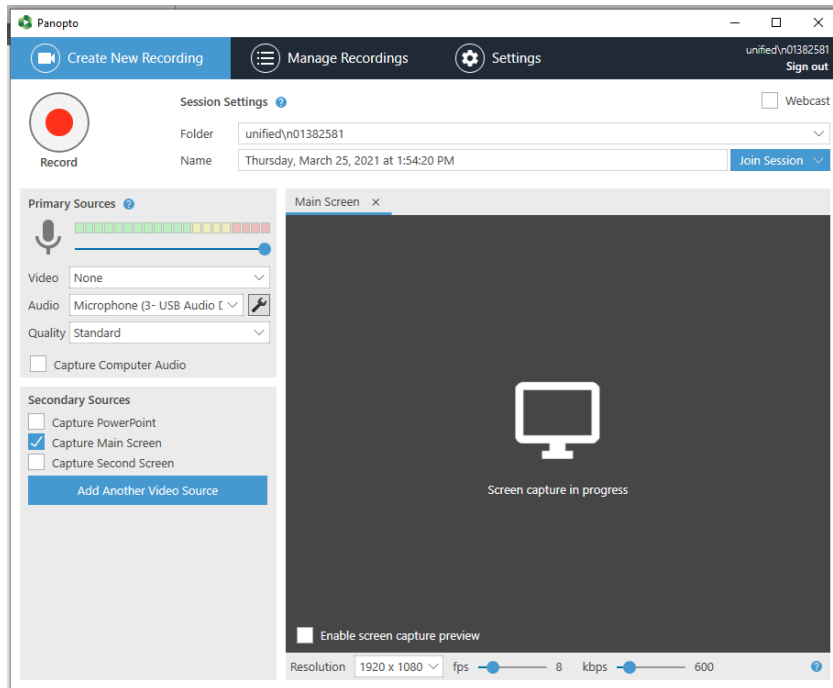


## Using the Panopto Desktop Recorder

### Desktop Recorder Window (PC user view)



Mac users: read [this Panopto recording article](#) instead.

### Menu options at the top

- Create New Recording is where you will create your recording.
- Manage Recordings allows you to view all the recordings you've created on this computer.
  - Do not use this section to share or edit your videos. Use the Panopto portal for that instead for full tool access.
- Settings are more advanced and don't need to be modified by most users.

### Recording options

- Record button is to start recording
- Session Settings
  - Choose your folder within Panopto
  - Name your session. It will always default to today's date and time but change it for easier identification.

## Primary Sources

Always double check these settings because if you do not select the right sources, your recording won't turn out.

- **Video:** If you want to be seen in the recording then select your webcam. If you only want to be heard in the recording, then leave this as None.
  - You may have more than one webcam so verify if that it is the right one by checking to see if the light is turned on your webcam.
- **Audio:** Select your microphone. This is extra important because most computers have a microphone built into them and they are usually not the greatest in quality. Most webcams that you buy at the store have microphones built into them that you can use.

How do you know which microphone to select?

- The easiest way is to click on the microphone you think it is, and physically “tap” the microphone to see if the levels change.
  - Testing your audio: you will want to test your audio before recording by saying a few words at the same level that you will in your video.
  - If the levels go to “RED” that’s the danger zone. You want to aim for high green/yellow. You can adjust the slider accordingly.
  - If you hit the lower red occasionally you are ok. But try not to be red the whole video or it will not sound good.
- **Quality:** start with Ultra. Ultra is High Definition (It’s not actually that “Ultra”... it’s more like “Normal”). If you don’t want to do Ultra then change to High.
    - With all this in mind, if your computer is slow, then Ultra/High may have performance issues. You will need to use trial and error to find this out for yourself.
    - See the tech specs in [this Panopto article](#).

## Secondary Sources

The secondary source is to capture your screen, PowerPoint, or other webcam. If you have a second monitor, then that will display as “Capture Second Screen”.

What’s the difference between “Capture Main Screen” and “Capture PowerPoint”?

- If you are browsing the web or showing software, you need to select **Main Screen**.
- If you want to explain your PowerPoint presentation and nothing else, then select **PowerPoint**.

- Panopto actually “talks” to PowerPoint so that when the recording is done, it will save all of your headers and slide titles, and automatically create a table of contents for you.
- Make sure that each slide has a title before recording.
- If your PowerPoint slides contain animation, then select both **PowerPoint** and **Main Screen**.
- If you want to record both PowerPoint and other sources, then select both.
  - Prepare your sources as described below.

### Canvas

The grey area in the middle is your preview area. There are options to turn on the screen preview to make sure you are capturing the right screen.

- You’ll see the infinite window view so turn off the preview before recording.

### Recording your Video

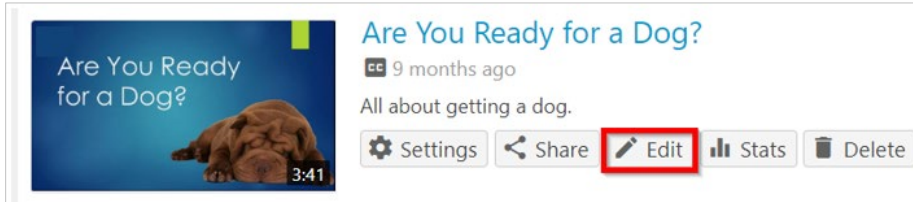
Note: the recorder window is viewable until you minimize it.

1. Double check your sources (right camera, screen, sound, etc.)
  - Test your audio levels
  - Open all the sources you’d like to record. Ensure you’re not capturing any screens that you don’t want to be recording (watch for sensitive information)
2. If “PowerPoint” is your secondary source, then choose “Start presenting when recording starts”.
  1. Click the red **Record** button to start.
  2. The recorder window automatically minimizes.
  3. Once finished, go back to the Panopto recorder and click Stop.
    - This section can be cut out of the final version using the Panopto Editor.
    - You can also use the F10 key (PC) or Option + Command + S (Mac) to stop the recording.
3. If “Main Screen” is your secondary source.
  1. Click the red **Record** button to start.
  2. Wait until you see “communicating with server” then minimize the recorder window by clicking on the minimize icon (-) in the top right corner.
  3. Don’t start talking until after you’ve launched the presentation.
  4. Once finished, go back to the Panopto recorder and click Stop.
    - These sections can be cut out of the final version using the Panopto Editor.
    - You can also use the F10 key (PC) or Option + Command + S (Mac) to stop the recording.

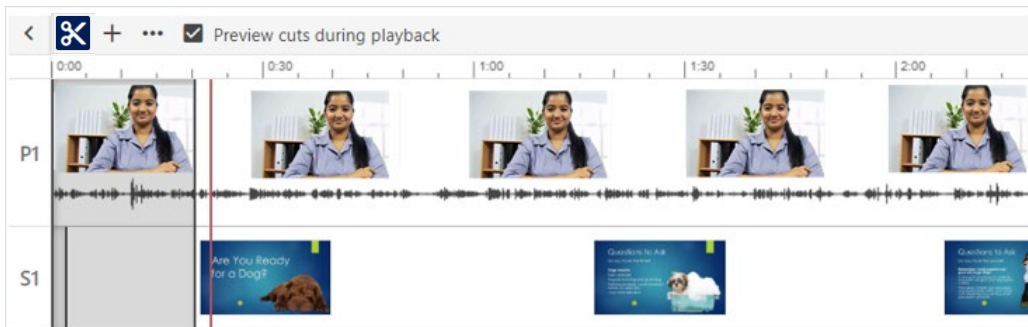
## Editing your Video

Log-in to the [Panopto portal](#) to edit your videos instead of using the Manage Recordings area.

1. In your video library, hover over the video you want to edit and click the Edit button



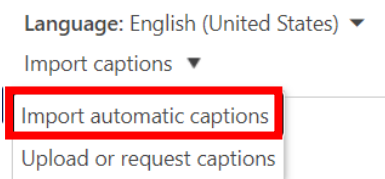
2. The cut tool (scissors) is already chosen so you will see a dark gray line appear at the beginning and end of the timeline.
3. Play your video from the beginning and pause it right before where you'd like it to start cutting. Select the cut tool and click and drag the gray line to trim out the section of the video.



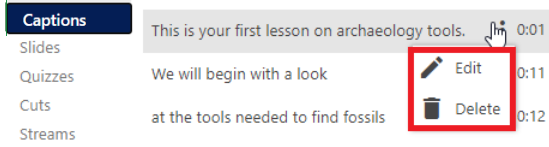
4. Cut sections will always appear in the timeline but will not playback in the Panopto viewer once you publish your changes. That is because Panopto's editor is non-destructive so that you are able to re-add those sections back into your video at any time if necessary.
5. Click Apply when you are done making your changes. This button is found on the top right of the editor.



6. Add captions from the **Captions** section by choosing "Import automatic captions". This option appears after the video has fully processed.



7. You can edit the captions easily if there are errors in the text. Remember to apply your changes.



8. In the Panopto Viewer, the captions appear on the left but can also be turned on using the **CC** button at the bottom of the video.