

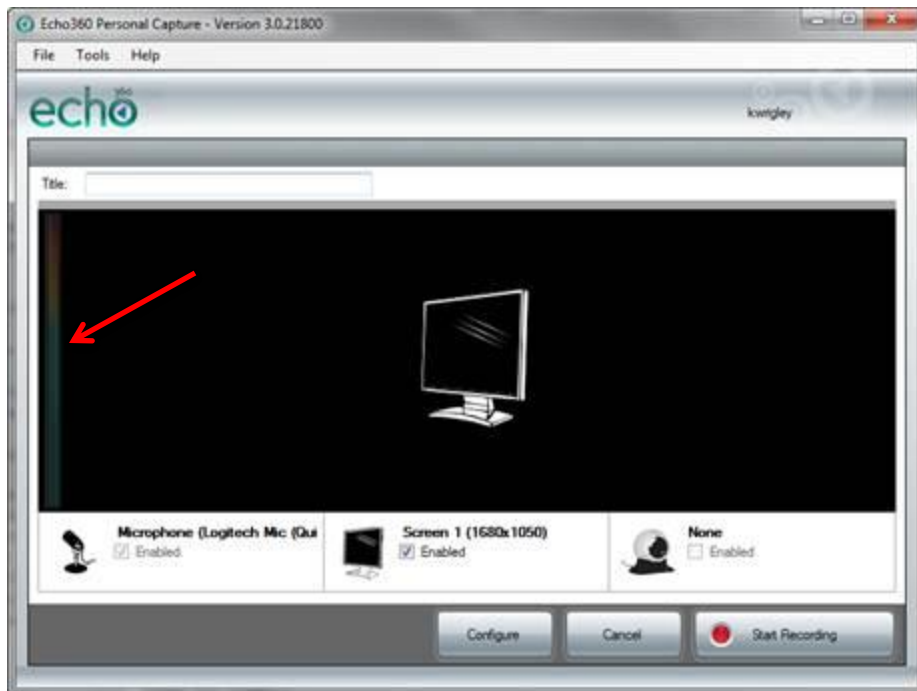
# Capturing and editing video using Echo360 Personal Capture for PC

These instructions walk you through using Echo 360 Personal Capture on your Windows computer. This reference guide and others are located on the [Information Services](#) site on MyParker.

1. Click on Echo360 Personal Capture software from your *Start* Menu or desktop icon.
2. From the welcome splash screen, select *Start Recording*.



3. From the control panel, select your microphone source (built-in or external mic), your screen source (if you have a dual-monitor setup, your 2nd monitor will show up as a source when you click *Configure*), and whether or not you want your webcam to be captured.



4. Test to make sure your microphone is detected by speaking into it and watching the volume meter on the left.
5. Run PowerPoint, or whichever application you would like to record. If you capture PowerPoint, view your presentation in full-screen, slideshow mode.
6. Click *Start Recording* when your presentation is ready and you have established your recording settings.



7. A countdown icon displays and you see the Echo360 (in red) minimized on the system tray.

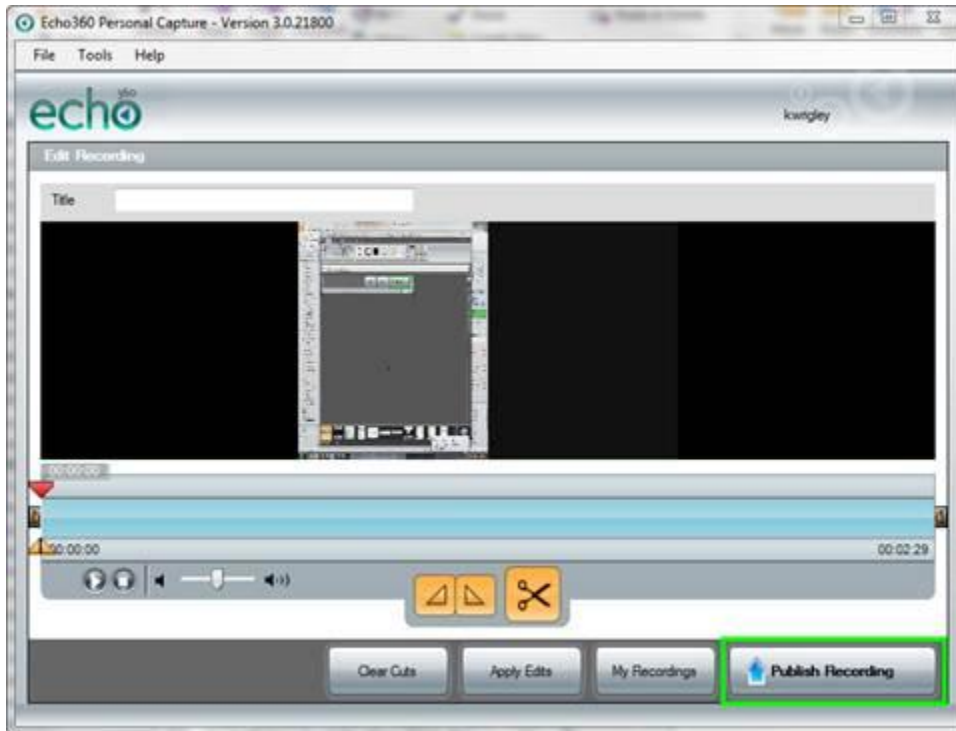


8. To stop the recording, click the icon in the system tray and select *Stop Recording* or press Alt + F2 on your keyboard.



9. When your recording is finished, a playback window will display where you can preview and edit in/out points for your recording. Use the scrubber bar to make changes. The scissors will delete highlighted portions on the timeline.

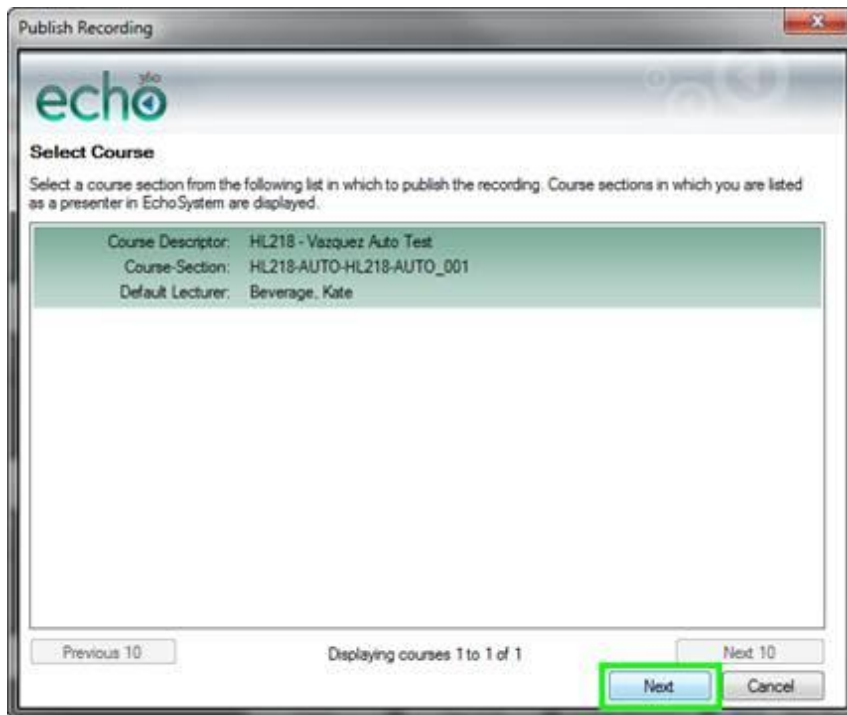
10. Click *Publish Recording* to publish the recording to your course on MyParker.



11. When prompted, log in to the Echo360 server using your Parker username and password.

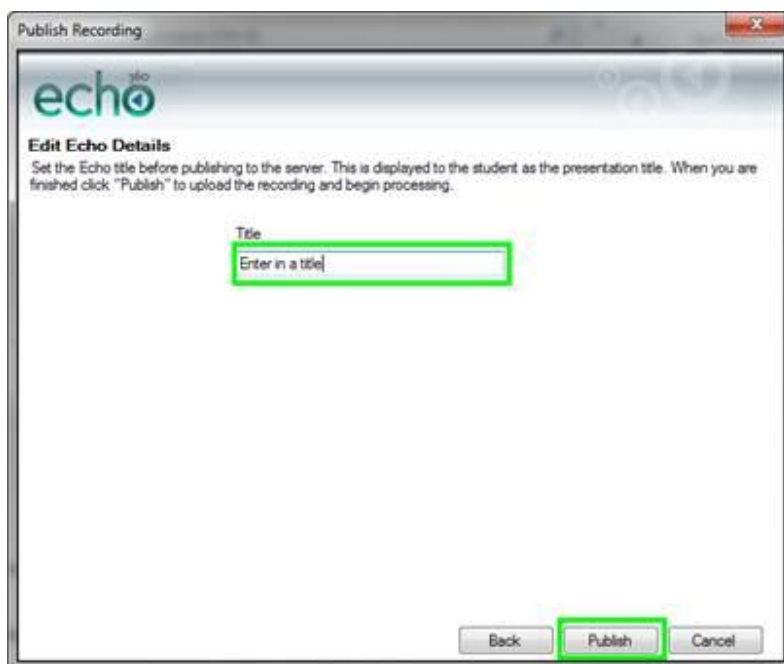
If a "Server has not been defined" error occurs, review the *Connect to the Parker Echo360 Server* instructions at the end of this handout.

12. On the next screen, select the appropriate course from the list and click *Next*.



13. Select *Create New Echo* and enter a presentation date/time, if desired. Click *Next* to continue.

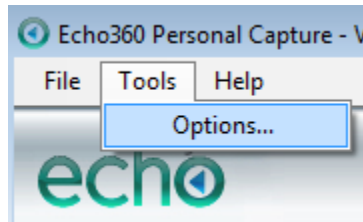
14. On the next screen, enter in a title for your capture. This will be what students see in MyParker or in the RSS feed for your course.



15. Click *Publish* to send the recording to the Echo360 server, which will then process it to MyParker and/or your RSS feed.

## Connect to the Parker Echo360 Server

1. Open the options menu by clicking on *Options...* under the Tools menu item.



2. From the options menu, click on the *Server* tab and make sure that the server configuration is set as:

Hostname: echo.parker.edu:443

Protocol: HTTPS

3. Click the *Test Connection...* button to verify that the server is available and connection is working properly.

