STANDARD OPERATING PROCEDURES

Recording a Webinar Editing Webex recordings **Q** with Windows Movie Maker **M**

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 <u>previous IM Webinars</u> on the **OCHA IMToolbo**x under the "<u>Webinars</u>" page. If you are an **OCHA IMO**, you can find previous Webinars on the **Team Site** (Sharepoint) under the "**Training**" section and then on "<u>IM Webinars</u>".

- 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 > <u>Module 3 (10 steps)</u>: Cutting the beginning and/or end of a video, with no precise

prior knowledge of the moment.

Page 24 to 37 > <u>Module 4 (26 steps)</u>: Cutting a passage in the middle of the video

Module 1: RECORDING A WEBINAR

<u>Step 1</u>: 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.



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		Cisco Webex
	blet.	Meet and collaborate anywhere, anytime, and mobile device or video system with Cisco Wet decisions faster with integrated audio, video, a

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

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

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unite.un.org infosec.un.org ICT Policies ICT Standards iSeek un.org		

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

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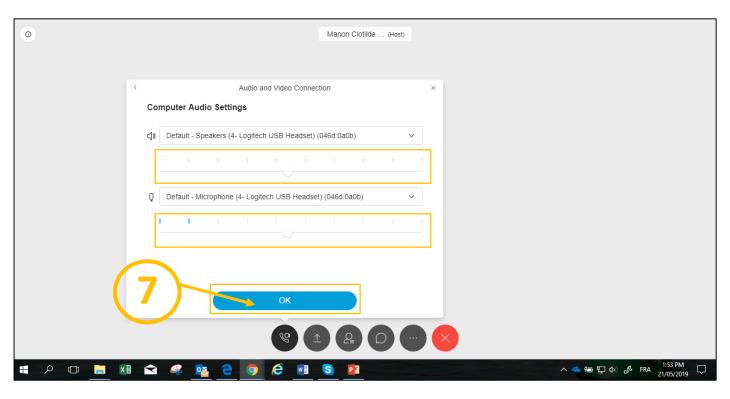
<u>Step 5</u>: Wait for this page to appear and load.

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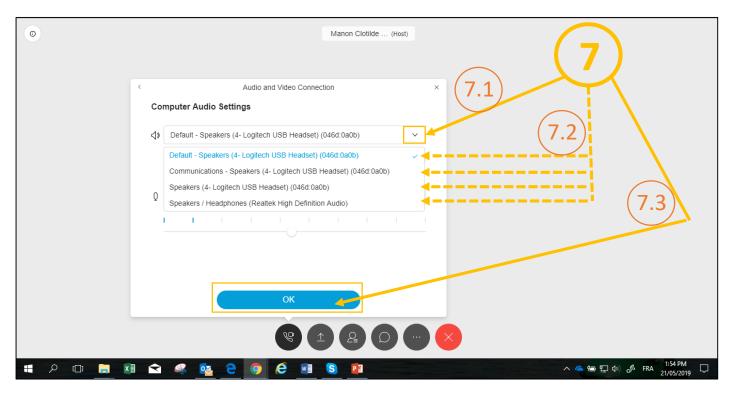
<u>Step 6:</u> Wait until this page appears. **Before clicking** on "**Connect Audio**": make sure that the option "**Calling Using Computer**" is selected, then verify that your **microphone** and **headphones are properly set up**, to do that, click on "**Change settings**".

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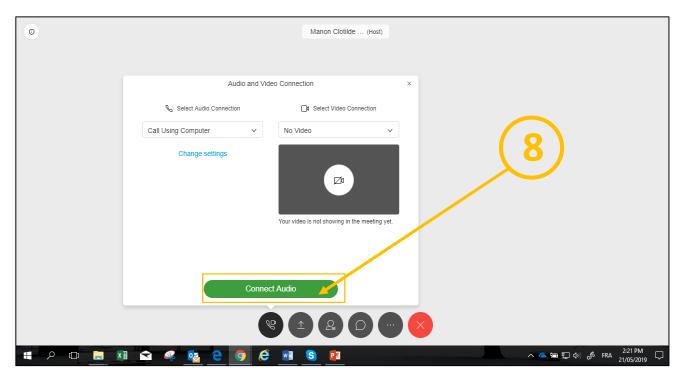
<u>Step 7</u>: Wait until this page appears, then **check** that **the audio** and **microphone are functioning**. If so, click on "**ok**".



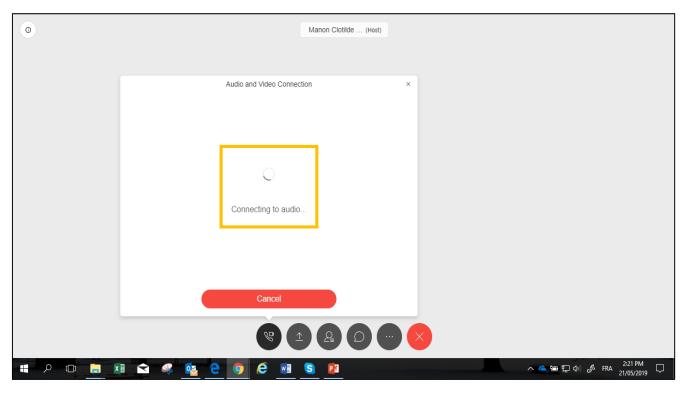
<u>Step 7 bis</u>: When the audio or microphone does not work, click on " \vee ", then click on the **appropriate device**(s), then **test the audio and microphone**, and click on "**ok**".



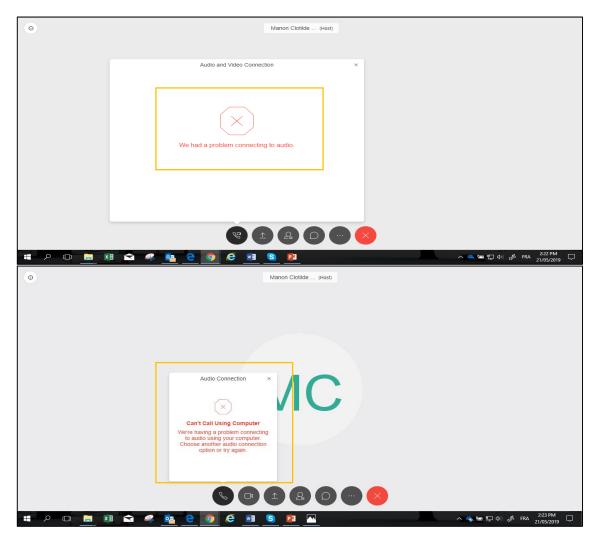
<u>Step 8</u>: After testing and setting up the audio and microphone, with your mouse click on "Connect Audio".



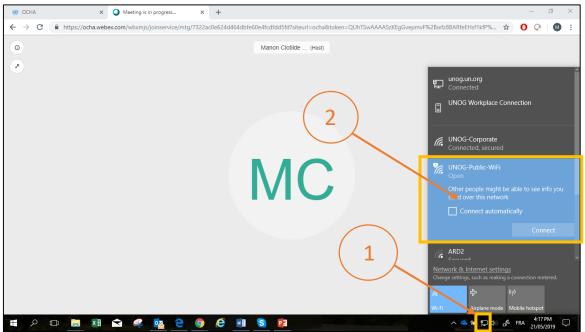
<u>Step 9</u>: Wait for this page to appear and load.



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



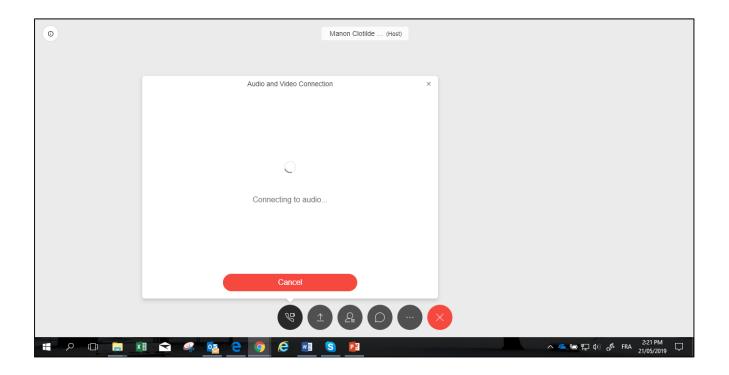
<u>Step 9.2</u>: To solve this problem, go to your **internet settings**, choose and connect to WIFI network.



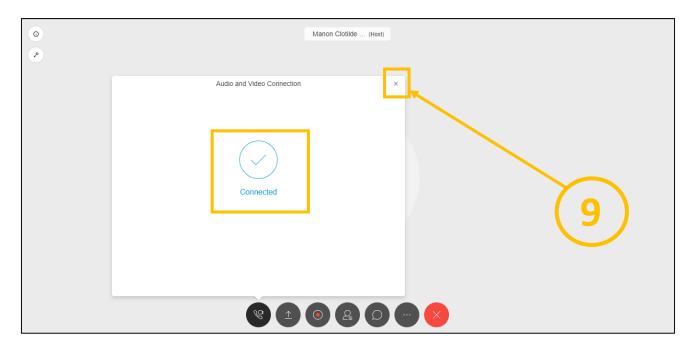


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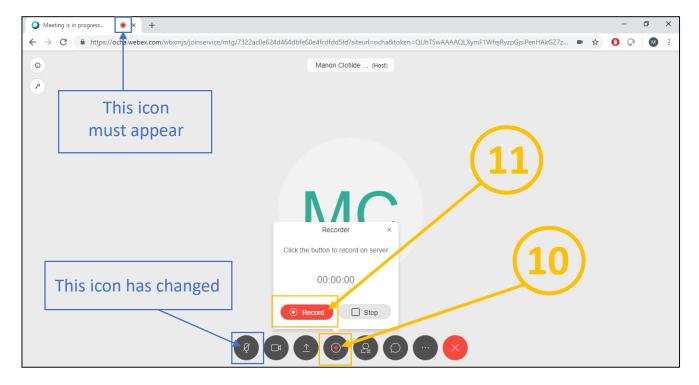
<u>Step 9.4</u>: Wait for this page to appear and load.



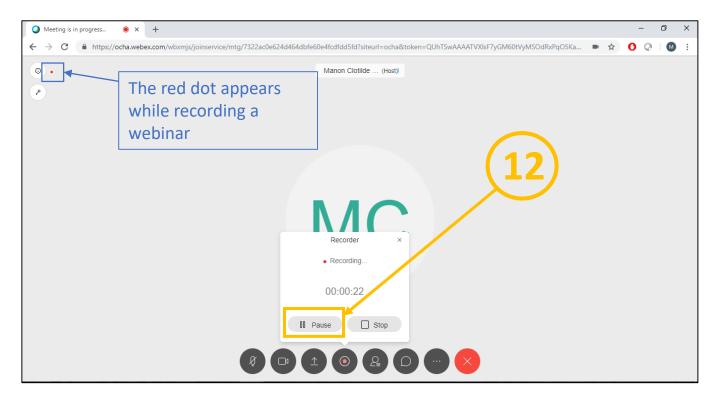
<u>Step 10</u>: Once you are connected, this page will appear, as soon as you see the message "Connected" on your screen, you can close this window.



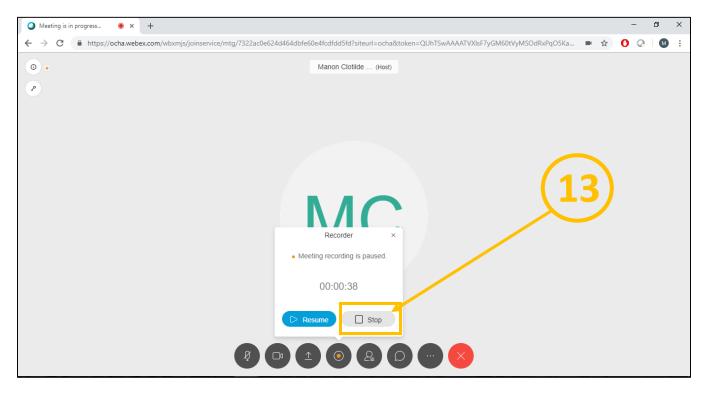
Step 11: To record a webinar, click on the recording icon " O", then click on "Record" to start the Webex recording.



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



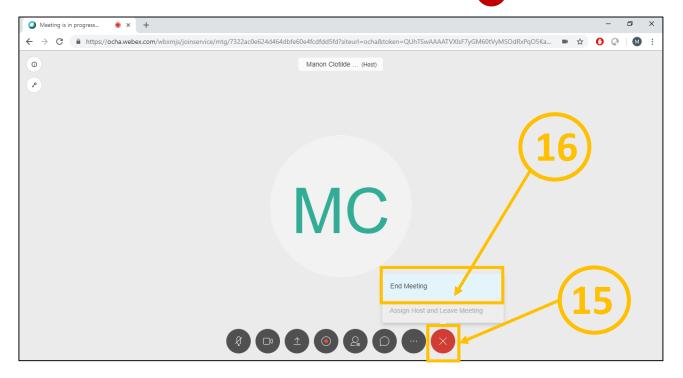
<u>Step 13</u>: When you pause the recording, the page appears as shown below. Click on "**Resume**" to continue to record and/or on "**Stop**" to entirely stop.



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

<u>Step 15</u>: Once the meeting and the recording are over, click on " χ ", then on "**End Meeting**".



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

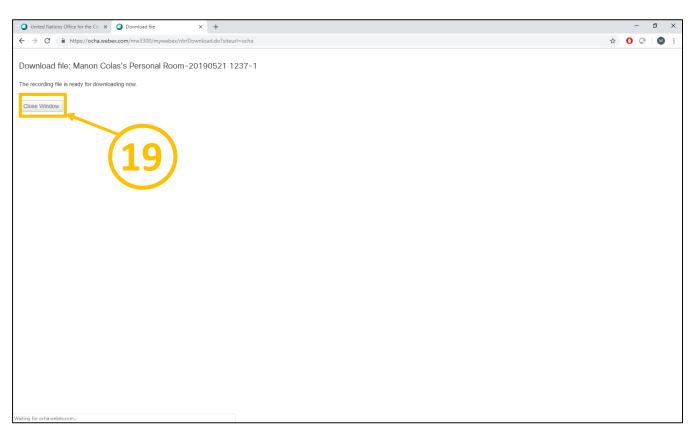
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<u>Step 17</u>: Wait until the "**My Recorded Meetings**" page pops up. **The display of the recording can take several minutes**. If after 5-10 minutes your recording has still not appeared, **refresh your web page** with the " (> " icon (in the blue 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 " \checkmark " to download the file.

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



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

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STANDARD OPERATING PROCEDURES

Editing Webex recordings 📿 with Windows Movie Maker 🏧

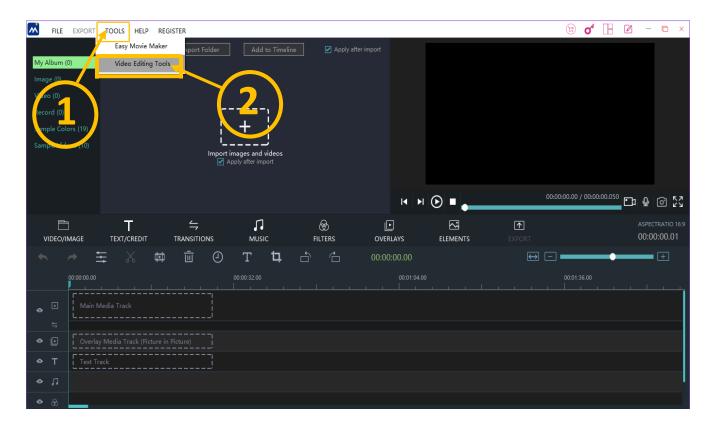
Module 2 : CUTTING THE BEGINNING AND/OR END OF A VIDEO PRECISELY

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".

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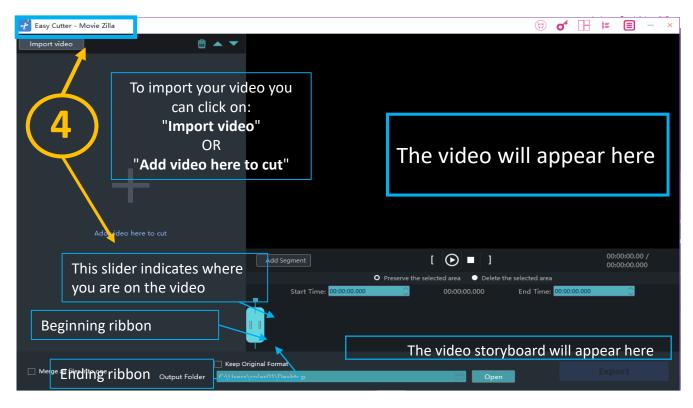


<u>Step 2</u>: With your mouse, go to the top left bar. Click on "Tools", then on "Video Editing Tools".

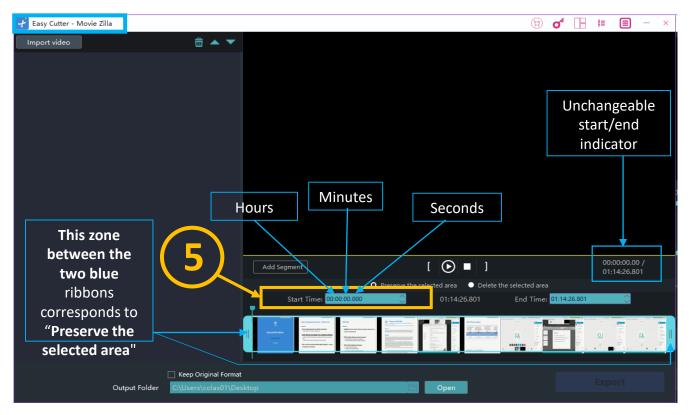
Step 3: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".

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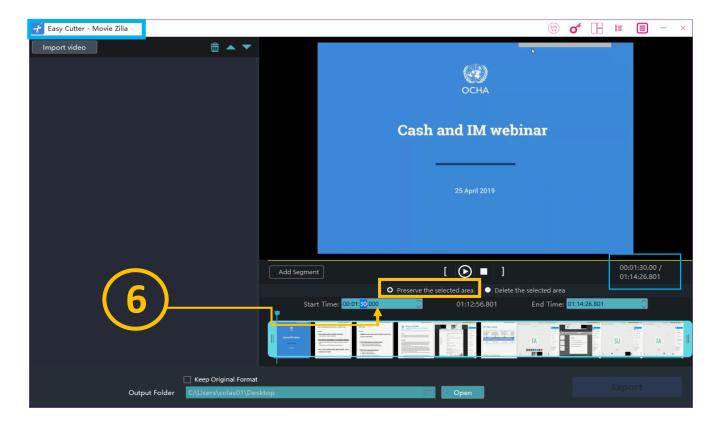
<u>Step 4</u>: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.



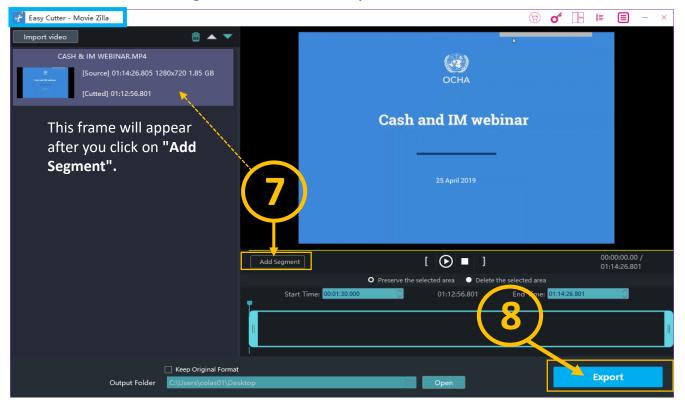
<u>Step 5</u>: The "Easy Cutter" page will look like this. With your mouse use the precise editing tool located in the yellow frame => "Start Time 00:00:000".



<u>Step 6</u>: 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.



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



<u>Step 8</u>: 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**".

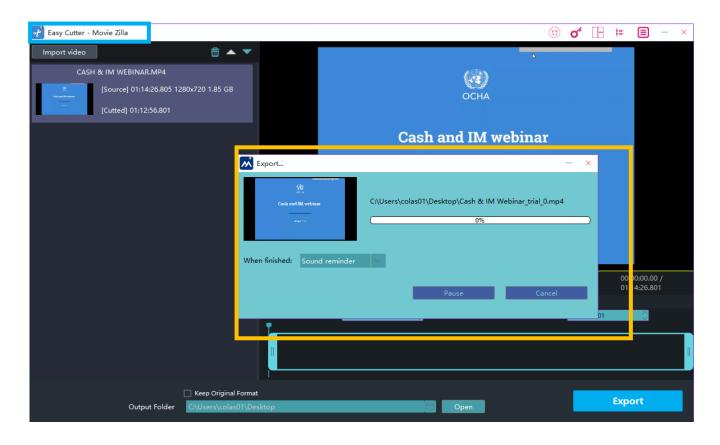
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<u>Step 9</u>: After clicking on "Export", this page may appear. With your mouse click on "**Continue**". Then **wait**.

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<u>Step 10</u>: 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.



<u>Note</u>: 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

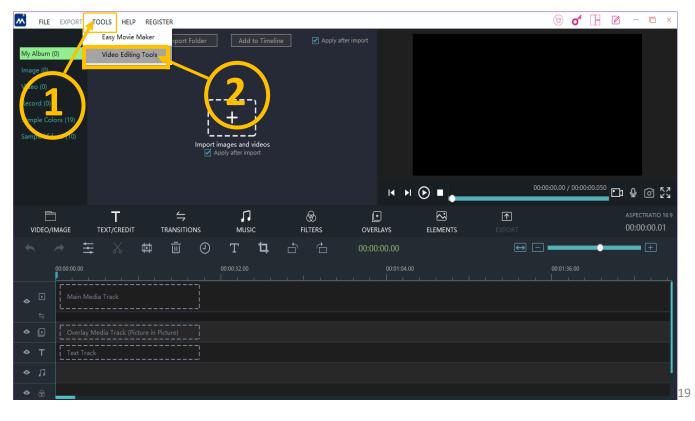
Module 3 : CUTTING THE BEGINNING AND/OR END OF A VIDEO, WITH NO PRECISE KNOWLEDGE OF THE MOMENT

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

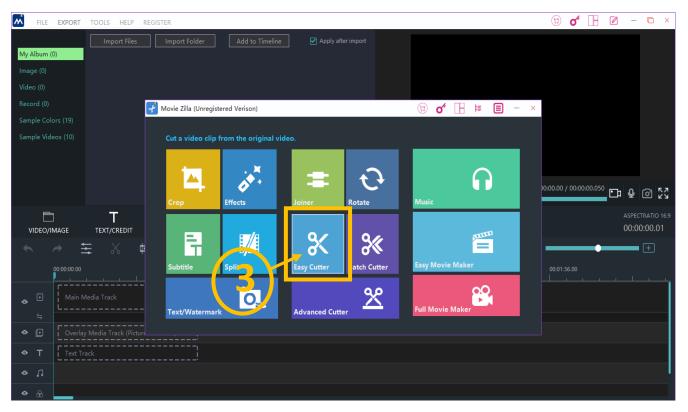
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Step 1: Open the WMM software. Wait until this page appears.

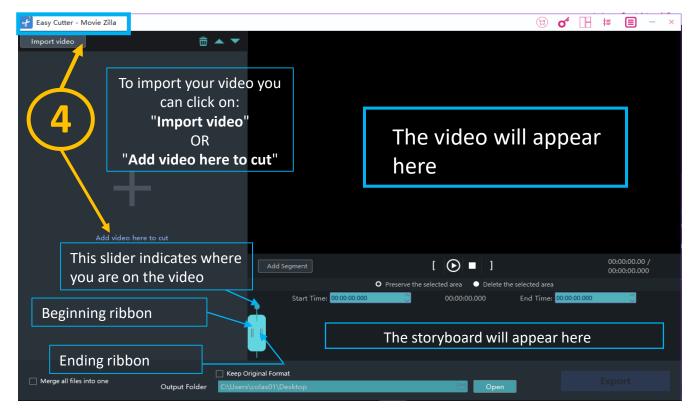
<u>Step 2</u>: With your mouse go to the top left bar. Click on "Tools", then on "Video Editing Tools".



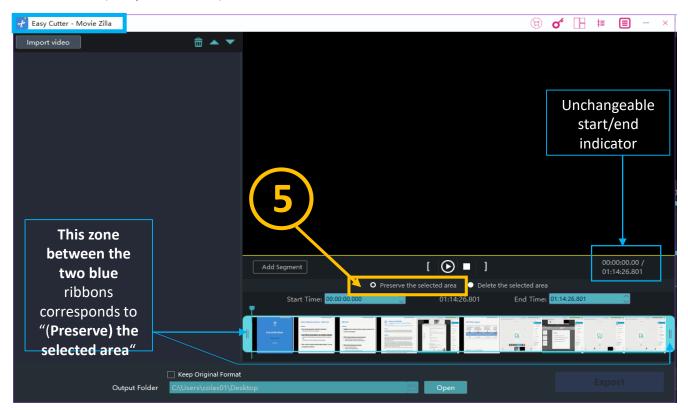
Step 3: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".



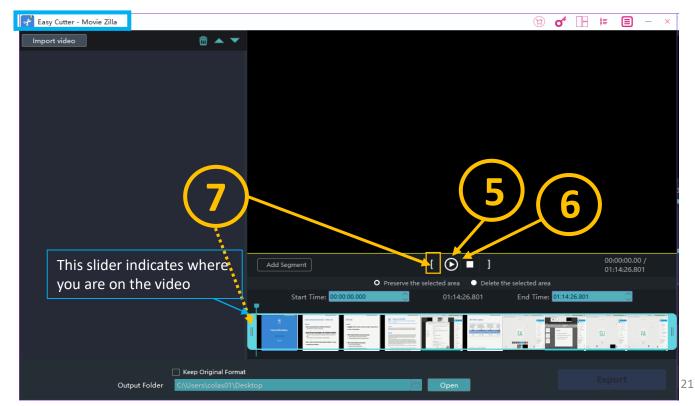
<u>Step 4</u>: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.



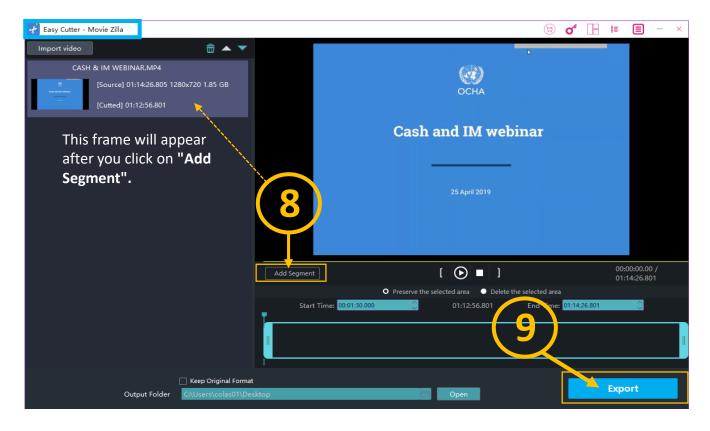
<u>Step 5</u>: The "Easy Cutter" page will look like this. Make sure that **"Preserve the selected area"** is selected (see yellow frame).



<u>Step 6</u>: 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).



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



<u>Step 8</u>: 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**".

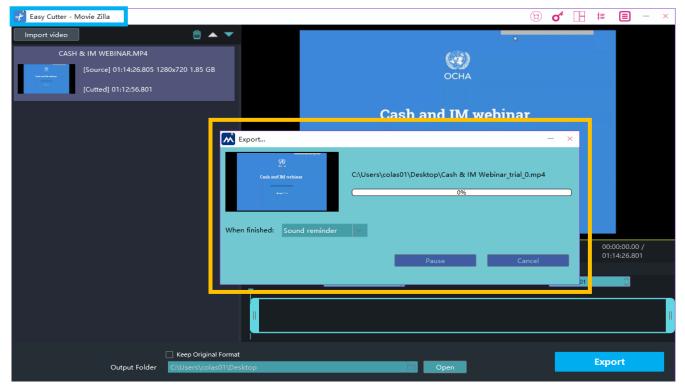
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<u>Step 9</u>: After clicking on "Export", this page may appear. With your mouse, click on "Continue". Then wait.

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<u>Step 10</u>: 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.



<u>Note</u>: 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

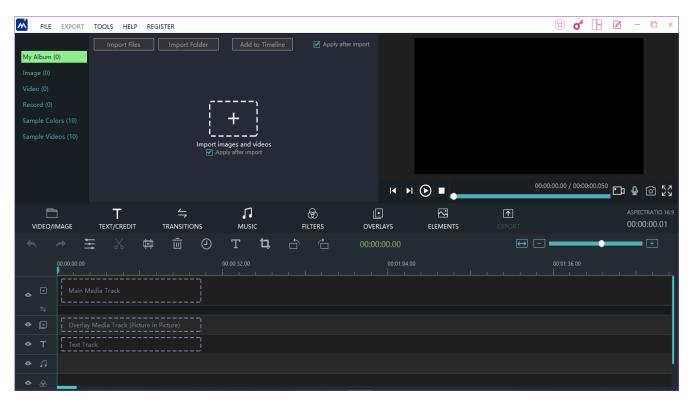
Case scenario: We want to cut a part of the video because of a sound problem. The section lasts 2 minutes 30 seconds. The section is situated between the 37th minute and the 39th minute.

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 00:00:00:00:00:000 and ending at 00:37:00:00:000

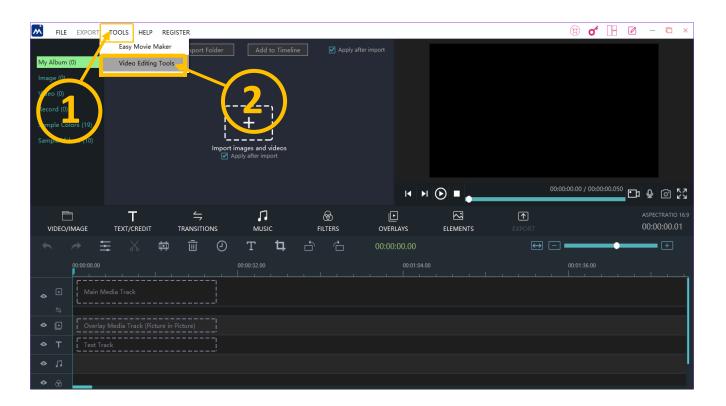
- another one starting at 00:39:30:000 and ending at 01:13:13:49:000

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.

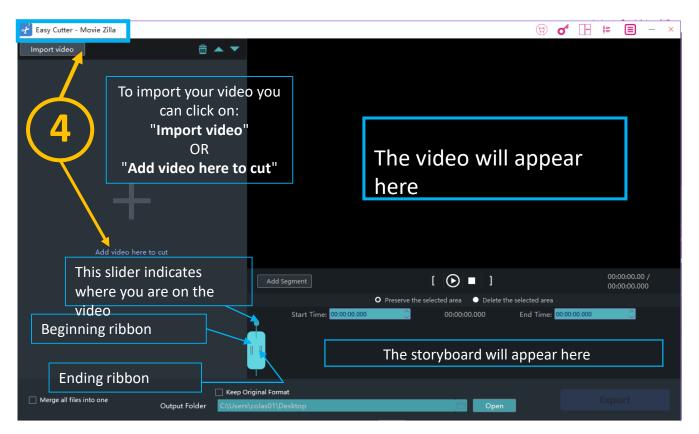
<u>Step 2</u>: With your mouse, go to the top left bar. Click on "**Tools**", then on "**Video Editing Tools**".



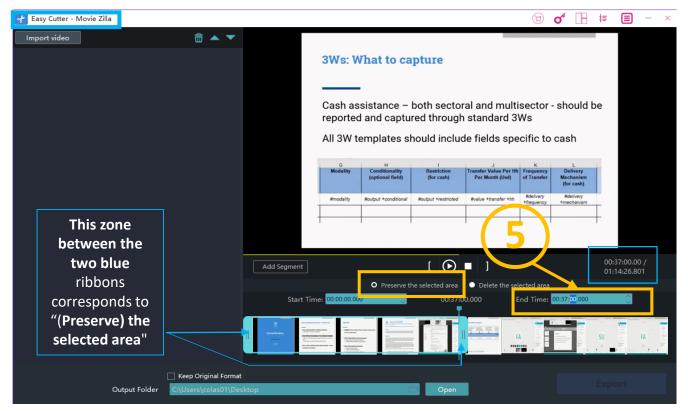
Step 3: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".

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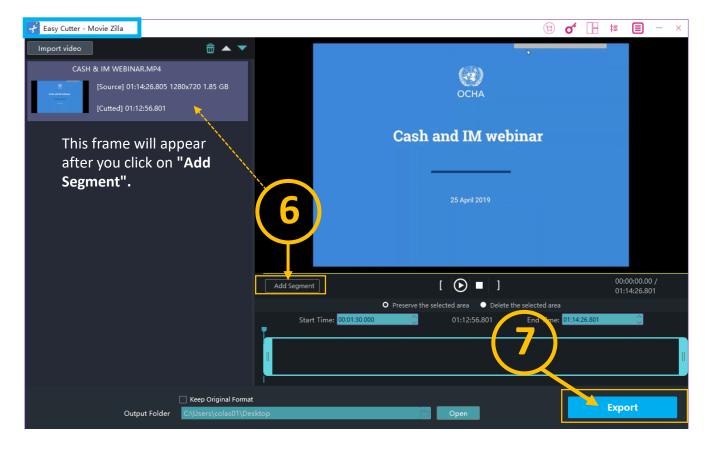
<u>Step 4</u>: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.



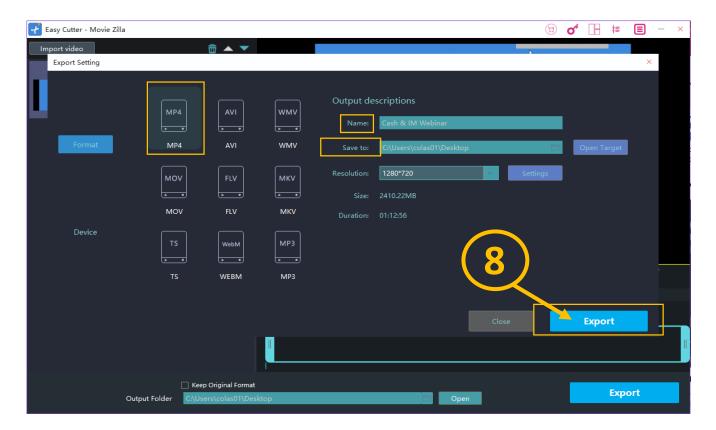
<u>Step 5</u>: Make sure that "**Preserve the selected area**" is **selected** (see yellow frame). **Change the end time manually > and changed** " **End Time** 00:37:00:000", with your mouse select " **00** ", then modify it using your keyboard.



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



<u>Step 7</u>: 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".



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

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<u>Step 9</u>: 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.

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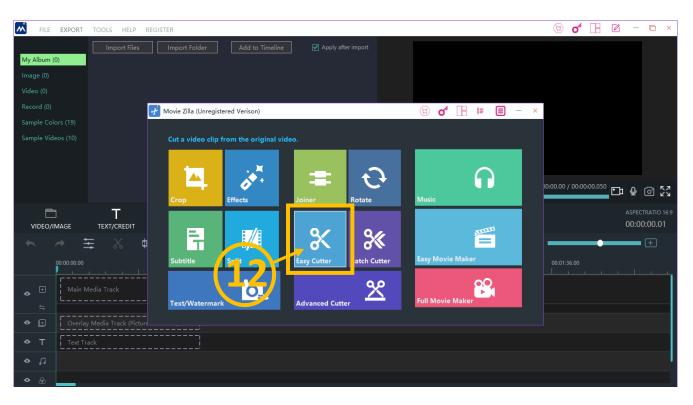
<u>Step 10</u>: Go back to the WMM home page, and get ready to follow the same procedure as above for the second video.

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

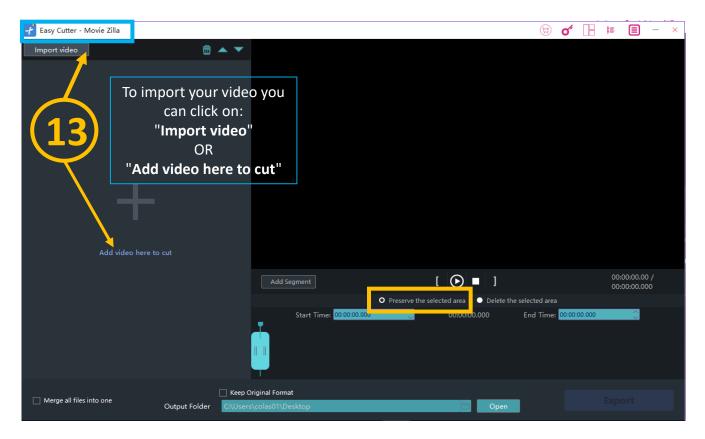
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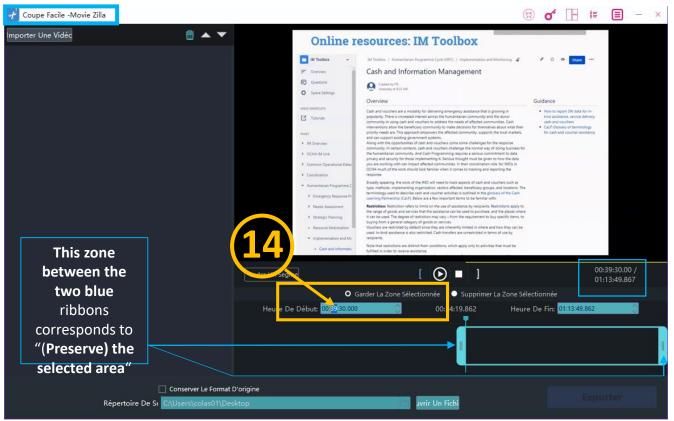


Step 12: Wait until this page appears (it may take a few seconds), then click on "Easy Cutter".

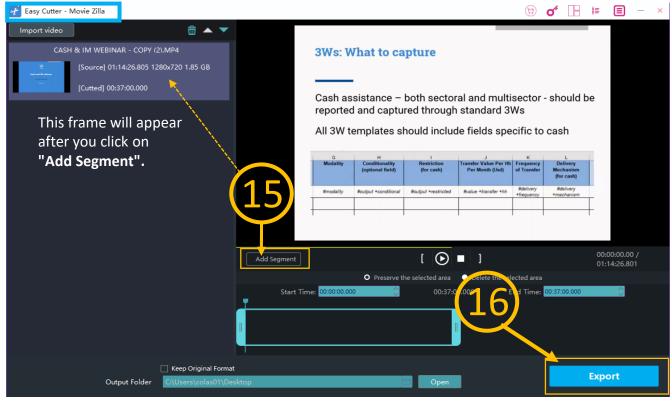
<u>Step 13</u>: Wait until the "Easy Cut" page appears (it may take a few seconds), then click on "Import video". Import your video on the software.



<u>Step 14</u>: 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.



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



<u>Step 16</u>: 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".

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

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<u>Step 18</u>: 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.

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<u>Step 19</u>: 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.

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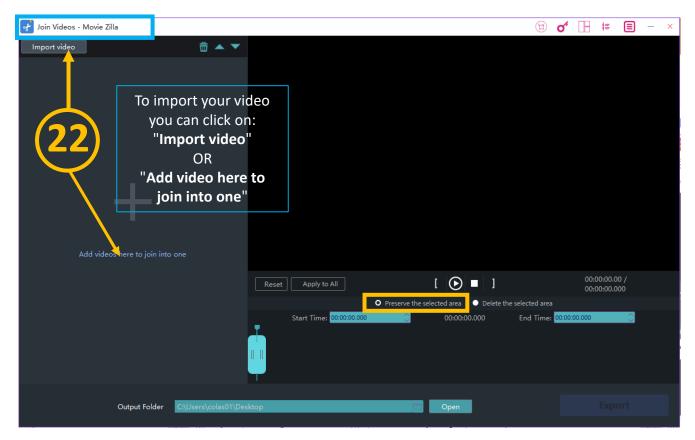
<u>Step 20</u>: With your mouse go to the top left bar. Click on "**Tools**", then on "**Video Editing Tools**".

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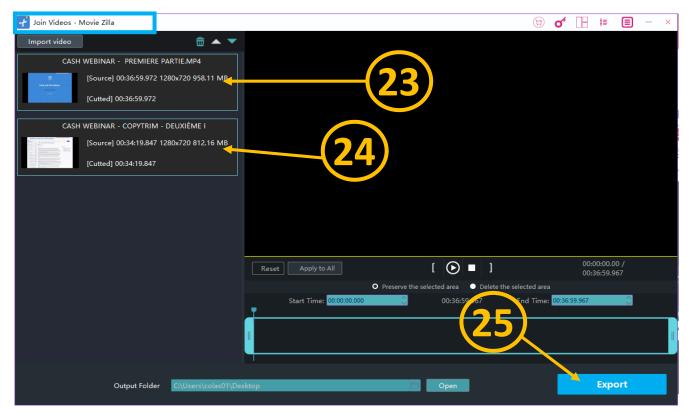
Step 21: Wait until this page appears (it may take a few seconds), then click on "Joiner".

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<u>Step 22</u>: Wait until the «Join Videos» appears (it may take a few seconds), then click on "Import Video". Import the first video (00:00:00:000 - 00:00:37:00:000) into the software, then repeat the process to import the second video (00:39:00:000 - 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".



<u>Step 24</u>: 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**".

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

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<u>Step 26</u>: 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.

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