## Edit and Upload with the Desktop Recorder

Access the Edit tools in the Desktop Recorder

1. The tools are in the preview screen that appears when you click *DONE* on a recording
   OR
   You can return to the preview screen from the *LIBRARY* tab. Click the *Preview Media* pencil icon next to your media entry

   Turtles Presentation with Slides
   June 22, 2017 12:02   00:00:01
   Not uploaded. Upload now
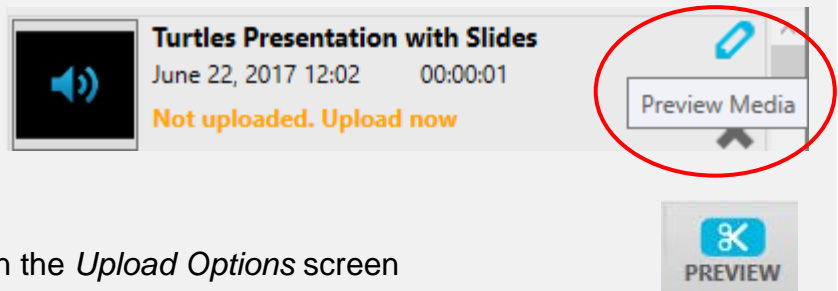
   Preview Media

2. Click the *PREVIEW* icon on the *Upload Options* screen
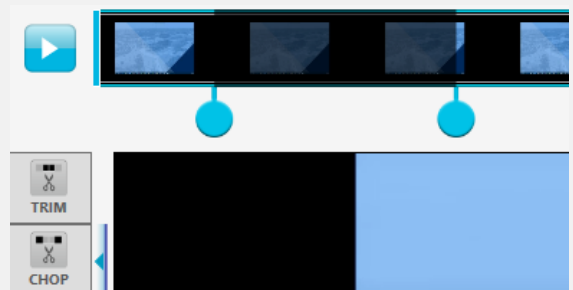
   PREVIEW

Trim

In the preview screen, click the *TRIM* icon and drag the handles along the timeline to where you want the media to start and end
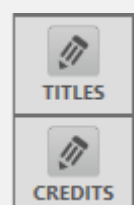
TRIM
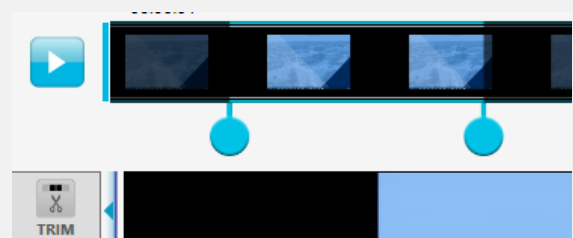
Chop

In the preview screen, click the CHOP icon and drag the handles on the timeline to select the section to be removed.

TRIM

CHOP

Titles and Credits

1. Click *TITLES* to add a text card to the start or *CREDITS* to add to the end

2. Use the blue arrows to select a design

3. Type over the placeholder text to replace it. Unused lines text will not show.

4. Click *APPLY*, preview and edit your titles

5. Click *DONE* to permanently apply the 4-second title to your video

   TITLES

   CREDITS

   Note: Titles and credits cannot be added to audio or media with slides
   This tool is not available after you upload but you can remove a title by trimming the video.

Once uploaded you can no longer edit with the Desktop Recorder. My Media does have basic edit features but you will be unable to add title cards and can only sync slides manually.

1. To access the *Upload Options* immediately after filming:
   Click *DONE* to finish recording
   Click *DONE* again on the preview page to finish editing

   OR
   Return to the *Upload Options* page by clicking the pencil icon or the orange *Upload now* link next to your media under the *LIBRARY* tab

2. To help with searching and sharing give your media a meaningful title/name and a detailed description.
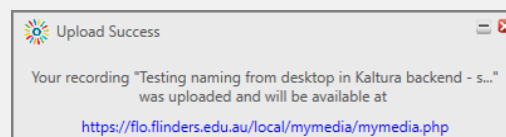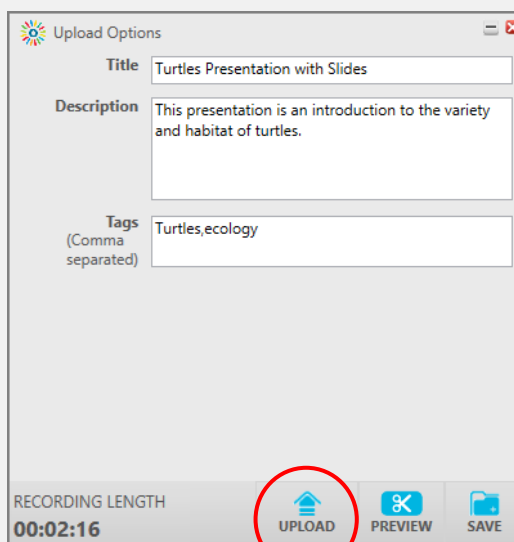   Note: Media will not published without a description

3. Tags are also useful for sorting your files.

4. Click the *UPLOAD* icon

5. Click *Cancel Upload* or wait for your media to process

6. Click the link which will directly you to your *My Media* gallery in FLO

About the Library
The *LIBRARY* tab gives you access to edit and upload all media previously recorded in the program. The only way to add files is through recording.

To delete a copy of off your computer Click *X*, this will not delete it from My Media online if it has been uploaded. Media will not have an orange link next if it has been uploaded

To find the .mp4 files of your media go to the *Local Media Files Storage* address listed under the *SETTINGS* tab

Continue Editing in My Media
Tools only available in My Media include add closed captions.

Look for the help button in My Media and the video player for specific support.