

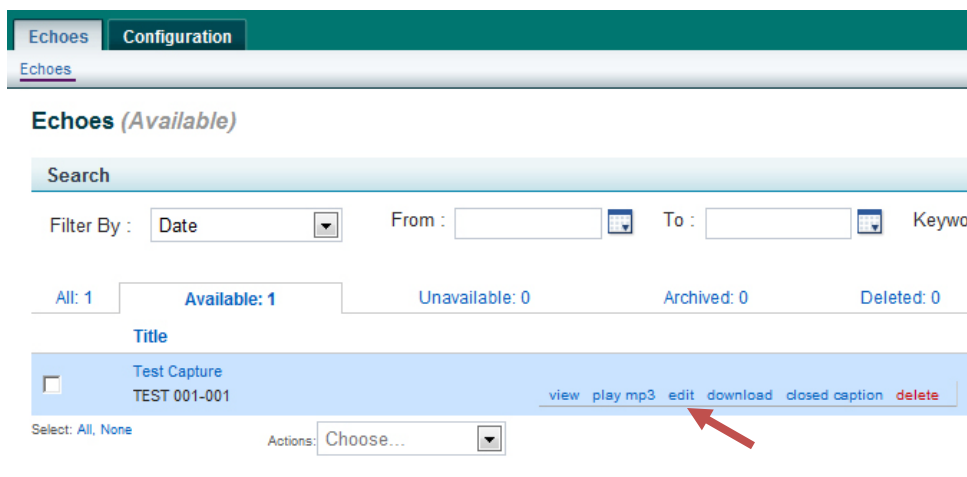
Editing

Log In

Log into the EchoSystem server at <https://echo360.uwstout.edu> and enter your assigned username and password.

Find Your Echo

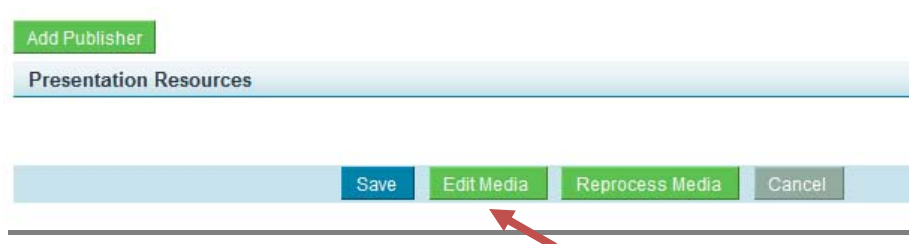
Find your captured lecture under the “**Echoes**” tab. Highlight the Echo you would like to edit and select “**Edit.**”



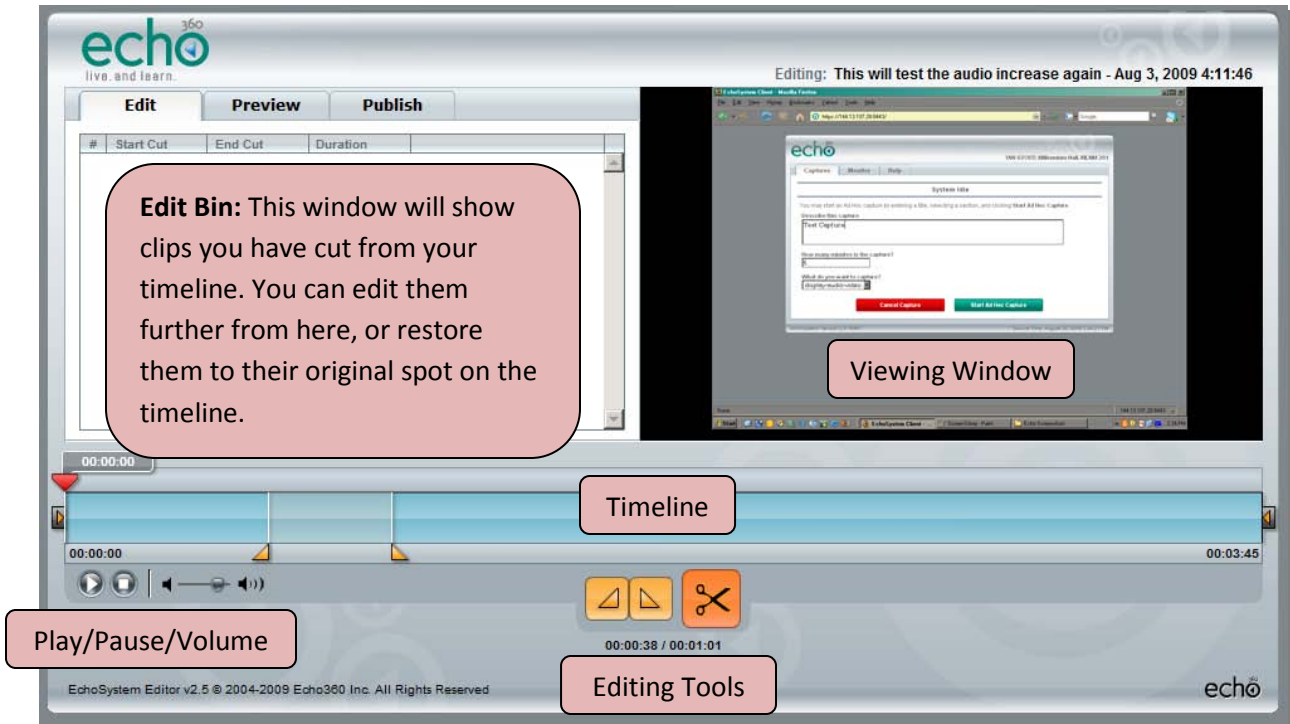
Edit

From this window, you can edit information such as the title, description, presentation information, and different output options.

When you are finished with your changes, click **Save**. Click **Edit Media** if you would like to trim, crop, or change the in and out points of your capture.



Editing Window



The editing window is where you can clip and trim sections of your capture that you would like to remove from the final video.

Editing Tools



Play head This red carrot shows where you are at in the program



Start and End Point Select where you would like to capture to begin and where you would like it to end



Marker Start/End Time Select the area you would like to cut from timeline. Left button is **Start**, right button is **End**.



Cut Cuts the selected area from timeline and places in **Edit** bin

Start and End Point

Find the spot you want your capture to start by dragging the play head over the timeline. Once you have found the spot, click on the **Start Point** button and drag it to that area. This will cut off the recorded material before that point and place it in the **Edit** bin. Repeat this process with the **End Point** button to cut off unwanted material at the end of your capture.

In and Outpoint / Cutting

IN: Find the spot you want to start cutting from your timeline by dragging the play head over the timeline. Click the Marker Start button (▲) to mark the area.

OUT: Find the spot you want to end cutting from your timeline by dragging the play head over the timeline. Click the Marker End button (▶) to mark the area.

CUT: Click the scissors and you will see the edit data appear in the upper left **Edit** window.

Edit Window

When you have a series of edits in this window, you can roll over an edit in the list and it will highlight it on the timeline. If you do not like that edit, you can press the **Restore** button to put it back on the timeline how it was originally. You also have the option to click the **Edit** button to further trim your clipping if you'd like. Enter the new time you would like to cut the clip at and then click the **Check** button to accept new edits or the **X** button to reject the new edits.

Previewing

You can preview your edited capture by selecting the **Preview** tab. If you'd like to go back and make more edits on your capture, simply go back to the **Edit** tab.

Saving

If you are not quite finished with your edits, but would like to save your progress, click the **Publish** tab and press the **Save Only** button. If you are satisfied with your edits and would like to publish your final product, click **Save and Publish**. Your new, edited capture can be found at the same web address emailed to you previous to the edits.

Viewing the Finished Echo

To preview your finished Echo, you have two options. You can log onto the EchoSystem, highlight the Echo and select **View**. Another way of viewing the Echo is to click on the link emailed to you when the capture was finished recording. This link can in turn be published to D2L or emailed to students for viewing. *Note: This link will always point to the latest version of your edited capture.