This document explains how to use Echo360 Personal Capture to record, edit and publish videos from your computer. To fully utilize this guide, you should have the Personal Capture software downloaded and installed before you begin.

Note: In order to publish a recording, you must already have an Echo account and course set up. To request access, please contact the ITS Service Center.

Getting Started
1. Open the start menu, select All Programs, then click on the Echo360 Personal Capture folder, which contains the Echo360 Personal Capture application. Click to begin running this program.

2. The application will open to the Welcome screen, which will give you two options [Go to My Recordings, Start Recording]. Select Start Recording to create a new recording.

3. There are three action buttons [Configure, Cancel, and Start Capture] and three Recording Options [Audio, Screen, Video] at the bottom of the recording screen. To use a recording device, check the box marked Enabled. The audio is enabled by default. Enable or disable...
4. If a recording device is greyed out or a new device is needed, click on the **Configure** button to choose from the devices available. Make certain that the device you wish to use is plugged in and activated.

5. On the Configure screen you can:
   - Change Audio input by selecting options from the audio drop-down menu.
   - Change the Screen Capture Screen (if you have two or more monitors), and the Video Quality (Actual Size is used for on-screen presentations such as PowerPoint and web browsing. Smaller Size is used for webcam and video recording). *For optimal Screen Capture, the*
computer’s Display options will also need to be changed. To change Display resolution, locate the Control Panel and click on Hardware and Sound. Next to Display, select Adjust Screen Resolution. The preferred resolution is ‘640 X 480’ or ‘800 X 600’.

- Change Video Device by selecting options from the Device drop-down menu and Video Quality (Actual Size is used for on-screen presentations such as PowerPoint and web browsing. Smaller Size is used for webcam and video recording).

To learn more about your recording options, click Help.

To save your configuration changes, click OK.

Recording

1. After setting up your devices, gather documents, web sites, and other reference materials you will use during your recording. If you have a web-cam or other video device enabled, make sure you are properly framed and that your lighting is adequate. Test the microphone to make certain that the input volume is at the best level.
2. To begin recording, select **Start Capture**. This will minimize the Personal Capture screen to the dock and give you a countdown before live recording begins.

3. To stop recording, there are three options:
   - Select the Echo360 Icon in the bar on the bottom-right side of the screen (you may need to expand the view with the arrow on the far left; the Echo360 Icon will look like a left-facing triangle within a red circle).
   - Select **Stop Recording** from the drop-down menu.
- Follow the steps above, but instead of Stop Recording, select Restore Window.

This will open the original Echo360 window. Click Stop Recording.

- Hit Alt + F2 on the keyboard.
Editing

1. To edit the recording, either edit immediately after finishing the recording or by going into the My Recordings view at any time later.

Edit Tools:

- Sliders -- left and right sliders used to trim beginning and end of recording.
- Playhead -- the red playhead is used to find the start and end to any sections that need to be cut within the recording.
- Markers -- left (mark-in) and right (mark-out) buttons are used to mark the start and end of a cut that is found using the playhead.

To trim the recording (optional):

a. Drag the left slider (orange arrow pointing right) to trim the front of the recording.
b. Drag the right slider (orange arrow pointing left) to trim the end of the recording.

c. To verify that the recording is trimmed to your liking, move the playhead (red arrow pointing down) to the beginning and/or end of the recording and press play. You can watch specific sections or the entire recording.

d. If you are unsatisfied with the trimming, select the **Clear Cuts** button and try again.

e. If you are satisfied with the trimming, click the **Apply Edits** button to save changes.

f. Once edits are applied, you will be redirected to the My Recordings screen; if more changes are needed, select the recording you were just in to continue editing.

To cut out (delete) a segment of the recording (Optional):

g. Position the play head on the section where the cut needs to start (the play head will show a timer).

h. Click the left (mark-in) button (orange button containing an isosceles triangle) to place the mark-in point at the current play head position.

i. Position the play head on the section where the cut needs to end.
j. Click the right (mark-out) button to place the mark-out point at the current play head position.

![Mark-out button](image)

k. Click the Cut button; the cut area(s) will appear in grey on the timeline.

![Cut button](image)

I. To verify that the recording is trimmed to your liking, move the play head to the beginning and/or end of the recording and press play. You can watch specific sections or the entire recording.

m. If you are unsatisfied with the cut, select the **Clear Cuts** button to try again.

n. If you are satisfied with the cut, click the **Apply Edits** button to save changes. Please note: the editing changes cannot be undone once the edits are applied.

![Apply Edits button](image)

o. Once edits are applied, you will be redirected to the My Recordings screen; if more changes are needed, select the recording you were just in to continue editing.