

# How-to Guide: Add a Session Name or Location

AV Capture All 19125 Northcreek Parkway, STE 120 Bothell, WA 98011 Phone: 888.360.2822 Fax: 253.414.1990 <u>support@avcaptureall.com</u> <u>http://www.avcaptureall.net/</u>

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When creating a new session, the name and location may be selected from dropdown menus or typed manually. The purpose of this guide is to walk you through the steps necessary to add new selections to these dropdown menus. If at any time you have questions regarding this process, please call our customer support line at <u>888-360-2822</u> or email us at <u>Support@AVCaptureAll.com</u>.

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Step 1: Launch AV Capture and open the Settings window.

**Step 2:** Navigate to the Storage tab.

0		Settings		_ 🗆 🗙	
G	eneral			Help!	
Š	ortcuts	Main Storage Folder:	C:\AVCA Storage		
S 20 5	orage	Local Backup Folder:	C:\AVCA Backup		
	V Input	Convert Older Sessions:			
San A	V Output	Convert			
👤 Р	rticipants	Session Names:			
🥐 н	lp				

**Step 3:** Depending on which you want to add, click the (+ Add) button for either Session Names or Session Locations. In the example (shown below), we add a Session Name (1) and double-click in the subsequent text field (2).

Settings		- 🗆 X
👬 General		
Shortcuts	Main Storage Folder:	C:\AVCA Storage
Storage	Local Backup Folder:	C:\AVCA Backup
🙀 A/V Input	Convert Older Sessions:	
👥 A/V Output	Convert Import	·
<b>2</b> Participants	Session Names:	City Council
🥐 Help		
		Add Remove
	Session Locations	City Hall
		+ Add Remove
	ОК	Cancel

Step 4: Type the desired name and press Enter.

Settings			- 0	×
<ul> <li>Settings</li> <li>General</li> <li>Shortcuts</li> <li>Storage</li> <li>A/V Input</li> <li>A/V Output</li> <li>Particip</li> <li>Help</li> </ul>	Main Storage Folder: Local Backup Folder: Convert Older Sessions:	C:\AVCA Storage C:\AVCA Backup City Council Commissioners Meeting Add Remove City Hall City Hall Remove		
	ОК	Cancel		

**Step 5:** If any additional Session Names or Session Locations are desired, repeat Step 3 & 4 until finished adding new selections. In the example (shown below), two new names and one new location have been added. Click OK to save your changes.

Settings			-		×
式 General				Help!	٦
Shortcuts	Main Storage Folder:	C:\AVCA Storage			
Storage	Local Backup Folder:	C:\AVCA Backup			
M A/V Input	Convert Older Sessions:				
A/V Output	Convert	]			
<b>2</b> Participants	Session Names:	City Council Commissioners Meeting			
🥐 Help		Dodgeball Committee			
		Add Remove			
	Session Locations:	City Hall Conference Room			
		+ Add Remove			
	ок	Cancel			.:

**Step 6:** The session names and/or locations you added should now be available for selection in the New Session window's Name and Location dropdown menus (as shown below).

Session I	ıfo	
Name:	City Council	
Date:	City Council Commissioners Meeting	
Time:	Dodgeball Committee	
Location:		
	City Hall Conference Room	

## r Summary 🖘

If you followed the steps above, the names/locations you added should now be available for selection in the New Session and Edit Session windows. If this is not the case, please call our customer support line at <u>888-360-2822</u> or email us at <u>Support@AVCaptureAll.com</u>.

## related Support Documents 🐝

FAQ: How do I change the session name, date, time, or location after it has been published?