

STANDARD OPERATING PROCEDURES

Recording a Webinar

Editing Webex recordings with Windows Movie Maker

These SOPs explain step by step how to **record a Webinar via Webex** and how to **edit a Webex recording with Windows Movie Maker (WMM)**.

The first module of these SOPs focuses on how to record a Webex recording. The second part (module 2, 3, 4) has been prepared to guide you through WMM. This software and tool allows you to create and edit any kind of video content. Through module 2 and 3 you will discover the **different methods** of **cutting the beginning/end of a video**. In the last module, module 4 we will also learn how to **cut a sequence "in the middle"** of the video.

The following modules are **independent of each other** (e. g. if you choose to follow module 4, you do not need to follow the instructions of modules 1, 2 and 3. You can directly go and start on page 24). **Guidelines are indicated in yellow** and **additional information in blue**.

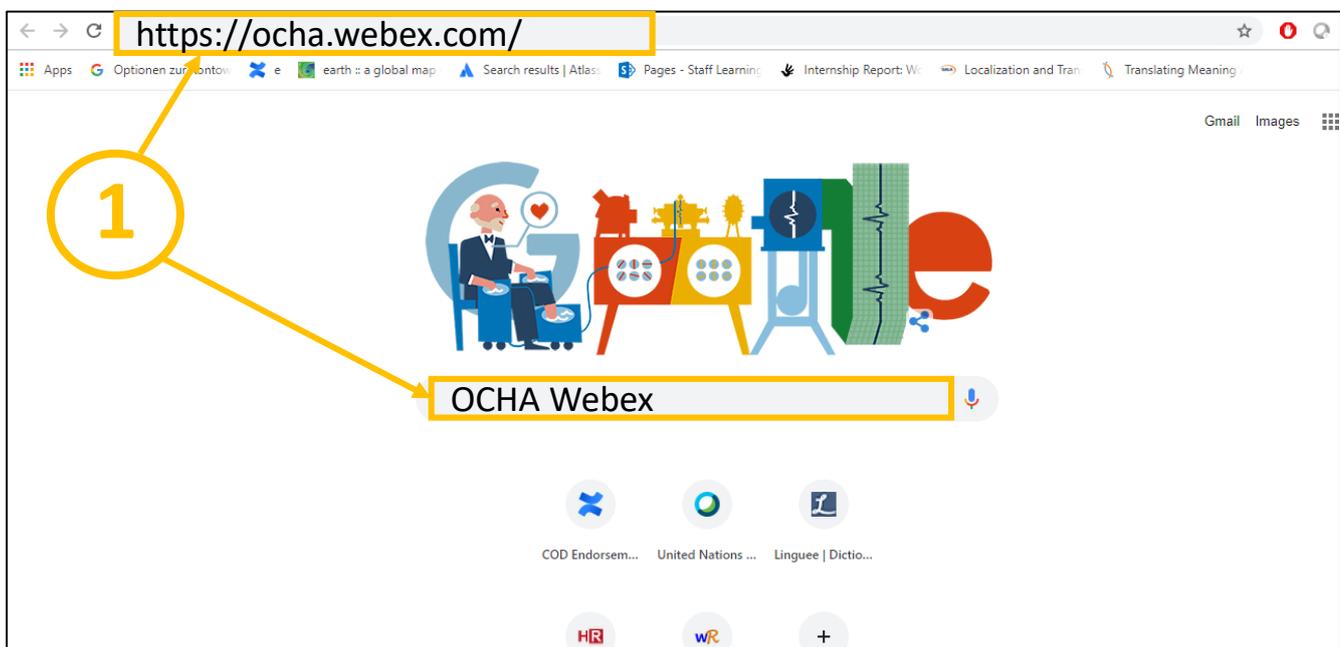
Note: It is always preferable to work on a copy of the document you are editing.

You can find previous IM Webinars on the **OCHA IMToolbox** under the "[Webinars](#)" page. If you are an **OCHA IMO**, you can find previous Webinars on the **Team Site** (Sharepoint) under the "**Training**" section and then on "[IM Webinars](#)".

- Page 1 to 12 > [Module 1 \(19 steps\)](#): Recording a Webinar
- Page 13 to 18 > [Module 2 \(10 steps\)](#): Cutting the beginning and/or end of a video precisely
- Page 19 to 23 > [Module 3 \(10 steps\)](#): Cutting the beginning and/or end of a video, with no precise prior knowledge of the moment.
- Page 24 to 37 > [Module 4 \(26 steps\)](#): Cutting a passage in the middle of the video

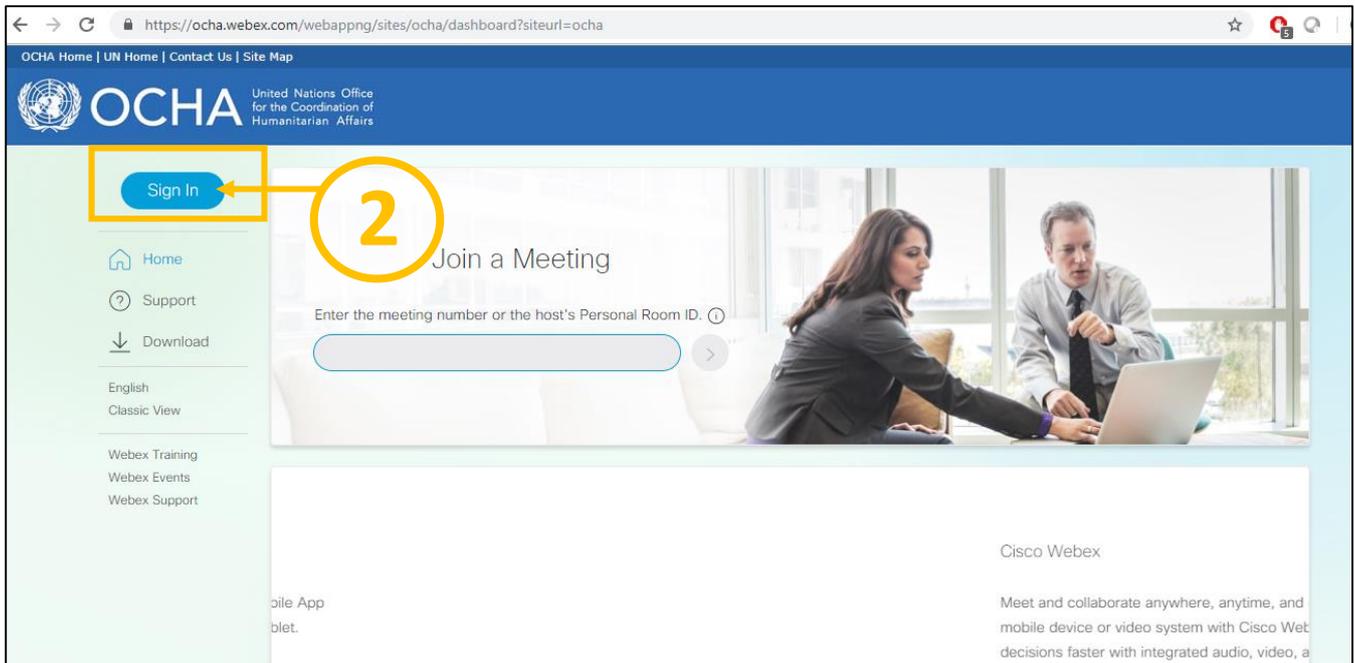
Module 1: RECORDING A WEBINAR

Step 1: Go to your web browser and type in the search bar "OCHA Webex" or type directly "<https://ocha.webex.com/>" in the search bar of your browser. Press **enter**.

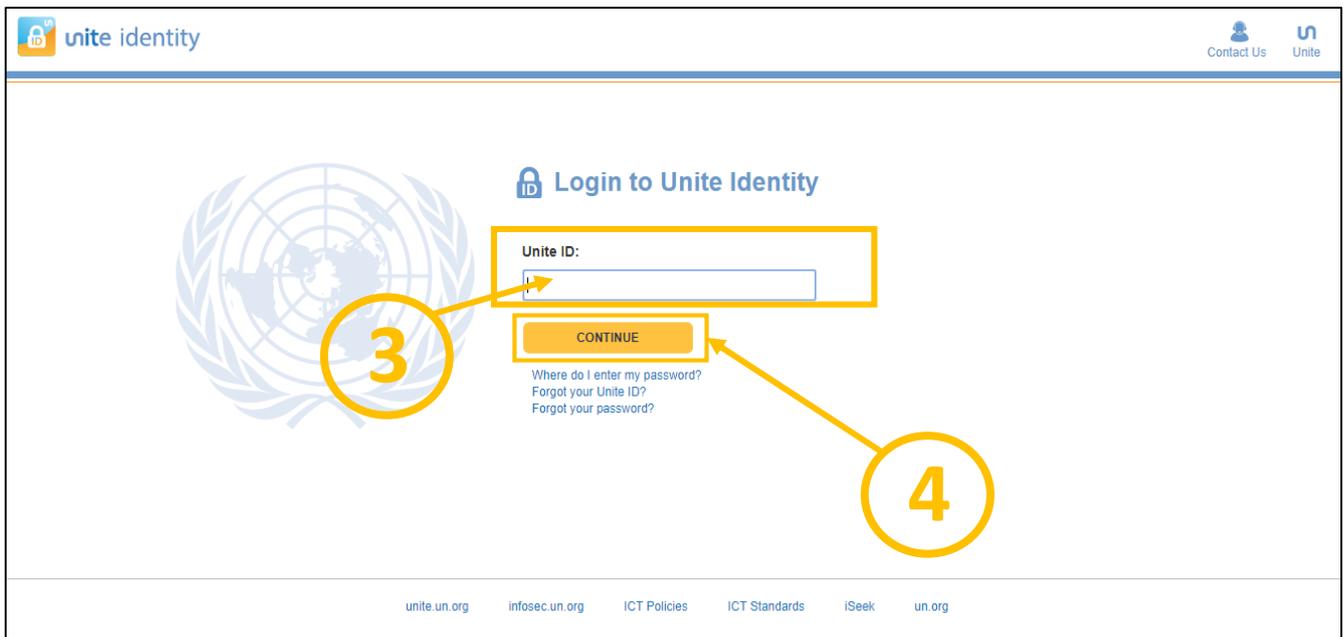


RECORDING A WEBINAR

Step 2: Wait until this page pops up and then, click on "Sign In".

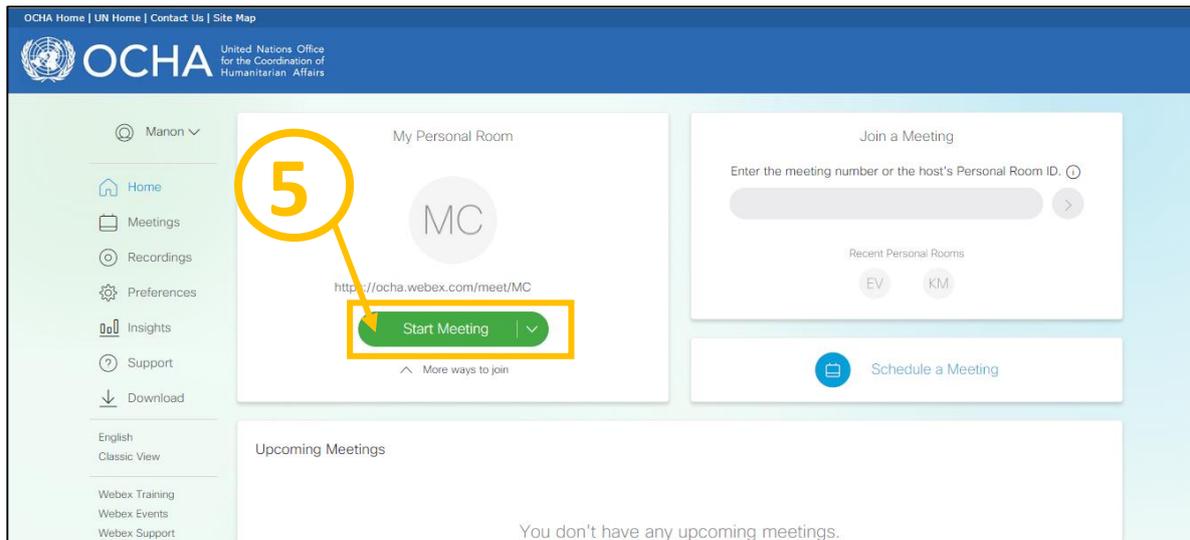


Step 3: Wait until this page appears. **Fill in the information requested by Unite ID, then click on "Continue".** Enter your password and press enter.

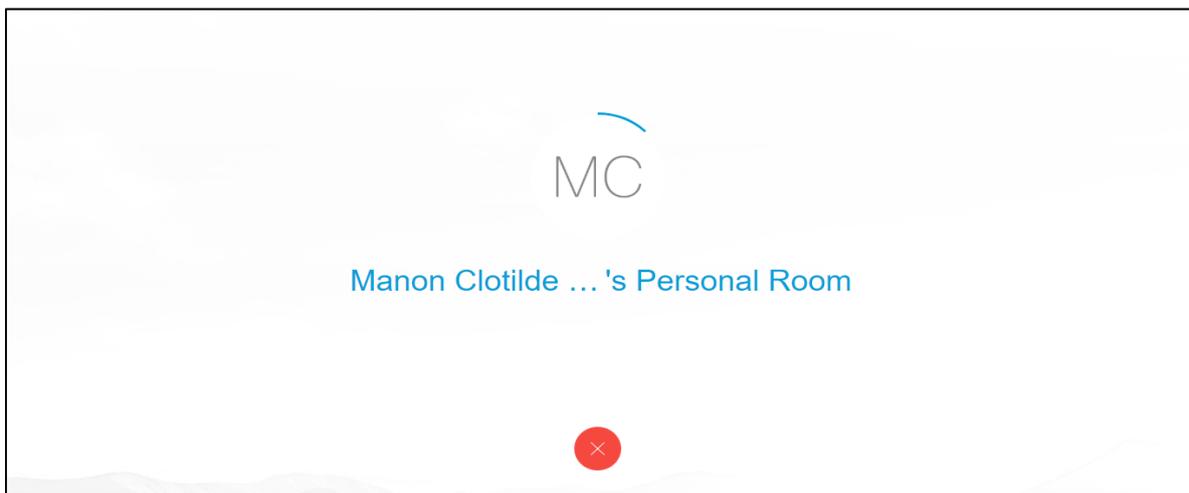


RECORDING A WEBINAR

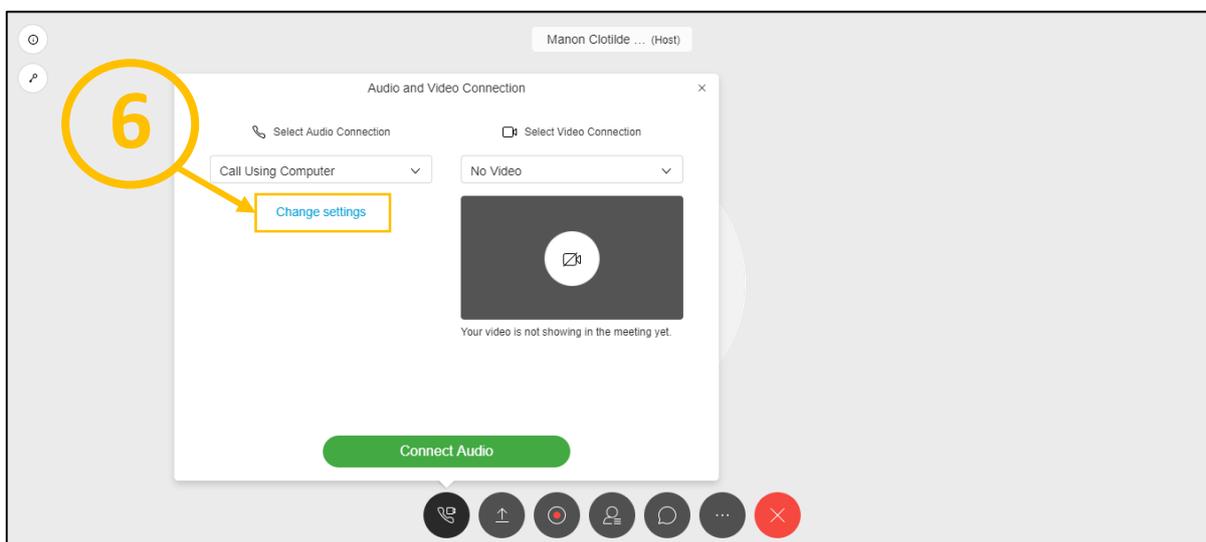
Step 4: Wait until this page pops up and then, click on "Start a Meeting".



Step 5: Wait for this page to appear and load.

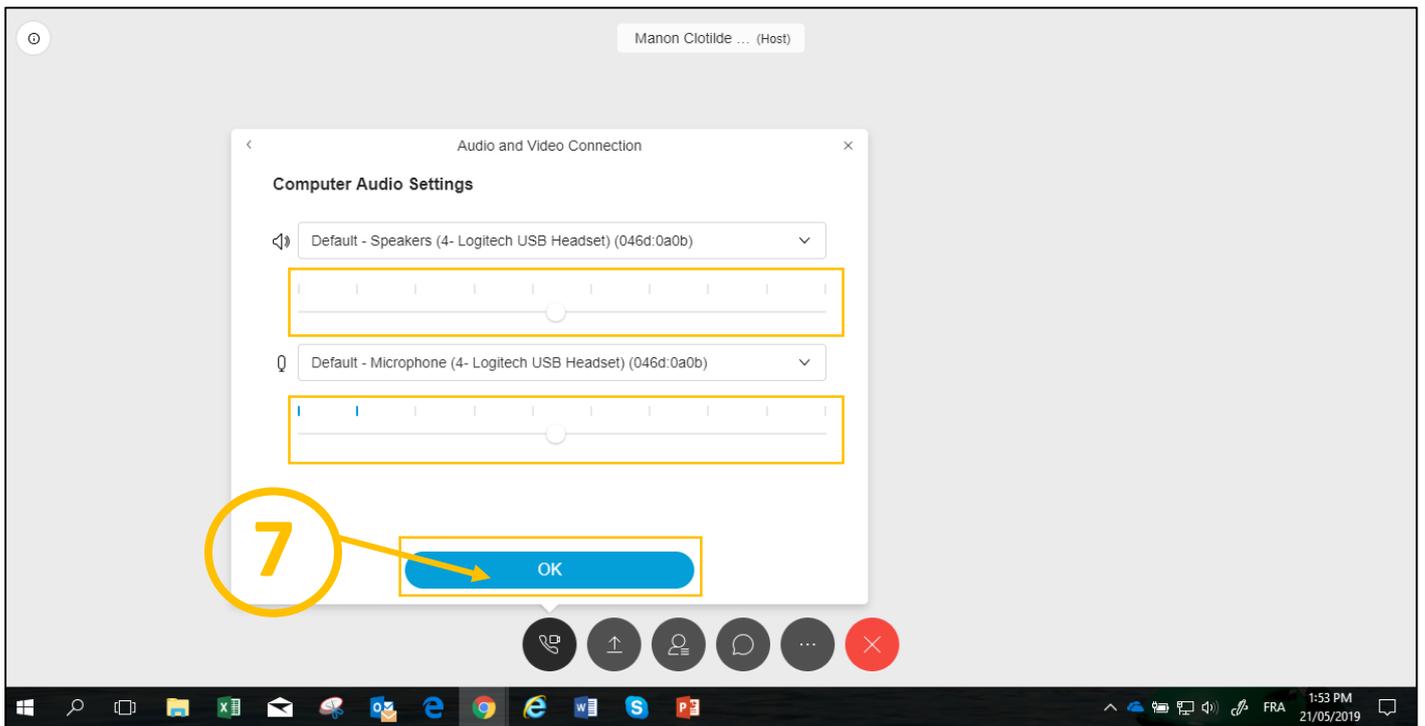


Step 6: Wait until this page appears. **Before clicking on "Connect Audio"**: make sure that the option "Calling Using Computer" is selected, then verify that your **microphone and headphones are properly set up**, to do that, click on "Change settings".

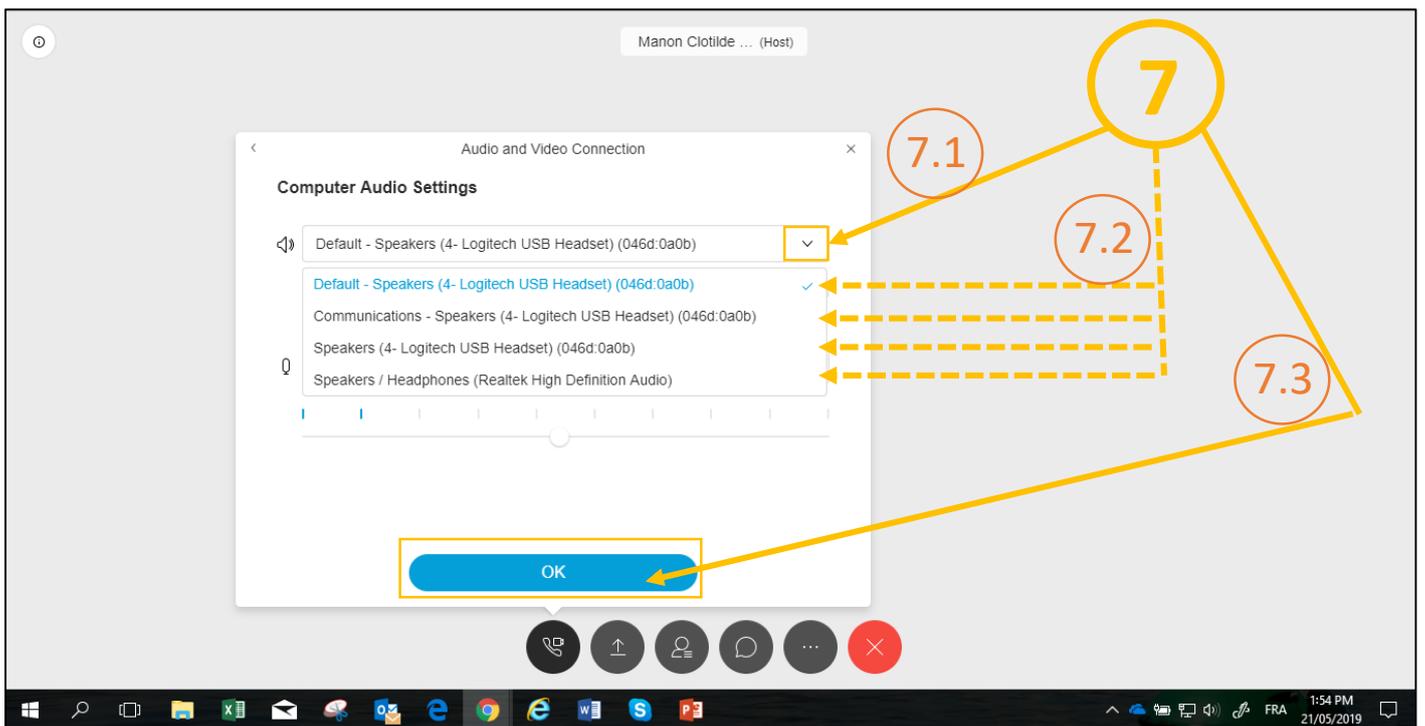


RECORDING A WEBINAR

Step 7: Wait until this page appears, then **check that the audio and microphone are functioning**. If so, click on "**ok**".

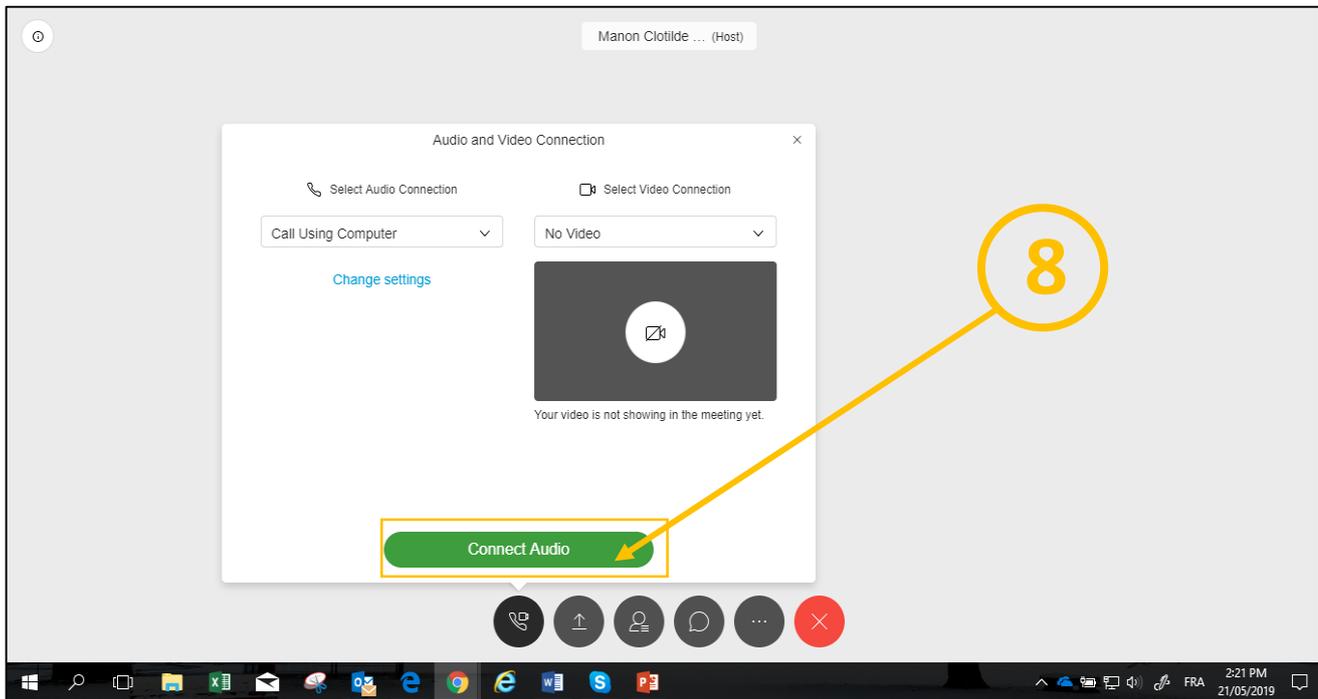


Step 7 bis: When the audio or microphone does not work, click on " v", then click on the **appropriate device(s)**, then **test the audio and microphone**, and click on "**ok**".

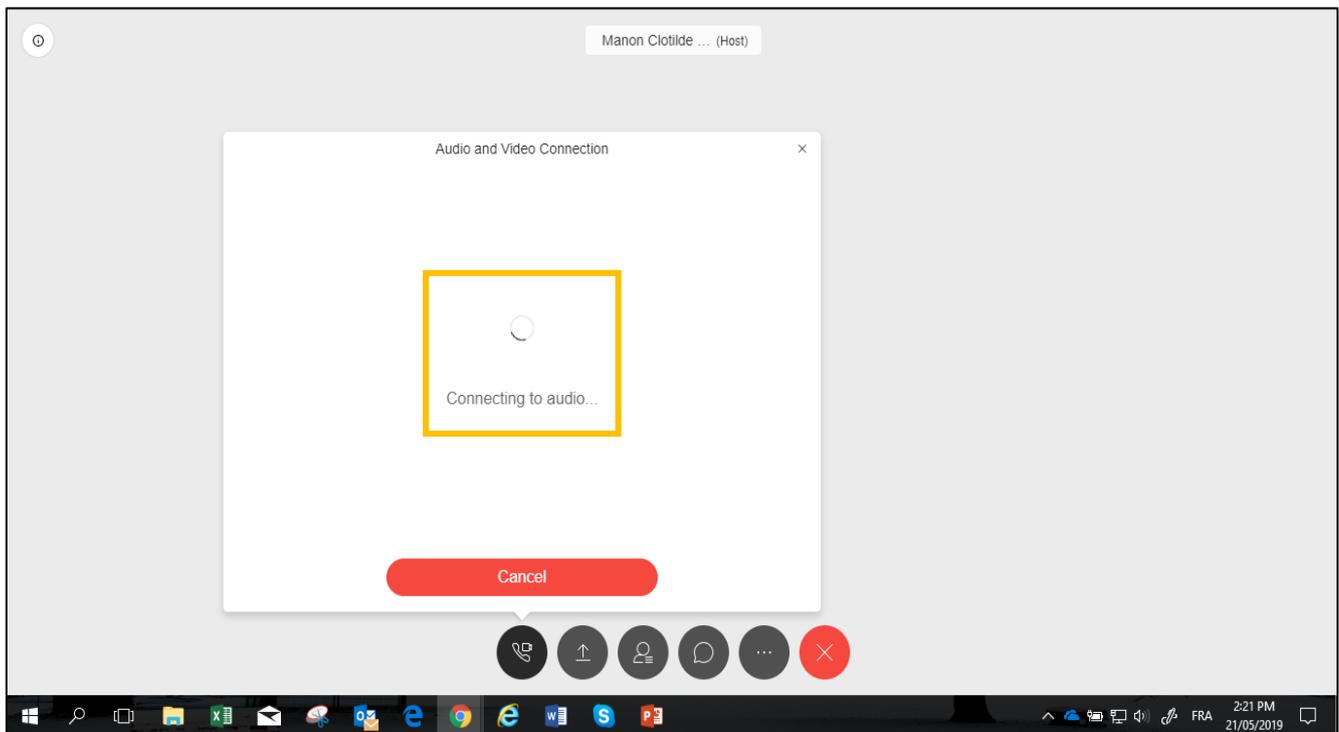


RECORDING A WEBINAR

Step 8: After testing and setting up the audio and microphone, with your mouse click on "Connect Audio".



Step 9: Wait for this page to appear and load.

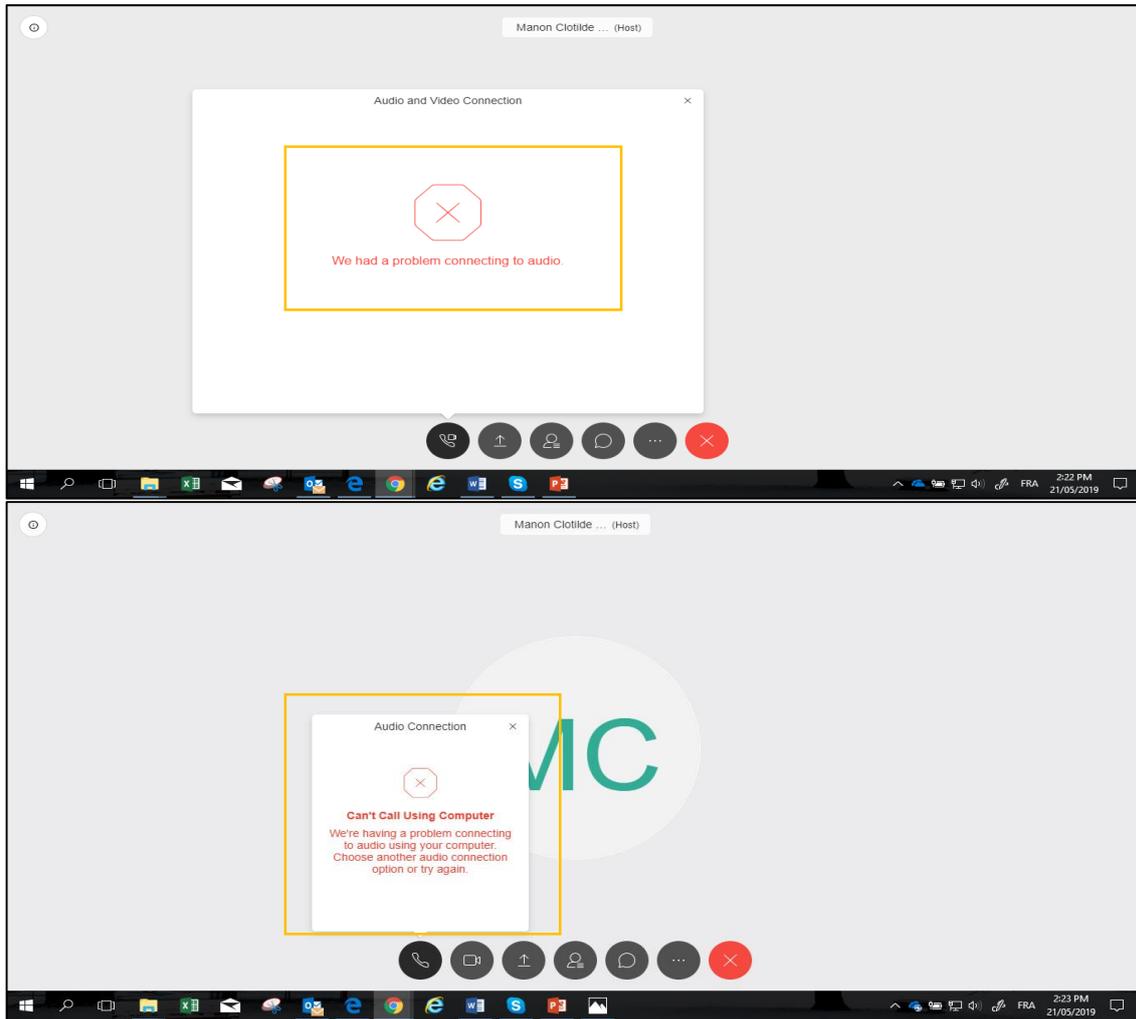


Note: If this page takes more than 5 minutes to load, there might be a problem, see step 9.1 on the next page (page 6).

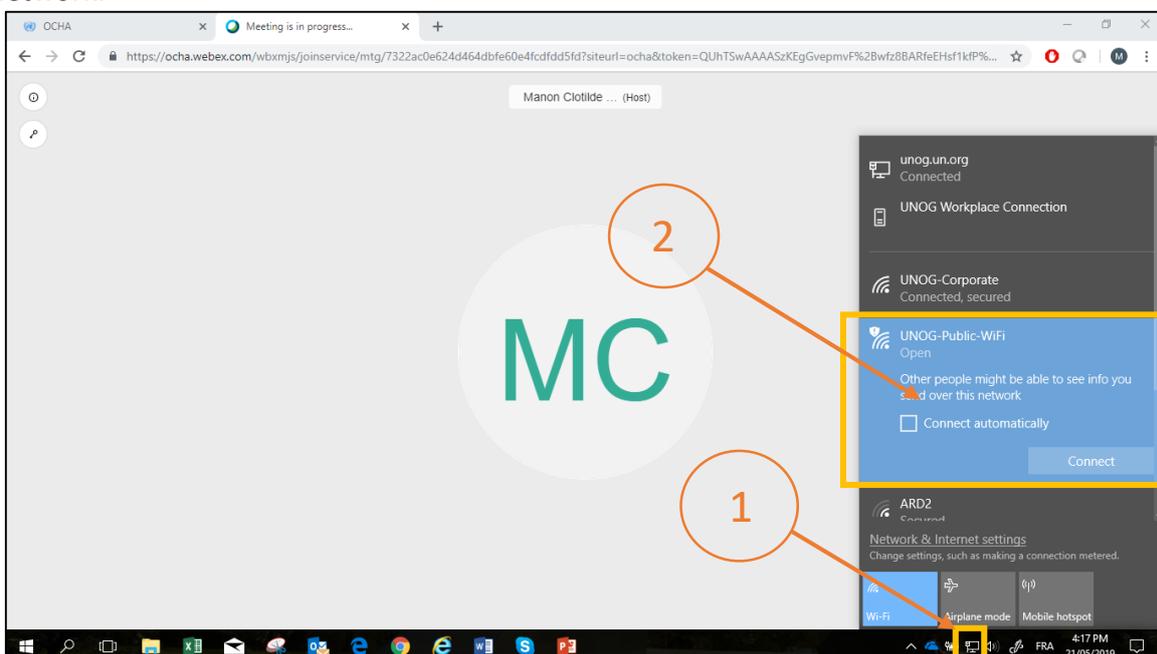
Otherwise, go directly to step 10 on page 8.

RECORDING A WEBINAR

Step 9.1: If you are connected to the "XXX-Corporate" internet network, you may receive one of the two error messages below.

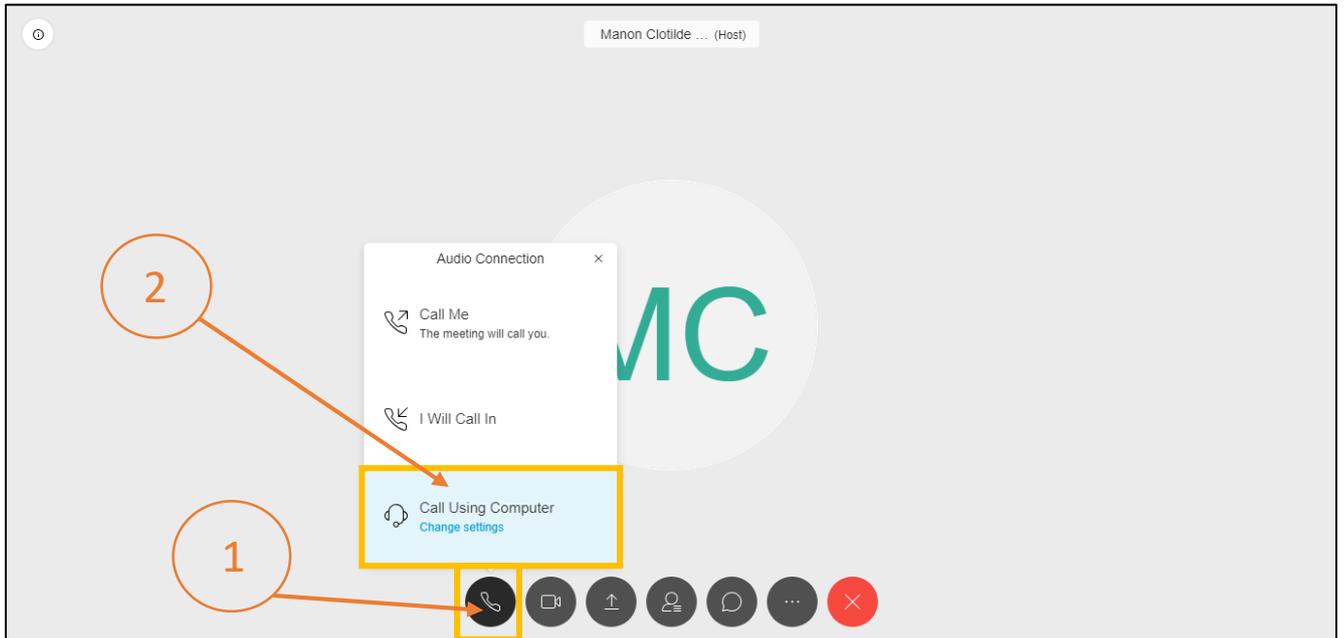


Step 9.2: To solve this problem, go to your **internet settings**, choose and connect to WIFI network.

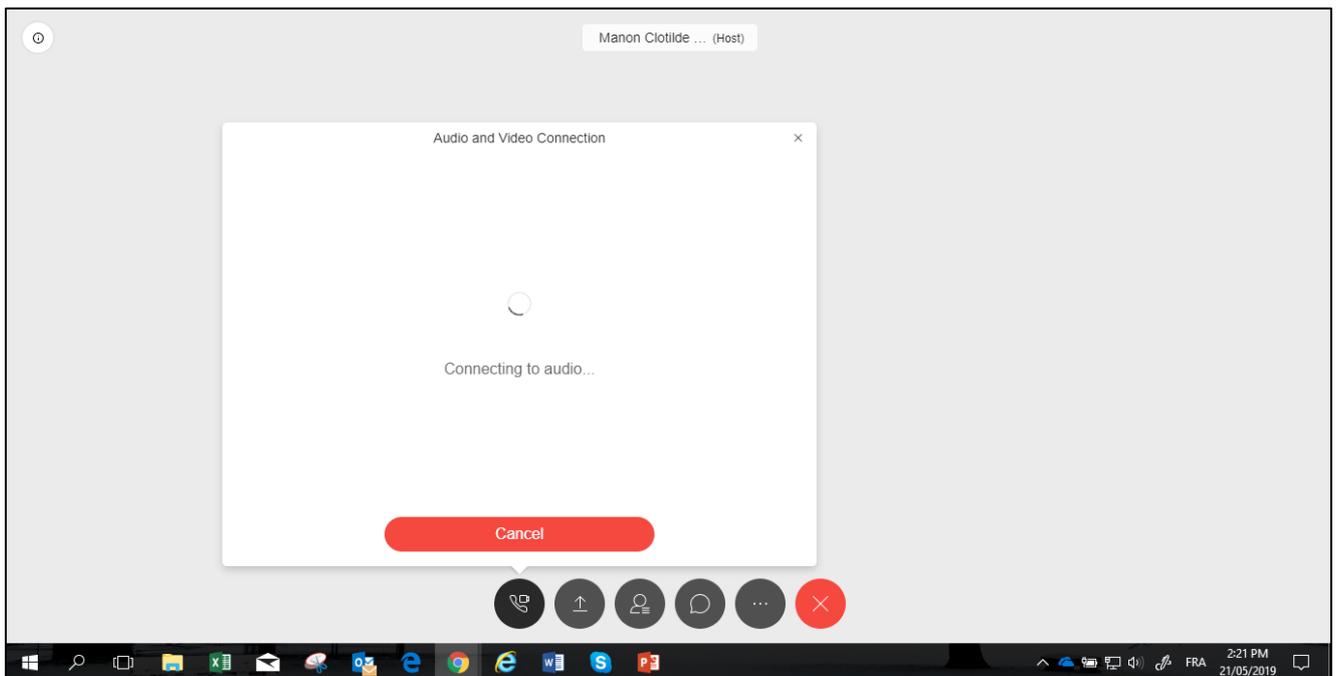


RECORDING A WEBINAR

Step 9.3: Once connected to the WIFI, click on , then on «Call Using Computer».

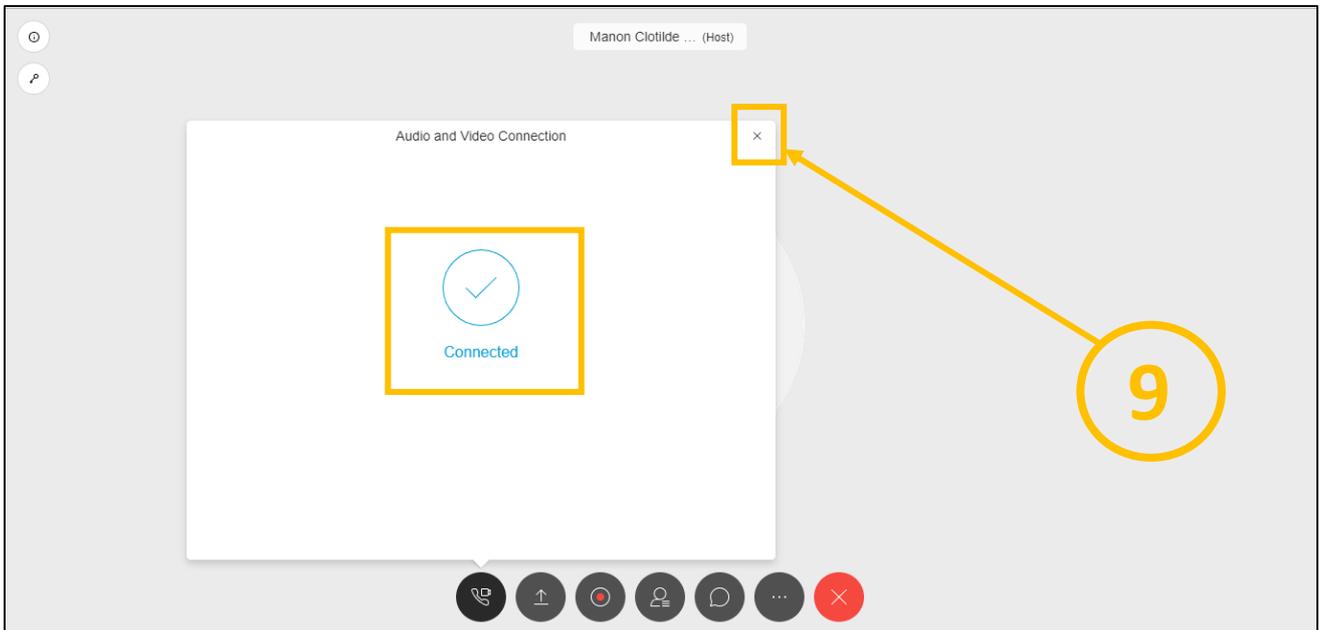


Step 9.4: Wait for this page to appear and load.

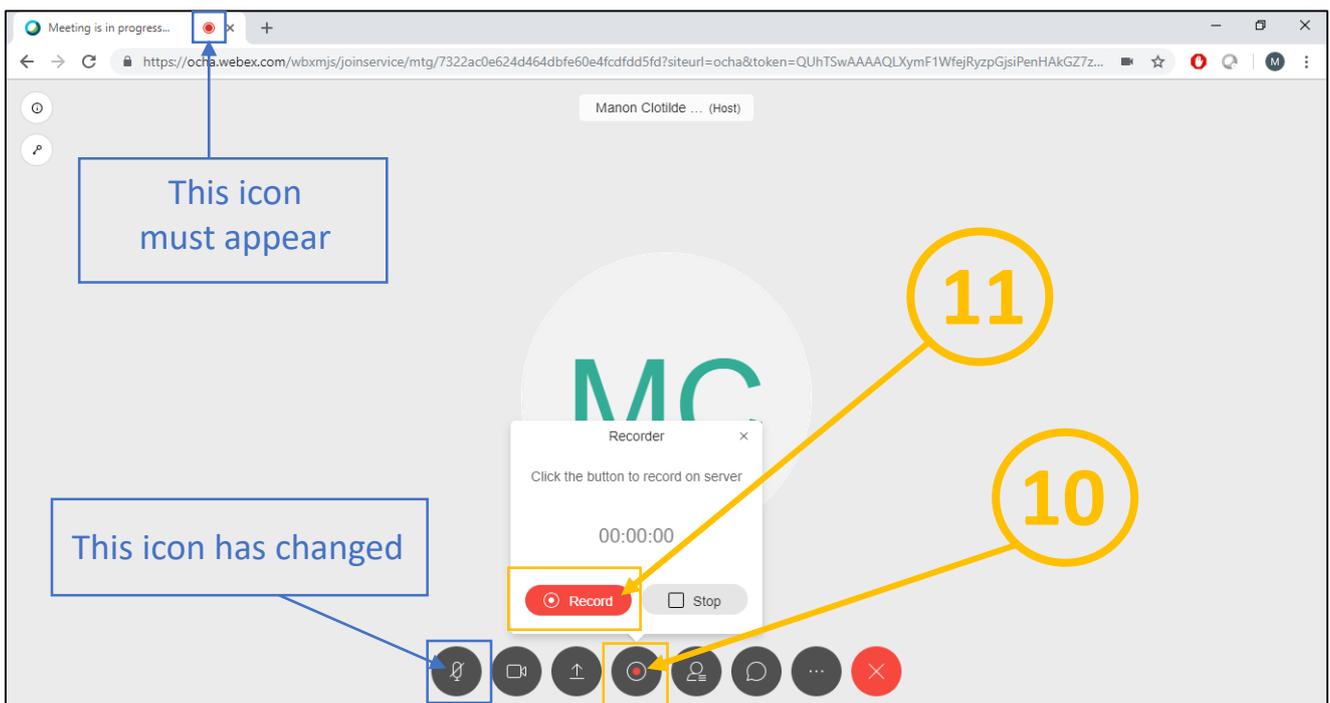


RECORDING A WEBINAR

Step 10: Once you are connected, this page will appear, as soon as you see the message "Connected" on your screen, you can **close this window**.

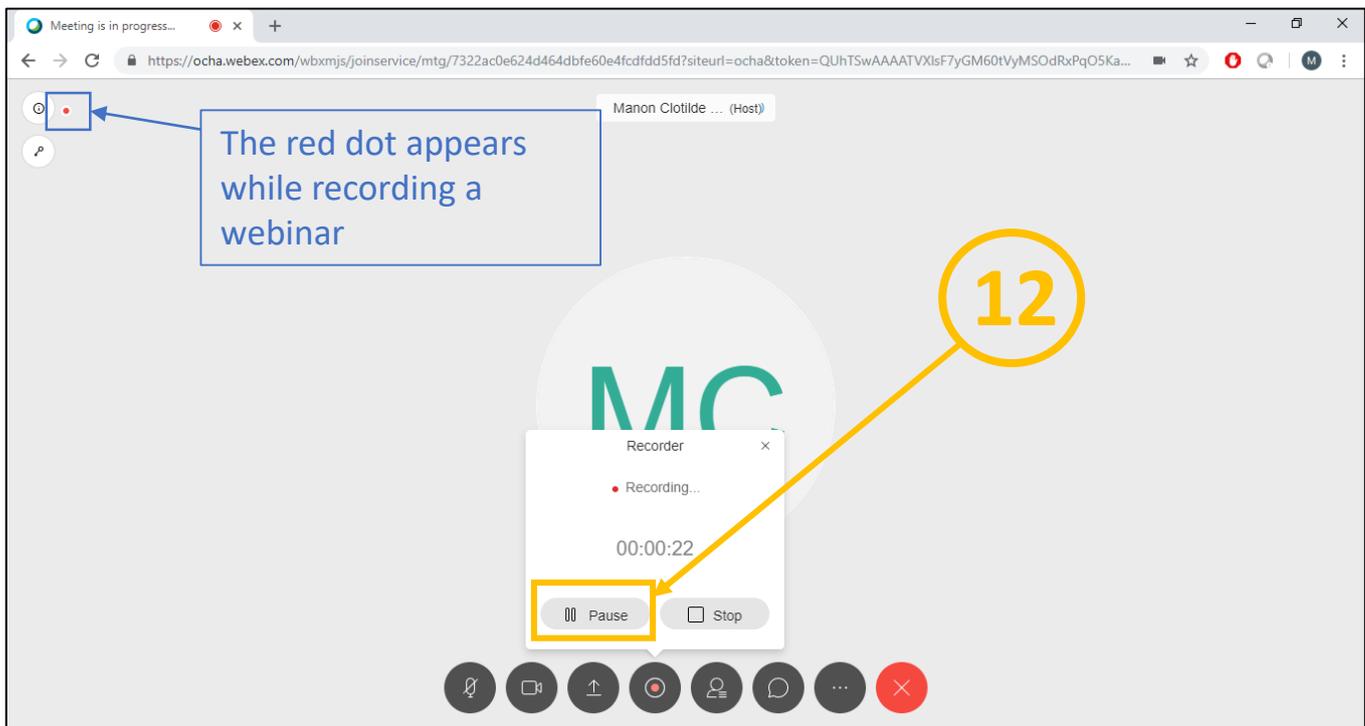


Step 11: To record a webinar, click on the recording icon "  ", then click on "Record" to start the Webex recording.

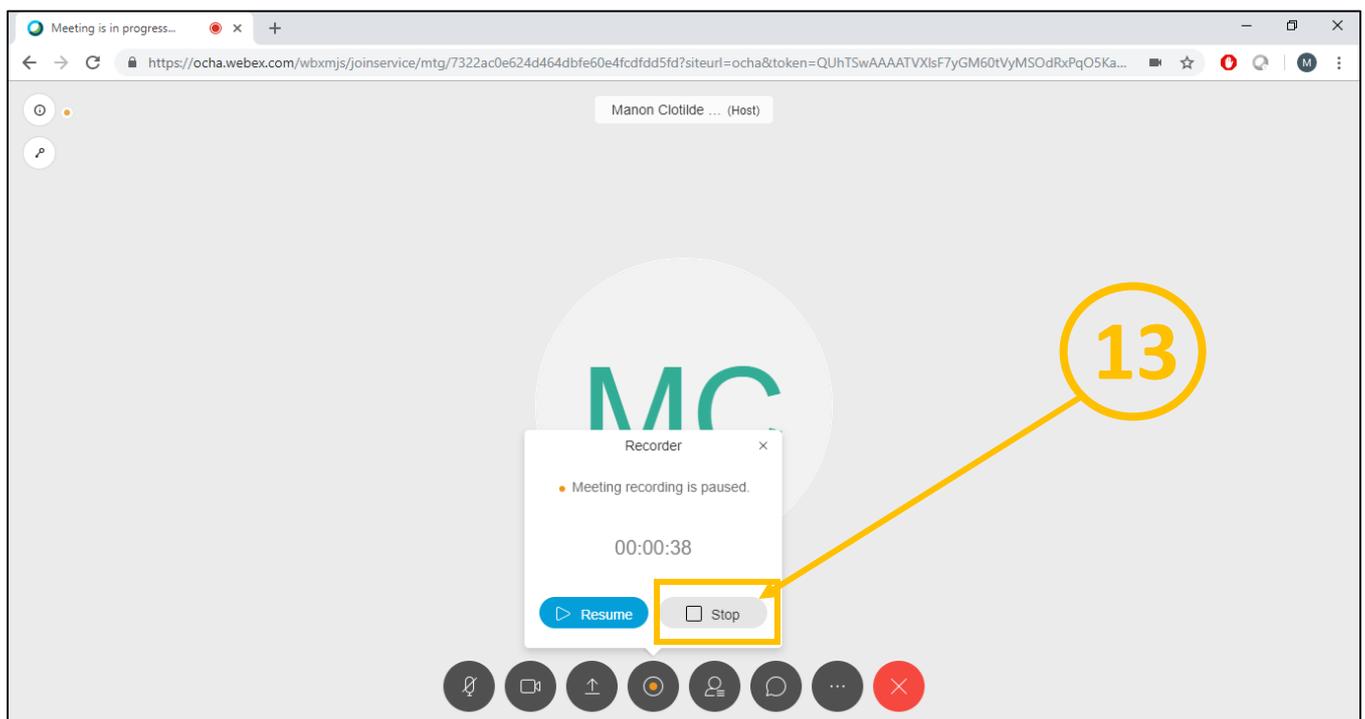


RECORDING A WEBINAR

Step 12: While you are recording the webinar you can either put it on "Pause" or press "Stop" to stop it completely.

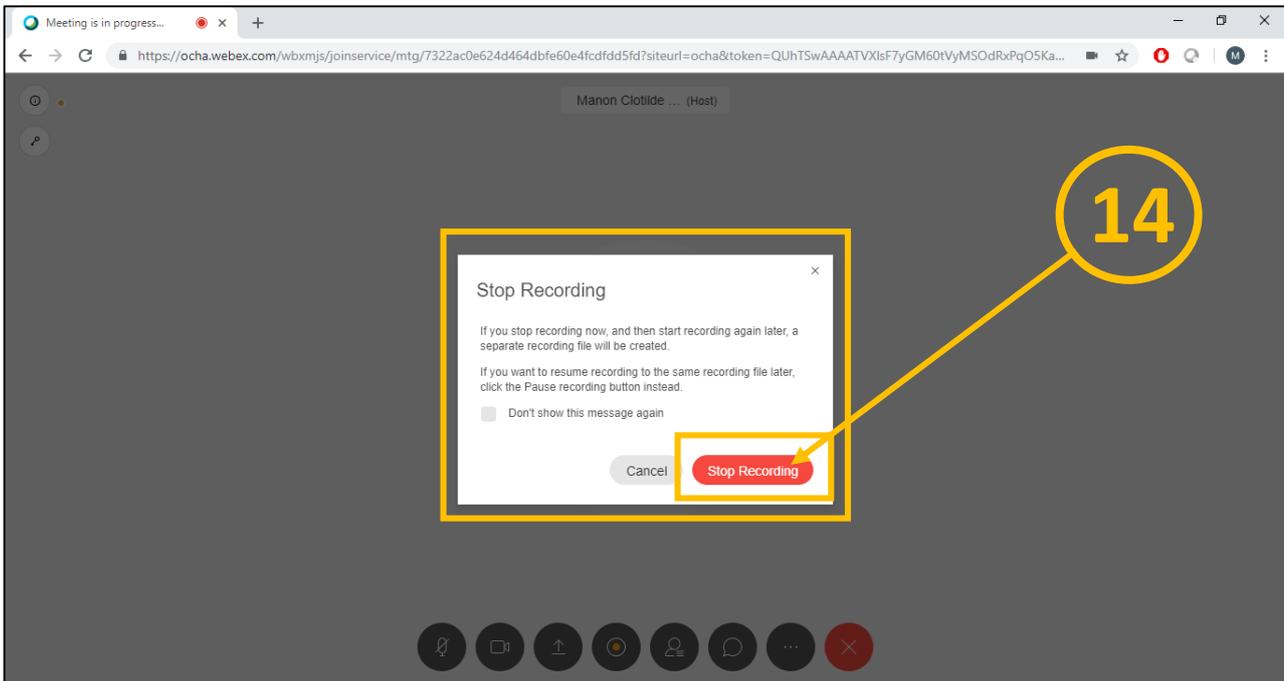


Step 13: When you pause the recording, the page appears as shown below. Click on "Resume" to continue to record and/or on "Stop" to entirely stop.

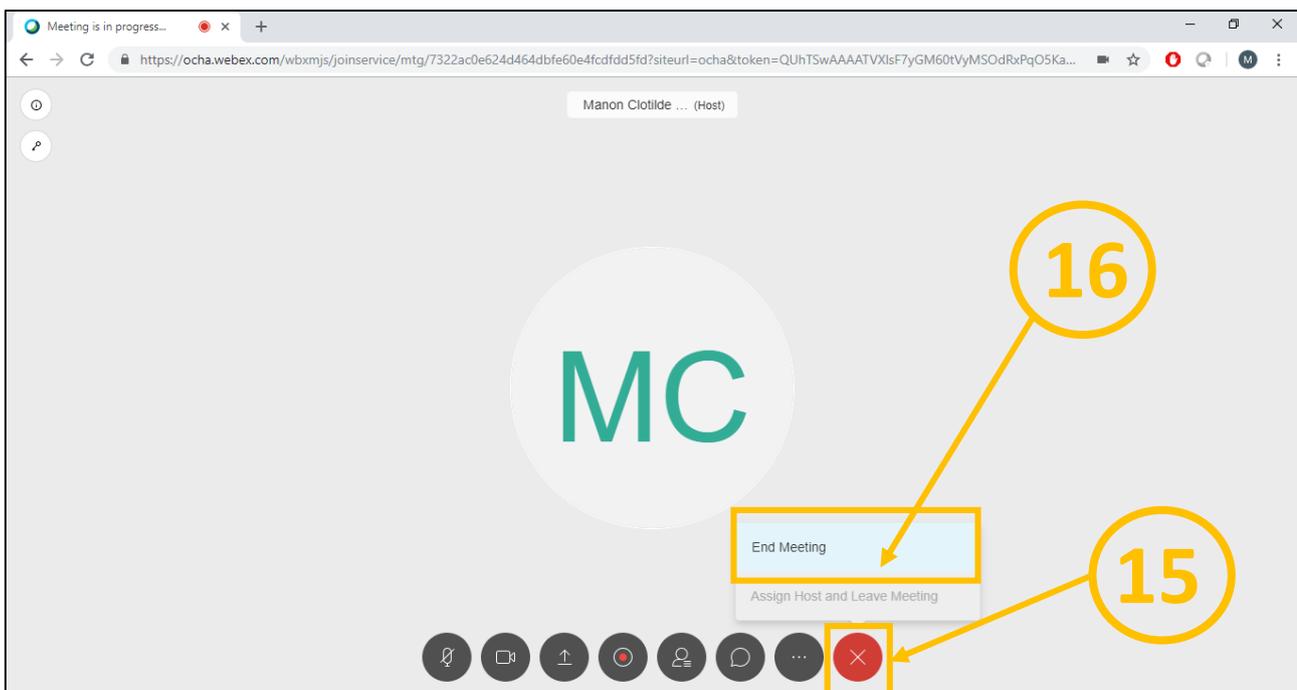


RECORDING A WEBINAR

Step 14: After clicking on "Stop", this message will appear, then click on "Stop Recording".

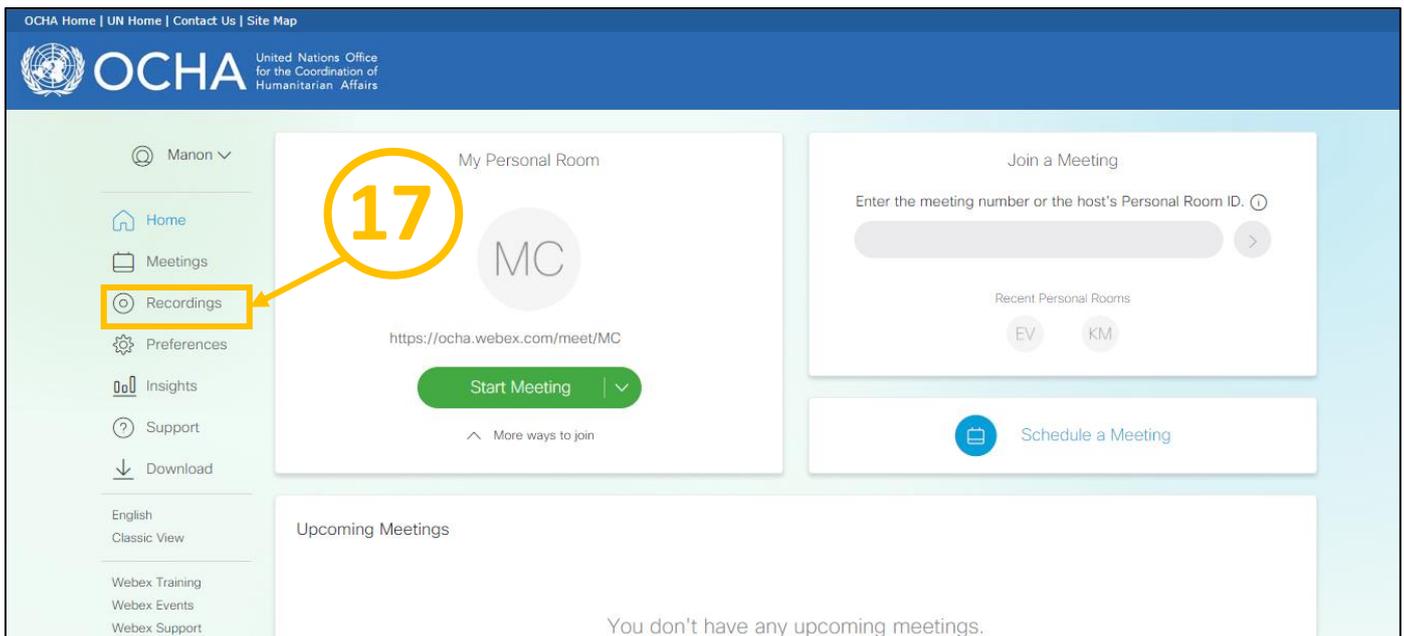


Step 15: Once the meeting and the recording are over, click on " X ", then on "End Meeting".

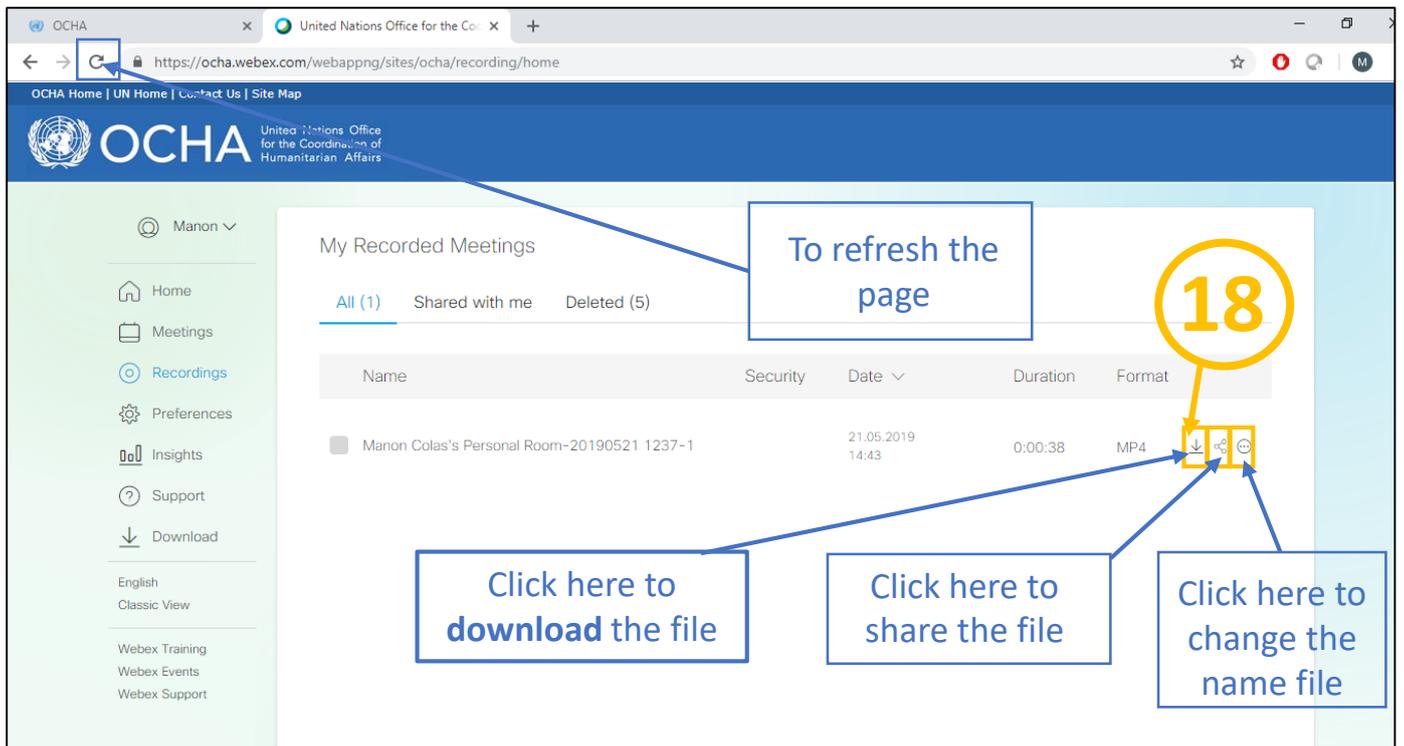


RECORDING A WEBINAR

Step 16: Wait until the home page appear, then go to the left-hand menu and click on "Recordings".

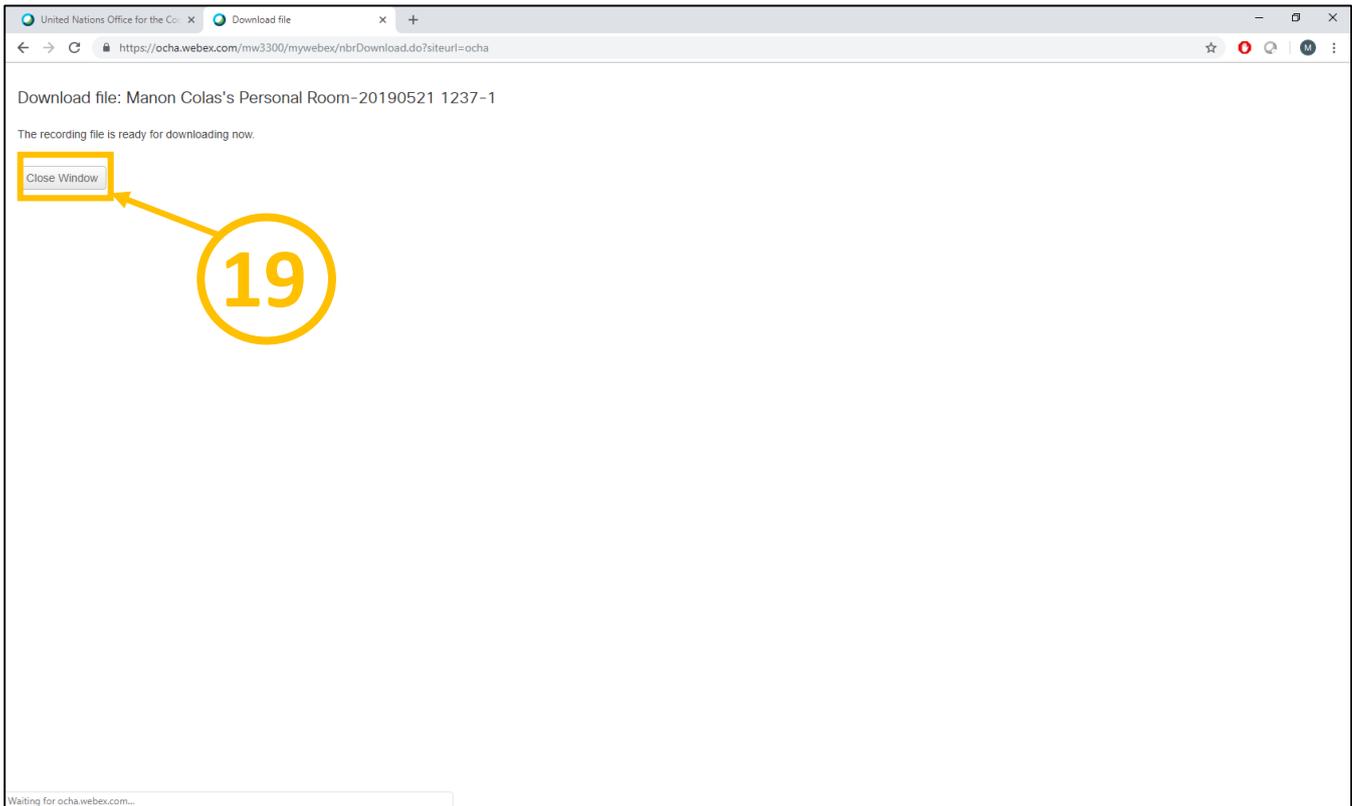


Step 17: Wait until the "My Recorded Meetings" page pops up. The display of the recording can take several minutes. If after 5-10 minutes your recording has still not appeared, refresh your web page with the "↻" icon (in the blue frame below). Once your recording is available you can: **modify its name, share it and download it in MP4 format** to modify it. Click on "↓" to download the file.

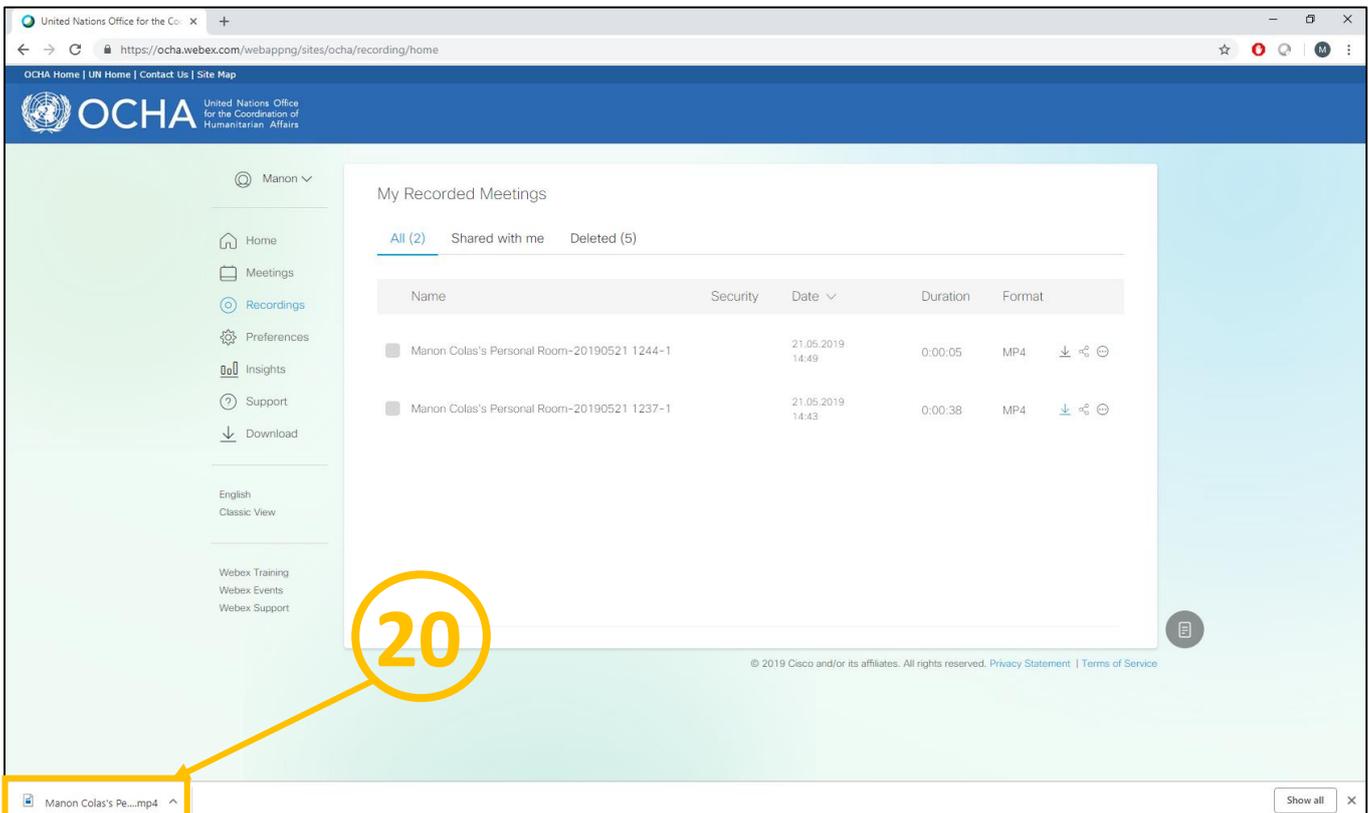


RECORDING A WEBINAR

Step 18: Wait for this page to pop up and then click on "Close Window".



Step 19: Relocate the downloaded file in a place where you can easily find it.



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Editing Webex recordings  with Windows Movie Maker 

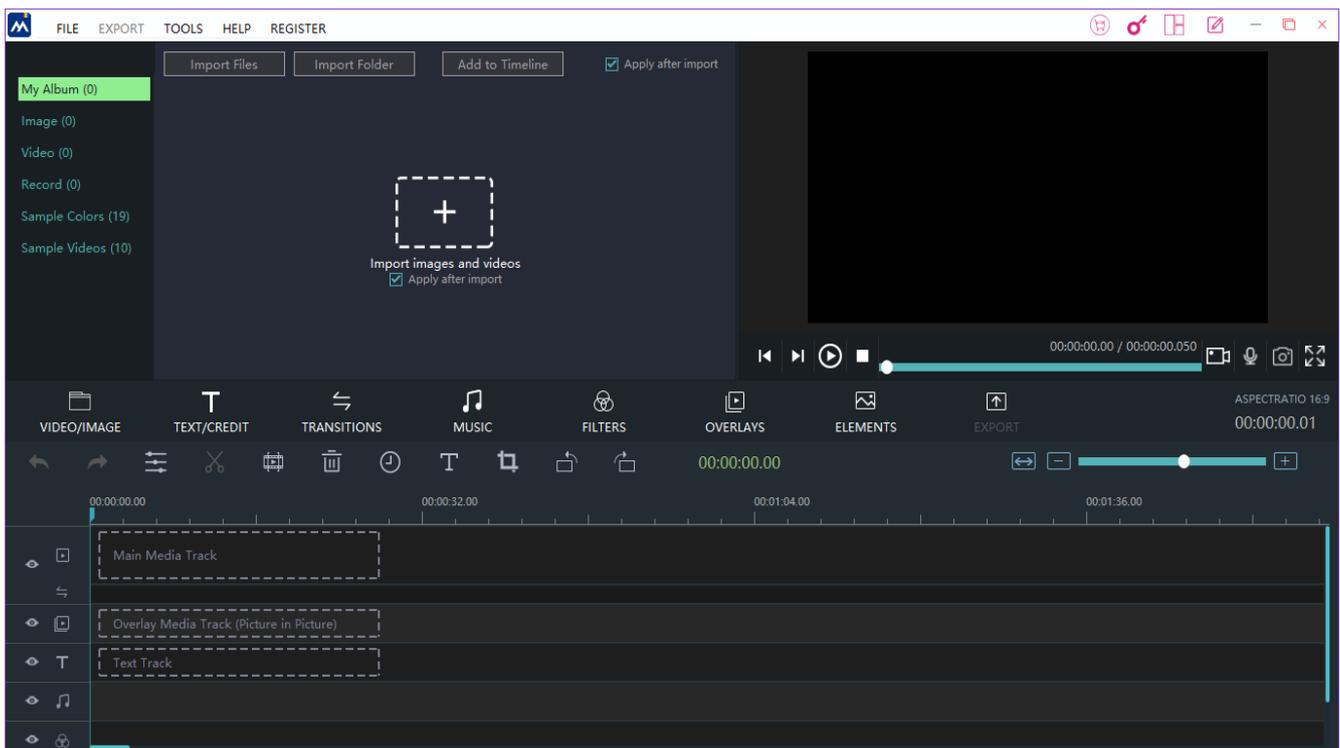
Module 2 : CUTTING THE BEGINNING AND/OR END OF A VIDEO PRECISELY

In this first method you will learn how to cut the beginning of a video precisely.

Case scenario: For this video, we want to start from "00:01:30:000" (1 minute 30 seconds) instead of "00:00:00:00:000:000".

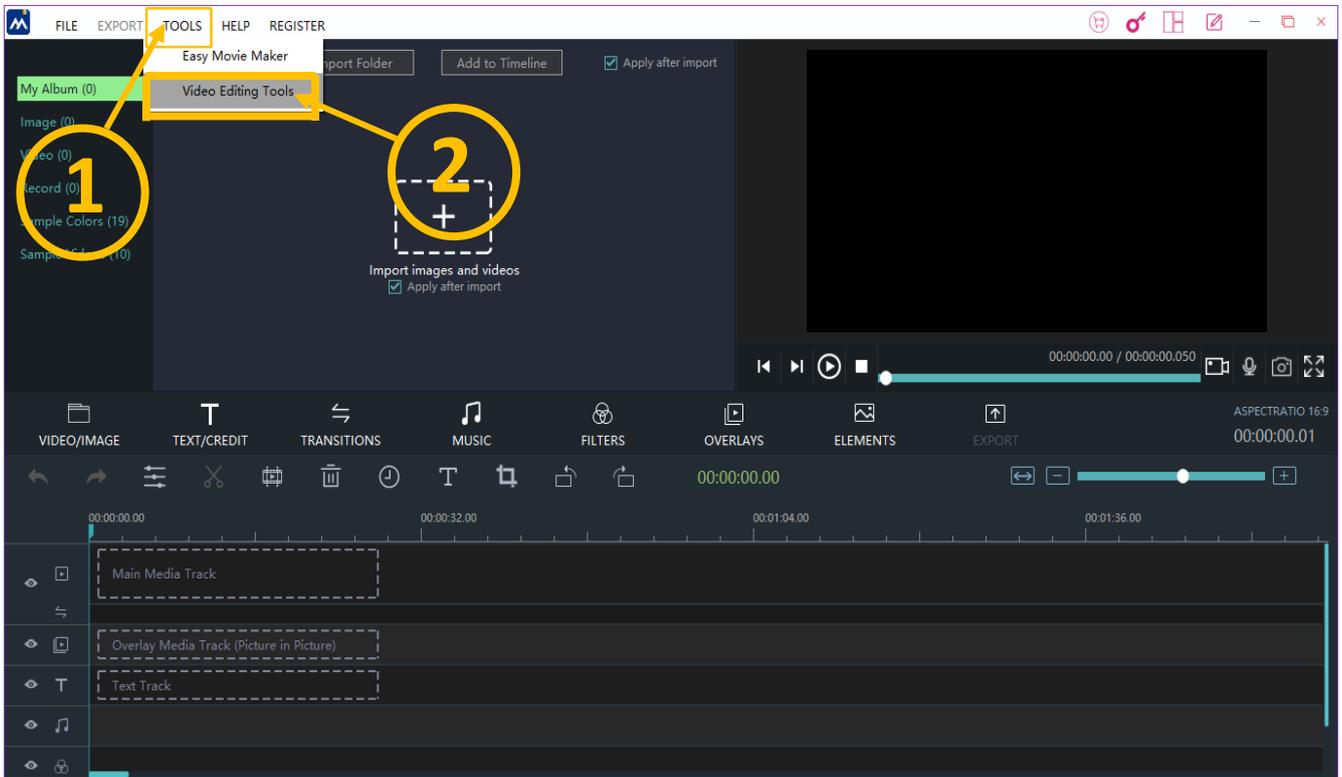
Also, note that: If you would like to **change the end time**, you can **follow the same procedure** by changing the "End Time".

Step 1: Open the WMM software. **Wait** until this page appears.

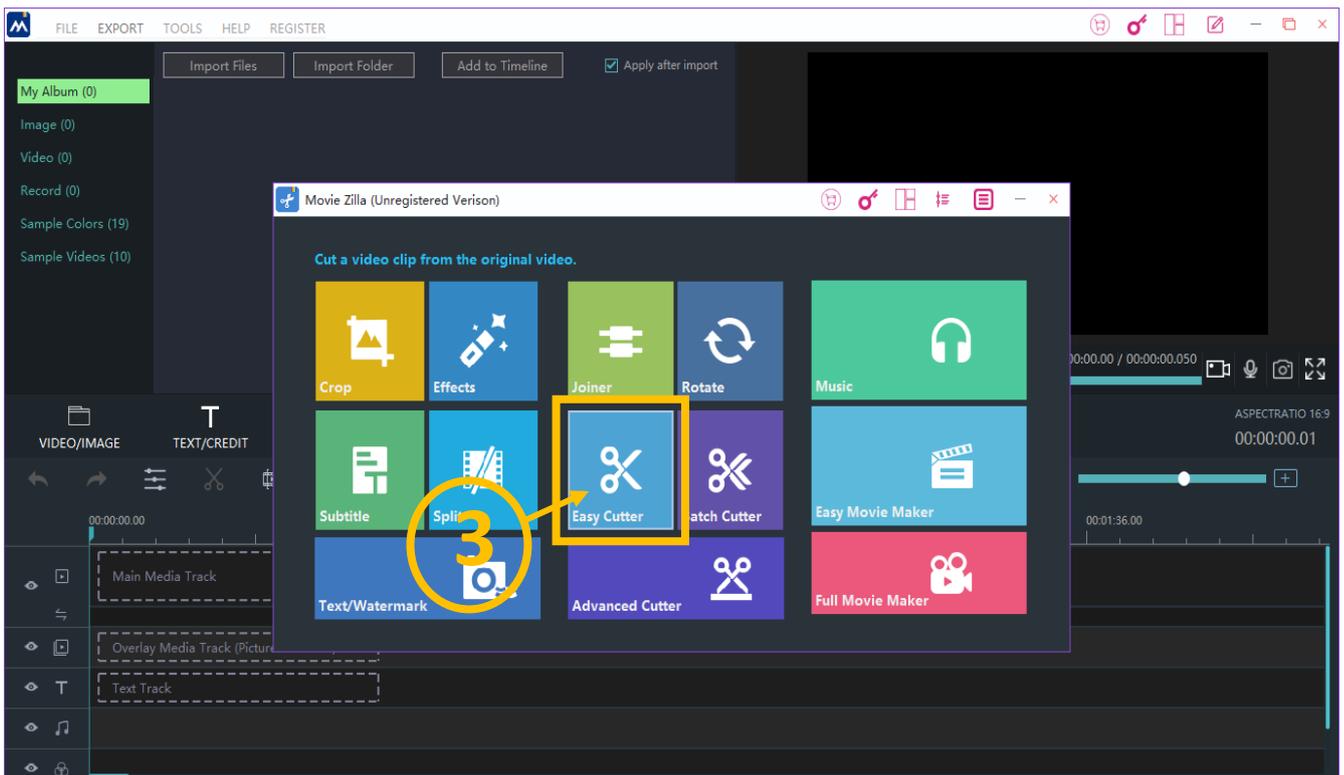


CUTTING THE BEGINNING AND/OR END OF A VIDEO PRECISELY

Step 2: With your mouse, go to the top left bar. Click on "Tools", then on "Video Editing Tools".

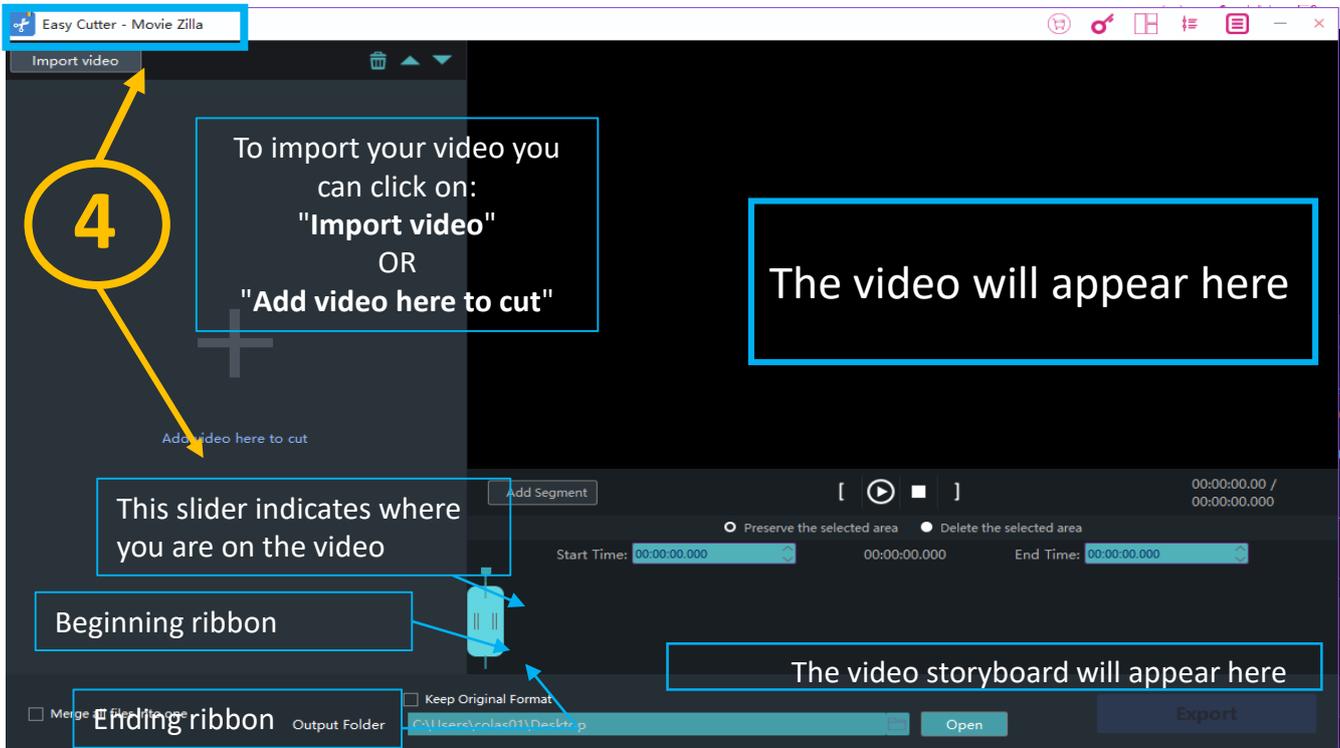


Step 3: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".

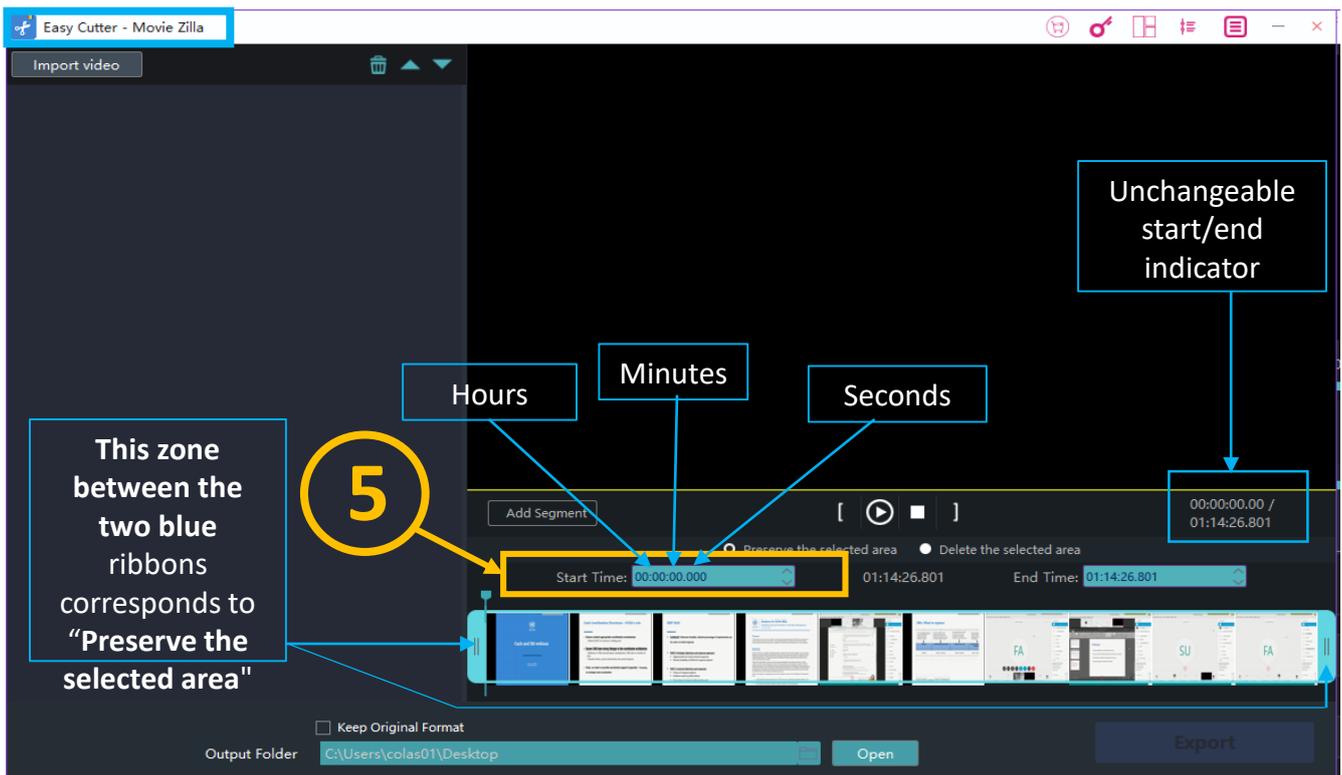


CUTTING THE BEGINNING AND/OR END OF A VIDEO PRECISELY

Step 4: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.

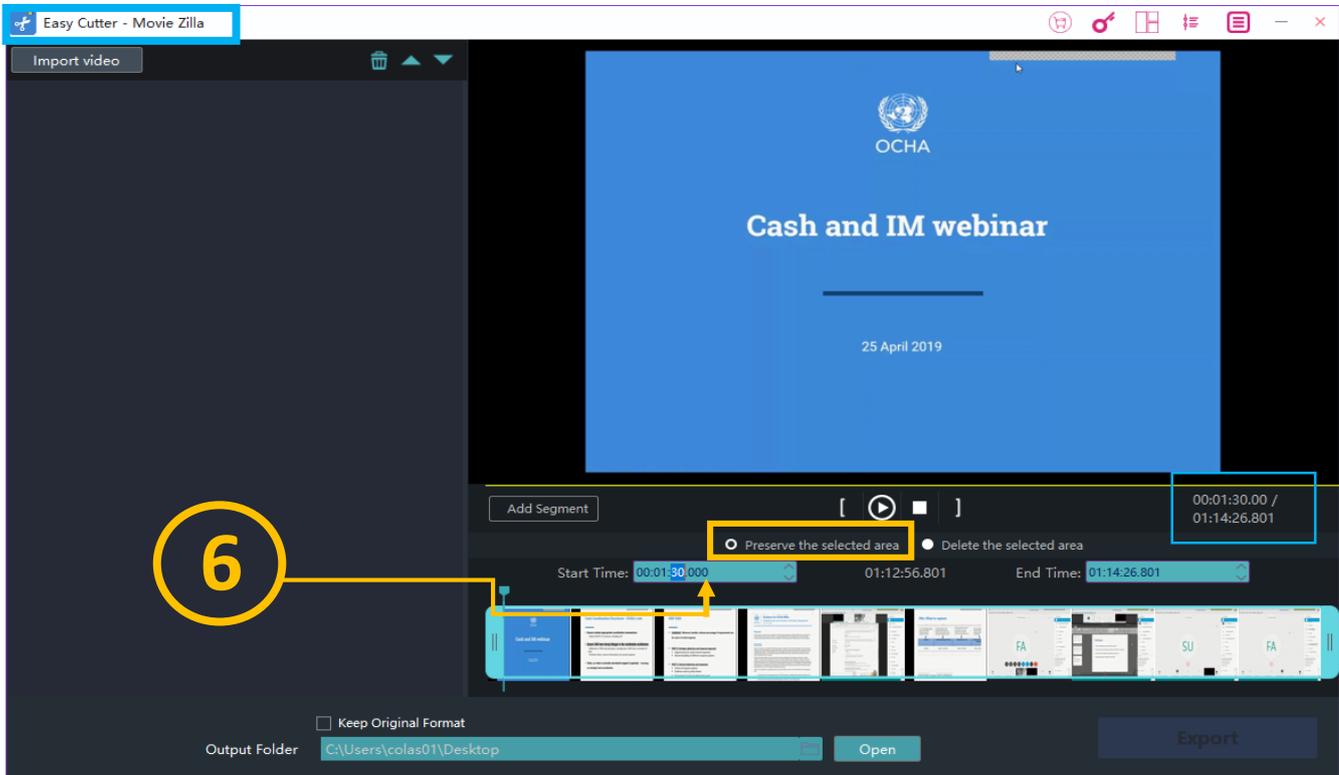


Step 5: The "Easy Cutter" page will look like this. With your mouse use the precise editing tool located in the yellow frame => "Start Time 00:00:00:000".

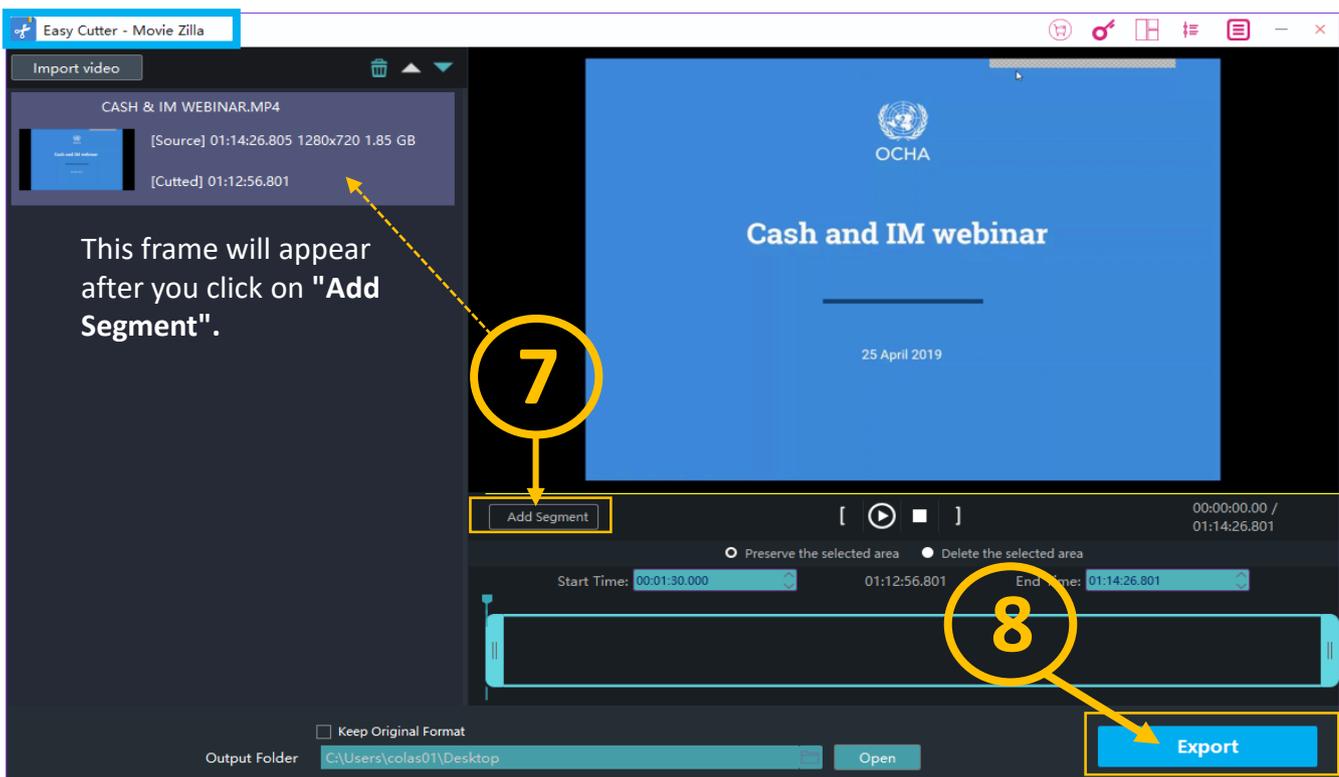


CUTTING THE BEGINNING AND/OR END OF A VIDEO PRECISELY

Step 6: Make sure that "Preserve the selected area" is selected (see yellow frame). Change the start time manually, with your mouse select "00", then modify it using your keyboard.

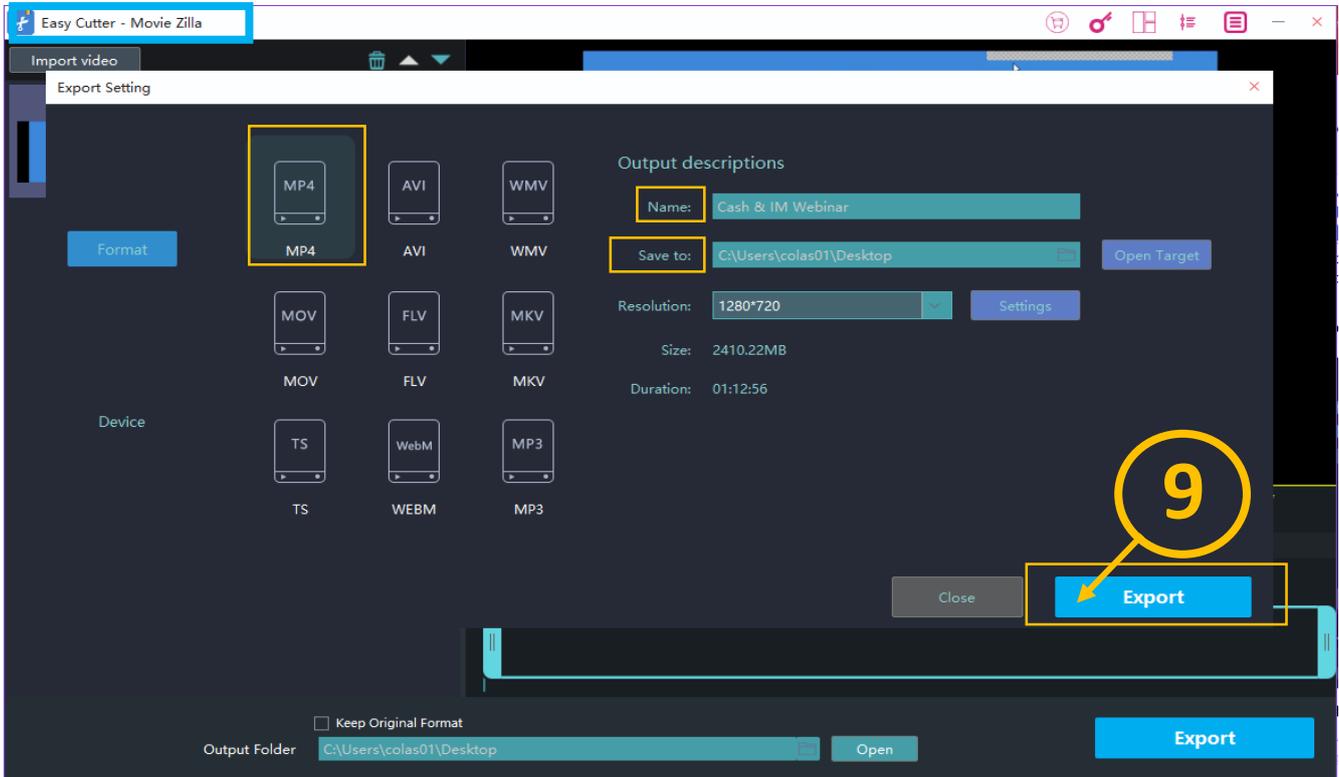


Step 7: After editing the "Start Time" and/or the "End Time" with your keyboard, click with your mouse on "Add Segment", then click on "Export".

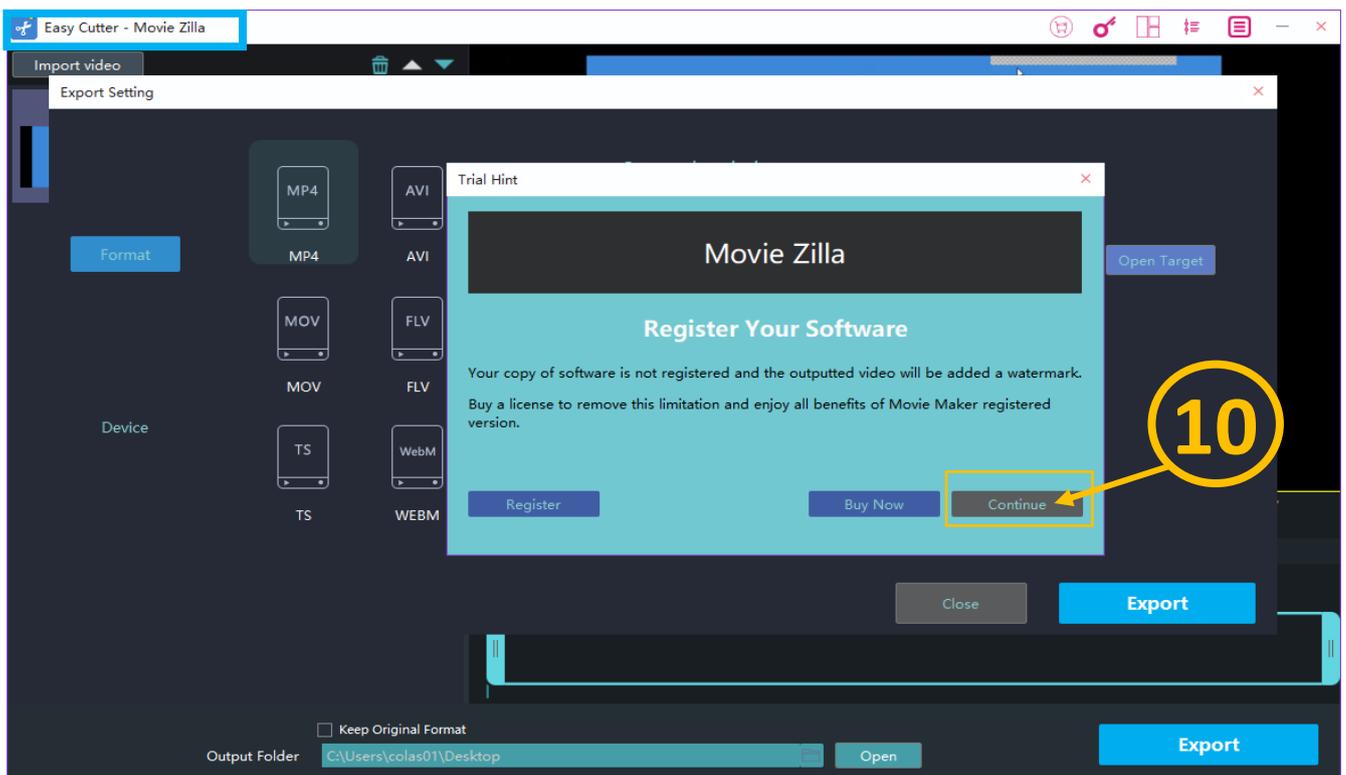


CUTTING THE BEGINNING AND/OR END OF A VIDEO PRECISELY

Step 8: After clicking on "Export", wait for this page to load. Follow the yellow frames: **choose the format, rename the video and define its location, then click again on "Export"**.



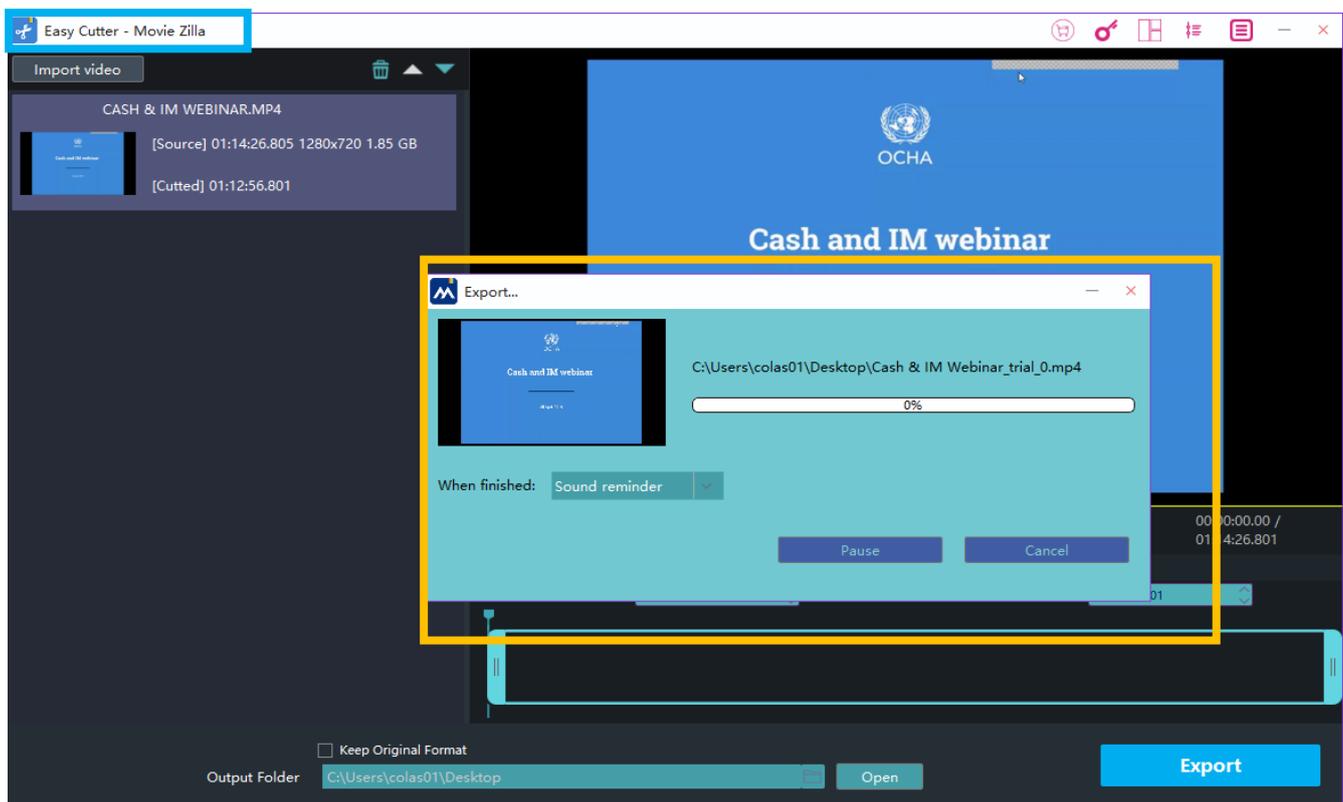
Step 9: After clicking on "Export", this page may appear. With your mouse click on "Continue". Then wait.



CUTTING THE BEGINNING AND/OR END OF A VIDEO PRECISELY

Step 10: **Wait** until the next page opens (it may take a few seconds), then wait until the export is complete (it may take a few minutes or a few hours depending on the size of your file), then **close the program**.

Caution: do not close the window (see the yellow frame) before the download is complete. Otherwise, you will have to start exporting the file all over again.



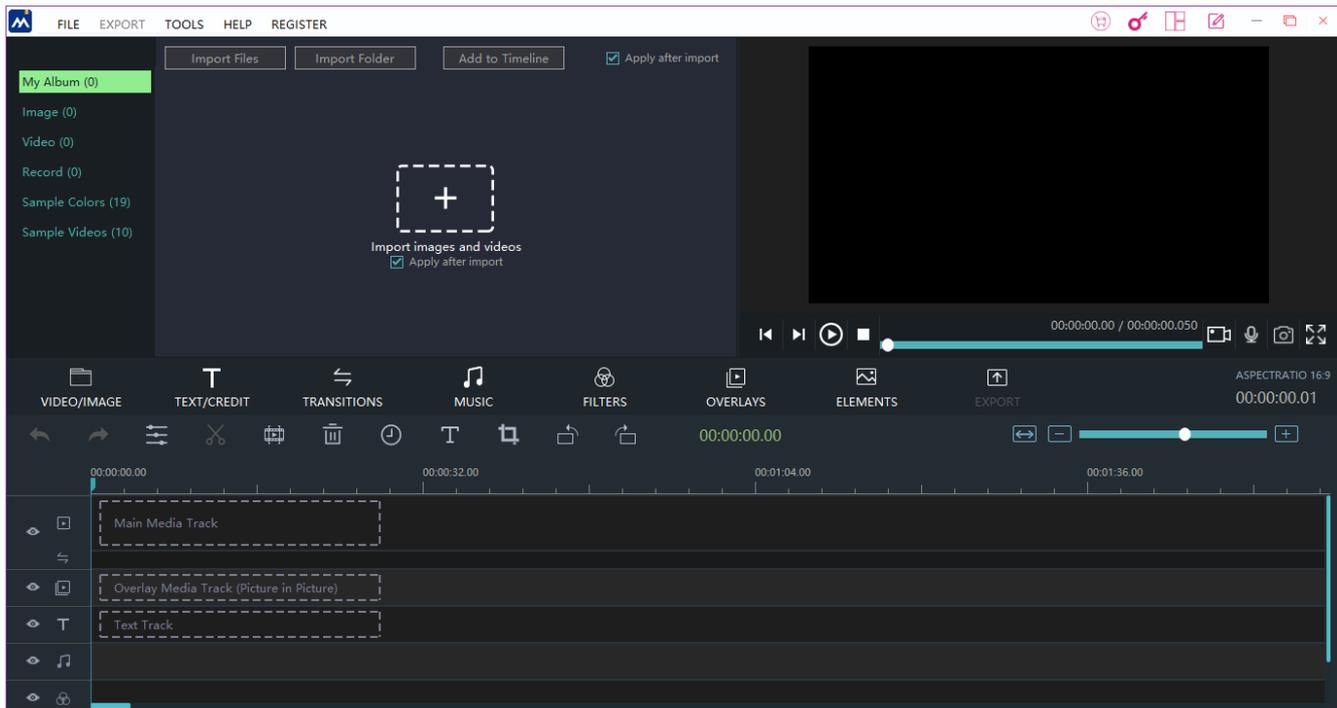
Note: To cut the end of a video, you can follow the same process, by changing the "End Time" and not "Start Time".

STANDARD OPERATING PROCEDURES

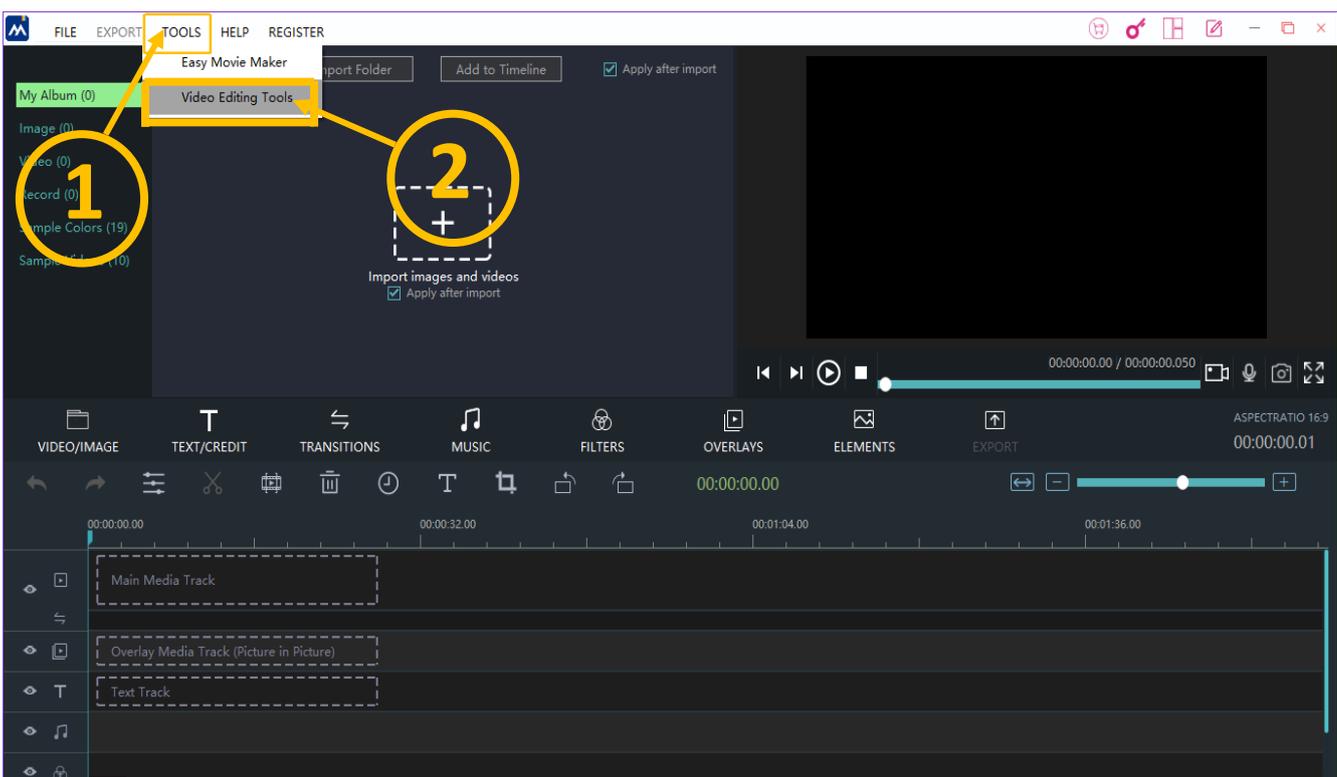
Module 3 : CUTTING THE BEGINNING AND/OR END OF A VIDEO, WITH NO PRECISE KNOWLEDGE OF THE MOMENT

Case Scenario: We want this video to start around the first minute «00:01:00:000» instead of «00:00:00:000». **Note:** to cut the end of a video, you can follow the same process, by clicking on the right hook or right ribbon.

Step 1: Open the WMM software. Wait until this page appears.

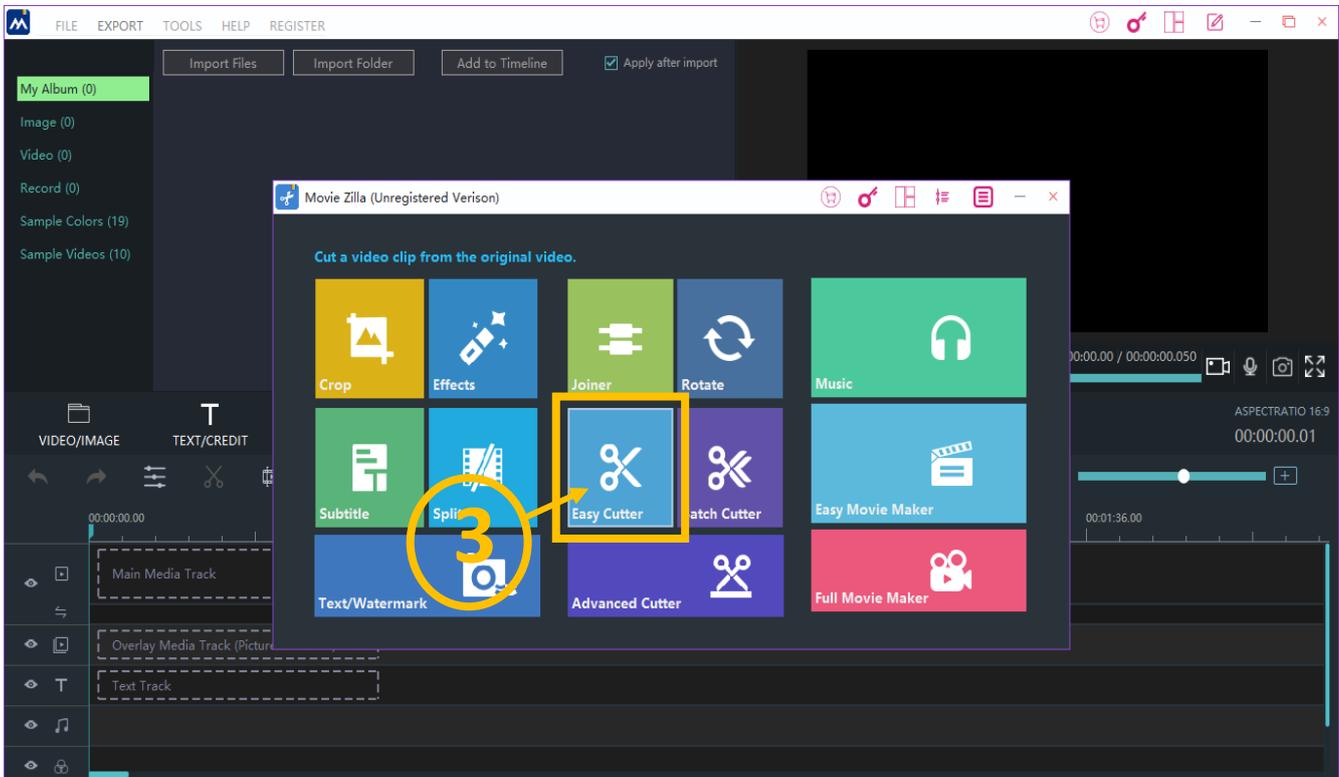


Step 2: With your mouse go to the top left bar. Click on "Tools", then on "Video Editing Tools".

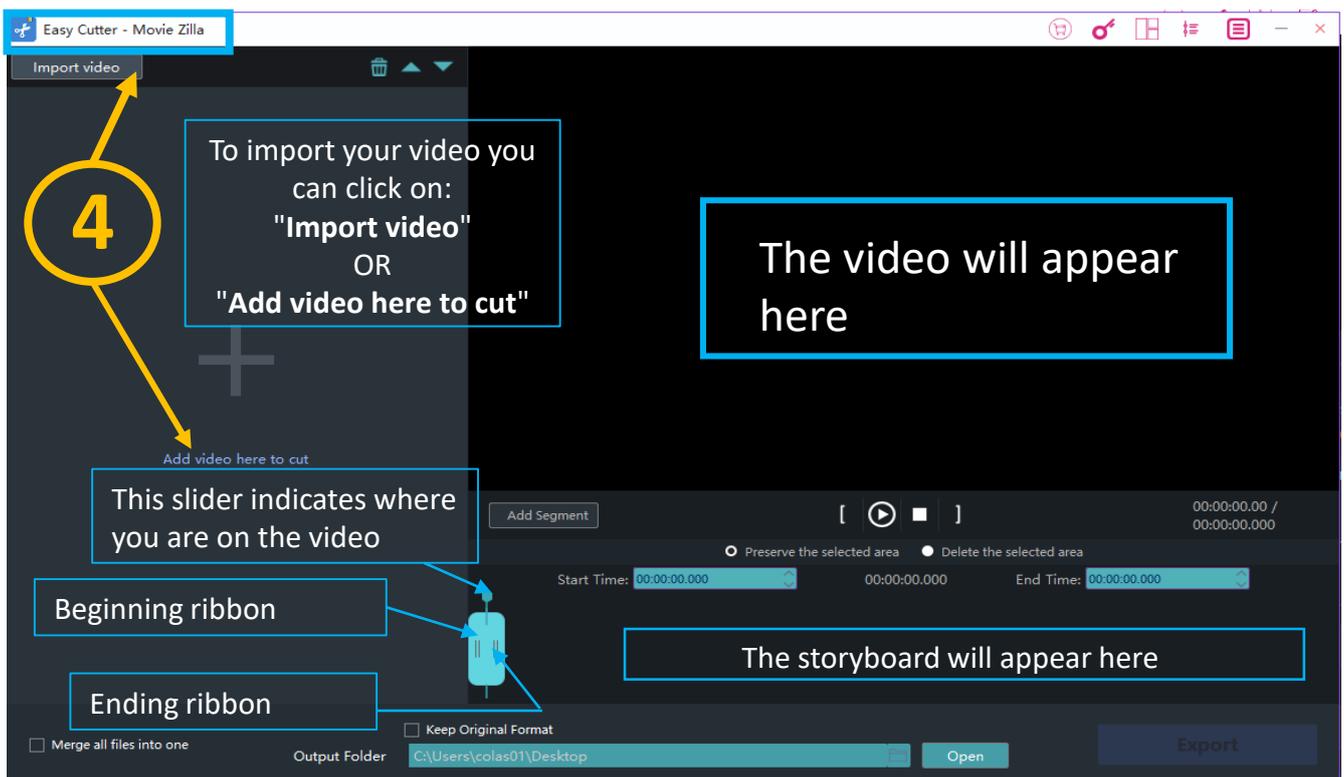


CUTTING THE BEGINNING AND/OR END OF A VIDEO, WITH NO PRECISE KNOWLEDGE OF THE MOMENT

Step 3: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".

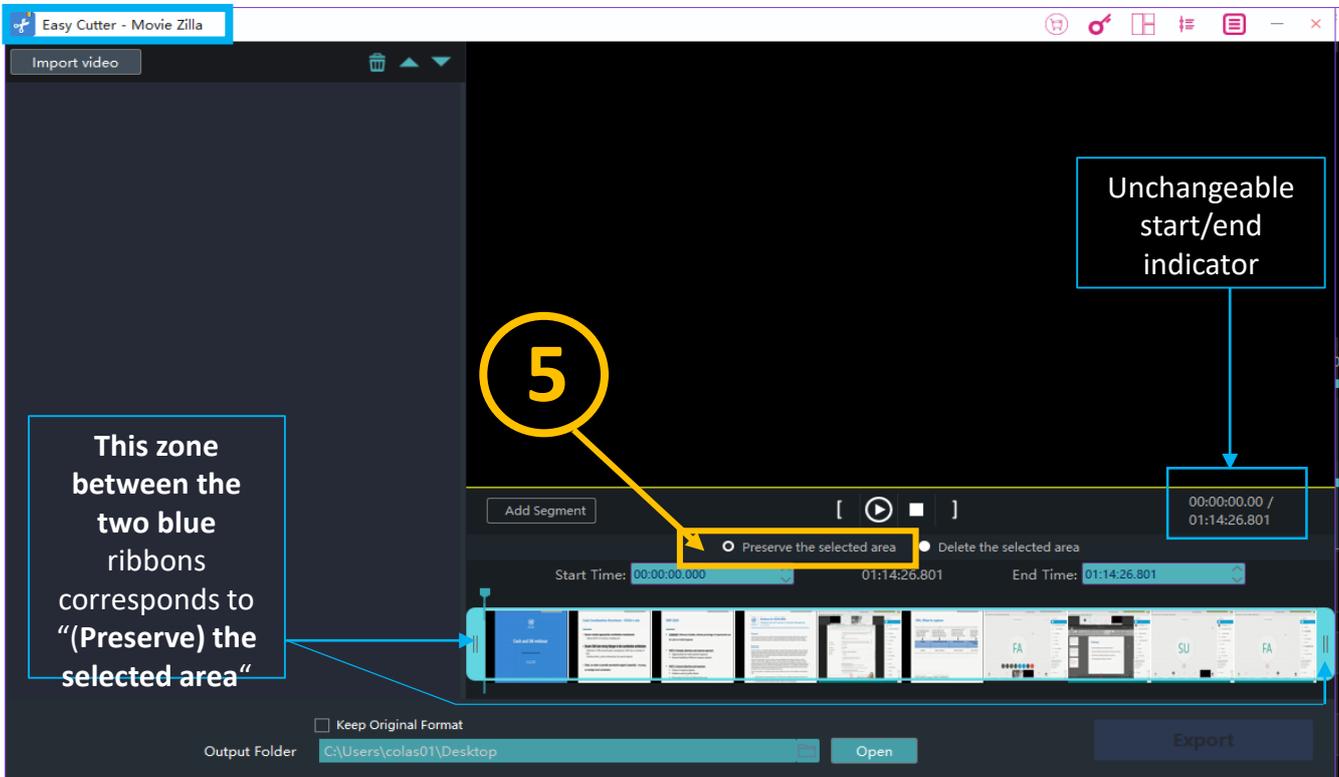


Step 4: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.

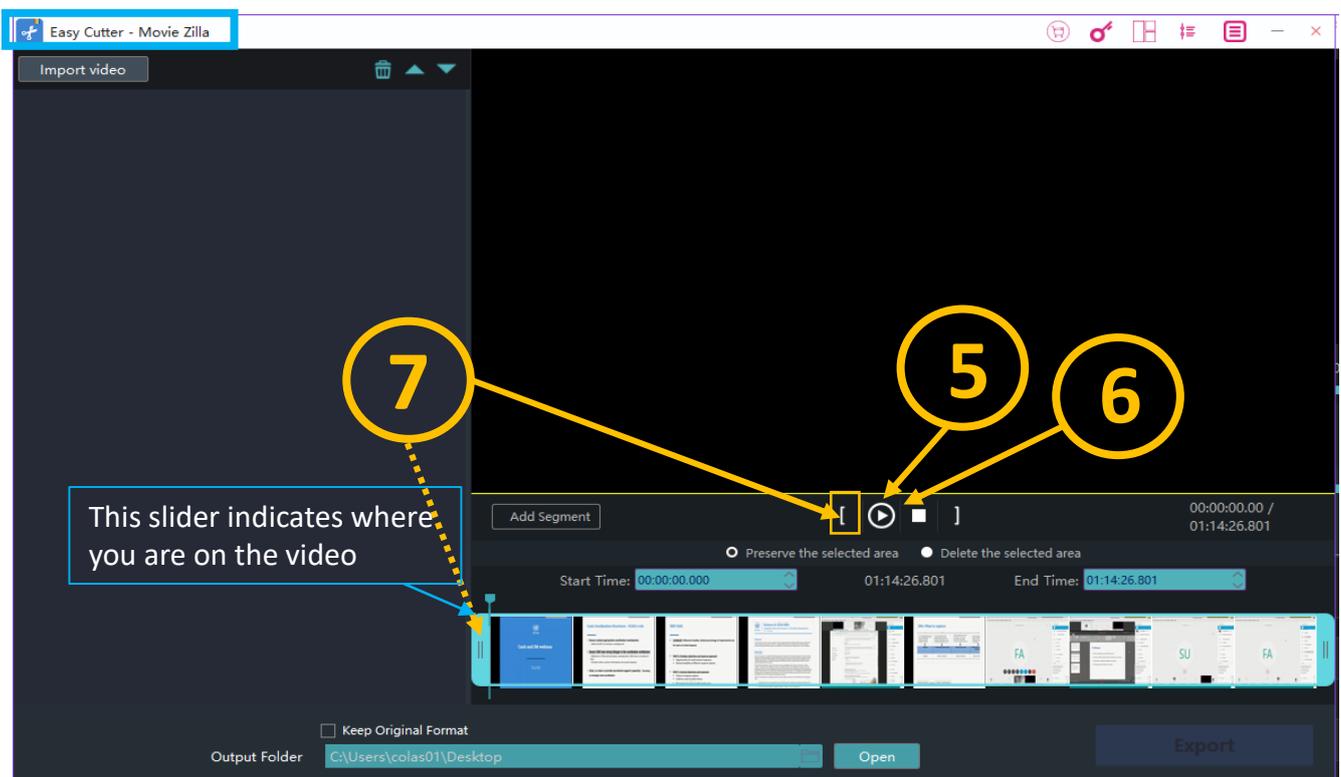


CUTTING THE BEGINNING AND/OR END OF A VIDEO, WITH NO PRECISE KNOWLEDGE OF THE MOMENT

Step 5: The "Easy Cutter" page will look like this. Make sure that **"Preserve the selected area"** is selected (see yellow frame).

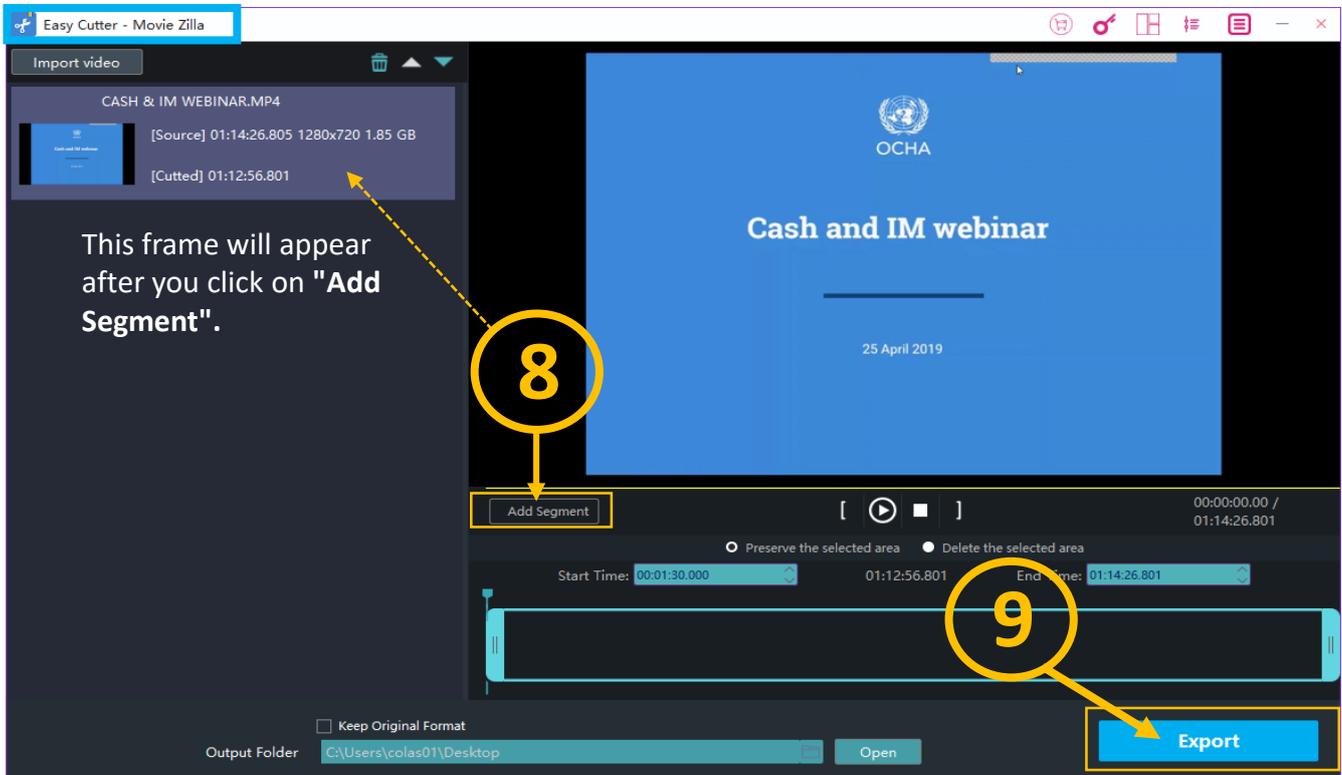


Step 6: With your mouse, click on **"Play"** to start the video, then **press "Play" again** to stop it at the **moment you want the video to start**. Then click on the **left hook** (yellow frame) to cut the **beginning** (and/or the right hook to cut the end). You can also play with the blue ribbons (see dotted lines) to cut the beginning and/or end of your video. However, this method is less precise than the previous method (module 2).

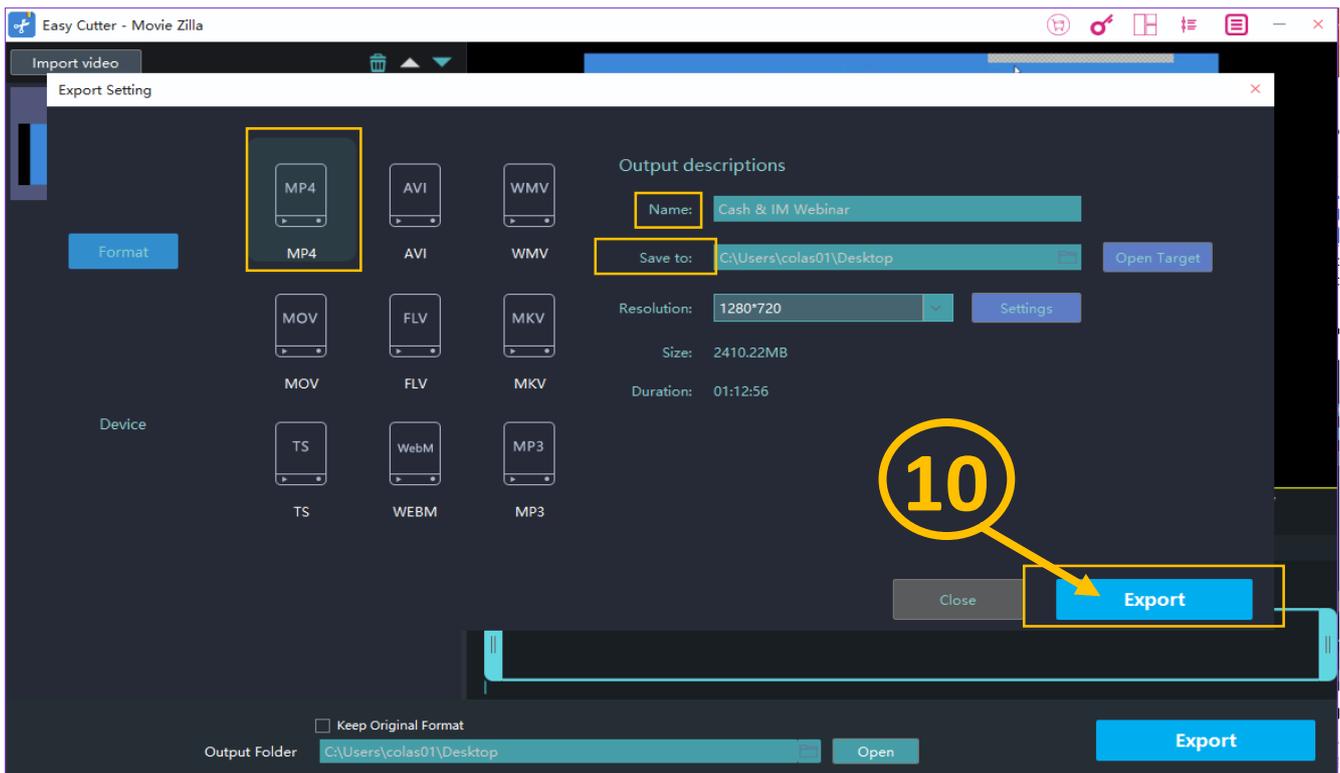


CUTTING THE BEGINNING AND/OR END OF A VIDEO, WITH NO PRECISE KNOWLEDGE OF THE MOMENT

Step 7: After editing the "Start Time" and/or the "End Time" with your keyboard, click with your mouse on "Add Segment", then click on "Export".

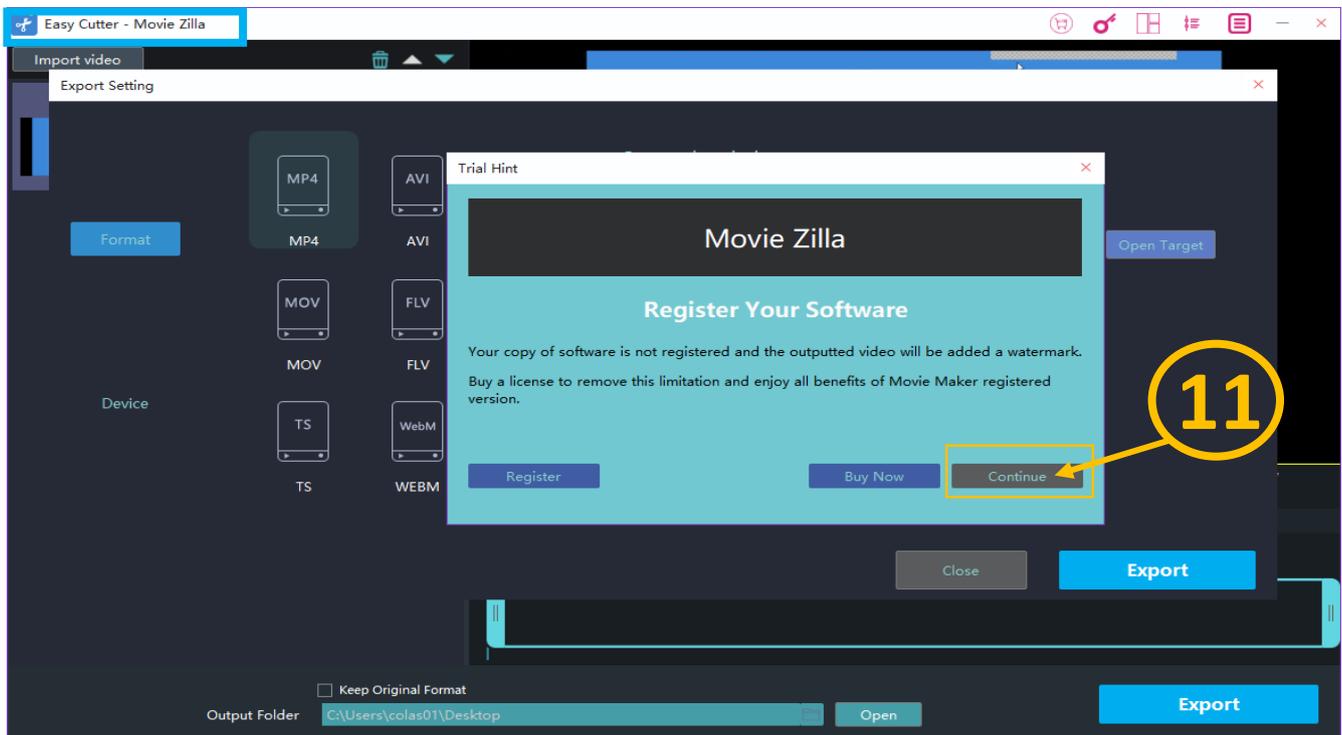


Step 8: After clicking on "Export", wait for this page to load. Follow the yellow frames: choose the format, rename the video and define its location, then click again on "Export".



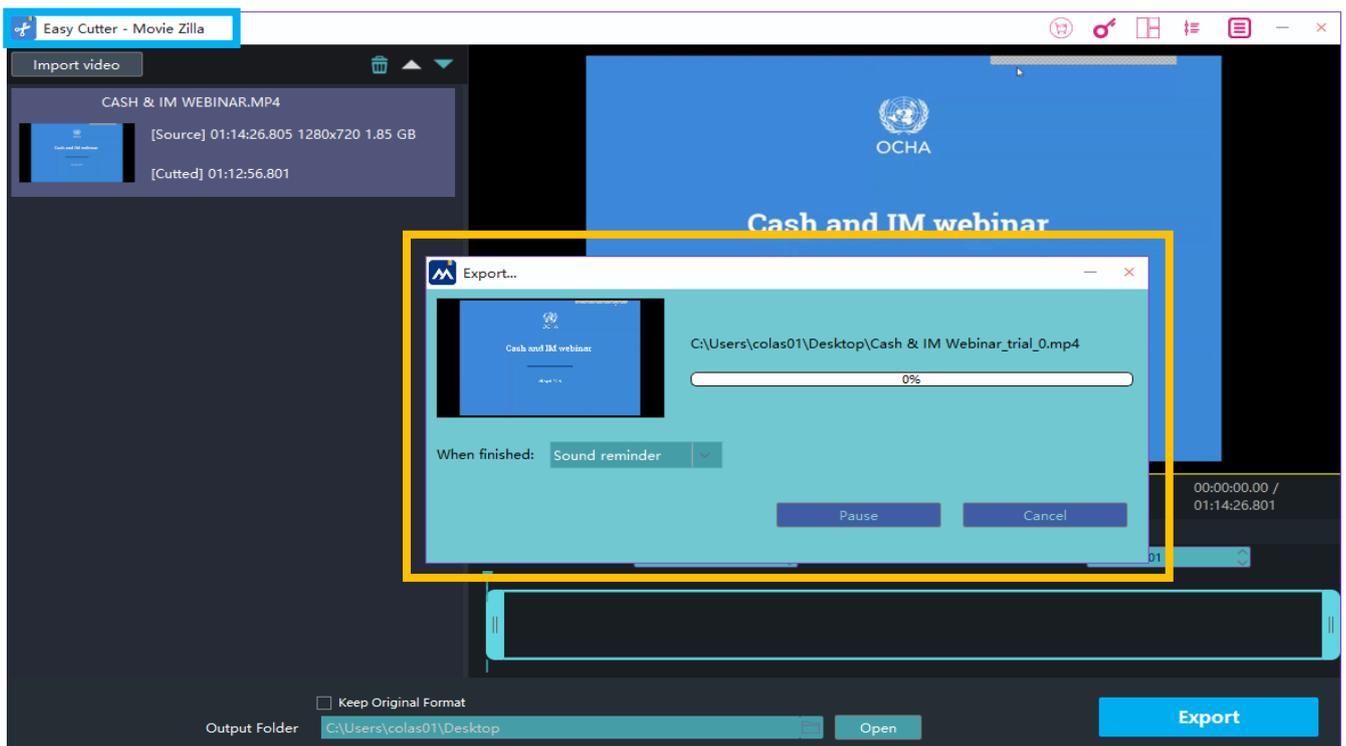
CUTTING THE BEGINNING AND/OR END OF A VIDEO, WITH NO PRECISE KNOWLEDGE OF THE MOMENT

Step 9: After clicking on "Export", this page may appear. With your mouse, click on "Continue". Then wait.



Step 10: Wait until the next page opens (it may take a few seconds), then wait until the export is complete (it may take a few minutes or a few hours depending on the size of your file), then close the program.

Caution: do not close the window (see the yellow frame) before the download is complete. Otherwise, you will have to start exporting the file all over again.



Note: To cut the end of a video, you can follow the same process, by clicking the right hook or right ribbon.

STANDARD OPERATING PROCEDURES

Module 4 : CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

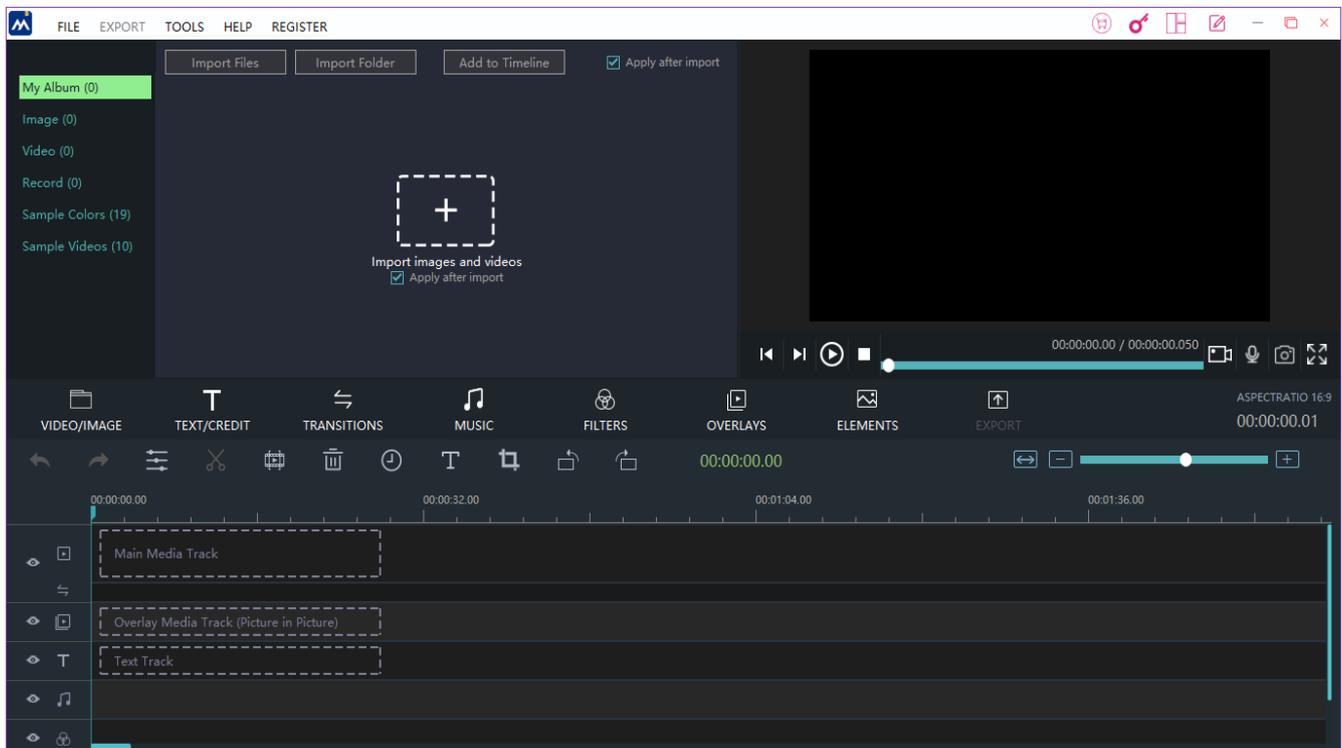
Case scenario: We want to cut a part of the video because of a sound problem. The section lasts 2 minutes 30 seconds. The section is situated between the 37th minute and the 39th minute.

We will follow the same process as in Module 2. We will edit the video twice. Therefore, we will have two videos:

- one starting at 00:00:00:00:00:00 and ending at 00:37:00:00:00:00
- another one starting at 00:39:30:00:00 and ending at 01:13:13:49:00:00

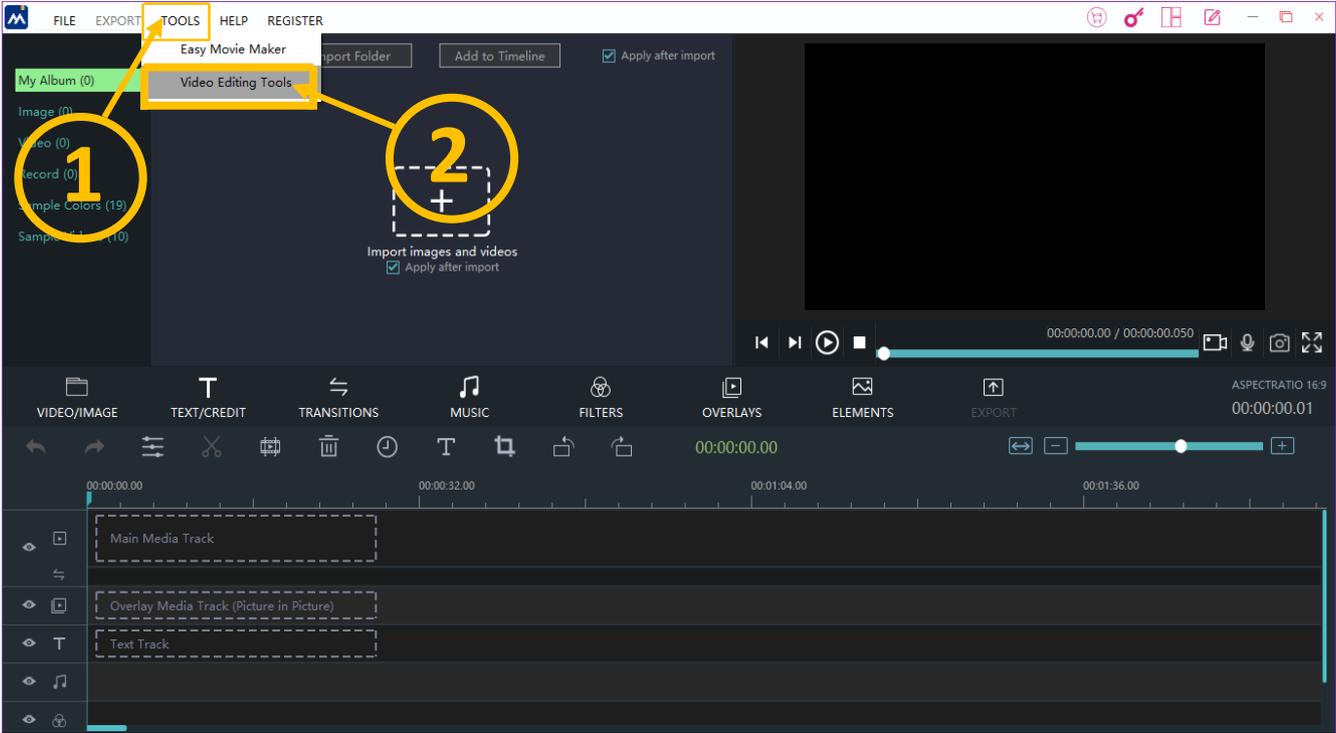
Then we will combine them to have a single video, without the unpleasant soundtrack.

Step 1: Open the WMM software. **Wait** until this page appears.

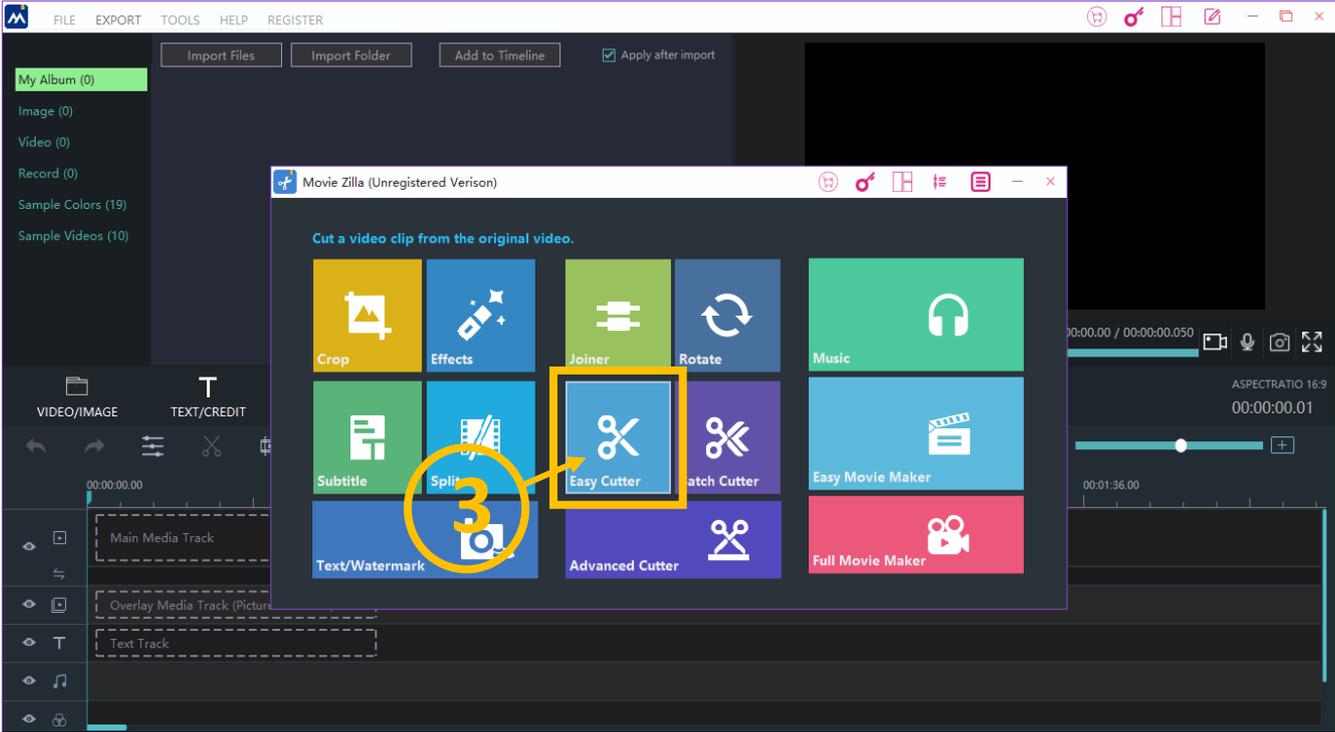


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 2: With your mouse, go to the top left bar. Click on "Tools", then on "Video Editing Tools".

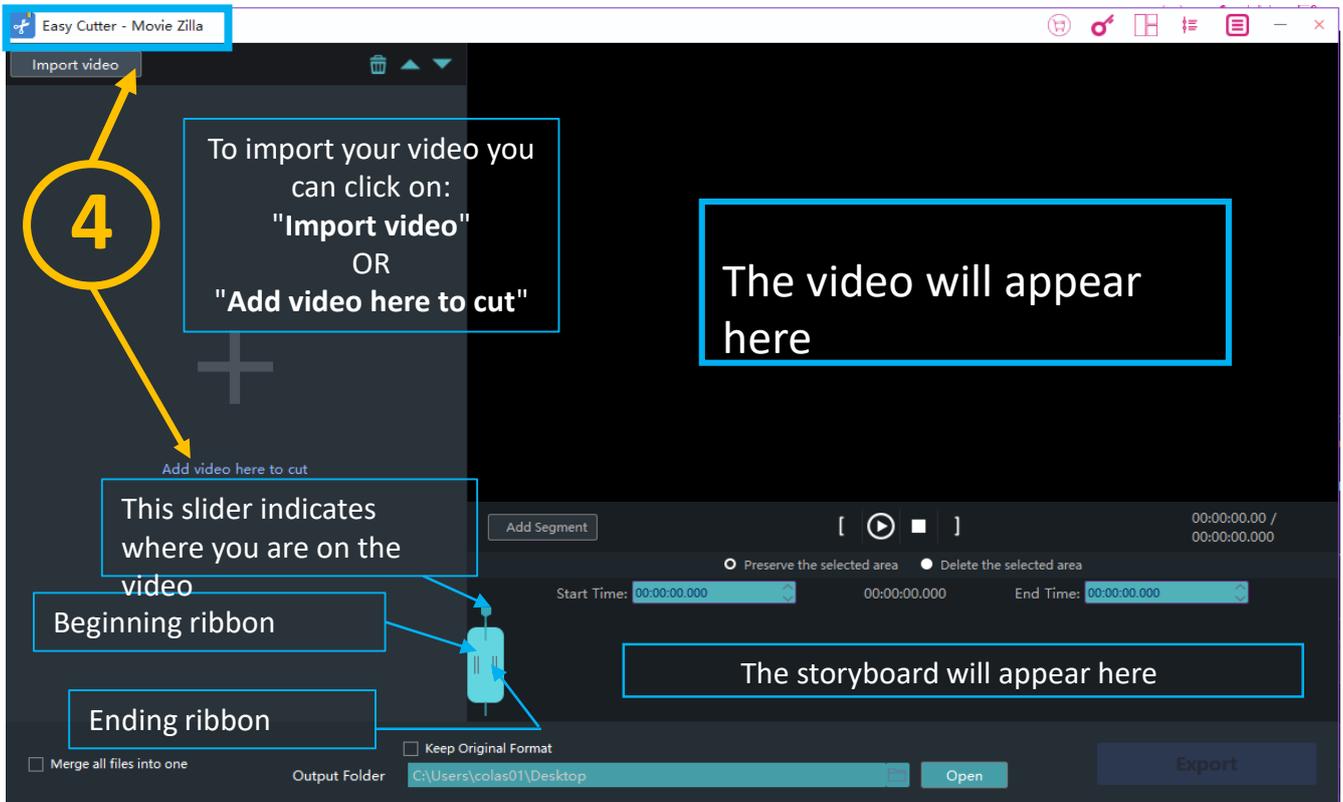


Step 3: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".

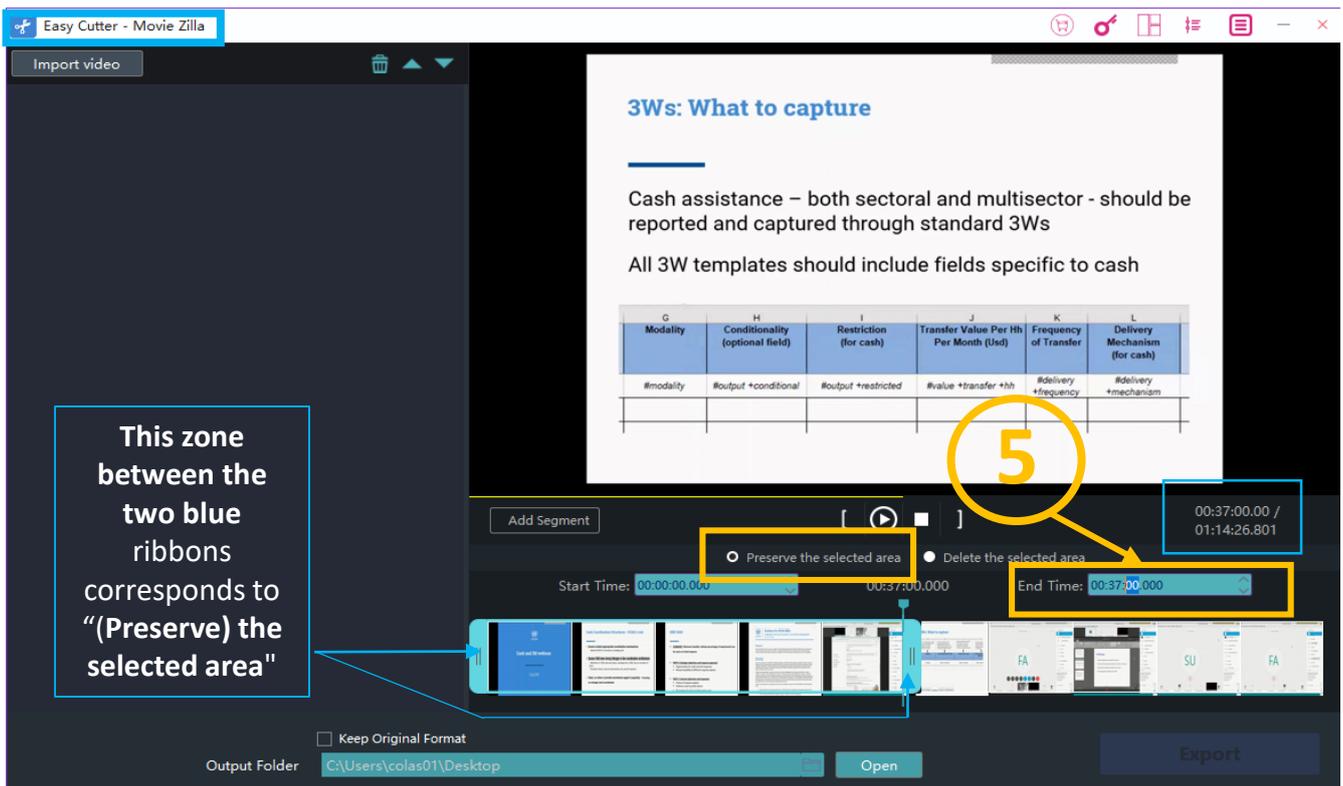


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 4: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.

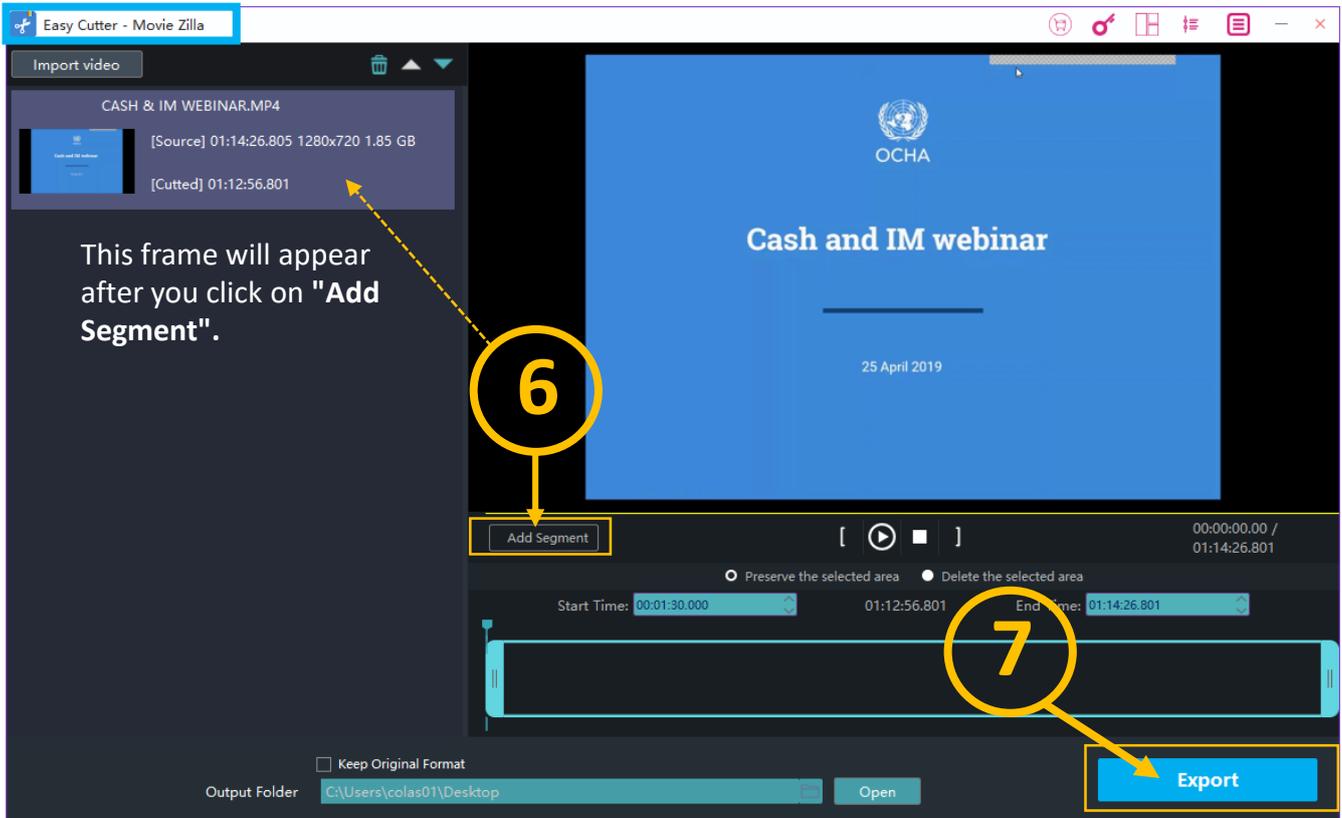


Step 5: Make sure that "Preserve the selected area" is selected (see yellow frame). Change the end time manually > and changed " End Time 00:37:00:000", with your mouse select " 00 ", then modify it using your keyboard.

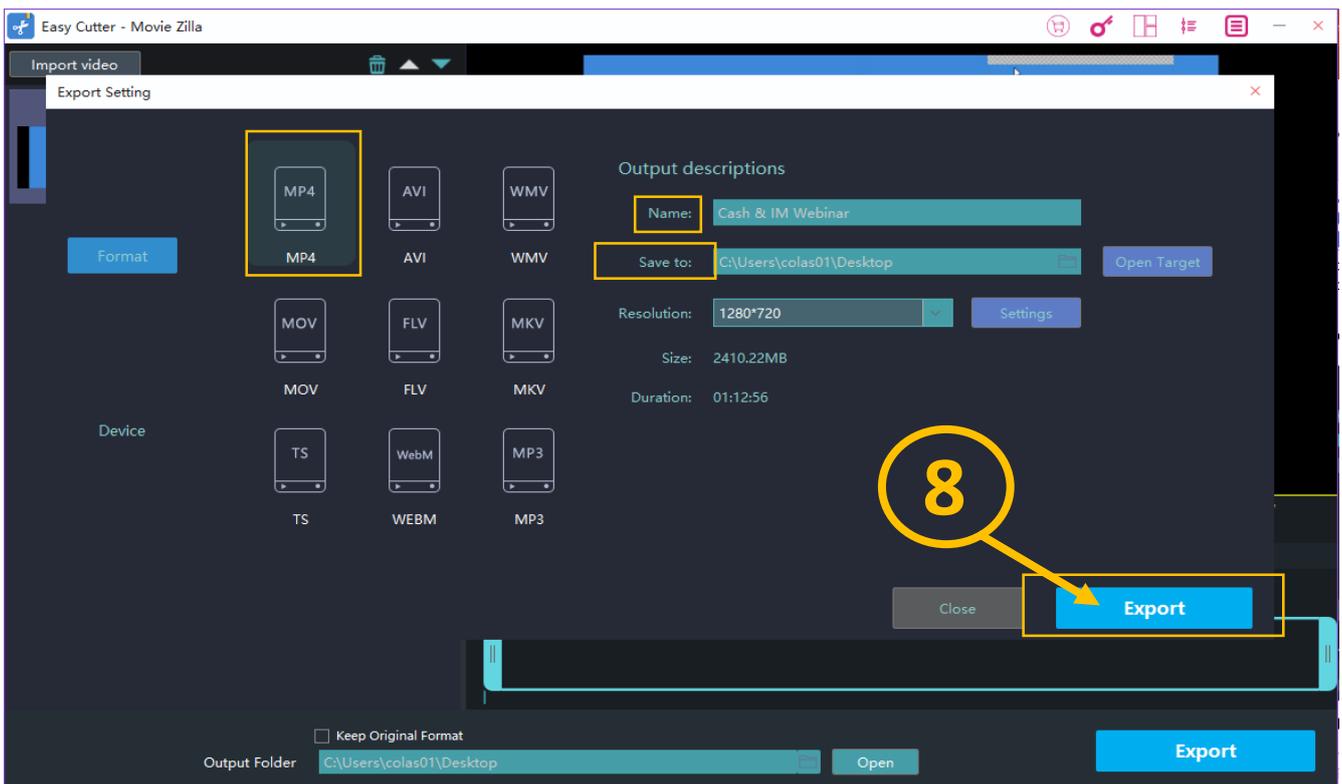


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 6: After editing the "End Time" with your keyboard, click with your mouse on "Add Segment", then click on "Export".

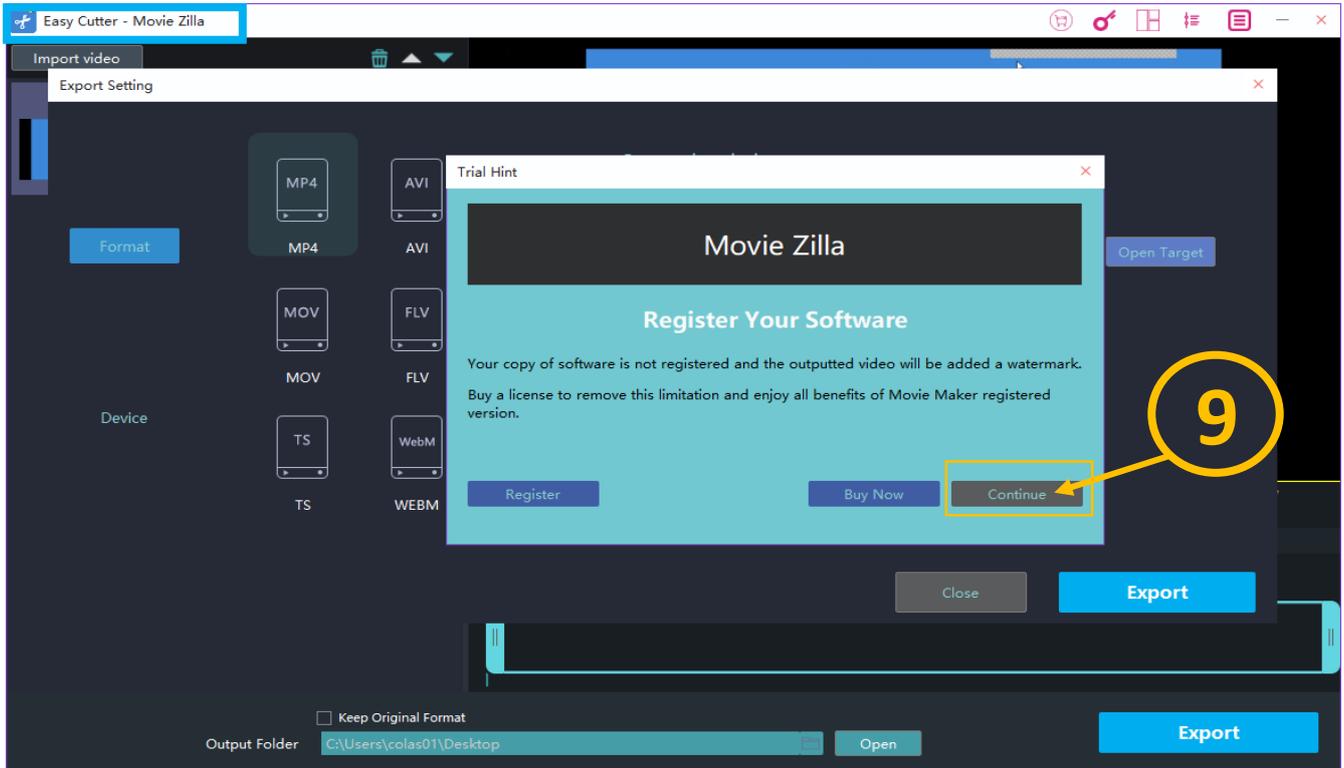


Step 7: After clicking on "Export", wait for this page to load. Follow the yellow frames: choose the format, rename the video and definite its location, then click again on "Export".



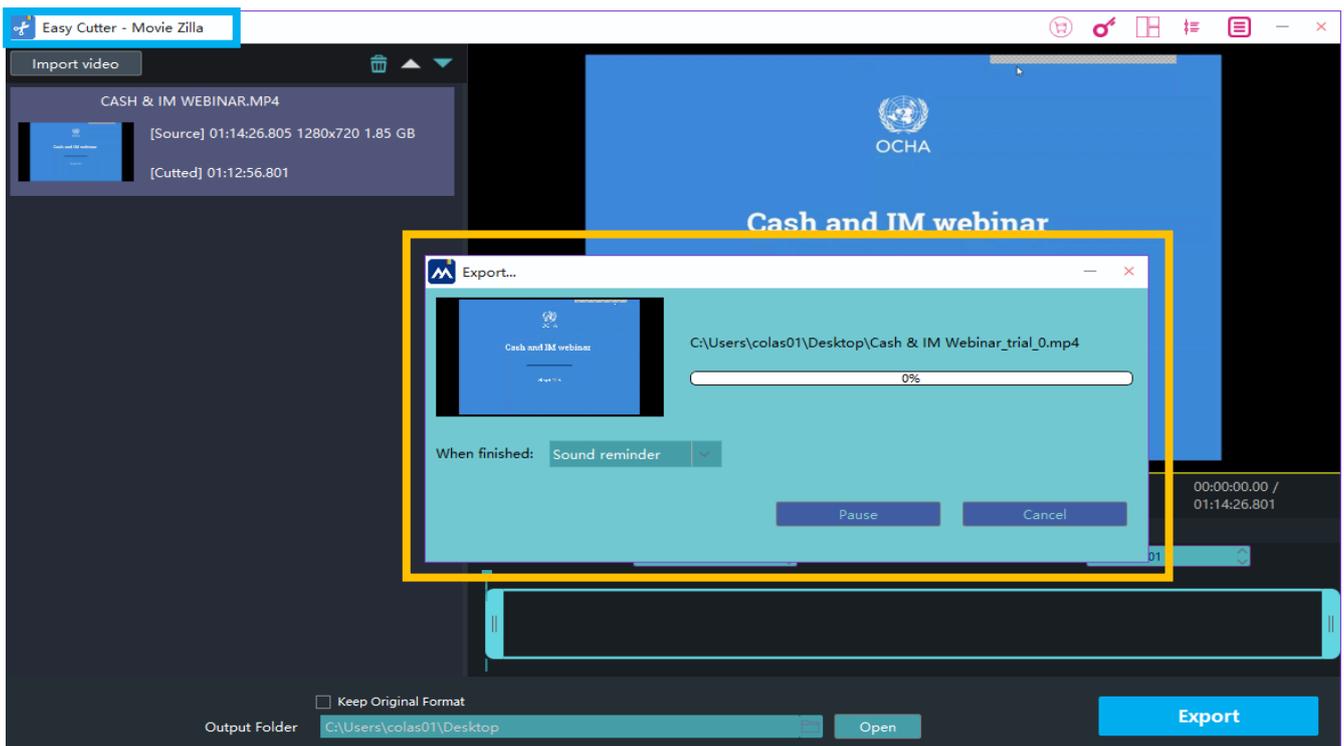
CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 8: After clicking on "Export", this page may appear. With your mouse click on "**Continue**". Then **wait**.



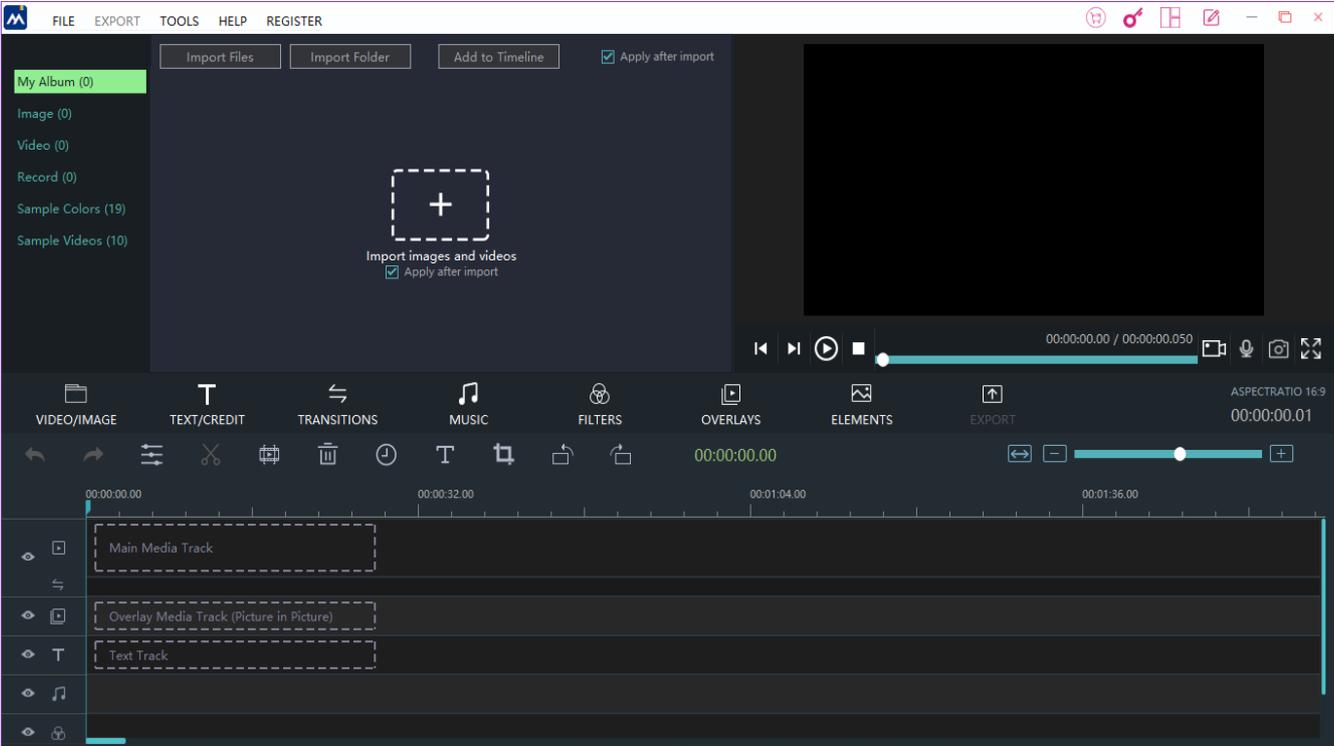
Step 9: **Wait** until the next page opens (it may take a few seconds), then wait until the export is complete (it may take a few minutes or a few hours depending on the size of your file), then **close the program**.

Caution: do not close the window (see the yellow frame) before the download is complete. Otherwise, you will have to start exporting the file all over again.

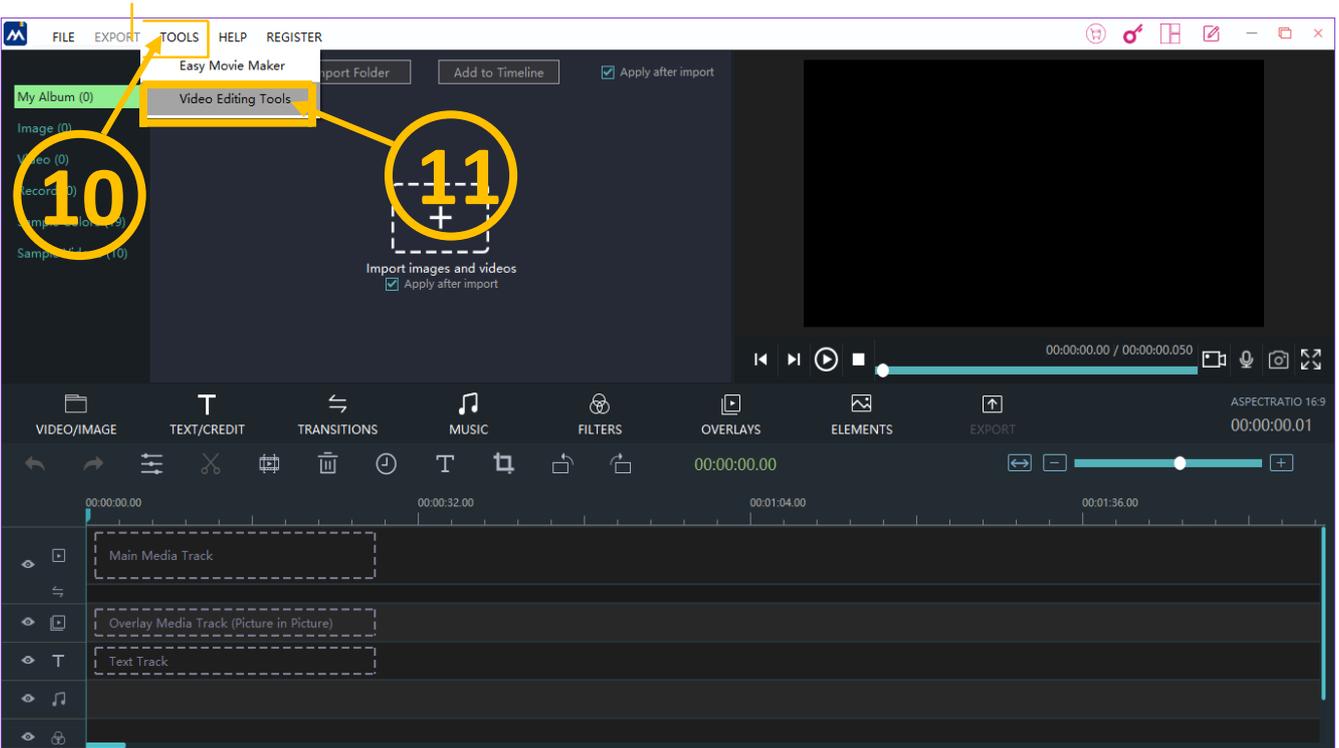


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 10: Go back to the WMM home page, and get ready to follow the same procedure as above for the second video.

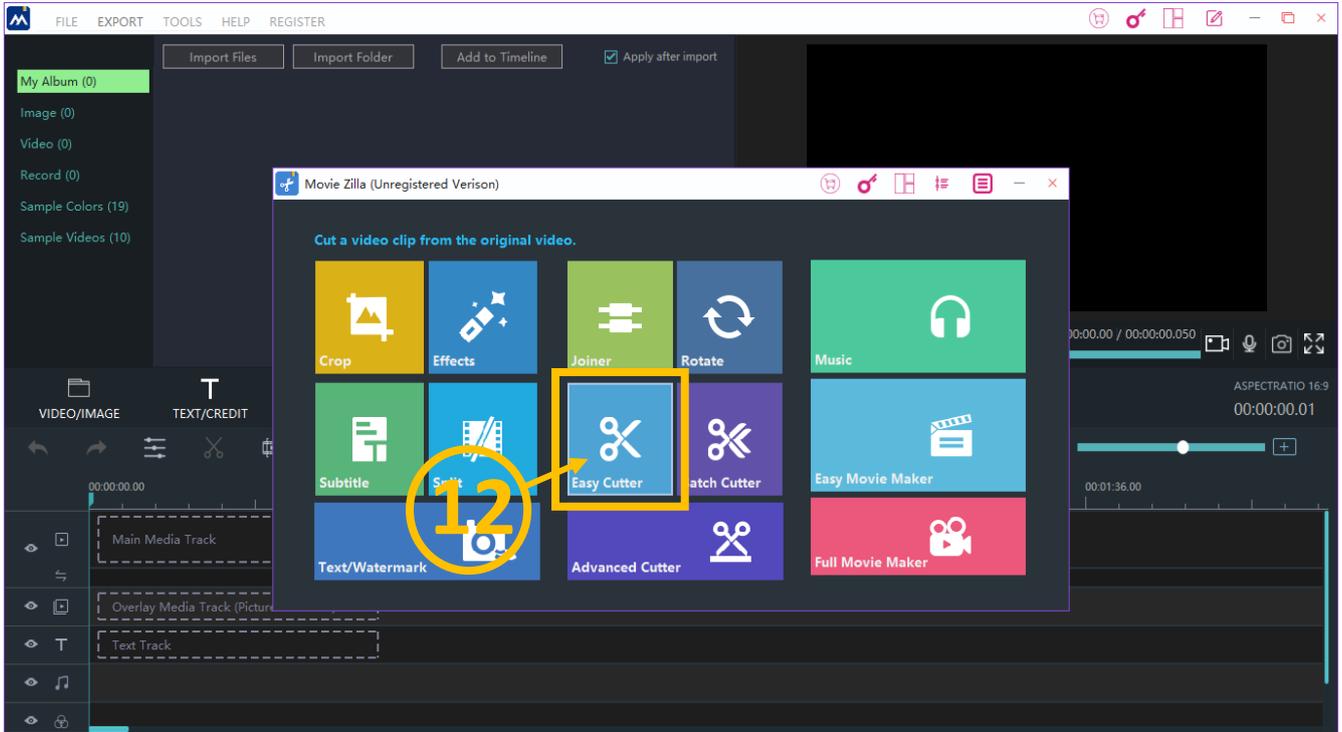


Step 11: With your mouse, go back to the top left bar. Click on "Tools", then on "Video Editing Tools".

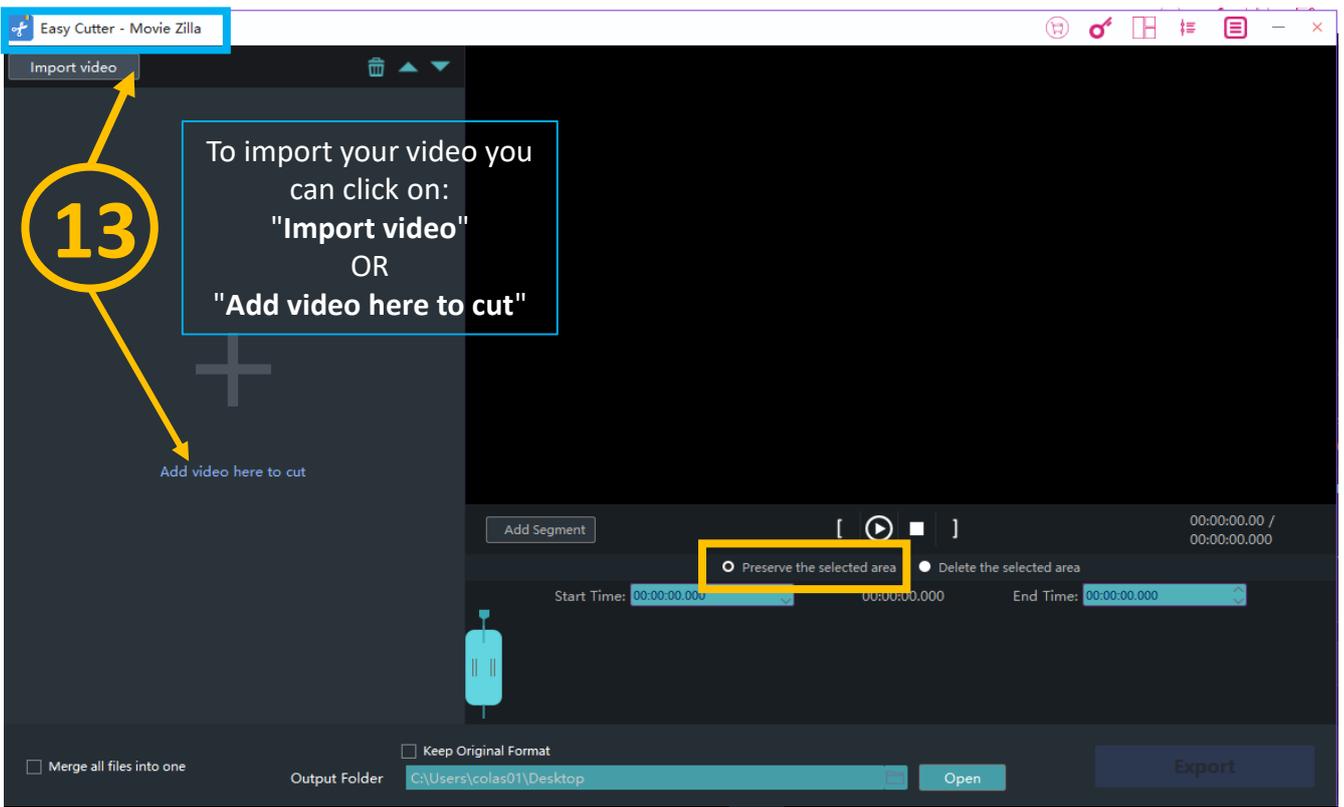


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 12: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".

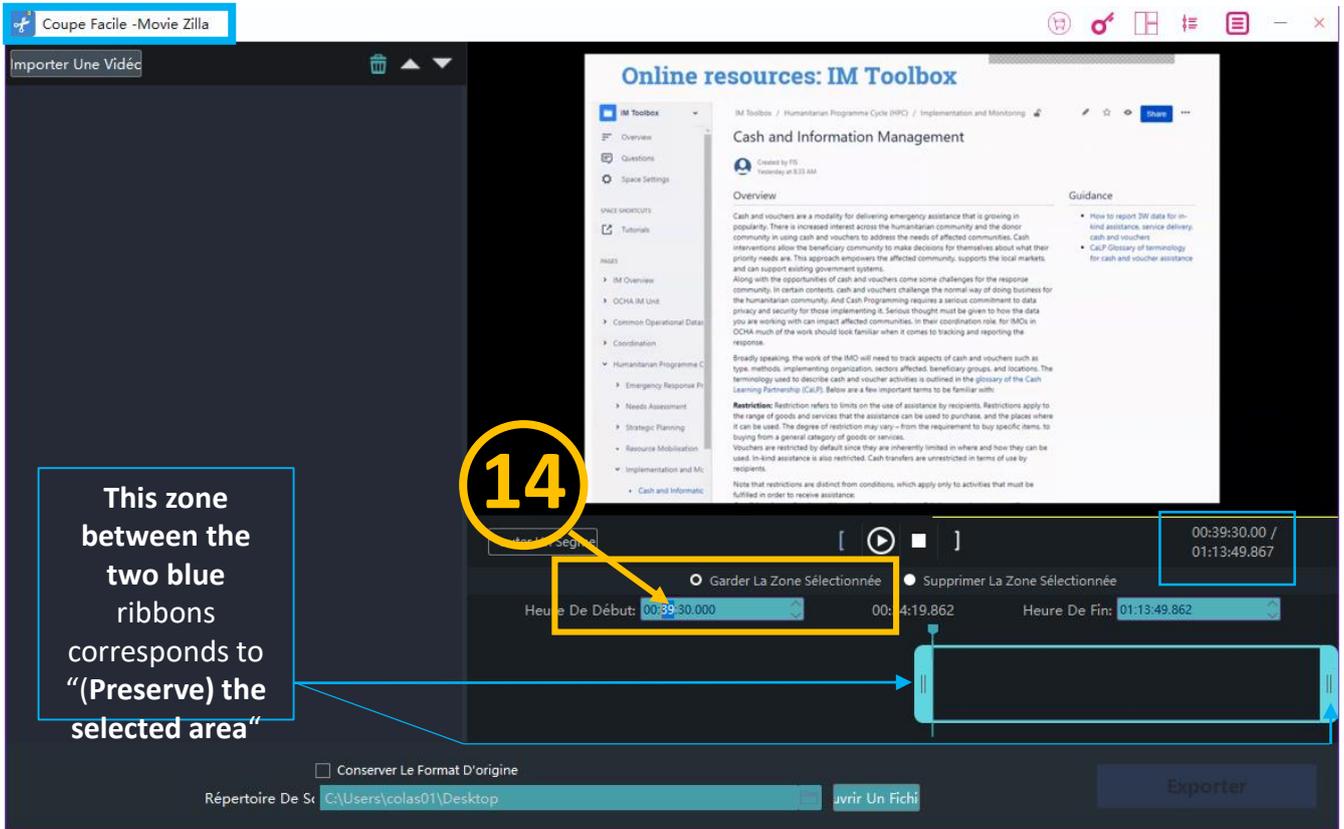


Step 13: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.

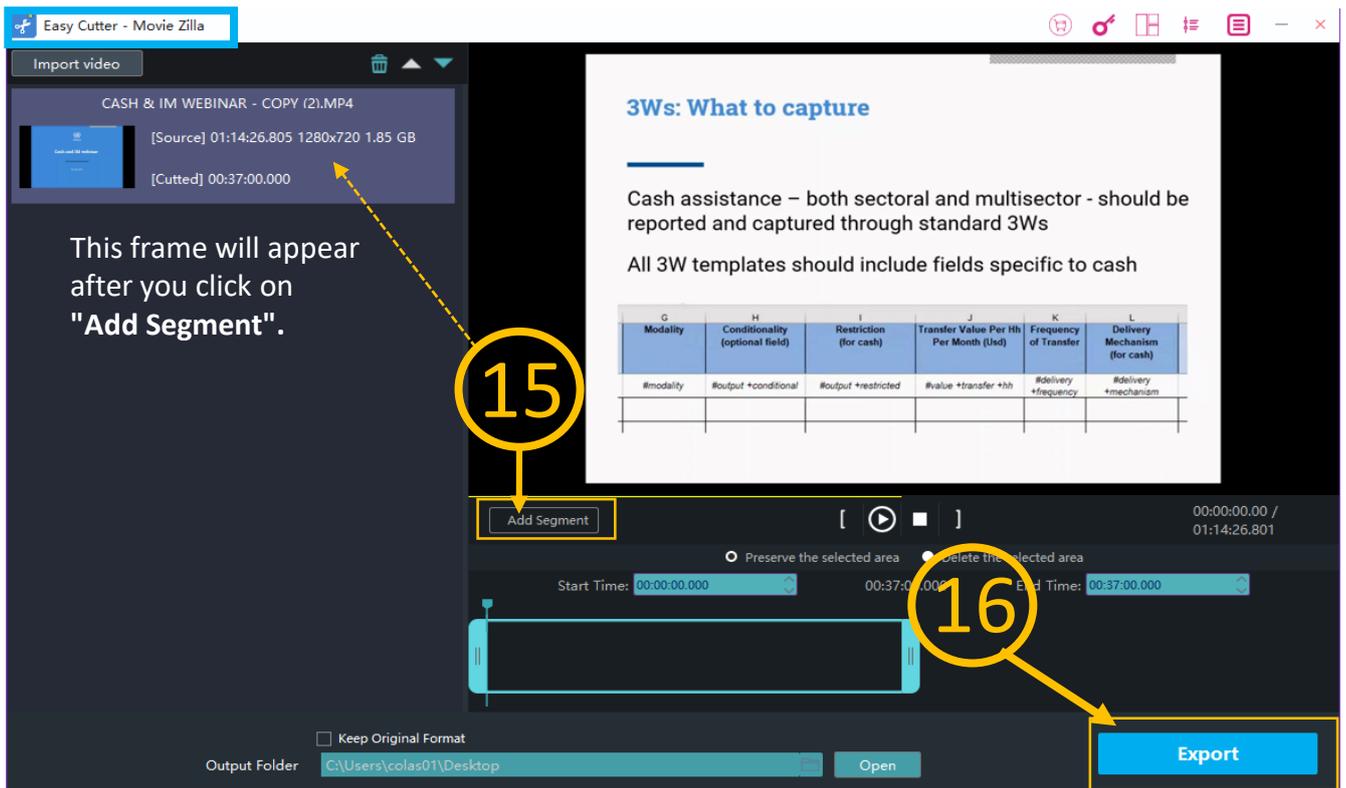


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 14: Make sure that "Preserve the selected area" is selected (see yellow frame). Change the end time manually > and changed "Start Time 00:39:30:000", with your mouse select "00", then modify it using your keyboard.

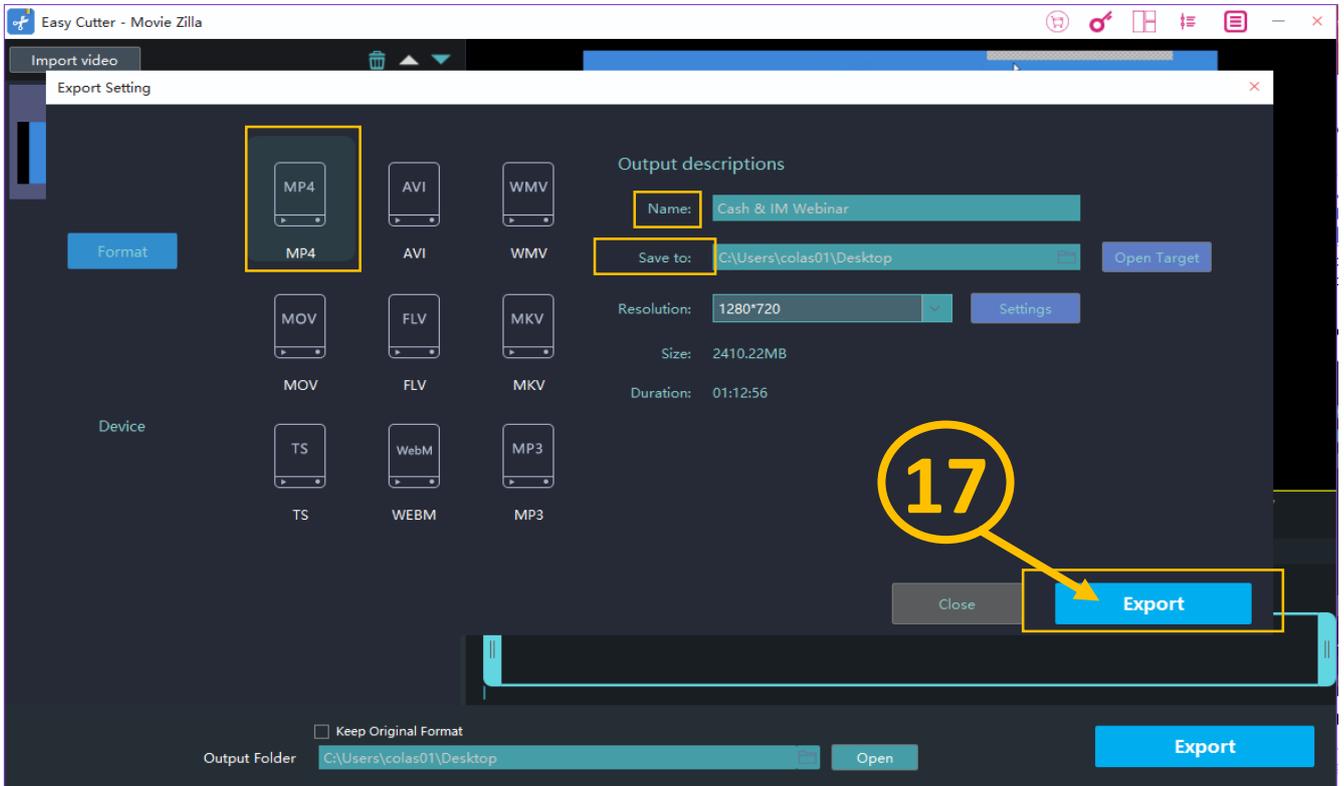


Step 15: After editing the "Start Time" with your keyboard, click with your mouse on "Add Segment", then click on "Export".

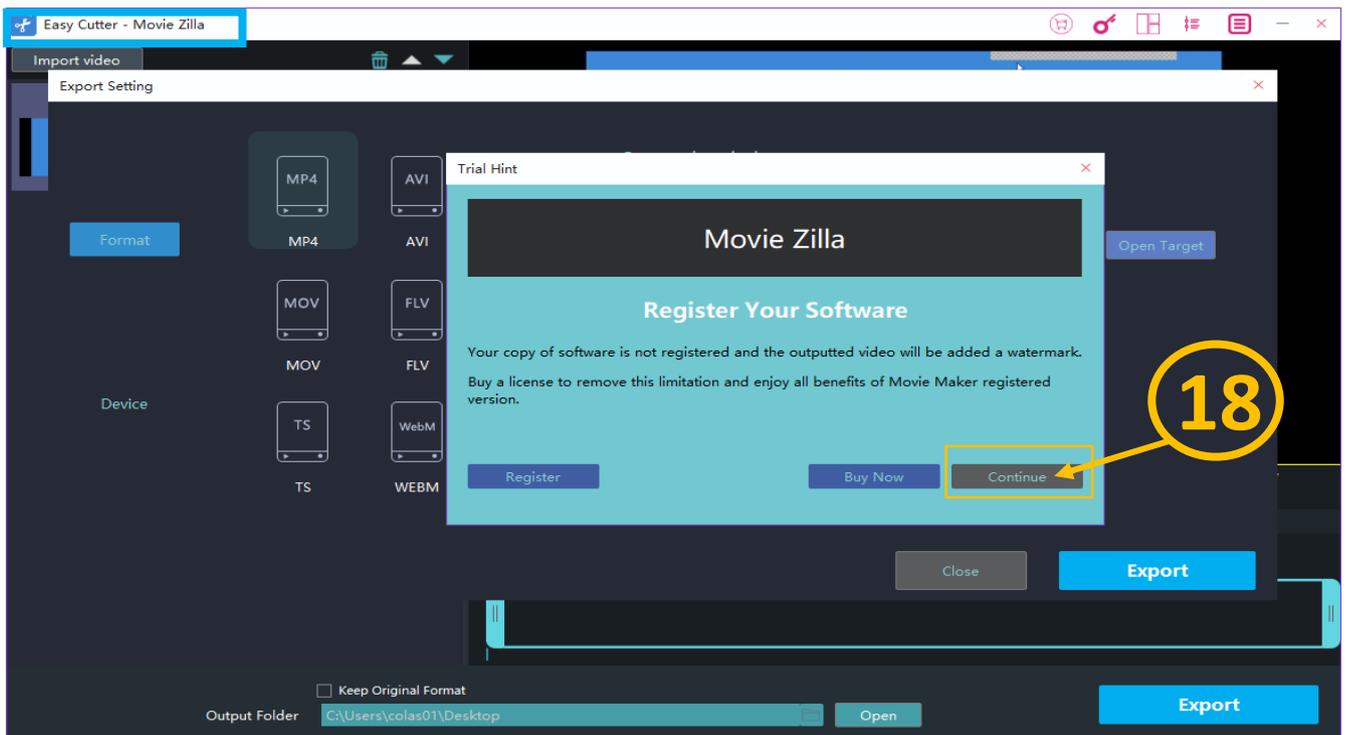


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 16: After clicking on "Export", wait for this page to load. Follow the yellow frames choose the format, rename the video and define its location, then click again on "Export".

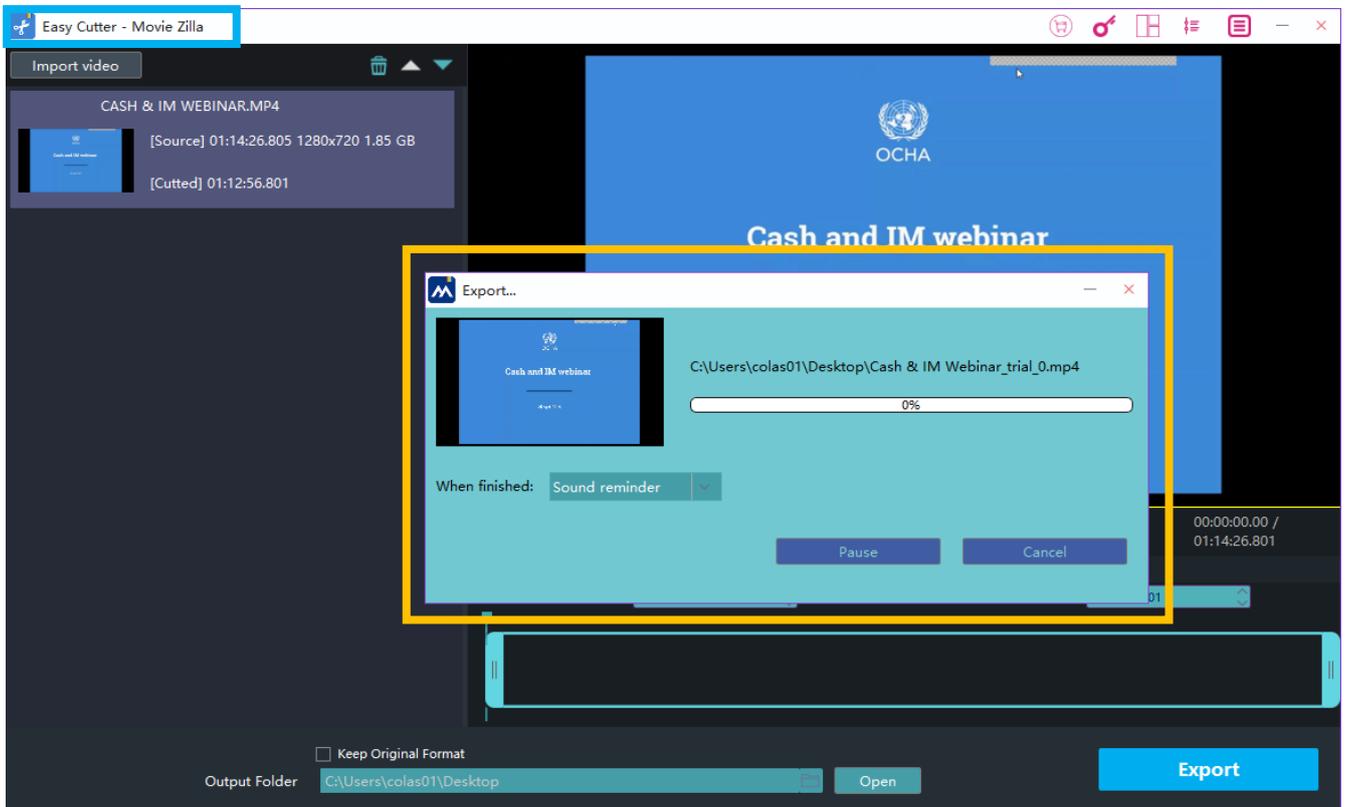


Step 17: After clicking on "Export", this page may appear. With your mouse click on "Continue". Then wait.

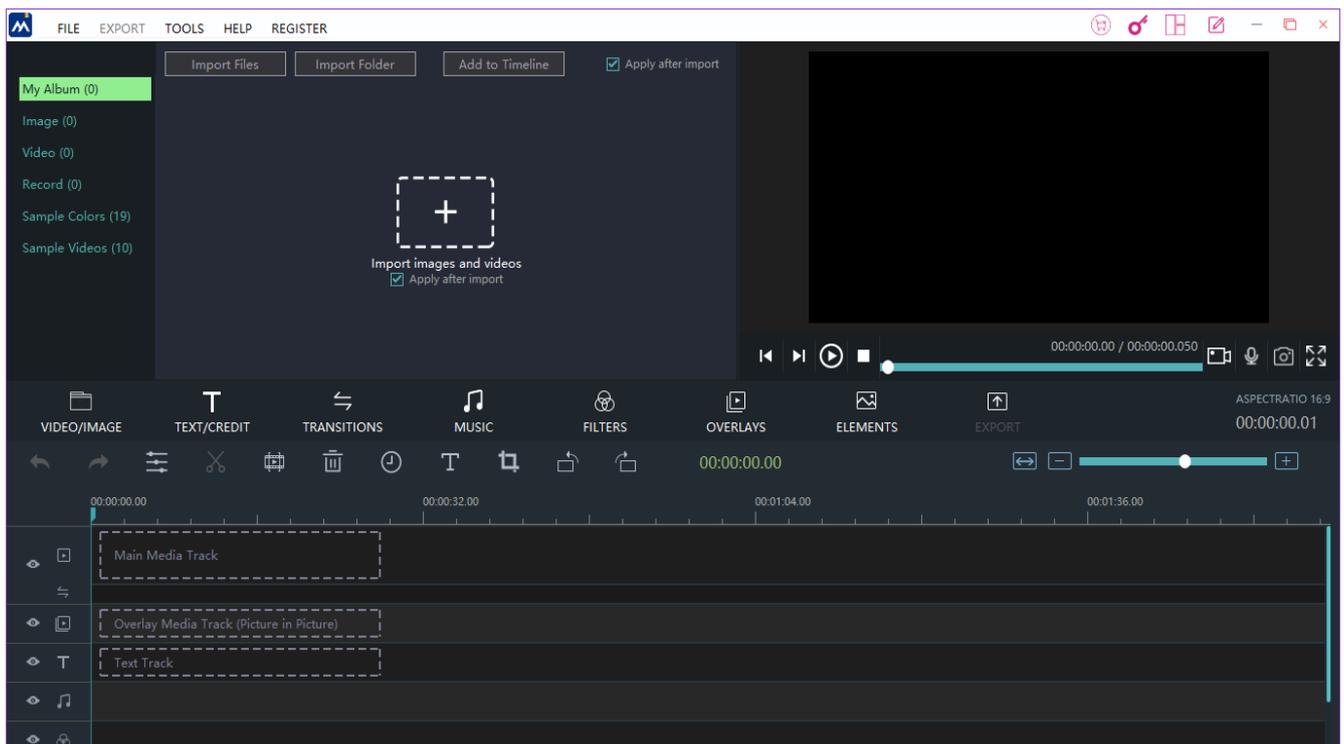


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 18: Wait until the next page opens (it may take a few seconds), then wait until the export is complete (it may take a few minutes or a few hours depending on the size of your file), then close the program.

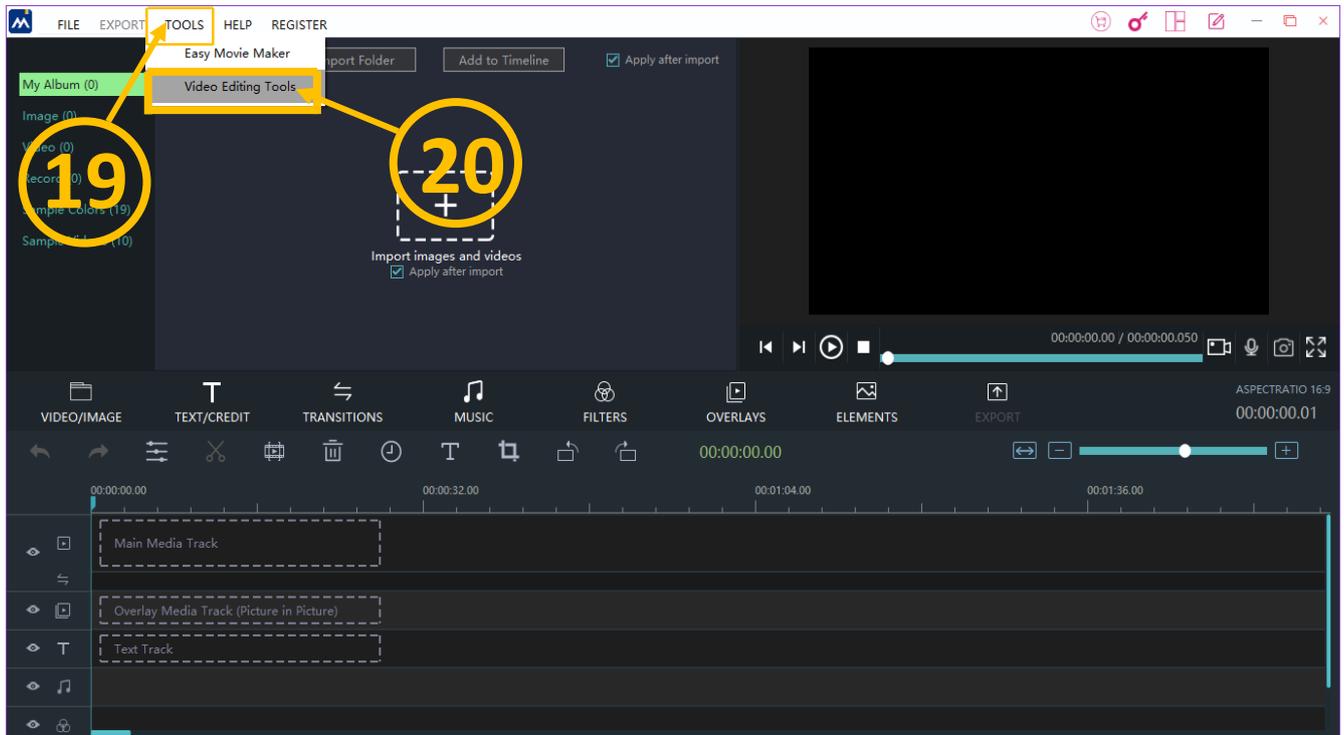


Step 19: Wait until the downloads of **both videos** (two parts of the video) are **fully completed** and then go back to the software's home page.

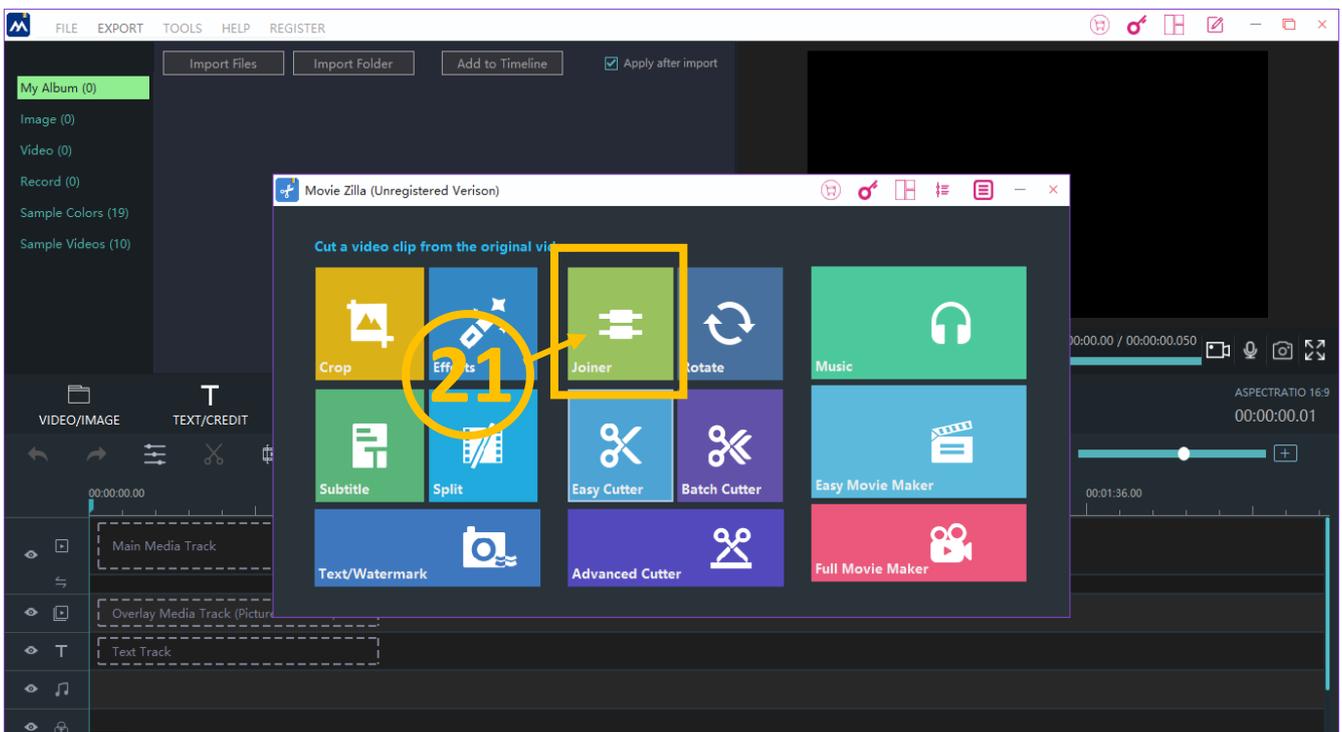


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 20: With your mouse go to the top left bar. Click on "Tools", then on "Video Editing Tools".

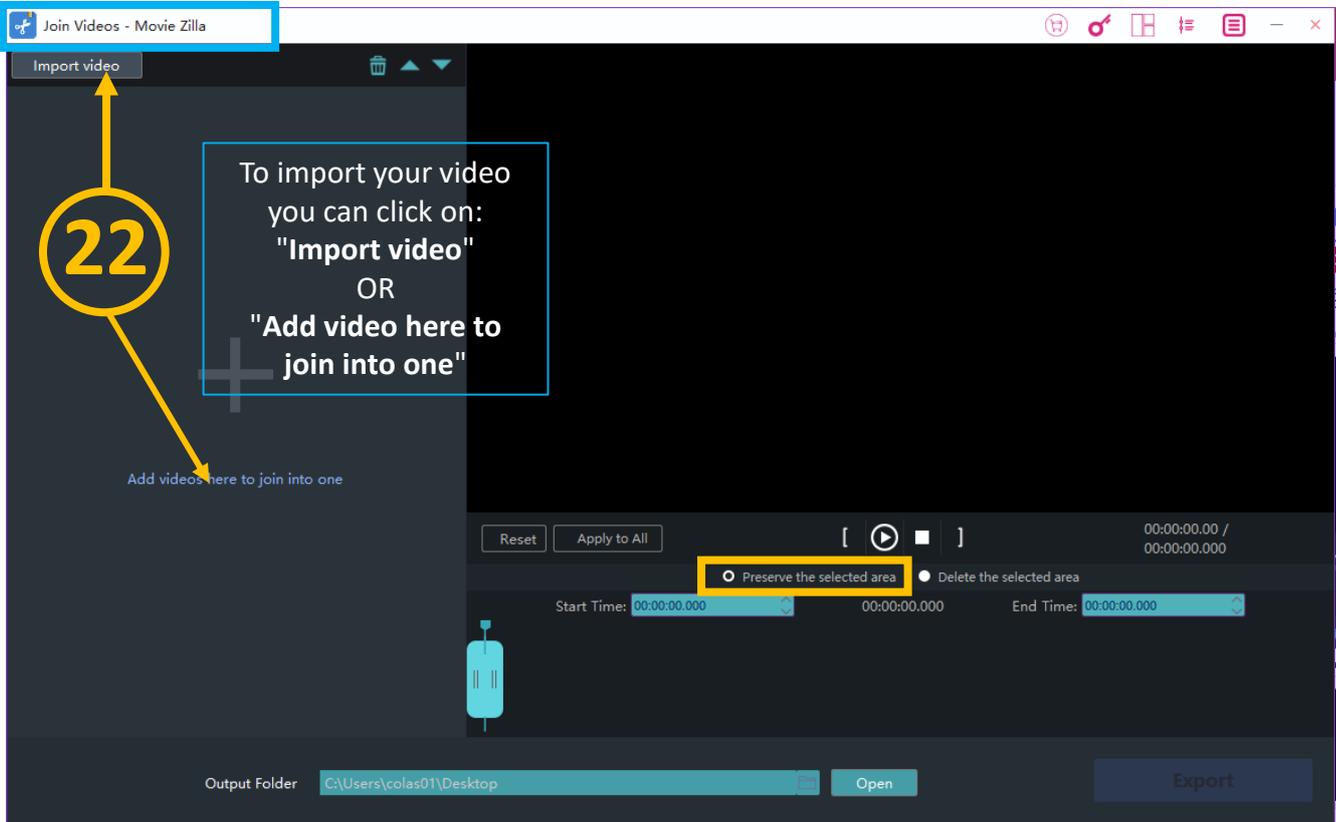


Step 21: Wait until this page appears (it may take a few seconds), then click on "Joiner".

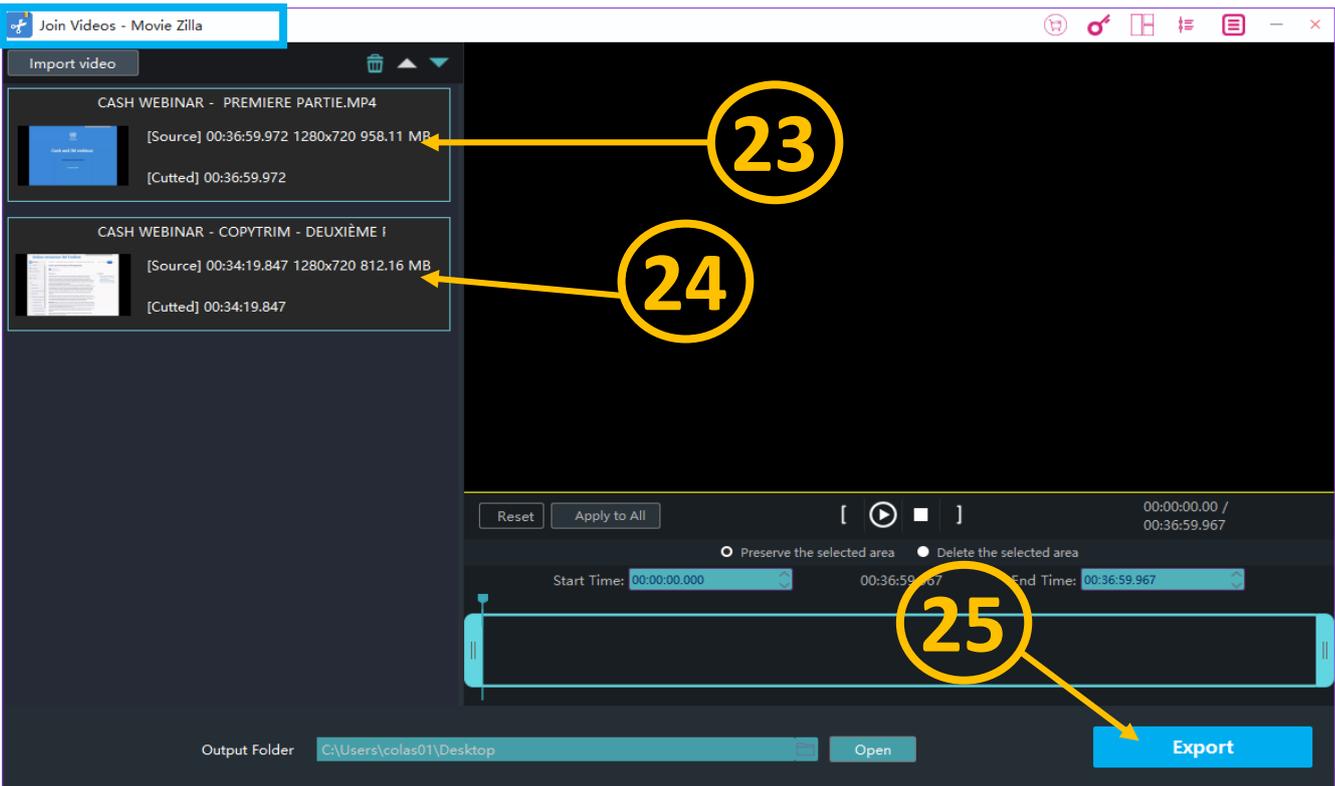


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 22: Wait until the «Join Videos» appears (it may take a few seconds), then click on "Import Video". Import the **first video** (00:00:00:00:000 - 00:00:37:00:00:000) into the software, then repeat the process to import the **second video** (00:39:00:00:000 - 01:13:13:00:00:000). Make sure that "Preserve the selected area" is selected (see yellow frame).

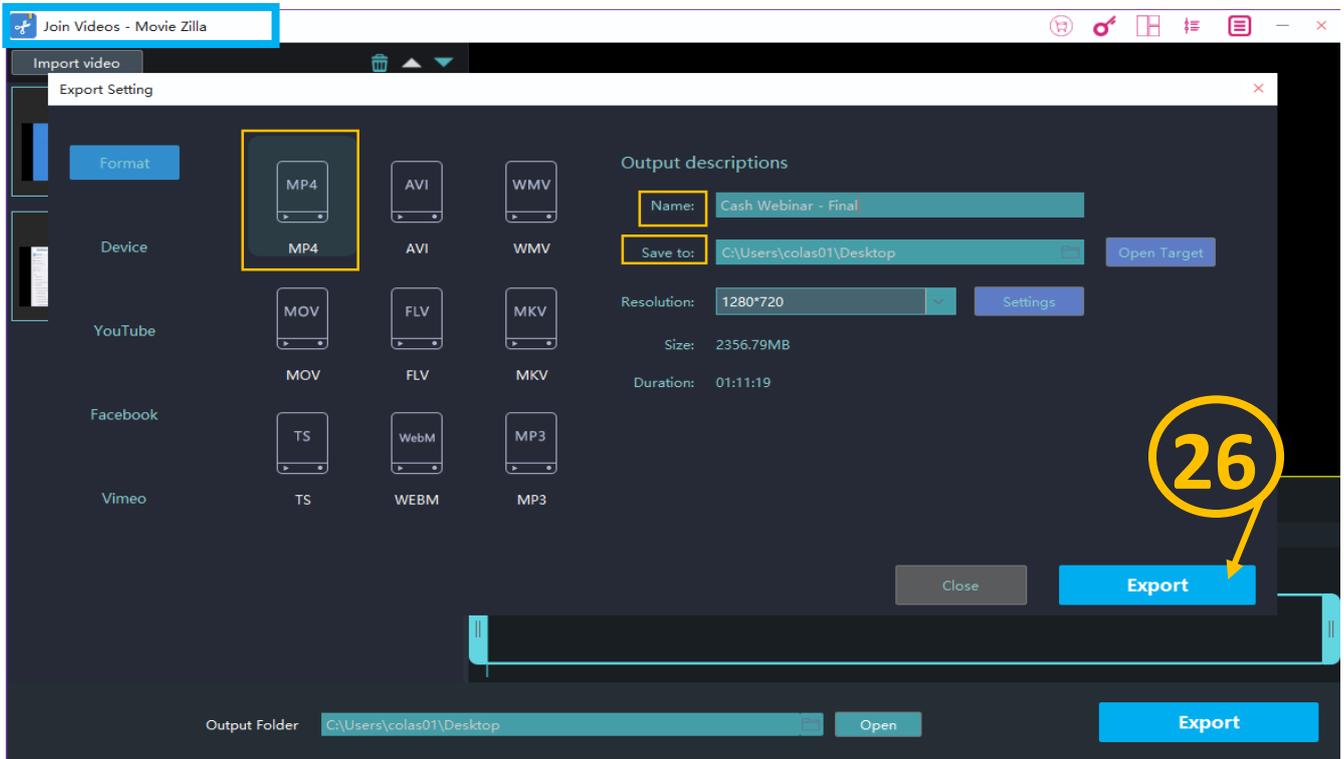


Step 23: Wait until your videos appear on the left. Then click on "Export".

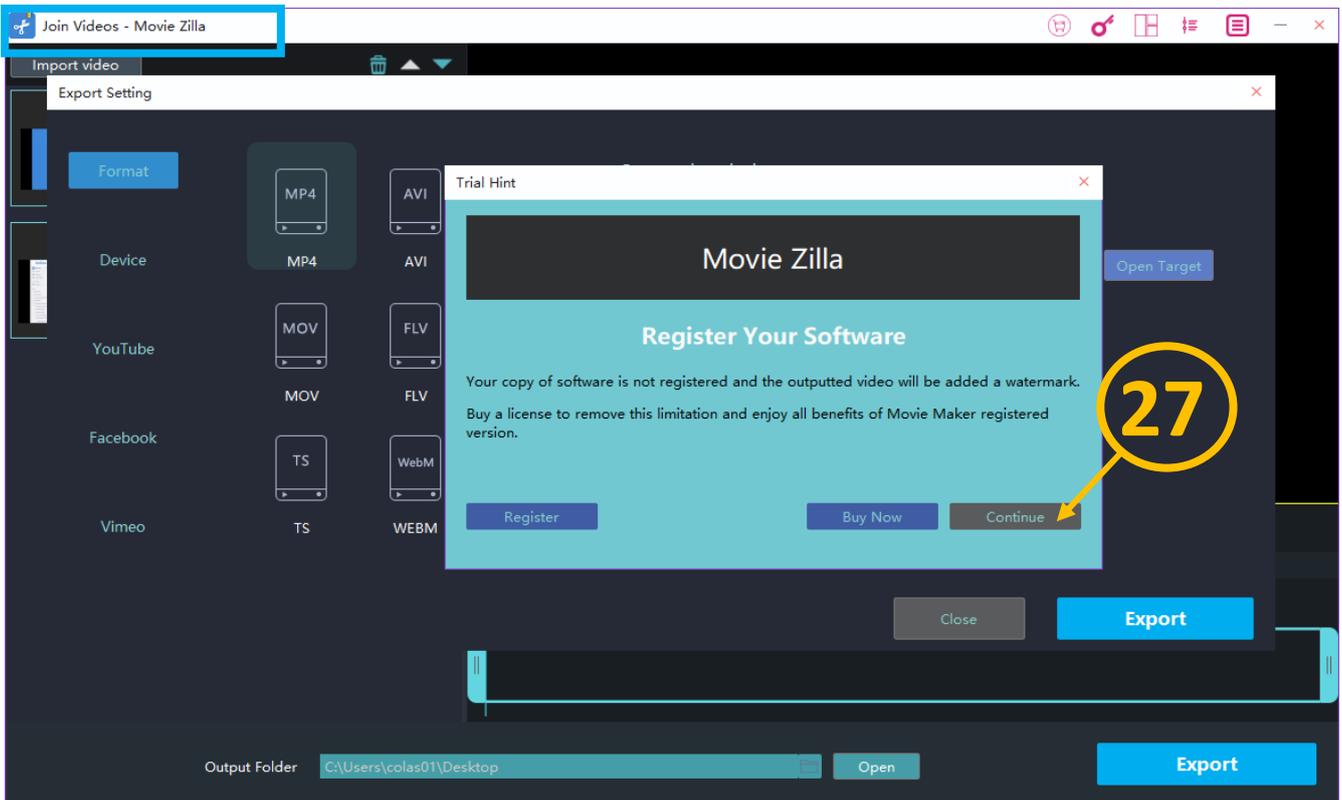


CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 24: After clicking on "Export", wait for this page to load. Follow the yellow frames **choose the format, rename the video and define its location**, then click again on "Export".



Etape 25: After clicking on "Export", this page may appear. With your mouse click on "Continue". Then wait.



CUTTING A PASSAGE IN THE MIDDLE OF THE VIDEO

Step 26: **Wait** until the next page opens (it may take a few seconds), then wait until the export is complete (it may take a few minutes or a few hours depending on the size of your file), then **close the program**.

Caution: do not close the window (see the yellow frame) before the download is complete, otherwise you will have to start exporting the file all over again.

