Editing an ECHO360 File:

**Logon to the ECHO Server by going to https://vpc1.umb.edu:8443 and login using your UMB email address (including @umb.edu) and Password.**

1. Click the **Echoes** tab.
2. Click the **Unavailable:** tab below the search area.
3. Select the **video recording** you would like to edit.
4. Click **edit**.
5. Scroll to the bottom of the next screen and click **Edit Media**.
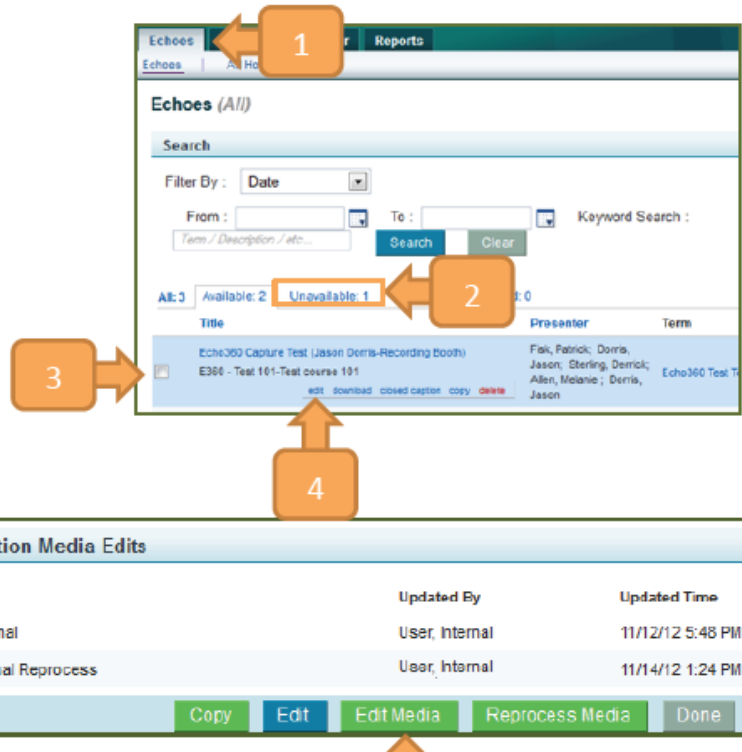
6. Click the **Play** button to review and decide which parts of a recording you would like to delete.

TIP: You may want to take note of the time range which you would like to delete.

7. Move the **Right Trim** at the end of the unwanted video recording's timeline.
8. Move the **Left Trim** to the start of the unwanted video recording timeline.
9. Click on the **Scissors** tool to delete.

NOTE: The area of a timeline in-between the Left and the Right Trim will be deleted.
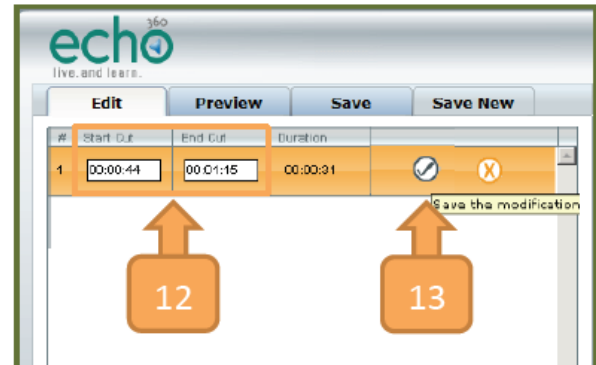
10. Notice that the timeline you have just deleted will show up in the Edit box.
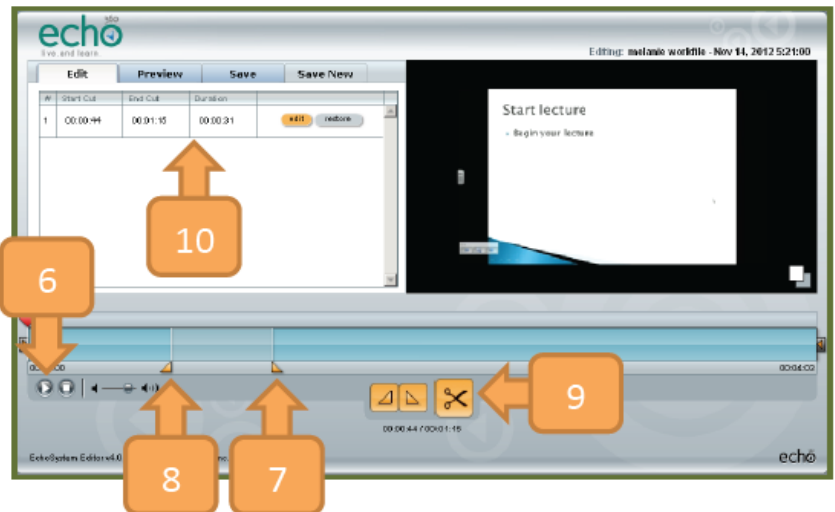
**Optional:**

11. Click the **edit** button if you would like to edit the timeline you have just deleted.

12. You can manually enter the range of time to be removed in the boxes.

13. Then, click the **check** icon.

14. If you want to restore the timeline you have just deleted, click the **Restore** button.

15. Once you have completed editing, click the **Preview** tab.

16. Click the **Play** button to preview your edited video recording.

17. Once you are satisfied with the final video recording, click the **Save** tab.

18. Type a video **Description** into the description dialog box.

19. Click **Save Edits** to save your edit list to continue later or **Process Edits** to start the publishing process.
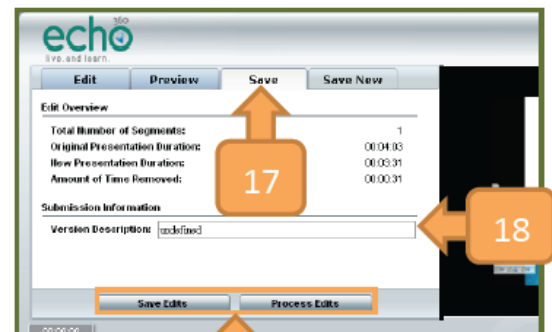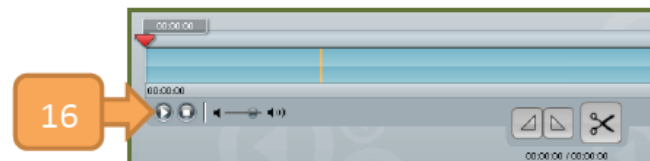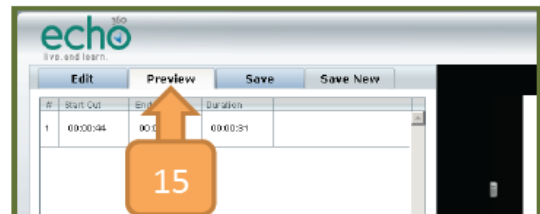
Before you share your Echo360 recording you must first make it available.

1.  Click the **Unavailable** tab beneath the Search area.

2.  Select the checkbox next to the recording that you would like to make available.

3.  Select **Make Available** from the **Actions** drop-down menu.

**NOTE:** This process may take 2-3 minutes before the Echo appears under the Available tab, also you may choose to share an Echo without editing it.