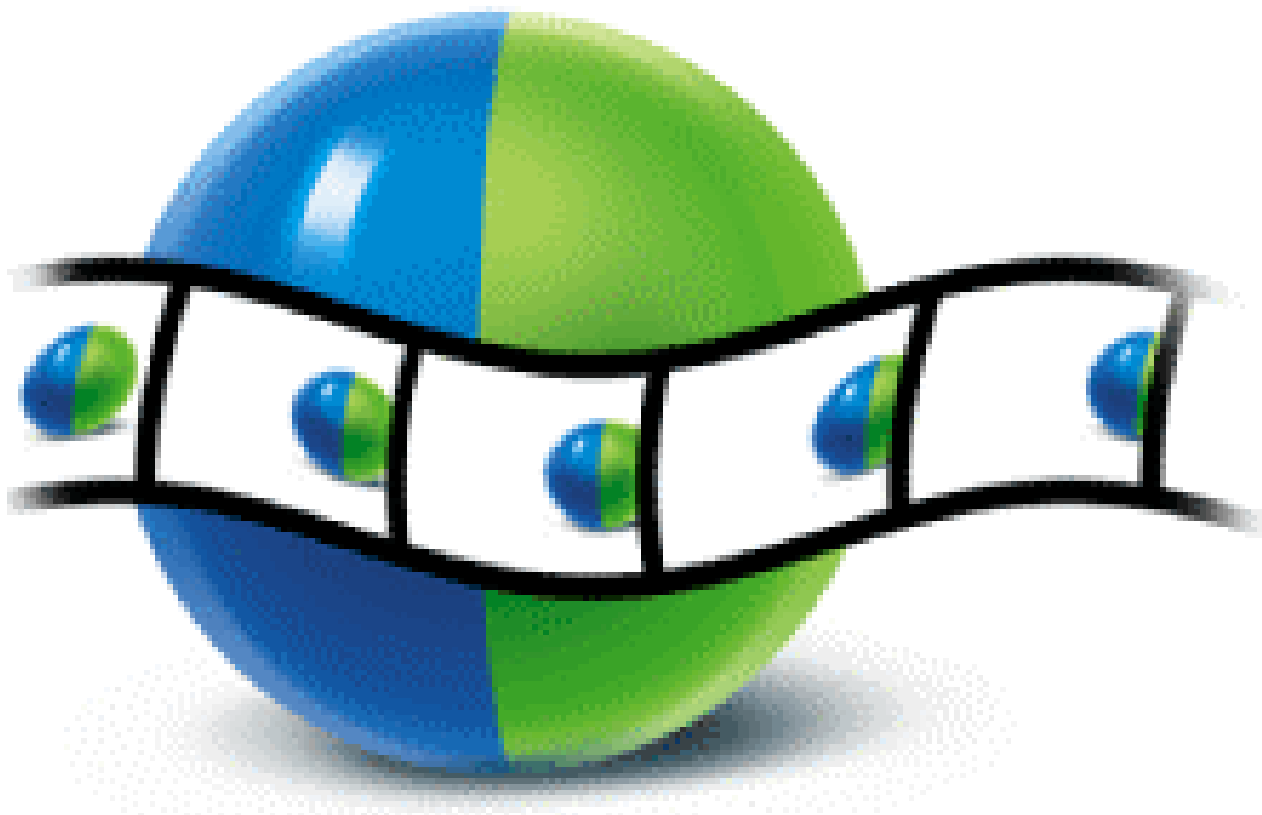


WebEx Recording Editor Users Guide



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Introducing WebEx Recording Editor

WebEx Recording Editor allows you to edit WebEx Recorded Files (.wrf). WebEx Recorded Files are recordings that were made using either the stand-alone version WebEx Recorder or the recorder that is integrated with a meeting service.

Using WebEx Recording Editor, you can

- play a recording
- navigate a recording, and view snapshots or individual frames of recorded data
- define segments of recorded data on a timeline, so you can quickly locate sections of a recording during playback, using WebEx Player
- cut or copy recorded data on a recording's timeline, then paste it at another location on the timeline
- insert recorded data, including images and audio, from one recording into another recording
- insert an entire WebEx Recorded File (.wrf) into a recording
- delete recorded data, including images and audio, from a recording
- rearrange recorded data on a recording's timeline

 **Note**—Currently, you cannot edit audio independently of video in recorded data.

Contacting WebEx Communications

Receiving Technical Support

WebEx provides comprehensive technical support services for its customers. If you cannot find an answer to your question in WebEx Recording Editor Help, or you are experiencing problems with WebEx Recording Editor, you can receive technical support by doing one of the following:

- For urgent issues, call 408-435-7088, Monday through Friday, 7 a.m. to 7 p.m. Pacific time.
- For non-urgent issues, send an email message to support@webex.com.

Providing Feedback to WebEx

WebEx Communications greatly appreciates any feedback you provide about our products and documentation.

Providing Feedback About WebEx Products and Services

You can provide feedback to WebEx Communications by sending an email message to feedback@webex.com.

Providing Feedback About This Documentation

At WebEx Communications, we strive to provide the best possible documentation for our products. If you have comments about this Help or other WebEx documentation, please send an email message to docs@webex.com.

In your email message, please specify the Help topic or section to which your comment applies. If you would like to receive a response to your comments, please include your name and contact information in your message.

If you have a technical question, please contact WebEx technical support.

Getting Started

Starting WebEx Recording Editor

To start WebEx Recording Editor, do one of the following on your computer's desktop:

- Click **Start**, point to Programs, point to **WebEx Recording and Playback**, then click **WebEx Recording Editor**.
- Double-click the **WebEx Recording Editor** shortcut.



The WebEx Recording Editor window appears.

Overview of WebEx Recording Editor

WebEx Recording Editor displays recorded data on a timeline. The timeline in the WebEx Recording Editor window displays a series of snapshots that represent 10 seconds of recorded data, which includes images and any audio that was captured in the recording. You can optionally view miniatures, or thumbnails, of individual frames on a timeline in another window.

WebEx Recording Editor allows you to play, listen to audio in, and navigate a recording, so you can locate the points at which you want to edit recorded data. The Current Location indicator shows the current location on the timeline during playback. You can move this indicator to finely adjust the current location.

To edit a recording, you can simply select data on its timeline, then cut or copy it and paste it at another location. Or, you can define segments—that is, specific ranges of recorded data that you can label, delete, rearrange, copy, paste at another location on the timeline, or insert into another recording's timeline.


To define a segment or perform other editing tasks, you insert markers on a recording's timeline. You can insert starting and ending point markers to define a range or segment of recorded data, and cue point markers, which allow you to return to a precise location on the timeline.

The following are some examples of how you can use WebEx Recording Editor:

- **Define sections of recorded data to which you can quickly navigate during playback**—Insert starting and ending point markers on the timeline to define the ranges of data that you want to identify. Define each range of data as a segment. You can then display a list of the segments in WebEx Player to jump to any segment in the recording.
- **Delete part of a recording**—Insert starting and ending point markers on the timeline to define the range of data that you want to delete. Define the range of data as a segment, then delete the segment from the timeline.
- **Insert recorded data into another recording's timeline**—Open two recordings. On one recording, define a segment that includes the data that you want to insert into the other recording. Copy the segment, then insert into the timeline of the other recording.
- **Rearrange recorded data on a timeline**—Define segments of recorded data. Open the Sequence Editor window, then, in the list of segments, rearrange them into their new positions relative to one another.

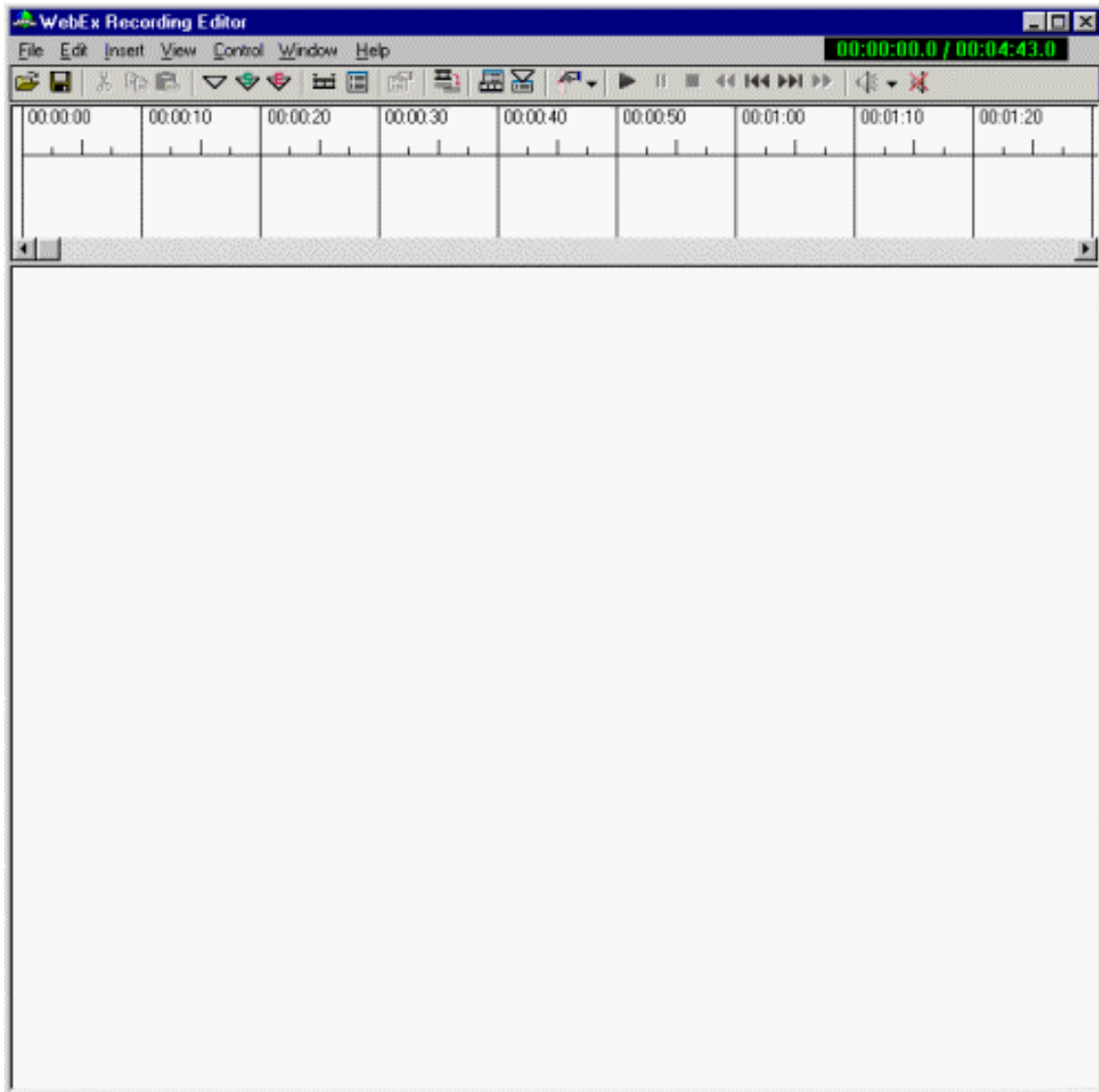
System Requirements for Audio Playback

When using WebEx Recording Editor, you can listen to audio in a recording if your computer has

- a Creative Labs Sound Blaster or equivalent sound card
-  **Note**—Refer to your meeting service Support page for a list of supported sound cards.
- speakers, or a headphone jack and headphones

Viewing the WebEx Recording Editor Window

The following figure shows the WebEx Recording Editor window, in which a recording is open. Click the different areas of the figure to learn more about the window.



Customizing Your Workspace

You can customize the appearance of the WebEx Recording Editor window, as follows:

- Show or hide the timeline
- Show or hide the toolbar
- Show or hide all palettes at once—that is, the Volume palette, Markers palette, Segments palette, and the Clipboard palette.

You can also specify preferences for the windows and palettes. For details, see [Specifying Preferences](#).

To show or hide the timeline:

On the **View** menu, choose **Timeline**.

A checkmark next to the **Timeline** command indicates that the timeline appears in the WebEx Recording Editor window.

To show or hide the toolbar:

On the **View** menu, choose **Toolbar**.

A checkmark next to the **Toolbar** command indicates that the toolbar appears in the WebEx Recording Editor window.

To show or hide all palettes at once:

On the **View** menu, choose one of the following, as appropriate:

If no palettes are currently open, choose **Show Palettes**.

If at least one palette is currently open, choose **Hide All Palettes**.

Specifying Preferences

You can specify preferences for WebEx Recording Editor. You can specify

- whether or not various windows and palettes always float on top of the WebEx Recording Editor window
- how to sort markers in the Markers palette
- how to sort segments in the Segments palette

To specify user preferences for WebEx Recording Editor:


- 1 On the **Edit** menu, choose **Preferences**.
The Preferences dialog box appears.
- 2 Specify preferences.
For information about the options on the Preferences dialog box, see the topic [Preferences Dialog Box](#).
- 3 Once you have finished specifying preferences, click **OK**.

Quitting WebEx Recording Editor


To quit WebEx Recording Editor, on the **File** menu, choose **Exit**.

Uninstalling WebEx Recording Editor

You can remove WebEx Recording Editor from your computer, using your computer's Add/Remove Programs utility.

 **Important**—Uninstalling WebEx Recording Editor also uninstalls WebEx Recorder, WebEx Player, and the WebEx meeting client software on your computer. Once you uninstall the client software, you must reinstall it to schedule, start, or join a meeting on your meeting service Web site.

To uninstall WebEx Recording Editor:

- 1 On your computer's desktop, double-click **My Computer**.
- 2 Open the **Control Panel** folder.
- 3 Double-click **Add/Remove Programs**.
A dialog box appears, with a list of programs installed on your computer.
- 4 In the list, select **WebEx client**.
- 5 Click **Add/Remove**.
The WebEx Client Uninstall dialog box appears.
- 6 In the list, select the **WebEx client**.
 **Note**—If WebEx clients appear for both Internet Explorer and Netscape Navigator, select the client for the Web browser that you used when downloading and installing WebEx Recorder, WebEx Player, and WebEx Recording Editor. If you are unsure about which browser you were using, delete both clients, one at a time.
- 7 Click **Remove**.
The WebEx Client Uninstall program removes the client software from your computer.
- 8 Click **OK**.
- 9 On your computer's desktop, delete the shortcuts for **WebEx Recorder**, **WebEx Player**, and **WebEx Recording Editor**, if any.

Opening and Saving a Recording

Opening a Recording

You can open any recording made using WebEx Recorder. WebEx Recorder files have a `.wrf` extension.

To open a recording:

- 1 On the toolbar, click **Open**.



The Open Recording dialog box appears.

- 2 Locate the recording that you want to open.
- 3 Click **Open**.

Saving an Edited Recording

You can save a recording that you have edited. If you have previously saved an edited recording, you can save a copy of the recording to another file.

To save an edited recording:

- 1 On the toolbar, click **Save**.



The Save Recording As dialog box.

- 2 Choose a location at which to save the file.
- 3 Type a name for the file in the **File name** box.
- 4 Click **Save**.

To save a copy of an edited recording:

- 1 On the **File** menu, choose **Save As**.
The Save Recording As dialog box.
- 2 Optional. Choose a new location at which to save the file.
- 3 Optional. Type a new name for the file in the **File name** box.
- 4 Click **Save**.

Playing a Recording

About Playing a Recording

WebEx Recording Editor allows you to play back a WebEx Recorded File (.wrf) in the viewer. You can play back a recording to monitor the recorded data to determine the points at which you want to edit it.

When playing a recording, you can


- pause and resume playback
- fast forward or rewind the recording
- stop playback
- set the playback volume
- mute and unmute audio

Playing a Recording


In the WebEx Recording Editor window, you can play back

- an entire recording
- recorded data that follows a specific location in a recording
- recorded data that follows a marker
- a single segment of a recording
- a sequence of segments of a recording

To play back an entire recording:

- 1 On the timeline, move the Current Location indicator to the beginning of the recording. For instructions on moving the Current Location indicator, see [Setting a Current Location](#).
- 2 Do one of the following:
 - On the **Controls** menu, choose **Start Playback**.
 - On the toolbar, click the **Play** button. 
 - Right-click the timeline.
 - Then, on the Timeline pop-up menu, choose **Start Playback**.

To play back recorded data that follows a specific location in a recording:

- 1 Move the Current Location indicator to the point at which you want to begin playback. For instructions on moving the Current Location indicator, see [Setting a Current Location](#).
- 2 Do one of the following:
 - On the **Controls** menu, choose **Start Playback**.
 - On the toolbar, click the **Play** button. 
 - Right-click the timeline.
 - Then, on the Timeline pop-up menu, choose **Start Playback**.

To play back recorded data that follows a marker:

- 1 On the timeline, select a marker.
- 2 Right-click the marker that you selected.
- 3 On the Marker pop-up menu, choose **Start Playback**.

To play back a single segment of a recording:

Do either of the following:

- Use the Segments palette, as follows:
 - On the **View** menu, choose **Segments**.
 - The Segments palette appears.
 - Select the segment that you want to play back.
 - Click **Play**.
- Use the timeline, as follows:
 - On the timeline, select the segment that you want to play back.
 - For instructions on selecting a segment on the timeline, see [Selecting a Segment](#).
 - Right-click the segment.
 - On the Segment pop-up menu, choose **Start Playback**.

To play back a sequence of segments of a recording:

- 1 On the **View** menu, choose **Segments**.
The Segments palette appears.
- 2 Press and hold the **Ctrl** key.
- 3 Select the segments that you want to play back.
- 4 Click **Play**.

Notes

- During playback, the Current Location indicator shows the current location on the timeline. The Elapsed Time and Duration indicator tracks the movement of the Current Location indicator.
- In the Frame View window, playback is restricted to the range of time represented on its timeline.
- For information about markers, see [About Working with Markers](#).
- For information about segments, see [About Working with Segments](#).

Pausing Playback

When playing a recording, you can pause playback at any time.

To pause playback:

Do one of the following:

On the toolbar, click the **Pause** button



On the **Controls** menu, choose **Pause**.

Right-click the timeline in either the main window or the Frame View window, then choose **Pause Playback**.

Resuming Playback

When playback is paused, you can resume playback at any time.

To resume playback:

Do one of the following:

On the toolbar, click the **Resume** button



On the **Controls** menu, choose **Start Playback**.

Right-click the timeline, then choose **Start Playback**.

Rewinding a Recording

During playback, you can rewind a recording, either one snapshot or frame at a time or to its beginning.

To rewind a recording one snapshot or frame at a time:

1 Play the recording.

For detailed instruction on playing a recording, see [Playing a Recording](#).

2 On the toolbar, click the **Rewind** button.



Each time you click the **Rewind** button, the Current Location indicator moves one snapshot backward on the timeline in the WebEx Recording Editor window, or one frame backward on the timeline in the Frame View window.

To rewind a recording the its beginning:

On the **Control** menu, choose **Rewind to Beginning**.

The Current Location indicator moves to the beginning of the recording's timeline.

Fast Forwarding a Recording

During playback, you can fast forward a recording, either one snapshot or frame at a time or to its end.

To fast forward a recording one snapshot or frame at a time:

1 Play the recording.

For detailed instruction on playing a recording, see [Playing a Recording](#).

2 On the toolbar, click the **Fast Forward** button.



Each time you click the **Fast Forward** button, the Current Location indicator moves one snapshot forward on the timeline in the WebEx Recording Editor window, or one frame forward on the timeline in the Frame View window.

To fast forward a recording to its end:

On the **Control** menu, choose **Fast Forward to End**.

The Current Location indicator moves to the end of the recording's timeline.

Stopping Playback

When playing a recording, you can stop playback at any time.

Depending on which part of a recording you are playing back, playback stops automatically once the entire selection plays back or when playback reaches the end of the frames on the timeline.

To stop playback:

Do one of the following:

On the toolbar, click the **Stop** button.



On the **Controls** menu, choose **Stop Playback**.

Right-click the timeline, then choose **Stop Playback**.

Setting the Playback Volume

You can set the playback volume for a recording either before you begin playback or during playback.

To set the playback volume:

- 1 On the toolbar, click the downward-pointing arrow to the right of the **Volume** button. The Volume palette appears.
- 2 Do either of the following:
 - Adjust the volume by dragging the slider.
 - Press **Ctrl+Up Arrow** to increase the volume; or **Ctrl+Down Arrow** to reduce the volume.



Muting Audio During Playback

To mute audio during playback, on the toolbar, click the **Mute** button



Unmuting Audio During Playback

To unmute audio during playback, do one of the following:

- On the toolbar, click the **Unmute** button
- Drag the **Volume** slider to increase the volume.
- Press **Ctrl+Up Arrow** to increase the volume.



Selecting Recorded Data

About Selecting Recorded Data

To perform many editing tasks, you must select recorded data on the timeline. You can select a

- range of time
- segment
- snapshot
- frame

Selecting a Range of Time

You can select a range of time on the timeline. When you select a range of time, the selected range appears highlighted on the lower part of the timeline. You can select a range of time between any two points, frames, snapshots, cue point markers, or starting and ending point markers.

Once you select a range of time, you can extend the range in either direction on the timeline.

To select a range of time between any two points:

- 1 On the timeline, press the mouse button to set an anchor point.
- 2 Drag the mouse forward or backward over the timeline.
- 3 Release the mouse button to set an end point.



To select a range of time between two frames or snapshots:

- 1 Optional: If you want to select a range of time between two frames, open the Frames View window. For details, see Viewing Frames on a Timeline.
- 2 On the timeline, click the first frame or snapshot in the range to set an anchor point.
- 3 Scroll to the end of the range that you want to select.
- 4 Holding down the **Shift** key, click the last frame or snapshot in the range to set an end point.

To select a range of time between two cue points:

- 1 On a timeline, select a cue point marker.
- 2 Scroll to another cue point marker at the end of the range that you want to select.
- 3 Holding down the **Shift** key, click the second cue point marker.

To select a range of time between starting and ending points:

- 1 Hold down the **Ctrl** key.
- 2 Click a starting point marker  or ending point marker .
The range of time between the starting and ending points appears highlighted.

To extend the range of a selection in either direction:

- 1 Hold down the **Shift** key.
- 2 Drag the mouse over the timeline to extend the selection.
- 3 Release the mouse button to set the end point.

Selecting a Segment

You can select a segment to edit its properties, or to cut or copy it to the Clipboard. You can select a segment on either the timeline or in the Sequence Editor window, which contains a list of all segments that you have defined.

To select a segment on the timeline in the WebEx Recording Editor window:


Do either of the following:


Click the colored portion of the upper part of the timeline that demarcates a segment.

Hold down the **Ctrl** key and click either the segment's starting point marker or, if it is visible, its ending point marker

Both of the markers that define the segment appear highlighted and the entire segment appears highlighted on the lower part of the timeline.

To select one or more segments in the segments list in the Sequence Editor window:

- 1 On the toolbar, click the **Sequence Editor**  button.
The Sequence Editor window appears, showing a list of segments that you have defined.
- 2 In the list of segments, do one of the following:
 - Click a segment.
 - Hold down the **Shift** key, then select contiguous segments.
 - Hold down the **Ctrl** key, then click noncontiguous segments.

 **Tip** Once you select a segment, you can view its properties. To do so, on the toolbar, click the **Properties** button to display the Segment Properties dialog box.



Selecting a Snapshot

To select a snapshot on the timeline in the WebEx Recording Editor window, click the snapshot.

The snapshot appears highlighted.

Selecting a Frame

To select an individual frame of recorded data, you must first open the Frames View window. For details, see [Viewing Frames on a Timeline](#).

To select a frame on the timeline:

In the Frame View window, click the frame.

The frame appears highlighted.

Navigating a Recording

About Navigating a Recording

To locate the specific point at which you want to edit a recording, you can navigate the recording, using any of several methods, including

- scrolling through a recording's timeline
- fast forwarding a recording
- rewinding a recording
- setting the Current Location indicator
- going to a specific segment of recorded data that you have defined on a recording's timeline
- going to the next or previous segment on a recording's timeline
- going to a specific marker that you have inserted on a recording's timeline
- going to the beginning or end of a recording's timeline
- going to the current location on a recording's timeline—that is, the point on a timeline at which the Current Location indicator resides

When navigating a recording, you can view either snapshots—that is 10-second intervals of recorded data or individual frames on a recording's timeline.

Scrolling Through a Recording

To quickly navigate to another part of a recording's timeline, without changing the current location or selection, you can scroll through a recording, using any of the following methods:

- Drag the timeline scroll box to the right or left.
- Click to the right of the scroll box to scroll to the right.
- Click to the left of the scroll box to scroll to the left.
- Click the right-pointing scroll arrow to scroll to the right, one snapshot at a time.
- Click the left-pointing scroll arrow to scroll to the left, one snapshot at a time.

Viewing Snapshots on a Timeline

The timeline in the WebEx Recording Editor window displays snapshots of a recording. Each snapshot represents 10 seconds of recorded data.



The upper part of the timeline displays time in increments of ten seconds and fractions of ten seconds. Specifically, the increment marks on the upper part of the timeline demarcate 2.5-second, 5-second, 7.5-second, and 10-second intervals of time.

Viewing Frames on a Timeline

You can view individual frames on a recording's timeline. Viewing frames allows you to more precisely edit a recording. For example, when viewing frames, you can set the Current Location indicator at any 0.05-second interval on the timeline.

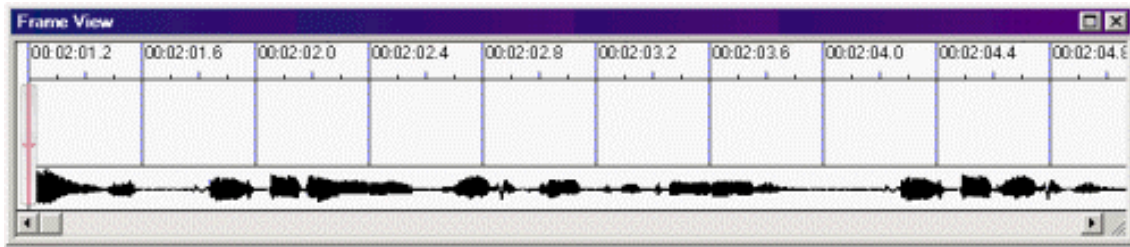
To view frames on a timeline:

- 1 Move the Current Location indicator to a location on the timeline.
For instructions on moving the Current Location indicator, see [Setting a Current Location](#).

- 2 On the toolbar, click the **View Selected Frames** button.



The Frames View window appears, displaying the frames that correspond to the snapshot immediately preceding and the two snapshots following the Current Location indicator.



Notes

- The timeline in the Frame View window displays time in increments of 0.4 second. Specifically, the increment marks on the upper part of the timeline demarcate 0.1-second, 0.2-second, 0.3-second, and 0.4-second intervals of time. Each frame in a recording is 0.4 second.
- If a recording includes audio, the Frame View window also shows the amplitude of the audio signal for the audio track of the recording. Each audio packet is 0.05 second.
- You must close the Frame View window to again use the timeline in the WebEx Recording Editor window.

Setting a Current Location

The current location is the location on the timeline of the data that currently appears in the viewer. The Current Location indicator shows the current location on the timeline. You must set the current location on the timeline to perform editing activities, such as inserting markers and recorded data.

To move the current location to a selected snapshot, frame, or range of time:

- 1 Optional: If you want to set the current location at a specific frame, open the Frames View window.

For details, see [Viewing Frames on a Timeline](#).

- 2 Scroll to a location on the timeline.
- 3 Select a snapshot, frame, or range of time.
- 4 On the toolbar, click the **Set Current Location** button.



To move the current location to a selected marker:

- 1 Scroll to a marker on the timeline.
- 2 Select a marker.
- 3 On the toolbar, click the **Set Current Location** button.



To move the current location incrementally, or to finely adjust the current location:

Do one of the following:

On the timeline, drag the Current Location indicator forward or backward.

On the toolbar, click the downward-pointing arrow to the right of the **Set Current Location** button.



Note—You can also set a current location by doing one of the following:

- Play the recording, then stop or pause it at the location at which you want to set the current location. For details, see [Playing a Recording](#).
- Go to a specific marker that you have inserted on the timeline. For details, see [Going to a Specific Marker](#).

- Go to a specific segment that you have defined on the timeline. For details, see [Going to a Specific Segment](#).
- Go to the next or previous segment on the timeline. For details, see [Going to the Next or Previous Segment](#).
- Go to the beginning or end of the timeline. For details, see [Going to the Beginning or End of a Timeline](#).

Going to a Specific Segment

If you have defined a segment in a recording, you can go directly to a segment's starting point marker on the timeline, without starting playback. When you go to a segment, the Current Location indicator moves directly to the starting point marker for that segment.

To go to a specific segment:

- 1 On the **Controls** menu, point to **Segment**.
- 2 On the submenu, click the name of the segment.

- Or -

- 1 On the toolbar, click the **View Segments** button.
- 2 In the list of segments, select a segment.
- 3 Click **Go To**.



The Segments palette appears.

- Or -

- 1 On the toolbar, click the **Sequence Editor** button.
- 2 In the list of segments, select a segment.



The Sequence Editor window appears.

Going to the Next or Previous Segment

If you have defined segments in a recording, you can go to the next or previous segment's starting point marker on the timeline.

When you go to the next or previous segment, the Current Location indicator moves directly to the starting point marker for that segment.

To go to the next or previous segment during playback:

- 1 Play the recording.
For detailed instruction on playing a recording, see [Playing a Recording](#).
- 2 On the toolbar, do one of the following:

Click the **Next Segment** button



Click the **Previous Segment** button.



To go to the next or previous segment without starting playback:

- 1 Right-click the timeline.
- 2 On the menu that appears, point to **Go To**, then do one of the following:
 - To go to the next segment on the timeline, choose **Next Segment**.
 - To go to the previous segment on the timeline, choose **Previous Segment**.

Going to a Specific Marker

If you have defined markers, you can go to a specific marker on a recording's timeline. When you go to a marker, the Current Location indicator moves directly to the marker.

To go to a specific marker:

- 1 On the **toolbar**, click the **View Markers** button.



The Markers palette appears.

- 2 In the list of markers, select a marker.
- 3 Click **Go To**.

Going to the Beginning or End of a Timeline

You can quickly navigate to the beginning or end of a recording's timeline. If you go to the beginning or end of a timeline, the Current Location indicator moves to that location.

To go to the beginning or end of a timeline:

- To go to the beginning of the timeline, press the **Home** key.
- To go to the end of the timeline, press the **End** key.

- Or -

- 1 Right-click the timeline.
- 2 On the menu that appears, point to **Go To**, then do one of the following:
 - To go to the beginning of the timeline, choose **Beginning**.
 - To go to the end of the timeline, choose **End**.

Going to the Current Location

If you are viewing a recording's timeline, you can quickly navigate to the point on the timeline at which the Current Location indicator resides.

To go to the Current Location indicator:

On the **Control** menu, choose **Go To Current Location**.

The WebEx Recording Editor window automatically scrolls to the point at which the Current Location indicator resides on the timeline.

Working with Markers

About Working with Markers

A marker is a flag that you insert to indicate a point on the timeline at which an action is to occur or to which you can jump. You can insert pairs of markers to indicate the starting and ending points of a range of time or segment. You can also insert cue point markers, which are useful for marking any location to which you want to return.

Once you insert a marker, you can

- move it to another location on a timeline
- edit its properties

Inserting a Marker

You can insert the following types of markers on a recording's timeline:

- cue point marker
- starting point marker
- ending point marker

You can insert a marker at a specific frame, snapshot, or beginning of a range of time; or at a precise location on a timeline.

To insert a marker on the timeline:

- 1 Scroll to a location on the timeline.
- 2 Select a snapshot, frame, or a range of time on the timeline.
- 3 On the toolbar, select one of the following buttons, as appropriate:

Insert Cue Point 

Insert Starting Point 

Insert Ending Point 

A marker appears at the left boundary of the selected frame or snapshot, or to the left of the selected range of time, then the Marker Properties dialog box appears.

- 4 Specify the properties of the marker.
For information about the options on the Marker Properties dialog box, see the topic Marker Properties Dialog Box.

To insert a marker at a precise location on the timeline:

- 1 Move the Current Location indicator to a location on the timeline.
For instructions on moving the Current Location indicator, see Setting a Current Location.
- 2 On the toolbar, select one of the following buttons, as appropriate:

Insert Cue Point 

Insert Starting Point 

Insert Ending Point 

A marker appears at the current location, then the Marker Properties dialog box appears.

- 3 Specify the properties of the marker.
For information about the options on the Marker Properties dialog box, see the topic Marker Properties Dialog Box.

Notes

- If you insert a marker during playback, playback stops automatically.
- You can point to a marker to display a ToolTip, which indicates the marker's type, number, and name; or in the case of starting and ending point markers that define a segment, the segment's number, marker type, and marker's name.
- Starting and ending point markers that you insert consecutively—that is, between which no intervening starting or ending point markers exist—automatically constitute a pair of markers.
- If you insert a starting point marker, but no ending point marker, the end of the recording automatically constitutes the ending point of the range or segment.
- If you insert a starting point marker, but no ending point marker, then insert another starting point marker, the second starting point marker automatically constitutes the ending point of the first range or segment, and WebEx Recording Editor automatically inserts an ending point marker at the same location as the second starting point marker.

Moving a Marker

Once you insert a cue point, starting point, or ending point marker on the timeline, you can adjust the marker's position.

To move a marker:

- 1 Do any of the following:
 - Drag the marker on the timeline.
 - Select a marker, then press the **Right Arrow** or **Left Arrow** key to move the selected marker continuously along the timeline.
 - Hold down the **Ctrl** key while pressing the **Right Arrow** or **Left Arrow** key to move a selected marker by a distance that is approximately equivalent to the width of the window.
 - If you moved a starting or ending point marker that defines a segment, a message appears, asking you whether you want to redefine the segment.
- 2 If you moved a starting or ending point marker that defines a segment, in the message box that appears, click **Yes**.

Notes

- You can also move a marker by editing the marker's properties to change the precise time at which it appears on the timeline. For details, see [Editing Marker Properties](#).
- If starting and ending point markers reside at the same location on the timeline, moving one such marker moves both markers simultaneously.

Deleting a Marker

You can delete any marker that you have inserted on a recording's timeline.

To delete a marker:

- 1 On the timeline, select a marker to delete.
- 2 On the **Edit** menu, choose **Clear**.

Notes


- If you clear a starting point marker that defines a range or segment of recorded data, a message box appears, asking you whether you want to remove or edit the associated ending point marker. Removing the ending point marker undefines the range or segment of recorded data.
- If you clear an ending point marker that defines a range or segment of recorded data, a message box appears, asking you whether you want to remove or edit the associated starting point marker. Removing the starting point marker undefines the range or segment of recorded data.

Editing Marker Properties

You initially define the properties of a cue point, starting point, or ending point marker when inserting it. However, you can edit the following properties for a marker:


- the marker's name
- whether the marker is a cue point, starting point, or ending point, if the marker is not already either the starting or ending point of a segment
- the marker's location on the timeline
- the name of the segment, if the marker is either a starting point or ending point for a segment

To specify the properties of an existing cue point marker:

- 1 If necessary, locate the marker for which you want to specify new properties.
For instructions on locating a marker, see the topic [Going to a Specific Marker](#).
- 2 Select the cue point marker.
- 3 On the toolbar, click the **Properties** button. 

The Marker Properties dialog box appears.

- 4 Specify new properties for the marker.
For information about the options on the Marker Properties dialog box, see the topic [Marker Properties Dialog Box](#).


 **Tip**—You can point to a marker to display a ToolTip, which indicates the marker's type, number; and name; or in the case of starting and ending point markers that define a segment, the segment's number, marker type, and marker's name.

Editing Recorded Data

About Editing Recorded Data

You can edit a recording to

- cut or copy, then paste recorded data on the timeline
- truncate, or cut, the beginning or ending of a recording
- insert another recording that is, an entire .wrf file on the timeline
- prevent a user from fast forwarding a recording during playback

 **Note**—If you define segments on a recording's timeline, you can perform additional editing activities. For more information about editing a recording using segments, see About Working with Segments.

Cutting, Copying, and Pasting Recorded Data


Cutting Recorded Data

On a recording's timeline, you can cut a

- segment that you have defined
- range of recorded data
- snapshot of recorded data
- single frame of recorded data

Cutting recorded data places it on the Clipboard. You can then paste the recorded data at another location on a recording's timeline.

To cut recorded data:

- 1 If you want to cut a specific frame or range of frames, open the Frames View window. For details, see Viewing Frames on a Timeline.
- 2 On the timeline, select the recorded data.
- 3 On the toolbar, click the **Cut** button. 

A message box appears, allowing you to confirm the deletion.

- 4 Click **Yes**.
WebEx Recording Editor places the recorded data on the Clipboard, which appears automatically.

Notes

- If you cut a segment or range of recorded data from the timeline, and no previously defined segment or range immediately precedes or follows it, WebEx Recording Editor automatically inserts a cue point marker at that location. The Cue Point Marker Properties dialog box appears, allowing you to name the marker or cancel its insertion.
- You cannot cut recorded data on the timeline during playback or when playback is paused.
- The Clipboard palette allows you to view information about its contents and paste it at another location. For details, see Viewing the Contents of the Clipboard.
- Once you save a recording from which you cut data, its file may be smaller, depending on the amount of recorded data that you cut. Typically, the file size does not change if you cut fewer than four minutes of recorded data.

Copying Recorded Data

On a recording's timeline, you can copy a

- segment that you have defined
- range of recorded data
- snapshot of recorded data
- single frame of recorded data

Copying recorded data places it on the Clipboard. You can then paste the recorded data at another location on a recording's timeline.

To copy recorded data:

- 1 If you want to copy a specific frame or range of frames, open the Frames View window. For details, see [Viewing Frames on a Timeline](#).
- 2 On the timeline, select the recorded data.
- 3 On the toolbar, click the **Copy** button.



WebEx Recording Editor places the recorded data on the Clipboard, which automatically appears.

Notes

- You cannot copy recorded data on the timeline during playback or when playback is paused.
- The Clipboard palette allows you to view information about its contents and paste it at another location. For details, see [Viewing the Contents of the Clipboard](#).

Pasting Recorded Data

You can cut or copy data in a recording to the Clipboard, then paste it to

- another location in the same recording
- a location in another recording

On a timeline, you can paste recorded data before a selected frame or snapshot or a specific location. You can also paste recorded data into a segment list, such that it appears before a selected segment.



To paste recorded data to the left of a selected frame or snapshot on the timeline:

- 1 Cut or copy recorded data to place it on the Clipboard.
For details, see one of the following topics:
 - [Cutting Recorded Data](#)
 - [Copying Recorded Data](#)
- 2 Scroll to a location on the timeline.
- 3 Select a snapshot or frame.
- 4 On the toolbar, click the **Paste** button.





The data that resides on the Clipboard appears to the left of the selected snapshot.

To paste recorded data at a specific location on the timeline:

- 1 Cut or copy recorded data to place it on the Clipboard.
For details, see one of the following topics:
 - Cutting Recorded Data
 - Copying Recorded Data
- 2 Move the Current Location indicator to the precise point on the timeline at which you want to begin the recording.
For details, see Setting a Current Location.
- 3 On the **Controls** menu, choose **Pause Playback**.
- 4 Optional: On the toolbar, click the **Insert Cue Point** button to insert a cue point marker. 
- 5 On the toolbar, click the **Paste** button. 

The data that resides on the Clipboard appears at the current location.

To paste recorded data into the segment list in the Sequence Editor window:

- 1 Cut or copy recorded data to place it on the Clipboard.
For details, see one of the following topics:
 - Cutting Recorded Data
 - Copying Recorded Data
 - 2 On the toolbar, click the **Sequence Editor** button. 
The Sequence Editor window appears, showing a list of segments that you have defined.
 - 3 Select the segment before which you want to insert the data on the Clipboard.
 - 4 On the toolbar, click the **Paste** button. 
- The data that resides on the Clipboard appears before the current selection in the segment list.

Notes

- If you paste a selected frame, snapshot, range of recorded data, segment, or entire recording to another location on a timeline or to another timeline, any markers that are part of the selected data are also pasted. Markers on the timeline are renumbered to reflect their new sequence on the timeline.
- You cannot paste recorded data on the timeline during playback or when playback is paused.

Viewing the Contents of the Clipboard

Once you cut or copy recorded data on the timeline, WebEx Recording Editor places it on the Clipboard. You can open the Clipboard to view information about its contents or to

- copy the current selection on the timeline to the Clipboard
- paste the contents of the Clipboard on the timeline
- clear the contents of the Clipboard

To view the contents of the Clipboard:

On the **View** menu, choose **Clipboard**.

The Clipboard palette appears.

For information about the options on the Clipboard, see the topic Clipboard Palette.

Truncating the Beginning of a Recording

You can delete all recorded data that precedes a specific location on the timeline. Truncating the beginning of a recording does not place any data on the Clipboard.

To truncate the beginning of a recording:

- 1 Move the Current Location indicator to the precise point on the timeline at which you want to begin the recording.
For details, see [Setting a Current Location](#).
- 2 On the **Edit** menu, point to **Truncate**, then choose **Beginning**.
The Truncate Beginning message box appears, allowing you to confirm the deletion.
- 3 Click **Yes**.
The data preceding the Current Location indicator on the timeline is deleted, and the previous location of the Current Location indicator becomes 00:00:00 on the timeline.

Notes

- You can determine the point at which you want the recording to begin by playing the recording. Allow playback to proceed until the Current Location indicator reaches the location on the timeline at which the recording should begin. Then stop or pause the recording. You can then finely adjust the current location indicator to ensure that it is at precisely the correct location.
- Once you save a recording that you truncated, its file may be smaller, depending on the amount of recorded data that you cut. Typically, the file size does not change if you cut fewer than four minutes of recorded data.

Truncating the Ending of a Recording

You can delete all recorded data that follows a specific location on the timeline. Truncating the ending of a recording does not place any data on the Clipboard.

To truncate the ending of a recording:

- 1 Move the Current Location indicator to the precise point on the timeline at which you want to end the recording.
For details, see [Setting a Current Location](#).
- 2 On the **Edit** menu, point to **Truncate**, then choose **Ending**.
The Truncate Ending message box appears, allowing you to confirm the deletion.
- 3 Click **Yes**.
The data following the Current Location indicator on the timeline is deleted, and the previous location of the Current Location indicator becomes the end of the timeline.

Notes

- You can determine the point at which you want to end the recording by playing the recording. Allow playback to proceed until the Current Location indicator reaches the location on the timeline at which the recording should end. Then stop or pause the recording. You can then finely adjust the current location indicator to ensure that it is at precisely the correct location.
- Once you save a recording that you truncated, its file may be smaller, depending on the amount of recorded data that you cut. Typically, the file size does not change if you cut fewer than four minutes of recorded data.

Inserting Another Recording

You can insert another existing recording—that is, an entire `.wrf` file—on the timeline. A recording that you insert constitutes a new segment on the timeline, for which you can define properties.

You can also build a recording by concatenating existing recordings—that is, entire `.wrf` files.

To insert a recording to the left of a selected snapshot, frame, or range of time on the timeline:

- 1 If you want to insert a recording to the left of a specific frame, open the Frames View window. For details, see Viewing Frames on a Timeline.
- 2 Scroll to a location on the timeline in the main window.
- 3 Select a snapshot or a range of time on the timeline.
- 4 On the **Insert** menu, choose **Recording**.
The Insert Recording dialog box appears.
- 5 Select a recording in the list, then click **Insert**.
The inserted recording appears to the left of the selected snapshot or preceding the selected range of time. If the recording that you inserted does not include any segments, it becomes a segment, and the Segment Properties dialog box appears. Otherwise, a message box appears, informing you that the recording includes its own segments.
- 6 Do one of the following:
If the Segment Properties dialog box appears, specify the segment's properties, then click **OK**.
For information about the options on the Segment Properties dialog box, see the topic Segment Properties Dialog Box.
If a message box appears, click **OK**.

To insert a recording at a specific location on the timeline:

- 1 Move the Current Location indicator to the precise point on the timeline at which you want to insert the recording.
For details, see Setting a Current Location.
- 2 On the **Controls** menu, choose **Stop Playback** or **Pause Playback**.
- 3 Optional: On the **Insert** menu, point to **Marker**, then choose **Cue Point** to insert a cue point marker.
- 4 On the **Insert** menu, choose **Recording**.
The Insert Recording dialog box appears.
- 5 Select a recording in the list, then click **Insert**.
The inserted recording appears to the left of the selected snapshot or preceding the selected range of time. If the recording that you inserted does not include any segments, it becomes a segment, and the Segment Properties dialog box appears. Otherwise, a message box appears, informing you that the recording includes its own segments.
- 6 Do one of the following:
If the Segment Properties dialog box appears, specify the segment's properties, then click **OK**.
For information about the options on the Segment Properties dialog box, see the topic Segment Properties Dialog Box.
If a message box appears, click **OK**.

To build a recording by concatenating existing recordings:

- 1 Open the recording that is to constitute the first segment in a sequence of segments.
- 2 Save the recording under a different name.
- 3 Move the Current Location indicator to the end of the recording.
For details, see Setting a Current Location.
- 4 Insert the next recording.
The inserted recording appears to the left of the selected snapshot or preceding the selected range of time. If the recording that you inserted does not include any segments, it becomes a segment, and the Segment Properties dialog box appears. Otherwise, a message box appears, informing you that the recording includes its own segments.
- 5 Do one of the following:
If the Segment Properties dialog box appears, specify the segment's properties, then click **OK**.
For information about the options on the Segment Properties dialog box, see the topic Segment Properties Dialog Box.
If a message box appears, click **OK**.
- 6 Repeat steps 4 and 5 as many times as necessary.

Preventing Fast Forward During Playback

You can modify the properties of a WebEx Recorded File (.wrf) to prevent users from fast forwarding the recording during playback.

To prevent fast forward during playback:


- 1 On the **Edit** menu, choose **File Properties**.
The **File Properties** dialog box appears.
- 2 Select the **Block fast forward during playback** check box.
- 3 Click **OK**.

Working with Recorded Segments

About Working with Segments

A segment is a part, or range, of recorded data for which you specify a name and starting and ending points. Once you define a segment, you can

- move it to another location on a timeline
- delete it from a timeline
- cut or copy it, then paste it at another location on a timeline
- merge it with other segments
- change its position in sequence of segments
- rename it
- edit its properties, such as its starting and ending points on a timeline
- insert it into a sequence of segments for another recording
- combine it with segments from other recordings to build a new recording
- undefine it, without deleting the data that it contains

 **Note**—The names, or titles, of segments that you define are available in WebEx Player, allowing you to jump directly to a segment during playback.


Defining a Segment

You can define a segment of recorded data on a timeline, using one of several methods. A segment includes a starting point marker and an ending point marker, which together indicate the range of recorded data that the segment includes.

You can define a segment by first inserting both starting and ending point markers, or only a starting point marker, then defining the segment's properties. Or you can define a segment's properties without first inserting markers. If you have defined another segment, you can use its ending or starting point marker to define a new segment that immediately follows or precedes it, respectively.

You can also paste a range of recorded data, or an entire recording, and define it as a segment.

To insert both starting and ending point markers for a segment, then define the segment:

- 1 On the timeline, insert a starting point marker.
- 2 Insert an ending point marker.
- 3 Select the starting and ending point markers.
- 4 On the toolbar, click the **Define Segment**  button.

The Define Segment dialog box appears. Under **Starting point**, the location of the selected starting point marker appears in the **Time** box. Under **Ending point**, the location of the selected ending point marker appears in the **Time** box.


- 5 Type a name for the segment in the **Name** box.
- 6 Optional: Define other properties of the segment.

For information about the options on the Define Segment dialog box, see the topic Define Segment Dialog Box.

- 7 Click **Define**.

The new segment, and its starting and ending point markers, appear on the timeline.

To insert only a starting point marker for a segment, then define the segment:

- 1 On the timeline, insert a starting point marker.
- 2 Select the starting point marker.
- 3 On the toolbar, click the **Define Segment**  button.

The Define Segment dialog box appears. Under **Starting point**, the location of the selected starting point marker appears in the **Time** box.

- 4 Type a name for the segment in the **Name** box.
- 5 Do one of the following:

Under **Ending point**, type the location of the segment's ending point in the **Time** box.

With your cursor in the **Time** box under **Ending point**, move the Current Location indicator to the ending point.

The location of the ending point appears in the **Time** box.

With your cursor in the **Time** box under **Ending point**, select the starting point marker for the subsequent segment.

The location of the selecting starting point appears in the **Time** box.

- 6 Optional: Define other properties of the segment.
For information about the options on the Define Segment dialog box, see the topic Define Segment Dialog Box.
- 7 Click **Define**.
The new segment, and its starting and ending point markers, appear on the timeline.

To define a segment without first inserting starting and ending point markers:

- 1 On the toolbar, click the **Define Segment**  button.

The Define Segment dialog box appears. Under **Starting point**, the location of the Current Location indicator appears in the **Time** box.

- 2 Type a name for the segment in the **Name** box.

- 3 Optional: To set the starting point at another location, do one of the following:

Under **Starting point**, type the location of the segment's starting point in the **Time** box.

With your cursor in the **Time** box under **Starting point**, move the Current Location indicator to the starting point.

The location of the starting point appears in the **Time** box.

With your cursor in the **Time** box under **Starting point**, select the ending point marker for the preceding segment.

The location of the selecting ending point appears in the **Time** box.

- 4 Do one of the following:

Under **Ending point**, type the location of the segment's ending point in the **Time** box.

With your cursor in the **Time** box under **Ending point**, move the Current Location indicator to the ending point.


The location of the ending point appears in the **Time** box.

With your cursor in the **Time** box under **Ending point**, select the starting point marker for the subsequent segment.

The location of the selecting starting point appears in the **Time** box.

- 6 Optional: Define other properties of the segment.
For information about the options on the Define Segment dialog box, see the topic Define Segment Dialog Box.
- 7 Click **Define**.
The new segment, and its starting and ending point markers, appear on the timeline.

To define a segment using the ending point marker of a segment that immediately precedes the segment being defined and the starting point marker of a segment that immediately follows it:

- 1 Select the ending point marker of a segment that immediately precedes the segment being defined.
- 2 On the toolbar, click the **Define Segment** button. 

The Define Segment dialog box appears. Under **Starting point**, the location of the selected ending point marker appears in the **Time** box.
- 3 Type a name for the segment in the **Name** box.
- 4 With your cursor in the **Time** box under **Ending point**, select the starting point marker of a segment that immediately follows the segment being defined.

The location of the selected starting point marker appears in the **Time** box.
- 5 Optional: Define other properties of the segment.

For information about the options on the Define Segment dialog box, see the topic Define Segment Dialog Box.
- 6 Click **Define**.

The new segment, and its starting and ending point markers, appear on the timeline.

To define a pasted range of recorded data as a segment:

- 1 Select a range of recorded data that has no starting and/or ending point markers.
- 2 Cut the selected range of recorded data.
- 3 Move the Current Location indicator to the precise point on the timeline at which you want to paste the range of recorded data.

For details, see Setting a Current Location.
- 4 Paste the range of recorded data at the current location on the timeline.

Starting and ending point markers for the range are inserted automatically, and the Define Segment dialog box appears.
- 5 Type a name for the segment in the **Name** box.
- 6 Optional: Define other properties of the segment.

For information about the options on the Define Segment dialog box, see the topic Define Segment Dialog Box.
- 7 Click **Define**.

The new segment, and its starting and ending point markers, appear on the timeline.

To define a pasted recording as a segment:

- 1 Select an entire recording.
- 2 Cut the recording.
- 3 Move the Current Location indicator to the precise point on the timeline at which you want to paste the recording.

For details, see Setting a Current Location.
- 4 Paste the recording at the current location on the timeline.

Starting and ending point markers for the range are inserted automatically, and the Define Segment dialog box appears.
- 5 Type a name for the segment in the **Name** box.
- 6 Optional: Define other properties of the segment.

For information about the options on the Define Segment dialog box, see the topic Define Segment Dialog Box.
- 7 Click **Define**.


The new segment, and its starting and ending point markers, appear on the timeline.


Editing a Segment

You can edit a segment to change any of the following properties:

- name
- starting point
- ending point

To edit a segment:

- 1 Select a segment.
For details, see [Selecting a Segment](#).
- 2 On the toolbar, click the **Properties** button. 
The Segment Properties dialog box for that segment appears.
- 3 Specify new information about the segment.
For information about the options on the Segment Properties dialog box, see the topic [Segment Properties Dialog Box](#).

 **Note**—You can also edit a segment by moving its starting point or ending point marker on the timeline. For details, see [Moving a Marker](#).


Cutting, Copying, and Pasting Segments

Cutting a Segment


You can cut a segment that you have defined on a recording's timeline. Cutting a segment places it on the Clipboard. You can then paste the segment at another location on a recording's timeline.

You can cut a segment directly on the timeline or in the Sequence Editor window.

To cut a segment:

- 1 On the timeline, select a segment to cut.
- 2 On the toolbar, click the **Cut** button. 
A message box appears, allowing you to confirm the deletion.
- 3 Click **Yes**.
WebEx Recording Editor places the recorded data on the Clipboard.

- Or -

- 1 On the toolbar, click the **Sequence Editor** button. 
The Sequence Editor window appears, showing a list of segments that you have defined.
- 2 Select a segment to cut.
- 3 Right-click your mouse anywhere in the list of segments.
- 4 On the menu that appears, choose **Cut**.
WebEx Recording Editor places the recorded data on the Clipboard.

Notes

- If you cut a segment of recorded data from the timeline, and no previously defined segment immediately precedes or follows it, WebEx Recording Editor automatically inserts a cue point marker at that location. The Cue Point Marker Properties dialog box appears, allowing you to name the marker or cancel its insertion.
- You cannot cut a segment on the timeline during playback or when playback is paused.
- The Clipboard palette allows you to view information about its contents and paste it at another location. For details, see [Viewing the Contents of the Clipboard](#).
- Once you save a recording from which you cut a segment, its file may be smaller, depending on the amount of recorded data that you cut. Typically, the file size does not change if you cut fewer than four minutes of recorded data.

Copying a Segment

You can copy a segment that you have defined on a recording's timeline. Copying a segment places it on the Clipboard. You can then paste the segment at another location on a recording's timeline.

You can copy a segment directly on the timeline or in the Sequence Editor window.

To copy a segment:

- 1 On the timeline, select a segment to cut.
- 2 On the toolbar, click the **Copy** button.



WebEx Recording Editor places the recorded data on the Clipboard.

- Or -


- 1 On the toolbar, click the **Sequence Editor** button.



The Sequence Editor window appears, showing a list of segments that you have defined.

- 2 Select a segment to copy.
- 3 Right-click your mouse anywhere in the list of segments.
- 4 On the menu that appears, choose **Copy**.

WebEx Recording Editor places the recorded data on the Clipboard, which automatically appears.

 **Note** The Clipboard palette allows you to view information about its contents and paste it at another location. For details, see [Viewing the Contents of the Clipboard](#).

Pasting a Segment

You can cut or copy a segment that you have defined on a recording's timeline to the Clipboard, then paste it to

- another location in the same recording
- a location in another recording

On a timeline, you can paste a segment before a selected frame or snapshot or a specific location. You can also paste a segment into a segment list, such that it appears before a selected segment.

To paste a segment to the left of a selected frame or snapshot on the timeline:

- 1 Cut or copy a segment to place it on the Clipboard.
For details, see one of the following topics:
 - Cutting a Segment
 - Copying a Segment

To paste a segment at a specific location on the timeline:

- 1 Cut or copy the segment to place it on the Clipboard.
For details, see one of the following topics:
 - Cutting a Segment
 - Copying a Segment

To paste a segment into the segment list in the Sequence Editor window:

- 1 Cut or copy a segment to place it on the Clipboard.
For details, see one of the following topics:
 - Cutting a Segment
 - Copying a Segment


Notes


- If you copy a segment, then paste it on the timeline in the same recording, Recording Editor automatically renames the copy by appending a number to its original name.
- If you paste a segment to another location on a timeline or to another timeline, the segment's starting and ending point markers are also pasted. Markers on the timeline are renumbered to reflect their new sequence on the timeline.
- You cannot paste a segment on the timeline during playback or when playback is paused.

Sequencing Segments

If you have defined two or more segments on a recording's timeline, you can reorder the list segments to change their sequence in a recording. Or, you can paste a segment from another recording into the list of segments.

To change the sequence of the segments in a recording:


- 1 On the toolbar, click the **Sequence Editor**  button.
The Sequence Editor window appears, showing a list of segments that you have defined.
- 2 Do one of the following:
 - Cut one or more segments from the segment list, then paste the segments at another location in the list.
 - Copy or cut segments from another recording, then paste them into the segment list.

 **Note**—You cannot sequence segments during playback or when playback is paused.

Inserting a Segment into a Sequence

If you have defined one or more segments on a recording's timeline, you can insert, or paste, a segment from another recording into the list of segments.

To insert a segment into a sequence of segments in a recording:

- 1 On the toolbar, click the **Sequence Editor**  button.
The Sequence Editor window appears, showing a list of segments that you have defined.
- 2 Copy or cut segments from another recording, then paste them into the segment list.
For instructions on cutting, copying, and pasting segments, see one of the following topics, as appropriate:
 - Cutting a Segment
 - Copying a Segment
 - Pasting a Segment

 **Note** You cannot sequence segments during playback or when playback is paused.

Building a Recording from Segments

You can build a recording by concatenating either existing segments from various recordings or entire recordings—that is, `.wrf` files.

To build a recording by concatenating segments:

Do one of the following:

Copy or cut another segment from either the timeline in the WebEx Recording Editor window or the Sequence Editor window for that recording, then paste it at the appropriate location in the segment list.

Copy or cut another entire recording from either the timeline in the WebEx Recording Editor window or the Sequence Editor window for that recording, then paste it at the appropriate location in the segment list.

Insert another entire recording by choosing **Recording** on the **Insert** menu.

Merging Segments

You can create a single segment from two or more contiguous segments.

To merge two or more selected segments:

- 1 On the toolbar, click the **Sequence Editor**  button.

The Sequence Editor window appears, showing a list of segments that you have defined.

- 2 Select two or more contiguous segments in the segment list.
- 3 Click **Merge**.


The merged segment receives the name of the topmost segment that you selected in the list.

 **Note**—You cannot merge segments during playback or when playback is paused.


Renaming a Segment

If you have defined a segment on a recording's timeline, you can rename it. A segment's name identifies it in the Segment List palette and the Sequence Editor window.

To rename an existing segment:

- 1 On the timeline, select a segment to rename.
- 2 On the toolbar, click the **Define Segment**  button.
The Segment Properties dialog box appears.
- 3 Type a new name in the **Name** box.
- 4 Click **Define**.


- Or -

- 1 On the toolbar, click the **Sequence Editor**  button.
The Sequence Editor window appears, showing a list of segments that you have defined.
- 2 Select a segment to rename.
- 3 Click **Rename**.
- 4 Type a new name.
- 5 Press **Return**.

Undefining a Segment

If you have defined a segment on a recording's timeline, you can undefine it. Undefining a segment removes its starting and ending point markers from the timeline, but does not remove the recorded data from the timeline.

To undefine an existing segment of a recording:

- 1 On the timeline, select a segment to undefine.
- 2 On the toolbar, click the **Define Segment**  button.
The Segment Properties dialog box appears.
- 3 Click **Undefine**.
The starting and ending point markers no longer define a segment, and become cue point markers.


Notes

- You can also undefine a segment by doing either of the following:
 - Delete a segment's starting point marker. For details, see [Deleting a Marker](#).
 - Change a segment's starting point marker to another type of marker. For details, see [Editing Marker Properties](#).
- You cannot undefine a segment during playback or when playback is paused.
- To remove a segment and its recorded data from the timeline, you can delete it. For details, see [Deleting a Segment](#).

Deleting a Segment

You can delete any segment that you have defined on a recording's timeline. Deleting a segment also deletes the recorded data that it contains.

To delete an existing segment:

- 1 On the toolbar, click the **Sequence Editor**  button.
The Sequence Editor window appears.
- 2 In the list, select a segment to delete.
- 3 Click **Delete**.
The Delete Segment message box appears, allowing you to confirm the deletion.
- 4 Click **Yes**.
The entire segment is deleted, including the recorded data that it contains.

- Or -


- 1 On the timeline, select a segment to delete.
- 2 On the **Edit** menu, choose **Clear**.
The Delete Segment message box appears, allowing you to confirm the deletion.
- 3 Click **Yes**.
The entire segment is deleted, including the recorded data that it contains.


Notes

- You cannot delete a segment in the segment list during playback or when playback is paused.
- To remove a segment without deleting its recorded data from the timeline, you can undefine it. For details, see [Undefining a Segment](#).
- Once you save a recording from which you delete a segment, its file may be smaller, depending on the amount of recorded data that the segment contained. Typically, the file size does not change if you delete a segment that contains fewer than four minutes of recorded data.


Clipboard Palette

The Clipboard palette displays the current contents of the Clipboard, if any.

Copy  : Copies the current selection on the timeline and places it on the Clipboard.

Paste  : Inserts the contents of the Clipboard, as follows:

- If the content is a range of recorded data, a segment, or an entire recording, it inserts the recorded data, segment, or recording either at the current location or preceding any recorded data that is currently selected on a timeline
the segment or recording before the current selection in the segment list in the Sequence Editor window
- If text the content is text, it inserts the text at the insertion point that is currently selected; or replaces any selected text.


Clear Clipboard  : Clears the current contents of the Clipboard.

Clipboard Contents: The Clipboard Contents box displays the current contents of the Clipboard. If the content is recorded data or a marker, this box contains a symbol that represents the type of data on the Clipboard and one of the following:

- the starting and ending times for a range of recorded data
- the name of a segment or marker

The following symbols represent the various data types that may reside on the Clipboard:

 A frame or range of recorded data

 Segment of recorded data

If the content is text, the Clipboard Contents box contains the first part of the text.

Markers Palette

The Markers palette contains a list of all the markers that you have inserted on a timeline.

Type: Contains a marker symbol that indicates the type of each marker in the list. Click the column heading to sort the markers in the list according to their type—initially, in the following order:

- starting point markers
- ending point markers
- cue point markers

Time: Indicates the time at which each marker resides on the timeline, in hours, minutes, and seconds (00:00:00.0). Click the column heading to sort the markers in the list by time, according to the order in which they occur on the timeline. By default, the list is sorted by time in ascending order.

Name: Indicates the name of each marker on the timeline. Click the column heading to sort the markers in the list in alphabetical order, initially in ascending order.

Go To: Moves the Current Location indicator to the marker that is selected in the list and selects the marker on the timeline.

Marker Properties Dialog Box

Use the Marker Properties dialog box to define or edit information about a cue point, starting point, or ending point marker.

Number: Indicates the number of a marker of a given type on the timeline. Markers of the following types are automatically numbered in sequential order:



- cue point markers
- pairs of starting and ending point markers that define a segment
- pairs of starting and ending point markers that define a range of time

Pairs of starting and ending point markers share the same number. A segment number applies to the starting and ending point markers for a segment.

You cannot edit this number.

Name: Specifies the name of the marker. To specify a marker's name, type it in this box. A marker's name can include any characters.

Time: Specifies the location of the marker on a timeline, in hours, minutes, and seconds (00:00:00.0). By default, the location at which you inserted a marker on the timeline appears in this box. You can edit the time by doing either of the following:

- Type a time in the proper format, hh:mm:ss.s
 - Select the number of hours, minutes, or seconds in the box, then click the **Up** button  to increase the number or click the **Down** button  to decrease the number.
-

Type: Specifies a marker's type. The type of marker that you chose when inserting the marker appears in this box. To change a marker's type, select a type in the drop-down list.

- Cue point
- Starting point
- Ending point

You cannot change a marker's type if the marker is either the starting or ending point for a segment.

For: If a marker is a starting or ending point marker, specifies whether the marker defines a range of time or a segment. To change this setting, select an option in the drop-down list.

- **Range**A range of time on the timeline. If you have not defined a segment for which the marker is a starting or ending point, this value is selected by default.
- **Segment**A segment on the timeline. If you have defined a segment for which the marker is a starting or ending point, this value is selected by default.

You cannot change this setting for a marker that is either the starting or ending point for a segment.

Named: If a starting or ending point marker defines a segment, the name of the segment appears in this box. To change a segment name, type it in the box.

This box is unavailable if the marker defines:

- a cue point
 - a starting point for a range
 - an ending point for a range
-

Delete: Deletes an existing marker from the timeline. Also renumbers any subsequent markers of the same type on the timeline.

OK: Inserts the marker on the timeline or sets any marker properties that you have edited. Also renumbers any subsequent markers of the same type on the timeline.

Cancel: Closes the Marker Properties dialog box, without inserting a marker or setting any marker properties that you have edited.

Preferences Dialog Box

The Preferences dialog box allows you to specify preferences for WebEx Recording Editor.

Markers palette

Always floats on top: If selected, the Markers palette always floats on top of the WebEx Recording Editor window and the Frame View window.

Sort list of markers by: Sets the default sorting order for the list of markers on the Markers palette.

- **Time:** Sorts the markers according to the time at which they occur.
- **Name:** Sorts the markers by name.

Segments palette

Always floats on top: If selected, the Segments palette always floats on top of the WebEx Recording Editor window and the Frame View window.

Sort list of segments by: Sets the default sorting order for the list of markers on the Markers palette.

- **Sequence:** Sorts the segments according to the order in which they occur on the timeline.
- **Name:** Sorts segments by name.

Always floats on top

Clipboard palette: If selected, the Clipboard palette always floats on top of the WebEx Recording Editor, Sequence Editor, and Frame View windows.

Volume palette: If selected, the Volume palette always floats on top of the WebEx Recording Editor, Sequence Editor, and Frame View windows.

OK: Sets any preferences that a user has edited; closes the Preferences dialog box; and the WebEx Recording Editor again becomes the active window.

Cancel: Closes the Preferences dialog box without setting any preferences that a user has edited; and the WebEx Recording Editor again becomes the active window.

Define Segment/Segment Properties Dialog Box

The Define Segment/Segment Properties dialog box allows you to specify properties about a new segment that you want to insert on a timeline or an existing segment on a timeline.



Number: Indicates the number of the segment on the timeline. Segments are automatically numbered in sequential order.

You cannot edit this number.

Name: Specifies the segment's name. A segment name can consist of up to 64 characters and include any characters. To specify a segment's name, type it in the box.

Starting point



Time: Specifies the location of the segment's starting point on the timeline, in hours, minutes, and seconds (00:00:00.0). To edit the time value, click the number of number of hours, minutes, or seconds in the box, then do either of the following:

- Type a new number. You can type a number of hours between 00 and 99, a number of minutes between 00 and 60, and a number of seconds between 00.0 and 60.0.
- Click the **Up** button  to increase the number or click the **Down** button  to decrease the number.

Marker name: Specifies the marker's name. A marker name is an alphanumeric string that can consist of up to 64 characters and include any characters. To specify a marker's name, type it in the box.

Ending point

Time: Specifies the location of the segment's ending point on the timeline, in hours, minutes, and seconds (00:00:00.0). To edit the time value, click the number of number of hours, minutes, or seconds in the box, then do either of the following:

- Type a new number. You can type a number of hours between 00 and 99, a number of minutes between 00 and 60, and a number of seconds between 00.0 and 60.0.
- Click the **Up** button  to increase the number or click the **Down** button  to decrease the number.

Duration: Indicates the duration of the segment, in hours, minutes, and seconds (00:00:00.0).

You cannot edit this value.

Marker name: Specifies the marker's name. A marker name is an alphanumeric string that can consist of up to 64 characters and include any characters. To specify a marker's name, type it in the box.

Undefine: Makes the segment an unnamed range of recorded data, and renumbers any subsequent segments on the timeline. Clicking this button deletes neither the data that the segment contains nor the starting and ending point markers that define its boundaries.

OK: Sets any segment properties that you have specified.

Cancel: Closes the Define Segment/Segment Properties dialog box without setting any segment properties that you have specified.

Segments Palette

The Segments palette contains a list of the segments that you have defined in a recording.

Time: Indicates the starting time of each segment on the timeline, in hours, minutes, and seconds (00:00:00.0). Click the column heading to sort the segments in the list by time, according to the order in which they occur on the timeline. By default, the list is sorted by time in ascending order.

Number: Indicates the number of each segment on the timeline.

Name: Indicates the name of each segment in the recording. Click the column heading to sort the segments in the list by name, in alphabetical order, initially in ascending order.

Go To: Moves the Current Location indicator to the left of the first snapshot in the selected segment.

Play: Moves the Current Location indicator to the left of the first snapshot in the selected segment, then starts playback.

Sequence Editor Window

Displays a list of any segments that you have defined on the timeline.

Delete: Deletes the selected segment or segments from the recording, and the recorded data that they contain, without placing the recorded data on the Clipboard.

Rename: Allows you to rename a segment. To rename a segment, click this button, type a new name, then press the **Enter** key.

Merge: Merges two or more contiguous, selected segments into one.

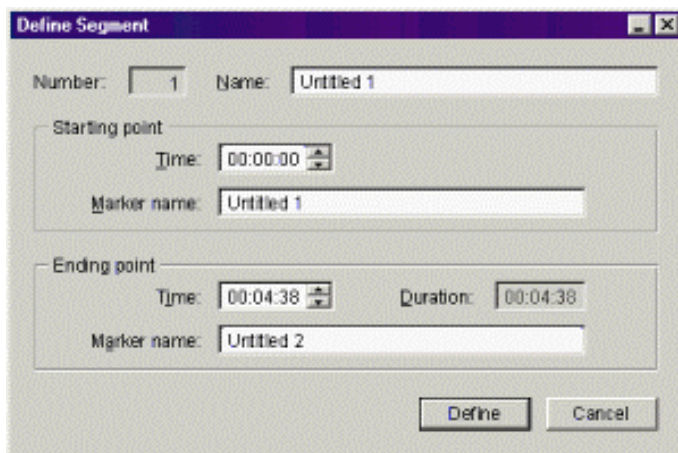
Clipboard Palette



Current Location Indicator



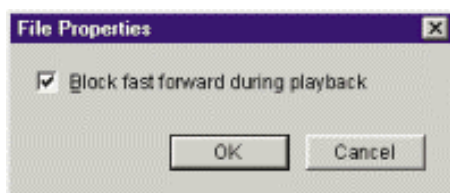
Define Segment Dialog Box



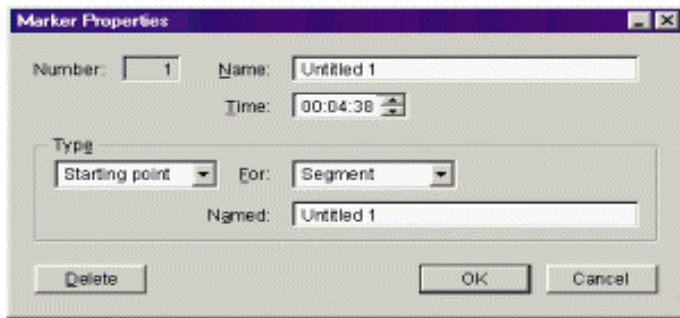
Elapsed Time and Duration Indicator



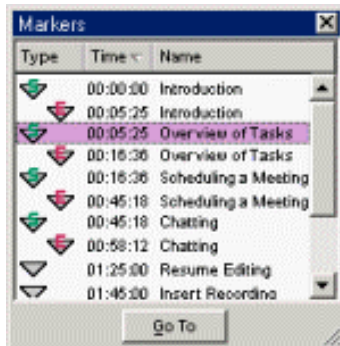
File Properties Dialog Box



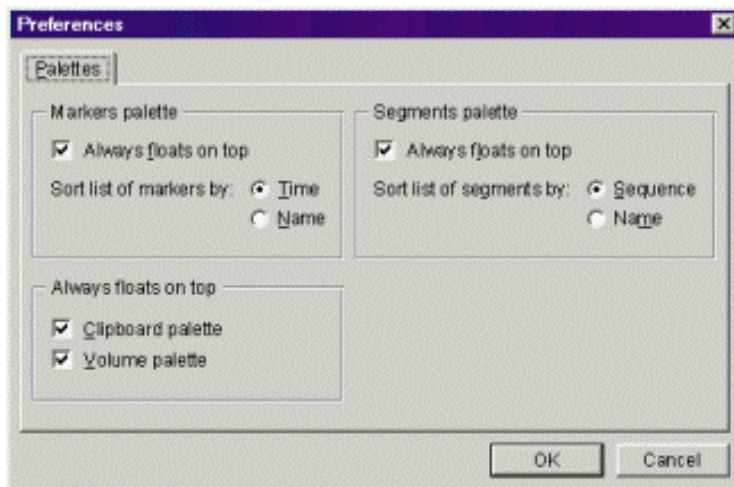
Marker Properties Dialog Box



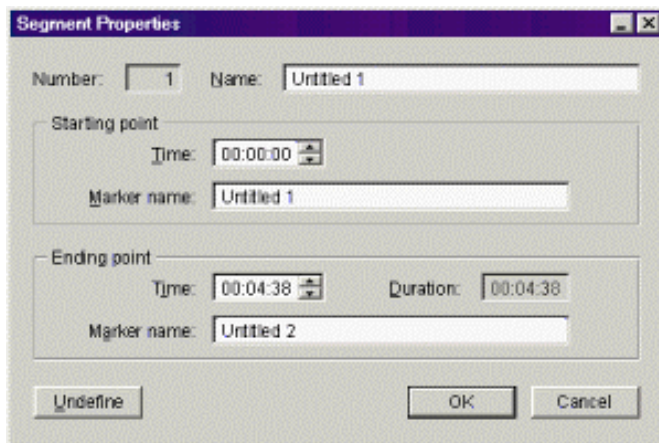
Markers Palette



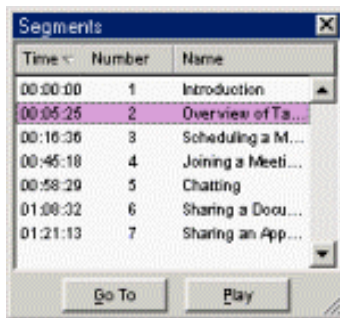
Preferences Dialog Box



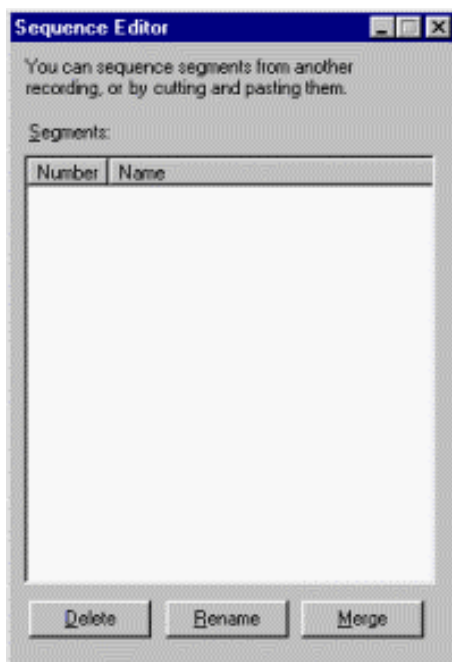
Segment Properties Dialog Box



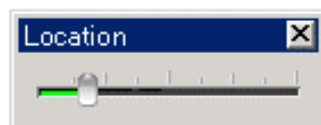
Segments Palette



Sequence Editor Window

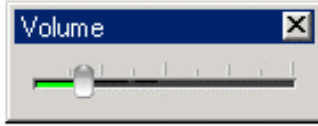


Set Location Palette



Split Segment Dialog Box

Volume Palette



Menu Bar

The menu bar includes the following menus:

- **File**—Includes commands for opening and saving recordings, and quitting WebEx Recording Editor.
- **Edit**—Includes commands for editing a recording, such as cutting, copying, and pasting recorded data; defining markers and segments; and undoing and redoing changes to a recording.
- **Insert**—Includes commands for inserting elements into a recording, such as markers and recorded data.
- **View**—Includes commands for displaying elements such as markers, segments, and frames of recorded data; and palettes on your screen.
- **Control**—Includes commands for setting or going to a current location, replaying a recording, and going to specific segments.
- **Window**—Comprises a list of all WebEx Recording Editor windows and Sequence Editor windows that are currently open.
- **Help**—Includes commands for viewing WebEx Recording Editor Help and version information about WebEx Recording Editor.

Elapsed Time and Duration Indicator

The Elapsed Time and Duration indicator shows the elapsed time during playback or editing, and the total duration of a recording, in hours, minutes, seconds, and tenths of a second.



The Elapsed Time indicator tracks the movement of the Current Location indicator.




Timeline

















The timeline shows the contents of a recording as snapshots, each of which represents 10 seconds in the elapsed time of a recording. The upper part of the timeline displays time in increments of ten seconds and fractions of ten seconds. Specifically, the increment marks demarcate 2.5-second, 5-second, 7.5-second, and 10-second intervals of time.


You can view the individual frames that correspond to the snapshot immediately preceding and the two snapshots following the Current Location indicator on the timeline. For details, see Viewing Frames on a Timeline.


Toolbar


The toolbar contains buttons that have the same functions as commands on the menus.


-  **Open:** Allows you to open an existing recorded file stored on either your computer or a local server.
-  **Save:** Allows you to save a previously saved file at the same location on either your hard disk or a local server, under the same file name.
-  **Cut:** Removes the current selection on a timeline, and places it on the Clipboard.


-  **Copy:** Copies the current selection on a timeline, and places it on the Clipboard.
-  **Paste:** Inserts the contents of the Clipboard at the current location on a timeline, preceding selected data on a timeline, preceding a selected segment in the Sequence Editor window, or in place of a selected marker.
-  **Insert Cue Point:** Inserts a cue point marker at the current location on a timeline.
-  **Insert Starting Point:** Inserts a starting point marker at the current location on a timeline.
-  **Insert Ending Point:** Inserts an ending point marker at the current location on a timeline.
-  **Define Segment:** Displays the Define Segment dialog box, allowing you to define a new segment on a timeline.
-  **Sequence Editor:** Displays the Sequence Editor window, allowing you to view a list of segments that you have defined on a timeline, rearrange segments, and delete segments.
-  **Properties:** Displays a Properties dialog box for the current selection, allowing you to specify or edit its properties. Possible selections include segments, ranges of recorded data, and markers.
-  **View Selected Frames:** Displays the Frame View window, which displays the frames that correspond to the snapshot immediately preceding and the two snapshots following the Current Location indicator on the timeline in the WebEx Recording Editor window.
-  **Segments Palette:** Displays the Segments palette, which contains a list of any segments that you have defined on a timeline. You can select a segment in the list to navigate to it on the timeline.
-  **Markers Palette:** Displays the Markers palette, which contains a list of any markers that you have inserted on a timeline. You can select a marker in the list to navigate to it on the timeline.
-  **Set Current Location:** Sets the current location on a timeline by automatically moving the Current Location indicator to the left boundary of the snapshot, frame, or first snapshot in a segment that is currently selected. Clicking the downward-pointing arrow displays the Set Location palette, which allows you to move the Current Location indicator to a distant point on the timeline.
-  **Play:** Starts playback of a recording at the current location.
-  **Pause:** Pauses playback of a recording.
-  **Stop:** Stops playback of a recording.
-  **Rewind:** Rewinds a recording by moving the Current Location indicator one snapshot at a time in the WebEx Recording Editor window, or one frame at a time in the Frame View window.

 **Previous Segment:** Moves the Current Location indicator to the beginning of the previous segment on the timeline and displays the first frame of the previous segment in the viewer.

 **Next Segment:** Moves the Current Location indicator to the beginning of the next segment on the timeline and displays the first frame of the next segment in the viewer.

 **Fast Forward:** Fast forwards a recording by moving the Current Location indicator one snapshot at a time in the WebEx Recording Editor window, or one frame at a time in the Frame View window.

 **Volume:** Displays, then hides, the Volume palette. The Volume slider allows you to easily and precisely set the volume during playback or editing.

 **Mute/Unmute:** Mutes, then unmutes audio during playback.

Viewer

The viewer is the area of the WebEx Recording Editor window in which playback occurs. The viewer displays the recorded images in a recording.

Glossary

Clipboard palette

A window that displays the current contents of the Clipboard, if any.

cue

To find a specific location in a recording by slowly advancing or backtracking through the recording while monitoring audio.

cue point

The location at which you insert a marker, allowing you to go directly to that precise location on the timeline.

cue point marker

A marker that indicates a point on the timeline that you want to locate again.

cueing

Advancing or backtracking through part of a recording, while monitoring audio, to select a location at which to insert a marker, or begin recording or playback.

current location

During playback, the location on the timeline of the data that currently appears in the viewer.

Current Location indicator

An indicator that shows the current location on the timeline during playback. You can drag this indicator to finely adjust the current location.

ending point

The location at which you insert a marker to define the end of a range of time or segment on the timeline.

ending point marker

A marker that indicates the ending of a range of time or segment.

forward cueing

Slowly advancing through a recording, while monitoring audio.

frame

A single image in a series of images that constitutes a recording. Each frame corresponds to 0.4 second on the timeline.

increment mark

A marking on the timeline that indicates fine increments of time--that is, ten-second increments and fractions of ten-second increments.

marker

A flag that you insert to indicate a point on the timeline at which an action is to occur or to which you can jump. You can insert pairs of markers to indicate the starting and ending points of a range of time or segment.

merge

To create a single segment from two or more segments that are currently selected.

range of time

A part of a recording that includes one or more frames of recorded data on a timeline. You can specify a range of time using starting and ending point markers. If you specify properties for the range, it becomes a segment.

recorded file

A WebEx Recorded File, or .wrf file.

recording

The content in a .wrf file that a user has created using WebEx Recorder. This content consists of both audio and images of user interactions with interface elements on a computer screen.

reverse cueing

Slowly backtracking through a recording, while monitoring audio.

segment

A part, or range, of recorded data for which you specify a name and starting and ending points. Once you define a segment, you can move it to another location on a timeline, delete it, merge it with other segments, or split it into two segments. In the part of the timeline that shows increments of time, each segment of a recording appears in a different color.

snapshot

On the timeline, an image that represents 10 seconds in the elapsed time of a recording. Snapshots, which are representative images from a sequence of recorded images, are automatically generated at intervals of 10 seconds.

split point

The location at which you insert a marker to define the point at which to split an existing segment into two.

starting point

The location at which you insert a marker to define the beginning of a range of time or segment on the timeline.

starting point marker

A marker that indicates the beginning of a range of time or segment.

timeline

A strip that displays time in increments of ten seconds and fractions of ten seconds. It contains snapshots, or recorded images, each of which represents 10 seconds in the elapsed time of a recording.

titles

Text inserted into a recording.

toolbar

A row of buttons immediately below the menu bar in the WebEx Recording Editor window.

transport controls

Controls that allow you to record, play, pause/resume, stop, fast forward, and rewind a recording.

truncate

To delete all data that either precedes or follows the current location in a recording.

viewer

The area of the WebEx Recording Editor window in which playback occurs.

WebEx Player

A stand-alone application that allows you to play back a WebEx Recorded File (.wrf).

WebEx Recorded File (*.wrf)

The file type designation for recordings that you make using WebEx Recorder.

WebEx Recorder

An application that allows you to record audio and images of user interactions with interface elements on a computer screen. WebEx Recorder is available as both a stand-alone application and an integrated tool in a meeting service.

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