

Interwise recordings can easily be edited, as long as you have access to the recording file and its associated Event Materials.

Getting Started

To edit a recording, you must first verify that you have both the recording file itself and the Event Materials associated with it. Once downloaded, as described in Step 1 below, the files are located in Interwise\participant\record directory on your hard drive.

Step 1: Locating the Recording

- 1 Access the relevant ICC URL (if the file is not already located on your computer).
- 2 Login to the ICC with your User Name and Password and navigate the Catalog to locate the relevant Event.
- 3 Click the **Playback** link to download the recording to your computer. Upon completion, the Participant application is opened and starts playing the recording.
- 4 Close the Participant application.

Step 2: Preparing the Event Materials

- 1 Open the Event Materials Editor and access the Event Materials used in the Event being edited.
- 2 Select **Save As...** to save the Event Materials under a new name.

Note: Save the new file under the same name with the addition 'rec'. For example: change Lesson1 to Lesson1rec.

- 3 Right-click on the Event Materials folder and select **Insert>Interwise Recording>Existing**.
- 4 Browse to the .VCR file downloaded (located at C:\Interwise\participant\record) and click **OK**.
- 5 When prompted, save the Event Materials.

Editing the Recording

To access the Recording Editor:

In the Event Materials pane, right-click on the recording and select **Recording Editor**. The Recording Editor window is superimposed over the Participant pane.

To locate the start or end time for a section in the recording:

Double-click the relevant item in the *Indexes* box, OR, Right-click the item and click **Goto** in the popup menu. The time of the item is displayed in the box above the playback tool.

To select the start or end time for a section:

- 1 Right-click the Index item in the *Indexes* box and click **Set From** in the popup menu.
- 2 Right-click the end Index item. Click **Set To** to display the Index item time in the *To* box of the Section area.

To filter out operations in the recording:

- 1 Determine the section of the recording you want to edit by following the procedures described in the previous sections.

- 2 Click **Filter...**, select the operation (such as **Clear Whiteboard** or **Public Notes**) and click **OK**.

To save a section of the recording:

Select a section and click **Save as**. Save the section under a new name.

To delete a section of the recording:

Select a section and click **Delete**. In the displayed confirmation message, click **Yes**.

To define a new index:

- 1 Determine the location within the recording where you want to place the new index.
- 2 Click **New Index...**, enter a name for the new index and then click **OK**.

To adjust the sound level in a section:

- 1 Click **Sound** to open the *Sound Control* window.
- 2 Determine the sound level of the section, as well as whether the Moderator and/or Participant sound is activated.

To append another recording:

- 1 Click **Append**, browse to the recording and click **Open**.
- 2 Click **Save**. The new recording, complete with its Materials, is appended to the end of the original recording.

To apply changes to a recording:

Click **Save** to implement all changes.

Note: Click **Revert** to undo all the changes made since the last save.

Preparing to upload the recording:

- 1 Right-click on the Event Materials folder and select **Modify** from the popup menu.
- 2 Change the Type to **On Demand** and click **OK**.
- 3 Save the Event Materials.
- 4 Click **File>Upload to Communications Center** to upload the file to the ICC.

Tips and Tricks

- When editing live recordings, you can often delete the first 15 minutes or so of "dead air", when people are logging on.
- Make sure to start the Event with a slide load. If the load doesn't work, record a short segment containing only the first slide to be loaded and append the Event recording to the end of it.