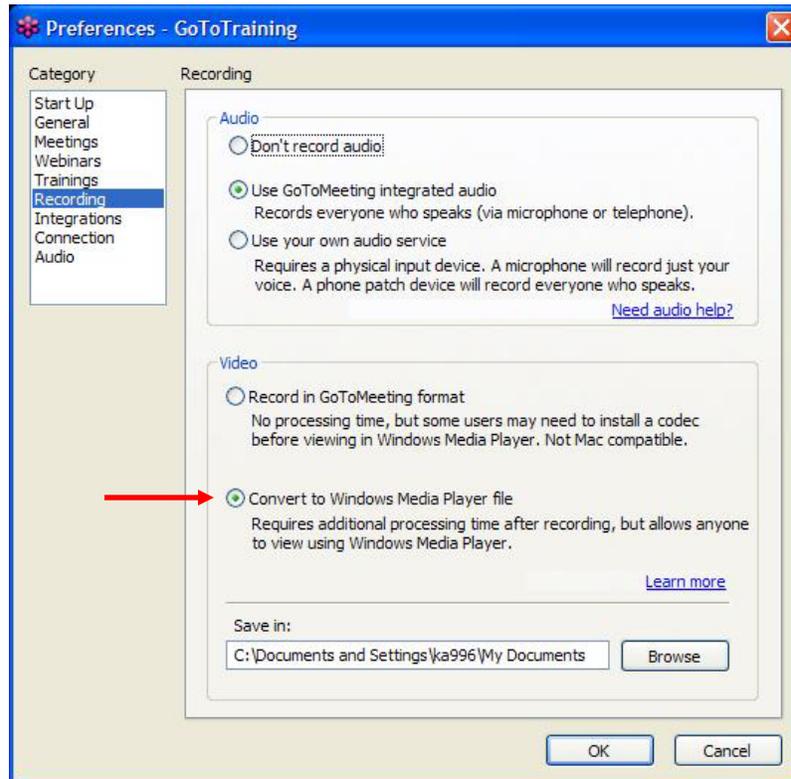


Recording sessions with GoToTraining

To record video file in GoToTraining, it is important to change the settings so that the file is converted into a format that can be played on all computers.

1. After you have started the training, click on the **Settings** option next to the record button. (If you don't see the record button, click on the View Tab at the top of the screen and make sure it is checked).
2. Make sure GoToTraining is set to convert the file after recording. The settings should like this:

PC



Mac



Once you have ended the training, GoToTraining will automatically convert the file and place it in the specified folder. You are now free to play, share, and upload the video file.