

Echo360 Personal Capture Recording

Echo360 Personal Capture is a powerful yet simple recording tool that enables you to record demos, lectures, and other video from the comfort of your personal computer. Your media publishing efforts through Personal Capture will result in a URL that you can then use in a variety of ways, including as material within your Blackboard course.

Recording means capturing your audio and/or video with whatever is happening on your chosen screen display. The process is simple if you are prepared. Have your talking points ready, demo applications and Websites open and prompted, and lecture slides ready to present. Take a deep breath and:

- 1 Enter a Title for your recording.**
- 2 Click the Record button.** You then see a 5 second countdown begin on the screen, after which you are being actively recorded. At this time, an Echo360 icon will appear in the upper right of your screen on a Mac and in the lower right system tray in Windows. This is your indication that you are still being recorded. While you are recording, you can click on this Echo360 icon to PAUSE, RESUME, and STOP recording. Alternatively, you may use the following keyboard shortcuts:

ACTION	Mac	Windows
PAUSE Recording	Command + 6	Alt + F3
RESUME Recording	Command + 6	Alt + F3
STOP Recording	Command + 8	Alt + F2

- 3 The End of Recording.** Once you have delivered and completed your presentation, key or revive Echo Personal Capture from your application tray in Windows or click on the Echo icon in the upper right of your screen on a Mac, then click on the Stop button.

Note: Nothing is perfect and where you're presentation may be completely acceptable, still you have lingering doubts about dead air, long silences, misspoken statements, lead time and trailing time, fear not. You can see our next One Sheet:

Echo360: Editing & Publishing Your Recording

