



AV CaptureAll

How-to Guide: Clip a Recording

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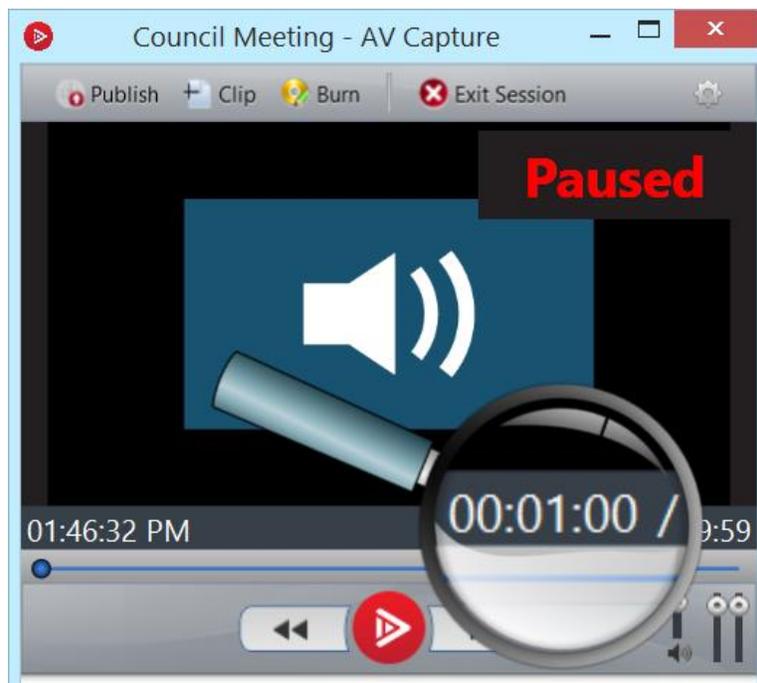
🔗 Overview 🔗

Did you click the record button too soon? Or perhaps you forgot to hit pause when the meeting adjourned? This guide walks you through the steps necessary to clip these unwanted segments out of a session's recorded media. If at any time you have questions regarding this process, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

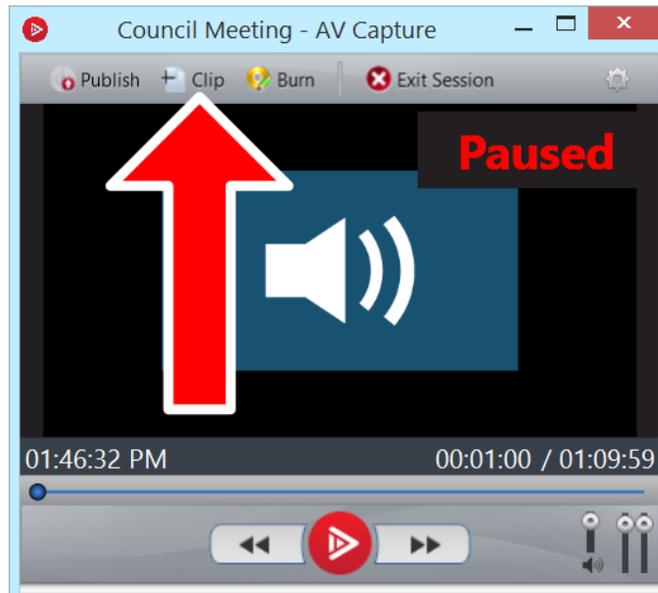
Clipping a session's recording does not modify the original session or recording. Instead, it creates a new session that duplicates all the original session's information, including any attached documents. We recommend deleting the original session once the new clipped session has been reviewed and published.

🔗 Directions 🔗

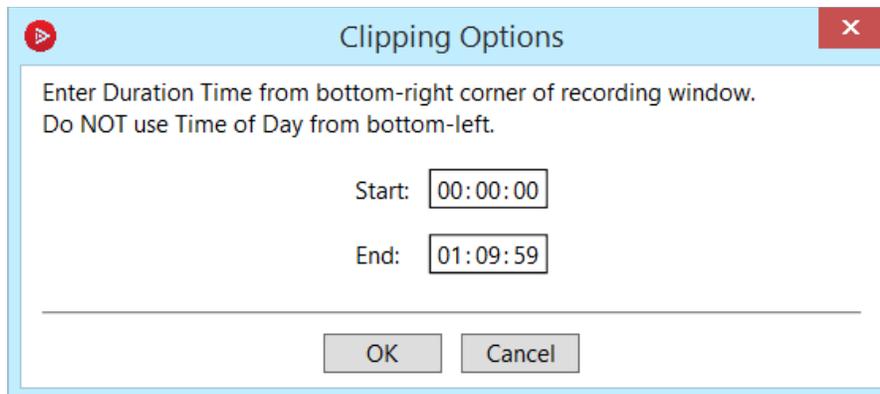
Step 1: Open the session you want to clip. If you want to clip off the beginning, navigate to the point you want the recording to start at and note the duration time (as shown in the screenshot below). If you want to clip off the end, navigate to the point you want the recording to end at and note the duration time.



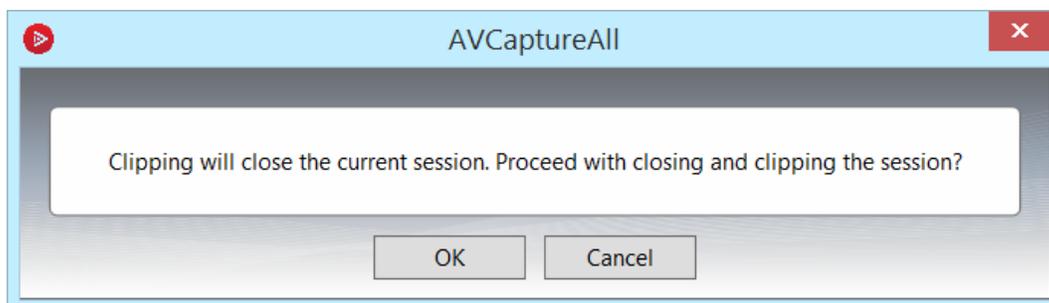
Step 2: Click the Clip button. This will open the Clipping Options window.



Step 3: In the Clipping Options window, enter the desired Start and/or End time(s) that you took note of in [Step 1](#). Be sure to use the duration time, and not the time of day. When done, click OK.

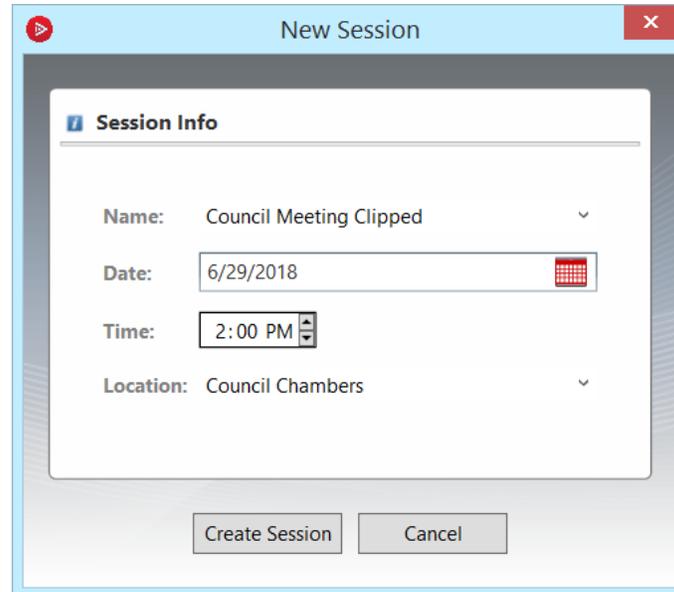


Step 4: This will open a notification window. Click OK.



Step 5: Next, a New Session window will pop up. By default, this window will display the Location and Name of the original session, but with the word “Clipped” tacked on to the end of the name. For now, just keep these default values.

The Date and Time are set to the current date and time. Change these values to the date and time of the original session.



The image shows a software dialog box titled "New Session". It contains a "Session Info" section with the following fields: "Name" set to "Council Meeting Clipped", "Date" set to "6/29/2018", "Time" set to "2:00 PM", and "Location" set to "Council Chambers". At the bottom of the dialog are two buttons: "Create Session" and "Cancel".

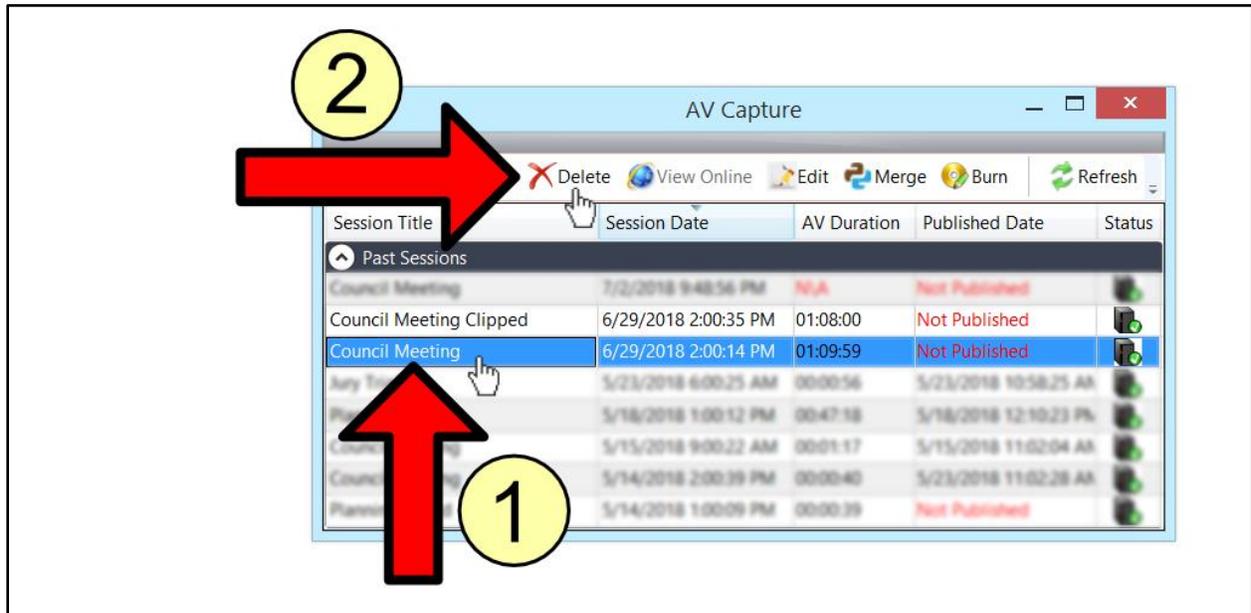
Step 6: Click the Create Session button. The clip operation can take a while depending on the size of the original recorded media file, but there is no progress bar to indicate how long. It is important to be patient and wait for the operation to complete before making further changes in AV Capture. While waiting, do not log off of or turn off the PC.

Once the clip operation completes, the newly created session will open. This session is a perfect copy of the original session, but with the clipped segment(s) removed from the recording. Any documents from the original session are automatically attached.

Step 7: Review the session’s media and documents to ensure everything is as expected, then exit the session. If prompted, do not yet publish the session.

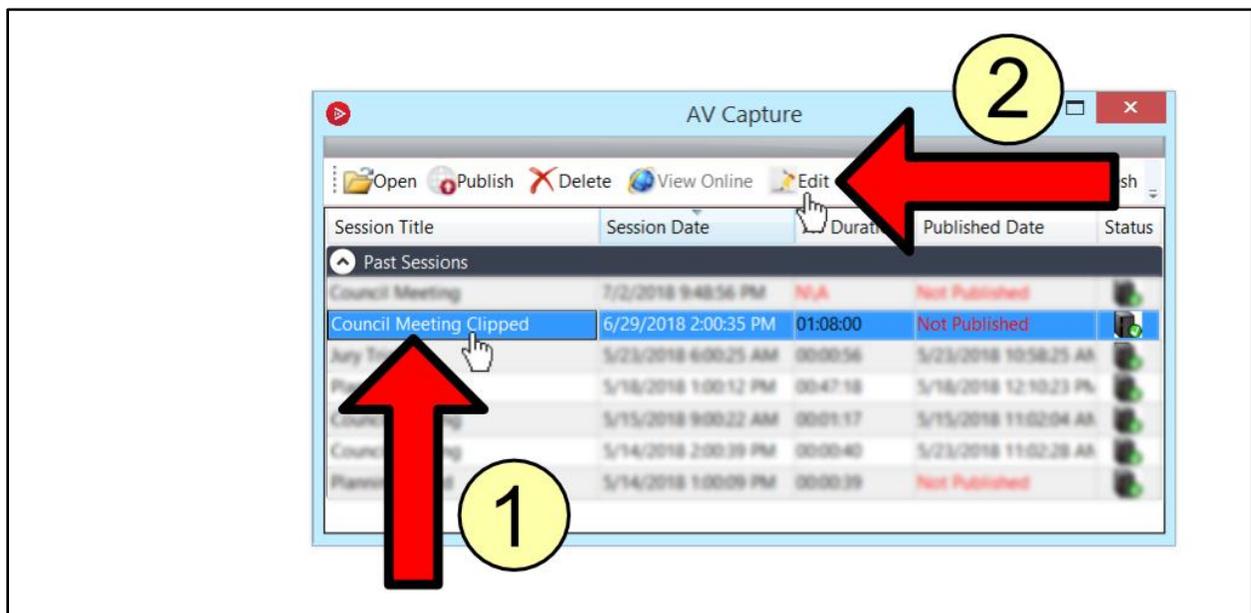
Step 8: Open the Browse Sessions window.

Step 9: Find the original (pre-clipped) session in the table, select it (1), and click the Delete button (2). In the delete Confirmation window, click the Yes button.

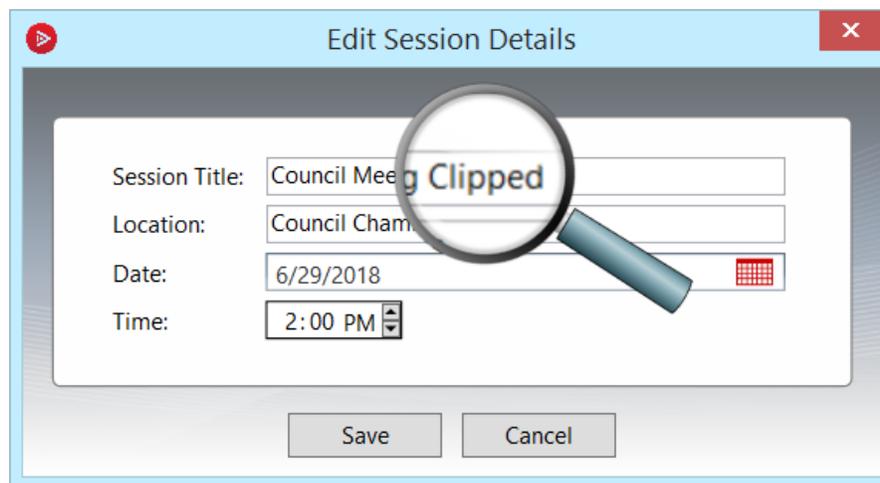


Step 10: The original session has now been removed. In the confirmation window, click OK.

Step 11: You may now want to remove "Clipped" from the Session Title. To do so, first select the new session (1) and click the Edit button (2). This will open the Edit Session Details window.



Next, delete "Clipped" from the Session Title text-field and click the Save button.



The image shows a screenshot of a software window titled "Edit Session Details". The window has a light blue header bar with a close button (X) in the top right corner. The main content area is white and contains four input fields: "Session Title" with the text "Council Meeting Clipped", "Location" with "Council Chamber", "Date" with "6/29/2018" and a calendar icon, and "Time" with "2:00 PM" and a dropdown arrow. A magnifying glass is positioned over the "Clipped" text in the Session Title field. At the bottom of the window, there are two buttons: "Save" and "Cancel".

Step 12: The session is now ready to be published if your organization wants the session to be made available online.

🌀 Summary 🌀

If you followed the steps above, you have successfully created a new session with the undesired segments of the original session clipped out. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.