



AV CaptureAll

How-to Guide: Clip a Recording

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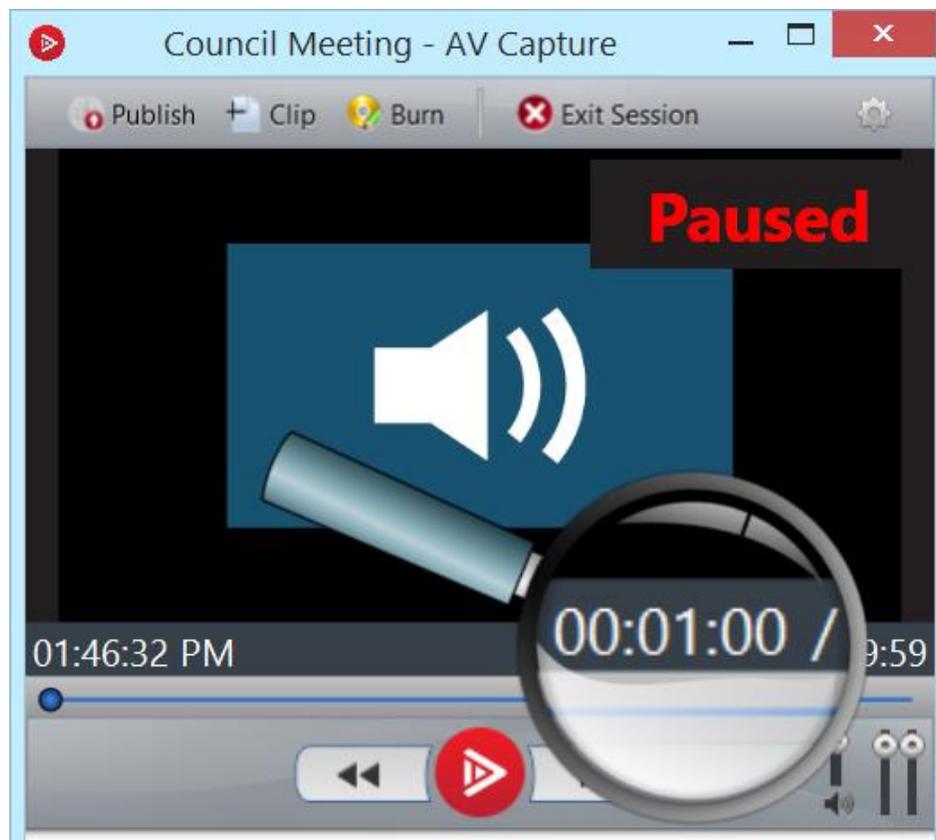
🔗 Overview 🔗

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.

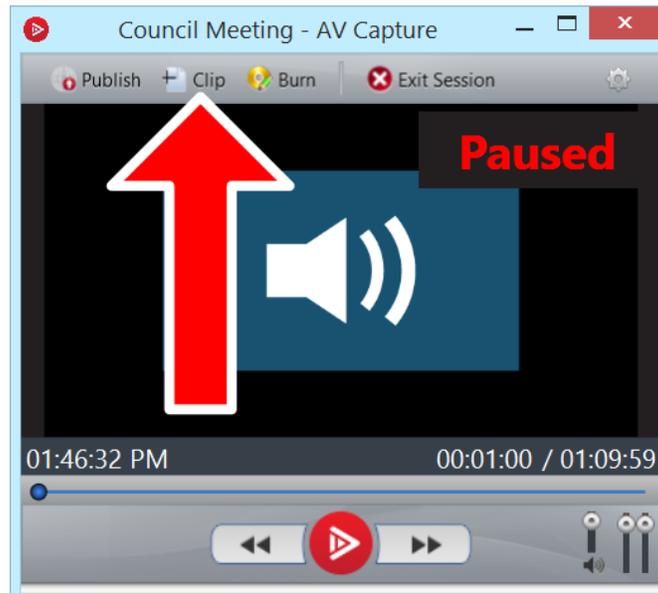
Clipping a session's recording does not modify the original session or recording. Instead, it creates a new session that duplicates all the original session's information, including any attached documents.

🔗 Directions 🔗

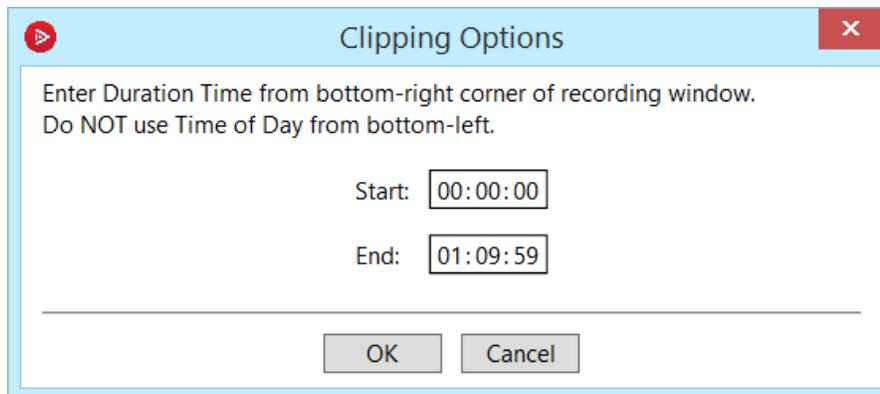
Step 1: Open the session you want to clip. If you want to clip off the beginning, navigate to the point you want the recording to start at and note the duration time (as shown in the screenshot below). If you want to clip off the end, navigate to the point you want the recording to end at and note the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



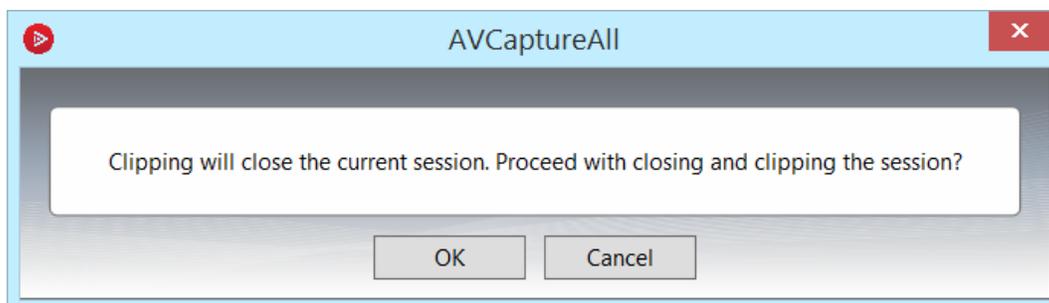
Step 2: Click the Clip button. This will open the Clipping Options window.



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.

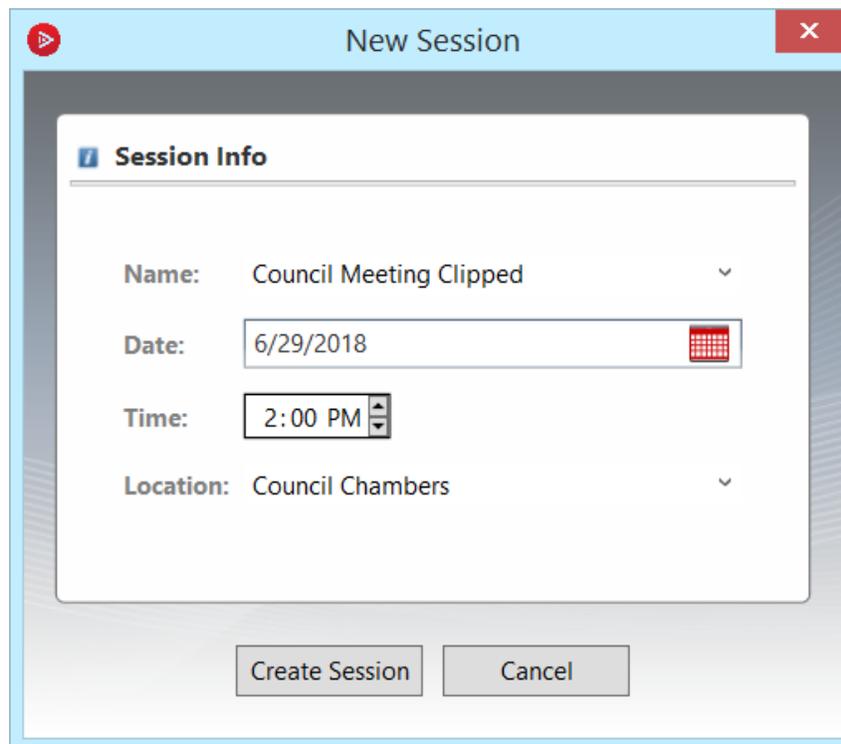


Step 4: This will open a notification window. Click OK.



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 screenshot shows a 'New Session' dialog box with the following fields and values:

- Name:** Council Meeting Clipped
- Date:** 6/29/2018
- Time:** 2:00 PM
- Location:** 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.

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

What's Next?

The Clip tool is used for one of two reasons:

- Create a clipped session to fulfill a public records request
- Replace original session with clipped version

If your goal is to fulfill a public records request, a how-to guide for burning a session to disc is available in the [Related Support Documents](#) section, below.

If your goal is instead to replace the original session with the clipped version, be sure to delete the original session after reviewing the clipped version. If you wish to remove "Clipped" from the Session Name, see the FAQ in the [Related Support Documents](#) section, below.

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.

Related Support Documents

[How-to Guide: Burn a Session to Disc](#)

This guide explains how to copy a session's audio or video file to CD/DVD (to be provided to the requester).

[FAQ: How do I change the session name, date, time, or location](#)