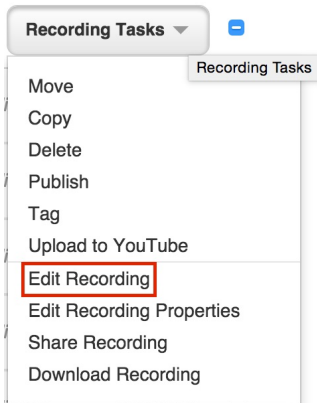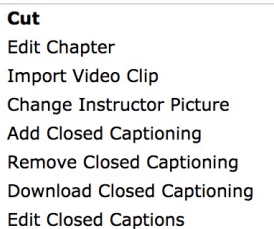# Editing Tegrity Recordings

Tegrity's recording editor allows users to delete selected portions of a recording, add video clips, and more. To begin using the Tegrity editor, from your Tegrity course page, place a checkmark next to the title of a recording. Then click on the **Recording Tasks** drop-down menu and select **Edit Recording**.

Deleting Portions of a Recording

1. Select **Cut** from the editing options at the top left of the editor screen.

2. Fill the **From** and **To** fields with the start and end times of the portion of the clip that you would like to remove. You can do this by either manually entering the time in provided boxes, or you may click on the **From** and **To** buttons to have the time code of your current location in the recording entered automatically. In this example, everything from 8 seconds to 1 minute 6 seconds will be deleted.
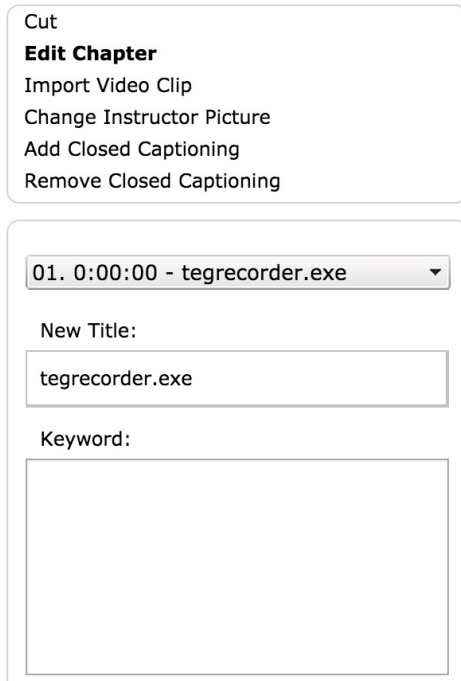

3. Once the **From** and **To** fields have been filled, click **Cut**. This will remove the segment from the recording.

Note: This operation cannot be undone. Once a segment of a recording has been cut, it cannot be retrieved.

Editing Chapters

Tegrity automatically divides each recording into chapters. Chapter creation is based on changes that occur on screen during a recording. For example, if a user is recording a Power Point presentation with 10 slides, the finished recording may contain 10 chapters.
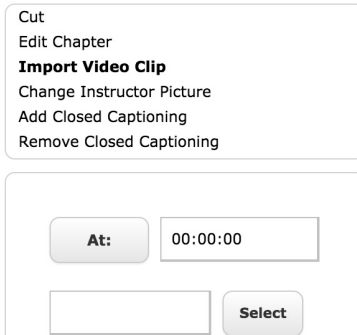
Cut
Edit Chapter
Import Video Clip
Change Instructor Picture
Add Closed Captioning
Remove Closed Captioning

01. 0:00:00 - tegrecorder.exe ▼

New Title:

tegrecorder.exe

Keyword:

1. To change the title of a chapter or to add searchable keywords to specific chapters, select **Edit Chapter** from the editing options.

2. Choose the chapter that you would like to edit from the chapter selection drop-down menu.

3. To change the title of a chapter, use the **New Title** field.

4. Searchable keywords can be added to individual chapters by typing them in to the **Keyword** text box.

5. Once you have finished making changes to your recording, click Apply.

Adding Video Clips to an Existing Recording

Tegrity allows users to insert video clips from external sources into existing Tegrity recordings. Currently, videos must be in .mp4 format before they can be imported into Tegrity.

Cut
Edit Chapter
Import Video Clip
Change Instructor Picture
Add Closed Captioning
Remove Closed Captioning

At: 00:00:00

            Select

1. To begin using the video import tool, click on **Import Video Clip.**

2. Enter the time at which you would like for the clip to appear. Alternately, you can watch your Tegrity recording and pause it at the point where you want your clip to appear. Clicking the **At** button will automatically populate the field with the time code that corresponds to where you paused your recording.

3. Click **Select** and find the video file that you would like to insert.

4. Click **Import Video Clip**

Changing the Instructor Picture

The instructor video or image that is seen in the upper right box of the Tegrity player can be overwritten using the Change Instructor Picture option.

1. Click on the **Select** button to choose a photo from your computer.

2. Click **Change Instructor Picture** to upload your photo and include it in your Tegrity recording. *Note: Once an instructor photo is uploaded, the existing photo or video will be overwritten and is irretrievable.*

Add Closed Captioning

Use the Add Closed Captioning feature to upload a file that will add captions to your recording. The currently compatible closed captioning file formats are SRT, SBV, DFXP, and QT.

Remove Closed Captioning

The Remove Closed Captioning option will allow you to remove previously uploaded captions from your recording.

Download Closed Captioning

The Download Closed Captioning option will allow you download the closed captioning file for offline editing.

Edit Closed Captions

The closed captions editor allows users to add and/or edit closed captioning for any Tegrity recording. To manually add captioning to a recording, select **Edit Closed Captions**. Allow the recording to play to the point where captioning is to be added, then pause the video. Type your captions into the space provided. The start time will automatically be filled with a time stamp that corresponds with where you are in the recording. Once you have typed your captions, allow the recording to play to the point where your caption should end and then pause the recording. Click **Add** to automatically create the end time for your caption and add it to your recording.

Start time: End time:

| 00:02:05,255 | 00:00:00 |

This is an acceptable use of copyright

Add

To edit existing captions, click on the caption inside the caption editor. This will allow you to edit the caption. Once you have finished editing, click **Save**.

| 00:00:06,258 | to | 00:00:11,343 |

This is not an infringement of copyright

Save

When you have finished adding and/or editing your captions, click **Apply**.