



EchoSystem 5.5 Documentation
Device Monitor User Guide

August, 2015

Echo360 is continually updating the documentation. This manual is a snapshot as of the date above. Check the Echo360 documentation wiki for the most current version: <http://confluence.echo360.com/display/55/EchoSystem+Welcome+and+FAQs>

Personal Capture For Mac

On this page:

- [Overview](#)
- [System Requirements for Personal Capture for Mac](#)

Overview

Personal Capture software is split out into two completely separate versions, one for Windows and one for Macintosh. The pages in this guide deal only with the installation and use of Personal Capture for Mac and include the following:

- [Install Personal Capture for Mac](#)
- [Configure Personal Capture for Mac](#)
- [Configure Recording Devices for Personal Capture for Mac](#)
- [Create a Recording in Personal Capture for Mac](#)
- [Review and Edit a Recording in Personal Capture for Mac](#)
- [Publish a Recording from Personal Capture for Mac](#)

See the [Personal Capture For Windows](#) guide for instructions for Windows users.

System Requirements for Personal Capture for Mac

Personal Capture for Mac is supported on the Mac OS X 10.7 and above (including support for 10.9 Mavericks and 10.10 Yosemite).

NOTE about Mavericks: Personal Capture for Mac is supported on Mavericks (MAC OS X 10.9), however *upgrading* to Mavericks (OS 10.9) may cause corruption in an existing PCAP installation. Captures will work fine but publishing the capture will get stuck in the "Transcode Pending" state. If this happens, save any un-published captures, uninstall and reinstall Personal Capture.

The following table lists the hardware and other requirements for running Personal Capture for Mac.

Minimum Hardware for audio and display capture	Minimum Hardware for audio, display and/or video capture	Necessary Software
Intel Single Core 1.8 GHz processor; 2 GB RAM; 10/100 network interface; minimum 20 GB free hard disk space For capturing: Internal audio device or USB port for audio capture	Intel Dual Core 1.8 GHz processor; 2 GB RAM; 10/100 network interface; 20 GB free hard disk space Internal audio device or USB port for audio capture; USB video device	QuickTime 7.5.5 or later (installed with OS X)

Personal Capture and Macs with Retina Display

There are some known issues where Personal Capture cannot capture Display input properly at the native resolution for certain Retina Display models of Macbook Pro, Macbook Air and iMac.

On the **Macbook Air 11" Retina Display model**, the native resolution is 1366x768. Personal capture does not support this resolution/ratio. **Workaround:** Open System Preferences and change the screen resolution to something smaller (i.e., 1280x720).

On the **Macbook Pro 15" Retina Display model**, the native resolution is 2880x1880. Personal Capture does not support this resolution/ratio. NOTE that Personal Capture does *not* have issues capturing Display input from the 13" Macbook Pro with Retina Display (native resolution of 2560 x 1600 pixels).

- **Workaround 1 (for Macbook Pro 15" Retina Display model):** Since the Macbook Pro does not provide the same screen resolution selections as the Macbook Air, you must use a third-party application that allows you to select a different resolution. Echo360 has been successful testing with QuickRes, available at <http://www.quickresapp.com>. QuickRes is priced at \$2.99 at the time of this update.
- **Workaround 2 (for Macbook Pro 15" Retina Display model):** Use an External Monitor via the Macbook Pro Thunderbolt port.

Install and run QuickRes first, set the screen resolution below 2880 x 1880, then launch Personal Capture. If Display capture still shows issues or distortion, try a different resolution.

On the **iMac 27" Retina Display model**, the native resolution is 5120x2880. Personal capture does not support this resolution/ratio. **Workaround:** Configure your Audio/Video settings within Personal Capture to capture at a Smaller Size rather than at Actual Size. Please see [Configure Recording Devices for Personal Capture for Mac](#).

Install Personal Capture for Mac

In this section:

- [Overview](#)
- [Download the Installer](#)
- [Install the Program](#)
- [Uninstall from MacOS X](#)

Overview

Installing EchoSystem Personal Capture for Mac (also called PCAP Mac) is an easy process. You will need:

- Access to your EchoSystem Server (ESS). If you do not have access to the ESS, you can the get installer from your System Administrator.
- Permission to install software on your laptop or PC.

To install Personal Capture, follow these phases:

1. Download the correct installer for your operating system
2. Launch the installer. See the instructions for your operating system.

i Do I Need to Remove Personal Capture If It's Already Installed?

Personal Capture will automatically check for updates on launch. If there is an update to the version you have installed, you will be asked if you want to update now or later. No need to uninstall to reinstall a new version.

Download the Installer

Download the Personal Capture for Mac installer from the ESS web interface. If you have questions about accessing the ESS, see your ESS System Administrator.

1. Log in to the ESS.
2. Navigate to the **Downloads** tab.
3. Download the installer by selecting and clicking the appropriate link from the list of downloads, identified in the below figure. The installer must be run locally, so save the file to your computer.

Software Installer Downloads		1 - 7 of 7
Description	File	
Installer for EchoSystem Personal Capture (Windows)	EchoSystemPersonalCaptureForWindows_5.4.41370.exe	
Installer for EchoSystem Classroom Capture (Windows)	EchoSystemClassroomCaptureForWindows_5.4.41370.exe	
Installer for EchoSystem Personal Capture (Mac OS X)	EchoSystemPersonalCaptureForMac_5.4.41370.zip	
Installer for EchoSystem Processor (Windows)	EchoSystemProcessorForWindows_5.4.41370.exe	
Installer for EchoSystem Processor (Linux 64) [launch from console with sudo]	EchoSystemProcessorForLinux64_5.4.41370.bin	
Installer for EchoSystem Processor (Linux 32) [launch from console with sudo]	EchoSystemProcessorForLinux32_5.4.41370.bin	
Installer for EchoSystem Streaming Configuration Bundle	StreamingBundle_5.4.41161.zip	

1 - 7 of 7

Alternate method: Get the installer directly from your System Administrator. In this case, the Administrator downloads the file from the ESS and provides it directly to you. Put the installer executable on your computer.

i Use Local Directories for Installation and Capture Storage Directories

The Personal Capture installation and data directories **must** be on the local drive; They cannot be located on a network, remote (mapped), or USB thumb drive.

Install the Program

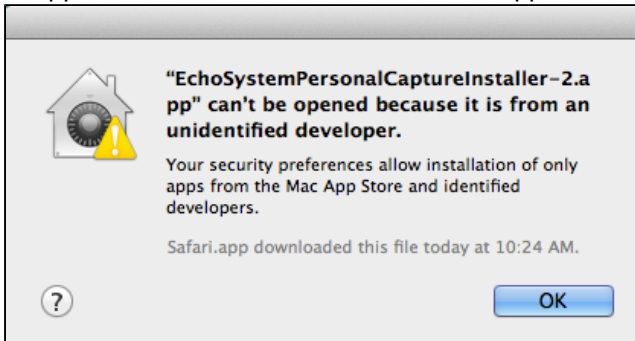
Depending on the browser you are using and the browser settings you have configured, clicking the software download link in the ESS results in either a .zip file or a .app file being saved to your Downloads folder. If it is a zip file, clicking the zip file should extract the .app file contained within it. Use the steps below to install Personal Capture from the .app file.

i Important: Unzipping Personal Capture for Mac zip file

If an archive utility other than Apple's official Archive Utility is used to extract/unzip the Personal Capture for Mac zip file, a silent error may occur when trying to launch the application. This is documented on Apple's support forums here: <https://discussions.apple.com/thread/6141474?start=0>

It is our recommendation to use Apple's official Archive Utility, built into OS X, to unzip the Personal Capture for Mac zip file.

1. Find and click on the downloaded or extracted .app file for the Personal Capture installer. In most cases it will be located in your Downloads folder.
2. Depending on your security settings, you may receive the following dialog box indicating that the installer cannot be opened. If you are running OS X 10.8 or later, the default security "curtain" is to only allow launch of applications downloaded from the Mac App store.



In this case, you have two choices:

- a. Locate and right-click or command+click the .app file and select **Open** from the pop-up menu. This should provide you with a similar warning box, but the option to Open the installer file. This method is recommended.
- b. Navigate to **System Settings > Security & Privacy** and change the settings to allow applications downloaded from "Anywhere" to be launched, as shown below. If you choose this option, you will want to return your security settings to their previous configuration after installation.



3. Once the installer is launched, follow the prompts to complete installation.

After Personal Capture is installed, launch it. Ensure it works as expected. If it does, you may delete the downloaded zip file and the extraction folder, including the installer file. These are no longer needed.

Uninstall from MacOS X

Uninstalling Personal Capture is easy; however, please make sure that all your important content (captures/recording) has been uploaded to the ESS before uninstalling.

To remove Personal Capture, delete it from the Applications folder.

Configure Personal Capture for Mac

In this section:

- [Overview](#)
- [Open Personal Capture](#)
- [Set General Configuration](#)

Overview

In general, Personal Capture will self-configure on installation. It will define the locations for storing recordings and identify the EchoSystem Server (ESS) for uploading recordings. However, there are occasions where you may wish to change the default configuration.

Configuring Personal Capture settings involves these phases:

1. [Open Personal Capture](#)
2. Enter [general configuration information](#)
3. Enter [server configuration information](#)

You should need to enter this information just once, the first time you run the application.

Open Personal Capture

1. Open Personal Capture.
2. Navigate to **Echo360 Personal Capture > Preferences...**

The Preferences dialog box appears. This dialog box contains a General and a Server tab, allowing you to set or change the corresponding configurations, as described on the subsequent sections of this page.

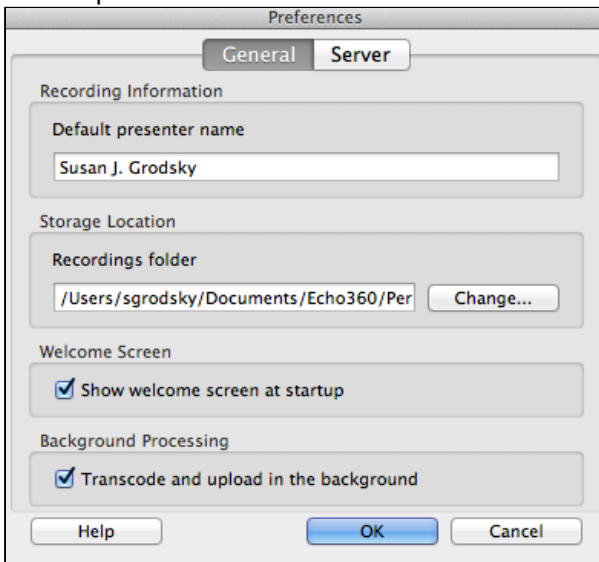
Set General Configuration

The configuration settings are contained within two areas: General options or Preferences, and Server options or Preferences. There are only a few items:

- The Presenter name
- The location for saving recordings
- Whether to show the Welcome screen at startup
- Whether to allow uploading of a capture in the background.

To change any of the General options or preferences:

1. In the preferences dialog box, select **General**. This is the tab shown by default when the Preferences dialog box is opened.



2. Enter the default presenter name (usually your name). When students see this recording listed in the EchoCenter, the name specified here will be associated with it. You can customize the name any time you need to.
3. Enter the storage location (the recordings folder name). Recordings will be stored in this folder on your computer's hard disk. The default location is */System/Users/{user}/Documents/Echo360/Personal Capture/recordings*
4. To change the storage location, click **Change...** and navigate to the desired directory.

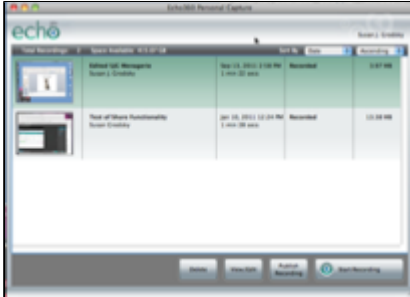
Use Local Directory for Capture Storage Location

The Personal Capture storage location **must** be on the local drive; it cannot be located on a network, remote (mapped), or USB thumb drive.

5. Check or clear the **Show welcome screen at startup** box.
 - If you check the box, you see the **Welcome Screen** at startup:



- If you clear the box, you see the **My Recordings** screen at startup:



6. Check or uncheck the **Transcode and upload in the background** check box.
 - We recommend that you leave this preference checked (this is the default).
 - When checked, you can create a new recording or edit recordings while a completed recording is being prepared and uploaded for distribution.
 - This setting also allows you to use Personal Capture to capture a lecture you give in the classroom. You might want to do this when the usual capture methods set up by a System Administrator are not available.

Set Server Configuration

Consult Your System Administrator

If you do not know the name of your ESS, contact your System Administrator. If you believe the Hostname/URL for the ESS is correct but you still cannot connect, try changing the port number from 443 to 8443 or vice versa. Personal Capture always connects to the ESS via HTTPS, and the default HTTPS port settings are 8443 or 443, depending on the deployment.

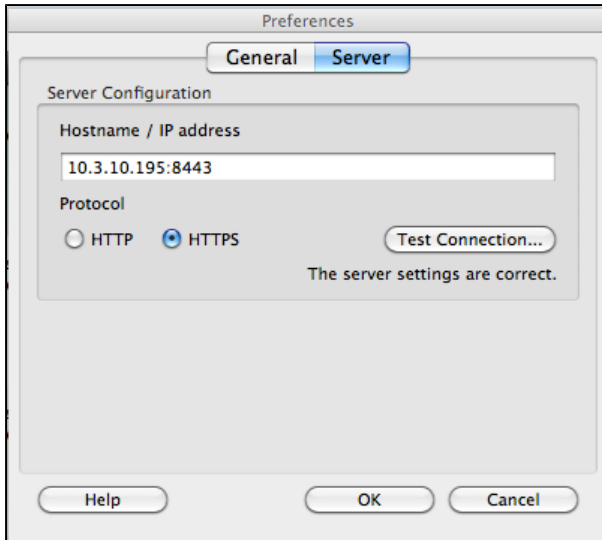
The Personal Capture software must know the location of the ESS in order to post or upload your recordings. This section allows you to define the ESS location, or web address. Change these settings only when directed by your System Administrator.

The items that the Server configuration settings specify:

- The ESS where Personal Capture will publish completed recordings
- The ESS that will be checked for software updates
- The protocol used when uploading Personal Capture recordings to the ESS

Follow these steps.

1. Click **Server**.
2. Enter the **Hostname / IP Address** of the ESS.
3. Select the connection protocol.
4. Click **Test connection**. If you do not see **The server settings are correct**, contact your System Administrator.

5. Click **OK**.

⚠ Always Test Your Server Configuration If You Change It!

Personal Capture will not be able to upload your recordings if the server configuration is incorrect.

Configure Recording Devices for Personal Capture for Mac

In this section:

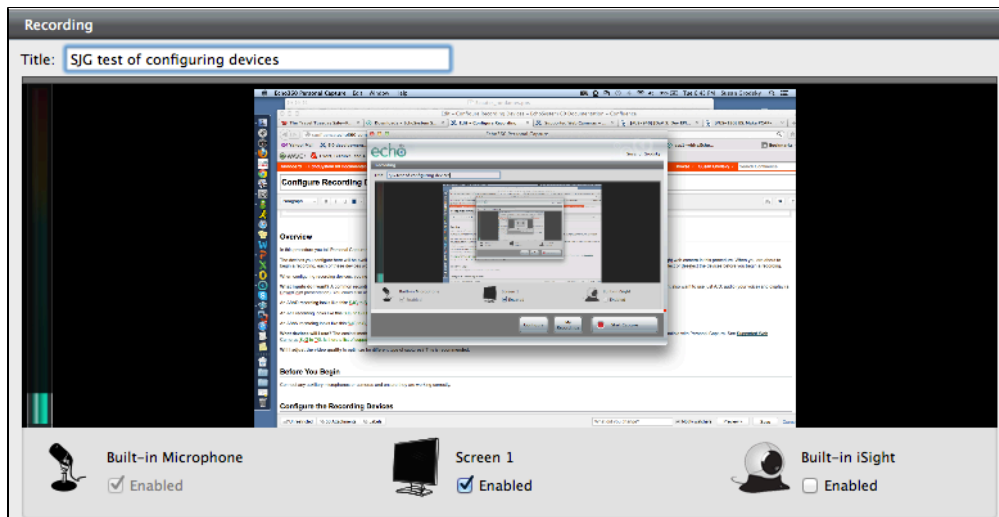
- [What Does It Mean to "Configure Devices"?](#)
- [How Do I Know What Devices to Configure?](#)
- [Configure the Recording Devices](#)
- [Addressing Audio Issues](#)
- [If You Are Using Two Cameras](#)

What Does It Mean to "Configure Devices"?

Before you start a capture, you need to select which devices you will record. By "configure devices" we mean that process of selecting the devices to record. You could set this up once and use just those devices forever. But you can also use different devices and different configurations for different captures. You can capture:

- Audio only (A)
- Audio and screen display (A/D)
- Audio and video (A/V)
- Audio and screen display and video (A/D/V)
- Audio and video and video (A/V/V)

You use the Audio/Video Devices dialog box to select the devices. The devices you select will be available for you to enable or disable when you begin recording. Say, for example, that you configured the Built-in microphone, Screen 1, and the Built-in iSight web camera. When you are about to begin a recording, each of these devices would be shown at the bottom of the precapture page.



You can enable or disable them from the recording screen. (The Built-in iSight camera is disabled in the screen shown.) However, if you do not configure the devices in this procedure, you will not see them listed on the recording screen. You cannot enable or disable them at all.

How Do I Know What Devices to Configure?

In many cases the devices you select will be fairly simple. Consider these questions when choosing the devices to configure. You can always toggle these on or off before the capture begins if your preferences change.

What data do I want in the recording? Probably the most common configuration is A/V/D: the recording contains **audio** (your voice), **video** (your image), and **display** (a PowerPoint presentation or other screen display). This configuration gives you the ability to have a "talking head" with a slide presentation. It will be displayed within the EchoPlayer as a dual channel capture.

However, you might just want a simplified A/D capture with only **audio** and **display**. This way, if you are camera shy, you can walk through your slide presentation and discuss it, but your image is not recorded.

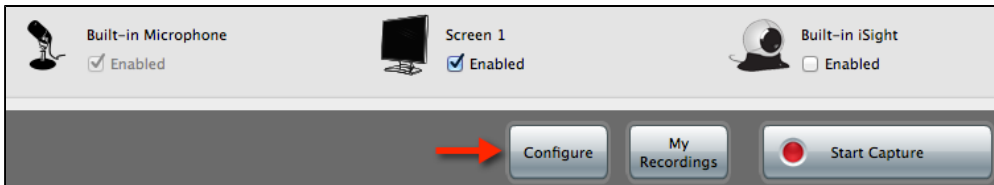
If you are more adventuresome, you could record a full A/V/V capture that contains **audio** and two **video** channels. You might use this if you are conducting an interview with another person: one camera is focused on your face, the other on your interviewee. The recording shows both of you. You might also want to use one camera on your face and another camera on an object that you discuss. For example, if you are teaching a physiology course, you might point this second camera at your hands while you disassemble a model of a human organ.

What devices will I use? The easiest method is to select and use the system display, the built-in microphone and the built-in video camera (which are very common on laptop computers). You can also connect other microphones and/or cameras, so long as they are compatible with EchoSystem Personal Capture (also called EchoCapture Personal or PCAP). See [Working With Cameras and Personal Capture](#).

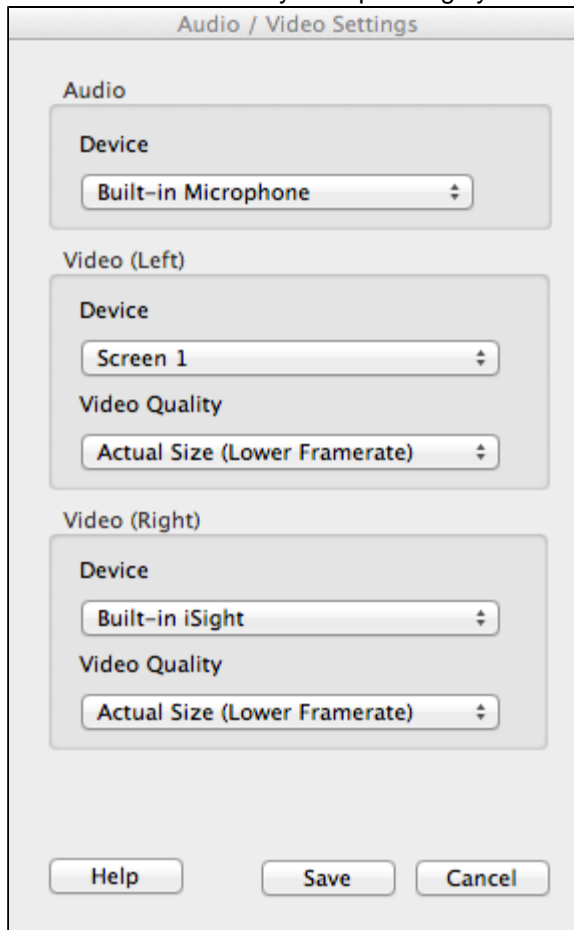
Configure the Recording Devices

Follow these steps.

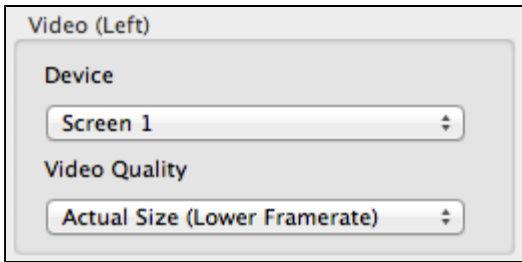
1. From the **Welcome Screen** or **My Recordings** screen, click **Start Recording**. This takes you to the precapture page.
2. In the bottom panel, click **Configure**.



3. The Audio/Video Devices page appears. Review the selections within the dialog box and correct any field as necessary.
 - The Device drop-down lists show the devices that are plugged in and registered with the operating system.
 - **If your device is not listed**, exit Personal Capture, plug in your device and restart Personal Capture. Devices not detected by the operating system are not usable by Personal Capture.



4. Under **Audio**, select the recording device from the drop-down list.
5. Select the **Video (Left)** device you will use. You can choose either a capture of the computer screen display, or video input. If you use two visual inputs (either display and video or two video inputs), the data captured with the Video (Left) device appears on the left side of the finished recording. That is, it will be to the left of the data captured by the Video (Right) device.
 - To capture your screen display (a PowerPoint presentation or other screen display) select **Screen 1** from the **Device** drop-down list.
 - To capture video, select the video input device from the Device drop-down list.
6. Select the **Video Quality** for the Video (Left) input. For a Display input, remember that **Actual Size (Lower Framerate)** will create the best capture, but requires a large amount of storage and processing time. It also produces large playback files that are slow to load and challenge students' patience. Choose **Smaller Size** unless you have a strong need for the higher resolution.



7. Select the **Video (Right)** device you will use. The data captured will appear on the right side of the recording. That is, it will be to the right the data captured by the Video (Left) device.
- This device *must* capture video, using either the built-in camera or another camera you attach. To capture onscreen display items, use the Video (Left) selections noted above.
 - The **Video Quality** drop-down list, shown in the Windows dialog box below, allows you to select **Low**, **Standard** or **High** resolution for the video capture. The higher the resolution, the larger the resulting file will be, and the more time it will take to upload to the server. Selecting Low or Standard resolution is sufficient in most cases. Select High resolution if there are details shown in the video capture that require the highest possible resolution.



8. Click **Save**.

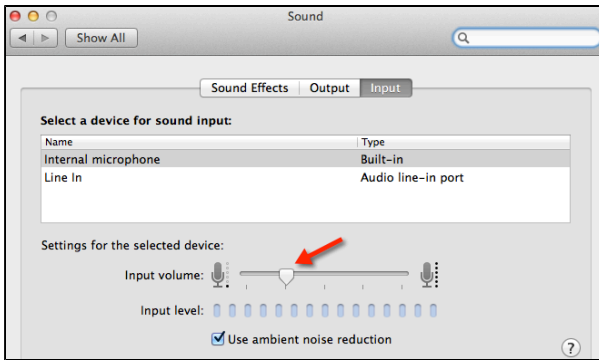
Now you have configured Personal Capture. You can always go back and re-select devices if you change inputs. These inputs appear on your precapture page. You can always toggle them on and off from the precapture page, changing the inputs for a particular capture.

Addressing Audio Issues

In certain circumstances, audio recorded on a Macintosh sounds unusually loud when the recording is played back **within Personal Capture** but is **too low** when students play the Echo.

This occurs because playback within Personal Capture artificially raises the audio volume. When you, the Instructor, hear this loud volume during playback, you may attempt to compensate by adjusting the Macintosh system preferences. The sequence of events is as follows.

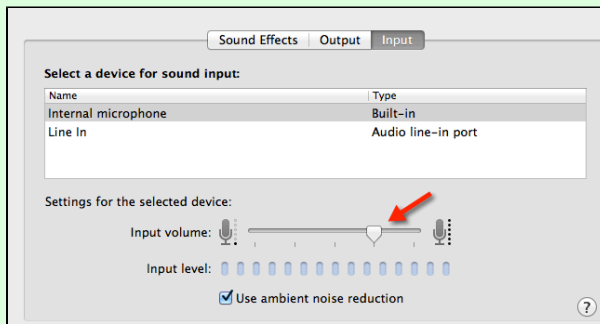
1. You, the Instructor, **lower** the input volume setting on the Macintosh (**System Preferences > Hardware > Sound**). In the screenshot below, the Instructor has lowered input volume to 25 percent.



2. You create the recording and play it back in Personal Capture. The audio volume is satisfactory.
3. You publish the recording.
4. Your students play the recording **outside of Personal Capture** and the volume is too low. Your students cannot hear what you are saying.

✓ Best Practice: Keep Input Volume at 50 Percent or Higher

Resist the impulse to lower the input volume setting. Keep it at 50 percent or higher. In the screenshot below, input volume is 75 percent.



Your voice may sound very loud when you play the recording in Personal Capture, but the volume will be normal when students play the Echo. This practice applies regardless of the input device (internal microphone or line in).

If You Are Using Two Cameras

Capturing video with USB cameras has opened the door to many advancements in educational technology. Echo360 gives you the capability to use one or two ("dual") USB cameras in each capture. This opens up even more opportunity. However, USB cameras introduce computational and storage loads on personal computers and laptops. Even with the increased power of newer hardware, dual USB camera captures can strain the machines.

When you use two video cameras, please consider these issues:

- **Insufficient processing power.** The sheer amount of data captured by two cameras, especially if the cameras are capturing at high definition, can strain the processing power and internal bandwidth (data transfer) of your computer.
- **Mis-synchronization.** Differences in camera quality, initialization/start-up time, and configuration can cause the two videos to be slightly mis-synchronized.

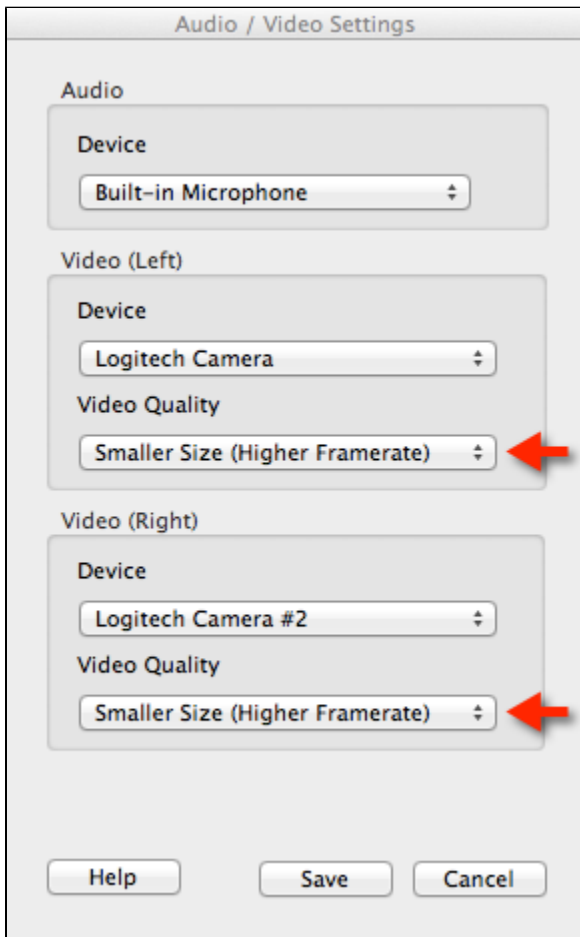
Follow the tips to minimize these issues.

✓ **Best Practice: Do Some Test Captures**

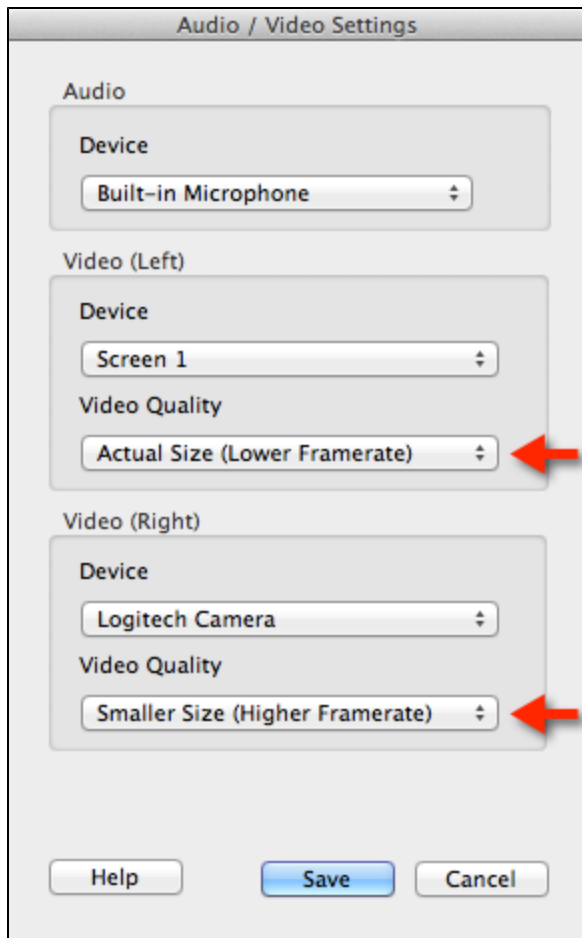
Do some test captures first. This is a good idea for any model camera but especially important with newer, high definition cameras, which can strain the processing power of your computer. Make sure the capture proceeds well and the output is what you expect.

Addressing Synchronization Issues for AVV

On Macintosh systems, we have found that adjusting the Video Quality settings to a **Smaller Size** for both channels (as shown below) alleviates synchronization issues in an A/V/V capture. On the Macintosh, the **Smaller Size** resolution is equivalent to TV/VCR quality and requires less processing power from your computer.



When recording A/D/V captures, mix **Actual Size and Smaller Size**. Choose the **Actual Size (Lower Framerate)** Video Quality for the camera capturing the display, and choose **Smaller Size (Higher Framerate)** for the camera capturing the video. This mixed configuration provides high-quality display while optimizing the size of the video capture.



Create a Recording in Personal Capture for Mac

In this section:

- [Overview](#)
- [Best Practice - Use the Keyboard Shortcuts](#)
- [Prepare to Record](#)
- [Start the Recording](#)
- [Pause and Resume a Recording](#)
- [Stop Recording](#)

Overview

Before creating a recording, make sure you have [installed](#) EchoSystem Personal Capture and configured the [recording devices](#).

Now you can prepare and distribute a Personal Capture recording in three to six phases. The first four are these:

1. [Prepare to record](#)
2. [Start a recording](#)
3. **Optional:** [Pause and resume a recording](#)
4. [Stop a recording](#)

At this point, you have captured a learning moment, but you may want to [review and edit](#) the capture. You will

certainly want to [publish a recording](#) to the EchoSystem Server (ESS). Once it is published, the media will be processed and prepared for student viewing.

Best Practice - Use the Keyboard Shortcuts

During the capture, we recommend that you use the keyboard shortcuts for pause, resume, and stop. Using shortcuts to pause/resume the capture allows you to hide your on-screen actions (that you will, most likely, want to cut out in the editor). The shortcuts are provided below.

Action	Keyboard Shortcuts
Pause the recording	Command + 6
Resume the recording	Command + 6
Stop the recording	Command + 8

Prepare to Record

✓ Best Practice: Clean Up Your Desktop

Before beginning a recording, we recommend that you close (or at least minimize) all applications and windows except for Personal Capture and any applications you will use during the recording. The recording will be less cluttered and more professional looking.

1. Before starting Personal Capture, **attach** all the devices (microphones and cameras) you are planning to use.
2. Start Personal Capture.
3. You may be prompted with an update for Personal Capture. We recommend applying updates.
4. The next page will be either the **Welcome Screen** or **My Recordings** page. This depends on your settings. See [Set General Configuration](#).
5. Open the application (such as a PowerPoint presentation) that you want captured.
6. Click **Start Capture**.
7. Enter a title for the recording.

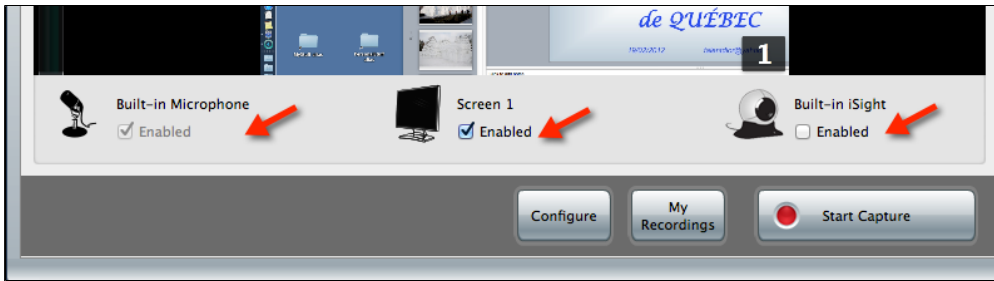


The image shows a dialog box titled "Recording" with a text input field labeled "Title:" containing the text "SJC's Menagerie".

✓ Best Practice: Enter a Title

We recommend entering a descriptive title that will help you remember the content when you see it in the **My Recordings** list. You can change the title when you publish the recording.

8. On the preview or "pre-capture" screen, verify that all of the attached devices (microphones, cameras) appear, and use the checkmarks to select the devices you will use.



i Audio is Selected by Default

Although the audio device check box is grayed, it is selected by default. Your voice will be recorded.

Start the Recording

With everything set, we'll now start capturing your learning moment.

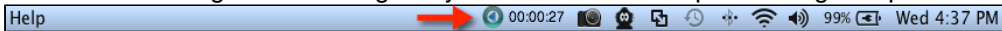
1. Click **Start Capture** to begin the actual capture of the selected devices.
2. The Recording screen minimizes and a countdown timer appears.

⚠ If You Are Using High Definition Cameras

If you are using two high definition cameras, the recording may abort at this point. This means that your computer may not have enough power to process the flood of data from both cameras. You have these alternatives:

- Reduce the resolution on one or both cameras and restart your capture
- Use just one high definition camera, not two, and restart your capture

3. When the countdown timer completes and disappears, a Personal Capture icon (and a timer) appears in the menu bar. Clicking on this icon gives you access to the stop recording and pause/resume commands.



4. Begin the presentation.
5. During the recording you can [pause and resume](#) the capture, using the keyboard shortcuts or the commands accessed from the Personal Capture icon.

Pause and Resume a Recording

The **Pause Capture** and **Resume Capture** buttons allow you to stop a capture at any time, turn your attention elsewhere, and then resume the capture. You might use these buttons when any of the following situations occurs:

- A colleague or student comes into your office
- You need to look up some information
- Your recording environment becomes noisy or distracting

You can pause a capture for up to 15 minutes. After that, you are prompted to either continue or stop the capture.

✓ Best Practice: Use the Keyboard Shortcuts

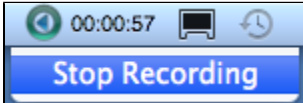
We strongly recommend that you use the keyboard shortcuts for pause, resume, and stop. If you do not use the shortcuts, your capture will include screen actions that you will have to cut out in the editor. [Memorize the keyboard shortcuts.](#)

Stop Recording

Certain actions will terminate your recording. These include shutting your laptop, logging out of your computer, and changing USB devices. If any of these events occur, your capture will be saved but not published.

When you are finished with your recording [use the keyboard shortcuts](#) (recommended) or the Personal Capture user interface to stop the capture.

To use the user interface commands, click on the Echo360 icon and select **Stop Recording**, as shown in the figure below.



Review and Edit a Recording in Personal Capture for Mac

In this section:

- [Overview](#)
- [Review a Recording](#)
- [Edit a Recording](#)

Overview

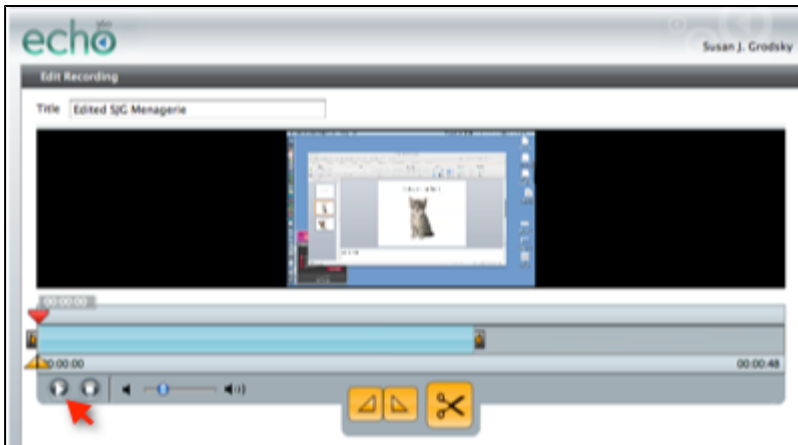
After you complete a recording, you will want to [review](#) it.

You may also want to [edit](#) it. When the recording is ready, you will want to [publish](#) the recording so it can be viewed by students.

If your institution has integrated Lecture Tools with EchoSystem, you can also [add Lecture Tools materials to a published Personal Capture recording](#), to provide students with pre-class exercises, such as polls or quizzes. Student responses can then be discussed in class.

Review a Recording

1. Use either method to select a recording to edit:
 - In the **My Recordings** screen, select the recording and click **View/Edit**. The **Edit Recording** screen appears.
 - Immediately after stopping a recording, the **Edit Recording** screen appears.
2. In the **Edit Recording** screen, press the **Play** button.



3. Review 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.

Edit a Recording

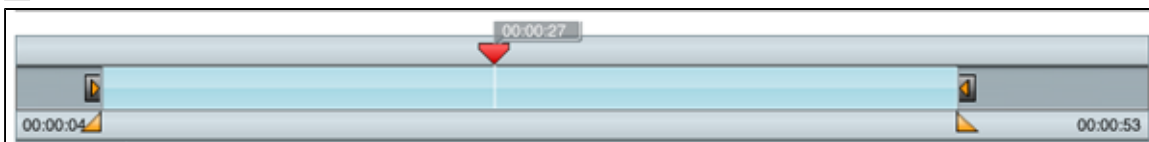
You can:

- [Trim](#) the beginning and end of a recording ("top 'n tail")
- [Cut](#) a segment from the middle of a recording

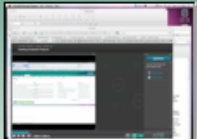
Trim ("Top 'n Tail")

You may want to trim off the beginning and end of a presentation, leaving only the substantive portion.

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.



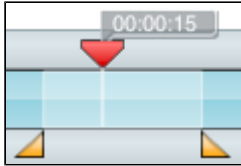
5. Make sure the playhead is at the beginning of the timeline.
6. Play the recording with the cuts in place.
7. Either [clear the cuts](#) (with the Clear Cuts button) or [save your changes](#) (with the Apply Edits button).
8. If you save changes, the edits are applied and the **My Recordings** page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

	<p>Test of Share Functionality Susan Grodsky</p>	<p>Jan 10, 2011 12:24 PM 1 min 24 secs</p>	<p>Edited</p>
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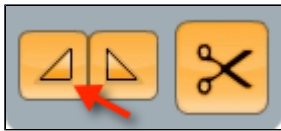
Cut a Segment

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.

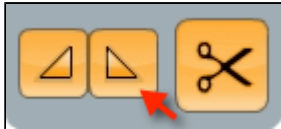
1. Select the recording to be edited.
2. Click View/Edit. The Edit Recording screen appears.
3. Mark the segment you want cut, using either the playhead and marker buttons or the sliders.
 - a. To use the playhead and marker buttons:
 - i. Position the playhead on the section where you want the cut to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



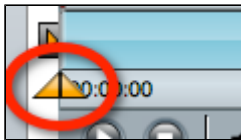
- ii. Click the **mark-in** button. This places the mark-in point at the current playhead position.



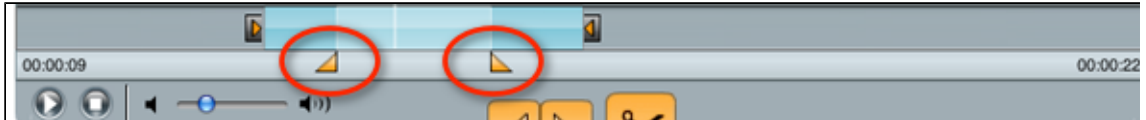
- iii. Position the playhead on the section where you want the cut to end.
 - iv. Click the **mark-out** button. This places the mark-out point at the current playhead position.



- 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**.



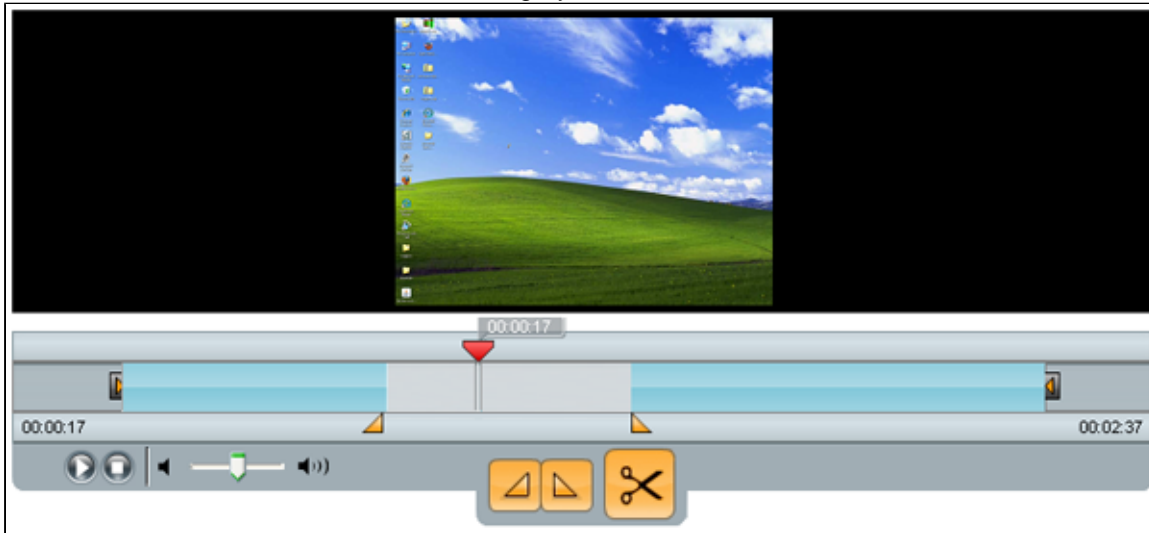
5. Notice that the cut area appears gray on the timeline.
6. Play the recording with the cuts in place.
7. Either [clear the cuts](#) or [save your changes](#).
8. If you save changes, the edits are applied and the **My Recordings** page displays.
9. Notice that your recording is shown as **Edited**.

	<p>Test of Share Functionality Susan Grodsky</p>	<p>Jan 10, 2011 12:24 PM 1 min 24 secs</p>	<p>Edited</p> 
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Clear Cuts

You can use these methods if you are cutting a middle segment. You cannot use this methods when trimming the beginning or end of a recording.

- To clear the last cut made, double-click the gray cut area.



- To clear all cuts made to the timeline, click the **Clear Cuts** button at the bottom of the application window. A pop up dialog box asks for confirmation to clear all cuts from the recording. Click **Clear all cuts**.

Review Changes

Use the playback control buttons to view and/or listen to the edited recording.



Save Changes

1. Click **Apply Edits**.

Changes Are Permanent

Changes cannot be undone after the edits are applied.

2. Confirm or cancel changes.

Publish a Recording from Personal Capture for Mac

In this section:

- [Overview](#)
- [Publish a Finished Recording](#)

Overview

Publishing is the final phase when using Personal Capture. "Publishing" means that you upload the recording to the EchoSystem Server (ESS) so it can be viewed by students.

If your institution has integrated Lecture Tools with EchoSystem, you can also [add Lecture Tools materials to a published Personal Capture recording](#), to provide students with pre-class exercises, such as polls or quizzes. Student responses can then be discussed in class.

Who can do this?

You must have a [Personal Capture license assigned to you](#) in order to publish your recording.

Publish a Finished Recording

Publishing a recording consists of these phases:

1. [Select the recording](#) to be published.
2. [Review and edit](#) the recording's metadata (the title, date, and time).
3. [Publish the recording](#).

Transcoding and Publishing May Take Some Time

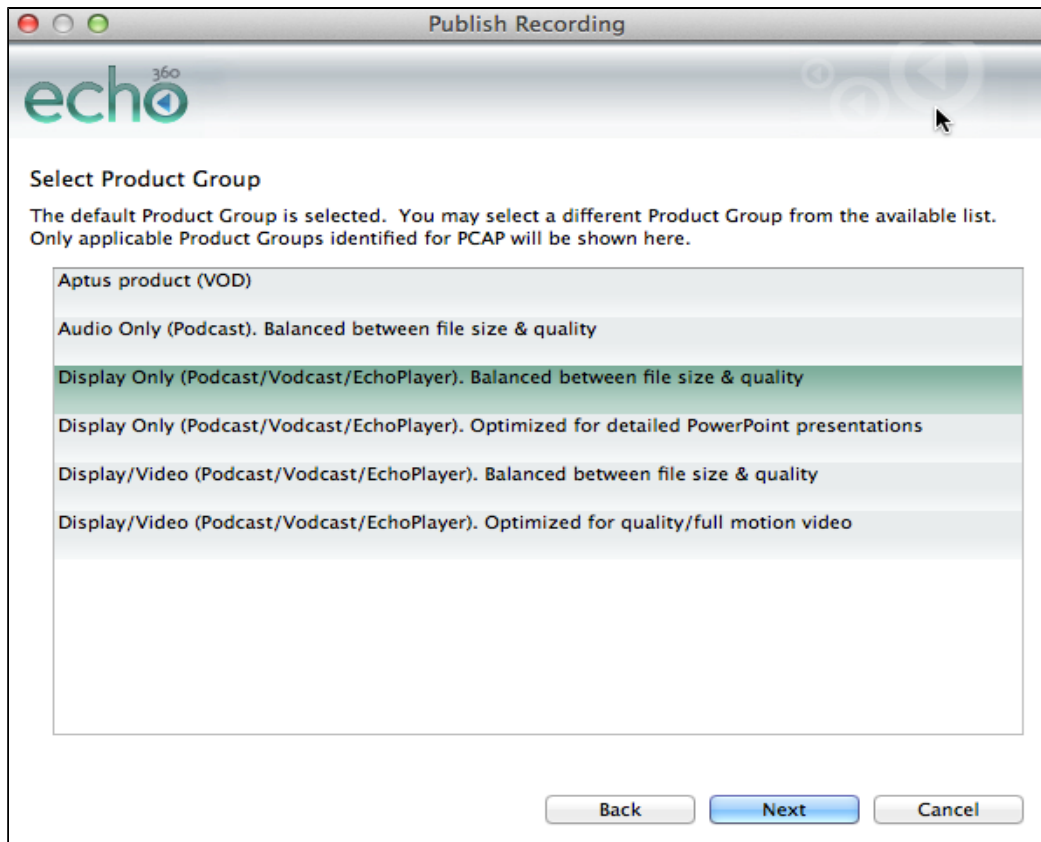
Publishing time depends on the edits you made, the size of the recording, and network conditions. Once you click **Publish**, the process of transcoding and publishing the media happens in the background. This means you can close the application; as long as the computer is running (not in "sleep" mode) and there is an active internet connection, these tasks will continue to run until they are complete. More specifically, the publishing process requires an active connection (to upload to the ESS); the transcoding part does not. In the event your internet connection is interrupted during the publishing process, the publishing task will start again when the connection is restored.

Select the Recording

1. Select the recording to be published:
 - In the **My Recordings** page, select the recording in the list and click **Publish Recording**.
 - From the **Edit Recordings** page, click **Publish Recording**.
2. Log in to the ESS. If you are not able to log in, contact your System Administrator.

- Review the list of sections displayed. You will see only sections that you are associated with.

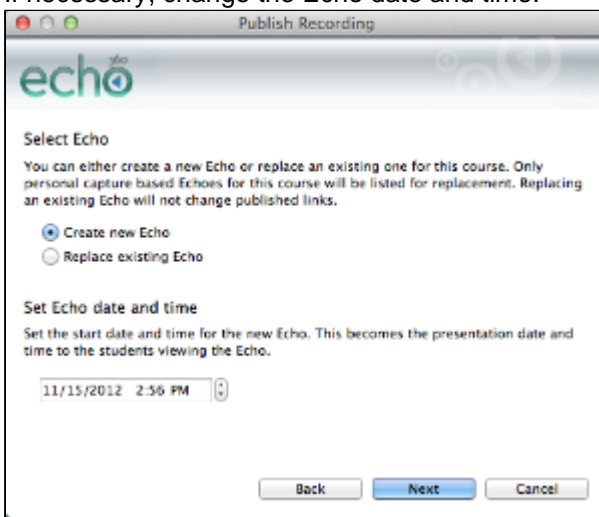
- Select the section.
- Click **Next**.
- Select the product group.
 - The product group determines which output products will be supported and what aspects of your recording will be optimized.
 - When your System Administrator or Scheduler set up recording for your section, s/he specified a default product group.
 - The default product group is, in most cases, the best choice, but you may want to select a different product group. For example, the default product group may be one that allows only audio and display products. But you have used a web camera to capture video for your recording (this is one of the benefits of Personal Capture). If you used the default product group, you would lose the video. You select a product group that includes audio, video and display products so that you do not lose the video capture.
 - Best practice: Choose the default product group then review the Echo. If the display or video seem blurry, or if the audio is unclear, discuss this with your System Administrator. You may want to reprocess the recording with a different product group.



7. Click **Next**.

Review and Edit the Metadata

1. Click the appropriate radio button.
 - Create new Echo
 - Replace existing Echo
2. If necessary, change the Echo date and time.

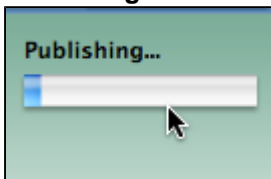


3. Click **Next**.
4. If necessary, edit the title.



Publish the Recording

1. Click **Publish**.
2. Notice that the recording appears in the **My Recordings** page with a status of **Transcode Pending**, and then **Publishing**.



Transcoding and Publishing May Take Some Time

Publishing time depends on the edits you made, the size of the recording, and network conditions. Once you click **Publish**, the process of transcoding and publishing the media happens in the background. This means you can close the application; as long as the computer is running (not in "sleep" mode) and there is an active internet connection, these tasks will continue to run until they are complete. More specifically, the publishing process requires an active connection (to upload to the ESS); the transcoding part does not. In the event your internet connection is interrupted during the publishing process, the publishing task will start again when the connection is restored.

3. When the upload is complete, the status changes to **Published**.
4. You can see the published recording in both the ESS and on the EchoCenter page for the section.
 - ESS:

Echoes (Available)

Search

Filter By : From :

All: 5 Available: 2 Unavailable: 0

	Title
<input type="checkbox"/>	SJG explains why cats are the best SJG 101-Summer
<input type="checkbox"/>	Edited SJG Menagerie SJG 101-Summer

- EchoCenter page:

The screenshot shows the EchoCenter interface. At the top, there are tabs for 'Course Echoes', 'Available', and 'Other'. Below this is a 'Most Recent' list with one entry: 'SJG explains why cats are the best' by 'November 22 1:04 PM'. A 'Play' button is next to the entry. The main content area shows a video player with a thumbnail of a person in a white costume. To the right of the video player is a metadata table:

DATE	November 22 1:04 PM
PRESENTERS	Zachary Grady, Instructor
TYPE	Lecture
DURATION	00:00:37
COMPLETION	Unkown

Below the video player is a 'DESCRIPTION' section with the text: 'This Echo has no description'.