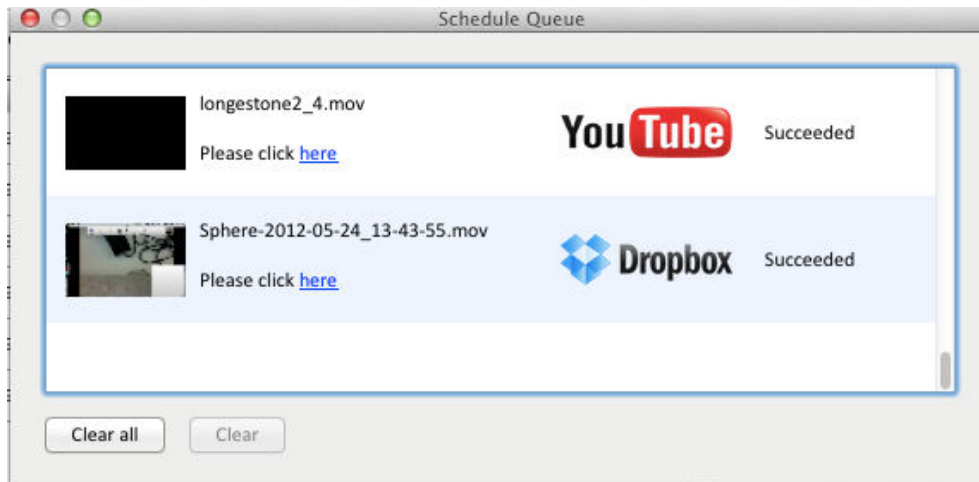
Chapter 6: Image and Screen Captures

The Sphere software allows for image captures from your AVer DocCam as well as full screen captures of your lesson plans.

Capture snapshot of DocCam Live View
1. In the main toolbar menu, press the **Capture** button.
2. To take a snapshot of the DocCam Livew View, press the **DocCam** button.
3. Go to the **Media Library** view. The snapshot image will be saved as a JPG picture format in the Media Library.

Capture snapshot of Full Screen
1. In the main toolbar menu, press the **Capture** button.
2. To take a snapshot of the full screen, press the **Full screen** button.
3. Go to the **Media Library** view. The snapshot image will be saved as a JPG picture format in the Media Library

Set Time Intervals to Capture Snapshots of DocCam Live View
1. In the main toolbar menu, press the **Capture** button.
2. Press the **Time lapse** button. A **Time** and **Interval** option will appear
3. Using the **+/-** buttons under **Time**, adjust the time when you want the pictures to be taken.
4. Using the **+/-** buttons under **Interval**, adjust the number of intervals you would like the picture to be taken. For example, to take 3 pictures within a 10 second period adjust the time to 10 and the interval to 5. The pictures will be taken at 0 seconds, 5 seconds then 3 seconds.
5. Press the **Start** button to begin the capturing of screenshots from the DocCam view.
6. Once the Capture is completed, go to the **Media Library** view. A folder has been created *Sphere-Time-Lapse-<date>*. Double-click on that folder to view your images.


Chapter 7: Using the Powerpoint Plugin

With the Powerpoint Plugin, you can insert the AVer DocCam live view screen, Spotlight and Visor in your presentation, and run the Recorder and Capture programs for you to record video and take a snapshot of your computer screen. The Spotlight and Visor effects and the live video from your AVer DocCam visualizer can only be previewed when you are in slide show mode.

Modify Settings
1. Press the **Setting** button. The **Settings** dialog will appear.
2. Select **General** to **enable/disable** show floating toolbox and keep the ink notations.

3. Select **Save** to set the video recording and snapshot saving setting.
4. To **display the floating toolbox**, select **Always show floating toolbox in slide show.**
5. To **save annotations**, select **Always keep ink notations**.
6. To **store the captured image** in the default location, select **Always save captured image in hard disk**.
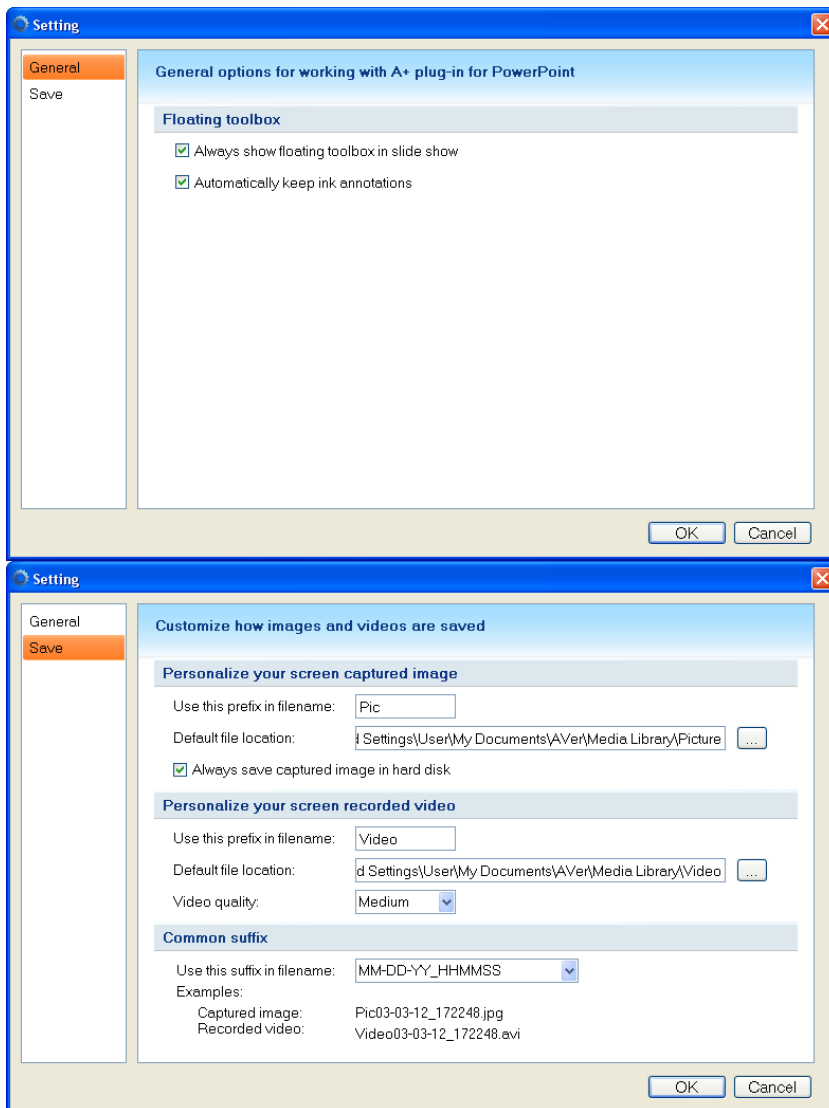
Using the Floating Toolbox

The floating toolbox will appear on the screen when you are in slide show mode. Click the icon to expand the control panel to access the tools that would allow you to use while you are doing your presentation. In the floating toolbox main control panel, these are the tools you can use: AVerVision, Record, Capture, Annotation, and teaching tools.
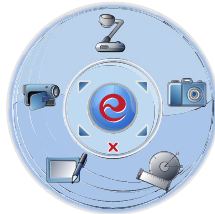
	Insert AVer DocCam live video screen in the current displayed slide.
	Record your slide show presentation in AVI format. To stop the video recording, click .
	Take a snapshot of the screen.
	Switch to annotation control panel.
	Switch to teaching tool control panel.
	The 4 corner arrows dock the floating toolbox to the 4 corners of the screen and the x is to close the floating toolbox. The only way to call back the floating toolbox is you need to exit and switch back to slide show mode.

Using the Annotation Control Panel

1. Select the colors and tools you want to use in your presentation.

	Freehand	Select to draw freeform line.
	Highlighter	Select to mark on the screen with highlight transparent color.
	Line	Select to draw straight line.

|		
	Shape	Select to draw polygon shape.
	Eraser	Select to delete the annotation on the video screen.
	Clear all	Delete all lines and shapes.
	Undo	Undo the last operation you performed.

Using the Shapes Control Panel

1. In the shapes control panel, click the **color** and select the **shape** you want to insert into your slide presentation.
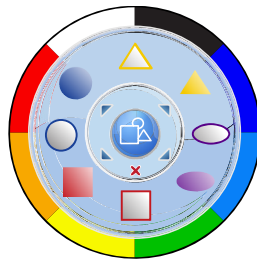
Teaching Tool Control Panel

1. In the teaching tool control panel, select the **ruler** or **protractor** to insert into your slide presentation.
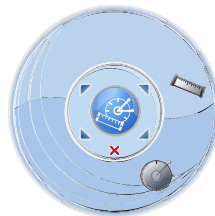
Chapter 8: Frequently Asked Questions

Sphere Settings

How can I fix the issue with my computer's performance as a result of recording using Sphere?

In order to improve the performance, change the recording resolution settings. On the MAC, select Sphere then Preferences. On the PC, select Sphere then Settings. A window will pop up showing **Settings**. Select the **Site Login** tab. Change the **Default Recording Resolution** from High Quality to Medium or Low Quality.

How do I set the microphone input?

Start or attach your microphone. Then, on the MAC, select Sphere then Preferences. On the PC, select Sphere then Settings. The **Settings** dialog will appear. Select the **Video** tab. The **Microphone** dropdown will appear with a list of microphone options. You can also change the default **Volume** under the microphone options.

Lesson Plan Views

How can I show or hide my lesson plan view?

Under the main toolbar, press the **Presenter** button. Then select the **Visor** view. Move the Visor by holding down the left mouse button and drag it from left to right or right to left.

How can I spotlight a certain area of my lesson plan view?

Under the main toolbar, press the **Presenter** button. Then select the **Spotlight** view. An oval spotlight view will appear on your lesson plan view. Move the Spotlight by holding down the left mouse button and drag it from left to right or right to left.

Recording

Where can I find the recording settings?

On the MAC, select **Sphere** then **Preferences**. On the PC, select **Sphere** then **Settings**. A window will pop up showing **Settings**. Select the **Site Login** tab. Change the **Default Recording Resolution** in the drop down box. Press the **Save** button to save your new settings. The settings will take affect immediately.

How do I record a lesson plan where I access a website?

Activate the **Widget mode** by pressing the **Widget button**. The Sphere software will display on the top right hand corner of your screen. Press **Record** from the menu toolbar. All actions on your desktop display will be recorded.

Social Media and Cloud Storage

How do I set or change the username and passwords for YouTube, Dropbox, TwitPic, Facebook and Picassa?

Go to the Sphere main menu. On the MAC, select **Sphere** then **Preferences**. On the PC, select **Sphere** then **Settings**. The **Settings** dialog will appear. Select the **Site Login** tab. Set the usernames and passwords. Then select **Validate** to make sure the information is correct. Then click **Save** to save your settings.

How do I upload my video lessons to Youtube, Facebook and Twitpic?

After you press "Click to stop" to stop recording your lesson plan, the **Save/Publish video** dialog box appears. Select **YouTube** under the Publish settings section of the dialog box. If you have not authenticated your YouTube account, you will be prompted to enter your YouTube username and password. After you sign in to **Youtube**, press the **Save** button.

How do I upload my video lessons to Dropbox after I finish recording?

After you press **Click to stop** to stop recording your lesson plan, the **Save/Publish video** dialog box appears. Select **Dropbox** under the Publish settings section of the dialog box. If you have not authenticated your Dropbox account, you will be directed to the Dropbox webpage to sign in to your account. Once you sign in, go back to the Sphere dialog box and select **Save**. Your video files are now saved on your Dropbox account.

How do I check the status of my video lesson uploads?

On the left side of the application, click on the **Media Library** tab. This tab will expand where you can see all of your videos and images created using Sphere. At the bottom of the Media Library, there are 2 red folder icons. Click on the second icon. The **Schedule Queue** dialog will appear showing the status of your uploads.

I selected Capture to take a snapshot of my Document Camera view. How do I share the image on Facebook or TwitPic?

Open the **Media Library** tab. Locate the image you would like to upload. Select the blue button under the "info" column that corresponds to the image you want to upload. The **Save/Publish image** dialog will appear. Under **Publish Setting**, select one or more of the following to share your image: Facebook, Dropbox, Twitpic or Picasa.

Why can't I get my YouTube account validated on Sphere?

Make sure when you enter your YouTube user account information, you enter the username which is not your email.

Media Library

How do I add a new folder to the Media Library?

In the Media Library window, click on the first red folder icon at the bottom of the dialog. A new folder will be created for you.

How do I change the default directory of where the video lessons and images are stored?

On the MAC, select Sphere then Preferences. On the PC, select Sphere then Settings. The **Settings** dialog will appear. Select the **Video** option. There is a field called **Default Save Directory**. Select the **... button** and navigate to the directory you would like your files stored to.

How do I import my external video files to the Media Library?

There are 2 ways to do this. You can copy the video file to your Sphere default directory under **Media Library** You can also drag and drop the video file into the Media Library window.

Other

How do I playback the video lesson I just recorded?

Go to the **Media Library** and double click on the video you would like to playback.

I launched the Sphere software and it states "Camera not connected". How can I get it to connect?

Make sure your AVer DocCam is connected via USB to your MAC or PC. The Sphere software only supports the following AVer DocCam models: SPB350, SPB370, SPB350+, M50, M70, V300AF+, F50, F30, U15 and W30.

I am using the Sphere Powerpoint plugin. It does not work with my MAC Powerpoint software.

Currently, the Sphere Powerpoint plugin will only work on Windows based Powerpoint software.