

## Editing an Echo360 Personal Capture Recording (Windows)

### About Editing and Auto-Publish

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 ("top and tail")
- Cut segments out of the recording as needed.

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

**Note: Captures that are Auto-Published cannot be edited in Personal Capture first; they are automatically published to the ESS as soon as recording ends.**

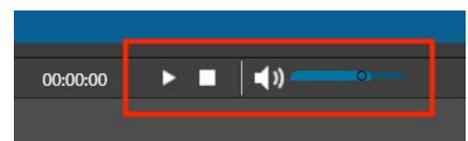
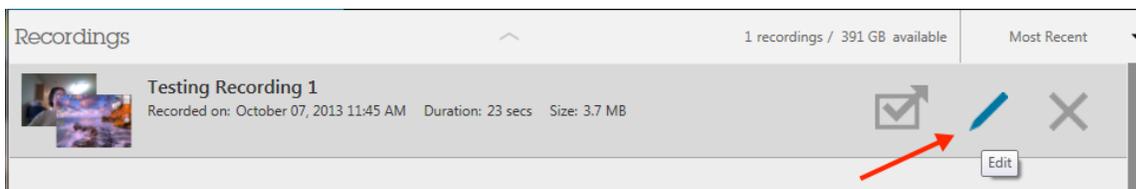
### Long Recordings Take Time to Load for Editing

If you are editing a very long recording it may take up to several minutes for the capture to fully load in the Editing Window. You will see the capture and the editing tools in the window, and you can make temporary cuts or trim the recording as needed. However you may notice that the **Apply edits** button reads **Loading...** This will continue until the entire capture is loaded for editing.

In the list of your recordings at the bottom of the Preview Window, those that have been edited are marked as Edited. This allows you to quickly determine which recordings may still require edits before publishing.

### The Editing Window

Review and edit of a Personal Capture recording are performed in the Editing Window. To open the editing window, hover your mouse over the recording you wish to edit and click the Edit button.



## Review the Recording

Use the playback controls to play the recording.

The current location of the play head is identified as the timed location and within the playback bar itself.

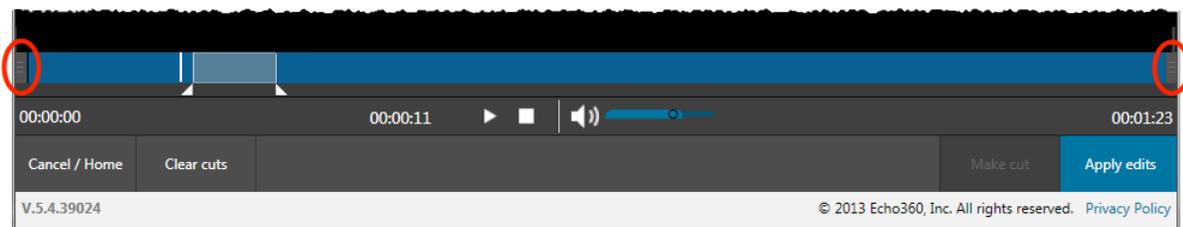
Be sure to note the **timed location** of the play head when the recording gets to a point you need to edit. Noting the timed location can help you edit more accurately.

## Trim the Recording

Using the **Trim Sliders** in the **Editing Window** allows you to cut off the beginning and ending of the recording as needed. For example, you may begin recording then have to start over again. 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. This too can be trimmed from the final capture.

The trim sliders are located at the beginning and end of the playback bar:

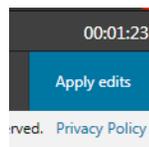


- **Click and drag the trim sliders** to move them. The start time and end time change in conjunction with the new start or end points of the recording.



- You can review the effect your edits will have on the final version of your recording. When the playhead gets to a cut location (identified as the lighter area in the playback bar), the playhead will skip over the cut in the bar, and the timed location will change in conjunction with the skip.
- When you are satisfied with your edits, click **Apply edits** located in the bottom right corner of the window to make your changes permanent.

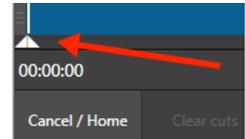
**This cannot be undone!**



You will receive a warning message to be sure you want to apply your changes to the recording.

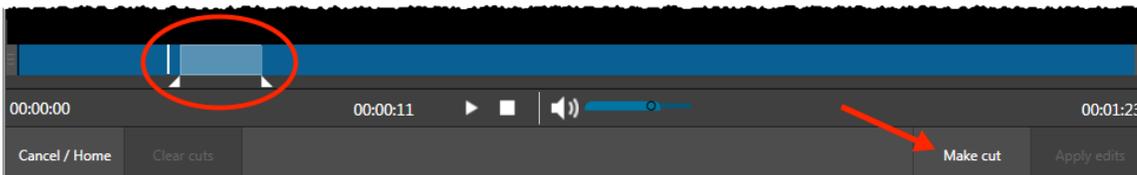
## Cut Segments from the Recording

When you first open the Editing Window, you see a larger triangle positioned at the beginning of the recording. Click the triangle and slide it - it is made up of two smaller triangles called **cut markers** that identify the beginning and end points of a section to cut from the recording.



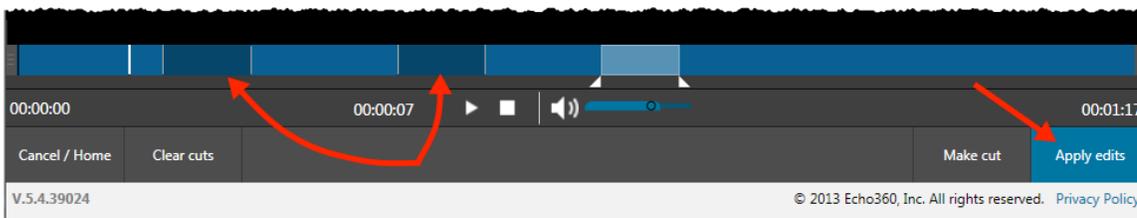
### To temporarily cut a segment from the recording:

1. Click and drag the two smaller triangles to the appropriate beginning and end points of a segment.
2. Click **Make cut**, located at the bottom right of the window.



Once the cut is made, the segment turns darker than the original playback bar.

Clicking **Make cut** frees up the cut markers to make another cut in the recording. The figure below shows a playback bar with multiple temporary cuts made.



As long as the cuts remain temporary, you can remove the cut and return that section of the recording to its original state.

### To remove a temporary cut:

- Double-click the cut segment in the playback bar. When a cut is removed, the segment returns to the same color as the rest of the playback bar.

### To clear all temporary cuts:

- Click **Clear Cuts**, located on the bottom left side of the window.
- Use the playback controls to review your edited recording. The playback head will skip over any cuts you have made so you can see how the recording will look when it is published.

### To permanently apply changes:

- Click **Apply edits**, located in the bottom right corner of the window to make your changes permanent.

**This cannot be undone!** You will receive a warning message to be sure you want to apply your changes to the recording.