

ECHO360 PERSONAL CAPTURE MACINTOSH GUIDE

What is Echo360 Personal Capture

Echo360 Personal Capture is an audio and video capture application built for staff users. This guide will show you how to record and edit audio, webcam and desktop videos in Echo360 Personal Capture. You can then publish the captures online in a video format or as an audio file.

These instructions cover the Mac OS X and Windows NT version of the software.

Users of current Windows versions should refer to the Windows guide:

https://le.unimelb.edu.au/wp-content/uploads/2015/11/Echo360_PersonalCapture_Win.pdf

Tips for creating a professional recording

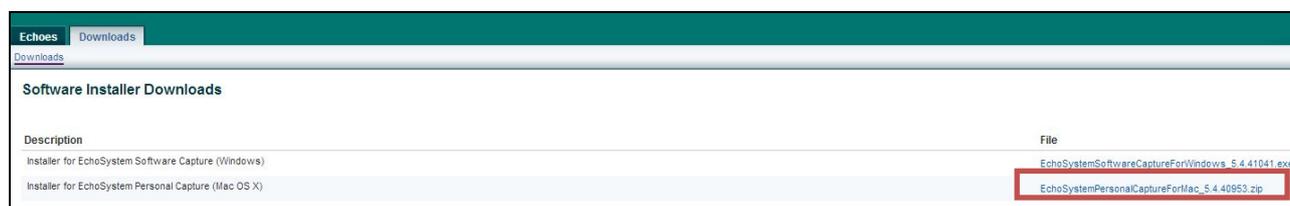
- **Plan your recording.** Make an outline of the topics the recording will cover, just as you would for a live presentation.
- **Get a good microphone.** A good quality microphone will improve clarity and eliminate static.
- **Quiet please.** Even with a quality microphone, make sure that there are no sources of background noise to interrupt your presentation (like colleagues talking or doors slamming).
- **Clean up your Desktop.** If you are recording video, take the time to clear up any clutter on your Desktop. A clean desktop will look more professional, and will help you keep organised during recording.
- **Close your applications.** You don't want your personal email alerts popping up on screen! Quit any applications you don't need and your recording will run more smoothly.

Please view the [Good Practice Guide for creating Echo360 Software Capture](#) for further tips.

Download and install Echo360 Personal Capture Software

Note: Users using Windows XP should continue to use version 5.3. Mac users **must** uninstall any older versions of Echo360 before installing the latest Mac version 5.4. Please [contact IT](#) for assistance if required.

1. **Request** access to Echo Personal Capture via the support page:
<http://go.unimelb.edu.au/np4n>
Note: In order to publish your Echo Personal Capture videos, please provide all relevant subject codes in the request.
2. **Open** the Echo admin page: <https://admin.lecture.unimelb.edu.au>
3. **Login** using your Unimelb username and password.
4. Go to the **Downloads** tab.
5. Click the filename **EchoSystemPersonalCaptureForMacs** to download the Mac installer.
6. Check you do not have any previous versions of Echo360 Personal Capture installed.
7. Double-click the saved installer file and follow the wizard prompts to install the program to the default location.



Description	File
Installer for EchoSystem Software Capture (Windows)	EchoSystemSoftwareCaptureForWindows_5.4.41041.exe
Installer for EchoSystem Personal Capture (Mac OS X)	EchoSystemPersonalCaptureForMac_5.4.40953.zip

Record with Echo360 Personal Capture

1. **Plug** in any webcam or heads you wish to use to create a recording.
2. **Open** the Echo360 Personal Capture program.
3. Click **Start Capture** to display the preview window.
4. Check that the **input devices** you want to record from are enabled with a **tick** in the checkbox.
5. **Untick** the checkbox next to any devices you do not wish to record from.



6. Click **Start Capture** to begin recording; a five second countdown timer will appear. The program window will have automatically minimised into the task bar.
7. Record your presentation. You can **pause** your recording by hitting **Alt+F3** in Windows or **Command+6** in OSX. You will then have the option to Resume or Stop your recording.

Edit your capture

You can make simple edits to your capture from the Edit Recording window, including trimming the unwanted sections from the start and end of the capture, and cutting segments from the middle.

Trim from the start or end

1. Click and drag the left-hand side slider  to trim the beginning of the capture.
2. Click and drag the right-hand side slider  to trim the end of your capture.



3. Click Apply Edits to save your changes. You will be returned to the My Recordings window.

Note: You **cannot undo** any changes you have made to your capture after you click **Apply Edits**.

Cut a segment

4. Click and **drag** the mark-in triangle  to adjust the beginning of the segment to be cut.
5. Click and **drag** the mark-out triangle  to adjust the cut-off point.

The section in light-blue between the mark-in and mark-out triangles is the segment to be cut.



6. Click the **scissors** button to cut the highlighted segment. The region turns from light-blue to grey.
7. To **undo** the cut, **double-click** in the grey area between the mark-in and mark-out triangles.

8. Click **Apply Edits** to save your changes. You will be returned to the My Recordings window.

Note: You **cannot undo** any changes you have made to your capture after you click **Apply Edits**.

Publish

Echo360 Personal Capture publishes your capture in a variety of formats. After publishing, you will receive an email containing links to the capture in a variety of formats, including:

- **Rich Media Playback:** provides a link to the capture in a web-based viewer.
- **Vodcast Playback:** provides a link to the capture as an .m4v video file.
- **Podcast Playback:** provides a link to the capture as an .mp3 audio-only file, with no video.

1. From the My Recordings window, select the capture to be published. The selected capture will be highlighted in green. Click Publish Recording.



2. **Login** using the Echo System Server username and password.

3. In the **Publish Recording** window, select the course in which to publish the capture and click **Next**.

4. Ensure **Create new Echo** is selected and click **Next**. If desired, you can change the date and times displayed, or replace an existing published capture.

5. Enter a **title** for the capture, click **Publish** and wait for the capture to be published. Publishing time varies with the length of the recording, edits made, and network conditions, but a 30 minute recording typically takes 10 minutes to be published.

Note: If you are recording off-campus, you must connect to the university network via Remote Desktop Access (VPN) before you click publish. For instructions, see <https://staff.unimelb.edu.au/information-technology/networks-access/remote-access>

After publishing, you will receive an email containing links to the capture in a variety of formats. You can copy any of the links and distribute via email. To upload captures to the LMS, see https://www.lms.unimelb.edu.au/user_guides/lecturecapture_guide.pdf

Getting Help

Help is available within Echo 360 Personal Capture via the help button (top right). 

You can also ask the Lecture Capture team a question via: <http://go.unimelb.edu.au/ap4n>

Please report any errors or omissions in this guide to
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