

## Editing an Echo360 Personal Capture Recording (Mac)

The Personal Capture program allows you to:

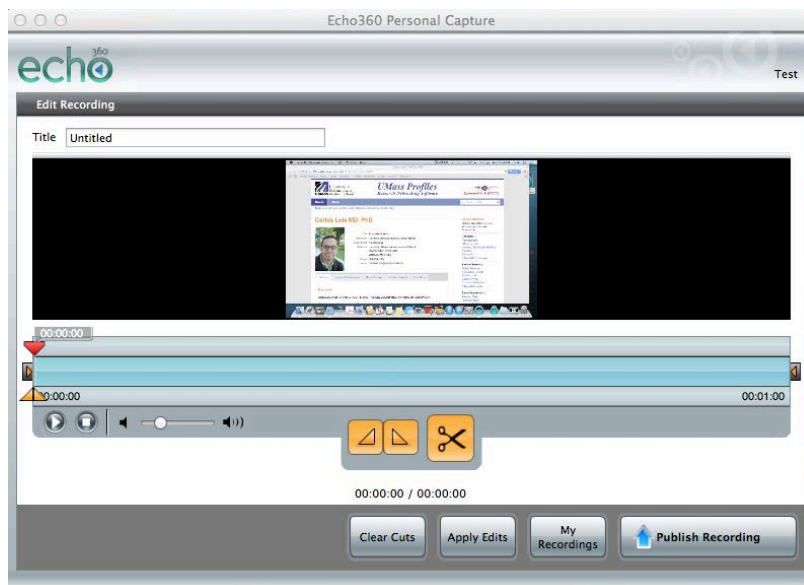
- Review the recording, including review of edits before applying them permanently.
- Trim the beginning and end of the recording.
- Cut segments out of the recording as needed.

You can edit the locally saved version of the recording, and publish the recording. If the recording was previously published, this publishing process will replace the original.

If you are editing a very long recording it may take up to several minutes for the capture to fully load before you can edit it. You can edit a capture immediately after you are finished recording it, or you can return to a previously-recorded capture to edit at a later time. In the list of your recordings, those that have been edited are marked as Edited. This allows you to quickly determine which recordings may still require edits before publishing.

### Review the Recording and Prepare to Edit

1. Use either method to select a recording to edit:
  - To edit a previously-recorded capture: select the recording on the **My Recordings** screen, and click **View/Edit**. The **Edit Recording** screen will appear.
  - OR
  - To edit a just-recorded capture: immediately after stopping a recording, the **Edit Recording** screen appears.
2. On the **Edit Recording** screen, press the **Play** button to review the recording.





3. When reviewing the recording:
  - Check that the video quality is satisfactory, especially if you used high definition cameras.

- Decide if there are any portions you want to remove in the editor. If you paused and resumed a recording but did not use the keyboard shortcuts, you will have on-screen actions that you may want to remove.


## Trim the Recording

Use the **Trim Sliders** in the **Editing Window** to cut off the beginning and ending of the recording as needed (for example, to insert a new beginning to the capture if you're not happy with the original). With the Trim Sliders, you do not have to stop and create a new recording. Simply begin again while the current session is running, and then trim the "false start" from the beginning of the capture when finished.

This also allows you to remove any last keystrokes or other movements used to end the recording, such as opening the Personal Capture window and clicking Stop to end the session.

1. Select the recording to be edited.
2. Click **View/Edit**. The Edit Recording screen appears.
3. Drag the **left** slider in to trim the **beginning** of the recording. 
4. Drag the **right** slider in to trim the **end** of the recording. 



5. Make sure the playhead  is at the beginning of the timeline before reviewing your changes.
6. Play the recording with the cuts in place.
7. Either clear the cuts (using the **Clear Cuts** button at the bottom of the window) or save your changes (with the **Apply Edits** button).
8. If you save changes, the edits are applied and the **My Recordings** page displays.
9. Notice that your recording is now shown as **Edited**.

	<b>Test of Share Functionality</b> Susan Grodsky	Jan 10, 2011 12:24 PM 1 min 24 secs	<b>Edited</b> 
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**IMPORTANT! Editing changes cannot be undone after the edits are applied (saved). The system will remind you of this each time you make a change and click the Apply Edits button.**

## Cut Segments from the Recording

If you paused and resumed a recording, you may want to cut out the middle portion of the recording that shows you clicking the pause and resume buttons.

1. Select the recording to be edited.
2. Click **View/Edit**. The **Edit Recording** screen appears.
3. Mark the segment you want cut, using either the playhead and marker buttons or the sliders.
  - a. To use the playhead and marker buttons:
    - i. Position the playhead on the section where you want the cut to start. In this example, the cut begins at 00:00:15 seconds.



- ii. Click the **mark-in** button. This places the mark-in point at the first playhead position.

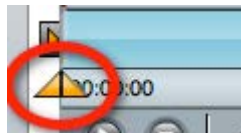


- iii. Position the playhead on the section where you want the cut to end.

- iv. Click the **mark-out** button. This places the mark-out point at the second playhead position.



- b. To use the sliders:
  - i. Find the sliders to the left of the timeline.



- ii. Drag the left slider in to the start of the segment.



- iii. Drag the right slider in to the end of the segment.



- iv. Verify that the sliders are in the correct positions.



4. Click **Cut**.



5. The cut area appears gray on the timeline.

6. Play the recording with the cuts in place.
7. Either **Clear Cuts** or **Apply Edits**.
8. If you **Apply Edits**, the changes are saved, and the **My Recordings** page displays.
9. Notice that your recording is now shown as **Edited**.

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10. You can now **publish the recording** to the EchoServer System (ESS) for students to view, continue editing it, or exit the system. Please see the document entitled **“Using Echo 360 Personal Capture for Mac”** for instructions on publishing to the ESS.